

# Water Use Reporting (WUR)

-External User Manual-

- Groundwater -

- Reports

April 2007

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# I. Groundwater Reports – Adding

Once you have entered the groundwater data from the report into the Water Use Reporting system you may wish to attach the report to the system for future reference.

There are two Options when attaching a groundwater Report:

**Option 1: From the Water Use Reporting Home screen select Licence List (Figure 10.0).**

Figure 10.0

**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](#)

Questions about the Water Use Reporting Application can be directed to t

- Phone: (780) 427-6311
- Toll Free: 310-0000
- Email: [RAC.Environment@gov.ab.ca](mailto:RAC.Environment@gov.ab.ca)
- Hours of support are Monday through Friday (excluding Statutory H

Application Version: 2.0.12316.5129  
Build Date: Friday, March 16, 2007 2:19:50 PM

Next, select the Licence from the Licensee list by clicking on the blue licence name (Figure 10.1).

Figure 10.1

### Licence List

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

Licencee	Licence Number	File Number
<a href="#">CAVEMAN INDUSTRIES</a>	226325	JY12345
<a href="#">HARRY AND CRONK CAVEMAN</a>	237802	
<a href="#">HARRY CAVEMAN AND SONS</a>	237805	

Click on Add/View Ad-hoc Report (Figure 10.2).

Figure 10.2

[Add/View Ad-hoc Report](#)

Licence Number:

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of the associated conditions.

ity Number	Well ID	Date Drilled	Well Depth (m)	Production Interval (m)	Description
02-03-001				0 - 80	
12-19-007					

Select from the drop down list the type of Report that is going to be attached (Figure 10.3).

Figure 10.3

Enter your report details.

Report Type:  Report Name:

Date Submitted:  Submitter's Name:

Consultant's Name:  Comment:

Report:

Fill in the Report Name, Consultant's Name. Enter a Comment if you wish. Click on Browse to find your report (Figure 10.4).

Figure 10.4

### Add/View Ad-hoc Groundwater Reports

Licensee:  Licence Number:

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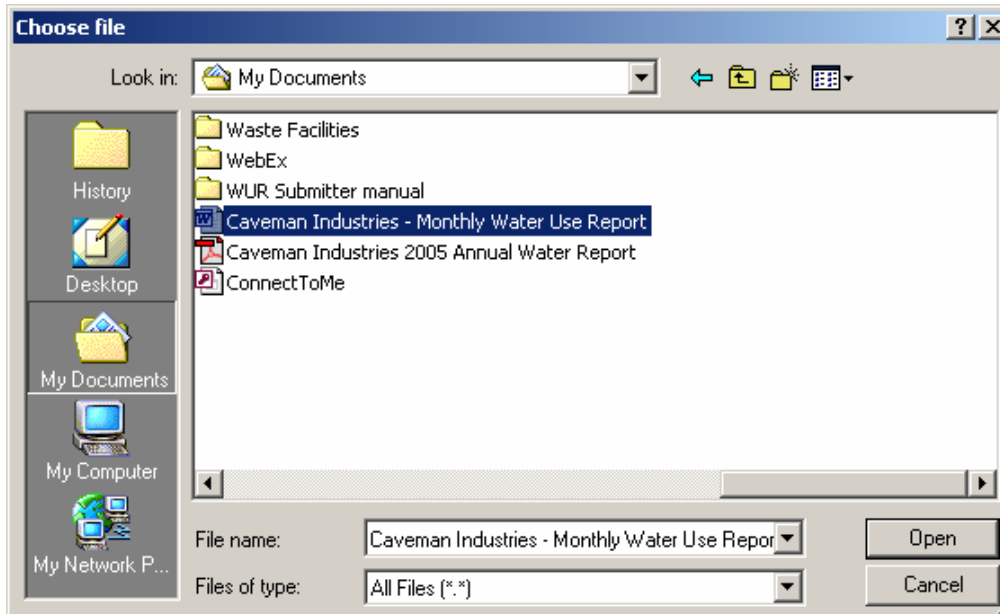
Enter your report details.

Report Type:	<input type="text" value="Monthly (Groundwater)"/>	Report Name:	<input type="text" value="Caveman001"/>
Date Submitted:	<input type="text" value="10-APR-2007"/>	Submitter's Name:	<input type="text" value="Happernathy, Gertrude"/>
Consultant's Name:	<input type="text" value="Crnk Caveman"/>	Comment:	<input type="text"/>

Report:

Locate the report, highlight the report and click on Open (Figure 10.5).

Figure 10.5



It will now display in the Report section. Click on Submit to send the Report to the Water Use Reporting (WUR) system (Figure 10.6).

Figure 10.6

Report: Select your file to submit by clicking on the Browse button. To submit the report details the Submit button.

The Report was saved successfully and now is displayed at the bottom of the screen as an attachment. The report will be saved for two years and can be accessed anytime by selecting the View option (Figure 10.7).

Figure 10.7

### Add/View Ad-hoc Groundwater Reports

Licensee:  Licence Number:

Enter your report details.

Report Type:  Report Name:

Date Submitted:  Submitter's Name:

Consultant's Name:  Comment:

Report: Select your file to submit by clicking on the Browse button. To submit the report details the Submit button.

To view a report, click on the View link. Only Reports submitted within the last two years can be viewed.

	Report Type	Report Name	Date Submitted	Submitter's Name	Consultant's Name	Comment
<a href="#">View</a>	Monthly (Groundwater)	Caveman001	10-APR-2007	Happernathy, Gertrude	Cronk Caveman	

**Option 2: From the Water Use Reporting Home screen select Licence List (Figure 10.8).**

Figure 10.8

**ALBERTA ENVIRONMENT  
WATER USE REPORTING**

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Menu Options

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Next, select the Appropriate Licence from the Licensee list (Figure 10.9).

Figure 10.9

### Licence List

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

Licensee	Licence Number	File Number
<a href="#">CAVEMAN INDUSTRIES</a>	226325	JY12345
<a href="#">HARRY AND CRONK CAVEMAN</a>	237802	
<a href="#">HARRY CAVEMAN AND SONS</a>	237805	

Update

Click on the Location for which the Report pertains to (Figure 10.10).

Figure 10.10

### 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)	Prod Intvl (m)
<a href="#">10 2-22-12-4</a>	G Diversion	2001-02-03-001				
<a href="#">2-22-12-4</a>	G Diversion	2005-12-19-007				
<a href="#">2-22-12-4</a>	G Diversion	2005-12-19-008				
<a href="#">2-22-12-4</a>	G Diversion	2005-12-19-009				
<a href="#">5-22-12-4</a>	S Diversion	2005-12-19-006				

The Licence Location details will appear, check the Licence Conditions section to ensure that Reports is listed as an option (Figure 10.11).

If Reports is not listed as a Licence Condition, call the Water Use Reporting Help desk at (780) 427-6311 or toll free at 310-0000 or by Email: [RAC.Environment@gov.ab.ca](mailto:RAC.Environment@gov.ab.ca) and ask to have your account updated to allow Reports as attachments.

Next, choose Add Submission from the Licence Menu Options (Figure 10.11).

Figure 10.11

**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

### Update Licence Location

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

Location: **10 2-22-12-4** Priority Number: **2001-02-03-001**

Well ID: Well Depth (m):

Diversion / Return: **G Diversion** Production Interval (m): **0 - 8**

Description:

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### Licence Conditions

Set your preferences for entering measurements and click on the Update Button

Condition Type	Condition Name	Submit Frequency	Measur Period
Reports	Annual (Groundwater)	Annually	Annually



Click on the Period that the Report applies to (Figure 10.12).

Figure 10.12

<a href="#">JAN-2006</a>	Reports	Monthly (Groundwater)	8-22-12-4	G Diversion	Monthly	Monthly	20- FEB- 2006	2005-12-19-004
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Fill in the Report Name, Consultant's Name. Enter a Comment if you wish. Click on Browse to find your report (Figure 10.13).

Figure 10.13

### Add Report Submission Details

Licensee:	CAVEMAN INDUSTRIES	Licence Number:	226325-00-00	
Location:	8-22-12-4	Priority Number:	2005-12-19-004	Date I
Description:	Well 2			

Enter your report details.

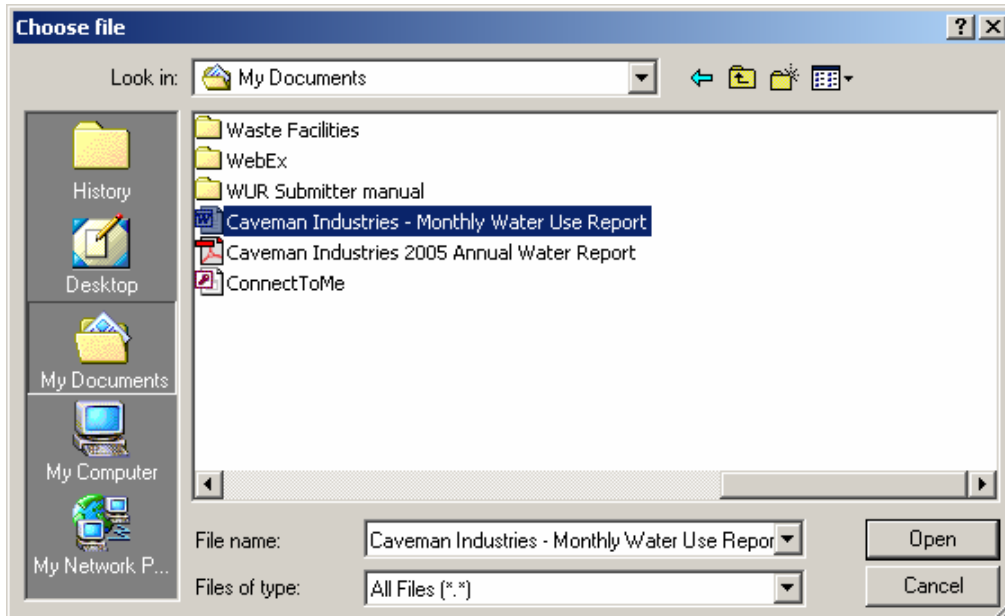
Period:	JAN-2006	Condition Type:	Reports	Condi
Report Name:	Groundwater January 2006	Date Submitted:	10-APR-2007	
Submitter's Name:	Happernathy, Gertrude	Consultant's Name:	Cronk Caveman	
Comment:	<input type="text"/>			

Report: Select your file to submit by clicking on the Browse button. To submit the report details . the Submit button.

<input type="text"/>	<input type="button" value="Browse..."/>
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Locate the report, highlight the report and click on Open (Figure 10.14).

Figure 10.14



It will now display in the Report section. Click on Submit to send the Report to the Water Use Reporting (WUR) system (Figure 10.15).

Figure 10.15

### Add Report Submission Details

Licensee:	CAVEMAN INDUSTRIES	Licence Number:	226325-00-00	
Location:	8-22-12-4	Priority Number:	2005-12-19-004	Date I
Description:	Well 2			

Enter your report details.

Period:	JAN-2006	Condition Type:	Reports	Condi
Report Name:	Groundwater January 2006	Date Submitted:	10-APR-2007	
Submitter's Name:	Happernathy, Gertrude	Consultant's Name:	Cronk Caveman	
Comment:	<input type="text"/>			

Report: Select your file to submit by clicking on the Browse button. To submit the report details . the Submit button.

H:\Documents\Caveman Industries - Monthly Water Use |

The Report has now been successfully attached to the Water Use Reporting System (Figure 10.16).

Figure 10.16

(\*) The report was uploaded successfully.

## II. Groundwater Reports – Viewing

To look at the Groundwater source report that has been added to WUR, from the Water Use Reporting Home screen select Licence List (Figure 10.17).

Figure 10.17

### ALBERTA ENVIRONMENT WATER USE REPORTING

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Application Version: 2.0.12316.5129

Build Date: Friday, March 16, 2007 2:19:50 PM

Click on the blue underscored Licensee Name (Figure 10.18).

Figure 10.18

### Licence List

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<a href="#">HARRY AND CRONK CAVEMAN</a>	237802	
<a href="#">HARRY CAVEMAN AND SONS</a>	237805	

Once the Licence Details screen appears, click on Add/View Ad-hoc Report (Figure 10.19).

Figure 10.19

[Add/View Ad-hoc Report](#)

Licence Number:

---

of the associated conditions.

Well ID	Date Drilled	Well Depth (m)	Production Interval (m)	Description
02-03-001			0 - 80	
12-19-007				

Next, click on the View button beside the Report you wish to see (Figure 10.20).

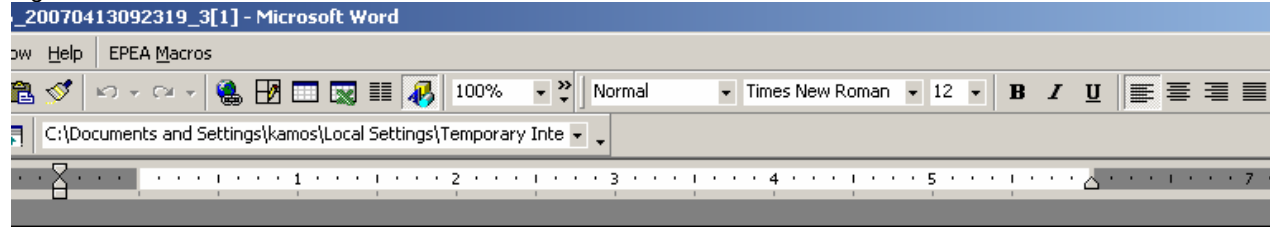
Figure 10.20

To view a report, click on the View link. Only Reports submitted within the last two years can be viewed.

Report Type	Report Name	Date Submitted	Submitter's Name	Consultant's Name	Comment
<a href="#">View</a> Monthly (Groundwater)	Caveman001	10-APR-2007	Happernathy, Gertrude	Cronk Caveman	

The Report will be displayed using the format that you initially attached it in. For example, a saved Microsoft Word report would open as a Microsoft Word document (Figure 10.21).

Figure 10.21



The screenshot shows an Excel spreadsheet titled "Caveman Industries Monthly Water Report". The data is organized into columns A through L and rows 1 through 22. The spreadsheet contains the following data:

Row	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J	Column K	Column L
1	Caveman Industries											
2		Purpose	Farm Unit									
3		Approval ID	236325									
4		water use report	80,427.0	cubic metres								
5			25	Total Days								
6			3217	Average per Day								
7		licence allocation	81728	cubic metres								
8												
9												
10	January			cubic metres								
11	February			cubic metres								
12	March			cubic metres								
13	April			cubic metres								
14	May			cubic metres								
15	June			cubic metres								
16	July		73,993	cubic metres								
17	August		16,085	cubic metres								
18	September			cubic metres								
19	October			cubic metres								
20	November			cubic metres								
21	December			cubic metres								
22	Total		90,078.2									
23												
24												
25	Data in Yellow Enter into the Water Use Reporting System											
26	Information in Green Indicates Information on File and Submitted in the Licensees Report											
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