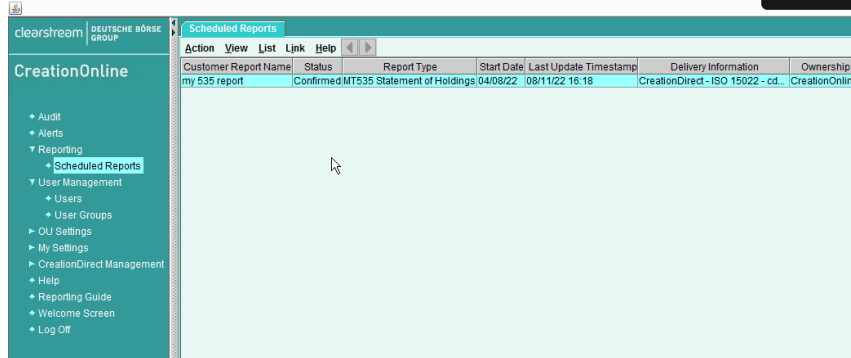
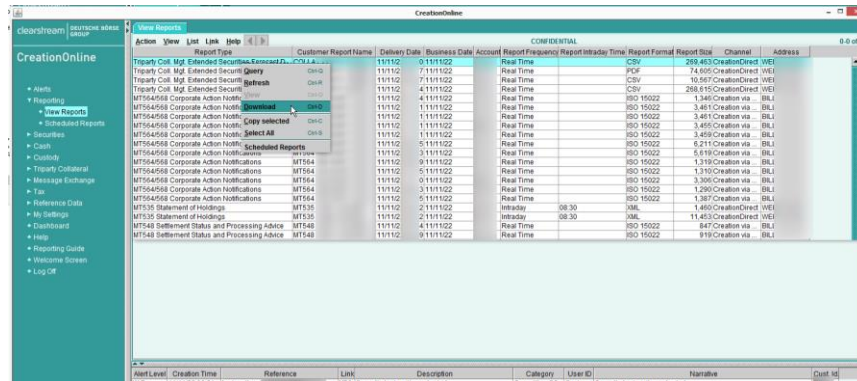


1) Migration of scheduled reports from CreationOnline to Xact Web Portal

For customers who are still managing their scheduled reports in CreationOnline:

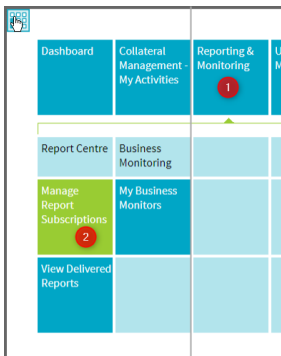


and download generated reports in CreationOnline, in the formats PDF, ISO or HTML:



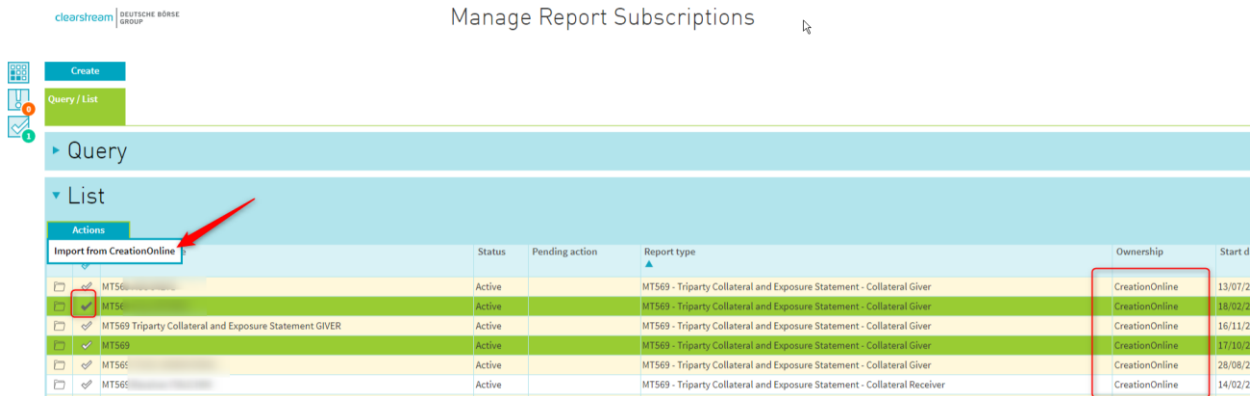
Please take the following steps to migrate your scheduled reports to the [Xact Web Portal](#) where you will also be able to download the generated reports.

1) In Xact Web Portal navigate to "Report & Monitoring" → "Manage Report Subscriptions".



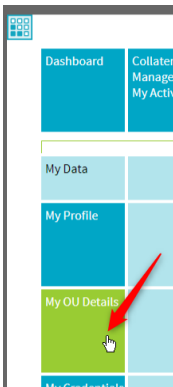
If you do not have the option, contact your administrator or the [Clearstream Connectivity Helpdesk](#) to check your user profile.

- Perform a query without parameters and locate the Ownership “CreationOnline” entries. Select one after another and click the action “Import from CreationOnline”.

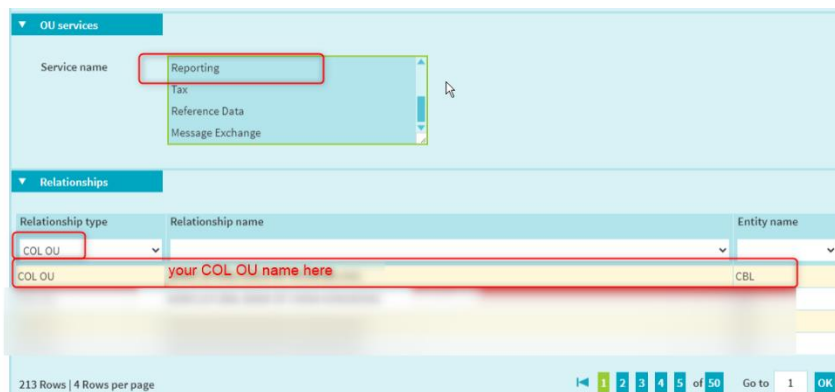


If you do not see any CreationOnline items please check if your Xact Web Portal OU has your CreationOnline OU mapped as follows:

In Xact Web Portal navigate to “My OU Details”.



Check that your OU has been granted the “Reporting” service and that under “Relationships”, you see the name of your CreationOnline OU. If either of the two is missing, contact the [Clearstream Connectivity Helpdesk](#).

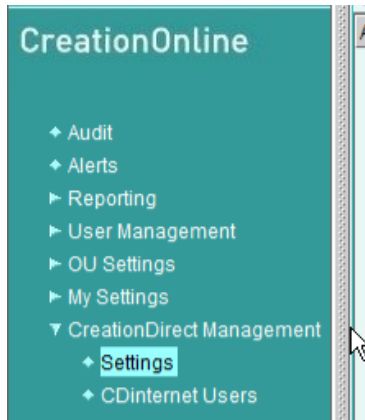


Effective 3 December 2022, Clearstream will migrate all scheduled reports from the CreationOnline OU to the corresponding customer's Xact Web Portal OU if the two OUs are linked.

This will enable customers to find their generated reports in the Xact Web Portal GUI. The reports will also remain available for download in CreationOnline (except for reports in HTML format).

2) Migration of File Transfer file stores and users from CreationOnline to Xact Web Portal

For customers still managing their File Transfer file stores and file store users in CreationOnline:

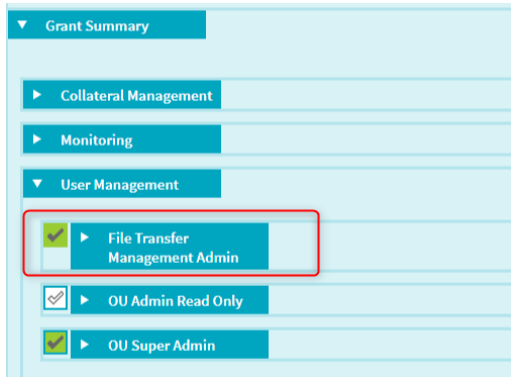


Please take the following steps to manage the file stores and file store users in Xact Web Portal.

In Xact you find the functionality under "File Transfer Management":



If you do not see these entries in your navigator, please ask your OU administrator to modify your Xact Web Portal user profile and grant you the “File Transfer Management Admin” user role:



In the “Address” query you can see the WebX file store entries which are linked to your CreationOnline OU. If you do not see the expected entries, please contact the [Clearstream Connectivity Helpdesk](#) to get them linked to your OU.



Please note:

With the decommissioning of CreationOnline, all remaining file store users still managed on CreationOnline will be transferred to Xact Web Portal in a step-by-step approach, and mapped to the OU owning the file store.