

MCSJ Server Migrations

Please review these instructions and if necessary, forward them to your MSP, (IT provider) for scheduling. Although server migrations are not included in the software maintenance agreement, Edmunds GovTech (EGT) can assist you with this migration. Provided that the migration can be SCHEDULED over a multiday period as described below, EGT will waive the normal and prevailing rate.

Please check to confirm that your server meets or exceeds [SYSTEM REQUIREMENTS](#) and review the procedure below so that you may migrate MCSJ to your new server with a minimum of downtime.

1. Prepare your server as you normally would, joining the domain, assigning a static IP, installing Windows updates, etc. If you plan on any special configurations for the network adapter(s) such as teaming, please make sure those settings are configured prior to contacting Edmunds.
2. Create a data volume and a new folder, named “**EDMUNDS**” on the new server.
 - Copy the existing **MCSJ** folder and the **MIS** folder into the new **EDMUNDS** folder.
 - If the MCS-RM folder exists, copy this folder over as well.
 - Do not copy over any other folders, files, or shortcuts into the Edmunds folder.
3. Once the above steps have been completed, please click [HERE](#) to schedule the server staging.

USERS WILL NOT DISCONNECT from the existing server during the initial staging. They can continue to work without interruption. EGT will only be STAGING the migration during the initial connection to minimize productivity downtime. Once MCSJ is staged and tested, a GO LIVE DATE can be scheduled. During the go live, EGT will need to connect to both the OLD SERVER and the NEW SERVER. On the GO LIVE DATE, your IT staff will be provided with instructions for replacing the existing MCSJ desktop shortcuts with new shortcuts. EGT will create the new shortcuts for you.