Resource: Collections Management Settings

Flexible options for managing organization collections to suit your business

Get the full interactive view at
https://bitwarden.com/sv-se/resources/resource-collections-management-settings/

bitwarden

Flexible options for managing organization collections

Bitwarden Password Manager organization owners have access to four toggleable settings for collections management. Each of these affect the behavior of collections, providing several flexible options for how collections and vault items can be managed. This allows for a range of management access strategies, including full self–serve, a policy of least privilege, and strict administrator oversight.

Collection management

Manage the collection behavior for the organization

- [ ] Owners and admins can manage all collections and items
- [ ] Limit collection creation to owners and admins
- [ ] Limit collection deletion to owners and admins
- [ ] Limit item deletion to members with the Manage collection permissions

Save

The four collection management options available to organization owners in the web app admin console

Additional Resources

Blog: Additional enterprise options for least privileged access control

Help: About Collections

Help: Collection Management

Owners and admins can manage all collections and items
When this setting is checked, administrator roles will have the ability to view, edit, and manage all collections and vault items in them. When this setting is unchecked, administrator roles will only have access to collections where they have direct collection permissions assigned.

Limit collection creation to owners and admins
When this option is checked, administrator roles will be the only members in the organizations that can create collections. When this option is off, all members in the organization will have the ability to create collections.

Limit collection deletion to owners and admins
When this option is checked, administrator roles will be the only members in the organizations that can delete collections. When this option is off, all members in the organization with the **Manage collection** permission on a collection will have the ability to delete that collection.

Limit item deletion to members with the Manage collection permissions
When this option is checked, only users with the **Manage collection** permission can delete items from the collection. With it unchecked, anyone with the **Edit items** permission will be able to delete items from the collection, sending it to the organization trash.

How these settings affect your organization

All options checked
Owners and Administrators have access to everything in the organization vault, and only they can create and delete collections.

- Empowers the administrator to set up collections as the organization needs

- Gives administrators the visibility and access to make changes to all vault items

First option unchecked, second and third option checked
Administrators will be able to see that a collection exists, but cannot access it or the items therein unless they have been given permissions by a user with the **Manage collection** permission for that collection. Admins alone can create a collection and they'll automatically receive the **Manage collection** permission, but can then pass that off to a designated collection manager to populate. Only admins will be able to delete collections, regardless of **Manage collection** permissions.

- Great middle ground between full admin control and user self-serve

- Admins can create the structure of the organization and then let the users work in that space

- Helps adhere to a policy of least-privilege - administrators can be assigned to low-sensitivity collections, but not to confidential ones

First option checked, second and third options unchecked
Users can create and delete their own collections, and administrators are able to access those collections. This allows for a self-serve approach with admin supervision.

- Users can handle their own work without contacting administrators

- Admins can intervene in case something unexpected comes up, such as the collection manager going out on leave

- Users will automatically receive the **Manage collection** permission for organizations they create, and the **Manage collection** permission is required to delete a collection

> TIP: Get more granular control by adjusting the second or third options to choose whether to allow users to create OR delete collections.

Fourth option checked/unchecked
The fourth option adjusts the permission level for deleting items. Leaving this unchecked is beneficial for self-serve setups where team members are able to manage themselves with minimal interaction with admins. Checking this will require escalation to users with the **Manage collection** permission to delete items, which is useful when an item is shared in more than one collection and admins have an opportunity to simply remove it from the collection to ensure to disruption to users utilizing the other collection.

Tip:
Administrators will automatically receive access to orphaned collections if there are no users with **Manage collection** access.

All options unchecked

This is the default for new organizations. Administrators will only be able to see that a collection exists and the collection structure of the organization. Users can create and delete their own collections without needing to contact administrators. Administrators cannot see the contained vault items unless a user with the **Manage collection** permission assigns them permission. Users with the **Edit items** collection can send collection items to the organization trash.

- Allows for full user self-serve

- Useful for large organizations with many small teams with lots of collections

- Helps adhere to a principle of least-privilege policy

A great use-case for this setup would be for the Remove Individual Vault policy, where a user must store their own passwords in the organization vault, but can do so inside a private collection.

Start a free 7-day business trial and experience the flexibility of Bitwarden collections and the other great benefits of a business password manager today!