Dbitwarden Help Center Article

PASSWORD MANAGER > VAULT ADMINISTRATION

Folders

View in the help center: https://bitwarden.com/help/folders/

Folders

Folders are structures used to organize your individual vault by gathering together logins, cards, identities, and secure notes. Using folders is a great way to make your vault items easy to find. Any vault item can be added to a folder, including items shared with you from an organization.

♀ Tip

Items added to a folder will still appear in your vault when **All vaults** is selected from the filter menu, and deleting a folder **will not** delete the items in that folder.

Create a folder

Folders can be created, renamed, and deleted from any Bitwarden client application

⇒Web vault

To create a folder, select the ${\sf New} \lor$ button and choose ${\sf Folder}$ from the dropdown:

Password Manager	All vaults		+ New
🗇 Vaults			🕲 Login
1 Send	FILTERS (?)	All Name	Owne 🗖 Card 🗄
		Company Credit Card	Identity
🖏 Tools 🔋 🔨	Search vaul	Visa, *4242	My Or D Note
Generator	✓ All vaults	Max Marillana Andreasa	Fi Folder
Import data	🖄 My vault 🖉 My Organiza :	Brett Warden	Collection
Export yault	+ New organization		

New folder

Once created, you can rename or delete a folder at any time by selecting the folder and clicking the *Pencil* icon:



Edit or Delete a Folder

⇒Browser extension

To create a folder, select the New \sim button and choose Folder from the dropdown:



Browser extension new folder

Once created, you can rename or delete a folder at any time from the **Settings** \rightarrow **Vault** \rightarrow **Folders** menu. \Rightarrow **Desktop**

To create a folder, select the + Add icon in the folders list:

• • •	🔍 Search Vault		(B) bitwardenuser@bitwarden \vee
\sim ALL VAULTS	Visa, *4242	ITEM INFORMATION	
A My Vault	💮 Item With Attachment	Name	
My Organization	My Credit Card Visa, *4242	My Login	
器 All Items	G My Login username@service.com	username@service.com	
☆ Favorites	B My Mailing Address	Password	0 .
🔟 Trash		•••••	
\sim types			
login	shared_username	Website	
🗖 Card	Organization-owned Login	google.com	
🗉 Identity	Twitter Login	Undated: May 18, 2022, 3:22:57 PM	
🕞 Secure Note	my_username	opuacea.may 10, 2022, 5.22.57 1 m	
✓ FOLDERS +)		
🖻 Socials			
Streaming Services			
🖻 No Folder			
\sim collections			
Finance			
Productivity Tools			
My Vault Send	+	2	1

Add a folder

Once created, you can rename or delete a folder at any time using the hover-over *Pencil* icon:



⇒Mobile

Edit or Delete a Folder

To create a folder, tap the [®] **Settings** menu, tap the **Vault** option, and tap the **Folders** option. Tap the + **Add** icon to add a folder. Once created, you can rename a folder from the same menu by tapping the folder, or delete the folder using the : menu:



⇒CLI

Folders on mobile

To create a folder, use the command:

Bash

bw create folder <foldername>

You can edit an existing folder using by edit <folderId> and delete one using by delete folder <folderId>. For more information, please refer the the Bitwarden CLI documentation.

Deleting a folder will not delete any vault items included in it and will not delete other folders that are nested into it or their contents.

(i) Note

If you are a member of an organization, collections will be shown below your folders in the Filters menu.

There are similarities between folders and collections. **Folders organize your individual vault** (but can include shared items) and are unique to you, where collections are shared between members of organizations.

Nested folders

Folders can be "nested" in order to logically organize them within your vault. There is no limit to the depth with which you can nest folders, but creating too many levels may interfere with your vault's interface.

(i) Note

Searching inside a "parent" folder will not include items in folders nested inside it as potential search results. For more information, see search your vault.



Nested folders

To create a nested folder, give a new folder a name that includes the "parent" folder following by a forward slash (/) delimiter, for example Socials/Forums. You can also rename existing folders in the same way to nest them under other existing folders.

If there is no folder with the corresponding "parent" name, the folder won't nest and its title will be displayed in-full.

Move items to a folder

Once you have created a folder in your vault, there are a few ways to move items to it:

⇒Web vault

From the web vault, you can either:

• Navigate to the Add item or Edit item screen, select your new folder from the Folder dropdown and Save your item:

Password Manager	All Edit login	×	+ New :::: •
🗇 Vaults	FII Item details	☆	wner
🖉 Send	/ Item name (required)		· · ·
\sim Tools \sim	Personal Login		Ay Organiz
≅ Reports	Owner Folder		
\otimes Settings \sim	8 Important Items		1 0
	+ Login credentials Socials		
	Username Socials/Nested Folder		1e :
	රා Streaming Services		
	Password No folder		
	Les the generator ⊖ to create a strong unique password		

Move item to a Folder

• Navigate to the Vaults view, select the items you want to move and use the top-level : options menu to select the 🖻 Add to folder button. On the move selected dialog box, choose the folder you want to move the item(s) to:

Password Manager	All vaults		+ New 🗱 💶
🗇 Vaults	FILTERS 🕜	All Name	Owner
🖉 Send			Add to folder
🖏 Tools 🛛 🗸 🗸	🔍 Search vault	Company Credit Card Visa, *4242	My Organiz 🗇 Assign to collections
₩ Reports	✓ All vaults	how to odd #1	🔟 Delete
Settings	My vault My Organization	myusername	Me
	Thew organization	Item to add #2	
	✓ All items	myusername	

⇒Browser extension

Open the vault item you want to move, select the **Edit** button, use the **Folder** dropdown to choose a folder, and select **Save** when you're done:

Move items to a folder



Move item to a folder

⇒Desktop

Open the vault item you want to move, select the Folders dropdown, and choose the folder to move the item to:

•••	🔍 Search Vault		$f B$ bitwardenuser@bitwarden \checkmark
\sim ALL VAULTS	Visa, *4242	Name Twitter Login	
8 My Vault	💮 Item With Attachment		
My Organization	My Credit Card Visa, *4242	Username my_username	Q
e All Items	G My Login username@service.com	Password	⊘ ⊚ €
公 Favorites	Sea My Mailing Address		
🔟 Trash		Authenticator Key (TOTP)	
\sim types	My Note Organization-owned Item		
🗐 Login	shared_username	(
🗖 Card	Organization-owned Login shared_username	https://twitter.com	Ø
Identity	Twitter Login		
🕞 Secure Note	my_username		
\sim folders $+$		Folder	
🗎 Socials		No Folder	~
Streaming Services		Favorita	
🗎 No Folder		Favorite	
\sim collections		Master password re-prompt ⊘	
Finance		Attachments	>
Productivity Tools		NOTES	
My Vault Send	+	Cancel	Θ

⇒Mobile

Move item to a folder

Open the vault item you want to move, tap the **Folders** dropdown, and choose the folder to move the item to:

9:44	e lin	74	9:44	₹41
Cancel Edit item	save	:	× Edit item	Save
ITEM INFORMATION			ITEM INFORMATION	
Name Rippling Account			Rippling Account	
Username myusername	í K	3	- Password	3
Password	• Ø (3	•••••••••••••••••••••••••••••••••••••••	03
Authenticator key (TOTP)	OTP		Set up TOTP	
URIS			URIS	
URI https://rippling.com/	ε	3	https://rippling.com/	۲
New URI		\supset	New URI	
MISCELLANEOUS			MISCELLANEOUS	
Folder Finance/Insurance			Folder Finance/Insurance	~
Favorite	(Favorite	0
Master password re-prompt (?)				

Move item to a folder on mobile

⇒CLI

Use the **bw** edit command to manipulate the **folderId** attribute of the vault item JSON object, as in the following example:

Bash
bw get item 7ac9cae8-5067-4faf-b6ab-acfd00e2c328 <markdown id="7j5zoKrVKfAeuwXSrKN6Y3"></markdown>
bw edit item 7ac9cae8-5067-4faf-b6ab-acfd00e2c328

∏ Tip

Using edit will require you to:

- Use the get command with the exact id of the item you want to edit.
- Know the exact **folderId** of the folder you want to move it to.
- Manipulate the JSON object (specifically, the folderId attribute) with a command-line JSON processor like jq.
- Use the encode command to encode changes to the JSON object.

If you are unfamiliar with using any of these parts, please refer to the Bitwarden CLI documentation.

⊘ Tip

Items shared with you from an organization can be added to your folders, and doing so will only impact how the item appears in your individual vault (for example adding an item to a folder won't give anyone access to that folder, or change whether it's in a folder in their individual vaults).