

Publishing the ISD Process Library

USER GUIDE

Office of Management &
Enterprise Services

Information Services



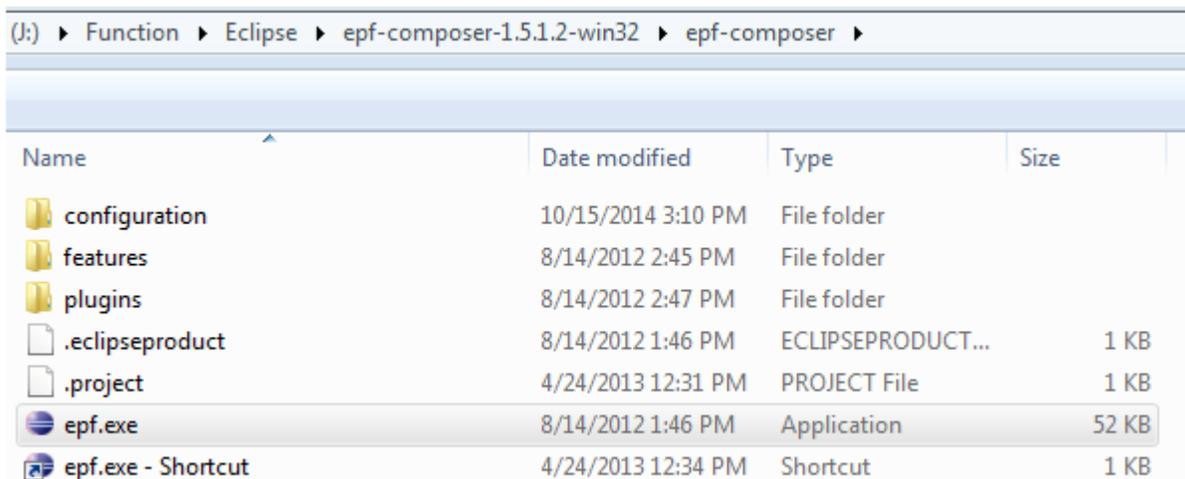
The ISD Process Library is located online at <http://eclipse.omes.ok.gov/>. The online information is updated each weekend automatically from a folder kept on the **J:** network folder. The purpose of this user guide is show how to publish the ISD Process Library and to stage the appropriate information correctly for the weekly updates.

Opening Eclipse Composer

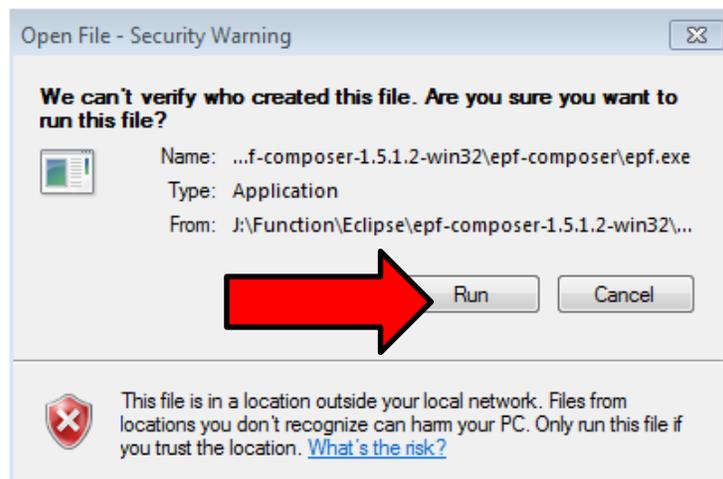
1. The ISD Process Library is maintained and edited with the Eclipse Composer. To locate the Eclipse Composer, go to the following Network Folder address:

J: Drive < Function < Eclipse < epf-composer-1.5.1.2-win32 < epf-composer

2. In the epf-composer folder, double-click **epf.exe**.

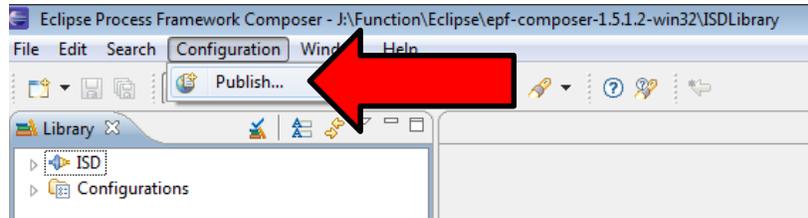


Note: If a security warning window pops up, click the **Run** button.

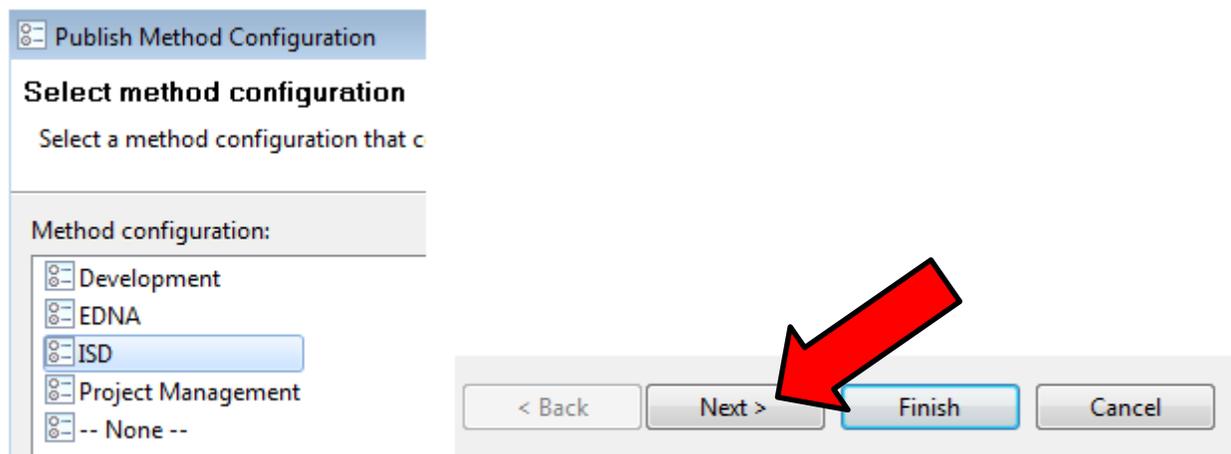


Publishing the ISD Process Library

1. In Eclipse Composer, click the **Configuration** tab and then click **Publish**.

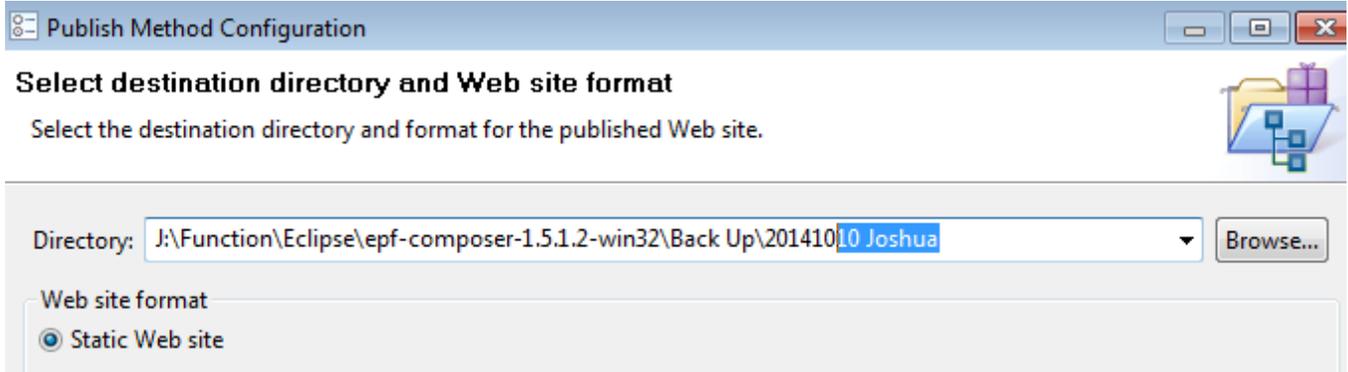


2. The Publish Method Configuration window will appear. Click **ISD** and then click the **Next** button.

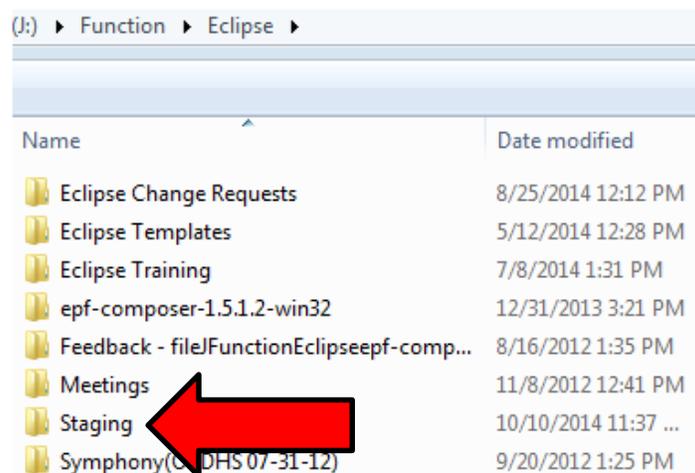


3. Click the **Next** button twice more (three times total).
4. When you arrive at the window that reads at the top **Select destination directory and Web site format**, you will need to name the backup folder to which you will be publishing. The PMO's current format is to create a new folder in the Back Up folder. The name of the new folder should include the date and the name of the publisher in the following format: **YYYYMMDD Name** (for example, 20141010 Joshua)

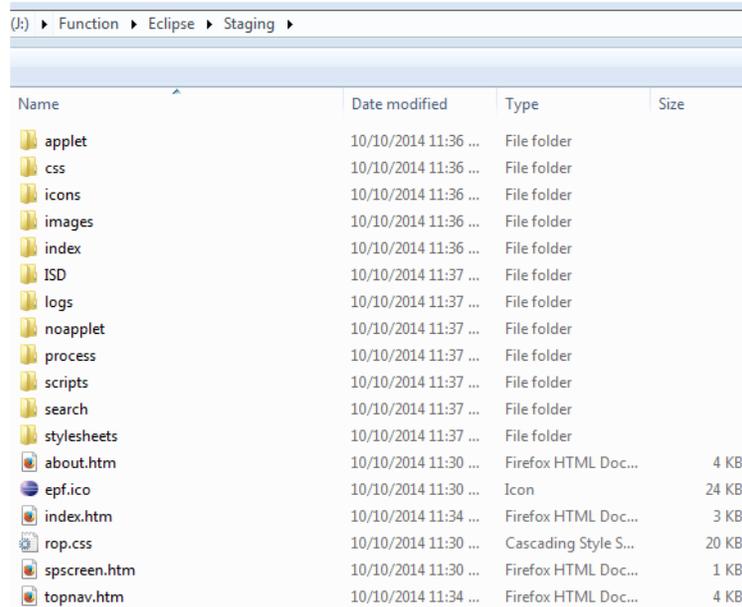
- a. The easiest way to do this is to highlight, in the Directory field, the portion of the date and publisher name that has changed since the last publication and edit it so it contains today's date and publisher.



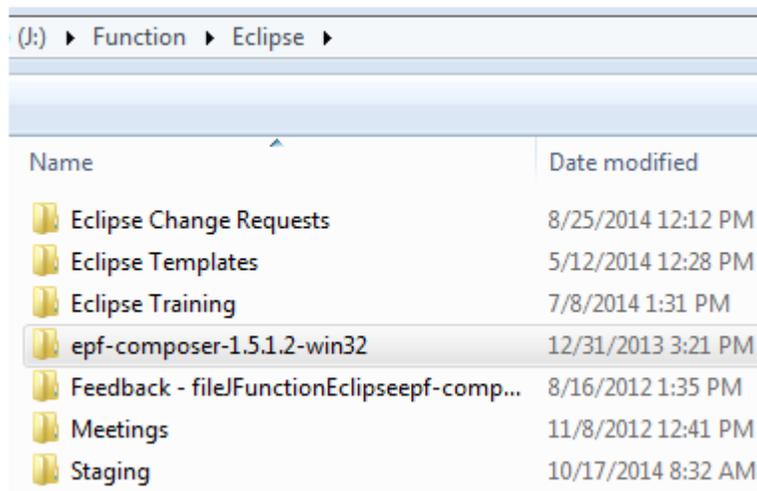
5. Click the **Finish** button. This will initiate publishing, which could take several minutes.
6. When publishing is complete, the **Publishing Report** window will appear. Close this window.
7. Publishing is complete, but you still must migrate the updates to View access. Your internet browser should open a preview of what your published backup will look like. Review it to make sure everything looks accurate.
8. Go to the Network Folder address: **J: Drive < Function < Eclipse**
9. Open the **Staging** folder.



10. All of the folders and files within the Staging folder contain information from the previous migrated updates. Select everything within the Staging folder and delete it. This should leave you with an empty Staging folder.



11. When the Staging folder is empty, return to the Eclipse folder. Open the **epf-composer-1.5.1.2-win32** folder.



12. Next, open the **Back Up** folder. Then locate and open your published backup folder.
13. Highlight and copy everything inside your published backup folder. You will need to paste all of it inside the Staging folder.

14. Return to the Eclipse folder. Open the **Staging** folder again and paste the copied information from your published backup folder.
15. You are finished! Over the weekend, the updates that you migrated will be published to the <http://eclipse.omes.ok.gov/> website.