

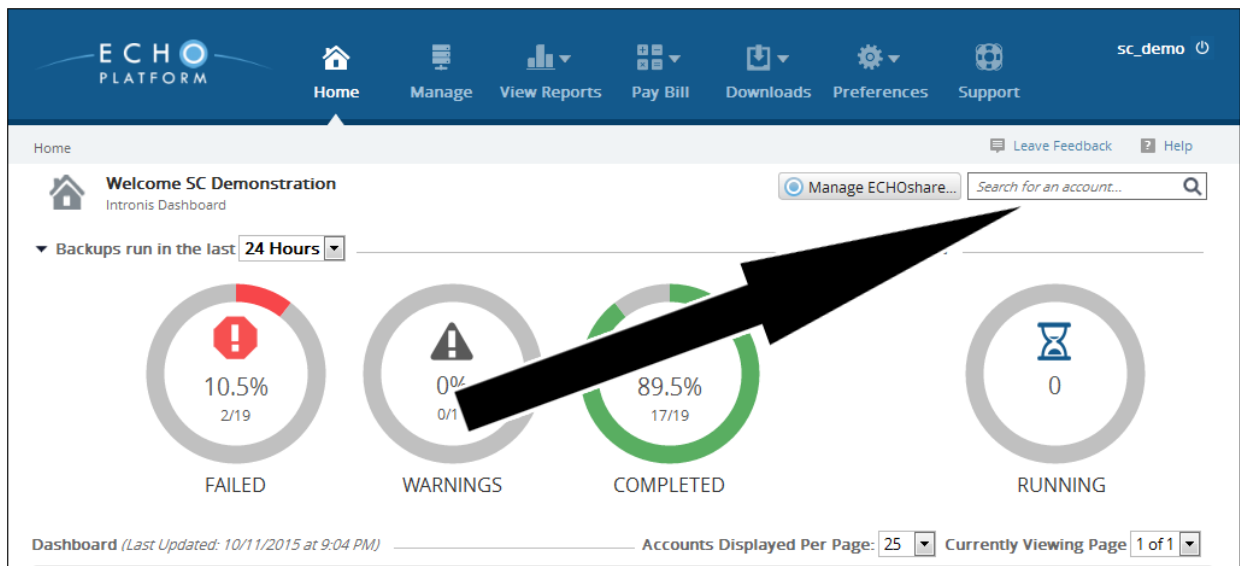
How do I find a computer account?

<https://campus.barracuda.com/doc/93196710/>

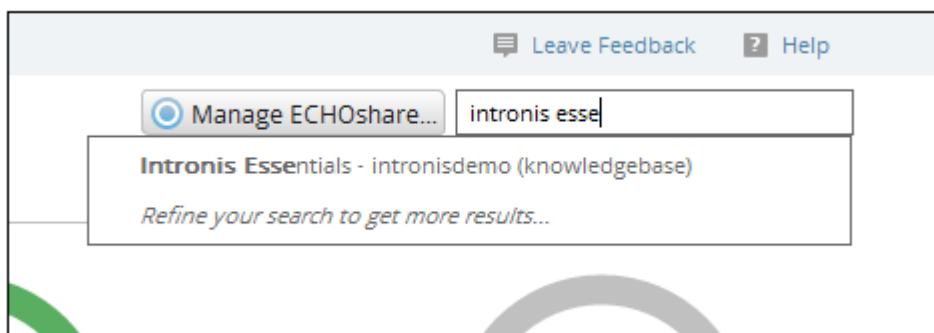
Much of one's time in the management portal is spent making changes to or looking into specific computer accounts (subaccounts). This guide will show you two ways to get to a computer account page.

Using the Search Feature

1. Log into the [management portal](#) and go to the **Search for an account...** search field.



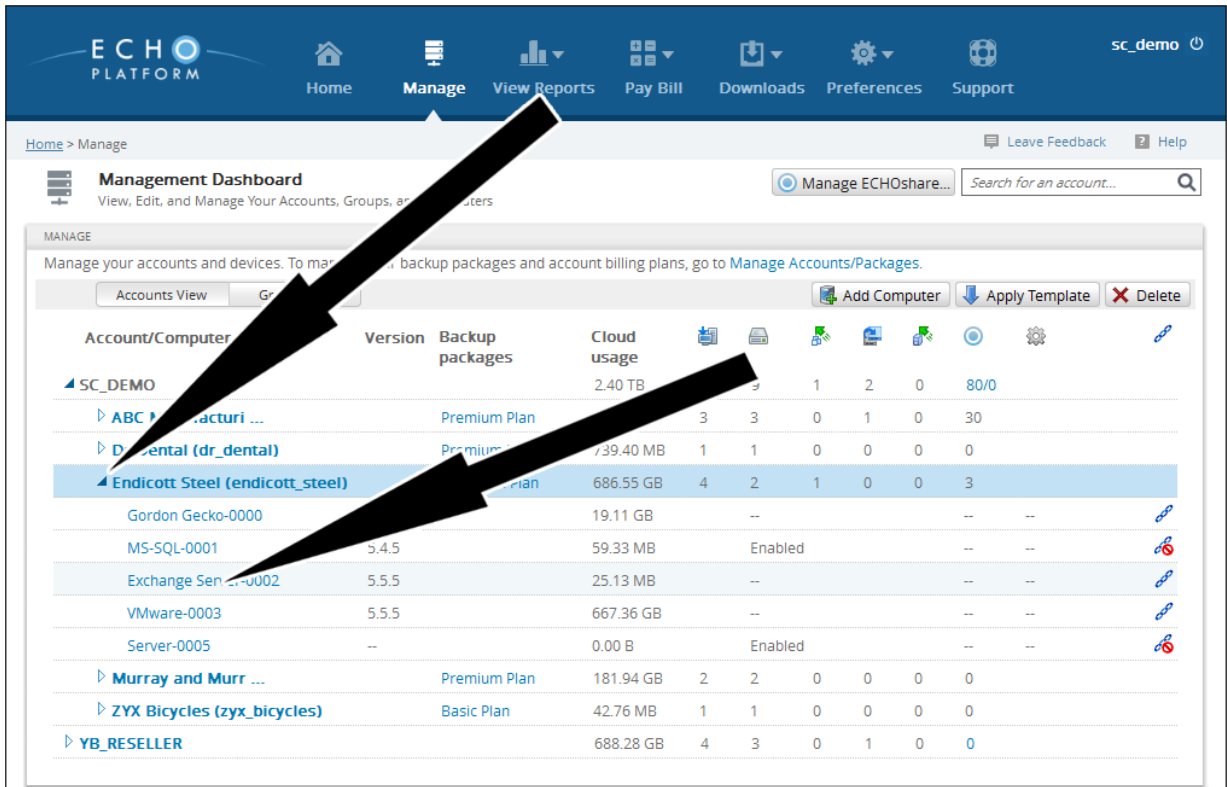
2. Type the name of the client account the computer account belongs to. When you see it, either click on the account or press the down arrow on your keyboard to highlight the account and press the **Enter** key.



3. This will bring you to the client account page. There, click on the computer account from the list at the bottom of the page to go to that computer account.

Finding a Computer Account Manually

1. Log in to the [management portal](#) and go to the **Manage** tab.



The screenshot shows the Barracuda ECHO Platform Management Dashboard. The 'Manage' tab is selected in the top navigation bar. The dashboard displays a list of accounts and computers. A large black arrow points to the 'Manage' tab, and another large black arrow points to the 'Endicott Steel (endicott_steel)' account, which is highlighted in blue. Below this account, a list of computer accounts is expanded, including 'Gordon Gecko-0000', 'MS-SQL-0001', 'Exchange Server-0002', 'VMware-0003', and 'Server-0005'.

Account/Computer	Version	Backup packages	Cloud usage	1	2	0	80/0
SC_DEMO			2.40 TB				
ABC Manufacturing	Premium Plan	3	3	0	1	0	30
Dental (dr_dental)	Premium Plan	1	1	0	0	0	0
Endicott Steel (endicott_steel)	Premium Plan	4	2	1	0	0	3
Gordon Gecko-0000			19.11 GB	--		--	--
MS-SQL-0001	5.4.5		59.33 MB	Enabled		--	--
Exchange Server-0002	5.5.5		25.13 MB	--		--	--
VMware-0003	5.5.5		667.36 GB	--		--	--
Server-0005	--		0.00 B	Enabled		--	--
Murray and Murr ...	Premium Plan	2	2	0	0	0	0
ZYX Bicycles (zyx_bicycles)	Basic Plan	1	1	0	0	0	0
YB_RESELLER		4	3	0	1	0	0

2. Click on the arrow to the left of the client account the computer account belongs to. That will expand the list of computer accounts from which you can select the one you want.

Figures

1. searchaccount.png
2. searchaccountbar.png
3. searchaccountmanual.png

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