

Water Use Reporting (WUR)

-External User Manual-

-Groundwater-

- Levels -

April 2007

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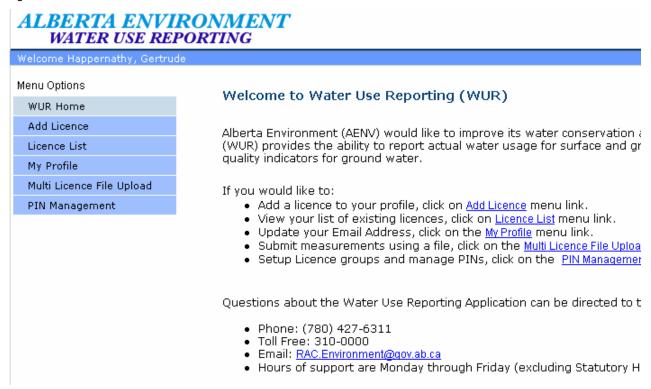
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I. Levels – Introduction

Welcome to the Water Use Reporting System (WUR).

Starting at the Water Use Reporting Home Page (Figure 9.0) select Licence List from the Menu Options (located on the left of the screen) or select the Licence List link (underlined in blue).

Figure 9.0



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 9.1*). 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 9.1*).

Figure 9.1

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 9.2*).

Figure 9.2

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)	Producti Interval (m)
10 2-22-12-4	G Diversion	2001-02-03-001				0 -
<u>2-22-12-4</u>	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				

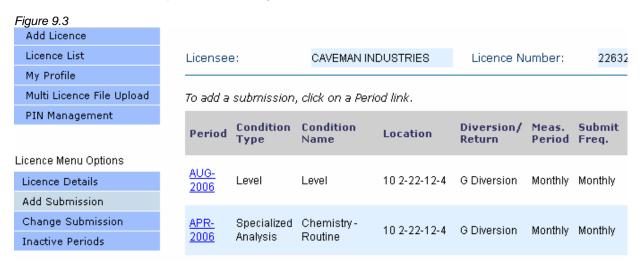
Use this Introduction as Reference on how to access the Licence Menu Options as this manual focuses on using the Licence Menu Options and not how to display this menu.

II. Levels - Data Entry Screens

Use WUR to record your Well Levels measured in relation to ground level, top of the well casing or sea level.

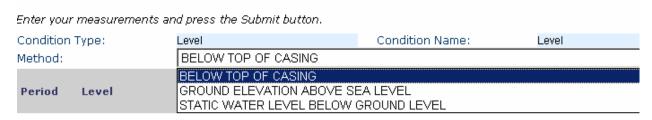
Levels – Add Submission

To enter your Water Level, click on Add Submission from the Licence Menu Options. Next click on the Period date that you are entering data for (*Figure 9.3*).



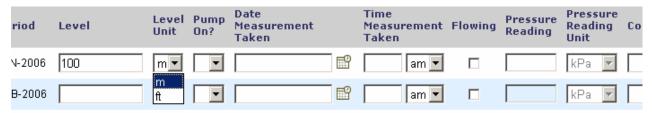
Using the Method drop down menu, select from one of the three options on how the Well Level was obtained (Figure 9.4).

Figure 9.4



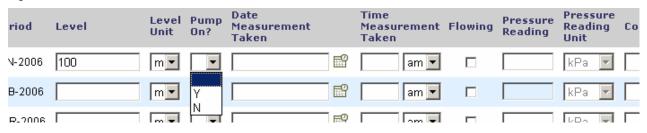
Enter the Water Level then proceed to the Level Unit. The Level Unit will fill in automatically to metres but if you are recording the Level in feet use the drop down list to select it from the list (Figure 9.5).

Figure 9.5



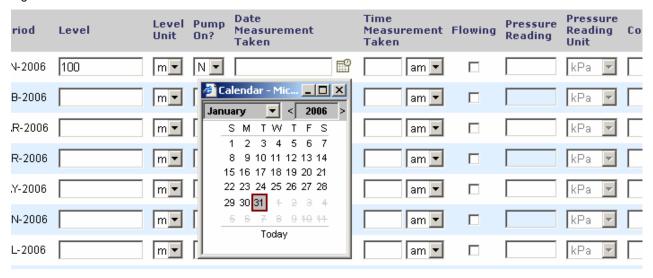
Next, use the drop down list to indicate whether your Water Pump was on while the measurement was being taken (Figure 9.6).

Figure 9.6



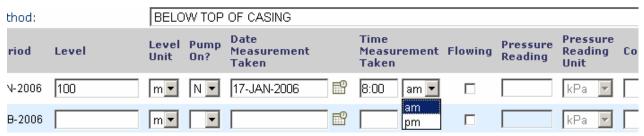
Use the Calendar provided or enter the date that the Measurement was taken by using the format; dd-mmm-yyyy (Figure 9.7).

Figure 9.7



As the time is using the 12-hour clock it is necessary to put in the Time and then use the drop down list to select is the Time was am or pm (Figure 9.8).

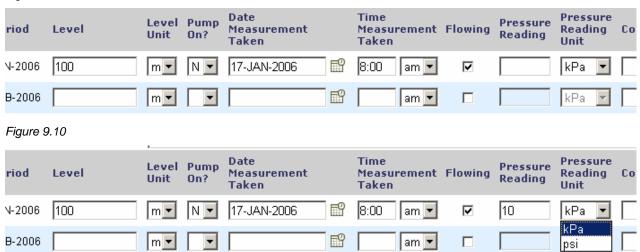
Figure 9.8



If the Well is flowing then indicate this by placing your curser in the Flowing box and clicking to reflect this. If the Well is not flowing then the Pressure Reading and Pressure Reading Unit are not required.

If you indicated that the Well was Flowing then enter the Pressure Reading (*Figure 9.9*) and Pressure Reading Unit (*Figure 9.10*).

Figure 9.9



Entering a Comment is optional, but useful if there is something that you wish to add about a particular Level (*Figure 9.11*).

Figure 9.11

er your measurements and press the Submit button.



Enter for those months that you have data for and then select Submit. A message indicating that the submission successfully saved will appear (Figure 9.12).

Figure 9.12

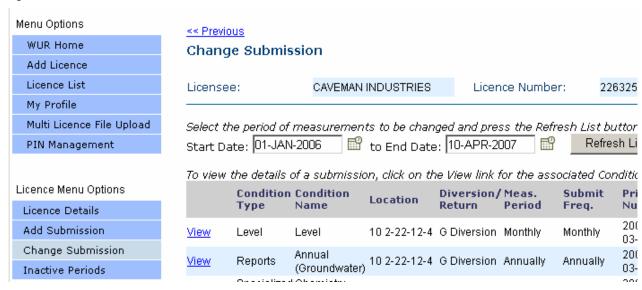
(*) The submission was successfully saved.

Levels - 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 9.13).

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 9.13).

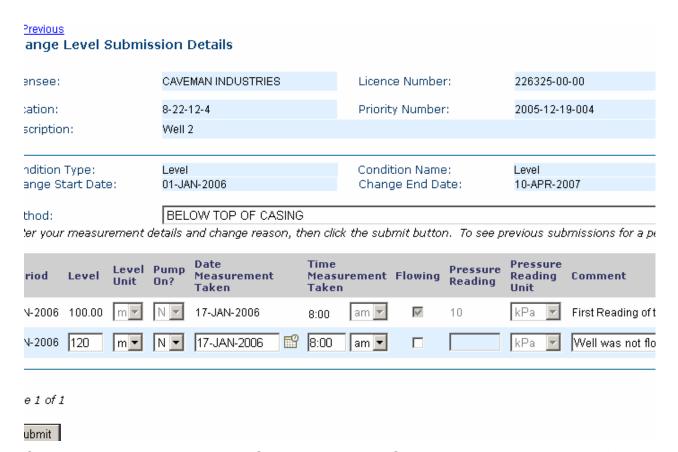
Figure 9.13



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 Level amount for January 2006 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 9.14*).

Figure 9.14



Once the changes are made to the Submission, click on Submit and you will be greeted with a message indicating that the Change was successful (Figure 9.15).

Figure 9.15

(*) Changed submissions were successfully submitted.

Levels – 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 9.16).

Figure 9.16

ımber: 226325-00-00 2005-12-19-004 Date Drilled: mber: Name: Level nd Date: 10-APR-2007 outton. To see previous submissions for a period, click on the associated History Link. Pressure Pressure Reading Comment ving Reading Unit Well was not flowing as previously recorded. **History** kPa Select Next to view more measurements. Previous Next

The History shows what the original value was before the Change was made (Figure 9.17).

Figure 9.17

