

File security settings

This page contains features that constitute the security of your files.

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Expiry and release dates for shared files

You can share your files with anyone and then for the security reasons you can limit the time your shared files will be available (by setting the expiry time and date) or you can specify the time when your uploaded files will be available for download (by setting the release time and date).

Follow the steps below to share files with the expiry date:

1. Go to the Share files tab, specify the recipients and upload files.
2. Select your preferred share privacy: [public](#), [tracked](#) or [restricted](#) and click on the Optional settings icon which opens the window for setting additional share adjustments.
3. Check the Expiry date check box, pick the required date and time and click Apply date button.

The screenshot shows a dialog box titled "Optional Settings" with a close button (X) in the top right corner. Inside the dialog, there are several settings:

- ☒ Expiry date ⓘ: A date and time picker is open, showing "13 Sep 2023" and "00:00".
- ☐ Release date
- ☐ Security PIN
- ☐ PGP encryption
- ☐ Notify me on
- ☐ Recipient(s)

At the bottom of the dialog, there is a blue button labeled "Apply date".

4. Save your settings and share your files.

Your uploaded files will be sent with the link that expires on your specified time.

To share files with the release date follow the steps above (1-2), and specify the release date and time for your shared files the same way as described above. You can upload your files and send out the links any time, but download links are inactive until the chosen time.

PIN code file access

Users can create a unique PIN code for recipients to enter before accessing the shared files.

To share files with the Security PIN you need to check the corresponding check box in the Optional settings while sharing your files.

PIN code can be used only once. If the user forgot your shared PIN code, you need to share files again. To omit double sharing, save PIN code until the user receives your files.

The revoked files cannot be returned back. You can make these files available only by sharing them again.

1. Go to the Admin Panel tab and open the Service Settings sub-tab.

2. Go to the Security section and tick the check boxes with the share types that you would like to allow.

The screenshot shows the Quatrix 'Service Settings' page. On the left is a dark sidebar with an 'ADMIN PANEL' containing links to Account Details, Users, Groups, Contacts, Activity Log, Quarantine, Rejection List, SSO, Service Settings (highlighted), Billing, Invoices, Cards, Files & Sharing, and Automations. The main content area is titled 'Service Settings' and includes a search bar and an 'Upgrade' button. Below this is the 'Security' section with three toggle switches: 'Enable PGP' (checked), 'Force 2FA' (unchecked), and 'IP Restriction' (unchecked). The 'IP Restriction' section provides details on restricting IP addresses. At the bottom, the 'Permitted share types' section shows three checked options: 'Public', 'Tracked', and 'Restricted', each with a brief description of its functionality. 'Cancel' and 'Save' buttons are at the bottom right.

3. Save changes.

The control of files and folders inside Quatrix can be performed via project folder permissions. Learn more [here](#).

Notifications on download

If you use Quatrix to share files with your clients, you can be notified when your clients have downloaded files. To receive the download notification, check Notify me on download check box in the Optional settings while sharing files.

The screenshot shows a modal dialog titled 'Optional Settings' with a close button (X) in the top right. It contains a list of settings, each with a checkbox and an information icon (i): 'Expiry date', 'Release date', 'Security PIN', 'PGP encrypt files', 'Notify me on download' (highlighted with an orange border), and 'Recipient(s) can return files'. At the bottom right are 'Cancel' and 'Save' buttons.

As soon as your client receives your desired files, you will be emailed the download confirmation with details who, when and how many times downloaded your files.

This feature allows you to control if your shared file was downloaded and if your intended recipient downloaded it.

Quarantine files

Since we are responsible for the security of your data that you store or send with Quatrix, an Antivirus is enabled by default.

Once a file is uploaded, it is queued for the antivirus check. If a file is infected, it gets blocked for the download.

Quatrix Antivirus quarantines suspicious files to a special place called 'Infected files' located on the Administration tab.

Quarantine

Upgrade ⓘ AC ▾

Virus notifications

Virus Alert mails

List of emails to send antivirus detections

▾

Cancel

Save

Infected files

Protected

Any unsafe files weren't detected

If you are certain a quarantined file is not a threat, you can restore it.

In case a malware is detected, an email alert is sent to emails listed in the Virus Alert mails field. The virus name is also shown in the File Info.

Worth mentioning that Antivirus is free!