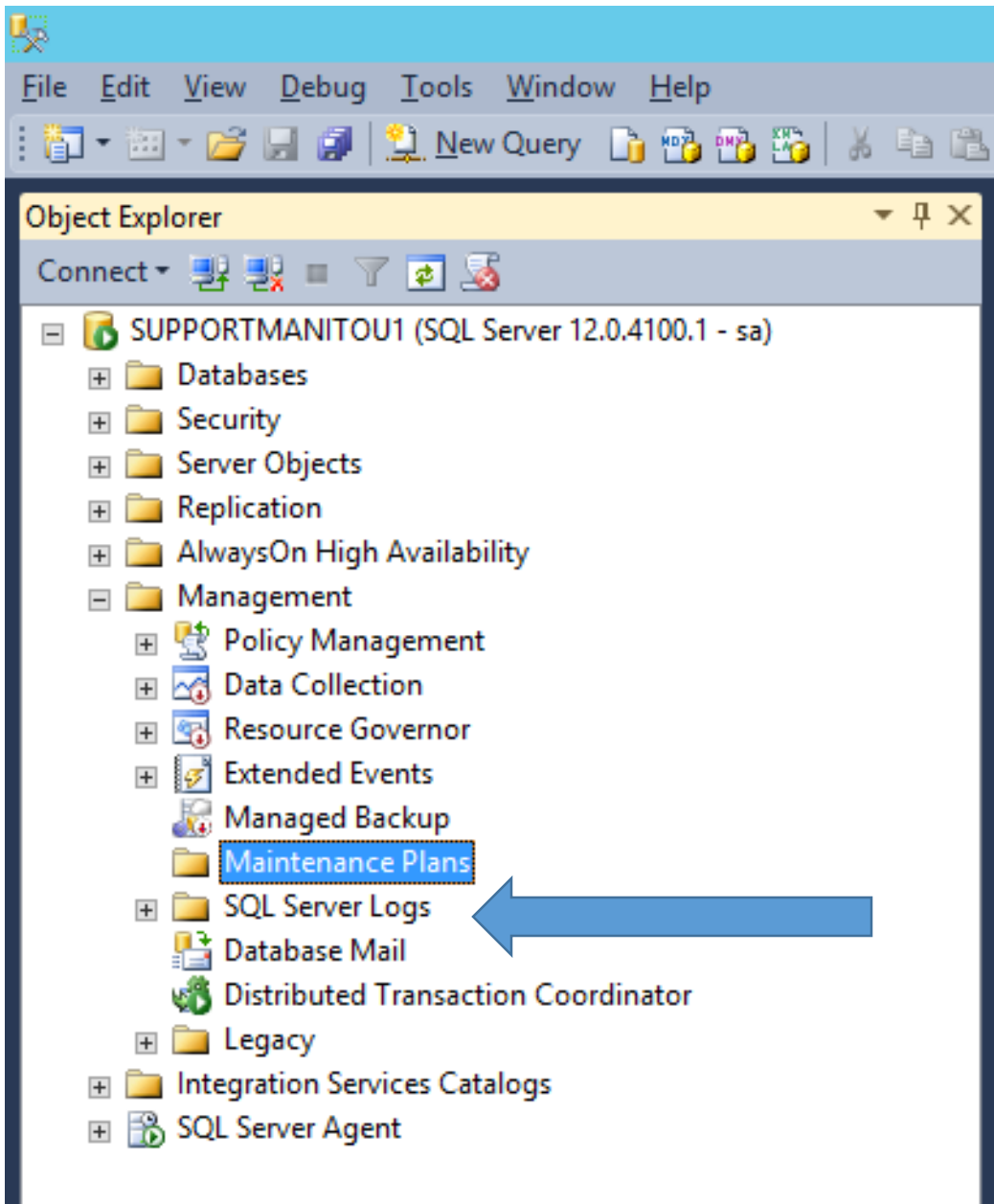


Creating a Maintenance Plan

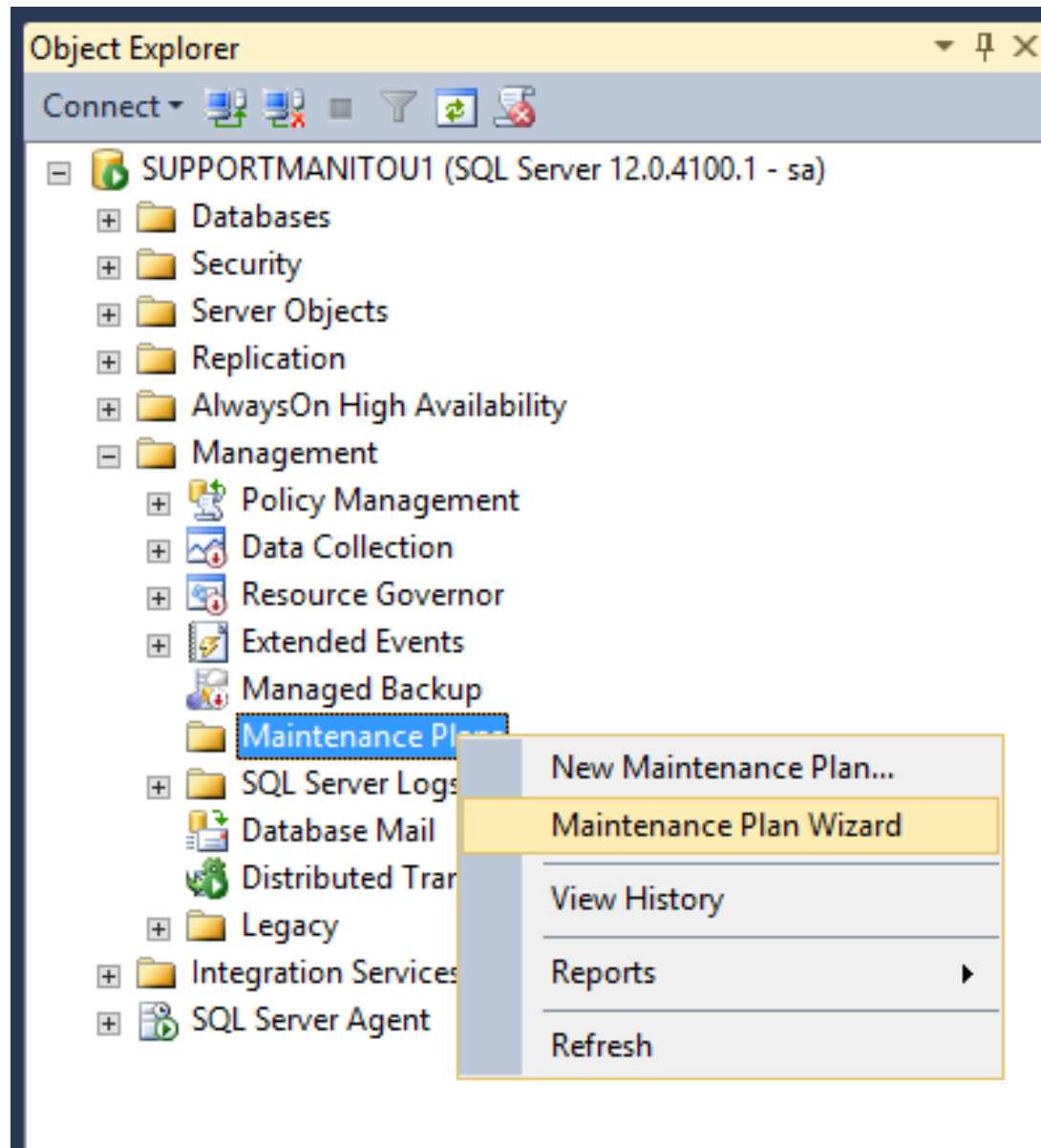
within Microsoft SQL Server Management Studio

Log into Microsoft MSSQL Management Studio



Locate Maintenance Plans

Right-click
Maintenance Plans
and select
Maintenance Plan
Wizard





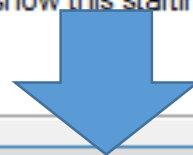
SQL Server Maintenance Plan Wizard

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

Maintenance Plan Wizard

Select Plan Properties
How do you want to schedule your maintenance tasks?

Name:

Description:

Run as:

☐ Separate schedules for each task
☒ Single schedule for the entire plan or no schedule

Schedule:

Change...

Help **< Back** **Next >** **Finish** **Cancel**

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

New Job Schedule

Name:

Schedule type: ☒ Enabled

One-time occurrence

Date: Time:

Frequency

Occurs:

Recurs every: day(s)

Daily frequency

☒ Occurs once at: **A time that won't be effected by DST**

☐ Occurs every: hour(s) Starting at: Ending at:

Duration

Start date:

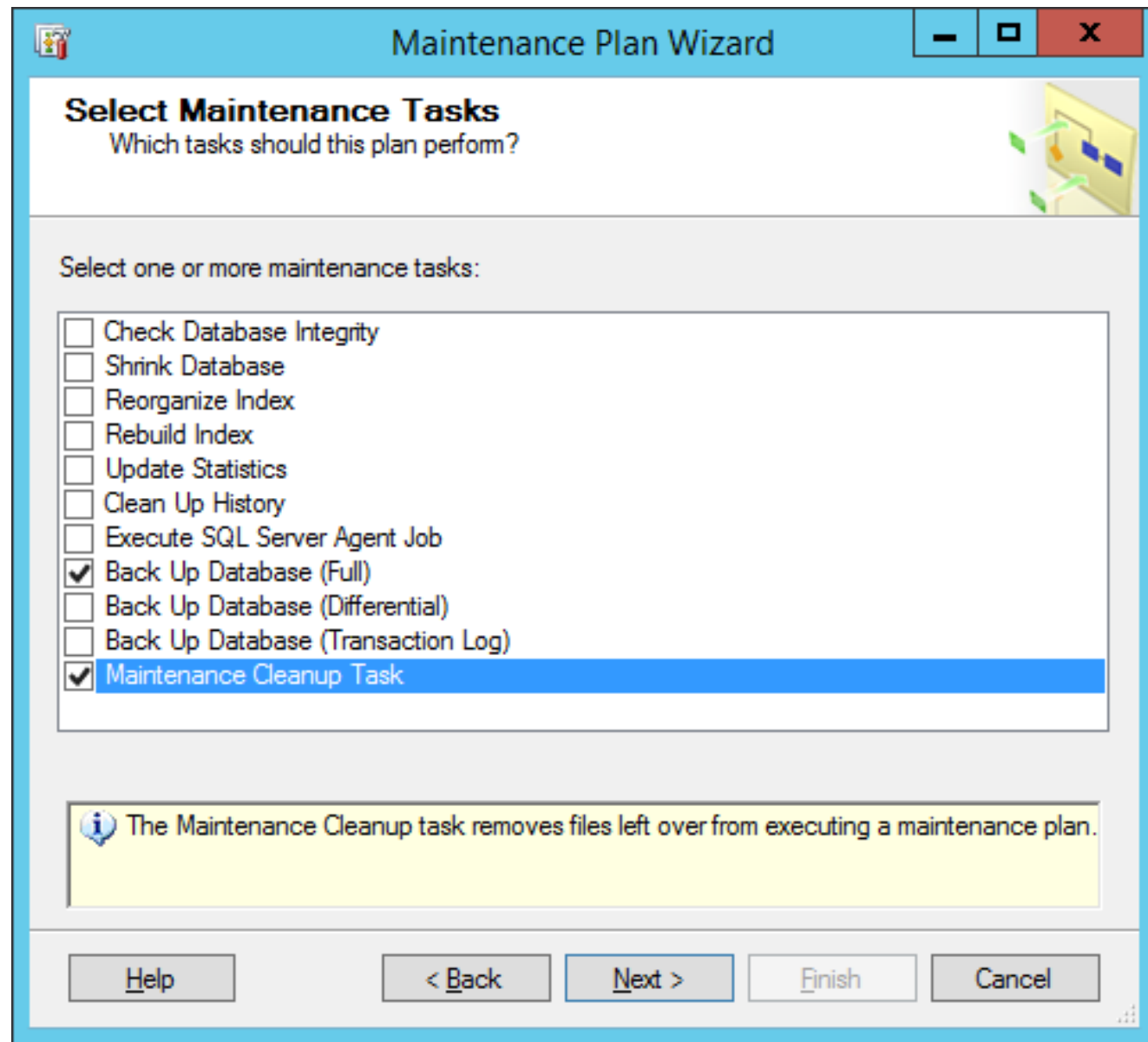
☐ End date:

☒ No end date:

Summary

Description:

Select the
Maintenance
tasks




The screenshot shows the 'Maintenance Plan Wizard' window, specifically the 'Select Maintenance Tasks' step. The window has a blue title bar with the text 'Maintenance Plan Wizard' and standard Windows window controls (minimize, maximize, close). Below the title bar, the main area has a light blue header with the text 'Select Maintenance Tasks' and a subtitle 'Which tasks should this plan perform?'. To the right of the header is a small icon of a folder with arrows. Below the header, the text 'Select one or more maintenance tasks:' is followed by a list of tasks. The tasks are: 'Check Database Integrity', 'Shrink Database', 'Reorganize Index', 'Rebuild Index', 'Update Statistics', 'Clean Up History', 'Execute SQL Server Agent Job', 'Back Up Database (Full)', 'Back Up Database (Differential)', 'Back Up Database (Transaction Log)', and 'Maintenance Cleanup Task'. The 'Maintenance Cleanup Task' is selected, indicated by a blue highlight and a checkmark in the checkbox. Below the list, there is a yellow information box with a blue 'i' icon and the text 'The Maintenance Cleanup task removes files left over from executing a maintenance plan.' At the bottom of the window, there are five buttons: 'Help', '< Back', 'Next >', 'Finish', and 'Cancel'.

Select Maintenance Tasks
Which tasks should this plan perform?

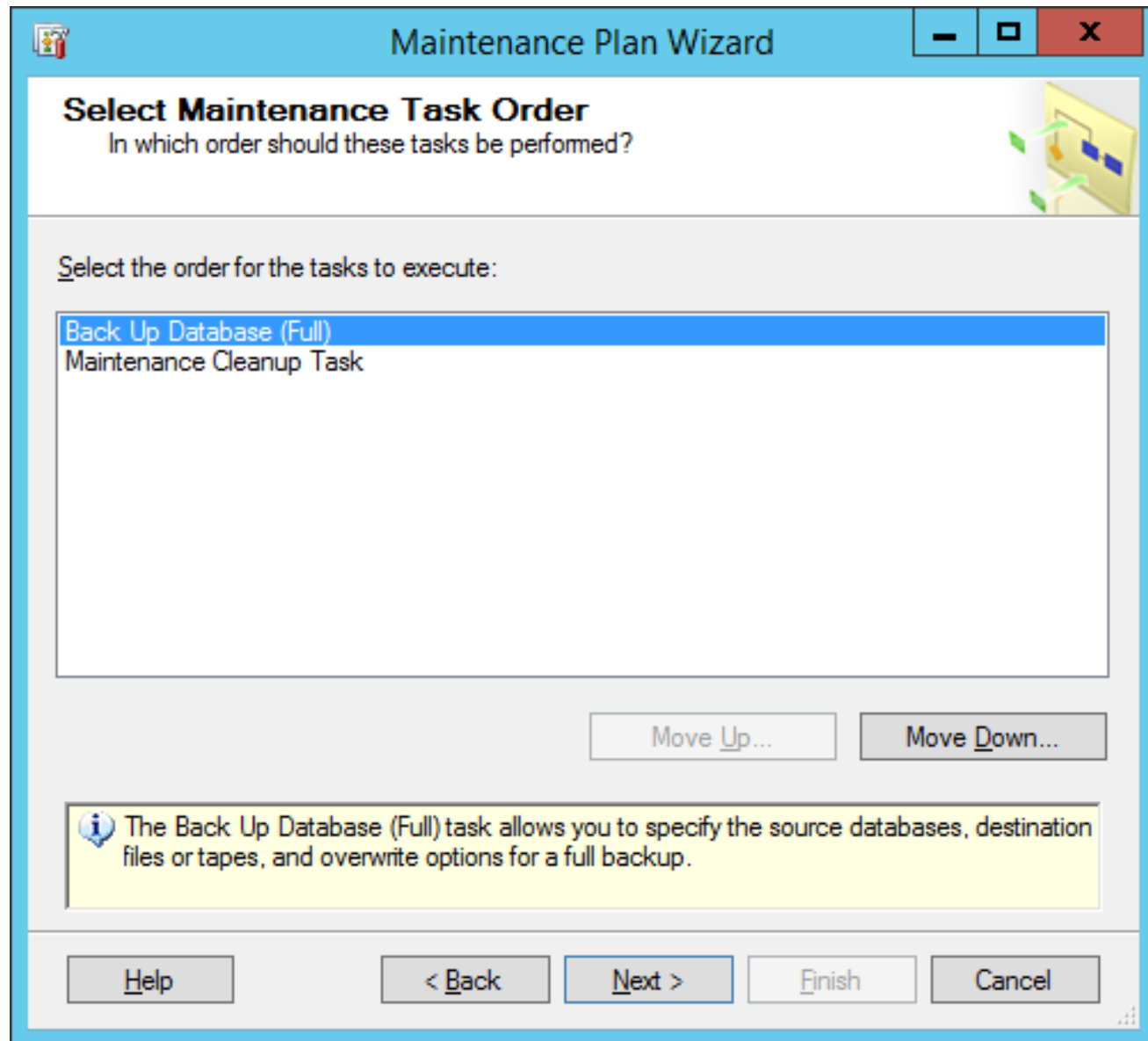
Select one or more maintenance tasks:

- ☐ Check Database Integrity
- ☐ Shrink Database
- ☐ Reorganize Index
- ☐ Rebuild Index
- ☐ Update Statistics
- ☐ Clean Up History
- ☐ Execute SQL Server Agent Job
- ☒ Back Up Database (Full)
- ☐ Back Up Database (Differential)
- ☐ Back Up Database (Transaction Log)
- ☒ Maintenance Cleanup Task

 The Maintenance Cleanup task removes files left over from executing a maintenance plan.

[Help](#) [< Back](#) [Next >](#) [Finish](#) [Cancel](#)

Select the
Maintenance
tasks order



Database Backup Maintenance Plan

Select the
Database(s) to
backup in this
plan

Maintenance Plan Wizard

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

General | Destination | Options

Backup type: Full

Database(s): <Select one or more>

Backup component

☒ Database

☐ Files and filegroups:

Back up to:

Schedule:
Not scheduled (On Demand)

☐ All databases

☐ System databases

☐ All user databases (excluding master, model, msdb, tempdb)

☒ These databases:

☐ MANITOU

☐ master

☐ model

☐ msdb

☐ Ignore databases where the state is not online

OK Cancel

Help < Back Next > Finish >>| Cancel

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

Backup type: Full

Database(s): Specific databases

Backup component

☒ Database

☐ Files and filegroups: [] [...]

Back up to: Disk

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

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

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

Maintenance Plan Wizard

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

General Destination **Options**

Set backup compression: Use the default server setting

☒ Backup set will expire:

☒ After 3 days

☐ On 12/ 2/2015

☐ Copy-only backup

☒ Verify backup integrity

☐ Backup encryption

Algorithm: AES 128

Certificate or Asymmetric key:

☐ For availability databases, ignore replica priority for backup and backup on primary settings

Schedule:
Not scheduled (On Demand) Change...

Help < Back Next > Finish >> Cancel

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
- ☒ Search folder and delete files based on an extension

File name:

Folder: ...

File extension:

☐ 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)

Schedule:

File where .bak
files reside after
backup

Locate Folder - SUPPORTMANITOU1

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:

of days
before
delete



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 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**