Self-Service Portal - Delete Backup Jobs and Data

Summary

If you no longer need backup data for all items within a backup job, you can delete the entire backup job. You are also given the option to delete the backup data from the repository at the same time. Backup data can be cleaned up at a later time if you need to retain the data but no longer require the job to run.

Procedure

Delete a backup job

1. Click the **Jobs** tab.
2. Select the backup job you would like to edit and click ⚙ Job ∨ and then 🗑 Delete
    a. Remove the check from **Delete backup files** if you wish to retain the backup data after the job is deleted.
3. Click **Yes** to confirm the deletion of the backup job and associated backup data if specified.

Delete backup job data

1. Click the **VMs** tab.
2. Select the virtual machine you want to delete from the repository.
    a. Under **Job name** the machine will contain **(imported)** if the machine is not part of an existing backup job.
3. Click 🗑 Delete
4. Click **Yes** to confirm deletion of the virtual machine.
    a. Once all virtual machines that used to be contained in the job are deleted the backup chain will be removed and repository space will be reclaimed.
    b. The space will update on the **Dashboard** following the next job run.