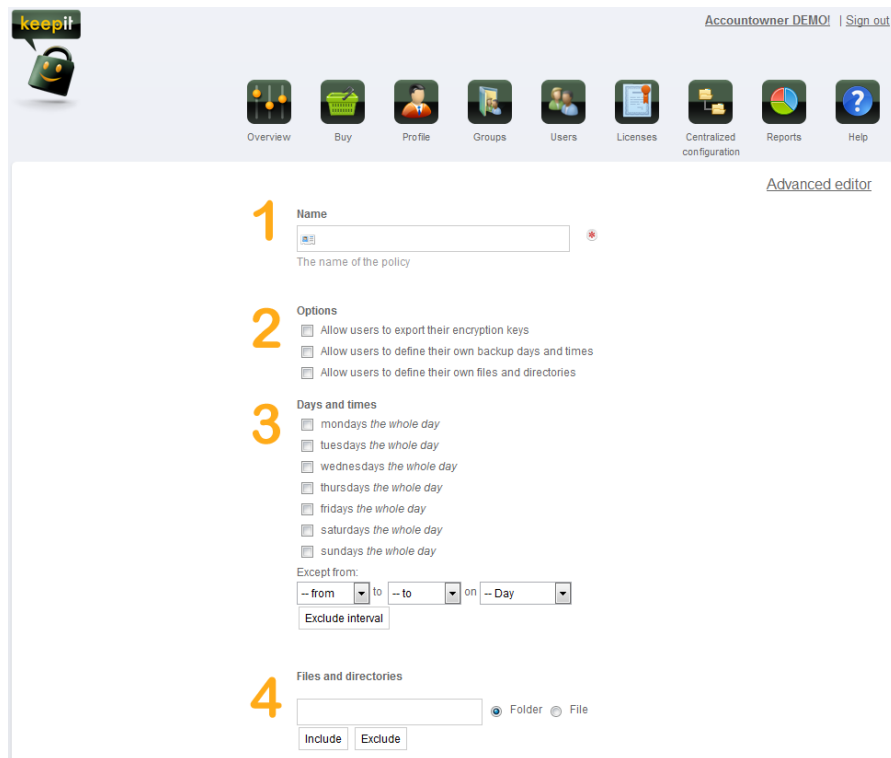# Centralized Configuration of Keepit

Using the centralized configuration for Keepit, you can set up policies for all users or groups of users on your account, deciding what folders should or should not be included in the backup, as well as the time period in which the backup should be completed.

All this can be done easily using the centralized configuration in your control panel. Simply log into your control panel on cp.keepit.com and click "Centralized Configuration".

Creating a policy
Setting up the centralized configuration is simple and straightforward. Just follow the steps
described below and click "Save" to create the policy.

1. Enter a name of your choice for the policy. This is purely for administrative purposes.

2. Secondly you need to decide on how restricting the policy should be. You can choose
whether the users should be allowed to export their encryption key, define backup days and
times, as well as whether the users should be allowed to change what folders are included in
the backup.

3. Thirdly you choose when the backup should be completed. You can even choose to exclude
certain periods of a given day, where backups should not be done.

4. Lastly, you can choose what folders or files should be included in the backup. Simple enter
the directory path / name of the given folder or file and click "include" to include the folder. If
you want to specifically exclude certain folders from the backup, you enter the name / path and
click "Exclude" instead.