

# Chapter 3 - Prepare Assets


Assets are files that are used in a project along with items and/or cases. You can upload, review, approve, edit, replace and delete assets. It is also possible to run searches for assets.


## There are multiple ways to work with assets:

1. You can perform all activities related to assets by clicking on the **Prepare Assets** tab. Here you can:

- **Upload an Asset**
- **View an Asset/Send for review**
- **Accept an Asset**
- **Discard an Asset**
- **Replace an Asset**
- **Search for an Asset**

2. When authoring an item or case, click the **Asset Manager** icon on the Question Stem or Answer Options. This is discussed in the **Attach an Asset** section.

 An **Asset's life cycle** requires various states of development to determine whether it will be published or rejected. The Project Manager configures the asset's creation process and specifies what determines whether an asset may be accepted to be published, and what dictates it should be rejected.

 A full-text article can be **uploaded as an asset** in a PDF format if it is needed for item writing. However, if it is to be used as a reference, the information should be filled in on the **References** tab and attached to the item that way.