

Editing a Supply

Before you start

This reference guide explains how to update the details of a supply in the Hinekōrako Portal.

The following guides on our <u>website</u> will help you to familiarise yourself with the data you will be updating:

- Supply Data (for All Supply Types Except Water Carrier Services & Planned Event Temporary Supplies)
- Supply Data for Water Carrier Services
- Supply Data for Planned Event Temporary Supplies

Use the document that is relevant to the type of supply you are editing. Throughout this guide, it will be referred to as 'the Data Reference Guide'.

Editing a supply

You can only edit supplies that are listed under the Registered Supplies table in the portal. If you want to edit a supply that is in the Other Supplies table, please contact us.

Supplies that are in the In Progress Supply Registrations table have not been fully registered. Refer to the Register a New Supply guide in our <u>Guidance and Resources</u> for information on how to complete the registration.

What to	do							
Accessing the edit form								
From the Hinekōrako portal, choose <i>Edit Supply</i> from the drop-down menu at the end of the supply's row.								
200579	SG for Watering Hole	Blue Water	Water carrier service	07/06/2025				
	Supply			View Supply Details				
<u>S018</u>	SG for TRW Training	Test Supply for TRW - withholding request	Networked supply	Edit Supply				
<u>S017</u>	SG for TRW Training	Test Supply for TRW	Self-supplied building	14/08/2025 😽				
If the supply is not listed or the <i>Edit Supply</i> option not available, you may not have the right access level. Contact your Supply Group Administrator or The Authority for assistance. <i>The instructions here are for the preferred method of locating the Edit form. If you access the form from</i> <i>the supply's' Actions menu, you will note that the form has 4 steps. You must click Next at the end of</i> <i>each step and click the Submit button on the last page, regardless of which step you edited. If Submit is</i> <i>not clicked, the supply won't be updated on the public register.</i>								
Editing th	ne supply details							
Review a Supply ID	nd update the det	ails in the edit screen as requ	uired. Some fields ca	nnot be edited, such as the				
For guidance on the information needed, refer to the relevant Data Reference Guide on our website.								
	What to of Accessing From the row. 200579 2018 2017 If the sup Contact y The instru- the suppl each step not clicke Editing the Review an Supply ID For guida	What to do Accessing the edit form From the Hinekōrako portarow. 200579 SG for Watering Hole Supply S018 SG for TRW Training S017 SG for TRW Training S017 SG for TRW Training If the supply is not listed or Contact your Supply Group The instructions here are for the supply's' Actions menu, each step and click the Subply won Editing the supply details Review and update the det Supply ID. For guidance on the inform	What to do Accessing the edit form From the Hinekōrako portal, choose Edit Supply from the row. 200579 SG for Watering Hole Blue Water Supply S018 SG for TRW Training Test Supply for TRW - withholding request S017 SG for TRW Training Test Supply for TRW If the supply is not listed or the Edit Supply option not a Contact your Supply Group Administrator or The Author The instructions here are for the preferred method of log the supply's' Actions menu, you will note that the form I each step and click the Submit button on the last page, in not clicked, the supply won't be updated on the public rest Supply ID. For guidance on the information needed, refer to the rest Supply ID.	What to do Accessing the edit form From the Hinekōrako portal, choose Edit Supply from the drop-down menu row. 200579 SG for Watering Hole Blue Water Supply S018 SG for TRW Training Test Supply for TRW - withholding request Networked supply S012 SG for TRW Training Test Supply for TRW S012 SG for TRW Training Test Supply for TRW S012 SG for TRW Training Test Supply for TRW S014 Self-supplied building If the supply is not listed or the Edit Supply option not available, you may not Contact your Supply Group Administrator or The Authority for assistance. The instructions here are for the preferred method of locating the Edit form. the supply's' Actions menu, you will note that the form has 4 steps. You must each step and click the Submit button on the last page, regardless of which se not clicked, the supply won't be updated on the public register. Editing the supply details Review and update the details in the edit screen as required. Some fields ca Supply ID. For guidance on the information needed, refer to the relevant Data Reference				



3.	Editing or removing the supply components or relationships						
	Supply components are the sources (abstraction points), water treatment plants and distribution zones of a supply. It also includes the relationship between these components; for example, which abstraction point relates to which water treatment plant.						
	Supply relationships are the organisation relationships, such as the supply owner or operator; or contact relationships, such as the overall supply contact or registration contact.						
	More information on supply components and relationships is available on our website under <u>Register</u> your <u>Supply</u> and our Register a New Supply guide in our <u>Guidance and Resources</u> .						
	Supply compone or removed by s from the drop-d component/rela	ents and relationships can only be edited selecting either the Edit or Remove optio lown menu at the end of the ationship's field.	n Add New Relationship				
	This will open th pop-up box.	ne component/relationship's details in a	p Types ply Contact, Registration Contact 🗸				
	Edit them as req	uired, then click the Submit button to	er, Supply Operator				
	take you back to	o the main edit page.	Edit				
	take you back to If you are editing portal, and what Manage Supply	o the main edit page. g the supply relationships you may need t user role they are assigned. Refer to Un Portal Users in our <u>Guidance and Resour</u>	to update who has access to the Hinekōrako derstanding Supply Groups and User Roles and ces_for more information.				
ļ.	take you back to If you are editing portal, and what Manage Supply Adding new sup	o the main edit page. g the supply relationships you may need t user role they are assigned. Refer to Un Portal Users in our <u>Guidance and Resour</u> pply components or relationships	to update who has access to the Hinekōrako derstanding Supply Groups and User Roles and ces_for more information.				
l.	take you back to If you are editing portal, and what Manage Supply Adding new sup Click the Add Ne	o the main edit page. g the supply relationships you may need t user role they are assigned. Refer to Un Portal Users in our <u>Guidance and Resour</u> oply components or relationships ew button in the component / relations	to update who has access to the Hinekōrako derstanding Supply Groups and User Roles and <u>ces</u> for more information. hip type box that you want to add to.				
1.	take you back to If you are editing portal, and what Manage Supply Adding new sup Click the Add Ne This will open th	o the main edit page. g the supply relationships you may need t user role they are assigned. Refer to Un Portal Users in our <u>Guidance and Resour</u> oply components or relationships ew button in the component / relations he component/relationship's details in a p	to update who has access to the Hinekōrako derstanding Supply Groups and User Roles and ces_for more information. hip type box that you want to add to. pop-up box.				
1.	take you back to If you are editing portal, and what Manage Supply Adding new sup Click the Add Ne This will open th	o the main edit page. g the supply relationships you may need t user role they are assigned. Refer to Un Portal Users in our <u>Guidance and Resour</u> oply components or relationships ew button in the component / relations he component/relationship's details in a p Add New Relationship	to update who has access to the Hinekōrako derstanding Supply Groups and User Roles and ces for more information. hip type box that you want to add to. pop-up box.				
	take you back to If you are editing portal, and what Manage Supply Adding new sup Click the Add Ne This will open th Origin (Contact)	g the supply relationships you may need t user role they are assigned. Refer to Un Portal Users in our <u>Guidance and Resour</u> oply components or relationships ew button in the component / relations he component/relationship's details in a p Add New Relationship Relationship Types	to update who has access to the Hinekōrako derstanding Supply Groups and User Roles and ces for more information. hip type box that you want to add to. bop-up box.				

HINEKŌRAKO REFERENCE GUIDE



5.	Adding new Drinking Water Safety Plans (DWSP) or additional documents							
	If the supply has an Acceptable Solution or General Exemption, a DWSP is not required							
	Before a DWSP can be added, you will need to describe the key changes to the plan since the previous lodgement. This information is compulsory, so if you are adding the first DWSP, you should write 'First lodgement' or similar.							
	Check and tick the confirmation box, then click the Next button.							
	You will now be able to upload the DWSP and any other supporting documents by clicking the Upload Document button. There are certain file types that cannot be uploaded, such as .dll. If your file type is not supported, you will get an error message. Check and tick the confirmation box, then click the Submit button to take you back to the main edit page.							
	If you need to add a supporting document to an existing DWSP, select Upload 'documents' from dropdown menu at the end of the DWSP field.							
	Drinking Water Safety Plans							
				Add	New Drinking Water Safety Plan			
	ID 💙	Date Last Modified	Created By	Status Reason				
	DWSP-00001269	22/11/2023 12:33	TestSGA Otton	Submitted	View DWSP Upload document/s			
6.	Further Information	n						
	You will need to confirm if an Acceptable Solution has been implemented and whether you wish to suppress any supply information from the public register.							
	Refer to the Data Reference Guide and the Request Suppression of Information from the Public Registe guide in our <u>Guides and Resources</u> , and the <u>Acceptable Solutions</u> information on our website.							
7.	Submitting the cha	nges						
	Check through the i Submit button at th completed, even if t component / relatio	information you have the bottom of the form the edits were made of the source of the s	Further Acceptable Solu No O Yes	Information tion				
	If there are any issu the field needs to b	ies, you will see an ale e corrected.	ert box pop up with a link to	Suppression Red No O Yes	quested			
	For more information Guide.	on on the fields, refer	to the Data Reference	Submit				



8.	Publishing the changes to the public register
	After submitting the changes, Hinekorako will check if:
	• you have requested the suppression of any details from the public register (refer to the Guidance for Requests to Suppress Information on the Public Register for more information).
	 the supply used by the water carrier service or linked supply is registered with us (water carrier services and linked supplies only).
	If either of the above apply, the supply will have a status of <i>Submitted</i> and it will be listed under your Other Supplies table in the portal.
	A staff member at the Authority will review the supply details and contact you if more information is required.
	If neither of the above applies, the supply status will change to <i>Registered</i> and the supply will be re- published to the public register.
	Details that are published to the public register are identified in the Data Reference Guide.

Resuming an edit and timing out

Hinekōrako will time out after 30 minutes of inactivity.

If you resume editing and receive an error message stating that you don't have the appropriate permissions to take that action, refresh your browser and log in again.



As the editing was interrupted, the supply will have moved to the *In Progress Supply Registrations* table.

To continue editing, select *Continue Registration* from the dropdown list at the end of the supply row in the *In Progress Supply Registrations* table.

