

# How To Successfully Migrate Your Data From Last Writes to Gather

	<h2>Specify and Assess Your Migration Needs</h2> <p>When switching to Gather, assess what historical data you need to be migrated to the new system using Page 2 in this guide. Please note: because you're moving to an entirely new system, your migrated data will be displayed differently in Gather, and will take some time to get used to.</p>
	<h2>Establish a Cut-Off Date From Your Old System</h2> <p>Work with your new account manager at Gather to establish a cut-off date where your team will stop entering cases in Last Writes altogether. <b>Gather will only migrate your data for you once without additional charges</b>, so plan accordingly with this cut-off date. If you are still entering data into Last Writes beyond the cut-off date, that data won't be included in the export for Gather's data migration.</p>
	<h2>Schedule a Zoom Session With Gather</h2> <p>Schedule a Zoom session with Gather's data migration team. You will need to be able to share your screen on your computer. Our team will show you where to download the backup download file in Last Writes. Optionally, you can also download <b><u>Zoho Assist</u></b> before the session to provide remote access to our team.</p>
	<h2>Be Patient, Data Migration Takes Time + Effort</h2> <p>Data migration requires your collaboration. If you commit to completing this project, data migration can be completed within 2-4 business weeks. The timeline is based upon several factors, including receiving your login info, the size of your migration; and can not be finished until you stop using your old system.</p>
	<h2>Review + Validate Your Migrated Data</h2> <p>Our team will conduct a mini migration of approximately 15 cases. We need you to review the mini migration and validate the data being migrated from CRâKN to Gather. Once our data team has your approval, we'll complete the rest of the migration and ask you to review one last time. And just like that, you're ready to go!</p>

# What Data Should You Migrate From Last Writes to Gather?

## Yes, We Can Do That



### Case Data + Vitals

Includes case info for migrated cases (death certificate info, case number, case type, creation date, death date, case name, SSN, gender).



### Custom Case Notes

All custom notes for a specific case are migrated as one consolidated custom note that is attached to the respective case in Gather.



### Acquaintances or Helpers

Includes and syncs contact info for all related acquaintances or helpers for a particular case (helper name, helper email, helper phone, relationship to decedent, and full address).



### Rolodex Information

Includes and organizes rolodex info to store contact information for individuals or organizations that you're working with in the system.

## Yes, But Please Note



### Case Financials

Includes contracts and logged payments for each case. A digital PDF of the case's existing contract or statement is attached to the case's files in Gather.



### Existing Accounts Receivable

Includes any existing cases that still owe on their statement or contract. We recommend that you collect, close out, or manually move your current Accounts Receivable.



### Case Events

Includes events tied to a specific case such as the arrangement meeting, scheduled funeral services, scheduled viewings, and more.



### Case Files

Case files are generally not included in Last Write's data backup file that can be downloaded from their system.