

Secure Vaultastic Account Access with Feature Controls

To control user's access to features such as reply, forward, export and download from the Vaultastic eDiscovery application to access the Active Store,

1. **Log in** (<https://docs.mithi.com/home/how-to-log-in-to-the-admin-panel>) to the Vaultastic Application using administrative credentials
2. From the left pane, select your **Vaultastic Domain > Vaults**
3. Select the **Vaultastic summary** from the list shown in the middle pane
4. In the right pane, expand the **Security** section.
 - Toggle the **Enable Download** to allow/disallow users to download mail
 - Toggle the **Enable Export** button to allow/disallow users to export the search results
 - Toggle the **Enable Restore** button to allow/disallow users to restore mail to their Inbox.
 - Toggle the **Upload to Ideolve** button to allow/disallow users to upload mail to Ideolve.
5. Click the **Save** button to update the settings configured for the user.

Note: If end users are not able to see the options, ask them to clear the cache for the vaultastic domain as follows:

1. **Google Chrome:**
 - Go to: `chrome://settings/content/all?searchSubpage=vaultastic.com&search=cache`
 - Click on More Actions and select "Clear Data".
 - Select Clear.
2. **Firefox:**
 - Go to Settings.
 - Select Privacy & Security
 - Scroll to the "Cookies and Site Data" Section and select "Manage Data..."
 - Search for vaultastic.com in the search box.
 - Select vaultastic.com and click "Remove Selected".