Checklist - Linchpin-Mantra-Migration: User Profiles

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Prepare for a clean migration of content from Linchpin to Mantra with our checklist!

Preparation

First, think about what content really needs to be migrated.

Evaluate Content Needs

- [ ] Identify the key content that needs to be migrated
- [ ] Determine which content can be archived or excluded
- [ ] Organize content that needs to be migrated
- [ ] Define the timeline and schedule for the migration

Executing the migration

NOTE: Please execute the migration during a DOWNTIME / AN ANNOUNCED MAINTENANCE WINDOW

- [ ] Consider first performing a pilot migration with a subset of data
- [ ] Plan a downtime / announce a maintenance window in which you want to execute the migration
- [ ] Open the "Migration to Mantra" section in the Confluence Adminstration
- [ ] Choose "User Profiles" from the migration aid

  This includes an overview of the profile field structure and the profile data.

- [ ] Read the explanatory text
- [ ] Click on "Start export"
- [ ] Import data into Mantra

Images