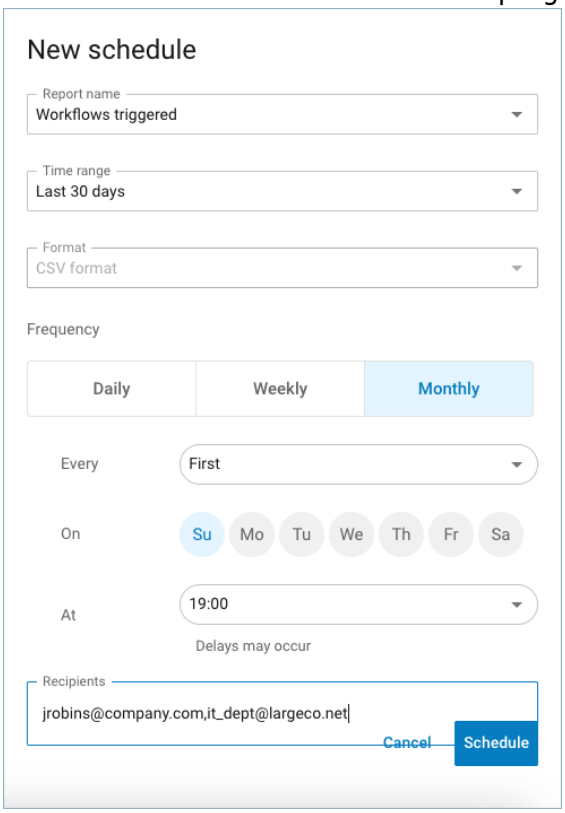
Scheduled Reports

https://campus.barracuda.com/doc/104380726/

Incident Response reports can be generated and delivered via email on the day and time you select. For example, you can choose to have the *Threats Remediated* report covering the last 24 hours run each morning and emailed to you and your IT department.

Create a New Schedule for Report Creation and Delivery

1. In the main navigation at top-left, go to **Reports > Scheduled reports**.
2. Click the **New schedule** button at top-right. The New schedule flyout opens.



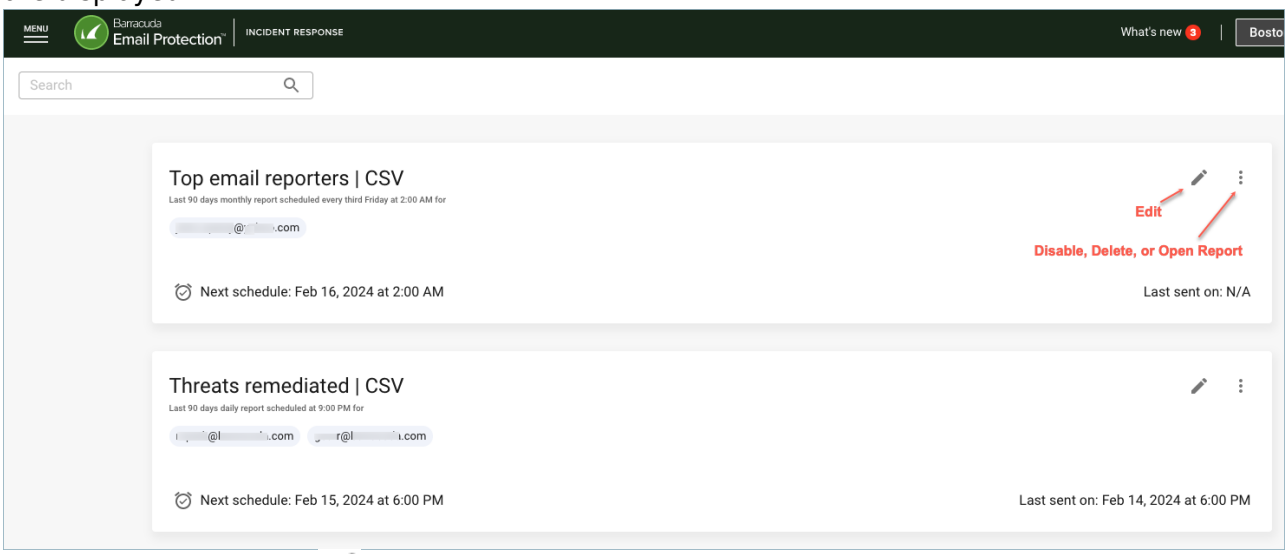
3. Fill in the required fields.
   - **Report name** – Select either one of the **Barracuda's reports** or a report you have saved under **My reports**. You can see these on the Reports page.
   - **Time range** – Select the time period you would like the report to cover. Choose between *Last day* (last 24 hours), *Last 3 days*, *Last 7 days*, *Last 30 days*, *Last 90 days*, and *Last 6 months*.
   - **Format** – Currently all reports are delivered in *CSV (Comma Separated Values) format*.
   - **Frequency** – Choose to have the report generated and delivered either *Daily*, *Weekly*, or *Monthly*.
     - **Every** – (Depending on the Frequency selected, this option may not appear.) Select the week of the month that the report will be generated and delivered. Options are

First, *Second*, *Third*, *Fourth* or *Last*. You can also choose *Specific date*.
- **On** – (Depending on the Frequency selected, this option may not appear.) Choose the day of the week that the report will be generated and delivered. Options are *Sunday-Saturday*. Note: if *Specific date* is selected above, this option will be a day of the month (*1st-31st* or *Last day of the month*).
- **At** – Select the time of day that the report will be generated and delivered.

- **Recipients** – Enter the email addresses that will receive the report. To add more than one recipient, separate each email address with a comma and no spaces.

Edit an Existing Report Schedule

1. In the main navigation at top-left, go to **Reports > Scheduled reports**. The current schedules are displayed.



2. Click on the pencil icon . The scheduling details flyout opens.
3. Change the details as needed. The report type (i.e. *Top email reporters*) cannot be changed. Create a new schedule if you need one for another type of report.

Other actions

Click the three dots on the right side to do one of the following:

- **Disable** – The scheduled report will no longer be created or delivered until it is once again enabled.
- **Delete** – Completely removed the report creation and delivery schedule.
- **Open Report** – Open and view the generated report. See Incident Response Reports for a description of report details.

Figures

1. new-schedule.png
2. scheduled-reports.png
3. pencil-icon.png
4. three-dots.png

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