



Reference Collections

This module provides an overview of process to create and manage Reference Collections.

Background

Saved Searches update automatically as new References are added that meet the saved search criteria. There are however two cases where Saved Searches may not be sufficient:

1. The existing search criteria is incapable of selecting the specific set of References
2. More selection control is desired

For either of these cases, Reference Collections provide a solution since they can return any Reference, are static and only user updated.

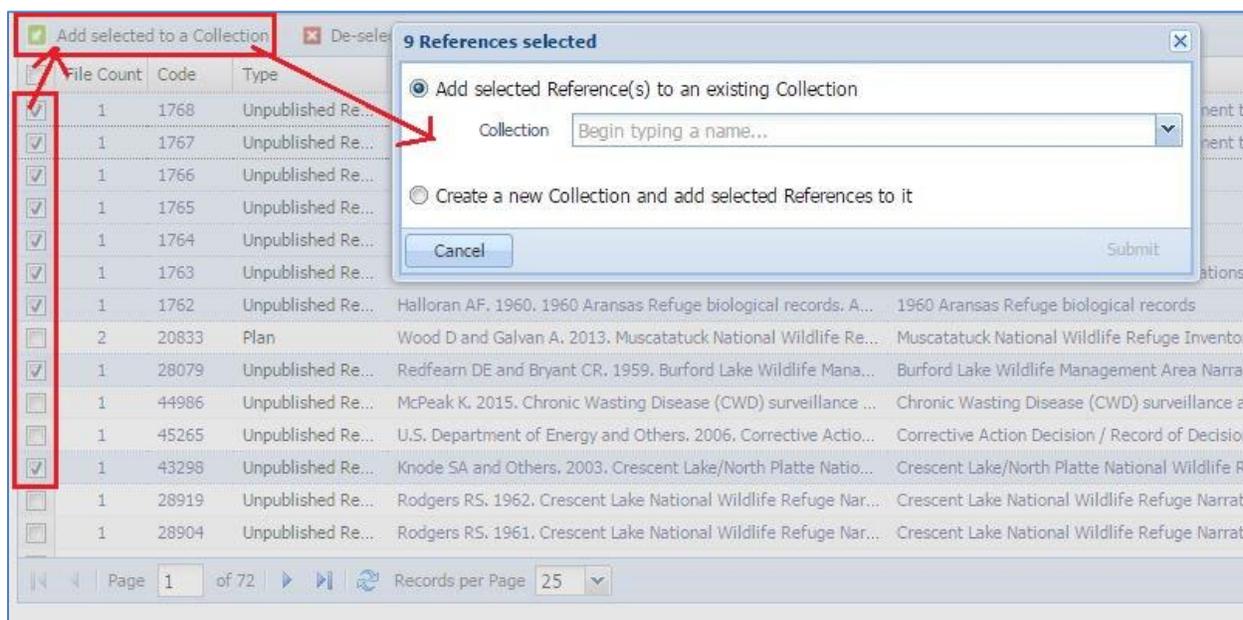
General Rules about Collections

There is no limit to the number of:

1. Collections the user can create or own
2. The number of References within each Collection
3. Collections a Reference can be within

Creating a Collection

Following a Quick, Advanced, or Reference Code search, select one or more References on the left side of the results grid. Once defined, there are two ways to edit a Collection. First, either add to an existing Collection or create a new Collection and add the selected References to it.

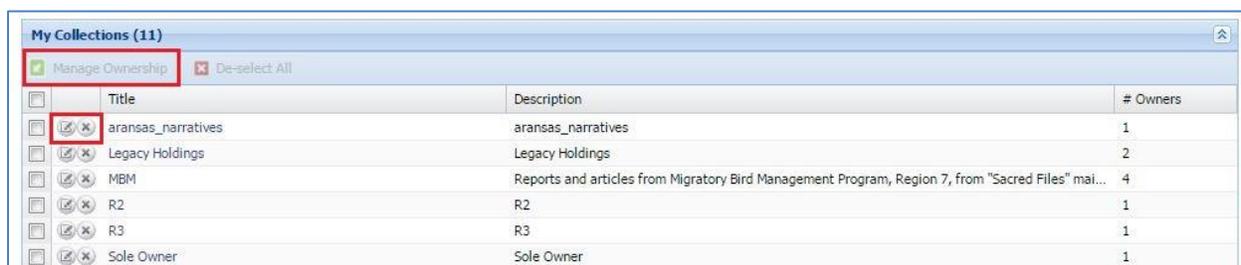


Alternatively add a Reference to a Collection directly from the Reference profile using the 'Action' drop-down menu.



Editing Collections

Under the "My Content" dashboard, Collections can be managed and edited.



Editing options include:

- Title and Description
- Add/Remove Owners (The user may add FWS staff or Partners to co-manage the Collection. All owners are allowed to add/remove References, add/remove owners and change the title/description)
- Remove References from the Collection
- Specify the Reference Sort Order (sort and/or drag the references to the exact ordering, then select "set")
- Deleting the Collection

Sharing Collections

For the purpose of viewing, Collections can be shared with others by sending the URL of the Collection Profile. For example: <https://ecos.fws.gov/ServCat/Collection/Profile/260>

Note that internal References are not shown if viewed by a public user.