

## Scheduled Exports

<https://campus.barracuda.com/doc/51190387/>

This article refers to Barracuda Message Archiver version 5.1 or higher, and applies to both the administrator and [auditor role](#), except where noted.

For additional information about the available options, go to the **POLICY > Scheduled Exports** page, and click the Help icon.

Use the **Scheduled Exports** page to export new mail that matches specified criteria in a previously created saved search. Once you execute an Advanced Search, you can save and name the search for re-execution at a later time as a saved search. For more information, see [How to Set Up Saved Searches](#).

For a given user, a saved search *can only be used for one scheduled export at a time*. All admin users share a list of saved searches, therefore all admin users share the same list of scheduled exports and settings. Once you create a scheduled export, you cannot edit the scheduled export; you can only enable, disable, or delete it.

### Auditor Access

The **POLICY > Schedule Exports** page displays to users in the auditor role only when the admin sets **Enable Schedule Exports** to **Yes**.

## Enable Scheduled Exports

The steps in this section must be completed using the admin role. Note, however, the **Sent Email Alerts** option can be modified through the auditor role.

1. Log in to the Barracuda Message Archiver.
2. (Admin Only) Go to the **POLICY > Scheduled Exports** page, and set **Enable Scheduled Exports** to **Yes**.
3. (Admin and Auditor Role) Select whether to **Send Email Alerts** when a scheduled export fails to complete. When enabled, an email notification is sent to the system alerts email address configured on the **BASIC > Administration** page.
4. (Admin Only) Set **Enable SMB Share** to **Yes** to create an SMB share *ScheduledExports* on the

Barracuda Message Archiver for download of PST files created by scheduled exports. This includes scheduled exports for all users. The share is your Barracuda Message Archiver's IP address followed by *BarracudaMessageArchiverScheduledExports*. For example, if the IP address is 192.168.1.10, the share is located here:

\\192.168.1.10\BarracudaMessageArchiverScheduledExports

If you do not wish to use an SMB share, you can download the PST files created by scheduled exports from the **Latest Scheduled Exports** table at the bottom of the page.

5. (Admin Only) To limit access to the SMB share to the user *ScheduledExports*, enter a password to associate with *ScheduledExports*.
6. (Admin Only) Specify the number of days to keep the exported scheduled export files, after which the files are deleted.
7. Click **Save**.

## Add a Scheduled Export

The steps in this section can be completed by a user with either the admin or auditor role.

To add a scheduled export,

1. Log in to the Barracuda Message Archiver as either an admin or auditor.
2. Go to the **POLICY > Scheduled Exports** page, and click **Add a Scheduled Export**.
3. The **Add a Scheduled Export** dialog box displays. From the **Saved Search** drop-down, select a previously defined saved search.
4. From the **Every** drop-down menu, select the interval, in weeks, on which to run the export. Select **1, 2, 3, or 4 week(s)**. The export includes mail from the same number of most recent weeks.
5. Specify the **Begin Date** when to run the first export at the beginning of the selected day. This is always the day after the end of the export period.

For example, if you configure the export to run every week and select a begin date of June 9, the first export includes matching mail imported June 2-8, for a total of seven days, and runs early the morning of June 9. The next export runs a week later, early the morning of June 16, and includes mail imported June 9-15.

Note that the date span for the export is determined using the time zone set on the **BASIC > Administration** page, so even if you set up the export in Belgrade (+0100) and the Barracuda Message Archiver is in Chile (-0300), the first export starts with mail imported June 2 at midnight Continental Chile time (3:00 UTC) and continues until Chile's midnight at the end of June 8.

6. The **First export period** field displays based on your selections.
7. Set **Enabled** to **Yes** to run this scheduled export based on the set details. To disable the export, select **No**.

For example, if you set **Enabled** to **No** for a scheduled export that would have run, the export is skipped but the date of the next run is updated. If the export is scheduled to run

every week but is disabled on the morning of June 9, nothing happens. On June 16, if the export is enabled, the export runs, if it is still disabled, it is skipped again.

8. Click **Submit**; the scheduled export is added to the table.

## Scheduled Export Table

The scheduled export table displays the configuration for each scheduled export. From this table you can select to **Search**, **Enable/Disable**, or **Delete** a scheduled export. If you click **Search**, the **BASIC > Search** page displays the Saved Search on which the selected scheduled export is based.

## Latest Scheduled Exports

The **Latest Scheduled Exports** table lists all past and currently running scheduled exports for the current user, or, for an admin, the exports shared between all admins. For each export, the table displays the export name, date and time it ran, and status of a running export or result of a completed export. For exports with messages that were skipped for various reasons, from the **Status** column, you can view a list of failed messages, messages that were skipped because they were duplicates, or messages passed over because they contained viruses.

The actions column displays the same options available from the **Tasks** tab on the **BASIC > Search** page for regular exports. The user can also select to download or remove the PST created by a successful export, or cancel the export.

If you have configured multiple Barracuda Message Archivers for [Federated Search](#) on the **ADVANCED > Clustering** page, click **Show Tasks** in the action column to view a table detailing which sections of the export are for each Barracuda Message Archiver.

Scheduled exports support Federated Search, however, search results from the cloud for the Barracuda Cloud Archiving Service is not currently supported.

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