ADMIN CONSOLE > ORGANIZATION BASICS

Collection Management

Collection Management

Collections gather together logins, notes, cards, and identities for secure sharing from an organization. Think of collections as organization-equivalents to folders, with a few key differences:

- Organization users control access to organization-owned items by assigning users or groups to collections.

- Organization-owned items **must** be included in at least one collection.

Collection management settings

Collection management settings can be customized to best fit the needs of your organization. Organization owners can access options located in the Admin Console on the **Settings → Organization info** view which you can use to:

Owners and admins can manage all collections and items

This option will dictate whether members with the owner or admin role are automatically provided management permissions to **all** collections, and the items therein, in your organization.

With this option turned **off**, all collections cannot automatically be accessed or changed by an owner or admin. Owners and admins will only have access to collections to which they have permissions directly assigned.

When this option is turned **off**, an **Add Access** badge will be displayed in the Collections view for any collection that does not have a member with Manage collection permission assigned to it. Owners and admins will temporarily gain access to these collections until they assign a member Manage collection permission to them.

With this option turned **on**, owners and admins will be able to add, edit, view, or remove vault items from any collection, add or remove members and groups from any collection, edit collection information, and delete a collection outright from the Admin Console.

> 💡 **Tip**
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> This option is suited for you if, for example, your IT team requires access to all vault items associated with your organization for regular auditing.

Limit collection creation to owners and admins

This option will dictate whether organization members with the User role are provided with the ability to create collections.

With this option turned **off**, users will be freely allowed to create collections for themselves and their team. Members who create a collections will automatically have Manage collection permission over that collection. They can therefore assign new members or groups access, including adding other members with Manage collection permission.

With this option turned **on**, your owners and admins will be required to create your organization's collection infrastructure on behalf of your users, but can also assign individual users to manage the items and people in those collections once created.

> 💡 **Tip**
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> Even if turned **on**, any user can still be granted Can manage permission for a collection so that they can manage its members and contents once created.

Limit collection deletion to owners and admins

This option will dictate whether organization members with the User role are provided with the ability to delete collections.

With this option turned **off**, users may freely delete collections.

With this option turned **on**, your owners and admins will be required to delete your organization's collections.