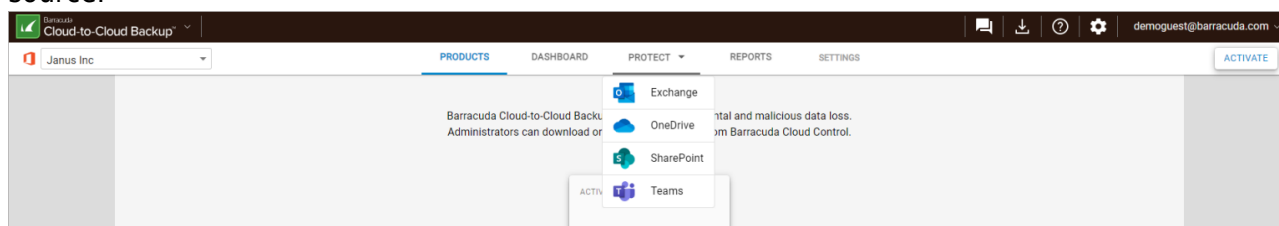


## How to Search and Filter a SharePoint Data Source

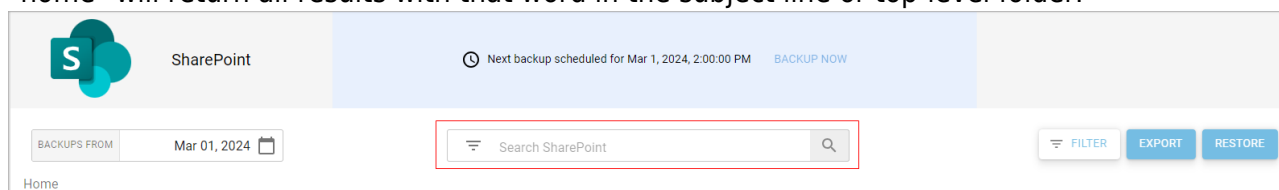
<https://campus.barracuda.com/doc/93198186/>


Use the following steps to search and filter SharePoint data:

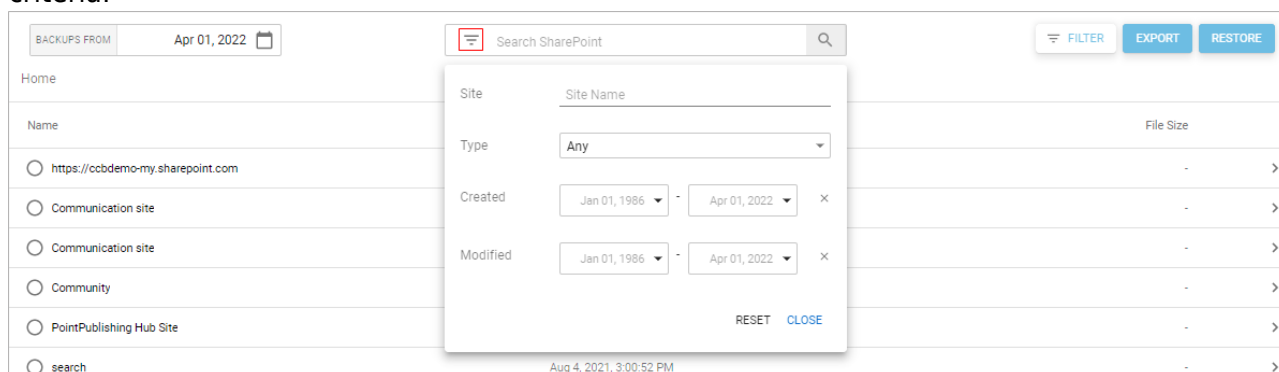
1. Log into <https://login.barracudanetworks.com/>, and select the Cloud-to-Cloud Backup Source in the left pane.
2. Navigate to the **Protect** page from the top navigation menu, and select the **SharePoint** data source.




3. Using the search bar, type in a search term. The results displayed are all messages in which the subject line or top-level folder contains the text you're searching for. For example, typing in "home" will return all results with that word in the subject line or top-level folder.



You can also use the guided search icon (  ) next to the search bar to add additional search criteria.



4. Use the **FILTER** button to filter the results within a specific site. Fill in the filter options:
  - o **Type** – Any, Excel, PDF, PowerPoint, Word
  - o **Created** – Date the item was created
  - o **Modified** – Date the item was modified

 **SharePoint**

Next backup scheduled for Mar 1, 2024, 2:00:00 PM [BACKUP NOW](#)

BACKUPS FROM

FILTER

EXPORT

RESTORE

Type

Any

Created

Jan 01, 1986 - Mar 01, 2024

Modified

Jan 01, 1986 - Mar 01, 2024

RESET

APPLY

Home > CCBDEMO Inc

Name	Name	Last Backup
CCBDemo Inc	<input type="radio"/> Documents	Mar 8, 2023, 2:29:08 PM
Communication site	<input type="radio"/> Form Templates	Mar 8, 2023, 2:29:08 PM
Communication site	<input type="radio"/> Site Assets	Mar 8, 2023, 2:29:08 PM

5. Click **APPLY** to display the results.

## Figures

1. updatedProtect.png
2. updatedSharepointSearchBar.png
3. guidedSearch.png
4. guidedSearchSP.png
5. updatedSharepointFilter.png

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