Uploading Information Securely to Lamplight Guide

If you are considering Data Migration through Lamplight, then you will need to upload data to Lamplight, both for a quote, and for the Migration itself.

This information will contain confidential information about your clients and others, and so it's essential that the transfer be completed securely. This means that email, and other forms of non-secure data transfer shouldn't be used.

This document shows you how to log-into Lamplight and upload data.

Uploading for a quote

If you would like a quote for Data Migration, you'll need to upload a sample of your data, along with an indication of how much data you wish to migrate. Once you've discussed this with a member of staff, you can use the process below.

If your system has not yet been built, we may have created an empty system for you, and given you a log-in simply to upload data. Log-into the system using your email address as the username, and with the password which will have been emailed to you. You can log in at:

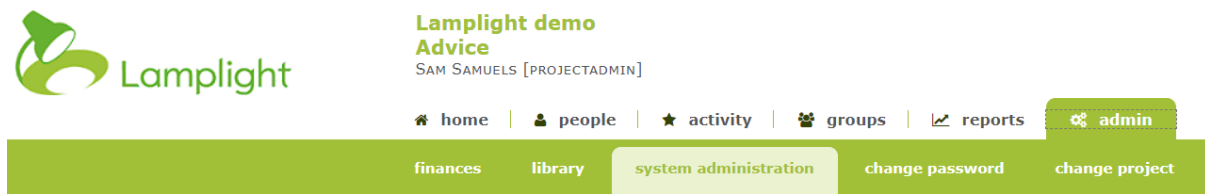Lamplight.online

Uploading for final migration

If you have received a quote, you will then need to upload all of your data for us to preform the migration. Please follow any instructions you have received from your implementor in preparing the data.
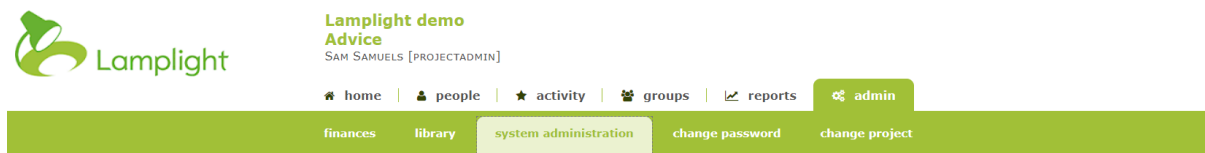
Once you perform the upload, you will need to consider how you manage information you gather between uploading your data, and when the information is added to your system. Any new information won't be migrated and will need to be entered manually once your new system is updated.

In the Main Menu in your Lamplight system, choose the Admin option on the right, and then in the menu bar itself, choose System Administration.

You will be taken to the System Administration page.

Scroll down the page, till you see a section entitled 'File Transfer'. From here choose the option 'Send Lamplight a file securely'.

The Upload

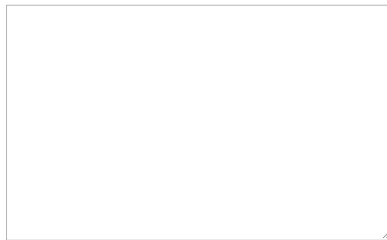From this page, you can upload files directly. In the description box, enter;

- The description of the files, and their contents
- The name of your charity

You can choose up to three files to transfer at any one time. If you have more files than this, please repeat the process. You can only upload files up to 10mb. If your files are larger than this, please consider compressing your files. *

Transfer files to Lamplight

Description of file contents

File(s) to transfer to Lamplight

Choose File No file chosen
Choose File No file chosen
Choose File No file chosen

upload file

Use this to upload files to send to Lamplight, for example for data migration. Files will be transferred using the same security as the rest of the system and is much better than, for example, emailing them. Once you have uploaded a file there is nothing more you need do; we will receive a notification automatically. If you have made an error please contact Lamplight directly. Files may be up to 10MB - please compress them first if you have larger files than that. Contact us if you cannot make the files any smaller and they are still too big.

Once you have selected your files, click on the 'Upload file' button in the bottom right.

Letting us know

Although we can see uploaded files, please email to let your implementor or primary contact at Lamplight know you have completed the upload.

* Compressing files

Compressing a file reduces the file size for transport. In Windows 10 you can compress a file by right clicking on it, choosing 'Send to' in the options, and selecting 'Compressed (Zipped) folder'. You can also compress items in that way on a Mac. Otherwise, you may consider a free program such as 7Zip.