

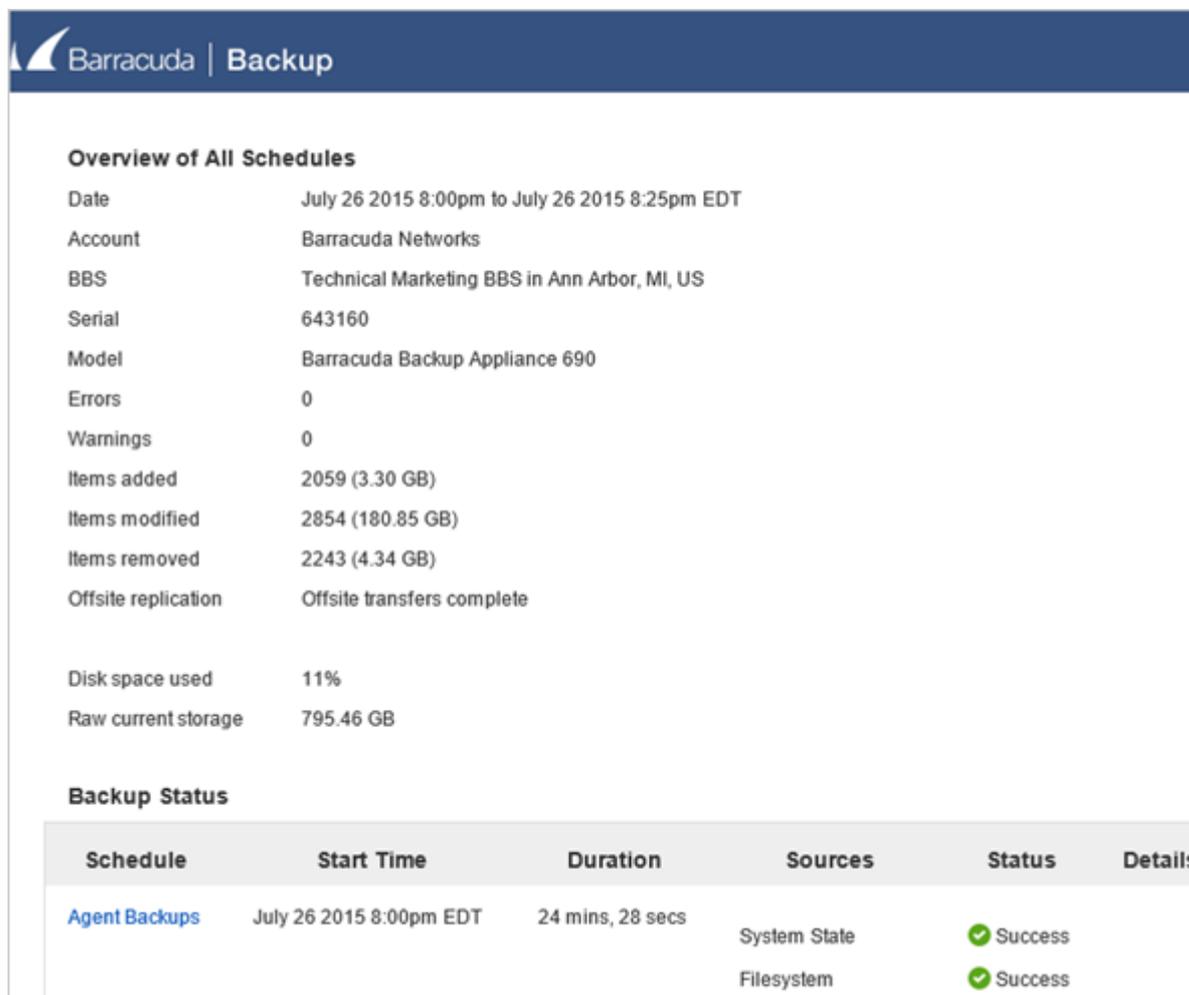
Summary Reports

<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.



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

[Back to Users](#) [Cancel](#) [Save](#)

Edit user details

Account Demo Co Inc

Email notifications

- Backup Summary Reports** for each appliance daily
You will receive a report between 8 AM and 9 AM 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

IP login restrictions

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.

User role

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.

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%

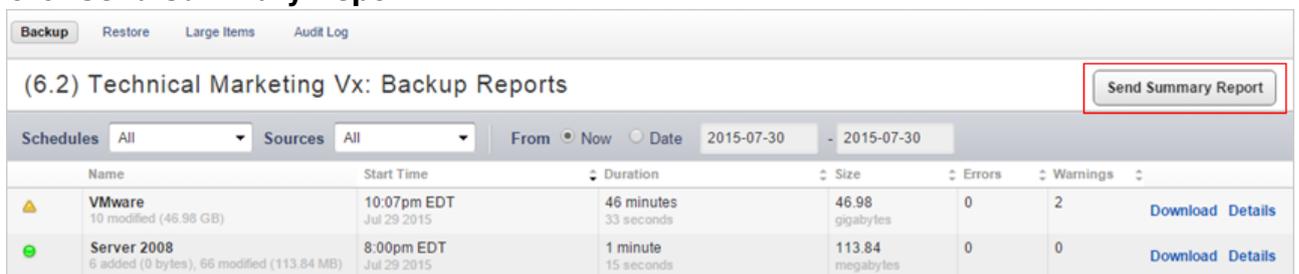
Raw current storage: 510.48 GB

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	

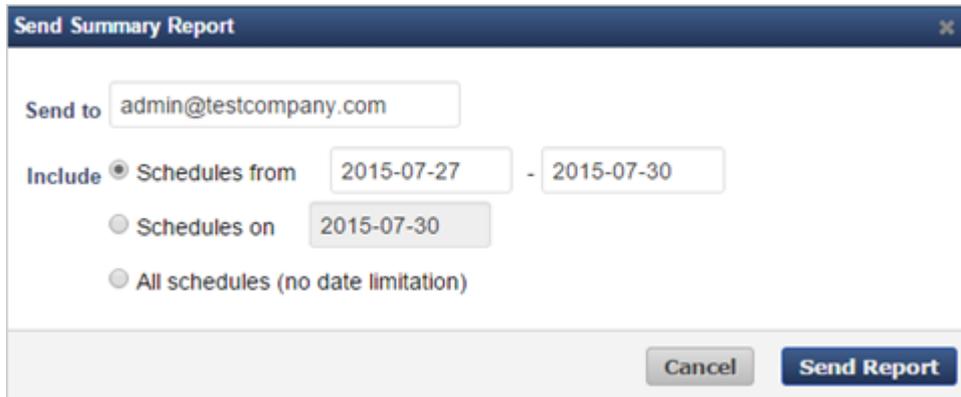
To send a Backup Summary Report:

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



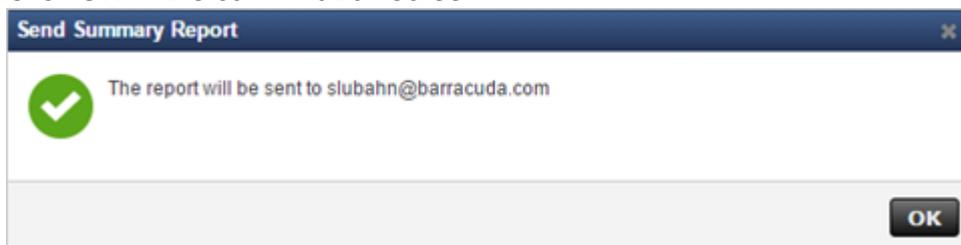
The screenshot shows the 'Backup Reports' page for '(6.2) Technical Marketing Vx'. At the top right, there is a button labeled 'Send Summary Report' which is highlighted with a red rectangular box. Below this, there are filters for Schedules (All), Sources (All), and a date range (2015-07-30 to 2015-07-30).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

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**:



The dialog box titled "Send Summary Report" has a close button (X) in the top right corner. It contains a "Send to" field with the text "admin@testcompany.com". Below this is an "Include" section with three radio button options: "Schedules from" (selected), "Schedules on", and "All schedules (no date limitation)". The "Schedules from" option is followed by two date input fields: "2015-07-27" and "2015-07-30", separated by a hyphen. The "Schedules on" option is followed by a date input field "2015-07-30". At the bottom right of the dialog are two buttons: "Cancel" and "Send Report".

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



The confirmation dialog box titled "Send Summary Report" has a close button (X) in the top right corner. It features a green checkmark icon on the left. To the right of the icon is the text "The report will be sent to slubahn@barracuda.com". At the bottom right of the dialog is a button labeled "OK".

Figures

1. Daily01.png
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