



Welcome to ServCat

This document provides the purpose and general overview of the ServCat application.

The Service Catalog, or ServCat application provides the tools to add, organize, discover, and retrieve finalized documents and datasets created by, for, or used by the U.S. Fish and Wildlife Service.

Scope

- Information created by the FWS or of value to the FWS for managing resources, including but not limited to, natural and cultural resources.
- For all refuges, regions, programs and offices within the FWS
- Final versions only¹

Information Resource

Examples of information resources in ServCat include: published and unpublished reports, geospatial datasets, journal articles, resource briefs, photographs, management plans, tabular data, databases, audio files, and maps.

Reference

- A Reference is a record that describes the information resource. Each Reference is assigned a unique numerical code.
- Includes basic metadata such as title, date, author, publisher, where produced.
- Subject keywords and description of the content of the information resource are added to facilitate discovery, and help users evaluate the relevance of the resource to their needs.
- Indicates any use/access restrictions due to sensitive data or copyright designations.
- References may be linked to other References (e.g., Published Reports linked to a Report Series or Products linked to a Project).
- Any FWS user can create a Reference. Only the listed owner(s) of a Reference may edit the Reference.
- A Reference is metadata

Files/External Links

Files/External links provide access to the information resource described by the Reference. A digital file may be available for download, or an external link may provide a location other than ServCat (e.g. a website).

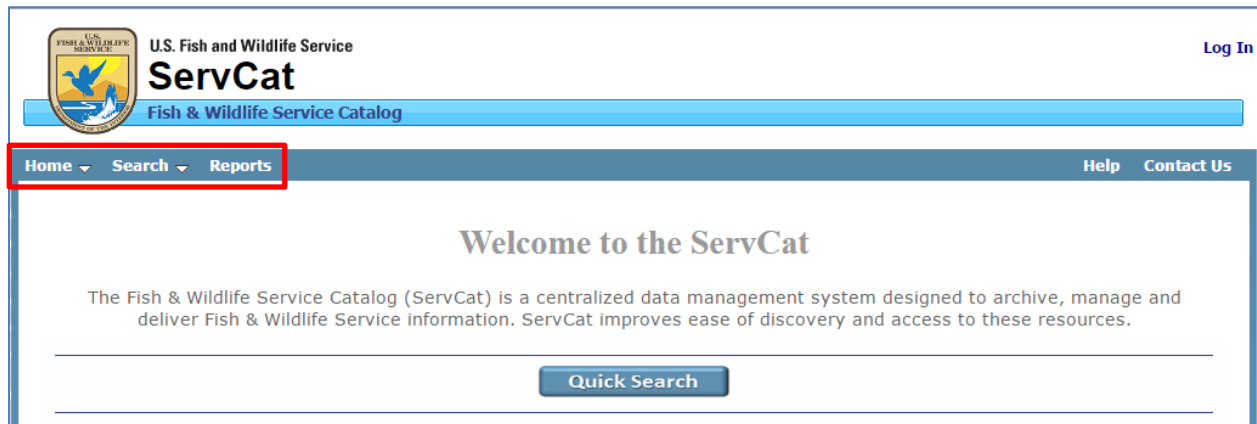
¹ There are many cases of new, finalized versions (e.g., plans that gets updated periodically, datasets with new information, refuge boundaries that change). These versions are welcome!

Orientation

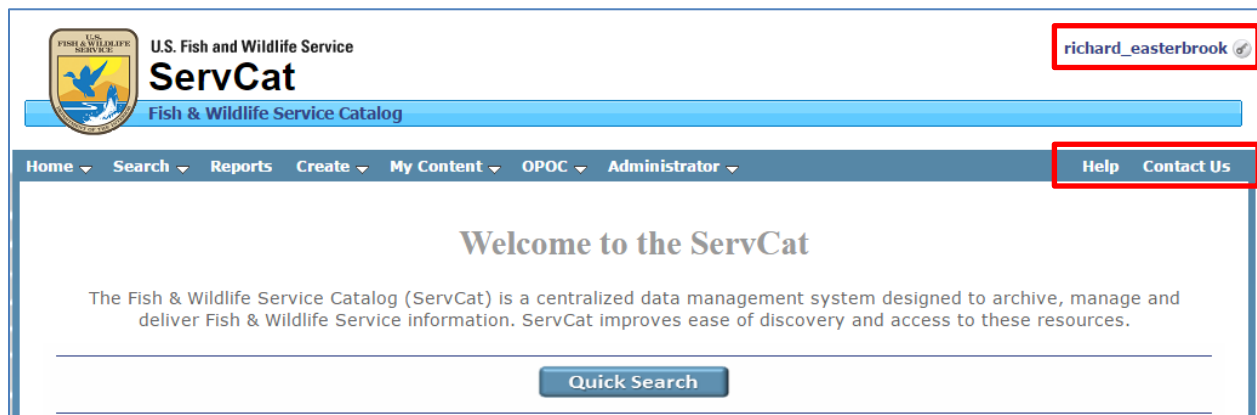
For the purpose of searching, ServCat may be accessed internally or externally (from a non-FWS computer) using this URL:

<https://ecos.fws.gov/ServCat/>

If using a non-FWS computer and/or off the FWS network, the user will automatically be granted anonymous search permission and access to public References and files.



If on a FWS computer or have been granted special permission to access ServCat, your user name will be displayed, indicating ServCat recognizes you (and any additional permissions you are granted).



At the top right of the home page are links to this help content and contact information if you have any questions, need assistance, or experience technical problems with the application. The top panel provides an overview of the functionality available, customized depending on how you have been authenticated (e.g., FWS staff or public user). The first three tabs (Home, Search and Reports) found on the left side of the page are available to any user.

Home

The Home landing page provides links to featured content and the Quick Search.

Search

There are three ways to search for content in ServCat:

- **Quick Search** - Search by words or phrases and/or FWS Organization. This is the best place to start to browse content or generally see what is available.
- **Advanced Search** - A more targeted search that allows you to locate specific records by searching certain attributes and combinations of attributes.
- **By Reference Code** - The unique numerical code for a particular Reference in ServCat can be used to retrieve that record.

See the Search help modules for more detailed information.

Reports

This page provides links to reports that summarize content in ServCat. Reports are developed to accommodate different types of users and the summaries they might require. See the Report Summary module for a more detailed description of each report. Please note that we can easily create new reports as needs are identified, so all FWS staff are encouraged to contact us with new reporting requirements.