

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 lätt att hitta. Alla valvobjekt kan läggas till i en mapp, inklusive objekt som delas med dig från en organisation.

### Tip

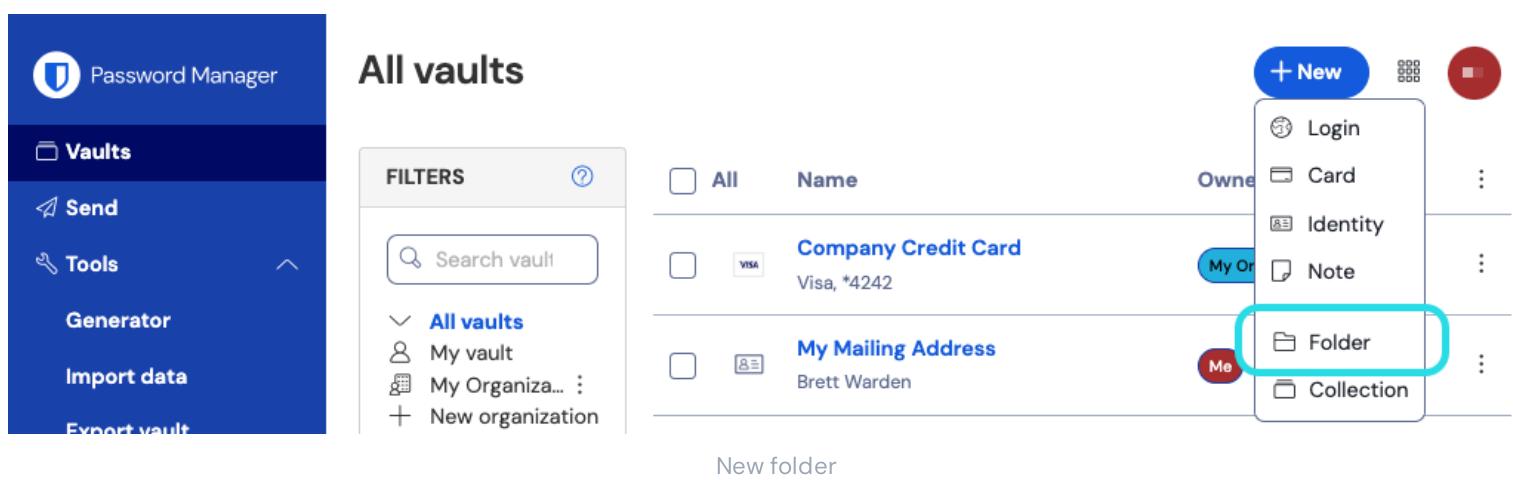
Items added to a folder will still appear in your vault when **All vaults** is selected from the filter menu, and deleting a folder **will not** delete the items in that folder. Deleting a folder is permanent, and the folder cannot be recovered once deleted.

## Skapa en mapp

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

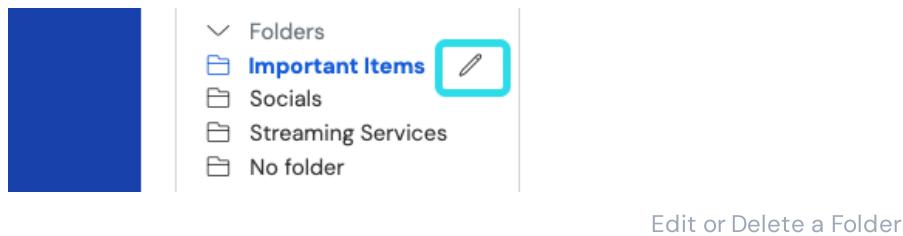
### ⇒Web vault

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



The screenshot shows the Bitwarden web vault interface. On the left, there's a sidebar with options like 'Vaults', 'Send', 'Tools', 'Generator', 'Import data', and 'Export vault'. The main area is titled 'All vaults' and shows a list of items: 'Company Credit Card' (Visa, \*4242) and 'My Mailing Address' (Brett Warden). A 'FILTERS' section includes a search bar and filters for 'All vaults', 'My vault', 'My Organization', and 'New organization'. To the right, a 'New' dropdown menu is open, showing options: 'Login', 'Card', 'Identity', 'Note', 'Folder' (which is highlighted with a red box), and 'Collection'. At the bottom, there's a 'New folder' button.

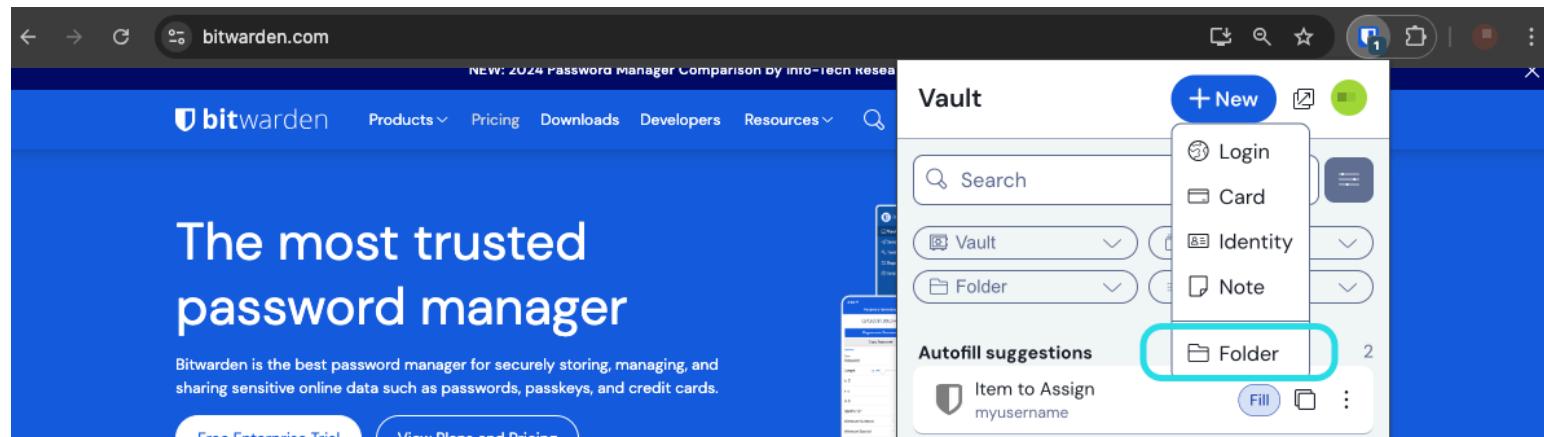
Once created, you can rename or delete a folder at any time by selecting the folder and clicking the ✎ Pencil icon:



The screenshot shows the Bitwarden mobile app interface. It displays a list of folders: 'Important Items' (with a pencil icon highlighted with a blue box), 'Socials', 'Streaming Services', and 'No folder'. Below the list, a button says 'Edit or Delete a Folder'.

### ⇒Browser extension

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

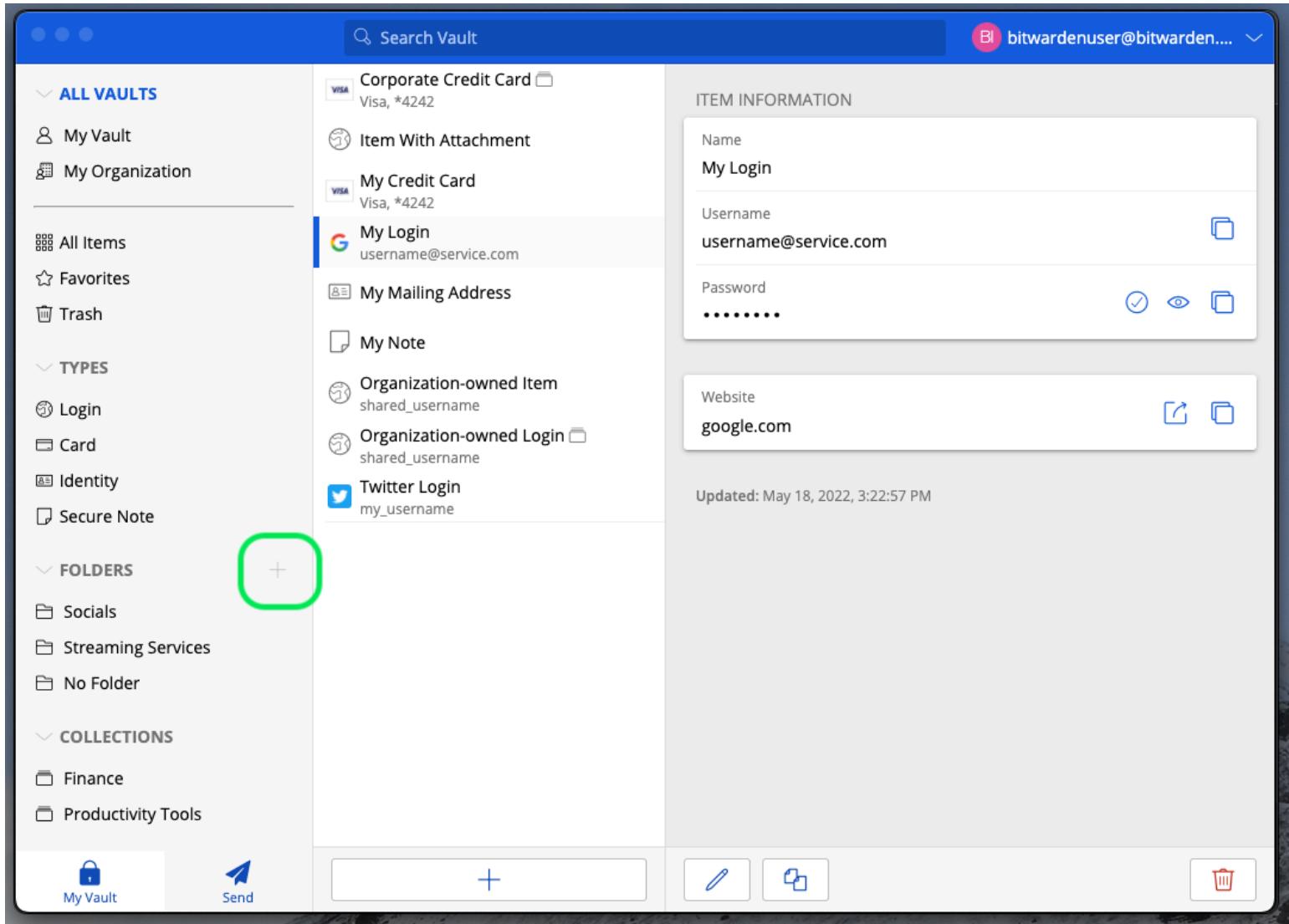


Browser extension new folder

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

## ⇒Desktop

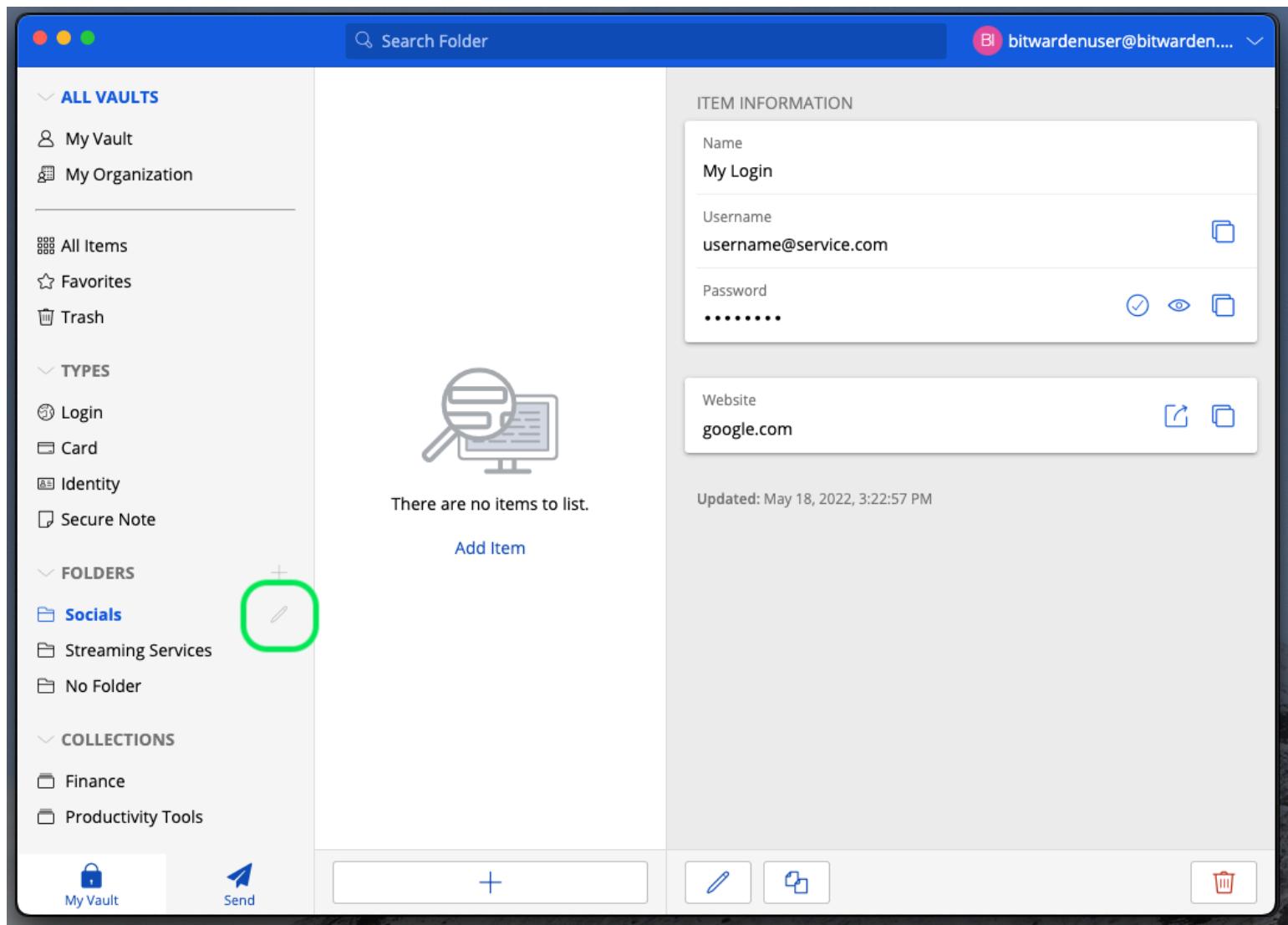
To create a folder, select the **+ Add** icon in the folders list:



The screenshot shows the Bitwarden desktop application interface. On the left, there's a sidebar with sections for 'ALL VAULTS' (My Vault, My Organization), 'ITEMS' (All Items, Favorites, Trash), 'TYPES' (Login, Card, Identity, Secure Note), 'FOLDERS' (Socials, Streaming Services, No Folder), and 'COLLECTIONS' (Finance, Productivity Tools). A large green circle highlights the '+' button in the Folders section. At the bottom of the sidebar are 'My Vault' and 'Send' buttons. The main area shows a list of items: Corporate Credit Card (Visa, \*4242), Item With Attachment, My Credit Card (Visa, \*4242), My Login (username@service.com), My Mailing Address, My Note, Organization-owned Item (shared\_username), Organization-owned Login (shared\_username), and Twitter Login (my\_username). To the right is the 'ITEM INFORMATION' panel for 'My Login', showing fields for Name (My Login), Username (username@service.com), Password (redacted), and Website (google.com). Below the panel is an 'Updated' timestamp: May 18, 2022, 3:22:57 PM. At the bottom of the main area are '+', edit, copy, and delete icons.

Add a folder

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

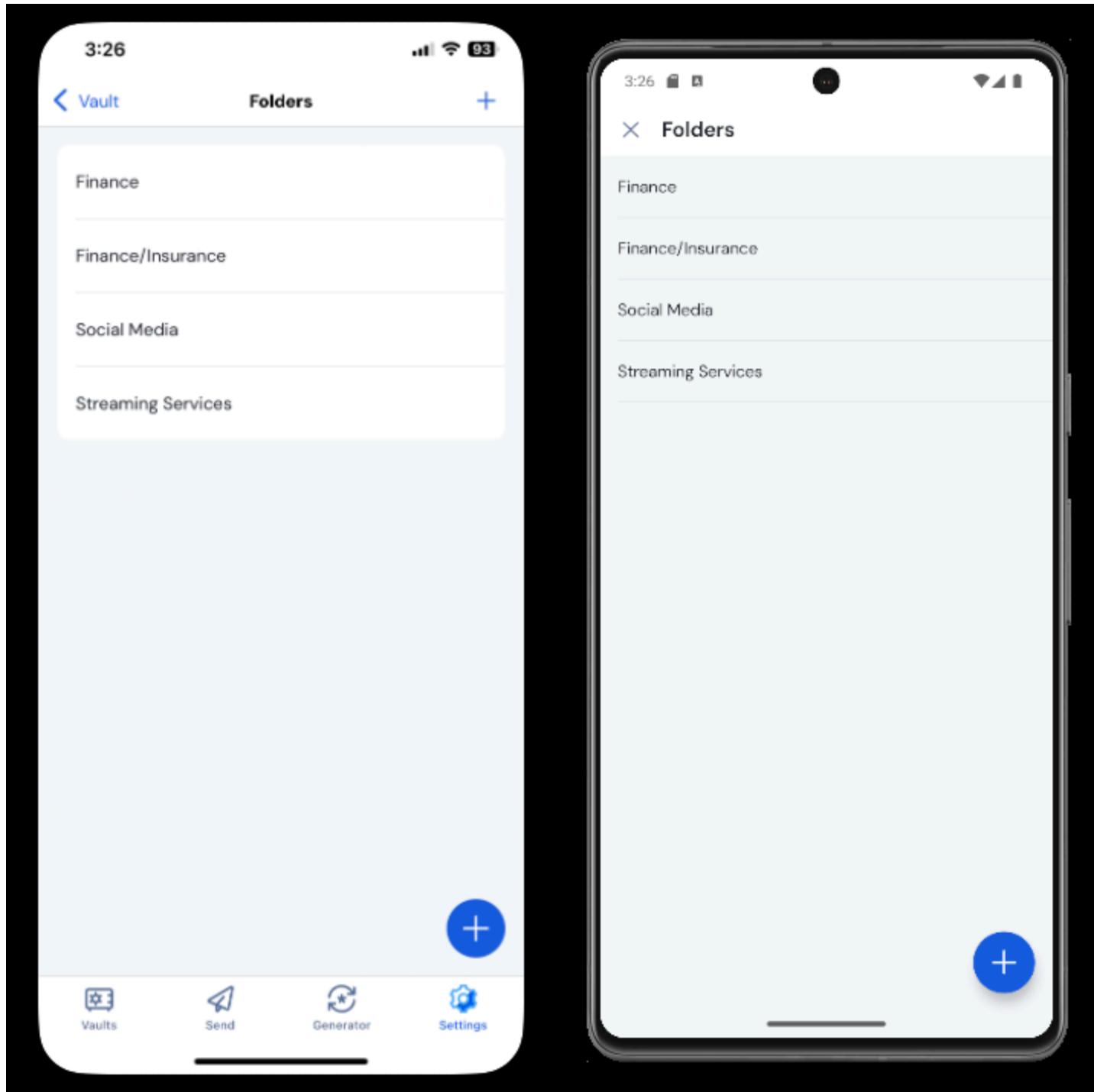


The screenshot shows the Bitwarden desktop application interface. On the left, there's a sidebar with sections for 'ALL VAULTS' (My Vault, My Organization), 'ITEMS' (All Items, Favorites, Trash), 'TYPES' (Login, Card, Identity, Secure Note), 'FOLDERS' (Socials, Streaming Services, No Folder), and 'COLLECTIONS' (Finance, Productivity Tools). At the bottom of the sidebar are 'My Vault' and 'Send' buttons. The main area shows a search bar at the top right with the placeholder 'Search Folder'. Below it, there's a 'ITEM INFORMATION' panel for a login entry named 'My Login' with fields for Username ('username@service.com') and Password ('\*\*\*\*\*'). The 'Website' field shows 'google.com'. The central area displays a magnifying glass icon over a computer monitor and the message 'There are no items to list.' with a blue 'Add Item' button below. At the bottom right of the main area are 'Edit' and 'Delete' icons.

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 to 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.

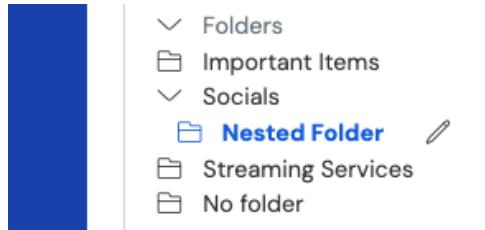
There are similarities between folders and collections. **Folders organize your individual vault** (but can include [shared items](#)) and are unique to you, where collections are shared between members of organizations.

## 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.

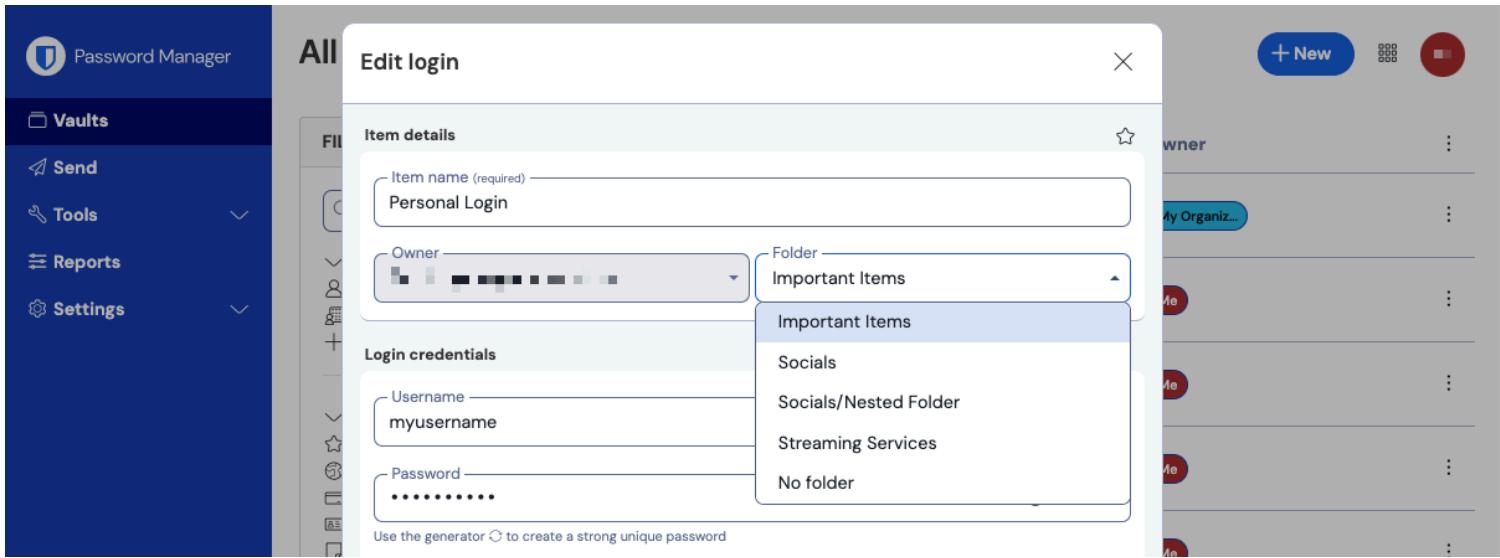
## Flytta objekt till en mapp

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:

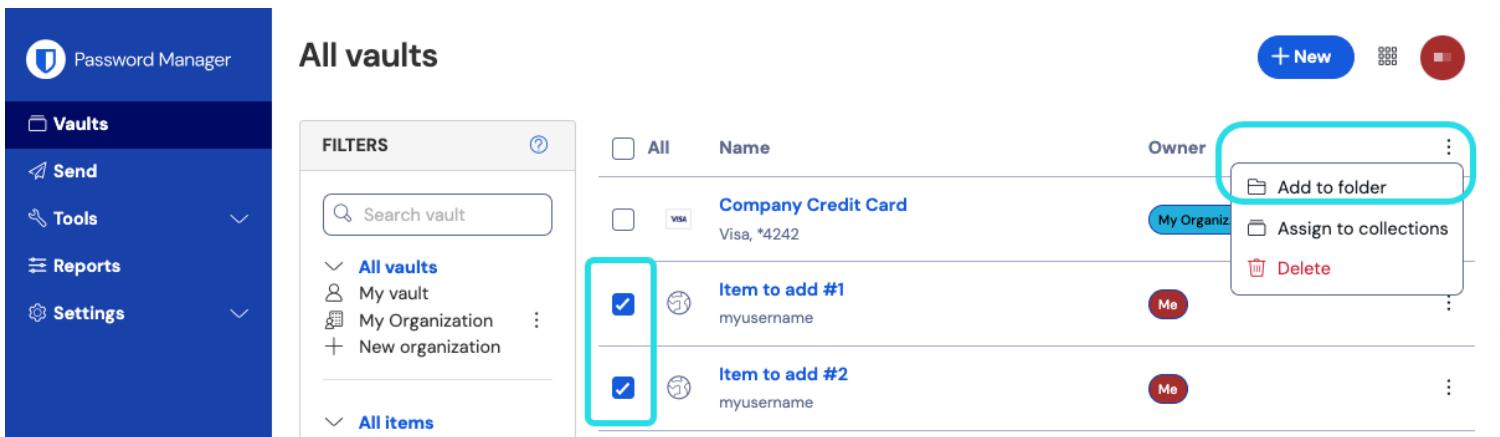
- Navigate to the **Add** item or **Edit** item screen, select your new folder from the **Folder** dropdown and **Save** your item:



The screenshot shows the 'Edit login' dialog box. In the 'Item details' section, the 'Item name (required)' field contains 'Personal Login'. The 'Owner' dropdown is open, showing a list of options: 'Important Items' (which is selected), 'Important Items', 'Socials', 'Socials/Nested Folder', 'Streaming Services', and 'No folder'. Below the owner dropdown, there is a note: 'Use 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:

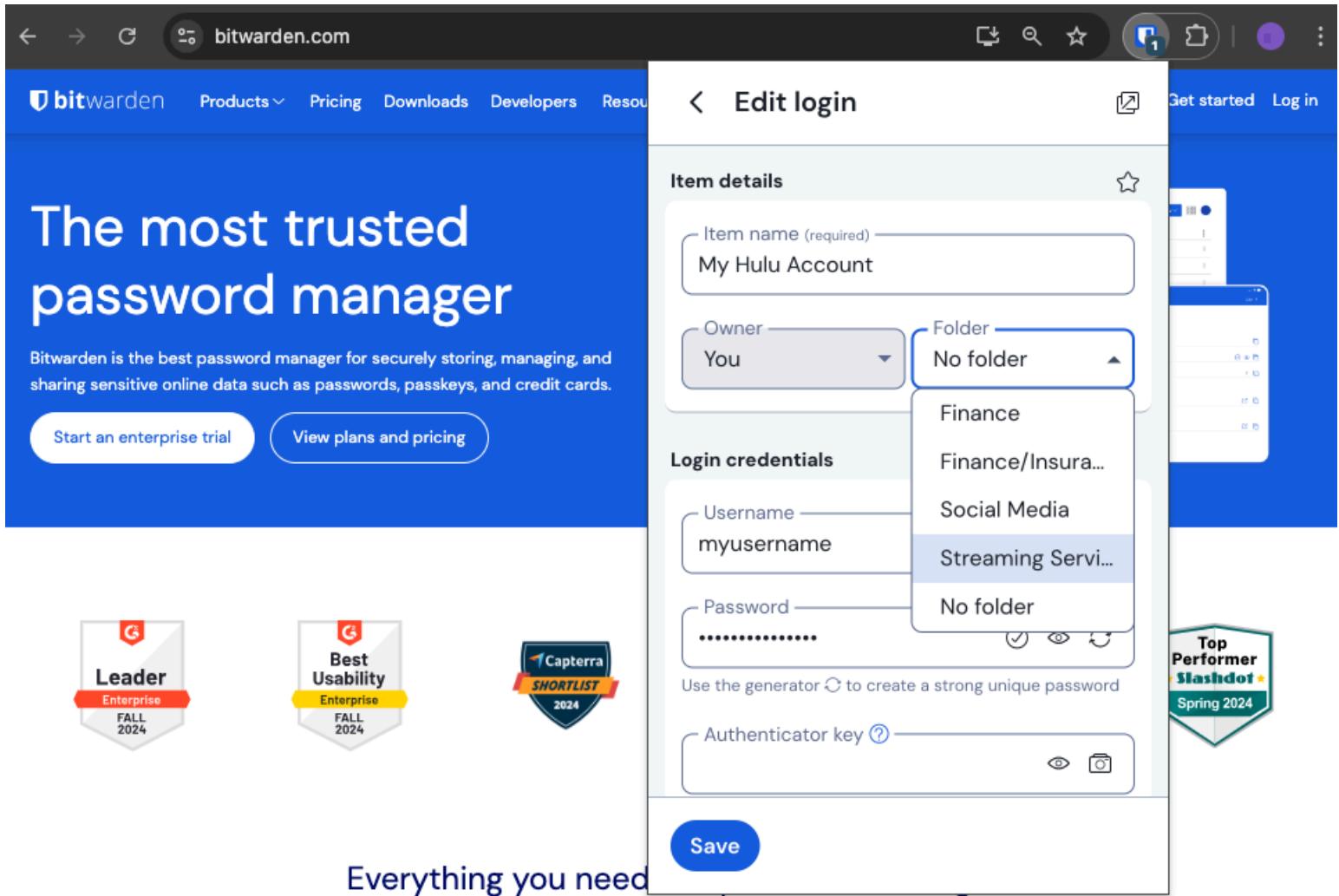


The screenshot shows the 'All vaults' view. On the left, there is a sidebar with navigation links: 'Vaults' (selected), 'Send', 'Tools', 'Reports', and 'Settings'. The main area displays a list of vault items. Two items are selected, indicated by blue checkmarks in a cyan-bordered box on the left. To the right of these items is a context menu with three options: 'Add to folder' (highlighted with a cyan border), 'Assign to collections', and 'Delete'.

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 homepage on the left and a 'Edit login' modal window on the right.

**Homepage Content:**

- Header:** bitwarden.com
- Main Headline:** The most trusted password manager
- Text:** Bitwarden is the best password manager for securely storing, managing, and sharing sensitive online data such as passwords, passkeys, and credit cards.
- Buttons:** Start an enterprise trial, View plans and pricing
- Awards:** Leader Enterprise Fall 2024, Best Usability Enterprise Fall 2024, Capterra Shortlist 2024, Top Performer Slashdot Spring 2024
- Text at bottom:** Everything you need

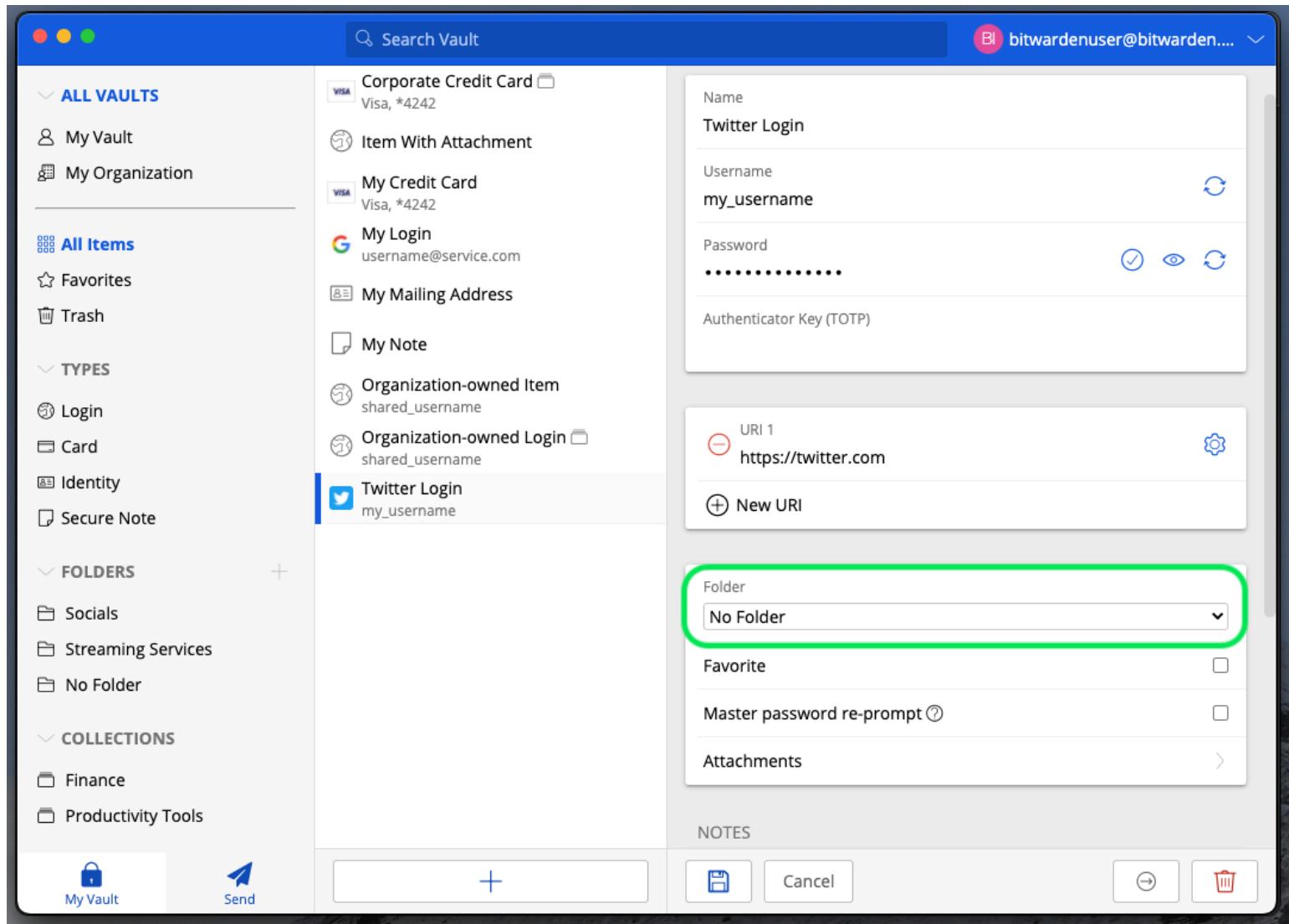
**Edit login Modal:**

- Item details:** Item name (required) - My Hulu Account
- Owner:** You
- Folder:** No folder (selected)
- Login credentials:** Username - myusername, Password - (redacted)
- Buttons:** Save, Use the generator, Authenticator key

A dropdown menu for 'Folder' is open, showing options: Finance, Finance/Insura..., Social Media, Streaming Servi..., and No folder. The 'Streaming Servi...' option is highlighted.

## ⇒Desktop

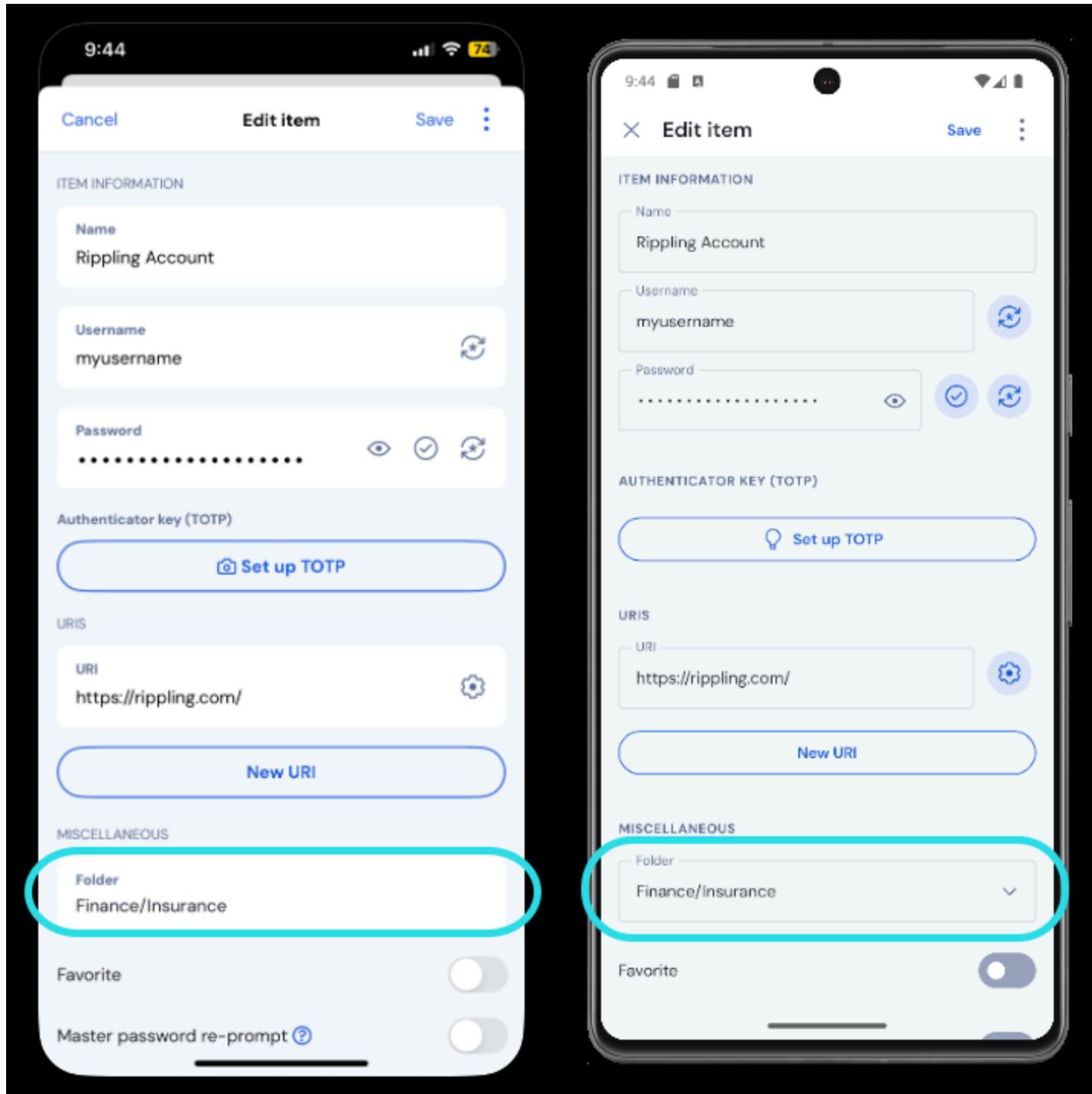
Open the vault item you want to move, select the **Folders** dropdown, and choose the folder to move the item to:



The screenshot shows the Bitwarden desktop application interface. On the left, there's a sidebar with sections for 'ALL VAULTS' (My Vault, My Organization), 'All Items' (Favorites, Trash), 'TYPES' (Login, Card, Identity, Secure Note), 'FOLDERS' (Socials, Streaming Services, No Folder), and 'COLLECTIONS' (Finance, Productivity Tools). At the bottom of the sidebar are 'My Vault' and 'Send' buttons. The main area displays a list of vault items: Corporate Credit Card (Visa, \*4242), Item With Attachment, My Credit Card (Visa, \*4242), My Login (username@service.com), My Mailing Address, My Note, Organization-owned Item (shared\_username), Organization-owned Login (shared\_username), and Twitter Login (my\_username). A modal window is open on the right, titled 'Twitter Login'. It contains fields for Name ('Twitter Login'), Username ('my\_username'), Password ('\*\*\*\*\*'), Authenticator Key (TOTP) (with a placeholder), and a URI field ('URI 1' set to 'https://twitter.com'). Below the URI field is a 'New URI' button. A dropdown menu is open under 'Folder', with 'No Folder' selected. Other options in the dropdown include 'Favorite', 'Master password re-prompt', and 'Attachments'. At the bottom of the modal are 'Cancel' and 'Move item to a folder' buttons. The 'Move item to a folder' button is highlighted with a green rounded rectangle.

## ⇒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).