



PENNSYLVANIA WILDLIFE ACTION PLAN



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

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Quick Guide to the Conservation Opportunity Area (COA) Tool

Version 2021-04-25

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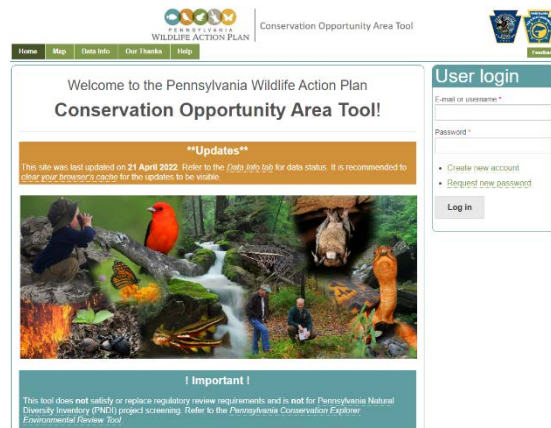
Contents

GETTING STARTED	4
CREATE AN ACCOUNT.....	4
STEP 1: Account Registration.	4
STEP 2: Contact Information.	5
STEP 3: Log-in.	6
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
HELP	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.

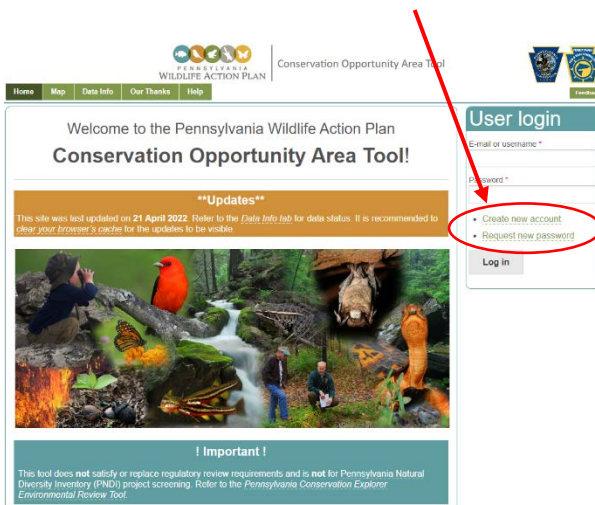


Go to: <https://wildlifeactionmap.pa.gov/>

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.

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](#)

E-mail address *

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

Create new account

Log in

Request new password

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

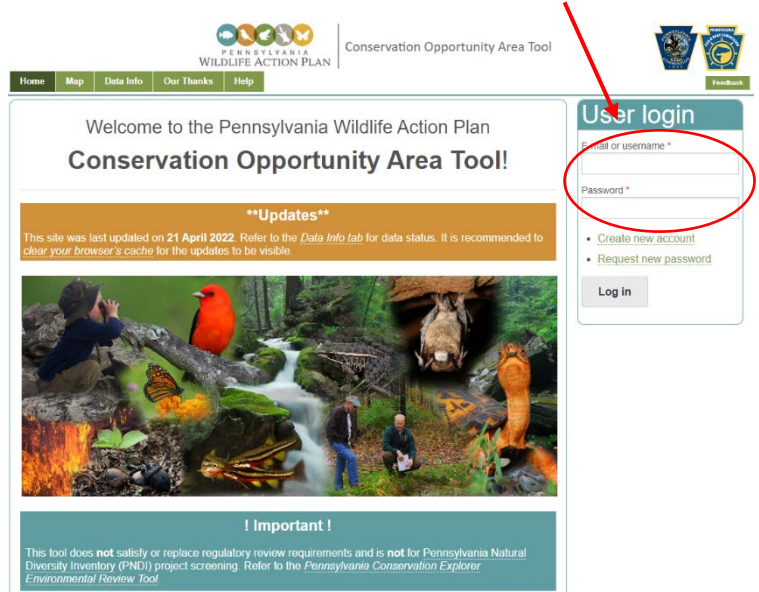
You are not registered on [PA Conservation Explorer](#). Please register below.

E-mail *

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.

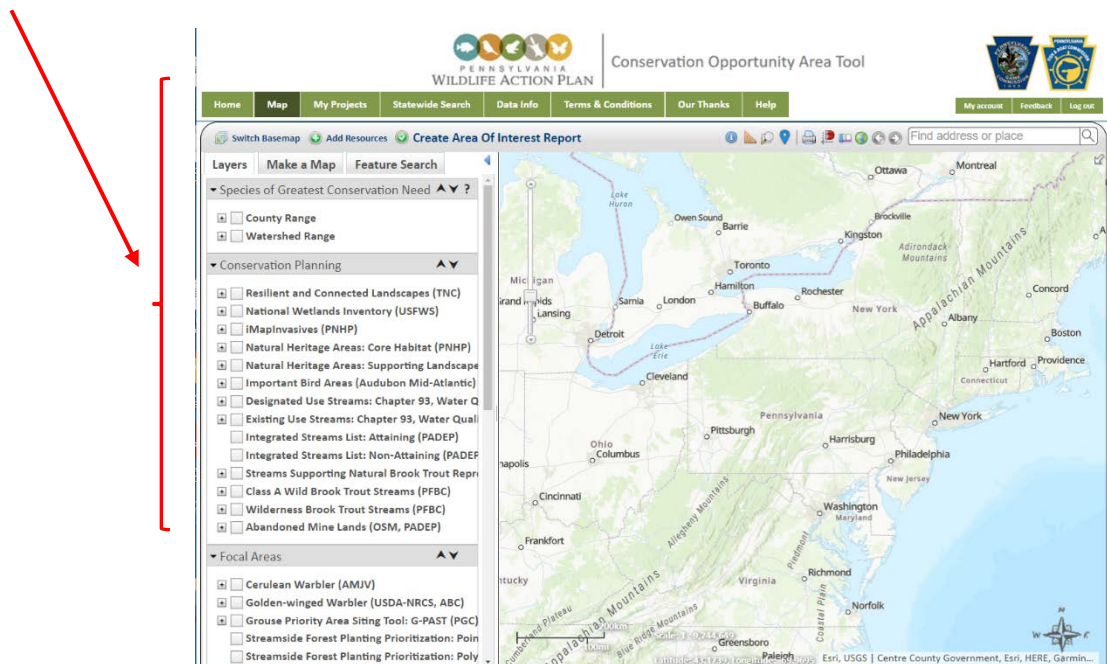
STEP 1: Select the “MAP” tab.

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

This image (below) will be displayed.



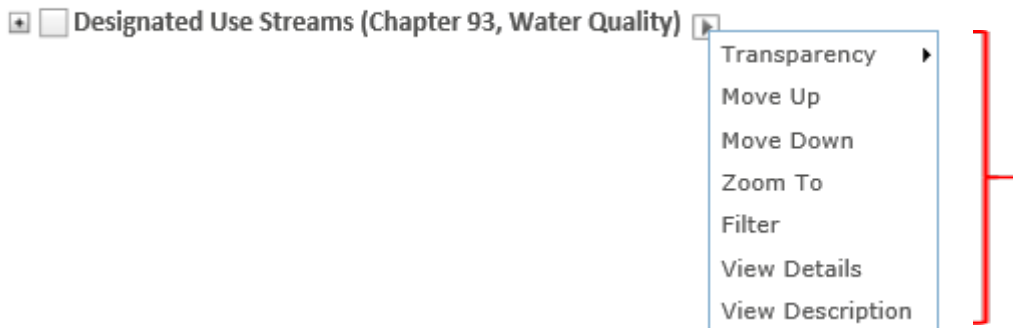
Standard available Tool data layers are listed along the left side of the screen.



TIPS:

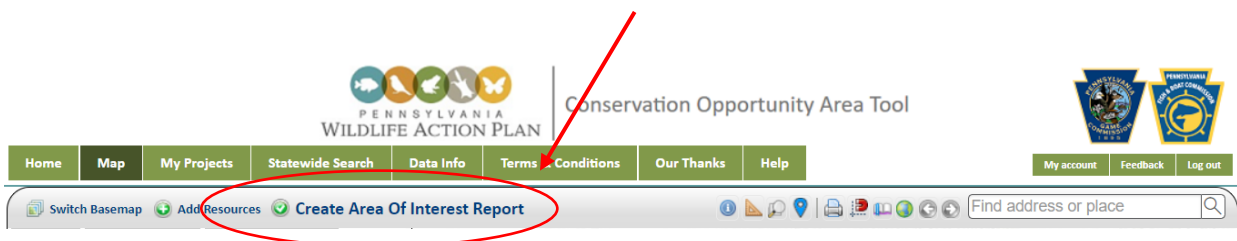
- Use the wheel on your mouse to zoom in/out.
- Click & hold the left mouse button to move the map.
- Layers may contain sub-layers. Click the left mouse button on the + sign to expand the list or see the icon associated with the layer or sub-layers.
- Click the left mouse button to check the box and 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)”.



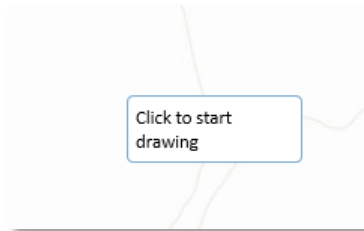
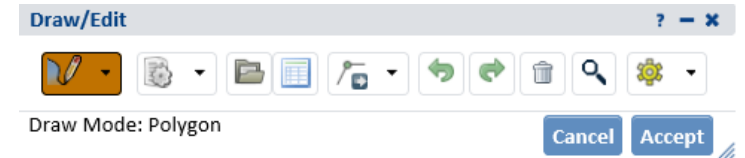
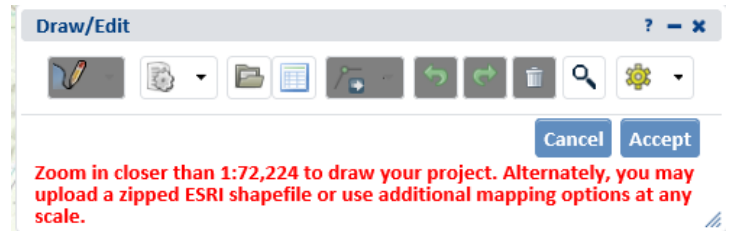
STEP 2: Create Area a user-defined “Area of Interest”.

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



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 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

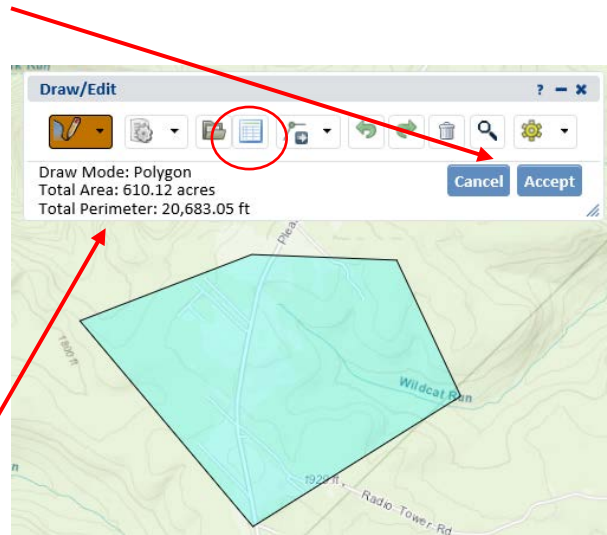
Double-click the left mouse button to end drawing the polygon.

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 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.

Fields marked with red asterisks are required fields.

Project Title *

Enter a descriptive and brief title for this project.

Project Description

File attachments

Add a new file

Attach supporting documentation here. **Please note:** This is a two step process; first Choose the File and then Upload it to attach to the project. Files added to the project are not permanent until you save or submit this page.

Files must be less than 10 MB each.
Allowed file types: doc jpeg jpeg gif png txt doc xls pdf ppt pps odt ods odp docx xlsx zip kml kmz.

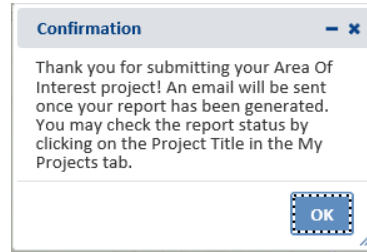
STEP 8: Submit a Project.

When ready, click “Submit”.

Quick Guide to the Conservation Opportunity Area (COA) Tool

Version 2021-04-25

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.

<input type="checkbox"/>	Title	Date Submitted	Project Description
<input type="checkbox"/>	COA TEST 2019-04-11	2019-04-11 12:13 PM	

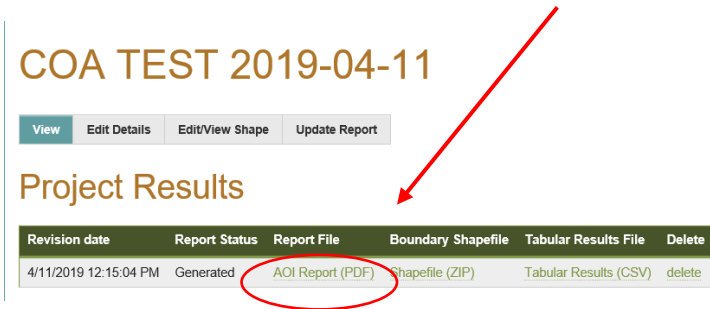
TIPS:

- 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....

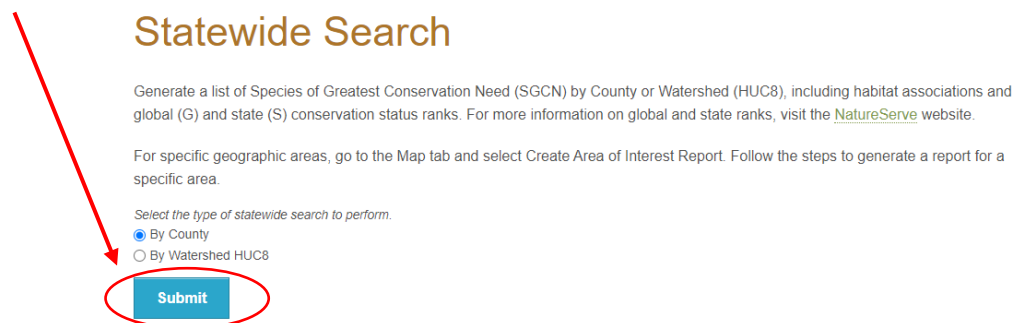
STEP 1: Select the tab “Statewide Search”.



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”.



Quick Guide to the Conservation Opportunity Area (COA) Tool

Version 2021-04-25

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)
 - Forests
 - Grasslands, Marshes & Swamps
 - Streams & Lakes
 - Special Habitats

...or by typing either the:

- Common Name
- Scientific Name

Example (right): Search for Mountain Brook Lamprey.

Search **Reset**

Attribute Search

Taxonomic Group:
Select All
Bird
Fish
Frog
Invertebrate - Bees
Invertebrate - Beetles
Invertebrate - Butterflies
Invertebrate - Caddisflies
Invertebrate - Cave Invertebrates
Invertebrate - Craneflies

County:
Select All
ADAMS
ALLEGHENY
ARMSTRONG
BEAVER
BEDFORD
BERKS
BLAIR
BRADFORD
BUCKS

Enter all or part of a common or scientific name to retrieve a list of species containing those letters.

Common Name:

Scientific Name:

For specific SGCN, ranks, or habitats, select from the lists below. Hold the Ctrl-key for multiple selections.

Common Name:
Moss Chrysalis Snail
Mottled Darner
Mottled Duskywing
Mountain Brook Lamprey
Mountain Chorus Frog
Mountain Earth Snake
Mountain Madtom
Moustached Clubtail
Mudpuppy
Mulberry Wing

Scientific Name:
Select All
Abagrotis brunneipennis
Accipiter gentilis
Accipiter striatus
Acipenser brevirostrum
Acipenser fulvescens
Acipenser oxyrinchus
Acris crepitans
Acroncuria internata
Acronicta dolli

Global Rank:
G1 - Critically imperiled
G2 - Imperiled
G3 - Vulnerable
G4 - Apparently secure
G5 - Secure

State Rank:
S1 - Critically imperiled
S2 - Imperiled
S3 - Vulnerable
S4 - Apparently secure
S5 - Secure

Primary Habitats (Macrogroups)
Outputs are derived from "known" and "likely" (i.e., modeled) species distributions, and species-habitat associations, identified in the 2015 Pennsylvania Wildlife Action Plan. Because of modeled data, a record in the resulting report is not confirmation that the selected habitat is found in the county or watershed.

Forests:
Central Oak-Pine
Northern Hardwood & Conifer
Northeastern Upland Forest

Grasslands, Marshes & Swamps:
Coastal Plain Swamp
Northern Swamp
Tidal Swamp
Emergent Marsh
Wet Meadow / Shrub Marsh

Streams & Lakes:
Headwaters and Creeks
Small Rivers
Medium Rivers
Large Rivers
Large Tidal Rivers

Special Habitats:
Agricultural
Cliff and Talus
Subterranean
Urban/Suburban Built

Select Operand:
 AND OR

Search **Reset**

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.

A screenshot of the search results interface. At the top, there are four buttons: 'Search', 'Reset', 'Print to PDF', and 'Export as CSV'. The 'Print to PDF' and 'Export as CSV' buttons are circled in red. Below the buttons is a dropdown menu labeled 'Results'. The main content area shows the search criteria and a table of results.

Your Criteria
Common Name: Mountain Brook Lamprey
Search Run: 5/20/2020 12:08:21 PM

County	Common Name	Scientific Name	Primary Habitat	Breeding (B) SGCN	Migratory (M) SGCN	Wintering (W) SGCN	Year-round SGCN	Global Rank	State Rank	Federal Status	State Status	Pennsylvania Biological Survey Status
Fish												
CLARION	Mountain Brook Lamprey	Ichthyomyzon greeleyi	Small Rivers				yes	G4	S4		PT	DL
CRAWFORD	Mountain Brook Lamprey	Ichthyomyzon greeleyi	Small Rivers				yes	G4	S4		PT	DL
ELK	Mountain Brook Lamprey	Ichthyomyzon greeleyi	Small Rivers				yes	G4	S4		PT	DL
ERIE	Mountain Brook Lamprey	Ichthyomyzon greeleyi	Small Rivers				yes	G4	S4		PT	DL

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



Conservation Opportunity Area Tool



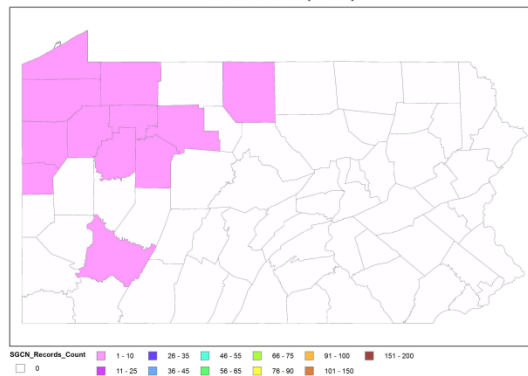
STATEWIDE SEARCH REPORT

Date: 4/25/2022 04:40:38 PM
Name: Statewide Search By County

Author: Diana Day

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.

Statewide Search By County



SGCN Records Count represents the number of species confirmed or likely within the geographical boundary. It does not represent the density of the species within that area.

Page 1 of 2



Conservation Opportunity Area Tool



SELECTED SPECIES OF GREATEST CONSERVATION NEED

County	Common Name	Scientific Name	Primary Habitat	Season	Global Rank	State Rank	Federal Status	State Status	Pennsylvania Biological Survey Status
Fish									
CLARION	Mountain Brook Lamprey	<i>Ichthyomyzon greeleyi</i>	Small Rivers	Year-round	G4	S4		PT	DL
CRAWFORD	Mountain Brook Lamprey	<i>Ichthyomyzon greeleyi</i>	Small Rivers	Year-round	G4	S4		PT	DL
ELK	Mountain Brook Lamprey	<i>Ichthyomyzon greeleyi</i>	Small Rivers	Year-round	G4	S4		PT	DL
ERIE	Mountain Brook Lamprey	<i>Ichthyomyzon greeleyi</i>	Small Rivers	Year-round	G4	S4		PT	DL
FOREST	Mountain Brook Lamprey	<i>Ichthyomyzon greeleyi</i>	Small Rivers	Year-round	G4	S4		PT	DL
JEFFERSON	Mountain Brook Lamprey	<i>Ichthyomyzon greeleyi</i>	Small Rivers	Year-round	G4	S4		PT	DL
LAWRENCE	Mountain Brook Lamprey	<i>Ichthyomyzon greeleyi</i>	Small Rivers	Year-round	G4	S4		PT	DL
MERCER	Mountain Brook Lamprey	<i>Ichthyomyzon greeleyi</i>	Small Rivers	Year-round	G4	S4		PT	DL
POTTER	Mountain Brook Lamprey	<i>Ichthyomyzon greeleyi</i>	Small Rivers	Year-round	G4	S4		PT	DL
VENANGO	Mountain Brook Lamprey	<i>Ichthyomyzon greeleyi</i>	Small Rivers	Year-round	G4	S4		PT	DL
WARREN	Mountain Brook Lamprey	<i>Ichthyomyzon greeleyi</i>	Small Rivers	Year-round	G4	S4		PT	DL
WESTMORELAND	Mountain Brook Lamprey	<i>Ichthyomyzon greeleyi</i>	Small Rivers	Year-round	G4	S4		PT	DL

HELP

More COA Tool Features and Functions are available in Help.

The screenshot shows the top navigation bar of the Conservation Opportunity Area Tool. The menu items are: Home, Map, My Projects, Statewide Search, Data Info, Terms & Conditions, Our Thanks, and Help. The 'Help' item is circled in red, with a red arrow pointing to it from above. To the right of the navigation bar are logos for Pennsylvania Wildlife Action Plan and Pennsylvania Department of Environmental Protection, along with links for 'My account', 'Feedback', and 'Log out'. Below the navigation bar, the 'Tutorial' page is displayed. The 'Tutorial' page has a 'Contents' sidebar on the left with items: TUTORIAL, HOW TO..., HOME, MAP, STATEWIDE SEARCH, and MY PROJECTS. The main content area of the tutorial includes the heading 'Tutorial' and a paragraph: 'This tutorial is meant to be a general guide to functions functionality but expose the user to various tools for fu be found by navigating the Contents. Clicking a link will provides detailed information on the use and functional'. Below this is a numbered list: 1. If you are new to this site, we recommend that y **log in**.

- If you have forgotten your password, **Reques**
- To update your account settings, including Pas

2. Click the **Map** menu to navigate to the map.

3. Familiarize yourself with the **Map Navigation**.

To the right of the tutorial page, a browser tab titled 'Map Navigation' is shown. A red arrow points from the text 'Browser tab for "Map Navigation"' to the browser tab. Another red arrow points from the 'Map' item in the tutorial's sidebar to the 'Map Navigation' browser tab.

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.

Quick Guide to the Conservation Opportunity Area (COA) Tool

Version 2021-04-25

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 Wildlife Diversity Conservation Planning Coordinator (PGCSWAP@pa.gov).