

Water Ordering Instructions (Personal Computer)

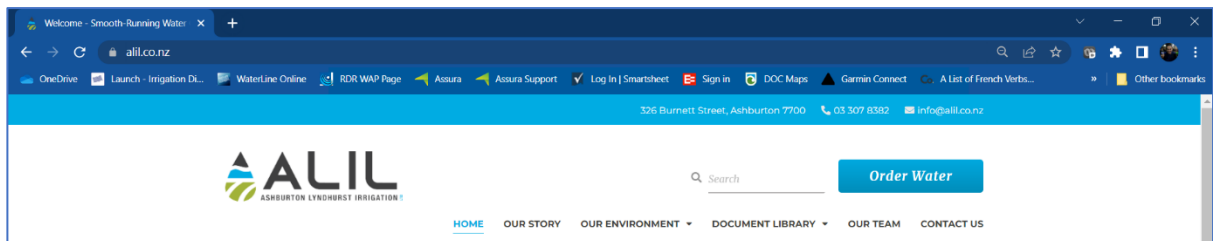
This document explains how to:

- Log into your Waterline Online account
- Place or change/cancel and order for water
- Check your operational flow rate

If you have any questions or run into any difficulty, ring the Ashburton Lyndhurst Duty Phone on 027 367 2545.

1. Logging into your Waterline Online Account

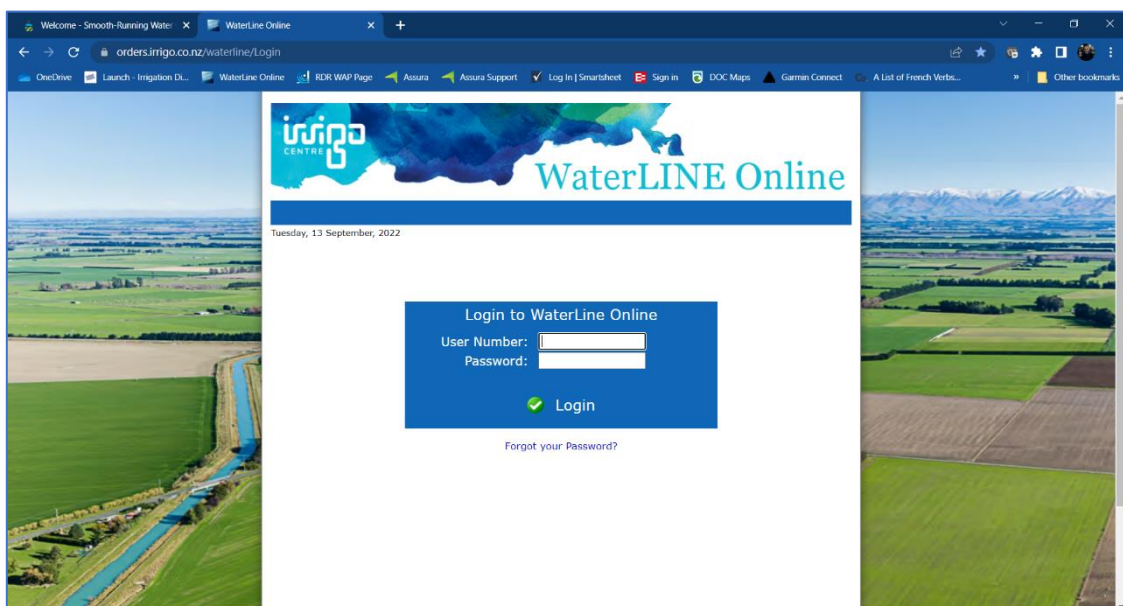
Use your browser to navigate to the Ashburton Lyndhurst website: www.alil.co.nz. Click on the “Order Water” button at the top of the page.



Enter your User Number and password and click Login.

Passwords must be between 7 and 12 character 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.

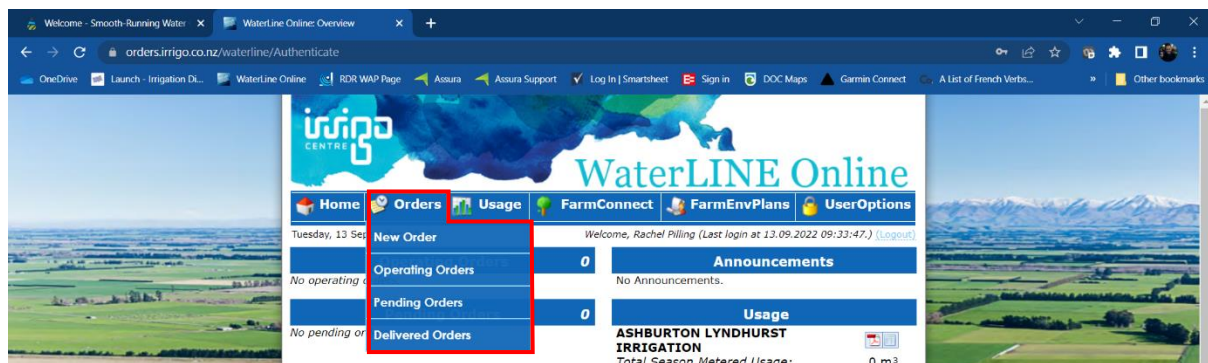


Once you have logged in you will see a menu at the top of the screen. Click **Home** to return to the home screen from any page. Click **Logout** at the far right (next to the information about your Last login) to exit the system.

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, hover over **Orders** in the top menu, then click on **New Order** in the drop-down menu. The New Order page will open, illustrated below.



If you have more than one Property Off Take (POT), choose the one you want to place the order for from the drop-down menu next to **Turnout**. If you aren't sure which POT is which, ring the office and we can help.

New Order

Turnout: **POT J21A ALIL KING M** [View Details](#)

FLOW TURNOUT - MONITORED

☒ Current Flow [View Details](#)

Property: DUMMY PROPERTY

Start Time: 08:00 (HH:MM)

Start Date: 14/09/2022 (DD/MM/YYYY) [Select](#)

Duration: days hours

Finish Time: 08:00 (HH:MM)

Finish Date: 14/09/2022 (DD/MM/YYYY) [Select](#)

Flow Rate: L/s

MINIMUM: 0 L/s, MAXIMUM: 999 L/s

Repeating Order? ☐

Include Message:
 (1000 CHARACTERS REMAINING...)

[LOGDE](#) [HOME](#)

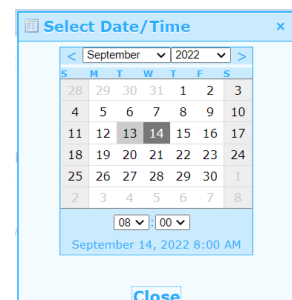
The Start Time box

should display 8:00. If it doesn't, click in the box and enter 8:00 as the start time for your order.

You can use 8:00 as the default start time for your order if you are going to start up anytime that day.

Click in the **Start Date** box and enter the start date for your order. Alternatively, you can click on

[Select](#) to the right of Start Date and select the date and time from the calendar that pops up.



The system will show the next available day that you can order water for by default.

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!! Click the Duration box and enter a duration of 1 day for your order (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.

Click in the **Flow Rate** box and enter your desired flow rate, up to the maximum displayed below the Flow 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.

Flow Rate: . L/s

MINIMUM: 0 L/s, MAXIMUM: 999 L/s

For multiple day orders, tick the **Repeating Order** box.

Options will appear with boxes for **Repeat Count** and **Repeat Interval**.

Repeating Order? ☒

Repeat Count:

Repeat Interval: Days

Repeat Count = the number of times you want the order to repeat. For example, if you want water for 7 days, use a 1-day order duration and enter 6 in the Repeat Count box. This gives you your first day's order repeated 6 times for a total of 7 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.**

Order #281648

Turnout: POT J21A ALIL KING M	<input type="button" value="View Details"/>
	<input checked="" type="button" value="Current Flow"/>
Property: DUMMY PROPERTY	<input type="button" value="View Details"/>

Start Time: 14 Sep 2022 08:00
 Finish Time: 15 Sep 2022 08:00
 Duration: 24.00 Hours
 Volume: 3888.00 m3

Time Lodged: 13 Sep 2022 09:46
 Entry Method: Web

Repeat Count: 6
 Repeat Offset: 1.0 Days
 Order Items: 14 Sep 2022 08:00: 45.00 L/s for 24.00 Hours

With Message:

Click **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 you will see a summary of the order you have just entered, as at left.

You can 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 that appears. Orders cannot be cancelled after 1pm the day before they are due 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 you 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, so that 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 in the “Pending Orders” list. It will move to “Operating Orders” once the order start time has passed. You can access any order’s detail summary by clicking on  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.

Operating Orders		0
No operating orders.		
Pending Orders		7
POT J21A ALIL KING M14 Sep 2022 08:00		
45.0 L/s for 24.00 Hours		
POT J21A ALIL KING M15 Sep 2022 08:00		
45.0 L/s for 24.00 Hours		
POT J21A ALIL KING M16 Sep 2022 08:00		
45.0 L/s for 24.00 Hours		
POT J21A ALIL KING M17 Sep 2022 08:00		
45.0 L/s for 24.00 Hours		
POT J21A ALIL KING M18 Sep 2022 08:00		
45.0 L/s for 24.00 Hours		
POT J21A ALIL KING M19 Sep 2022 08:00		
45.0 L/s for 24.00 Hours		
POT J21A ALIL KING M20 Sep 2022 08:00		
45.0 L/s for 24.00 Hours		

If you decide you want to cancel your order but are unable to find the **Cancel Order** button in the order summary, it is likely that it is past 1pm the day before the order will become operational. Ring or text the Duty Phone to cancel your order in this case.

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 Operational Flow Rate

There are several ways to view your flow while whist irrigating.




Method 1: Hover over the **FarmConnect** menu option and click on **SCADA site data** from the dropdown menu.

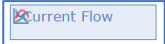
Click on the grid icon to the right of the POT of interest to view the latest flow information.


SCADA Devices		
Device ID	Device Type	Last Updated
POT J21A ALIL KING M	Flow Turnout - Monitor	13/09/2022 09:30 

You can click the graph icon to the right of the flow to see more detail including trends and an option to export the data to Excel.

Tag display		
Tag display for POT J21A ALIL KING M		
Tag Description	Value	Update Time
Flow	0.0 L/s	14/09/2022 12:42 

Keep in mind that the flow values are only updated when the flow changes by 10% of the design flow. The **Last Updated** and **Update Time** columns in the charts above 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.

Method 2: Choose **Orders** from the top menu, then **New Order**, choose the turnout you are interested in and click on 

Method 3: From the home screen click on  next to your Operating Order. Scroll to the bottom of the screen. You will see a graph showing the flow rate you have ordered and the duration it is ordered for in blue and your last updated flow rate in red.