

Downloading PDFs of Scheduled Reports

<https://campus.barracuda.com/doc/98212275/>

You can download a PDF of scheduled reports that have run.

The last 500 reports that have run are available. If you want to keep more information, ensure you download a PDF.

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 scheduled report

1. In **Barracuda XDR Dashboard**, click **Reports**.
2. In the **Scheduled Reports** area, do one of the following:
 - To download a recent report, in the **Scheduled Reports** area, click the **Download** button next to a report.
 - To download an older report, in the **Scheduled Reports** area, click **View All Results**. Then click the **Download** button next to a report.

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