



Custodian Installation

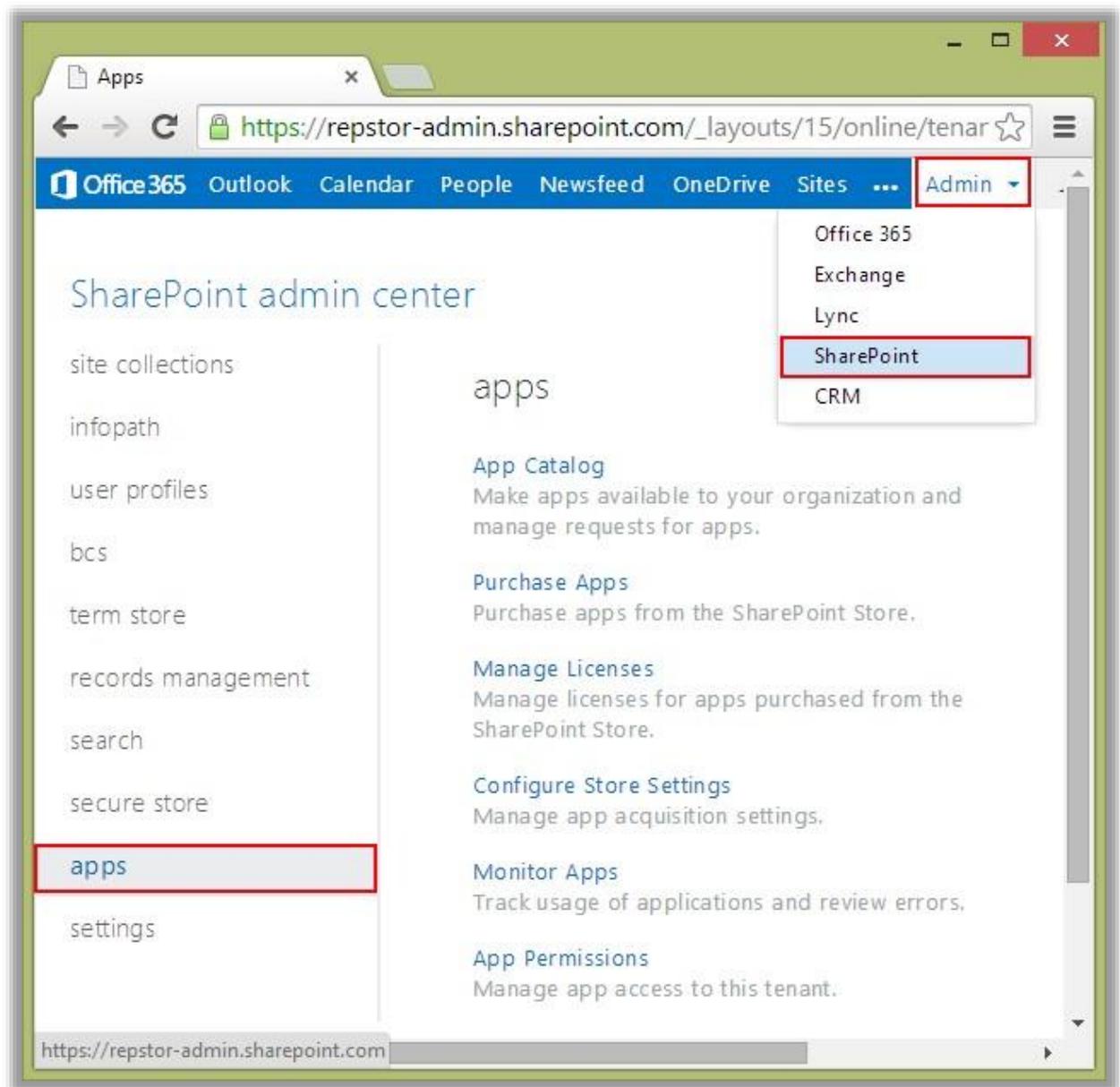
For Office 365

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Adding the app to your organisational App Catalog (Organisational/Tenant Administrator)

1. Load your SharePoint 2013 organisational **App Catalog**.
You can find it by clicking **Admin** -> **SharePoint** and selecting **apps**.



Finally, select **App Catalog**.

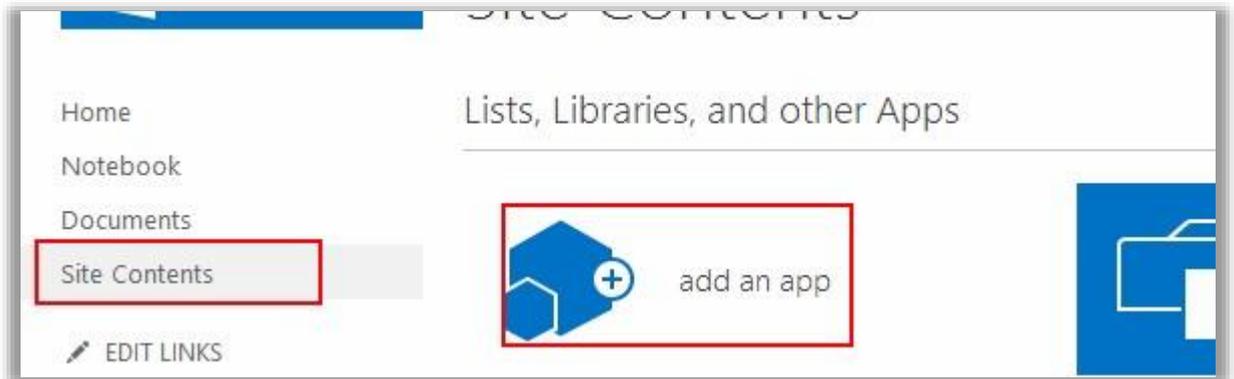
If you have not used your organisational app catalog before, you may need to create it. Visit this page for details:

[http://msdn.microsoft.com/enus/library/office/fp123530\(v=office.15\).aspx](http://msdn.microsoft.com/enus/library/office/fp123530(v=office.15).aspx)

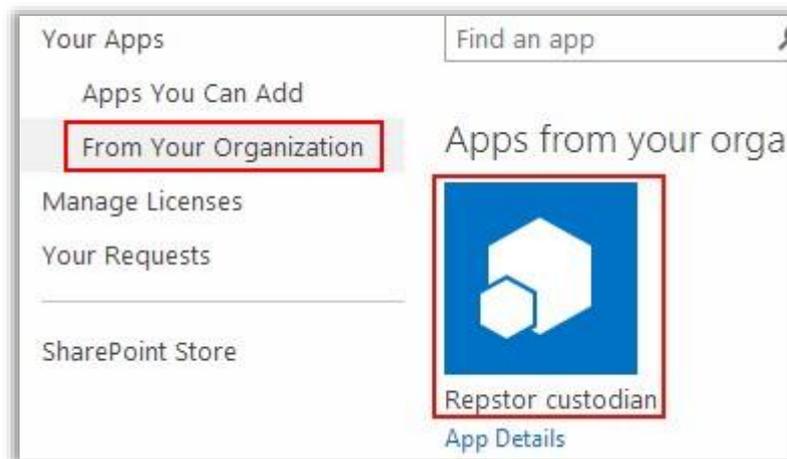
2. Within your App Catalog, select **Apps for SharePoint**
3. Click **Upload** or drag your .app file on to the page and wait for the app to upload.

Installing the app to a Site (Site Administrator)

1. Open your site and select **Site Contents** -> **add an app**



2. Under **From Your Organisation**, select **Repstor custodian**

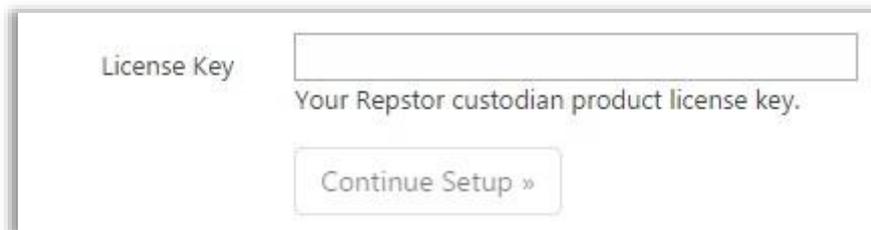


3. A dialog titled "**Do you trust Repstor Custodian**" will appear. Click **Trust It**.

This will complete the app installation and it will now appear under Site Contents.

Configuring Repstor custodian (Site Administrator)

When you first load Repstor custodian, you will be prompted to enter your license key.



Enter your license key and click **Save** to register your license key. Then select **Continue Setup**.

On the next page, selected whether or not to install the default templates and click 'Perform Quick Setup'.

Repstor custodian Quick Set Up

Please ensure you're a Site Administrator before attempting the installation. You can modify or delete all settings at a later time, when installation is complete.

Default configurations

Configuration: ▾
custodian will not install any default data. A hierarchy will need to be created after installation in order to use custodian.

Custom configuration

No file chosen

This will complete the custodian installation.

Quick Setup Complete!
Repstor custodian is now ready to use.

The user who performs the installation will automatically be given administrative rights to the application. To give administrative rights to another user, add that user to the **Repstor Administrators** group within the SharePoint site. This will enable the Settings menu within custodian.