

Migration Check List

Here is a check list to help you with the smooth transition to the new IET Digital Library.

Before launch

- Inform all users to copy any of the personalisation settings (MyArticle; MyPublication; Alerts)
- Submit the institution's link server URL and text to [IET Digital Library Support](#)
- Download COUNTER stats

After launch

- Check if you received the Administrator login details
- Activate the administrator account and login to check your authentication details
- Check your IP addresses are correctly registered
- Brand IET Digital Library with your university name & logo
- Check all the links to IET Digital Library and update as required
- Check that the links currently used for journals and books are correct in your knowledge base
- Check the new COUNTER usage reports from Administration Area **1 month after the launch** when they will be available to download
- If not already done, backup the COUNTER usage reports from the **Scitation Usage Report Service** <http://www.scitationreports.org/Usage.aspx> (**before end 2012**)

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For any queries during and after the migration, please email ietdl@theiet.org.