

Storytelling Tool update process

This is an outline of the process that should be followed (along with the [Laser Eye Checklist](#)) when pushing updates to the Storytelling Tool. The purpose is to ensure minimal disruption to the version(s) in use by the general public or any particular groups. A similar process is laid out in the [Contribution Guidelines](#) of the repo, but this provides a bit more detail on some of the points.

1. Open a Jira issue to summarize/capture the work about to be done
2. Make the changes on a fork of the project
3. Test the work on the developer's local machine, both Browser and Node tests
4. Open a Pull Request against the [stories-floe-dev branch](#) of the upstream fork
5. Review and make updates as required (someone else must review)
6. Merge the Pull Request into the [stories-floe-dev branch](#) of the upstream fork
7. Test the Staging site (<http://staging-stories.floeproject.org>)
 - a. Run the browser tests <http://staging-stories.floeproject.org/tests/>
 - b. Run through the [Storytelling Tool Manual Testing Grid](#)
8. Back up the production site's database and files using the [CI job](#)
9. Create a Pull Request or merge the development branch into the [production branch](#)
10. Test the production site (<https://stories.floeproject.org/>)
 - a. Run the browser tests <http://stories.floeproject.org/tests/>
 - b. Run through the [Storytelling Tool Manual Testing Grid](#)