

Custodian Installation

For Office 365

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

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

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← → C 🔒 https://repstor-admin.sharepoint.com/_layouts/15/online/tenar 🏠 🚍						
1 Office 365 Outlook Cale	ndar Pe	ople	Newsfeed	OneDrive	Sites	Admin 🝷 📫
				1	Office 365	
CharoDoint admin		Exchange				
SharePoint aumin		Lync				
site collections		apps			SharePoin	t
					CRM	
infopath						
user profiles	App Catalog Make apps available to your organization and					
	manage requests for apps.			and		
bcs	Durchase Apps					
term store	Purchase apps from the SharePoint Store.					
records management		Manage Licenses Manage licenses for apps purchased from the				n the
search	SharePoint Store.					
Configure Store Settings						
secure store	Manage app acquisition settings.					
apps	1	Moni	tor Apps			
	Track usage of applications and review errors.				rrors,	
settings		400	Dormissions			
		Mana	age app acco	ess to this te	enant.	
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https://repstor-admin.sharepoint.co	m					•

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

- 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**

	Site contents
Home	Lists, Libraries, and other Apps
Notebook	
Documents	
Site Contents	add an app
EDIT LINKS	

2. Under From Your Organisation, select Repstor custodian

Your Apps	Find an app
Apps You Can Add	
From Your Organization	Apps from your orga
Manage Licenses	
Your Requests	
SharePoint Store	
	Repstor custodian
	App Details

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.

License Key		
25	Your Repstor custodian product li	c <mark>ense ke</mark> y
	Continue Setup »	

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

Custom configuration

Configuration: None ▼ custodian will not install any default data. A hierarchy will need to be created after installation in order to use custodian.	Choose file No file chosen Upload configuration >>
Perform Quick Setup >>	

This will complete the custodian installation.

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

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.