

## Storage Management

<https://campus.barracuda.com/doc/45028302/>

### On-Demand Purging

You can manually purge items stored in Barracuda Backup. This is useful when Barracuda Backup appliances are low on available disk space or if you have backed up an item that is no longer needed and you wish to remove it from Barracuda Backup.

**Table 1. Items that can be purged.**

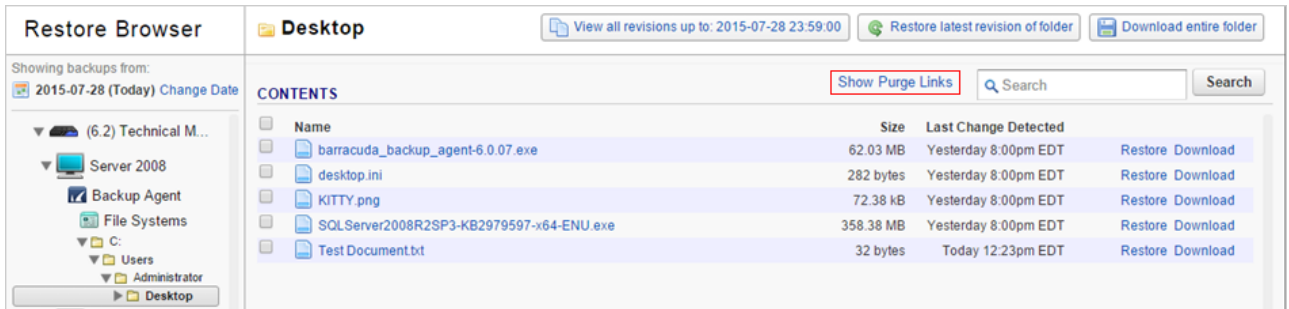
Agent Backups (Windows and Linux)	<ul style="list-style-type: none"> <li>• Files</li> <li>• Folders</li> <li>• Microsoft SQL Server Databases</li> <li>• Microsoft Exchange Server Databases/Storage Groups</li> </ul>
Exchange Message-Level Backups	<ul style="list-style-type: none"> <li>• Email Messages</li> <li>• Email Folders</li> <li>• User Mailboxes</li> </ul>
File Share Backups (CIFS/SSHFS)	<ul style="list-style-type: none"> <li>• Files</li> <li>• Folders</li> </ul>
VMware Backups	<ul style="list-style-type: none"> <li>• Virtual Machines (VMs)</li> </ul>

To manually purge an item:

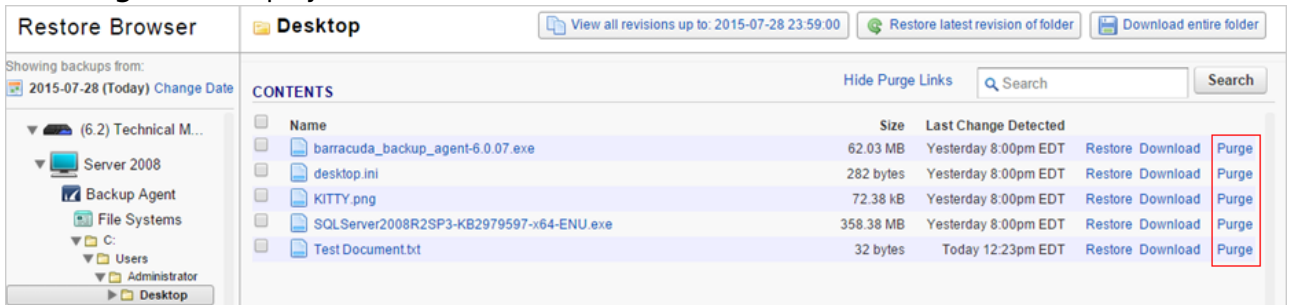
1. Log in to Barracuda Backup at [login.barracuda.com](http://login.barracuda.com).
2. Go to **Restore > Restore Browser**.
3. In the Restore Browser, select the source from which you wish to manually purge a file:



4. Drill down into the source until you reach the location of the desired file, and then click **Show Purge Links**:

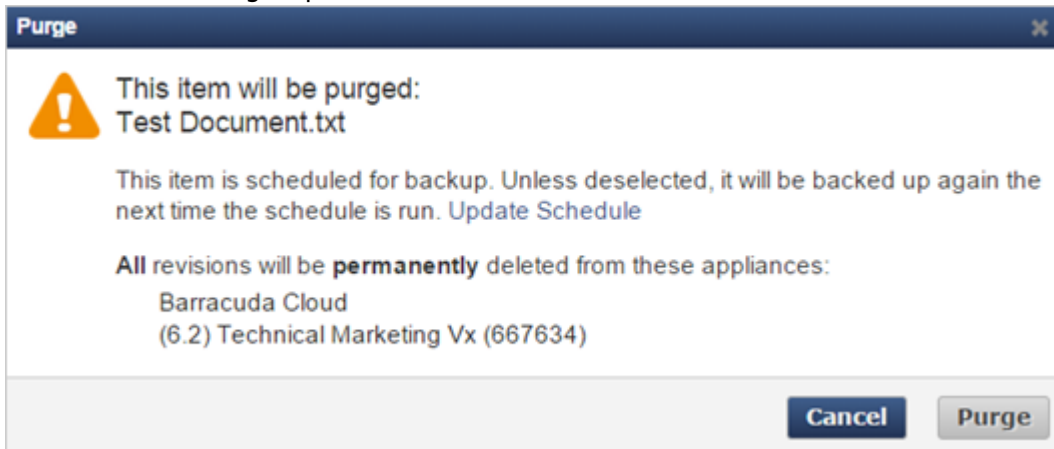


5. The **Purge** links display next to the files:

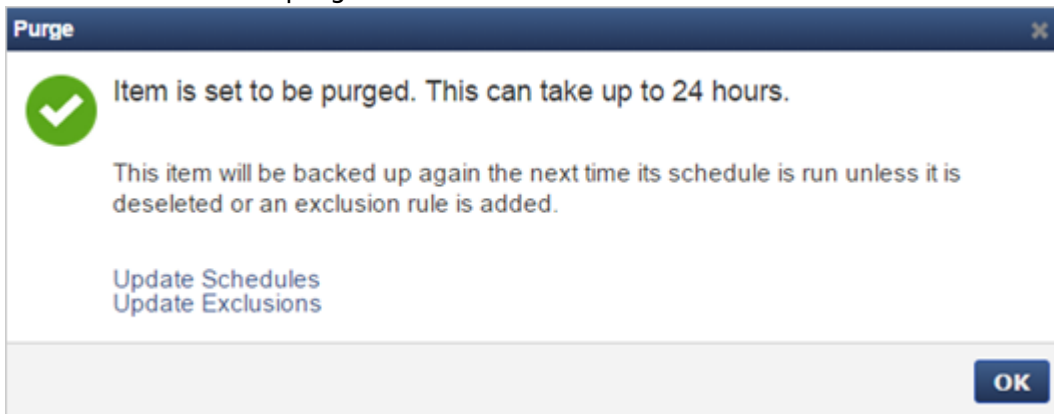


When you click **Purge**, an item and all of its historical revisions are purged from Barracuda Backup.

6. Click **Purge** next to the file you wish to remove from Barracuda Backup. Click **Purge** in the confirmation dialog to proceed:



7. The item is set to be purged:



8. Click **OK** to close the confirmation window.

Note that purging data does not remove the data source from Barracuda Backup. If you no longer want to back up data for a particular server, go to the **Backup > Source** page, and click the **Delete** icon for that particular server:

Add Data Source Edit 

Once the data source is deleted you can purge the files from Barracuda Backup. If you do not delete the data source, items will display in the Large Items report.

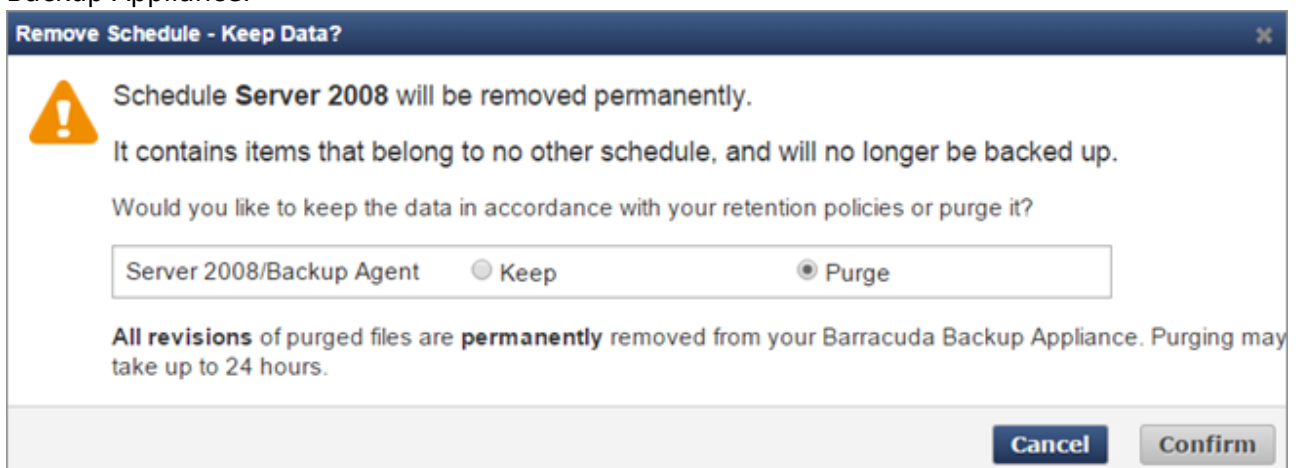
## Delete a Schedule

Use the following steps to remove an entire schedule and purge backed up data:

1. Log in to Barracuda Backup at [login.barracuda.com](http://login.barracuda.com).
2. Go to the **Backup > Schedules** page, and locate the schedule containing the data you want to delete; click **Remove**:



3. The **Remove Schedule - Keep Data?** dialog box displays.
4. Select **Purge** to permanently remove all revisions of the selected files from your Barracuda Backup Appliance:



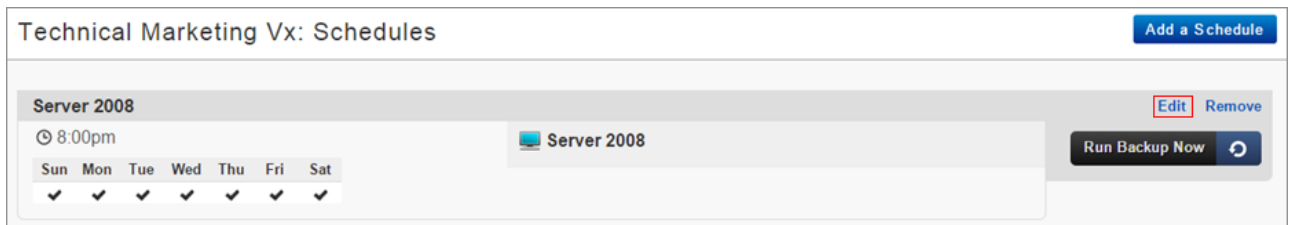
5. Click **Confirm**. Purging may take up to 24 hours.

## Remove Backed Up Items from Schedule

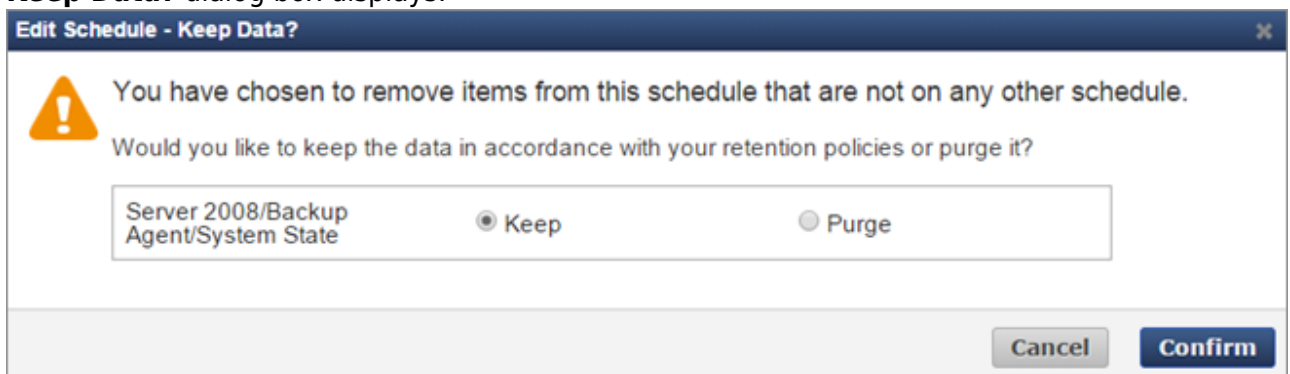
You can remove backed up data by deselecting a previously backed up item from the schedule.

To remove backed up data by editing a schedule,

1. Log in to Barracuda Backup at <https://login.barracudanetworks.com/>.
2. Go to the **Backup > Schedules** page, and locate the schedule containing the data you want to deselect.
3. Click **Edit**:



4. Deselect the desired items under **Items to Back Up**, and click **Save**; the **Edit Schedule - Keep Data?** dialog box displays:



5. Select **Keep** to retain the data in accordance with your retention policies.
6. Click **Confirm**. The data is retained in accordance with your retention policies.

## Figures

1. purge01.png
2. purge02.png
3. purge03.png
4. purge04.png
5. purge05.png
6. DeleteSource.png
7. RemoveSchedule.png
8. ConfirmSchedulePurge.png
9. EditSchedule.png
10. ConfirmScheduleChange.png

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