



# Manage your Content

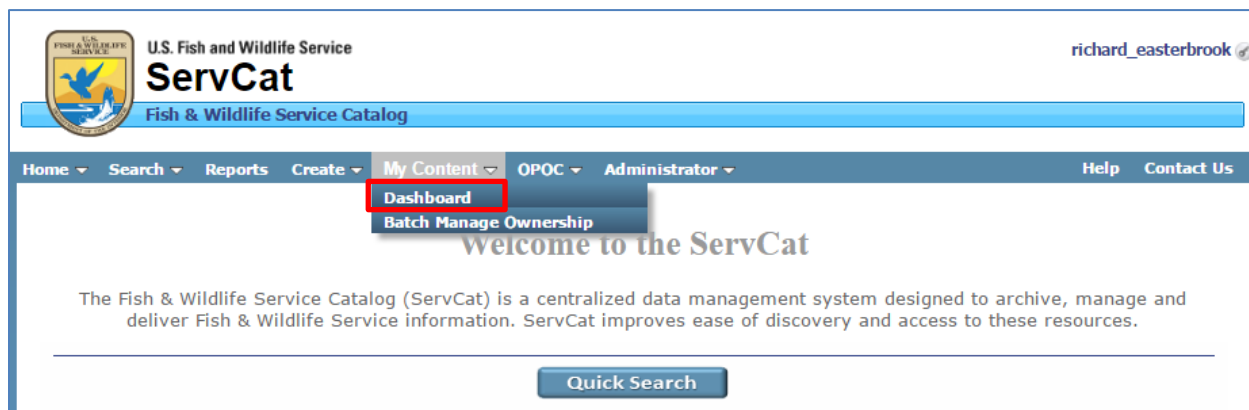
This module summarizes options for content management.

## My Content

There are three types of objects a user can create and own in ServCat.

- **References** – Provides the metadata and access point for an information resource.
- **Collections** – One or more References can be organized into a Collection that can be shared with others or used to populate web pages. Collections are nothing more than named digital buckets that contain References.
- **Save Searches** – Saved search criteria from the advanced search. Others can be directed to view these search results.

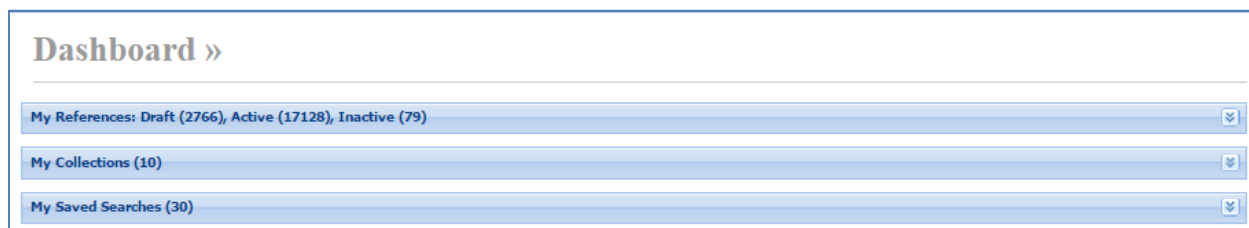
The My Content tab provides tools to track and manage these objects.



## Dashboard

If you have created a Reference, Saved Search or Collection, all of this content is organized within the Dashboard.

- References - All of the References you own
- Collections - All of the Collections you own
- Saved Search - All of the Saved Searches you own



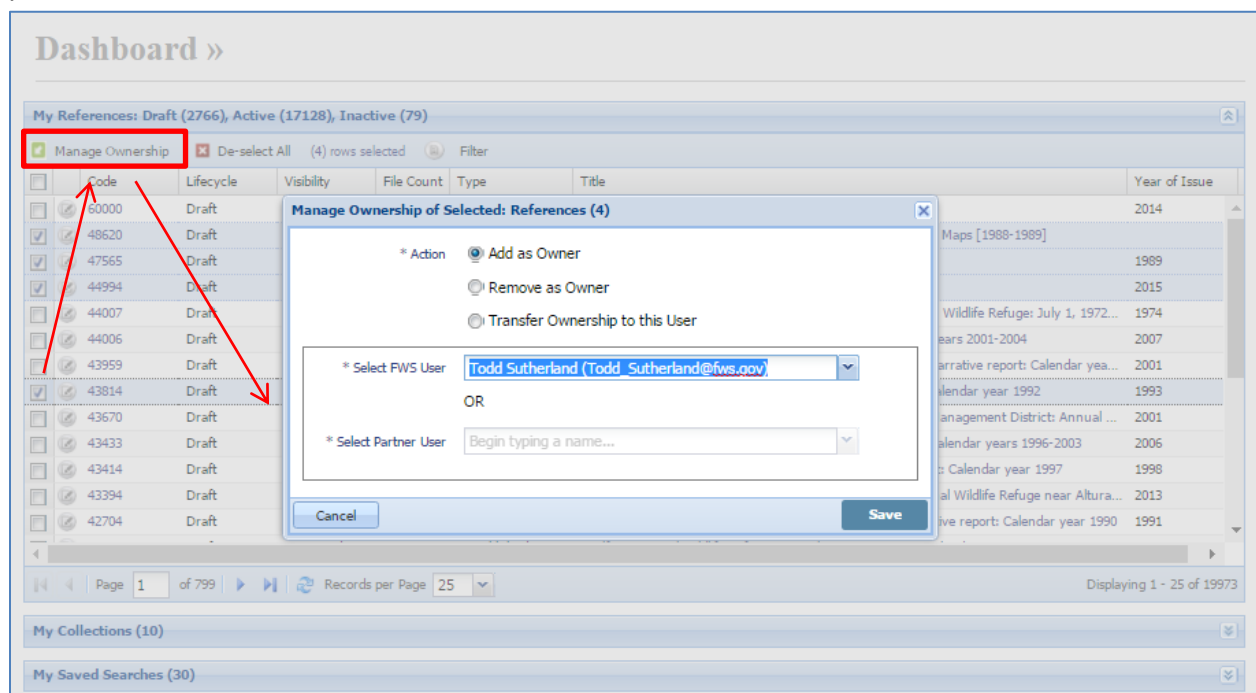
## Manage Records

The rules managing References, Collections and Saved Searches are generally the same:

- A user is automatically added as owner whenever they create a record.
- As an owner, you have permission to edit the content of a record.
- Ownership can be shared with others.
- A user can remove owners, including himself/herself, as long as there is always at least one owner.

The one notable difference is what happens after removal/deletion. Deleting Collections or Saved Searches is permanent. However, References are set to inactive, making them undiscoverable, but they still remain in the system.

Select one or more References and then click on the 'Manage Ownership' option to manage a few of your records.<sup>1</sup>



## Filter Records

To show a subset of the References your own, there are a few search filters available.

- **Reference Type** - Select a reference type (e.g., map, published report)
- **Organization** - Filter for References linked to particular FWS organization
- **Lifecycle** - Filter for draft, active or inactive References

<sup>1</sup> Your selections will be preserved between pages as long as you do not re-apply a filter.

Dashboard »

My References: Active (17128), Draft (2766), Inactive (79)

☒ Manage Ownership
☒ De-select All
(4) rows selected
☒ Filter

<input type="checkbox"/>	Code	Lifecycle	Visibility	File Count	Type	Title	Year of Issue
<input type="checkbox"/>	60000	Draft	Restricted		Unpublished Rep...	Test Report	2014
<input checked="" type="checkbox"/>	48620	Draft	Restricted		Map Series	Willow Creek- Lurline Wildlife Management Area Land Status Maps [1988-1989]	
<input checked="" type="checkbox"/>	47565	Draft	Restricted		Map Series	Willow Creek- Lurline Wildlife Management Area Land Status Maps [1988-1989]	1989
<input checked="" type="checkbox"/>	44994	Draft	Restricted		Map Series	Willow Creek- Lurline Wildlife Management Area Land Status Maps [1988-1989]	2015
<input type="checkbox"/>	44007	Draft	Restricted		Map Series	Willow Creek- Lurline Wildlife Management Area Land Status Maps [1988-1989]	
<input type="checkbox"/>	44006	Draft	Restricted		Map Series	Willow Creek- Lurline Wildlife Management Area Land Status Maps [1988-1989]	1974
<input type="checkbox"/>	43959	Draft	Restricted		Map Series	Willow Creek- Lurline Wildlife Management Area Land Status Maps [1988-1989]	2007
<input checked="" type="checkbox"/>	43814	Draft	Restricted		Map Series	Willow Creek- Lurline Wildlife Management Area Land Status Maps [1988-1989]	2001
<input type="checkbox"/>	43670	Draft	Restricted		Map Series	Willow Creek- Lurline Wildlife Management Area Land Status Maps [1988-1989]	1993
<input type="checkbox"/>	43433	Draft	Restricted		Map Series	Willow Creek- Lurline Wildlife Management Area Land Status Maps [1988-1989]	2001
<input type="checkbox"/>	43414	Draft	Restricted	1	Unpublished Rep...	Harris Neck National Wildlife Refuge: Annual narrative reports: Calendar year 1997	1998
<input type="checkbox"/>	43394	Draft	Restricted		Unpublished Rep...	Water Resources Inventory and Assessment of Modoc National Wildlife Refuge near Altura...	2013
<input type="checkbox"/>	42704	Draft	Restricted	1	Unpublished Rep...	Sacramento National Wildlife Refuge Complex: Annual narrative reports: Calendar year 1990	1991

Filtering My References

Reference Type
Select from list or start typing...

Organization
Select from list or start typing...

Lifecycle
Select from list or start typing...

Cancel
Clear
Apply

Page 1 of 799
Records per Page 25
Displaying 1 - 25 of 19973

My Collections (10)

My Saved Searches (30)

Note that the Advanced Search can also be used for more robust filtering than what is provided here.