Self-Service Portal - Remove VMs from Backup Job

Summary

You can edit a backup job to remove a virtual machine from being backed up. This needs done if you remove a VM from vCloud Director and you specified the VM within a backup job. As VMs removed from vCloud Director are not automatically removed from backup jobs. If you specified an entire vApp within your backup job and you only need to remove one VM, you can exclude the virtual machine from being processed in the job.

Once the VM is removed from the job it will roll the data out of the backup chain after 14 days by default. You can remove the data from the backup chain manually if you want. This will **not** free up backup repository space as you are removing data from within the backup chain, not individual files.

If you need to reclaim the space this can be done in one of two ways.

1. Run an active full on the backup job after the virtual machine(s) have been removed from the job.
   a. An active full will start a new backup chain which requires appropriate space be available in the backup repository.
2. A new repository can be deployed and existing jobs can be repointed to the new repository.
   a. All historic data will be lost via this process.
   b. Please open a support case by emailing support@evolveip.net to have this completed.

Procedure

Remove item from backup job

1. Click the **Jobs** tab.
2. Select the backup job you would like to edit and click ⚙ Job ⌄ and then 🔧 Edit
3. Click the **Virtual Machines** tab.

   a. Select the item you want to remove from the job and click ✖ Remove
4. Click **Finish**

Remove item from backup inventory

1. Click the **VMs** tab.
2. Select the virtual machine you want to remove and click 🗑 Delete
3. Click **Yes** on the prompt to confirm deletion.