

# Move Item to Folder

From the **Edit Item Screen** Screen, **choose** a **Folder** from the dropdown menu.

EDIT ITEM

Name

Alarm Code

Notes

1245

Folder

No folder  
Personal  
Redstone Project/New  
Work  
No folder

CUSTOM FIELDS

⊕ New custom field

Text

Updated: Oct 30, 2023, 3:38:46 PM

OPTIONS

☐ Master password re-prompt

Save

Cancel

Click **Save** button to **Move the Item** to this Folder.

You can **add an Item** from a **Shared Vault** into a **Folder**. This will be **organized** in this Folder in **your Vault**. It will **not provide access** to this item **to another user**.

Revision #7

Created 13 November 2023 16:35:50 by WALLIX Admin

Updated 6 January 2025 19:30:08 by WALLIX Admin