

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.

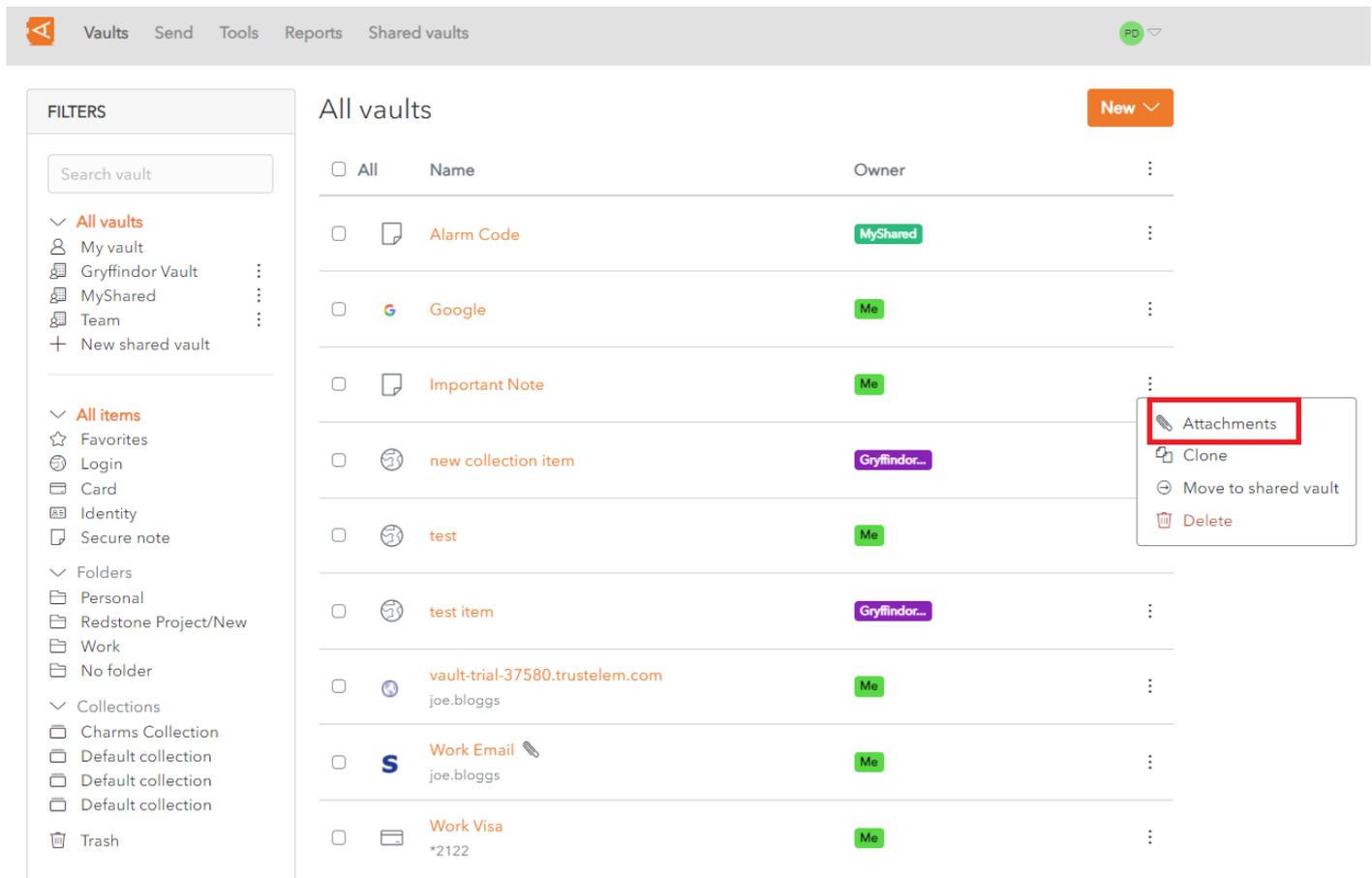
These attachments can also be **Deleted** or **Downloaded** onto your computer.

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 a list of vaults and items. The main area displays a table of vaults with columns for selection, name, and owner. A context menu is open over the 'Work Email' item, with the 'Attachments' option highlighted in a red box. The context menu options are: Attachments, Clone, Move to shared vault, and Delete.

<input type="checkbox"/>	All	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

Choose File 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.

The screenshot shows the 'Attachments Important Note' modal dialog overlaid on the main application interface. The modal contains a file selection area with a 'Choose File' button and the text 'No file chosen' and 'Maximum file size is 500 MB.'. Below this, there are 'Save' and 'Close' buttons. The background shows a list of items in a vault, including 'Important Note', 'new collection item', 'test', 'test item', 'vault-trial-37580.trustelem.com', 'Work Email', and 'Work Visa'. A paperclip icon is visible next to the 'Important Note' item, indicating it has attachments.

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 a search bar and various categories like 'All vaults', 'All items', 'Folders', 'Collections', and 'Trash'. The main area displays a list of vaults with columns for 'All', 'Name', 'Owner', and a menu icon. A context menu is open for the 'Work Email' item, with the 'Attachments' option highlighted in a red box. Other options in the menu include 'Clone', 'Move to shared vault', and 'Delete'.

All	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

Choose File No file chosen

Maximum file size is 500 MB.

Save Close

The **Delete Attachment Confirmation Screen** displays.



Delete attachment

Are you sure you want to delete this attachment?

Yes No

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' indicator is visible in the top right. On the left, there is a 'FILTERS' sidebar with a search bar and a list of vaults and items. The main area displays 'All vaults' with a 'New' button. The list includes 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, with the 'Attachments' option highlighted in a red box. Other options in the menu include 'Clone', 'Move to shared vault', and 'Delete'.

<input type="checkbox"/>	All	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.