Manage user's access to their Vaultastic accounts and other features

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Overview

By default, only the postmaster vault id of your Vaultastic domain has Full Access and can view emails from all the vaults.
In addition, you can assign access to any other vault ids.

Vaultastic Version 4 (V4)

There are two types of access possible:

1. Self Service

   - When a Vault id is assigned Self Service Access, the user who logs in with the id can only search for and see mail linked with the vault.

   - For example, for a vault id amit@acmecorp-com.vaultastic.com with the primary email id amit@acmecorp.com, the search results will only show mail sent and received by amit@acmecorp.com.

2. Full

   - To give access to mails across vaults, the access type to be selected is Full.

   - On selecting Full access, the user who logs in with the id can only search for and see mail linked with the only the selected vaults.

Assigning Access rights to a Vault ID

1. Log in to the Vaultastic Application using Administrative rights and navigate to the Admin Panel.

2. In the left pane, click on the Vaultastic domain and select Vaults. The middle pane will show the list of vaults in the selected Vaultastic domain.

3. Click the Vault ID . The details pane on the right, will now show the details of the selected vault.

4. In the right pane, expand the **User Access** section.

5. Select Self Service or Full Vaultastic Access.

6. Enter the first name and the last name of the user who will be accessing the vault. The Display Name will be generated automatically.

7. If you have chosen Full access, then select the vaults as given in the options below

8. To allow search across all vaults, do the following:

   ○ Select Show Mails for "ALL vaults EXCEPT those listed below"

   ○ Remove all ids including "Self" from the User list

9. To allow search across all vaults, except a few

   ○ Select Show Mails for "ALL vaults EXCEPT those listed below"

   ○ Remove "Self" from the User list. Add the list of vaults to be excluded in the User list.

10. To allow search across only a few vaults,

    ○ Select Show Mails for "ONLY the vaults listed below",

    ○ In the User List, remove Self and add all the Vault IDs to be included.

11. Click on Save in the bottom right corner.

Secure Vault access

To secure access to vaults, refer to the following topics:

- Secure Vaultastic account using Vaultastic Application feature access (https://docs.mithi.com/home/secure-vaultastic-account-using-vaultastic-application-feature-access)