Soft Launch Information

**Temporary URL**  
http://www.mongoose.pitt.edu/

**EKTRON V9 TRAINING INFORMATION**

On behalf of the Swanson School’s Department of Marketing and Communications, we are excited to announce the internal launch of the new Swanson School web site. Because of the complexity of the site as well as the amount of content, we are engaging in an internal beta testing of the site to pinpoint any problems, correct information as well as to delete any content that may be old or outdated. This form is a planning document to allow you to help the web team and identify these issues.

*All current site administrators are required to participate in a training session with the new version of Ektron. Although some of the editing features are the same, the new Ektron folder structure has been redesigned and there are new functionalities available. We will provide training sessions on the following dates and times; please visit [http://doodle.com/uawvist49bnye22f](http://doodle.com/uawvist49bnye22f) to select your best availability.*

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**Pre Training Checklist for Web Editors**

Please refrain from editing content until after attending a training session. Prior to training please review the following items in your section:

1. **Check your aliases:**  
   *Request as needed.*  
   Are all of the page aliases you commonly use in place?

   **Examples:**  
   - www.mongoose.pitt.edu/MINING
   - www.mongoose.pitt.edu/BIO

2. **Check for bugs:**  
   *Request as needed.*  
   Is everything working properly?  
   Forms, Navigations, etc.

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**Post Training Checklist for Web Editors**

After training...please:

1. **Review your permissions**  
   *Request as needed.*  
   Do you have access to the correct locations?  
   Do additional people (who are trained) need to be added?

2. **Edit/Update your content**  
   *Please edit yourself.*  
   Your content may not reflect your most recent changes. Please update as needed. Please ensure all of your links are correct.

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The web team has also built a Soft Launch Form Report to allow you to input any content problems online:  
[http://www.mongoose.pitt.edu/launchhelp](http://www.mongoose.pitt.edu/launchhelp)
ADDITIONAL ITEMS

There are a number of other items we expect to remedy on a case-by-case basis during and after the launch. Issues with these items are completely normal and expected for a launch of this size. Please use the request form to submit any changes or updates to these items:

1. Profiles:
   If edits are needed, please include a link to the profile along with the requested updates. If a profile needs to be deleted, please include a link to the profile marked for deletion. If a new profile needs to be created, please include all of the necessary information.

   Please Note: We are using a new university database for profiles so that content no longer needs to be input in two different sources. This database is controlled by another group outside of the Swanson School. Implementation will happen on their timeline.

2. Domains:
   Marketing and Communications has been working with Pitt’s EWI to correct all of the domains in their records. However, since their list is not comprehensive, some domains may need special attention. If your EWI domain is not working, simply let us know through the request form. We will work with EWI to fix it.

   Please Note: If you bought the domain privately (godaddy, yahoo, etc.) you will have to update your own settings in your control panel.

3. Unique Items:
   If you run into any other issues not mentioned elsewhere, please let us know and we will work with you remedy the situation. Examples include: Flickr photo requests, banner photo swaps, announcements, news, events, etc.

4. What Happens to the Old Site:
   During this process, the current engineering.pitt.edu site will remain live until we determine the best public launch date, based upon the beta test. Redirects to functionalities such as Google Analytics and SiteImprove are already in place on the new site. However, the servers for both the current Swanson School site and the old engr2 site will eventually be taken offline and no longer accessible via domain name, search engines, etc.