AQUATIC Informatics

AQUARIUS WebPortal

User Guide (for Non-Administrator Users)

2023.1 | April 2023

One Water. One Platform.

WATER DATA MANAGEMENT SOFTWARE

Copyright 2023 Aquatic Informatics ULC

Information in this document is subject to change without notice. The software described in this document is furnished under a license agreement or nondisclosure agreement. The software may be used or copied only in accordance with the terms of those agreements. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or any means electronic or mechanical, including photocopying and recording for any purpose other than the purchaser's personal use without the written permission of Aquatic Informatics ULC.

Aquatic Informatics ULC
2400 - 1111 West Georgia Street
Vancouver, BC V6E 4M3
www.aquaticinformatics.com
Phone 1.877.546.5699

Contents

1 Welcome to AQUARIUS WebPortal **6**

1.1 About this Guide 6

1.2 Send Us Your Feedback! 6

1.3 Thank you for choosing AQUARIUS WebPortal! 6

2 Get Started **7**

2.1 Navigating WebPortal 7

2.1.1 Navigate from Map View to a Data Set *7*

2.1.2 Location Overview *8*

2.1.3 Data Set Overview *8*

2.2 View Data in Maps 12

2.2.1 Filtering *13*

2.2.2 Applying Legends *15*

2.3 List View 15

2.3.1 Filtering Grids *15*

2.4 Export your Data 16

3 Data Mode **18**

3.1 Data Mode > Map 18

3.1.1 1. Map Controls *19*

3.1.2 Search *22*

3.1.3 Scale Bar *22*

3.1.4 Coordinates *23*

3.1.5 Map Scene Controls *23*

3.1.6 Map Options *23*

3.1.7 Legend *24*

3.1.8 Data Set Reference *25*

3.1.9 Heat Maps and Isolines *25*

3.1.10 Layers Selector *26*

3.1.11 Indicators *26*

3.1.12 Pop-up Windows *27*

Location Pop-up Windows 27

Data Set Pop-up Windows 27

Data Set Reference Pop-up Windows 28
3.2 Data Mode > List 29
3.2.1 Grid Pages: Available Actions 30
3.3 Data Mode > Folder 32
3.3.1 Summary Tab 32
3.3.2 Alerts Tab 33
3.4 Data Mode > Location 33
3.4.1 Summary Tab 33
3.4.2 Alerts Tab 34
3.4.3 File Tab 35
3.4.4 Reports Tab 35
3.4.5 Dashboard Tabs 36
3.5 Data Mode > Data Set 36
3.5.1 Summary Tab 36
3.5.2 Chart Tab 37
Interval Filter Options 38
Info Panel Options 39
3.5.3 Grid Tab 40
3.5.4 Statistics Tab 41
3.5.5 Alerts Tab 41
3.5.6 Export Tab 42
Data Set Export 43
3.5.7 Reports Tab 44
3.5.8 Dashboard Tabs 45
3.6 Data Mode > Chart 45
3.6.1 Location Charts 45
3.6.2 Chart Series Tab 45
3.6.3 Y Axes Tab 46
About the Inverted Y Axis 47
3.6.4 X Axis Tab 48
3.6.5 Chart Settings Tab 48
3.6.6 Chart Layers Tab 49
3.6.7 Save Chart Tab 50
3.7 Data Mode > Export 51

3.7.1 Available Actions ... *51*
3.7.2 Bulk Export Data Sets ... *52*
Export Data ... *52*
Data Sets ... *53*
3.8 Data Mode > Alerts ... 54
3.9 Data Mode > Reports ... 54
3.9.1 Info Requests ... *55*
3.9.2 Reports ... *55*
3.10 Data Mode > Dashboards ... 55
4 Account Mode ... 57
4.1 Account Mode > Account Overview ... 57
4.1.1 Additional Actions ... *58*
4.2 Account Mode > Manage Account ... 58
4.2.1 Additional Actions ... *58*
4.2.2 Link an External Account ... *59*
4.3 Account Mode > Account Settings ... 59
4.3.1 Available Actions ... *59*
4.4 Account Mode > Account Charts ... 60
4.4.1 Available Actions ... *60*
4.5 Account Mode > Account Dashboards ... 61
4.5.1 Available Actions ... *61*
4.5.2 Create an Account Dashboard ... *61*
Create Dashboard ... *62*
4.5.3 Configure an Existing Account Dashboard ... *64*
4.6 Account Mode > Account Widgets ... 65
4.6.1 Available Actions ... *65*
4.6.2 Create an Account Widget ... *66*
Instructions ... 67
Input Variables ... 68
Advanced ... 68
4.7 Account Mode > Account Export Templates ... 68
4.7.1 Available Actions ... *69*
4.8 Account Mode > Change Password ... 69

1 Welcome to AQUARIUS WebPortal

AQUARIUS WebPortal is a browser-based information and data presentation system integrating data collection, data storage, reporting, data computation, data management, and real-time information display.

1.1 About this Guide

This is your comprehensive guide to learning and using the AQUARIUS WebPortal system. You'll find topics related to new features, procedural information to help you perform various tasks, as well as technical reference information.

Document	User Guide (for Non-Administrator Users)
Product	AQUARIUS WebPortal
Version	2023.1
Release Date	April 2023

This guide is intended for new non-administrator users. To begin learning WebPortal, start by reading the *Get Started* topics to help familiarize yourself with AQUARIUS WebPortal.

1.2 Send Us Your Feedback!

After exploring this user guide, we encourage you to participate in our short **survey** to share your thoughts, ask questions, or simply tell us about what would make this documentation easy and efficient for you.

1.3 Thank you for choosing AQUARIUS WebPortal!

Aquatic Informatics ULC is continually improving and extending the capabilities of the AQUARIUS software platform, incorporating feedback from users and responding to changes and trends in environmental science.

We hope your experience with AQUARIUS WebPortal is enjoyable and productive!

Last updated: April 14, 2023

2 Get Started

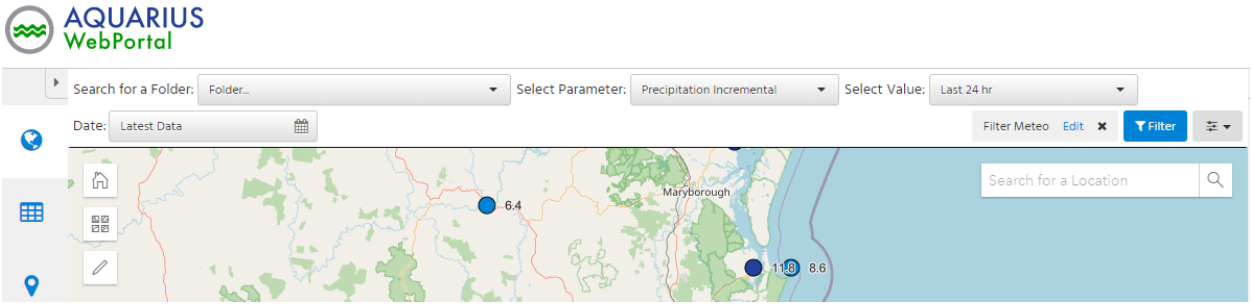
2.1 Navigating WebPortal

The graphics, locations, and other data shown herein are from a generic database. The data in your database will be different, and when selecting elements you need to substitute equivalent elements from your own data where necessary. The exact set of features available to you will also depend on how your system administrator has configured your account permissions or the public account permissions. Some features may not show up on your deployment.

2.1.1 Navigate from Map View to a Data Set

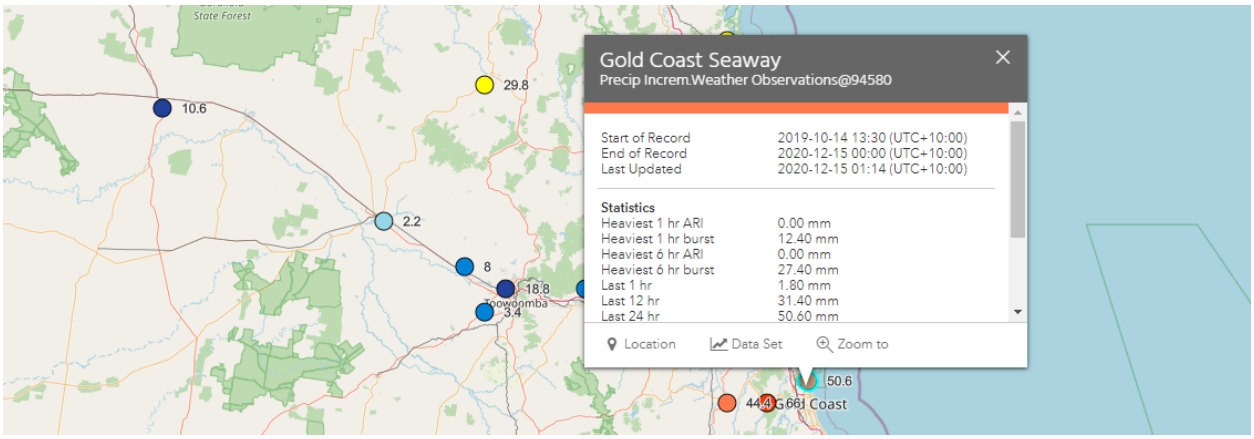
Use the following guidance to help you navigate from the default map view of WebPortal data to specific data sets.

1. Starting on the Map, click **Select Parameter**, then select a parameter from the drop-down list. For example, **Precipitation Incremental**.



2. Click **Select Value**, then select **Last 24h** from the drop-down list.
   Parameter values displayed on the Map can be changed using this control.

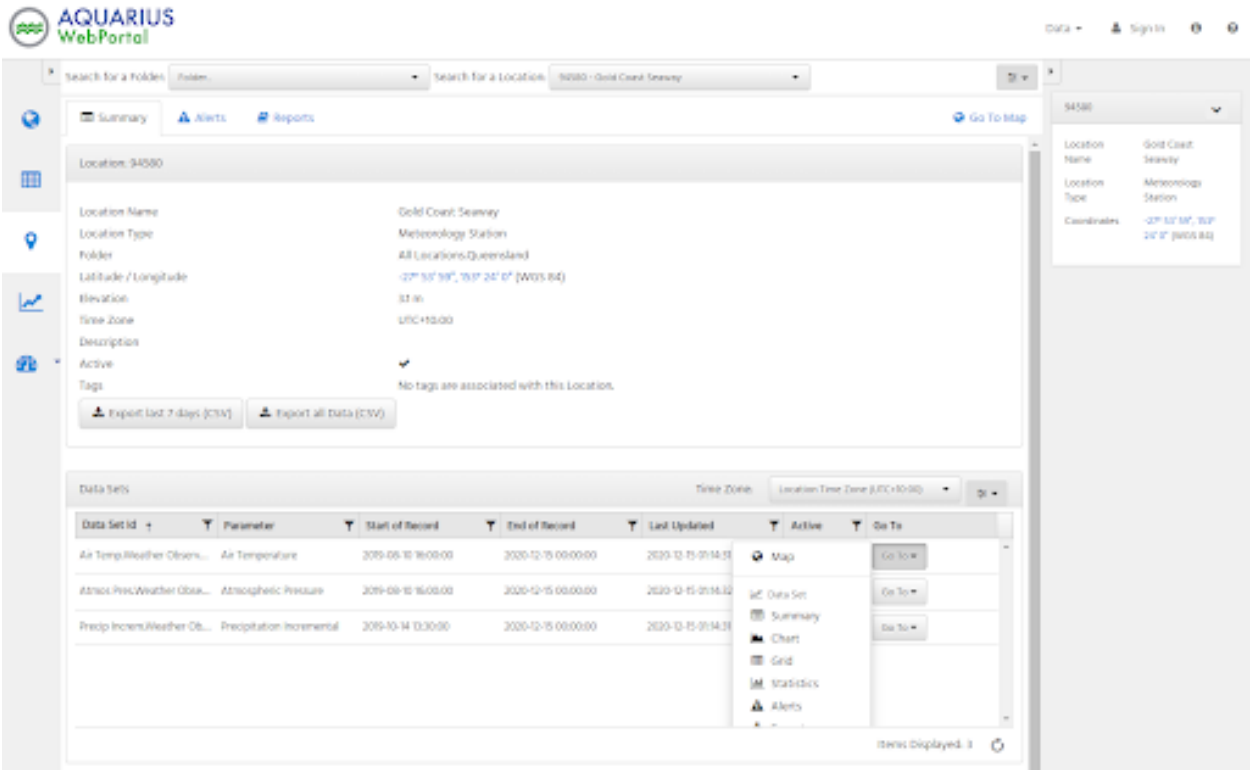
3. Click an indicator to display a pop-up window with more information about the Location and Time-Series.



4. Click **Data Set** on the pop-up window, then select the **Grid** tab. This views the information for that location in tabular format.

2.1.2 Location Overview

To view more details about a Location, select the **Summary** tab, or click **Location** (from a pop-up window). The Location Summary tab displays information about the Location and the list of Data Sets at the Location.

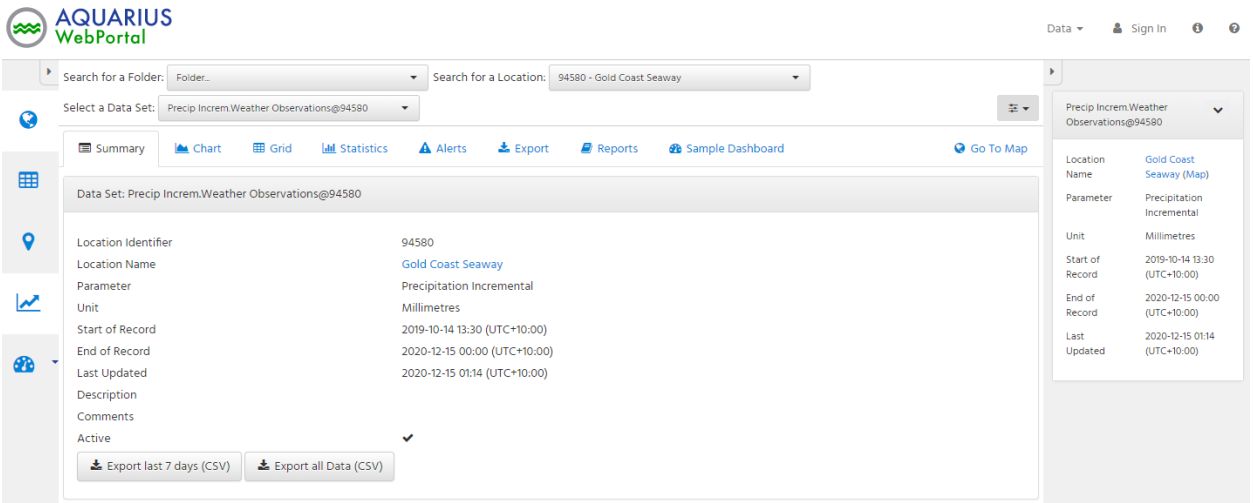


2.1.3 Data Set Overview

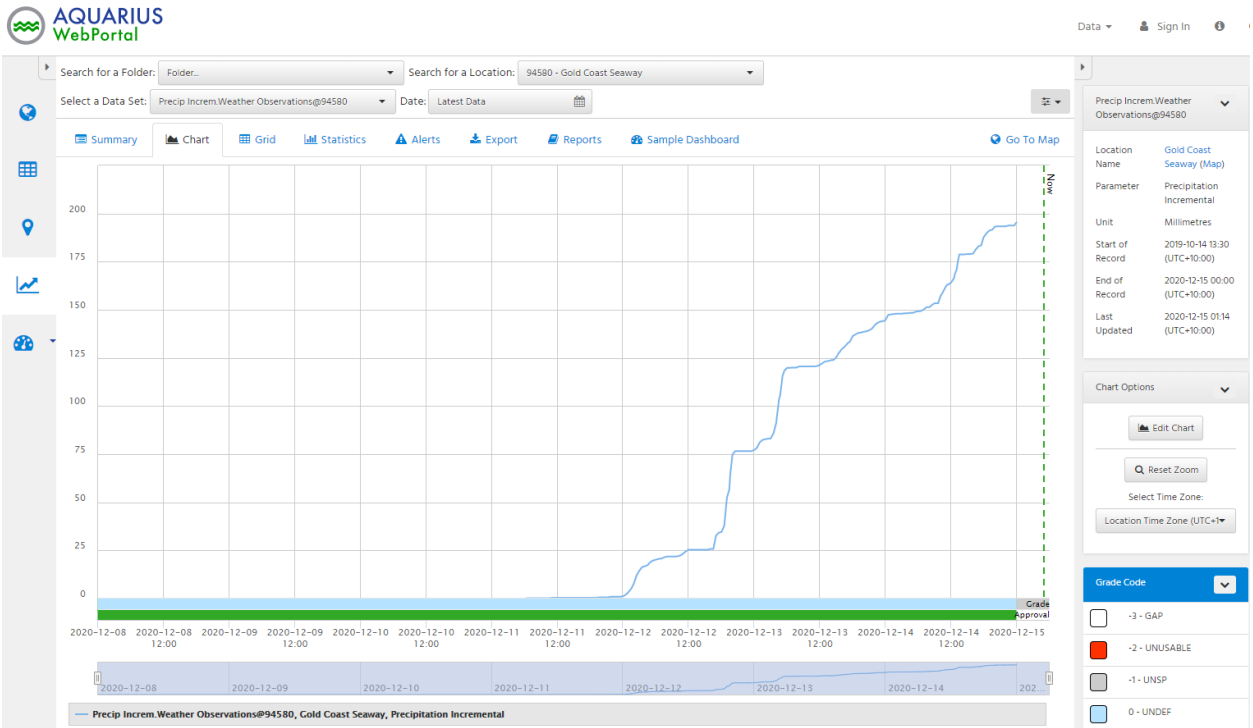
To view more details about a Data Set , click the **Go To** menu from the Location Summary.

The Data Set Overview tab is itself broken up into a number of tabs:

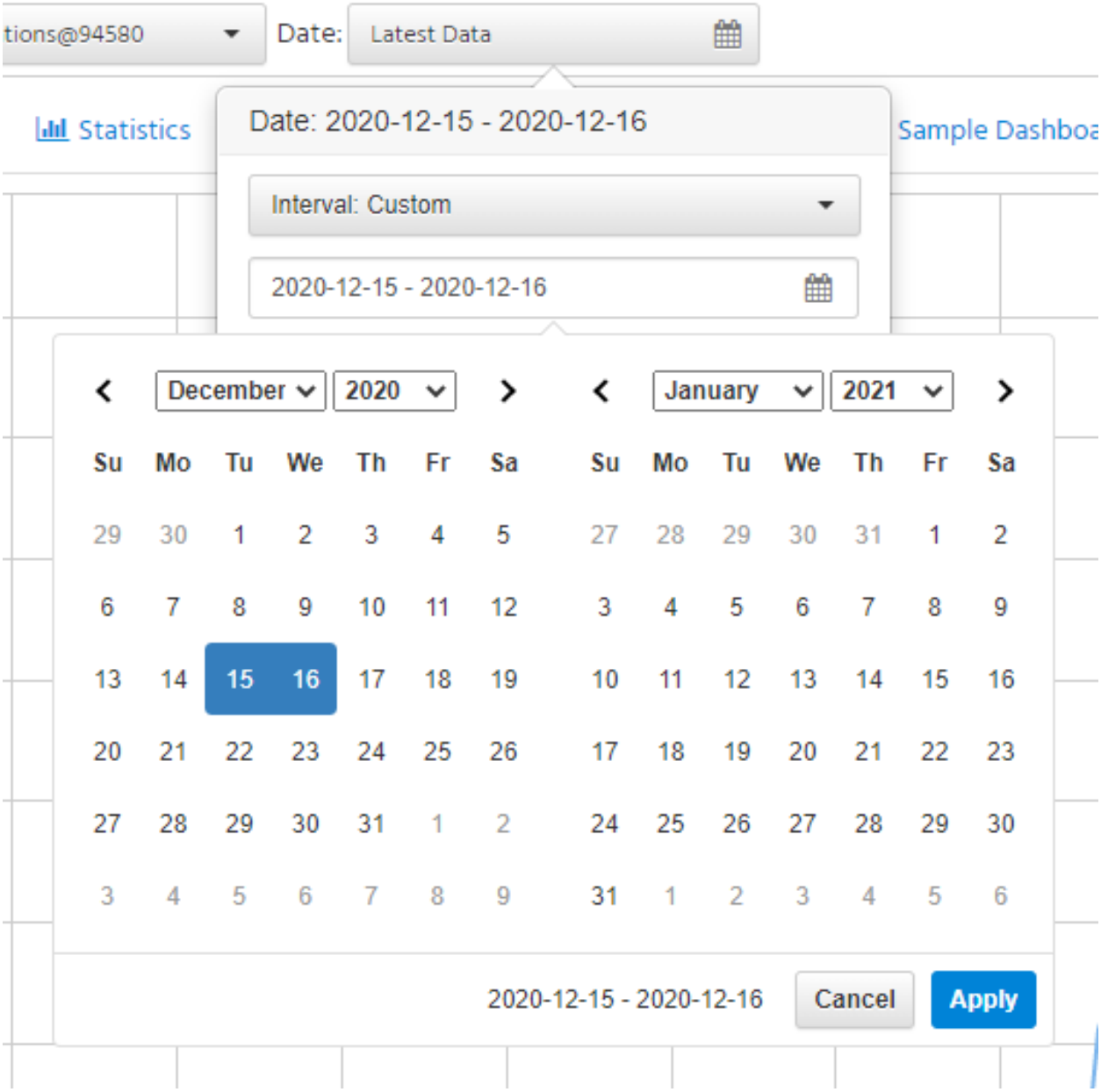
- The **Summary** tab displays standard information about the Data Set (Parameter, Unit, etc.). The Summary can also display additional details specific to the Data Set (if they exist), for example, Flooding Levels, Operational Bands, Reservoir Spill Levels, and so on.



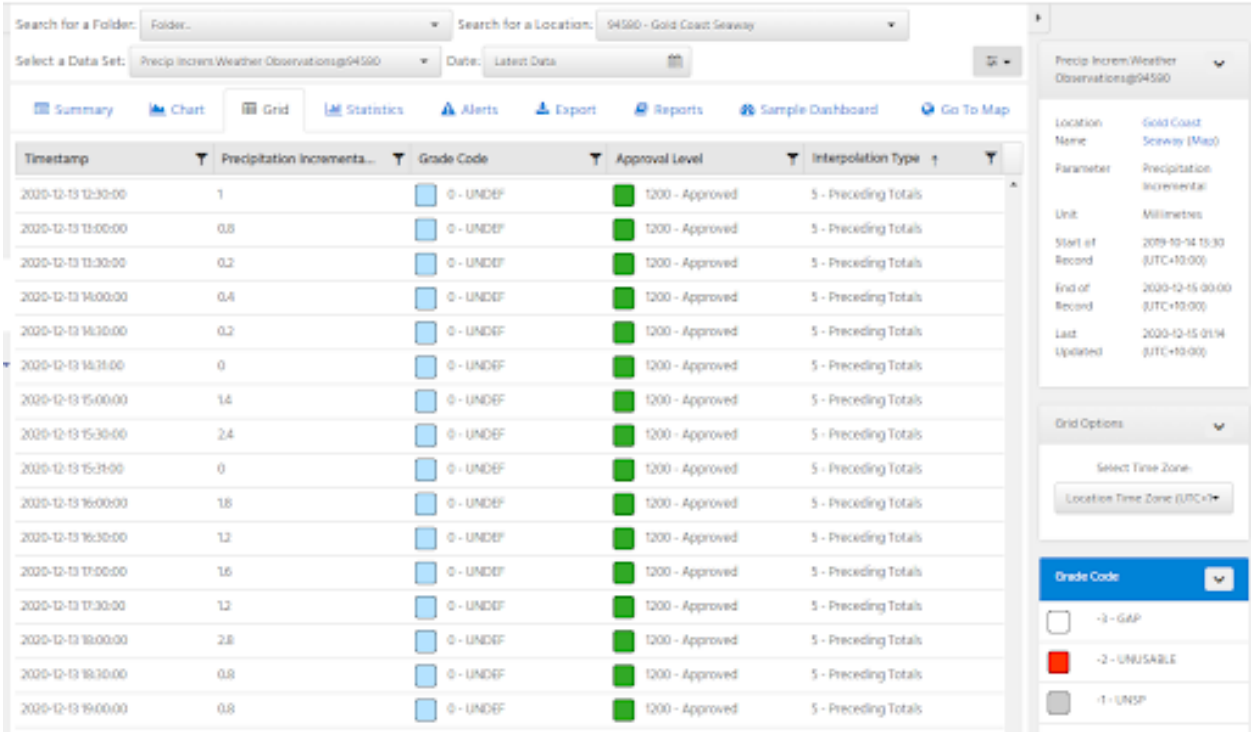
- The **Chart** tab creates a simple chart that shows the data over the last 24 hours.



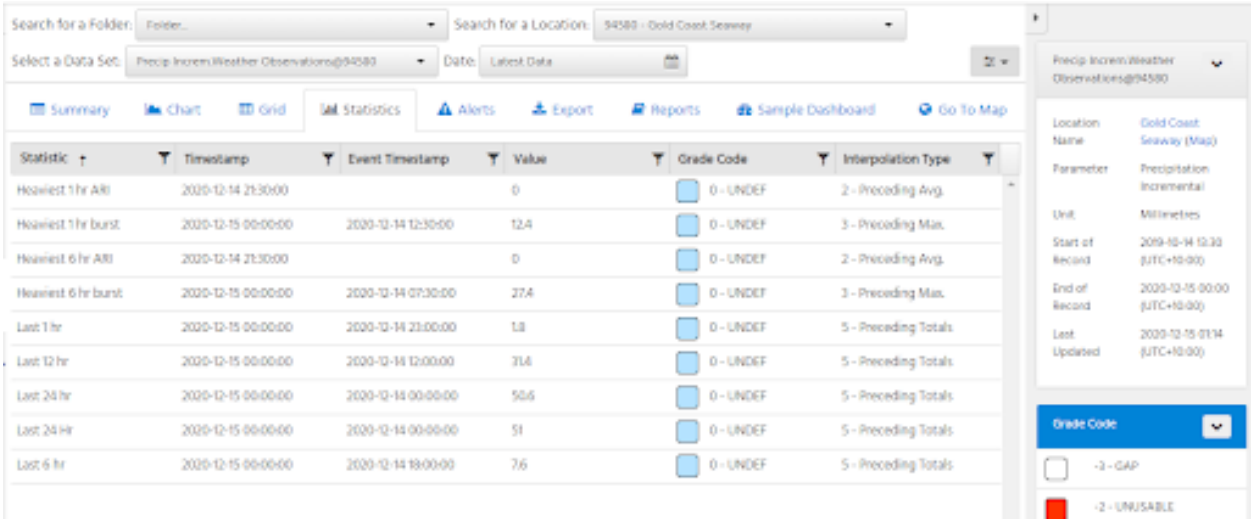
The Charts are fully interactive allowing for zooming and panning by clicking and dragging the mouse. There are Chart display options in the bottom left-side corner. Charts images can be exported through the Export menu. To change the period of record being displayed click **Date**, then **Interval Latest**. You can select one of the pre-set values of Daily, Monthly, or Yearly from the drop-down list. Alternatively you can select Custom to set a custom date range.



- The **Grid** tab displays the same data as the Chart in a Grid or interactive table. This allows for sorting, filtering and exporting of data.



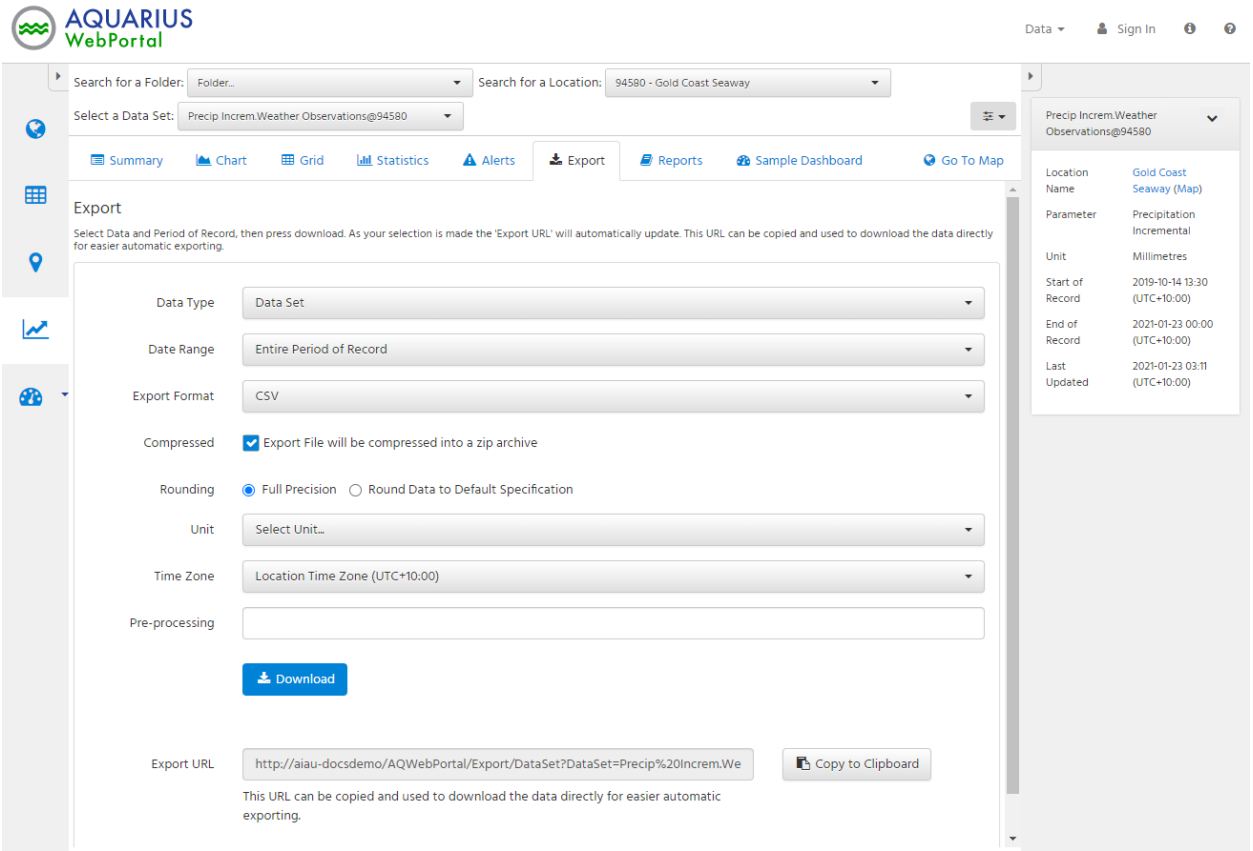
- The **Statistics** tab displays any statistics that have been calculated against the Data Set. Statistics must be pre-defined for each interval to be displayed. Statistics are not available for Custom date ranges.



- The **Alerts** tab contains a grid that displays Notifications sent out by the WebPortal. These Notification messages are sent out as emails and text-messages (SMS) to people in Distribution Groups.

- The **Export** tab displays the export screen for the data set, letting you define the parameters of a data export. For example, a date range, export format, and units can be defined, along with other details . For

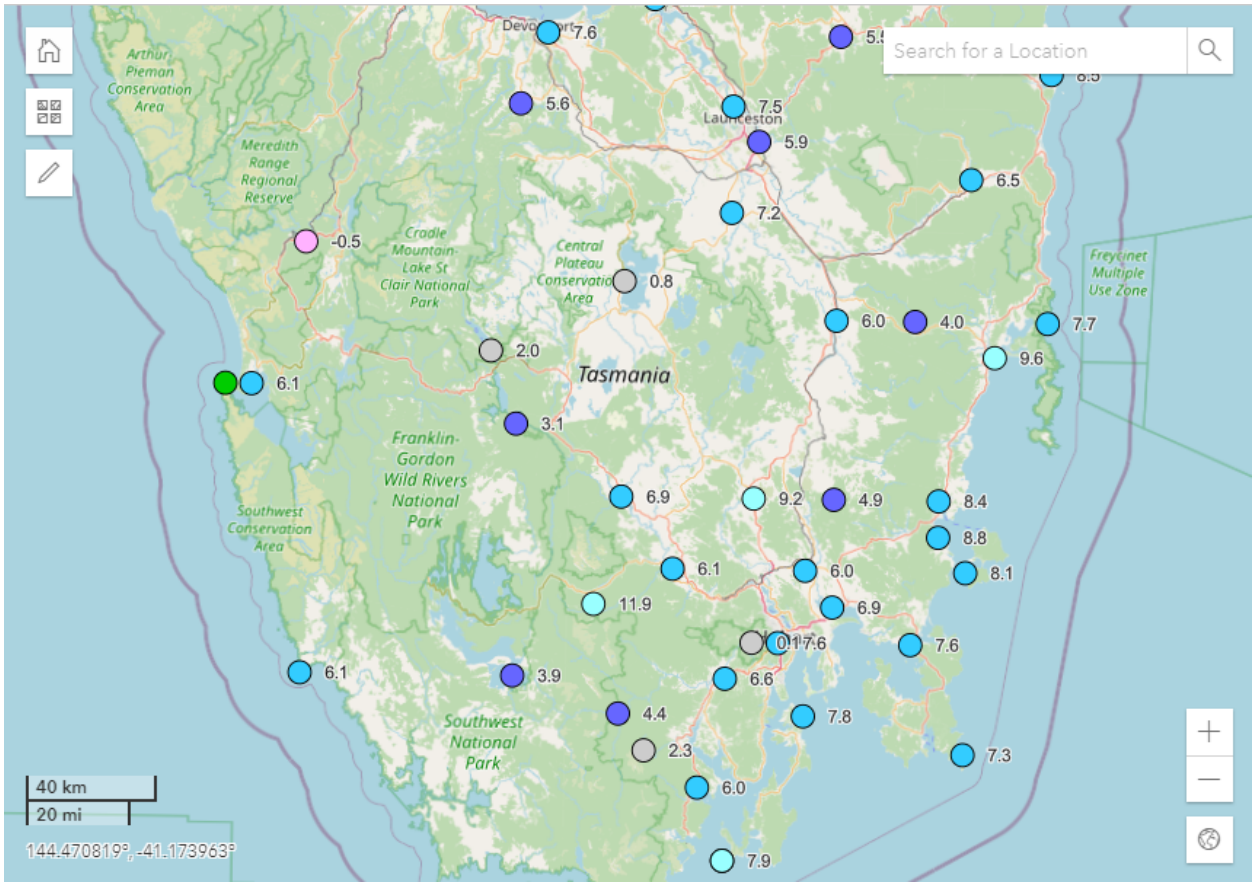
more information, see "Data Mode > Export" on page 51.



- The **Reports** tab displays text-based reports called Information Requests, which can be displayed on-screen or requested via email or text-message (SMS). It also displays published reports, usually in PDF format.
- Your system may also be configured with **Dashboard** tabs. These can provide additional ways of displaying the Time-Series data including in gauges, charts combining data from multiple time-series, or live webcam views of the Location.

2.2 View Data in Maps

By default, WebPortal shows a selection of data the portal makes available to all users. Exactly what this data depends on how the portal administrator has set the defaults, or what data you were viewing the last time you visited the portal. Once on the portal you can customize the data to display what is relevant to you.



2.2.1 Filtering

To filter for meteorological stations above 1000m, for example, you can use the following steps. You may have to adjust the items selected to match the data available on your portal.

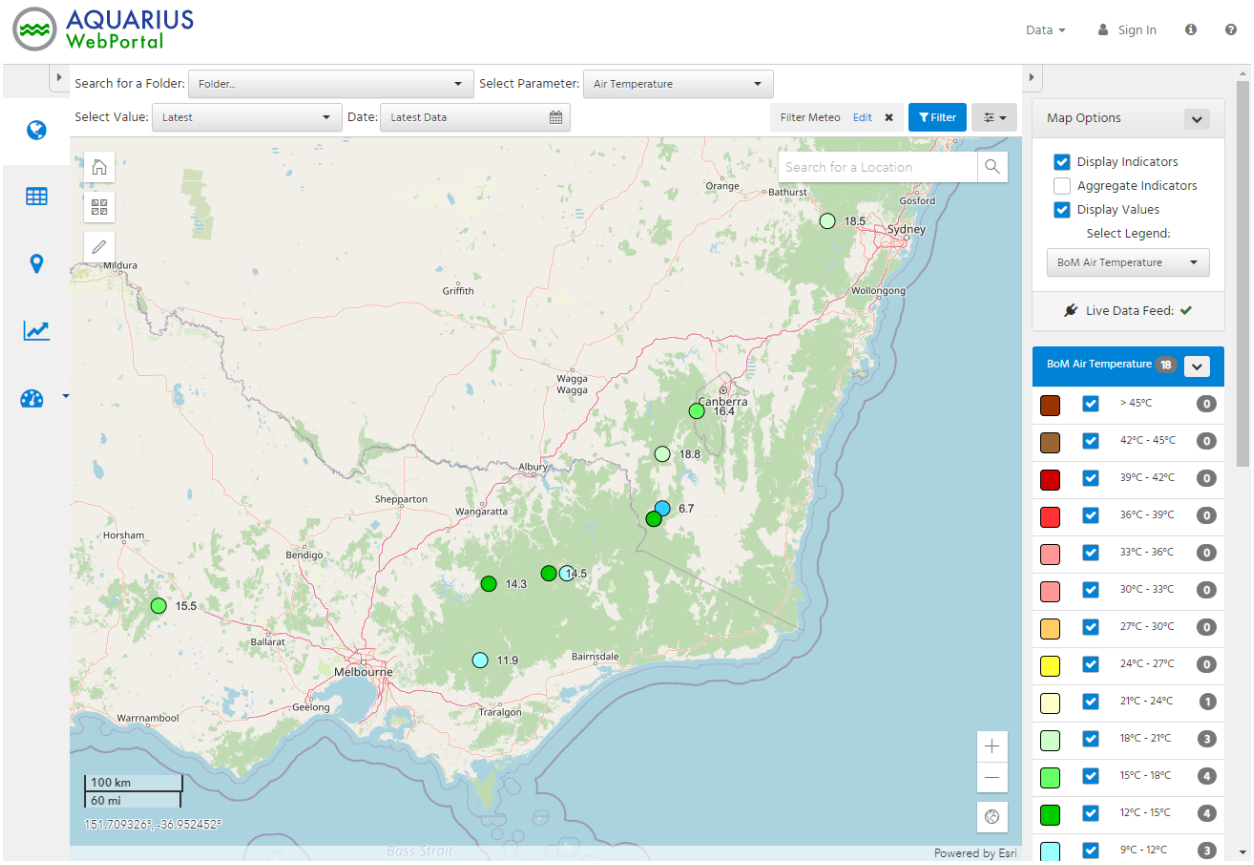
1. Click **Filter**.
2. Click **New Filter**.
3. In the **Name** field, type a name for the filter.
4. Click **Location Attribute**.
5. Click **Type**.
6. Click **Location whose Type:**, then select **Meteorological station** from the drop-down list.
7. Click **Add Filter**. You will be returned to the Location Attributes screen.

8. Click **Elevation**.

9. Click **Is greater than**, then select **Is greater than or equal to** from the drop-down list.

10. In the field below, type *1000*. You do not need to enter units, the field uses whatever units the system defaults to, meters in this case.

11. Click **Filter**. The map information changes to show only meteorological stations with elevations of 1000m or above.



Note that if these stations are grouped in a specific region, the map will re-center and zoom to highlight this area. Also note the filter name you entered is now displayed next to the Filter control, and can be edited if you want to further adjust the parameters.

If you are not logged in, these filters are personal and can only be seen by you, and will expire when you leave the portal. If you are logged in, you can save these filters for your own use later, but they cannot be shared with other users. The portal administrator can create filters and make them available to other users.

2.2.2 Applying Legends

Legends help visualize the information available on the portal by applying different colors, markers, or additional visual elements to the map. The legend displayed is linked to the value you have selected. If you click Select Legend, a list of available and relevant legends will be displayed. Continuing with our previous example of meteorological stations based on elevation, you might be able to select a legend that colors the points based on elevation ranges, giving you a better idea of just how high the stations are. The legends available and the parameters they use depends on the data available and how the administrator has configured the portal. They can be based on either location attributes or data set properties.

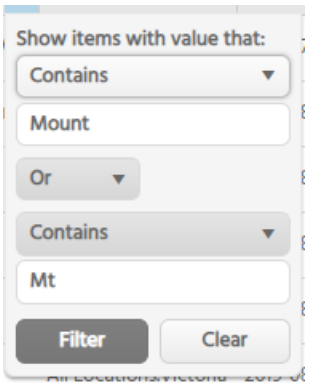
HINT To learn more about using and filtering maps, see "Data Mode > Map" on page 18.

2.3 List View

The List page provides a grid-based view of the data currently displayed on the map. Filters developed for the Map can also be applied to the Grid view. A filter based on a specific geographical location or area may not be readily apparent from this view, but only locations within the specified area are displayed on the grid.

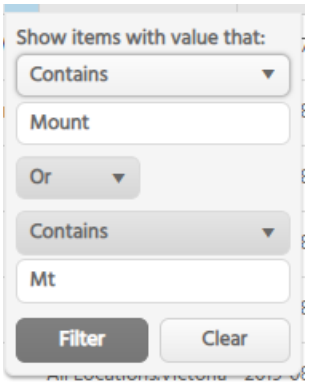
2.3.1 Filtering Grids

You can also apply filters based on the columns of the grid itself. Each column header will have a filter (▼) icon. Click the filter icon to activate the filter options (shown below).



Continuing with our example of meteorological stations over 1000 m, we now want to narrow our search to any stations associated with mountains.

1. Click the ▼ icon for the Location column.
2. Using the following graphic as a guide, filter the locations for any that contain the word Mount, or the abbreviation Mt.



3. Click **Filter**. The list of stations will be further reduced to show only the ones with Mount or Mt in their location names.

You can also sort the information alphabetically by column by clicking the column heading you want to use.

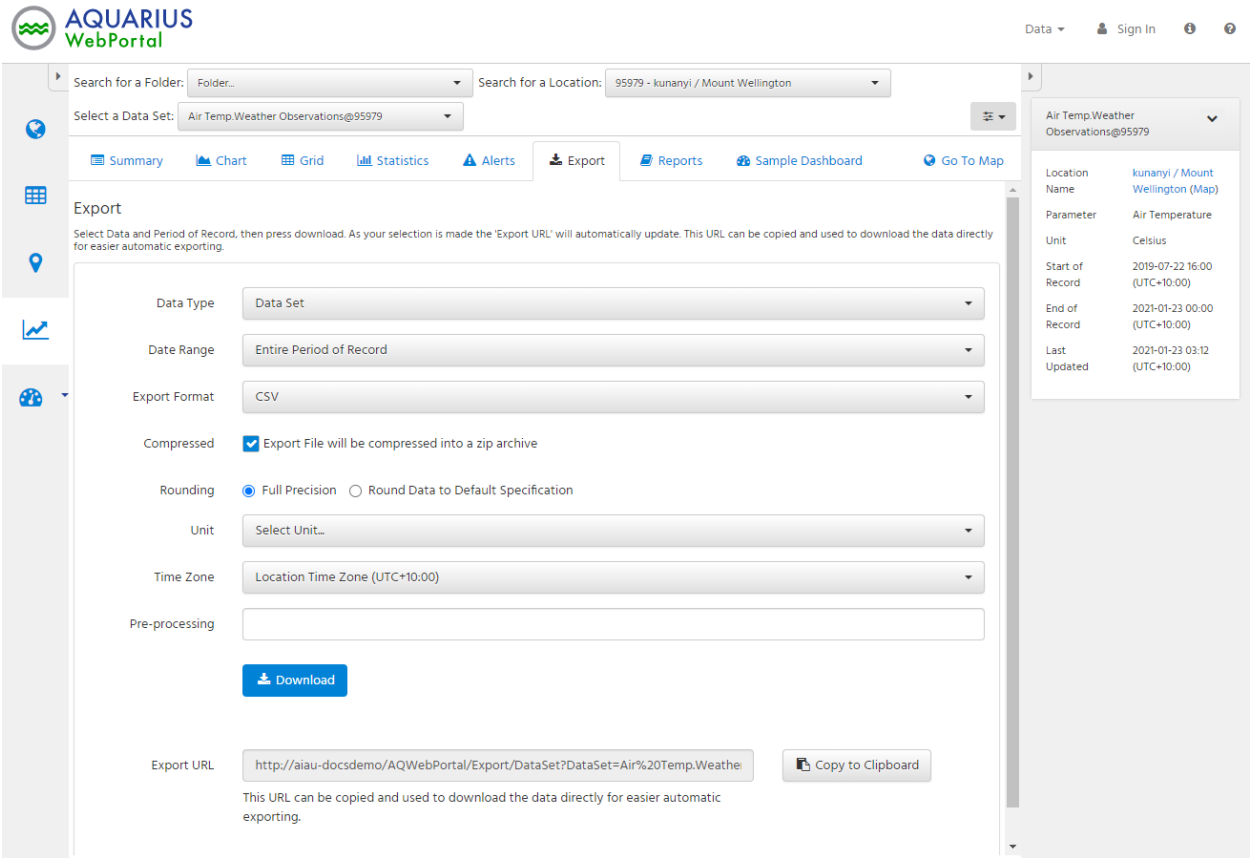
HINT To learn more about using Lists, see "Data Mode > List" on page 29.

2.4 Export your Data

Once you have filtered to select only the data sets you are interested in, you may want to export this data from the portal to your own system for further use. The ability to do this will depend on the right granted to portal users by the portal administrator, so may not be available to you in some cases.

Data mode's Export page contains configuration options that you can use to bulk export your data sets. You can export multiple data sets for multiple parameters from multiple locations – all to a single, time-aligned file. Or to separate files for each data set, depending on your preferences for a given export event.

1. With the List from the previous example displayed, click **Go To** for one of the data sets, then select **Exports** from the drop-down list. The Export page for the relevant data set displays.



2. Click **Date Range**, then select Last 7 Days from the drop-down list.

3. Click **Export Format**. Note that in addition to the default CSV format you can also export to Excel or JSON formats.

4. Click **Unit**. Note that the units available are automatically determined by the type of data being exported, and use the same default as the portal.

5. Click **Download** to download the data set to your local machine.

You can export multiple data sets at once using the Bulk Export feature. By default this feature is limited to 20 data sets to avoid overwhelming system resources, check with your system administrator to see where they have set this limit. Also you can use a URL to download the datasets in conjunction with the WebPortal API.

If you logged in and are frequently exporting the same data, you can configure and save an Export Template, to make future exports quicker and more efficient.

> **HINT** To learn more about exporting data, see "Data Mode > Export" on page 51 and "Account Mode > Account Export Templates" on page 68.

3 Data Mode

Data mode is the functional area in which the majority of day-to-day tasks are performed.

- **Map**
- **List**
- **Folder**
- **Location**
- **Data Set**
- **Chart**
- **Export**
- **Alerts**
- **Reports**
- **Dashboards**

NOTE Depending on how your system is configured, a disclaimer may be displayed when launching WebPortal.

NOTE The pages, data, and actions available to you depend on the privileges specified for your **User Account**, **View Group**, or **Admin Security Role**.

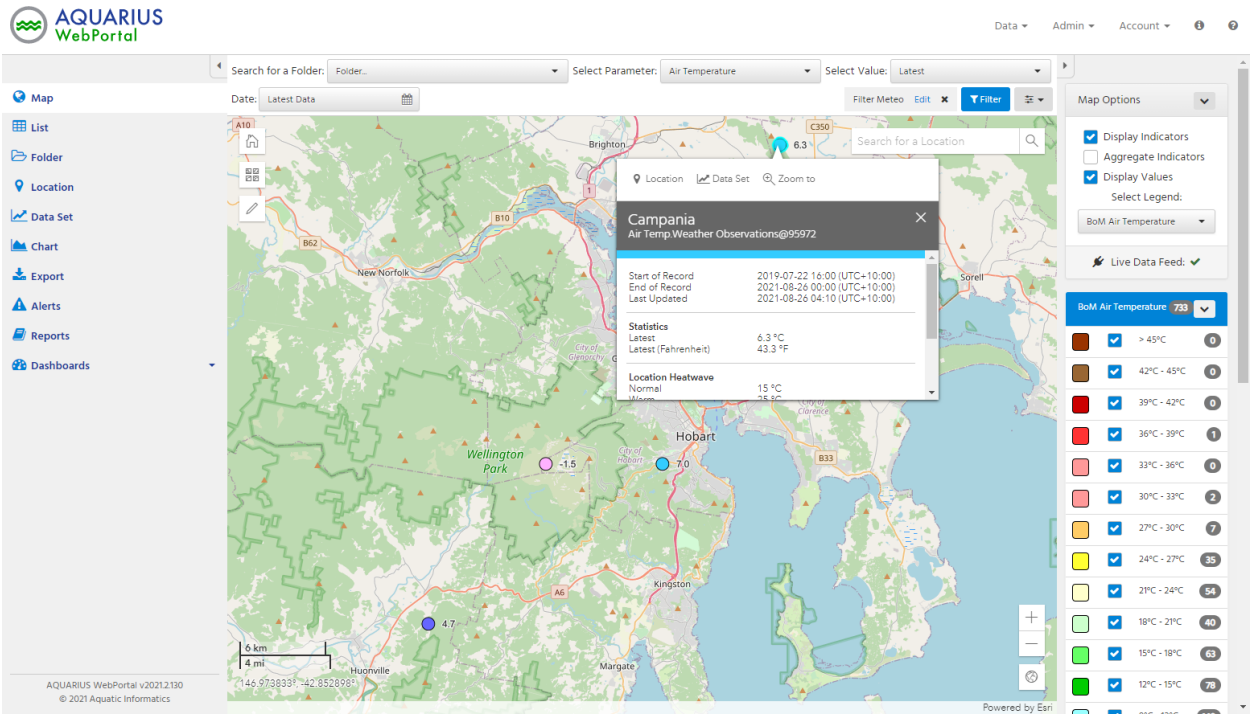
3.1 Data Mode > Map

You can use the Map page to monitor latest values received via data acquisition/telemetry, as well as to review historic events and forecast data. Similar to the Lists page, you can use the Map page's data selectors to specify the following:

- The folder, parameter, or value to display.
- The latest data, periodic (daily, monthly, or yearly), or seasonal (daily, monthly, or annual) data to display.

WebPortal's map is fully interactive. You can move it in all four directions by holding down the mouse button and dragging, and you can zoom in and out by using the mouse scroll wheel. On mobile devices, you can also use touch features, such as pinch and zoom as well as panning.

3.1.1 1. Map Controls

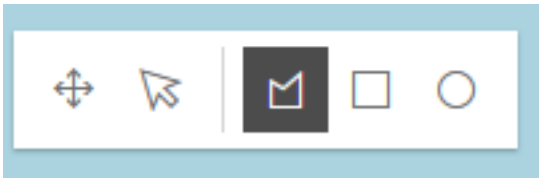


Top-left corner, shows map zooming and movement options.

- **Home button.** Moves the map to a predefined central location.
- **Geo-Locate button.** The button will show a small blue dot on the map at the user's location. The feature is available when viewing the site over HTTPS.
- **Base Map Selector button.** Allows you to switch to a variety of underlying base map options, including Satellite Imagery and World Terrain maps.
- **Spatial Filter Controls.** The spatial filter allows you to draw a shape on the map which only shows data for the locations within that shape. By selecting a spatial filter option, the mouse becomes a drawing tool. These controls are not available in 3D mode or mobile mode.

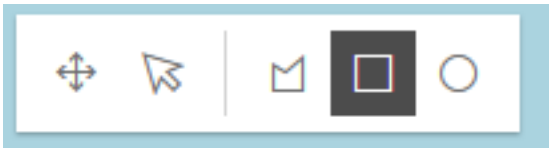
  There are three drawing tools which can be used to spatially filter the map. Each tool are used in a slightly different way

- **Polygon**



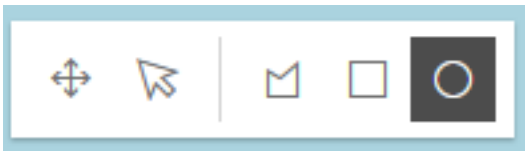
Click the map once to start drawing, continue clicking to create your shape, then double-click when the shape is complete. Alternatively, you can hold the mouse button down and drag for more precise drawing.

- **Rectangle**



Press down and drag from the one corner to the other, letting the mouse go when finished.

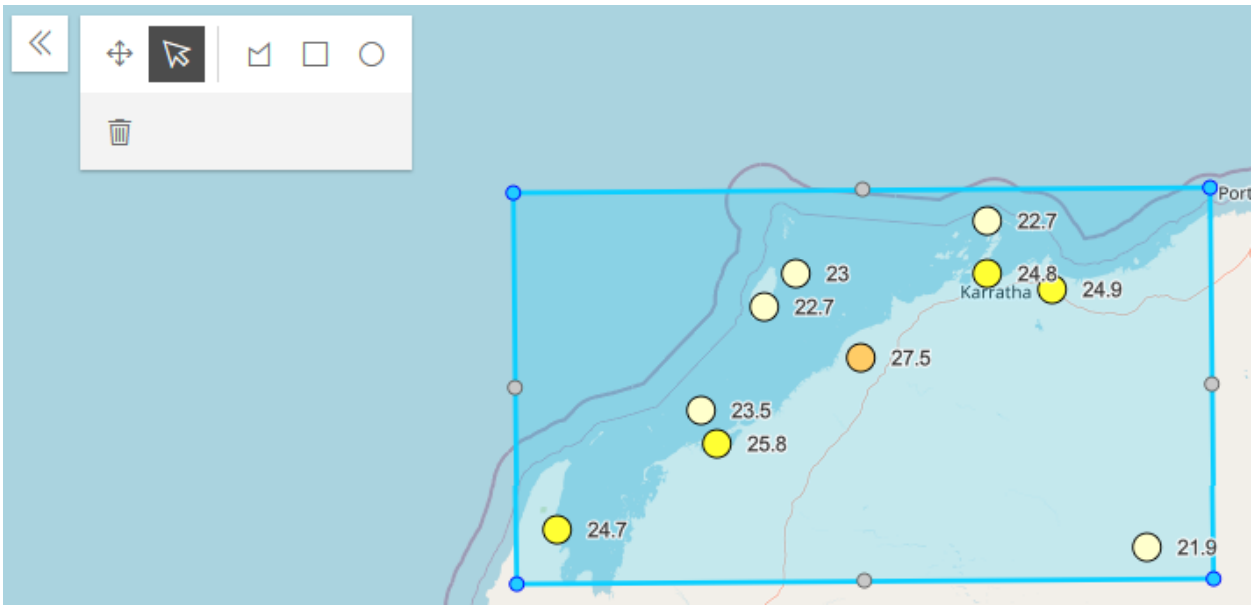
- **Circle**



Press down and drag from the centre of the circle, letting the mouse go when finished. The radius is shown with the tools when drawing.

Once a shape has been drawn you can click it to make edits. When the Transform option is selected, you can resize using the handlebars, or rotate or move the shape by clicking and dragging it at it's centre point.

When the Reshape option is selected you can drag any point to reshape. The blue circles are the points that make up your shape, clicking a gray circle will add a new point which can be manipulated to reshape.

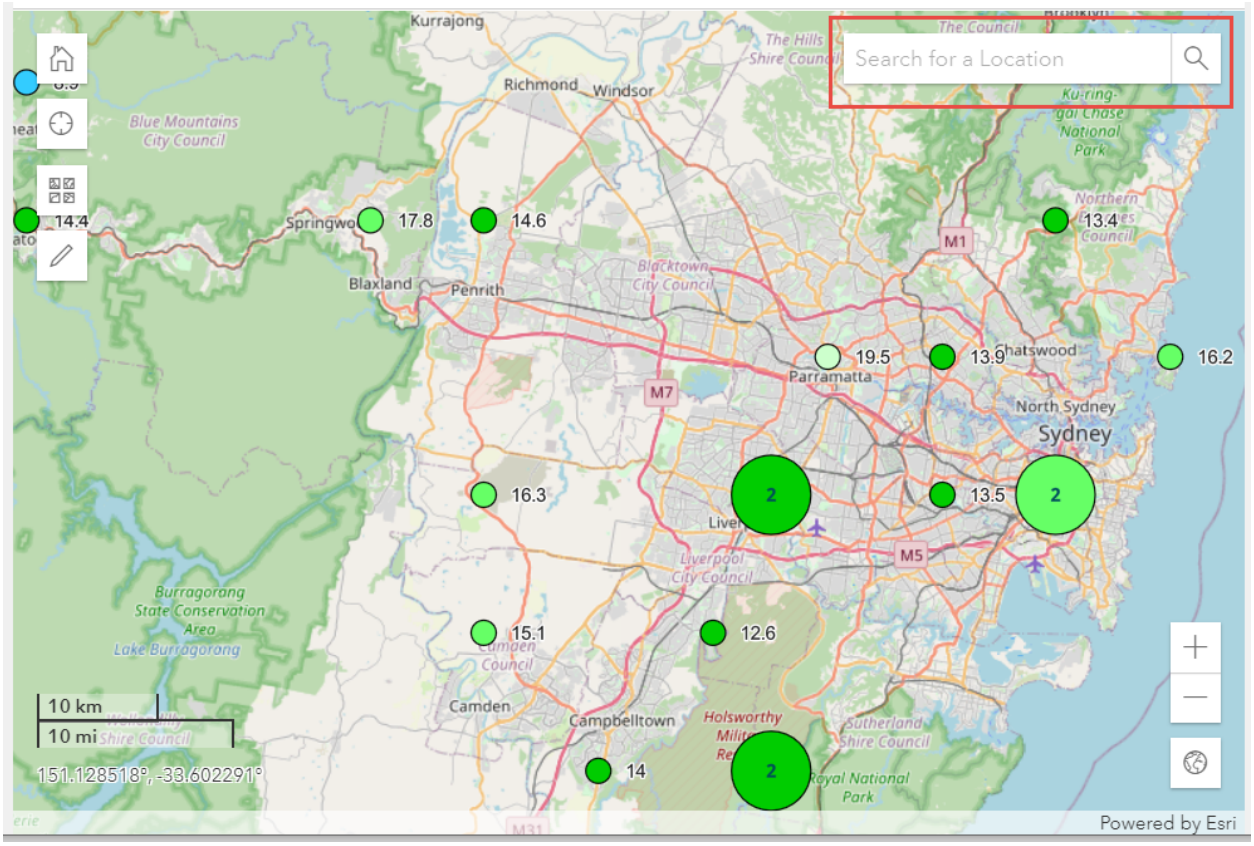


Locations displayed on the map will not be updated until you've finished making changes to the shape and de-selected it.

In addition to resizing and reshaping, when a shape is selected there is also the option to remove it, which will remove that spatial filter.

Only a single spatial filter can be added to the map at a time. Drawing a new shape over a preexisting one causes the new spatial filter replace the preexisting one.

3.1.2 Search



The Search bar is located in the upper right corner of the map on desktops, and is shown as an expandable option with other Map Controls in mobile mode. This allows you to enter a text search, which will be run against the Locations in your WebPortal database for possible matches.

Clicking on any of the items in the drop-down list will center and zoom the map to that Location, and display the Location pop-up window. If the Location is currently filtered, a pop-up window indicating this status will be displayed instead.

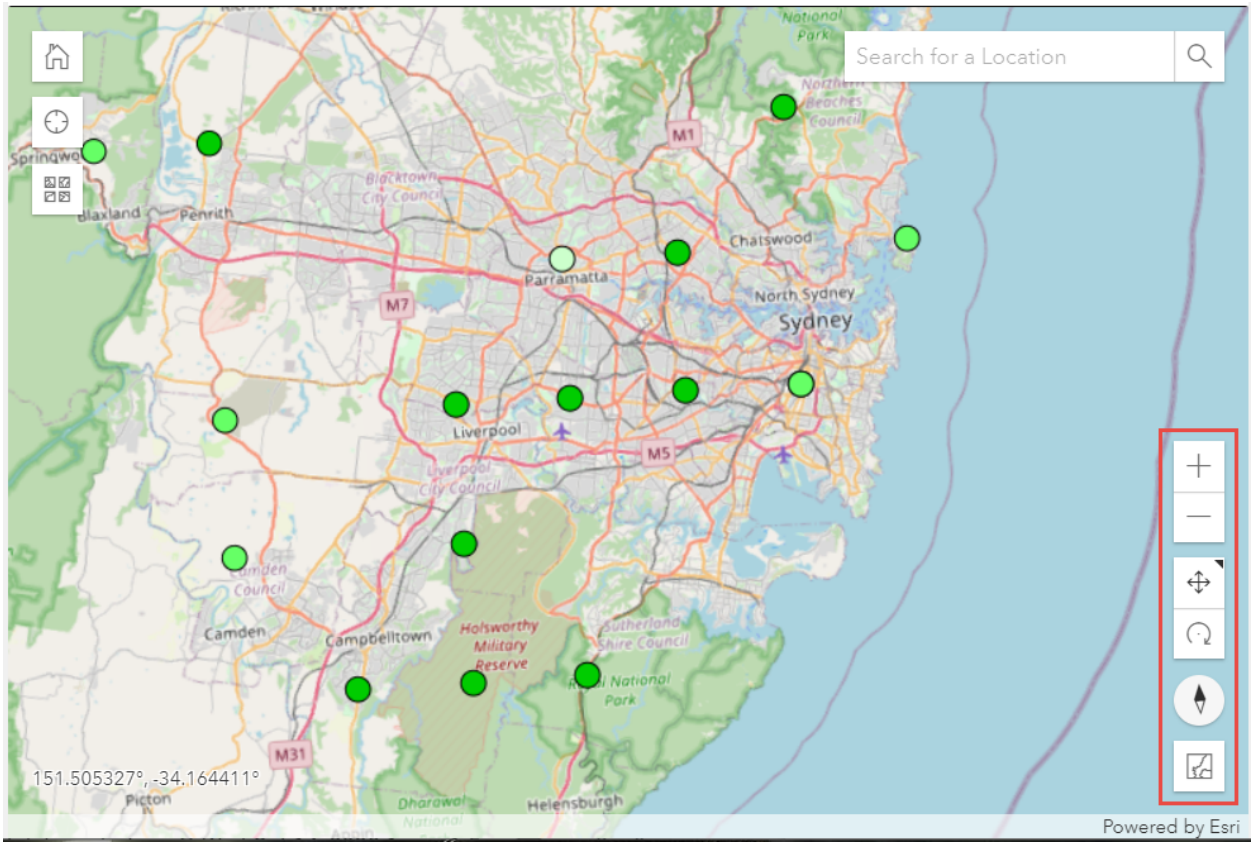
3.1.3 Scale Bar

Appears in the bottom-left corner, and shows a scale in Metric and Imperial measurements. Not available in 3D mode.

3.1.4 Coordinates

Displays the geographic coordinates (latitude and longitude) for the current mouse position on the map in the bottom-left corner. Not available in mobile mode.

3.1.5 Map Scene Controls

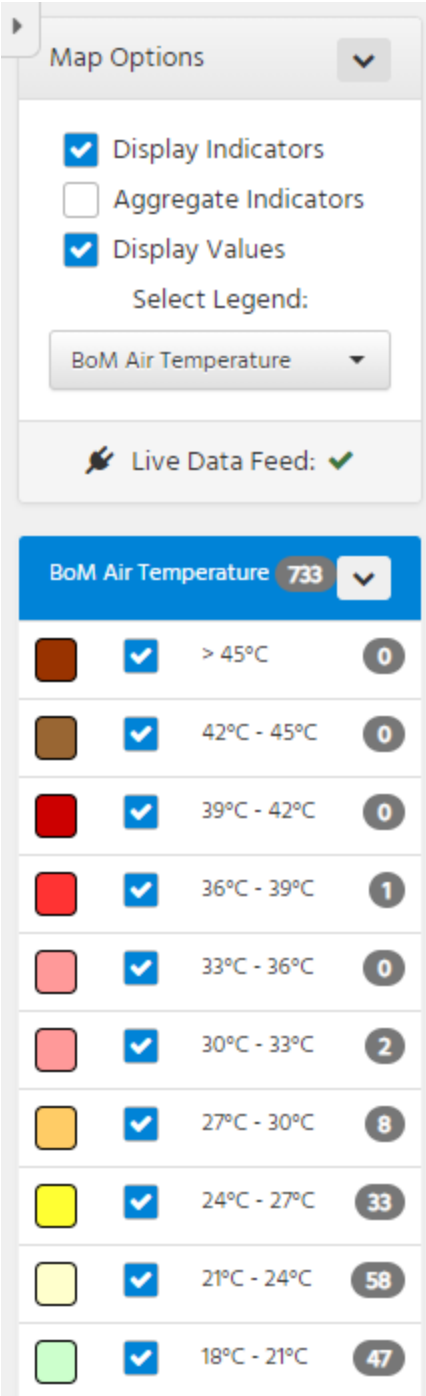


Located in the bottom-right corner of the map, are the following controls:

- **Zoom buttons:** Allow you to zoom in and out of the map.
- **Scene Switcher:** Toggles between 2-dimensional and 3-dimensional views of the map. The 3-dimensional view will display heights of terrain or buildings only if data is available. Not available in mobile mode.
- **Pan and Rotate:** Toggles the mouse between panning the map or rotating the map in 3D mode.
- **Orientation:** Only available in 3D mode. Click to reset compass orientation.

3.1.6 Map Options

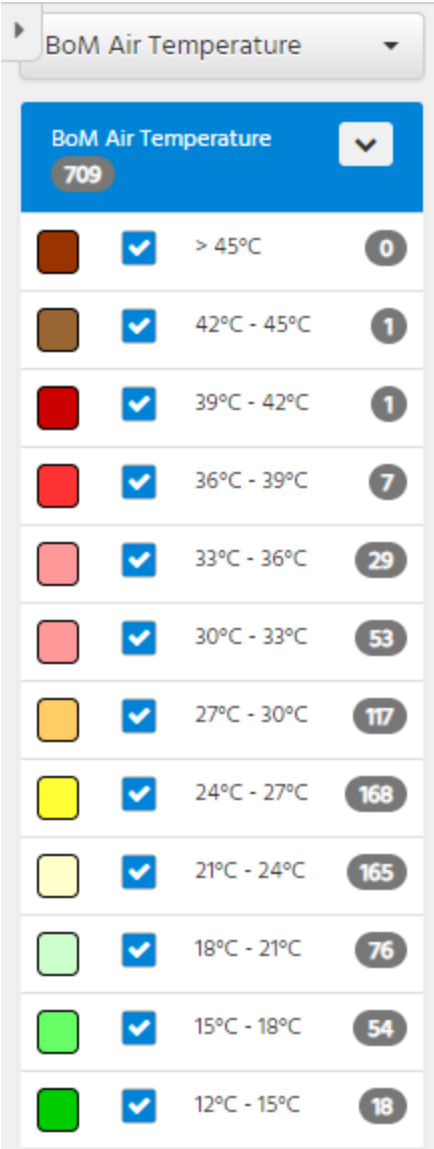
A collapsible item in the Info panel provides options that allow you to change how data is displayed on the map.



- **Display Indicators:** Shows or hides all indicators representing a location or time-series.
- **Aggregate Indicators:** Takes overlapping indicators and aggregates them to a single point. When the map is zoomed in, individual indicators will be displayed when they no longer overlap. The aggregated indicators are shown as large circle, with a number showing how many indicators are represented. The color of the marker represents the most common Legend color for the aggregated locations. Not available in 3D mode, or when **Show Values In Indicators** is selected.
- **Display Values:** Shows or hides numbers that are displayed beside indicators.
- **Show Values In Indicators:** Shows larger indicators with the values displayed inside them instead of to the right. When turned on the **Aggregate Indicators** option is disabled, as there is no way differentiate between an aggregated indicator and a normal value indicator in this situation.
- **Legend Selector:** Changes which legend is used to classify data on the map.
- **Live Data Feed:** Indicates whether the Map is receiving a live feed of data. When the map is showing Latest Statistics the indicators will auto-refresh when data has been updated.

3.1.7 Legend

A collapsible item in the Info panel shows the Legend that classifies the data currently displayed on the Map.



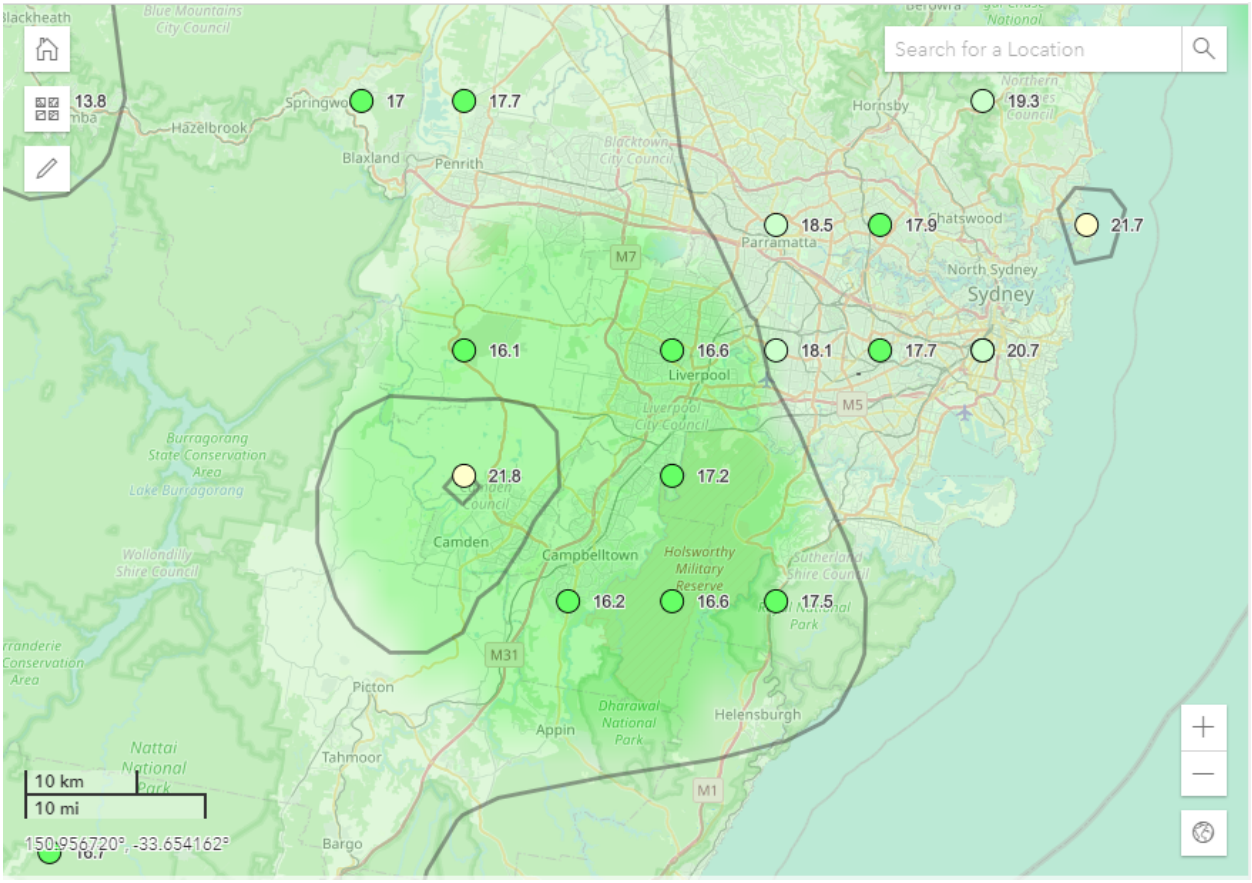
- **Legend Band Toggles.** show or hide any indicator classified in that band.
- **Counter.** displays total number of data sets for the legend; number auto-adjusts according to map options selected.

3.1.8 Data Set Reference

A collapsible item in the Info panel shows a list of data set references which can be overlayed on the map as new indicator layers. When data set references are displayed, each has a pop-up window containing a statistic summary for the related data set.

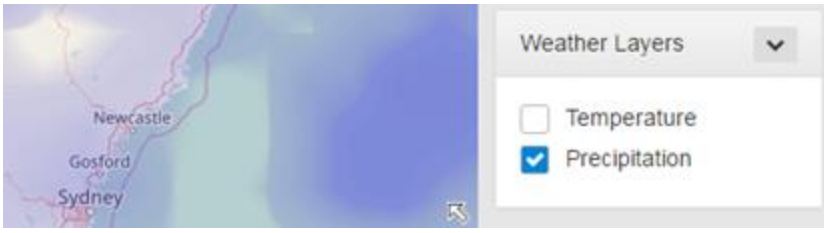
3.1.9 Heat Maps and Isolines

A collapsible item in the Info panel shows a list of heat maps and isolines that can be overlayed on the map. Each layer can be applied independently of the other. Selecting the switch option changes the parameter and statistic to reflect statistic values used to generate the selected heat map and isolines.



3.1.10 Layers Selector

A collapsible item in the Info panel that gives you the ability to add layers (overlays) on the map. A precipitation layer is shown below.



3.1.11 Indicators

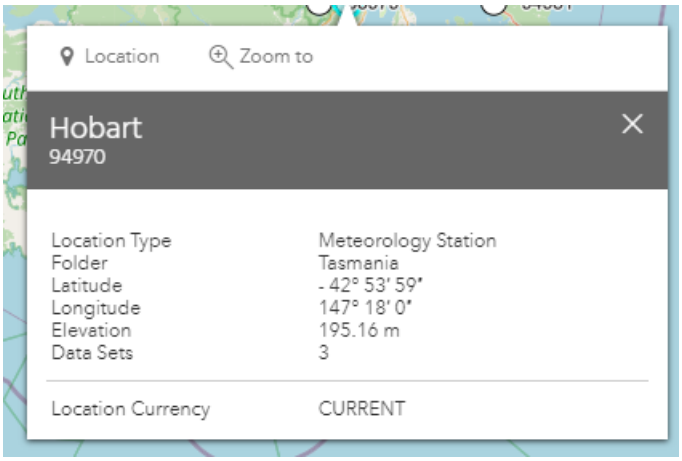
- These symbols identify your locations and data sets.
- When a statistic is selected, the indicator usually includes a number.
- When a legend is selected, it is evaluated and colored according to the legend selected.

3.1.12 Pop-up Windows

Clicking on an indicator displays contextual information.

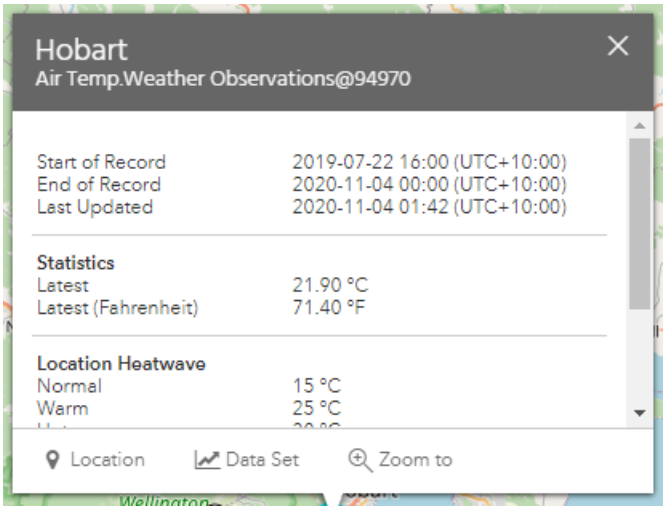
There are three different types of pop-up windows can display depending on the type of data being viewed.

Location Pop-up Windows



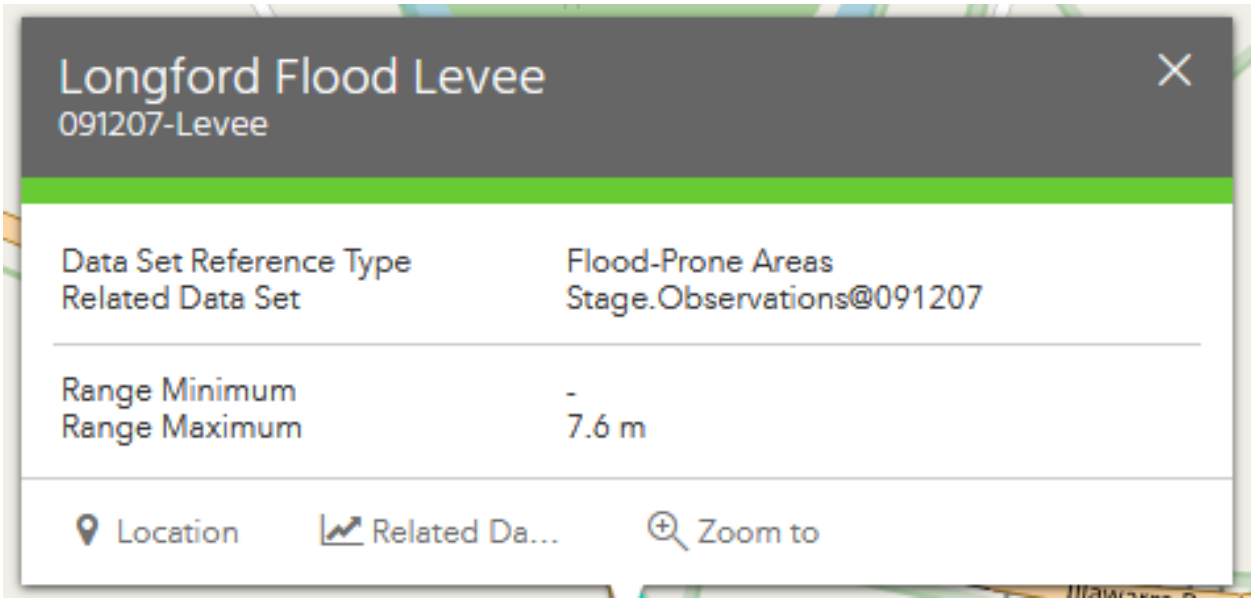
- Are displayed when no Parameter is selected, so the map is in Location-centric mode
- Displays the Location Identifier, Name, Type, Folder, Coordinates, Elevation and number of Data Sets
- Displays a link to the Location page

Data Set Pop-up Windows



- Are displayed when a Parameter is selected, so the map is in Data Set-centric mode
- Displays the Data Set Identifier and Location Name
- Displays the Status when displayed value has a Legend
- Displays timestamps for Start of Record, End of Record, and Last Updated
- Depending on configured data, Statistic values, Parameter Range values, and State values can be shown.
- Displays links to the Location and Data set pages

Data Set Reference Pop-up Windows



- Displays when Data Set References have been added to the Map, these are a separate type of Map Indicator
- Displays the Location Identifier and Name
- Displays the Status
- Displays the Type and Related Data Set
- Displays the Range Minimum and Maximum values
- Displays a link to the Location and Related Data set pages

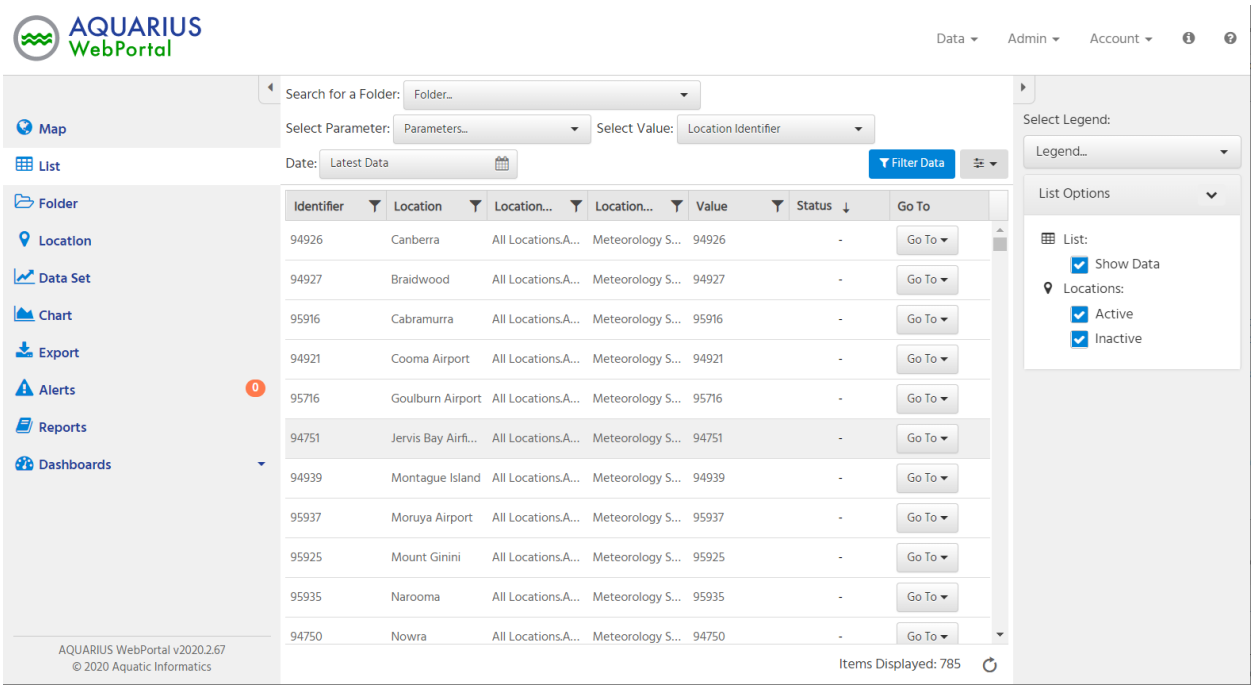
3.2 Data Mode > List

The List page provides a grid-based view of the data currently displayed on the map. As with the Map page, you can use the List page's data filters to specify:

- The folder, parameter or value to display.
- The latest data, or daily, monthly, or yearly data displayed.
- The location and/or data set properties the data should be associated with.

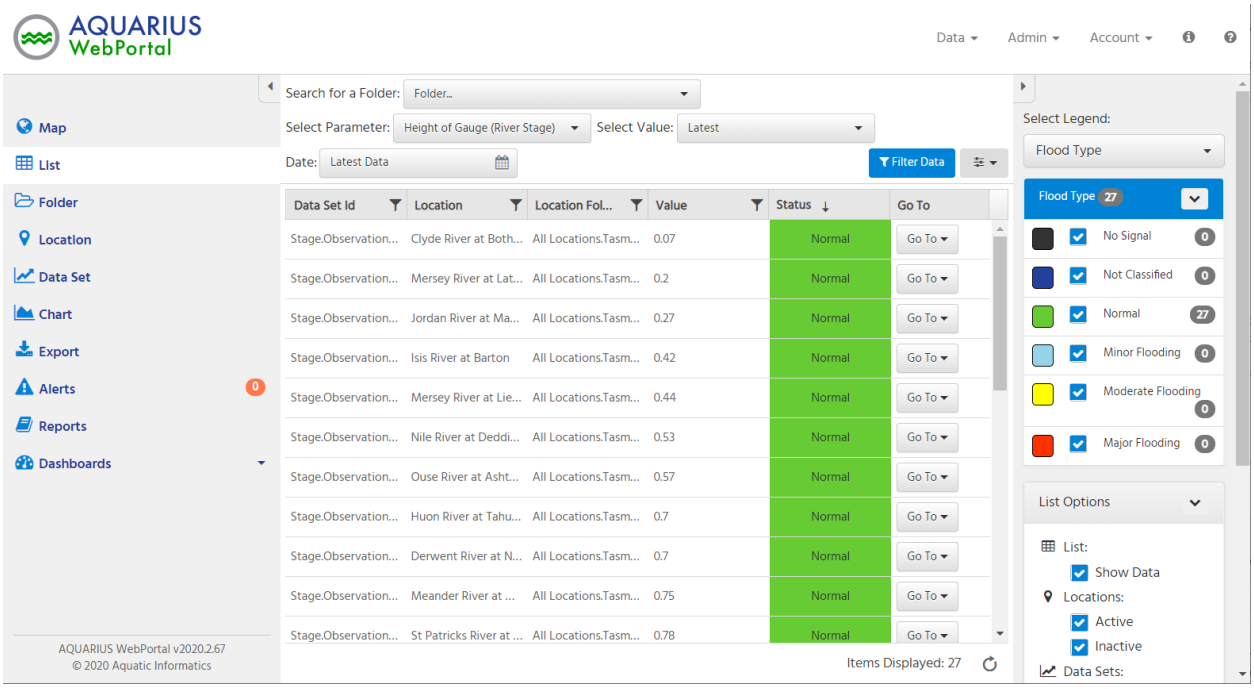
The columns shown on the grid depend on whether the grid is Location or Data Set centric:

- If no Parameter is selected the grid is Location-centric and displays the following columns: Identifier, Location, Location Folder, Location Type, Value, State, Status, and Go To. Optionally, *State* displays if a Location State has been configured.



- If Parameters are selected the grid is Data Set-centric and displays the following columns: Data Set Id, Location, Location Folder, Start of Record, End of Record, Value, State, Status, Go To. Optionally, *State* displays if

a Data Set State has been configured.



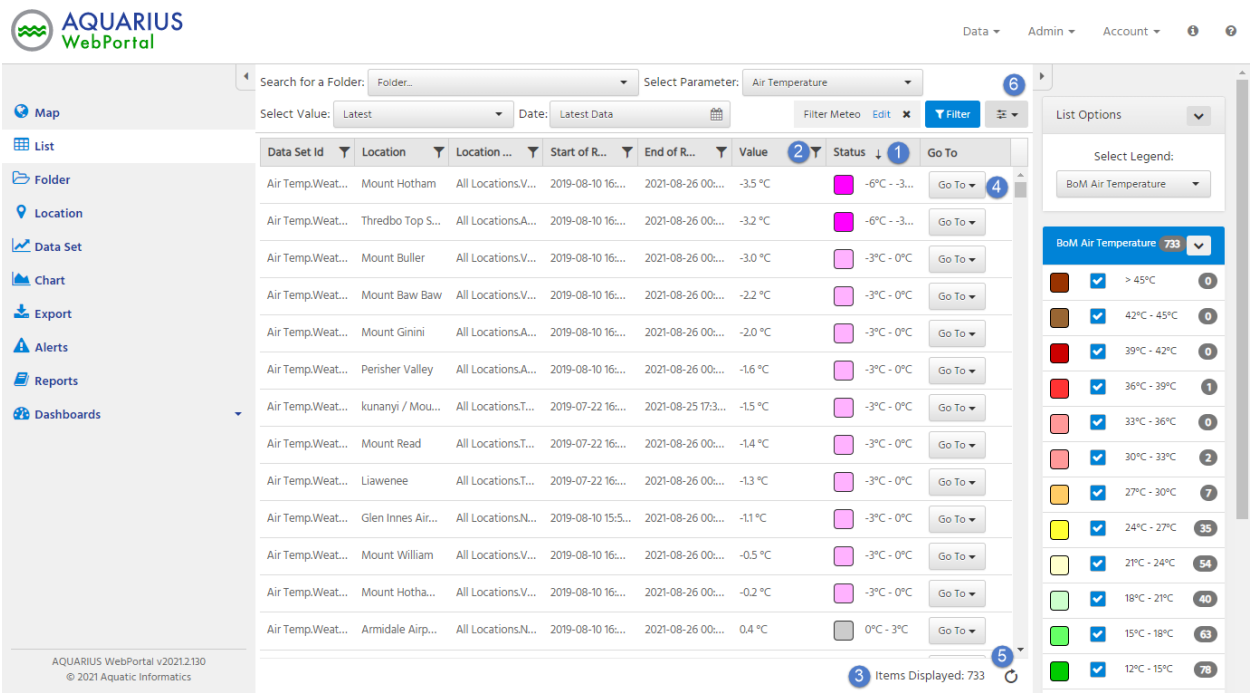
3.2.1 Grid Pages: Available Actions

Data is displayed on the Data mode's List page in an interactive grid.

When grids are displayed, you can act on individual grid items using the Row Actions buttons on the right-side of the grid.

You can also act on the entire contents of the grid using the grid's headers, as well as the Page Actions menu.

The image and list below highlight some of the functionality available when viewing a WebPortal grid.



- **1. Sort**. To sort the grid by a particular column, click its header. Clicking the header toggles the sort order between ascending, descending, and not sorted – indicated respectively by an upward arrow, a downward arrow, or no arrow next to the column's name.

- **2. Filter**. To filter the grid's contents by a particular column, click the filter icon on the right side of the column header, complete the fields in the dialog displayed, then click the **Filter** button in the dialog. If a column has an active filter, its filter icon is highlighted.

- **3. Item Count**. The total number of items in a grid at any given time is always displayed at the bottom of the grid.

- **4. Go To column**. This column provides navigation options to switch directly to other tabs. In Location-centric mode the user can go to the Map (centre and zoom on the Location) or directly to any tab under the Location tab. In Data Set-centric mode the user can go to the Map, Location tabs or directly to any tab under the Data Set tab.

- **5. Refresh**. To refresh your underlying data when viewing the latest interval, either select this option from the Page Actions menu, or click the **Refresh Data** icon at the bottom-right of the grid.

- **Options menu button**. This button provides the following functions.

    - **Export Grid**. To export the grid's contents to CSV or Excel format, click the **Options** menu button in the top-right corner of the page.

- **Send Data Sets to Export**. To export the data sets captured by the page's current Data Filter and Info panel settings, click the Page Actions menu (top-right of page) and select this option. This auto-populates the Add Data Sets section of the form on the **Export** page, and redirects you to the page so you can configure the remaining export options.

- **Send Data Sets to Chart**. To view a chart containing the page's captured data sets, select this option from the Page Actions menu. This auto-configures the **Chart** page, and redirects you so you can view your chart.

- **Reset Sort, Clear Filters**. To reset the grid's sort settings to their default state and to remove all of the grid's active Data Filters, select this option from the Page Actions menu.

3.3 Data Mode > Folder

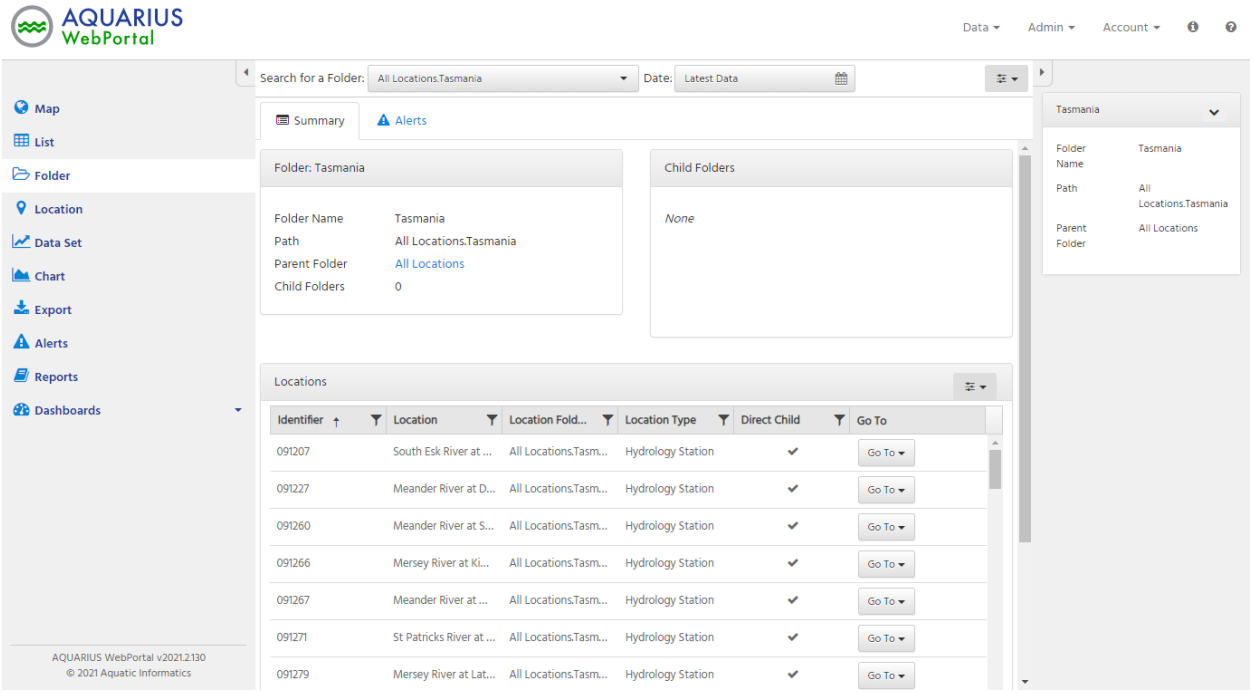
The Folder page displays all information for a selected location folder. The page features two tabs: Summary and Alerts.

3.3.1 Summary Tab

The Folder page's Summary tab displays:

- Data about the selected folder.
- A list of links to the selected folder's child folders.
- A grid listing all descendant locations contained within the folder's hierarchy. Each location in the grid has a

Go To button that enables easy navigation to either the map, or to a particular tab on the location's page.



3.3.2 Alerts Tab

The Folder page's Alerts tab displays notifications triggered by or related to any locations within the current folder's hierarchy.

3.4 Data Mode > Location

The Location page displays all information for a Location. The page features three tabs: Summary, Alerts, and Reports.

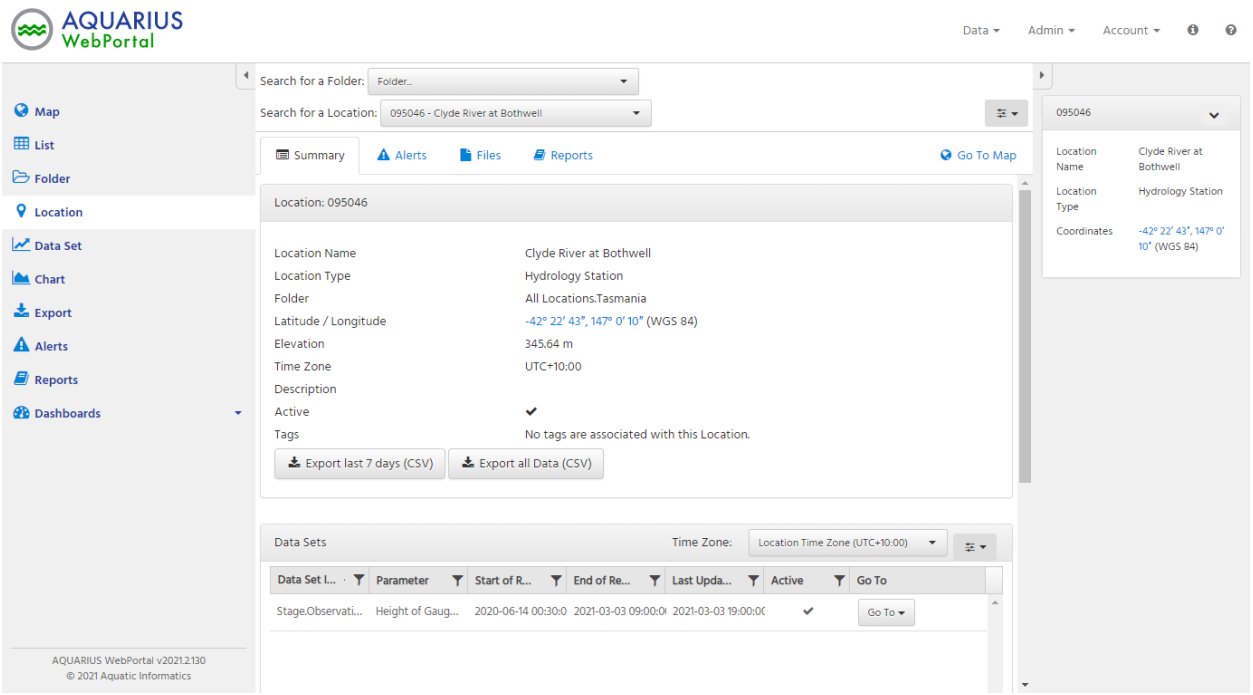
3.4.1 Summary Tab

The Summary tab displays:

- Data about the selected location, including any regular and/or extended location attributes that are configured to be visible to you, based on your user account, view group, or security role.
- A link to the selected location's parent folder.
- Buttons for exporting the location's data.
- A grid of data sets including the location, each with links to a map and other applicable pages.

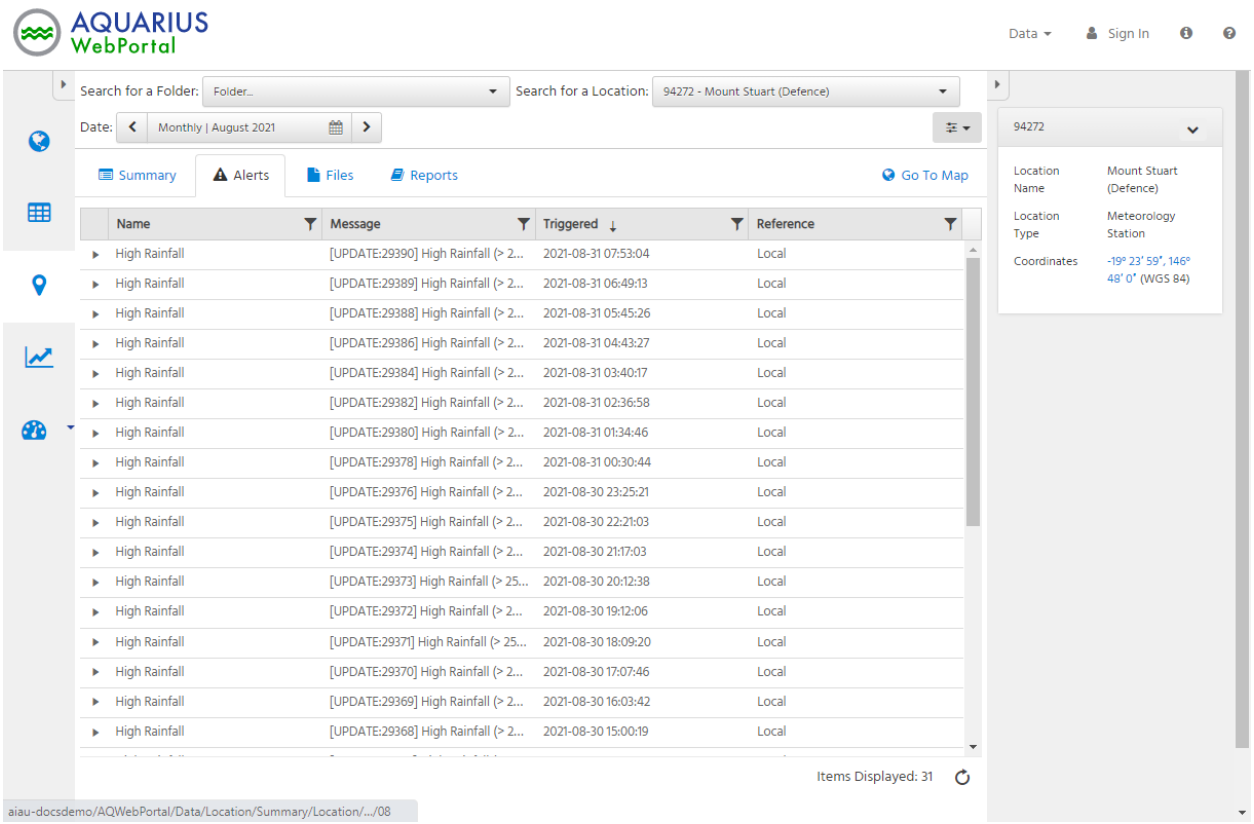
A location's coordinates may be displayed as Longitude/Latitude, Easting/Northing, or both, as applicable.

The location is listed with any tags inherited from Time-Series and configured to be displayed in WebPortal, either globally or for the specific view group.



3.4.2 Alerts Tab

The Alerts tab displays notifications triggered by or related to the current Location. .



3.4.3 File Tab

The files tab displays all files synchronized from AQUARIUS Time-Series that are available to the current user.

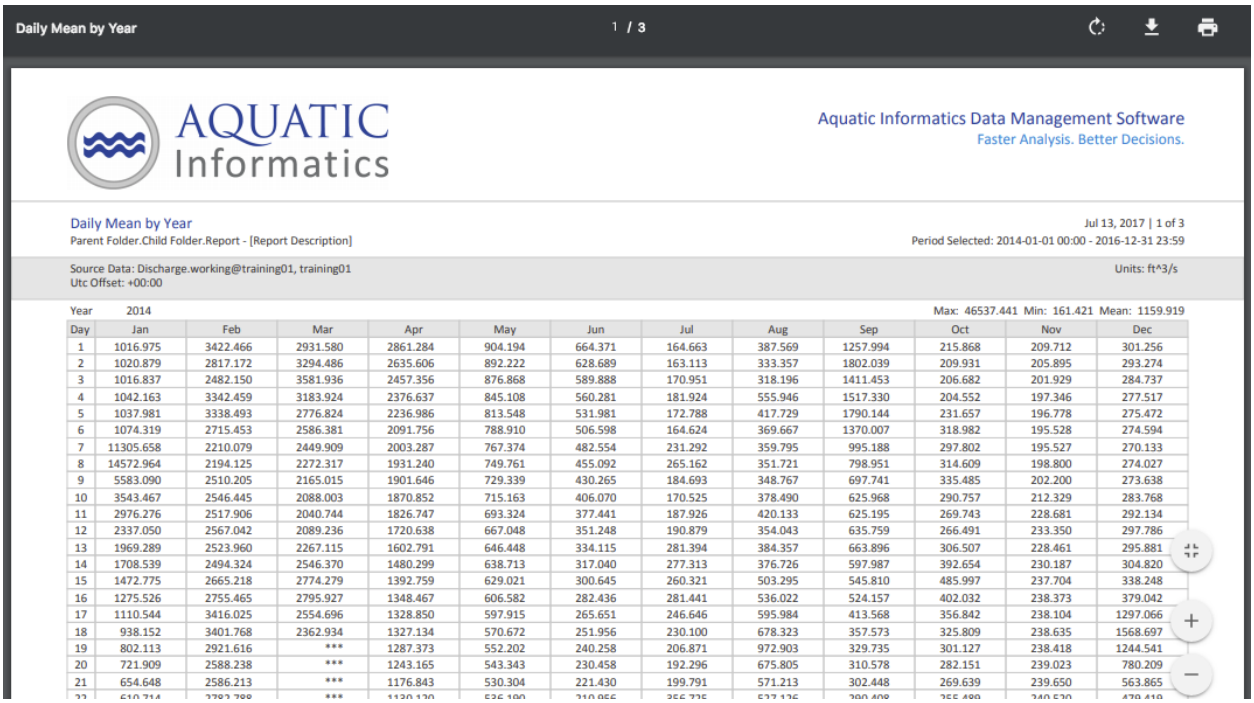
Images and other files are shown. You can set or clear the **Show Images** and **Show Files** check boxes to see only images or only files. If image files are shown, a preview displays to the right of the file list.

Click **Filter By Tags:** to filter the files by Time-Series tags.

3.4.4 Reports Tab

The Location page's Reports tab displays a grid listing any reports synced to AQUARIUS WebPortal from Time-Series systems for the selected Location.

Clicking a report's link in the grid opens that report in your browser, as shown in the following example:



Daily Mean by Year 1 / 3

AQUATIC Informatics

Aquatic Informatics Data Management Software
Faster Analysis. Better Decisions.

Daily Mean by Year
Parent Folder.Child Folder.Report - [Report Description]

Jul 13, 2017 | 1 of 3
Period Selected: 2014-01-01 00:00 - 2016-12-31 23:59

Source Data: Discharge.working@training01, training01
Utc Offset: +00:00

Units: ft^3/s

Year 2014

Max: 46537.441 Min: 161.421 Mean: 1159.919

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	1016.975	3422.466	2931.580	2861.284	904.194	664.371	164.663	387.569	1257.994	215.868	209.712	301.256
2	1020.879	2817.172	3294.486	2635.606	892.222	628.689	163.113	333.357	1802.039	209.931	205.895	293.274
3	1016.837	2482.150	3581.936	2457.356	876.868	589.888	170.951	318.196	1411.453	206.682	201.929	284.737
4	1042.163	3342.459	3183.924	2376.637	845.108	560.281	181.924	555.946	1517.330	204.552	197.346	277.517
5	1037.981	3338.493	2776.824	2236.986	813.548	531.981	172.788	417.729	1790.144	231.657	196.778	275.472
6	1074.319	2715.453	2586.381	2091.756	788.910	506.598	164.624	369.667	1370.007	318.982	195.528	274.594
7	11305.658	2210.079	2449.909	2003.287	767.374	482.554	231.292	359.795	995.188	297.802	195.527	270.133
8	14572.964	2194.125	2272.317	1931.240	749.761	455.092	265.162	351.721	798.951	314.609	198.800	274.027
9	5583.090	2510.205	2165.015	1901.646	729.339	430.265	184.693	348.767	697.741	335.485	202.200	273.638
10	3543.467	2546.445	2088.003	1870.852	715.163	406.070	170.525	378.490	625.968	290.757	212.329	283.768
11	2976.276	2517.906	2040.744	1826.747	693.324	377.441	187.926	420.133	625.195	269.743	228.681	292.134
12	2337.050	2567.042	2089.236	1720.638	667.048	351.248	190.879	354.043	635.759	266.491	233.350	297.786
13	1969.289	2523.960	2267.115	1602.791	646.448	334.115	281.394	384.357	663.896	306.507	228.461	295.881
14	1708.539	2494.324	2546.370	1480.299	638.713	317.040	277.313	376.726	597.987	392.654	230.187	304.820
15	1472.775	2665.218	2774.279	1392.759	629.021	300.645	260.321	503.295	545.810	485.997	237.704	338.248
16	1275.526	2755.465	2795.927	1348.467	606.582	282.436	281.441	536.022	524.157	402.032	238.373	379.042
17	1110.544	3416.025	2554.696	1328.850	597.915	265.651	246.646	595.984	413.568	356.842	238.104	1297.066
18	938.152	3401.768	2362.934	1327.134	570.672	251.956	230.100	678.323	357.573	325.809	238.635	1568.697
19	802.113	2921.616	***	1287.373	552.202	240.258	206.871	972.903	329.735	301.127	238.418	1244.541
20	721.909	2588.238	***	1243.165	543.343	230.458	192.296	675.805	310.578	282.151	239.023	780.209
21	654.648	2586.213	***	1176.843	530.304	221.430	199.791	571.213	302.448	269.639	239.650	563.865

3.4.5 Dashboard Tabs

Every Dashboard configured for the Location is displayed on a unique tab, labelled with the name of the Dashboard.

3.5 Data Mode > Data Set

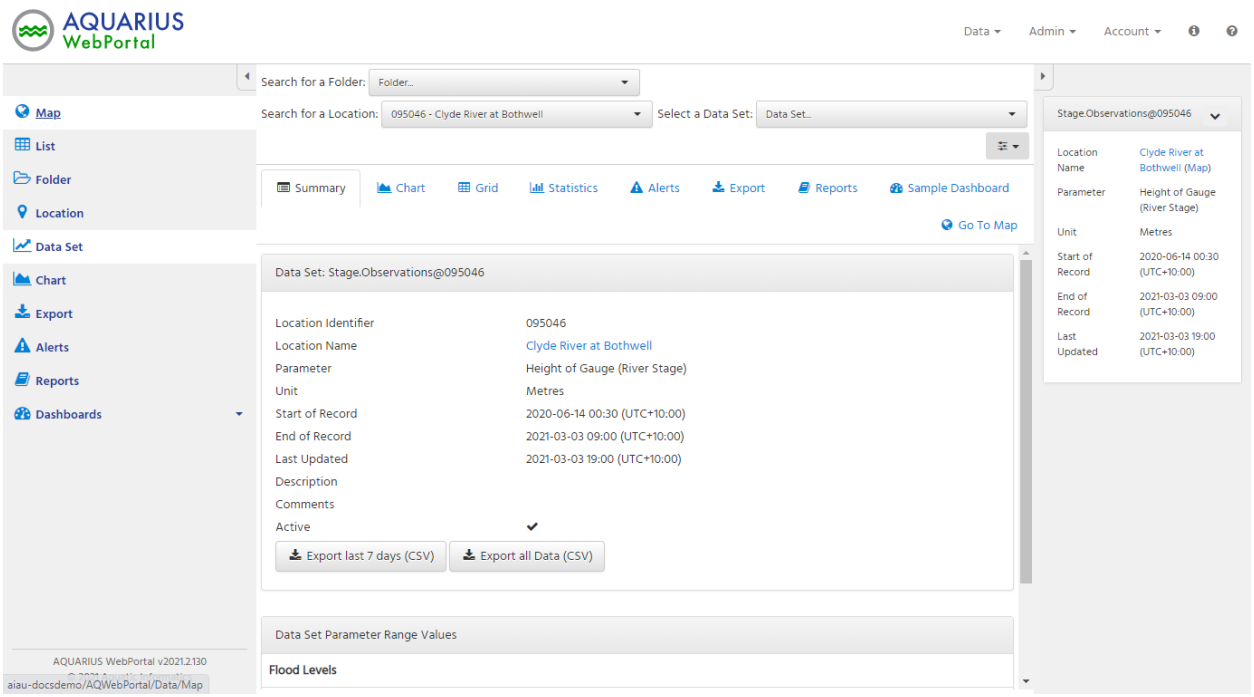
The Data Set page displays all information for a data set. The information is grouped into the following tabs within the main page: Summary, Chart, Grid, Statistics, Alerts, Export, and Reports.

3.5.1 Summary Tab

The Data Set page's Summary tab displays a summary of information about the data set. This includes the parameter and unit, the start and end of record, and more. This standard information is also shown in the Info panel.

Any regular or extended data set attributes configured to be visible to you (based on your user account, view group, or security role) are displayed here.

If the Data Set has been defined with parameter ranges, these should also be displayed. Possible examples include dam spill levels, environmental compliance bands, licence limits, and flooding levels.

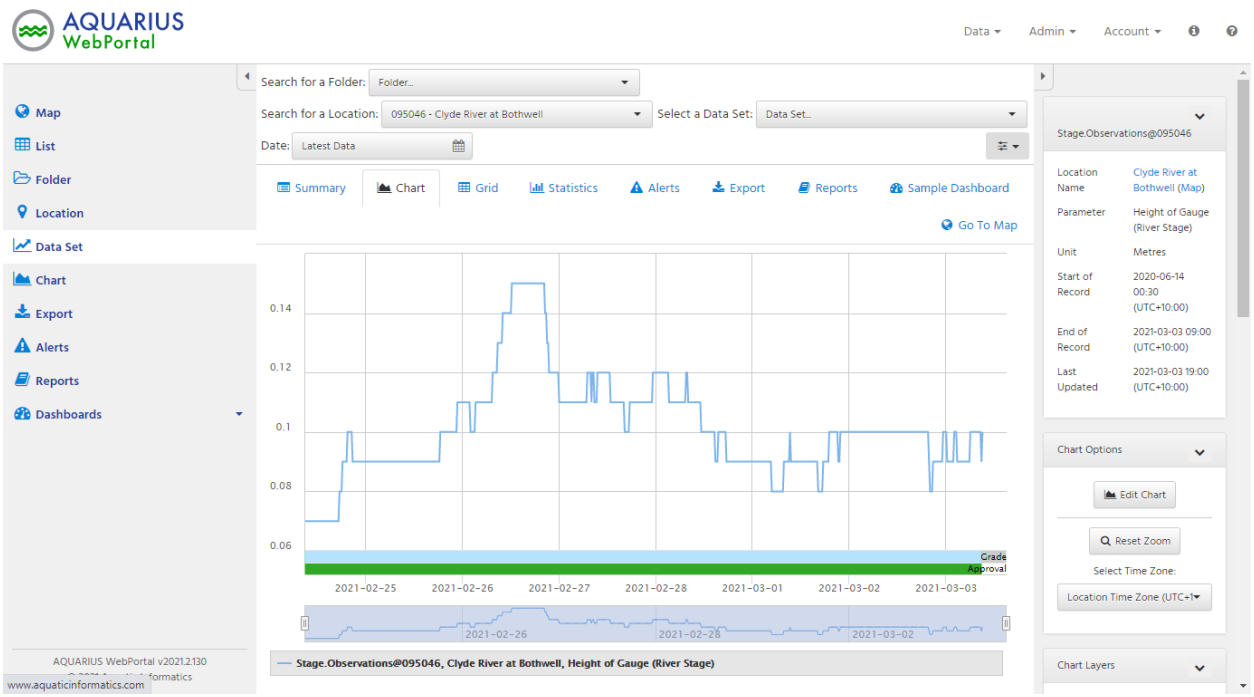


3.5.2 Chart Tab

The Chart tab displays the Data Set's time-series data plotted onto a chart.

Hovering over any point on the chart without clicking displays the Date/Time and the Parameter value at that point.

Zooming in – either by dragging the controls in the navigation bar below the chart, or by clicking and dragging horizontally within the chart – reloads the chart with reset axes, and provides finer-grained display of data points within the chart.

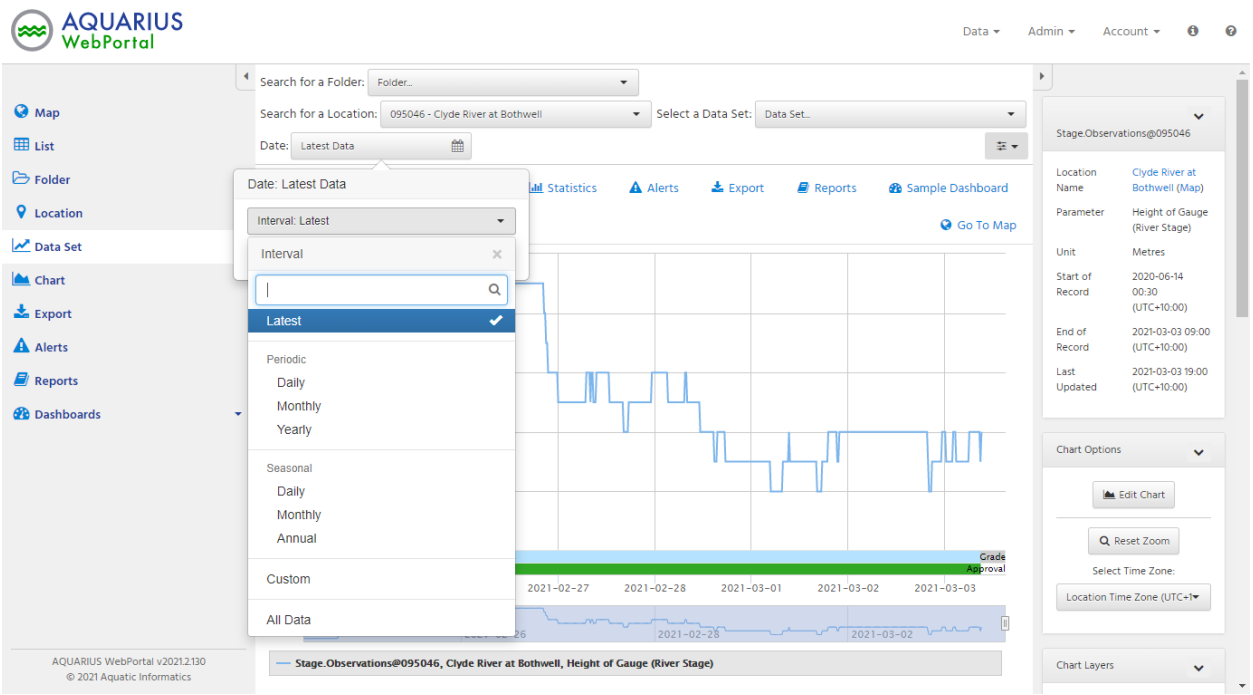


Interval Filter Options

From the Interval filter's drop-down list you can select from the following options:

- **Latest.** The chart should display 24 hours into the past and six hours into the future by default, with a dashed line representing now.
- **Periodic.** You can specify a calendar day, month, or year to view periodic data.
- **Seasonal.** You can change the seasonal period by switching the interval and setting the date. For example, you can choose the *Seasonal: Daily* interval to view the same calendar day of data for a reference period (that spans several years). This is useful if you want to view and compare data for the same seasonal interval from year to year.

> **NOTE** When viewing a seasonal interval chart from the Data Set view, the system default shows the data sets as two separate series (current year and last year for comparison).



- **Custom.** You can also select a custom date range to view any range of data.

Info Panel Options

The Info panel on the Data Set page's Charts tab displays information about the Data Set, and includes the collapsible sections Chart Options, Chart Layers, Grade Codes, and Approval Levels.

- **Chart Options.** Allows you to perform actions such as resetting the zoom level, switching between pan and zoom modes, and switching the time zone.
    - You can use **Edit Chart** to launch a dialog allowing you to add or remove Data Sets, modify the use and appearance of the axes, modify a number of display settings, and add or remove Chart Layers. Signed-in users can save charts from this menu that are available for their own viewing. Administrators can save charts from this menu that are available for everyone to view.

> **HINT** To learn more, see **Data Mode > Chart**.

- **Chart Layers.** Allows for toggling on/off the display of any available layers that exist for the selected location, parameter, or interval, including:
    - Field Visit data
    - Parameter Range Data (such as Flooding Levels)

- Parameter Lines (such as the 50th percentile/median)
- Percentile Bands (with selected Reference Periods and Intervals)
- Data Set Reference Locations (such as Flood-Prone Roads, or Flood-Prone Locations)

- **Grade Code Legend.** Contains a legend showing color/grade assignments of the displayed time-series data. These colors are displayed directly beneath the plot area in the Grade bar.
- **Approval Levels Legend.** Contains a legend showing color/approval assignments of the displayed time-series data. These colors are displayed directly beneath the plot area in the Approval bar.

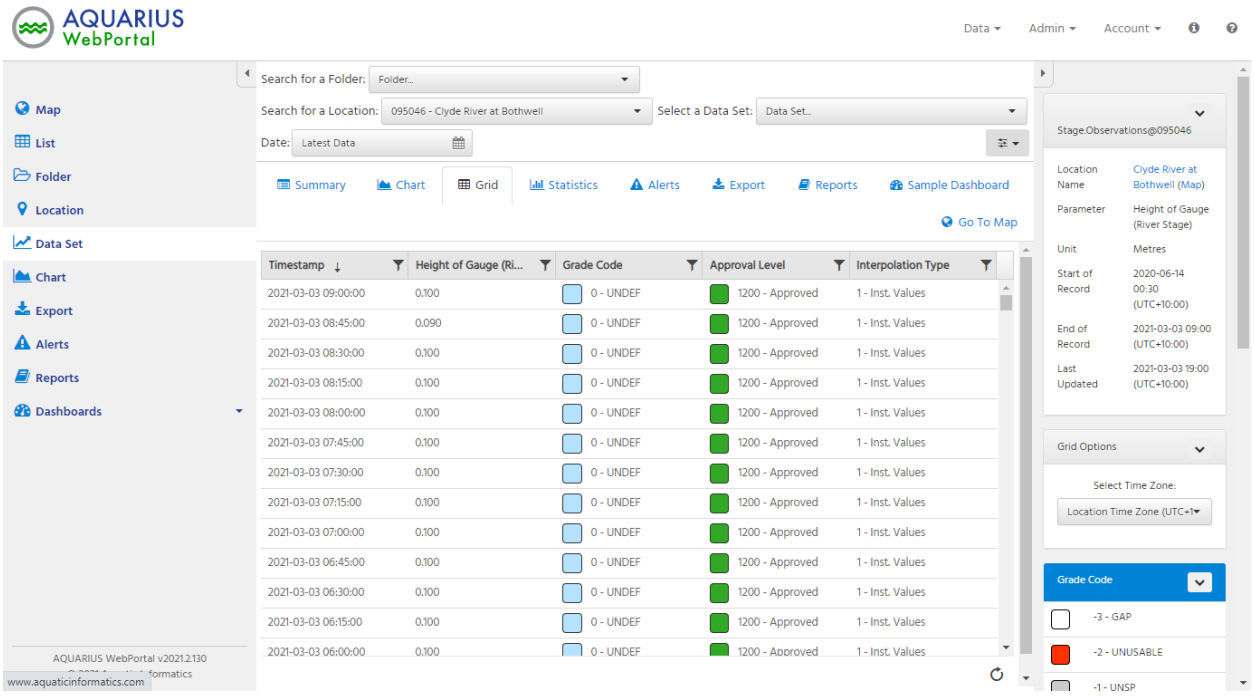
> **NOTE** Grades and Approval Levels are shown below the chart only when a single data set is being displayed. If multiple data sets are displayed, the Grades and Approval Levels are not shown.

3.5.3 Grid Tab

The Data Set page's Grid tab shows the same time-series data from the chart, but displayed in tabular format.

As well as displaying the list of times and values, the Grid tab displays other important information about each data point, such as its Grade Code, Approval Level, and Interpolation Type.

The Info panel for this tab displays information about the Data Set, and includes collapsible sections for Grid Options, Grade Codes, and Approval Levels.

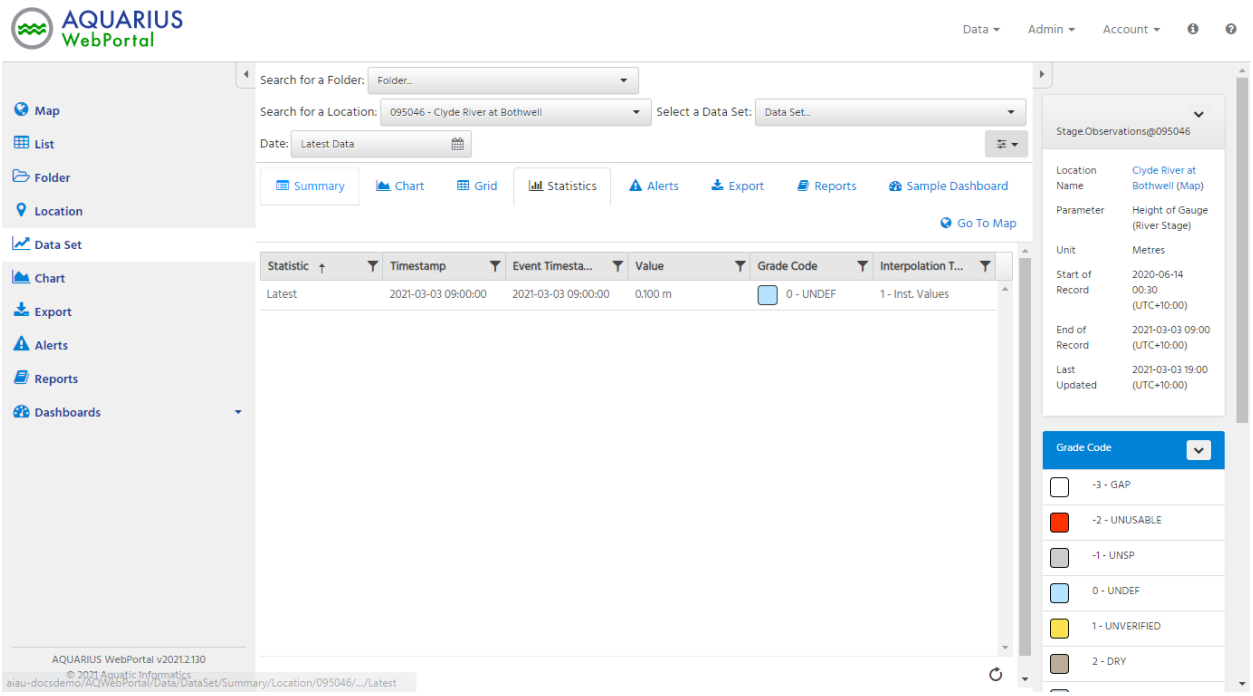


3.5.4 Statistics Tab

The Data Set page's Statistics tab displays all statistics that are calculated for the Data Set over the selected Interval. As statistics are pre-calculated for the defined intervals, they are not available against the custom interval.

The image below shows an example of three different statistics calculated for stream height data. Statistics are pre-calculated for the defined intervals, and are therefore not available for custom intervals.

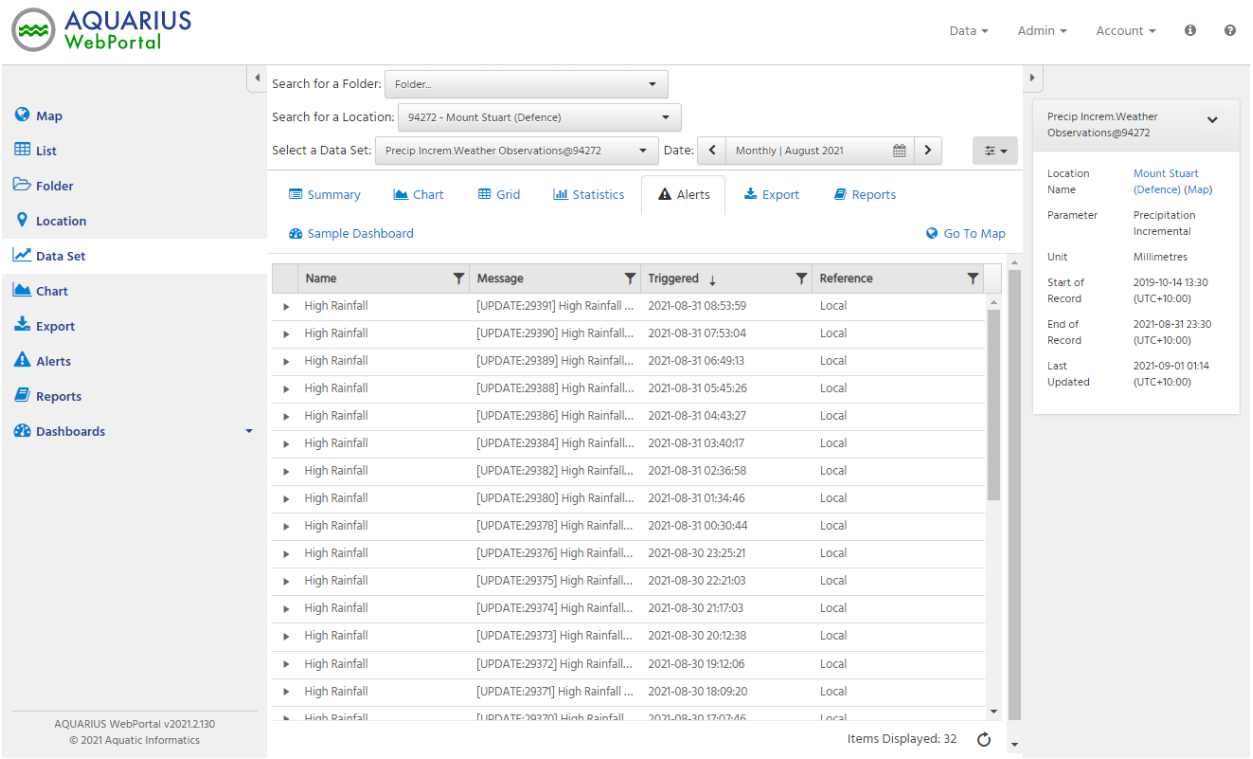
The Info panel for this tab displays information about the Data Set, and includes a collapsible section for grade codes.



3.5.5 Alerts Tab

The Data Set page's Alerts tab display alert notifications triggered by or related to the current location. The image below shows a high tide alert for Brisbane River Mouth.

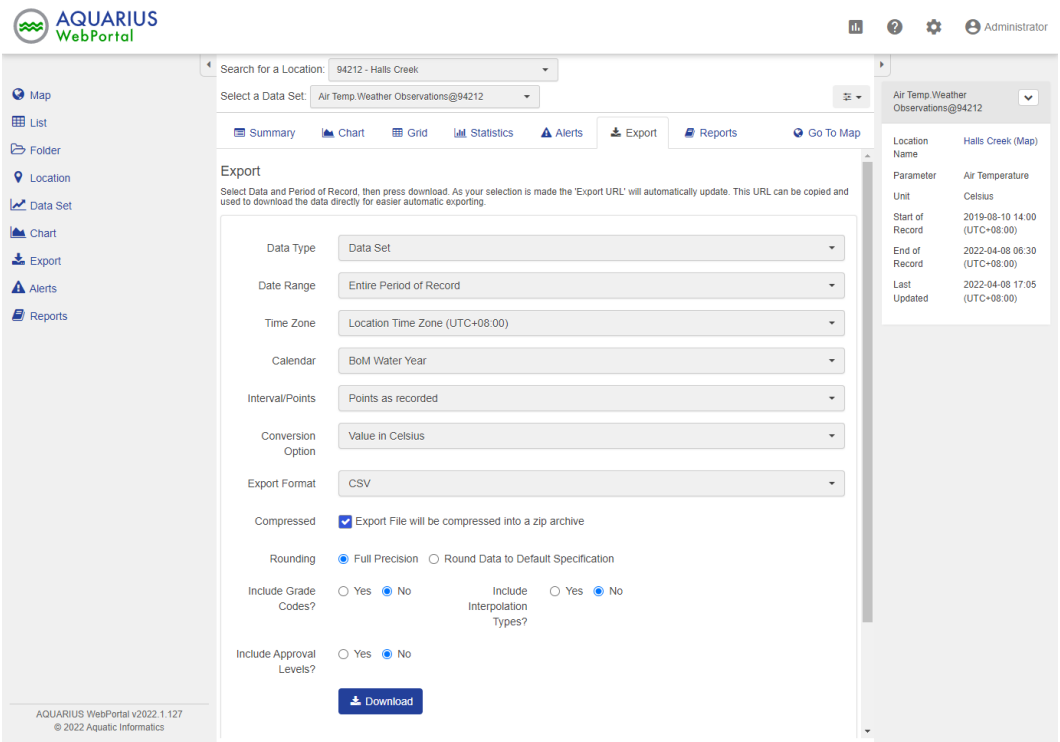
The Info panel for this tab displays information about the Data Set.



3.5.6 Export Tab

The Data Set page's Export tab allows users to export data sets from the selected location.

Data Set Export



1. Click **Data Type**, then choose an option from the drop-down list. Each Data Type has different fields required to perform the export, the rest of the fields on the page may change depending on your choice.

2. Set the remaining fields on the page to the required options for your export. These fields are populated with default values designed to meet most common requirements.

    - **Data Type**. Choose between Data Set, Periodic Statistic, Seasonal Statistic.
    - **Date Range**. Choose between Custom, Entire Period of Record, Today, Last 7 Days, and so on.
    - **Time Zone**. Choose between Location Time Zone, User's Local Time Zone, or Coordinated Universal Time (UTC).
    - **Calendar**.
    - **Interval/Points** (Every [N] interval).
    - **Conversion Option**.
    - **Export Format**. Choose between the file types CSV, XLSXl, and JSON.

- **Compressed**. Specify whether or not you want your output compressed into .zip format.
- **Rounding**. Choose either full precision or round values to the default specification. If a rounding specification has not been set, the system's default applies.
- **Include Metadata**. The available options depend on the options your system administrator has configured for your organization. If all options have been configured, you have the ability to include *Grade Codes*, *Approval Levels*, and *Interpolation Types*.

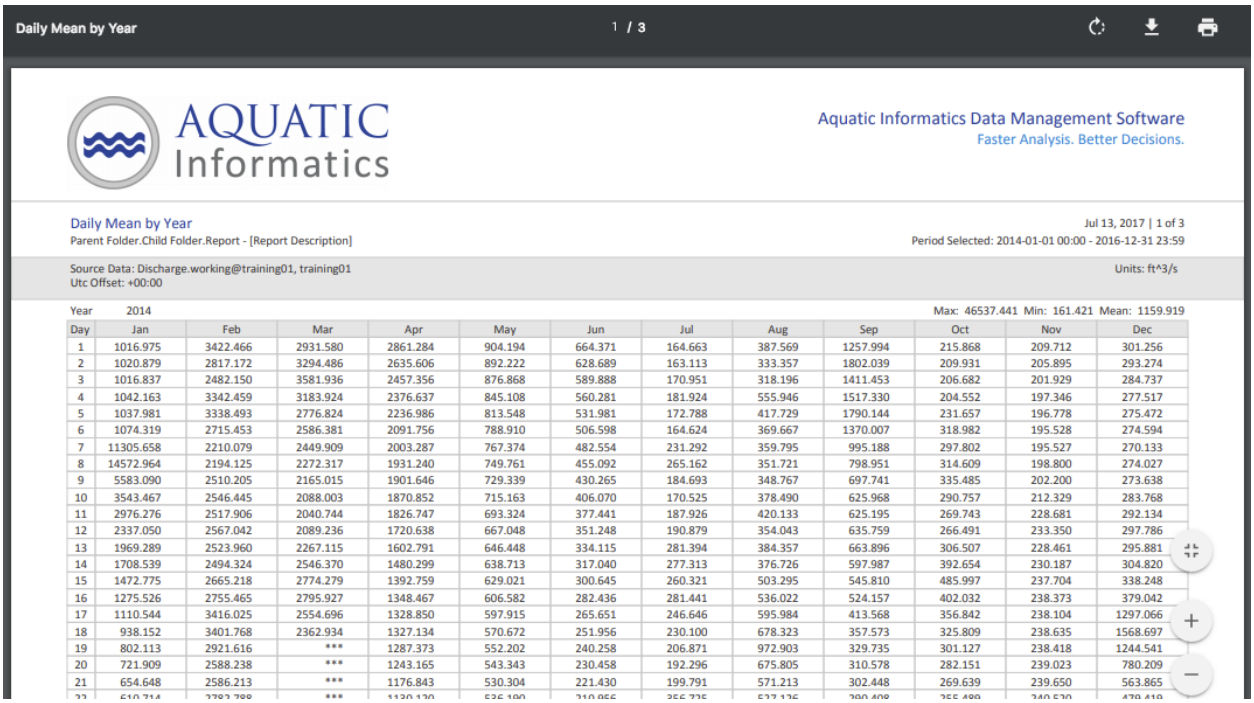
3. Choose either:

   - **Download**. Export zipped files containing individual export files for all data sets (time-series) for the selected Location.
   - **Copy to Clipboard**. Copy the URL inside the Export URL field. This URL can be used to begin an automatic download of the data you've specified. In addition to being bookmarked or shared with others, these links can also be used in conjunction with the WebPortal API.

3.5.7 Reports Tab

The Data Set page's Reports tab displays a grid listing any reports synced to AQUARIUS WebPortal from AQUARIUS Time-Series systems for the selected Data Set.

Clicking a report's link in the grid opens the report in your browser.



Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	1016.975	3422.466	2931.580	2861.284	904.194	664.371	164.663	387.569	1257.994	215.868	209.712	301.256
2	1020.879	2817.172	3294.486	2635.606	892.222	628.689	163.113	333.357	1802.039	209.931	205.895	293.274
3	1016.837	2482.150	3581.936	2457.356	876.868	589.888	170.951	318.196	1411.453	206.682	201.929	284.737
4	1042.163	3342.459	3183.924	2376.637	845.108	560.281	181.924	555.946	1517.330	204.552	197.346	277.517
5	1037.981	3338.493	2776.824	2236.986	813.548	531.981	172.788	417.729	1790.144	231.657	196.778	275.472
6	1074.319	2715.453	2586.381	2091.756	788.910	506.598	164.624	369.667	1370.007	318.982	195.528	274.594
7	11305.658	2210.079	2449.909	2003.287	767.374	482.554	231.292	359.795	995.188	297.802	195.527	270.133
8	14572.964	2194.125	2272.317	1931.240	749.761	455.092	265.162	351.721	798.951	314.609	198.800	274.027
9	5583.090	2510.205	2165.015	1901.646	729.339	430.265	184.693	348.767	697.741	335.485	202.200	273.638
10	3543.467	2546.445	2088.003	1870.852	715.163	406.070	170.525	378.490	625.968	290.757	212.329	283.768
11	2976.276	2517.906	2040.744	1826.747	693.324	377.441	187.926	420.133	625.195	269.743	228.681	292.134
12	2337.050	2567.042	2089.236	1720.638	667.048	351.248	190.879	354.043	635.759	266.491	233.350	297.786
13	1969.289	2523.960	2267.115	1602.791	646.448	334.115	281.394	384.357	663.896	306.507	228.461	295.881
14	1708.539	2494.324	2546.370	1480.299	638.713	317.040	277.313	376.726	597.987	392.654	230.187	304.820
15	1472.775	2665.218	2774.279	1392.759	629.021	300.645	260.321	503.295	545.810	485.997	237.704	338.248
16	1275.526	2755.465	2795.927	1348.467	606.582	282.436	281.441	536.022	524.157	402.032	238.373	379.042
17	1110.544	3416.025	2554.696	1328.850	597.915	265.651	246.646	595.984	413.568	356.842	238.104	1297.066
18	938.152	3401.768	2362.934	1327.134	570.672	251.956	230.100	678.323	357.573	325.809	238.635	1568.697
19	802.113	2921.616	***	1287.373	552.202	240.258	206.871	972.903	329.735	301.127	238.418	1244.541
20	721.909	2588.238	***	1243.165	543.343	230.458	192.296	675.805	310.578	282.151	239.023	780.209
21	654.648	2586.213	***	1176.843	530.304	221.430	199.791	571.213	302.448	269.639	239.650	563.865

3.5.8 Dashboard Tabs

Every Dashboard configured for the Data Set is displayed on a unique tab, labelled with the name of the Dashboard.

3.6 Data Mode > Chart

Data Mode's Charts page displays a user-selected chart, where the charts available for selection are ones that have already been created and configured in AQUARIUS WebPortal. Location Charts can be identified by the *Location* sub-heading.

Any signed in users can view and modify existing charts. Administrators can save and delete charts that are available to all users. Standard users are able to create charts only accessible to themselves.

While charts can be edited when working in the Chart tab on the Data Set page, charts can only be created when working in the main Charts page.

To create or edit a chart, launch the Chart form by clicking the appropriate button in the panel on the right-hand side of the page. (Note that the Edit Chart button is only visible when viewing an existing chart.)

The Create Chart entry form is subdivided into six tabs, each used for configuring different properties of a given chart, such as modifying the series displayed, the axes used, and several other chart settings. Each of these tabs are described below.

> **NOTE** When working in the Chart tab on the Data Sets page, you can view any series that currently exist in the charts, and add new ones to it.

3.6.1 Location Charts

Where regular charts have a Data Set specified for each Chart Series, a Location Chart has a Parameter specified for each Chart Series.

If a user selects a Location Chart to view, they are asked to select a location. When the location is selected, the chart loads using data sets from that location. Location Charts cannot be modified in Data Mode, they must be modified in **Admin** or **View Group Admin** mode.

Clicking **Edit Chart** with a Location Chart selected shows all current Chart Series as a regular chart. These can be modified, and then previewed or saved as a regular Chart.

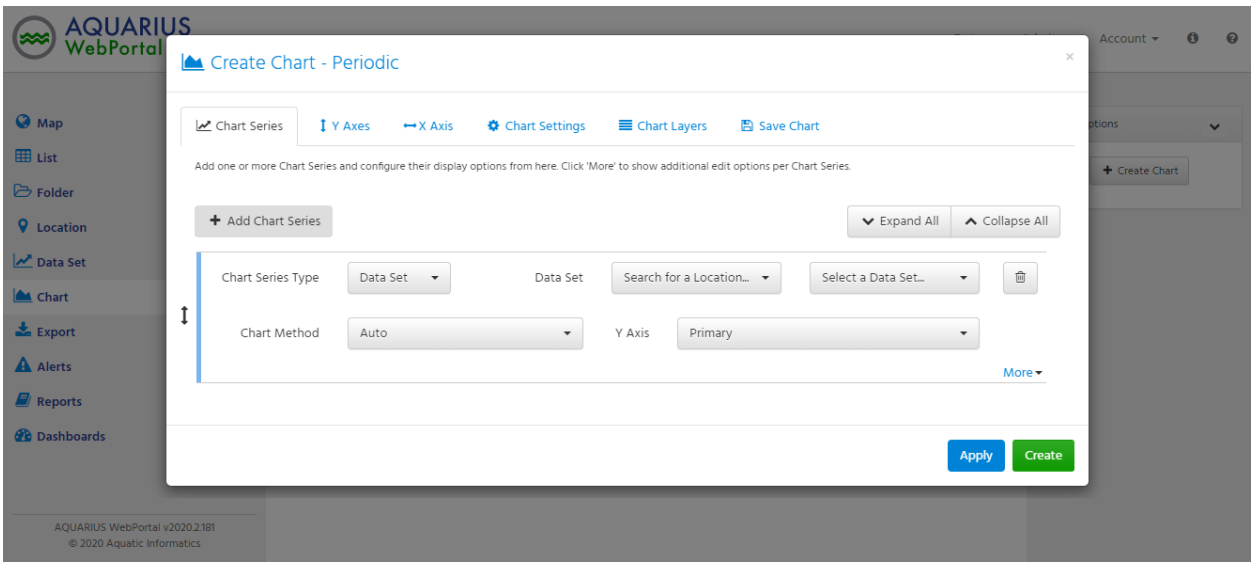
3.6.2 Chart Series Tab

This tab is used to add one or more series and configure how they are displayed in the chart.

Each series added to the chart:

- Is one of the following types: Data Set, Statistic, or Seasonal Statistic.
- Must have a location, time-series, or parameter set in order to display on the chart.
- Is configured with a Chart Method. If the Chart Method is set to the default of Auto, the system uses one of its default chart methods, each of which are based on the interpolation type of the time-series involved.
- Is configured with an axis. The axis generally defaults to Primary, but can default to Inverted for Parameters of your choosing. For more information about this, refer to the Y Axes Tab sub-section below.

NOTE If you are creating or editing a chart with a seasonal interval and adding a series, you must specify a year to enable year-on-year comparisons.



Where more customization for a series is required, clicking the More button at the bottom right of the Series' section in the form displays fields that can be used to change the line and marker settings, change the Legend and Tooltip Types, and apply Pre-processing to the time-series data.

Legend and Tooltip Types can be set to Full, Brief, or Custom. Full displays the identifier, location, parameter, and unit of the Data Set. Brief displays only the Code. Custom displays the text entered into the Legend Text or Tooltip Text boxes.

Any pre-processing is applied to the time-series data before being displayed on a chart.

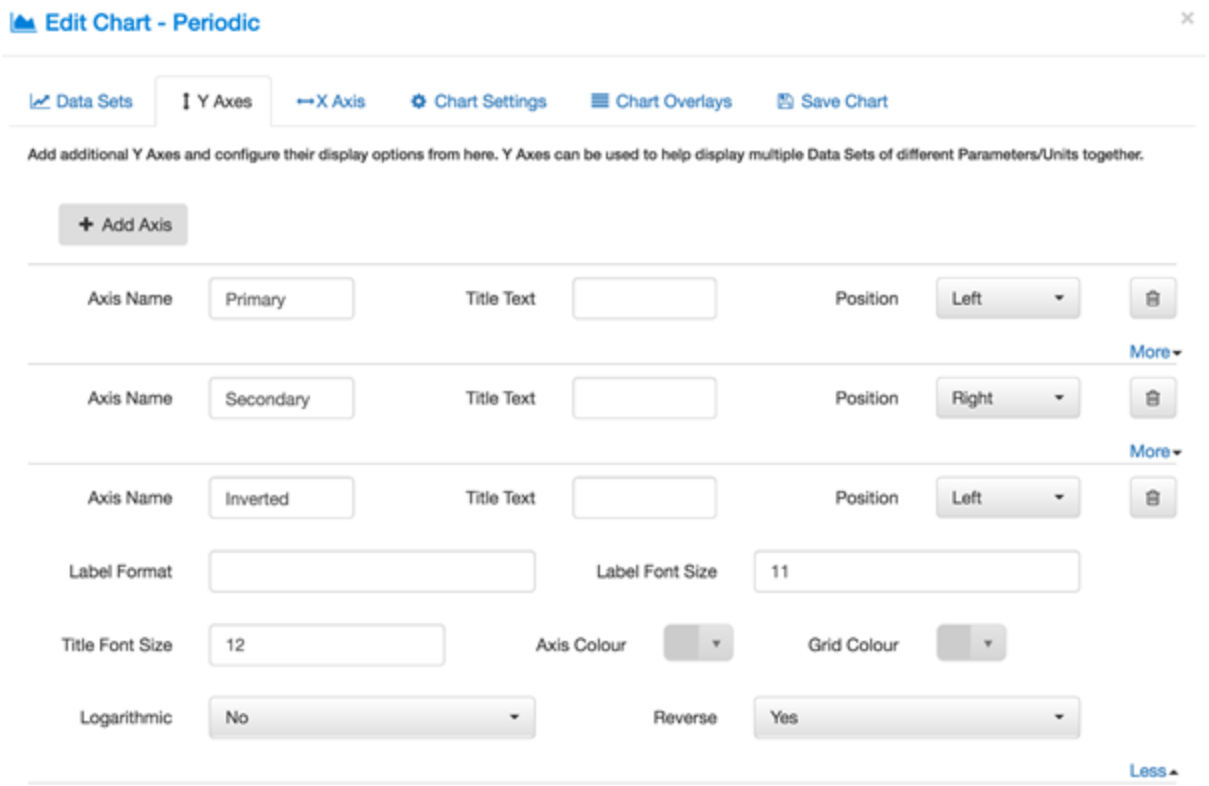
3.6.3 Y Axes Tab

The Y Axes tab is used to add one or more Y Axes, and configure how they're displayed in the Chart.

When plotting multiple series that have different types of data (for example, cumulative rainfall and stream heights), multiple Y axes are required to accommodate the differing parameters/units and correctly display the data.

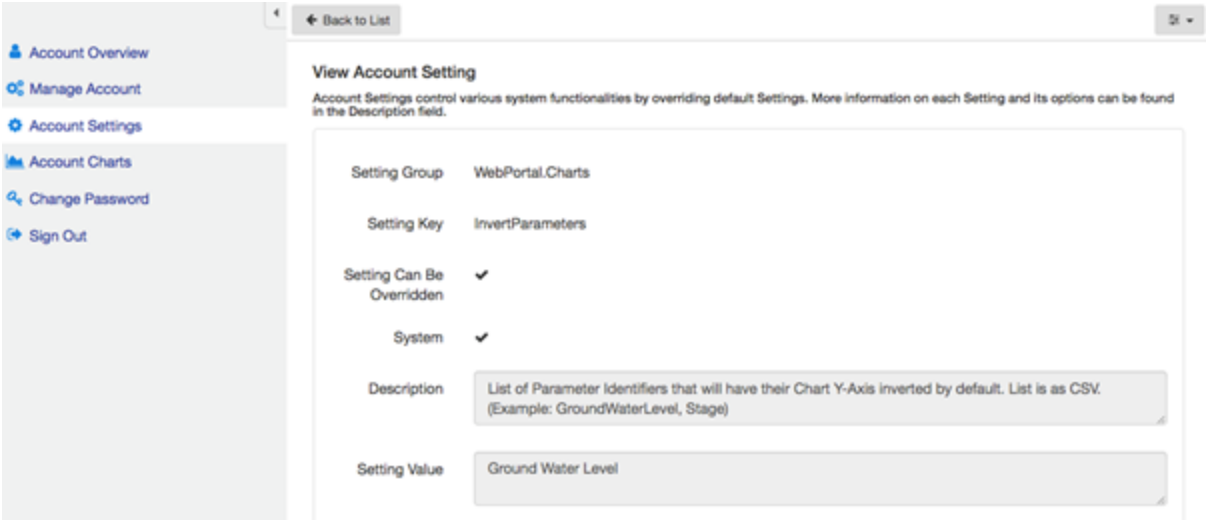
By default, three pre-created Y axes are displayed in the tab – Primary, Secondary, and Inverted. These defaults can be modified, and additional axes can be added. Any axes created and listed in this tab are automatically available for selection in the Axis drop-down list described in the Data Set Tab section above.

Where more customization for an Axis is required, clicking the More button (at the bottom right of the Axis' section in the form) displays fields that can be used to change fonts and colors, to select whether the Axis should be Logarithmic, and to select whether the Axis should be Reversed (as is the case for the Inverted Axis).



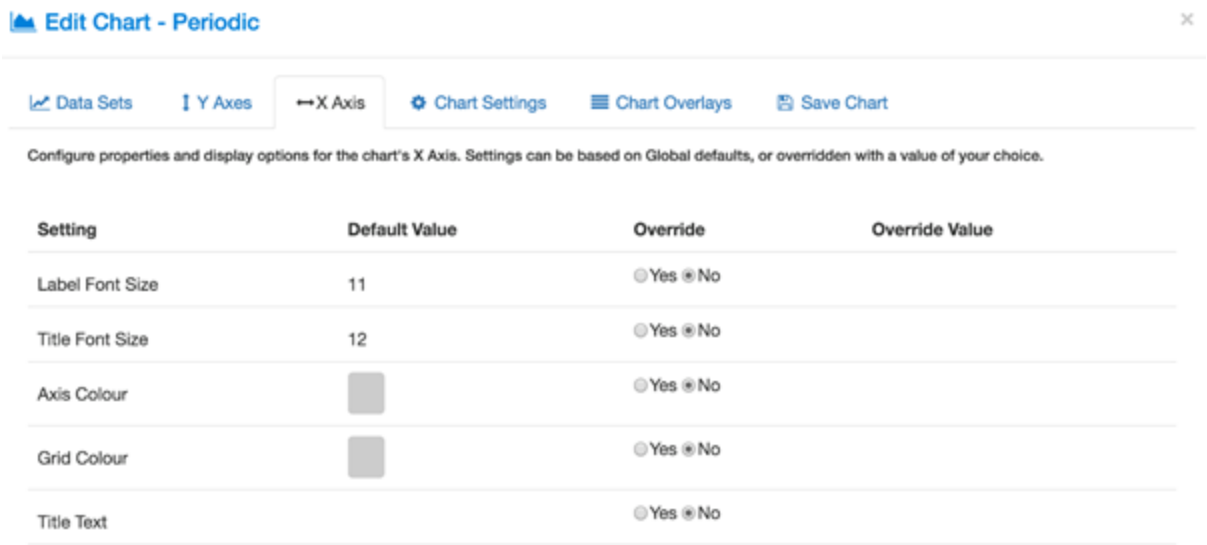
About the Inverted Y Axis

When a series is assigned the inverted axis, its parameter is displayed upside down in the chart. This can be done manually each time you add or edit a series, or it can be set to occur automatically, so that each time a series is created for chosen parameters (e.g., groundwater), its axis defaults to Inverted. To choose which parameters should default to the inverted axis, go to Account Settings and modify the Setting Group Webportal.Charts that has the Setting Key *InvertParameters*.)



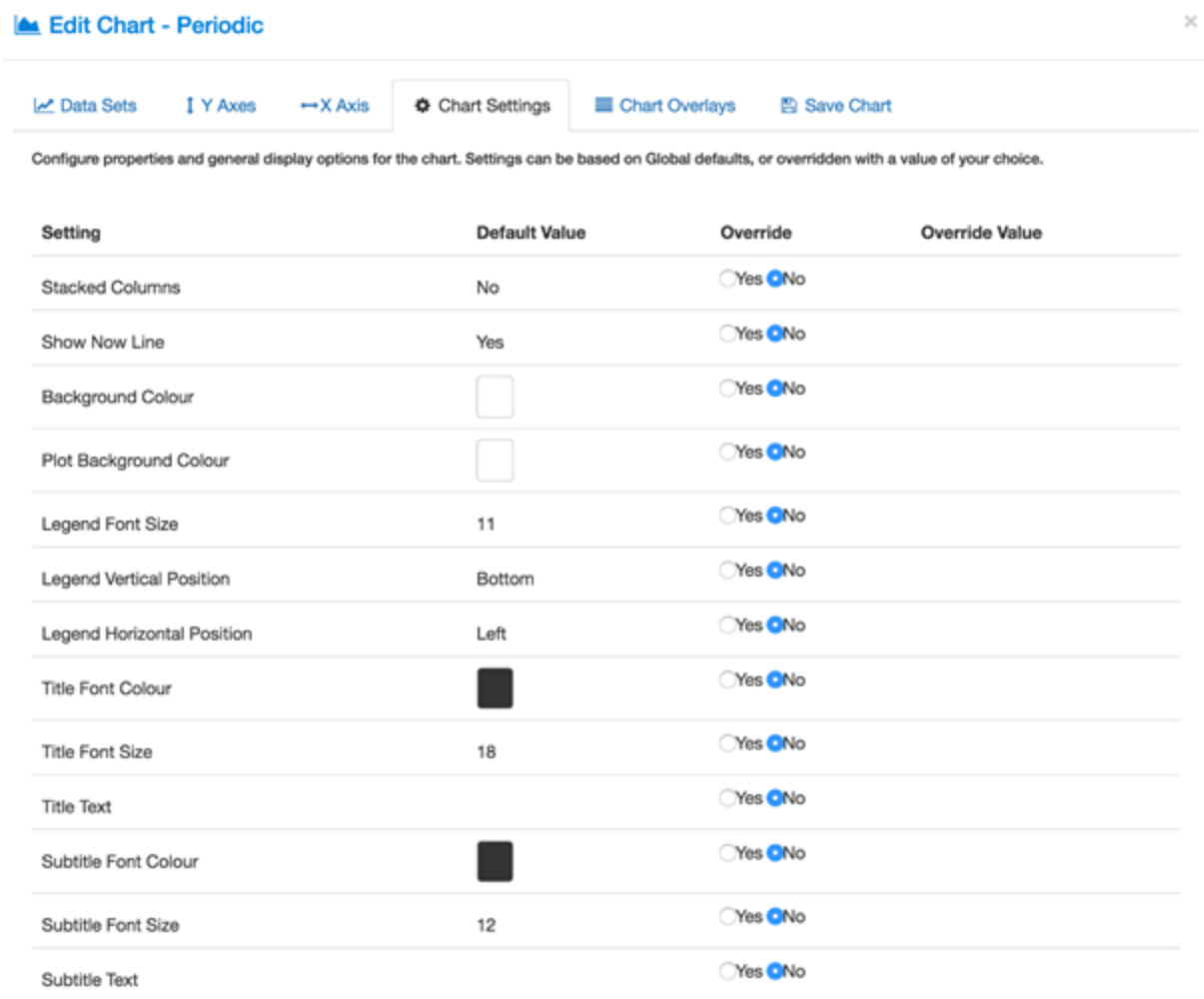
3.6.4 X Axis Tab

The X Axis tab is used to configure the display properties for the chart's X Axis. Settings can be based on global defaults, or overridden with custom values.



3.6.5 Chart Settings Tab

The Chart Settings tab is used to further configure the chart's display properties. Settings can be based on global defaults, or overridden with custom values.



3.6.6 Chart Layers Tab

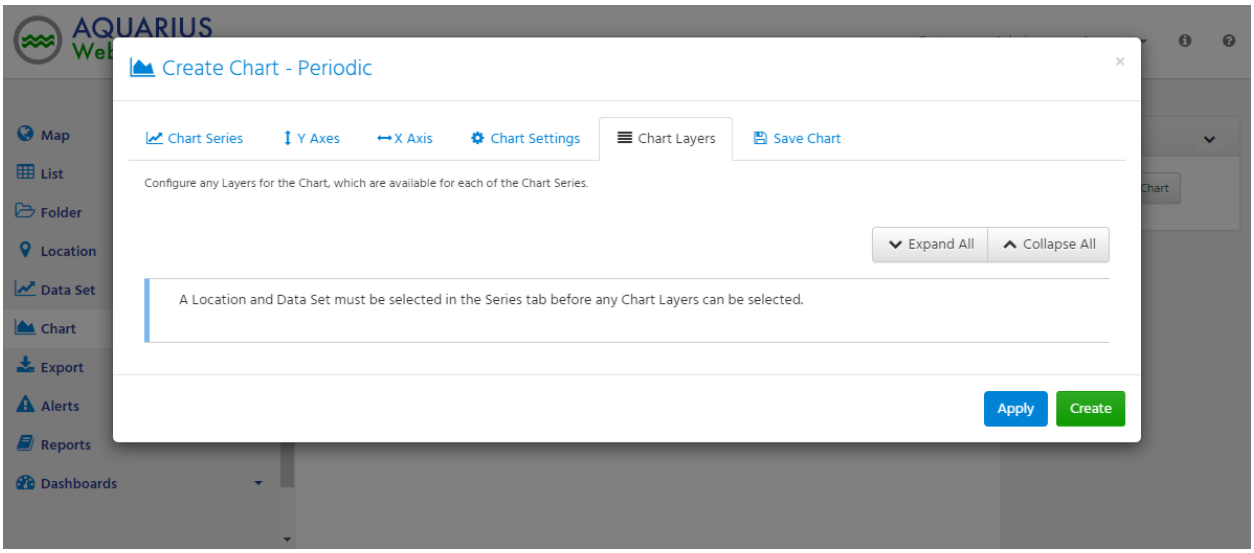
The Chart Layers tab is used to configure and save which available layers should be displayed each time a chart is viewed (from the Charts tab, or in a Dashboard).

Where a saved chart includes multiple series, each series may have its own layer options to choose from.

Available Layers for a given Series may include:

- **Field Visit Data.** Available if a Field Visits time-series exists for the same location and parameter.
- **Parameter Range Values.** Labelled by the name of the Parameter Range Definition (for example, 'Flooding Levels' for a Stage location).
- **Data Set Reference Locations.** Available if a Data Set Reference Location has been associated with the time-series. (For example, 'Flood-Prone Roads' and 'Flood-Prone Locations'.)

- **Percentile Bands and Lines.** Available if a Percentile Statistic has been calculated against the Location. You can add multiple percentile layers for different reference periods and intervals in the Chart Layers tab .

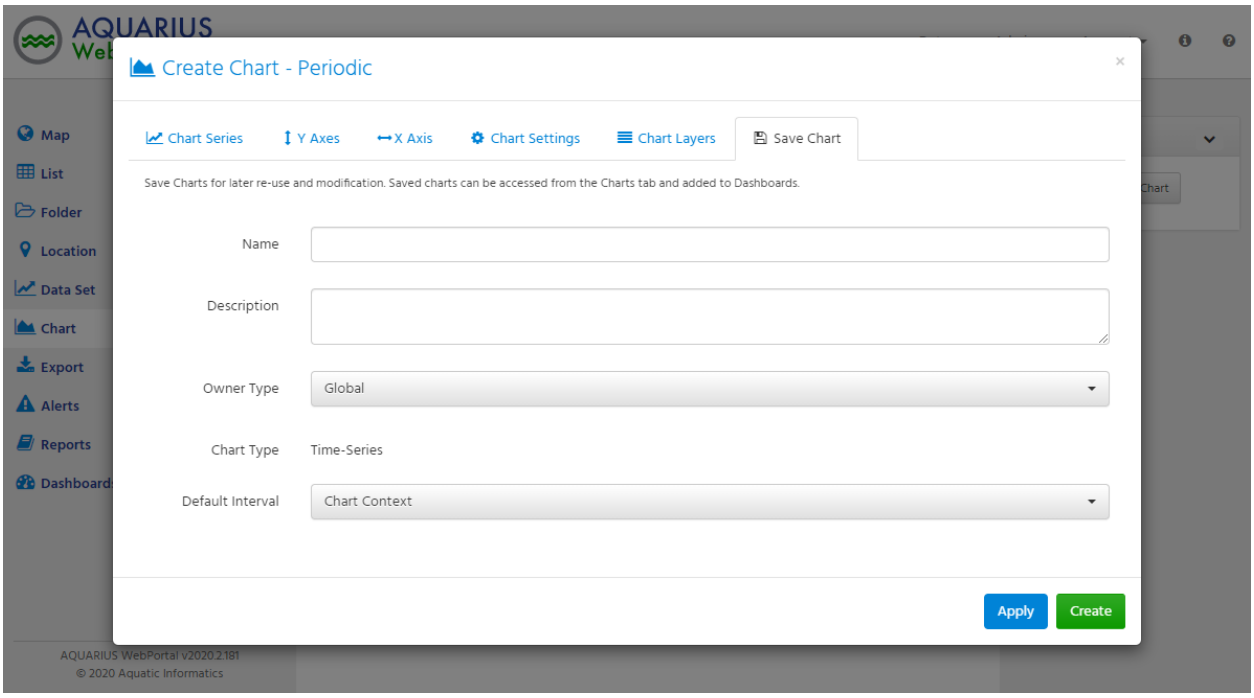


3.6.7 Save Chart Tab

The Save Chart tab is used to save chart configurations by name, so they are easily available for later re-use and modification.

Any saved charts can be accessed from the Charts tab, as well as added to Dashboards.

In the Save Chart form, you can specify the type to control user access, and choose a default interval to default the chart display to a specific time frame (for example, Last 30 days, Current Year, or a Custom date range of any period).



3.7 Data Mode > Export

Data mode's Export page contains configuration options that you can use to bulk export your data sets. You can export multiple data sets for multiple parameters from multiple locations all to a single, time-aligned file. You can also export them to separate files for each data set, depending on your preferences for a given export.

When using this page to export your data sets from WebPortal, you can specify the date range, the interval, the output file format, and what metadata to include or exclude.

When you have captured the data on the Map or List pages that you want to bulk export, select **Send to Export** from the Page Actions drop-down list. This takes you directly to the Export page, and the target data sets are automatically added to the form and ready for export.

3.7.1 Available Actions

In addition to using the form sections on this page to export your data sets, you can also:

- **Save as Template.** Any time you export data in a way that you think will be repeated, use this button to save the form settings as a template for future use. Once saved, a template can be used the next time you want to use the form—simply select the template from the drop-down menu to instantly populate the form from the template's settings.

- **Copy Export URL to Clipboard.** Configure the export form as desired, click the Copy button next to the Export URL field, and you now have a link that can be used to begin an automatic download of the data you've specified on the form. In addition to being shared with others, the link can be used in conjunction with the WebPortal API.

3.7.2 Bulk Export Data Sets

Using this page to export your data involves:

1. Filling out the form sections to specify your preferences.
2. Adding the data sets to be exported.

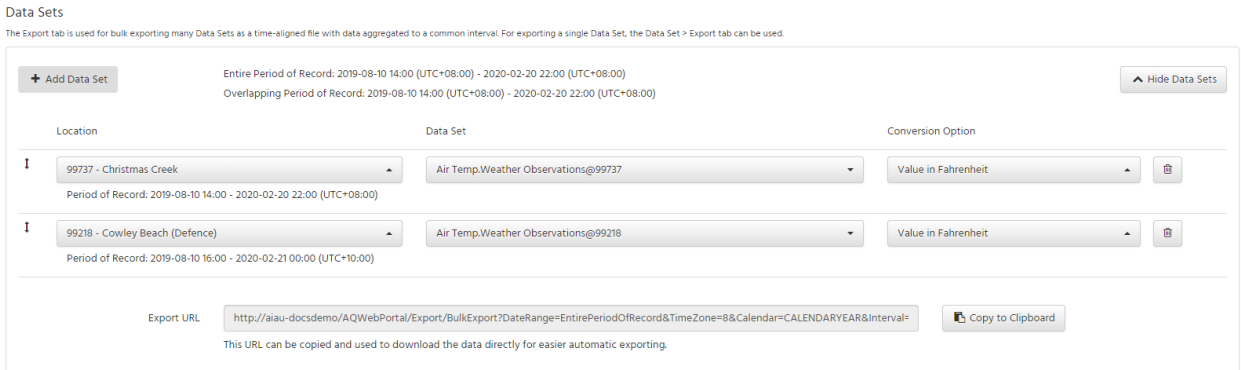
The following table provides information about each of the form sections and their fields, including some examples for individual field names and values.

Export Data

Field Names	Example Values	Usage and Notes
Prefill from Template?	Template...	Select an export template to instantly populate the form sections with the specifications saved in the template. Because export templates can be owned at different security levels, View Group and User Account modes each have a dedicated page for creating templates at those ownership levels.
Date Range	Entire Period of Record	Choose a date range from options such as *Custom*, *Entire Period of Record*, *Overlapping Period of Record*, *Today*, *Last 7 Days*, and so on. *Overlapping Period of Record* uses the earliest start date and the latest end date that is common to all of the data sets specified in the form section that follows.
Time Zone	UTC+10:00	Specify the time zone and calendar you want to use. The default calendar is *Calendar Year*.
Calendar	BOM Water Year	
Interval/Points	Hourly	Specify whether you want to export *Points as Recorded*, or aggregated data for one of the interval options, such as *Daily* or *Monthly*.
Points Every...	3 Hours	If you specify an interval in this field, another field displays to the right so you can specify the frequency.
Export Format	JSON	Choose between the file types *CSV*, *Excel*, and *JSON*.

Field Names	Example Values	Usage and Notes
Single/Multi File	Single Time-Aligned File	Specify whether you want the data sets exported to separate files, or to a single time-aligned file with data aggregated to a common interval.
Rounding	Full Precision **Or** Round Data to Default Specification	Choose between exporting data with full precision, or rounding the values using the default Rounding Specification. If a Rounding Specification has not been set, the system default in Global Settings is applied.
Include (Metadata)?	Yes / No	Specify whether to include or exclude the types of metadata shown with your exported data sets. Fields displayed here are contextually dependent: Grade Codes, Approval Levels, Qualifiers, or Interpolation Types for example.

Data Sets



For each data set you want to export, click the **+ Add Data Set** button, then use the drop-down menus to specify the **Location** and the **Data Set ID**.

If you specified an interval to export aggregated data, the Conversion Options field will contain a list of options including Interval Calculations and Unit Conversions that may be applied to the Data Set. Otherwise, the Conversion Options field will only include Unit Conversions.

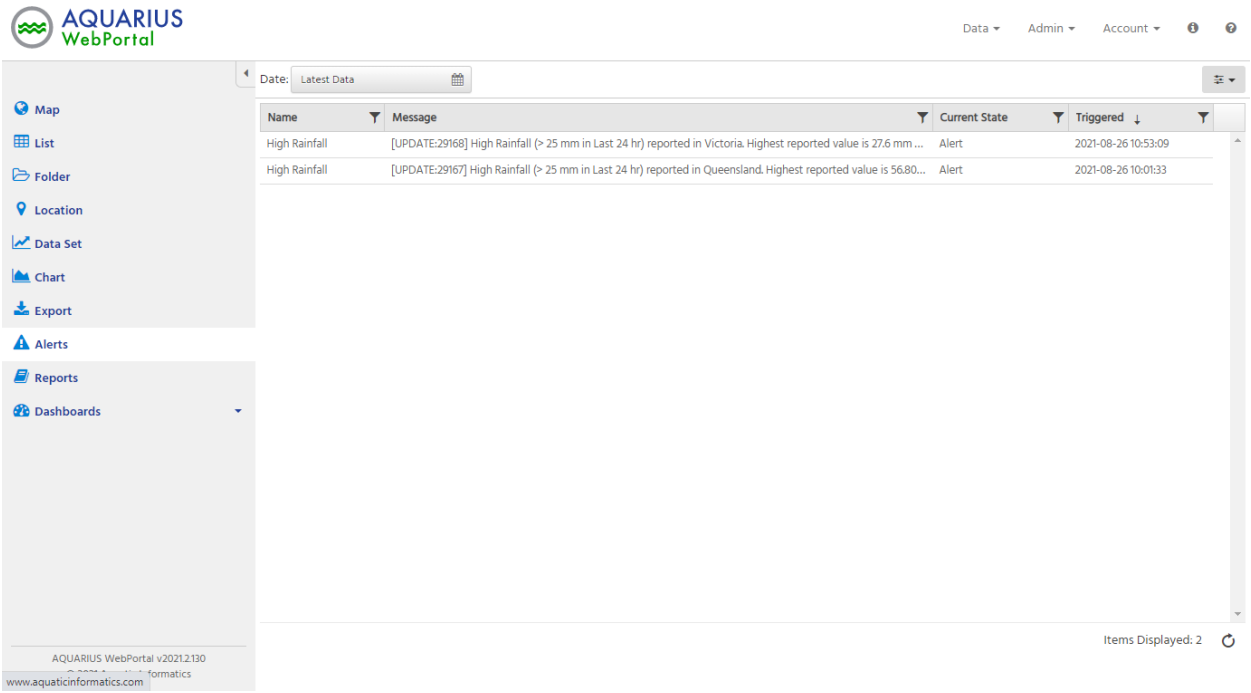
Copy Export URL to Clipboard. When the Export URL field and a **Copy to Clipboard** button are available, you can copy the URL inside the field that can be used to begin an automatic download of the data you've specified on the form. In addition to being bookmarked or shared with others, these links can also be used in conjunction with the WebPortal API.

When exporting to a single time-aligned file, the order in which your data sets are listed in the file mirrors the way they are listed in this form section. If you want to reorder the data sets before exporting, drag-and-drop using the arrows to the left of the data sets shown in the image above.

3.8 Data Mode > Alerts

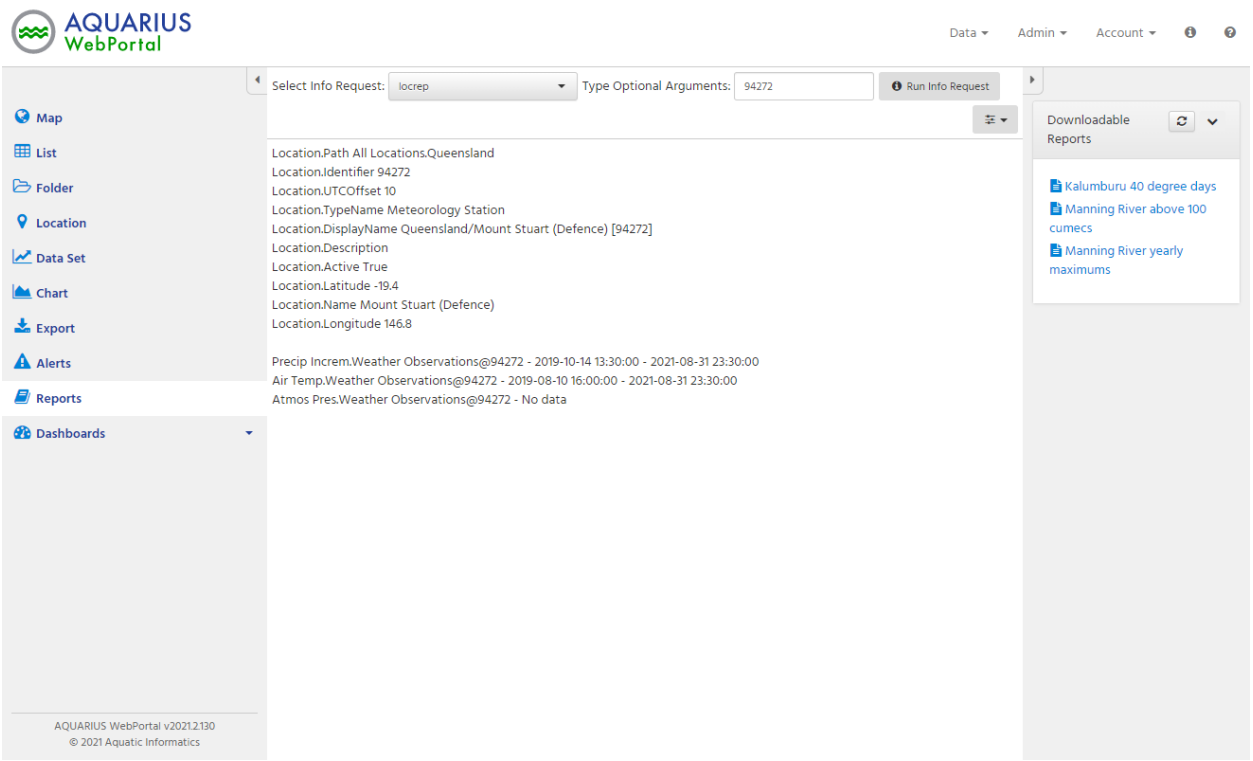
When *Latest* is selected as the Interval, the Alerts page displays a list of any currently triggered alerts.

When *Periodic* is selected as the interval, the Alerts page displays a list of all alerts triggered within the specified period.



3.9 Data Mode > Reports

Use the Reports page to make and run Info Requests and view custom reports published in AQUARIUS Time-Series.



3.9.1 Info Requests

Info Requests are text-based reports that are generated on-demand. They can be accessed through AQUARIUS WebPortal, but are also available via email request and text message (SMS) request for remote access. Any available Info Request can be selected from the drop-down list at the top of the page.

Where an Info Request requires additional arguments to run, an additional text-box field for entering those arguments displays. Clicking the Run Info Request button runs the request (and any additional arguments) and returns a text-based output in the main window.

3.9.2 Reports

The Info Panel for the Reports page displays a tree hierarchy of available reports that can you can click to download. Downloaded Reports may be PDF files.

3.10 Data Mode > Dashboards

Dashboards are used to display a series of widgets, allowing a quick overview of data in AQUARIUS WebPortal.

Dashboards are created and configured by an administrator, and appear as a list under the Dashboards tab.

Dashboards are subject to one of three user-based viewing permissions defined by an administrator, where:

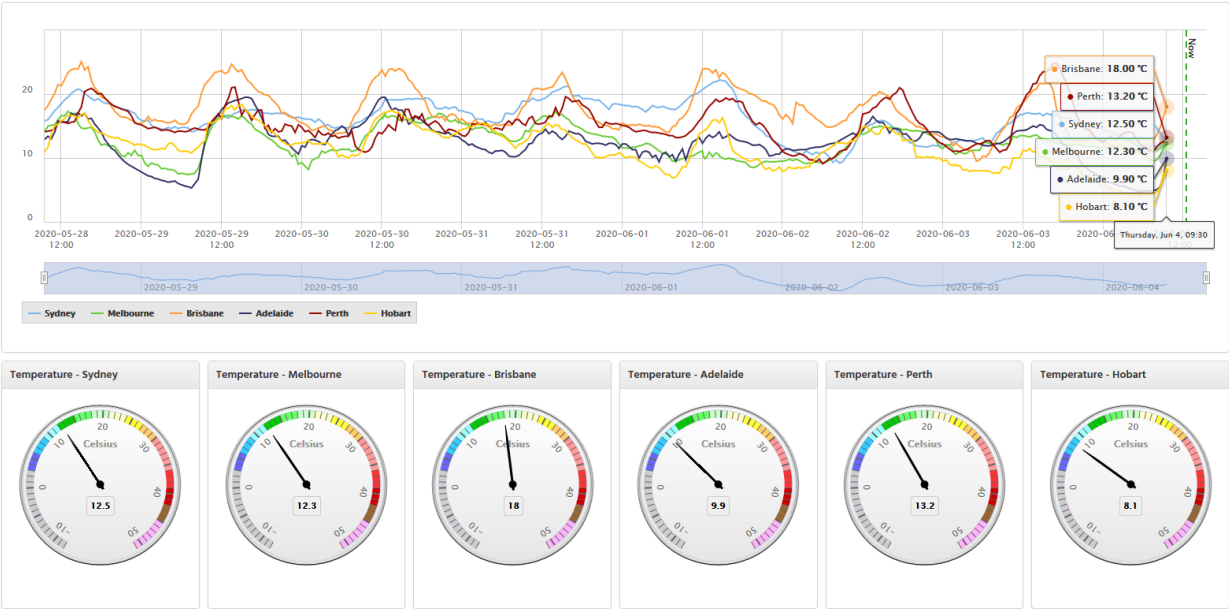
- **Global**. Gives access to all users.
- **View Group**. Gives access to individuals assigned to a view group.
- **User**. Gives access to only to a specified individual.

Where only one Dashboard exists, the Dashboards page is replaced by a tab with the same name as that Dashboard.

When no Dashboards are defined, this page does not appear in the Page List.

Dashboard widgets that can be used include Free Text, Charts, Grids, Info Requests and Webcams. Widgets can also display external content, including websites, YouTube videos, and Twitter Timelines.

Some widgets have drop-down menus or text fields, allowing the user to enter data. Examples of user data include plain text, selecting a Data Set, a Location, a Chart, or a Script.



4 Account Mode

Account mode allows registered Users to view, configure, and manage numerous items and settings specific to their account. To learn more about the tasks you can perform in Account Mode, see:

- **Account Overview**
- **Manage Account**
- **Account Settings**
- **Account Charts**
- **Account Dashboards**
- **Account Widgets**
- **Account Export Templates**
- **Change Password**

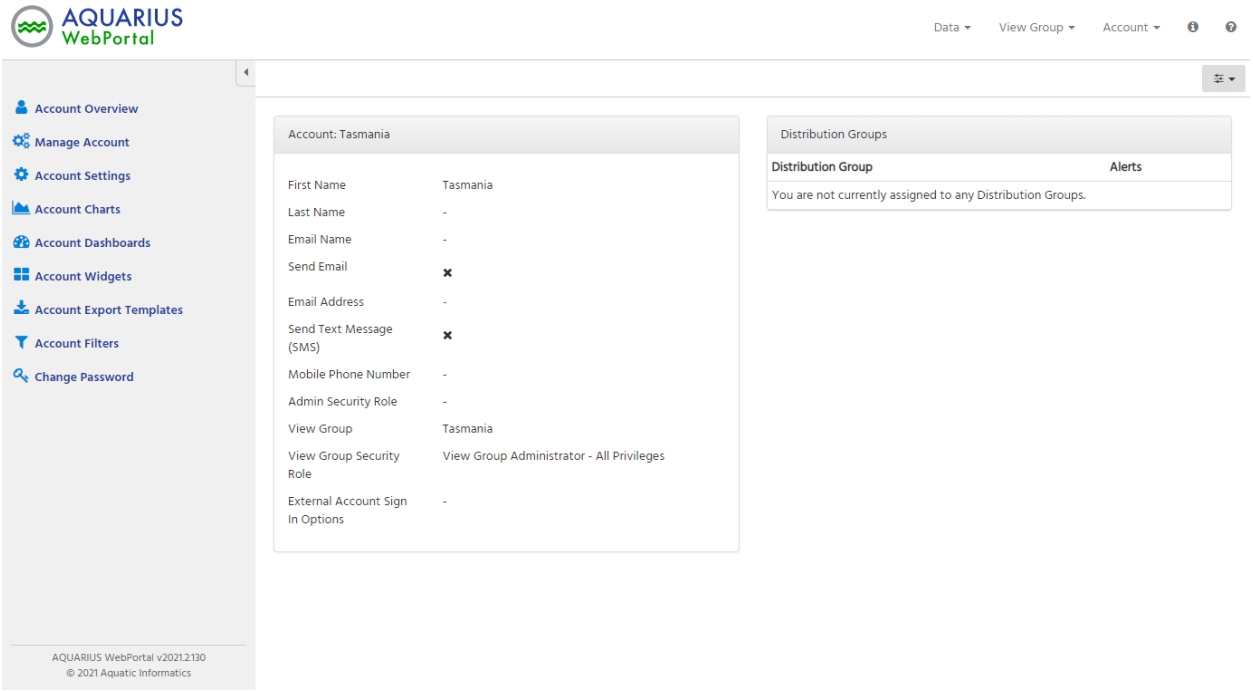
NOTE The pages, data, and actions available to you depend on the privileges specified for your **User Account**, **View Group**, or **Admin Security Role**.

4.1 Account Mode > Account Overview

The Account Overview page displays Account-related information, including:

- Your Security Role
- Your View Group
- Your linked External Sign In Accounts
- Your Distribution Groups
- Your Alerts

- Links to manage your account and change your password



4.1.1 Additional Actions

In addition to viewing your Account information, you can also use the Page Actions menu to:

- Get the page's **Permalink**.
- Load **Help** documents.

4.2 Account Mode > Manage Account

The Manage Account page contains three entry form sections that a signed-in user can use to view and edit account-related information and options, including:

- Personal details
- External Sign In options
- Alert Notification preferences and contact information

4.2.1 Additional Actions

In addition to managing your account, you can also use the Page Actions menu to:

- Get the page's Permalink.
- Load Help documents.

4.2.2 Link an External Account

If an administrator has configured Sign In access to any external accounts, one or more Link Account buttons should appear in the User Account form section on this page.

To use your Google or Microsoft account to sign in to WebPortal, click the applicable button and follow the workflow to enter your account details.

You can also remove a linked external account at any time.

NOTE The first time you sign in using an external account, you are required to accept an agreement that information will be shared with your WebPortal system. This is just related to your email address or username, which are used to link accounts. *AQUARIUS WebPortal does not retrieve any additional information from your external accounts.*

4.3 Account Mode > Account Settings

The grid on the Account Settings page lists uncollected settings for various parts of the system.

Settings displayed include user account-specific settings, view group and global settings.

- Global settings only appear if allowed by your user privileges and they have not already been overridden by a user account or view group setting.
- View group settings only appear if allowed by your user privileges, you are assigned to a view group, and they have not already been overridden by an Account Setting.

IMPORTANT Account Settings follow the same rules as Global and View Group Settings -- their data are not validated by the system in any way, and their Setting Group and Setting Key cannot be modified once created. For this reason, we recommend caution when making changes to any values for these types of Settings.

4.3.1 Available Actions

If you have full privileges for this page, you can.

- Create new Account Mode > Account Settings.
- View, edit, or delete Account Mode > Account Settings.
- Clone Account Mode > Account Settings.
- Use the Page Actions menu to.
    - Load **Help** documents.
    - Export all items returned by the page's current grid settings.
    - Change the grid's sort and filter settings.
    - Refresh the page.

You can also override or remove the override from an existing view group or global setting.

4.4 Account Mode > Account Charts

The Account Charts page lists any existing charts owned by the user or by a view group to which they belong, as well as globally-owned charts. Charts listed on this page that are not owned by the user can only be viewed or cloned; they cannot be modified.

4.4.1 Available Actions

If you have full privileges for this page, you can:

- Create new Account Mode > Account Charts.
- View, edit, or delete Account Mode > Account Charts.
- Clone Account Mode > Account Charts.
- Preview one of your existing Account Mode > Account Charts.
- Use the Page Actions menu to:
    - Get the page's **Permalink**.
    - Load **Help** documents.
    - Export all items returned by the page's current grid settings.

- Change the grid's sort and filter settings.
- Refresh the page.

4.5 Account Mode > Account Dashboards

The Account Dashboards page lists any existing dashboards owned by the user or by a view group to which they belong, as well as globally-owned dashboards. Dashboards listed on this page that are not owned by the user can only be viewed or cloned, they cannot be modified.

Each Dashboard listed in the grid on the Account Dashboards page represents a fully customizable page that is either configured – or ready to be configured – to display one or more of your widgets according to your specifications.

Account dashboards and their **Widgets** provide quick access to frequently-viewed information.

4.5.1 Available Actions

If you have full privileges for this page, you can.

- Create new Account Mode > Account Dashboards.
- View, edit, or delete Account Mode > Account Dashboards.
- Clone Account Mode > Account Dashboards.
- Use the Page Actions menu to.
  - Load **Help** documents.
  - Export all items returned by the page's current grid settings.
  - Change the grid's sort and filter settings.
  - Refresh the page.

You can also view an account dashboard that does not belong to your user account.

4.5.2 Create an Account Dashboard

Before you can configure an Account Dashboard's contents and appearance, you must first create it.

HINT If there is an existing Account Dashboard you want to use as the basis for a new one, simply clone it, then rename and edit the clone.

1. Go to **Account > Account Dashboards**.
2. Click the **Create** button.
3. Complete the form sections.

IMPORTANT To save any changes you make in an entry form, you must select one of the options in the Save drop-down button before leaving the page.

The following table provides information about the form section and its fields, including some examples for individual field names and values.

Create Dashboard

Field Names	Example Values	Usage and Notes
Name	Gauges	Dashboard name must be unique.
Owner Type	User	This field is pre-populated with the *User* owner type.
Single Widget Dashboard	Yes, No	Allows a Dashboard to be optimized to display a single Widget taking up all space available. When set to *Yes*" a"Widget" drop-down list will be shown to select the Widget. No other configuration is required or possible for these types of Dashboards.
Active	Yes	Options: *Yes*, *No*. Dashboards can be switched between active and inactive. While you can create any number of Dashboards, the number that can be Active at the same time depends on your licence. The default licence allows for two concurrently active Dashboards.
Show Dashboard On	Select Show Dashboard On...	This field controls where the dashboard displays. Options include: *Left Side Menu*, *Location Tab*, and *Data Set Tab*. Your selection determines the dashboard's configuration options displayed below. If you select *Left Side Menu*, no additional configuration options display.

Field Names	Example Values	Usage and Notes
Show Dashboard On	Location Tab	If you configure the dashboard to appear on *Location Tab*, you can also specify the locations or location types for which the dashboard displays as well as the widgets to display on the dashboard.
Show Dashboard Location Tab		Displays when you set **Show Dashboard On** to *Location Tab*. You can show the dashboard for *All Locations*, *Locations by Location Type*, or *Selected Locations*. You can use the *All Locations* and *Locations by Location Type* options to template a dashboard and *Selected Locations* to create a dashboard customized to individual locations.
	All Locations	The dashboard displays on the **Location** tab for all locations.
	Locations by Location Type	The dashboard displays for all locations belonging to the specified location type. Enter a location type in **Location Types**. A matching list displays as you type — make your selection from this list, then click **+ Add Location Type**. Repeat this procedure to select another location type.
	Selected Locations	The dashboard displays for the specified locations only. Enter a location in **Locations**. A matching list displays as you type — make your selection from this list, then click **+ Add Location**. Repeat this procedure to select another location.
Override Widget Variables	Fixed and User Selected	This field assists you in templating the dashboard. — Select *Fixed and User Selected* to template a generic dashboard. — Select *Fixed Only* or *User Selected Only* to create a dashboard for one or more locations with elements from other related locations.

Field Names	Example Values	Usage and Notes
Show Dashboard On	Data Set Tab	If the dashboard is configured to appear on the *Data Set Tab*, you can select the parameter or data set for which the dashboard displays as well as the widgets to display on the dashboard.

Field Names	Example Values	Usage and Notes
Show Dashboard Dataset Tab		Displays when you set **Show Dashboard On** to *Data Set Tab*. You can show the dashboard for *All Data Sets*, for data sets that use the parameter specified in *Data Sets by Parameter*, or *Selected Data Sets*. You can use the *All Data Sets* and *Data Sets by Parameter* options to template a dashboard and *Selected Data Sets* to create a dashboard customized to individual data sets.
	All Data Sets	The dashboard displays on the **Data Set** tab for all data sets.
	Data Sets by Parameter	The dashboard displays for all data sets that use the specified parameter. Enter a parameter in **Parameter**. A matching list of parameters displays as you type — make your selection from this list.
	Selected Data Sets	The dashboard displays for selected data sets only. — Enter a location in **Search for a Location**. A matching list of locations displays as you type — make your selection from this list. — Enter a data set in **Search for a Data Set**. A matching list of data sets displays as you type — make your selection from this list. — Click **+ Add Data Set**. — To select another data set, repeat this procedure.
Override Widget Variables	User Selected Only	This field assists you in templating the dashboard. — Select *Fixed and User Selected* to template a generic dashboard. — Select *Fixed Only* or *User Selected Only* to create a dashboard for one or more data sets with elements from other related data sets.

4.5.3 Configure an Existing Account Dashboard

Once an Account Dashboard has been created, configure its contents and appearance as follows:

1. Go to **Account > Account Dashboards**.
2. In the grid, locate your target Account Dashboard.
3. Click its **Row Actions** button, then select **Configure** from the drop-down menu.

The Configure page for each Account Dashboard contains a blank canvas and a set of controls for:

- Adding regular widgets.
- Adding embedded widgets (if any exist).
- Creating and adding new embedded widgets.

Embedded widgets are created on the Configure Dashboard page, whereas regular widgets are those created on the Create Widget page.

Embedded widgets are available only to their single, associated dashboard.

Widgets can be:

- **Moved**. Click-and-drag anywhere in the widget when the hand icon is visible.
- **Resized**. Click-and-drag the bottom-right corner once the arrow icon is visible.
- **Deleted**. Click the Delete icon.
- **Refreshed**. Click the Refresh icon to update the widget's data.

IMPORTANT To save any changes you make in an entry form, you must select one of the options in the Save drop-down button before leaving the page.

4.6 Account Mode > Account Widgets

The Account Widgets page lists any existing widgets owned by the user or by a view group to which they belong, as well as globally-owned widgets. Widgets listed on this page that are not owned by the user can only be viewed or cloned, they cannot be modified.

Each one listed in the grid on the Account Widgets page represents a fully customizable, mini-application that currently exists in your system, and can be placed on one or more of your Dashboards.

Account **Dashboards** and their widgets provide quick access to frequently-viewed information.

4.6.1 Available Actions

If you have full privileges for this page, you can.

- Create new Account Mode > Account Widgets.
- View, edit, or delete Account Mode > Account Widgets.
- Clone Account Mode > Account Widgets.

- Use the Page Actions menu to.
  - Load **Help** documents.
  - Export all items returned by the page's current grid settings.
  - Change the grid's sort and filter settings.
  - Refresh the page.

You can also view an account widget that does not belong to your user account.

4.6.2 Create an Account Widget

Each account widget you create must be based on an existing widget template. AQUARIUS WebPortal offers several system-defined widgets; additional widgets can be created by administrative users, or users with View Group Administration privileges.

HINT If there is an existing account widget you want to use as the basis for a new one, simply clone it, then rename and edit the clone.

1. Go to **Account > Account Widgets**.
2. Click **Create**.
3. Complete the form sections.

IMPORTANT To save any changes you make in an entry form, you must select one of the options in the Save drop-down button before leaving the page.

The following tables provide information about each of the form sections and their fields, including some examples for individual field names and values.

Field Names	Example Values	Usage and Notes
Name	Video - AI Water Data Mgmt.	The widget's name must be unique.

Field Names	Example Values	Usage and Notes
Owner Type	User	This field is pre-populated with the *User* owner type.
Widget Template	YouTube Video	Select from the available widgets. Once you choose a template, two additional form sections may appear on the page: Instructions and Input Variables.

Instructions

Field Names	Example Values	Usage and Notes
(N/A)	The YouTube Video Widget Template allows you to embed a YouTube video onto a Dashboard. For the 'VideoID' set this to the unique code that identifies the YouTube Video. There are several ways to find this code, from the URL https://www.youtube.com/watch?v=8cwiniJh_dQ the code is highlighted. Under the video YouTube also includes a Share option which uses a shorter URL https://youtu.be/8cwiniJh_dQ the VideoID can be found at the end of this Share URL. As an example use “8cwiniJh_dQ” as the VideoID Input Variable. This will display the “Water Data Management – Faster Analysis. Better Decisions.” video from the Aquatic Informatics Inc. YouTube channel.	After selecting a widget template, this section displays, allowing you to read the instructions specified in the widget template.

Input Variables

Field Names	Example Values	Usage and Notes
Video ID	Fixed	After selecting a widget template, this section displays, allowing you to enter the required input variables specified in the widget template. Most widget templates generate fields in this section that allow you to specify whether the variable value should remain fixed, or should be set to a default value that can be edited when viewing the widget on a dashboard. Some widget templates -- those that specify *Content In Widget = True* -- generate a single text field in this section for entering the content.
Value	8cwiniJh_dQ	

Advanced

Field Names	Example Values	Usage and Notes
Show Header	No	The fields in this section allow you to specify whether the widget should display a header and footer, and what the contents of each should be. The Static and Update Interval fields are related as follows: - If Static is set to *No*, then when viewing this widget on a dashboard, its data are refreshed at the rate specified in the Update Interval field. - If Static is set to *Yes*, then the widget's data is only loaded once, at the time you load the dashboard. Note that if the widget template selected above specifies *Static = Yes*, these fields are grayed-out and cannot be edited at the widget level.
Show Footer	No	
Static	Yes	
Update Interval (minutes)		

4.7 Account Mode > Account Export Templates

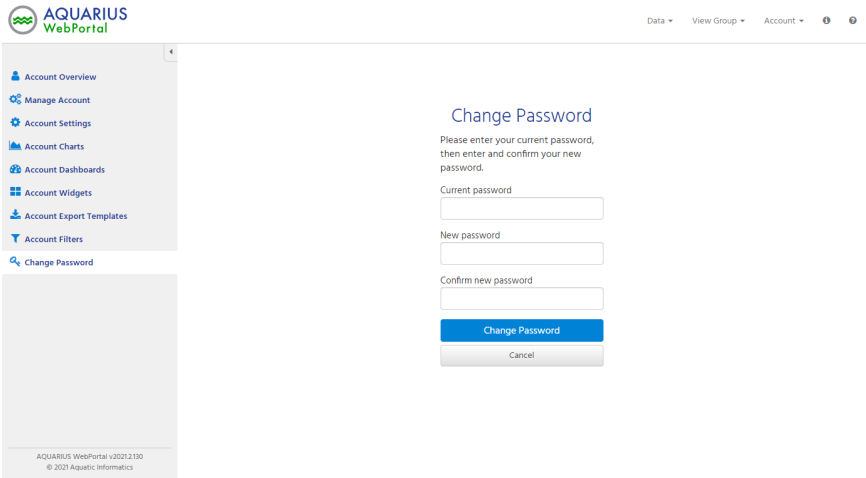
The Account Export Templates page lists any existing templates owned by the user or by a view group to which they belong, as well as globally-owned templates. Templates listed on this page that are not owned by the user can only be viewed or cloned, they cannot be modified.

4.7.1 Available Actions

If you have full privileges for this page, you can:

- Create new Account Mode > Account Export Templates.
- View, edit, or delete Account Mode > Account Export Templates.
- Clone Account Mode > Account Export Templates.
- Preview one of your existing Account Mode > Account Export Templates.
- Use the Page Actions menu to:
  - Get the page's **Permalink**.
  - Load **Help** documents.
  - Export all items returned by the page's current grid settings.
  - Change the grid's sort and filter settings.
  - Refresh the page.

You can also save Export templates any time you are exporting data using the **Export** page. Simply click the Save as Template button whenever the form is configured the way you want it.

4.8 Account Mode > Change Password

The Change Password page is the same one that is displayed when a temporary password is entered. As long as you know your account's current password, you can change it using the entry form on this page.