Manage folders

Create folders to organize your personal items.

- Folders Overview
- Create Folder
- Edit Folder
- Delete Folder
- Create Nested Folder
- Move Item to Folder

Folders Overview

Folders can be created and used to **organize personal items** in your **Personal Vault** to make them **easier to find**.

Folders and **Items** in your **Personal Vault** are **private to you** and are **never accessible** to **another user.** Because they are in a Peronal Vault they **cannot be shared**. Only Items in a Shared Vault can be shared with other users.
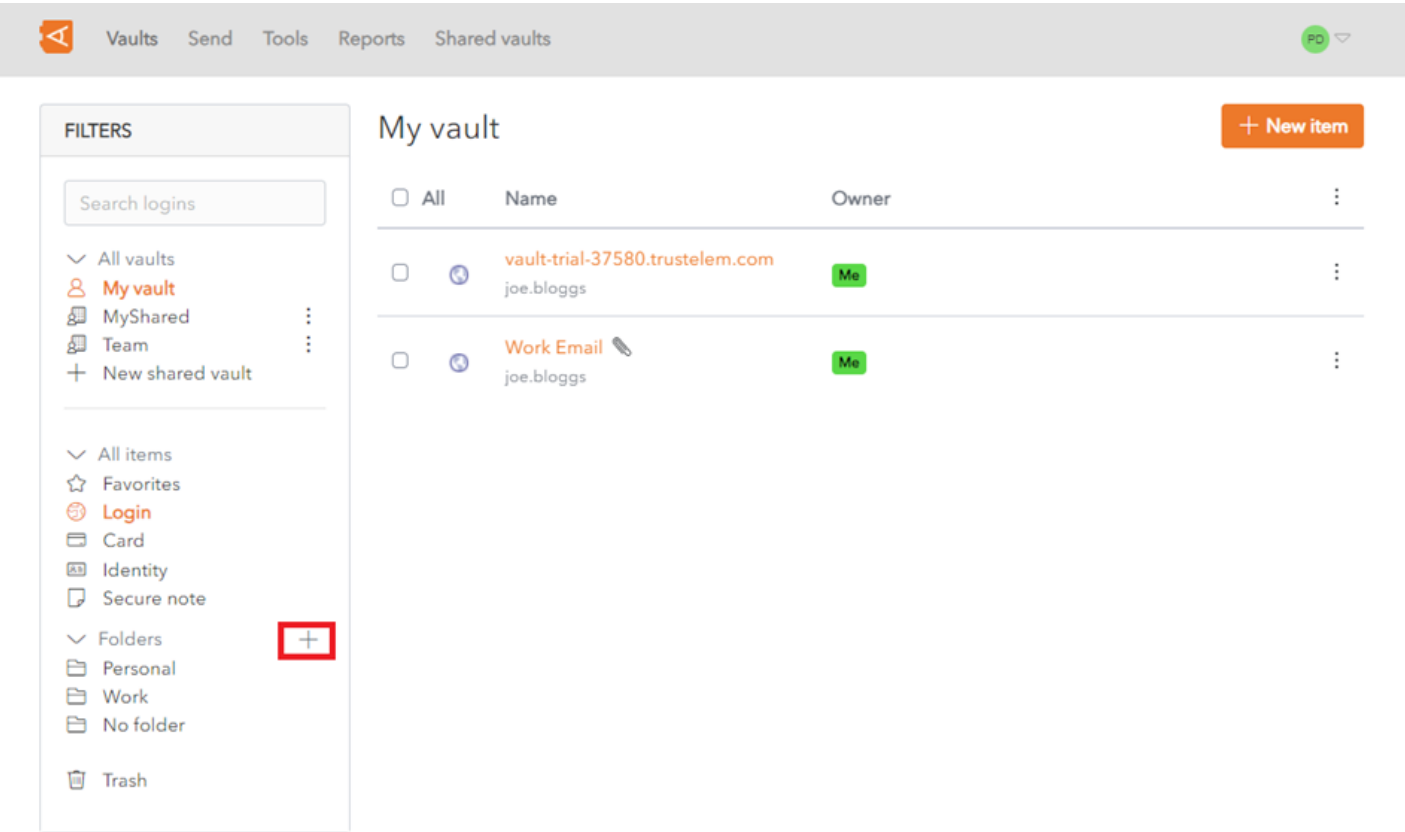
Items can be **searched** for in Folders using the Filters menu.

The following functions are available for Folders:

- **Create Folder**
- **Edit Folder**
- **Delete Folder**
- **Create Nested Folder**
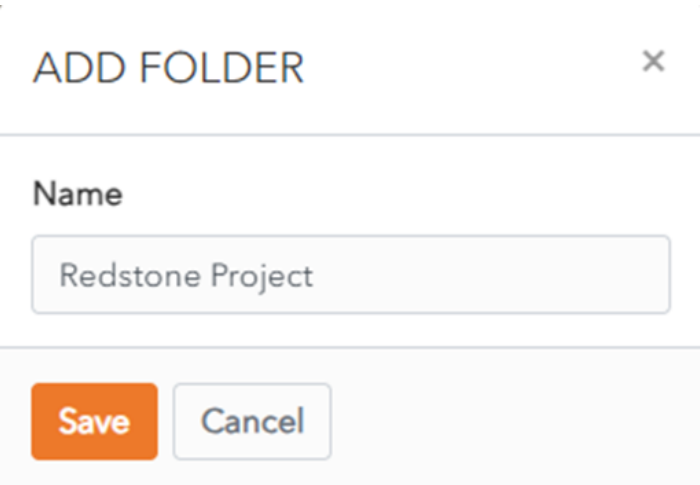- **Move Item to Folder**
- **Search for Item in Folder**

Create Folder

Click on the **+** button beside Folders in the Filters Menu.

The **Add Folder** pop up window is displayed.

Enter a **folder name** and click the **Save** button.



The **New Folder** is displayed in your **Folder List**.

FILTERS

Search logins

∨ All vaults
👤 **My vault**
🗐 MyShared   ⋮
🗐 Team   ⋮
＋ New shared vault

∨ All items
☆ Favorites
🔄 **Login**
🗖 Card
🖼 Identity
🗒 Secure note

∨ Folders   ＋
🗀 Personal
🗀 Redstone Project
🗀 Work
🗀 No folder

🗑 Trash

My vault

＋ New item

☐ All   Name   Owner   ⋮

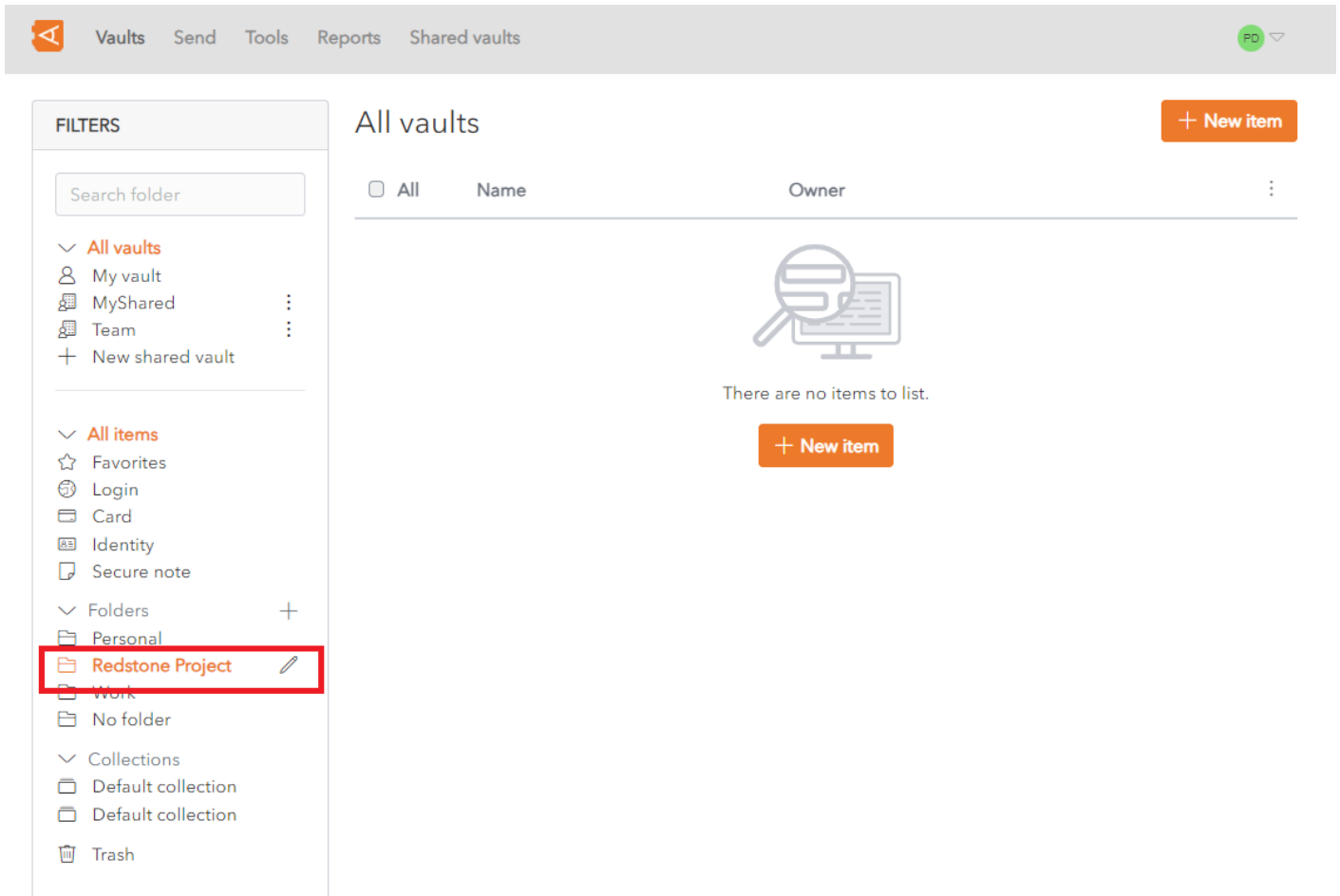☐ 🌐 vault-trial-37580.trustelem.com   Me   ⋮
            joe.bloggs

☐ 🌐 Work Email 🖉   Me   ⋮
            joe.bloggs

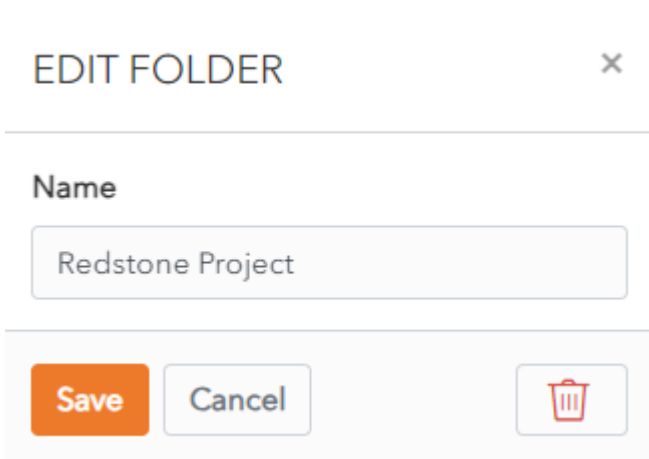# Edit Folder

Click on a **folder** in your Vault List.

The ✏ **Edit** button is displayed beside the folder.

Click on the ✏ **Edit** button to open the Folder in the **Edit Screen**.

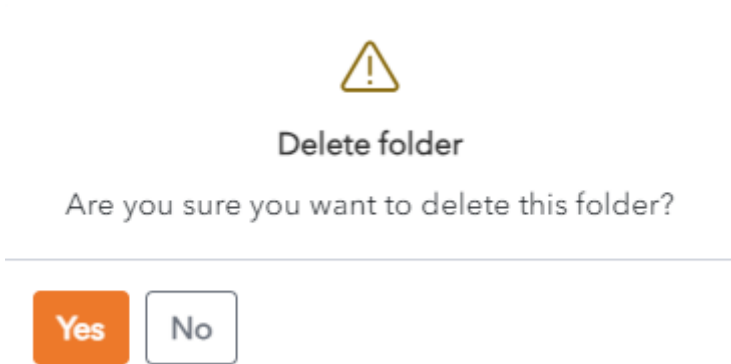Change the folder name and then click the **Save** button to save your changes.

Alternatively, click the **Cancel** button to cancel the operation.

Delete Folder

From the **Edit Folder Screen**, click the **Delete** button to Delete the Folder.

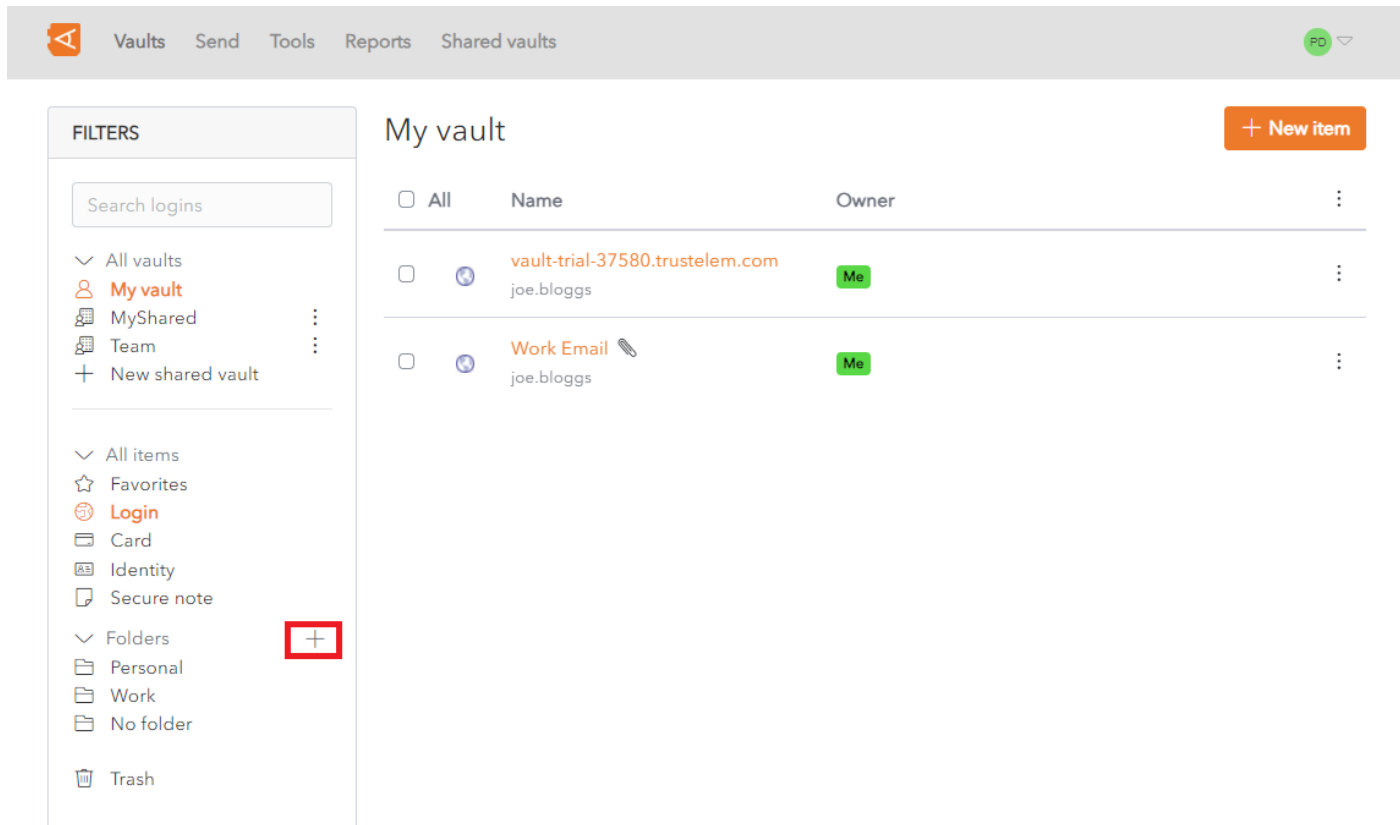A **Delete Folder Confirmation** Popup is displayed.

Click the **Yes** button to delete the folder.

Click the **No** button to cancel the operation.

Create Nested Folder

Folders can be created or nested inside other folders.

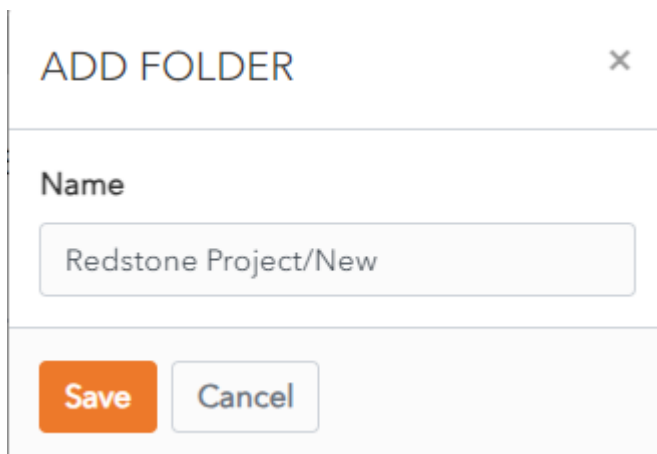Click on the **New Folder** button to create a new Nested Folder.

Use the **« / » forward slash** delimiter to define the folder structure of your nested folder.

For example, create a new folder called **Redstone Project/New.**

If the folder called **Redstone Project** already exists, a nested folder called **New** is created inside the **Redstone Project** folder.

If a folder called **Redstone Project** does not already exist, a new folder will be created called **Redstone Project/New.**

To create a nested folder called **Trees** inside the **New** Folder, create a new folder called **Redstone Project/New/Trees.**

A nested folder called **Trees** is created inside the **New** folder.

If you **Search** inside the **Redstone Project** Folder, it will return items in the Redstone Project Folder but **not items inside** the **New** and **Trees nested** folders.

There is **no limit** to the **depth** of nested folders, but it can be impractical to create too many.

Move Item to Folder

From the **Edit Item Screen** Screen, **choose** a **Folder** from the dropdown menu.

Click **Save** button to **Move the Item** to this Folder.

You can **add an Item** from a **Shared Vault** into a **Folder**. This will be **organized** in this Folder in **your Vault**. It will **not provide access** to this item **to another user.**