

Vaultastic Dashboard for Storage and Archival Insights

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.

Overview

The Vaultastic Usage dashboard gives you a day by day summary of the usage of the Vaultastic Stores as well as the vaults created.

The dashboard is divided in 4 sections as follows:

- Access
- Active Store
- Open Store
- Deep Store

For each section:

- You can choose a month from the month selector given on the top left of the section. The usage details will be plotted for each day of the selected month.
- You have two visualization options for each months data. You can see the data in a tabular format or in a graphical format.
- If you select the tabular format, you can download the usage details in a .csv file.
- If you select the graphical format, then your usage will be plotted against the purchased quantity.
- For both the graphical and tabular options, you can choose between bytes and GBs for the storage quantities.

Accessing the Vaultastic Usage Dashboard

To access the Vaultastic usage dashboard

1. [Log in to the Vaultastic domain](https://docs.mithi.com/home/how-to-log-in-to-the-admin-panel) (<https://docs.mithi.com/home/how-to-log-in-to-the-admin-panel>) using the credentials of a vault with an admin role
2. From the Application switch on the left, click on the **Usage Dashboard** icon
3. The dashboard will open in a new tab
4. The list of your Vaultastic domains will be accessible in a drop-down list in the top-right corner of the dashboard. By default, your first Vaultastic domain will be selected.
5. To view the details of another domain, select the domain from the drop-down list.

Access

The Access section can be used to get the vault details for a particular month. Vaults are used for accessing Vaultastic.

To get the vault summary for a month, scroll down to the Access details section and select the month.

In the graphical view,

- You can see the total number of vaults with Self Service or Full access against the total Client Access Licenses purchased.

The tabular view is as below

- If the data for that month has been collected, then it will be shown in the table below, with the last day of the month being the first row of the table. If there is no data collected, then it will be indicated with a dash (-).
- For each day of the month, you can see the details of the vaults provisioned.
- To download the summary from the tabular view, click on the download button next to the section header.
- The details in the table are as described below:

Column	Description
Date	The date
Total vaults	The total vaults present on the date. Click on the cell to see the details in the detail view on the right side.
Self Service vaults	The vaults with self-service access on that date. Click on the cell to see the details in the detail view on the right side.
Full access vaults	The vaults with full access on that date. Click on the cell to see the details in the detail view on the right side.
No access vaults	The vaults with no access on that date. Click on the cell to see the details in the detail view on the right side.
Added vaults	The vaults that were added on the given day. These could have been added by the admin using the admin panel, or created automatically. Click on the cell to see the details in the detail view on the right side.

Column	Description
Missing vaults	<p>The list of vaults for whom the mail was not archived on the given day.</p> <p>Click on the cell to see the details in the detail view on the right side.</p>
Deleted vaults	The vaults that were deleted by the admin on the given day.

- Clicking on a cell in the table will give the details in a pane on the right. These details can be downloaded in .csv format.

Active Store

To get the Active Store summary for a month, scroll down to the Active Store section and select the month.

In the graphical view,

- You can see the total Active Store storage consumed against the total Active Store storage purchased.

The tabular view is as below

- If the data for that month has been collected, then it will be shown in the table below, with the last day of the month being the first row of the table. If there is no data collected, then it will be indicated with a dash (-).
- For each day of the month, you can see the details of the storage used
- To download the summary from the tabular view, click on the download button next to the section header.
- The details in the table are as described below:

Column	Description
Date	Date
Total Active Store Storage used	The total Active Store storage consumed on the day.
Active Store Storage Added	The Active Store storage added on the day.
Mails on the Active Store	The total mails on the Active Store on the day
Mails added to the Active Store	The number of mails added on the day

Open Store

To get the Open Store summary for a month, scroll down to the Open Store section and select the month.

In the graphical view,

- You can see the total Open Store storage consumed against the total Open Store storage purchased.

The tabular view is as below

- If the data for that month has been collected, then it will be shown in the table below, with the last day of the month being the first row of the table. If there is no data collected, then it will be indicated with a dash (-).
- For each day of the month, you can see the details of the storage used
- To download the summary from the tabular view, click on the download button next to the section header.
- The details in the table are as described below:

Column	Description
Date	Date
Total Open Store Storage used	The total Open Store storage consumed on the day.
Open Store Storage Added	The Open Store storage added on the day.
Files on the Open Store	The total files on the Open Store on the day
Files added to the Open Store	The number of Files added on the day

Deep Store

To get the Deep Store summary for a month, scroll down to the Deep Store section and select the month.

In the graphical view,

- You can see the total Deep Store storage consumed against the total Deep Store storage purchased.

The tabular view is as below

- If the data for that month has been collected, then it will be shown in the table below, with the last day of the month being the first row of the table. If there is no data collected, then it will be indicated with a dash (-).
- For each day of the month, you can see the details of the storage used
- To download the summary from the tabular view, click on the download button next to the section header.
- The details in the table are as described below:

Column	Description
Date	Date

Column	Description
Total Deep Store Storage used	The total Deep Store storage consumed on the day.
Deep Store Storage Added	The Deep Store storage added on the day.
Files on the Deep Store	The total files on the Deep Store on the day
Files added to the Deep Store	The number of files added on the day