

Send data

Share sensitive data with someone who does not have Enterprise Vault access.

- [Send Overview](#)
- [Create Send](#)
- [Access a Send](#)
- [Send Privacy](#)
- [Other Send Options](#)
- [Send Lifespan](#)
- [Edit Send](#)
- [Delete a Send](#)
- [Send Encryption Process](#)

Send Overview

Using Send is a way to **share sensitive Vault data with someone who does not have Vault Access** using **End-to-End Encryption**.

The **Send Encryption Process** describes how a **Send Link is constructed**, the **Encryption and Decryption process** and **Send Security Options**.

A **Send can be Created** to send either **Plain Text or a File** to another person. A Send can also be **modified** or **deleted manually** after creation.

A **Link can be Copied to the Clipboard** and provided to the person to **Access the Send**. The link can be

Sends are by definition ephemeral and have **Limited Lifespan**.

- They are **Automatically Deleted** after a certain time.
- An **Expiration Date** and **Maximum Access Count** can also be set for Sends.

A number of **Privacy Options** are available for a Send.

- A Send can also be **Password Protected**. In this case the Recipient is required to enter the Password to access the Send.
- The text in **Text** Sends can be **hidden** by default to prevent unintended access to a Send.
- The **Email Address** of the sender can be **hidden**. In this case it is advisable that the Sender **inform** the **Recipient** that a Send link will be sent, and that the recipient contacts the Sender to **verify** the **link** before accessing it.
- A **Private Note** can be added to a Send. This is **not sent** with the Send.

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

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.

VaultsSendToolsReportsShared vaultsPD

FILTERS

Search Sends

All Sends





Types

Text

File

Send

+ New Send

Name 	Deletion date 	Options
<div><div></div>Test File </div>	Dec 1, 2023, 3:18:40 PM	<div></div>
<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.



FILTERS

🔍 Search Sends

📁 All Sends

Types

📄 Text

📁 File

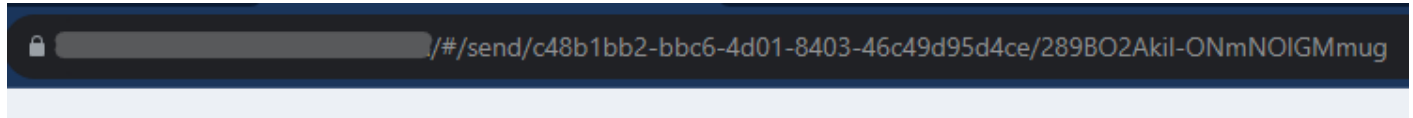
Send

+ New Send

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

Access a Send

Copy the **Send Link** provided by the Send owner into your **Browser** window.



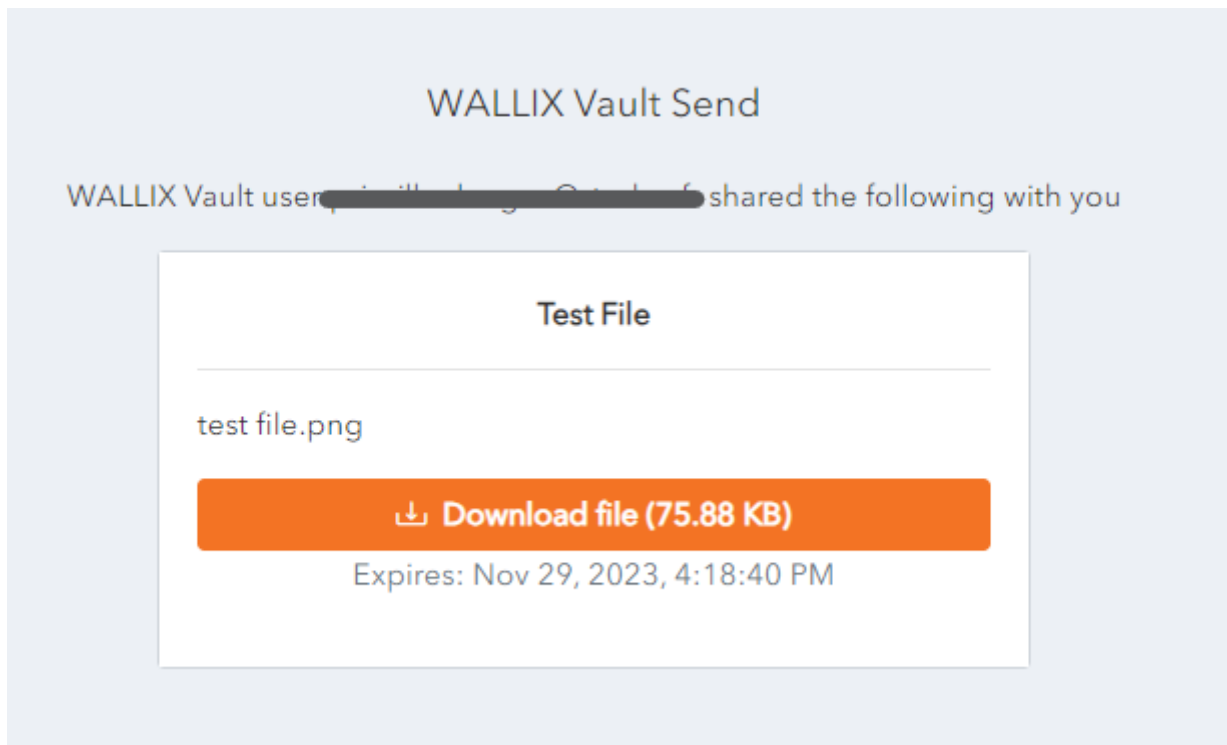
If the Send is **Password Protected**, enter the Password provided by the Send owner to access the Send.

The **Send** is displayed.

Send a File

If the Send is a **File**, the a link to Download the File is provided.

Click the **Download file link** to download the file to your computer.



If the Send has an **Expiration Date**, the link is no longer available after the Expiration Date. The following message is displayed.

WALLIX Vault Send

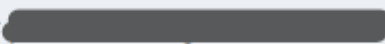
The Send you are trying to access does not exist or is no longer available.

Send Text

If the Send is a **Text**, the Text is displayed.

Click on the **Copy value link** to copy the link to the clipboard.

WALLIX Vault Send

WALLIX Vault user  shared the following with you

Test Text

Test Text

Copy value

If the text is set to **Hidden** (by the Send owner), toggle the visibility to display the text.

Send Privacy

There are a number of possible Privacy Options for Sends.

Password Protection

A **Password** can be added to a Send to **prevent unwanted access** to the Send. When a member tries to access the Send, they will need to enter the Password to gain access.

Password Protect a Send

When **creating** or **editing** a Send, click on the Options link.

A list of **Send Options** displays.

Enter the **Password** to be used by the receiver to access the Send.

This can be left **blank** if password protection is not needed.

Once set, the **password cannot be viewed**, but it can be **modified** or **deleted**.

Options

Deletion date (required)

2 days ▼

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

Expiration date

1 hour ▼

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.

Password

.....



Optionally require a password for users to access this Send.

Change or Delete a Send Password

Click on a Send to open the **Send Screen**. The Send is displayed.

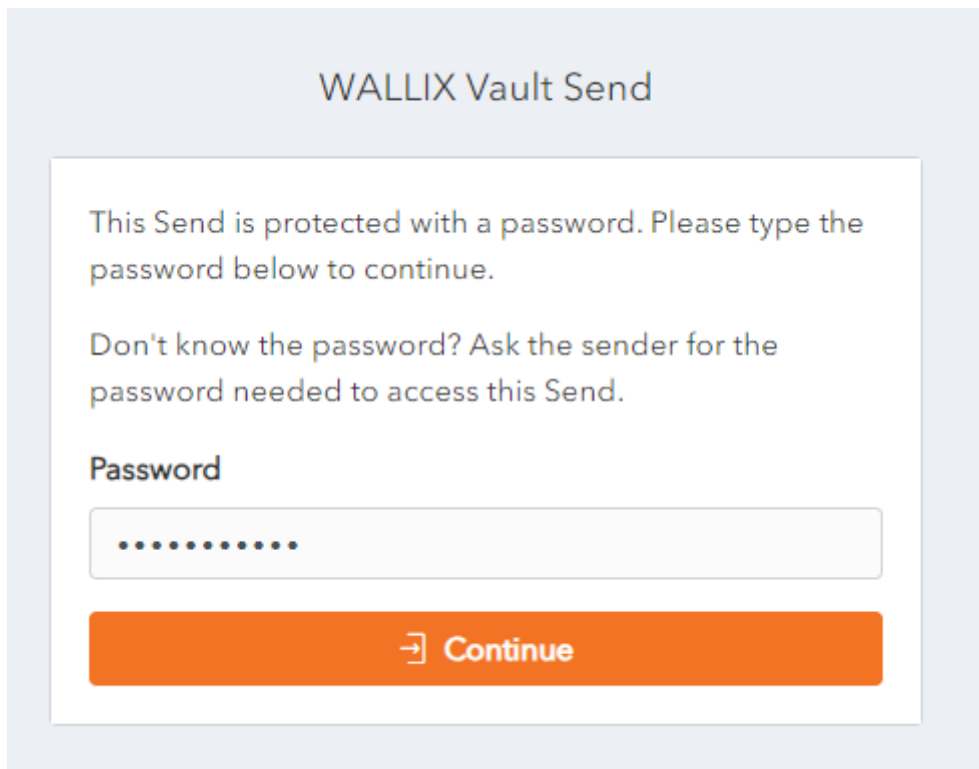
To **Change the Password** used to protect the Send, **overwrite** the Password in the Password Field with a **New Password**. Click **Save**. The Password is changed.

To **Remove Password Protection from the Send**, **delete** the password from the Password Field. Click **Save**. The Password Protection is removed.

Access a Password Protected Send

If the Send is **password protected**, enter the Password provided by the **Send Owner**.

Click **Continue**.

The image shows a light blue rectangular frame containing a white box. At the top of the white box, the text 'WALLIX Vault Send' is centered. Below this, there is a paragraph: 'This Send is protected with a password. Please type the password below to continue.' This is followed by another paragraph: 'Don't know the password? Ask the sender for the password needed to access this Send.' Below the paragraphs is a label 'Password' followed by a text input field with ten dots. At the bottom of the white box is an orange button with a right-pointing arrow icon and the text 'Continue'.

The Send is **displayed**.

Hide Text

The Text in a Send can be **hidden**, in order to **protect the privacy** of the text. When a member accesses it, they will need to unhide the text in order to view it.

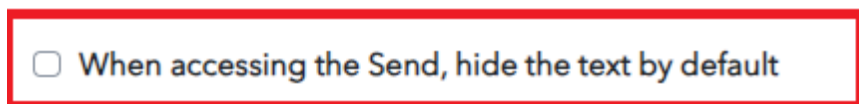
Hide Text in Send

When **creating** or **editing** a Send, click on the **Options** link.

A list of **Send Options** displays.

Check the checkbox **When accessing the Send, hide the text by default**. Click **Save** to save changes.

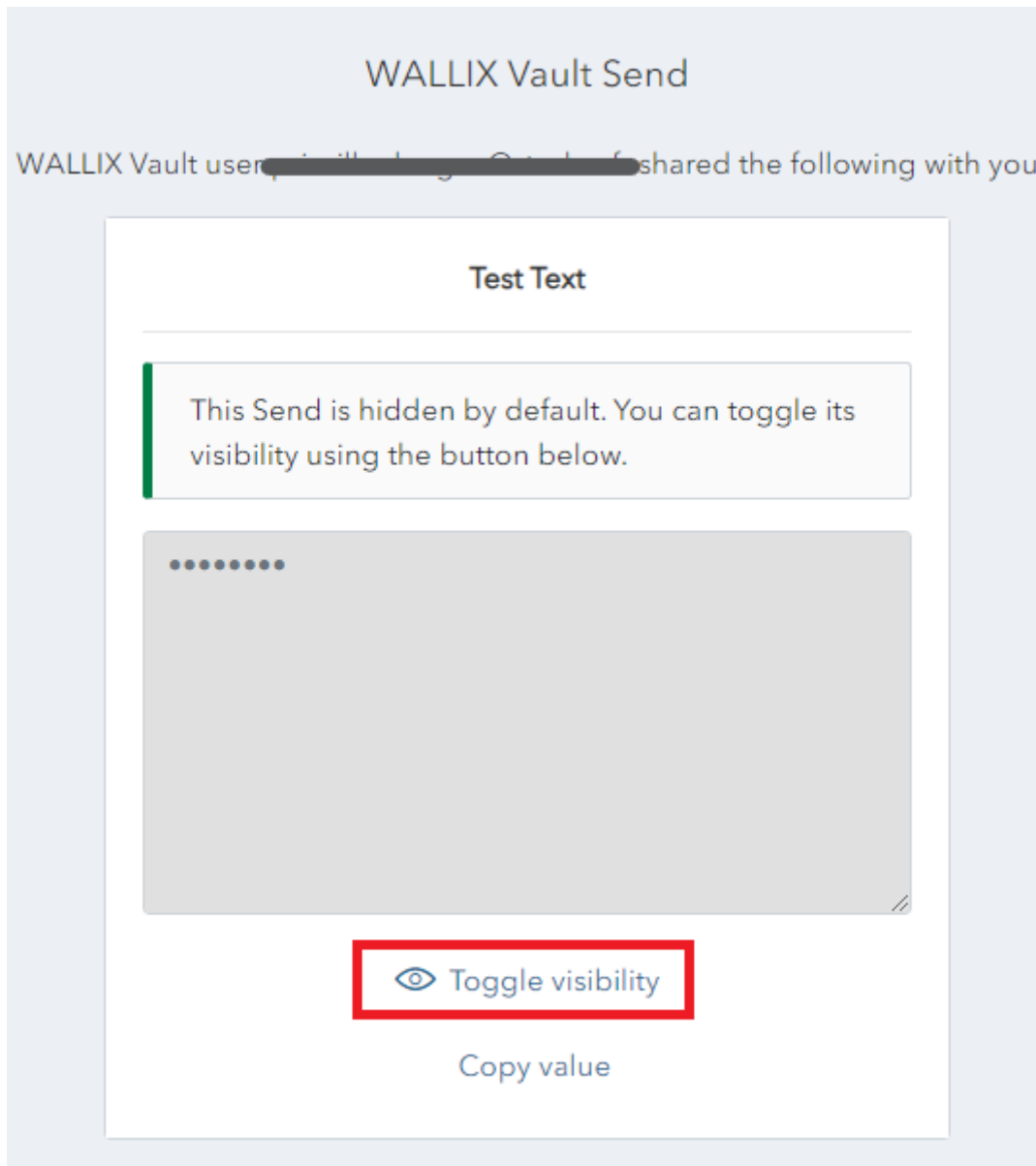
This field is **optional**.

The image shows a single checkbox option within a red rectangular border. The checkbox is unchecked, and the text next to it is 'When accessing the Send, hide the text by default'.

View Hidden Text in Sends

If the text is set to **Hidden** (by the Send owner), it is **not displayed** when the Send is opened.

Click **Toggle visibility** to display the text.



The Text is **displayed**.

Hide Email

By **default** the **Sender Email** address of a Send is **displayed** to recipients. This can be **hidden** if required.

Hide Email in Send

When **creating** or **editing** a Send, click on the **Options** link.

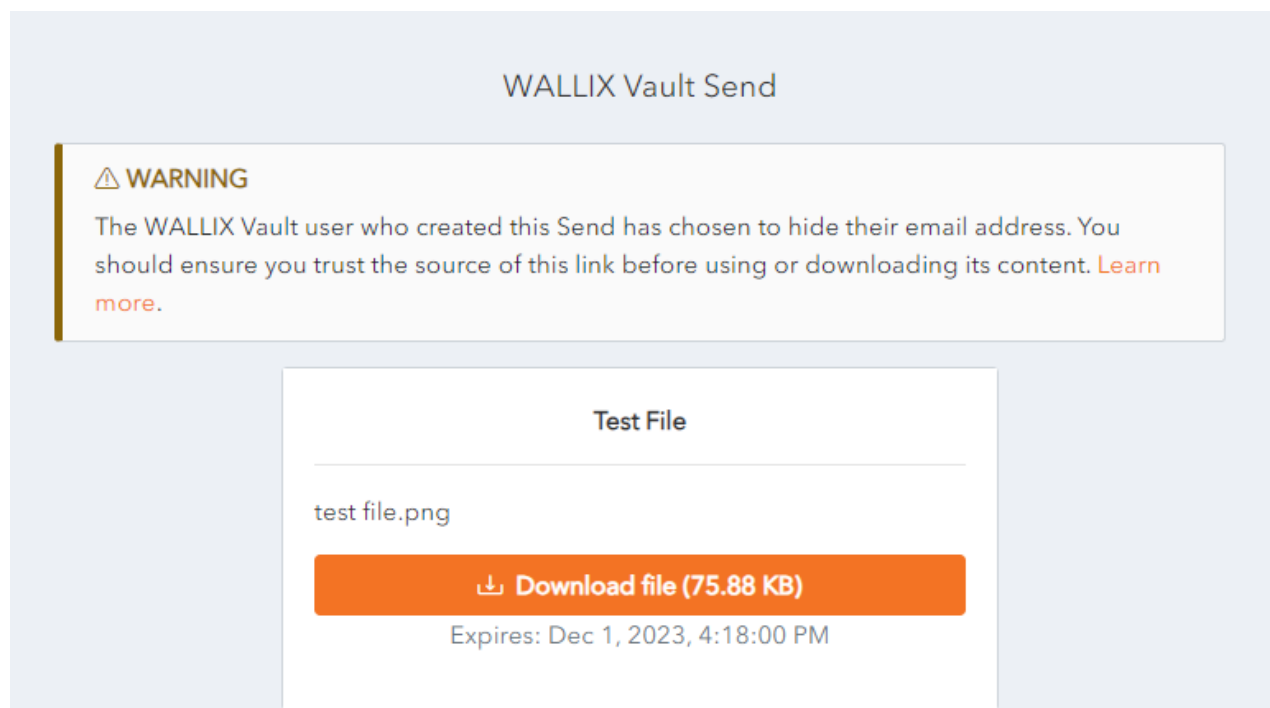
A list of **Send Options** displays.

Check the checkbox beside **Hide my email address from recipients**.

☒ Hide my email address from recipients.

Click **Save** to save this option.

When a **member accesses this Send**, the sender's **email** address is **hidden**. The following **message** is displayed.



Other Send Options

When **creating a Send**, there are a number of **options** that are **hidden** by **default**. Click the **Options** Link to **unhide** the Send Options:

Copy Send Link to Clipboard

Check the checkbox **Copy the link to share this Send to my clipboard upon save**.

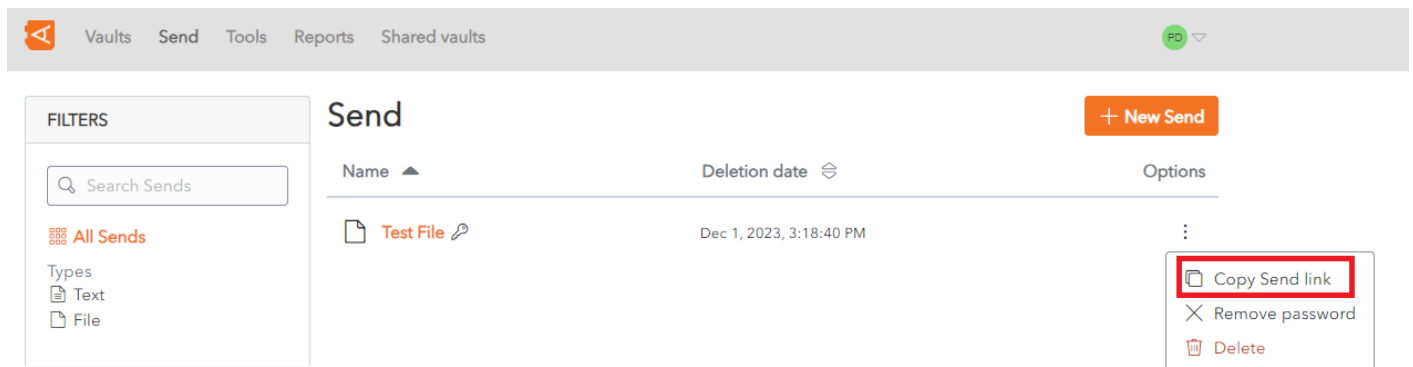
This field is **optional**.

Share

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

If you check this box, the link will be copied to your clipboard to facilitate providing it to person you wish to **Grant Access** to the Send.

The **Copy Send Link** can also be used to Copy the Send Link **to** the **clipboard**.



Add Private Notes

From the Send Screen, click on the Options Link.

In the **Notes** field, enter any **privates notes** you wish to make about the send.

Notes



Private notes about this Send.

These notes are not sent with the Send.

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.

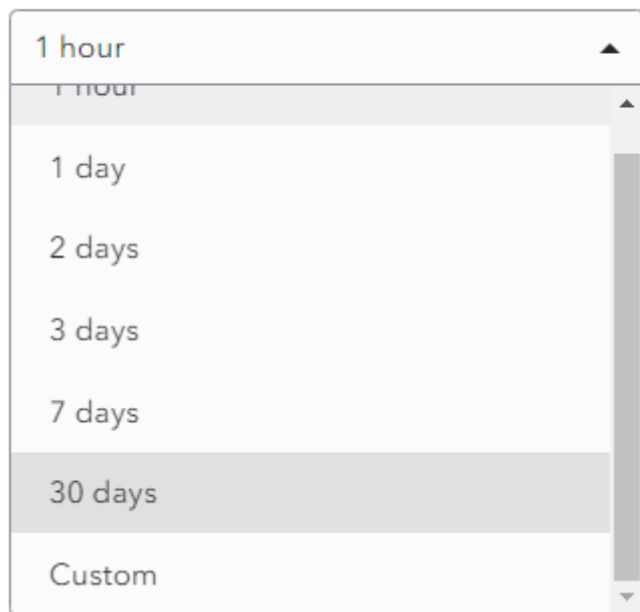
☐ Deactivate this Send so that no one can access it.

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

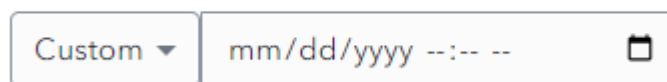
7 days

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 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.



Delete Send

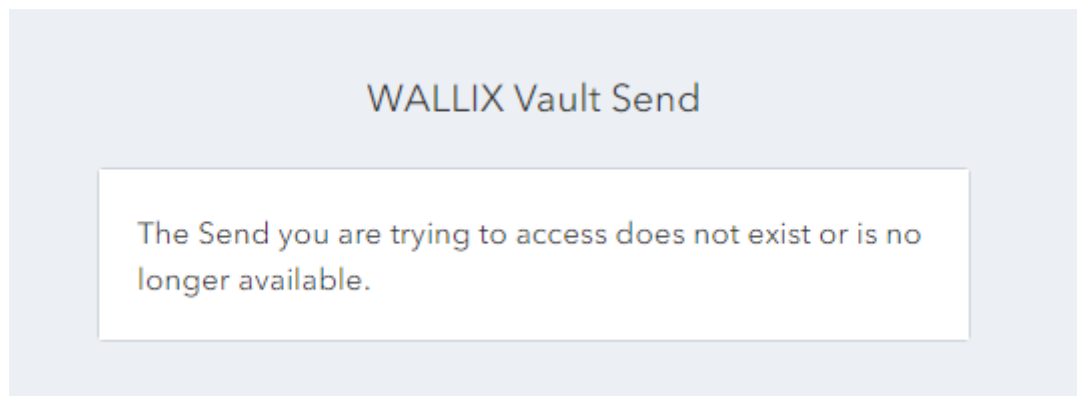
Are you sure you want to delete this Send?

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

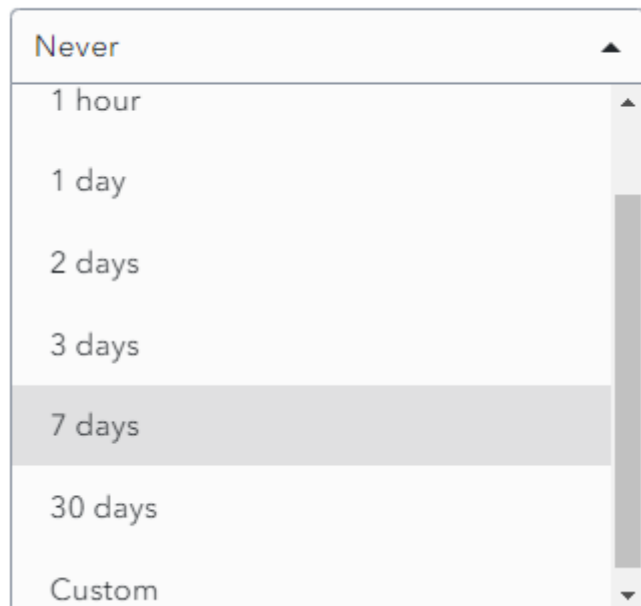
A Send can be set to expire **a fixed period of time** after creation **or** on a **specific date**.

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 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". There are upward and downward arrow icons at the top and bottom of the list respectively.

Never

1 hour

1 day

2 days

3 days

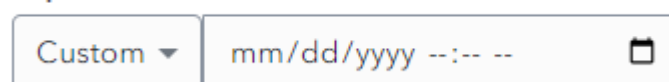
7 days

30 days

Custom

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

Expiration date

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

Custom ▾

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

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.

Edit Send

From the **Send List**, click on a **Send** to open it the **Edit Screen**.

Modify the Send.

All fields can be modified **except** the **Send Contents** (File or Text being sent).

Edit Send

×

Name (required)

Test File

A friendly name to describe this Send.

File

test file.png (75.88 KB)

Share

Send link

https://[REDACTED]/#/send/2c0ae5d9-063f-4201-8dfa-9a2c52fddb47/MjË

☐

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

>

Options

Save


Cancel

🗑

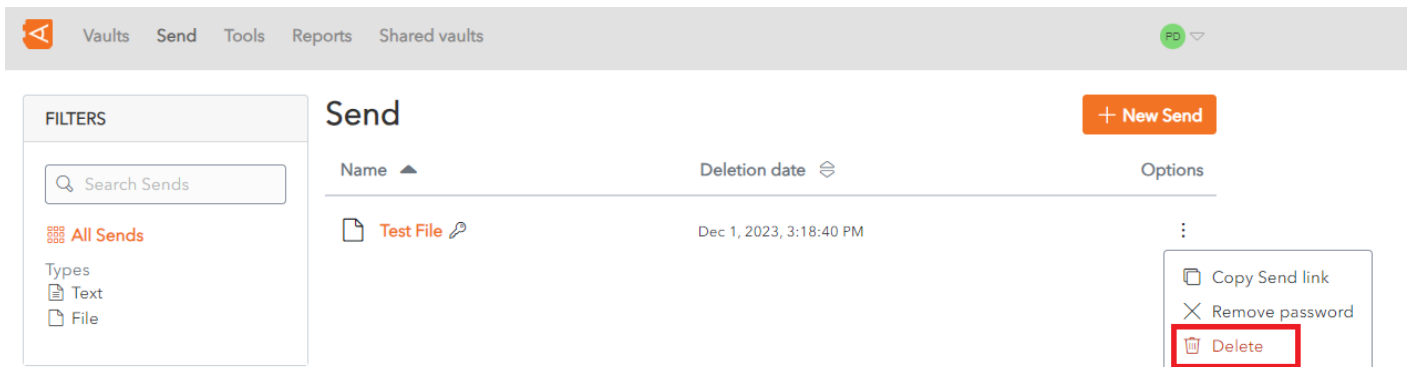
Click **Save** to save changes.

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

Delete a Send

A Send can be **deleted manually** at any time from the Create Send or Edit Send Screen, by clicking on the  Delete button.

It can **also** be deleted from the **Context menu** of the Send.



The **Automatic Deletion** of Sends is set in the Options menu of the Send Screen. This is set at **Send Creation** or can be modified from the **Edit Screen**.

Send Encryption Process

All Sends are **automatically end-to-end encrypted**, which means that WALLIX Enterprise Vault **encrypts** the data in the Send Link and the client-browser uses the encryption key to **decrypt** the data once received.

Send Link Anatomy

The Send Link is comprised of 3 **elements**:

`https://<WALLIX Vault URL>/#/send/<send_id>/<encryption_key>`

1. **Secure HTTP Protocol:** `https://`
2. **Vault URL:** `<WALLIX Vault URL>`
3. **URL Fragment:** `/#/send/<send_id>/<encryption_key>` which contains the `<send_id>` and the `<encryption_key>`

Send Encryption

Here is how it works:

- When a Send is created a **128-bit secret key** is **generated** for that Send.
- A **512-bit encryption key** is **derived** from the 128-bit secret key.
- The Send is **AES-256 encrypted** using the derived 512-bit encryption. **Data** (plain text or file) and the **Metadata** (Name, Filename, Notes, etc.) are **included** in the encryption.
- The Encrypted Send is **uploaded** to **WALLIX Servers**. The **Send ID** (used to identify the Send for decryption) is **included** in upload. The **Encryption Key** is **not included** in the upload.

Send Decryption

Here is how it works:

- When a Send Link is accessed, the Web Browser requests the **Send Access Page** from WALLIX Servers.
- The Send Access Page is **returned** from WALLIX Servers as a **Web Vault Client**.
- The **URL Fragment** (containing **Send ID** and **Encryption Key**) is **parsed locally** by the Web Vault Client.

- Using the parsed **Send ID**, the **Data** is **requested** from WALLIX Servers by the Web Vault Client.
- The **Encryption Key** is **never** included in **Network Requests**.
- The **Encrypted Send** is **returned** from WALLIX Servers to the Web Vault Client.
- Using the **Encryption Key**, the Encrypted Send is **Decrypted locally** by the Web Vault Client.

Send Security

In order to **improve Send Security**, **two additional steps** can also be taken when transmitting a Send. These steps are **optional**.

1. Use Password Authentication

- When creating a Send, **set** a **Password**.
- Provide the **Password** to the Recipient via a **separate channel**.
- When the Recipient clicks the Send Link, they are obliged to successfully enter this password before accessing the Send.
- The Encrypted Send is then accessed and decrypted.

The Password is not included in Send Encryption or Decryption. It is only used for Authentication before the Encrypted Send can be accessed and decrypted.

2. Provide Encryption Key Separately

- Provide the Send Link **without** the Encryption key.
- Provide the **Encryption Key** via a **separate channel**.
- The URL should be **reassembled** to **include** the **Encryption Key**, as per the **Send Link Anatomy**.

The fully **Reassembled Send Link** is **Required** to **Access** the **Send**.