# Open Store Management

Table of Contents

> **Note**: The Vaultastic Inactive Store will henceforth be called the Vaultastic Open Store. During the transition, you will find references for both names within the documentation and other communications.

## Uploading data to the Vaultastic Open Store

The Open Store for your domain is the place where you store files. The different methods for uploading data to the Open Store depend on the source of the files and are mentioned below

### Method 1: Uploading files

Files can be directly uploaded to the Open Store using the Open Store Application (https://docs.mithi.com/home/inactive-storage-app-guide) OR a tool such as S3 Browser, AWS Snowball.

**Option 1: Using the Open Store Application**

Files accessible via your desktop can be uploaded to the Open Store using the Open Store Application (https://docs.mithi.com/home/file-operations-using-the-open-store-application). This application is available to the domain administrators of the Vaultastic domain.  This option is suitable when the volume of data to be uploaded at a time is small.

**Option 2: Using third party tools to upload data to an S3 bucket**

The second option is to download and install a third-party tool such as the S3 browser on your desktop to upload the files.

To upload using a third party tool, you need to download  an access key to the underlying S3 bucket (https://docs.mithi.com/home/configure-s3-browser-to-access-the-vaultastic-open-deep-store) on which the Open Store for your

domain is hosted. This key has to be registered with the third party tool. Broadly, there are two steps in uploading the raw data using a third party tool such as the S3 browser.

- Configure the S3 browser on your machine and create an external bucket

- Upload files

This option is suitable when the volume of data to be uploaded is more than that can be handled by the Open Store application.

> **Note:** Any 3rd party tools required to upload data to the S3 bucket, including those recommended have to be purchased by you, the customer.

**Option 3: Using the AWS Snowcone/Snowball**

When migrating large volumes of data, it is advisable to use the AWS Snowcone or Snowball to transport data from your data center to the AWS data center in the selected region. Refer to the AWS documentation on ordering and using a device in the AWS Snow family.

> **Note:** Any 3rd party tools required to upload data to the S3 bucket, including those recommended have to be purchased by you, the customer.

## Method 2: Copy email data from live mailboxes into data files on the Open Store

Email data residing in mailboxes on the source servers, can be converted to data files on the Open Store. The LegacyFlo (https://docs.mithi.com/home/legacyflo) service is used to this conversion.

There are two ways in which the LegacyFlo service can be used. The appropriate method depends on the number of mailboxes to be migrated to data files on the Open Store.

- If the number of mailboxes is small, requests to LegacyFlo can be fired using the Open Store Application (https://docs.mithi.com/home/file-operations-using-the-open-store-application) itself.
- If the number of mailboxes is large, it is advisable to login to the LegacyFlo (https://docs.mithi.com/home/how-to-login-to-the-legacyflo-application) interface and submit multiple requests (https://docs.mithi.com/home/how-to-submit-multiple-data-migration-requests-in-legacyflo-application) for each mailbox.

## Method 3: Configure Vaultastic to automatically move email data from the Active Store to data files on the Open Store

You can configure Vaultastic to automatically move vault data from the Active Store to the Open Store. For details, refer to this topic (https://docs.mithi.com/home/move-data-between-active-and-inactive-store#moving-data-from-active-to-inactive-store).

## Method 4: Manually copy email data from the Active Store to data files on the Open Store

www.mithi.com

To copy data from the Active Store to Open Store on-demand, you can use LegacyFlo as described her (https://docs.mithi.com/home/how-to-move-data-between-vaultastic-v4-active-and-open-stores) e. (https://docs.mithi.com/home/backup-data-from-vaultastic-v4-to-s3)

### Method 5: Backup data from Freshdesk Solutions, GDrive, OneDrive to the Open Store

You can use LegacFlo to backup data from users GDrive or OneDrive accounts to compressed files on the Open Store.

The appropriate method is determined by the number of drives to be processed.

- For uploading data for a small set of users, use the upload options in the Open Store Application (https://docs.mithi.com/home/file-operations-using-the-open-store-application).
- For uploading in bulk, login to your LegacyFlo account and submit multiple requests (https://docs.mithi.com/home/how-to-submit-multiple-data-migration-requests-in-legacyflo-application) of type GDrive-S3-Zip (https://docs.mithi.com/home/backup-gdrive-data-onto-the-vaultastic-open-store) or OneDrive-S3-Zip (https://docs.mithi.com/home/backup-onedrive-data-onto-the-vaultastic-open-store).

To backup Freshdesk Solutions data, use the Upload option in the Open Store Application (https://docs.mithi.com/home/file-operations-using-the-open-store-application)

## Methods for searching through data files on Vaultastic Open Store

- The **Vaultastic Open Store** is a store where you are preserving data in form of **compressed data files such as PST files and ZIP files.**
- To search for and extract data within the files stored on the Open Store, use the following steps
  1. **Identify the data file using the file name or last modified date and fetch it.** Filenames on the Open Store should have information that will help you identify the users/source with which the data is associated and also the time period.
  2. **Locate the data using the content-list or meta data file.**
     1. For data uploaded to the Open Store using LegacyFlo requests, a CSV file is generated in addition to the compressed data file.
     2. **This CSV file has the list of contents of the corresponding data file**.
     3. **The content-list files have the same name as the associated data files and have the .csv extension.**
     4. **For a data file with emails (such as EML ZIP or PST)**, the content-list file will have the date, sender, recipient and subject for each mail within the data file.
     5. **For a ZIP file having files from sources such as GDrive or OneDrive**, the content list will have the file details such as name, size, etc.

3. Search through the content list by **clicking on the Eye icon** shown next to the file.
4. Once you have identified the file containing the data you are looking for, there are multiple methods of extracting or downloading the data as mentioned in the table below.

| Method | Factors determining the time to search for the data |
|---|---|
| **Method 1 (recommended)**<br>Select the files you wish to download and click on the Extract button on the viewer. The system will prompt you to enter the parameters required to fire a LegacyFlo job to extract the required data. The extracted data will be available for download from the Open Store. | • Lead time for extraction job to get started in LegacyFlo<br>• Approx 30 minutes to scan a data file of 50GB<br>• Last-mile connectivity to download an extracted data file |
| **Method 2**<br>You can log into LegacyFlo and submit one or more extract requests. The extracted data will be available on the Open Store for easy download | • Lead time for the request(s) to get started in LegacyFlo<br>• Approx 30 minutes to scan a data file of 50GB<br>• Last-mile connectivity to download extracted data<br>• **NOTE**: Requests can be fired in parallel to search through multiple data files |
| **Method 3**<br>For PST or EML in ZIP files, you can create a temporary vault on the Active Store and move the contents of the file to that vault and use the eDiscovery app to search through the data | • Lead Time for the job to get started in LegacyFlo<br>• Approx 1GB/hour conversion from Inactive to Active data |
| **Method 4**<br>For PST or EML in ZIP files, download the data file to your desktop and import it to an email client such as Thunderbird / Outlook or any other software to search through it. | • Size of the data file<br>• Last-mile connectivity to download file<br>• Time for the desktop client to import data |
| **Method 5**<br>For any other ZIP file, download the data file to your desktop and unzip it to get the data. | • Size of the data file<br>• Last-mile connectivity to download file |

• **NOTE:** If it is difficult to identify the data files, then the best way would be to use the LegacyFlo jobs of

EML-EXTRACT or PST-EXTRACT (Method 3) to search for and extract the required mails into a EML ZIP file on the Open Store.

## Methods for Downloading data from Vaultastic Open Store

There are multiple ways to download data from the Open Store using the Vaultastic Open Store App, a third party tool such as the S3browser or using the AWS Snowball device.

The choice depends on the volume of data to be download. The table below gives the details of each method.

| Method | Best Suited for | Factors determining the time for download |
|---|---|---|
| **Vaultastic Open Storage Application** (https://docs.mithi.com/home/open-store-application-guide) To know more about how to use the application, click here (https://docs.mithi.com/home/open-store-application-guide). | Downloading individual files from the Open Store | Depending on the last mile connectivity |
| **S3 browser** To know how to access the Open Store using the S3 browser, click here (https://docs.mithi.com/home/configure-s3-browser-to-access-the-vaultastic-open-deep-store). | Downloading more than one file. Suitable when the total size of the data to be downloaded does not exceed 8-10TB. | Depending on the last mile connectivity |
| **AWS Snowball** To know more about the AWS snowball, click here (https://aws.amazon.com/snowball/). | For bulk download of a large volume of data. | Depends on snowball availability and the volume of data to be transferred |

## Data retention on the Vaultastic Open Store

The minimum period for which data has to be retained on the Deep Store is three months.