

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**.

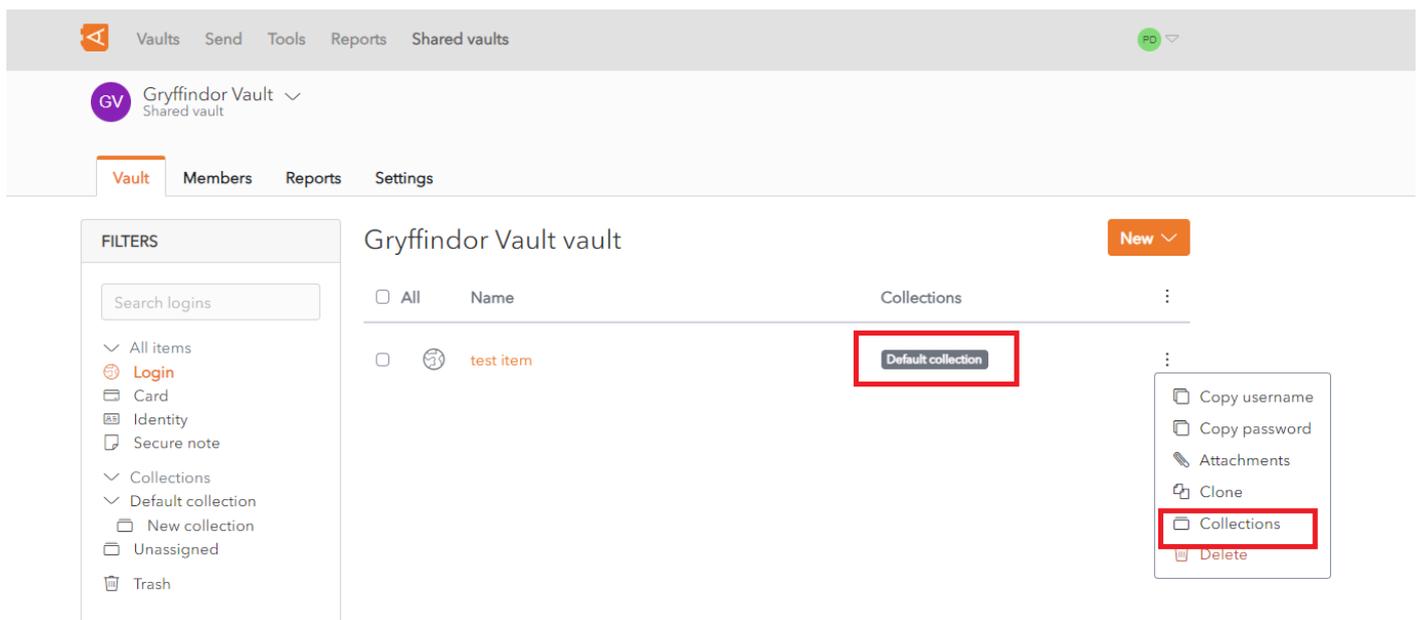
Click the **Shared Vault Screen** and select a Shared Vault.

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 screenshot displays the 'Gryffindor Vault' interface. At the top, there is a navigation bar with 'Vaults', 'Send', 'Tools', 'Reports', and 'Shared vaults'. Below this, the 'Gryffindor Vault' header is visible, along with tabs for 'Vault', 'Members', 'Reports', and 'Settings'. The main content area is titled 'Gryffindor Vault vault' and features a 'New' button. A table lists items, with one item named 'test item' highlighted. The 'Collections' column for this item shows 'Default collection' in a red box. A context menu is open for the 'test item', with the 'Collections' option highlighted in a red box. The context menu includes options like 'Copy username', 'Copy password', 'Attachments', 'Clone', 'Collections', and 'Delete'. A 'FILTERS' sidebar on the left contains a search box and a list of filter categories such as 'All items', 'Login', 'Card', 'Identity', 'Secure note', 'Collections', 'Default collection', 'New collection', 'Unassigned', and 'Trash'.

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

Check one or more Collections.

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.

The screenshot shows the Gryffindor Vault interface. At the top, there are navigation tabs: Vaults, Send, Tools, Reports, and Shared vaults. Below this, the vault name 'Gryffindor Vault' is displayed with a dropdown arrow. Underneath, there are sub-tabs: Vault, Members, Reports, and Settings. On the left, a 'FILTERS' sidebar is visible with a search box and a list of categories: All items, Login, Card, Identity, Secure note, Collections, Default collection, New collection, Unassigned, and Trash. The main area shows the 'Gryffindor Vault vault' with a 'New' button. Below this is a table with columns for selection, name, and collections. The table contains one row for 'test item'. The 'Collections' column for 'test item' shows two items: 'Default collection' and 'Default collection/New c...'. A red box highlights these two collection names.

	Name	Collections
<input type="checkbox"/>	All	
<input type="checkbox"/>	test item	Default collection Default collection/New c...

Remove Item from Collections

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

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

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