



## Waterline Online Instructions (Mobile Smartphone)

This document explains how to

- Log on to your WaterLine Online account
- Place or change/cancel an order for water
- Check your operational flow rate

If you have any questions or run into any trouble, ring or text the Ashburton Lyndhurst On Call Phone on 027 FOR ALIL or 027 367 2545.

### 1. Logging on to your WaterLine Online Account

Type [orders.irrigo.co.nz](http://orders.irrigo.co.nz) into your browser. This will take you to the Waterline Online page for Ashburton Lyndhurst.

Enter your User Number and PIN.

If you don't know your User Number or you have forgotten your PIN, ring the office on 03 307 8382 and we can help. If this is your first time logging in, use 9999 for your PIN, and click Login.

Once you have logged in you will see a menu at the top of the screen. Click the home button at the top left to return to the home screen from any page; click the Logout (X) button at the far right to exit the system.

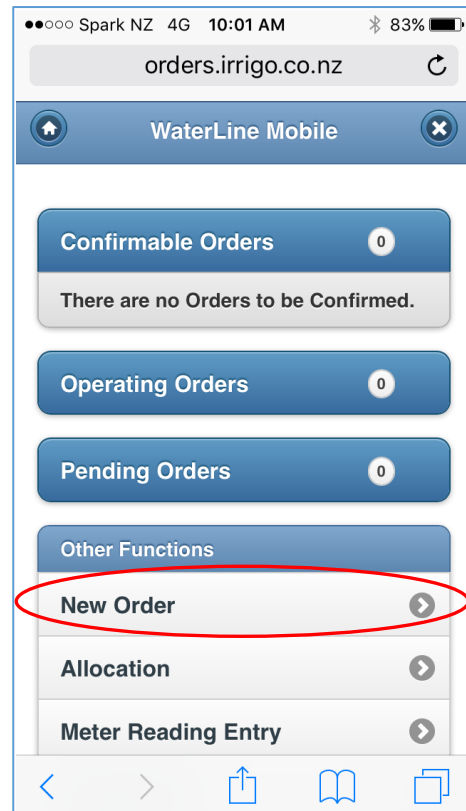
HOME

LOGOUT

## 2. Placing a Water Order or Cancelling/Changing an order

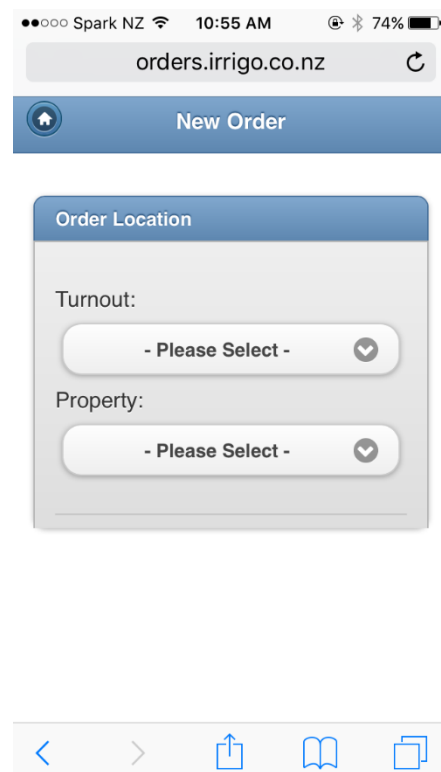
**Water orders must be lodged by 1pm to irrigate from 8am the following day.** Once you have logged in, follow the instructions below to lodge an order.

To enter a water order tap New Order near the bottom of the first page.



If you have more than one Property Offtake (POT), choose the one you want to place the order for by tapping Please Select and then picking from the list.

If you aren't sure which POT is which, ring the office and we can help.



Tap at the right of the Start Time box and use the + and – buttons to enter the starting time for the order, then tap Set Time. Alternatively, you can tap in the Start Time box and type in your desired start time. Then tap Set Time. Use to close.

Tap at the right of the Start Date box and choose the starting date from the calendar. The calendar highlights today's date and the next available date for which you are able to order water.

**Keep in mind, you cannot order water for the following day after 1pm.**

**Orders run from 8am one day to 8am the following day by default.**

**IMPORTANT!!** Tap at the right of the Duration box and use the + and – buttons to **enter an order duration of 1 day (even if you plan to order for multiple days – you can do this using a repeating order, explained on the following page.)** Notice that the Finish Time and Finish Date are automatically filled in when you choose the order duration.

Use the slider to enter the flow rate for the order. You can order up to your maximum allocation which is the slider all the way to the right.

For multiple day orders, click the plus next to Repeat Details and then tick the Repeat Order box.

Options will appear with boxes for Repeat Count and Repeat Interval. Fill these in as explained below:

Repeat Count = the number of times you want the order to repeat.

For example, if you want to order water for 5 days, use a 1 day order duration and enter 4 in the Repeat Count box. Put another way, take the first day you want water plus 4 repeats for a total of 5 days.

**NOTE: you may order water for a maximum of up to 7 days into the future (or a Repeat Count of 6)**

Repeat Interval (Days) = Enter 1. Your order will repeat every day, for the number of times in the Repeat Count box.

Tap Lodge at the bottom of the screen and you will see a success message to say the order has been successfully lodged. Once you close this window by tapping OK, you will see a summary of the order you have just entered, as below.

Spark NZ 4:01 PM 56%

orders.irrigco.co.nz

**View Order**

**Order #128552**

Turnout: POTV A28 GLASS C  
Property: WESTWARD HO LTD

**Order Details**

Start Time: 08:00 12-Sep  
Finish Time: 08:00 13-Sep  
Flow rate: 35.00 L/s  
Duration: 24.00 Hours  
Volume: 3024.00 m<sup>3</sup>

**Lodgement Details**

Time Lodged: 16:00 10-Sep  
Entry Method: Mobile

**Lodgement Details**

Time Lodged: 16:00 10-Sep  
Entry Method: Mobile

**Confirmation**

Status: Unconfirmed

+ With Message:

**Order Functions**

Cancel Order

**Other Functions**

Turnout Details

Property Details

See Current Flow

The order summary provides you with the details of the order you have just entered.

You are able to cancel your order from the summary page by tapping “Cancel Order” and verifying that you want to cancel on the next screen. Orders cannot be cancelled after 1pm the day before they are to start. **NOTE: Cancelling the order does not also cancel the repeats. These have to be cancelled separately.**

Do you wish to cancel this order?

Confirm Cancel


Abort and Return




### Notes on Ordering:

**It is to your advantage to set up orders for a short duration that repeat, as orders cannot be changed after the 1pm deadline has passed the day before the order is due to start.** It is possible to order for durations long than 24 hours but we strongly recommend you set the order duration to 24 hours and use the repeat option, that way orders can be cancelled prior to 1pm the day before they start. This way you are able to respond to changes in weather or machine breakdown.

Your Maximum Flow Rate is limited to your full share allocation. Once irrigating, you can use up to your Design Flow (usually 18% above your allocation flow) to allow for flow demand fluctuations on farm. However, your flow rate needs to average the allocation flow over 24 hours.

The system will limit you from entering orders longer than 7 days in duration, or repeat orders where the total duration is longer than 7 days.

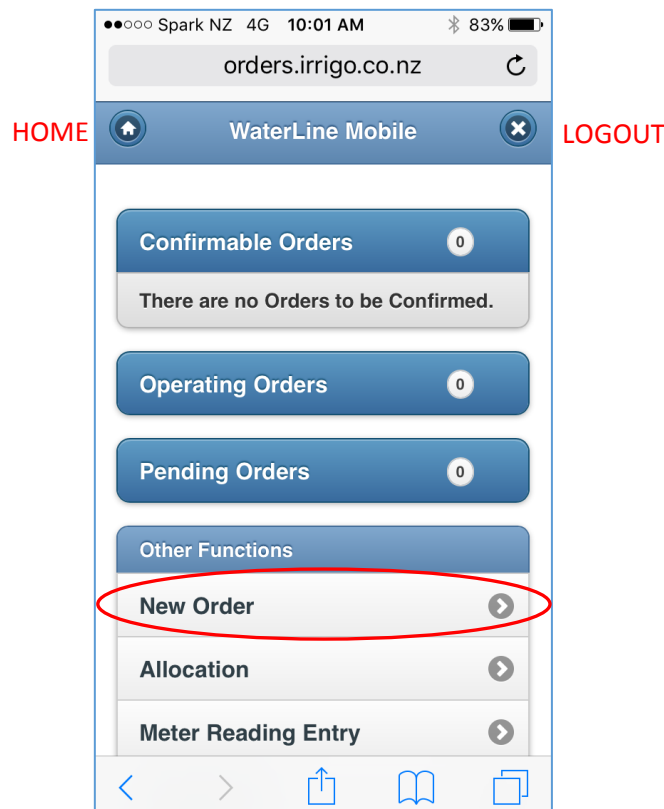
When you return to the home screen by clicking the home button in the menu at the top of the page, you will see the order you have just entered and any repeats in the "Pending Orders" list. It will move to "Operating Orders" once the order start time has passed. Tap on Show all... to see all your pending orders. You can access any order's detail summary by clicking on the  to the right of the order listing. From the summary you can cancel your order, as long as it is done prior to 1pm the day before the order is due to start.

Pending Orders		7
POTV A28 GLASS C	08:00 12-Sep	
35.0 L/s for 24.00 hrs		
POT B31 GLASS C	08:00 11-Sep	
35.0 L/s for 24.00 hrs		
POT B31 GLASS C	08:00 12-Sep	
35.0 L/s for 24.00 hrs		
Show all ...		

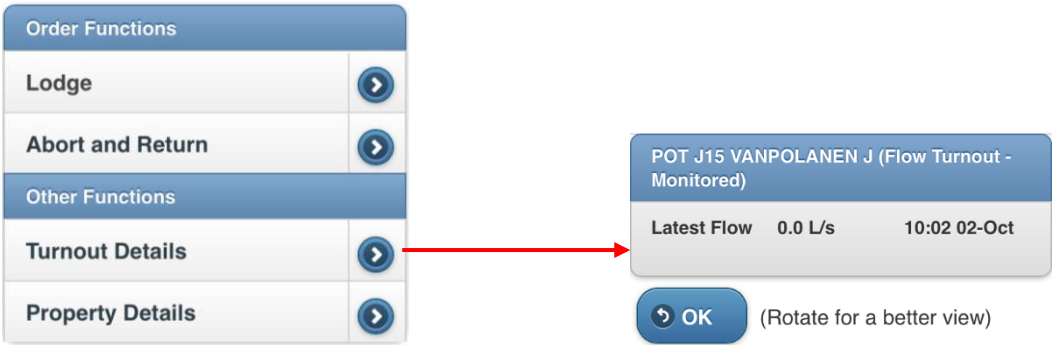
After 1pm the orders for the following day are collated. If there are water restrictions, your order may be modified. You will receive a text message the evening before your order begins information you if you need to change your operations due to water restrictions. If you don't hear anything, you can proceed and irrigate as per your order.

### 3. Checking Your Flow Rate

To view your flow rate whilst operating, navigate to the home page by tapping on the home button. Then tap on New Order near the bottom of the page.



If you have more than one turnout you will need to select the one you're interested in. Then scroll to the bottom of the page and choose Turnout Details.



Keep in mind that the flow values are only updated when the flow changes by 10% of the design flow. The Update Time column in the chart will show you the last time the flow was updated. If your flow is in the process of changing, you may need to refresh the page or log out and back in again to see the updated flow.