

# LegacyFlo Requests Dashboard

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**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

Vaultastic uses LegacyFlo for the following:

1. **Storage Management Automation** - to copy data from Active Store to the Open Store, and to remove Active data which has been copied to the Open Store
2. **Remove data from the Active Store** for vaults that have been deleted
3. **Fulfill end user export requests** from the Active Store
4. **Extract data from PST/EML in ZIP files** present on the Open Store

As a Vaultastic Domain Administrator, you can use the LegacyFlo Requests Dashboard to check the status of these requests without having to login to the LegacyFlo application.

### NOTES:

1. ***There will be no data available prior to 1st Aug 2022.***
2. ***The dashboard will not show any requests initiated by you using the LegacyFlo interface. For the status on those requests, please log in to LegacyFlo application***

## Accessing the LegacyFlo Requests Dashboard

Login to your Vaultastic domain using an id with admin rights. By default, the postmaster id of your Vaultastic domain has admin rights.

From the Application switch on the left, click on the icon for the LegacyFlo Requests Dashboard.

The dashboard will be launched in a new browser tab.

## Using the dashboard to monitor the requests

### Storage Management Automation Requests

From the top right corner of the dashboard, select the domain from the drop-down list

In the row below, select the type of request to be monitored. For automation, there are two types of requests. First to copy data from the Active to Open Stores and the second to remove the copied data from the Active. The types corresponding to these are **Copy to Open** and **Remove from Active** respectively.

In the control that allows you to select the Month and Year, select the Month and Year.

**Note: This period is not for the job submission or execution, it is for the data archived. For example, if you select Jan 22, then the requests listed will be related to the data archived on the Active Store for the whole month Jan '22. From the dashboard, you will be able to determine whether the data is still on the Active Store, copied to Open Store, or removed from the Active Store after copying.**

On selecting any of the automation requests, the table for all the vaults will be shown. The following details are available in the table.

<b>Request ID</b>	The LegacyFlo Request ID.
<b>Request Title</b>	Description of the Request
<b>Year</b>	Year of data under consideration
<b>Month</b>	Month of data under consideration
<b>Vault ID</b>	Vault ID - this request is used to copy the data for this vault
<b>Submission Time</b>	Submission date and time when the LegacyFlo request was submitted
<b>Status</b>	Status of the request. Note: The request is automatically updated once a week on every Sunday morning IST

**Note:** To download the details, click on the download icon next to the title

## Delete Vault Requests

When vaults are deleted from the Active Store, LegacyFlo requests are generated to remove the associated storage from the Active Store. The status of these requests can be seen by selecting **Delete vaults from Active** type.

From the top right corner of the dashboard, select the domain from the drop-down list

In the row below, select the **Delete vaults from Active** type.

In the control that allows you to select the Month and Year, select the Month and Year. This will list all the vault deletion requests submitted in that month. Requests are generated as soon as an admin deletes a vault.

The table will show the following information

<b>Request ID</b>	The LegacyFlo Request ID
<b>Vault ID</b>	Vault ID - this request is used to copy the data for this vault
<b>Submission Time</b>	Submission date and time when the LegacyFlo request was submitted
<b>Status</b>	Status of the request. Note: The request is automatically updated once a week on every Sunday morning IST

**Note:** To download the details, click on the download icon next to the title

## Export Requests from the Vaultastic EDiscovery Interface

Users accessing their vaults can search for data on the Active Store and export in PST/EML files. This request to export data is fulfilled using LegacyFlo. Vaultastic automatically fires these requests.

If you are a Vaultastic admin, then you can view the status of these requests by selecting Export.

From the top right corner of the dashboard, select the domain from the drop-down list

In the row below, select the Export type.

In the control that allows you to select the Month and Year, select the Month and Year. This will list all the export requests submitted in that month. Requests are generated as soon as user submits an export request from the eDiscovery application.

The table will show the following information

<b>User ID</b>	The vault id used to login to the eDiscovery app and generate the export request
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<b>Export Type</b>	The export type selected by the user
<b>Files to export</b>	The number of emails selected to be exported
<b>Batch Job ID</b>	The LegacyFlo Batch Job ID
<b>Submission Time</b>	The time of submitting the request to LegacyFlo
<b>Updated At</b>	The time at which the request status was updated
<b>Status</b>	Status of the LegacyFlo request
<b>Details</b>	Status details
<b>Files exported</b>	No of emails exported (visible only if the Export type selected is PST)
<b>Size exported</b>	Size of the exported data

## Open Store Data Extraction requests

When you submit a request to Extract data from PST or EML in ZIP files on the Open Store, a corresponding LegacyFlo request is created in your LegacyFlo account. Vaultastic automatically fires these requests.

From the top right corner of the dashboard, select the domain from the drop-down list

In the row below, select the **Open Store Extract** type.

In the control that allows you to select the Month and Year, select the Month and Year. This will list all the extract requests submitted in that month. Requests are generated as soon as user submits an extract request from the eDiscovery application.

The table will show the following information

<b>Request ID</b>	The LegacyFlo Request ID
<b>Title</b>	The title of the request
<b>Job Type</b>	The job or request type used for the extraction
<b>Domain</b>	The Vaultastic domain name

<b>Sent report to</b>	The email id to which the system sent a notification when the execution of the request started and completed
<b>Status</b>	Status of the request as of the last update.
<b>Destination filename</b>	The file name which contains the extracted data. This file is created on the Open Store of the domain.
<b>Extracted data CSV</b>	The CSV defined the search criteria for extraction. This file can be downloaded by clicking on the link.
<b>Submission time</b>	The time of submission of the LegacyFlo request