



Data Store User Guide

Managing Your Content

This module summarizes options for content management.

My Content

There are three types of objects you can create, own, and manage in the Data Store.

- **References** – contains the metadata and access point for an information resource.
- **Collections** – One or more references grouped together into a collection that can be shared with others or used to populate web pages. Collections are nothing more than virtual 'buckets' that contain specific references.
- **Save Searches** – Saved search criteria from the advanced search window. Other users can execute the search and see the results.

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

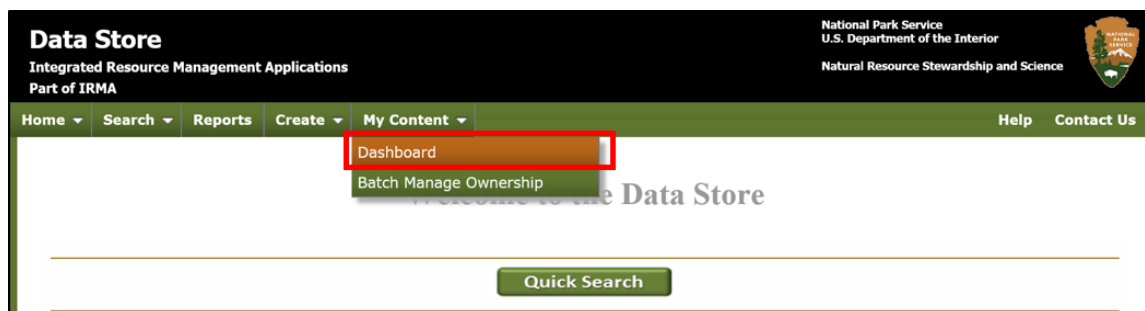


Image 1: Dashboard link under the 'My Content'.

Dashboard

If you have created a reference, saved search or collection, all of this content is organized and viewable within the dashboard.

- References - All the references you own
- Collections - All the collections you own
- Saved Search - All the saved searches you own

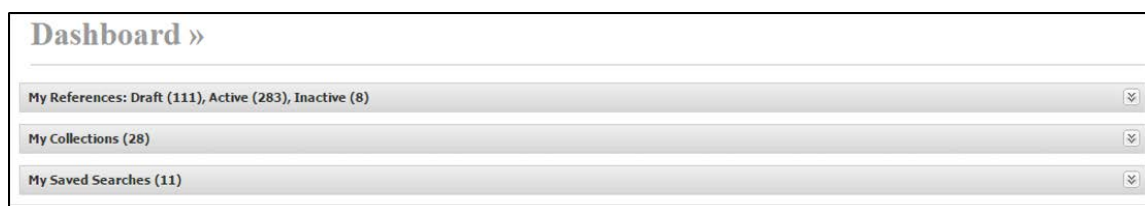


Image 2: An individual's dashboard.

Manage Records

The rules managing references, collections and saved searches are generally the same

- You are automatically added as owner when you create a record.
- As an owner, you have permission to edit the content of a record.
- You can share ownership with others
- You can remove owners, including yourself, if there is at least one owner remaining.

The notable difference is what happens after remove or delete. Deleting collections or saved searches is permanent; however, references are set to inactive (a 'soft' delete), which means they are not discoverable or viewable 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

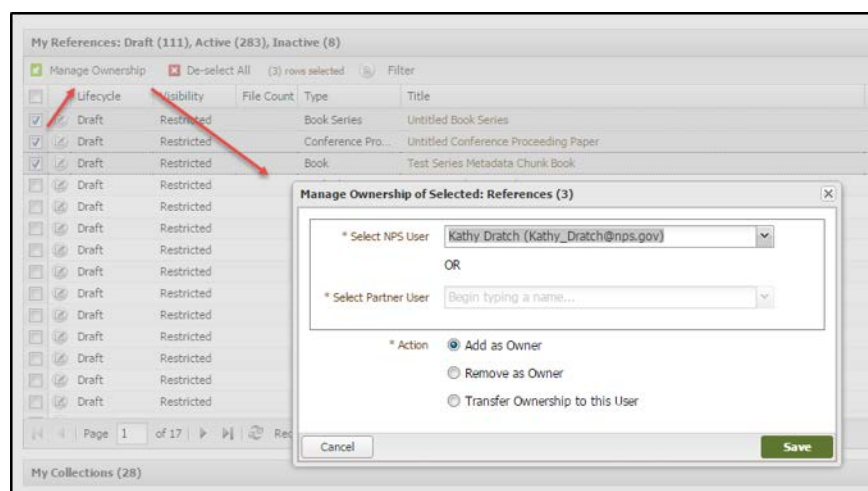


Image 3: Manage ownership of selected: references.

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 NPS organization
- **Lifecycle** - Filter for draft, active or inactive references

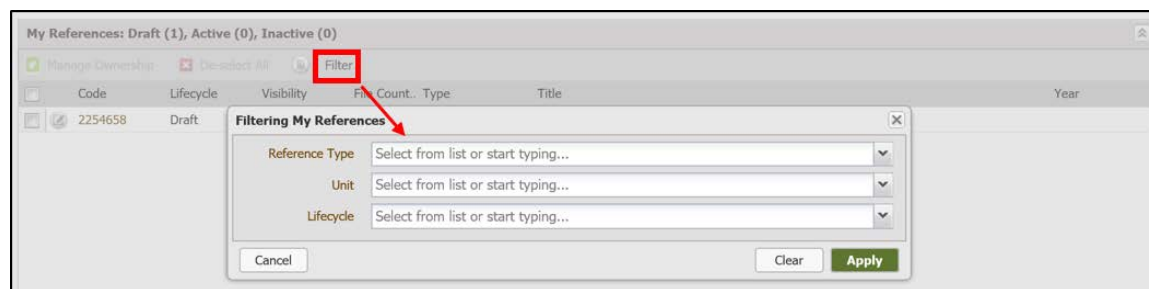


Image 4: Filter your references.

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

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