Send data

Share sensitive data with someone who does not have Entreprise 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.



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**.

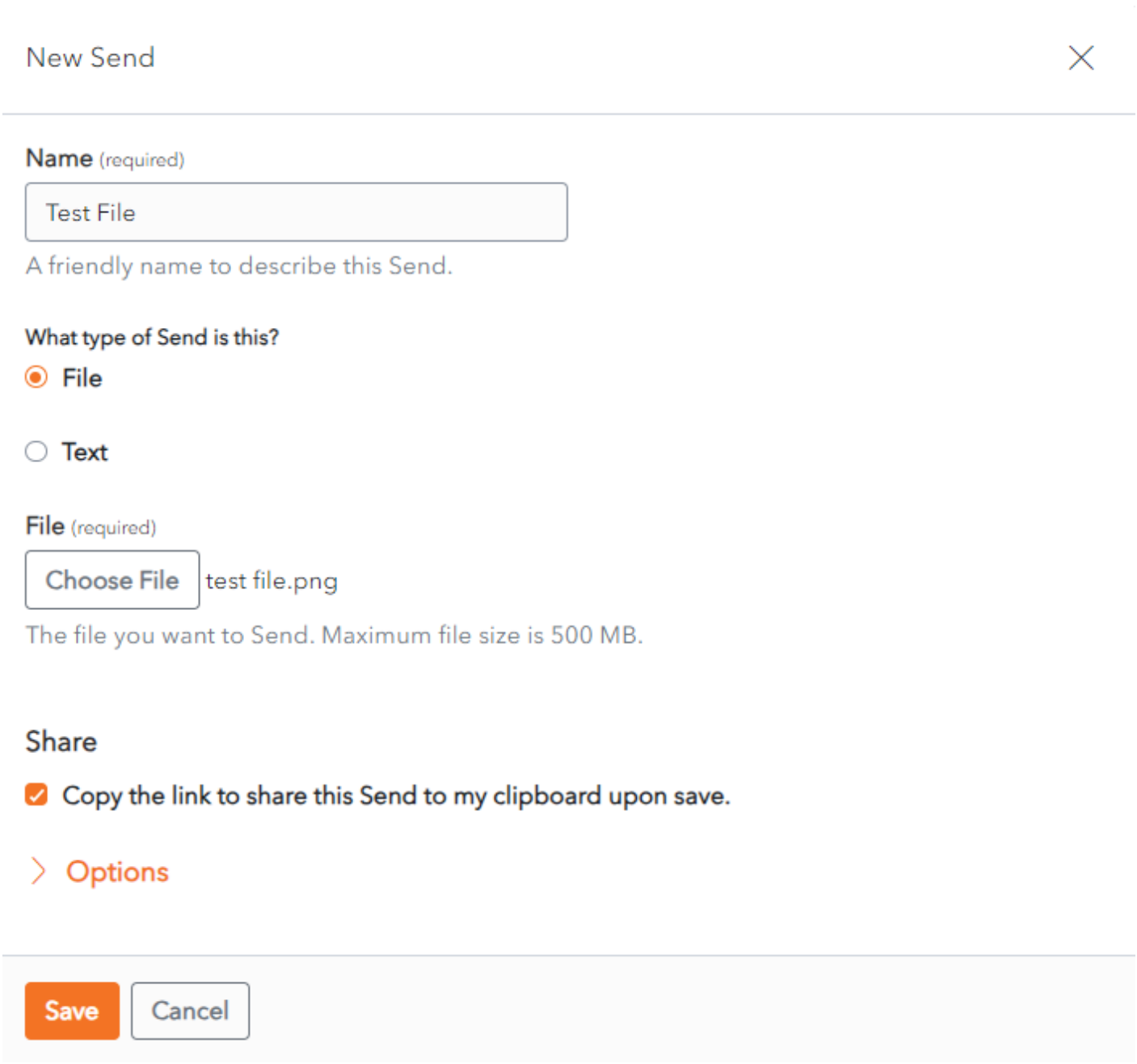
Create a File Send

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 1**00MB**.



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.



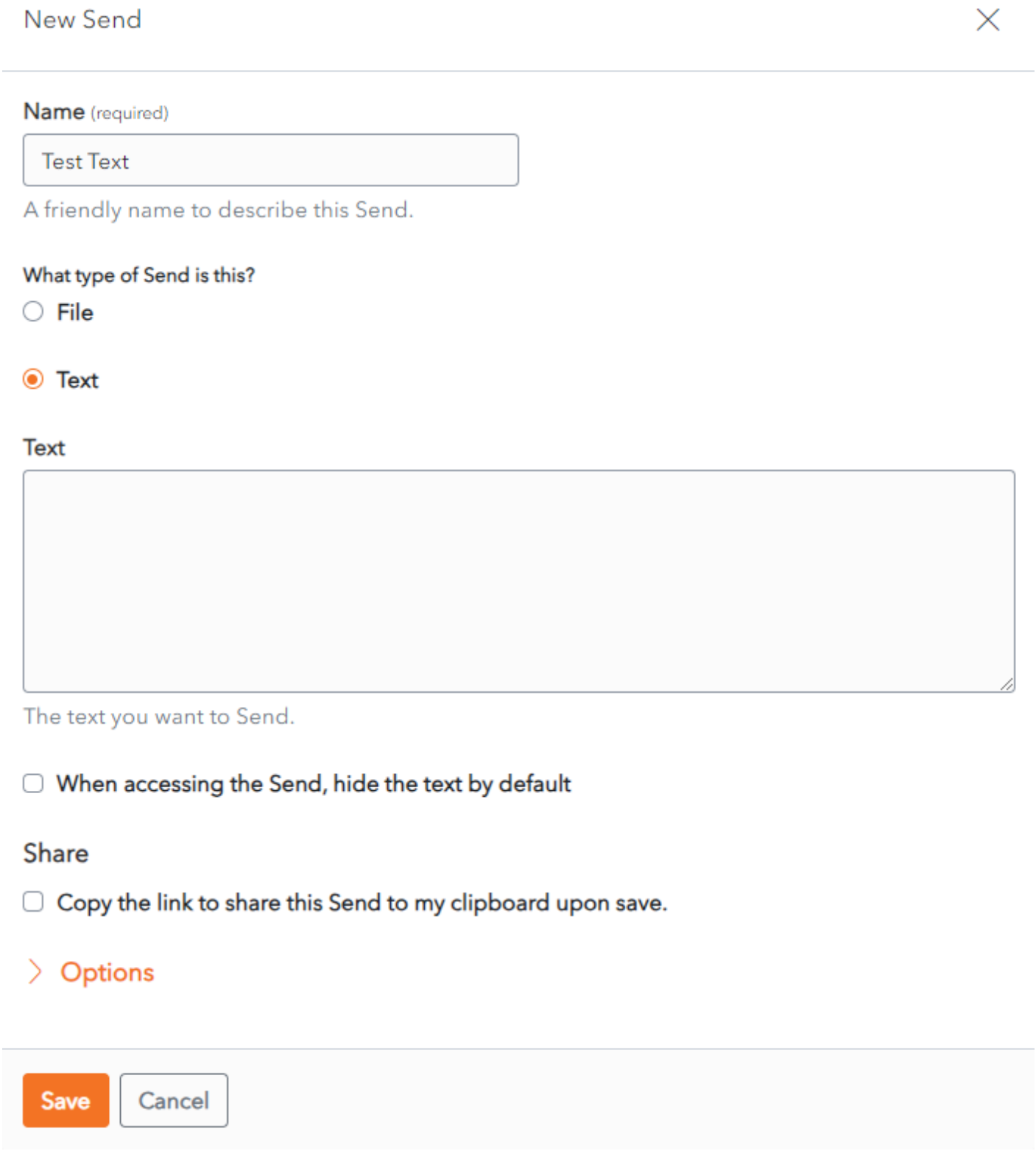
Create a Text Send

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.



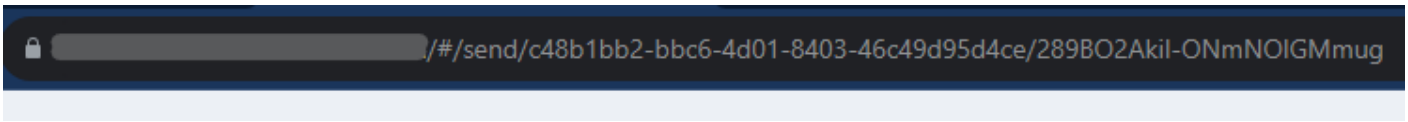
Click **Save** to Save the send. The **Send List Screen** displays with the new send in the list.

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


Vaults
Send
Tools
Reports
Shared vaults
PD
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.



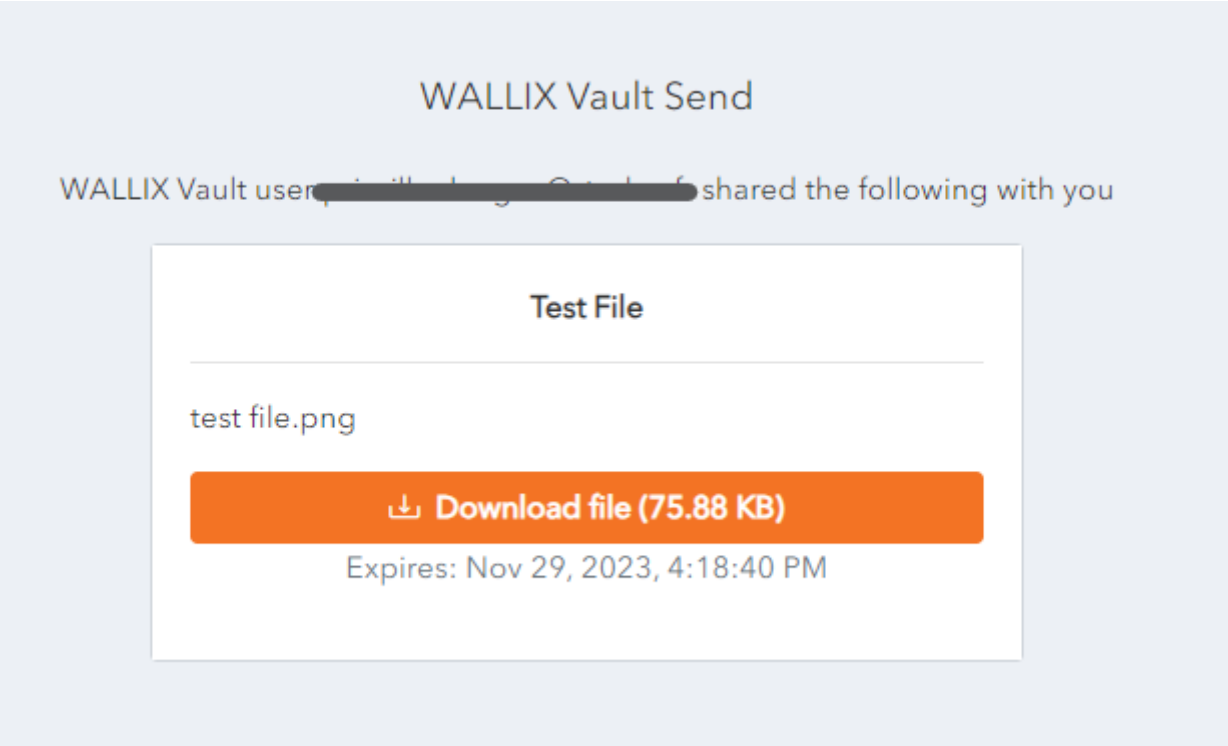
> **If** the Send is **Password Protected**, enter the Password provided by the Send owner to access the Send.

The **Send** is displayed.

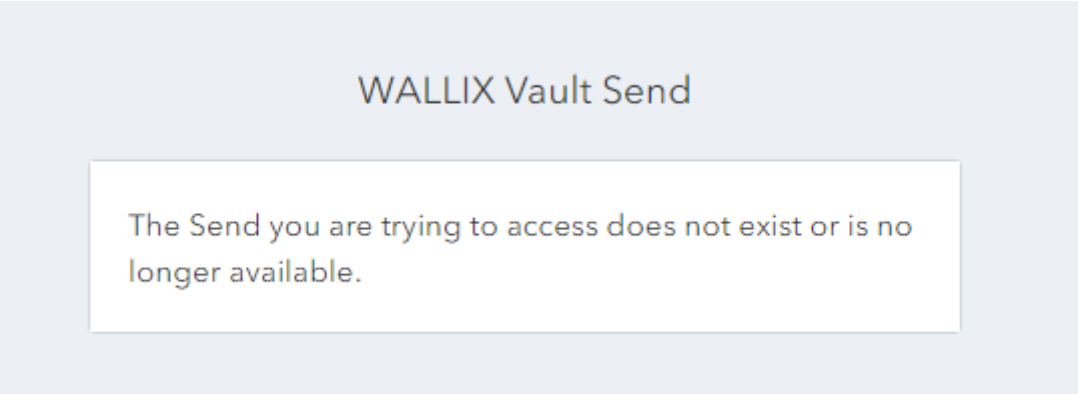
Send a File

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.



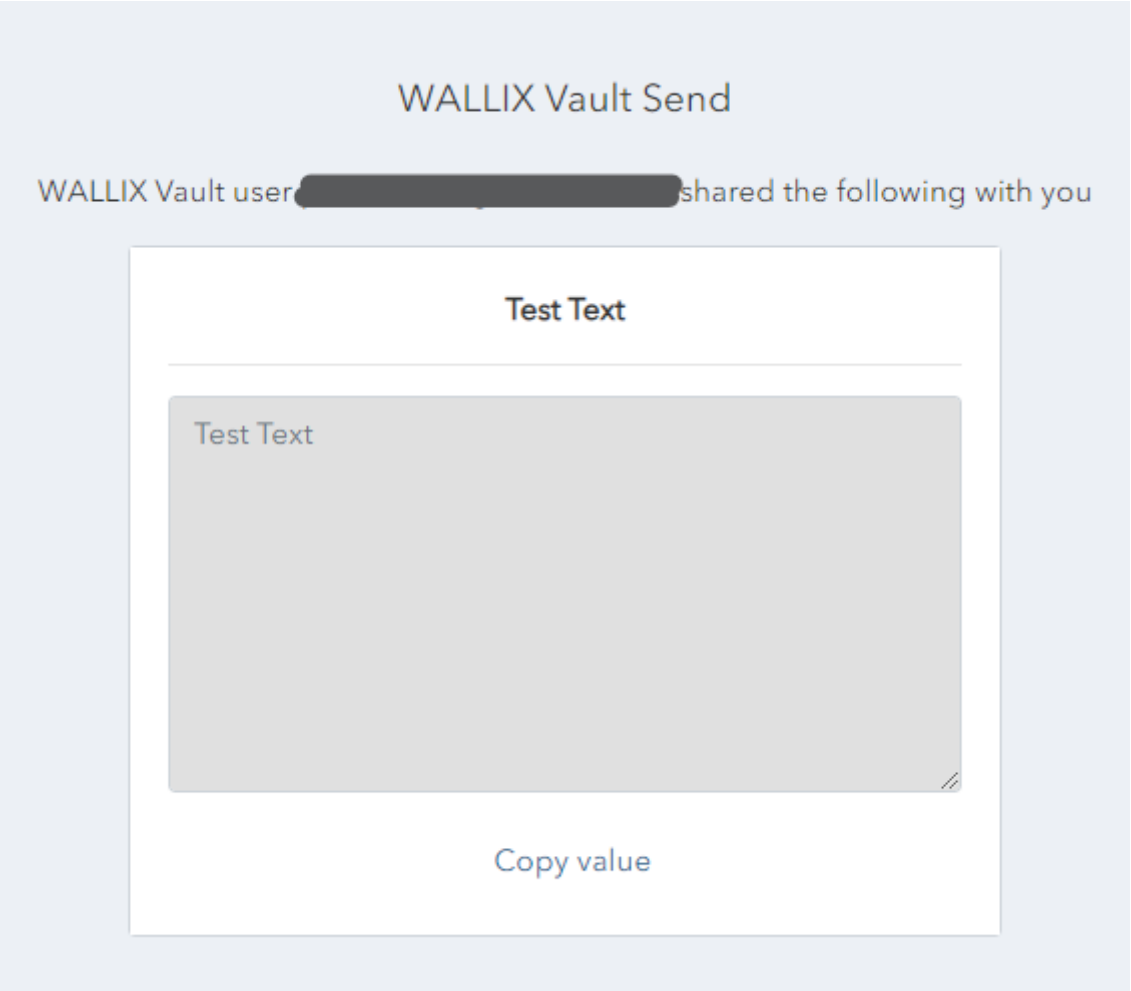
> *If the Send has an **Expiration Date**, the link is no longer available after the Expiration Date. The following message is displayed.*



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.



> 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 P**assword** 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

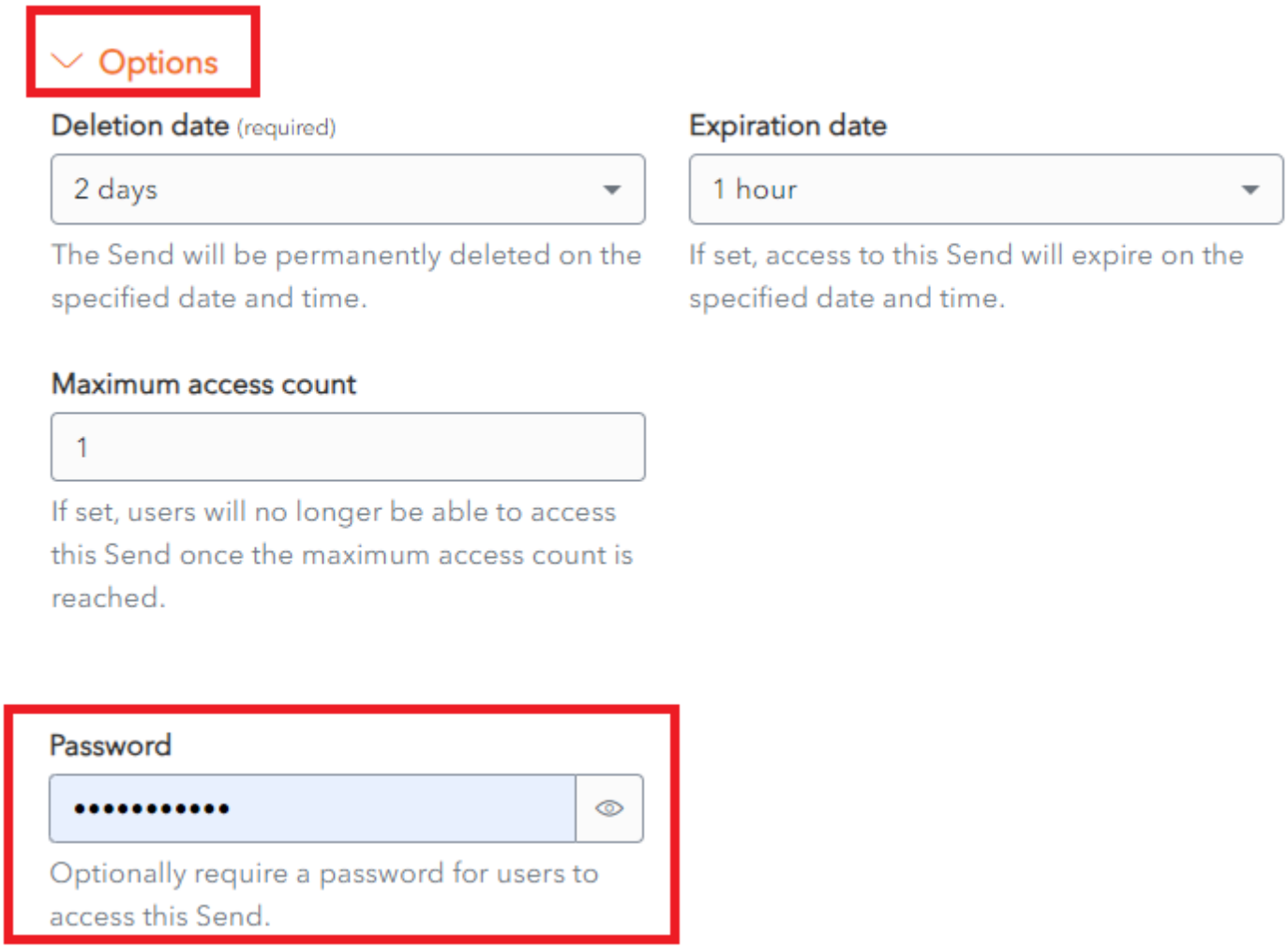
When **creating** or **editing** a Send, click on the Options link.

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**.



Change or Delete a Send Password

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

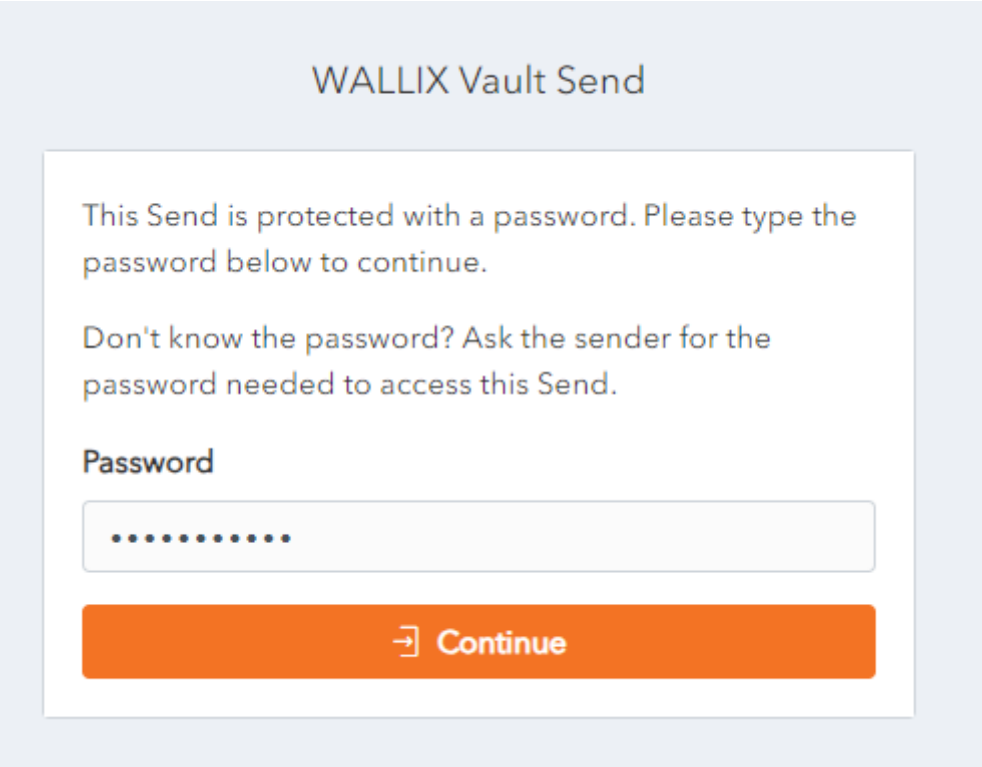
To **Change the Password** used to protect the Send, **overwrite** the Password in the Password Field with a **New Password**. Click **Save**. The Password is changed.

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 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.

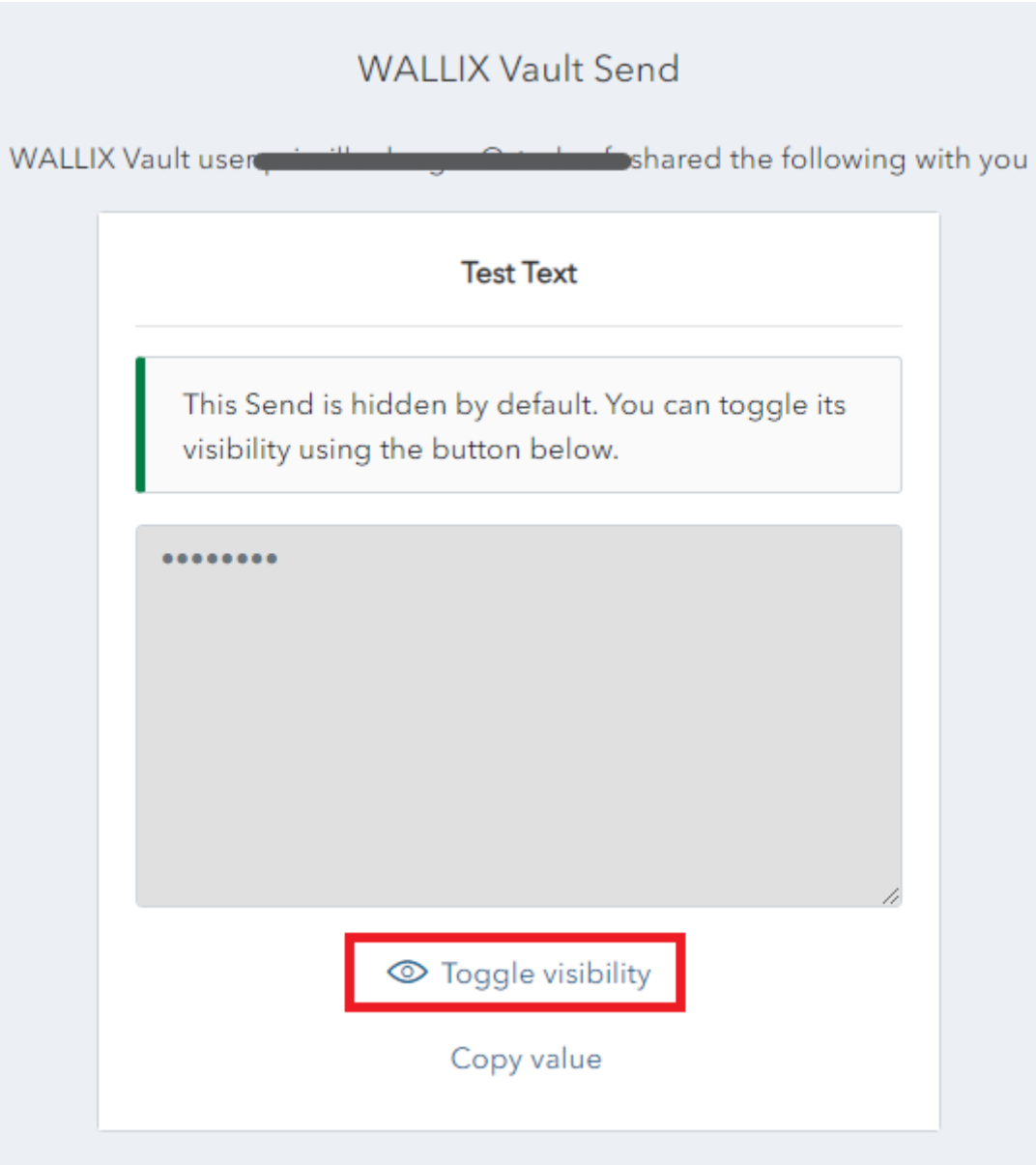
This field is **optional**.



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

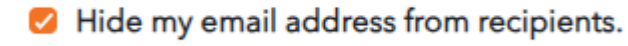
By **default** the **Sender Email** address of a Send is **displayed** to recipients. This can be **hidden** if required.

Hide Email in Send

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

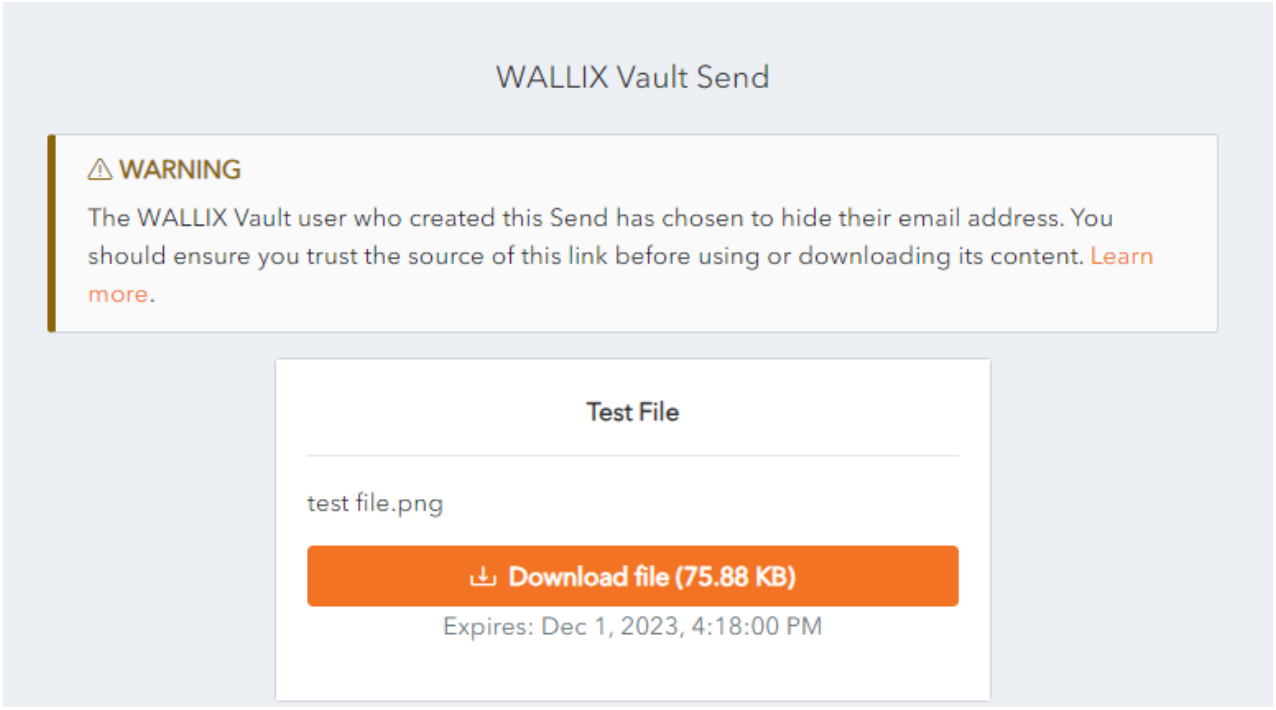
A list of **Send Options** displays.

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



Click **Save** to save this option.

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



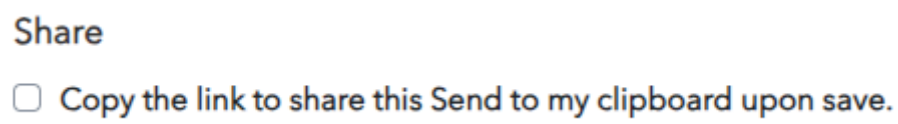
Other Send Options

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

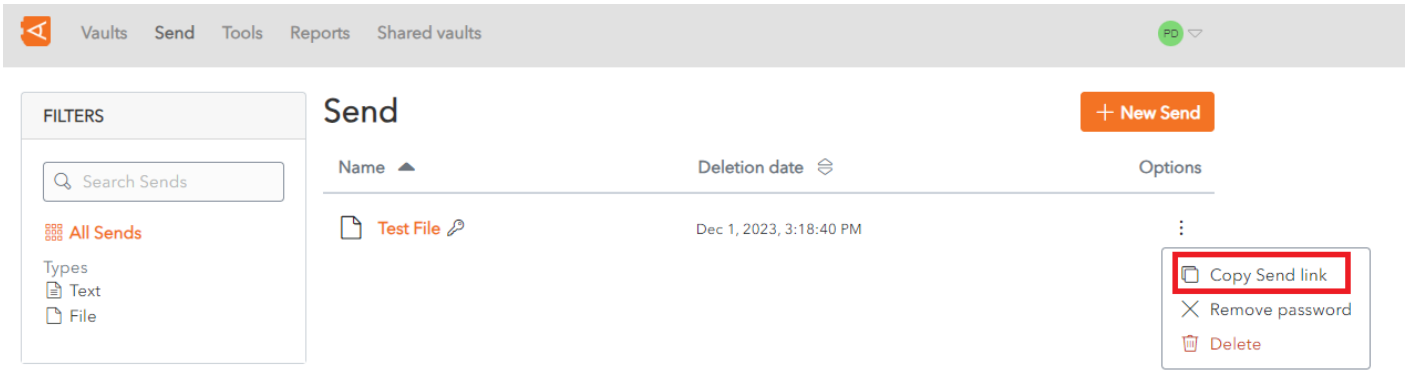
Check the checkbox **Copy the link to share this Send to my clipboard upon save**.

This field is **optional**.



> 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.

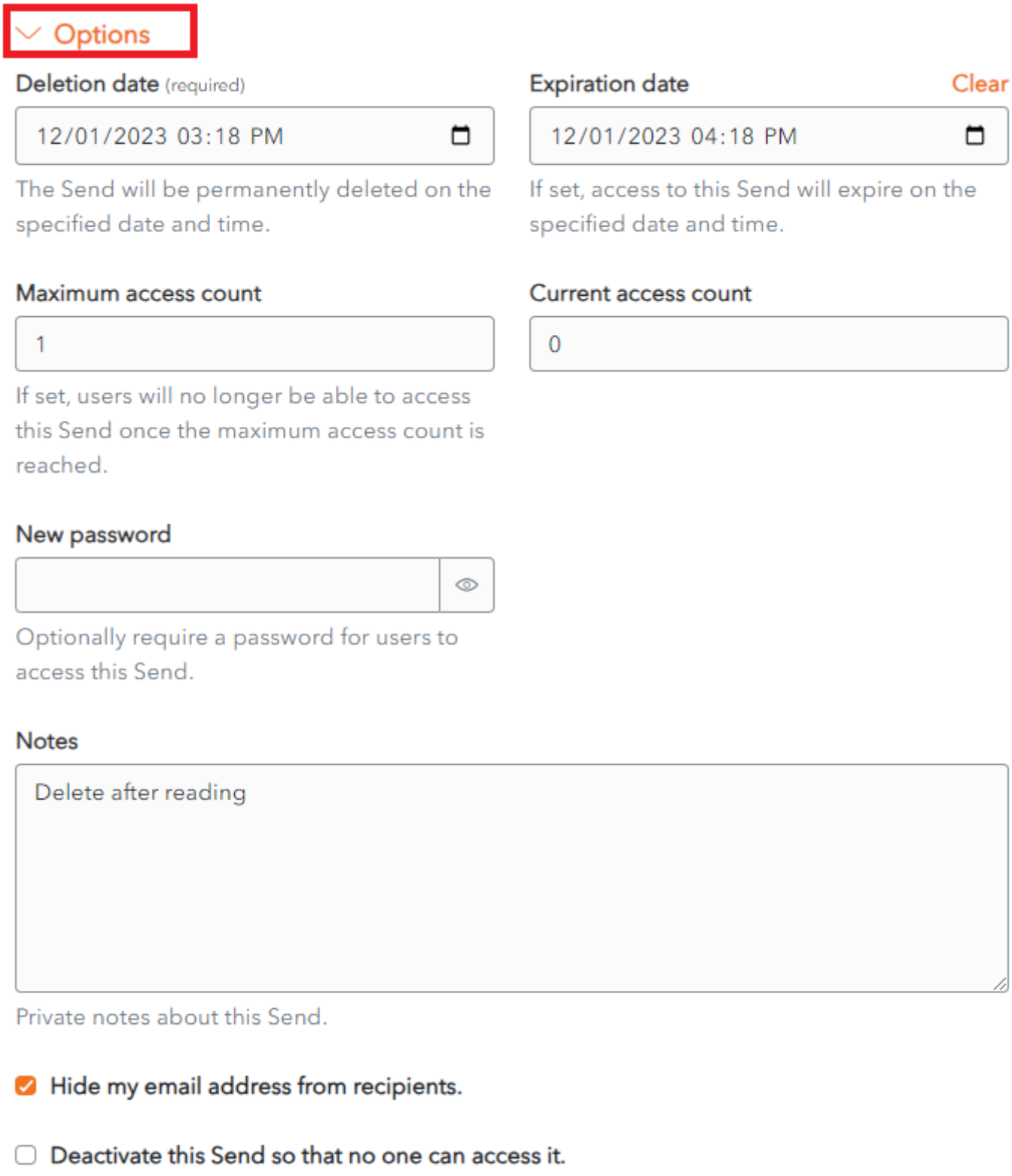
Send Lifespan

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.**

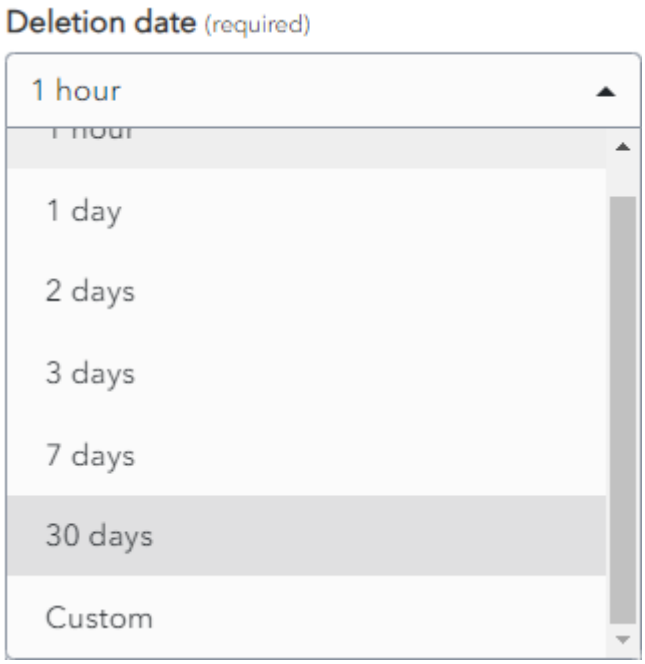
The Options are **displayed** for that send.



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**.



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



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**.

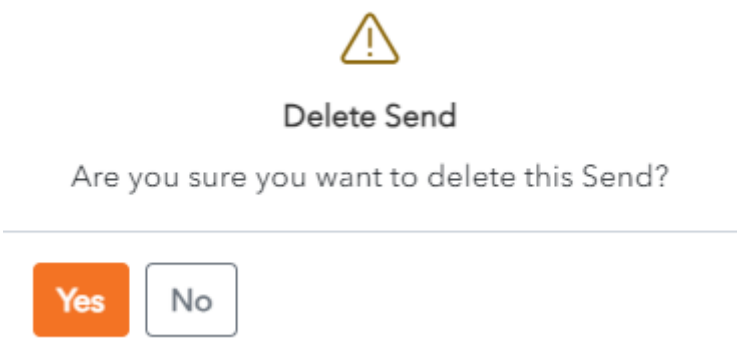


> Deleted Items are **not stored** in the **Trash**. They are permanently removed from the Vault.

Manual Deletion of Sends

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

The **Delete Send Confirmation Screen** appears.

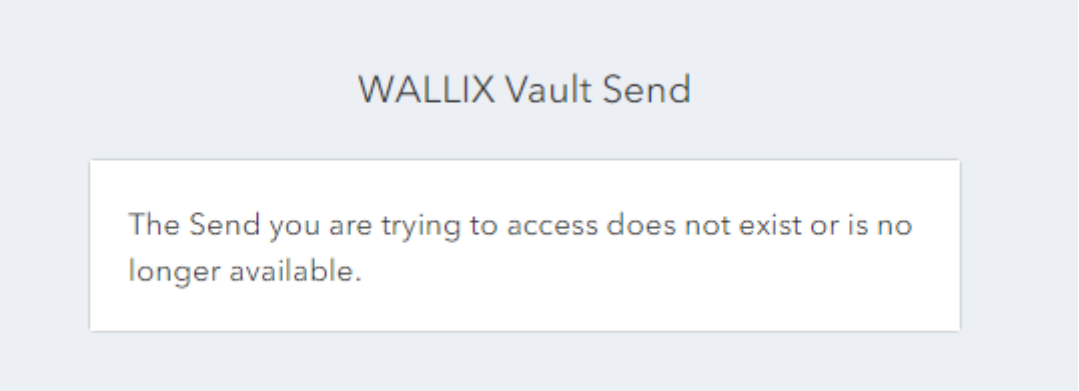


Click **Yes** to delete the Send.

Click **No** to cancel the operation.

Access Deleted Send

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



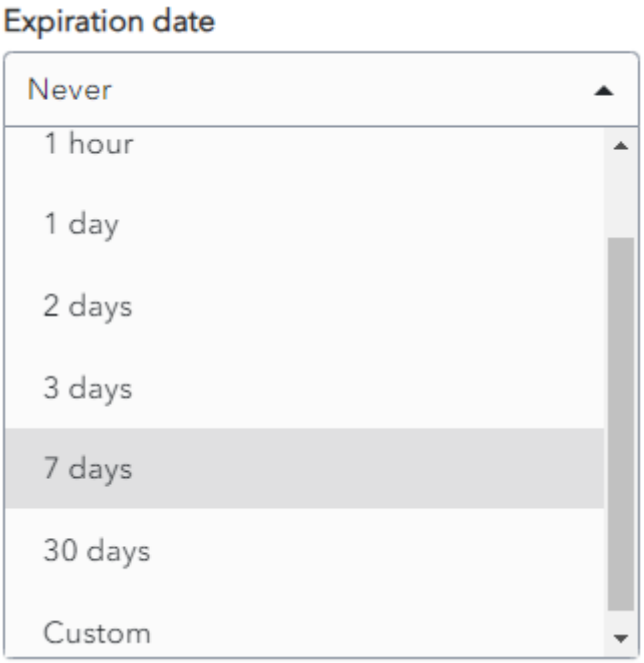
Expiration Date

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.



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

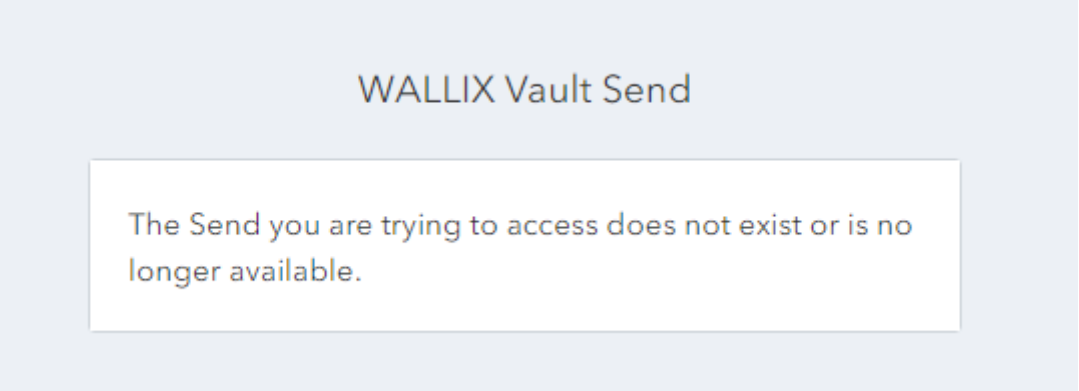


> By **default**, a Expiraton Date is set at **Never**. Unless you specify an Expiration Date, your Send will never expire.

> **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.

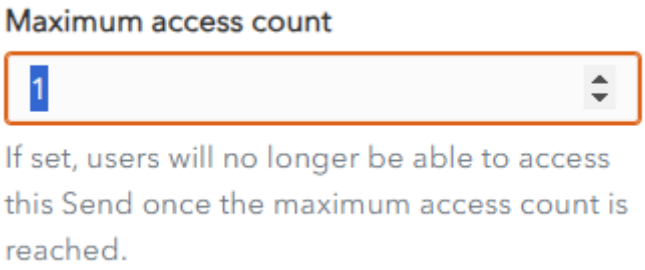


Maximum Access Count

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**.



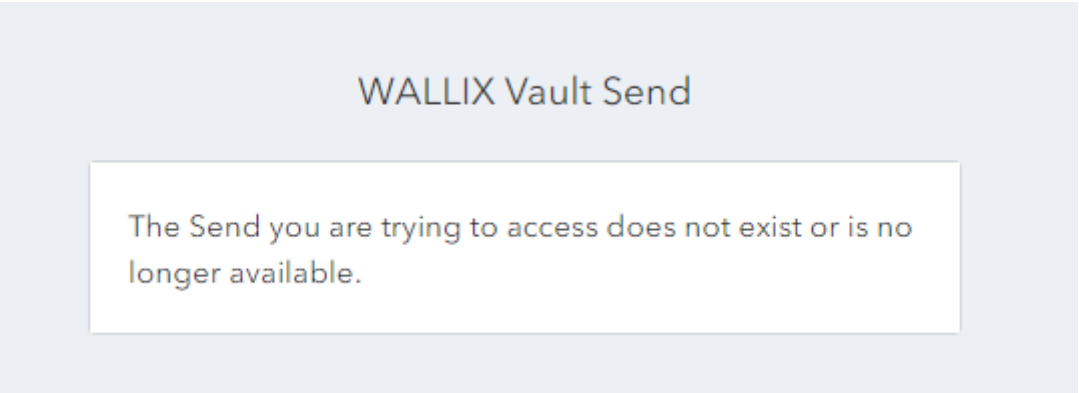
> By **default**, it is **blank**, which means the Send can be **accessed** an **unlimited** number of times before it is deleted.

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.



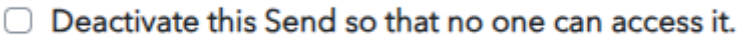
Deactivate Send

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.**



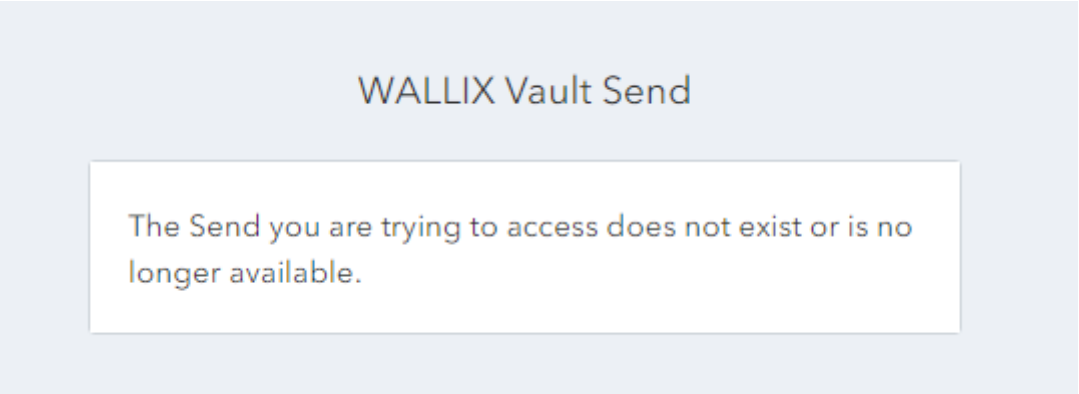
> **Deactivated Sends** are still **available** to the **Sender until** they are **deleted**.

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.

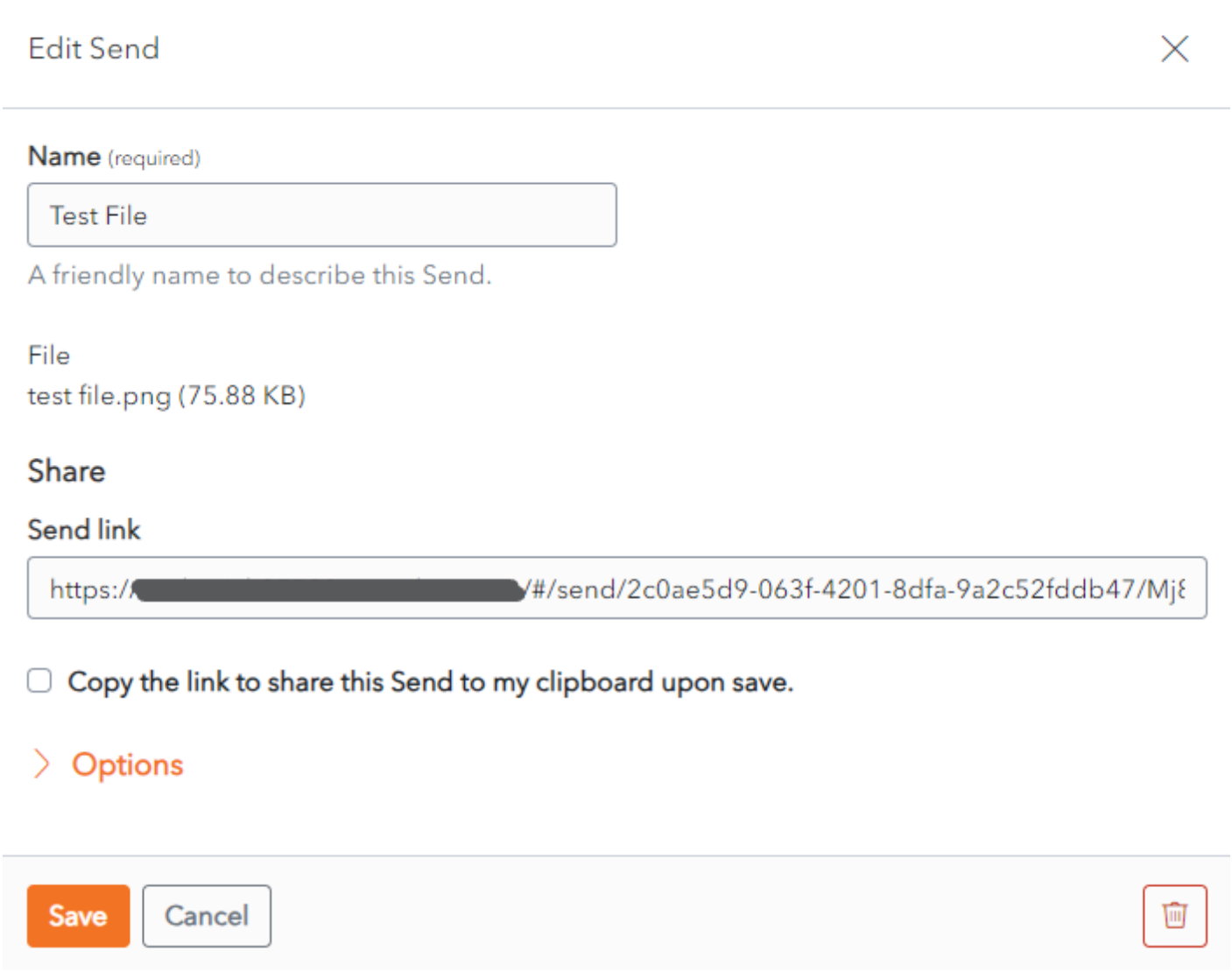


Edit Send

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).



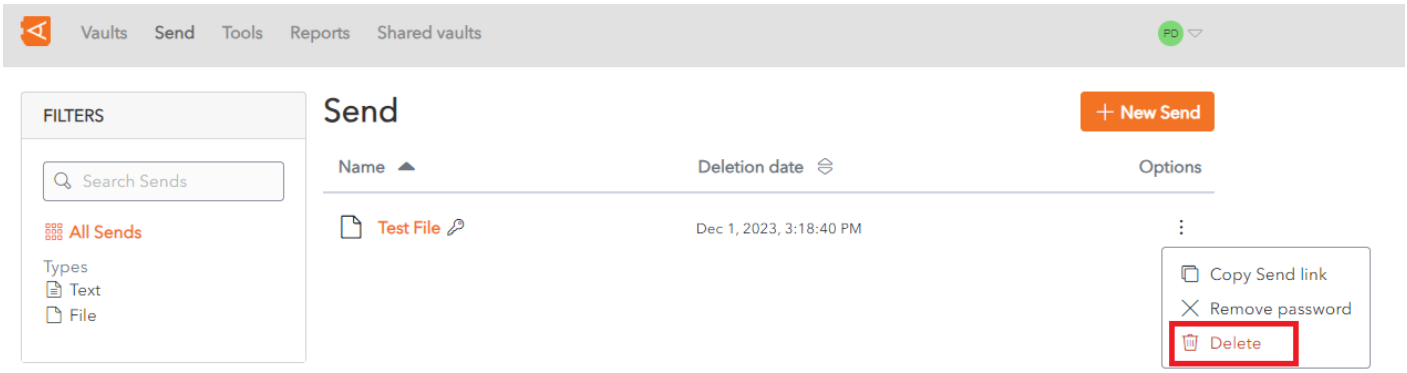
Click **Save** to save changes.

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, Filenme, 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**.