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 <u>https://healthia.sharepoint.com</u>
- 2 Enter your Healthia login **Firstname.Lastname@healthia.com.au** and hit "Next"

Microsoft	
Sign in	
Firstname.Lastname@healthia.com.au () Can't access your account?	
 Next	
C Sign-in options	

3 Enter your @healthia password and select "sign in"

Microsoft		
\leftarrow test.toc-staff@healthia.com.au		
Enter password		
Password Forgot my password	0	
	Sign in	

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

	Healthia \ Home	Search this site \sim Q
HEALTHIA <u>HOME</u> HR MARKETING V <u>OPERATIONS</u>	EDUCATION & TRAINING	INTEGRATIONS IORTHOTICS
	NOOKAL	FOUNDU
LOGIN HEALTHIA HUB Our new place to share and colla		o share and collaborate
al healthcare leader	ASSIST SUPPORT DESK (HEALTHIA HUB) Create and log a ticket for assistance from	

5 On the right panel scroll down and Click "The Optical Co"
Back In Motion QLD
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	+ New V 🔂 Add shortcut to OneDrive 🖾 Pin to Quick access	Export to Exce
Stock Availability		
O&P Tracking Tool	The Optical Co 🔟 🗹	
Customer Enquiry Regi	\square Name \vee Modified \vee	Modifie
Pedorthics O&P	TOC - Melbourne (3103) 13 March	Tomas Hic
myPedorthist Jobs	O TOC - Robina (2810) 🖻 🔂 … 23 minutes ago	Tomas Hic
Camp HIII OPTT		
Pedorthics O&P		
Pedorthics O&P		
All Sports		
My Foot Dr		

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

