

View To Do tasks based on policy results

The **To Do** tab of the SQL Defrag Manager Console lists the indexes and partitions that require your attention based on automated policies. When you create policies, you specify threshold levels and automated responses for these fragmentation levels. Then, when SQL Defrag Manager performs a scheduled analysis, it can create To Do items for each analyzed index based on your policies.

You can review the displayed activities and choose which activities to perform. These activities help you defragment the objects that have serious or critical levels of fragmentation.

Access the To Do view

To display the To Do view, click the **To Do** tab of the SQL Defrag Manager Console.

How partitioned indexes are addressed in the To Do view

SQL Defrag Manager supports partitioned indexes similarly to non-partitioned indexes. A row exists for each partition that triggers an action on the To Do view. Each partition in an index is identified by a number, which SQL Defrag Manager displays in the **Partition** column. Select the row for the partition and SQL Defrag Manager displays additional information about that partition in the Details section of the window.

 SQL Defrag Manager displays "1" in the **Partition** column for a non-partitioned index.

The data in the Details section of the window provides complete information about the item selected in the main section of the window.

Item	Description
Server Name	Specifies the name of the instance that contains the database.
Database Name	Specifies the name of the database that contains the table.
Table Name	Specifies the name of the table that has the identified index to defragment.
Index Name	Specifies the name of the index to defragment.
Partition Number	Specifies the number of the partition to defragment.
Clustered Index	Indicates whether the index is a clustered index.
Detected On	Identifies when the analysis that created this To Do item occurred.
Problem	Describes the issue identified by SQL Defrag Manager.
Recommendation	Provides a recommendation for how to resolve the identified fragmentation issue.

How grouping information helps

You can group activities by the policy that generated the To Do activity, the identified problem or related recommendation, by the name of the instance, database, table, or index, or the partition number. To group the displayed activities by a column value, drag that column heading to the gray bar above the column headings.

Grouping To Do activities allows you to quickly scan and evaluate the recommended activities. For example, you can group and view activities for a specific database, table, or index, which lets you focus on the recommended activities for that database object to make sure they are the activities you want to run.

 Grouping on a partitioned index column causes SQL Defrag Manager to display a single row for that index including totals of all partition statistics.

Perform an action listed on this window

Select the item, and then click **Auto Fix** near the top of the window. Auto Fix performs either an analysis or defragmentation based on the recommended action. To analyze the object again, select the To Do item for that object, and then click **Analyze**.

To sort the activities by a column value, click the heading of that column. You can also group activities by a column value by dragging that column heading to the gray bar just above the column headings.

You can remove an action by selecting the item, and then clicking **Clear** near the top of the window.

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