

Entering reading on the HBRC Website

Log in using your username and password at <http://data.hbrc.govt.nz/wateruse/default.aspx>,

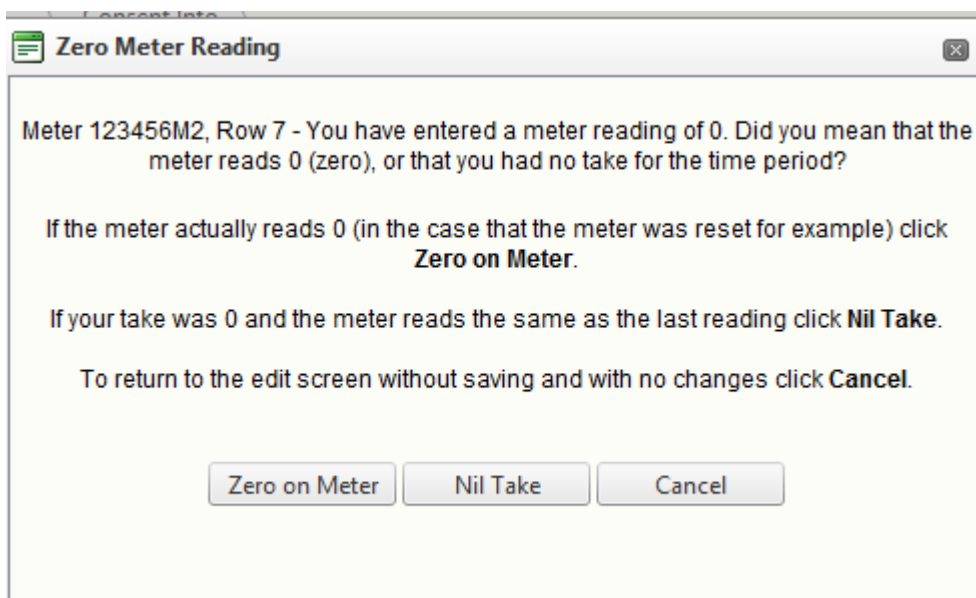
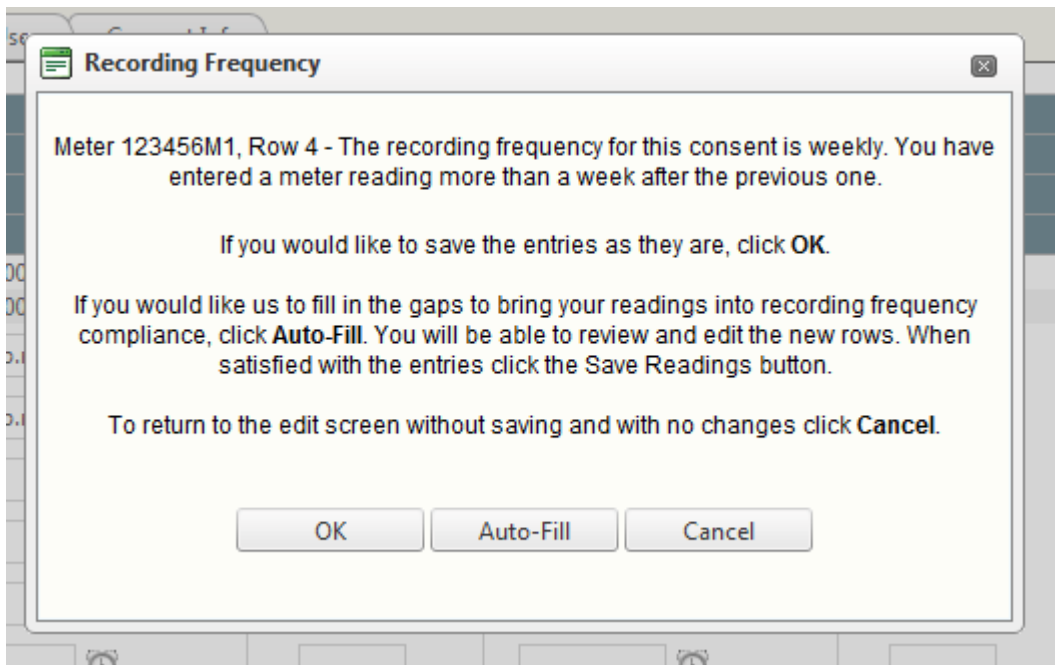
You will see a page that looks like this.

Bore 5687		Bore 5687			
Williams		Moff			
123456M1		123456M2			
Date	Time	Meter	Time	Meter	Comments
19/10/2012			03:00 p.m.	100699	
12/12/2012	09:49 a.m.	25	09:49 a.m.	100700	Audit reading: Bloomer
1/07/2013	07:00 a.m.	26			
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1. Irrigation or Frost Tab

- This where you enter your data. We need a date, a time and a meter reading for each bore.
- To send the readings to HBRC click on **Save Readings** at the bottom.
- When you click **Save**, a message box will pop up like the one below. If you click **OK**, only the numbers you have typed in will be saved. If you click **Auto-Fill**, the software will fill in either Weekly readings or Daily readings, whichever is required by your consent. If you click **Cancel** nothing will be saved.
- Add a Row – You use this if you need more rows than are showing
- When you use **Auto-Fill** you can change the meter readings if you need to. You also need to click **Save Readings** when you have used Auto-Fill otherwise the readings will not be saved. This is useful if you have to do daily readings as it saves you having to fill in all the dates and times.

- If you have installed a new meter and need to put in a '0' for the beginning of the new meter readings, a message box will appear headed 'Zero Meter Reading'. If this is a new meter reading, you will click 'Zero on the meter'. The middle button 'Nil Take' is what you will use if you have not used any water but didn't write in the meter reading.



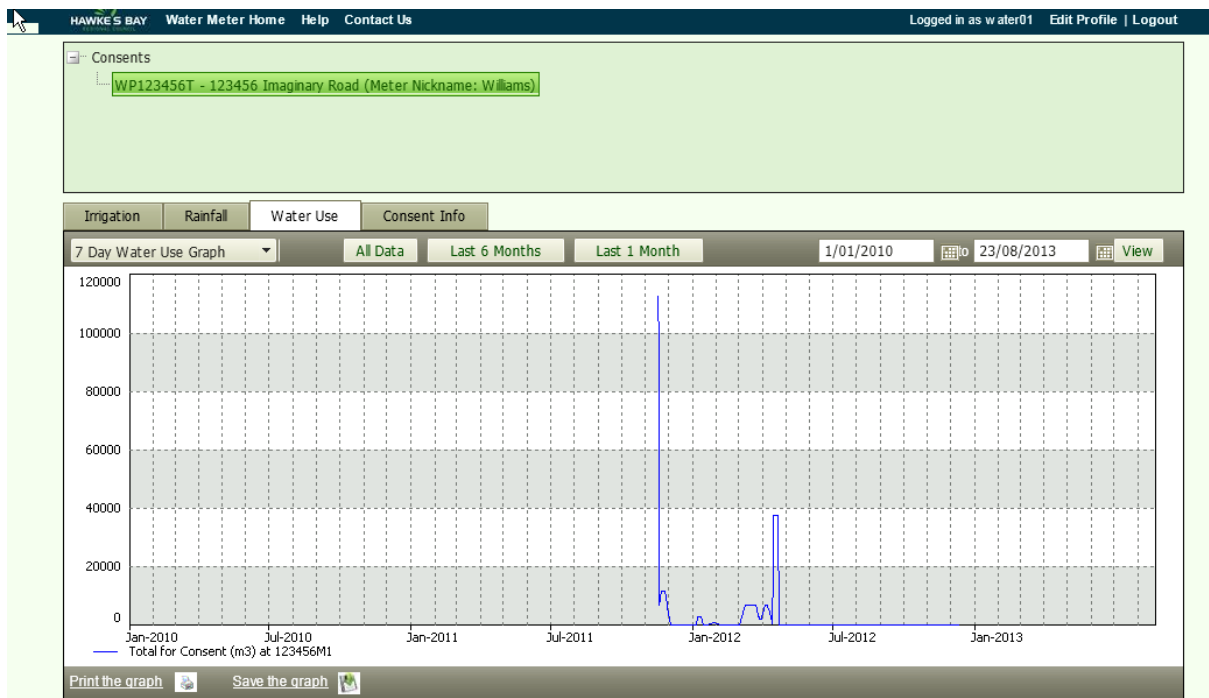
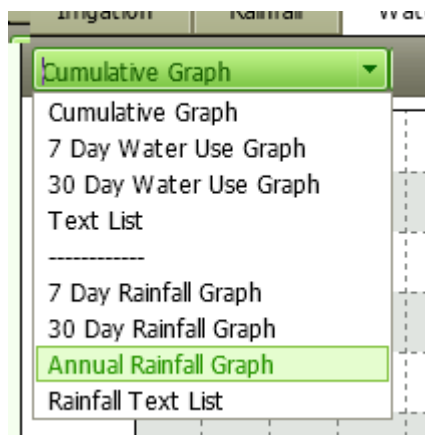
- If you have made a mistake but already pushed Save, you will need to phone us on 06 833 8043 or email us by clicking on **Contact Us** at the top of the page and writing an explanation. We will delete the incorrect readings and let you know that we have fixed the problem.

2. Rainfall Tab –

- If you want to record the rainfall at your property you can go to the Consent Info Tab and click on Add Rainfall Data and this will bring up a separate tab where you can type in the rainfall at your property.

3. Water Use Tab

- This is where you can see a graph of your data. You can see a graph of cumulative data, 7 day totals, 30 day totals and Text List, which is a list of your volumes of take.



- You can change what is being graphed by changing the dates on the right hand side and clicking on View.

4. Consent Info Tab

- This gives a brief description of your consent. You can also add or change a nickname by clicking on Edit Nickname. You can also add your own rainfall data if you would find that useful.

Irrigation					Rainfall					Water Use					Consent Info				
Consent Description:										to take water from bore no. 5687 (300 mm diameter) and well no. 15030 (100 mm diameter) to irrigate & frost protect 50 hectares of pipfruit and 50 hectares of crops									
Property Address:										123456 Imaginary Road									
How often to take meter readings:										Weekly									
How often to give the meter readings to HBRC:										Monthly									
Consent Conditions:										Rule Number 1: Total for Consent Maximum rate is 4.00 l/s. Maximum 7 day volume is 27216.00 m3. Maximum yearly volume is 119000.00 m3. Rule Number 2: Total for Consent From 1 -Jul To 30-Nov Maximum rate is 200.00 l/s.									
Meter Number	Nickname	Rate (l/s)	Volume (m ³)																
123456M1	Williams			Edit Nickname															
123456M2	Moff			Edit Nickname															



Add Rainfall Data

Click here if you would like to begin recording Rainfall Data for this Consent.