Spinning up a site — Task list report

Active Tasks

	Task	Start Date	Due Date	Responsible	Created By	Priority	Progress	Status
	Run site setup script https://github.com/cwru/um c-drupal/wiki/4.-Multisite-Resources			.	Ana D.		0%	(Not started)
	• Right after you run the create-multisite.sh to create a site, go into the folder for the site and go to the settings.php file and comment out the memcache settings near the bottom of the file and place comment -- UNCOMMENT WHEN DOING PRELAUNCH CHECKLIST within it			.	Ana D.		0%	(Not started)
	• Change debug to equal true in the services.yml file for the site too so that the twig settings work when inspecting.			.	Ana D.		0%	(Not started)
	• adjust code due to using the cwrubaseconfigkit installation profile see directions here https://github.com/cwru/um c-drupal/wiki/4.-Multisite-Resources #using-the-cwrubaseconfigkit-install ation-profile			.	Ana D.		0%	(Not started)
	• Push your new site to GitHub https://github.com/cwru/um c-drupal Disregard the cex and cim sync			.	Ana D.		0%	(Not started)
	• minus out in dev desktop then close out dev desktop and terminal and re-opened it then pull fresh (default and new multisite) and open terminal from dev desktop and run bash custom-aliases.sh			.	Ana D.		0%	(Not started)
	• complete step 10 within Installing the multisite https://github.com/cwru/umc-drupal/w iki/1.4.-Multisite-Resources after you go through the installation process and are at the screen of entering site information, please mimic the live sites name			.	Ana D.		0%	(Not started)
	Work Locally on Configuration Changes - All configuration changes should be done locally, follow these steps https://github.com/cwru/umc-drupal			.	Ana D.		0%	(Not started)
	Enable themes Enable "crew (default theme)" and set as default and enable "CWRU Admin" and once enabled make "CWRU Admin" the default admin theme			.	Ana D.		0%	(Not started)
	Complete site information			.	Ana D.		0%	(Not started)

Set up Work Bench if needed Work bench controls moderations states; all sites have draft, publish, unpublish states only unless for some special reason we allow a department to have something else			.	Ana D.		0%	(Not started)
Delete the article and basic page content types that are installed when drupal is first installed			.	Ana D.		0%	(Not started)
Install CWRU Modules			.	Ana D.		0%	(Not started)
• Install Entity Browsers			.	Ana D.		0%	(Not started)
• Install Media Bundles			.	Ana D.		0%	(Not started)
• Install Image Styles for CWRU			.	Ana D.		0%	(Not started)
• Install Text Editors Formats			.	Ana D.		0%	(Not started)
• Install Footer			.	Ana D.		0%	(Not started)
• Install Additional Default CWRU Modules (modules depend on site layout) Be sure to enable "Error Page" also while enabling default CWRU Modules you may be asked to enable additional items, please do so			.	Ana D.		0%	(Not started)
• Block layout			.	Ana D.		0%	(Not started)
• Enable user roles			.	Ana D.		0%	(Not started)
• Make sure user roles are in the correct order Administrator School Developer School Admin Department Admin Content Reviewer Content Editor Authenticated User Anonymous User			.	Ana D.		0%	(Not started)
• Cas settings			.	Ana D.		0%	(Not started)
• install Workbench Moderation States			.	Ana D.		0%	(Not started)
Update features Block Layout, Media Bundles, and Basic Page (please note on Basic Page you must have already completed updating the Workbench Moderation States feature)			.	Ana D.		0%	(Not started)

Add users Use the docs list and now with site spin ups these users automatically get created but you need to go into those accounts and add their CAS Username into their accounts ehm23, jxb722, trm86, and43 and hgg14 https://docs.google.com/sp readsheets/d/1CpHlB6IRuOGv2Cvn5Q2eN6 98VHVx44Tt_xf_L1xR2fk/edit#gid=0			.	Ana D.		0%	(Not started)
• Add any Biographies or Personal Profiles if the site is using them If a site has biographies and/or personal profiles This should be done on prod - If a site has biographies or personal profiles you need to manually add links in the administration menu admin/structure/menu/manage/admin so editors can access the biographies or personal profiles add a link and within "Parent link" place it within content > add content the links for biographies and/or personal profile should be Biographies - Content Hub http://cwru.prod.acquia-si tes.com/biographies/caslogin Personal Profiles - Content Hub http://cwru.prod.acquia-si tes.com/personalprofiles/caslogin			.	Ana D.		0%	(Not started)
Initial configuration export (cex)			.	Ana D.		0%	(Not started)
Change "Delete orphaned files after" from 6 hours to 1 min Location admin/config/media/file-system			.	Ana D.		0%	(Not started)
Adjust user permissions based on installed content types			.	Ana D.		0%	(Not started)
Match the block layout			.	Ana D.		0%	(Not started)
If there is a custom content type that needs to be created, document it by copying Zach's reorganization spreadsheet, putting the custom fields in it (delete the old stuff) and then putting it in the site folder			.	Ana D.		0%	(Not started)
Double check that all media works before beginning content import			.	Ana D.		0%	(Not started)
Remove page title from homepage To hide the page title adjust block Page title go to the pages tab here and add <front> and switch to "hide for the listed pages			.	Ana D.		0%	(Not started)
Create and set 404 and 403 error and Home pages			.	Ana D.		0%	(Not started)
• The page title block should have error pages checked and then negate condition			.	Ana D.		0%	(Not started)
Create redirect user/login to /caslogin			.	Ana D.		0%	(Not started)
Disable breadcrumbs for error pages			.	Ana D.		0%	(Not started)

	Add conversion package to Team Drive site folder			Ana D.	Ana D.		0%	(Not started)
	Configure Content Hub Connection			.	Ana D.		0%	(Not started)
	• Install Acquia Content Hub			.	Ana D.		0%	(Not started)
	• Install Acquia Content Hub Subscriber			.	Ana D.		0%	(Not started)
	• Add Connection Settings Settings need to be made in prod first and then pulled down locally or else they'll just disappear when you pull down a site to your computer Acquia Content Hub Hostname: https://us-east-1.content- hub.acquia.com API Key: 5NLYDyYozmPT87S6AyRj Secret Key: UhRI8QkdIdSMsDb5hj4H49sufFhG9VYlocq 6UYkn Client Name: cwru_{site_name}_prod			.	Ana D.		0%	(Not started)
	• Pull from Cloud on new multisite 1. Pull DB from prod environment into Dev Desktop then 2. run these commands in terminal (for example the below would bring in the fisk site config) git checkout -b [your-branch-name] drush @loc.case.edu.fisk cex sync git add -A git commit -m "[your commit message]" git push github [your-branch-name] Scroll up. Create a pull request. DO NOT MERGE! Contact a senior developer and wait for them to merge your PR. git checkout develop git remote update git pull github develop git status (you will typically be 2 commits ahead) git push drush @cwru.fisk cim sync			.	Ana D.		0%	(Not started)
	Remove home from menu structure on prod (homepage needs to be created first)			.	Ana D.		0%	(Not started)

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