PASSWORD MANAGER > VAULT BASICS > ORGANIZATION MEMBERS

About Collections

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Collections group together related logins, notes, cards, and identities for secure sharing within an organization. Collections can be created and managed by any organization type. Collections are organization-equivalents to folders, with a few key differences:

- Organizations can define access to collections, allowing users or groups to access only the items they need.

- Items stored in an organization's collections(s) do not belong to any individual user, but rather to the organization.

- Organization-owned items **must** be included in at least one collection.

Your vault centralizes everything you have access to, like collections, shared items, and personal items. To open a specific collection, select it from the vault's filter menu:

Open collection

Nested collections

When you nest a collection, it becomes hierarchically organized under another collection. Select where to **Nest your collection under** when you first create it or later by going to **Collections → ⋮ icon → Edit info**:

🗃 Collection 2 ∨

Nested collection

This only changes how your collection list appears in the filter column. Nested collections don't inherit items, access, or permissions from their "parent" collection.

Next steps

- Create a collection that you can add shared items to.

- Share items with organization members through your new collection.

- Assign groups and members access to your new collection.

- Configure the permissions your groups and members have to the collection.

- Configure collection management settings for your organization.