

# Weekly SQL DB Reporting by Instance [BG ONLY]

10/16/2025 2:25 pm EDT

The purpose of this document is to provide the steps to generate a weekly report of the databases to monitor growth and confirm if any are left in Full mode which can cause log file growth and negatively impact SedonaOffice use.

**\*\*This is only needed on SQL servers where there is a communal space or multiple SQL instances.\*\***

1. Open PowerShell ISE as an administrator and run the following command:
  - Install-Module SqlServer -AllowClobber -Force
2. You will want to allow the downloads for the modules
3. Then open SSMS as a sysadmin and open the main SQL instance on the machine and run the following query to link the individual instances to the main instance.
  - Replace the red text for the server with the proper instance. You can get a list of them from the MMC console.

EXEC sp\_addlinkedserver

```
@server = N'SQLAWSPAC2\CENTSTATMONSQL22'
```

```
@srvproduct = N'SQL Server'
```

EXEC master.dbo.sp\_addlinkedsrvlogin

```
@rmtsrvname = N'SQLAWSPAC2\CENTSTATMONSQL22'
```

```
@locallogin = NULL,
```

```
@useself = N'False',
```

```
@rmtuser = N'SedonaUser',
```

```
@rmtpassword = N'ENTERSEDONAUSERPW'
```

With the prep work complete you can now import the XML task into Windows Task Scheduler

Use a local or domain admin and ensure the password is correct. The report will run on Monday at 7am local time by default.

