



Users

Administer user access to the Barracuda Backup from the **Admin > Users** page. Click **Add & Remove Users** to add or remove users, or click **Edit** to the right of the user to modify the user's access rights. You can specify the following user options, all of which are specific to Barracuda Backup:

- Receive emails with backup reports, error condition alerts, or Barracuda Backup Server software update notices.
- Restrict access to the Barracuda Backup web interface to one or more IP addresses.
- Designate the user role.

Use the following steps to add Barracuda Backup entitlements when you add a user to your Barracuda Cloud Control account.

Alternatively, if you are already logged in to Barracuda Backup, click **Admin > Users** and complete these steps.

1. Log in to Barracuda Cloud Control as the administrator, click **Home** in the left pane, and go to the **Admin > Users** page.
2. Click **Add User**; the new **User Details** displays.
3. Enter the new user's first and last name in the **Name** field, and enter their **Email** address; the user email address will serve as their username.
4. Select the **Starting Page** for this user upon log in from the following options:
 - **Default**
 - **Community/Forum**
 - **Account**
 - **Support**
5. If you are using **Multi-Factor Authentication**, complete this section.
6. In the **Privileges** section, select from the following options:
 1. **User Management** - Specify whether the user can add, remove, and edit users.
 2. **Billing Administration** - Specify whether the user can update billing information for this account.
7. In the **Product Entitlements** section, click **Backup (Admin)**.
8. Click **Save User** at the top of the page to add the user to Barracuda Backup; an email is then sent to the user prompting them to set their password.
9. Click on the username in the **Users** list; the **User Details** section displays in the right pane. In the **Product Entitlements** section under **Backup (Admin)**, click **Configure Permissions**.
10. In the configuration page, configure **Email Notifications**:
 - **Backup Summary Reports** - When selected, a summary report is sent to this user for each appliance daily.
 - **Backup Detailed Reports** - When selected, a detailed report each time a backup job completes, including a list of all backed up items.
 - **Alerts** - When selected, an alert is sent to this user if an error occurs during a backup job or if a Barracuda Backup appliance goes offline.
 - **Notices** - When selected, a notice is sent to this user when the Barracuda Backup appliance software is updated.
11. If you have multiple appliances on an account, you can selectively limit visibility. To restrict the IP address that this user is allowed to log in from:
 1. In the **IP login restrictions** field, enter an IP block in single 192.168.1.100 notation, CIDR net block 192.168.1.0/24 notation or a range in 192.168.0.0-192.168.0.128 notation to specify the IP addresses from which this user is allowed to log into Barracuda Backup.
 2. Separate multiple IP blocks or ranges with a comma.



12. From the **User role** drop-down menu, select permissions for this user:
 1. **Account Administrator** - User has full access to all Barracuda Backup appliances within the account.
 2. **Barracuda Backup Appliance Administrator** - User has full access to all selected Barracuda Backup appliances; user does not have edit or view user accounts access. When selected, the **Grant access to** section displays:
 - **Select All Backup Appliances** -When selected, user has full access to all Barracuda Backup appliances within the account. When cleared, a list of all connected Barracuda Backup appliances displays. Turn on the Barracuda Backup appliances to which this user is to have access.
 3. **Operators** - User access is limited to viewing statistics and modifying backup configuration for selected Barracuda Backup appliances. Operators cannot restore data or edit user accounts.
 - **Select All Backup Appliances** - When selected, user has *Operator* access privileges to all Barracuda Backup appliances within the account. When cleared, a list of all connected Barracuda Backup appliances displays. Turn on the Barracuda Backup appliances to which this user is to have *Operators* access.
 4. **Helpdesk** - User access is limited to the **Dashboard** page, the restore browser and restore reports on Barracuda Backup Appliances. Helpdesk users can restore data and stop running restores.
 - **Select All Backup Appliances** - When selected, user has *Help Desk* access privileges to all Barracuda Backup appliances within the account. When cleared, a list of all connected Barracuda Backup appliances displays. Turn on the Barracuda Backup appliances to which this user is to have *Helpdesk* access.
 5. **Status** - User access is limited to viewing the **Dashboard** page for Barracuda Backup appliances to which they have access.
 - **Select All Backup Appliances** - When selected, user has *Status* access privileges to all Barracuda Backup appliances within the account. When cleared, a list of all connected Barracuda Backup appliances displays. Turn on the Barracuda Backup appliances to which this user is to have *Status* access.

Note that in firmware version 6.4, the **Status** page has been renamed to **Dashboard** in the appliance web interface.

- The multi-appliance dashboard displays irrespective of the firmware version running on the appliances.
- The single appliance dashboard displays on appliances upgraded to firmware version 6.4; older firmware versions continue to display the existing **Status** page.

13. Click **Save** at the top of the page to save the Backup configuration settings for the selected user.

