

# Water Use Reporting (WUR)

-External User Manual-

- Basic -

- Submitter Submission Details  
- And Inactive Periods

January 2006

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# I. Introduction

This section will cover how to enter Basic information into the WUR System. The Basic information is the reporting of Water Volume used over a specific period of time.

In order to Submit or Change Basic Submission Details, from the WUR home page select Licence List from the Menu Options or the blue Hyperlink. If unsure on how to get to this screen (Figure 4.0), refer to Document 1, Section IV – Login/Modify your Account (Page 19).

Figure 4.0

A list of licences that you manage will appear. Click on the Licence, highlighted in blue, in order to Make a Submission, Change a Submission or enter an Inactive Period (Figure 4.1).

Figure 4.1

Licensee	Licence Number	File Number	Receive Email
<a href="#">CAVE MAN INDUSTRIES</a>	226551		Yes
<a href="#">CRONK WATER WORKS</a>	226550		Yes
<a href="#">WHEEL DEVELOPMENT</a>	226552		Yes

Click on the blue Licence Location and the Licence Menu Options menu will appear for use on the left hand side of the screen (Figure 4.2).

Figure 4.2

Location	Diversion/Return	Well ID	Production Interval	Description
<a href="#">2-22-12-4</a>	Diversion			2-22-12-4

To Add a submission continue to II. Submitter Add Submission Details (Page 4), to Change a submission continue to III. Submitter Change Submission Details (Page 5) or to Specify an Inactive Period continue to Specify an Inactive Period (Page 7).

## II. Submitter Add Submission Details

To submit for this Licence click Add Submission from the Licence Menu Options (Figure 4.3).

Figure 4.3

**ALBERTA ENVIRONMENT WATER USE REPORTING**

Welcome Happernathy, Gertie Help Log Off

Menu Options: [WUR Home](#), [Add Licence](#), [Licence List](#), [My Profile](#), [Multi Licence File Upload](#), [PIN Management](#)

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### Update Licence Location

Licensee:  Licence Number:

Location:  Well ID:

Diversion/Return:

Description:

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Licence Menu Options: [Licence Details](#), [Add Submission](#), [Change Submission](#), [Inactive Periods](#)

### Licence Conditions

Set your preferences for entering measurements.

Reporting Frequency	Measurement Frequency	Measurement	Data Entry Preference
Monthly	Monthly	Volume	<input type="text" value="Enter Measurement Value"/>

From the Add Submission page, click on the desired blue Period date (Figure 4.4).

Figure 4.4

Menu Options: [WUR Home](#), [Add Licence](#), [Licence List](#), [My Profile](#), [Multi Licence File Upload](#), [PIN Management](#)

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### Add Submission

Licensee:  Licence Number:

To add a submission, click on a Period link.

Period	Location	Diversion/Return	Well ID	Production Interval	Description	Measurement Period	Submit Frequency	Due By
<a href="#">DEC-2005</a>	2-22-12-4	Diversion			2-22-12-4	Monthly	Monthly	20-DEC-2005

Select the Volume that applies to the data being entered. The Volume Units chosen will represent all data entered in this case for 1 Period or over several Periods (Figure 4.5).

Figure 4.5

Licence Menu Options: [Licence Details](#), [Add Submission](#), [Change Submission](#), [Inactive Periods](#)

Enter your measurements and press the Submit button. Please provide a comment if "Not Known" is selected.

Volume Units:  Method:

Period	Volume	Description
DEC-2005	<input type="text"/>	<input type="text"/>

Select the Method that was used in the collection of the Measurements being entered. Like Volume Units, the Method chosen will represent all the data being entered (Figure 4.6).

Figure 4.6

Enter your measurements and press the Submit button. Please provide a comment if "Not Known" is selected.

Volume Units:  Method:

Period	Volume	Volume Units	Not Known	Comment
DEC-2005	<input type="text"/>		<input type="checkbox"/>	<input type="text"/>

Metered

Calc: Volume Meter Reading

Calc: Hours; Pumping Rate

Calc: Inches; Acres

Calc: Hour Meter; Pumping Rate

Calculated

Other (please comment)

Enter the Volume; if the Volume is Not Know then check off that box. Enter a Comment that may assist you later, for example: 1<sup>st</sup> Submission, 2<sup>nd</sup> Submission etc (Figure 4.7).

Figure 4.7

Period	Volume	Volume Units	Not Known	Comment
DEC-2005	<input type="text" value="1200"/>		<input type="checkbox"/>	<input type="text" value="1st Submission"/>

Once you have entered the data you wish to Submit, click the Submit button (Figure A.7). A message indicating a successful save will be displayed (Figure 4.8)

Figure 4.8

(\* ) The submission was successfully saved.

If you wish to submit data for another Licence return to the Licence List , if you wish to submit additional data from the same Licence click on the Previous button to return to the Licence details page and from there select the Licence location in which to Submit for. If there are no further Submission requirements the following message will appear (Figure 4.9).

Figure 4.9

(i) No measurement requests found.

### III. Submitter Change Submission Details

See the Introduction (Page 3) for Information on how to display the Licence that you wish to make a Submission Change.

From the Licence Details page, select the appropriate Licence Location highlighted in blue (Figure 4.10).

Figure 4.10

Menu Options [<< Previous](#)

WUR Home **Licence Details**

Add Licence

Licence List Licensee:  Licence Number:

My Profile

Multi Licence File Upload

PIN Management **Licence Locations**

Click on the location in the list below to view all of the associated conditions.

Location	Diversion/Return	Well ID	Production Interval	Description
<a href="#">2-22-12-4</a>	Diversion			2-22-12-4

Licence Menu Options

Licence Details

Next select Change Submission located on the Licence Menu Options (Figure 4.11).

Figure 4.11

Menu Options [<< Previous](#)

WUR Home **Update Licence Location**

Add Licence

Licence List Licensee:  Licence Number:

My Profile

Multi Licence File Upload

PIN Management

Location:  Well ID:

Diversion/Return:

Description:

Licence Menu Options

Licence Details **Licence Conditions**

Add Submission

Change Submission

Inactive Periods

Set your preferences for entering measurements.

Reporting Frequency	Measurement Frequency	Measurement	Data Entry Preference
Monthly	Monthly	Volume	<input type="text" value="Enter Measurement Value"/>

Update the Start Date and End Date to reflect the required Reporting Period and click on Refresh List, if the Submission is already displayed then this step is not required (Figure 4.12).

In order to make Changes to a Submission, click on View located beside that particular Submission (Figure 4.12).

Figure 4.12

Menu Options [<< Previous](#)

WUR Home **Change Submission**

Add Licence

Licence List Licensee:  Licence Number:

My Profile

Multi Licence File Upload

PIN Management

Select the period of measurements to be changed and press the Refresh List button.

Start Date:  to End Date:

To view the details of a submission, click on the View link.

Location	Diversion/Return	Well ID	Production Interval	Description	Measurement Period	Submit Frequency
<a href="#">View</a>	2-22-12-4	Diversion		2-22-12-4	Monthly	Monthly

Licence Menu Options

Licence Details

Add Submission

Change Submission

Inactive Periods

The next screen is the Change Submission Details page. The original data, or the most recent submitted data is displayed as reference. The blue field is to be used to enter the corrected data. Volume Units and Method may be changed if required by selecting another choice from the drop down lists.

Enter the new Submission details and hit the Submit button (Figure 4.13).

Figure 4.13

Menu Options [<< Previous](#)

WUR Home  
Add Licence  
Licence List  
My Profile  
Multi Licence File Upload  
PIN Management

**Change Submission Details**

Licensee: CAVEMAN INDUSTRIES Licence Number: 226551-00-00

Location: 2-22-12-4 Well ID:

Diversion/Return: Diversion

Description: 2-22-12-4

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Licence Menu Options

Licence Details  
Add Submission  
Change Submission  
Inactive Periods

Change Start Date: 01-JAN-2005 Change End Date: 13-JAN-2006

Volume Units: CUBIC METRES Method: Metered

Enter the change reason and the changed values then press the submit button.

Period	Volume	Volume Units	Not Known	Comment
DEC-2005	1200	CUBIC METRES : Metered	<input checked="" type="checkbox"/>	1st Submission
DEC-2005	<input type="text" value="1300"/>		<input type="checkbox"/>	<input type="text" value="Error with 1st Submission"/>

Page 1 of 1 Select Next to view more measurements. [Previous](#) [Next](#)

A message indicating a successful Change will be displayed (Figure 4.14).

Figure 4.14

(\*) Changed submissions were successfully submitted.

## IV. Specify Inactive Period

Some Licence Locations will go through extended periods for which no allocated water is being used. In situations where this is the case, the Specify Inactive Period functionality is provided to you as a fast and efficient means of conveying this information to Alberta Environment.

To specify an Inactive Period click on Inactive Periods located on the Licence Menu Options (Figure 4.15)

Figure 4.15

Menu Options [<< Previous](#)

WUR Home  
Add Licence  
Licence List  
My Profile  
Multi Licence File Upload  
PIN Management

**Specify Inactive Period**

Licensee: CAVEMAN INDUSTRIES Licence Number: 226551-00-00

To specify an inactive period, click on the View link.

Location	Diversion/Return	Well ID	Production Interval	Description	Measurement Period	Submit Frequency
<a href="#">View</a>	2-22-12-4	Diversion		2-22-12-4	Monthly	Monthly

Licence Menu Options

Licence Details  
Add Submission  
Change Submission  
Inactive Periods

Click on View to select the Location that the Inactive Period applies to (Figure 4.15).

If there are no outstanding submission requests for the selected Licence Condition a message shall display and the Start Date, End Date and Optional Comment fields will be unavailable (Figure 4.16).

Figure 4.16

Menu Options		(i) There are currently no requests for submissions available.	
WUR Home	<a href="#">&lt;&lt; Previous</a>		
Add Licence	<b>Specify Inactive Period Details</b>		
Licence List	Licencee:	CAVEMAN INDUSTRIES	Licence Number: 226551-00-00
My Profile	Location:	2-22-12-4	Well ID:
Multi Licence File Upload	Diversion/Return:	Diversion	
PIN Management	Description:	2-22-12-4	
Licence Menu Options			
Licence Details	Specify the period of inactivity by selecting the start and end dates.		
Add Submission	Start Date:	<input type="text"/>	to End Date: <input type="text"/>
Change Submission	Optional Comment:	<input type="text"/>	
Inactive Periods	<input type="button" value="Save"/>		

The Start Date is defaulted to the oldest date of any outstanding submission request and the End Date is defaulted to the current date. If there are gaps in the submission requests error messages indicating the first available set of free submissions available for inactivity will be displayed for the selected inactivity period.

Verify and/or Modify the Start Date and End Date (Figure 4.16). Add a Comment if desired and hit the Save button (Figure 4.17).

Figure 4.17

Licence Menu Options		Specify the period of inactivity by selecting the start and end dates.	
Licence Details	Start Date:	<input type="text" value="31-DEC-2004"/>	to End Date: <input type="text" value="03-NOV-2005"/>
Add Submission	Optional Comment:	<input type="text"/>	
Change Submission	<input type="button" value="Save"/>		
Inactive Periods			