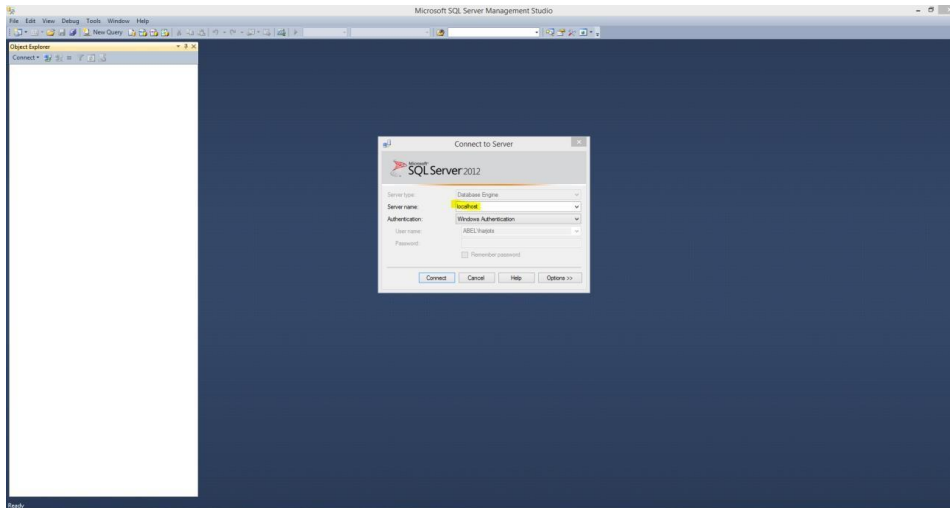
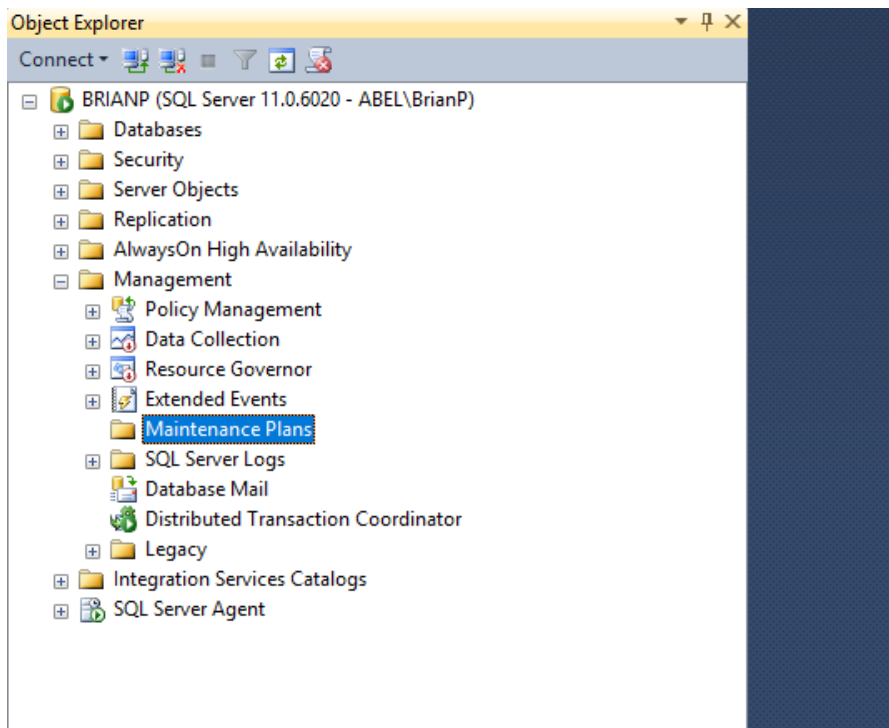

Creating Custom Maintenance Plans SQL

****MAKE SURE YOU ARE RUNNING AS ADMINISTRATOR FOR ALL THESE TASKS BELOW****

1. Connect to the SQL server database engine using server name or localhost

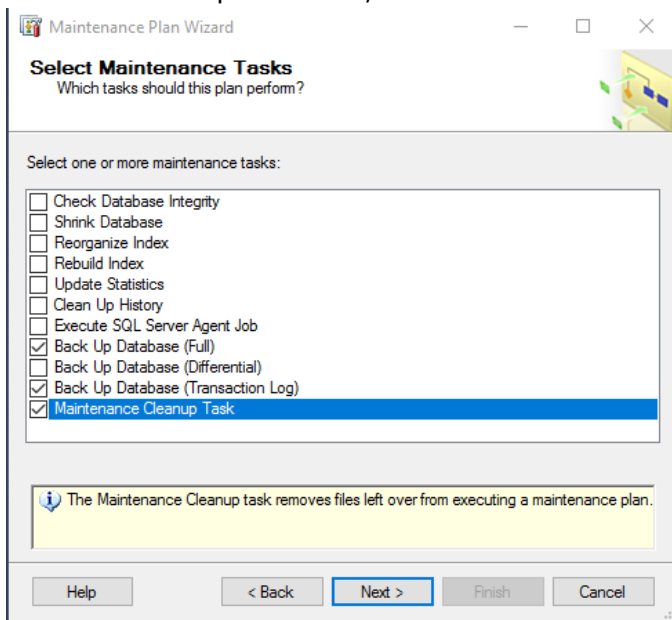


2. Right Click Maintenance Plans/New Maintenance Plan Wizard/Next/Separate Schedules for each task

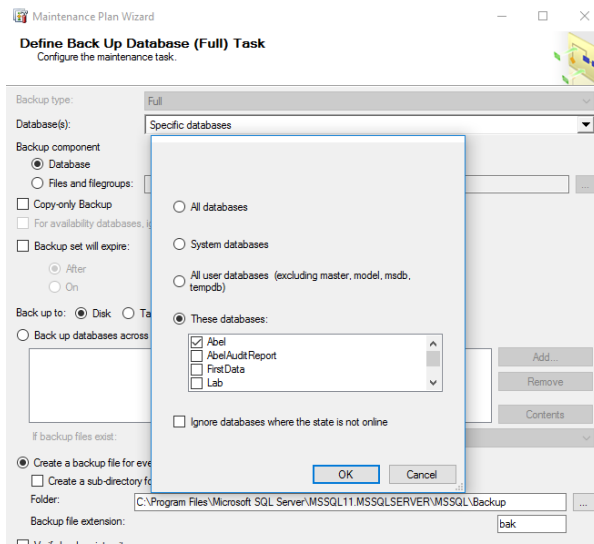


Creating Custom Maintenance Plans SQL

3. Select the 3 options below, next

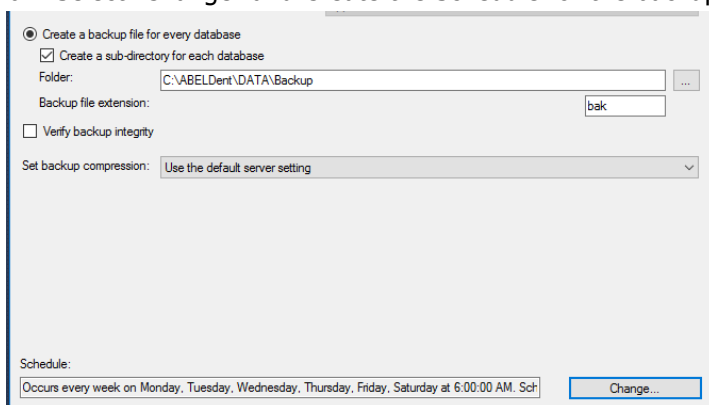


4. Select the database(s),

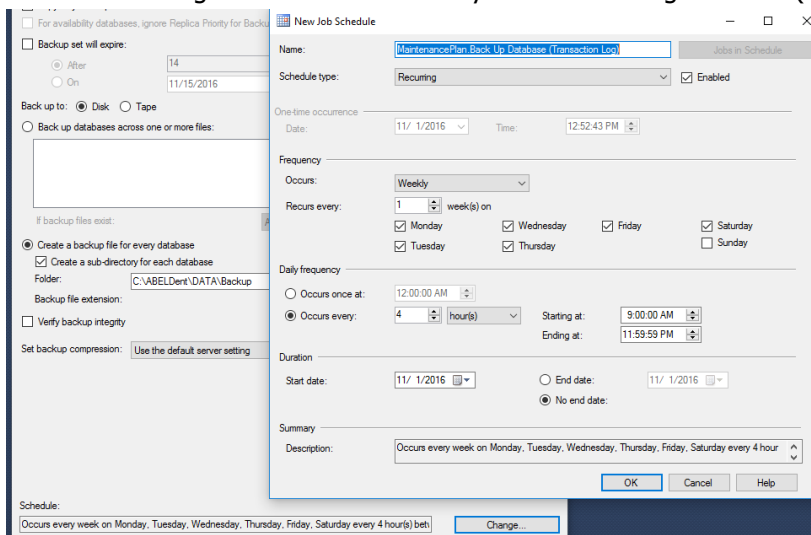


Creating Custom Maintenance Plans SQL

5. Check off create a sub directory and the folder which you would like your backups to be created.
6. Select "Change" and Create the Schedule for the backups (6 AM on Monday – Saturday). Next

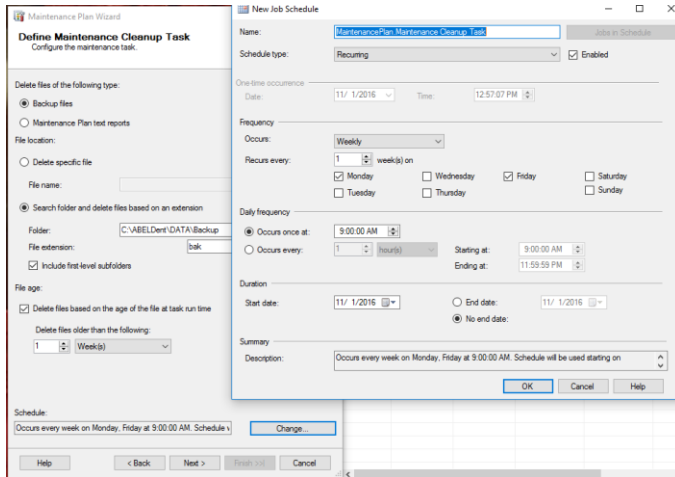


7. Transaction Logs - Select Database(s) again – create subfolder and set path.
8. Select Change – Select Occurs every 4 hours starting at 9 AM. (Monday to Saturday) Next.

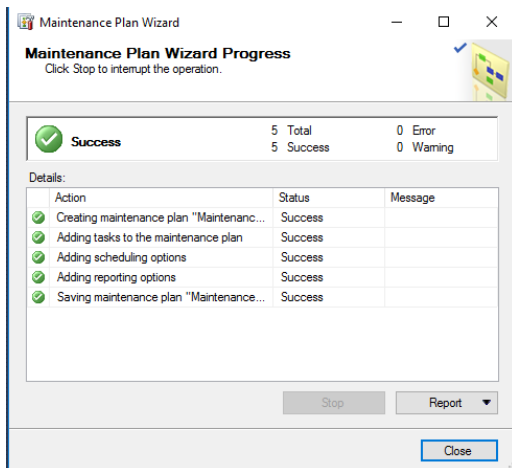


Creating Custom Maintenance Plans SQL

- Clean Up Task – Select Folder, and extension is “bak”.
- Select Include first-level subfolders
- Select delete files based on the age and select 1 week.
- Schedule – Monday and Thursday Only @ 9 AM to run this clean up. Next, Next, Finish.

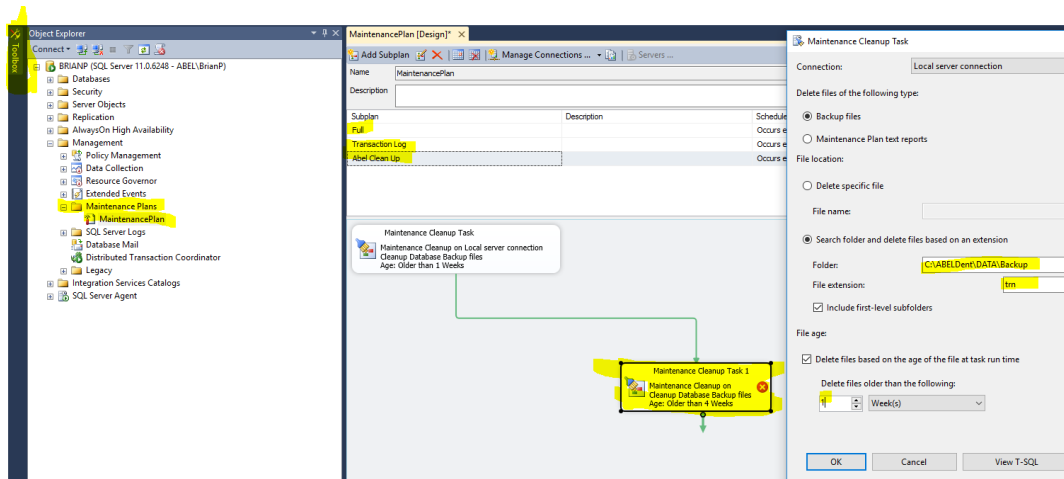


- You should have all Success.



Creating Custom Maintenance Plans SQL

14. You can then give appropriate names for the backups you have just created.
15. Under the clean Up SubPlan – from the tool box drag over “Maintenance Clean UP Task” and attach the arrows.
Clean Up Task – Select Folder, and extension is “trn”.
Select Include first-level subfolders
Select delete files based on the age and select 1 week.
Schedule – Monday and Thursday Only @ 9 AM to run this clean up. Click OK.
16. Right Click on the top of Maintenance Plan Tab, and select “Save Selected Item”.



17. Expand the SQL Server Agent and right click and “start job at step” one at a time in this order Full, Transaction Log, then Clean UP. Verify backups are being created.

