

# ONLINE Water Ordering System – User Guide (Computer)

## Contact Details

For all queries or assistance phone your scheme operator or e-mail [info@mhvwater.nz](mailto:info@mhvwater.nz)

## Web Page

Enter the ordering page via the irrigator login on the MHV website [mhvwater.co.nz](http://mhvwater.co.nz). Select **Water Ordering** or go directly to <http://orders.irrigo.co.nz>.

On your first visit to this page you should save to favourites or bookmarks it for future use. This works on your smartphone, too – no app is required.



Water  
Ordering

## Log In

To log in – use your “User Number” provided and the password provided. *If you don't recall your password, you can contact us to renew it.*



## Home Page



On the home page you will see “Operating Orders”, “Pending Orders” and “Usage.”

**Operating Orders** shows orders that have been placed for the current time and should be being taken at the current time.

**Pending Orders** will show orders that are made for future use. These can be cancelled online before 2pm

**Usage** area of the website is work under progress. At this stage you can only enter in manual readings of your flow meter.

To place an order, click on the “**Orders**” tab.

## Orders

To enable timely sourcing and delivery of water, all orders are to be placed prior to **2.00pm** of the day prior to water requirement. To allow time for water to be supplied water orders placed today prior to **2.00pm** will be available from **8:00am tomorrow**.

Upon receipt of the total water demand (Normal and/or Growth, Stored requirements) from irrigations and notification from RDRML of any current water restrictions (provided by ECAN), MHV Water will be able to calculate if any full water will be available. Pond levels will also be taken into consideration.

As soon as practicable, any restrictions, the availability for the following day will be advised via text (and/or email). This notification is likely to be in the early evening although we will keep you as informed as possible. via the web notices and text.

## To make an order

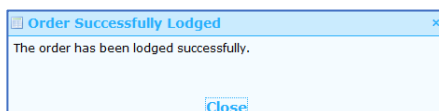
1. Through the Orders tab at the top of the web page select “new order”

The screenshot displays the 'WaterLINE Online' web application interface. At the top, there is a navigation bar with the Rubicon Systems Australia logo and the title 'WaterLINE Online'. Below the navigation bar, there are tabs for 'Home', 'Orders', 'Usage', 'FarmConnect', and 'User Options'. The main content area is titled 'New Order' and contains the following fields and options:

- Turnout:** A dropdown menu set to 'DEMO FARM 1' with a 'View Details' button.
- Property:** A dropdown menu set to 'TRAINER'S PLACE' with a 'View Details' button.
- Start Time:** A time selection field set to '1:00' (HH:MM).
- Start Date:** A date selection field set to '05/08/2011' (DD/MM/YYYY) with a 'Pick Date/Time' button.
- Duration:** A text input field set to '1' hrs.
- Flow Rate:** A text input field set to '1' L/s.
- Repeating Order?:** A checkbox that is currently unchecked.
- Include Message:** A large text area for entering a message, with a '(1000 CHARACTERS REMAINING.)' indicator below it.

At the bottom of the form, there are two buttons: 'Lodge' (with a green checkmark icon) and 'Home' (with a house icon). On the right side of the page, there are two calendar widgets for 'August 2011' and 'September 2011', showing the days of the week and the dates.

2. If your property has more than one off-take (Turnout) select the correct off-take. Note: Separate orders will need to be placed for each Off-Take.
3. Select the start time and date for your order using the “pick date/time” panel. Default start time is **8am**
4. Enter the duration of the order in hours, in multiples of 24 hours (8am – 8am).  
*Preference is that the order is placed for one day (24 hours) and then a repeat is applied. This ensures that you can cancel part of the order if circumstances change, ie it rains on day 4 of 7 days ordered.*
5. Enter your required flow rate in litres per second (no decimals).
6. The minimum and maximum flow rate you can order is shown on the order page.
7. You can enter a message to us via the “message” box. This will be waiting for us when we look at the daily orders. For urgent matters please ring or text.
8. Once an order is completed, click the “Lodge” button.  
If the confirmation box below does not appear, it is likely there is an error on the page.



**WaterLINE Online**

Home Orders Usage FarmConnect User Options

Saturday, 6 August, 2011 Welcome, Mike Lamb (Logout)

Category	Order ID	Date/Time	Flow Rate	Duration
Operating Orders (2)	DEMO FARM 1	06/08 16:00	39.0 L/s	for 23.00 hrs
	DEMO FARM 2	06/08 00:00	52.0 L/s	for 24.00 hrs
Pending Orders (30)	DEMO FARM 1	08/08 08:00	25.0 L/s	for 12.00 hrs
			35.0 L/s	for 12.00 hrs
	DEMO FARM 1	10/08 08:00	25.0 L/s	for 12.00 hrs
		35.0 L/s	for 12.00 hrs	

**Usage**

**TRAINER'S PLACE**

Entitlement: 420666.00 m<sup>3</sup>  
 Remaining:  
 Entitlement Total: 600000.00 m<sup>3</sup>

**Did you know?**  
 This overview screen displays summary information of your operating and pending orders, and usage details.  
 To see menu options, hold the mouse pointer over "Orders", "Usage" or "User Options" icons.

Completed orders will appear on your Home page as “Pending” and the Entitlement Remaining is adjusted accordingly.

## Usage

There are two options in this section, "Allocation" and "Meter Reading." This area is under development and this is where you can manually enter the flow meter reading of water used.

The screenshot shows the 'Usage' section of the WaterLINE Online interface. At the top, there is a navigation bar with 'Home', 'Orders', 'Usage', 'FarmConnect', and 'User Options'. Below this, the date 'Saturday, 6 August, 2011' and a welcome message 'Welcome, Mike Lamb' are visible. The main content area is titled 'Water Entitlement' and displays the following information:

Property: TRAINER'S PLACE	Owner/Operator
Entitlement Remaining: 420666.00 m <sup>3</sup>	
Entitlement Total: 600000.00 m <sup>3</sup>	<a href="#">View Statement</a>

A green box on the right contains a 'Please Note' message: 'You will need the Adobe Acrobat Reader software installed to view the Water Entitlement Statements.'

MHV Water Ltd will be collecting usage data on a monthly basis and will make this available for comparison and farm management.

The detailed Usage report is available by clicking the "View Statement" button. This will create a pdf document that the user is able to read/save as required

## User options

This section is reasonably self-explanatory and allows each user to:

1. Change your PIN
2. Send a message to the Operations Planner (for urgent matters, ring or text)
3. Edit the primary Contact details
4. Logout

The screenshot shows the 'Communication Settings' page. It features a navigation bar at the top and a main content area with the following elements:

- Communication Settings:** Fields for 'Mobile number: 0274224258', 'Email address: MIKE@BCIWATER.CO.NZ', and 'Fax number: 033028897'. A 'Check number' button is next to the mobile number field.
- Communications:** A section for managing communications, with 'Accept' and 'Home' buttons below it.
- Did you know?:** A green box containing text: 'The water authority periodically sends communications to irrigators. Use this page to update your contact details and manage the communications you're interested in receiving.'

The screenshot shows the 'New Message' page. It features a navigation bar at the top and a main content area with the following elements:

- New Message:** A form with 'To: Planner' and a 'Text:' input field. Below the input field, it says '(1000 characters remaining.)' and a 'Send' button.
- Did you know?:** A green box containing text: 'Text messages are sent to planning staff, and are usually not read after hours. If the issue is urgent, please consider calling the appropriate staff.'

## Cancelling Operating Orders

If for any reason you need to cancel an order that is currently being delivered, please contact Your scheme operator as soon as possible.



## Errors

When placing an order, the system will not confirm the order for the following reasons:

1. The order is being placed for a period that a pending or operating order exists
2. The flow rate selected is too high (note the maximum flow rate).

Note: this is not a definitive list.

## Farm Connect

The Farm Connect tab, SCADA site data, shows turnout information. Click on the box  and a dialog box titled 'Tag Display' will show a value and update time. The graph box  allows you to view trends, change the time period of the graph, and to download data.