

Sample Reporting Cases

<https://campus.barracuda.com/doc/84968205/>

This page includes examples of how you can effectively use reports.

Notes:

- It is important to select a **Time Frame** for all reports. The default value of **Today** might not yield results, so you will likely need to specify a longer period of time, such as **Last 30 days**.
- Drill-downs are available for HTML and PDF report formats.

Find a specific gaming user's activity by hour using drill-downs

1. On the **Reports** page, in the **Filtering Options** section, set the desired **Time Frame**.
2. Click **Top Users by Browse Time on Gaming Sites** to create an ad-hoc report.
3. For a specific user, drill down by hour to see that specific user's activity per hour.

Find user activity based on Recently Flagged Terms in the Dashboard

1. In the **Dashboard**, observe the **Recently Flagged Terms** section and click **View report**. In the report, note the user of interest.
2. Navigate to the **Reports** page. In the **Filtering Options** section,
 - **Time Frame** – Set the desired time frame.
 - **Limit Report to** – Locate the user in the system by searching. Click **Add** to add the user to the report limitation.
3. Scroll to the **Summary Reports** section and click **Internet Activity Summary** to create an ad-hoc report.
In this report, you can see information for this user, including domains visited and browse time. At the bottom of the report, you can drill down by **Category**, **Hour**, or **Domain** for additional details.

Find users spending the most time on inappropriate categories of websites

1. In the **Dashboard**, observe the **Productivity category**, either the **Top Categories** or **Top Super Categories** selections. Make note of one or more categories you want to investigate.
2. Navigate to the **Reports** page. In the **Filtering Options** section, set the desired **Time Frame**.
3. In the **Advanced Options** section:
 - **Destination** – Select **Category**.
 - **Categories** – Select one or more **Categories** that you want to include in the report, such as Adult Content, Intolerance & Hate, and Spam.
4. Scroll to the **Summary Reports** section and click **Internet Activity Summary** to create an ad-hoc report.
In this report, you can see information including the top users by requests and browse time. You can drill down within the categories of User, Category, and Domain to find more information.

Find malicious files on a user's computer

1. Navigate to the **Reports** page. In the **Filtering Options** section, set the desired **Time Frame**.
2. Scroll down to the **Infection Activity** section. Click **Malware Blocks** to create an ad-hoc report.

In this report, you can see malware infections by user. Make note of the user with the infection. Find the user to find the computer that needs to be disinfected.

1. Return to the **Reports** page. In the **Filtering Options** section
 - **Time Frame** – Set the desired time frame.
 - **Limit Report to** – Locate the user in the system by searching. Click **Add** to add the user to the report limitation.
2. In the **Reports** section, go to the second **Web Activity** section. Click any of the "**Users by ...**" reports. There, you will see the IP address for the user. This is the computer you need to clean.

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