

CAPITA



# Advice to LAs Migrating Governors to v4

last updated for the Autumn 2015 release

Migration Guide

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## Contacting the Service Desk

You can log a call with the Service Desk via the Customer Service tool available on [My Account](#).

## Providing Feedback on Documentation

We always welcome comments and feedback on the quality of our documentation including online help files and handbooks. If you have any comments, feedback or suggestions regarding the module help file, this handbook (PDF file) or any other aspect of our documentation, please email:

[onepublications@capita.co.uk](mailto:onepublications@capita.co.uk)

Please ensure that you include the document name, version and aspect of documentation on which you are commenting.



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# 01 / Governors

## Introduction

This document has been written for One Co-ordinators and Business System Administrators managing the migration of Governors v3 to v4. It outlines a step by step process required to run the Migration process necessary to successfully start using Governors functionality in v4.

Governors v4 uses Silverlight from both within the v4 Client and via the web browser. A document called 'Technical Guide - CCS v4 Online Setup.pdf' is available on the One release DVD which outlines configuration requirements for Silverlight which are necessary for the v4 Governors module. The Silverlight component is deployed on the Web-Server, therefore this will need to be considered when implementing Governors v4; the Silverlight program will need to be allowed to self install onto the client desk top. Local Authorities must contact the One Service Desk and request for the v4 Online Governors configuration to be setup by One Technical Services.

## Migration Advice

### General Points

Below are instructions for migrating the Governors module from v3 to v4. The migration routine can be run in two parts; 'Report Only' mode or 'Migrate Live Data'. These 2 stages allow the System Administrator to test the process before applying it permanently. The 'Report Only' option allows any issues to be identified and rectified prior to transferring any data. Once satisfied the system administrator can transfer the data by running migration in 'Migrate Live Data' mode in preparation for use in v4, this routine cannot be reversed.

**The Migration routine for Governors requires exclusive use of v3 and v4 when run in 'Migrate Live Data' mode. Exclusive use is NOT required for running the Migration routines in 'Report Only' mode. System Administrators are recommended to consider copying your live One dataset to a test instance and run the migration routines on a test instance first.**

### Steps to Migrate Governors

#### Before running the Migration routine the following must be done:

1. Local Authorities must contact the One Service Desk and request for the v4 online Governors configuration to be setup by One Technical Services.
2. The migration routine is available in the v4 client and was introduced in the One 3.42 release.
3. **Licence Keys.** Local Authorities need to obtain Licence Keys for Governors v4 and record them via v3 Launcher screen | Tools | Licensing.
4. **User Mappings to People.** Ensure that Governors are available as People in the One database. Ensure that these Governors User accounts are mapped to those People via v3 System Administration | Users – Mappings.

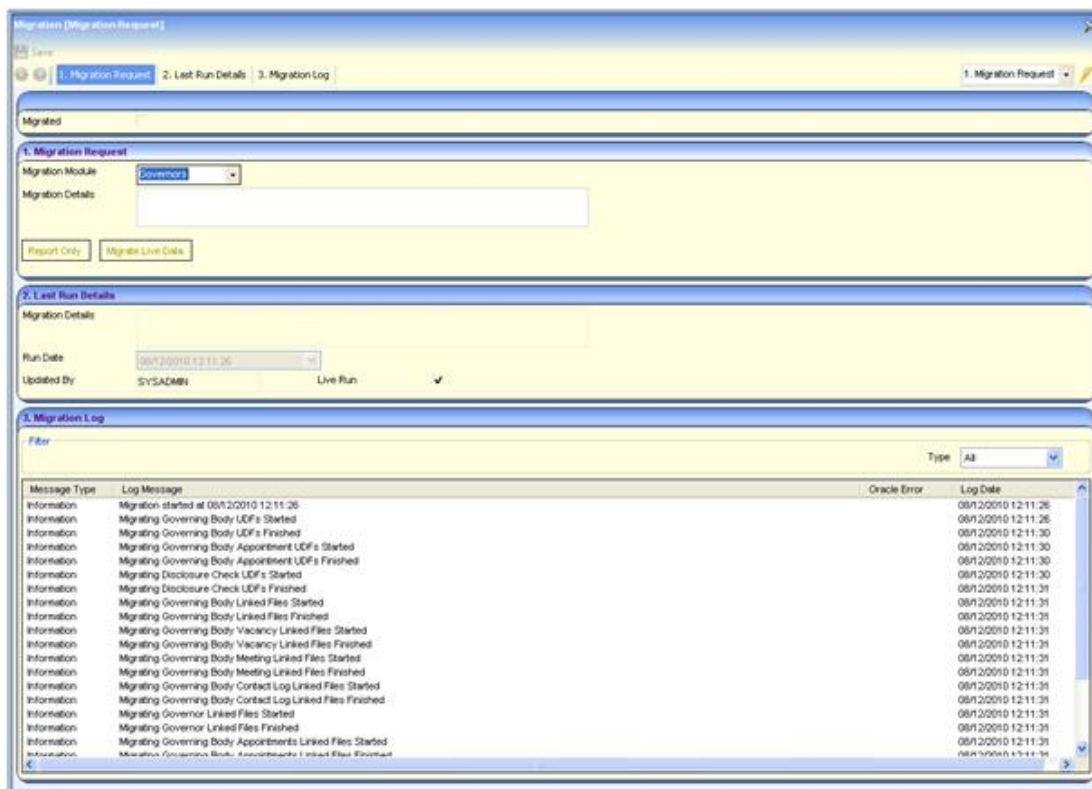
#### Before or after running the Migration routine, but before end users access Governors in v4, the following must be done:

1. **Set up User Group Permissions.** Users need to be assigned permissions in the following area in order to access Governors functionality in v4 and v4 online. **Tools |**

**Permissions | Group Processes.** Details of permissions required to access Governors are documented in the *Managing Governors* handbook available on the One Publications website ([www.onepublications.com](http://www.onepublications.com)) and on My Account.

### Running the Migration Routine:

1. Access **v4 | Tools | Migrate v3**. Select 'Governors' in the 'Migration Module' dropdown field. The user can optionally add free text notes in the Migration Details field.



2. The migration routine must be run in 'Report Only' mode first at least once before running in 'Migrate Live Data' mode. This is achieved by clicking the 'Report Only' button. This does **NOT** require exclusive use of v3 or v4.
3. Running the migration routine in 'Report Only' will run a 'dummy' data migration process, doing this will log details of the processes involved and will identify any migration issues if they occur. None of these changes will be committed to the database. The Migration Log panel of the Migration screen will display details of the routine that has been processed.
4. A **Migration Log** is generated when the Migration routine is run, whether it is in 'Report Only' mode or 'Live' mode. Each time this is run the log created will replace the previous log. **Review the Migration Log.** This log contains details of how many records have been/will be successfully migrated for each of the key areas as well as listing any warning messages or errors.
5. Correct any errors highlighted in the Migration Log as appropriate. If there are any messages that require further explanation, send a copy of the Report Log or seek advice from the One Service Desk (their contact details are in the '**Where to go for more Help**' section of this document).
6. The migration routine can be run in 'Report Only' mode more than once, to allow the System Administrators to review the Migration Log and minimise errors listed here.
7. When ready, run the migration routine in live mode by clicking on 'Migrate Live Data'. This requires exclusive use of v3 and v4. Once this is run in 'Migrate Live Data' mode there is no

option provided to roll the data back to the pre-migration state. This could only be achieved by System Administrators restoring the system from backup.

8. When the 'Migrate Live Data' option is selected, the following warning message is displayed: 'Are you sure you wish to migrate Governors? This process cannot be reversed once complete.'

Selecting the 'Yes' option for this initiates the migration routine. Once the migration routine has been completed the following message is displayed:

'The Governors migration to v4 has completed successfully. This module is no longer fully accessible in v3.'

Also once this is completed, the 'Migrate Live Data' option becomes disabled as this process cannot be run again.

9. Review the Migration Log and take any action as necessary to amend individual records.  
10. Log out of One v4 and then log back in before opening up any other v4 menu routes.

## Migrated Data

After migration, the majority of Governors tables remain the same as before migration is completed. The process has minimum impact as only UDFs and Linked Documents are migrated. Some additional fields have also been added to existing tables in order to ensure integrity and to assist processing. An Entity Relationship Diagram (ERD) is available to identify the current database structure for this module.

UDFs are migrated for the following records:

- Governing Bodies
- Governing Body Appointments
- Disclosure Checks

These are accessible on separate UDF specific screens for each of these records. Governing Body UDFs are presented in a 'UDFs' tab when viewing a Governing Body record. Appointment UDFs are presented in an 'Appointment UDFs' popup screen for filled appointment records on the Composition tab of a Governing Body record. UDFs for Disclosure Checks are presented on a 'Disclosure Checks UDFs' popup screen for Disclosure records on the Disclosure Details tab of a Governor record.

UDFs in v3 were held in the table for the entity they belonged to, e.g. Governing Body UDFs were held in the GOV\_BODY table. In v4 UDFs are held in separate UDF tables (UDF\_DEFINITION, UDF\_ENTITYTYPE\_LINK and UDF\_ENTITY\_VALUE). For more information on UDFs in v4, see *UDF Processing with Audit Logon* page 6.

Linked Documents are migrated for the following records:

- |                         |                             |
|-------------------------|-----------------------------|
| Governing Body Details  | Governing Body Vacancies    |
| Governing Body Meetings | Governing Body Contact Logs |
| Governor Details        | Governing Body Appointments |
| Governor Appointments   | Governor Establishments     |

Files linked to the above v3 records using the 'Linked Files' functionality will be accessible in v4 following the migration process, these will be accessible in the Linked Documents area where the above records are accessed. In v3, linked files could be added to a record and they could also be uploaded, only uploaded linked files from v3 are migrated to v4.

## Access Control in v4 and Permissions

System Administrators will need to ensure that Access Rights have been set appropriately in v4 before new users to v4 start to use the system.

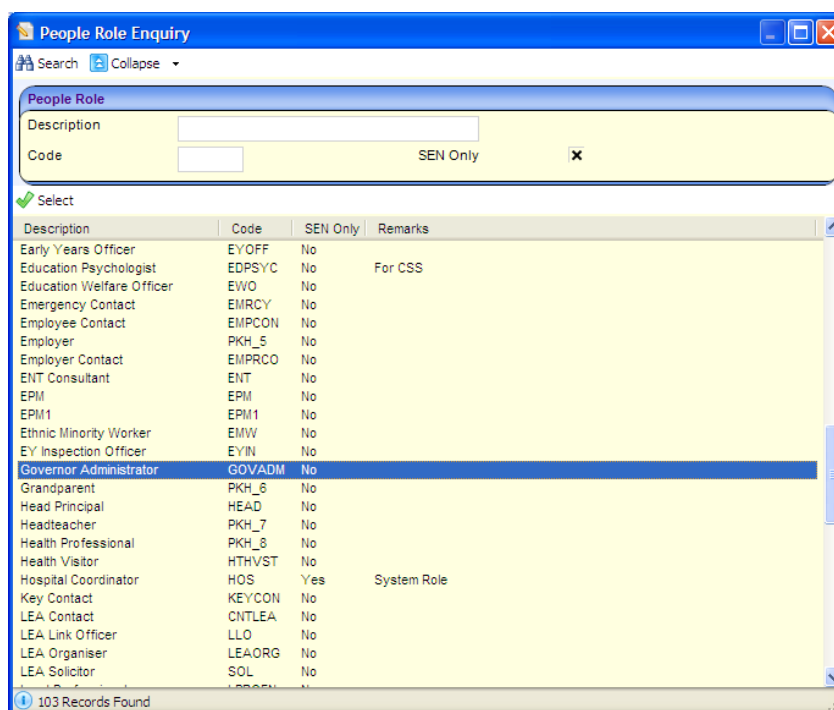
The Access Rights given to a User (for example, through Permissions to the User group) will apply whether the User accesses Governors through v4 Rich Client or v4 Online.

**NOTE:** System Administrators will automatically have access to all areas.

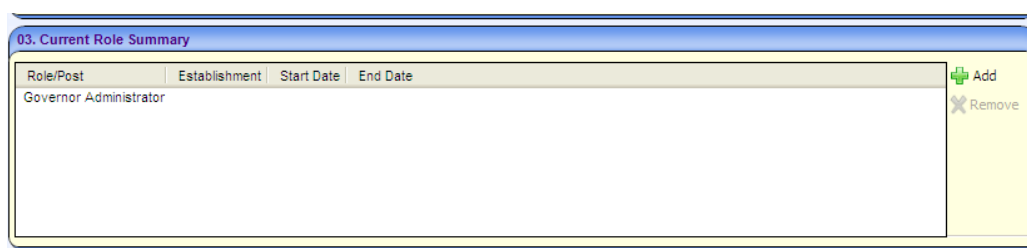
Full details of permissions required to access Governors are as follows.

### Access for Governor Administrators at the Local Authority

Within the new software it is insufficient simply to be provided with a user account and password to access the new Governor module. There are two additional steps that LA (Governor) Administrators need to undertake. The first is to establish permissions, this is undertaken in conjunction with the authority's system administrator and is relatively straight-forward in that it is likely that the Governor Administrator will be given all permissions and specifically denied none. (This is described below). Secondly, the Governor Administrator must be given a specific role of GOVADMIN. This is administered through the People record in v4. This ensures that the administrator sees all Governing Bodies. Without this link the administrator will be denied access to Governing Bodies regardless of the assigned permissions.



This lookup is accessed through the Person record:

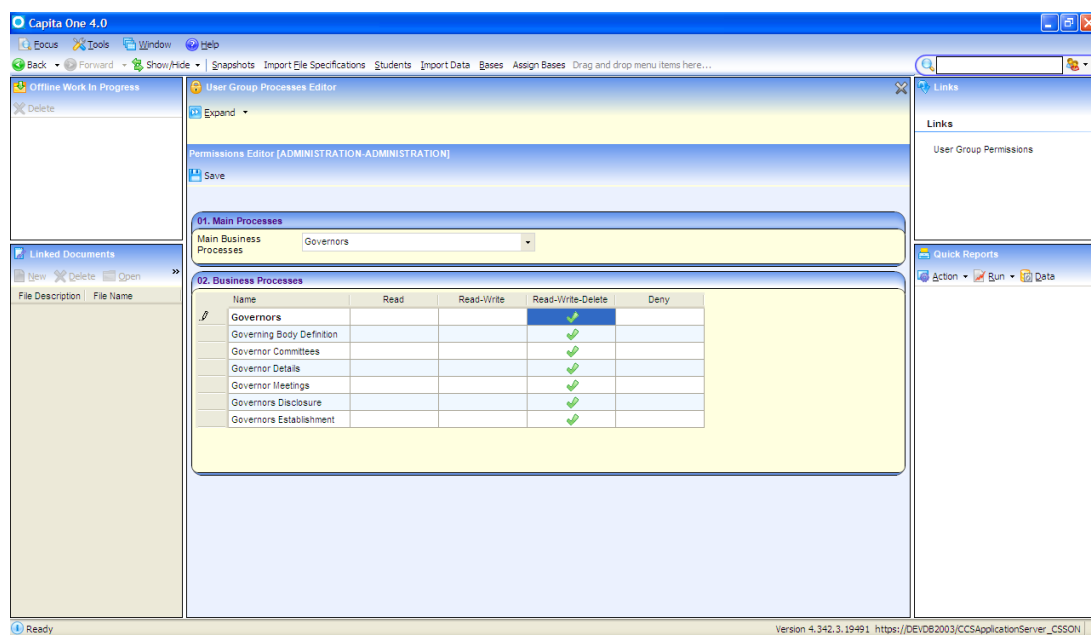


The Establishment, Start Date and End Date fields are not required.



## Permissions

It is recommended that all 'Governor' users are initially set to belong to one of three user groups: 'Administrators', 'Clerks' and 'Governors'. Access to functionality can be controlled by setting each of the processes illustrated below to the appropriate level and requirement. Alternative documentation is available for system administrators where we provide a fuller description of this functionality. This should help during the set-up phase. In addition, Knowledge Experts will also provide assistance and guidance to ensure that the permissions are optimised to the Authority's requirement.



## V3 and v3 Online Licenses

Once the migration is complete, Governors v3 and v3 Online licenses will automatically be deleted to prevent them from being used.

## UDF Processing with Audit Log

In v3 it is possible to create a User Defined Field (UDF) and to subject that field to Auditing. In this instance, the system creates a database trigger and every time the value in the UDF table changes the trigger fires and writes the details to the AUDIT\_TRAIL table. When users switch to the v4 version the triggers continue to work and reports using the table also work.

However, currently in v4 it is possible to declare a new UDF as being subject to audit (by checking the **Journaling Enabled** button). In this instance, the audit change is recorded to another table - CCS\_AUDIT\_LOG and may be viewed via the v4 Client Audit Trail focus.

Users should also be aware that if a UDF is created in v4, it does not appear anywhere (either in administration or in a UDF panel) within v3.

## Reports

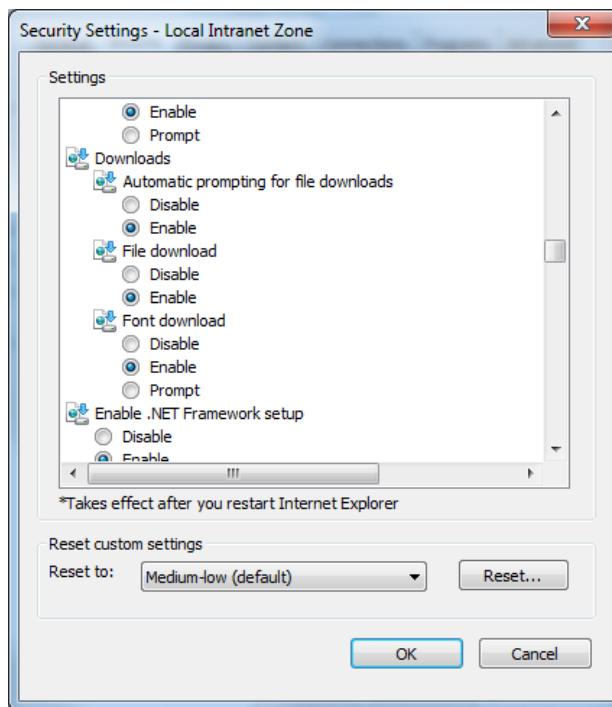
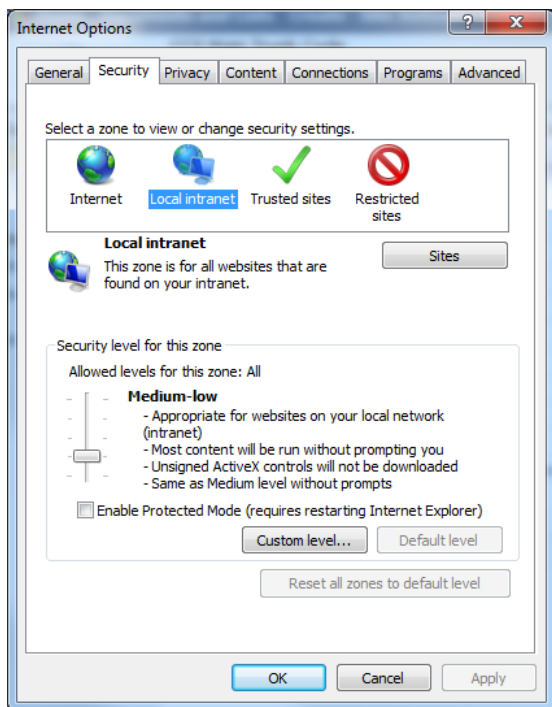
Fifteen standard crystal Governors reports which were available in v3 are also to be available in v4. Crystal Reports in v4 are accessed via a separate 'Reports' menu option within Governor's functionality. Any locally defined Reports in v3 will not be automatically copied in the correct area in v4. If LAs have defined their own reports in v3 then these must be copied across manually in the appropriate subfolder in the Reports repository for them to be accessible in v4. It is recommended that locally defined reports are titled using descriptive language.

v3 Quick Reports functionality will be replaced by the v4 Quick Reports, the latter functionality creates Word templates (.dot files) and does not use Crystal Reports. Existing v3 Quick Reports will not be available in v4.

## Linked Documents Browser Setting

If a linked document does not open in an **Internet Explorer** browser, you may need to adjust your settings.

1. Open an **Internet Explorer** page.
2. Go to **Tools | Internet Options**.
3. Click on the **Security** tab.
4. Select an internet zone (preferably Local intranet or Trusted Sites).
5. Click on the **Custom** Level button.
6. Go to the **Downloads** section.
7. Click on the radio button to **Enable Automatic Prompting for File Downloads**.
8. Click the **OK** button, then click the **OK** button on the **Internet Options** window.



## Other Documents to Help You

### Handbook

The Managing Governors handbook is available on the One Publications website ([www.onepublications.com](http://www.onepublications.com)) and on My Account.

### Reference Guides

Reference Guides are quick high level 'how to' guides outlining how specific processes should be performed. These are available on the One Publications website ([www.onepublications.com](http://www.onepublications.com)) and on My Account.

### Entity Relationship Diagram

An Entity Relationship Diagram for Governors is available on the One Publications website ([www.onepublications.com](http://www.onepublications.com)) to identify the current database structure for this module.

## Where To Go For More Help

More detailed information on v4 Governors is included in Help Files.

If you wish to discuss training and consultancy for migrating to Governors from v3 to v4 the Capita Professional Services team can be contacted on:

Tel: 01234 838080

Fax: 01234 832194

Email [oneservices@capita-cs.co.uk](mailto:oneservices@capita-cs.co.uk).

The Capita One Service Desk can be contacted via My Account.