

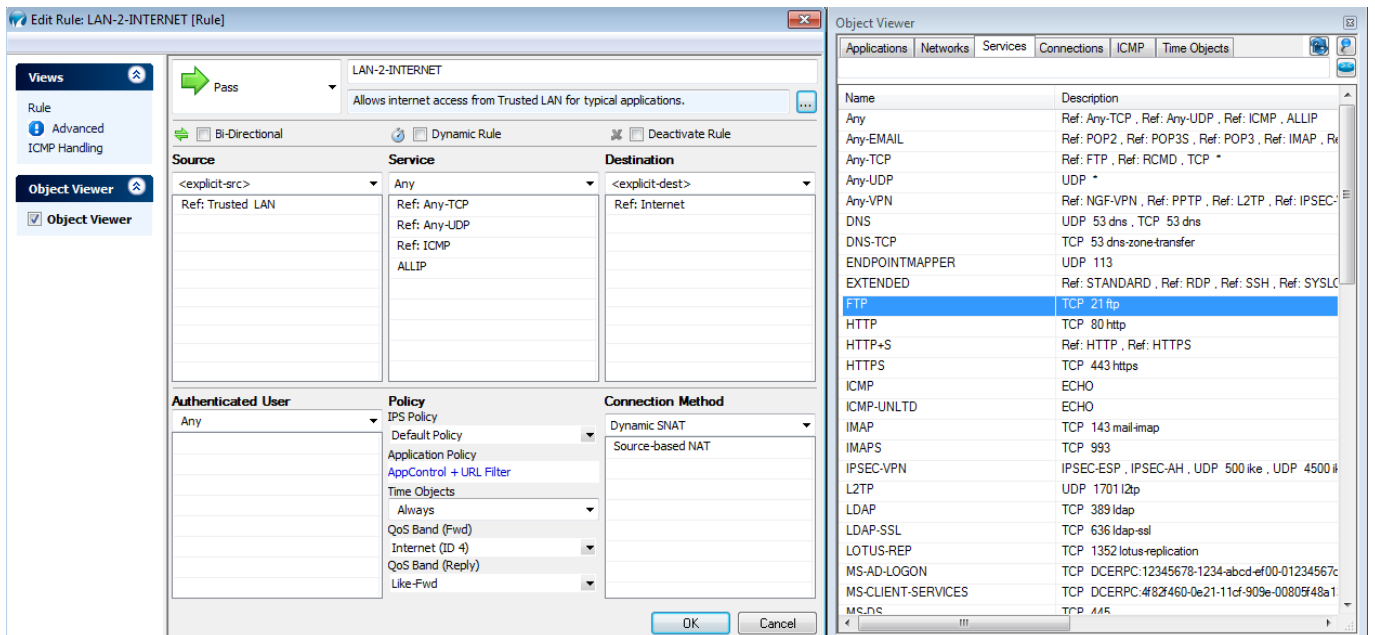
# How to Edit, Copy, Clone, Deactivate, or Delete Access Rules

<https://campus.barracuda.com/doc/48202920/>

You can perform various basic tasks when working with access rules in the host and forwarding rule sets:

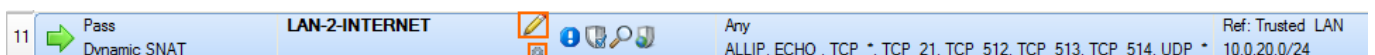
## Edit Access Rules

Edit access rules by either double-clicking the rule or right-clicking the rule and selecting **Edit**. In the **Edit Rule** window, you can configure all possible configuration settings for the access rule. Select the **Object Viewer** check box in the left menu to display or hide the **Object Viewer**.



## Inline Editing

You can change access rule settings without opening the **Edit Rule** window. Select the rule, hover your mouse pointer over the value that you want to change, and click the edit icon (✎ or ⚙).



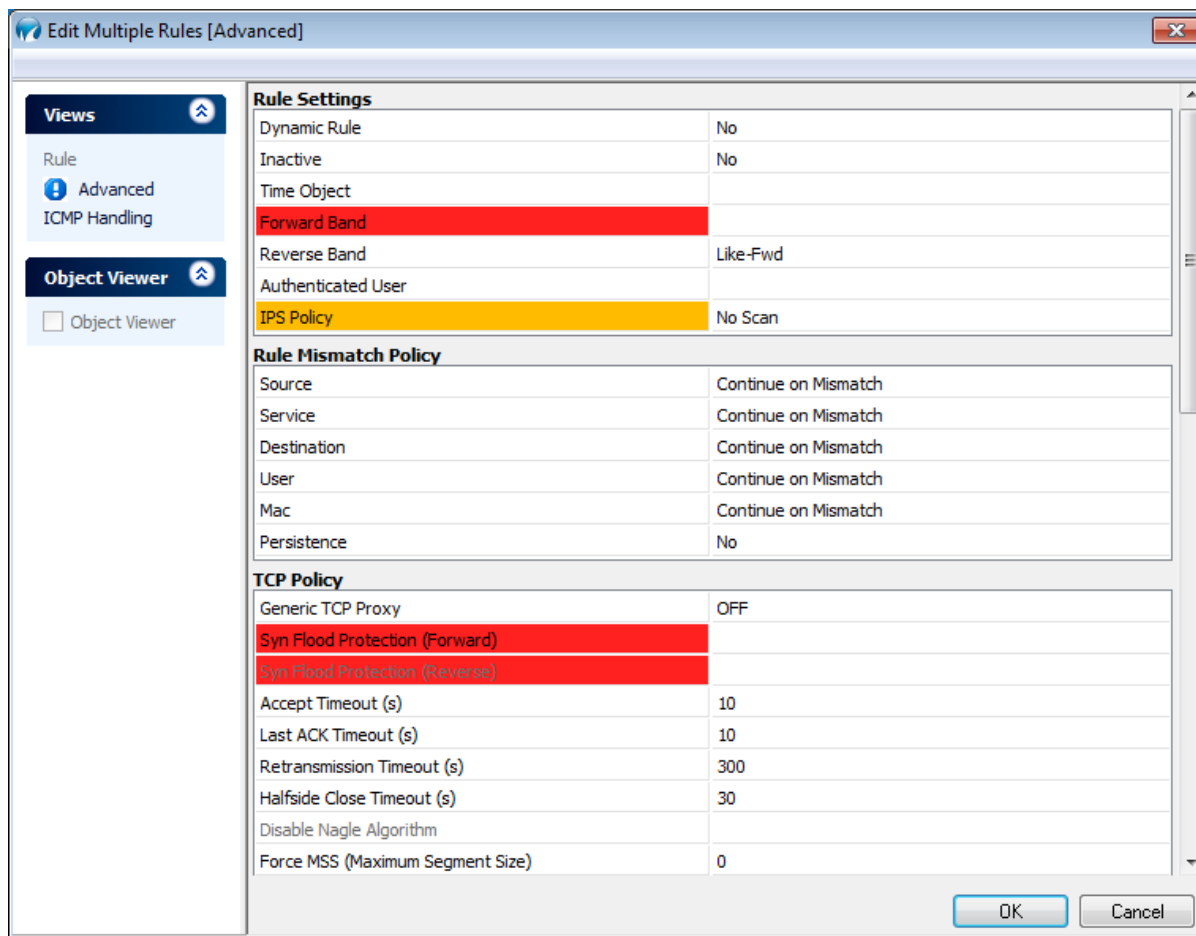
## Edit Multiple Access Rules

Use caution when you edit multiple access rules simultaneously because you can introduce a severe misconfiguration.

For a basic setting such as source or destination that is used in multiple access rules, you can use a firewall object. When you change the object, the change is automatically updated in every rule that refers to this object.

If you must change **Advanced** or **ICMP Handling** settings for more than one access rule, you can edit multiple access rules simultaneously.

1. Go to **CONFIGURATION > Configuration Tree > Box > Virtual Servers > your virtual server > Assigned Services > Firewall > Forwarding Rules**.
2. Click **Lock**.
3. Hold the **Ctrl** key and select the access rules that you want to edit.
4. Right-click the selected access rules and select **Edit**.
5. In the **Edit Multiple Rules** window, change **Advanced**, or **ICMP Handling** settings as needed. The settings are color-coded:
  - **Yellow** - This setting differs from the default value and is the same for all selected access rules.
  - **Red** - One or more of the selected access rules use differing settings for this parameter. Changing the parameter overwrites the settings for all selected access rules.
6. Click **Send Changes** and **Activate**.



## Clone Access Rules

If you want to duplicate an access rule, click **Lock**. Then right-click the access rule that you want to duplicate and select **Clone**. A copy of the rule is inserted below the original rule, with **COPY** appended to the rule name.

## Copy, Cut, and Paste Access Rules

If you want to copy or cut an access rule from one rule set to another, click **Lock**. Then right-click the rule and select **Copy** or **Cut**. To paste the access rule into a rule set, right-click the rule above the location that you want the new rule to be inserted and select **Paste**.

## Delete Access Rules

To delete an access rule, click **Lock**. Then right-click the rule that you want to delete and select **Delete**.

## **Deactivate Access Rules**

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If you want to temporarily disable an access rule, click **Lock**. Then right-click the rule that you want to deactivate and select **Deactivate**. Until the rule is reactivated, it is not evaluated by the Firewall service. If you want to create temporary rules (e.g., for administrative SSH access), use dynamic firewall rules instead.

## **Move Access Rules Up or Down**

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To change the order in which the access rules are evaluated, you can either drag and drop rules to the desired location or right-click the rule and select **Move Up** or **Move Down** to move the rule up or down one line.

## Figures

1. FW\_Edit\_Rule.png
2. Edit\_pen.png
3. Edit\_Setting.png
4. FW\_Quick\_Edit.png
5. FW\_Multiple\_Edit.png

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