DATA FILES required from you Oliver v5 system

To Migrate your Oliver v5 Library to Softlink Hosting (or to another of your servers) you will need to complete the following steps.

☐ **Make an MS SQL database backup** file (*.bak) containing a current backup of your Oliver v5 database and compress this (using a zip utility).

NOTE: The database backup can be performed via Microsoft SQL Server Management Studio (MSSQL MS). Please refer to your MS SQL MS help documentation, if required, for instructions on how to perform the backup process (E.G. https://msdn.microsoft.com/en-au/library/ms187510.aspx).

☐ **Compress (using a zip utility) the "UserDefinedLocations" folder** found in your Oliver v5 application install directory.

☐ Answer the question - **What version of MS SQL Server is your Oliver v5 database running in?** (E.G. 2005; 2008; 2008 R2; 2012; 2014; etc.)

☐ **Upload** the compressed SQL Backup **and** UserDefinedLocations folder **to the File Transfer site** provided by Softlink.

☐ **Email Softlink to advise that the data has been uploaded**. (Include in this email the version of the SQL database from 3 above.)

Decommission your local Oliver system to avoid it being used now that the migration is in progress. This can be done by stopping the "SoftlinkOliver" service on the application server. Softlink Support can provide guidance on this if needed.