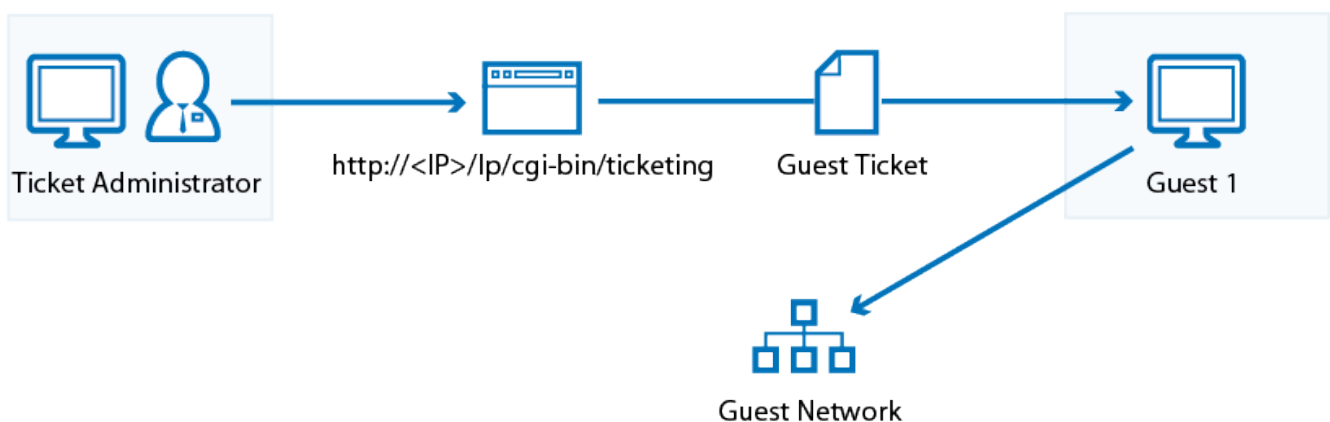


## How to Manage Guest Tickets - User's Guide

<https://campus.barracuda.com/doc/48202827/>

If you are a ticketing administrator, you can create tickets in the Barracuda NextGen Firewall F-Series ticketing web interface to let guests temporarily access your network.

Tickets assign guests with a username and password that expire after a preset amount of time. After tickets expire, they are automatically deleted.



### Before you begin

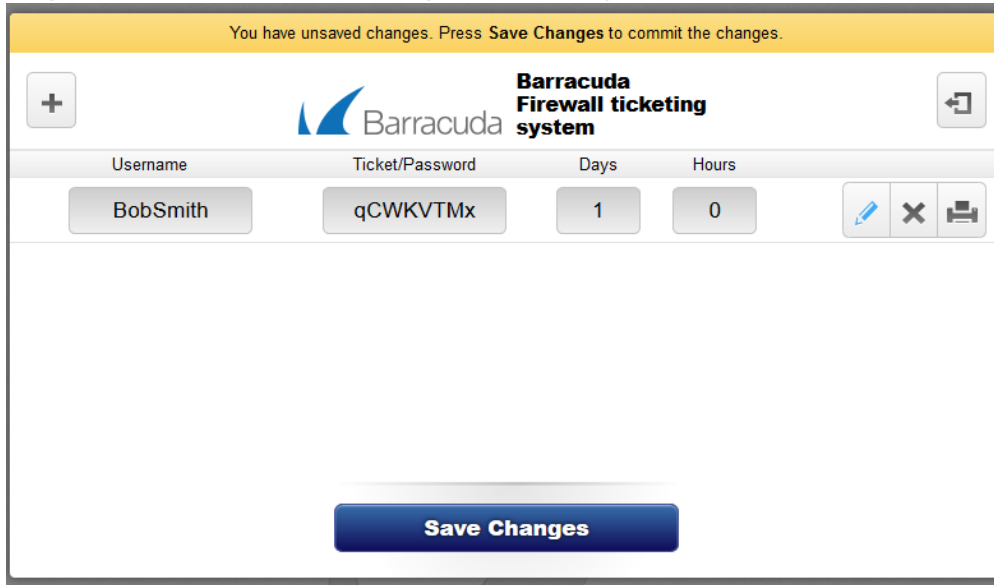
You will need the following information from the Barracuda NextGen Firewall F-Series administrator:

- The IP address of the ticketing web interface (e.g., 192 . 168 . 223 . 1)
- The username and password for the ticket administrator
- (Wi-Fi only) The SSID and passphrase for the Wi-Fi network

### Create a guest ticket




1. In a browser, go to: `http://IP address for the ticketing web interface/lp/cgi-bin/ticketing`
2. Log in with the username and password for the ticketing administrator.
3. Click the plus sign (+).
4. Enter the following information for the guest user:
  - **Username** - A descriptive username (e.g., BobSmith).
  - **Password** - A password.
  - **Days** and **Hours** - The number of days and hours that the ticket stays valid. These values

may not exceed the limits set by the ticketing admin.



You have unsaved changes. Press **Save Changes** to commit the changes.

**Barracuda Firewall ticketing system**

Username	Ticket/Password	Days	Hours	
BobSmith	qCWKVTMx	1	0	  

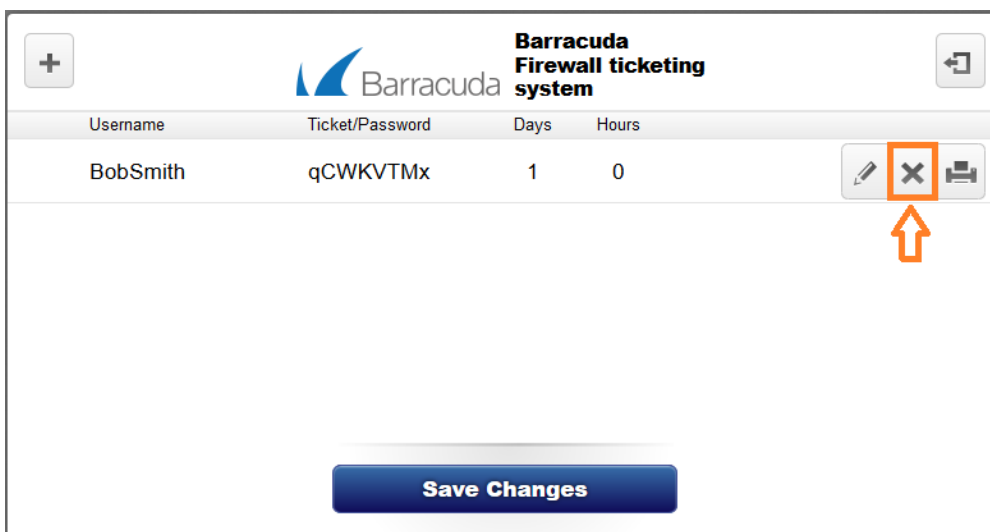
**Save Changes**

5. Click **Save Changes**.




## Delete a guest ticket

If a guest ticket is deleted before it expires, the deleted user can still access the network for a certain time. Contact your system administrator if you need to immediately block the user and all user sessions.

1. In a browser, go to: `http://IP address for ticketing web interface/lp/cgi-bin/ticketing`
2. Next to the ticket that you want to delete, click the **X** symbol.



**Barracuda Firewall ticketing system**

Username	Ticket/Password	Days	Hours	
BobSmith	qCWKVTMx	1	0	  

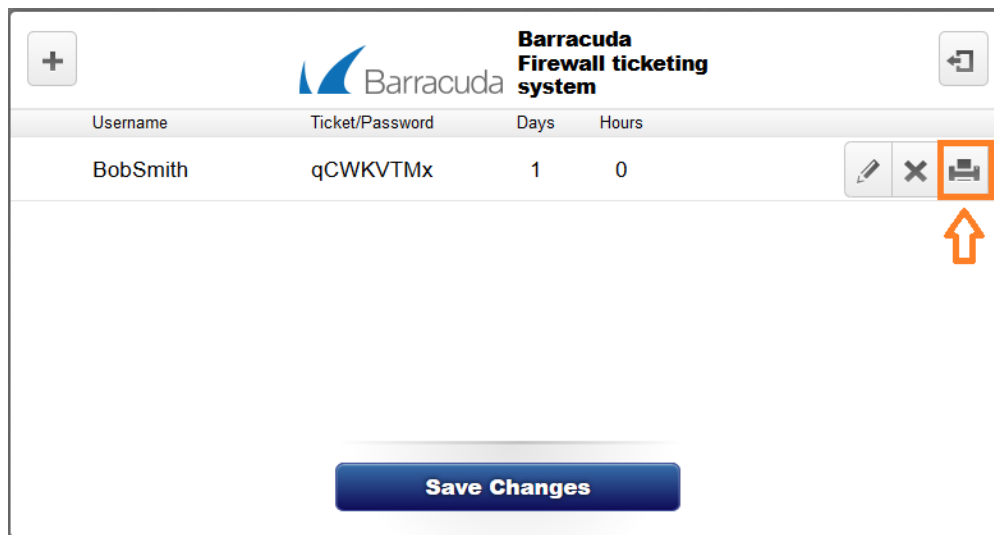
**Save Changes**

## Print ticket information for guests

To give guests their username and password for accessing the network, you can print their ticket information. The printed information also specifies when the ticket expires.

To print the information for a guest ticket, click the printer symbol next to it.

If your guests are accessing a Wi-Fi network, you must also give them the SSID and passphrase for the network.



The screenshot shows the Barracuda Firewall ticketing system interface. At the top, there is a header with the Barracuda logo and the text "Barracuda Firewall ticketing system". Below the header is a table with the following columns: Username, Ticket/Password, Days, and Hours. The table contains one row with the following data: Username: BobSmith, Ticket/Password: qCWKVTMx, Days: 1, Hours: 0. To the right of the table, there are three icons: a pencil (edit), a close (X), and a printer (print). The printer icon is highlighted with an orange box, and an orange arrow points to it from below. At the bottom of the interface, there is a blue button labeled "Save Changes".

Username	Ticket/Password	Days	Hours
BobSmith	qCWKVTMx	1	0

## Figures

1. guest\_ticket\_admin.png
2. ticket\_admin\_2.PNG
3. ticket\_admin\_delete.PNG
4. ticket\_admin\_print.PNG

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