

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?

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).

The following content objects can be added to an Item Bank:

- **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.