

Step-by-Step: New Product Release Rollout

1. Create final version of product (data + metadata, html metadata, data description)
2. Add product package to User Registration/File Download system [see documentation]
3. Add product information to Content Database (V:\WebWork\content.mdb) that includes links to items described in step 6
 - a. Open the Web Content Database (V:\WebWork\content.mdb)
 - b. Click on the *Maintain ProductInfo2009* button to access the public product table
 - c. Add metadata information for the new product
 - d. Click on *Export ProductInfo2009* to add the new content to the MySQL database
 - e. The new information will automatically appear on the “What’s Available” page.
4. Create an HTML file containing descriptive information about the product; store in <\\linux-src\www\vhosts\hrsonline.isr.umich.edu\html\modules\news\items>
5. Add a news item to the Content Database that references the HTML file in step 4:
 - a. Open the Web Content Database (V:\WebWork\content.mdb)
 - b. Click on the *Maintain News* button to access the news item table
 - c. Add metadata information for the news item file created in step 4
 - d. Click on *Export News* to add the news item content to the MySQL database
 - e. The news item information will automatically appear on the “HRS News Items, Events, and Announcements” page.
6. Add metadata to HRS Web site (HTML codebook files, data description, other content, e.g. module info) ; store in <\\linux-src\www\vhosts\hrsonline.isr.umich.edu\html\modules\meta...>
7. Use Visio to update the Data Collection Path diagram. Then recreate the .gif image map and copy it to the Web site \\linux-src\www\vhosts\hrsonline.isr.umich.edu\html\images\gif_1.gif.
Finish by using Dreamweaver to update the Content Database links.
8. Update HRS RSS feed file <\\linux-src\www\vhosts\hrsonline.isr.umich.edu\html\modules\news\rss\hrs.xml> with a product announcement that includes a link to the news item file described in step 4
9. Update the HRS concordance database for Core and Exit products [documentation being created]
10. Update the Questionnaire Page as necessary for Core, Exit, and Off-year products <\\linux-src\www\vhosts\hrsonline.isr.umich.edu\html\modules\meta\qnaires.inc.php> with links to the latest PDFs under <\\linux-src\www\vhosts\hrsonline.isr.umich.edu\html\modules\meta>