

# Water Use Reporting (WUR)

## -External User Manual-

### - Meter and Meter Measurements -

### Submitter Submission Details And Inactive Periods

January 2006

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# I. Introduction

This section will cover how to enter Meter Readings and Meter Measurements into the WUR system.

In order to Initialize a Meter Reading, Submit/Change Meter Measurements or Submit/Change Meter Rate Measurements, the appropriate Licence must be selected, from the WUR home page select Licence List (Figure 6.0)

Figure 6.0

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 and productivity governance capabilities. The Water Use Reporting Application provides the ability to report actual water usage by licence holders.

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.

A list of licences that you manage will appear. Click on the License that you wish to submit or change (Figure 6.1).

Figure 6.1

ALBERTA ENVIRONMENT  
WATER USE REPORTING

Welcome Happernathy, Gertie

Menu Options

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

Licence List

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

Licensee	Licence Number	File Number	Receive Email
<a href="#">CAVEMAN INDUSTRIES</a>	226551		Yes
<a href="#">CAVEMAN, HARRY</a>	226553		No
<a href="#">CRONK WATER WORKS</a>	226550		Yes
<a href="#">WHEEL DEVELOPMENT</a>	226552		Yes

Update

Click on the Licence Location (Figure 6.2).

Figure 6.2

Licence Menu Options

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

Location	Diversion/ Return	Well ID	Production Interval	Description
<a href="#">NE 33-21-26-4</a>	Diversion			NE 33-21-26-4

## II. Submitter Add Submission Details – Initialize Meter

In order for the WUR system to process those Licences that have Meter Based Readings, an Initial Meter Reading will need to be entered. An Initial Meter Reading is entered for a New Meter or the Rollover of a current one.

When initialising the Meter, have your first Meter Reading on hand; you will need to enter this Reading once the Meter has been initialized.

To Enter an Initial Meter Reading for this Licence click Add Submission from the Licence Menu Options and select the Period Date (*Figure 6.3*).

Figure 6.3

	Period	Location	Diversion/Return	Well ID	Production Interval	Description	Measurement Period	Submit Frequency	Due By
Licence Menu Options	SEP-2005	NE 33-21-26-4	Diversion	NE 33-21-26-4		NE 33-21-26-4	Monthly	Quarterly	20-OCT-2005

Select the Metered Units that applies to the data being entered (*Figure 6.4*).

Figure 6.4

Licence Menu Options

Licence Details

Add Submission

Change Submission

Inactive Periods

Date Of Reading: 30-SEP-2005

Metered Units: CUBIC METRES

Meter Reading:

Volume Units:

Comment:

Save

Next, enter the Meter Reading (*Figure 6.5*).

Figure 6.5

Licence Menu Options

Licence Details

Add Submission

Change Submission

Inactive Periods

Date Of Reading: 30-SEP-2005

Metered Units: CUBIC METRES

Meter Reading: 350

Volume Units:

Comment:

Save

Select the Volume Units (*Figure 6.6*).

Figure 6.6

Licence Menu Options

Licence Details

Add Submission

Change Submission

Inactive Periods

Date Of Reading: 30-SEP-2005

Metered Units: CUBIC METRES

Meter Reading: 350

Volume Units: CUBIC METRES

Comment:

Save

In the Comment box enter the Reason for the Initializing a New Meter (Figure 6.7).

Figure 6.7

Licence Menu Options

Date Of Reading: 31-OCT-2005  
 Metered Units: Hours  
 Meter Reading: 120  
 Rate Type: CUBIC FEET/SECOND  
 Volume Units: CUBIC METRES  
 Comment: New Meter Reason

Hit the Save button. A message indicating a successful save shall appear along with a message that a Meter Reading is required. Put your first Meter Reading in the highlighted Red Area. Proceed to the next section (Figure 6.8)

Figure 6.8

Enter your meter reading(s) and press the Calculate Volume button. To re-initialize the Meter, click on the Initial Meter Reading link.

[Initial Meter Reading](#)

Period	Initial Meter Reading	Meter Reading	Volume	Not Known	Comment
SEP-2005	350	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
OCT-2005		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

### III. Submitter Add Submission Details – Meter Measurement – Initial Entry

Enter your first Meter reading into the Red Section. If you have additional Readings they may be entered at this time as well (Figure 6.9).

Figure 6.9

Enter your meter reading(s) and press the Calculate Volume button. To re-initialize the Meter, click on the Initial Meter Reading link.

[Initial Meter Reading](#)

Period	Initial Meter Reading	Meter Reading	Volume	Not Known	Comment
SEP-2005	350	361	<input type="text"/>	<input type="checkbox"/>	1st Reading
OCT-2005		905	<input type="text"/>	<input type="checkbox"/>	2nd Reading

Once you have entered the Meter Readings click on the Calculate Volume button. If the Meter Reading is Not Known then check off that box. Enter a Comment that may assist you later, for example: 1<sup>st</sup> Reading, 2<sup>nd</sup> Reading, etc (Figure 6.10).

Figure 6.10

Licence Menu Options

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

Enter your meter reading(s) and press the Calculate Volume button. To re-initialize the Meter, click on the Initial Meter Reading link.

[Initial Meter Reading](#)

Period	Initial Meter Reading	Meter Reading	Volume	Not Known	Comment
SEP-2005	350	<input type="text" value="361"/>	11.00	CUBIC METRES <input type="checkbox"/>	<input type="text" value="1st Reading"/>
OCT-2005		<input type="text" value="905"/>	544.00	CUBIC METRES <input type="checkbox"/>	<input type="text" value="2nd Reading"/>

Calculate Volume    Submit

Verify the information you entered is correct and hit the Submit button. A successfully saved submission message shall appear (Figure 6.11).

Figure 6.11

(\*) The submission was successfully saved.

## IV. Submitter Add Submission Details – Meter Measurement

If you have already initialized the Meter previously and are adding a submission then this is the section for you. If you require to re-initialize the Meter, click on the Initial Meter Reading link (Section II – Submitter Add Submission Details – Initialize Meter – Page 4).

It is possible to enter more than one meter measurement value at a time in subsequent measurement periods as the system will automatically calculate the volume for each period as required upon selection of the Calculate Volume button.

Since volumes are calculated as the difference in two subsequent meter readings, for the most part each subsequent meter measurements will be larger than the previous one indicating that some positive volume of water has been used. If however, a subsequent meter reading is smaller than its previous Meter Reading and the values are correct, this indicates that a Meter Rollover Event has occurred.

A Meter Rollover Event is used to signify one of two things:

1. The Meter being used has reached and exceeded its maximum value resulting in the Meter reading now being smaller than it previously was. I.e. 99999 to 00001
2. A Meter has been replaced with a new Meter; therefore the previous values submitted are no longer relevant in relation to this new Meter.

A Meter Rollover Event will be automatically generated by the system and will provide the best guess as to the additional Meter usage required to roll the meter over. This value will be represented as a negative Meter Initialisation and will be automatically entered by the system. If this value is incorrect and situation 2 above is what has

occurred, the user can override the system initiated roll over by selecting the Initialize Meter hyperlink.

If a meter reading is unknown, selection of the Not Known checkbox and entry of a comment in the Comment field for the respective period can be used as a submission.

Enter your Meter Reading(s) and Press the Calculate Volume button.  
Hit the Submit Button once the data has been entered (Figure 6.12).

Figure 6.12

Generate PIN	<a href="#">Initial Meter Reading</a>
Revised Submissions	
Review Submissions	
Add Submission	
Change Submission	
Inactive Periods	

Period	Initial Meter Reading	Meter Reading	Volume	Not Known	Comment
AUG-2004	0	1111	1,111.00	CUBIC METRES	<input type="checkbox"/>
SEP-2004		<input type="text"/>			<input type="checkbox"/>
OCT-2004		<input type="text"/>			<input type="checkbox"/>
NOV-2004		<input type="text"/>			<input type="checkbox"/>
DEC-2004		<input type="text"/>			<input type="checkbox"/>
JAN-2005		<input type="text"/>			<input type="checkbox"/>
FEB-2005		<input type="text"/>			<input type="checkbox"/>
MAR-2005		<input type="text"/>			<input type="checkbox"/>
APR-2005		<input type="text"/>			<input type="checkbox"/>
MAY-2005		<input type="text"/>			<input type="checkbox"/>
JUN-2005		<input type="text"/>			<input type="checkbox"/>
JUL-2005		<input type="text"/>			<input type="checkbox"/>

## V. Submitter Change Submission Details – Meter Measurement

Click on View and then on Change Submission from the Licence Menu Options (Figure 6.13).

Figure 6.13

My Profile	
Multi Licence File Upload	Select the period of measurements to be changed and press the Refresh List button.
PIN Management	Start Date: <input type="text" value="01-JAN-2004"/> to End Date: <input type="text" value="02-NOV-2005"/> <input type="button" value="Refresh List"/>
Licence Menu Options	To view the details of a submission, click on the View link.
Licence Details	<a href="#">View</a>
Add Submission	
Change Submission	
Inactive Periods	

Location	Diversion/ Return	Well ID	Production Interval	Description	Measurement Period	Submit Frequency
NE 33-21-26-4	Diversion			NE 33-21-26-4	Monthly	Quarterly

Enter the correct Meter Reading and a corresponding Comment (Figure 6.14).

Figure 6.14

Inactive Periods		Period	Initial Meter Reading	Meter Reading	Volume	Volume Units	Not Known	Comment
SEP-2005	350	361	11.00	CUBIC METRES	<input checked="" type="checkbox"/>	1st Reading		
SEP-2005	<a href="#">350</a>	<input type="text" value="351"/>			<input type="checkbox"/>	<input type="text" value="1st Reading Updated"/>		
OCT-2005		905	544.00	CUBIC METRES	<input checked="" type="checkbox"/>	2nd Reading		
OCT-2005	<a href="#">Add</a>	<input type="text"/>			<input type="checkbox"/>	<input type="text"/>		

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

Once the data has been entered hit the Calculate Volume button, verify the Volume amounts and make changes if necessary (Figure 6.15).

Figure 6.15

Inactive Periods		Period	Initial Meter Reading	Meter Reading	Volume	Volume Units	Not Known	Comment
SEP-2005	350	361	11.00	CUBIC METRES	<input checked="" type="checkbox"/>	1st Reading		
SEP-2005	<a href="#">350</a>	<input type="text" value="351"/>	1.00	CUBIC METRES	<input type="checkbox"/>	<input type="text" value="1st Reading Updated"/>		
OCT-2005		905	544.00	CUBIC METRES	<input checked="" type="checkbox"/>	2nd Reading		
OCT-2005	<a href="#">Add</a>	<input type="text" value="905"/>	554.00	CUBIC METRES	<input type="checkbox"/>	<input type="text" value="2nd Reading"/>		

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

Hit the Submit button and a message indicating a successful Change will be displayed (Figure 6.16).

Figure 6.16

(\*) Changed submissions were successfully submitted.



# VI. Submitter Add Submission Details – Meter Rate Measurement – Initial Entry

To submit for this Licence click Add Submission from the Licence Menu Options (Figure 6.17).

Figure 6.17

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	Hour Meter Readings; Pumping Rate

Click on the Period date (Figure 6.18).

Figure 6.18

Licence Menu Options

PIN Management	Period	Location	Diversion/Return	Well ID	Production Interval	Description	Measurement Period	Submit Frequency	Due By
	<a href="#">OCT-2005</a>	NE 13-3-28-4	Diversion			NE 13-3-28-4	Monthly	Monthly	20-MOY-2005

Enter the Initial Meter Reading. From the drop down lists select the Rate Type and Volume Units. In the Comment box indicate the Reason for Initializing a new Meter (Figure 6.19).

Figure 6.19

Licence Menu Options

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

Date Of Reading: 31-OCT-2005

Metered Units: Hours

Meter Reading:

Rate Type: CUBIC FEET/SECOND

Volume Units: CUBIC METRES

Comment:

Hit the Save button. A message indicating a successful save shall appear along with a message that a Meter Reading is required. Enter your first Meter reading into the Red Section (Figure 6.20).

Figure 6.20

(X) 'Meter Reading' is required.  
 (\*) Initial meter reading saved.

Licence Menu Options

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

Enter your meter reading(s) and press the Calculate Volume button. To re-initialize the Meter, click on the Initial Meter Reading link.

[Initial Meter Reading](#)

Period	Initial Meter Reading	Meter Reading	Volume	Not Known	Comment
SEP-2005	350	<input type="text" value="361"/>		<input type="checkbox"/>	1st Reading
OCT-2005		<input type="text" value="905"/>		<input type="checkbox"/>	2nd Reading

Once you have entered the Meter Reading and Rate click the Calculate Volume button. If the Meter Reading is Not Known then check off that box. Enter a Comment that may assist you later, for example: 1<sup>st</sup> Reading, 2<sup>nd</sup> Reading, etc (Figure 6.21).

Figure 6.21

Period	Initial Meter Reading	Meter Reading	Rate	Volume	Not Known	Comment
OCT-2005	100	<input type="text" value="110"/>	<input type="text" value="1"/>	CUBIC FEET/SECOND 1,019.41 CUBIC METRES	<input type="checkbox"/>	<input type="text" value="1st Submission"/>

Verify that the Volume amount is correct, make changes if necessary and click the Submit button. A successfully saved submission message shall appear (Figure 6.22).

Figure 6.22

(\*) The submission was successfully saved.

## VII. Submitter Add Submission Details – Meter Rate Measurement

If you have already initialized the Meter previously and are adding a submission then this is the section for you. If you require to re-initialize the Meter, click on the Initial Meter Reading link (Section II – Submitter Add Submission Details – Initialize Meter – Page 4).

Since Meter Readings are a factor for volume calculation, they are also subject to rollover as is the Meter Reading method of submission. If, the most recently entered Meter reading is smaller than the previous Meter reading and the values are correct, this indicates that a Meter Rollover Event has occurred.

A Meter Rollover Event is used to signify one of two things:

1. The Meter being used has reached and exceeded its maximum value resulting in the Meter reading now being smaller than it previously was. I.e. 99999 to 00001
2. A Meter has been replaced with a new Meter, therefore the previous values submitted are no longer relevant in relation to this new Meter.

A Meter Rollover Event will be automatically generated by the system and will provide the best guess as to the additional meter usage required to roll the Meter over. This value will be represented as a negative Meter Initialisation and will be automatically entered by the system. If this value is incorrect and situation 2 above is what has occurred, the user can override the system initiated roll over by selecting the Initialize Meter hyperlink.

If a Meter reading is unknown, selection of the Not Known checkbox and entry of a comment in the Comment field for the respective period can be used as a submission.

Enter your Meter Reading(s) and Press the Calculate Volume button. Hit the Submit Button when data is complete (Figure 6.23).

Figure 6.23

Reporting Restrictions *Enter your meter reading(s) and press the Calculate Volume button. To re-initialize the Meter, click on the Initial Meter Reading link.*

Pending Submissions [Initial Meter Reading](#)

Review Submissions

Add Submission

Change Submission

Inactive Periods

Period	Initial Meter Reading	Meter Reading	Rate	Volume	Not Known	Comment
MAY-2005		111	111	CUBIC FEET/SECOND 1,598,400.00	CUBIC FEET <input type="checkbox"/>	
JUN-2005	0	<input type="text" value="10"/>	<input type="text" value="1"/>	CUBIC FEET/SECOND 36,000.00	CUBIC FEET <input type="checkbox"/>	<input type="text" value="Sample"/>
JUL-2005		<input type="text"/>	<input type="text"/>		<input type="checkbox"/>	<input type="text"/>
AUG-2005		<input type="text"/>	<input type="text"/>		<input type="checkbox"/>	<input type="text"/>
SEP-2005		<input type="text"/>	<input type="text"/>		<input type="checkbox"/>	<input type="text"/>

## VIII. Submitter Change Submission Details – Meter Rate Measurement

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

Click on View and then on Change Submission from the Licence Menu Options (Figure 6.24).

Figure 6.24

Multi Licence File Upload *Select the period of measurements to be changed and press the Refresh List button.*

PIN Management 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>	NE 13-3-28-4	Diversion		NE 13-3-28-4	Monthly	Monthly

Licence Menu Options

Licence Details

Add Submission

Change Submission

Enter the correct Meter Reading, Rate and a corresponding Comment. Click on the Calculate Volume button (Figure 6.25).

Figure 6.25

Licence Menu Options

Change Start Date:  Change End Date:

Licence Details

Add Submission *Enter the change reason and the changed values then press the Calculate Volume button. To update an initial meter reading click on the value, or to add a new reading click on the Add link.*

Change Submission

Inactive Periods

Period	Initial Meter Reading	Meter Reading	Rate	Rate Type	Volume	Volume Units	Not Known	Comment
OCT-2005	100	110	1	CUBIC FEET/SECOND	1,019.41	CUBIC METRES	<input type="checkbox"/>	1st Submission
OCT-2005	<a href="#">100</a>	<input type="text" value="101"/>	<input type="text" value="1"/>				<input type="checkbox"/>	<input type="text" value="Submission Revised"/>

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

Verify information, make any changes and hit the Submit Button (Figure 6.26).

Figure 6.26

Licence Menu Options

Change Start Date: 01-JAN-2004 Change End Date: 03-NOV-2005

Licence Details

Add Submission

Change Submission

Inactive Periods

Enter the change reason and the changed values then press the Calculate Volume button. To update an initial meter reading click on the value, or to add a new reading click on the Add link.

Period	Initial Meter Reading	Meter Reading	Rate	Rate Type	Volume	Volume Units	Not Known	Comment
OCT-2005	100	110	1	CUBIC FEET/SECOND	1,019.41	CUBIC METRES	<input type="checkbox"/>	1st Submission
OCT-2005	<u>100</u>	<input type="text" value="101"/>	<input type="text" value="1"/>	CUBIC FEET/SECOND	101.94	CUBIC METRES	<input type="checkbox"/>	<input type="text" value="Submission Revised"/>

Page 1 of 1

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

A message indicating a successful Change will be displayed (Figure 6.27).

Figure 6.27

(\*) Changed submissions were successfully submitted.

## IX. 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 6.28)

Figure 6.28

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

Licence Menu Options

Licence Details

Add Submission

Change Submission

Inactive Periods

Location	Diversion/Return	Well ID	Production Interval	Description
<a href="#">NE 16-37-16-4</a>	Diversion			NE 16-37-16-4

Click on View to select the Location that the Inactive Period applies to (Figure 6.29).

Figure 6.29

PIN Management

Licence Menu Options

Location	Diversion/Well Return ID	Production Interval	Description	Measurement Period	Submit Frequency
<a href="#">View</a>	NE 16-37-16-4 Diversion		NE 16-37-16-4	Annually	Annually



Upon selection, you will be asked to specify the Inactive Start and End Date. If there are no outstanding submission requests for the selected Licence Condition a message indicating that an Inactive Period cannot be specified will be displayed.

Both the Start Date of a Meter Measurement and Meter Rate Measurement are defaulted to the oldest date of any outstanding submission request as submitted Meter Measurements and Meter Rate Measurements are contiguous by design and the End Date is defaulted to the current date.

Verify and/or Modify the Start Date and End Date. Add a Comment if desired and hit the Save button (Figure 6.30).

Figure 6.30

**License menu options**

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