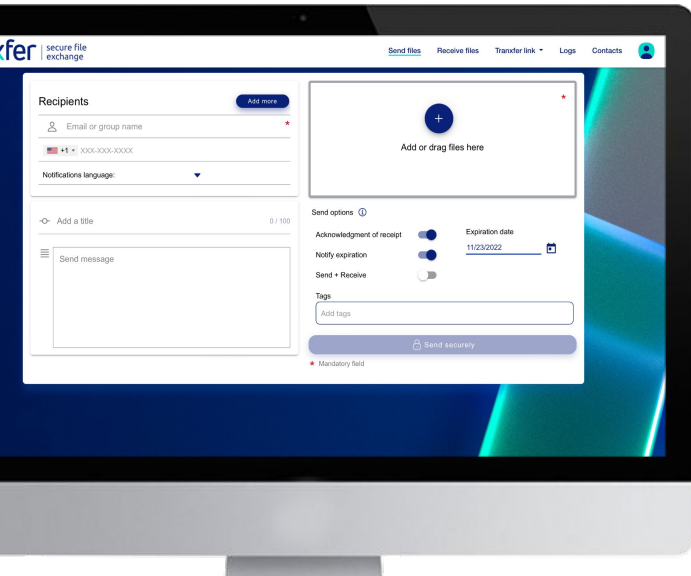


Tranxfer

Send Files, Receive Files, Tranxfer link



What can I do in Tranxfer?

Tranxfer is the most secure way to send and receive files. When you are logged in the tool, in the upper menú, you can find different options:

- Send Files
- Receive Files
- Tranxfer link
- Logs
- Contacts

How to send files?

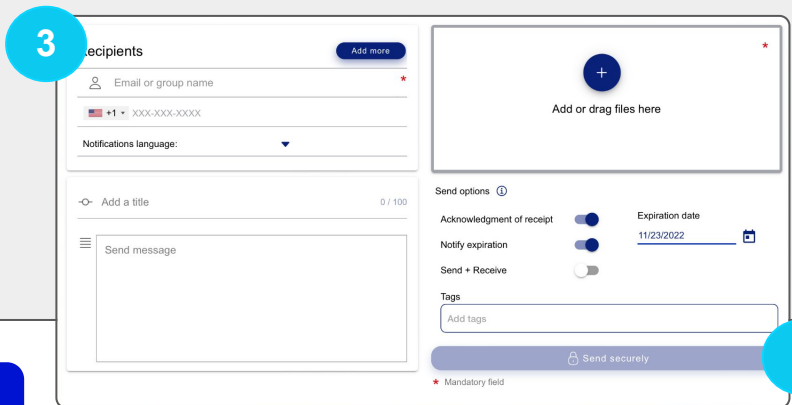
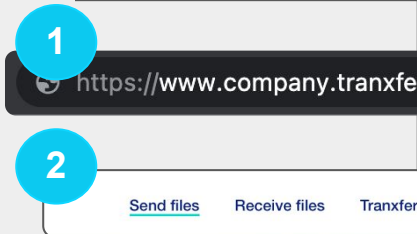
To send files, the procedure is very similar as when sending files through email, but using Tranxfer.

First of all, you need to login to Tranxfer, and then in the top menu, go to **“Send files”**

After that, you will see a screen to fill up with the details of the transfer

Finally, just press the **“Send securely”** button, at the bottom of the screen

After following these four steps, the Transfer will be sent to the recipients.



Can I see if the recipient has opened the file?

By going into **“LOGS”** (on the top menu) you will have access to all the transfers done by the user. By selecting a transfer, you will be able to see all the traceability.

- Who has **viewed** the transfer
- Who has **looked** at each file
- Who has **downloaded** each file

