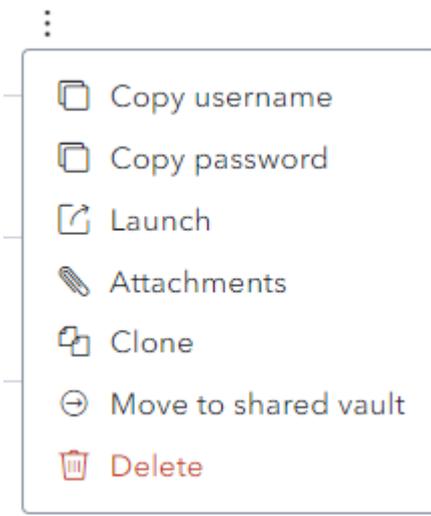


# Move Item to Shared Vault

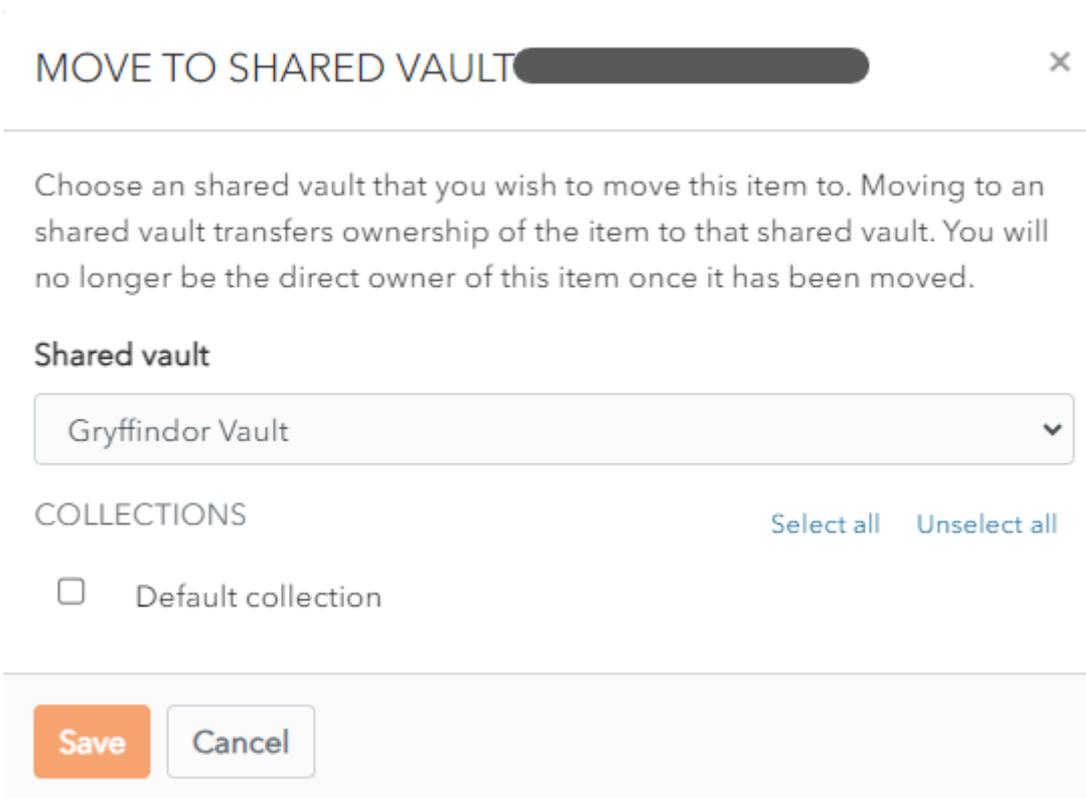
From the **Item List** click the **More Button** of an **Item**.

The Shared Vault Item **Context Menu** is displayed.



Click **Move to Shared Vault**.

The following screen is displayed.



From the **Shared Vault** dropdown, choose the Shared Vault to move the Item to.

In the Collection section, the **list of Collections** in the Shared Vault is displayed.

**Check** the checkbox beside the **Collections** to **add the Item to**.

Click **Save** to move the Item to the chosen Shared Vaults and Collections.

Click **Cancel** to cancel the operation.

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