1. **Push to PT**
   1. Move to the PT branch in the source repo, i.e. SourceTree
      1. Do a Pull on the latest version of the PT branch
      2. Cherry Pick only the specific commits from Gold into PT that need to be moved
         1. This is done in SourceTree by
            1. Click the Gold branch once to view it
            2. Click the “Jump to” drop down menu
            3. Click Commit
            4. In the popup window paste the commit you need moved to PT. Then click okay
            5. If the commit is in Gold it will be highlighted
            6. Right click the commit. Choose cheery pick from the menu
            7. Confirm your action by clicking Ok
   2. Resolve any conflicts using your preferred method
   3. In terminal
      1. run “grunt build-cms” to compile the source code
      2. run “open dist” or navigate to the dist folder manually
      3. From here drill down to the updated files. There will always be a ltr and rtl version.

Keep this window open it will be used shortly.

1. **Publish to ERPT**

*In the CMS this is known as a workflow. Guidelines for workflows*

* *1 app per workflow (all PPC CSS can go in a single workflow, but not PPC and NBS or PPC and global CSS)*
* *Global CSS is in a separate workflow from app CSS (ups-styles.css does not go in the same workflow as ups-nbs.css)*
* *When canceling a workflow - if it contains files you are not updating you must contact the submitter of that workflow to see if it is okay to close the workflow*
  1. **Move to the CMS (C1 - Production)**

*http://gaalplpapp001c1.linux.us.ups.com/estudio/index.html#/project/ups-wem/dashboard*

* + 1. click ups-wem
    2. You will need to verify the files are not in a workflow.
       1. On the top of the screen click “Go To: Experience Studio” and switch to CC-Professional
          1. Click the Content tab
          2. For 1st time users only

In the left rail you need to navigate to the correct directory using this path

*gaalplpapp001c1/default/main/ups-wem/WORKAREA/default*

From now on you will defaulted here on page load.

* + - * 1. Find the file you are looking for in the directory

If it exists, and in most cases it will, you need to cancel any workflows associated with it.

Go to the properties link to the right of the file name

If Job [xxxxxxxx] link exists

Click the Job [xxxxxx] link

Click the icon of 2 blue windows in the Active Tasks table

Here you see all files associated with the workflow. If there are associated files other than the ones you are updating make sure to talk to whoever submitted the workflow before canceling it.

**Talk to the workflow submitter before canceling *any* workflow. See the bottom of the document for a though explanation**.

To cancel the workflow navigate back to the file, click properties, and click the job link again.

At the top of the window click the “Action” dropdown

Click End job

Confirm by clicking End Job again

If it does not exist, and that is rare, you may move on to the next step.

* + 1. On the top of the screen click Go To: CC-Professional and switch to Experience Studio

**NOTE** – if you are directed to the Open Text landing page click the tile “ups-wem”

* + - 1. Drill down the file you want to update

*In the left column Assets/Resources/*

* + - * 1. In the new left column navigate to *HOME/assets/resources/styles*

All CSS is stored in this directory

* + - * 1. Import the new version of the files you updated by clicking the “Import” dropdown and selecting “import from My Computer” and dragging the files you want to update into the box. **TIP –** *use the file directory window from step 1.c.iii above.*
        2. In the row of buttons near Import find and click (…)
        3. In the drop down click “New Job”
        4. Pick the files you are updating
        5. Click start workflow
        6. Choose “Content Authoring Workflow Datacenter Edition” and click next
        7. **Project ID** = your initials
        8. **Job Description** = short descriptor to remember why the workflow was created
        9. Click Submit/Next through each of the popup windows
        10. Wait for the automated tasks to run

In the far left column click Home

In the table look for your job. For your jobs the “Job” column is blue

Once the automated tasks are complete the “Task” column will read “*QA Review-Final review for Staging deployment*”. You may need to refresh the page.

* + 1. Communicate with impacted app teams
       1. Email build notes document to the appropriate PM
       2. If you are creating multiple workflows email the build notes to the lead SDC web developer for each effected app. They should contact the PM relevant to their app.

1. **Publish to Staging**
   1. In the CMS
      1. Click “Home” in the left rail
      2. Find the work flow you want to push to Staging in the table and click the link in the “Task” column
      3. Click “Take”
      4. Click “Approve”
      5. “Take” the task again
      6. Click “Approve Deploy”
      7. Wait through the automated tasks
      8. Once the automated tasks are complete the “Task” column will read “*Staging Review-Final review for Production deployment*”. You may need to refresh the page.
   2. Email QA Manager with the following information
      1. Date
      2. The following changes are in staging. Please, preform a “Do no harm test” on the impacted applications and email the results back by EOD [mm/dd]
      3. List the changed files.
2. **Publish to Production**

*\*\* Before moving files to staging you need to have a Change Control Log created.*

*\*\* This step is completed over a conference bridge with CET, MIG, and others.*

* 1. In the CMS
     1. Click “Home” in the left rail
     2. Find the work flow you want to push to Production in the table and click the link in the “Task” column
     3. Click “Take”
     4. You will be told on the call which server to deploy or to deploy simultaneously.
        1. If you deploy to each server separately, they will tell you which.
           1. Deploy To [Mahwah | Windward]
           2. Once fail over is complete you will be told to deploy to the other server.
           3. Deploy To [Windward | Mahwah]
           4. Once fail over is completed on the 2nd server the CSS is now in production.
        2. If you are deploying simultaneously
           1. Click “Deploy to Production”
           2. The CSS is now in production.

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Why must we communicate with a workflow’s submitter ***BEFORE*** canceling a job?

**Example:**

* **DevA** pushes an update to ups.modules.css and that goes to PT. Expectation is that it goes to production with the Jan ER app changes.
* **DevB** has an impact to ups.modules.css for a defect fix. They make the change and cancel the workflow that **DevA** created.
* **DevB** updates ups.modules.css and pushes back to PT. After their defect is tested and verified they push to Staging and then to production.
* **DevB** has inadvertently pushed the Jan ER changes to production before the corresponding app changes, likely introducing customer-facing defects.
* This is bad.