

U.S. Fish and Wildlife Service ServCat Help Document

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.

3	Add selected	l to a Col	llection 🛛 🛛 De-sele	9 References selected	×
	File Count	Code	Туре	Add selected Reference(s) to an existing Collection	
6	1	1768	Unpublished Re		nent to
	1	1767	Unpublished Re	Collection Begin typing a name	nent to
V	1	1766	Unpublished Re	-	0
7	1	1765	Unpublished Re	Create a new Collection and add selected References to it	
	1	1764	Unpublished Re	Cancel	
	1	1763	Unpublished Re	Calcer	ations
V	1	1762	Unpublished Re	Halloran AF, 1960, 1960 Aransas Refuge biological records, A 1960 Aransas Refuge biological reco	ords
	2	20833	Plan	Wood D and Galvan A. 2013. Muscatatuck National Wildlife Re Muscatatuck National Wildlife Refu	e Inventor
	1	28079	Unpublished Re	Redfearn DE and Bryant CR. 1959. Burford Lake Wildlife Mana Burford Lake Wildlife Management /	krea Narrat
回	1	44986	Unpublished Re	McPeak K. 2015. Chronic Wasting Disease (CWD) surveillance Chronic Wasting Disease (CWD) sur	veillance ar
0	1	45265	Unpublished Re	U.S. Department of Energy and Others. 2006. Corrective Actio Corrective Action Decision / Record	of Decision
	1	43298	Unpublished Re	Knode SA and Others, 2003. Crescent Lake/North Platte Natio Crescent Lake/North Platte National	Wildlife Re
	1	28919	Unpublished Re	Rodgers RS. 1962. Crescent Lake National Wildlife Refuge Nar Crescent Lake National Wildlife Ref	uge Narrati
0	1	28904	Unpublished Re	Rodgers RS. 1961. Crescent Lake National Wildlife Refuge Nar Crescent Lake National Wildlife Ref	uge Narrati
14	Page	1	of 72 🕨 🕅 🎘	Records per Page 25 ×	

Alternatively add a Reference to a Collection directly from the Reference profile using the 'Action' dropdown menu.

ome 🚽 Search	▼ Reports Create ▼ My Content ▼ OPOC ▼ Administrator ▼ He	lp Contact Us						
Unpublis	Inpublished Report - (Code: 1762)							
Title	1960 Aransas Refuge biological records	Actions Add to Collection						
Description	This document contains counts and compilations from 1960 for Aransas National Wildlife Refuge. Animals discussed include deer, whooping waterfowl, bald eagles, feral hogs, turkeys, and javelinas. The deer trend count indicates a population of almost 6,000 deer. Management su including deer hunting in the future, are made. Compilations of whooping crane migration dates, a twenty year bald eagle record, predator or and feral hog removals are included. The present fucky on the provident fucky on the pro	Clone 9 Edit o A twenty year						

Editing Collections

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

My Collections (11)							
2	Manage Ownership 🛛 De-select All						
		Title	Description	# Owners			
	(B)	aransas_narratives	aransas_narratives	1			
		Legacy Holdings	Legacy Holdings	2			
	(Z)X	MBM	Reports and articles from Migratory Bird Management Program, Region 7, from "Sacred Files" mai	4			
		R2	R2	1			
	(B)X)	R3	R3	1			
		Sole Owner	Sole Owner	1			

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: <u>https://ecos.fws.gov/ServCat/Collection/Profile/260</u>

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