

## WATER USE

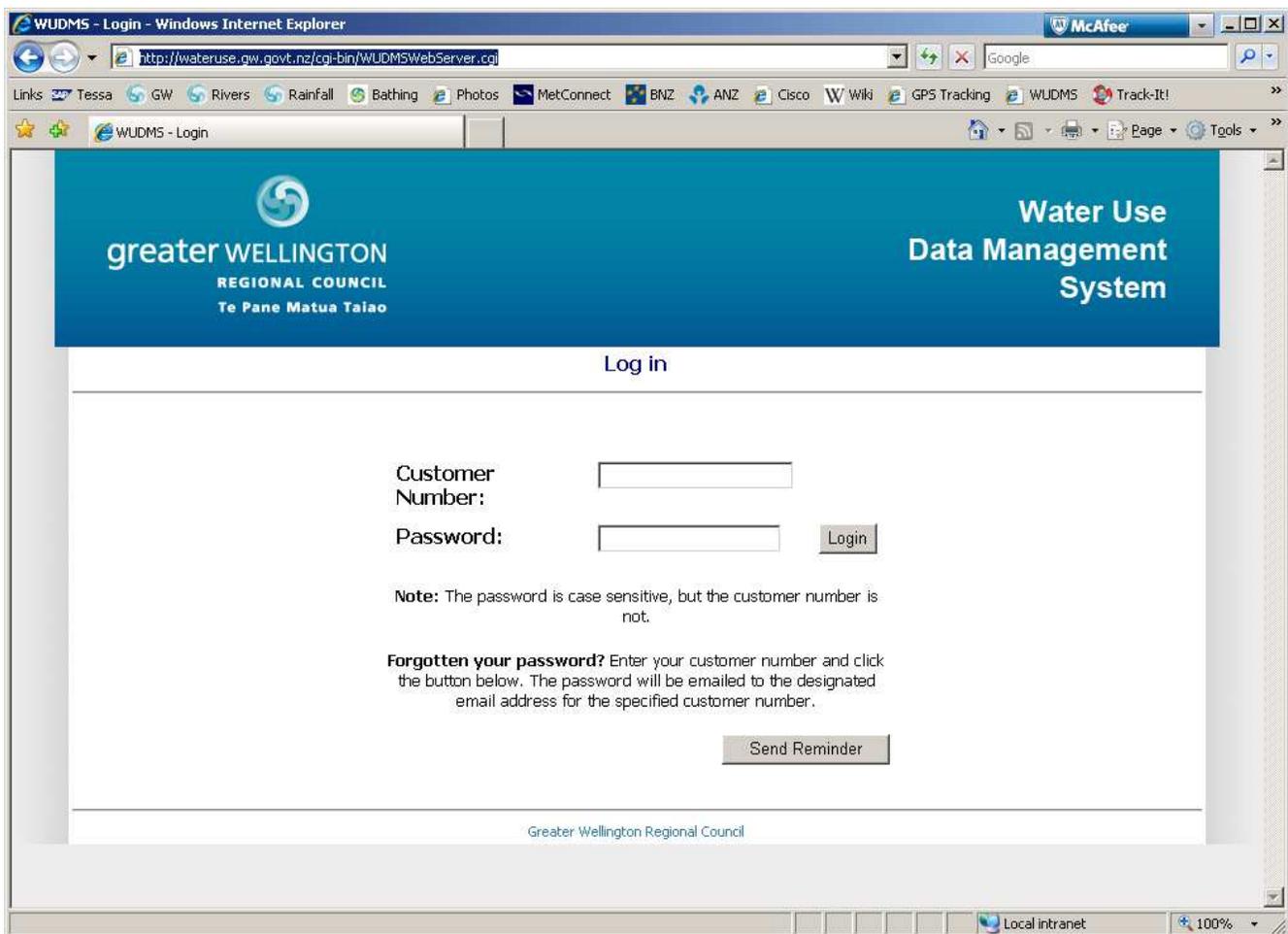
### A guide to using GWRC's Water Use Data Management System

#### Logging on

Use an internet browser and type in the following address

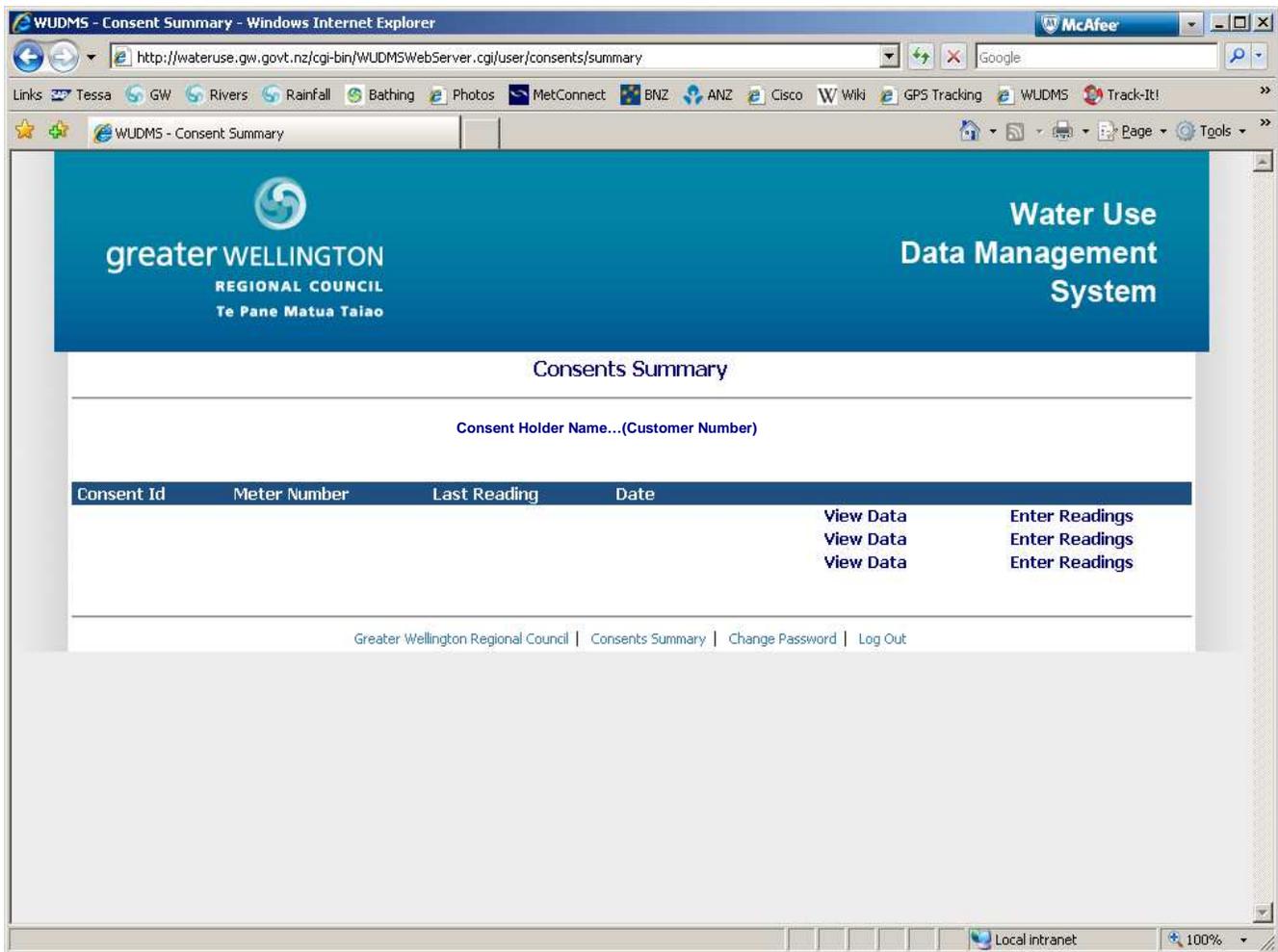
<http://wateruse.gw.govt.nz>

Type in your customer number and password then click *Login*



The screenshot shows a web browser window titled "WUDMS - Login - Windows Internet Explorer". The address bar contains the URL "http://wateruse.gw.govt.nz/cgi-bin/WUDMSWebServer.cgi". The browser's toolbar includes a search bar with "Google" and various navigation icons. The page content features a blue header with the Greater Wellington Regional Council logo and the text "Water Use Data Management System". Below the header, the page is titled "Log in" and contains two input fields: "Customer Number:" and "Password:". A "Login" button is positioned to the right of the password field. A note below the fields states: "Note: The password is case sensitive, but the customer number is not." Further down, there is a section for "Forgotten your password?" with a "Send Reminder" button. The footer of the page reads "Greater Wellington Regional Council". The browser's status bar at the bottom shows "Local intranet" and "100%" zoom.

Each of the consent ID's will be listed along with the relevant meter number, the last reading and the date of the last reading. You can either view the data or enter new readings from this screen.



You can also choose to change your password if you wish using the options along the bottom of the page.

## Entering new readings

Click the *Enter Readings* option to the right of the relevant meter.

The screenshot shows a web browser window displaying the 'Water Use Data Management System' interface. The page title is 'Data Entry' and it includes a 'back to Consent(s) Summary' link. The interface is divided into several sections:

- Consent Details:** Fields for Consent Holder, Site Name, Max Daily Alloc, Max Weekly Alloc, Max Annual Alloc, Max Take Rate, Recording Frequency, and Reporting Frequency.
- Monitoring Period:** A dropdown menu currently set to 'Dec 2012', with other options: Nov 2012, Oct 2012, and Sep 2012.
- Meter Readings for Dec 2012:** A section with 'Save', 'Reset', and 'Cancel' buttons. Below is a table for entering readings for each day of the month.
- Important Information:** A red warning box stating: 'IMPORTANT! If any reading is less than the previous one, all readings after that will be rejected. Please ensure that you have the correct number of digits in your reading entries. Otherwise, include a 'm' in front of your reading if a new meter has been installed. See below.' Below this is a link: 'If You Have Installed a New Meter Selecting a Different Monitoring Period'.

December 12	
1	100000.000
2	101000.000
3	102000.000
4	
5	
6	
7	
8	
9	

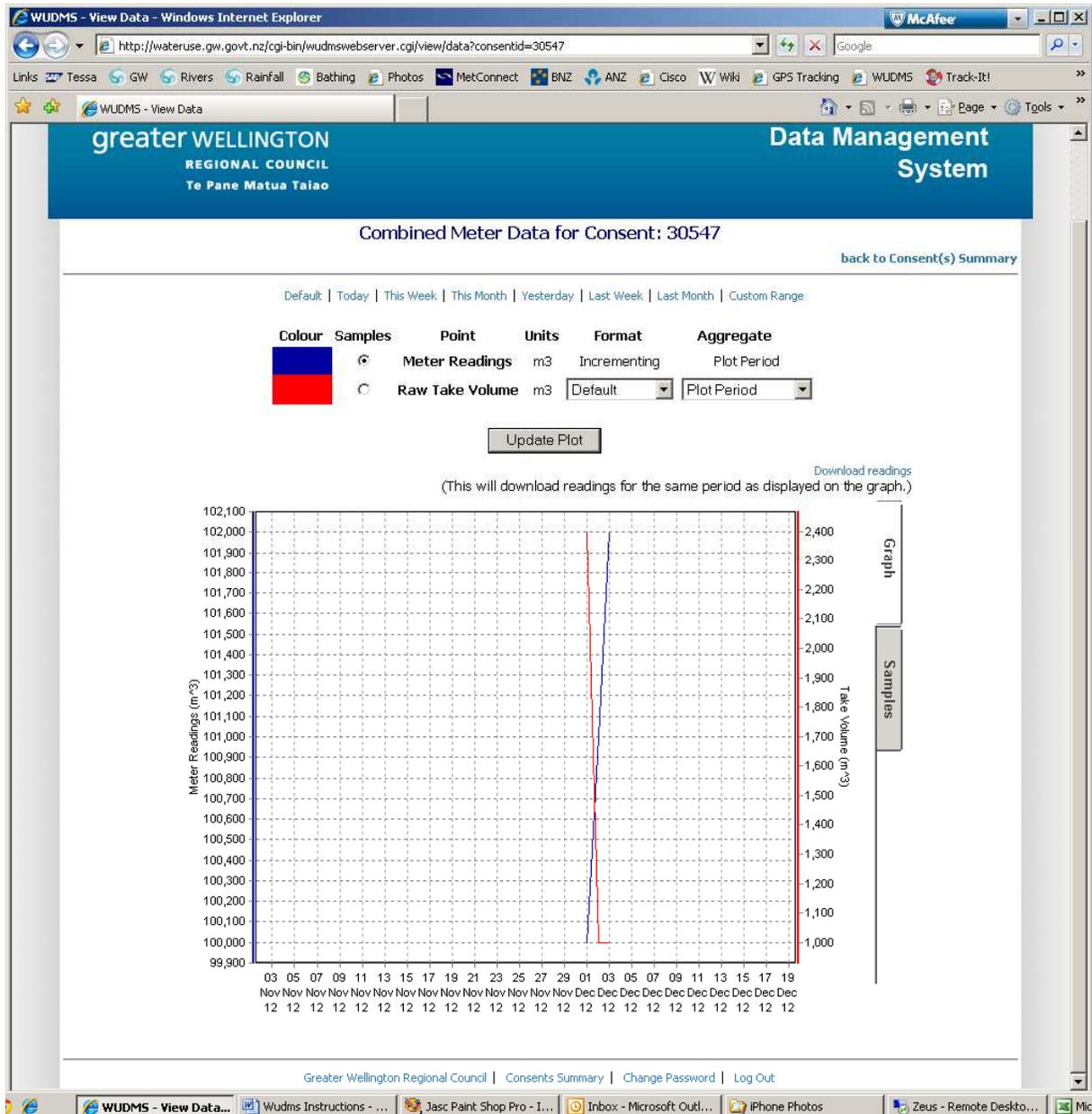
The summary of the consent holder, site name, maximum allocation and maximum take etc, are shown at the top of this page. You can enter new meter readings in the relevant field, select the month from the top right.

The table will only allow increasing readings, however if you install a new meter, you must type an "m" before the reading to enable a lower reading to be entered (e.g. in the above example you might type m10000 on the 4<sup>th</sup> of December).

At the top right of the page you can choose to go back to the Consent Summary page, or you can logout at the bottom of the page.

## Viewing data

In the example below, the blue line is the actual meter reading (which should increase and uses the left hand axis) and the red line is the raw take volume (which will change depending on use and uses the right hand axis).



You can click on the *Samples* tab on the right side of the graph to view the actual data.

You can also change the period of your graph by selecting a fixed period at the top of the page or by entering custom dates.