

How to Install and Update Reports

<https://campus.barracuda.com/doc/98217175/>

There are many default reports included in the Service Center however, you can also add new reports through the Update Center. Within the Update Center, you can select a report from the list of new reports available for installation. This list is updated periodically as new reports are released in Barracuda RMM.

Installing a Report

When a new report is available, a green icon appears beside the **Update Center > Components** in the navigation pane to indicate that there is a new component available for install.

After installing a report from the Update Center, it is no longer available for installation. However, you can copy an installed report and customize it, while the original report will remain available. Simply go to **Reporting** and select **Reports** to create additional copies.

To Install a report

1. Open the Service Center.
2. Click **Reporting** and select **Reports**.
3. Click **Get More**.
The **Components** page opens with a list of reports available for installation.
4. Select the checkbox beside each report that you want to install.
5. Click **Install**.

When the report has installed, it is removed from the list of the available reports in the Update Center and appears in the **Report List (Reporting > Reports)** under the **Uncategorized** category.

Updating a Report

You can update a report in the Service Center by installing an update from the Update Center. Report updates are created periodically in Barracuda RMM and added directly to the Update Center for you to install.

When a report update is available, a green icon appears beside **Update Center > Components** in the navigation pane to indicate that there is a new component available for upgrade.

To update a report

1. In the Service Center open **Reporting** and select **Reports**.
2. Click **Get More**.
The **Components** page opens with a list of reports available for installation.
3. Click **Updates** to view the list of report updates.
4. Select the checkbox beside the report update that you would like to install.
5. Click **Install**.

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