3 Migration Scenarios

Team Migration Scenarios

Prerequisites:

You need to make sure that you have the most authoritative copy of all text in the project. If all users are currently using send/receive, this can be achieved through running send/receive on each machine.

If there are multiple unconnected copies of the text (i.e. your team has not been using send/receive), you need to carefully merge these into a single authoritative copy.

Any daughter projects MUST be connected to your front translation before migration. This includes backtranslations, transliterations, daughter translations, and other types of auxilary projects. These projects should be connected to the main translation by choosing a **project type** and **based on** under **Project > Project Properties and Settings**. Once the daughter projects are connected, they receive registration as part of the front translation.

While you are in this dialogue, verify that the other options such as **Copyright holder**, **Language, Language Code** and others are correct.

Team all connected to Internet

- Every team member or consultant:

    - Open Paratext 7

        - Do Send/Receive.

        - Stop working in Paratext 7

        - Locate Paratext 7 registration code (Tools | Registration Information)

    - Download and install Paratext 8.

    - Go to registry.paratext.org and register using Paratext 7 registration code.

    - Receive new code by email. (Can be instant if there are no issues)

    - Start Paratext 8 and enter new code. (It should be automatically entered if you choose copy from website)

    - Choose and install resource texts from the File menu.

- Administrator

    - Open Paratext 7

        - Do final Send/Receive in Paratext 7 and verify that each team member is listed in the S/R results.

        - Mark a point in the project history for Paratext 7: i.e. "Migration to 8"

        - Close Paratext 7

    - Open Paratext 8

        - In File | Send/Receive Projects select the Paratext 7 project(s) to be migrated and initiate migration (step 1).

            - NOTE: This process is only done for "Standard Projects". Derived projects (like a back

translation) will be migrated with the standard project.

- Supply information about project on the Paratext registry site when sent there from Paratext migration.

- Return to Paratext 8.

- Complete migration (step 2) by checking boxes and doing migration.

- NOTE: Paratext will not complete the migration if there are changes that have not been sent from Paratext 7.

- Open Users, Roles, and Permissions and verify that the proper users are assigned to the project.

- Attach and configure the Project Plan, assigning the first tasks to team members.

- Do a Send/Receive in Paratext 8

- In Paratext 7

- Open team project

- Open Project Properties and Settings | Advance tab

- Uncheck the box for Editing enabled.

- Do Send/Receive one last time on 7 with the team to prevent the project from being accidentally edited in Paratext 7.

- Team Members

- Do one last Send/Receive in Paratext 7 to disable editing

- Do Send/Receive in Paratext 8 to get the new project on all computers (from within PT8)

- Receive training on how to follow the Project Plan (if configured).

- Begin working in Paratext 8

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Team offline scenario - an administrator on site

- Every team member

- Open Paratext 7

- Stop editing in Paratext 7

- Do send/receive to a flash/thumb/pen drive with all team members on location for all shared projects.

- Locate Paratext 7 registration code (Tools | Registration Information) for administrator

- Close Paratext 7

- Administrator (while on site)

- Open Paratext 7

- Do send/receive to get all changes from team.

- Note down Paratext 7 registration code for each team member

- Administrator (connects to Internet, traveling to another location if necessary)

  - Download and install Paratext 8

  - Register for Paratext 8 with Paratext 7 registration code

  - Register each team member for Paratext 8 with their old Paratext codes (must have these in advance) and generate new registration codes on the project page of the registration site (this functionality will soon be available)

  - In Paratext 7

    - Do a final send/receive in Paratext 7 to Internet

    - Mark a point in the project history for Paratext 7: i.e. "Migration to 8"

    - Close Paratext 7

  - Open Paratext 8

    - In File | Send/Receive Projects select the Paratext 7 project(s) to be migrated and Initiate migration (step 1).

      - NOTE: This process is only done for "Standard Projects". Derived projects (like a back translation) will be migrated with the standard project.

      - Supply information about project on the Paratext registry site when sent there from Paratext migration.

      - Return to Paratext 8.

    - Complete migration (step 2) by checking boxes and doing migration.

      - NOTE: Paratext will not complete the migration if there are changes that have not been sent from Paratext 7.

    - Open Users, Roles, and Permissions and verify that the proper users are assigned to the project.

    - Attach and configure the Project Plan, assigning the first tasks to team members.

    - Do a Send/Receive to the Internet

    - Do a Send/Receive to the USB so that the team can receive the project(s)

    - Close Paratext 8

  - Save resource texts and Paratext 8 offline installer to USB

    - Download all needed resource texts using File | Install Resources

    - Copy the .p8z files from \My Paratext 8 Projects_Resources to a flash drive.

    - Download Paratext 8 Offline installer to the flash drive.

- In Paratext 7

  - Open team project

  - Open Project Properties and Settings | Advance tab

  - Uncheck the box for Editing enabled.

  - Do Send/Receive one last time on 7 with the team to prevent the project from being accidentally edited in Paratext 7.

  - Return to team

- Team

  - Open Paratext 7

    - Do one last Send/Receive in Paratext 7 to disable editing

    - Close Paratext 7

  - Install Paratext 8 from flash drive with registration codes provided by the administrator.

  - Open Paratext 8

    - Install Paratext 8 resource texts from flash drive.

    - Do Send/Receive with flash drive to receive the new project(s).

    - Receive training on Assignments and Tasks in the Project Plan.

    - Begin working in Paratext 8

Team offline scenario - no administrator on site

- Administrator (well in advance)

  - Download and install Paratext 8

  - Register for Paratext 8 with Paratext 7 registration code

  - Register each team member for Paratext 8 with their old Paratext codes (must have these in advance) and generate new registration codes on the project page of the registration site (this functionality will soon be available)

  - Initiate migration of project (step 1) in Paratext 8 via Send/Receive.

    - In File | Send/Receive Projects select the Paratext 7 project(s) to be migrated and initiate migration (step 1).

      - NOTE: This process is only done for "Standard Projects". Derived projects (like a back translation) will be migrated with the standard project.

      - Supply information about project on the Paratext registry site when sent there from Paratext migration.

    - Return to Paratext -- Do Not Do Migration step 2 yet.

  - Install the needed resource texts

- Prepare a flash drive with the Paratext 8 installation files, resource texts and new Paratext 8 codes.
- Send flash/usb/thumb/pen drive to the team

- Team
  - Install Paratext 8 using supplied registration codes
  - Install Paratext 8 resource texts
  - If successful, communicate this to the administrator

- Administrator
  - Tell the team to proceed with the upgrade

- Team
  - All do final send/receive on Paratext 7 via flash drive or local server, stop working in PT7
  - Send data
    - send thumbdrive to project administrator
    - send someone to connect to Internet for send/receive

- Administrator
  - Open Paratext 7
    - Mark a point in the project history for Paratext 7: i.e. "Migration to 8"
    - Do send/receive
      - with flash drive
      - with Internet to merge team data in PT7.
    - Close Paratext 7
  - Open Partext 8
    - Do project migration (step 2)
    - Do send/receive in PT8 to Internet, then flash drive
    - Close Paratext 8
  - Open Paratext 7
    - Open team project
    - Open Project Properties and Settings | Advance tab
    - Uncheck the box for Editing enabled.
    - Do Send/Receive one last time on 7 with the team to prevent the project from being accidentally edited in Paratext 7.

- - Close Paratext 7
  - Send flash drive to team
- Team
  - Open Paratext 7
    - Do one last Send/Receive in Paratext 7 to disable editing
    - Close Paratext 7
  - Open Paratext 8
    - Do Send/Receive with flash drive to receive the new project(s).
    - Begin working in Paratext 8