

Understanding the Open Store user interface

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Overview

The Open Store is the file store of Vaultastic where you can upload files from external sources as well as the Active Store.

The Open Store interface consists of the

1. Application menu on the left,
2. The Actions pane at the top of the right pane and
3. The file list on the bottom half of the right pane.

Application Menu

The Application menu is where you will find the interface to configure the connectors to data sources. It also has links to the documentation and can be used to logout from the Open Store Application.

Action Pane

Using the controls on the Action pane, you can

- Select the Vaultastic domain from the drop down list in the top right corner
- Specify the filter for the files to be fetched
- Upload files
- Perform operations on selected files
- Starting from Version 1.1, you can also do the following operations using the Action Pane:
 - Manage Folders
 - Navigate across folders

Files view

- The Files view is located below the Actions pane. The files view shows the list of files whose details have been fetched from the Open Store. Details shown are the filename, size, and the last modified date.

- On executing the Search filter in the Actions pane, a matching list of files will be populated in the Files view. These files are fetched in batches.
 - Clicking the down arrow next to the **Sort by** Column header will show the list of criteria. To sort the fetched files, select the option name, size, or date from the list.
 - Clicking the **Delete** icon at the end of the row will delete the file permanently from the store.
 - Clicking the **Download** icon will download the file to the machine.
 - Selecting more than one file will show **Download Selected** or **Delete Selected** options in the Actions pane. When downloading multiple files, a single zip file is downloaded.
 - The blue (D) icon will be shown next to the file name indicating the file has been downloaded in the current session.
 - Other options shown depend on the file type. For example, if it is a content-list file having the .csv extension, you can view the contents of the file by clicking on the eye icon. If it is a PST file, then you can copy the contents to a vault on the Active Store.
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