

Create Item

Click on the **New Item** button to add a new Item.

The screenshot shows the vault management interface. At the top, there is a navigation bar with 'Vaults', 'Send', 'Tools', 'Reports', and 'Shared vaults'. On the right of the navigation bar, there is a user profile icon labeled 'PD'. Below the navigation bar, there is a 'FILTERS' sidebar on the left and a main content area titled 'All vaults'. The 'All vaults' area contains a table with columns for 'All', 'Name', and 'Owner'. A red box highlights the '+ New item' button in the top right corner of the 'All vaults' area. The table lists several vaults:

<input type="checkbox"/>	All	Name	Owner	
<input type="checkbox"/>		Alarm Code	MyShared	⋮
<input type="checkbox"/>		Important Note	Me	⋮
<input type="checkbox"/>		vault-trial-37580.trustelem.com joe.bloggs	Me	⋮
<input type="checkbox"/>		Work Email	Me	⋮
<input type="checkbox"/>		Work Visa *2122	Me	⋮

The **New Item** pop up screen is displayed.

Choose the type of item – **Login, Card, Identity or Secure Note**. Each item type has its own unique set of fields.

Here we will choose **Login**.

NEW ITEM



What type of item is this?

Dropdown menu with options: Login (selected), Card, Identity, Secure note

Folder

Empty folder selection dropdown

Username

Username input field with copy icon

Password

Password input field with refresh, check, list, eye, and copy icons

Authenticator key (TOTP)

Authenticator key input field

Timer icon (15) and copy icon

URI 1

URI 1 input field with example text: ex. https://google.com

Share and copy icons for URI 1

Match detection

Match detection dropdown menu with 'Default match detection' selected



+ New URI

Notes

Large text area for notes

CUSTOM FIELDS

+ New custom field

Custom field dropdown menu with 'Text' selected

OWNERSHIP

Who owns this item?

Ownership dropdown menu with options: Gryffindor Vault, MyShared, Team

Save

Cancel



Add the details that you wish to save for new Login Item. The only mandatory field is **Name**.

The Item is added to your personal vault by default. To add the Item to a Shared Vault, choose a Shared Vault from the **Who Owns this Item?** dropdown.

Click the **Save** button to save the new Item.

It is then **displayed** in your **Items List**.

Alternatively, click **Cancel** to cancel the operation.

Revision #18

Created 6 November 2023 08:16:50 by WALLIX Admin

Updated 6 January 2025 19:29:39 by WALLIX Admin