

Setting up a new SQL maintenance plan

Open SQL Server Management Studio



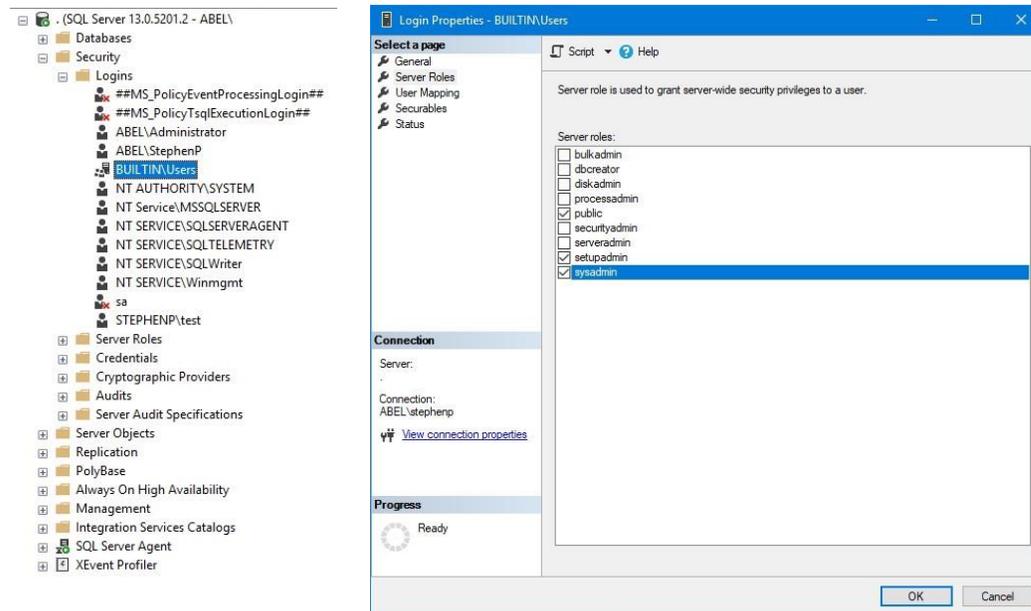
1. Connect to the database using (.) or server name



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

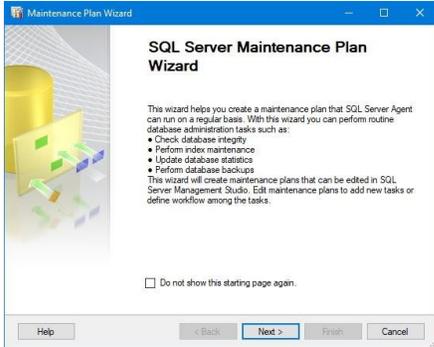
Click on server roles down the left hand side (of Login Properties – BUILTIN\Users Dialog box) and check off **SETUPDAMIN** and **SYSADMIN**

3. Click OK

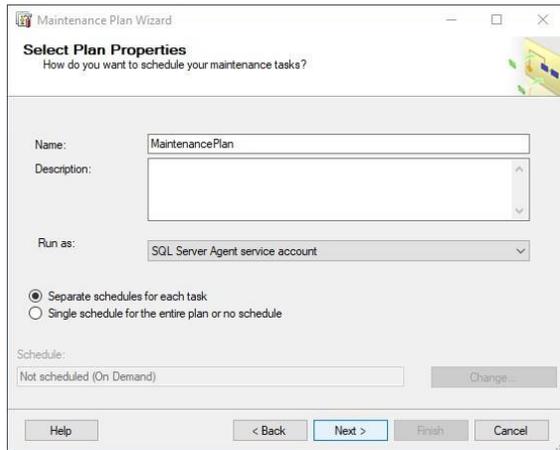


4. Click on **management (in the left hand side list)** and expand Right click on **Maintenance plans** and select **maintenance plan wizard**

5. **Click next** on first screen

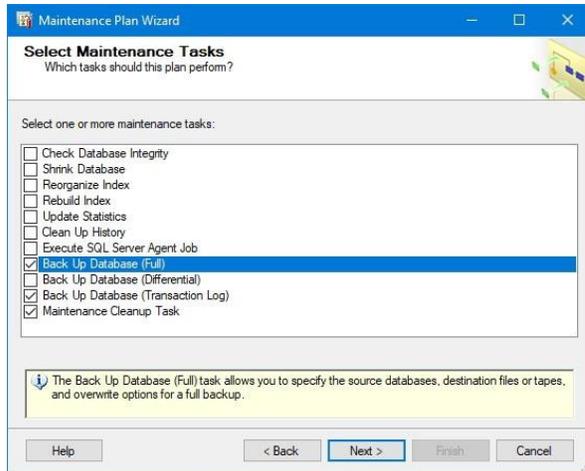


6. Click on **separate schedule for each task**



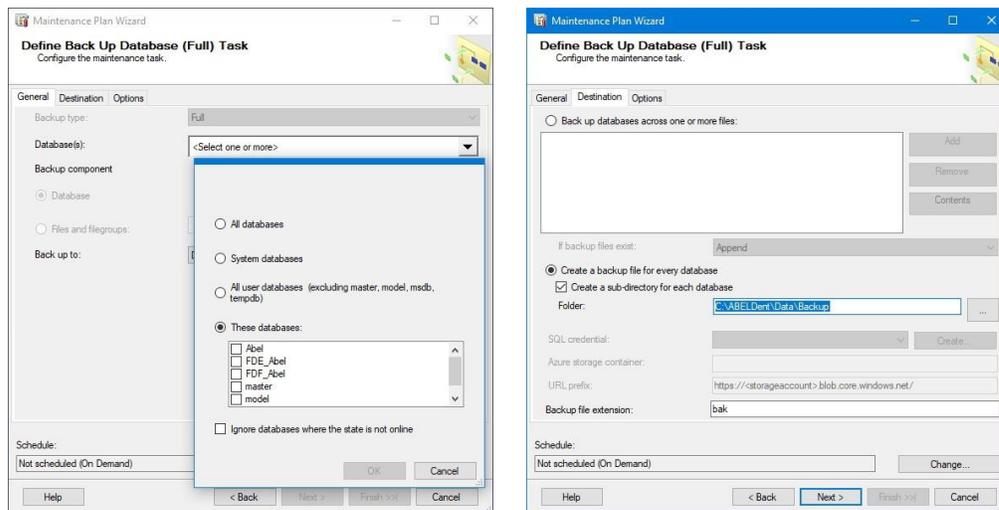
7. **click next**

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



Full Back up task

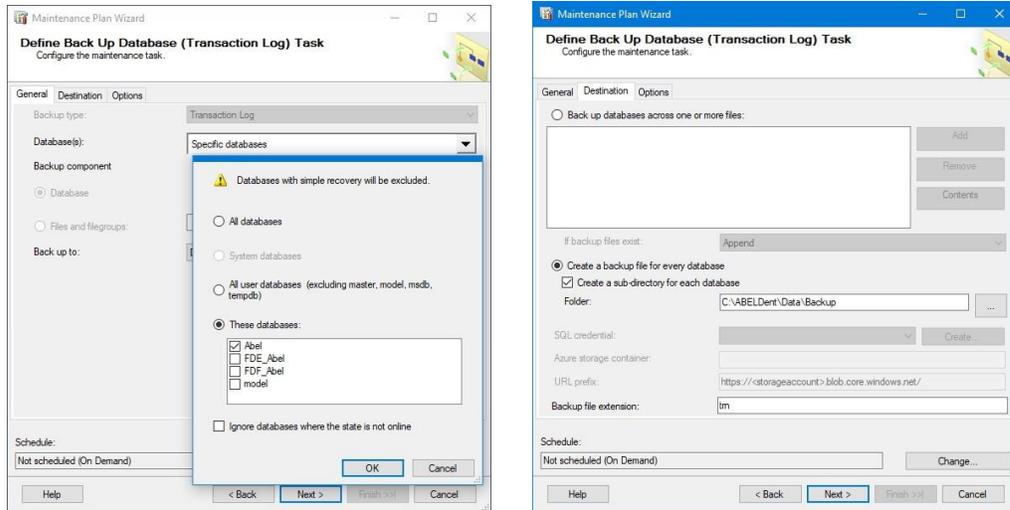
9. Check the box of the database you want to backup (*most often this is only Abel*) then click OK
10. Click on destination (in newer versions of SQL this will be a tab at the top of this dialog window)



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)



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

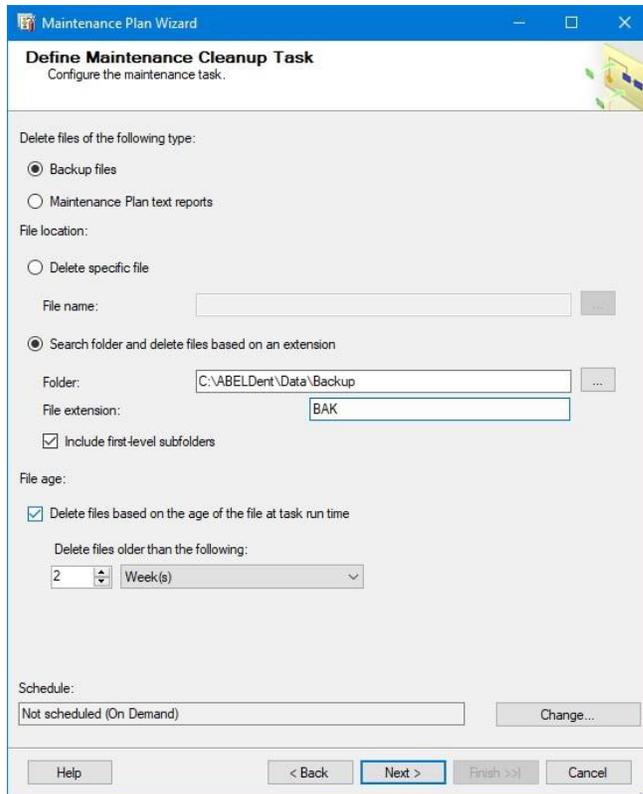
16. Check box for **include first level subfolders** and **select cleanup job path** (*most often it will be **C:\ABELDent\Data\Backup** but varies depending on the office*)

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.



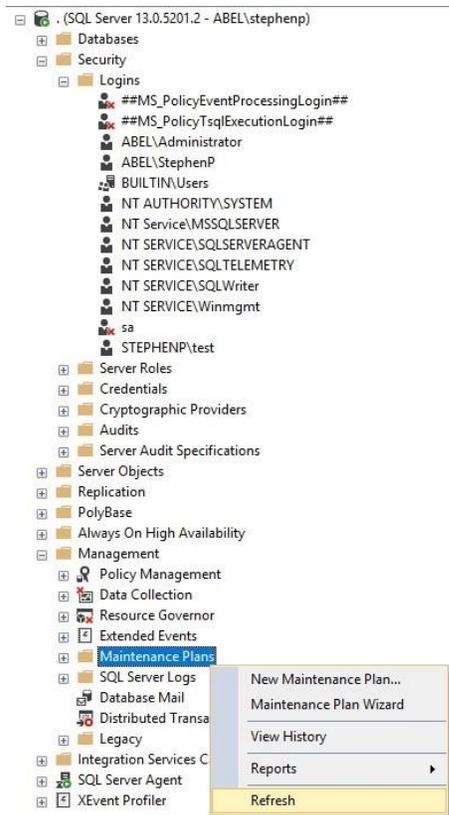
19. **Click next**

20. **Click next again**

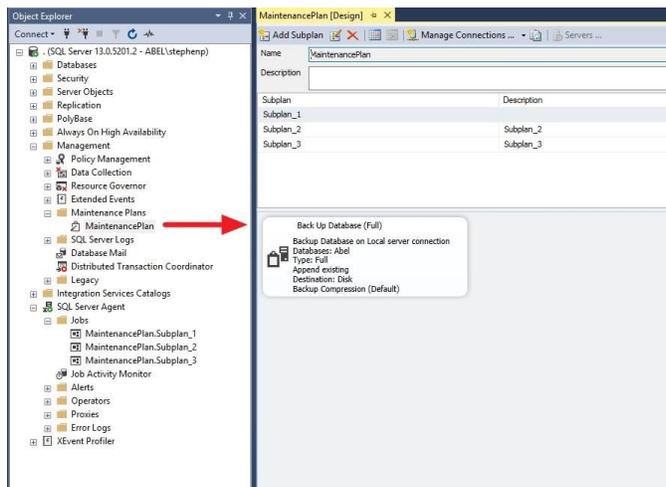
21. **Click finish (you are not done !!)**

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

22. **Right click and refresh** on maintenance plans

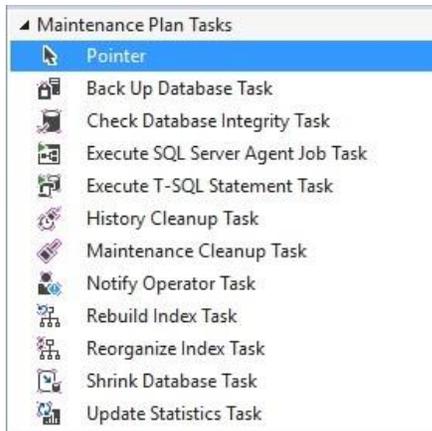


23. **Double click to modify** newly created MaintenancePlan. (The maintenance plan you just created should open)



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

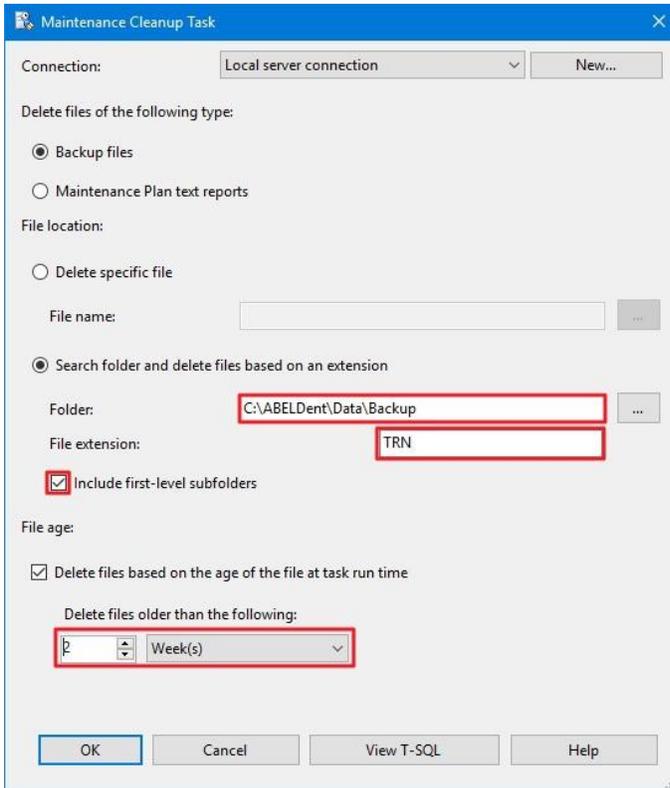


Define Maintenance cleanup task 1

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



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

New Job Schedule

Name: MaintenancePlan_Subplan_1 Jobs in Schedule

Schedule type: Recurring 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
 Occurs every: 1 hour(s) Starting at: 6:00:00 AM Ending at: 11:59:59 PM

Duration
Start date: 2/ 6/2019 End date: 2/ 6/2019 No end date

Summary
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

New Job Schedule

Name: MaintenancePlan_Subplan_2 Jobs in Schedule

Schedule type: Recurring Enabled

One-time occurrence
Date: 2/ 6/2019 Time: 4:14:46 PM

Frequency
Occurs: Daily
Recurs every: 1 day(s)

Daily frequency
 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 End date: 2/ 6/2019 No end date

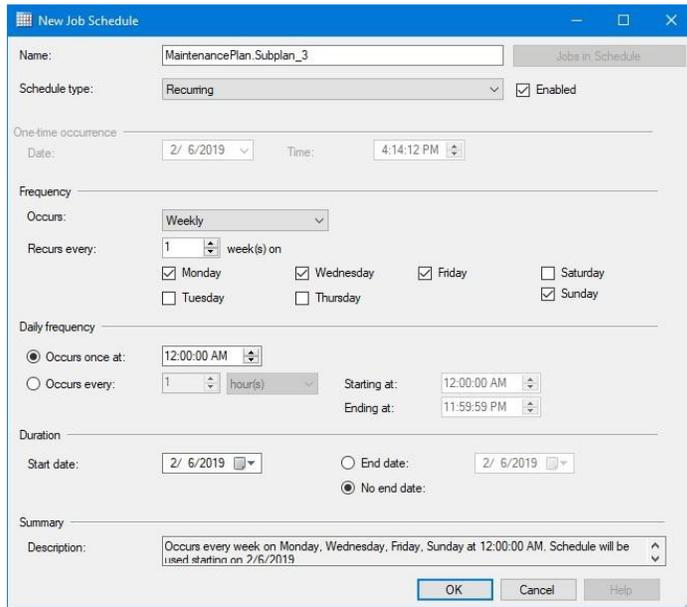
Summary
Description: Occurs every day every 4 hour(s) between 12:00:00 AM and 11:59:59 PM. Schedule will be used starting on 2/6/2019.

OK Cancel Help

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

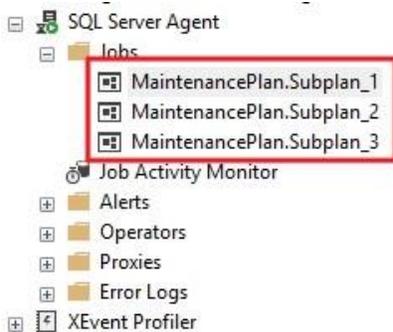


39. Click OK

When you are done it should look something like this

Subplan	Description	Schedule		
Subplan_1		Occurs every day at 6:00:00 AM. Schedule will be used starting on 2/6/2019.		
Subplan_2	Subplan_2	Occurs every day every 4 hour(s) between 12:00:00 AM and 11:59:59 PM. Schedule will be used starting on 2/6/2019.		
Subplan_3	Subplan_3	Occurs every week on Monday, Wednesday, Friday, Sunday at 12:00:00 AM. Schedule will be used starting on 2/6/2019.		

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.