

District Banks For Users

District banks

District banks allow administrative users to store frequently used, compliant text at the district level. **District banks** are accessible to all users across the district, but they may not be edited or deleted by non-administrative users. However, users can add, edit or delete their own user bank values.

Populating district banks:

- Provides end users with compliant text and suggestions
- Saves user time while authoring documents
- Reduces the amount of bank value creation and management required at the enduser level

Q Tip Many districts review district bank values on a yearly basis with selected staff members to continuously add to and improve what's available to help staff save time. If you have user bank values you think might be useful for staff across the district, you can reach out to your district administrators to suggest having them added as district bank values.

District bank only fields

Admin users have the option to set specific fields to only allow district bank values. This can be done for any field that supports bank values. When a field is restricted to district banks, you will not be able to manually enter in your own input or populate the field with any of your user bank values. Rather, the field will functionally act as a dropdown menu where the selectable values are controlled by district admin.

If you have saved user bank values for a field that is later restricted to district banks, the user bank values will no longer appear in the bank list. However, if the field is ever switched back to allowing other inputs, your saved user banks will be restored.

If you have already populated a field with your own content and then the field is later restricted to district banks, the field contents will remain until you populate the field with one of the district bank values. At that point, you would not be able to replace the field contents with your previous custom content.

Default district banks

Administrative users can also add district banks as default values. Default district bank values will automatically pre-populate fields when a new document is created. These values are often meant to act as a template for staff to follow and they can be edited or removed by users when necessary.