



AQUATIC  
Informatics



# Aquarius WebPortal

User Guide (for Non-Administrator Users)

2026.1 | April 2026

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# 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.

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Document	User Guide (for Non-Administrator Users)
Product	Aquarius WebPortal
Version	2026.1
Release Date	April 2026

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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!


## 2 Get Started

 **IMPORTANT** Your user account or public account permissions will determine which features are available to you.

If you are using WebPortal for the first time, try some of the following tasks to acquaint yourself with the application:

- View and filter data from [map view](#) or [list view](#).
- [Navigate](#) from the default map view of WebPortal data to a specific location's data set(s).
- Explore the [Page Actions](#) menu.
- Learn how to [export data](#).
- Learn more about WebPortal from other [Support Resources](#).

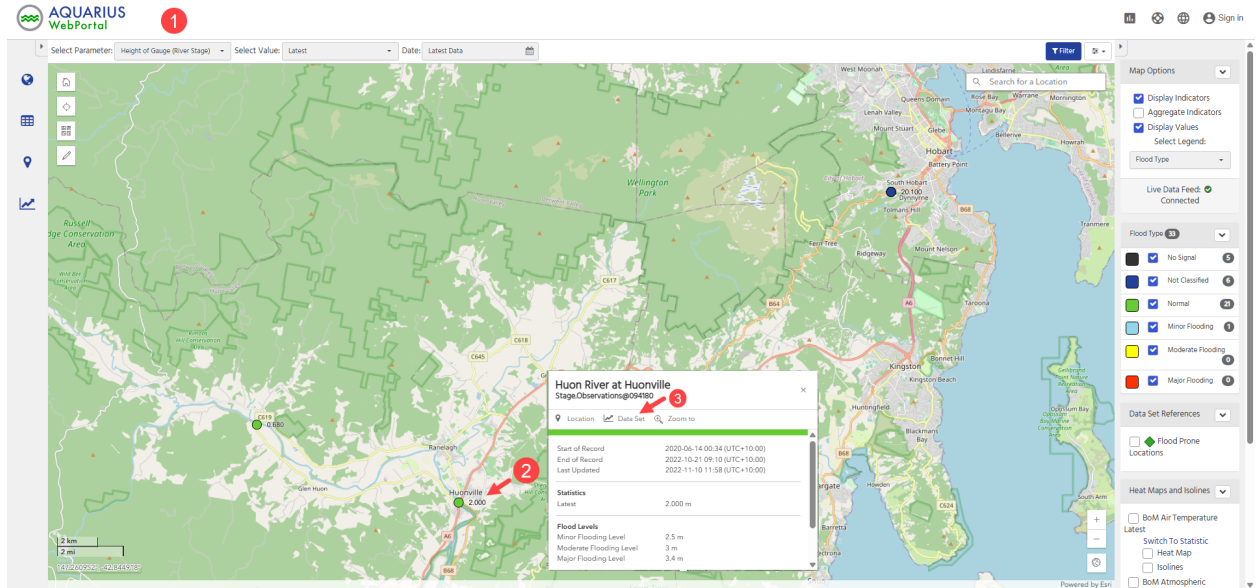
### 2.1 Navigating WebPortal

 **NOTE** Locations, maps, and other data presented in this topic are from a generic database and are not intended to reflect the real data in your WebPortal system.

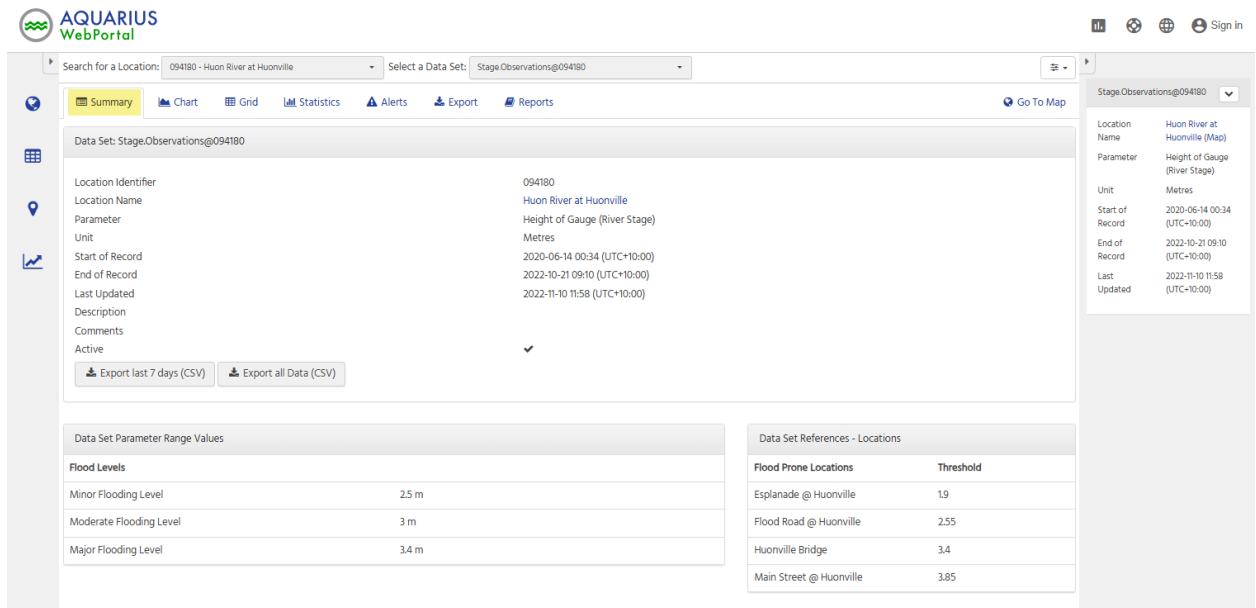
#### 2.1.1 Navigate from the map to an overview of a location's data

Use the following guidance to help you navigate from the default map view of WebPortal data to a specific location's data set(s).

1. From the **Map** page (shown below), select a parameter (from the drop-down list) such as **height of gage / river stage** to show only those locations with data values for the selected parameter (shown below). (The Select Value and Date fields default to Latest and Latest Data respectively; you can change these selections later, if desired.)
2. Click one of the **Map Indicators** to see key information about a location and its time-series data (shown below).

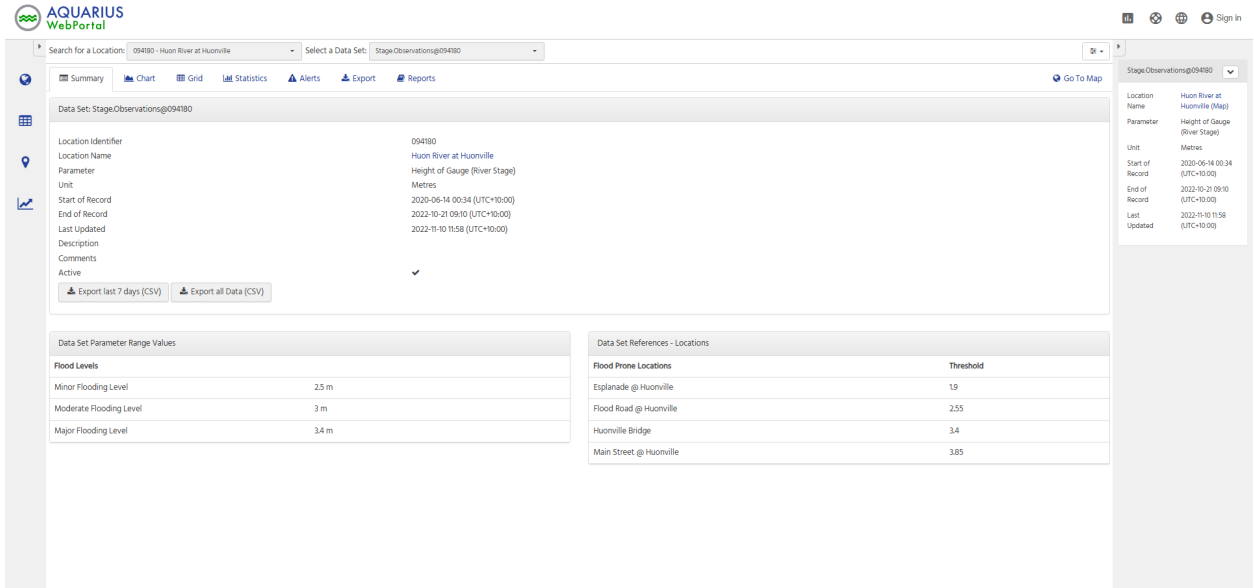


- From the pop-up window, click **Data Set** (located at the top) to navigate to the **Charts** page.
- From the **Charts** page (shown below), you can explore the **Summary** tab (as well as its other tabs) to learn more about the location and its data sets.



To view more details about a data set , explore each of its tabs (or click a data set's **Go To** menu).

- The **Summary** tab shows core information about the data set, parameters, and units. The summary may also show additional details about the data set (if they exist). For example, flooding levels, operational bands, reservoir spill levels, and so on.



**Data Set: StageObservations@094180**

Location Identifier	094180
Location Name	Huon River at Huonville
Parameter	Height of Gauge (River Stage)
Unit	Metres
Start of Record	2020-06-14 00:34 (UTC+10:00)
End of Record	2022-10-21 09:10 (UTC+10:00)
Last Updated	2022-11-10 11:58 (UTC+10:00)
Description	
Comments	
Active	✓

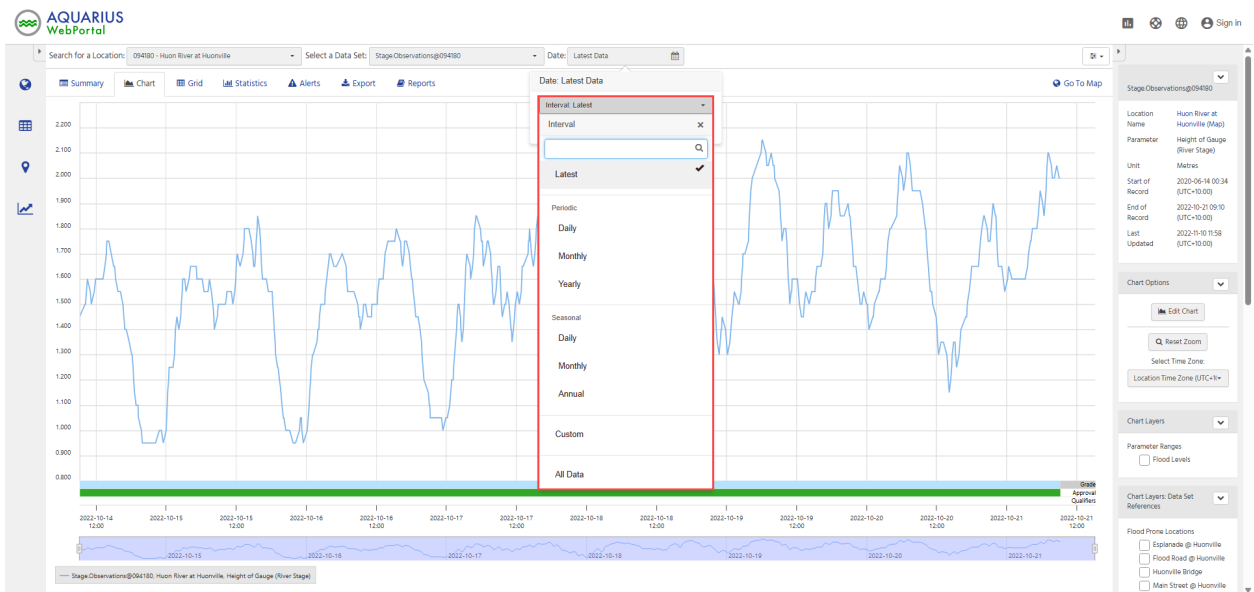
**Data Set Parameter Range Values**

Flood Levels	Value
Minor Flooding Level	2.5 m
Moderate Flooding Level	3 m
Major Flooding Level	3.4 m

**Data Set References - Locations**

Flood Prone Locations	Threshold
Esplanade @ Huonville	1.9
Flood Road @ Huonville	2.55
Huonville Bridge	3.4
Main Street @ Huonville	3.85

- The **Chart** tab shows a simple chart with the latest available data. (The Date field defaults to Latest; you can change this selection later, if desired.)



**Date: Latest Data**

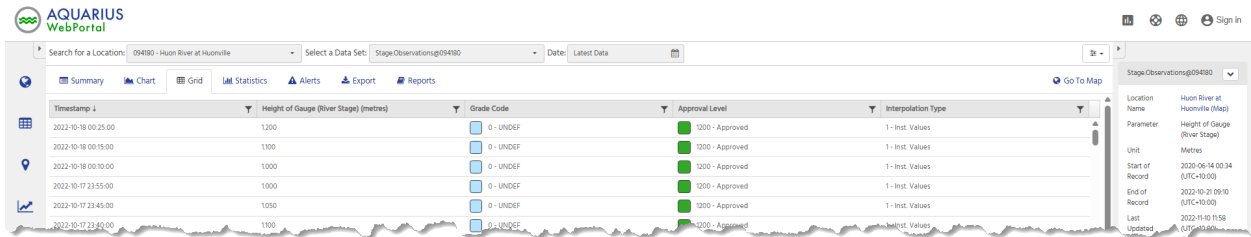
Interval: Latest

Periodic: Latest

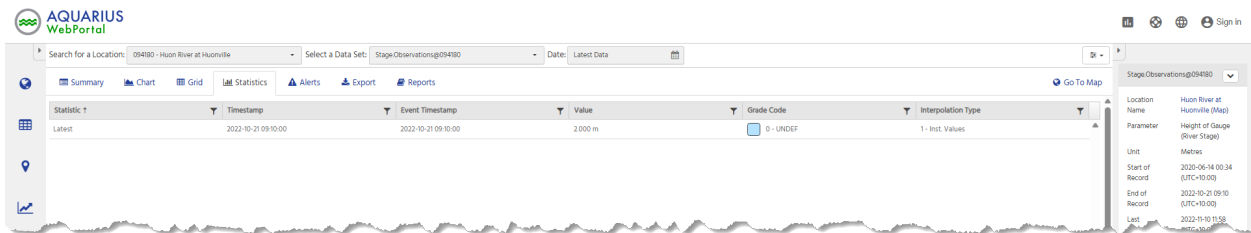
Periodic: Daily, Monthly, Yearly, Seasonal, Custom

Periodic: Daily, Monthly, Annual, All Data

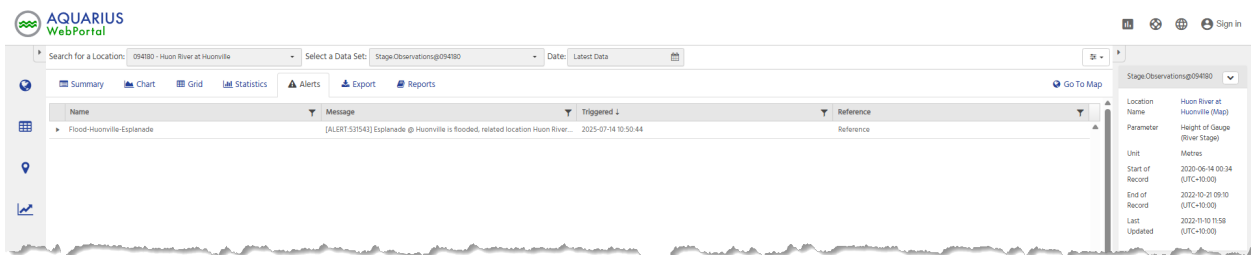
- The **Grid** tab shows the same data as the chart in a grid or interactive table. This allows for sorting, filtering and exporting of data.



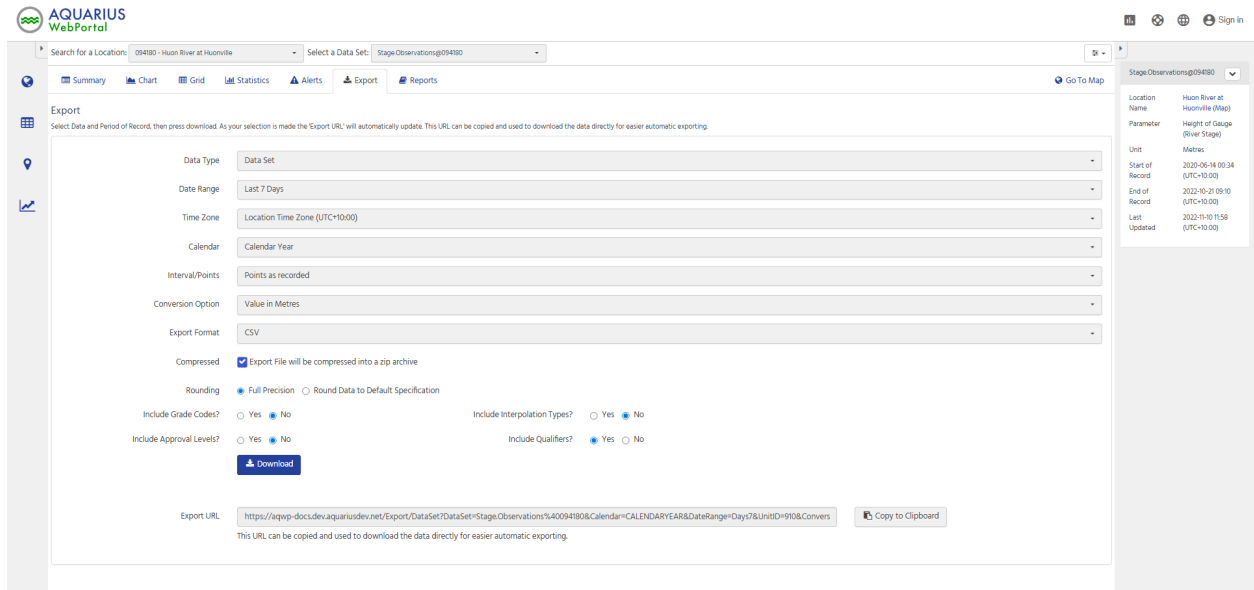
- The **Statistics / Statistics** tab shows any statistics that WebPortal calculates against the data set. You must pre-define statistics for each interval in order to display them here. Statistics are not available for custom date ranges.



- The **Alerts** tab shows a grid that displays notifications that WebPortal sends out. WebPortal sends these notification messages as emails and text-messages (SMS) to people in distribution groups.



- The **Export** tab allows you to define the parameters of a data export. For example, you can define a date range, export format, units, and other details. For more information, see "Data Mode > Export" on page 54.



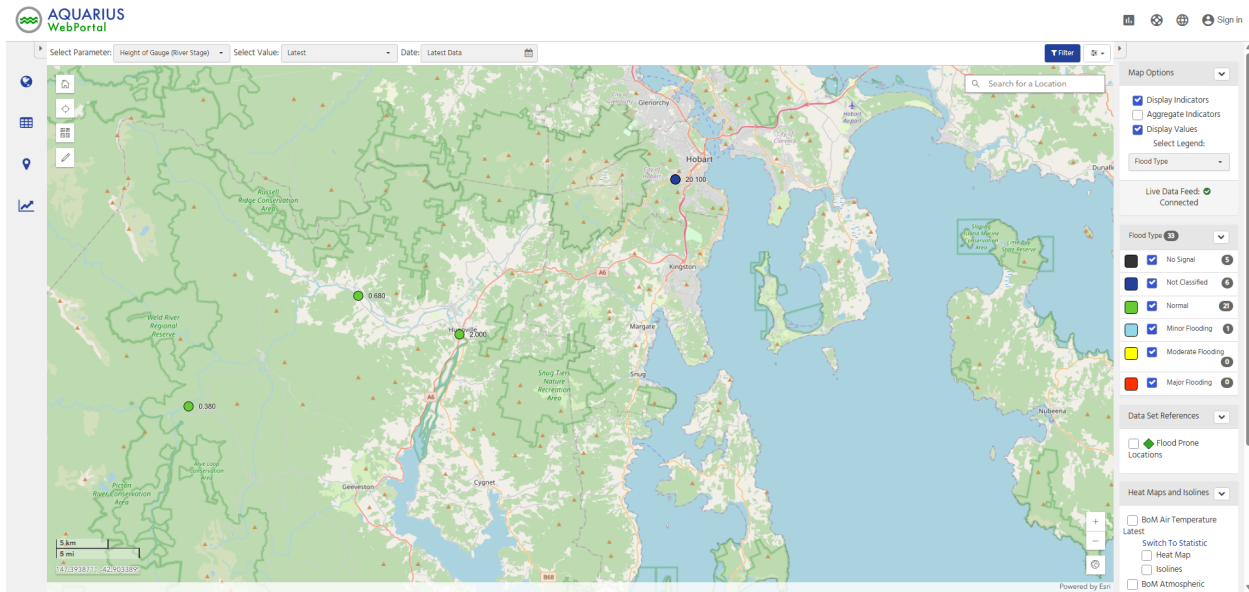
- The **Reports** tab shows any published reports, usually in PDF format.

(If you have a WebPortal account, you may also query for text-based reports called Information Requests; a fulfilled request shows directly on this page. Also, you have the option to send the report send via email or text-message [SMS]).

**HINT** To learn more about the Charts page, see [Data Mode](#).

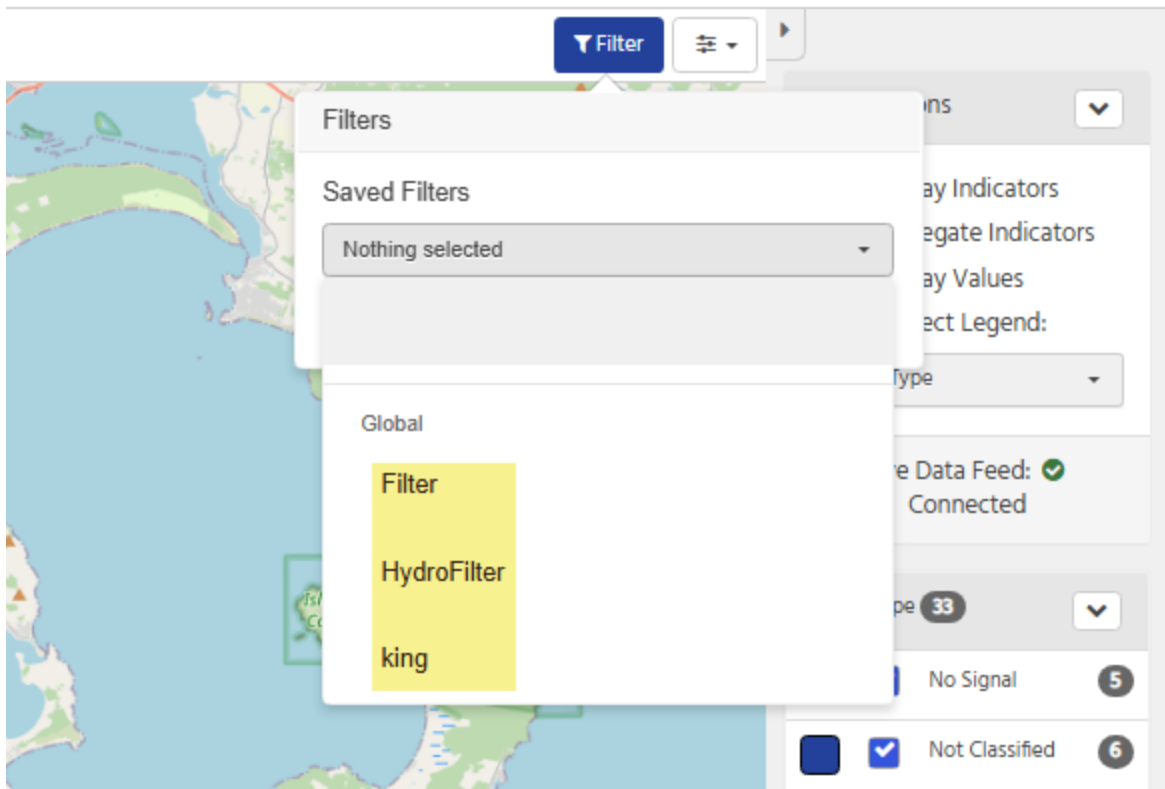
## 2.2 View data from Map view

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

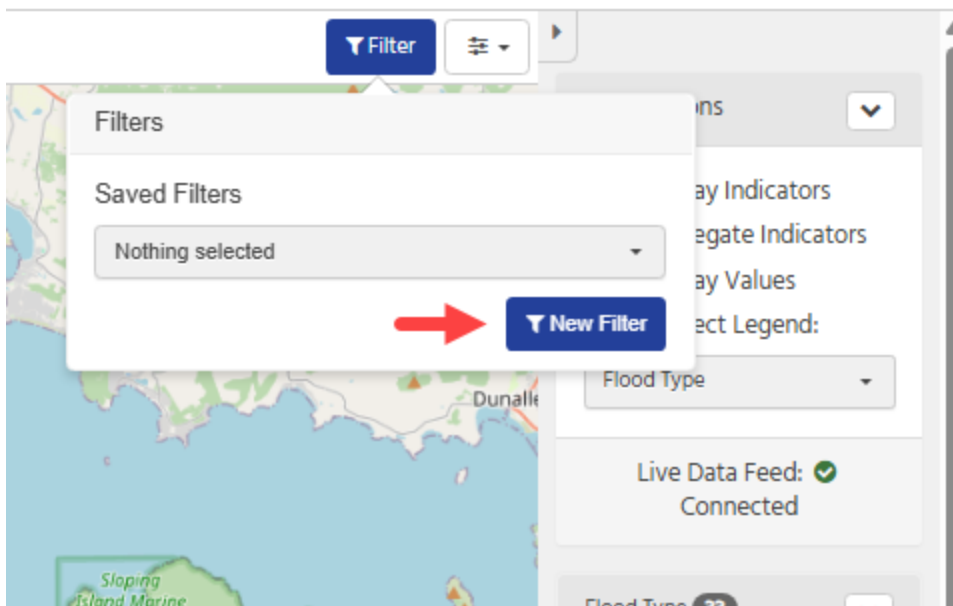


## 2.2.1 Applying Filters

If any filters have been saved, they are available from the Filter's drop-down list. In the example shown below, there are three globally available filters.



If you want to apply a custom filter, click **New Filter**.



Give your filter a name, for example *Hydrology Stations*.

Select any of the following criteria.

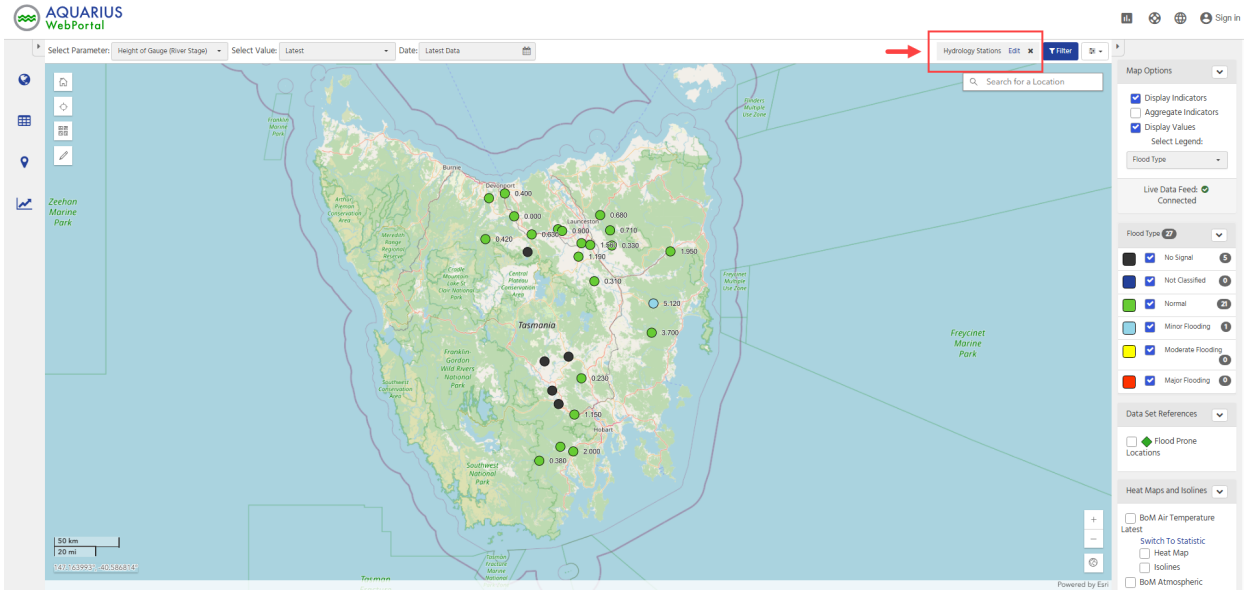
- Location Attributes
- Data Set Attributes
- Values
- Map Selection

In our example, we will filter the map to show only those locations that have the Location Attribute, *Type* and select the type *Hydrology Station*.

Click **+Add Filter** when finished.

To activate this new filter, click **Filter**.

You should now see your filter at the top-right corner of the Map page (shown below). You can edit your new filter later if needed.



After applying the filter, observe the following:

- The map re-centers and zooms to highlight locations that match the filter criteria.
- If you create and apply a filter without first signing in only you can see these filters; they expire when you exit the WebPortal application.
- If you sign in first, and then create a filter, you can save these filters for your own use later, but other users still cannot see them.
- An 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 displayed legend links to your selected value.

If you click **Select Legend**, WebPortal displays a list of available and relevant legends.

Continuing with our previous example of meteorological stations based on elevation, you can select a legend that assigns different colors to different 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 21.

## 2.3 View data from List view

### 2.3.1 Adjust Column Width

Click-and-drag a column divider to resize.

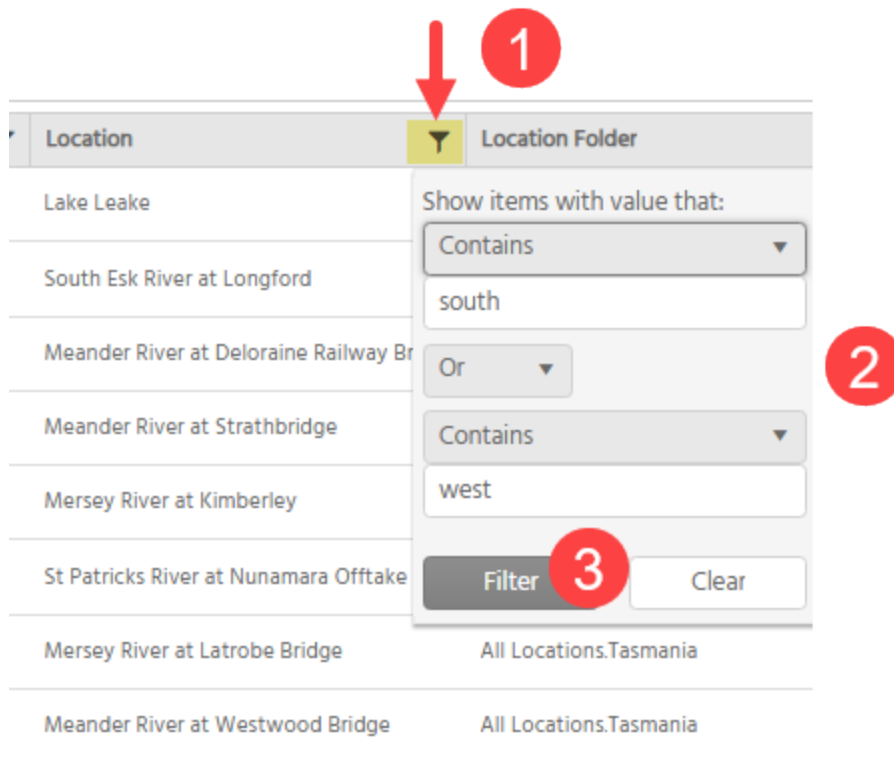
### 2.3.2 Sort by Column

Click a column header to sort; click again to reverse the sort order; click again to undo the sorting order.

### 2.3.3 Filter Lists / Grids

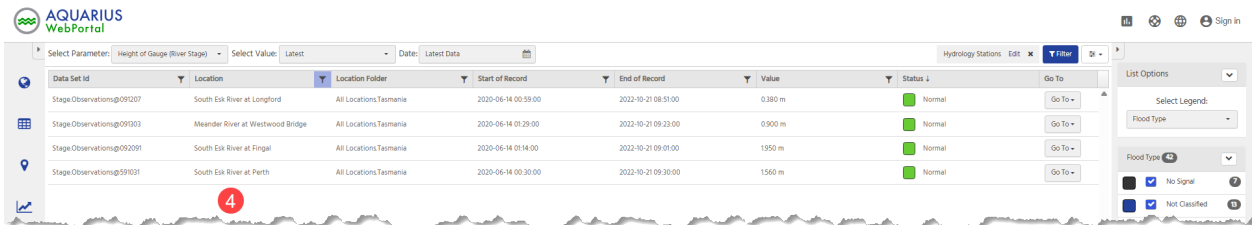
**i** **NOTE** You can also apply filters you developed for the map to this view. A filter based on a specific geographical location or area may not be readily apparent from this view, but WebPortal only displays locations within the specified area on the grid.

Continuing from the example in [Map page: View Data on the Map](#), you can use the List page filters (located in the column headers) to further filter the list of matching locations. For example, from the Location column header, click the filter (▼) :



Location	Location Folder
Lake Leake	
South Esk River at Longford	
Meander River at Deloraine Railway Br	
Meander River at Strathbridge	
Mersey River at Kimberley	
St Patricks River at Nunamara Offtake	
Mersey River at Latrobe Bridge	All Locations.Tasmania
Meander River at Westwood Bridge	All Locations.Tasmania

1. From the Location column header, click the filter (▼)
2. Use the operators and type in a keyword (or partial word) that relates to your location search; if you plan to type in a second keyword (or partial word) specify the AND or OR operator. For example, 'Contains' 'south' 'OR' 'west'.
3. Click **Filter**.
4. You should notice that all the locations in the now contain the word south or west in their name.



Click on a column header to sort columns; click again to reverse the sort order; click again to undo the sorting order.

**HINT** To learn more about using Lists, see "Data Mode > List" on page 30.

## 2.4 Export your Data

Data mode's **Export** page features many configuration options to help you bulk export your data sets.

- **Perform a bulk export** to Comma-separated Value (CSV), Excel, or Java Script Object Notation (JSON) format.
  - **Export to a single file.** You can export many data sets for many different parameters (from many locations) to a single, time-aligned file.
  - **Export to many separate files.** You can export many data sets to separate files — a single file for each data set.
  - **Include metadata.** Optionally, you can include metadata such as grade codes, approval levels, interpolation types, and qualifiers.
- **Save as Template.** If you need to run the same export on a recurring basis, click **Save as Template** to save your completed form and make it available from the **Prefill from Template** drop-down list, saving you the time it takes to fill in the form again.

After saving a template, observe the system-generated URL (right-adjacent to the **Prefill from Template**

field); copy, bookmark, or share this URL to enable others to download the exported data file from a browser.

- **Export URL.** After establishing your export settings, the system will generate another unique URL; copy, bookmark, or share this URL to enable others to download the exported data file from a browser; or, use it in conjunction with the WebPortal Aquarius API (Application Programming Interface).


**HINT** From the **Map** or **List** page, you can run filters to show only the data you want to bulk export, and then select **Send to Export** from the **Page Actions** drop-down list; this action triggers WebPortal to open and populate the **Export** page with your target data set.

### 2.4.1 Set up a bulk export

1. From **Data** mode, open the **Export** page.
2. Observe the two sections that comprise the Export page: **Export Data** (where you set up the specifications for the export) and **Data Sets** (where you select the data you want to export).
3. From the empty form complete the fields to define how and what to export. An example is provided below.

Section Name	Field Name	Field Value	Notes
Export Data			

Section Name	Field Name	Field Value	Notes
	Prefill from Template	Template...	<p>Where applicable, select an export template to run an export based on a previously saved form and its settings.</p> <p>Because different security levels can own export templates, View Group and User Account modes each have a dedicated page for creating templates at those ownership levels.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p><b>!</b> <b>IMPORTANT</b> If you are a user without WebPortal Admin or View Group Admin privileges, an export template will be available from the drop-down menu only if :</p> <ul style="list-style-type: none"> <li>- you previously saved at least one <a href="#">Account Export Template</a></li> <li>OR</li> <li>- you have access to at least one previously saved View Group Export template (owned at the <a href="#">View Group</a> or Global level).(View Group Export Templates are available to users who have View Group Administration privileges.)</li> </ul> </div>

Section Name	Field Name	Field Value	Notes
	Date Range	Last 30 Days	<p>Select a date range.</p> <ul style="list-style-type: none"> <li>- Entire Period of Record;</li> <li>- Overlapping Period of Record (applies the earliest start date and the latest end date that is common to all of the specified data sets);</li> <li>- Last 7 days;</li> <li>- Last 30 days;</li> <li>- 6 months;</li> <li>- 1 year; OR</li> <li>- Custom (use the Date Selector to specify a range)</li> </ul>
	Time Zone	UTC-07:00	<p>Select a time zone.</p> <ul style="list-style-type: none"> <li>- First Data Set's time zone;</li> <li>- your local time zone;</li> <li>- Coordinated Universal Time (UTC); OR</li> <li>- a UTC offset</li> </ul>
	Calendar	Calendar Year	<p>Select a year definition.</p> <ul style="list-style-type: none"> <li>- Calendar Year (default); OR</li> <li>- a custom calendar such as Water Year.</li> </ul> <div data-bbox="933 1129 1357 1381" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p> <b>IMPORTANT</b> If you are an administrator user, see also <a href="#">Admin Mode &gt; Statistics and Legends &gt; Calendars</a> to learn how to set up a custom calendar.</p> </div>
	Interval / Points	Daily / Points every 1 day	<p>Specify how you want to export your data.</p> <ul style="list-style-type: none"> <li>- To export non-aggregated data, select <i>Points as recorded</i>.</li> <li>- To export aggregated data, specify the interval and frequency at which to aggregate data.</li> </ul>

Section Name	Field Name	Field Value	Notes
	Export Format	CSV	Select a file type. - CSV; - Excel; OR - JSON
	Single / Multi File	Single Time-Aligned File	Specify whether to export the data sets to: - a single time-aligned file (that aggregates data to a common interval). OR - one file per data set.
	Rounding	Round Data to Default Specification	Specify a rounding specification: - Full Precision; OR - Round Data to Default Specification (If a default rounding specification has not been set, then WebPortal applies its system default from Global Settings.)
	Include Grade Codes?	No	Include or exclude grade codes.
	Include Interpolation Types?	No	Include or exclude interpolation types.
Data Sets			To begin selecting your data, click <b>+ Add Data Set</b> .
	Location / Data Set	Coconut Island / Precip Increm.Weather Observations@94182  Coconut Island / Air Temp.Weather Observations@94182	Start typing in the search boxes to find and select a location / data set pair. (Repeat this step to add another location / data set pair.)

**HINT** Before exporting more than one data set to a single time-aligned file, use the drag-and-drop arrows (left-adjacent to each data set row) to arrange the data in the desired sequence.

Section Name	Field Name	Field Value	Notes
	Conversion Option		<p>If you chose to export aggregated data, the <b>ConversionOptions</b> apply either <i>Interval Calculations</i> or <i>Unit Conversions</i> to your data set (s).</p> <p>If you chose to export points as recorded, the Conversion Option defaults to <i>Unit Conversions</i>.</p>
	Export URL		<p>After adding at least one data set, the system generates an Export URL.</p> <p>Copy and paste the URL into your browser's URL address field to download the data file immediately.</p> <p>Optional. Bookmark or share the URL or use in conjunction with the WebPortal API.</p>

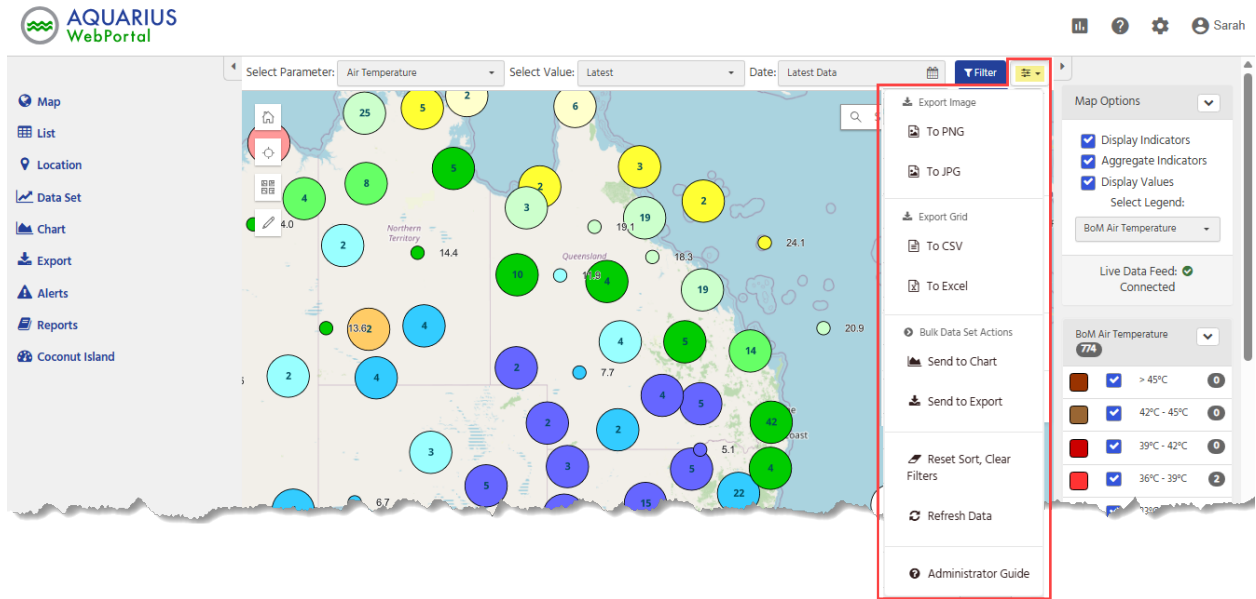
4. After defining the details for your export, observe the following options (located at the bottom of the page);
  - a. **Download.** Click to export the data to the selected file format. For example, a CSV file. Save the file to the desired location.
  - b. **Save as Template.** Click to save settings as a template. From the Save as Export Template dialog, name the template, and specify the Owner Type — *Global* gives access to all users; choose *User* to grant access to a specific individual.)
5. When finished, exit the **Export** page.

## 2.5 Page Actions Menu

The **Page Actions** menu is dynamic and its available actions depend on your current mode and application page. The following is a comprehensive list of its actions and functions:

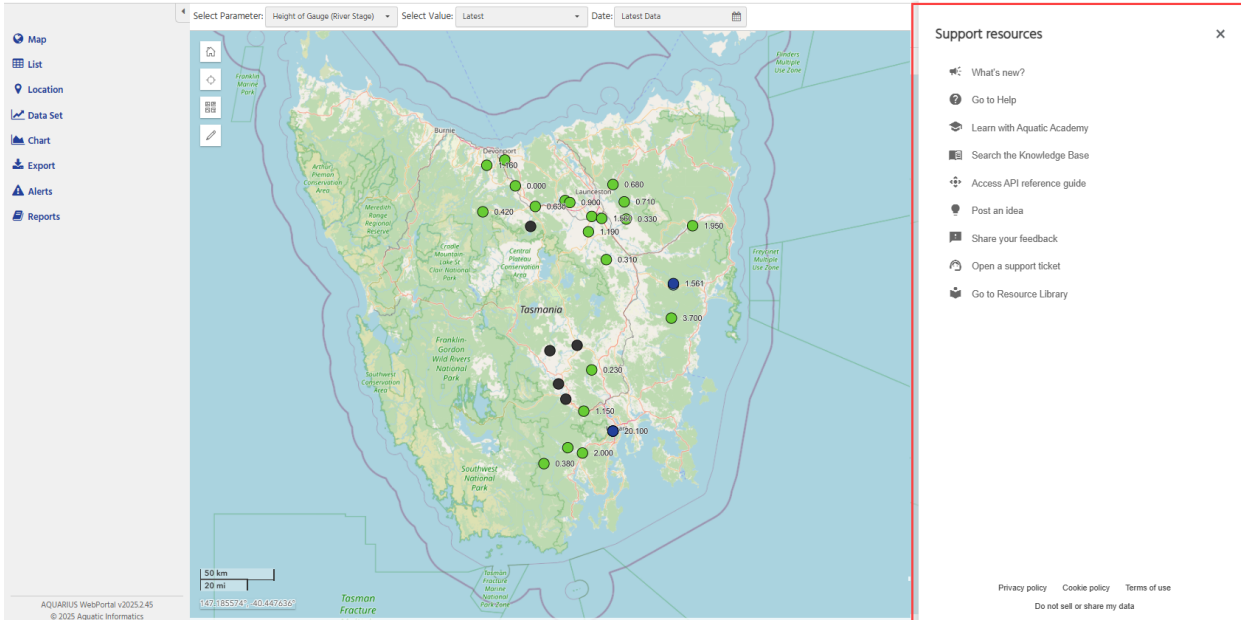
- **Export Image.** [To PNG], [To JPG]. Export all items from the current page to an image file format.
- **Export Grid.** [To CSV], [To Excel], [To Text]. Export all items from the current page to a data file format.

- **Bulk Data Set Actions.** [Send to Chart], [Send to Export]. Filter the list of items from the current page, and then choose Send to Chart to view the data in a chart; or choose Send to Export to begin setting up export settings (from Data mode's Export page).
- **Reset Sort, Clear Filters.** Change the sort and filter settings for the current page.
- **Refresh Data.** Update the contents on the current page.
- **Administrator Guide.** Open the context-sensitive Help file for the WebPortal application.



## 2.6 Support Resources Menu

WebPortal provides a comprehensive Support Resources menu (shown below).



Use this menu to access many resources, notably, online Help, the [Aquarius WebPortal learning program](#), our knowledge base, WebPortal API reference guides, and our resource library.

Also, if you need to resolve a software problem, the menu also provides access to the Aquatic Support Portal where you can [Open a Support Ticket](#).

The available options from this menu will depend on your user account.

- **Public.** Users who do not have a WebPortal account will only have access to the User Guide for Non-Administrator Users, from the *Go To Help* option.
- **Basic.** Users who have a WebPortal account — basic type — will have access to the User Guide for Non-Administrator Users, from the *Go To Help* option, and the resource library.
- **Administrator.** Users who have a WebPortal account — administrator type — will have access to all menu options, including Help (for Administrators), from the *Go To Help* option.

## 3 Data Mode

**!** **IMPORTANT** Data mode is compliant with the WCAG 2.0 Level AA technical standard and compatible with screen readers.

In addition to Admin and Account modes, Aquarius WebPortal has a Data mode which is the functional area in which you perform the majority of day-to-day tasks. Data mode is the functional area in which anyone without a WebPortal user account can perform most tasks.

To learn more about the tasks you can perform in Data Mode, see:

- [Map](#)
- [List](#)
- [Folder](#)
- [Location](#)
- [Data Set](#)
- [Chart](#)
- [Export](#)
- [Alerts](#)
- [Reports](#)
- [Dashboards](#)

**i** **NOTE** Depending on how you configure your system, WebPortal may display a disclaimer upon launch.

**i** **NOTE** If you have a WebPortal [User Account](#), the pages, data, and actions available to you depend on your account settings including any privileges associated with a [View Group](#) membership and / or assignment to an [Admin Security Role](#).

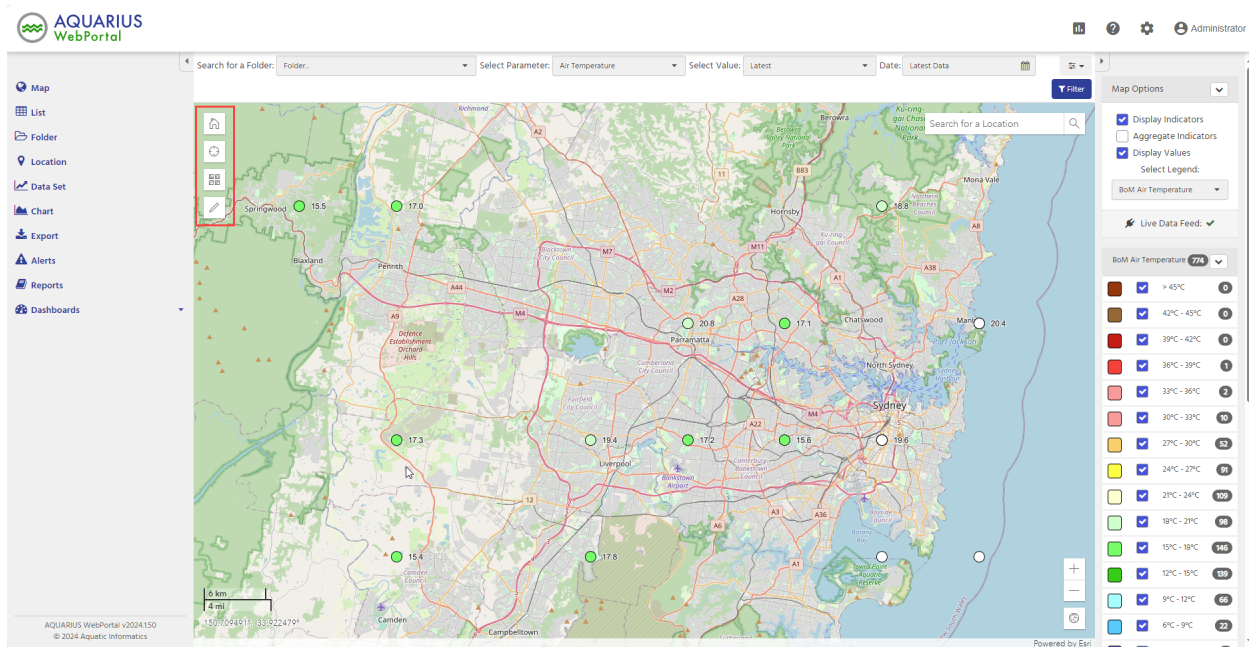
### 3.1 Data Mode > Map

You can use the **Map** page to monitor the latest values from data acquisition and 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 Map Controls



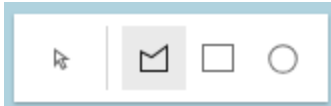
Located in the top-left corner of the map, are the following controls::

- **Default Map View** . Set the map to its default view.
- **Find My Location** . Set the map to your location. watch for the small blue dot marking your location on the map location. (This option is only available from HTTPS.)

- **Select a Base Map** . Switch between base map options, including Satellite Imagery and World Terrain maps.
- **Spatial Filter Controls** . Draw a shape on the map to show only those locations within the drawn boundary. (This map filter is not available in 3D or mobile mode.)

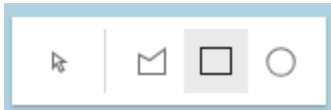
You can select from three available drawing tools.

- **Polygon**



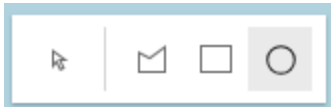
Position your mouse, click the map to start drawing, continue clicking to create your polygon, then double-click when the shape is complete. Alternatively, you can click and drag to achieve greater precision.

- **Rectangle**



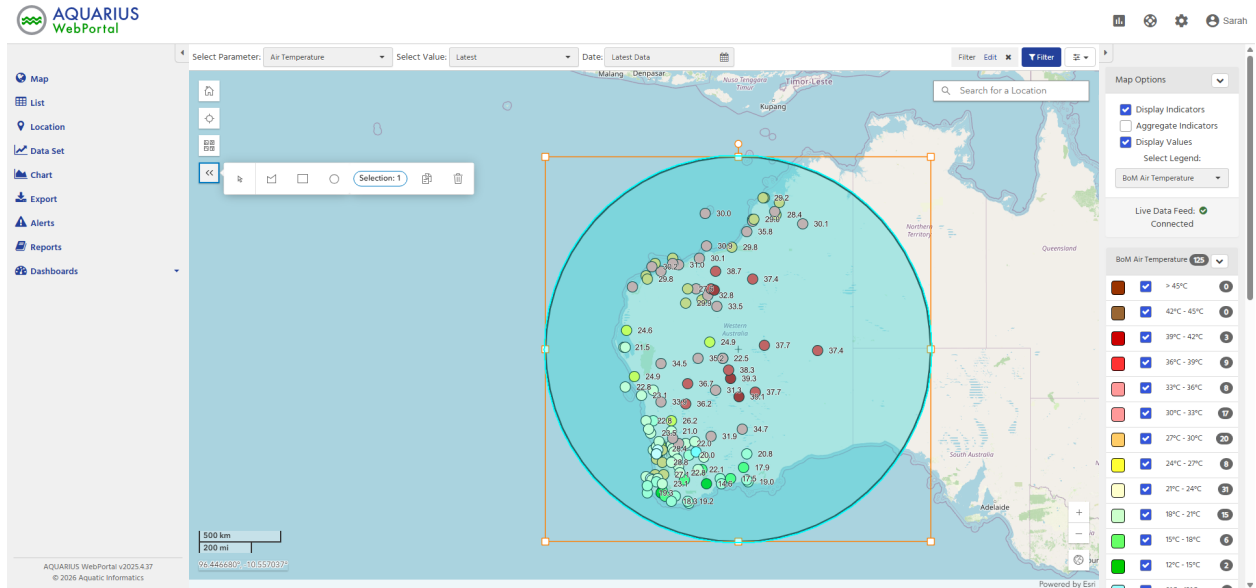
Position your mouse, click and drag from one corner to the other, then release the mouse when the desired shape is drawn.

- **Circle**



Position your mouse, click and drag in an outward direction, then release the mouse when the desired radius is drawn.

Once you have drawn a shape, use the handlebars to re-size it, or click-and-drag at it the shape's center point to rotate or move the shape.

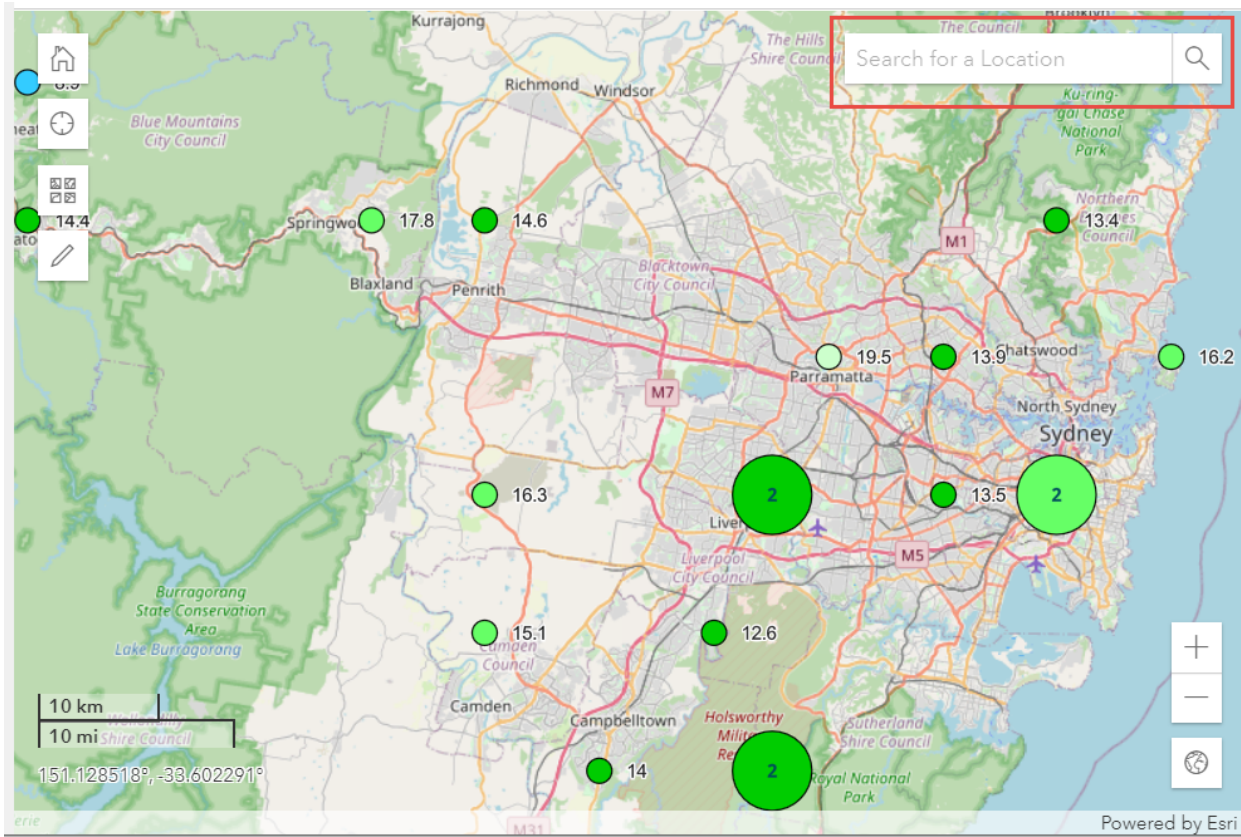


The map does not update its displayed locations until you've finished making changes to the shape and de-selected it.

In addition to resizing and reshaping, you can remove a selected shape, which also removes that shape's spatial filter.

You can only add one spatial filter to the map at a time. Drawing a new shape over a preexisting one causes the new spatial filter to replace the preexisting one.

### 3.1.2 Search



The Search bar (located in the top- right corner of the map) allows you to type a key word to search, which runs against the locations in your WebPortal database for possible matches. (From mobile devices, the Search Bar is available from an expandable list of controls.)

Clicking on any of the items in the drop-down list centers and zooms the map to that location, and display the Location pop-up window. If you are currently filtering for the location, WebPortal instead displays a pop-up window indicating this status.

### 3.1.3 Scale Bar

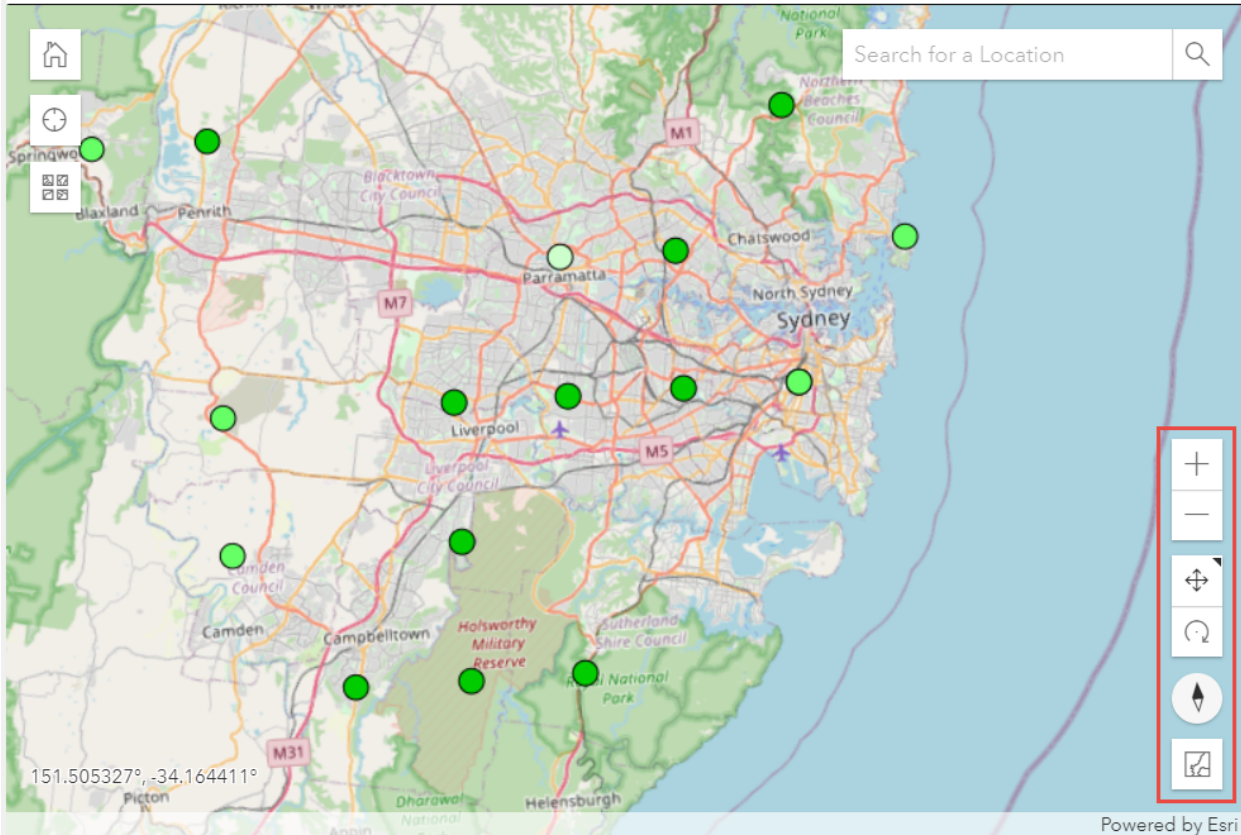
Appears in the bottom-left corner, and shows a scale in Metric and Imperial measurements. Not available in 3D mode.



### 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



The following controls are located in the bottom-right corner of the map:

- **Zoom buttons:** Allow you to zoom in and out of the map.
- **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.
- **Scene Switcher:** Toggles between 2-dimensional and 3-dimensional views of the map. The 3-dimensional view displays heights of terrain or buildings only if data is available. Not available in mobile mode.

### 3.1.6 Map Options

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

Map Options











- Display Indicators
- Aggregate Indicators
- Display Values

Select Legend:

BoM Air Temperature

Live Data Feed:

BoM Air Temperature 733

	<input checked="" type="checkbox"/>	> 45°C	0
	<input checked="" type="checkbox"/>	42°C - 45°C	0
	<input checked="" type="checkbox"/>	39°C - 42°C	0
	<input checked="" type="checkbox"/>	36°C - 39°C	1
	<input checked="" type="checkbox"/>	33°C - 36°C	0
	<input checked="" type="checkbox"/>	30°C - 33°C	2
	<input checked="" type="checkbox"/>	27°C - 30°C	8
	<input checked="" type="checkbox"/>	24°C - 27°C	33
	<input checked="" type="checkbox"/>	21°C - 24°C	58
	<input checked="" type="checkbox"/>	18°C - 21°C	47













- **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 you zoom in on the map, individual indicators display when they no longer overlap. The aggregated indicators display as large circles, with a number showing how many indicators the circle contains. The color of the marker represents the most common legend color of the aggregated locations. Not available in 3D mode, or when you select **Show Values In Indicators**.
- **Display Values:** Shows or hides numbers that display beside indicators.
- **Show Values In Indicators:** Makes the larger indicators display values inside the markers instead of to the right. Enabling this option disables the **Aggregate Indicators** option, as there is no way differentiate between an aggregated indicator and a normal value indicator in this situation.
- **Legend Selector:** Changes which legend the map uses to classify data.
- **Live Data Feed:** Indicates whether the map is receiving a live feed of data. When the map displays **Latest Statistics**, the indicators auto-refresh when you update the data.

### 3.1.7 Legend

A collapsible item in the Info panel shows the legend that classifies the data the map currently displays.

BoM Air Temperature

BoM Air Temperature 709

	<input checked="" type="checkbox"/>	> 45°C	0
	<input checked="" type="checkbox"/>	42°C - 45°C	1
	<input checked="" type="checkbox"/>	39°C - 42°C	1
	<input checked="" type="checkbox"/>	36°C - 39°C	7
	<input checked="" type="checkbox"/>	33°C - 36°C	29
	<input checked="" type="checkbox"/>	30°C - 33°C	53
	<input checked="" type="checkbox"/>	27°C - 30°C	117
	<input checked="" type="checkbox"/>	24°C - 27°C	168
	<input checked="" type="checkbox"/>	21°C - 24°C	165
	<input checked="" type="checkbox"/>	18°C - 21°C	76
	<input checked="" type="checkbox"/>	15°C - 18°C	54
	<input checked="" type="checkbox"/>	12°C - 15°C	18

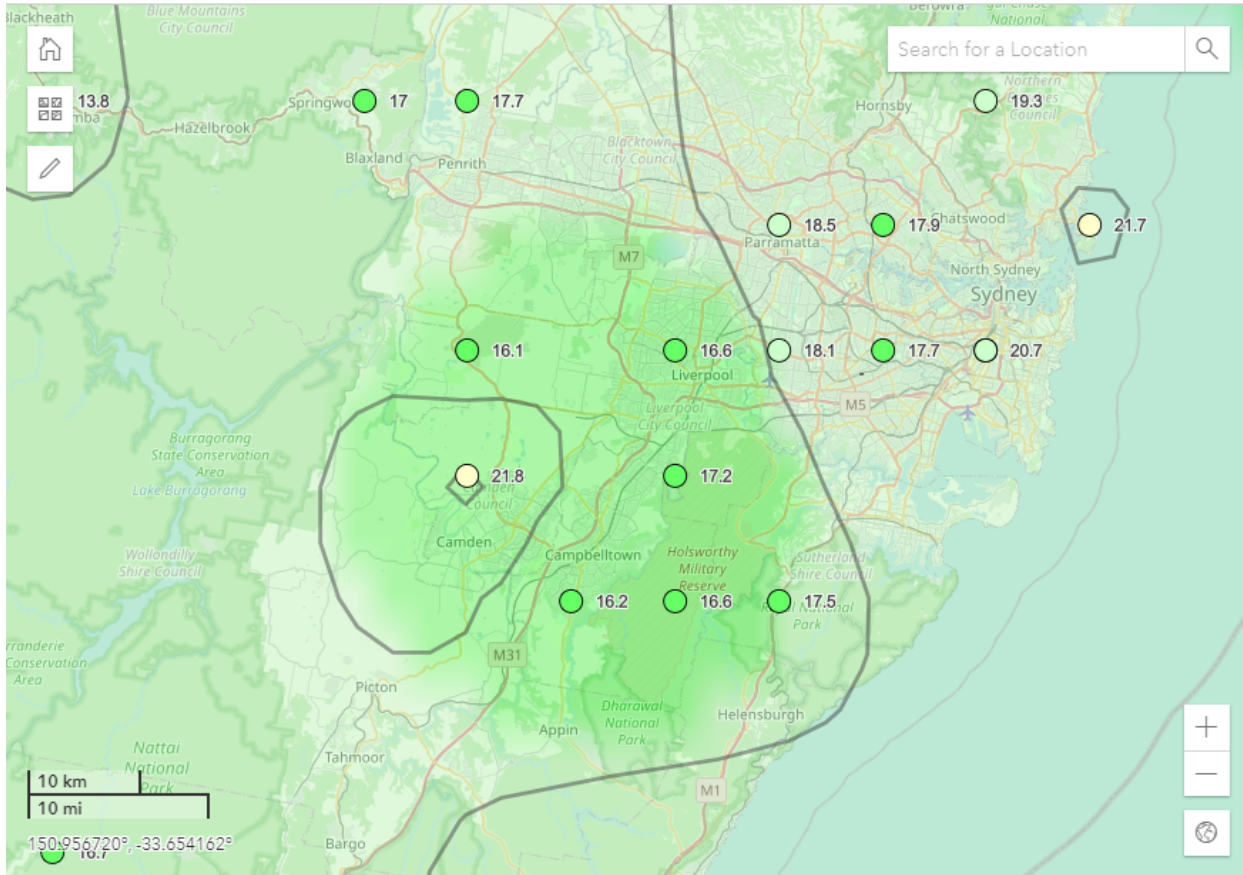
- **Legend Band Toggles.** Show or hide any indicator that band classifies.
- **Counter.** Displays total number of data sets for the legend; number auto-adjusts according to the map options you select.

### 3.1.8 Data Set Reference

A collapsible item in the **Info** panel shows a list of data set references which you can overlay onto the map as new indicator layers. When the map displays data set references, each has a pop-up window containing a statistic summary for the related data set.

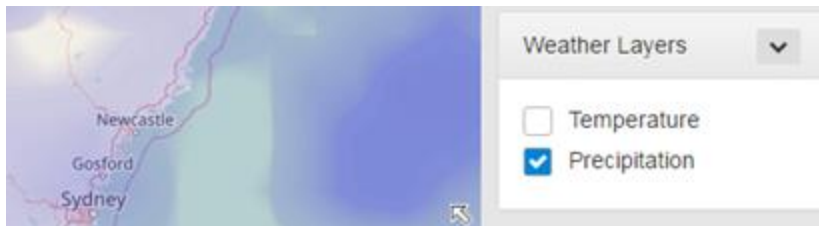
### 3.1.9 Heat Maps and Isolines

A collapsible item in the **Info** panel shows a list of heat maps and isolines that you can overlay onto the map. You can apply each layer 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 allows you to add layers (overlays) on the map (as shown below).



### 3.1.11 Indicators

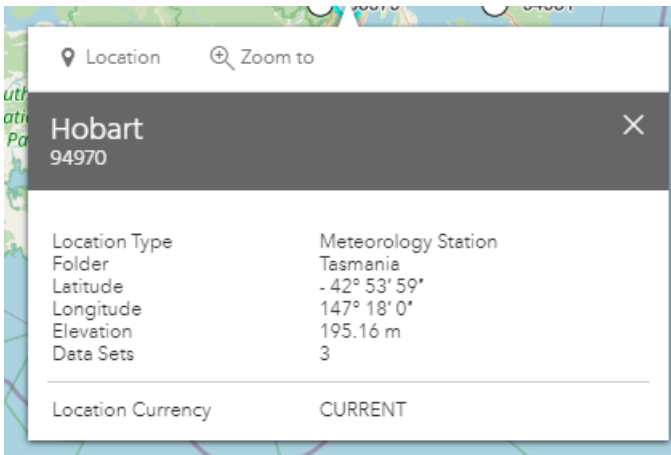
- These symbols identify your locations and data sets.
- When you select a statistic, the indicator usually includes a number.
- When you select a legend, the map evaluates and colors indicators according to the legend.

### 3.1.12 Pop-up Windows

Clicking on a Display Indicator shows key information. There are three different types of pop-up windows, each specific to the type of data you are viewing.

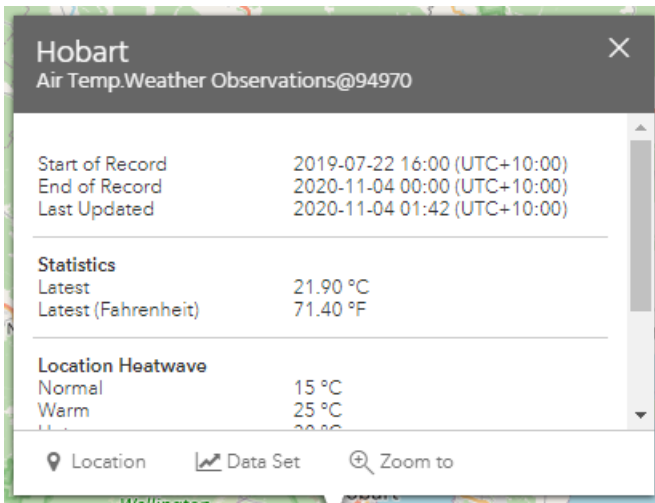
#### Location Pop-up Windows

When you have not selected a parameter, the map is in location-centric mode and shows a location pop-up window showing: Location Identifier, Name, Type, Folder, Coordinates, Elevation and number of Data Sets (shown below). Use the Location hyperlink (located at the top-left corner) to navigate to the Location page.



#### Data Set Pop-up Windows

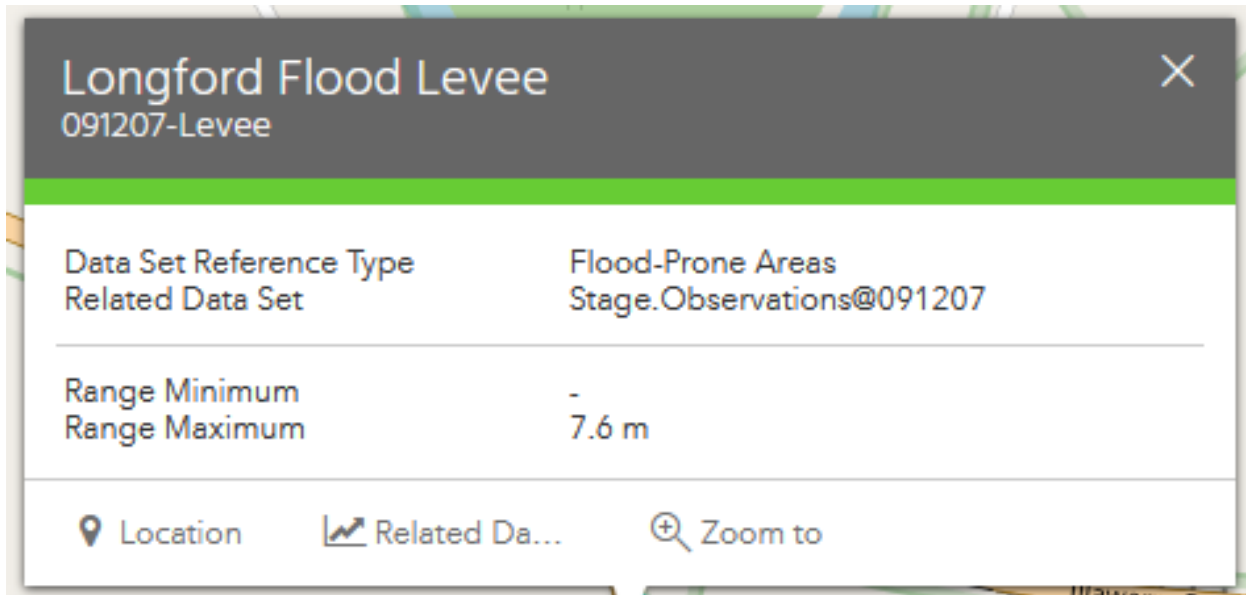
When you select a parameter, the map is in Data Set-centric mode and shows a data set pop-up window showing: Data Set Identifier, Location Name, Status, Start of Record, End of Record, and Last Updated (shown below).



Depending on the configured data, the pop-up will also display Statistic, Parameter Range, and State values. Use the Location and Data Set hyperlinks (located at the bottom) to navigate to the Location and Data Set pages respectively.

### Data Set Reference Pop-up Windows

If you have added a data set reference to the map, the data set reference pop-up window shows: Location Identifier, Location Name, Status, Type, Related Data Set, Range Minimum and Maximum values.



Use the Location and Related Data Set hyperlinks (located at the bottom) to navigate to the Location and Data Set pages respectively.

## 3.2 Data Mode > List

The **List** page provides a grid-based view of the data the map currently displays. 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 to display.
- The location or data set properties with which you want to associate the data.

The columns the grid displays depend on whether the grid is location or data set centric:

- If you do not select a parameter, the grid is location-centric and displays the following columns: **Identifier**, **Location**, **Location Folder**, **Location Type**, **Value**, **Status**, and **Go To**. Optionally, **State** displays if you have configured a location state.

Search for a Folder: Folder...  
 Select Parameter: Parameters... Select Value: Location Identifier  
 Date: Latest Data [Filter Data]

Identifier	Location	Location...	Location...	Value	Status	Go To
94926	Canberra	All Locations.A...	Meteorology S...	94926	-	Go To
94927	Braidwood	All Locations.A...	Meteorology S...	94927	-	Go To
95916	Cabramurra	All Locations.A...	Meteorology S...	95916	-	Go To
94921	Cooma Airport	All Locations.A...	Meteorology S...	94921	-	Go To
95716	Goulburn Airport	All Locations.A...	Meteorology S...	95716	-	Go To
94751	Jervis Bay Airfi...	All Locations.A...	Meteorology S...	94751	-	Go To
94939	Montague Island	All Locations.A...	Meteorology S...	94939	-	Go To
95937	Moruya Airport	All Locations.A...	Meteorology S...	95937	-	Go To
95925	Mount Ginini	All Locations.A...	Meteorology S...	95925	-	Go To
95935	Narooma	All Locations.A...	Meteorology S...	95935	-	Go To
94750	Nowra	All Locations.A...	Meteorology S...	94750	-	Go To

Items Displayed: 785

- If you have selected parameters, the grid is data set-centric and displays the following columns: **Data Set Id**, **Location**, **Location Folder**, **Start of Record**, **End of Record**, **Value**, **Status**, **Go To**. Optionally, **State** displays if you have configured a data set state.

Search for a Folder: Folder...  
 Select Parameter: Height of Gauge (River Stage) Select Value: Latest  
 Date: Latest Data [Filter Data]

Data Set Id	Location	Location Fol...	Value	Status	Go To
Stage.Observation...	Clyde River at Both...	All Locations.Tasm...	0.07	Normal	Go To
Stage.Observation...	Mersey River at Lat...	All Locations.Tasm...	0.2	Normal	Go To
Stage.Observation...	Jordan River at Ma...	All Locations.Tasm...	0.27	Normal	Go To
Stage.Observation...	Isis River at Barton	All Locations.Tasm...	0.42	Normal	Go To
Stage.Observation...	Mersey River at Lie...	All Locations.Tasm...	0.44	Normal	Go To
Stage.Observation...	Nile River at Deddi...	All Locations.Tasm...	0.53	Normal	Go To
Stage.Observation...	Ouse River at Ashl...	All Locations.Tasm...	0.57	Normal	Go To
Stage.Observation...	Huon River at Tahu...	All Locations.Tasm...	0.7	Normal	Go To
Stage.Observation...	Derwent River at N...	All Locations.Tasm...	0.7	Normal	Go To
Stage.Observation...	Meander River at ...	All Locations.Tasm...	0.75	Normal	Go To
Stage.Observation...	St Patricks River at ...	All Locations.Tasm...	0.78	Normal	Go To

Items Displayed: 27

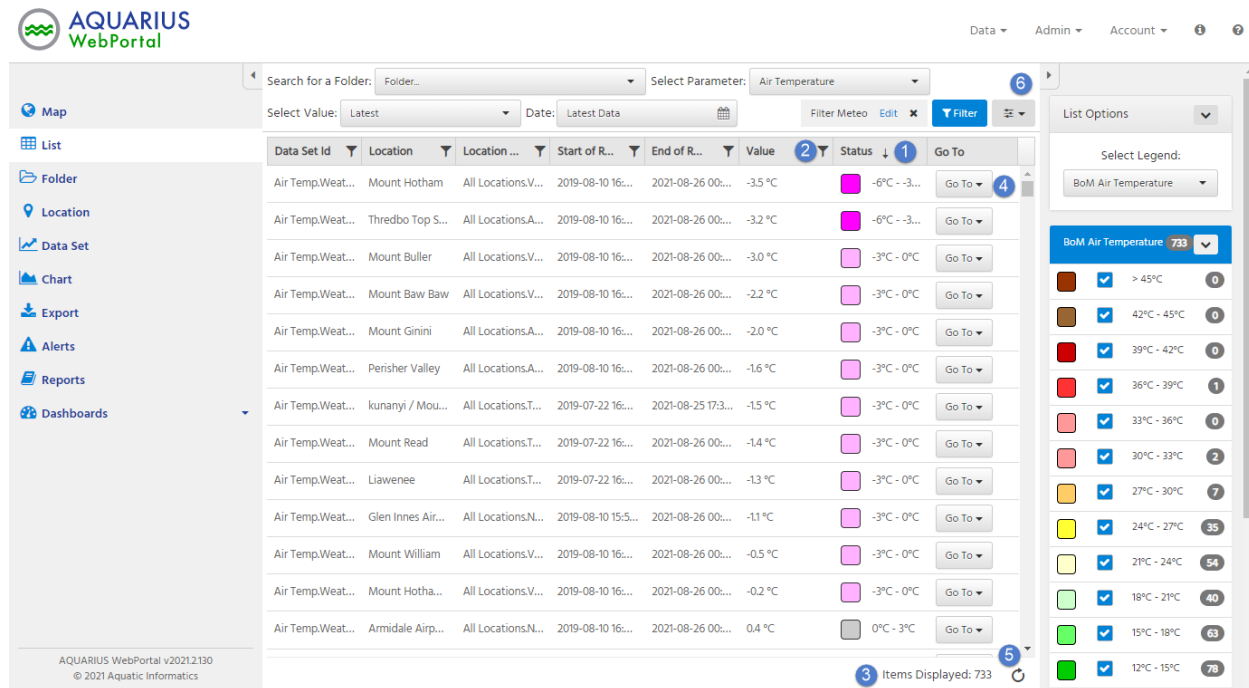
### 3.2.1 Grid Pages: Available Actions

Data mode's **List** page displays data in an interactive grid.

When viewing a grid, 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, WebPortal highlights its filter icon.
- **3. Item Count.** The total number of items in a grid at any given time always display 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.

- **6. 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 at the 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

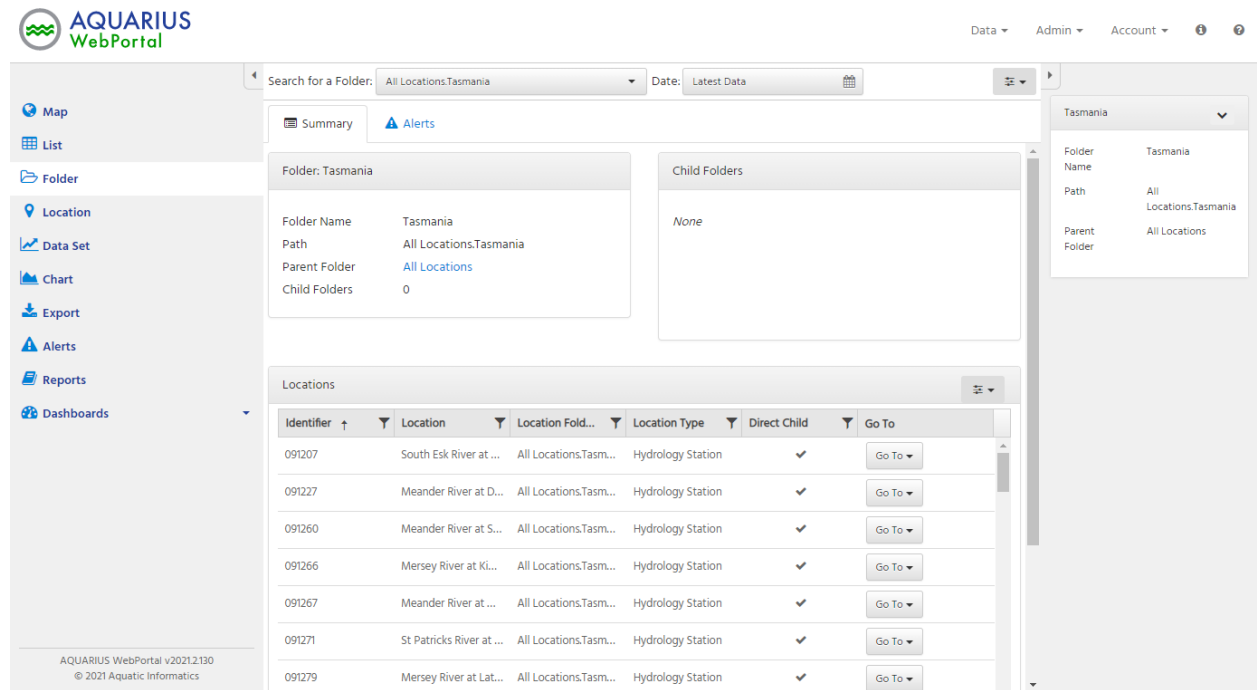
The **Folder** page displays all information for a selected location folder. The page features two tabs: **Summary** and **Alerts**.

#### 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 four tabs: **Summary**, **Alerts**, **Files**, and **Reports**.

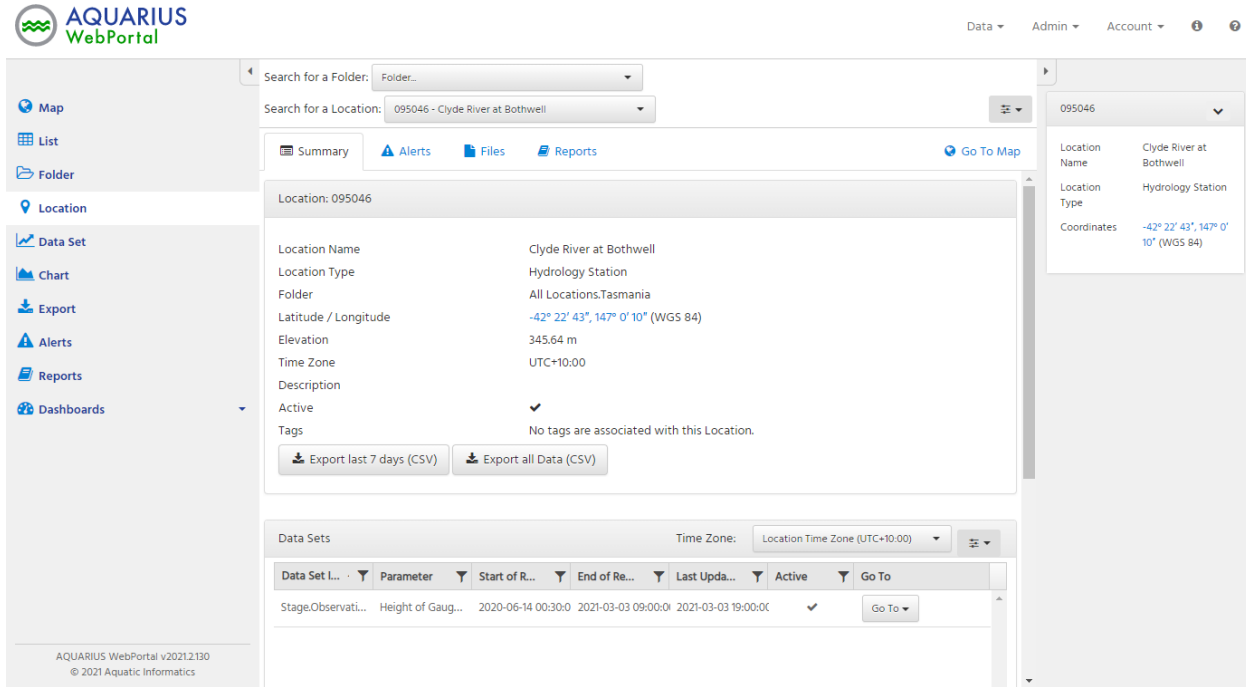
### 3.4.1 Summary Tab

The **Summary** tab displays:

- Details about the selected location, including any regular or extended location attributes that are visible to you, based on your user account, view group, or security role.
- A link to the selected location’s parent folder.
- Export options for the location’s data.
- A list of data sets including the location, each hypereinked to a map and other applicable pages.

You can view a location’s coordinates as Longitude or Latitude, Easting or Northing, or both, as applicable.

The location displays with any tags it inherits from Time-Series that you have configured to display in WebPortal, either globally or for the specific view group.



The screenshot shows the AQUARIUS WebPortal interface. The top navigation bar includes 'Data', 'Admin', and 'Account' menus. The left sidebar contains navigation options: Map, List, Folder, Location, Data Set, Chart, Export, Alerts, Reports, and Dashboards. The main content area is titled 'Location: 095046' and displays the following details:

- Location Name: Clyde River at Bothwell
- Location Type: Hydrology Station
- Folder: All Locations.Tasmania
- Latitude / Longitude: -42° 22' 43", 147° 0' 10" (WGS 84)
- Elevation: 345.64 m
- Time Zone: UTC+10:00
- Description:
- Active:
- Tags: No tags are associated with this Location.

Below the details are two buttons: 'Export last 7 days (CSV)' and 'Export all Data (CSV)'. At the bottom, there is a 'Data Sets' table with columns for Data Set Name, Parameter, Start of Record, End of Record, Last Update, Active status, and Go To. One data set is visible:

Data Set L...	Parameter	Start of R...	End of Re...	Last Upda...	Active	Go To
Stage.Observati...	Height of Gaug...	2020-06-14 00:30:0	2021-03-03 09:00:0	2021-03-03 19:00:0	<input checked="" type="checkbox"/>	Go To

The footer of the page reads: 'AQUARIUS WebPortal v2021.2.130 © 2021 Aquatic Informatics'.

### 3.4.2 Alerts Tab

The **Alerts** tab displays notifications that the current location triggers or is related to.

Search for a Folder: Folder... Search for a Location: 94272 - Mount Stuart (Defence)

Date: Monthly | August 2021

Summary Alerts Files Reports Go To Map

Name	Message	Triggered ↓	Reference
▶ High Rainfall	[UPDATE:29390] High Rainfall (> 2...	2021-08-31 07:53:04	Local
▶ High Rainfall	[UPDATE:29389] High Rainfall (> 2...	2021-08-31 06:49:13	Local
▶ High Rainfall	[UPDATE:29388] High Rainfall (> 2...	2021-08-31 05:45:26	Local
▶ High Rainfall	[UPDATE:29386] High Rainfall (> 2...	2021-08-31 04:43:27	Local
▶ High Rainfall	[UPDATE:29384] High Rainfall (> 2...	2021-08-31 03:40:17	Local
▶ High Rainfall	[UPDATE:29382] High Rainfall (> 2...	2021-08-31 02:36:58	Local
▶ High Rainfall	[UPDATE:29380] High Rainfall (> 2...	2021-08-31 01:34:46	Local
▶ High Rainfall	[UPDATE:29378] High Rainfall (> 2...	2021-08-31 00:30:44	Local
▶ High Rainfall	[UPDATE:29376] High Rainfall (> 2...	2021-08-30 23:25:21	Local
▶ High Rainfall	[UPDATE:29375] High Rainfall (> 2...	2021-08-30 22:21:03	Local
▶ High Rainfall	[UPDATE:29374] High Rainfall (> 2...	2021-08-30 21:17:03	Local
▶ High Rainfall	[UPDATE:29373] High Rainfall (> 25...	2021-08-30 20:12:38	Local
▶ High Rainfall	[UPDATE:29372] High Rainfall (> 2...	2021-08-30 19:12:06	Local
▶ High Rainfall	[UPDATE:29371] High Rainfall (> 25...	2021-08-30 18:09:20	Local
▶ High Rainfall	[UPDATE:29370] High Rainfall (> 2...	2021-08-30 17:07:46	Local
▶ High Rainfall	[UPDATE:29369] High Rainfall (> 2...	2021-08-30 16:03:42	Local
▶ High Rainfall	[UPDATE:29368] High Rainfall (> 2...	2021-08-30 15:00:19	Local

Items Displayed: 31

94272

Location Name: Mount Stuart (Defence)

Location Type: Meteorology Station

Coordinates: -19° 23' 59", 146° 48' 0" (WGS 84)

aiaw-docsdemo/AQWebPortal/Data/Location/Summary/Location/.../08

### 3.4.3 Files Tab

The **Files** tab displays all files WebPortal synchronizes from Aquarius Time-Series that are available to the current user, as well as the location's images and other files.

You can set or clear the **Show Images** and **Show Files** check boxes to see only images or only files. If the tab displays images, 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

For the selected location, the **Reports** tab shows a list of reports that have been synchronized from Time-Series into your WebPortal system.

To open a report, click on any report from the list; the report displays in your browser (shown below):

Daily Mean by Year 1 / 3

AQUATIC Informatics

Aquatic Informatics Data Management Software  
Faster Analysis. Better Decisions.

Daily Mean by Year Jul 13, 2017 | 1 of 3  
Parent Folder: Child Folder.Report - [Report Description] Period Selected: 2014-01-01 00:00 - 2016-12-31 23:59

Source Data: Discharge.working@training01, training01 Units: ft<sup>3</sup>/s  
Utc Offset: +00:00

Year 2014 Max: 46537.441 Min: 161.421 Mean: 1159.919

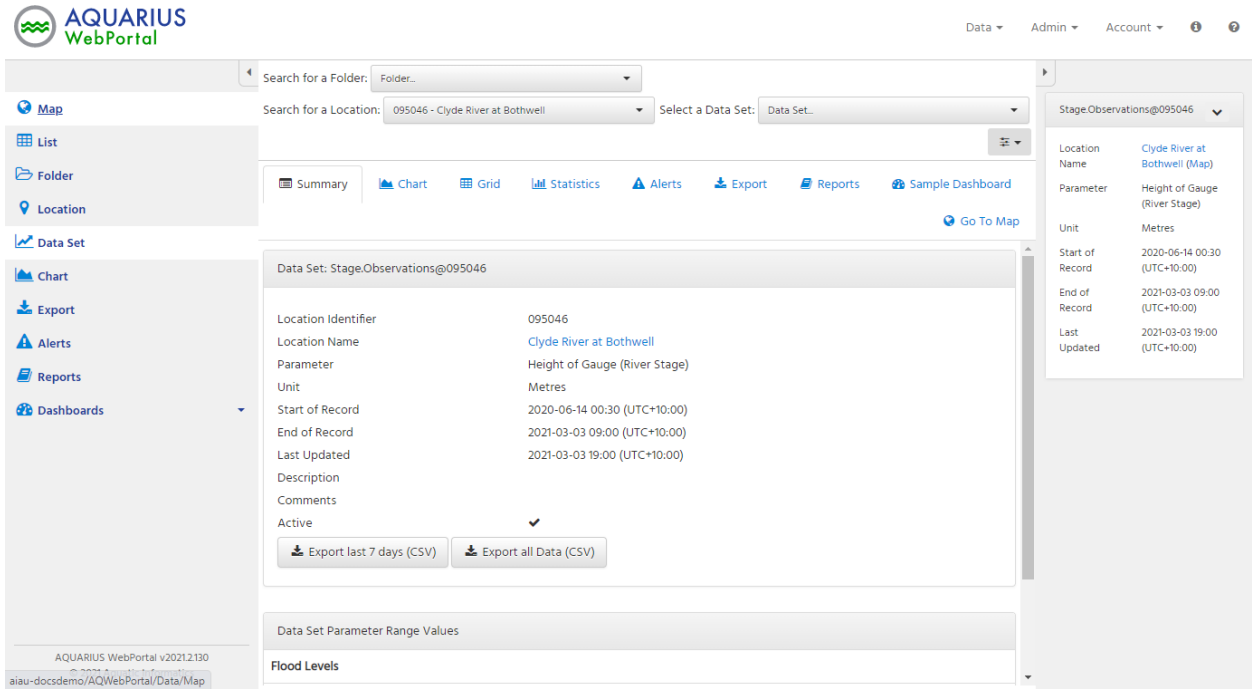
Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	1016.975	3422.466	2931.580	2861.284	904.194	664.371	164.663	387.569	1257.994	215.868	209.712	301.256
2	1020.879	2817.172	3294.486	2635.606	892.222	628.689	163.113	333.357	1802.039	209.931	205.895	293.274
3	1016.837	2482.150	3581.936	2457.356	876.868	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

Each of the location's configured dashboards display on a unique tab with the same name as the dashboard in question. For example, a **Temperature** dashboard has a **Temperature** tab on the **Location** page.

## 3.5 Data Mode > Data Sets

The **Data Set** page displays all information for a data set across several tabbed pages (shown below).



### 3.5.1 About the Summary Tab

The Summary tab displays:

- Details about the selected data set, including any regular or extended location attributes that are visible to you, based on your user account, view group, or security role.
- Parameter ranges, if you have defined parameter ranges for the data set. Possible examples include dam spill levels, environmental compliance bands, licence limits, and flooding levels.
- Export options for the data set.

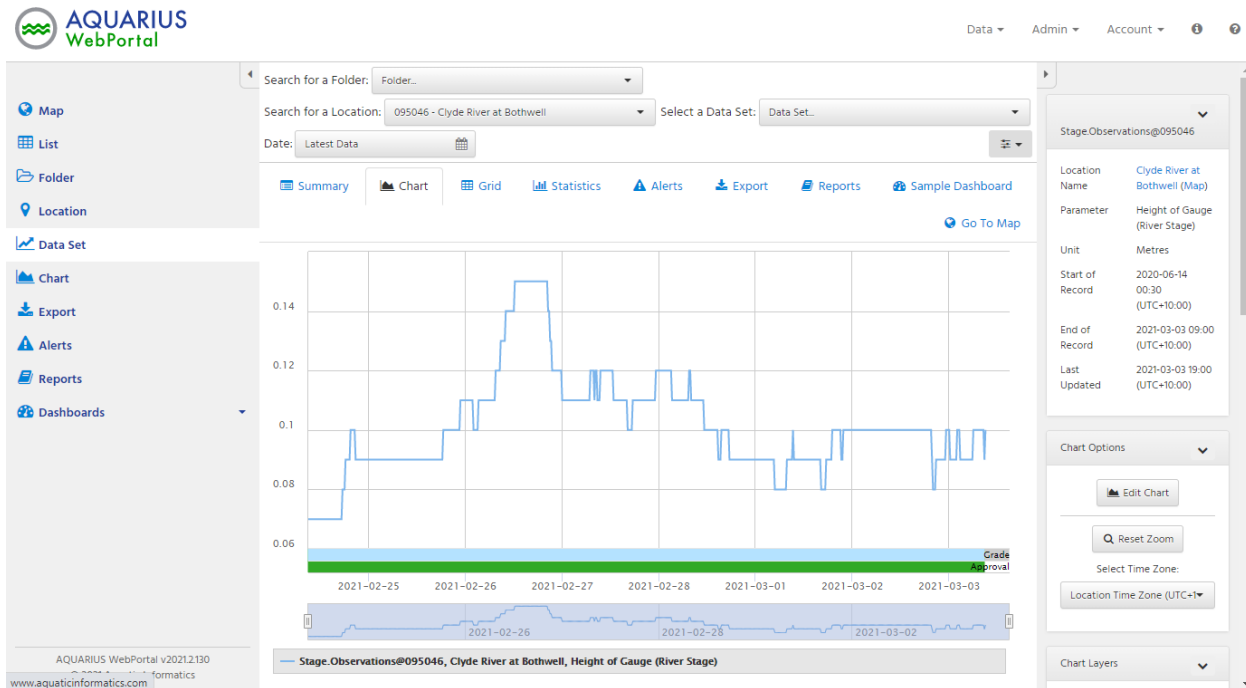
### 3.5.2 About the Chart Tab

The Chart tab plots the data set's time-series data onto a chart.

**i NOTE** If you have a WebPortal [User Account](#), the pages, data, and actions available to you depend on your account settings including any privileges associated with a [View Group](#) membership and / or assignment to an [Admin Security Role](#).

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.

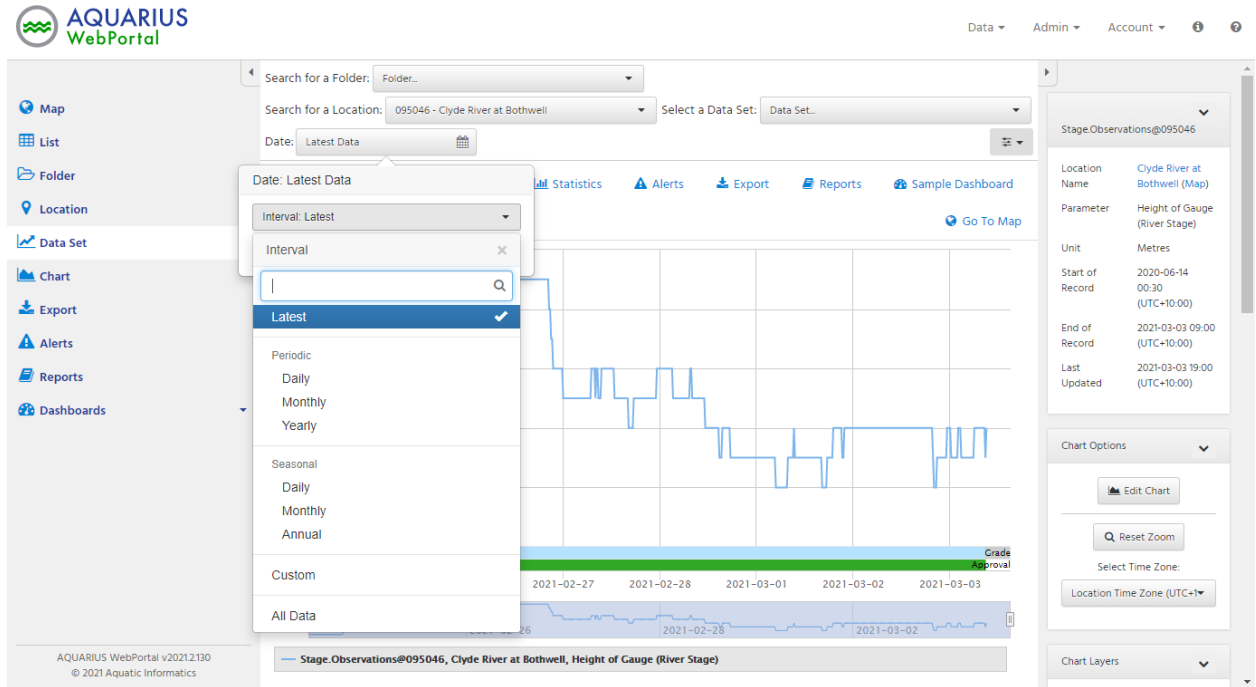


## Interval Filter Options

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

- **Latest.** The chart displays 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.

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



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

## Info Panel Options

The Charts tab's Info panel (located on the right side of the Data Set page) shows information about the Data Set and includes Chart Options, Chart Layers, Grade Codes, and Approval Levels.


- **Chart Options.** Allow 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 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** See also [Data Mode > Chart](#).

- **Chart Layers .** Allow for toggling on or 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); and
  - Data set reference locations (such as flood-prone roads, or flood-prone locations).
- **Grade Code Legend.** Shows color or grade assignments for the displayed time-series data. Colors for grades display beneath the plot area in the Grade bar.
  - **Approval Levels Legend.** Shows color or grade assignments for the displayed time-series data. Colors for approvals display beneath the plot area in the Approval bar.

 **NOTE** **Grades** and **Approval Levels** are shown below the chart only when a single data set displays. If multiple data sets display, the chart does not show **Grades** and **Approval Levels**.

### 3.5.3 Grid Tab

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

Search for a Folder: Folder...

Search for a Location: 095046 - Clyde River at Bothwell

Select a Data Set: Data Set...

Date: Latest Data

Summary Chart Grid **Statistics** Alerts Export Reports Sample Dashboard

[Go To Map](#)

StageObservations@095046

Location Name: Clyde River at Bothwell (Map)

Parameter: Height of Gauge (River Stage)

Unit: Metres

Start of Record: 2020-06-14 00:30 (UTC+10:00)

End of Record: 2021-03-03 09:00 (UTC+10:00)

Last Updated: 2021-03-03 19:00 (UTC+10:00)

Grid Options

Select Time Zone: Location Time Zone (UTC+10)

Grade Code

- 3 - GAP
- 2 - UNUSABLE
- 1 - UNSP

Timestamp	Height of Gauge (RL...)	Grade Code	Approval Level	Interpolation Type
2021-03-03 09:00:00	0.100	0 - UNDEF	1200 - Approved	1 - Inst. Values
2021-03-03 08:45:00	0.090	0 - UNDEF	1200 - Approved	1 - Inst. Values
2021-03-03 08:30:00	0.100	0 - UNDEF	1200 - Approved	1 - Inst. Values
2021-03-03 08:15:00	0.100	0 - UNDEF	1200 - Approved	1 - Inst. Values
2021-03-03 08:00:00	0.100	0 - UNDEF	1200 - Approved	1 - Inst. Values
2021-03-03 07:45:00	0.100	0 - UNDEF	1200 - Approved	1 - Inst. Values
2021-03-03 07:30:00	0.100	0 - UNDEF	1200 - Approved	1 - Inst. Values
2021-03-03 07:15:00	0.100	0 - UNDEF	1200 - Approved	1 - Inst. Values
2021-03-03 07:00:00	0.100	0 - UNDEF	1200 - Approved	1 - Inst. Values
2021-03-03 06:45:00	0.100	0 - UNDEF	1200 - Approved	1 - Inst. Values
2021-03-03 06:30:00	0.100	0 - UNDEF	1200 - Approved	1 - Inst. Values
2021-03-03 06:15:00	0.100	0 - UNDEF	1200 - Approved	1 - Inst. Values
2021-03-03 06:00:00	0.100	0 - UNDEF	1200 - Approved	1 - Inst. Values

### 3.5.4 About the Statistics Tab

The Statistics tab displays all statistics that WebPortal calculates for the data set over the selected interval. As WebPortal pre-calculates statistics for the defined intervals, they are not available against the custom interval.

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

Search for a Folder: Folder...

Search for a Location: 095046 - Clyde River at Bothwell

Select a Data Set: Data Set...

Date: Latest Data

Summary Chart Grid **Statistics** Alerts Export Reports Sample Dashboard

[Go To Map](#)

StageObservations@095046

Location Name: Clyde River at Bothwell (Map)

Parameter: Height of Gauge (River Stage)

Unit: Metres

Start of Record: 2020-06-14 00:30 (UTC+10:00)

End of Record: 2021-03-03 09:00 (UTC+10:00)

Last Updated: 2021-03-03 19:00 (UTC+10:00)

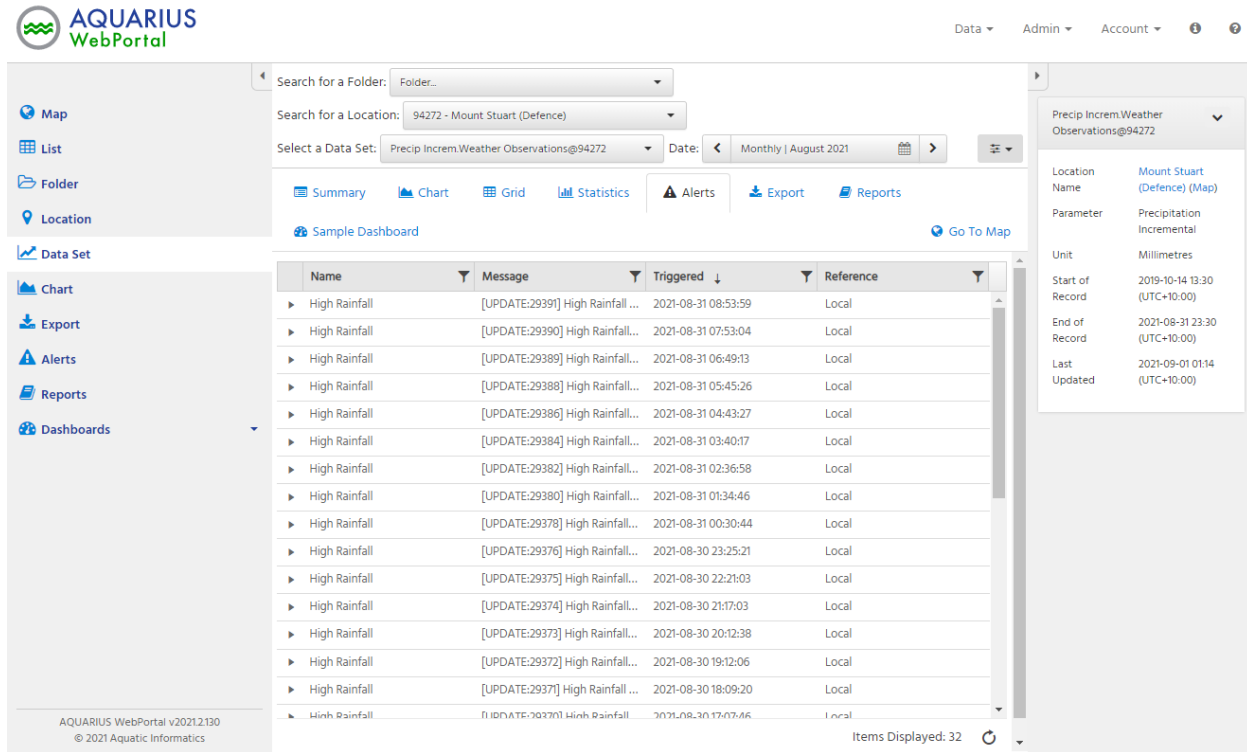
Grade Code

- 3 - GAP
- 2 - UNUSABLE
- 1 - UNSP
- 0 - UNDEF
- 1 - UNVERIFIED
- 2 - DRY

Statistic	Timestamp	Event Timesta...	Value	Grade Code	Interpolation T...
Latest	2021-03-03 09:00:00	2021-03-03 09:00:00	0.100 m	0 - UNDEF	1 - Inst. Values

### 3.5.5 About the Alerts Tab

The Alerts tab displays alert notifications that the current location triggers or is related to. The Info panel for this tab displays information about the data set.



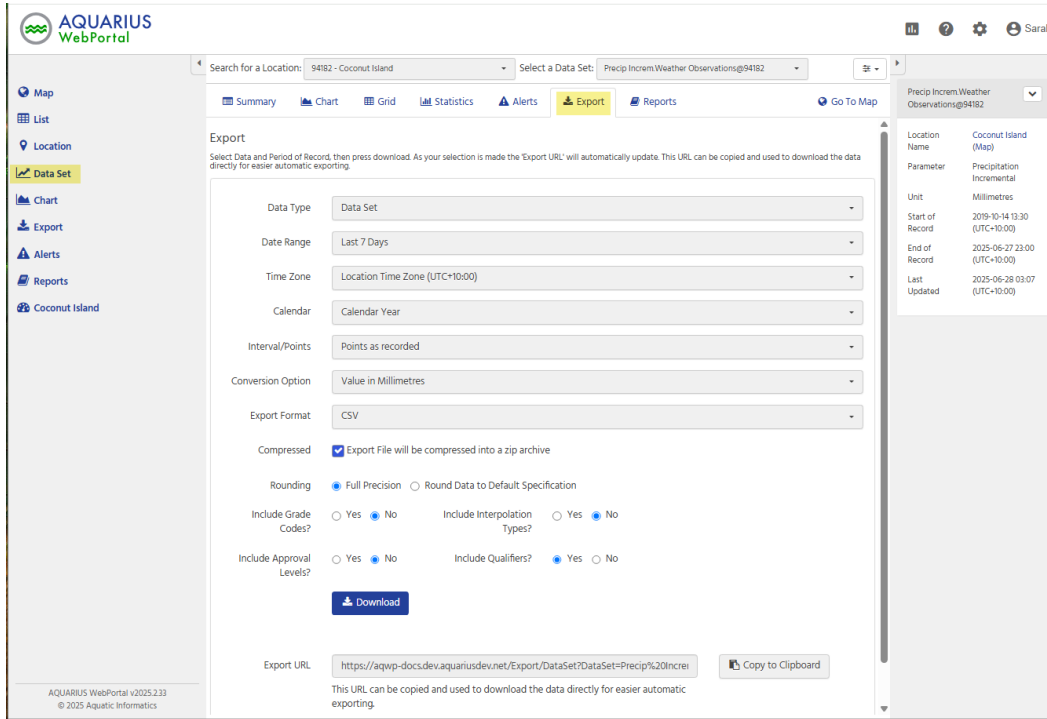
The screenshot shows the AQUARIUS WebPortal interface. The top navigation bar includes 'Data', 'Admin', and 'Account' menus. The left sidebar contains navigation options: Map, List, Folder, Location, Data Set, Chart, Export, Alerts, Reports, and Dashboards. The main content area is titled 'Alerts' and displays a table of alert notifications. The table has columns for Name, Message, Triggered, and Reference. The data shows multiple 'High Rainfall' alerts triggered between August 31 and September 30, 2021, with messages like '[UPDATE:29391] High Rainfall ...'. An info panel on the right provides details for the selected data set: 'Precip Increm.Weather Observations@94272', including location 'Mount Stuart (Defence)', parameter 'Precipitation Incremental', unit 'Millimetres', and record dates from 2019-10-14 to 2021-09-01.

Name	Message	Triggered	Reference
▶ High Rainfall	[UPDATE:29391] High Rainfall ...	2021-08-31 08:53:59	Local
▶ High Rainfall	[UPDATE:29390] High Rainfall...	2021-08-31 07:53:04	Local
▶ High Rainfall	[UPDATE:29389] High Rainfall...	2021-08-31 06:49:13	Local
▶ High Rainfall	[UPDATE:29388] High Rainfall...	2021-08-31 05:45:26	Local
▶ High Rainfall	[UPDATE:29386] High Rainfall...	2021-08-31 04:43:27	Local
▶ High Rainfall	[UPDATE:29384] High Rainfall...	2021-08-31 03:40:17	Local
▶ High Rainfall	[UPDATE:29382] High Rainfall...	2021-08-31 02:36:58	Local
▶ High Rainfall	[UPDATE:29380] High Rainfall...	2021-08-31 01:34:46	Local
▶ High Rainfall	[UPDATE:29378] High Rainfall...	2021-08-31 00:30:44	Local
▶ High Rainfall	[UPDATE:29376] High Rainfall...	2021-08-30 23:25:21	Local
▶ High Rainfall	[UPDATE:29375] High Rainfall...	2021-08-30 22:21:03	Local
▶ High Rainfall	[UPDATE:29374] High Rainfall...	2021-08-30 21:17:03	Local
▶ High Rainfall	[UPDATE:29373] High Rainfall...	2021-08-30 20:12:38	Local
▶ High Rainfall	[UPDATE:29372] High Rainfall...	2021-08-30 19:12:06	Local
▶ High Rainfall	[UPDATE:29371] High Rainfall ...	2021-08-30 18:09:20	Local
▶ High Rainfall	[UPDATE:29370] High Rainfall ...	2021-08-30 17:07:46	Local

### 3.5.6 About the Export Tab

The Export tab allows users to export data sets from the selected location.

## Data Set Export



**Export**

Select Data and Period of Record, then press download. As your selection is made the 'Export URL' will automatically update. This URL can be copied and used to download the data directly for easier automatic exporting.

Data Type: Data Set

Date Range: Last 7 Days

Time Zone: Location Time Zone (UTC+10:00)

Calendar: Calendar Year

Interval/Points: Points as recorded

Conversion Option: Value in Millimetres

Export Format: CSV

Compressed:  Export File will be compressed into a zip archive

Rounding:  Full Precision  Round Data to Default Specification

Include Grade Codes?:  Yes  No

Include Interpolation Types?:  Yes  No

Include Approval Levels?:  Yes  No

Include Qualifiers?:  Yes  No

[Download](#)

Export URL: <https://aqwp-docs.dev.aquariusdev.net/Export/DataSet?DataSet=Precip%20Incr> [Copy to Clipboard](#)

This URL can be copied and used to download the data directly for easier automatic exporting.

Location Name	Coconut Island (Map)
Parameter	Precipitation Incremental
Unit	Millimetres
Start of Record	2019-10-14 13:30 (UTC+10:00)
End of Record	2025-06-27 23:00 (UTC+10:00)
Last Updated	2025-06-28 03:07 (UTC+10:00)

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. WebPortal populates these fields with default values designed to meet most common requirements.
  - **Data Type.** Choose between *Data Set*, *Periodic Statistic*, or *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, XLSX, 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 you have not set a rounding specification, the system's default applies.
- **Include Metadata.** The available options depend on the options your system administrator has configured for your organization. If they have configured all options, you have the ability to include *Grade Codes, Approval Levels, and Interpolation Types.*

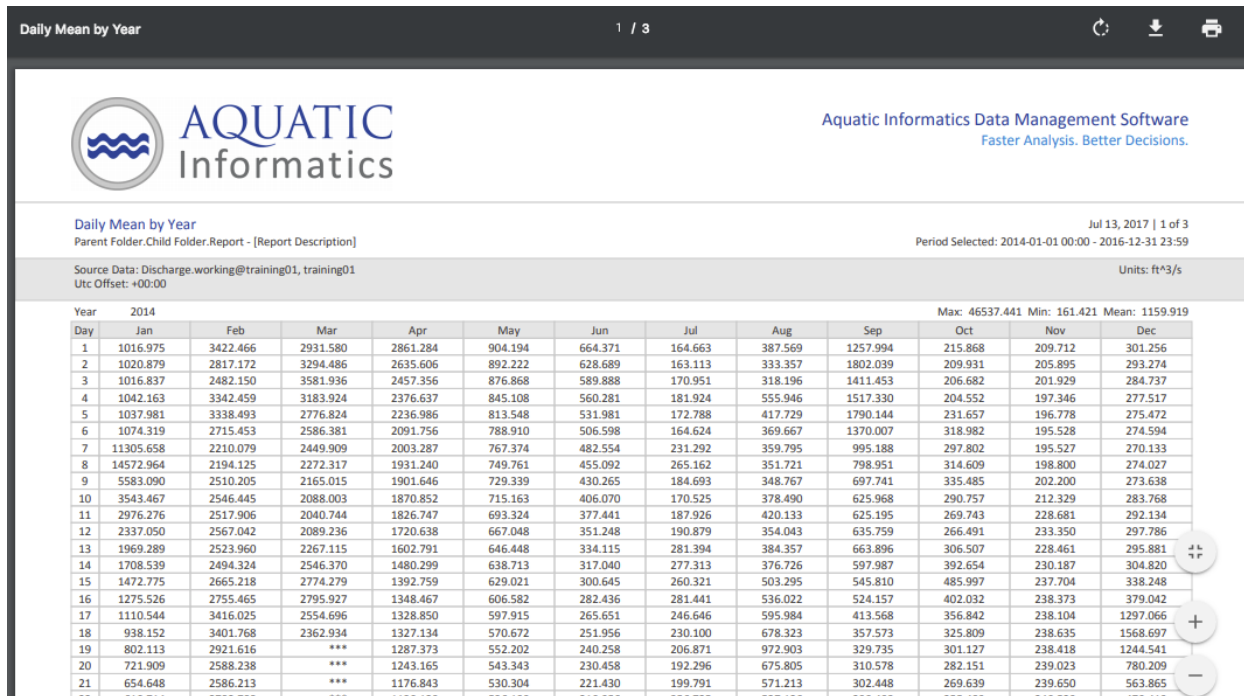
3. Choose either:

- **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 bookmarking or sharing them, you can use these links in conjunction with the WebPortal API.

### 3.5.7 About the Reports Tab

The 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.



**Daily Mean by Year** 1 / 3

**AQUATIC Informatics** Aquatic Informatics Data Management Software  
Faster Analysis. Better Decisions.

**Daily Mean by Year** Jul 13, 2017 | 1 of 3  
Parent Folder: Child Folder: Report - [Report Description] Period Selected: 2014-01-01 00:00 - 2016-12-31 23:59

Source Data: Discharge.working@training01, training01 Units: ft³/s  
Utc Offset: +00:00

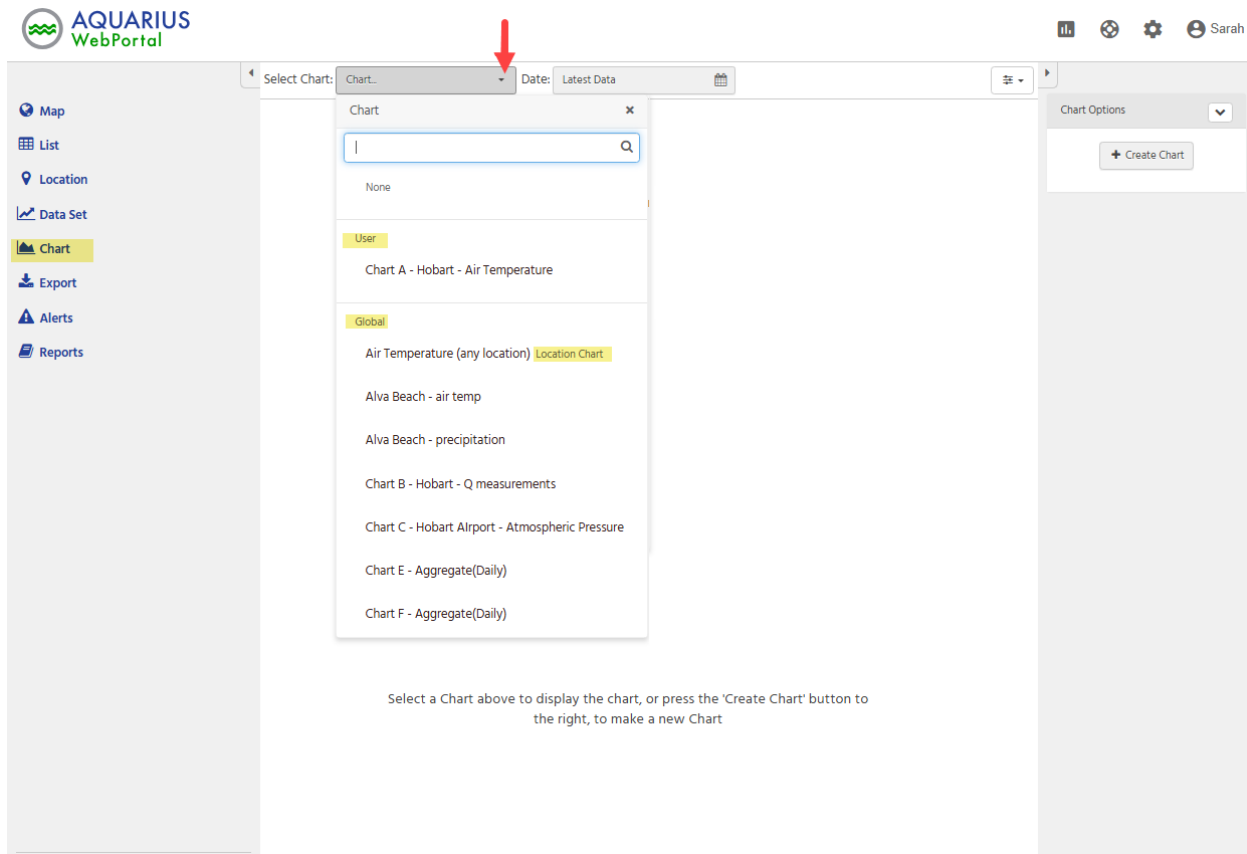
Year	2014											
Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	1016.975	3422.466	2931.580	2861.284	904.194	664.371	164.663	387.569	1257.994	215.868	209.712	301.256
2	1020.879	2817.172	3294.486	2635.606	892.222	628.689	163.113	333.357	1802.039	209.931	205.895	293.274
3	1016.837	2482.150	3581.936	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
22	610.714	1707.700	***	1120.130	526.100	210.066	262.736	677.136	300.400	266.490	240.670	470.410

### 3.5.8 About the Dashboard Tabs

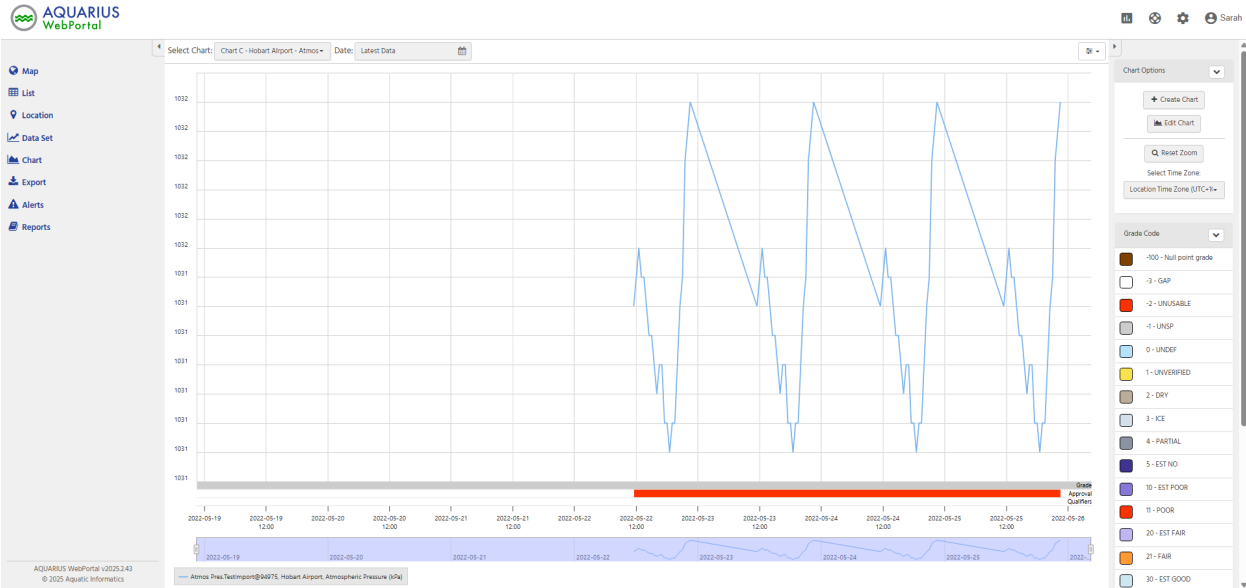
Each of the data set's configured dashboards display on a unique tab with the same name as the dashboard in question. For example, a **Temperature** dashboard has a **Temperature** tab on the **Data Set** page.

## 3.6 Data Mode > Charts

A Saved Chart is any type of chart that has been saved and configured to be available from Data mode's Chart page (shown below). You can also add Saved Charts to Dashboards.



When you select a Saved Chart, the chart defaults to show the Latest Data. If desired, select another option: periodic, seasonal, all data or a custom time range of data.



### 3.6.1 Before Getting Started

- A signed in user can view and edit existing charts, but can only save charts that they own.
- Administrators can save charts from this menu that are available for everyone to view
- An administrator can save and delete charts that are available to all users.
- A standard user can create charts and make them only accessible to themselves.

### About Chart Options

- **+ Create Chart.** Click to begin creating a chart. (When creating a Chart from Data mode, only the Global and User options are available; when creating a Chart from Account mode, only the User option is available, which means your chart will only be available to you.)
- **Edit Chart.** To enable this chart option you must first select a chart (from the Select Chart drop-down list).

You can 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.

After editing a chart, from the **Save Chart** tab, click **Apply** to see the chart in your current session, or click **Save** to save the chart's configuration.

You may choose this option to create a new chart that is similar to an existing chart. From the Save Chart tab, give the chart a different name, then click Save.

- **Reset Zoom.** Reset the zoom level.
- **Zoom / Pan.** Switch between zoom and pan modes.
- **Select Time Zone.** Select from the location's time zone or your time zone, Coordinated Universal Time (UTC), or a UTC offset time zone.

### 3.6.2 Create a Chart

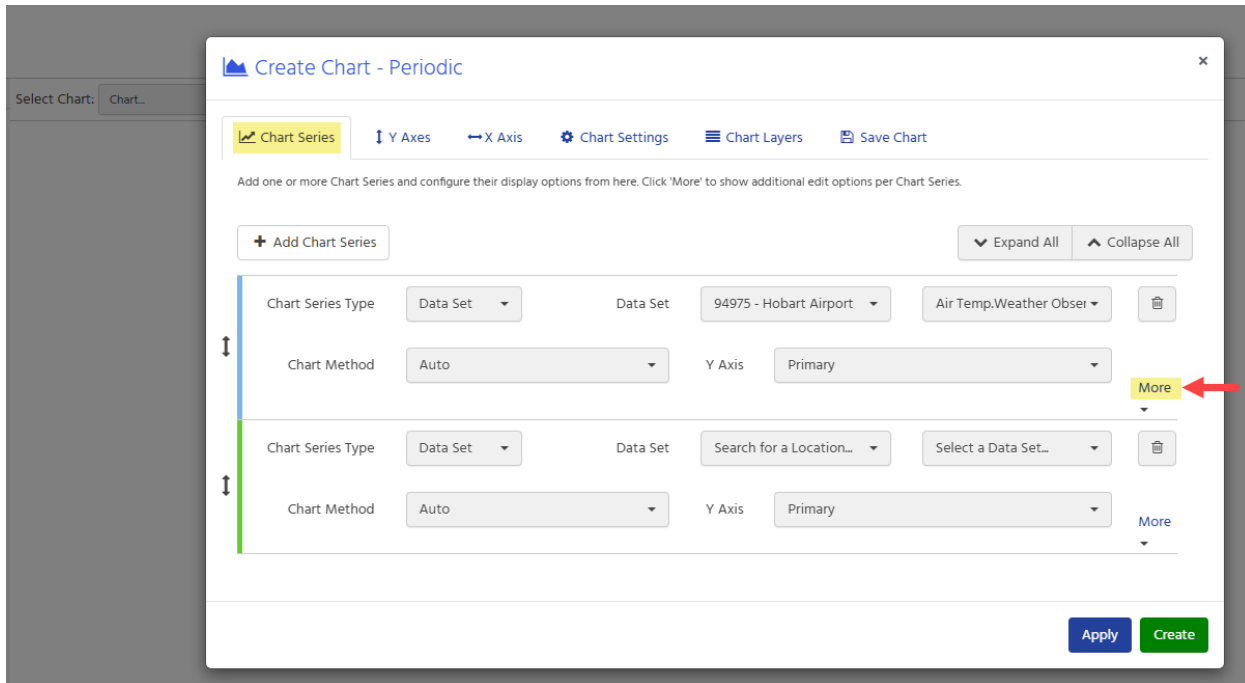
1. To begin creating a new chart, click **+ Create Chart**.
2. From the **Create Chart** form, start configuring your chart using the settings available in each tab.

 **HINT** See also [Admin Mode > Dashboards and Charts > Data Set Charts](#).

#### About the Settings in the Chart Series tab

- A chart series type: Data Set, Statistic, or Seasonal Statistic.
- A location and time-series, or parameter set, to display on the chart.
- A Chart Method. The *Auto* default setting uses one of its default chart methods, each of which are based on the interpolation type of the specified time-series.
- A Y Axis. The *Primary* default setting can default to *Inverted* for parameters of your choosing. For more information about this, refer to [Y Axes Tab](#).

 **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.



If you wish to customize the chart series further, click **More** (located at the bottom-right corner) to show additional chart settings that determine how your chart will look. Experiment with the chart settings to determine the look you require.

WebPortal applies any pre-processing to the time-series data before showing it on a chart.

### About the Settings in the Y Axes Tab

The **Y Axes** tab allows you to add one or more Y Axes.

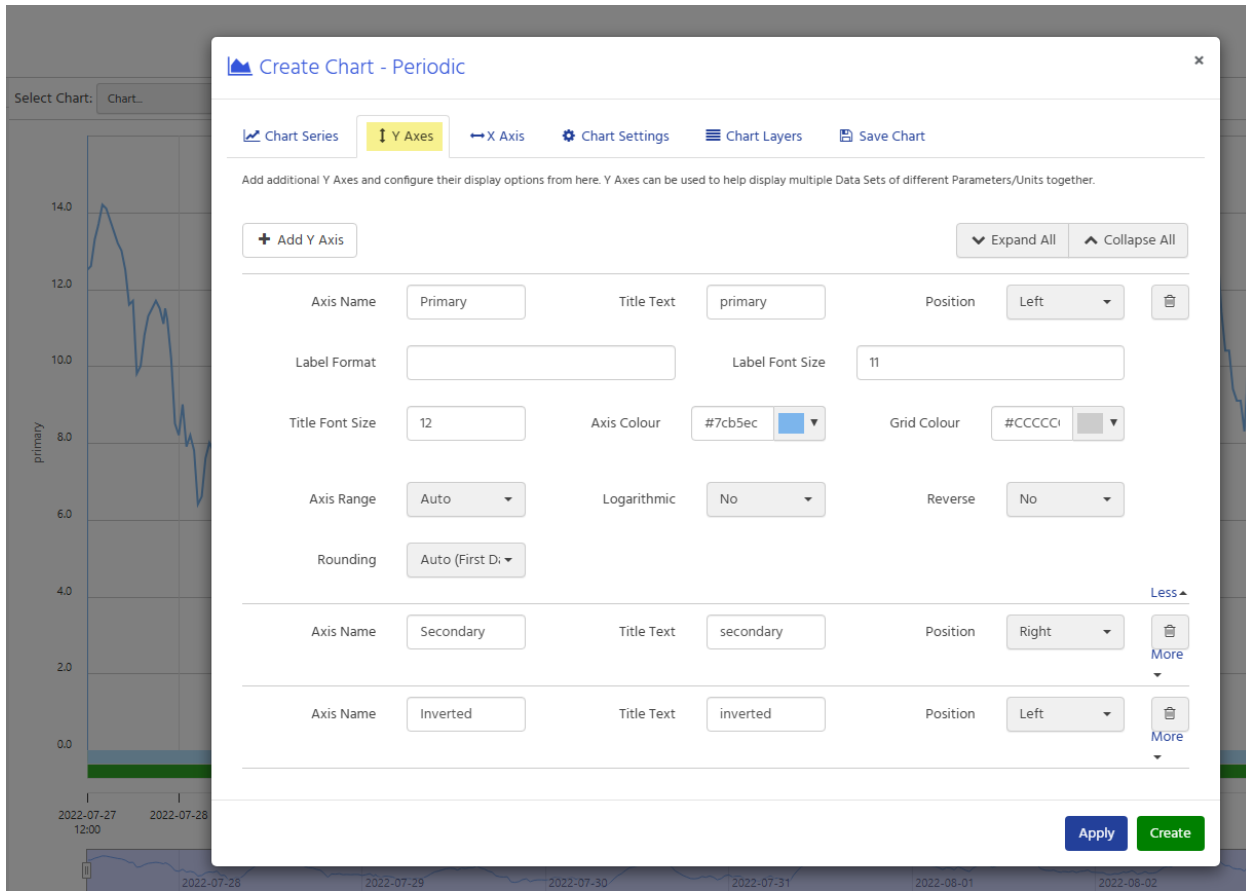
To plot many time-series (for example, cumulative rainfall and stream water levels), add a Y axis for each to show the different parameters and correctly display the data.

By default, WebPortal displays three Y axes: *Primary*, *Secondary*, and *Inverted*.

You can modify these defaults and add additional axes.

Any axes you create that display in this tab are available from the **Y Axis** drop-down list in the **Data Set** tab.

If you wish to customize an axis further, click **More** (located at the bottom-right corner) of each Axis section to show additional chart settings that determine how your chart will look. Also, select whether the axis is logarithmic and whether to reverse the axis (as is the case for the inverted axis).

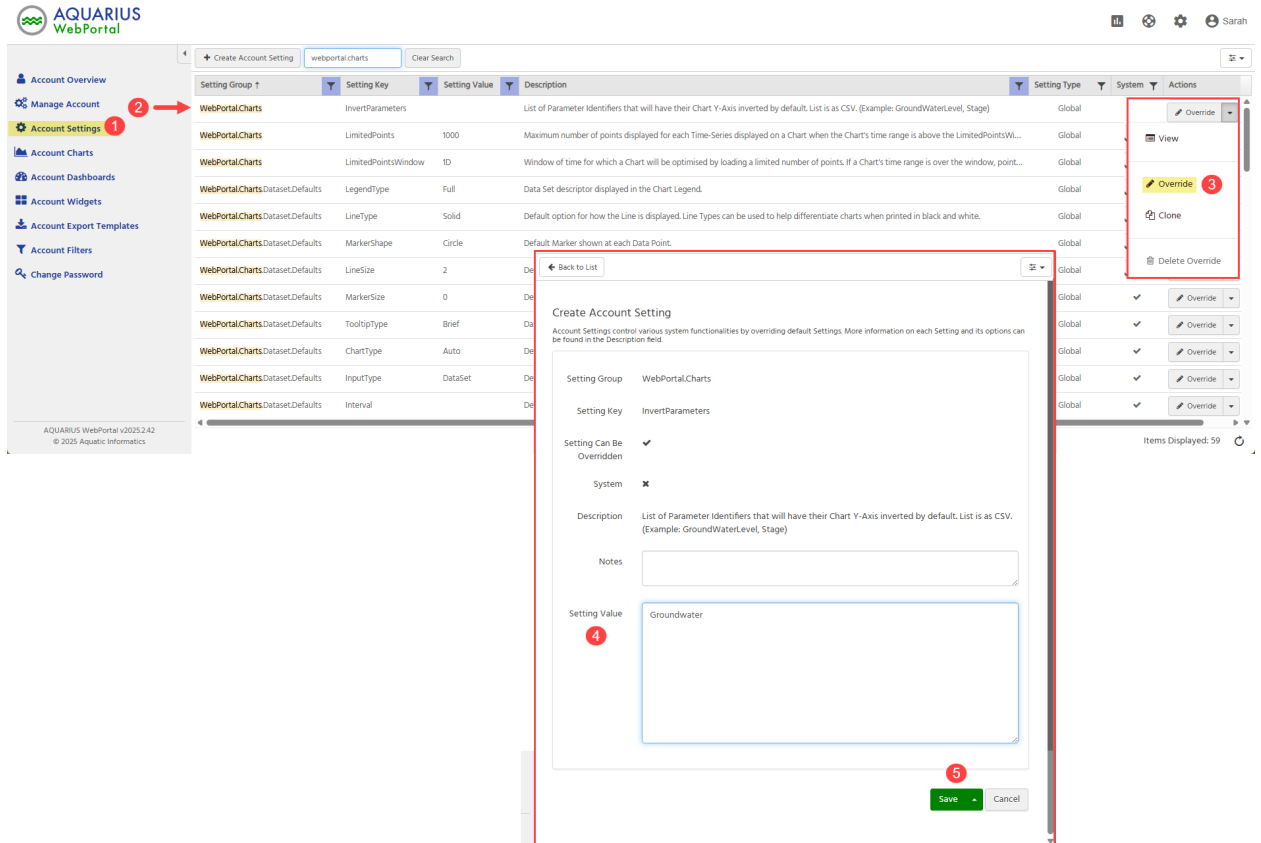


### About the Inverted Y Axis

When a series has an inverted axis, the chart displays its parameter upside down. You can do this manually each time you add or edit a series in a chart, or you can use a global setting to establish which parameters you want to plot on an inverted axis, by default (for example, groundwater).

**To establish a list of parameters to plot, by default, on an inverted axis:**

1. Go to **Account Settings**.
2. Locate the **Setting Group/Setting Key** pair *WebPortal.Charts | InvertParameters*.
3. Select the **Override** action.
4. Modify the setting value as required.
5. Click **Save**.



**Account Settings**

Setting Group	Setting Key	Setting Value	Description	Setting Type	System	Actions
WebPortal.Charts	InvertParameters		List of Parameter Identifiers that will have their Chart Y-Axis inverted by default. List is as CSV. (Example: GroundWaterLevel, Stage)	Global		View Override
WebPortal.Charts	LimitedPoints	1000	Maximum number of points displayed for each Time-Series displayed on a Chart when the Chart's time range is above the LimitedPointsWi...	Global		View Override
WebPortal.Charts	LimitedPointsWindow	10	Window of time for which a Chart will be optimised by loading a limited number of points. If a Chart's time range is over the window, point...	Global		View Override
WebPortal.Charts.Dataset.Defaults	LegendType	Full	Data Set descriptor displayed in the Chart Legend.	Global		View Override
WebPortal.Charts.Dataset.Defaults	LineType	Solid	Default option for how the Line is displayed. Line Types can be used to help differentiate charts when printed in black and white.	Global		View Override
WebPortal.Charts.Dataset.Defaults	MarkerShape	Circle	Default Marker shown at each Data Point.	Global		View Override
WebPortal.Charts.Dataset.Defaults	LineSize	2		Global		View Override
WebPortal.Charts.Dataset.Defaults	MarkerSize	0		Global		View Override
WebPortal.Charts.Dataset.Defaults	TooltipType	Brief		Global		View Override
WebPortal.Charts.Dataset.Defaults	ChartType	Auto		Global		View Override
WebPortal.Charts.Dataset.Defaults	InputType	DataSet		Global		View Override
WebPortal.Charts.Dataset.Defaults	Interval			Global		View Override

**Create Account Setting**

Account Settings control various system functionalities by overriding default Settings. More information on each Setting and its options can be found in the Description field.

Setting Group: WebPortal.Charts

Setting Key: InvertParameters

Setting Can Be Overridden:

System:

Description: List of Parameter Identifiers that will have their Chart Y-Axis inverted by default. List is as CSV. (Example: GroundWaterLevel, Stage)

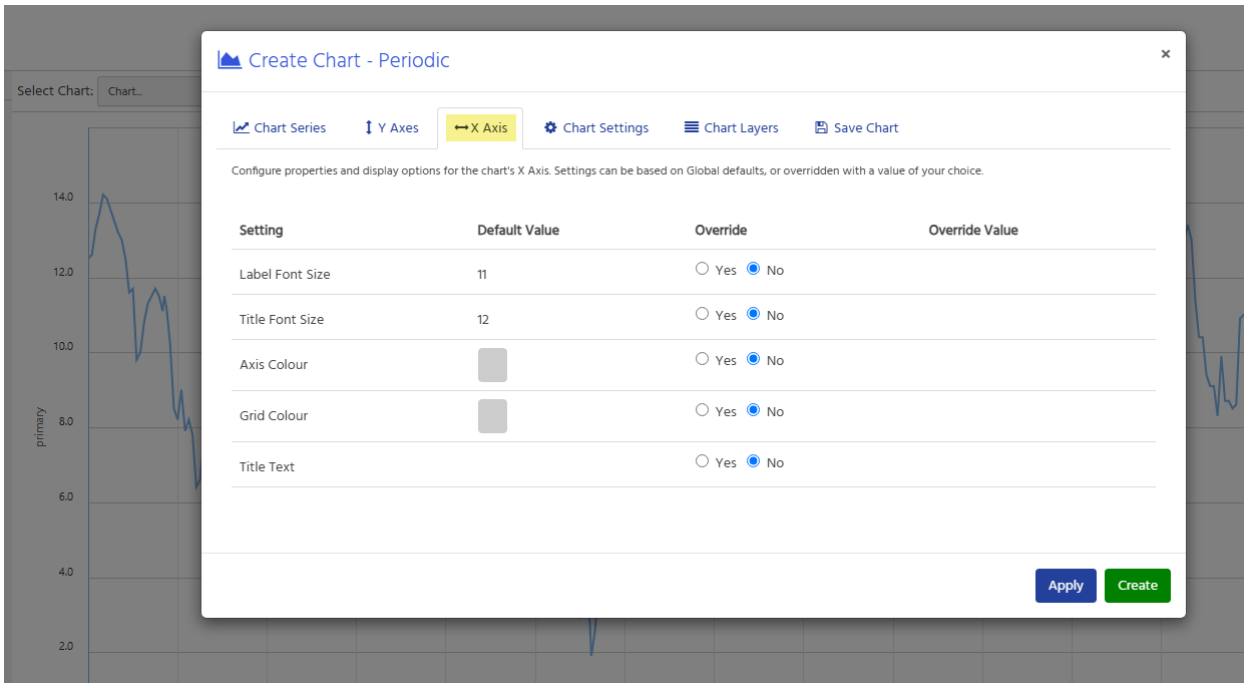
Notes:

Setting Value:

Save Cancel

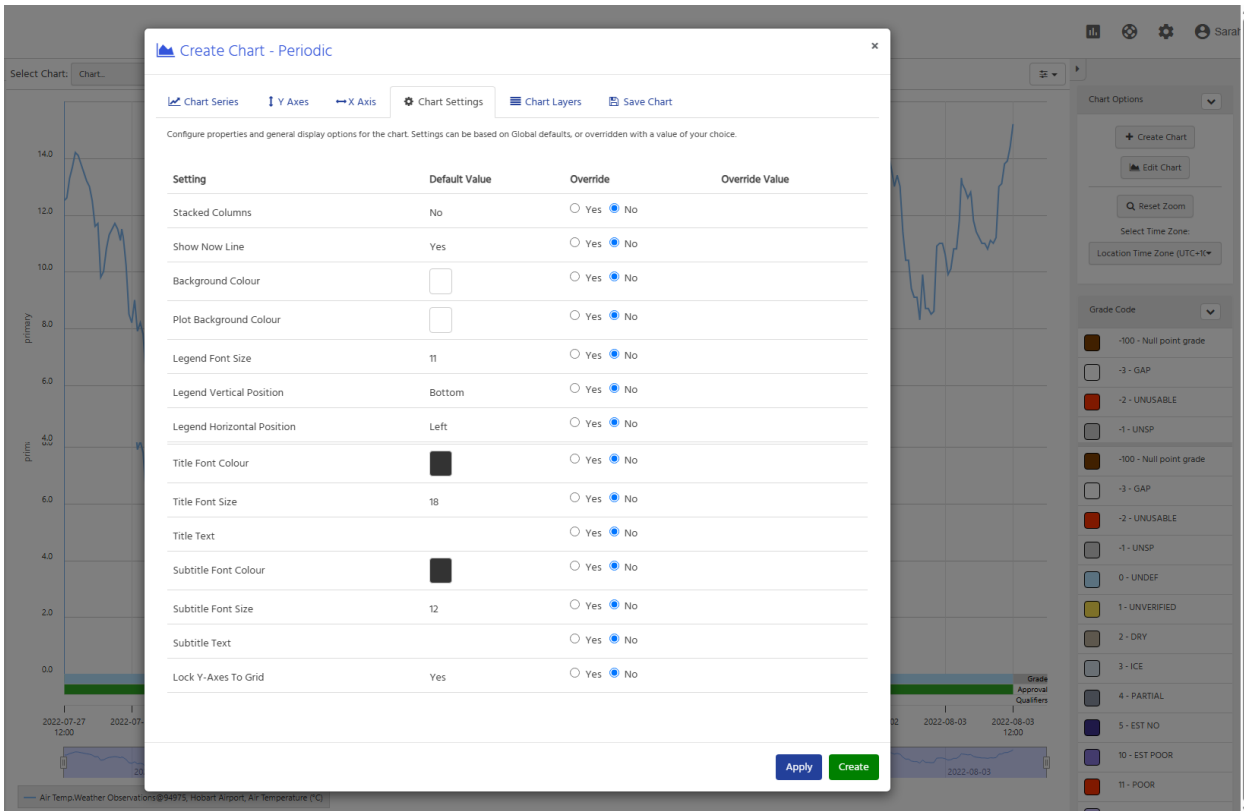
## About the Settings in the X Axis Tab

The **X Axis** tab (shown below) allows you to configure the display properties for the chart's X Axis. You can choose to use a setting's global default, or override the default settings with custom values.



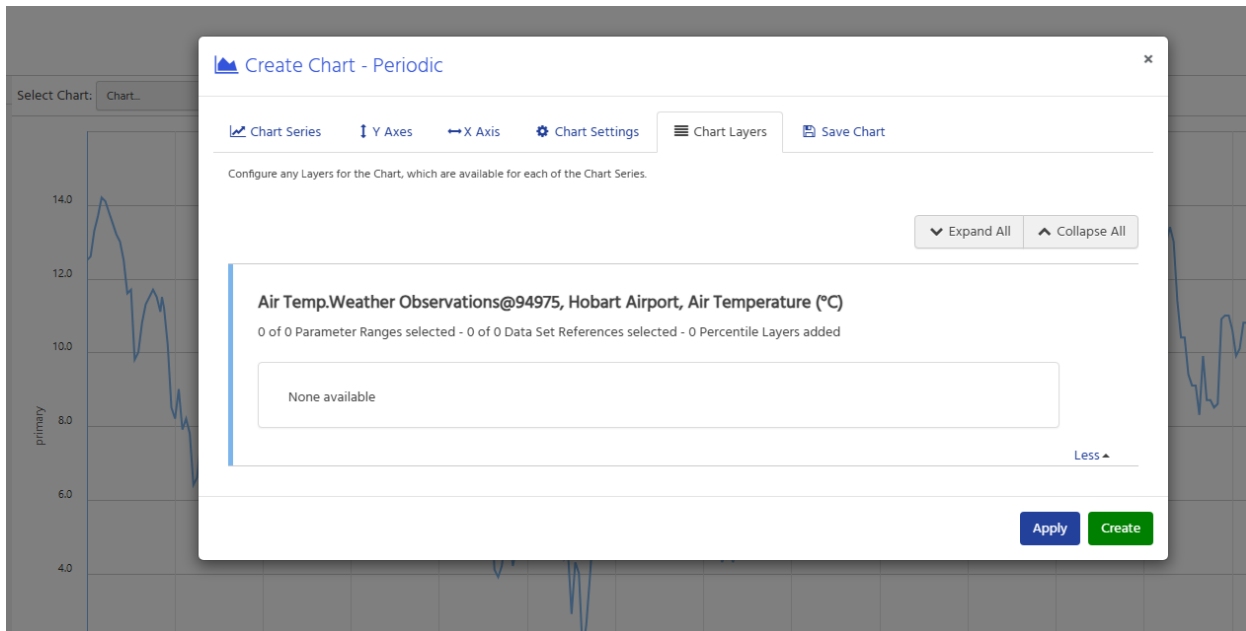
## About the Settings in the Chart Settings Tab

The **Chart Settings** tab (shown below) allows you to further configure the chart's display properties. You can apply the global setting's Default value or override with a custom value.



## About the Settings in the Chart Layers Tab

For a new or saved chart, the **Chart Layers** tab allows you to configure chart layers.



Once created, these layers display each time you view a chart from the **Charts** tab or in a dashboard.

Where a saved chart includes many series, each series may have its own layer options to choose from. For example:

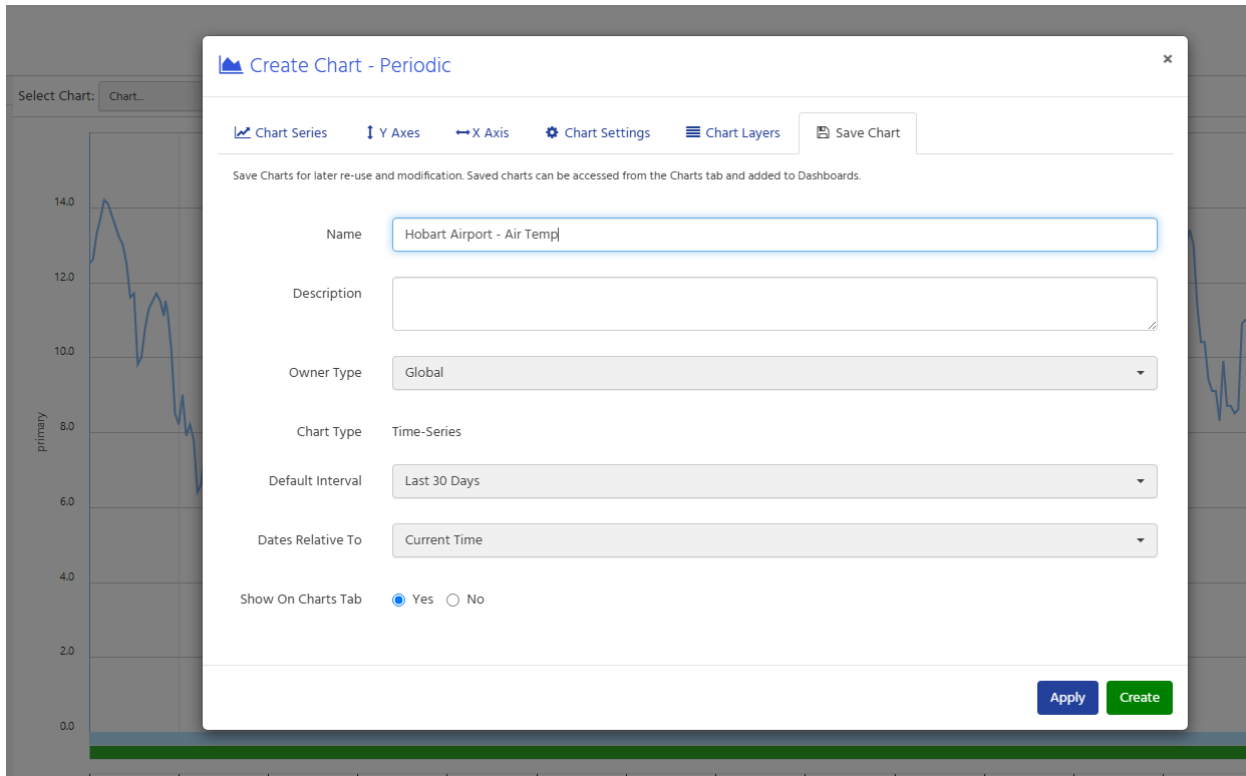
- **Field Visit Data.** Available if a Field Visit's time-series exists for the same location and parameter.
- **Parameter Range Values.** Has the same label as the name of the Parameter Range Definition (for example, *Flooding Levels* for a Stage location).
- **Data Set Reference Locations.** Available if a data set reference location is associated with the time-series. (For example, *Flood-Prone Roads* and *Flood-Prone Locations*.)
- **Percentile Bands and Lines.** Available if you have calculated a percentile statistic against the location. You can add multiple percentile layers for different reference periods and intervals in the Chart Layers tab .

## About the Settings in the Save Chart Tab

The **Save Chart** tab allows you to:

- Save chart configurations by name, so you can easily reuse and modify them.
- Specify the Owner Type to control user access to your chart.

- Choose a default interval to plot data from 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 features many configuration options to help you bulk export your data sets.

- **Perform a bulk export** to Comma-separated Value (CSV), Excel, or Java Script Object Notation (JSON) format.
  - **Export to a single file.** You can export many data sets for many different parameters (from many locations) to a single, time-aligned file.
  - **Export to many separate files.** You can export many data sets to separate files — a single file for each data set.
  - **Include metadata.** Optionally, you can include metadata such as grade codes, approval levels, interpolation types, and qualifiers.
- **Save as Template.** If you need to run the same export on a recurring basis, click **Save as Template** to save your completed form and make it available from the **Prefill from Template** drop-down list, saving you the time it takes to fill in the form again.

After saving a template, observe the system-generated URL (right-adjacent to the **Prefill from Template** field); copy, bookmark, or share this URL to enable others to download the exported data file from a browser.

- **Export URL.** After establishing your export settings, the system will generate another unique URL; copy, bookmark, or share this URL to enable others to download the exported data file from a browser; or, use it in conjunction with the WebPortal Aquarius API (Application Programming Interface).


**HINT** From the **Map** or **List** page, you can run filters to show only the data you want to bulk export, and then select **Send to Export** from the **Page Actions** drop-down list; this action triggers WebPortal to open and populate the **Export** page with your target data set.

### 3.7.1 Set up a bulk export

1. From **Data** mode, open the **Export** page.
2. Observe the two sections that comprise the Export page: **Export Data** (where you set up the specifications for the export) and **Data Sets** (where you select the data you want to export).
3. From the empty form complete the fields to define how and what to export. An example is provided below.

Section Name	Field Name	Field Value	Notes
Export Data			

Section Name	Field Name	Field Value	Notes
	Prefill from Template	Template...	<p>Where applicable, select an export template to run an export based on a previously saved form and its settings.</p> <p>Because different security levels can own export templates, View Group and User Account modes each have a dedicated page for creating templates at those ownership levels.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p><b>!</b> <b>IMPORTANT</b> If you are a user without WebPortal Admin or View Group Admin privileges, an export template will be available from the drop-down menu only if :</p> <ul style="list-style-type: none"> <li>- you previously saved at least one <a href="#">Account Export Template</a></li> <li>OR</li> <li>- you have access to at least one previously saved View Group Export template (owned at the <a href="#">View Group</a> or Global level).(View Group Export Templates are available to users who have View Group Administration privileges.)</li> </ul> </div>

Section Name	Field Name	Field Value	Notes
	Date Range	Last 30 Days	<p>Select a date range.</p> <ul style="list-style-type: none"> <li>- Entire Period of Record;</li> <li>- Overlapping Period of Record (applies the earliest start date and the latest end date that is common to all of the specified data sets);</li> <li>- Last 7 days;</li> <li>- Last 30 days;</li> <li>- 6 months;</li> <li>- 1 year; OR</li> <li>- Custom (use the Date Selector to specify a range)</li> </ul>
	Time Zone	UTC-07:00	<p>Select a time zone.</p> <ul style="list-style-type: none"> <li>- First Data Set's time zone;</li> <li>- your local time zone;</li> <li>- Coordinated Universal Time (UTC); OR</li> <li>- a UTC offset</li> </ul>
	Calendar	Calendar Year	<p>Select a year definition.</p> <ul style="list-style-type: none"> <li>- Calendar Year (default); OR</li> <li>- a custom calendar such as Water Year.</li> </ul> <div data-bbox="933 1129 1357 1381" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p> <b>IMPORTANT</b> If you are an administrator user, see also <a href="#">Admin Mode &gt; Statistics and Legends &gt; Calendars</a> to learn how to set up a custom calendar.</p> </div>
	Interval / Points	Daily / Points every 1 day	<p>Specify how you want to export your data.</p> <ul style="list-style-type: none"> <li>- To export non-aggregated data, select <i>Points as recorded</i>.</li> <li>- To export aggregated data, specify the interval and frequency at which to aggregate data.</li> </ul>

Section Name	Field Name	Field Value	Notes
	Export Format	CSV	Select a file type. - CSV; - Excel; OR - JSON
	Single / Multi File	Single Time-Aligned File	Specify whether to export the data sets to: - a single time-aligned file (that aggregates data to a common interval). OR - one file per data set.
	Rounding	Round Data to Default Specification	Specify a rounding specification: - Full Precision; OR - Round Data to Default Specification (If a default rounding specification has not been set, then WebPortal applies its system default from Global Settings.)
	Include Grade Codes?	No	Include or exclude grade codes.
	Include Interpolation Types?	No	Include or exclude interpolation types.
Data Sets			To begin selecting your data, click <b>+ Add Data Set</b> .
	Location / Data Set	Coconut Island / Precip Increm.Weather Observations@94182  Coconut Island / Air Temp.Weather Observations@94182	Start typing in the search boxes to find and select a location / data set pair. (Repeat this step to add another location / data set pair.)

**HINT** Before exporting more than one data set to a single time-aligned file, use the drag-and-drop arrows (left-adjacent to each data set row) to arrange the data in the desired sequence.

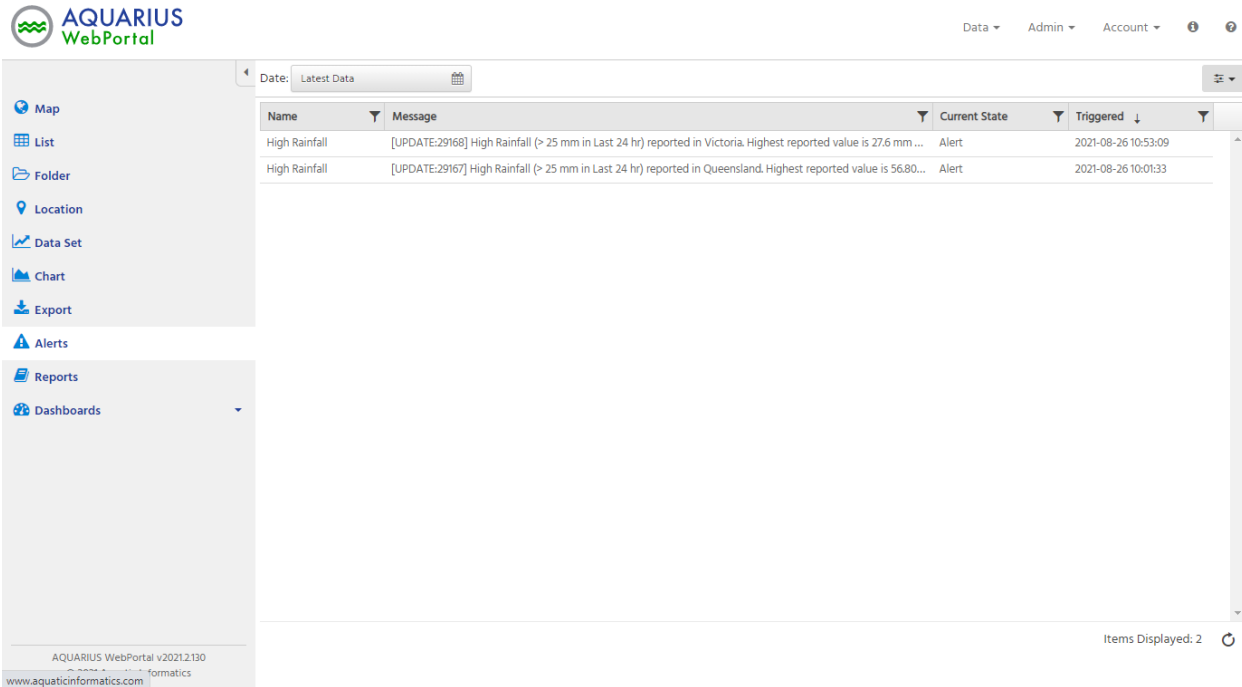
Section Name	Field Name	Field Value	Notes
	Conversion Option		<p>If you chose to export aggregated data, the <b>ConversionOptions</b> apply either <i>Interval Calculations</i> or <i>Unit Conversions</i> to your data set (s).</p> <p>If you chose to export points as recorded, the Conversion Option defaults to <i>Unit Conversions</i>.</p>
	Export URL		<p>After adding at least one data set, the system generates an Export URL.</p> <p>Copy and paste the URL into your browser's URL address field to download the data file immediately.</p> <p>Optional. Bookmark or share the URL or use in conjunction with the WebPortal API.</p>

4. After defining the details for your export, observe the following options (located at the bottom of the page);
  - a. **Download.** Click to export the data to the selected file format. For example, a CSV file. Save the file to the desired location.
  - b. **Save as Template.** Click to save settings as a template. From the Save as Export Template dialog, name the template, and specify the Owner Type — *Global* gives access to all users; choose *User* to grant access to a specific individual.)
5. When finished, exit the **Export** page.

### 3.8 Data Mode > Alerts

Data Mode's **Alerts** page displays key information about triggered alerts. The alerts that the page displays depends on the interval you select from the **Date** drop-down list at the top of the page.

- When you select *Latest* as the interval, the **Alerts** page displays a list of all currently triggered alerts.
- When you select *Periodic* as the interval, the **Alerts** page displays a list of all triggered alerts from the specified period.



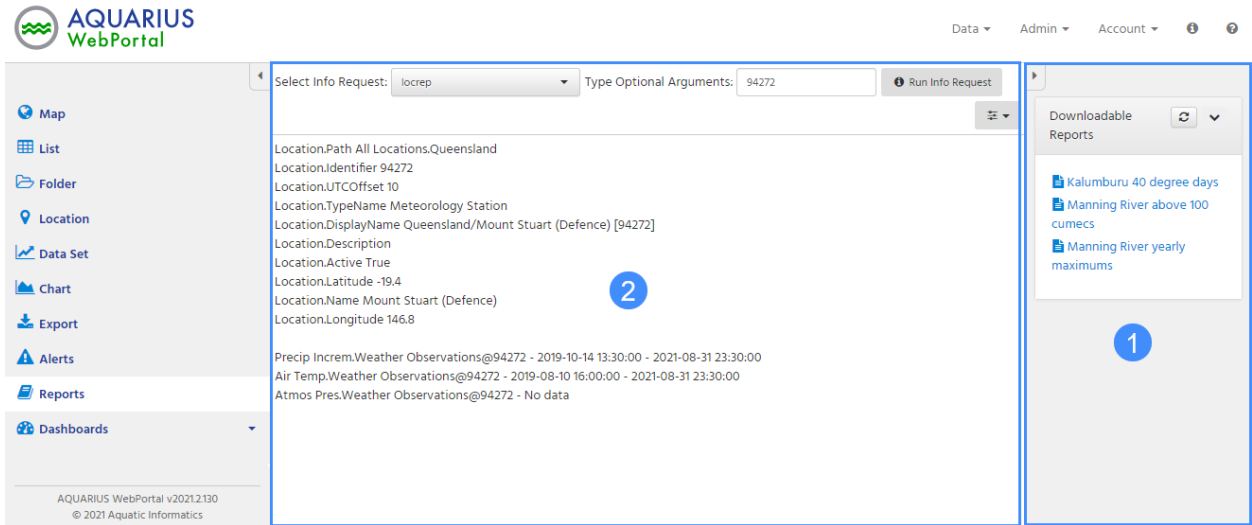
### 3.9 Reports (Data Mode)

Data Mode's **Reports** page allows you to:

1. **View a list of downloadable reports** that have been generated from the Aquarius Time-Series application and then synchronized into WebPortal.
2. **Select and run an Info Request to get a text-based report / output.** You can select any pre-configured Info Request from the drop-down list. If a request requires (or allows) an additional argument, the Type Optional Arguments field displays.

The following image shows an Info Request that is similar to a 'location report'; running this request returns all of the properties of a location specified by the *locrep* script.

**!** **IMPORTANT** Info Requests are set up by your system administrator; if the **Select Info Request** drop-down list does not show any list items, this may mean that none have been configured. See also [Create an Info Request](#) in the Tutorials section of this Help.



You can also run Info Request from a mobile device using an email request and text message (SMS) request.

**NOTE** The layout of the Reports page is configurable and may vary according to the settings established by your system administrator. For example, the list of Downloadable Reports may show in the main section of the page rather than the right-side panel.

### 3.10 Data Mode > Dashboards

Dashboards and their widgets provide an easy way to view data in your Aquarius WebPortal. Your access to a dashboard depends on permissions configured for that dashboard.

- **Global.** Any user has access to a Global dashboard.
- **View Group.** A user who belongs to a View Group associated with a specific dashboard has access to that dashboard.
- **User.** A specific user (person), who has been associated with a specific dashboard, has access to that dashboard.

**HINT** If administrators have not added Dashboards to the system, you will not see the Dashboards page in the Left Side Menu; if only one dashboard exists, you will see that Dashboard, by name, in the Left Side Menu.

Dashboards are unique to your WebPortal; they may show any combination of the following types of widgets and information:

- free text;
- charts;
- grids;
- Info Requests;
- You Tube videos
- X (formerly Twitter) time lines;
- web sites; and
- web cams.

Also, a Dashboard's widget may also have drop-down menus or text fields, allowing you to add plain text, or select a data set, a location, a chart, or 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](#)

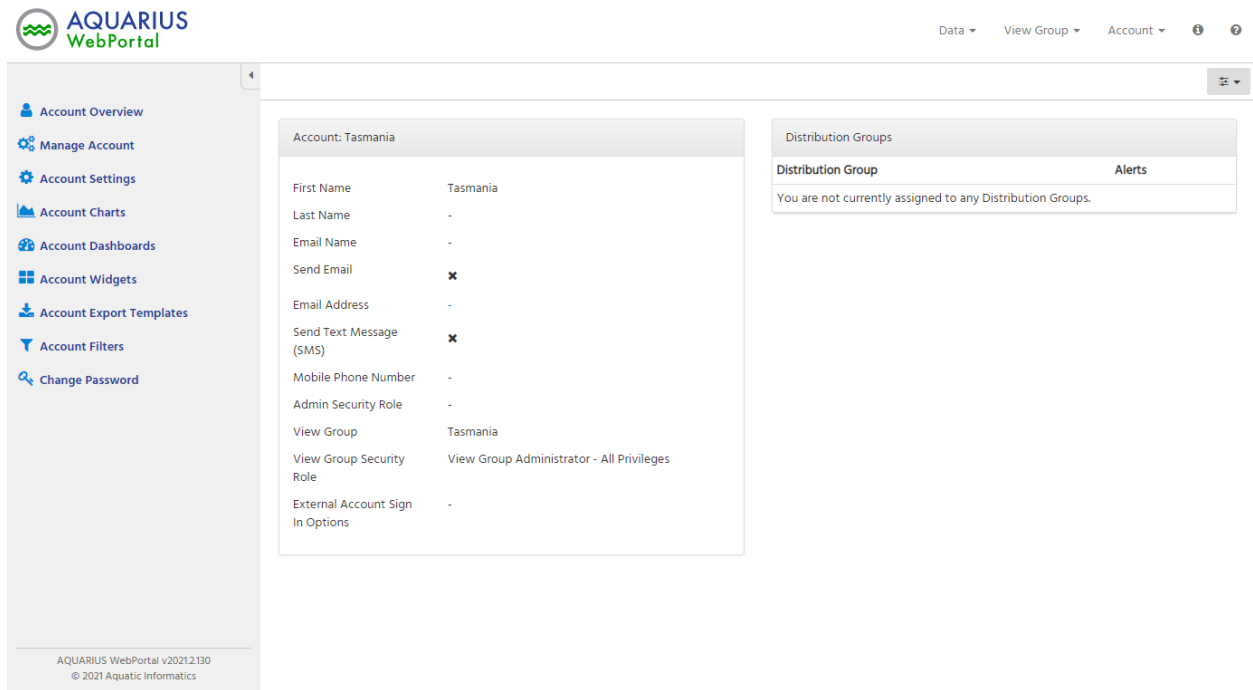
**i** **NOTE** If you have a WebPortal [User Account](#), the pages, data, and actions available to you depend on your account settings including any privileges associated with a [View Group](#) membership and / or assignment to an [Admin Security Role](#).

### 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 allow you 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 display in the **User Account** section.

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.

**i** **NOTE** The first time you sign in using an external account, you must accept an agreement that you share information with your WebPortal system. This is just related to your email address or username, which WebPortal uses 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 display if your user privileges allow them and a user account or view group setting has not overridden them.
- View group settings only display if your user privileges or view group allows them and an account setting has not overridden them.

**!** **IMPORTANT** Account settings follow the same rules as global and view group settings. WebPortal does not validate their data in any way, and once created, you cannot modify their **Setting Group** and **Setting Key**. For this reason, we recommend caution when making changes to any values for these types of Settings.

### 4.3.1 Available Actions

**i** **NOTE** If you have a WebPortal [User Account](#), the pages, data, and actions available to you depend on your account settings including any privileges associated with a [View Group](#) membership and / or assignment to an [Admin Security Role](#).

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

- Create new Account Mode > Account Settings.
- View, edit, or delete Account Mode > Account Settings. You cannot modify dashboards you do not own; you can only view or clone them.
- Clone Account Mode > Account Settings.

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 that you or your view group own, as well as globally-owned charts. This page lists charts you do not own but you can only view or clone them. You cannot modify charts you do not own.

## 4.5 Account Mode > Account Dashboards

Dashboards and their widgets provide quick access to frequently-viewed information for the people that use your system.

The **Account Dashboards** page lists any existing dashboards that you or your view group own, as well as globally-owned dashboards.

Each dashboard on the **Account Dashboards** page represents a fully customizable page that you have either configured, or is ready for you to configure.

You can customize these dashboards 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

**i** **NOTE** If you have a WebPortal [User Account](#), the pages, data, and actions available to you depend on your account settings including any privileges associated with a [View Group](#)

**i** membership and / or assignment to an [Admin Security Role](#).

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

- Create new Account Mode > Account Dashboards.
- View, edit, or delete Account Mode > Account Dashboards. You cannot modify dashboards you do not own; you can only view or clone them.
- Clone Account Mode > Account Dashboards.

## 4.6 Account Mode > Account Widgets

The **Account Widgets** page lists any existing widgets that you or your view group own, as well as globally-owned widgets. This page lists widgets you do not own but you can only view or clone them. You cannot modify widgets you do not own.

Each widget on the **Account Widgets** page represents a fully customizable, mini-application that currently exists in your system, and that you can place on one or more of your dashboards.

Account [Dashboards](#) and their widgets provide quick access to frequently-viewed information.

### 4.6.1 Available Actions

**i** **NOTE** If you have a WebPortal [User Account](#), the pages, data, and actions available to you depend on your account settings including any privileges associated with a [View Group](#) membership and / or assignment to an [Admin Security Role](#).

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

- Create new Account Mode > Account Widgets.
- View, edit, or delete Account Mode > Account Widgets. You cannot modify dashboards you do not own; you can only view or clone them.
- Clone Account Mode > Account Widgets.

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

### 4.6.2 Create an Account Widget

You must base each account widget you create on an existing widget template. Aquarius WebPortal offers several system-defined widgets; administrators or users with view group administration privileges can create additional

widgets.

**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.
Owner Type	User	WebPortal pre-populates this field with the <i>User</i> owner type.
Widget Template	YouTube Video	Select from the available widgets. Once you choose a template, two additional form sections display on the page: <b>Instructions</b> and <b>Input Variables</b> .

## Instructions

Field Names	Example Values	Usage and Notes
(N/A)	<p>The YouTube Video Widget Template allows you to embed a YouTube video onto a Dashboard.</p> <p>For the 'VideoID' set this to the unique code that identifies the YouTube Video.</p> <p>There are several ways to find this code, from the URL <a href="https://www.youtube.com/watch?v=8cwiniJh_dQ">https://www.youtube.com/watch?v=8cwiniJh_dQ</a> the code is highlighted. Under the video YouTube also includes a Share option which uses a shorter URL <a href="https://youtu.be/8cwiniJh_dQ">https://youtu.be/8cwiniJh_dQ</a> the VideoID can be found at the end of this Share URL.</p> <p>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.</p>	<p>After selecting a widget template, this section displays, allowing you to read the instructions specified in the widget template.</p>

## Input Variables

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

## Advanced Settings

Field Names	Example Values	Usage and Notes
Show Header	No	The fields in this section allow you to specify whether the widget displays a header and footer, and the contents of each.
Show Footer	No	
Static	Yes	<p>The <b>Static</b> and <b>Update Interval</b> fields are related as follows:</p> <ul style="list-style-type: none"> <li>- If you set <b>Static</b> to <i>No</i>, then when you viewing this widget on a dashboard, WebPortal refreshes its data at the rate in the <b>Update Interval</b> field.</li> <li>- If you set <b>Static</b> to <i>Yes</i>, then WebPortal only loads the widget's data only once when you load the dashboard.</li> </ul>
Update Interval (minutes)		Note that if the widget template you select above specifies <i>Static = Yes</i> , you cannot edit these fields at the widget level.

## 4.7 Account Mode > Account Export Templates

The **Account Export Templates** page lists any existing templates that you or your view group own, as well as globally-owned templates. This page lists templates you do not own but you can only view or clone them. You cannot modify templates you do not own.

You can also save export templates any time you are exporting data using the [Export](#) page. Simply click the Save as Template button whenever you configure the form the way you want it.

## 4.8 Account Mode > Change Password

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

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

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### Change Password

Please enter your current password, then enter and confirm your new password.

Current password

New password

Confirm new password