

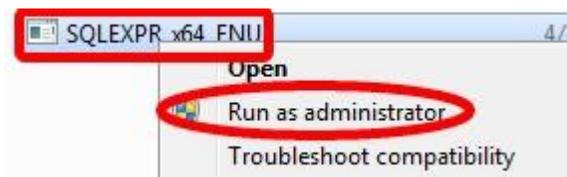
Microsoft SQL 2005-2014 Common Tasks

Installing SQL Server

These instructions are meant to help guide users through installing SQL Server 2008. They may not cover every possible screen, as they may vary slightly due to there being different versions of SQL Server 2008, but this will cover the important screens.

When starting the SQL installer, if you are using Windows Vista or Windows 7, it is important to right-click on the installer and select "Run as Administrator".

Normally, make sure the file you downloaded includes "Tools". Normally there is a "WT" in the file name to verify this.

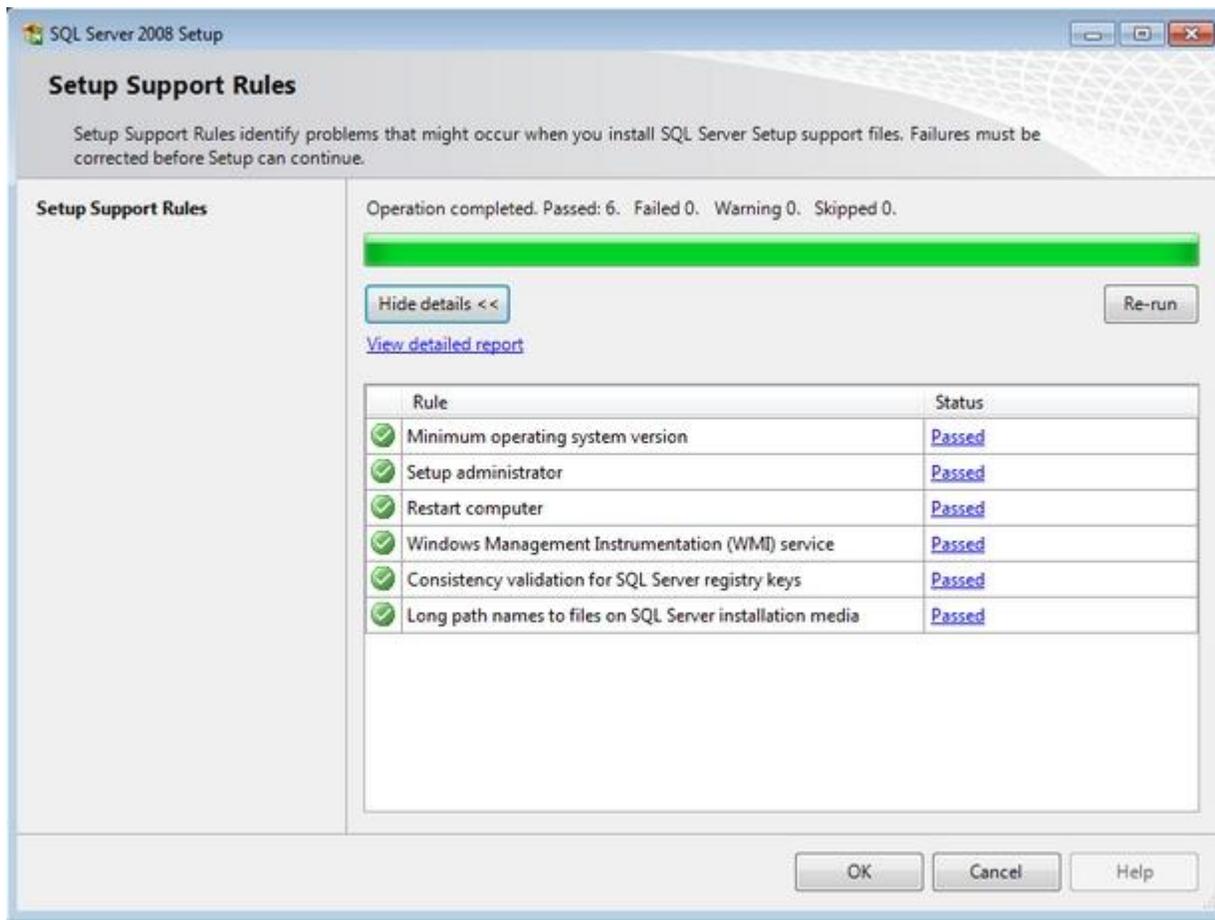


Click on the "Installation section and select "New SQL Server stand-alone installation or add features to an existing installation".



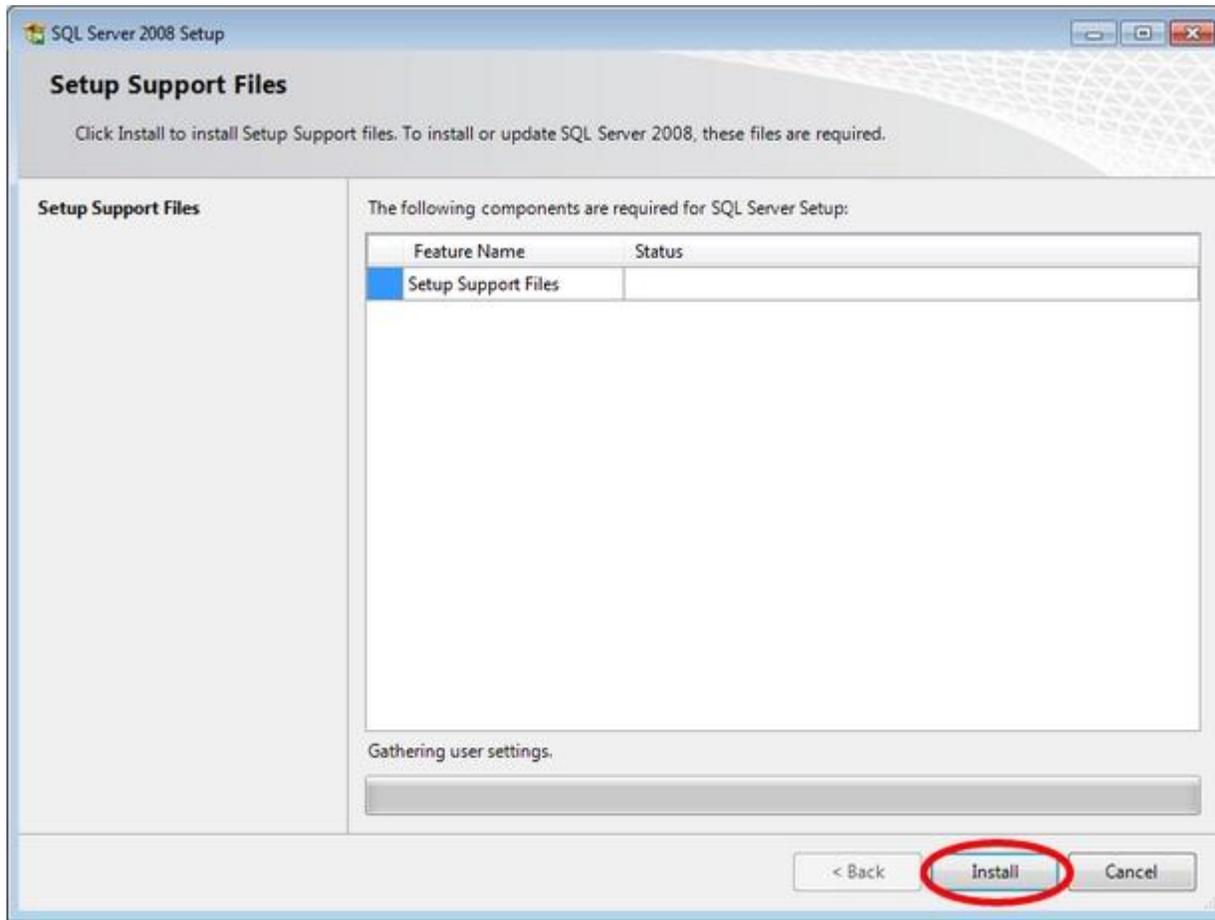
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If there are any setup support rules that need further action, the installer will tell you. Otherwise, press OK to continue.



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Press "Install" to install the setup support files.

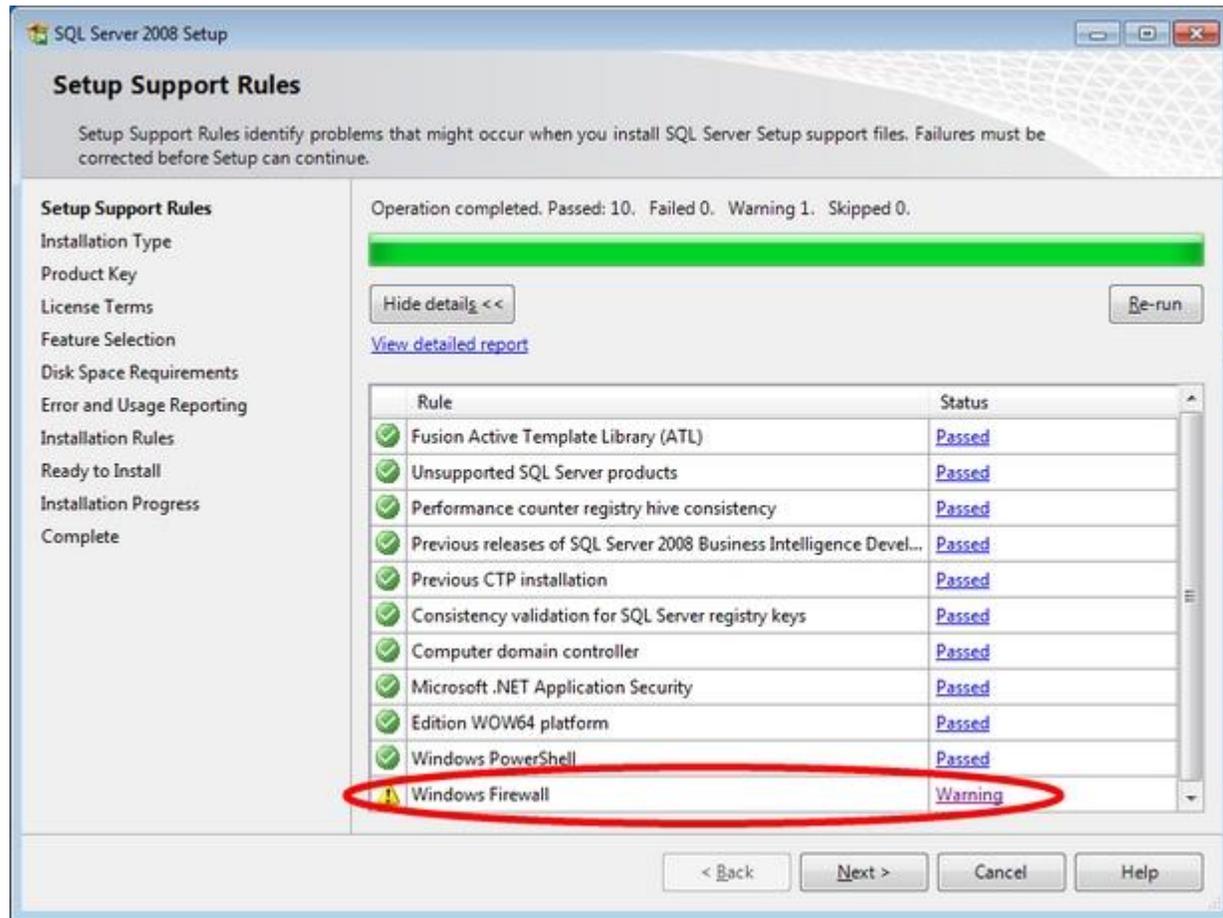


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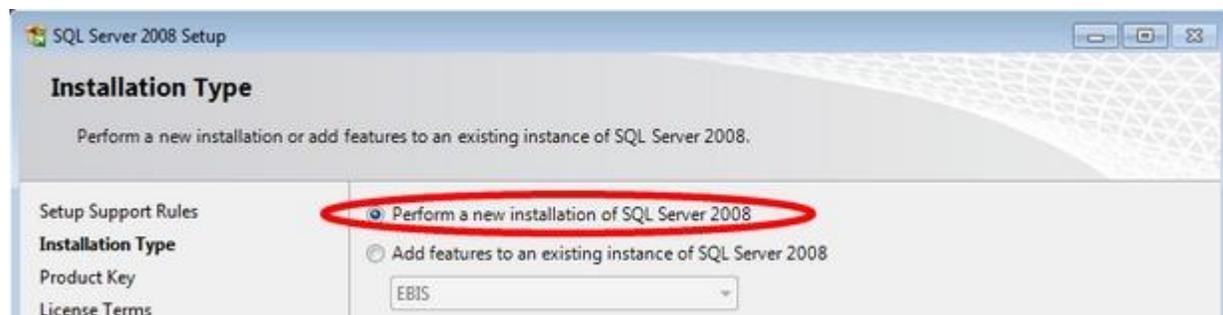
The installer will tell you if any other files need to be installed.

If you are using a firewall, please make sure the proper ports are configured. After SQL is installed, this guide will help make sure the proper ports are open. Further information can also be found here:

www.datcomedia.com/pdf/support/sql2008.pdf

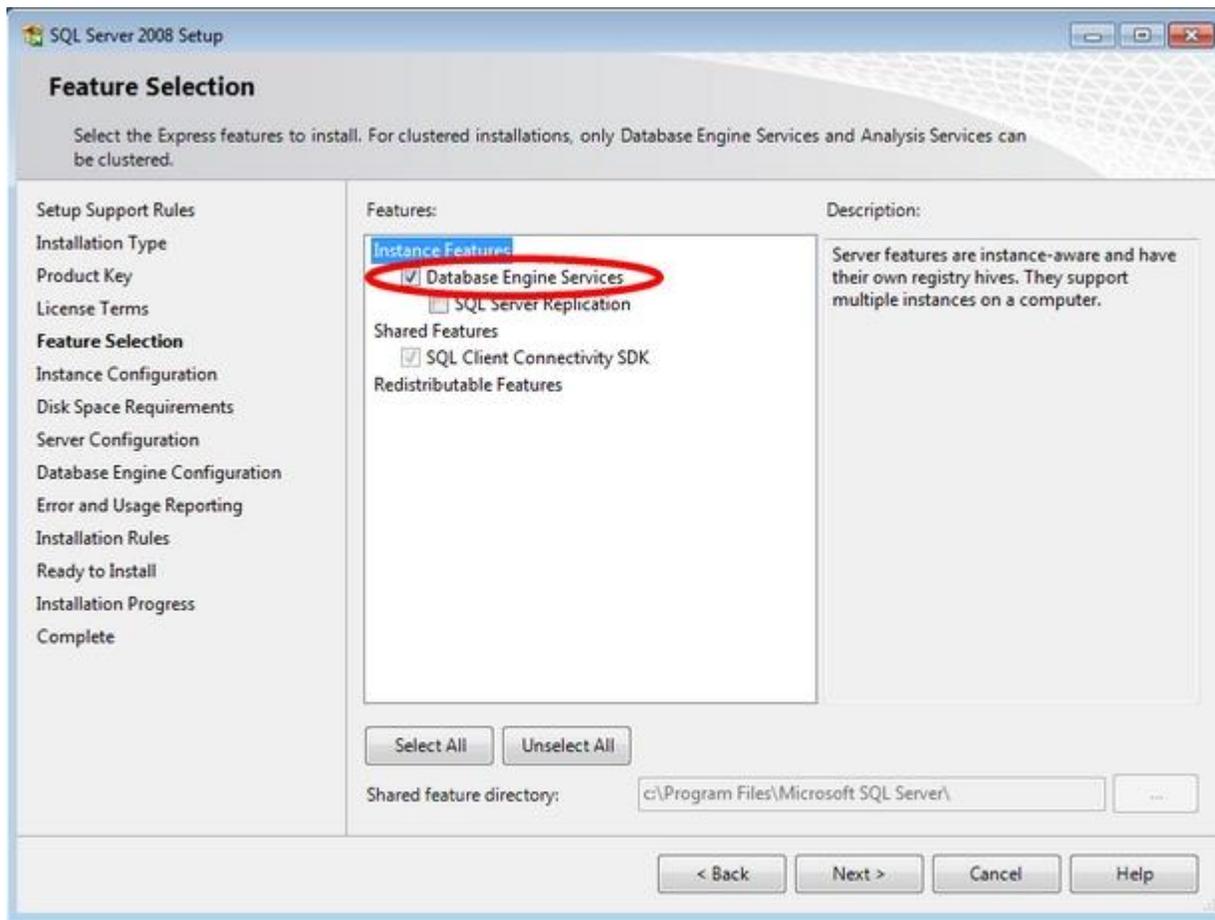


Select "Perform a new installation of SQL Server 2008".

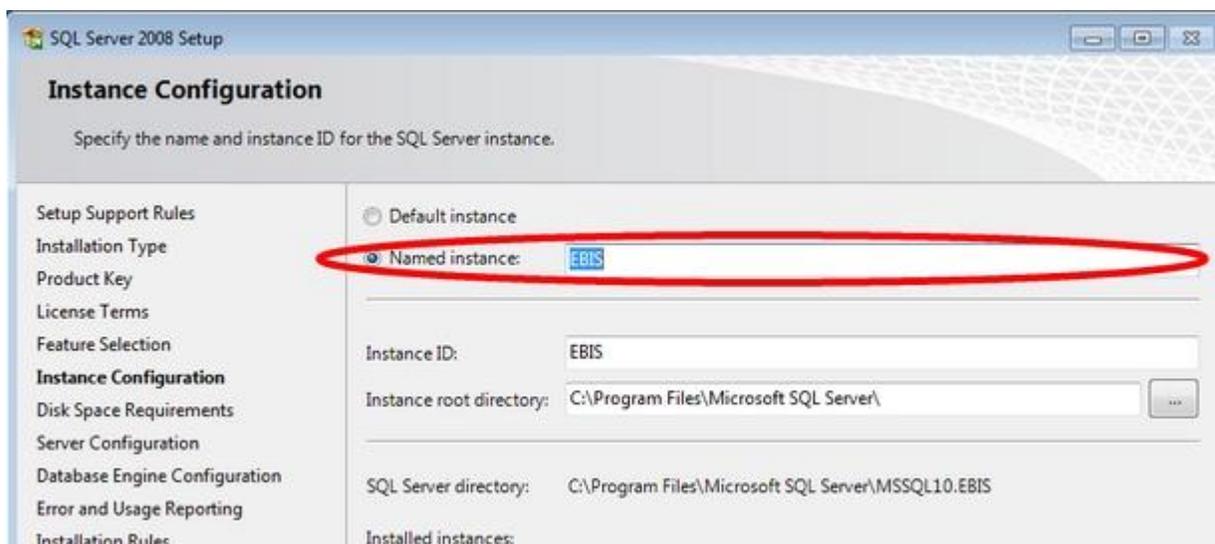


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Select "Database Engine Services" and press Next.

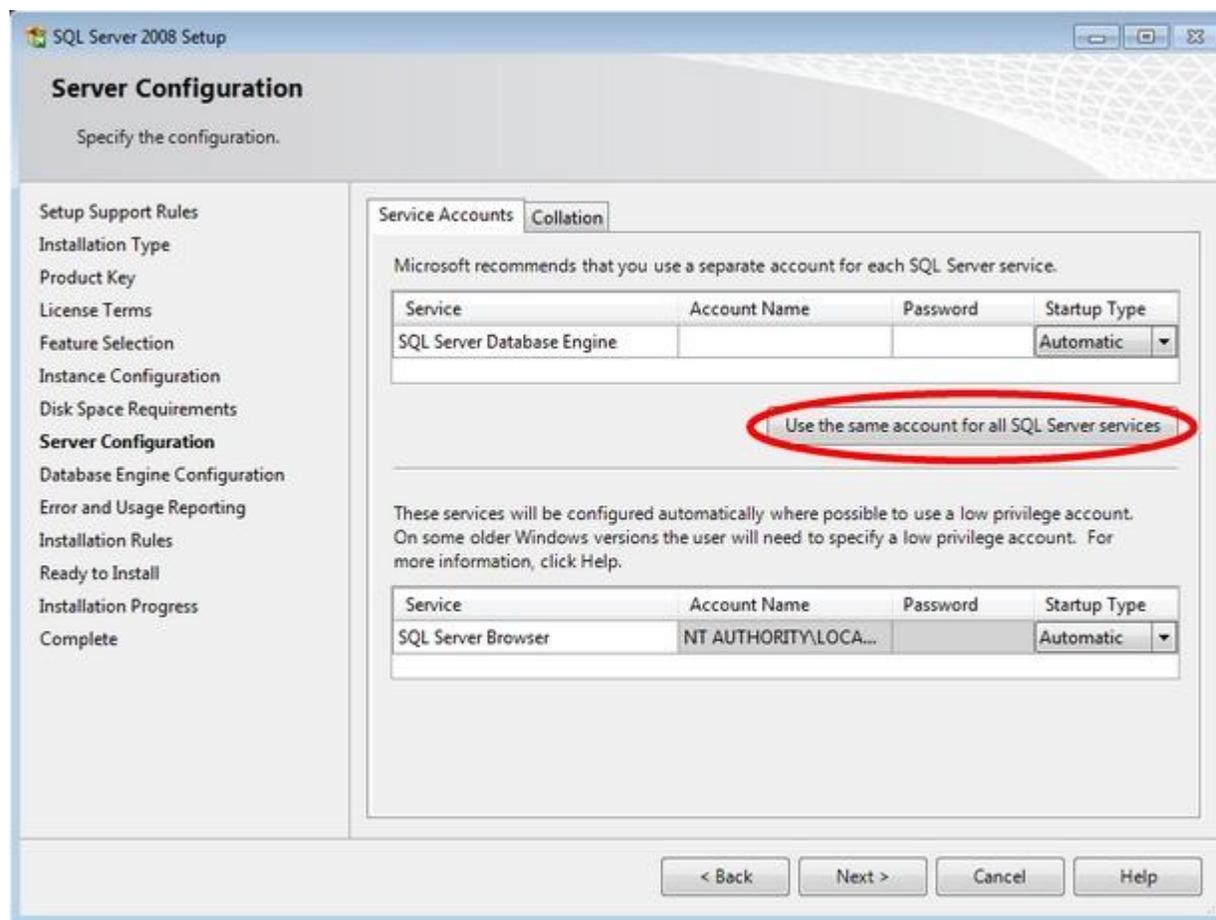


Enter the SQL Server instance name. We recommend you enter: **EBIS**



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Press the “Use the same account for all SQL Server services” button. Then select the “NETWORKSERVICE” account when it asks for which account to use.



If installing on a domain:

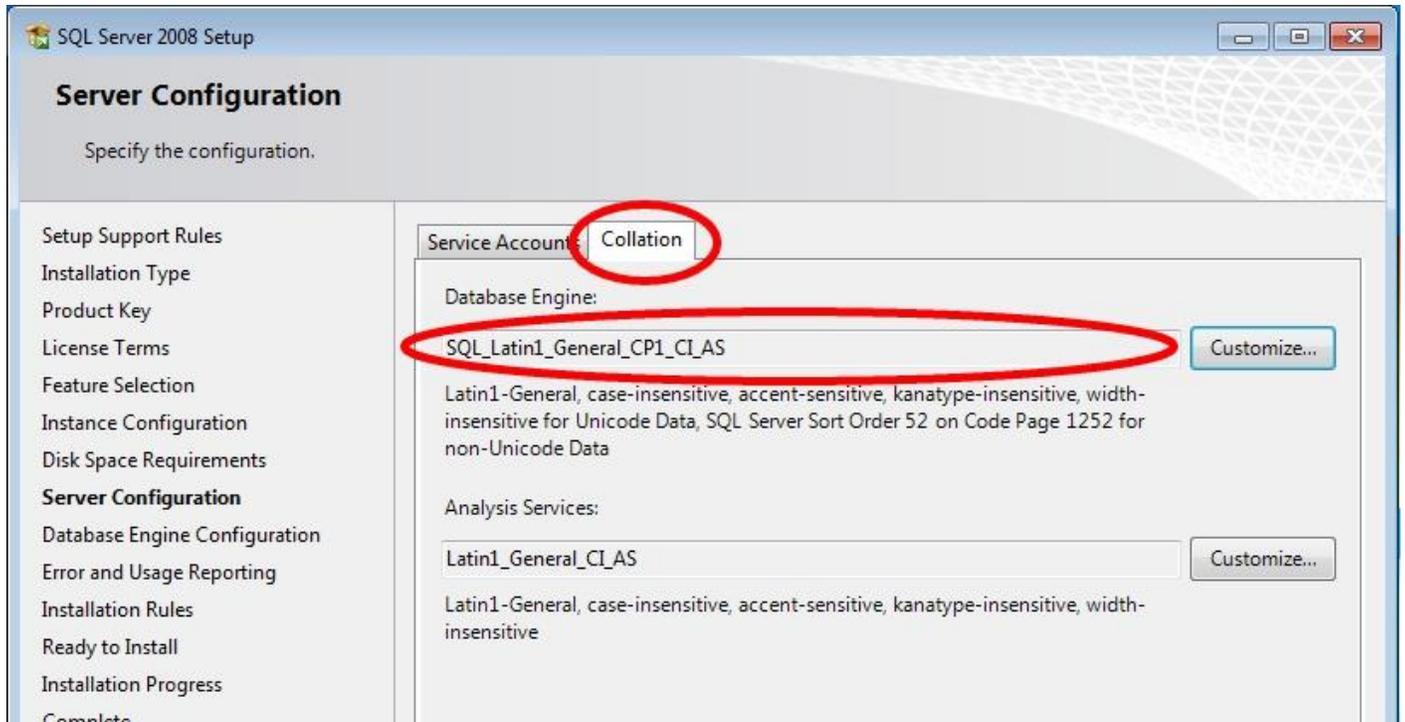
- Make sure the user account you are installing it under is valid – sometimes Windows will select an account that is not valid.
- You may also need to add a new user to Active Directory and install SQL with the service linked to this new user.

Then press the “Collation” tab.

(please see next page).

In the “Collation” tab, **make sure** “SQL_Latin1_General_CP1_CI_AS” is selected.

If it is not, you will need to uninstall SQL and reinstall it again.



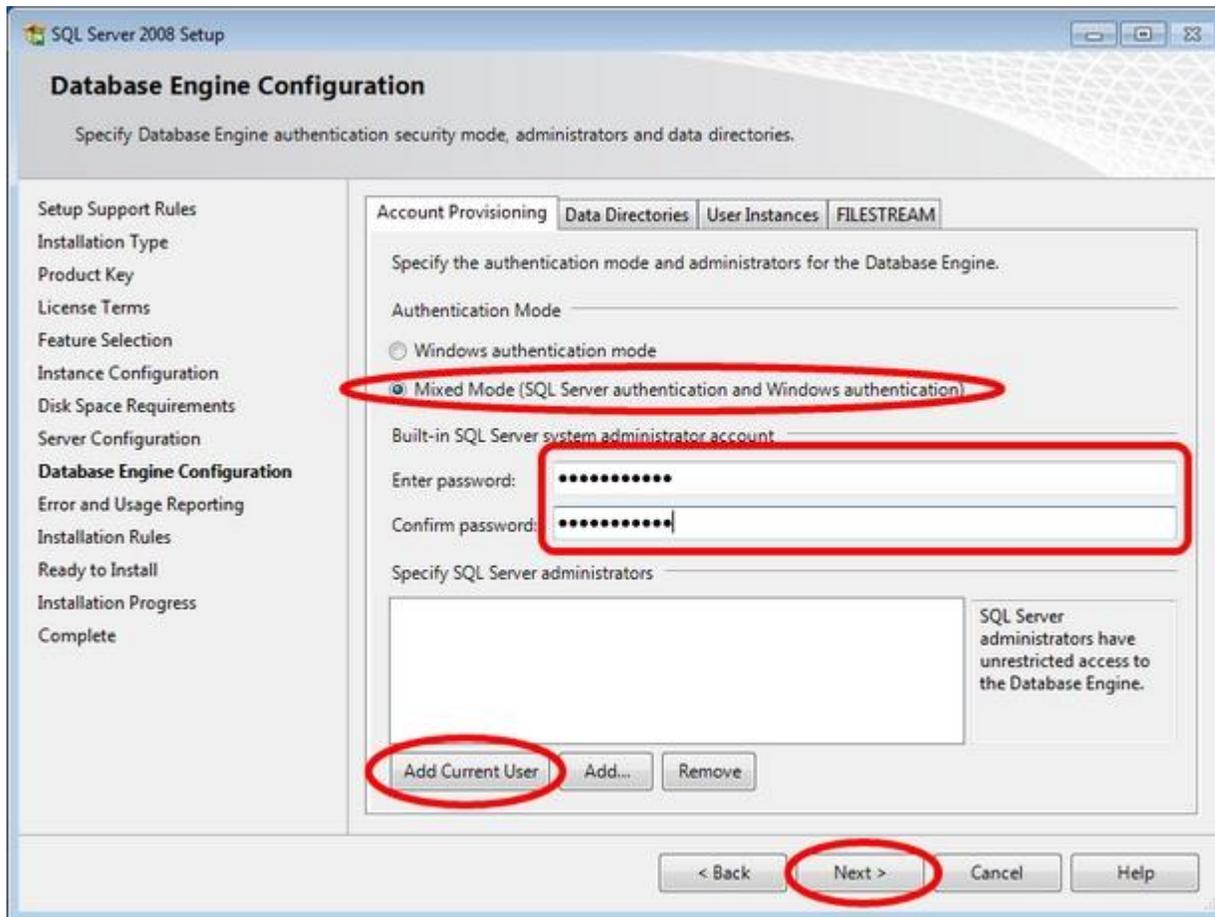
Then press the “Next” button.

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In the Database Engine Configuration:

- 1) Make sure “Mixed Mode” is checked
- 2) Enter a password. We recommend: **password!23**
- 3) Click on the “Add Current User” button.

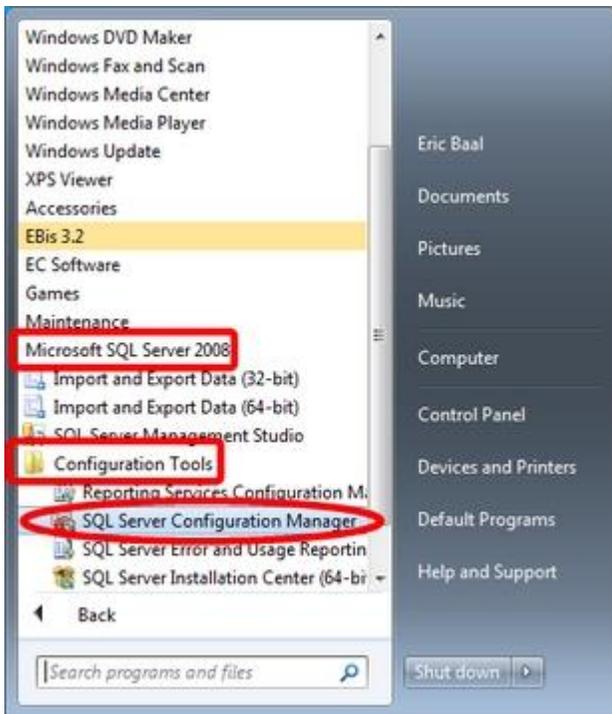
Then press the “Next” button.



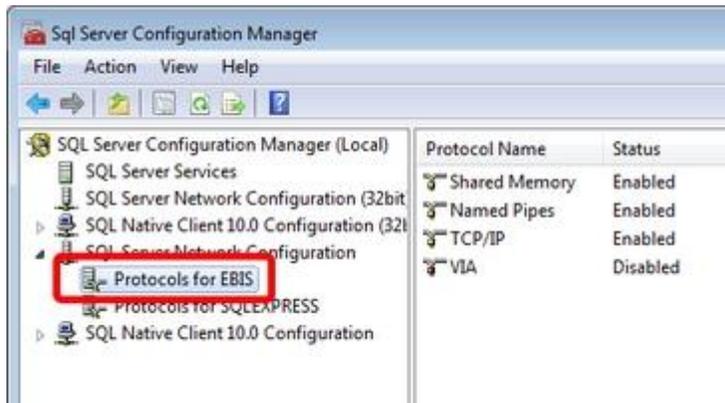
Follow the remaining screens to install SQL Server 2008.

(please see next page to make sure TCP/IP is enabled and setup correctly)

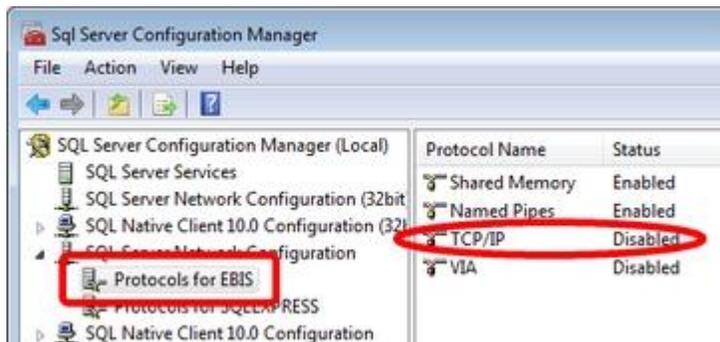
Once installed, it is important to check to make sure TCP/IP is enabled, and the right ports are configured. Go to the “SQL Server Configuration Manager”.



Go to the “SQL Server Network Configuration” section and find the proper instance of SQL Server – most likely the “EBIS” instance.

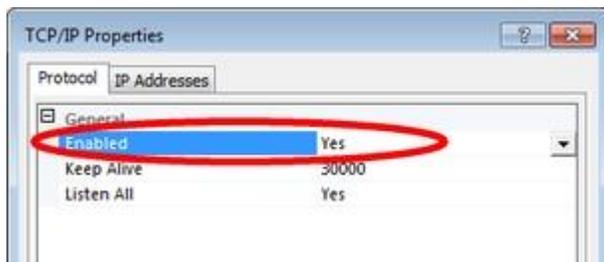


Double-click on “TCP/IP”.



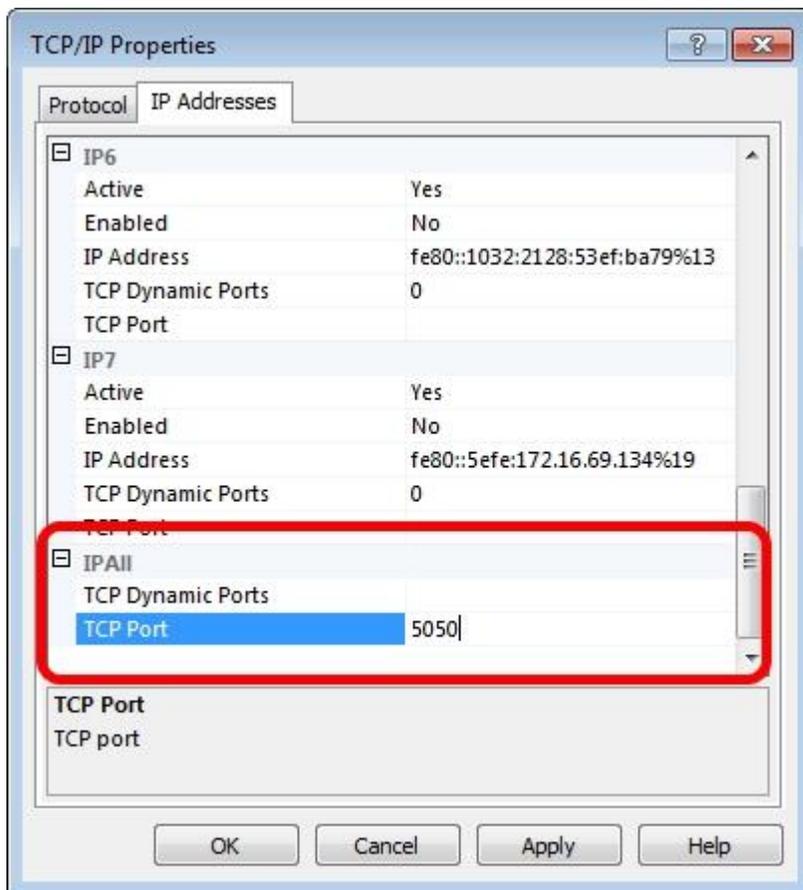
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Make sure TCP/IP is enabled.



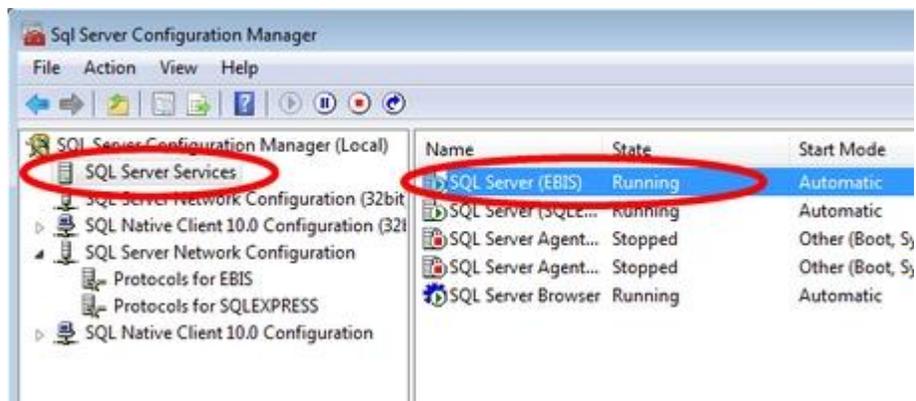
Go to the IP Addresses tab and scroll all the way to the bottom's "IPAll" section.

Make sure TCP Dynamic Ports is blank. Enter the appropriate port number for the TCP Port. We recommend **5050**. Then press the "OK" button. It may tell you that changes will not take effect until restarting SQL Server. Press OK.



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Go to the “SQL Server Services” section. Right-click on the SQL Server (EBIS) instance and select Restart.



SQL is now properly configured.

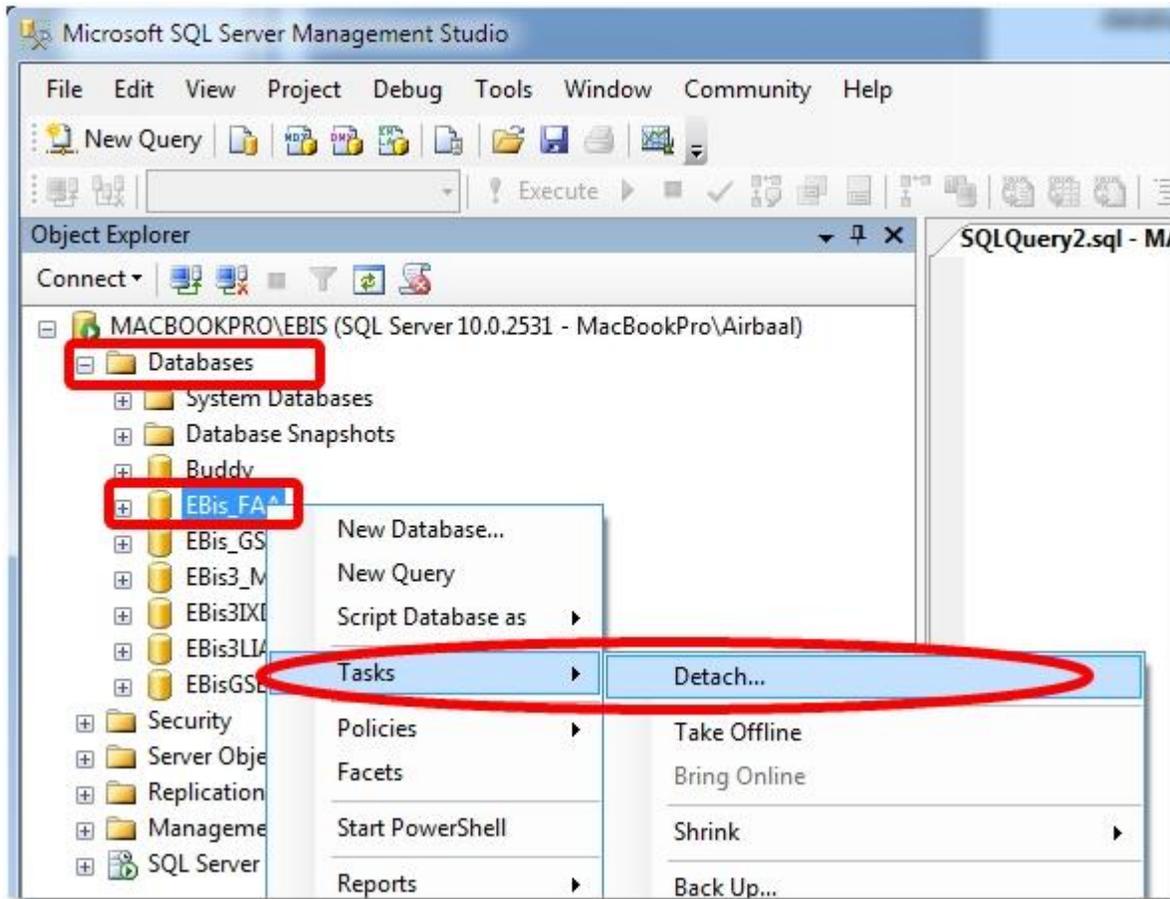
FIREWALL WARNING: VERY IMPORTANT

Please make sure that all firewalls (on BOTH the server AND on each client) are either off, or are opened to allow TCP/IP port 5050.

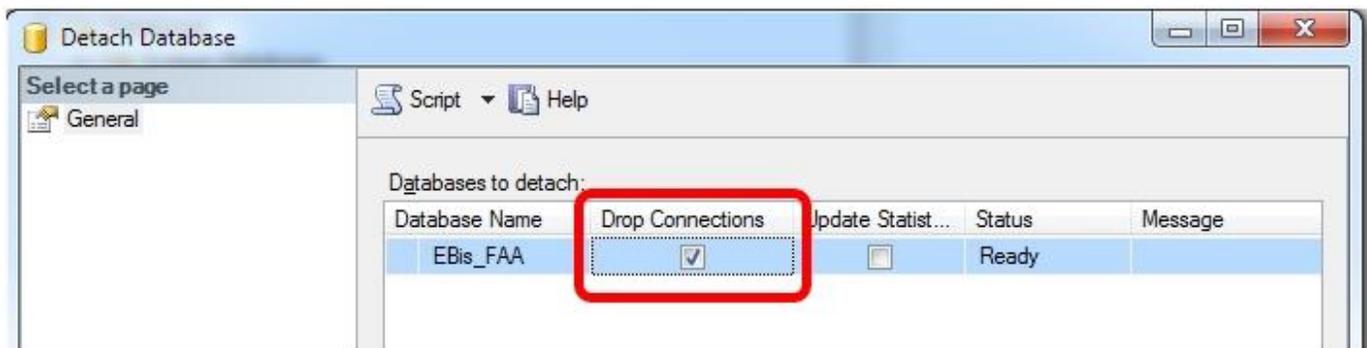
Detaching a Database in SQL Server

To detach a database in SQL Server, go to SQL Server Management Studio. Expand the “Databases” folder. Find the database you want to detach. Right-click on the appropriate database, select “Tasks”, and then select “Detach”.

If moving the files to a new server, you will want to detach the "EBis3" and "EBis_FAA" databases.



Make sure to select the “Drop Connections” checkbox. Then press “OK” at the bottom of the “Detach Database” screen.



If you are going to copy the detached files to a new server to re-attach them, you will need to find the EBis3.mdf and EBis3_log.ldf files. Possible folders these files could be in include:

C:\Program Files\Microsoft SQL Server\MSSQL\$EBIS\MSSQL\DATA

C:\Program Files\Microsoft SQL Server\MSSQL\MSSQL\DATA

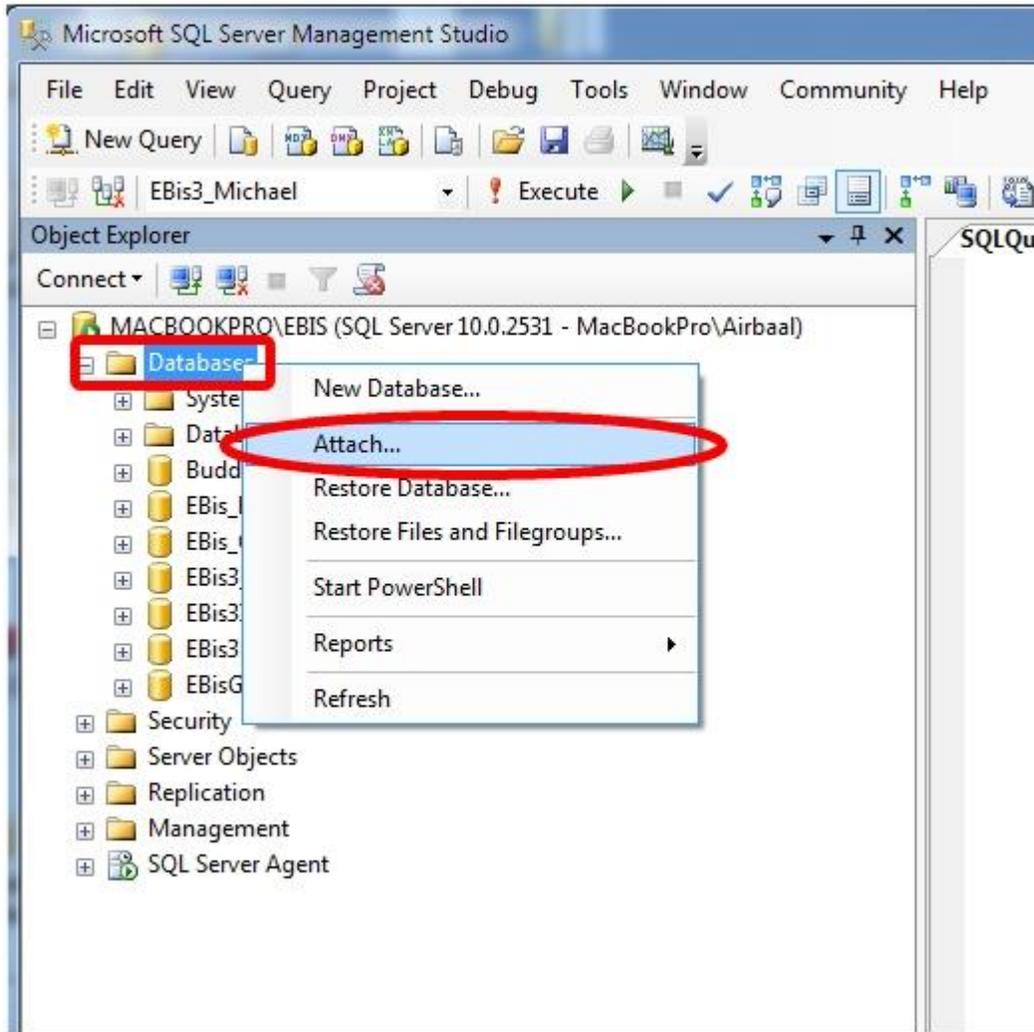
If you detached the EBis_FAA database, the files you want will be the EBis_FAA.mdf and EBis_FAA_log.ldf.

Adding (Attaching) a Database to SQL Server

To attach a database, go to SQL Server Management Studio. Right-click on the “Databases” folder and select “Attach”. When the “Attach Databases” folder appears, press the “Add...” button and select the location where the database files are. Once selected, press “OK” at the bottom of the “Attach Databases” screen.

If you detached the database files from an old server, first copy the files from the old server to the new server. Normally you should place the files in a folder such as:

*C:\Program Files\Microsoft SQL Server\MSSQL\$EBIS\MSSQL\DATA
C:\Program Files\Microsoft SQL Server\MSSQL\MSSQL\DATA*

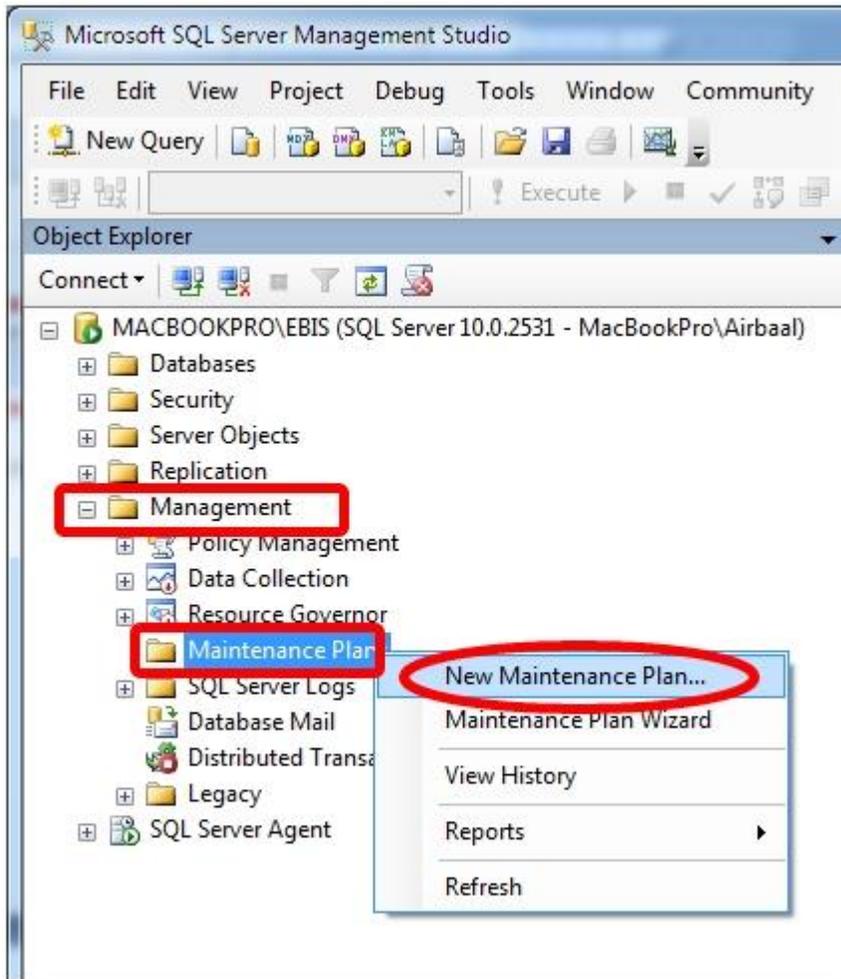


Creating automatic backup using SQL Server Management Studio

If using the Workgroup, Standard, or Enterprise versions of SQL Server, you can create an automatic backup using SQL Server Management Studio and the SQL Server Agent.

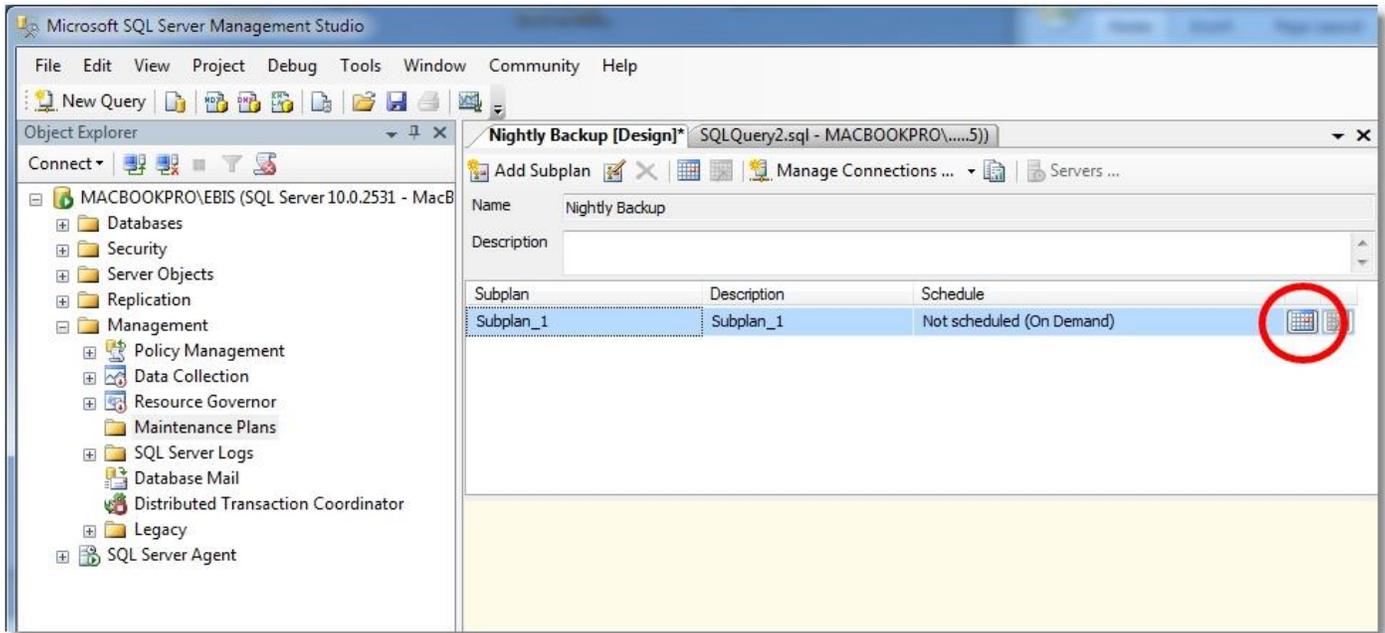
If using the Express version of SQL Server, which comes with the standard version of EBis, these instructions will not work.

Expand the Management folder in SQL Server Management Studio. Right-click on “Maintenance Plans” and select “New Maintenance Plan”. Give it a unique name, such as “Nightly Backup”.



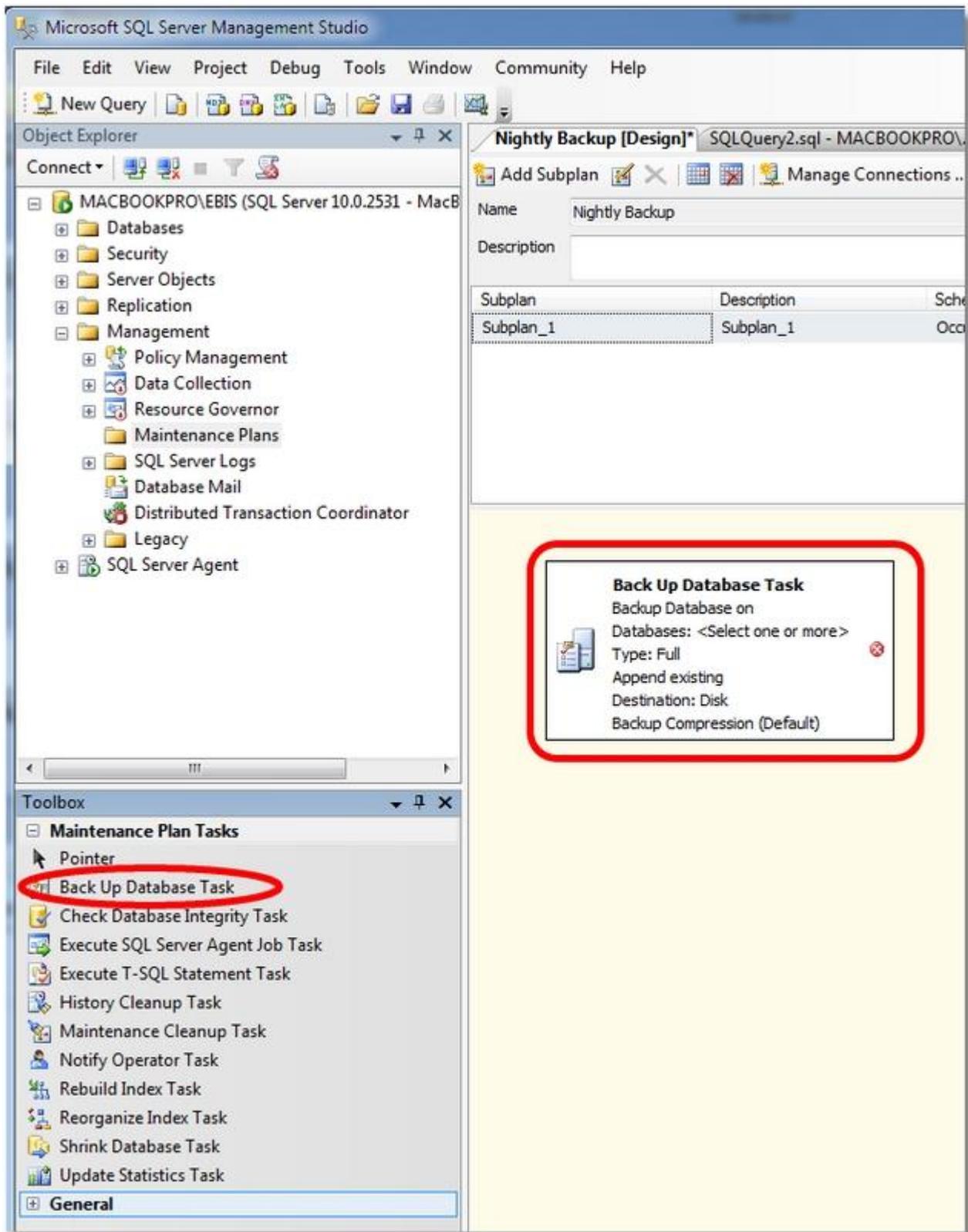
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First, set the schedule by clicking on the calendar icon. Set up when you would like to schedule the task in the “Job Schedule Properties” screen and press OK when done.



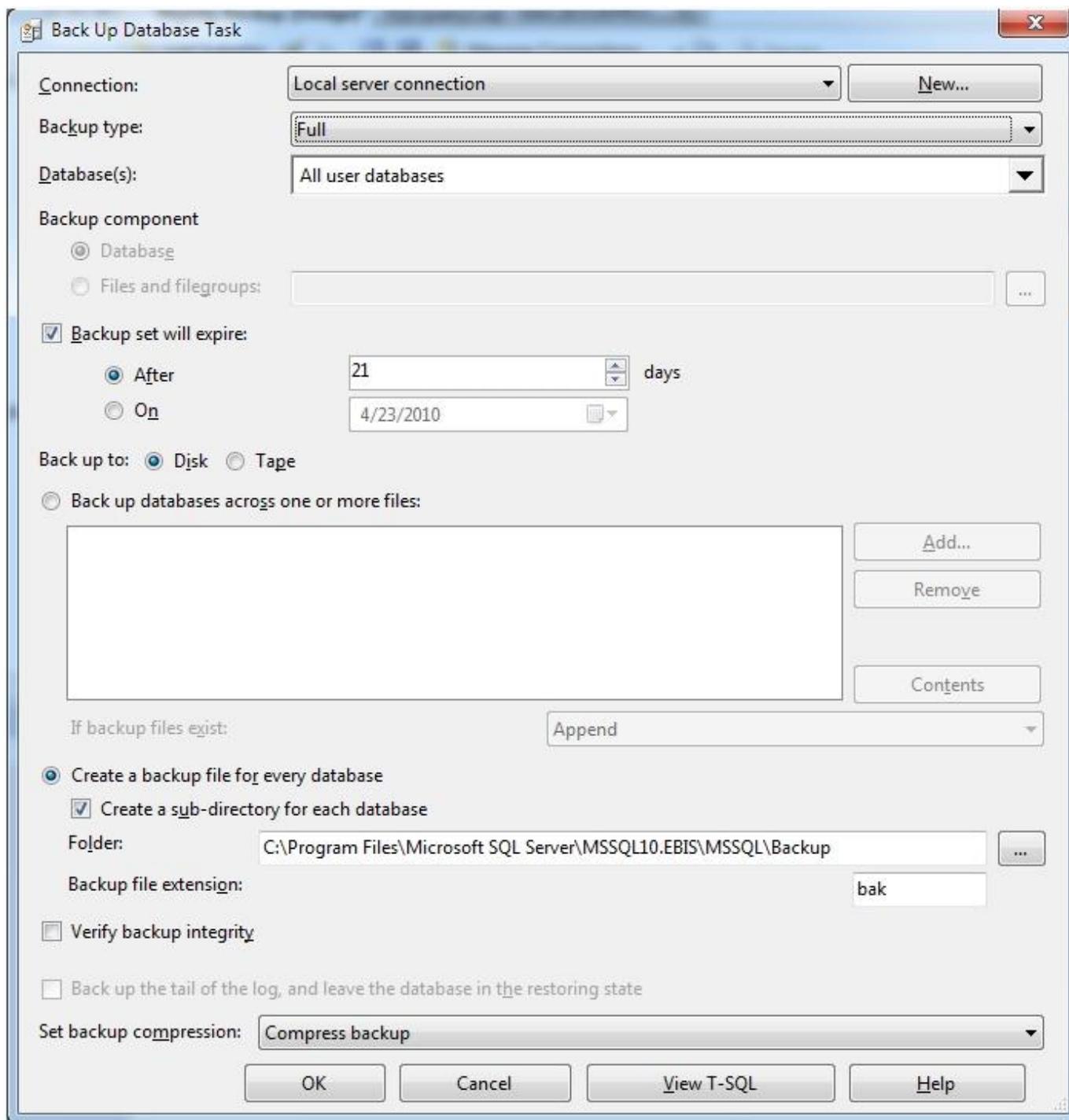
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Find the “Back Up Database Task” in the “Toolbox” and drag it over to the right side. Then right click on the “Back Up Database Task” box and select “Edit”.



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The recommended settings are the following. Once set, press “OK”.

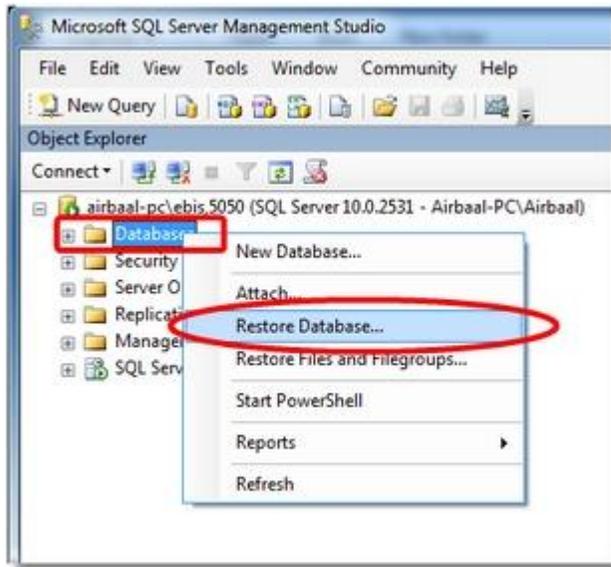


Go to File > Save Selected Items.

The backup is now configured.

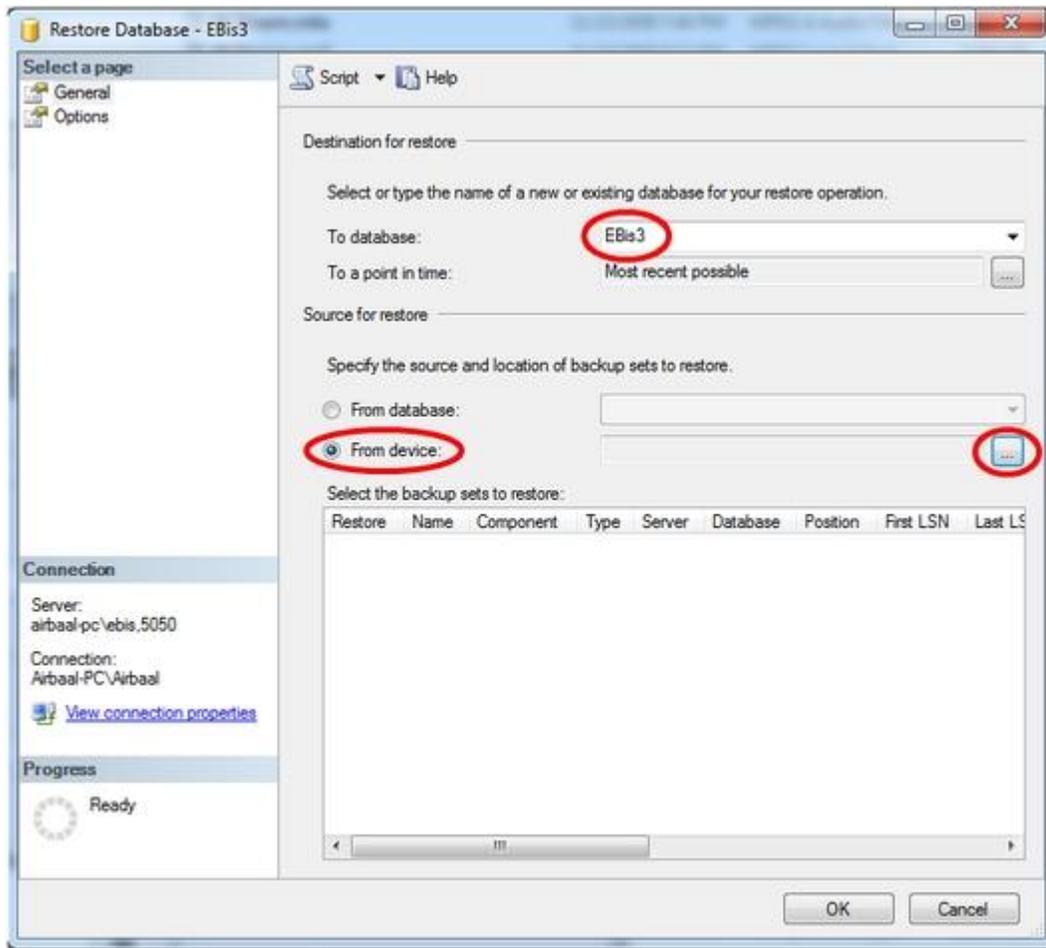
Restoring a Database Backup in SQL

To restore a database, go to SQL Server Management Studio.

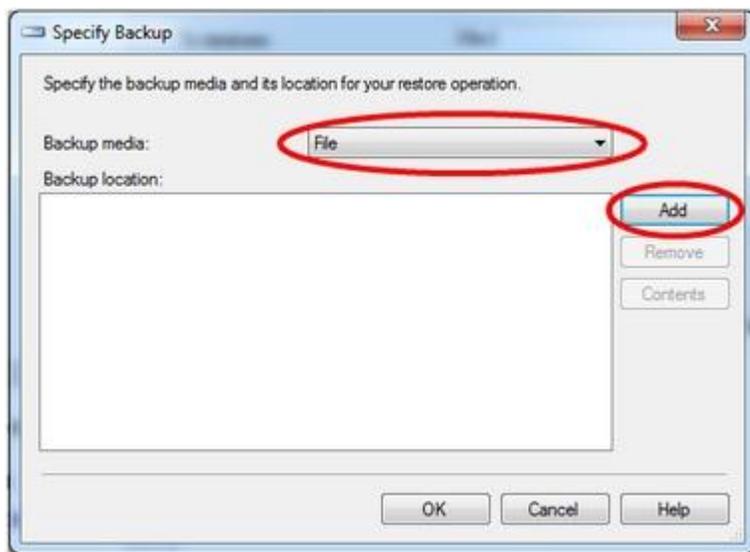


Right-click on the “Databases” folder and select “Restore Database”.

(please see next page)

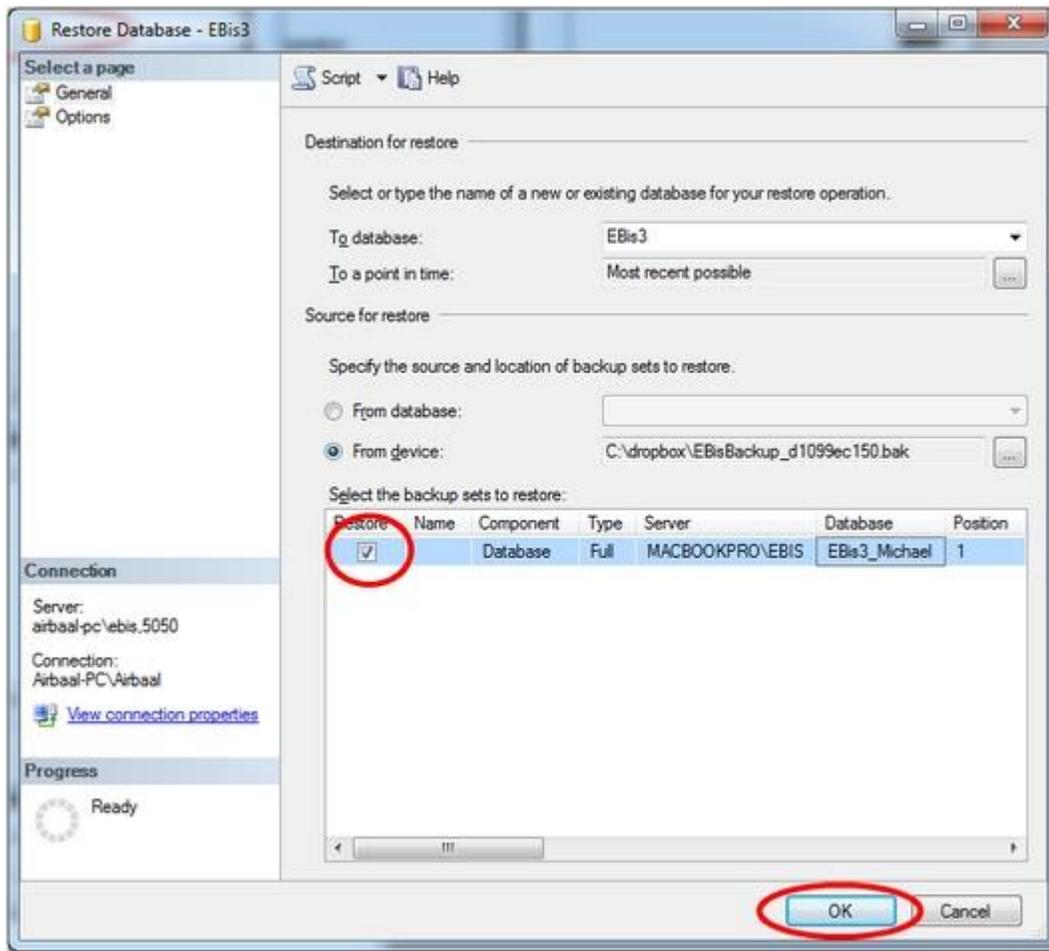


Enter the database name you want to restore it to. Most likely, this will be "EBis3". Select the "From device:" button, and click the "..." button to load the proper backup.



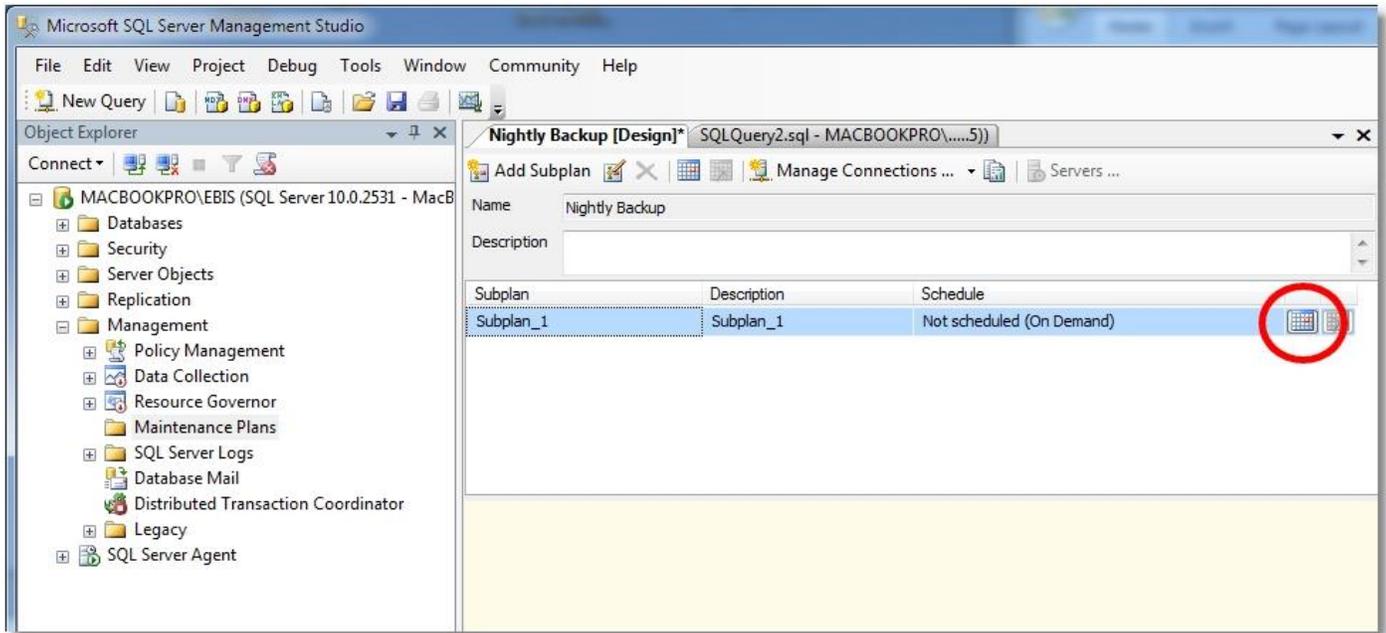
Make sure the "Backup media:" says "File". Click on the add button and select the backup file you wish to restore. Press "OK" when done.

(please see next page)



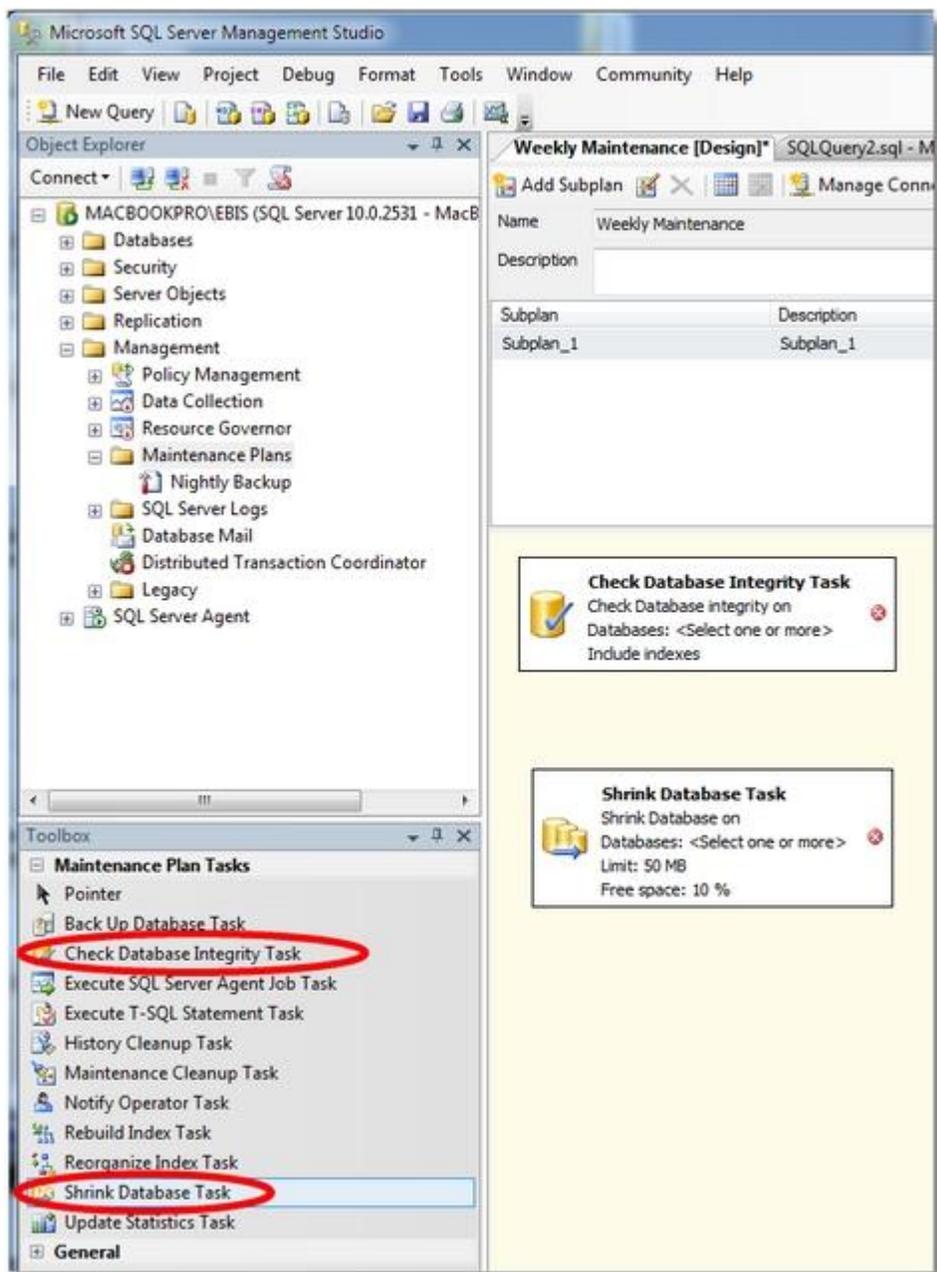
Check the "Restore" button in the "Select the backup sets to restore" list. Then press "OK". SQL Server will restore the backup and attach it to your SQL Server.

First, set the schedule by clicking on the calendar icon. Set up when you would like to schedule the task in the “Job Schedule Properties” screen and press OK when done. For a maintenance plan, a weekly schedule is recommended.



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In the "Maintenance Plan Tasks", drag over the "Check Database Integrity Task" and the "Shrink Database Task".



(please see next page)

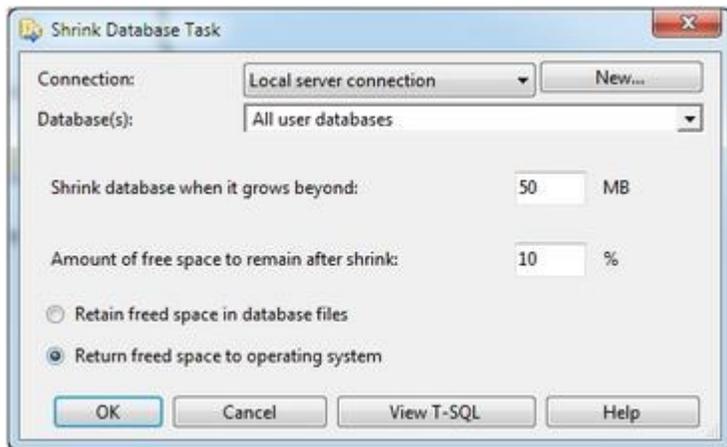
Right-click on the “Check Database Integrity Task” and select “Edit”. Select the appropriate databases (“All user databases” is recommended, check the “Include Indexes”, and press OK.



Drag the arrow from the bottom of the “Check Database Integrity Task” to the “Shrink Database Task”.



Right-click on the “Shrink Database Task” and select “Edit”. Make the appropriate selections and press OK.



Go to File > Save Selected Items.

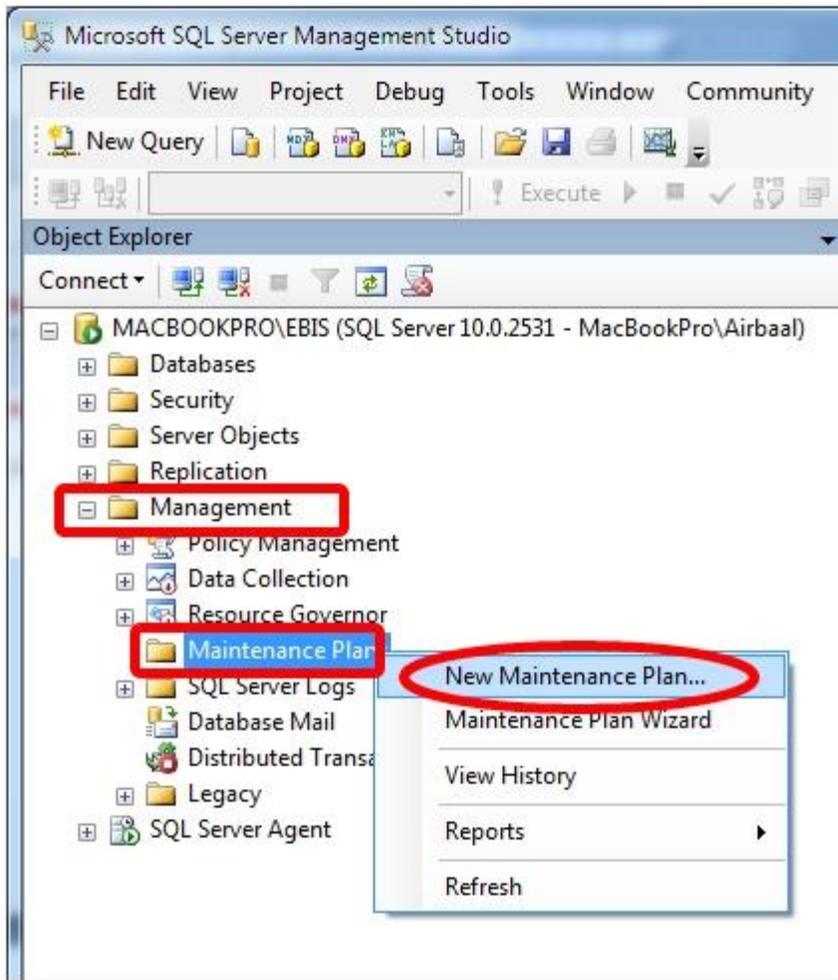
The maintenance plan is now configured.

Automatically clearing transaction log file in SQL Server Management Studio

If using the Workgroup, Standard, or Enterprise versions of SQL Server, you can create an automatic task to clear out the database transaction log using SQL Server Management Studio and the SQL Server Agent.

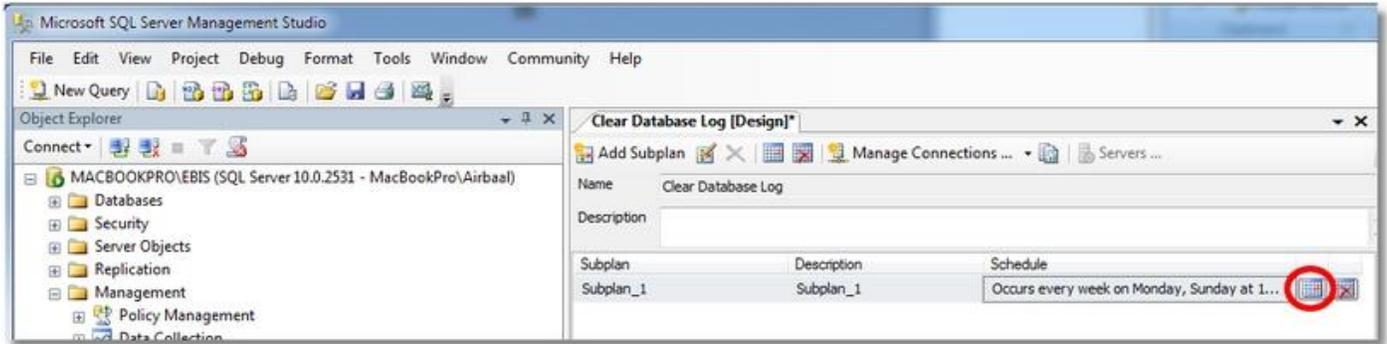
If using the Express version of SQL Server, which comes with the standard version of EBis, these instructions will not work.

Expand the Management folder in SQL Server Management Studio. Right-click on “Maintenance Plans” and select “New Maintenance Plan”. Give it a unique name, such as “Clear Database Log”.



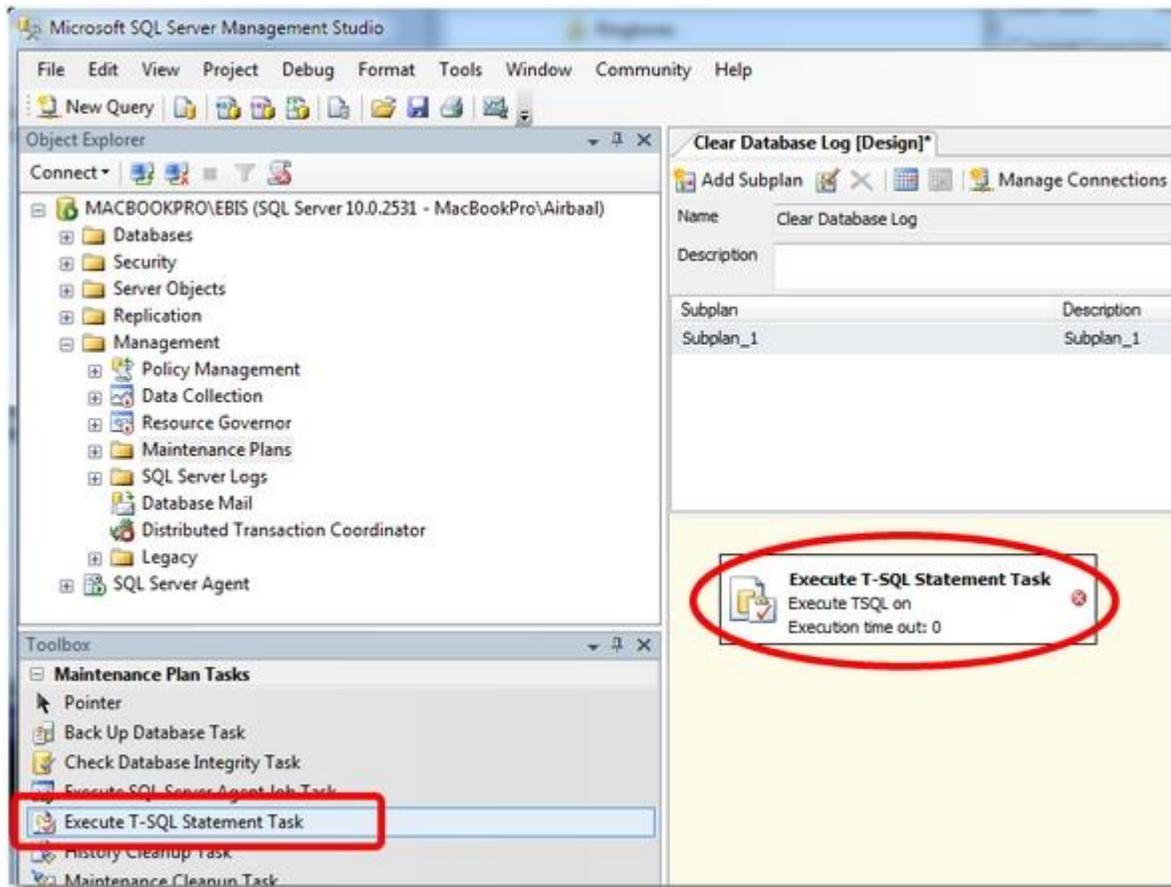
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First, set the schedule by clicking on the calendar icon. Set up when you would like to schedule the task in the “Job Schedule Properties” screen and press OK when done. For clearing the database transaction log, running it once a month is recommended.



(please see next page)

In the “Maintenance Plan Tasks”, drag over the “Execute T-SQL Statement Task”. Then right-click on the “Execute T-SQL Statement Task” on the right below the subplans and select “Edit”.



(please see next page)

In the T-SQL statement area, copy & paste in the following command.

If Using SQL 2005:

```
USE EBis3
GO

BACKUP LOG EBis3 WITH TRUNCATE_ONLY
DBCC ShrinkDatabase (EBis3,2)
```

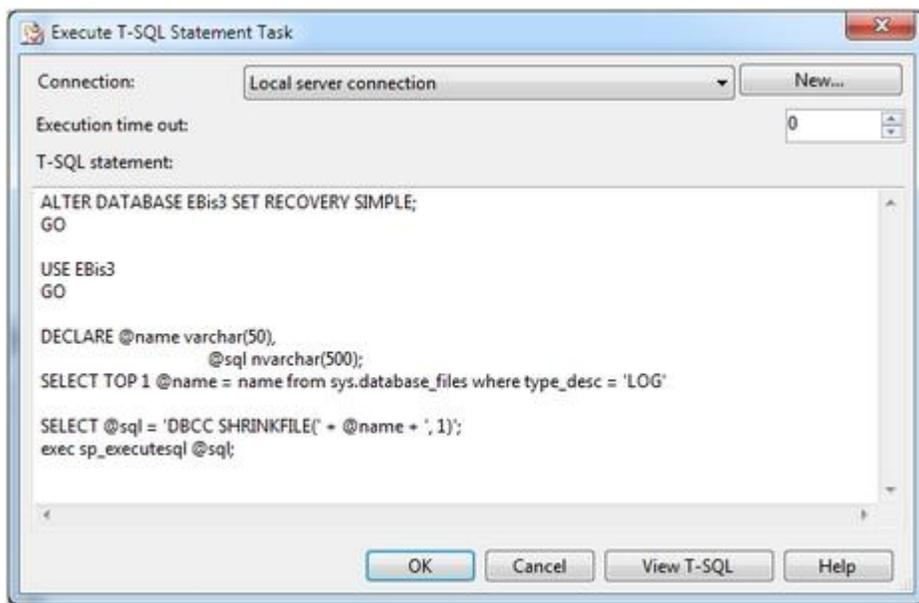
If Using SQL 2008:

```
ALTER DATABASE EBis3 SET RECOVERY SIMPLE;
GO

USE EBis3
GO

DECLARE @name varchar(50),
        @sql nvarchar(500);
SELECT TOP 1 @name = name from sys.database_files where type_desc = 'LOG'

SELECT @sql = 'DBCC SHRINKFILE(' + @name + ', 1)';
exec sp_executesql @sql;
```



Keep the “Execution time out” at 0, and press the “OK” button to close the screen.

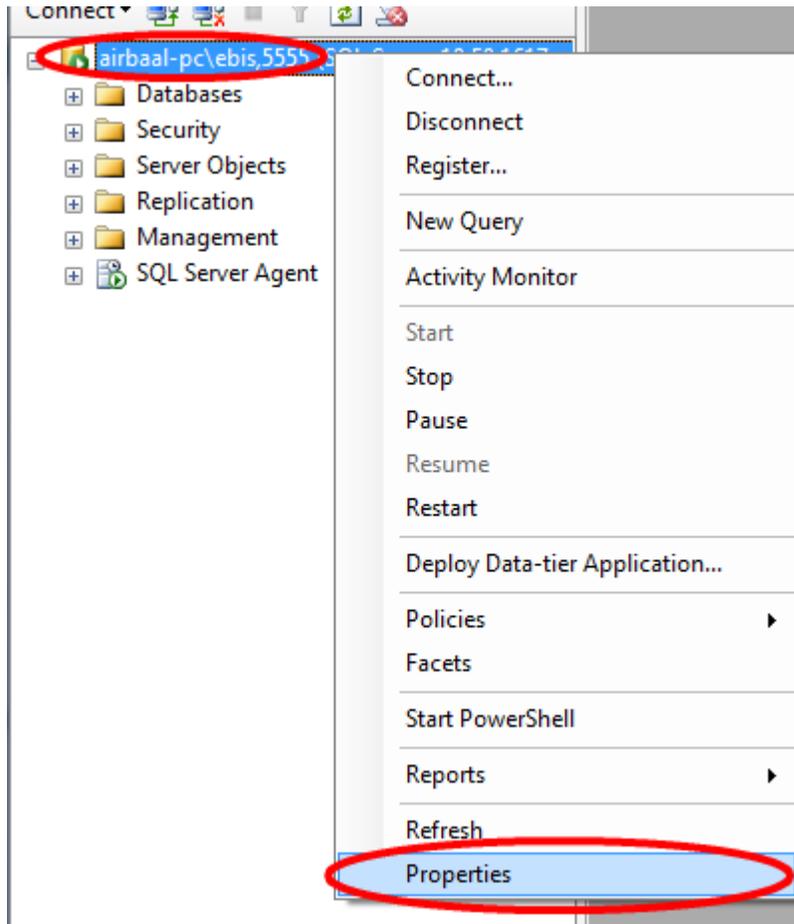
In SQL Management Studio, go to File > Save Selected Items.

The plan to clear the database transaction log now configured.

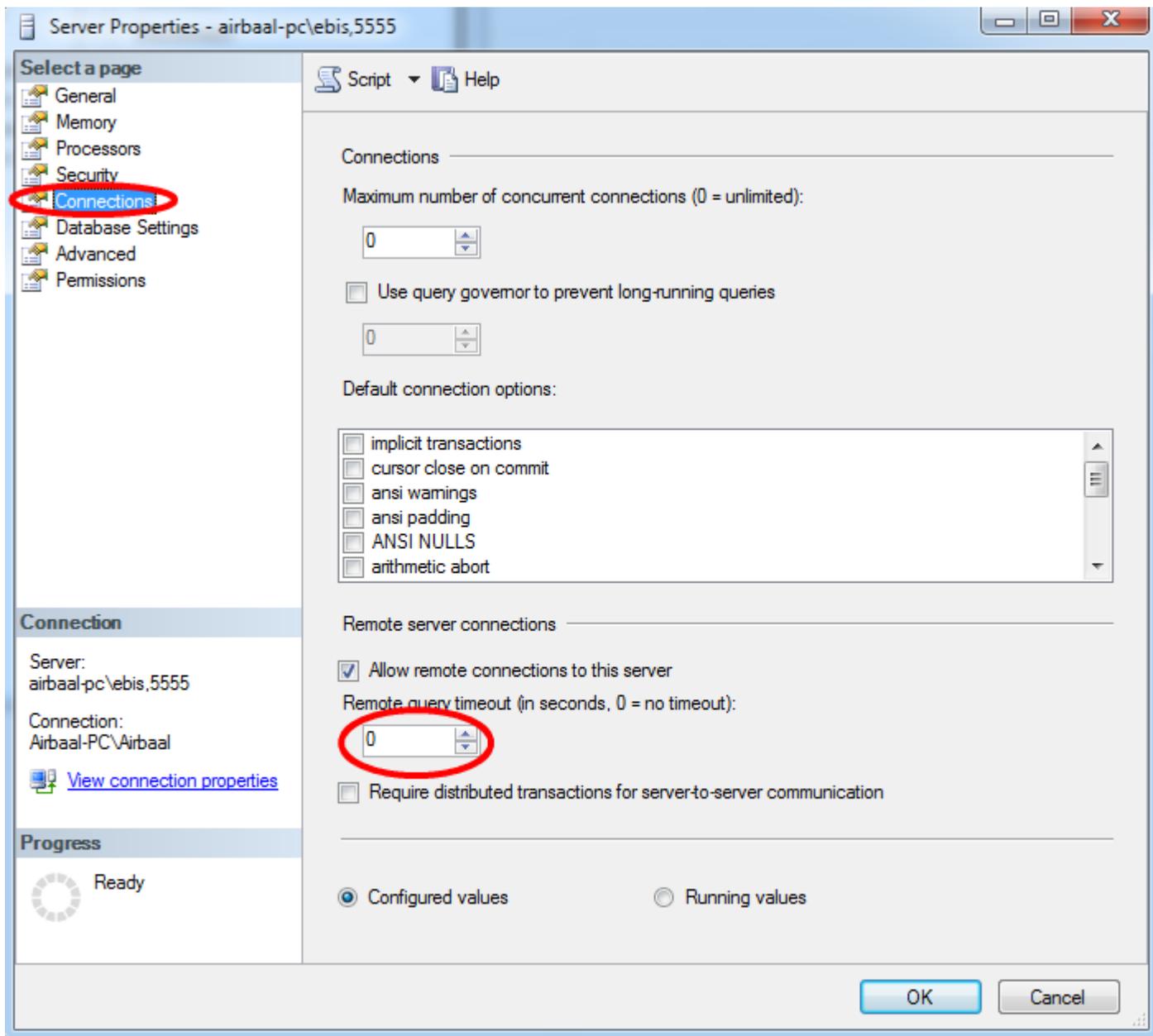
Checking Connection Timeouts

If you experience connection timeouts:

- 1) In SQL Management Studio Express, right-click on the server name and select “Properties”.



Go to the “Connections” page, and make sure the command timeout is set to 0.



- 2) Restart the server machine.
- 3) Make sure you have enough RAM on the server – you can check overall RAM usage by going to the Start Menu > Run > **taskmgr**. Then go to the Performance tab, and you will see what your overall RAM usage is.
4 GB of ram is recommended on the server.
- 4) Make sure your network is working properly and at full speed. Upgrade firmware and network devices (Ethernet cards, and the network switches) where needed. If on a wireless connection, try a wired connection to see if that resolves the problem.