

Water Use Reporting (WUR)

-External User Manual-

-Groundwater-

- Chemical Analysis -

April 2007

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I. Chemical Analysis – Introduction

The Water Use Reporting System (WUR) is designed to gather, process and manage water use, water level and chemical analysis data. This manual concentrates on the later, Chemical Analysis.

Starting at the Water Use Reporting Home Page (Figure 8.0) select Licence List from the Menu Options (located on the left of the screen) or select the Licence List link (underlined in blue).

Figure 8.0

**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](#)

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 8.1). 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 8.1).

Figure 8.1

Licence List

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

Licensee	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 8.2).

Figure 8.2

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Licence Details

Licensee: **CAVEMAN INDUSTRIES** Licence Number: **226325-00-00**

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.

Welcome to the Water Use Reporting (WUR) System.

II. Chemical Analysis – Data Entry Screens

There are four types of Specialized Chemical Analysis data captured by the WUR System. They are:

1. Chemistry – Routine
2. Chemistry – Detailed
3. Bacteriological
4. Bacti-Total Coliforms

With each type of Chemical Analysis, WUR has created a unique Submission page. Each page has its own characteristics on how it captures the data. Submissions may be Added and/or Changed. Changes to Submissions are historically kept for a period of two years.

Chemistry – Routine – Add Submission

To enter a routine Chemistry lab report, click on Add Submission from the Licence Menu Options. Next click on the Period date that you are entering data for (Figure 8.3).

Figure 8.3

Menu Options

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

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Add Submission

Licensee: Licence Number:

To add a submission, click on a Period link.

Licence Menu Options

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

Period	Condition Type	Condition Name	Location	Diversion/Return	Meas. Period	Submit Freq.	D B
JUN-2006	Level	Level	10 2-22-12-4	G Diversion	Monthly	Monthly	21 J1 21
FEB-2006	Specialized Analysis	Chemistry - Routine	10 2-22-12-4	G Diversion	Monthly	Monthly	21 ML 21

With the Routine Chemistry data entry screen, all fields are required to be entered in order for the record to save (Figure 8.4).

Figure 8.4

Add Lab Analysis Submission Details

Licensee: Licence Number:

Location: Priority Number: Date Drill

Description:

Enter your measurement details and click on the Submit button.

Period: Condition Type: Condition

Date Sample Taken: Time Sample Taken: am

Date Sample Analyzed: Report Number: Lab Nam

Parameter	Value	Value Qualifier	Value Unit	Comme
Fluoride	<input type="text"/>	<input type="text"/>	<input type="text" value="mg/L"/>	<input type="text"/>

Starting with the top portion of the form, enter the date the Sample was taken. The Sample date must fall within the Period that you are reporting on for this example the Sample date must be within the month of March of 2006. Enter the date using the format of, dd-mmm-yyyy or use the calendar to select the date (Figure 8.5).

Figure 8.5

Period: Condition Type: Condition
 Date Sample Taken: Time Sample Taken:
 Date Sample Analyzed: Report Number: Lab Name:

Parameter	Value Qualifier	Value Unit	Comment
Fluoride	<input type="text"/>	<input type="text" value="mg/L"/>	<input type="text"/>
Iron	<input type="text"/>	<input type="text" value="mg/L"/>	<input type="text"/>
Alkalinity Total	<input type="text"/>	<input type="text" value="mg/L"/>	<input type="text"/>
Chloride	<input type="text"/>	<input type="text" value="mg/L"/>	<input type="text"/>

Using the 12-hour clock, enter the time the Sample was taken. Use the drop down box to select am or pm (Figure 8.6).

Figure 8.6

Enter your measurement details and click on the Submit button.

Period: Condition Type: Condition
 Date Sample Taken: Time Sample Taken:
 Date Sample Analyzed: Report Number: Lab Name:

Parameter	Value	Value Qualifier	Value Unit	Comment

Enter the Date that the Sample was analyzed using the format of dd-mmm-yyyy or using the calendar to select the date. If part of the Sample was analyzed on a different date, then enter the date that the majority of the Sample was tested (Figure 8.7).

Figure 8.7

Enter your measurement details and click on the Submit button.

Period: Condition Type: Condition
 Date Sample Taken: Time Sample Taken:
 Date Sample Analyzed: Report Number: Lab Name:

Parameter	Value	Value Qualifier	Value Unit	Comment

Enter the Report Number and the Lab that analyzed the sample in the next two fields (Figure 8.8).

Figure 8.8

Sample Taken:	MAR-2006 02-MAR-2006	Condition Type:	Specialized Analysis	Condition Name:	
Sample Date:	03-MAR-2006	Time Sample Taken:	9:00 am	Report Number:	Caveman002
				Lab Name:	

Parameter	Value	Value Qualifier	Value Unit	Comment
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Enter a value for each of the parameters; if no value exists then enter a zero. Enter a Value Qualifier if applicable, Value Qualifiers can be selected from the drop down menu and include <, >, and Trace as choices. Change the Value Unit by selecting from the drop down menu, in some cases there is only one choice (Figure 8.9).

Figure 8.9

Parameter	Value	Value Qualifier	Value Unit	Comment
Fluoride	1.50	<	mg/L	
Iron	0.20	>	mg/L	

Use of the Comment field is optional, however, if a particular parameter was analyzed on a different day than the date of the rest of the report (the date already recorded in the Date Sample Analyzed field), then include that information here (Figure 8.10).

Figure 8.10

Sample Taken:	MAR-2006 02-MAR-2006	Condition Type:	Specialized Analysis	Condition Name:	Chemistry - Routine
Sample Date:	03-MAR-2006	Time Sample Taken:	9:00 am	Report Number:	Caveman002
				Lab Name:	ABC Labs

Value	Value Qualifier	Value Unit	Comment
1.50	<	mg/L	
0.20	>	mg/L	
350	<	mg/L	Sample was analyzed on 6 Mar 2006.

To save the newly entered routine Chemistry report, click on Submit and a successfully saved message will appear (Figure 8.11).

Figure 8.11

(*) The submission was successfully saved.

Chemistry – Routine – 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 8.12).

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 8.12).

Figure 8.12

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Change Submission

Licensee: Licence Number:

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 Type, Condition Name and Location.

	Condition Type	Condition Name	Location	Diversion/ Return	Meas. Period	Submit Freq.	Priority Well Number ID	Date Drilled	Well Depth (m)	Production (m)
View	Level	Level	10 2-22-12-4	G Diversion	Monthly	Monthly	2001-02-03-001			0-
View	Reports	Annual (Groundwater)	10 2-22-12-4	G Diversion	Annually	Annually	2001-02-03-001			0-
View	Specialized Analysis	Chemistry - Routine	10 2-22-12-4	G Diversion	Monthly	Monthly	2001-02-03-001			0-

Click on the reporting Period that the data is to be Changed (Figure 8.13).

Figure 8.13

Condition Type: Condition Name:
 Change Start Date: Change End Date:

To change a submission for a period, click on the associated period link.

Period	Date Sample Taken	Time Sample Taken	Date Sample Analyzed	Lab Name	Report
JAN-2006	31-JAN-2006	9:00 am	31-JAN-2006	ABC Labs	0010
FEB-2006	08-FEB-2006	9:00 am	28-FEB-2006	ABC Labs	Caverr
MAR-2006	02-MAR-2006	9:00 am	03-MAR-2006	ABC Labs	Caverr

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.

In this example, Fluoride 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 8.14).

Figure 8.14

Period: Condition Type: Condition I

Enter your measurement details and change reason, then click on the Submit button. To see previous submissions fr

Date Sample Taken: Time Sample Taken:

Date Sample Analyzed: Report Number: Lab Name

Date Sample Taken:

Date Sample Analyzed: Report Number: Lab Name

Parameter	Value	Value Qualifier	Value Unit	Comment
Fluoride	1.50	<	mg/L	
Fluoride	<input type="text" value="1.25"/>	<input type="text" value="Trace"/>	<input type="text" value="mg/L"/>	<input type="text" value="Clerical E"/>

Once the data has been entered, click on Submit (Figure 8.15).

Figure 8.15

(*) Changed submissions were successfully submitted.

Chemistry – Routine – 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 8.16).

Figure 8.16

<ul style="list-style-type: none"> WUR Home Add Licence Licence List My Profile Multi Licence File Upload PIN Management 	<h3>Change Lab Analysis Submission Details</h3> <p>Licensee: <input type="text" value="CAVEMAN INDUSTRIES"/> Licence Number: <input type="text" value="226325"/></p> <p>Location: <input type="text" value="10 2-22-12-4"/> Priority Number: <input type="text" value="2001-0"/></p> <p>Description: <input type="text"/></p> <hr/> <p>Period: <input type="text" value="MAR-2006"/> Condition Type: <input type="text" value="Special"/></p> <p><i>Enter your measurement details and change reason, then click on the Submit butt</i></p> <p>Date Sample Taken: <input type="text" value="02-MAR-2006"/> Time Sample Taken: <input type="text" value="9:00"/></p> <p>Date Sample Analyzed: <input type="text" value="03-MAR-2006"/> Report Number: <input type="text" value="Cavem"/></p> <p>Date Sample Taken: <input type="text"/> <input type="text" value="am"/></p> <p>Time Sample Taken: <input type="text"/></p>
<ul style="list-style-type: none"> Licence Menu Options Licence Details Add Submission Change Submission Inactive Periods 	

If no changes were made to the date and time of when the Sample was taken, Lab Name and Report Number then you will receive the following message “No lab analysis history exists for this submission” (Figure 8.17).

Figure 8.17

(i) No lab analysis history exists for this submission.

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Lab Analysis Submissions History

Licensee: Licence Number:

Location: Priority Number: Date Drill

Description:

Period: Condition Type: Condition

Time Submitted	Date Sample Taken	Time Sample Taken	Date Sample Analyzed
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To view changes made to the Parameter values click on the Details link (Figure 8.18).

Figure 8.18

Lab Analysis Submissions History Details

Licensee: Licence Number:

Location: Priority Number: Date Drill

Description:

Period: Condition Type: Condition

Time Submitted	Parameter	Value	Value Qualifier	Value Unit
10-Apr-2007 03:58PM	Fluoride	1.25	Trace	mg/L
10-Apr-2007 03:55PM	Fluoride	1.50	<	mg/L

Chemistry – Detailed – Add Submission

To enter a detailed Chemistry lab report, click on Add Submission from the Licence Menu Options. Next click on the Period date that you are entering data for (Figure 8.19).

Figure 8.19

JAN-2006	Specialized Analysis	Chemistry-Detailed	2-22-12-4	G Diversion	Monthly	Monthly	----- 20- FEB- 2006	2005-12-19-008
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With the Detailed Chemistry data entry screen, all fields are required to be entered in order for the record to save (Figure 8.20).

Figure 8.20

Add Lab Analysis Submission Details

Licensee: Licence Number:
 Location: Priority Number: Date Drill
 Description:

Enter your measurement details and click on the Submit button.

Period: Condition Type: Condition
 Date Sample Taken: Time Sample Taken:
 Date Sample Analyzed: Report Number: Lab Nam

Parameter	Value	Value Qualifier	Value Unit	Comme
Coliforms Fecal	<input type="text"/>	<input type="text"/>	<input type="text" value="MPN/100 mL"/>	<input type="text"/>
Coliforms Total	<input type="text"/>	<input type="text"/>	<input type="text" value="MPN/100 mL"/>	<input type="text"/>
Colour True	<input type="text"/>	<input type="text"/>	<input type="text" value="TCU"/>	<input type="text"/>
Fluoride	<input type="text"/>	<input type="text"/>	<input type="text" value="mg/L"/>	<input type="text"/>

Starting with the top portion of the form, enter the date the Sample was taken. The Sample date must fall within the Period that you are reporting on for this example the Sample date must be within the month of January of 2006. Enter the date using the format of, dd-mmm-yyyy or use the calendar to select the date (Figure 8.21).

Figure 8.21

Period: Condition Type: Condition
 Date Sample Taken: Time Sample Taken:
 Date Sample Analyzed: Report Number: Lab Nam

Parameter	Value	Value Qualifier	Value Unit	Comme
Coliforms Fecal	<input type="text"/>	<input type="text"/>	<input type="text" value="MPN/100 mL"/>	<input type="text"/>
Coliforms Total	<input type="text"/>	<input type="text"/>	<input type="text" value="MPN/100 mL"/>	<input type="text"/>
Colour True	<input type="text"/>	<input type="text"/>	<input type="text" value="TCU"/>	<input type="text"/>
Fluoride	<input type="text"/>	<input type="text"/>	<input type="text" value="mg/L"/>	<input type="text"/>

Calendar - Mic...

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

Using the 12-hour clock enter the Time the Sample was taken, use the drop down menu to select either am or pm (Figure 8.22).

Figure 8.22

Enter your measurement details and click on the Submit button.

Period:	JAN-2006	Condition Type:	Specialized Analysis	Condition
Date Sample Taken:	03-JAN-2006	Time Sample Taken:	10:00	am
Date Sample Analyzed:		Report Number:		Lab Nam

Enter the Date that the Sample was analyzed using the format of dd-mmm-yyyy or using the calendar to select the date. If part of the Sample was analyzed on a different date, then enter the date that the majority of the Sample was tested (Figure 8.23).

Figure 8.23

Date Sample Analyzed:		Report Number:		Lab Nam
Parameter	Value Qualifier	Value Unit	Comme	
Coliforms Fecal		MPN/100 mL		
Coliforms Total		MPN/100 mL		
Colour True		TCU		
Fluoride		mg/L		
Iron		mg/L		

Enter the Report Number and the Lab that analyzed the sample in the next two fields (Figure 8.24).

Figure 8.24

Enter your measurement details and click on the Submit button.

Period:	JAN-2006	Condition Type:	Specialized Analysis	Condition
Date Sample Taken:	03-JAN-2006	Time Sample Taken:	10:00	am
Date Sample Analyzed:	06-JAN-2006	Report Number:	Caveman003	Lab Nam

Enter a value for each of the parameters; if no value exists then enter a zero. Enter a Value Qualifier if applicable, Value Qualifiers can be selected from the drop down menu and include <, >, and Trace as choices. Change the Value Unit by selecting from the drop down menu, in some cases there is only one choice (Figure 8.25).

Figure 8.25

Parameter	Value	Value Qualifier	Value Unit	Comment
Coliforms Fecal	10		MPN/100 mL	
Coliforms Total		Trace	MPN/100 mL	
Colour True		<	TCU	

Use of the Comment field is optional, however, if a particular parameter was analyzed on a different day than the date of the rest of the report (the date already recorded in the Date Sample Analyzed field), then include that information here (Figure 8.26).

Figure 8.26

Parameter	Value	Value Qualifier	Value Unit	Comment
Coliforms Fecal	10	>	MPN/100 mL	
Coliforms Total	10000	<	MPN/100 mL	
Colour True	500	Trace	TCU	
Fluoride	3.6	Trace	mg/L	
Iron	10.9	Trace	mg/L	Sample

To save the newly entered routine Chemistry report, click on Submit and a successfully saved message will appear (Figure 8.27).

Figure 8.27

(*) The submission was successfully saved.

Chemistry – Detailed – 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 8.28).

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 8.28).

Figure 8.28
Change Submission

Licensee: Licence Number:

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 Type, Condition Name and Location.

	Condition Type	Condition Name	Location	Diversion/ Return	Meas. Period	Submit Freq.	Priority Well Number ID	Date Drilled	Well Depth (m)	Prod Inter (m)
View	Level	Level	10 2-22-12-4	G Diversion	Monthly	Monthly	2001-02-03-001			0 -
View	Reports	Annual (Groundwater)	10 2-22-12-4	G Diversion	Annually	Annually	2001-02-03-001			0 -
View	Specialized Chemistry - Analysis	Chemistry - Routine	10 2-22-12-4	G Diversion	Monthly	Monthly	2001-02-03-001			0 -

Click on the reporting Period that the data is to be Changed (Figure 8.29).

Figure 8.29
Change Lab Analysis Submission

Licensee: Licence Number:
 Location: Priority Number: Date Drill
 Description:

Condition Type: Condition Name:
 Change Start Date: Change End Date:

To change a submission for a period, click on the associated period link.

Period	Date Sample Taken	Time Sample Taken	Date Sample Analyzed	Lab Name	Report
JAN-2006	03-JAN-2006	10:00 am	06-JAN-2006	ABC Labs	Caverr

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.

In this example, the Sample Date was entered incorrectly. The new values is entered (Figure 8.30).

Figure 8.30

Period: JAN-2006 Condition Type: Specialized Analysis Condition

Enter your measurement details and change reason, then click on the Submit button. To see previous submissions

Date Sample Taken: 03-JAN-2006 Time Sample Taken: 10:00 am

Date Sample Analyzed: 06-JAN-2006 Report Number: Caveman003 Lab Name

Date Sample Taken: Time Sample Taken: am

Date Sample Analyzed: Report Number: Lab Name

Calendar - Mic...

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	+	+	+	+
5	6	7	8	9	10	11

Today

Parameter	Value Qualifier	Value Unit	Comment
Coliforms Fecal	>	MPN/100 mL	
Coliforms Fecal	<input type="text"/>	MPN/100 mL	
Coliforms Total	<	MPN/100 mL	

Once the change has been made, click on Submit and a Successful message shall appear (Figure 8.31).

Figure 8.31

(*) Changed submissions were successfully submitted.

Chemistry – Detailed – Change Submission - History

The History link located on the Change Submission page can be used to view Historical Changes to a particular Submission (Figure 8.32).

Figure 8.32

Period: JAN-2006 Condition Type: Specialized Analysis Condition

Enter your measurement details and change reason, then click on the Submit button. To see previous submissions

Date Sample Taken: 04-JAN-2006 Time Sample Taken: 10:00 am

Date Sample Analyzed: 06-JAN-2006 Report Number: Caveman003 Lab Name

Date Sample Taken: Time Sample Taken: am

Date Sample Analyzed: Report Number: Lab Name

The first History Change Submission screen shows any changes made to the top portion of the Submission (Figure 8.33).

Figure 8.33

Lab Analysis Submissions History

Licensee:	CAVEMAN INDUSTRIES	Licence Number:	226325-00-00
Location:	2-22-12-4	Priority Number:	2005-12-19-008
Description:			
Period:	JAN-2006	Condition Type:	Specialized Analysis
Time Submitted	Date Sample Taken	Time Sample Taken	Date Sample Analyzed
10-Apr-2007 04:11 PM	03-Jan-2006	10:00 am	06-Jan-2006

By selecting the Details link from the Submission History screen (Figure 8.33), the details on the Changed parameters are displayed (Figure 8.34).

Figure 8.34

Lab Analysis Submissions History Details

Licensee:	CAVEMAN INDUSTRIES	Licence Number:	226325-00-00	
Location:	2-22-12-4	Priority Number:	2005-12-19-008	
Description:				
Period:	JAN-2006	Condition Type:	Specialized Analysis	
Time Submitted	Parameter	Value	Value Qualifier	Value Unit
10-Apr-2007 04:11 PM	Fluoride	3.60	Trace	mg/L

Chemistry – Bacteriological – Add Submission

To enter a Bacteriological lab report, click on Add Submission from the Licence Menu Options. Next click on the Period date that you are entering data for (Figure 8.35).

Figure 8.35

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

Licencee: Licence Number:

To add a submission, click on a Period link.

Period	Condition Type	Condition Name	Location	Diversion/Return	Meas. Period	Submit Freq.	D B
JUN-2006	Level	Level	10 2-22-12-4	G Diversion	Monthly	Monthly	21 J1 21
FEB-2006	Specialized Analysis	Chemistry - Routine	10 2-22-12-4	G Diversion	Monthly	Monthly	21 ML 21

With the Bacteriological data entry screen, all fields are required to be entered in order for the record to save (Figure 8.36).

Figure 8.36

Add Lab Analysis Submission Details

Licencee: Licence Number:

Location: Priority Number: Date Drill

Description:

Enter your measurement details and click on the Submit button.

Period: Condition Type: Condition

Date Sample Taken: Time Sample Taken: am

Date Sample Analyzed: Report Number: Lab Nam

Parameter	Value	Value Qualifier	Value Unit	Comme
Coliforms Fecal	<input type="text"/>	<input type="text"/>	MPN/100 mL	<input type="text"/>
Coliforms Total	<input type="text"/>	<input type="text"/>	MPN/100 mL	<input type="text"/>

Starting with the top portion of the form, enter the date the Sample was taken. The Sample date must fall within the Period that you are reporting on for this example the Sample date must be within the month of January of 2006. Enter the date using the format of, dd-mmm-yyyy or use the calendar to select the date (Figure 8.37).

Figure 8.37

Enter your measurement details and click on the Submit button.

Period:	JAN-2006	Condition Type:	Specialized Analysis	Condition
Date Sample Taken:	<input type="text"/>	Time Sample Taken:	<input type="text"/> am	
Date Sample Analyzed:	<input type="text"/>	Report Number:	<input type="text"/>	Lab Name

Parameter	Value Qualifier	Value Unit	Comments
Coliforms Fecal	<input type="text"/>	MPN/100 mL	<input type="text"/>
Coliforms Total	<input type="text"/>	MPN/100 mL	<input type="text"/>

Using the 12-hour clock, enter the time the Sample was taken. Use the drop down box to select am or pm (Figure 8.38).

Figure 8.38

Enter your measurement details and click on the Submit button.

Period:	JAN-2006	Condition Type:	Specialized Analysis	Condition
Date Sample Taken:	11-JAN-2006	Time Sample Taken:	10:00 am	
Date Sample Analyzed:	<input type="text"/>	Report Number:	<input type="text"/>	Lab Name

Parameter	Value	Value Qualifier	Value Unit	Comments
Coliforms Fecal	<input type="text"/>	<input type="text"/>	MPN/100 mL	<input type="text"/>
Coliforms Total	<input type="text"/>	<input type="text"/>	MPN/100 mL	<input type="text"/>

Enter the Date that the Sample was analyzed using the format of dd-mmm-yyyy or using the calendar to select the date. Enter the Report Number and the Lab that analyzed the sample in the next two fields (Figure 8.39).

Figure 8.39

Enter your measurement details and click on the Submit button.

Period:	JAN-2006	Condition Type:	Specialized Analysis	Condition
Date Sample Taken:	11-JAN-2006	Time Sample Taken:	10:00 am	
Date Sample Analyzed:	12-JAN-2006	Report Number:	Caveman004	Lab Name

Enter a value for each of the parameters; if no value exists then enter a zero. Enter a Value Qualifier if applicable, Value Qualifiers can be selected from the drop down menu and include <, >, and Trace as choices. Change the Value Unit by selecting from the drop down menu, in some cases there is only one choice (Figure 8.40).

Figure 8.40

Parameter	Value	Value Qualifier	Value Unit	Comments
Coliforms Fecal	10	>	MPN/100 mL	
Coliforms Total	10000	>	MPN/100 mL	

Submit

Trace
>
<

To save the newly entered report, click on Submit and a successfully saved message will appear (Figure 8.11).

Figure 8.41

(*) The submission was successfully saved.

Chemistry – Bacteriological – 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 8.42).

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 8.42).

Figure 8.42
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: **226325-0**

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/ Return	Meas. Period	Submit Freq.	Prio Num
View	Level	Level	10 2-22-12-4	G Diversion	Monthly	Monthly	2001 03-01
View	Reports	Annual (Groundwater)	10 2-22-12-4	G Diversion	Annually	Annually	2001 03-01
View	Specialized Analysis	Chemistry - Routine	10 2-22-12-4	G Diversion	Monthly	Monthly	2001 03-01
View	Usage	Usage	10 2-22-12-4	G Diversion	Monthly	Monthly	2001 03-01
View	Specialized Analysis	Bacteriological	10 2-22-12-4	G Diversion	Monthly	Monthly	2001 03-01

Click on the reporting Period that the data is to be Changed (Figure 8.43).

Figure 8.43

Period	Date Sample Taken	Time Sample Taken	Date Sample Analyzed	Lab Name	Report
JAN-2006	11-JAN-2006	10:00 am	12-JAN-2006	ABC Labs	Caverr

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.

In this example, the Date the Sample was Analyzed was entered incorrectly (Figure 8.44).

Figure 8.44

Date Sample Analyzed: Report Number: Lab Name:

Date Sample Taken: Time Sample Taken: am

Date Sample Analyzed: Report Number: Lab Name:

Parameter	Value Qualifier	Value Unit	Comme
Coliforms Fecal	>	MPN/100 mL	
Coliforms Fecal	<input type="text"/>	MPN/100 mL	<input type="text"/>
Coliforms Total	>	MPN/100 mL	
Coliforms Total	<input type="text"/>	MPN/100 mL	<input type="text"/>

Calendar - Mic... 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	1	2	3	4
Today						

The correct Date is added and the Submit button is pressed to save the changes (Figure 8.45).

Figure 8.45

(*) Changed submissions were successfully submitted.

Chemistry – Bacteriological – 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. The first screen reflects changes that were made to the Date Sample Taken, Time Sample Taken, Date Sample Analyzed, Lab Name and Report Number (Figure 8.46).

Figure 8.46

Lab Analysis Submissions History

Licensee:	CAVEMAN INDUSTRIES	Licence Number:	226325-00-00	
Location:	10 2-22-12-4	Priority Number:	2001-02-03-001	Date Drill
Description:				
Period:	JAN-2006	Condition Type:	Specialized Analysis	Condition
Time Submitted	Date Sample Taken	Time Sample Taken	Date Sample Analyzed	
10-Apr-2007 04:15PM	11-Jan-2006	10:00 am	12-Jan-2006	

Any changes made to the Parameter values (Figure 8.47) can be accessed by selecting Details from the Lab Analysis Submissions History page (Figure 8.46).

Figure 8.47

Lab Analysis Submissions History Details

Licensee:	CAVEMAN INDUSTRIES	Licence Number:	226325-00-00	
Location:	10 2-22-12-4	Priority Number:	2001-02-03-001	Date Drill
Description:				
Period:	JAN-2006	Condition Type:	Specialized Analysis	Condition
Time Submitted	Parameter	Value	Value Qualifier	Value Unit
10-Apr-2007 04:16PM	Coliforms Total	10,000.00	>	MPN/1

Chemistry – Bacti – Total Coliforms – Add Submission

To enter a Bacti-Total Coliforms lab report, click on Add Submission from the Licence Menu Options. Next click on the Period date that you are entering data for (*Figure 8.48*).

Figure 8.48

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

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Add Submission

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

To add a submission, click on a Period link.

Period	Condition Type	Condition Name	Location	Diversion/Return	Meas. Period	Submit Freq.	D B
JUN-2006	Level	Level	10 2-22-12-4	G Diversion	Monthly	Monthly	21 J
APR-2006	Specialized Analysis	Chemistry - Routine	10 2-22-12-4	G Diversion	Monthly	Monthly	21 M
JUL-2006	Usage	Usage	10 2-22-12-4	G Diversion	Monthly	Monthly	21 A
MAR-2007	Usage	Usage	10 2-22-12-4	G Diversion	Monthly	Monthly	21 A
FEB-2006	Specialized Analysis	Bacteriological	10 2-22-12-4	G Diversion	Monthly	Monthly	21 M
JAN-2006	Specialized Analysis	Bacti - Total Coliforms	2-22-12-4	G Diversion	Monthly	Monthly	21 F

With the Bacti-Total Coliforms data entry screen, all fields are required to be entered in order for the record to save (*Figure 8.49*).

Figure 8.49

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Add Lab Analysis Submission Details

Licensee: Licence Number:

Location: Priority Number: Date Drill

Description:

Enter your measurement details and click on the Submit button.

Period: Condition Type: Condition

Date Sample Taken: Time Sample Taken:

Date Sample Analyzed: Report Number: Lab Nam

Parameter	Value	Value Qualifier	Value Unit	Comme
Coliforms Total	<input type="text"/>	<input type="text"/>	<input type="text" value="MPN/100 mL"/>	<input type="text"/>

Starting with the top portion of the form, enter the date the Sample was taken. The Sample date must fall within the Period that you are reporting on for this example the Sample date must be within the month of January of 2006. Enter the date using the format of, dd-mmm-yyyy or use the calendar to select the date (Figure 8.50).

Figure 8.50

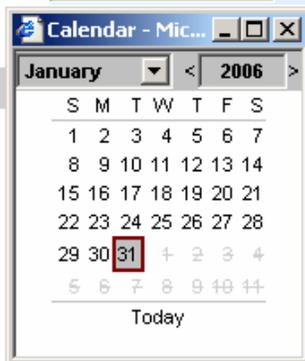
Enter your measurement details and click on the Submit button.

Period: Condition Type: Condition

Date Sample Taken: Time Sample Taken:

Date Sample Analyzed: Report Number: Lab Nam

Parameter	Value	Value Qualifier	Value Unit	Comme
Coliforms Total	<input type="text"/>	<input type="text"/>	<input type="text" value="MPN/100 mL"/>	<input type="text"/>



Using the 12-hour clock, enter the time the Sample was taken. Use the drop down box to select am or pm (Figure 8.51).

Figure 8.51

Date Sample Taken:  Time Sample Taken:
 Date Sample Analyzed:  Report Number: Lab Name:

Enter the Date that the Sample was analyzed using the format of dd-mmm-yyyy or using the calendar to select the date (Figure 8.52).

Figure 8.52

Date Sample Analyzed:  Report Number: Lab Name:

Parameter	Value Qualifier	Value Unit	Comment
Coliforms Total	<input type="text"/>	MPN/100 mL	<input type="text"/>



Enter the Report Number and the Lab that analyzed the sample in the next two fields (Figure 8.53).

Figure 8.53

06 Condition Type: Specialized Analysis Condition Name: Bacti - Total Coliforms
 1-2006 Time Sample Taken:
 1-2006 Report Number: Lab Name:

Value	Value Qualifier	Value Unit	Comment
<input type="text"/>	<input type="text"/>	MPN/100 mL	<input type="text"/>

Enter a value for Total Coliforms, enter a Value Qualifier if applicable, Value Qualifiers can be selected from the drop down menu and include <, >, and Trace as choices. Change the Value Unit by selecting from the drop down menu, in some cases there is only one choice. Enter a Comment if required (Figure 8.53). Hit Submit to save the record and a successful message shall appear (Figure 8.54).

Figure 8.54

(*) The submission was successfully saved.

Chemistry – Bacti – Total Coliforms – 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 8.55).

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 8.55).

Figure 8.55

Change Submission

Licensee: CAVEMAN INDUSTRIES Licence Number: 226325

Select the period of measurements to be changed and press the Refresh List button

Start Date: 01-JAN-2006 to End Date: 10-APR-2007 Refresh List

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	2003-
View	Reports	Annual (Groundwater)	10 2-22-12-4	G Diversion	Annually	Annually	2003-
View	Specialized Analysis	Chemistry - Routine	10 2-22-12-4	G Diversion	Monthly	Monthly	2003-
View	Usage	Usage	10 2-22-12-4	G Diversion	Monthly	Monthly	2003-
View	Specialized Analysis	Bacteriological	10 2-22-12-4	G Diversion	Monthly	Monthly	2003-
View	Specialized Analysis	Bacti - Total Coliforms	2-22-12-4	G Diversion	Monthly	Monthly	2003-19-

Click on the reporting Period that the data is to be Changed (Figure 8.56).

Figure 8.56

Period	Date Sample Taken	Time Sample Taken	Date Sample Analyzed	Lab Name	Report
JAN-2006	17-JAN-2006	3:00 pm	18-JAN-2006	ABC Labs	Caverr

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 new value is 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 8.57).

Figure 8.57

Parameter	Value	Value Qualifier	Value Unit	Comment
Coliforms Total	10.00	<	MPN/100 mL	
Coliforms Total	<input type="text" value="5"/>	<	MPN/100 mL	Clerical

Submit is clicked on to save the changes and a successful message is displayed (Figure 8.58).

Figure 8.58

(*) Changed submissions were successfully submitted.

Chemistry – Bacti – Total Coliforms – 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 8.16).

Figure 8.59

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Change Lab Analysis Submission Details

Licensee: Licence Number:
 Location: Priority Number: Date Drill
 Description:

Period: Condition Type: Condition

Enter your measurement details and change reason, then click on the Submit button. To see previous submissions

Date Sample Taken: Time Sample Taken:
 Date Sample Analyzed: Report Number: Lab Nam
 Date Sample Taken:
 Date Sample Analyzed: Report Number: Lab Nam

Parameter	Value	Value Qualifier	Value Unit	Comment
Coliforms Total	5.00	<	MPN/100 mL	Clerical
Coliforms Total	<input type="text"/>	<	MPN/100 mL	

If no changes were made to the date and time of when the Sample was taken, Lab Name and Report Number then you will receive the following message “No lab analysis history exists for this submission” (Figure 8.60).

Figure 8.60

(i) No lab analysis history exists for this submission.

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Lab Analysis Submissions History

Licensee: CAVEMAN INDUSTRIES Licence Number: 226325-00-00

Location: 2-22-12-4 Priority Number: 2005-12-19-007 Date Drill

Description:

Period: JAN-2006 Condition Type: Specialized Analysis Condition

Time Submitted	Date Sample Taken	Time Sample Taken	Date Sample Analyzed
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To view changes made to the Parameter values click on the Details link (Figure 8.61).

Figure 8.61

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Lab Analysis Submissions History Details

Licensee: CAVEMAN INDUSTRIES Licence Number: 226325-00-00

Location: 2-22-12-4 Priority Number: 2005-12-19-007 Date Drill

Description:

Period: JAN-2006 Condition Type: Specialized Analysis Condition

Time Submitted	Parameter	Value	Value Qualifier	Value Unit
10-Apr-2007 04:35PM	Coliforms Total	10.00	<	MPN/l

Chemistry – Bacti – Fecal Coliforms – Add Submission

To enter a Bacti-Fecal Coliforms lab report, click on Add Submission from the Licence Menu Options. Next click on the Period date that you are entering data for (Figure 8.62).

Figure 8.62

Licence Menu Options	Period	Condition Type	Condition Name	Location	Diversion/Return	Meas. Period	Submit Freq.	
Licence Details	SEP-2006	Level	Level	10 2-22-12-4	G Diversion	Monthly	Monthly	
Add Submission	MAY-2006	Specialized Analysis	Chemistry - Routine	10 2-22-12-4	G Diversion	Monthly	Monthly	
Change Submission	OCT-2006	Usage	Usage	10 2-22-12-4	G Diversion	Monthly	Monthly	
Inactive Periods	APR-2006	Specialized Analysis	Bacteriological	10 2-22-12-4	G Diversion	Monthly	Monthly	
	APR-2006	Specialized Analysis	Bacti - Total Coliforms	2-22-12-4	G Diversion	Monthly	Monthly	

With the Bacti-Total Coliforms data entry screen, all fields are required to be entered in order for the record to save (Figure 8.63).

Figure 8.63

Add Lab Analysis Submission Details

Licensee: Licence Number:

Location: Priority Number: Date Drill

Description:

Enter your measurement details and click on the Submit button.

Period: Condition Type: Condition

Date Sample Taken: Time Sample Taken: am

Date Sample Analyzed: Report Number: Lab Nam

Parameter	Value	Value Qualifier	Value Unit	Comme
Coliforms Fecal	<input type="text"/>	<input type="text"/>	MPN/100 mL <input type="text"/>	<input type="text"/>

Starting with the top portion of the form, enter the date the Sample was taken. The Sample date must fall within the Period that you are reporting on for this example the Sample date must be within the month of January 2006. Enter the date using the format of, dd-mmm-yyyy or use the calendar to select the date (Figure 8.64).

Figure 8.64

Enter your measurement details and click on the Submit button.

Period: JAN-2006 Condition Type: Specialized Analysis Condition

Date Sample Taken: Time Sample Taken: am

Date Sample Analyzed: Report Number: Lab Nam

Parameter	Value Qualifier	Value Unit	Comme
Coliforms Fecal	<input type="text"/>	MPN/100 mL	<input type="text"/>

Submit

Using the 12-hour clock, enter the time the Sample was taken. Use the drop down box to select am or pm (Figure 8.65).

Figure 8.65

Enter your measurement details and click on the Submit button.

Period: JAN-2006 Condition Type: Specialized Analysis Condition

Date Sample Taken: 11-JAN-2006 Time Sample Taken: 10:00 am

Date Sample Analyzed: Report Number: Lab Nam

Parameter	Value Qualifier	Value Unit	Comme
Coliforms Fecal	<input type="text"/>	MPN/100 mL	<input type="text"/>

Submit

Enter the Date that the Sample was analyzed using the format of dd-mmm-yyyy or using the calendar to select the date (Figure 8.66).

Figure 8.66

Date Sample Analyzed: Report Number: Lab Nam

Parameter	Value Qualifier	Value Unit	Comme
Coliforms Fecal	<input type="text"/>	MPN/100 mL	<input type="text"/>

Submit

Enter the Report Number and the Lab that analyzed the sample in the next two fields (Figure 8.67).

Figure 8.67

Enter your measurement details and click on the Submit button.

Period:	JAN-2006	Condition Type:	Specialized Analysis	Condition
Date Sample Taken:	11-JAN-2006	Time Sample Taken:	10:00 am	
Date Sample Analyzed:	12-JAN-2006	Report Number:	Caveman006	Lab Nam

Enter a value for Total Coliforms, enter a Value Qualifier if applicable, Value Qualifiers can be selected from the drop down menu and include <, >, and Trace as choices. Change the Value Unit by selecting from the drop down menu, in some cases there is only one choice. Enter a Comment if required (Figure 8.68).

Figure 8.68

Enter your measurement details and click on the Submit button.

Period:	JAN-2006	Condition Type:	Specialized Analysis	Condition
Date Sample Taken:	11-JAN-2006	Time Sample Taken:	10:00 am	
Date Sample Analyzed:	12-JAN-2006	Report Number:	Caveman006	Lab Nam

Parameter	Value	Value Qualifier	Value Unit	Comme
Coliforms Fecal	10000	<	MPN/100 mL	

Submit

Hit Submit to save the record and a successful message shall appear (Figure 8.69).

Figure 8.69

(*) The submission was successfully saved.

Chemistry – Bacti – Fecal Coliforms – 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 8.70).

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 8.70).

Figure 8.70

My Profile

Multi Licence File Upload

PIN Management

Licence Menu Options

Licence Details

Add Submission

Change Submission

Inactive Periods

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/ Return	Meas. Period	Submit Freq.	Prio Num
View	Level	Level	10 2-22-12-4	G Diversion	Monthly	Monthly	2001 03-01
View	Reports	Annual (Groundwater)	10 2-22-12-4	G Diversion	Annually	Annually	2001 03-01
View	Specialized Analysis	Chemistry - Routine	10 2-22-12-4	G Diversion	Monthly	Monthly	2001 03-01
View	Usage	Usage	10 2-22-12-4	G Diversion	Monthly	Monthly	2001 03-01
View	Usage	Usage	10 2-22-12-4	G Diversion	Monthly	Monthly	2001 03-01
View	Specialized Analysis	Bacteriological	10 2-22-12-4	G Diversion	Monthly	Monthly	2001 03-01
View	Specialized Analysis	Bacti - Total Coliforms	2-22-12-4	G Diversion	Monthly	Monthly	2005 19-01
View	Specialized Analysis	Bacti - Fecal Coliforms	2-22-12-4	G Diversion	Monthly	Monthly	2005 19-01

Click on the reporting Period that the data is to be changed (Figure 8.71).

Figure 8.71

Period	Date Sample Taken	Time Sample Taken	Date Sample Analyzed	Lab Name	Report
JAN-2006	11-JAN-2006	10:00 am	12-JAN-2006	ABC Labs	Caverr

Changes can be made to any of the data entry fields. 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.

For Parameter Values, the new value is 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 8.72).

Figure 8.72

Change Lab Analysis Submission Details

Licensee:	CAVEMAN INDUSTRIES	Licence Number:	226325-00-00
Location:	2-22-12-4	Priority Number:	2005-12-19-007
Description:			

Period:	JAN-2006	Condition Type:	Specialized Analysis	Condition N:
---------	----------	-----------------	----------------------	--------------

Enter your measurement details and change reason, then click on the Submit button. To see previous submissions for

Date Sample Taken:	11-JAN-2006	Time Sample Taken:	10:00	am
Date Sample Analyzed:	12-JAN-2006	Report Number:	Caveman006	Lab Name:
Date Sample Taken:	<input type="text"/>	Time Sample Taken:	<input type="text"/>	am
Date Sample Analyzed:	<input type="text"/>	Report Number:	<input type="text"/>	Lab Name:

Parameter	Value	Value Qualifier	Value Unit	Comment
Coliforms Fecal	10,000.00	<	MPN/100 mL	
Coliforms Fecal	<input type="text" value="9000"/>	<	MPN/100 mL	Clerical Er

Submit is clicked on to save the changes and a successful message is displayed (Figure 8.58).

Figure 8.58

(*) Changed submissions were successfully submitted.

If no changes were made to the date and time of when the Sample was taken, Lab Name and Report Number then you will receive the following message “No lab analysis history exists for this submission” (Figure 8.74).

Figure 8.74

(i) No change to sample collection info. Click on details to view sample values.

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Lab Analysis Submissions History

Licensee: **CAVEMAN INDUSTRIES** Licence Number: **226325-00-00**

Location: **2-22-12-4** Priority Number: **2005-12-19-007** Date Drill

Description:

Period: **JAN-2006** Condition Type: **Specialized Analysis** Condition

Time Submitted	Date Sample Taken	Time Sample Taken	Date Sample Analyzed
----------------	-------------------	-------------------	----------------------

To view changes made to the Parameter values click on the Details link (Figure 8.75).

Figure 8.75

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Lab Analysis Submissions History Details

Licensee: **CAVEMAN INDUSTRIES** Licence Number: **226325-00-00**

Location: **2-22-12-4** Priority Number: **2005-12-19-007** Date Drill

Description:

Period: **JAN-2006** Condition Type: **Specialized Analysis** Condition

Time Submitted	Parameter	Value	Value Qualifier	Value Unit
18-Apr-2007 04:28PM	Coliforms Fecal	10,000.00	<	MPN/1