Manage folders

Create folders to organize your personal items.

- Folders Overview
- Create Folder
- Edit Folder
- Delete Folder
- Create Nested Folder
- Move Item to Folder

Folders Overview

Folders can be created and used to **organize personal items** in your **Personal Vault** to make them **easier to find**.

Folders and **Items** in your **Personal Vault** are **private to you** and are **never accessible** to **another user.** Because they are in a Peronal Vault they **cannot be shared**. Only Items in a Shared Vault can be shared with other users.

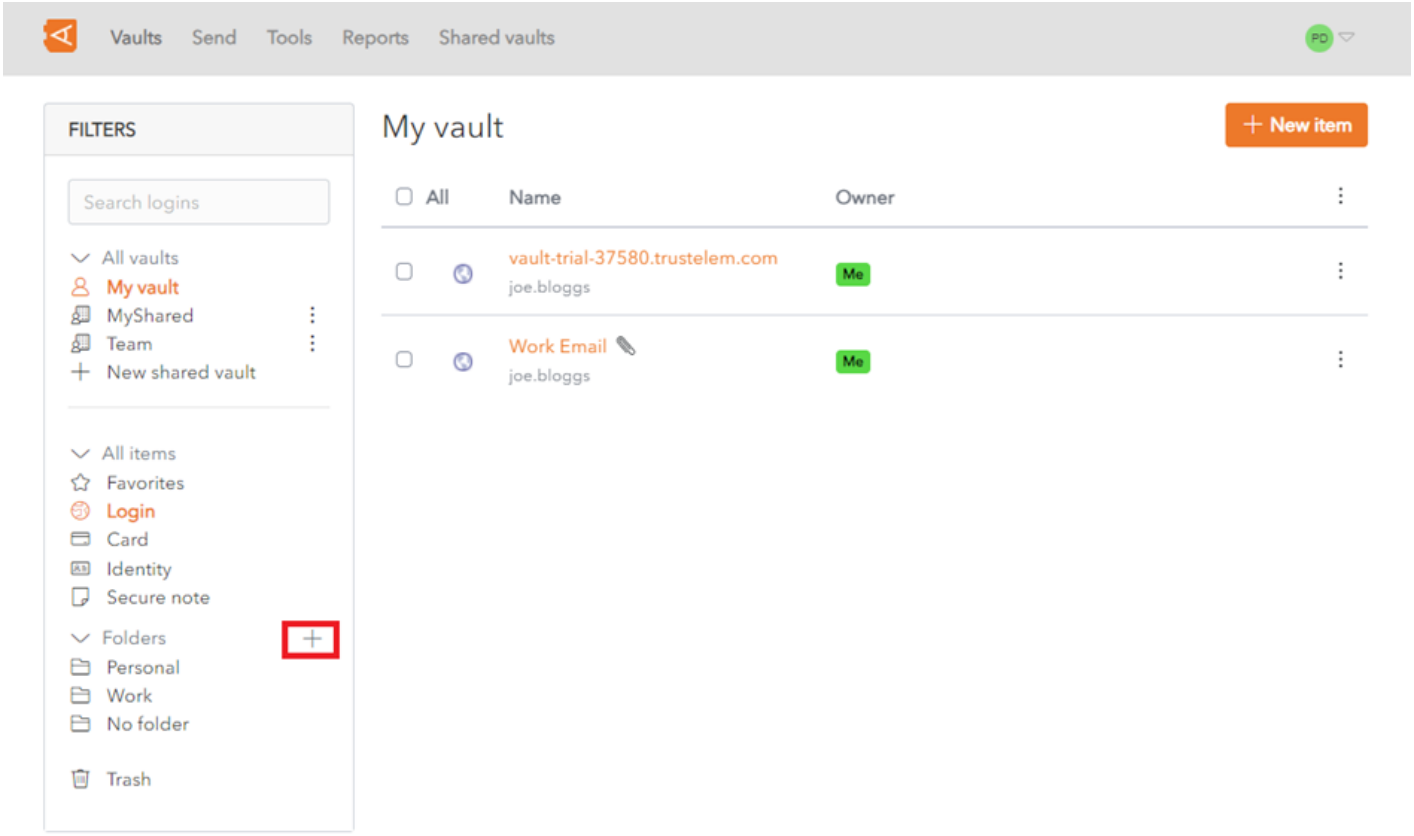
Items can be **searched** for in Folders using the Filters menu.

The following functions are available for Folders:

- **Create Folder**
- **Edit Folder**
- **Delete Folder**
- **Create Nested Folder**
- **Move Item to Folder**
- **Search for Item in Folder**

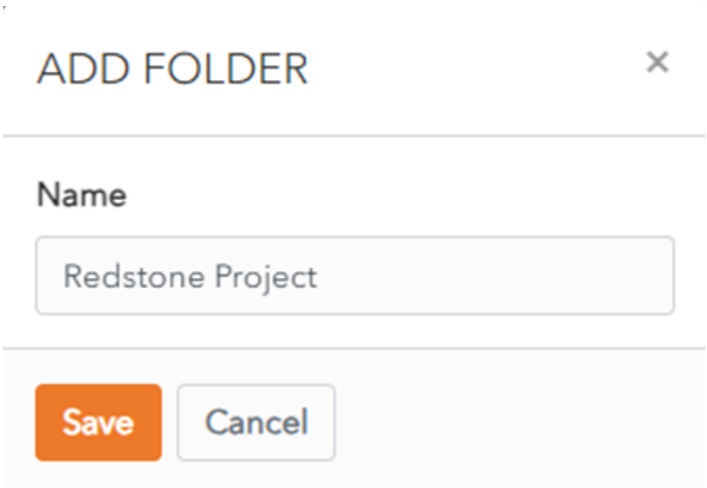
Create Folder

Click on the **+** button beside Folders in the Filters Menu.

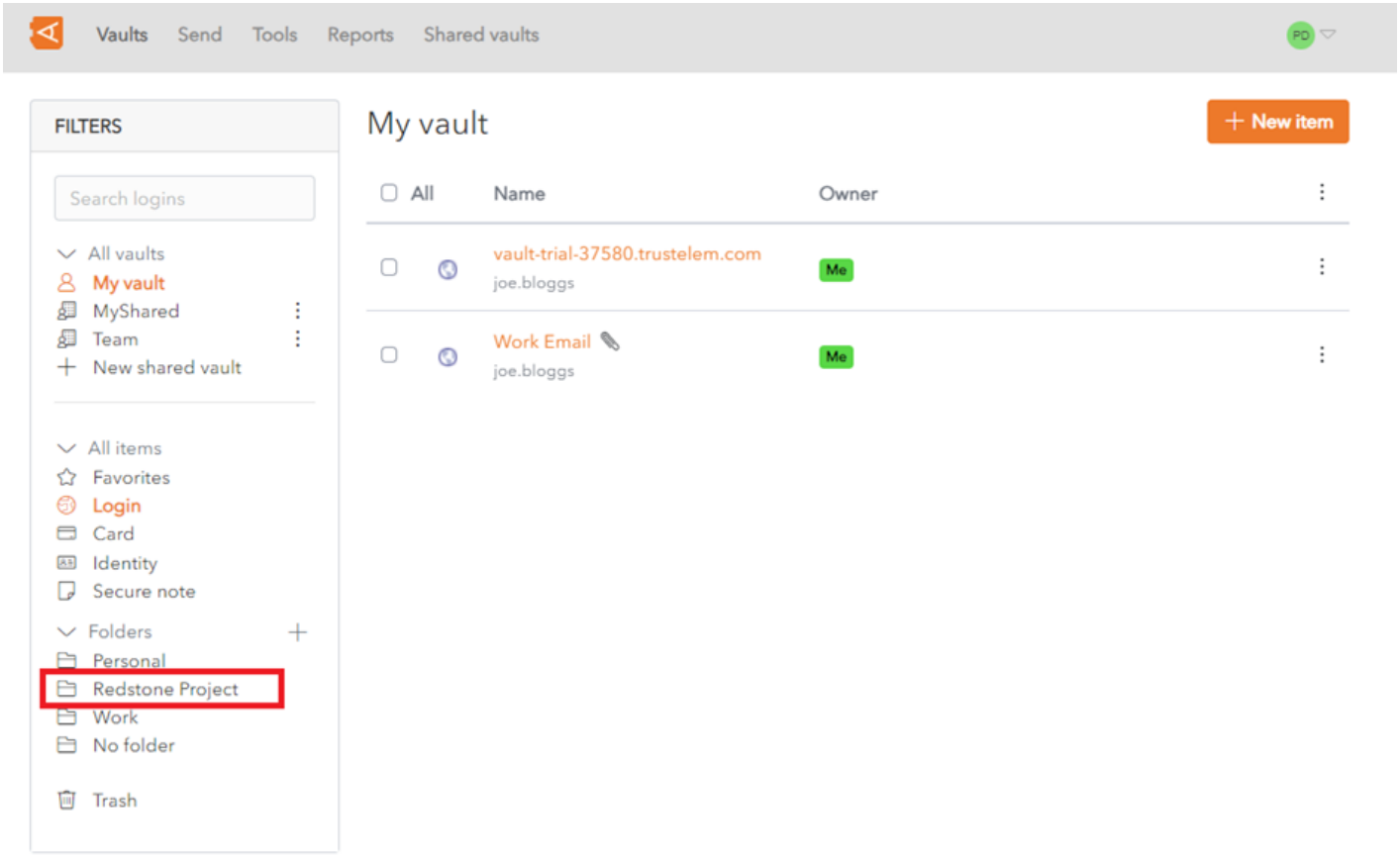


The **Add Folder** pop up window is displayed.

Enter a **folder name** and click the **Save** button.

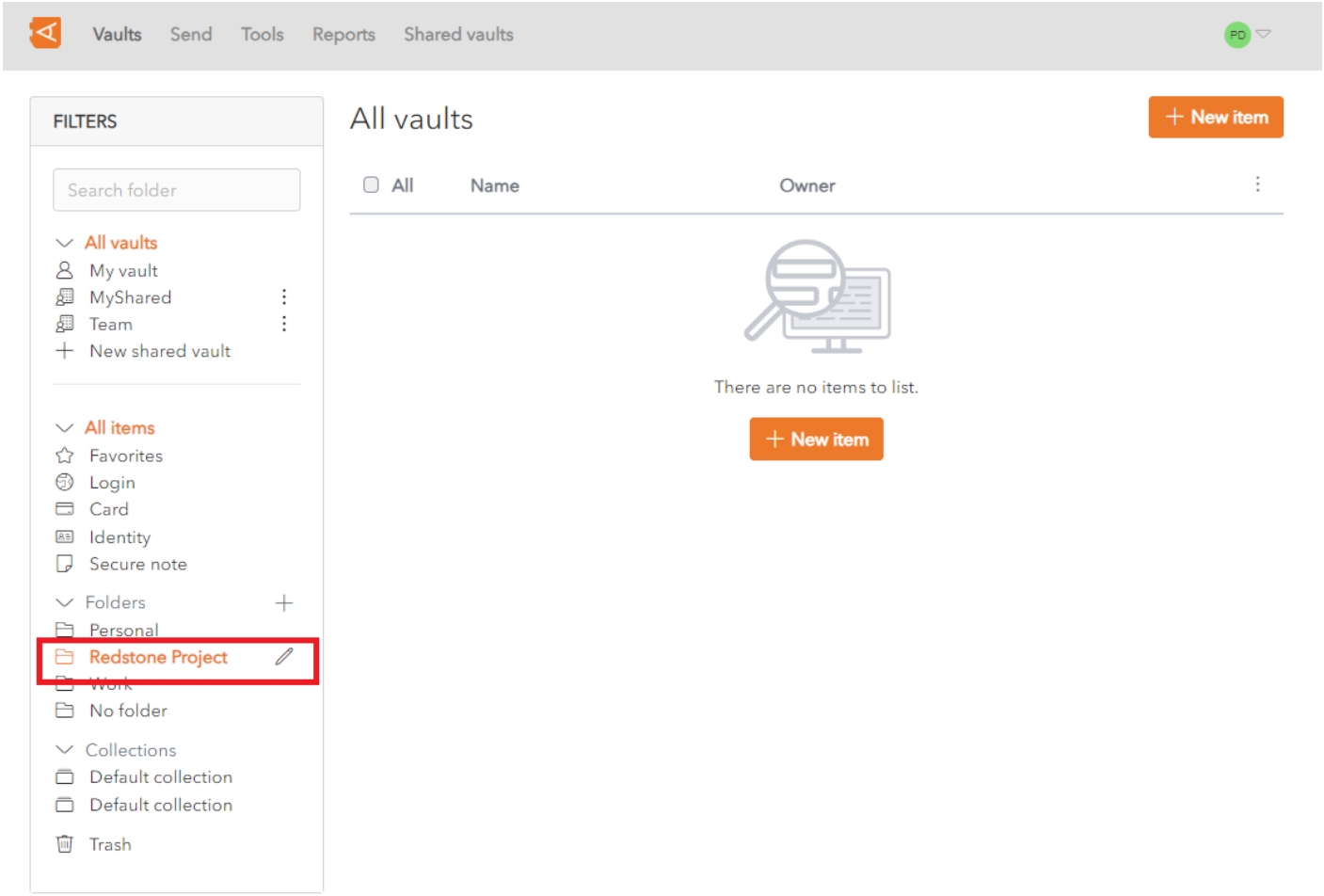


The **New Folder** is displayed in your **Folder List**.


Vaults
Send
Tools
Reports
Shared vaults
PD
FILTERS
Search logins
All vaults
My vault
MyShared
Team
New shared vault
All items
Favorites
Login
Card
Identity
Secure note
Folders
Personal
Redstone Project
Work
No folder
Trash
My vault
New item
All
Name
Owner
vault-trial-37580.trustelem.com
joe.bloggs
Me
Work Email
joe.bloggs
Me

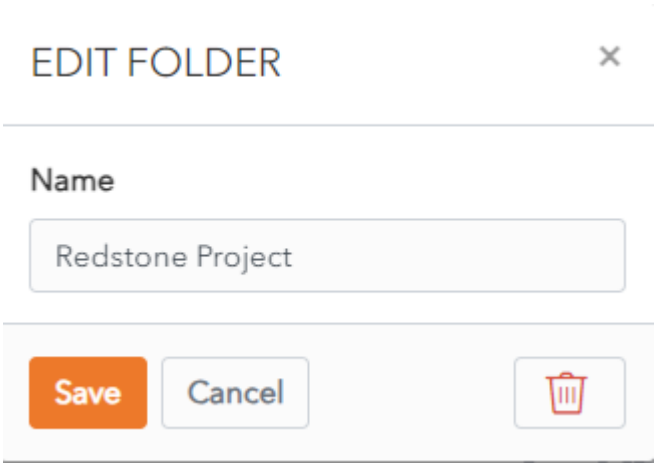
Edit Folder

Click on a **folder** in your Vault List.



The **Edit** button is displayed beside the folder.

Click on the **Edit** button to open the Folder in the **Edit Screen**.



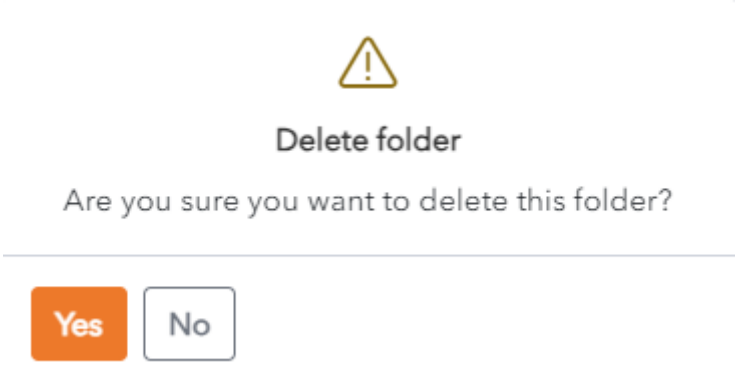
Change the folder name and then click the **Save** button to save your changes.

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

Delete Folder

From the **Edit Folder Screen**, click the **Delete** button to Delete the Folder.

A **Delete Folder Confirmation** Popup is displayed.



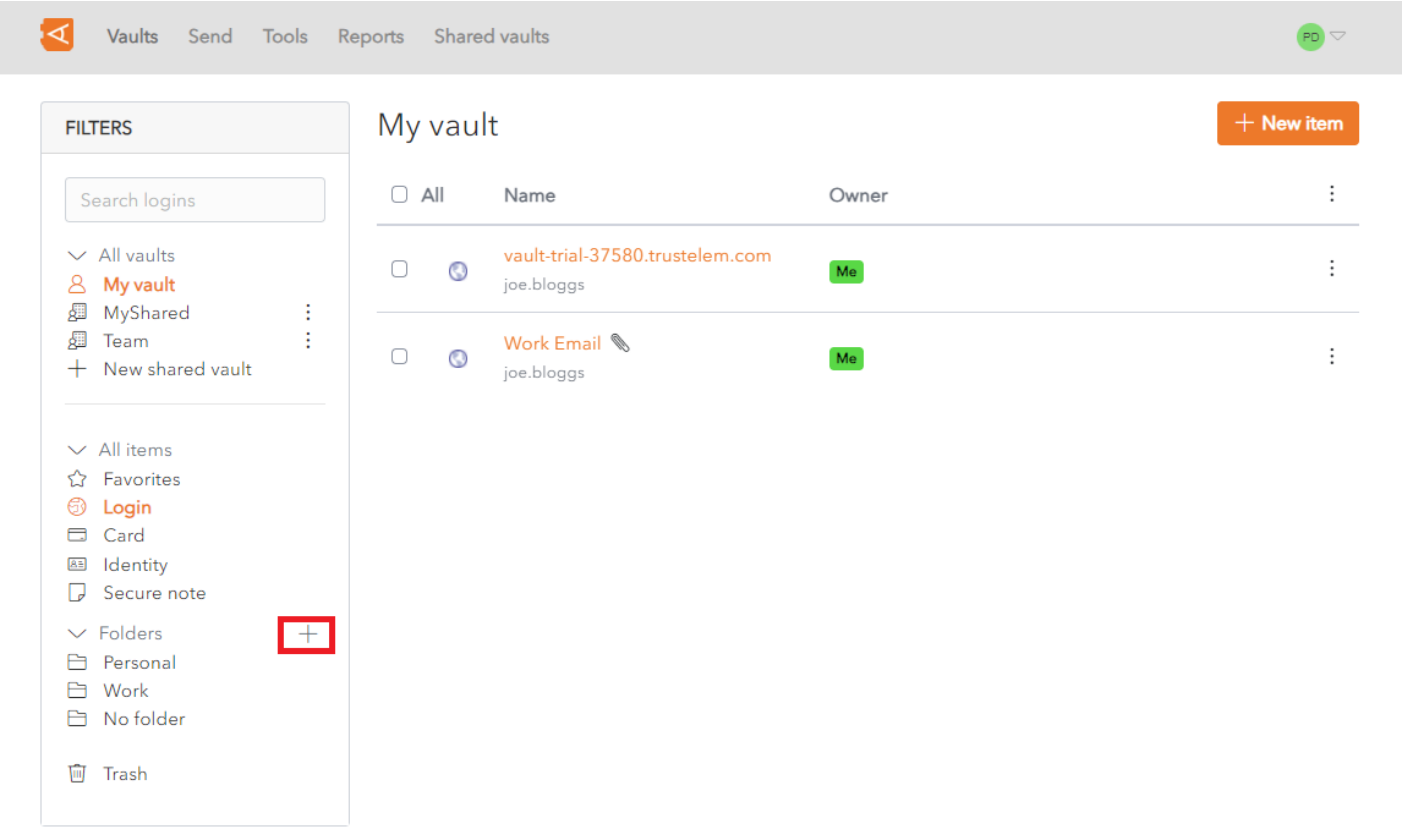
Click the **Yes** button to delete the folder.

Click the **No** button to cancel the operation.

Create Nested Folder

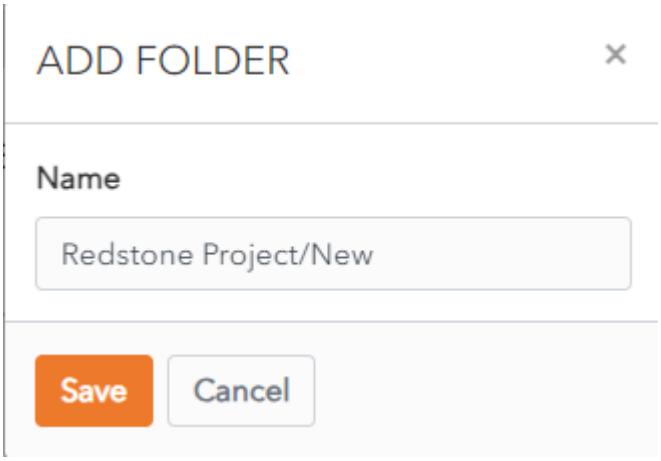
Folders can be created or nested inside other folders.

Click on the **New Folder** button to create a new Nested Folder.

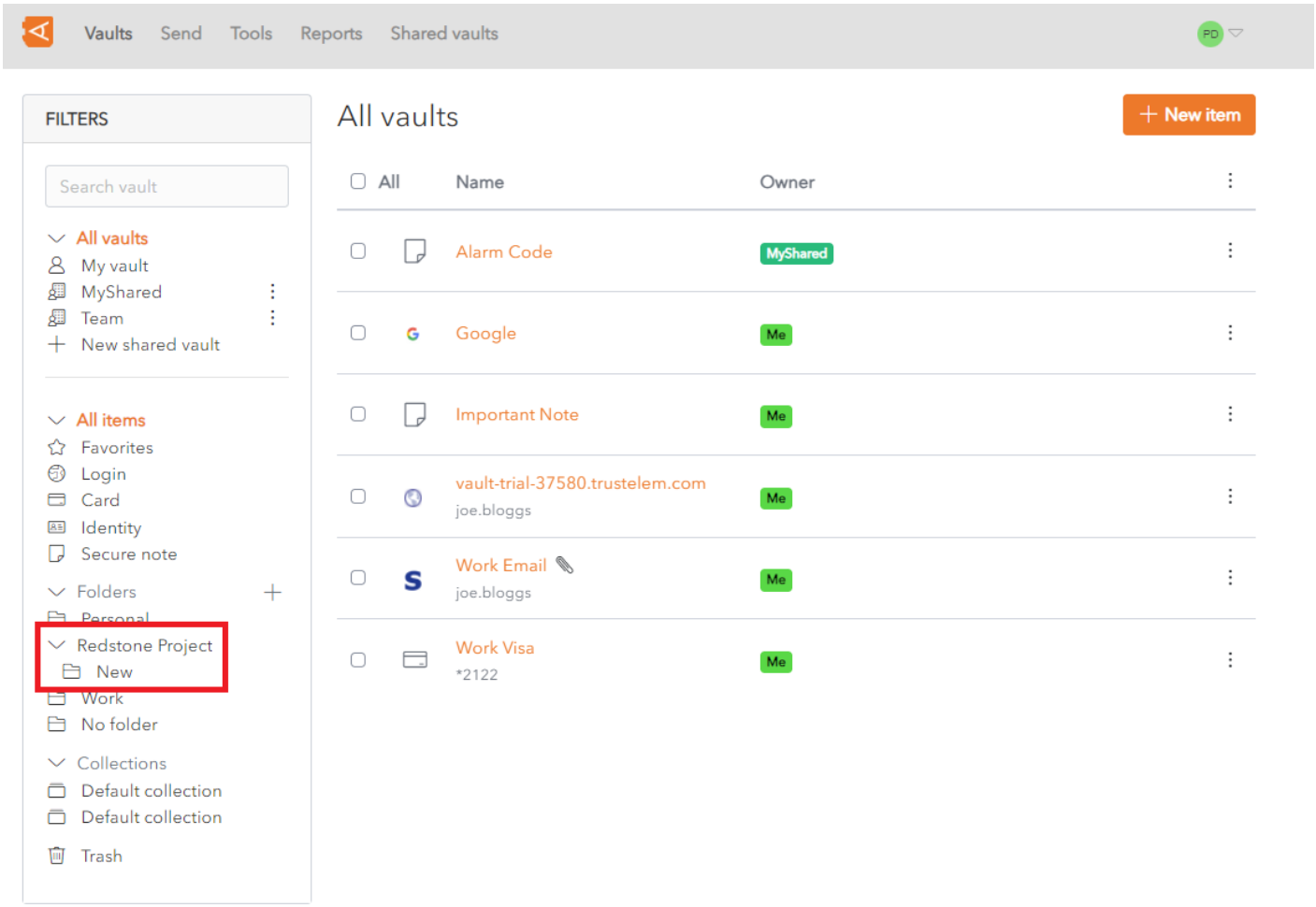


Use the « / » **forward slash** delimiter to define the folder structure of your nested folder.

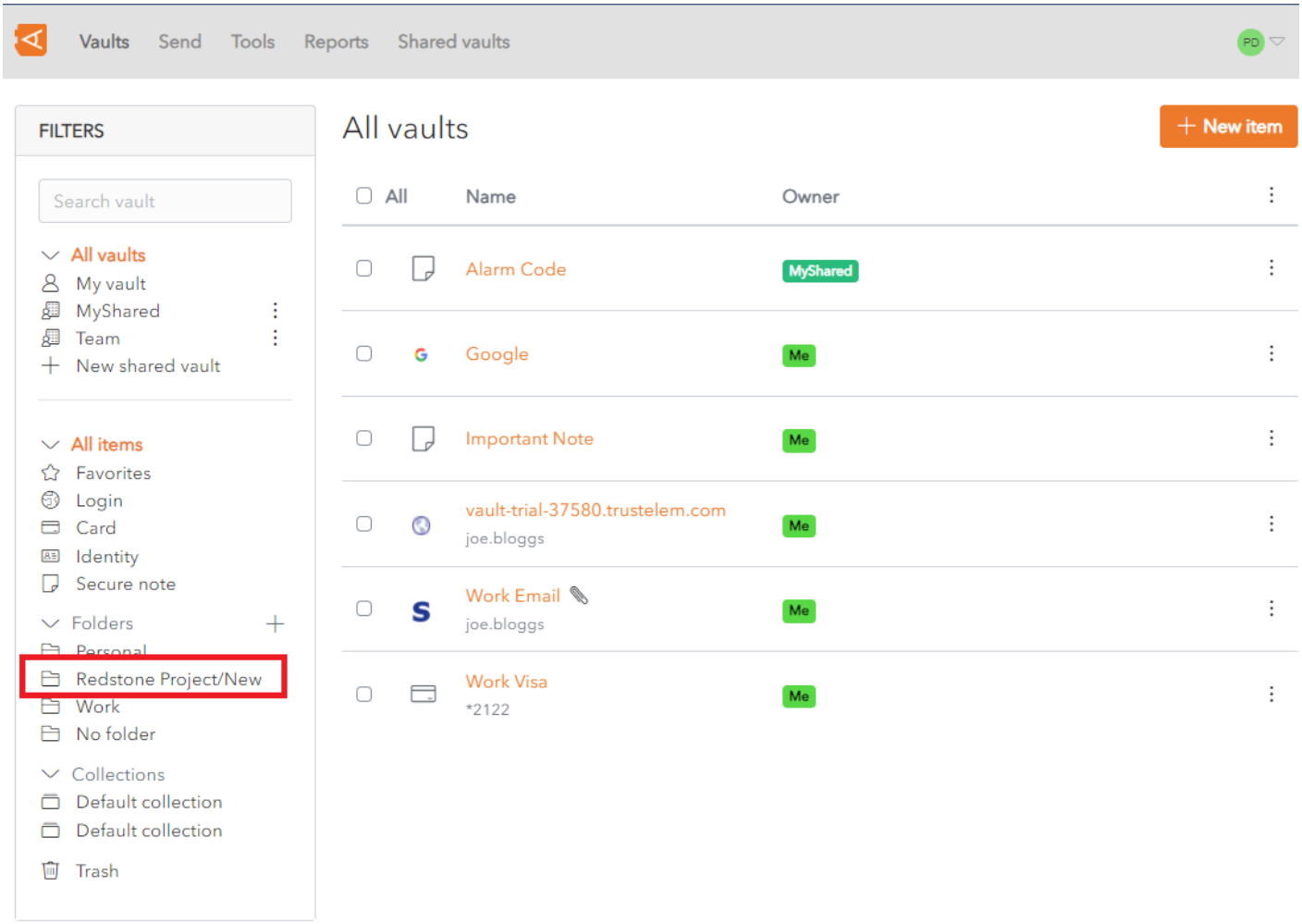
For example, create a new folder called **Redstone Project/New.**



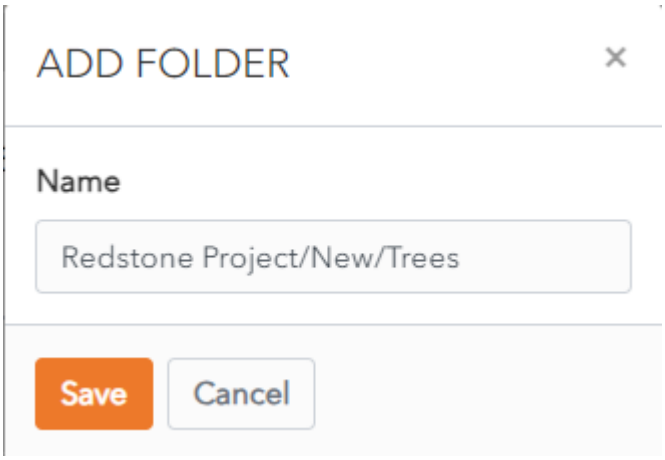
If the folder called **Redstone Project** already exists, a nested folder called **New** is created inside the **Redstone Project** folder.



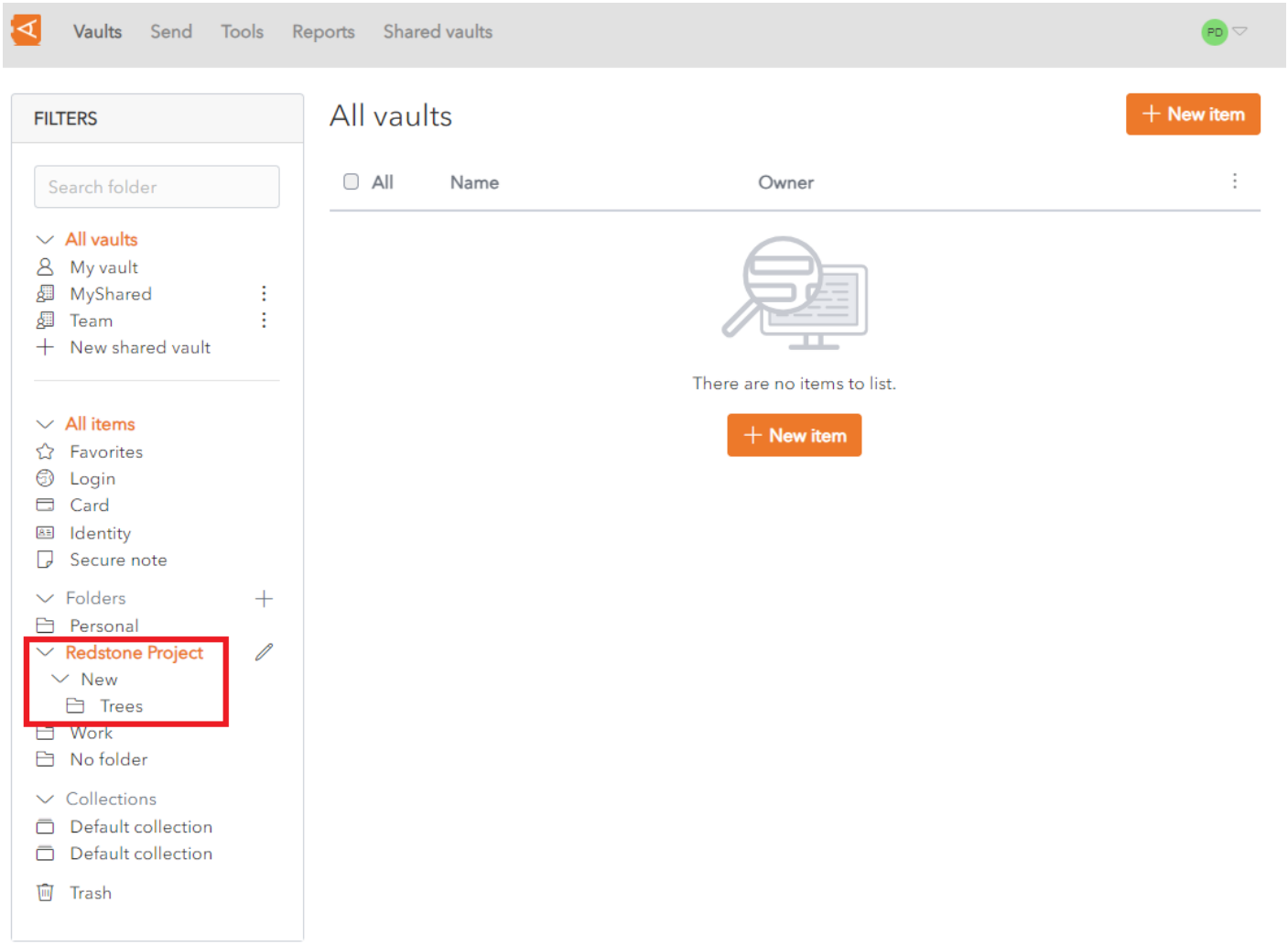
If a folder called **Redstone Project** does not already exist, a new folder will be created called **Redstone Project/New.**



To create a nested folder called **Trees** inside the **New** Folder, create a new folder called **Redstone Project/New/Trees.**



A nested folder called **Trees** is created inside the **New** folder.

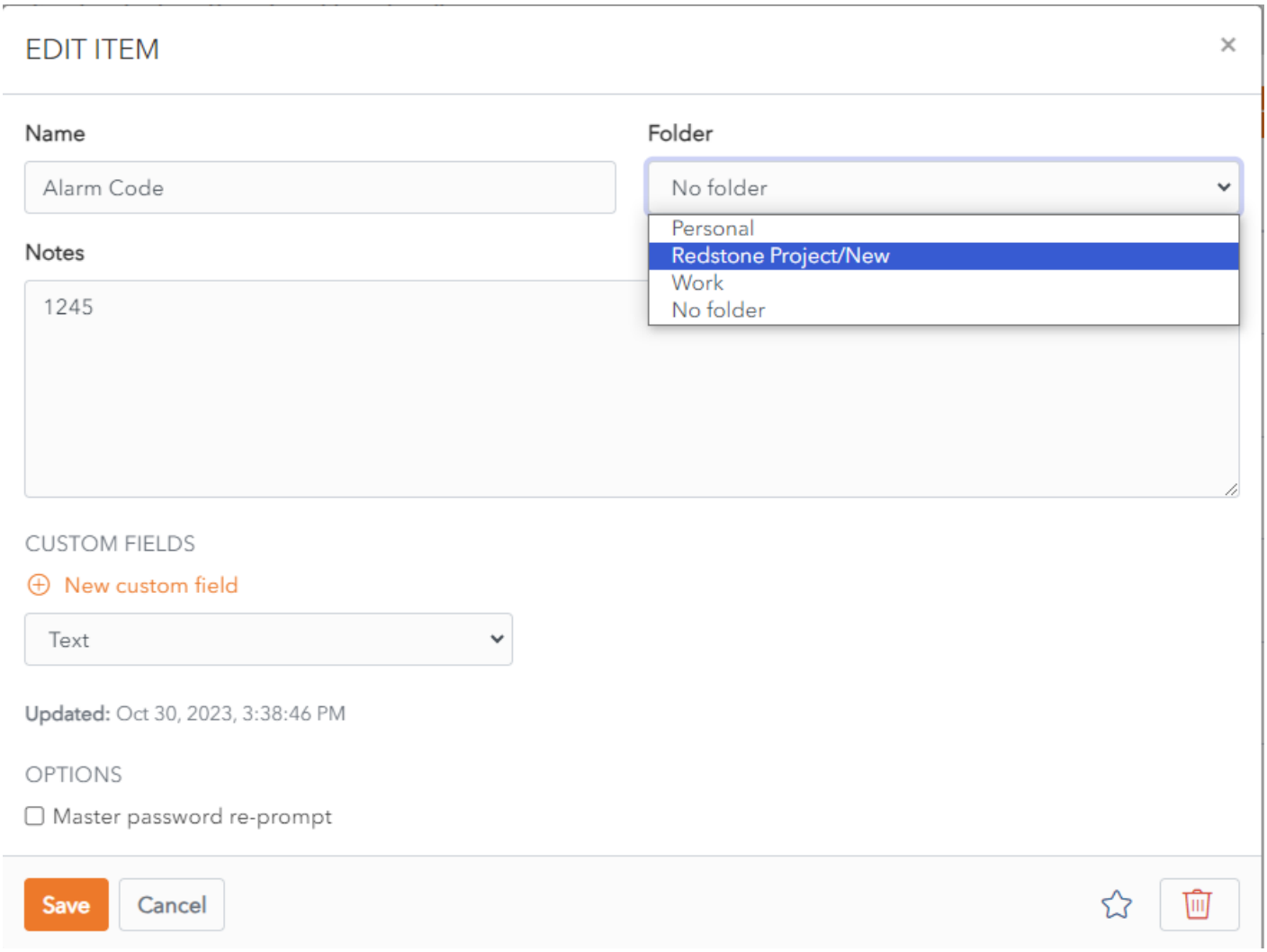


If you **Search** inside the **Redstone Project** Folder, it will return items in the Redstone Project Folder but **not items inside** the **New** and **Trees nested** folders.

There is **no limit** to the **depth** of nested folders, but it can be impractical to create too many.

Move Item to Folder

From the **Edit Item Screen** Screen, **choose** a **Folder** from the dropdown menu.



Click **Save** button to **Move the Item** to this Folder.

You can **add an Item** from a **Shared Vault** into a **Folder**. This will be **organized** in this Folder in **your Vault**. It will **not provide access** to this item **to another user.**