

# Water Use Reporting (WUR)

-External User Manual-

- Two Factor -

- Submitter Submission Details  
- And Inactive Periods

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# I. Introduction

This section will cover how to enter Two Factor information into the WUR System. Two Factor information is both the Hours and the Rate of Water Volume over a specific period of time.

In order to Submit or Change Basic Submission Details, from the WUR home page select Licence List (Figure 5.0).

Figure 5.0

**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 Licensee that you wish to submit or change (Figure 5.1).

Figure 5.1

**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 5.2).

Figure 5.2

**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 Details**

Location	Diversion/Return	Well ID	Production Interval	Description
<a href="#">NW 15-12-5-4</a>	Diversion			NW 15-12-5-4

Licence Menu Options

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

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 5.3).

Figure 5.3

Licence Menu Options

Licence Details **Licence Conditions**

Add Submission

Change Submission Set your preferences for entering measurements.

Inactive Periods

Reporting Frequency	Measurement Frequency	Measurement	Data Entry Preference
Quarterly	Monthly	Volume	Enter Pumping Rate and Hours

Update

Click on the Period date (Figure 5.4).

Figure 5.4

Period	Location	Diversion/Return	Well ID	Production Interval	Description	Measurement Period	Submit Frequency	Due By
SEP-2005	NW 15-12-5-4	Diversion			NW 15-12-5-4	Monthly	Quarterly	20-OCT-2005

Select the Rate Units that applies to the data being entered. The Rate Units chosen will represent all data entered (Figure 5.5).

Figure 5.5

Licence Menu Options

Licence Details Enter your measurements and press the Calculate Volume button before submitting. Please provide a comment if "Not Known" is selected.

Add Submission Rate Units: CUBIC FEET/SECOND Volume Units: CUBIC METRES

Change Submission

Inactive Periods

Period	Hours	Rate	Volume	Not Known	Comment
SEP-2005				<input type="checkbox"/>	

Select the Volume Units that were used in the collection of the Measurements being entered. Like Rate Units, the Volume Units chosen will represent all the data being entered (Figure 5.6).

Figure 5.6

Licence Menu Options

Licence Details Enter your measurements and press the Calculate Volume button before submitting. Please provide a comment if "Not Known" is selected.

Add Submission Rate Units: CUBIC FEET/SECOND Volume Units: CUBIC METRES

Change Submission

Inactive Periods

Period	Hours	Rate	Volume	Not Known	Comment
SEP-2005				<input type="checkbox"/>	

Enter the Hours and the Rate; 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 5.7).

Figure 5.7

Change Submission

Inactive Periods

Period	Hours	Rate	Volume	Not Known	Comment
SEP-2005	2	1200		<input type="checkbox"/>	1st Submission
OCT-2005	2	1300		<input type="checkbox"/>	2nd Submission

Calculate Volume Submit

Hit the Calculate Volume button (Figure 5.7). The Volume will appear in the appropriate column. Confirm that the Volume is correct if not then verify that the Hours and Rate have been entered correctly and hit the Calculate Volume button to refresh the Volume amounts.

Enter any Comments that may assist you later, for example: 1<sup>st</sup> Submission, 2<sup>nd</sup> Submission, etc (Figure 5.8).

Figure 5.8

Licence Menu Options

Enter your measurements and press the Calculate Volume button before submitting. Please provide a comment if "Not Known" is selected.

Rate Units:  Volume Units:

Period	Hours	Rate	Volume	Not Known	Comment
SEP-2005	<input type="text" value="2"/>	<input type="text" value="1200"/>	CUBIC FEET/SECOND 244,657.56	<input type="checkbox"/>	<input type="text" value="1st Submission"/>
OCT-2005	<input type="text" value="2"/>	<input type="text" value="1300"/>	CUBIC FEET/SECOND 265,045.68	<input type="checkbox"/>	<input type="text" value="2nd Submission"/>

Calculate Volume Submit

Once the data has been successfully entered, hit the Submit Button. A message indicating a successful save will be displayed (Figure 5.9).

Figure 5.9

(\*) The submission was successfully saved.

### III. Submitter Change Submission Details

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 5.10).

Figure 5.10

My Profile

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:  Refresh List

Licence Menu Options

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>	NW 15-12-5-4	Diversion		NW 15-12-5-4	Monthly	Quarterly

Enter the corrected data; change the Rate Units and Volume Units if required (Figure 5.11).

Figure 5.11

Licence Menu Options

Change Start Date: 01-JAN-2004 Change End Date: 02-NOV-2005

Rate Units: CUBIC FEET/SECOND Volume Units: CUBIC METRES

Enter the change reason and the changed values then press the Calculate Volume button.

Period	Hours	Rate	Volume	Not Known	Comment
SEP-2005	2	1200	CUBIC FEET/SECOND 244,657.56	CUBIC METRES	<input type="checkbox"/> 1st Submission
SEP-2005	<input type="text" value="2"/>	<input type="text" value="120"/>			<input type="checkbox"/> 1st Submission Revision
OCT-2005	2	1300	CUBIC FEET/SECOND 265,045.68	CUBIC METRES	<input type="checkbox"/> 2nd Submission
OCT-2005	<input type="text" value="2"/>	<input type="text" value="130"/>			<input type="checkbox"/> 2nd Submission Revision

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

Calculate Volume Submit

Once the data has been entered hit the Calculate Volume button, verify the Volume amounts and make changes if necessary (Figure 5.12).

Figure 5.12

Licence Menu Options

Change Start Date: 01-JAN-2004 Change End Date: 02-NOV-2005

Rate Units: CUBIC FEET/SECOND Volume Units: CUBIC METRES

Enter the change reason and the changed values then press the Calculate Volume button.

Period	Hours	Rate	Volume	Not Known	Comment
SEP-2005	2	1200	CUBIC FEET/SECOND 244,657.56	CUBIC METRES	<input type="checkbox"/> 1st Submission
SEP-2005	<input type="text" value="2"/>	<input type="text" value="120"/>	CUBIC FEET/SECOND 24,465.76	CUBIC METRES	<input type="checkbox"/> 1st Submission Revision
OCT-2005	2	1300	CUBIC FEET/SECOND 265,045.68	CUBIC METRES	<input type="checkbox"/> 2nd Submission
OCT-2005	<input type="text" value="2"/>	<input type="text" value="130"/>	CUBIC FEET/SECOND 26,504.57	CUBIC METRES	<input type="checkbox"/> 2nd Submission Revision

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

Calculate Volume Submit

Hit the Submit button and a message indicating a successful Change will be displayed (Figure 5.13).

Figure 5.13

(\*) 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 5.14)

Figure 5.14

Licence Menu Options	Location	Diversion/ Return	Well ID	Production Interval	Description
Licence Details	<a href="#">NE 16-37-16-4</a>	Diversion			NE 16-37-16-4
Add Submission					
Change Submission					
Inactive Periods					

Click on View to select the Location that the Inactive Period applies to (Figure 5.15).

Figure 5.15

PIN Management	Location	Diversion/ Return	Well 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

Licence Menu Options

Upon selection, you will be asked to specify the Inactive Start and End Date (Figure 5.16). 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.

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 submission requests available, 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. Add a Comment if desired and hit the Save button (Figure 5.16).

Figure 5.16

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					
Inactive Periods	<input type="button" value="Save"/>				