

Create Send

Click on the **Send Menu link** to access the Send Screen. A **List of Sends** are displayed.

Vaults

Send

Tools

Reports

Shared vaults

PD

FILTERS

Search Sends

All Sends

Types

Text

File

Send

+ New Send

Name	Deletion date	Options
<div>Test File</div>	Dec 1, 2023, 3:18:40 PM	
<div>Test Text</div>	Dec 6, 2023, 3:26:55 PM	

Click the **New Send button** to create a New Send. The **New Send Screen** is displayed.

There are **2 types of Sends** that can be created - a **File Send** and **Text Send**.

Create a File Send

In the **Name** field, enter a Name for the Send. This should describe the Send.

Choose **File** from the **What type of send is this?** radio buttons.

Upload the File to send.

The **maximum file size** is **100MB**.

New Send✕

Name (required)

Test File

A friendly name to describe this Send.

What type of Send is this?

☒ File

☐ Text

File (required)

Choose File

test file.png

The file you want to Send. Maximum file size is 500 MB.

Share

☒ Copy the link to share this Send to my clipboard upon save.

> Options

Save

Cancel

Click **Save** to Save the send. The **Send List Screen** displays with the new send in the list.

Alternatively, click **Cancel** to cancel the operation.

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<div><div></div>Test Text</div>	Dec 6, 2023, 3:26:55 PM	<div></div>

Create a Text Send

In the **Name** field, enter a Name for the Send. This should describe the Send.

Choose **Text** from the **What type of send is this?** radio buttons.

In the **Text** field, add the text to be sent.

Check the **When accessing the Send, hide the text by default**. This field is **optional**. If you check this box, the person accessing the send will need to unhide the text in order to view it, in order to protect the **privacy** of the text.

Name (required)

A friendly name to describe this Send.

What type of Send is this?☐ File☒ Text**Text**

The text you want to Send.


☐ When accessing the Send, hide the text by default**Share**☐ Copy the link to share this Send to my clipboard upon save.[> Options](#)**Save**


Cancel

Click **Save** to Save the send. The **Send List Screen** displays with the new send in the list.


Alternatively, click **Cancel** to cancel the operation.


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

Types

 Text

 File

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Name ▲	Deletion date ☰	Options
 Test File 🔑	Dec 1, 2023, 3:18:40 PM	⋮
 Test Text 🔑	Dec 6, 2023, 3:26:55 PM	⋮

Revision #15

Created 6 November 2023 07:37:12 by WALLIX Admin

Updated 23 February 2024 10:04:05 by WALLIX Admin