

# Manage folders

Create folders to organize your personal items.

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# 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 Personal Vault they **cannot be shared**. Only Items in a Shared Vault can be shared with other users.

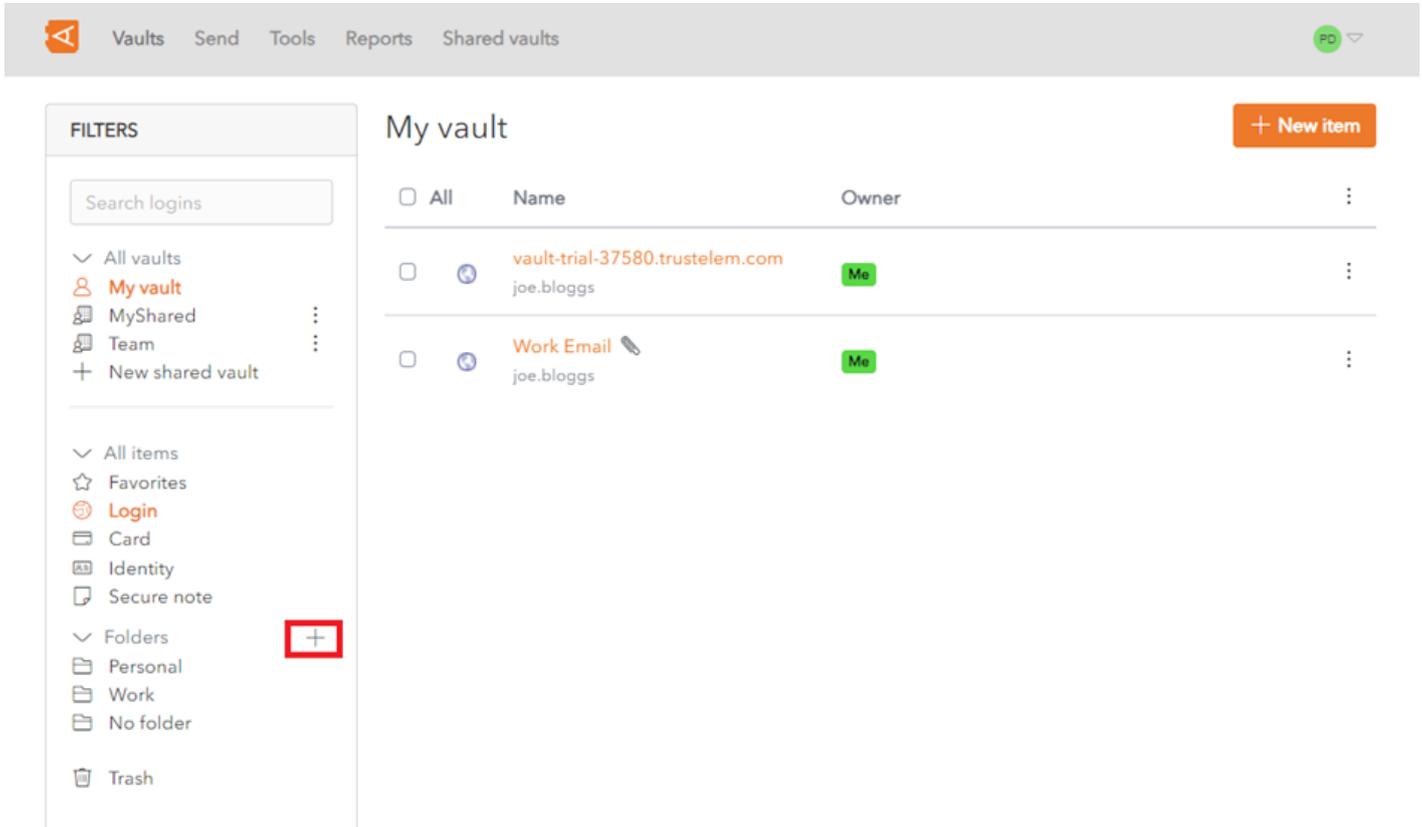
Items can be **searched** for in Folders using the Filters menu.

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**

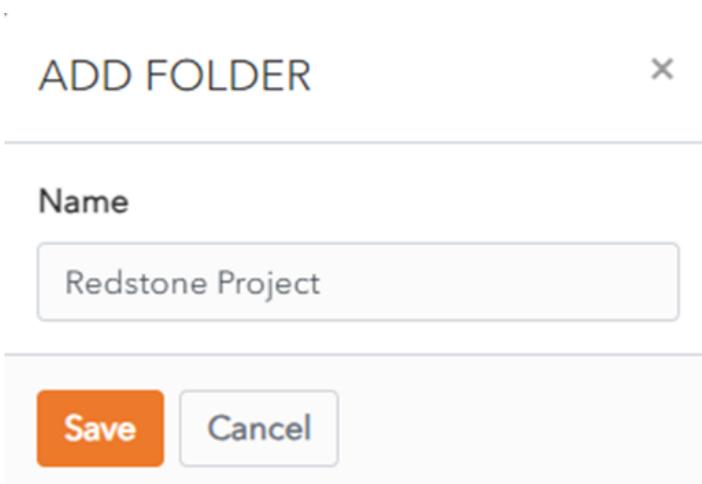
# Create Folder

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

<input type="checkbox"/>	All	Name	Owner	
<input type="checkbox"/>		vault-trial-37580.trustelem.com joe.bloggs		
<input type="checkbox"/>		Work Email joe.bloggs		

# Edit Folder

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

The screenshot shows the 'All vaults' interface. On the left, there is a 'FILTERS' sidebar with a search bar and a list of vaults and items. The 'Redstone Project' folder is highlighted with a red box, and a small pencil icon (the edit button) is visible to its right. The main area shows 'All vaults' with a '+ New item' button and a message 'There are no items to list.' with another '+ New item' button.

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

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

The 'EDIT FOLDER' screen has a title bar with 'EDIT FOLDER' and a close button (X). Below the title bar, the label 'Name' is followed by a text input field containing 'Redstone Project'. At the bottom, there are three buttons: 'Save' (orange), 'Cancel' (white with grey border), and a trash icon (white with red border).

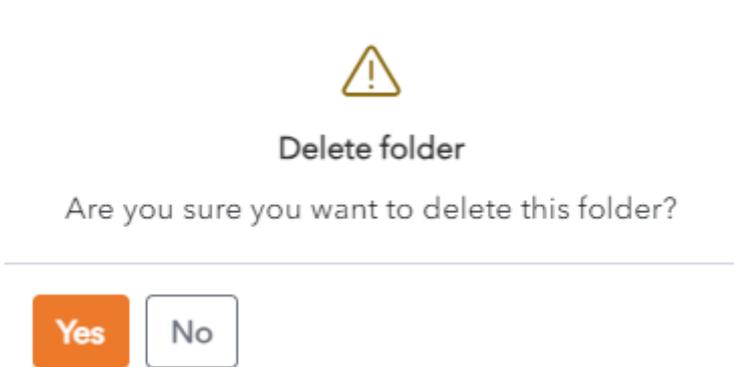
Change the folder name and then click the **Save** button to save your changes.

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.

The screenshot shows the vault interface. At the top, there is a navigation bar with 'Vaults', 'Send', 'Tools', 'Reports', and 'Shared vaults'. On the right, there is a user profile icon 'PD'. Below the navigation bar, the main area is titled 'My vault' and contains a table of items. The table has columns for 'All', 'Name', and 'Owner'. The items listed are:

All	Name	Owner
<input type="checkbox"/>	vault-trial-37580.trustelem.com	Me
<input type="checkbox"/>	Work Email	Me

On the left, there is a 'FILTERS' sidebar. It contains a search box for logins and a list of vaults and items. The 'Folders' section is expanded, showing 'Personal', 'Work', and 'No folder'. A red box highlights a '+' button next to the 'Folders' section.

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

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

The screenshot shows the 'ADD FOLDER' dialog box. It has a title bar with 'ADD FOLDER' and a close button 'x'. Below the title bar, there is a 'Name' label and a text input field containing 'Redstone Project/New'. At the bottom, there are two buttons: 'Save' and 'Cancel'.

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

The screenshot shows the OneDrive interface. At the top, there is a navigation bar with 'Vaults', 'Send', 'Tools', 'Reports', and 'Shared vaults'. A user profile icon is in the top right. On the left, a 'FILTERS' sidebar contains a search box and a tree view. The tree view includes 'All vaults', 'My vault', 'MyShared', 'Team', and 'New shared vault'. Under 'All items', there are 'Favorites', 'Login', 'Card', 'Identity', and 'Secure note'. Under 'Folders', there is 'Personal', 'Redstone Project' (with a sub-folder 'New' highlighted by a red box), 'Work', and 'No folder'. Under 'Collections', there are two 'Default collection' entries and 'Trash'. The main area is titled 'All vaults' and has a '+ New item' button. It displays a table of vaults:

<input type="checkbox"/>	All	Name	Owner	
<input type="checkbox"/>		Alarm Code	MyShared	⋮
<input type="checkbox"/>		Google	Me	⋮
<input type="checkbox"/>		Important Note	Me	⋮
<input type="checkbox"/>		vault-trial-37580.trustelem.com joe.bloggs	Me	⋮
<input type="checkbox"/>		Work Email joe.bloggs	Me	⋮
<input type="checkbox"/>		Work Visa *2122	Me	⋮

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

Vaults Send Tools Reports Shared vaults PD

**FILTERS**

Search vault

- ▼ All vaults
  - My vault
  - MyShared
  - Team
  - + New shared vault
- ▼ All items
  - Favorites
  - Login
  - Card
  - Identity
  - Secure note
- ▼ Folders +
  - Personal
  - Redstone Project/New**
  - Work
  - No folder
- ▼ Collections
  - Default collection
  - Default collection
- Trash

### All vaults

+ New item

<input type="checkbox"/> All	Name	Owner	
<input type="checkbox"/>	Alarm Code	MyShared	⋮
<input type="checkbox"/>	Google	Me	⋮
<input type="checkbox"/>	Important Note	Me	⋮
<input type="checkbox"/>	vault-trial-37580.trustelem.com joe.bloggs	Me	⋮
<input type="checkbox"/>	Work Email joe.bloggs	Me	⋮
<input type="checkbox"/>	Work Visa *2122	Me	⋮

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

**ADD FOLDER** ×

**Name**

Redstone Project/New/Trees

Save Cancel

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

**FILTERS**

Search folder

- ▼ All vaults
  - My vault
  - MyShared
  - Team
  - + New shared vault
- ▼ All items
  - Favorites
  - Login
  - Card
  - Identity
  - Secure note
- ▼ Folders
  - Personal
  - ▼ Redstone Project**
    - ▼ New
    - Trees
  - Work
  - No folder
- ▼ Collections
  - Default collection
  - Default collection
- Trash

## All vaults

+ New item

All    Name    Owner    ⋮



There are no items to list.

+ New item

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.

EDIT ITEM ✕

---

**Name**

**Folder**

No folder ▾

Personal

**Redstone Project/New**

Work

No folder

**Notes**

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CUSTOM FIELDS

⊕ New custom field

Text ▾

**Updated:** Oct 30, 2023, 3:38:46 PM

OPTIONS

Master password re-prompt

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**Save**  ☆ 🗑️

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**.