



Achieving a Seamless Migration from

SharePoint 2010 to Office 365

To reduce infrastructure dependence and maintenance, the client wanted to migrate to SharePoint Online. The new portal would provide the same functionalities as the on-premise site with certain enhancements. The client's intranet comprised four subsites — Human Resources, Recruitment, Business, and Collaboration.

QBurst developed an HR management module on Office 365 with added functionalities and migrated data from business sites to cloud. The entire project was completed without any disruption to day-to-day operations.

THE CLIENT

Our client offers recruitment and expatriation services to companies and individuals across the globe. They provide services across sectors such as aeronautics, defense, energy, oil and gas, and telecommunication.

BUSINESS CHALLENGE

- **Outdated Hardware:** The existing hardware was becoming increasingly cumbersome to maintain with escalating costs for hosting, storage, operations staff, and equipment.
- **Inefficient processes:** The process of archiving documents took up time that could be spent more productively.

BUSINESS REQUIREMENT

- SharePoint Online portal to manage the Human Resources module including employee profile and employee-related documents
- Migration of existing data from SharePoint on-premise to SharePoint Online



QBURST SOLUTION

We developed a solution to manage employee profiles and related documents such as contracts, bonus letters, and other requests. Utilizing Sharegate, we migrated all data including version history from on-premise to cloud. Customized SharePoint Designer Forms helped to retain the existing look and feel.

We simplified the approval process of employee-related documents which was very time-consuming. The process of deactivating employee profile based on the relieving date was automated. This included archiving multiple documents at a time. The number of records in the existing system was more than the threshold limit of 5000 records. This required creation of multiple views with year-wise display of records.

SharePoint Designer workflows were utilized for sending email notifications to approver and payroll team. Data from other business subsites was migrated, along with archived documents, from old system to new portal. To achieve this a separate staging environment had to be created, as data in the existing system needed cleaning up.

KEY FEATURES



Customizable Quick Launch section for frequently accessed links



Document search functionality using Employee ID (drop-down)



Role-based notifications to users



Auto-archival of documents



Auto-population of fields based on uploaded document type

TECHNOLOGIES AND TOOLS



BENEFITS AND VALUE PROVIDED

The transition to Office 365 was completed on schedule and produced the anticipated results.

- Enhanced data integrity and effectiveness
- Reduced costs in saving for licensing, maintenance, and administration expenses
- Increased efficiency and visibility for managers, HR, and legal via SharePoint's notifications and dashboard





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