



Database Maintenance Plan Setup on SQL Server 2005

The purpose of this document is to set forth a guide to creating and scheduling a database maintenance plan in SQL Server version 2005.

Tech Note #135—SQL 2005 Maintenance Plan Setup

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Step 1: Create a full backup new maintenance plan

NOTE: The following steps must be executed in SQL Server 2005 Management Studio. The Object Explorer should be visible in the left pane.

1. Right-click the **Maintenance Plans** folder and choose “**New Maintenance Plan...**” from the pop-up menu.

Maintenance Plans is located within the Management folder, beneath the server name.

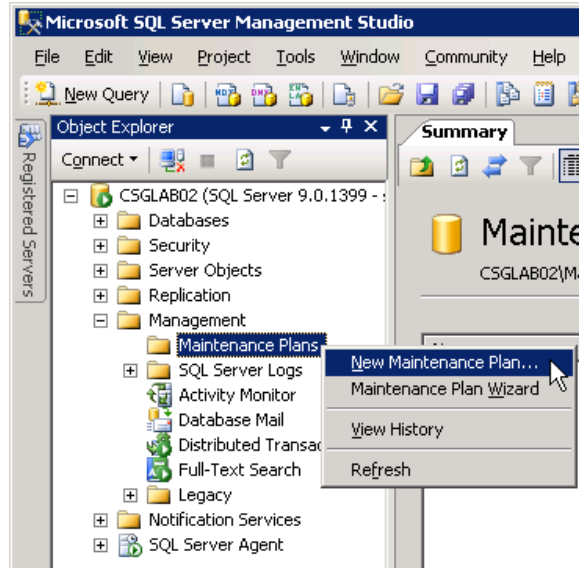


Fig. 1: Starting the New Maintenance Plan function.

2. Provide a name for the new maintenance plan and click **OK**.

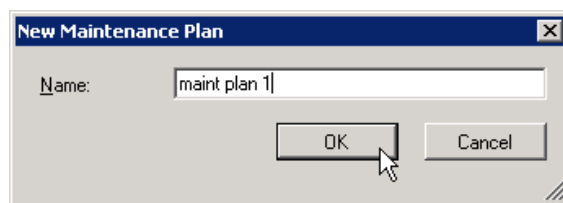


Fig. 2: Provide a name for the maintenance plan.

3. At the Maintenance Plan window, drag in a **Backup Database Task** and a **Maintenance Cleanup Task**.

The Backup Database Task and Maintenance Cleanup Task are located in the Toolbox. If the toolbox is not visible, select **View | Toolbox**.

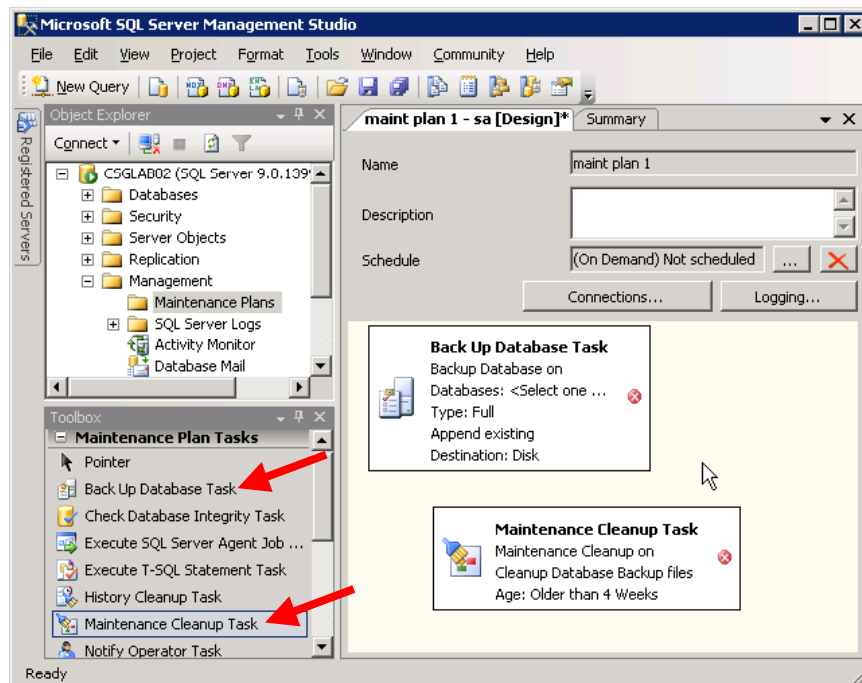


Fig. 3: Drag Tasks from the Toolbox.

4. Double-click the new **Backup Database Task** to bring up the Task's properties window. Set the following values and then click **OK**:

Connection: **Local server connection**

Databases: **Select your database(s) to be backed up**

Backup type: **Full**

Verify backup integrity: **(selected)**

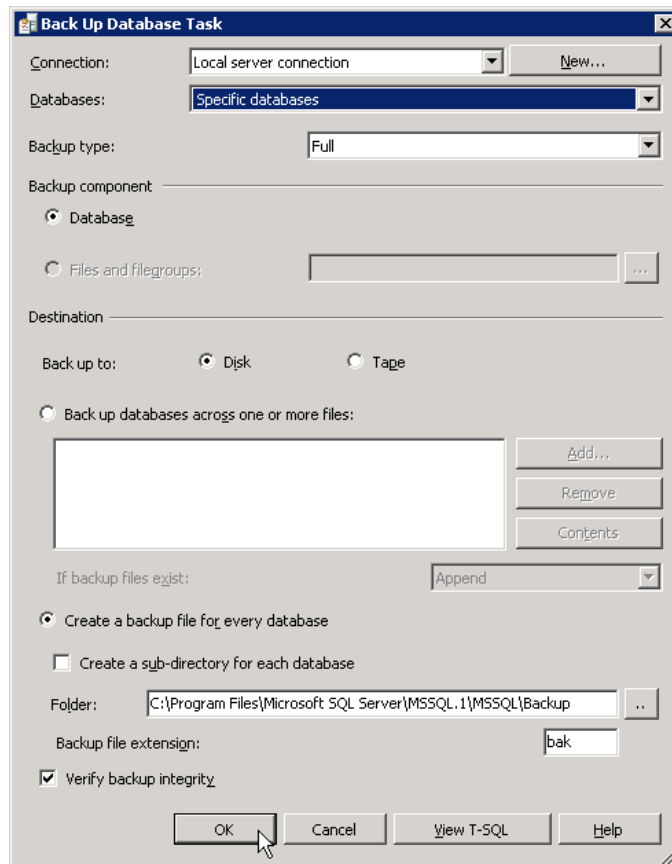


Fig. 4: Specifying the Backup Database Task properties for a full backup.

5. Double-click the **Maintenance Cleanup Task** to bring up the Task's properties window. Set the following values and then click **OK**:

Connection: **Local server connection**

Search folder and delete files based on an extension

Folder: **(Select your default backup folder)**

File extension: **bak**

Delete files older than the following: **2 Week(s)**

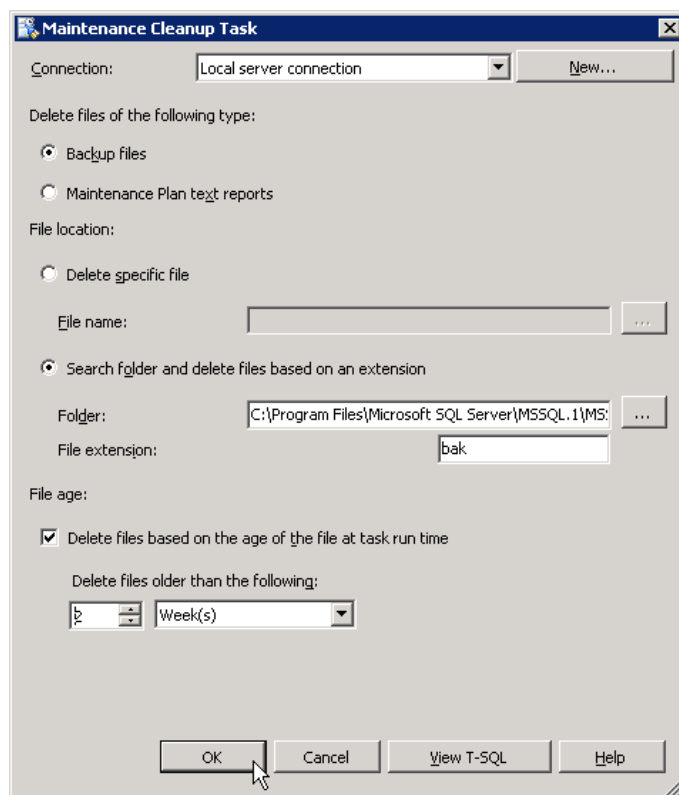


Fig. 5: Setting the Maintenance Cleanup Task properties to delete full backup files.

6. Back at the Database Maintenance Plan, drag the **green arrow** of the **Database Backup Task** to the **Maintenance Cleanup Task** box.

This will set the order of operations for the Maintenance Plan.

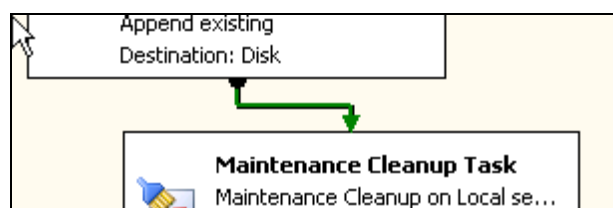


Fig. 6: The result of setting the order of operations. (Note the green arrow.)

Step 2: Schedule the full backup maintenance plan

7. Click the **ellipsis button** at the top of the Maintenance Plan window to specify a schedule.

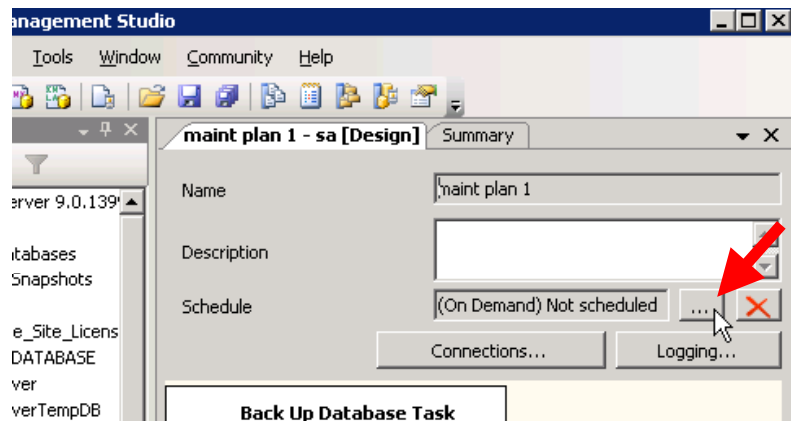


Fig. 7: Maintenance plans, by default, do not have a schedule. One must be specified.

8. In the **Job Schedule Properties** window, provide the following properties and then click **OK**:

Name: *(name your maintenance plan)*

Schedule type: **Recurring**

Occurs: **Weekly**

Recurs every: **1 week(s)**

on: **Monday through Saturday**

Occurs once at: **12:00:00 AM**

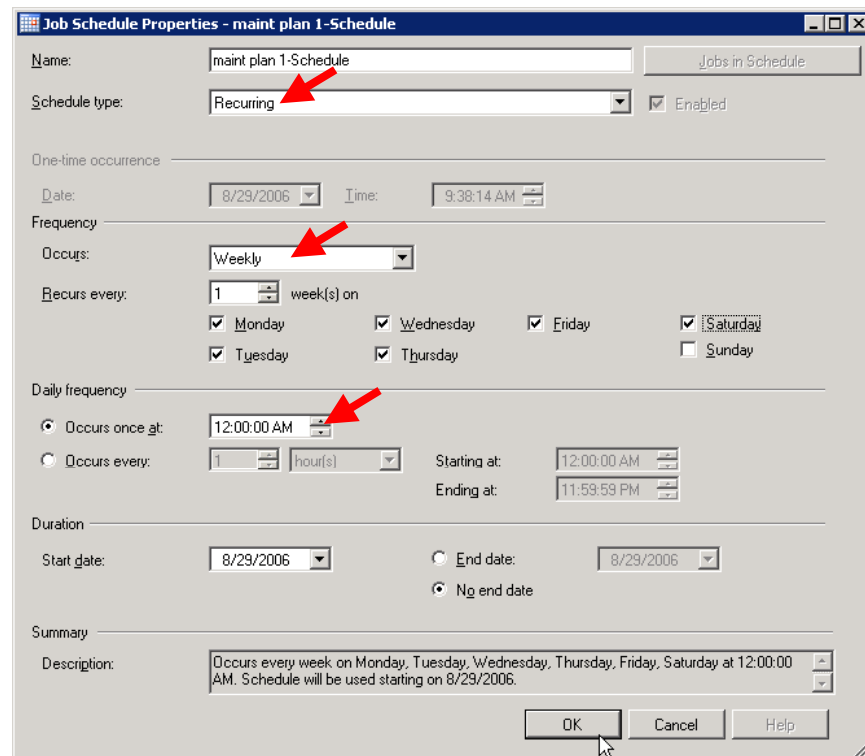


Fig. 8: Specifying the full database backup and cleanup schedule.

Close the Job Schedule Properties window and the Maintenance Plan window when complete.

Step 3: Create a transaction log backup new maintenance plan

9. Right-click the **Maintenance Plans** folder and choose “**New Maintenance Plan...**” from the pop-up menu.
10. Provide a name for the new maintenance plan and click **OK**.
11. At the Maintenance Plan window, drag in a **Backup Database Task** and a **Maintenance Cleanup Task**.
12. Double-click the **Backup Database Task** to bring up the Task’s properties window. Set the following values and then click **OK**:
 1. Connection: **Local server connection**
 2. Databases: **Select your database(s) to be backed up**
 3. Backup type: **Transaction Log**^{*}
 4. Verify backup integrity: **(selected)**

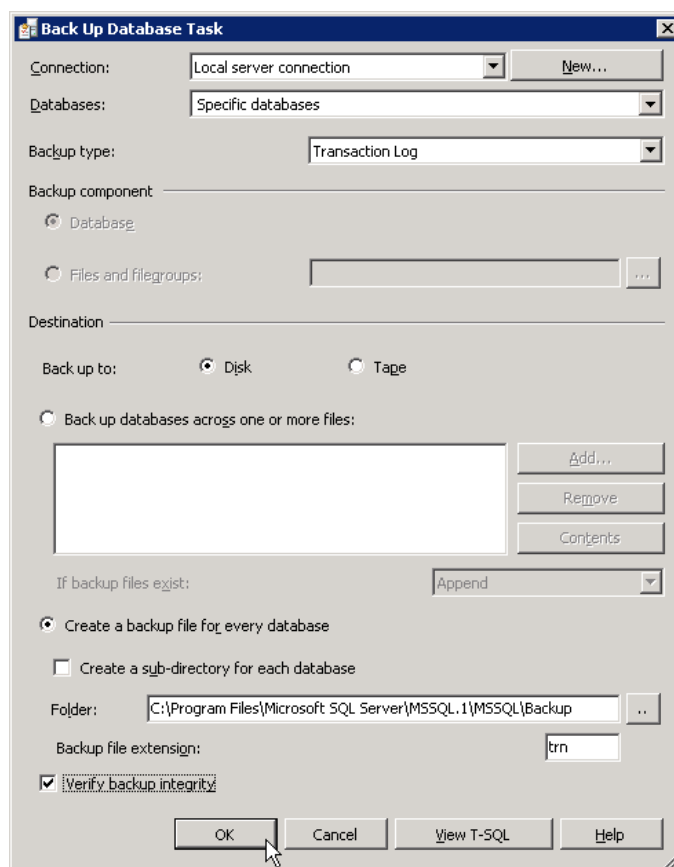


Fig. 9: Specifying the Backup Database Task properties for a transaction log backup.

13. Double-click the **Maintenance Cleanup Task** to bring up the Task’s properties window. Set the following values and then click **OK**:

5. Connection: **Local server connection**

^{*} If “Transaction Log” is not available, your Database Recovery Model needs to be set to “Full.”

6. Search folder and delete files based on an extension
7. Folder: (**Select your default backup folder**)
8. File extension: **trn**
9. Delete files older than the following: **1 Week(s)**

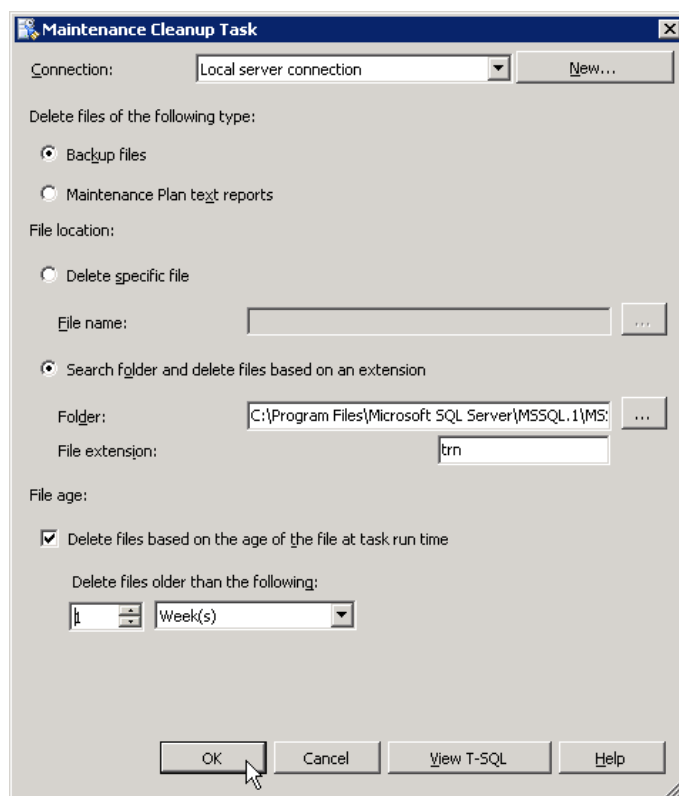


Fig. 10: Setting the Maintenance Cleanup Task properties to delete full backup files.

14. Back at the Database Maintenance Plan, drag the **green arrow** of the **Database Backup Task** to the **Maintenance Cleanup Task** box.

This will set the order of operations for the Maintenance Plan.

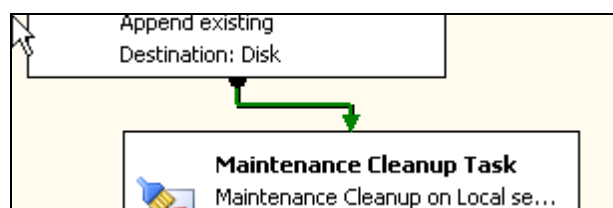


Fig. 11: The result of setting the order of operations. (Note the green arrow.)

Step 4: Schedule the transaction log backup maintenance plan

15. Click the **ellipsis button** at the top of the Maintenance Plan window to specify a schedule.

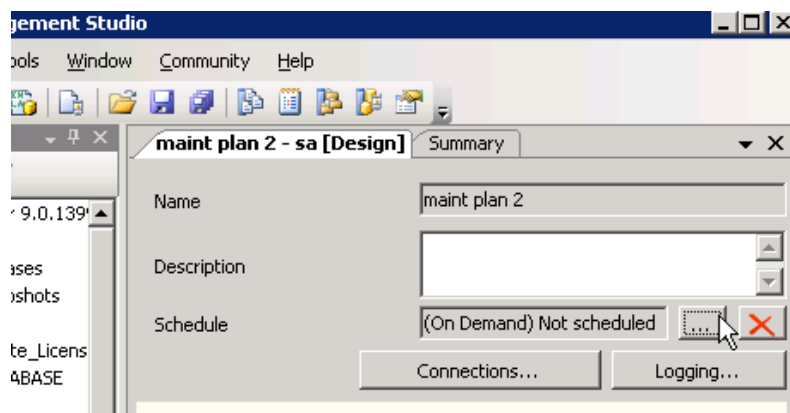


Fig. 12: Specifying a schedule for the Transaction Log maintenance plan.

16. In the **Job Schedule Properties** window, provide the following properties and then click **OK**:

Name: *(name your maintenance plan)*

Schedule type: **Recurring**

Occurs: **Weekly**

Rekurs every: **1 week(s)**

on: **Monday through Saturday**

Occurs every: **1 hour(s)**

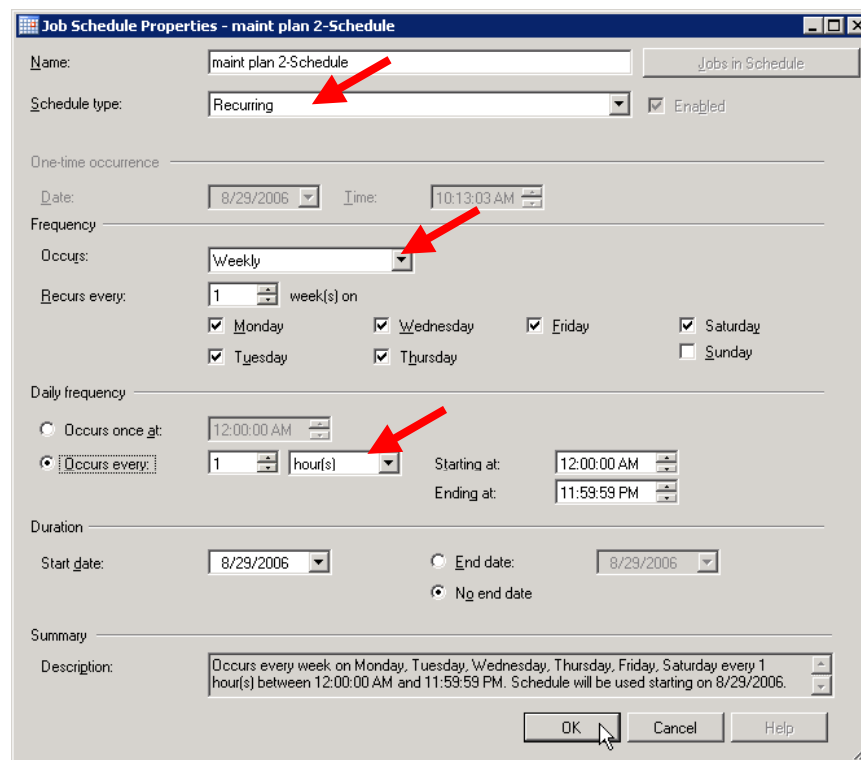


Fig. 13: Specifying the transaction log backup and cleanup schedule.

Close the Job Schedule Properties window and the Maintenance Plan window when complete.

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