

Excluding Files and Folders

Excluding files/folders means ignoring the selected files/folders during replication (backup). See also: [About File and Folder Excludes](#).



Tip

File Exclude feature can be enabled/disabled for the Volume ("Limits" tab of Volume properties window). Read more in [Creating Volumes](#).



Note

The Excluded Files and Folders and Advanced Excluding Rules are communicated to the CDP Agent at the beginning of every replication.

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](#) and [Editing Policies](#).

2. Select the "File Excludes" tab.

Standard, Advanced Edition

Edit Policy

Policy Settings | Advanced Policy Settings | **File Excludes** | Advanced Excludes | Archiving | Databases | Control Panels

Identification

Enabled ☒

Name On Demand

Description

Disk Safe

Disk Safe Disk_Safe_1

Frequency

Frequency Type On Demand

Recovery Point Retention

Recovery Point Limit 10

Save Cancel

Enterprise Edition

Edit Policy

Policy Settings | Advanced Policy Settings | **File Excludes** | Advanced Excludes | Archiving | Databases | Control Panels

Identification

Enabled ☒

Name Plesk

Description Marketing

Disk Safe

Agent plesk

Disk Safe plesk

Frequency

Frequency Type Hourly

Starting Minute 30

Recovery Point Retention

Recovery Point Limit 10

Save Cancel

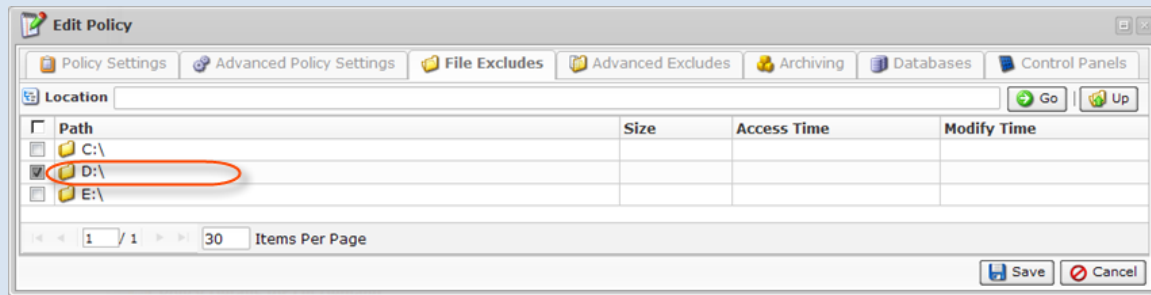
3. Using the CDP Server Web Interface, browse the files and folders on the Agent's hard disk.



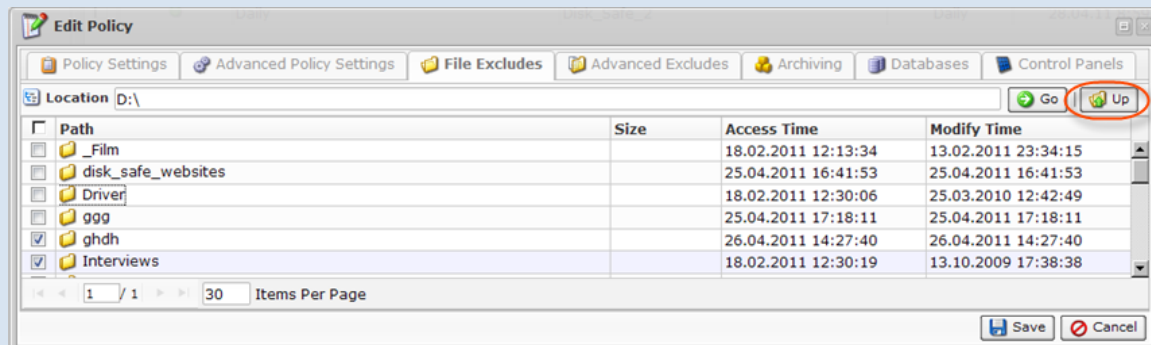
Tips

The built-in file browser functions like Windows Explorer.

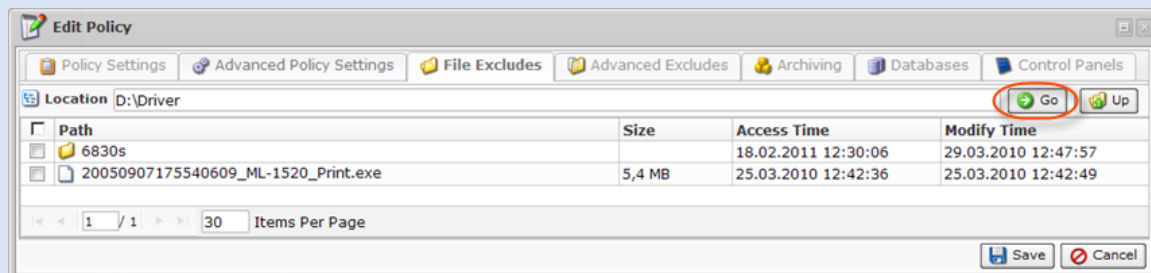
- To open a folder, double-click it.



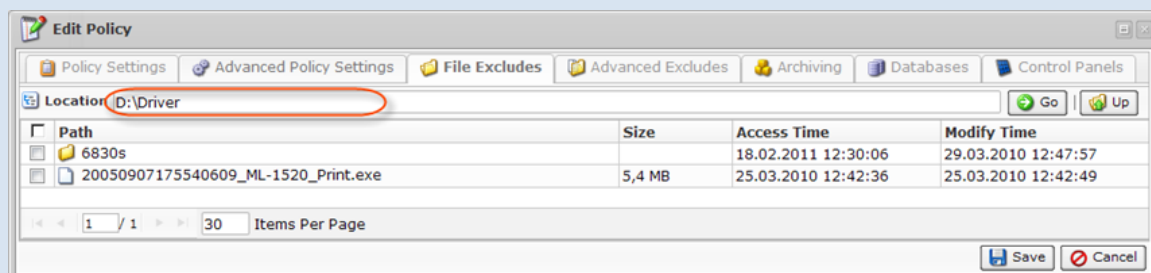
- To go to the parent folder, click on "Up."



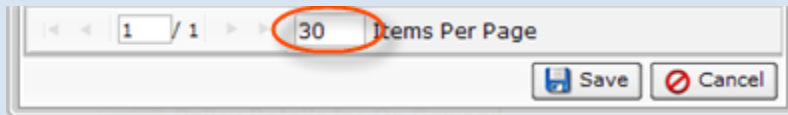
- To go to the desired folder, manually type the path into the address bar and click "Go."



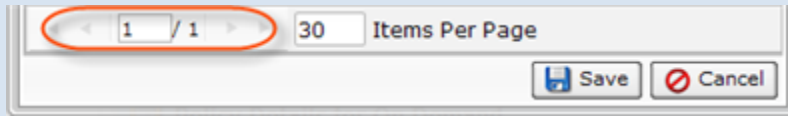
- To find out the current path, see the address bar.



- 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.



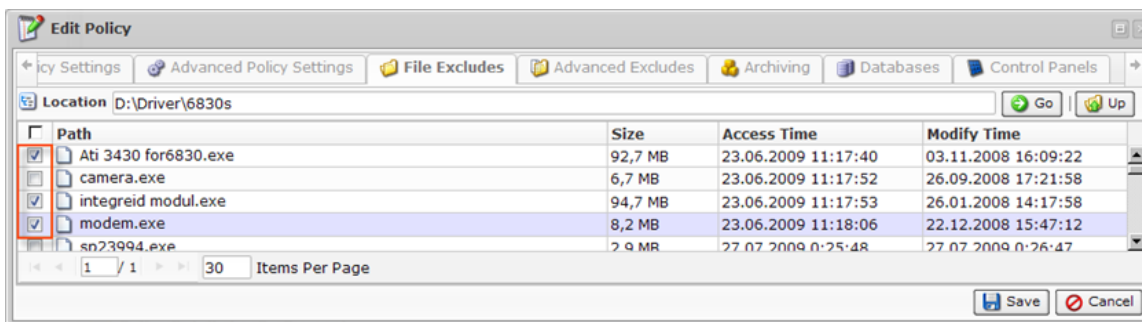
- To navigate by pages, click on the arrow icons or type a page number into the appropriate field.



Columns:

- Path
- Size
- Access Time
- Modify Time

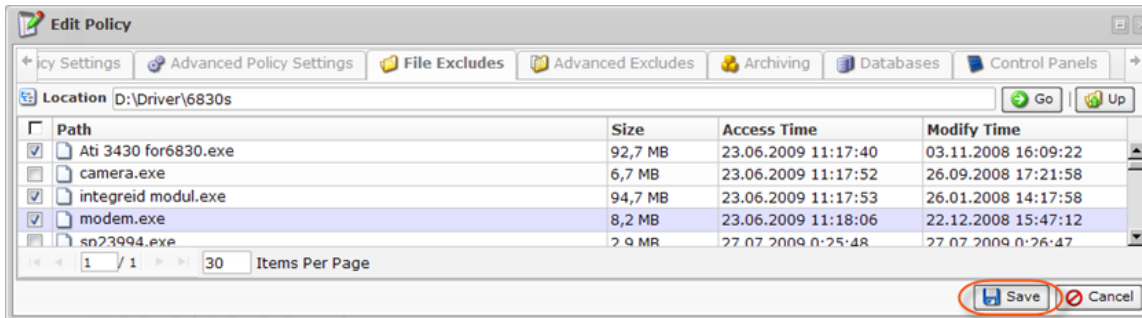
4. Select checkboxes next to the files and folders you want to exclude from the replication.



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.



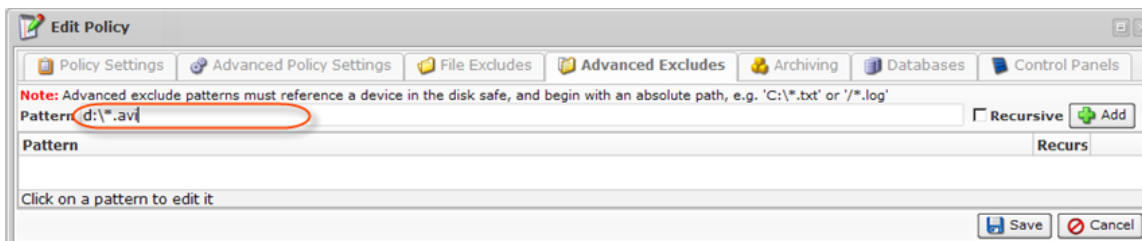
The selected files and folders will be ignored by the Policy. Files and folders that are not selected will be considered by the Policy.

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:

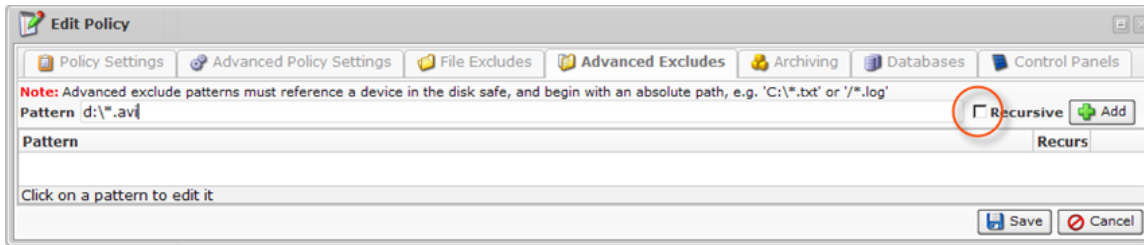
d:*.avi



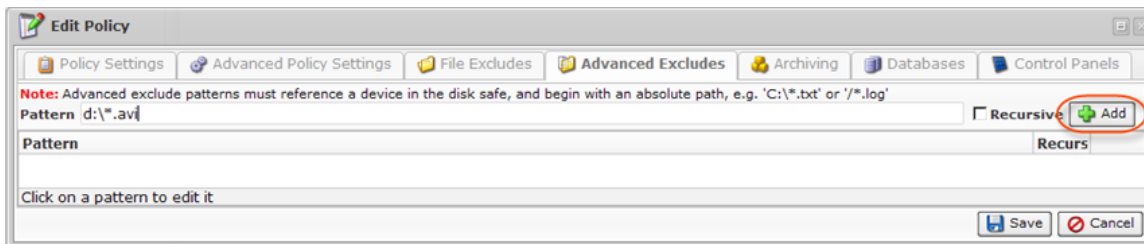
Notice

Advanced exclude patterns must reference a Device in the Disk Safe, and begin with an absolute path, e.g. 'C:*.txt' or '/*.log'

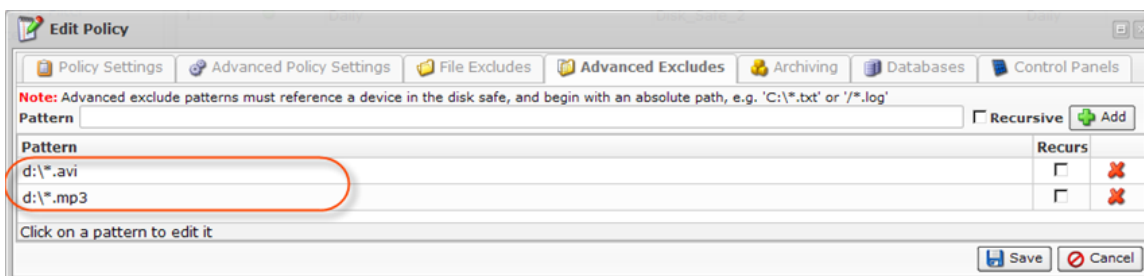
3. Optionally check the "Recursive" option to ignore files from sub-folders on the basis of the specified pattern. If the "Recursive" option is checked, the exclude rule will be applied not only to the root folder files, but also to the files from sub-folders.



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

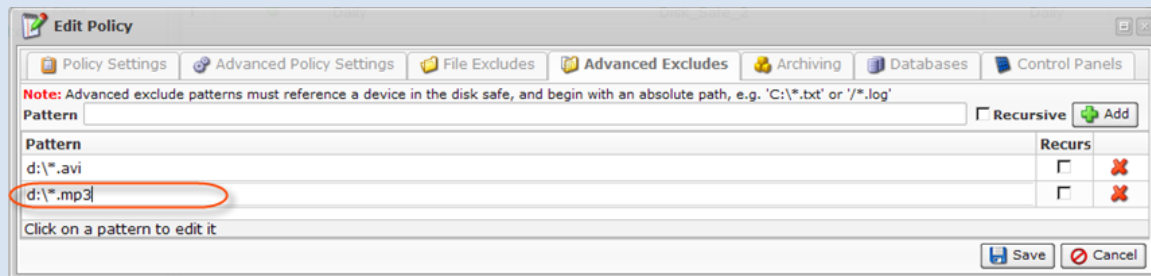


5. Add as many masks as you need.

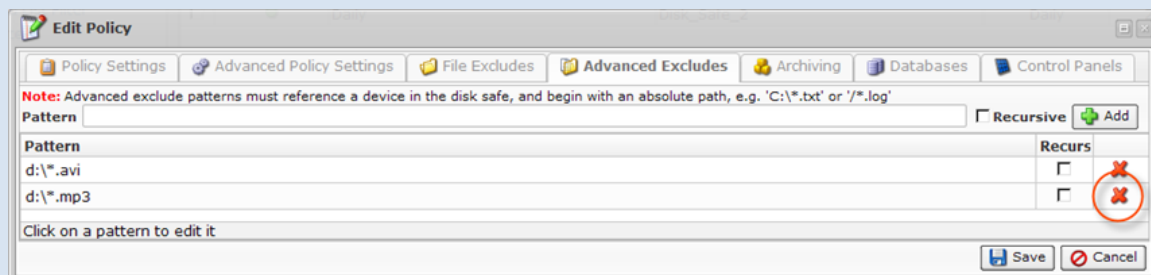


Tips

- 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.

