

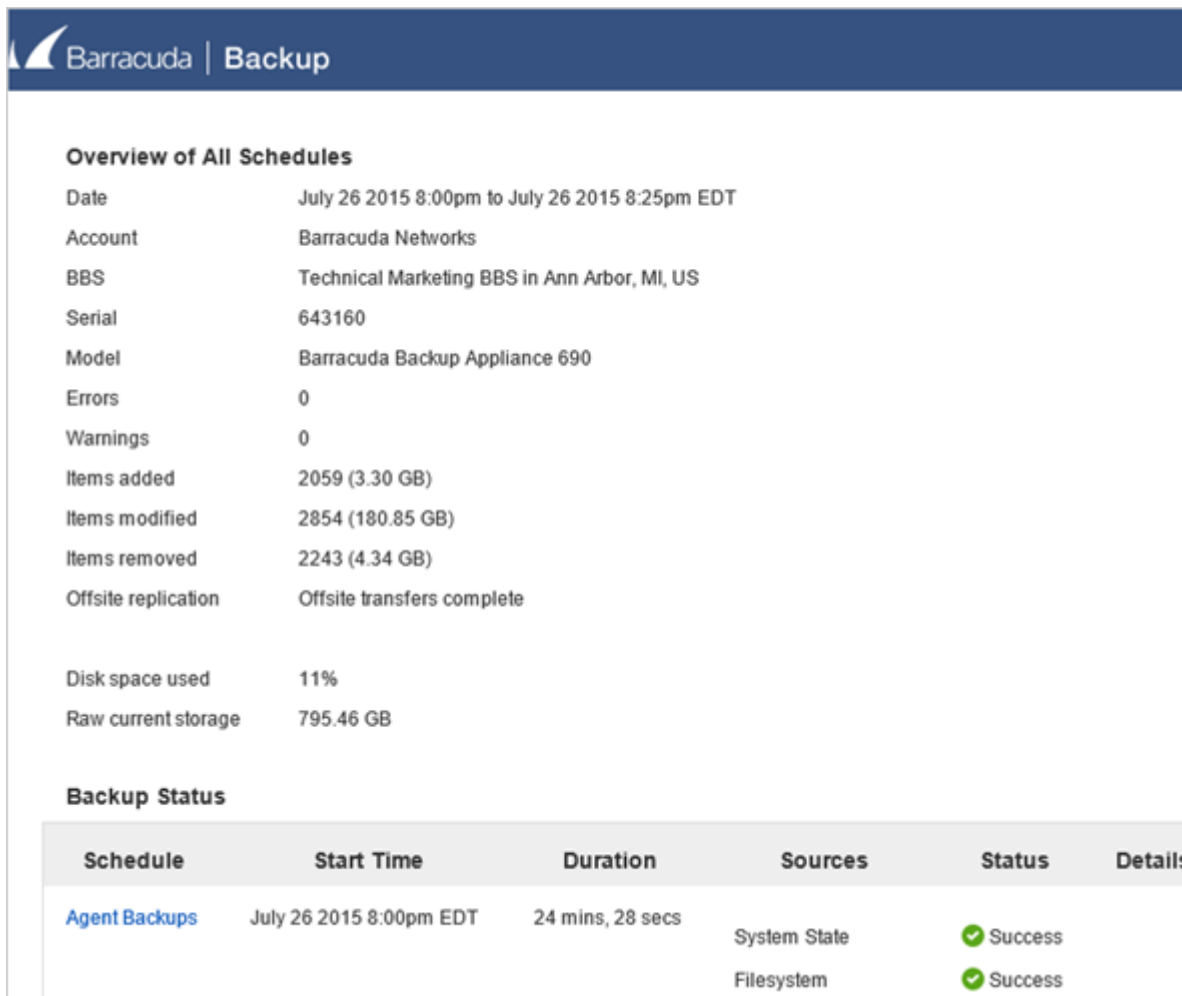
Summary Reports

<https://campus.barracuda.com/doc/78809620/>

Daily Summary Reports

You can configure users to receive a once-daily summary report that includes information about the Barracuda Backup appliance and the last run of each backup schedule from the previous day.

Figure 1. Sample Daily Summary Report.



Overview of All Schedules

| | |
|---------------------|--|
| Date | July 26 2015 8:00pm to July 26 2015 8:25pm EDT |
| Account | Barracuda Networks |
| BBS | Technical Marketing BBS in Ann Arbor, MI, US |
| Serial | 643160 |
| Model | Barracuda Backup Appliance 690 |
| Errors | 0 |
| Warnings | 0 |
| Items added | 2059 (3.30 GB) |
| Items modified | 2854 (180.85 GB) |
| Items removed | 2243 (4.34 GB) |
| Offsite replication | Offsite transfers complete |
| Disk space used | 11% |
| Raw current storage | 795.46 GB |

Backup Status

| Schedule | Start Time | Duration | Sources | Status | Details |
|---------------|-------------------------|------------------|--------------|-----------|---------|
| Agent Backups | July 26 2015 8:00pm EDT | 24 mins, 28 secs | System State | ✓ Success | |
| | | | Filesystem | ✓ Success | |

To configure Summary Reports for *users on the account*:

1. Go to the **Admin > Users** page, and click **Edit** in the **Actions** column for that user.
2. In the **Email notifications** section, select **Backup Summary Reports**:

Users
Email Notifications
Display Groups
Activate Backup Product
Online Service Terms

Edit User Demo Admin

Cancel
Save

<
Back to Users

Edit user details

| | |
|------------------------------|--|
| Account | Demo Co Inc |
| Email notifications | <input checked="" type="checkbox"/> Backup Summary Reports for each appliance daily <i>You will receive a report between 8 AM and 9 AM including information about the last run of each schedule the previous day.</i> |
| | <input checked="" type="checkbox"/> Backup Detailed Reports for each backup job <i>You will receive a report each time a backup job completes, including a list of all items that were backed up.</i> |
| | <input checked="" type="checkbox"/> Alerts when a backup job has errors or if your appliance is offline |
| | <input checked="" type="checkbox"/> Notices when your software is updated |
| IP login restrictions | <input type="text"/> <small>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 that this user is allowed to log in from. Multiple IP blocks or ranges can be separated with a comma.</small> |
| User role | <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Account Administrator</div> |

Account Administrators have full access to all Barracuda Backup Appliances within the account.
Barracuda Backup Appliance Administrators have full access to backup appliances selected below, minus the ability to edit/view user accounts.
Operators are limited to viewing statistics and modifying backup configuration for selected Barracuda Backup Appliances. Operators cannot restore data or edit user accounts.
Helpdesk users are limited to viewing the status page, the restore browser and restore reports on Barracuda Backup Appliances. Helpdesk users can restore data and stop running restores.
Status users are limited to viewing the status page on Barracuda Backup Appliances.

3. Click **Save**.

To configure Summary Reports for *users not associated with your account* (non-users such as your reseller):

1. Go to the **Admin > Email Notifications** page, and enter the recipient's email address in the **Email Address** field.
2. In the **Send** section, select **Backup Summary Reports**:

Email Notifications

Add a recipient

Email Address

Send

Backup Summary Reports for each appliance daily
You will receive reports once a day including information about the last run of each schedule the previous day.

Backup Detailed Reports for each backup job
You will receive a report each time a backup job completes, including a list of all items that were backed up.

Alerts when a backup job has errors or if your appliance is offline

Notices when your software is updated

Add

3. Click **Add**. The email address is added to the **Recipients** table.

Backup Summary Report

You can send customized Backup Summary Reports to any email recipient. Backup Summary Reports include information about the Barracuda Backup appliance and information about the backup schedules that ran on the selected day(s).

Figure 1. Sample Backup Summary Report.

B Barracuda | Backup

Overview of All Schedules

Date: July 27 2015 11:21am to July 28 2015 12:24pm EDT

Account: Barracuda Networks

BBS: (6.2) Technical Marketing Vx in Ann Arbor, MI, US

Serial: 667634

Model: Barracuda Backup Appliance 390Vx

Errors: 0

Warnings: ⚠ 1

Items added: 140228 (57.18 GB)

Items modified: 104 (489.42 MB)

Items removed: 0 (0 bytes)

Offsite replication: 131.33 GB left to transfer

Disk space used: 6%

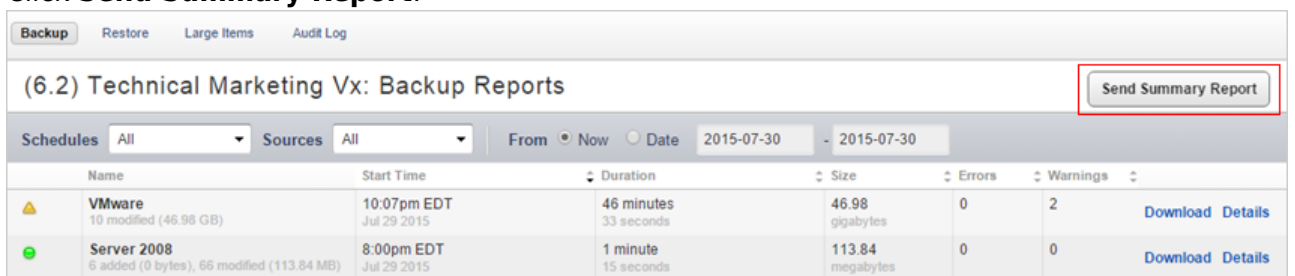
Raw current storage: 510.48 GB

Backup Status

| Schedule | Start Time | Duration | Sources | Status | Details |
|-------------|--------------------------|----------------|------------|--|---------|
| Server 2008 | July 28 2015 12:23pm EDT | 1 min, 15 secs | Filesystem | ✔ Success | |
| Server 2008 | July 28 2015 12:20pm EDT | 1 min, 15 secs | Filesystem | ✔ Success | |

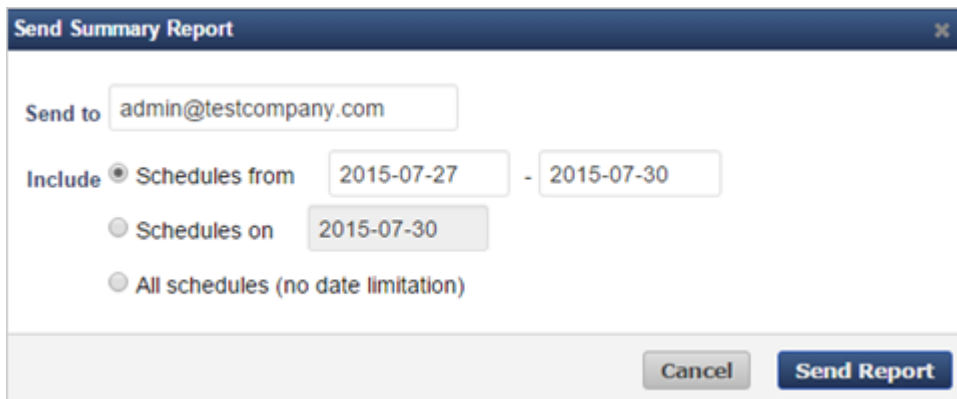
To send a Backup Summary Report:

1. Log in to Barracuda Backup at login.barracuda.com.
2. Go to the **Reports > Backup** page.
3. Click **Send Summary Report**:



The screenshot shows the 'Backup Reports' page for '(6.2) Technical Marketing Vx'. At the top right, there is a button labeled 'Send Summary Report' which is highlighted with a red rectangular box. Below this, there are filters for Schedules (All), Sources (All), and a date range (2015-07-30 to 2015-07-30). A table lists backup schedules with columns for Name, Start Time, Duration, Size, Errors, and Warnings. Two entries are visible: 'VMware' with 2 warnings and 'Server 2008' with 0 warnings. Each entry has 'Download' and 'Details' links.

4. Enter the recipient's email address in the **Send to** field, select the data range from which you want to include your schedules, then click **Send Report**:



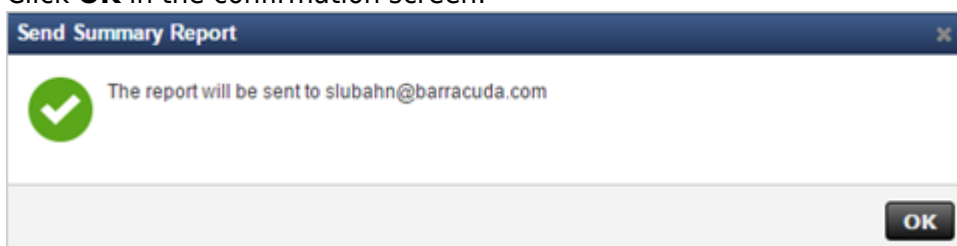
Send Summary Report [X]

Send to:


Include:

- Schedules from: -
- Schedules on:
- All schedules (no date limitation)

5. Click **OK** in the confirmation screen:



Send Summary Report [X]

 The report will be sent to slubahn@barracuda.com

Figures

1. Daily01.png
2. EditUser.png
3. summary02.png
4. summary01.png
5. summary05.png
6. summary06.png
7. summary07.png

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