Step 2 - Configure the Barracuda Reporting Server

https://campus.barracuda.com/doc/84968230/

Before configuring the Barracuda Reporting Server, complete Step 1 - Install the Barracuda Reporting Server.

Configure the IP address and network settings

1. Log onto the console of your Barracuda Reporting Server with the following default credentials:
   - **username**: admin
   - **password**: serial number of the appliance, numeric portion only. See Serial Number for Hardware and Virtual Appliances.

   After you complete these steps, remember to change the password on the Barracuda Reporting Server **BASIC > Administration** page.
2. Enter the following information for TCP/IP configuration:
   - **System IP Address** – The address assigned to the Management port on the Barracuda Reporting Server.
   - **Subnet Mask** – The mask used to define this area of your network.
   - **Default Gateway** – The default router used for network traffic not destined for the local subnet.
   - **Primary DNS Server** – The IP address of the fastest DNS server accessible to the Barracuda Reporting Server. Typically, this will be one of the public DNS servers available from your ISP.
   - **Secondary DNS Server** – The IP address of the second-fastest DNS server accessible to the Barracuda Reporting Server. Typically, this will be the fastest DNS server on your internal network.
3. Exit the console.

Note: The system will reboot automatically. Allow the system to reboot completely before attempting to continue with the next section. This may take several minutes.

Configure the Barracuda Reporting Server

1. From a web browser, enter the IP address of the Barracuda Reporting Server followed by the port. The default port is 8000.
   For example: *http://192.168.200.200:8000*
2. To log into the web interface, use the following credentials:
   - **username**: admin
   - **password**: Your default administrator password is based on your serial number.

If your serial number is...	Then your default admin password is...
higher than **1311431**	the *numeric portion* of the serial number, as shown above
less than or equal to **1311431**	`admin`

See [Serial Number for Hardware and Virtual Appliances](#).

After you complete these steps, remember to change the password on the Barracuda Reporting Server **BASIC > Administration** page.

3. Navigate to the **BASIC > IP Configuration** page and perform the following steps. Click the Help ⓘ button for additional online help.
    1. Confirm the **IP address** of the Barracuda Reporting Server that you chose in the steps above. Enter the **Netmask** that is used to define this area of your network, and the **Gateway**, which is the IP address of the next outbound hop from the Barracuda Reporting Server.
    2. Confirm the IP address of your primary and secondary DNS servers.
    3. If you have not already done so, enter the **Default Hostname** that will be displayed in alerts, notifications, and messages sent by the Barracuda Reporting Server.
    4. If you have not already done so, enter the **Default Domain** that will be displayed in alerts, notifications, and messages sent by the Barracuda Reporting Server.
    5. Click **Save**. The appliance automatically reboots.

Allow the system to completely reboot before attempting to log in.

If the IP address of your Barracuda Reporting Server on the **BASIC > IP Configuration** page is changed, you are disconnected from the web interface. If this occurs, log in again using the new IP address.

Specify the Time Zone and Email Information

Be sure to specify these settings so the reports run on the correct schedule and the proper people receive alerts.

1. In the Barracuda Reporting Server, navigate to the **BASIC > Administration** page.
2. In the **Time** section, specify the **Time Zone** in which to run the reports.
3. In the **Email Notification** section, enter the following fields. All are required.
   Note that your email system must be able to handle large reports as attachments, on both the sending and receiving sides.
    - **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.
  - **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.
4. Click **Save Changes**.

Specify the Shared Secret for Connections

Your Barracuda Reporting Server connects to other devices through the Shared Secret. Set the Shared Secret on the Barracuda Reporting Server, then use that Shared Secret on the devices you want to connect. The Barracuda Reporting Server is the authority for the Shared Secret.

1. In the Barracuda Reporting Server interface, navigate to the **BASIC > Administration** page.
2. Scroll down to the **Connected Devices** section and type a Shared Secret of your choice. There are no restrictions regarding length or character usage.
   You will enter this same Shared Secret in the devices for which you want to create reports. See Step 4 - Connect Devices.

Note: If you change the Shared Secret when there are connected devices, the Barracuda Reporting Server disconnects itself from the devices. You must reconnect each device using the new Shared Secret.

Continue with Step 3 - Activate the Barracuda Reporting Server.

Figures

1. helpIcon2.png