Add, Edit or Delete Items

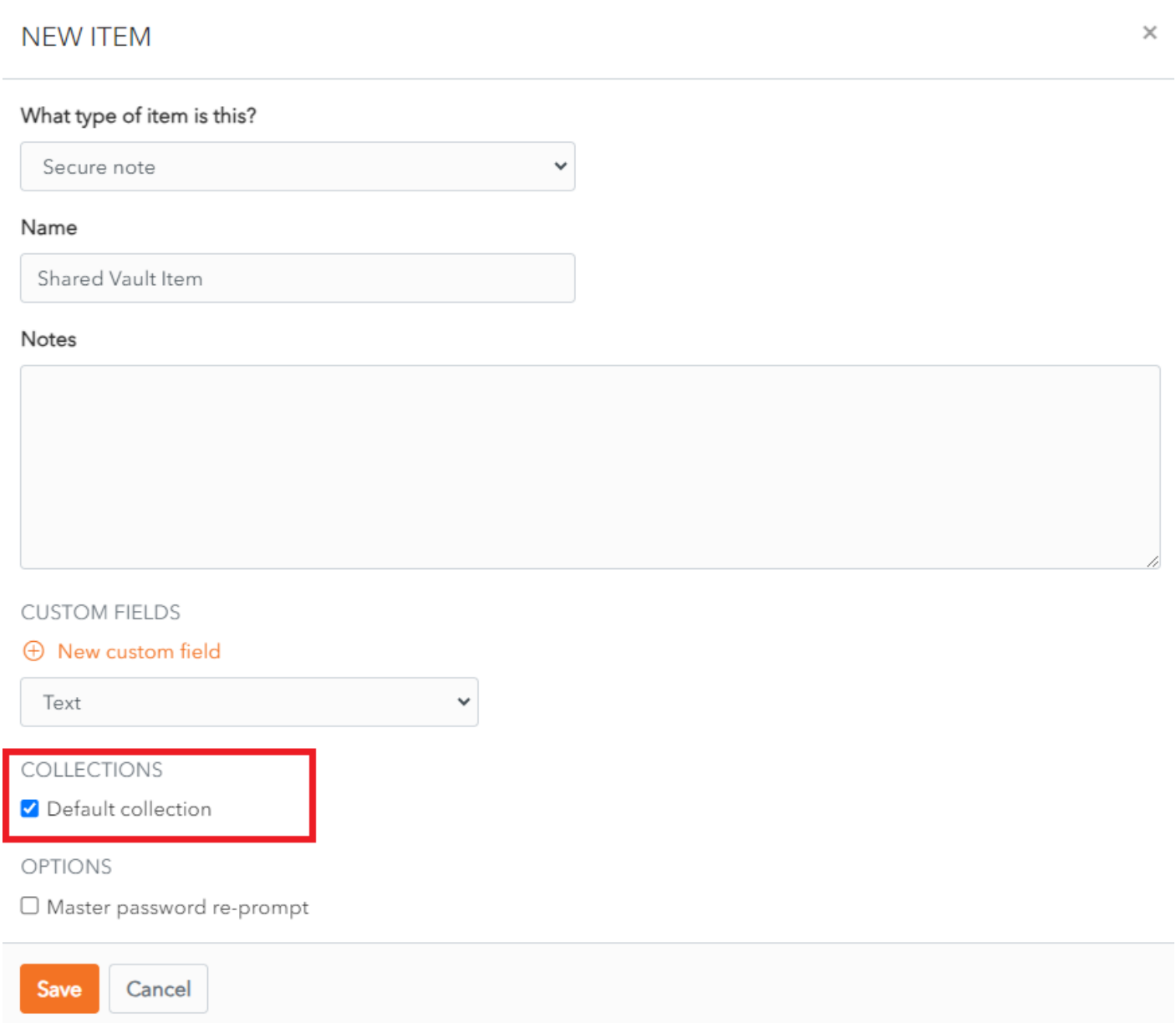
Create a Shared Vault Item

Follow the normal procedure for **creating an Item**, with **one additional step**.

Items created in a Shared Vault have one extra field - the **Collections Field**, which is **mandatory**. A Shared Vault Item must be **added to at least one Collection**.

In the **Collections Section** of the **New Item Screen**, check the **checkbox** beside a **Collection** that you wish to add the Item to.

Then Click **Save** to create the Item.



Manage Shared Vault Items

The procedure to **Edit an Item** and **Delete an Item** are the same as for personal Vaults as are the **Item Types**.

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