

# Send Lifespan

**Sends** have a **limited lifespan**. A number of options can be set for each send.

The Options for a send can be set when the **Send is created**. They can also be **modified** at a later time.

Click the **Options** link on the **Send Screen**.

The Options are **displayed** for that send.

## Options

### Deletion date (required)

12/01/2023 03:18 PM



The Send will be permanently deleted on the specified date and time.

### Expiration date

Clear

12/01/2023 04:18 PM



If set, access to this Send will expire on the specified date and time.

### Maximum access count

1

If set, users will no longer be able to access this Send once the maximum access count is reached.

### Current access count

0

### New password



Optionally require a password for users to access this Send.

### Notes

Delete after reading

Private notes about this Send.

☒ Hide my email address from recipients.

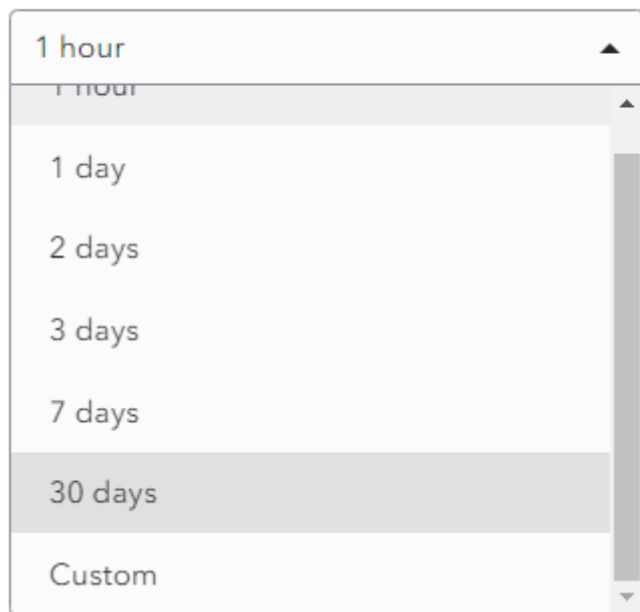
☐ Deactivate this Send so that no one can access it.

## Deletion Date

Choose the **period of time** to **keep** the Send from the **Deletion Date** dropdown.

The options range from **1 hour to 30 days**.

### Deletion date (required)

A dropdown menu for selecting a deletion date. The menu is open, showing a list of options: "1 hour", "1 day", "2 days", "3 days", "7 days", "30 days", and "Custom". The "30 days" option is currently selected and highlighted with a grey background. The menu has a scroll bar on the right side.

1 hour

1 day

2 days

3 days

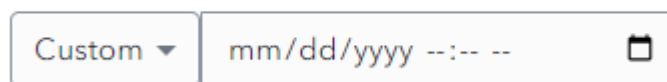
7 days

30 days

Custom

Alternatively, choose **Custom**, then choose the **Expiration Date and Time**.

### Expiration date

An input field for the expiration date. It consists of a dropdown menu on the left with the word "Custom" and a small downward arrow. To the right of the dropdown is a text input field with the placeholder "mm/dd/yyyy --:-- --". To the right of the text input field is a small calendar icon.

Custom

mm/dd/yyyy --:-- --

## Set Deletion Date

The Send will be **permanently deleted** on the **specified date and time**. After this time it will be no longer accessible.

This is a **Required field**. By **default**, a Send Lifespan is set at **7 days**.

## Automatic Deletion of Sends

When the Deletion Date is reached, the Send is **Marked for Deletion**. A **Delete icon** appears beside the Send for a few minutes **before** it is **permanently deleted**.

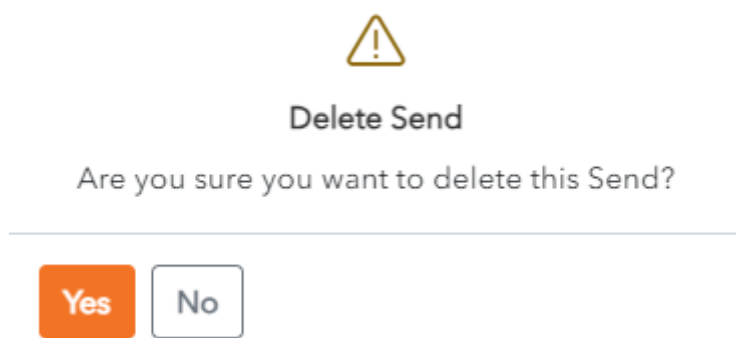


Deleted Items are **not stored** in the **Trash**. They are permanently removed from the Vault.

## Manual Deletion of Sends

From the **New Send Screen** or the **Edit Send Screen**, click the  **Delete button**.

The **Delete Send Confirmation Screen** appears.

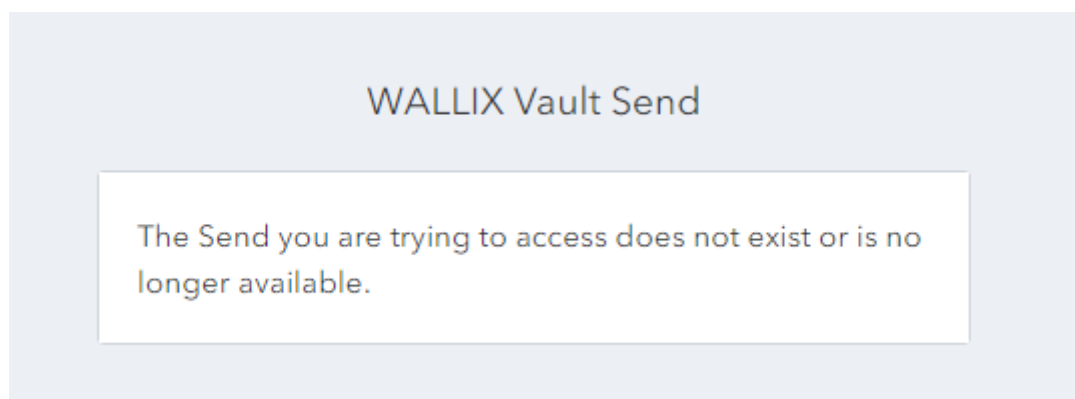


Click **Yes** to delete the Send.

Click **No** to cancel the operation.

## Access Deleted Send

When a Recipient tries to access a **Deleted Send**, the following **Error Message** is displayed.



## Expiration Date

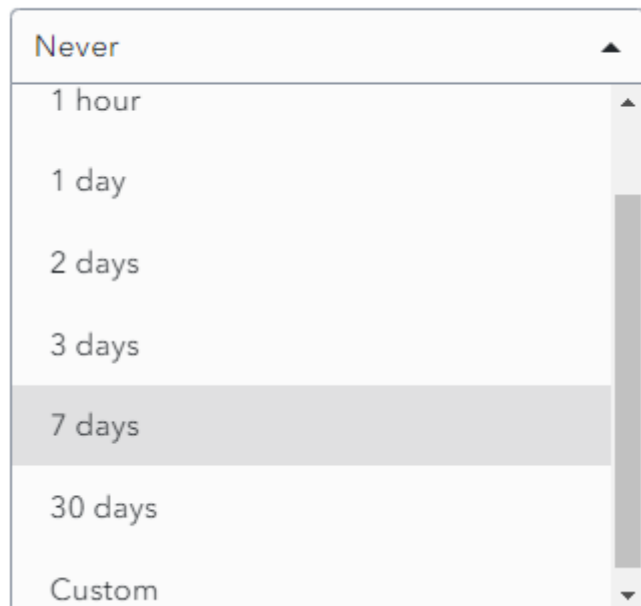
A Send can be set to expire **a fixed period of time** after creation **or** on a **specific date**.

### Set Expiration Date

Choose the **period of time** to **keep** the Send from the **Expiration Date** dropdown.

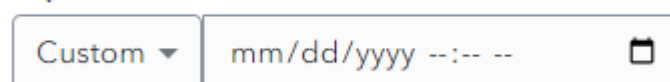
The options range from 1 hour to 30 days.

### Expiration date

A dropdown menu titled "Expiration date" with a scrollable list of options. The options are: "Never", "1 hour", "1 day", "2 days", "3 days", "7 days" (which is highlighted with a grey background), "30 days", and "Custom". Up and down arrow icons are visible at the top and bottom of the list.

Alternatively, choose **Custom**, then choose the **Expiration Date and Time**.

### Expiration date

A form element for setting a custom expiration date. It consists of a dropdown menu on the left with "Custom" selected, followed by a text input field containing the placeholder "mm/dd/yyyy --:-- --". To the right of the text field is a small calendar icon.

By **default**, a Expiration Date is set at **Never**. Unless you specify an Expiration Date, your Send will never expire.

**Expired Sends** are **no longer accessible** to **Recipients** but they are still **accessible by** the **Sender until** their **Deletion Date**.

## Access Expired Send

Like for Deleted Sends, when a Recipient tries to access a **Expired Send**, the following **Error Message** is displayed.

### WALLIX Vault Send

The Send you are trying to access does not exist or is no longer available.

# Maximum Access Count

A **Send** can be set to have a Maximum Access Count. This means the **number of times** that it can be **accessed** by the Recipient **before** it becomes **unavailable**.

## Set Maximum Access Count

Choose the **number of times** that the Recipient can **access the Send**. It can be left **blank**.

Maximum access count

If set, users will no longer be able to access this Send once the maximum access count is reached.

By **default**, it is **blank**, which means the Send can be **accessed** an **unlimited** number of times before it is deleted.

A **Maximum Access Count Reached Icon** is **displayed** beside the **Send** in the Sender's Inbox.



## Access Send whose Maximum Access Count has been reached

When a Recipient tries to access a **Send** whose **Maximum Access Count** has been **reached**, the following **Error Message** is displayed.

WALLIX Vault Send

The Send you are trying to access does not exist or is no longer available.

# Deactivate Send

## Deactivate a Send

A send can be deactivated so that Recipients can no longer access it.

**Check** the checkbox **Deactivate this Send so that no one can access it**.

By **default**, this field is **unchecked**.

☐ **Deactivate this Send so that no one can access it**.

**Deactivated Sends** are still **available** to the **Sender until** they are **deleted**.

A **Deactivated Icon** is **displayed** beside the **Send** in the Sender's Inbox.



## Access a Deactivated Send

When a Recipient tries to access a **Deactivated Send**, the following **Error Message** is displayed.

WALLIX Vault Send

The Send you are trying to access does not exist or is no longer available.

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