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Last Updated: 9-21-16

Site Build Process - Replication in DEV

Méthode Site Replication/ Creation

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# Méthode Site Replication/Creation Overview

Méthode Site Replication is the process for setting up a “new” site in the Méthode DEV environment. Site templates are being developed for each type of site, template\_np, template\_radio, template\_general, etc. In order to set up a “new” site, we will copy an existing site template, renaming and configuring it to be a new site.

When a producer works in the Méthode CMS in any environment, they are always able to preview their work before publishing to the live site. That is why each environment has both a “Preview” and a “Live” domain for each site. For the DEV environment, this means we configure both a preview-dev.domain and a dev.domain site for each site.

IMPORTANT NOTES:

* If Méthode has to make a change to a site template, they must run a script to push those changes out to any existing sites which were created based on that template. This is why we always copy based on a site template, and not an existing site.
* The Site Replication process should only happen in the DEV environment of Méthode. For any other environment (QA, Training, Staging, Live) the site information should be migrated from one environment to the next, such as from DEV to QA. New Sites set up at a later point in the chain cause things to break. Setting up sites in other environments is called Site Migration and uses another process: URL HERE FOR MIGRATION
* The final steps to “skin” or “theme” the site to an expected level of completion before handoff is not part of this documentation. It will be tracked as another process: URL HERE FOR THEMEING

# Site Replication Tools Needed

In order to complete the Site Replication process, a user needs to have several tools from MÉTHODE installed and configured, or confirmed access to the URLs listed below:

1. User is on Cox Secure Network Connection or has Cox VPN access with JUNOS. Direct Connect VPN will not work.
2. Java EE tool, aka Eclipse [URL for info](http://intranet.cmgdigital.com/display/collaboration/Methode+Installation+and+Configuration)
3. Optional: An SSH tool (Can be done through Eclipse, but putty recommended)
4. MFM Servlet web access (<http://10.243.230.4:4506/mfm/actions/home>)
5. Tomcat-web manager interface access: <http://10.243.230.4:4701/manager/html> (admin/admin as credentials)
6. Monit interface access: <http://10.243.230.4:2812/> username: admin password: emcmg
7. EMC client
8. Portal Editor Configurator web access

# Site Information Needed

Several details about the site you are creating are necessary to have at hand before you begin. Several of these items become variables used throughout, and capitalization and exact spelling are very important. These items include: Market Folder Name, Vertical Folder, Site Type, Domain Name, Team Name, Channel Name, Site Folder Name, and can be seen illustrated in the snippet of spreadsheet below.

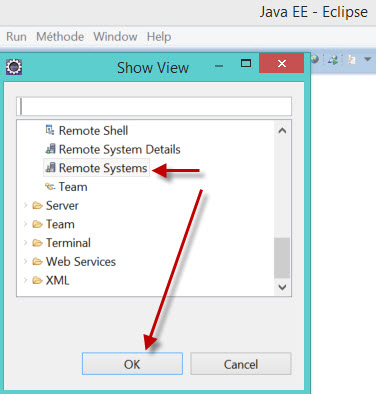
|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Market Folder Name | Vertical Folder | Site Type | Domain Name | Team Name | Channel Name | Site Folder Name |
| Tampa | Radio | Music | 97xonline.com | 97XOnline | 97XOnline.com | 97XOnline |
| Atlanta | Newspaper | Entertainment | accessatlanta.com | Atlanta-Newspaper | AccessAtlanta.com | AccessAtlanta |
| Jacksonville | TV | News | actionnewsjax.com | Jacksonville-TV | ActionNewsJax.com | ActionNewsJax |

For initial site creation, there was a spreadsheet called 3.28 SiteMapping\_Completed.xlsx which should be the master reference. It will be attached to these instructions.

# Site Replication Process

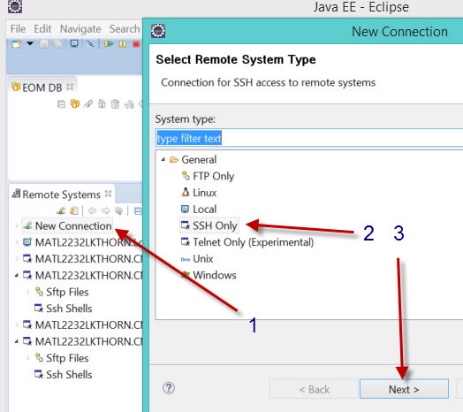
For any site, the initial folder may already exist on the DEV environment, having been created by another team looking to begin content migration or other work. As such, you can use any existing folder so long as it meets the naming convention and capitalization standards.

## PART ONE: New Site Folder Creation

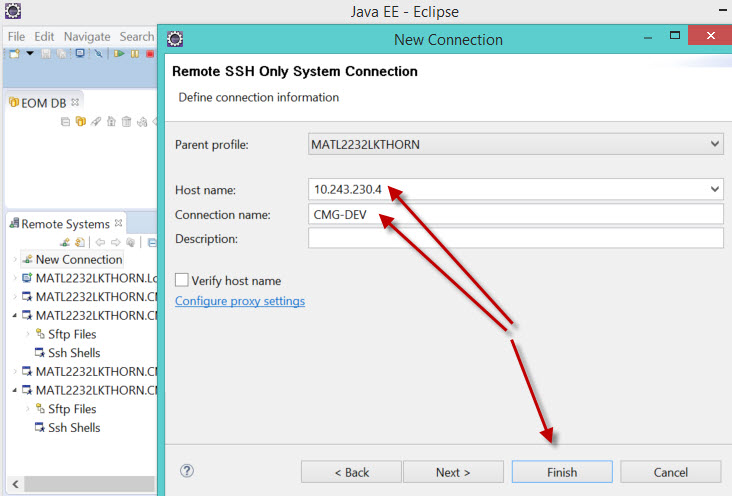
Connecting to the remote server in Eclipse requires a connection be set up for the first time. Subsequent connections can just open this saved connection. If you do not need to configure this connection, please skip to Step 2.

### Step 1: Setup Remote Connection

First, you will need to open the window to view remote connections. From the top nav menu, select “Window”, then “Show View”, then “Other”. This will open the Show View window, where you will select “Remote Systems” then select OK.

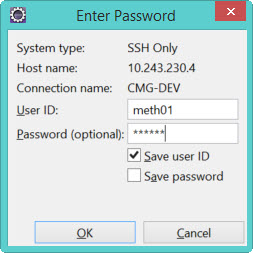


This will cause the “Remote Systems” area to appear in Eclipse. From that area, select “New Connection” either from the options at left, or if not available, there is a small icon to create a new connection.

From the New Connection window, select “SSH Only”, then set up the Host Name and Connection name then select “Finish”.

* Host Name: 10.243.230.4
* Connection Name: CMG-DEV-meth01

NOTE: You can edit this connection to add a Default User ID for meth01



When you try to open this connection by clicking on it, you will be asked for a login and password:

* User ID: meth01
* Password: meth01

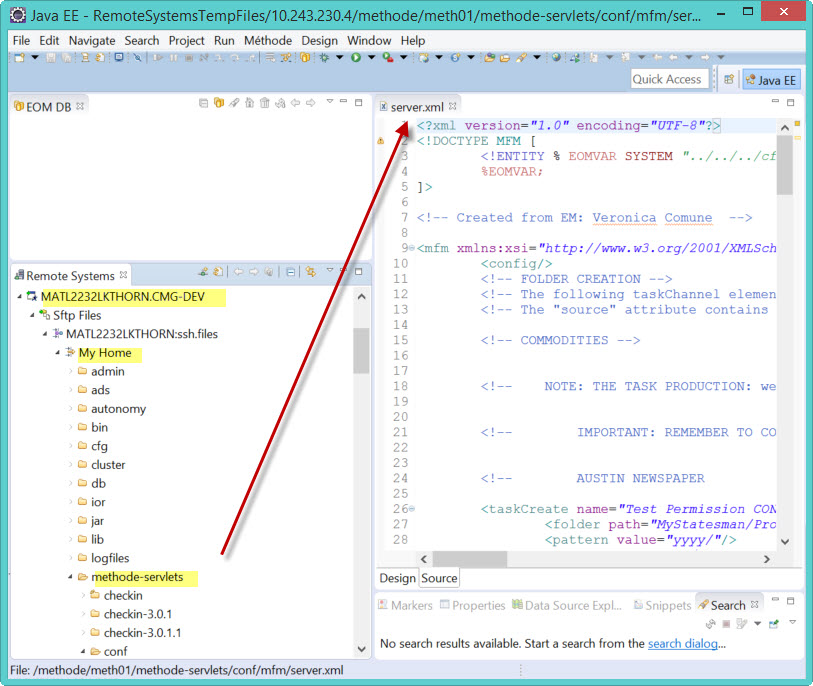
### Step 2: Navigate to the MFM Configuration file

From the Remote System connection, you will navigate to edit the MFM configuration file. The small arrow to the left of the connection name opens the path to the file.

* From Root: /methode/meth01/methode-servlets/conf/mfm/server.xml
* Or from My Home: /methode-servlets/conf/mfm/server.xml

NOTE: Méthode suggests we navigate using the “My Home” path, because it will be created based on the login we have used for that server. Navigating from Root will show files we may not have permission to edit, based on the login we have used.

NOTE: If you are doing this process at the same time as another person we have seen that there is no notification of whether another user is in the remote file as well. You will want to coordinate your work on this.

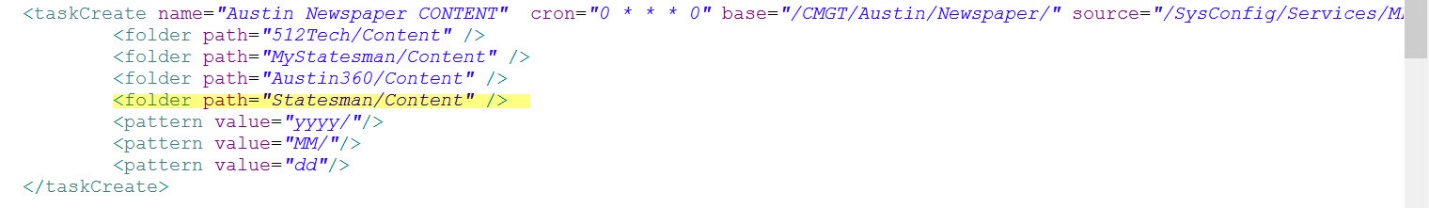
**

Double-clicking the server.xml file will open the file in a new tab inside Eclipse where we can edit.  
(ALT: If double-clicking doesn’t work, try right-click and select Open With Text Editor.)

### Step 3: CONTENT folders Task Creation/Copy

Determine whether your new site falls below a market folder that already has an existing taskCreate within that MFM configuration.

If there is an existing taskCreate for CONTENT for the same Market (such as already an Austin Newspaper), **you only need to add a new “folder” entry** in that market, as seen here:



This folder path entry is a job that creates all the Content folder dates for the next week. A job runs every Sunday to create these, or these can be run manually to create initial folders for new sites.

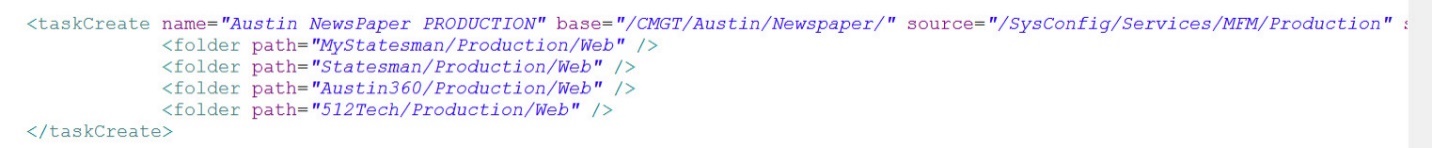
However, if an existing taskCreate with the correct Market and Vertical for the site you’re creating does not already exist, then you will need to copy and paste a new one from the <taskCreate opening tag through the </taskCreate> closing tag, and update with the correct info, including the path to the new Market. Note, it is important to use the Site Name as indicated in the Site Information you gathered above, with mixed case name, without spaces. It will need a folder path only for the site you are creating, and the same three pattern values for Year, Month, and Day.

Take great care when copying and pasting code to always copy from the same type of open tag through the close tag, and not leave any tags unclosed. If you are unsure about your change, please ask for help!

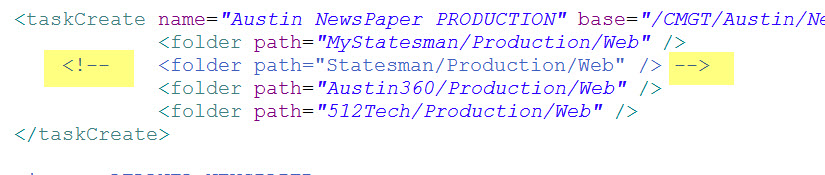
### Step 4: PRODUCTION folders Task Creation/Copy

NOTE: If you are creating a site from scratch, you must follow this step. If you are copying a Template Site for the Vertical, then you can skip this and instead copy the Production folder from your Templated site into the proper location in Part Two, step 9. As of this time, these site types have a template for you to copy instead of using this step: Radio-Music

In the server.xml file, under the same Market and Vertical used in Step 3, you will copy the production folder from the template and update with your new site details.

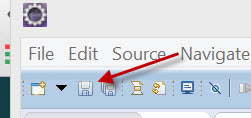


NOTE: This step will create a production folder, which only needs to be created once. After you have run the MFM Servlet in the next step, you can return to this MFM Configuration file and comment out the folder path inside of this job to make sure it isn’t recreated. To comment out a line, note the highlighted changes in the code below.

**

### Step 5: Save Configuration changes and Run MFM job(s)

Once you have made your MFM configuration changes to the server.xml file, you will need to save these changes. In Eclipse, you save using either the top menu item “File” -> “Save” or by clicking on the 2nd icon along the top icon bar, which looks like a computer disk.



Now you need to run the MFM servlet to create the folder structure for the content of the new site:

Go to: <http://10.243.230.4:4506/mfm/actions/home>



Click on “Execute” on the tasks for the MARKET that includes your new site. If you’ve made a whole new market, you will see that appear. Otherwise, if you’ve added a site under Austin Newspaper, for example, you will run Austin Newspaper Tasks. The folders for the content and production (if needed) will be created.

## **PART TWO: Validate Folder Structure and Permissions**

Connecting to the EOMDB in Eclipse requires a connection be set up for the first time. Subsequent connections can just open this saved connection. If you do not need to configure this connection, please skip to Step 7.

### Step 6: Set-Up EOMDB Connections

From the top menu in Eclipse, select Méthode > New Connection

From the popup window, configure these two EOMDB connections as indicated:

#### Preview-Dev

* Connection Name: COX-DEV-EDIT
* User name: Your Active Directory user name
* Password: Your Active Directory password
* IOR: corbaloc:iiop:10.243.230.4:4900/NameService
* Repository: EOM/Repositories/Editorial1 (Use the Inspect button to select Repository)
* Notification: EOM/Notifiers/NotifierdevEd (Use the Inspect button to select Notification)

#### Web-Dev

* Connection Name: COX-DEV-CMS
* User name: cmg\_system
* Password: COX2016!
* IOR: corbaloc:iiop:10.243.230.4:8900/NameService
* Repository: EOM/Repositories/Servlets (Use the Inspect button to select Repository)
* Notification: EOM/Notifiers/NotifierdevWeb (Use the Inspect button to select Notification)

### Step 7: Validate Folder Structure in Dev-Editorial Environment

Connect to the EOMDB for the Dev-Editorial server (AKA Preview server) using the top navigation in Eclipse. Select Méthode > Connection Registry (or CTRL-5). Select your COX-DEV-EDIT connection to connect. You may select the open to “Run in Background” from the popup.

This connection (and any other connections you have open) should appear in a tab called EOM DB at the top left of Eclipse.

Navigate from: FileSystemRoot -> CMGT -> Market -> Vertical -> New Site Name (Screenshot at right) and to check whether there are now folders called “Content” and “Production” listed for your new site.

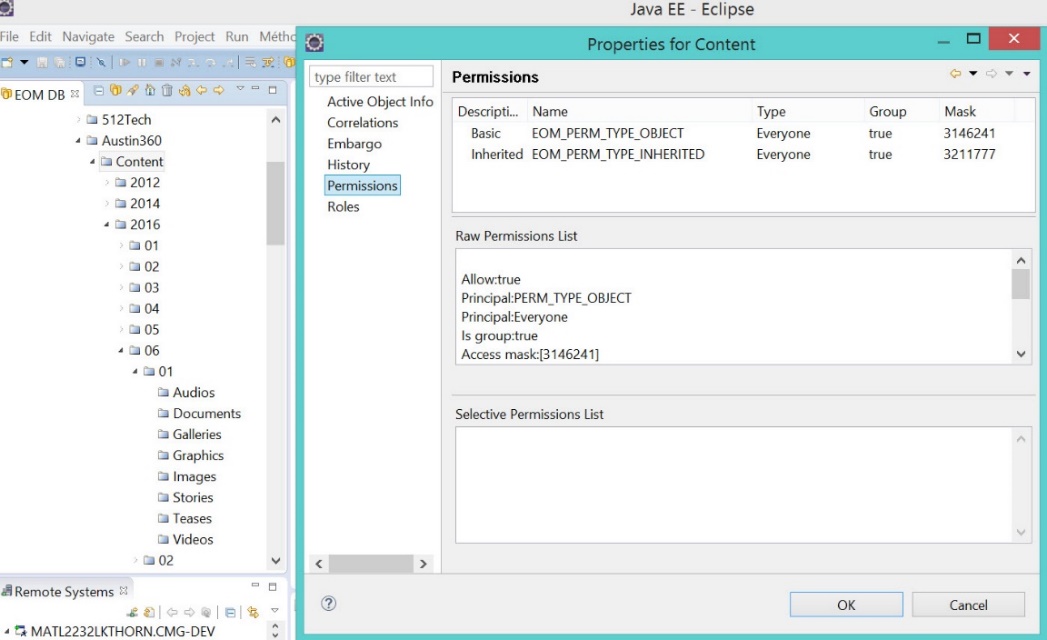
In Content, there should be folders for years, which open to months, which open to days.

Depending on whether you completed Step 4 above, there should also be a Production folder. If there is not one, you will create one based on a default template in Step 9 below.

### Step 8: Validate Folder Permissions

To validate these folders are permissioned correctly, we only have to check whether there are ANY permissions set or not.

1. Right Click on the content folder. Select PROPERTIES (at the bottom of the flyout list). When the Properties window opens, select “Permissions”. Make sure there is some text in the “Raw Permissions List” area.



1. Drill down to a specific day and select any content type folder, such as Story. Right click on the folder and check permissions in the same manner.

If either of these folders do not have any permissions set, then users will not be able to create content to them. You may need to redo these steps to recreate, or reach out to Eidos Media for assistance.

### Step 9: Validate Production Folder contents

For Radio Music Sites we will be copying a template in order to get the folder structure rolled out.

In EOMDB you will need to find the path referenced by the MFM production task. i.e. “/SysConfig/Services/MFM”. Within there, you should find a folder pertaining to the type of site you are copying. In this case, “Radio”. Navigate to “/SysConfig/Services/MFM/Radio” and copy the files for each subfolder into the “Production/Web/[subfolder]” for the respective you are replicating.

This process may change for other types of sites, so always check for new types (/SysConfig/Services/MFM/[Radio, Newspaper etc.]), and make sure the contents of the folder matches the contents of that Production folder of your newly created site.

At a minimum, the Production folder should contain a folder called “web” before moving on.

NOTE: This process is not recommended when connected on Wi-Fi, as copying this folder structure may time out. If you cannot do this task via wired, try copying and pasting each child folder separately.

NEW STEP: When we copy these above files over, the next step would be to go into Static Files and update files to reference the correct site.

CMG – MARKET – VERTICAL – SITE – Production – Web – Static: And update each xml file within the Static folder to update the site names for your site. Check for each Content, Metadata, and System Attributes.

Modify MetaData for all five xml files. Check <originatingsite> in Content throughout.

And PrimarySchedule.dwc  
And..

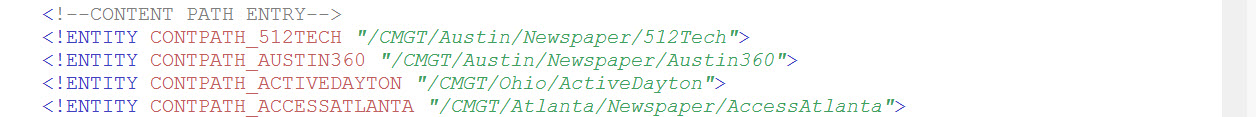
## **PART THREE: Creating SysConfig Channels & Workfolders**

In EOMDB the Path to the file is FileSystemRoot -> SysConfig -> sitevar.dtd. Double-click the sitevar.dtd file to open it in a new tab where you can make the edits below. (Or right-click and open with Text Editor)

### Step 10: Configure /SysConfig/sitevar.dtd to Create Content Path Entity

In the <!—CONTENT PATH ENTRY🡪 section, you will be adding a new entity line for the Content Path for the new site you are creating. See the screenshot below for four example entity lines for Content Path.

NOTE: This has been updated to show entry areas for each Market. Please be sure to add your new entry there. (\*use Dayton: Radio sites but Ohio: NP and TV)



The actual PATH which appears between quotes is the path to the Site folder you validated in Step 7 above. Within EOMDB, you can select the CMGT -> Market -> Vertical -> SiteFolder, then Right-Click and select “Copy Path” to get this information.

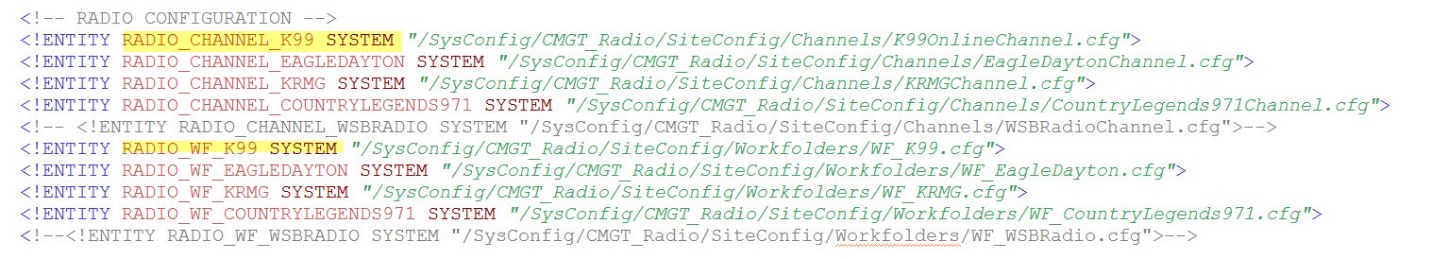
NOTE the CONTPATH\_VARIABLE name must be consistent for each site, and should reflect the same characters used in Site Folder Name from our spreadsheet of gathered site information. The name should be in ALL CAPS, however. For example, the site name folder for Access Atlanta is listed as: “AccessAtlanta”. For the CONTPATH Variable, this would be: “ACCESSATLANTA”.

### Step 11: Configure /SysConfig/sitevar.dtd to Create Channel Path Entity

Now you must scroll down in the sitevar.dtd file until you find the area for the Vertical of the new site you are building.

For example, if you are working with Radio, you will be looking for: <!—RADIO CONFIGURATION🡪

In this area you will create a new entity line for the Channel you are working with. See below for an example that shows both the entity line for this step and the next.



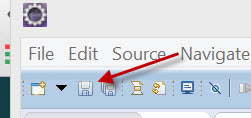
Note the highlighted Site Specific information in this example:  
 <!ENTITY RADIO\_CHANNEL\_K99 SYSTEM “/SysConfig/CMT\_Radio/SiteConfig/Channels/K99OnlineChannel.cfg”>

### Step 12: Configure /SysConfig/sitevar.dtd to Create Workfolder Path Entity

Immediately below where you enter your Channel path entity, you will need to create a Workfolder entity which matches.

<!ENTITY RADIO\_WF\_K99 SYSTEM “/SysConfig/CMT\_Radio/SiteConfig/Workfolders/WF\_K99OnlineChannel.cfg”>

Important: Once these changes are completed, save the sitevar.dtd file using the top menu File -> Save or the second icon, which looks like a computer disk.



NEW STEP: Verify XML  
Once you have saved, select the sitevar.dtd file and right click to select “Check XML” and see if any errors.

### Step 13: Create a Site Channel cfg file

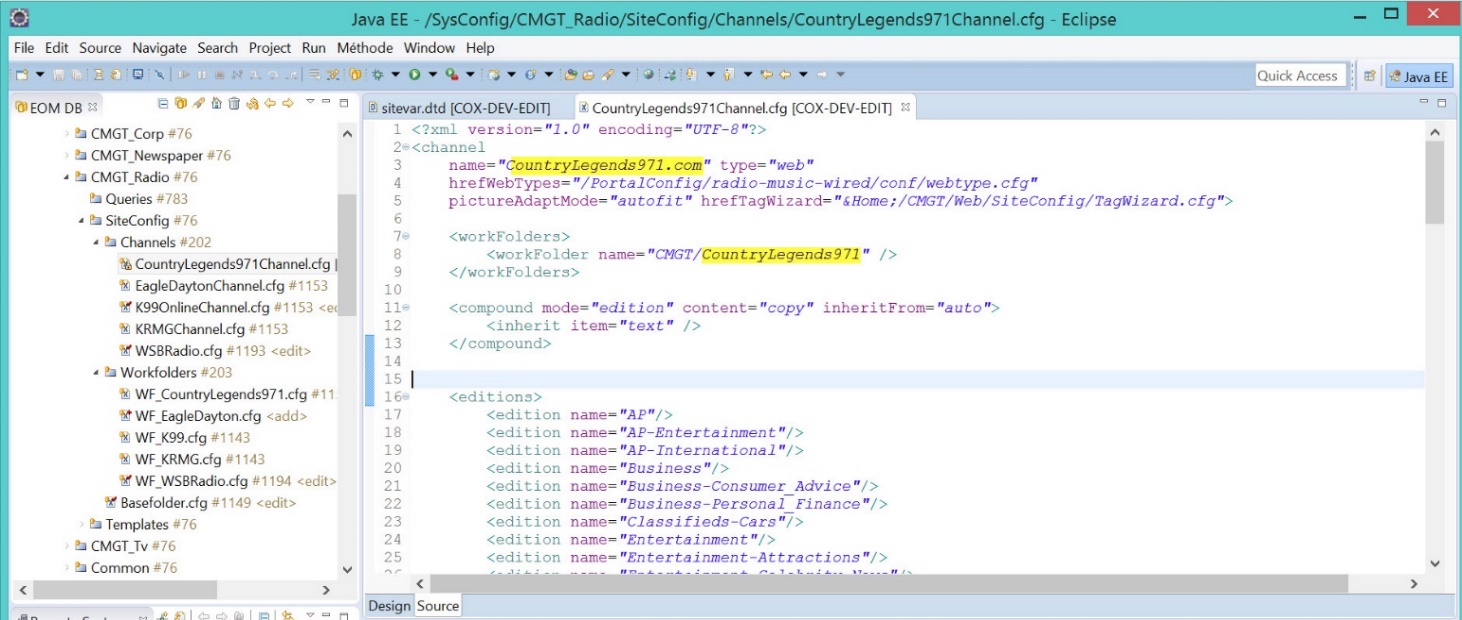
In these steps you will be copying an config files from a similar site and renaming them to match your new site. The path to see the Channels and Workfolder config files is within EOMDB:   
FileSystemRoot -> SysConfig -> VERTICAL -> SiteConfig -> Channels and   
FileSystemRoot -> SysConfig -> VERTICAL -> SiteConfig -> Workfolders

For example, with Radio, the path would be: FileSystemRoot -> SysConfig -> CMGT\_Radio -> SiteConfig -> Channels

Copy an existing radio sitename.cfg file, and paste back into the same folder. Rename the new file to your new site name. Note the naming convention and capitalization rules from Site Information gathered ahead of time.

Once you have renamed the file, double-click to open the file in a new tab so you can edit. (Or right-click and open with Text Editor)

If you have copied a similar type of site, then you will have only a few items to update in the config file. See the screenshot below for highlighted examples of site specific items which need to be updated.



Save your changed config file when complete.

### Step 14: Create Site Workfolder cfg file

For example, with Radio, the path would be: FileSystemRoot -> SysConfig -> CMGT\_Radio -> SiteConfig -> Workfolders

Copy an existing radio WF\_sitename.cfg file, and paste back into the same folder. Rename the new file to your new site name. Note the naming convention and capitalization rules from Site Information gathered ahead of time.

Once you have renamed the file, double-click to open the file in a new tab so you can edit. (Or right-click and open with Text Editor) See the screenshot below for highlighted examples of site specific items which need to be updated. In the Workfolder Config file, you will note there are references to the same Content Path variable set up in Step 10 above.

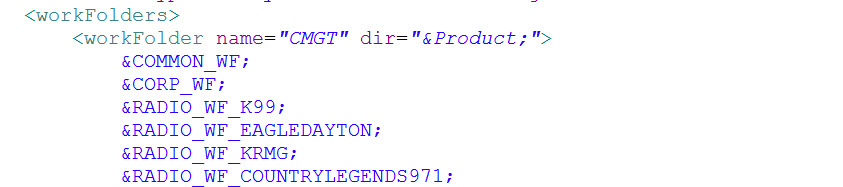


You can the Find/Replace tool to change the variable name throughout the file. Save your changed file.

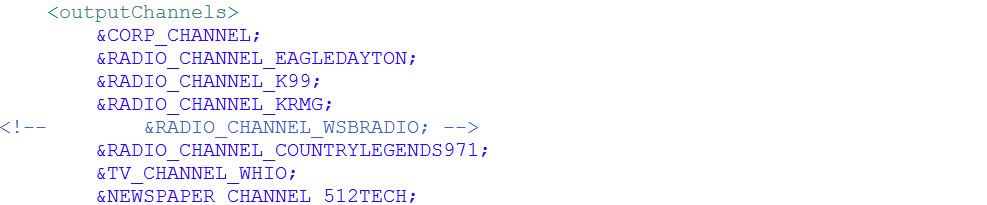
### Step 15: Update /SysConfg/siteConfig.cfg

The path to this file is FileSystemRoot -> SysConfig -> siteConfig.cfg. Double-click to open this file in a new tab for editing. (Or right-click and open with Text Editor)

Under the <workFolders> area, you will add a new reference for the site you just configured. See screenshot example:



Under the <outputChannels> area, you will add a new reference for the site you just configured. See screenshot example:



The references added should match the exact channel and workfolder declared in Steps 11 and 12 above.

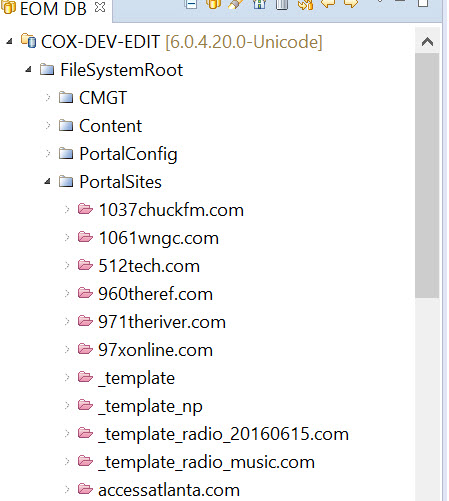
Be sure to save your changed file before moving on.

NEW STEP: VERIFY XML

Right-click on the SiteConfg.cfg file and select “verify XML”. You should see an error message if any variables are left undefined or any other problems with paths or names.

## **PART FOUR: Portal Configuration**

### Step 16: Create the Site Root Folder in PortalSites

The path to the next area is found within Eclipse in EOMDB: FileSystemRoot -> PortalSites

Copy, paste and rename a site root template folder that belongs to the same vertical category of your new site. These site root templates may change, and occasional confirmation with each vertical should keep these aligned so we are using the correct one for site replication.

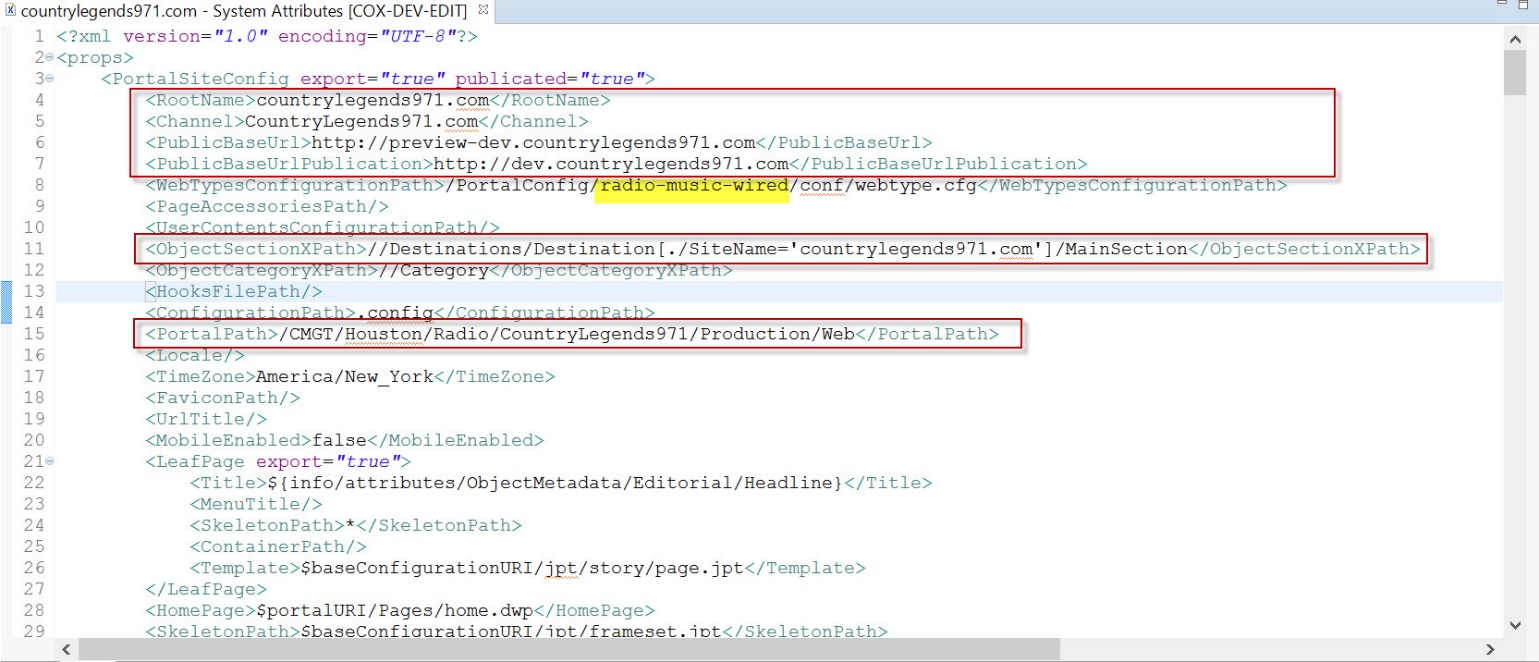
As of this writing, there are several site root templates, which are designated as underscore templatename. This includes \_template, \_template\_np, and \_template\_radio\_music.com for example.

The site root name should refer to the spreadsheet of information gathered at the beginning, and be all lowercase with .com at the end.

### Step 17: Update Site Root Folder System Attributes

Once you have renamed the template folder to your specific site folder, then you will want to edit the system attributes for the new folder. Select the folder, then right-click and select “System Attributes” near the top of the fly-out menu.

In the System Attributes update all references to the default site with your specific site info, taking care to use the same capitalization and naming format as the default site. See the screenshot below for examples:



In addition to the changes needed in the boxed areas of the screenshot, you can look where the screenshot is highlighted to double-check you have copied the correct template for the site type you are creating. In this example “Radio Music”.

Save your changed file before moving on.

NEW STEP: When we copy the boilerplate site for PortalSite, we also need to check on metadata, content and system attributes of all the files within .config

FileSystemRoot: PortalSites: SITE FOLDER: And check each file within the .config folder to update the site names for your site. Check for each Content, Metadata, and System Attributes.

### Step 18: Configure Site Root Folder Environment.Properties

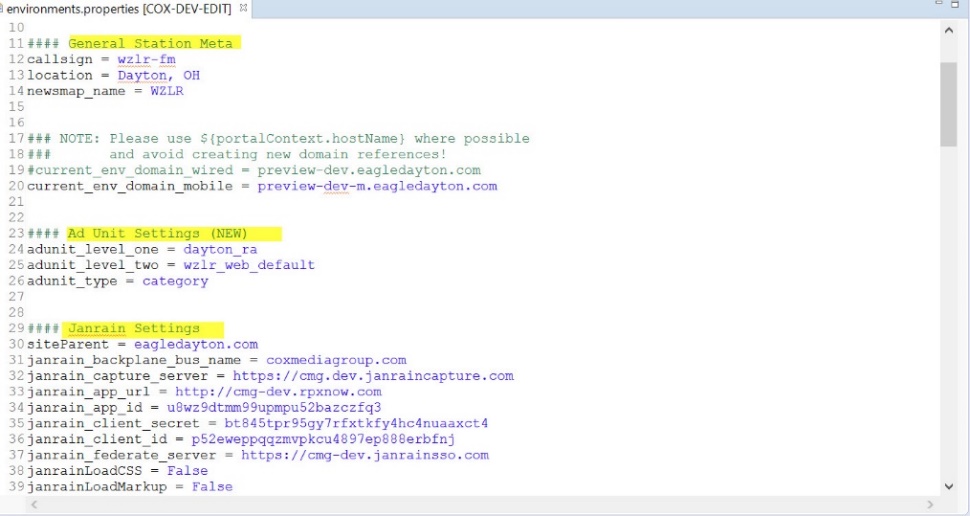
NOTE: The environment.properties folder will need to be updated before a site is considered ready for hand-off, but **it does not need to be completed at this point. You can skip this step until later.**

Note: Configuring this file can be considered similar to configuring Site Settings in Medley.

The path to this file is within the Site Root folder -> config -> environment.properties. Double-clicking the file will open it in a new tab for editing. (Or right-click and open with Text Editor)

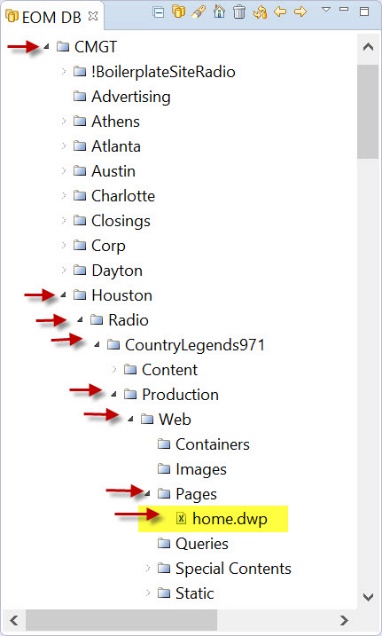
The environment properties are broken down into different sections, where it begins and ends, and should be fairly human readable for editing purposes.

NOTE: For purposes of the transition of sites from Medley to Méthode, most settings should be available from Medley, or may be automatically generated by a script (David Funnell is working on this.).



Be sure to save all changes made to your environment.properties file.

### Step 19: Confirm Site Home Page is Created

The new site will need a home.dwp file or else the site will error. In Step 9 above if you were able to copy over Production content from a BoilerPlate site, then you should find a home.dwp already created. The path to confirm the file exists is:  
CMGT ->MARKET -> VERTICAL ->SiteName ->Production ->Web -> Pages -> home.dwp

The screenshot at right shows this.

If there is a homepage, then you can skip to Step 21 to validate.

If there is no homepage in that location, the easiest way to create a homepage is within Swing. But first, you must have a user that is associated with the newly created channel/group. That configuration takes place in the EMC tool.

### Step 20: Create a Site Home Page (if Needed)

1. Steps to associate a user in EMC tool. Screenshot.
2. Open Swing to confirm user has access to new channel. Screenshot.
3. Create home.dwp, save.

### Step 21: Validate home.dwp is Configured for New Site

Navigate to the home.dwp location, as step 19 above.

1. Validate/Update System Attributes for new site. Right-Click for System Attributes.   
   Note that you may see an entry giving instructions, such as [name..ie. sitename.com] You should replace all of that with Yoursitename.com and remove the brackets and extra text. [SCREENSHOT NEEDED] Save changes.
2. Validate/Update Metadata for new site. Right-Click for Metadata.   
   Update <OriginatingSite> line 12 and <SiteName> line 41. Save changes.
3. Validate/update home.dwp content for new site. Double-click to edit content. (Or right-click and open with Text Editor) Save changes. *[NOTE: For Radio we have confirmed there is no longer anything to update here, but leaving this step in until we confirm with other Verticals.]*

## PART FIVE: Configure Remote XML files and Restarts

Both of the files edited in this part will require a restart for changes to appear. There are a total of two restarts for this part.

Step 22: Navigate to portalEditor.conf.xml

Adding elements to the portalEditor.conf.xml will cause new elements to appear in the Portal Editor Configurator tool, which allows sites to be published from the Editorial Environment to the CMS Environment.

Using the same Remote Connection in Eclipse set up in Step 1, connect to the Remove System for CMG-DEV using the login/pass methpr/methpr.

The path to the file is:

* From Root: /methode/methpr/methode-servlets/conf/portaleditor/portalEditor.conf.xml
* Or from My Home: /methode-servlets/conf/portaleditor/portalEditor.conf.xml

NOTE: Méthode suggests we navigate using the “My Home” path, because it will be created based on the login we have used for that server. Navigating from Root will show files we may not have permission to edit, based on the login we have used.

Double-click the portalEditor.conf.xml file to open it in a new tab for editing. (Or right-click and open with Text Editor)

### Step 23: Configure <Site> element in portalEditor.conf.xml

Copy an existing <Site> element from a similar site, paste, and replace with new site values. Yellow highlight in the screenshot below indicates site specific values. The green highlight is to confirm you have copied a similar site element.

*Double-check the BasePortalURI path includes the correct market:*



### Step 24: Configure <Publication> element in portalEditor.conf.xml

Scroll down in the portalEditor.conf.xml file and you will find the Publication elements. Copy an existing <Publication> element from a similar site, paste, and replace with new site values. Yellow highlight in the screenshot indicates site specific values.



Save your changes to portalEditor.conf.xml.

These changes will not be visible until you have completed the restart in Step 27.

### Step 25: Configure <Host> element(s) in server.xml

This file is on the same remote server, so we will edit it before we begin the restarts.

NOTE: We’ve seen problems with changes saving to this file if more than one user has been editing, you may find conflicts prevent your changes from saving to remote, only local. If you close your file out, then try to reopen, you should get a popup message asking if you want to open your local open or the remote copy if there has been a save problem!

The path to the file is:

* From Root: /methode/methpr/tomcat-portal/conf/server.xml
* Or from My Home: /tomcat-portal/conf/server.xml

NOTE: Méthode suggests we navigate using the “My Home” path, because it will be created based on the login we have used for that server. Navigating from Root will show files we may not have permission to edit, based on the login we have used.

This server.xml file is somewhat ordered by Vertical, so you can look for the area of the file which relates to your new site by looking for the <!-- \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*SECTION HEADER NAME\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*-->

As of this writing, Radio Sites are not set up to be responsive, so they still use an “m-dot” version for mobile. That means they require two <Host> entries created, while other site types require only one. For Radio, there should be a <Host> entry that starts with a value name=”&PORTAL\_SITE\_PREFIX;.sitedomain.com” followed by a <Host> entry that starts with a value name=”&PORTAL\_SITE\_PREFIX;-m.sitedomain.com”.

Copy the appropriate type <Host> entry or entries, paste, and update with your new site specific information.

NOTE: As of this writing there is not a recommended site of each type which is best to copy, but that may be noted later.

Save your changes to server.xml.

### Step 26: Notification of restarts

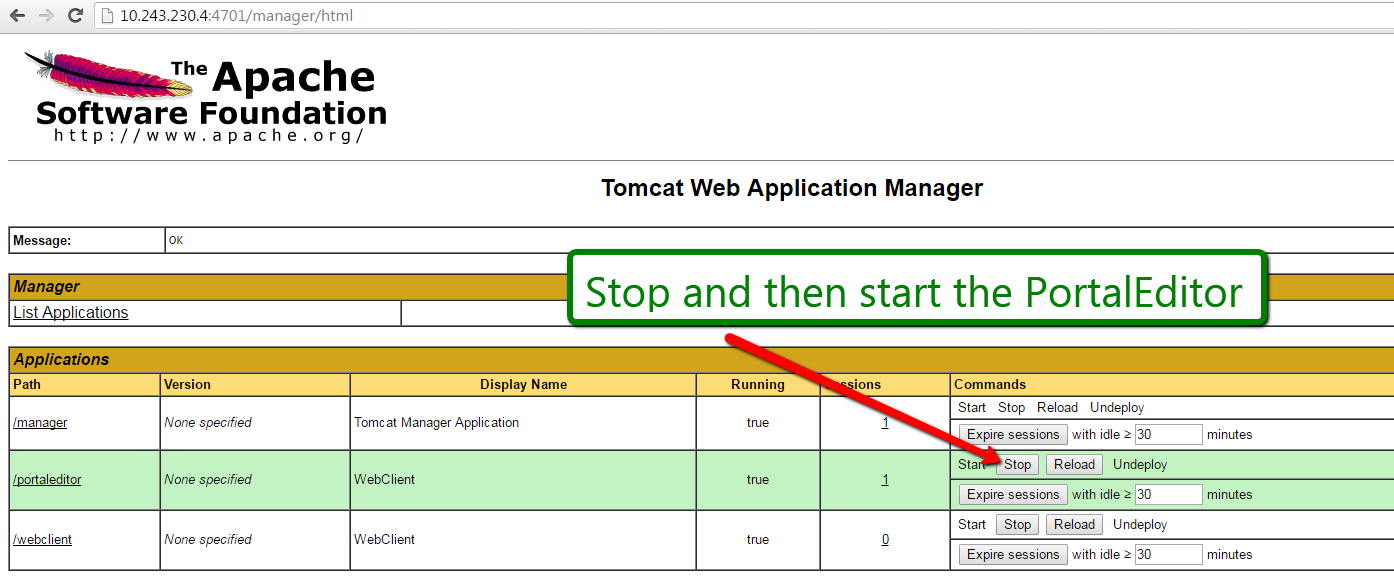
The next steps require an email notification to warn about the incoming restarts - Méthode Architectural teams (!CMGt-Méthode\_Architecture\_Team@coxinc.com, CMG Project Team <cmgprojectteam@eidosmedia.com>, CMG PS Team <cmgpsteam@eidosmedia.com>and [cmgpsteam@eidosmedia.com](mailto:cmgpsteam@eidosmedia.com)).

If during business hours, please try to stay to the arranged restart windows (currently 11 AM ET or 3 PM ET) unless urgent.

Notification messages should always include details on which server(s) will be restarted and for which environment(s), with at least 10 minutes warning.

### Step 27: Restart PortalEditor (or Tomcat-Web)

In order to see the new site changes after updating portalEditor.conf.xml, it is necessary to Stop and Start the PortalEditor. This can be done from the tomcat-web manager interface. <http://10.243.230.4:4701/manager.html> (admin/admin as credentials).



For the line “PortalEditor” first click on Stop. Once stopped, you will have the option to click on Start.

DO NOT use the Restart button.

NOTE: If there is any issue with this restart, such as it will not restart or your changes do not appear, you may need to restart the entire meth01 Tomcat Web instead. This should only be rarely, and perhaps after memory has built up.

You can do this either from the monit interface:

* <http://10.243.230.4:2812/>
* username: admin
* password: emcmg
* Ctrl-F to search for: meth01-worker-tomcat\_web
* Stop service, wait for it to stop, then Start Service. DO NOT use the Restart service button.

Or from command line in ssh to the editorial environment (meth01/meth01 and using the commands:

* start\_stop\_tomcat\_web.bash stop (wait for the tomcat to stop)
* start\_stop\_tomcat\_web.bash start

Please be aware that taking down the tomcat web will affect all the services running on it, so the lighter option to restart only PortalEditor through the Web Application Manager is preferred.

NOTE: If you encounter errors on these restarts, you can find logfiles here:

* /Méthode/meth01/logfiles/tomcat-web/catalina.out

### Step 28: Restart Tomcat Portal

In order to see the changes made to the server.xml from Step 25, it is necessary to restart the Tomcat Portal. This will restart the entire dev preview instance, and all sites will be impacted. As the number of websites running on the same tomcat instance increase, it will take longer and longer for this service to be fully back up after a restart. Estimate 15 minutes for completion for this restart.

You can do this either from the monit interface:

* <http://10.243.230.4:2812/>
* username: admin
* password: emcmg
* Ctrl-F to search for: meth01-worker-tomcat\_portal
* Stop service, wait for it to stop, then Start Service. DO NOT use the Restart service button.

Or from command line in ssh to the editorial environment (meth01/meth01 and using the commands:

* start\_stop\_tomcat\_portal.bash stop (wait for the tomcat to stop)
* start\_stop\_tomcat\_portal.bash start

You can watch the logs for the restart by viewing the file here:

* /Méthode/meth01/tomcat-portal/logs/catalina.out

IMPORTANT NOTE:  
At this point, if the NGINX configuration for the new website is already in place, it should be visible at: <http://preview-dev.newSite.com> (or for radio also at <http://preview-dev-m.newSite.com>)

If the site is not visible – blank white page – or other error which is not an NGINX error explained below, then troubleshooting by reviewing the catalina.out log for the restart should begin before proceeding past Step 29.

### Step 29: DNS and NGINX (if applicable)

This step is listed in this location because these requests have typically been done prior to the beginning of Site Replication process. If, however, during this Site Replication process we see the NGINX logo instead of the site at this point, it indicates this step has not been completed.

A request must be made to the CMG Infrastructure Team to add a new host (ie. Dev.newsiteurl.com) to the DNS to point to the common reverse proxy (10.243.230.68) WHO MAKES THIS REQUEST and how?

In the case of a new site, then a new configuration is required on the EidosMedia side also. CMG must inform the EidosMedia System Operations Department ([sysops@eidosmedia.com](mailto:sysops@eidosmedia.com)) of the new URLs being set up, and we will map them on the reverse proxies, and update the shared excel doc accordingly. (Link? Where is this?)

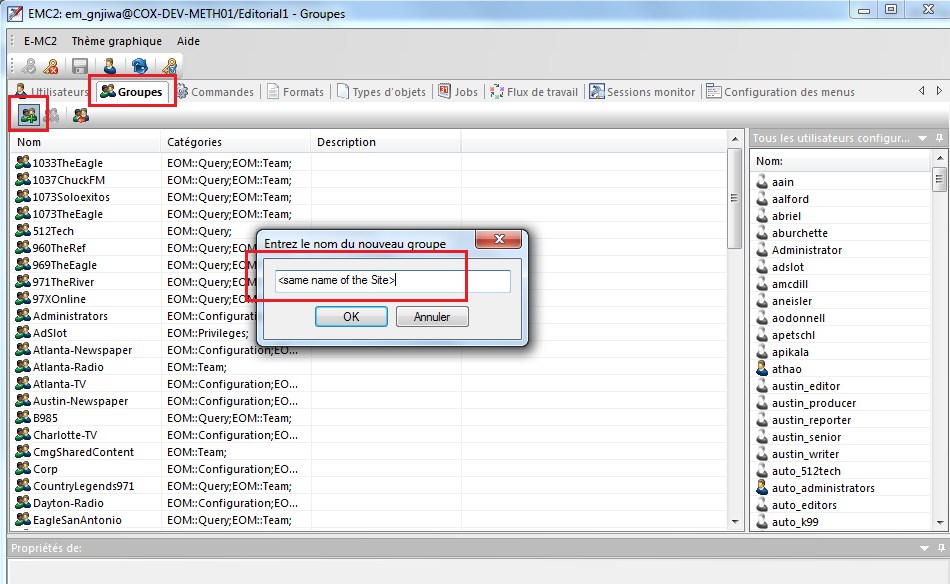
From that moment, CMG Infrastructure can map their DNS to the endpoint they want to use.

## PART SIX: EMC Configuration and Permissions (APP SUPPORT WILL DO)

This does need to be done before handoff, but not all users can access EMC. Application Support will be doing Part Six, so other users moving through this process can skip to Part Seven.

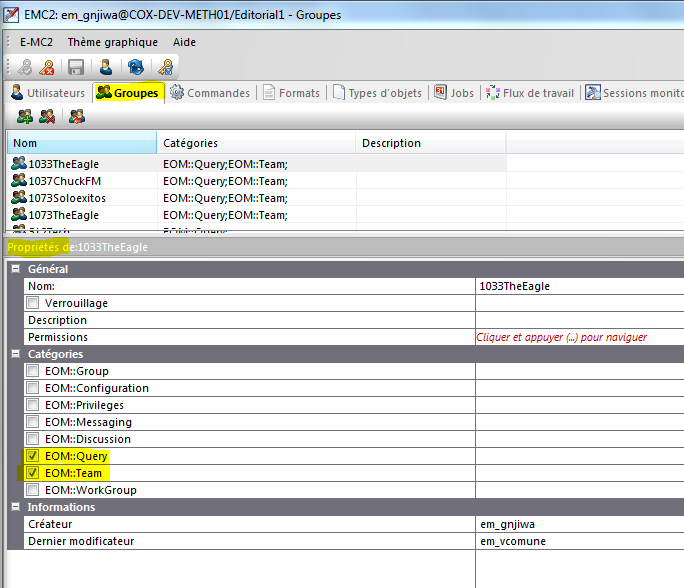
### Step 30: Create the Team

Connect to EMC (EidosMedia Administration Tool). [Link to steps on how to configure EMC)

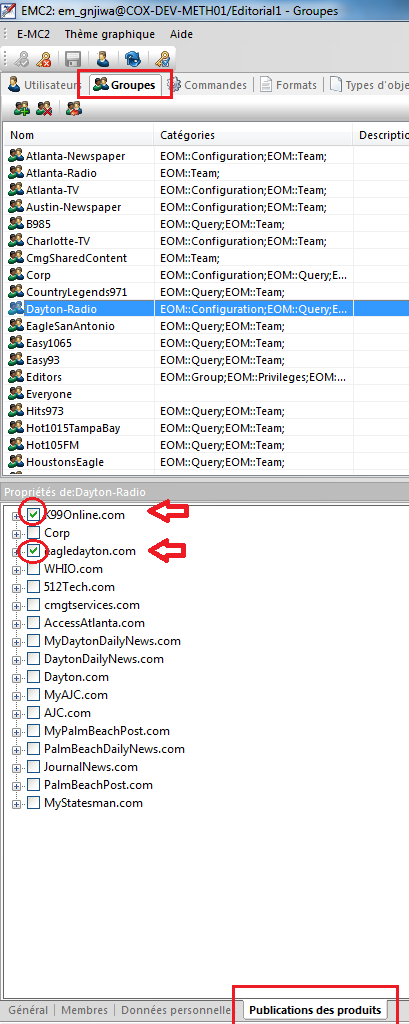


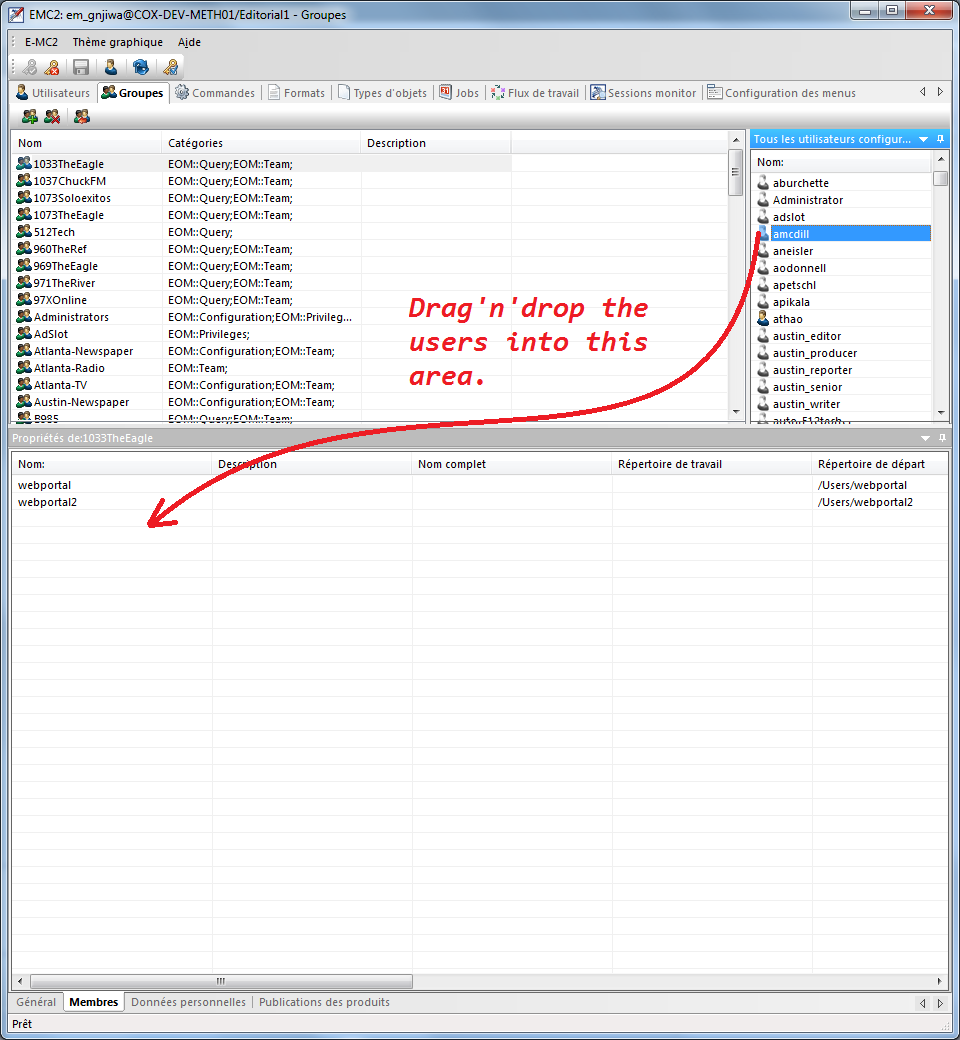
Go to the tab “Group”

Create a new team with the same name of the Site (see screenshot right).



Add to this the two following categories: “EOM: Team” and “EOM: Query (see screenshot right).

If it is needed, you can also associate a team to some channel (see screenshot below). 

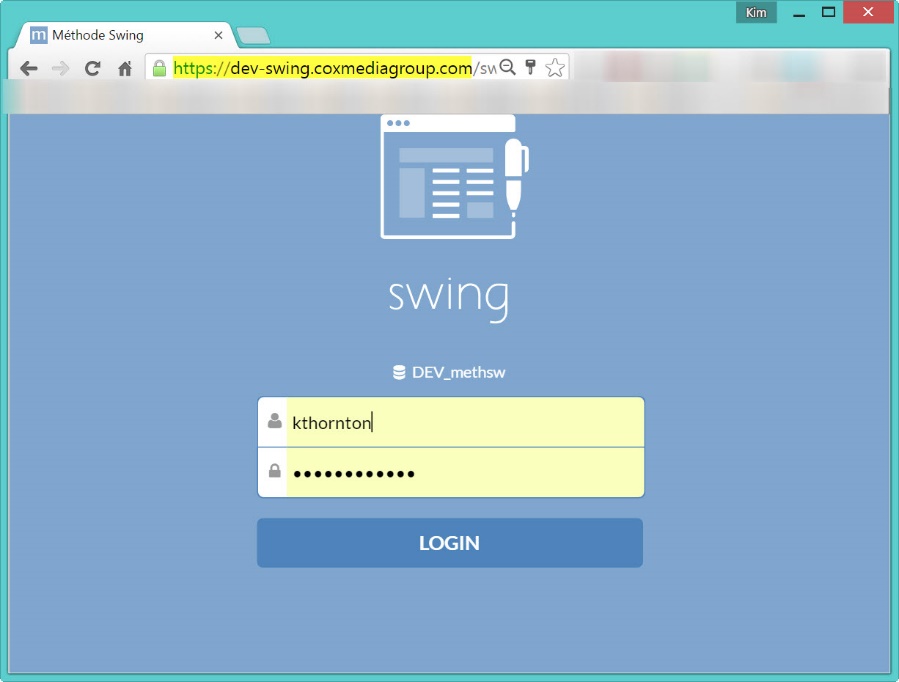
Finally, add some end-users to this team (see screenshot right).

Be sure to add your own user to the team, so you can login to swing to do the next step.

### Step 31: Verify New Site channel shows up in Swing

Connect to the Web Interface for Swing for the DEV environment: <https://dev-swing.coxmediagroup.com>

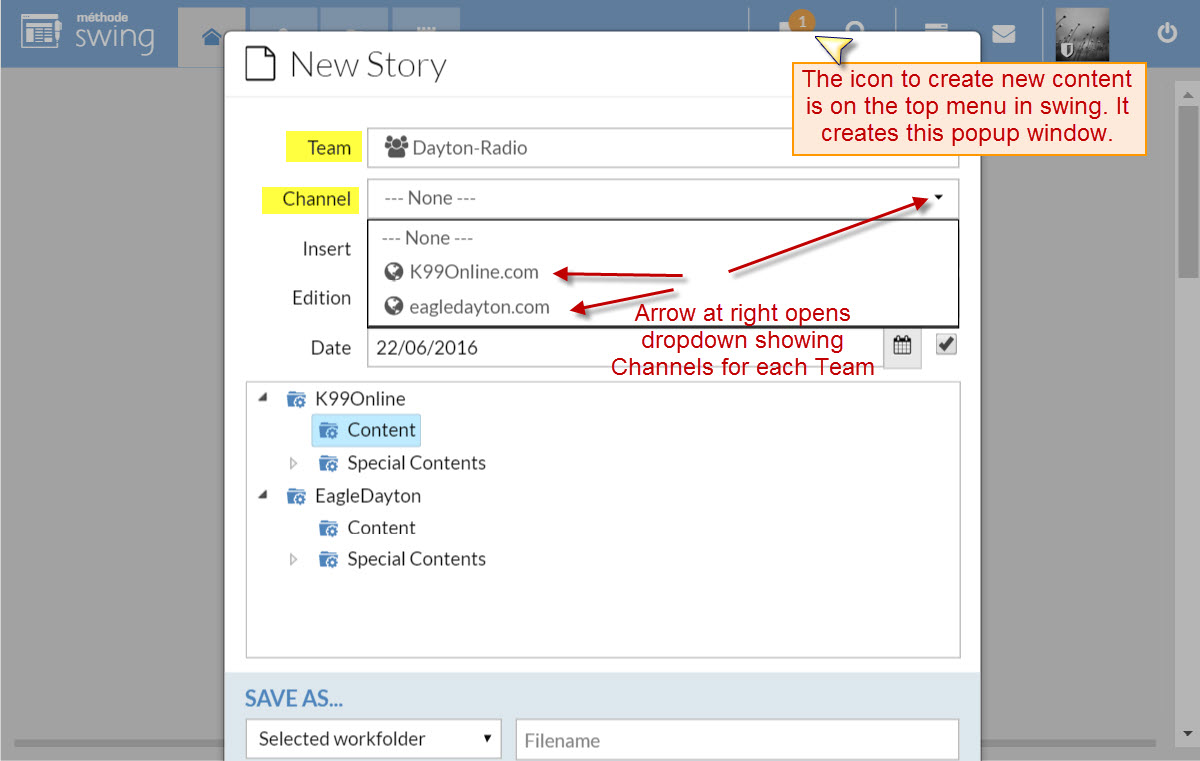
Login using your Active Directory credentials.



In Swing, the icon to create new content is found along the top menu at the right. If you click it, then select “New Story” you will see a popup window as illustrated below.

NOTE: If you get an error and do not see the popup window in Swing – check your browser settings to confirm popups are allowed.

You should be able to see the new or existing Team where your site was added. When you select that Team, you should be able to use the Channel dropdown to see all the available Channels for that Team. Your new site name should be there. Confirm spelling and capitalization is correct for all entries.



NOTE: In this screenshot above, you can see that Channel name: eagledayton.com is showing as all lowercase. That is an error in the Channel.cfg file created in Step 13. Channel names should appear in mixed case such as K99Online.com.

## PART SEVEN: Publishing Preview/Editorial to Live/CMS

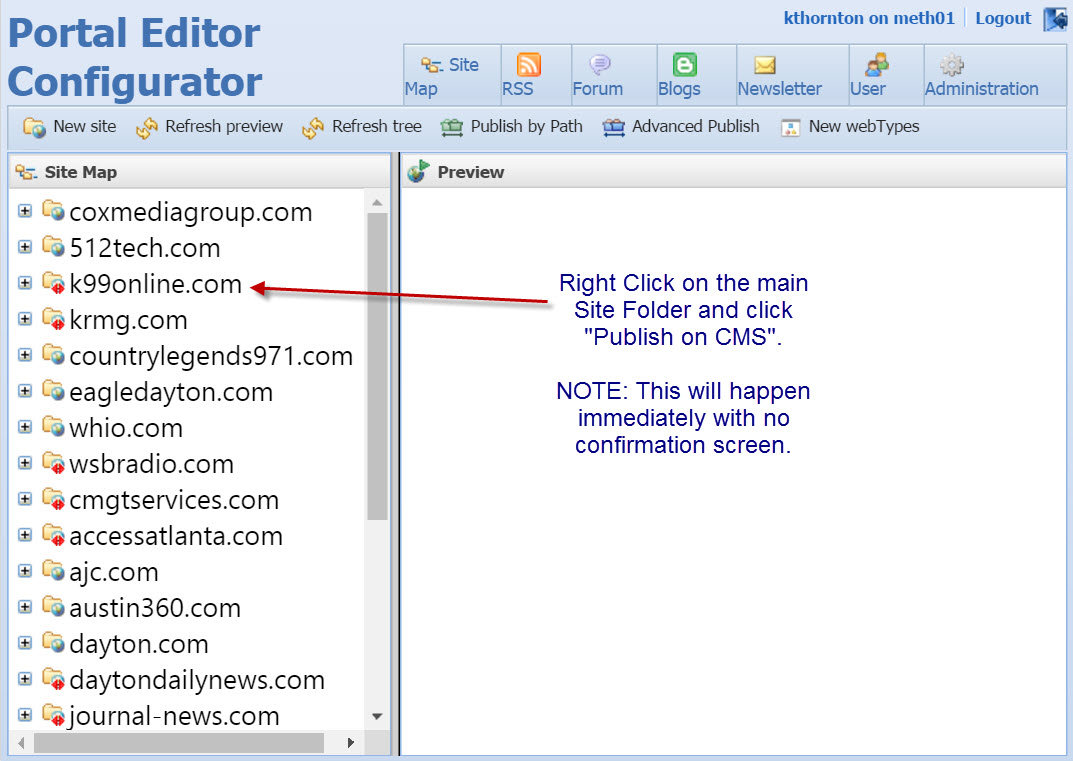
NOTE: Prior to publishing to CMS, you may wish to revisit Step 18 if environment.properties was not completed for your new site. Ideally for handoff, preview-dev and dev sites will look the same after part seven, so late changes to the preview-dev look will have to be published again to the CMS for things to match.

### Step 32: Publish the Site using the Portal Editor Configurator

Connect to the Web Client for the Méthode Portal Editor Configurator for the DEV environment. You can confirm you’re at the right URL by the IP address: <http://10.243.230.4:4701/portaleditor/WebClientCtx/auth.loginpage.do>

Login using your Active Directory credentials.

You should find the new site you have added above in Step 24 appearing in the left pane. If you do not, confirm you have the restart in Step 27 completed without errors by reviewing the catalina.out log file noted in that step.



You will right-click on the site folder for the new site and select PUBLISH ON CMS from the menu. This will publish the site immediately, without any confirmation screen. You should get a success message.

If you get any kind of error message, confirm you have entered all the entities in Steps 22-24 correctly. If you did not, and have to edit the portalEditor config file, you will need to restart the portal again before changes take effect here to publish. You will also have to log-out then log back into the Portal Editor Configurator to see your changes after a restart.

NOTE: A red icon on the site folder indicates there have been changes to the site which have not been published to the CMS. Once published, the icon should turn green.

### Step 33: Publish Additional Site Content using Eclipse

Portal Editor Configurator is a tool used most often for Producers to publish site changes, such as navigation changes or new pages, from the Preview to the Live environment. As such, it does not actually publish the entire site, including some configuration items. These must be published directly through Eclipse to fully realize the site in the live environment.

For this step, within Eclipse: Méthode: Connection Registry, open the EOMDB connections for both the Dev-Editorial environment and for the Dev-CMS environment which were configured in Step 6 above. As you publish items from the Preview/Editorial environment to the Live/CMS environment, you should see the folders or content looking similar between the two in specific areas.

NOTE: You must PUBLISH the items from Preview to Live and not just copy and paste. Publishing preserves meta information that is lost through a copy/paste.

In EOMDB connection for Dev – Editorial, navigate to:

* FileSystemRoot/PortalSites/ and open the Site folder for your new site.

#### Robots.txt

1. Confirm there is a file called robots.txt in that location. (If there is not, you can copy and paste this file from the template site.)
2. Right-click on the robots.txt file and from the fly-out menu, select: Actions> publish\_to\_web
3. Confirm this file now exists in the same location on the EOMDB connection for Dev - CMS

#### Config folder

1. In your site folder on Dev – Editorial, there should also be a folder called config.
2. Right-click on the config folder and from the fly-out menu, select: Actions> publish\_to\_web
3. Confirm this folder now exists for the site on EOMDB connection for Dev – CMS.

#### Boilerplate/Migrated content

* Also Go to CMGt –> Market -> Vertical -> Site -> Production -> Web -> STATIC and publish.   
  \*NOTE\* If Static folder is empty, then you still need to copy the boilerplate items (previous step)

NOTE: The published file locations on LIVE/CMS is different than PREVIEW/Editorial. Instead of CMGT-> Sites on Preview, you should look in PUB -> Web -> Sites on the live environment.

### Step 34: Sync Vertical and Common Files in Dev using Eclipse

As of this writing, CMG Developers work primarily in the Preview/Editorial site for the Dev Environment, and do not often if ever publish their changes to the Live/CMS site. Therefore, if a new site has not been set up for this vertical in a while, some template and common files may not be updated on the Live site and need to be published as well for the site to appear correctly.

If you are setting up a batch of files or have recently set up a file for this vertical, you can probably skip this step.

NOTE: Publishing these will only synchronize what we see within this local Dev environment between the Editorial/Preview site and the CMS/Live site as opposed to changing anything on the SVN or other environments.

For a Radio Music site example, the following folders may not be the same on Editorial as on CMS site and need to be published.

* FileSystemRoot/PortalConfig/common
* FileSystemRoot/PortalConfig/radio-common
* FileSystemRoot/PortalConfig/radio-music-mobile
* FileSystemRoot/PortalConfig/radio-music-wired

Using the same method as above, you will navigate to each folder on the EOMDB connection to the Editorial Environment and right-click on the folder. From the fly-out menu, select: Actions>publish\_to\_web.

NOTE: We saw that changes which were published after the initial publishing of the site could take up to 30 mins to fully propagate. If you changed something and had to redo any of the publishing steps, hold troubleshooting efforts until you have allowed this time.

### Step 35: Configure <Host> entry for methpt server.xml

The final step for the new site to be visible at the live/CMS url is to configure a <Host> entry on the methpt server.

Note: This is similar to what we did in Step 25 for the methpt server, but the <Host> entries are not exactly the same. Thus, it is not safe to just copy from meth01 server.xml file to the methpt server.xml file.

We will need to connect to the Remote System for methpt. Step 1 illustrated how to set up a Remote System connection. Repeat that step if you do not have a saved connection, using the settings below:

* Host Name: 10.243.230.4
* Connection Name: CMG-DEV methpt
* (Default) User ID: methpt
* Password: methpt

The path to the file is:

* From Root: /methode/methpt/tomcat-portal/conf/server.xml
* Or from My Home: /tomcat-portal/conf/server.xml

NOTE: Méthode suggests we navigate using the “My Home” path, because it will be created based on the login we have used for that server. Navigating from Root will show files we may not have permission to edit, based on the login we have used.

This server.xml file is somewhat ordered by Vertical, so you can look for the area of the file which relates to your new site by looking for the <!-- \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*SECTION HEADER NAME\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*-->

As of this writing, Radio Sites are not set up to be responsive, so they still use an “m-dot” version for mobile. That means they require two <Host> entries created, while other site types require only one. For Radio, there should be a <Host> entry that starts with a value name=”&PORTAL\_SITE\_PREFIX;.sitedomain.com” followed by a <Host> entry that starts with a value name=”&PORTAL\_SITE\_PREFIX;-m.sitedomain.com”.

Copy the appropriate type <Host> entry or entries, paste, and update with your new site specific information.

NOTE: As mentioned in step 25, as of this writing there is not a recommended site of each type which is best to copy, but that may be noted later.

Save your changes to server.xml.

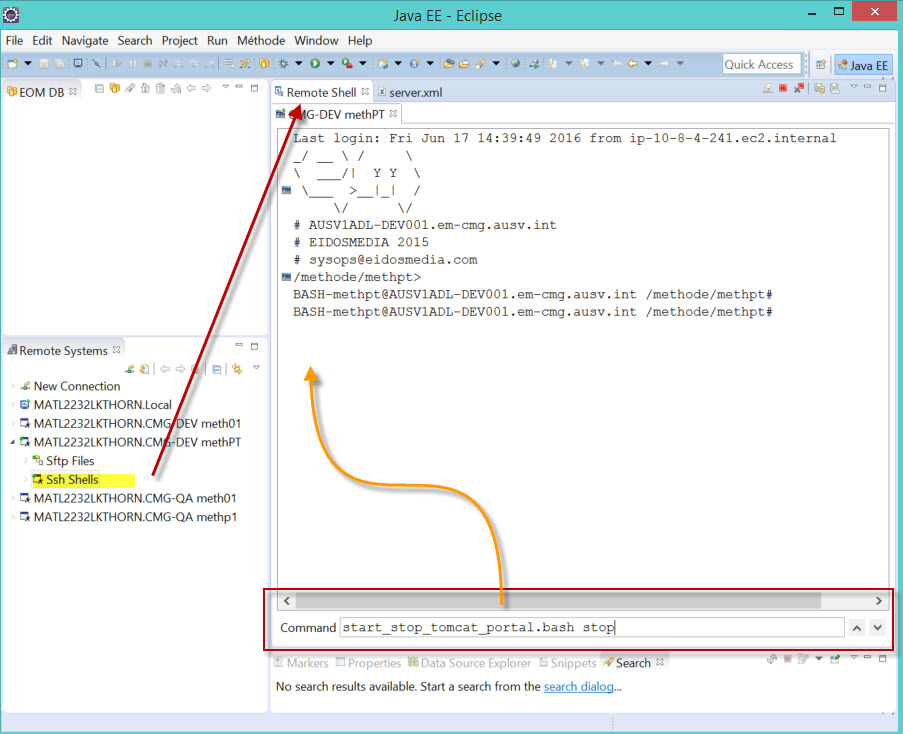
### Step 36: Restart methpt

The methpt-tomcat-portal restart does not work through the monit interface. This will need to be done via a terminal session to whichever environment you're trying to restart.

NOTE: You can use any SSH connection tool, such as Putty, by logging in to Host Name: 10.243.230.4 with the methpt/methpt credentials

You can use the SSH connection in Remote Systems in Eclipse to do this. At the bottom left, under Remote Systems tab, if you use the small arrow at left to show the items under your Remote System connection to CMG-DEV methpt, you should see SFTP Files and Ssh Shells. If you right-click on Ssh Shells, you can select “Launch Shell”.

That will cause a new tab to appear called “Remote Shell”. Confirm you see /Méthode/methpt> as your location in the window. You will enter your commands in the command line area at the bottom. When you enter your command, they will appear in the Remote Shell Window above. The screenshot below illustrates this.



When you are connected to the SSH shell, run these commands:

* start\_stop\_tomcat\_portal.bash stop (wait for the command to run and bring you back to the command prompt)
* start\_stop\_tomcat\_portal.bash start (wait for the command to run and bring you back to the command prompt)

As the number of live sites increases, it will take longer and longer for this restart to fully complete. You can view the log file after a restart by navigating on the Remote System to: /Méthode/methpt/tomcat-portal/logs/catalina.out

Allow 15 minutes for the restart to complete, then test whether the new site is viewable at <http://dev.newSite.com> (or for radio also <http://dev-m.newSite.com>)

### Step 37: Final Folder Permissions

At this time Eidos Media is responsible for a final step to configure all folder permissions. Upon completion of site(s), notify Veronica Commune to run final permissions script. This can be done as the last step, and can be done for bulk list of sites.

In the future this may transition to a JIRA ticket with EM, but not until all sites are rolled out.

### Step 38: Adding Bulk Users

Application support team will be responsible for creating users for each environment. A list of QA/Dev/Other internal CMGt users should be provided to that team via Service Now Ticket, which includes the users Name, Cox Email, and Active Directory login ID.

The process that team will follow for adding bulk users is not documented within this. LINK TO DOCUMENTATION WHEN COMPLETE.

## PART EIGHT: Additional Notes

* Theme/Skin steps? Done by whom? Where documented?
* How the site should look before handing off (screenshot)
* Who/How notified of Site Rep completion?