

How to Manually Upload Files to ATP

<https://campus.barracuda.com/doc/48203116/>

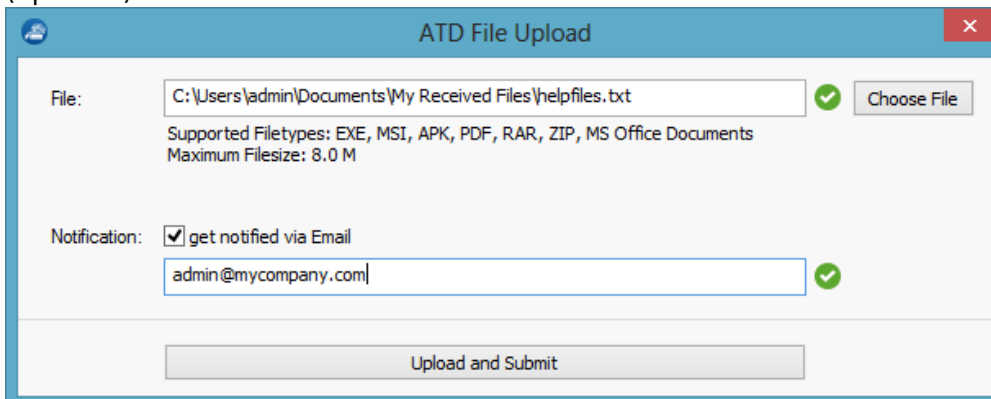
In some cases it may be necessary to manually check files using Advanced Threat Protection (ATP). You can upload a file through NextGen Admin. Optionally an email notification is sent when the scan has been completed.

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. Go to **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.



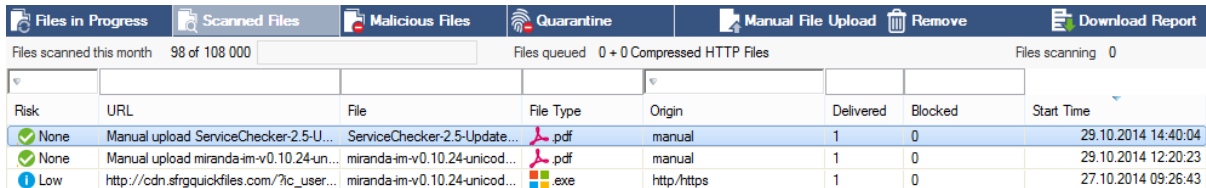
6. Click **Upload and Submit**.

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.



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.sfrgquickfiles.com/?c_user...	miranda-im-v0.10.24-unicod...	.exe	http/https	1	0	27.10.2014 09:26:43

1. Go to **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

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