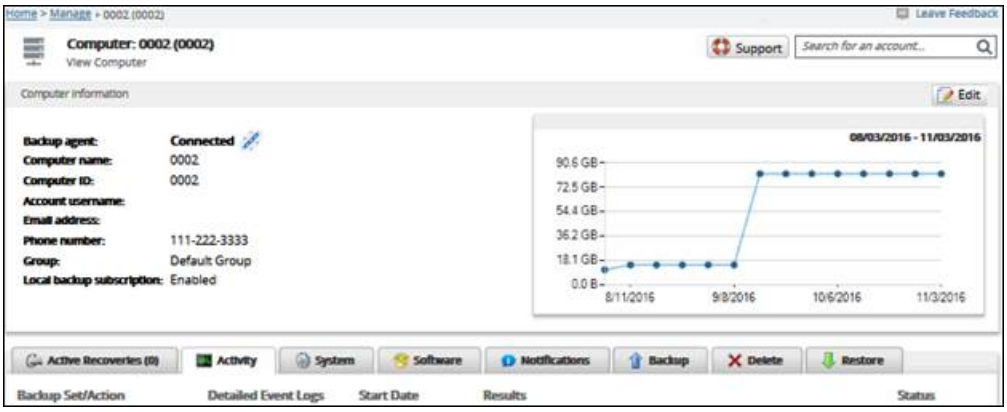
Creating a File and Folder Backup Set

https://campus.barracuda.com/doc/93197099/

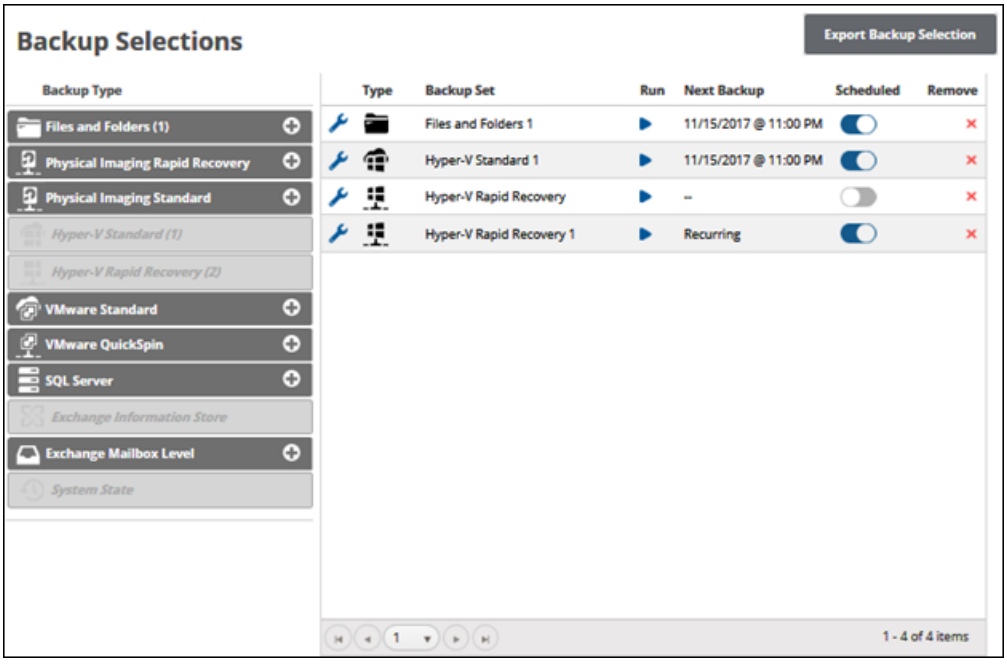
This article provides the steps for creating a File and Folder backup set from the management portal. Some advanced features of this backup set type such as advanced archiving and wildcard inclusions are included.

To back up Files and Folders, perform the following steps.

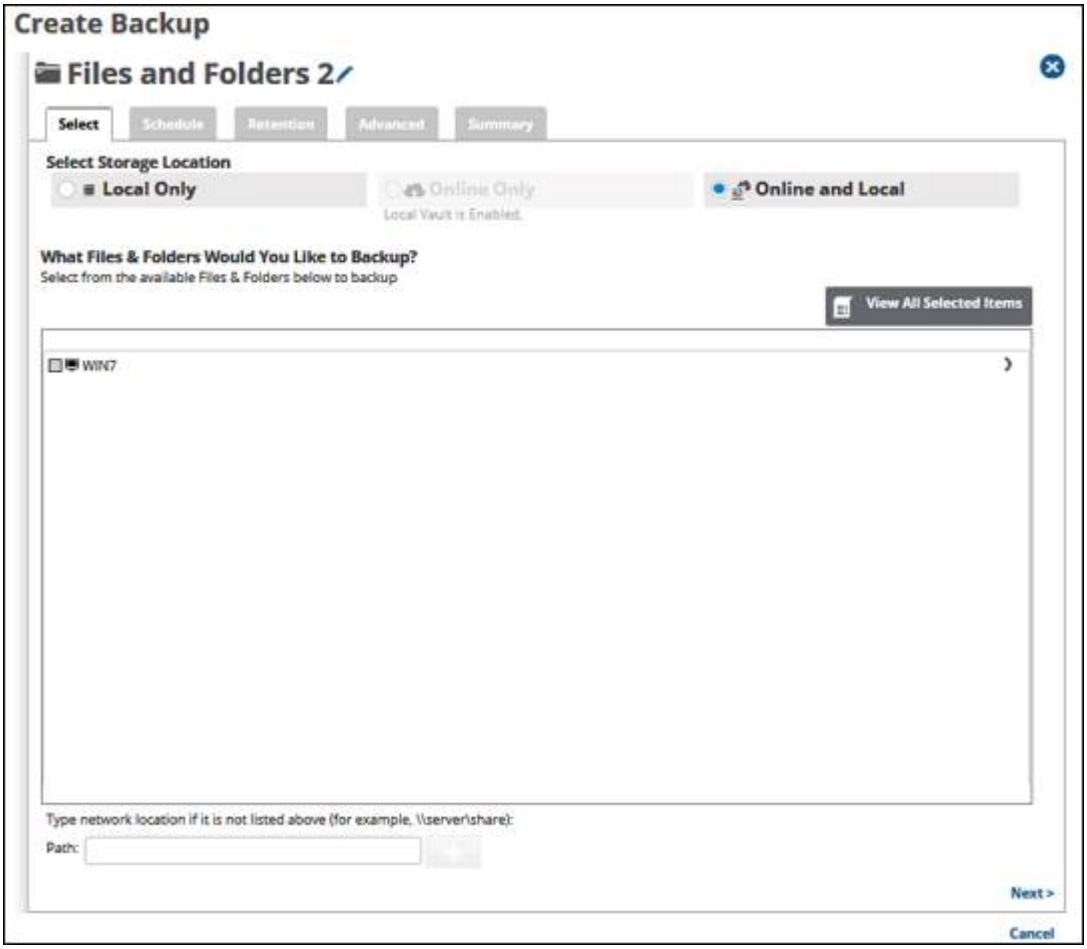
1. Navigate to the **Computer** page. See Navigating to the Computer Page for instructions.
   The **Computer** page is displayed.



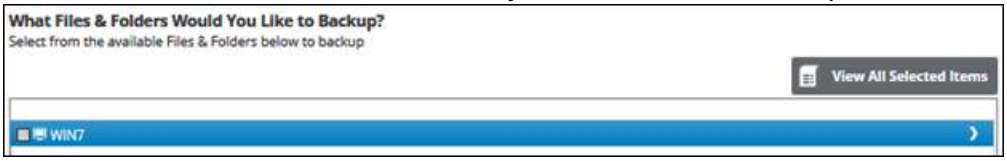
2. Click the **Backup** tab.
   The **Backup Selections** page is displayed.



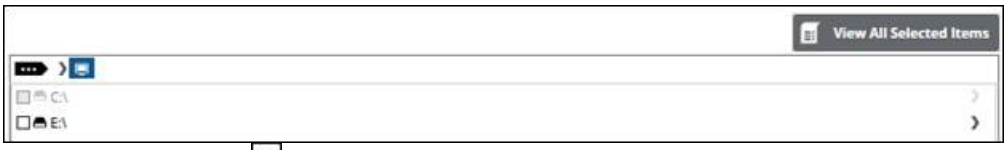
3. In the **Backup Type** pane, click **Files and Folders**.
   The **Select** page is displayed.



4. Click the Backup Name to provide a new name for your backup set, or accept the default.
5. in the **Select Storage Location** section, click one of the following options.
   This procedure applies to all options.
   - **Local Only** (Local Vault must be enabled and a local subscription is required. Data is not backed up to the cloud.)
   - **Online Only** (An enabled Local Vault disables this option.)
   - **Online and Local** (Local Vault must be enabled.)
     The selection is highlighted and the file and folders are displayed.
6. Select the row of the files and folders you would like to back up, as shown below.



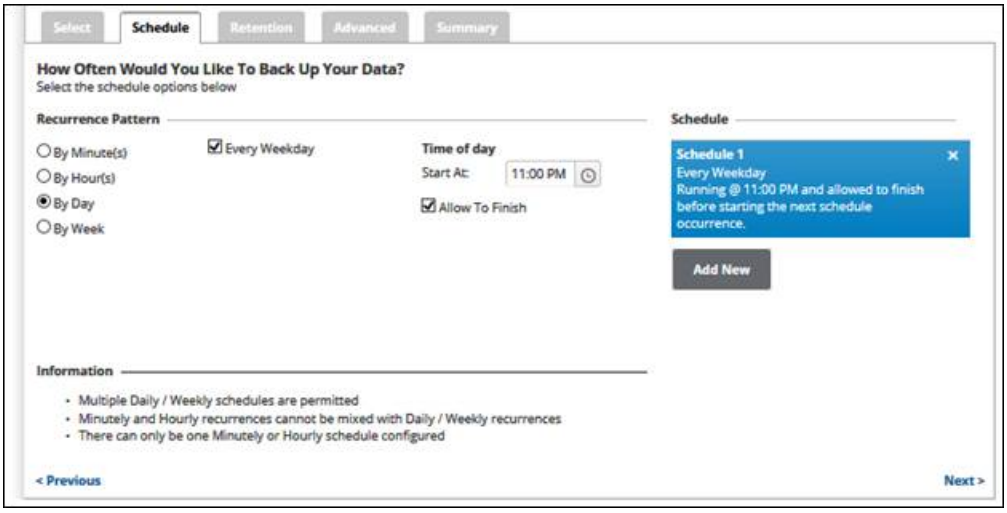
The computer where the agent is installed and the available files and folders for backup are displayed.



Clicking the arrow ❯ at the right of the items displays more files and folders.

7. To back up files and folders on another network location that is not listed, see Adding a Network Location.
8. Click the **View All Selected Items** button, to display and remove any selections.
   The **All Selected Files and Folders Items** pop-up is displayed.

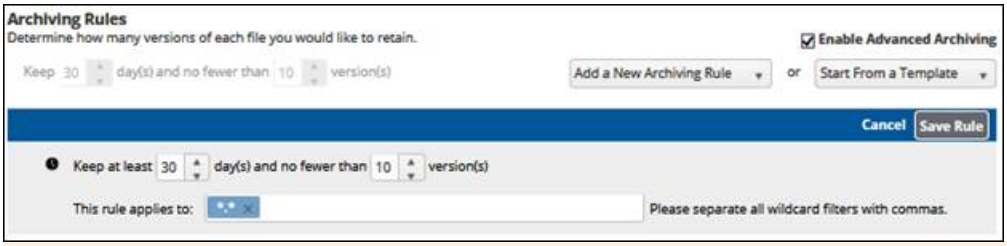
   Green text indicates that new items are automatically backed up. By default, selecting a folder displays green text. Red text indicates items that are excluded from the back up.
9. Click the remove icon to remove items from your selection.
   You may only remove items from the list.
10. To apply changes made in the pop-up, click the **Save** button.
    - Clicking **Save** commits the changes, closes the pop-up, and returns you to the Selection page.
    - Clicking the **Cancel** button ignores changes made in the pop-up list and returns you to the Selection page.
11. After making your selections, click **Next**.
    The **Schedule** page is displayed.



12. Accept or edit the default schedule.

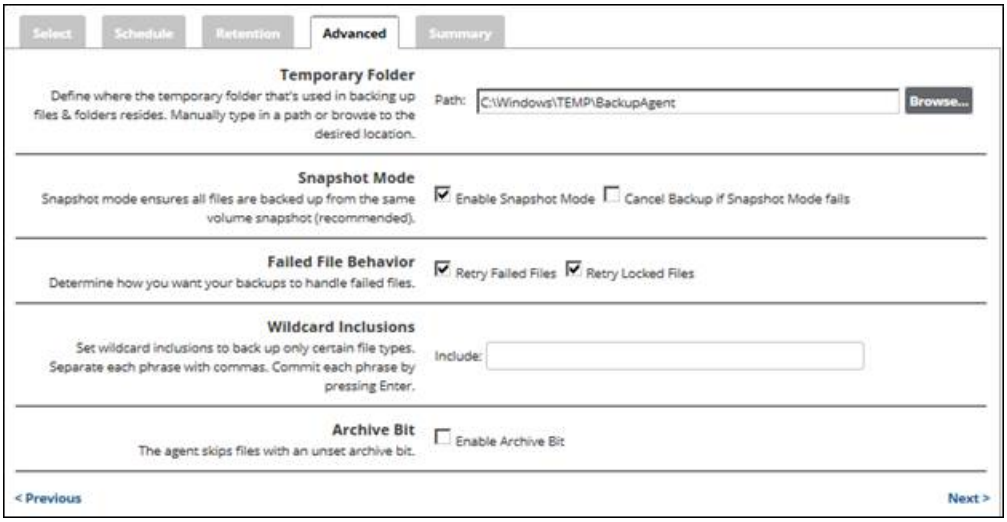
    Notes
    - Multiple daily/weekly schedules are permitted (as long as they do not overlap).
    - Minutely and hourly recurrences cannot be mixed with daily/weekly recurrences.
    - Only one minutely or hourly schedule can be configured.
    - The default schedule is daily every weekday starting at 11 p.m. and the Allow to Finish check box is enabled.
13. Clearing the **Allow To Finish** check box allows you to assign an **End** time to cancel a running backup the following day. You must select a time before the next scheduled **Start** time.
    Your schedule is displayed in the **Schedule** column.
14. After setting your schedule, click **Next**.
    The **Retention** page is displayed.

15. Optionally, select the number of days and versions you wish to archive.
16. Optionally, select the **Enable Advanced Archiving** check box. For Advanced Archiving information, see Archiving Rules.
    The **Advanced Archiving** fields are displayed.



The setting of a daily backup kept for 30 days and no fewer than 10 versions mean that 30 versions are kept. However, a setting of once a week means that after 10 weeks, 10 versions are kept.

17. Make your selections, click **Save Rule**, and then click **Next**.
The **Advanced** page is displayed.



18. Use the following table to help make optional selections.

Temporary Folder	Optionally, specify where the temporary folder that is used in backing up files and folders resides. **Requirement:** You must specify a temporary folder located on a disk with sufficient space.
Snapshot Mode	Snapshot mode ensures all files are backed up from the same volume snapshot (recommended).
Failed File Behavior	Specify how you want backups to handle failed files by retrying failed files and/or retrying locked files.
Wildcard Inclusions	Set wildcard inclusions to back up only certain file types. Separate each phrase with commas. Commit each phrase by pressing **Enter**. **Example:** To include files that have the .jpg extension or have file names that end with 2021, enter the following filter: ***.jpg, *2021**.
Archive Bit	When disabled, the agent skips files with an unset archive bit. Select the **Enable Archive Bit** check box to enable archive bit.

19. At the **Temporary Folder** field, accept the default, type a new path, or click the **Browse** button to locate the temporary folder that is used in backing up.
20. After making your selections, click **Next**.

The **Summary** page is displayed.

21. Verify your selections, and then click **Create Backup Set**.
    If you did not change the default backup set name when creating a new backup set, the following confirmation pop-up is displayed after clicking the **Create Backup Set** button.

This feature allows you to create a unique name for the backup set. If you already changed the default backup set name, the pop-up is not displayed.
Optionally, change the backup set name, and click **Confirm**.
The **Backup Selections** page is displayed with your latest backup set.

Figures

1. image008.jpg
2. image009.png
3. image010.jpg
4. image011.jpg
5. image012.jpg
6. image013.jpg
7. image014.jpg
8. image007.jpg
9. image016.jpg
10. image017.jpg
11. image018.jpg
12. image019.jpg
13. image020.jpg
14. image021.jpg

© 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.