

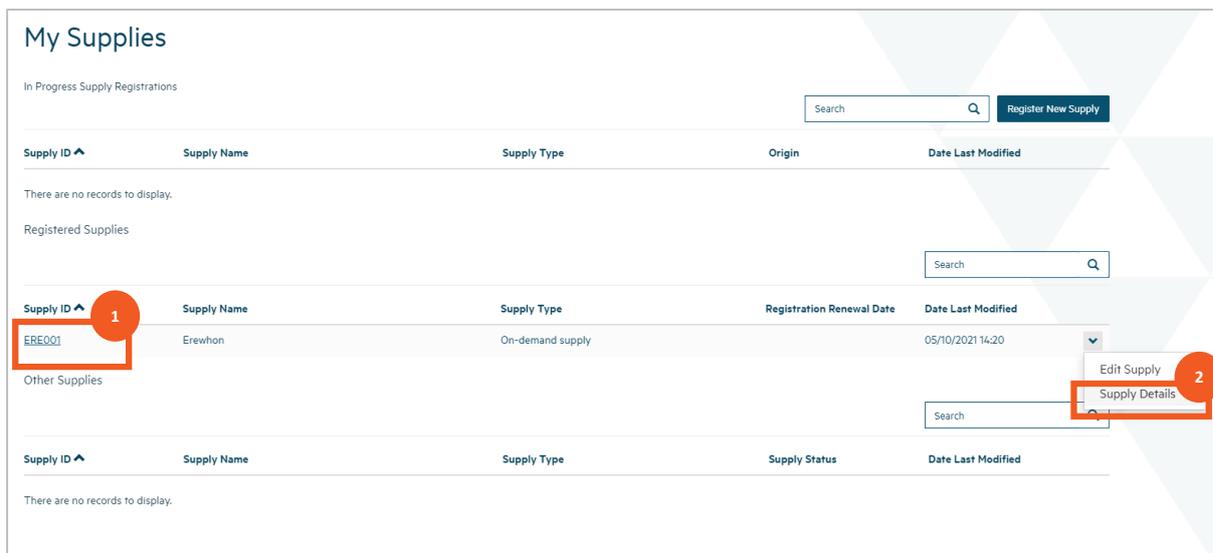
View supply details

(for all users)

This quick reference guide takes you through the steps to view the details of a supply on the Hinekōrako Supply Portal.

This is how *Supply Read Only* users can see the details of a supply. The option to view a supply is also available to all other *Supply Portal* users if they just wish to view rather than update the details.

Step	What to do
1	<p>Once you are logged in to the portal, find the supply for which you want to view the details on the <i>My Supplies</i> home page. It will be in one of the three lists on the page:</p> <ul style="list-style-type: none"> <i>In Progress Supply Registrations</i> – either migrated supplies that have not yet been verified or new supplies that have not yet been submitted. <i>Registered Supplies</i> – supplies that have been verified or submitted and are now registered. <i>Other Supplies</i> – supplies that are not in either of the first two states, e.g. supplies that are being reviewed by Taumata Arowai. <p>If the supply is not there, it may be that you do not have access to that supply. Contact your <i>Supply Group Administrator</i> or Taumata Arowai.</p> <p>To view the details of the supply, either:</p> <ol style="list-style-type: none"> Click on the <i>Supply ID</i> link, or Choose <i>Supply Details</i> from the drop down menu at the end of the supply’s row in the list.



The screenshot shows the 'My Supplies' page with three sections. The 'Registered Supplies' section contains a table with the following data:

Supply ID	Supply Name	Supply Type	Registration Renewal Date	Date Last Modified
EBEQ01	Erewhon	On-demand supply		05/10/2021 14:20

A dropdown menu is open for the 'EBEQ01' supply, showing options for 'Edit Supply' and 'Supply Details'. Red circles with numbers 1 and 2 highlight the 'EBEQ01' ID and the 'Supply Details' option, respectively.

Step	What to do
2	You will be taken to a screen where you can see all the details of the supply, including lists of the supply components and relationships. Scroll down the screen to see all of the details.

View a Supply

Summary

Supply Details

Supply ID
ERE001

Supply Name *
Erewhon

Supply Type *
On-demand supply

Ownership Type
Territorial Authority

Population Supplied
300

Community Name
Erewhon

Community Type
Village

Territorial Authority *
Gisborne District Council

Public Health Unit *
Hawke's Bay District Health Board

Treatment Plants

[My Active Treatment Plants](#)

ID ^	Name	Origin	Confirm Treatment Plant Details
TP000015	Erewhon bore station	Portal	No
TP000016	Rossville	Portal	No

Sources

[My Active Sources](#)

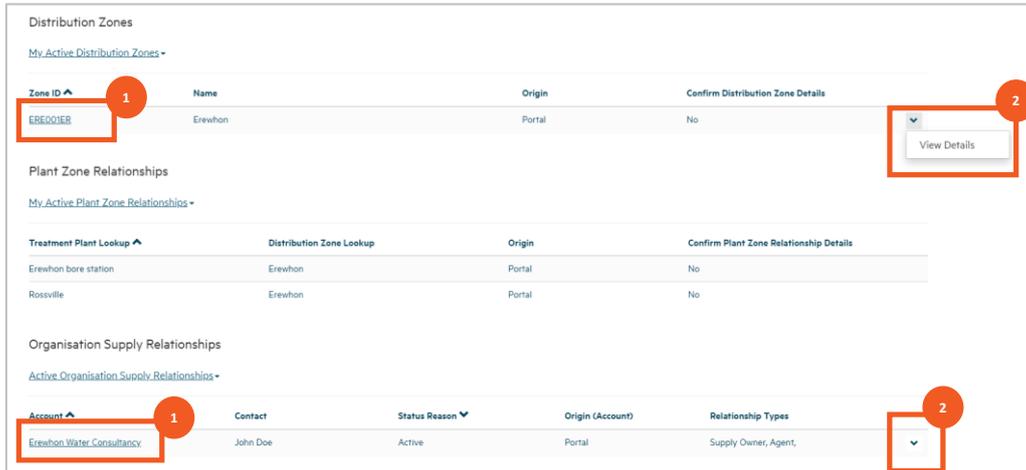
ID ^	Name	Origin	Confirm Source Details
SI00006	Erewhon bore	Portal	No

Distribution Zones

[My Active Distribution Zones](#)

Zone ID ^	Name	Origin	Confirm Distribution Zone Details
ERE000ER	Erewhon	Portal	No

Step	What to do
3	<p>You can view the details of any supply component or relationship by:</p> <ol style="list-style-type: none"> 1. Clicking on the <i>link</i> on the first piece of data in the list, or 2. Opening the drop down menu at the end of the row in the list and choosing <i>View Details</i>. <p>A pop up screen will then open to show you the details of the component or relationship.</p>



Distribution Zones
My Active Distribution Zones -

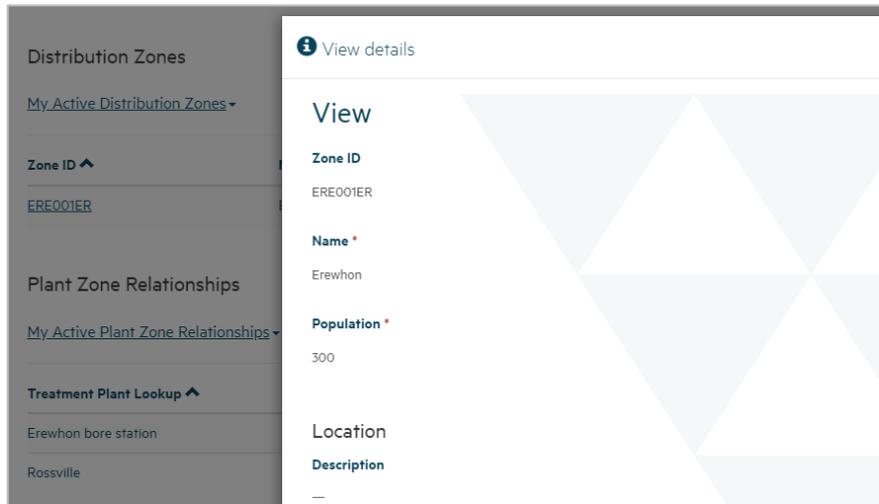
Zone ID ▲	Name	Origin	Confirm Distribution Zone Details
ERE001ER	Erewhon	Portal	No

Plant Zone Relationships
My Active Plant Zone Relationships -

Treatment Plant Lookup ▲	Distribution Zone Lookup	Origin	Confirm Plant Zone Relationship Details
Erewhon bore station	Erewhon	Portal	No
Rossville	Erewhon	Portal	No

Organisation Supply Relationships
Active Organisation Supply Relationships -

Account ▲	Contact	Status Reason ▼	Origin (Account)	Relationship Types
Erewhon Water Consultancy	John Doe	Active	Portal	Supply Owner, Agent,



View details

View

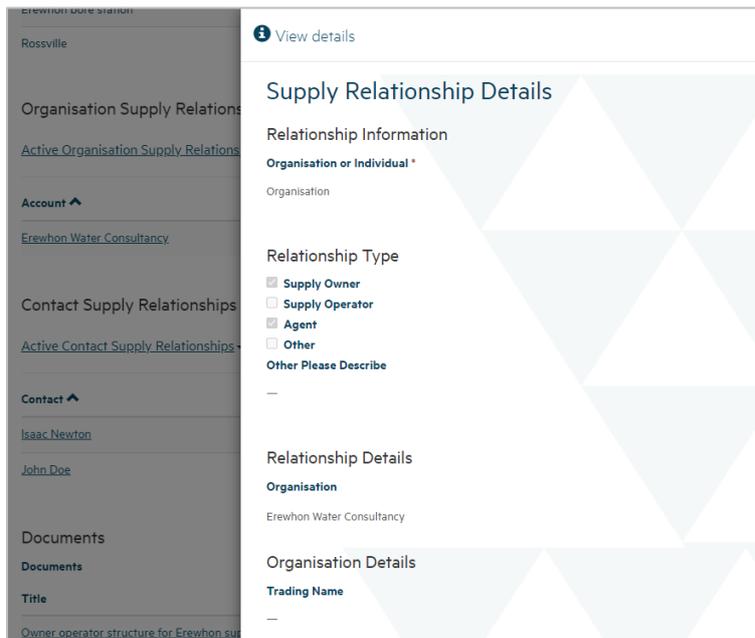
Zone ID
ERE001ER

Name *
Erewhon

Population *
300

Location

Description
—



Step	What to do
4	<p>You can view the document records that have been added to the supply by:</p> <ol style="list-style-type: none"> 1. Clicking the <i>document title</i> in the list of documents, or 2. Opening the drop down menu at the end of the row and choosing <i>View Document Details</i> <p>This will open a pop up screen displaying the document details, including a link to the document itself. If you click on the link the document will download, allowing you to open it.</p>

Documents			
Title	Document Type	Document Attached	Document Modified On
Owner operator structure for Erewhon supply.pdf	Complex Owner - Operator	Yes	06/10/2021 15:14

Red boxes with numbers 1 and 2 highlight the document title and the 'View Document Details' dropdown menu respectively.

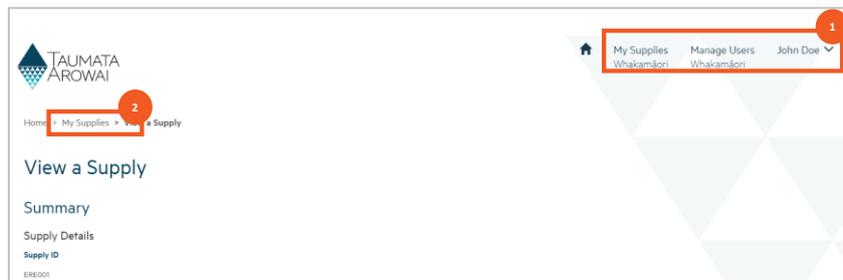
Title
Owner operator structure for Erewhon supply.pdf

Document Type
Complex Owner - Operator

Document Description
An explanation of which parties own and operate which parts of the Erewhon supply.

Note Text
[about an hour ago](#)
 John Doe
 [Owner operator structure for Erewhon supply.pdf \(182.90 KB\)](#)

Step	What to do
5	<p>When you have finished, you can return to the <i>My Supplies</i> page by clicking your <i>browser back</i> button or:</p> <ol style="list-style-type: none"> 1. Clicking on that option on the top menu. 2. Clicking the <i>My Supplies</i> link in the breadcrumb.



The screenshot shows the Taumata Arowai user interface. At the top right, a navigation menu is visible with a red box labeled '1' around it, containing 'My Supplies', 'Manage Users', and 'John Doe'. Below the logo, a breadcrumb trail is shown with a red box labeled '2' around 'My Supplies'. The main content area is titled 'View a Supply' and includes sections for 'Summary', 'Supply Details', and 'Supply ID'.