

# Creating Alerts + Jobs using SQL Server Agent

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## Step 1: Open SSMS and Connect

- Connect to the SQL Server instance.

## Step 2: Start SQL Server Agent

- Ensure SQL Server Agent is running (right-click and Start if not).

## Step 3: Create a New Job

- Right-click Jobs under SQL Server Agent in Object Explorer.
- Select New Job.

## Step 4: General Settings

- Name the job: BackupDBJob.
- Optionally add a description.

## Step 5: Add a Job Step

- Go to Steps page.
- Click New.
- Name: BackupStep.
- Type: Transact-SQL script (T-SQL).
- Database: Select your target database (e.g., EmployeeDb).
- Command:

sql

**BACKUP DATABASE** EmployeeDb

**TO DISK** = 'C:\Backups\EmpDb\_Backup.bak'

**WITH INIT;**

- Click OK.

## Step 6: Schedule the Job (Optional)

- Go to Schedules.

- Click New.
- Name: DailyBackup.
- Set frequency (e.g., daily at 2 AM).
- Click OK.

#### **Step 7: Save and Close**

- Click OK to create the job.

#### **Step 8: Create an Alert**

- Click on Alerts page
- Add a new Alert
- Provide a alert name
- Add a severity
- In the Operators page, create a new operator
- Select your job to be executed.
- Click Ok

#### **Step 8: Run the Job Manually (Optional)**

- Right-click the job and select Start Job at Step to test.