

## Viewing and Downloading Reports

<https://campus.barracuda.com/doc/96774447/>

When you want to see the results of a report, you can simply view the report or download a PDF.

When you view or download a report, the report always updates with current information, so view a report or download a Report PDF when you want up to date information. If you want to report on information from a specific timeframe, set up a scheduled report.

To download a PDF of a scheduled report, see [Downloading PDFs of Scheduled Reports](#).

### Viewing Reports

1. In **Barracuda XDR Dashboard**, click **Reports**.
2. In any report area, click a report.

You can bookmark a report using your browser. When you click the browser bookmark, the report is populated with current data. This is useful for reports you run often.

### Downloading Report PDFs

You can download a PDF of any of the reports you have access to, whether you created the report yourself, it was shared with you by someone else.

When you download a report, it is downloaded to your **Downloads** folder. All reports have the filename **report**. If another report already exists in that folder, the downloaded report will have "(X)" appended to the name, where X is the number of other reports with that name that are already in the folder.

#### To download a custom report

1. In **Barracuda XDR Dashboard**, click **Reports**.
2. In the **My Custom Reports** area, click a report.
3. Click **Download PDF** .

To download a report that has been shared with you

1. In **Barracuda XDR Dashboard**, click **Reports**.
2. In the **Shared With Me** area, click a report.
3. Click **Download PDF** .

## Figures

1. Download PDF.jpg
2. Download PDF.jpg

© Barracuda Networks Inc., 2024 The information contained within this document is confidential and proprietary to Barracuda Networks Inc. No portion of this document may be copied, distributed, publicized or used for other than internal documentary purposes without the written consent of an official representative of Barracuda Networks Inc. All specifications are subject to change without notice. Barracuda Networks Inc. assumes no responsibility for any inaccuracies in this document. Barracuda Networks Inc. reserves the right to change, modify, transfer, or otherwise revise this publication without notice.