Dbitwarden Help Center Article

PASSWORD MANAGER > VAULT BASICS

Vault Items

View in the help center: https://bitwarden.com/help/managing-items/

Vault Items

Did you know that Bitwarden can securely store more than just usernames and passwords? There are five types of items you can store in your vault; logins, cards, identities, secure notes, and SSH keys:

⇒Logins

Logins are most often used to store username and password combinations, passkeys, and support TOTP seeds for premium users. Whatever plan you are on, we recommend giving every login a URI for easy autofill:

Password Manager	All vaults		+ New	
🗇 Vaults				
🖉 Send	View login	\times		:
🖏 Tools	Item details		aniz	:
⇒ Reports	Item name			
③ Settings	Personal Login			:
	E Important Items			
	Login credentials			:
	Username			:
	myusername			
	Password	◎ □		:
	Verification code (TOTP)			
	859 873	⊚ ⊓	aniz	:
	Autofill options			
	Website			
	google.com			
	Item history			
	Last edited: Dec 2, 2024, 2:16:36 PM			
Password Manager	Created: Dec 2, 2024, 1:35:46 PM			
🖉 Admin Console				
More from Bitwarden	Edit	Ŵ		
🗔 Secrets Manager				

Login item

⇒Cards

Cards can be used to securely store credit or debit card information:

Password Manager	All vaults	(+ New 888
🗇 Vaults			
⊲ Send	View card	×	:
🖏 Tools			aniz
≅ Reports	Item details		
③ Settings	Item name Company Credit Card		:
	g My Organization		:
	Default collection		
	Visa details		:
	Cardholder name Brett Warden		:
	Number	© []	
	Expiration O4 / 2029		aniz
	Security code (CVV)	© ()	
	Item history		
	Last edited: Dec 2, 2024, 1:41:05 PM Created: Dec 2, 2024, 1:41:05 PM		
🔒 Password Manager			
🖉 Admin Console	Edit	ŵ	
More from Bitwarden			
	Card item		

⇒ldentities

Identities can be used to store billing, mailing, and most other types of information you might need when filling out online forms:

Password Manager	All vaults				+New 🎬 🛑
🗇 Vaults	FILTERS Ø		Nama	0	
🗇 Send	FILIER3 ()		Name	Owner	:
🖏 Tools		(Company Credit Card		niz
≅ Reports	View identity			×	
③ Settings	Item details				:
	Item name My Mailing Address				:
	Personal details				:
	Name				
	Brett W Warden				:
	Contact info				
	Address				niz
	1234 Main Street. New York, New York, -				
	Item history				
	Last edited: Dec 2, 2024, 1:35:46 PM Created: Dec 2, 2024, 1:35:46 PM				
🔒 Password Manager	Edit			Ŵ	
🖉 Admin Console					

Identity item

⇒Secure notes

Secure notes can be used to store encrypted freeform text for anything you want protected:

Password Manager	All vaults			(+ New
🗇 Vaults	FILTERS ⑦	<u> </u>			
🖉 Send	FILTERS		Name	Owner	:
🖏 Tools 🛛 🗸 🗸	Q Search vault	VISA	Company Credit Card Visa, *4242	My Org	aniz
≅ Reports Vi	iew note			×	
🕸 Settings					:
Ite	em details				
	tem name Secure Note				:
					:
Ad	dditional options				
	^{Note} orem ipsum dolor sit amet				÷
				11	aniz
Ite	em history				
	.ast edited: Dec 2, 2024, 1:35:46 PM Created: Dec 2, 2024, 1:35:46 PM				
	Edit			Ŵ	
🕆 Password Manager					
		Secure n	ote item		

♀ Tip

You can import items directly into your vault from most password managers or web browsers.

Individual & organizational vaults

Many Bitwarden users will have access to an individual vault and an organization vault. Learn how to use and manage each vault effectively:



https://player.vimeo.com/video/823390347

Filter vault items

You can filter which items to list by a few different characteristics. To filter vault items:

⇒Web app

Either:

- Select a characteristic from the Filter column (in the following screenshot, Login).
- Select one of the colored cards next to an item (in the following screenshot, either Me or My Organization).

Password Manager	All vaults		+ New 🗱
🗇 Vaults	FILTERS ⑦	All Name	Owner :
🖉 Send			Gwner :
\ll Tools \sim	Q Search login	My New Item myusername	Me
₩ Reports	✓ All vaults	Personal Login	
Settings	 My vault My Organiza : + New organization 	G Personal Login myusername	Me E
	 ✓ All items ☆ Favorites ⓒ Login ☑ Card ☑ Identity ☑ Secure note 	Shared Login username	My Organiz
		Web app filtering	

⇒Browser extension

Use the Vault, Collection, Folder, or Type selectors at the top of the \bigcirc Vault tab. You can turn show and hide the filter dropdown menus with the \equiv button:

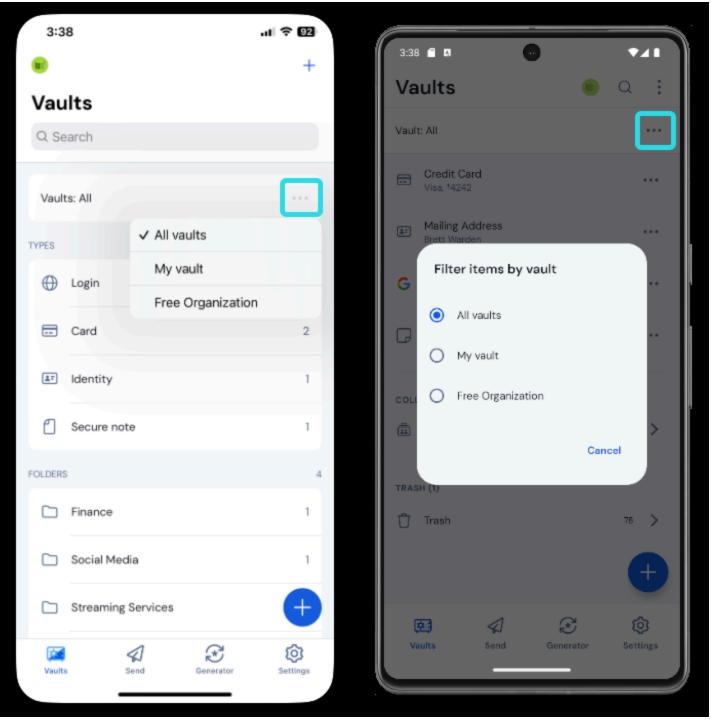
com/accounts/login/?next=https%3A%2	F%2Fwww.instagram.com%2Flo 😫 🖈 📄 💽 🛃 🍈 :
	Vault + New 🗵 🥚
	Q Search
Ins	Image: Vault Image: Collection Image: Folder Image: Vault Image: Type
Phone number, u Password	Autofill suggestions 1 My Instagram Account Fill C :

Extensión de Navegador Autocompletar

⇒Mobile

Choose a vault by selecting the Vault menu button (…) on the Vaults tab:

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⇒Desktop

Filter vaults on mobile

Select a vault from the left-most column (in the following screenshot, My Vault or My Organization):

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D bitwarden

• • •	🔍 Search Vault		$fill$ bitwardenuser@bitwarden \smallsetminus
 ALL VAULTS My Vault My Organization All Items Favorites Favorites Trash TYPES Login Card Identity Secure Note FOLDERS Streaming Services No Folder 	 item With Attachment My Credit Card Visa, *4242 My Login username@service.com My Mailing Address My Note 	ITEM INFORMATION Name My Login Username username@service.com Password	
My Vault Send	+	2	Ŵ

Desktop Filtering

⇒CLI

Use the **bw list** command with the **--organizationid** option, which can take either an organization identifier or **null**, to list items by vault. Learn more.

Manage vault items

You can add, edit, and delete vault items from any Bitwarden app:

⇒Web app

Password Manager	All vaults			+ New SSS	FR
🗇 Vaults	FILTERS 🕐		Name	Owner	:
🖉 Send					
\ll Tools \sim	Q Search vault	VISA	Company Credit Card Visa, *4242	My Organiz	÷
₩ Reports	✓ All vaults		Max MaxIIIng A dalamag		
🕸 Settings 🛛 🗸 🗸	A My vault B My Organiza :	() (A=	My Mailing Address Brett Warden	Me	:
	+ New organization			🔊 Attachments	-
			My New Item	м 🖓 Clone	
	✓ All items		myusername	Assign to collection	ons _
	☆ Favorites		Personal Login	🗊 Delete	
	G Login Card	G	myusername		
	Identity				
	Secure note		Secure Note	Me	:
	 ✓ Folders ☐ Important It 	0 6	Shared Login	Once you open an	:
	 No folder 		username	item, select Edit .	
		Manage	an Item		

⇒Browser extensions

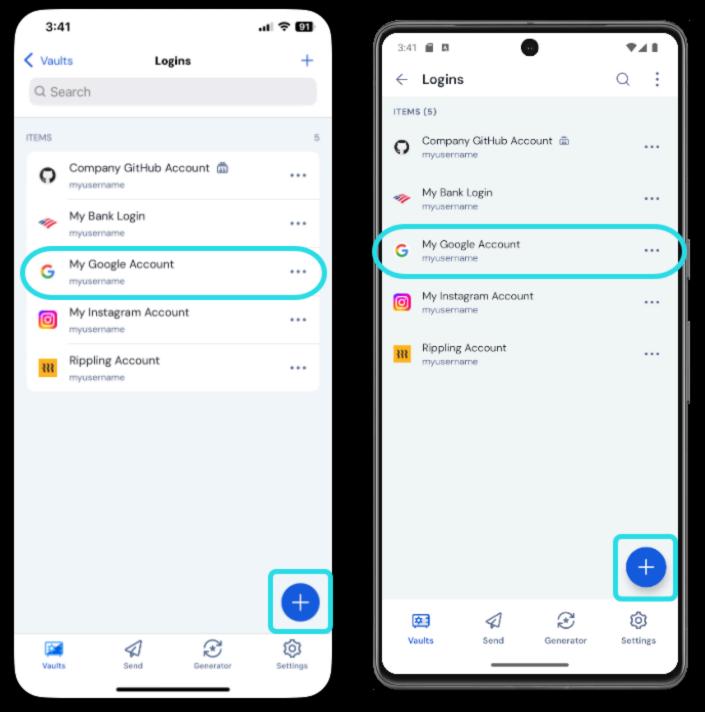
D bitward	Bitwarden	ces 🗸 🍵 🌒 💿 🛛 Bitwarden	Log in
	Vault + New	< View login	
The n	🔍 Search 🚍	Item details	
Dass Bitwarden is the t sharing sensitive	Image: Vault Vault Image: Collection Vault Image: Folder Vault Image: Collection Vault	Item name Personal Login	
Free Enterprise	All items 8 Company Credit Card @ C :	Login credentials Username	
	All My Mailing Address Brett Warden	myusername	
G Leader	My New Item myusername	Password ©]
Enterprise FALL 2024	G Personal Login myusername	Verification code (TOTP) 687 854	ų
	Secure Note	Autofill options	
		a p	

Manage an item

⇒Mobile

Tap an item to open it, or tap the + icon to add a new item:

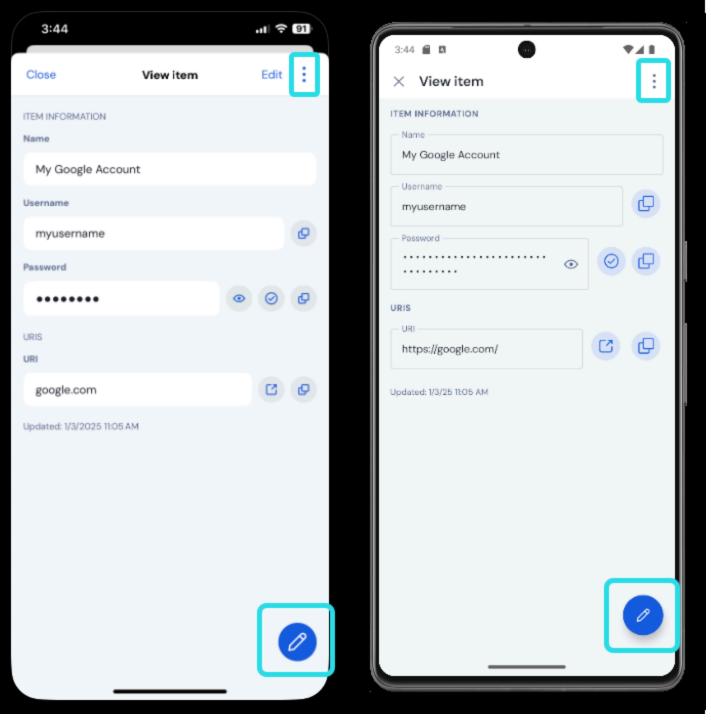
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Add or open an item on mobile

When viewing an item, tap the \mathscr{D} icon to edit, or tap the \vdots options menu to edit:

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Manage an item on mobile

⇒Desktop

	🔍 Search Vault		fill bitwardenuser@bitwarden $ imes$
\sim ALL VAULTS	Visa, *4242	ITEM INFORMATION	
A My Vault	💮 Item With Attachment	Name	
My Organization	WISA My Credit Card	Twitter Login	
All Items	Visa, *4242	Username	
 짦 All Rems ☆ Favorites 	G username@service.com	my_username	
🗑 Trash	See My Mailing Address	Password	0 • 🗖
	🕞 My Note		
\sim types	Crganization-owned Item		
🗊 Login	shared_username	Website twitter.com	0 1
🗔 Card	G Organization-owned Login 🗖	twitter.com	
🗉 Identity	Twitter Login	Updated: May 18, 2022, 3:43:56 PM	
🕞 Secure Note	my_username		
\sim folders $+$	Select to open an i	item	
🗎 Socials			
Streaming Services			
🗎 No Folder			
\sim collections			
Finance			
Productivity Tools	Add an item	Edit	Delete
My Vault Send	+	<u>/</u> 4	

Manage an Item

⇒CLI

For more information, refer to the Bitwarden CLI documentation.

In addition to adding, editing, and deleting vault items, you can clone items to create duplicates, move items to an organization, and protect items on an individual basis.

Clone

You can clone any item that you have ownership of if you want to create a duplicate of the item. Cloning items owned by an organization can be only done from the web app in the Admin Console or from Vaults view by owners, admins, and users with **Can manage** access to the collection in which the item is kept:

⇒Web app

Select **Clone** from the : **Options** menu.

⇒Browser extension

In the 🗇 Vault tab, select the : Options menu for the item and choose Clone from the dropdown.

⇒Mobile

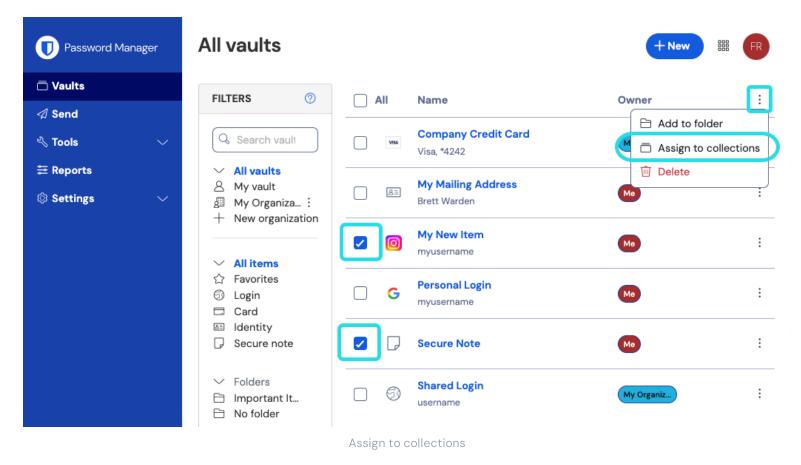
Open the item and tap **Clone** in the : Menu.

⇒Desktop

Open the item and select the 🗋 Clone Item option.

Assign to collections

If you're a member of an organization, you can assign vault items to your organization's collections, transferring ownership of the vault item to the organization. To share with other organization members, use the : menu:



Learn more about organizations, collections, and sharing.

Protect individual items

For any item, you can activate the **Master password re-prompt** option from the Add or Edit screen to require verification of your master password to access or autofill sensitive vault items:

	Additional options	
	Notes // // // // // // // // // // // // //	
Password Manager Admin Console	+ Add field	
More from Bitwarden	Attachments >	
Secure your infrastructure	Save Cancel	



Master password re-prompt will behave slightly differently depending on which app you're using, for example:

- In the web app and browser extension, viewing the item or editing anything about it with this enabled will require you to re-enter your master password.
- On desktop apps, and mobile apps, only viewing hidden fields (e.g. passwords, hidden custom fields, credit card numbers) will require you to re-enter your master password. Editing anything about the item will also require you to re-enter your master password.

Users who do not have master passwords, for example those in organizations using SSO with trusted devices or Key Connector, will have master password re-prompt disabled for them. Additionally, trusted contacts using emergency access will not be required to re-enter a master password in order to view a protected vault item.

🛆 Warning

Master password re-prompt **is not** an encryption mechanism. This feature is an interface-only guardrail that a sophisticated user may find ways to work around. We recommend **never** leaving your vault unlocked when unattended or on a shared workstation.

Vault trash

Deleted items are sent to the trash, where they remain for 30 days after deletion. Once 30 days have elapsed, the item will be permanently deleted and not recoverable.

In the trash, you can **Restore** an item to your vault or **Permanently delete** it prior to the 30-day waiting period using the : menu:

🗇 Vaults	FILTERS ⑦	▲ Warning	
🖉 Send		Items that have been in trash more than 30) days will be automatically deleted.
\ll Tools \sim	Q Search trasł	All Name	Owner
≅ Reports	✓ All vaults		
🕸 Settings 🛛 🗸	 A My vault A My Organiza ⋮ + New organization 	old_username	Me :
	 ✓ All items ☆ Favorites 라 Login 	Trash	 ↔ Restore ŵ Permanently delete

Next steps

Now that you understand the basics of working with vault items, we recommend:

- Organizing your vault item using favorites and folders
- Adding custom fields, TOTP seeds, and file attachments to vault items