

U.S. Fish and Wildlife Service ServCat Help Document

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.

U.S. Fish and Wildlife Service ServCat Fish & Wildlife Service Catalog	richard_easter	rbrook 🕜
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Batch Manage Ownership		
welcome to the ServCat		
The Fish & Wildlife Service Catalog (ServCat) is a centralized data management system designed to archiv deliver Fish & Wildlife Service information. ServCat improves ease of discovery and access to these r		d
Quick Search		

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

Dashboard »	
My References: Draft (2766), Active (17128), Inactive (79)	×
My Collections (10)	8
My Saved Searches (30)	8

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

y References: Draft	(2766), Activ	e (17128), Ina	ctive (79)						
Manage Ownership	🗵 De-selec	t All (4) rows s	elected 💿	Filter					
Code	Lifecycle	Visibility	File Count	Туре	Title			Year of Iss	sue
60000	Draft	Manage Ov	vnership of S	elected: Referenc	ces (4)	×	1	2014	
48620	Draft						Maps [1988-1989]		
47565	Draft		(4) rows selected (a) Filt bility File Count Typ anage Ownership of Select * Action (a) * Select FWS User (b) O	Add as Owne	Add as Owner			1989	
💋 44994	Diaft			Remove as C	Owner			2015	
44007	Draft		File Count T Manage Ownership of Sel * Action * Select FWS User * Select Partner User	🕞 Transfer Ownership to this User			Wildlife Refuge: July 1, 1972	1974	
44006	Draft				-		ears 2001-2004	2007	
43959	Draft	* Se	ect FWS User	Todd Sutherlan	d (Todd_Sutherland@fws.gov)	~	arrative report: Calendar yea	2001	
43814	Draft			OR			alendar year 1992	1993	
43670	Draft						anagement District: Annual	2001	
343433	Draft	* Selec	Select FWS User OR Select Partner User Beg	Begin typing a r	n typing a name 💙		alendar years 1996-2003	2006	
343414	Draft						: Calendar year 1997	1998	
43394	Draft					6	al Wildlife Refuge near Altura		
42704	Draft	Cancel				Save	ive report: Calendar year 1990	1991	
									Þ
Page	of 799 🗼 📔	🔪 🤃 Record	s per Page 25	~			Display	/ing 1 - 25 d	f 19
Collections (10)									

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

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

Reference	s: Active (1712	8), Draft (2766), Inacti	ve (79)							
Manage Ow	nership 🛛 🔣 D	e-select All (4) rows sel	ected 🔋 Filter							
Code	Lifecyc	le Visibility	File Count Type		Title				Year of Is	ssue
60000	Draft	Restricted	Unpublis	hed Rep	Test Report				2014	
3 48620	Draft	Restricted	Map Ser	ies	Willow Creek- Lurline Wildlife M	anagement Area Land S	tatus M	aps [1988-1989]		
3 47565	Draft	Contracted	1 Constin	Deeuwe	Contoninont effects on small m			5	1989	
3 44994	Draft	Filtering My Referen	ces				×		2015	
8 44007	Draft	Reference Type	Select from list or	om list or start typing			~	llife Refuge: July 1, 1972	1974	
8 44006	Draft	Organization	Select from list or	from list or start typing from list or start typing			~	2001-2004	2007	
3 43959	Draft	Lifecvde					v iv	ive report: Calendar yea	2001	
3814	Draft	Lirecycle	Select from list or				lar year 1992		1993	
3670	Draft	Cancel				Clear Ar	ply	gement District: Annual	2001	
34333	Draft							dar years 1996-2003	2006	
8 43414	Draft	Restricted	1 Unpublis	hed Rep	Harris Neck National Wildlife Re	fuge: Annual narrative r	eport: C	alendar year 1997	1998	
8 43394	Draft	Restricted	Unpublis	hed Rep	Water Resources Inventory and	d Assessment of Modoc N	ational	Wildlife Refuge near Altura	2013	
8 42704	Draft	Restricted	1 Unpublis	hed Rep	Sacramento National Wildlife Re	fuge Complex: Annual n	arrative	report: Calendar year 1990	1991	
Page	1 of 799	🕨 🕅 🧬 Records j	per Page 25 💌					Display	ring 1 - 25 c	of 1

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