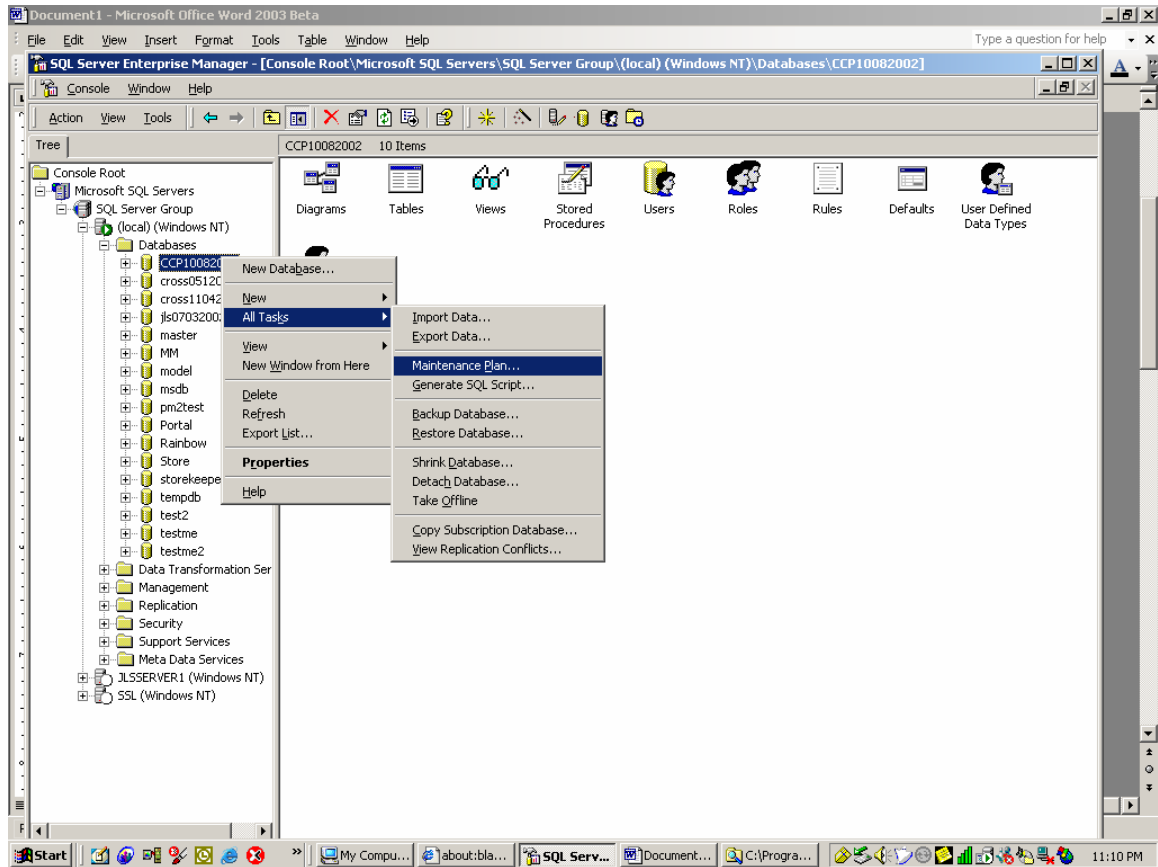
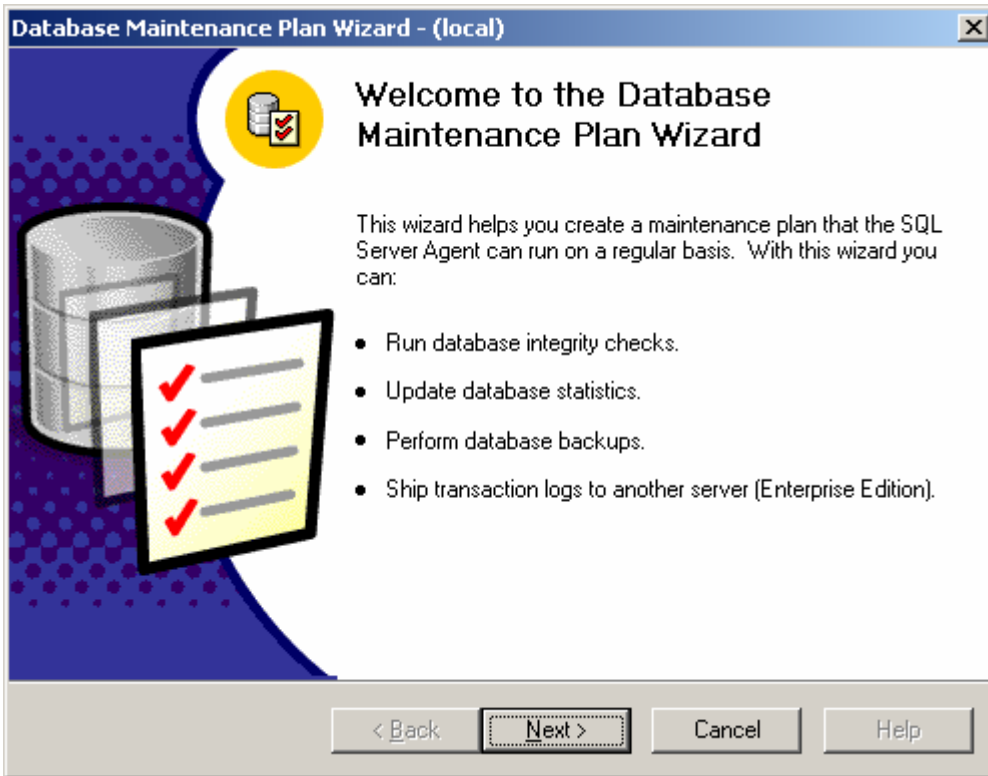


Planning maintenance for your SQL Server database

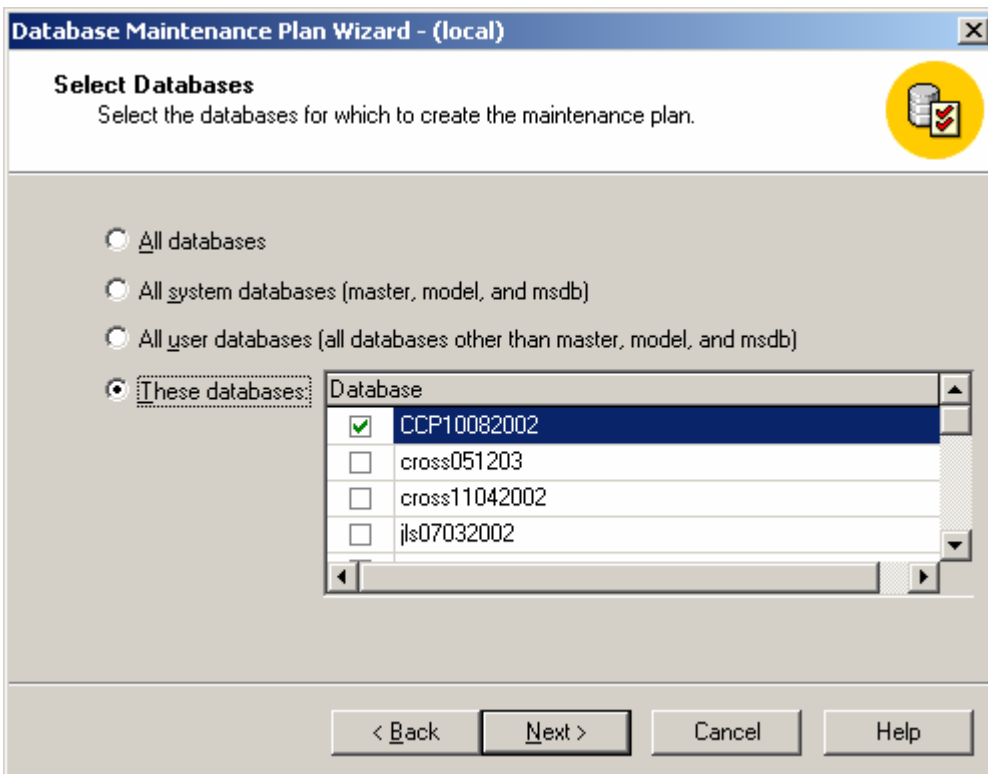
1. Open up SQL Server Enterprise Manager



2. Keep expanding the items in the left frame until you can see the database that you want to set up for automatic backup.
3. Right-click on the name of the database, choose "All tasks", and then "Maintenance Plan". You will see the following screen.

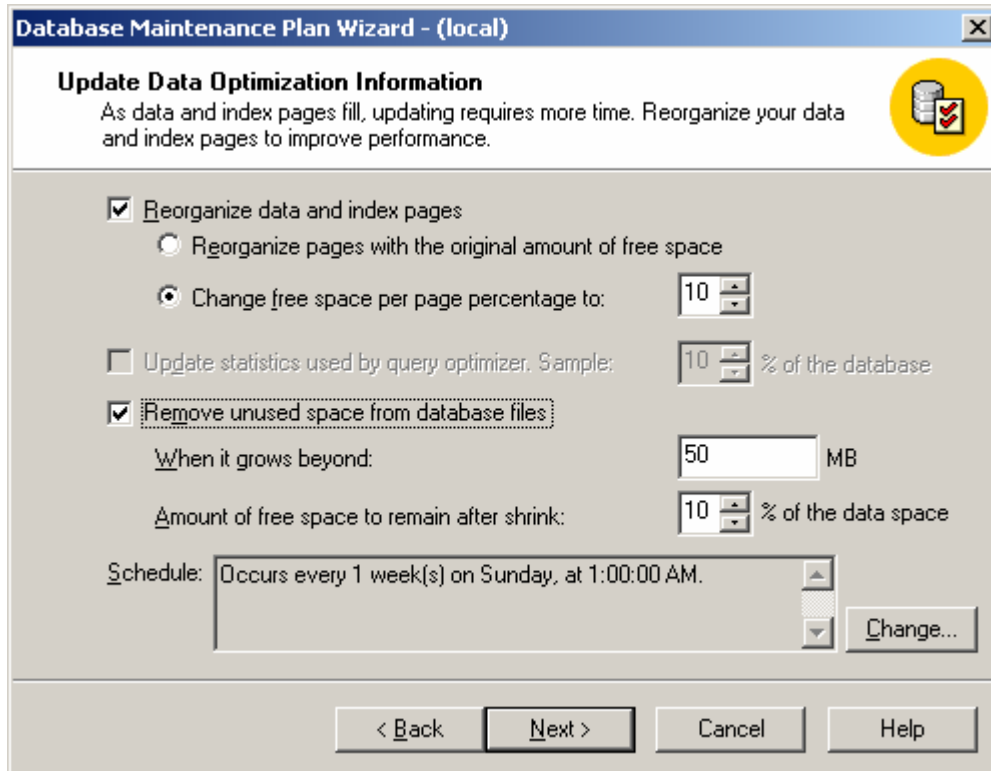


4. Click “Next”. Select the Pump Magic 2 database that you want to back up.



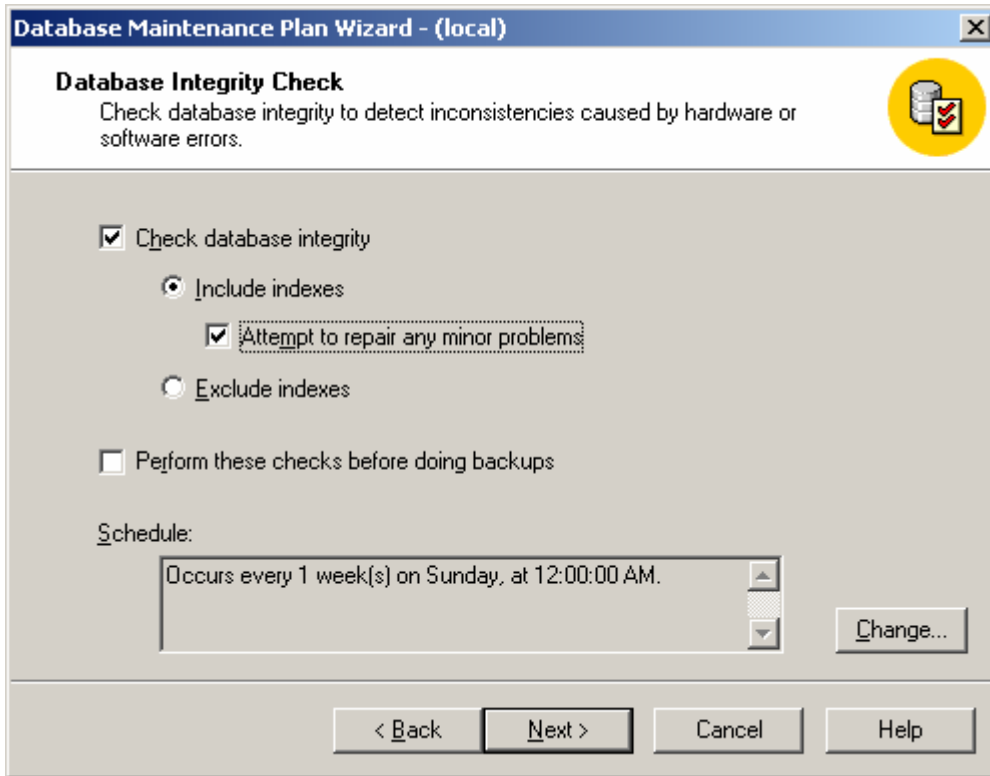
Click “Next”

5. You will see the following screen. Check the box that says “Reorder Data and Indexes”, and the box for “Remove unused space from database files”. This is an operation that you should only do once a week, so leave the “Schedule” as is. Your screen should look like this:



Click “Next”

6. This screen allows you to schedule an integrity check on the database. Ensure your screen looks like this:



Click “Next”

7. Check the box next to “Back up the database as part of the maintenance plan”. In the “Schedule section, click the “Change” button.

Database Maintenance Plan Wizard - (local)

Specify the Database Backup Plan
Specify the database backup plan to prevent data loss due to system failure.

Back up the database as part of the maintenance plan

Verify the integrity of the backup when complete

Location to store the backup file:

Tape:

Disk

Schedule:

Occurs every 1 week(s) on Sunday, at 2:00:00 AM.

You will see this screen after clicking the “Change” button:

Edit Recurring Job Schedule

Job name: (New Job) Enable schedule

Occurs:

Daily Weekly Monthly

Every 1 day(s)

Daily frequency:

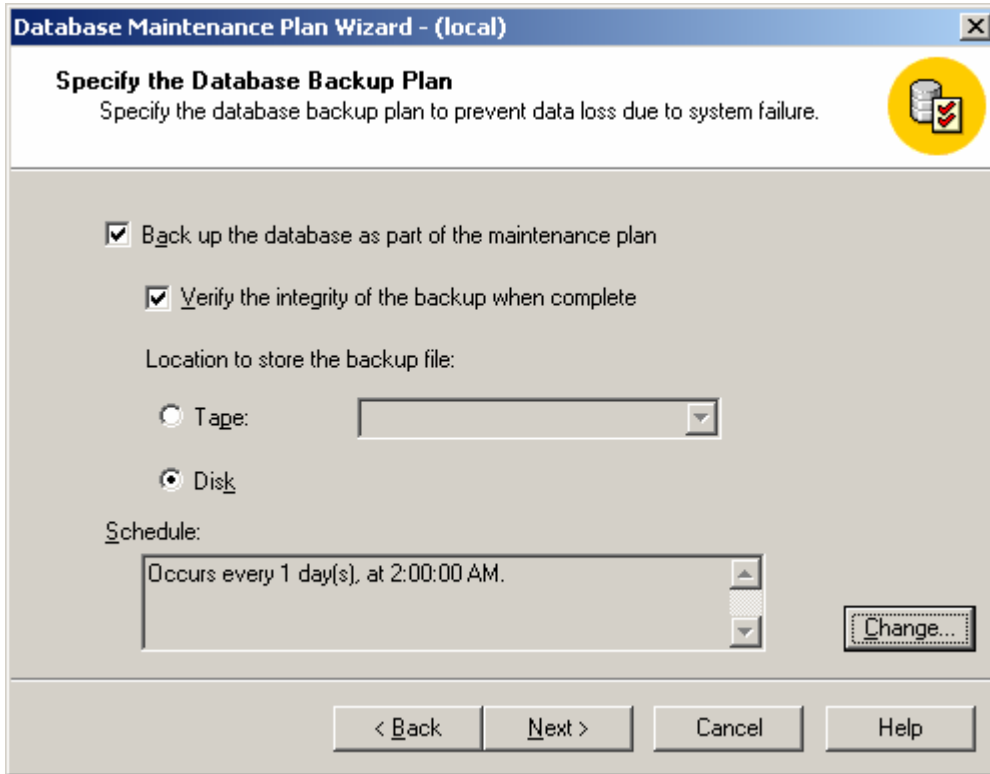
Occurs once at: 2:00:00 AM

Occurs every: 1 Hour(s) Starting at: 2:00:00 AM Ending at: 11:59:59 PM

Duration:

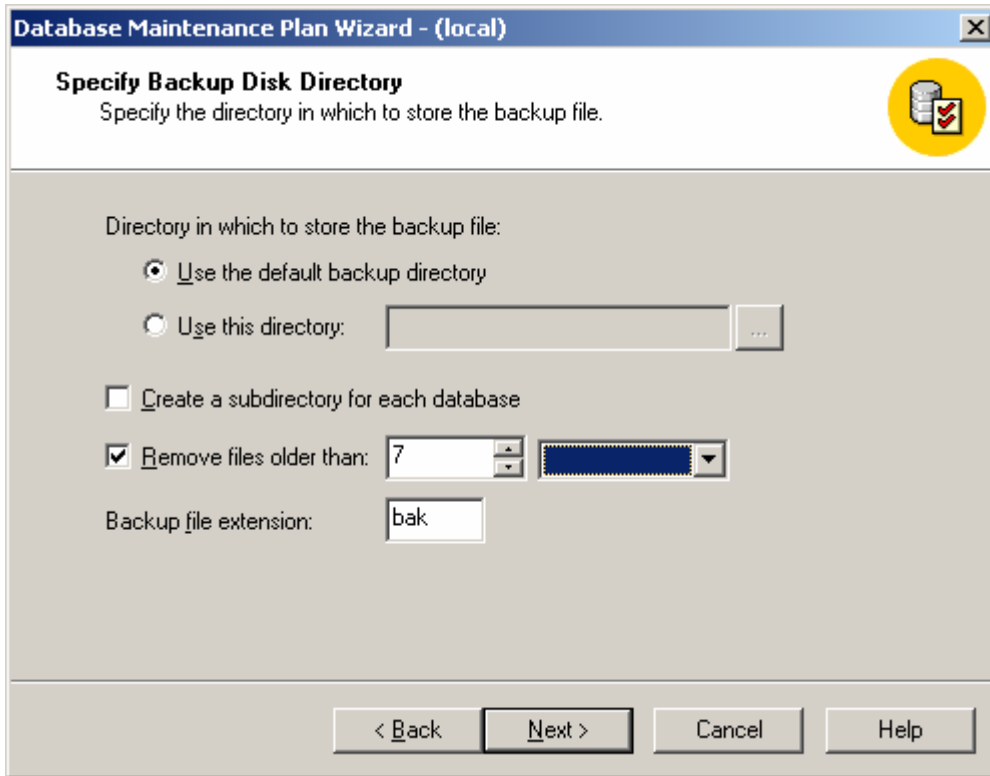
Start date: 6/26/2003 End date: 6/26/2003 No end date

Make your fields look like the above picture. (Your start date will be today's date).
Click "OK". Your screen will look like this:



Click "Next"

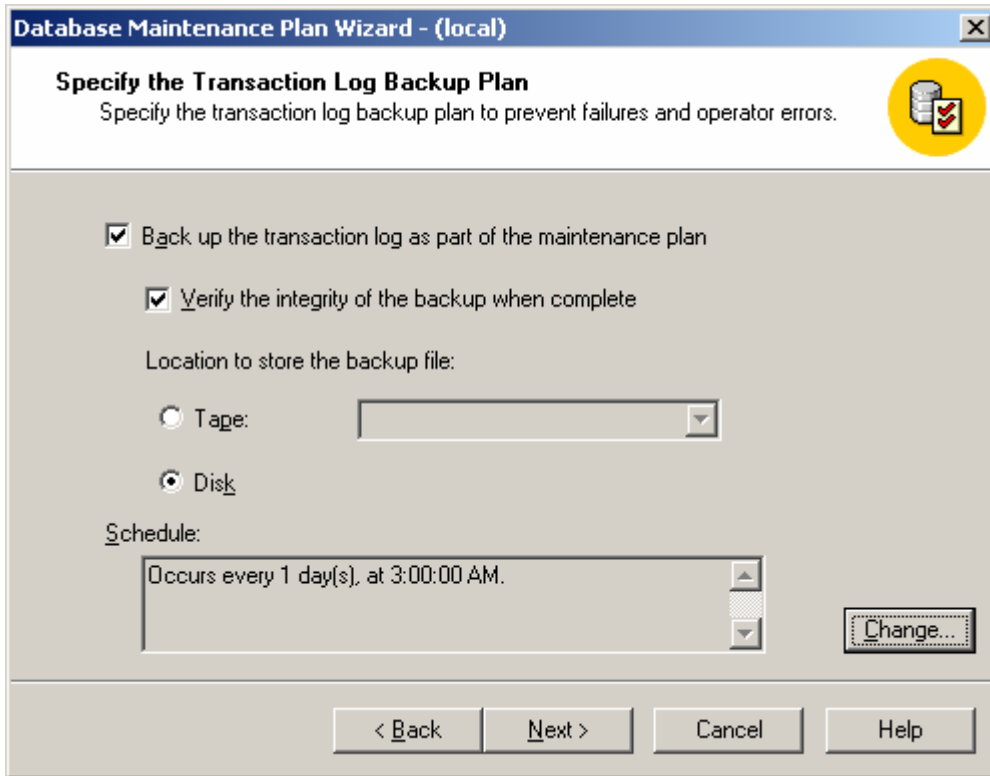
8. Make this screen look like so:



(You may want to specify a particular directory to store the back-up files in. The default backup directory is located at: c:\program files\Microsoft Sql Server\MSSQL\Data\Backup)

Click "Next"

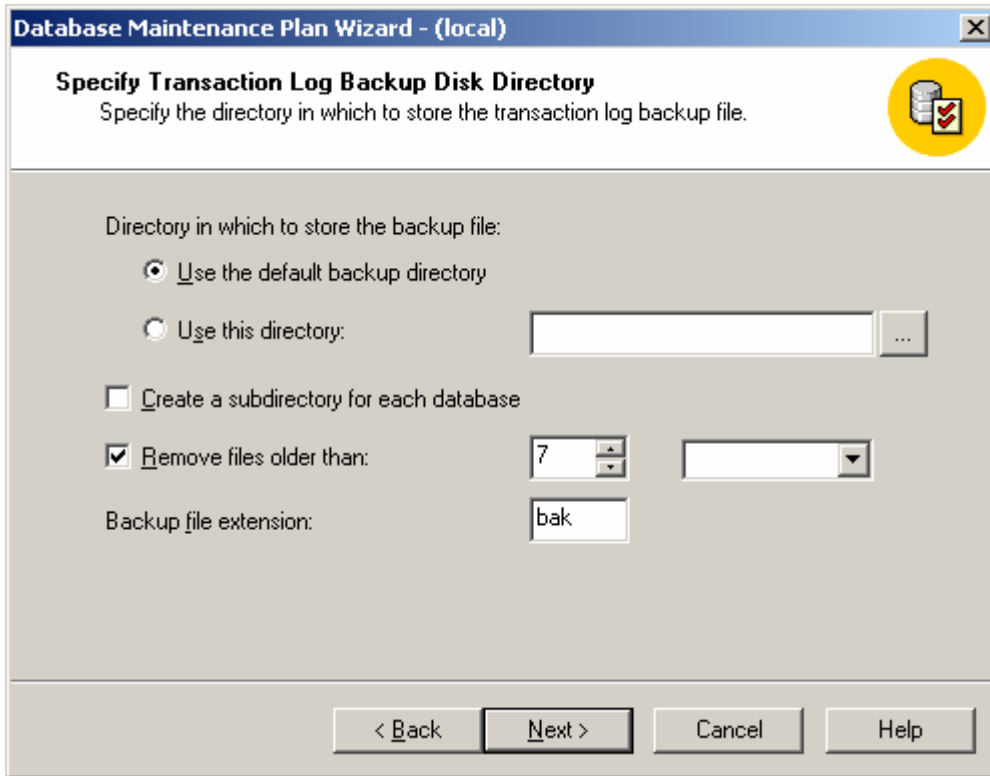
9. Make this screen look like so:



(Click the schedule button and change the schedule to backup every day at 3:00am)

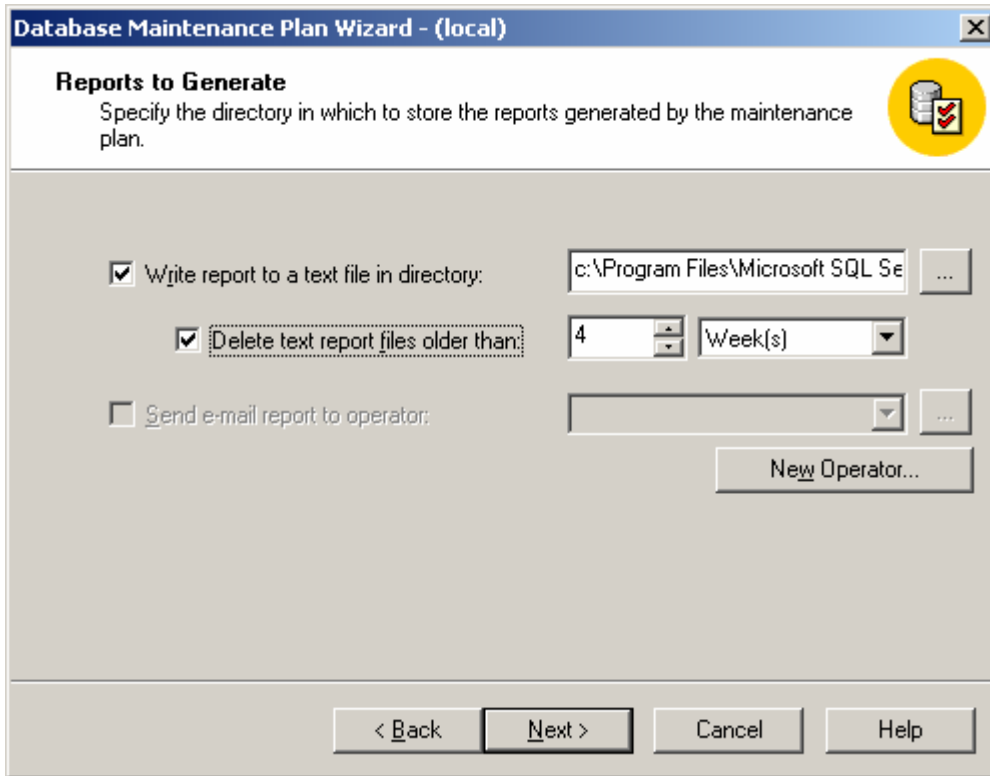
Click Next.

10. Enter the information necessary to back up the log to the same location that you scheduled the database file to go to.

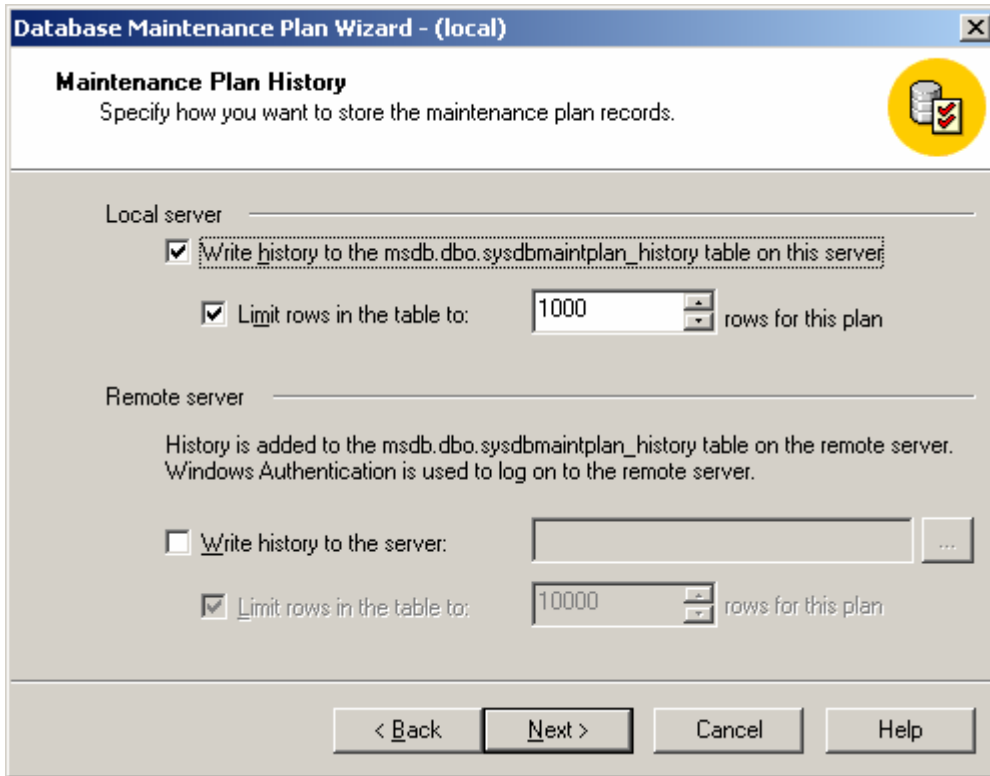


Click Next.

11. Make the reports screen look like so:



12. Make this screen look like so:



13. Give the plan a name, and click “Finish”.

You are done.

Also, to be safe, you should burn the backed up files onto CD each day. (or at least copy them to a different computer on your network so that they won't be lost if the hard drive on your server fails).