

WaterLINE Online

User Guide to ordering water from your
mobile or computer



 **MHVwater**

To maximise the benefits of automation of the open race network we require all shareholders to order water during irrigation season.

Water ordering allows you to have more control over the timing of your water delivery, maximises the volume and utilisation of your onfarm storage and minimises your costs in us managing the water.

It also removes guessing by the operations team for water demand each day especially at the shoulders of the season and after rainfall events, helps us to best understand the demand for future modelling, and ensures everyone is receiving their fair share when demand is high.

The purpose of this booklet is to help you navigate through the water ordering process. We know this is new for many shareholders and farm staff, so if at any time you need any help, please do not hesitate to contact your scheme operator, Operations Manager, or the office for assistance.

Operations Team Contacts

To make our support function more efficient, we have duty phones for each part of the scheme.

This means if you need to contact the scheme you know that you only have one number to call or text 24/7.

This makes it far easier for you and allows us to manage our team and their hours.

| | | |
|--|--------------------|--------------|
| Laterals 1 & 2 | Duty Phone | 027 435 6256 |
| Main Race and Laterals 3, 4 & 5 | Duty Phone | 027 435 6252 |
| Valetta & Ruapuna Pipe | Duty Phone | 027 239 5199 |
| Sam Anderson | Operations Manager | 027 435 6251 |

Ordering water via your mobile

1 Go to www.mhvwater.nz

2 Click on the **Water Ordering** icon.

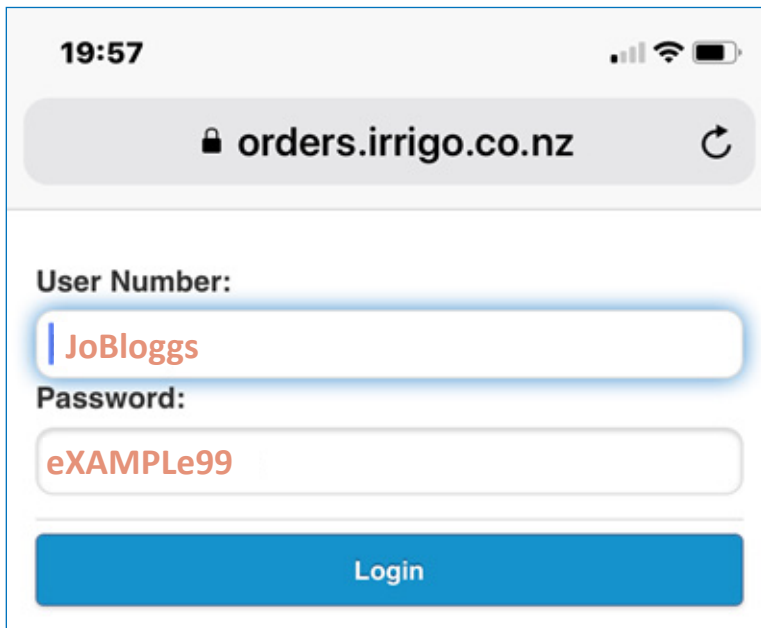


3 **Log In**

Your “User Number” is your first and last name, with no gaps between the two. It can be entered in “UPPER CASE” or “lower case”, or “miX oF BotH”

Your “Password” should be between 7 and 12 characters and contain at least one upper case and one lower case letter, and at least one number. It needs to be entered in the correct case.

If you need help with your username or password, please phone the office on 03 307 8389.



19:57

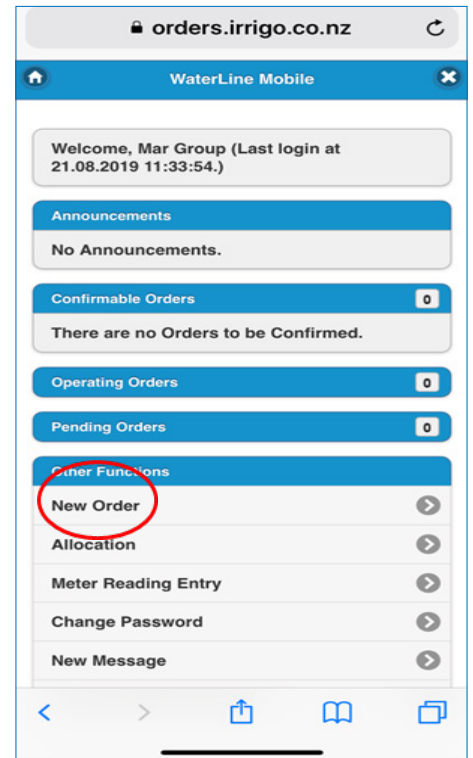
orders.irrigo.co.nz

User Number:
JoBloggs

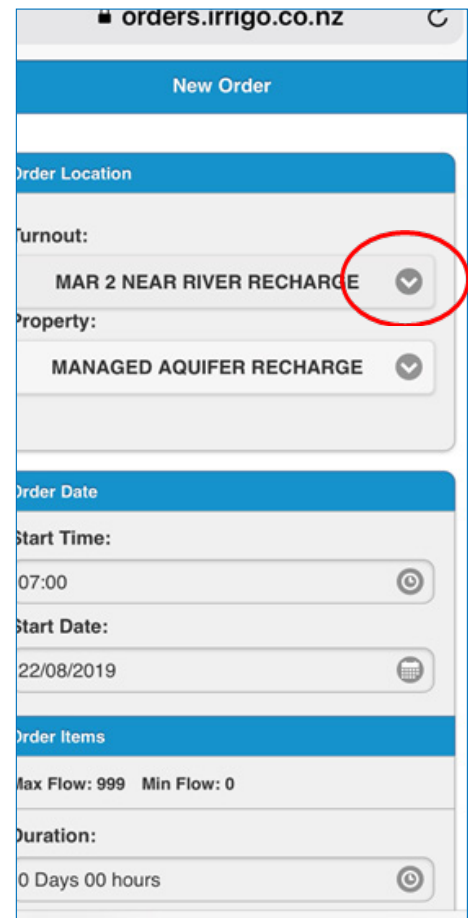
Password:
eXAMPLe99

Login

- 4 You will now be on the Home Screen.
To create new order, select **New Order**.



- 5 **Select your turnout**
If you have more than one turnout, use the drop down arrows to select the correct one.
Separate orders are required for each turnout.



6 New Order

Complete the following fields

- start date
- start time (should default to 8am)
- duration (set at 1 day or 24 hours)
- flow rate in l/s (no decimals)

If you wish to order for more than one day, click on **Repeat details**.

Repeat allows you to place an order for multiple days, but also allows you to cancel individual day(s) if required, without cancelling the entire order. For example if you have an irrigator breakdown.

Orders are to be placed by 2pm for delivery from 8am the next day.

Order Date

Start Time: 08:00

Start Date: 11/12/2020

Order Items

Max Flow: 83.0 Min Flow: 0

Duration: 0 Days 00 hours

Finish Time:

Finish Date:

Flow Rate: (L/s) 0

Stored Rate: (L/s) 0

+ Add another flow item

+ Repeat details

7 Enter the Repeat Count

(number of days you want your order to repeat).

Enter **Repeat Interval**

(1 for consecutive days, 2 for alternate days i.e. Monday, Wednesday, Friday).

Lodge the order.

Repeat details

Repeat Order?

Repeat Count: 5

Repeat Interval: (Days) 1

+ Include Message:

Order Functions

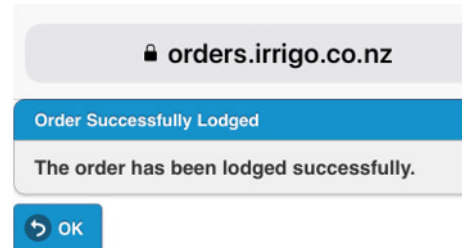
Lodge

8 Confirmation

You will receive a confirmation that the order has been lodged.

If you do not receive this, there is likely an error.

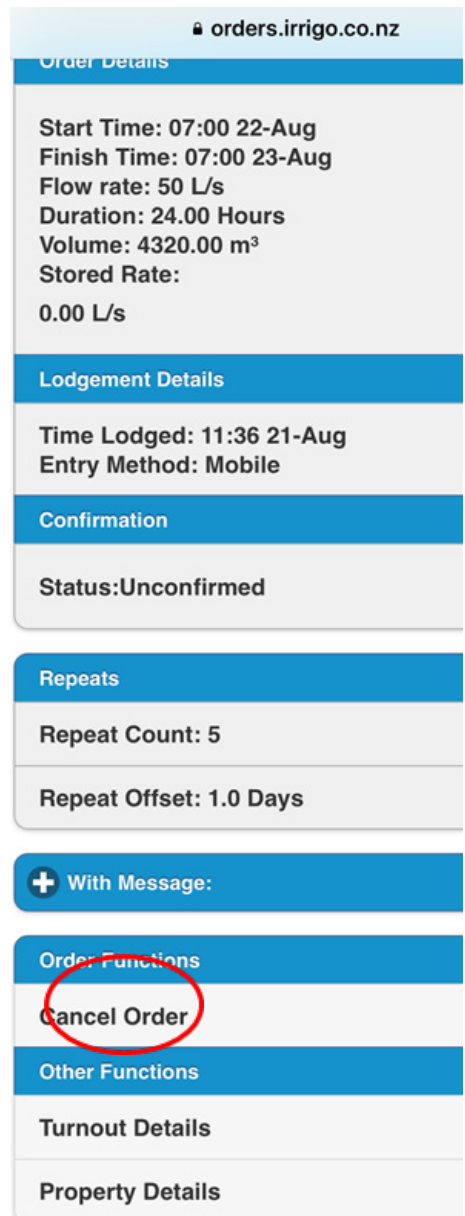
Go back into the order and correct it.



9 Order Summary

A summary of the order will be displayed.

If this is incorrect, you will be able to cancel it at this point.



10 Turnout Details displays latest flow.

Property Details displays allocation used and allocation remaining.

Current Flow graphs the current flow.

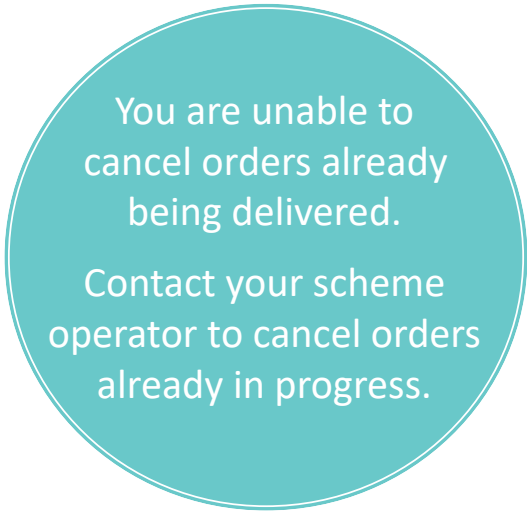
11 Summary

Pending Orders are confirmed orders not yet being delivered.

You can cancel these by clicking on them and selecting **Cancel Order**.

Operating Orders - orders currently being delivered.

You cannot cancel Operating Orders. You will need to contact your Scheme Operator.



| |
|---|
| orders.irrigo.co.nz |
| Welcome, mar Group (Last login at 21.08.2019 11:33:54.) |
| Announcements |
| No Announcements. |
| Confirmable Orders |
| There are no Orders to be Confirmed. |
| Operating Orders |
| Pending Orders |
| MAR 2 NEAR RIVER RECHARGE 07:00 22-Aug 50.0 L/s for 24.00 hrs |
| MAR 2 NEAR RIVER RECHARGE 07:00 23-Aug 50.0 L/s for 24.00 hrs |
| MAR 2 NEAR RIVER RECHARGE 07:00 24-Aug 50.0 L/s for 24.00 hrs |
| Show all ... |

12 Water Usage

You can access your water usage statement by selecting **Other Functions** and then **Allocations**.

Select the format in which you want to download your water usage report.

Please note that this is a water statement for the **current** year.

If you require a water statement from a previous year, please contact the Operations Manager or the office.

| |
|------------------------|
| Other Functions |
| New Order |
| Allocation |
| Meter Reading Entry |
| Change Password |
| New Message |
| Communication Settings |

13 Flow and Pond Level data

You can access your flow and pond level data by selecting **Order Functions** and then **Other Functions**.

Turnout Details displays latest flow.

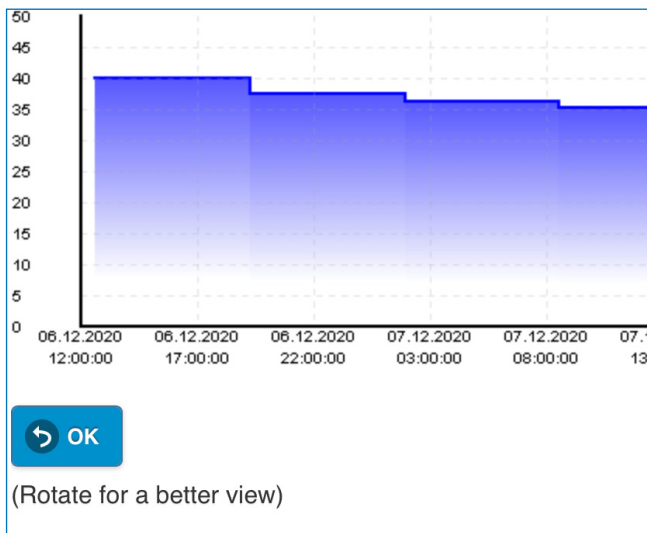
Property Details displays allocation used and allocation remaining.

See **Current Flow** graphs the current flow.

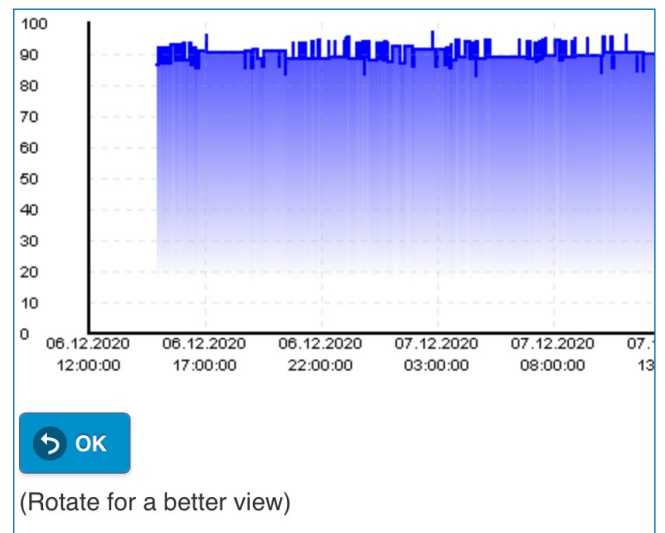
See **Pond Percent** shows the pond level.

| Order Functions |
|------------------------|
| Lodge |
| Abort and Return |
| Other Functions |
| Turnout Details |
| Property Details |
| See Current Flow |
| See Pond Percent |

Pond level percentage graph



Current flow graph



Ordering water via your computer

1 Go to www.mhvwater.nz

2 Click on the **Water Ordering** icon.

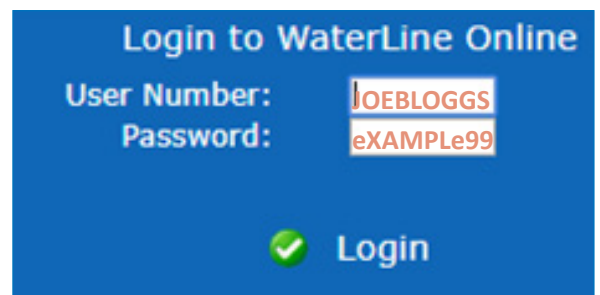


3 **Log In**

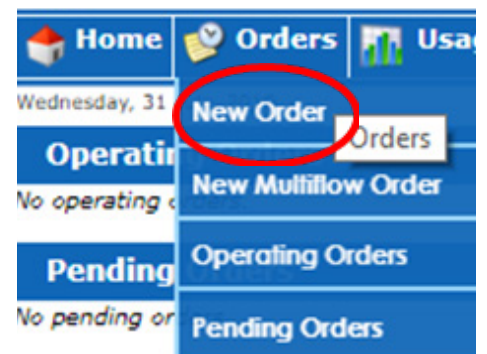
Your “User Number” is your first and last name, with no gaps between the two. It can be entered in “UPPER CASE” or “lower case”, or “miX of Both”

Your “Password” should be between 7 and 12 characters and contain at least one upper case and one lower case letter, and at least one number. It needs to be entered in the correct case.

If you need help with your username or password, please phone the office on 03 307 8389.

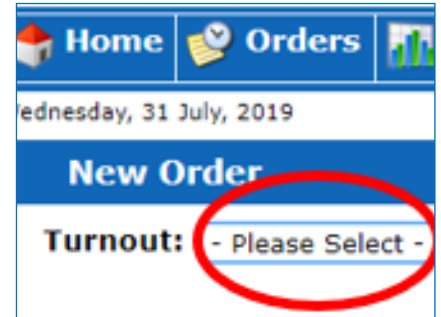


4 Select **Orders** and **New Order**



5 Turnout

If you have more than one turnout, use the drop down arrows to select the correct one. Separate orders are required for each turnout.

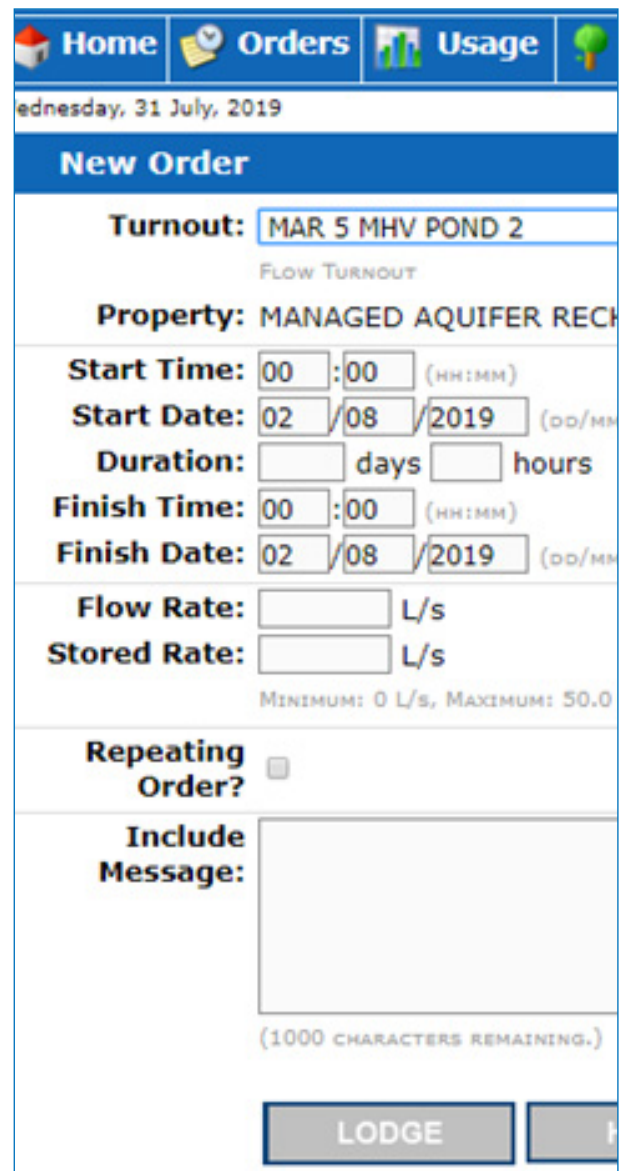


The screenshot shows a web interface with a blue header containing 'Home', 'Orders', and a bar chart icon. Below the header is the date 'Wednesday, 31 July, 2019'. The main content area is titled 'New Order' and features a 'Turnout:' label followed by a dropdown menu currently displaying '- Please Select -'. A red circle highlights the dropdown menu.

6 Water Ordering

Complete details:

- Start Date
- Time (should default to 8am)
- Duration should be 24 hours.
- Enter flow rate in l/s (no decimals)
- If ordering for more than one day, select **Repeating Order**. *Repeat allows you to place an order for multiple days, but also allows you to cancel individual day(s) if required, without cancelling the entire order. For example if you have an irrigator breakdown.*
- If you have selected repeat, enter **Repeat Count** (number of days)
- Enter **Repeat Interval** (1 for consecutive days, 2 for alternative days i.e. Monday, Wednesday, Friday).



The screenshot shows a web interface with a blue header containing 'Home', 'Orders', 'Usage', and a tree icon. Below the header is the date 'Wednesday, 31 July, 2019'. The main content area is titled 'New Order' and contains the following fields:

- Turnout:** MAR 5 MHV POND 2 (with 'FLOW TURNOUT' below it)
- Property:** MANAGED AQUIFER RECH
- Start Time:** 00 : 00 (HH:MM)
- Start Date:** 02 / 08 / 2019 (DD/MM)
- Duration:** [] days [] hours
- Finish Time:** 00 : 00 (HH:MM)
- Finish Date:** 02 / 08 / 2019 (DD/MM)
- Flow Rate:** [] L/s
- Stored Rate:** [] L/s (with 'MINIMUM: 0 L/s, MAXIMUM: 50.0' below it)
- Repeating Order?**
- Include Message:** [] (with '(1000 CHARACTERS REMAINING.)' below it)

At the bottom right, there is a 'LODGE' button and a partially visible button.

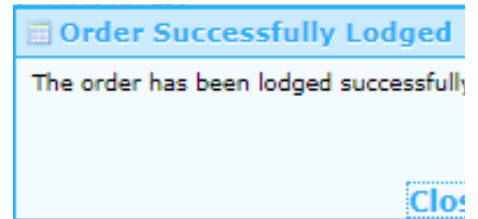
Orders are to be placed by 2pm for delivery from 8am the next day.

7 Confirmation

You will receive a confirmation that the order has been lodged.

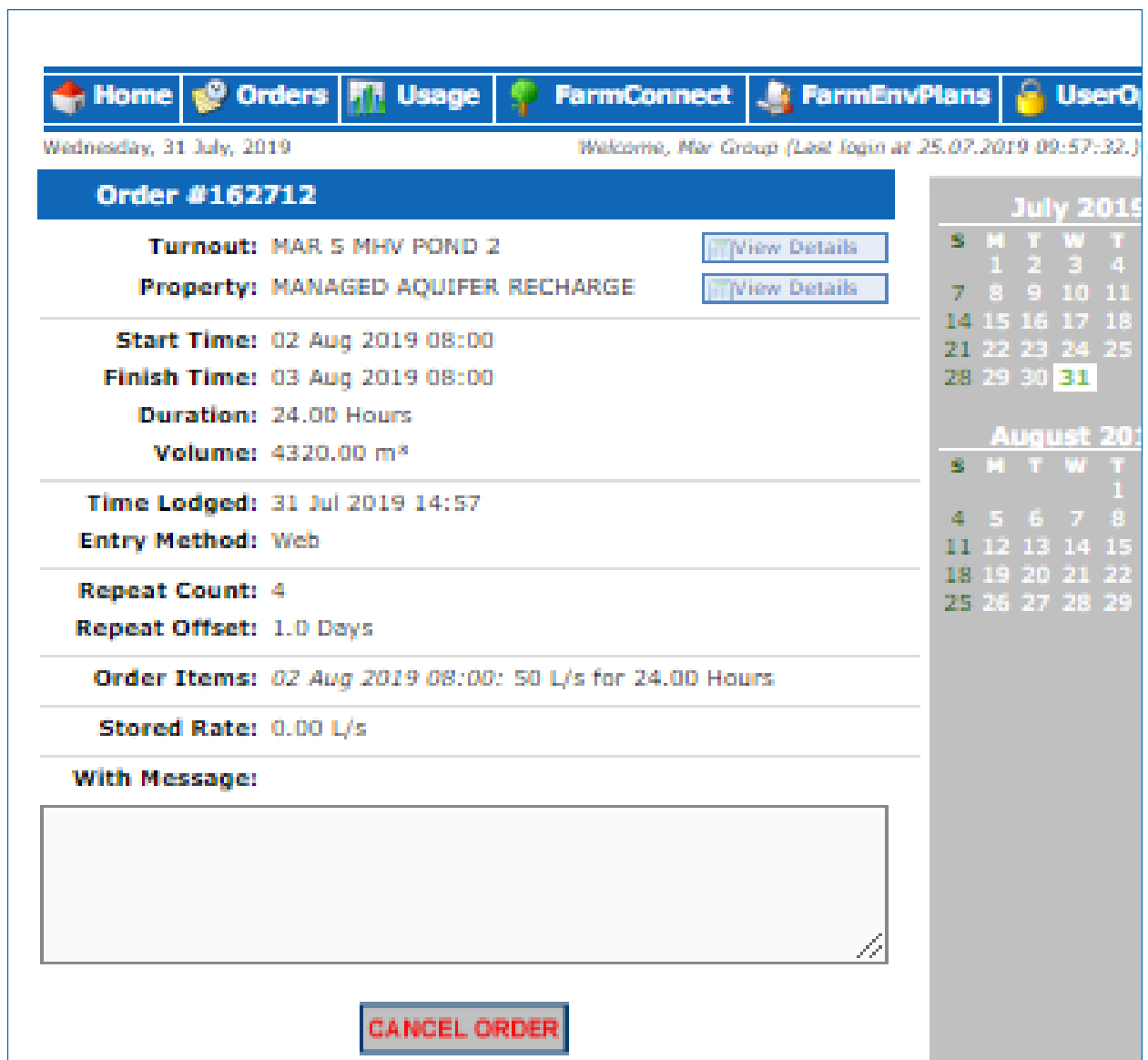
If you do not receive this, there is likely an error.

Go back into the order and correct it.



8 Order Summary

A summary of the order will show. If this is incorrect, you will be able to cancel it at this point.



Home Orders Usage FarmConnect FarmEnvPlans UserO

Wednesday, 31 July, 2019 Welcome, Mar Group (Last login at 25.07.2019 09:57:32.)

Order #162712

Turnout: MAR 5 MHV POND 2 [View Details](#)

Property: MANAGED AQUIFER RECHARGE [View Details](#)

Start Time: 02 Aug 2019 08:00

Finish Time: 03 Aug 2019 08:00

Duration: 24.00 Hours

Volume: 4320.00 m³

Time Lodged: 31 Jul 2019 14:57

Entry Method: Web

Repeat Count: 4

Repeat Offset: 1.0 Days

Order Items: 02 Aug 2019 08:00: 50 L/s for 24.00 Hours

Stored Rate: 0.00 L/s

With Message:

CANCEL ORDER

| July 2019 | | | | | | |
|-----------|----|----|----|----|---|---|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | | |
| 7 | 8 | 9 | 10 | 11 | | |
| 14 | 15 | 16 | 17 | 18 | | |
| 21 | 22 | 23 | 24 | 25 | | |
| 28 | 29 | 30 | 31 | | | |

| August 2019 | | | | | | |
|-------------|----|----|----|----|---|---|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 4 | 5 | 6 | 7 | 8 | | |
| 11 | 12 | 13 | 14 | 15 | | |
| 18 | 19 | 20 | 21 | 22 | | |
| 25 | 26 | 27 | 28 | 29 | | |

9 Cancelling Orders

Click on the **Home** tab

Operating Orders - any order currently running. If you wish to stop this, you need to contact your scheme operator.

Pending Orders are confirmed orders not yet being delivered and you will be able to cancel these.

Select the **Pending Order** you wish to cancel.

The screenshot shows a web dashboard with a blue header containing navigation tabs: Home, Orders, Usage, FarmConnect, FarmEnvPlans, and UserOptions. Below the header, the date is Wednesday, 31 July, 2019, and the user is identified as Mar Group (Last login at 25.07.2019 09:57:32.) with a Logout link. The main content area is divided into four sections: Operating Orders (0), Announcements (No Announcements), Pending Orders (5), and Usage (MANAGED AQUIFER RECHARGE with Allocation Remaining: -21600 m³). The Pending Orders section lists five orders for MAR 5 MHV POND 2, each scheduled for 08:00 on consecutive days from Aug 02 to Aug 06, 2019, with a duration of 24.00 hours and a flow rate of 50.0 L/s.

10 Cancelling Orders

A summary of the order will show. If this is incorrect, you will be able to cancel it. **Usage** will adjust accordingly.

A yellow confirmation dialog box with a warning icon asks "Do you wish to cancel this order?". It features two buttons: "YES" and "NO".

11

A blue notification box with a checkmark icon displays the message "Order Successfully Cancelled". Below the message, it states "Order #162713 was successfully cancelled." and includes a "Close" button.

You are unable to cancel orders already being delivered. Contact your scheme operator to cancel orders already in progress.

12 Water Usage

You can access your water usage statement by clicking on the pdf icon under **Usage**. To view previous year's usage, select **Usage** from the top tab, then **Allocation**. Click on the drop down to select the year you wish to view. If you are unable to view this, contact the office for the previous year's usage summary.

The screenshot shows a web application interface with a blue header containing navigation tabs: Home, Orders, Usage, FarmConnect, FarmEnvPlans, and UserOptions. Below the header, the date is 'Monday, 22 August, 2019' and a welcome message reads 'Welcome, Mar Group (Last login at 21.08.2019 11:34:39.) (Logout)'. The main content area is divided into several sections. On the left, there are sections for 'Operating Orders' (1) and 'Pending Orders' (5). The 'Operating Orders' section lists an order for '2 NEAR RIVER RECHARGE' on '22 Aug 2019' at '07:00' for '50.0 L/s for 24.00 Hours'. On the right, there are sections for 'Announcements' (No Announcements) and 'Usage'. The 'Usage' section shows 'MANAGED AQUIFER RECHARGE' with an 'Allocation Remaining' of '-25920 m³', which is circled in red. A PDF icon is visible next to the usage value.

13 Viewing Pond Levels

You can view pond levels by clicking on **Orders**, then selecting either **Operating Orders**, **Pending Orders** or **Delivered Orders**. When you select Turnout Details, this will bring up the pond level information.

The screenshot shows a dropdown menu with three options: 'View Order', 'View Turnout Details', and 'View Property Details'. The 'View Turnout Details' option is circled in red.

