

Water Ordering Instructions (Mobile Smartphone)

This document explains how to use your mobile phone to:

1. Log on to your Waterline Online account
2. Place or change/cancel an order for water
3. Check your operational flow rate

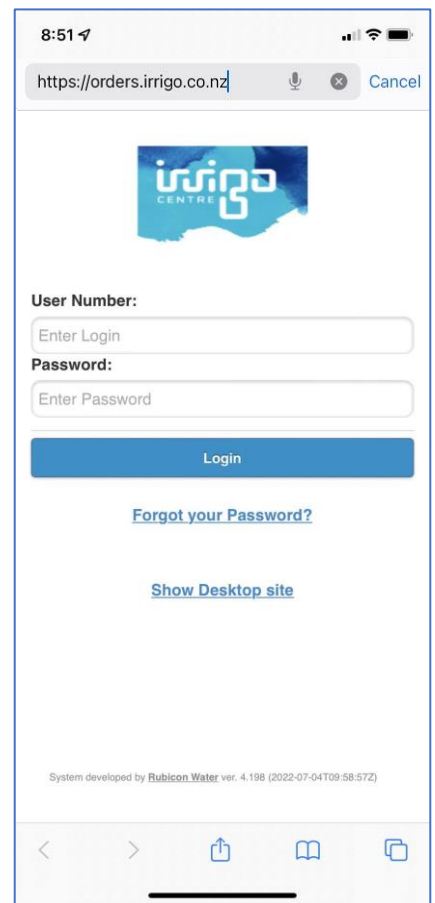
If you have any questions or run into any trouble with ordering, ring or text the ALIL Duty Phone 027 367 2545.

1. Logging into your Waterline Online Account

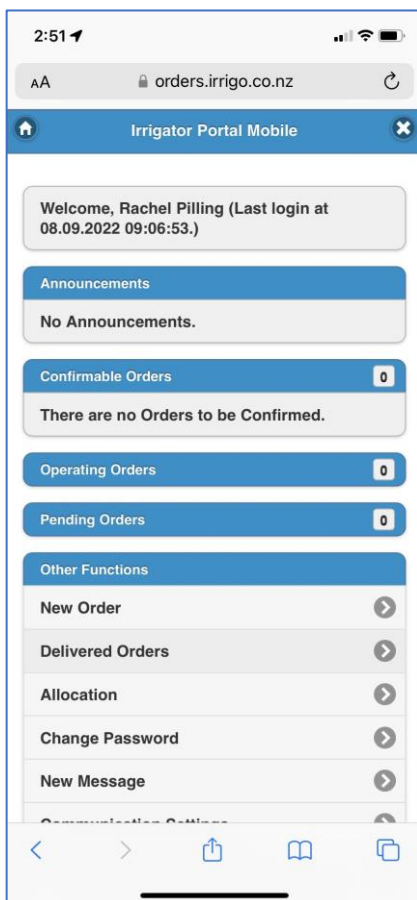
Type <https://orders.irrigo.co.nz> into your browser. This will take you to the Waterline Online page for Ashburton Lyndhurst.



Enter your User Number and password and click Login.

Passwords must be between 7 and 12 characters long and contain at least 1 uppercase letter, 1 lowercase letter AND 1 number. No symbols (! @ # \$ etc.) are allowed.



If you don't know or have forgotten your User Number or password, you can use the "Forgot your Password?" link or ring the office on 03 975 8547 and we can help.



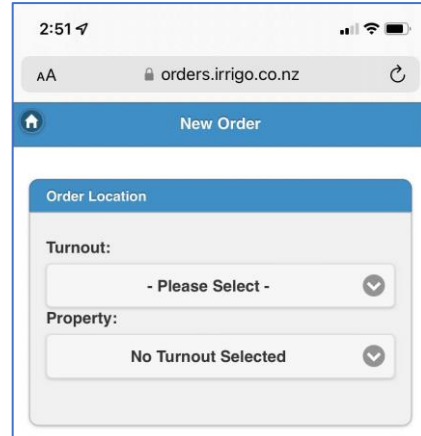
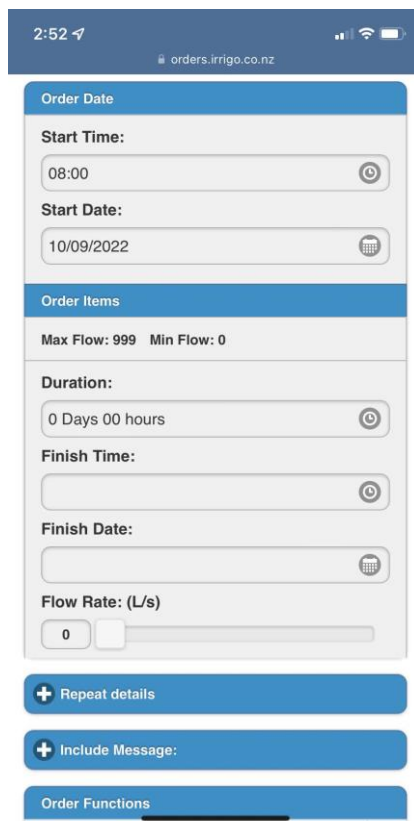
Once you have logged in you will see a menu at the top of the screen. Click the home button  at the top left to return to the home screen from any page. Click the Logout  button at the far right to exit the system.


2. Placing or Changing/Cancelling an Order

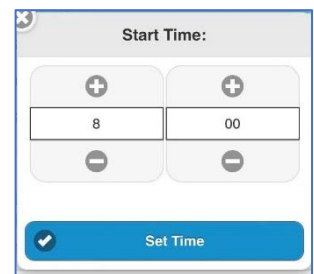
Water orders must be lodged by 1pm to irrigate from 8am the following day.

To place an order, tap New Order under the Other Functions heading near the bottom of the home screen. (See the previous image for illustration.)


If you have more than one Property Off Take (POT) choose the one you want to place the order for by tapping "Please Select" under Turnout and picking it from the list. If you aren't sure which POT is which, ring the office and we can help.

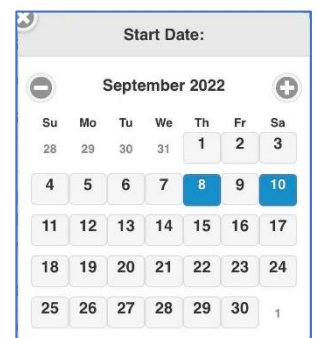
The Start Time box should display 8:00. If it doesn't, tap  at the right of the Start Time box and use the + and – buttons in the box that appears to enter 8:00 as the starting time for your order. Then tap "Set Time".




You can use 08:00 as the default start time for your order if you are going to start up anytime that day.

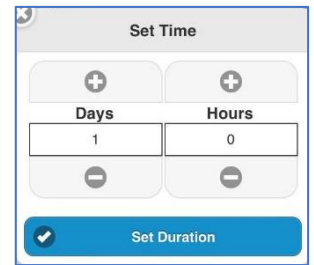
Tap  at the right of the Start Date box and choose the starting date from the calendar.

Keep in mind, you cannot order water for the following day after 1pm. Orders run from 8am to 8pm 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 on irrigating for multiple days – you can add the other days using a repeating order, explained below.) Notice that the Finish Time and Finish Date are automatically filled in when you choose the order duration.

You may order water for a maximum of up to 7 days into the future.

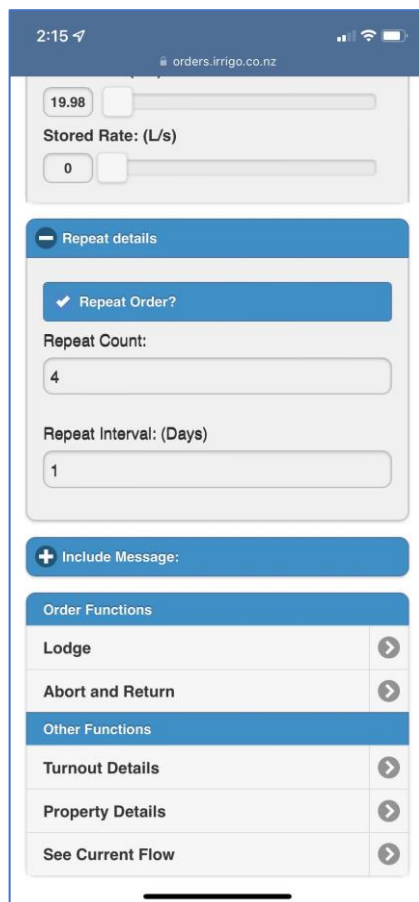


Set Time

Days	Hours
1	0

Set 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.



2:15 orders.rrigo.co.nz

19.98
Stored Rate: (L/s)
0

Repeat details

☒ Repeat Order?

Repeat Count:
4

Repeat Interval: (Days)
1

+ Include Message:

Order Functions

Lodge

Abort and Return

Other Functions

Turnout Details

Property Details

See Current Flow

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.

Repeat Count = the number of times you want the order to repeat. For example, if you want water for 5 days, use a 1-day order duration and enter 4 in the Repeat Count box. This gives you your first day's order repeated 4 times for a total of 5 days.

You may order water for a maximum of up to 7 days into the future, or a Repeat Count of 6).

Repeat Interval: (Days) = the number of days between each repeating order. **You will enter 1 here to have the order repeat every day.**

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


You can 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 must be cancelled separately.**

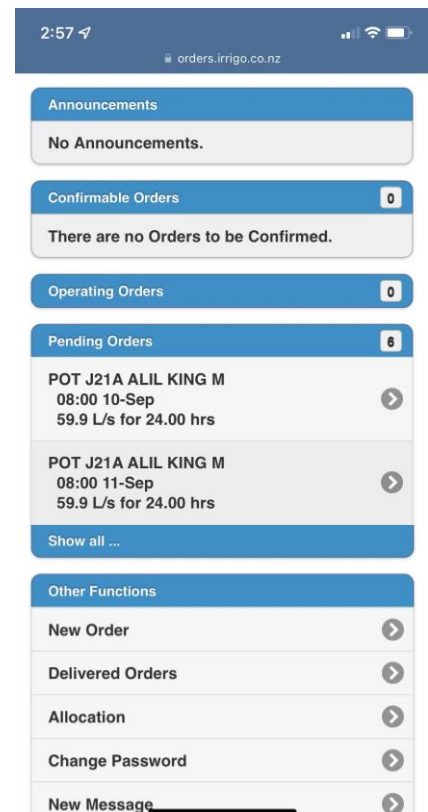
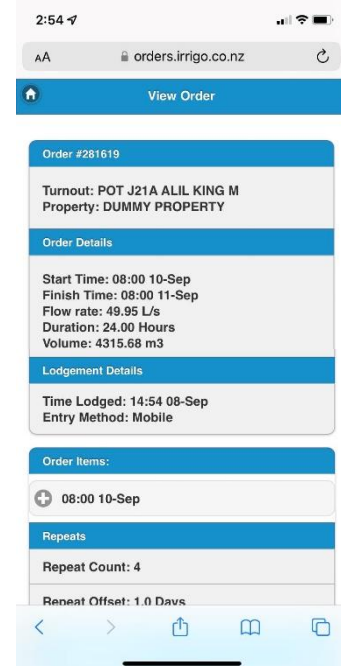
Notes on ordering:

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 your order is due to start. It is possible to order for durations longer than 1 day but we recommend you set the order duration to 1 day and use the repeat option, that way an order for the following day can be cancelled prior to 1pm the day before it starts. This way you can 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 to allow for flow demand fluctuations on-farm. However, your average flow rate over a 24-hour period cannot exceed your allocation flow.

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. If you see an error suggesting your order duration is too long, try again with a shorter order duration. Also check that you have a 1 in the Repeat Interval (Days) box and the number of repeats you are after in the Repeat Count Box.

When you return to the home screen after lodging an order 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...” below the Pending Orders 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, if it is done prior to 1pm the day before the order is due to start.

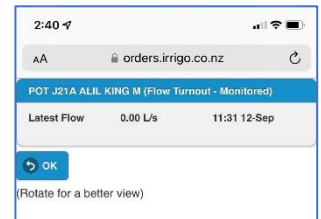


After 1pm the orders for the following day are totalled. If there are water restrictions, your order may be modified. You will receive a text message the evening before your order begins informing you if you need to change your operations due to water restrictions. If you don't hear anything, you can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

3. Checking Your Operational Flow Rate

To view your flow rate whilst operating, navigate to the home page. Then tap "New Order" near the bottom of the page under the "Other Functions" heading.

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". You will see a screen with the latest flow.



Keep in mind that the flow values are only updated when the flow changes by 10% of the design flow. The time shown next to the current flow rate is the time the flow was updated. **This may not be the current time, so it is good to check this to see when the flow last updated.** If flows are in the process of changing you may need to refresh the page or log out and back in again to see the updated flow.

When you have finished reviewing your flow rate, click OK to return to the New Order page.