

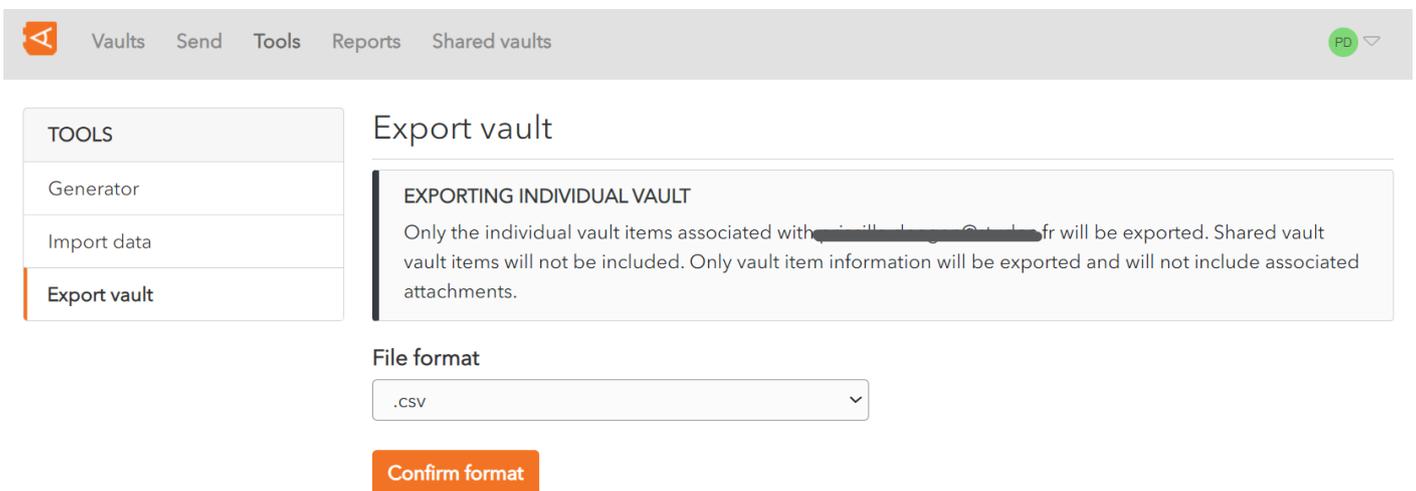
# Export Unencrypted Vault

## Export from Individual Vault

From the **Tools Menu**, click **Export vault link**. The **Export vault screen** is displayed.

From the **file format dropdown**, choose the export file format.

Click **Confirm format**.



Vaults Send Tools Reports Shared vaults PD

TOOLS

- Generator
- Import data
- Export vault

### Export vault

**EXPORTING INDIVIDUAL VAULT**

Only the individual vault items associated with [redacted] will be exported. Shared vault vault items will not be included. Only vault item information will be exported and will not include associated attachments.

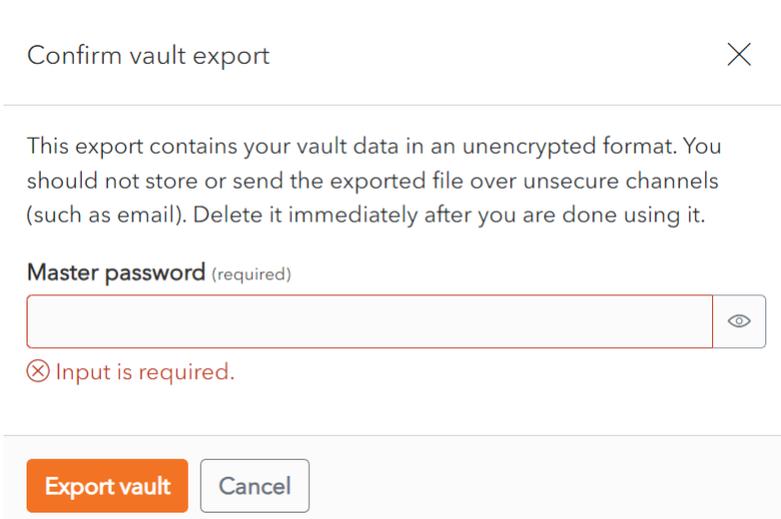
File format

.csv

Confirm format

A **Confirm vault export screen** is displayed.

Enter your **Master Password** in the Master Password field.



Confirm vault export

This export contains your vault data in an unencrypted format. You should not store or send the exported file over unsecure channels (such as email). Delete it immediately after you are done using it.

Master password (required)

Input is required.

Export vault Cancel

Click **Export Vault** to export the vault. The data is **exported** to the **Downloads Folder** on your computer.

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

**Note on data included in export:**

*Only the individual vault **items associated with your account** are exported.*

**Shared vault items will not be included.**

*Only vault item information will be exported and will **not include associated attachments***

## Export from Shared Vault

From the **Settings Screen** of the **Shared Vault chosen**, click on the **Export vault** link. The **Export Vault Screen** is displayed.

The screenshot shows the 'Export vault' settings screen for a shared vault named 'Gryffindor Vault'. The page has a top navigation bar with 'Vault', 'Members', 'Reports', and 'Settings' (the active tab). On the left, there is a 'SETTINGS' sidebar with options: 'Shared vault info', 'Import data', and 'Export vault' (the active option). The main content area is titled 'Export vault' and contains a warning box: 'EXPORTING SHARED VAULT VAULT. Only the shared vault vault associated with Gryffindor Vault will be exported. Items in individual vaults or other shared vaults will not be included.' Below the warning, there is a 'File format' dropdown menu currently set to '.json' and an orange 'Confirm format' button.

From the **file format dropdown**, choose the export file format.

Click **Confirm format**.

This export contains your vault data in an unencrypted format. You should not store or send the exported file over unsecure channels (such as email). Delete it immediately after you are done using it.

Master password (required)

Confirm your identity to continue.

Export vault

Cancel

Click **Export Vault** to export the vault. The data is **exported** to the **Downloads Folder** on your computer.

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

**Note on data included in export:**

***Only the items associated with the Shared Vault selected are exported.***

***Items in individual vaults or other shared vaults will not be included.***

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