

Tracking Shares and Activity History

Quatrix provides an important feature of tracking your shares as well as your actions. This feature is built-in to the account and it doesn't require a paid upgrade.

The Tracking sub-tab allows you to monitor shares, quick links, file requests and returns. The Activity log tab enables you to keep track of all your actions performed in Quatrix, including SFTP actions.

Tracking Shares

You can track your shares, created quick links, file requests and returns on the Tracking sub-tab of the Share Files tab.

File Explorer

Share Files

Contacts

Activity Log

Share Files

Tracking

04 Sep 2023 ~ 11 Sep 2023

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Filter by subject

DATE	SUBJECT	SENDER	RECIPIENTS	STATUS	REVOKE
11 Sep 2023, 13:53	File sharing request	tara.webster@maytech.net	elisa.lam@maytech.net	Active	
11 Sep 2023, 13:52	Quick link	tara.webster@maytech.net		Active	
11 Sep 2023, 13:52	Feedback	tara.webster@maytech.net	alison.case@maytech.net	Active	
10 Sep 2023, 13:40	Guide to review	tara.webster@maytech.net	alison.case@maytech.net	Active	

The Tracking tab displays a list of shares in the table view for the last 7 days. You can change the time frame by clicking on the calendar icon. The table can be filtered by the subject of the share. To learn details about the share left-click on the share which opens the Share information dialog box (see the screenshot below).

It contains information about the type of the share, the share creation date, recipients, subject, release and expiry dates, status (active, expired or revoked) and the download link. If you click on the file name under the Files section, you can get details of the recipients with their IP addresses and the time when they downloaded files.

Share information

Details:

Type:

Public

Date:

11 Sep 2023, 13:40

Recipients:

alison.case@maytech.net

Subject:

Guide to review

Release date:

11 Sep 2023 13:40

Expiry date:

Never expire

Status:

Active

Download link:

https://case.quatrix.it/download/56ab7535-9039-4071-9941-f71ef0bdd817

Files:

NAME	SIZE	DOWNLOADS
Guide.png	99.64 KB	0

Revoke

Close

Revoking access to a share

You may revoke access to the shared files, quick links, file requests or returns by clicking on the Revoke share icon on the Tracking tab. You can revoke only one share at a time.

If your recipient has already downloaded your shared file from Quatrix, it will remain on the recipient's computer, even if you revoke the access to it later. The main purpose of revocation is to prevent a recipient from performing future file downloads.

It is not possible to undo the revocation of shares.

Tracking Activity History

The Activity log tab allows you to get visibility and insight into what actions you performed in the account. It displays your recent sharing activity in a one-week time frame (by default). You can choose any time frame for the display of your history. Besides file sharing actions, the list contains SFTP actions (e.g. file creation, deletion and transfer).

Quatrix

Activity Log

TW

File Explorer

Share Files

Contacts

Activity Log

06 Sep 2023 ~ 13 Sep 2023

DATE	EVENT	ACTION	PROTOCOL
12 Sep 2023 13:41:02	Login		WEB
11 Sep 2023 13:53:52	Files-Return	Created-Link	WEB
11 Sep 2023 13:52:38	Quicklink	Create	WEB
11 Sep 2023 13:52:38	File-Tag	Create	WEB
11 Sep 2023 13:52:17	Share	Create	WEB
11 Sep 2023 13:52:17	File-Tag	Create	WEB

To learn more details about the action, left-click on it which expands and provides further information.

Activity Log

TW

06 Sep 2023 ~ 13 Sep 2023

DATE	EVENT	ACTION	PROTOCOL
11 Sep 2023 13:52:17	Share	Create	WEB

pin: null

files: [...]

folder: [...]

notify: false

emailed: true

expires: 2023-09-26T22:00:00

subject: Feedback

response: [...]

activates: 2023-09-11T11:52:17

recipients: [...]

send_email: true

share_type: C

request_auth: true

return_files: false

x_request_id: 39a4f9c7-dc6b-9649-335a-41cb8b27ab91

pgp_encrypted: false

pin_protected: false

return_pgp_encrypted: false