

Find a submitted laboratory notification

(for all lab users)

This quick reference guide takes you through the steps to find and view a notification made to Taumata Arowai that a drinking water supply test has indicated an exceedance of the Maximum Acceptable Values (MAV).

Options

Once you are logged in to the portal, on the *Notifications* screen you have four options to help you find a previous notification:

1. You can do a text search for a notification. Go to **Step 1**.
2. You can filter notifications by who submitted them. Go to **Step 2**.
3. You can sort the list of notifications. Go to **Step 3**.
4. You can browse through the pages of notifications. Go to **Step 4**.

Once you have found the submitted notification you are looking for you can view its details. Go to **Step 5**.

Do a text search for a notification

Step	What to do
1	<p>You can filter the list of notifications by specifying text that appears in fields shown in the list. You can't search for text that does not appear in the list, e.g. the name of a determinand.</p> <p>To filter the list:</p> <ol style="list-style-type: none"> 1. Enter the text to search for in the search box above the list. You can use the * character as a wildcard, e.g. *1035 will find all notifications with an ID that ends in 1035. 2. Hit <Enter> or click on the <i>magnifying glass</i> to filter the list. <p>You can clear the search results by clicking on the <i>Reset Filter</i> button on the left of the screen.</p>

ta Arowai when the test of a drinking water supply sample indicates that Minimum Acceptable Values have been exceeded. From here you can locate and view a past notification or create a new one.

To search on partial text, use the asterisk (*) wildcard character.

1
2

Results:

Submitted Lab Notifications ▾

1
2
Create

Notification ID	Supply ID	Supply Name	Sample Location	Submitted On ▾	Submitted By	Status
NOT-00001035	WIT001	Witherlea Water Supply	Treatment Plant	08/10/2021 04:27	Ziggy Stardust	Submitted
NOT-00001034	WAT003	WaterWorksA	Treatment Plant	08/10/2021 04:26	Ziggy Stardust	Submitted
NOT-00001033	GLA002	Glasgow Port	Other	08/10/2021 04:25	Ziggy Stardust	Submitted

Filter list by who submitted the notification

Step	What to do
2	<p>You can find a notification by filtering to only show notifications submitted by certain people from your laboratory.</p> <p>To filter the list:</p> <ol style="list-style-type: none"> 1. To the left of the list is the <i>Submitted By</i> filter. All active Hinekōrako users from your laboratory are shown here. Click on one or more of their names. 2. Click <i>Search</i>. The list will be filtered to only show notification submitted by those people. 3. You can clear the <i>Search</i> by clicking on the <i>Reset Filter</i> button.



The screenshot shows the 'Submitted Lab Notifications' page. On the left, there is a 'Submitted By' filter sidebar with a list of names. The name 'Aladdin Sane' has a checked checkbox and is highlighted with a red circle labeled '1'. Below the list are 'Reset Filter' and 'Search' buttons, with 'Search' also highlighted with a red circle labeled '2'. The main area displays a table of notifications with columns: Notification ID, Supply ID, Supply Name, Sample Location, Submitted On, Submitted By, and Status. The table contains five rows of data.

Notification ID	Supply ID	Supply Name	Sample Location	Submitted On	Submitted By	Status
NOT-00001206	ERE001	Erewhon	Treatment Plant	25/11/2021 05:41	Isaac Newton	Submitted
NOT-00001147	ANO001	Another test supply	Treatment Plant	19/11/2021 12:50	John Doe	Submitted
NOT-00001070	WIT001	Witherlea Water Supply	Other	07/11/2021 16:48	Ziggy Stardust	Submitted
NOT-00001069	WIT001	Witherlea Water Supply	Other	07/11/2021 16:40	Ziggy Stardust	Submitted
NOT-00001068	WIT001	Witherlea Water Supply	Other	07/11/2021 16:36	Ziggy Stardust	Submitted

Results:



The screenshot shows the same 'Submitted Lab Notifications' page after applying the filter. The 'Submitted By' sidebar now only lists 'Aladdin Sane' with a checked checkbox, and the main table shows three notifications submitted by Aladdin Sane. The 'Search' and 'Reset Filter' buttons are visible at the bottom of the sidebar.

Notification ID	Supply ID	Supply Name	Sample Location	Submitted On	Submitted By	Status
NOT-00001029	GLA002	Glasgow Port	Other	08/10/2021 04:19	Aladdin Sane	Submitted
NOT-00001028			Other	08/10/2021 04:18	Aladdin Sane	Submitted
NOT-00001026	WIT001	Witherlea Water Supply	Treatment Plant	08/10/2021 04:15	Aladdin Sane	Submitted

Sort the list

Step	What to do
3	<p>You can sort the list by any field. So you can sort by who submitted the notification, the notification ID, the date submitted (the default sort order), but you cannot sort by the <i>supply ID</i> or <i>supply name</i>.</p> <p>To sort the list:</p> <ol style="list-style-type: none"> 1. Click on the <i>heading of the column</i> you want to sort by. 2. Click again to change the sort order, the arrow on the column heading indicate whether the list is sorted in ascending or descending order, i.e. down arrow for A-Z, newest to oldest, up arrow for Z-A, oldest to newest.

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Submitted Lab Notifications						
Notification ID	Supply ID	Supply Name	Sample Location	Submitted On	Submitted By	Status
NOT-00001024	WIT001	Witherlea Water Supply	Treatment Plant	08/10/2021 03:46	Ziggy Stardust	Submitted
NOT-00001025	CPS011	CP Supplies 11	Other	08/10/2021 03:48	Ziggy Stardust	Submitted
NOT-00001026	WIT001	Witherlea Water Supply	Treatment Plant	08/10/2021 04:15	Aladdin Sane	Submitted
NOT-00001028			Other	08/10/2021 04:18	Aladdin Sane	Submitted

Browse through pages

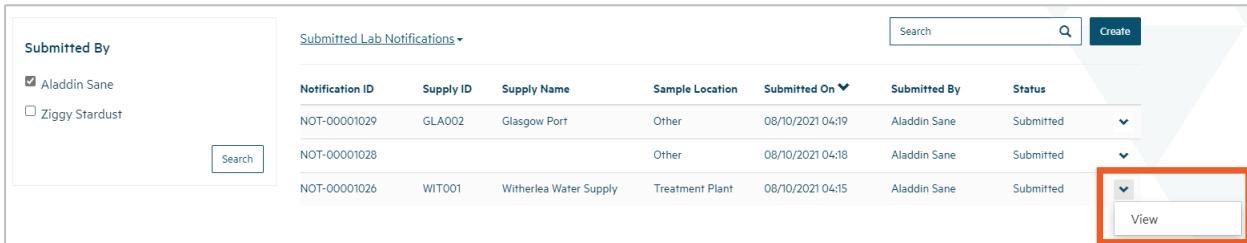
Step	What to do
4	If the list has more than 10 notifications in it, the first 10 notifications will be shown and page numbers will be displayed at the bottom of the list, indicating how many more sets of 10 notifications there are. You can go to the next set of 10 notifications by clicking on the <i>right arrow</i> . To go back to the previous set, click on the <i>left arrow</i> . To go to a specific page, click on the <i>page number</i> .

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NOT-00001029	GLA002	Glasgow Port	Other	08/10/2021 04:19	Aladdin Sane	Submitted
NOT-00001030	WAT003	WaterWorksA	Treatment Plant	08/10/2021 04:21	Ziggy Stardust	Submitted
NOT-00001031	WAT001	Water World Supply	Treatment Plant	08/10/2021 04:22	Ziggy Stardust	Submitted
NOT-00001032	WIT001	Witherlea Water Supply	Treatment Plant	08/10/2021 04:24	Ziggy Stardust	Submitted
NOT-00001033	GLA002	Glasgow Port	Other	08/10/2021 04:25	Ziggy Stardust	Submitted
NOT-00001034	WAT003	WaterWorksA	Treatment Plant	08/10/2021 04:26	Ziggy Stardust	Submitted

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View a submitted notification

Step	What to do
5	Once you've found the notification you want to look at, you can see the details of it by choosing <i>View</i> from the drop down list at the end of that notification's row in the list.



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Step	What to do
6	All of the details of the notification are shown on one screen. You can scroll down to see them all. You can click on the document link to open a document and then download it.

Non-Compliant Laboratory Results Notification

Notifier

Aladdin Sane

Notifying Organisation

Stardust Water Testing Services

Who submitted the sample?

First Name

Jerry

Last Name

Maguire

Organisation

—

Sample Information

Drinking Water Supply

Witherlea Water Supply

Sample Location

Sample Location

Treatment Plant

Treatment Plant

Witherlea Community Hall Treatment Plant

Test Results Key Information

Test Result Identifier

1234-0003

Sample Date

26/09/2021

Test Results

Determinand	UOM (Determinand)	Value
lead	mg/l	1.00000
chromium	mg/l	1.40000

When was supplier notified?

30/09/2021

Comments

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Supporting Documents

Title	Document Type	Document Attached	Document Modified On
Weatherlee test results 20210930.pdf	Laboratory Notification Drinking Water Test Results	Yes	08/10/2021 04:15