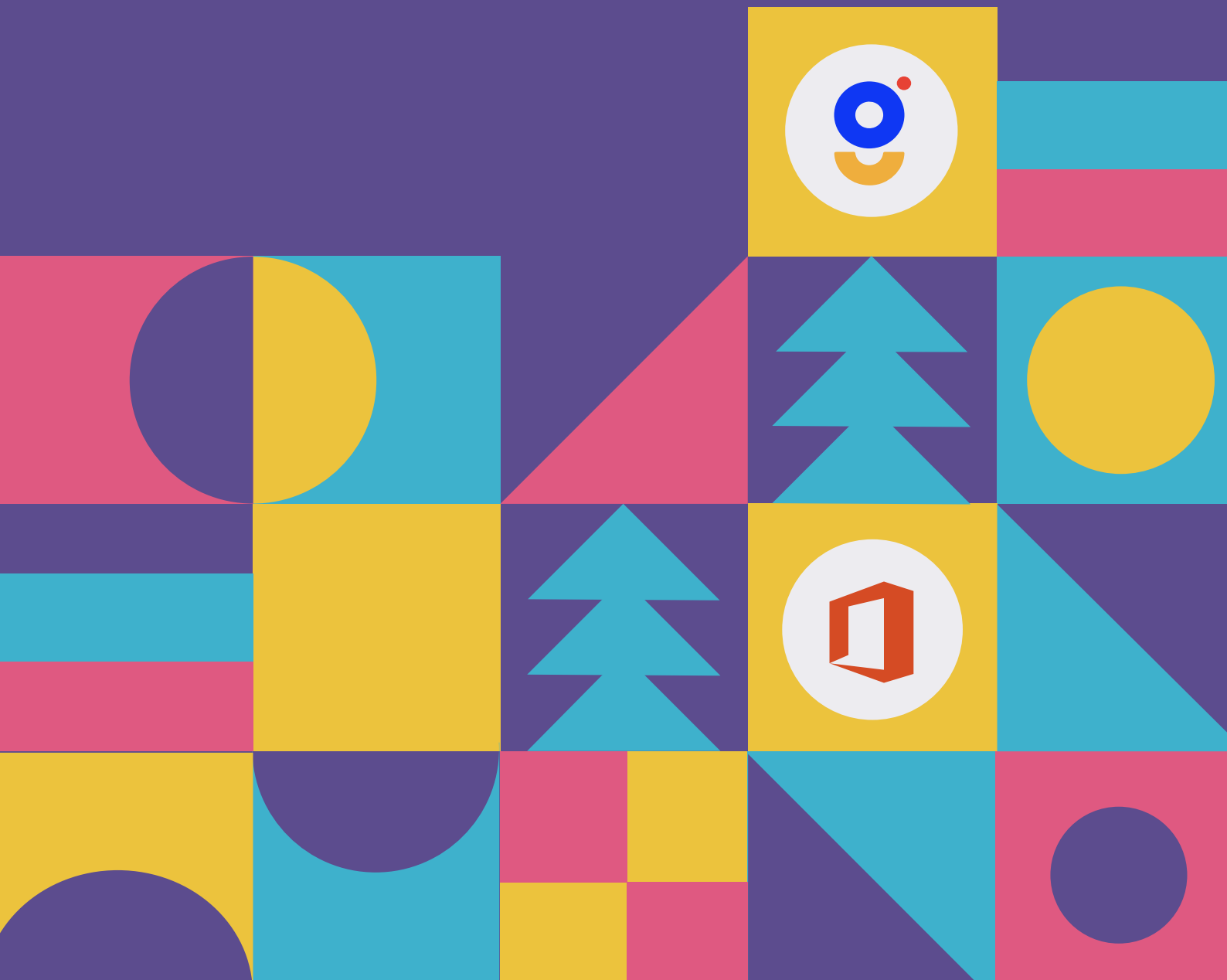


# G SUITE TO OFFICE 365

INVENTORY ASSESSMENT GUIDE

**2022**



# Overview

## A glimpse of our G Suite inventory assessment process

When you are planning to migrate from G Suite to Office 365, you need to understand and know what we do in our G Suite Inventory Assessment and why we do it.

An Inventory Assessment will help you evaluate your Google Workspace and will give you clear insights into the things you will be migrating to Office 365. This will also help you plan and strategize your migration process.

### ✦ Why migration planning is crucial?

Migration planning will help you unveil details about the volume of your data and will assist you in prioritizing your data migration. Through inventory assessment, you can discover the data load in Google Groups, Google Sites (Classic and Modern), Google Shared Drive, My Drive, and all the other items you plan to retain in your Office 365 environment.

AVAMIGRATRON is the only tool available in the market that can complement your migration process with a defined inventory assessment process.

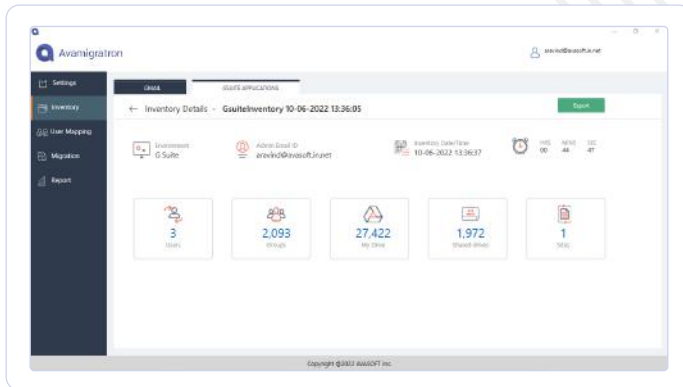
### ✦ Full Inventory and Custom Inventory

#### Full Inventory

*In a full inventory, you will get a wide picture of your users' G Suite Apps.*

Here, you can view the number of users in the G Suite Workspace, and overall group details (members count, conversation volume, File counts, and the group size). You will also get a clear insight into your Sites details (the number of pages and gadgets). For Shared Drive you will get details about file counts and their size and in parallel, you will get details about My Drive which includes details about the file counts and the file size.





## Custom Inventory

***Custom inventory empowers you to fetch inventory for specific users and specific items. If you want to get inventory for a specific group or a specific user's My Drive, you can easily choose and get the specific inventory.***

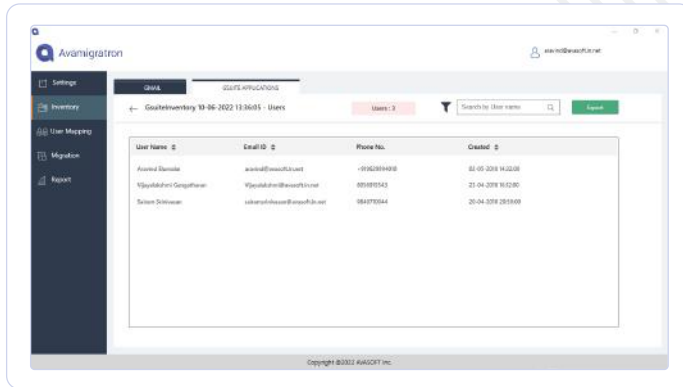
### What are the custom details you will get in the custom inventory?

- You will know the G Suite Workspace user details.
- The requested Groups' details (members count, conversation count, File counts, and the group size).
- The requested Google Sites' details (pages count and gadget details).
- The requested Shared drives' details (the file counts and size).
- The user requested My Drive details along with the file counts and size.

## Users Inventory

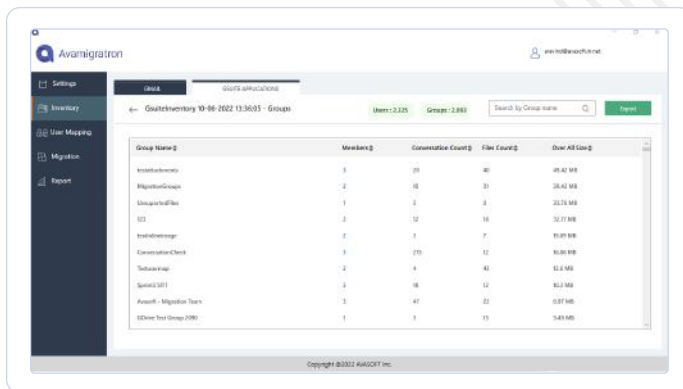
In the G Suite user inventory screen, you can view the details of the user in the grid.





## Group Inventory

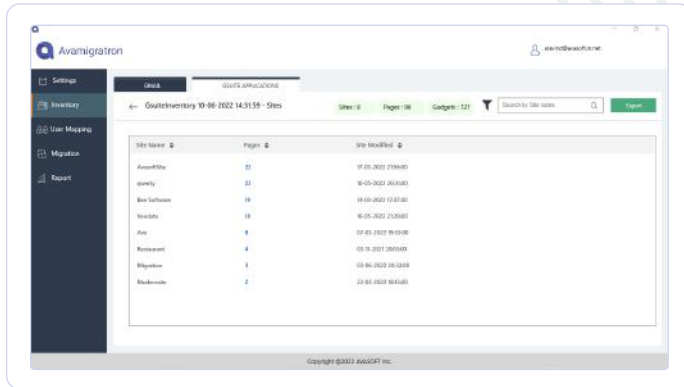
In the G Suite group inventory screen, you can get details about the Groups' member count, conversation count, files count, and the overall size of each Google Group in the grid.



## Sites Inventory

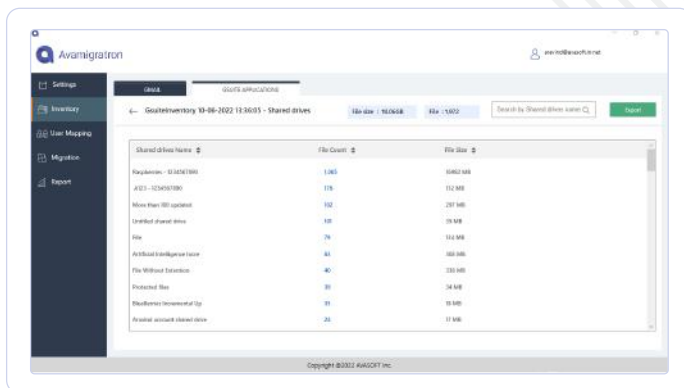
In the Sites inventory screen, you can view the list of Sites along with the number of pages on each site. You can also view the last modified date for each site.





## Shared Drive Inventory

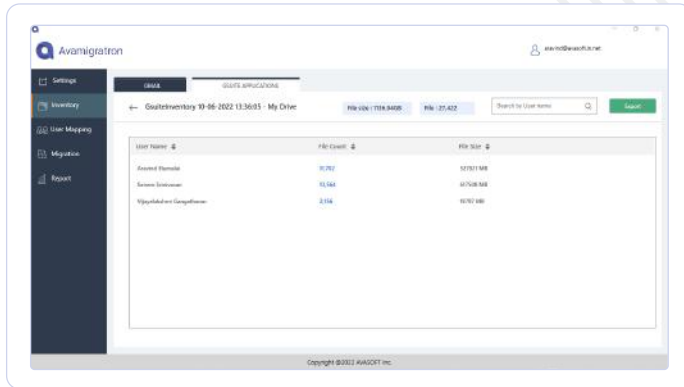
In the Shared drive screen, you can view the list of shared drives, their file count, and the size of the files.



## My Drive Inventory

Here you can view the lists of users, their file counts, and the size of the files.





## Shared Drive Inventory

**Export** - You can export the details of the inventory for all the users, Groups, Sites, Shared Drive, and My Drive.

### ✦ Timeline for migration and deployment

The migration timeline depends upon the volume of your inventory and the network speed. With our extensive migration experience, we'd plan your migration, and make the process a seamless one for you!

In case you have a tight deadline for migration and have a huge data load, we'd go ahead with multiple tool instances approach to achieve a safe and on-time migration.

