

# File Operations using the Open Storage Application

## Table of Contents

[Overview](#)

[Uploading files to the Open Store](#)

[Deleting files](#)

[Downloading files to your desktop from the Open Store](#)

[Copying selected files to a cloud storage](#)

## Overview

The Open Store Application is used by Vaultastic Admins to browse through the store, upload & download data.

Admins can search through the open store using file attributes such as file name, creation date etc.

The application **integrates with LegacyFlo** to allow admins to **quickly upload data from popular sources such as mailboxes and drives**. This interface is suitable to upload small volumes of data from the sources listed. However for large volumes of data or to upload from other sources, there are [alternate upload methods available as explained here](https://docs.mithi.com/home/uploading-data-to-vaultastic). (<https://docs.mithi.com/home/uploading-data-to-vaultastic>)

Similarly, the application can also be used to **download or move small volumes of data**. However there are [different options to move out data as mentioned here](https://docs.mithi.com/home/downloading-data-from-vaultastic) (<https://docs.mithi.com/home/downloading-data-from-vaultastic>)

## Uploading files to the Open Store

### Deleting files

- Clicking the **Delete** icon at the end of the row will delete the file permanently from the store.
- Selecting more than one file will show the Delete Selected option in the Actions pane. Click the **Delete Selected** button to remove files from the store.
- **As the deleting action is irreversible, the utmost care has to be taken before deleting any file from the store.**

## Downloading files to your desktop from the Open Store

- Clicking the **Download** icon at the end of the row will download the file to the machine.
- Selecting more than one file will show the Download Selected option in the Actions pane. Click the **Download Selected** button to download files from the store to your machine.
- The blue (D) icon will be shown next to the file name indicating the file has been downloaded in the current session.

## Copying selected files to a cloud storage

You can copy selected files to another cloud storage. Supported cloud storages are AWS S3 and Google Cloud Storage

- Select one or more files
  - Click on the **Copy Selected Files to S3 bucket icon** to copy the files to the selected S3 bucket. Note, you have to register a S3 bucket to use this option. On submission, a LegacyFlo request is generated which will copy the selected files to the destination S3 bucket in the background.
  - Click on the **Copy Selected Files to Google Cloud Storage icon** to copy the files to the selected Google Cloud Storage bucket. Note, you have to register a Google Cloud Storage bucket to use this option. On submission, a LegacyFlo request is generated which will copy the selected files to the destination Google Cloud Storage bucket in the background.
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