

# 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 a search bar and categories like 'All vaults', 'All items', 'Folders', 'Collections', and 'Trash'. The main area displays a table of vaults with columns for selection, name, and owner. A context menu is open for the 'Attachments' option, which is highlighted with a red box. The menu options are: Attachments, Clone, Move to shared vault, and Delete.

	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.

**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.

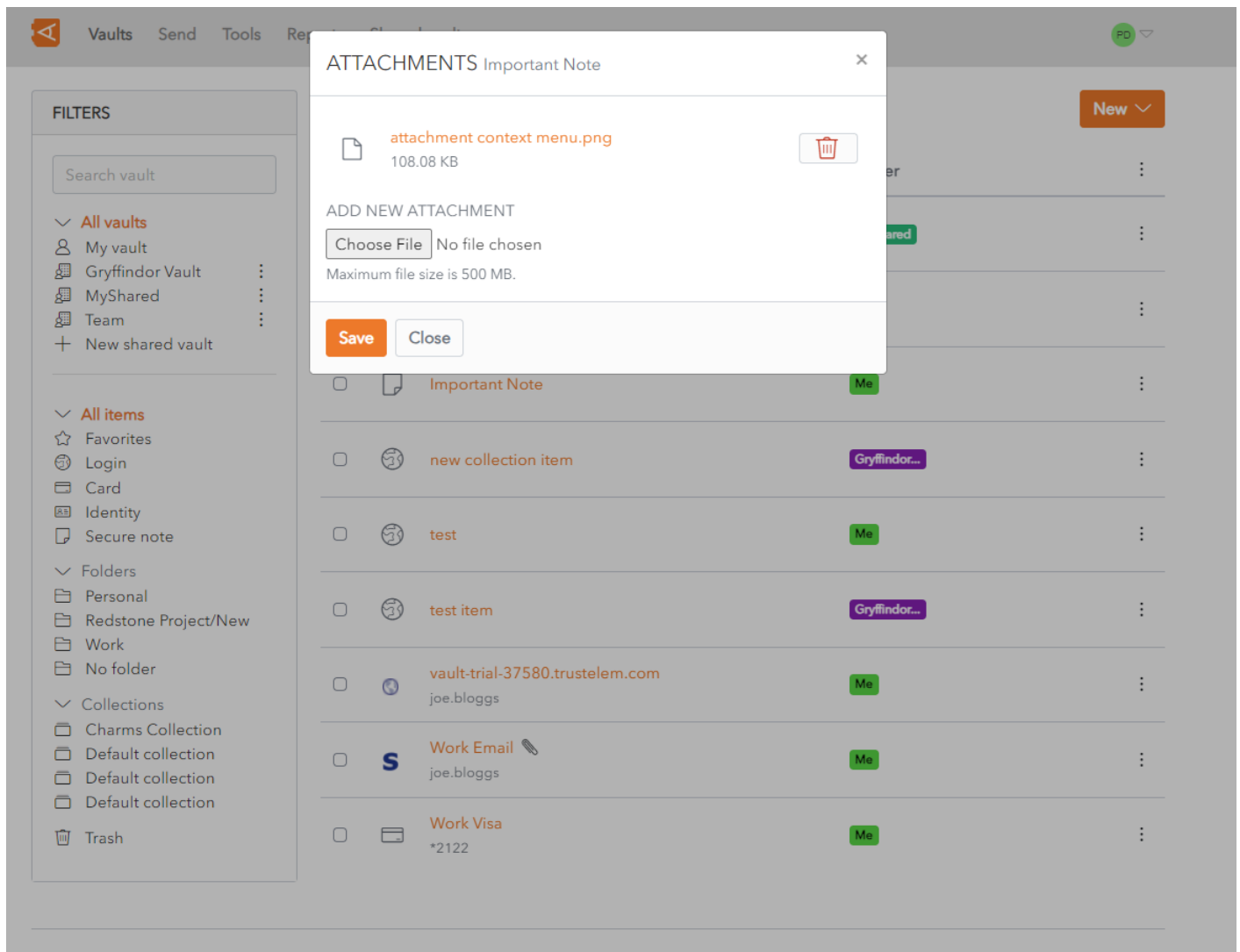
Save


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. A context menu is open for the 'Work Email' item, showing options: Attachments (highlighted with a red box), Clone, Move to shared vault, and Delete.

<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	

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 on the 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', features a 'New' button and a table with columns for selection, name, owner, and a more options menu. The table lists various items like 'Alarm Code', 'Google', 'Important Note', 'new collection item', 'test', 'test item', 'vault-trial-37580.trustelem.com', 'Work Email', and 'Work Visa'. A context menu is open for the 'Work Email' item, showing options: 'Attachments' (highlighted with a red box), 'Clone', 'Move to shared vault', and 'Delete'.

	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 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.