Getting Started: Instructions for basic use of the Conservation Opportunity Area (COA) Tool

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GETTING STARTED

This document offers basic instruction to access and use the Pennsylvania Conservation Opportunity Area (COA) Tool and is not intended to be a comprehensive user’s guide. For detailed step-by-step procedures and complex functions, refer to the green “Help” tab.

Understandably, users are anxious to explore the tool; however, we encourage first-time users to read the HOME page material for a brief overview. The steps below highlight basic features & functions and will allow user to: access the tool, draw an Area of Interest and develop an associated report, and conduct a statewide search and generate a report.

Go to: https://wildlifeactionmap.pa.gov/

STEP 1: Register for the COA Tool.
Click “Create new Account”.

TIP: This site is associated with Pennsylvania Conservation Explorer (PACE). Users of PACE can use their PACE login credentials for the COA Tool.
STEP 2: Enter your e-mail address.

Verify User

Before creating a new account, we will check if you are already registered with the PA Conservation Explorer.

Enter a valid e-mail address.

Check E-mail

If you have a PACE account, this response will be received. Use your PACE email/username and password.

Congratulations! You are now logged in and can start using the tool. Refer to the “MAP” section below.

Log in

You are registered on PA Conservation Explorer. Please login using those credentials.

E-mail or username *

Enter your e-mail address or username.

Password *

Enter the password that accompanies your e-mail.

Log in

If you DO NOT have a PACE account, you will be instructed to register for a COA Tool account. Enter required (*) information, review and accept the Terms and Conditions of Use.

Instructions to set your password will be sent to the email address you entered. Open the e-mail and follow the instructions.

Create new account

You are not registered on PA Conservation Explorer. Please register below.

TIP: Check your junk or spam mail folder for e-mails sent from this account.
STEP 3: Log-in. Once you have successfully registered to use the COA Tool, enter your username and password to access the tool.

CONGRATULATIONS!!!!
You have successfully registered to use the COA Tool and can begin exploring the site.

Basic tool functions and tips are found in the remainder of this document.
USING THE TOOL

MAP FEATURE

In this section, we provide a few basic steps to get you started using the tool. Again, this is not a comprehensive guide, but rather to familiarize you with the major tool features.

STEP 1: At the top of the Home page, select the “MAP” tab.

This image (right) will be displayed.

Standard available Tool data layers are listed along the left side of the screen.
CREATE AN “Area of Interest” PROJECT AND REPORT

STEP 2: Use the left mouse button and click “Create Area of Interest Report” option.

TIPS:
- Use the wheel on your mouse to zoom in/out.
- Click & hold the left mouse button to move the map.
- Layers may contain sub-layers. Click the left mouse button on the + sign to expand the list or see the icon associated with the layer or sub-layers.
- Click the left mouse button to check ✔ the box and display the layers for each data set.
- The top layer must be checked to view sub-layers.
- For more layer features and information, place the mouse cursor over the layer name.
  - Move the mouse cursor to the right and <Click> the arrow which appears to the right of the layer name.
  - Example: Layer “Designated Use Streams (Chapter 93, Water Quality)”.

![Layer icon with options]

Transparency
Move Up
Move Down
Zoom To
Filter
View Details
View Description
STEP 3: Go to the location where the Area of Interest is to be drawn. Hover the mouse cursor over the map in the area for which you are interested in creating an Area of Interest. The message “Click to start drawing” will appear.

STEP 4: Draw an Area of Interest. Click the left mouse button to initiate the first way-point then, without pressing on the left mouse button, move the cursor to the next location and click the left mouse button again. A straight line will appear between the two way-points. Adjust the length of each line segment to trace the Area of Interest. Continue this process until the Area of Interest has been outlined.

TIPS:

• To draw an Area of Interest, the map must be zoomed-in closer than 1:72,224. If it is not, this message will be displayed.

• When zoomed to a scale that allows drawing of an Area of Interest, the message will no longer be displayed and the Draw/Edit box will appear as to the right, with the “Click to start drawing” box visible.
**STEP 5:** Double-click the left mouse button to end drawing the polygon.

**TIP:**
- The Draw/Edit box will display the size of the *Area of Interest* and the total length of the perimeter.
- Prior to printing a complete Area of Interest Report, the list of SGCN in the Area of Interest can be displayed by clicking the “Preview SGCN Results” button.

**STEP 6:** If the polygon is acceptable, click “Accept”.

The project area will then be validated and you will be prompted to enter information about the project area (**Step 7**).

If you wish to redraw the polygon, click “Cancel” and repeat **Steps 2-5** or click the trash can icon.

**STEP 7:** Enter a Project Title.

Other required information is pre-populated from your account information. The Project Description and file attachments are for your reference. Though optional, they may be helpful when a large number of projects have been developed.

**STEP 8:** When ready, click “Submit”.

TIP:
- The Draw/Edit box will display the size of the *Area of Interest* and the total length of the perimeter.
- Prior to printing a complete Area of Interest Report, the list of SGCN in the Area of Interest can be displayed by clicking the “Preview SGCN Results” button.
A confirmation notice will then be displayed.

**ACCESS AN “Area of Interest” REPORT**

To access the report created above,

**STEP 9: Click the “My Projects” tab.**

As you develop projects they will be listed on this page and search features are available.

**TIPS:**
- If a project doesn’t appear in the list, press the <F5> (refresh) key. Processing time depends upon the size and complexity of the Area of Interest and internet connectivity.
- The confirmation message also has a link to the report. Look in your Junk Mail if it does not appear in your main e-mail inbox.

To view information about this Area of Interest project, in the list of projects...

**STEP 10: Double-click the left mouse button on the project title.**

<table>
<thead>
<tr>
<th>Title</th>
<th>Date Submitted</th>
<th>Project Description</th>
</tr>
</thead>
</table>

To view the *Area of Interest* report...
**STEP 11: Double-click the left mouse button on the Report File (i.e., AOI Report).**

![COA TEST 2019-04-11](image)

**TIPS:** From the Project Results...
- For use elsewhere, a vector file of the drawn polygon (without attributes) can be downloaded using Shapefile (ZIP).
- Tabular results are available in a Comma Separated Values (CSV) file format which can be accessed with Microsoft® Excel.

**STATEWIDE SEARCH**

The Statewide Search feature is used to develop a list of Species of Greatest Conservation Need by watershed (HUC 8) or county. To get started....

**STEP 1: Select the tab “Statewide Search”**.

![Statewide Search](image)

Initial criterion required for selection is the geographic source for the information (i.e., County, Watershed).

**STEP 2: Select statewide search by County or Watershed (HUC 8) and click-on “Submit”**.
Searches can be made by selecting entries from one or more of the following lists.

- Taxonomic Group
- County
- Common Name
- Scientific Name
- Global Rank
- State Rank
- Primary Habitats (Macrogoup)
  - Forests
  - Grasslands, Marshes & Swamps
  - Streams & Lakes
  - Special Habitats

...or by typing either the:

- Common Name
- Scientific Name

Example (right): Search for Mountain Brook Lamprey.
STEP 3: Make a selection then click “Search” above or below the search categories.

TIPS:
- Searches can be made on any of the criteria above.
- To clear the search, press “Reset”.
- To select multiple species, press and hold the <Control Key>.
- Global Rank definitions are found at: http://explorer.natureserve.org/granks.htm
- State ranks are similar to Global Ranks, but indicate the status of species in Pennsylvania.

The example search criterion (Mountain Brook Lamprey) yields the output below.

STEP 4: Save a search in Adobe© pdf or CSV format.

STEP 5: Clear the search criteria by clicking “Reset”.
TIPS:

- Tabular results are available in a Comma Separated Values (CSV) file format which can be accessed with Microsoft® Excel.
- The “Print to PDF” function, produces a distribution map and list by county or watershed of the selected species.

A sample “Print to PDF” report for Mountain Brook Lamprey
More COA Tool Features and Functions available in Help.

TIPS

- Going from the MAP tab (or other tab) to Help will result in a loss of user-input information in the MAP tab.
  - Example: In MAP, if an Area of Interest has been drawn but not submitted, switching to the HELP tab will require the Area of Interest to be redrawn.
- In HELP, clicking on hyperlinked text in Tutorial, will open a new browser tab at the top of the screen. <Click & hold> the left mouse button, on the new tab and drag to another part of the screen. This will allow the screen to be viewed for reference while working in another part of the tool.
  - Example: <Click> “Map Navigation” in Tutorial and a browser tab will appear at the top of the screen.

We’re here to help!

Provide comments, questions, examples of use, or suggest enhancements using the “Feedback” option.

....or email the Fish & Boat Commission Conservation Coordinator (RA-FBSWAP@pa.gov) or Game Commission Conservation Planning Coordinator (PGCSWAP@pa.gov).