Add, Edit or Delete Items

The Procedure as the **same** as that for **creating items in Shared Vaults**. This is because all Shared Vault items are created in a Collection.

Create a Shared Vault Item

Follow the normal procedure for **creating an Item**, with **one additional step**.

Items created in a Shared Vault have one extra field - the **Collections Field**, which is **mandatory**. A Shared Vault Item must be **added to at least one Collection**.

In the **Collections Section** of the **New Item Screen**, check the **checkbox** beside a **Collection** that you wish to add the Item to.

Then Click **Save** to create the Item.

NEW ITEM   ✕

What type of item is this?

| Secure note ▾ |

Name

| Shared Vault Item |

Notes

| |

CUSTOM FIELDS

⊕ New custom field

| Text ▾ |

COLLECTIONS

☑ Default collection

OPTIONS

☐ Master password re-prompt

[Save] [Cancel]

Manage Shared Vault Items

The procedure to **Edit an Item** and **Delete an Item** are the same as for personal Vaults as are the **Item Types**.