



Using Avaya Cloud Migration Tool

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Chapter 1: Introduction

Purpose

This document provides information about migrating on-premises users, resources, and announcements to Avaya Aura® Private Cloud. The target audience for this document is system administrators and analysts.

This document includes the following information:

- Migrating Users, Stations, VDN, Hunt Groups, Agent Login IDs, Voicemail, Supervisors, and announcements details
- Viewing migration and duplicate extension reports
- Viewing logs

Change history

The following changes are made to this document since the last issue:

Issue	Date	Summary of changes
2	December 2025	<p>For Release 2.0, added the following sections:</p> <ul style="list-style-type: none"> • Adding a translation range on page 21 • Translation Ranges field descriptions on page 22 • Editing a translation range on page 22 • Deleting a translation range on page 22 • Exporting translation ranges on page 23 • Importing translation ranges on page 23 • Adding a vector variable translation on page 24 • Vector Variable Translations field descriptions on page 24 • Editing a vector variable translation on page 24 • Deleting a vector variable translation on page 25 • Exporting vector variable translations on page 25 • Importing vector variable translations on page 25 • Downloading the announcement migration sample worksheet on page 33 • Bulk Announcement Migration Sample worksheet field descriptions on page 34 • Migrating announcements in bulk on page 34 • Bulk Announcement Migration field descriptions on page 35 • Viewing announcement details on page 40 • Announcement field descriptions on page 40 • Duplicate Extension field descriptions on page 42 • Viewing duplicate extension on page 42 • Duplicate Extension field descriptions on page 42 • Inventory Sync logs overview on page 47 • Viewing inventory synchronization log on page 47 • Searching inventory synchronization logs on page 47 • Exporting inventory synchronization logs on page 48 • Inventory Sync Log field descriptions on page 48 <p>For Release 2.0, updated the following sections:</p> <ul style="list-style-type: none"> • Purpose on page 7 • Avaya Cloud Migration Tool overview on page 10 • Planning checklist on page 11

Table continues...

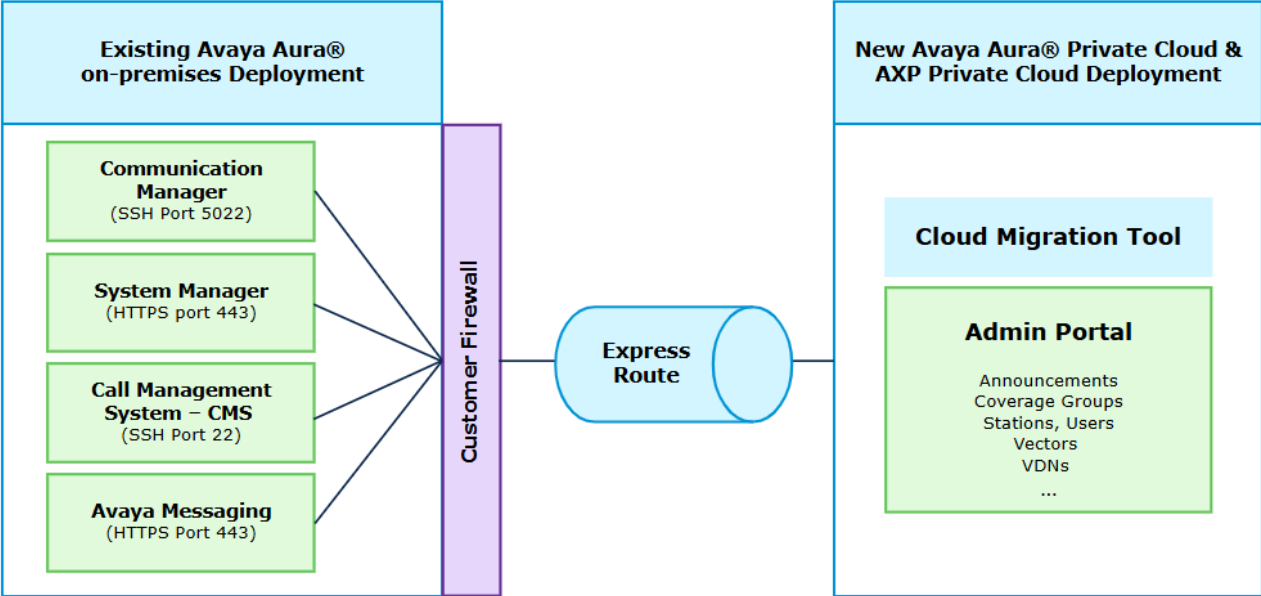
Issue	Date	Summary of changes
		<ul style="list-style-type: none">• Cloud Migration Tool Sample worksheet field descriptions on page 27• Migrating users in bulk on page 28• Bulk User Migration field descriptions on page 30• Migration field descriptions on page 41
1	September 2024	Release 1.0 document.

Chapter 2: Overview

Avaya Cloud Migration Tool overview

Avaya Cloud Migration Tool is a web-based interface to migrate on-premises users, resources, and announcements to Avaya Aura® Private Cloud.

The following diagram depicts the network topology of Cloud Migration Tool:



*Customer firewall allows connections

*** Note:**

The Avaya Messaging and IX Messaging are the same applications.

Chapter 3: Pre-migration planning

Planning checklist

Use the following checklist before using Cloud Migration Tool:

No.	Task	Description	✓
1	Set up a tie trunk between the on-premises system and Avaya Aura® Private Cloud.	Tie trunk establishes the networking and routing connection between the on-premises system and Avaya Aura® Private Cloud.	
2	Provide credentials to Avaya to log into the on-premises Avaya Aura® elements to set up connectivity to on-premises Avaya Aura®.	For information about open port for each application, see Avaya Cloud Migration Tool overview on page 10.	

Table continues...

No.	Task	Description	✓
3	Based on the requirement create these elements on Avaya Aura® Private Cloud.	<ul style="list-style-type: none"> • General: By default, Avaya Aura® Private Cloud is configured with the following. You can extend these based on the requirements. <ul style="list-style-type: none"> - Locations (Communication Manager and System Manager) - Dial Plan (Communication Manager and System Manager) • Communication Manager: <ul style="list-style-type: none"> - Announcements - Network Regions, Codec Sets • Avaya Messaging (IXM): <ul style="list-style-type: none"> - Feature Groups - Department - Company • System Manager: <ul style="list-style-type: none"> - CM Endpoint Profiles - Templates • Call Management System: ACDs 	
4	Configure the source target map on Avaya System Admin Portal.	See Adding a source target map on page 14.	
5	Configure the migration supported buttons on Avaya System Admin Portal, if required.	See Adding a migration supported button on page 16	
6	Configure the exclude range on Avaya System Admin Portal, if required.	See Adding an exclude range on page 19	
7	Configure the translation range on Avaya System Admin Portal, if required.	See Adding a translation range on page 21	

Table continues...

No.	Task	Description	✓
8	Configure the vector variable translation on Avaya System Admin Portal, if required.	See Adding a vector variable translation on page 24	
7	View the duplicate extension report.	See Duplicate extension report on page 42 and Viewing duplicate extension on page 42	

Inventory sync

The Inventory sync service synchronizes the resources from the on-premises system to the Avaya Aura® Private Cloud system.

The system initiates the Inventory sync service automatically at night. For example, if you add a station on the on-premises system today, the system synchronizes the changes at night. Therefore, the next day you will be able to see the added station entry on Cloud Migration Tool.

The Inventory sync service synchronizes the following elements and resources:

- Communication Manager
 - Announcements
 - Classes of Service
 - Coverage Paths
 - Remote Coverage Path tables
 - Hunt Groups
 - CMS Dictionary entry
 - SIP domain conversion for SIP address
 - Pickup Groups
 - Stations
 - H.323 and SIP only
 - H.323 migration to SIP
 - DCP and Analog station types
 - VDNs
 - CMS Dictionary entry
 - SIP domain conversion for SIP address

- Agent login IDs
 - CMS Dictionary entry
- Vectors
 - CMS Dictionary entry
- Holiday Tables
- Service hour tables
- Vector Variables
- Vector Routing Tables (VRT)
- Coverage Answer Group (CAG)
- Abbreviated Dial Lists
- Call Management System
 - Supervisors: replicate permissions, no password sync
 - CMS Dictionary: Entries will not be migrated directly. Instead, when relevant Communication Manager objects are synced, appropriate Dictionary entries will be created. This will help to move only required dictionary entries to Avaya Aura® Private Cloud.
 - Agent groups

Source Target Map

Adding a source target map

About this task

You can add the on-premises Communication Manager as the source Communication Manager and Avaya Aura® Private Cloud Communication Manager as the target Communication Manager.

Procedure

1. On System Admin, click **Cloud Migration Tool > Source Target Map**.
2. On the Source Target Map page, click **Add**.
System Admin displays the Add dialog box.
3. From the **Source CM Name** field, select an on-premises Communication Manager server as the source.
4. From the **Target CM Name** field, select an Avaya Aura® Private Cloud Communication Manager server as the target.
5. To enable synchronization, select **True** from the **Sync Enabled** field.

6. Click **Add**.

System Admin adds the details and displays them on the Source Target Map page.

Source Target Map field descriptions

Name	Description
Source CM Name	The name of the on-premises Communication Manager server.
Target CM Name	The name of the Avaya Aura® Private Cloud Communication Manager server.
Sync Enabled	The option to enable or disable the synchronization. The options are the following: <ul style="list-style-type: none"> • True • False

Editing a source target map

Procedure

1. On System Admin, click **Cloud Migration Tool > Source Target Map**.
2. On the Source Target Map page, click the **Edit** icon next to a source target map entry.
System Admin displays the Edit dialog box.
3. Update the required details.
4. Click **Update**.

System Admin displays the updated source target map entry on the Source Target Map page.

Exporting source target maps

About this task

You can export the list of existing source target maps in the `.csv` format.

Procedure

1. On System Admin, click **Cloud Migration Tool > Source Target Map**.
System Admin displays the list of source target maps on the Source Target Map page.
2. Click **Export**.
System Admin downloads the source target map file to your computer.

Importing source target maps

About this task

You can import the source target maps.

Before you begin

Fill in the Source CM Name, Target CM Name, and Sync Enabled details in a worksheet in the .CSV format and save the worksheet on your computer.

Procedure

1. On System Admin, click **Cloud Migration Tool > Source Target Map**.

2. On the Source Target Map page, click **Import**.

System Admin displays the Import dialog box.

3. Click **Choose File**, find the worksheet to import, and click **Open**.

4. **(Optional)** In the **Bulk Request Name** field, type the bulk request name.

5. Click **Next**.

6. On the Review page, review the details.

The Review page displays the valid and invalid entries.

7. To remove invalid entries, clear the check boxes.

8. Click **Submit**.

9. On the Result page, view the records.

The Result page displays the total number of entries, valid, selected, processed, pending, successful, and failed entries.

Deleting a source target map

Procedure

1. On System Admin, click **Cloud Migration Tool > Source Target Map**.

2. On the Source Target Map page, click the **Delete** icon next to a source target map entry.

System Admin displays the Confirmation dialog box.

3. Click **Yes**.

System Admin deletes the source target map entry.

Migration Supported Buttons

Adding a migration supported button

About this task

The Migration Supported Buttons page displays the buttons that are supported during migration. Each row displays the descriptive name of the button and its corresponding translated technical

name. These buttons are restored after System Manager changes on the target station during migration.

Procedure

1. On System Admin, click **Cloud Migration Tool > Migration Supported Buttons**.
2. On the Migration Supported Buttons page, click **Add**.

System Admin displays the Add dialog box.

3. In the **Button Name** field, type the button name.
4. In the **Button Translation Name** field, type the button translation name.
5. Click **Add**.

System Admin adds the details and displays them on the Migration Supported Buttons page.

Migration Supported Buttons field descriptions

Name	Description
Button Name	The name of the button.
Button Translation Name	The button translation name.

Editing a migration supported button

Procedure

1. On System Admin, click **Cloud Migration Tool > Migration Supported Buttons**.
2. On the Migration Supported Buttons page, click the **Edit** icon next to a migration supported button entry.

System Admin displays the Edit dialog box.

3. Update the required details.
4. Click **Update**.

System Admin displays the updated migration supported button entry on the Migration Supported Buttons page.

Exporting migration supported buttons

About this task

You can export the list of existing migration supported buttons in the `.csv` format.

Procedure

1. On System Admin, click **Cloud Migration Tool > Migration Supported Buttons**.

System Admin displays the list of migration supported buttons on the Migration Supported Buttons page.

2. Click **Export**.

System Admin downloads the migration supported button file to your computer.

Importing migration supported buttons

About this task

You can import the migration supported buttons.

Before you begin

Fill in the Button Name and Button Translation Name details in a worksheet in the .csv format and save the worksheet on your computer.

Procedure

1. On System Admin, click **Cloud Migration Tool > Migration Supported Buttons**.
2. On the Migration Supported Buttons page, click **Import**.

System Admin displays the Import dialog box.

3. Click **Choose File**, find the worksheet to import, and click **Open**.
4. **(Optional)** In the **Bulk Request Name** field, type the bulk request name.
5. Click **Next**.

6. On the Review page, review the details.

The Review page displays the valid and invalid entries.

7. To remove invalid entries, clear the check boxes.
8. Click **Submit**.

9. On the Result page, view the records.

The Result page displays the total number of entries, valid, selected, processed, pending, successful, and failed entries.

Deleting a migration supported button

Procedure

1. On System Admin, click **Cloud Migration Tool > Migration Supported Buttons**.
2. On the Migration Supported Buttons page, click the **Delete** icon next to a migration supported button entry.

System Admin displays the Confirmation dialog box.

3. Click **Yes**.

System Admin deletes the migration supported button entry.

Exclude Ranges

Adding an exclude range

About this task

Use Exclude Range to block Cloud Migration Tool from migrating specific on-premises users or resources to Avaya Aura® Private Cloud.

Examples:

- Users who retired from your enterprise but are still present on the on-premises system. You might not want to migrate those users to Avaya Aura® Private Cloud.
- Most Classes of Restriction (CORs) should not be migrated to Avaya Aura® Private Cloud because the CORs that come with Avaya Aura® Private Cloud are essential for proper system operation. Instead, you must map your on-premises CORs to the Avaya Aura® Private Cloud CORs.

Procedure

1. On System Admin, click **Cloud Migration Tool > Exclude Ranges**.
2. On the Exclude Ranges page, click **Add**.
System Admin displays the Add dialog box.
3. From the **CM Name** drop-down, select an on-premises Communication Manager server.
4. From the **Extension Type** field, select an extension type.
5. In the **Lowerbound** field, type the lowerbound detail.
6. In the **Upperbound** field, type the upperbound detail.
7. In the **Exclusion Reason** field, type the reason for excluding the extension range.
8. Click **Add**.

System Admin adds the details and displays them on the Exclude Ranges page.

Exclude Ranges field descriptions

Name	Description
CM Name	The name of the on-premises Communication Manager server.
Extension Type	<p>The extension type of the Communication Manager server.</p> <p>For example, if you do not want to migrate Coverage Paths 50-73, specify the following values:</p> <ul style="list-style-type: none"> • Extension Type: Coverage Path • Lowerbound: 50 • Upperbound: 73

Table continues...

Name	Description
Lowerbound	The value of the lowerbound.
Upperbound	The value of the upperbound.
Exclusion Reason	The reason for excluding the extension range.

Editing an exclude range

Procedure

1. On System Admin, click **Cloud Migration Tool > Exclude Ranges**.
2. On the Exclude Ranges page, click the **Edit** icon next to an exclude range entry.
System Admin displays the Edit dialog box.
3. Update the required details.
4. Click **Update**.
System Admin displays the updated exclude range entry on the Exclude Ranges page.

Deleting an exclude range

Procedure

1. On System Admin, click **Cloud Migration Tool > Exclude Ranges**.
2. On the Exclude Ranges page, click the **Delete** icon next to an exclude range entry.
System Admin displays the Confirmation dialog box.
3. Click **Yes**.
System Admin deletes the exclude range entry.

Exporting exclude ranges

About this task

You can export the list of existing exclude ranges in the `.csv` format.

Procedure

1. On System Admin, click **Cloud Migration Tool > Exclude Ranges**.
System Admin displays the list of exclude range on the Exclude Ranges page.
2. Click **Export**.
System Admin downloads the exclude range file to your computer.

Importing exclude ranges

About this task

You can import the exclude ranges to your computer.

Before you begin

Fill in the CM Name, Extension Type, Lowerbound, Upperbound, and Exclusion Reason details in a worksheet in the .csv format and save the worksheet on your computer.

Procedure

1. On System Admin, click **Cloud Migration Tool > Exclude Ranges**.
2. On the Exclude Ranges page, click **Import**.
System Admin displays the Import dialog box.
3. Click **Choose File**, find the worksheet to import, and click **Open**.
4. **(Optional)** In the **Bulk Request Name** field, type the bulk request name.
5. Click **Next**.
6. On the Review page, review the details.
The Review page displays the valid and invalid entries.
7. To remove invalid entries, clear the check boxes.
8. Click **Submit**.
9. On the Result page, view the records.

The Result page displays the total number of entries, valid, selected, processed, pending, successful, and failed entries.

Translation Ranges

Adding a translation range

About this task

The Translation Ranges page displays the translation ranges for different extension types with their associated parameters. You can use these ranges to translate the source extension provided for migration.

Procedure

1. On System Admin, click **Cloud Migration Tool > Translation Ranges**.
2. On the Translation Ranges page, click **Add**.
System Admin displays the Add dialog box.
3. From the **Source Server** drop-down, select an on-premises Communication Manager server.
4. From the **Extension Type** field, select an extension type.
5. In the **Lowerbound** field, type the lowerbound detail.

6. In the **Upperbound** field, type the upperbound detail.
7. In the **Digits to Trim** field, type the digits to trim while translating the extension.
8. In the **Prefix** field, type the prefix to replace the extension's digits trimmed while translating the extension.
9. Click **Add**.

System Admin adds the details and displays them on the Translation Ranges page.

Translation Ranges field descriptions

Name	Description
Source Server	The source server name of the on-premises Communication Manager server.
Extension Type	The extension type of the Communication Manager server.
Lowerbound	The value of the lowerbound.
Upperbound	The value of the upperbound.
Digits to Trim	The digits to trim while translating the extension.
Prefix	The prefix to replace the extension's digits trimmed while translating the extension.

Editing a translation range

Procedure

1. On System Admin, click **Cloud Migration Tool > Translation Ranges**.
2. On the Translation Ranges page, click the **Edit** icon next to a translation range entry.
System Admin displays the Edit dialog box.
3. Update the required details.
4. Click **Update**.

System Admin displays the updated translation range entry on the Translation Ranges page.

Deleting a translation range

Procedure

1. On System Admin, click **Cloud Migration Tool > Translation Ranges**.
2. On the Translation Ranges page, click the **Delete** icon next to a translation range entry.
System Admin displays the Confirmation dialog box.
3. Click **Yes**.

System Admin deletes the translation range entry.

Exporting translation ranges

About this task

You can export the list of existing translation ranges in the `.csv` format.

Procedure

1. On System Admin, click **Cloud Migration Tool > Translation Ranges**.
System Admin displays the list of exclude range on the Translation Ranges page.
2. Click **Export**.
System Admin downloads the translation range file to your computer.

Importing translation ranges

About this task

You can import the translation ranges to your computer.

Before you begin

Fill in the Source Server, Extension Type, Lowerbound, Upperbound, Digits to Trim, and Prefix details in a worksheet in the `.csv` format and save the worksheet on your computer.

Procedure

1. On System Admin, click **Cloud Migration Tool > Translation Ranges**.
2. On the Translation Ranges page, click **Import**.
System Admin displays the Import dialog box.
3. Click **Choose File**, find the worksheet to import, and click **Open**.
4. **(Optional)** In the **Bulk Request Name** field, type the bulk request name.
5. Click **Next**.
6. On the Review page, review the details.
The Review page displays the valid and invalid entries.
7. To remove invalid entries, clear the check boxes.
8. Click **Submit**.
9. On the Result page, view the records.
The Result page displays the total number of entries, valid, selected, processed, pending, successful, and failed entries.

Vector Variable Translations

Adding a vector variable translation

About this task

The Vector Variable translation page displays all vector variables for Communication Manager. Also, you can either exclude or translate each variable.

Procedure

1. On System Admin, click **Cloud Migration Tool > Vector Variable Translations**.
2. On the Vector Variable Translations page, click **Add**.
System Admin displays the Add dialog box.
3. From the **Source Server** drop-down, select an on-premises Communication Manager server.
4. In the **Variable** field, type the variable detail.
5. In the **Exclude** field,
6. In the **Translate** field,
7. Click **Add**.

System Admin adds the details and displays them on the Vector Variable Translations page.

Vector Variable Translations field descriptions

Name	Description
Source Server	The source server name of the on-premises Communication Manager server.
Variable	The variable identifier.
Exclude	The exclusion status.
Translate	The translated variable identifier.

Editing a vector variable translation

Procedure

1. On System Admin, click **Cloud Migration Tool > Vector Variable Translations**.
2. On the Vector Variable Translations page, click the **Edit** icon next to a translation range entry.
System Admin displays the Edit dialog box.
3. Update the required details.
4. Click **Update**.

System Admin displays the updated vector variable translation entry on the Vector Variable Translations page.

Deleting a vector variable translation

Procedure

1. On System Admin, click **Cloud Migration Tool > Vector Variable Translations**.
2. On the Vector Variable Translations page, click the **Delete** icon next to a translation range entry.

System Admin displays the Confirmation dialog box.

3. Click **Yes**.

System Admin deletes the vector variable translation entry.

Exporting vector variable translations

About this task

You can export the list of existing vector variable translations in the `.csv` format.

Procedure

1. On System Admin, click **Cloud Migration Tool > Vector Variable Translations**.

System Admin displays the list of exclude range on the Vector Variable Translations page.

2. Click **Export**.

System Admin downloads the vector variable translation file to your computer.

Importing vector variable translations

About this task

You can import the vector variable translations to your computer.

Before you begin

Fill in the Source Server, Variable, Exclude, and Translate details in a worksheet in the `.csv` format and save the worksheet on your computer.

Procedure

1. On System Admin, click **Cloud Migration Tool > Vector Variable Translations**.
2. On the Vector Variable Translations page, click **Import**.

System Admin displays the Import dialog box.

3. Click **Choose File**, find the worksheet to import, and click **Open**.
4. **(Optional)** In the **Bulk Request Name** field, type the bulk request name.
5. Click **Next**.

6. On the Review page, review the details.

The Review page displays the valid and invalid entries.

7. To remove invalid entries, clear the check boxes.

8. Click **Submit**.

9. On the Result page, view the records.

The Result page displays the total number of entries, valid, selected, processed, pending, successful, and failed entries.

Logging in to Avaya Cloud Migration Tool

Before you begin

You must have:

- An active Admin Portal account.
- Role-based permission to access Cloud Migration Tool.

 **Note:**

The customer admin user can manage the role in Avaya System Admin Portal.

Procedure

1. In your browser, type the Cloud Migration Tool URL.
2. In **Username**, type your username.
3. In **Password**, type your password.
4. Click **Sign in**.

Chapter 4: Migrating users, resources, and announcements to Avaya Aura[®] Private Cloud

User migration

Downloading the Cloud Migration Tool sample worksheet

About this task

You must download the Cloud Migration Tool sample worksheet for user migration.

Procedure

1. On Cloud Migration Tool, click **Migration > User**.
2. On the Bulk User Migration page, click **Download Sample**.

Cloud Migration Tool downloads the `CloudMigrationToolSample.csv` file on your local computer.

Next steps

Fill the Cloud Migration Tool sample worksheet with the user details and then migrate the user to Avaya Aura[®] Private Cloud.

Related links

[Cloud Migration Tool Sample worksheet field descriptions](#) on page 27

Cloud Migration Tool Sample worksheet field descriptions

Name	Description
User ID	The unique identifier of a user.
First Name	The first name of the user.
Last Name	The last name of the user.
Email/LoginName	An email address or the login name of the user.
Station	The endpoint assigned to the user.
Organization Unit	The organizational unit assigned to the user.

Table continues...

Name	Description
Location	The location assigned to the user.
Agent Login-ID	The agent login ID assigned to the user.
Bundle	The bundle assigned to the user. Bundles include predefined configurations for the user.
Voicemail	The voicemail of the user.
Override SMGR Template	Leave the field blank if you want to apply the default templates available on the Bulk User Migration page in the SMGR Template field. If you need to apply a different value, then provide the details in the field.
Override CM Endpoint Profile	Leave the field blank if you want to apply the default templates available on the Bulk User Migration page in the SMGR Template field for all the users. If you need to apply a different value, then provide the station details in the field.
Override IXM Template	Leave the field blank if you want to apply the default IX Messaging templates available on the Bulk User Migration page in the IXM Template field. If you need to apply a different value, then provide the Avaya Messaging (IXM) details in the field.
Billing Site	The billing site assigned to the user for billing.
AnalogDCP	Indicates the extension is analog or DCP.
Port	The port number of the analog or DCP phone.

Related links

[Downloading the Cloud Migration Tool sample worksheet](#) on page 27

Migrating users in bulk

About this task

You can migrate users to Avaya Aura® Private Cloud.

During the migration process, you can make changes to the on-premises system. Cloud Migration Tool regularly synchronizes the on-premises and Avaya Aura® Private Cloud systems.

*** Note:**

- Cloud Migration Tool can migrate one or more Communication Manager server at a time and can also migrate the extension as is. If an extension is already available, Cloud Migration Tool marks it as a duplicate extension.
- Cloud Migration Tool moves a group together. For example, you have to move all the members of a coverage answer group together. Cloud Migration Tool does not move just one member of the coverage answer group.
- The migration workflow for the station does the conversion of the H.323 station to SIP station.

- Cloud Migration Tool migrates the phone button from the source station as is.
- The CM Template linked to the supplied Org Unit is applied to the Agent Login ID.
If an override template is submitted for that user in the input file, that template is used.
If COR is part of the template, that COR is assigned to the migrated Agent Login ID.

Before you begin

- Make the setup ready. For information, see “Planning checklist”.
- Ensure that the user profile login and handle are the same on Avaya Aura® Private Cloud and on-premises System Manager system.
- Update the firmware of the endpoint. If you have the H.323 endpoint, upgrade to the latest SIP endpoint.
- Cloud Migration Tool cannot assign CC bundles to stations who do not have user assignment. Therefore, assign a CC station with an **Agent-login ID** button to include CC bundle.
- Download the `CloudMigrationToolSample.csv` file on your computer and fill in the user details.

For more information, see “Downloading the Cloud Migration Tool sample worksheet”.

Procedure

1. On Cloud Migration Tool, click **Migration > User**.
2. On the Bulk User Migration page, in the **Name** field, type the name of the bulk user migration request.

By default, **Name** displays as the following: `BulkMigration_<MMDDYYYY>_<cloud migration server name>`

For example, `BulkMigration_7162024_cloudmigrationservername`
3. In the **Select File** field, click **Choose File** to locate and select the cloud migration worksheet from your computer.
4. From **Source CM**, select an on-premises Communication Manager server to migrate.
5. From **SMGR Template**, select a System Manager template to create a new System Manager user for each user.
6. From **IXM Template**, select an IX Messaging template to create a mailbox for each user, if not already exist.
7. Click **Input Validation**.
8. On the Review page, review the details.

The Review page displays the total number of entries, pending, valid, and invalid entries.

9. Click **Submit**.

Cloud Migration Tool displays the Confirmation dialog box with the following message:

```
All database checks completed. Proceed to migrate/move all records
in spreadsheet.
```

10. Click **Yes**.

Cloud Migration Tool modifies each user’s Avaya Aura® Private Cloud communication resources and updates the routing tables to direct calls properly to the migrated users to the Avaya Aura® Private Cloud system. In the on-premises system, the users, stations, and agent resources are renamed to **Migrated** and the System Manager profile is deleted.

Cloud Migration Tool displays the processed entries data on the Result page.

11. On the Result page, view the records.

The Result page displays the total number of entries, processed, pending, successful, and failed entries.

Result


When a user is migrated from the on-premises system to the Avaya Aura® Private Cloud system, the user still exists on the on-premises system, but the name of that user is changed to **Migrated**.

Related links

[Migrating resources in bulk](#) on page 32

[Bulk User Migration field descriptions](#) on page 30


Bulk User Migration field descriptions

Name	Description
Bulk Request Name	The name of the migration request.
Select File	The filename of the Cloud Migration Tool worksheet from your computer.
Source CM	The list of the on-premises Communication Manager server to migrate.  Note: Cloud Migration Tool can migrate one or more Communication Manager server at a time.
SMGR Template	The System Manager template to create a new System Manager user for each on-premises user.
IXM Template	The IXM template to create a Mailbox for each user.
Validate Dependency	Validates the station, coverage path, hunt group, pickup group, and coverage answer-group dependencies of the source station.
Download Sample	The link to download the Cloud Migration Tool sample worksheet for user migration.

Button	Description
Cancel	Cancels the operation.
Input Validation	Saves the data and displays the Review page.

Review page

Name	Description
Input	Displays the total number of records to be processed.
Status	The status of the provided user entries.
Message	The message for the provided entries.

Button	Description
Cancel	Cancels the operation.
Submit	Submits the request and displays the Confirmation dialog box.
Export	Exports the entries in an Excel worksheet and saves them on your computer.
Dependency Report	<p> Note:</p> <p>Cloud Migration Tool moves a group together. For example, you have to move all the members of a coverage answer group together. Cloud Migration Tool does not move just one member of the coverage answer group.</p> <p>If there are station dependency issues such as not all Coverage Answer Group extensions are present, Cloud Migration Tool displays the Dependency Report button with a popup that displays a list of missing stations.</p>

Result page

Name	Description
Input	Displays the input record details from the uploaded file.
Status	<p>The validation status of the provided user entries.</p> <p>The options are the following:</p> <ul style="list-style-type: none"> • Success • Failed
Message	The successful or failure message for the provided entries.

Resource migration

Downloading the resource migration sample worksheet

About this task

You must download the resource migration sample worksheet for resource migration.

Procedure

1. On Cloud Migration Tool, click **Migration > Resource**.
2. On the Bulk Resource Migration page, click **Download Sample**.

Cloud Migration Tool downloads the `ResourceMigrationSample.csv` file on your local computer.

Next steps

Fill the Resource Migration sample worksheet with the resource details and then migrate resources to Avaya Aura® Private Cloud.

Related links

[Resource Migration Sample worksheet field descriptions](#) on page 32

Resource Migration Sample worksheet field descriptions

Name	Description
Type (VDN/Hunt-Group)	The type of the Communication Manager resource.
Extension	The extension assigned to the resource.

Related links

[Downloading the resource migration sample worksheet](#) on page 31

Migrating resources in bulk

About this task

You can migrate VDNs and Hunt Groups from an on-premises system to Avaya Aura® Private Cloud.

* Note:

Agent Login IDs are not supported to migrate resources in bulk.

Before you begin

Download the `ResourceMigrationSample.csv` file on your computer and fill in the resource details.

For more information, see “Downloading the resource migration sample worksheet”.

Procedure

1. On Cloud Migration Tool, click **Migration > Resource**.
2. On the Bulk Resource Migration page, in the **Name** field, type the name of the bulk resource migration request.

By default, **Name** displays as the following: `BulkMigration_<MMDDYYYY>_<cloud migration server name>`

For example, `BulkMigration_7162024_abc@cloudmigration.com`

3. In the **Select File** field, click **Choose File** to locate and select the resource migration worksheet from your computer.
4. From **Source CM**, select an on-premises Communication Manager server to migrate.
5. Click **Next**.
6. On the Review page, review the details.

The Review page displays the total number of entries, pending, valid, and invalid entries.

7. Click **Submit**.

Cloud Migration Tool displays the Confirmation dialog box with the following message:

```
All database checks completed. Proceed to migrate/move all records in spreadsheet.
```

8. Click **Yes**.

Cloud Migration Tool updates the routing tables to direct calls properly to the migrated resource and displays the processed entries data on the Result page.

9. On the Result page, view the records.

The Result page displays the total number of entries, processed, pending, successful, and failed entries.

Related links

[Migrating users in bulk](#) on page 28

[Bulk User Migration field descriptions](#) on page 30

Announcement migration

Downloading the announcement migration sample worksheet

About this task

You must download the bulk announcement migration sample worksheet for announcement migration.

Procedure

1. On Cloud Migration Tool, click **Migration > Announcement**.
2. On the Bulk Announcement Migration page, click **Download Sample**.

Cloud Migration Tool downloads the `BulkAnnouncementMigrationSample.csv` file on your local computer.

Next steps

Fill the Bulk Announcement Migration sample worksheet with the announcement details and then migrate the announcement to Avaya Aura[®] Private Cloud.

Bulk Announcement Migration Sample worksheet field descriptions

Name	Description
Announcement Number	The unique identifier of the announcement.
Display Name	The display name of the announcement.
Source Name	The source server name of the announcement.
Override Announcement Template	
File Name	The media file name. The File Name value must match the Display Name value. Each media file must have the <code>.wav</code> extension. These are the audio files. Zip all the media files in a <code>.zip</code> file.

Migrating announcements in bulk

About this task

You can migrate announcements to Avaya Aura® Private Cloud.

During the migration process, you can make changes to the on-premises system. Cloud Migration Tool regularly synchronizes the on-premises and Avaya Aura® Private Cloud systems.

Before you begin

- Make the setup ready. For information, see “Planning checklist”.
- Download the `BulkAnnouncementMigrationSample.csv` file on your computer and fill in the announcement details.

For more information, see “Downloading the announcement migration sample worksheet”.

Procedure

1. On Cloud Migration Tool, click **Migration > Announcement**.
2. On the Bulk Announcement Migration page, in the **Name** field, type the name of the bulk announcement migration request.

By default, **Name** displays as the following:

```
BulkAnnouncementMigration_<MMDDYYYY>_<cloud migration server name>
```

For example,

```
BulkAnnouncementMigration_7162024_cloudmigrationservername
```

3. In the **Select File** field, click **Choose File** to locate and select the cloud migration worksheet from your computer.
4. In the **Select Media Zip File** field, click **Choose File** to locate and select the media file from your computer.
5. From **Source CM**, select an on-premises Communication Manager server.
6. From **Template**, select an announcement template to create a new announcement.

7. Click **Next**.

8. On the Review page, review the details.

The Review page displays the total number of entries, pending, valid, and invalid entries.

9. Click **Submit**.

Cloud Migration Tool displays the Confirmation dialog box with the following message:

All database checks completed. Proceed to migrate/move all records in spreadsheet.

10. Click **Yes**.

Cloud Migration Tool displays the processed entries data on the Result page.

11. On the Result page, view the records.

The Result page displays the total number of entries, processed, pending, successful, and failed entries.

Result

When an announcement is migrated from the on-premises system to the Avaya Aura® Private Cloud system, the announcement still exists on the on-premises system, but the name of that announcement is changed to **Migrated**.

Bulk Announcement Migration field descriptions

Name	Description
Bulk Request Name	The name of the announcement migration request.
Select File	The filename of the announcement worksheet from your computer.
Select Media Zip File	The zipped set of media files from your computer.
Source CM	The list of the on-premises Communication Manager server to migrate.
Template	The announcement template to create a new announcement.
Download Sample	The link to download the announcement migration worksheet for announcement migration.

Button	Description
Cancel	Cancel the operation.
Next	Saves the data and displays the Review page.

Review page

Name	Description
Input	Displays the total number of records to be processed.
Status	The status of the provided user entries.
Message	The message for the provided entries.

Button	Description
Cancel	Cancels the operation.
Submit	Submits the request and displays the Confirmation dialog box.
Export	Exports the entries in an Excel worksheet and saves them on your computer.

Result page

Name	Description
Input	Displays the input record details from the uploaded file.
Status	The validation status of the provided entries. The following are the options: <ul style="list-style-type: none">• Success• Failed
Message	The successful or failure message for the provided entries.

Chapter 5: Viewing inventory

Viewing user details

About this task

You can view all users provisioned through Admin Portal or Cloud Migration Tool.

Procedure

1. On Cloud Migration Tool, click **Inventory > Users**.
The Users page displays the list of existing user information and associated details.
2. **(Optional)** From **Server**, select the required Communication Manager to filter the list.

Users field descriptions

Name	Description
UserID	The unique identifier of a user.
First Name	The first name of the user.
Last Name	The last name of the user.
Email	An email address of the user.
Location	The location assigned to the user.
Org Unit	The organizational unit assigned to the user.
Extension	The extension assigned to the user.
Bundle Name	The bundle assigned to the user. Bundles include predefined configurations for the user.
Report User Group	The report user group assigned to the user for billing.
Secondary User ID	Specifies additional information about users like Employee ID. This is an optional field.

Viewing Agent Login ID details

Procedure

1. On Cloud Migration Tool, click **Inventory > Agent Login ID**.

The Agent Login ID page displays the list of login IDs and the associated details from Communication Manager.

2. **(Optional)** From **Server**, select the required Communication Manager to filter the list.

Related links

[Agent Login ID field descriptions](#) on page 38

Agent Login ID field descriptions

Name	Description
CM	The Communication Manager server where the agent is located.
LoginID	The login ID assigned to the agent.
Display Name	The name assigned to the agent.
UserID	A unique ID assigned to the agent.

Related links

[Viewing Agent Login ID details](#) on page 37

Viewing station details

Procedure

1. On Cloud Migration Tool, click **Inventory > Station**.
The Station page displays the list of stations and the associated details from Communication Manager.
2. **(Optional)** From **Server**, select the required Communication Manager to filter the list.

Station field descriptions

Name	Description
CM	The Communication Manager server where the station is located.
Extension	The extension assigned to the station.
Display Name	The name assigned to the station.
UserID	A unique ID assigned to the user.
Bundle Name	The bundle used to configure the station.
Report User Group	The report user group assigned to the station for billing.
Location	The location assigned to the station.
Org Unit	The organization unit assigned to the station.

Viewing voicemail details

Procedure

1. On Cloud Migration Tool, click **Inventory > Voicemail**.
The Voicemail page displays the voicemail details from the Avaya Messaging server.
2. **(Optional)** From the **Server** list, select the required Avaya Messaging server to filter the list.

Voicemail field descriptions

Name	Description
Voicemail	The name of the Avaya Messaging server associated with the voicemail.
Mailbox Number	The Avaya Messaging voicemail number of a user.
UserID	The user ID associated with the voicemail box.
First Name	The first name of the user associated with the voicemail box.
Last Name	The last name of the user associated with the voicemail box.

Viewing supervisor details

Procedure

1. On Cloud Migration Tool, click **Inventory > Supervisor**.
The Supervisor page displays the supervisor details from the CMS server.
2. **(Optional)** From the **Server** list, select the required CMS server to filter the list.

Related links

[Supervisor field descriptions](#) on page 39

Supervisor field descriptions

Name	Description
CMS	The name of the CMS server associated with the supervisor.
Login Name	The login name of a user.
Full Name	The full name of the user associated with the supervisor.
UserID	The user ID associated with the supervisor.

Related links

[Viewing supervisor details](#) on page 39

Viewing announcement details

Procedure

1. On Cloud Migration Tool, click **Inventory > Announcement**.

The Announcement page displays the announcement details from the Communication Manager server.

2. **(Optional)** From **Server**, select the required Communication Manager to filter the list.

Announcement field descriptions

Name	Description
CM	The Communication Manager server where the announcement is located.
Extension	The extension assigned to the announcement.
Source	The source of the announcement.
Annc Name	The display name of the announcement.
Annc Type	The announcement type.

Chapter 6: Report

Migration

Viewing cloud migration report

About this task

Use this procedure to view the migration report of the on-premises Avaya Aura® components data. It displays all communication resource information and sync status.

Migration report only shows stations, agents, supervisors, and mailboxes.

Procedure

1. On Cloud Migration Tool, click **Report > Migration**.
The Migration page displays the details of the application migration report.
2. **(Optional)** From **Server**, select the required Communication Manager to filter the list.

Migration field descriptions

Name	Description
Server Name	The name of the server.
Type	The type of user, resource, or announcement.
Identifier	The identifier of the user, resource, or announcement.
Source Display	The display name of the on-premises user, resource, or announcement.
Is Source Present	Indicates whether the user, resource, or announcement exists on-premises.
Is Synced	Indicates whether the Inventory Sync service moved the user, resource, or announcement to Avaya Aura® Private Cloud.
Is Migrated	Indicates if the user, resource, or announcement is migrated through Cloud Migration Tool.

Table continues...

Name	Description
Target Display	The display name of the user, resource, or announcement in Avaya Aura® Private Cloud. Target Display shows the mapped AXP Private station or agent display name. By default, the Cloud Migration Tool shows the on-premises Communication Manager name to show its status as synced and migrated. Once a user is migrated, Cloud Migration Tool displays the user ID in the User ID column and displays true in the Is Migrated column.
User ID	The user ID.
Translated Extension	If the value of the source extension in its translated form. If there is no translation, the value will be the same as the source extension.
Is Excluded	Indicates if the source extension was excluded during the Inventory sync service.

Duplicate extension report

The Duplicate Extension report displays that the record of the resource is available on multiple source systems. It indicates that Cloud Migration Tool has multiple source Communication Managers assigned to a single target Communication Manager.

To clear an object from the Duplicate Extension report, either exclude the object or translate the object for one or multiple source Communication Manager.

Important:

Do not run the Inventory sync service until the Duplicate Extension report is cleared for all supported object types.

Viewing duplicate extension

Procedure

1. On Cloud Migration Tool, click **Report** > **Duplicate Extension**.

The Duplicate Extension page displays the details of the duplicate extension.

2. From **Object Type**, select the required object type to filter the list.

Duplicate Extension field descriptions

Name	Description
Object Type	The object name of the server.
Source Server	The server name of the on-premises object type.

Table continues...

Name	Description
Source Identifier	The identifier of the on-premises object type.
Target Server	The target server name of the object type in Avaya Aura [®] Private Cloud.
Target Identifier	The identifier of the object type in Avaya Aura [®] Private Cloud.

Chapter 7: Avaya Cloud Migration Tool log management

Workflow logs overview

You can view the logs for each workflow that administrators perform. For example, if you perform the user migration, Cloud Migration Tool creates a log for the workflow. The workflow logs include details, such as workflow processing, the status of the workflow, and workflow errors.

You can also view the details of each operation in the Workflow Execution Details window, such as the type of operation, the status of the transaction, and the message code.

Viewing workflow log

About this task

Use this procedure to view the high-level log of workflow requests.

Procedure

1. On Cloud Migration Tool, click **Logs > Workflow Log**.

The Workflow Log page displays the list of workflow logs.

2. On the Workflow Log page, click the Information icon (i) to view the transaction details associated with a specific workflow request.

Cloud Migration Tool displays the Workflow <Workflow ID> Execution Details dialog box with log details.

Searching workflow logs

About this task

You can use one or more field values in the search dialog box to search workflow logs.

Procedure

1. On Cloud Migration Tool, click **Logs > Workflow Log**.

The Workflow Log page displays the list of workflow logs.

2. Click **Search**.
3. On the Search dialog box, enter the required details.

4. Click **Search**.

Result

Cloud Migration Tool displays the results matching your search criteria.

Exporting workflow logs

About this task

You can export workflow logs in `.csv` format.

Procedure

1. On Cloud Migration Tool, click **Logs > Workflow Log**.
The Workflow Log page displays the list of workflow logs.
2. Click **Export**.

Result

Cloud Migration Tool downloads the workflow logs file to your computer.

Workflow log field descriptions

Name	Description
Timestamp	The date and time the workflow is submitted.
Workflow ID	The workflow ID number.
Status	The execution status of the workflow. If the workflow is executed successfully, the status shows as Success .
Purpose	The purpose of the workflow.
By User	The logged-in user who initiated the workflow.
For User	The name of the user for whom the request is initiated.
Response	The transaction response message that Cloud Migration Tool sends to the database.
Source	The source of the workflow.

Transaction logs overview

You can view the logs for each transaction that administrators perform. For example, if you have updated an agent's login ID, Cloud Migration Tool creates a record for the transaction. The transaction includes details, such as the time, the type of operation, and the transaction status.

Viewing transaction log

Procedure

1. On Cloud Migration Tool, click **Logs > Transaction Log**.

The Transaction Log page displays the list of transaction workflow logs.

2. On the Transaction Log page, click the Information icon (i) to view the transaction initiated from Cloud Migration Tool.

Cloud Migration Tool displays the Transaction Details dialog box with the transaction details.

Searching transaction logs

About this task

You can use one or more field values in the search dialog box to search transaction logs.

Procedure

1. On Cloud Migration Tool, click **Logs > Transaction Log**.

The Transaction Log page displays the list of transaction workflow logs.

2. Click **Search**.
3. On the Search dialog box, enter the required details.
4. Click **Search**.

Result

Cloud Migration Tool displays the results matching your search criteria.

Exporting transaction logs

About this task

You can export transaction logs in `.csv` format.

Procedure

1. On Cloud Migration Tool, click **Logs > Transaction Log**.

The Transaction Log page displays the list of transaction workflow logs.

2. Click **Export**.

Result

Cloud Migration Tool downloads the transaction logs file to your computer.

Transaction log field descriptions

Name	Description
Timestamp	The date and time the transaction is completed.
Workflow ID	The workflow ID number.
Status	The execution status of the workflow. If the workflow is executed successfully, the status shows as Success .
Operation Type	The type of operation executed during the transaction.
Target System	The target application name.
Identifier	The identifier associated with the resource modified during the transaction.
Message	The transaction message that Cloud Migration Tool displays when you perform a transaction.
Source	The application that generated the transaction.

Inventory Sync logs overview

You can view the logs for each inventory synchronization that administrators perform. The inventory synchronization includes details, such as the time and the inventory synchronization status.

Viewing inventory synchronization log

Procedure

1. On Cloud Migration Tool, click **Logs > Inventory Sync Log**.

The Inventory Sync Log page displays the list of inventory synchronization workflow logs.

2. On the Inventory Sync Log page, click the Information icon (i) to view the inventory synchronization initiated from Cloud Migration Tool.

Cloud Migration Tool displays the Inventory Sync Log Details dialog box with the inventory synchronization details.

Searching inventory synchronization logs

Procedure

1. On Cloud Migration Tool, click **Logs > Inventory Sync Log**.

The Inventory Sync Log page displays the list of inventory synchronization workflow logs.

2. Click **Search**.

3. On the Search dialog box, enter the required details.

4. Click **Search**.

Result

Cloud Migration Tool displays the results matching to your search criteria.

Exporting inventory synchronization logs

About this task

You can export inventory synchronization logs in the `.csv` format.

Procedure

1. On Cloud Migration Tool, click **Logs > Inventory Sync Log**.

The Inventory Sync Log page displays the list of inventory synchronization workflow logs.

2. Click **Export**.

Result

Cloud Migration Tool downloads the inventory synchronization logs file to your computer.

Inventory Sync Log field descriptions

Name	Description
Timestamp	The date and time the inventory synchronization is completed.
Status	The execution status of the workflow. If the workflow is executed successfully, the status shows as Success .

Chapter 8: Troubleshooting

Migration halted due to timeout issue

Condition

If the migration is halted due to timeout issue when accessing the on-premises System Manager, do the following:

Cause

The user is migrated, but the routing updates are not complete. These steps update the on-premises Avaya Aura® to ensure calls to the user route to Avaya Aura® Private Cloud.

Solution

1. Check the workflow logs to see the failures.
2. Uncheck the **Delete on Unassign from User or on Delete User** check box for the station and the agent profiles.
3. In System Manager, delete the on-premises user.
4. Update the on-premises Dial pattern for that station to send calls over the tie trunk to the cloud.

To update the dial pattern, click **Elements > Routing > Dial Pattern** on the System Manager web console.

Reverse the user migration failed with error

Cause

If a user is migrated by mistake and you need to undo the user migration.

These steps update the on-premises Avaya Aura® to ensure calls to the user stay on-premises and do not route to Avaya Aura® Private Cloud.

Solution

1. In System Manager, add back the on-premises user that the migration flow deleted.

2. Remove the on-premises Dial Pattern for that station to keep calls to that user local.

Chapter 9: Resources

Training

The following course is available on the Avaya Learning website at <http://www.avaya-learning.com>. After logging in to the website, enter the course code or the course title in the **Search** field and press **Enter** or click > to search for the course.

Course code	Course title
60082W	Administering with Avaya Admin Portal
60490W	Administering Cloud Migration Tool

After the successful completion of the online test, earn your [Avaya Digital Badge](#).

Opening a support ticket

About this task

Use this procedure to open a support ticket to request technical support or service change.

To change the values of the existing template or create a new template, raise an MACD ticket. For example, SM Template and CM Template.

When you log in with your Avaya OneCare Portal login credentials, your first name, last name, email address, and phone number are populated automatically.

Before you begin

Ensure that you have the Avaya OneCare Portal login credentials.

Procedure

1. Go to <https://onecare.avaya.com>.
2. From Avaya OneCare Portal, click the **Avaya Cloud Solutions Support** tile.
3. Click the **Avaya Aura® Private Cloud** tile and click **Sign In**.
Avaya OneCare Portal displays the Sign On dialog box.
4. Enter your email address and click **Next**.
Avaya OneCare Portal displays Multi-Factor Authenticator (MFA).

5. Enter your email address and password.
6. On the Verify your identity dialog box, select your preferred MFA method and approve the sign-in request.
Avaya OneCare Portal displays a list of supported features.
7. Click the **Avaya Aura® Private Cloud and AXP Private Cloud Tech Support** tile.
Avaya OneCare Portal displays the Avaya Aura® Private Cloud and AXP Private Cloud Tech Support dialog box.
8. From the **Select your type of request** list, do one of the following:
 - Select **Request Technical Support (Incident)** to open an incident ticket.
 - Select **Request Moves Adds and Changes (MACD)** to open an MACD ticket.
9. From the **Select the option** list, select the required value.
10. Enter your `AccountNo/FL/SoldTo`.
11. Enter your `Subscription ID`.
12. Enter your `Phone Number`.
13. From the **Priority / Impact** list, select the required value.
This step is applicable for the **Request Technical Support (Incident)** option.
14. Type the request details in the **Short Description** and **Describe your request/issue in detail** fields.
15. **(Optional)** To attach a file, click **Upload file**, browse the file from your computer, and click **Open**.
16. Click **Submit**.

Avaya Documentation Center navigation

For many programs, the latest customer documentation is available on the Avaya Documentation Center website at <https://documentation.avaya.com>. Some functionality is only available when you log in to the Avaya Documentation Center. The available functionality depends on your role.

Important:

If the documentation you are looking for is not available on the Avaya Documentation Center, you can find it on the [Avaya Support website](#).

While navigating through the Documentation Center, you can click the **Avaya Documentation Center** logo at the top of the screen to return to the home page anytime. On the Avaya Documentation Center, you can do the following:

- Click **Avaya Links** in the top menu bar to access other Avaya websites, including the Avaya Support website.

- Click **Languages** (🌐) in the top menu bar to change the display language and view localized documents.
- In the **Search Documentation** field, search for keywords and click **Filter** to filter by solution category, product, or user role.
You can select multiple items in each filter category. For example, you can select a product and multiple user roles.
- Click **Library** in the top menu bar to access the complete library of documents. Use the filtering options to refine your results.
- After performing a search or accessing the library, you can sort content on the search results page. When you find the item you want to view, click it to open it.
- Use the table of contents in a document for navigation. You can also click < or > next to the document title to navigate to the previous topic or the next topic.
- Click **Share** (➦) to share a topic by email or copy the URL.
- Download a PDF of the current topic in a document, the topic and its subtopics, or the entire document.
- Print the section you are viewing.
- Add content to a collection by clicking **Add to My Topics** (📁). You can add the topic and its subtopics or add the entire publication.
- View the topics in your collections. To access your collections, click your name in the top menu bar and then click **My Topics**.

You can do the following:

- Create, rename, and delete a collection.
 - Set a collection as the default or favorite collection.
 - Save a PDF of the selected content in a collection and download it to your computer.
 - Share content in a collection with others through email.
 - Receive collections that others have shared with you.
- Click **Watch** (👁) to add a topic to your watchlist so you are notified when the content is updated or removed.
 - View and manage your watchlist by clicking **Watchlist** from the top menu with your name.

You can do the following:

- Enable **Email notifications** to receive email alerts.
 - Unwatch the selected content or all topics.
- Send feedback for a topic.

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