Dear **[scratchpad site]** maintainer\*

As with our previous email sent to you on we informed you that we have successfully upgraded your Scratchpad site and we would like you to review it and report any problems or give us feedback. Our records indicate that have not contacted us to indicate that you actively reviewing your new site.

If you are aware of this but didn’t have the time to review your site yet, please let us know within the next 7 days and we will be happy to provide as much time as needed to do so.

If you have been through your new site and found issues you would like to report please do so within the next 7 days either by updating the related to your site issue located at **http://support.scratchpads.eu/issues/xxxx** or by sending a reply to this message.

Finally, if you have reviewed your new site and you would like us to replace the old one with the new version please go to **http://s2.** [scratchpad site]**/admin/config/content/scratchpads-migrate** andmark all issuesas checked.

**Important notice:**

We will automatically replace old sites with the new versions on after 7 days of receiving this email.

**Once you contact us to report an issue or to request more time to review your site we will not automatically replace the old site with the new one.**

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

Please follow all steps below:

1. Go to
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 that occurred due the upgrade process. The two most common issues are missing images and malformed HTML. 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 to our Support or Development Team, you have to update the corresponding issue for your site at **http://support.scratchpads.eu/issues/xxxx.**

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/xxxx**
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.

**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 version.**

On behalf of the Scratchpads Team

Kind regards,

*\* 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.*