

Right click on 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.

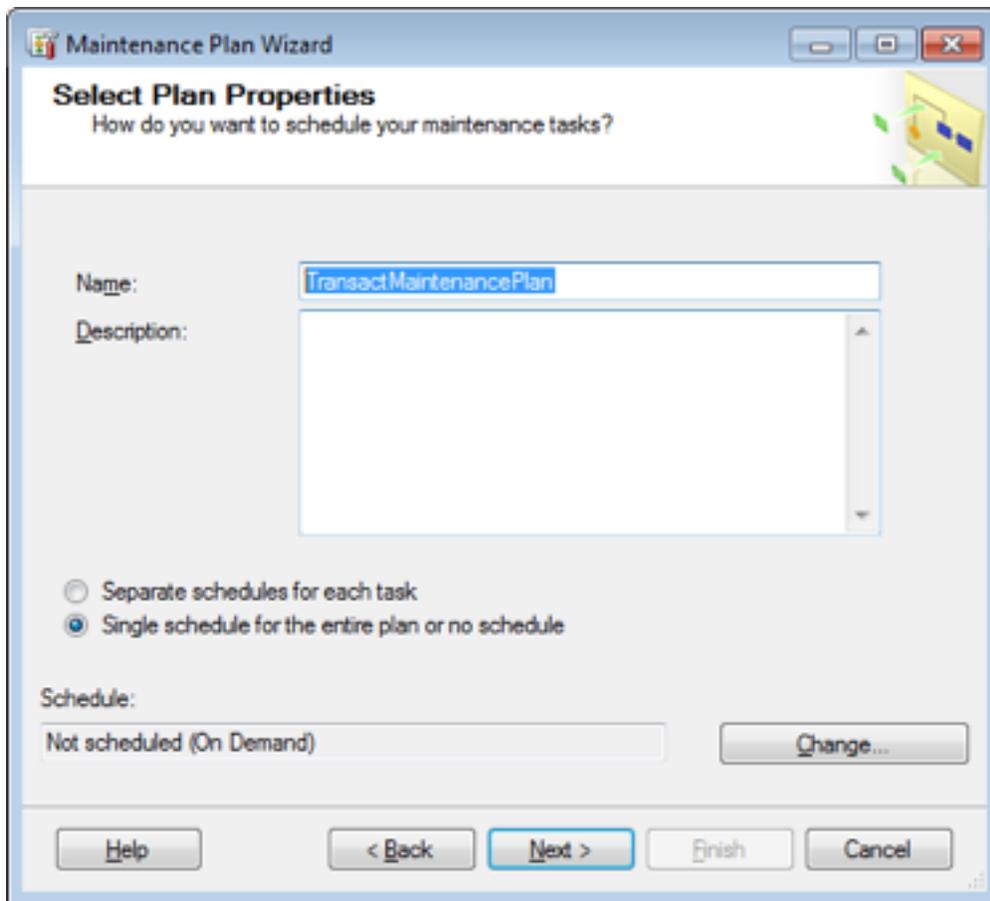
Help

< Back

Next >

Finish

Cancel



Select Change to change the schedule of when the maintenance plan should run. Also note that the option selected “Single schedule for the entire plan..” should remain selected.

Job Schedule Properties - TransactMaintenancePlan

Name: TransactMaintenancePlan Jobs in Schedule

Schedule type: Recurring  Enabled

One-time occurrence

Date: 3/29/2011 Time: 10:44:12 AM

Frequency

Occurs: Daily

Rekurs every: 1 day(s)

Daily frequency

Occurs once at: 12:00:00 AM

Occurs every: 1 hour(s) Starting at: 12:00:00 AM

Ending at: 11:59:59 PM

Duration

Start date: 3/29/2011

End date: 3/29/2011

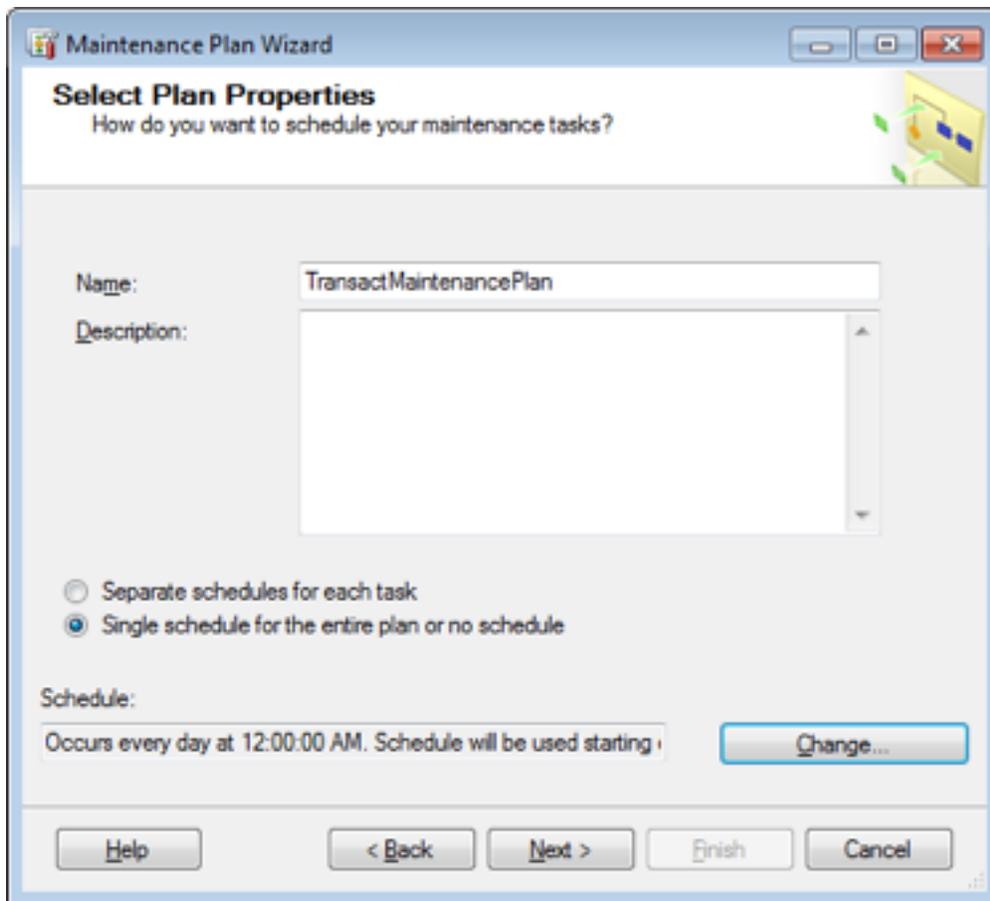
No end date:

Summary

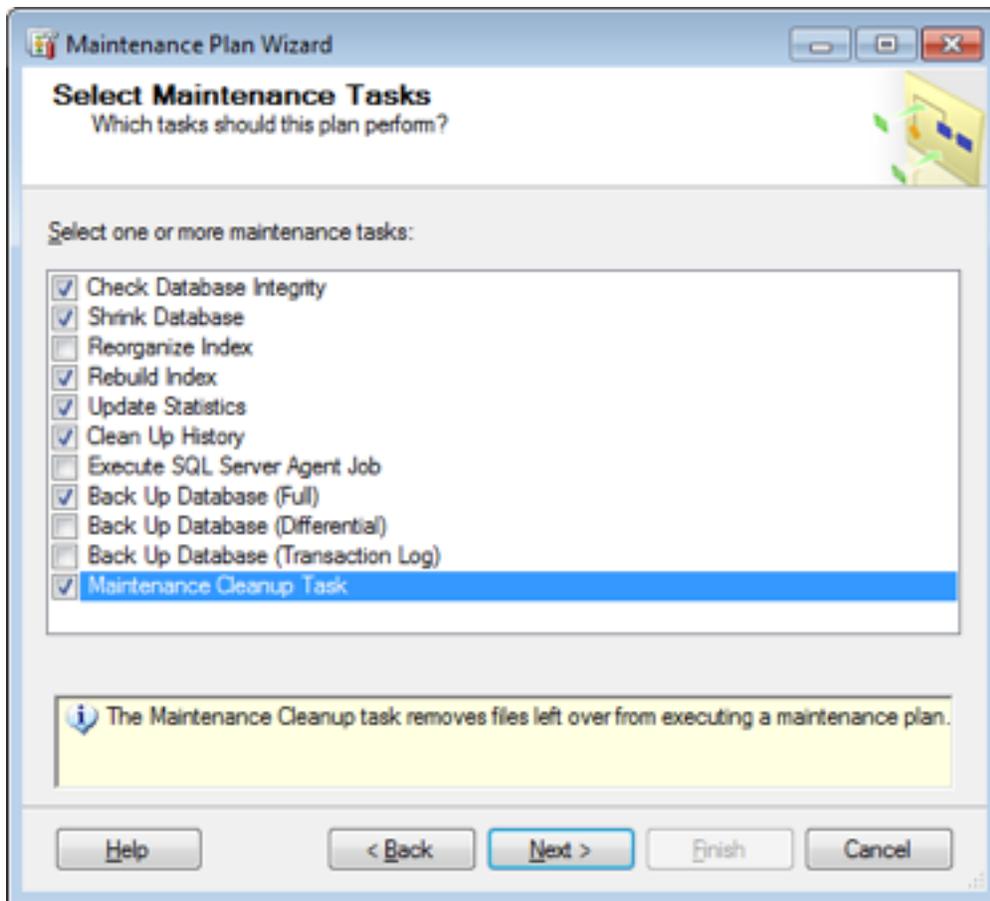
Description: Occurs every day at 12:00:00 AM. Schedule will be used starting on 3/29/2011.

OK Cancel Help

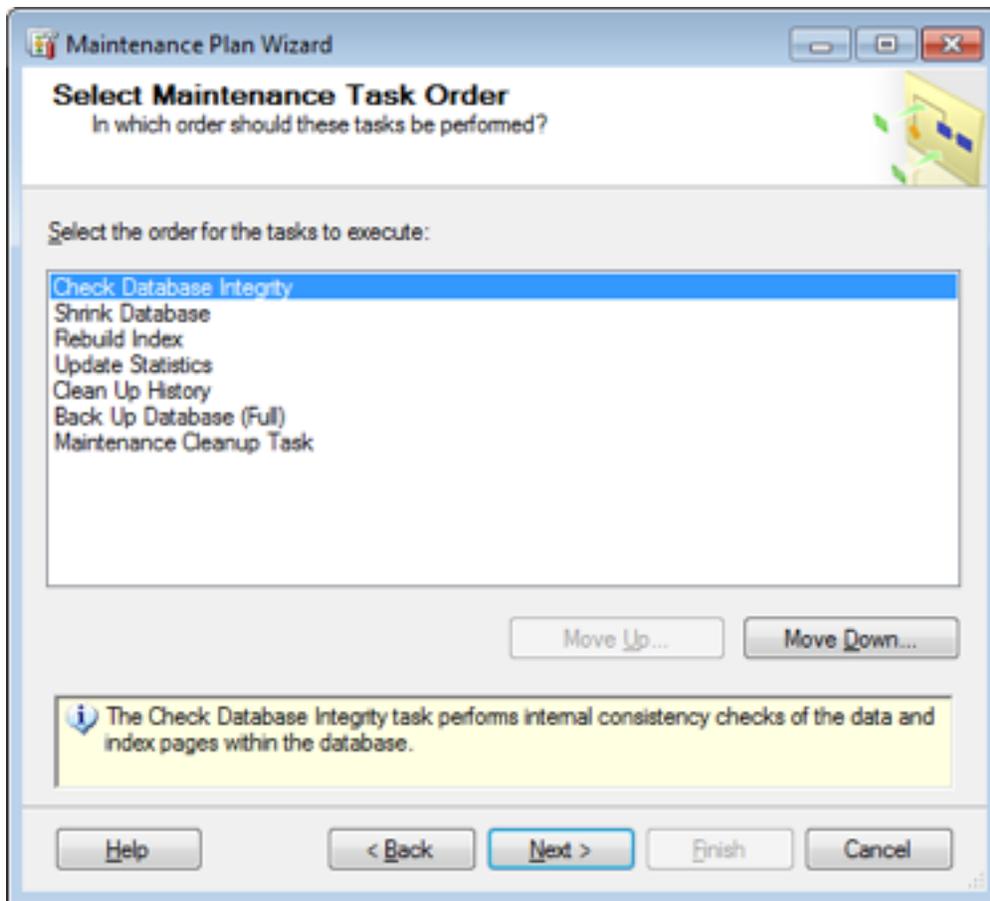
Set to operate daily at midnight. This can be set to just after the end of the business day especially if the server is set to be turned off.



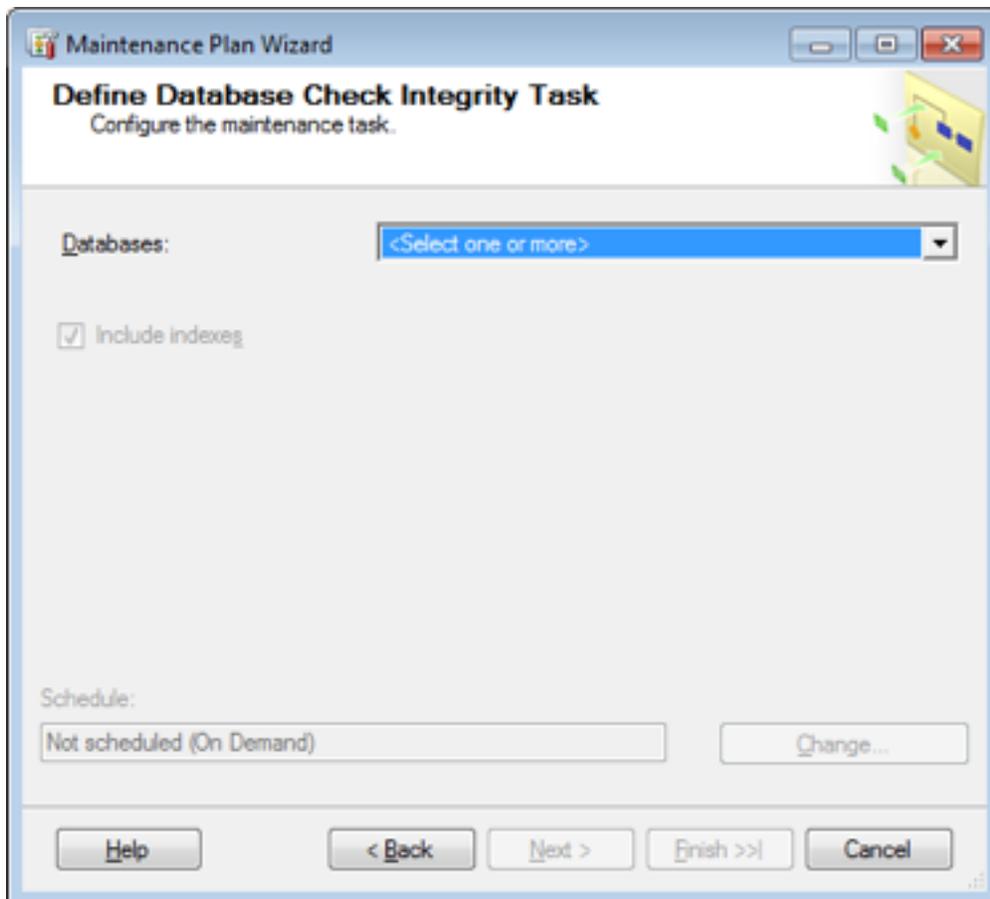
Select Next.



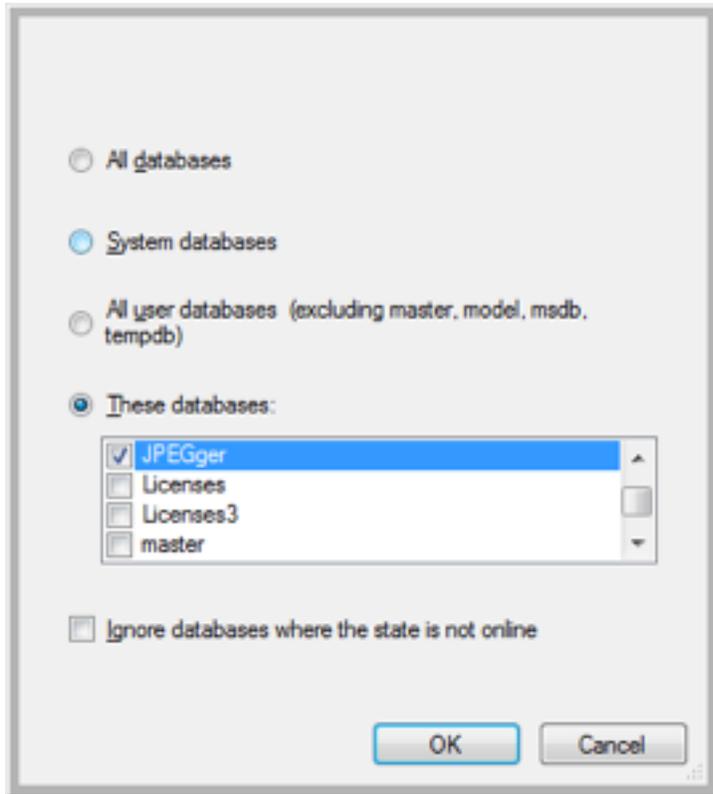
Select the above options, then select Next.



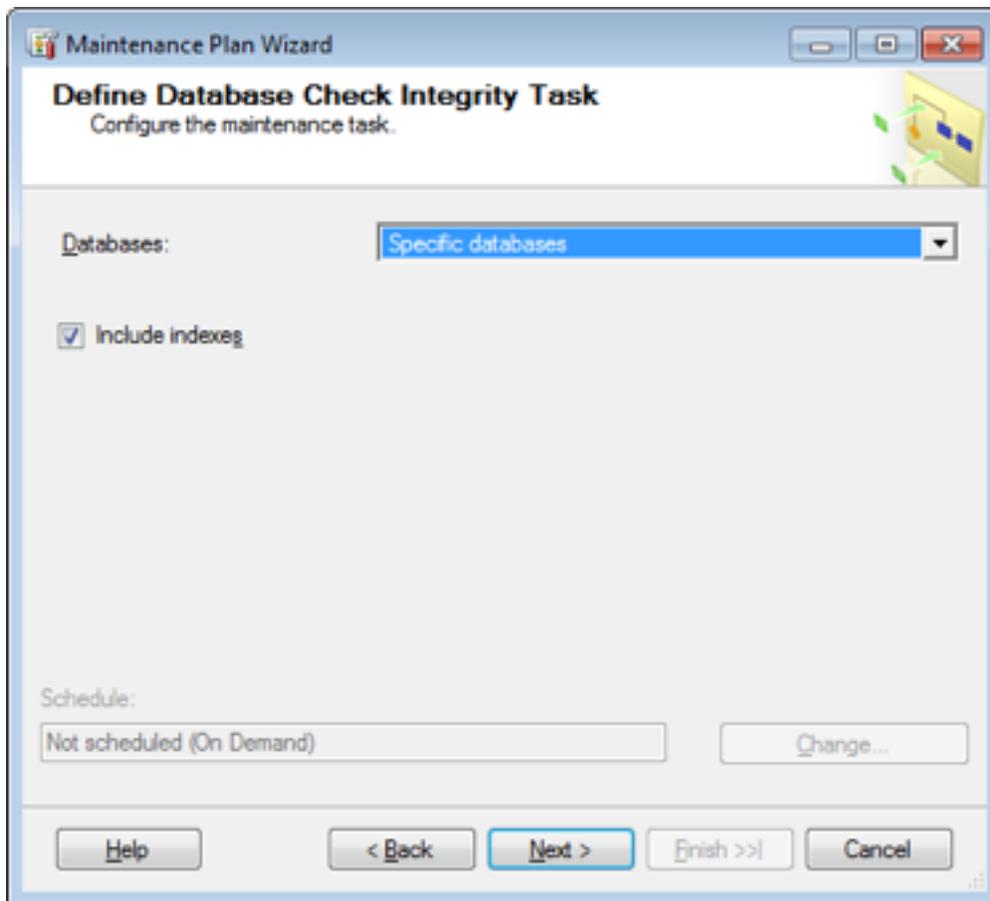
Leave the default order alone and select Next.



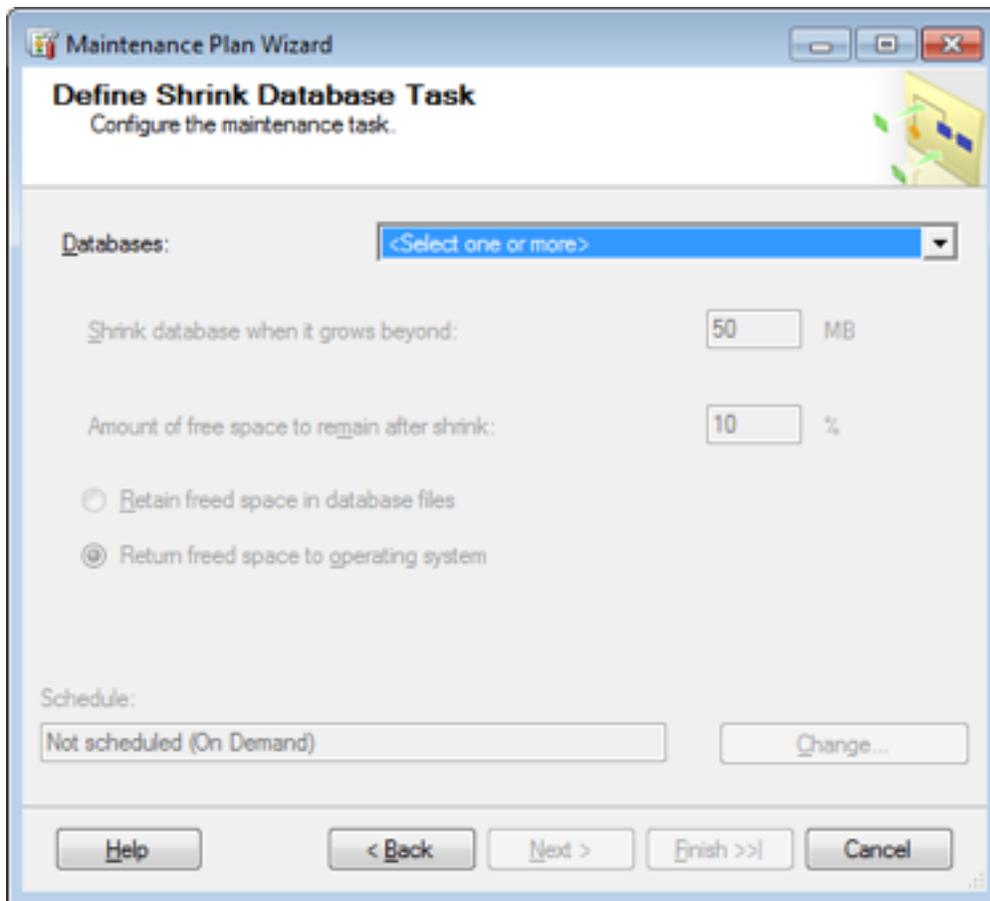
Select Databases to include all the transact databases.



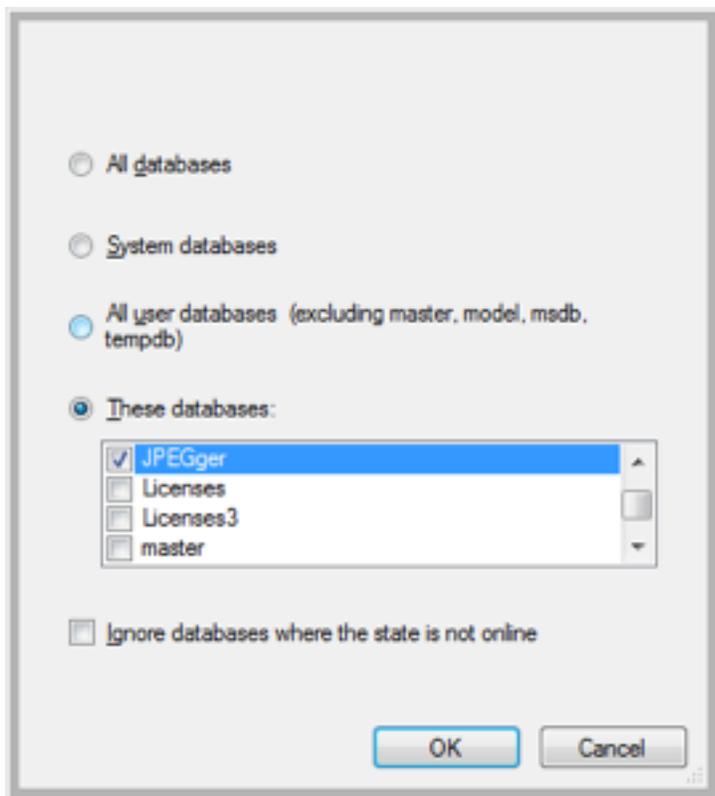
Once JPEGger and/or EZCash has been selected, press OK.



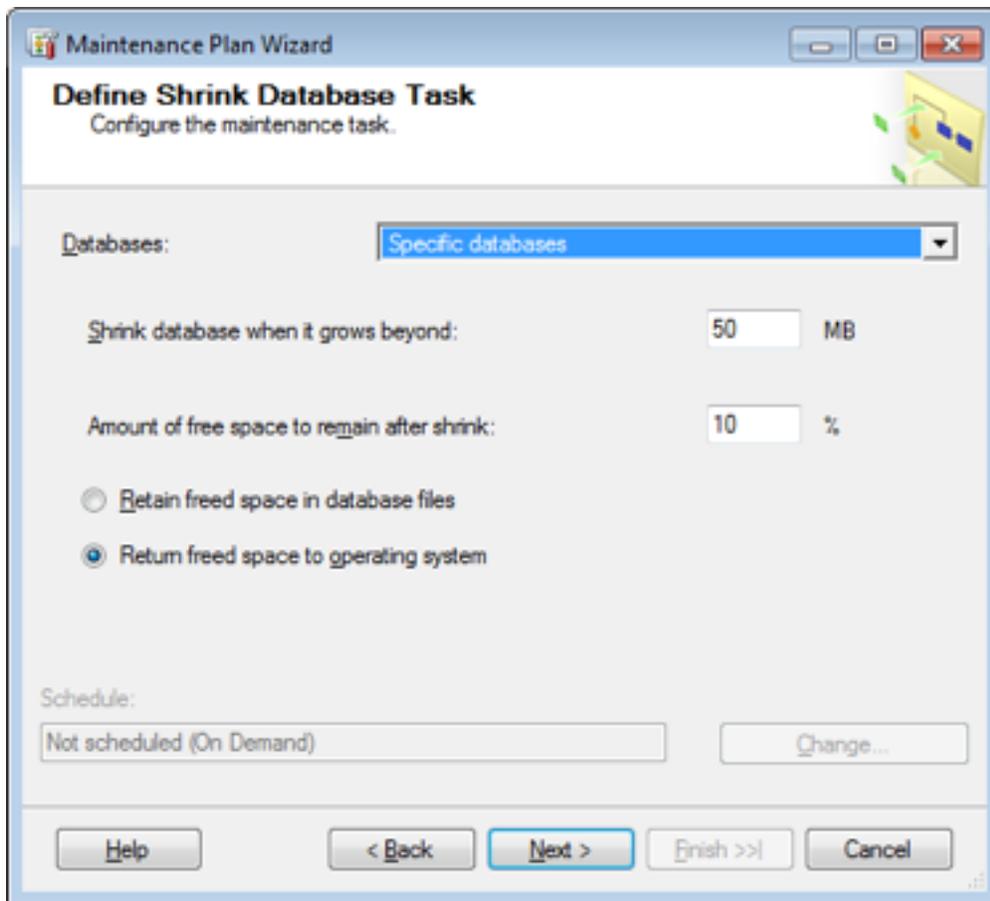
Leave the Include Indexes selected and press Next.



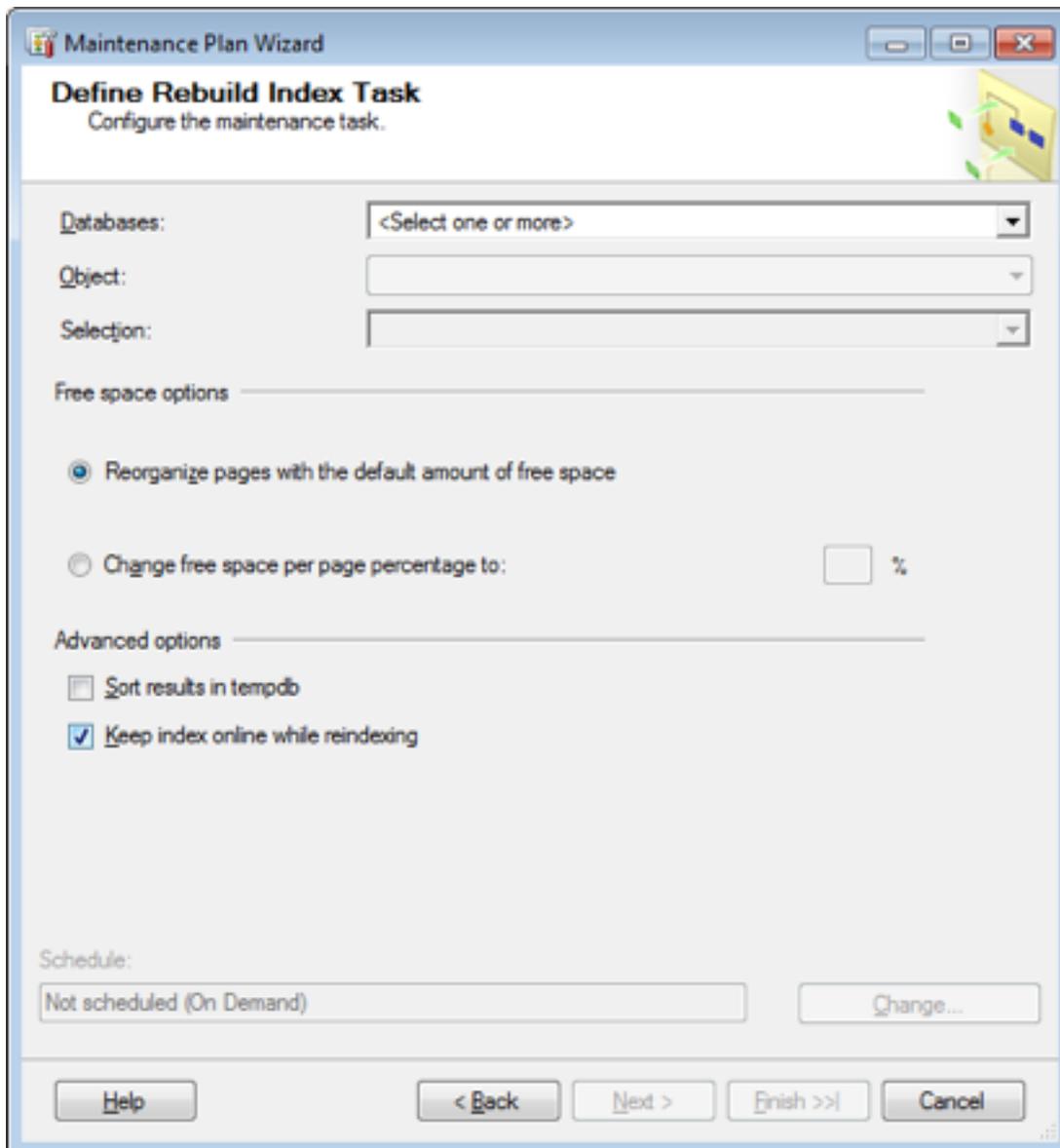
Once again, select all the Transact Databases.



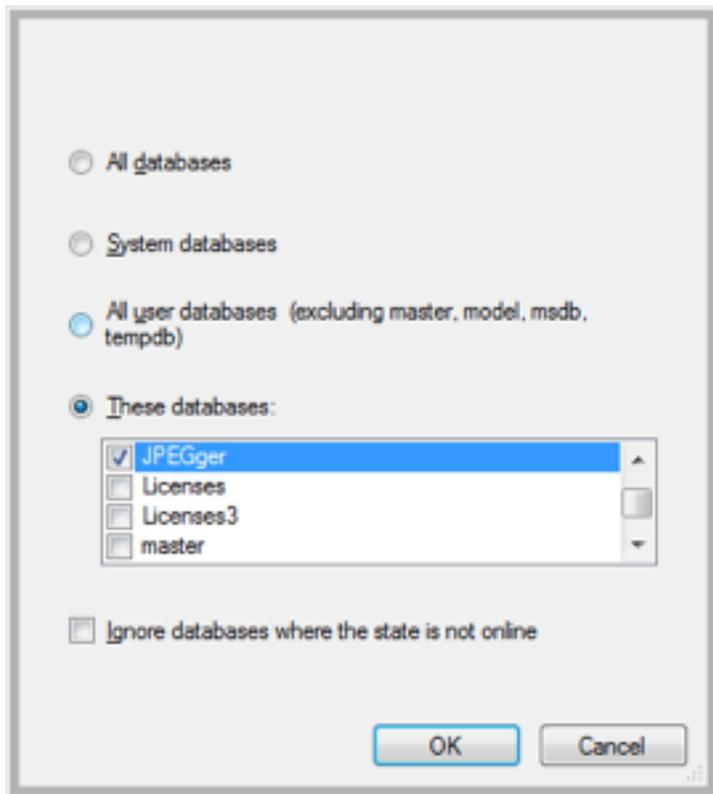
Once JPEGger and/or EZCash has been selected, press OK.



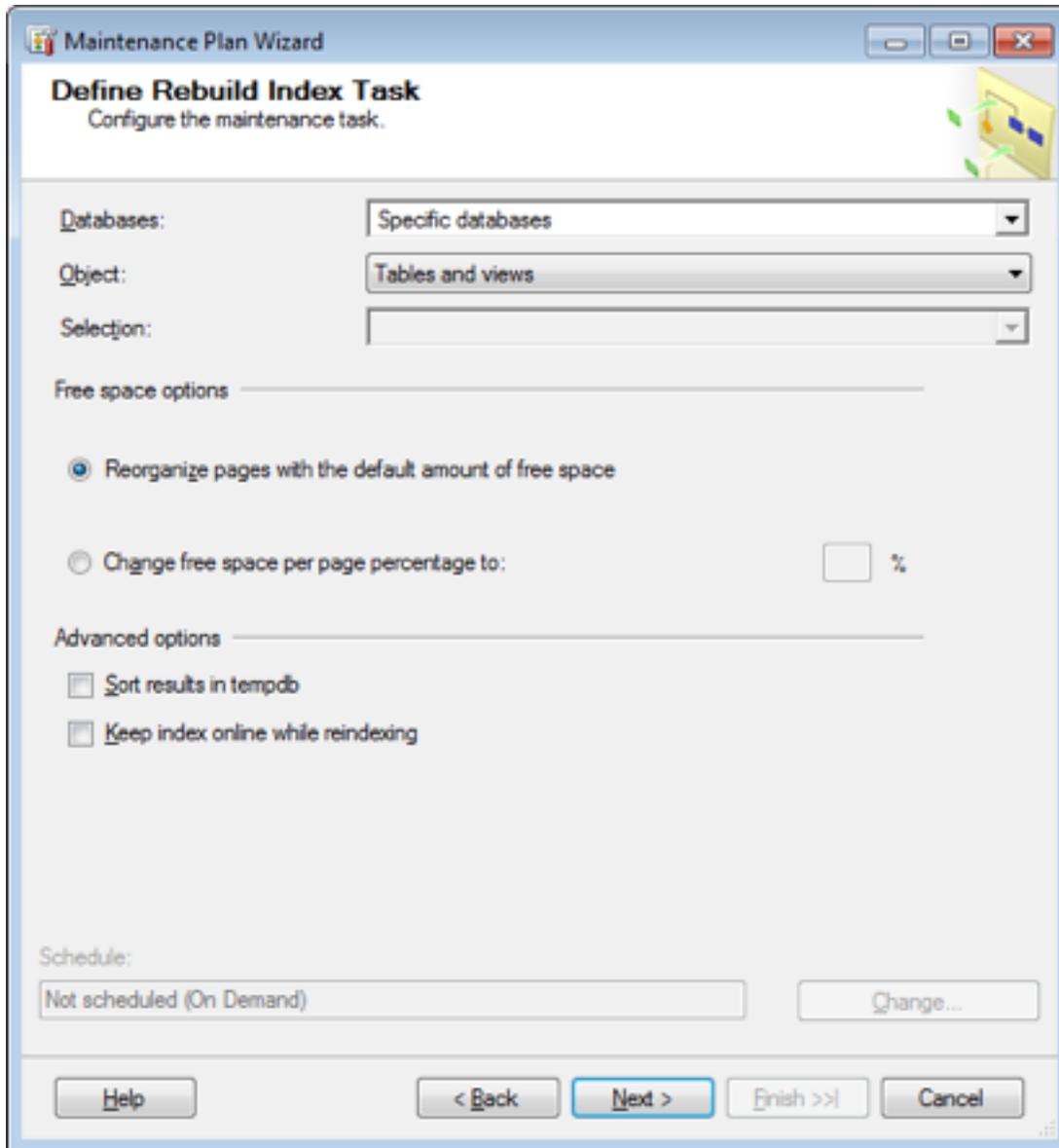
Leave the other options to their default and select Next.



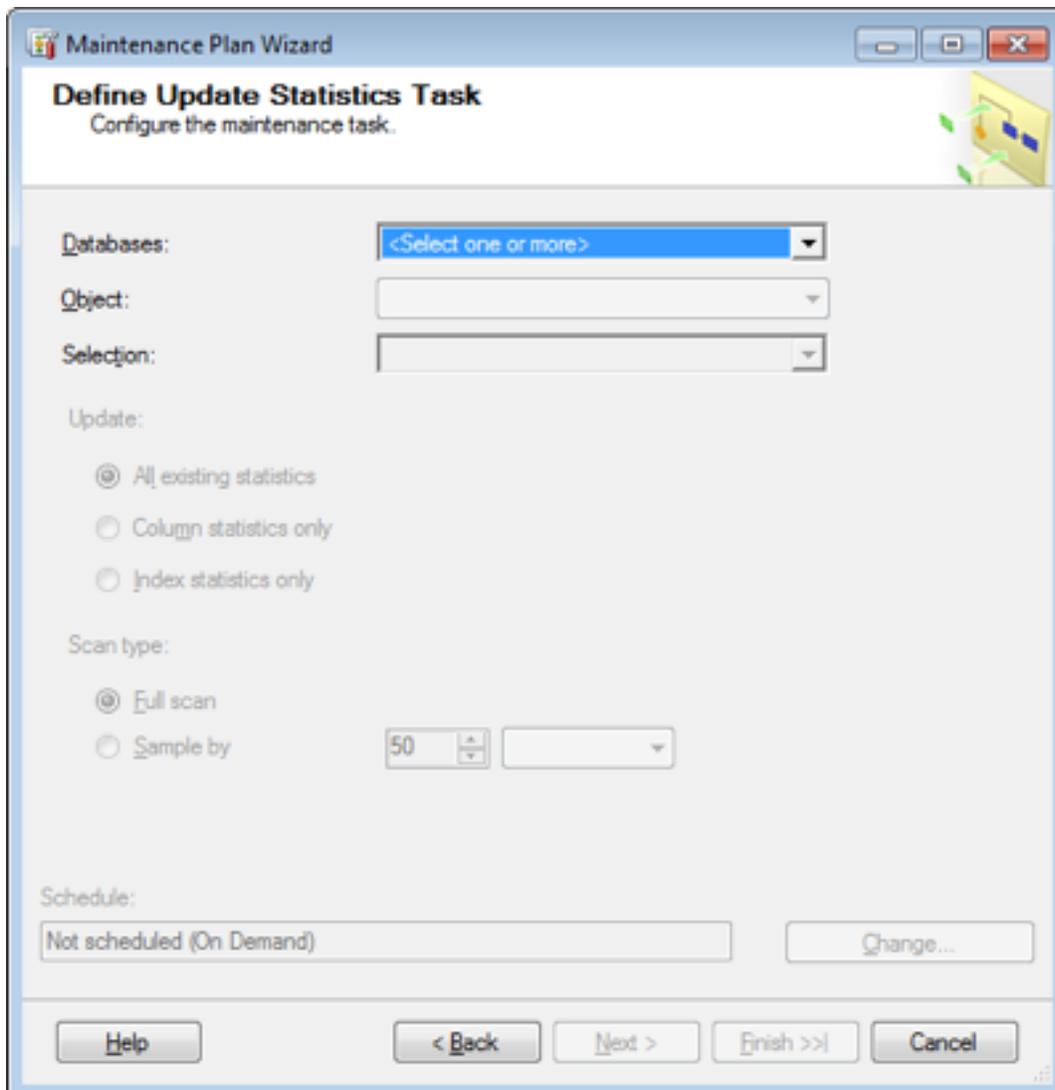
Once again, select all the Transact Databases.



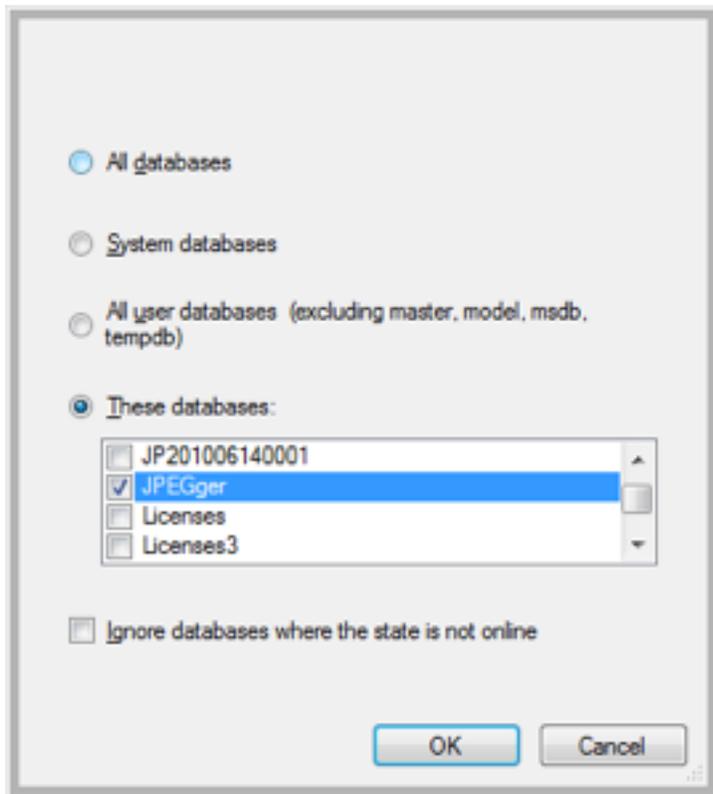
Once selected, press OK.



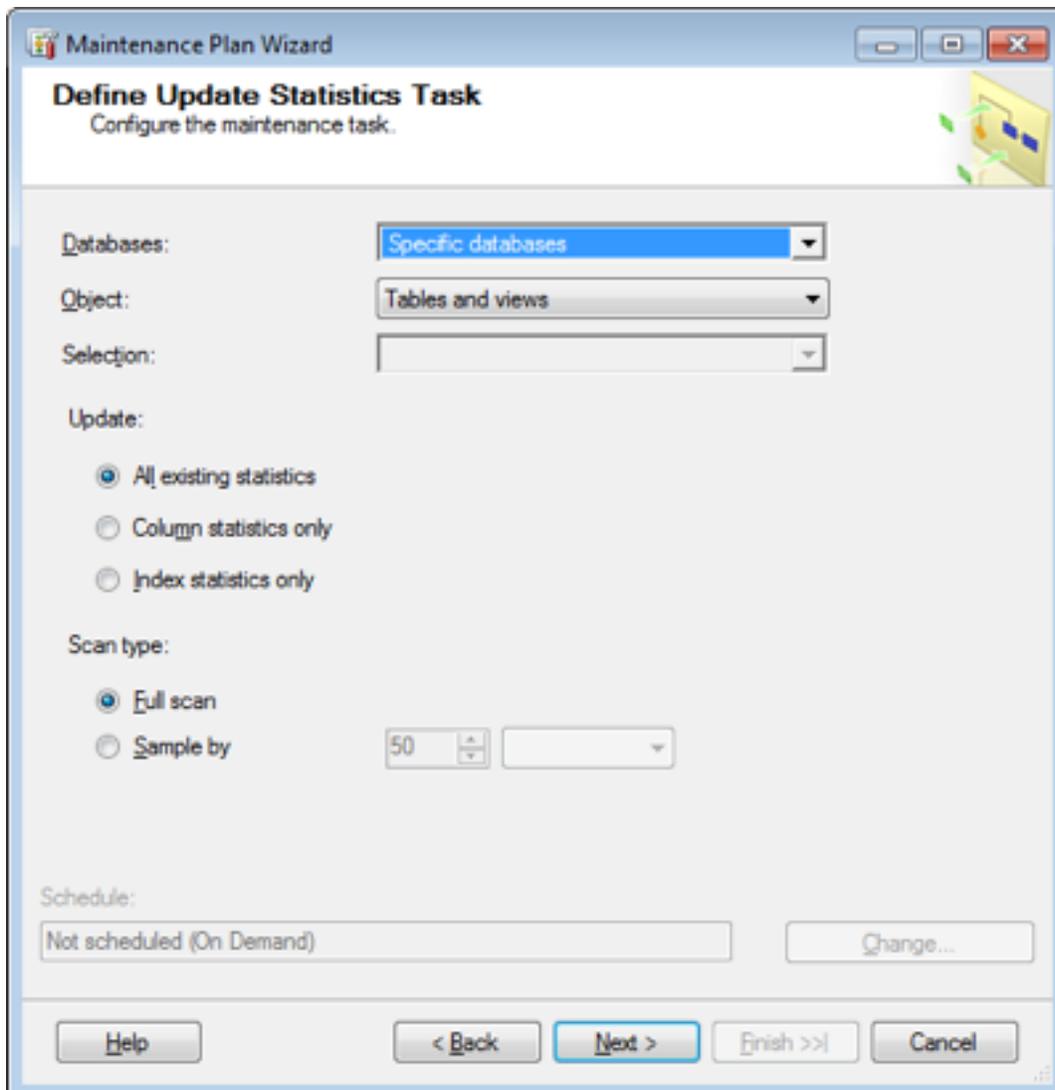
Leave all the other options to their default and press Next. Note that this maintenance plan should be ran when JPEGger (including Leads On Line upload) and EZCash are not running. If maintenance plan has to be ran while JPEGger and/or EZCash is running, then you will need to select keep index online while reindexing.



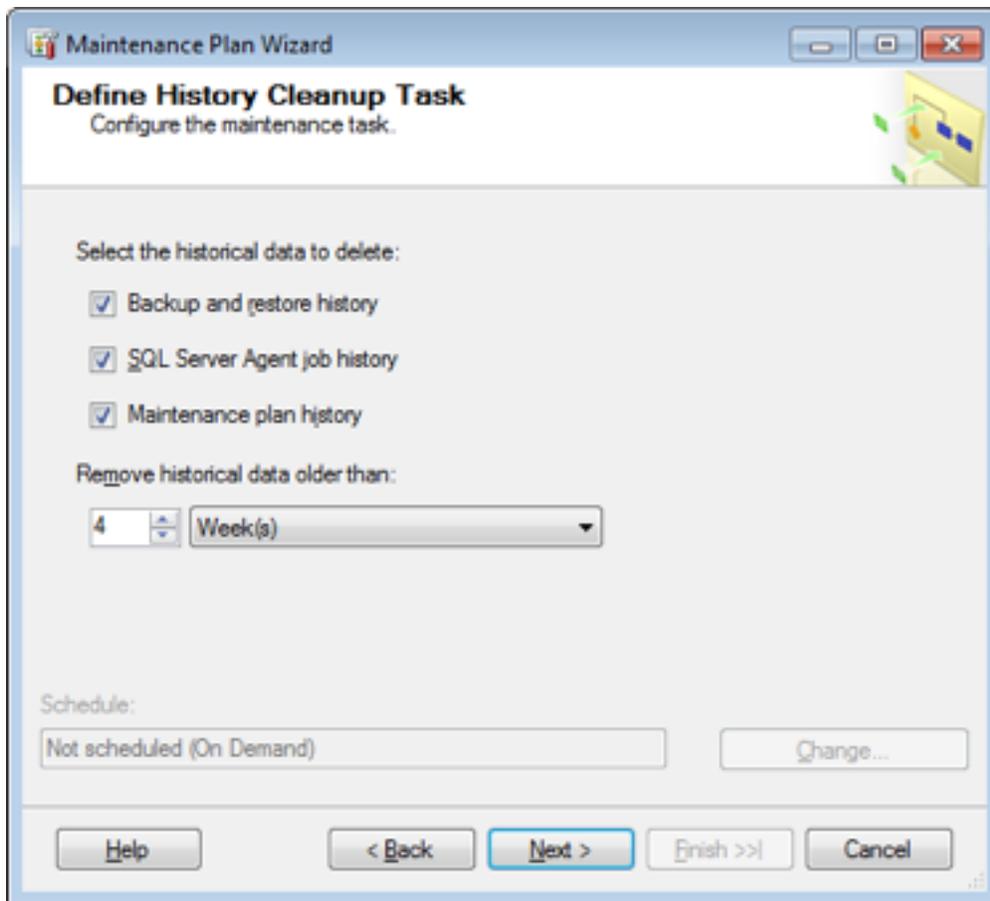
Once again select all Transact Databases.



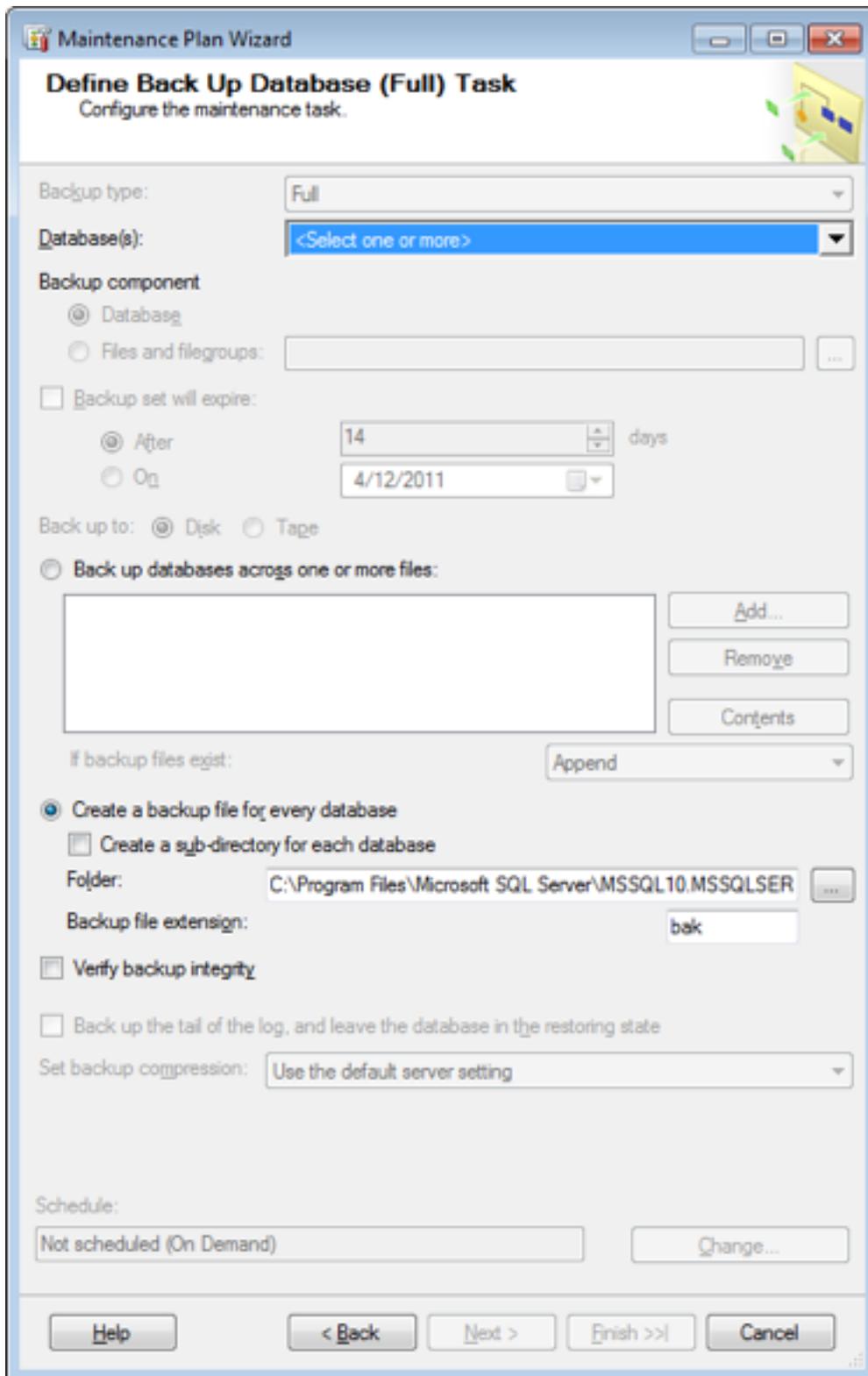
Once selected, press OK.



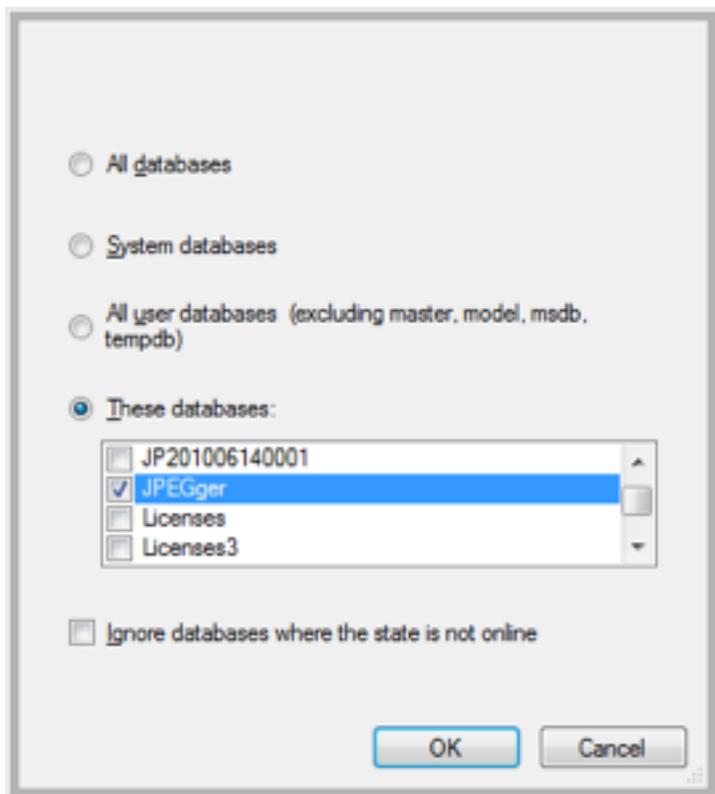
Leave all other options to their defaults and select Next.



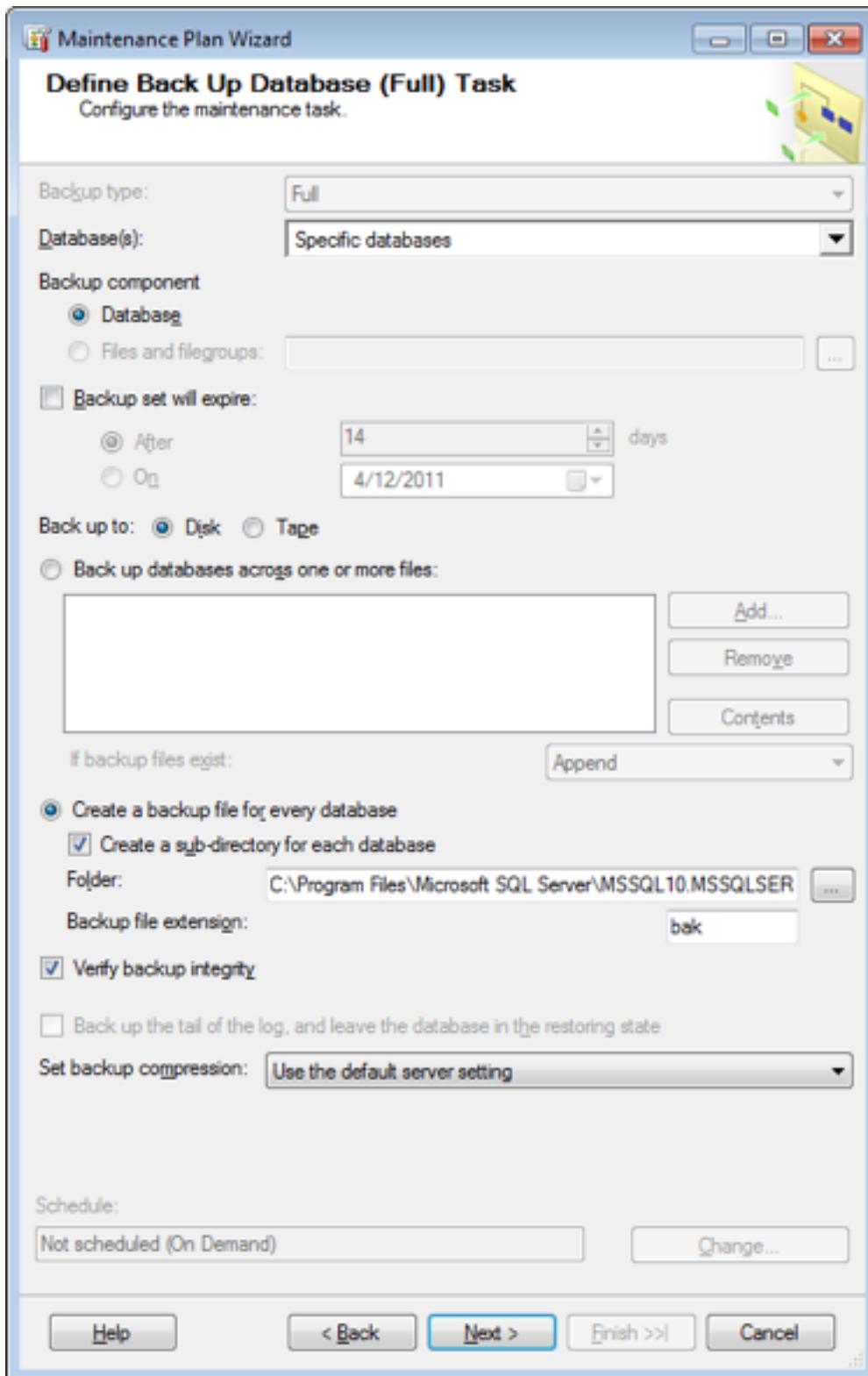
Leave the above screen to the defaults and select Next.



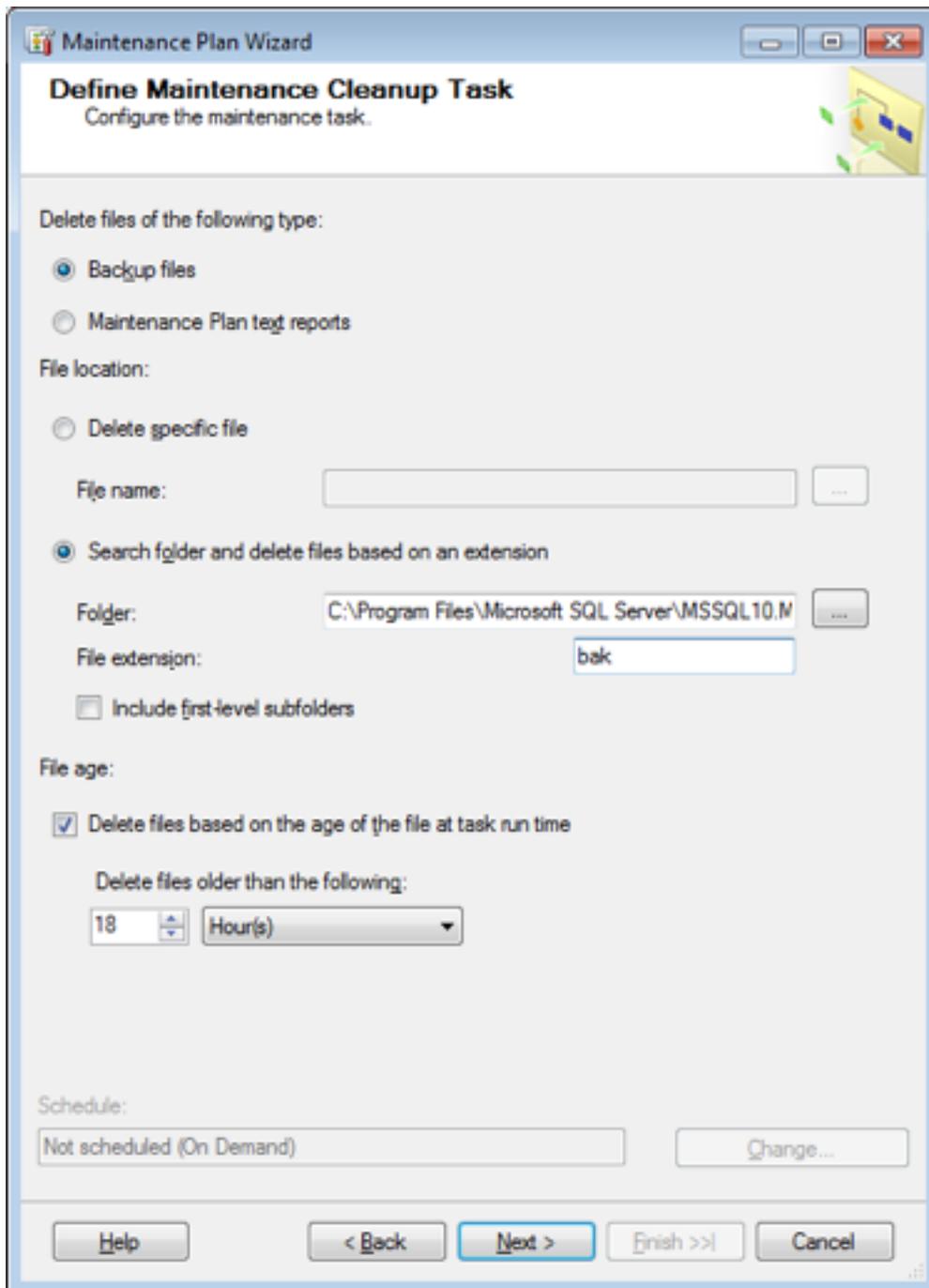
Select all the Transact Databases.



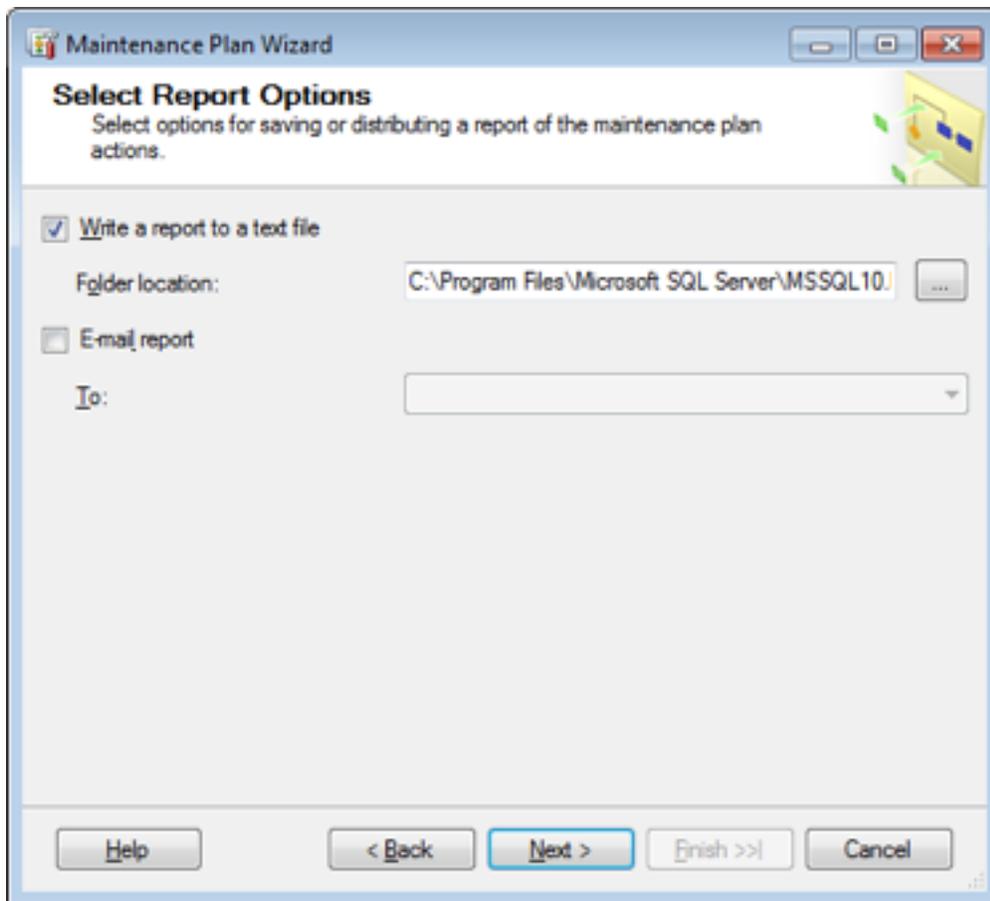
Once selected press OK.



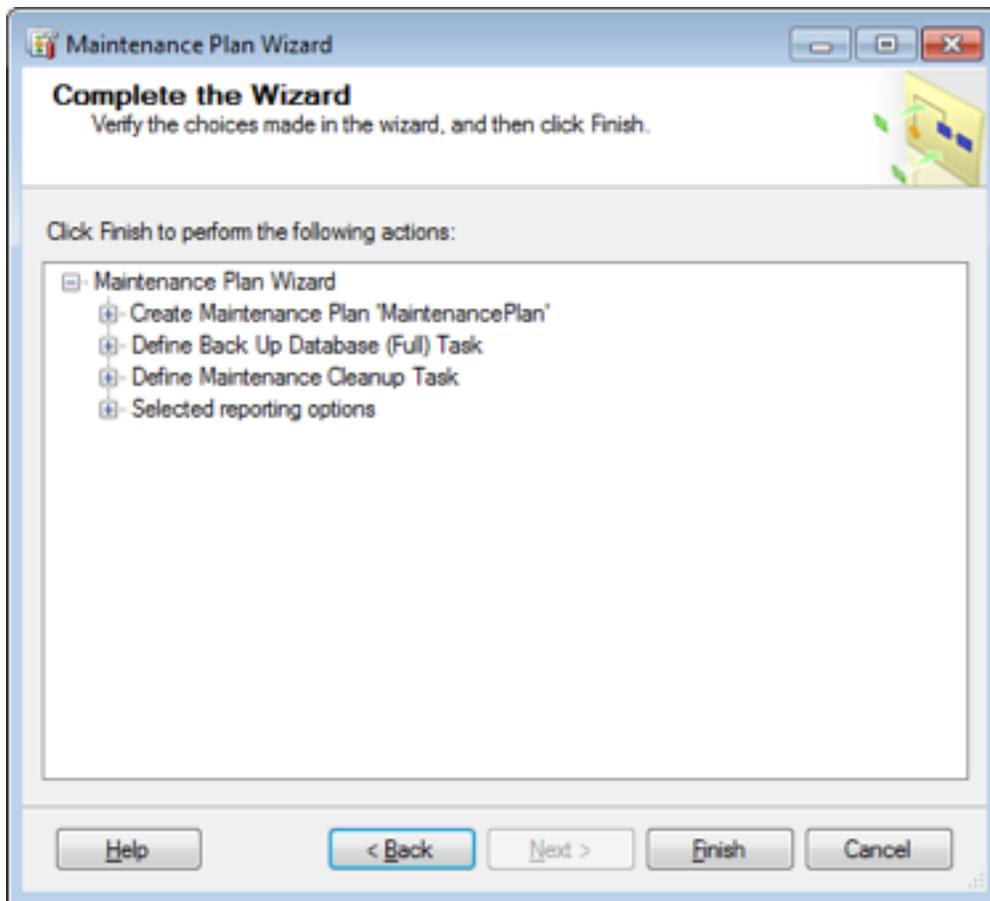
Change the options to “Create a sub-directory for each database” and select the folder where the database backup should be created. Also check the “Verify backup integrity”. Once selected, press Next.



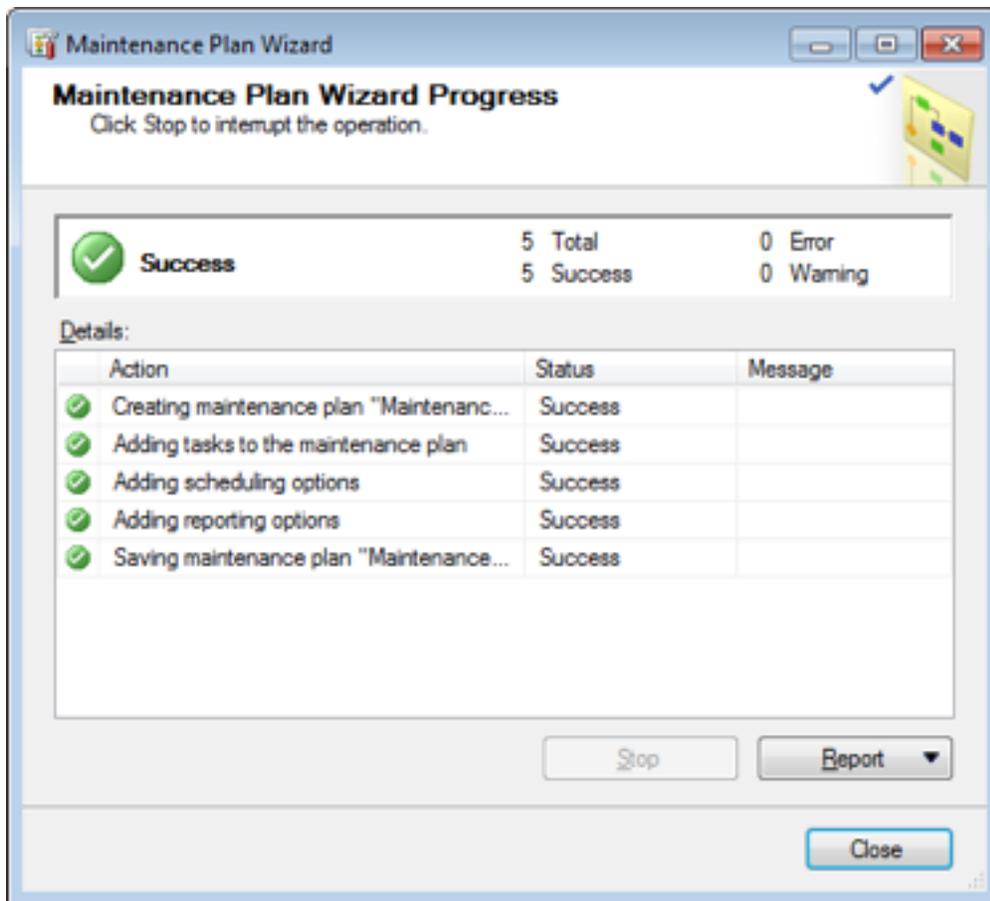
Set the folder to the same folder that you indicated the backups to be created (in the previous step). Also set the option to “Delete files older than the following:” to 18 hours. This will ensure that last night’s backup will be delete upon successful creation of the current night’s backup. Once set, select Next.



Leave all options to their default and select Next.



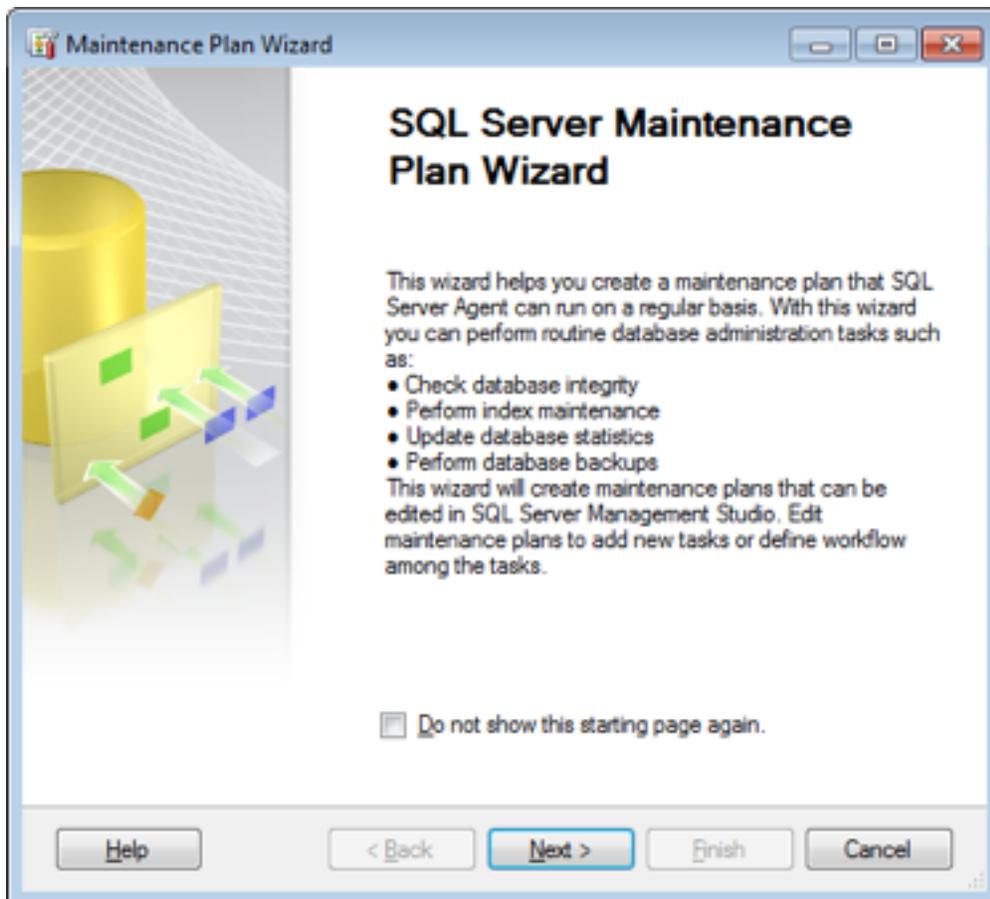
Select Finish.



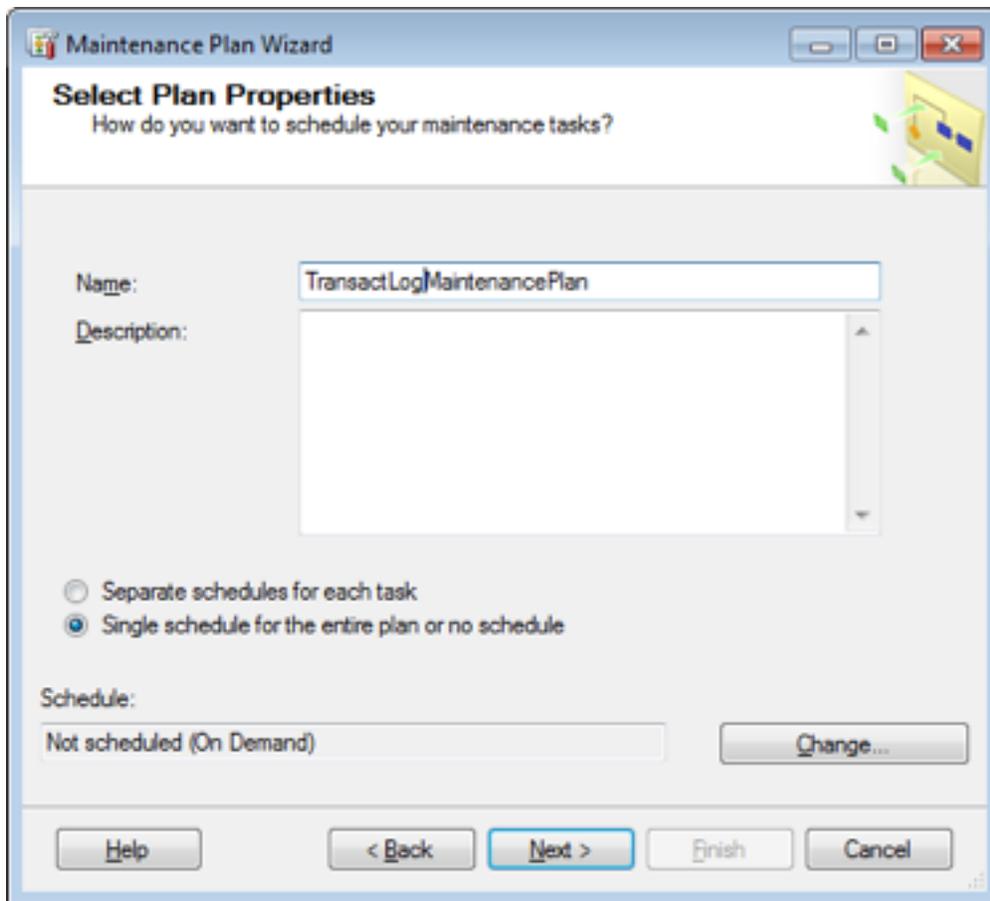
Select Close.

Create a second maintenance plan:

Right click on Maintenance Plans and select "Maintenance Plan Wizard".



Select Next.



Change the name of this plan to “TransactLogMaintenancePlan”. Once changed, select “Change” to set the schedule.

Job Schedule Properties - TransactLogMaintenancePlan

Name: TransactLogMaintenancePlan Jobs in Schedule

Schedule type: Recurring  Enabled

One-time occurrence

Date: 3/29/2011 Time: 11:08:54 AM

Frequency

Occurs: Daily

Rekurs every: 1 day(s)

Daily frequency

Occurs once at: 12:00:00 PM

Occurs every: 1 hour(s) Starting at: 12:00:00 AM Ending at: 11:59:59 PM

Duration

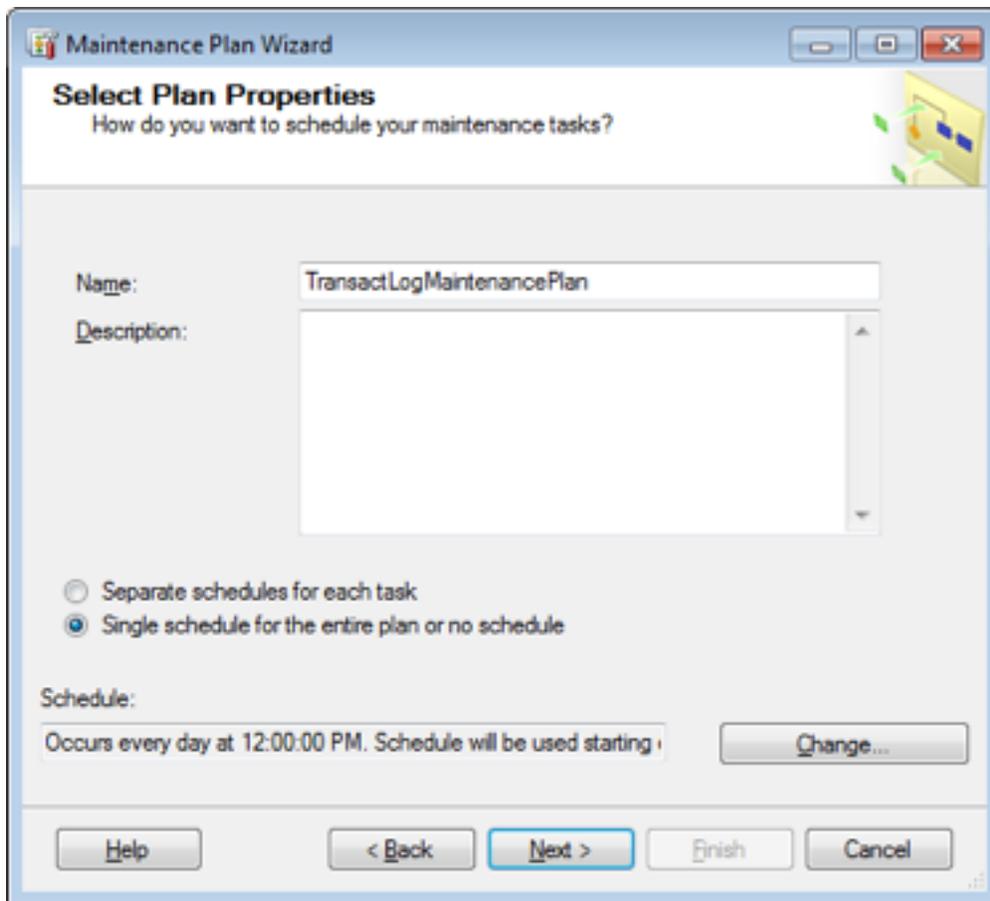
Start date: 3/29/2011  End date: 3/29/2011  No end date:

Summary

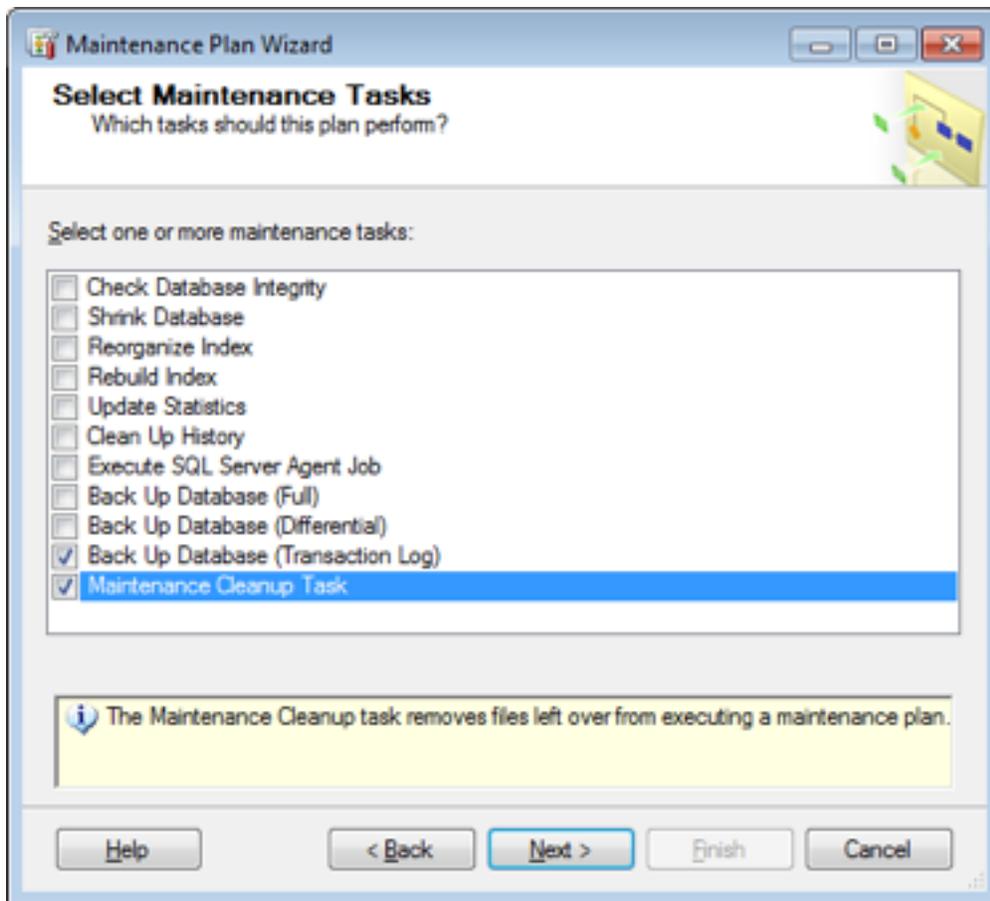
Description: Occurs every day at 12:00:00 PM. Schedule will be used starting on 3/29/2011.

OK Cancel Help

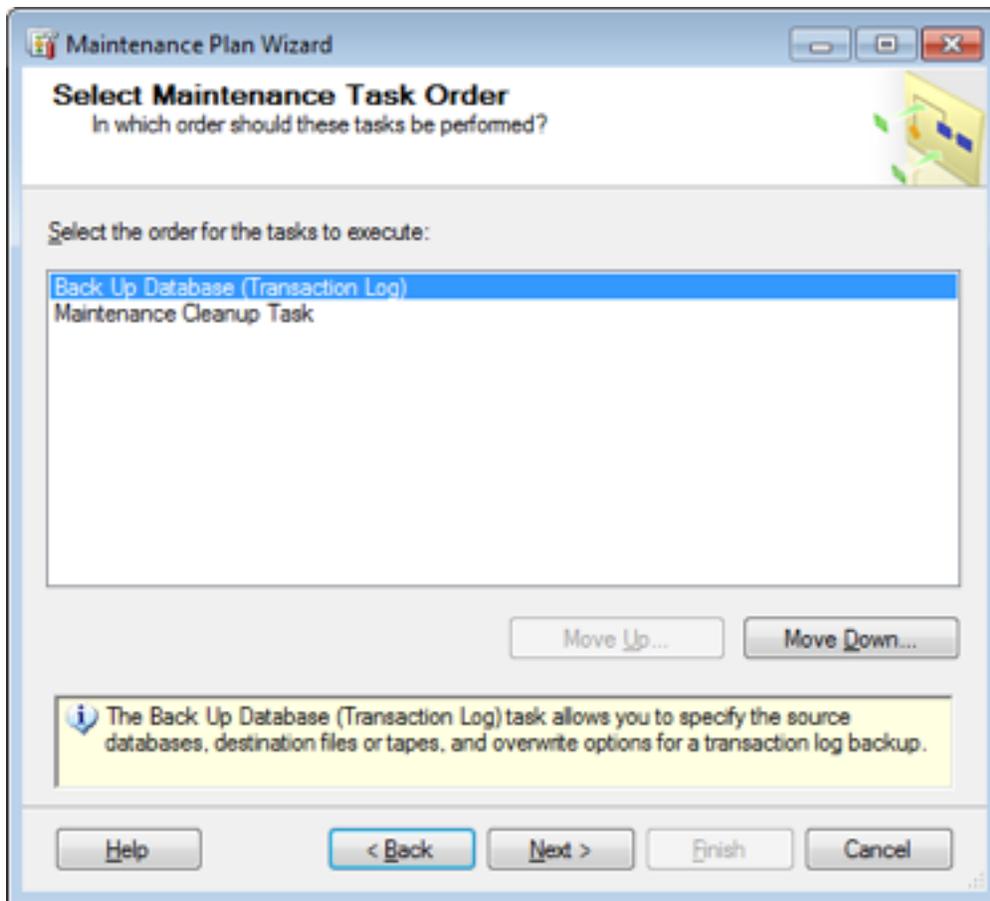
Change the run time frequency to Daily and set the time to noon. Once set, press OK.



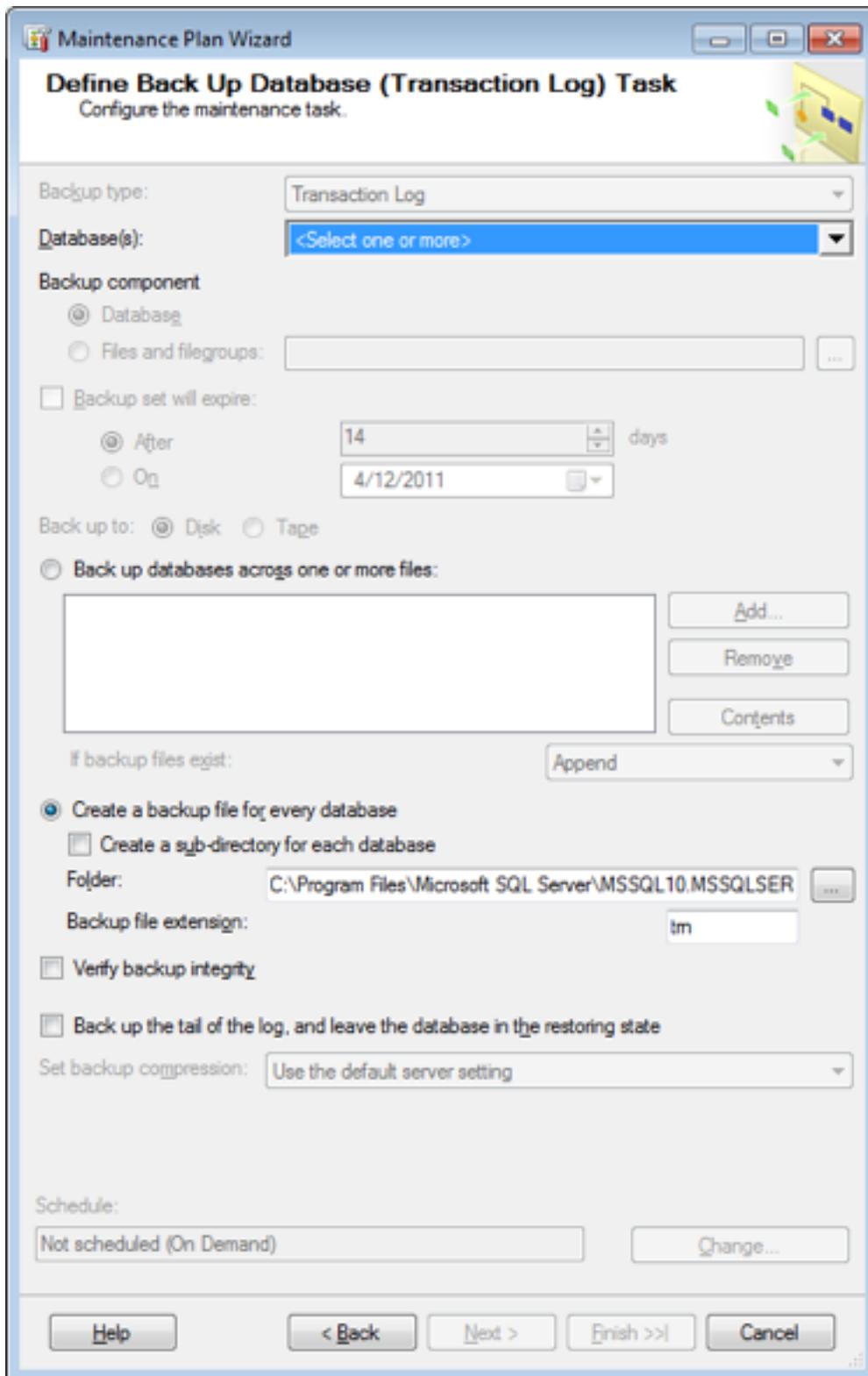
Once options set, select Next.



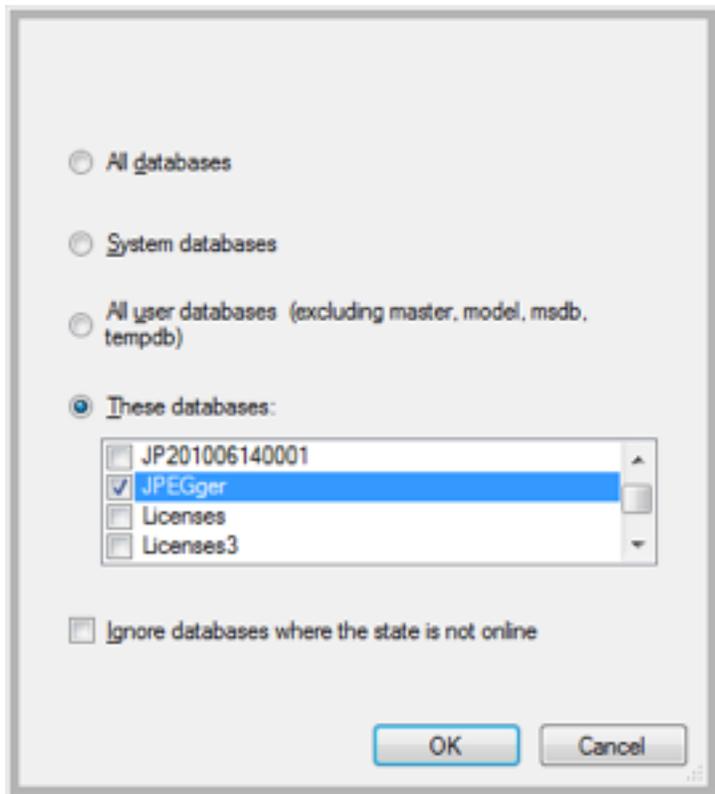
Select the tasks above and select next.



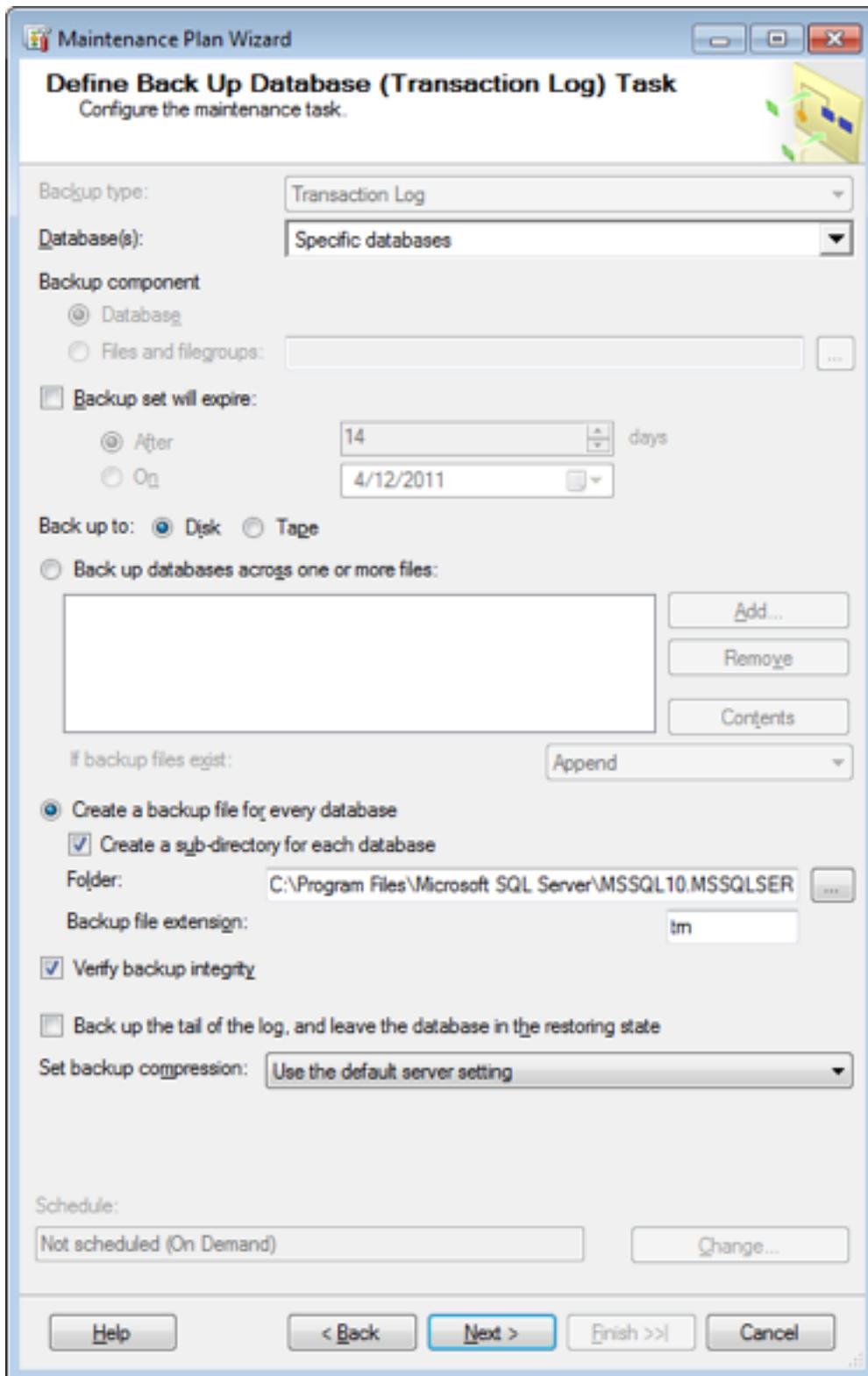
Leave them in their default order and select next.



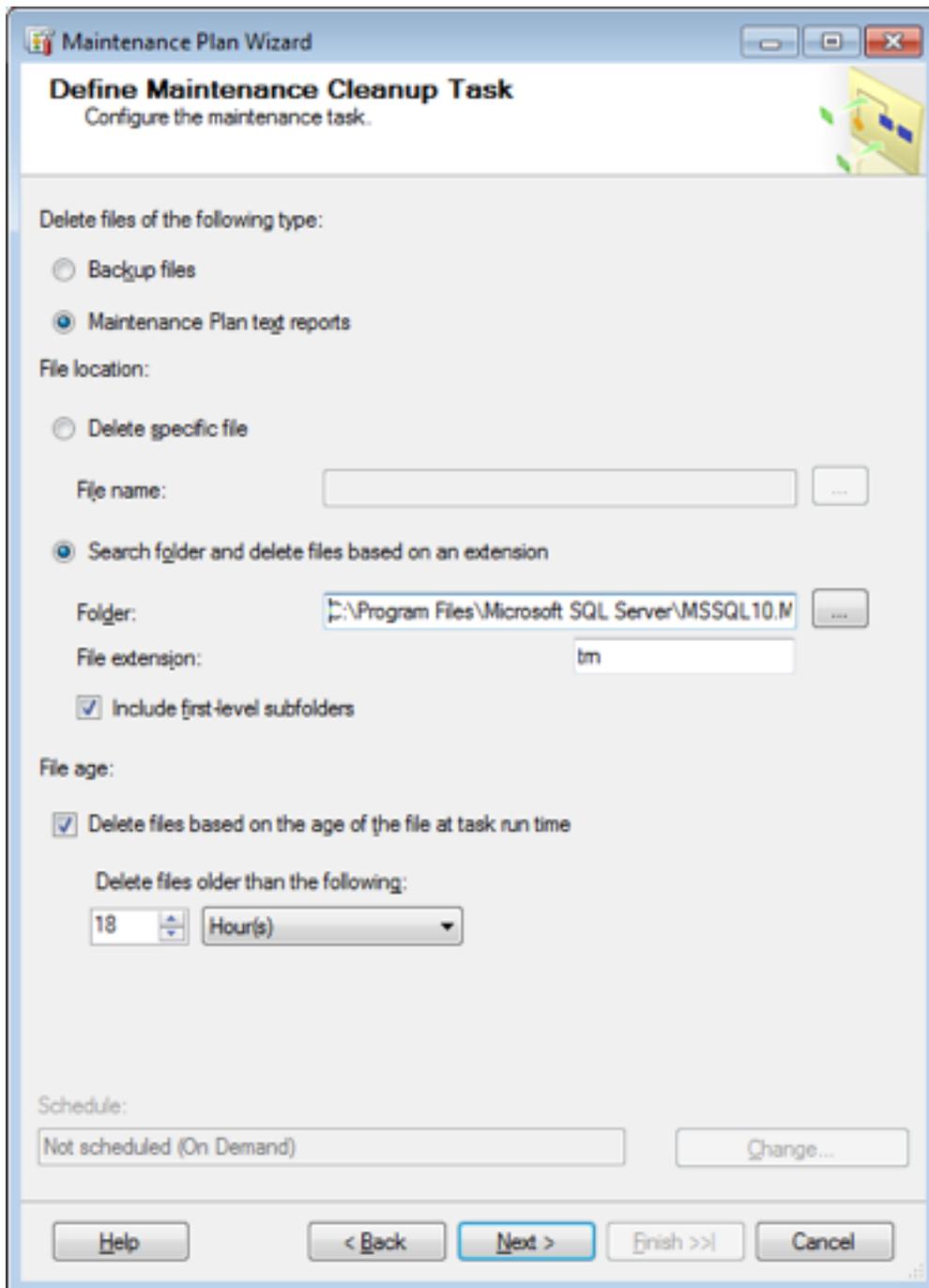
Select all the Transact Databases.



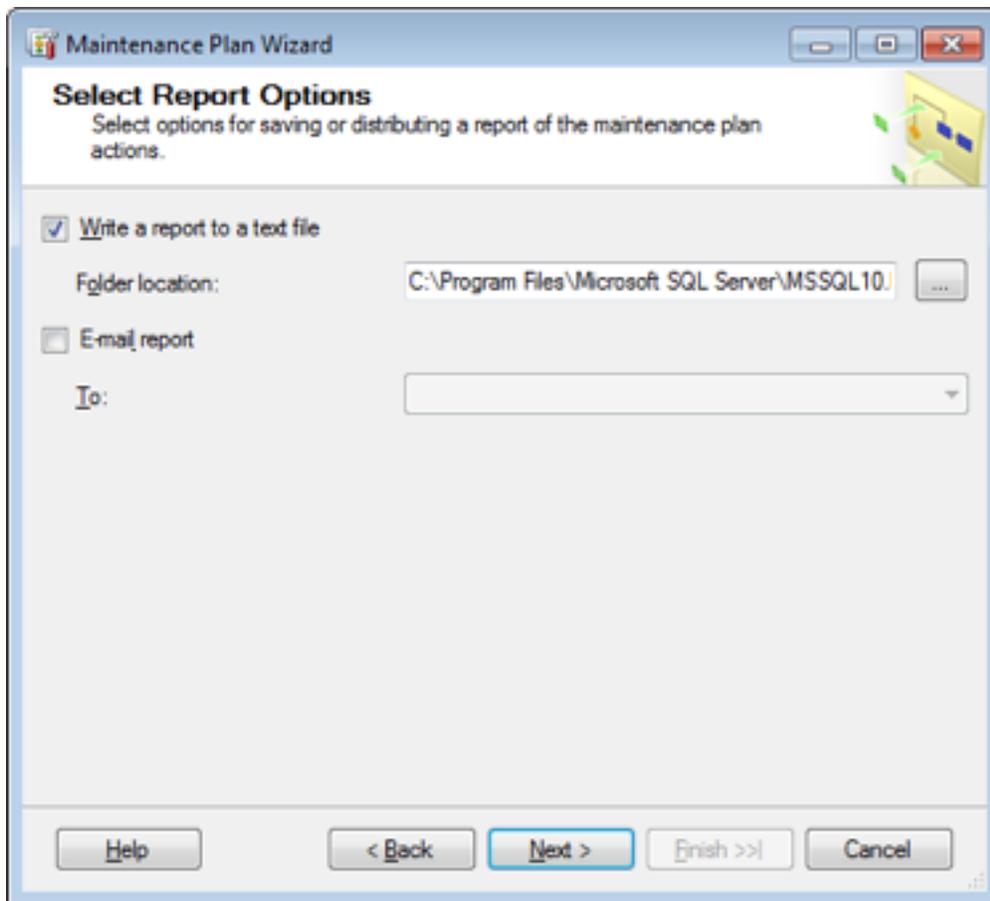
Once selected, press OK.



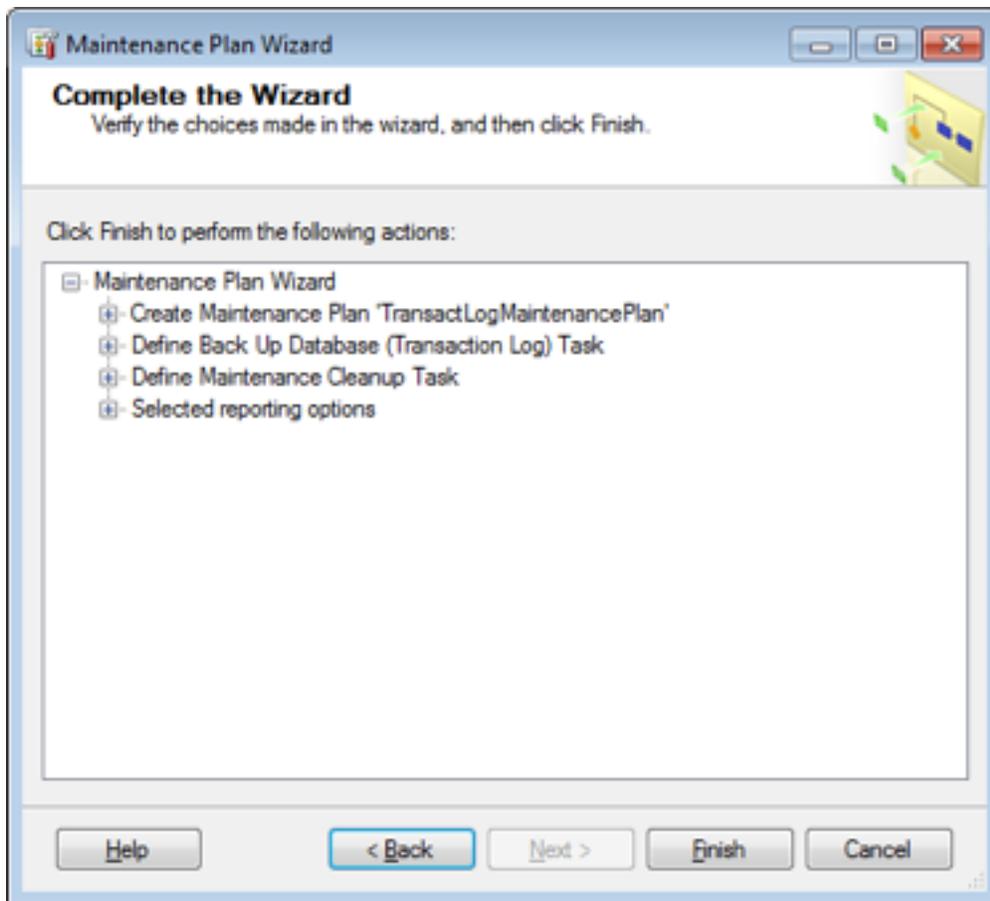
Select the "Create a sub-directory for each database. Also select the verify backup integrity. Once changed, select Next.



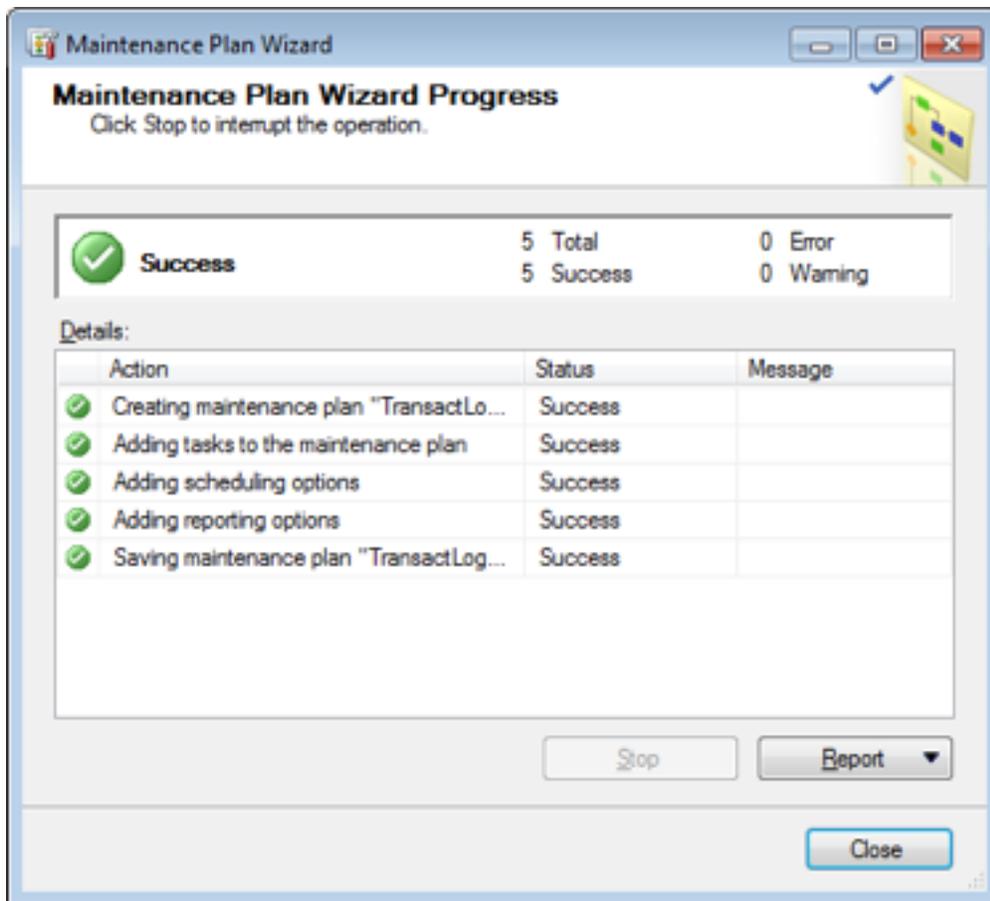
Select the same directory that log files will be created (same as previous step). Also use the same file extension as previous step (trn is default). Also include first level subfolders. Set it to delete files older than 18 hours. Once options set, select Next.



Leave default options and select Next.



Select Finish.



Select Close.