

Keeping your Take2 database trim (SQL Users)

There are three main tasks to perform:

1. Remove temporary tables. This can be done through the front-end, SQL Server Management Studio or can be set up as job that is run periodically by the SQL Server Agent (recommended).
2. Truncate the log files for the Take2 database and the Take2 audit files. This can be done through SQL Server Management Studio or can be set up as job that is run periodically by the SQL Server Agent (recommended).
3. Shrink the Take2 database and the Take2 audit files. This can be done through SQL Server Management Studio or can be set up as job that is run periodically by the SQL Server Agent (recommended).

Contact Meta Office to discuss the SQL Server Agent option – 04 939-1267.

Removing Temporary Tables Through Front-End

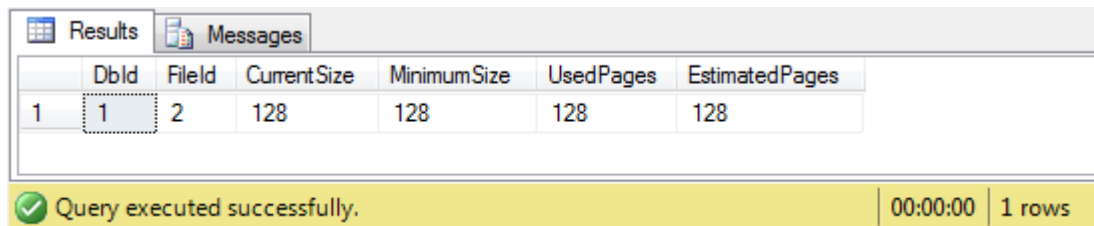
- 1.1 Ask all users to log out.
- 1.2 Open the Take2 Administration Module.
- 1.3 Click **System Management / Database Maintenance / Clear Temporary Tables**
- 1.4 Select all tables in list – use shift key to make multiple selection.
- 1.5 Click **Delete Tables**.

Removing Temporary Tables Through SQL Server Management Studio

- 2.1 You must ensure that no users are logged into the Take2 database.
- 2.2 Open SQL Server Management Studio and **select** the Take2 database.
- 2.3 Select **New Query**.
- 2.4 **Paste** script A (see below) into the Query window.
- 2.5 Parse the query (button with blue tick) to check that it is valid.
- 2.6 Execute the query **! Execute**.

Truncating Log Files With SQL Server Management Studio

- 3.1 Whilst not mandatory it is best to ask all users to log out.
- 3.2 Open SQL Server Management Studio and **select** the Take2 database.
- 3.3 Select **New Query**.
- 3.4 **Paste** script B (see below) into the Query window.
- 3.5 Parse the query (button with blue tick) to check that it is valid.
- 3.6 Execute the query **! Execute**.
- 3.7 When the command has been run successfully you will see a result like this:



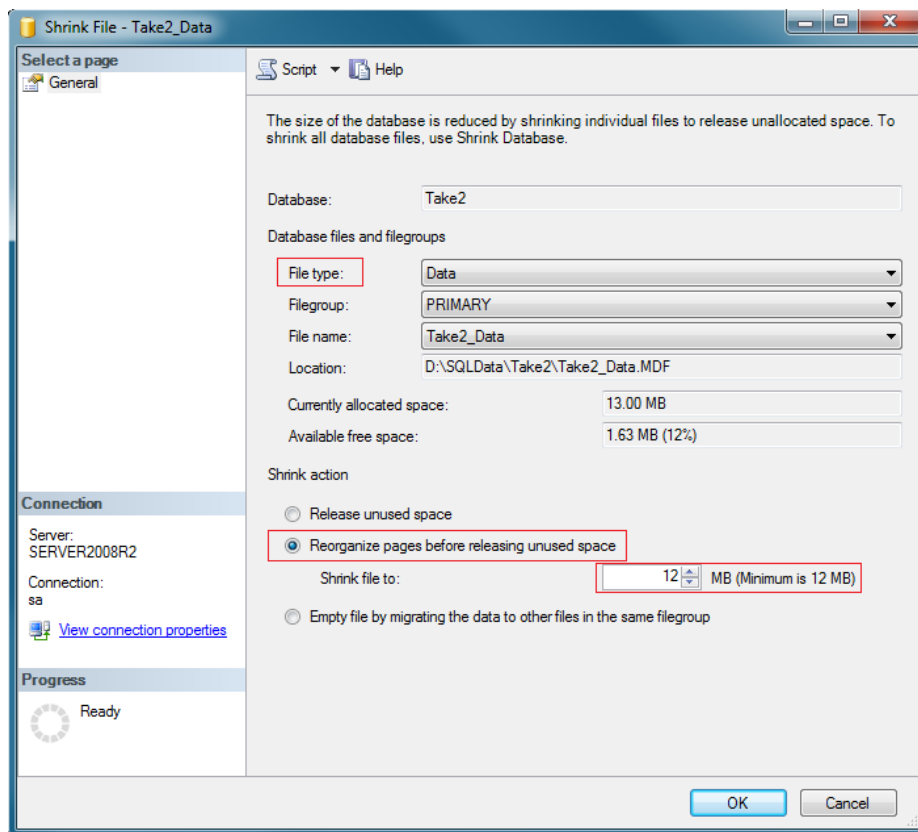
	DblId	Field	CurrentSize	MinimumSize	UsedPages	EstimatedPages
1	1	2	128	128	128	128

Query executed successfully. 00:00:00 1 rows

- 3.8 Repeat the process for the Take2 Audit database, using script C.

Shrinking Files With SQL Server Management Studio

- 3.1 Whilst not mandatory it is best to ask all users to log out.
- 3.2 Open SQL Server Management Studio and select the Take2 database.
- 3.3 Right-click, **Tasks | Shrink | Files**



- 3.4 Make sure that "File type" (highlighted in red above) has "Data" selected.
- 3.5 Select In the "Reorganize pages before releasing unused space" (highlighted in red above) and set the "Shrink file to" to the value shown in "Minimum is".
- 3.6 Click **OK**. Once the process has completed the window will close.
- 3.7 Repeat the process but this time change "File type" to "Log".
- 3.8 In the "Reorganize pages before releasing unused space" section set the "Shrink file to" 1.
- 3.9 Click **OK**. Once the process has completed the window will close.
- 3.10 Repeat the same process with the Take2Audit database.

Script A

```
USE TAKE2
GO
DECLARE TempTables CURSOR LOCAL FORWARD_ONLY KEYSET READ_ONLY FOR
    SELECT Table_Name AS TableName,
        SUBSTRING(Table_Name, PATINDEX('%[0-9]%', Table_Name), LEN(Table_Name) + 1) AS SessionNumber
    FROM INFORMATION_SCHEMA.TABLES
    WHERE table_type = 'BASE TABLE'

DECLARE @TableName VARCHAR(150), @TableSessionNumber CHAR(10)

OPEN TempTables
FETCH NEXT FROM TempTables INTO @TableName, @TableSessionNumber

WHILE @@FETCH_STATUS = 0 BEGIN
    SET @TableSessionNumber = SUBSTRING(@TableSessionNumber, 0, PATINDEX('%[^0-9]%', @TableSessionNumber))

    IF ISNUMERIC(@TableSessionNumber) = 1 AND LEN(@TableSessionNumber) > 5
        EXECUTE ('DROP TABLE [' + @TableName + ']')
    FETCH NEXT FROM TempTables INTO @TableName, @TableSessionNumber
END

CLOSE TempTables
DEALLOCATE TempTables
```

Script B

```
USE TAKE2
GO
ALTER DATABASE Take2
SET RECOVERY SIMPLE;
GO
DBCC SHRINKFILE ('Take2_Log', 1);
GO
ALTER DATABASE Take2
SET RECOVERY FULL;
GO
```

Script C

```
USE Take2Audit
GO
ALTER DATABASE Take2Audit
SET RECOVERY SIMPLE;
GO
DBCC SHRINKFILE ('Take2Audit_Log', 1);
GO
ALTER DATABASE Take2Audit
SET RECOVERY FULL;
GO
```