
How to Use Immediate Reports

<https://campus.barracuda.com/doc/6553617/>

This documentation applies to the Barracuda Web Security Service sold **prior** to April 1, 2017. As of this date, the service is still maintained, while new customers can purchase the new Barracuda Web Security Service cloud based solution powered by Zscaler, the leading cloud web security solution for enterprises. Click [here](#) for documentation on the **new** Barracuda Web Security Service.

The Barracuda Web Security Service Manager contains numerous reports that help you analyze current data about your organization's web traffic, and about viruses and malware blocked by the Barracuda Web Security Service.

Output Options

You can view Immediate Reports on demand or export them in the following formats:

- **CSV** - Displays the report in spreadsheets
- **HTML** - Displays the report as a web page
- **PDF** - Displays the report in document format
- **XML** - Used as an input for web browsers and reporting tools
- **PRINT** - Prints the report view you selected

Creating an Immediate Report

Manage reports for the Barracuda Web Security Service by accessing your Barracuda Cloud Control login.

To create an immediate report:

1. If you are not already in the Barracuda Web Security Service Manager interface, click the the **Barracuda Web Security Service** icon at the top of the Barracuda Cloud Control login screen. The Barracuda Web Security Service Manager interface appears in the screen.
2. In the Barracuda Web Security Service Manager, click the **Reports** tab. The **Immediate Report Settings** page appears.
3. Choose the category for which you want to report.
4. Select one or more report(s) from the list, and then select the time period you want the report to cover. You can create a comprehensive report by using the **Shift** key to select **ALL** reports.

5. Both the **Show Chart** and **Show Table** checkboxes are selected by default. You can deselect one of them if you want the report to focus on the other.
6. If you chose one of the "Top instances" reports, use the Top drop-down to choose the number of instances you want the report to include.
7. Click one of the output buttons to display the report in the format you choose or save it to another location.

Unknown users appear as username "None", "Unknown", or a blank Username field in log and reports. Authenticate all traffic through a Barracuda Web Security Service Connector or Remote client software to ensure meaningful user reporting.

User Report Types

There are two types of user reports:

- User Browsing Activity
- User Browsing Summary

The **User Browsing Activity** and **User Browsing Summary** reports provide different presentations of the same data, so the totals will rarely match when you compare these reports for a given user over an identical time period. The Activity report is a detailed list of every individual domain request that a user made, grouped by category; the **Summary** report presents how much total time a user spends surfing the web each day. Some user browsing times may appear bloated, because sites with very heavy content can have duplicate times reported. For example, if a user visits cnn.com and this site pulls content from 5 different domains, the **Browsing Activity** report lists all 5 domains during the same time period. In this example, two minutes of browse time may appear as 10 minutes on this report (two minutes for each of five different domains).

User Browsing Activity Report

The User Browsing Activity report is a detailed list of every individual domain request that a user made, grouped by category.

- Data for this report are collected from the **Forensics** page (on the **CONFIGURATION** tab).
- Some data is estimated, because browse times are determined using a start and end time for each domain visited.
- If the same domain is visited within a 1 minute window then the end time for that domain is extended.
- If the same domain is visited outside this 1 minute window, then another entry with a new start and end time is recorded.
- Entries are then totaled to provide a total time for each domain.

User Browsing Summary Report

The User Browsing Summary report presents how much total time a user spends surfing the web each day by using web requests/connections. Because it reflects actual time spent on the Internet, it must account for activities that occur in the background without the user initiating new requests, such as:

- having multiple tabs or web browsers open at the same time,
- web ads that constantly auto-update, and
- webmail or streaming media sites that constantly refresh as long as the web browser window is open.

User Browsing Reports are available in PDF only, because they can reach considerable size and affect the performance when viewed in the web browser.

In order to more accurately reflect user behavior vs. auto-generated web traffic, this report does not include these overlaps and background activities. Using the example above (cnn.com) the browse time in the report will be recorded as 2 minutes regardless of:

- The number of domains visited/requested during this 2 minute window
- The number of tabs open
- Any streaming media that happens to be playing at the same time

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