Prism|rbs
retail business solutions

Azure migration timeline – Customer-managed DNS

The below timeline outlines the anticipated process for the cutover of your site to the new PrismWeb environment and is subject to change.

Activity	Responsible	Time
Email on date and time of cutover	PrismRBS	Two weeks prior to cutover
Coordinate with your IT team for DNS switchover and access to PrismCore.**	Customer	Two week prior to cutover
Reminder email about date and time of cutover	PrismRBS	One week prior to cutover
Reminder email about date and time of cutover	PrismRBS	One day prior to cutover
Website put in maintenance mode	PrismRBS	Start of cutover
Migrate site files from old environment to Azure	PrismRBS	During cutover
Adjust DI and encryption on store's PrismCore (customer must grant PrismRBS team access)	PrismRBS	During cutover
Email to customer that the DNS is ready to be updated, as well as FileCloud password reset	PrismRBS	During cutover
Adjust DNS	Customer	During cutover

Test new production site	Customer	During cutover
Set up FileCloud 2FA	Customer	After cutover

**We will inform you if this action applies to your PrismCore system.

2FASetup and Installing FileCloud Drive

1. Upon receiving the confirmation email that your cutover is complete, you will receive a one-time encrypted link to reset your FileCloud password.

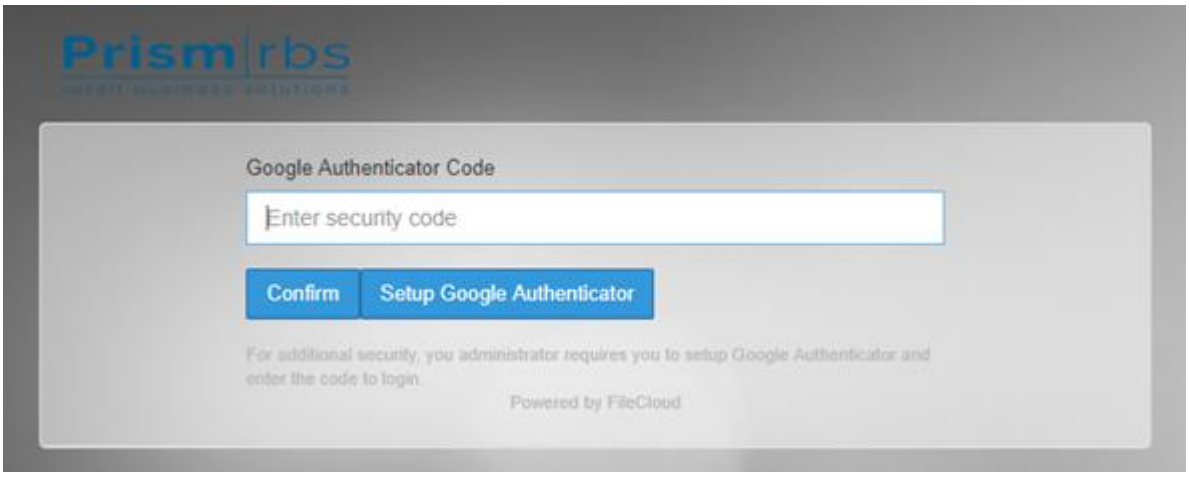
2. Download and install Google Authenticator on your smart phone.

3. Open an internet browser and go to the following URL:

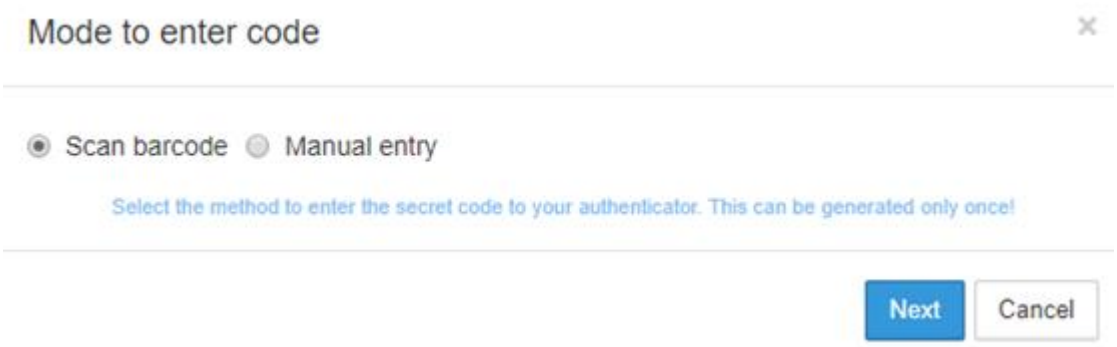
    a. https://webstage.prismservices.net:1443

4. Login to the portal using the domain credentials provided by PrismRBS.

5. When prompted to enter your Google Authenticator code, click the “Setup Google Authenticator” button.



6. Select “Scan Barcode” and click next.



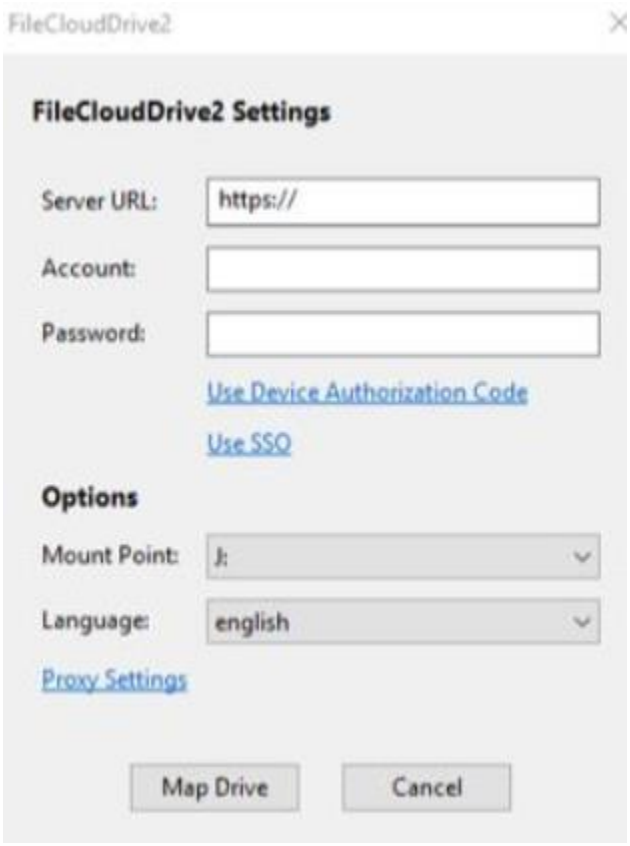
7. You will then be shown a QR code that can be scanned from within the Google Authenticator App on your phone.

8. After the authenticator code has been setup on your phone, you may close the QR code and enter the code from your phone into the screen from Step 4 and click “Confirm.”

9. You may now close your internet browser.

10. Launch the FileCloud Client installed on your computer.

11. Update the following dialog box:



- Server URL: https://webstage.prismservices.net:1443/
- Account: Your Existing Username
- Password: The securely sent password from the above email
- Mount Point: Any letter not currently assigned

12. Click “Map Drive”