

# Create Item

Click on the **New Item** button to add a new Item.

The screenshot shows the Trusteem application interface. At the top is a navigation bar with links: Vaults, Send, Tools, Reports, and Shared vaults. On the right of the navigation bar is a user profile icon labeled 'PD'. Below the navigation bar is a sidebar on the left with a 'FILTERS' section. The sidebar contains a search bar labeled 'Search vault' and two expandable sections: 'All vaults' and 'All items'. The 'All vaults' section lists 'My vault', 'MyShared', and 'Team'. The 'All items' section lists 'Favorites', 'Login', 'Card', 'Identity', and 'Secure note'. Below these are 'Folders' and 'Work'. The main area is titled 'All vaults' and contains a table with columns: 'All', 'Name', 'Owner', and a vertical ellipsis menu. The table lists several vaults: 'Alarm Code' (owner: MyShared), 'Important Note' (owner: Me), 'vault-trial-37580.trusteem.com' (owner: Me), 'Work Email' (owner: Me), and 'Work Visa' (owner: Me). In the top right corner of the main area, there is an orange button labeled '+ New item', which is highlighted with a red rectangular box.

The **New Item** pop up screen is displayed.

Choose the type of item – **Login**, **Card**, **Identity** or **Secure Note**. Each item type has it's own unique set of fields.

Here we will choose **Login**.

## NEW ITEM



What type of item is this?

Login

Login

Card

Identity

Secure note

Folder

Username

Password

Authenticator key (TOTP)

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URI 1

ex. https://google.com

Match detection

Default match detection

New URI

Notes

CUSTOM FIELDS

New custom field

Text

OWNERSHIP

Who owns this item?

Gryffindor Vault

MyShared

Team

Save

Cancel



Add the details that you wish to save for new Login Item. The only mandatory field is **Name**.

The Item is added to your personal vault by default. To add the Item to a Shared Vault, choose a Shared Vault from the **Who Owns this Item?** dropdown.

Click the **Save** button to save the new Item.

It is then **displayed** in your **Items List**.

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

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