

Applying Templates to Accounts/Groups

<https://campus.barracuda.com/doc/73697330/>

The following topics are provided below.

- Applying a Template to a Computer Account
- Applying a Template to a Computer Group

After you have created notifications, preferences, overage alerts templates, you can apply them a few different ways.

Templates can be applied to:

- individual computer accounts (preferences and notifications only)
- entire client accounts
- groups

Templates, after applied sync changes to the backup agents affected; this process may take a few minutes.

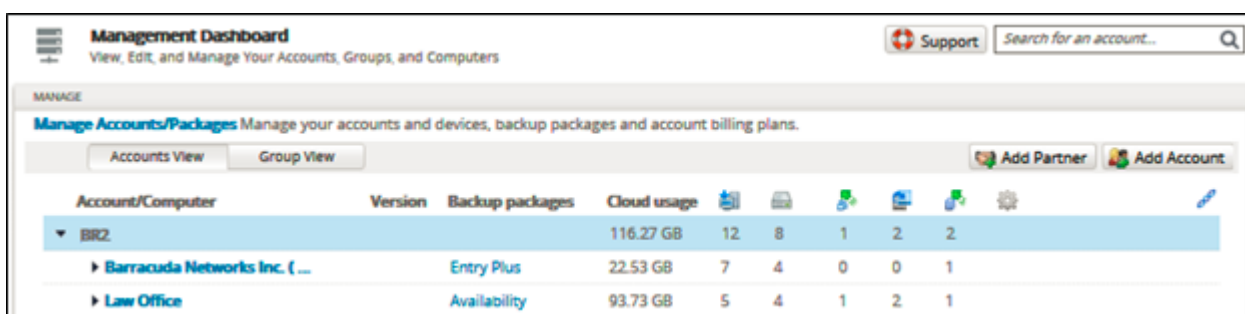
A template may be applied from **Apply Template** buttons located on the following pages:

- Management Dashboard under both the **Accounts View** and **Group View** tabs
- Manage Account page under the **Computers** tab.
- Computer page under the **Software** tab.

Applying a Template to a Computer Account

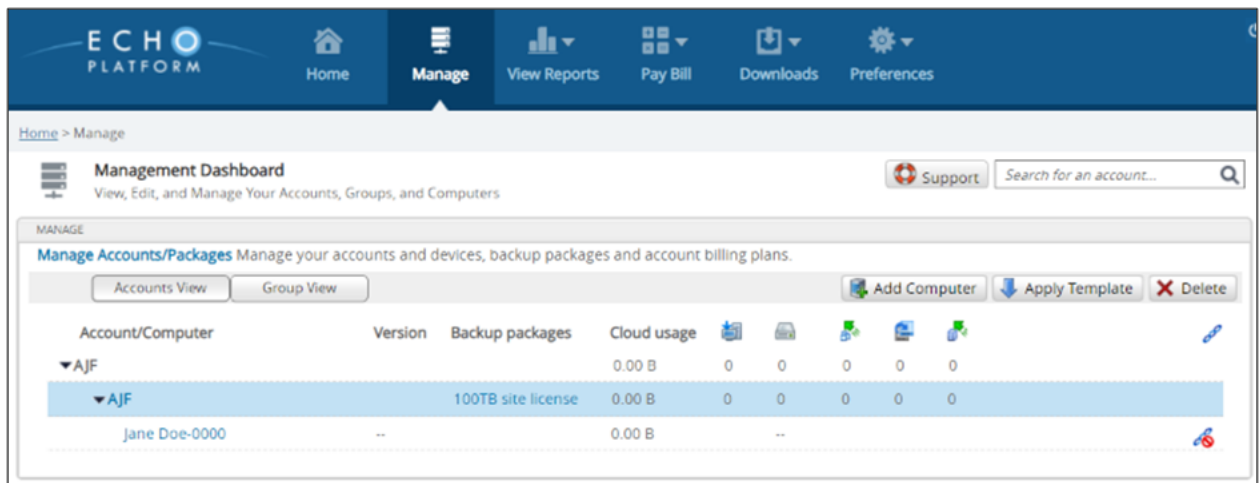
To apply a template to a single computer, perform the following steps.

1. At the Management Dashboard, display a partner's accounts/computers by clicking the expand arrow to its left, and then click the specific account/computer, as shown below.

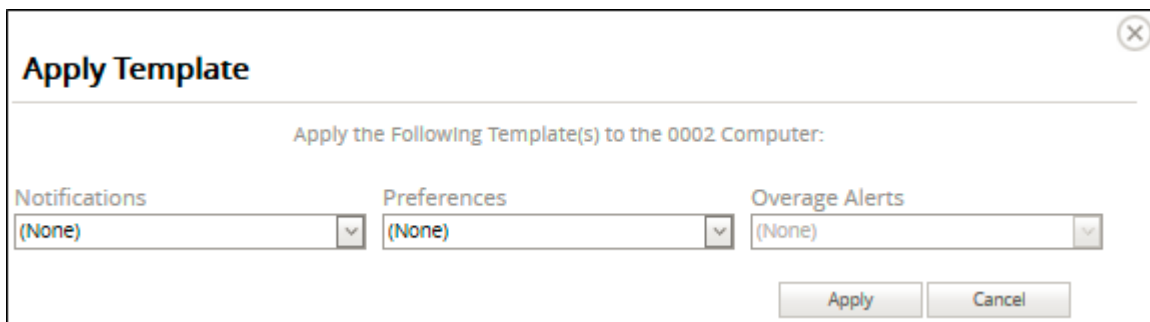


Account/Computer	Version	Backup packages	Cloud usage						
▼ BRZ			116.27 GB	12	8	1	2	2	
▶ Barracuda Networks Inc. (...)	Entry Plus		22.53 GB	7	4	0	0	1	
▶ Law Office	Availability		93.73 GB	5	4	1	2	1	

The Manage Account page is displayed.



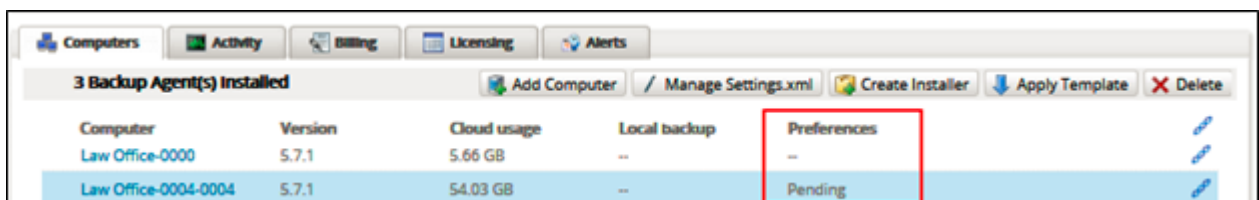
- Click the **Apply Template** button.
The Apply Template pop-up is displayed.



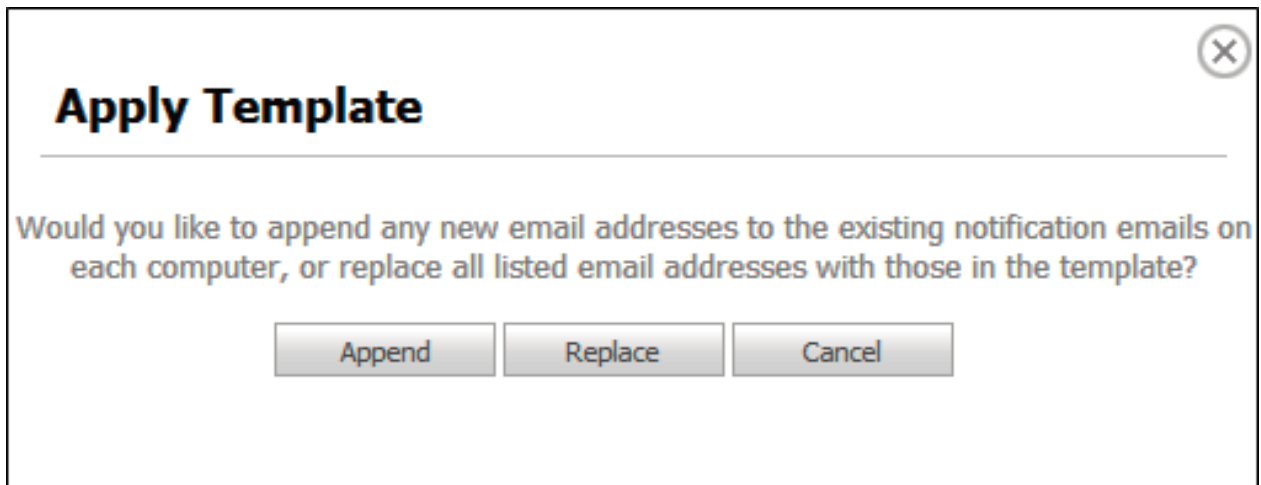
- Select the desired templates from the drop-down menus, and then click **Apply**.

If applying Preferences templates and/or Overage Alerts templates, the changes are applied to the selected Agent the next time the Agent checks in. Agents that are running check-in every 15 minutes.

Note that a Pending status is displayed on the Computer section of the Manage Account page until the template is applied, as shown below.



If applying Notifications templates, the Apply Template pop-up is displayed, as shown below.



Append adds settings not already specified (good for modifying notifications settings).

Replace overwrites all settings with exactly what was chosen in the template (good for resetting or clearing notifications settings).

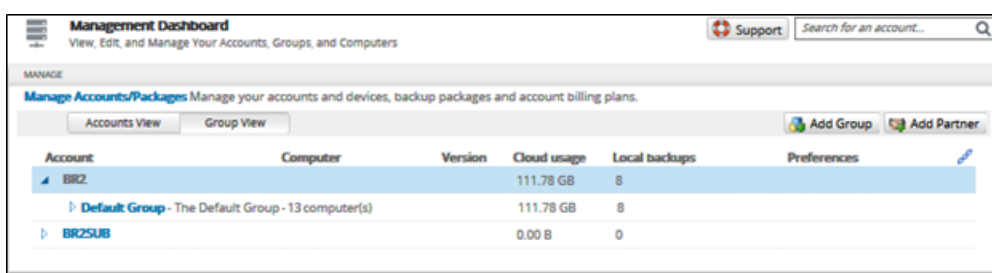
Overage Alert templates can only be applied at the account level.

4. Click **Append** or **Replace**.
The emails are added or replaced.
5. Click **Save**.

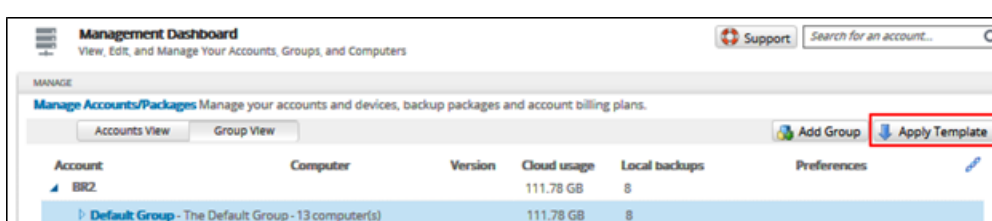
Applying a Template to a Computer Group

To apply a template to a computer group, perform the following steps.

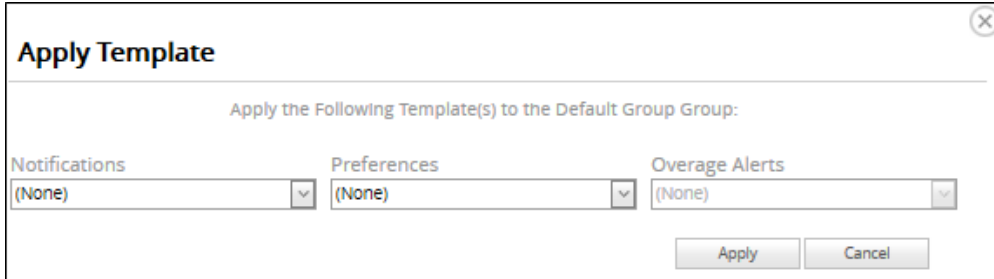
1. At the Management Dashboard, select the **Group View** tab.
The groups are displayed.



2. Click a specific group row to highlight it.
The Apply Template button is displayed, as shown below.



- Click the **Apply Template** button.
The Apply Template pop-up is displayed.

A dialog box titled "Apply Template" with a close button in the top right corner. Below the title bar, it says "Apply the Following Template(s) to the Default Group Group:". There are three dropdown menus: "Notifications" with "(None)" selected, "Preferences" with "(None)" selected, and "Overage Alerts" with "(None)" selected. At the bottom right, there are two buttons: "Apply" and "Cancel".

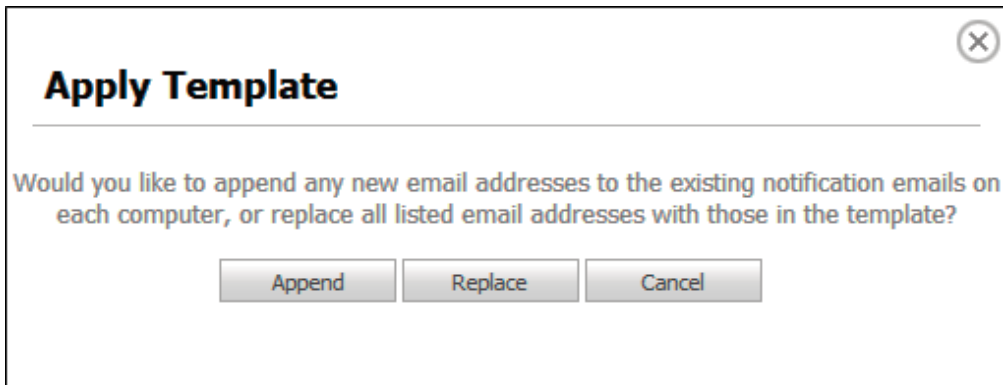
Apply Template

Apply the Following Template(s) to the Default Group Group:

Notifications: (None) Preferences: (None) Overage Alerts: (None)

Apply Cancel

- Select the desired templates from the drop-down menus, and then click Apply.
 - If applying Preferences templates, the changes are applied to the selected Agent the next time the Agent checks in. Agents that are running check-in every 15 minutes.
 - If applying Notifications templates, the Append pop-up is displayed, as shown below.

A dialog box titled "Apply Template" with a close button in the top right corner. Below the title bar, it asks: "Would you like to append any new email addresses to the existing notification emails on each computer, or replace all listed email addresses with those in the template?". At the bottom, there are three buttons: "Append", "Replace", and "Cancel".

Apply Template

Would you like to append any new email addresses to the existing notification emails on each computer, or replace all listed email addresses with those in the template?

Append Replace Cancel

- Append adds settings not already specified (good for modifying notifications settings).
 - Replace overwrites all settings with exactly what was chosen in the template (good for resetting or clearing notifications settings).
- Optionally, click **Append** or **Replace** email addresses.

Figures

1. image2021-5-6 14:31:44.png
2. campus mgt dashboard apply template.png
3. image2021-5-6 14:34:57.png
4. image2021-5-6 14:39:4.png
5. campus template append or replace.png
6. campus group view.png
7. campus apply template.png
8. campus apply template group.png
9. campus template append or replace.png

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