

G3 Transition Project Nightly Batch Schedule

4/21/2016

	Wednesday Night	Sunday Night
Processing Start	10 PM	10 PM
Processing End	5 AM	5 AM
Closing Day	Tuesday before	Thursday before
Closing Time	12:00 (noon)	12:00 (noon)
	(Batches Include)	(Batches Include)
	Shared Machines (Office 2010)	Shared Machines (Office 2010)
	Office 365 G3 Office 2016 (nightly)	Office 365 G3 Office 2016 (nightly)
	Office 365 G3 Office 2016 (on demand)	Office 365 G3 Office 2016 (on demand)
	Specials (i.e. G3 + Office tools)	Specials (i.e. G3 + Office tools)

Information for systems being transitioned

With each group of staff being transitioned please include all of the elements needed.

Items needed:

- Machine name
- Staff member Name
- Staff User Id (network id ('user01')) (required for G3 license assignment)
- 32/64 bit (caution there are not 64 bit G3 transitions included)
- Operating system
- Version of Office being transitioned from
- Version of Office being transition to (2010 for shared machines)
- Special items to consider

The network id ('user01') is required and is how the G3 license assignment is facilitated.