**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**UC Portal v.2.7.d.e2 Emergency Fix Release**

**Deployment Document Version 1.0**

**05/09/2017**

Prepared by: Applied Intellect LLC.

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| DATE | VERSION | AUTHOR | DESCRIPTION |
| 05/09/2017 | 1.0 | Dilmurat Sulayman | Initial Document |
| 05/19/2017 | 2.0 | Dilmurat Sulayman | Added Program Documents Upload to this release. |

Table of Contents

[1 Introduction 4](#_Toc462412721)

[1.1 Project Objectives 4](#_Toc462412722)

[1.2 Stakeholders 4](#_Toc462412723)

[1.3 Definitions 4](#_Toc462412724)

[2 Instructions 5](#_Toc462412725)

# Introduction

The purpose of this document is to provide deployment instructions for Emergency Release UAC Portal v.2.7.d.e2

## Project Objectives

The objective of effort is to show UAC Images on the HTML generated PDF files.

## Stakeholders

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Department | Role | Sign-off Received |
| Virak Kchao | ORR | Sign-off |  |

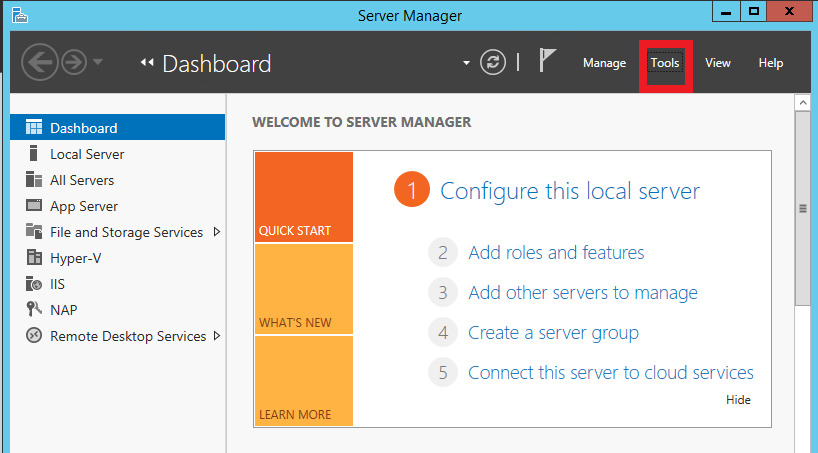
## Definitions

None

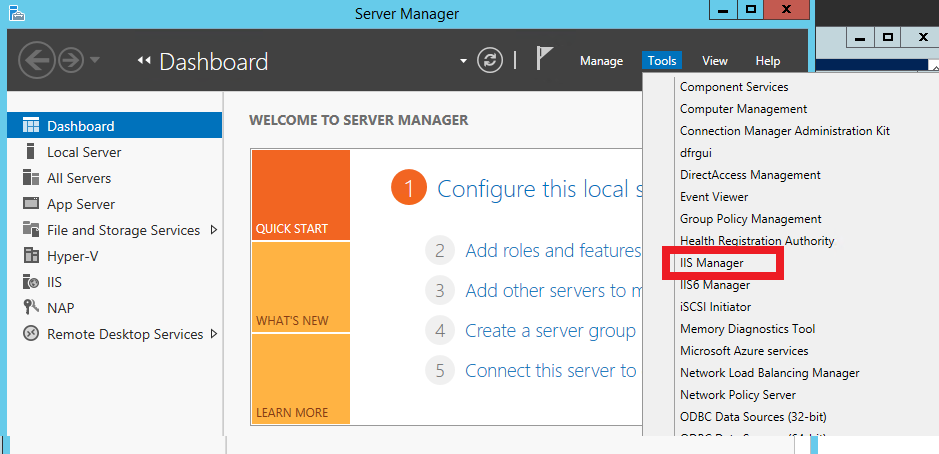
# Deployment Instructions

1. Shutdown IIS

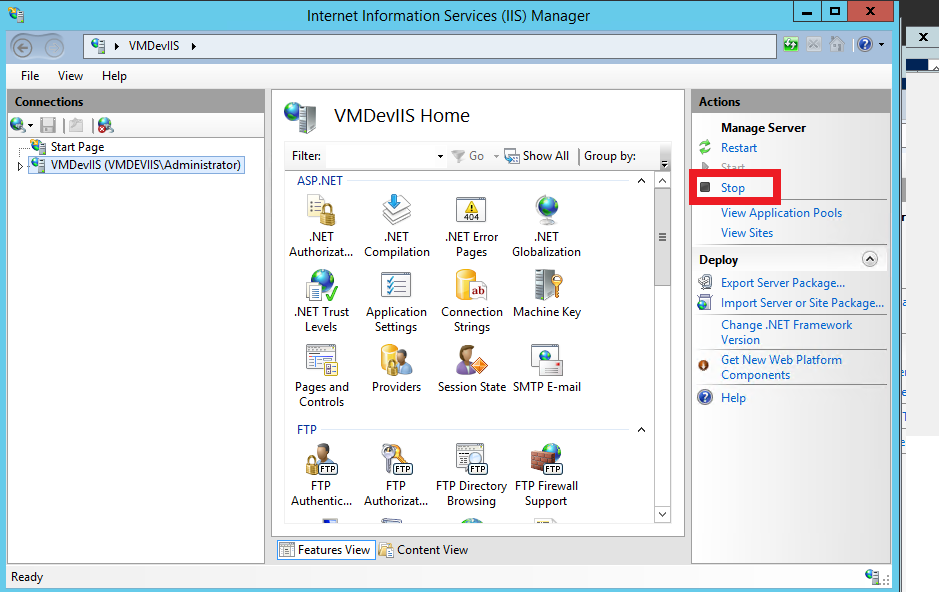
Open “Server Manager” and click on “Tools” Link



Then select “IIS Manager” from the list



Highlight the IIS Root and Click “Stop” on the link in the right action panel



1. Unzip the contents of the Deployment package (UACPortal\_ Release v2.7.d.e2.zip and Documents\_Release v2.7.d.e2.zip) in to a temporary folder [unzipped temporary folder].
2. Back up C:\UACPortal folder
3. Copy all the files and folders from [unzipped temporary folder]\UACPortal into C:\UACPortal folder and overwrite existing files.
4. Copy following documents from [unzipped temporary folder]\Documents to [FileServer]\UAC\_DOCUMENTS\Documents folder
   * UC-Portal-Flyer.pdf
   * UC-Portal-Moving-Flyer.pdf
5. **Documents to be uploaded into the portal for new and existing programs**
   * Unzip the UAC Portal v.2.7.e2 File Upload v1.0.zip package to a temporary folder [unzipped temporary folder].
   * Copy the files from the [unzipped temporary folder]\DocumentUpload folder to the related folders specified in the following table.

|  |  |
| --- | --- |
| **File Name** | **File Location** |
| Abbott House \_LTFC\_v1.0.docx | C:\UAC\_DOCUMENTS\Documents\Program Descriptions\LTFC |
| Abbott House\_Shelter\_v1.0.docx | C:\UAC\_DOCUMENTS\Documents\Program Descriptions\Shelters |
| BCFS Baytown\_Shelter\_v1.0.docx | C:\UAC\_DOCUMENTS\Documents\Program Descriptions\Shelters |
| BCFS Chavaneaux\_Shelter\_v1.0.docx | C:\UAC\_DOCUMENTS\Documents\Program Descriptions\Shelters |
| BCFS Raymondville\_Shelter\_v1.0.docx | C:\UAC\_DOCUMENTS\Documents\Program Descriptions\Shelters |
| BCFS San Antonio\_Shelter\_v1.0.docx | C:\UAC\_DOCUMENTS\Documents\Program Descriptions\Shelters |
| Bethany Christian Services Maryland\_TFC\_v1.0.docx | C:\UAC\_DOCUMENTS\Documents\Program Descriptions\TFC |
| Board of Child Care\_LTFC\_v1.0.docx | C:\UAC\_DOCUMENTS\Documents\Program Descriptions\LTFC |
| Board of Child Care\_Shelter\_v1.0.docx | C:\UAC\_DOCUMENTS\Documents\Program Descriptions\Shelters |
| Board of Child Care\_TFC\_v1.0.docx | C:\UAC\_DOCUMENTS\Documents\Program Descriptions\TFC |
| Center for Family Services\_Shelter\_v1.0.docx | C:\UAC\_DOCUMENTS\Documents\Program Descriptions\Shelters |
| Center for Family Services\_TFC\_v1.0.docx | C:\UAC\_DOCUMENTS\Documents\Program Descriptions\TFC |
| IES Casa Norma Linda\_Shelter\_v1.0.docx | C:\UAC\_DOCUMENTS\Documents\Program Descriptions\Shelters |
| JCCA\_LTFC\_v1.0.docx | C:\UAC\_DOCUMENTS\Documents\Program Descriptions\LTFC |
| KidsPeace\_Shelter\_v1.0.docx | C:\UAC\_DOCUMENTS\Documents\Program Descriptions\Shelters |
| Leake and Watts\_LTFC\_v1.0.docx | C:\UAC\_DOCUMENTS\Documents\Program Descriptions\LTFC |
| Youth for Tomorrow\_LTFC\_v1.0.docx | C:\UAC\_DOCUMENTS\Documents\Program Descriptions\LTFC |
| UAC Portal SIR Guide v1.0.pdf | C:\UAC\_DOCUMENTS\Documents |

1. Restart IIS (See above image, click on Restart button)

