

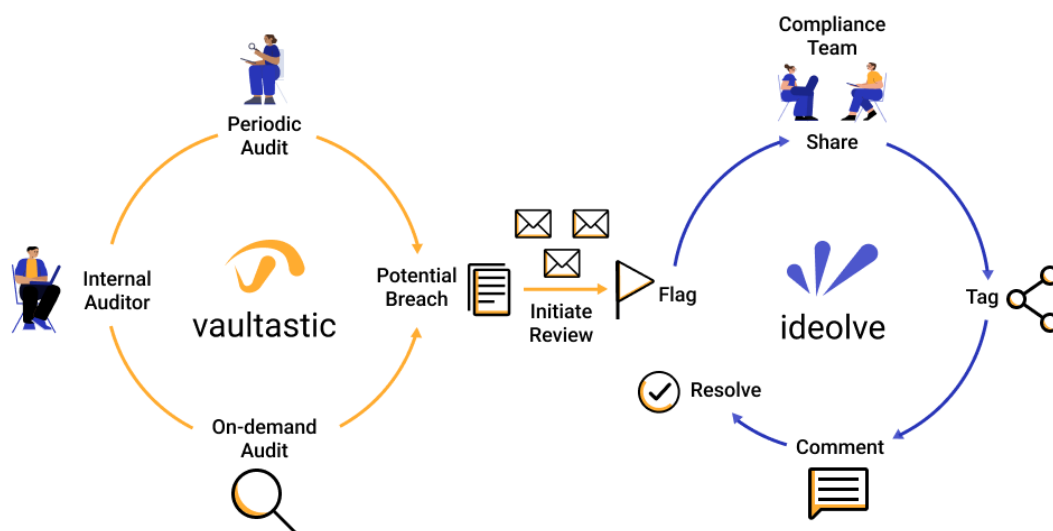
Integration with Vaultastic Active Store

How you can ensure compliance management with Vaultastic

Regular proactive audits of email communication are crucial to mitigating conduct, reputational, and financial risks.

Organizations need to manage the risk related to information leakage and ensure regulatory compliance about supervision and reporting of email communications:

To ensure compliance, organizations often need the help of external experts, auditors, and enforcement agencies to review potential policy violations and decide the course of action.



How can you share critical and possibly classified email information with external people while maintaining privacy and confidentiality?

- The integration of Vaultastic with [Ideolve](https://ideolve.mithi.com) (<https://ideolve.mithi.com>), Mithi's team collaboration tool, can be of great help here.
- The internal compliance team typically consists of an auditor with access to Vaultastic and who will follow daily, weekly, monthly routines or perform on-demand searches for objectionable emails to share with the other internal members and external auditors.
- The internal and external compliance team members will have shared access to specific workspaces on the Ideolve tool.
- The internal auditor will upload objectionable emails to the individual workspaces on ideolve and share those with the relevant people for deeper analysis and review.
- The team members will post comments and tag each other to collaborate and arrive at actionable steps to

deal with the violation.

- And this entire activity, all comments, and decisions are recorded permanently in Ideolve as an audit trail for future reference.
- This document highlights the two-part process - the first is a one-time process of onboarding the compliance teams on Ideolve and Vaultastic. The second is the creation of proactive routines/SOPs to detect and manage (potential) policy violations.

Preparation to ensure compliance management

Onboarding the internal and external compliance team members on Ideolve

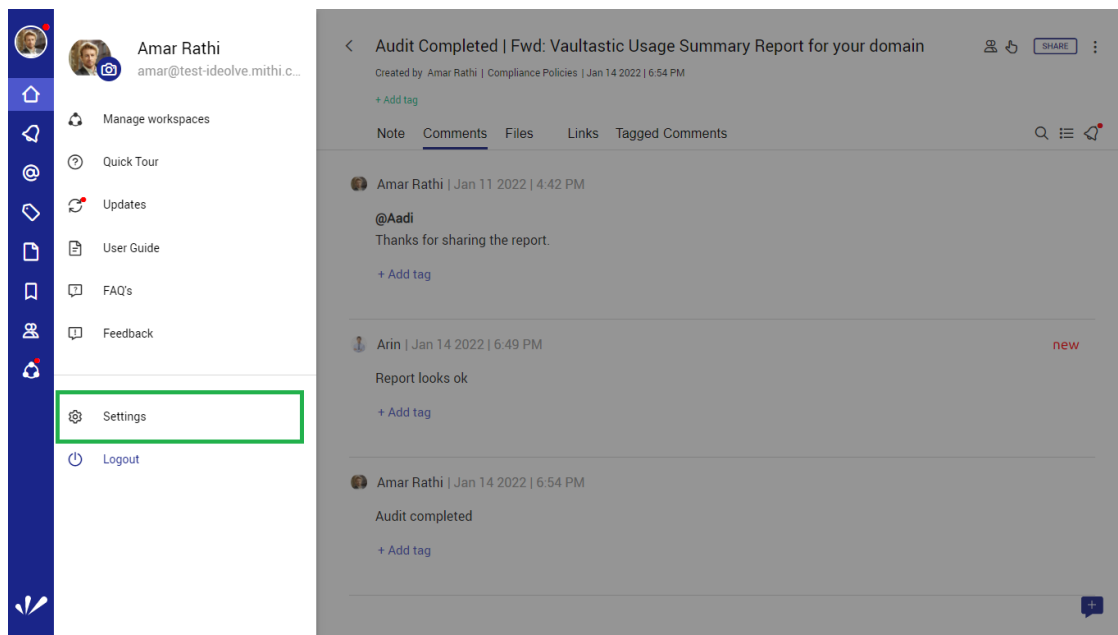
1. The internal auditor to [sign up on Ideolve](https://docs.mithi.com/home/how-to-sign-up-to-ideolve) using the business email id.
2. The internal auditor now [creates workspaces](https://docs.mithi.com/home/how-to-create-and-manage-workspaces-in-ideolve) for each category of compliance (e.g., "regulatory compliance," "communication policy compliance," "information leakage review") to segregate the reviews and possibly the compliance teams too. This structure is as per the organization's policy.
- The internal auditor now [invites relevant internal and external auditors](https://docs.mithi.com/home/how-to-create-and-manage-workspaces-in-ideolve#send-an-invitation%C2%A0to-join-workspaces) and team members to each workspace by adding their email ids. The members will accept the invites and create their Ideolve account to now be a part of the relevant workspace(s).

Onboarding the internal auditor on Vaultastic

1. Log in [as the Vaultastic Administrator](https://docs.mithi.com/home/how-to-log-in-to-the-admin-panel).
2. Ensure that you have [enabled archiving](https://docs.mithi.com/home/how-to-configure-your-primary-email-server-to-journal-or-forward-live-mail-to-vaultastic) for all or targeted employees.
3. Provide [ediscovery access](https://docs.mithi.com/home/how-to-use-the-ediscovery-view-to-quickly-locate-mail-or-do-a-compliance-check) to all vaults or selected ones to the designated internal auditor.

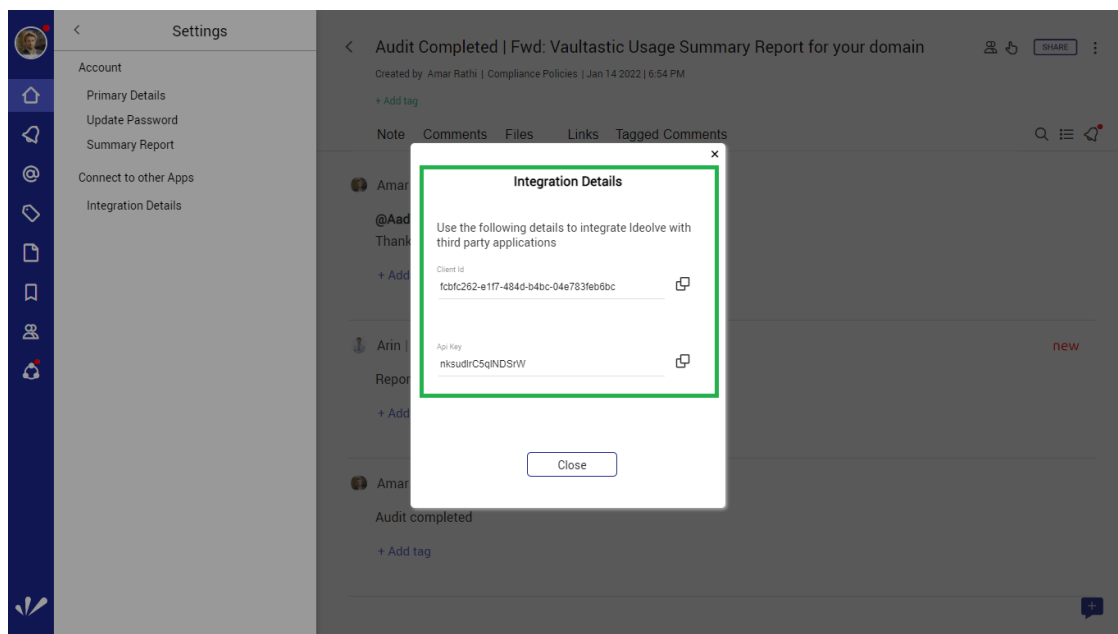
Integrate Ideolve with Vaultastic

1. [Login to Ideolve](https://docs.mithi.com/home/how-to-log-in-to-ideolve)
2. The top icon on the Application Bar shows your profile photo. Click on the Profile photo and navigate to the Settings page.



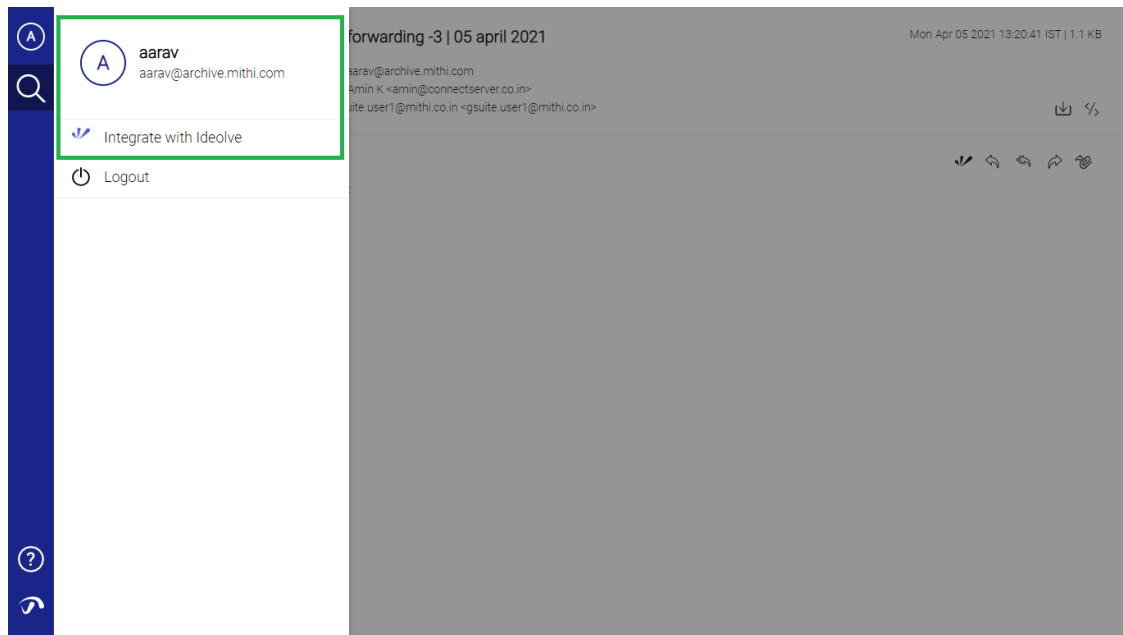
3. Navigate to Integration Details under Connection to Other Apps.

4. Copy the Client ID and the API Key.



5. [Login to Vaultastic](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>)

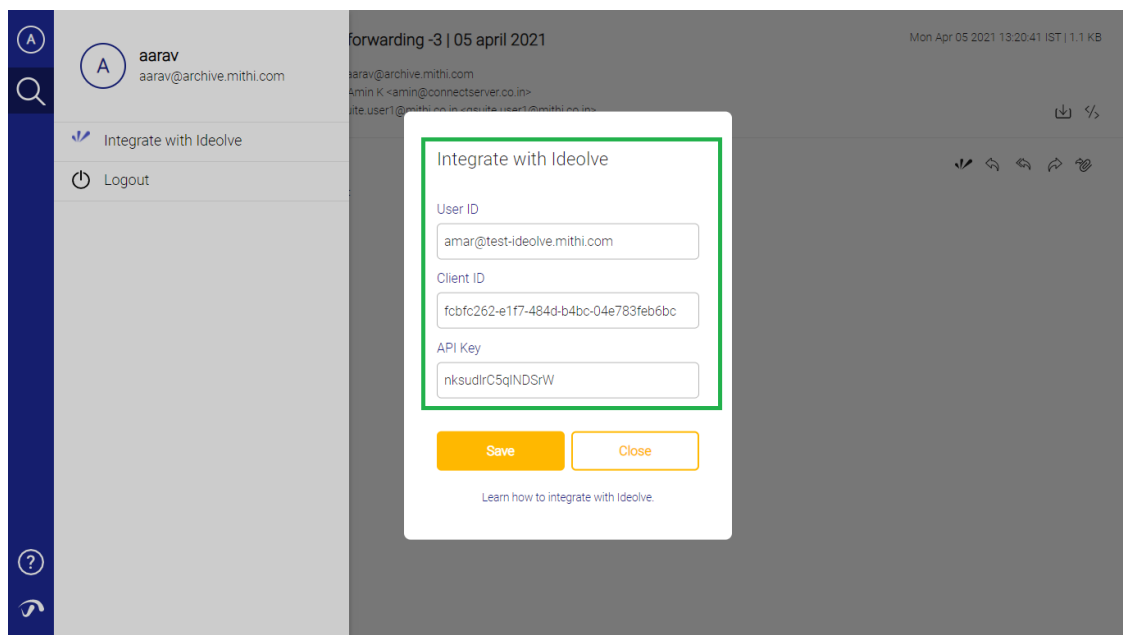
6. Click on the profile initials in the top left corner and select **Integrate with Ideolve**



7. Enter the email-id that you used for signing up on Ideolve in the **User ID** field

8. Enter the **Client ID** and **API key** that you noted in step 4

9. Click **Save**



Routines/SOPs to ensure compliance management

Define and save queries to detect breaches

Define and save searches that look for emails indicating a (potential) compliance violation.

Create the query using mail attributes, keywords, and a date range and give the saved search a relatable name, e.g., "breaches 1-7 Jan 2022", "information leakage," "tone violations," etc.

Scan for breaches on-demand or periodically

1. **Log in to Vaultastic** (<https://docs.mithi.com/home/how-to-log-in-to-the-admin-panel>) as the internal auditor.

2. Run the appropriate saved search.

The screenshot shows the Vaultastic web interface. On the left, a sidebar contains a search bar with 'Vaultastic Report' entered. Below the search bar, a list of search results is displayed, including 'Fwd: Vaultastic Storage Usage Report f...', 'Fwd: Vaultastic Usage Summary Report...', 'Fwd: Vaultastic User Creation Report fo...', and 'Fwd: Vaultastic Missing Users Report f...'. The main content area displays the email content for the selected report. The email header shows 'Fwd: Vaultastic Storage Usage Report for your domain' and the body contains the 'VAULTASTIC STORAGE USAGE REPORT' with a table showing storage usage.

Search results:

- May 28, 2018
Fwd: Vaultastic Storage Usage Report f...
Vault: aarav@archive.mithi.com
From: Mark W <mark@baya.in>
To: aarav@mithi.com
- May 28, 2018
Fwd: Vaultastic Usage Summary Report...
Vault: aarav@archive.mithi.com
From: Mark W <mark@baya.in>
To: aarav@mithi.com
- May 28, 2018
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To: aarav@mithi.com
- May 28, 2018
Fwd: Vaultastic Missing Users Report f...
Vault: aarav@archive.mithi.com
From: Mark W <mark@baya.in>

Email content:

Fwd: Vaultastic Storage Usage Report for your domain

Vault: aarav@archive.mithi.com
From: Mark W <mark@baya.in>
To: <aarav@mithi.com>

Mon May 28 2018 16:58:58 IST | 18.2 KB

VAULTASTIC STORAGE USAGE REPORT

Greetings from Mithi,

Thank you for using Vaultastic to archive email for your domain(s). Your Vaultastic Storage Usage Report as on 24-05-2018 is summarized in the table below.

To view storage used by individual accounts, refer to the CSV files attached

vn1-com.vaultastic.com

Storage Used(GB)	0.0002
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To know how you can get more out of your Vaultastic account, refer to the topics and videos at www.vaultastic.com/docs

In case you have additional queries or need assistance, feel free to write to us at

3. Review the results and upload all or selected mails to Ideolve. (<https://docs.mithi.com/home/compliance-monitoring#uploading-mail-to-ideolve>)

The screenshot shows the Vaultastic web interface with a 'Review in Ideolve' dialog box open. The dialog box contains the email subject 'Fwd: Vaultastic Storage Usage Report for your domain' and a 'Select Workspace' dropdown menu.

Search results:

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Fwd: Vaultastic Storage Usage Report f...
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From: Mark W <mark@baya.in>
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From: Mark W <mark@baya.in>
To: aarav@mithi.com
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Email content:

Fwd: Vaultastic Storage Usage Report for your domain

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Review in Ideolve

Fwd: Vaultastic Storage Usage Report for your domain

Select Workspace *

4. While uploading, select the appropriate workspace (<https://docs.mithi.com/home/ideolve-concepts#workspaces>) and share each mail with the relevant auditors who are part of the workspace.

The screenshot displays the Vaultastic web application interface. On the left is a dark blue sidebar with navigation icons. The main content area is divided into three horizontal sections:

- Email History:** A list of emails received from vaultastic@archive.mithi.com. The first email is highlighted in orange.
- Report Details:** A section titled "Fwd: Vaultastic Storage Usage Report" for domain yn1-com.vaultastic.com. It includes a greeting from Mithi, a thank you message dated May 24, 2018, and a table showing storage usage (0.0002 GB).
- User Selection:** A dropdown menu is open, showing a search bar and a list of users: Aadi (aad@test-ideolve.mithi.com), Amar Rathi (amar@test-ideolve.mithi.com), Arin (arin@mithiconnectx.org), and Minal (minal@mithi.com). The user "Amar Rathi" is selected.

The rightmost part of the image shows a green-bordered panel titled "Review in Ideolve", which appears to be a separate window or a different view of the same report.

Review notes of the other auditors for flagged email

eDiscovery

Vaultastic Report

Found: 9 | All

May 28, 2018

Fwd: Vaultastic Storage Usage Report f...

Vault: aarav@archive.mithi.com
From: Mark W <mark@baya.in>
To: aarav@mithi.com

May 28, 2018

Fwd: Vaultastic Usage Summary Report...

Vault: aarav@archive.mithi.com
From: Mark W <mark@baya.in>
To: aarav@mithi.com

May 28, 2018

Fwd: Vaultastic User Creation Report fo...

Vault: aarav@archive.mithi.com
From: Mark W <mark@baya.in>
To: aarav@mithi.com

May 28, 2018

Fwd: Vaultastic Missing Users Report f...

Vault: aarav@archive.mithi.com
From: Mark W <mark@baya.in>
To: aarav@mithi.com

Fwd: Vaultastic Missing Users Report for your domain

Mon May 28 2018 16:58:10 IST | 18.3 KB

Vault: aarav@archive.mithi.com
From: Mark W <mark@baya.in>
To: <aarav@mithi.com>

vaultastic

VAULTASTIC MISSING USERS REPORT

Greetings from Mithi,

Thank you for using Vaultastic to archive email for your domain(s). Your Vaultastic Missing User Report as on 24-05-2018 is summarized in the table below.

For a detail list of missing users, refer to the CSV files attached.

vn1-com.vaultastic.com

No of missing users*	0
Mails dropped for missing users	0

4. Click on any of the flagged emails to show the discussion thread for this email in the Ideolve widget.

eDiscovery

Vaultastic Report

Found: 9 | All

May 28, 2018

Fwd: Vaultastic Storage Usage Report f...

Vault: aarav@archive.mithi.com
From: Mark W <mark@baya.in>
To: aarav@mithi.com

May 28, 2018

Fwd: Vaultastic Usage Summary Report...

Vault: aarav@archive.mithi.com
From: Mark W <mark@baya.in>
To: aarav@mithi.com

May 28, 2018

Fwd: Vaultastic User Creation Report fo...

Vault: aarav@archive.mithi.com
From: Mark W <mark@baya.in>
To: aarav@mithi.com

May 28, 2018

Fwd: Vaultastic Missing Users Report f...

Vault: aarav@archive.mithi.com
From: Mark W <mark@baya.in>
To: aarav@mithi.com

Fwd: Vaultastic Usage Summary Report for your domain

Vault: aarav@archive.mithi.com
From: Mark W <mark@baya.in>
To: <aarav@mithi.com>

vaultastic

VAULTASTIC USAGE SUMMARY REPORT

Greetings from Mithi,

Thank you for using Vaultastic to archive email for your domain(s). Your Vaultastic Usage Summary Report from 24-04-2018 to 24-05-2018 is summarized in the table below.

License Information

License End Date	22-05-2027	Is your license end date approach To renew your Vaultastic subscrip write to us at sales@vaultastic.co
License Users	100	

vn1-com.vaultastic.com

Review in Ideolve

Fwd: Vaultastic Usage Summary Report for your domain

Shared with: Aadi +1 users

Amar Rathil | Jan 11 2022 | 4:42 PM

@Aadi
Thanks for sharing the report.

Review discussions, comments by auditors for all flagged emails together

1. Log in to Ideolve (<https://docs.mithi.com/home/how-to-log-in-to-ideolve>) as the Internal auditor.
2. Switch to the required workspace (<https://docs.mithi.com/home/how-to-create-and-manage-workspaces-in-ideolve#switch-workspace>).
3. Search or browse emails and the comments by other auditors.

The screenshot shows the Ideolve app interface. On the left is a dark blue sidebar with navigation icons. The main area is titled 'Home' and contains a search bar, a filter dropdown set to 'Compliance Policies', and a list of notes. The note highlighted in the green box is titled 'Fwd: Vaultastic Usage Summary Report for your domain', created by Amar Rath on Jan 11, 2022, at 4:42 PM. The note content includes a tag '@Aadi' and the text 'Thanks for sharing the report.'.

4. [Tag \(https://docs.mithi.com/home/how-to-add-tags-to-a-note-in-ideolve\)](https://docs.mithi.com/home/how-to-add-tags-to-a-note-in-ideolve) or [update the subject](https://docs.mithi.com/home/how-to-add-tags-to-a-note-in-ideolve) (https://docs.mithi.com/home/how-to-add-tags-to-a-note-in-ideolve) for all emails whose audit is complete to reflect the completion.

The screenshot shows the Ideolve app interface after an update. The note highlighted in the green box is now titled 'Audit Completed | Fwd: Vaultastic Storage Usage Report for you...', created by Amar Rath on Jan 12, 2022, at 7:26 PM. The note content now includes the tag 'Audit Completed'.