

Right click on Maintenance Plans and select Maintenance Plan Wizard.



🛐 Maintenance Plan Wiza	ard	
Select Plan Properties How do you want to schedule your maintenance tasks?		
Na <u>m</u> e:	TransactMaintenancePlan	
Description:		*
<ul> <li>Separate schedules for</li> <li>Single schedule for the</li> <li>Schedule:</li> </ul>	or each task e entire plan or no schedule	
Not scheduled (On Demand	0	Qhange
Help	< Back Next >	Enish 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 Propertie	es - TransactMaintenancePlan
Name:	TransactMaintenancePlan Jobs in Schedule
Schedule type:	Recurring
One-time occurrence	3/29/2011 ▼ <u>T</u> me: 10:44:12 AM 🔄
Frequency	
O <u>c</u> ours:	Daily
Regurs every:	1 🗘 day(s)
Daily frequency	
Occurs once at:	12:00:00 AM
Occurs every:	1 hour(s) v Starting at: 12:00:00 AM
	Ending at: 11:59:59 PM
Duration	
Start 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.

🛐 Maintenance Plan Wi	zard	
Select Plan Prop How do you want to a	erties schedule your maintenance tasks?	
Na <u>m</u> e:	TransactMaintenancePlan	
<u>D</u> escription:		*
<ul> <li>Separate schedules</li> <li>Single schedule for t</li> <li>Schedule:</li> </ul>	for each task he entire plan or no schedule	
Occurs every day at 12:00	0:00 AM. Schedule will be used starting	Qhange
Help	< <u>B</u> ack <u>N</u> ext > <u>B</u> nis	h Cancel

Select Next.

🗊 Maintenance Plan Wizard	- • •
Select Maintenance Tasks Which tasks should this plan perform?	
Select one or more maintenance tasks:	
<ul> <li>Check Database Integrity</li> <li>Shrink Database</li> <li>Reorganize Index</li> <li>Rebuild Index</li> <li>Update Statistics</li> <li>Clean Up History</li> <li>Execute SQL Server Agent Job</li> <li>Back Up Database (Full)</li> <li>Back Up Database (Differential)</li> <li>Back Up Database (Transaction Log)</li> <li>Maintenance Cleanup Task</li> </ul>	
The Maintenance Cleanup task removes files left over from ex	ecuting a maintenance plan.
Help < Back Next >	Enish Cancel

Select the above options, then select Next.

🗊 Maintenance Plan Wizard	
Select Maintenance Task Order In which order should these tasks be performed?	
Select the order for the tasks to execute:	
Shrink Database Rebuild Index Update Statistics Clean Up History Back Up Database (Full) Maintenance Cleanup Task	
Move Up	Move Down
index pages within the database.	
Help < Back Next > Enis	h Cancel

Leave the default order alone and select Next.

🛐 Maintenance Plan Wizard			
Define Database Ch Configure the maintenance	eck Integrity Task etask.		
Databases:	<select more="" one="" or=""></select>		×
✓ Include indexeg			
Schedule:			
Not scheduled (On Demand)			Qhange
Help	< Back	<u>Finish &gt;&gt; </u>	Cancel

Select Databases to include all the transact databases.



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

🛐 Maintenance Plan Wizard			• •
Define Database Che Configure the maintenance	eck Integrity Task task.		· Ju
Databases:	Specific databases		•
Include indexes			
Schedule:			
Not scheduled (On Demand)		Change	
Help	< Back Next >	Enish >>  Ca	ncel

Leave the Include Indexes selected and press Next.

jj Maintenance Plan Wizard	
Define Shrink Database Task Configure the maintenance task.	
Databases: <a>Select one or more&gt;</a>	•
Shrink database when it grows beyond:	50 MB
Amount of free space to remain after shrink:	10 %
Retain freed space in database files	
Return freed space to operating system	
Schedule:	
Not scheduled (On Demand)	Change

Once again, select all the Transact Databases.

Al databases
System databases
<ul> <li>All user databases (excluding master, model, msdb, tempdb)</li> </ul>
<u>These databases:</u>
V JPEGger
Licenses
Licenses3
master *
Ignore databases where the state is not online
OK Cancel

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

🗊 Maintenance Plan Wizard	- • ×
Define Shrink Database Task Configure the maintenance task.	
Databases: Specific databases	•
Shrink database when it grows beyond:	50 MB
Amount of free space to remain after shrink:	10 %
Retain freed space in database files	
Return freed space to operating system	
Schedule:	
Not scheduled (On Demand)	Qhange
Help < Back Next >	Enish >>  Cancel

Leave the other options to their default and select Next.

🛐 Maintenance Plan Wizard		- • •
Define Rebuild Index Configure the maintenance to	Task ask.	
Databases:	<select more="" one="" or=""></select>	•
<u>O</u> bject:		Ψ
Selection:		Y
Free space options		
Reorganize pages with the	default amount of free space	
Change free space per page	ge percentage to:	%
Advanced options		
Sort results in tempdb		
Keep index online while rei	ndexing	
Schedule: Not scheduled (On Demand)		Change
		20 nor dia co
Help	< <u>B</u> ack <u>N</u> ext >	Enish >>  Cancel

Once again, select all the Transact Databases.

Al databases
System databases
<ul> <li>All user databases (excluding master, model, msdb, tempdb)</li> </ul>
These databases:
JPEGger
Licenses
Ucenses3
master *
Ignore databases where the state is not online
OK Cancel

Once selected, press OK.

🛐 Maintenance Plan Wizard			•
Define Rebuild Index Configure the maintenance ta	Task sk.		
Databases:	Specific databases		•
<u>O</u> bject:	Tables and views		•
Selection:			Ŧ
Free space options			
Reorganize pages with the	default amount of free space		
Ohange free space per page	e percentage to:	1	
Advanced options			
Sort results in tempdb			
Keep index online while rein	dexing		
Schedule:		Chang	
(in scheduled (of beildid)			
Help	< <u>B</u> ack <u>N</u> ext >	Enish >>  C	ancel

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.

j Maintenance Plan Wizard			
Define Update Statist Configure the maintenance t	t <b>ics Task</b> ask.		
Databases:	<select more="" one="" or=""></select>	•	
Object:		-	
Selection:		Ŧ	
Update:			
All existing statistics			
Column statistics only			
Index statistics only			
Scan type:			
<u> <u> </u> </u>			
Sample by	50 🛓 👻		
ahadi dar			
Not scheduled (On Demand)			Change
(			2.00.90
Help	< Back Next >	<u>Finish &gt;&gt; </u>	Cancel

Once again select all Transact Databases.

All databases
System databases
<ul> <li>All user databases (excluding master, model, msdb, tempdb)</li> </ul>
These databases:
JP201006140001
JPEGger
Ucenses
Licenses3 *
Ignore databases where the state is not online OK Cancel

Once selected, press OK.

Maintenance Plan Wizard     Define Undete Statist	ing Task	
Configure the maintenance to	ssk.	· 💽
Databases:	Specific databases	
<u>Q</u> bject:	Tables and views -	
Selection:		
Update:		
<ul> <li>All existing statistics</li> </ul>		
Column statistics only		
Index statistics only		
Scan type:		
Eull scan		
Sample by	50 🛓 👻	
Schadula:		
Not scheduled (On Demand)		Qhange
Help	< <u>B</u> ack Next > Finish >>	Cancel

Leave all other options to their defaults and select Next.

(j) Maintenance Plan Wizard	
Define History Cleanup Task Configure the maintenance task.	
Select the historical data to delete:	
Backup and restore history	
SQL Server Agent job history	
Maintenance plan history	
Remove historical data older than:	
4 🜩 Week(s) 👻	
Schedule:	
Not scheduled (On Demand)	Qhange
Help < Back Next > En	ish >>  Cancel

Leave the above screen to the defaults and select Next.

j Maintenance Plan Wiz Define Back Up D Configure the mainten	ard Database (Full) Tas ance task.	k	
Backup type:	Full		
Database(s):	<select more="" one="" or=""></select>		•
Backup component			
⑦ Files and filegroups:			
<ul> <li>Backup set will expire:</li> <li>Ø After</li> </ul>	14	days	
© 0 <u>0</u>	4/12/2011		
Back up to: 🔘 Dijsk 🔘	Tape		
Back up databases acr	rogs one or more files:		
			Add Remo <u>v</u> e
			Contents
If backup files exist:		Append	
Create a backup file for Create a sub-director	every database		
Folder:	C:\Program Files\Microsoft S	QL Server\MSSQL10	MSSQLSER
Backup file extension:		ba	k
Verify backup integrity			
Deskurs the tell of the l	in and large the database is	the metalog state	
Cat had a same marian	og, and leave the database if	n trje restoring state	
Set backup compression:	Use the default server settin	9	
Schedule:			
Not scheduled (On Deman	d)		Qhange

Select all the Transact Databases.

Al databases
System databases
<ul> <li>All user databases (excluding master, model, msdb, tempdb)</li> </ul>
These databases:
JP201006140001
JPEGger
Ucenses
Licenses3 *
Ignore databases where the state is not online OK Cancel
Cancer

Once selected press OK.

🇊 Maintenance Plan Wiz	ard		
Define Back Up D Configure the maintena	atabase (Full) Task ance task.		
Backup type:	Full		Ψ]
Database(s):	Specific databases		•
Backup component			
⑦ Files and filegroups:			
Backup set will expire:			
After	14	days	
© 0 <u>n</u>	4/12/2011		
Back up to: 💿 Dijsk 💿	Tape		
Back up databases acr	ogs one or more files:		
			<u>A</u> dd
			Remo <u>v</u> e
		1	Contents
If backup files exist:		Append	Ŧ
Create a backup file for Create a sub-directo	every database ry for each database		
Folder:	C:\Program Files\Microsoft SQL	Server\MSSQL1	0.MSSQLSER
Backup file extension:			bak
Verify backup integrity			
Back up the tail of the l	og, and leave the database in t <u>h</u>	e restoring state	
Set backup compression:	Use the default server setting		•
Schedule:	0		Channa
Not scheduled (On Demand	1)		ghange
			Court
Help	< Back Next >	Einish >>	Cancel

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.

📺 Maintenance Plan Wizard			
Define Maintenance Configure the maintenance	e Cleanup Task e task.		
Delete files of the following type			
Backup files			
Maintenance Plan tegt rep	ports		
File location:			
O Delete specific file			
File name:			
Search folder and delete f	iles based on an extension		
Folder:	C:\Program Files\Microsoft	SQL Server\MSSQL10.M	
File extension:		bak	
Include first-level subfo	Iders		
File age:			
Delete files based on the a	age of the file at task run time	•	
Delete files older than the	following:		
18 🚔 Hour(s)	•		
Schedule:			
Not scheduled (On Demand)		Qhar	nge
Help	< Back Next >	<u>Finish &gt;&gt; </u>	Cancel

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.

🛐 Maintenance Plan Wizard		
Select Report Options Select options for saving or distri actions.	buting a report of the maintenance plan	
Write a report to a text file		
Folder location:	C:\Program Files\Microsoft SQL Server	MSSQL10.
E-mail report		
<u>T</u> o:		Ŧ
Help < E	lack Next > Finish >>	Cancel

Leave all options to their default and select Next.

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 'MaintenancePlan'     Define Back Up Database (Full) Task     Define Maintenance Cleanup Task     Selected reporting options	
Help < Back Next > Einish	Cancel

Select Finish.

(	Success	5 Total	0 Error
-		5 Success	0 Warning
<u>)</u> eta	als:		
	Action	Status	Message
0	Creating maintenance plan "Maintenanc	Success	
0	Adding tasks to the maintenance plan	Success	
Ø	Adding scheduling options	Success	
0	Adding reporting options	Success	
Ø	Saving maintenance plan "Maintenance	Success	

Select Close.

Create a second maintenance plan:

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



Select Next.

📺 Maintenance Plan Wi	zard	
Select Plan Prop How do you want to a	erties schedule your maintenance tasks?	
Na <u>m</u> e:	TransactLogMaintenancePlan	
Description:		*
		÷
<ul> <li>Separate schedules</li> <li>Single schedule for t</li> <li>Schedule:</li> </ul>	for each task he entire plan or no schedule	
Not scheduled (On Deman	d)	Qhange
Help	< Back Next >	Enish Cancel

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

Job Schedule Propertie	es - TransactLogMaintenancePlan
<u>N</u> ame:	TransactLogMaintenancePlan Jobs in Schedule
Schedule type:	Recurring
One-time occurrence Date:	3/29/2011 ▼ _ime: 11:08:54 AM (*)
Frequency	
O <u>c</u> ours:	Daily -
Regurs every:	1 😌 day(s)
Daily frequency	
Occurs once at:	12:00:00 PM
Occurs every:	1 hour(s) v Starting at:
	Ending at: 11:59:59 PM
Duration	
Start date:	3/29/2011 • • End date: 3/29/2011 • •
	No end date:
Summary	
Descrigtion:	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.

📺 Maintenance Plan	n Wizard	- • •
Select Plan Pl How do you wan	roperties t to schedule your maintenance tasks?	
Na <u>m</u> e:	TransactLogMaintenancePlan	
Description:		*
		*
<ul> <li>Separate sched</li> <li>Single schedule</li> <li>Schedule:</li> </ul>	ules for each task for the entire plan or no schedule	
Occurs every day at 1	2:00:00 PM. Schedule will be used starting	Qhange
Help	< <u>B</u> ack <u>N</u> ext > Enis	h Cancel

Once options set, select Next.

🗊 Maintenance Plan Wizard	- • •
Select Maintenance Tasks Which tasks should this plan perform?	
Select one or more maintenance tasks:	
<ul> <li>Check Database Integrity</li> <li>Shrink Database</li> <li>Reorganize Index</li> <li>Rebuild Index</li> <li>Update Statistics</li> <li>Clean Up History</li> <li>Execute SQL Server Agent Job</li> <li>Back Up Database (Full)</li> <li>Back Up Database (Differential)</li> <li>Ø Back Up Database (Transaction Log)</li> <li>Ø Maintenance Cleanup Task</li> </ul>	
The Maintenance Cleanup task removes files left over from exe	cuting a maintenance plan.
Help < Back Next >	Enish Cancel

Select the tasks above and select next.

🛐 Maintenance Plan Wizard	
Select Maintenance Task Order In which order should these tasks be performed?	
Select the order for the tasks to execute:	
Back Lip Database (Transaction Log)	
Maintenance Cleanup Task	
Move Up	Move Down
(i) The Back Up Database (Transaction Log) task allows you to specif	y the source
databases, destination files or tapes, and overwrite options for a tran	saction log backup.
,	
Help < <u>B</u> ack <u>N</u> ext > Enis	Cancel

Leave them in their default order and select next.

🛐 Maintenance Plan Wiza	ard		
Define Back Up D Configure the maintena	atabase (Transa nce task.	ction Log) Task	
Backup type:	Transaction Log		Ψ
Database(s):	<select more="" one="" or=""></select>		•
Backup component ③ Database			
O Files and filegroups:			
Backup set will expire:			
After	14	days	
OD	4/12/2011		
Back up to: (i) Dijsk (i)	Tape		
Back up databases acr	oss one or more files:		
			Add
		L	Remove
		[	Contents
If backup files exist:		Append	· · · · · ·
Create a backup file for	every database		
Create a sub-directo	ry for each database		
Polder:	C:\Program Files\Microso	ft SQL Server\MSSQL1	0.MSSQLSER
Wede backup interestingen.			m
verny backup integrity			
Back up the tail of the k	og, and leave the databas	e in the restoring state	
Set backup compression:	Use the default server set	ting	Ψ
Schedule:			
Not scheduled (On Demand	0		Qhange
Help	< <u>B</u> ack	ext > Enish >>	Cancel

Select all the Transact Databases.

Al databases
System databases
<ul> <li>All user databases (excluding master, model, msdb, tempdb)</li> </ul>
These databases:
JP201006140001
JPEGger
Ucenses
Licenses3 *
Ignore databases where the state is not online OK Cancel
Cancer

Once selected, press OK.

🛐 Maintenance Plan Wiza	rd	
Define Back Up Da Configure the maintenar	atabase (Transaction noe task.	on Log) Task
Backup type:	Transaction Log	
Database(s):	Specific databases	
Backup component     O Database		
Hies and filegroups:		
Backup set will expire:     After     On	14	days
Back up to:    Disk	Tape	
Back up databases acro	ss one or more files:	
		Add Remo <u>v</u> e Contents
If backup files exist:		Append
<ul> <li>Create a backup file for e</li> <li>Create a sub-directory</li> </ul>	every database y for each database	
Folder: 0	C:\Program Files\Microsoft SQ	L Server\MSSQL10.MSSQLSER
Backup file extension:		tm
Verify backup integrity		
Back up the tail of the lo	g, and leave the database in t	he restoring state
Set backup compression:	Use the default server setting	
Schedule: Not scheduled (On Demand)		Qhange
Help	< Back Next >	Enish >>  Cancel

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

🛐 Maintenance Plan Wizard			
Define Maintenance Configure the maintenance	Cleanup Task task.		Ju .
Delete files of the following type	:		
Backup files			
Maintenance Plan text rep	orts		
File location:			
Delete specific file			
File name:			
Search folder and delete find	les based on an extension		
Folder:	C:\Program Files\Microsoft SQL S	erver\MSSQL10.M	
File extension:	tm		
Include first-level subfol	ders		
File age:			
Delete files based on the a	ge of the file at task run time		
Delete files older than the	following:		
18 ≑ Hour(s)	•		
Schedule: Not scheduled (On Demand)		Change.	
Help	< Back Next >	Enish >>  Car	ncel

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.

🛐 Maintenance Plan Wizard		
Select Report Options Select options for saving or distri actions.	buting a report of the maintenance plan	
Write a report to a text file		
Folder location:	C:\Program Files\Microsoft SQL Server	MSSQL10.
E-mail report		
<u>T</u> o:	[	Ŧ
Help < E	ack Next > Enish >>	Cancel

Leave default options and select Next.

Maintenance Plan Wizard	
Complete the Wizard Verify the choices made in the wizard, and then click Finish.	
Click Finish to perform the following actions:	
<ul> <li>Maintenance Plan Wizard</li> <li>Create Maintenance Plan 'TransactLogMaintenancePlan'</li> <li>Define Back Up Database (Transaction Log) Task</li> <li>Define Maintenance Cleanup Task</li> <li>Selected reporting options</li> </ul>	
Help < Back Next > Finish	Cancel

Select Finish.

0	Success	5 Total 5 Success	0 Error 0 Warning
)etz	als:		-
	Action	Status	Message
0	Creating maintenance plan "TransactLo	Success	
0	Adding tasks to the maintenance plan	Success	
0	Adding scheduling options	Success	
0	Adding reporting options	Success	
0	Saving maintenance plan "TransactLog	Success	
		Sop	<u>R</u> eport

Select Close.