**D**bitwarden 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                              | <b>⊚</b> ⊓ | 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      |
| <b>≅</b> Reports    | Item details   |      |           |
| ③ Settings          | Item name<br>Company Credit Card   |      | :         |
|                     | g My Organization  |      | :         |
|                     | Default collection   |      |           |
|                     | Visa details   |      | :         |
|                     | Cardholder name<br>Brett Warden  |      | :         |
|                     | Number   | © [] |           |
|                     | Expiration<br>O4 / 2029  |      | aniz      |
|                     | Security code (CVV)  | © () |           |
|                     | Item history   |      |           |
|                     | Last edited: Dec 2, 2024, 1:41:05 PM<br>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      |
| <b>≅</b> Reports   | View identity  |   |                     | ×     |          |
| ③ Settings         | Item details   |   |                     |       | :        |
|                    | Item name<br>My Mailing Address  |   |                     |       | :        |
|                    | Personal details   |   |                     |       | :        |
|                    | Name   |   |                     |       |          |
|                    | Brett W Warden   |   |                     |       | :        |
|                    | Contact info   |   |                     |       |          |
|                    | Address  |   |                     |       | niz      |
|                    | 1234 Main Street.<br>New York, New York, -                               |   |                     |       |          |
|                    | Item history   |   |                     |       |          |
|                    | Last edited: Dec 2, 2024, 1:35:46 PM<br>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<br>Visa, *4242 | My Org | aniz  |
| ≅ Reports Vi       | iew note   |          |                                    | ×      |       |
| 🕸 Settings         |  |          |                                    |        | :     |
| Ite                | em details   |          |                                    |        |       |
|                    | tem name<br>Secure Note  |          |                                    |        | :     |
|                    |  |          |                                    |        | :     |
| Ad                 | dditional options  |          |                                    |        |       |
|                    | <sup>Note</sup><br>orem ipsum dolor sit amet   |          |                                    |        | ÷     |
|                    |  |          |                                    |        |       |
|                    |  |          |                                    | 11     | aniz  |
| Ite                | em history   |          |                                    |        |       |
|                    | <b>.ast edited:</b> Dec 2, 2024, 1:35:46 PM<br><b>Created:</b> 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<br>myusername      | Me         |
| ₩ Reports          | ✓ All vaults   | Personal Login                 |            |
| Settings           | <ul> <li>My vault</li> <li>My Organiza :</li> <li>+ New organization</li> </ul>  | G Personal Login<br>myusername | Me E       |
|                    | <ul> <li>✓ All items</li> <li>☆ Favorites</li> <li>ⓒ Login</li> <li>☑ Card</li> <li>☑ Identity</li> <li>☑ Secure note</li> </ul> | Shared Login<br>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:

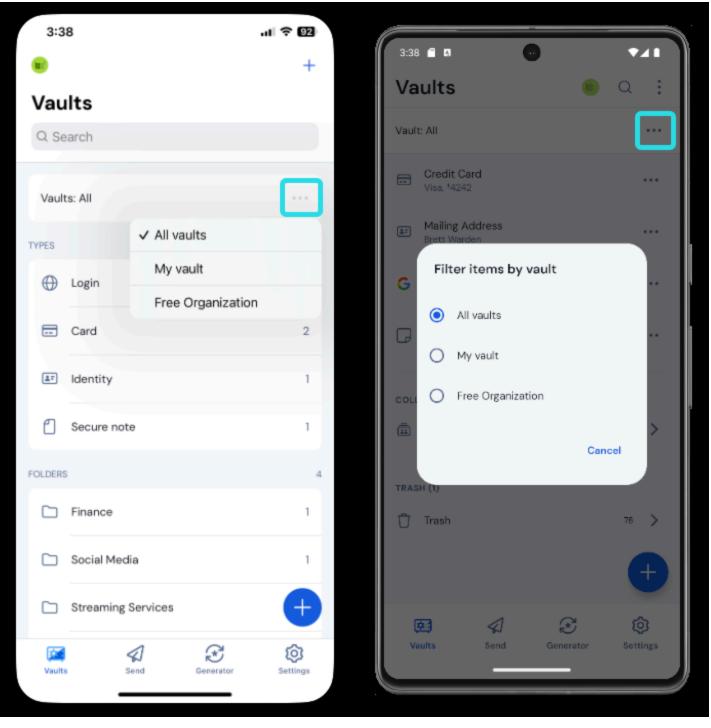
| 25 instagram.com/accounts/login/?next | =https%3A%2F%2Fwww.instagra              | m.com%2Flo 📑 🛧                                |        | £ ∣ £ |  |
|---------------------------------------|--|---|--------|-------|--|
|                                       | Vault                                    | + New   | 9 🛑    |       |  |
|                                       | Q Search                                 |   |        |       |  |
|                                       | JNS E Vault                              | <ul><li>✓ Collection</li><li>✓ Type</li></ul> | $\sim$ | )     |  |
|                                       | Phone number, u Password Phone number, u | am Account                                    |        |       |  |

Browseruitbreiding automatisch invullen

### ⇒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 $\smallsetminus$ |
|--|--|---|---|
| <ul> <li>ALL VAULTS</li> <li>My Vault</li> <li>My Organization</li> <li>All Items</li> <li>Favorites</li> <li>Favorites</li> <li>Trash</li> <li>TYPES</li> <li>Login</li> <li>Card</li> <li>Identity</li> <li>Secure Note</li> <li>FOLDERS</li> <li>Streaming Services</li> <li>No Folder</li> </ul> | <ul> <li>item With Attachment</li> <li>My Credit Card<br/>Visa, *4242</li> <li>My Login<br/>username@service.com</li> <li>My Mailing Address</li> <li>My Note</li> </ul> | 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<br>Visa, *4242 | My Organiz                 | ÷     |
| ₩ Reports          | ✓ All vaults  |        | Max MaxIIIng A dalamag             |                            |       |
| 🕸 Settings 🛛 🗸 🗸   | A My vault<br>B My Organiza :                         | () (A= | My Mailing Address<br>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                         | :     |
|                    |   |        |                                    |                            |       |
|                    | <ul> <li>✓ Folders</li> <li>☐ Important It</li> </ul> | 0 6    | Shared Login                       | Once you open an           | :     |
|                    | <ul> <li>No folder</li> </ul>                         |        | username                           | item, select <b>Edit</b> . |       |
|                    |   | Manage | an Item                            |                            |       |

### ⇒Browser extensions

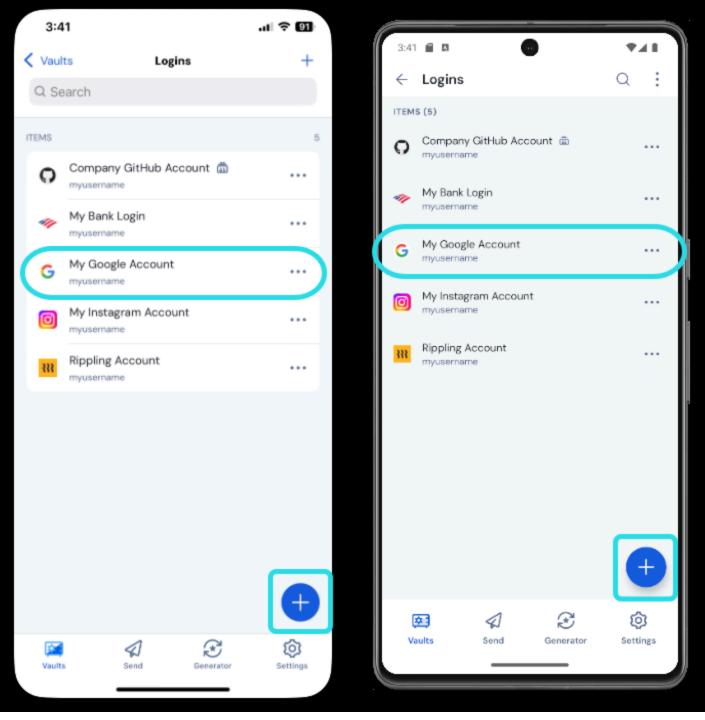
| <b>D</b> bitward                                       | Bitwarden  | ces 🗸 🍵 🌒 💿 🛛 Bitwarden             | Log in |
|--|--|-------------------------------------|--------|
|  | Vault + New  | < View login                        |        |
| The n  | 🔍 Search 🚍   | Item details                     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

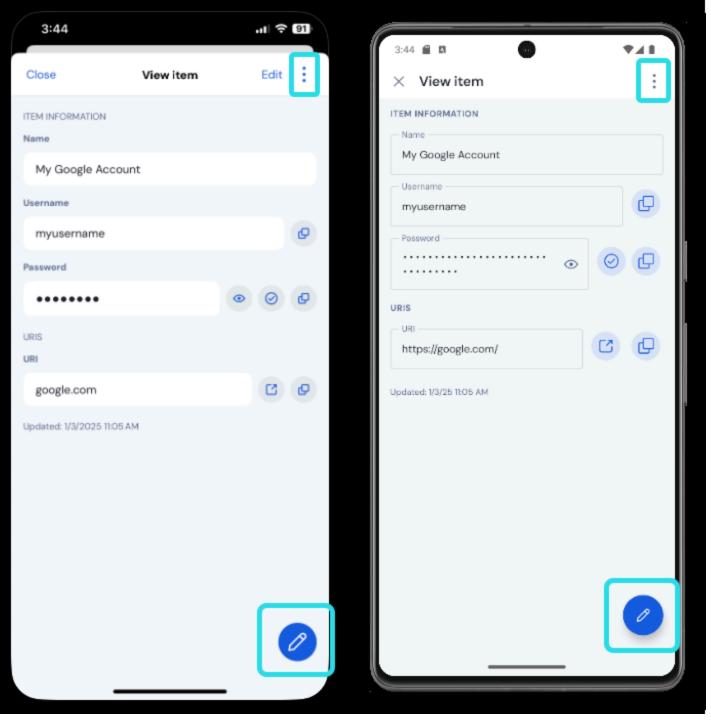
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Add or open an item on mobile

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                          |                                      |
| <ul> <li>짦 All Rems</li> <li>☆ Favorites</li> </ul> | G username@service.com       | my_username                       |                                      |
| 🗑 Trash   | See My Mailing Address       | Password                          | 0 • 🗖                                |
|   | 🕞 My Note                    |                                   |                                      |
| $\sim$ types  | Crganization-owned Item      |                                   |                                      |
| 🗊 Login   | shared_username              | Website<br>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

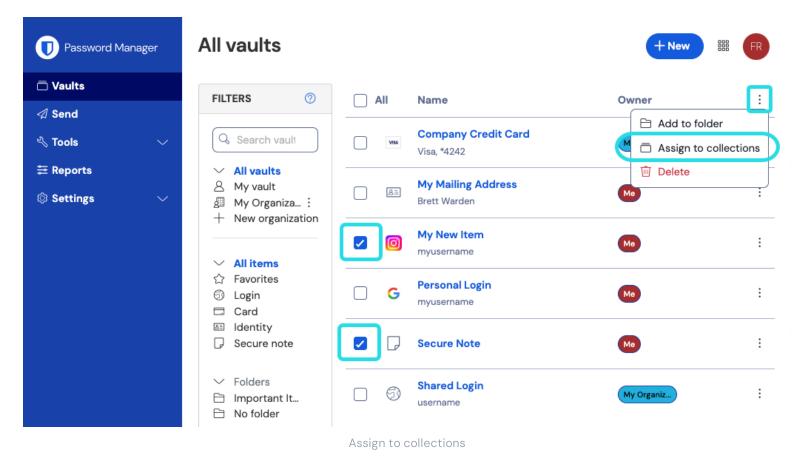
Open the item and tap **Clone** in the : Menu.

#### ⇒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   |
| <b>≅</b> Reports   | ✓ All vaults  |  |   |
| 🕸 Settings 🛛 🗸     | <ul> <li>A My vault</li> <li>A My Organiza ⋮</li> <li>+ New organization</li> </ul> | old_username                               | Me :  |
|                    | <ul> <li>✓ All items</li> <li>☆ Favorites</li> <li>라 Login</li> </ul>               | Trash                                      | <ul> <li>↔ Restore</li> <li>ŵ Permanently delete</li> </ul> |

#### **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