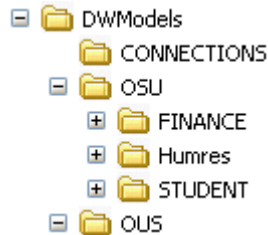


# Manual Migration of Existing Data Warehouse Models

We recommend that all data warehouse models be stored in folders under a top level folder called DWModels. GQLOSUDW, which has been used until now, is hard to remember, hard to say, and doesn't mean anything to most people when they look at it. We also recommend changing the name of the main connection file, GQLOSUDW.con, for the same reason.

The default folder structure will now look like:



The default installation location will still be on the c: drive, but if you want to change the location to a personal network drive so that it is regularly backed up and accessible from any computer they are logged onto, or the \My Documents folder so that folks sharing a computer can each have their own private copy, this would be a good time to make that change.

*(Note: We don't recommend placing the data warehouse model folders on the Windows desktop, although you can create shortcuts on the desktop to the application and/or directly to the models. Information about shortcuts is found in the user documentation BI Query Version 9 Overview.)*

## Backup the Old Folder Structure

Search for the GQLOSUDW folder. It is usually found on the C: drive. Right-click on the folder and choose "Rename" from the shortcut menu. Type a new name of DW-Backup and hit "Enter".

## Create New Folder Structure

Create the DWModels, Connections, OSU and OUS folders as shown above in the default structure image on the c: drive or whatever location is determined to be best.

- Click on c:, go to the File menu and choose "New", then choose "Folder". Name the new folder "DWModels" and hit "Enter".
- Click on DWModels, go to the File menu and choose "New", then choose "Folder". Name the new folder "Connections" and hit "Enter".
- Click on DWModels, go to the File menu and choose "New", then choose "Folder". Name the new folder "OSU" and hit "Enter".
- Click on DWModels, go to the File menu and choose "New", then choose "Folder". Name the new folder "OUS" and hit "Enter".

## Move and Rename Connection Files

Search in the DW-Backup folder and subfolders for any files with an extension of .con. You should at least see GQLOSUDW.con, but there may be more. Copy all \*.con files to the Connections folder you just created.

In the new Connections folder, rename GQLOSUDW.con to DWPROD.con, unless there already is a connection file of that name. Do not rename any other .con files.

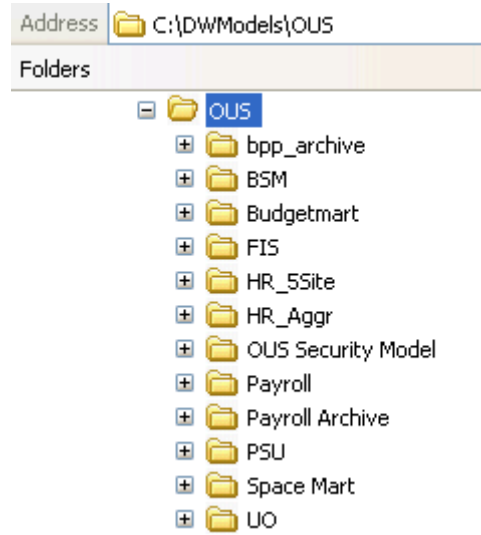
# Manual Migration of Existing Data Warehouse Models

## Copy Models to New Folder Structure

Copy the folders Finance, Humres, and Student from DW-Backup to the \DWModels\OSU folder.

If you see folders labeled: "Faculty", "Humanres", "Location", or "Validate" in DW-Backup, do not copy them to the new folder structure. Those are obsolete or placeholders for models that were never developed.

If you see any of the folders shown below in DW-Backup, copy them to \DWModels\OUS if they are ever used.



If you see any other folders in DW-Backup not discussed above, or if the user tells you they have models in other non-standard locations, consult with the user about whether they represent models in use, and whether they belong in the OSU or OUS structure. Copy the folders accordingly and then move their associated \*.con files into the \DWModels\Connections folder.

## Granting Permissions

*Note: This step is only necessary if the user of the computer doesn't have administrative permissions granted to them.*

In Windows Explorer, right-click on the DWModels folder and choose "Sharing and Security".

Choose the Security tab and highlight the "Users" group. Check the "Allow" beside "Modify".

Click "OK".