

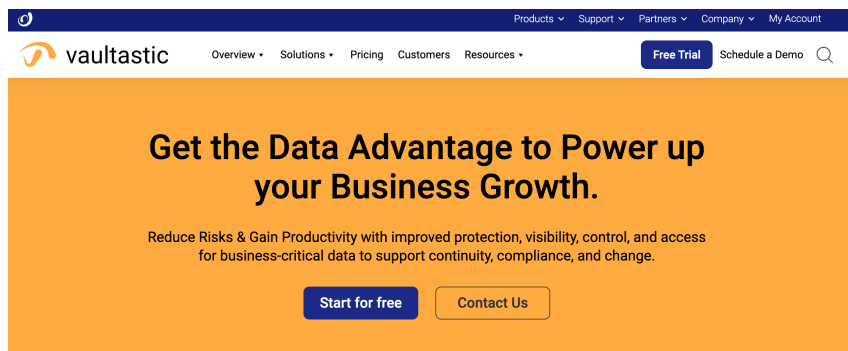
# Preserve Ex-Employee Data in Vaultastic Open Store

## Overview

4 easy steps to upload your ex-employee data to Vaultastic Open Store (secure cloud storage with easy access and retrieval)

## Step 1: Sign up for Vaultastic. Receive Vaultastic and LegacyFlo credentials.

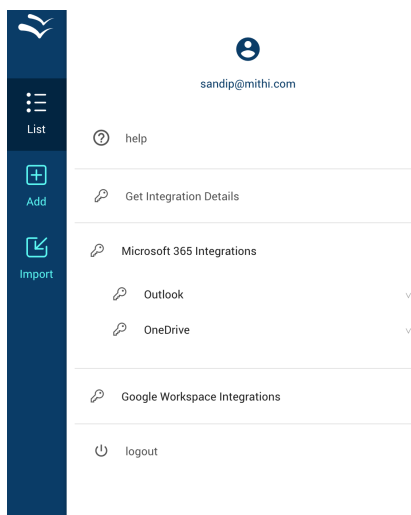
- Go to [www.vaultastic.com](https://www.vaultastic.com) (<https://www.vaultastic.com>) and sign up for a free trial. While submitting the form, mention your primary data source and domain.



- On submission of the form, the information will be verified. Your Vaultastic domain and a LegacyFlo account will be provisioned. **Vaultastic is the data archiving platform and LegacyFlo is the data migration platform. LegacyFlo will be used to migrate data from the mailboxes and drives to the Vaultastic Open Store.**

## Step 2: Prime up the data source for access via LegacyFlo

- For LegacyFlo to access the data from the primary data source, access needs to be granted.
- The steps to do so are [documented here](https://docs.mithi.com/home/upload-from-a-mailbox-to-vaultastic-v4-open-store) (<https://docs.mithi.com/home/upload-from-a-mailbox-to-vaultastic-v4-open-store>).



### Step 3: Submit requests for data migration to LegacyFlo.

- You will now submit [LegacyFlo requests to migrate the mailbox](https://docs.mithi.com/home/upload-from-a-mailbox-to-vaultastic-v4-open-store) (<https://docs.mithi.com/home/upload-from-a-mailbox-to-vaultastic-v4-open-store>) and drive data to the Vaultastic Open Store

### Step 4: Use Vaultastic Open Store App to view, search and extract data on demand.

- Open the Vaultastic Open Store application

Open Store

Upload

archive.mithi.com

Fetch Files

sng1-be-vaultastic-logs-staging > archive.mithi.com

Showing results 1 - 20.

Total Files: 4956 | Total Folder Size: 203.5 GB

File Name	File Size	Last Modified	Sort by
<input type="checkbox"/> 1619521697400.pst	761.0 KB	Tuesday, 27 September 2022 7:29:19 pm	<div>Move to Active</div> <div>Download</div> <div>Delete</div>
<input type="checkbox"/> 2021-01-29T09-41-41.585Z-mark_williams_30122020.ps...	265.0 KB	Friday, 29 January 2021 3:11:43 pm	<div>Move to Active</div> <div>Download</div> <div>Delete</div>
<input type="checkbox"/> 2021-01-29T09-43-42.347Z-geet_rathod_23122019_to_2...	265.0 KB	Friday, 29 January 2021 3:13:43 pm	<div>Move to Active</div> <div>Download</div> <div>Delete</div>
<input type="checkbox"/> 2021-01-29T09-43-43.043Z-mahesh_sahu_23122019_to_2...	265.0 KB	Friday, 29 January 2021 3:13:44 pm	<div>Move to Active</div> <div>Download</div> <div>Delete</div>
<input type="checkbox"/> 2021-01-29T09-43-43.194Z-mark_williams_30122020.ps...	265.0 KB	Friday, 29 January 2021 3:13:44 pm	<div>Move to Active</div> <div>Download</div> <div>Delete</div>
<input type="checkbox"/> 2021-03-22T11-55-10.110Z-meera_pandit_23122020.pst	4.4 MB	Monday, 22 March 2021 5:25:11 pm	<div>Move to Active</div> <div>Download</div> <div>Delete</div>
<input type="checkbox"/> 2021-07-19T09-37-23.041Z-custom-authorizer.png	39.2 KB	Monday, 19 July 2021 3:07:24 pm	<div>Move to Active</div> <div>Download</div> <div>Delete</div>

- Search for data files using file attributes such as file name, creation date, and size.

Fetch Files

Filter options

Clear all

File name (Specify either a prefix and value, or none)

Select

Value

Clear

File size (Specify either an upperbound, lowerbound or a range)

Min (in MB)

Max (in MB)

Clear

Last modified date

Select range

Clear

OR,

Choose a specific date

Clear

OR, (Specify either an upperbound, lowerbound or a range)

From

To

Clear

Fetch

- View the content list of the data file (PS/ZIP). Search for required email/files

Test\_15\_Nov\_2021.csv

Sl. no.	FROM	SUBJECT
1	[prakash@mthitest-com.vaultastic.com]	test mail
2	[noreply@skyconnect.vaultastic.com]	SkyConnect Active Users Report for your domain
3	[support@vaultastic.com]	Vaultastic Mail Flow Staus Report 02-08-2018
4	[postmaster@mithi.com]	P2P between adit@mithi.com & sandip@mithi.com
5	[support@vaultastic.com]	Vaultastic2 Customer Report 29-01-2020
6	[support@vaultastic.com]	Vn3 Customer Report 26-04-2019
7	[soham@vaultastic.com]	Send email to create users automatically 05032018
8	[akash.singh@vaultastic.com]	Fwd: RE: Mithi Helpdesk Ticket [#16075 - Deployment of LegacyFlo-Export
9	[mailto:mrunal.shah@mithi.com]	Completed: LegacyFlo job - mrunal.shah_mar18
10	[mailto:care.nds@vaultastic.com]	Unsuccessful: LegacyFlo job - care.nds_apr20
11	[mailto:care.nds@vaultastic.com]	Unsuccessful: LegacyFlo job - care.nds_dec20

Refresh

Reset

Search

Extract

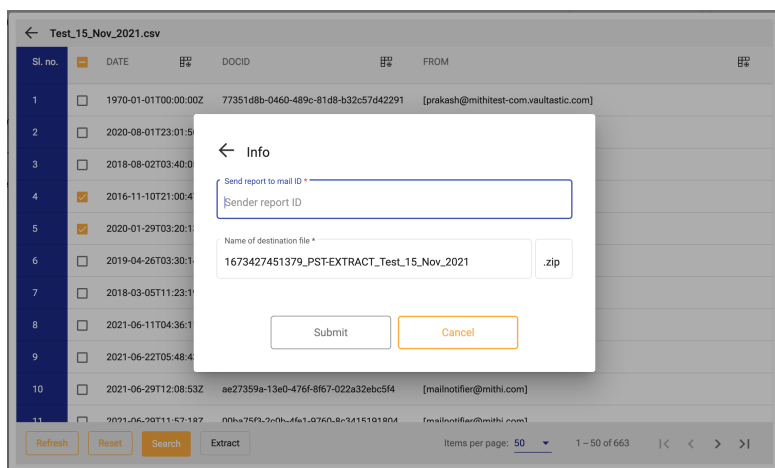
Items per page: 50

1 - 50 of 663

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- Extract the required data to a zip



- Download the zip containing extracted mail/files

