

Online Water Meter Reading Form



www.AucklandCouncil.govt.nz



Have you ever wanted to know how much water you have used in the last season/month/year? Or wished that meter readings could be submitted online? All this is now at your fingertips if you have access to the internet.

1 Online Water Use Data Management System

- You can now instantly enter data directly into the system online
- No more records being lost in the mail or issues with Auckland Council receiving the data
- You can view/graph/download/print water use records from the online web page
- You will be more Eco-Friendly by reducing the use of paper

Water Use Data Management System
Consent ID 16241

Consent Details

Consent Holder:	Auckland Regional Council
Site Name:	Shakespeare Regional Reserve
File Reference:	40977360
Monitoring Priority:	1
Management Area:	
Max Daily Allow:	100
Max Annual Allow:	20000
Last Meter Reading:	20234.000
Date of Last Reading:	3/10/2006

Active (Unsubmitted) Monitoring Periods

Monitoring Period	Status
Sep 2006 - Nov 2006	Current

Water Readings for Sep 2006 - Nov 2006

Your consent condition requires meter readings to be entered daily. Please record each reading against the date that the meter was read.

Last Reading for Previous Quarter: 26256.000 on 27/08/2006		
September 06	October 06	November 06
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
10	10	10
11	11	11
12	12	12
13	13	13
14	14	14
15	15	15
16	16	16
17	17	17
18	18	18
19	19	19

Entering Data

A blue box indicates that a reading is required. Previously entered readings are shown with a green background. These can be changed if necessary to correct mistakes, as long as the data set for the period has not yet been submitted. Submitted data cannot be altered and is shown with a yellow background.

Saving Your readings

Once you have entered your readings, click the Save button to save the readings. If you wish to exit this page without saving your changes, click the Cancel button. To make any changes you have made, but leave the page open, click the Read button.

Indicating Non-Use

To indicate that the pump has not been used for a particular day, enter a dash '-' in the appropriate box.

If You Have Installed a New Meter

The first reading entered after a new meter has been installed should be preceded by the letter 'N'. For example, if you replace your meter and the first reading taken with the new meter is 14, you should enter N14 in the appropriate data box. If you do not do this, the reading (and all those following it) will be rejected.

Selecting a Different monitoring Period

To enter data for a different period, click on the appropriate period in the table of Active Periods listed at the top right of this page. Note, you cannot alter or enter any data that has previously been submitted.

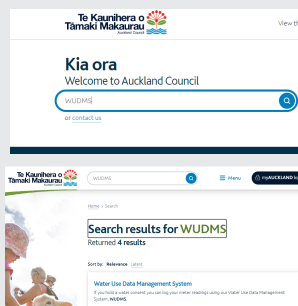
Buttons: Save, Read, Cancel

Please ensure we have your updated email address. If you are a new consent holder and would like to register for this system, please email: monitoring@aucklandcouncil.govt.nz

2 Accessing 'Water Use Data Management System' on the AC website

To enter the site, either

- Go to <https://www.aucklandcouncil.govt.nz> in the address line of your internet browser and hit enter
- Enter WUDMS in search bar
- Select Water Usage Data Management System



Or


- Go to <http://aklc.hydrotel.co.nz/hydrotel/cgi-bin/WudmsWebServer.cgi> in the address line of your internet browser and hit enter

Tip: You can save this link in your "favorites" list at the top of the browser.

Log in using the access provided. Once you log on you can change the password using the "change your password" option at the top of the screen. Change the password to anything but the default 1234. If you forget your password you can click on the send reminder button, a reminder email containing your password will be sent.

2.1 Once logged on

You will be able to see all the Water Take consents that you hold in the Consent Summary page. If you have recently renewed your consent, please ensure readings are entered under the new consent number.

**Water Use Data Management System**
Consent Summary

Limited Partnership (P2600196408) [View Environmental Data Online](#) [Change Your Access Code](#)

Consent Id	File Ref	Site Name	Daily Alloc	Annual Alloc	Annual Use	Last Reading	Date	Reporting Status
WAT60308862			780	78000	n/a	69032.630 m3	14/12/2022 08:00	View Data Enter Readings
WAT60308863			780	78000	25438.7		14/12/2022 08:00	View Data Enter Readings
WAT60308865			780	78000	40478.36	61565.360 m3	14/12/2022 08:00	View Data Enter Readings

If you wish, you may also download and print out a form for recording your meter readings. The appropriate forms can be downloaded [here](#).

[View Online Help](#) | [Download Help Reference \(pdf\)](#)

You will have the following 2 options:

View Data & **Enter Readings**

2.1.1 View Data – Click on the “View Data” link next to the enter readings link on the extreme right of the consent summary page. On selecting this option a new screen will open with a graph showing your water use for this year. Click on the “Custom Range” tab to customise the graph to view the water use for the period of interest. You can also download and print text data of previous water use records that you have provided to us by clicking on the links at the top left of the screen. This option makes auditing your water use quick and easy, helping you to manage your water use efficiently.

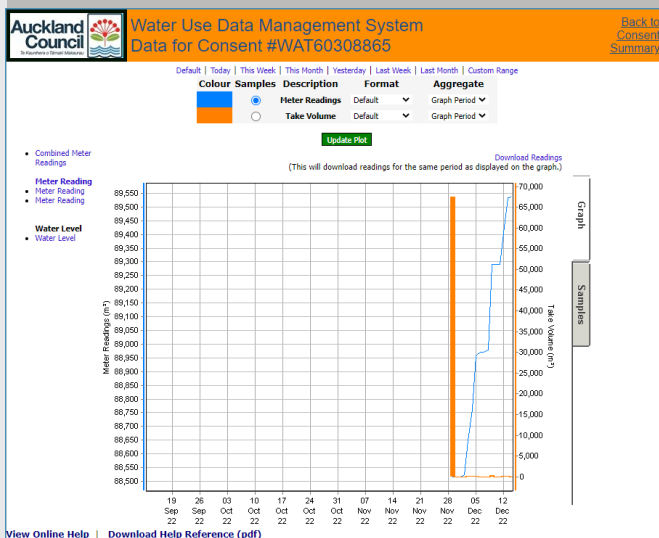
2.1.2 Enter Readings – Click on the ‘Enter Readings’ link at the extreme right of the consent summary page. You will open another screen displaying the current period for which readings are required. This page will also display details of the consent: Consent Holder, Allocation Limit, e.t.c.

Meter Readings for Dec 2022 - Feb 2023

Last Reading for Previous Quarter:
Meter: WAT60308862-1

Last Reading for Previous Quarters: 1263303.875 on 31/08/2020

September 22	October 22	November 22
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
10	10	10
11	11	11
12	12	12
13	13	13
14	14	14
15	15	15
16	16	16
17	17	17
18	18	18



2.2 Entering Data

Click on the “Enter Readings” link to access the online meter readings sheet. The current quarter for which readings are due will be displayed. Links to previous quarters where data are missing are also provided.

New Meter

When you install a new meter or if the meter has rewound to zero, you need to type ‘m’ before the reading. For example, if you replace your meter and the first reading taken is 1, you should enter ‘m1’ in the appropriate date box. If you do not do this, the reading (and all those following it) will be rejected.

What if I haven't used any water?

Readings are still required even if not water has been taken. The reading following a period of no use, should be the same as the previous entry .

Saving Your Readings

Once you have entered your readings, click the Save button at the bottom of the page to **save** the readings

The online meter reading form has the following colour codes:

- A **PURPLE** background indicates that a reading is required
- Previously entered readings are shown with a **green background** These can be changed to correct mistakes
- Submitted data cannot be altered and is shown with a **yellow background**.

Meter: WAT60358934-1
Last Reading for Previous Quarter: 123 on 25/06/2024

July 24	August 24
1 123	1
2 124	2
3 m1	3
4 2	4
5	5
6	6
7	7

Save Reset Cancel

Cancel

If you wish to exit the page without saving your changes, click the **cancel** button

Reset

To undo any changes you have made, but leave this page open, click the **reset** button

2.2.1 Submitting Data

Data for a quarter can only be submitted at the end of that period. Also it can only be submitted when the required number of readings for that period have been entered. i.e. 12 or 90 readings depending on the type of permit.

2.2.2 Selecting a Different Monitoring Period or Entering Data For Outstanding Quarters

To enter data for a previous period, click on the appropriate ‘Active Period’ at the top right of the data entry page. Monitoring periods with incomplete readings which are overdue will be indicated in red. Note, you cannot change submitted data.

3 Blank Meter Readings Sheet

You can download and print a blank meter readings sheet by clicking on the link at the bottom of the consent summary page. You can use this to manually record readings and enter them online later.

4 Environmental Data Online

Visit environmentauckland.org.nz for information from monitoring sites throughout the Auckland Region. Data available includes rainfall, groundwater levels, river and stream water levels and flows, stream temperatures, stream dissolved oxygen levels

5 FAQ

The WUDMS link won't open in my Internet browser

A: Try opening the link in a different Internet browser

I misplaced my username and/or password

A: Click on the send reminder button, a reminder email containing your password will be sent

I have not received an email using the reminder email

A: Your email address may need to be added or updated in our system. Please email monitoring@aucklandcouncil.govt.nz

My consent has conditions to enter other water usage data such as water levels, chloride, temperature etc

A: Please email monitoring@aucklandcouncil.govt.nz for assistance

I am not able to submit my reading

A: Please email monitoring@aucklandcouncil.govt.nz for assistance

The **Enter Readings** link is not available (see image)

A: You need updated login credentials, please email monitoring@aucklandcouncil.govt.nz



I do not see one of my consents in the list of consent ID's

A: Please confirm your consent is still valid and hasn't expired. If it is still active, email monitoring@aucklandcouncil.govt.nz for assistance

How do I submit my data via telemetry?

A: You will require a unique identifier for each monitoring parameter for council to receive the data. Please email EnvironmentalData@aucklandcouncil.govt.nz

Contact Us

For further information please email:
monitoring@aucklandcouncil.govt.nz

Online Help: Online help is available on every page at the bottom left. Click on the "View Online Help" to access the online help.