# Waterline Online Instructions (Desktop Computer)

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 the Ashburton Lyndhurst On Call Phone on 027 FOR ALIL or 027 367 2545.

1. Logging on to your WaterLine Online Account

- Use your browser to navigate to the Ashburton Lyndhurst website: www.alil.co.nz. Click on the "Log into Waterline Online" link at the top of the page.
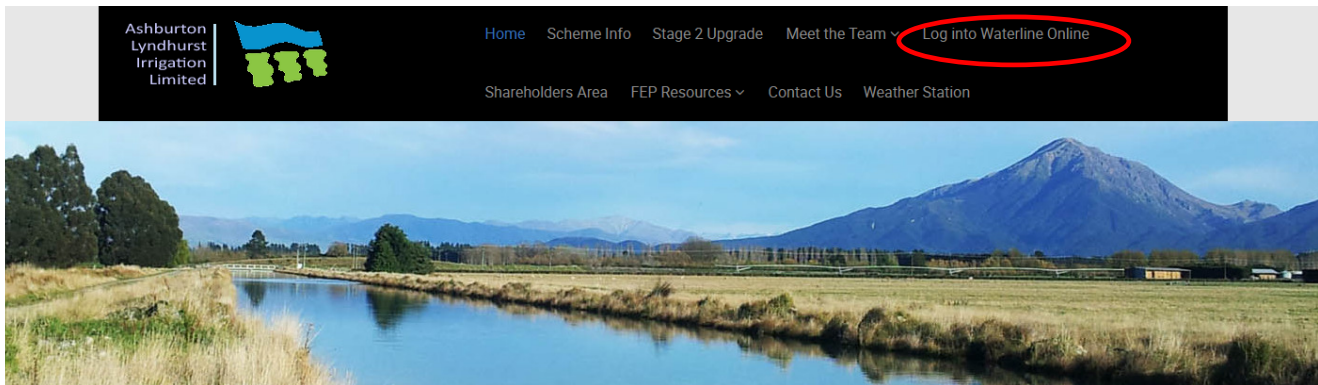
- Enter your User Number in the WaterLINE Online login form. If you don't know your User Number, or you don't have an account set up yet, ring the office on 03 307 8382 and we can sort this out for you. If this is your first time logging in, use 9999 for your PIN, and click Login.

Once you login, you can change your PIN, if you like, by selecting User Options at the right of the menu at the top of the screen. Then choose Change Password and enter your current PIN and your new PIN twice and then click Continue.

If you have previously logged in, use the PIN that you set up. If you have forgotten your PIN, ring the office on 03 307 8382 and we can reset it for you.

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

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

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

- To enter a water order, click "Orders", then "New Order."

- If you have more than one POT, choose the one you want to place the order for from the dropdown list. If you aren't sure which POT is which, ring the office and we can help.

Use 1 day duration and a repeating order (see next page) to enter orders longer than 24 hours in duration.

- Click in the Start Time and Start Date boxes and enter the starting time and starting date. Orders run from 8am one day to 8am the following day by default. Alternatively, you can click on the "Pick Date/Time" button and select the day and time from the calendar that pops up.

- **IMPORTANT!!** Enter 1 day in the duration box (even if you plan to order for multiple days – you can do this using a repeating order, explained on the next page.)
  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 longer than 24 hours but we strongly recommend you set the order duration to 1 day or 24 hours and use the repeat option, that way orders can be canceled prior to 1pm the day before they start. This way you are able to respond to changes in weather or machine breakdown.

- You may place orders for a maximum of 7 days into the future.

- Enter the Flow Rate, up to the maximum displayed below the Stored Rate box. Enter the whole number in the box to the left of the decimal point, and any decimal digits in the box to the right of the decimal point.

- 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.

- For multiple day orders, tick the Repeating 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 the default 24 hour order duration (see previous page) and enter 4 in the Repeat Count box.

Repeating Order? ✓
Repeat Count: 4
Repeat Interval: 1 Days
Include Message:

(1000 CHARACTERS REMAINING.)

Repeat Count: The number of times you want the order to repeat (maximum of 6 repeats for a total of 7 days water)

Repeat Interval: Enter 1 unless you want a gap between the end of one order repeat and the start of the next.

LODGE   HOME

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

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 longer 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 canceled prior to 1pm the day before they start. This way you are able to respond to changes in weather or machine breakdown.

- Click Lodge and you will see a success message to say the order has been successfully lodged. Once you close this window, you will see a summary of the order you have just entered, as below.

|	
Order #128545	
Turnout: POT B31 GLASS C	View Details / Current Flow
Property: WESTWARD HO FARMING CO LTD	View Details
Start Time: 11 Sep 2018 08:00	
Finish Time: 12 Sep 2018 08:00	
Duration: 24.00 Hours	
Volume: 3024.00 m³	
Time Lodged: 10 Sep 2018 12:06	
Entry Method: Web	
Repeat Count: 5	
Repeat Offset: 1.0 Days	
Order Items: *11 Sep 2018 08:00:* 35.00 L/s for 24.00 Hours	
With Message:	

CANCEL ORDER

- You are able to cancel your order from this summary page by clicking the "Cancel Order" button and verifying that you want to cancel in the pop up window. Orders cannot be cancelled after 1pm the day before they are to start. NOTE: Cancelling the order does not also cancel the repeats. Repeats have to be cancelled separately.

Order #128545 (L/s)
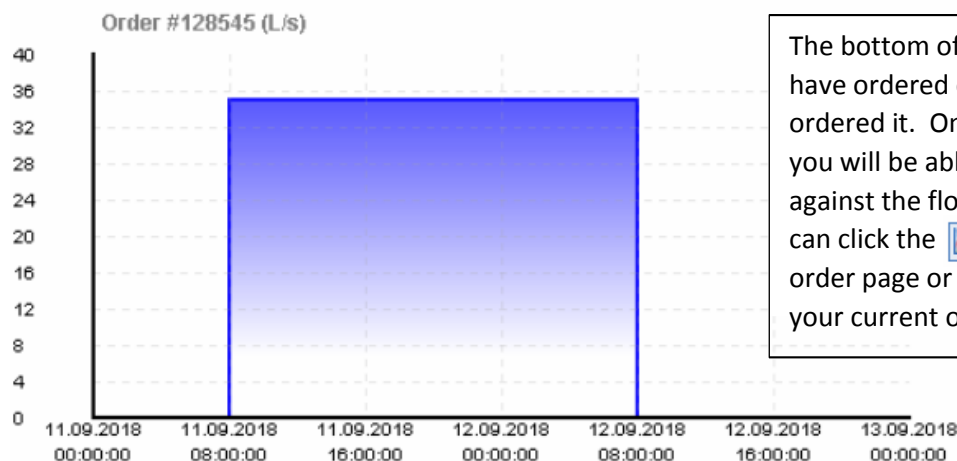
The bottom of the page shows the flow rate you have ordered over the duration for which you've ordered it. Once your order becomes operational, you will be able to see your actual flow rate against the flow rate ordered from this page. You can click the **Current Flow** button from the order page or the order confirmation page to see your current operational flow.

- When you return to the home screen by clicking the home button in the menu near the top of the page, you will see the order you have just entered under "Pending Orders." It will move to Operating Orders once the order start time has passed.

Operating Orders	**0**
No operating orders.	

Pending Orders	**6**
POT B31 GLASS C	11 Sep 2018 08:00
	35.0 L/s for 24.00 Hours
POT B31 GLASS C	12 Sep 2018 08:00
	35.0 L/s for 24.00 Hours
POT B31 GLASS C	13 Sep 2018 08:00
	35.0 L/s for 24.00 Hours
POT B31 GLASS C	14 Sep 2018 08:00
	35.0 L/s for 24.00 Hours
POT B31 GLASS C	15 Sep 2018 08:00
	35.0 L/s for 24.00 Hours
POT B31 GLASS C	16 Sep 2018 08:00
	35.0 L/s for 24.00 Hours

The order will move from Pending to Operating Orders once it becomes operational after 8am on 11 September.

- You can access the summary page for your order from the list of orders on the home page. Click on the box with the green arrow to go to the summary. From here you can cancel your order, as long as it is done prior to 1pm the day before the order is due to start.

- 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 informing 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 whist operating, click on Farm Connect in the menu, then click on Scada site data in the dropdown menu.

- Click on the grid to the right of the POT of interest to view the latest flow rate and flow volume.

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.

Tag display for POT J15 VANPOLANEN J

Tag Description	Value	Update Time	
Current Flow	0.9999936 L/s	30/11/2016 13:53	
Flow Volume Total	1083406.0 m3	30/11/2016 13:25	
Allocation Flow	78.47 L/s	30/11/2016 06:14	
Design Flow	109.55 L/s	30/11/2016 06:14	

For more detail, click on the graph icon to view a trend of each item over time.

Quick Look Graph

POT J15 VANPOLANEN J (Flow Turnout - Monitored)
Tag: Current Flow

Time period:

1 Day
1 Week
2 Weeks
1 Month
3 Months
1 Year
Custom date range

Export to CSV | Close

Found 7,014 events for tag Current Flow

The trend graph lets you choose the date range that you'd like to view, or export the data to a spreadsheet, if you prefer.
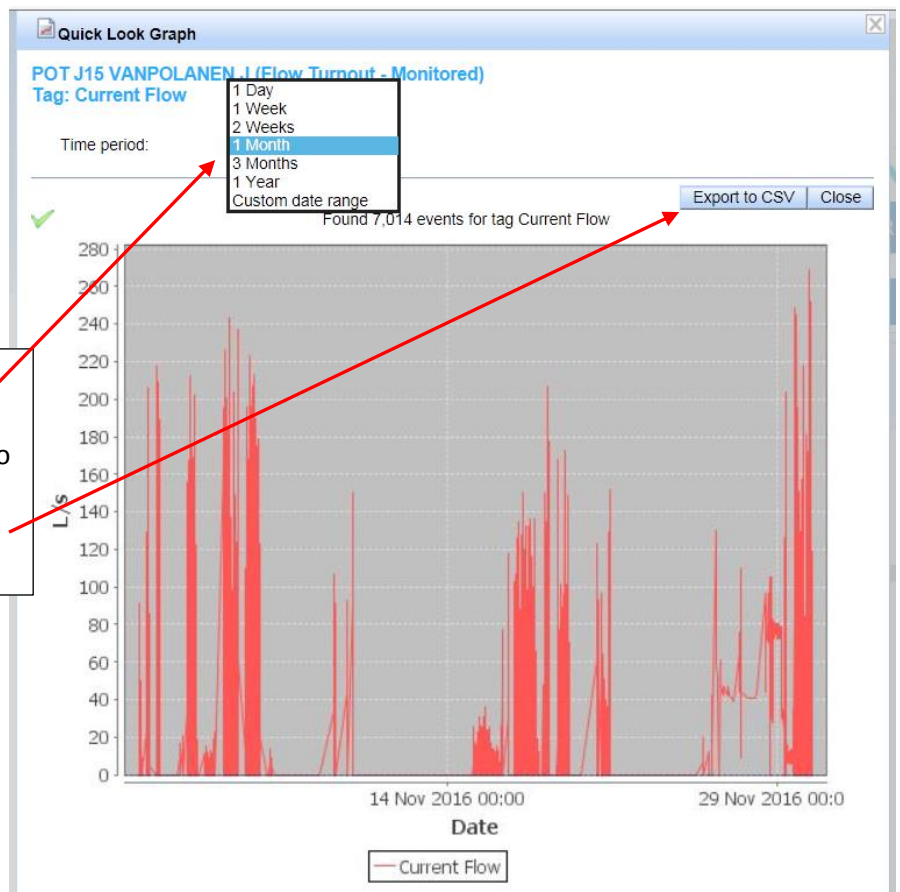
You can also view your current flow rate from the New Order page by clicking on the 🔲 Current Flow button.