



Data Store User Guide

Managing Content in Batch

This module summarizes options for applying permission for all of your content at once.

Introduction

You may need to add, remove, or transfer ownership for all your references. Here are some instances:

- You or another user are leaving the NPS and need to transfer ownership of all your records to someone else
- Staff (other owners) have already left the NPS and you wish to remove them as owners
- Staff have been added to a program and you to add them as co-owners of your records.

Step 1

Select the 'Batch Manage Ownership' option.

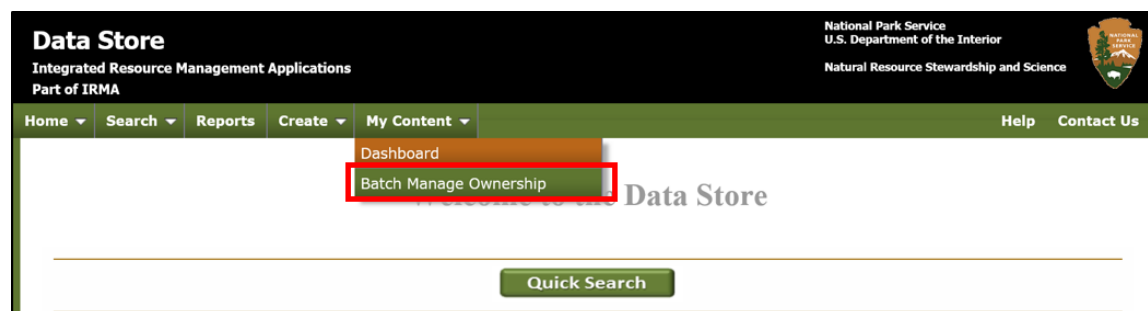


Image 1: Batch Manage Ownership.

Step 2

Select a user, either someone from the NPS or a Partner.

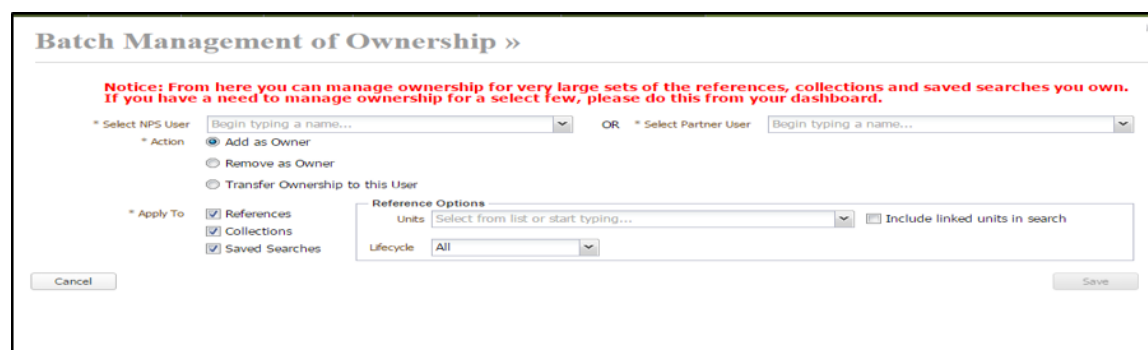


Image 2: Select a user

Step 3

Select an action.

- **Add as Owner**- Add a person as an owner to your records.
- **Remove as Owner** - Remove a person as owner. Note that you can remove yourself if there is at least one other owner.
- **Transfer Ownership** - This adds a person as record owner and then removes yourself as owner

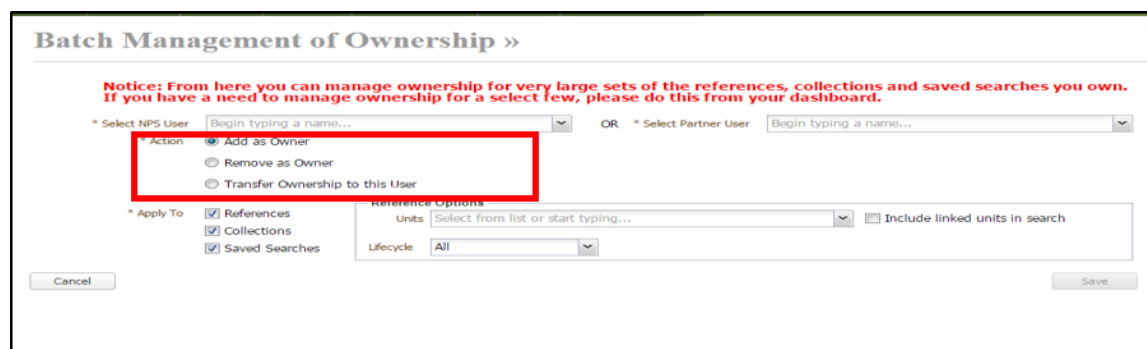


Image 3: Choose an action.

Step 4

Specify what records the transaction applies to

- **References** - Applies to all references you own. For references, you can limit the transaction to a subset linked to a particular organization and or reference lifecycle
- **Collection** - Applies to all collections you own
- **Saved Searches** - Applies to all saved searches you own

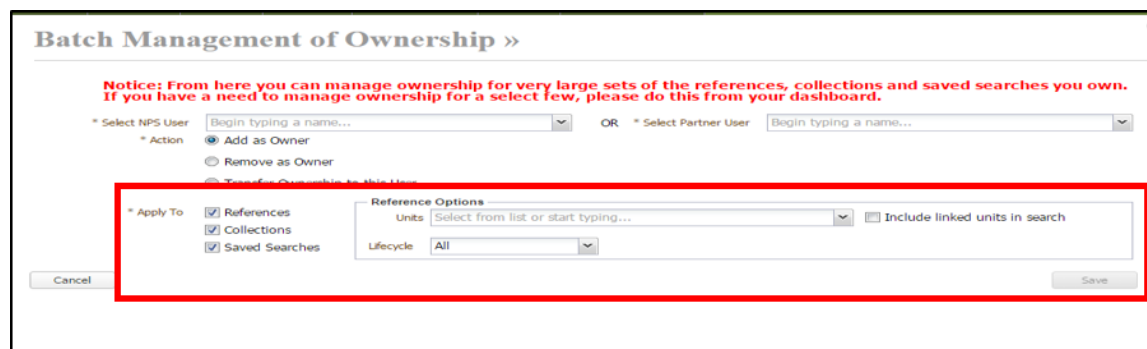


Image 4: Pick what to 'Apply To'.