



**SQL SERVER**  
**Maintenance Plans**

# Confidentiality and Acknowledgements

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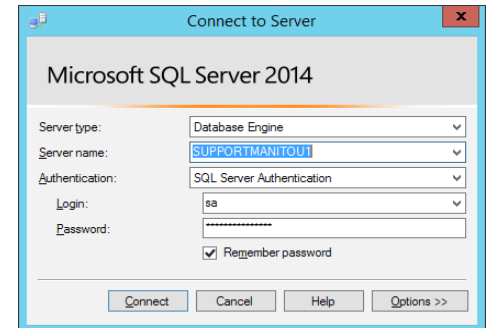
# Introduction

This document steps through the elements to create a Maintenance Plan in Microsoft SQL Server. Please note this is written based on the SQL Server 2014 version. Please check with Microsoft SQL Server help services for other versions.

## Steps to create a Maintenance Plan

### Step 1

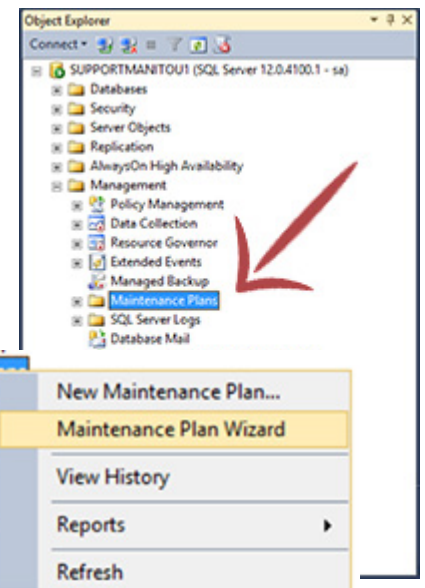
Login to Microsoft SQL Server Management Studio. What server and user ID you use is determined by your IT Staff.



### Step 2

Locate the Maintenance Plan within the connected servers.

1. Expand Management
2. Click on Maintenance Plans



### Step 3

Launch the Maintenance Plan Wizard

1. Right-click the Maintenance Plans node.
2. Left-click the Maintenance Plan Wizard

### Step 4

Step through the Maintenance Plan Creation Wizard

1. Click Next on the first page. (It is an option to turn off this first page by selecting the "Don't show this starting page again.")
2. Enter a Name, Description.
3. Select the Change button to the right of the Schedule.
4. On the New Job Schedule dialog, select the Schedule type of Recurring.
5. Set the Frequency, in this example it is Daily and recurs every one (1) day.
6. Set the time when this back up will run. Please choose a time of day that isn't too busy and will not be directly impacted by Daylight Savings time changes. For this example we used 4 AM.
7. Click OK.
8. Select the Maintenance Tasks to run. This example shows a full database backup and Maintenance Cleanup task.
9. Click Next.
10. Ensure that the Maintenance Task order is as expected. In most cases this should be the database backup before the Cleanup task.
11. The first Maintenance Plan is for the Database backup. Select the Database, or databases, to backup. In most cases this will be MANITOU.

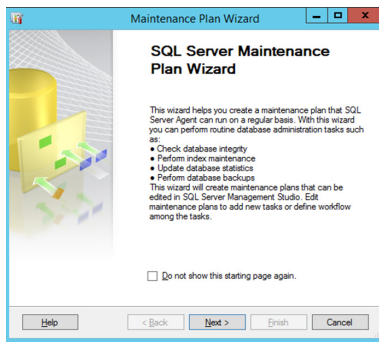
12. Navigate to where the backup files will reside.
13. Set when the Backup expires and select “Verify backup integrity.”
14. Click Next.
15. The next task is to set the parameters for the Cleanup Maintenance Plan. The type defaults to Backup files. Browse to the same folder where the database backups are housed
16. Select the number of days to keep a backup file before deleting. This will be relative to your hard drive space and backup file sizes. Be sure to delete files to make room for new backups.
17. Click Next
18. It is optional to write a report to a text file.
19. Click Next.
20. Review the Maintenance plans created.
21. Click Finish.
22. When SQL Server Maintenance Plan Wizard is successful all items show with a green checkmark. Click Close.

Always check on the backups the next day!

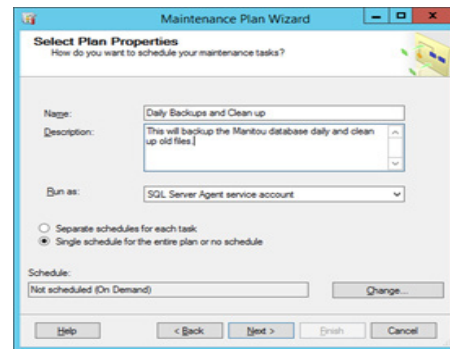
**Maintenance Plans run on the defined schedule until removed or changed.**

# Appendix

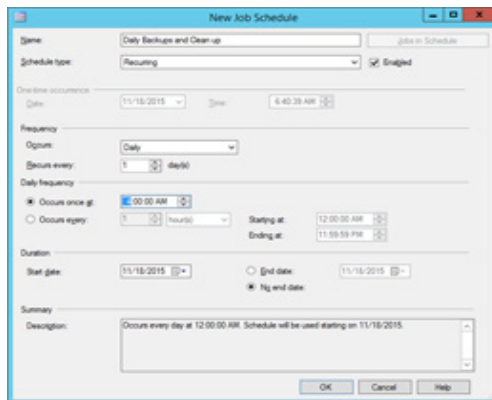
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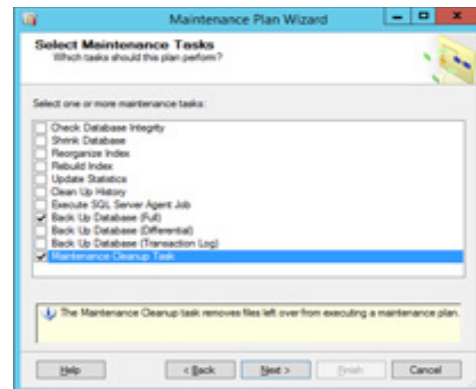
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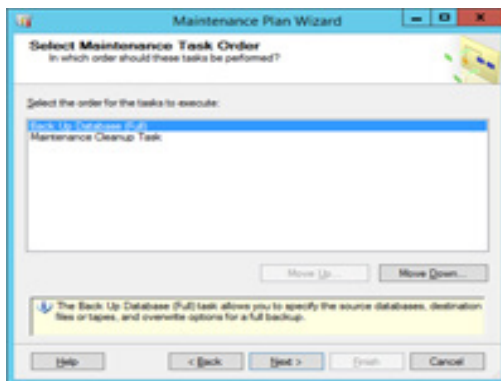
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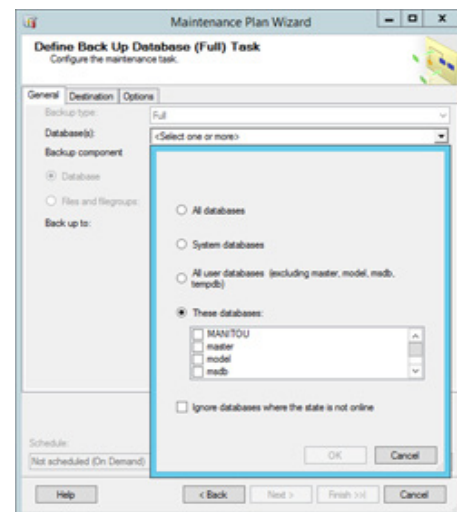
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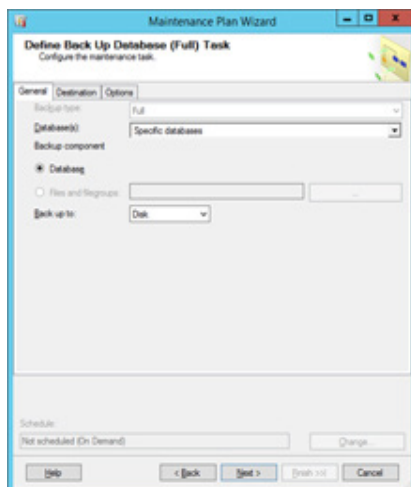
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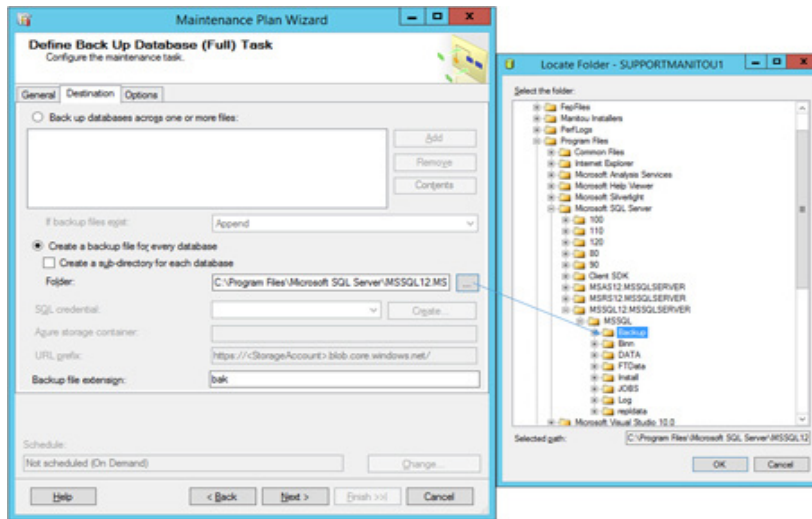
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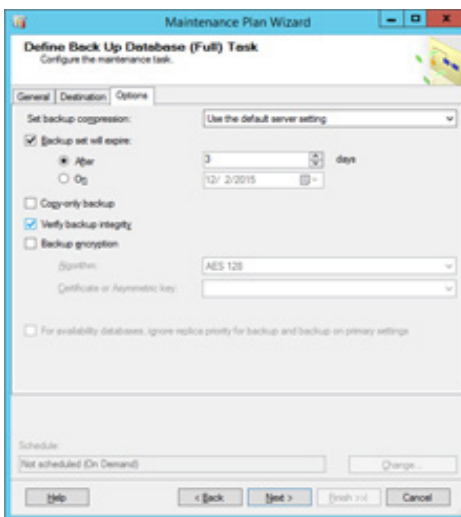
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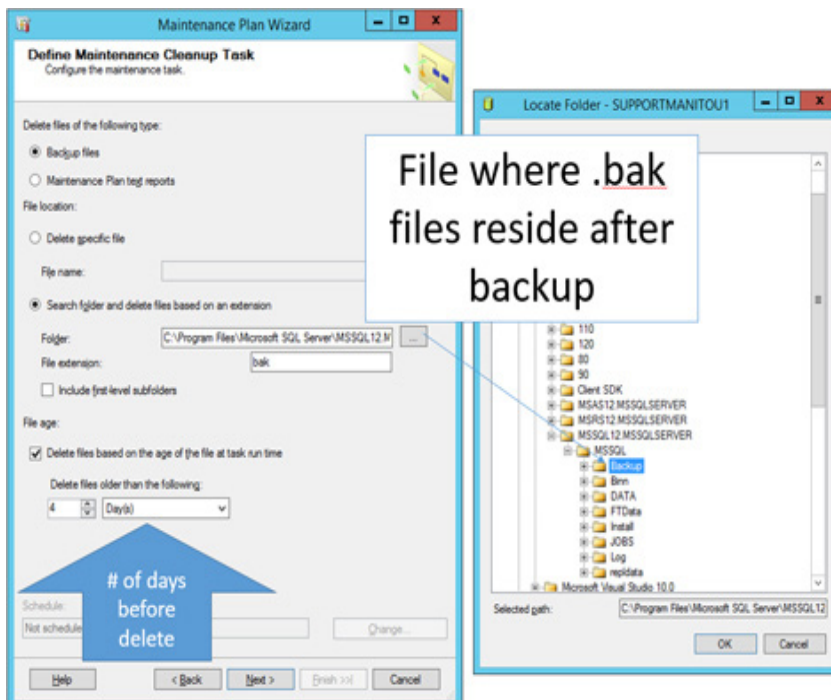
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9



10



11

**Select Report Options**  
Select options for saving or distributing a report of the maintenance plan actions.

☒ Write a report to a text file  
Folder location: C:\Program Files\Microsoft SQL Server\MSSQL12\...

☐ Email report  
To: George.habenicht

Optional reporting destination or email notification

Help < Back Next > Finish >> Cancel

12

**Complete the Wizard**  
Verify the choices made in the wizard, and then click Finish.

Click Finish to perform the following actions:

- Maintenance Plan Wizard
- Create Maintenance Plan 'Daily Backups and Clean up'
- Define Back Up Database (Full) Task
- Define Maintenance Cleanup Task
- Selected reporting options

Help < Back Next > Finish Cancel

13

**Maintenance Plan Wizard Progress**  
Click Stop to interrupt the operation.

Success		5 Total	0 Error
		5 Success	0 Warning

Details:

Action	Status	Message
Creating maintenance plan "Daily Back...	Success	
Adding tasks to the maintenance plan	Success	
Adding scheduling options	Success	
Adding reporting options	Success	
Saving maintenance plan "Daily Backu...	Success	

Once successful, all items display with a green checkmark.

Stop Report Close