

Agency: on the Sunday evening before the migration, stop making changes to your website, or keep track of any edits or new content that you must make. Any changes made from this point **WILL NOT be transferred** and you will manually recreate them on the new site. Digital Solutions will transfer the content from your D7 site to a D9 production site, via a script. We will assess the migration for problems and correct any backend issues.

We will also help you create webforms and views; they do not migrate from D7. Note that webform <u>results</u> also don't migrate; you should download the submissions from your D7 site before the D9 site launches if you want to keep them. Digital Solutions will provide a D9 training session for Website Managers. Training videos are available for Editors and Publishers.

Digital Solutions will conduct a cleanup session with your team. In this meeting we will give you instructions on any content cleanup work your agency must do and you will be given access to the unpublished D9 site. Most agencies complete the cleanup and recreate the new content within two weeks. You must be on a state network or using VPN to log in to the new site. We will coordinate the launch date with you when you've completed the post-migration work. Once the site launches, you no longer need VPN to log in.

Note that any unfinished cleanup canbe performed **after** site launch. You will still have access to your D7 staging site for reference.

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