

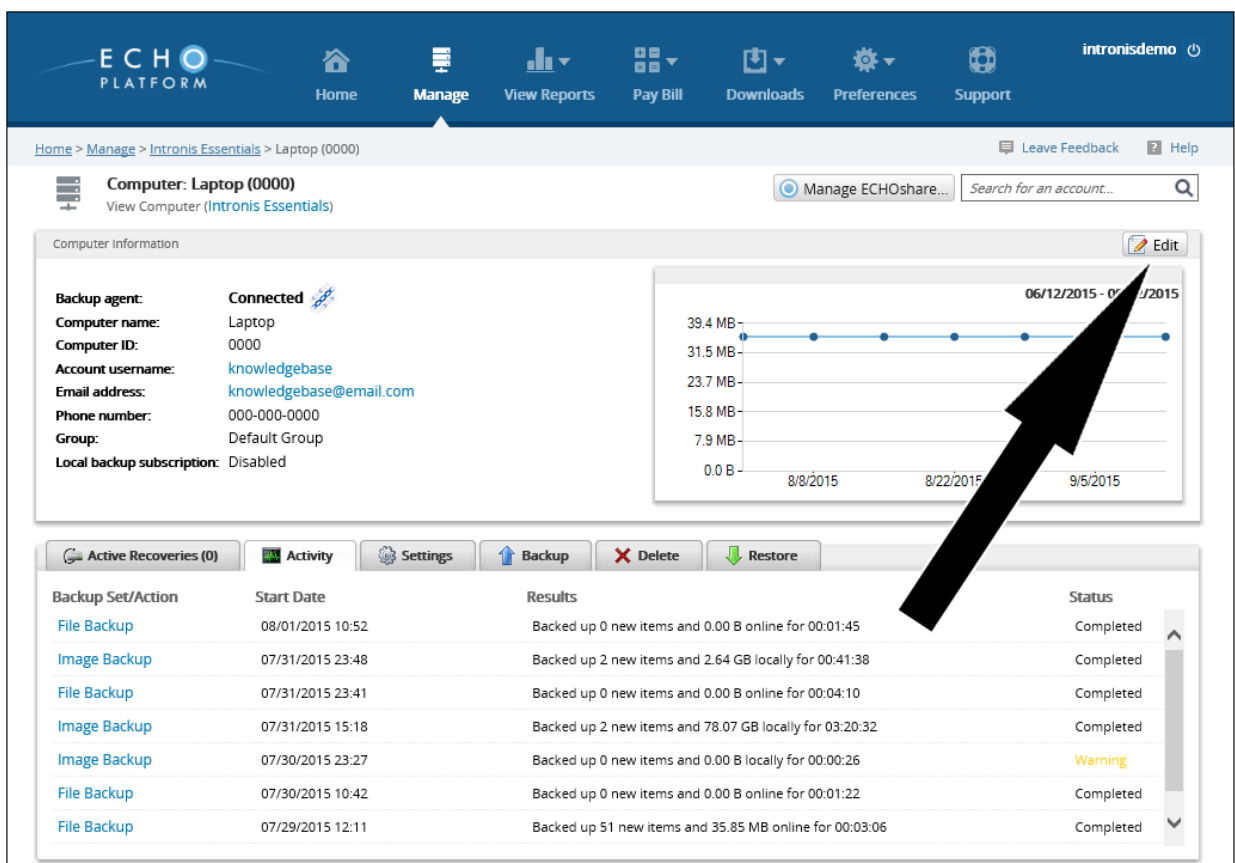
Applying Templates

<https://campus.barracuda.com/doc/93196665/>

Once you have created notifications or preferences templates, you can apply them a few different ways. Templates can be applied to individual computer accounts, to entire client accounts, or to groups. It is important to note that templates, after applied, must sync their changes to all backup agents affected; this process may take a few minutes.

Apply a Template to a Computer Account

1. Log in to the [management portal](#) and navigate to the computer account to which you want to apply the template.
2. Click on the **Edit** button in the upper-right.



The screenshot displays the Barracuda Intronis Backup management portal. The top navigation bar includes links for Home, Manage, View Reports, Pay Bill, Downloads, Preferences, and Support. The main content area is titled 'Computer: Laptop (0000)' and shows various details about the computer account. A large black arrow points to the 'Edit' button in the upper right corner of the computer information section.

Computer Information

Backup agent: Connected
Computer name: Laptop
Computer ID: 0000
Account username: knowledgebase
Email address: knowledgebase@email.com
Phone number: 000-000-0000
Group: Default Group
Local backup subscription: Disabled

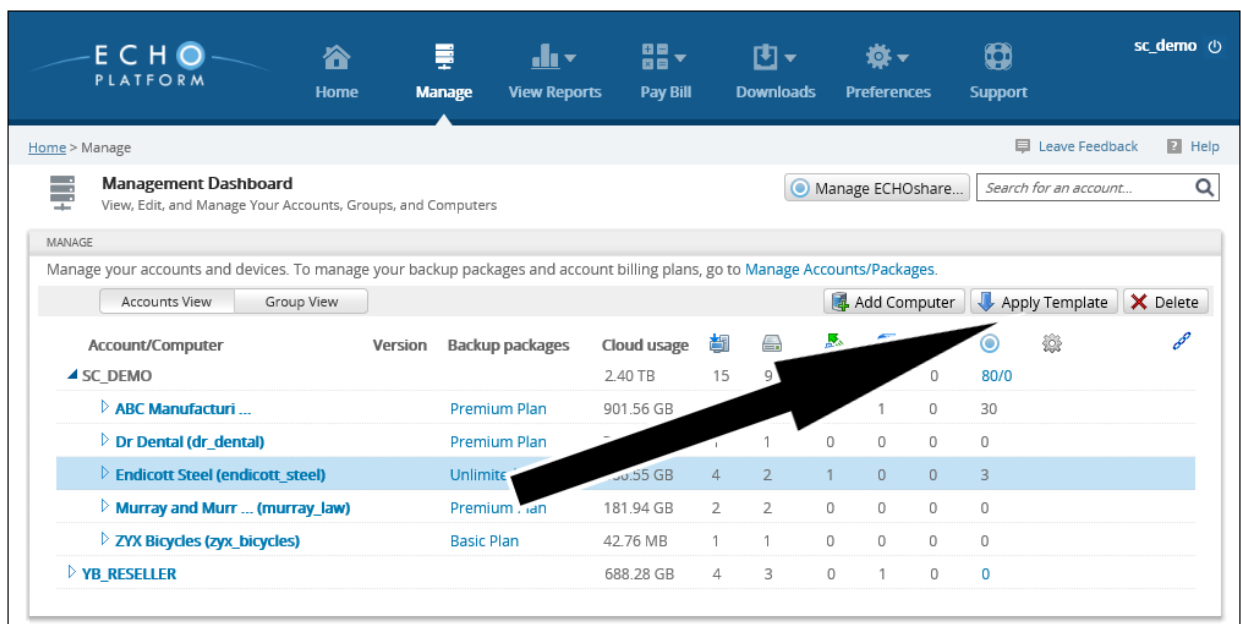
Activity

Backup Set/Action	Start Date	Results	Status
File Backup	08/01/2015 10:52	Backed up 0 new items and 0.00 B online for 00:01:45	Completed
Image Backup	07/31/2015 23:48	Backed up 2 new items and 2.64 GB locally for 00:41:38	Completed
File Backup	07/31/2015 23:41	Backed up 0 new items and 0.00 B online for 00:04:10	Completed
Image Backup	07/31/2015 15:18	Backed up 2 new items and 78.07 GB locally for 03:20:32	Completed
Image Backup	07/30/2015 23:27	Backed up 0 new items and 0.00 B locally for 00:00:26	Warning
File Backup	07/30/2015 10:42	Backed up 0 new items and 0.00 B online for 00:01:22	Completed
File Backup	07/29/2015 12:11	Backed up 51 new items and 35.85 MB online for 00:03:06	Completed

3. Choose the template(s) you want to apply from the drop-down menu.
4. Click **Save** to apply the template(s).

Apply a Template to a Client Account

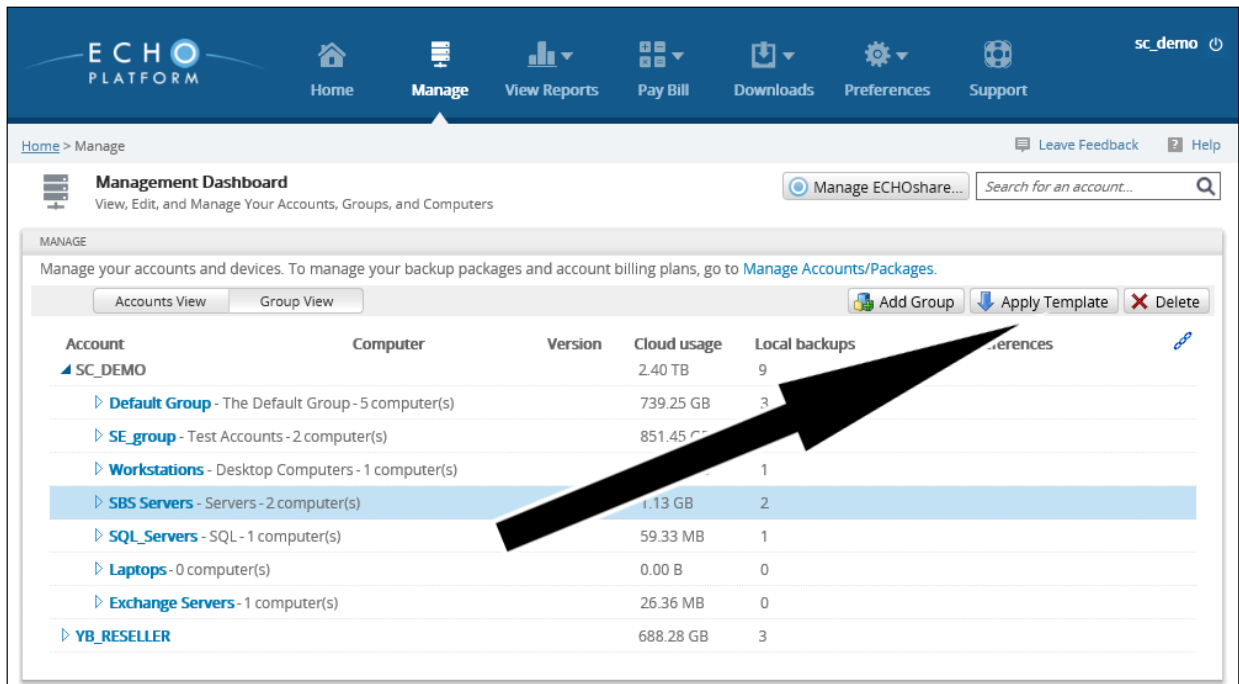
1. Log into the [management portal](#) and go to the **Manage** tab.
2. Highlight the client account you want by clicking next to the name (not on it).
3. Select the **Apply Template** button in the upper-right and select the template(s) you want to apply.



4. Click **Apply** to apply the template(s).
You can also apply templates to computer accounts in this way.

Apply a Template to a Group

1. Log in to the [management portal](#) and go to the **Manage** tab.
2. Go to the **Group View**.
3. Highlight the group you want by click next to the group's name (not on it).
4. Select the **Apply Template** button in the upper-right and then select the template(s) you want to apply.



The screenshot shows the Barracuda ECHO Platform Management Dashboard. The top navigation bar includes links for Home, Manage, View Reports, Pay Bill, Downloads, Preferences, and Support. The main content area is titled "Management Dashboard" and includes a search bar for accounts. Below this, there's a section for managing accounts and devices, with tabs for "Accounts View" and "Group View". A table lists various accounts and groups, including "SC_DEMO", "Default Group", "SE_group", "Workstations", "SBS Servers", "SQL_Servers", "Laptops", "Exchange Servers", and "YB_RESELLER". A large black arrow points to the "Apply Template" button in the top right of the table area.

Account	Computer	Version	Cloud usage	Local backups	References
SC_DEMO			2.40 TB	9	
▶ Default Group	- The Default Group - 5 computer(s)		739.25 GB	3	
▶ SE_group	- Test Accounts - 2 computer(s)		851.45 GB	0	
▶ Workstations	- Desktop Computers - 1 computer(s)		0.00 B	1	
▶ SBS Servers	- Servers - 2 computer(s)		1.13 GB	2	
▶ SQL_Servers	- SQL - 1 computer(s)		59.33 MB	1	
▶ Laptops	- 0 computer(s)		0.00 B	0	
▶ Exchange Servers	- 1 computer(s)		26.36 MB	0	
▶ YB_RESELLER			688.28 GB	3	

5. Click **Apply** to apply the template(s).

Figures

1. editsubaccount.png
2. applytemplate1.png
3. applytemplate2.png

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