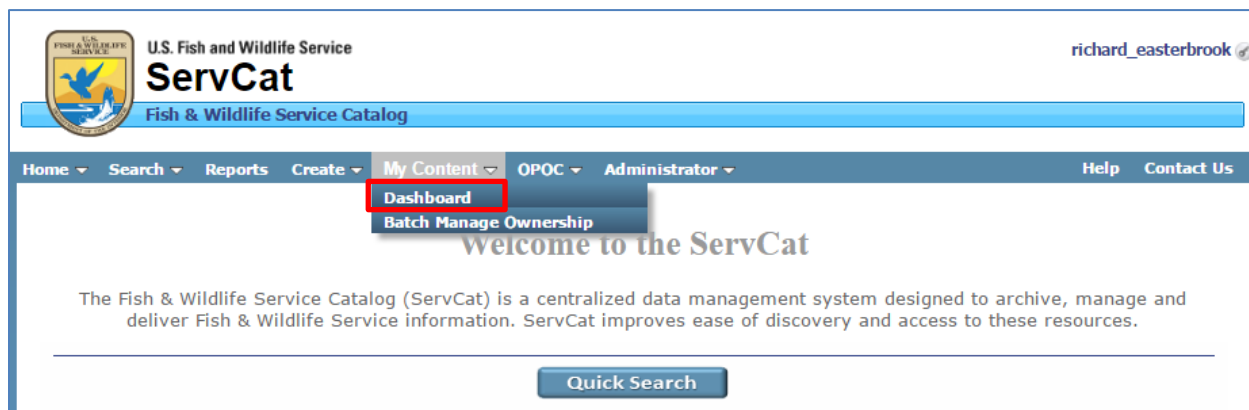# Manage your Content

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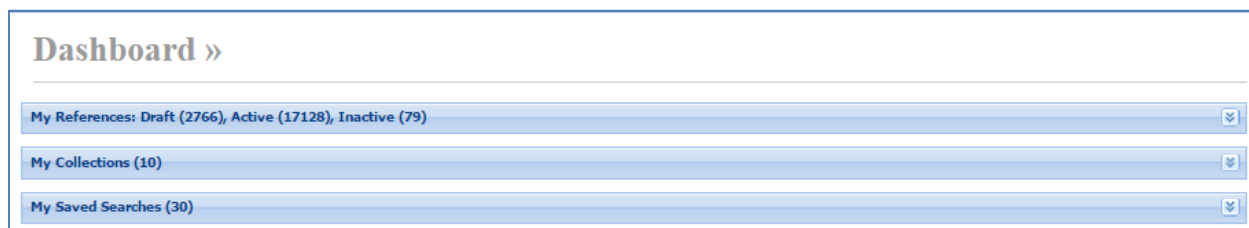
The My Content tab provides tools to track and manage these objects.

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
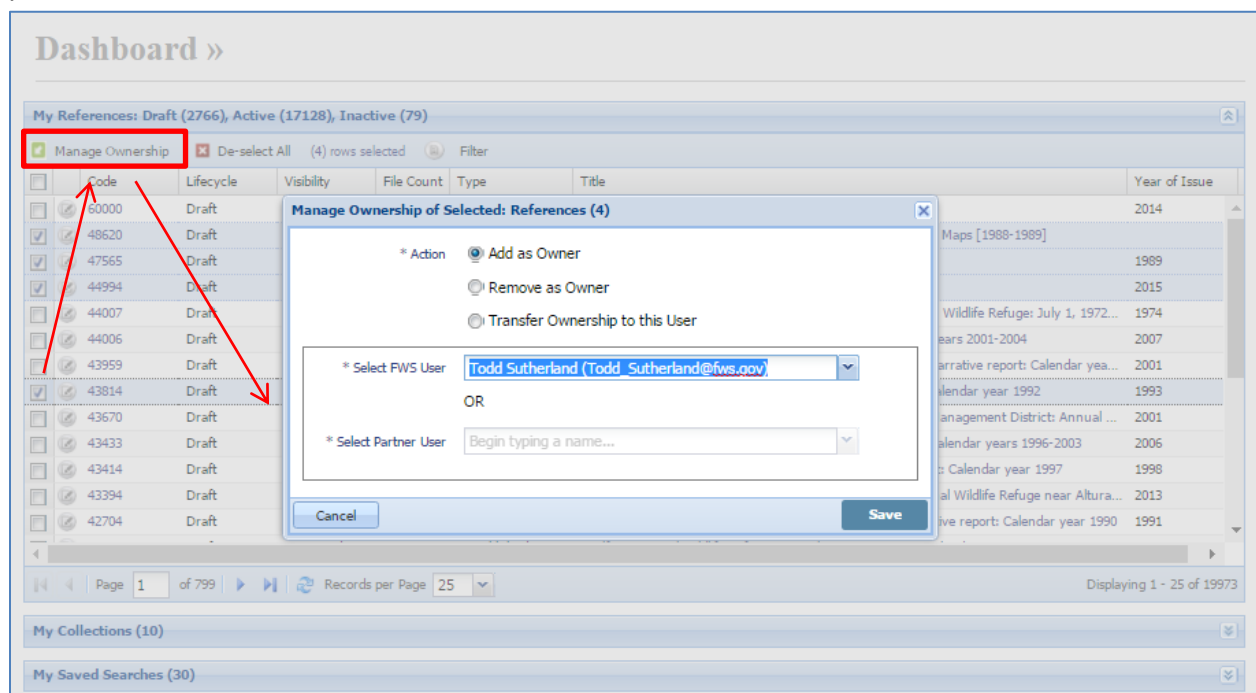- Saved Search - All of the Saved Searches you own

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.[1]

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

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[1] Your selections will be preserved between pages as long as you do not re-apply a filter.

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