Setting up a Maintenance Plan for SQL Server

SQL Server requires regular maintenance. Maintenance includes re-indexing and backing up the databases. This document is designed as a guide for setting up a regular database maintenance schedule. Backups should be done on a regular basis. The policies for backing up will vary from one organization to the next. Consult your Systems Administrator for best methods. These maintenance schedules should be performed on the server machine.

The Help in Enterprise Manager details maintenance tasks more fully. Please take the time to read the SQL Server Book Online manual.

Remember that this document is a guide only. You will have to make the choices that best suit your needs.

For Schedules to run, the SQL Server Agent must be switched on:

From the Start Menu/Programs/SQL Server menu

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- Select Service Manager

The SQL Server Service Manager Window appears

![Service Manager Window](image)
From Services, select SQL Server Agent
- Check ‘Auto-start service when OS starts’
- Select Start/Continue to start the SQL Server Agent
- Close the window

To set up a backup and re-index schedule

From the Start Menu/Programs/SQL Server menu

- Select Enterprise Manager
• Double-click on Microsoft SQL Servers

• Select the Server computer (in this case the server is called Tazzy)
• From the Tools menu, select Database Maintenance Planner…

• Click Next
Select the Acuity database (called 30018 in this example)
Select the system databases (master, model and msdb)
Click Next

- Select the Reorganize data and index pages field and select Change
This example will run the schedule daily at 2:00 am
- Setup a schedule to suit your needs
- Click OK
- Click Next
Select Check Database Integrity
Select Include indexes
Select Attempt to repair any minor problems
Select Change

Setup this operation to happen at the same time as before
Specify the Backup destination that suits your needs
Select Change

Setup this operation to happen at the same time as before – or as required.
Select OK, Select Next
• Specify a backup destination – This might be Disk or Tape
• Select Next

• Specify the Transaction Log Backup Plan as required.
• Select Next
• Specify the Transaction Log backup destination
• Select Next

• Select a destination for Reports as required. Select Next
Click Next

Give the Maintenance plan a suitable name
Click Finish
Click OK

The Maintenance Plan should execute as per your instructions. Please check that the Reports confirm this on a regular basis. Make sure your backup destinations have enough free space to accommodate all the backups, now and into the future. You may need to modify your plan from time to time. Use the wizard to do this as your needs change. This is done by selecting the maintenance plan you wish to change from the Database Maintenance option, under Management in the Enterprise Manager.