


District Banks

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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 end-user level

 **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.

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.