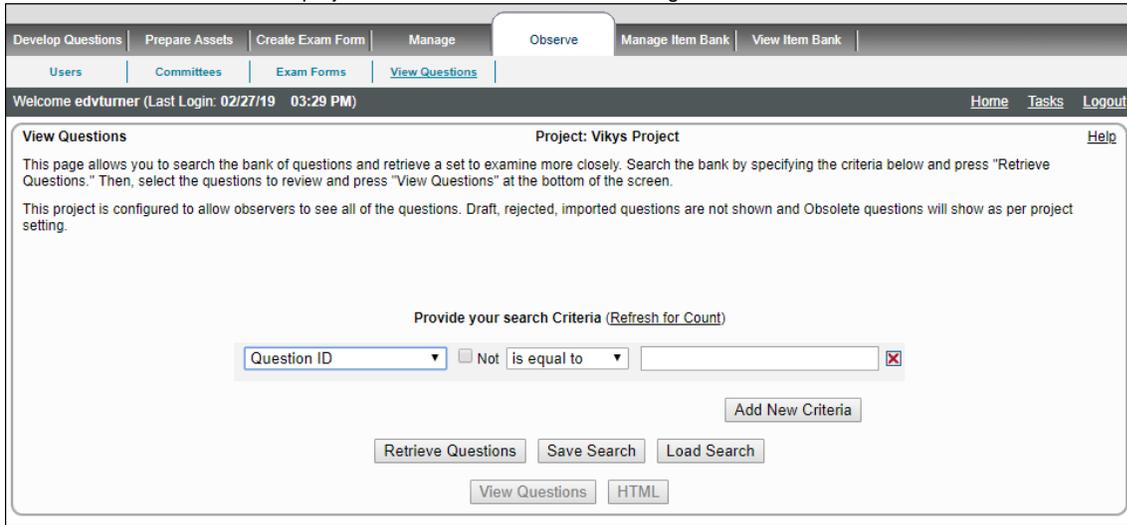


7.4.1 View Specific Items

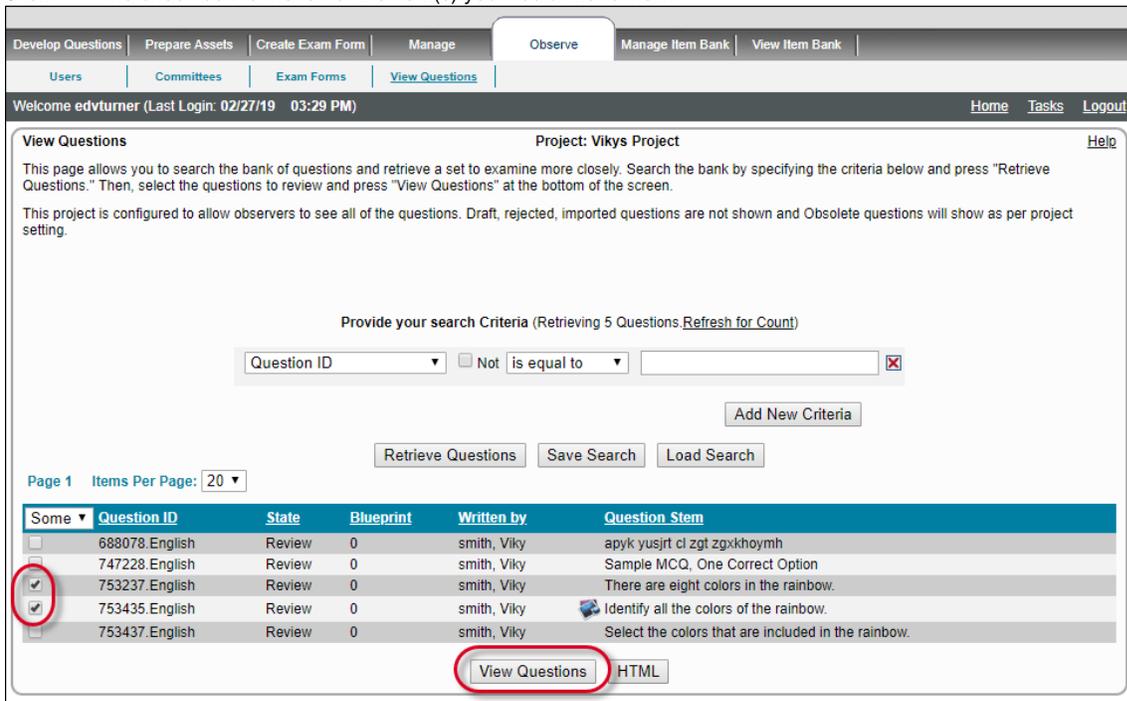
You can view specific items by providing suitable search criteria to search items in a project.

Retrieve specific items

1. Go to the **View Questions** page.
2. Select the search criteria from the drop-down list.
3. Select the operators available with the search criteria.
4. Enter the specific text or select the appropriate options in accordance with the selected search criteria.
5. Click **Retrieve Questions**. The project Item Bank is searched according to the entered criteria and the search results are displayed.



6. Click  the check box to the left of the item(s) you would like to view.



7. Click **View Questions** to view the selected items from the bottom of the **View Questions** page.
8. Click **HTML** to view the selected items in an HTML report format.





How can I quickly return all items?

To view all active items in the project, do not specify any criteria using the Question ID search.



Search for the existence of comments

Comments + Comment Flag + exists returns all the items with a comment tied to them of that type.

As well as:

Comments + NOT + Comment Flag + exists returns all items that do NOT contain a comment of that type.



Receive a quick count based on search criteria

If you click **Refresh** after specifying criteria, you are able to see how many items would be retrieved if the search were performed with the current criteria. You may want to narrow your search if too many items are retrieved, or broaden it if you get very few results (or none at all).



Searching Question Stem and Option Text

When using the **Question Text** and **Option Text** in searches, the searches are limited to only 450 characters of the text fields.



Where are the "Obsolete" and "Rejected" Questions?

The **Project Bank**, **Observer**, and **Build Exam** search pages automatically filter out the inactive (rejected and obsolete) items to limit the results to only items that can be used on exam forms. However, the **Project Bank** page under **Manage**, can retrieve those items by simply adding **State = Obsolete** (or **Rejected**) in addition to any other state you would like to see in the search results. The **Observer** and **Build Exam** search pages are never able to retrieve Rejected or Draft items, however there is a project setting that allows observers to search for Obsolete items from the **Observer** page.



What are the differences between the Observer Search page and the Manage Project Bank Search?

There are several key differences between these two pages:

1. The **Observer** search page allows a read-only view of the Project Bank. Search on the **Project Bank** page under **Manage** allows the items to be edited.
2. The **Observer** search page can be configured to limit the items shown based on the **Questions** tab settings of the project's **Configuration** page. This is not possible for the **Project Bank** page under **Manage**.
3. The **Observer** search page does not show items in a **Draft** state. It is possible to search on the **Project Bank** page under **Manage**, to display Draft or Obsolete items by specifically using the **State = Draft** or **State = Obsolete** searches.