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). [This is done so that you can be changing a lot of files and not commit the ones with unfinished changes when you commit the rest of the project. This allows you to be working on one change in one copy of the project when fixing a bug and updating another copy. When moving files to the production server, you don’t want to miss other people’s changes that have been made since you checked out the code.]
   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. If any migrate files have been changed, 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 backup 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 backup 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. DDmmmYYYY is the two-digit date, three-letter month and four-digit year
7. Create a backup 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**). (If you have only changed one or two files, you can just copy the ones that were changed.)
9. If the db has changed, execute a migration the database.
   1. rake db:migrate
10. Test the Expertiza environment at http://expertiza.ncsu.edu.