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**Higher Logic Online Community Data Migration Technical Worksheet**

**Overview:**

A Higher Logic Online Community (HLOC) Data Migration is a technical project to migrate content from a dataset to Subscriber’s HLOC. The level of effort depends on the number of data sources, type of data format, number of objects, number of object types, and additional requirements such as conversion of interior links or inline images. Subscriber submission of this Technical Worksheet and a sample dataset (in the format the final dataset(s) will be provided in) is the first step in the Data Migration process. From that point, Subscriber should allow 10-14 weeks for completion of the Data Migration. Subscribers with an integration should note that the first round cannot begin until data is synced via the integration; this may adjust the Data Migration project timeline and scheduling. A full Description of Service, including Schedule & Milestones, will be sent to your separately by your account rep.

Please submit the completed Technical Worksheet and a sample dataset (in the format the final dataset(s) will be provided in) to your Higher Logic Project Manager (PM).

**Section I: Basic Info (to be completed by Higher Logic PM)**

|  |  |
| --- | --- |
| Higher Logic Project Manager |  |
| Subscriber |  |
| Platform(s) Migrating From |  |
| Integration Type |  |
| Desired Data Migration Completion Date[[1]](#footnote-1) |  |

**Section II: Data Sources and Formats**

The number of data sources and formats affect the level of effort and timeline. Higher Logic readily accepts properly formatted data in the following formats: csv, Excel, json or xml. Other formats must be approved by a Higher Logic Data Engineer. Please indicate the number of data sources and data format(s) the data will be provided in.

|  |  |
| --- | --- |
| Number of Data Sources |  |
| Data Format(s) |  |

**Section III: Data Objects**

The table lists the Data Objects that can be migrated to Subscriber’s HLOC. Please complete the table.

| **Data Object** | **Check if Yes** | **Estimated Number of Objects & Notes** |
| --- | --- | --- |
| Announcements |  |  |
| Blog posts | Comments:  Recommends/Likes:  Tags: |  |
| Calendar events[[2]](#footnote-2) (not registrations) | Tags: |  |
| Communities2 | Tags: |  |
| Community members2 |  |  |
| Community member subscriptions (e.g. daily digest, real time) |  |  |
| Community slideshows |  |  |
| Discussion posts | Attachments[[3]](#footnote-3):  Recommends/Likes:  Tags: |  |
| Experts |  |  |
| External volunteer history |  |  |
| Friends |  |  |
| Glossary items | Comments:  Recommends/Likes:  Tags: |  |
| Ideas | Comments:  Votes:  Categories: |  |
| Library entries | Comments:  Recommends/Likes:  Tags: |  |
| Mentors and mentees (not relationships) |  |  |
| User demographics2 |  |  |

**Section IV: Conversion Requirements**

The table lists potential conversion requirements. Please complete the table.

|  | **Check if Yes** | **Object Type(s) Affected and Notes** |
| --- | --- | --- |
| Inline images/files[[4]](#footnote-4)  Recommended if access to the source images/files will be lost. Requires that the images/files be accessible to HL via browser or file directory. |  |  |
| Interior links to migrated content4  Recommended if users frequently linked to other content. |  |  |
| @mention links4 |  |  |
| #hashtag links4 |  |  |

1. This is the desired date for the final dataset to be live on Subscriber’s HLOC. If the date requested by Subscriber is unavailable, Higher Logic will provide the next available date. [↑](#footnote-ref-1)
2. Those that will not be integrated. [↑](#footnote-ref-2)
3. Attachments will be stored as library entries. [↑](#footnote-ref-3)
4. Requires that links can be targeted programmatically. [↑](#footnote-ref-4)