WaterLINE Training Manual



WEBSITE

Customer enquiries

Telephone: 1800 013 357 **Facsimile:** (03) 5826 3334

Email:reception@g-mwater.com.auWebsite:www.waterline.g-mwater.com.auBy Post:PO Box 165, Tatura Vic 3616

DX 32951

In Person: 40 Casey Street, Tatura

Office hours: 8.00am-4.45pm,

Monday-Friday

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Accessing WaterLINE

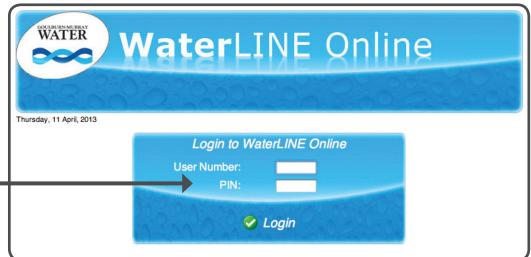


Accessing WaterLINE

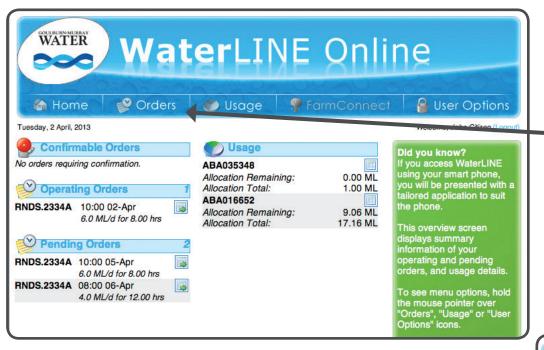
Open your internet browser (i.e. Internet Explorer) and in the address bar, type: www.g-mwater.com.au then press ENTER.

Left mouse click on WaterLINE Online logo.

Enter your 7 digit user number (number used for phone ordering) TAB to next field Enter your PIN number Left mouse click on LOGIN



Lodging Irrigation Orders

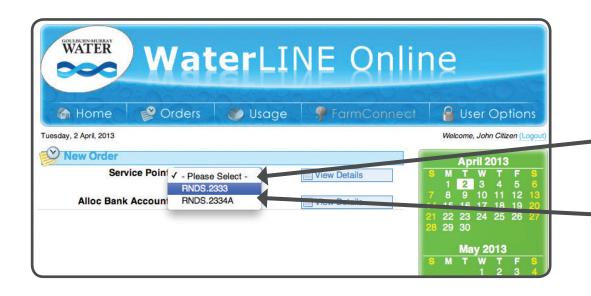


Placing a new order
Hover mouse over the Orders TAB
A sub menu will appear
(refer image below)

WATER WaterLINE Online FarmConnect User Options M Home Usage Tuesday, 2 April, 2013 **New Order** Welcome, John Citizen (Logout Confirmable sage New Multiflow Order Did you know? No orders requiring cor 348 Confirmable Orders ising your smart phone, n Remaining: 0.00 ML Operating O you will be presented with a n Total: 1.00 ML **Operating Orders** ailored application to suit 652 RNDS.2334A 10:00 he phone. **Pending Orders** n Remaining: 9.06 ML 6.0 M n Total: 17.16 ML This overview screen **Delivered Orders** Pending Orders displays summary nformation of your RNDS.2334A 10:00 05-Apr operating and pending orders, and usage details 6.0 ML/d for 8.00 hrs RNDS.2334A 08:00 06-Apr To see menu options, hold 4.0 ML/d for 12.00 hrs the mouse pointer over "Orders", "Usage" or "User Options" icons.

Left mouse click on: **New Order**

Lodging Irrigation Orders



If you have multiple Service Points
Left mouse click on available drop box
All service points will be displayed

(refer image 2)

Left mouse click on desired Service Point

WATER WaterLINE On Left click on Pick Date/Time and a calender will appear. Make your date/time Orders FarmConn Usage selections and left mouse click on Close M Home Tuesday, 2 April, 2013 Once all details are entered left mouse click on Lodge Service Point: RNDS.2334A View Details Alloc Bank Account: ABA016652 View Details Start Time: Diversions customers - 24hrs Start Date: 03 Pick Date/Time / 2013 **Duration:** Fully automated channels - 24hrs Flow Rate: ML/d Partially automated/no automation - 48hrs MINIMUM: 0 ML/D. MAXIMUM: 999 ML/D Repeating Order? Home Lodge

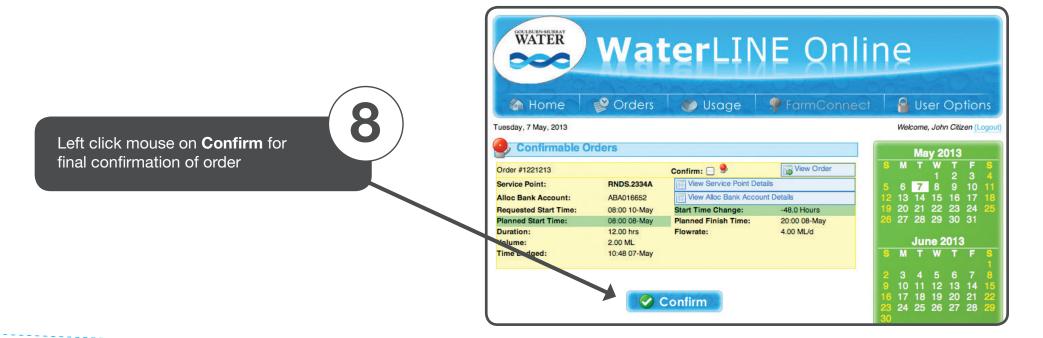


Order Confirmation



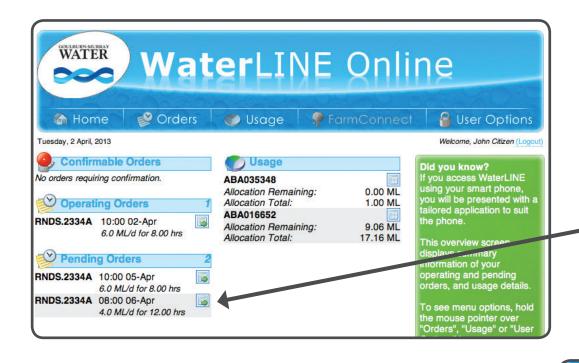
To **Confirm Orders** left mouse click on link

Orders to be confirmed after 4pm the day prior to the ordered start time



FarmConnect

Only available for outlets on fully automated channels



To amend a time or cancel a **Pending** Order left mouse click on: View box

Usage

View Details Current Flow

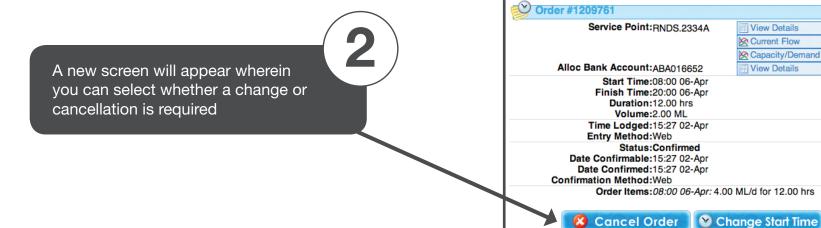
View Details

Capacity/Demand

Orders

M Home

Tuesday, 2 April, 2013



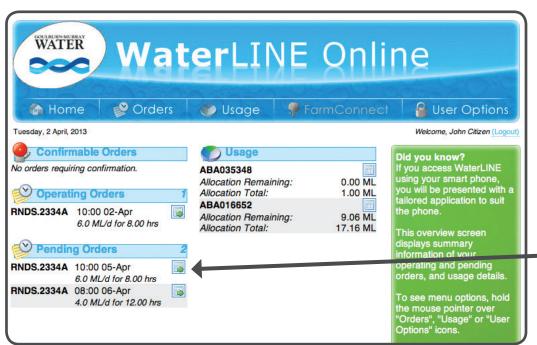
Only available for outlets on fully automated channels



Change Order
Screen View

Change Start Time/Date Screen View





Only available for outlets on fully automated channels

Once an order becomes operational it will move from pending orders to operating orders

You may now change the end time and flow rate upon 15 minutes notice. To do so, left click **View** Box

Orders FarmConnect User Options Usage M Home Tuesday, 2 April, 2013 Welcome, John Citizen (Logout) Order #1209766 April 2013 Service Point: RNDS.2334A View Details 2 3 Current Flow Capacity/Demand Alloc Bank Account: ABA016652 View Details 22 23 24 25 26 Start Time: 10:00 02-Apr Finish Time:18:00 02-Apr Duration:8.00 hrs May 2013 Volume: 2.00 ML Time Lodged:15:28 02-Apr Entry Method:Web Status:Confirmed 13 14 15 16 17 Date Confirmable: 15:28 02-Apr 20 21 22 23 24 27 28 29 30 31 Date Confirmed: 15:28 02-Apr Confirmation Method:Web Order Items: 10:00 02-Apr: 6.00 ML/d for 8.00 hrs Change Finish Time Change Flow Rate

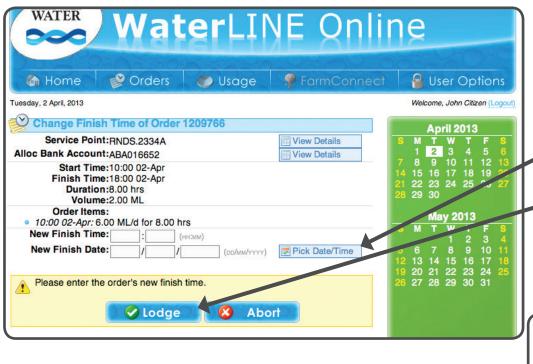
To change the finish time or flow rate Left click (where indicated)

Only available for outlets on fully automated channels

Enter new details where indicated and

Change Finish Time/Date

then Lodge



Changing Flow Rate

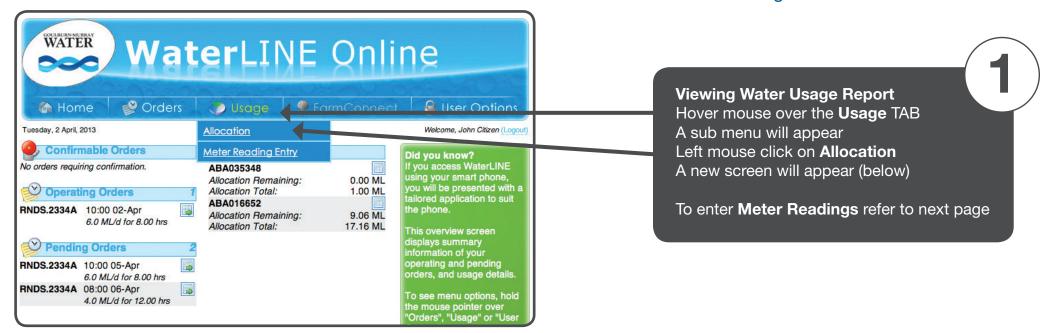
then Lodge

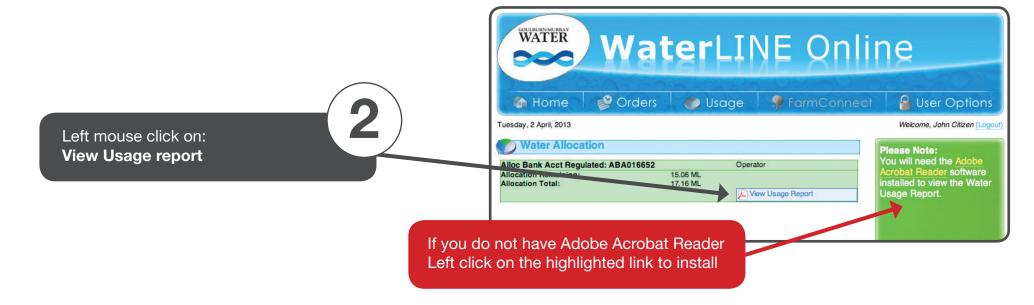
Enter new details where indicated and



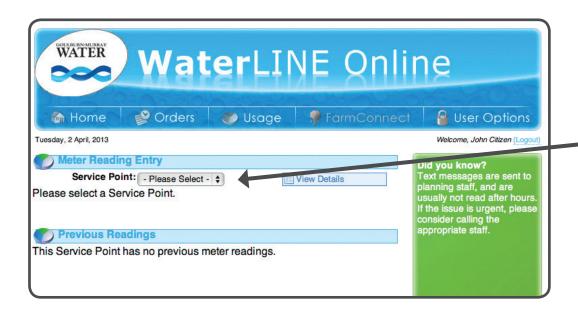
Viewing Water Statements

NOTE: Victoria Water Register send customer statements





Entering Meter Readings



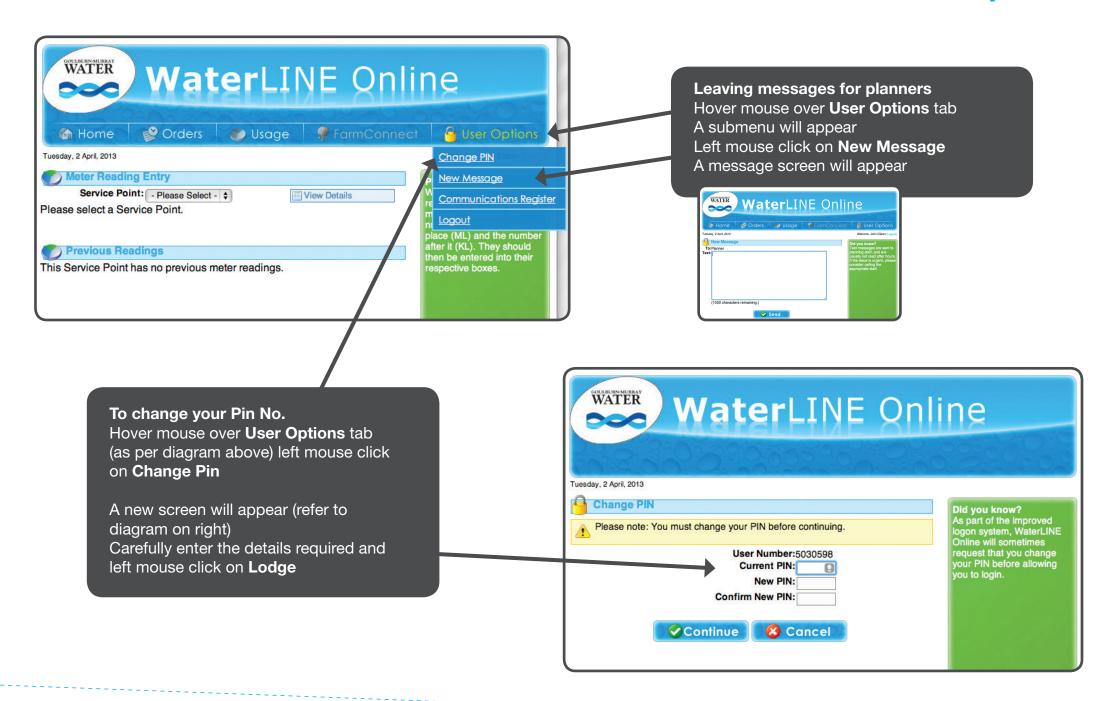
Enter details (as required) left click on

Submit

Entering Meter Readings
Select service point (if multiple service points available) via drop box

WATER WaterLINE Online ₱ FarmConnect Orders User Options M Home Usage Tuesday, 2 April, 2013 Welcome, John Citizen (Logout) Meter Reading Entry Service Point: RNDS.2334A When entering a meter View Details reading, you are required to manually separate the Alloc Bank Account: ABA016652 View Details number before the decimal **Reading Time:** (HH:MM) place (ML) and the number Reading Date: Pick Date/Time after it (KL). They should (DD/MM/YYYY) then be entered into their Meter Reading: respective boxes. Calculated Usage: N/A ML Home Submit Previous Readings for RNDS.2334A

User Options



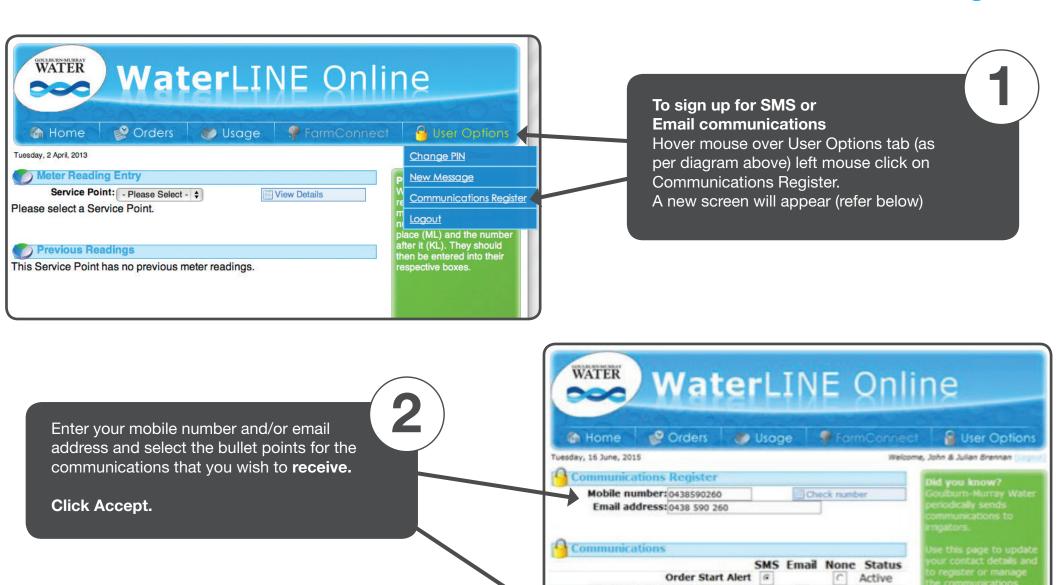
Communications Register

Active

Active

Active

Active



ALLOCATION ANNOUNCEMENT

Pump District Supply Interrupt

Environmental Notification

Accept

Order Stop Alert

M Home