

BLUECAT PRE MIGRATION CHECKLIST

Intended Audience: Managers and End Users

*The Imaging process will delete all files on your workstation.

This checklist is designed for the End user to perform prior to the migration date. To prevent any data loss during this process, please follow the checklist below to save your items.

TASK	DUE DATE	DONE
Create a Folder on Desktop called Previous Machine	Day before Migration	
Move all documents from desktop to Previous_Machine Folder if needed	Day before Migration	
Move all documents from documents to Previous_Machine Folder if needed	Day before Migration	
Move all documents from pictures to Previous_Machine Folder if needed	Day before Migration	
Move all documents from downloads to Previous_Machine Folder if needed	Day before Migration	
Move all documents from music to Previous_Machine Folder if needed	Day before Migration	
Go to This PC -> C:\Drive and move any documents that were saved here if needed	Day before Migration	
Make a note of the names of your printers	Day before Migration	
Make a note of your Network drives which are located under This PC -> Network Locations. The drive letter may change.	Day before Migration	
Search -> Printers & Scanners – Note the names of your printers installed	Day before Migration	
Document Name off any software you have/had installed	Day before Migration	
Locate License keys for any software not installed by IT and store off computer	Day before Migration	
Locate any installation media or downloads of software and store off computer	Day before Migration	
Export Bookmarks from Web Browsers – How to link below https://confluence.arizona.edu/pages/viewpage.action?pageId=148446340	Day before Migration	
When Complete Move the folder Previous Machine to your OneDrive	Day before Migration	