

MetaMoJi Share for Business Ver. 3

MetaMoJi Note for Business Ver. 3

Migration Guide

First Edition

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Introduction

This guide explains how administrators should migrate from MetaMoji Share for Business/MetaMoji Note for Business Ver. 2 to MetaMoji Share for Business/MetaMoji Note for Business Ver. 3.

For information on how to install and operate MetaMoji Share for Business/MetaMoji Note for Business, see the [Administrator's Guide](#).

Notation

名称	表記
MetaMoji Share for Business Ver. 3 MetaMoji Note for Business Ver. 3	new version (of the client application(s))
MetaMoji Share for Business Ver. 2 MetaMoji Note for Business Ver. 2	old version (of the client application(s))
MetaMoji Note/Share Administrator Tool	Administrator Tool

Screens

The client application screen-shots and icons used in this guide are taken from the iOS version of MetaMoji Share for Business.

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1 Overview

With MetaMoJi Share for Business/MetaMoJi Note for Business, the old version of the client applications are different applications. So they are not updated automatically.

To update to MetaMoJi Share for Business/MetaMoJi Note for Business, you must install it and migrate data of the old version according to the steps listed in this guide.

1.1 Data Migration

Data that can be migrated

The following data stored in MetaMoJi Cloud can be migrated by syncing on the client application:

- Private Storage/Shared Drives
- Notes, share notes, note templates, tags and folders of each drive
- * Notes and share notes in the recycle bin are not be migrated.

Data that cannot be migrated

The following data stored in the client applications cannot be migrated:

- Client application settings
- Learned or registered data and settings of mazec

In order to use these settings and data in the new version, the user must write down them and adjust them manually in the new version.

Migration Timing

Migration is done when logging in to the new version of the client application for the first time.

- * If the same user is using multiple devices, the migration only happens with the first login.

1.2 Client Application Version

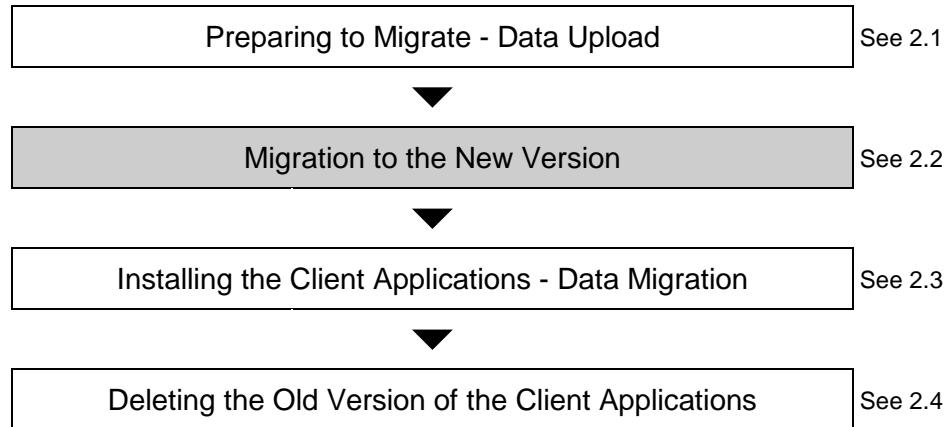
All users who use the same Organization ID should use the same version of the client applications. To begin using the new version of the client applications the administrator must execute the migration process from Administrator Tool. After migration all users can use the new version of the client applications.

- * After migration, users can use the old version to export data if data migration has not been done. See Caution of Section 2.2, "Migration to the New Version."
Even if the old version of the client application is synced, it is not possible to access data from after the migration.

2 Migration

After all users have finished preparing, begin the migration.


☐ User Work ☒ Administrator Work

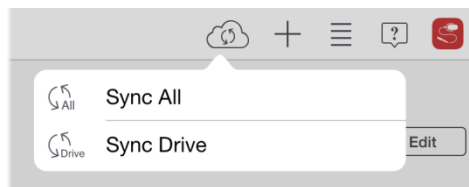


2.1 Preparing to Migrate - Data Upload

Work of User

Sync on the old version of the client application, and upload the data to be migrated to MetaMoJi Cloud.

1. Open MetaMoJi Share for Business Ver. 2/MetaMoJi Note for Business. Ver. 2.
2. On the note list screen, tap  > Sync All to sync.



Local data is uploaded.

- * To migrate notes and share notes that are in the recycle bin, tap **Restore** from the menu that is displayed after a long tap to restore the files before syncing.

2.2 Migration to the New Version

Work of Administrator

After data has been uploaded, execute migration from Administrator Tool.

- * It may take from several seconds to a minute after step 5 for the server to process the version switch.

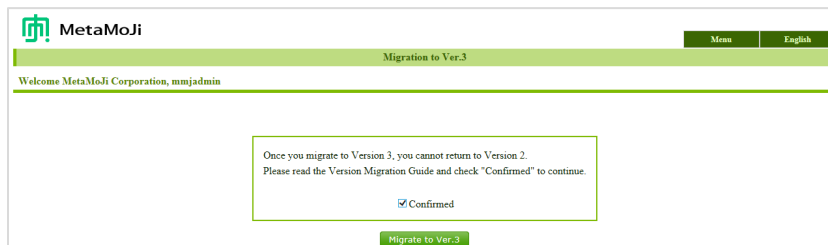
Caution: After migration users can use the new version of the client applications.

However, it is still possible to use the old version to export data if data migration has not been done.

1. Access the following URL using a Web browser.

<https://mps201.metamoji.com/mmjeditor2/usradm/en/verup3.html>

2. When the login screen appears, login in to Administrator Tool.
3. Confirm the information displayed on the screen and turn [Confirmed] on.



4. Select [Migrate to Ver. 3].
5. When a message appears asking to confirm the migration, select [OK].

From here on, users should use the new version of the client applications after synchronizing their old versions.

2.3 Installing the Client Applications - Data Migration

Work of User

Install the new version of the client applications.

After installing, login to the new version of the client application, and migrate the data from the old version to the new version.

* Do step 2 after synchronizing data from the old version of the client application. See section 2.1 "Preparing to Migrate - Data Upload."

1. Download the new version of the client applications (MetaMoJi Share for Business/MetaMoJi Note for Business) from the App Store or the Windows® Store, (unless side-loading).

2. Login to the new version of the client application after installing.

Use the same Organization ID, User ID and password as the old version.

3. Set a passcode (Only for iOS Version.)

The first time the user logs in to the client application of iOS version, the set passcode screen may appear. In this case, enter a 4-digit passcode.

* See section 2.2.3, "Setting a Passcode (Only for iOS Version)" of Administrator's Guide for more information on passcode.


4. Migrate the data.

After login and setting a passcode, the app automatically begin to migrate, and the data is downloaded from MetaMoJi Cloud.

After synchronization finishes all the data that was uploaded from the old version can now be used in the new version.

This completes the process of data migration.

Caution: If data cannot be successfully migrated, logout once, then login again.

On the note list screen, tap  > Logout and login once more to the client application.

2.4 Deleting the Old Version of the Client Applications

Work of User

After completing the data migration, delete the old version of the client applications.

Caution: When the old version of the client applications are deleted, any data that is not uploaded to MetaMoJi Cloud is deleted.

Before deleting the old version, check that the data migration has been completed.

When data remains that has not been migrated, export notes from the old version of the client application, and make it so they can be used in the new version.

iOS

1. Touch and hold the icon of Share 2 (MetaMoJi Share for Business Ver. 2)/Note 2 (MetaMoJi Note for Business Ver. 2).
2. When the icon starts to jiggle, tap the x button on Share 2/Note 2 to delete.
3. After deleting, press the Home button.

Windows

1. Press and hold the tile of MetaMoJi Share for Business 2/MetaMoJi Note for Business 2 on the start screen.
2. Tap “Uninstall” at the bottom left of the screen.