

# Cloud Backup - How to Create a Backup Usage Report

## Description

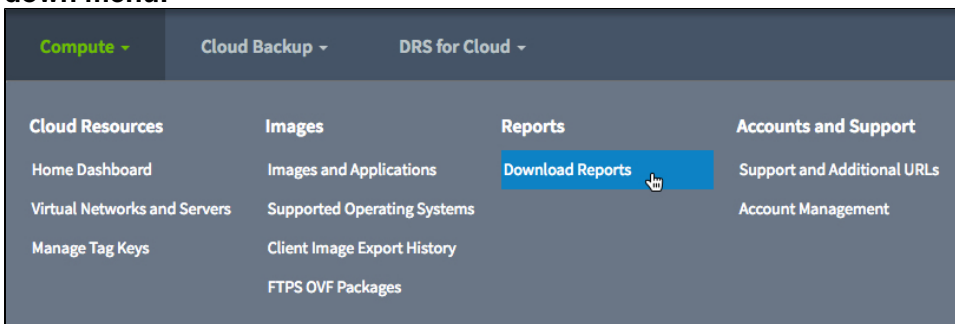
This article explains how to use the Administrative UI to generate a Cloud Backup Usage Report. This report includes all of the Cloud Backup usage data and identifies how they contributed to your monthly usage totals. Details on how to understand the results of the report are available in [Cloud Backup - Reading Summary Usage and Backup Usage Reports for Cloud Backup Information](#).

## Prerequisites:

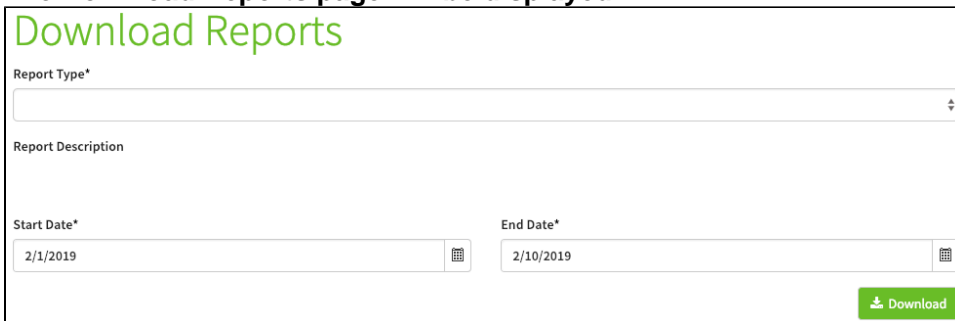
1. Only the Primary Administrator or a user with the "Reports" role can generate the Backup Usage Report.
2. Only one Cloud Backup usage report can only be generated at a time per organization within a given Geographic Region. If a second user attempts to generate one simultaneously with another request, an error will result.
3. The retention period for such reporting is one year. Data beyond one year old is not available.

## Content / Solution:

1. **From the Home screen, click on the Compute menu, and select Download Reports from the drop-down menu:**

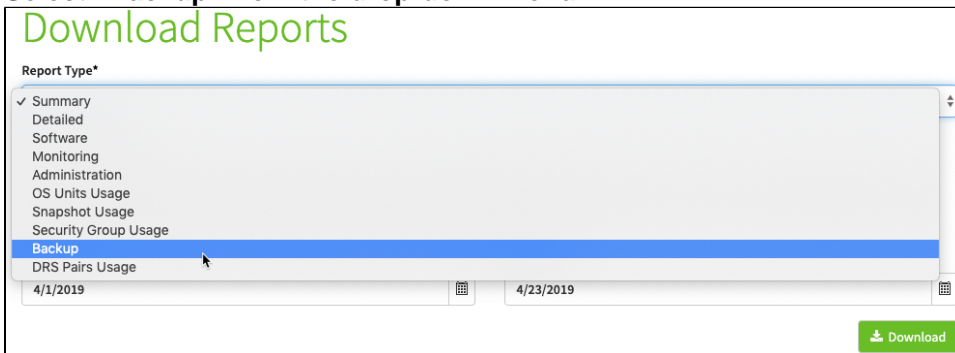


2. **The Download Reports page will be displayed:**



The screenshot shows the 'Download Reports' page. The 'Report Type' dropdown is empty. The 'Report Description' field is empty. The 'Start Date' field is set to 2/1/2019 and the 'End Date' field is set to 2/10/2019. A 'Download' button is visible at the bottom right.

3. **Select "Backup" from the drop-down menu:**



The screenshot shows the 'Download Reports' page with the 'Report Type' dropdown menu open. 'Backup' is selected from the list of options. The 'Start Date' field is set to 4/1/2019 and the 'End Date' field is set to 4/23/2019. A 'Download' button is visible at the bottom right.

4. **Select the Data Center for which you want to generate the Backup report from the drop-down menu:**

## Download Reports

**Report Type\***

Backup

**Report Description**

Select a date range below to download up to 31 days of report data. This is a usage report covering the Backup usage across your account during the supplied period. The earliest start date you can select is 366 days before today.

**Data Center\***

- US - East 3 - MCP 2.0 (NA9)
- US - West - MCP 2.0 (NA12)
- US - East (NA1)
- US - West (NA3)
- US - East 2 (NA5)

[Download](#)

5. **Define the Start and End dates for the report. The date range cannot be larger than 31 days. Click "Download" when you've entered the dates:**

## Download Reports

**Report Type\***

Backup

**Report Description**

Select a date range below to download up to 31 days of report data. This is a usage report covering the Backup usage across your account during the supplied period. The earliest start date you can select is 366 days before today.

**Data Center\***

US - West - MCP 2.0 (NA12)

**Start Date\***      **End Date\***

10/1/2015      10/15/2015

[Download](#)

6. **The system will download a CSV formatted report that provides the details on each day's charges and all the assets that made up those charges. Opening up this file in a spreadsheet application is the easiest way of understanding the results. For further details on the report, see [Cloud Backup - Reading Summary Usage and Backup Usage Reports for Cloud Backup Information](#).**

## Recently Updated

- [Cloud Backup - How Scheduled Maintenance is Performed](#)
- [How to Notify CloudControl of a Change to the IP Addresses of a NIC in a MCP 2.0 Data Center](#)
- [Cloud Backup - How to Create a Backup Usage Report](#)
- [Introduction to Cloud Backup Metering and Billing](#)
- [How to Initiate a Full System "Out of Place" Server Restore](#)