

How to Manually Upload Files to ATP

<https://campus.barracuda.com/doc/42041413/>

In some cases it may be necessary to manually check files using ATP. You can upload a file through NG Admin. Optionally an email notification is sent when the scan has been completed.

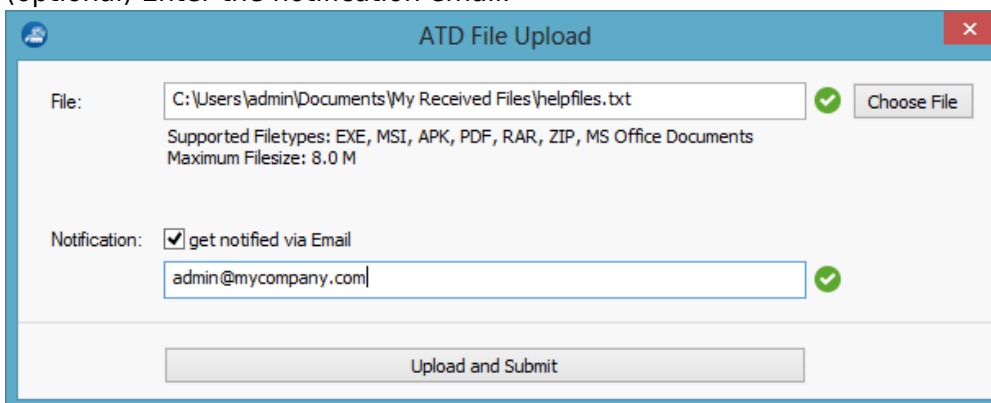
In this article:

Before you Begin

- Enable ATP. For more information, see [How to Configure ATP in the Firewall](#).
- To receive a notification email, you must configure the system notification email address. For more information, see [How to Configure the System Email Notification Address](#).

Step 1. Upload the File

1. Open the **ATD** tab (**Firewall > ATD**).
2. Click **Manual File Upload**. The **ATD File Upload** window opens.
3. Click **Choose File** and select the file you want to upload.
4. (optional) Enable **get notified via Email**.
5. (optional) Enter the notification email.



6. Click **Upload and Submit**.

The file is now uploaded to the Barracuda ATP Cloud and listed on the **Files in Progress** page.

Files in Progress	Scanned Files	Malicious Files	Quarantine	Manual File Upload	Remove
Files scanned this month	98 of 108 000		Files queued	0 + 0 Compressed HTTP Files	Files
State	URL	File	File Type	Origin	Start Time
Scanning	helpfiles.bt	helpfiles.bt	.unknown	manual	30.10.2014 09:51:19

Step 2. (optional) Download the Scan Report

After the file was scanned it is displayed on the **Scanned Files** page from where you can download the scan report.

Files in Progress	Scanned Files	Malicious Files	Quarantine	Manual File Upload	Remove	Download Report	
Files scanned this month	98 of 108 000		Files queued	0 + 0 Compressed HTTP Files		Files scanning	
Risk	URL	File	File Type	Origin	Delivered	Blocked	Start Time
None	Manual upload ServiceChecker-2.5-U...	ServiceChecker-2.5-Update...	.pdf	manual	1	0	29.10.2014 14:40:04
None	Manual upload miranda-im-v0.10.24-un...	miranda-im-v0.10.24-unicod...	.pdf	manual	1	0	29.10.2014 12:20:23
Low	http://cdn.sfrquickfiles.com/?c_user...	miranda-im-v0.10.24-unicod...	.exe	http/https	1	0	27.10.2014 09:26:43

1. Open the **ATD** tab (**Firewall > ATD**).
2. Select the scanned file.
3. Click **Download Report** on the top right of the page.
4. Select the report type:
 - o **Summary Report**
 - o **Full Report**
5. Save the report to your desired location.

Figures

1. upload.png
2. scan.png
3. scan2.png

© Barracuda Networks Inc., 2020 The information contained within this document is confidential and proprietary to Barracuda Networks Inc. No portion of this document may be copied, distributed, publicized or used for other than internal documentary purposes without the written consent of an official representative of Barracuda Networks Inc. All specifications are subject to change without notice. Barracuda Networks Inc. assumes no responsibility for any inaccuracies in this document. Barracuda Networks Inc. reserves the right to change, modify, transfer, or otherwise revise this publication without notice.