

U.S. Fish and Wildlife Service ServCat Help Document

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.

U.S. Fish and Wildlife Service ServCat Fish & Wildlife Service Catalog		richard_easterbrook 🕢
Home - Search - Reports Create - My Conte	nt 😴 OPOC 👻 Administrator 👻	Help Contact Us
Dashboar Batch Ma	age Ownership Welcome to the ServCat	
The Fish & Wildlife Service Catalog (Serv deliver Fish & Wildlife Service inform	:at) is a centralized data management system designed to ation. ServCat improves ease of discovery and access to	archive, manage and these resources.
	Quick Search	

Step 2

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

Batch Man	agement of (Ownership »
Notice: Fr own. If yo	om here you can ma u have a need to ma	nage ownership for very large sets of the references, collections and saved searches you nage ownership for a select few, please do this from your dashboard.
* Action	Add as Owner	
	Remove as Owner	
	🔘 Transfer Ownership t	this User
* Select FWS User	Begin typing a name	OR * Select Partner User Begin typing a name
* Apply To	 References Collections Saved Searches 	Organizations Select from list or start typing Lifecyde All
Cancel		Save

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.

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* Select FWS User	Begin typing a name		✓ OR	* Select Partner User	Begin typing	a name
* Apply To	References	- Reference Option	s			
Арру То	Collections	Organizations	Select from list or start	typing	*	Include linked organizations in search
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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

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