

Water Use Reporting (WUR)

-External User Manual-

-Groundwater-

- Levels -

April 2007

Table of Contents

I.	Levels – Introduction.....	3
II.	Levels – Data Entry Screens	5
	Levels – Add Submission	5
	Levels – Change Submission.....	8
	Levels – Change Submission - History	9

I. Levels – Introduction

Welcome to the Water Use Reporting System (WUR).

Starting at the Water Use Reporting Home Page (Figure 9.0) select Licence List from the Menu Options (located on the left of the screen) or select the Licence List link (underlined in blue).

Figure 9.0

ALBERTA ENVIRONMENT
WATER USE REPORTING

Welcome Happernathy, Gertrude

Menu Options

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

Welcome to Water Use Reporting (WUR)

Alberta Environment (AENV) would like to improve its water conservation : (WUR) provides the ability to report actual water usage for surface and gr quality indicators for ground water.

If you would like to:

- Add a licence to your profile, click on [Add Licence](#) menu link.
- View your list of existing licences, click on [Licence List](#) menu link.
- Update your Email Address, click on the [My Profile](#) menu link.
- Submit measurements using a file, click on the [Multi Licence File Uploa](#)
- Setup Licence groups and manage PINs, click on the [PIN Managemer](#)

Questions about the Water Use Reporting Application can be directed to t

- Phone: (780) 427-6311
- Toll Free: 310-0000
- Email: RAC.Environment@gov.ab.ca
- Hours of support are Monday through Friday (excluding Statutory H

Alberta Environment composed a list of Water Act Licences that you currently report on via a paper copy this is what is known as your Licence List (Figure 9.1). Click on the blue underlined Licence to view the Licence Details and the Locations associated with that Licence. Caveman Industries was selected as the example (Figure 9.1).

Figure 9.1

Licence List

An email reminder will be sent if your measurements have not been submitted by the expected date.

Licencee	Licence Number	File Number
CAVEMAN INDUSTRIES	226325	JY12345
HARRY AND CRONK CAVEMAN	237802	
HARRY CAVEMAN AND SONS	237805	

Update

The Licence Details, Licence Locations are displayed along with another menu. The Licence Menu Options is where the functionality to Add/Change Submissions and define Inactive Periods is to be found (Figure 9.2).

Figure 9.2

Licence Details

Licencee: Licence Number:

Licence Locations

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

Location	Diversion/ Return	Priority Number	Well ID	Date Drilled	Well Depth (m)	Product Interval (m)
10 2-22-12-4	G Diversion	2001-02-03-001				0
2-22-12-4	G Diversion	2005-12-19-007				
2-22-12-4	G Diversion	2005-12-19-008				
2-22-12-4	G Diversion	2005-12-19-009				

Use this Introduction as Reference on how to access the Licence Menu Options as this manual focuses on using the Licence Menu Options and not how to display this menu.

II. Levels – Data Entry Screens

Use WUR to record your Well Levels measured in relation to ground level, top of the well casing or sea level.

Levels – Add Submission

To enter your Water Level, click on Add Submission from the Licence Menu Options. Next click on the Period date that you are entering data for (*Figure 9.3*).

Figure 9.3

Add Licence	Licensee: CAVEMAN INDUSTRIES	License Number: 22632
Licence List	<i>To add a submission, click on a Period link.</i>	
My Profile		
Multi Licence File Upload		
PIN Management		
Licence Menu Options		
Licence Details		
Add Submission		
Change Submission		
Inactive Periods		
	AUG-2006	APR-2006
Period	Condition Type	Condition Name
	Level	Level
	Specialized Analysis	Chemistry-Routine
	10 2-22-12-4	10 2-22-12-4
	G Diversion	G Diversion
	Monthly	Monthly
	Monthly	Monthly

Using the Method drop down menu, select from one of the three options on how the Well Level was obtained (*Figure 9.4*).

Figure 9.4

Enter your measurements and press the Submit button.

Condition Type:	Level	Condition Name:	Level
Method:	BELOW TOP OF CASING		
Period	Level	BELOW TOP OF CASING	
		GROUND ELEVATION ABOVE SEA LEVEL	
		STATIC WATER LEVEL BELOW GROUND LEVEL	

Enter the Water Level then proceed to the Level Unit. The Level Unit will fill in automatically to metres but if you are recording the Level in feet use the drop down list to select it from the list (Figure 9.5).

Figure 9.5

riod	Level	Level Unit	Pump On?	Date Measurement Taken	Time Measurement Taken	Flowing	Pressure Reading	Pressure Reading Unit	Co
V-2006	100	m	<input type="checkbox"/>		am	<input type="checkbox"/>		kPa	
B-2006		ft	<input type="checkbox"/>		am	<input type="checkbox"/>		kPa	

Next, use the drop down list to indicate whether your Water Pump was on while the measurement was being taken (Figure 9.6).

Figure 9.6

riod	Level	Level Unit	Pump On?	Date Measurement Taken	Time Measurement Taken	Flowing	Pressure Reading	Pressure Reading Unit	Co
V-2006	100	m	<input type="checkbox"/>		am	<input type="checkbox"/>		kPa	
B-2006		m	Y		am	<input type="checkbox"/>		kPa	
R-2006		m	N		am	<input type="checkbox"/>		kPa	

Use the Calendar provided or enter the date that the Measurement was taken by using the format; dd-mmm-yyyy (Figure 9.7).

Figure 9.7

riod	Level	Level Unit	Pump On?	Date Measurement Taken	Time Measurement Taken	Flowing	Pressure Reading	Pressure Reading Unit	Co
V-2006	100	m	N		am	<input type="checkbox"/>		kPa	
B-2006		m	<input type="checkbox"/>		am	<input type="checkbox"/>		kPa	
R-2006		m	<input type="checkbox"/>		am	<input type="checkbox"/>		kPa	
R-2006		m	<input type="checkbox"/>		am	<input type="checkbox"/>		kPa	
Y-2006		m	<input type="checkbox"/>		am	<input type="checkbox"/>		kPa	
N-2006		m	<input type="checkbox"/>		am	<input type="checkbox"/>		kPa	
L-2006		m	<input type="checkbox"/>		am	<input type="checkbox"/>		kPa	

Calendar - Mic... _ _ X

January < 2006 >

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	+	2	3	4
5	6	7	8	9	10	11

Today

As the time is using the 12-hour clock it is necessary to put in the Time and then use the drop down list to select is the Time was am or pm (Figure 9.8).

Figure 9.8

thod: BELOW TOP OF CASING

riod	Level	Level Unit	Pump On?	Date Measurement Taken	Time Measurement Taken	Flowing	Pressure Reading	Pressure Reading Unit	Co
V-2006	100	m	N	17-JAN-2006	8:00 am	<input type="checkbox"/>		kPa	
B-2006		m			am pm	<input type="checkbox"/>		kPa	

If the Well is flowing then indicate this by placing your cursor in the Flowing box and clicking to reflect this. If the Well is not flowing then the Pressure Reading and Pressure Reading Unit are not required.

If you indicated that the Well was Flowing then enter the Pressure Reading (Figure 9.9) and Pressure Reading Unit (Figure 9.10).

Figure 9.9

riod	Level	Level Unit	Pump On?	Date Measurement Taken	Time Measurement Taken	Flowing	Pressure Reading	Pressure Reading Unit	Co
V-2006	100	m	N	17-JAN-2006	8:00 am	<input checked="" type="checkbox"/>		kPa	
B-2006		m			am	<input type="checkbox"/>		kPa	

Figure 9.10

riod	Level	Level Unit	Pump On?	Date Measurement Taken	Time Measurement Taken	Flowing	Pressure Reading	Pressure Reading Unit	Co
V-2006	100	m	N	17-JAN-2006	8:00 am	<input checked="" type="checkbox"/>	10	kPa	
B-2006		m			am	<input type="checkbox"/>		psi	

Entering a Comment is optional, but useful if there is something that you wish to add about a particular Level (Figure 9.11).

Figure 9.11

er your measurements and press the Submit button.

Condition Type: Level Condition Name: Level

thod: BELOW TOP OF CASING

riod	Level	Level Unit	Pump On?	Date Measurement Taken	Time Measurement Taken	Flowing	Pressure Reading	Pressure Reading Unit	Co
V-2006	100	m	N	17-JAN-2006	8:00 am	<input checked="" type="checkbox"/>	10	kPa	Fir

Enter for those months that you have data for and then select Submit. A message indicating that the submission successfully saved will appear (Figure 9.12).

Figure 9.12

(*) The submission was successfully saved.

Levels – Change Submission

Any information that requires updating when the Submission has already been entered, may be accessed by first selecting Change Submission from the Licence Menu Options then selecting View located beside the record you wish to Change (Figure 9.13).

On the Change Submission page you will notice that there is a Start Date, End Date and a Refresh List button. If the Submission that you wish to change is not listed or you wish to narrow down the List, enter the Start Date, the first Period Date and enter the End Date, the last period date and hit the Refresh List button. The List will then be modified to only display the Reporting Period that falls between the Start and End Date you specified (Figure 9.13).

Figure 9.13

Menu Options

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

Licence Menu Options

- Licence Details
- Add Submission
- Change Submission
- Inactive Periods

[<< Previous](#)

Change Submission

Licensee: **CAVEMAN INDUSTRIES** Licence Number: **226325**

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 for the associated Condition

	Condition Type	Condition Name	Location	Diversion/ Meas. Return	Meas. Period	Submit Freq.	Pri Nu
View	Level	Level	10 2-22-12-4	G Diversion	Monthly	Monthly	20103-
View	Reports	Annual (Groundwater)	10 2-22-12-4	G Diversion	Annually	Annually	20103-

The Change Submission screen lists two lines for every data entry field. The first line reveals the original data entered and the second line is available for the corrected data.

The Level amount for January 2006 was entered incorrectly. The new values are entered along with a Comment indicating why the change was made. The Comment field is required to be filled in when changing a Submission (Figure 9.14).

Figure 9.14

[Previous](#)

Change Level Submission Details

Licensee: CAVEMAN INDUSTRIES Licence Number: 226325-00-00
Submission Date: 8-22-12-4 Priority Number: 2005-12-19-004
Description: Well 2

Condition Type: Level Condition Name: Level
Change Start Date: 01-JAN-2006 Change End Date: 10-APR-2007

Method: BELOW TOP OF CASING

For your measurement details and change reason, then click the submit button. To see previous submissions for a particular well, click the well link.

Well ID	Level	Level Unit	Pump On?	Date Measurement Taken	Time Measurement Taken	Flowing	Pressure Reading	Pressure Reading Unit	Comment
W-2006	100.00	m	N	17-JAN-2006	8:00 am	<input checked="" type="checkbox"/>	10	kPa	First Reading of t
W-2006	120	m	N	17-JAN-2006	8:00 am	<input type="checkbox"/>		kPa	Well was not flo

Page 1 of 1

Submit

Once the changes are made to the Submission, click on Submit and you will be greeted with a message indicating that the Change was successful (Figure 9.15).

Figure 9.15

(*) Changed submissions were successfully submitted.

Levels – Change Submission - History

The History link located on the Change Submission page can be used to view Changes made to a particular Submission in the past (Figure 9.16).

Figure 9.16

Number: 226325-00-00
 Number: 2005-12-19-004 Date Drilled:
 Name: Level
 End Date: 10-APR-2007
 [Dropdown Arrow]

button. To see previous submissions for a period, click on the associated History Link.

Flowing	Pressure Reading	Pressure Reading Unit	Comment	
<input type="checkbox"/>		kPa	Well was not flowing as previously recorded.	History
<input type="checkbox"/>		kPa		

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

The History shows what the original value was before the Change was made (Figure 9.17).

Figure 9.17

Submissions History

CAVEMAN INDUSTRIES Licence Number: 226325-00-00
 8-22-12-4 Priority Number: 2005-12-19-004 Date
 Well 2

Condition Type: Level Condition Name: Level

TOP OF CASING

	Level	Level Unit	Pump On?	Date Measurement Taken	Time Measurement Taken	Flowing	Pressure Reading
PM	100.00	m	N	17-Jan-2006	8:00 am	Y	10

Select Next to view more r