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**.

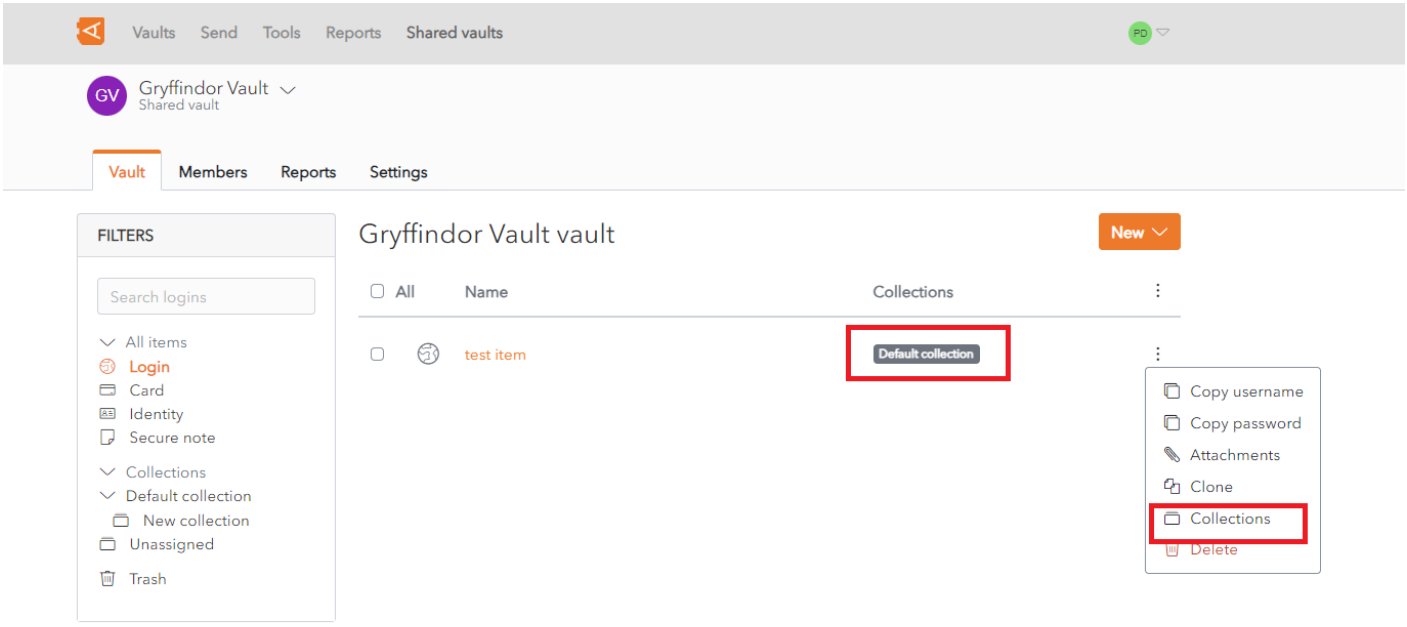
Click the **Shared Vault Screen** and select a Shared Vault.

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

Assign Item to Collections

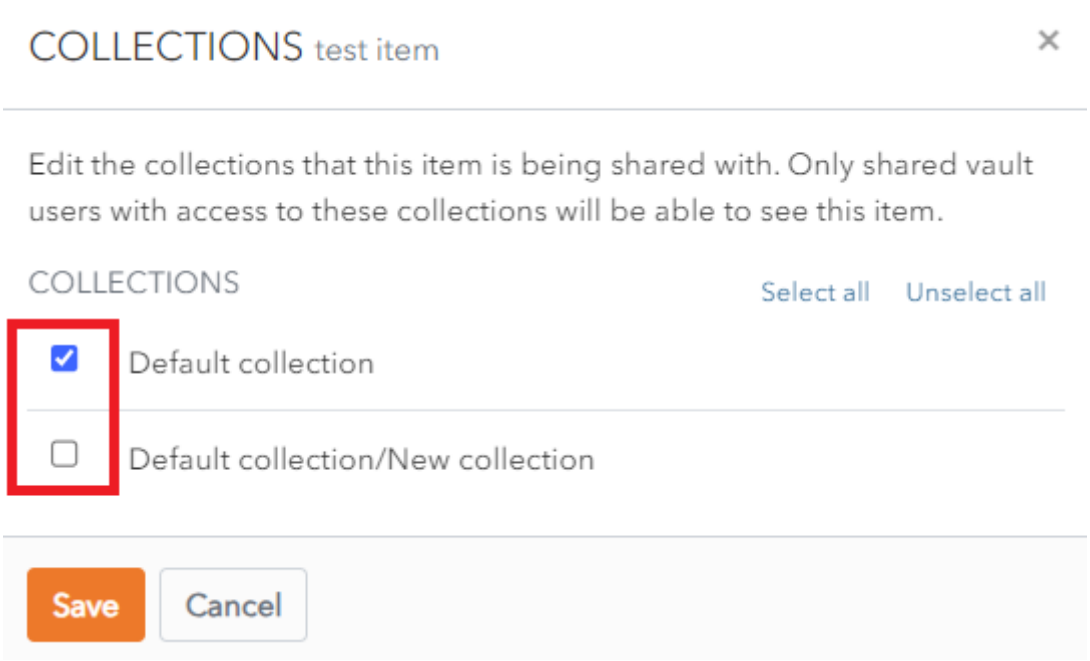
Click the ⋮ **More button** beside an Item. A **context menu** is displayed.

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



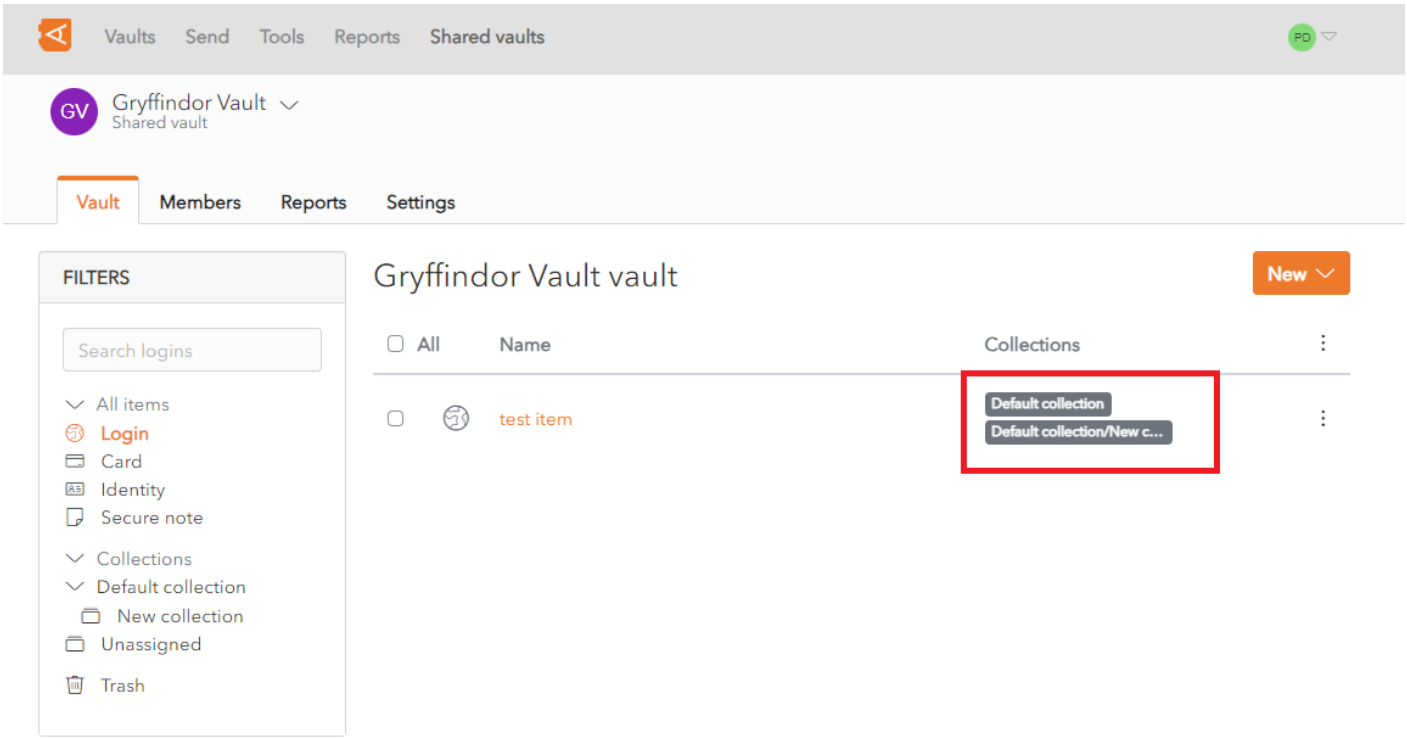
The **Collections Screen** for the **Item** is displayed.

Check one or more Collections.



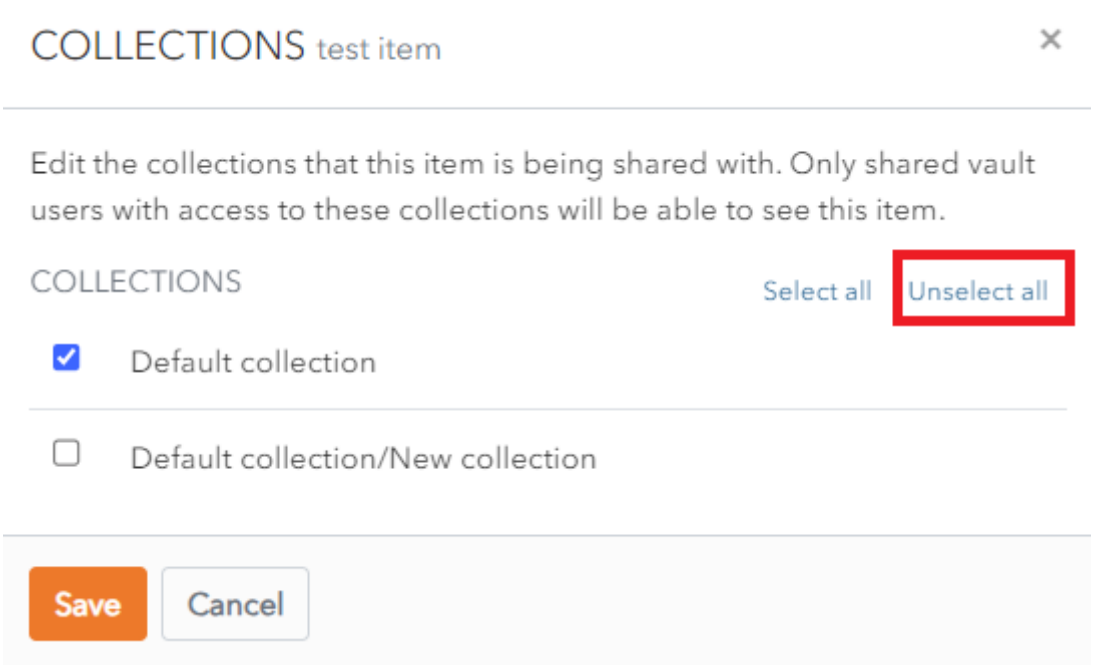
Click **Save** to save changes. The **Item List** for the Shared Vault is **displayed**.

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**.

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