

# XIRA.

## Send, collect, and store **securely.**

DOCUMENT VAULT

Drag, drop, done. You and your clients share files in one encrypted space. No email attachments, no third-party apps, no gaps in your audit trail.

### THREE ZONES OF ORGANIZATION



#### My Private Folder

Your personal workspace. Clients never see this. Use it for templates, notes, and internal drafts.

- Visible to you only — fully private
- Create subfolders to suit your workflow
- Store templates, research, and work-in-progress
- No client access under any circumstances



#### Client Folders

One shared folder per client. Both you and your client upload directly. Notifications go out automatically when new files arrive.

- Both parties can upload from desktop or mobile
- Client can view, download, and print
- Only you can delete files from the vault
- Auto-notification when new documents are added



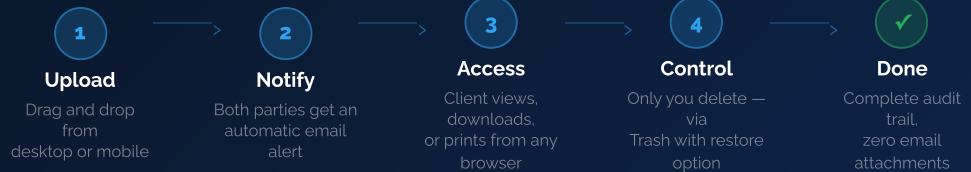
#### Project Folders

An orange folder is created automatically for every project. All files stay linked to the right engagement, always.

- Auto-created when a project is opened
- Blue General folder for files outside a project
- Collaborators have full upload and download access
- Only project owner can access Trash and restore files

### HOW IT WORKS

Files In. Nothing Falls Through.



### ACCESS CONTROLS

#### Right Access for Every Role

You stay in control. Clients and collaborators get exactly what they need, nothing more.

ACTION	YOU	CLIENT	COLLABORATOR
Upload files	✓	✓	✓
View and download	✓	✓	✓
Delete files	✓	—	—
Create subfolders	✓	—	✓
Access Trash and restore	✓	—	—

### SECURITY

#### Fortress-Grade Protection

Every file is encrypted the moment it lands. Nothing moves in or out without protection.

- AES-256 at Rest**  
Bank-grade file encryption
- TLS in Transit**  
Encrypted every transfer
- Built on AWS**  
Redundant infrastructure
- One Environment**  
No third-party app handoffs

XIRA runs on Amazon Web Services with redundant, geographically distributed servers and 24/7 physical security.