

# Delete Item

There are 2 ways to delete an item, from the Item List or from the Edit Item Screen.

## Delete Item from Item List

From the **Item List**, click on the **Context Menu** link beside an Item. The context menu for that item **opens**.

The screenshot shows the 'All vaults' interface. On the left is a 'FILTERS' sidebar with a search bar and various categories like 'All vaults', 'All items', 'Folders', 'Collections', and 'Trash'. The main area displays a table of vaults with columns for 'All', 'Name', and 'Owner'. A context menu is open for the 'Work Visa' item, with the 'Delete' option highlighted in a red box. Other options in the menu include 'Attachments' and 'Collections'.

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

Click the  **Delete** link. A **Delete Item Confirmation** pop up is displayed.



### Delete item

Do you really want to send to the trash?

Click **Yes** to delete the Item.

Click **No** to cancel the operation.

# Delete Item from Edit Item Screen

Click on the **Item** to be deleted. The **Edit Screen** opens.

EDIT ITEM ×

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<b>Name</b>	Work Email	<b>Folder</b>	Work
<b>Username</b>	joe.bloggs	<b>Password</b>	.....
<b>Authenticator key (TOTP)</b>			15 - - - - -
<b>URI 1</b>	https://www.mywork.com/email	<b>Match detection</b>	Default match detection

[⊕ New URI](#)

**Notes**

see attachment included

**CUSTOM FIELDS**

[⊕ New custom field](#)

Text

**Updated:** Oct 30, 2023, 3:21:51 PM

**OPTIONS**

[Save](#) [Cancel](#) ★ 🗑️

Click the  **Delete** button. A **Delete Item Confirmation** pop up is displayed.



### Delete item

Do you really want to send to the trash?

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Yes

No

Click **Yes** to delete the Item.

Click **No** to cancel the operation.

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Revision #3

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