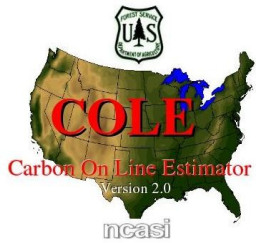


# Tutorial 2: Advanced User Mode

The COLE tutorials are a series of lessons designed to teach a user how to use all features of COLE. Upon completing the series, the user will have a working knowledge of COLE.



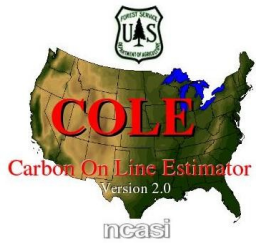
# Tutorial 1: Introduction

Objective: Introduce the user to the COLE interface and create a carbon report.

Skills learned:

- Interface navigation
- State and county selection
- Generate a carbon report

COLE's features are explained through screenshots and highlighted interface functions. The example guides the user through generating a carbon report. User actions are described by sequentially numbered steps and illustrated with red polygons.



# Tutorial 1: Introduction

COLE has 2 modes of operation: Carbon Reports Only and Advanced User. You can switch modes by clicking the radio buttons here.

We will explore Advanced User mode in Tutorial 2.

1. Click the *US Map* tab to continue

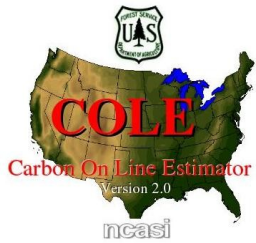
COLE: A cooperative effort between the USDA Forest Service and NCASI

COLE  
Carbon On Line Estimator  
Version 2.0  
ncasi

Select "Advanced User" to access all COLE capabilities

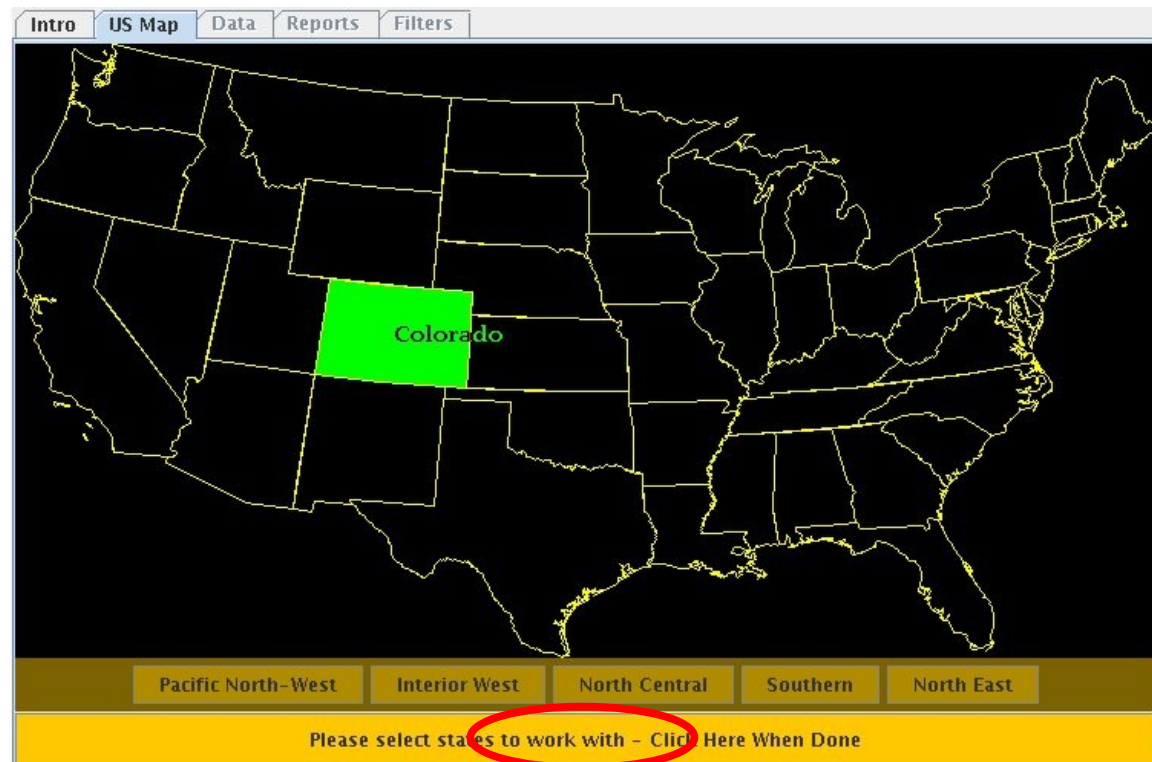
Carbon Reports Only  Advanced User

Begin by clicking here or on the "US Map" tab to select states



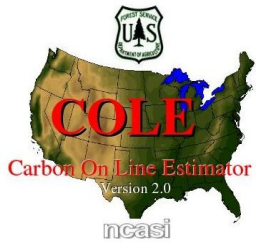
# Tutorial 1: Introduction

Choose states to work with on the *US Map* tab. You can select individual states or regions. Select individual states by clicking on the map.



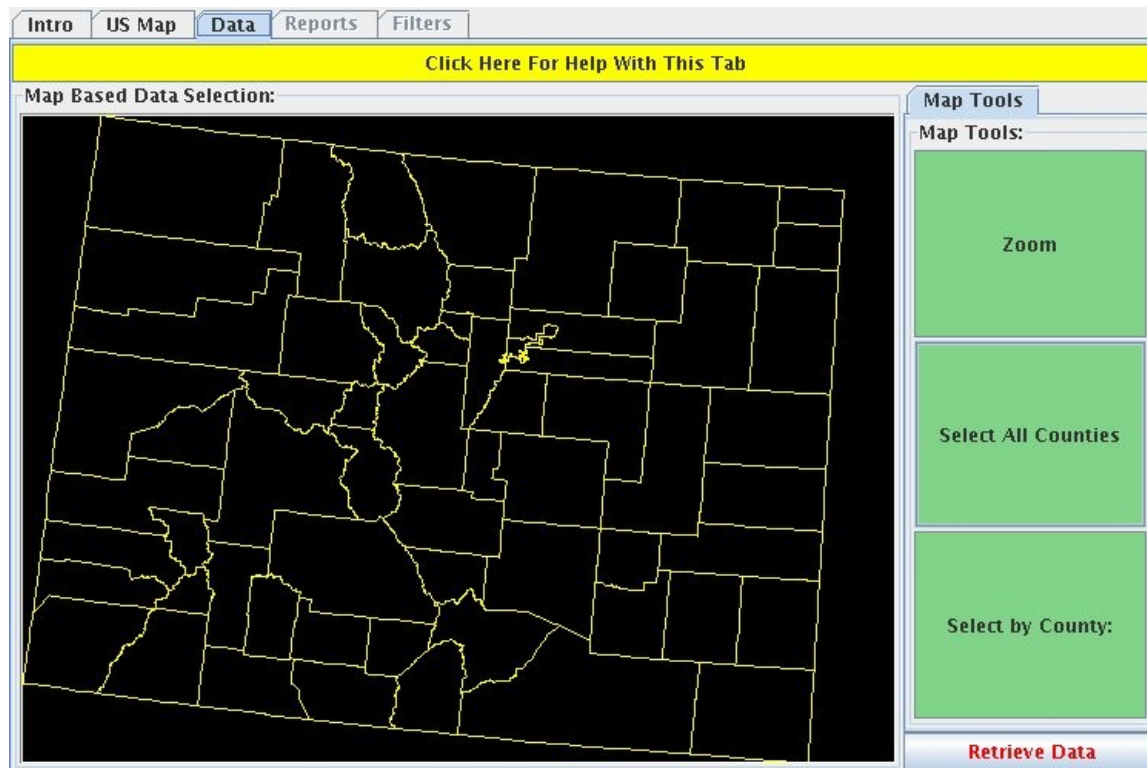
Select regions with these buttons

2. Select Colorado by clicking on the map, then click here



# Tutorial 1: Introduction

Counties are selected on the *Data* tab.



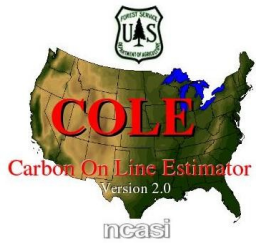
Once counties are selected, the *Retrieve Data* button must be pressed.

All tabs have a yellow button linked to a tab-specific help file.

Activate the *Zoom* tool by clicking the button. Left click zooms in, right click zooms out.

Select all counties with this button

Activate the *Select by County* tool to select individual counties. The map background turns gray, and individual counties can be selected on the map.

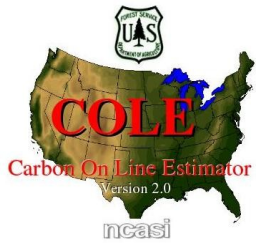


# Tutorial 1: Introduction

The screenshot shows the 'Data' tab of the COLE web application. The main area is titled 'Map Based Data Selection' and contains a map of the United States with county boundaries. To the right of the map is a 'Map Tools' panel with three buttons: 'Zoom', 'Select All Counties', and 'Select by County:'. Below the 'Select by County:' button is a 'Retrieve Data' button. The 'Select All Counties' and 'Retrieve Data' buttons are circled in red. A yellow banner at the top of the map area says 'Click Here For Help With This Tab'. The navigation tabs at the top are 'Intro', 'US Map', 'Data', 'Reports', and 'Filters'.

3. Select all counties by pressing the *Select All Counties* button. All counties will turn green.

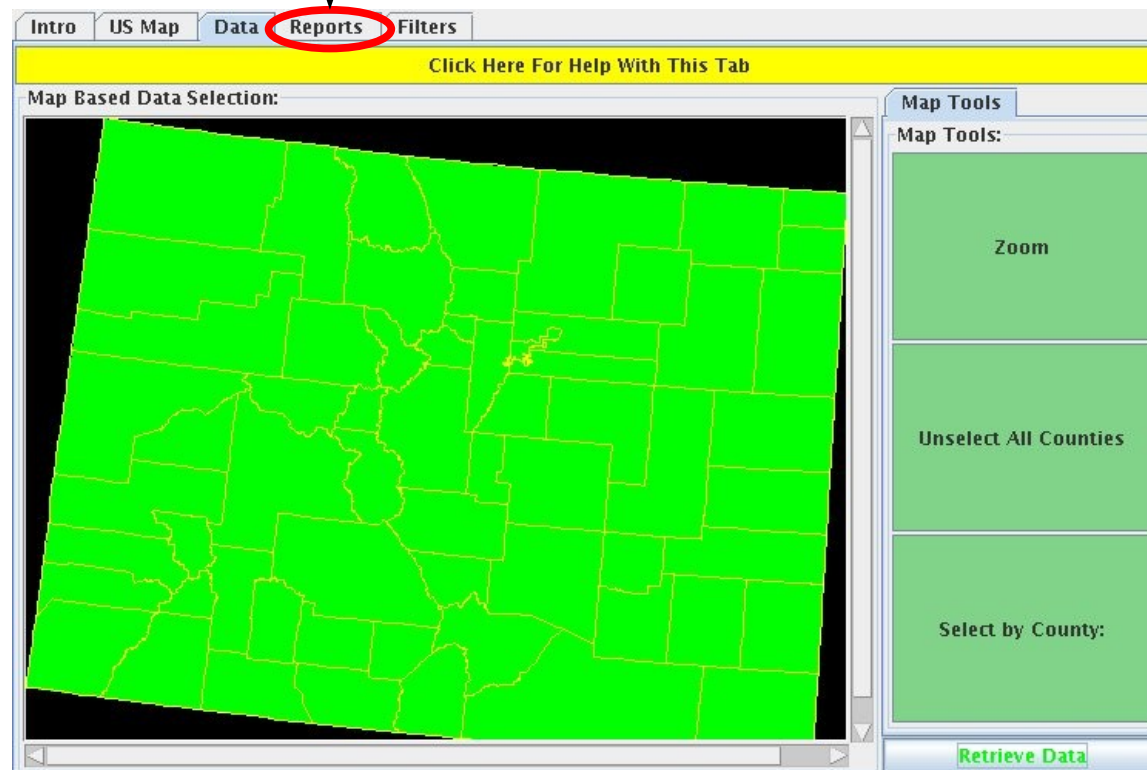
4. Press the red *Retrieve Data* button.

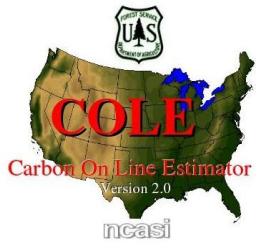


# Tutorial 1: Introduction

When the server finishes loading your data, the *Retrieve Data* button turns green, and the remaining tabs become available.

5. Click on the *Reports* tab.





# Tutorial 1: Introduction

On the *Reports* tab, you can generate a report with useful carbon tables derived from the area you selected. This report can be created immediately or it can be emailed to you.

Immediately generate a report with the *1605b Carbon Report* button.

Email the report to yourself by entering your email address and pressing *Email Results*.

Intro US Map Data **Reports** Filters

Click Here For Help With This Tab

Automatic Report Generation

▶ **1605b Carbon Report**

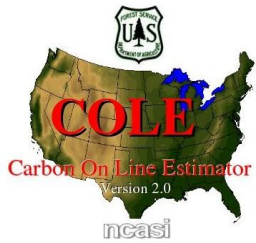
This report contains useful carbon tables derived from the region you selected. Filters will also affect the tables. Press the green button to immediately generate the report.

If you selected more than 5 states, report generation may take more than 30 seconds, which could cause the browser window that pops up to lose its connection to the COLE server.

An alternative is to enter your email address and press the button below. The results of the job will be sent as soon as they are done. You may need to enable popups from the COLE site for this to work.

▶ **Email Results** Email Address:





# Tutorial 1: Introduction

Intro US Map Data Reports Filters

Click Here For Help With This Tab

Automatic Report Generation

**1605b Carbon Report**

This report contains useful carbon tables derived from the region you selected. Filters will also affect the tables. Press the green button to immediately generate the report.

If you selected more than 5 states, report generation may take more than 30 seconds, which could cause the browser window that pops up to lose its connection to the COLE server.

An alternative is to enter your email address and press the button below. The results of the job will be sent as soon as they are done. You may need to enable popups from the COLE site for this to work.

Email Results Email Address:

6. Press the *1605b Carbon Report* button.

The output window opens.

Mozilla Firefox

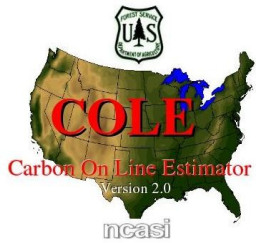
File Edit View Go Bookmarks Tools Help

[1] "Please wait for the report link to appear."

**NOTE: This link only remains valid for 4 hours.**

**[click here for your carbon report](#)**

7. Click the link to open your report



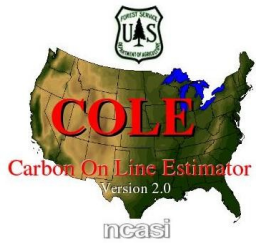
# Tutorial 1: Introduction

If you would like to have your report emailed to you, you can choose the *Email Results* feature.

A screenshot of the COLE web application interface. At the top, there are navigation tabs: "Intro", "US Map", "Data", "Reports", and "Filters". The "Reports" tab is selected. Below the tabs is a yellow banner with the text "Click Here For Help With This Tab". Underneath, the section is titled "Automatic Report Generation". A green button labeled "1605b Carbon Report" is visible. The main content area contains text explaining that the report contains carbon tables derived from the selected region and that filters will affect the tables. It also notes that if more than 5 states are selected, report generation may take more than 30 seconds. An alternative is provided: entering an email address and pressing the "Email Results" button. At the bottom of the form, there is an "Email Results" button (highlighted with a red box) and an "Email Address" input field (containing "cole@ncasi.uml.edu" and highlighted with a red oval). Arrows point from the "Email Results" button and the email address field to the numbered instructions below.

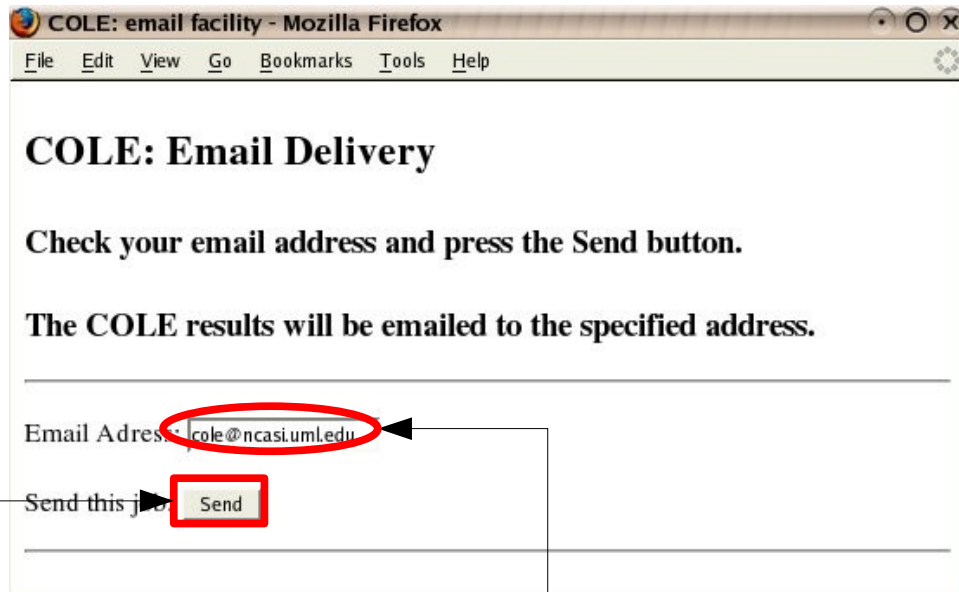
8. Press *Email Results*.

7. Enter your email address in the box.



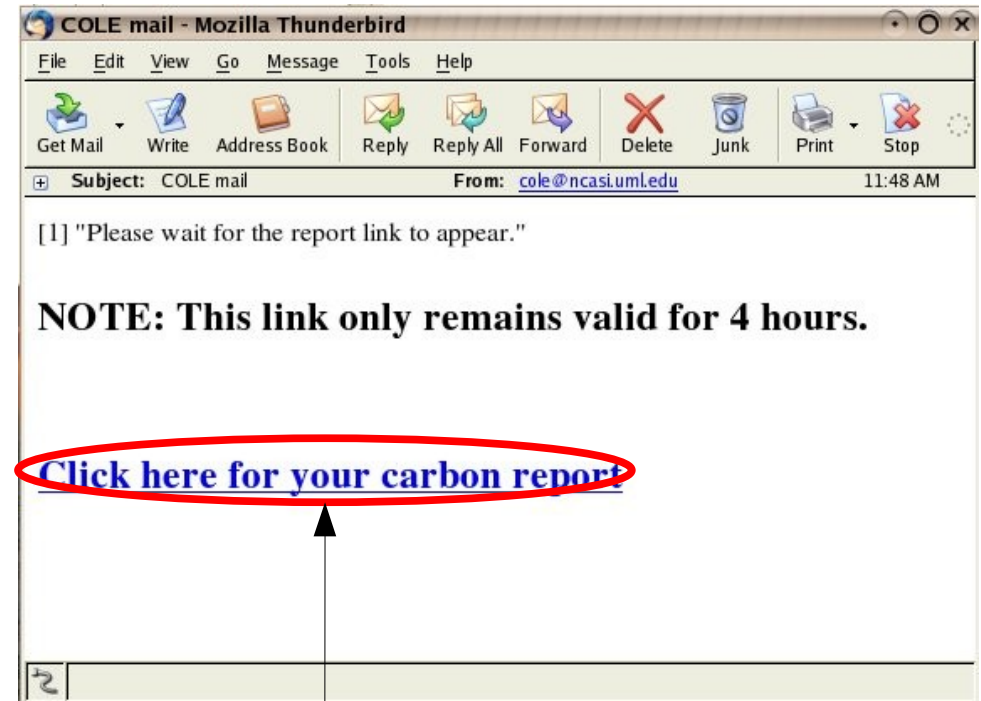
# Tutorial 1: Introduction

The *COLE: Email Delivery* screen opens. Confirm your email address and send the job.

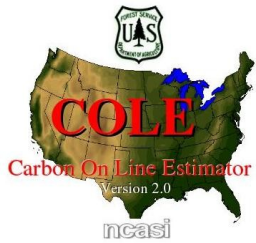


9. Confirm your email address.

10. Press *Email Report*.



11. Within a few minutes, an email will arrive in your inbox. Click the link to view your report.



# Tutorial 1: Introduction

Congratulations! You've completed the first COLE tutorial! You should be comfortable navigating and using the features of the COLE interface, selecting states and counties, and generating carbon reports.

If you have any comments or suggestions for new tutorials, please email us at: [mspinney@ncasi.org](mailto:mspinney@ncasi.org)