

## Editing Policies

**Tip**  
You can see the date and time when the Policy was edited in the Last Edited On column in the Policies list.

Follow the instructions below to edit a Policy in CDP.

1. Click on Policy in the Main Menu to access the Policies page.



2. Find the necessary Policy in the Policies list and click on the Edit icon in the Actions column for this Policy.

		Disable Selected		Enable Selected		Delete Selected		Bulk Edit	
<input type="checkbox"/>	Enabled	Name	Disk Sa	Agent Nam	Frequency	Last Run Time	Next Run Time		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Plesk	plesk	plesk	Hourly	4/27/11 2:30 AM	4/27/11 3:30 AM		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	virtuozz	virtuozzo	virtuozzo	Hourly	4/27/11 2:32 AM	4/27/11 3:32 AM		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	POLICY DS - 192	cpanel		On Demand	4/7/11 2:45 PM	--		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	JKP-10.	10.230.100	10.230.100.	On Demand	4/7/11 2:45 PM	--		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	testing	testing	virtuozzo	Hourly	4/27/11 3:00 AM	4/27/11 4:00 AM		

**Tip**  
To find a Policy, you can use the Basic and Advanced List Filters. See [Customizing the Policies List](#).

**Note**

You can also use the Bulk Edit function. See [Bulk Editing](#) below.

### 3. The Edit Policy window will open.

The screenshot shows the 'Edit Policy' window with the following sections:

- Identification:**
  - Enabled:
  - Name: Policy1
  - Description: (empty)
- Disk Safe:**
  - Agent: My Agent
  - Disk Safe: Office
- Scheduling:**
  - Replication Schedule:  Replication schedule is ON DEMAND, policy must be manually ran.
  - Merge Schedule:  Recovery points are being merged after a successful replication.

Buttons: Save, Cancel

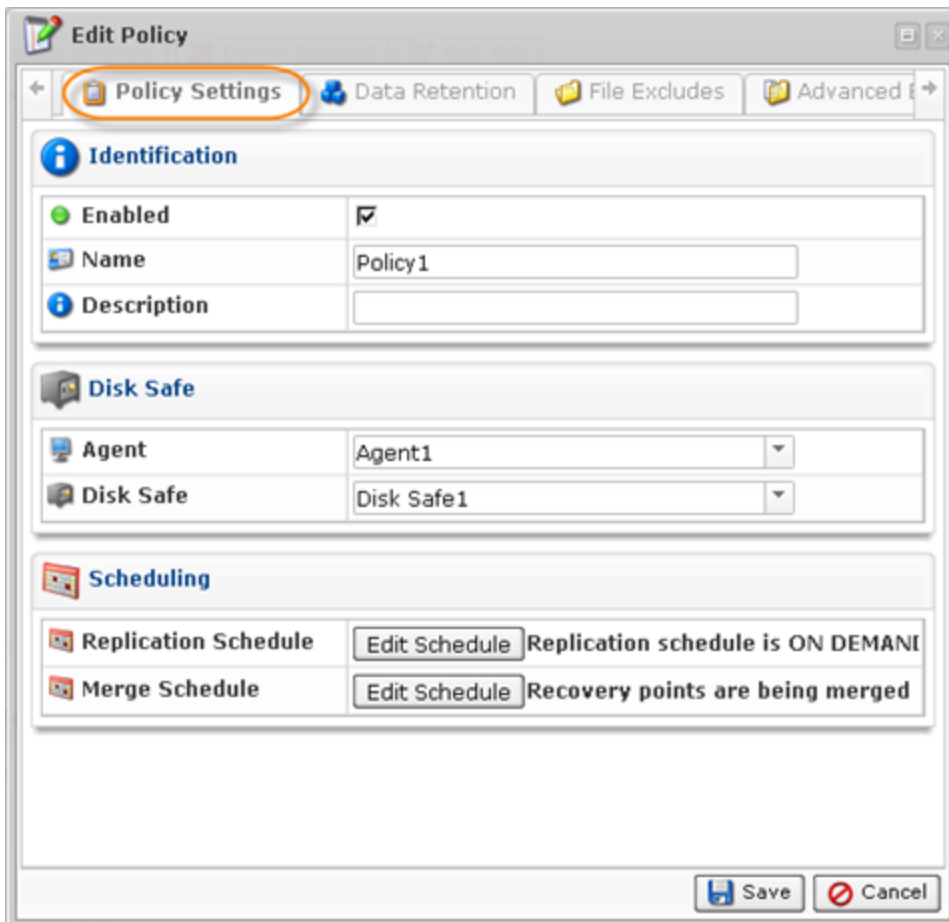
The following tabs are available for editing:

---

Policy Settings Tab | Data Retention Tab | File Excludes Tab | Advanced Excludes Tab | Databases Tab | Control Panels Tab | Advanced Policy Settings Tab

---

Policy Settings Tab

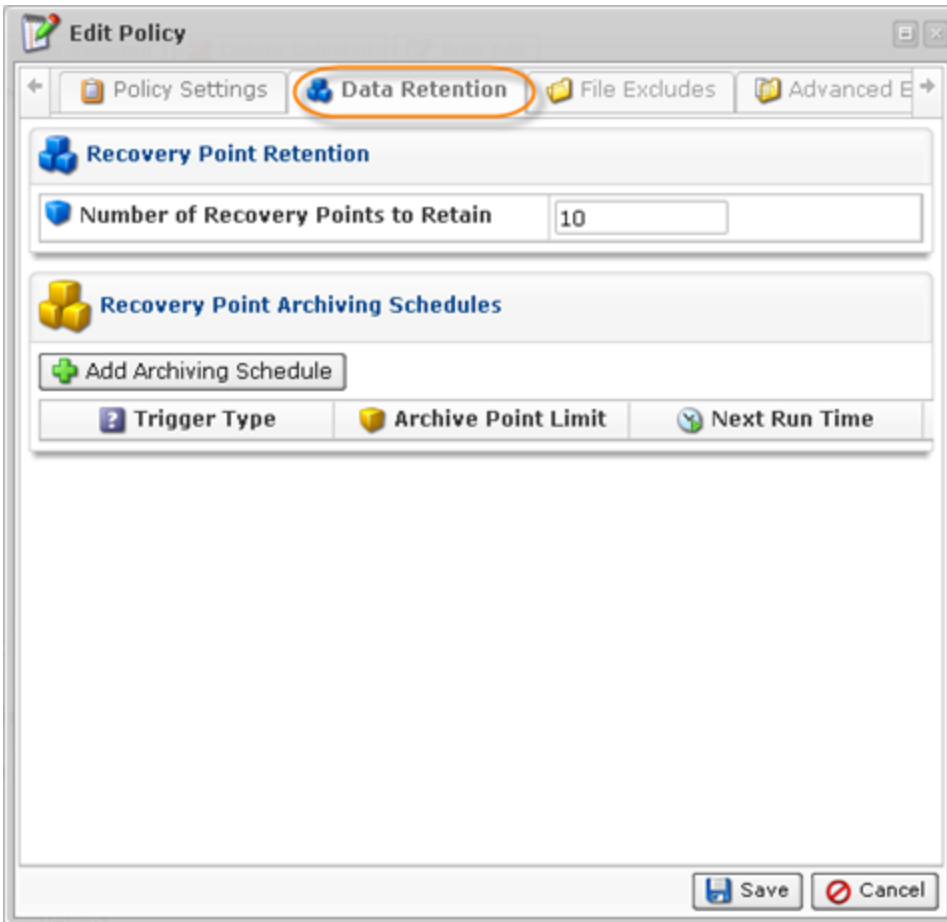


This tab allows you to change the following settings:

- Name
- Description
- Agent (**Enterprise Edition**)
- Disk Safe
- Replication Schedule
- Merge Schedule

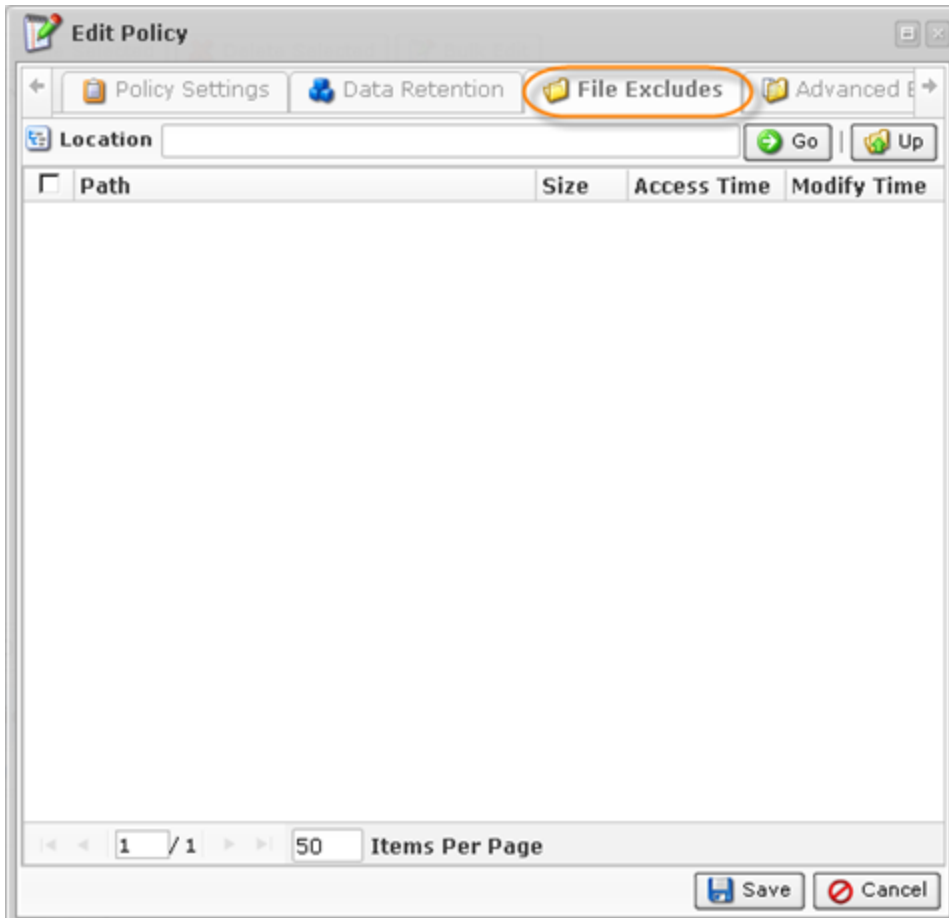
The options are described in [Creating Policies](#).

Data Retention Tab



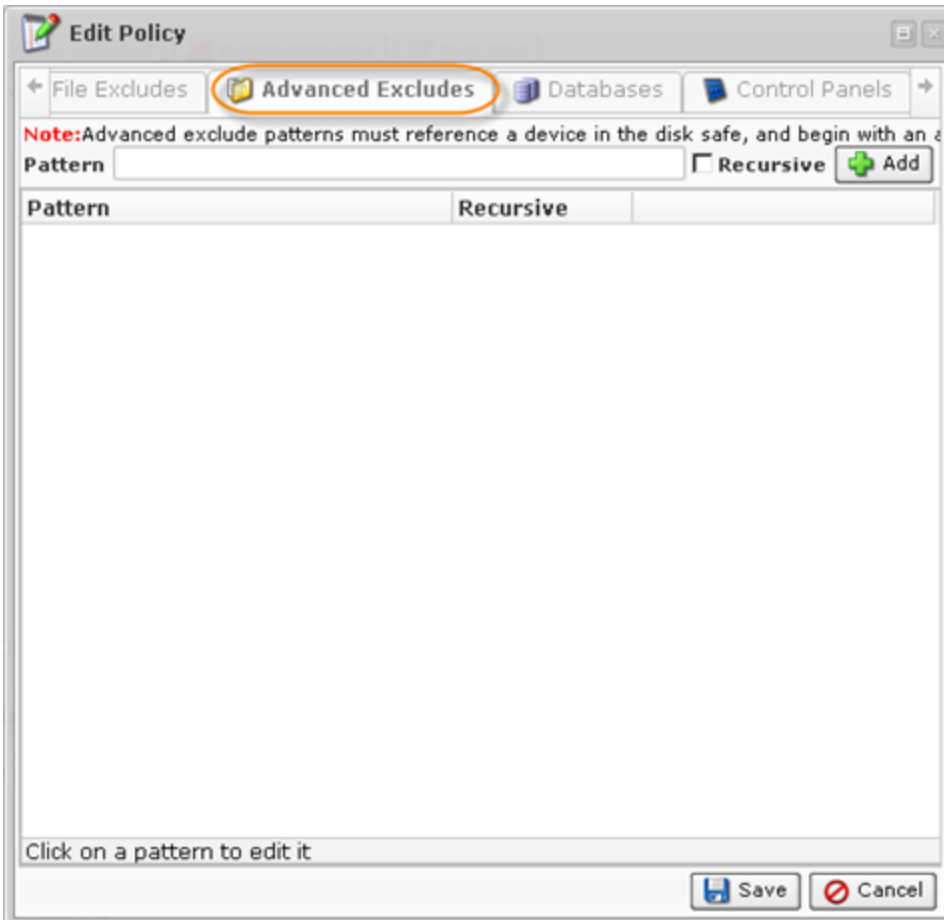
This tab allows you to set the Retention rules and define the Archiving Schedule. See [Defining the Archive Schedule](#).

File Excludes Tab



This tab allows you to select the files you want to include or exclude from the Replication. See [Excluding Files and Folders](#).

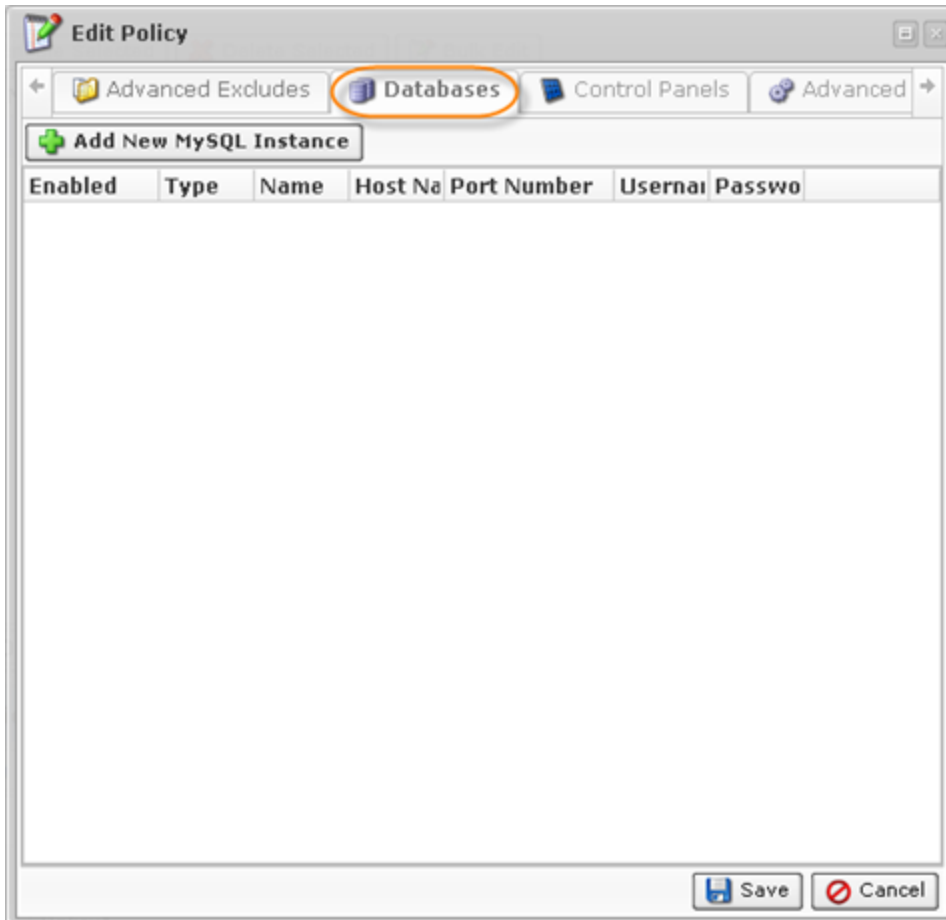
Advanced Excludes Tab



This tab allows you to define patterns according to which the files will be excluded from the Replication.

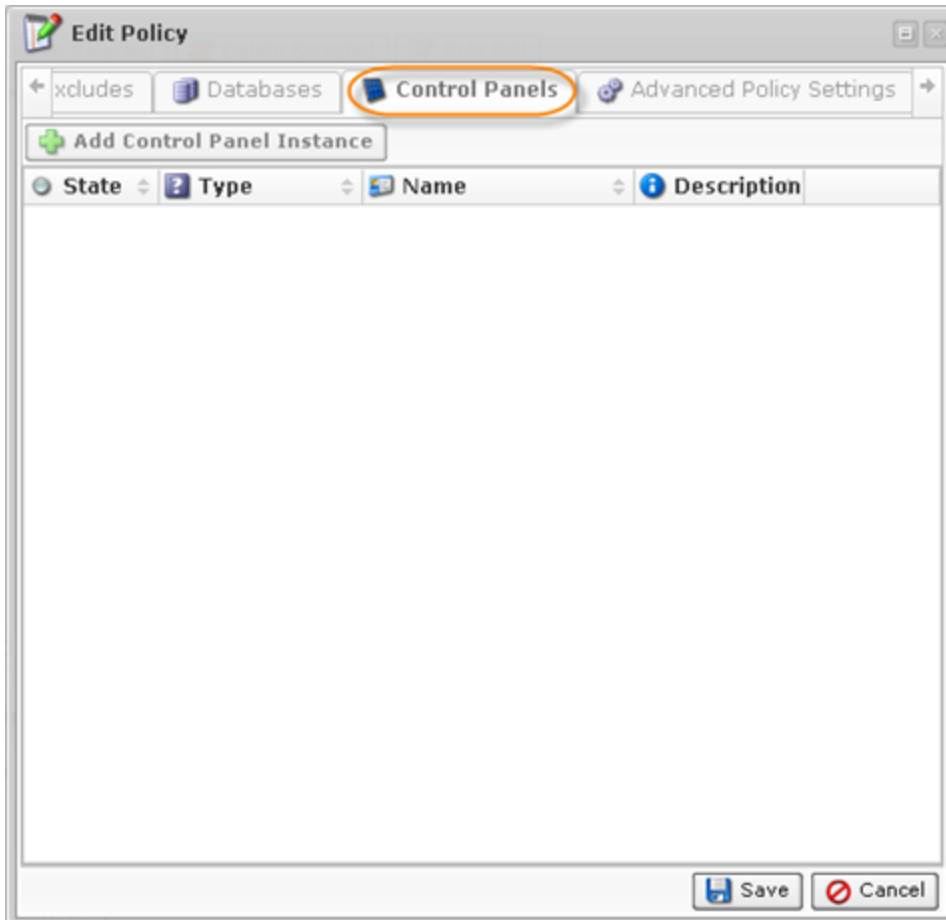
See [Excluding Files and Folders](#).

Databases Tab



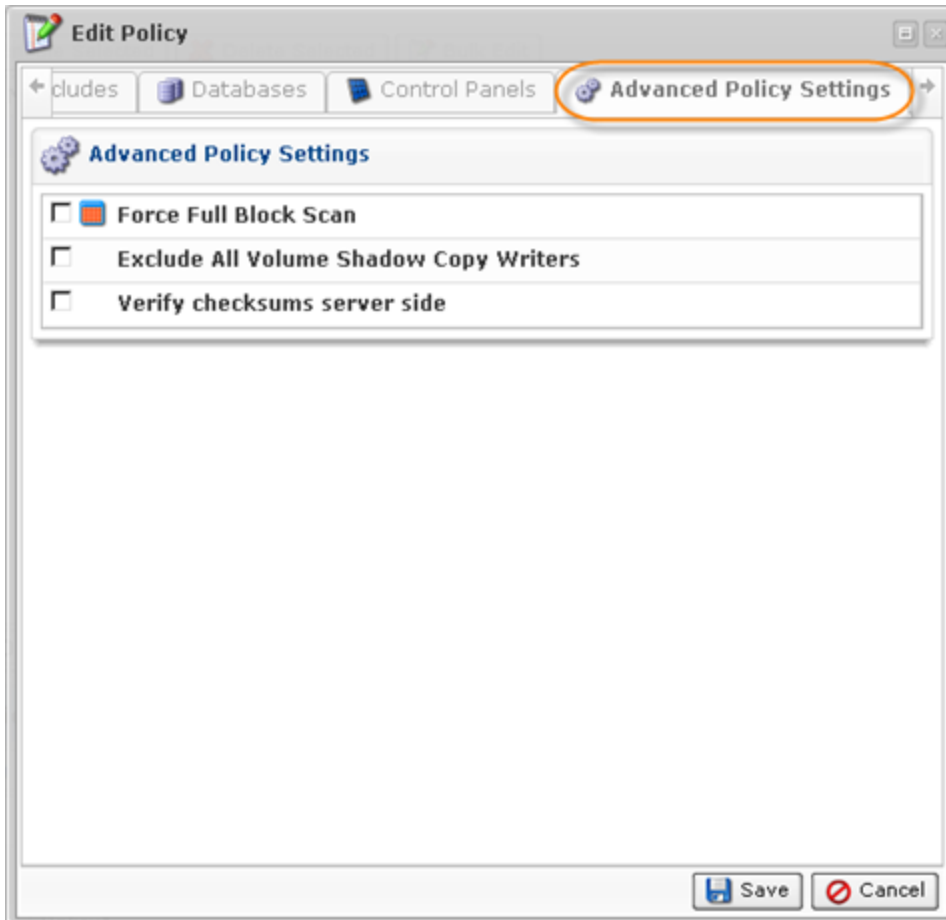
This tab allows you to add a MySQL instance to the Policy.  
See [Adding MySQL Instance to the Policy](#).

Control Panels Tab



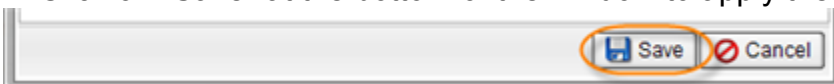
This tab allows you to add a Hosting Control Panel instance to the Policy. See [Adding Control Panel Instances](#).

Advanced Policy Settings Tab



This tab allows you to change advanced Policy settings.  
See [Creating Policies](#).

4. Click on "Save" at the bottom of the window to apply the changes.



5. The changed options will be shown in the Policies list.

### Bulk Editing

Using the Bulk Editing, you can edit multiple Policies at once. The same values will be set for all selected items. You can use the bulk editing even if the Policies have different properties. Follow the instructions below to edit several Policies at once.

1. Select several Policies by selecting the checkboxes in the first column in the "Policies" list and click "Bulk Edit."

		Disable Selected	Enable Selected	Delete Selected	Bulk Edit							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name	Disk Safe	Agent Name	Frequency	Last Run Time	Next Run Time	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	pol1	ds1	Agent 231 manager	Monthly	21-Oct-11 12:35 PM	26-Oct-11 09:07 AM	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	pol2	ds2	Agent 57	On Demand	21-Oct-11 12:36 PM	--	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	pol3	ds3	Agent 231 manager	On Demand	21-Oct-11 12:25 PM	--	

1 / 1 10 Items Per Page

2. The "Bulk Edit" window opens.

**Bulk Edit**

**Scheduling**

Replication Schedule

Merge Schedule

**Recovery Point Retention**

Recovery Point Limit

**Archive Point Retention**

Archiving Schedules

**Advanced Policy Settings**

Force Full Block Scan

The following parameters can be edited:

#### Scheduling

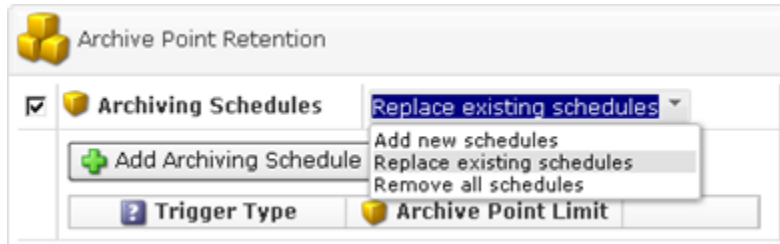
- Replication Schedule - This option allows you to set the replication schedule. See [Editing Replication Schedule](#) below.
- Merge Schedule - This option allows you to set the merge schedule. See [Editing Merge Schedule](#) below.

#### Recovery Point Retention

- Recovery Point Limit - Enter a value to the field to define the Recovery Points Limit according to the Volume's Maximum Allowed Archive Retention. When the number of created Recovery Points exceeds the limit, they will be merged. For more information, refer to [Merging Recovery Points](#).

#### Archive Point Retention

- Archiving Schedule - This option allows you to set the archiving schedule. Here you can select the following variants from the drop-down menu:
  - Add New Schedule - Creates a new archiving schedule. Several different schedules (e.g. hourly, daily, weekly) can be applied at the same time.
  - Replace Existing Schedule - Replaces existing schedules with created ones.
  - Remove All Schedules - Removes all schedules.

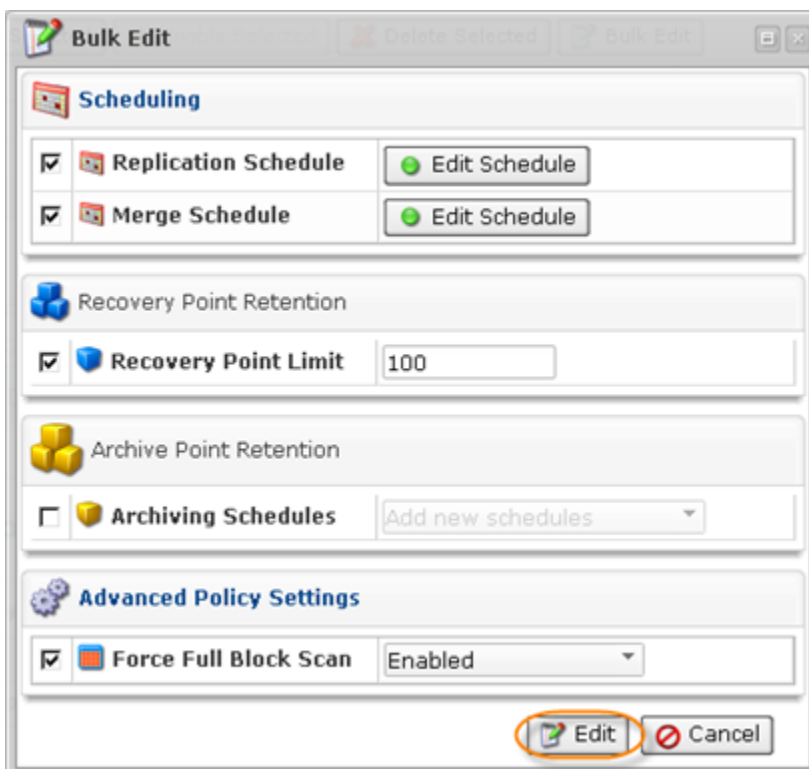


For more information about Archiving schedules, refer to [Defining the Archive Schedule](#).

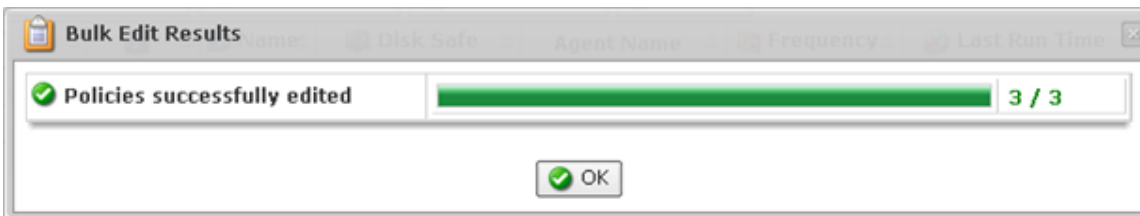
### Advanced Policy Settings

- Force Full Block Scan - A Full Block Scan compares the MD5 sum of all allocated blocks to perform the backup and get CDP back in synchronization. Enable this option to start a Full Block Scan each time the replication is performed.

3. Click "Edit" to apply the changes to all selected Policies at once.



4. If all Policies were edited successfully, the following indicator will appear:



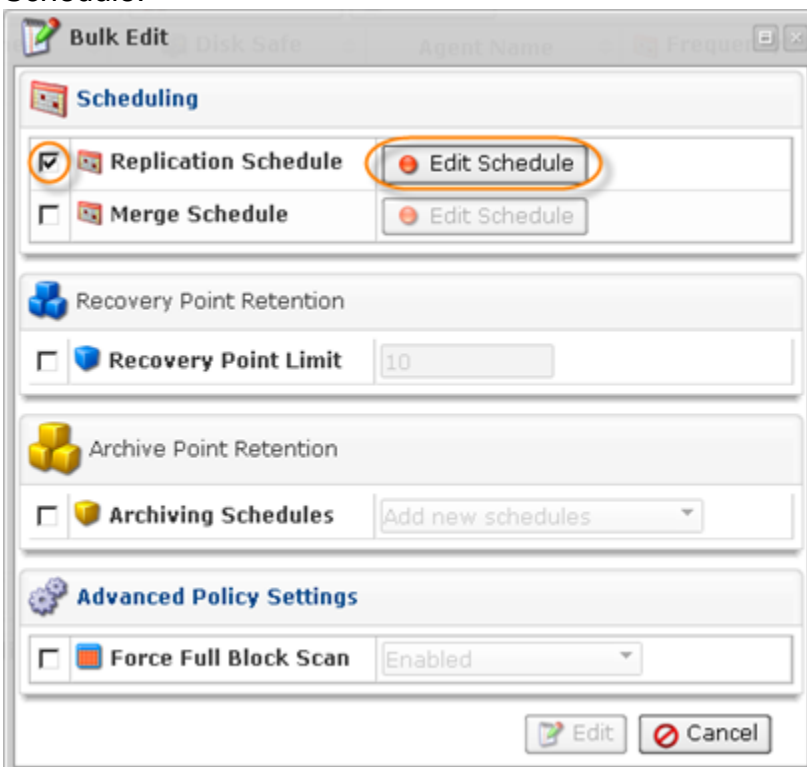
5. The changed options will be shown in the "Policies" list.

Disable Selected		Enable Selected		Delete Selected		Bulk Edit	
Name	Disk Safe	Agent Name	Frequency	Last Run Time	Next Run Time		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	pol1	ds1	Agent 231 manager	Weekly	21-Oct-11 12:35 PM	24-Oct-11 10:15 AM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	pol2	ds2	Agent 57	Weekly	21-Oct-11 12:36 PM	24-Oct-11 10:15 AM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	pol3	ds3	Agent 231 manager	Weekly	21-Oct-11 12:25 PM	24-Oct-11 10:15 AM

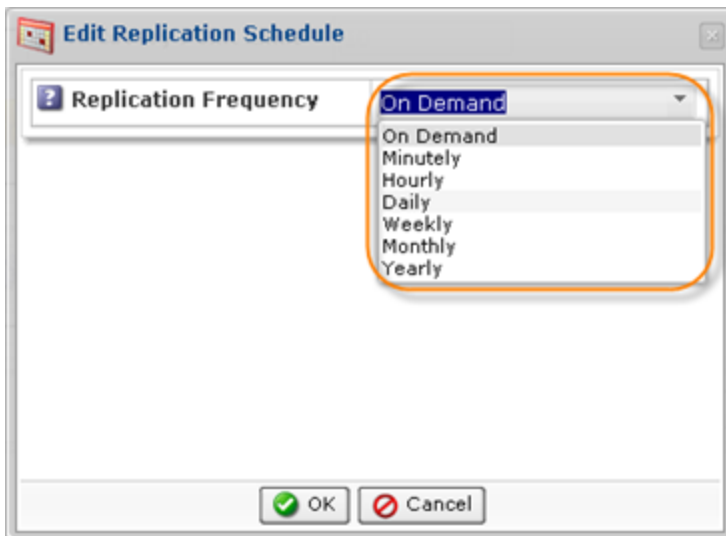
1 / 1 Items Per Page

### Editing Replication Schedule

1. To start editing Replication Schedule, select the corresponding checkbox and click "Edit Schedule."



2. Select the replication frequency from the drop-down menu.

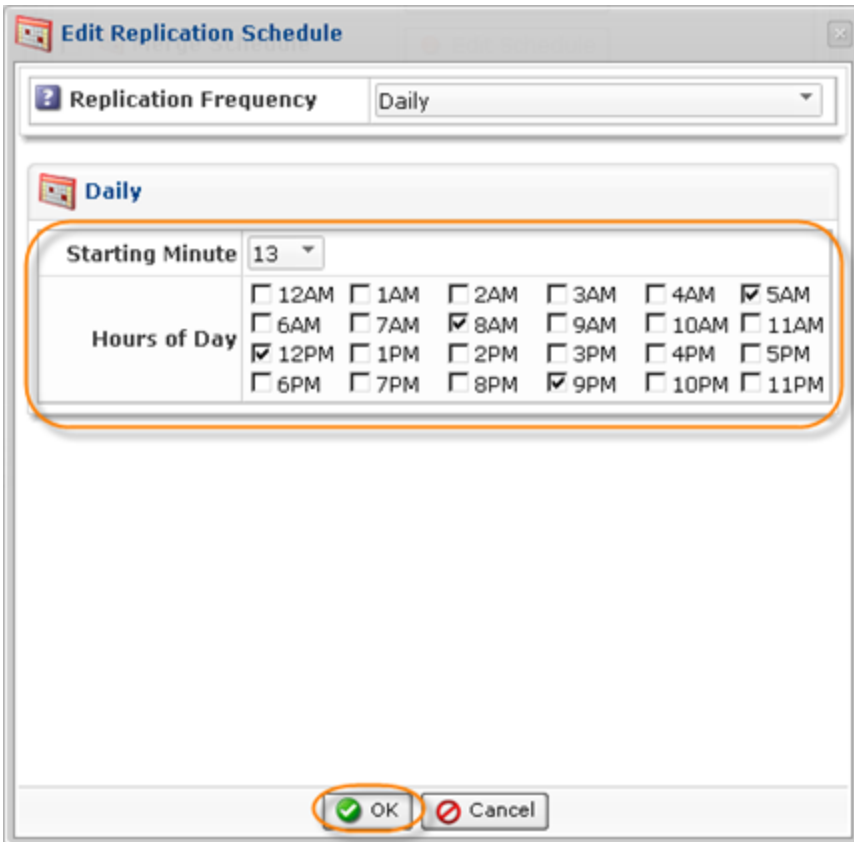


The following options are available:

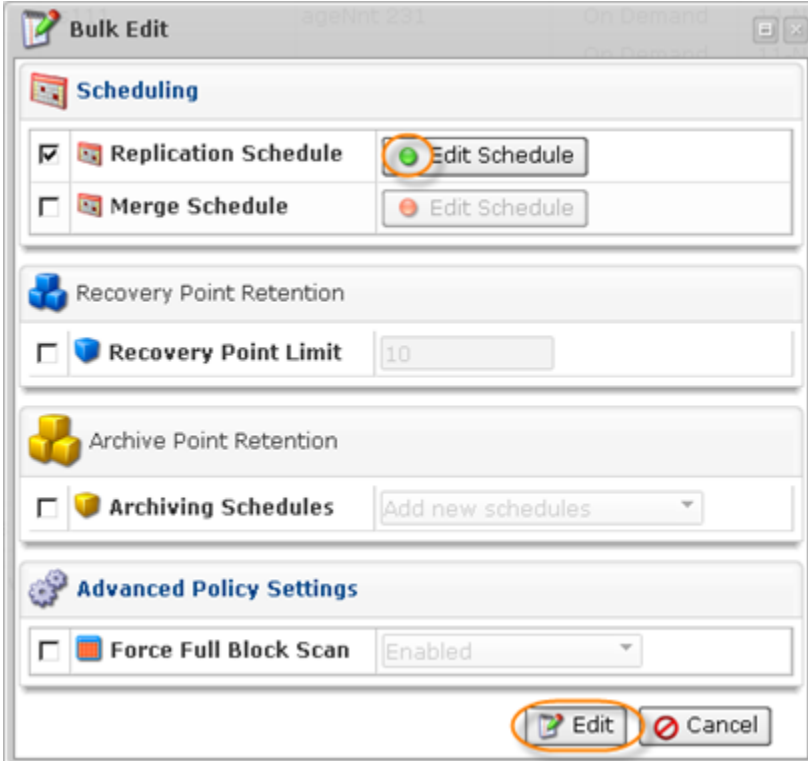
- On Demand
- Minutely
- Hourly
- Daily
- Weekly
- Monthly
- Yearly

You can find the detailed description of replication frequencies [here](#).

3. Specify the exact time of the Replication and click "OK."

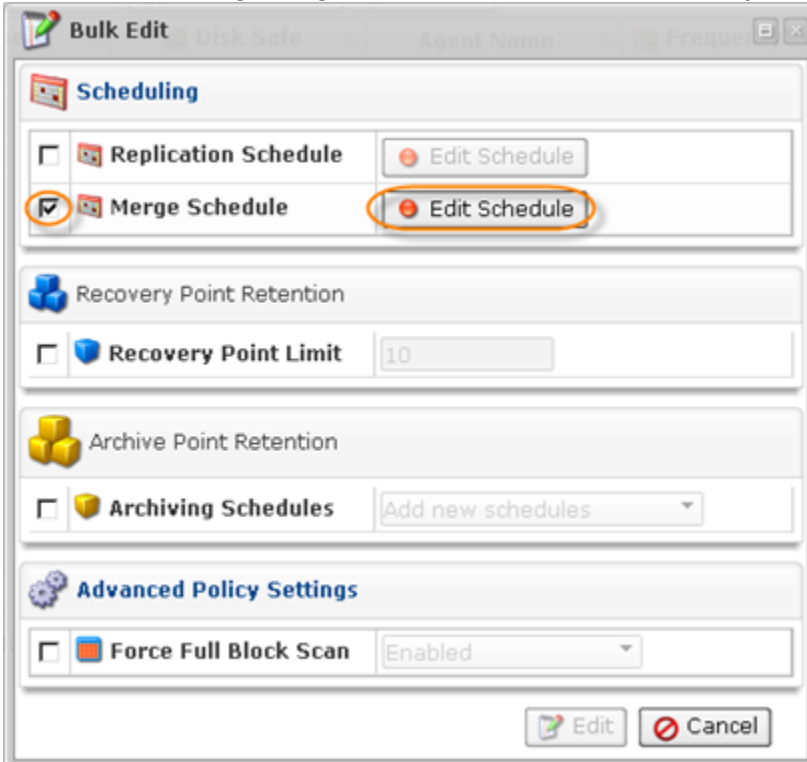


4. The schedule is defined (the indicator turns green). Click "Edit" to save the changes.

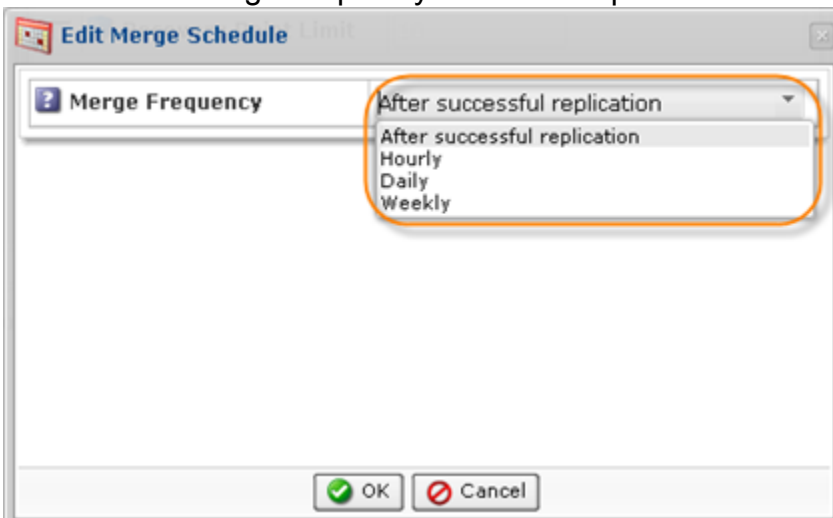


Editing Merge Schedule

1. To start editing Merge Schedule, select the corresponding checkbox and click "Edit Schedule."



2. Select the merge frequency from the drop-down menu.

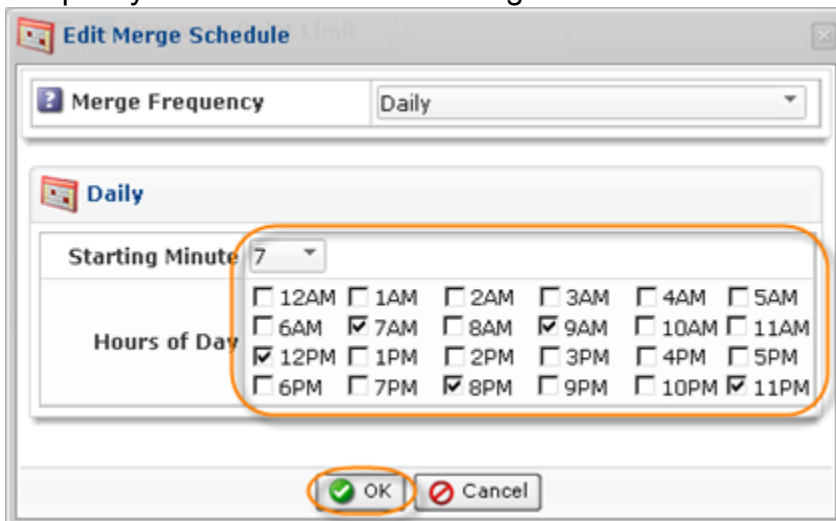


The following options are available:

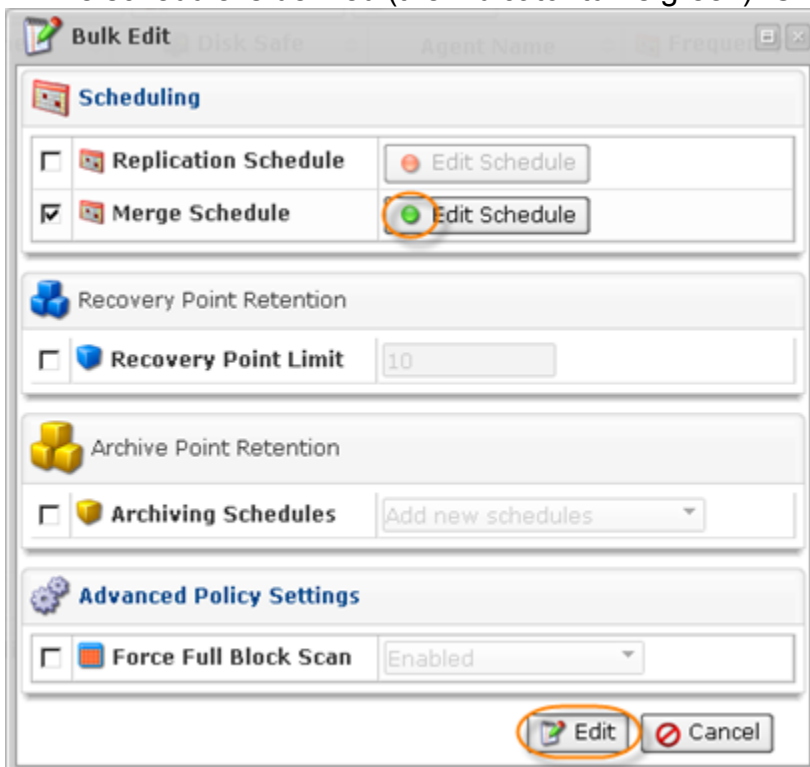
- After successful replication
- Hourly
- Daily
- Weekly

You can find the detailed description of merge frequencies [here](#).

3. Specify the exact time of the Merge and click "OK."



4. The schedule is defined (the indicator turns green). Click "Edit" to save the changes.



You can also edit Policies using the "Policies" tab of the Agent "Details" Pane. This screen provides the same functionality as the main "Policies" screen. See more information in [Accessing Agents](#).