Here's the latest update from Alex:

**From: Alex Owen [****r.a.owen@qmul.ac.uk****]**

**Sent: 29 April 2014 00:06**

**To: Andrew Robert Purcell**

**Subject: Re: iSGTW server update**

**Dear Andrew,**

**Here is the update as promised.**

**The new server is pretty much ready to go.**

**PHP issue fixed. So the site appears to run on the new server.**

**Email setup tested.**

**Firewall sorted.**

**The next steps are:**

**[1] Tuesday: get copy of site hosts on new server under** [**http://www.test.isgtw.org**](http://www.test.isgtw.org/)

**[2] You and your team can log in and check that it appears to work.**

**[3] Agree a date for the change.**

**[4] make the change.**

**The change should proceed as follows:**

**[a] copy email settings**

**[b] proxy new server to old**

**[c] change DNS (will take 1 hour to propagate)**

**[d] take site down and replace with holding page**

**[e] copy site from old to new server (should also take about 1 hour)**

**[f] bring up site on new server**

**Might be wise to make the change during US working hours so that xenomedia can be on hand should the need arise. 09:00 CDT(Chicargo) = 15:00 BST(London)**

**I’m aware that you publish on a Wednesday. So I guess a Monday would be best choice for changing over with Thursday as second best choice.**

**So, as next Monday is a UK bank holiday,  I propose 12th May. 1pm DNS change[c], 2pm copy [d,e], 3pm bring up new site[f].**

**Hope that is an OK plan. I have not yet run this past xenomedia… but I don’t imagine we will need a great deal of input from them.**

**Alex**

I agree with him that Monday is definitely the best day to make the switch (Mon and Tues are weekdays with least traffic and doing it on the Monday leaves us a full day before publishing in case there are any snags).

I've also told Alex that the proposed time schedule on the day is fine.

Best regards,

Andrew