

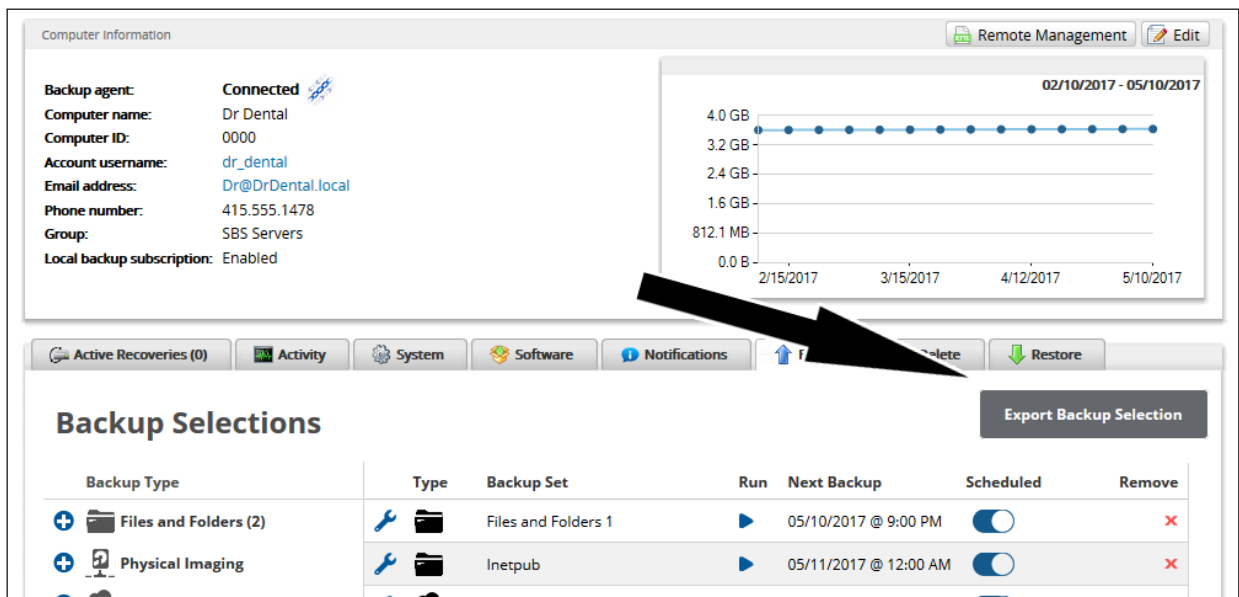
Exporting a Computer Account's Backup Selection

<https://campus.barracuda.com/doc/15112/>

To see details about all backup sets present on a computer account, you can export the backup selection. This export includes information about backup set schedules, data selected to be backed up, and what kind of archiving rules are applied to backup sets.

Directions

1. Log in to the [management portal](#) and go to the computer account whose backup selection you want to view.
2. Go to the **Backup** tab and click on the **Export Backup Selection** button.



The screenshot displays the 'Backup Selections' tab for a computer account named 'Dr Dental'. The 'Computer Information' section on the left shows details such as 'Backup agent: Connected', 'Computer name: Dr Dental', 'Computer ID: 0000', 'Account username: dr_dental', 'Email address: Dr@DrDental.local', 'Phone number: 415.555.1478', 'Group: SBS Servers', and 'Local backup subscription: Enabled'. The 'Backup Selections' table lists two backup sets: 'Files and Folders 1' and 'Inetpub'. The 'Files and Folders 1' set is scheduled for 05/10/2017 @ 9:00 PM, and the 'Inetpub' set is scheduled for 05/11/2017 @ 12:00 AM. A large black arrow points to the 'Export Backup Selection' button in the top right corner of the 'Backup Selections' section.

Backup Type	Type	Backup Set	Run	Next Backup	Scheduled	Remove
Files and Folders (2)	Files and Folders 1	Files and Folders 1	▶	05/10/2017 @ 9:00 PM	⬢	✕
Physical Imaging	Inetpub	Inetpub	▶	05/11/2017 @ 12:00 AM	⬢	✕

3. The backup selection report will be generated in a new window. You can print the report or export it as an (.xml) file.

[Print](#) | [Save XML](#)Your **BRAND****Backup Selection** for dr_dental - Dr Dental (0000) - 10/20/2016**Backup Sets**

Name	Type	Schedule
Exchange - IS	Exchange Information Store	7 day(s) a week, 7 time(s) per week
Inetpub	Files and Folders	7 day(s) a week, 7 time(s) per week
MSSQL	SQL Server	7 day(s) a week, 7 time(s) per week

Inetpub - Files and Folders

Selection	Include/Exclude	
C:\Inetpub	Include	
Local Folder	Location	
Temp Folder	C:\Windows\TEMP\BackupAgent	
Schedule (Calendar-Based)	Start Time	End Time
	Sunday @ 12:00 AM	Allow to Finish
	Monday @ 12:00 AM	Allow to Finish
	Tuesday @ 12:00 AM	Allow to Finish

Figures

1. exportbackupselection1new.png
2. exportbackupselection2.png

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