

5.4.1 Questions tab

In the **Questions** tab, you can:

- **Search for Items** according to **various search criteria** and **save the search criteria**
- **Examine Items** retrieved from the item bank and create copies of and modify items
- **Create/Edit/Delete Item Collections**
- **Edit multiple properties of the retrieved items** simultaneously
- **Review all the Comments** accompanying items



Once we import our legacy items into each project that we are setting up, how can we easily track the new items created by our consultants?

There are different ways to do this. See [Different Ways to Track items](#) topic to learn several methods.



What should I do if I need to include items in several different languages?

There are competing interests which you need to balance. On one hand, having all the languages makes it easy to manage and control the edits made to each language. On the other hand, your item bank is going to quickly get very large, and certain functionality may slow down if there are too many items included. For more information please see [Items Requiring Language Translation](#).