

BUSINESS CENTRAL

1 WEEK Implementation Guide



COOPER PARRY IT SOLUTIONS

IT'S A BIT LIKE MOVING HOUSE... BUT FASTER

Changing your systems is a bit like moving house. To help understand the process of migrating from your old system to Dynamics 365 Business Central, we've described the process in a context most people will be familiar with...



DAY 1.0 KICK OFF - HOW THE MOVE HAPPENS

This is where the process starts. We'll explain the process we'll be going through together and answer any questions you may have. We'll put together a timeline and set key dates that need to be hit.

DAY 2.0 DATA - PACKING STUFF UP

Just like packing boxes to move house, your data needs to be sorted for the move. It's a good chance to throw away things you don't need anymore.

2.1 SETUP CALL

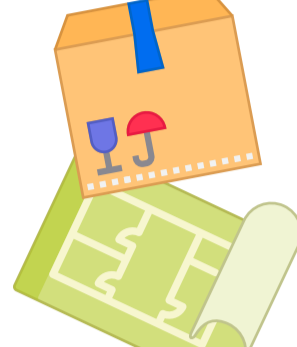
We'll talk you through some key concepts in Business Central. Think of it as understanding the layout of the new house. This may help with how you need to pack.

WHERE'S STUFF GOING?

We'll have a call while you're packing up. You may have questions about what needs to go where.

MAKE SURE STUFF IS TIDY

We'll have a chat to ensure everything is ready to go for the moving team.



IMPORTANT

The moving date is booked with the team and any delays may impact your Go-Live (move in day!)

PACKING TIPS

Follow the useful instructions (found on your SharePoint site) for completing the templates
Start early - as it may take longer than you think
Concentrate on the core information first (Customers, Vendors, Items, Chart of Accounts)
Take it as a chance to cleanse

DAY 3.0 SETUP & CONFIG

This is where your new home (Business Central) is setup and all of your stuff (data) is moved in.

3.1 TENANT SETUP - BUILDING YOUR NEW HOUSE

This is done while you're packing. It's like building a new home in a lovely, secure neighborhood.

3.2 DATA & CONFIG - UNPACKING THE BOXES

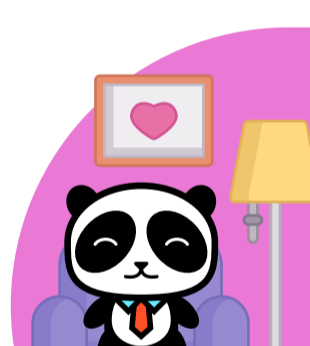
We'll unpack the boxes, plumb in the dishwasher, program the thermostat ready for your arrival.

3.3 FOLLOW UP CALL - EVERYTHING IS WHERE IT SHOULD BE

We'll have a run through to tell you how it all went and if there's anything you need to do.

DAY 4.0 WALKTHROUGH - WITH SUPER USERS

An introduction to your new pad. Showing you how things work and getting used to the new look and feel.



DAY 5.0 TRAINING - HOW TO WORK THE APPLIANCES

Showing you how things work. Some may be new versions of things you've used before - others, you'll wonder how you lived without.

5.1 TRAINING THE TRAINER

We'll provide training to a person(s) that can help show and train the rest of the family!



5.2 SELF-SERVE TRAINING

You'll have access to online training materials in the form of videos, walkthroughs and guides for anyone to use!

DAY 6.0 GO LIVE - MOVE IN DAY

Everything's ready for moving in. Sure it'll take a bit of time to get completely comfortable, but you're in!

6.1 REMOTE SUPPORT

The moving team that made it happen will be on hand to help you through any problems.

6.2 CATCHUP CALL

The moving team will give you a buzz to make sure you're settling in.

6.3 SUPPORT HANDOVER

The moving team will handover to our dedicated support team to assist you from now on.

NOTES

CONTACTS

DYNAMICS PROJECTS TEAM

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SAY HELLO

