



## Express Maintenance Database Transfer to Cloud Protocol

Below are the steps you will be taking to transfer your existing Express Maintenance Data to the Manufacturing Asset Solutions (MAS) Datacenter that will host your Express Maintenance Software as a Service in the cloud.

- We send you a form that you fill out that will identify the end users that will need a login to the cloud service.
- We set up the client users in the hosting system.
- MAS sends client connection information process document to the Client with username and password information.
- MAS sends a request for backup copies of the database(s) and a link to a secure location to place them.
- You will send backups of the existing Express Maintenance database(s) to the secure file location for MAS to retrieve them from.
- MAS updates and restores the backups of the EM database(s) in the hosted environment and notifies the client of availability for testing connection.
- You will test access and functionality and notifies MAS of any issues or concerns. *(You are granted 3 business days to test)*
- Once you have confirmed everything is working we schedule a cutover time *(usually a Friday evening)* and the client sends MAS a final backup of their EM database(s).
- Cutover occurs (typically over a weekend) and the Client begins using Express Maintenance in the cloud the following Monday morning.