



## HOW TO MANAGE YOUR METERING DATA IN WATER ONLINE

### ADDING A METER TO YOUR LICENCE

1. Log onto the Portal and navigate to the Licences and Permits tab at the top

Applications **Licences & Permits** Manage

2. Select the licence you wish to add a meter to by clicking on the licence number and opening the Licence page.
3. From the Actions Menu on the right hand side of the Licence page, choose Add a meter

#### Actions

**Add Meter**

[Bulk Enter Readings](#) ?

[Export Report of Meters](#)

4. Fill in the required information and choose Add Meter. The meter will now appear at the bottom of the page and can be selected to Manage.

Add Meter

Drawpoint Name: Please Select... ?

Meter Type: Please Select...

Serial Number: [Text Input]

Initial Reading at Installation: [Text Input] kilolitres

Installation Date: 27/07/2015

Close Add Meter

### ENTERING OR AMENDING A METER READING

1. Choose the meter you wish to add readings to from the list at the bottom of the page and click on the Manage button.

Meters						
Serial Number	Name	Type	Status	Last Reading (kilolitres)	Last Reading Date	Actions
321654	Default: DPT_ID 182530 (E405258 N6427305 Z50)	Woltex	Active	32	15/06/2015	Manage
321	Default: DPT_ID 182530 (E405258 N6427305 Z50)	Actaris	Inactive	1510	01/03/2015	Manage
123	Default: DPT_ID 182530 (E405258 N6427305 Z50)	ABB	Inactive	51	02/01/2015	Manage



Actions

[Enter a Reading](#)

[Replace Meter](#)


[Reset Meter](#)

[Report Meter Test Certificate](#)

[View Meter Test Certificates](#)

2. Choose the Enter a reading option from the Action List on the right hand side of the meter page.

3. Enter the reading information. Note that there is Helpful

information in the  symbols on each page. There are some validation checks done on the meter readings entered. For example a reading must be higher than a previously dated reading .

4. Once the reading has been entered it can be viewed along with previous readings at the bottom of the meters page.

Readings							
Reading	Usage	Date	Entered By	Amended By	Comments	Actions	
200	100	10/05/2015	Department of Water	-	-	<a href="#">Amend</a>	
100	95	01/05/2015	Department of Water	-	-	<a href="#">Amend</a>	
5	0	01/04/2015	Department of Water	-	-	<a href="#">Amend</a>	

5. If you have made an error entering a reading you can choose to Amend the reading . You can Amend the date of the reading or the number of the reading and you must provide a comment as to why the reading is being amended.



## HOW TO ENTER BULK UPLOAD OF METER READINGS

If you have multiple meters on a licence or you have multiple reading dates that you wish to submit meter readings for you are able to upload these by using a bulk readings template.

1. Navigate to the Licence page you wish to add readings for and choose Bulk Enter Readings from the Actions menu

### Actions

[Add Meter](#)

[Bulk Enter Readings](#)

[Export Report of Meters](#)

2. Choose Download Template from the Actions menu on the Bulk Upload screen

### Actions

[Download Template](#)

3. Save the CSV spread sheet onto your computer. The spread sheet is prepopulated with your licence and meter information. To add additional readings you need to copy the licence and meter information to the number of rows you required. Enter the meter readings and dates and save the file.

	A	B	C	D	E
1	Licence Number	Meter Serial Number	Drawpoint Colloquial Name	Meter Reading	Reading Date
2	169949	123456	Default: DPT_ID 182530 (E405258 N6427305 Z50)		
3	169949	321654	Default: DPT_ID 182530 (E405258 N6427305 Z50)		
4					
5					
6					
7					


4. When the file is ready , select Upload File and Submit the readings. The readings will be validated by the system and you will receive an email notification when your readings have been successfully imported.

### Bulk Enter Readings

To provide a bulk meter reading download the Bulk Readings Template to your computer, complete the template and then submit it through the 'Upload File' option.

The template is in CSV format and will be prepopulated with your licence and meter details. Simply enter the readings against the meters that you wish to provide readings for along with the Reading date.

If multiple readings need to be submitted against one meter you will need to edit the file by duplicating the line for the meter concerned.

Upload File 



## HOW TO RESET OR REPLACE A METER

1. If you need to replace a meter, navigate to the Actions menu on the Meter page, and select Replace meter from the menu.
2. To replace a meter you need to ensure that you have a final meter reading and reading date for the old meter, along with the new meter details and initial reading and dates. You are also required to provide a reason for the replacement. *Please note that prior to replacing a meter your licence conditions will require that you notify the Department of Water and obtain permission to replace a meter on your licence.*

### Actions

[Enter a Reading](#)

[Replace Meter](#)

[Reset Meter](#)

[Report Meter Test Certificate](#)

[View Meter Test Certificates](#)

Replace Meter

Water Year 28/10/2014 - 27/10/2015

Old Meter

Final Meter Reading  kilolitres

Reading Date 28/07/2015

New Meter

Meter Type Please Select...

Serial Number

Initial Reading at Installation  kilolitres

Installation Date 28/07/2015

Please provide reason for replacement

3. If your meter has reached its maximum readings and needs to be reset, navigate to the Actions menu on the meter page and select Replace meter.
4. To reset a meter you need your current reading and date and also an indication of the last reading that your meter reached prior to reset. The system will estimate what it believes the limit of your meter was, however you should confirm this as you enter the information.

### Actions

[Enter a Reading](#)

[Replace Meter](#)

[Reset Meter](#)

[Report Meter Test Certificate](#)

[View Meter Test Certificates](#)

Reset Meter

Water Year 28/10/2014 - 27/10/2015

Previous Reading 499 kilolitres

Reading Before Reset 999 kilolitres

Current Reading 0 kilolitres

Usage 510 kilolitres

Reset Date 28/07/2015

Comments

Please confirm that you wish to reset this meter. By resetting this meter, the reading will be returned to zero.

Reset Meter

5. Enter the reading information and confirm that you wish to reset the meter.