Scheduling the submission of LegacyFlo requests

Table of Contents

Overview

The Scheduler can be used to automate tasks such as uploading data to a Vaultastic or a private store.

For example, if you require to take a backup of OneDrive data for all or selected users every month, you can define a schedule which will ensure that the LegacyFlo requests are automatically submitted every month.

What LegacyFlo requests can be submitted via the scheduler

The LegacyFlo requests that can be submitted via the scheduler are

M365

1. ONEDRIVE-S3-ZIP
2. M365API-S3-PST
3. M365API-S3-ZIP
4. TEAMS-S3-PST
5. TEAMS-S3-ZIP
6. TEAMS-VAULTASTIC4
7. SHAREPOINT-S3-ZIP

Google Workspace

1. GDrive-S3-ZIP

2. GMAILOAUTH-S3-PST
3. GMAILOAUTH-S3-ZIP
4. GMAILAPI-S3-PST
5. GMAILAPI-S3-ZIP
6. GMAIL-S3-PST
7. GMAIL-S3-ZIP

How does the scheduler help in automation?

When you define a schedule, you have to choose the request type, the frequency and provide a CSV with each request details.

The CSV will have multiple records (https://docs.mithi.com/home/csv-format-for-multiple-and-scheduled-requests), each record with the parameters for each request. This allows you to define the requests once and have the system automatically schedule requests at the specified interval. The Since and Before dates of each request are automatically updated and so are the destination file names.

In addition, when scheduling requests to pull data from M365, the CSV can have a single record with a Distribution List ID specified as the source. The system will automatically add requests for each member of the request.

What are the frequencies available

The frequencies supported are as given in the table below

Frequency	When it is scheduled (UTC times)	The time range for the LegacyFlo request.
Once	Friday 00 hrs	There will be no change in the "Since" or "Before" dates specified in the CSV. The requests triggered will have the values as provided.
Daily	Everyday 00 hrs	When submitting, the "**Since**" date will be the date of the previous day and the "**Before**" date will be the date of submission. For example, if the execution is triggered on 10th Aug 2024, then the Since date will be 9th Aug 2024 and the Before date will be 10th Aug 2024.
Weekly	Tuesday 00 hrs	When submitting, the "**Since**" date will be the Sunday of the previous week and the "**Before**" date will Sunday of the current week (that just went by).

Frequency	When it is scheduled (UTC times)	The time range for the LegacyFlo request.
Monthly	00 hrs on the 5th of every month	When submitting, the "**Since**" date will be the 1st of the month prior to the submission and the "**Before**" date will be the 1st of the current month. For example, if the execution is triggered on 10th Aug 2024, then the Since date will be 1st Jul 2024 and the Before date will be 1st Aug 2024.
Yearly	00 hrs on 15th Jan of every year	When submitting, the "**Since**" date will be the 1st of Jan of the year prior to the submission and the "**Before**" date will be the 1st of Jan of the current year. For example, if the execution is triggered on 15th Jan 2024, then the Since date will be 1st Jan 2023 and the Before date will be 1st Jan 2024.

Accessing the Scheduler

- To access the Scheduler application, **login to your Vaultastic domain using a vault ID having admin privileges.**
- From the **application switch on the left**, click the **Scheduler** icon
- The Scheduler application will be launched in a new browser tab.
- Select the Vaultastic domain from the drop down list in the top right corner.

Managing Schedules

Adding a Schedule

- Click on the **Add Schedule** button on the top right corner
- In the pop-up, **select LegacyFlo** from the drop down menu. Click **Continue**
- In the **Add Schedule** pop-up, select the **category** and the **request type**. Click **Continue**
- In the next pop-up,
    - Give a suitable **name** to the schedule
    - Give a **description**
    - Select a **Frequency**
    - To create a CSV file (https://docs.mithi.com/home/csv-format-for-multiple-and-scheduled-requests) with the definition of the requests, **download the CSV sample file and update it as per your requirements.**
    - Click **Upload CSV File** and choose the CSV
    - The contents of the CSV will be validated.

  - If the CSV is invalid, you will be prompted with the errors. Upload the corrected one.
  - **Confirm the domain** for which the requests have to be schedule in the drop down below.
  - You have an option to keep the schedule "disabled" when submitting it. To do so, click the Disabled check box.
  - Click **Add**
  - The summary of the newly added schedule will be displayed in the Schedules list.

Editing a schedule

Once a schedule has been submitted, you can edit the name or the description of the schedule. You can also change the status of the schedule. The other parameters of the schedule cannot be updated.

To edit a schedule,

- **Click on the check box** at the start of the schedule summary in the list
- Click on the **Pencil** icon on top of the list
- Update the name or description.
- Update the status of the schedule. To disable the schedule, click on the check box next to Disabled label. To enable the the schedule, un-check the check box.
- Click on the **Edit** button to save the changes.

Deleting a schedule

Schedules can be deleted as given below:

- **Click on the check box** at the start of the schedule summary in the list
- Click on the **Delete** icon on top of the list.
- Confirm the deletion on the pop-up

Note: Even if a schedule is deleted, any LegacyFlo requests already submitted will get executed.

Monitoring an execution

Checking the Scheduler submission status

- Navigate the Scheduler page and identify the schedule. Click anywhere on the row.
- The details of the last execution will be shown at the top and include the following
  - Execution ID: a unique ID used to identify this execution
  - Date and time at which it was executed
  - Status of the execution
  - Total requests to be submitted
  - Number of requests successfully submitted
  - Number of requests that could not be submitted
  - You can even download the list of requests to be submitted, the list of requests that were

successfully submitted and the list of requests that could not be submitted

- To get the LegacyFlo request ids of the successfully submitted requests, click on the icon with three vertical dots next to the execution id.
    - A pop up will give the entire list of request ids which can be downloaded

Checking the LegacyFlo request status

From the Scheduler interface, you can get the list of all the LegacyFlo requests submitted for each execution of the schedule.

- To check the status of the LegacyFlo requests, you have to navigate to the LegacyFlo interface.
- In the Search pop-up, add the Execution ID in the Request Title field. LegacyFlo will fetch the details of all the requests submitted.