Schulich Medicine & Dentistry  
Website Redesign Process – Step-by-Step Guide

1. Contact Communications with your request to transition to the new design.
2. Work with Communications to finalize timing for transitioning your website.
3. Submit a JIRA ticket to Western Technology Services to indicate the exact date you would like WTS to apply the new template in Cascade. Please add Jennifer Parraga and Luiza Moczarski to the JIRA ticket for approval.
   *Note, this is also the date your website will be locked down*, and you will not be able to go live with the new template until you have updated and tested
4. Perform a website review and resize images to fit with the new design template.
5. Determine new homepage layout* and compile content.
6. Advise Communications and Nancy Fedyk of when your website will be ready for final review (this is to ensure time is held in our calendars, and your site will be reviewed promptly).
7. New template is applied by WTS and site locked down (this is the date you identified in Step 1).
8. Update homepage layout in Cascade (ie apply new blocks* and add content).
9. Review entire website in Cascade, update images and formatting, if needed (eg. accordion blocks).
10. Publish site to test server (Lightning) and review. Make any updates, if needed.
11. Once your website is finalized, send the test link to Communications for final review and approval (again, if we have the time blocked in our calendars, this step will be completed faster).
12. Publish website – Note, this must be completed outside of regular business hours (before 8:00 a.m. or after 4:30 p.m.).
Publishing to the Test Server

The test server is called “Lightning”. To publish to Lightning:
1. Click “Publish” as you would normally
2. Uncheck the box beside “Live” (only the first box beside “Lightning” should be checked)
3. Click “Submit”
4. Your test link will begin with http://lightning.deanoff.fmd.uwo.pri/

*Terms and Definitions

Locked down – your website cannot be published until approved by Communications

Blocks – a ‘pluggable’ piece of content that can be easily substituted into any page or region

Homepage layout – the design of your homepage, including elements such as banner slideshow, right sidebar, newsfeed etc.