Scheduling Reports

https://campus.barracuda.com/doc/96772819/

You can schedule reports to automatically run on a recurring basis. You can schedule both custom reports and reports that have been shared with you.

When scheduling reports, in addition to deciding when the interval they run on, you also decide:

- What account to run the report on
- Whether to share the results with others
- Who you want to notify by email

To schedule a report

1. In **Barracuda XDR Dashboard**, click **Reports**.
2. In the **Scheduled Reports** area, click the **Configure Schedules** link.
3. Click **Add New**.
4. Select a report to run.
5. Select an account.
   If your report has its own filters, use **All**.
6. Do one of the following:
   - To repeat the report once a month, select **Monthly**. Type a number in the **every** box. To run the report on a certain date every month, enable the **on day** check box and type a number. To run the report on a specific day and week every month, enable the **on the** check box, then select options from the menus.
   - To repeat the report by week, select **Weekly**. Type a number in the **every** box, then click a day button.
   - To repeat the report by day, select **Daily**. Type a number in the **every** box.
   - To repeat the report by hour, select **Hourly**. Type a number in the **every** box.
7. Optionally, to share the report with others, do either of the following:
   - To allow other users in your company to see the report in the Barracuda XDR Dashboard when it is complete, select **Share this report with other Barracuda XDR users in my company so that it is visible in the dashboard**.
   - To email other users a PDF of the report when it is complete, select **Share this report with other Barracuda XDR users in my company so that it is visible in the dashboard**, then in the **Send email** to area, select the names of users. In **Include Additional Emails**, type any additional email addresses you want to receive the PDF.
8. Click **Save**.

To edit a report

1. In **Barracuda XDR Dashboard**, click **Reports**.
2. In the **Scheduled Report**s area, click the **Configure Schedules** link.
3. Do any of the following:
4. In the **Report** field, select a report.

5. In the **Account** field, select an account or select **All**.
6. In the **Repeat** field, select an option and then make your changes.
7. Optionally, to share the report with others, do either of the following:
    - To allow other users in your company to see the report in the Barracuda XDR Dashboard when it is complete, select **Share this report with other Barracuda XDR users in my company so that it is visible in the dashboard**.
    - To email other users a PDF of the report when it is complete, select **Share this report with other Barracuda XDR users in my company so that it is visible in the dashboard**, then in the **Send email** to area, select the names of users. In **Include Additional Emails**, type any additional email addresses you want to receive the PDF.
8. Click **Save**.

To delete a report

1. In **Barracuda XDR Dashboard**, click **Reports**.
2. In the **Scheduled Report**s area, click the **Configure Schedules** link.
3. Click **Delete**.
4. Click **Confirm Delete**.