# Administration

https://campus.barracuda.com/doc/84968221/

Handle Administrative tasks on the **BASIC > Administration** page.

## Changing Your Password

Use the **Password Change** section to change the password for the account currently in use.

Passwords should be 5 to 20 characters and can include letters, numbers, and special characters (including periods, hyphens, and underscores).

For more information about password safety, refer to Security for Integrating with Other Systems - Best Practices .

## Setting Up Email Notification

In the **Email Notification** section, specify how and where to deliver system alerts from the Barracuda Reporting Server.

- All of the fields in this section are required.
- Your email system must be able to handle large reports as attachments, on both the sending and receiving sides.
- See important note about Security Best Practices below Username/Password.

- **SMTP Host** – Name of your SMTP host to use for sending notifications, *not* localhost.
- **SMTP Port** – Network port for your SMTP host.
- **Connection Security** – Select the type of security for your email system, **TLS** or **None**.
- **Username** – Login username for your email system, if required by your SMTP host.
- **Password** – Password corresponding to the Username for your email system, if required by your SMTP host.
  As a best practice, use a unique account for this integration point and grant it the least level of privileges required, coordinating with your email administrator. For additional information, see Security for Integrating with Other Systems - Best Practices.
- **System Alerts Email Address** – Type one or more email addresses that receive automated alerts from the Barracuda Reporting Server , including system messages and notifications about available firmware updates . Separate multiple email addresses with a comma.
- **From Email** – Specify the address to use as the From address for system alert emails.

- **Test SMTP Configurations** – Type an email address to receive a test email. Click **Send Test Email** to ensure that the email system works.

## Setting Your Time Zone

Use the **Time** section to change the timezone on your system.

## Specifying NTP Server Information

Specify the NTP (Network Time Protocol) information for clock synchronization with your Barracuda Reporting Server.

- **Enable NTP Sync** – Select whether you want to enable automatic NTP synchronization with one or more servers you specify below.
- **NTP Servers** – Specify one or more servers to use for NTP synchronization, in order of precedence. Specify one server per line with either hostname of IP address.
- **Manual NTP Sync** – Click to perform an immediate NTP synchronization. Servers used depend on your selection in the **Enable NTP Sync** field:
  - If **Yes** – Synchronization performed using NTP servers you specified, in order of precedence.
  - If **No** – Synchronization performed using `ntp.barracudacentral.com`, regardless of whether you specified other NTP servers.

## Specifying Web Interface Settings

Specify the web interface settings for the web interface of your Barracuda Reporting Server.

- **Web Interface HTTP Port** – Port used by a web browser to gain access to the product's web interface (Recommended value: 8000).
- **Web Interface HTTP Protocol** – Select whether you will use HTTP or HTTPS.

  > **Important.**
  > Do not set the **Web Interface HTTP Port** to **80** if you select the **HTTPS** protocol for **Web Interface HTTP Protocol**.
  > Do not set the **Web Interface HTTP Port** to **443** if you are using the **HTTP** protocol for **Web Interface HTTP Protocol**.
  > It will cause browser issues and will not be able to access Barracuda Reporting Server in your browser.
  > **For Barracuda Reporting Server Vx Only**: By default, the **Web Interface HTTP**

> **Protocol** is set to **HTTP**. To change the value to **HTTPS**, contact Barracuda Networks Technical Support.
> See also Step 3 - Activate your Barracuda Reporting Server Vx.

- **Session Expiration Length** – Time of inactivity, in minutes, before users are required to log on again to access the web interface.
  **Minimum value**: 1 minute. **Default setting**: 20 minutes.
- **Update Dashboard Every 30 Minutes** – Select **Yes** to automatically refresh the dashboard so you can see the most recent information.
  - If you select **Yes** , as long as you leave the dashboard up as the active screen, you will not be logged out of the dashboard and it will continue to display updated information every 30 minutes. When you switch to a different tab, if the **Session Expiration Length** has passed, you will be logged out.
  - If you select **No**, the **Session Expiration Length** will apply to the **Dashboard** along with the rest of the tabs.

## Viewing Connected Devices

Use the **Connected Devices** section to specify the Shared Secret for devices you want to connect, to view devices that are connected to the Barracuda Reporting Server, and to specify their Log Retention Period.

**Connected Devices**

As part of your configuration process, you set up Barracuda Networks devices to point to the Barracuda Reporting Server. If they connect correctly, the device connections will appear in this section.

- **Shared Secret** – Enter the **Shared Secret** you will use for each device for which you want to collect reports. On every device you want to connect, enter this same Shared Secret, as described in Step 4 - Connect Devices .

- **Device Name** – To have a unique name, the Device Name consists of "Hostname" + "Domain Name" for the connected device.
  Called **Cluster Name** if connected devices are in a cluster setup.
- **Serial Number** – The unique identifier for each device.
- **IP Address** – The address of the connected device.
- **Log Retention Period** – Specify how long you want to retain logs for all connected devices: **1 month** , **2 months**, **3 months** , **6 months** , **9 months** , or **12 months** . One month is defined as 31 days. The default retention period is 6 months.
  > Once the hard disk space limit is reached, the oldest logs are automatically deleted first. As much as possible, your data will be preserved. To ensure your data is preserved, back it up often.
  > Reducing the Log Retention Period deletes all logs older than the new retention period

specified. For example, changing the Log Retention Period from 6 months to 1 month deletes all logs older than 1 month. If needed, back up logs before reducing the Log Retention Period.
Increasing the Log Retention Period adds new logs to the existing collection, up to the period specified.

- **Delete** – Deletes the association of this device from the Barracuda Reporting Server. Clicking **Delete** here:
    - Removes all logs on the Barracuda Reporting Server that are associated with this device.
    - Removes this device from lists of device on the Barracuda Reporting Server.

To preserve the log data for this device, click **Cancel**, then back up the logs onto an external device.

## Shutting Down or Restarting the System

**Caution**

Using these controls temporarily interrupts all Barracuda Reporting Server operations.

- **Shutdown –** Shuts down and powers off the Barracuda Reporting Server.
- **Restart –** Reboots the Barracuda Reporting Server.