Excluding Files and Folders in Data Center Console

Excluding files/folders means ignoring the selected files/folders during replication (backup).

> **Tip**
> File Exclude feature can be enabled/disabled for the Volume ("Limits" tab of Volume properties window). Read more in Creating Volumes in Data Center Console.

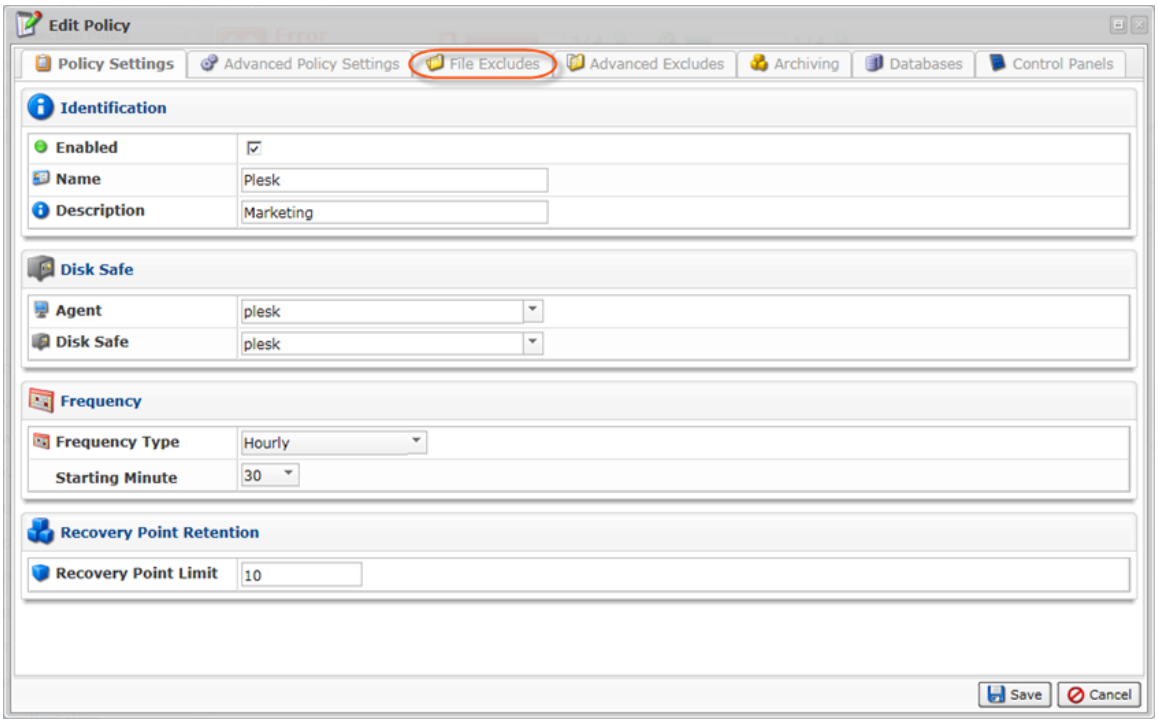
Follow the instructions below to select file(s) and folder(s) not to be replicated by the Policy.

> **Note**
> By default, all file(s)/folder(s) located on a Device are replicated.

> **Note**
> In the "Policy Settings" tab, there is an option to exclude All Volume Shadow Copy Writers.

1. Access the "Create New Policy" or "Edit Policy" window. See Creating Policies in Data Center Console and Editing Policies in Data Center Console.

2. Select the "File Excludes" tab.

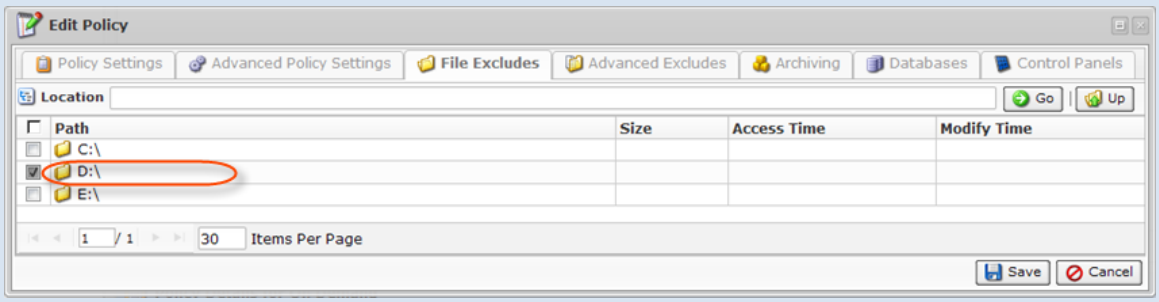


3. Using the Web Interface, browse the files and folders on the Agent's hard disk.

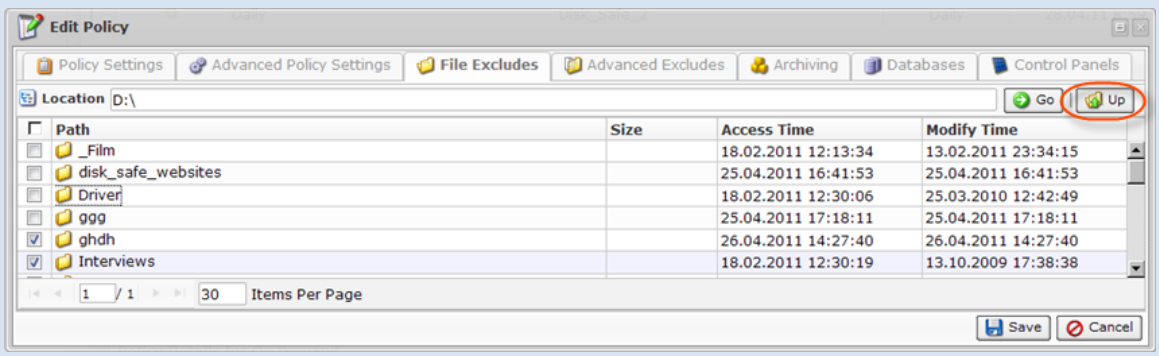
Tips

The built-in file browser functions like Windows Explorer.

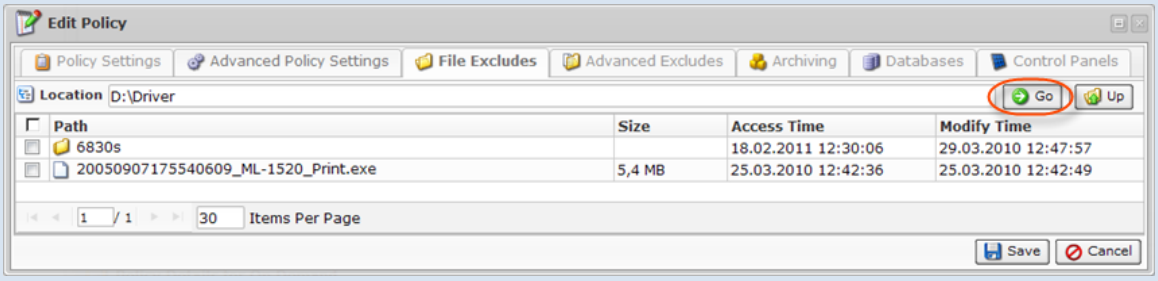
- To open a folder, double-click it.



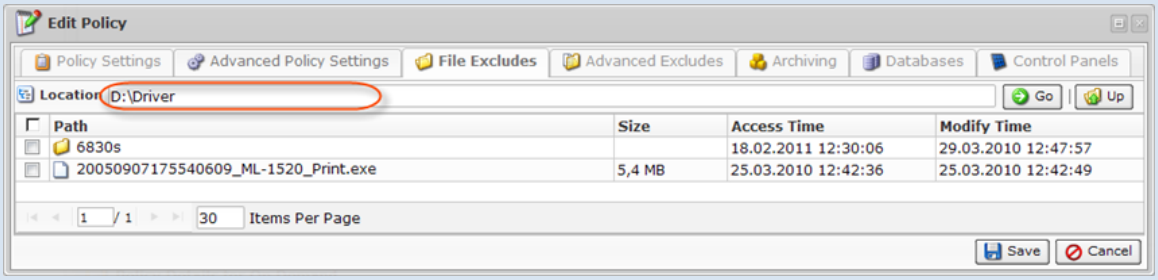
- To go to the parent folder, click on "Up."



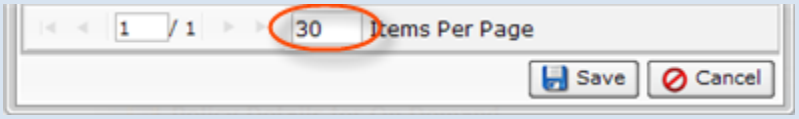
- To go to the desired folder, manually type the path into the address bar and click "Go."



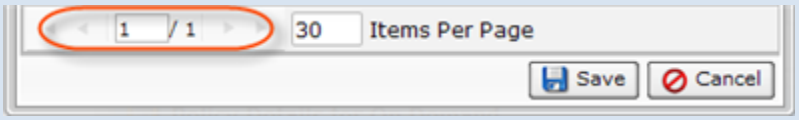
- To find out the current path, see the address bar.



- To change the number of items per page, type a value in the appropriate field. Currently, the maximum number of items per page is 25.



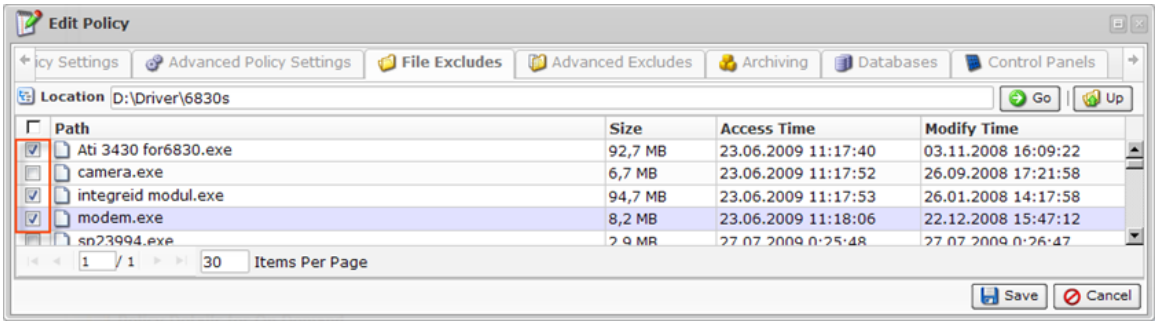
- To navigate by pages, click on the arrow icons or type a page number into the appropriate field.



Columns:

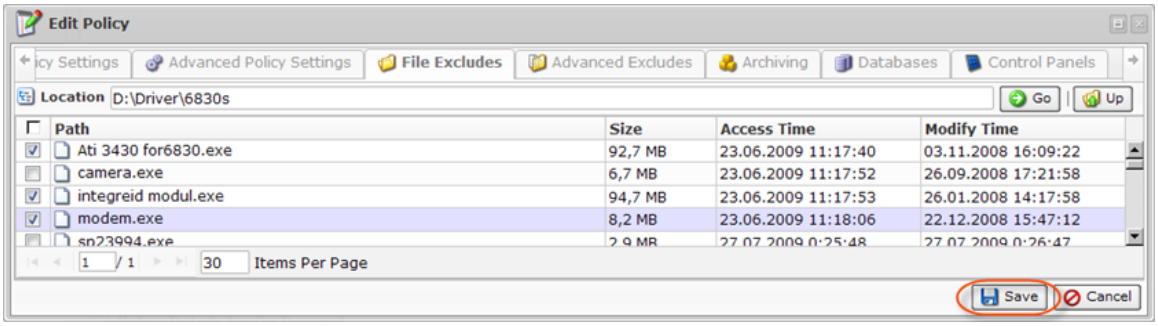
- Path
- Size
- Access Time
- Modify Time

4. Select checkboxes next to the files and folders you want to exclude from the replication.



> **Tip**
> You can add rules to exclude files by pattern. For example, `*.logs` or `*.mp3`. See Advanced Excludes below.

5. Click on "Save" at the bottom of the window.



The selected files and folders will be ignored by the Policy. Files and folders that are not selected will be considered by the Policy.

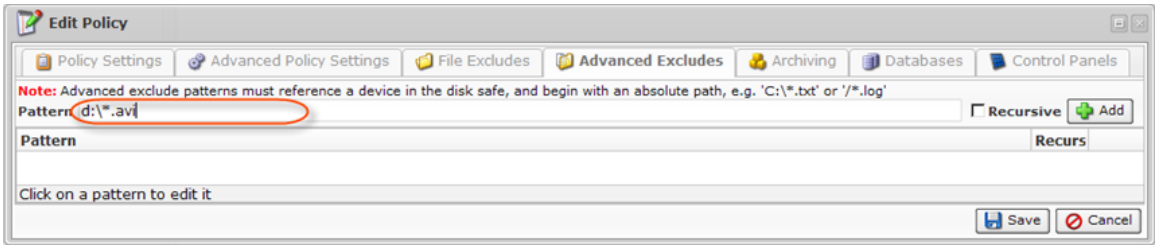
Advanced Excludes

Follow the instructions below to define a pattern (mask) to exclude files from the replication. Using patterns, you can exclude files of certain type, for example, files which have `.avi` extension.

1. In the "Create New Policy" or "Edit Policy" window, select the "Advanced Excludes" tab.

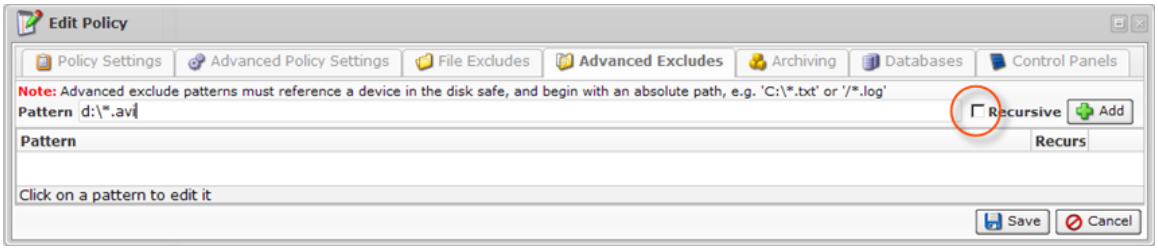
2. Define a file mask in the "Pattern" field. Example:

```
d:\*.avi
```

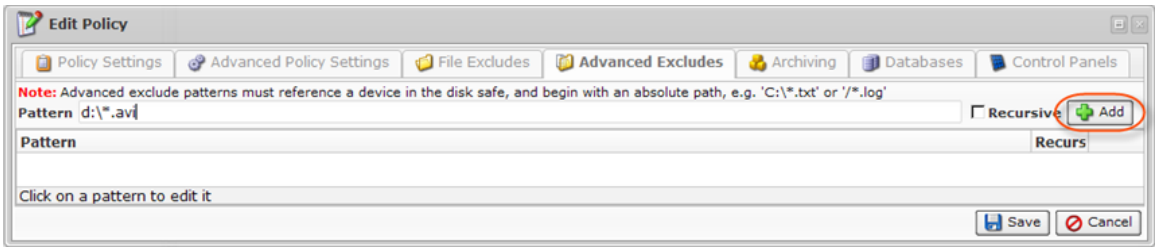


> **Notice**
> Advanced exclude patterns must reference a Device in the Disk Safe, and begin with an absolute path, for example `C:*.txt` or `*.log`.

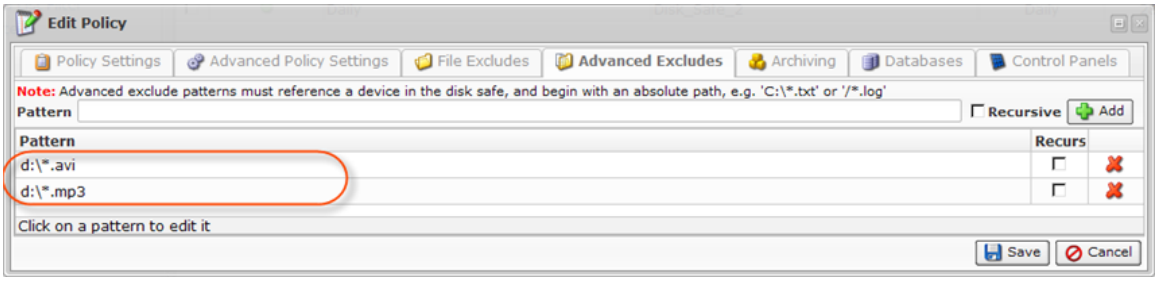
3. Optionally check the "Recursive" option to ignore files from sub-folders on the basis of the specified pattern. If the "Recursive" option is checked, the exclude rule will be applied not only to the root folder files, but also to the files from sub-folders.



4. Click "Add." The pattern will appear in the list.

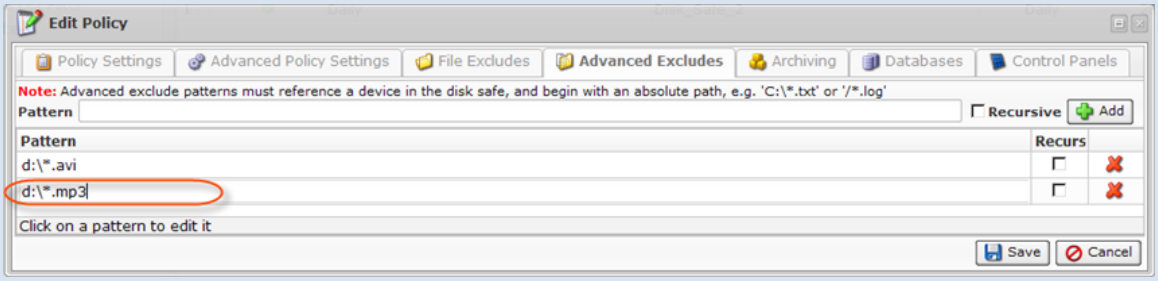


5. Add as many masks as you need.

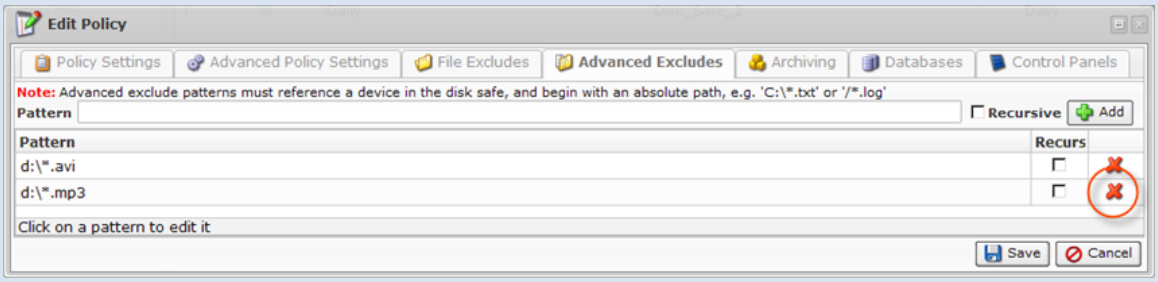


Tips

- To start editing a pattern, click on the item in the list.



- To delete an item from the list, click on the "Delete" icon in front of the pattern item.



6. Click on "Save" at the bottom of the window.

