

Vaultastic Admin Features List

Manage and secure your Vaultastic domain

As an administrator you can manage domain properties, secure the access to the Vaultastic domain and manage users of the domain.

Setup Password Policies

Password policies help to strengthen the security. These include Password complexity & length, Password history and Password Expiry. Define the password complexity, length of the password, as required.

[Reference: How to setup Password Policies for your domain in Vaultastic?](#)

Configure Account Lockout

The automatic account lockout feature ensures that the hackers cannot find out a user's password by brute force method of trying out different passwords.

When enabled for the domain, users accounts can be automatically locked out when the number of unique invalid login attempts exceeds the given threshold in the specified interval.

Account lockout is checked when a user log into the Vaultastic account.

[Reference: How to configure Account Lockout for your domain in Vaultastic?](#)

Customize your domain

Customize your domain with Captcha on the login page, Organization Name, Copyright Year Website of the Organization, Custom links on archive application interface

[Reference: How to customize your Vaultastic domain?](#)

Analyze Vaultastic reports

The Reports feature of Vaultastic provides you an insight into the Vaultastic accounts. Subscribe to receive the reports on a Daily or Weekly basis

As admin you can subscribe to receive following reports.

1. Usage Summary Report
2. Active Users Report
3. User Creation Report
4. Storage Usage Report
5. Missing Users Report

[Reference: Using Vaultastic Reports](#)

Manage users on your domain

Automatic User Provisioning

Customize your domain hosted on Vaultastic to provision users automatically instead of provisioning users one-by-one or in bulk by importing CSV. This saves your time in provisioning and you can get started with Vaultastic quickly.

[Reference: How to provision users automatically on Vaultastic domain?](#)

Provisioning Users Manually One by One / in Bulk using CSV

Once your domain is provisioned on Vaultastic, users are added to the domain automatically. If required, you can provision more users manually one-by-one or in bulk by importing a CSV file.

[Reference: How to provision users manually on Vaultastic?](#)

Assigning Administrative Roles

By default, a system user called postmaster is created in every Vaultastic account. This user has the senior admin role assigned. When login using the postmaster account, you will be taken directly to the Admin Panel and will be able to perform all administrative tasks without any restriction.

In addition, a senior admin can assign admin roles to any other user on the Vaultastic domain from admin panel.

[Reference: How to assign administrative roles to users of the Vaultastic domain?](#)

Assigning the Plan

Assign and manage the plan assigned to the users of your Vaultastic domain. The Vaultastic plans assigned to the user will decide,

- If the mails archived on Vaultastic will be indexed and visible in eDiscovery search.
- Storage assigned to them. Vaultastic offers unlimited storage for all the users except users with Hold plan.
- Retention period for the mails archived on the Vaultastic cloud.

[Reference: How to assign Vaultastic plan to users?](#)

Manage User's Access rights to Vaultastic Account

Manage the access rights (Partial, Enabled, or Disabled) of the users on the Vaultastic domain.

- Partial: Mail are archived but user cannot access the Vaultastic account
- Enabled: User can access the Vaultastic account
- Disabled: Mail will not archive on Vaultastic but User cannot access the Vaultastic account

Reference: [How to manage access rights to Vaultastic account?](#)

Reset Password of a User's Account

As an admin, if required, you can reset the password of the user's account on Vaultastic.

[Reference: How to reset password of a user's account?](#)

Configure Password Expiry and Age for a User

Secure your Vaultastic domain by enforcing security policies such as password expiry, complexity and history for your domain and individual users on the domain.

[Reference: How to configure Password policy for a user?](#)

Control User's Access to the Operations to be Performed

control the access to the operations a user can perform from the Vaultastic self-service portal.

Allow/deny a user to,

- Reply, reply all or forward a mail from the Vaultastic self-service portal.
- Download or export mail from her Vaultastic account.

[Reference: How to control the access to the operations a user can perform from the Vaultastic self service portal?](#)

Unlock User's Account

As you enable the account lockout feature on the domain, user's accounts will be automatically locked out when the number of unique invalid login attempts exceeds the given threshold in the specified interval.

Once the account lockout is enabled for the domain, you can use a user's account locked property to unlock users account which have been automatically locked out.

[Reference: How to unlock user's account on Vaultastic?](#)

View Storage Consumed by a User

Vaultastic displays the storage limit assigned to the user and total storage consumed by that user on Vaultastic. In Vaultastic, the storage assigned for all the plans except Hold is unlimited and will be depicted by the keyword "Not Available"

[Reference: How to view storage consumed by a user on Vaultastic?](#)

Configure the size of a PST file to export

As an admin, configure the size of a PST file to export from the Vaultastic account of a user. Exported data is uploaded to the cloud and can be downloaded by clicking on the link sent by email.

[Reference: How to configure the size of a PST file to export from the Vaultastic account?](#)

Configure eDiscovery View

The eDiscovery module of Vaultastic allows users to search across mailboxes and folders. This works on an index. Whether or not a user's data is indexed is controlled by the user's plan.

In addition, the administrator of a Vaultastic domain can control the access to indexed data for individual users.

[Reference: How to enable eDiscovery for users using plans?](#)

Upload Historical data to Vaultastic

Upload historical email data, which are stored in EML / PST / OST files on your end points for preservation on Vaultastic.

[Reference: How to upload Historical data to Vaultastic?](#)

Vaultastic End User Features List

Self Service Vaultastic Portal

Use the Self-Service portal to access the mail archived in your Vaultastic account. As an end user the portal also allows you to discover a specific required mail in your account or the other accounts you have rights to access. You can reply, forward, download, print or export a specific required mail if required.

Browse Folders

The Vaultastic account stores a copy of all the email messages received to your primary email account in the Inbox folder and all the messages sent from the primary account in the Sent Items folder.

Access Vaultastic to browse email archived in Inbox and Sent Items folders.

[Reference: How to browse folders in Vaultastic?](#)

Discover a specific mail using Quick or Advanced Search

Use the Quick or the Advance search to locate a specific required mail from the Inbox/Sent Items folder of your Vaultastic account.

You can use Quick search to locate the mail quickly using pre-defined criteria or use Advance search to provide detail search criteria and locate mail from huge mailbox.

[Reference: How to discover a specific mail using Quick or Advanced Search?](#)

Download or Print a mail

Download or print a copy of a specific mail from your Vaultastic Self-Service Portal.

[Reference: How to download or print a mail?](#)

Reply to or Forward a mail

Send reply to a specific mail or forward a specific mail to the required id using the Self-Service portal.

[Reference: How to send reply or forward a mail using Vaultastic?](#)

Export to restore mail to the live email account

Export mail to an .EML format which you can import to your primary mail account. Using export utility, recover a mail deleted from the primary account accidentally.

Reference: [How to export mail using Vaultastic self-service portal?](#)

Search using eDiscovery

eDiscovery refers to the process of seeking, locating and searching email data on Vaultastic. Use the eDiscovery portal to seek a required mail across the Vaultastic accounts.

Reference: [How to search a mail using eDiscovery?](#)

Reset Forgotten Password

Reset forgotten password of the Vaultastic account.

Reference: [How to reset forgotten password of the Vaultastic account?](#)

Restore Mailbox

Export mail from your Vaultastic account and restore into your live mailbox. Exported data is uploaded to the cloud and can be downloaded by clicking on the link sent by email.

Reference: [How to restore your mailbox using Vaultastic self-service portal?](#)

eDiscovery Portal

The eDiscovery app in Vaultastic is accessible to administrators and end users from the self-service portal. Using the eDiscovery app, a user can quickly search across all folders and mailboxes he has rights to view. Save search filters for repeat runs. Export a summary of the search results to a CSV file for post processing. Upload search results to [Ideolve](#) for discussion and collaboration with other team members.

Access the eDiscovery Portal

Use the eDiscovery app, to search across all folders and mailboxes you have rights to view. Save search filters for repeat runs. Export a summary of the search results to a CSV file for post processing. Upload search results to Ideolve for discussion and collaboration with other team members.

Reference: [How to access and use eDiscovery portal?](#)

Quick search

Quick search to locate mail instantly by specifying a search string.

Reference: [How to use quick search in eDiscovery portal?](#)

Saved Searches

Save a search query defined for repeat runs in the future.

Reference: [How to save search query in eDiscovery portal?](#)

Export mail from eDiscovery portal

Using the eDiscovery portal, you can Download the summary of the results as a CSV.

Reference: [How to download search result from eDiscovery portal?](#)

Upload search result to Ideolve

Using the eDiscovery app, you can Upload individual or all the mails to Ideolve.

Reference: [How to upload search result to Ideolve?](#)