Prerequisites

* MongoDB needs to be running (run ‘mongod’ command)
* CollectionSpace needs to be running
* You’ve downloaded and installed the cspace-converter tool: [https://github.com/lyrasis/cspace-converter/blob/WESTAF-1/README.md](https://github.com/lyrasis/cspace-converter/blob/master/README.md)
* Clean any existing/stale “transfer” jobs
  + From the root/top-level directory of the cspace-converter tool, start the Ruby console
    - ./bin/rails c
  + Delete all jobs
    - Delayed::Job.destroy\_all
  + Exit the Ruby console
    - exit

Migration Steps

From the root/top-level directory of the cspace-converter tool,

* Ensure the file ‘.env.local’ exists and is configured to connect with a running instance of CollectionSpace
* Copy/move the CSV data files to the './db/data/queens directory -in this example, the files like ‘SampleCatalogingData.csv’.
* Optional\* - start the GUI web tool by running:

./bin/rails s

* Delete any existing staged data from the MongoDB database

./bin/rake db:nuke

**RECOMMENDED**: Another option is to drop the entire staging database by

using the following command:

echo "db.dropDatabase()" | mongo cspace\_converter\_development

* If *(and only if)* you plan on using the UI to perform batch transfers, start the backend “transfer” manager/service by running:

     ./bin/rake jobs:work

Stage the Data

* Stage the **cataloging/collectionobject** data into the MongoDB database

./import.sh queens/ SampleCatalogingData.csv cataloging\_batch Queens cataloging > cataloging\_stage.out

Transfer the Data

* Transfer the **cataloging/collectionobject** data to the CollectionSpace server

./bin/rake remote:action:transfer[CollectionObject,cataloging\_batch]

Et voila!  If all went well, the CollectionSpace server should have a bunch of new cataloging records.