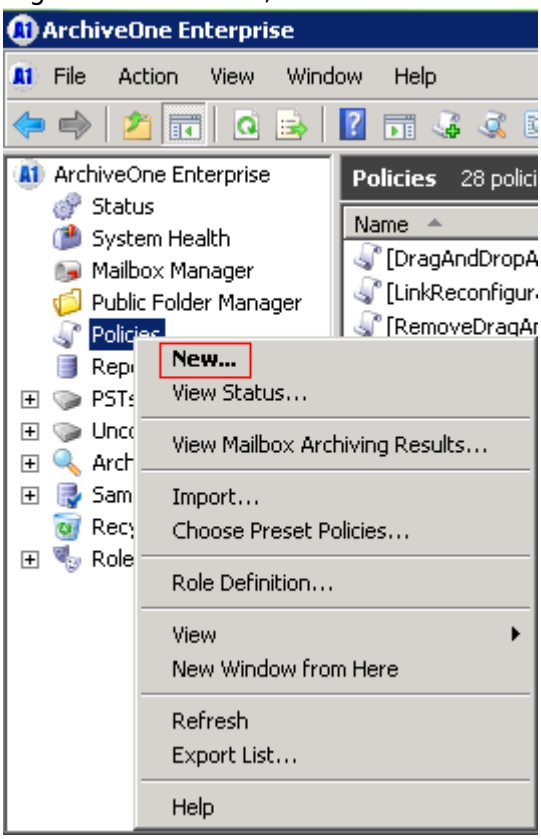
How to Create a Policy to Search Only Specified Folders

https://campus.barracuda.com/doc/46206154/

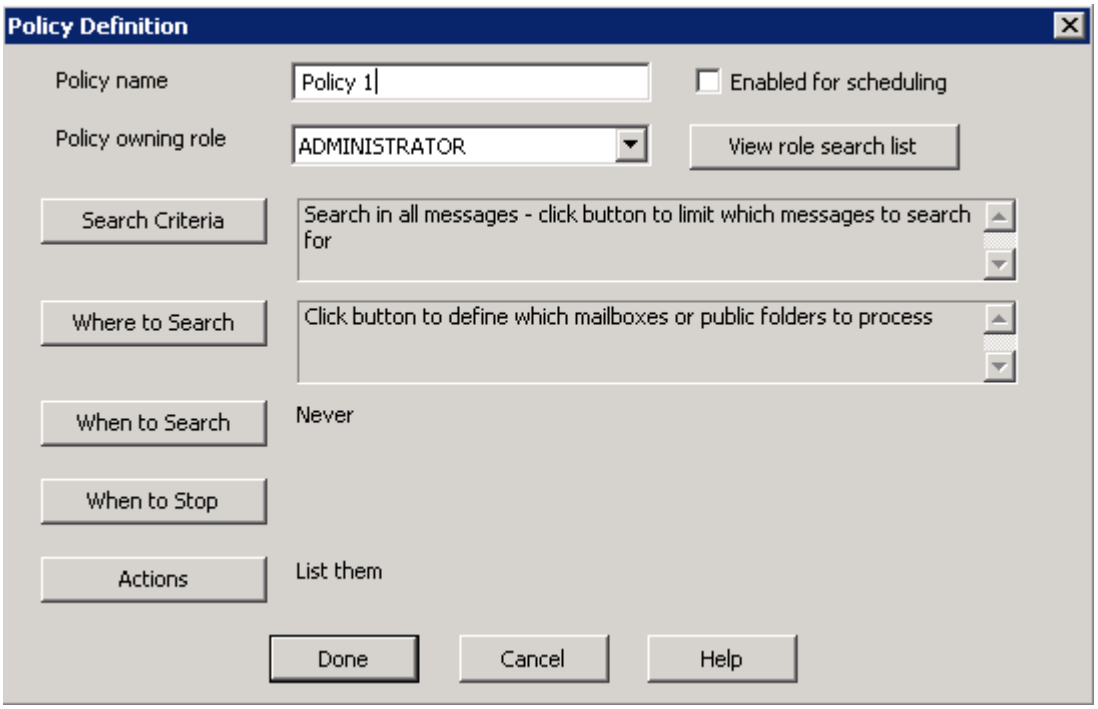
This article refers to the Barracuda ArchiveOne version 6.0 or higher.

This article describes the criteria to restrict a policy to examine a particular folder and its subfolders.

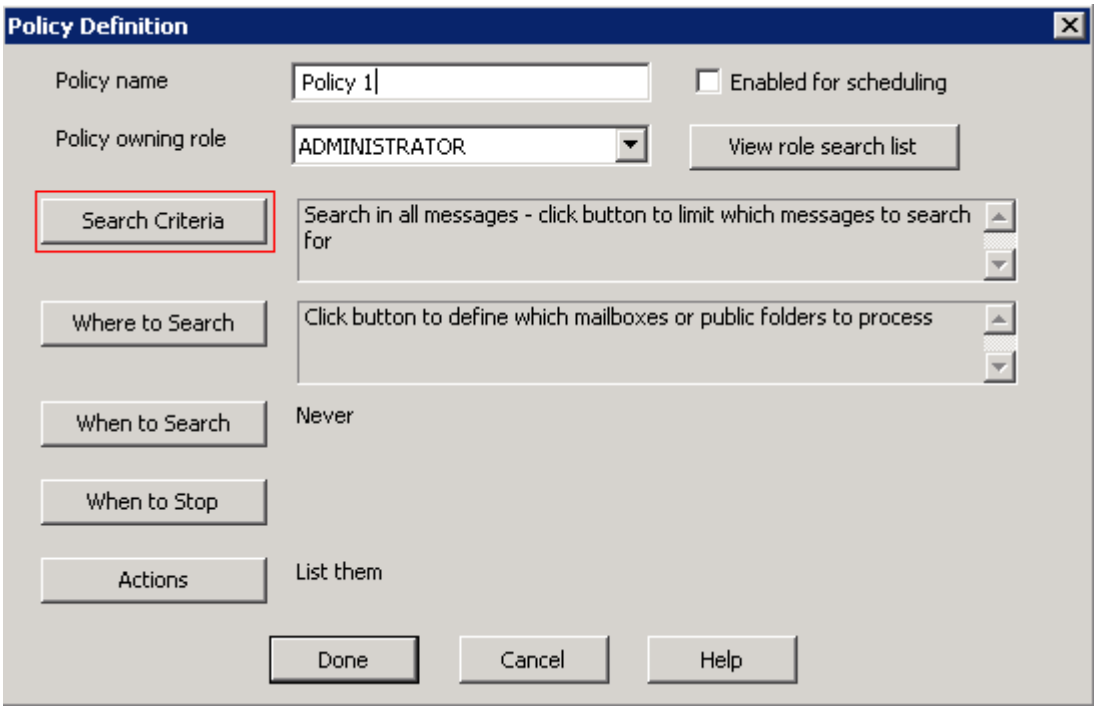
1. On the Archive Server, open the ArchiveOne Admin Console.
2. Right-click **Policies**, and then click **New**:



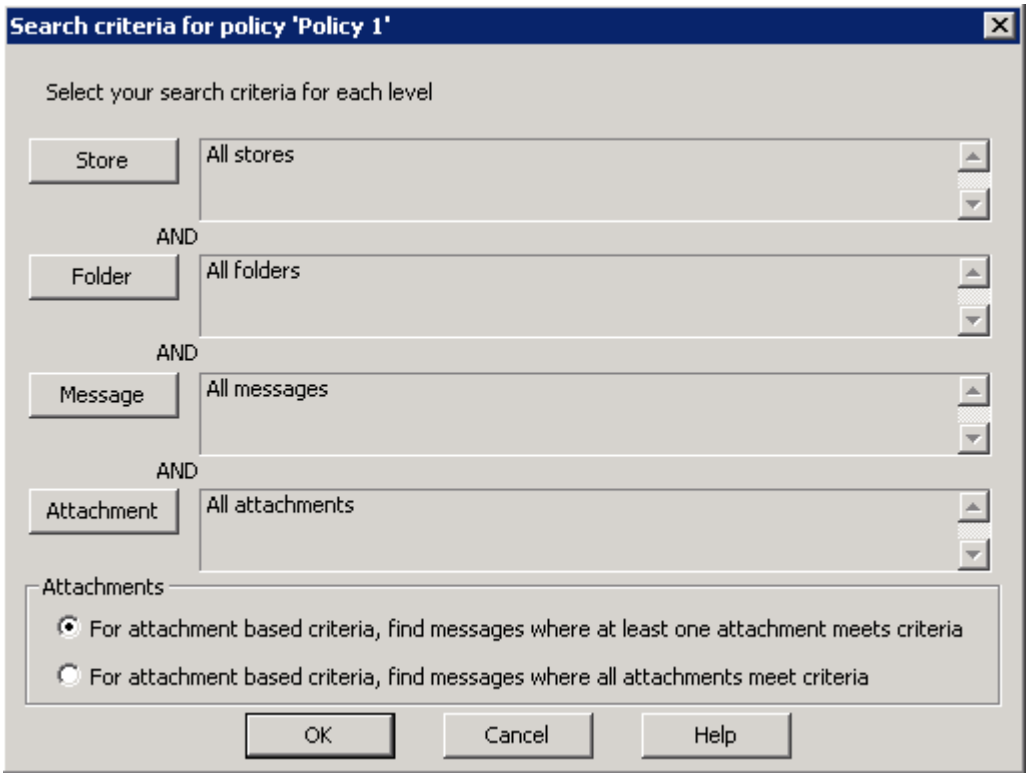
3. In the **Policy Definition** dialog box in the **Policy name** field, enter a name to identify the new policy:



4. Click **Search Criteria**:



5. Click **Folder**:



6. In the **Property** section, click **Folder Path**.
7. Select the desired option in the **Conditions** section:
   - Select **contains** to match any folder paths containing the specified folder name at any level in the hierarchy, *or*
   - Select **starts with** to match only folder paths starting with the specified folder name.
8. In the **Value** field, type the folder name.
9. Click **Add** to set the criteria. Click **OK** to save your settings, and then click **OK** to return to the **Policy Definition** window.
10. Configure additional criteria for the policy as required.

Figures

1. new_policy.png
2. policy_def.png
3. click_search_criteria.png
4. search_criteria.png

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