



QGrip-UI
Admin Menu
Jobs

GRIP ON SOL

2024-04-15

Contents

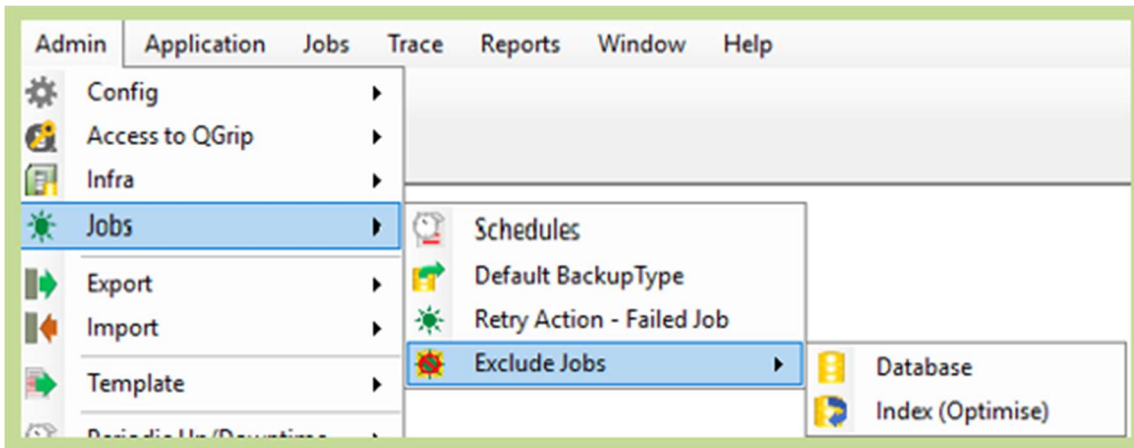
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1 Introduction

This document describes the items in the Menu Admin -> Jobs of the QGrip-UI.

Required QGrip Role	Menu
QGrip-Admin	Admin -> Jobs

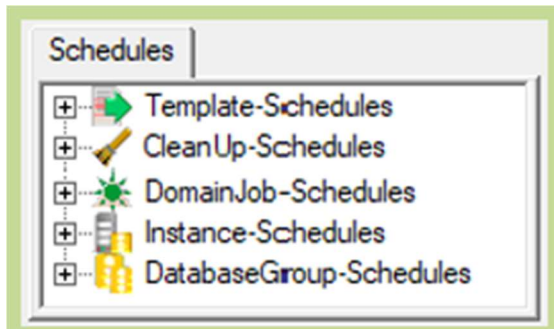
Note that the Admin menu will only be visible for QGrip-Admin users and all Menu-Items will be enabled.



2 Schedules

Recommended documentation

Doc-Tab	Title
Jobs	Jobs & Queues
Jobs	Schedules
Jobs	Backup & Maintenance
Jobs	QGrip Backup Encryption
Jobs	Clean-up
Jobs	Domain Jobs

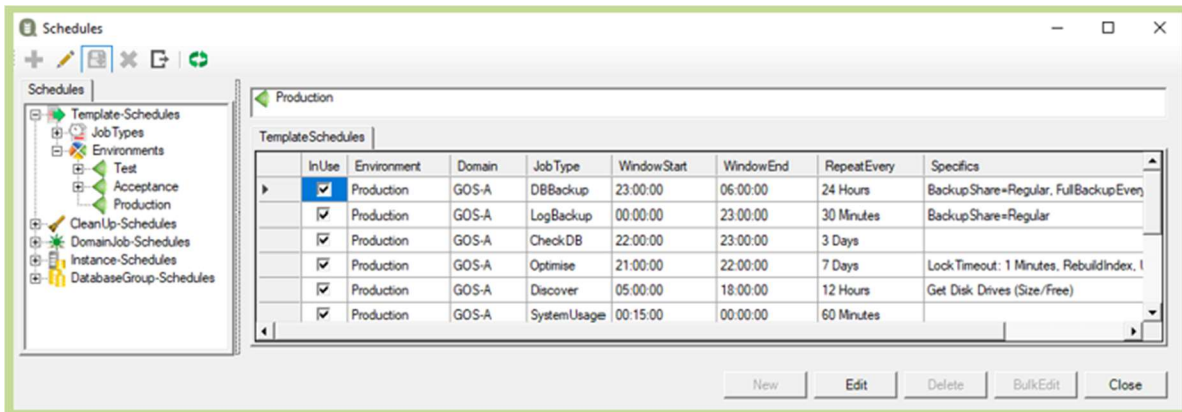


All QGrip schedules are bundled in one window in QGrip. Use the Explorer to navigate to the (type of) schedule you want to see.

There are 5 types of Schedules:

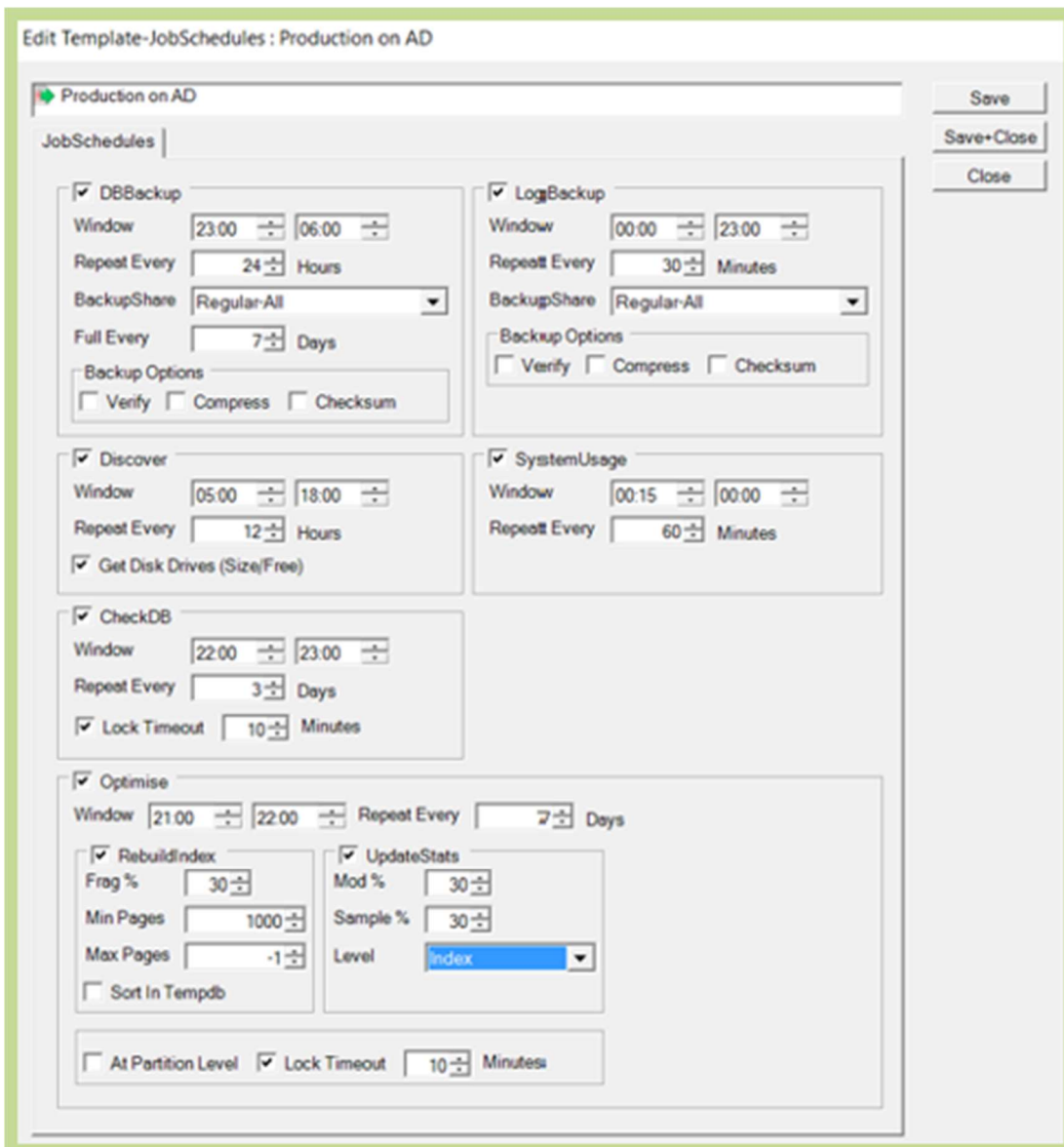
Name	Description	Remark
Template	The template will be used when you define Schedules for an Instance. At Instance level you will be able to change all parameters if needed.	Changing a Template Schedule will NEVER affect an existing Instance Schedule. Changes will only apply to new Instance Schedules.
CleanUp	Jobs for Cleaning up Job History and CheckDB Output in the QGrip Database.	
DomainJob	Miscellaneous jobs.	
Instance	Job schedules per Instance.	
DatabaseGroup	Job schedules for a selected group of databases.	

2.1 Template-Schedules



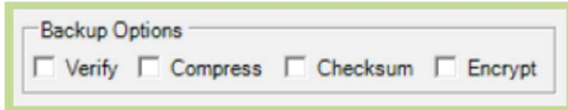
Navigate to the Template-Schedules in the Explorer. You can now choose if you want to see the schedules per Job Type or per Environment.

[InUse] means that the schedule has been activated and can be used at Instance level. The Edit button will always open a window with all schedules for the Environment/Domain you have selected.



Check the checkbox for the JobTypes you want to activate and verify that the parameters are suited for your organisation. You should always activate Discover.

Encrypt



If QGrip Backup Encryption has been enabled, you will also see the Backup Option 'Encrypt'. Encryption is only applicable for SQL Server 2014 and higher but you can safely enable it in the template as it will automatically be removed for lower SQL Server versions.

Discover

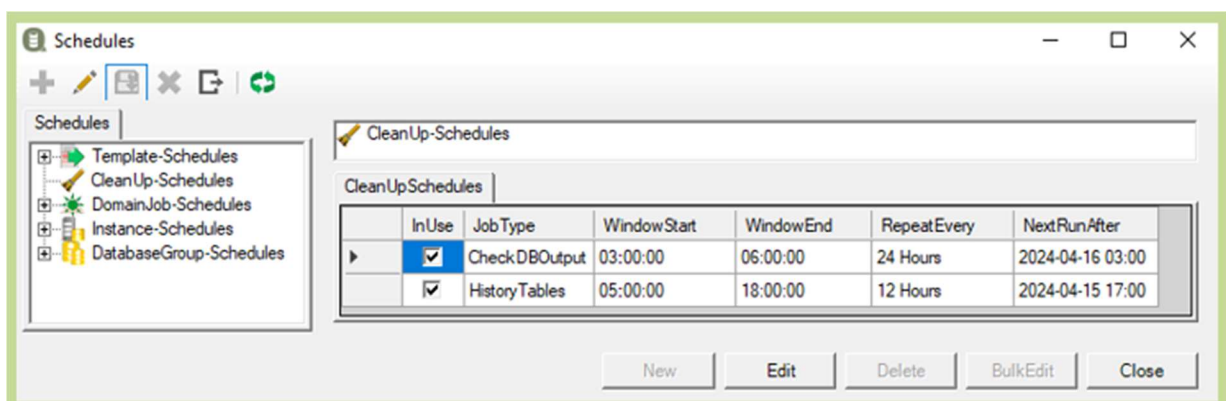


QGrip does only operate on SQL Server level and does not, by default, require access to the underlying OS and file system. It is, however, possible to activate the "Get Disk Drives (Size/Free)" option in the Discover job. QGrip will then temporarily enable system configuration option 'Ole Automation Procedures', get the size/free space of the disk drives, and disable the option again.

The Template is defined per Environment/Domain. If a new Domain is added to QGrip, the last changed template will be copied for the New domain. It will save you time if you first complete all Template Schedules for the first Domain and then add additional domains.

2.2 CleanUp-Schedules

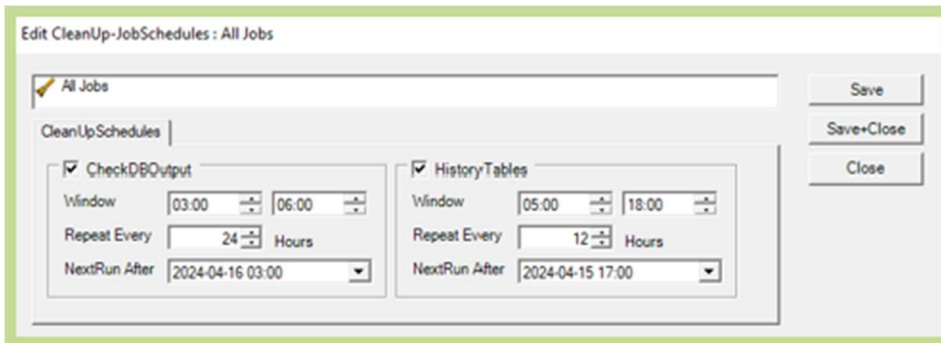
Pre-requests	Description
Clean-up Definition	Check and customise the Clean-up Definitions before you activate them.



Navigate to the CleanUp-Schedules in the Explorer.

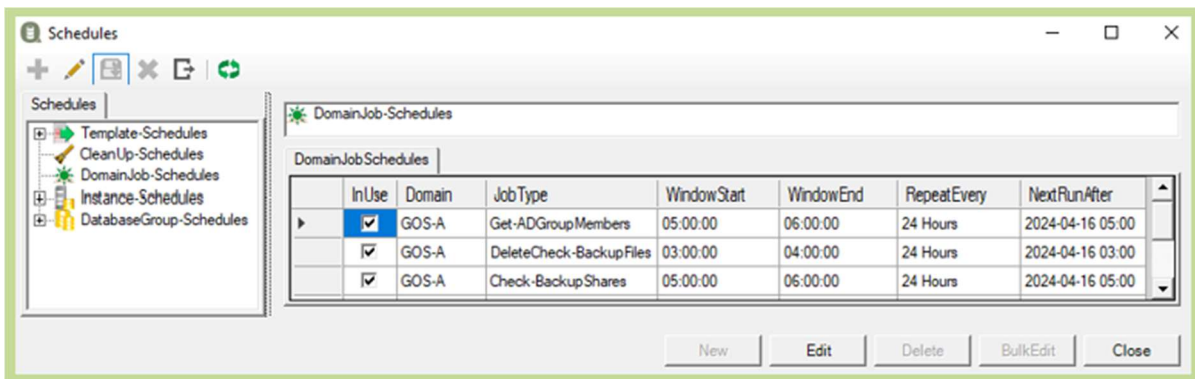
[InUse] means that the schedule has been activated and will be picked up after [NextRunAfter].

The Edit button will open a window with all CleanUp-schedules.



Check the checkbox for the JobTypes you want to activate and verify that the parameters are suited for your organisation.

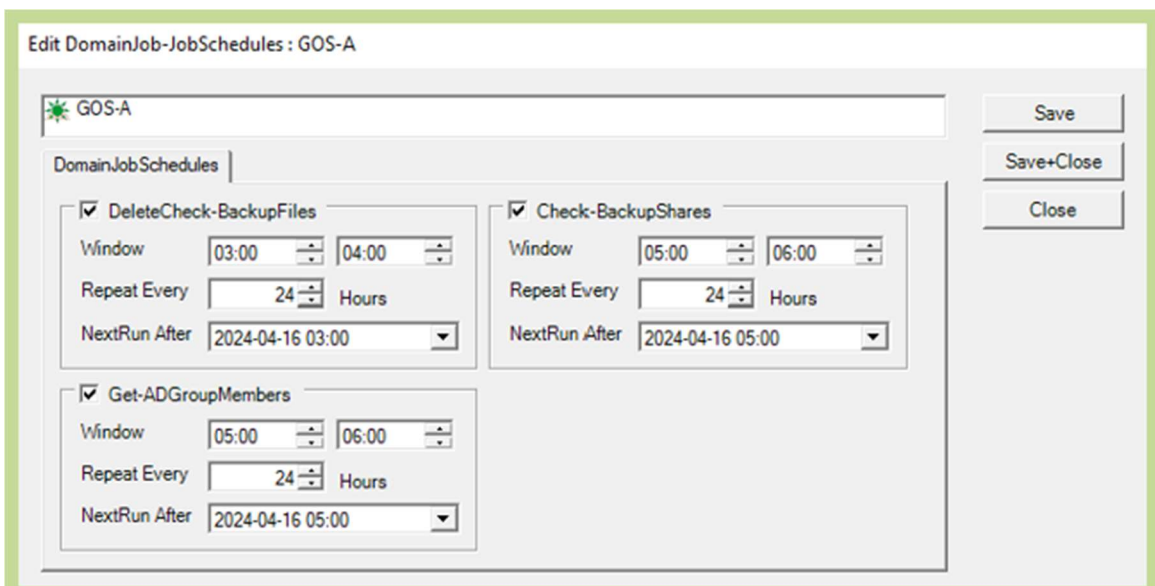
2.3 DomainJob-Schedules



Navigate to the DomainJob-Schedules in the Explorer.

[InUse] means that the schedule has been activated and will be picked up after [NextRunAfter].

The Edit button will open a window with all DomainJob-schedules with the Domain.



Check the checkbox for the JobTypes you want to activate and verify that the parameters are suited for your organisation.

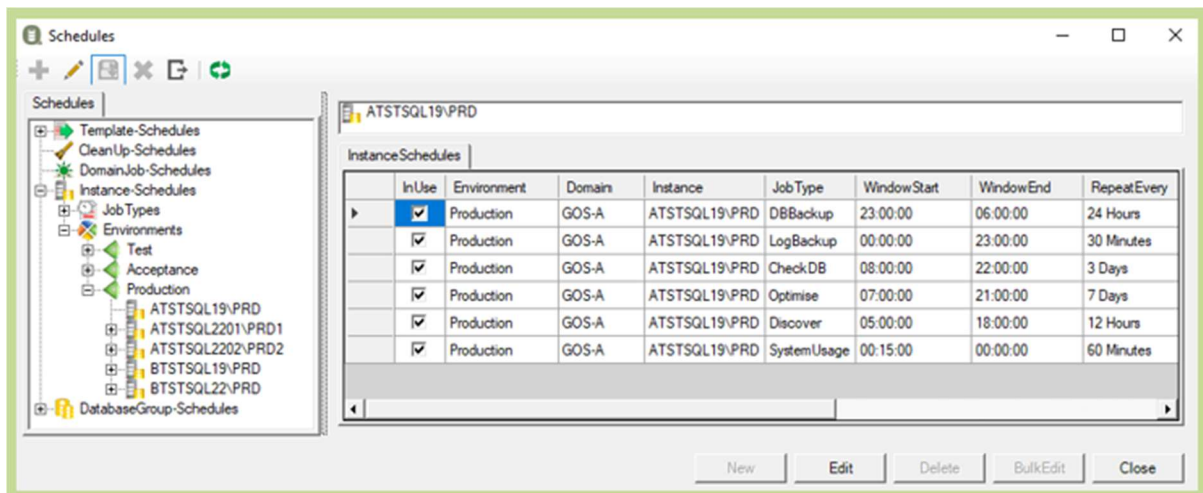
If a new Domain is added to QGrip, the last changed DomainJob will be copied for the New domain. It will save you time if you first complete all DomainJob Schedules for the first Domain and then add additional domains.

2.4 Instance-Schedules

Instance Schedules can only be activated for an Instance if the Discover job has run successfully for the Instance.

WARNING!

Before you add DB/Log Backup schedule to an Instance, you have to make sure that the instance is NOT being backup-ed elsewhere.



Navigate to the Instance-Schedules in the Explorer. You can now choose if you want to see the schedules per Job Type, Environment or per Instance.

[InUse] means that the schedule has been activated.

The Edit button will always open a window with all schedules for the Instance you have selected.

The screenshot shows the 'Edit Instance-JobSchedules : VMSQL1201\PRD on AD' window. It contains several job schedule configurations:

- DBBackup:** Window 23:00-06:00, Repeat Every 24 Hours, BackupShare Regular-All, Full Every 7 Days, NextRun After 2021-01-14 23:00. Backup Options: Verify, Compress, Checksum.
- LogBackup:** Window 00:00-23:00, Repeat Every 30 Minutes, BackupShare Regular-All, NextRun After 2021-01-14 13:30. Backup Options: Verify, Compress, Checksum.
- Discover:** Window 05:00-18:00, Repeat Every 12 Hours, Get Disk Drives (Size/Free), NextRun After 2021-01-14 17:00.
- SystemUsage:** Window 00:15-00:00, Repeat Every 60 Minutes, NextRun After 2021-01-14 14:15.
- CheckDB:** Window 22:00-23:00, Repeat Every 1 Days, Lock Timeout 19 Minutes, NextRun After 2021-01-11 22:00.
- Optimise:** Window 21:00-22:00, Repeat Every 7 Days, NextRun After 2021-01-14 21:00. Sub-options include RebuildIndex (Frag % 30, Min Pages 1000, Max Pages -1, Sort in Tempdb) and UpdateStats (Mod % 30, Sample % 30, Level Index). At Partition Level, Lock Timeout 10 Minutes.

Check the checkbox for the JobTypes you want to activate and verify that the parameters are suited for your organisation. You should always activate Discover.

Encrypt

The image shows a close-up of the 'Backup Options' section with the following controls:

- Verify
- Compress
- Checksum
- Encrypt

If QGrip Backup Encryption has been enabled, you will also see the Backup Option 'Encrypt' if the current SQL Server Instance is 2014 or higher.

Note:

SystemUsage will not be available for Instances running on SQL Express Version.

Tip:

1. If you want an Instance Job to start right away, set the date (not the time) in the past and the job will start running as soon as possible.

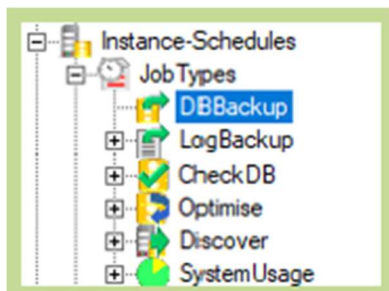
- If you need to change several Instance-Schedules with the same value(s) you can use BulkEdit – as described in the following section.

2.4.1 Bulk Edit: Instance-Schedules

If you need to change several Instance-Schedules with the same value(s) you can use BulkEdit.

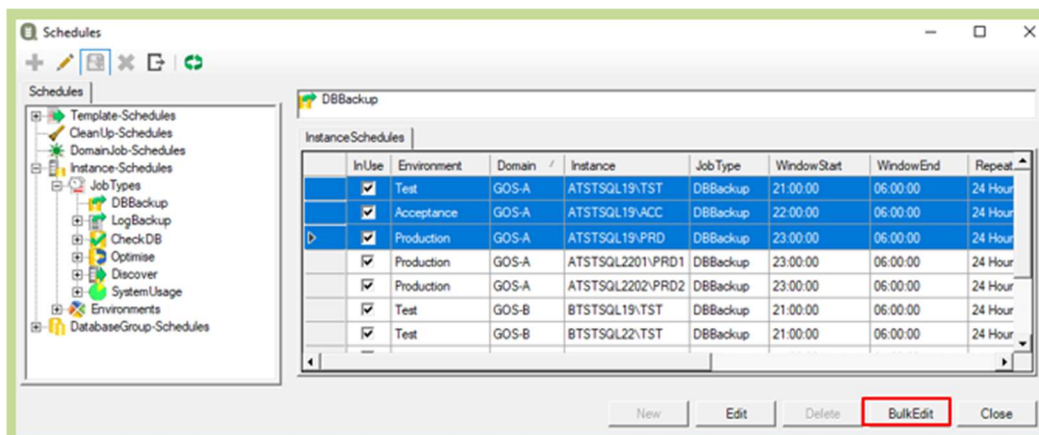
WARNING!

With Bulk Edit, you can activate DB/Log Backup schedule to one or more Instances. Before doing so, you have to make sure that the instance(s) are NOT being backup-ed elsewhere.



Navigate to Instance-Schedules -> JobTypes in the Explorer.

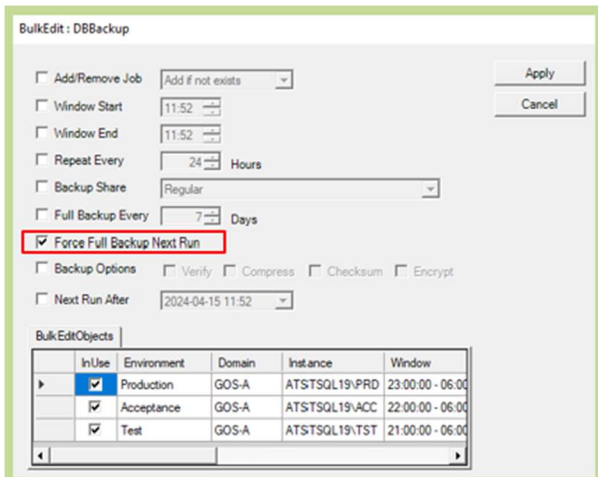
Select the JobType you want to BulkEdit. This will enable the BulkEdit button.



Select the Instances you want to change and click on BulkEdit.

If you have selected Instances from different environments you will receive a warning.

If you have selected Instances from different Domains you will receive an error.

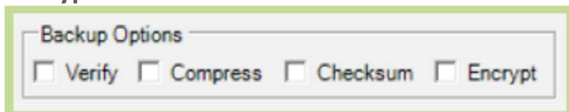


The popup window that follows is different for each JobType but they all work the same way.

Check the checkbox in front of the parameters you want to change, set the new value and press apply.

In the BulkEdit of DBBackup you have an extra option to “Force Full Backup Next Run” that can sometimes come in handy. It will force a Full backup of all databases on the Instance in the next run.

Encrypt



If QGrip Backup Encryption has been enabled, you will also see the Backup Option ‘Encrypt’. If you in a bulk edit check Encrypt, it will only be applied to the SQL Server instances in the selection if the Instance version is 2014 or higher.

2.5 DatabaseGroup-Schedules

You can define Schedules for a group of Databases for the following job types:



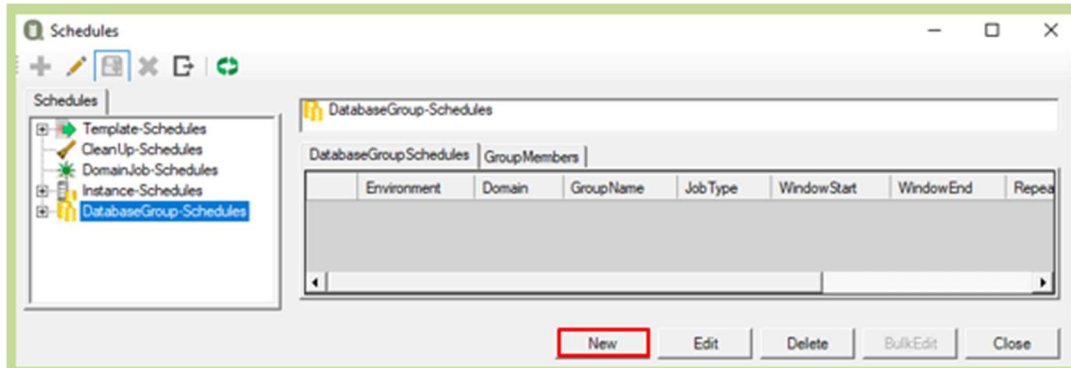
Let say you have a couple for databases producing a lot of transaction log and the LogBackup needs to run every 15 minutes instead of every 60 minutes as defined in the Instance-Schedule.

If a Database is part of a DatabaseGroup-Schedule for a certain JobType, the job will not run for that Database from the Instance-Schedule.

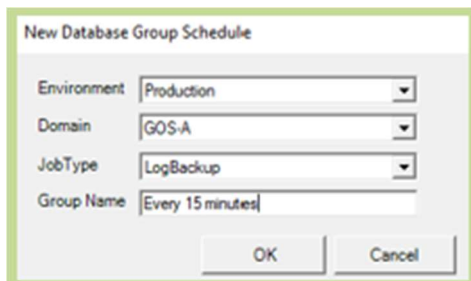
A DatabaseGroup-Schedule is created for (DTAP) Environment, Domain and JobType. You can only add databases to the group within the same (DTAP) Environment and Domain.

Steps:

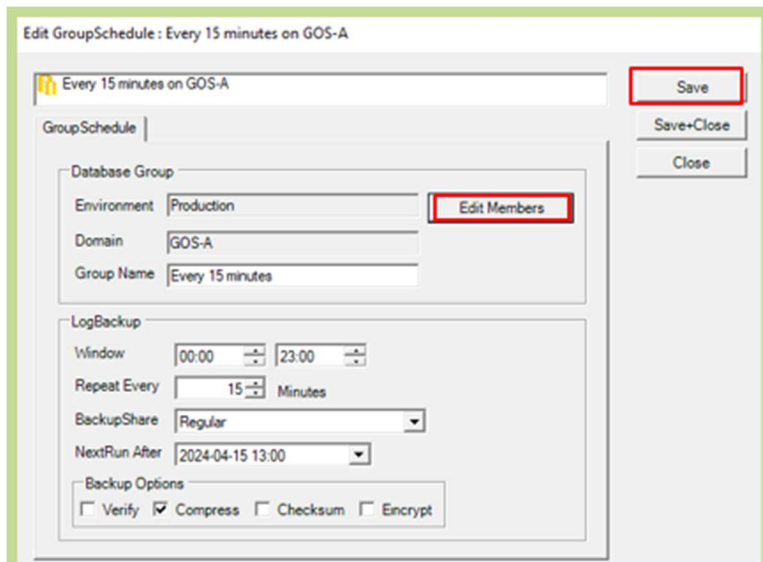
1. Create a Database Group Schedule
2. Add the databases to the group.



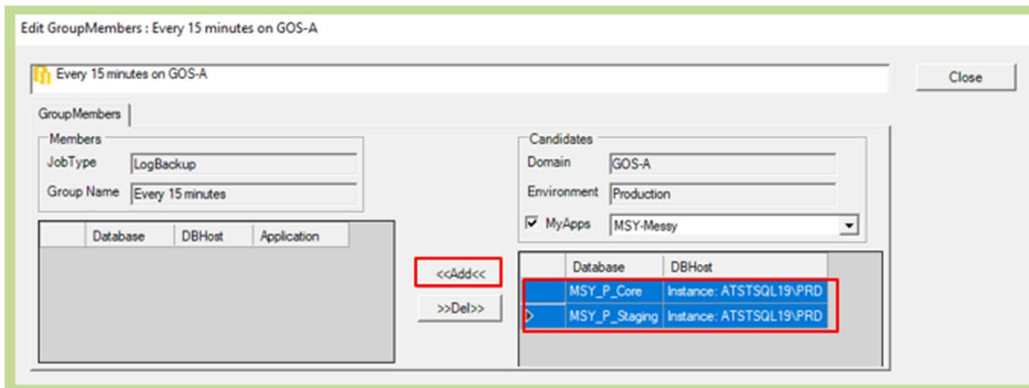
Navigate to the DatabaseGroup-Schedules and hit New.



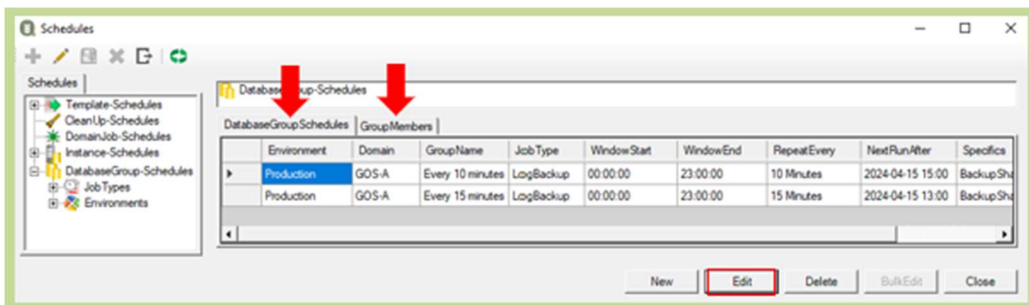
Select Environment, Domain and JobType and give the Group a Name.



Configure the Job parameters, Save the configuration, and click on Edit Members to add the Databases.



Locate and select the Databases you want to add, and click on <<Add<<



If you need to edit a DatabaseGroup-Schedule, select the DatabaseGroup-Schedule tab page, select the schedule and press Edit.

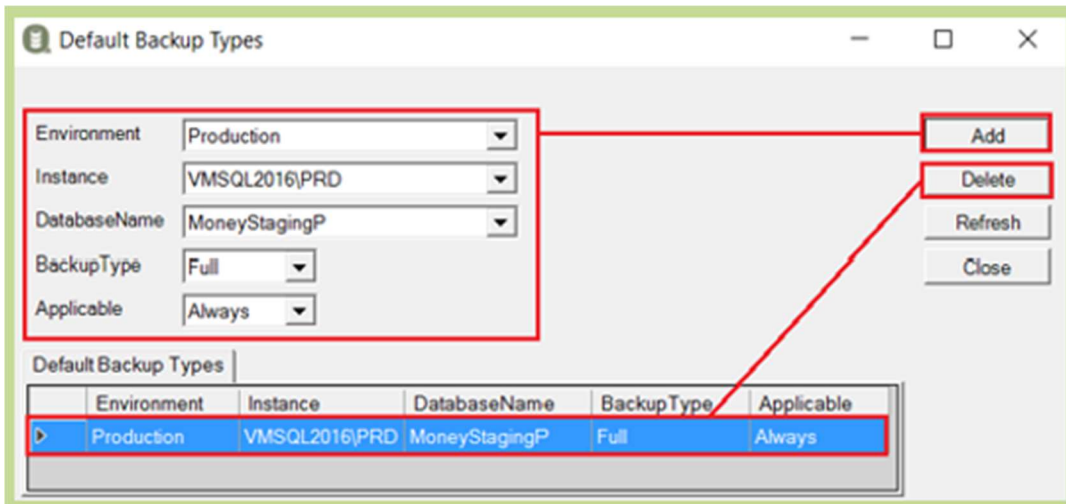
If you need to edit GroupMembers, select the GroupMembers tab page, select the schedule and press Edit.

3 Default Backup Types

Recommended documentation

Doc-Tab	Title
Jobs	Backup & Maintenance

Use this window if you want to force full backup of one or more databases. Databases that have already been added can be seen in the list in the Tab Default Backup Types.



Add

Select Environment, Instance and all databases or a specific database.

Choose Applicable “Always” or “NextRun”.

NextRun means that a Full Backup will only be performed in the next run and then the Rule will be deleted.

Delete

Select the rows you want to delete and press Delete.

Tip

Default Backup Types				
Environment	Instance	DatabaseName	BackupType	Applicable
Production	VMSQL2016\PRD	*-All	Full	NextRun

If you are planning maintenance on an Instance and you want to have FULL backups of all databases on the Instance, add a record for “*-All” databases with Applicable “NextRun”.

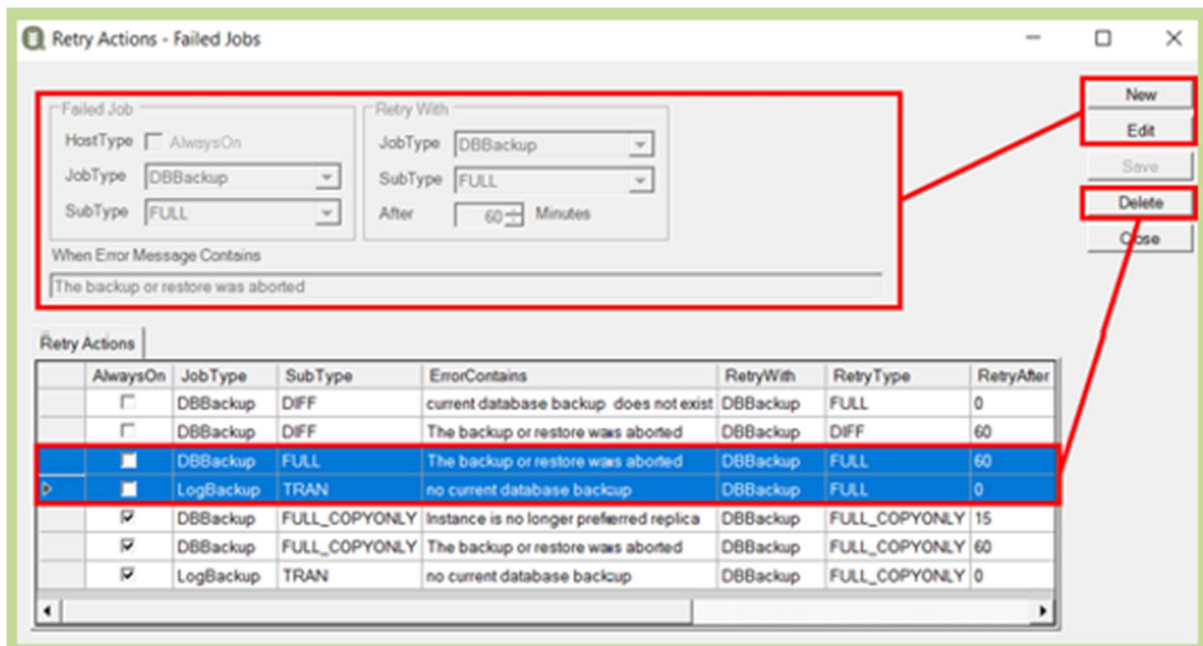
This can also be done in the Instance-Schedules, Bulk-Edit. (Menu: Admin->Jobs-> Schedules)

4 Retry Action - Failed Job

Recommended documentation

Doc-Tab	Title
Jobs	Backup & Maintenance

If a Backup job fails, QGrip will try to correct the error by requesting a “Retry” job within x minutes if a retry action has been defined. Use this window to edit, delete and add new Retry actions. If the error message matches multiple definitions, the longest match will be used.



When a row is selected in the list, the information will be shown in the details part of the window where the information can be edited.

Do only add Retry Actions when you are sure that the situation causing the Error can be solved within the given wait period.

5 Exclude Jobs

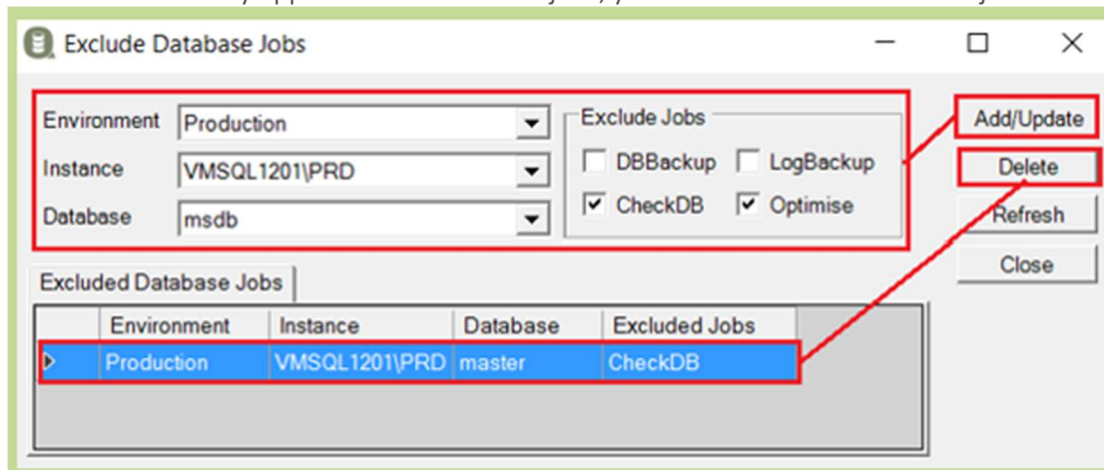
Recommended documentation

Doc-Tab	Title
Jobs	Backup & Maintenance

5.1 Exclude Database Jobs

When a scheduled Backup-Maintenance jobs runs, it will automatically run for all database on the Instance. If you want to exclude one or more databases from the Job, you can add an exception rule. Databases that have already been excluded can be seen in the list in the tab-page Excluded Database Jobs.

The exclusion is only applicable to Scheduled jobs, you will still be able to run the job with a Request.



Add/Update

Select Environment, Instance and Database and check the checkboxes for the jobs you want to exclude and press Add/Update.

If a rule already exists for the database it will be replaced with the new rule.

Delete

Select the rows you want to delete and press Delete.

Always On – One rule per Replica

If a database is part of an Always On cluster (member of Availability group), you must exclude the database on all Replicas separately.

5.2 Exclude Index (Optimise)

To determine which Indexes need rebuild is an expensive action. QGrip collects information about all indexes during the Optimise job. If you suspect that there are indexes that are too large for rebuild and should be excluded, you should do the following:

RebuildIndex
 Frag %
 Min Pages
 Max Pages
 Sort In Tempdb

1. The first time you run the Optimise job, set Min Pages > Max Pages
2. QGrip will collect information about the Indexes but no rebuild will take place
3. Exclude the indexes that are too large for rebuild.
4. Change the Rebuild index parameters (Min/Max Pages).

Exclude Index Jobs

Environment: Production | Instance: VMSQL1201/PRD | Database: QGrip | Min Pages:

Excluded Indexes											
Database	Date	IRows	Frag%	Pages	-/MB	Schema	Type	Name	IndexType	IndexName	
QGrip	2020-10-02 12:20	1,656	6.00	153	1	Remote_Job	Table	BMDatabaseJobHistory	Clustered	BMDatabaseJob...	<input type="checkbox"/>
QGrip	2020-10-02 12:20	108	24.00	86	0	General	Table	Icons	Clustered	General_icons_ico...	<input type="checkbox"/>
QGrip	2020-10-02 12:20	0	83.00	6	0	General	Table	TeamAuthorization	Clustered	General_TeamAuth...	<input type="checkbox"/>

Included Indexes											
Database	Date	IRows	Frag%	Pages	-/MB	Schema	Type	Name	IndexType	IndexName	
QGrip	2020-10-02 12:20	1,656	95.00	80	0	Remote_Job	Table	BMDatabaseJobHistory	NonClustered	RemoteJob...	<input type="checkbox"/>
QGrip	2020-10-02 12:20	2,886	4.00	70	0	Report	Table	SystemUsagePer10Minutes	Clustered	Report_Syst...	<input type="checkbox"/>
QGrip	2020-10-02 12:20	2,046	27.00	69	0	Remote_Job	Table	AlienFilesBackupShare	Clustered	RemoteJob...	<input type="checkbox"/>
QGrip	2020-10-02 12:20	601	14.00	61	0	Remote_Job	Table	BMOptimiseJobHistory	Clustered	BMOptimise...	<input type="checkbox"/>
QGrip	2020-10-02 12:20	105	17.00	24	0	Remote_Job	Table	RinardLogFile	Clustered	RemoteJob...	<input type="checkbox"/>

Select the indexes you want to Exclude and press Exclude.

To Include the indexes again, select them in the Excluded tab and press Include.

The Min Pages filter parameter can be used to reduce the number of records in the Included Indexes tab.

Always On

Excluding indexes in a database that is part of an Always On cluster (member of Availability group), are automatically Excluded in all replicas (if primary changes after fail over).