

The screenshot shows the 'Safeboxes' section of the Air4media Pilot v10 interface. The sidebar on the left contains navigation items: Dashboard, Documentation, CLIENTS, DIGITAL ASSETS (with sub-items: Assets Manager, Stories, Assets, Accounts, Groups, Collections, Catalogs, Workflow, Downloads), Safeboxes (highlighted), Lightboxes, Newsletter, Stats, Logs, FLYING LICENSE, WEBSITE, AI, SETTINGS, and PLATFORM. The main content area features a search bar, a 'New Safebox' button, and a table with the following data:

Story	Recipient	Created	Expires	Status	Actions
<input type="checkbox"/>	laurentgroult@gmail.com	4/22/2021	4/24/2021	Expired	
<input type="checkbox"/> Kourtney Kardashian Continues Birthday Celebration With Son Mason	laurentgroult@gmail.com	4/22/2021	4/24/2021	Expired	
<input type="checkbox"/> Victoria Prince working out with baby Jordan and red scratches on legs	laurent@x17agency.com	5/15/2013	5/17/2013	Expired	
<input type="checkbox"/> Madonna leaves The Kabbalah Center	loloonthear@me.com	4/26/2009	4/28/2009	Expired	
<input type="checkbox"/> Ashley Tisdale And Boyfriend In Toluca Lake	laurent@x17agency.com	7/22/2008	7/24/2008	Expired	

Below the table, it says 'Showing 1 to 5 of 5 records' and includes 'Previous', '1', and 'Next' navigation buttons. A 'New Safebox' button is located in the top right corner of the table area.

# Safeboxes

Safeboxes let you share a story from your media library with a recipient via a secure, time-limited link. Once the link expires, access is automatically revoked — no follow-up needed.

## Key Features

- **Secure sharing:** Each safebox is tied to a specific story and sent to a named recipient email address
- **Expiration control:** Every safebox has a set expiry date — after that date, the link becomes inactive automatically
- **Status at a glance:** Each row shows a clear **Active** (green) or **Expired** (gray) badge so you always know the current state
- **Full history:** All safeboxes are listed with the story name, recipient email, creation date, and expiry date — newest first
- **Search:** Filter the list by recipient email to quickly find a specific share
- **Edit or remove:** Update the expiry date or recipient on any safebox, or delete one entirely

## How to Use

1. Select your DAM site from the top bar — for example, ACME Creative Agency's site — to load its safeboxes
2. The list shows all safeboxes for that site — columns include Story, Recipient, Created, Expires, and Status — newest first
3. Use the search bar to filter by recipient email if the list is long
4. Click **New Safebox** (the lock icon button) to create a new secure share link
5. Choose the story you want to share, enter the recipient's email address, and set an expiry date
6. Save — the new safebox appears at the top of the list with an **Active** badge
7. To make changes, click the edit icon on any row to update the recipient or expiry date
8. To remove access immediately, click the delete icon on that row

## Understanding Status

- **Active** — the link is still valid and the recipient can access the story
- **Expired** — the expiry date has passed and the link no longer works

## Tips

- Use safeboxes when sharing content temporarily — for example, sending a client at ACME Creative Agency a set of campaign images to review before a deadline
- Expiry is automatic — you don't need to manually revoke access when the review period ends
- If you need to extend access, edit the safebox and push the expiry date forward
- The list is always sorted newest-first, so your most recent shares are always at the top
- No DAM site selected? Choose one from the top bar first — each site has its own safebox list