

## Reports

<https://campus.barracuda.com/doc/74548139/>

The **Reports** page provides administrative reports, based on the type and time frame you select. You can either create adhoc reports for a quick glance at user activity, going back a maximum of 30 days, or you can schedule reports to be delivered on a regular basis. Barracuda Networks recommends using scheduled reports because logs only go back 30 days – so if you receive regularly scheduled reports, you will have a history of activity beyond 30 days ago.

### Viewing and Downloading a Report Immediately

To view a report:

1. Select a **Time Frame: Last 24 Hours, Last 7 Days, or Last 30 days.**
2. Select a **Report Type:**

Web Filtering Reports (Available with BCS and BCS Plus)

- **Blocked Supercategories** – Bar graph and table showing number of blocked requests by supercategory for the selected time frame.
- **Blocked Categories** – Bar graph and table showing number of blocked requests by category for the selected time frame.
- **Location Report** – Bar graphs and tables showing the following for the selected DNS Filtering Location for the selected time frame:
  - **Top Blocked Supercategories**
  - **Top Blocked Categories**
- **User Report** – Bar graphs and tables showing the following for the top ten most active users for the selected time frame:
  - **Top User Activity**
  - **Top Blocked Users**
  - **Top Blocked Categories**
- **Per User Report** – Bar graphs and tables showing the following for the selected user and time frame:
  - **Top User Activity**
  - **Top Domains Visited**
  - **Top Blocked Domains**

Account Reports

- **Overview report for MSPs** – Summary reports for the selected time frame. MSPs can send this report to their customers to show user browsing activities.
  - **User Report - Top Ten Devices:** Top endpoints with the most requests
  - **User Report - Blocked Users:** Top users with the most blocked requests
  - **Security - Denied Categories:** Top categories by number of blocked requests under the supercategory *Security*. These categories include Advertisement and Banners, Bot Phone Home, Botnets, Hacking or Cracking, Infected Sites, Keyloggers,

Malware, Mobile Malware, Phishing Sites, Remote proxies, Spam, and Spyware.

- **Security - Allowed Categories:** Top categories by number of allowed requests under the supercategory *Security*, as described above.
- **Productivity - Denied Categories:** Top categories by number of blocked requests under the supercategory *Productivity*. Includes categories belonging to the supercategories Adult Material, Social Media and Entertainment.
- **Productivity - Allowed Categories:** Top categories by number of allowed requests under the supercategory *Productivity*, as described above.
- **Compliance - Denied Categories:** Top categories by number of blocked requests under the supercategory *Compliance*. These categories include Violence and Weapons, and Illegal or Improper.
- **Compliance - Allowed Categories:** Top categories by number of allowed requests under the supercategory *Compliance*, as described above.

#### Malware Prevention Reports (Available with BCS Plus)

- **All Threats Seen** – Graph showing number of malicious files detected by day, followed by a table listing details by date/time and user.
  - **Threats by Endpoint** – Graph showing relative volume of malicious files detected by endpoint, followed by a table listing actual number of malicious files detected by endpoint.
  - **Threats by Users** – Graph showing relative volume of malicious files detected by user, followed by a table listing actual number of malicious files detected by user.
  - **Threats by File Types** – Graph showing relative volume of malicious files detected by file type, followed by a table listing actual number of malicious files detected by file type.
3. Click **View** to see the report in a new browser tab.

For **Blocked Supercategories** or **Blocked Categories** reports, you also have the following options:

- Click **PDF Report** to download and save the report in PDF format, which maintains the graphic element of the report. Any logo you upload on the [Accounts](#) page displays in the lower right corner of each page.
- Click **CSV Report** to download and save the report in a spreadsheet format (no graphics).

## Scheduling a Report to Run Automatically


To schedule a report to run automatically, on a set schedule:

1. Click **Schedule**.
2. Select a **Report Type** as described above.
3. Select a **Time Frame**: **Last 24 Hours**, **Last 7 Days**, or **Last 30 days**.
4. Select the **Frequency** for running the report, along with any additional specification needed:
  - **Hourly** – (No further specification needed.)
  - **Daily** – Specify the hour.
  - **Weekly** – Specify the day of the week and the hour.
  - **Bi-Weekly** – Specify the day of the week and the hour.

- **Monthly** – Specify the day of the month and the hour.
5. Specify the **Email Recipients** who will receive these automatic reports. For multiple email recipients, enter each email on a separate line.

### Taking Action with a Scheduled Report

To generate a scheduled report immediately, select the report in the **Scheduled Reports** section, then click **Run Now**.

To edit or delete a scheduled report, in the **Scheduled Reports** section, click the More Options icon (  ) and select the appropriate action.

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## Figures

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