Creating Alert, Notification and Preference Templates
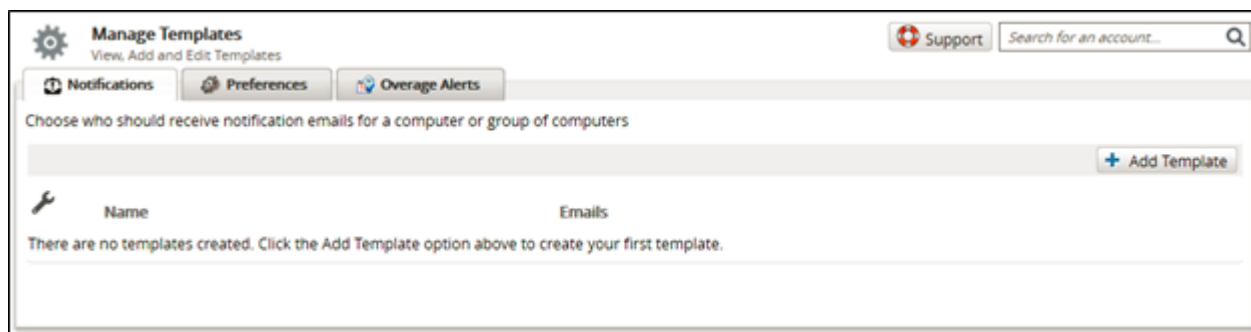
https://campus.barracuda.com/doc/73696729/

Templates are predefined groups of preferences, alerts, and notifications settings that can be applied to a computer or to a group of computers at one time.

You can create the following templates:

- System Preferences
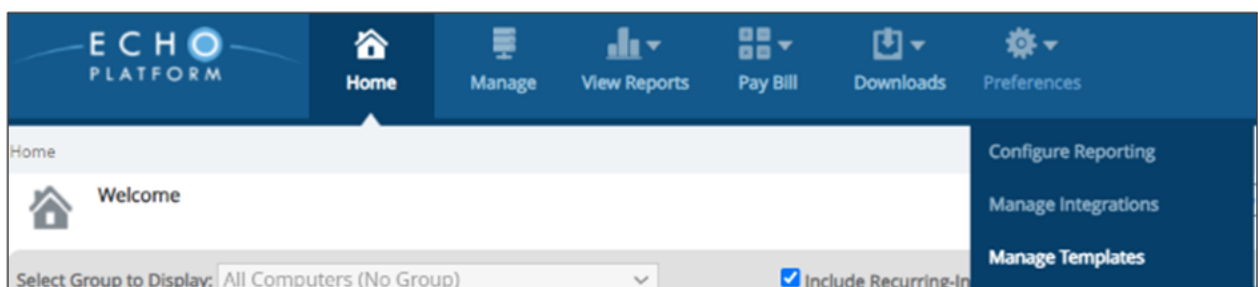- Software Preferences
- Notifications
- Overage alerts

Newly applied templates overwrite any existing preferences, notifications settings, or overage alerts.

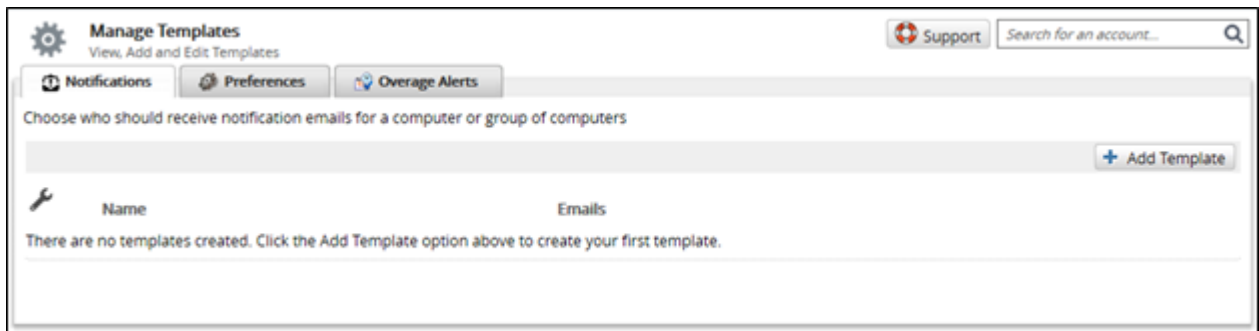The figure below provides a display of the Manage Templates page.

To access the Manage Templates page, perform the following steps.

1. Login to ECHOplatform, click on the **Preferences** tab, and then select **Manage Templates**.

The Manage Templates page is displayed.

2. To create a new template, choose the tab of the template type you want and then click **Add Template** button in the upper-right.
   - If you are making a preferences template continue [here](#).
   - If you are making a notification template go [here](#).
   - For overage alert templates see this [section](#).
3. When you are finished creating the template, click **Save**.

Now that you have created your template, you can [apply it to one or multiple computer accounts.](#)

Figures

1. image2022-6-23 10:54:42.png
2. campus manage templates.png
3. manage templates1.png