
NMCI Deployable Seat

Data Migration Procedure

For



Prepared By



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1.0 Introduction

In preparation for the Marine Corps' transition to NMCI, MCTSSA has been tasked to perform a pilot implementation of an NMCI Seat in a deployed environment and document the procedure to accomplish this task. As a result of this requirement, MCTSSA has been tasked to produce an Data Migration Procedure Document for distribution to the Fleet. This procedure will assist users with the process that is required in order to migrate NMCI user data to a user's deployed enclave without data loss.

1.1 NMCI CLIN 004AC Seat:

Pentium III 1 GHz Processor
256MB of RAM
Integrated Ethernet 10/100 Adapter
Integrated V.90 56K Dialup Adapter

1.2 NMCI Environment

NMCI User Data can be stored on NMCI Shared Drives or on the NMCI Seat in the Users My Documents folder. This data must be migrated/backed up in order to ensure that the data is available after the NMCI Seat is joined to a non-NMCI Domain.

If you need further assistance call the NMCI Helpdesk (1-866-843-6624).

The following is a step-by-step guide for migrating user data from the NMCI Network and the NMCI Seat.

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2.0 Data Migration Issues

NMCI User Data migration can be accomplished by a variety of means; however, there are some steps that must be followed in order to avoid potential data loss. These steps will be discussed in this section.

There are 2 known scenarios that might result in the loss of NMCI User Data:

- Joining a non-NMCI Domain prior to backing up user data
- Logging into a shipboard network prior to backing up user data

The safest way to avoid potential data loss is to backup your NMCI Data prior to leaving the Garrison enclave.

The Data Migration options contained in the following sections do not encompass all options Data Migration means possible, but they do cover the most prevalent and reliable means of preserving NMCI User Data.

3.0 Data Migration Devices

3.1 USB Attached CD-RW Device

The picture of the NMCI Seat (CLIN 04AC) below shows the location of the USB Port on the back of the Dell Laptop. This port is used to plug in your USB attached CD-RW Device (typically the IOmega CD-RW Device).

Insert a Read-Write CD into the applicable CD-RW device. Format the disk as a DirectCD Data disk if it is not already formatted.



3.2 Internal CD-RW Device

This internal Dell CD device needs to have the CD-RW (Read-Write) capability. Look at the bottom of the device to ensure that it is CD-RW and not CD-R. A CD-R device will not allow users to write their data to the CD.

Insert a Read-Write CD into the applicable CD-RW device. Format the disk as a DirectCD Data disk if it is not already formatted.

4.0 Migrate Network Based Data

The NMCI User must logon to the NMCI Network and access their Shared Drive (Typically the H: drive) and navigate to the location of the data that the user desires to backup for usage once the Seat is deployed.

You will need to Map a Network Drive if the H: drive does not appear when you double click on the My Computer icon.

Contact the NMCI Help Desk to find out what the path is to your shared file folder. It should be similar to:

[\\nawespscfs02vb\firstname.lastname\\$](\\nawespscfs02vb\firstname.lastname$)

4.1 Copy Data to a CD

Insert a Read-Write CD into the applicable CD-RW device. Format the disk as a DirectCD Data Disk if it is not already formatted.

Select the files or folders from the Shared Files service that you wish to backup and copy them to your CD-RW device.

4.2 Export Outlook PST File

In Outlook, click on File>Import and Export

4.2.1 Import and Export Wizard



Figure 4.2-1

You should now have the Import and Export Wizard shown in Figure 4.2-1 on your screen.

Select "Export to a file" and click the "Next" button.

4.2.2 Export to a File

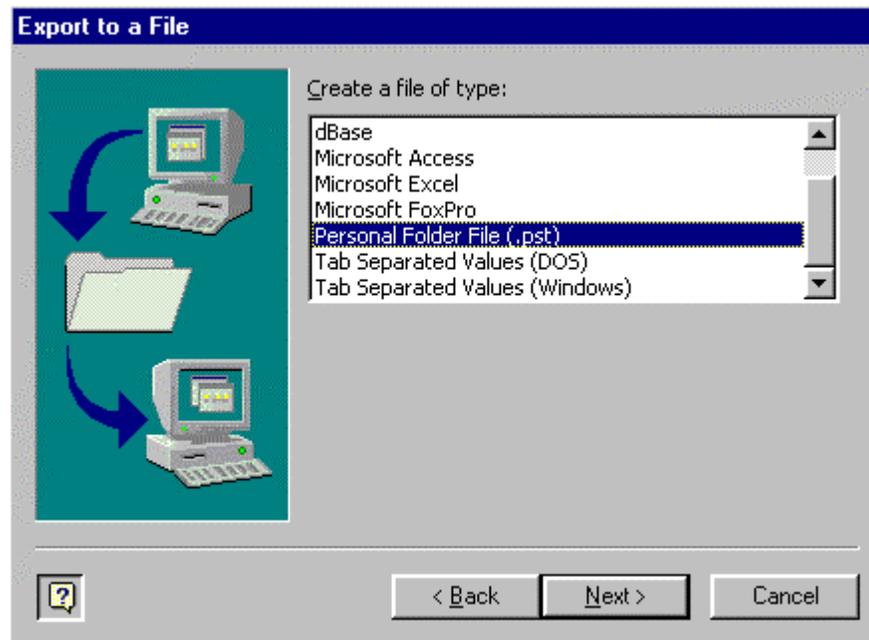


Figure 4.2-2

Select Personal Folder File (.pst) and click on the “Next” button as shown in Figure 4.2-2.

4.2.3 Export Personal Folders

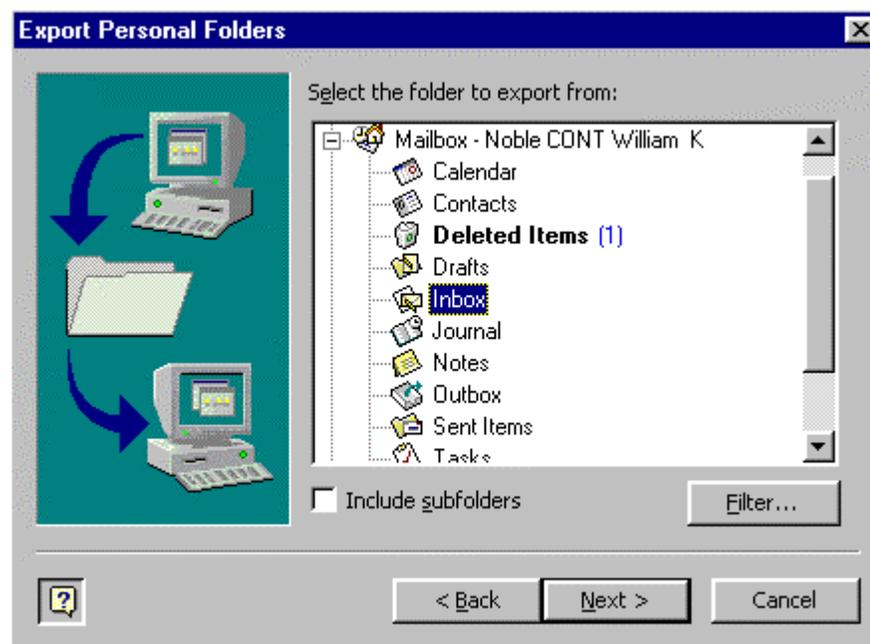


Figure 4.2-3

Select the Folder that you would like to export (Typically the Inbox) and click on the “Next” button.

4.2.4 Export Personal Folders

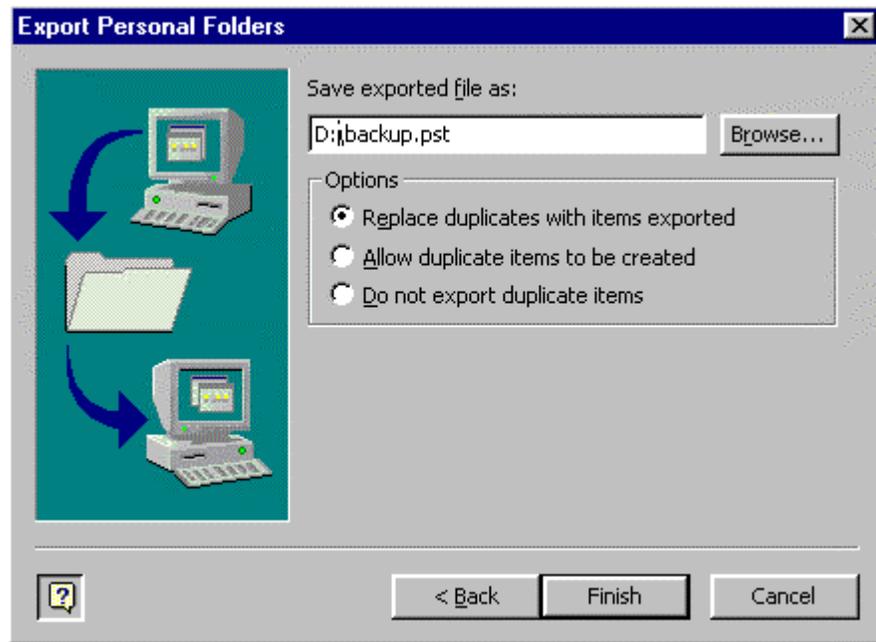


Figure 4.2-4

Enter a location and name for the “exported” file and click the “Finish” button.



Click “OK”

5.0 Migrate Local Data (Data Stored on the NMCI Seat)

The NMCI User must login to the laptop with their NMCI account and navigate to the location of their documents (typically the My Documents folder).

5.1 Copy Data to a CD

Insert a Read-Write CD into the applicable CD-RW device. Format the disk as a DirectCD Data disk if it is not already formatted.

Select the documents/files (including the Outlook .pst file that you created in step 4.2) that you wish to backup and copy them to your data CD.

6.0 Copy Data to a Deployed Network Shared Drive/Folder

BEFORE you actually join a non-NMCI Domain you should verify that you have backed up all of your laptop data to your CD.

6.1 Copy Data Backup to Network Shared File Folder

Prior to actually joining a non-NMCI Domain you can map a network drive to a shared file folder on the domain that you are about to join and then copy your data CD files to the shared file service.

7.0 Data Migration if Joining a non-NMCI Domain

Unit IT will assist the NMCI User with the process required to Join the Deployed Domain using the Administrators Aide to Joining a Deployed Domain.

Note: You will be unable to join a non-NMCI Domain if you have not executed the Deployable Application and “deployed” the machine. The document listed below is the procedure that can be used to join the NMCI Seat to a non-NMCI Domain.

[Administrator Guide for Joining a Deployed Domain_V0.4.doc](#)

7.1 Import Outlook .pst File

Launch Outlook and click on File>Import and Export

7.1.1 Import and Export Wizard

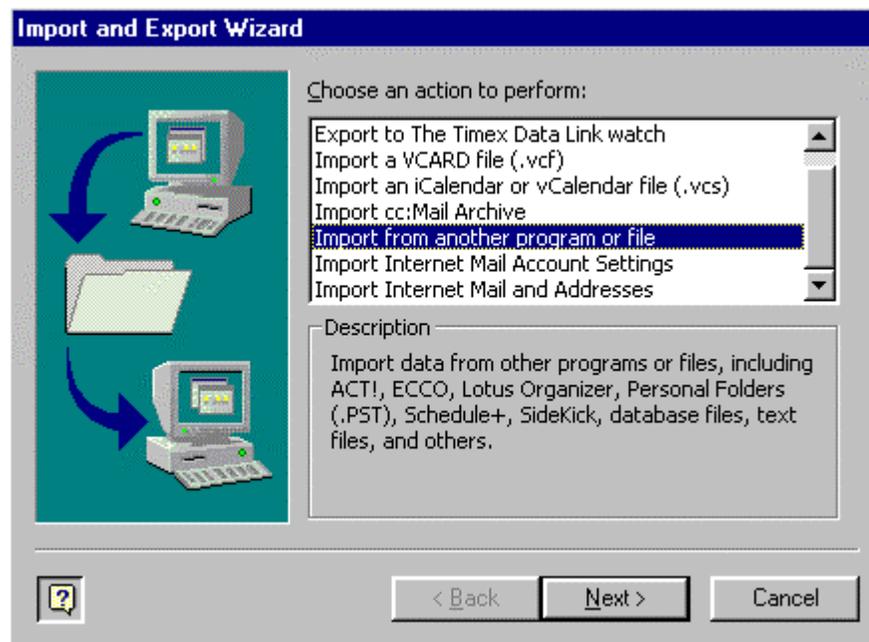


Figure 7.1-1

Select “Import from another program or file” and click the “Next” button.

7.1.2 Import a File

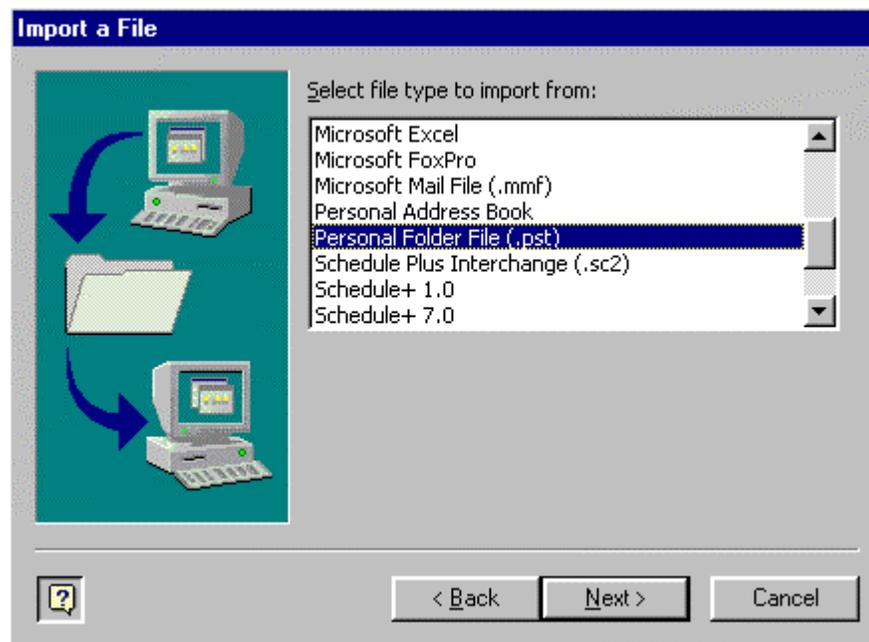


Figure 7.1-2

Select Personal Folder File (.pst) and click the “Next” button.

7.1.3 Import Personal Folders

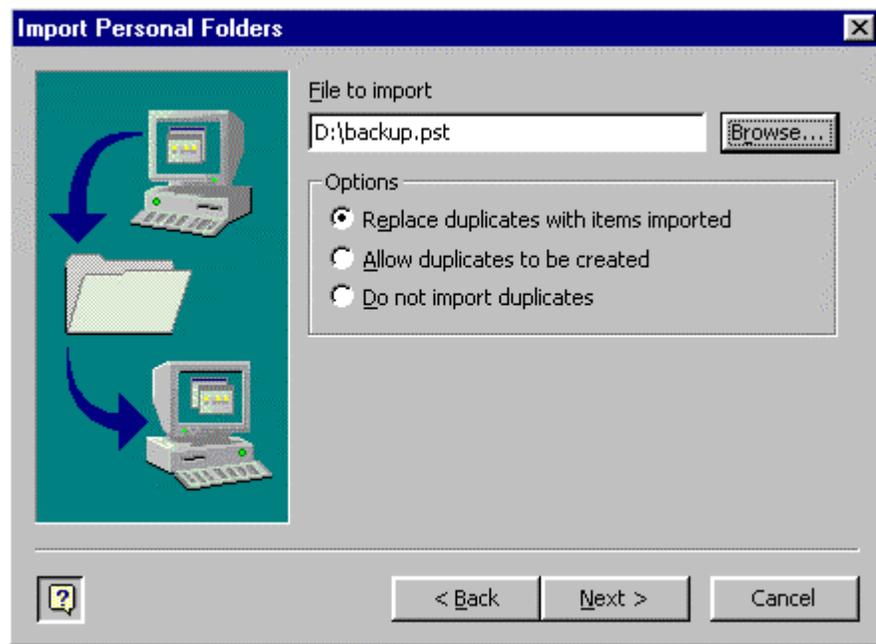


Figure 7.1-3

Enter the location and file name for your .pst file that you exported in step 4.2 and click the “Next” button.

7.1.4 Import Personal Folders Location

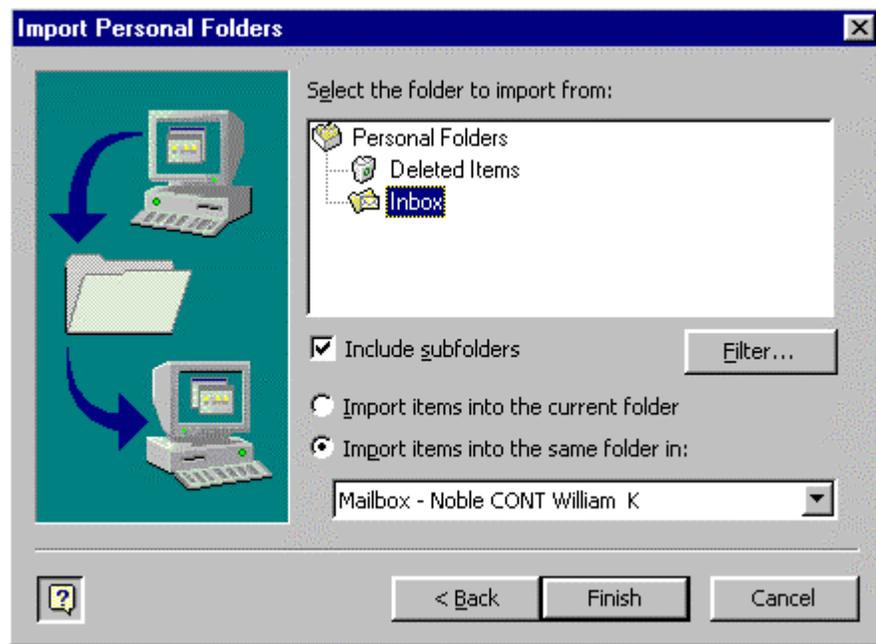


Figure 7.1-4

Click the "Finish" button.

8.0 Move data back to NMCI Deployed Seat

Prior to detaching from the Deployed Domain a user must Backup their Data in order to prevent data loss when rejoining the NMCI Network. The process to backup your user data from the deployed domain is very similar to the one used in step 4.0 of this document.