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## How to Create a Report

<https://campus.barracuda.com/doc/86545841/>

Create a report in Barracuda Firewall Insights to show essential information of your connected CloudGen Firewall devices, such as actions performed (e.g., block, deny, allow).

### Before You Begin

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- For a description of the Reports page of your Barracuda Firewall Insights, see [Reports](#).
- To store your reports on an external server, you must first configure an external SMB or FTP server. For more information, see [External Servers](#).
- To learn more about time frames and recurring reports, see [Understanding Time Frames and Recurring Reports](#).

### Create an On-Demand Report

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By default, on-demand reports cover the current day and all connected devices.

1. Go to **REPORTS**.
2. Scroll down to the available reports and click on the link of the desired report.
3. A new tab with the report opens and displays the information of the current day on the chosen topic.

### Create a Report Using Filters

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1. Go to **REPORTS**.
2. In the **Filtering Options** section, select:
  - **Time Frame** – Either choose one from the drop-down list, or specify a custom time frame.
  - **Output Format** – Your report can be created as a downloadable \*.pdf or \*.csv file. In addition, you can open it as a text or HTML page.
  - **Report on** – Select the devices you want the report for.
3. In the **Advanced Options** section, select:
  - **Destination** – Filter either by domain or by category.
  - (Optional) **IP Anonymize** – If enabled, IP addresses will be anonymized, e.g., 10.10.20.3 becomes 10.10.20.xx.
  - (Optional) **Serial Number Bucketing** – If enabled, the data will be grouped by serial numbers.

- (Optional) **Domains** – Specify up to five domains to include in the report, one per line.
  - (Optional) **Exclude specified domains** – If enabled, the domains entered next to **Domains** will be excluded from the report.
  - (Optional) **Exclude Timeframe** – Specify a time frame you want excluded from the reports, e.g., weekends. Enter a time in the hh:mm format and select the days you want to exclude.
  - **Action** – Select the CloudGen Firewall actions you want included in the report: **Allow**, **Block**, **Deny**, **Drop**, and/or **Detect**.
  - (Optional) **Chart Type** – Specify if you want horizontal bars, vertical bars, or a pie chart.
  - **Drill-Down Limit Level** – There are five possible values you can enter to limit the drill-down depth of the reports. To see all records, leave the fields blank.  
For example, if you select **Action = Blocked** above, and enter 10 in the first **Drill-Down Limit Level** box and run the "Top Users by Browse Time on Social Networking Sites" report, the generated report will be " Top 10 Blocked Users by Browse Time on Social Networking Sites" . You can further limit the report by using the next **Drill-Down Limit Level** box, setting it to 3 , thereby limiting drill-down results by domains to a maximum of three domains.
4. Click on the link of the desired report to run the report with the filters set.
  5. A new window with the report in the desired output format opens.

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