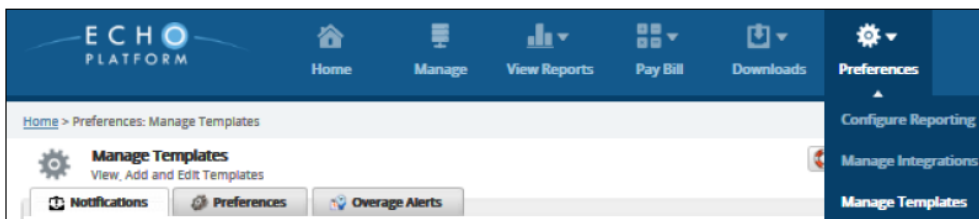


Editing Templates

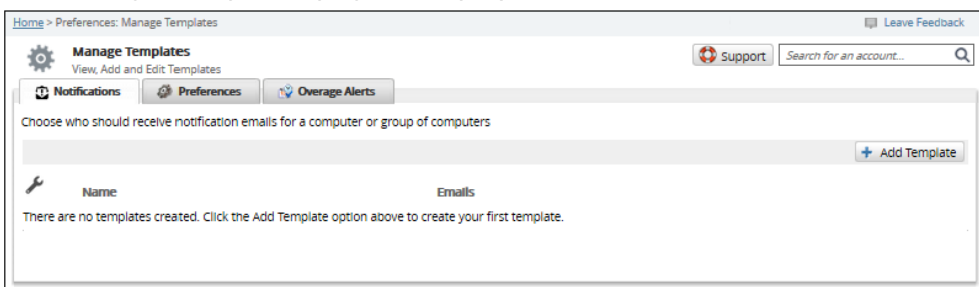
<https://campus.barracuda.com/doc/78151922/>

To edit a template, perform the following steps.

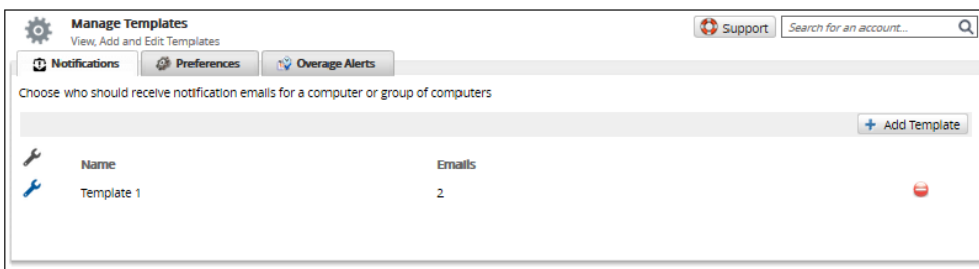
1. At the ECHOplatform ribbon, click **Preferences**.
The Preferences drop-down menu is displayed.



2. Select **Manage Templates**.
The Manage Templates page is displayed.



3. Select the **Notifications**, **Preferences**, or the **Overage Alerts** tab.
The Notifications templates are displayed in the example blow.



4. Click the edit icon beside the template you want to modify.
The Edit Template page is displayed.
Example: The Notification options are displayed in the example below.

Edit Template

Template 1

Emails

Settings

Add Main Email

Add Extra Email

Completed

Warning

Failed

Backup(s) Missed

No Recent Backups

Backup Runtime

Main email on each computer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
info@intronis.com	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cancel

Update

5. Make edits, and then click **Update**.

Figures

1. Templates 17.png
2. Templates 18.png
3. Templates 29.png
4. Edit.png
5. Templates 30.png

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