

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.

Maximum access count

1

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

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**.

Expiration date

Clear

12/01/2023 04:18 PM

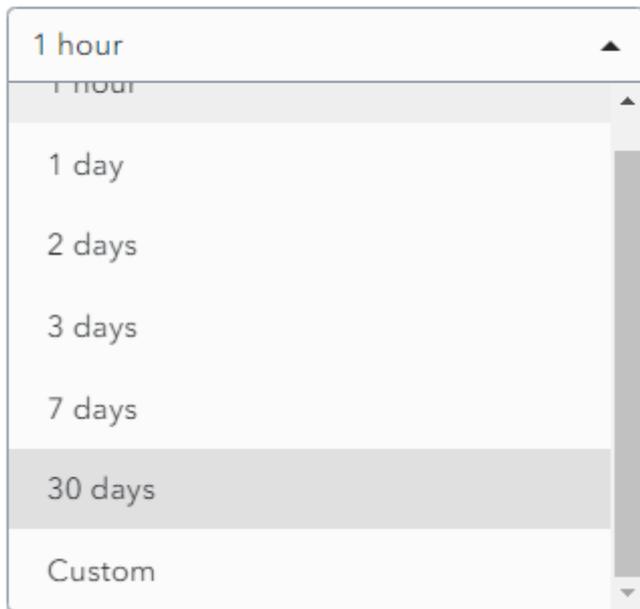


If set, access to this Send will expire on the specified date and time.

Current access count

0

Deletion date (required)



A dropdown menu for selecting a deletion date. The menu is open, showing options: 1 hour, 1 day, 2 days, 3 days, 7 days, 30 days (highlighted), and Custom. The menu has a scroll bar on the right and up/down arrows at the top and bottom.

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 'Custom' selected, followed by a text input field containing the placeholder 'mm/dd/yyyy --:-- --' and a calendar icon on the right.

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?

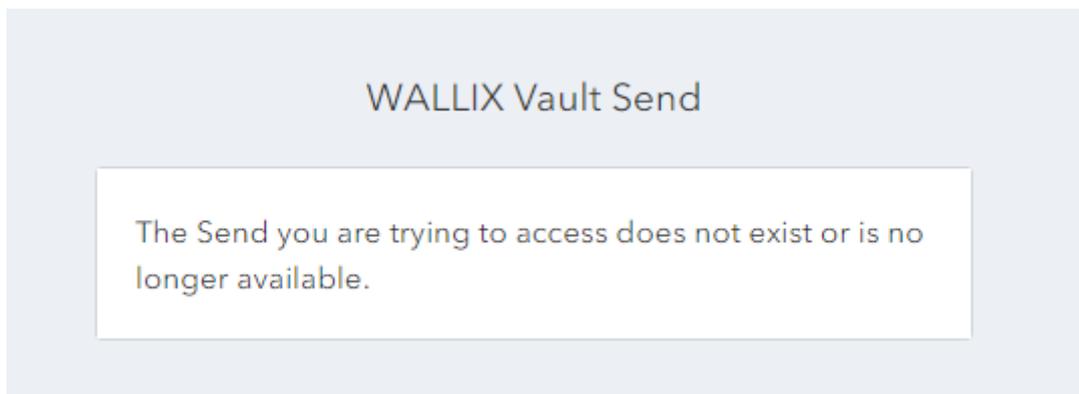


Click **Yes** to delete the Send.

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

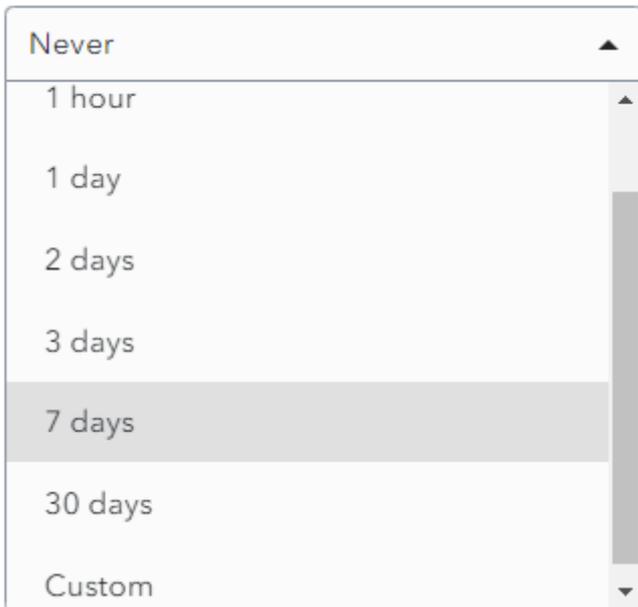
A Send can be set to expire a **fixed period of time** after creation **or** on a **specific date**.

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 the following options: Never, 1 hour, 1 day, 2 days, 3 days, 7 days (highlighted), 30 days, and Custom. The menu has a scroll bar on the right side.

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

Expiration date



A form field for "Expiration date" with a dropdown menu set to "Custom" and a date input field showing "mm/dd/yyyy --:-- --" with a 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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