1. Generate a clean copy of the App folder
   1. Open Eclipse.
   2. Import a new copy of the Expertiza project from SVN (see NewDevelopmentUserInstructions.doc for details on how to import a copy of the project).
   3. Open the project and right-click on the **app** folder.
   4. Select Team->Export.
   5. Select a location to export the **app** folder.
   6. Click OK.
2. Generate a clean copy of the **db/migrate** folder
   1. Repeat steps 1.a and 1.b if necessary.
   2. Open the project, expand the **db** folder.
   3. Right-click on the **migrate** folder.
   4. Select Team->Export.
   5. Select a location to export the **migrate** folder.
   6. Click OK.
3. FTP the **app** and **migrate** files to the Expertiza server. You will need to copy the files to your home directory (/ncsu/<your unity account>).
4. Use Putty to access the Expertiza server as a super user (sudo su).
5. Navigate to the system files at /local/pg
6. Create a back up of the **app**, **db,** and **pg\_data** folders in the environment (use tar).
   1. tar –cvf app.DDmmmYYYY.tar app/
   2. tar –cvf db.DDmmmYYYY.tar db
   3. tar –cvf pg\_data DDmmmYYYY.tar pg\_data
      1. Remove the existing pg\_data back up to preserve space.
      2. If more than 2 app.\*.tar or db.\*.tar files exist, remove the oldest (keep at least two at all times).
      3. MMDDYYYY is the two digit month, two digit date and four digit year
7. Create a back up of the database:
   1. mysqldump –u root pg\_development > db\_backup.DDmmmYYYY
      1. Keep at least three copies of the backup for the database at all times.
8. Copy the files from your home directory into the appropriate folders (**app** and **db/migrate**)
9. Execute a migration the database.
   1. rake db:migrate
10. Test the Expertiza environment at http://expertiza.ncsu.edu.