

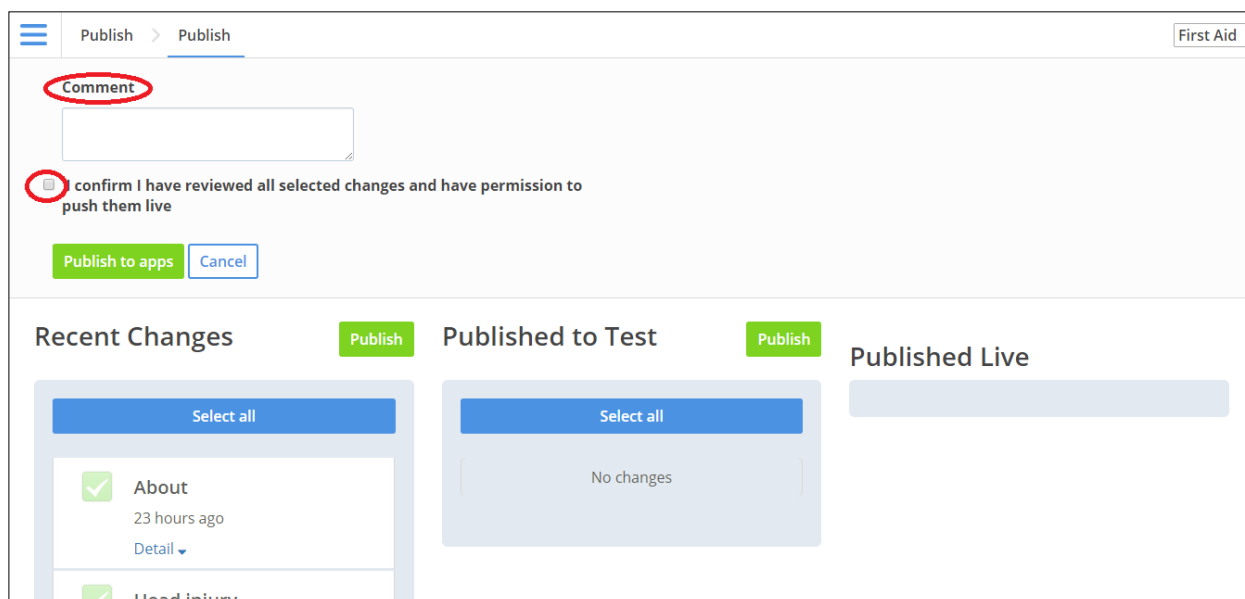
Delta Publish Guidelines

The Delta Publish tool allows the national society to publish changes made in the CMS to the app. Even once the app is live, changes can still be made in the CMS and then published to the app.

Remember that **you can only publish once per day**. The CMS will not allow you to publish multiple times in a day. This is important for the system to be given ample opportunity to process the published changes.

How does it work?

1. Change and save **all** content updates wanted throughout the CMS (ie. new links, new videos, copy changes etc.)
2. Go to the Main Menu and select 'Publish'
3. All new unpublished changes will be listed, including where the change is, when it was made and by whom.
4. Select the pages you wish to publish to the live app and click '*publish to test*'. **Always do 'publish to test' first** to confirm that the changes are correct before pushing it to the live build. It is recommended that you select all changes unless you are intentionally not publishing a section.
5. 'Publish to live' can only be done once a day. It is recommended that you select all changes unless you are intentionally not publishing a section.
6. Please remember to insert a comment that describes the changes you are publishing.



You have the option to either publish to *Test* or to *Live*. In either mode, the national society can **not publish changes more than once daily**.

- **Test:** Publishing to *Test* allows you to view changes in a special version of the app. Only you will see these changes, regular app users will not. This is especially useful after your app has been launched to the public. It allows you to see the changes you have made and ensure you are happy with them before publishing to *Live* for everyone to see.
- **Live:** After you have first published your changes to *Test* and viewed them, you may then publish them to *Live*. *Live* publishes will be viewable to your users within a few minutes. During the development stage you are free to publish to *Live*, because your app won't have any users yet.

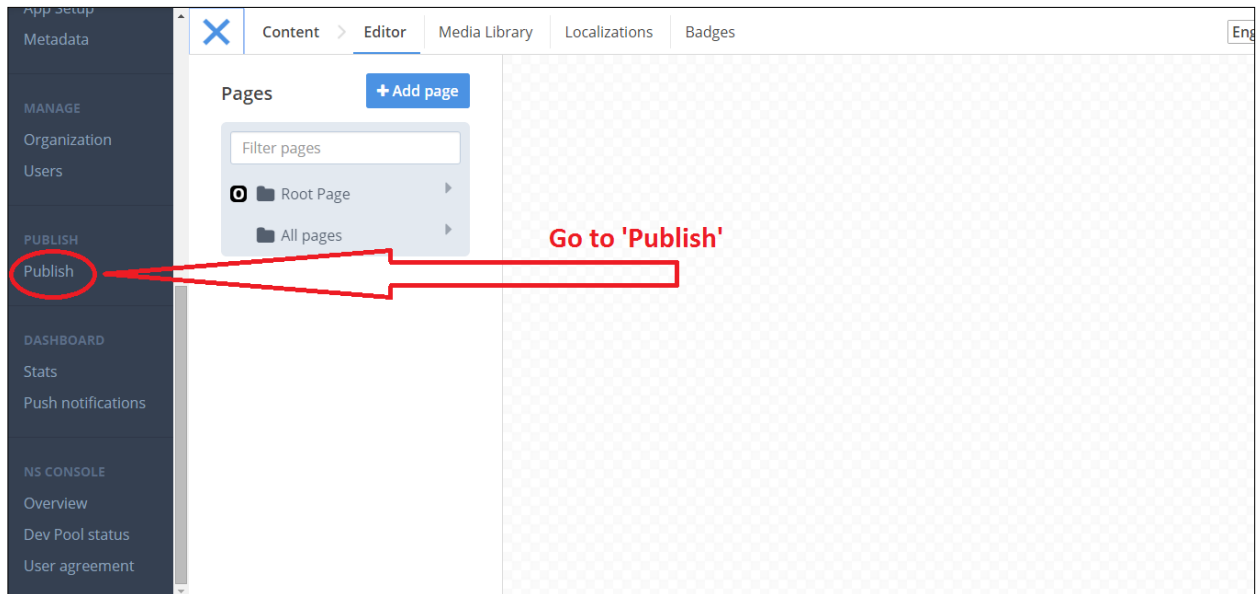
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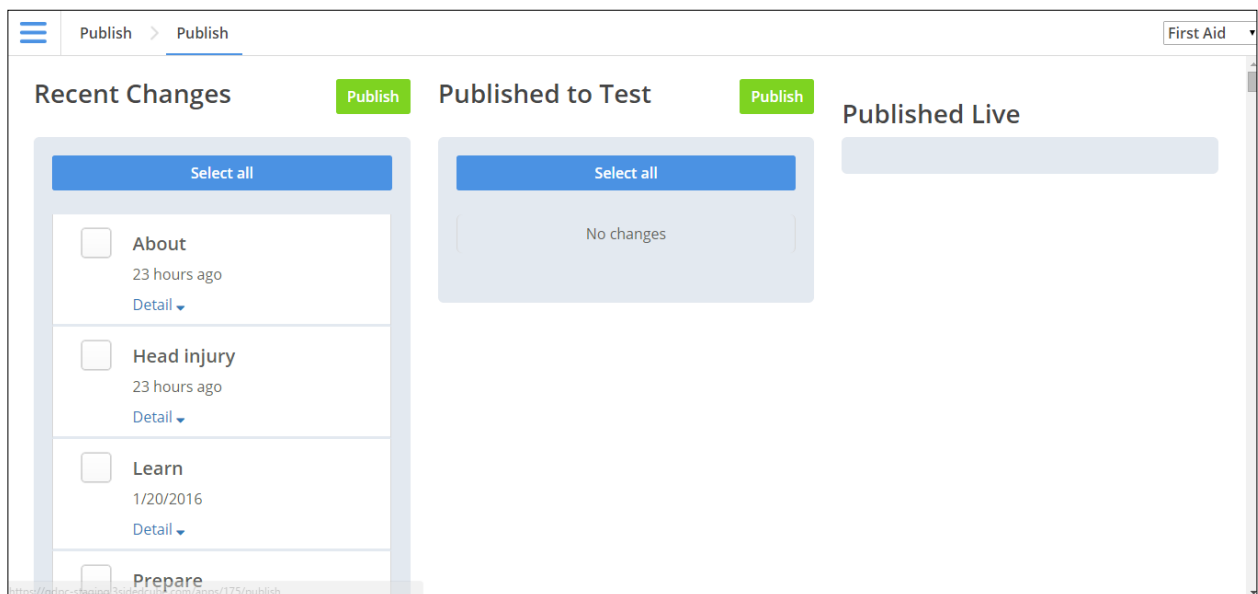
Publishing to Test

So, you have made edits to the app's content (such as adding a new image, or localizing some information) and now you would like to view them on your device. Doing so is quick and easy, and it requires publishing.

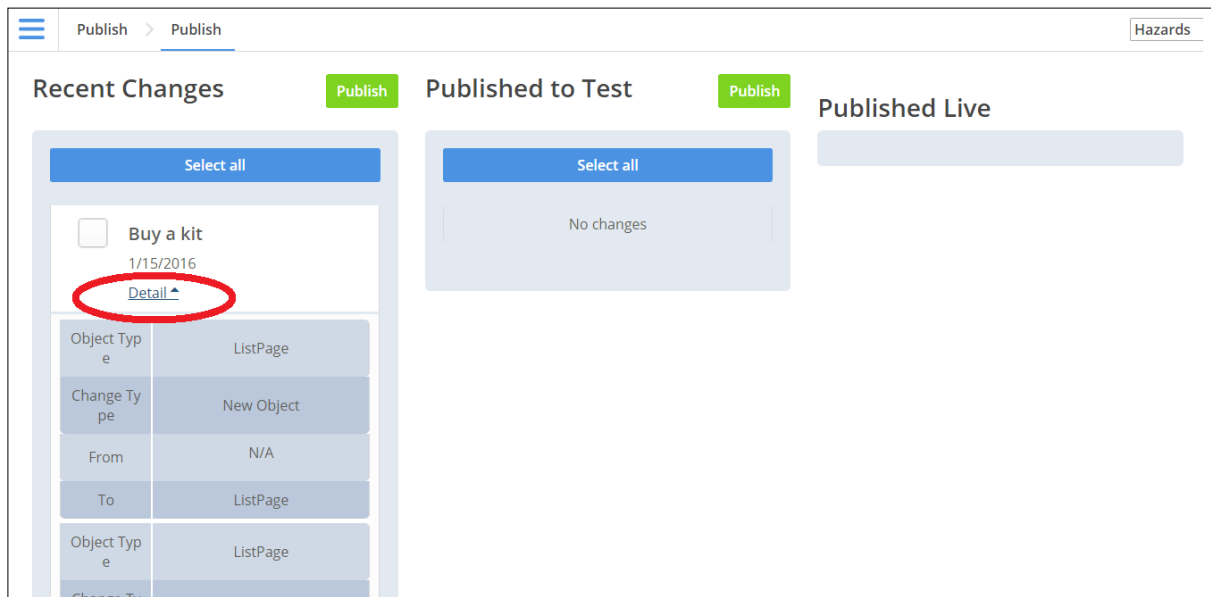
1. First, go the Main Menu of the CMS. Scroll down and find the **Publish** tab. Click on it.



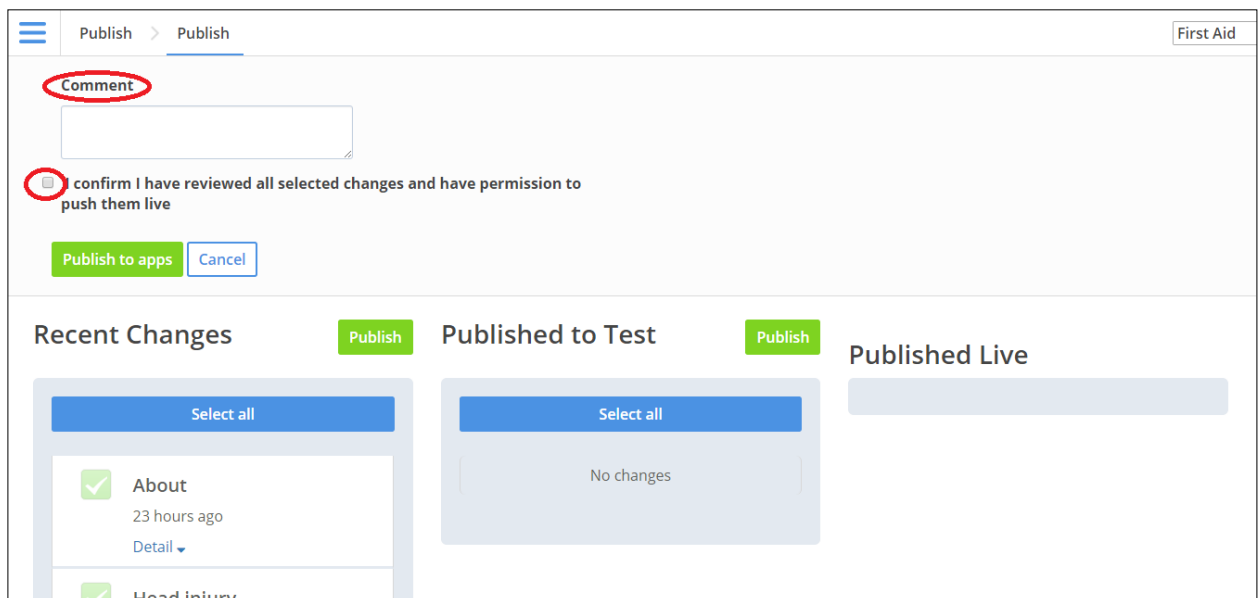
2. You should see a screen with 3 panels; *Recent Changes*, *Published to Test*, and *Published Live*.



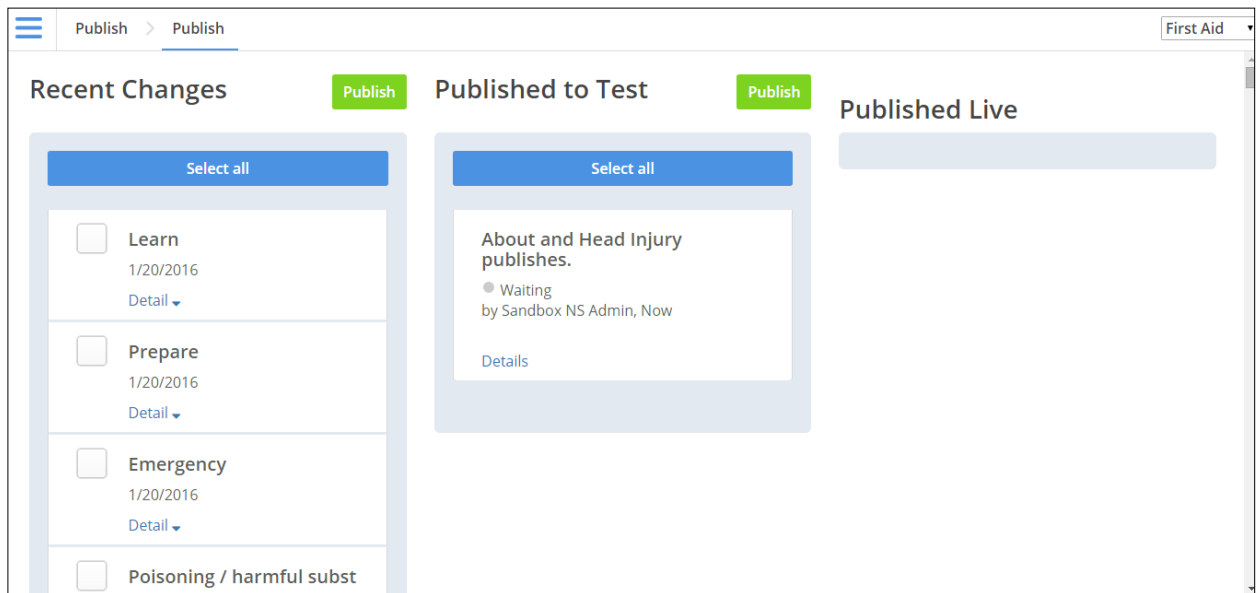
- The Publish screen also features an audit trail for every edited section that can be accessed by clicking on the blue *Detail* tab, visible for every section.



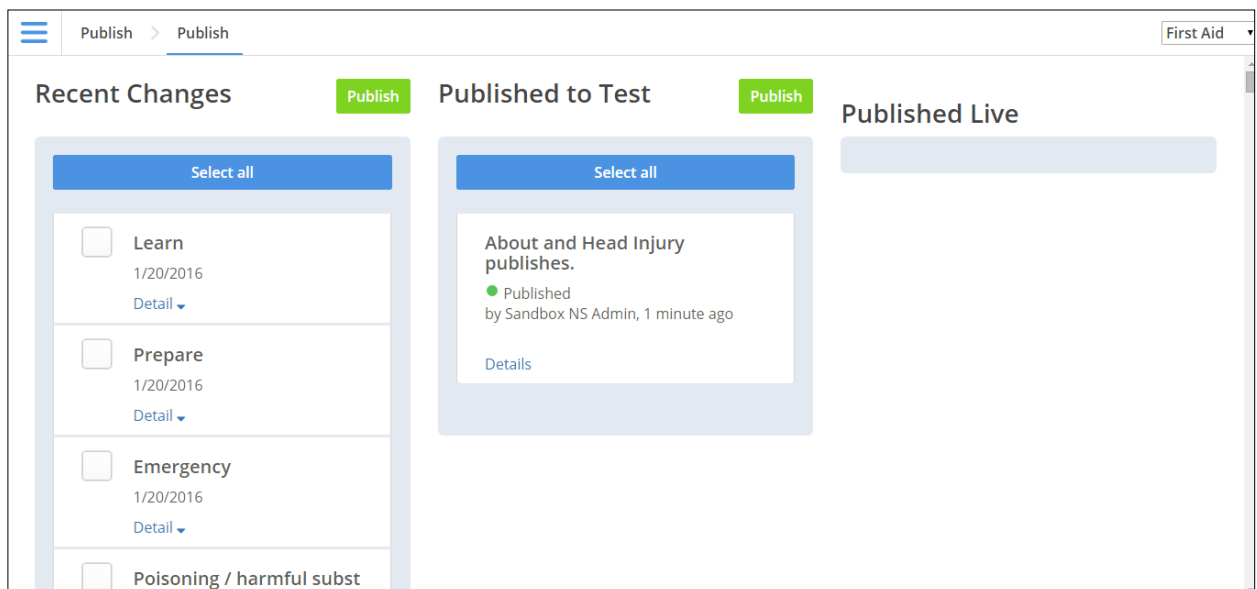
- You can select which changes specifically that you wish to publish, or you can simply decide to **Select all**. Then hit **Publish**. It is important that you leave a brief comment about each publish to makes it easier to track any important changes. Also tick the confirmation toggle.



5. Your publish will now appear on the 'Published to Test' panel. Beside it will be a circular **grey** light. After a few moments the light will become **orange**.



6. When the circular light beside your publish becomes **green**, it has been published and is ready to view on your device in *Developer mode*. If you see a **black** circle beside your publish, please notify the GDPC. A black circle means the publish did not work.



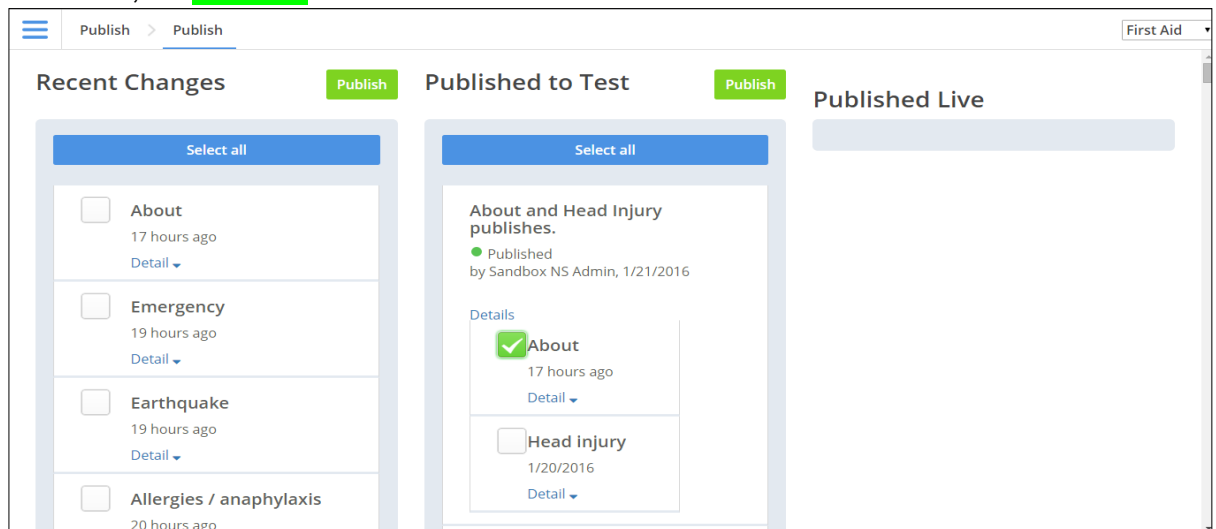
After you have published to **Test**, you need to check the changes on your device in *Developer mode*. This allows you to confirm that the changes look and function correctly, before publishing them to **Live**. This is especially important after your app

has been launched, because any **Live** publish you make will be visible to users. To learn how to view changes in *Developer mode*, please consult the [App Testing](#) guide, which is next in this Welcome Packet.

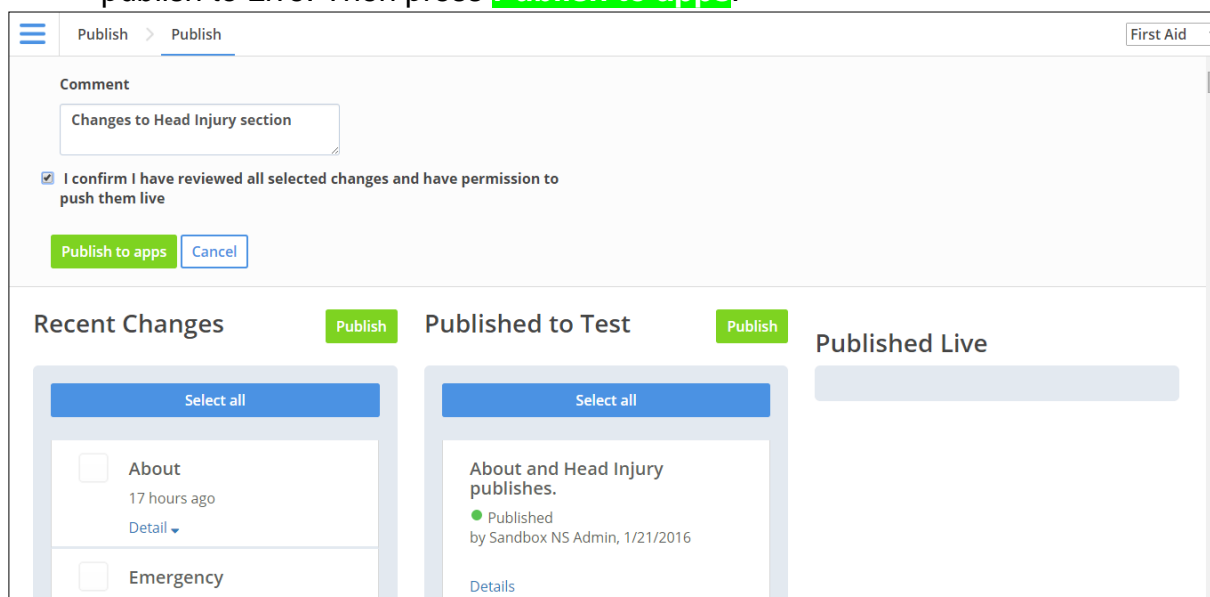
Publishing to Live

After you have successfully viewed your Test publishes in Developer mode, you can now publish to Live. Otherwise, re-edit them and test again.

1. Within the 'Published to Test' column, either click **Select all** or select specific changes to publish by clicking on the 'Details' button within each section, and choosing which ones to publish. When you're happy with the selection, hit **Publish**.



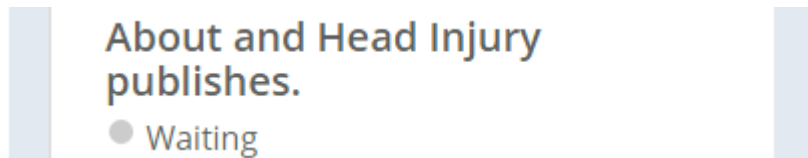
2. Be sure to add a comment and to select that you have permission to publish to Live. Then press **Publish to apps**.



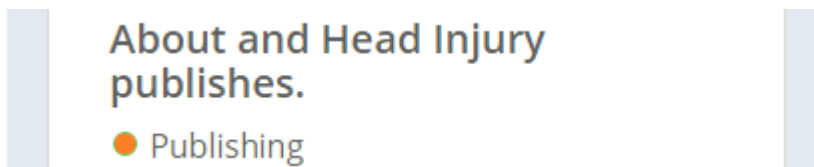
When will I see the changes after publishing?

Published revisions may take several minutes to appear, depending on how many changes need to be processed. Another factor may be your Internet speed. CMS users can monitor the publishing status in the *Published to Test* and *Published Live* in the 'Publish' section. Here your publish will go from Grey, to Orange, to Green. When it is Green, it has been published. Details below:

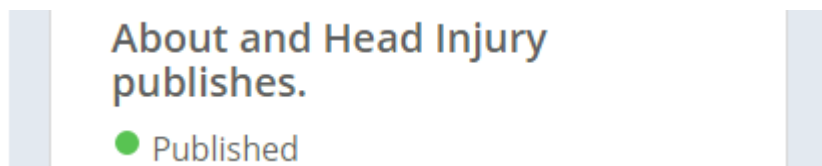
1. **Grey Light:** Your publish will be processed shortly.



2. **Orange Light:** Your publish is being processed.



3. **Green Light:** Your publish has been successful, and will be visible in the app within **approximately 15 minutes**. It is important that you do not make any more publishes until your previous publish is green.



* If you see a **Black Light**, please contact the GDPC. A black light means your publish has failed. This happens very rarely, but can happen. The sooner you notify the GDPC, the faster we can resolve the issue.

- If changes are still not visible, users should close and kill the app, reopen it, and wait a couple minutes for the download to finish.
- Publishing repeatedly will not make changes appear faster on your device. This is why we only allow you to publish once per day.
- If you are concerned about not seeing your changes, then please contact the GDPC.