

How to use the Web Portal for your SWIM Annual Water and Sewerage Data Entry

SWIM Web Portal User Manual Version 1.0

The screenshot displays a web browser window with the URL staging.swim.qldwater.com.au/adt/#/data. The page shows a data entry interface for water and sewerage data. The main table has columns for various water and sewerage categories, including Potable water scheme, Raw-Partially treated water scheme, Recycled water scheme, Sewerage scheme, and WSP. The table contains data for various indicators such as Pop. receiving water services, Connected residential properties, and Vol. water sourced. The data is organized into rows with color-coded cells (blue, yellow, green, orange, purple) representing different categories or values. The bottom of the page shows a status bar with '0 errors', '8 invalid', and '892 empty'.

Code	Indicator	Units	Potable water scheme				Raw-Partially treated water scheme		Recycled water scheme		Sewerage scheme		WSP	Category
			GW1 PW ADT test	GW2 PW ADT test	SW GW4 PW ADT test	SW3 PW ADT test	RawPT1 ADT test	Recycled 1 ADT test	Sew1 ADT test	Sew2 ADT test				
C31	Pop. receiving water services	000s	2100	4320	3499	40	1345	818					10456	Connections
C32	Connected residential properties: water	000s	0765	1337	1989	0970	0235	0041					5316	Connections
C33	Connected non-residential properties: water	000s	0143	0342	0356	0099	0054	0098					0994	Connections
C34	Tot. connected properties: water	000s	0908	1699	2345	1069	0289	0042					6316	Connections
C35	Connected residential properties: sewerage	000s									3456	1087	5442	Connections
C37	Connected non-residential properties: sewerage	000s									0785	0098	0863	Connections
C38	Tot. connected properties: sewerage	000s									4221	2085	6306	Connections
C34	Tot. service connections: water	000s												Connections
C37	Tot. connected properties: pot. water only	000s	0908	1699	2345	1069								6021
WA171	Vol. water sourced: surface water (reg. supply)	ML												5.0
WA172	Vol. water sourced: surface water (unreg. supply)	ML												5.0
WA171	Vol. water sourced: surface water	ML	1.0	1.0	1.0	1.0								5.0
WA173	Vol. water sourced: groundwater (reg. supply)	ML												5.0
WA174	Vol. water sourced: groundwater (unreg. supply)	ML												5.0
WA173	Vol. water sourced: groundwater	ML	1.0	1.0	1.0	1.0								5.0
WA21	Vol. water sourced: desal. marine	ML												5.0
WA98	Vol. recycled stormwater produced	ML												5.0
WA43	Vol. stormwater imported: external	ML												5.0
WA101	Vol. recycled sewage imported: external	ML												5.0
WA64	Vol. pot. water imported: external	ML	3.0	4.0	4.0	NR		NR						11.0
WA65	Vol. non-pot. water imported: external	ML	NR	NR	NR	5.0	NR	NR						5.0
WA158	Vol. pot.+non-pot. water imported: external	ML	3.0	4.0	8.0	0.0		0.0						16.0
WA158	Names/volumes imported water suppliers	Text												5.0
WA135	Vol. recycled sewage/stormwater imported: external	ML												5.0
WA45	Vol. water sourced: imported (external)	ML	2.0	4.0	8.0	0.0		0.0						16.0
WA17	Vol. water sourced	ML	3.0	8.0	11.0	2.0		2.0						26.0
WA109	Vol. water taken: all sources	ML												26.0
WA109	Vol. water taken: all sources	ML	2.0	2.0	2.0	2.0		2.0						10.0
WA16	Vol. sewage collected: residential+non-trade	ML								34.0	NR			34.0
WA17	Vol. sewage collected: trade waste	ML								NR	3.0			3.0
WA18	Vol. sewage collected: residential+trade	ML								34.0	3.0			37.0
WA68	Vol. sewage collected: sewer mining	ML									1.0			1.0
WA214	Vol. sewage moved between your own STPs	ML									1.0			1.0
WA67	Vol. sewage imported	ML									1.0			1.0
WA183	Vol. sewage imported to bulk WWTP	ML									1.0			1.0
WA167	Vol. sewage collected: all	ML								34.0	5.0			39.0
WA69	Vol. sewage mflow measured at STP inlet	ML												39.0
WA184	Vol. sewage measured at bulk WWTP inlet	ML												39.0
WA19	Vol. sewage collected per connection	kl/connection									8.1	1.4		5.9
WA179	Wastewater losses: during collection process	ML												Wastewater
WA180	Wastewater losses: during treatment process	ML												Wastewater
WA181	Wastewater losses: after treatment process	ML												Wastewater
WA17	Wastewater losses: all	ML												Wastewater
WA182	Vol. treated sewage returned to sewer for further treatment	ML												Wastewater
WA66	Vol. sewage exported	ML												Wastewater
WA31	Vol. sewage treated	ML												Wastewater
WA175	Vol. treated sewage disposal: inland surface	ML												Wastewater

June 2019

qldwater

STATEWIDE WATER INFORMATION MANAGEMENT SYSTEM

www.qldwater.com.au/swim



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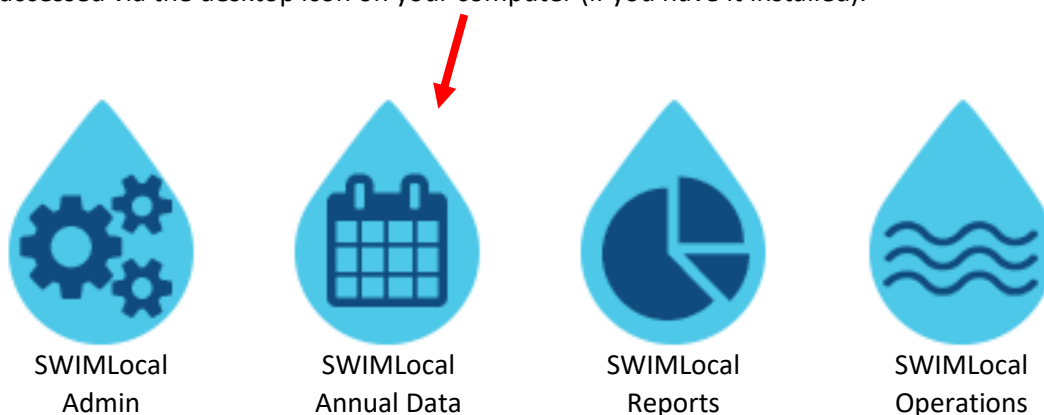
Annual data entry tools and terms

The SWIM Annual Data system is free to use for all **qldwater** members. It is used to report your regulatory required annual water and sewerage data (i.e. SWIM data) to the requesting organisations. Note that by default the SWIM system only displays indicators that are requested from your organisation under some piece of legislation (i.e. mandatory indicators). It can also include 'voluntary' indicators, such as some additional ones for the **qldwater** Annual Water and Sewerage Benchmarking Report if specifically requested by you.

There are two methods of entering your SWIM data, either via a web portal or the swimlocal annual data tool software.

Web ADT is the internet browser (Web) version of the SWIM annual data entry tool.

Swimlocal Annual Data Tool (**SL ADT**) is the software version of the SWIM annual data entry tool and is accessed via the desktop icon on your computer (if you have it installed).



The SL ADT and Web ADT function essentially the same with some slight differences in how things are accessed/displayed.

You can enter data from many different computers/locations using both the Web ADT and/or the SL ADT simultaneously. Note that you will automatically see changes in the Web ADT every ≈ 30 seconds but only in the SL ADT after you manually synchronise (the SL ADT only synchronises by manually selecting 'Sync Data' from the 'File' Tab, pressing the F5 button, or automatically on closing/opening the software).

The Web ADT

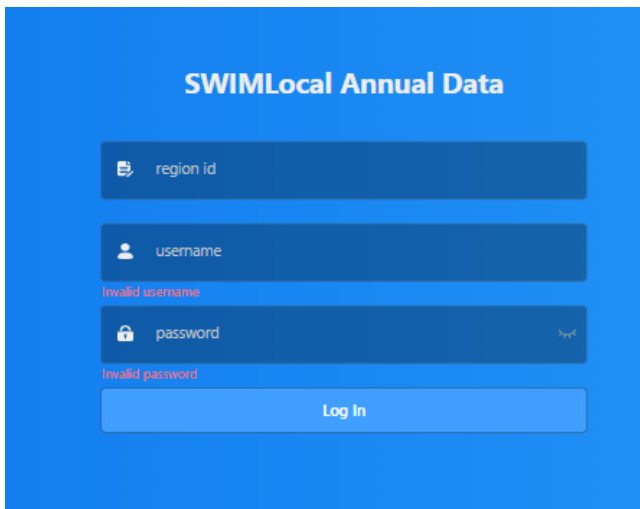
The Web site is located at: <https://www.swim.qldwater.com.au/adt>

You will need your Region id, Username and Password to access the Web ADT. Your swimlocal System Administrator can provide these details.

Region id:

Username:

Password:



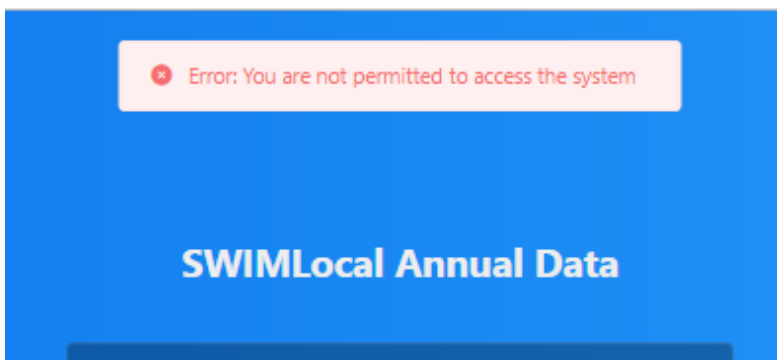
To change the screen size in the browser press: Ctrl- (to decrease font size) or Ctrl+ (to increase font size). This will allow you to see more columns/rows on the screen at any one particular time.

The Web ADT works best/fastest when using the Chrome web browser.

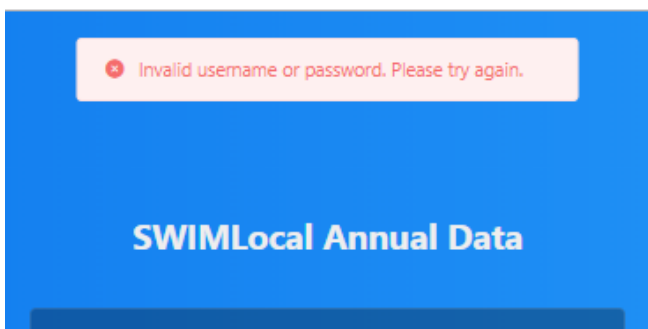
The Web ADT automatically synchronises every 30 seconds.

Login errors

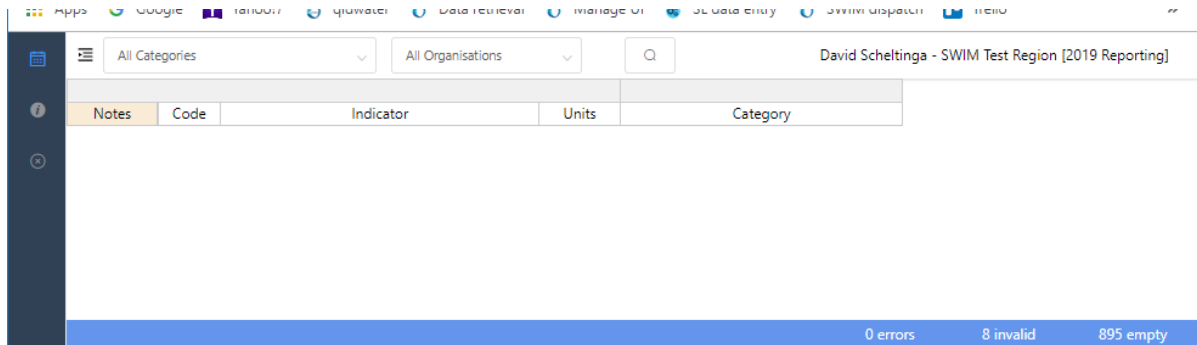
If you receive the following login error it means that your Username and Password are correct but you have not been given the correct User Role ('Report annual data' or 'Publish annual data') by your swimlocal system administrator to access the Web ADT. You need to contact them.



If your Username and/or Password details are incorrect you will receive the following message. Note that both Username and password are case sensitive.



If you log in and the Web ADT opens up but there are no indicators or anything shown (see below) then it means that you have not been given the correct access privileges (assigned an 'Annual Data Access Group') by your swimlocal system administrator. You need to contact them.



Home screen (data entry)

Notes	Code	Indicator	Units	Potable water scheme					Rain-Partially treated water scheme		Recycled water scheme		Sewerage scheme		WSP	Category
				GW1 PW ADT test	GW2 PW ADT test	SW GW4 PW ADT test	SW3 PW ADT test	MD	RawPT1 ADT test	Recycled 1 ADT test	Sen1 ADT test	Sen2 ADT test	SWIM Test Region WSP	WSP		
C31		Pop. receiving water services	000s	2,100	4,320	5,889	MD		1,345	0,113					72,454	Connections
C32		Connected residential properties: water	000s	0,765	1,357	1,959	0,970		0,235	0,048					5,376	Connections
C33		Connected nonresidential properties: water	000s	0,143	0,342	0,356	0,099		0,054	0,001					0,994	Connections
C34		Tot. connected properties: water	000s	0,908	1,699	2,345	1,069		0,289	0,041					6,370	Connections
C35		Connected residential properties: sewerage	000s									3,456	1,907		5,448	Connections
C37		Connected nonresidential properties: sewerage	000s									0,765	0,098		0,863	Connections
C38		Tot. connected properties: sewerage	000s									4,221	2,005		6,306	Connections
C36		Tot. service connections: water	000s													Connections
C57		Tot. connected properties: pot. water only	000s	0,908	1,699	2,345	1,069								6,021	Connections
WA171		Vol. water sourced: surface water (reg. supply)	ML													Sources of Water
WA172		Vol. water sourced: surface water (unreg. supply)	ML													Sources of Water
WA173		Vol. water sourced: groundwater (reg. supply)	ML	1.0	1.0	1.0	1.0		1.0						5.0	Sources of Water
WA174		Vol. water sourced: groundwater (unreg. supply)	ML													Sources of Water
WA2		Vol. water sourced: groundwater	ML	1.0	1.0	1.0	1.0		1.0					5.0	Sources of Water	
WA61		Vol. water sourced: desal. marine	ML													Sources of Water
WA68		Vol. recycled stormwater produced	ML													Sources of Water
WA63		Vol. stormwater imported: external	ML													Sources of Water
WA101		Vol. recycled sewage imported: external	ML													Sources of Water
WA64		Vol. pot. water imported: external	ML	3.0	4.0	4.0	NR		NR						11.0	Sources of Water
WA65		Vol. non-pot. water imported: external	ML	NR	NR	3.0	NR		NR						5.0	Sources of Water
WA158		Vol. pot.+non-pot. water imported: external	ML	3.0	4.0	9.0	0.0		0.0						16.0	Sources of Water
WA158.1		Names/volumes imported water suppliers	Text													Sources of Water
WA155		Vol. recycled sewage+stormwater imported: external	ML													Sources of Water
WA45		Vol. water sourced: imported (external)	ML	3.0	4.0	9.0	0.0		0.0						16.0	Sources of Water
WA27		Vol. water sourced	ML	3.0	6.0	15.0	2.0		2.0						26.0	Sources of Water
WA108		Vol. water taken: any other sources	ML													Sources of Water
WA109		Vol. water taken: all sources	ML	3.0	3.0	2.0	2.0		2.0						10.0	Sources of Water
WA16		Vol. sewage collected: residential+non-trade	ML								34.0	NR			34.0	Wastewater
WA17		Vol. sewage collected: trade waste	ML								NR	3.0			3.0	Wastewater
WA18		Vol. sewage collected: residential+trade	ML								34.0	3.0			37.0	Wastewater
WA68		Vol. sewage collected: sewer mixing	ML								1.0	1.0			1.0	Wastewater
WA214		Vol. sewage moved between your own STPs	ML								1.0	1.0			1.0	Wastewater
WA67		Vol. sewage imported	ML								1.0	1.0			1.0	Wastewater
WA163		Vol. sewage imported to bulk WWTP	ML								1.0	1.0			1.0	Wastewater
WA167		Vol. sewage collected: all	ML								34.0	5.0			39.0	Wastewater
WA69		Vol. sewage inflow measured at STP inlet	ML													Wastewater
WA154		Vol. sewage measured at bulk WWTP inlet	ML													Wastewater
WA19		Vol. sewage collected per connection	KL/Connect								8.1	1.4			5.9	Wastewater
WA179		Wastewater losses during collection process	ML													Wastewater
WA180		Wastewater losses during treatment process	ML													Wastewater
WA181		Wastewater losses after treatment process	ML													Wastewater
WA217		Wastewater losses all	ML													Wastewater
WA162		Vol. treated sewage returned to sewer for further treatment	ML													Wastewater
WA66		Vol. sewage exported	ML													Wastewater
WA31		Vol. sewage treated	ML													Wastewater
WA175		Vol. treated sewage disposal inland surface	ML													Wastewater

The data entry home screen is the primary data entry screen in the tool. It presents a grid control (spreadsheet format) with options to choose between different data entry locations (schemes and organisation) and indicator categories for the SWIM indicators. Users input values by typing into the grid cell for the appropriate indicator. Only the darker coloured cells require data (i.e. grey cells do not require data to be entered).

Note that the background colour of all 'calculated cells' is half shade of the normal colour (i.e. lighter) and don't need data entered manually as the system will populate them for you.

Once data has been entered the cell cannot be made blank/empty again. If the value was wrong then it must be replaced with either the correct value or "MD" (Missing Data).

All column widths can be adjusted by placing the cursor on the column heading join line. The screen can scroll left and right if needed but will not scroll past the 'Units' column.

Columns (left to right) and their function:

- *Notes* (beige background) – allows the user to enter any notes/comments/related text that is useful for now and future users (e.g. Data from Jenny Smith from Finance, Data estimated using the following method “X divided by C”). This information is **not** sent to anyone and will be included/visible in next year’s ‘sheet’.
- *Code* – lists the SWIM code of the indicator.
- *Indicator* – lists the short indicator title.
- *Units* – lists the units that the indicator **must** be reported in.
- *Potable water scheme*¹ (light blue background²) – shows (as columns) all the potable water schemes that were active during the reporting period that require data to be entered. Potable water is intended for use as drinking water and should materially meet the Australian Drinking Water Guidelines 2004, or equivalent.
- *Raw-Partially treated water scheme* (purple background) – shows (as columns) all the raw-partially treated water schemes that were active during the reporting period that require data to be entered. Raw-Partially treated water is non-potable water. It is sourced from surface or groundwater.
- *Recycled water scheme* (green background) – shows (as columns) all the recycled water schemes that were active during the reporting period that require data to be entered. Recycled water can be either potable or non-potable water. It is sourced from either sewage or stormwater.
- *Sewerage scheme* (orange background) – shows (as columns) all the sewerage schemes that were active during the reporting period that require data to be entered.
- *WSP* (dark blue background) – is where data for the ‘Whole of Service Provider’ scheme is entered. In most cases the WSP value is a calculation (sum) of other indicators/schemes.
- *NPR footnotes* – this column is only visible to Users who must report to the NPR (National Performance Report). Any text entered here is associated with the whole indicator and not specific data points. The information is sent to the NPR for information and possible publication.
- *Category* – lists the SWIM category that the indicators sit within. You can filter by category.

Left hand column menu bar

From the menu bar you can view the Annual Data sheet, look at the statistics of the session (see below) or logout.

Clicking the expand/reduce button (circled red below) will change the width of the dark blue left-hand column menu bar of the Web ADT (giving you slightly more/less room on the screen for viewing the data).

¹ All schemes are controlled via the swimlocal Admin Tool.

² **Note** that the background colour of all calculated cells is half strength of the normal colour (i.e. lighter).

Notes	Code	Indicator	Units	GW1 PW ADT test
	CS1	Pop. receiving water services	000s	2.1
	CS2	Connected residential properties: water	000s	0.765
	CS3	Connected nonresidential properties: water	000s	0.143
	CS4	Tot. connected properties: water	000s	0.908
	CS6	Connected residential properties: sewerage	000s	

Reduced menu bar shown below (dark blue left-hand side).

Notes	Code	Indicator	Units	GW1 PW ADT test
	CS1	Pop. receiving water services	000s	2.1
	CS2	Connected residential properties: water	000s	0.765
	CS3	Connected nonresidential properties: water	000s	0.143
	CS4	Tot. connected properties: water	000s	0.908

Selecting the information button (the *i* - About) will provide some basic statistics as shown below.

SWIM Annual Data

Sent 148 values in this session
 Last sent data 19/06/2019, 1:52:05 pm
 Received 0 values in this session
 Last checked for new data 19/06/2019, 2:00:28 pm
 Using SWIM host <https://staging.swim.qldwater.com.au>

Selecting the annual data button (the *Calendar symbol* – Annual data) will take you to the annual data entry page.

SWIM Annual Data

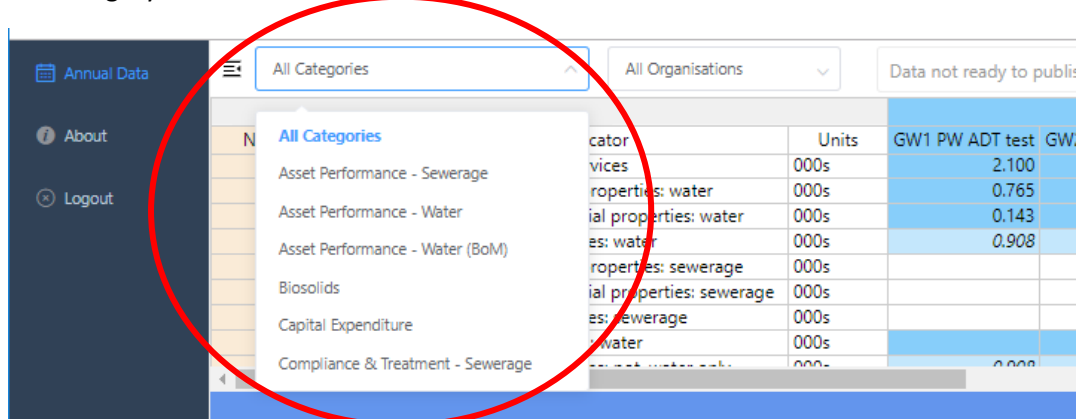
Sent 148 values in this session
 Last sent data 19/06/2019, 1:52:05 pm
 Received 0 values in this session
 Last checked for new data 19/06/2019, 2:00:28 pm
 Using SWIM host <https://staging.swim.qldwater.com.au>

Selecting the cross button (⊗) will log you out.

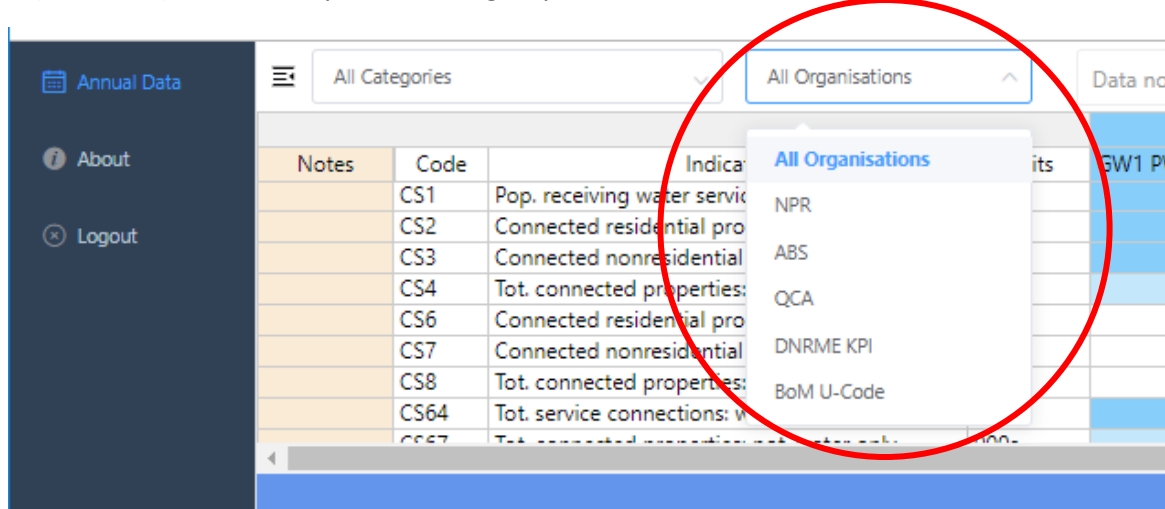
Filtering indicators

You can filter which indicators are visible by either indicator category or by the name of the agency the indicators are requested by.

Indicator categories used in the filter are the SWIM categories used to link similar groups of indicators (as shown in the extreme right column). To do this click on the 'Categories' drop-down box at top left and select the indicator category you wish to look at (see below). You can only select one category at a time.



You can also filter by the agency requesting the indicators via the second drop-down box at the top right. To do this click on the 'Organisation' drop-down box and select the 'agency' you wish to look at (see below). You can only select one agency at a time.



The agencies are:

- NPR – Department of Natural Resources, Mines and Energy (Key Performance Indicators) and Bureau of Meteorology (Category 7 (W-code) indicators). Required for: all Qld Service Providers with greater than 10,000 water connections
- ABS – Australian Bureau of Statistics (Annual Water and Sewerage Survey). Required for: all Qld Service Providers

- QCA – Queensland Competition Authority (SEQ Retail Water Annual Performance Monitoring). Required for: five SEQ entities (**Note** that since the 2015/16 reporting period this has been built into the SWIM system but is currently inactive and data is **not** sent)
- DNRME KPI – Department of Natural Resources, Mines and Energy (Key Performance Indicators). Required for: all Qld Service Providers
- BoM U-code – Bureau of Meteorology (Category 7 (U-code) indicators). Required for: Category L persons (the five SEQ entities) named in the Water Regulations

Note that in most cases all agencies will appear in the list even if you are not required to report to them. This is because SWIM takes out indicator duplication for you and only shows one indicator even if it is requested by multiple agencies. **Note** that data will only ever be sent to the agency that your organisation is required to send data to. So, for example, WA1 (Volume water taken: surface water) is requested by NPR, ABS and DNRME. If your organisation has less than 10,000 water connections then the data will only be sent to ABS and DNRME, but if your organisation has greater than 10,000 water connections then the data will be sent to all three – as required by legislation.

Search function

To open the *Search Form* click on the search icon (as indicated by the red arrow). Or press Ctrl-F or Ctrl-G.

The screenshot shows the 'Annual Data' interface with a search form overlay. The search form has the following options:

- Errors
- Invalid
- Empty
- SWIM Indicator
- Value

There are two input fields: one for 'Indicator code' and another for 'Indicator, comments, or notes'. A 'Search' button and a 'Cancel' button are at the bottom of the form.

From the 'search form' you can search for:

- Error values (red highlighted cells)
- Invalid values (yellow highlighted cells)
- Empty cells (no values entered)
- SWIM indicator (enter the SWIM indicator code you wish to search for, e.g. WA1)
- Value (enter a particular value or word you wish to search for. This searches both 'values' and 'comments')

Pressing Ctrl-F will also open the 'search form'.

Pressing Ctrl-G will repeat the previous search without opening the *Search Form* so pressing Ctrl-G repeatedly will take you through all the 'invalid cells', for example. If there is no previous search then Ctrl-G just opens the search box like Ctrl-F.

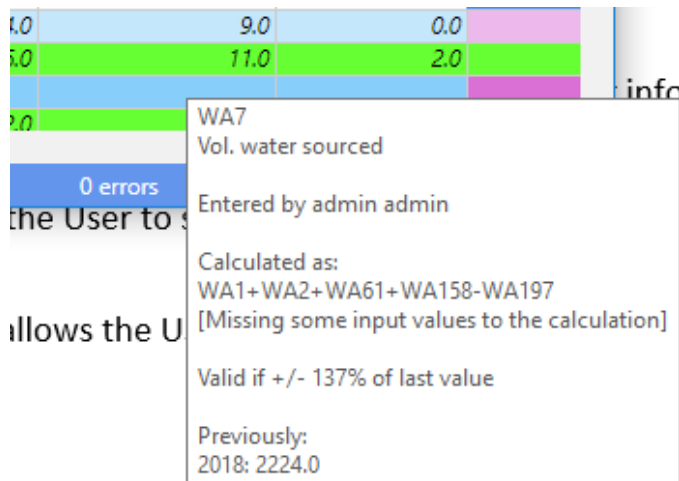
The search function looks for things from the current active cell downward through the grid but does not automatically restart from the start of the grid. Once it has searched the entire grid it offers to start again at the top, so pressing 'Search' (or 'Ctrl-G') repeatedly will let you loop through the entire grid/sheet.

NOTE: when searching sometime the screen will not display (jump to) the search result on the current screen view so to see the result just press the 'up' or 'down' arrow button and the cell above or below the search value will be selected and the screen will now jump to that section and show that cell.

Mouse (cursor) hover-over functionality

The mouse (cursor) hover-over function allows the user to see further information about a particular aspect of the indicators by moving the cursor on a cell (no clicking), as follows:

- SWIM Code – allows the User to see the other codes used for this indicator by all the requesting agencies
- Scheme short title – allows the User to see the long scheme name
- Data cells - allows the User to see the further information about the value, such as, SWIM code, indicator title, who entered the data, calculation used (if appropriate), if missing input values (if appropriate), validation rule used, previous year's values (a maximum of the previous 4 years), comment (if appropriate)



Viewing indicator definitions

To view the indicator definitions in the Web ADT you need to right click the indicator's short title and select 'View indicator description' as shown below. This is a different method to the standard hover-over function used in the SL ADT.

Notes	Code	Indicator	Units	GW1 PW ADT test G
	CS1	Pop. receiving water services	000s	2.1
	CS2	Connected residential properties: water	000s	0.765
	CS3	Connected non-residential properties: water	000s	0.143
	CS4	Tot. connected properties: water	000s	0.908
	CS6	Connected residential properties: sewerage	000s	

A window containing the indicator definition will pop up (as shown below).

CS3

Connected non-residential properties - water supply.

Definition: A connected non-residential water property is:

- connected to the licensee's water system
- the subject of billing for water supply collection - fixed and /or consumption
- any property which, at the end of the reporting period, is connected to the water system and is separately billed for the water services - fixed and/or consumption

Includes:

- a connected non-rateable non-residential property
- a connected but unmetered non-residential property
- standpipe
- public facilities

Missing data (MD)

The user can enter 'MD' into any cell to identify that an indicator has Missing Data.

Note that a zero (0) **must not** be used for missing data. Missing data (MD) is used when you do perform an activity but for some reason (e.g. a broken meter) you do not have any data for that indicator.

Not relevant (NR) indicators

The user can enter 'NR' into any cell to identify that an indicator is Not Relevant. **Note** an indicator is only 'Not Relevant' if the organisation does not do the activity now and never has. For example, volume groundwater extracted, if you have no bores and do not extract any groundwater for use in water supply then you should report this indicator as 'NR'. Note that it is possible to have some schemes as 'NR' and others with values for the same indicator, e.g. Potable Scheme A uses bore water (a value is entered for groundwater extracted (SWIM code WA2) but Potable Scheme B only uses surface water (NR is entered for groundwater extracted (SWIM code WA2)).

The software can handle 'NR' in source/raw data indicators used to generate calculated cells (it considers it a '0' for calculation purposes).

Note that 'MD' or 'NR' is the only text that can be entered into a numeric cell.

Calculated indicators

Cells for calculated (i.e. derived) indicators are populated with values as soon as the necessary related values are entered.

The calculated indicator value can be replaced/over-written by a typed-in value – if over-written then changing the source data values of the calculated indicator **will not** change the typed-in value. Calculated indicator cells are recognised by being a ‘half shade’ lighter than the raw (user entered) data cells and with the calculated value appearing in *italics*. **Note** that if a calculated value is over-written then the value will no longer appear in italics. See screen grab below – indicator WA45 (7.0) is calculated (light blue background and in italics), while WA7 (20.0) is calculated but has been over-written (light blue background and not italics).

Categories			All Organisations		Data not ready to publish
Code	Indicator	Units	GW1 PW ADT test	GW2 PW ADT test	SW
WA101	Vol. recycled sewage imported: external	ML			
WA64	Vol. pot. water imported: external	ML	3.0		
WA65	Vol. non-pot. water imported: external	ML	4.0		
WA158	Vol. pot.+non-pot. water imported: external	ML	7.0		
WA158.1	Names/volumes imported water suppliers	Text			
WA135	Vol. recycled sewage+stormwater imported: external	ML			
WA45	Vol. water sourced: imported (external)	ML	7.0		
WA7	Vol. water sourced	ML	20.0		
WA108	Vol. water taken: any other sources	ML	1.0		
WA109	Vol. water taken: all sources	ML	6.0		
WA16	Vol. sewage collected: residential+non-trade	ML			

If you have over-written a calculated value you can revert back to a calculated value (i.e. derived from other indicators) by right clicking the appropriate cell and selecting ‘Revert to calculated value’. The cell will then recalculate from the raw data and the font will then return to *italics*.

Categories			All Organisations		Data not ready to publish	Q	adr
			Potable water				
Code	Indicator	Units	GW1 PW ADT test	GW2 PW ADT test	SW		
WA101	Vol. recycled sewage imported: external	ML					
WA64	Vol. pot. water imported: external	ML	3.0	4.0			
WA65	Vol. non-pot. water imported: external	ML	4.0	NR			
WA158	Vol. pot.+non-pot. water imported: external	ML	7.0	5.0			
WA158.1	Names/volumes imported water suppliers	Text					
WA135	Vol. recycled sewage+stormwater imported: external	ML					
WA45	Vol. water sourced: imported (external)	ML	7.0	4.0			
WA7	Vol. water sourced	ML	20.0				
WA108	Vol. water taken: any other sources	ML	1.0				
WA109	Vol. water taken: all sources	ML	6.0				
WA16	Vol. sewage collected: residential+non-trade	ML					

The software can handle ‘NR’ values for indicators from which calculated fields are derived (it considers it a ‘0’ for calculation purposes).

If there is 'MD' (missing data) entered for some of the raw data used in a calculation then the calculated cell will still calculate but it will be highlighted green as there is missing data (mouse hover-over function will display this (see below)). You will then have two options:

1. if the calculated value is appropriate (i.e. the missing value is insignificant) then you would 'accept as true' (using the right click function), or
2. if the calculated value is not appropriate (i.e. the missing value is significant) then you would either:
 - a. replace the calculated value with the real value if know or estimated, or
 - b. replace the calculated value with 'MD' (Missing Data).

Code	Indicator	Units	GW1 PW ADT test	GW2 PW ADT test	SW GW4 PW ADT test	SW
WA166	Vol. water used by your organisation: your own parks and gardens	ML	MD			
WA123	Vol. water used by your organisation: any other uses	ML	4.0			
WA124	Vol. water used by your organisation: all	ML	4.0			
WA201	Maximum daily demand	ML/day				
WA12	Annual residential water supplied per connection	kL/connecti				
WA30	Annual pot. water supplied per connection	kL/connecti				
WA110	Vol. pot.+raw-PT water exported: external	ML				
WA110.1	Names/volumes of who you exported pot.+raw-	Text				

Note that if all the raw/input values are reported as 'MD' then an error (red cell) will appear in the calculated cell and you will need to replace it with either an estimate or 'MD'.

Invalid (yellow cells), error (red cells), missing calculation (green cells) values

	MD	3.0
	MD	MD
	ERR	3.0

A yellow invalid cell is where a value could be true but it needs checking as it breaks the validation rule for the indicator/scheme. The value can therefore be saved but **not** published. If the yellow invalid cell is correct then the user needs to accept the value as true. To do this right click the cell and select the 'Accept as true value' option. Once this has been done the cell background colour will return to normal. It is a good idea to add a comment to all yellow cells that are accepted as true to explain the difference from previous values.

Red error cells are ones that cannot be true, i.e. they are errors, e.g. text in numeric cells, and cannot be saved. On logout the cell will remain 'empty' and no value is saved.

Green missing calculation cells are ones where a calculated cell is missing some input values (see the 'Calculated indicators' section above). Missing calculation cell highlighting is slightly different in the Web ADT from the SL ADT. In the Web ADT the cell will highlight green whereas in the SL ADT it is currently treated as a yellow invalid cell.

Note: it is best to wait until all data has been entered before dealing with any green or yellow highlighted cells.

Red highlighted 'error' cells

There are 3 reasons for a red error cell:

1. The system has done a calculation which has tried to use a 'MD' (Missing Data), 'NR' (Not Relevant) or '0' in a complex multiplied/divided by calculation or in a simple calculation (i.e. plus or minus) where all input values are 'MD'. The cell will either contain the text 'Div/0' or 'ERR' as shown below. These error cells are not always immediately obvious as they may be anywhere in the system/screen. They can be found via the search function.

Once you find the red error cells you will need to decide on what has caused it and what to do. Use the mouse hover-over functionality to see how the calculation is done. In general, these calculation errors can be replaced with either MD, NR or 0.

2. The software will not permit any input of non-number values, or values which are not a valid number (for example, containing repeated minus (--), plus (++), symbols). It does allow the use of negative (-), less than (<) and greater than (>) signs. These error cells are easily seen (and found) as they occur in the cell you have just entered data in and you will see them highlighted in red straight away.
3. The information entered into a data cell is not in the correct format. For example, text entered into a number only cell or incorrect format/words in a text cell, e.g. 'YES' instead of 'yes'. The system has been made to be very specific as to what can be entered into some text cells (as requested by agencies requesting the data). The Units column will display the appropriate format. It will say 'text', 'yes/no', 'ok/not ok', etc. (see below). It is case sensitive. If the Units are 'text' it means that any text/words can be entered. These error cells are easily seen (and found) as they occur in the cell you have just entered data in and will be highlighted in red straight away.

	employees				
WS1	Months water supply remaining: 30 June	months			
WS2	Anticipated water availability to meet demand for next year	ok/not ok	OK	ok	good
WS3	Available contingency supplies	yes/no	YEs	yes	ok
WS4	Tot. anticipated water demand for next reporting year	ML			

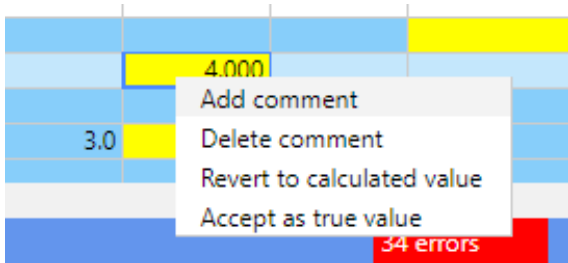
Adding a comment to a data point

If you want to add/delete a comment, accept an invalid cell as 'true' or revert back to the original calculation (if you have overwritten a calculated value) then you do this by:

1. Selecting the specific cell that you want to change

2. Right clicking on the cell and a 'text' box will appear (see below)
3. Clicking on the appropriate option

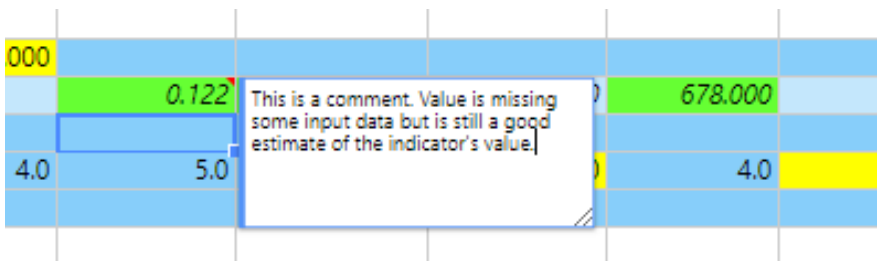
Note that this can only be done if there is a value in the cell.



If you click 'Add comment' then a comments text box will appear. You can add any text (no character limit) you want to any individual cell you choose. Click out of the text box and the comment will automatically save and you will see a red triangle in the top right corner of the cell to indicate that it has a comment. Mouse hover-over will show what the comment is. **Note** that these comments will be sent with the data to DNRME/ABS/BoM. If you want to add a comment related to all schemes for a particular indicator then it is probably best to add this comment to your organisation's WSP-wide column's cell. If you are NPR reporting (>10,000 connections) then there is a specific 'NPR Footnotes' column at the far right. Only comments placed here will be sent to NPR for publication/review. **Note** that the NPR no longer have a character limit on NPR footnotes but you should still try and keep them short but still sufficient to describe the situation.

The mouse hover-over function allows you to view/read/edit any comments.

Comments can be edited or deleted at any time using this process.



Publishing data

Only a User with a Role of 'Publish Annual Data' is able to publish the data via the Web ADT (that is, approve the data for release to the agencies requesting the information). These Users are the only ones who will actually see the 'Publish' button.

All Organisations		Data not ready to publish		
		Potable water sch		
ator	Units	GW1 PW ADT test	GW2 PW ADT test	SW GW
ices	000s	2.100	4.320	
operties: water	000s	0.765	1.357	
il properties: water	000s	0.143	0.342	
s: water	000s	0.908	1.699	
operties: sewerage	000s			

To 'Publish' your data you **must** have zero (0) errors, zero (0) invalid and zero (0) empty cells. This is shown in the bottom right corner of the Web ADT window - see screen grab below).

000s					
000s					
000s					
000s	0.908	1.699	2.345	1.069	
ML	3.0				
ML	34.0				

1 errors 6 invalid 846 empty

If you still have any empty, invalid or error cells the software will not let you 'publish' the data. To find any of these you can use the Search function.

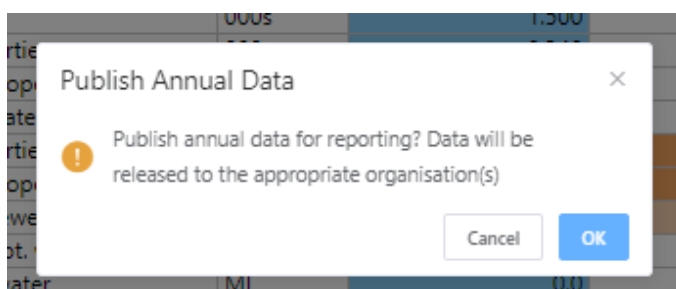
Once you have no empty, invalid or error cells then the 'Publish' button at the top right will then become active (as shown below).

All Organisations Publish Data admin admin - Aurukun Shire Council [2019 Reporting]

	Units	Potable water scheme	Sewerage scheme	WSP	Category
Aurukun Water		Aurukun Water	Aurukun Sewerage	Aurukun Shire Council WSP-wide	
Connections	000s	1.500		1.500	Connections
Properties: water	000s	0.340		0.340	Connections
Properties: water	000s	0.030		0.030	Connections
Water	000s	0.370		0.370	Connections
Properties: sewerage	000s		0.350	0.350	Connections
Properties: sewerage	000s		0.030	0.030	Connections
Sewerage	000s		0.380	0.380	Connections
Pot. water only	000s	0.370		0.370	Connections
Water	ML	0.0		0.0	Sources of Water
Water	ML	640.0		640.0	Sources of Water
Marine	ML	1.0		1.0	Sources of Water
External	MI			NR	Sources of Water

0 errors 0 invalid 0 empty

When you are happy with all your data, click the 'Publish Data' button and it will ask for confirmation, then it will say that the data is published and the button will now say 'Data is Published' and be bright yellow (as shown below).



All Organisations Data is published

	Units	Potable water scheme	Sewerage scheme
Aurukun Water		Aurukun Water	Aurukun Sewerage
Connections	000s	1.500	
Properties: water	000s	0.340	
Properties: water	000s	0.030	
Water	000s	0.370	

If you have 'Published' your data you can still check and correct/change the data at any time throughout the year **but** make certain that you check any changes do not result in any error or invalid cells (these will need to be checked/fixed and accepted as true).

When you change any data the system automatically sets the data to 'unpublished' and the 'Publish data' button will change back to its original plain colour. You will therefore need to click the publish data button again to publish it – otherwise organisations such as DNRME, BoM and ABS will not be able to access your updated data. The SWIM contact for your organisation will receive an email to notify them that this has occurred.

Once your data is 'Published' it will be sent (as appropriate) to DNRME (KPIs and NPR (for those with >10,000 connections)), ABS and BoM in the appropriate format for each organisation. This will occur just after 5 pm on the date that the data is due to each of the agencies. This means that you will need to publish all data that you wish to have reported prior to 5 pm on the due date. Due dates are communicated to all SWIM users each year and may change from time to time depending on each of the data collection agencies.

Exporting data

You cannot export data from the Web ADT. This can only be done from the SL ADT via the 'File' tab.

Quirks and known issues with the Web ADT

Not displaying all indicators

Sometime when first viewing the Web ADT screen we have had it that the screen does not display all the indicators as shown below, (the very last indicator for everyone is WS9).

	FN49	Costs: any other water	\$,000		
	FN50	Costs: any other sewerage	\$,000		
	FN71	Costs: any other stormwater	\$,000		
	FN78	Current cost depreciation: water	\$,000		
	FN79	Current cost depreciation: sewerage	\$,000		
	FN80	Previous 5 year average annual renewals expenditure: water	\$,000		
	FN81	Previous 5 year average annual renewals expenditure: sewerage	\$,000		
	FN82	Forecast 5 year average annual renewals expenditure: water	\$,000		
	FN83	Forecast 5 year average annual renewals expenditure: sewerage	\$,000		
	FN14	CAPEX: water supply	\$,000		
	FN15	CAPEX: sewerage	\$,000		

To fix this you need to go to the top of the indicators, and put the cursor in row one of data (i.e. CS1) and press the 'up arrow' button. This will move the cursor into the very last row (i.e. indicator WS9).

	WS3	Available contingency supplies	yes/no		
	WS4	Tot. anticipated water demand for next reporting year	ML	56	67
	WS5	Tot. anticipated annual water demand in five years time	ML	66	
	WS6	Anticipated capacity to meet demand in 5 years time	ok/not ok		
	WS7	Planned supply system response	yes/no		
	WS10	Water restrictions (duration)	days		
	WS9	Water restrictions (severity)	%		

This is a sporadic bug that differs with computer type and also the internet browser being used and we haven't been able to fix. It seems to happen mainly on laptops with smaller screens and only(?) with the Chrome web browser. Internet Explorer seems to work fine.

Notes column

The notes column (light brown left-hand column) doesn't show the whole sentence in the Web ADT even when you widen the column (1st image). If you double click the cell, as if you were going to change the data, it does show everything (2nd image).

The screenshot shows a table with columns: Notes, Code, Indicator, Units, Potable water scheme (Aurukun Water), and Sewerage scheme (Aurukun Sewerage). The 'Notes' column contains truncated text: "[Only required if WS1 < 12. If". The cell for Code FN10 is circled in red.

Notes	Code	Indicator	Units	Potable water scheme	Sewerage scheme
				Aurukun Water	Aurukun Sewerage
[Only required if WS1 < 12. If	FN10	Nominal written down replacement cost: fixed sewerage assets	\$,000		
[Only required if WS1 < 6. Must	FN74	Current replacement costs: fixed water assets	\$,000		
	FN75	Current replacement costs: fixed sewerage assets	\$,000		
	FN32	Costs: operating water (NPR)	\$,000		

The screenshot shows the same table as above, but the 'Notes' column now displays the full text: "[Only required if WS1 < 12. If WS2 is 'not ok' must add comment]". The cell for Code FN10 is circled in red.

Notes	Code	Indicator	Units	Potable water scheme	Sewerage scheme
				Aurukun Water	Aurukun Sewerage
[Only required if WS1 < 12. If WS2 is 'not ok' must add comment]	FN10	Nominal written down replacement cost: fixed sewerage assets	\$,000		
[Only required if WS1 < 6. Must	FN74	Current replacement costs: fixed water assets	\$,000		
	FN75	Current replacement costs: fixed sewerage assets	\$,000		
	FN32	Costs: operating water (NPR)	\$,000		

This is a limitation of the way columns are handled in the underlying grid library used to develop the webpage. If the column is dynamic it will always expand to show the full text on the first load of the data which means it takes up too much space. It is not fixable at present.

Search function not showing result

When searching sometime the screen will not display (jump to) the search result on the current screen view. To see the result just press the 'up' or 'down' arrow button and the cell above or below the search value will be selected and the screen will now jump to that section and show that cell.

qldwater SWIM contact

Dr David Scheltinga

SWIM Manager

qldwater - The Queensland Water Directorate

Mob: 0415 881 195

email: dscheltinga@qldwater.com.au