



PubWiz Onboarding Guide



Marketing Service Center

Infrastructure MSC

MTTA: Website Production

[MTTA]

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1. Document Organization and Objectives

The document is divided in 7 sections:

- **Document Organization and Objectives:** this section.
- **Roles & Responsibilities:** Roles in the factory
- **Introduction:** overview of tool and objective.
- **Pre-Requisites:** requirements.
- **Request Access:** steps required to achieve the permissions to perform the upload tasks with PubWiz.
- **Upload Files:** steps to upload and publish files with PubWiz.
- **Appendix:** Detailed information (document change history, reference documentation, etc.).

a. Objectives:

The current document illustrates the steps required to publish files into the MSCOM servers to be used on MS internet sites.

1) Roles & Responsibilities:

i) (this section is dynamic and must be completed according the project own resources, escalations paths and type of issues/bugs that can happen)

Contact	Name	Email	Phone	Cell Phone	Responsibilities
MSC Manager	Ezequiel Sapoznik	Ezequiel.sapoznik@microsoft.com			
Factory Lead	Carlos Campos	v-carlc@microsoft.com			
Tool Owner (MS)	MSCOMHlp	MSCOMHlp			

a) Approvers

- **Primary:** Gustavo Mendoza (v-gumend@microsoft.com)
- **Secondary:** XXXX

b) Escalation Path (for issues during implementation):

Issue Level	Description
Low	Describe possible Issues/Bug (i.e.: the task has been delayed due to a holiday)
Medium	Describe possible Issues/Bug
Blocker	Describe possible Issues/Bug

<i>Low Issue</i>		
<i>Time Line(After executioner informs)</i>	<i>Level</i>	<i>Contact To</i>
2 hour	6	Infrastructure Crew (Email) with copy: Infrastructure Lead
3 hour	5	Infrastructure Crew (Phone or Communicator)
4 hours	4	Infraestructura Lead (Email)
6 hours	3	Infrastructure Lead (Phone or Communicator)
>6 hours	2	Project Lead (Email) with copy: Infrastructure Lead
>8 hours	1	MSC Manager (Email) with copy: Infrastructure and Project Leads

<i>Medium Issue</i>

<i>Time Line(After executioner informs)</i>	<i>Level</i>	<i>Contact To</i>
<i>30 minutes</i>	6	Infrastructure Crew (Email) with copy: Infrastructure Lead
<i>45 minutes</i>	5	Infrastructure Crew (Phone or Communicator)
<i>1,5 hours</i>	4	Infraestructura Lead (Email)
<i>2 hours</i>	3	Infrastructure Lead (Phone or Communicator)
<i>3 hours</i>	2	Project Lead (Email) with copy: Infrastructure Lead
<i>5 hours</i>	1	MSC Manager (Email) with copy: Infrastructure and Project Leads

Blocker Issue

<i>Time Line(After executioner informs)</i>	<i>Level</i>	<i>Contact To</i>
<i>10 minutes</i>	6	Infrastructure Crew (Email) with copy: Infrastructure Lead
<i>20 minutes</i>	5	Infrastructure Crew (Phone or Communicator)
<i>30 minutes</i>	4	Infraestructura Lead (Email)
<i>35 minutes</i>	3	Infrastructure Lead (Phone or Communicator)
<i>60 minutes</i>	2	Project Lead (Email) with copy: Infrastructure Lead
<i>120 minutes</i>	1	MSC Manager (Email) with copy: Infrastructure and Project Leads

Note: all the issues that aren't present in the document will be assigned as "Medium" Issue Level.

2. Introduction

a) Overview

Pubwiz X replaces older publishing systems with a unified and more robust solution build on Microsoft technologies now available in the underlying operating systems.

b) What does this mean for me?

Pubwiz X provides:

- **Availability:** problems with one job will not affect completion of a second one, nor will route A interfere with route B
- **Robustness:** server and network failures will not impede publishing jobs from moving to the live site
- **Performance:** New OS technologies reduce the amount of data that must travel over the wire and simplify the underlying operations architecture.
- **Synchronization:** Ensuring that bits on all endpoints match the contents of the "golden" staging version
- **Scaleability:** The new version is designed to allow MSCOM Operations to dynamically add additional servers to deal with spikes in traffic, like that experienced during major product launches.
- **Simplicity:** Pubwiz X provides a client application that simplifies the process of defining a publishing job and either scheduling it for later publishing or immediately submitting it for processing.

c) Technology

Pubwiz X is built using .NET 2.0/3.0 and takes advantage of recent advances in the Windows Server operating systems. A major improvement is the use of Dynamic File System Replication (DFSR) to provide distribution of content changes the live sites at *.microsoft.com. DFSR provides reliable copying of content between servers, dynamic compression to reduce the amount of physical bits that must be copied and the robust health monitoring needed to ensure that this service is running. Pubwiz X also uses proven Microsoft Message Queuing (MSMQ) technology to allow the distributed components to communicate in a reliable and secure manner.

d) Architecture

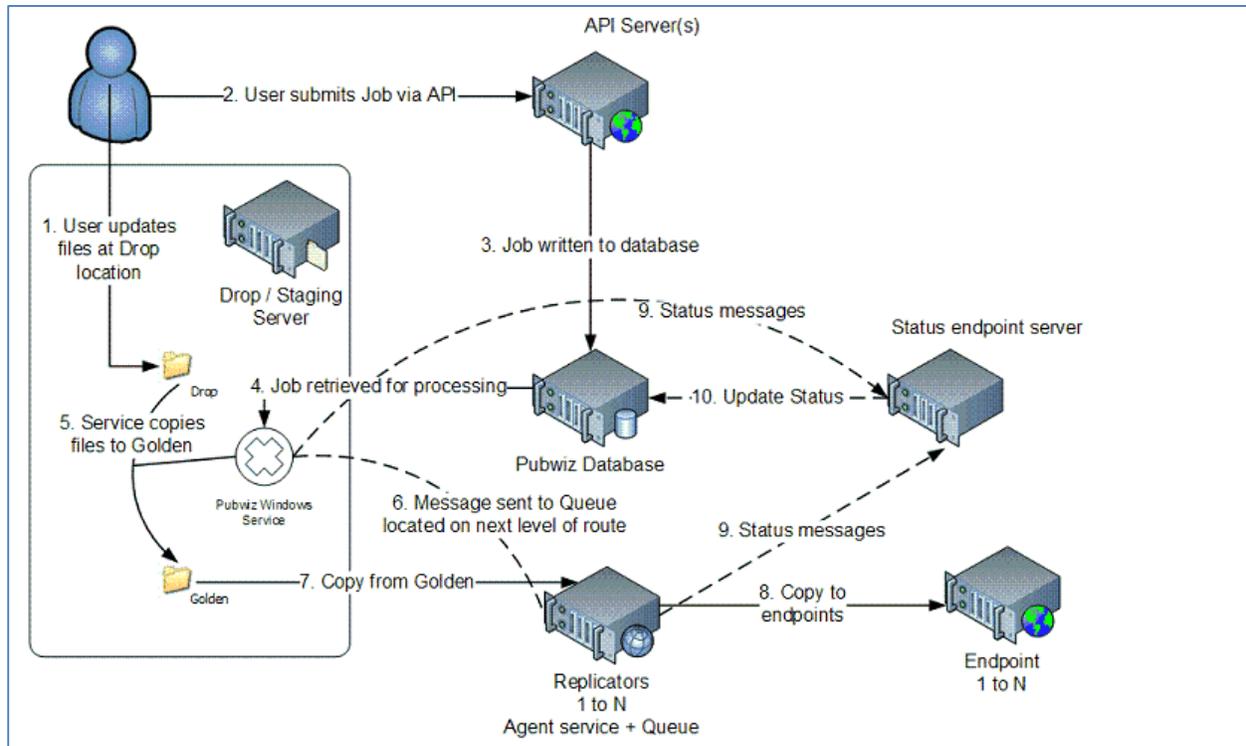
Pubwiz X has been redesigned from top to bottom. The overriding design theme of Pubwiz X is to copy bits to the live servers, everything else is secondary. The technologies described above are one part of this new architecture, the other is the aesthetic of all non-copying functions (like status, control, security) are logically and physically separated from the main copy path. In addition, the Pubwiz X team has designed a system that allows MSCOM Operators to add new servers or worker processes to the running system without rebooting or stopping ongoing processing.

Pubwiz X is explicitly designed to be First-In-First-Out (FIFO), this ensures that publishing jobs are started in the order received. A design feature lets operators accomplish emergency publishing where MSCOM is required to prop content out-of-order without interrupting the normal execution of the queue.

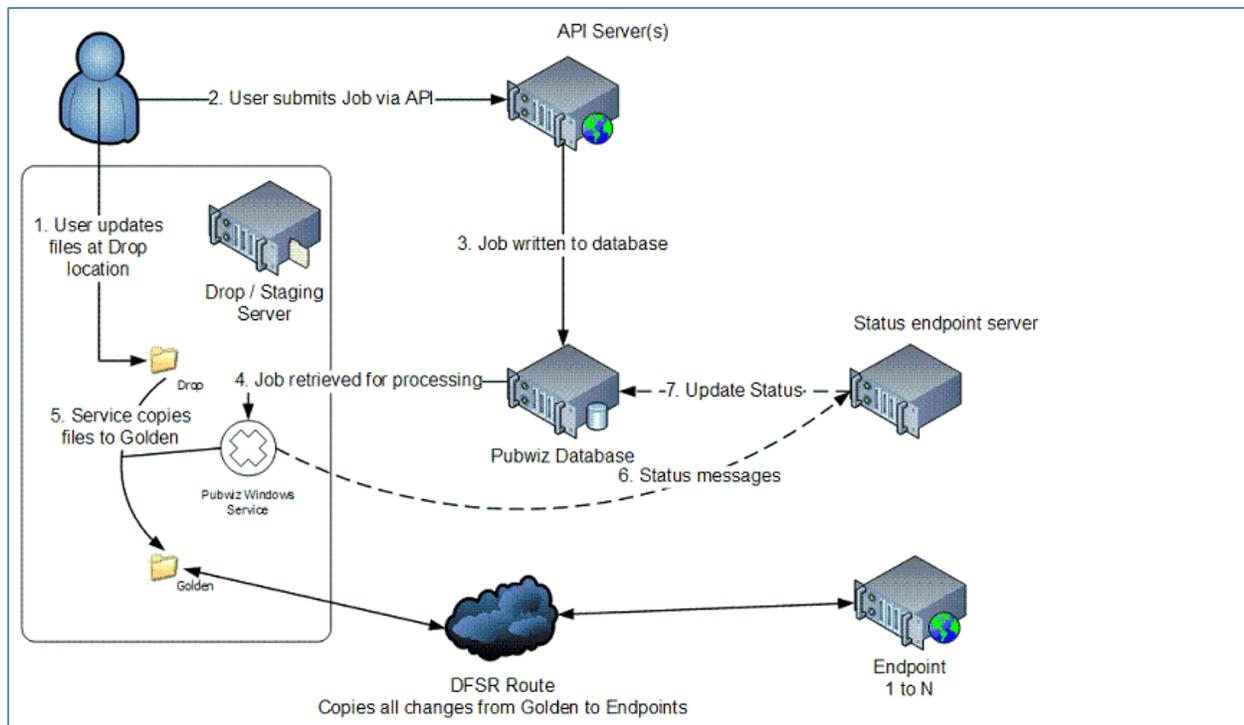
Another feature ensures that each publish route (www.microsoft.com vs. msdn.microsoft.com) is fully independent from each other. The worker processes that handle each job are specific to that job's route and do not attempt to process jobs targeting different destinations.

e) Routes

The addition of DFSR changes allows MSCOM to dramatically simplify route structure and reduce the number of servers a file must pass through to arrive at the live servers.
Standard Pubwiz Route



The standard Pubwiz routes (above) will continue to be supported in Pubwiz X. They will take advantage of MSMQ for communications and a rewritten copying mechanism that more efficiently completes a job.
 DFSR Pubwiz Route



Adding DFSR to the mix reduces the need for Pubwiz to manage multiple server copy jobs and reduces the amount of status messages necessary to complete a job. DFSR also automatically makes use of a dynamic compression feature to reduce the number of bits it must actually copy. Because DFSR is part of the operating system, it can safely copy only those physical disk blocks that actually changes rather than the entire file.

3. Pre-Requisites:

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

- MS Alias
- Connected into the MS cornet (Ras or Direct Access).
- User should be member of the MS Security group security group "ESXL_MMS_Server_RW" (described on Request Access section).

- .NET Framework 2.0 or above installed.
- PubWiz Installed
(<http://mscomapps/clickonce/pubwizxclient/publish.htm>)
- Read the Multimedia Policies (see related documents).
- Read File Restriction Document (see related downloads)

a) Required Resources

To successfully publish files and/or folders, the logged in user must have **WRITE** permission to the source directory on the appropriate staging server.

b) Setting Up and Running the Pubwiz X Client

c) Setup

The Pubwiz X Client application is a Microsoft ClickOnce application. The initial setup is accessed from a web page located on the MSCOMApps cluster.

<http://mscomapps/clickonce/pubwizxclient/publish.htm>

To install the application, a user must:

- Have administrative rights to the client computer
- Have .NET 2.0 or later installed already

d) Running

You may launch the Pubwiz X client from your Start Menu link or from the page above. Each time the application launches, it will validate your currently installed version against the server version. If MSCOM has released an update version, it will be automatically downloaded and installed. The latest version will launch automatically after the installation completes.

4. Request Access

a) Add User into the Security Group:

- i. **Description:** the following steps describe the steps required to be added into the security group "ESXL_MMS_Server_RW".
- ii. **Steps:**
 1. Go to the FIM Site:
<https://idweb/identitymanagement/asp/groups/AllGroups.aspx>
 2. Insert the value "ESXL_MMS_Server_RW" into the "search for" field.
 3. Click on the search button.
 4. Once the group is displayed check the same and make click on the "JOIN" button (this will send the request to Claudia Monteiro who will add you into the group).

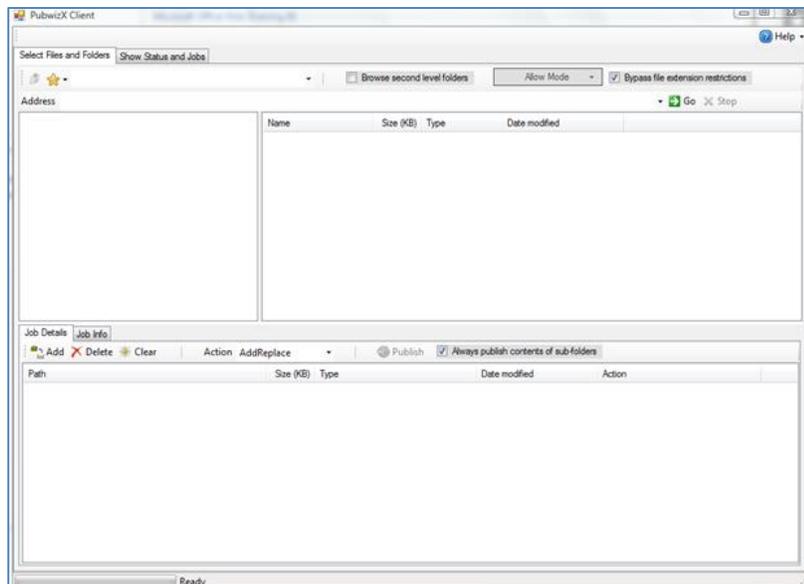
5. Upload Files

The process to publish files by Pubwiz is composed on two steps:

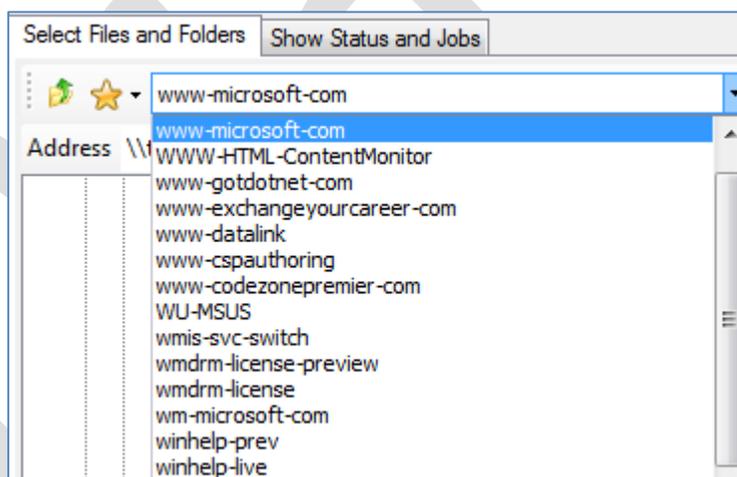
- Upload Files into the server dropshare (with windows file browser).
- Publish files in servers with Pubwiz (With pubwiz to be able to call those files by the applications).

1. Basic Publishing:

- i. **Description:** Steps described to perform the publish of a single folder and files inside it.
- ii. **Steps:**
 1. Launch the application from your Start Menu link.



2. Select the Pubwiz route you wish to use (i.e.: for CSP PPE use "cspauthoring-ppe" channel and folder "..\library\Shared_Code\Templates\Master\SiteFolder\" to upload a custom master page for a site).



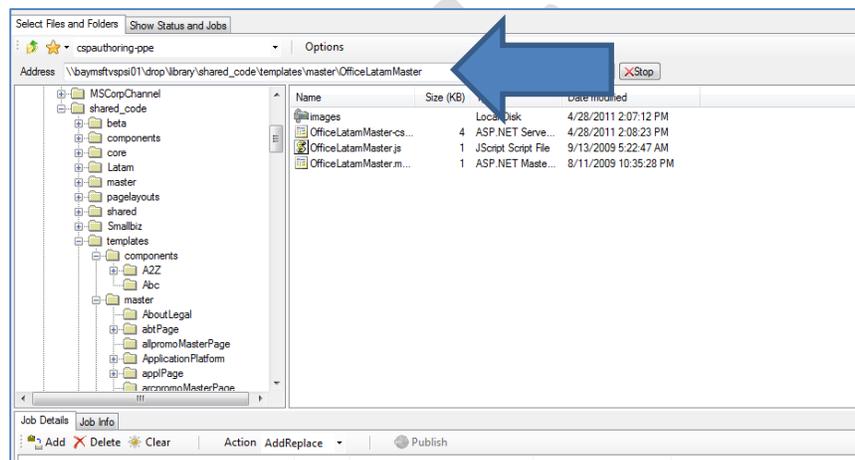
Notes:

- The Pubwiz X Client will only display routes that MSCOM has designated as appropriate for ad-hoc publishing. Not all routes will be visible because some routes are reserved for the use of particular tools and services (e.g. download routes are only accessible via the Download Management Tool). Although a large number of routes are displayed in the

list, visibility in the route list does not imply that any particular user has access to the drop share displayed OR has any permission to files and folders on a route.

- If the site page doesn't exist on the route create the same by windows file browser using the "Address" field displayed for that channel.

3. Go to the Windows File Browser and insert the URL of the link displayed on the "Address" field.



4. Copy the master page files.

Note: for a Master page you need to call the folder that contains the files with the same name as the master page due that from CSP the same will be recognized by the folder name.

5. Go back to pubwiz and select the uploaded files from the right panel.
6. Click on Publish.

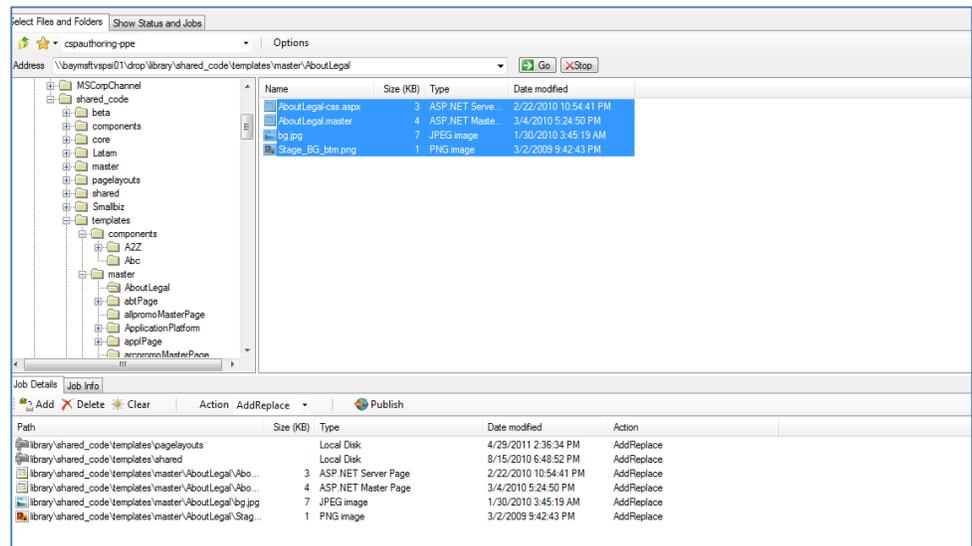
Name	Size (KB)	Type	Date modified
1ptrans.gif	1	GIF Image	6/25/1998 10:42:28 AM
default.aspx	1	ASP.NET Serve...	10/24/2006 5:26:16 PM
default.msp	1	MSPX File	10/8/2004 12:32:44 PM
default_dec14_2006...	1	ASP.NET Serve...	1/3/2006 3:09:26 PM
googlebe69d973eb8...	1	HTML Document	12/4/2007 1:28:31 PM
LiveSearchSiteAuth.xml	1	XML Document	12/4/2007 7:35:53 AM
testing.aspx	1	ASP.NET Serve...	12/12/2007 6:37:50 AM
web - Copy.c...	1	CONFIG FI...	12/26/2007 7:51:54 PM
web.config	1	CONFIG FI...	1/25/2008 9:31:28 AM

Publish Immediately

Delete Immediately

UnPublish Immediately

- i. **Description:** Steps described to publish of multiple folders and files inside it.
- ii. **Steps:**
 1. Navigate to the channel.
 2. Add the folders by selecting the same and making click on the "Add" button (this will add the items to the list below).



3. Click on the action that you want to perform.

2. Example – Upload Pictures to MSCOM to be used on Emails

The following steps show the necessary tasks to upload a Picture into MSCOM in order to call it from a HTML Email:

a) Upload Pictures:

- i. **Steps:**
 1. Go to the URL \\wwwstaging\drop\mscorp\worldwide\latam.
 2. Create a folder for your Pictures with the taxonomy "Envios" (if exist avoid the creation).
 3. Navigate inside "Envios" Folder.
 4. Create the folder with the following taxonomy "CountryCode_CampaignName (or site name)_Date (mmddyyyy)"

5. Navigate to the created folder and upload the pictures on it.
6. Open the tool PubWiz.
7. Select the channel "www-microsoft-com".
8. Open the folder "mscorp\worldwide\latam".
9. Select the folder created.
10. In the right panel select the files.
11. Right click and select "Publish INmediatly".

3. Restrictions

- Not all publishing routes are available within the Pubwiz X client. Some routes are specifically designated as API only routes and will not be visible within the Pubwiz X client interface.
If you do not see a route that you expect to be available within the Pubwiz X client, contact MSCOMHlp.
- All Pubwiz routes maintain a white list of allowed file types. MSCOM system engineers in collaboration with MSCOM Portal and Platform developers determine the supported file types for each web site maintained by MSCOM. Requests to add files must be made to **MSCOMHlp** with a subject of [Add File Type Request][Pubwiz]Route = <route name>. The MSCOM System Engineer responsible for the route will make a final determination on whether to allow the file type or not. All applicable MSCOM and Microsoft policies must be adhered to.

Appendix:

a. Document Change History

Version No.	Name (Alias)	Role	Contact	Description of Change	Date
1.0	v-ferafa	Analyst	v-ferafa@microsoft.com	Creation of Document.	05/02/2010

Version No.	Name (Alias)	Role	Contact	Description of Change	Date
1.1	v-jaberl	Analyst	v-jaberl@microsoft.com	Update of Document	07/25/2011

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	Document Location
Multimedia Policies	http://infoweb2007/MSCOM/before_start/technologies/Pages/wm.aspx#policy
Legacy content - How to Publish to the Windows Media Server	http://infoweb2007/MSCOM/before_start/technologies/Pages/wm.aspx#publish
Best Practices	http://infoweb2007/MSCOM/mscom_tools/authoring/pubwiz/Pages/BestPractices.aspx
FAQ	http://infoweb2007/MSCOM/mscom_tools/authoring/pubwiz/Pages/faq.aspx
File Restriction	http://infoweb2007/MSCOM/mscom_tools/authoring/pubwiz/Pages/FileRestrictions.aspx
Auto PubWiz Command	http://infoweb2007/MSCOM/mscom_tools/authoring/pubwiz/Pages/AutoPubwiz.aspx#datafile

Document	Document Location
Line Tool Documentation	
Adoption Guide	http://infoweb2007/MSCOM/mscom_tools/authoring/pubwiz/Documents/Pubwiz%20X%20Adoption%20Guide.docx

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