

## Switching between Local and Online Procedure - Best Practices

<https://campus.barracuda.com/doc/86545868/>

From time to time, partners back up data to the cloud, or to a Local Vault, and later need to change the backup location from one to the other.

If the Local Vault backup has been done with the Local Only Backup option, perform the following steps to change the location of this backed up data.

1. Delete the data from the specified location by using the Delete tab in either the installed software or the web portal.
2. Delete the desired backup set.
3. Create a new backup set and specify Online/In Local vault or Local Only.

Backed up data must be deleted from the original location before being sent to a new destination because the file catalog (catalog.fdb) records when a file is backed up and retains the file in the original location.

Therefore, if you were to create a new backup set with a different destination without first deleting the backed-up data, only new files and changes to existing files would be written to your new destination. The original data would remain at the location where previously backed up.

**Note:** Perform the Switching between Local and Online procedure with the guidance of Barracuda Partner Support.

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