

Create Item

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

The screenshot shows the Trusteem application interface. At the top, there is a navigation bar with links: 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, the main content area is titled 'All vaults'. On the left side of the main content area, there is a 'FILTERS' sidebar. The sidebar has a search bar labeled 'Search vault' and two sections: 'All vaults' and 'All items'. The 'All vaults' section lists: My vault, MyShared, Team, and New shared vault. The 'All items' section lists: Favorites, Login, Card, Identity, Secure note, Folders, and Work. The main content area displays a table of vaults. The table has columns: Name, Owner, and a three-dot menu icon. The table lists six vaults: 'Alarm Code' (owner: MyShared), 'Important Note' (owner: Me), 'vault-trial-37580.trusteem.com' (owner: Me), 'Work Email' (owner: Me), and 'Work Visa' (owner: Me). The 'New item' button is located in the top right corner of the main content area, highlighted with a red box.

<input type="checkbox"/>	Name	Owner	
<input type="checkbox"/>	Alarm Code	MyShared	⋮
<input type="checkbox"/>	Important Note	Me	⋮
<input type="checkbox"/>	vault-trial-37580.trusteem.com	Me	⋮
<input type="checkbox"/>	Work Email	Me	⋮
<input type="checkbox"/>	Work Visa	Me	⋮

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

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

Here we will choose **Login**.

NEW ITEM



What type of item is this?

Login

Login

Card

Identity

Secure note

Folder

Username

Password

Authenticator key (TOTP)

15

URI 1

ex. https://google.com

Match detection

Default match detection

New URI

Notes

CUSTOM FIELDS

New custom field

Text

OWNERSHIP

Who owns this item?

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.

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