

# File Stream Database Maintenance

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## Regular Database Maintenance Tasks for File Stream

### **Re-building SQL Indexes**

- Regularly re-building the File Stream data indexes helps with speed of searches
- This can be done manually from the Administration functions in File Stream or automatically from the Filestream Scheduler Service (Scheduler Module is an optional module, please ask for further information)
- Administrators should plan to regularly re-index the data on a weekly or fortnightly basis

### Instructions

#### Manual Process

1. Start File Stream and log-in as an administrator
2. Go to the Administration section in the Ribbon at the top
3. Click on the "Database" toolbar button
4. In the Database Maintenance window, click on the "Rebuild Indexes" button
5. Then click "Start" and wait for it to complete the process

*Note that it may take a long time to complete depending on the size of your database*

#### Scheduler Process

1. Start the Filestream Scheduler Service Configuration tool
2. Add a "Maintenance" task in your database
3. Select the "Maintenance" task and click the "Configure Task" button
4. Tick the option to "Rebuild Indexes"
5. Set the notification options for it to e-mail you with failure/success messages
6. Set a schedule for it to run automatically
7. Re-start the Filestream Scheduler Service

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## **Truncating Log Files**

- Regularly backing up the SQL data and truncating the log files helps keep the files to a manageable size which helps with performance
- This can be done manually from the Administration functions in File Stream or automatically from the Filestream Scheduler Service (Scheduler Module is an optional module, please ask for further information)
- Administrators should note that if they use some other direct method of backing up the SQL database, it may not truncate the log files. Administrators should additionally plan to back up the data from within File Stream or the Scheduler on a regular fortnightly or monthly basis in order to truncate the log files

## Instructions

### Manual Process

1. Start File Stream and log-in as an administrator
2. Go to the Administration section in the Ribbon at the top
3. Click on the "Backups" toolbar button
4. Follow the instructions in the Backup Options window and click the "Backup SQL Server Database Now" button and wait for it to complete the process
5. To complete the process, you will need to run the backup procedure a second time, immediately after the first

### Scheduler Process

1. Start the Filestream Scheduler Service Configuration tool
2. Add a "Backup" task in your database
3. Select the "Backup" task and click the "Configure Task" button
4. Specify the backup location and other options
5. Set the notification options for it to e-mail you with failure/success messages
6. Set a schedule for it to run automatically. You will need to schedule it to run twice, one after the other
7. Re-start the Filestream Scheduler Service

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## **Extending the Database Range**

- File Stream stores data in annual databases. The database will have been created to include a range of years. Administrators should be aware of the current range and extend the database by an additional year towards the end of the current range
- This can be done manually from the Administration functions in File Stream

## Instructions

### Manual Process

1. Extending the Database Range needs to be performed from the SQL server
2. Start File Stream and log-in with the master admin account
3. Go to the Administration section in the Ribbon at the top
4. Click on the "Database" toolbar button
5. In the Database Maintenance window, click on the "Extend Database Range" button
6. Select a new End Year
7. Click the "Extend Database" button and wait for it to complete the process
8. Log-out and log back in with the master admin account to complete the process
9. Permissions will need to be given in SQL to the new database
10. Ask all users to log-out and log-in again