

# Citrix ShareFile VDR

A simple virtual data room designed for your most complex deals.

Citrix ShareFile virtual data room is specifically designed to facilitate fast and effective collaboration for highly confidential processes. ShareFile VDR offers exclusive features that make it easy for everyone involved in the deal to access, review, edit and approve sensitive documents.

## Click trails

Administrators can view a timeline of every user's session. Track where and when the user navigated through the account and the amount of time spent on a section or specific document.

The screenshot displays the Citrix ShareFile interface. On the left is a navigation sidebar with options: Dashboard, Folders, Shared Folders, Favorites, File Box, Recycle Bin, Inbox, People, and Settings. The main content area is titled 'Folder Activity Log' for the folder 'Project Alpha 24587'. It includes filters for 'User' (All Users) and 'Date' (Last 1 week). Below the filters are 'Activity Types' with checkboxes for: Download/View, Upload, Delete Files/Folders, Edit, Move Files/Folders, Restore Files/Folders, Create URLs, Check In/Check Out, Create Folders, and Create Notes. At the bottom, there is a table titled 'Activity Log for "Project Alpha 24587"' with an 'Export to Excel' link.

Date	Item Name	Activity	User
3/25/22	/Project Alpha 24587/Project Plan 24587....	View	L. Kaminski
3/25/22	/Project Alpha 24587/Project Plan 24587....	View	L. Kaminski
3/25/22	/Project Alpha 24587/Invoice 192784.docx	View	L. Kaminski
3/24/22	/Project Alpha 24587/WorldWide Co Stat...	View	L. Kaminski
3/24/22	/Project Alpha 24587/WorldWide Co Stat...	View	L. Kaminski
3/24/22	/Project Alpha 24587/WorldWide Co Stat...	Upload	L. Kaminski
3/24/22	/Project Alpha 24587/Project Plan 24587....	Upload	L. Kaminski
3/24/22	/Project Alpha 24587/Invoice 192784.docx	Upload	L. Kaminski

## View-only access

Restrictions can be set for downloading or copying information from the file. Administrators can prevent users from downloading and distributing documents with account wide controls. Document views do not count toward your VDR bandwidth allotment. ShareFile VDR provides unlimited view-only access for as many users as needed. When users select a file, they can also set view permissions for the link such as how many times it is viewed, if it can be downloaded, or if the viewer needs to sign-in to see the contents.

Link options

Access options

Allow recipients to: ?

view online only

Who can access this link ?

Client and employee users (sign in required)

Always link to the latest version of the file ?

View access expires

after 30 days

Views per user

Unlimited

Notifications

Email me when files are accessed

Done Cancel

## Dynamic watermarking

Imprint unique information about the viewer on each document that is viewed or downloaded. Watermark references may include any of the following: email address, IP information, date stamp, time stamp, first name, last name, company name or specific words of your choosing like “Confidential”.

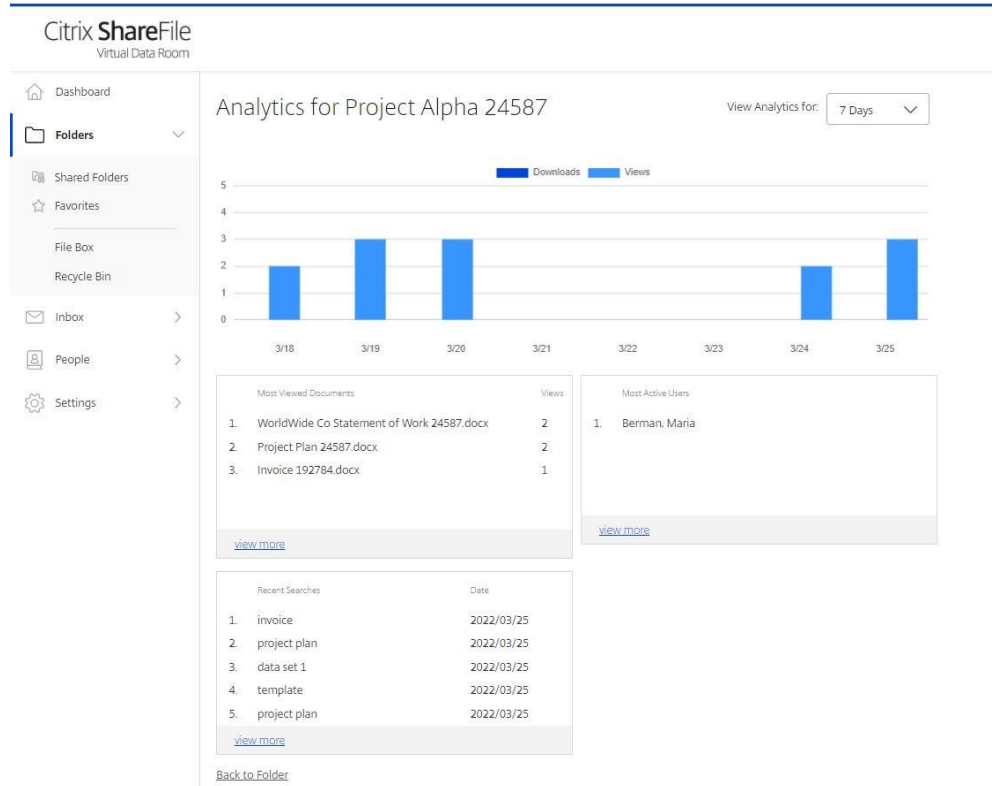
Because dynamic watermarks cannot be stripped from the document, they deter users from taking screenshots or pictures of documents to share, since the leaked information will be readily identifiable.

## Terms and conditions

Instead of transferring NDAs, privacy statements or other terms back and forth among your team, the terms and conditions feature on the ShareFile VDR login page allows you to require all users to agree to your specified terms and conditions before logging into the system.

## Advanced analytics and reporting

Track usage and activity throughout your VDR account. Our analytics section offers a snapshot of statistics on the most active users, most viewed documents, longest viewed documents and recent searches. The reporting section logs all the audit trails, access permissions, data transfers and messaging.



## Secure file collection

Provide a secure portal to upload files for any person you select, simply and intuitively. Create a URL to send to the client, who can then drop files into the web page. It is in turn saved back to the folder you specify. The entire process is seamless within your workflow, as seen in the image below.

Also connect to most FTP clients, allowing your clients to upload and download files to or from a secure location while using your regular FTP program when needed.

**Citrix ShareFile Virtual Data Room**

Help Apps Log Out

Dashboard

Folders

Shared Folders

Favorites

File Box

Recycle Bin

Inbox

People

Settings

Folders > Project Alpha 24587

Project Alpha 24587 More Options

Items in this Folder People on this Folder

Name	Size	Uploaded
Invoice 192784.docx	62 KB	3/24/22
Project Plan 24587.docx	684 KB	3/24/22
WorldWide Co Statement of Wor...	94 KB	3/24/22

Upload

Create Folder

Request Files

Create Note

Create URL

L Kaminski

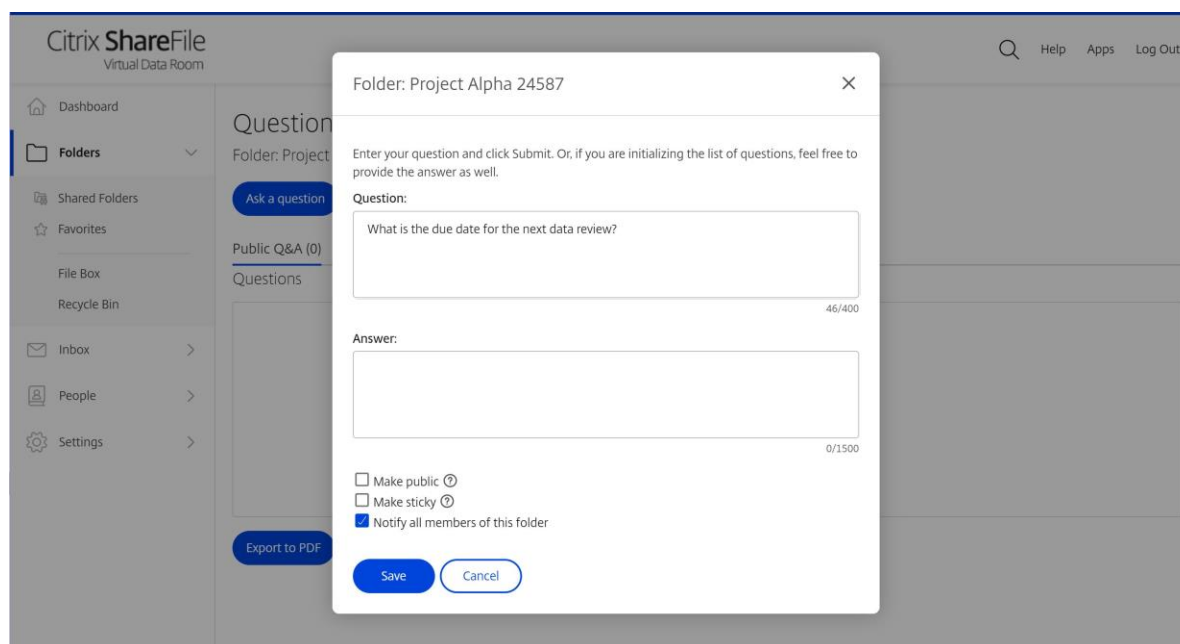
Email me when a file is:  Downloaded from this folder  Uploaded to this folder

## Secure Q&A section

Create a secure and easily tracked trail for communication that can be lost in phone calls and emails. The Q&A section also has an export function to save an audit trail of all questions and answers for a transaction.

The ShareFile VDR Q&A section allows participants to:

- Securely ask questions pertaining to the folders they have access to
- Questions can remain private or accessible to everyone who has access to that folder
- If the question is made 'public,' the identity of the person who asked or answered the question can be hidden.



## Secure your data and prevent breaches

Built specifically for complex document security needs such as merger and acquisition, valuations, or audit preparation.

- All communication between ShareFile and the user are encrypted using either SSL or TLS encryption protocols and up to AES 256-bit encryption.
- Device security and encryption: Remotely lock and wipe encrypted ShareFile data from a lost or stolen device.
- ShareFile VDR supports various two-factor and two-step authentication methods including forms and token-based authentication as well as SMS, voice and backup codes.

For a free trial of ShareFile Virtual Data Room,  
visit [sharefile.com/virtual-data-room](https://sharefile.com/virtual-data-room)