

## Reports

<https://campus.barracuda.com/doc/2490438/>

This article refers to [Barracuda Message Archiver Legacy Release](#) firmware or higher .

The built-in reports on the Barracuda Message Archiver provide statistics on various operational, legal, and storage aspects. Default reports include message archive growth, policy violations, archive traffic, and cost analysis and projected archive storage growth.

On the **BASIC > Reports** page you can generate the following reports:

- **Email Activity Report** – View Barracuda Message Archiver email activity by user
- **Top Storage Users Report** – View Barracuda Message Archiver storage usage by user
- **Policy Violations Report** – View Barracuda Message Archiver email policy violations by user
- **Global Searches Report** – View the top Barracuda Message Archiver global searches by user
- **Usage Report** – Generate an overview of Barracuda Message Archiver cost analysis and projected archive storage growth

### Email Activity Report

This report displays the total number of emails by user for the specified date range. The report displays a list of all users and their email count as well as a graphical representation based on the **Chart Type** selection in the **Report Properties** section.

### Top Storage Users Report

This report displays a list of top storage users and the total storage each user has used on the Barracuda Message Archiver. Specify the maximum number of users you wish to display in the report by entering a value in the **Top Count** field in the **Report Properties** section. When the report is generated, the report displays a list of the top storage users based on the value in the **Top Count** field, the total storage used by each, and a graphical representation of usage based on your **Chart Type** selection in the **Report Properties** section on the **BASIC > Reports** page.

### Policy Violations Report

This report displays a list of policies and the number of times that a policy was violated within the

specified date range. This report includes custom policies, and all built-in policies when enabled on the **POLICY > Alerts** page. When the report is generated, the report displays the number of times the policies were violated within the selected date range. Additionally, a graph displays the data based on your **Chart Type** selection in the **Report Properties** section on the **BASIC > Reports** page.

## Global Searches Report

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This report displays a list of all global searches performed within the specified date range by users with the *admin* or *auditor* role. This report includes the global search criteria, the user who performed the search, and the number of times the global search was performed. Additionally, a graph displays the number of times each global search was performed based on your **Chart Type** selection in the **Report Properties** section on the **BASIC > Reports** page.

## Usage Report

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This report displays a comprehensive report of archiving activity, cost savings, and projected storage growth based on U.S. dollars per gigabyte for the selected date range. For additional information, see [Barracuda Message Archiver Usage Report](#).

## Generate Reports

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On the **BASIC > Reports** page you can generate individual reports on a one-time basis by specifying the desired **Report Type** and **Date Range**. You can select to either email the generated report to one or more recipients, or view the report on-screen.

Because report generation can consume a large amount of resources, particularly if the requested report covers a long time period and/or has to process a large amount of data, *reports for a time span of longer than 7 days can only be generated for email delivery.*

Note that **Show Report** is not available when generating a Usage Report.

### Show Report

Click **Show Report** to generate and view a report onscreen. Note that the date range cannot exceed seven days to view the report onscreen. To generate a report that covers more than a seven-day

period, use the **Email Report** function.

## Email Report

To send an email containing the selected report to a specific user, select the report type, specify the date range, enter an email address in the **Email Report to** field, and then click **Email Report**. A message displays at the top of the page noting that the report is generating and will be sent to the specified user.

## Daily Report Email Options

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You can optionally set up automatic report generation of email activity, top storage users, policy violations, and global searches in the **Automated Reports** section on the **BASIC > Reports** page. Enter one or more recipients to have a report emailed daily to one or more users.

## Report Properties

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In the **Report Properties** section on the **BASIC > Reports** page you specify how the report content is presented. You must click **Save Changes** for these values to be used in daily reports defined in the **Automated Reports** section.

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