



# Centralized Configuration of Keepit

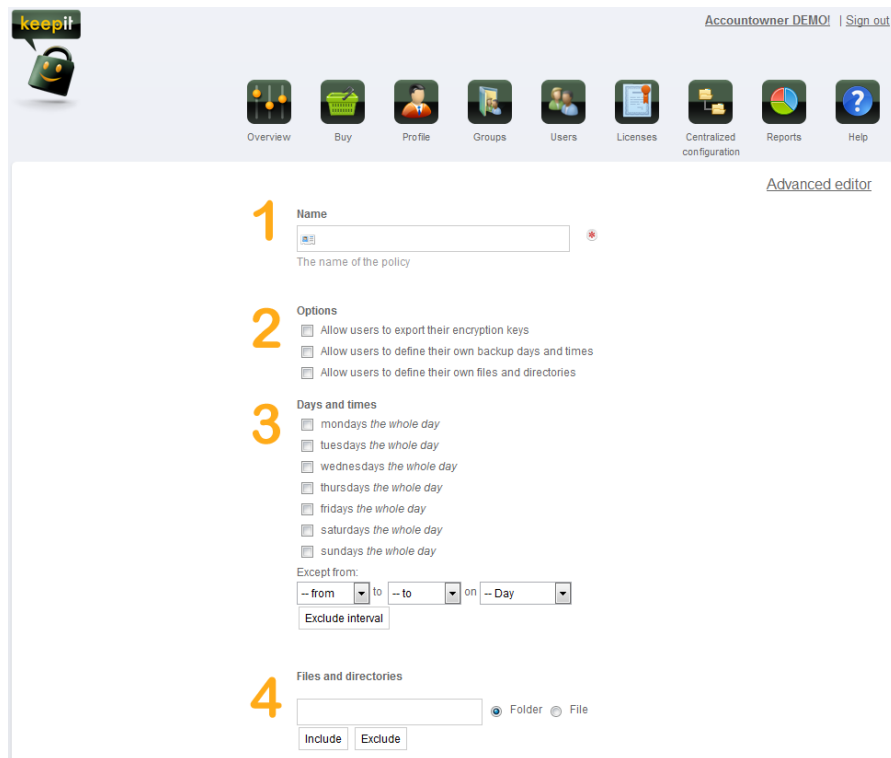
Using the centralized configuration for Keepit, you can set up policies for all users or groups of users on your account, deciding what folders should or should not be included in the backup, as well as the time period in which the backup should be completed.

All this can be done easily using the centralized configuration in your control panel. Simply log into your control panel on [cp.keepit.com](http://cp.keepit.com) and click “Centralized Configuration”.

The screenshot displays the Keepit control panel interface. At the top left is the Keepit logo. To the right, it says "Accountowner DEMO" and "Sign out". Below the logo is a navigation bar with icons for Overview, Buy, Profile, Groups, Users, Licenses, Centralized configuration (highlighted with an orange arrow), Reports, and Help. The main content area is divided into two columns. The left column, titled "Your overview", contains account details: Company name: DEMO Firma, Group: Keepit DEMO, Role: Account Owner, Email: accountowner@keepit.com, Your licenses: 0, Latest backup: -, Space used: 0GB, and Contact Person(s): Accountowner.DEMO. Below this is an "Account Overview" section with three progress bars: License (green for Available, yellow for Distributed, red for In use), Storage used: 354.76GB / Unlimited space, and Backup Status (green for Backups completed within the last 24 hours, yellow for Backups completed within the last 72 hours, red for Backups more than 72 hours old). The right column, titled "Recent Activity", shows two entries: one from May 17th 2011 at 04:45 indicating 4 computers with no completed backups in the last 24 hours, and another from May 13th 2011 at 06:25 welcoming the user to Keepit AS and providing instructions on how to get started, including links to the "Get Started" guide, "create new users", and "distribute licenses".

## 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.



keepit! Accountowner DEMO! | Sign out

Overview Buy Profile Groups Users Licenses Centralized configuration Reports Help

Advanced editor

- 1** Name  
The name of the policy
- 2** Options
  - Allow users to export their encryption keys
  - Allow users to define their own backup days and times
  - Allow users to define their own files and directories
- 3** Days and times
  - mondays the whole day
  - tuesdays the whole day
  - wednesdays the whole day
  - thursdays the whole day
  - fridays the whole day
  - saturdays the whole day
  - sundays the whole day

Except from:

--from --to on --Day

Exclude interval
- 4** Files and directories
  - Folder File
  - Include Exclude

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.