# Reporting Tips and Tricks

https://campus.barracuda.com/doc/98208635/

You may find the following tips and tricks useful when creating custom reports.

It's useful to give each page a heading, even if you choose not to display it.

Even if you choose not to display the headings for each page, giving each page a meaningful heading helps you to track and organize your pages. For example, in the following graphic, the first two pages were given meaningful headings, even though those headings will not be displayed in the final report.
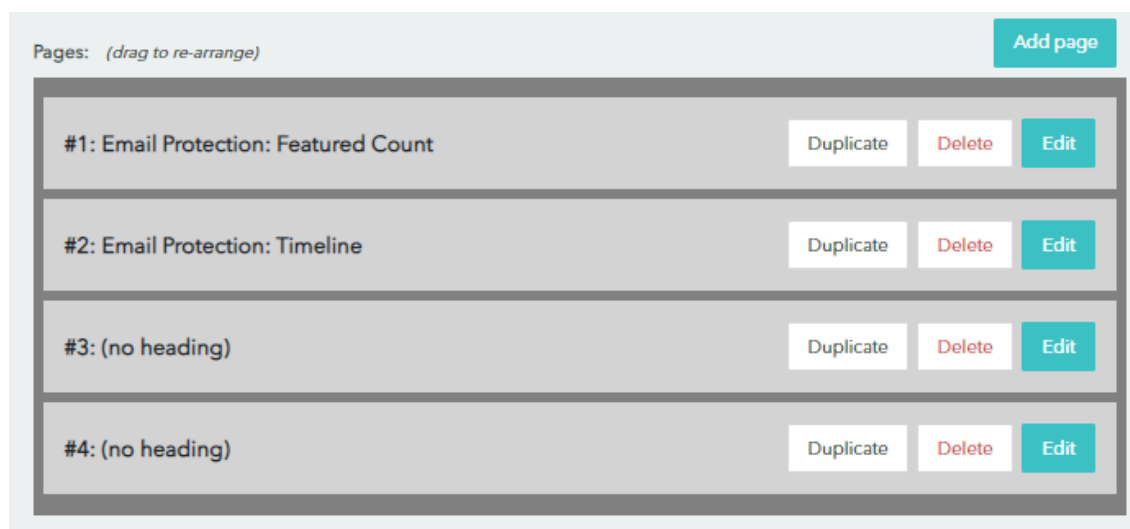
Using variables in report fields

There are a few variables that work in any report option which accepts text (e.g. Heading, List Contents, Note Contents, Count Label, and any HTML custom field).

Variable	Results
%%CURRENT_ACCOUNT%%	The name of the currently-selected account
%%MY_COMPANY%%	Your company name
%%DATE_SHORT%%	The date in the following format: MM/DD/YYYY or DD/MM/YYYY*. For example, 25/8/2022. The exact date format follows your browser's locale settings.

%%DATE_LONG%%	The date in the following format: Month Day, Year*. For example, August 25, 2022. The exact date format follows your browser's locale settings.
%%DATE_WEEKDAY%%	The date in the following format: Day of the week, Month Day, Year*. For example, Thursday, August 25, 2022. The exact date format follows your browser's locale settings.

Using reports as "saved views"

Reports have the same data as the main dashboards, with powerful and flexible filtering and sorting functionality, with more flexibility. You can also bookmark saved reports for easy navigation, which means you can also use reports as data views that you can customize and use on a recurring basis.

If you find yourself checking specific things on a few accounts on a frequent basis, instead of going through the process of filtering accounts and sorting data regularly, you could set up a report with the filter you need and then bookmark it.

For example, if you want more detail on the **Top Threat Targets** than you get on the **Email Protection** dashboard, setting up a custom report would let you see more than the top five threats. You could do the following:

1. In Barracuda XDR Dashboard, click Reports.
2. Click Create new.
3. Do the following, then click **Next Step**:
    - Click **Report Wizard**.
    - In **Wizard**, select **Executive Report** .
    - Type a name for the report.
4. Choose the accounts you want to report on then click **Next Step**.
5. Clear all check boxes except for **Email Protection**, then click **Next Step**.
6. Select a timeframe for the report, then click **Finish Wizard**.
7. When the report is finished, bookmark it using your Web browser.

Figures

1. Meaningful headings.png