**Test to Stage**

1. Go to Stage Management Studio: <http://ms-stp-a01/StepWiseShop/ManagementStudio>
2. Select “Service Manager”
3. Stop the services. If any quotes are running, kill them.
4. On the destination server, kill any excel processes that are running.
5. Click “home” and back to “Migrator”
6. Select the package ID listed in the request.
7. Select “Migrate Changes”
8. It will prompt you about the database backup. This does not work, so do not select to have it done
9. The migrator will run. It will likely tell you it failed.
10. Confirm it didn’t fail by selecting “Migrator” from the first page of the management studio, using “Compare” on the left side select “StepwiseShopTest”, and clicking “Select Items to Package”, and those items that moved will not be there if it was actually successful
11. Restart the services from step 3. The excel services will restart automatically.
12. Check the Stage version of Shop (<https://azblueshopinternal.stage.secure.azblue.com/StepWiseShop/CommonUI>) and confirm it is running

**Stage to Production**

1. Go to Production Management Studio: <http://mp-stp-a03/StepWiseShop/ManagementStudio>
2. Select “Service Manager”
3. Stop the services. If any quotes are running, kill them.
4. On the Production server, kill any excel processes that are running.
5. Click “home” and back to “Migrator”
6. Select the package ID listed in the request.
7. Select “Migrate Changes”
8. It will prompt you about the database backup. This does not work, so do not select to have it done
9. The migrator will run. It will likely tell you it failed.
10. Confirm it didn’t fail by selecting “Migrator” from the first page of the management studio, using “Compare” on the left side select “ShopStage”, and clicking “Select Items to Package”, and those items that moved will not be there if it was actually successful
11. Restart the services from step 3. The excel services will restart automatically.
12. Check the Production version of Shop (<https://azblueshopinternal.secure.azblue.com/StepWiseShop/CommonUI>) and confirm it is running