

Migrating Data with the Self Service Deployment Portal



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Using the Portal for Migration

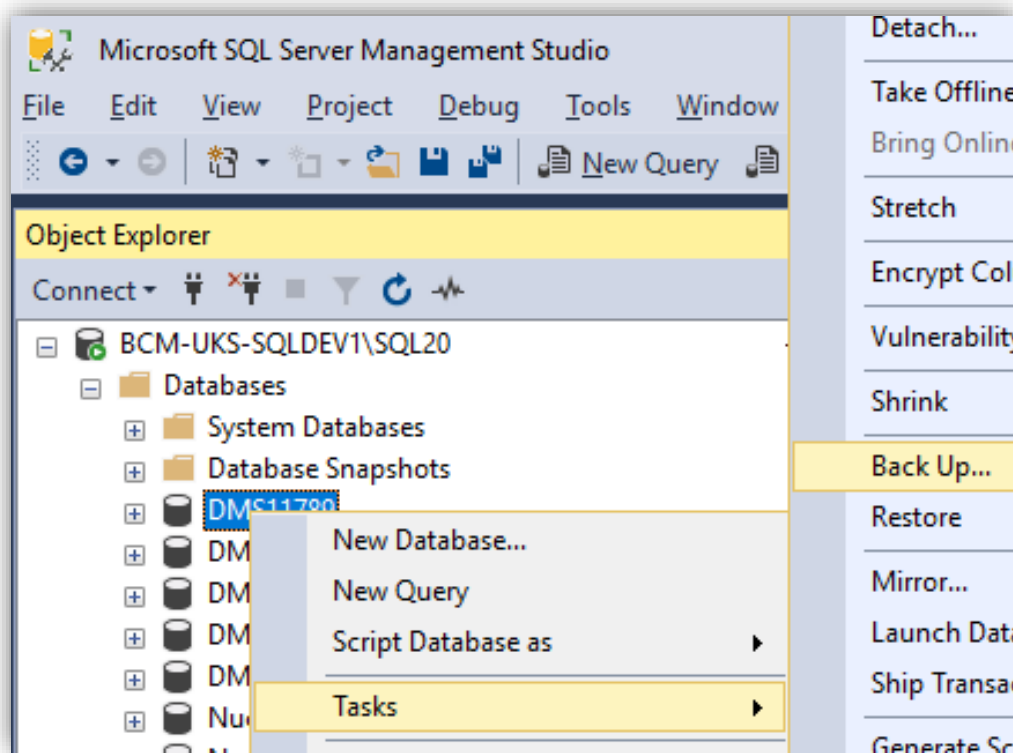
If your school will be migrating to Bromcom via the **Self Service Deployment Portal**, you should have received an email containing a **School ID**, a **Unique Code** and a **Passcode**

Preparing the Database

Before logging into the **Deployment Portal**, you need to prepare your database for **Migration**.

To begin this process you will require a copy of your current system's **Database**.

To retrieve this **Database Backup**, you must connect to the **SQL Server** on which the **Database** is stored.

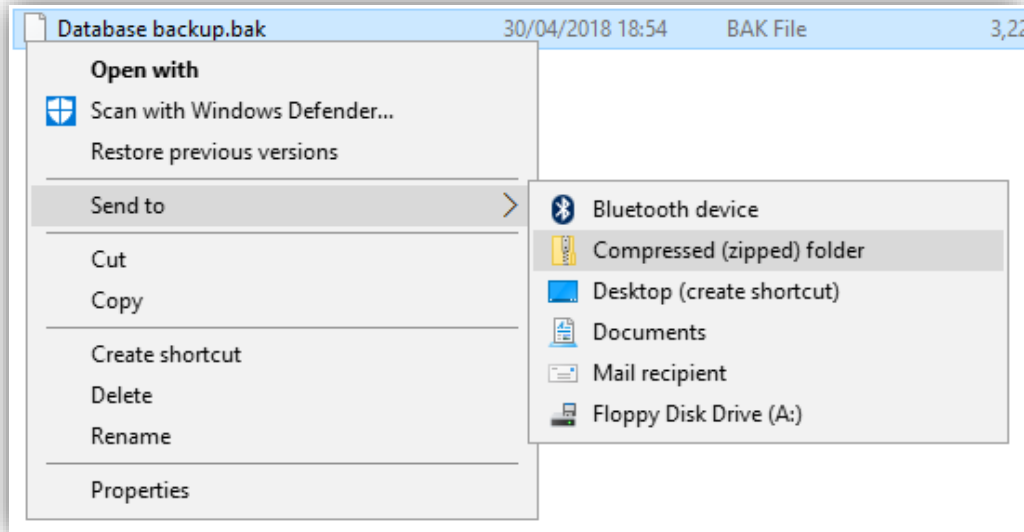


Once you have connected to the **Server**, locate the required **Database** and **Right click > Tasks > Backup**.

Select the location for this **Backup** and click **OK**.

This could take some time to complete depending on the **Database** size. Once complete you will find the **Backup** in the chosen location.

Locate the **Backup** in the chosen location, once located simply **Right click > Send to > Compressed ZIP**.



Once **Compressed/Zipped** the folder will now be ready for use.

If your **Database** is over 4GB in size, you should upload this using **SFTP**, you will require a **SFTP Client** to do this.

If your **Database** is over 4GB please contact us at Deployment@bromcom.com.

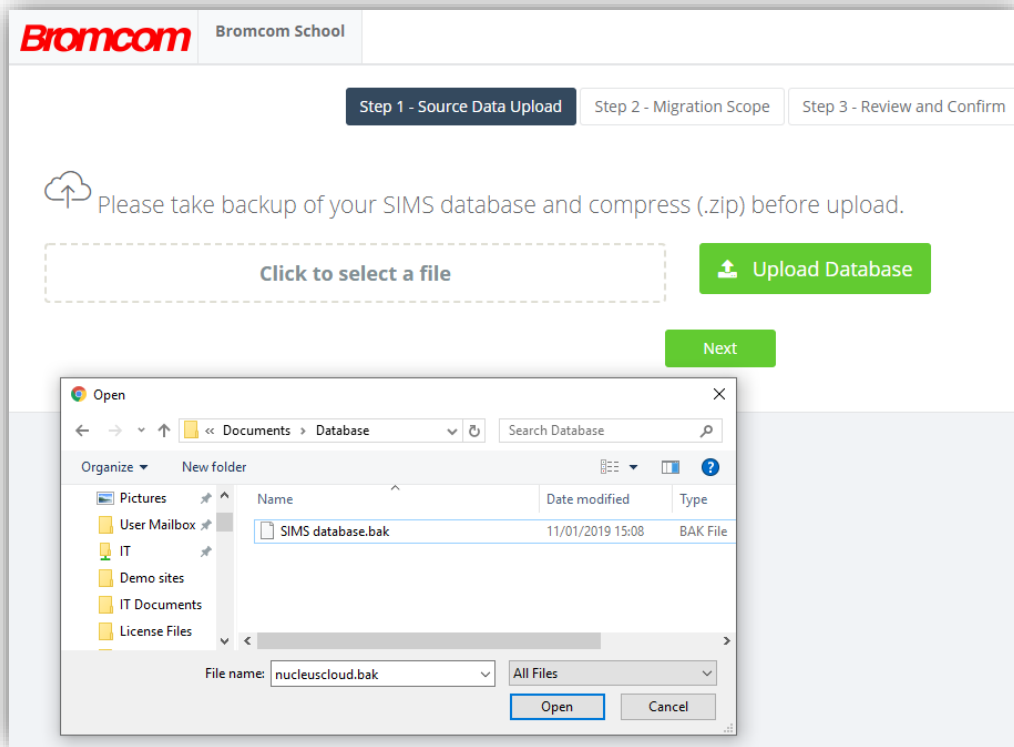
Now that you have a **Backup** of your schools **Database**, visit the **Self-Service Deployment Portal** via the link in the email.

Upon clicking this link, you will be taken directly to the **SSDP** and logged in automatically.

Source Data Upload

When logged in, you will see the following page.

Please Note: If you have uploaded your **Database** via **SFTP**, your **Database** will already appear on this page so click **Next** and see the next page of the guide.



Click the box labelled **click to select a file**, locate the copy of the **SIMS Database** on your machine and select it.

Once you have selected the **Database**, click the **Upload Database** button, once uploaded click **Next**.

Migration Scope

You will now be taken to the **Migration Scope** page.

Step 1 - Source Data Upload Step 2 - Migration Scope Step 3 - Review and Confirm

Please select the academic years that you want to migrate into Bromcom MIS Database. (Select years in sequence, Do not leave gaps in between)

2018 - 2019 2017 - 2018

Please select the modules that you want to include into migration scope.

Core
Contains Staff, Students, Pre-Admission Students, Curriculum, Timetable, Dinner Money and Dinner Register based information.

Attendance
Contains AM/PM Attendances and Attendance Comments Information

Behaviour
Contains Positive, Negative and Neutral Behaviour information.

Next

On this page, simply select the **Academic Years** and **Modules** that are included in your **Migration Scope** and click **Next**, you will be taken to the **Confirmation** page.

Review and Confirm

Once you have confirmed the **Migration Scope**, check the box and click **Start Migration Process**.

Step 1 - Source Data Upload Step 2 - Migration Scope Step 3 - Review and Confirm

1 Academic Years Selected

2018 - 2019

3 Modules Selected

Core

Attendance

Behaviour

I confirm that I have checked the migration scope.

Start Migration Process

Migration Process

The **Data Migration** will now start, you will see each **Module Migrate** on completion each **Module** will display a green tick.

Status

✓ Thank you for using the Bromcom Self Service Deployment Portal. Your data has successfully migrated and is ready for you to start your reconciliation check before your system is uploaded to Bromcom Live Cloud Environment. An email has been sent to James (james.bowles@bromcom.com) containing login credentials.

Note** While migration process is running you do not need to remain logged in. You can logout and come back later to check the status of the migration.

Migration Tasks | Logs

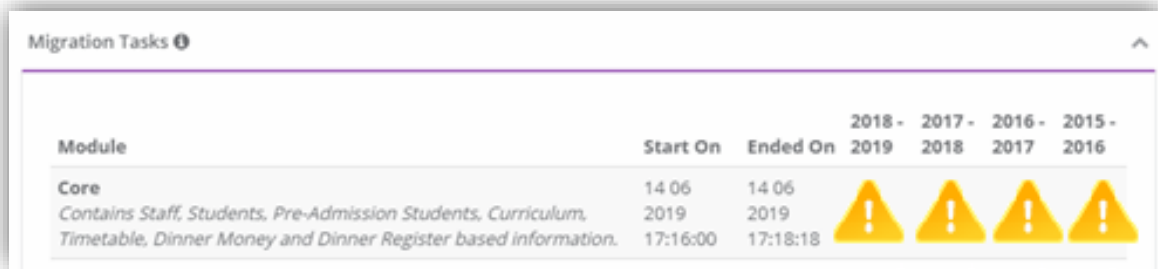
Migration Tasks

Module	Start On	Ended On	2018 - 2019	2017 - 2018	2016 - 2017	2015 - 2016
Core <i>Contains Staff, Students, Pre-Admission Students, Curriculum, Timetable, Dinner Money and Dinner Register based information.</i>	14 06 2019 17:16:00	14 06 2019 17:18:18	✓	✓	✓	✓
Attendance <i>Contains AM/PM Attendances and Attendance Comments Information</i>	14 06 2019 17:18:24	14 06 2019 17:22:49	✓	✓	✓	✓
Behaviour <i>Contains Positive, Negative and Neutral Behaviour information.</i>	14 06 2019 17:23:01	14 06 2019 17:24:51	✓	✓	✓	✓

When each **Module's** data has successfully **Migrated** (indicated by green ticks), you can start your check of the **Data** in the Bromcom system.

Please use the **Credentials** provided by your **Deployment Manager** and use the **Data Reconciliation Guide** found here [Data Reconciliation Guide](#)

What to do if the Data Errors



The screenshot shows a table titled "Migration Tasks" with the following data:

Module	Start On	Ended On	2018 - 2019	2017 - 2018	2016 - 2017	2015 - 2016
Core <i>Contains Staff, Students, Pre-Admission Students, Curriculum, Timetable, Dinner Money and Dinner Register based information.</i>	14 06 2019	14 06 2019	⚠	⚠	⚠	⚠

If any **Data** area **Errors** during **Migration** (as indicated by the yellow warning symbols) please contact us at migration@bromcom.com

Once you're ready to upload the data to your Bromcom MIS

Once you are happy with the **Data** and ready for this to be **Deployed** to your live Bromcom system please contact deployment@bromcom.com.