
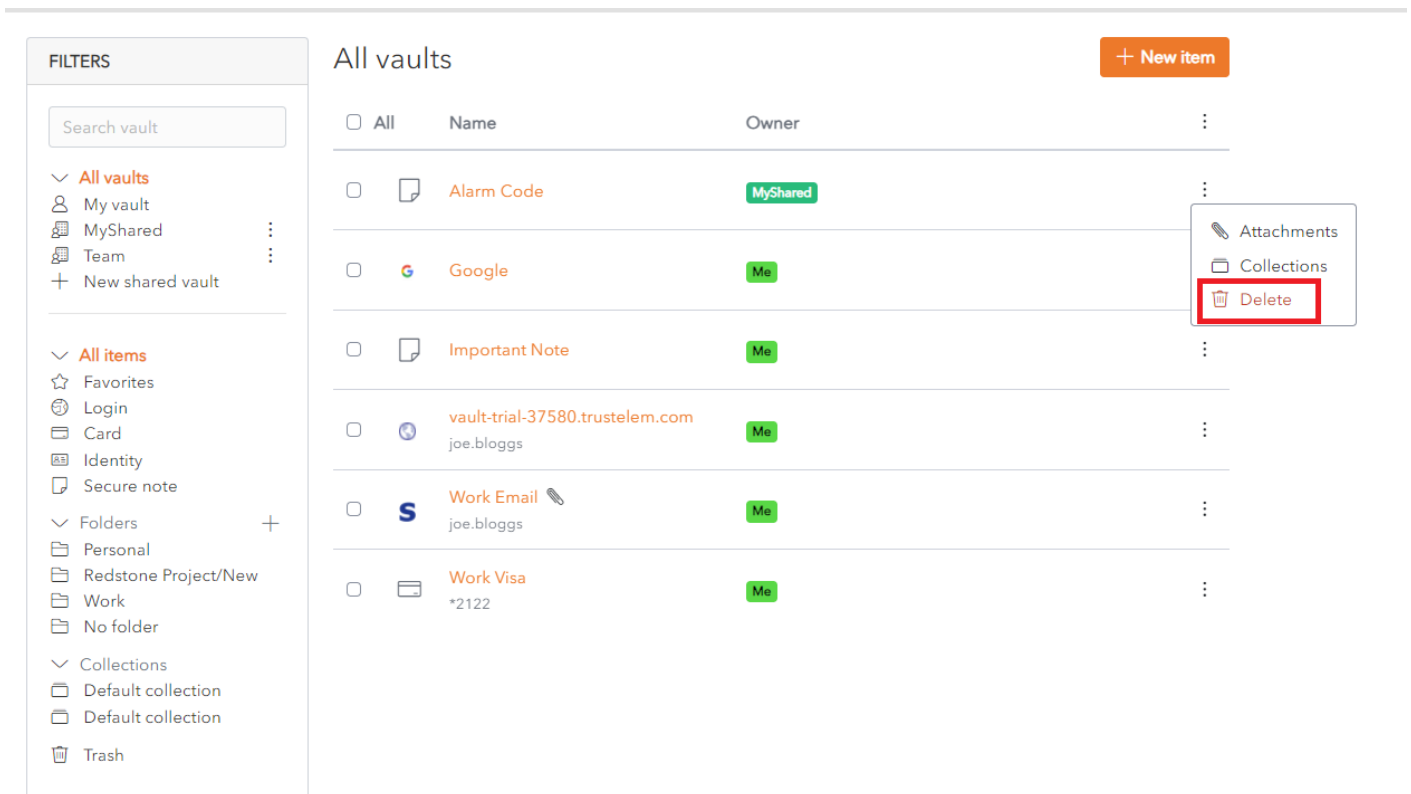


Delete Item

There are 2 ways to delete an item, from the Item List or from the Edit Item Screen.

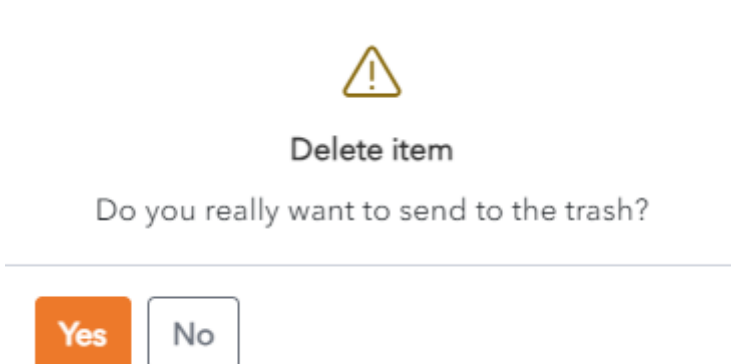
Delete Item from Item List

From the **Item List**, click on the  **Context Menu** link beside an Item. The context menu for that item **opens**.



The screenshot shows the 'All vaults' interface. On the left is a 'FILTERS' sidebar with sections for 'All vaults' (My vault, MyShared, Team, New shared vault) and 'All items' (Favorites, Login, Card, Identity, Secure note, Folders, Collections, Trash). The main area is titled 'All vaults' and has a '+ New item' button. It contains a table with columns 'All', 'Name', and 'Owner'. The table lists several items: 'Alarm Code' (MyShared), 'Google' (Me), 'Important Note' (Me), 'vault-trial-37580.trustelem.com' (Me), 'Work Email' (Me), and 'Work Visa' (Me). A context menu is open for the 'Google' item, showing options: 'Attachments', 'Collections', and 'Delete' (which is highlighted with a red box).

Click the  **Delete** link. A **Delete Item Confirmation** pop up is displayed.



The dialog features a yellow warning triangle icon at the top. Below it, the text reads 'Delete item' followed by the question 'Do you really want to send to the trash?'. At the bottom, there are two buttons: 'Yes' (orange) and 'No' (white with a grey border).

Click **No** to cancel the operation.

Click on the **Item** to be deleted. The **Edit Screen** opens.

Click the  **Delete** button. A **Delete Item Confirmation** pop up is displayed.



Delete item

Do you really want to send to the trash?

Yes

No

Click **Yes** to delete the Item.

Click **No** to cancel the operation.

Revision #3

Created 14 November 2023 13:38:56 by WALLIX Admin

Updated 23 February 2024 10:00:52 by WALLIX Admin