

IDEAS 11 to IDEAS 12 migration

June 9, 2006

To All ADMS Ideas Users:
From: Tony Parker

Migration is scheduled for Friday June 9, 2006

We are in the process of migrating our PC Ideas installations from Ideas11 to Ideas12. If everything goes as planned you will start using Ideas12 Monday June 12. In order for this migration to succeed, all Ideas users **MUST** follow the following rules. This is also an opportunity for us to run a complete clean of the database files to remove broken links to missing items so your cooperation is very important.

Our standard installation places all Ideas model files on your local hard-drive for best possible performance. During a data migration, all files tracked by Ideas must be accessible from the node performing the actual migration. This means that model files on your local hard-drives will cause migration errors. The following steps, in order of precedence **MUST** be followed:

By 2 PM on Friday June 9 all Model Files must be:

- 1.) Check-in all possible data to the appropriate Project Library. Remove the items from your Model file Bin, and delete the Model file. USE FILE MANAGE in Ideas to remove Model Files, **DO NOT remove Model Files at the operating system**. There are currently 45 Model Files in our installation, much better than the 165 last February. REMEMBER – Model Files are TEMPORARY workspace and should not be kept for extended periods. As standard good practice you should also perform a Library purge of items you have checked in during Model File management. To purge library items use MANAGE LIBRARIES in Ideas, select the item and purge any unneeded versions. **Remember the correct process for deleting a model file** is to remove all items using Manage Bins, and then remove the empty Model File. Model Files removed that have links to Library items, Checked out, Reference, or Copy will leave bad pointers to this data in the database, this results in Library items that can't be purged without tracking down and verifying the BAD links.
- 2.) If you have a Model File that contains **NO LIBRARY** items, but you need to keep the information, Use File, Export, Ideas Archive file. Then USE FILE MANAGE in Ideas to remove Model Files. Archive files are a good choice to preserve analysis and purely R&D information, the only drawback is that the archive format is only guaranteed to be compatible over two Ideas versions so you need to keep a log of your archive files and refresh them if necessary. An alternate method is to delete the Model File from the Project but retain the actual .mf1 and .mf2 files (toggle off the delete OS file). If you use either of these methods **MAKE SURE THERE ARE NO LIBRARY ITEMS IN THE FILE**.
- 3.) I have created a directory **T:\T83\ MIGRATION_TEMP** where Model Files may reside for the migration, if they can't be easily handled by either of the above methods. You **MUST** use the Ideas Move command from the Ideas OGL startup screen, or USE FILE MANAGE in Ideas. **DO NOT Move the files at the operating system**. We last performed such a migration in February of 2005 and many people just moved their files to this location and forgot them. We were forced to go through each of these and clean them out, often getting guidance from other users familiar with the associated Project. This is your responsibility as an Ideas user and **WE WILL NOT PROCESS THESE FILES FOR YOU**.

Since all users seem to have items from multiple Projects in each Model File, and some

users are not following the naming convention of including their initials as the start of the Model File name, We have a single Super Project to hold all Model Files. I have created a Super Project 000_MODEL_FILES which should always remain at the top of the Project list. Every ADMS Ideas user should store all Model Files in this Project, there will be no libraries or actual data stored in this project. ***All users should follow the Model File naming convention and start each file with your unique initials, i.e. mine all start with TP this way your files will be grouped in the list, and there will be no confusion as to which node the file resides on.***

Attached are some directions to help move your Model Files since this is not a normal operation, if you have questions or need help with any of this, ASK. It must be done correctly or we'll have a non-functioning system. Additional help is available in the handouts from the IDM training and the Ideas online help.

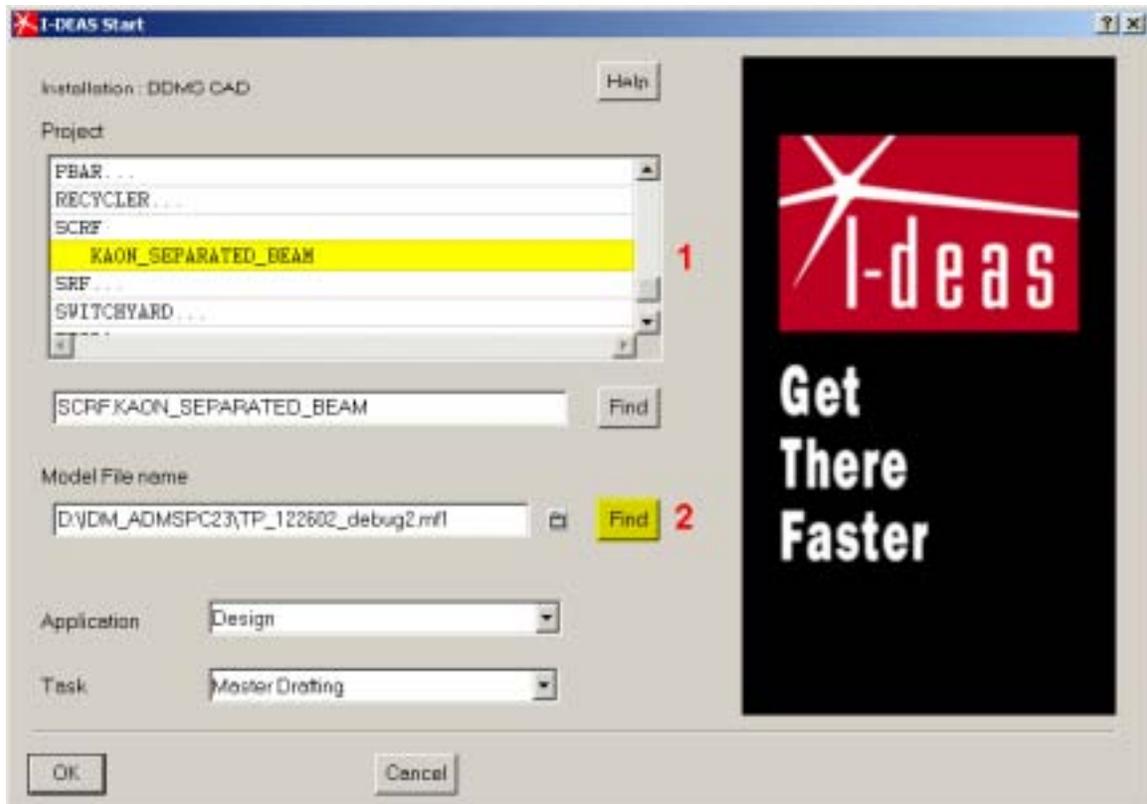
Sincerely,

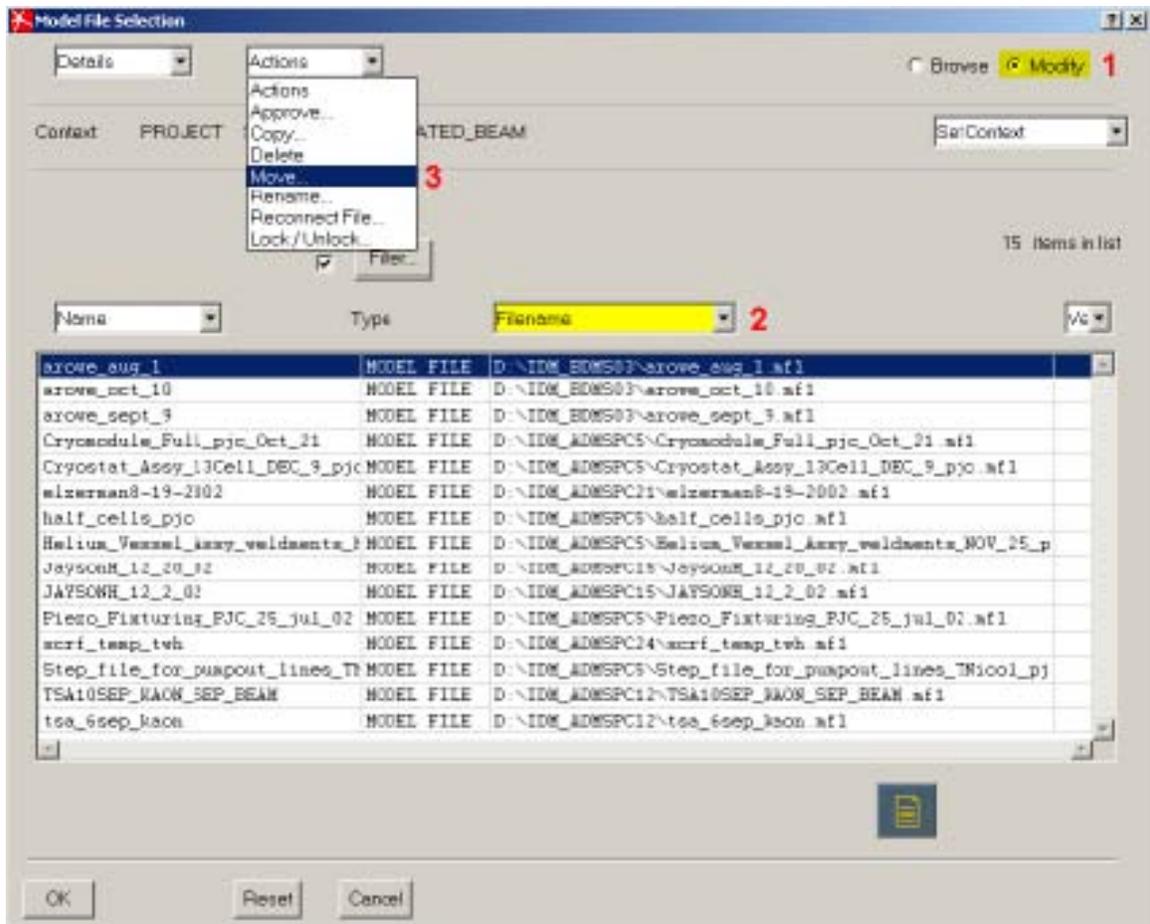
Tony Parker

Moving Model Files from the Startup Screen

Start Ideas OGL

- 1.) Select the Project to work in.
- 2.) Use the Model File Find button.

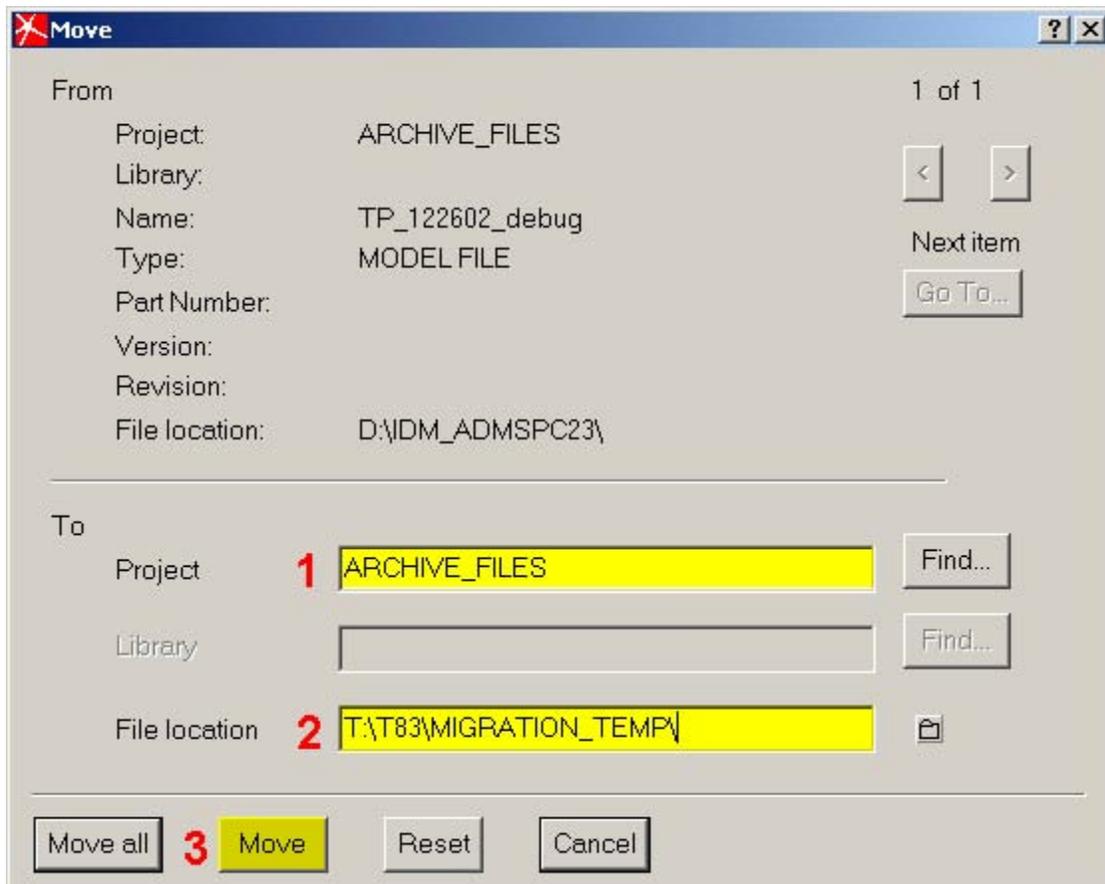




- 1.) Make sure form is in Modify Mode.
- 2.) Set Column display to Filename. NOTE: You can only operate on files located on your node, ADMSPC##, or BDMS##. Select the Model File, or Model Files to Move. If you select a Model File not located on your node, you will see the following error.

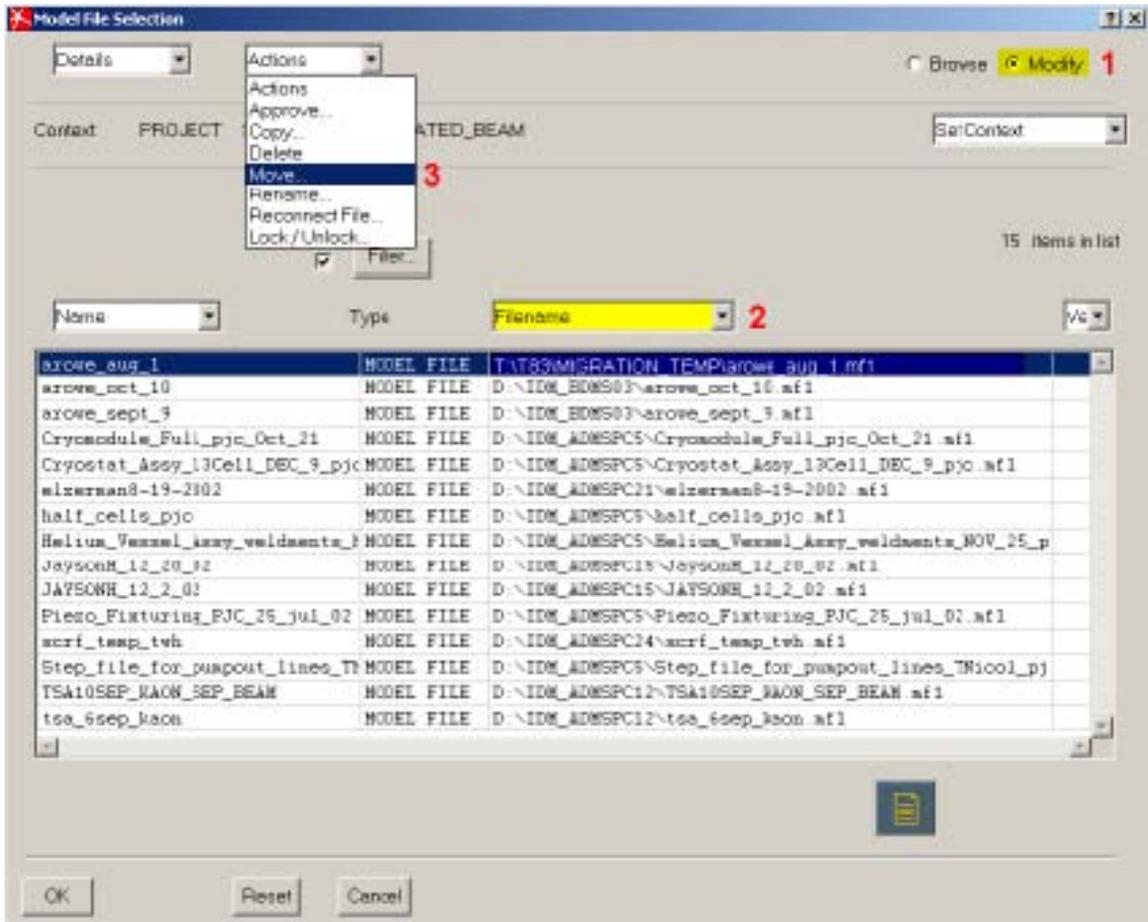


- 3.) Select Actions, Move.



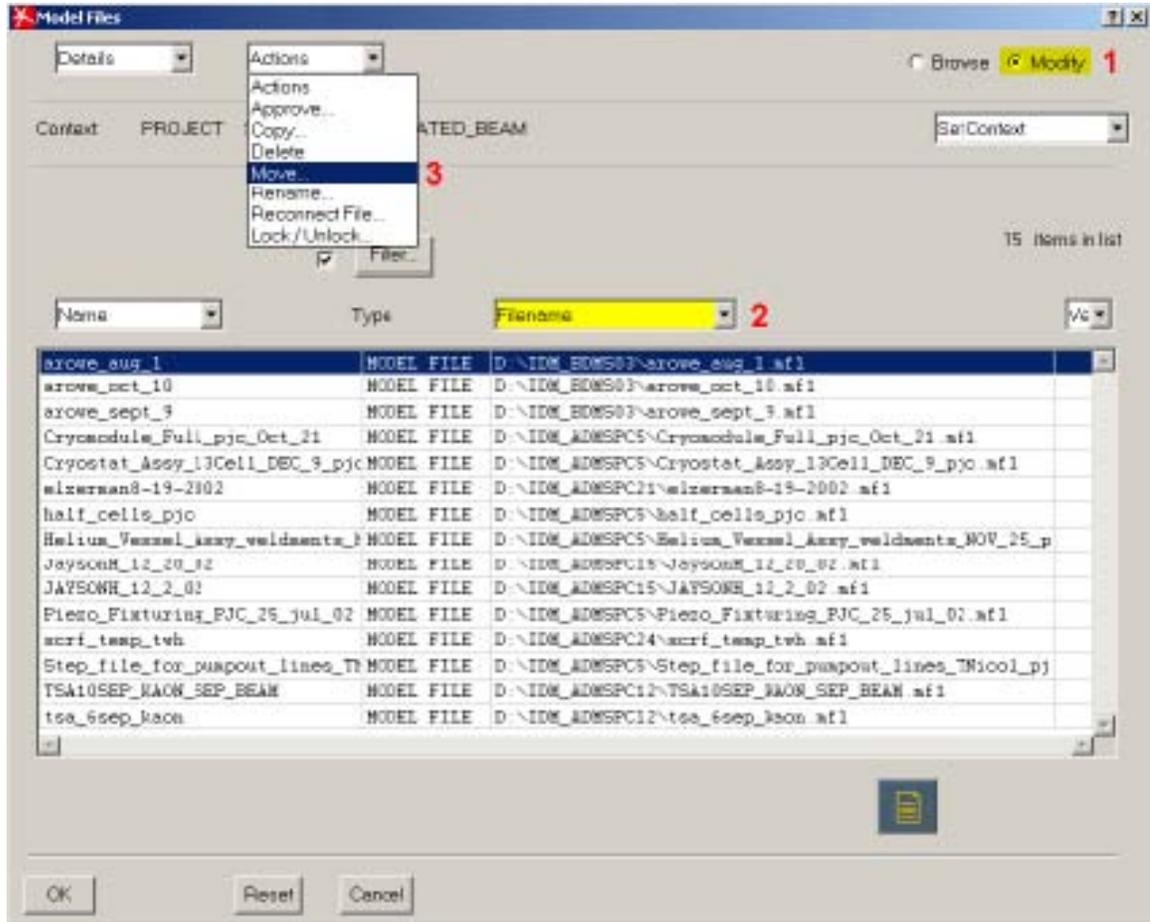
- 1.) Make sure the Project shown is Correct.
- 2.) Enter **T:\T83\MIGRATION_TEMP** exactly as shown. The Directory select filter does not work correctly so you must type the directory path.
- 3.) Select the Move or Move all Button to perform the actual file move.

After the file Move completes you will return to the Model File Selection form. With the Column still set to Filename, verify that the files were moved to T:\T83\MIGRATION_TEMP.



Moving Model Files inside Ideas

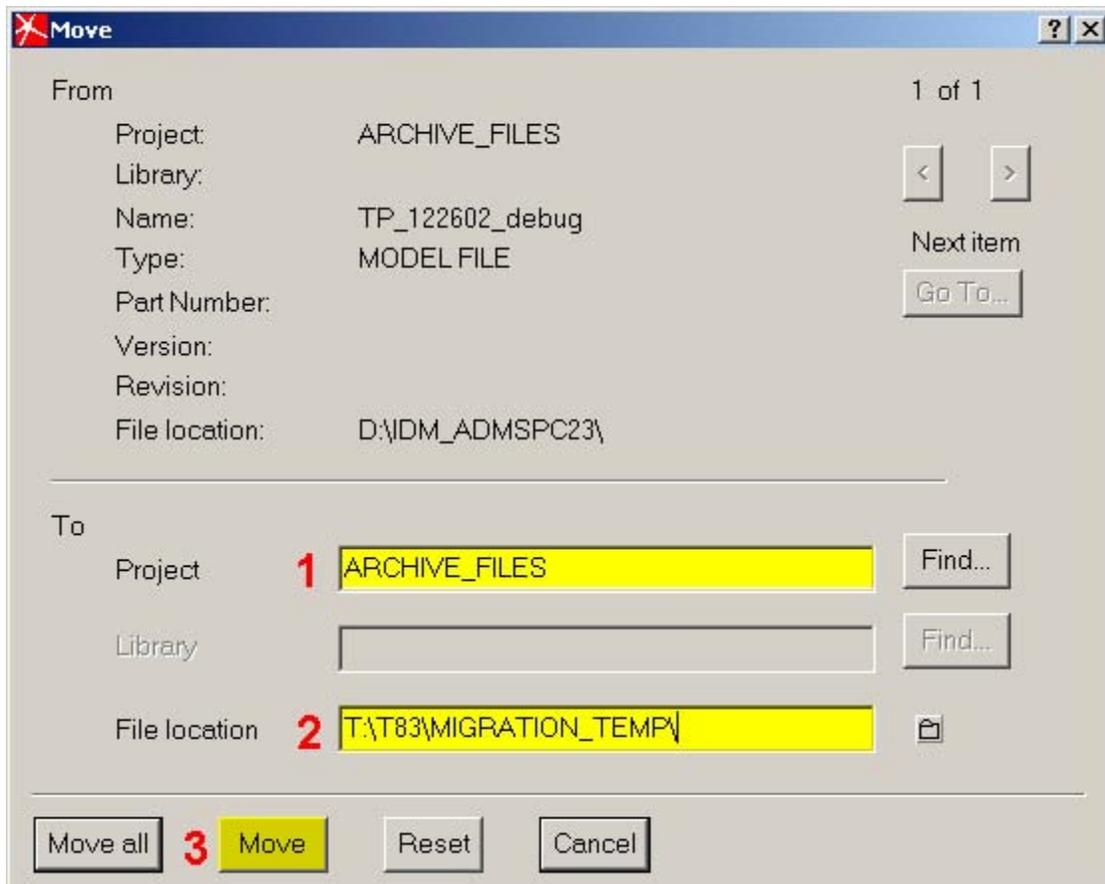
1) From any Ideas task select File Manage from the pull down menu.



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- 3.) Select Actions, Move.



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