

Water Use Reporting (WUR)
-External User Manual-
Licence Administrator Manual-

-PIN Management

April 2007

Table of Contents

I. Introduction	3
II. PIN Management	3
III. Sub Group Creation	4
IV. Sub Group Management.....	5
1. Sub Group – Renaming	6
2. Sub Group - Adding Licences	7
3. Sub Group - Removing Licences	8
V. Sub Group Assignment.....	10

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
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 and protection (WUR) provides the ability to report actual water usage for surface and ground water 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 Upload](#) menu link.
- Setup Licence groups and manage PINs, click on the [PIN Management](#) menu link.

Questions about the Water Use Reporting Application can be directed to the Registrar:

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

Application Version: 2.0.12316.5129

Build Date: Friday, March 16, 2007 2:19:50 PM

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 New Group](#)

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

PIN Management

[Add New Group](#)

Give the Sub Group a Name (Figure 3.3).

Figure 3.3

Add Licence Group

Enter the group name, select the licences to include in the group and press the Save button

Group Name:

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 Caveman Household group, click the box located beside In Group.

Figure 3.4.

Add Licence Group

Enter the group name, select the licences to include in the group and press the Save button

Group Name:

Caveman Household

Licences In Group:

<input type="checkbox"/> In Group	Licensee Name	Licence
<input type="checkbox"/>	CAVEMAN INDUSTRIES	226325
<input checked="" type="checkbox"/>	HARRY AND CRONK CAVEMAN	237802
<input type="checkbox"/>	HARRY CAVEMAN AND SONS	237805

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

PIN Management

[Add New Group](#)

Licence Group	Master Group?	Licences in Group
Caveman Household	N	1
CAVEMAN INDUSTRIES	Y	3

IV. Sub Group Management

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

Figure 3.6

PIN Management

[Add New Group](#)

Licence Group	Master Group?	Licences in Group
Caveman Household	N	1
CAVEMAN INDUSTRIES	Y	3

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

Licence Group Details

Licence Group Number:	761
Licence Group Name:	<input type="text" value="Caveman Household"/>
Master Group?:	N
Licences in Group:	
Licensee Name	Licence Number
HARRY AND CRONK CAVEMAN	237802
<input type="button" value="Save"/>	

In this example, “Caveman Household” is being renamed “C & H Caveman” (Figure 3.8).

Figure 3.8

Licence Group Details

Licence Group Number:	761
Licence Group Name:	<input type="text" value="C & H Caveman"/>
Master Group?:	N
Licences in Group:	
Licensee Name	Licence Number
HARRY AND CRONK CAVEMAN	237802
<input type="button" value="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

Licence Group Number: 755
Licence Group Name: CAVEMAN INDUSTRIES
Master Group?: Y
Licences in Group:

Licensee Name	Licence Number
CAVEMAN INDUSTRIES	226325
HARRY AND CRONK CAVEMAN	237802
HARRY CAVEMAN AND SONS	237805

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

PIN Management

[Add New Group](#)

Licence Group	Master Group?	Licences in Group
C & H Caveman	N	1
CAVEMAN INDUSTRIES	Y	3

Click on Add/Remove Licences (Figure 3.12)

Figure 3.12

[Add/Remove Licences](#)

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: 761
Licence Group Name: C & H Caveman

<input type="checkbox"/> Add To Group	Licensee Name
<input type="checkbox"/>	CAVEMAN INDUSTRIES
<input checked="" type="checkbox"/>	HARRY AND CRONK CAVEMAN
<input type="checkbox"/>	HARRY CAVEMAN AND SONS

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

Figure 3.14

Licence Group Number: 761
 Licence Group Name: C & H Caveman

<input type="checkbox"/> Add To Group	Licensee Name
<input type="checkbox"/>	CAVEMAN INDUSTRIES
<input checked="" type="checkbox"/>	HARRY AND CRONK CAVEMAN
<input checked="" type="checkbox"/>	HARRY CAVEMAN AND SONS

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: C & H Caveman
 Master Group?: N
 Licences in Group:

Licensee Name	Licence Number
HARRY AND CRONK CAVEMAN	237802
HARRY CAVEMAN AND SONS	237805

Hit Save to Add these Licences to the Licence 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

[Add New Group](#)

Licence Group	Master Group?	Licences in Group
C & H Caveman	N	2
CAVEMAN INDUSTRIES	Y	3

Click on Add/Remove Licences (Figure 3.18).

Figure 3.18

Licence Group Details

Licence Group Number: 761
Licence Group Name: C & H Caveman
Master Group?: N
Licences in Group:

Licensee Name	Licence Number
HARRY AND CRONK CAVEMAN	237802
HARRY CAVEMAN AND SONS	237805

Save

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

Figure 3.19

Licence Group Number: 761
Licence Group Name: C & H Caveman

<input type="checkbox"/> Add To Group	Licensee Name
<input type="checkbox"/>	CAVEMAN INDUSTRIES
<input checked="" type="checkbox"/>	HARRY AND CRONK CAVEMAN
<input type="checkbox"/>	HARRY CAVEMAN AND SONS

Continue

To remove a Licence from the Sub-Group uncheck the associated check box (Figure 3.19). In this case Harry Caveman and Sons will be removed from the C & H Caveman 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 Number: 761
Licence Group Name: C & H Caveman
Master Group?: N
Licences in Group:

Licensee Name	Licence Number
HARRY AND CRONK CAVEMAN	237802

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

PIN Management

[Add New Group](#)

Licence Group	Master Group?	Licences in Group
C & H Caveman	N	1
CAVEMAN INDUSTRIES	Y	3

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

Figure 3.23

The Generated PIN is: **3xWqRJo7As**

Please record this PIN and the associated Licence Group Number, both will be needed for a user to gain access to sensitive.

Licence Group Number: **761**
Licence Group Name: C & H Caveman
Master Group? N
Licences in Group:

Licensee Name	Licence Number
HARRY AND CRONK CAVEMAN	237802

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).