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Commission

CoBo 3.1

Control Board for Crop Yield Forecasting



Administrator Guide

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Introduction

1



Attention: To access the CoBo Administrator functions, you must have the proper rights and access as a Superuser. See “Accessing the CoBo administrator functions” on page 5.

This Guide is targeted to the Administrators of CoBo.

The topics are organized as follows:

- “Administrator workflow” on page 4
- “Accessing the CoBo administrator functions” on page 5
- “Managing Forecasts” on page 7

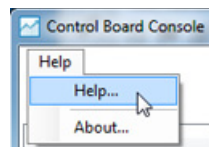


Tip:

For information on installing and using the **CoBo Forecasts** application as an **Analyst**, please refer to the **CoBo Forecasts User Guide**, which you can find here: \\ies-ud01.jrc.it\D5_mars4cast\Software\CoBo\Documentation\.

This User Guide is also available as **Help** online from within the application.

Click the Help menu to access it:



Administrator workflow



Using CoBo Import Manager:

- Opens the analysis, which allows analysts to perform forecasts. This is started with the loading of data.
- Inspects and merges the data before making these available to analysts.
- Creates analyst profiles and link them to the proper crop/country combinations, managing write and read-only permissions.



Tip:

For detailed information on these procedures, please refer to the **CoBo Import Manager User Guide**.

You can find both documents here: \\ies-ud01.jrc.it\D5_mars4cast\Software\CoBo_importer\Documentation



Using the Administrator functions of CoBo Forecasts:

- Checks and manages the proposed forecasts, and provides support to both the analysts and the IT responsible.
- Manages the assignment of crop/region combinations to analysts and/or supervisors.
- Chooses which final forecasts to publish.

These functions are described in this document, chapter “Managing Forecasts” on page 7.

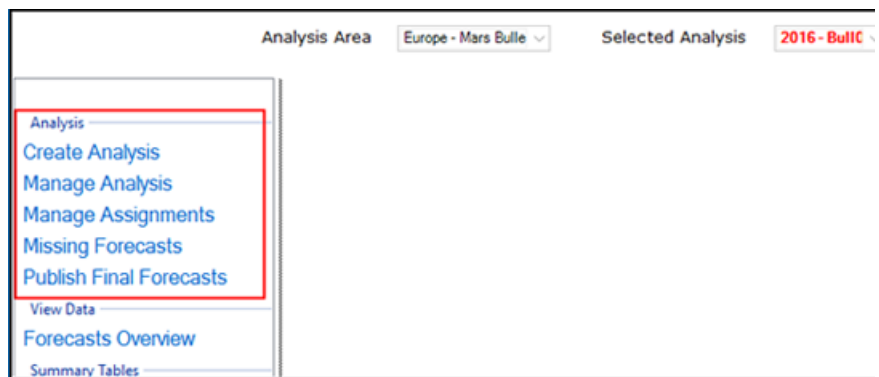
See also:

- “Accessing the CoBo administrator functions” on page 5

Accessing the CoBo administrator functions

To access CoBo as an Administrator, do the following:

- 1 Go to the CoBo installation folder (\\ies-ud01.jrc.it\D5_mars4cast\Software\CoBo) and double-click the setup.exe file.
- 2 In the application window that opens, select an **Analysis Area** from the dropdown list.
- 3 Click **Selected Analysis** to select a specific analysis or leave it not selected.
- 4 Click the **Log in** button and enter your **User Name** and **Password**. There are two possible scenarios:
 - If you selected an analysis, **SUPERUSER** is already selected in the **Login as** box.
 - If you did not select a specific analysis, select **SUPERUSER** from the **Login as** dropdown list.
- 5 Click **Login**. The following menu becomes available:



See also:

- “Managing Forecasts” on page 7

Managing Forecasts

2

This document describes the functions of the **Analysis** menu, which becomes available only to users who access CoBo with Administrator rights:

Analysis —————
[Create Analysis](#)
[Manage Analysis](#)
[Manage Assignments](#)
[Missing Forecasts](#)
[Publish Final Forecasts](#)

For further information:

- “Creating a new Analysis” on page 8
- “Managing the Analysis” on page 10
- “Managing Assignments” on page 12
- “Viewing Missing Forecasts” on page 14
- “Publishing Final Forecasts” on page 16

See also:

- “Accessing the CoBo administrator functions” on page 5

Creating a new Analysis

The **Create Analysis** menu command allows Administrators to create a new analysis, either from scratch or by importing a closed forecast to be used as a basis for the selected analysis.

The following is displayed:

The screenshot shows the 'Control Board Console' interface. At the top, there is a 'Help' link and a navigation bar with 'Analysis Area' set to 'Europe - Mars Bulletin' and 'Selected Analysis' set to '2016 - Bull103'. There are 'Log in' and 'Log out' buttons. On the left, a sidebar menu lists various options, with 'Create Analysis' highlighted. The main content area is titled 'Create Analysis' and contains the following fields:

- Analysis Name:** A text input field.
- Analysis Description:** A larger text area for description.
- Work Year:** A dropdown menu currently showing '2016'.
- Import Forecasts From:** A dropdown menu showing '2016 - Bull10Oct2016 (closed)'.
- Link Statistical Import:** A dropdown menu.
- Manage Supervisor(s):** A list of names with checkboxes: AJRODRIGUEZ, ALEXANDRA, AMIT, ANDREA, ANDREJ, ANJA, and ANTOINE.

A 'Create' button is located at the bottom right of the form.

To create an analysis:

- 1 In the **Analysis Name**, enter the name of the new analysis.
- 2 Optionally, enter a description in the **Analysis Description** box.
- 3 Specify (or leave unchanged) the reference **Work Year**.

- 4 As far as concerns the **Import Forecasts From**, there are two possible scenarios:
 - a. If you are creating an analysis from scratch (not connected to previous forecasts), select the hyphens from the dropdown list.
 - b. If you want to reuse a preexisting analysis as a starting point for the new one, select it from the dropdown list.
- 5 From the **Link Statistical Import** dropdown list, select the data to use for the analysis.
- 6 In the **Manage Supervisor(s)** list, select the supervisor(s) for the analysis.
- 7 Click **Create** to complete the operation and create a closed analysis.

See also:

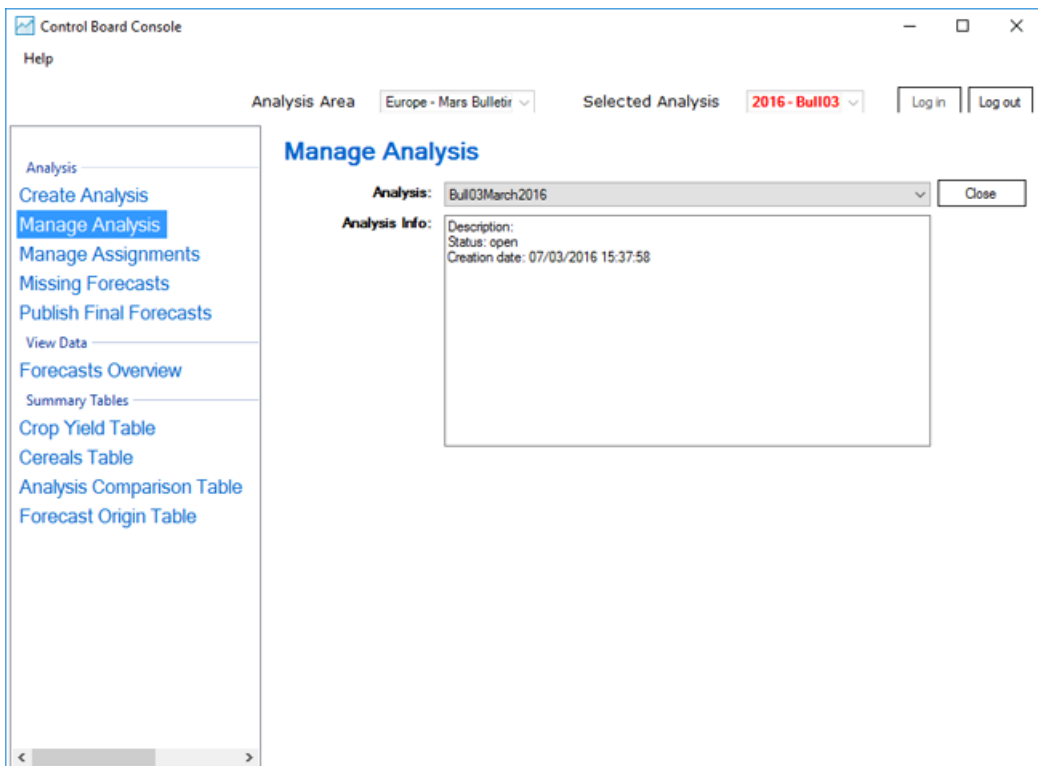
- “Managing the Analysis” on page 10
- “Managing Assignments” on page 12
- “Viewing Missing Forecasts” on page 14
- “Publishing Final Forecasts” on page 16

Managing the Analysis

The **Manage Analysis** menu command allows Administrators to manage the analysis in terms of:

- changing the analysis status (from closed to open, and vice versa)
- changing the linked statistical data
- changing the assigned supervisor(s)

The following is displayed:



To manage the analysis:

- 1 From the **Analysis** dropdown list, select the analysis whose status you want to change.

As a result, the button changes (**Open** to **Close**, and vice versa) and the **Analysis Info** pane displays the related data.

- 2 Click the button to change the analysis status.
- 3 If required, from the **Link Statistical Import** dropdown list, select the data you want to link to the closed analysis.
- 4 If required, in the **Manage Supervisor(s)** area, select/deselect the assigned users.
- 5 If you changed the data and/or the supervisors for a closed analysis, click **Update**.

See also:

- “Creating a new Analysis” on page 8
- “Managing Assignments” on page 12
- “Viewing Missing Forecasts” on page 14
- “Publishing Final Forecasts” on page 16

Managing Assignments

The **Manage Assignments** menu command allows Administrators to manage and change the **Region/Crop/User** combinations, that is, to change the analyst to which regions and crops are assigned.

The following is displayed:

The screenshot shows the 'Control Board Console' interface. At the top, there are buttons for 'Log in' and 'Log out', and a 'Selected Analysis' dropdown set to '2016 - Bull'. The 'Analysis Area' is set to 'Europe - Mars Bull'. The main content area is titled 'Manage Assignments' and features two dropdown menus: 'Select regions' (with 'Albania' and 'Belarus' selected) and 'Select crops' (with 'barley', 'cereals (total calc)', 'durum wheat', and 'grain maize' selected). Below these is the 'Analysis Assignments' section, which contains a table with the following data:

Region	Crop	User
Algeria	barley	SARA
Algeria	durum wheat	SARA
Algeria	cereals (total calc...	
Algeria	green maize	
Algeria	grain maize	
Algeria	other cereals (cal...	
Belarus	barley	GIACOMO
Belarus	durum wheat	
Belarus	cereals (total calc...	
Belarus	green maize	
Belarus	grain maize	GIACOMO
Belarus	other cereals (cal...	
Albania	barley	
Albania	durum wheat	
Albania	cereals (total calc...	
Albania	green maize	
Albania	grain maize	
Albania	other cereals (cal...	

To manage the assignments:

- 1 In the **Select regions** and **Select crops** lists, select/deselect the elements you want to manage the assignments for. Alternatively, select the **All** options.
- 2 In the **Analysis Assignments** table, the assigned users are listed next to their current **Region/Crop** combinations.

- 3 To change an assignment, click the name in the **User** column to display the dropdown list.
- 4 Select the name from the list. Note that the **Analysis Assignments** table title changes to red.
- 5 To undo the changes, click the **Cancel** button at the bottom-right and then click **OK** in the message window to proceed. Note that the table title changes to blue again.
- 6 When you are finished, click **Save** to make your changes effective.

**Note:**

The changes you made in this window will be reflected in the **Missing Forecasts** window: if you assign a region/crop combination to a new user, this will appear in the missing forecasts list, as well (see “Viewing Missing Forecasts” on page 14).

Viewing Missing Forecasts

The **Missing Forecasts** menu function allows Administrators displaying the **Forecasts To Do** window and inspect all the forecasts for the selected Area/Analysis pair for all Analysts.

The Administrator can use this function to verify which forecasts are not completed, fix problems, if any, and then decide to close them (using the [Manage Analysis](#) function).

The following is displayed:

The screenshot shows the 'Control Board Console' interface. At the top, there are dropdown menus for 'Analysis Area' (set to 'Europe - Mars Bull') and 'Selected Analysis' (set to '2016 - Bull'). There are 'Log in' and 'Log out' buttons. Below this, the 'Forecasts To Do' window is open, showing a table of forecasts. The table has columns for Region, Crop, Area, Analyst, Yield, and User. The table is filtered by 'All' regions and 'All' crops. The 'Missing Forecasts' menu item is highlighted in the left sidebar.

Region	Crop	Area	Analyst	Yield	User
Slovenija	tumips (2014)	5,154	ANDREJ		
Suomi / Finland	durum wheat	0	SARA		
Suomi / Finland	grain maize	0	SARA		
Suomi / Finland	sunflower	0	SARA		
Suomi / Finland	triticale	0	SARA		
Suomi / Finland	winter barley	0	SARA		
Sverige	durum wheat	0	SOTIRIS		
Sverige	grain maize	1,823	SOTIRIS		
Sverige	sunflower	0	SOTIRIS		
United Kingdom	durum wheat	0	MAURITS		
United Kingdom	grain maize	7,787	MAURITS		
United Kingdom	rye	7,667	MAURITS		
United Kingdom	sunflower	0	MAURITS		
Morocco	barley	1846,3	SARA	0,44	SARA
Morocco	durum wheat	837,88	SARA	0,56	SARA
Morocco	soft wheat	1958,91	SARA	0,63	SARA
Portugal	sunflower	18,255	RAUL	0,824	RAUL
Portugal	rye	18,8	RAUL	0,895	RAUL
España	sunflower	799,1	RAUL	1,077	RAUL
Algeria	barley	791,843	SARA	1,27	SARA
Tunisia	barley	538	SARA	1,3	SARA
Algeria	wheat	1651,311	SARA	1,34	SARA
Suomi / Finland	tumips (2014)	88,546	SARA	1,459	SARA
Portugal	triticale	22,5	RAUL	1,467	RAUL

At the bottom of the window, there is a filter: "Don't take into consideration regions with area below 1000Ha * 10".

To set and inspect the Missing Forecasts:

- 1 In the **Select regions** and **Select crops** lists, select the region/crop combinations you want to see the data for or select **All**.

- 2 Next to **Don't take into consideration regions with area below 1000Ha**, change the value as required. Note that 10000 ha (**10**) is the default value:
- **Grey rows** correspond to Regions whose area is below the specified value.
 - **Red rows** correspond to forecasts that are not completed. The administrator can use the [Manage Analysis](#) function to close them.
 - **Green rows** correspond to final forecasts.

To adjust the order of table's columns:

- Click the column header you want to group the data by.
- Drag it to the upper side of the table.
- Drag the headers back to their position to restore the original table.

See also:

- "Creating a new Analysis" on page 8
- "Managing the Analysis" on page 10
- "Managing Assignments" on page 12
- "Publishing Final Forecasts" on page 16

Publishing Final Forecasts

The **Published Final Forecasts** menu command allows Administrators to choose which closed forecasts must be published into the system for the **Selected Analysis**.

The following is displayed:

The screenshot shows the 'Manage Publishing' window in the Control Board Console. The 'Analysis Area' is 'Europe - Mars Bu' and the 'Selected Analysis' is '2016 - Bul109Sep2016'. The 'Select regions' dropdown is set to 'All' and 'Algeria'. The 'Select crops' dropdown is set to 'All' and 'barley'. The table below shows the following data:

Published	Region	Crop	User	Area	Status	Forecast
<input type="checkbox"/>	Bulgaria	tumpis (2014)	ATTILA	169	Value	2.912
<input type="checkbox"/>	Osterreich	tumpis (2014)	ANDREJ	39.68	Value	3.032
<input type="checkbox"/>	Romania	tumpis (2014)	ATTILA	423.69	Value	2.731
<input type="checkbox"/>	España	durum wheat	RAUL	375.49	Value	2.687
<input type="checkbox"/>	España	triticale	RAUL	212.48	Value	2.653
<input type="checkbox"/>	Portugal	rye	RAUL	18.1	Value	0.952
<input type="checkbox"/>	Deutschland	triticale	BETTINA	395.6	Value	6.419
<input type="checkbox"/>	Esti	rye	SARA	14.333333333333333	Value	3.122
<input type="checkbox"/>	Lietuva	rye	SARA	32.4	Value	2.423
<input type="checkbox"/>	Lietuva	triticale	SARA	101.6	Value	3.389
<input type="checkbox"/>	Suomi / Finland	rye	SARA	26.5	Value	3.215
<input type="checkbox"/>	Lietuva	soft wheat	SARA	874.9	Value	4.503
<input type="checkbox"/>	Bulgaria	durum wheat	ATTILA	10	Value	3.736
<input type="checkbox"/>	Bulgaria	triticale	ATTILA	14	Value	3.357
<input type="checkbox"/>	Romania	winter barley	ATTILA	332.1	Value	3.955
<input type="checkbox"/>	Magyarország	rye	ATTILA	38.4	Value	2.77
<input type="checkbox"/>	Magyarország	tumpis (2014)	ATTILA	231.49	Value	3.173
<input type="checkbox"/>	Magyarország	durum wheat	ATTILA	21.03	Value	5.028
<input type="checkbox"/>	Magyarország	triticale	ATTILA	109.05	Value	4.313
<input type="checkbox"/>	Magyarország	winter barley	ATTILA	227.62	Value	5.264
<input type="checkbox"/>	Algeria	barley	SARA	1224.153	Value	1.2
<input type="checkbox"/>	Algeria	durum wheat	SARA	1520.825	Value	1.49

Note that **Grey rows** correspond to Regions whose area is below the specified value at the bottom (**Don't take into consideration regions with area below 1000Ha**), whose default is **10**: change this value as required.

To customize how the data are displayed in the table, see “To adjust the order of table’s columns:” on page 15.

To choose the forecasts to publish:

- 1 To select a forecast, click the checkbox **Published** next to the forecast you want to publish (**all forecasts are deselected by default**).
Alternatively, click **Sel.** or **Unsel.** at the bottom to select/deselect all forecasts at once.
- 2 Note that when you change something in the displayed data, the blue **Publish Forecasts** title above the table changes to red:



To undo the changes, click the **Canc** button at the bottom-right of the window. The title will change to blue to indicate that no changes have been made to original data.

- 3 Once you are finished, click **Publish** to complete the operation and close the window.

As a result, the selected forecasts will be published into the system.

If, after publishing the forecasts, you select **Manage Analysis**, and then try to open a closed analysis, a message will be displayed asking if you want the published forecasts to be unpublished.

See also:

- “Creating a new Analysis” on page 8
- “Managing the Analysis” on page 10
- “Managing Assignments” on page 12
- “Viewing Missing Forecasts” on page 14

