
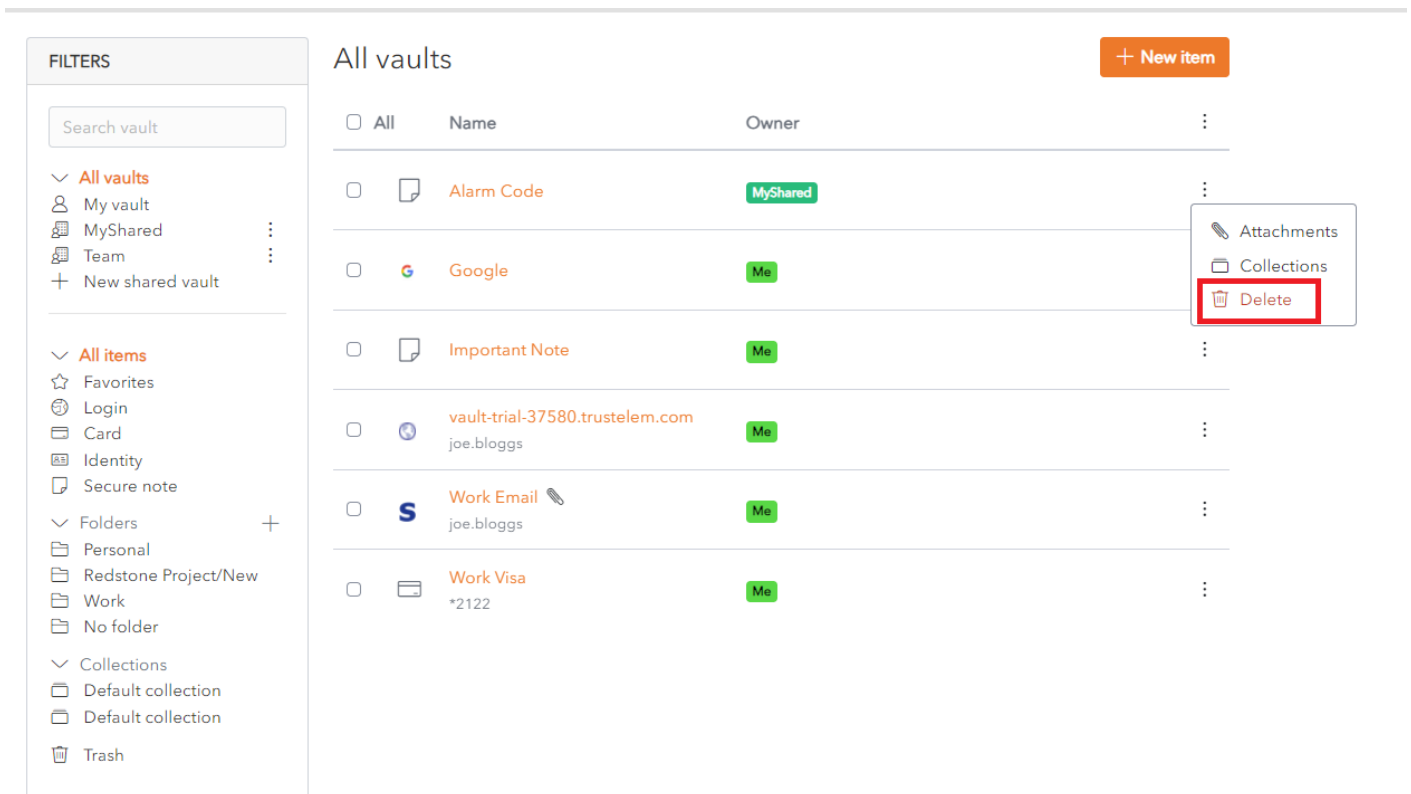


# Delete Item

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 sections for 'All vaults' (My vault, MyShared, Team, New shared vault) and 'All items' (Favorites, Login, Card, Identity, Secure note, Folders, Collections, Trash). The main area is titled 'All vaults' and has a '+ New item' button. It contains a table with columns 'All', 'Name', 'Owner', and a context menu icon. The table lists several items: 'Alarm Code' (owner: MyShared), 'Google' (owner: Me), 'Important Note' (owner: Me), 'vault-trial-37580.trustelem.com' (owner: Me), 'Work Email' (owner: Me), and 'Work Visa' (owner: Me). A context menu is open for the 'Google' item, showing options: 'Attachments', 'Collections', and 'Delete' (which is highlighted with a red box).

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



### Delete item

Do you really want to send to the trash?

Yes

No

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

Name

Work Email

Folder

Work

Username

joe.bloggs

Password

.....

Authenticator key (TOTP)

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URI 1

https://www.mywork.com/email

Match detection

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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