

PASSWORD MANAGER > VAULT BASICS

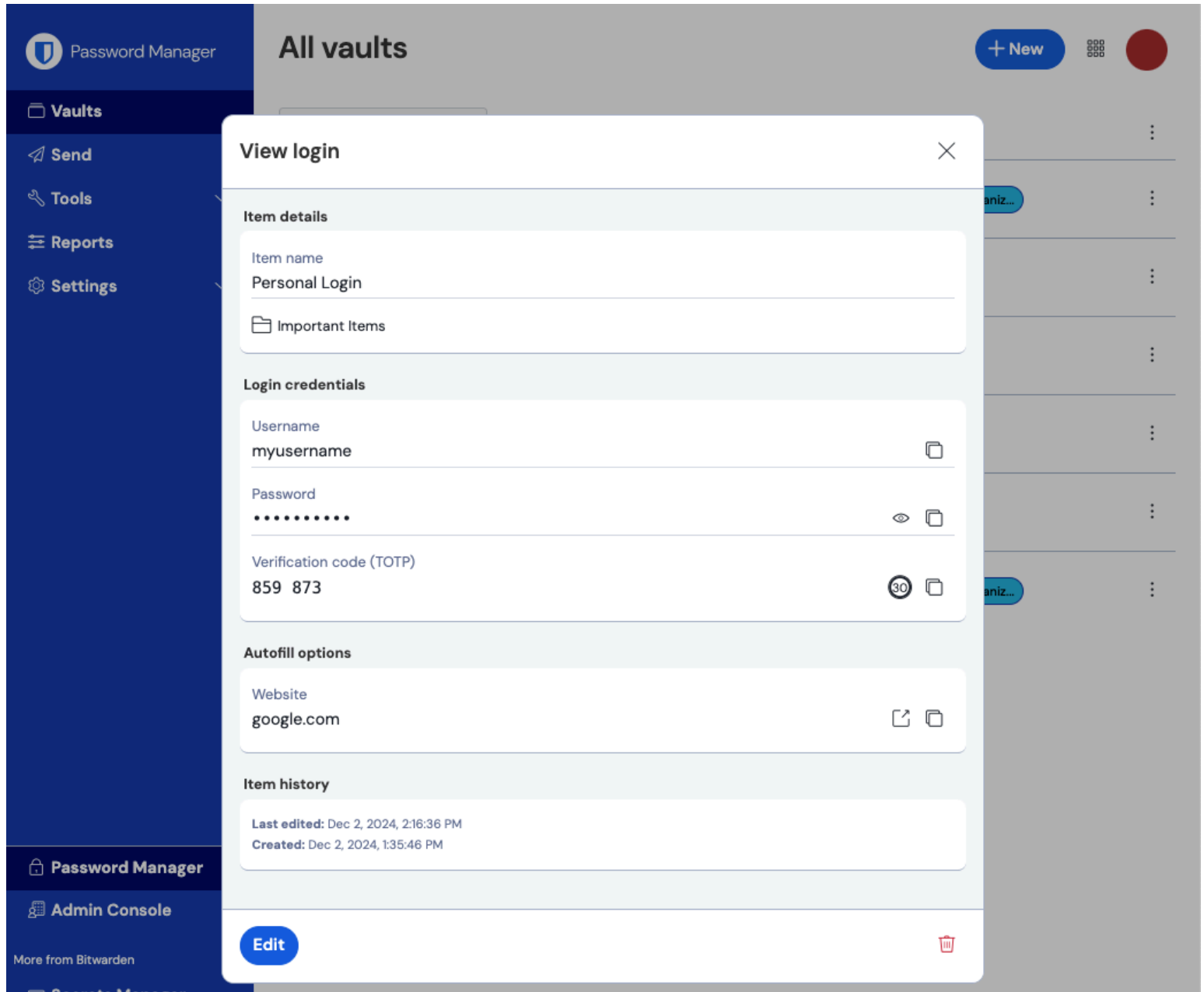
Vault Items

Vault Items

Did you know that Bitwarden can securely store more than just usernames and passwords? There are four types of items you can store in your vault; logins, cards, identities, secure notes, and SSH keys:

⇒Logins

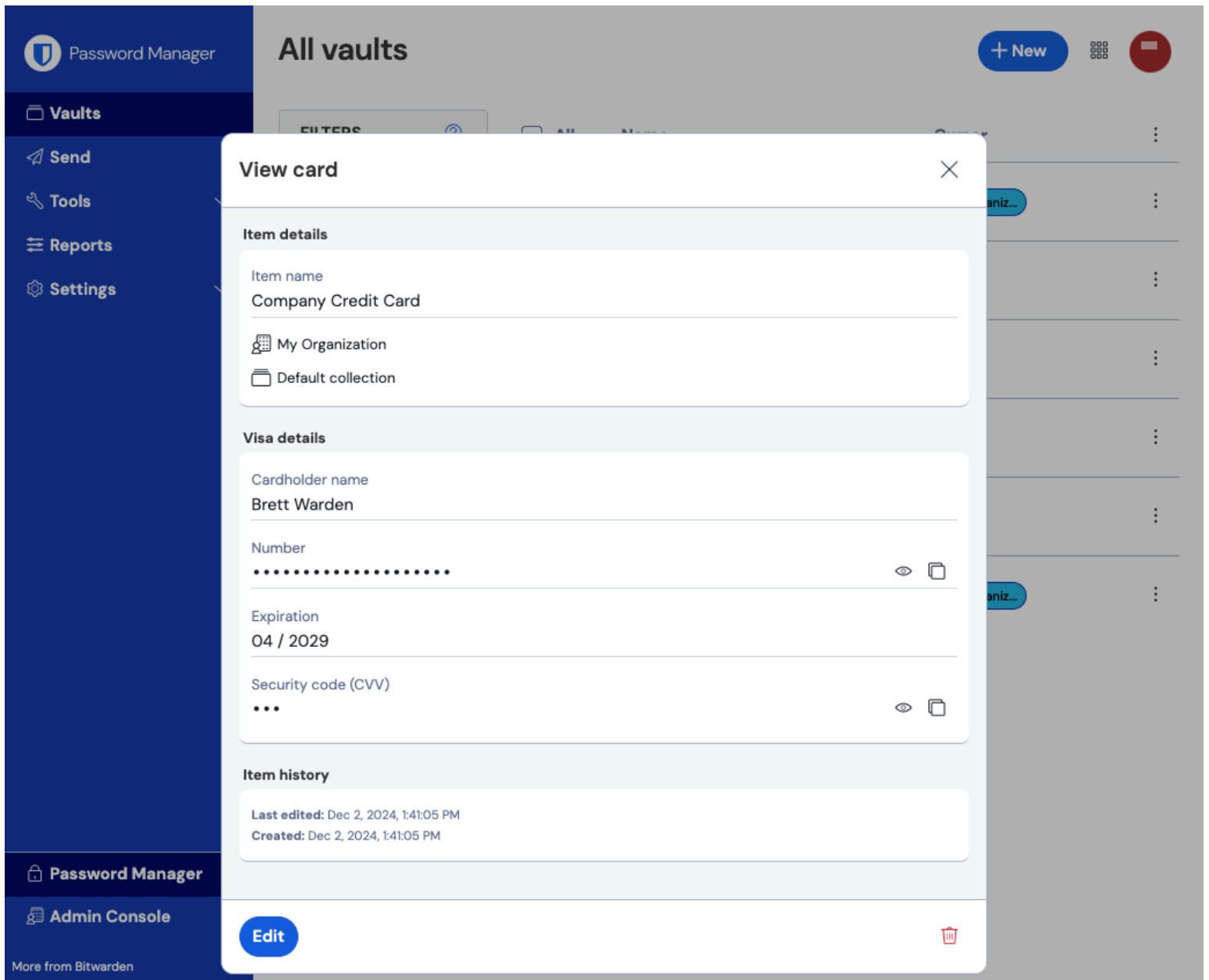
Logins are most often used to store username and password combinations, passkeys, and support [TOTP seeds](#) for premium users. Whatever plan you are on, we recommend giving every login a [URI for easy autofill](#):



Login item

⇒Cards

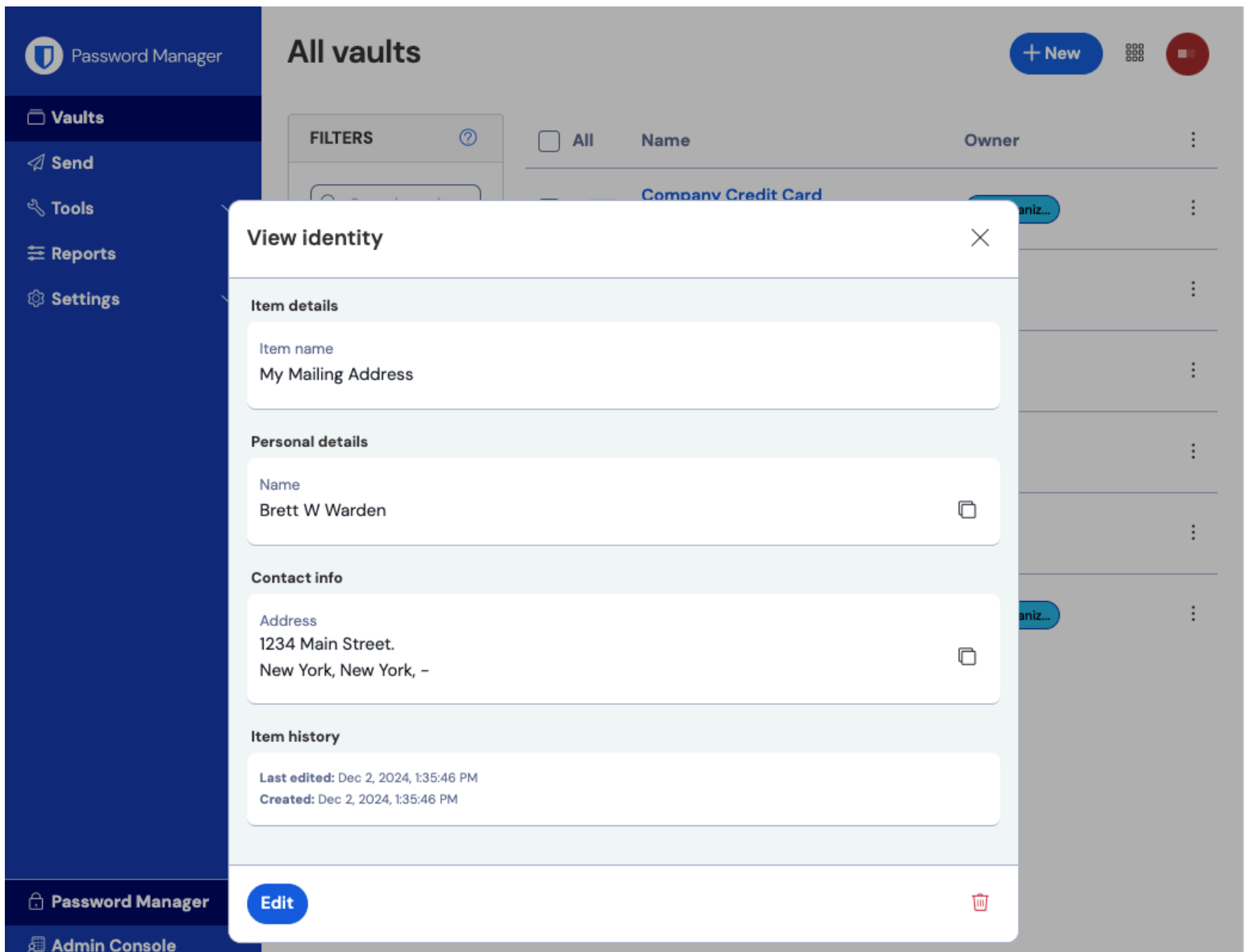
Cards can be used to securely store credit or debit card information:



Card item

⇒Identities

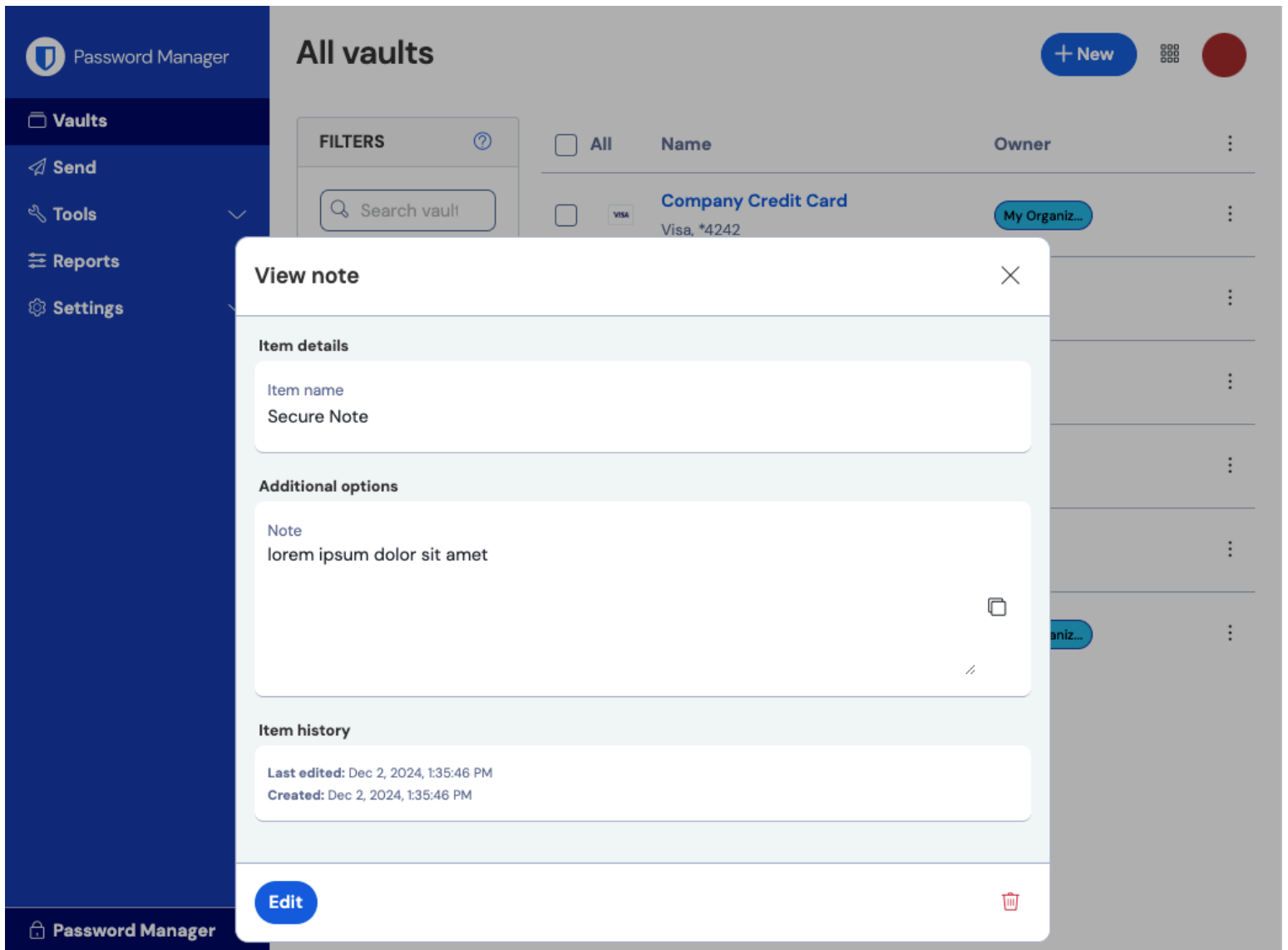
Identities can be used to store billing, mailing, and most other types of information you might need when filling out online forms:



Identity item

⇒ Secure notes

Secure notes can be used to store encrypted freeform text for anything you want protected:




Secure note item

Tip

You can [import items](#) directly into your vault from most password managers or web browsers.

Individual & organizational vaults

Many Bitwarden users will have access to an individual vault and an organization vault. Learn how to use and manage each vault effectively:



Individual and Organization vaults

<https://player.vimeo.com/video/823390347>

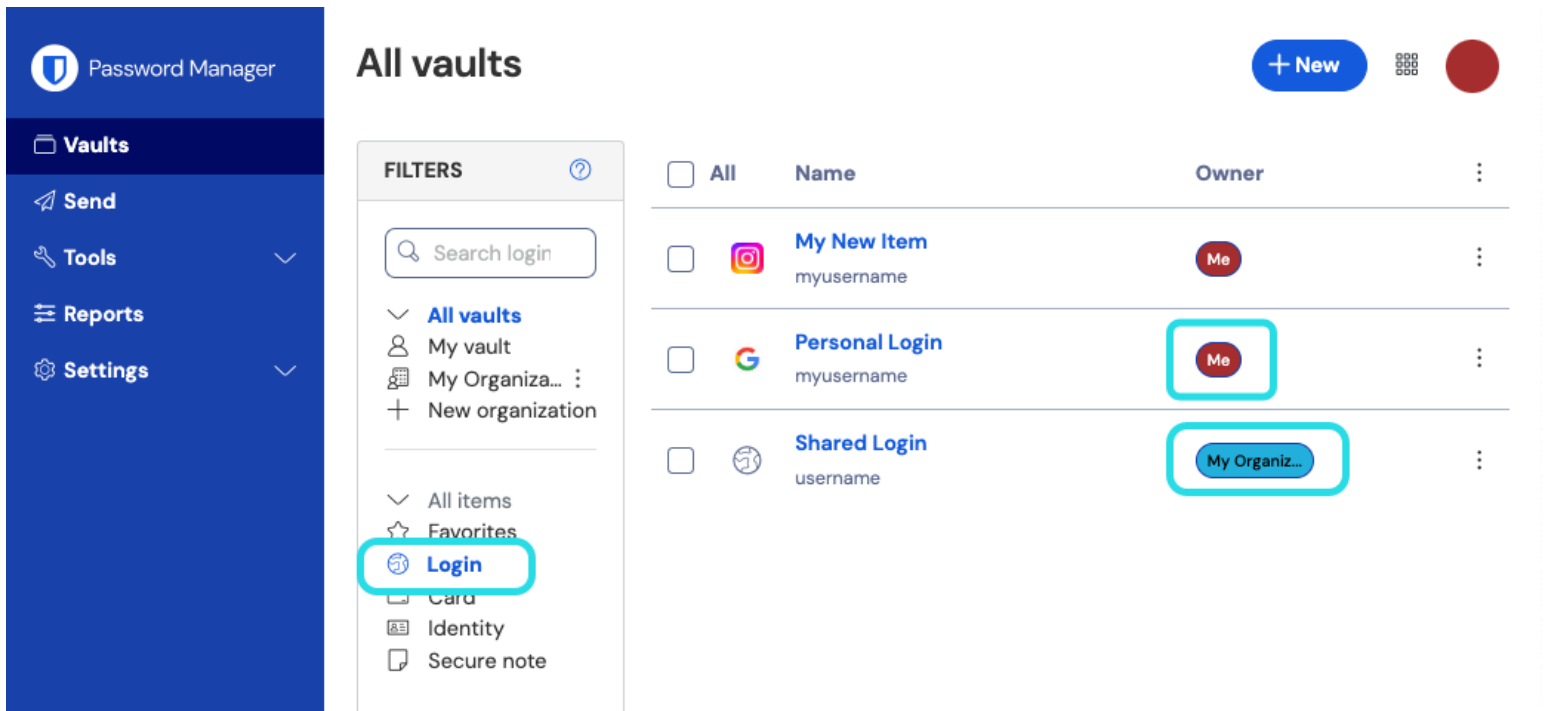
Filter vault items

You can filter which items to list by a few different characteristics. To filter vault items:

⇒ Web app

Either:

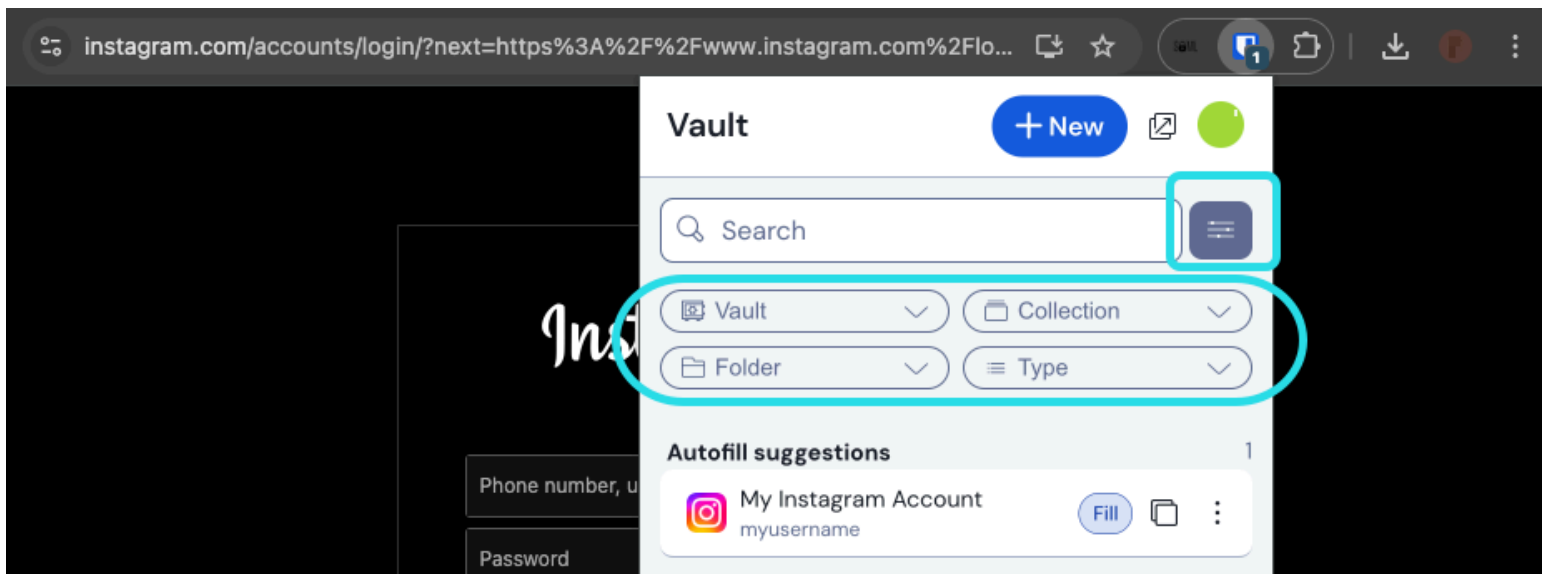
- Select a characteristic from the **Filter** column (in the following screenshot, **Login**).
- Select one of the colored cards next to an item (in the following screenshot, either **Me** or **My Organization**).



Web app filtering

⇒ Browser extension

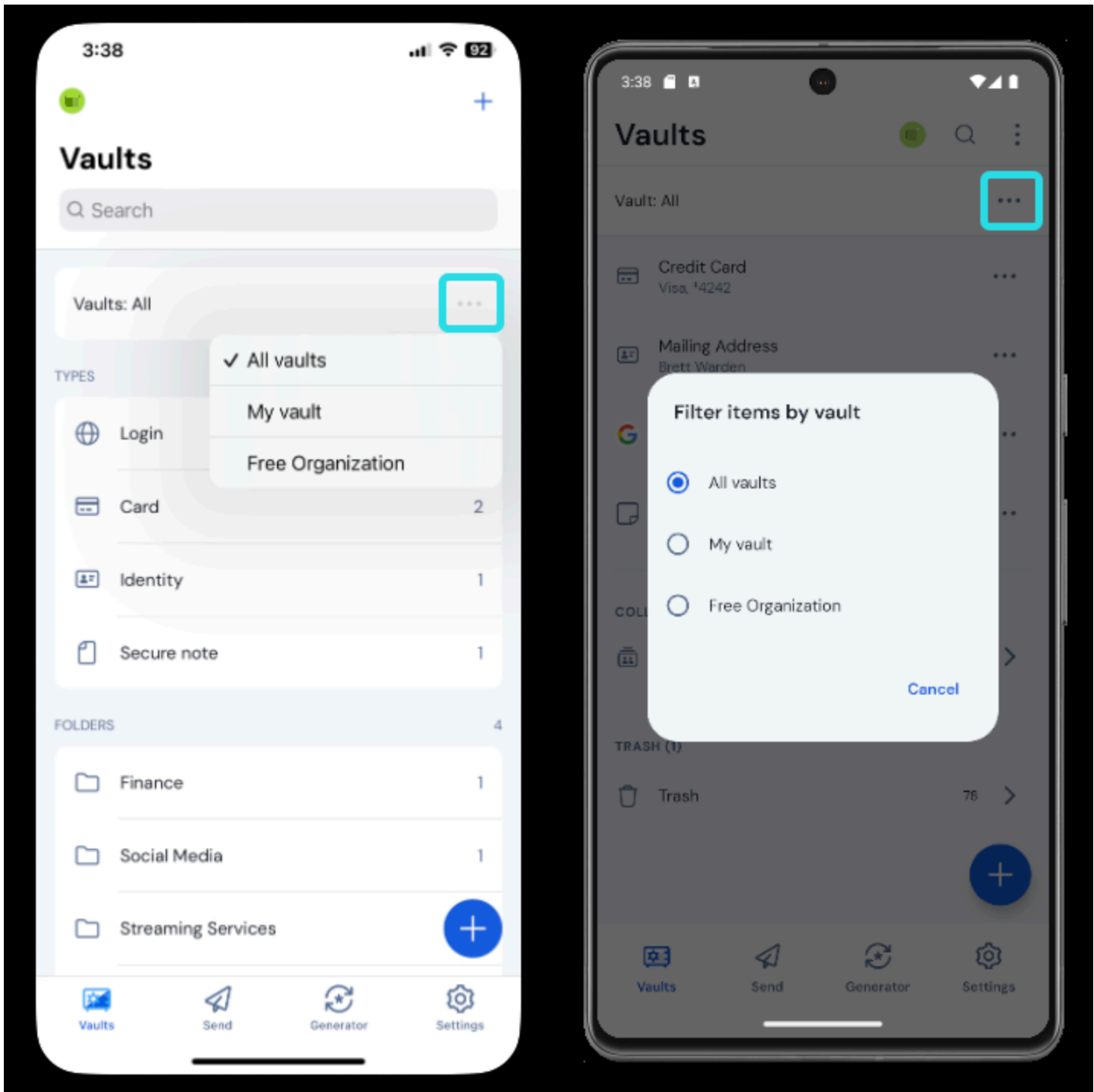
Use the **Vault**, **Collection**, **Folder**, or **Type** selectors at the top of the **Vault** tab. You can turn show and hide the filter dropdown menus with the **≡** button:



Extensión de Navegador Autocompletar

⇒ Mobile

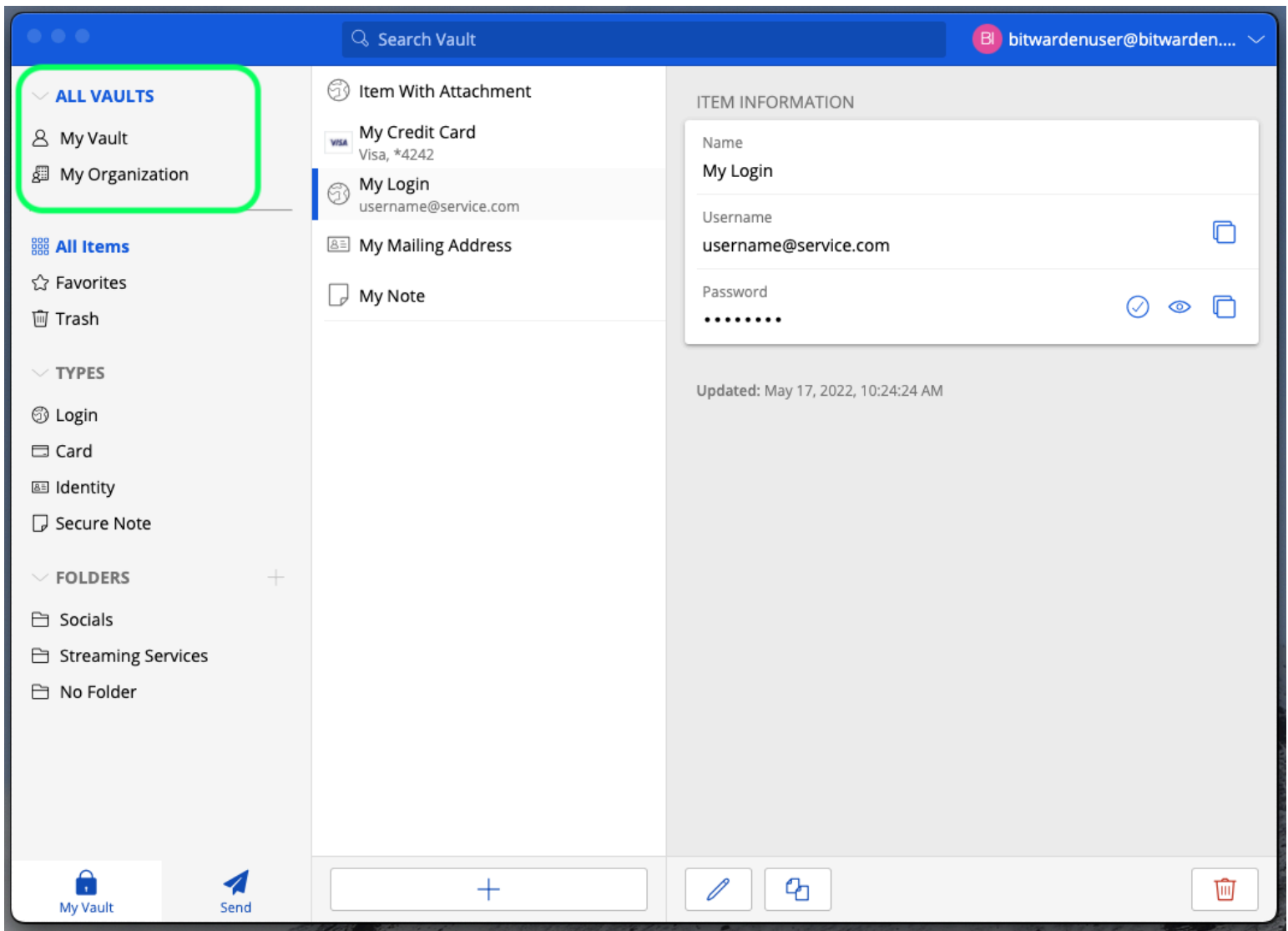
Choose a vault by selecting the **Vault** menu button (⋮) on the **Vaults** tab:



Filter vaults on mobile

⇒Desktop

Select a vault from the left-most column (in the following screenshot, **My Vault** or **My Organization**):



Desktop Filtering

⇒CLI

Use the `bw list` command with the `--organizationid` option, which can take either an organization identifier or `null`, to list items by vault. [Learn more](#).

Manage vault items

You can add, edit, and [delete](#) vault items from any Bitwarden app:

⇒ Web app

All vaults

FILTERS

Search vault

- All vaults
 - My vault
 - My Organiza... :
 - New organization
- All items
 - Favorites
 - Login
 - Card
 - Identity
 - Secure note
- Folders
 - Important It...
 - No folder

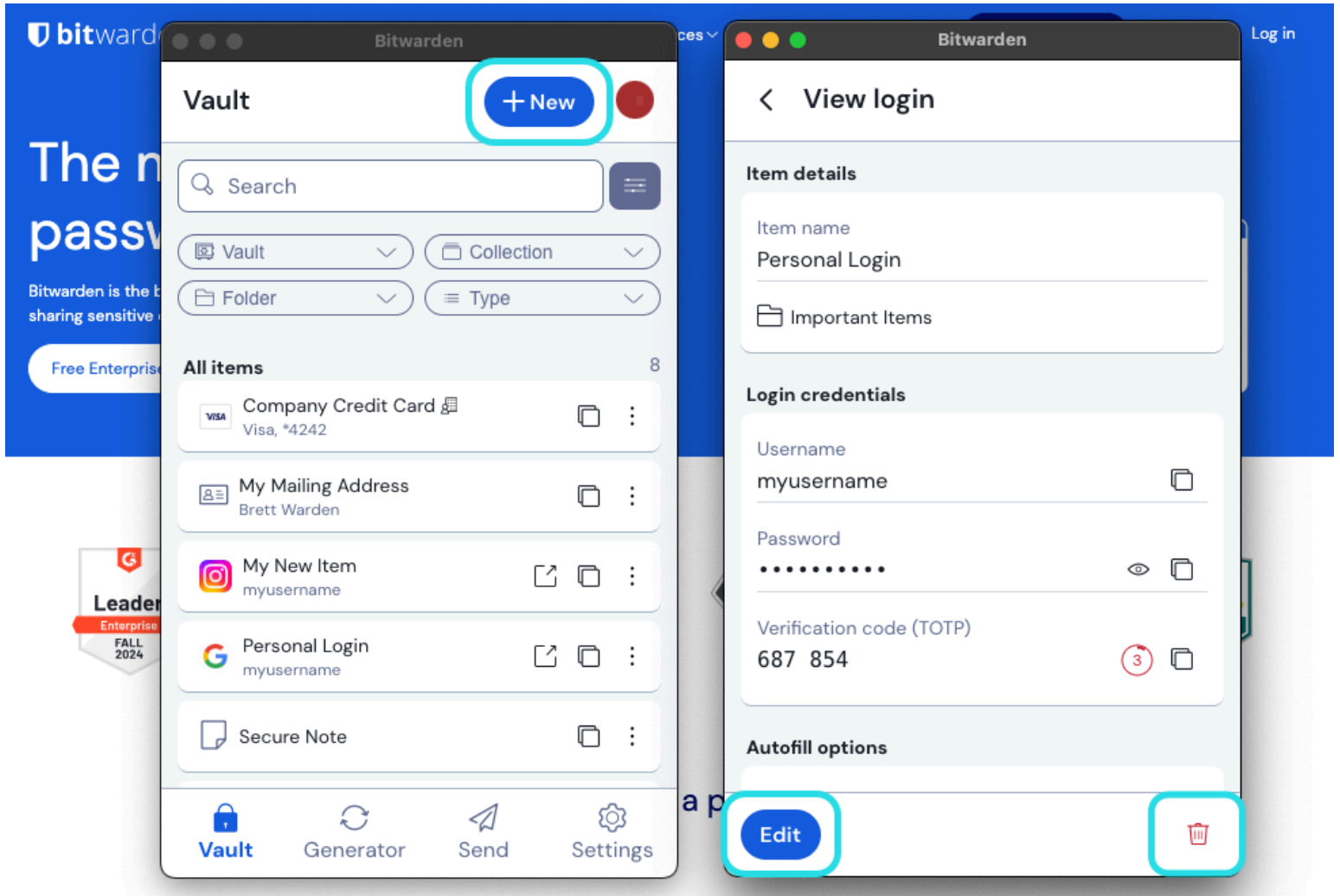
All	Name	Owner	
<input type="checkbox"/>	Company Credit Card Visa, *4242	My Organiz...	⋮
<input type="checkbox"/>	My Mailing Address Brett Warden	Me	⋮
<input type="checkbox"/>	My New Item myusername	M	⋮
<input type="checkbox"/>	Personal Login myusername	N	⋮
<input type="checkbox"/>	Secure Note	Me	⋮
<input type="checkbox"/>	Shared Login username		⋮

Attachments
Clone
Assign to collections
Delete

Once you open an item, select **Edit**.

Manage an Item

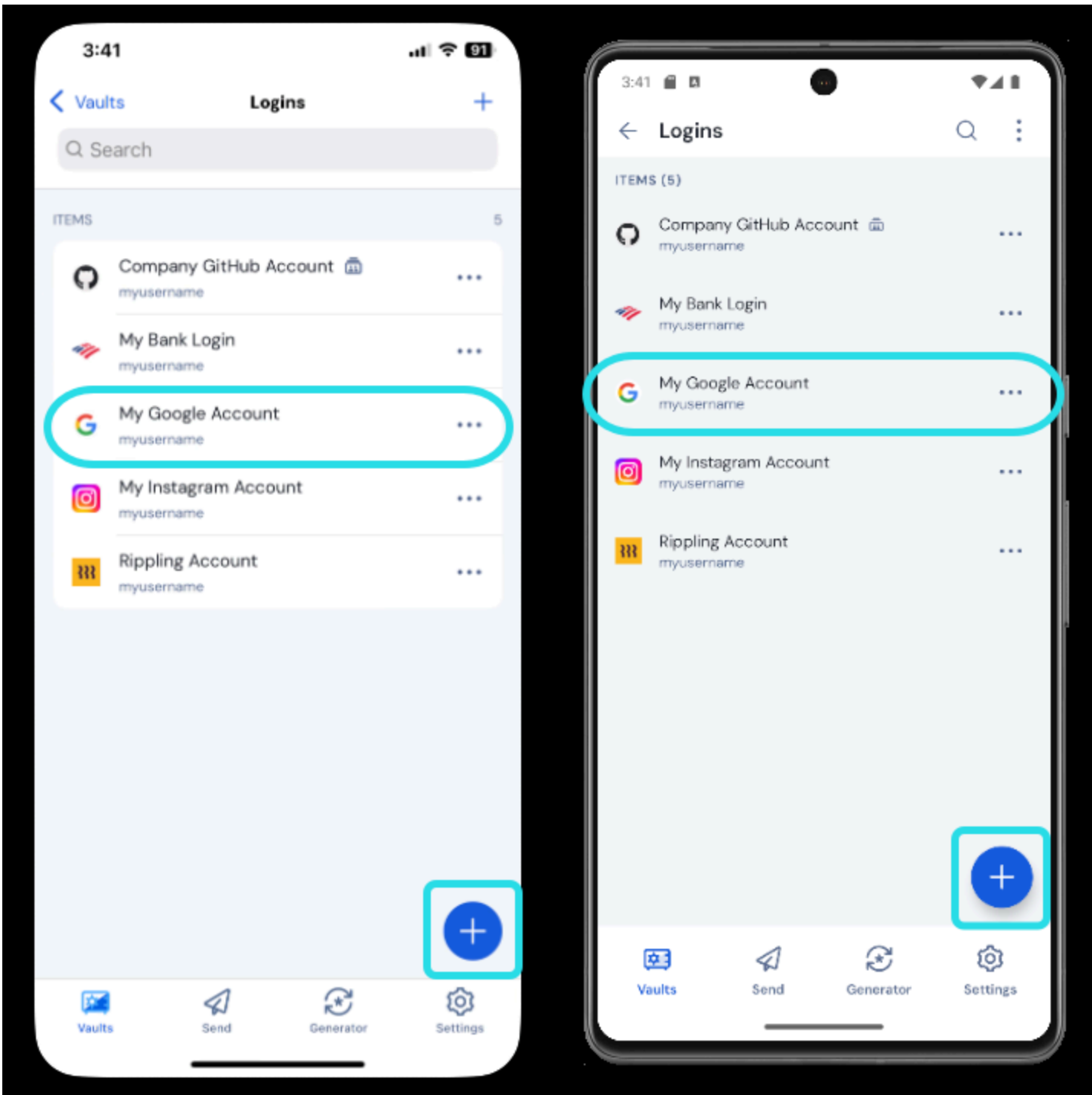
⇒ Browser extensions



Manage an item

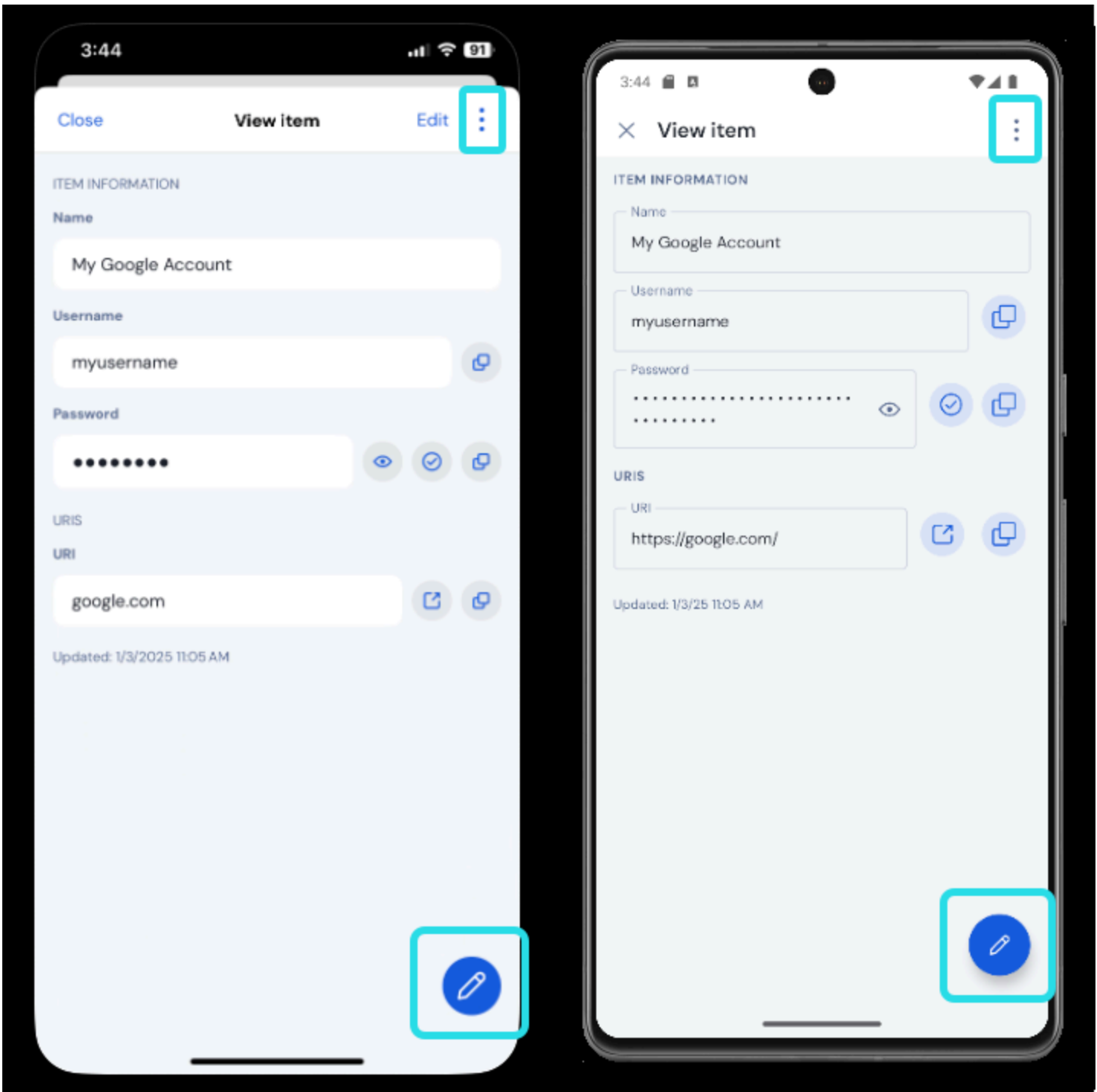
⇒ Mobile

Tap an item to open it, or tap the + icon to add a new item:



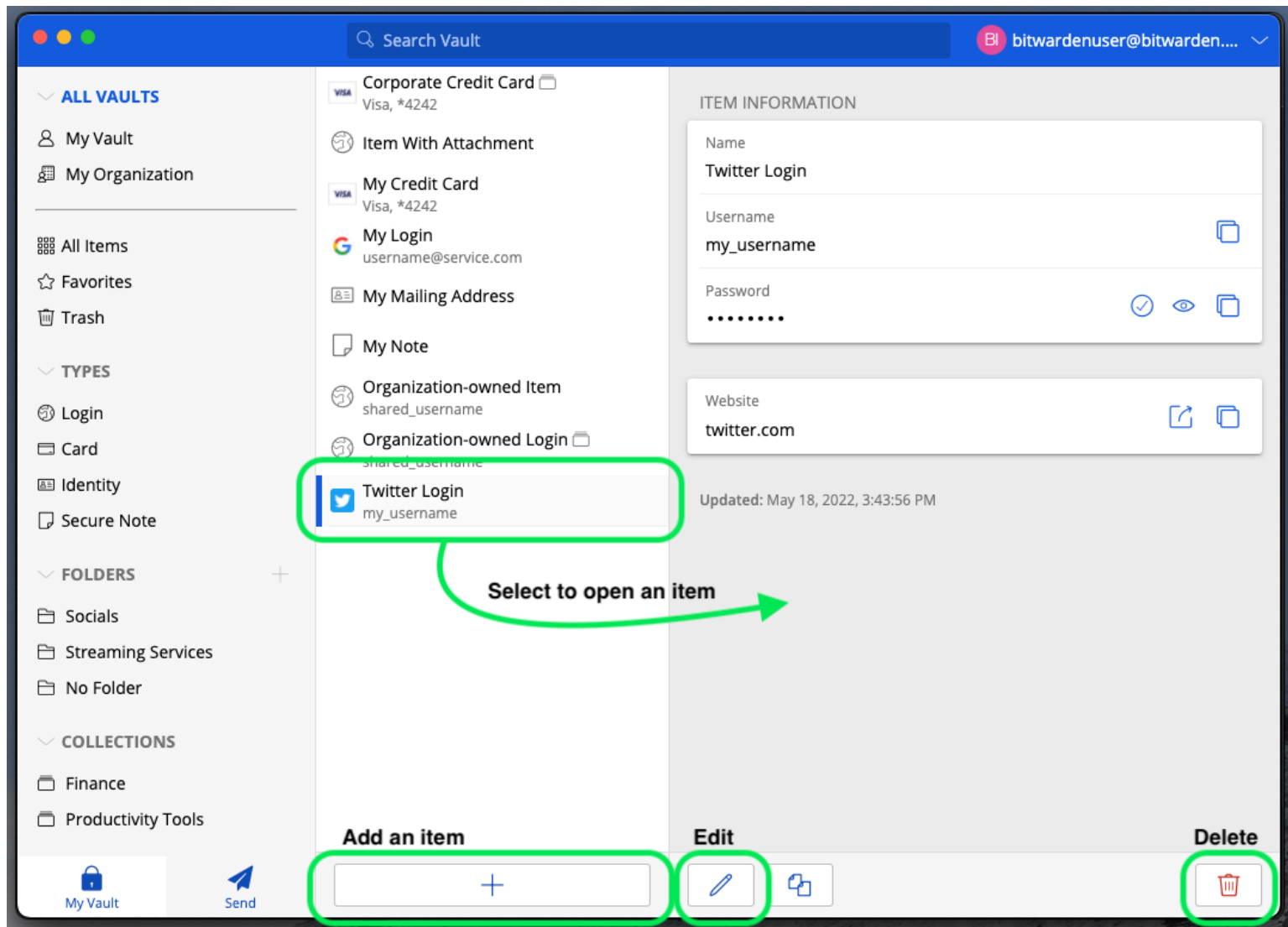
Add or open an item on mobile

When viewing an item, tap the  icon to edit, or tap the  options menu to edit:



Manage an item on mobile

⇒Desktop



Manage an Item

⇒CLI

For more information, refer to the [Bitwarden CLI documentation](#).

In addition to adding, editing, and deleting vault items, you can [clone items](#) to create duplicates, [move items](#) to an organization, and [protect items](#) on an individual basis.

Clone

You can clone any item that you have ownership of if you want to create a duplicate of the item. Cloning items owned by an organization can be only done from the web app in the [Admin Console](#) or from Vaults view by owners, admins, and users with **Can manage** access to the collection in which the item is kept:

⇒Web app

Select **Clone** from the **Options** menu.

⇒Browser extension

In the **Vault** tab, select the **Options** menu for the item and choose **Clone** from the dropdown.

⇒Mobile

Open the item and tap **Clone** in the **Menu**.

⇒Desktop

Open the item and select the **Clone Item** option.

Assign to collections

If you're a member of an [organization](#), you can assign vault items to your organization's collections, transferring ownership of the vault item to the organization. To share with other organization members, use the **Menu**:

The screenshot displays the Bitwarden 'All vaults' interface. On the left is a dark blue sidebar with navigation options: Password Manager, Vaults, Send, Tools, Reports, and Settings. The main area is titled 'All vaults' and features a 'FILTERS' sidebar with search and category options. The main list shows several vault items with columns for Name and Owner. A context menu is open over the 'My New Item' entry, with the 'Assign to collections' option highlighted by a red circle. The 'My New Item' entry itself has a checkmark in a box next to it. Other items include 'Company Credit Card', 'My Mailing Address', 'Personal Login', and 'Shared Login'. The 'Assign to collections' option is highlighted with a red circle. The 'My New Item' entry has a checkmark in a box next to it.

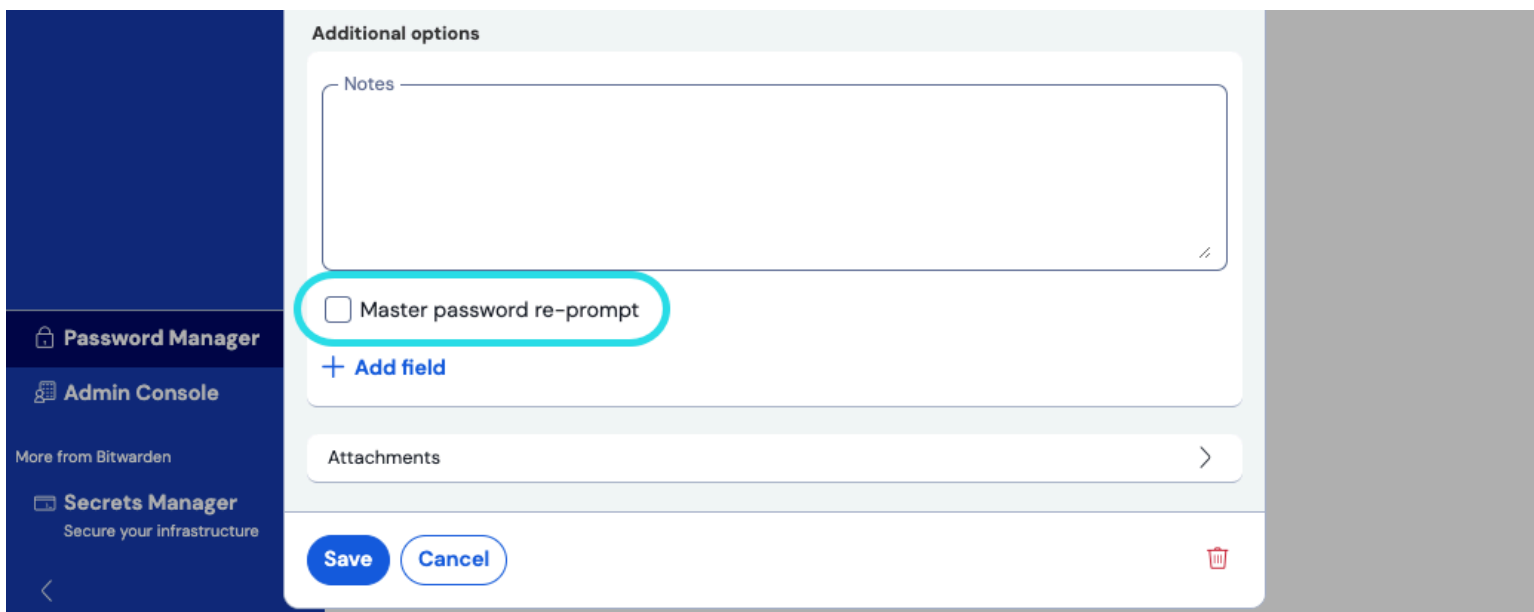
	All	Name	Owner
<input type="checkbox"/>		Company Credit Card Visa, *4242	Me
<input type="checkbox"/>		My Mailing Address Brett Warden	Me
<input checked="" type="checkbox"/>		My New Item myusername	Me
<input type="checkbox"/>		Personal Login myusername	Me
<input checked="" type="checkbox"/>		Secure Note	Me
<input type="checkbox"/>		Shared Login username	My Organiz...

Assign to collections

Learn more about [organizations](#), [collections](#), and [sharing](#).

Protect individual items

For any item, you can activate the **Master password re-prompt** option from the Add or Edit screen to require verification of your [master password](#) to access or autofill sensitive vault items:



Master password re-prompt

Master password re-prompt will behave slightly differently depending on which app you're using, for example:

- In the web app and browser extension, viewing the item or editing anything about it with this enabled will require you to re-enter your master password.
- On desktop apps, and mobile apps, only viewing hidden fields (e.g. passwords, hidden custom fields, credit card numbers) will require you to re-enter your master password. Editing anything about the item will also require you to re-enter your master password.

Users who do not have master passwords, for example those in organizations using [SSO with trusted devices](#) or [Key Connector](#), will have master password re-prompt disabled for them. Additionally, trusted contacts using [emergency access](#) will not be required to re-enter a master password in order to view a protected vault item.

Warning

Master password re-prompt **is not** an encryption mechanism. This feature is an interface-only guardrail that a sophisticated user may find ways to work around. We recommend **never** leaving your vault unlocked when unattended or on a shared workstation.

Vault trash

Deleted items are sent to the trash, where they remain for 30 days after deletion. Once 30 days have elapsed, the item will be permanently deleted and not recoverable.

In the trash, you can **Restore** an item to your vault or **Permanently delete** it prior to the 30-day waiting period using the **:** menu:

The screenshot shows the Bitwarden web interface. On the left is a dark blue sidebar with navigation options: Password Manager, Vaults, Send, Tools, Reports, and Settings. The main area is titled 'All vaults' and contains a 'FILTERS' panel on the left with a search bar and a list of vaults and items. A yellow warning box at the top right states: 'Warning: Items that have been in trash more than 30 days will be automatically deleted.' Below this is a table with columns for selection, name, and owner. One item, 'Trashed Item' (old_username), is highlighted. A context menu is open for this item, showing options: Attachments, Restore, and Permanently delete (which is circled in red). The word 'Trash' is centered below the table.

<input type="checkbox"/>	All	Name	Owner	
<input type="checkbox"/>		Trashed Item	Me	⋮
		old_username		

Next steps

Now that you understand the basics of working with vault items, we recommend:

- Organizing your vault item using [favorites](#) and [folders](#)
- Adding [custom fields](#), [TOTP seeds](#), and [file attachments](#) to vault items