

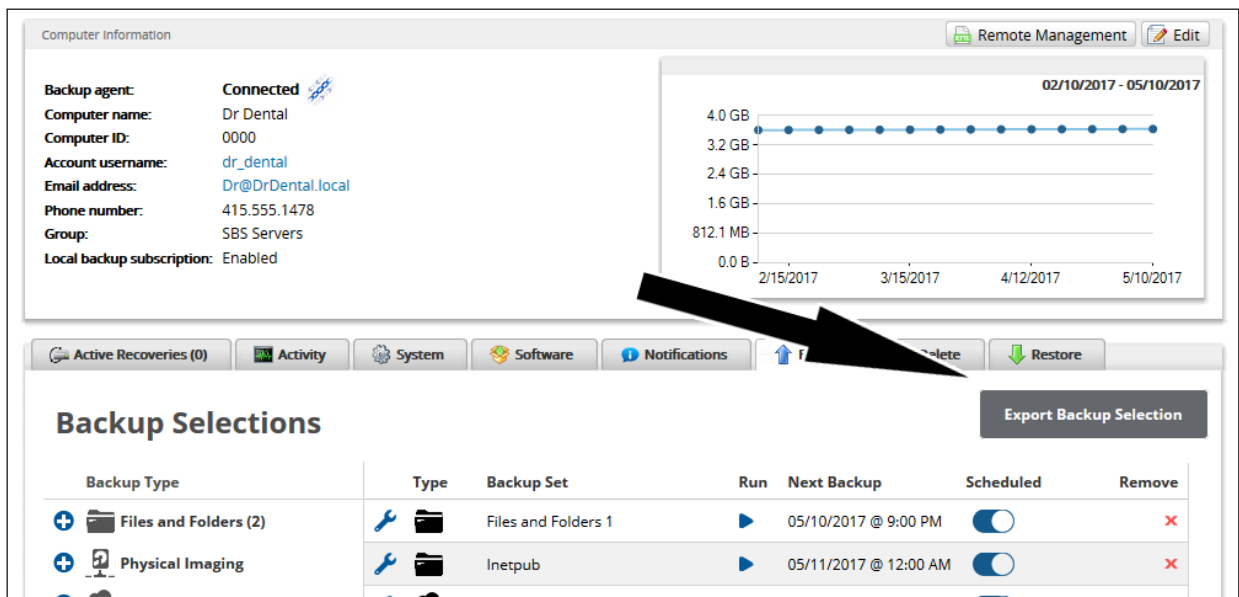
## Exporting a Computer Account's Backup Selection

<https://campus.barracuda.com/doc/93196682/>

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 in the center lists two backup sets: 'Files and Folders 1' and 'Inetpub'. The 'Remote Management' section on the right shows a graph of backup data from 02/10/2017 to 05/10/2017. 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
<b>Exchange - IS</b>	Exchange Information Store	7 day(s) a week, 7 time(s) per week
<b>Inetpub</b>	Files and Folders	7 day(s) a week, 7 time(s) per week
<b>MSSQL</b>	SQL Server	7 day(s) a week, 7 time(s) per week

**Inetpub - Files and Folders**

Selection	Include/Exclude	
<b>C:\Inetpub</b>	Include	
Local Folder	Location	
<b>Temp Folder</b>	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

© Barracuda Networks Inc., 2024 The information contained within this document is confidential and proprietary to Barracuda Networks Inc. No portion of this document may be copied, distributed, publicized or used for other than internal documentary purposes without the written consent of an official representative of Barracuda Networks Inc. All specifications are subject to change without notice. Barracuda Networks Inc. assumes no responsibility for any inaccuracies in this document. Barracuda Networks Inc. reserves the right to change, modify, transfer, or otherwise revise this publication without notice.