

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](#).

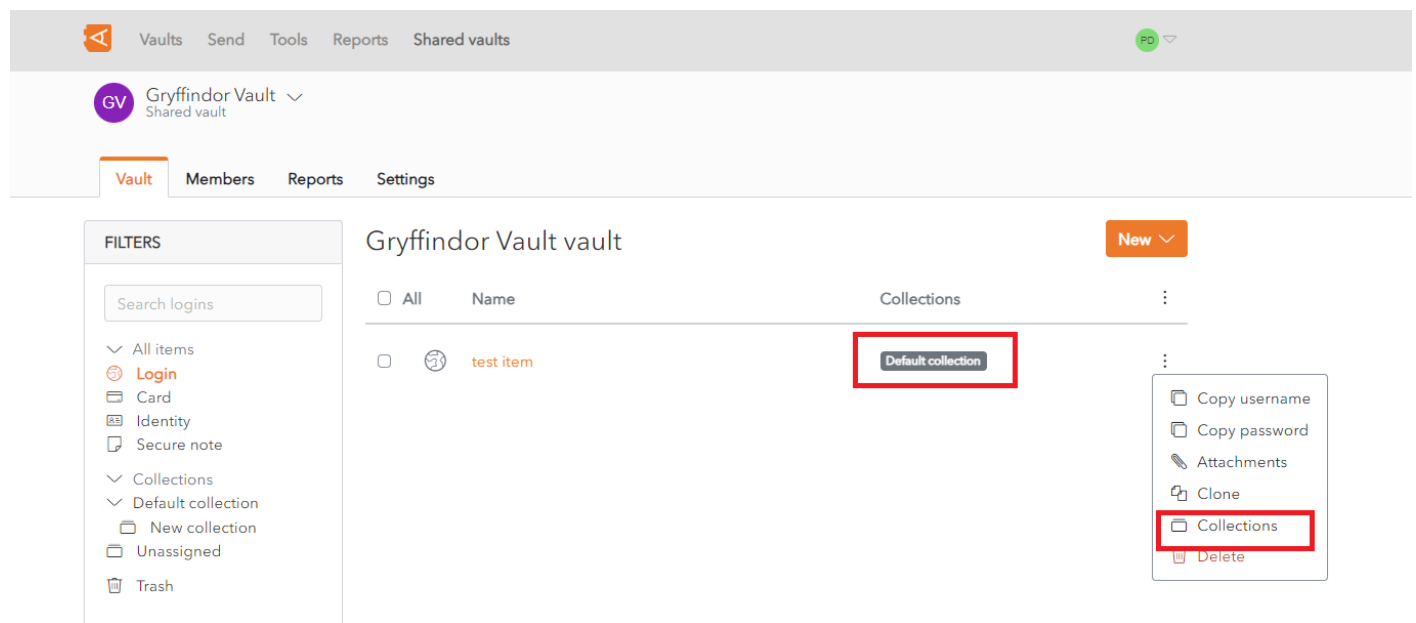
Click the **Shared Vault Screen** and select a Shared Vault.

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.

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's 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 'Vault' tab is active. On the left, a 'FILTERS' sidebar lists various categories like 'All items', 'Login', 'Card', 'Identity', 'Secure note', 'Collections', 'Default collection', 'New collection', 'Unassigned', and 'Trash'. The main area displays the 'Gryffindor Vault vault' with a 'New' button. Below the header, there's a table with columns 'All', 'Name', 'Collections', and a menu icon. The table lists an item named 'test item'. In the 'Collections' column for 'test item', two collections are listed: 'Default collection' and 'Default collection/New c...', both of which are highlighted with a red box.

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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