



MIGRATING FILE SERVER TO **SHAREPOINT ONLINE**

PROJECT OVERVIEW

Most organizations using on-premise file servers have to contend with complex and difficult-to-navigate folder structures that derail team productivity.

Our client's file server system contained various files, grouped under department-based subfolders. Users and roles were managed through Active Directory (AD) with a complex security implementation that allowed editing for specific roles. With hundreds of AD operations taking place, monitoring changes was a cumbersome task.

When the client approached us for a version-controlled system to replace the file server, we offered the organizational capabilities of SharePoint Online that easily enabled authorization levels. We worked collaboratively with the client's internal team, utilizing a tool that facilitated smooth transition to Microsoft Cloud.

CLIENT PROFILE

Based in Singapore, our client is a leading provider of healthcare and diagnostics services, operating multiple centers across South Asia.



BUSINESS REQUIREMENT

The client required an online system to manage their database containing over 12,000 files (approximately 1 TB) spread across different directories. This entailed:

- Migration of files from a file server to an online system
- A website that non-technical staff could use to manage/access information
- An authentication system to manage various access levels

QBURST SOLUTION

QBurst designed, developed, and deployed a SharePoint Online system that enables users to upload files. A centralized hub for users and an admin console allowed for easy management of permissions and site structure. We created subsites for multiple departments. Users from the on-premise Active Directory were migrated to Office 365 and assigned to different user management groups.

Migration of files from file server to SharePoint Online was done using SharePoint Migration Tool v2. Authorization to different departmental subsites was managed using Office 365 user management groups. The approval process for various departments was implemented using Microsoft Flow. An email notification system was implemented to alert the originator and approver of various state changes.

KEY FEATURES

- Customizable quick launch section for frequently accessed documents
- Document search functionality
- Automated approval process
- Role-based notifications
- Auto-archival of documents

TOOLS AND TECHNOLOGIES



BENEFITS

- Easier management of access permissions
- Improved traceability with central document repository and version control
- Ensured document authenticity with approval process
- Reduced manual interventions with introduction of notification system
- Eliminated on-premises server maintenance
- Increased scalability



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