



Publish This! Onboarding Guide



Marketing Service Center

Infrastructure MSC

Publish This: Onboarding Guide

[PT]

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<i>Author(s):</i>	Florencia Kern (v-fkern@microsoft.com)

Draft

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1. Document Organization and Objectives

The document is divided in ### sections:

- **Document Organization and Objectives:** this section.
- **Roles & Responsibilities:** roles, responsibilities, escalation path.
- **Pre-Requisites:** requirements.
- **Introduction:** overview of the technology.
- **Request Access:** steps required to request the necessary permissions to perform creation/updates of PT sites.
- **Create a new PT Site:** steps required to create a new PT site
- **Know Issues/Troubleshooting:** common issues, possible causes and solutions.
- **Appendix:** Detailed information (document change history, reference documentation, etc.).

a. Objectives:

The current document illustrates the steps required to create a PT basic site or components and all the necessary steps to request access to perform the tasks.

2. Roles & Responsibilities: (this section is dynamic and must be completed according to the project own resources, escalations paths and type of issues/bugs that can happen)

Approvers: Wade Wedlock is the person who grants the permissions for PT

Escalation Path (for issues during implementation):

PT user distribution group: You can contact the group to ask about doubts or to scale a problem.

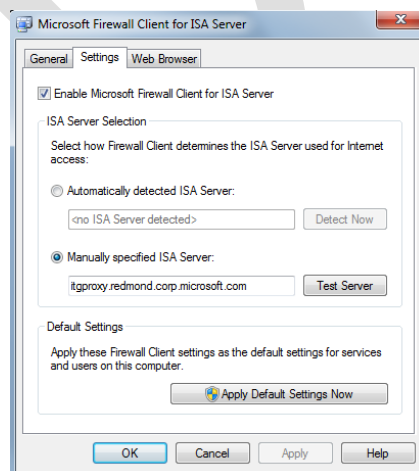
To request the unlock of items you should send a request through
<http://pubtools/ptunlock/default.aspx>

For permissions or scale issues unsolved by the contacts listed above you can contact Wade Wedlock

3. Pre-Requisites:

In order to perform the steps of the following chapters you will need to fulfill the following requirements:

- MS Alias
- Corpnet Connection (RAS or direct Access)
- MS Alias must be part of security group "pubthis" (see section Request Access).
- MS Alias must be part of the "ptuse" distribution list (see section Request Access).
- Request Access to production environments (see section Request Access).
- ISA Server proxy must be manually configured as follows:
itgproxy.redmond.corp.microsoft.com



4. Introduction

Publish This is the CMS use to manage content from updating an existing page to the creation of a new page for msdn and technet.

5. Request Access

a. Join to Security Group "Pubthis":

- i. **Description:** the addition of the user to the security group is needed in order to perform publish of components and advanced tasks over PT sites.
- ii. **Steps:**
 1. Go to the Forefront Identity Manager home page (<https://idweb/>).
 2. Go to "Join security group".
 3. Search for "PublishThis Users" (no spaces between words "Publish" and "this").
 4. Select and click "JOIN".
 5. Enter your name or Microsoft Id and send the request.

b. Join to Distribution list "Ptuser":

- i. **Description:** Users on this group are notified by email every time that a new release is launch or a maintenance task is being performed. Also you can ask for help to another users about doubts on how to do something in PT or notify about an issue.
- ii. **Steps:**
 1. Go to the Forefront Identity Manager home page (<https://idweb/>).
 2. Go to "Join distribution group".
 3. Search for "Publish This Users".
 4. Select and click "JOIN".
 5. Enter your name or Microsoft Id and send the request.

c. Request Access to the Sites:

- i. **Description:** in order to perform the tasks users should be added manually to the CSP SharePoint site of the web that will be updated for both environments separated (PPE and Stage).

- ii. **Steps:**

1. Complete the interactive training in the **Publish This! Training Guide**.
2. Go to the **Publish This ! Permission Request Form** and submit a request for the Permission Role, Environment, Site(s), Locale(s), and iRoot(s) as directed by your Approver.

Completarlo como en el siguiente ejemplo:

User Name: v-your_id

Domain: southamerica

Site: MSDN, TechNet

Role: Edit + Stage+ Publish Live

Environment: Production, Adoption and Sandbox

Locale (**for LATAM use the following**): es-ar, es-bo, es-cl, es-co, es-cr, es-do, es-ec, es-gt, es-hn, es-mx, es-ni, es-pa, es-pe, es-pr, es-py, es-sv, es-uy, es-ve

iRoot(s):

Approver Alias: esapoz

Publish This!

PERMISSION REQUEST FORM

NOTE: You must first join the security group [PubThis](#)

Domain of PT! User:

Alias of PT! User:

Approver's Alias:
(a member of one of these aliases - STO
ISM Team (Stoism); MSDN Site
Management (msdnsm); TechNet Site
Managers (Trngsm))

Permission Role:

- Read-Only
- Edit
- Edit + Publish Stage
- Edit + Stage+ Publish Live

Environments:

- Production, Adoption and Sandbox
- Sandbox Only

Site(s):

- MSDN
- TechNet
- Expression

<input type="checkbox"/> ALL	<input type="checkbox"/> en-sg	<input checked="" type="checkbox"/> es-sv	<input type="checkbox"/> nl-be
<input type="checkbox"/> ar-sa	<input type="checkbox"/> en-nz	<input checked="" type="checkbox"/> es-uy	<input type="checkbox"/> nl-nl
<input type="checkbox"/> bg-bg	<input type="checkbox"/> en-us	<input checked="" type="checkbox"/> es-ve	<input type="checkbox"/> nso-ZA

<input type="checkbox"/> bs-cyrl-BA	<input type="checkbox"/> en-za	<input type="checkbox"/> fi-fi	<input type="checkbox"/> pl-pl
<input type="checkbox"/> bs-latn-BA	<input checked="" type="checkbox"/> es-ar	<input type="checkbox"/> fil-PH	<input type="checkbox"/> pt-br
<input type="checkbox"/> cs-cz	<input checked="" type="checkbox"/> es-bo	<input type="checkbox"/> fr-be	<input type="checkbox"/> pt-pt
<input type="checkbox"/> da-dk	<input checked="" type="checkbox"/> es-cl	<input type="checkbox"/> fr-ca	<input type="checkbox"/> qut-GT
<input type="checkbox"/> de-at	<input checked="" type="checkbox"/> es-co	<input type="checkbox"/> fr-ch	<input type="checkbox"/> quz-PE
<input type="checkbox"/> de-ch	<input checked="" type="checkbox"/> es-cr	<input type="checkbox"/> fr-fr	<input type="checkbox"/> ro-ro
<input type="checkbox"/> de-de	<input checked="" type="checkbox"/> es-do	<input type="checkbox"/> ha-latn-NG	<input type="checkbox"/> ru-ru
Locale(s): <input type="checkbox"/> de-dk	<input checked="" type="checkbox"/> es-ec	<input type="checkbox"/> he-il	<input type="checkbox"/> sk-sk
<input type="checkbox"/> el-gr	<input type="checkbox"/> es-es	<input type="checkbox"/> hi-in	<input type="checkbox"/> sr-cyrl-CS
<input type="checkbox"/> el-nz	<input checked="" type="checkbox"/> es-gt	<input type="checkbox"/> id-id	<input type="checkbox"/> sr-latn-CS
<input type="checkbox"/> en-au	<input checked="" type="checkbox"/> es-hn	<input type="checkbox"/> it-it	<input type="checkbox"/> sv-se
<input type="checkbox"/> en-ca	<input checked="" type="checkbox"/> es-mx	<input type="checkbox"/> iu-latn-CA	<input type="checkbox"/> th-th
<input type="checkbox"/> en-gb	<input checked="" type="checkbox"/> es-ni	<input type="checkbox"/> ja-jp	<input type="checkbox"/> tr-tr
<input type="checkbox"/> en-au	<input checked="" type="checkbox"/> es-pa	<input type="checkbox"/> kk-kz	<input type="checkbox"/> uk-ua
<input type="checkbox"/> en-ie	<input checked="" type="checkbox"/> es-pe	<input type="checkbox"/> ko-kr	<input type="checkbox"/> vi-vn
<input type="checkbox"/> en-in	<input checked="" type="checkbox"/> es-pr	<input type="checkbox"/> kok-in	<input type="checkbox"/> zh-cn
<input type="checkbox"/> en-my	<input checked="" type="checkbox"/> es-py	<input type="checkbox"/> nb-no	<input type="checkbox"/> zh-tw

iRoot(s):

Note: Submitting your request causes the request form Web application to send a Publish This! Permission Request email to your Approver, with you and the PTADAM Security Group included in the CC line. Your Approver will review the request parameters outlined in the email, and will then reply-all to this email. At this point, you will initially be granted access to the MSDN Sandbox environment ONLY.

Important: Save your Approver's reply email. You will need to forward this email with a request to review and approve your work after you have completed your MSDN Sandbox test assignment.

3. Install Publish This! using the instructions below (Windows 7 users):

- a. **VERY IMPORTANT!** Your PC must be logged on Microsoft domain and connected to the MS VPN with the same RAS user.
 - b. Save **the PublishThis! Configuration** zip file on your computer and extract the zipped files.
 - c. Right-click setup.exe and then click **Run as administrator**.
 - d. On your computer desktop, Right-click the shortcut labeled "Launch PublishThis!" and click Properties. Change the target to "http://tk2msftwbh01/PublishThis/publishthis.application". Save and then double-click the shortcut. This connects to a service that verifies your configuration and then launches the latest version of the Publish This! application.
4. Complete the test assignment described at **PT Test assignment** as proof of completed training.
Note: You can use this url <http://technet.microsoft.com/es-ar/bb407292> instead of /en-us/ if you are working with Argentina as Locale.
5. Forward the **Publish This! Permission Request** email (that you previously received from your Approver) to the **PTADAM Security Group**. Include the following message in your email:
Please review my completed test assignment at <http://tk3ftstowb19.redmond.corp.microsoft.com:90/en-us/ee524095.aspx>.
Upon approval, please grant me the permissions as indicated and approved earlier in this thread.
6. If your test assignment is:
- a. Incomplete, you will be asked to revise it and then repeat the previous step (request for review email).
 - b. Complete, you will be granted your requested permissions, and will receive a confirmation email.

6. Creating or updating a PT Site

Related link: [_Publish This! Training Guide.](#)

You will find in the link above a written training guide with demos also describing the exact steps to create a new page.

In case the request is an update in an existing site or site component you should identify the Item ID and locale and open it in PT going to file -> Open specific item.

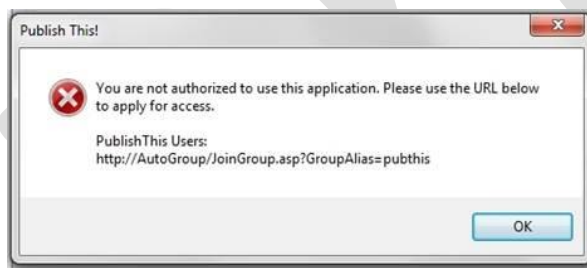
You will find the item ID of each site at the end of the URL (example: <http://msdn.microsoft.com/gg154196>) or you can look for it in the source code of the page.

To identify the Item ID of an specific component you can look for it into the site structure once you open the site Item or in the source code.

7. Know Issues/Troubleshooting

Description of most common issues related to site development (basic).

- Items locked by another user: To request unlock complete the form in this URL <http://pubtools/ptunlock/default.aspx>
- Can't connect to the server: scale it through the ptuser distribution group to check if someone else is getting the same error message. Someone will scale it to Redmond to fix it.
-



Send these types of issues to the ptadam alias

- Limitations (as far as we know):
 - The CMS don't take Js and jquery code
 - Styles should be set inline in the xml code, it's not possible to link an item to a style sheet. Also in the CMS exist a tab with a list of CSS preset you can use.

Appendix:

a. Document Change History

Version No.	Name (Alias)	Role	Contact	Description of Change	Date
1.0	v-fkern	SM	v-fkern@microsoft.com	Creation of Document	7/22/2011

b. Review and Sign-off

Version No.	Name (Alias)	Role	Contact	Reviewed Date

a. Glossary/Definitions

Below is a list of common terms and their definitions that are used throughout this document:

Term	Definition

b. Related Documents/References

Document	Description	Document Location