

Water Use Reporting (WUR) -Licence Administrator Manual-

-PIN Management

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I. Introduction

On the left hand side of the WUR home page is the Menu Options, if at the bottom of these Options you are presented with the option of PIN Management, you are what is known as a Licence Administrator. A Licence Administrator has the special responsibility of managing a group of Licences as assigned from Alberta Environment.

II. PIN Management

To begin the special task of managing the Licences assigned to you, select the PIN Management link button (*Figure 3.0*).

Figure 3.0



This will result in navigation to the PIN Management page (*Figure 3.1*). The PIN Management page lists those Licence Groups assigned to you by Alberta Environment.

The first thing you should notice is the data grid that is presented. It contains the list of Licence Groups that are in your possession. As a Licence Administrator you may possess one two types of Licences:

1. Master Group Licences – Identified by a Y in their associated Master Group Column. These are the Initial Grouping of licences send via Alberta Environment.
2. Sub-Group Licences - Identified by an N in their associated Master Group Column. This Licences in this Group were once part of the Master Group and have been removed and put into a more manageable group that can be assigned by you, the Licence Administrator, to any other of your Organization's WUR users.

If your Licence List is incomplete then contact Alberta Environment so that additional licences can be added. Licences may be missing from the Licence List for various reasons, for instance if the Licence is of non-consumptive use, or you are not required to report on that particular Licence

At this point, as a Licence Administrator, two actions are available for execution.

1. Creation of a Sub-Group – Section III – Sub Group Creation (*Page 4*)
2. Assignment of a Group to a Submitter - Section V – Sub Group Assignment (*Page 9*).

Figure 3.1

Add Licence	Add New Group
Licence List	
My Profile	
Multi Licence File Upload	
PIN Management	

Licence Group	Master Group?	Licences in Group	
Caveman Collection	Y	3	Generate PIN

III. Sub Group Creation

As a Licence Administrator, your realm of responsibility is limited to the Master Group(s) assigned to you. You in turn can delegate portions of this responsibility to other users known as Submitters. In order to do so, you must first sub divide the Master Group(s) assigned to you in to smaller assignable realms or responsibility known as Sub-Groups.

To create a group click on Add New Group from the PIN Management screen (Figure 3.2).

Figure 3.2

WUR Home	PIN Management
Add Licence	Add New Group
Licence List	

Give the Sub Group a Name (Figure 3.3).

Figure 3.3

WUR Home	Add Licence Group
Add Licence	Enter the group name, select the licences to include in the group and press the Save button
Licence List	Group Name: <input type="text" value="Waterworks"/>

Next, select those Licences that are to be part of the newly created group, select these Licences by putting a check mark in the associated check box (Figure 3.4). To select all the Licences for the new Waterworks group, click the box located beside In Group.

Figure 3.4.

WUR Home	Add Licence Group												
Add Licence	Enter the group name, select the licences to include in the group and press the Save button												
Licence List	Group Name: <input type="text" value="Waterworks"/>												
My Profile	Licences In Group:												
Multi Licence File Upload	<table border="1"> <thead> <tr> <th><input type="checkbox"/> In Group</th> <th>Licensee Name</th> <th>Licence Number</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>CRONK WATER WORKS</td> <td>226550</td> </tr> <tr> <td><input type="checkbox"/></td> <td>CAVEMAN INDUSTRIES</td> <td>226551</td> </tr> <tr> <td><input type="checkbox"/></td> <td>WHEEL DEVELOPMENT</td> <td>226552</td> </tr> </tbody> </table>	<input type="checkbox"/> In Group	Licensee Name	Licence Number	<input checked="" type="checkbox"/>	CRONK WATER WORKS	226550	<input type="checkbox"/>	CAVEMAN INDUSTRIES	226551	<input type="checkbox"/>	WHEEL DEVELOPMENT	226552
<input type="checkbox"/> In Group	Licensee Name	Licence Number											
<input checked="" type="checkbox"/>	CRONK WATER WORKS	226550											
<input type="checkbox"/>	CAVEMAN INDUSTRIES	226551											
<input type="checkbox"/>	WHEEL DEVELOPMENT	226552											
PIN Management	<input type="button" value="Save"/>												

When the Group Name has been created and Licences for the Group are selected, hit the Save button. The PIN Management screen will appear listing your new Sub Group. The Sub Group has a N under Master Group and the amount of Licences contained in this Sub Group is also displayed (Figure 3.5). The Master list remains unchanged. In the future any additional Licences sent via Alberta Environment, will automatically appear in the Master Group of Licences.

Figure 3.5

The screenshot shows a 'PIN Management' interface. On the left is a 'Menu Options' sidebar with items: WUR Home, Add Licence, Licence List, My Profile, Multi Licence File Upload, and PIN Management. The main content area is titled 'PIN Management' and contains a link 'Add New Group' and a table with the following data:

Licence Group	Master Group?	Licences in Group	
Caveman Collection	Y	3	Generate PIN
Waterworks	N	1	Generate PIN

IV. Sub Group Management

From the PIN Management screen click on the Sub Group name (Figure 3.6).

Figure 3.6

This screenshot is identical to Figure 3.5, showing the 'PIN Management' screen with the same menu and table of licence groups.

You are now on the Licence Group Details page. From this page you, the Licence Administrator, have three options:

- Option 1. Rename the Sub Group – 1. Sub Group Renaming (Page 5)
- Option 2. Adding Licences to the Sub Group – 2. Sub Group Adding Licences (Page 6)
- Option 3. Removing Licences from the Sub Group – 3. Sub Group Removing Licences (Page 8)

1. Sub Group – Renaming

On the Licence Group Details page, in the Licence Group Name box, modify the Name (Figure 3.7).

Figure 3.7

The screenshot shows the 'Licence Group Details' page. On the left is a 'Menu Options' sidebar with items: WUR Home, Add Licence, Licence List, My Profile, Multi Licence File Upload, and PIN Management. The main content area is titled 'Licence Group Details' and contains the following information:

Licence Group Number: 3
 Licence Group Name:
 Master Group?: N
 Licences in Group: [Add/Remove Licences](#)

Licence Name	Licence Number
CRONK WATER WORKS	228550

Save

In this example, “Waterworks” is being renamed “Cronk Waterworks” (Figure 3.8).

Figure 3.8

WUR Home << Previous

Add Licence Licence Group Details

Licence List Licence Group Number: 3

My Profile Licence Group Name: Cronk Waterworks

Multi Licence File Upload Master Group?: N

PIN Management Licences in Group: [Add/Remove Licences](#)

Licencee Name	Licence Number
CRONK WATER WORKS	226550

Save

Once the update has been made, hit the Save button (Figure 3.9)

Figure 3.9

(*) All changes to the current Licence Group were successful

Licence Group Name changes can also be applied to the Master Group (Figure 3.10).

Figure 3.10

Add Licence Licence Group Number: 1

Licence List Licence Group Name: The Caveman Collection

My Profile Master Group?: Y

Multi Licence File Upload Licences in Group:

PIN Management

Licencee Name	Licence Number
CAVEMAN INDUSTRIES	226551
CRONK WATER WORKS	226550
WHEEL DEVELOPMENT	226552

Save

2. Sub Group - Adding Licences

To Add a Licence to a Sub Group click on the Licence Group name from the PIN Management Screen (Figure 3.11).

Figure 3.11

WUR Home PIN Management

Add Licence Add New Group

Licence List

My Profile

Multi Licence File Upload

PIN Management

Licence Group	Master Group?	Licences in Group	
Cronk Waterworks	N	1	Generate PIN
The Caveman Collection	Y	3	Generate PIN

Click on Add/Remove Licences (Figure 3.12)

Figure 3.12

WUR Home Licence Group Details

Add Licence Licence Group Number: 3

Licence List Licence Group Name: Cronk Waterworks

My Profile Master Group?: N

Multi Licence File Upload Licences in Group: [Add/Remove Licences](#)

PIN Management

Licencee Name	Licence Number
CRONK WATER WORKS	226550

Save

All Licences available for potential addition to the Sub-Group will be displayed with those currently in the Sub-Group having their associated check boxes selected (Figure 3.13).

Figure 3.13

Licence Group Number: 3
Licence Group Name: Cronk Waterworks

<input type="checkbox"/> Add To Group	Licensee Name	Licence Number
<input checked="" type="checkbox"/>	CRONK WATER WORKS	226550
<input type="checkbox"/>	CAVEMAN INDUSTRIES	226551
<input type="checkbox"/>	WHEEL DEVELOPMENT	226552

Continue

To assign additional Licences to the L Group, Click on the Licences' corresponding Check Box (Figure 3.14).

Figure 3.14

Licence Group Number: 3
Licence Group Name: Cronk Waterworks

<input type="checkbox"/> Add To Group	Licensee Name	Licence Number
<input checked="" type="checkbox"/>	CRONK WATER WORKS	226550
<input checked="" type="checkbox"/>	CAVEMAN INDUSTRIES	226551
<input type="checkbox"/>	WHEEL DEVELOPMENT	226552

Continue

Make your Licence selections and hit Continue (Figure 3.14).

The Licence Group Details page appears listing the chosen Licences (Figure 3.15).

Figure 3.15

Licence Group Name: Cronk Waterworks
Master Group?: N
Licences in Group: [Add/Remove Licences](#)

Licensee Name	Licence Number
CAVEMAN INDUSTRIES	226551
CRONK WATER WORKS	226550

Save

Hit Save to Add these Licences to the L Group subgroup (Figure 3.16).

Figure 3.16)

(*) All changes to the current Licence Group were successful

3. Sub Group - Removing Licences

To Remove a Licence from a Sub Group click on the Licence Group name from the PIN Management Screen (Figure 3.17).

Figure 3.17

PIN Management			
WUR Home			
Add Licence	Add New Group		
Licence List			
My Profile			
Multi Licence File Upload			
PIN Management			
Licence Group	Master Group?	Licences in Group	
Cronk Waterworks	N	2	Generate PIN
The Caveman Collection	Y	3	Generate PIN

Click on Add/Remove Licences (Figure 3.18).

Figure 3.18

Licence Group Details	
WUR Home	Licence Group Number: 3
Add Licence	Licence Group Name: <input type="text" value="Cronk Waterworks"/>
Licence List	Master Group?: N
My Profile	Licences in Group: Add/Remove Licences
Multi Licence File Upload	
PIN Management	
Licence Name	Licence Number
CAVEMAN INDUSTRIES	226551
CRONK WATER WORKS	226550

The Licence Group will appear with those Licences currently in the Group checked off (Figure 3.19).

Figure 3.19

Select Licences for Licence Group		
WUR Home	Licence Group Number: 3	
Add Licence	Licence Group Name: Cronk Waterworks	
Licence List		
My Profile		
Multi Licence File Upload		
PIN Management		
<input type="checkbox"/> Add To Group	Licensee Name	Licence Number
<input checked="" type="checkbox"/>	CRONK WATER WORKS	226550
<input type="checkbox"/>	CAVEMAN INDUSTRIES	226551
<input type="checkbox"/>	WHEEL DEVELOPMENT	226552
<input type="button" value="Continue"/>		

To remove a Licence from the Sub-Group uncheck the associated check box (Figure 3.19). In this case Caveman Industries will be removed from the Cronk Waterworks sub-group.

Once satisfied with the selections made, select the Continue button to be navigated to the Licence Group Details page to review the changes made. Click Save (Figure 3.20).

Figure 3.20

Licence Group Details	
WUR Home	Licence Group Number: 3
Add Licence	Licence Group Name: <input type="text" value="Cronk Waterworks"/>
Licence List	Master Group?: N
My Profile	Licences in Group: Add/Remove Licences
Multi Licence File Upload	
PIN Management	
Licence Name	Licence Number
CRONK WATER WORKS	226550
<input type="button" value="Save"/>	

A successful save message shall display (Figure 3.21).

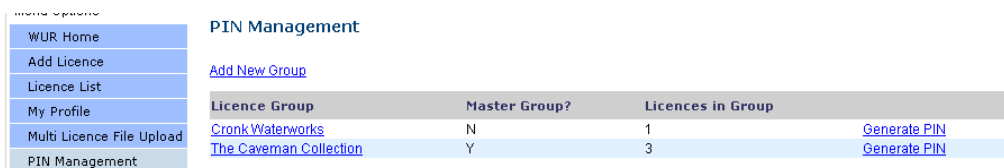
Figure 3.21

(*) All changes to the current Licence Group were successful

V. Sub Group Assignment

The final action available to Licence Administrators is the assignment of the Sub-Groups created to Submitters. This is achieved by selecting Generate PIN from the PIN Management page (Figure 3.22).

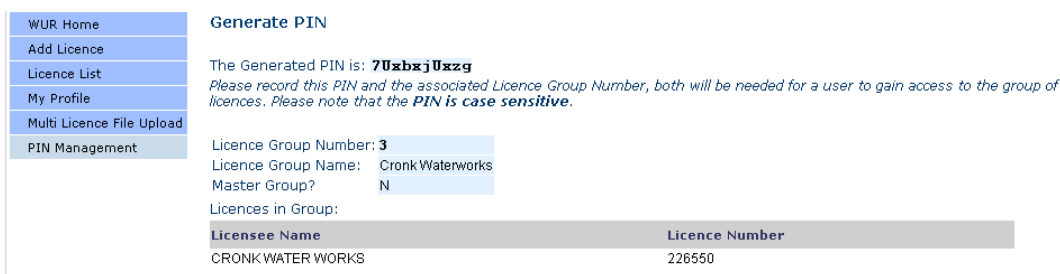
Figure 3.22



Licence Group	Master Group?	Licences in Group	
Cronk Waterworks	N	1	Generate PIN
The Caveman Collection	Y	3	Generate PIN

This will result in navigation to the Generate PIN page (Figure 3.23).

Figure 3.23



The Generated PIN is: **7UxbxjUxzg**
Please record this PIN and the associated Licence Group Number, both will be needed for a user to gain access to the group of licences. Please note that the PIN is case sensitive.

Licence Group Number: **3**
Licence Group Name: Cronk Waterworks
Master Group? N

Licences in Group:

Licensee Name	Licence Number
CRONK WATER WORKS	226550

This page can now be printed off (Figure 3.23) and given to the Submitter that this Sub Group is to be assigned to. The Generated PIN number and the Licence Group Number are used by the Submitter during the WUR Enrolment process (Document 1 – Page 18 – Figure 1.37) to gain access and submit on behalf of those Licences assigned to him. Any additional Licences Added/Removed from the Sub Group by the Licence Administrator will automatically update for the Submitter.

In the event that this information is misplaced, a new PIN can be generated for the Licence Group by clicking on Generate Pin from the PIN Management page (Page 3).