

DHS Windows 7 Post Migration Checklist

Printers

- ☐ Printers that you previously had installed are installed and functioning (network and/or local). The DHR OIT PDF Printer should also be installed.
- ☐ Please make sure that you are able to print from GroupWise and the GoScreen application if applicable.
- ☐ Please make sure that any scanner you have is installed and functioning.

Novell

- ☐ Able to successfully log into the Novell network. When the computer starts up, you will be prompted to hit Control-Alt-Delete. You will then want to make sure you click on Novell login and not computer only login.
- ☐ Able to access network shared drives (J:/, H:/, etc...)

DATA

- ☐ Your files that were previously in the My Documents folder are now in your Documents folder. You can access them in Windows 7 from Start->Documents, or at C:\Users\userID\Documents.
- ☐ Your desktop items should have all been migrated.
- ☐ Your Internet browser favorites are accounted for.
- ☐ Your GroupWise archive should be migrated. You can double check this by opening GroupWise and physically viewing your archive for missing email.
- ☐ Any folders or files that you had at the root of the C:/ drive should have been copied over to your new Windows 7 machine.

Software

- ☐ All software that you previously had installed should be reinstalled. There are exceptions to this rule, but make sure you let the Dell tech know ahead of time what software you specifically require. This is especially true if you know that only a few people in your department use this software.
- ☐ **Document Direct** - please make sure that the software is fully configured so that you can login and do your work.
- ☐ **GroupWise Instant Messenger** - if you require this software, please make sure the Dell tech installs.
- ☐ **VPN** - If you have a laptop, please make sure that the tech installs the Cisco VPN client. If you use the SSL VPN client, please make sure that it is installed as well.
- ☐ **GoScreens** - If you use GoScreens(especially for those not in DFCS), please let the Dell tech know that it is required. If you have any macros or sessions that you want to keep, please backup your macros folder by copying this folder ->C:\Program Files\E!PC\ to a flash drive or external hard drive. This will ensure that all of your GoScreen settings are saved.
- ☐ **Internet Explorer** - Should be Version 8.0. Click Help -> About in the menu bar to learn the current version. If it is any version higher than 8 post migration, please let the Dell tech know immediately.

- ☐ **Avaya software** - This should only apply to call center staff. If you have any Avaya related software that is not installed or functioning correctly, please let the Dell tech know. If they cannot resolve, please involve your BAS or BTS staff. The same goes for **HICS** and **UCM** users.
- ☐ **Maximus Maxstar** - If you require this software, please let Dell know.
- ☐ **SMILE** - If you require this software, please let Dell know.
- ☐ **VZ Access Manager** - If you have a Blackberry or hotspot that requires this software, please let Dell know.
- ☐ **\$TARS** - please make sure that you are able to login and perform all functions post migration.
- ☐ **SHINES** - please make sure that you are able to login and perform all functions post migration.
- ☐ **AIMS** - please make sure that you are able to login and perform all functions post migration.

Login

- ☐ *It is important to log into the network when you first receive your computer from the Dell tech. This will ensure that your Novell password is synched with your workstation. At the login screen, you will now be prompted to press control-alt-delete. You will see either "Novell Login" or "Computer Only Login" underneath the password text box. If you are about to login to Novell, you will see the "Computer Only Login" selection and vice versa. Please make sure that you are satisfied with your login experience before the Dell tech leaves your area.*

DHS Employee

Please print name _____ Contact info _____

Signature _____ Date _____

Dell Technician

Please print name _____ Contact info _____

Signature _____ Date _____