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 website 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 Guidance and Resources for information on how to complete the registration.

Step	What to do
1.	**Accessing the edit form** From the Hinekōrako portal, choose *Edit Supply* from the drop-down menu at the end of the supply's row. If the supply is not listed or the *Edit Supply* option not available, you may not have the right access level. Contact your Supply Group Administrator or The Authority for assistance. *The instructions here are for the preferred method of locating the Edit form. If you access the form from the supply's' Actions menu, you will note that the form has 4 steps. You must click Next at the end of each step and click the Submit button on the last page, regardless of which step you edited. If Submit is not clicked, the supply won't be updated on the public register.*
2.	**Editing the supply details** Review and update the details in the edit screen as required. Some fields cannot be edited, such as the Supply ID. For guidance on the information needed, refer to the relevant Data Reference Guide on our website.
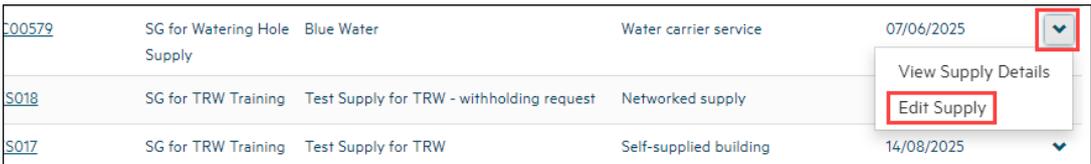
3.	**Editing or removing the supply components or relationships**
	Supply components are the sources (abstraction points), water treatment plants and distribution zones of a supply. It also includes the relationship between these components; for example, which abstraction point relates to which water 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 Register your Supply and our Register a New Supply guide in our Guidance and Resources.
	Supply components and relationships can only be edited or removed by selecting either the Edit or Remove option from the drop-down menu at the end of the component/relationship's field. This will open the component/relationship's details in a pop-up box. Edit them as required, then click the Submit button to take you back to the main edit page.
	If you are editing the supply relationships you may need to update who has access to the Hinekōrako portal, and what user role they are assigned. Refer to Understanding Supply Groups and User Roles and Manage Supply Portal Users in our Guidance and Resources for more information.
4.	**Adding new supply components or relationships**
	Click the Add New… button in the component / relationship type box that you want to add to.
	This will open the component/relationship's details in a pop-up box.
	Complete the form, referring the Data Reference Guide as needed, then click the Submit button to take you back to the main edit page.

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 the dropdown menu at the end of the DWSP field.
6.	**Further Information** 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 Register guide in our Guides and Resources, and the Acceptable Solutions information on our website.
7.	**Submitting the changes** Check through the information you have provided, then click the Submit button at the bottom of the form. *This step must be completed, even if the edits were made only in the pop-out component / relationship forms.* If there are any issues, you will see an alert box pop up with a link to the field needs to be corrected. For more information on the fields, refer to the Data Reference Guide.	

8.	**Publishing the changes to the public register**
	After submitting the changes, Hinekōrako 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 *Submitted* 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 *Registered* 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.

🔒 You don't have the appropriate permissions.

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.