

Working with Backups

<https://campus.barracuda.com/doc/84968208/>

You can create a backup of various system settings for the Barracuda Reporting Server. You can use these files for backup purposes or to upload them to a separate Barracuda Reporting Server.

Creating a Configuration Backup

To back up a configuration,

1. Navigate to the **ADVANCED > Backups** tab.
2. In the **Configuration Backup** section, click **Backup Now**.
Barracuda Reporting Server creates a backup of the current system configuration. Save the file to a safe location.

Restoring Configuration

Restoring a backup will **overwrite the current configuration** of this Barracuda Reporting Server.

To restore a configuration:

1. If you are performing a restore to upload settings onto a new, unconfigured Barracuda Reporting Server, perform the first three steps in [Getting Started](#):
 - [Step 1 - Install the Barracuda Reporting Server](#)
 - [Step 2 - Configure the Barracuda Reporting Server](#)
 - [Step 3 - Activate the Barracuda Reporting Server](#)
2. Navigate to the **ADVANCED > Backups** tab.
3. Select a backup file to **Restore From**. Click **Choose File** to navigate to the desired backup file on your local disk.
4. Confirm that you have selected the correct backup file and the desired components, then click **Restore** to begin the restoration.

To fully complete the restore, the Barracuda Reporting Server will reboot. Attempting to use the system without a reboot may result in unexpected behavior.

Creating a Data Backup

Creating a data backup allows access to the data store as an SMB share. Backing up your data ensures that you will always have it, even if it gets deleted from the Barracuda Reporting Server.

To back up the Barracuda Reporting Server reporting data:

1. Navigate to the **ADVANCED > Backups** tab.
2. In the **Data Backup** section, select **Yes**, you want to **Back Up Data via SMB**.
Recommended setting: **Yes**
To access an enabled share, use `\\<Barracuda Reporting Server IP Address>\backup`.
3. Specify the name of the **Workgroup** in which the Barracuda Reporting Server should appear.
Recommended setting: **WORKGROUP**
4. Specify the **Password** used to connect to the SMB share. The username is **smb**.

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