



**Water Use Reporting System (WUR)
Multi Licence File Upload (CSV)**

Version 1.0

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I. Multi Licence File Upload (CSV)

Multi Licence File Upload affords the user the opportunity to submit data for multiple licences over an extended period of time. To begin the process of uploading a file for multiple licence submission, select the Multi Licence File Upload link button from the Menu Options (Figure 7.13).

Figure 7.13

Menu Options

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

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Add Multiple Licence Submission by File

XML
Download a template for uploading your file by clicking on the Submission XSD Template File link. **(Only Usage and Level measurements can be submitted by this routine.)**
[Template File \(XML\)](#)

CSV
Download a template for uploading your csv file by clicking on the template file link for the date you are submitting.
[Usage](#) [Level](#) [Chemistry-Bacteriological](#) [Chemistry-Fecal Coliforms](#) [Chemistry-Routine](#) [Chemistry-Detailed](#)

Select your file to Submit by pressing the Browse button.

The Multi Licence File Upload now accepts CSV documents that fit within the downloadable template available via selection of the Submission Template Files. The csv schema dictates the columns order is strictly maintained in order for an uploaded file to be deemed valid (Figure 7.14 and Figure 7.15)

Figure 7.14 (CSV File in Excel)

	A	B	C	D	E	F	G	H	I	J
1	licence	Condition	MeasurementPeriod	VariableCode	MeasurementDate	MeasurementValue	Unit	Method	ValueNotKnown	SubmitterComment
2	0	0	MONTHLY	USAGE	4/30/2016		m3	1823	Y	modified from csv
3										

Figure 7.15 (CSV File in Notepad)

Usage_TEST000-HP - MethodTest - Notepad

File Edit Format View Help

1 licence,Condition,MeasurementPeriod,VariableCode,MeasurementDate,MeasurementValue,Unit,Method,ValueNotKnown,SubmitterComment
0,0,MONTHLY,USAGE,4/30/2016,,m3,1823,Y,modified from csv

What is being represented in the diagram above is the following; a file to be uploaded can have multiple Licences; each Licence having multiple Conditions, with each of these Conditions with the potential to have Measurements associated with it.

Once the data you wish to submit is in an acceptable valid format it can be selected for upload via selection of the Browse button (Figure 7.15).

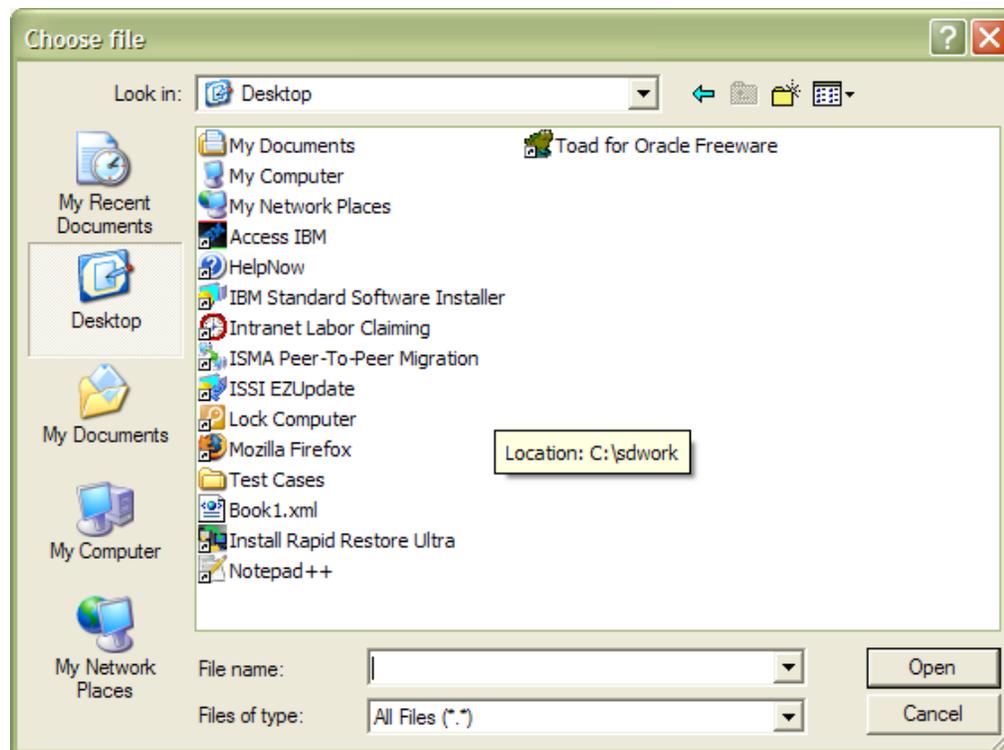
Figure 7.15

CSV
Download a template for uploading your csv file by clicking on the template file link for the date you are submitting.
[Usage](#) [Level](#) [Chemistry-Bacteriological](#) [Chemistry-Fecal Coliforms](#) [Chemistry-Routine](#) [Chemistry-Detailed](#)

Select your file to Submit by pressing the Browse button.

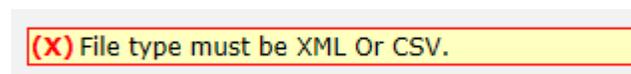
Selection of the Browse button will result in the user being presented with a Windows file selector which will be used to select the file desired for upload (Figure 7.16).

Figure 7.16



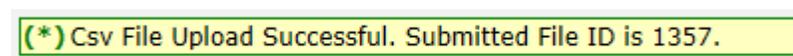
Once the desired file is located, selection of the Open button will confirm that the selected file should be used for upload. In the event that the file does not match the format specified in the CSV template provided, a warning will be issued stating that the File does not match the XML or CSV template (Figure 7.17).

Figure 7.17



If, however, the submitted file does match the format provided, you will be presented with a confirmation message stating that "Csv File Upload Successful along with the submitted file number (Figure 7.18).

Figure 7.18



Once a file has been submitted it is processed and the results of its processing are displayed in the data grid below the Submit button. This data grid provides the user with the following information:

- File Name – the name of the file submitted
- Date Processed – the date that the file was submitted
- Time Processed – the time that the file was submitted
- Accepted Measurements – the number of measurements from the submitted file that were accepted as measurements and entered in to the system
- Changed Measurements – the number of measurements from the submitted file that are being accepted as changes to measurements previously submitted
- Rejected Measurements – the number of measurements from the submitted file that are being rejected as valid submissions. If there have been rejected submissions, the View Errors hyperlink will be active and allow you to view why the rejected measurements were not accepted

In the event that some of the submitted measurements have been rejected, the View Errors hyperlink will become enabled. Selection of this hyperlink will navigate the user to the Add Multiple Licence Submission by File Errors page (Figure 7.19).

Figure 7.19

File Name	Date Processed	Time Processed	Accepted Measurements	Changed Measurements	Rejected Measurements	
Usage_TEST000-HP.csv	14-Jul-2016	3:06:25 PM			1	View Errors
Level_25866_96433_Original.csv	14-Jul-2016	11:28:25 AM	3	0	1	View Errors

On this page, the user has the option to assist in identifying the reason for measurement rejection:

1. Download the error file via selection of the Download Error File hyperlink (Figure 7.20).

Figure 7.20

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Add Multiple Licence Submission by File Errors

Download the error file generated from your uploaded file by clicking Download Error File link.

[Download Error File](#)

Once the download link is clicked browser pops up a small window at the bottom and present options to save or open the file. This error file can be opened using Microsoft Excel or Notepad.

Figure 7.20



All error messages are reported for each outstanding issue in the CSV file in its associated Row. In the example case, Row 2 already had a measurement associated with the condition and Value Not Known flag is set to “Y” therefore the error messages which were displayed are Submitter comment required and Measurement Value Exist.

These errors can be reported in any element that is required for submission (i.e. Licence, Condition etc.), due diligence is required not only in the creation of the files for submission, but also in the search for errors when they occur.

Figure 7.20

	A	B	C	D	E	F	G	H	I	J	K
1	licence	Condition	Measuren	VariableC	MeasurementDate	MeasurementValue	Unit	Method	ValueNotKnown	SubmitterComment	ErrorMessages
2	401	997	MONTHLY USAGE		4/30/2014	0.05	m3	1823	Y		Submitter Comment Required .Measurement Value Exist When ValueNotKnown Flag is (Y).
3	401	997	MONTHLY USAGE		4/30/2014		m3	1823	Y		Submitter Comment Required .
4	401	997	MONTHLY USAGE		4/30/2014		m3	1823	N		Measurement Value Required.

II. Examples of CSV Templates

Usage CSV File

Naming the csv file: Usage_xxxxxx.csv

e.g.: Usage_226240.csv

Licence	Condition	MeasurementPeriod	VariableCode	MeasurementDate	MeasurementValue	Unit	Method	ValueNotKnown	SubmitterComment	
226240	45481	DAILY	USAGE	07/26/2009	10	m3	1823	N		eg: with Usage Information
226240	45481	DAILY	USAGE	07/28/2009				Y	No value	eg: of unknown Value

Licence = Licence No (numeric field – no leading “0”)

Condition = Condition Id

Measurement Period = valid values are DAILY or WEEKLY or MONTHLY or ANNUALLY

Variable Code = USAGE (uppercase)

MeasurementDate = format is mm/dd/yyyy

MeasurementValue = number

Unit = m3 (default)

Method = 1823 (default)

ValueNotKnown = Y or N (field required)

SubmitterComment – = text field (length 80 characters – no special characters)

If usage is unknown:

Licence = required

Condition = required

Measurement Period = required

Variable Code = required

MeasurementDate = required

MeasurementValue = not required

Unit = not required

Method = not required

ValueNotKnown = not required

SubmitterComment – = required

Note:

If you are adding new records for usage, the SubmitterComment field is not required.

If you are changing an existing usage record, the SubmitterComment field is required.

If you are submitting an Unknown Value for usage, the ValueNotKnown & SubmitterComment are required.

Level CSV File

Naming the csv file: Level_XXXXXX.csv

e.g.: Level_226240.csv

Licence	Condition	MeasurementPeriod	VariableCode	MeasurementDate	LevelMeasurementValue	LevelUnit	LevelMethod	LevelValueNotKnown	PumpOn	DateofMeasurement	TimeofMeasurement	Flowing	PressureReading	PressureReadingUnit	SubmitterComment
226240	17881	MONTHLY	LEVEL	05/31/2008	200	ft	BTOC	N	N	05/31/2008	10:00 PM	N			eg with level Information
226240	17881	MONTHLY	LEVEL	08/31/2008				Y							No value eg with Level Unknown

Licence = Licence No (numeric field – no leading “0”)

Conditon = Condition Id

MeasurementPeriod = valid values are DAILY or WEEKLY or MONTHLY or ANNUALLY

VariableCode = LEVEL (uppercased)

MeasurementDate = mm/dd/yyyy

LevelMeasurementValue = number

LevelUnit = valid values are ft or m3 (required if there are level submissions)

LevelMethod = value values are BTOC, MASL or MGBL (must be uppercase)

LevelValueNotKnown = valid values are “Y” or ‘N”

PumpOn = valid values Y or N

DateofMeasurement = format is mm/dd/yyyy

TimeofMeasurement = format is hh:mm pm or am

Flowing = valid values Y or N or null

PressureReading = numeric field (If Flowing = “Y”, field is required)

PressureReadingUnit = valid values kpa or psi (If flowing = “Y”, field is required)

SubmitterComment = text field (length 80 characters- no special characters)

If level is unknown:

Licence = required

Conditon = required

MeasurementPeriod = required

VariableCode = required

MeasurementDate = required

LevelMeasurementValue = not required

LevelUnit = null (blank) - not required

LevelMethod = null (blank) - not required

LevelValueNotKnown = Y
PumpOn = null (blank) not required
DateofMeasurement = not required
TimeofMeasurement = not required
Flowing = valid values = not required
PressureReading = not required
PressureReadingUnit = not required
SubmitterComment = required

Note:

If you are adding new records for level, the SubmitterComment field is not required.

If you are changing an existing level record, the SubmitterComment field is required.

If you are submitting an Unknown Value for level, the LevelValueNotKnown & SubmitterComment are required.

Chemistry CSV File

Five Chemistry Templates:

Chemistry_Detailed_Template.csv
Chemistry_Routine_Template.csv
Chemistry_TotalColiforms_Template.csv
Chemistry_Fecal Coliforms_Template.csv
Chemistry_Bacteriological_Templates.csv

Naming the Chemistry csv file:

Chemistry_Detailed_XXXXXX.csv
Chemistry_Routine_XXXXXX.csv
Chemistry_Total Coliforms_XXXXXXX.csv
Chemistry_Fecal Coliforms_XXXXXXX.csv
Chemistry_Bacteriological_XXXXXXX.csv

e.g.: Chemistry_Detailed_12345.csv
Chemistry_Routine_12345.csv
Chemistry_Total Coliforms_12345.csv
Chemistry_Fecal Coliforms_12345.csv
Chemistry_Bacteriological_12345.csv

Chemistry Headings:

This is required for new or updated (existing) records for all chemistry templates.

Licence
Condition
ConditionType
ConditionName
MeasurementPeriodCode
MeasurementPeriodDate
VariableGroupCode
DateSampleTaken
TimeSampleTaken
DateSampleAnalyzed

LabReportNumber

LabName

Chemistry - Detail

Licence = Licence No (numeric field – no leading “0”)

Condition = Condition Id

ConditionType = Specialized Analysis

ConditionName = Chemistry - Detailed

MeasurementPeriodCode = valid values (DAILY or MONTHLY or ANNUALLY or BIANNUALLY)

MeasurementPeriodDate = mm/dd/yyyy

VariableGroupCode = DETAILED (uppercase)

DateSampleTaken = mm/dd/yyyy

TimeSampleTaken = format is hh:mm pm or am

DateSampleAnalyzed = mm/dd/yyyy

LabReportNumber – text field (length 10 characters)

LabName = text field (length 80 characters)

ColiformsFecalValue = number

ColiformsFecalQualifier = valid values are (< or > or Trace or null)

ColiformsFecalUnit = MPN/100 mL

ColiformsFecalComment = text field (length 80 characters)

ColiformsTotalValue = number

ColiformsTotalQualifier = valid values are (< or > or Trace or null)

ColiformsTotalUnit = MPN/100 mL

ColiformsTotalComment = text field (length 80 characters)

ColourTrueValue = number

ColourTrueQualifier = valid values are (< or > or Trace or null)

ColourTrueUnit = TCU

ColourTrueComment = text field (length 80 characters)

FluorideValue = number

FluorideQualifier = valid values are (< or > or Trace or null)

FluorideUnit = mg/L

FluorideComment = text field (length 80 characters)

IronValue = number

IronQualifier = valid values are (< or > or Trace or null)
IronUnit = mg/L
IronComment = text field (length 80 characters)
PhenolValue = number
PhenolQualifier = valid values are (< or > or Trace or null)
PhenolUnit = mg/L
PhenolComment = text field (length 80 characters)
AlkalinityValue = number
AlkalinityQualifier = valid values are (< or > or Trace or null)
AlkalinityUnit = mg/L
AlkalinityComment = text field (length 80 characters)
ChlorideValue = number
ChlorideQualifier = valid values are (< or > or Trace or null)
ChlorideUnit = mg/L
ChlorideComment = text field (length 80 characters)
HardCACO3Value = number
HardCACO3Qualifier = valid values are (< or > or Trace or null)
HardCACO3Unit = mg/L
HardCACO3Comment = text field (length 80 characters)
NitrateNitriteValue = number
NitrateNitriteQualifier = valid values are (< or > or Trace or null)
NitrateNitriteUnit = mg/L
NitrateNitriteComment = text field (length 80 characters)
NitrogenValue = number
NitrogenQualifier = valid values are (< or > or Trace or null)
NitrogenUnit = TKN
NitrogenComment = text field (length 80 characters)
SulphateValue = number
SulphateQualifier = valid values are (< or > or Trace or null)
SulphateUnit = mg/L
SulphateComment = text field (length 80 characters)
pHValue = number
pHQualifier = valid values are (< or > or Trace or null)
pHUnit = pH
pHComment = text field (length 80 characters)

DissolvedSolidsValue = number
DissolvedSolidsQualifier = valid values are (< or > or Trace or null)
DissolvedSolidsUnit = mg/L
DissolvedSolidsComment = text field (length 80 characters)
TurbidityValue = number
TurbidityQualifier = valid values are (< or > or Trace or null)
TurbidityUnit = NTU
TurbidityComment = text field (length 80 characters)
CalciumValue = number
CalciumQualifier = valid values are (< or > or Trace or null)
CalciumUnit = mg/L
CalciumComment = text field (length 80 characters)
CopperValue = number
CopperQualifier = valid values are (< or > or Trace or null)
CopperUnit = u/L
CopperComment = text field (length 80 characters)
PotassiumValue = number
PotassiumQualifier = valid values are (< or > or Trace or null)
PotassiumUnit = mg/L
PotassiumComment = text field (length 80 characters)
MagnesiumValue = number
MagnesiumQualifier = valid values are (< or > or Trace or null)
MagnesiumUnit = mg/L
MagnesiumComment = text field (length 80 characters)
ManganeseValue = number
ManganeseQualifier = valid values are (< or > or Trace or null)
ManganeseUnit = mg/L
ManganeseComment = text field (length 80 characters)
ZincValue = number
ZincQualifier = valid values are (< or > or Trace or null)
ZincUnit = u/L
ZincComment = text field (length 80 characters)
LeadValue = number
LeadQualifier = valid values are (< or > or Trace or null)
LeadUnit = u/L

LeadComment = text field (length 80 characters)
SodiumValue = number
SodiumQualifier = valid values are (< or > or Trace or null)
SodiumUnit = mg/L
SodiumComment = text field (length 80 characters)
MercuryValue = number
MercuryQualifier = valid values are (< or > or Trace or null)
MercuryUnit = u/L
MercuryComment = text field (length 80 characters)
SulphideValue = number
SulphideQualifier = valid values are (< or > or Trace or null)
SulphideUnit = mg/L
SulphideComment = text field (length 80 characters)
AmmoniaValue = number
AmmoniaQualifier = valid values are (< or > or Trace or null)
AmmoniaUnit = mg/L
AmmoniaComment = text field (length 80 characters)
ArsenicValue = number
ArsenicQualifier = valid values are (< or > or Trace or null)
ArsenicUnit = u/L
ArsenicComment = text field (length 80 characters)
BicarbonateValue = number
BicarbonateQualifier = valid values are (< or > or Trace or null)
BicarbonateUnit = mg/L
BicarbonateComment = text field (length 80 characters)
CarbonateValue = number
CarbonateQualifier = valid values are (< or > or Trace or null)
CarbonateUnit = mg/L
CarbonateComment = text field (length 80 characters)
TotalMetalsValue = number
TotalMetalsQualifier = valid values are (< or > or Trace or null)
TotalMetalsUnit = u/L
TotalMetalsComment = text field (length 80 characters)
ElectricConductValue = number
ElectricConductQualifier = valid values are (< or > or Trace or null)

ElectricConductUnit = uMHOS
ElectricConductComment = text field (length 80 characters)
PhosphorusValue = number
PhosphorusQualifier = valid values are (< or > or Trace or null)
PhosphorusUnit = mg/L
PhosphorusComment = text field (length 80 characters)

Chemistry - Routine

Licence = Licence No
Condition = Condition Id
ConditionType = Specialized Analysis
ConditionName = Chemistry - Routine
MeasurementPeriodCode = valid values (DAILY or MONTHLY or ANNUALLY or BIANNUALLY)
MeasurementPeriodDate = mm/dd/yyyy
VariableGroupCode = ROUTINE
DateSampleTaken = mm/dd/yyyy
TimeSampleTaken = valid format is hh:mm pm or am
DateSampleAnalyzed = mm/dd/yyyy
LabReportNumber – text field (length 10 characters)
LabName = text field (length 80 characters)
FluorideValue = number
FluorideQualifier = valid values are (< or > or Trace or null)
FluorideUnit = mg/L
FluorideComment = text field (length 80 characters)
IronValue = number
IronQualifier = valid values are (< or > or Trace or null)
IronUnit = mg/L
IronComment = text field (length 80 characters)
AlkalinityValue = number
AlkalinityQualifier = valid values are (< or > or Trace or null)
AlkalinityUnit = mg/L
AlkalinityComment = text field (length 80 characters)
ChlorideValue = number

ChlorideQualifier = valid values are (< or > or Trace or null)
ChlorideUnit = mg/L
ChlorideComment = text field (length 80 characters)
HardCACO3Value = number
HardCACO3Qualifier = valid values are (< or > or Trace or null)
HardCACO3Unit = mg/L
HardCACO3Comment = text field (length 80 characters)
NitrateNitriteValue = number
NitrateNitriteQualifier = valid values are (< or > or Trace or null)
NitrateNitriteUnit = mg/L
NitrateNitriteComment = text field (length 80 characters)
SulphateValue = number
SulphateQualifier = valid values are (< or > or Trace or null)
SulphateUnit = mg/L
SulphateComment = text field (length 80 characters)
pHValue = number
pHQualifier = valid values are (< or > or Trace or null)
pHUnit = pH
pHComment = text field (length 80 characters)
DissolvedSolidsValue = number
DissolvedSolidsQualifier = valid values are (< or > or Trace or null)
DissolvedSolidsUnit = mg/L
DissolvedSolidsComment = text field (length 80 characters)
CalciumValue = number
CalciumQualifier = valid values are (< or > or Trace or null)
CalciumUnit = mg/L
CalciumComment = text field (length 80 characters)
PotassiumValue = number
PotassiumQualifier = valid values are (< or > or Trace or null)
PotassiumUnit = mg/L
PotassiumComment = text field (length 80 characters)
MagnesiumValue = number
MagnesiumQualifier = valid values are (< or > or Trace or null)
MagnesiumUnit = mg/L
MagnesiumComment = text field (length 80 characters)

ManganeseValue = number
ManganeseQualifier = valid values are (< or > or Trace or null)
ManganeseUnit = mg/L
ManganeseComment = text field (length 80 characters)
SodiumValue = number
SodiumQualifier = valid values are (< or > or Trace or null)
SodiumUnit = mg/L
SodiumComment = text field (length 80 characters)
BicarbonateValue = number
BicarbonateQualifier = valid values are (< or > or Trace or null)
BicarbonateUnit = mg/L
BicarbonateComment = text field (length 80 characters)
CarbonateValue = number
CarbonateQualifier = valid values are (< or > or Trace or null)
CarbonateUnit = mg/L
CarbonateComment = text field (length 80 characters)
ElectricConductValue = number
ElectricConductQualifier = valid values are (< or > or Trace or null)
ElectricConductUnit = uMHOS
ElectricConductComment = text field (length 80 characters)

Chemistry_Total Coliforms

Licence = Licence No
Condition = Condition Id
ConditionType = Specialized Analysis
ConditionName = Bacti - Total Coliforms
MeasurementPeriodCode = valid values (DAILY or MONTHLY or ANNUALLY or BIANNUALLY)
MeasurementPeriodDate = mm/dd/yyyy
VariableGroupCode = TOTAL COLIFORMS (must be uppercase)
DateSampleTaken = mm/dd/yyyy
TimeSampleTaken = valid format is hh:mm pm or am
DateSampleAnalyzed = mm/dd/yyyy

LabReportNumber – text field (length 10 characters)
LabName = text field (length 80 characters)
ColiformsTotalValue = number
ColiformsTotalQualifier = valid values are (< or > or Trace or null)
ColiformsTotalUnit = MPN/100 ml
ColiformsTotalComment = text field

Chemistry_Fecal Coliforms

Licence = Licence No
Condition = Condition Id
ConditionType = Specialized Analysis
ConditionName = Bacti - Fecal Coliforms
MeasurementPeriodCode = valid values (DAILY or MONTHLY or ANNUALLY or BIANNUALLY)
MeasurementPeriodDate = mm/dd/yyyy
VariableGroupCode = FECAL COLIFORMS (must be uppercase)
DateSampleTaken = mm/dd/yyyy
TimeSampleTaken = valid format is hh:mm pm or am
DateSampleAnalyzed = mm/dd/yyyy
LabReportNumber – text field (length 10 characters)
LabName = text field (length 80 characters)
ColiformsFecalValue = number
ColiformsFecalQualifier = valid values are (< or > or Trace or null)
ColiformsFecalUnit = MPN/100 ml
ColiformsFecalComment = text field

If you are updating an existing value, the comment text is required

Chemistry_Bacteriological

Licence = Licence No
Condition = Condition Id
ConditionType = Specialized Analysis
ConditionName = Bacteriological

MeasurementPeriodCode = valid values (DAILY or MONTHLY or ANNUALLY or BIANNUALLY)

MeasurementPeriodDate = mm/dd/yyyy

VariableGroupCode = Bacteriological (must be uppercase)

DateSampleTaken = mm/dd/yyyy

TimeSampleTaken = valid format is hh:mm pm or am

DateSampleAnalyzed = mm/dd/yyyy

LabReportNumber – text field (length 10 characters)

LabName = text field (length 80 characters)

ColiformsFecalValue = number

ColiformsFecalQualifier = valid values are (< or > or Trace or null)

ColiformsFecalUnit = MPN/100 ml

ColiformsFecalComment = text field

ColiformsTotalValue = number

ColiformsTotalQualifier = valid values are (< or > or Trace or null)

ColiformsTotalUnit = MPN/100 ml

ColiformsTotalComment = text field

Note:

Examples are provided within each of the csv chemistry templates

For new records, the parameter comments are not required.

If you are changing an existing parameter that was already uploaded into WUR, the parameter comment is required.