

Water Use Reporting (WUR)

-External User Manual-

- Welcome to WUR
- Submitter Licence List
- Submitter Add Licence
 - Profile Information
- Multi Licence File Upload

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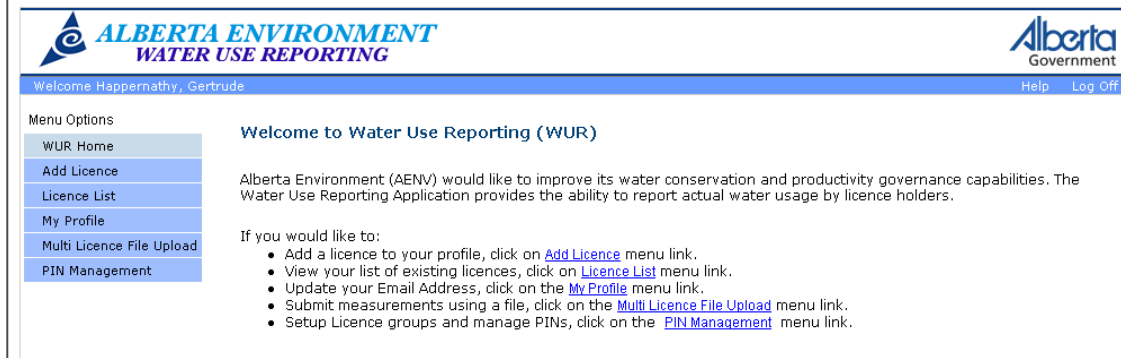
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I. Welcome – The WUR Home Page

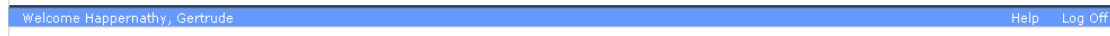
You have logged on and are now greeted by the Water Use Reporting home page. This screen is packed with functionality (Figure 7.0).

Figure 7.0



On the Top of the Screen there is a Personal Welcome Message. A Help Menu and a Log Off option (Figure 7.1).

Figure 7.1



The Help Menu provides you with a copy of the Water Use Reporting User Manual (Figure 7.2)

Figure 7.2



The Log Off option disconnects you from the WUR system (Figure 7.1).

Menu Options are Located on the Left Hand side of the screen (Figure 7.3).

Figure 7.3

<p>Menu Options</p> <ul style="list-style-type: none"> WUR Home Add Licence Licence List My Profile Multi Licence File Upload PIN Management 	<p>WUR Home – Navigates back to the WUR Home Page Add Licence – Adds those Licences that you are responsible for. Licence List – Displays the Licences assigned to you. My Profile – Allows you to view and make changes to your email address. Multi Licence File Upload – Allows you to download a template so that you may submit for multiple licences in a single file. PIN Management – Used by the Licence Administrator.</p>
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II. Submitter Licence List

To view those Licences that you are responsible for submitting on behalf off, select Licence List from the Menu Options (Figure 7.4).

Figure 7.4

Menu Options		Licence List			
WUR Home		An email reminder will be sent if your measurements have not been submitted by the expected date.			
Add Licence					
Licence List					
My Profile					
Multi Licence File Upload					
PIN Management					
		Licensee	Licence Number	File Number	Receive Email
		CAVEMAN INDUSTRIES	226551		Yes ▾
		CRONK WATER WORKS	226550		Yes ▾
		WHEEL DEVELOPMENT	226552		Yes ▾
		<input type="button" value="Update"/>			

This screen provides you with two functions. The first one is to view the Licensee information. The second is to decide whether or not to receive email notifications for particular licences.

For those Licences that you do not wish to receive email notifications for, use the drop down arrow, located in the Receive Email Column, beside the desired licence and select No. Hit the Update button to save your changes (Figure 7.4).

For those Licences that you wish to receive email notifications for, use the drop down arrow, located in the Receive Email Column, beside the desired licence and select Yes. Hit the Update button to save your changes (Figure 7.4).

To view Licensee information click on the desired Licensee Name. Navigation to the Licence Details page allows you to impart many actions on a Licence. From this screen Licence Menu Options may be used to View Licence Details, Add/Change Submissions and/or set any Inactive Periods (Figure 7.5).

Figure 7.5

Menu Options		Licence Details			
WUR Home		<< Previous Licensee: <input type="text" value="CAVEMAN INDUSTRIES"/> Licence Number: <input type="text" value="226551-00-00"/>			
Add Licence					
Licence List					
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
		2-22-12-4	Diversion		2-22-12-4
		<input type="button" value="Licence Details"/> <input type="button" value="Add Submission"/> <input type="button" value="Change Submission"/> <input type="button" value="Inactive Periods"/>			

III. Submitter Add Licence

The Add Licence page affords you the ability to add a new Licence Group to your Licence List. In doing so, you can choose to add the new set of Licences that you now have the responsibility of reporting for. To start the process of adding a new group of Licences to your Licence List, select the Add Licence Button.

From the Water Use Reporting home web page, select Add Licence from the Menu Options (Figure 7.6).

Figure 7.6

The screenshot shows the 'Welcome to Water Use Reporting (WUR)' page. On the left is a 'Menu Options' sidebar with 'Add Licence' highlighted. The main content area includes a welcome message from Alberta Environment (AENV) and a list of actions the user can take, such as adding a licence, viewing existing licences, updating email, and managing licence groups and PINs.

Enter the appropriate Licence Group Number and Licence Pin to have the corresponding Licence Group added to your Licence List (Figure 7.7). The Licence Group Number and Licence PIN will have been provided to you from Alberta Environment if you are the Licence Administrator, or from your Licence Administrator. When you have entered the Group Number and PIN hit the Add button (Figure 7.7).

Figure 7.7

The screenshot shows the 'Add Licence' form. The 'Login ID' field is populated with 'Happernathy, Gertrude'. There are empty input fields for 'Licence Group Number' and 'Licence PIN', and an 'Add' button below them.

In the case of Gertrude Happernathy she wishes to add the Group called “Caveman Veggies” to her licence list. She has been provided with Licence Group Number 2 and a Licence PIN of Cnd3tHffAY, the Licence PIN is case sensitive so Gertrude will need to enter it exactly the way it was provided to her (Figure 7.9).

Before “Caveman Veggies” is added Gertrude’s Licence List looked like this (Figure 7.8).

Figure 7.8

The screenshot shows the 'Licence List' page with a table of existing licence groups. The 'Update' button is visible at the bottom.

Licensee	Licence Number	File Number	Receive Email
CAVEMAN INDUSTRIES	226551		Yes
CRONKWATER WORKS	226550		Yes
WHEEL DEVELOPMENT	226552		Yes

Gertrude adds the Licence Group Number and corresponding Licence PIN and clicks Add (Figure 7.9).

Figure 7.9

A message confirming a successful addition appears (Figure 7.10).

Figure 7.10

(i) The group of licences was successfully added to your profile

Now if we check Gertrude’s Licence List, “Caveman, Harry” has now been added to her list. Harry Caveman’s Licence was added since the Caveman Veggies group contained Harry’s licence. She can now submit on behalf of this newly added licence (Figure 7.11).

Figure 7.11

Licensee	Licence Number	File Number	Receive Email
CAVEMAN INDUSTRIES	226551		Yes
CAVEMAN_HARRY	226553		No
CRONK WATER WORKS	226550		Yes
WHEEL DEVELOPMENT	226552		Yes

IV. My Profile

Accessed by selecting My Profile from Menu Options this screen enables you to update your Email Address. Enter the Email address that will be used to contact you regarding any WUR related issues. Enter the Email Address twice, once in the New Email Address box and again in the Confirm New Email Address box and hit the Save button (Figure 7.12).

Figure 7.12

A successfully saved message shall appear (Figure 7.13).

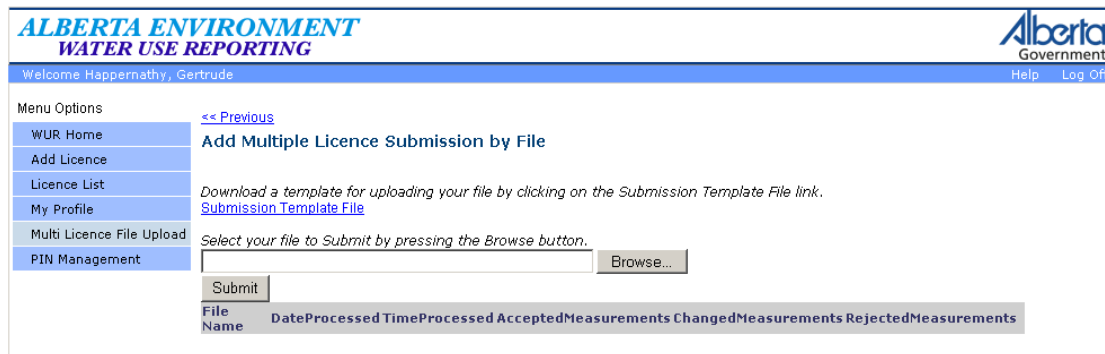
Figure 7.13



V. Multi Licence File Upload

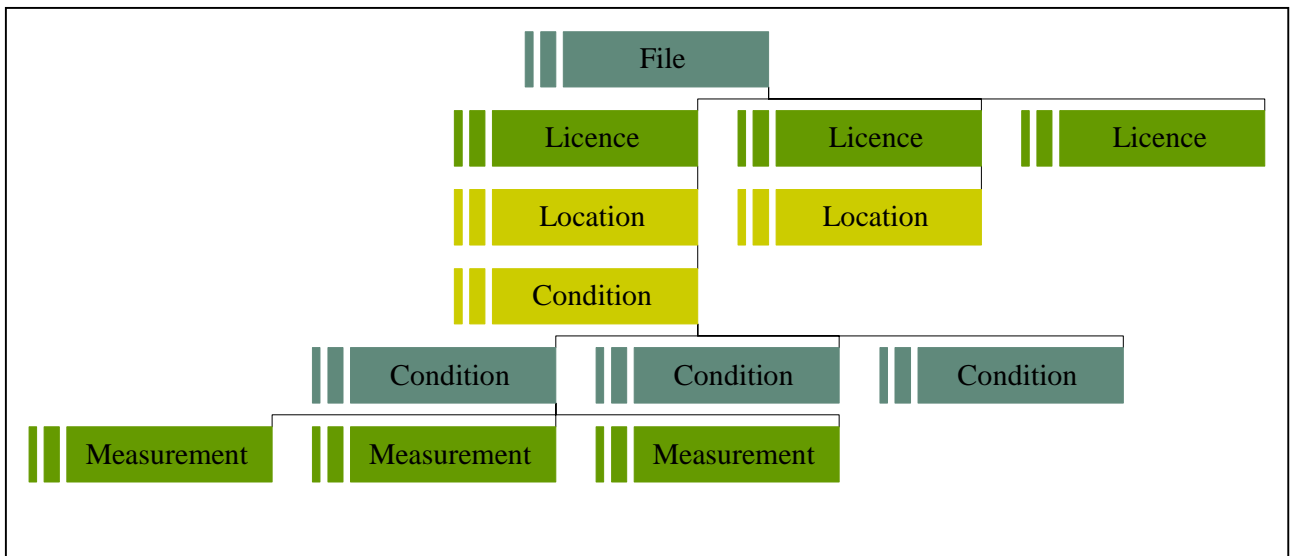
Multi Licence File Upload affords the user the opportunity to submit data for multiple licences over an extended period of time. To begin the process of uploading a file for multiple licence submission, select the Multi Licence File Upload link button from the Menu Options (Figure 7.14).

Figure 7.14



The Multi Licence File Upload only accepts XML documents that fit within the downloadable schema available via selection of the Submission Template File. The XML schema dictates that the following hierarchy be strictly maintained in order for an uploaded file to be deemed valid (Figure 7.15):

(Figure 7.15)



What is being represented in the diagram above is the following; a file to be uploaded can have multiple Licences; each Licence having multiple Locations, each Location having multiple Conditions with each of these Conditions with the potential to have Measurements associated with it.

Once the data you wish to submit is in an acceptable valid format it can be selected for upload via selection of the Browse button (Figure 7.16).

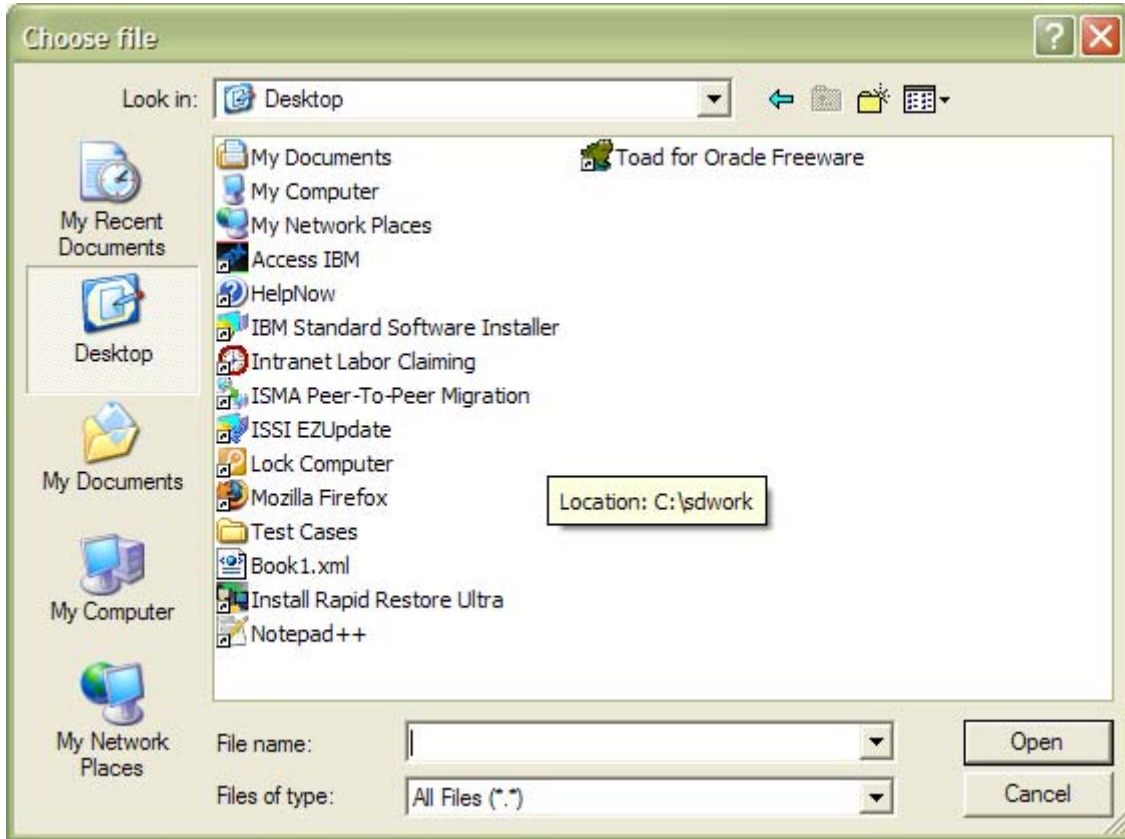
Figure 7.16

The screenshot shows the 'ALBERTA ENVIRONMENT WATER USE REPORTING' interface. The header includes the logo and 'Alberta Government'. A navigation menu on the left lists options like 'WUR Home', 'Add Licence', 'Licence List', 'My Profile', and 'Multi Licence File Upload'. The main content area is titled 'Add Multiple Licence Submission by File' and contains instructions to download a template and select a file to submit. A 'Browse...' button is highlighted with a red circle. Below the instructions are 'Submit' and 'Browse...' buttons. A table displays submission data for a file named 'all.xml'.

File Name	Date Processed	Time Processed	Accepted Measurements	Changed Measurements	Rejected Measurements	
all.xml	17-Oct-2005	3:43:50 PM	179	21	0	View Errors

Selection of the Browse button will result in the user being presented with a Windows file selector which will be used to select the file desired for upload (Figure 7.17).

Figure 7.17



Once the desired file is located, selection of the Open button will confirm that the selected file should be used for upload. In the event that the file does not match the format specified in the XML schema provided, a warning will be issued stating that the File does not match the XML template (Figure 7.18).

Figure 7.18

(!) File does not match XML template.

If, however, the submitted file does match the schema provided, the user will be presented with a confirmation message stating that “The file has been submitted for processing” (Figure 7.19).

Figure 7.19

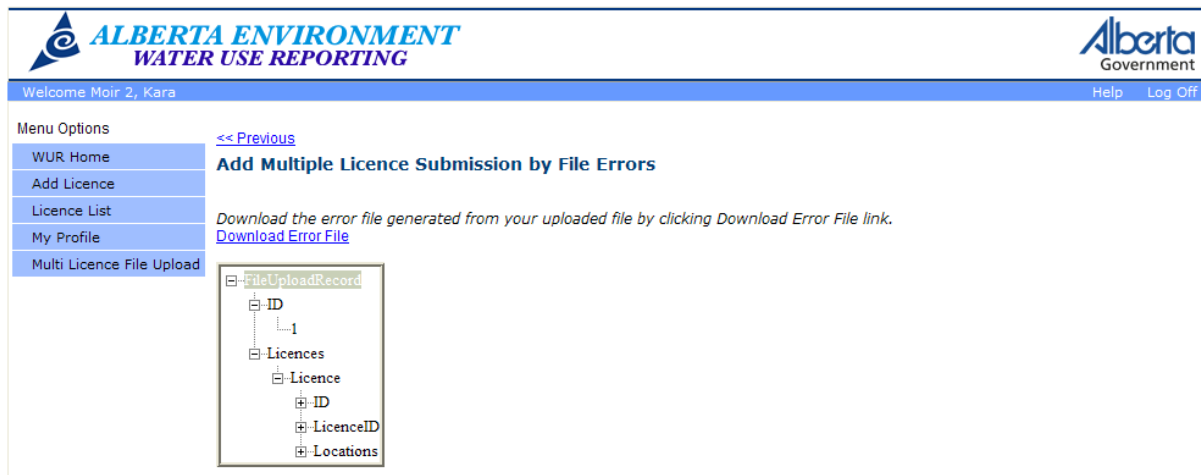
(*) The file has been submitted for processing.

Once a file has been submitted it is processed and the results of its processing are displayed in the data grid below the Submit button. This data grid provides the user with the following information:

- File Name – the name of the file submitted
- Date Processed – the date that the file was submitted
- Time Processed – the time that the file was submitted
- Accepted Measurements – the number of measurements from the submitted file that were accepted as measurements and entered in to the system
- Changed Measurements – the number of measurements from the submitted file that are being accepted as changes to measurements previously submitted
- Rejected Measurements – the number of measurements from the submitted file that are being rejected as valid submissions. If there have been rejected submissions, the View Errors hyperlink will be active and allow you to view why the rejected measurements were not accepted

In the event that some of the submitted measurements have been rejected, the View Errors hyperlink will become enabled. Selection of this hyperlink will navigate the user to the Add Multiple Licence Submission by File Errors page (Figure 7.20).

Figure 7.20

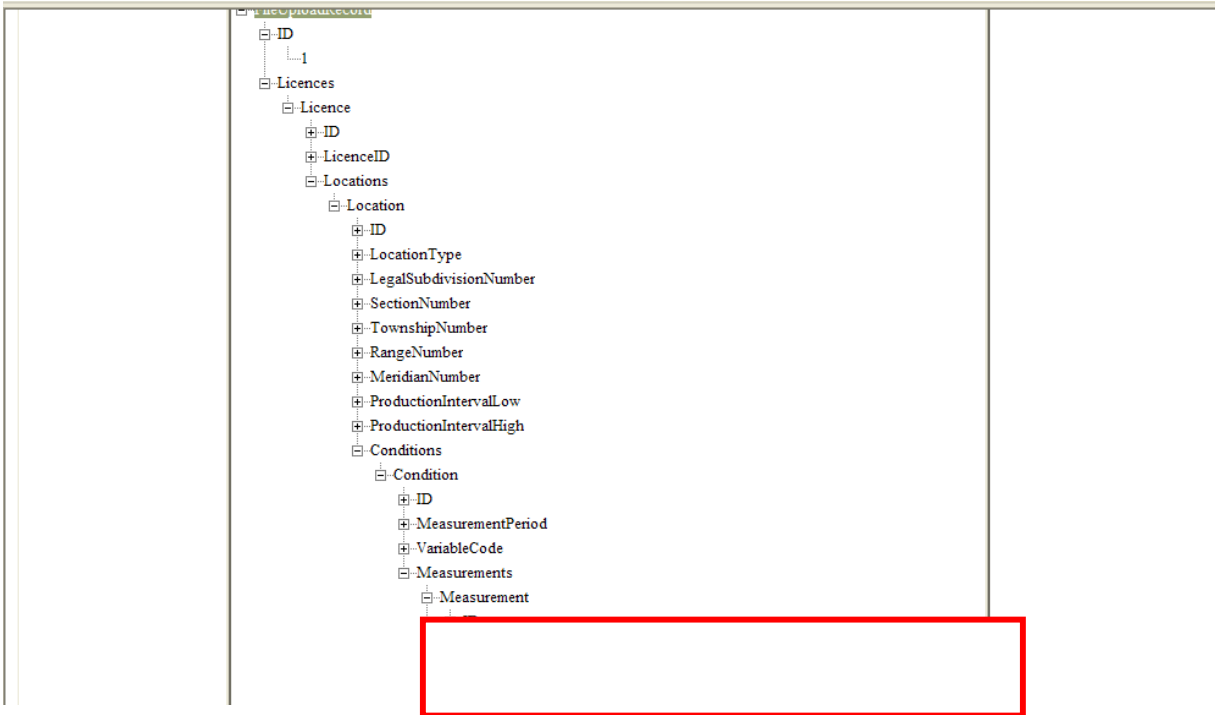


On this page, the user has two options to assist in identifying the reason for measurement rejection:

1. Download the error file via selection of the Download Error File hyperlink
2. Identification of the offending submissions via expansion of the tree browser

In both cases, identification of the offending submission requires identification of the ErrorMessage XML tag. An example of an error message is identified in the screen below (Figure 7.21).

Figure 7.21



One error message will be reported for each outstanding issue in the file in its associated XML element. In the example case, measurement 5 already had an identical submission submitted for it in the file and therefore the second identical measurement was rejected. Please take note that this error was reported in the measurement XML element as the error was as a result of a measurement element. These errors can be reported in any element that is required for submission (i.e. Licence, Location, Condition etc.), due diligence is required not only in the creation of the files for submission, but also in the search for errors when they occur.