

Manage attachments

Attach files to your items.

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Attachments Overview

WALLIX Enterprise Vault provides the facility to **Attach Files** to your Items.

These attachments can also be **Deleted** or **Downloaded** onto your computer.

Attachments on **Password Protected Items** are subject to a Master Password Re-prompt to open the Item.

Add Attachments

From the **Item List**, click on the **More button** beside an Item.

A **context menu** appears. Click the **Attachments** link.

The screenshot shows the 'All vaults' interface. On the left is a 'FILTERS' sidebar with sections for 'All vaults' (My vault, Gryffindor Vault, MyShared, Team, New shared vault) and 'All items' (Favorites, Login, Card, Identity, Secure note, Folders, Collections, Trash). The main area is titled 'All vaults' and has a 'New' button. It displays a table of vaults with columns for selection, name, owner, and a more options menu. The 'Attachments' option in the context menu for the 'Work Email' item is highlighted with a red box.

<input type="checkbox"/>	Name	Owner	
<input type="checkbox"/>	Alarm Code	MyShared	
<input type="checkbox"/>	Google	Me	
<input type="checkbox"/>	Important Note	Me	
<input type="checkbox"/>	new collection item	Gryffindor...	
<input type="checkbox"/>	test	Me	
<input type="checkbox"/>	test item	Gryffindor...	
<input type="checkbox"/>	vault-trial-37580.trustelem.com joe.bloggs	Me	
<input type="checkbox"/>	Work Email joe.bloggs	Me	
<input type="checkbox"/>	Work Visa *2122	Me	

Context menu for 'Work Email':

- Attachments
- Clone
- Move to shared vault
- Delete

See **Password Protected Items** procedure for Items that require a Master Password to access them.

The **Attachments Screen** displays.

Choose a **file** to **attach** and click **Save**.

The maximum file size of an attachment is 100 MB. This is restricted to 50 MB if uploading from a mobile device.

ATTACHMENTS Important Note



ADD NEW ATTACHMENT

No file chosen

Maximum file size is 500 MB.

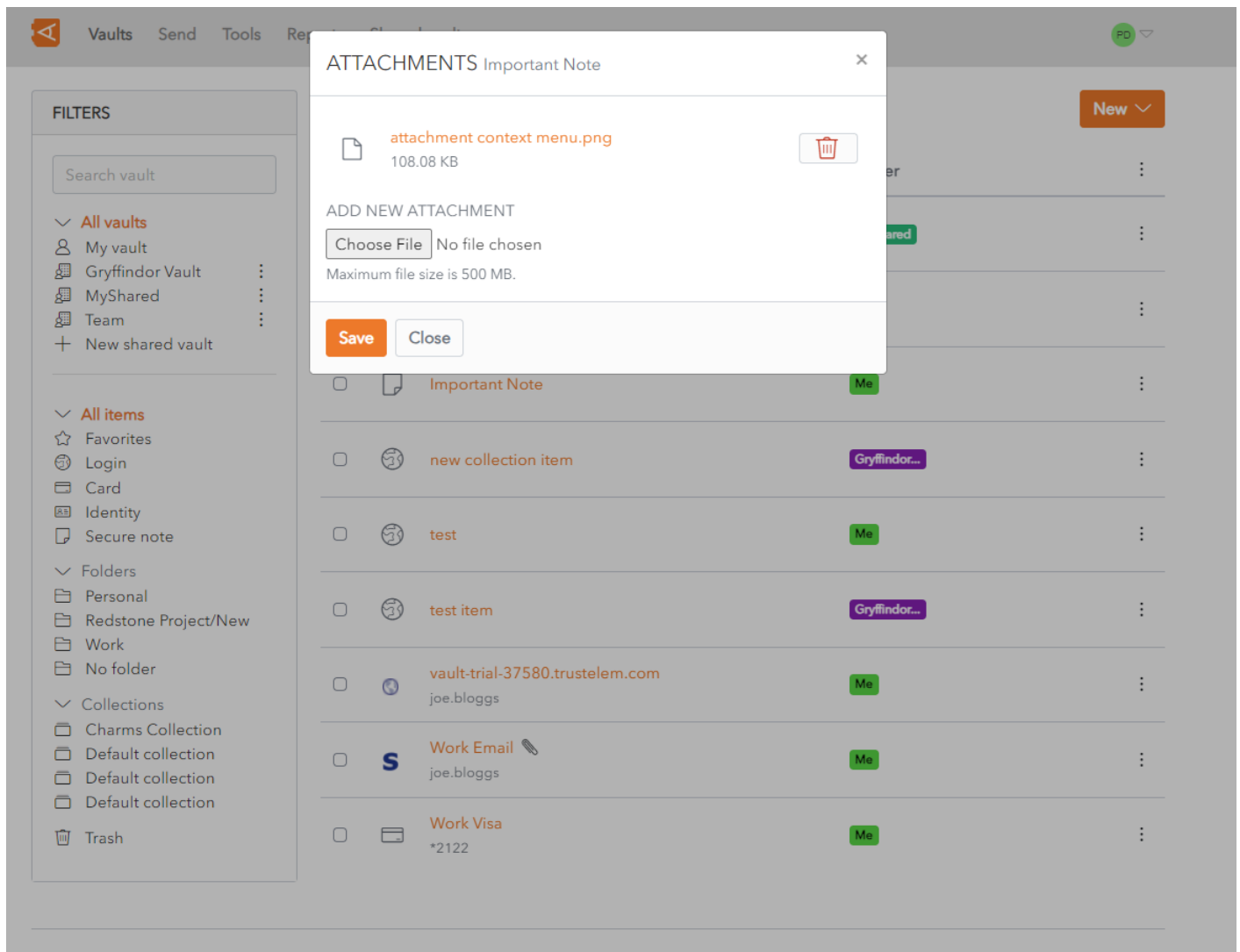
Save


Close

The attachment is created.

Multiple attachments can be created in this way.

Once finished creating attachments, click **Close** to close the Attachments Screen.



A  **Paperclip icon** beside the **Item** in the Item List **indicates** that the Item contains one or more **Attachments**.

Delete Attachments

From the **Item List**, click on the **More button** beside an Item.

A **context menu** appears. Click the **Attachments** link.

The screenshot shows the 'All vaults' interface. On the left is a 'FILTERS' sidebar with sections for 'All vaults' (My vault, Gryffindor Vault, MyShared, Team, New shared vault) and 'All items' (Favorites, Login, Card, Identity, Secure note, Folders, Collections, Trash). The main area is titled 'All vaults' and has a 'New' button. It displays a table of vaults with columns for selection, name, owner, and a more options menu. The 'Work Email' item is selected, and its context menu is open, showing options: Attachments (highlighted with a red box), Clone, Move to shared vault, and Delete. The table data is as follows:

	Name	Owner	
<input type="checkbox"/>	Alarm Code	MyShared	
<input type="checkbox"/>	Google	Me	
<input type="checkbox"/>	Important Note	Me	
<input type="checkbox"/>	new collection item	Gryffindor...	
<input type="checkbox"/>	test	Me	
<input type="checkbox"/>	test item	Gryffindor...	
<input type="checkbox"/>	vault-trial-37580.trustelem.com joe.bloggs	Me	
<input type="checkbox"/>	Work Email joe.bloggs	Me	
<input type="checkbox"/>	Work Visa *2122	Me	

See **Password Protected Items** procedure for Items that require a Master Password to access them.

The **Attachments Screen** displays.

Click the  **Delete button** beside an Attachment.



attachment context menu.png

108.08 KB



ADD NEW ATTACHMENT

 No file chosen

Maximum file size is 500 MB.

The **Delete Attachment Confirmation Screen** displays.

**Delete attachment**

Are you sure you want to delete this attachment?

Click **Yes** to delete the attachment. The Attachments Screen displays.

Click **No** to cancel the operation.

Download Attachments

From the **Item List**, click on the **More button** beside an Item.

A **context menu** appears. Click the **Attachments** link.

The screenshot shows the application interface with a top navigation bar containing 'Vaults', 'Send', 'Tools', 'Reports', and 'Shared vaults'. A 'PD' status indicator is in the top right. On the left, a 'FILTERS' sidebar includes a search bar and lists for 'All vaults' (My vault, Gryffindor Vault, MyShared, Team, New shared vault) and 'All items' (Favorites, Login, Card, Identity, Secure note, Folders, Collections, Trash). The main area, titled 'All vaults', displays a table of vaults with columns for selection, name, owner, and a more options menu. A context menu is open for the 'Attachments' option, which is highlighted with a red box. The context menu options are: Attachments, Clone, Move to shared vault, and Delete.

	Name	Owner	
<input type="checkbox"/>	All		
<input type="checkbox"/>	Alarm Code	MyShared	
<input type="checkbox"/>	Google	Me	
<input type="checkbox"/>	Important Note	Me	
<input type="checkbox"/>	new collection item	Gryffindor...	
<input type="checkbox"/>	test	Me	
<input type="checkbox"/>	test item	Gryffindor...	
<input type="checkbox"/>	vault-trial-37580.trustelem.com joe.bloggs	Me	
<input type="checkbox"/>	Work Email joe.bloggs	Me	
<input type="checkbox"/>	Work Visa *2122	Me	

See **Password Protected Items** procedure for Items that require a Master Password to access them.

The **Attachments Screen** displays.

Click on an **Attachment** to download it.

ATTACHMENTS Important Note



attachment context menu.png

108.08 KB



ADD NEW ATTACHMENT

Choose File

No file chosen

Maximum file size is 500 MB.

Save

Close

The attachment is saved in the **Downloads folder** on your computer.

Note: If the attachment is in a file format that can be readily displayed in the browser, it is opened directly in the browser.