Chapter 6 - Manage Item Bank

Item Banks are repositories of projects belonging to an organization. Conceptually, Item Banks make it possible for many projects to mutually share content objects.

> ⓘ **What are content objects?**
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> Content objects, in the scope of an Item Bank, refer to items or a group of items (e.g., case, section, exam form, collection, etc).
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> The following content objects can be added to an Item Bank:
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> * **Items**
> * **Cases**
> * **Collections**
> * **Assets**
> * **Sections**
> * **Exam Forms**
> * **Blueprints**
> * **Metadata**

The salient features of Item Banks are as follows:

1. All Item Banks are scoped to an organization.
2. Item Banks have a collection of one or more projects.
3. All content objects belong to one or more projects in a single Item Bank. No two Item Banks share the same content objects.
4. All content objects are **Editable** in a *single* project and **Viewable** in *more than one* project in the same Item Bank.
5. Users with the role of *Item Bank administrator* can create and edit the contents of Item Banks.

   By extension, they also inherit permissions of *Project Managers* for all projects in their Item Banks.
6. There can be multiple Item Bank administrators in an organization but *only one* Item Bank administrator for an Item Bank.
7. All new Item Banks will have a default project when first created.

   > ⚠ The default project for an Item Bank should not be used for actual work tasks with users other than managers. Refer to **Manage Projects** for more information on **Default Projects**.

As an **Item Bank Administrator**, you are responsible for setting up and modifying the contents of the Item Bank as follows:

* Creating Item Banks

* Creating projects inside Item Banks and assigning Project Managers to each project.

* **Managing Users:** Creating users and assigning them to projects in an Item Bank.

* **Managing Projects:** Selecting and assigning content (items, cases, exam forms, blueprints, etc) to particular projects.

* Responding to requests of Project Managers to make content editable in their project when it was previously assigned as view-only.

* **Generating reports** for all content objects inside Item Banks.

> ⚠ **How can a Collection be deleted?**
> As the Item Bank Manager, you are the only person that has the permission to remove a Collection from a project or to remove it completely from the project by deleting it. A Project Manager can only delete a collection if he/she is the person that created the collection. To remove a collection from a particular project, the **Add Content** page is used to assign or unassign a collection from a project. In order to delete a collection, you can go to the **Collections** page and click the "X" next to the collection to delete it completely from the system.