

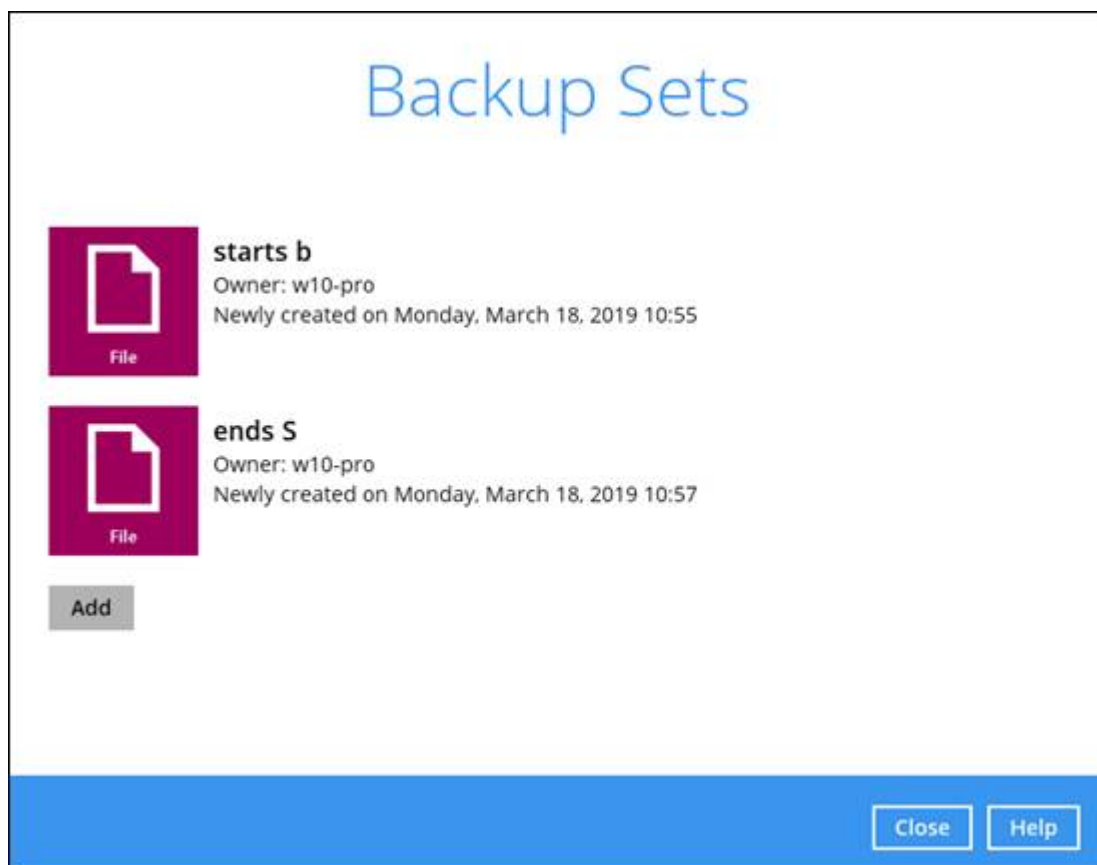
## 4. Managing Filter for Windows OS

### 4.1 Create a backup set with filter

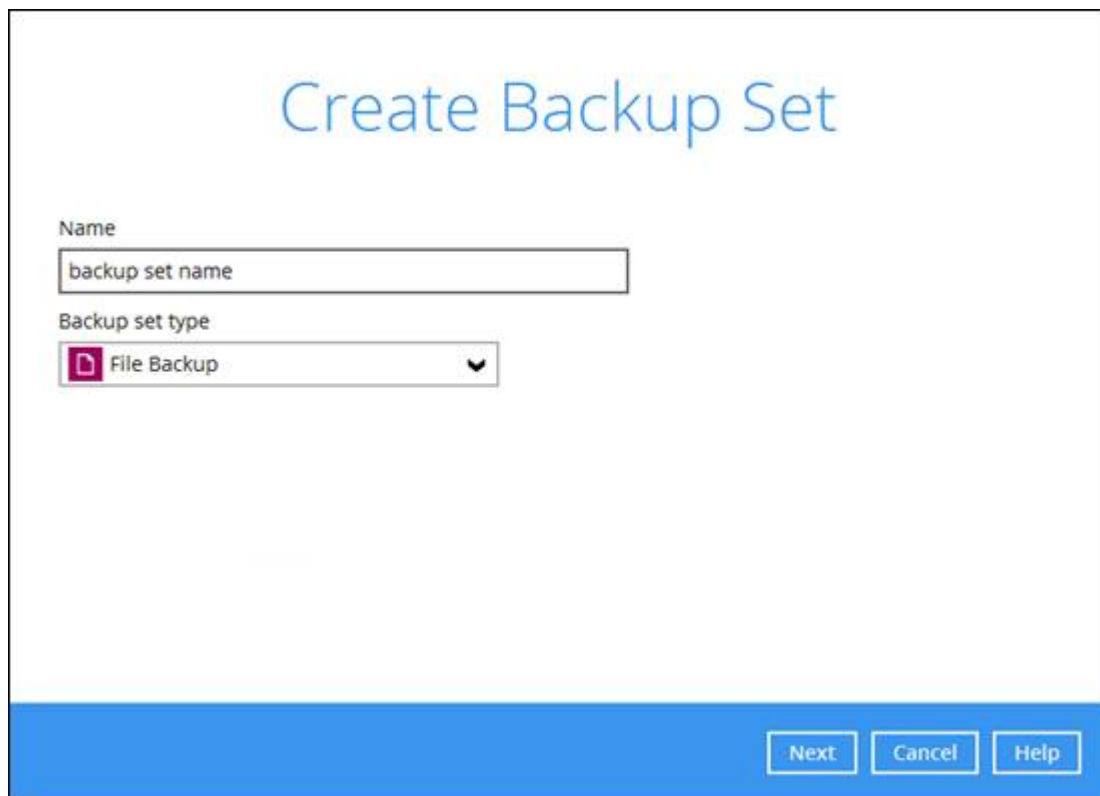
1. Go to **Backup Sets**.



2. Click the **Add** button.

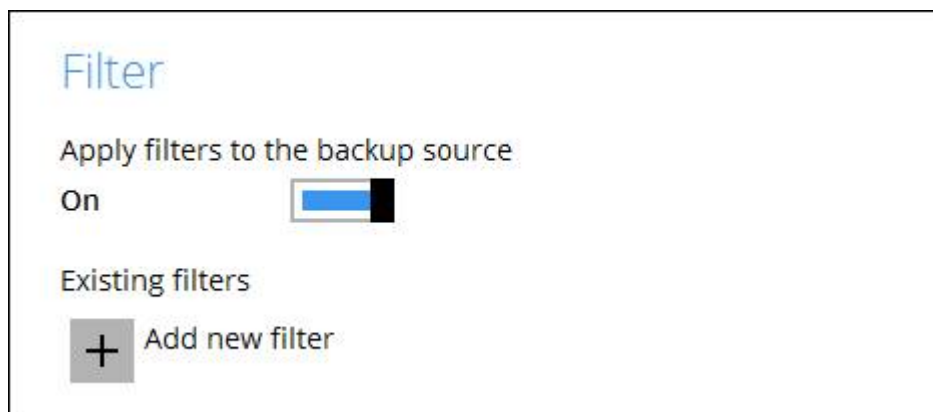


3. Specify a backup set name and select the type. Click **Next**.



The screenshot shows a window titled "Create Backup Set". It has a text input field for "Name" containing "backup set name". Below it is a dropdown menu for "Backup set type" with "File Backup" selected. At the bottom right, there are three buttons: "Next", "Cancel", and "Help".

4. In the Filter part, slide the lever to the right to add a filter. Click the **Add new filter** button.



The screenshot shows a section titled "Filter". It contains a toggle switch labeled "Apply filters to the backup source" which is currently set to "On". Below this, there is a section titled "Existing filters" with a plus icon and the text "Add new filter".

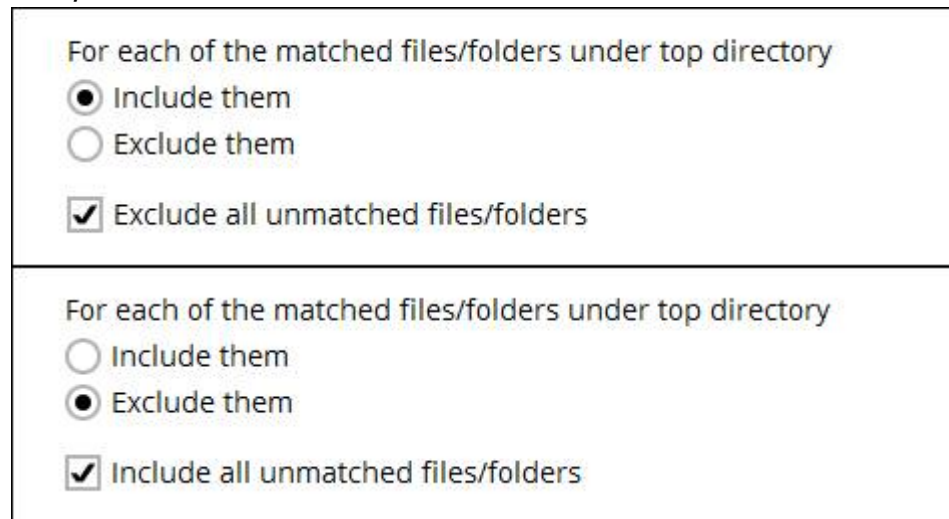
5. Enter the name for your filter.



The screenshot shows a window titled "New Backup Filter". It has a text input field for "Name" containing "name of your filter".

6. Choose whether the pattern you added will be included or excluded for the backup.

- If **Include them** is selected, you can check the box beside **Exclude all unmatched files/folders**.
- If **Exclude them** is selected, you can check the box beside **Include all unmatched**

**files/folders.**

For each of the matched files/folders under top directory

☒ Include them

☐ Exclude them

☒ Exclude all unmatched files/folders

For each of the matched files/folders under top directory

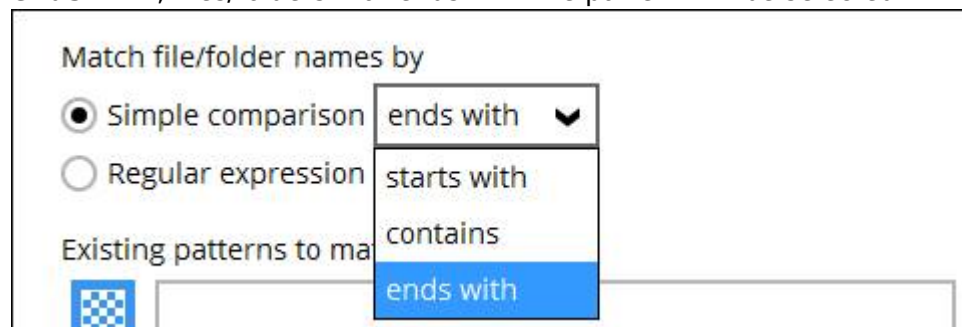
☐ Include them

☒ Exclude them

☒ Include all unmatched files/folders

7. Choose how the pattern will be compared, if it will be by **Simple comparison** or **Regular expression**. For Simple comparison you have 3 choices:

- **starts with**, files/folders that begins with the pattern will be selected
- **contains**, files/folders that contains the pattern will be selected
- **ends with**, files/folders that ends with the pattern will be selected



Match file/folder names by

☒ Simple comparison

☐ Regular expression

Existing patterns to match

ends with

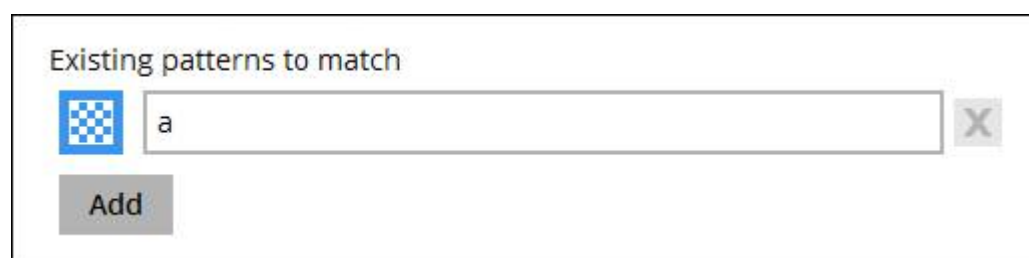
starts with

contains

ends with

The filter checks the whole filename including the filename extension. For example, you have a document with filename 'employees' so if ends with s is your filter then this file will not be included in the backup since its whole filename is 'employees.doc' or 'employees.docx' with both files not ending in s but c and x respectively.

8. Specify the pattern then click the Add button. For example the letter a. Repeat adding patterns, until all the patterns has been added to this filter.



Existing patterns to match

Add

The pattern is case sensitive only in Regular Expression.

9. Choose how the filter will be applied, whether in **All hard disk drives** or for **This folder only**. If for this folder only, specify the folder name.



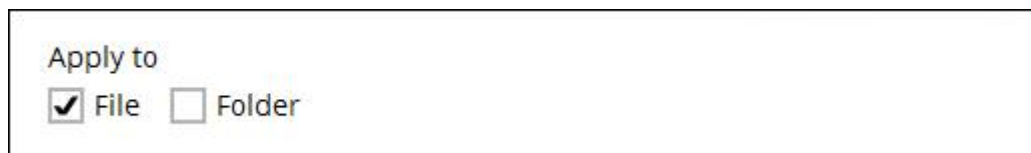
Apply this filter to all files/folders in

☒ All hard disk drives

☐ This folder only

Change

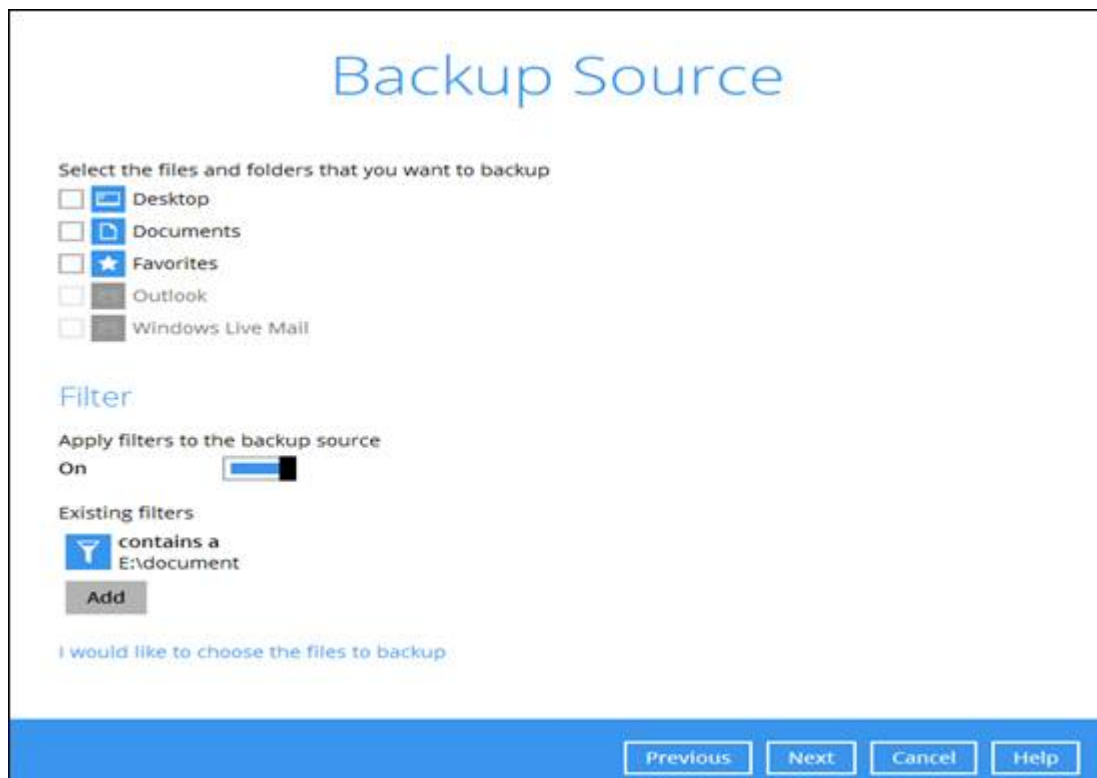
10. Select if the filter will be applied to File, Folder or both.



Apply to

☒ File ☐ Folder

11. Click the OK button to save the filter. Repeat Steps 4-10 until all the filters you want to apply are created. Click **Next**.



Backup Source

Select the files and folders that you want to backup

☐ Desktop

☐ Documents

☐ Favorites

☐ Outlook

☐ Windows Live Mail

Filter

Apply filters to the backup source

On ☐

Existing filters

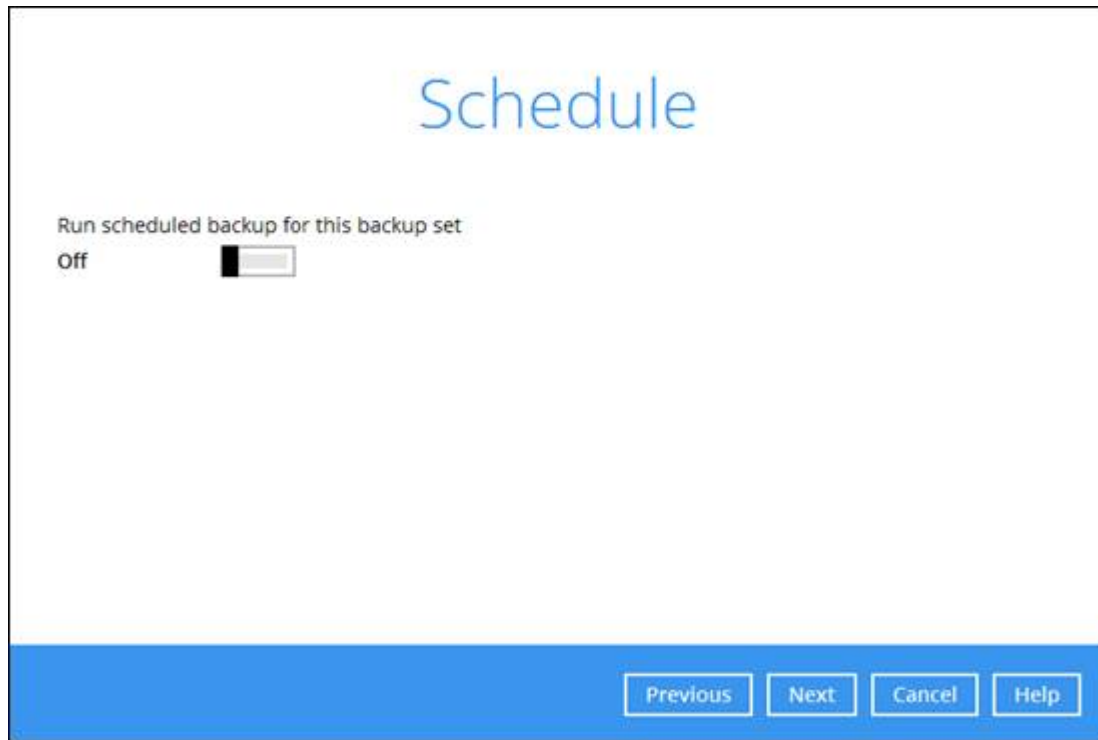
☒ contains a E:\document

Add

I would like to choose the files to backup

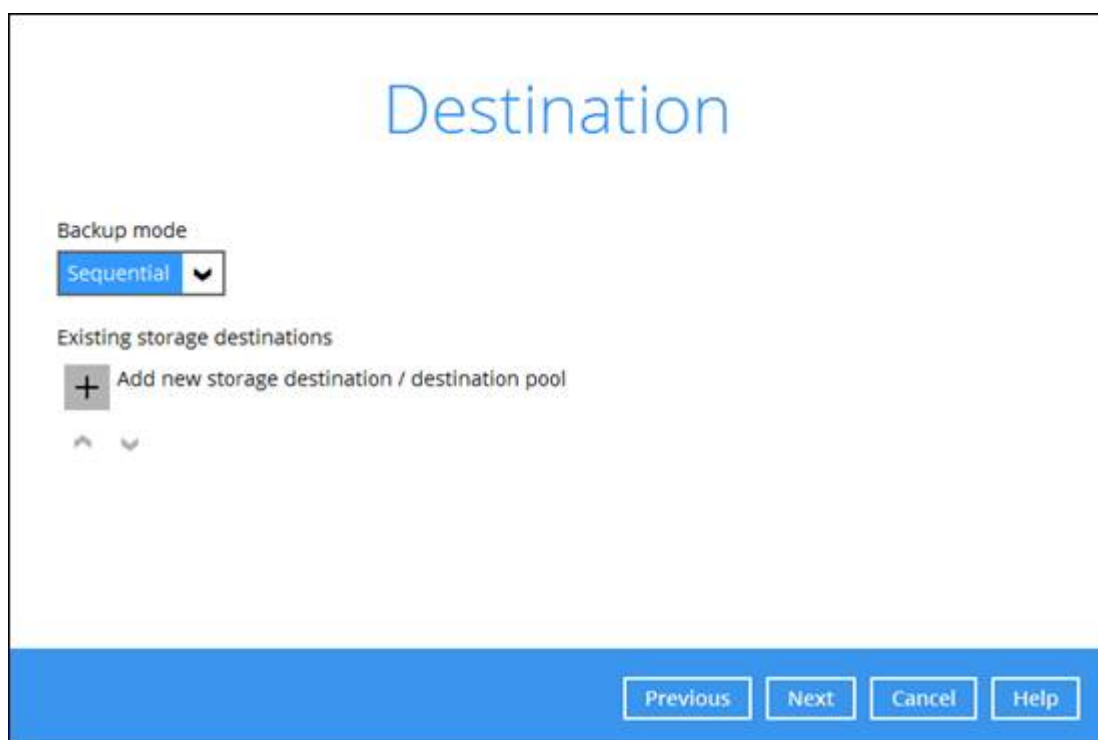
Previous Next Cancel Help

12. Slide the lever to the right if you want to create a backup schedule. Click Next.



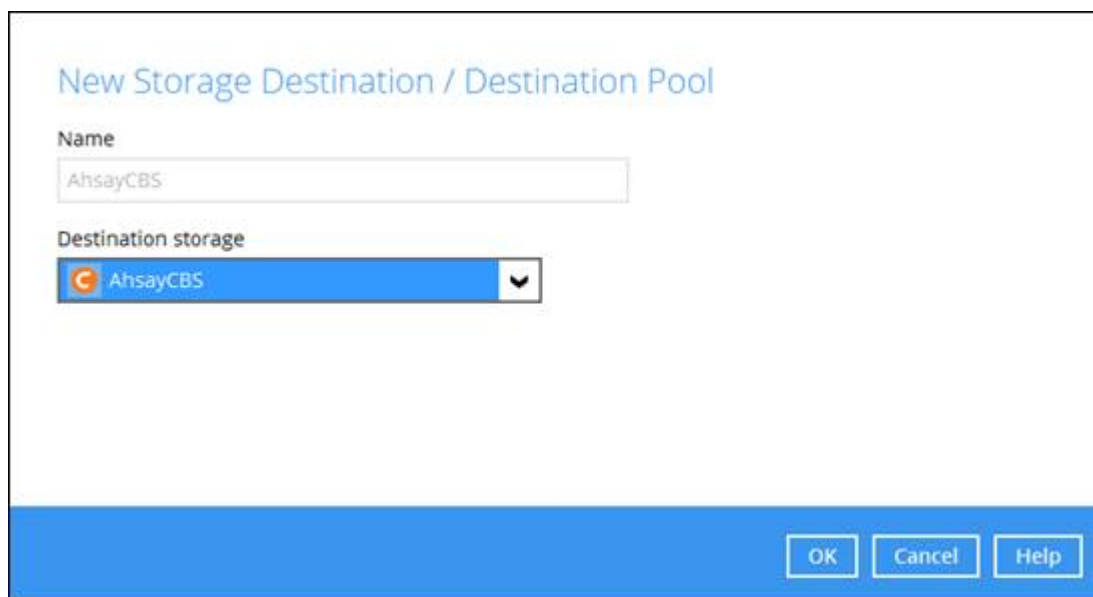
The 'Schedule' window displays the title 'Schedule' in large blue font. Below it, the text 'Run scheduled backup for this backup set' is followed by a toggle switch labeled 'Off'. The toggle switch is currently in the 'Off' position. At the bottom of the window, there is a blue bar containing four buttons: 'Previous', 'Next', 'Cancel', and 'Help'.

13. Select the **Backup mode**, whether Sequential or Concurrent. By default, Sequential is selected. Add the storage destination, click the Add button.



The 'Destination' window displays the title 'Destination' in large blue font. Below it, the 'Backup mode' is set to 'Sequential' in a dropdown menu. Under the heading 'Existing storage destinations', there is a plus sign icon and the text 'Add new storage destination / destination pool'. Below this, there are two small upward and downward arrow icons. At the bottom of the window, there is a blue bar containing four buttons: 'Previous', 'Next', 'Cancel', and 'Help'.

Select the **Destination storage**. Click OK. Click **Next**.



New Storage Destination / Destination Pool

Name

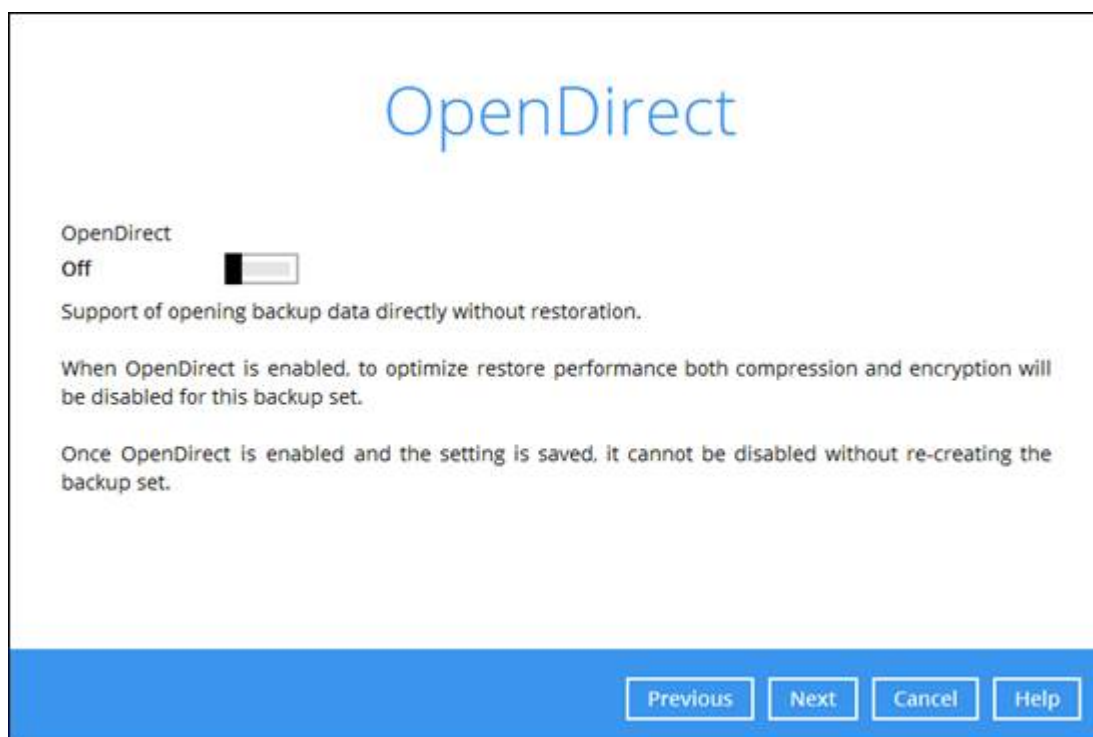
AhsayCBS

Destination storage

AhsayCBS

OK Cancel Help

14. Slide the lever to the right if you want to enable OpenDirect. By default OpenDirect is turned Off. Click **Next**.



OpenDirect

Off


Support of opening backup data directly without restoration.

When OpenDirect is enabled, to optimize restore performance both compression and encryption will be disabled for this backup set.

Once OpenDirect is enabled and the setting is saved, it cannot be disabled without re-creating the backup set.

Previous Next Cancel Help

15. Select the **Encryption Type**, whether Default, User password or Custom. By default, 'Default' is selected. Click **Next**.



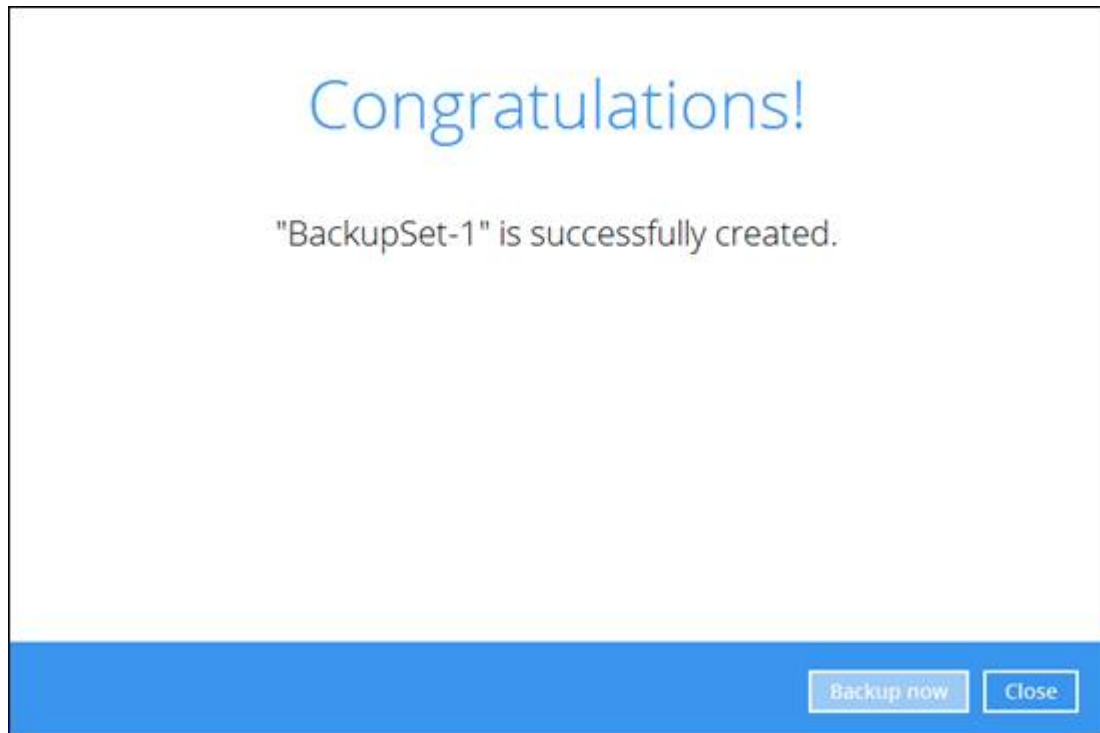
The screenshot shows a window titled "Encryption". It has a section "Encrypt Backup Data" with a toggle switch set to "On". Below this is the "Encryption Type" dropdown menu, which is currently set to "Default". The dropdown menu is open, showing the following options: "Default", "User password", and "Custom". At the bottom of the window, there are four buttons: "Previous", "Next", "Cancel", and "Help".

16. You can either Unmask encryption key or Copy to clipboard the encryption key. Click **Confirm** to continue.



The screenshot shows a blue window with the following text: "You are advised to write this encryption key down on paper and keep it in a safe place. You will need it when you need to restore your files later. Please confirm that you have done so." Below the text is a text input field containing several black dots, representing the encryption key. Below the input field is the label "Unmask encryption key". At the bottom right of the window, there are two buttons: "Copy to clipboard" and "Confirm".

17. Click **Backup now** if you want to run the backup. Or you can click **Close**.



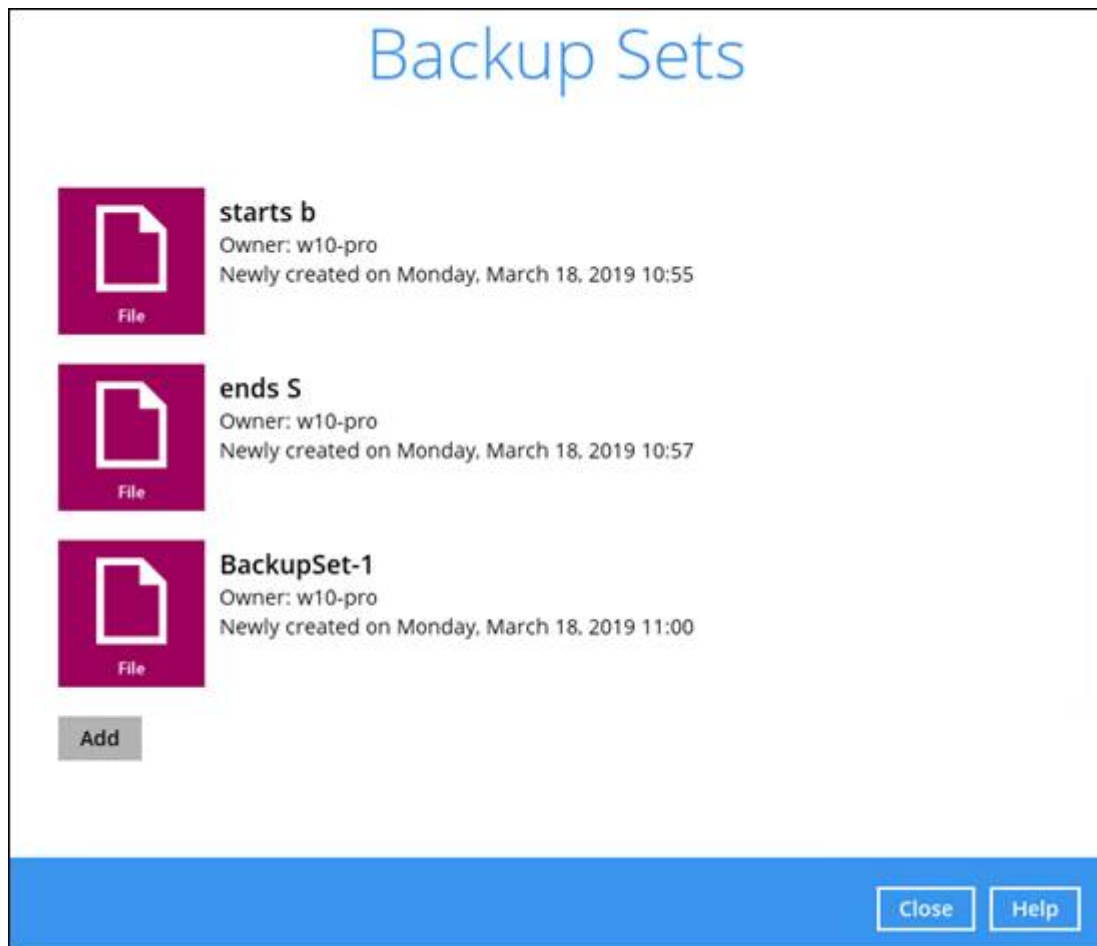
## 4.2 Edit existing backup set to add filter

1. Go to **Backup Sets**.

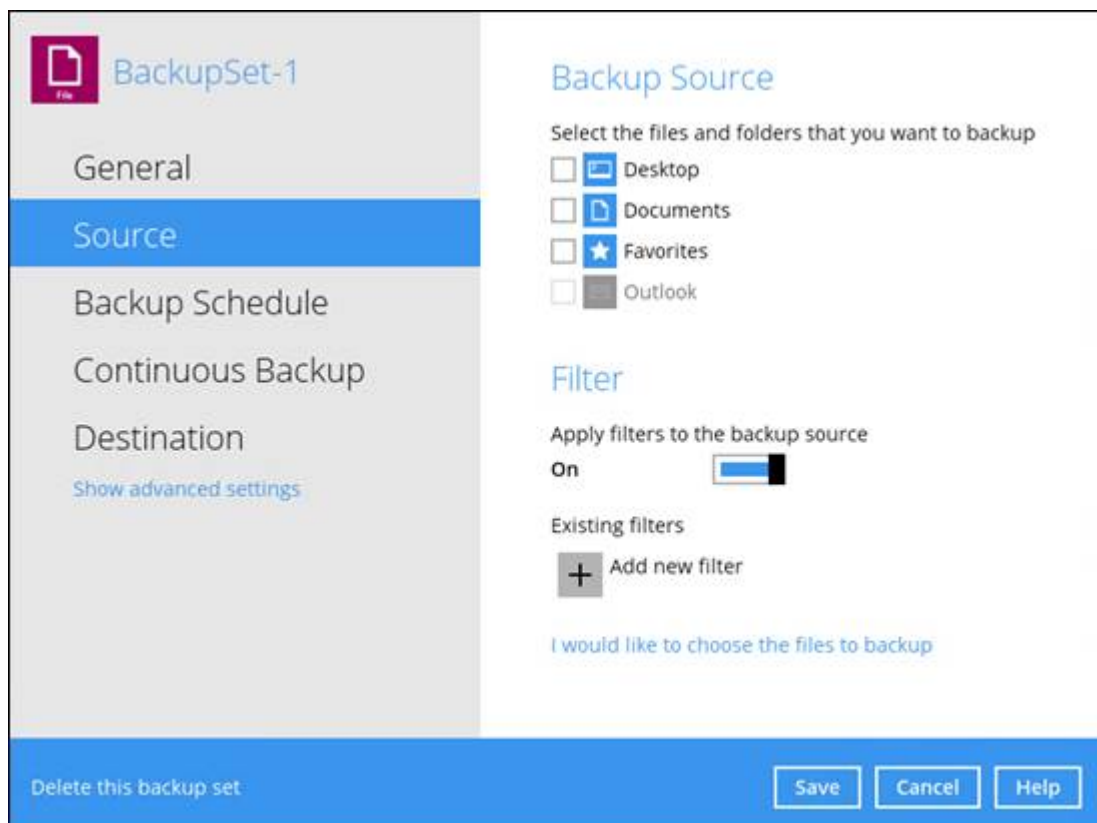


2. Select the backup set you want to add a filter.





3. Go to Source then slide the lever to the right under **Filter**. Click the **Add new filter** button.

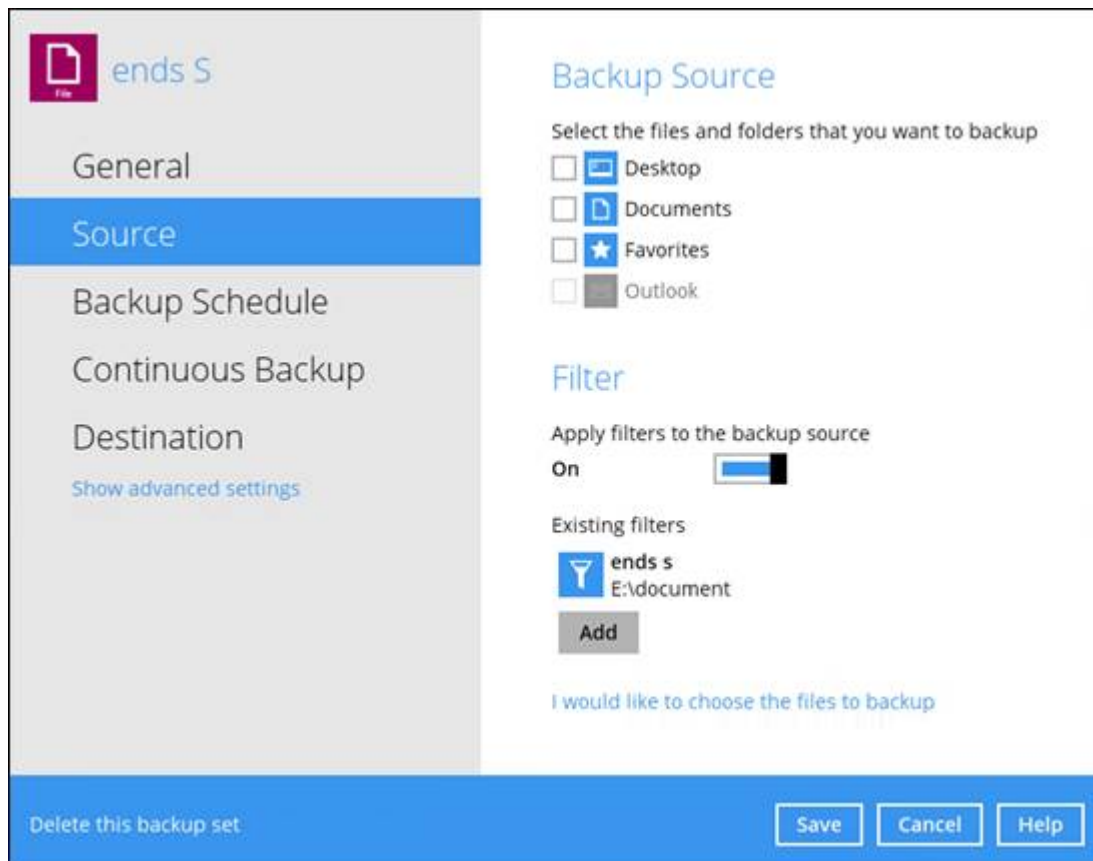


4. Then follow Steps 5-10 on how to create the filter which was discussed in the previous section.

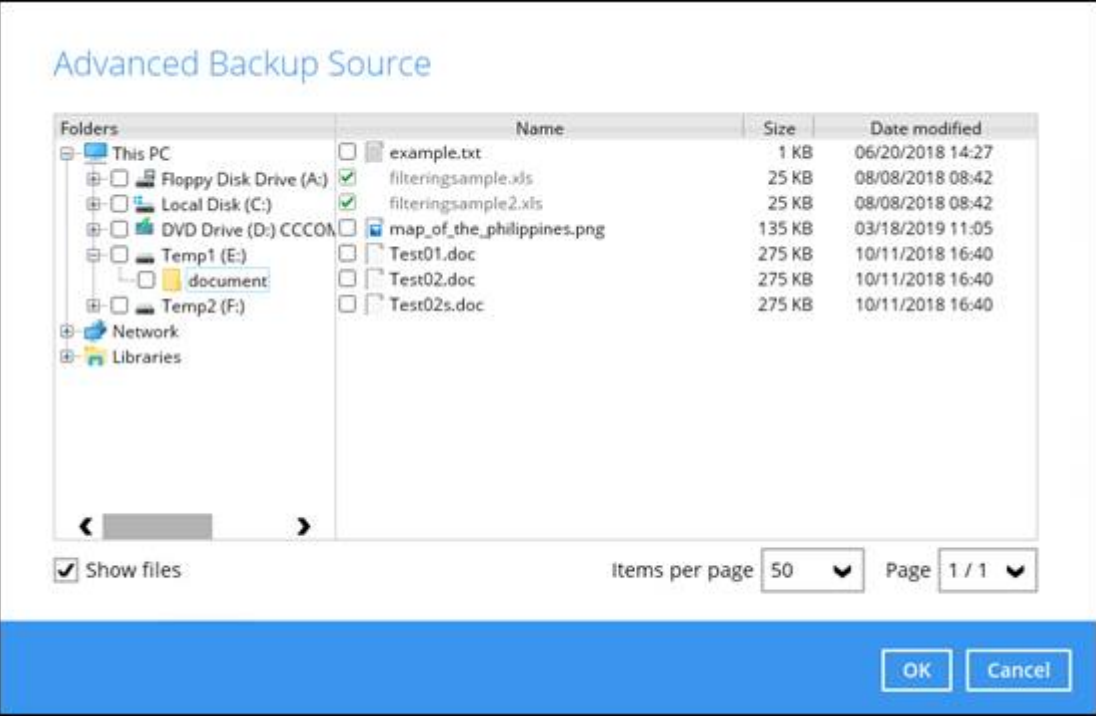
## 4.3 Check if filter is correct

You can check which files will be included in the backup before the actual backup occurs. To check if the filter is correct:

1. Go to your backup set then go to **Source**. Click **I would like to choose the files to backup**.



2. Click **Show files**, you can check here if the files that will be included in the backup is correct. Files that matches the filter criteria are greyed out.



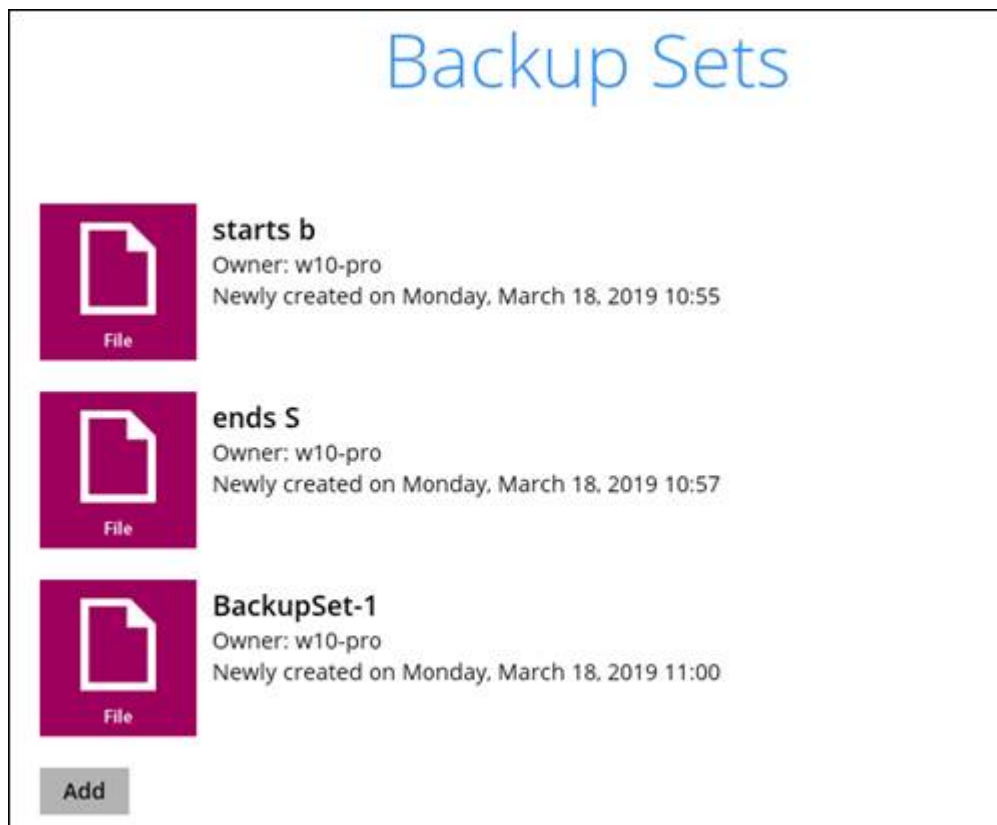
Only files not included in the filter may be added for backup. Once filter is applied to a file it cannot be changed. You will see a message like the one below if you try to check/uncheck a filtered file.



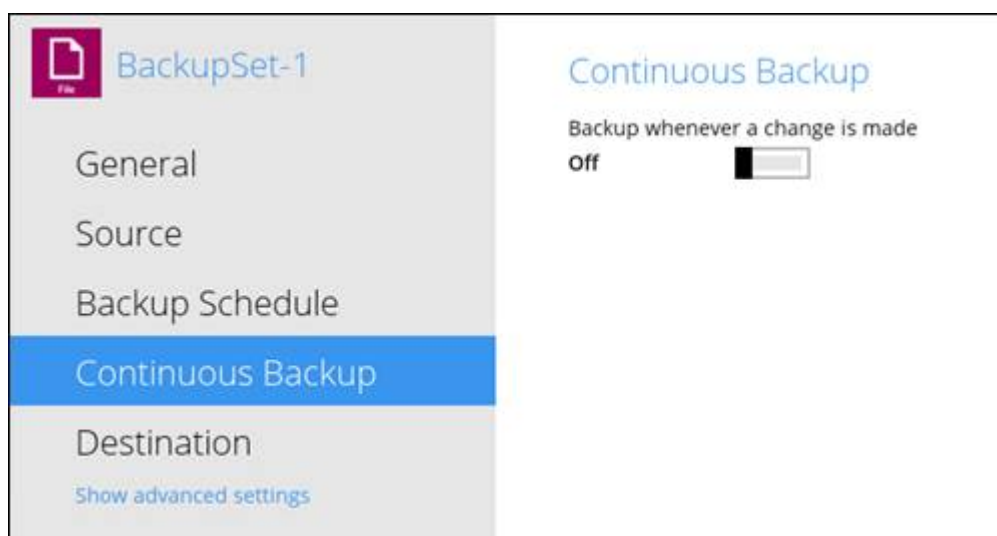
## 4.4 Filtering in Continuous Backup

Filtering in continuous backup is only supported by AhsayOBM on Windows Operating System. For continuous backup you can only specify filters that would exclude files from the backup. After turning on continuous backup, you must run a full backup first. This is to ensure that all the files are backed up. If you do not run a full backup first then only files that were changed or added will be backed up by AhsayOBM.

1. Choose the backup set that you want to set a continuous backup for.



2. Go to **Continuous Backup** and slide the lever to the right to turn it on.



3. Check the box if you do not want to backup files defined as system files which is enabled by default. Please refer to [Appendix D](#) for a list of system files that will be excluded from the backup. Set how often backup will run in minutes/hours. Also specify the size limit of the file that will be backed up.

## Continuous Backup

Backup whenever a change is made

On ☒

Backup set type  
File

☒ Do not backup files defined as system files

Define how often backup run  
30 minutes ▼

Only apply to files smaller than  
Unlimited ▼ MB

## Exclude Filter

Existing Exclude Filters

Add new exclude filter

4. Click the + Add new exclude filter to specify the criteria for the filter.

## New Continuous Backup Exclude Filter



Name

Match file/folder names by

☒ Simple comparison

☐ Regular expression (UNIX-style)

Existing patterns to match



Apply this filter to all files/folders in

☒ All selected sources

☐ This folder only

Apply to

☒ File ☐ Folder

- **Enter the filter name.**
- You can match the file/folder names either by **Simple comparison** or **Regular expression (UNIX-style)**. For simple comparison you can match it by **ends with, contains or starts with**.
- Enter the pattern that will be used for the filter. If there are more than one pattern, click the Add button to enter another pattern. Keep doing this until all the patterns are added.
- Specify the location of the files/folder whether in all selected sources or just a specific folder. By default **All selected sources** is selected.
- Choose whether to apply the filter to a **file, folder** of both.

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