

# How To Successfully Migrate Your Data From Passare 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 Passare, and begin entering new cases in Gather. We do not migrate multiple times, so plan accordingly with this date, and be sure to get your trainings completed in a timely manner.</p>
	<h2>Request a Data Backup From Passare</h2> <p>Communicate with your Gather account manager and provide your Passare login. This removes the need for you to coordinate between Passare and Gather, and our team is able to access your account and quickly migrate your data from Passare to Gather for you.</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 Passare 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 Passare to Gather?

**Note:** Passare does not expose unique identifiers in the exports they make available to download. To complete the data migration and uphold the integrity of the data, any duplicated, missing or 'N/A' Case Numbers **MUST** be made unique prior to performing any exports.

## 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).

## 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.



### Case Files

Passare doesn't provide a bulk download of all case files, even when requested. However, we still recommend that you explicitly request case files just in case Passare's process changes. We use a process to *attempt* to get all the case files from Passare, but it does not always succeed depending on their system, so we can't guarantee we can pull them over.



### Rolodex Information

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

## Unable to Migrate



### 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.