**Exporting DBAUtils Table**

1. Connect to Source Server in SSMS
2. Right-click on DBAUtils > Tasks > Export Data.
   1. If you get a Welcome screen, hit next.
3. In Data Source, use the dropdown to select SQL Server Native Client 11.0
4. Server Name is your Source Server Name, leave Windows authentication as is.
5. Database should be DBAUtils. Hit Next.
6. For Destination, change destination dropdown to Flat File Destination.
7. Browse the file name and save the file somewhere on your VM (ie. Desktop).  I named my file VCMSSPU6\_DBAUtils\_IndexDefragJob\_Export.txt
8. Do not change any other settings, click next.
9. For Table Copy or Query, choose **Copy Data from one or more tables or views**.
10. Hit Next.
11. Change the Source Table or view to [dbo].[IndexDefragJob].  Leave the delimiter options as they are, hit next.
12. Run Immediately >>| Finish. Finish. Close.

**IMPORTING**

1. Connect to Destination Server in SSMS
2. Right click on DBAUtils > Tasks > Import Data
   1. If you see a Welcome Page, hit next to Specify Input File
3. Change Data Source to Flat File Source
4. Browse to find your file on your VM which you exported.
   1. Hit next.
5. On the Data Source page, hit next.
6. On the destination page change the dropdown to SQL Server Native Client 11.0
7. Change Server Name to VCMSSPAAW5
8. Leave windows authentication as method, DBAUtils database as the database. Hit Next
9. In the Source & Tables and Views, **change the Destination Column by enabling a dropdown menu**.  Select [dbo].[IndexDefragJob]
10. Hit next to go to Review Data Type Mapping page.  If you see a warning for Job Name, this can be ignored. Hit Next.
11. Run Immediately > Finish >>| > Close.
12. Verify the data looks correct in a table format and hit Next to Modify Columns,
13. Hit next if on the Modify Columns page.