We are pleased to inform you that the upgrade process of your site is almost complete and we need you to review your new site before it replaces the existing one.

**Where can I review my new site?**

Your new site is temporarily located at **[scratchpad site]**. Once you sign off the new site it will replace the existing one.

**How do I review the new site?**

Please follow all steps below:

1. Go to http://s2.**[scratchpad site]**

2. Carefully check all the content in the site and compare it to your existing v.1.0 site (including taxonomies, specimen data, images and static pages)

3. Choose the images for your new home page and color of your site

4. Organise your menus

5. Recreate (or contact us) about any custom views

6. Check all your custom blocks; Enable or disable them from the Structure > Blocks section of your new site

Go to **http://s2.[scratchpad site]/admin/config/content/scratchpads-migrate** (*Scratchpads Migrate Tasks* page) and go through outstanding issues. For your convenience some migration issues are automatically detected and presented here.

Review the issues the system has produced during the upgrade process. The two common issues are missing images and malformed HTML, which makes it impossible to extract images from the body text and move them to the Scratchpads 2.0 new file system. Resolve these issues by editing the new pages as required and mark each resolved issue as complete in the *Scratchpads Migrate Tasks* page.

**I found some issues that I cannot handle myself, what should I do?**

If you want to report problems for our support or development team to look into, you will have to update the corresponding issue for your site created at **http://support.scratchpads.eu/issues/[####].** To be able to update the issue

1. Login to your new site

2. Click on “Search/Report an Issue” in the tab called “Issues…” on the top left area of your site

3. Click (or copy paste) the following link **http://support.scratchpads.eu/issues/[####]**

4. Click“update” the issue.

**How do I sign off my new site?**

Your new site will go live once you mark **all** reported tasks and issues in the *Scratchpads Migrate Tasks* page as complete. Please also check the important information section below.

**What will happen with the old site?**

Once your new site is live the old one will be temporarily relocated to a different URL. The old site will remain accessible for a reasonable period of time.

**Important information:**

· **To avoid further delays in the upgrade process of Scratchpads 1.0 sites we will proceed in replacing the existing site (v. 1.0) with the new one (v. 2.0) if you do not raise or update any Issues or if no other feedback is received from you within 20 days of receiving this message. In any case the old site will remain accessible at a new location.**

· **Please refrain from updating your old (Scratchpads 1.0) site until the new version has replaced the existing one. Any changes in content or structure in the Scratchpads 1.0 site will not be reflected in the new one.**

In any case, please send us your questions, feedback to support@scratchpads.eu

*\* You are receiving this message because your email is registered as the address of a maintainer in the Scratchpad site indicated in the above message. If you are no longer a maintainer of this site or do not wish to receive any more messages regarding this issue please login to this site and remove your details or contact the maintainer of the site and request your email address to be removed.*