

Adding a Quick Task

<https://campus.barracuda.com/doc/90442325/>

A **quick task** is a script or package with some or all of the parameters filled in. When you set up a **quick task**, you decide which parameters you want defined for the **quick task**, and which parameters you want to provide at execution time:

- when you fill in a **quick task** parameter, this parameter becomes a static value, which means that when you schedule the quick task, this value is already provided. For example, setting up a **quick task** to disable the Guest account on a device or group of devices.
- when you leave a required parameter blank, you are prompted to fill in the parameter when scheduling the **quick task**. For example, setting up a **quick task** to disable any account. When you schedule the **quick task**, you must specify which account to disable.

Only required parameters with no pre-set value will be prompted for when running a **quick task**.

Example: Add several quick tasks to send messages to users

You want to create a **quick task** to send a message to a user that you will be rebooting their device. You would select the **Send Message to Users (Windows)** script, and in the **Parameters** area, type the notification message in the **Message** box.

After the **quick task** is created, it is saved in the **Library**, and it is available to run immediately or to be scheduled. You can then add more **quick tasks** using the same **Send Message to Users (Windows)** script, but with different messages entered in the **Message** box. For example, you could create one **quick task** that sends a service outage message, and another **quick task** that sends a **data center down** message. These three **quick tasks** are now available in the **Library**.

To add a quick task

1. In Service Center, click **Automation > Library**.
2. Click **New Quick Task**.
3. In the **Name** box, type a name for the **quick task**.
4. In the **Version** box, type a version number for the **quick task**. Version numbers must be in the format of <num>.<num>.<num>.<num>.
5. In the **Author** box, type the author name.
6. From the **Category** list, select a category for the **quick task**.
7. Optionally, in the **Description** box, provide a description for the **quick task**. This description should provide information for users about the **quick task**, for example for a **Send Message to Users quick task**, you could explain this **quick task** notifies users of a planned service outage.

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