

Barracuda Message Archiver Usage Report

<https://campus.barracuda.com/doc/3892/>

You can view a comprehensive report of archiving activity, cost savings, and projected storage growth based on U.S. dollars per gigabyte.

Go to the **BASIC > Report** page. In the **Generate Report** section, select **Usage Report** from the **Report Type** drop-down menu. Enter the email address to which to send the report.

Note that the **Date Range** fields are not available. This report automatically generates using data from the last year.

Click **Email Report** to generate and send the report to the specified email address. The report is attached to the email as a PDF file.

The PDF report displays the following details:

- **PDF Header** – Barracuda Message Archiver hostname, serial number, and report generation date.
- **Yearly Summary** – Displays a summary of employee hours saved, total storage savings in U.S. dollars, and the number of emails flagged for policy violations.
- **Archiving Activity** – Displays email, non-email, and messages flagged by policy in table format, as well as a summary pie chart:
 - Total inbound, outbound, and internal archived email by week, month, and year
 - Total non-email items archived including appointments, contacts, notes, and tasks by week, month, and year
 - Total number of emails flagged by built-in and custom policies by week, month, and year
- **Access** – Displays the total logins, exports, and search access by week, month, and year, as well as estimated time savings in hours per weekday:
 - **Access Overview** – displays total user login, export, search activity
 - **Administrator** – displays login, export, and search activity for administrator role only
 - **Auditor** – displays login, export, and search activity for auditor role only
 - **User** – displays user login, export, and search activity for web interface and Barracuda Archive Search for Outlook (excluding Administrator and Auditor roles)
- **Storage** – Displays message stubbing and PST management details:
 - [Microsoft Exchange Stubbing](#) – Displays the total messages stubbed, storage savings, and cost savings by week, month, and year
 - [PST Management](#) – Displays the total number of uploaded PST files, PST storage size, and cost savings by week, month, and year
 - [Capacity and Retention Policy Management](#) – Displays the projected yearly growth, time until expected saturation, and retention rate storage based on current usage, device size, and current retention rates including a storage utilization graph with projected cumulative yearly storage

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