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Introduction to MSDE Manager

GENESIS32 Version 9.0 uses a third-party MSDE Manager application called **Teratrax™ Database Manager 4.5**, developed by Teratrax™.

For information about ICONICS technical support for Teratrax Database Manager, go to www.iconics.com/support/dbmanager.asp.

For additional product information about Teratrax Database Manager, go to www.teratrax.com/tdm/.

Teratrax Database Manager 4.5 has many new features and functions including:

- Support for SQL Server 2005 and SQL Server Express
- Intellisense SQL editor with Syntax Highlighting, Code Completion & Parameter Hinting
- Table lists show disk space allocation and number of rows for each table
- Database object text searching name filtering
- Table and query results exporting into CSV, HTML, and XML
- Faster database navigation
- Ability to shrink database files and truncate log files
- Right-click compile for stored procedure and trigger
- One-stop management for all triggers and constraints with on-the-fly enabling/disabling
- Navigate multiple recordsets more easily with the Recordsets pane
- Create and manage SQL files and templates
- Customize menus and toolbars for fast access to your most visited features

To start the MSDE Manager from the Windows **Programs** menu, select **ICONICS Tools > MSDE Manager**.

Note: The following sections of this document are excerpts taken directly from the Teratrax Database Manager 4.5 help documentation.

Welcome to Teratrax Database Manager

Teratrax Database Manager is a streamlined SQL Server and MSDE administration tool designed to help you work with your databases in an easy and efficient way. The following is a summary of features in Teratrax Database Manager:

- Streamlined SQL Server and MSDE administration and diagnostics
- Fast, task-oriented navigation with single point of entry for all database object types
- Effortless database backup and restore with scheduling capabilities
- 256-bit backup encryption and compression to secure data in backup files and save on disk space
- Create and manage ad-hoc SQL scripts and queries with built-in Intellisense
- Live data editing and exporting to XML, HTML, and Excel
- User friendly look and feel with customizable menus and toolbars

Supported Database Servers

SQL Server 2005 (All editions including Express Edition)
SQL Server 2000 (All editions)

SQL Server 7.0 (All editions)
MSDE 2000
MSDE 1.0

Supported Operating Systems

Windows 2003
Windows XP
Windows 2000

Hardware Requirement

Intel Pentium III or compatible 600 MHz or higher processor
128 MB of RAM
30 MB of hard disk space

Connecting to SQL Server and MSDE

Before you can work with Teratrax Database Manager, you need to establish a connection to your SQL Server. Whether you are connecting over the Internet, intranet, or simply locally, you need to have the following information ready:

1. Server Name (name or IP address of the server you are connecting to. For example, SQLServ or SQLServ\Instance2 for a named instance)
2. Login Name and Password (not needed if you are using Windows Authentication)

The Connect Dialog Box

The Connect dialog box is used to connect to an instance of Microsoft SQL Server or MSDE.

In the Connect dialog box, enter the name of the database server in the Server Name box. Use "(local)" for the local server. Use the format servername\instancename for named instances.

Click Windows Authentication to connect using Windows Authentication.

-Or-

Click SQL Server Authentication to connect using SQL Server Authentication.

The "Remember connection parameters to this server" option allows you to save the information entered in this window so next time it will connect automatically. Information will be saved in an encrypted format.

The Client Network Utility button allows you to configure the client protocols and aliases that Windows should use when connecting to the server. The Client Network Utility is part of the Microsoft Data Access Components (MDAC). In SQL Server 2005, The Client Network Utility is replaced with the SQL Computer Manager.

Attempting to connect to an instance of SQL Server version 7.0, running on the same computer as Teratrax Database Manager and SQL Server 2000, may fail under certain conditions. To avoid this problem, make sure that the only protocol enabled in the Client Network Utility is TCP/IP.

Teratrax Database Manager User Interface

The main window of Teratrax Database Manager is composed of the Server Explorer pane and the Items pane. The Server Explorer pane lets you navigate

all your server objects (including servers and databases) in a hierarchical structure composed of multiple nodes. Each node represents a different type of database objects. You can add your enterprise servers to the Server Explorer with a single right-click. By default, you have the "(local)" server added so you can start working with databases on the local computer right away. The Items pane displays a list of all items contained in the selected node of the Server Explorer. Right-click on objects in the Items pane to see a list of features applicable to that object (For example, if you right-click on a stored procedure name, the compile option will be visible). The moving Splitter separates the Server Explorer pane from the Items pane and allows you to resize the two panes. Click inside a pane to make it the active pane. Alternatively, you can use the Tab key to move between panes. The following is a list of all main menu features:

File Menu

- Connect: Opens the Connect dialog box to connect to SQL Server or MSDE.
- Disconnect: Disconnects user from SQL Server or MSDE. Teratrac Database Manager uses connection pooling to allow for faster connections to servers. If you need to completely remove the connections, either kill the connection process or shut down Teratrac Database Manager.
- SQL Query...: Opens a new blank SQL Query window for you to write custom SQL commands. Commands that return a result set, will activate the grid for data editing.
- Open: Opens the item in the Items pane.
- Refresh: Refreshes the Items pane.
- Add Server: Adds an item to the server list. Edit the item name to reflect the server name or IP address you want to connect to. If you use IP address, make sure the server can listen to IP connections and the firewall allows for such a connection if the server has a firewall. For named instances of SQL Server or MSDE, use "Server Name\Instance Name" (MyServer\Inst1)
- Remove Server: Removes a server from you server list. If you choose to add the server at a later time, the saved connection parameters will be lost.

Database Menu

- New...: Creates a new database and saves the physical database files in the data folder of the server.
- Backup...: Performs a backup of the selected database
- Restore...: Restores a database
- Shrink Database: Shrinks the size of a database without removing the active part of the database log.
- Truncate Log: Removes the active part of the database log and shrinks the size of the database. A complete database backup is required after a Truncate Log to be able to recover the database in the future in the case of a database failure.
- Attach Database: Attaches the database contained in the file you specify to the current server.

- Detach Database: Detaches the database leaving the files in the directory the database was created in (useful if you are creating another copy of a database).
- Delete: Deletes the selected database from the server. Teratrx Database Manager will warn you before permanently removing the database. Delete cannot be undone. Use this option with care.

Actions Menu

- Query...: Builds the query that allows you to retrieve all table or view rows without executing it. This option is recommended for large tables.
- Query All Rows: Builds and runs the query that allows you to retrieve all table or view rows.
- New...: Creates a new object based on the selected node in Server Explorer.
- Edit...: Edits the object selected in the Items pane.
- Script...: Scripts the object selected in the Items pane.
- Rename: Renames the object selected in the Items pane.
- Enable/Disable: Enables or disables triggers, foreign keys and check constraints.
- Rebuild Index(es): Performs a table/index Rebuild. Use this features on large tables to fine-tune your database performance.
- Run...: Opens a new SQL Query window with the commands to run a stored procedure.
- Compile: Marks a stored procedure or trigger for compilation next time it runs. This will cause the stored procedure or trigger to run slightly slower the first time it runs after compilation but subsequent executions will be faster.
- Kill Process: Terminates a user process. If the specified process has a lot of work to undo, this action may take some time to complete, particularly when it involves rolling back a long transaction.
- Make Primary Key: Makes a column the primary key of the table.
- Delete: Deletes an object from the database. Drop cannot be undone. Use this option with care.

Security Menu

- New Server Login (SQL)...: Creates a new server login that allows a user to connect to the server using SQL Server Authentication. Although a login can connect to the server after it has been created, access to user databases is denied until a user account for the login is created in each database that the login must access.
- New Server Login (Windows)...: Creates a new server login that allows a Microsoft Windows NT user or group account to connect to the server using Windows Authentication. Although a login can connect to the server after it has been created, access to user databases is denied until a user account for the login is created in each database that the login must access.
- Add Login To Server Role...: Adds a server login as a member of an existing server role. Any permissions applied to the role are inherited by the server login.

- Change Password...: Changes the login password. Use null instead of " for a blank password.
- Delete Server Login: Deletes a server login from the server. Delete cannot be undone. Use this option with care.
- New Database User...: Creates a new user account in the current database and associates it with a server login. When a connection is made through the associated server login, the permissions given to this user account would be in effect when the connection uses the current database.
- New Database Role...: Creates a new user account in the current database and associates it with a server login. When a connection is made through the associated server login, the permissions given to this user account would be in effect when the connection uses the current database.
- Add User To Database Role...: Adds a security account as a member of an existing database role in the current database. Any permissions applied to the role are inherited by the user.
- Delete Database User: Deletes a user from the database. Delete cannot be undone. Use this option with care.

Jobs Menu

- New...: Creates a new job and schedules it to run at the specified date/time interval.
- Start: Starts a job immediately irrelevant of the time it is scheduled to run.
- Drop: Deletes a job from the server. Delete cannot be undone. Use this option with care.

Tools Menu

- Find...: Allows you to search for database objects that contain a certain your search term in their name OR in their SQL definition. You can use this tool to search for stored procedures that reference certain tables or contain certain code or comments. You can also use this tool to filter the items (database objects) in the Items pane so you can locate the item you are looking for.
- Customize Menus...: Allows you to fully customize menus and toolbars for fast access to your most used features.

Help Menu

- Help: Opens help.
- Check for Updates: Allows you to check if there are any updates and service packs available for Teratrax Database Manager.
- Product Home Page: Opens Internet Explorer and navigates to the Teratrax Database Manager website.
- Teratrax Home Page: Opens Internet Explorer and navigates to the Teratrax website.
- About...: Displays information about Teratrax Database Manager.

Backup and Restore SQL Server and MSDE Databases

The backup and restore features provide an important safeguard for protecting data stored in Microsoft SQL Server databases.

About SQL Server Express Backups

SQL Server runs as a service under the context of a specified Windows account. The account can be changed during the installation of SQL Server or later from the Windows Service Manager. The default for this account is LocalSystem except in SQL Server 2005 Express edition. The Express edition uses the NetworkService account. SQL Server writes backup files to disk under the context of this account. The account needs to have full access control and privileges on the path (drive/folder) where the backup file will reside. Unlike the LocalSystem account, the NetworkService account does not have full access rights to local folders. If you are backing up databases locally, you need to change the account that runs the SQL Server Express service from NetworkService to either LocalService or any other account that has full control on the folder used for the backup file. You can change the service account in SQL Server Express from the SQL Server Configuration Manager.

Database Backup

To backup a database, select the Databases node in the Server Explorer pane then, in the Items pane, right click the database you want to backup. In the Backup File box, enter the path and file name of your backup file then click Backup to perform the backup. Note that the path and file name you enter in this box are relative to the server. If you are connecting to the local server, the backup file will be created on the computer you are working on. If you are connecting to a remote server (LAN, WAN, or Internet), the backup file will be created on the remote server (for example, C:\MyBackups\DB1.bkp would be created on the C:\ drive of the remote server). To perform a backup from one computer and leave the backup file on another computer, you need to use mapped network drives. For example, if you want to perform a backup of a database on computer A and leave the backup file on computer B, then computer A has to be able to access computer B's hard drive via a mapped network drive (for example, X:\). The account used to run the SQL Server service on computer A needs to have write privileges to X:\. The default "system" account does not have privileges to other computers.

If your database is hosted on the Internet and the use mapped network drives are not allowed by your database hosting provider, ask your hosting provider to create a folder for your backups on the server and give you the path of that folder so you can use it in your backup. Your provider should also be able to give you FTP access to that folder so you can download your backup files to your local computer.

Backup Files Containing Multiple Backup Devices

SQL Server backup files can contain more than one backup device. Backup files generated by Teratrax Database Manager can contain one backup device only. When restoring a database from a backup file that contains multiple backup devices, Teratrax Database Manager restores the first backup device in the file.

Database Restore

To restore a database, right click the Databases node in the Server Explorer pane and select "Restore..." to open the Restore Database dialog box. The dialog box contains the following:

- **Backup File:** Enter the path of the backup file you want to restore. Clicking on the browse button will display the folder and files available relative to the server. The path and file name you enter are relative to the remote server (for example, C:\Backup\MyBackupFile.bkp references the C: drive on the server machine not the local computer).
- **Restore Database As:** Enter the name that you want to give to the database that will be restored. If you are restoring a database with the same name as a currently existing database, Teratrx Database Manager will overwrite the current database. If the name you enter in the "Restore Database As" box is not the same as any database that currently exists, the restored database will be created with the new name irrelevant of the original name (useful if you are creating another copy of a database).
- **Move Files To:** This edit box is equivalent to the WITH MOVE option in the RESTORE DATABASE command. When you perform a database backup, the location (folder) of the physical database files are saved in the backup file itself. When you do a restore, the server reads this information and attempts to recreate the physical database files in the same folder it came from. This can cause a problem if the original folder does not exist on the server anymore or if the backup file is from a different server with a folder path that does not exist on the current server. To override the original folder, specify a new path in the "Move Files To" edit box. Leaving this edit box empty will default to the original folder path. The "Move Files To" edit box is crucial if you want to create a copy of a database using backup and restore. If you do not specify a valid folder path in the "Move Files To" edit box, the server will generate an error saying that the files could not be created (because they are already in use by the original database).

Restoring a Database from a Backup File on a Remote Server to the Local Server

To restore a database from a file that is located on a different computer (for example, restoring from a mapped network drive), the Windows account used to start the SQL Server service has to be a non-system account with full control privileges to the backup file.

Restoring a Database from a Local File to a Remote Server

If you are restoring from a local file to a remote server, use a mapped network drive that points to your local drive from the remote server. The Windows account used to start the remote SQL Server service has to be a non-system account with full control privileges to the backup file.

Restoring Backup Files on Older Versions of SQL Server

You cannot restore a SQL Server 2000 backup file on a SQL Server 7 instance. Likewise, you cannot restore a SQL Server 2005 file on a SQL Server 2000 or SQL Server 7 instance.

Working with Queries and Scripts

The SQL Query window in Teratrax Database Manager is powerful graphical query tool designed to help you work with Structured Query Language (SQL) queries and scripts in an easy and efficient way. The SQL Query window allows you to:

- Create, execute, and save scripts and queries
- Quickly modify query results (grid)
- Save query results as XML, HTML, and Excel
- Easily write SQL scripts with syntax highlighting, parameter hinting, and code completion

The user interface is composed of multiple panes. The **Editor** pane is a text editor where you can enter SQL statements. The **Results** pane displays the returned recordset. The **Errors** pane displays error messages. If the SQL batches in the Editor pane return more than one recordset, a list of all returned recordsets will be made visible in the **Recordsets** pane. The Recordsets pane will not be displayed if your SQL batches return a single recordset. The moving Splitter separates the Editor pane from the rest of the panes. Click a pane to make it the active pane. Alternatively, press F6 to move between panes.

The Results pane displays the columns and rows from a table or query in a grid. You can modify the data in the grid. You can also insert and delete rows. If more than one recordset is returned, some of the recordsets may be returned as read only for performance purposes. The Recordsets pane will display the status of all recordsets as either "Read Only" or "Live". Usually the first recordset in the batch is live.

Editor Pane

You can execute a complete script or only selected SQL statements in the SQL Query window. To execute a complete script, create or open the script in the Editor pane and press F5. To execute only selected SQL statements, highlight the lines of code in the Editor pane and press F5. See Working with SQL Batches and Statements for more information on the Results pane.

Status Bar Information

Teratrax Database Manager provides information about activity and connections in the status bar of the SQL Query window. The status bar is composed of the following boxes (from left to right):

1. Status of the current operation, including number of successful and unsuccessful batch.
2. Amount of execution time for the last query.
3. Current user and server process identifier (ID).
4. Name of the current database server with version information, number of CPUs, and available memory.
5. Insert/Overwrite mode setting: displays "OVR" for overwrite mode and INS for insert mode.
6. CAPS lock setting: displays "CAP" when on.

Results Pane

The Results pane consists of the data grid. The number of rows returned is displayed on the pane's caption. The current position of the insert cursor in the window is shown in the current grid cell. On the left side, the grid has a marker that marks the position of the current row. See Working with Results (Results Grid) for more information on the Results pane.

Keyboard Shortcuts

You can select any menu option in SQL Query window by simply holding the Alt key and pressing the appropriate menu shortcut (for example, Alt+F for the **F**ile menu). Additionally, you can access some of the most common features directly through keyboard shortcuts. This table displays all the keyboard shortcuts available:

Keyboard Shortcut	Description
F1	Displays help
F5	Executes query
Ctrl+F5	Checks query syntax
Ctrl+O	Opens a SQL file
Ctrl+S	Saves SQL script in a file
Ctrl+N	Starts a new SQL window by cloning the current connection
Ctrl+F	Opens the search dialog box
Ctrl+C	Copies select text to the clipboard
Ctrl+X	Cuts selected text and stores it in the clipboard
Ctrl+V	Pastes text from the clipboard
Ctrl+Z	Reverts the last text operation
Ctrl+Y	Re-establish the last text operation
Ctrl+A	Select all text in Editor pane
Ctrl+Del	Delete the current row from the grid
Ctrl+Ins	Insert a row in the grid
Ins	Inserts a row in grid if you are working with the grid. Toggles Editor's Insert/Overwrite mode if you are working with the Editor pane
F6	Move between panes

Syntax Highlighting, Parameter Hinting, and Code Completion

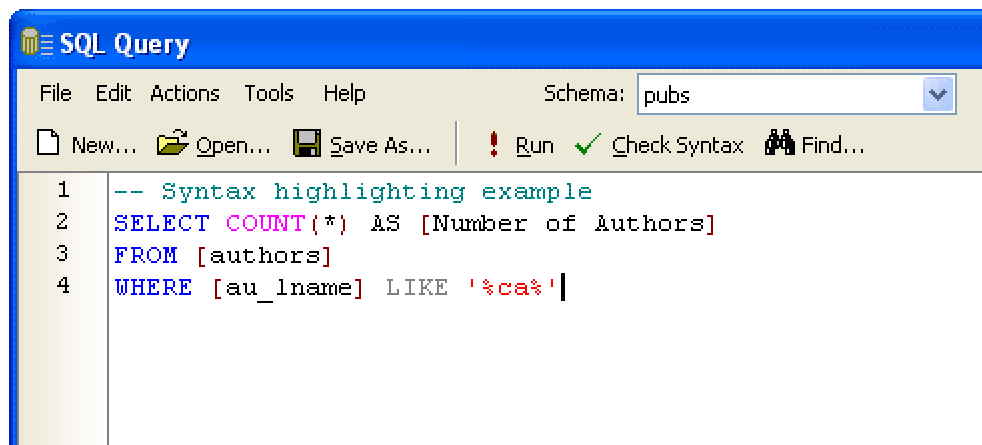
The Editor pane in the SQL Query window provides a convenient way to write SQL queries and scripts. The Editor's syntax-highlighting, function parameter hinting, and SQL keyword auto completion features are designed to add visual elements to your SQL code.

Syntax Highlighting

Syntax-highlighting provides color coding to all T-SQL language elements, making your script easier to read and understand. The various color codes are:

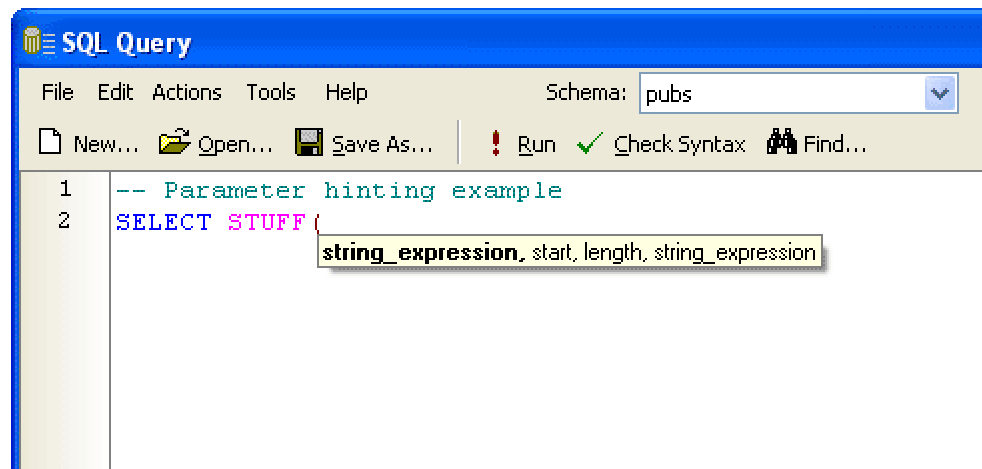
- T-SQL keywords (for example SELECT, SET, etc...) are blue
- T-SQL functions (for example GETDATE(), COUNT, @@VERSION, etc...) are fuchsia
- SQL operator and query joins keywords (for example ALL, LIKE, LEFT JOIN) are gray
- Quoted strings are red
- Comments are teal
- Brackets and commas (,()) are maroon

The following is an example of syntax-highlighting:



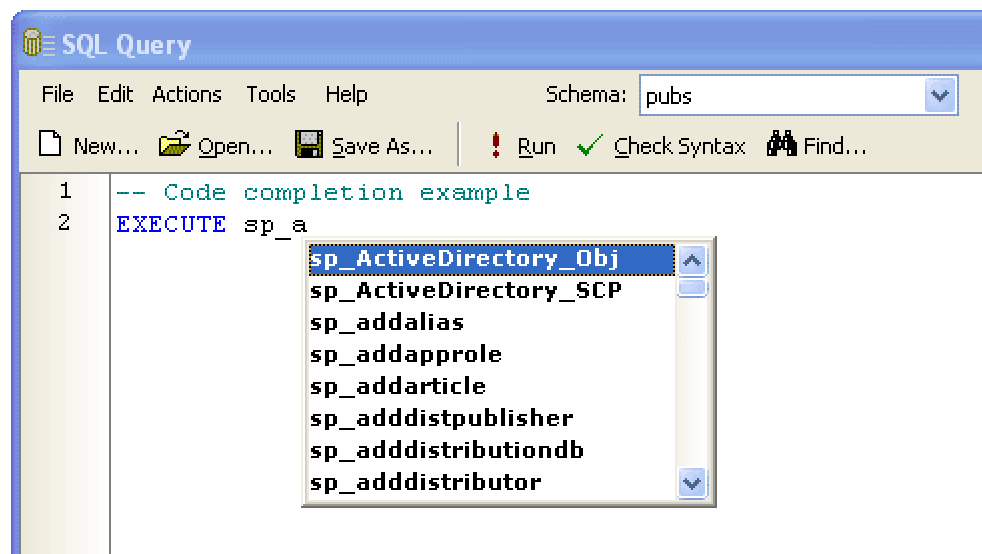
Parameter Hinting

Function parameter hinting produces a list of expected parameters every time you type the name of a T-SQL function followed by a bracket. The hint saves you the hassle of going back to the manuals to retrieve function syntax. The following example shows the hint for the STUFF() function:



Code Completion (Ctrl+<space bar>)

Code completion is an easy and convenient way to complete keywords after providing the first few letters of their spelling. The feature saves you time by not having to type the complete word and gives you a list of all possible ways your T-SQL keyword can be completed. Keywords include all T-SQL keywords plus system stored procedures and system tables. The following example shows a list of all possible keywords that start with sp_a. Type sp_a then press Ctrl+<space bar> to generate the list:



Working with SQL Batches and Statements

The Editor pane in the SQL Query window allows you to write SQL statements and batches and execute them against the database server you are connected to. You can execute a complete script or only selected SQL statements. To execute a complete script, create or open the script in the Editor pane then press F5. To execute only selected SQL statements, highlight the lines of code in the Editor pane then press F5.

SQL Statements vs. Batches

A SQL statement is a single SQL command (for example, `SELECT * FROM table1` or `SET NOCOUNT ON`). A batch on the other hand, is a number of SQL statements sent to the server for execution as a whole unit. The statements in the batch are compiled into a single execution plan. Batches are separated by the GO command.

Users must follow the rules for batches. For example, any execution of a stored procedure after the first statement in a batch must include the EXECUTE keyword. The scope of local (user-defined) variables is limited to a batch, and cannot be referenced after a GO command.

The GO Command

GO is not a Transact-SQL statement; it is a command recognized by SQL utilities and Teratrax Database Manager to signal the end of a batch of SQL statements. Teratrax Database Manager interprets GO as a signal that it should send the current batch of SQL statements to the server. The current batch of statements is composed of all statements entered since the last GO, or since the start of the script if this is the first GO. If the last batch does not include a GO at the end, one will be added by Teratrax Database Manager.

A SQL statement cannot occupy the same line as a GO command. GO has to be the only command in the line.

Session Configuration (SET Options)

These are default settings for SET options for all ad-hoc queries in the SQL Query window:

Option	Default Setting
SET NOCOUNT	OFF
SET CONCAT_NULL_YIELDS_NULL	ON
SET ANSI_DEFAULTS	ON
SET ARITHABORT	ON
SET ANSI_NULLS	ON
SET ANSI_NULL_DFLT_ON	ON
SET ANSI_PADDING	ON
SET ANSI_WARNINGS	ON
SET CURSOR_CLOSE_ON_COMMIT	OFF
SET IMPLICIT_TRANSACTIONS	OFF
SET QUOTED_IDENTIFIER	ON

Working with Results (Results Grid)

In addition to the Editor pane, in which you can manipulate data with the INSERT, UPDATE, and DELETE statements, The SQL Query window provides the Results pane, which is a graphical interface for viewing or modifying data.

The Results pane has a number of features that you can access from the Results Toolbar. The following is a list of the features on the toolbar from left to right:

- First Row: Moves the row indicator to the first row in the Results grid.
- Previous Row: Moves the row indicator to the row before the current row in the Results grid.
- Next Row: Moves the row indicator to the row after the current row in the Results grid.
- Last Row: Moves the row indicator to the last row in the Results grid.
- Delete Current Row (Ctrl+Del): Deletes the current row after prompting for confirmation.
- Insert New Row (Ctrl+Ins): Inserts a new and empty row in the grid. Fill in the data in the columns of the new row and move off the row to save the changes.
- Save Results As XML: Saves the data in the Results grid to an Extensible Markup Language (XML) file. For a sample XML file, see the Teratrax Database Manager help file to view the authors table located in the pubs database.
- Saves Results As CSV: Saves the data in the Results grid to a comma-separated values (CSV) file, with column names as a header row, for use with Microsoft Excel. Teratrax Database Manager limits the results that you can save in a CSV file to the first 65536 rows in the grid (including header row). You can work with the 65536 rows in Excel.
- Save Results AS HTML: Saves the data in the Results grid to a HyperText Markup Language (HTML) file with column names as a header row. For a sample HTML file, see the Teratrax Database Manager help file to view the authors table located in the pubs database.

Updating Data

You can update data in a row by simply editing the text and moving off the row to save the changes. Clicking inside a cell switches it to edit mode with the text inside the cell selected. Press Enter or F2 to unselect the text and move the cursor to the end of the cell. Once the cell is in edit mode, you can type your changes or if you right-click, you have access to Undo, Cut, Copy, Paste, Delete, and Select All commands on the context menu. Press ESC to cancel changes before leaving the row.

To process the update in the database, Teratrax Database Manager searches for a unique index or primary key to uniquely identify the row in order to run the update against the database. If a unique index or primary key is not found, Teratrax Database Manager uses all columns in the table to uniquely identify the row. If there are other rows that are identical based on all columns (possible if table does not have a primary key or unique index), the update will fail with the following error message:

Key column information is insufficient or incorrect. Too many rows were affected by update.

Column Width

You have complete flexibility with the size of columns in the grid. Initially, Teratrax Database Manager defaults the width of all columns in the grid to 110 pixels. Drag the edge of the column to resize it. If you resize columns, Teratrax Database Manager will save the new column size the next time you run a query.

Grid Behavior with text, ntext, timestamp, varbinary, image, bit, and uniqueidentifier

Columns of data type text, ntext, timestamp, varbinary, and image are not displayed in the grid. Instead, an indicator (for example, MEMO) is displayed. Use the CONVERT function to display the underlying values for these data types. The following explains the various grid indicators:

- Columns of type **text** and **ntext** are displayed in the grid as either "Memo" if the cell does not have data in it or "MEMO" if it contains a value.
- Columns of type **timestamp** are displayed in the grid as either "Byte" if the cell does not have data in it or "BYTE" if it contains a value.
- Columns of type **varbinary** are displayed in the grid as either "VarBytes" if the cell does not have data in it or "VARBYTES" if it contains a value.
- Columns of type **image** are displayed in the grid as either "Blob" if the cell does not have data in it or "BLOB" if it contains a value.

Columns of type **bit** will display "True" for 1 and "False" for 0. To edit these cells, Type "True" or "T" for 1 and "False" or "F" for 0. The values in the database will still be saved as 1 and 0.

Columns of type **uniqueidentifier** will be displayed with the actual value. To edit these cells, Type a uniqueidentifier value (for example, {A9AEC7AB-88A5-41A0-9684-8A79ECD64547}).

When you save grid results, the underlying values (not the indicator) will be saved in the XML, CSV, or HTML files.

Creating and Scheduling Jobs

To create a job, right-click the Jobs node in the Server Explorer and select New. This will open the Job dialog box which is composed of the following elements:

- Job Name: the name you prefer to give to this job. Teratrax Database Manager defaults this field to "Job1".
- Server: the server name where the job will be created. This field contains the name of the current server in the Server Explorer pane.
- SQL Script: the SQL code you want to run when this job is triggered. It's always a good practice to select your database context first thing in the code so subsequent statements don't end up executed against another database.
- Schedule: determines when you want the job to run. The following options can be selected:
 1. When SQL Server Agent starts: job will be triggered when SQL Server Agent starts or re-starts.
 2. When server becomes idle: job will not be triggered as long as SQL Server is busy.

3. Daily: job will be triggered every day at the time specified in the "Run this job at" field.
 4. Weekly (M T W Th F S Su): job will be triggered once a week on the specified day at the time specified in the "Run this job at" field.
 5. Monthly (occurs on day -- of every month): job will run once a month on the specified day at the time specified in the "Run this job at" field.
- Run this job at: the HH (hour on a 24-hour clock) and MM (minute) fields in this box determine the time the job should run. "Run this job at" is ignored for schedule options 1 and 2.

Once you have entered all necessary information for your job, click Ok to create and schedule the job. After the job has been created, you can manually trigger the job to run by right-clicking the job and selecting Start Job.

Select the jobs node in the Server Explorer pane to view job information listed in the Items pane. The columns in the list include "Last Run Status", "Last Run", and "Next Run". These columns can help you determine if your job and schedule are working properly.

Creating Backup Job

Follow the following steps to create a scheduled backup job:

1. Right-click the database name and select "Backup".
2. Enter a file name in the Backup File edit box.
3. Click the "Schedule" button to open the Job window.
4. Set the time for the schedule.
5. Click OK to create the schedule and go back to the Backup Database window.
6. At this point, the job has been created. Click cancel to leave the Backup Database window or "Ok" to run a regular backup.

After completion of these steps, you should see the job details in the Items pane when you select "Jobs" in the Server Explorer pane on the left hand side.

Customizing Menus

Teratrax Database Manager allows you to customize menus and toolbars creating quick shortcuts to the features that you use the most. You can add and remove buttons on menus and toolbars, and hide or display toolbars. You can customize the main menu bar the same way you customize any toolbar but you can't hide the main menu bar.

To customize your menus and toolbars, select Customize Menus from the Tools menu in the main window or the SQL Query window. This will open the Customize dialog box.

The Actions Tab

To add an item to your menus and toolbars, drag any item from the Categories or Actions box and drop it on the appropriate location.

To add a separator, drag the "Drag to create Separators" button to the appropriate location.

To remove an item, simply drag it out of its location.

The Toolbars Tab

The Toolbars tab allows you to customize the display of text in the various toolbars. Select the target toolbar then change the Caption Options to None (for no text at all) or All (to show available text captions).

The Options Tab

The Options tab allows you to personalize your menus and toolbars. You can chose to show recently used items first, enlarge the size of icons, and change menu animations.

Help on the Web (updated help and articles)

The Teratrax website contains up-to-date information and articles about Microsoft SQL Server and MSDE. It contains a copy of this help file with all the updates since the product's release date. It also contains a comprehensive SQL Guide with SQL syntax and examples to help you get the most out of this product. Go to www.teratrax.com/tdm/help/.