Assign or Remove Items

An **Item** in a **Shared Vault** can be **assigned to one or more Collections** from the Collections Screen. This can be done when you **Create a Collection** or when you **Edit a Collection**.
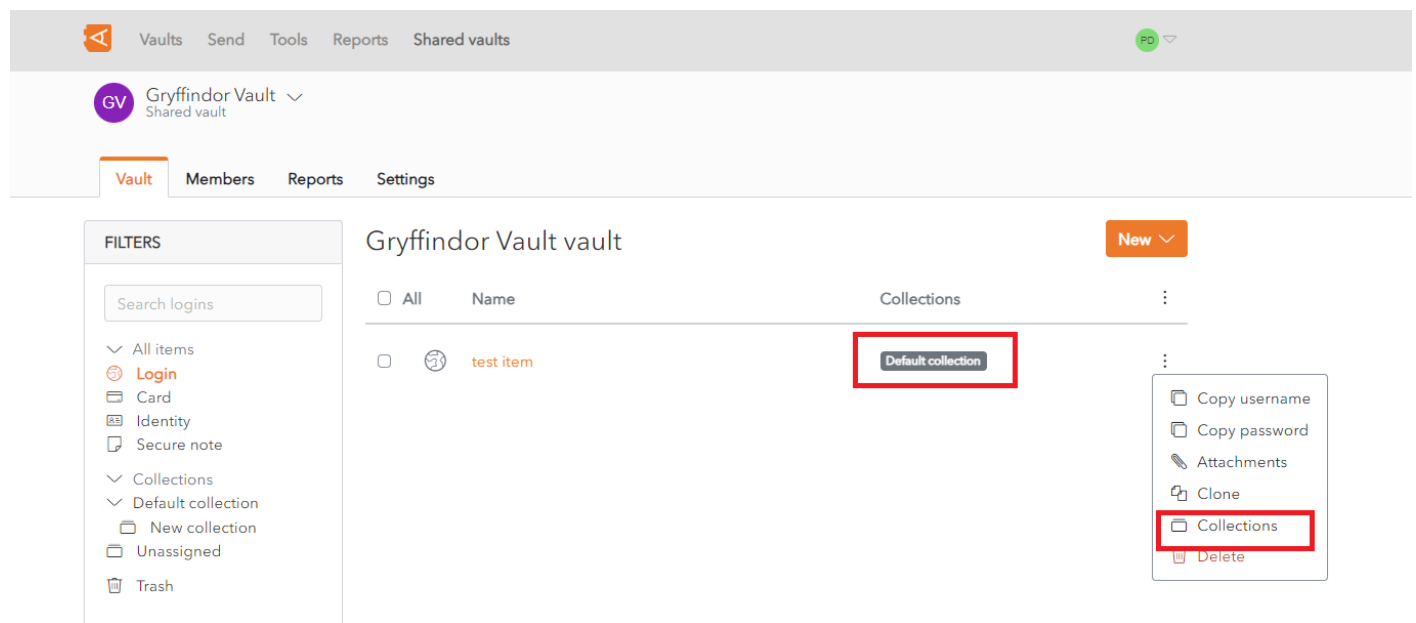
Click the **Shared Vault Screen** and select a Shared Vault.

The **Item List** for the Shared Vault is **displayed**.

Assign Item to Collections

Click the ⋮ **More button** beside an Item. A **context menu** is displayed.

Click the **Collections** link to **modify** the **List of Collections** to which the **Item** is **assigned**.

The **Collections Screen** for the **Item** is displayed.

Check one or more Collections.

COLLECTIONS test item

Edit the collections that this item is being shared with. Only shared vault users with access to these collections will be able to see this item.

COLLECTIONS   Select all   Unselect all

☑ Default collection

☐ Default collection/New collection

Save   Cancel

Click **Save** to save changes. The **Item List** for the Shared Vault is **displayed**.

The **Item** is assigned the Collections chosen.

Remove Item from Collections

From the **Collections Screen** for an **Item**, click **Unselect all**.

Click **Save**. The Item is now **unassigned to collections**.