



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

Version 2022-04-25





Quick Guide to the Conservation Opportunity Area (COA) Tool Version 2021-04-25

Credits: The Conservation Opportunity Area Tool and this document were developed by the PGC and PFBC with support from State Wildlife Grant funds administered by the U.S. Fish and Wildlife Service, Wildlife and Sportfish Restoration Program.

Technical support for Conservation Opportunity Area Tool development was provided by Western Pennsylvania Conservancy, Pennsylvania Department of Conservation and Natural Resources and NatureServe.















Contents

GETTING STARTED	4
CREATE AN ACCOUNT	4
STEP 1: Account Registration.	4
STEP 2: Contact Information.	5
STEP 3: Log-in.	ε
USING THE TOOL	7
MAP FEATURE-CREATE AN "Area of Interest" PROJECT AND REPORT	7
STEP 1: Select the "MAP" tab	7
STEP 2: Create Area a user-defined "Area of Interest"	8
STEP 3: Find the locality for the Area of Interest.	9
STEP 4: Draw an Area of Interest.	9
STEP 5: End Drawing	9
STEP 6: Accept or Cancel Drawn Polygon.	10
STEP 7: Enter a Project Title	10
STEP 8: Submit a Project.	10
ACCESS AN "Area of Interest" REPORT	11
STEP 9: Click the "My Projects" tab	11
STEP 10: Find the project title	11
STEP 11: View an "Area of Interest" Report.	12
STATEWIDE SEARCH	12
STEP 1: Select the tab "Statewide Search".	12
STEP 2: Statewide Search by County or Watershed	12
STEP 3: Submitting a Statewide Search	14
STEP 4: Save a Statewide Search in Adobe© pdf or CSV format	14
STEP 5: Clear search criteria	14
HEID	16

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



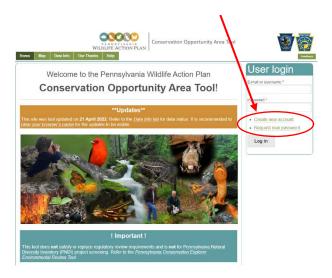
of Interest and develop an associated report, and conduct a statewide search and generate a report.

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

CREATE AN ACCOUNT

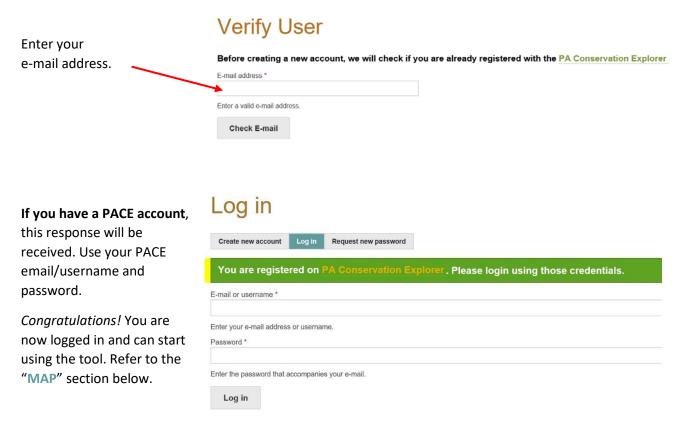
STEP 1: Account Registration.

Register for the COA Tool by creating a new account. 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: Contact Information.



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.

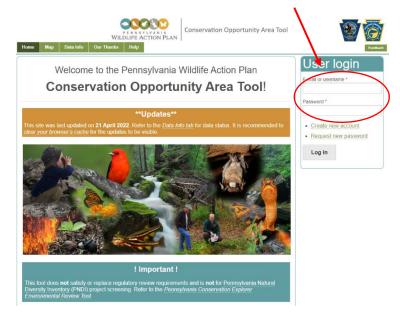
Instructions to set your password will be sent to the email address you entered. Open the email and follow the instructions.



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-CREATE AN "Area of Interest" PROJECT AND REPORT

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.

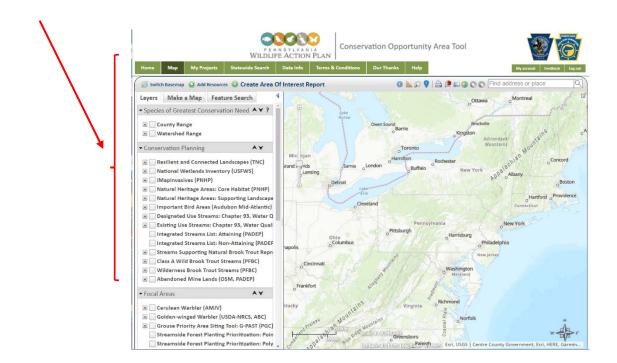
STEP 1: Select the "MAP" tab.

At the top of the Home page, select the "MAP" tab.

This image (below) will be displayed.



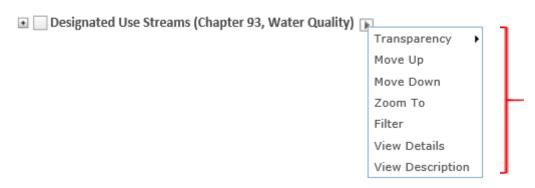
Standard available Tool data layers are listed along the left side of the screen.



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 V 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.

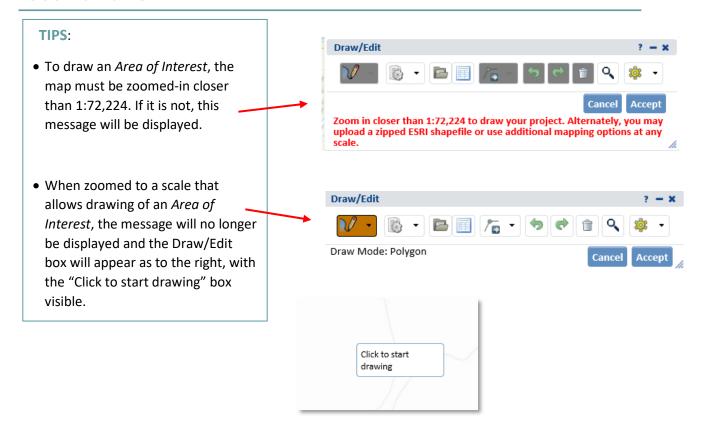
Example: Layer "Designated Use Streams (Chapter 93, Water Quality)".



STEP 2: Create Area a user-defined "Area of Interest".

Use the left mouse button and click "Create Area of Interest Report".





STEP 3: Find the locality for the Area of Interest.

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.

STEP 5: End Drawing

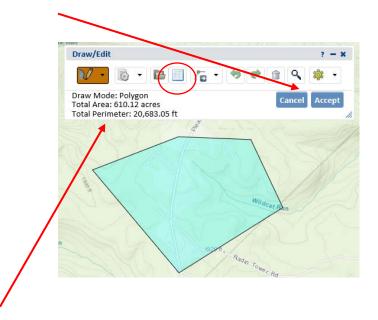
Double-click the left mouse button to end drawing the polygon.

STEP 6: Accept or Cancel Drawn Polygon.

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.



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.

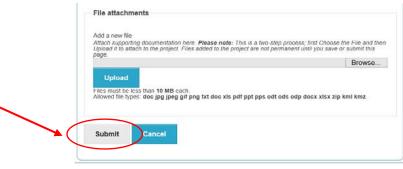
STEP 7: Enter a Project Title.

Other required information is prepopulated 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: Submit a Project.

When ready, click "Submit".



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.

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

STEP 10: Find the project title.

Double-click the left mouse button on the project title.



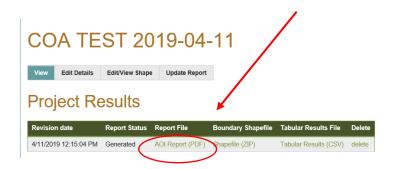
TIPS:

- 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 the Area of Interest report...

STEP 11: View an "Area of Interest" Report.

Double-click the left mouse button on the Report File (i.e., AOI Report).



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".



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

STEP 2: Statewide Search by County or Watershed.

Select statewide search by County or Watershed (HUC 8), and click on "Submit".



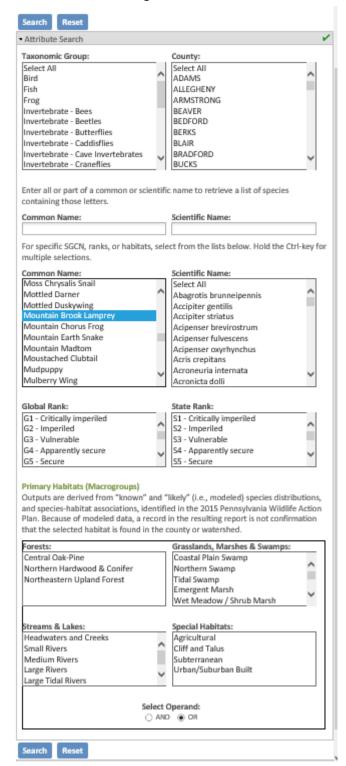
Searches can be made by selecting entries from one or more of the following lists.

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

...or by typing either the:

- Common Name
- Scientific Name

Example (right): Search for Mountain Brook Lamprey.



STEP 3: Submitting a Statewide Search

Make a selection then click "Search" above or below the search categories.

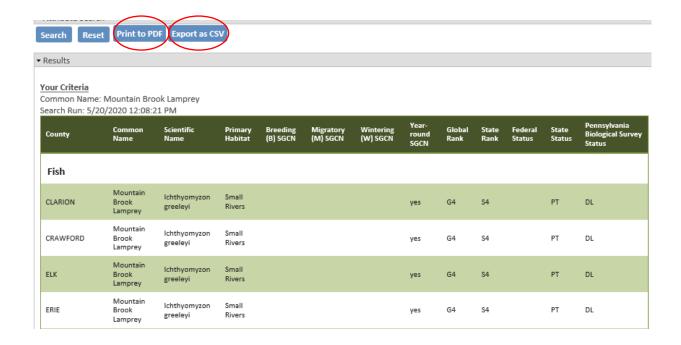


TIPS:

- 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 Statewide Search in Adobe® pdf or CSV format.



STEP 5: Clear search criteria.

Clear the search criteria by clicking "Reset".

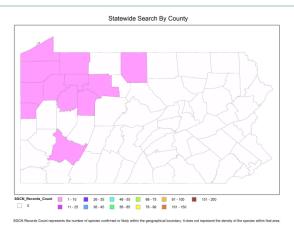
TIPS:

- 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.

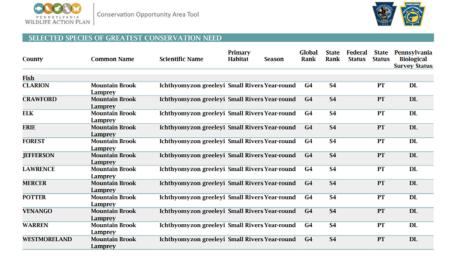
A sample "Print to PDF" report for Mountain Brook Lamprey



This report contains county- or watershed (HUC8)-scale information for user-selected Species of Greatest Conservation Need, compiled from the 2015 Pennsylvania Wildlife Action Plan. Bolded type indicates species that are KNOWN to occur within the county- or watershed (HUC8)-scale. For more information on global and state ranks, visit the NatureServe website. Note: For local information, go to the Map page and use the Create Area of Interest Report feature.

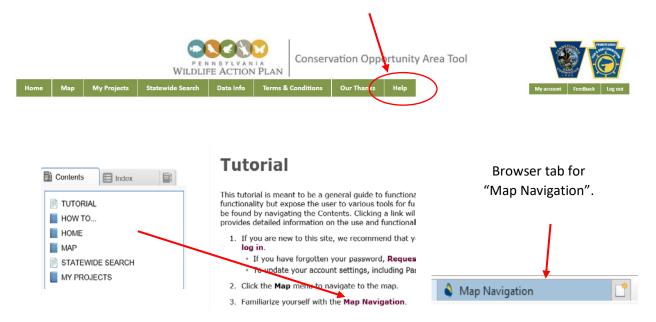


Page 1 of 2



HELP

More COA Tool Features and Functions are 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.
 - o *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 (<u>RA-FBSWAP@pa.gov</u>) or Game Commission Wildlife Diversity Conservation Planning Coordinator (<u>PGCSWAP@pa.gov</u>).