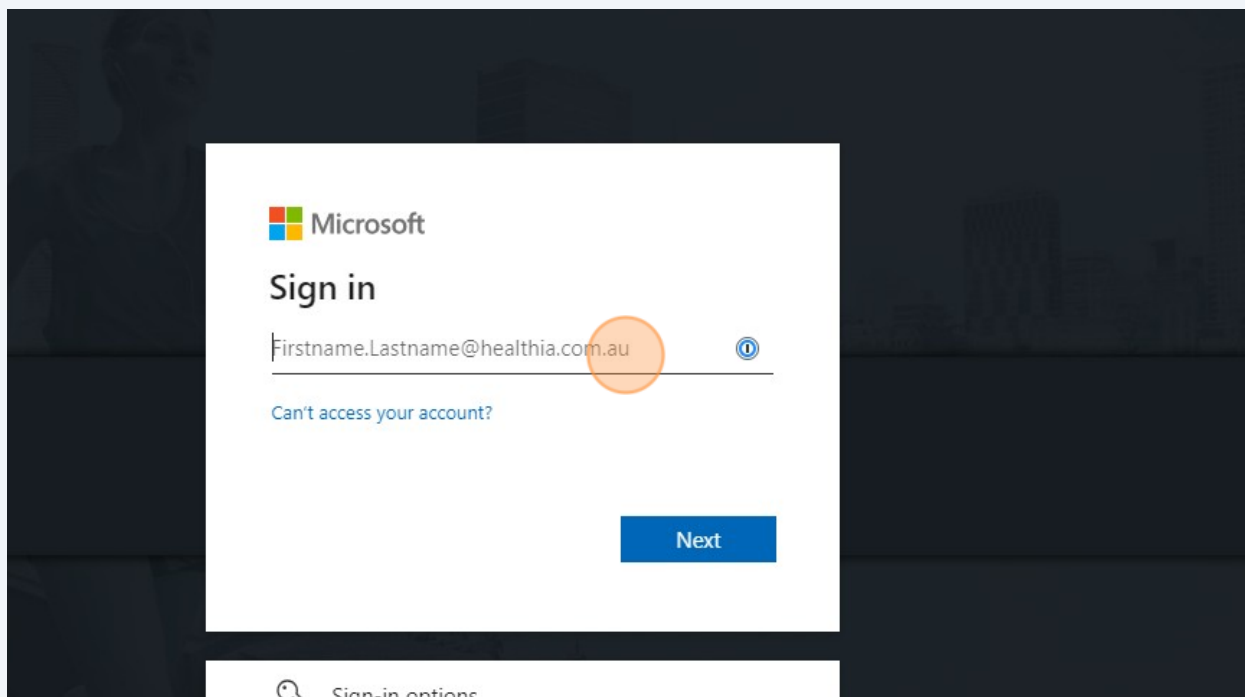# S Drive File Migration

What is it:

- Sharepoint - Sharepoint is a Microsoft storage service for stores files that all staff need access to.
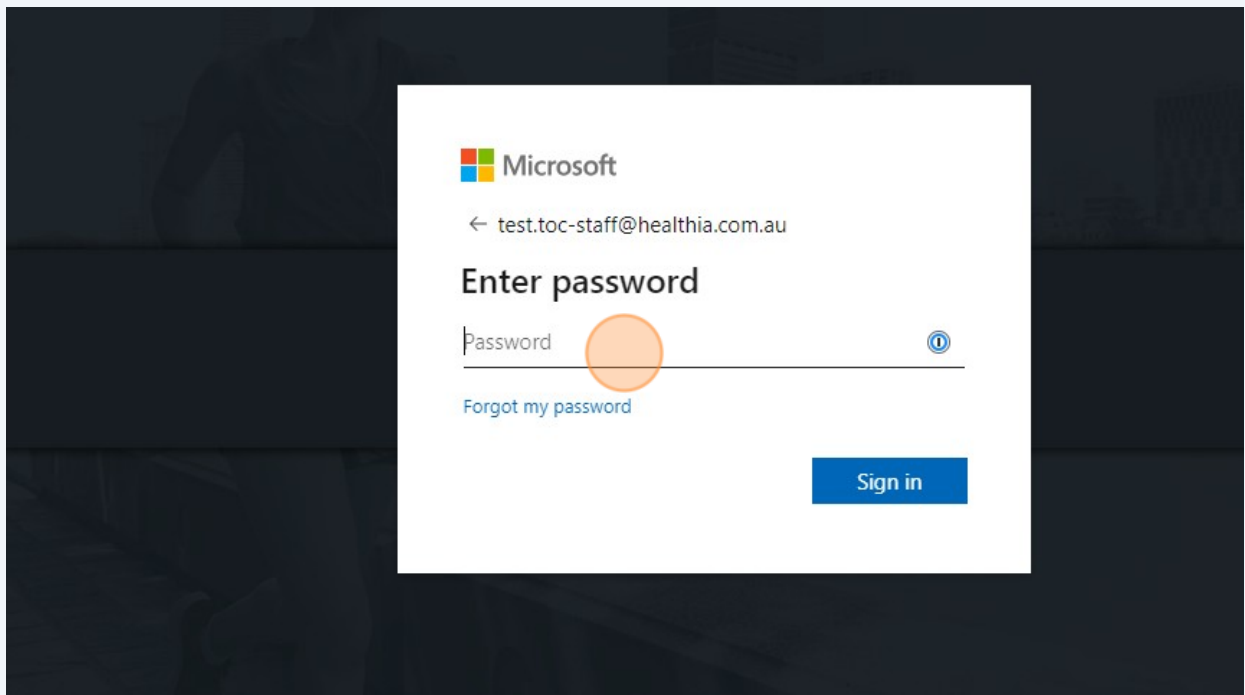
The Objective of this guide is for you to learn how to migrate your current store files from Systemnets S Drive to our Healthia Sharepoint.

1   Inside the Optomate Server Navigate to **https://healthia.sharepoint.com**
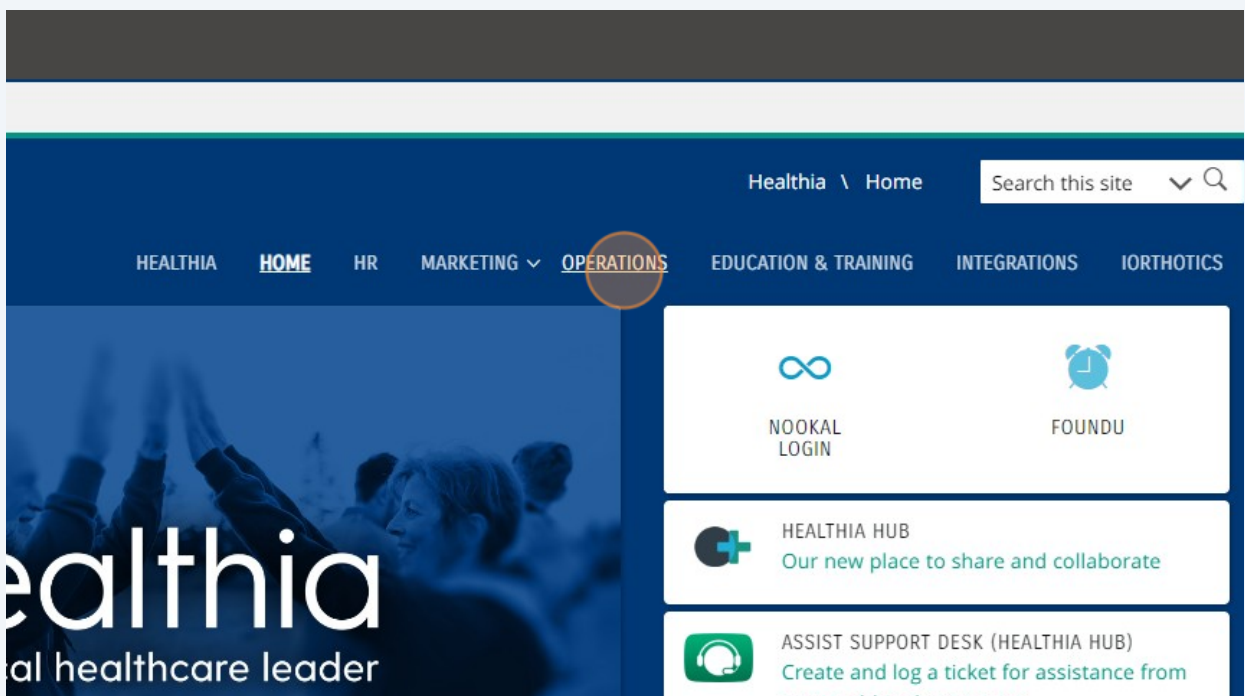
2   Enter your Healthia login **Firstname.Lastname@healthia.com.au** and hit "Next"
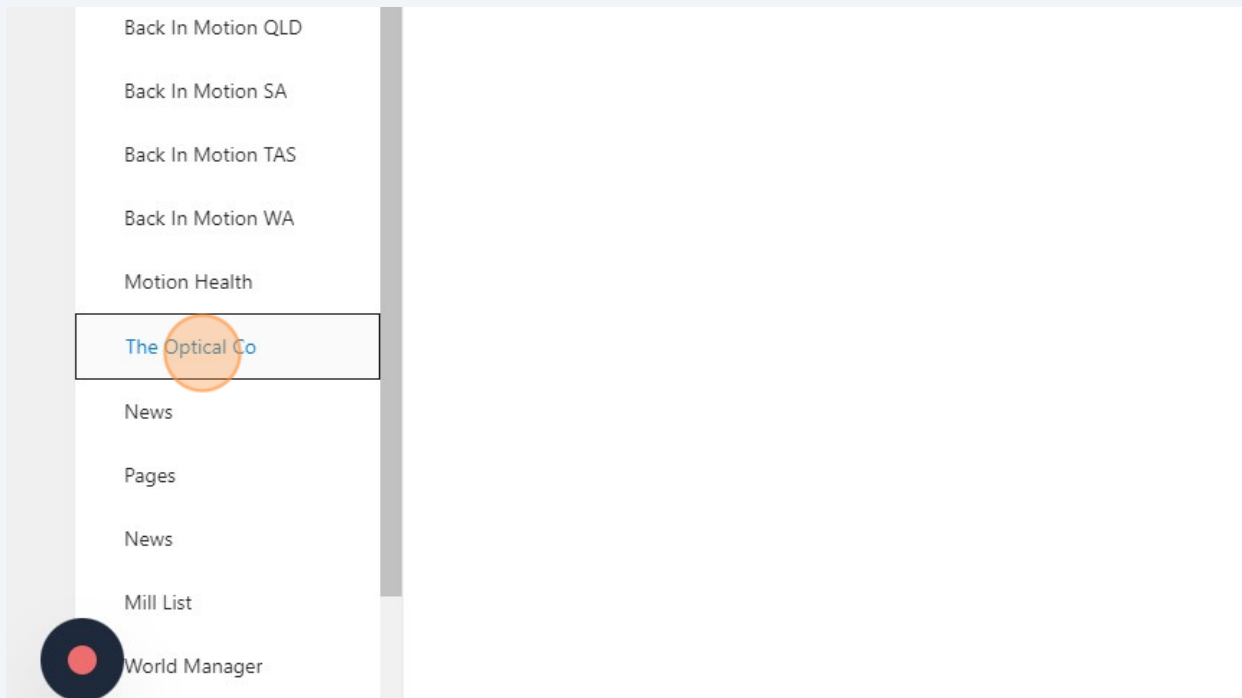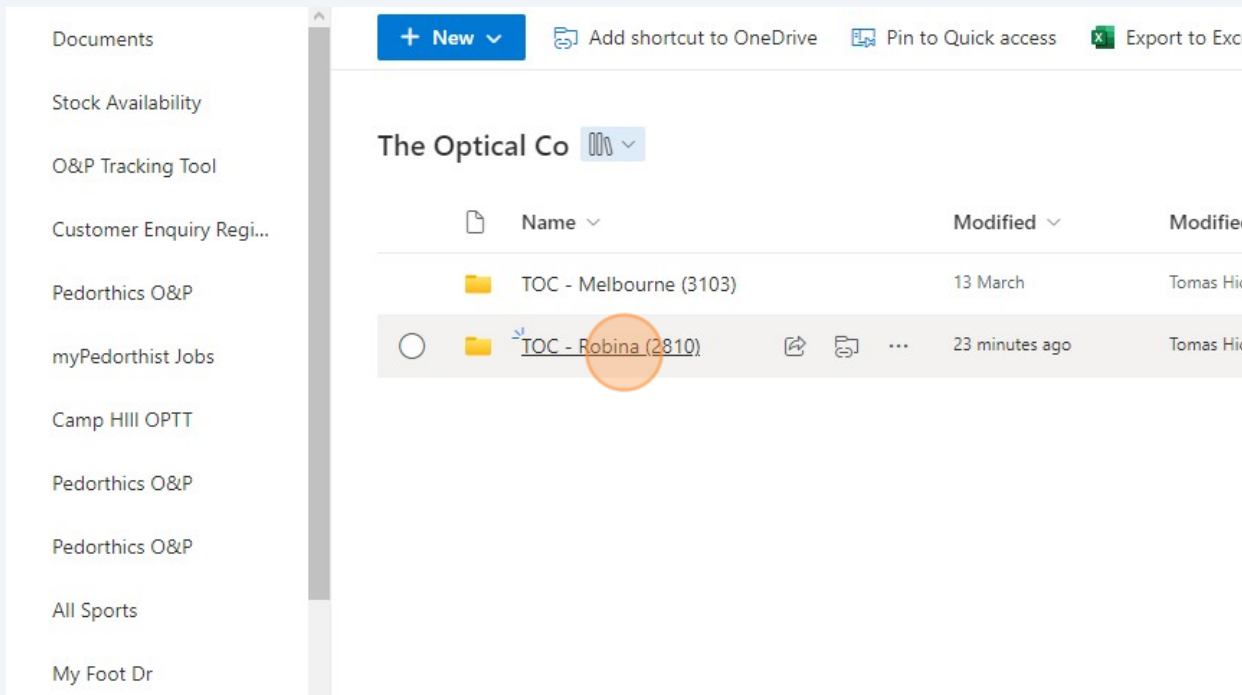
3   Enter your @healthia password and select "sign in"

4   Click "OPERATIONS" found in the top of the page

5 On the right panel scroll down and Click "The Optical Co"

Back In Motion QLD

Back In Motion SA

Back In Motion TAS

Back In Motion WA

Motion Health

The Optical Co

News

Pages

News

Mill List

World Manager

6 Click your clinic store folder. For this example we are using "TOC - Robina (2810)"

Documents

Stock Availability

O&P Tracking Tool

Customer Enquiry Regi...

Pedorthics O&P

myPedorthist Jobs

Camp Hill OPTT

Pedorthics O&P

Pedorthics O&P

All Sports

My Foot Dr

+ New ∨   Add shortcut to OneDrive   Pin to Quick access   Export to Exc

The Optical Co ▥ ∨

	Name ∨				Modified ∨	Modified
	📁 TOC - Melbourne (3103)				13 March	Tomas Hic
○	📁 TOC - Robina (2810)	↗	⊟	⋯	23 minutes ago	Tomas Hic

Go to your store files and highlight all the files / Folders you want and Drag and drop until you see the "Copy" appear like below. Please also keep the Sharepoint website open and don't exit out of the Systemnet Optimate server until the upload is complete