

PASSWORD MANAGER > VAULT ADMINISTRATION

Mappar

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

Mappar

Mappar är strukturer som används för att organisera ditt individuella valv genom att samla inloggningar, kort, identiteter och säkra anteckningar. Att använda mappar är ett bra sätt att göra dina valvobjekt lätta att hitta. Alla valvobjekt kan läggas till i en mapp, inklusive objekt som delas med dig från en organisation.

💡 Tip

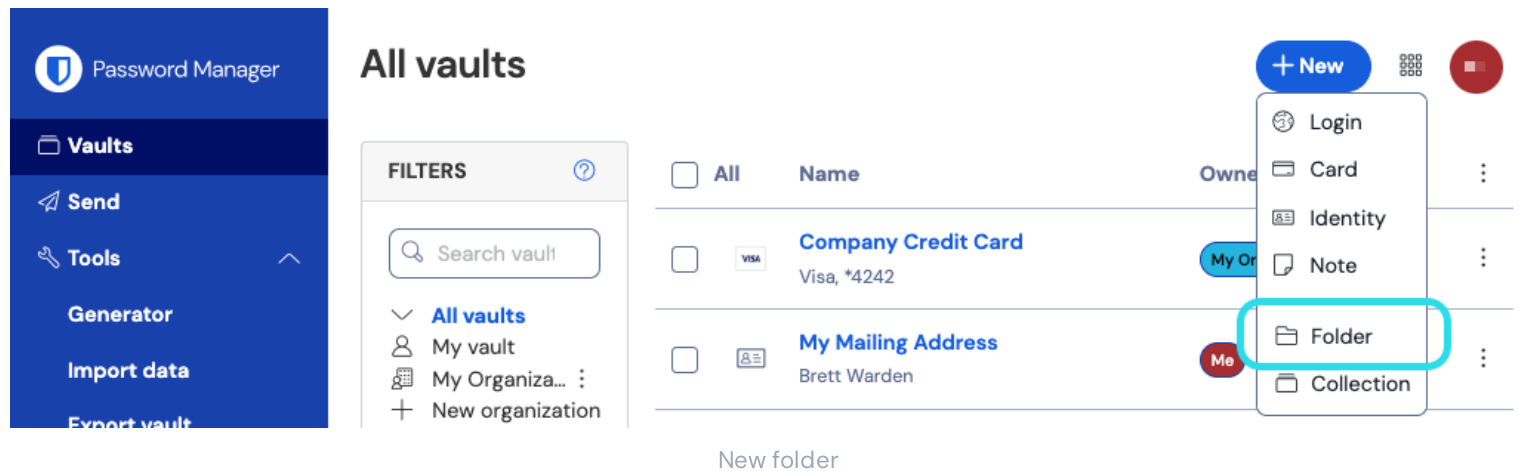
Items added to a folder will still appear in your vault when **All vaults** is selected from the filter menu, and deleting a folder **will not** delete the items in that folder. Deleting a folder is permanent, and the folder cannot be recovered once deleted.

Skapa en mapp

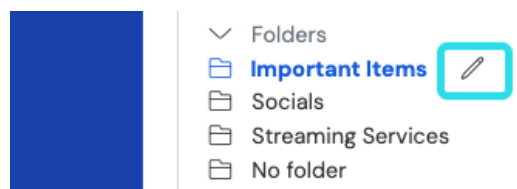
Mappar kan skapas, döpas om och raderas från alla Bitwarden-klientapplikationer

⇒Web vault

To create a folder, select the **New** ▾ button and choose **Folder** from the dropdown:



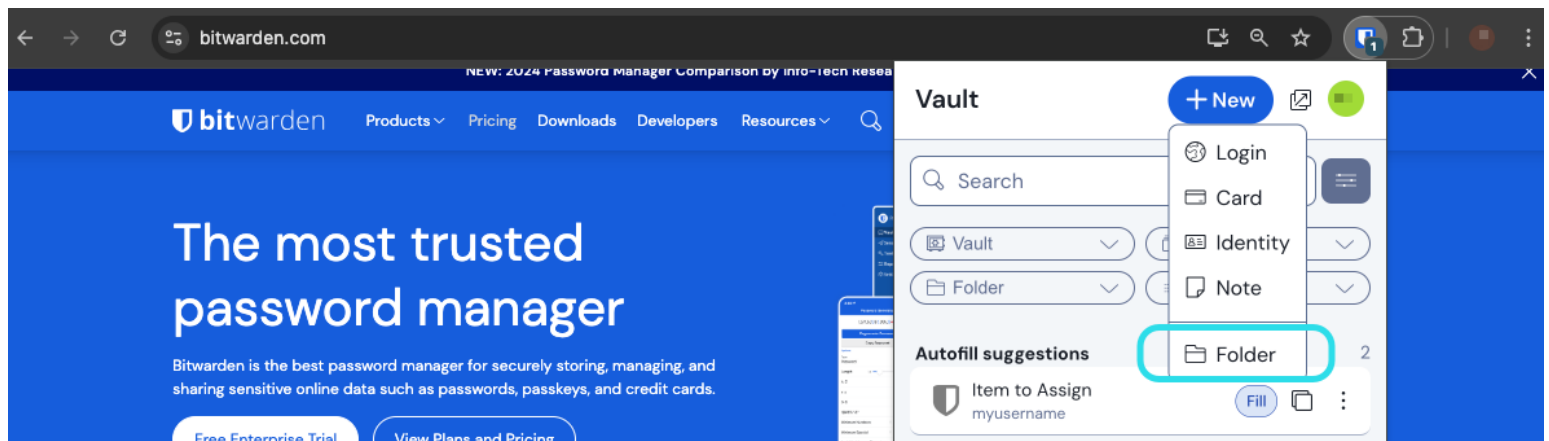
Once created, you can rename or delete a folder at any time by selecting the folder and clicking the ✎ **Pencil** icon:



Edit or Delete a Folder

⇒Browser extension

To create a folder, select the **New** ▾ button and choose **Folder** from the dropdown:

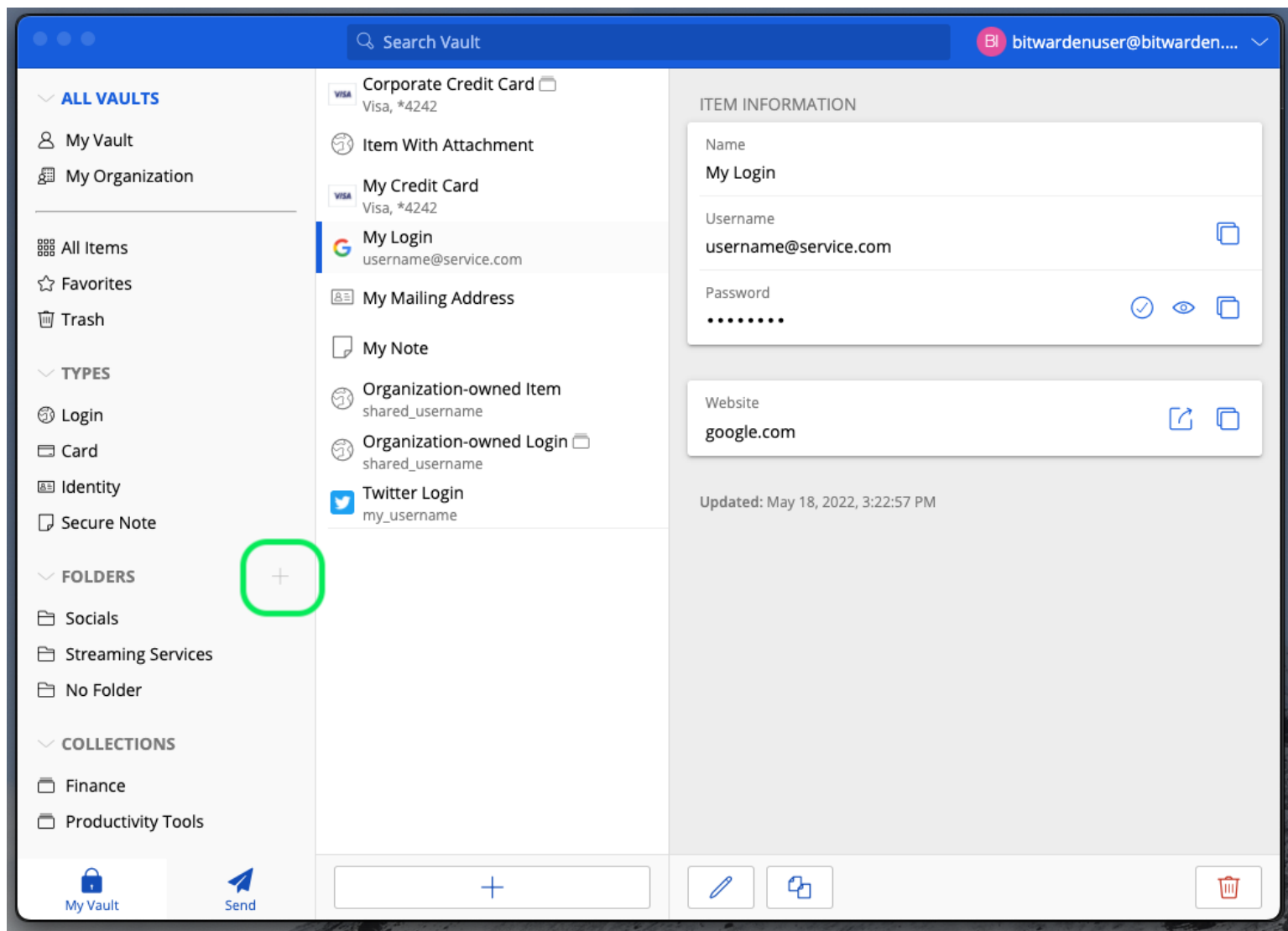


Browser extension new folder

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

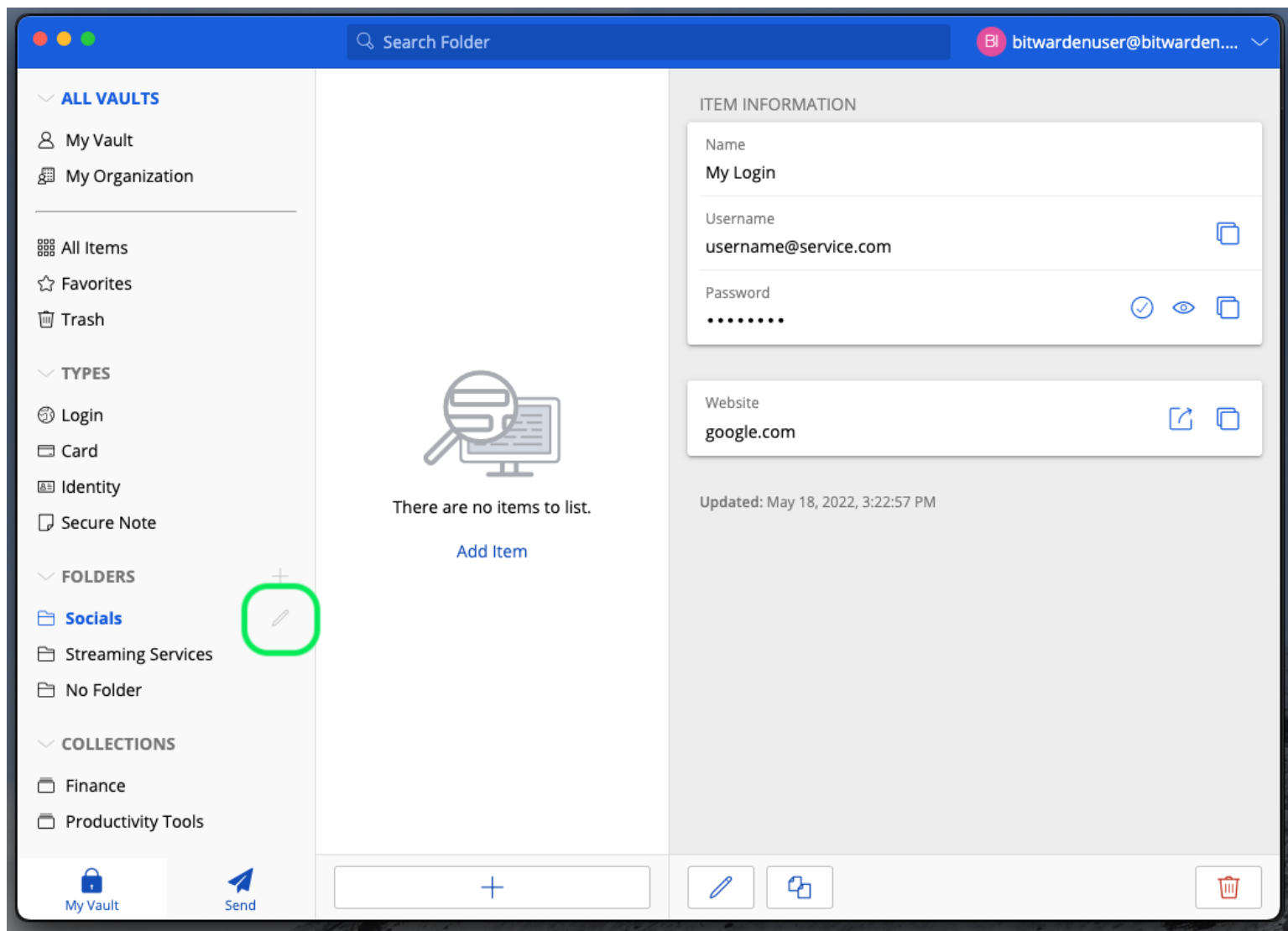
⇒Desktop

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



Add a folder

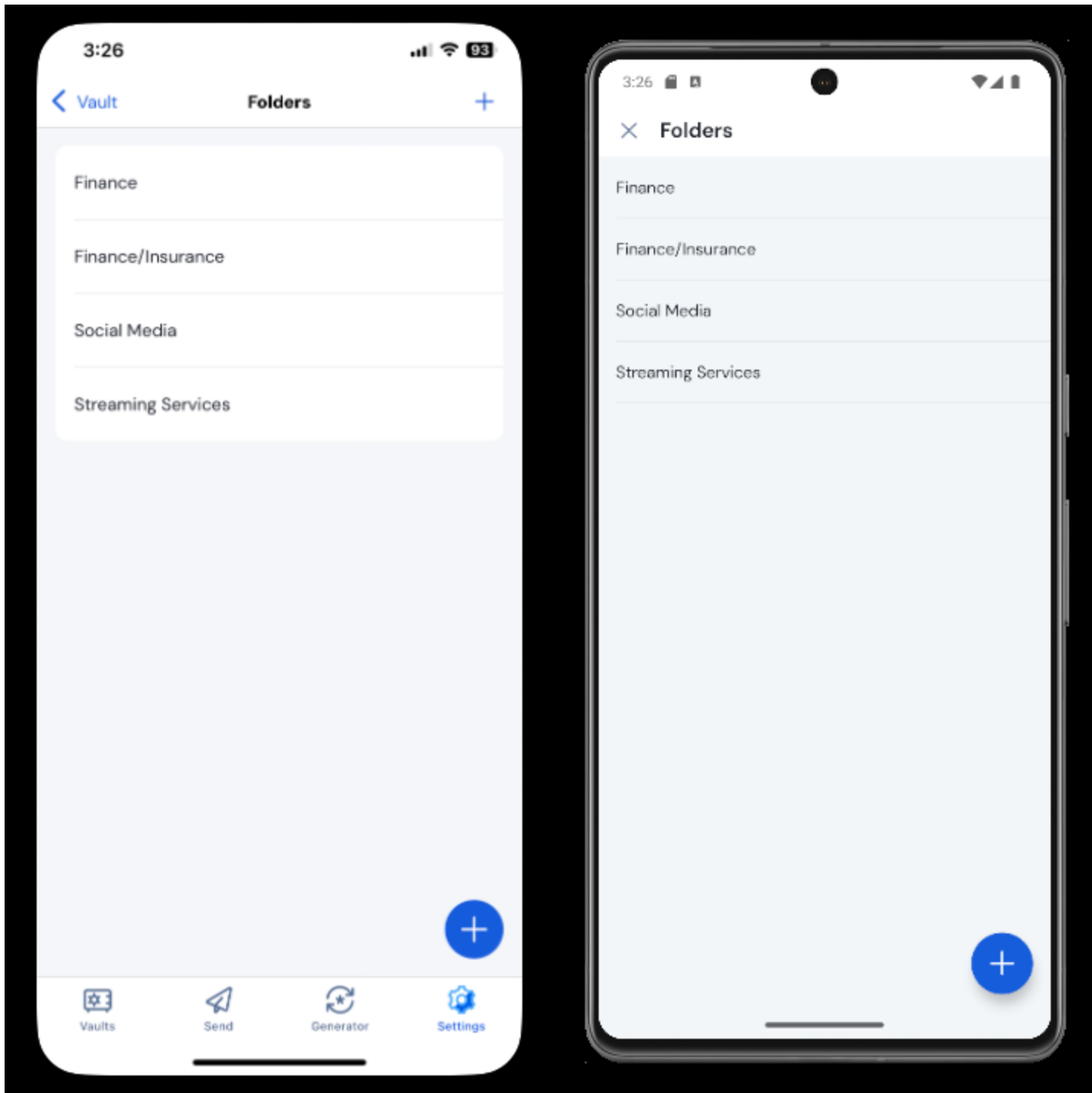
Once created, you can rename or delete a folder at any time using the hover-over  **Pencil** icon:



Edit or Delete a Folder

⇒Mobile

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:



Folders on mobile

⇒CLI

To create a folder, use the command:

Bash

```
bw create folder <foldername>
```

You can edit an existing folder using `bw edit <folderId>` and delete one using `bw delete folder <folderId>`. For more information, please refer the the Bitwarden [CLI documentation](#).

Att ta bort en mapp kommer inte att radera några valvobjekt som ingår i den och kommer inte att radera andra mappar som är kapslade i den eller deras innehåll.

Note

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

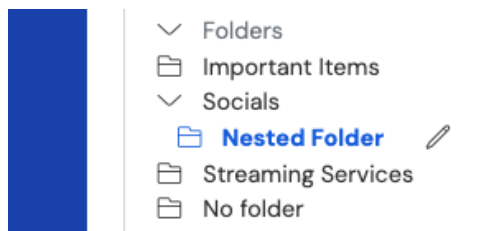
There are similarities between folders and collections. **Folders organize your individual vault** (but can include [shared items](#)) and are unique to you, where collections are shared between members of organizations.

Kapslade mappar

Mappar kan "kapslas" för att logiskt organisera dem i ditt valv. Det finns ingen gräns för djupet med vilket du kan kapsla mappar, men att skapa för många nivåer kan störa ditt valvs gränssnitt.

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

För att skapa en kapslad mapp, ge en ny mapp ett namn som innehåller "förälder"-mappen följt av ett snedstreck (/) avgränsare, till exempel **Socials/Forum**. Du kan också byta namn på befintliga mappar på samma sätt för att kapsla dem under andra befintliga mappar.

Om det inte finns någon mapp med motsvarande "förälder"-namn, kapslar mappen inte och dess titel visas i sin helhet.

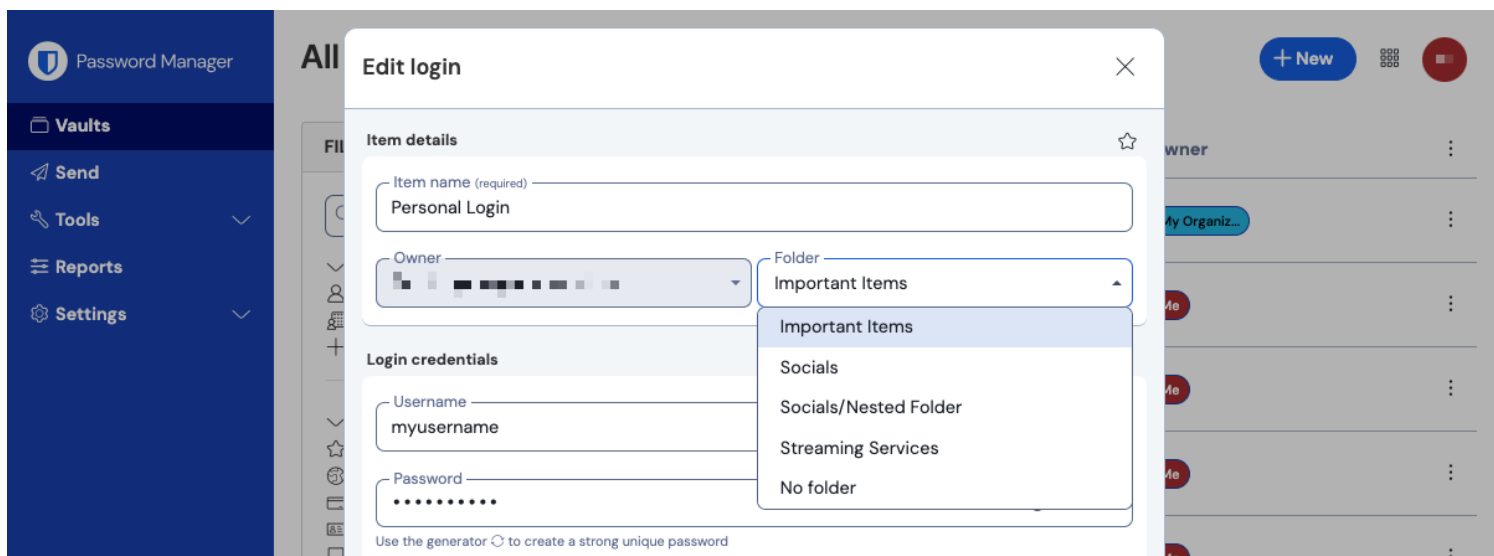
Flytta objekt till en mapp

När du har skapat en mapp i ditt valv finns det några sätt att flytta objekt till den:

⇒Web vault

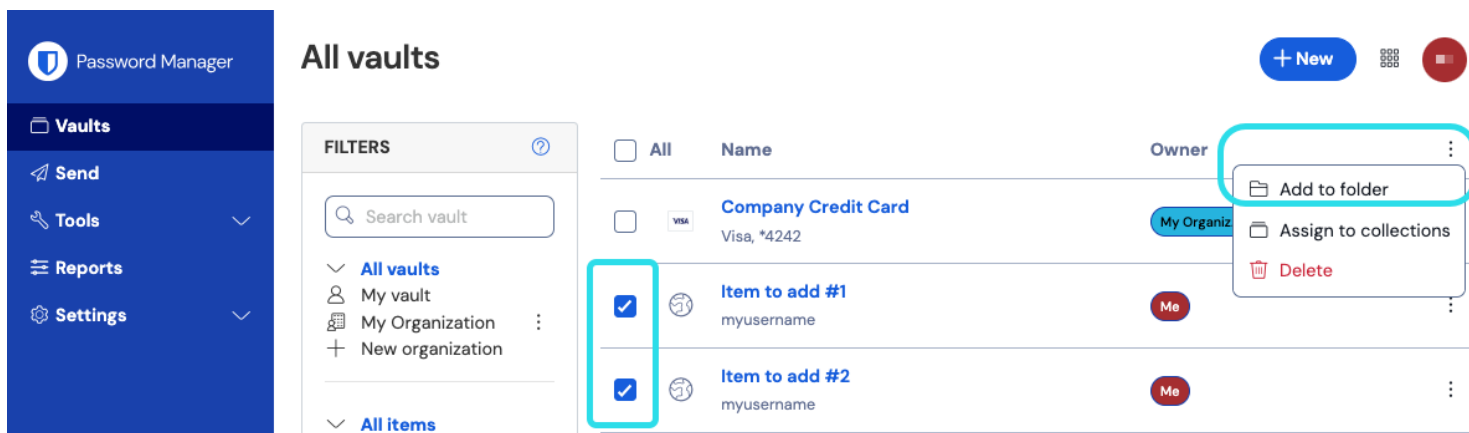
From the web vault, you can either:

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



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:



Move items to a folder

⇒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:

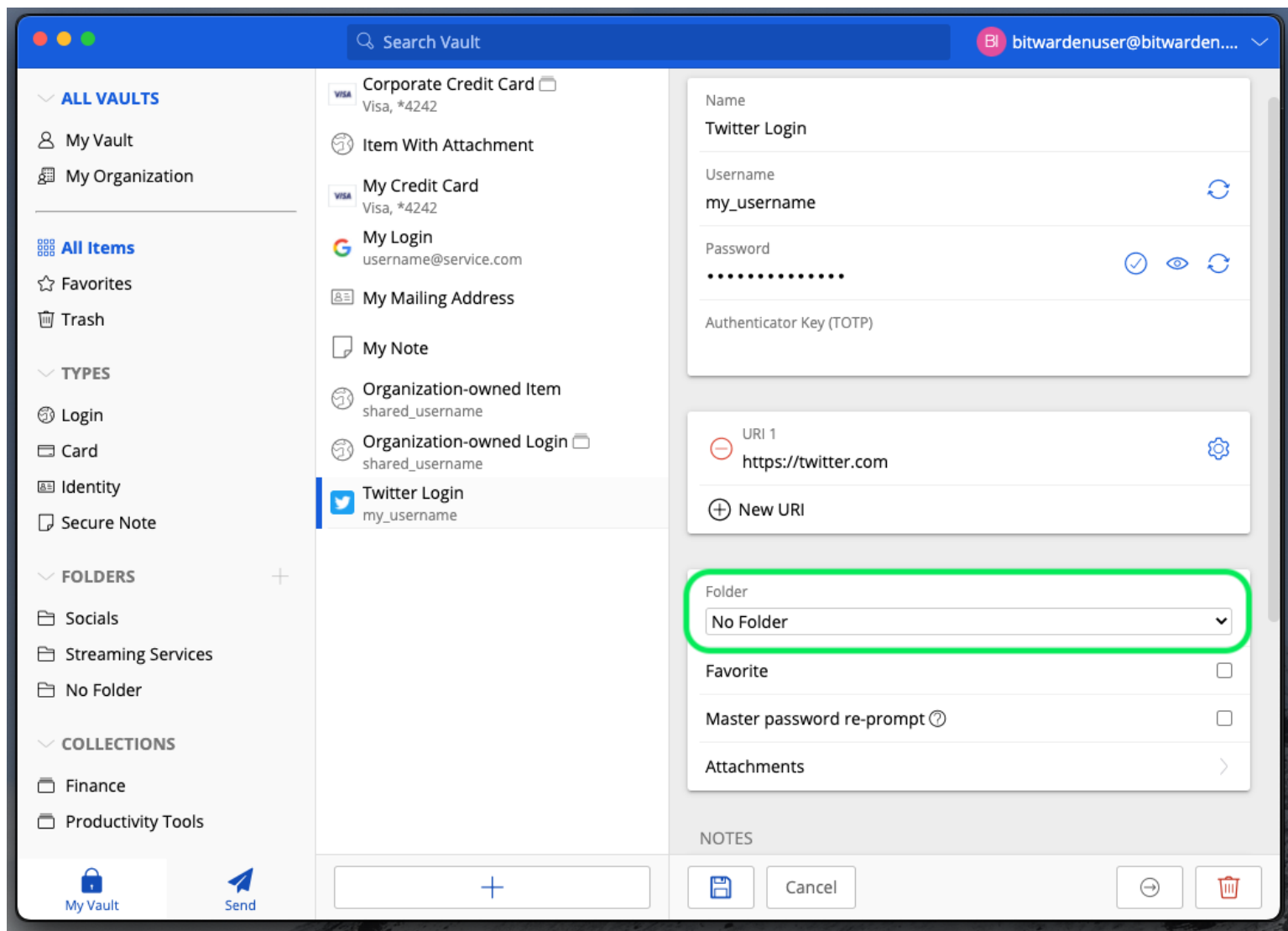
The screenshot shows the Bitwarden website with a modal open for editing a login item. The modal is titled 'Edit login' and contains the following fields:

- Item details:**
 - Item name (required): My Hulu Account
 - Owner: You
 - Folder: No folder (dropdown menu is open showing options: Finance, Finance/Insura..., Social Media, Streaming Servi..., No folder)
- Login credentials:**
 - Username: myusername
 - Password: [masked]
 - Authenticator key: [empty]

At the bottom of the modal is a 'Save' button. The background shows the Bitwarden homepage with the headline 'The most trusted password manager' and various award badges.

⇒Desktop

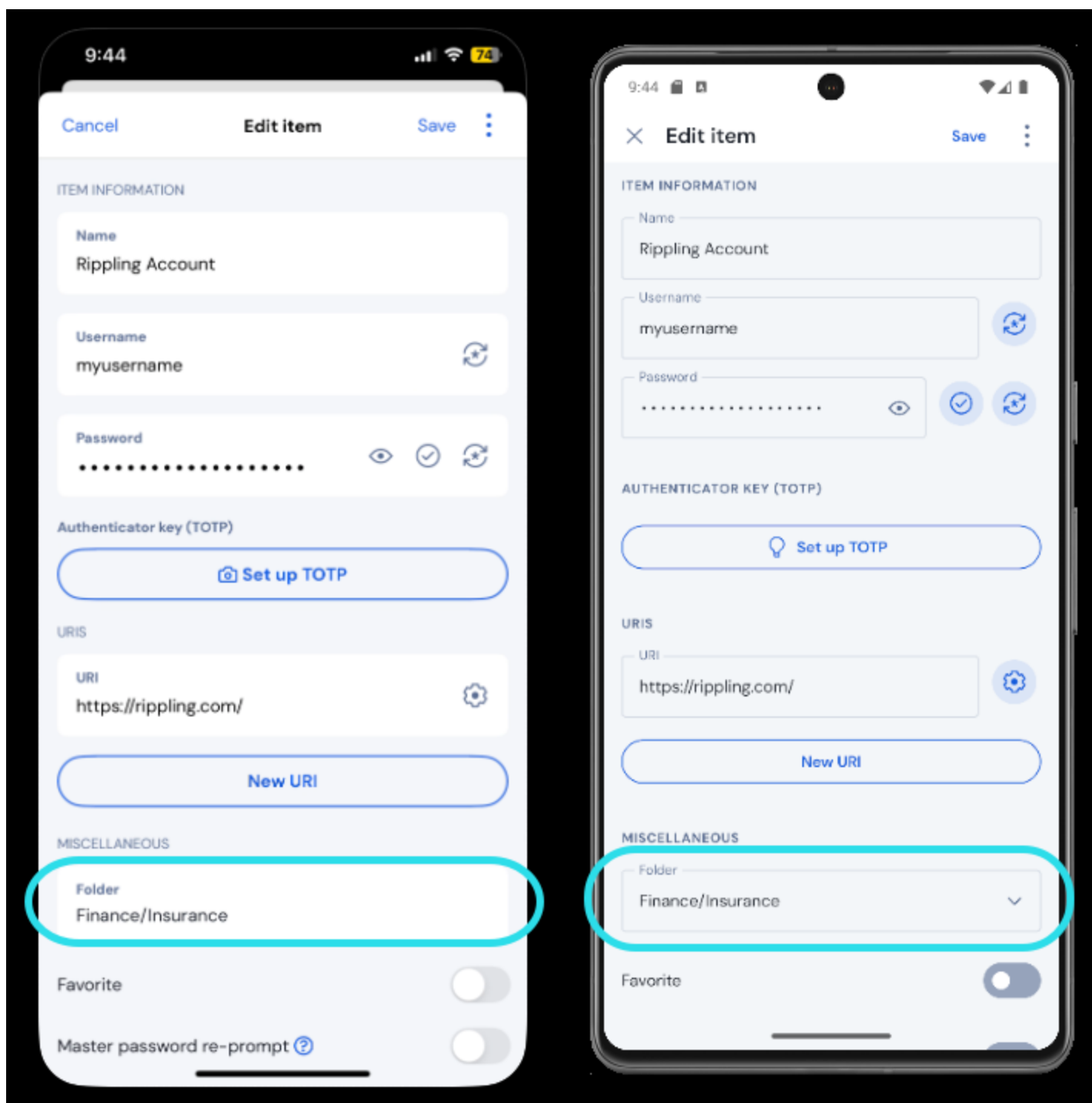
Open the vault item you want to move, select the **Folders** dropdown, and choose the folder to move the item to:



Move item to a folder

⇒Mobile

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



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" />
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).