

# Setting up a new SQL maintenance plan

Open SQL Server Management Studio



1. Connect to the database using (.) or server name

	SQL Server	
Server type:	Database Engine	~
Server name:	I	~
Authentication:	Windows Authentication	~
User name: Password	ABEL\stephenp	~
	Remember password	

2. Expand security / logins then double click on BUILTIN\Users

Click on server roles down the left hand side (of Login Properties – BUILTIN\Users Dialog box) and check off **SETUPDAMIN** and SYSADMIN

3. Click OK



- 4. Click on **management** *(in the left hand side list)* and expand Right click on **Maintenance plans** and select **maintenance plan wizard**
- 5. **Click next** on first screen



#### 6. Click on separate schedule for each task

How do you wa	nt to schedule your maintenance tasks?	
Name:	MaintenancePlan	
Description:		^
		~
Run as:	SQL Server Agent service account	~
<ul> <li>Separate sche</li> <li>Single schedu</li> <li>hedule:</li> </ul>	dules for each task le forthe entire plan or no schedule	
	Domzadl	

#### 7. click next

8. Check off back up database (Full), back up database (Transaction Log) and Maintenance Cleanup task then click next, then next again.

Select Maintenance Which tasks should this p	Tasks an perform?			•
Select one or more maintenanc	e tasks:			
Check Database Integrity				
Shrink Database				
Reorganize Index				
Undate Statistics				
Clean Up History				
Execute SQL Server Agen	t Job			
✓ Back Up Database (Full)				
Back Up Database (Differ	ential)			
Back Up Database (Trans	action Log)			
	ĸ			
i) The Back Up Database	(Full) task allows you to speci	iy the source datab	ases, destinatio	n files or tapes,
and overwrite options for	a full backup.			
			in the second	1
Links	- D 1	Name >		Canaal

#### Full Back up task

- 9. Check the box of the database you want to backup (most often this is only Abel) then click OK
- 10. Click on destination (in newer versions of SQL this will be a tab at the top of this dialog window

Maintenance Plan Wizard	- 🗆 X	🛐 Maintenance Plan Wizard		
Define Back Up Databa Configure the maintenance task	ase (Full) Task <sup>k.</sup>	Define Back Up Database (F Configure the maintenance task.	ull) Task	
General Destination Options		General Destination Options		
Backup type:	Ful ~	O Back up databases across one or more	files:	
Database(s):	<select more="" one="" or=""></select>			Add
Backup component				Remove
(i) Database				Contents
O Files and filegroups:	O All databases			
Back up to:	C System databases	If backup files exist:	Append	~
	All user databases (excluding master, model, msdb,	Create a sub-directory for each data	base	
	U tempdb)	Folder:	C:\ABELDent\Data\Backup	
	These databases:     Abel     FDE_Abel     Abel	SQL credential: Azure storage container:	× _	Create
	FDF_Abel	URL prefix:	https:// <storageaccount>.blob.core.windows.net/</storageaccount>	
	model v	Backup file extension:	bak	
Schedule:	Ignore databases where the state is not online	Schedule:		
Not scheduled (On Demand)	OK Canal	Not scheduled (On Demand)		Change
Help	< Back Next > Finish >> Cancel	Help	< Back Next > Finish >>	Cancel

11. Check Create a sub-directory for each database and add the path where you want this backup to save to (most often it will be C:\ABELDent\Data\Backup but varies depending on the office)
12. Click next when finished

#### Transaction Log backup task

13. Check the **box of the database** you want to backup *(most often this is only Abel)* then click OK Now click on **destination** (in newer versions of SQL this will be a tab at the top of this dialog window

Define Back Up Databa Configure the maintenance task	ase (Transaction Log) Task	Define Back Up Datab Configure the maintenance ta	base (Transaction Log) Task	
General Destination Options		General Destination Options		Ň
Backup type:	Transaction Log 🗸	O Back up databases across o	one or more files:	
Database(s):	Specific databases			Add
Backup component	Databases with simple recovery will be excluded.			Remove
Database				Contents
O Files and filegroups:	Al databases			
Back up to:	System databases	If backup files exist:      Oreate a backup file for even	Append ny database	
	<ul> <li>All user databases (excluding master, model, msdb, tempdb)</li> </ul>	Create a sub-directory for Folder:	each database C:\ABELDent\Data\Backup	
	These databases:			
	Abel FDE_Abel	SQL credential: Azure storage container:		Create
	model	URL prefix:	https:// <storageaccount>blob.core.window</storageaccount>	s.net/
		Backup file extension:	tm	
Schedule:	☐ Ignore databases where the state is not online	Schedule:		
Not scheduled (On Demand)	OK Capad	Not scheduled (On Demand)		Change

- 14. Check Create a sub-directory for each database and add the path where you want this backup to save to (most often it will be C:\ABELDent\Data\Backup but varies depending on the office)
- 15. Click next when finished

## Define Maintenance cleanup task

- 16. Check box for include first level subfolders and select cleanup job path (most often it will be C:\ABELDent\Data\Backup but varies depending on the office)
- 17. NOTE: File extension on this cleanup job is should be **BAK** 18. Change **Delete files older than the following** to **2 weeks**

#### \*\*\*IMPORTANT\*\*\*

It is critical to review your backup process when making changes to your server. If you have replaced or updated your server, moved ABELDent to a new drive, or made any changes to existing data location please ensure your backup is updated to reflect the new location or changes.

If you subscribe to ABELDent RBS Remote Backup Service please email us at: RBS@ABELSoft.com or call us at: 800-267-ABEL (2235) ext 7 for RBS support. We will ensure your backups are modified to reflect the new location.

🛐 Maintenance Pla	n Wizard			1	- 0	x I
Define Mainte Configure the mai	nance Clea ntenance task.	nup Task				
Delete files of the follow	ving type:					
Backup files						
O Maintenance Pla	n text reports					
File location:						
O Delete specific fil						
File name:						1000
Count fails						
Search folder and	I delete files base	ed on an extension				
Folder:	C:\ABE	ELDent\Data\Backup			]	
File extension:		BAK				
Include first-lev	rel subfolders					
File age:						
🗹 Delete files based	l on the age of th	ie file at task run <mark>t</mark> ime				
Delete files older	than the followin	10:				
2 🔶 We	ek(s)		-			
L Network Lincoln						
Schedule						
ouncourc.						
Not scheduled (On De	mand)				Chang	je
Not scheduled (On De	mand)				Chang	je

- 19. Click next
- 20. Click next again
- 21. Click finish .... (you are not done !!)

Editing times for scheduled jobs / adding second cleanup for TRN files

22. Right click and refresh on maintenance plans

🖥 🐻 . (SQL Server 13.0.520	)1.2 - ABEL\stephenp)
🕀 📁 Databases	
🖃 🛑 Security	
🖃 📕 Logins	
🎎 ##MS_Pol	icyEventProcessingLogin##
🎎 ##MS_Pol	icyTsqlExecutionLogin##
ABEL\Adn	ninistrator
🔓 ABEL\Step	bhenP
📲 BUILTIN\U	Jsers
S NT AUTH	ORITY\SYSTEM
🔓 NT Service	e\MSSQLSERVER
NT SERVIC	CE\SQLSERVERAGENT
NT SERVICE	CE\SQLTELEMETRY
NT SERVICE	CE\SQLWriter
NT SERVIC	2E\Winmgmt
Sa sa	
STEPHENI	P\test
🕀 📁 Server Roles	
🕀 📁 Credentials	
🕀 📕 Cryptographi	c Providers
🕀 📕 Audits	
🕀 💼 Server Audit S	pecifications
🕀 📕 Server Objects	
🕀 🛑 Replication	
🕀 🛑 PolyBase	
🗄 📒 Always On High /	Availability
🖃 📕 Management	
🕀 🧣 Policy Manag	ement
🕀 🗽 Data Collectio	n
🕀 📆 Resource Gov	ernor
	nts
🕀 📕 Maintenance	Plans
🕀 📕 SQL Server Lo	95 New Maintenance Plan
🚽 Database Mai	Maintenance Plan Wizard
Distributed Tr	ansa
🕀 📕 Legacy	View History
🕀 📕 Integration Servic	es C Reports
🕀 💀 SQL Server Agent	
⊕ I XEvent Profiler	Refresh

23. **Double click to modify** newly created MaintenancePlan. (The maintenance plan you just created should open)



- 24. Click on subplan \_3 (maintenance Cleanup task)
- 25. Click toolbox (top left corner) to expand ... double click on maintenance plan cleanup task to add to subplan3



#### NOTE: You should now see this



26. Click on the green arrow of this plan and drag and drop it over top of the original Maintenance Cleanup Task



#### Define Maintenance cleanup task 1

27. Double click on Maintenance Cleanup task 1

- 28. Check box for include first level subfolders and select cleanup job path (most often it will be C:\ABELDent\Data\Backup but varies depending on the office)
- 29. Change **Delete files older than the following** to **2 weeks** NOTE: File extension on this cleanup job

is should be **TRN** 

路 Maintenance Cleanup 1	Task			×
Connection:	Local server c	onnection	~ N	ew
Delete files of the following	g type:			
Backup files				
O Maintenance Plan te	t reports			
File location:				
○ Delete specific file				
File name:				
Search folder and del	ete files based on a	n extension		
Folder:	C:\ABELDe	nt\Data\Backup		
File extension:		TRN		
Include first-level	subfolders			
File age:				
Delete files based on	the age of the file a	t task run time		
Delete files older that	an the following:			
2 🗘 Week(	s)	~		
ОК	Cancel	View T-SQL	Hel	lp

30. Click OK

## Setting schedules for plans to run automatically

31. Click on icon as shown here for Subplan\_1

Subplan	Description	Schedule	Run as
Subplan_1		Not scheduled (On Demand)	SQL Server Agent service account
Subplan_2	Subplan_2	Not scheduled (On Demand)	SQL Server Agent service account
Subplan_3	Subplan_3	Not scheduled (On Demand)	SQL Server Agent service account

## 32. Set the job schedule to run (occurs) Daily and below this set occurs once at: change to 6am

III New Job Schedule	— <u> </u>
Name:	MaintenancePlan.Subplan_1 Jobs in Schedule
Schedule type:	Recurring V I Enabled
One-time occurrence	
Date:	2/ 6/2019 ∨ Time: 4:09:27 PM 🕏
Frequency	
Occurs:	Daily
Recurs every:	1 🚖 day(s)
Daily frequency	
Occurs once at:	6:00:00 AM
O Occurs every:	1
Duration	Ending at: 11:59:59 PM
Shart data	2/ 6/2019 ==
Start date:	No end date:
Summan	
Description:	Occurs every day at 6:00:00 AM. Schedule will be used starting on 2/6/2019.
	OK Cancel Help

- 33. Click OK
- 34. Click on icon for Subplan\_2
- 35. Set the job schedule to run (occurs) Daily and below this set occurs every: change from every 1 hour to every 4 hours

III New Job Schedule				~		×
Name:	MaintenancePlan.Subplan_2			Jobs in	Schedule	
Schedule type:	Recurring		~	🗹 Enabled		
One-time occurrence	2/ 6/2010	4.14.4C P	M			
Date:	2/ 0/2013 V	4.14.4011	1 <sup>41</sup> <b>y</b>			
Frequency						- 1
Occurs:	Daily ~					
Recurs every:	1 🖨 day(s)					
Daily frequency						-
O Occurs once at:	12:00:00 AM					
Occurs every:	4 🖨 hour(s) 🗸	Starting at:	12:00:00 AM	-		
		Ending at:	11:59:59 PM	-		
Duration						
Start date:	2/ 6/2019	O End date:	2/ 6	/2019 🔲 🕆		
		No end date:				
Summary						
Description:	Occurs every day every 4 hour(s) starting on 2/6/2019.	between 12:00:00 A	M and 11:59:59	PM. Schedule w	ill be used	~
	7.					¥.
			ОК	Cancel		

36. Click OK

37. Click on icon for Subplan\_3

38. Set the job schedule to run (occurs) Weekly and below this set Recurs every: click Monday, Wednesday and Friday

Name,	MaintenancePlan.Subp	olan_3		Jobs in Schedule	
Schedule type:	Recurring		~ [	Enabled	
ne-time occurrence					-
Date:	2/ 6/2019 🗸	Time: 4:14:12 P	M ≑		
Frequency					_
Occurs:	Weekly	~			
Recurs every:	1 💠 week(s) or	n			
	Monday	🗹 Wednesday 🛛	] Friday	Saturday	
	Tuesday	Thursday		Sunday	
Daily frequency					_
Occurs once at:	12:00:00 AM				
O Occurs every:	1 🜲 hour(s)	<ul> <li>Starting at:</li> </ul>	12:00:00 AM	A T	
	1 (all all all all all all all all all al	Ending at:	11:59:59 PM	\$	
Duration					
Start date:	2/ 6/2019	O End date:	2/ 6/2	)19 🔲 🔻	
		No end date:			
Summary					

#### 39. Click OK

When you are done it should look something like this



## Running the jobs These are the jobs you've created



- 40. Right click on MaintenancePlan.Subplan\_1 and select start Job at Step
- 41. Do the same on the 2 others you've created 42. That's all there is.