

Regular Database Maintenance Tasks for Filestream

Re-building SQL Indexes

- Regularly re-building the FILEstream data indexes helps with speed of searches
- This can be done manually from the Administration functions in FILEstream or automatically from the Filestream Scheduler Service
- Administrators should plan to regularly re-index the data on a weekly or fortnightly basis

Instructions

Manual Process

1. Start Filestream 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

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

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 FILEstream or automatically from the Filestream Scheduler Service
- 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 backup the data from within Filestream or the Scheduler on a regular fortnightly or monthly basis in order to truncate the log files

Instructions

Manual Process

1. Start Filestream 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

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
7. Re-start the Filestream Scheduler Service

Extending the Database Range

- Filestream 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 a further one or more years towards the end of the current range
- This can be done manually from the Administration functions in Filestream

Instructions

Manual Process

1. Start Filestream 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 "Extend Database Range" button
5. Select a new End Year
6. Click the "Extend Database" button and wait for it to complete the process
7. Log-out and log-in again as administrator to complete the process
8. Ask all users to log-out and log-in again