

How to Manually Upload Files to ATP

<https://campus.barracuda.com/doc/53248828/>

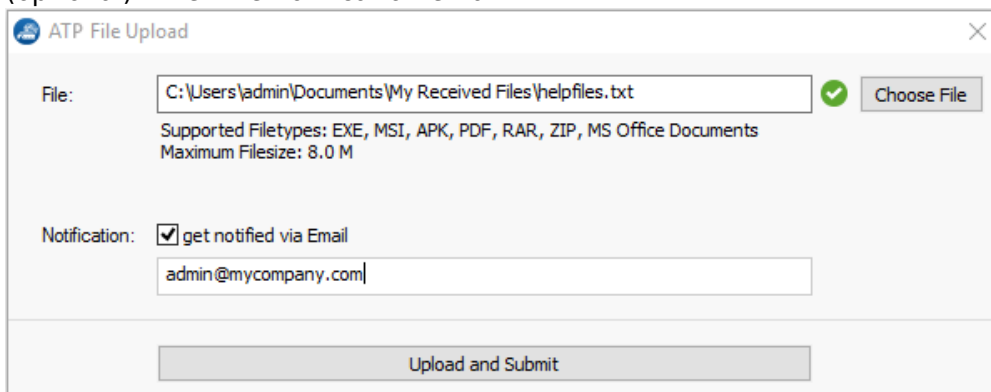
In some cases it may be necessary to manually check files using ATP. You can upload a file through NextGen Admin. Optionally an email notification is sent when the scan has been completed.

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 System Email Notifications](#).

Step 1. Upload the File

1. Open the **ATP** tab.
2. Click **Manual File Upload**. The **ATP 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.



ATP File Upload

File:

Supported Filetypes: EXE, MSI, APK, PDF, RAR, ZIP, MS Office Documents
Maximum Filesize: 8.0 M

Notification: get notified via Email

6. Click **Upload and Submit**.

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

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.

Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
Risk	Information	File	File Type	Origin	Delivered	Blocked	Start Time
None	http://download.windowsupdate.com/d/ms...	24410011_1e06835a5b26b...	cab	http/https	1	0	15.03.2017 13:58:14
None	http://download.windowsupdate.com/c/ms...	24410514_24113d4e69973...	cab	http/https	1	0	15.03.2017 13:58:14
None	Manual upload WindowsAzurePowershellGe...	WindowsAzurePowershellG...	exe	manual	1	0	10.04.2017 11:05:38
None	Manual upload real.exe	real.exe	exe	manual	1	0	10.04.2017 11:15:06
None	http://download.windowsupdate.com/d/ms...	24410000_cec561d423df1...	cab	http/https	1	0	15.03.2017 13:58:14

1. Open the **ATP** tab.
2. Click **Scanned Files**.
3. Select the scanned file.
4. Click **Download Report** on the top right of the page.
5. Select the report type:
 - o **Summary Report**
 - o **Full Report**
6. Save the report to your desired location.

Figures

1. upload.png
2. scan2.png

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