



Manage Content in Batch

This module summarizes options for applying permission for all of your content at once.

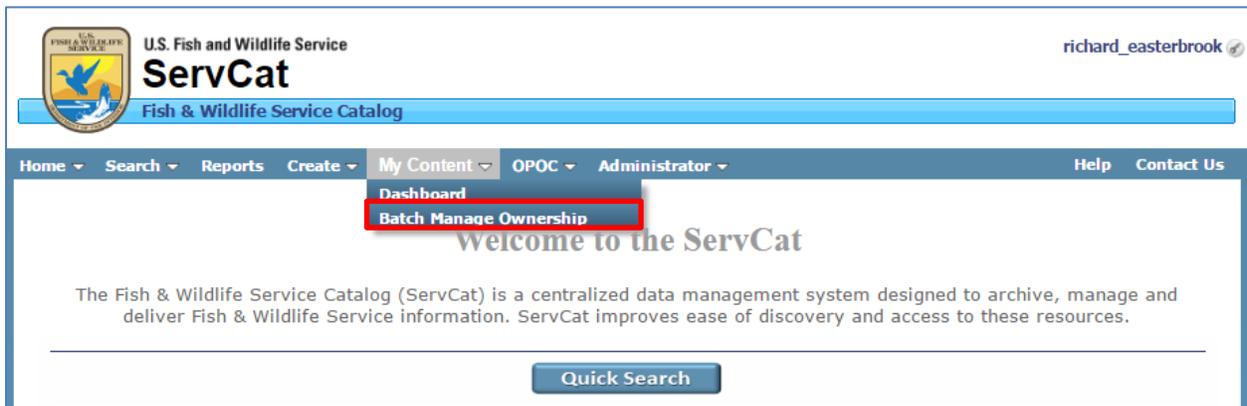
Introduction

There are situations where a user may wish to add/remove/transfer ownership for all their records.

- A user is leaving the FWS and wishes to transfer all their records to someone else before they leave.
- Staff (other owners) have already left the FWS and you wish to remove them as owners.
- Staff have been added to a program and you wish to co-manage your records.

Step 1

Select the 'Batch Manage Ownership' option.



Step 2

Select a user, either someone from the FWS or a Partner.

Batch Management of Ownership »

Notice: From here you can manage ownership for very large sets of the references, collections and saved searches you own. If you have a need to manage ownership for a select few, please do this from your dashboard.

* Action Add as Owner
 Remove as Owner
 Transfer Ownership to this User

* Select FWS User OR * Select Partner User

* Apply To References
 Collections
 Saved Searches

Reference Options
Organizations Include linked organizations in search
Lifecycle

Step 3

Select an action.

- **Add As Owner**- Add a person as an owner to your records.
- **Remove as Owner** - Remove a person as owner. Note that you can remove yourself, as long as there is at least one other owner.
- **Transfer Ownership** - This equates to add the person as owner and then remove yourself as owner.

Batch Management of Ownership »

Notice: From here you can manage ownership for very large sets of the references, collections and saved searches you own. If you have a need to manage ownership for a select few, please do this from your dashboard.

* Action Add as Owner
 Remove as Owner
 Transfer Ownership to this User

* Select FWS User OR * Select Partner User

* Apply To References
 Collections
 Saved Searches

Reference Options
Organizations Include linked organizations in search
Lifecycle

Step 4

Specify what the transaction applies to

- **References** - Applies to all References you own. For References, you can limit the transaction to a subset linked to a particular Organization and/or Reference Lifecycle.

- **Collection** - Applies to all Collections you own
- **Saved Searches** - Applies to all Saved Searches you own

Batch Management of Ownership »

Notice: From here you can manage ownership for very large sets of the references, collections and saved searches you own. If you have a need to manage ownership for a select few, please do this from your dashboard.

* Action Add as Owner
 Remove as Owner
 Transfer Ownership to this User

* Select FWS User OR * Select Partner User

* Apply To References
 Collections
 Saved Searches

Reference Options

Organizations Include linked organizations in search

Lifecycle