

How to Set Up Maintenance to Reorganize Indexes

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Setting up Maintenance to Reorganize Indexes for SQL customers:

1. Log into SQL Management Studio
2. Open Management>Right Click on Maintenance Plan>Choose Maintenance Plan Wizard
3. Once the Maintenance Plan Wizard opens>
 - a. Click **Next**, then enter a Name for the Maintenance Plan (i.e. Index Plan)
 - b. Go to the Schedule and hit **Change**
 - c. Change Frequency to Occurs Daily and then change the time (i.e. 3:00 or 4:00 am) then hit **OK**
 - d. Click **Next**
 - e. On the next page, choose **Reorganize Index** (VERY IMPORTANT to choose the right option!!!)
 - f. Click **Next** (x2)
 - g. Choose the database (SIMSData), click **OK**
 - h. Click Next
 - i. If you want a report of the backup, you can have it written to a file at this point
4. Click **Next**
5. Click **Finish**