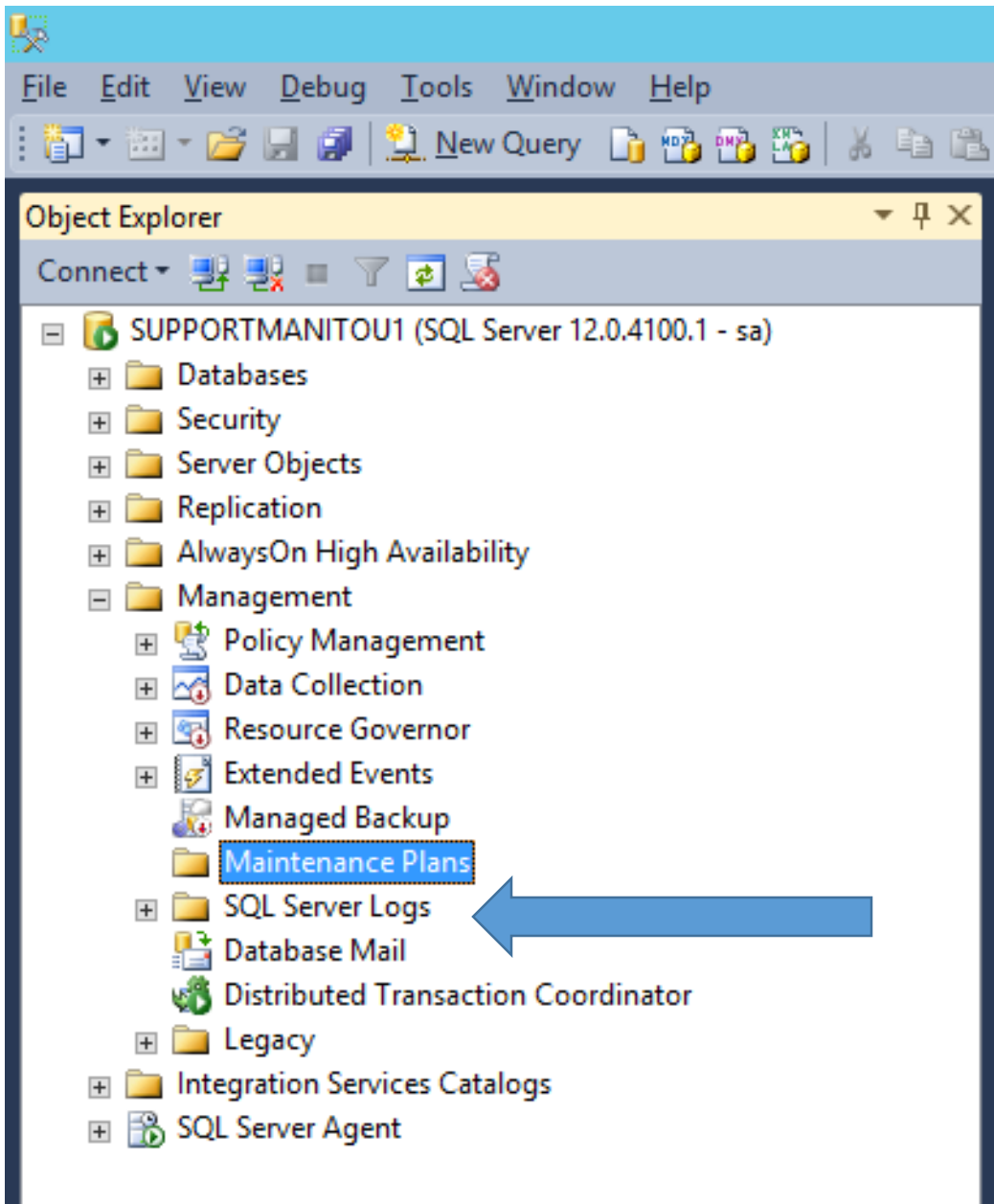# Creating a Maintenance Plan
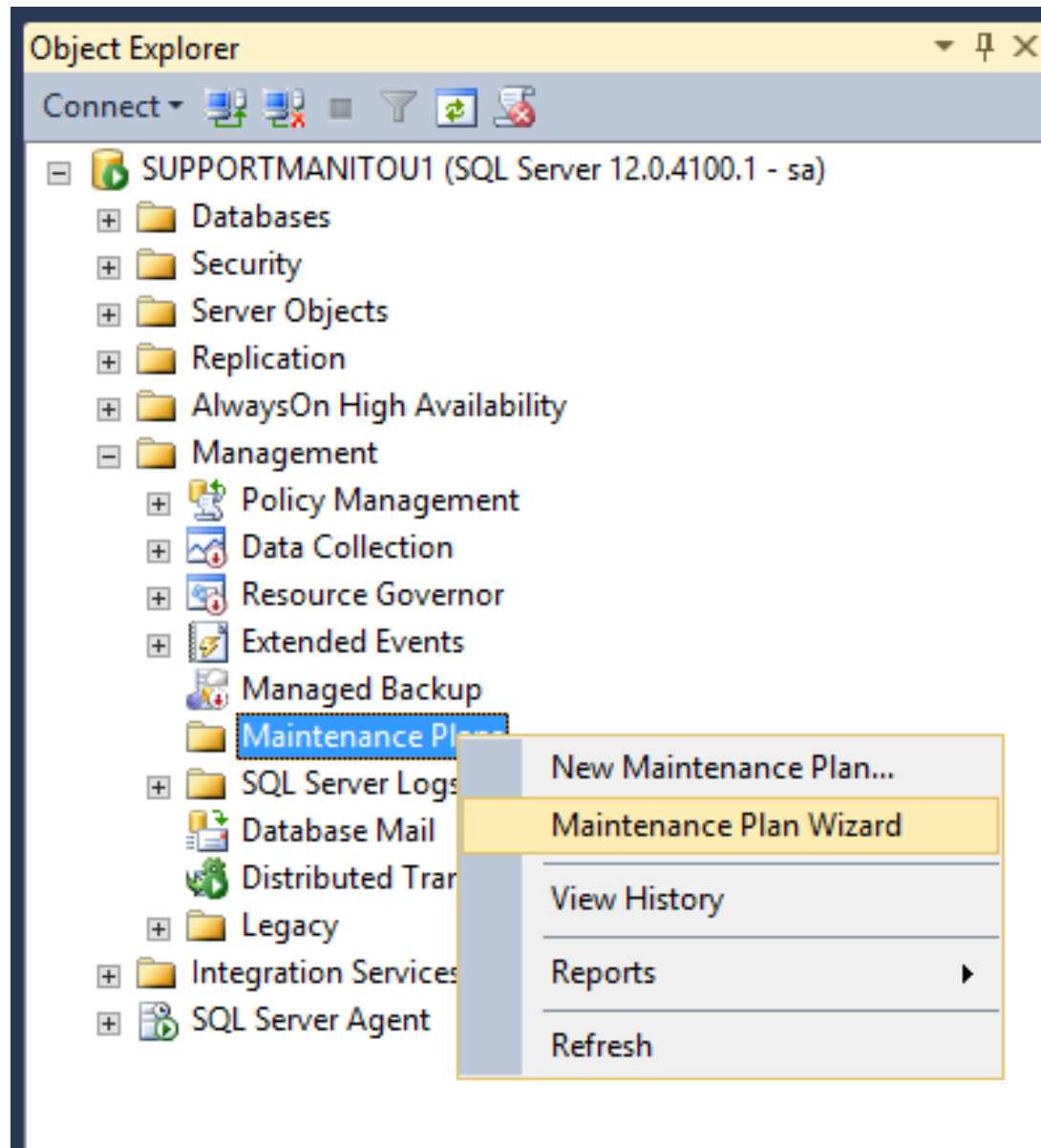
within Microsoft SQL Server Management Studio

Log into Microsoft MSSQL Management Studio

Locate Maintenance Plans

Right-click Maintenance Plans and select Maintenance Plan Wizard
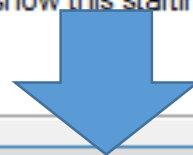
Maintenance Plan Wizard

SQL Server Maintenance Plan Wizard

This wizard helps you create a maintenance plan that SQL Server Agent can run on a regular basis. With this wizard you can perform routine database administration tasks such as:

- Check database integrity
- Perform index maintenance
- Update database statistics
- Perform database backups

This wizard will create maintenance plans that can be edited in SQL Server Management Studio. Edit maintenance plans to add new tasks or define workflow among the tasks.

☐ Do not show this starting page again.

Help | < Back | Next > | Finish | Cancel

Enter a
Name and
Description
then click
the **Change**
button

Select the **Frequency** and set the **time** when the plan will occur

A time that won't be effected by DST

Select the Maintenance tasks

Select the Maintenance tasks order
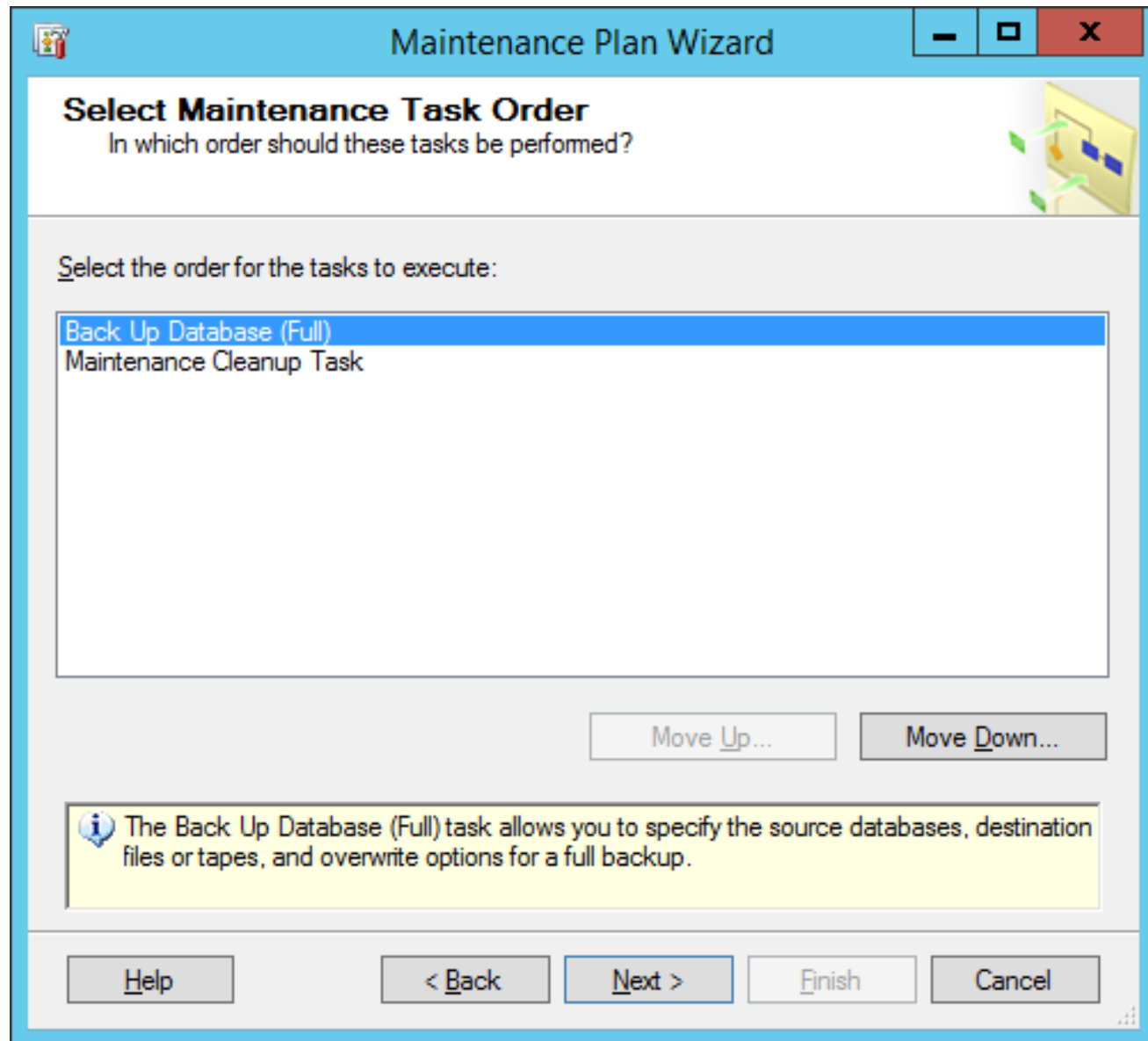
Database Backup Maintenance Plan

Select the **Database(s)** to backup in this plan

Navigate to the file where the backups will reside

Maintenance Plan Wizard

Define Back Up Database (Full) Task
Configure the maintenance task.

General | **Destination** | **Options**

○ Back up databases across one or more files:

[Add]
[Remove]
[Contents]

If backup files exist: | Append ▾

● Create a backup file for every database
☐ Create a sub-directory for each database

Folder: | C:\Program Files\Microsoft SQL Server\MSSQL12.MS | [...]

SQL credential: | ▾ | [Create...]

Azure storage container: |

URL prefix: | https://<StorageAccount>.blob.core.windows.net/

Backup file extension: | bak

Schedule:
Not scheduled (On Demand) | [Change...]

[Help] | [< Back] | [Next >] | [Finish >>|] | [Cancel]

Locate Folder - SUPPORTMANITOU1

Select the folder:

- FepFiles
- Manitou Installers
- PerfLogs
- Program Files
  - Common Files
  - Internet Explorer
  - Microsoft Analysis Services
  - Microsoft Help Viewer
  - Microsoft Silverlight
  - Microsoft SQL Server
    - 100
    - 110
    - 120
    - 80
    - 90
    - Client SDK
    - MSAS12.MSSQLSERVER
    - MSRS12.MSSQLSERVER
    - MSSQL12.MSSQLSERVER
      - MSSQL
        - Backup
        - Binn
        - DATA
        - FTData
        - Install
        - JOBS
        - Log
        - repldata
  - Microsoft Visual Studio 10.0

Selected path: | C:\Program Files\Microsoft SQL Server\MSSQL12

[OK] | [Cancel]

Set when the backup **expires** and select **Verify backup Integrity**

Clean Up Maintenance Plan

Maintenance Plan Wizard

Define Maintenance Cleanup Task
Configure the maintenance task.

Delete files of the following type:

- ● Backup files
- ○ Maintenance Plan text reports

File location:

- ○ Delete specific file

  File name: [   ]

- ● Search folder and delete files based on an extension

  Folder: [C:\Program Files\Microsoft SQL Server\MSSQL12.M] [...]

  File extension: [bak]

  ☐ Include first-level subfolders

File age:

☑ Delete files based on the age of the file at task run time

  Delete files older than the following:

  [4] [⬍] [Day(s) ▾]

# of days before delete

Schedule:
[Not schedule]   [Change...]

[Help]   [< Back]   [Next >]   [Finish >>|]   [Cancel]

Locate Folder - SUPPORTMANITOU1

File where .bak files reside after backup

- ⊞ 📁 110
- ⊞ 📁 120
- ⊞ 📁 80
- ⊞ 📁 90
- ⊞ 📁 Client SDK
- ⊞ 📁 MSAS12.MSSQLSERVER
- ⊞ 📁 MSRS12.MSSQLSERVER
- ⊟ 📁 MSSQL12.MSSQLSERVER
  - ⊟ 📁 MSSQL
    - ⊞ 📁 **Backup**
    - ⊞ 📁 Binn
    - ⊞ 📁 DATA
    - ⊞ 📁 FTData
    - ⊞ 📁 Install
    - ⊞ 📁 JOBS
    - ⊞ 📁 Log
    - ⊞ 📁 repldata
- ⊞ 📁 Microsoft Visual Studio 10.0

Selected path: [C:\Program Files\Microsoft SQL Server\MSSQL12]

[OK]   [Cancel]

Maintenance Plan Wizard

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.` [...]

☐ E-mail report

To: George habenicht

Optional reporting destination or email notification

[Help]   [< Back]   [Next >]   [Finish >>|]   [Cancel]

Finish

Maintenance Plan Wizard

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

Review what the Maintenance
Plan will do when run

Help   < Back   Next >   Finish   Cancel

Maintenance Plan Wizard

Maintenance Plan Wizard Progress
Click Stop to interrupt the operation.

✓ **Success**	5 Total	0 Error	
	5 Success	0 Warning	

Details:

	Action	Status
✓	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

When successful, all items display with a green checkmark

Stop   Report ▼

Close

Maintenance Plans then run on the schedule defined until removed or changed