Navigate to AQUARIUS WebPortal in your browser. Navigation tabs are on the left-side, these switch between Maps, Charts and Tabular (Grid) views. Controls are displayed at the top, these change the type of data and the way it’s being displayed, in the current tab.

**NOTE:** You may be required to Sign In to AQUARIUS WebPortal. You may also be required to accept a Disclaimer before using AQUARIUS WebPortal.

**NOTE:** The Parameters and Statistics and Data displayed in the screenshots below are used as examples only, they may not be present in the system you are accessing.

i. *Map and Map Grid*
   1. *From the Map tab select “Precipitation” in the Parameter control*
2. Next to the Parameter is the Statistic control, which says “Heaviest 1 hr”. Precipitation values displayed on the Map can be changed using this control.

3. Next to the Statistic is the Interval which says “Daily”. After choosing the option a Date selector becomes available.

4. Hovering over an Indicator will display a popup window with more information about the Location and Time-Series.

5. Switch to the “Map Grid” tab. This views the same information from the Map in tabular (grid) format.

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ii. Location Overview

1. For more information on a Location you can hover over an indicator on the Map and click “Location Overview”, or from the Map Grid tab, click “Location Overview” in the Go To menu.

2. The Location Overview tab displays information about the Location and the list of Data Sets at the Location.
iii. **Data Set Overview**

1. For more information on any of the Data Sets you can click the Go To menu from the Location Overview or click one of the four Data Set Overview links in the map popup.

2. The Data Set Overview tab itself is broken up into a number of tabs. The Summary tab displays standard information about the Data Set (Parameter, Unit, etc.). The Summary can also display additional details specific to the Data Set (if they exist), for example, Flooding Levels, Operational Bands, Reservoir Spill Levels, etc.

3. The second tab is Charts. The Charts are fully interactive allowing for zooming and panning by clicking and dragging the mouse. There are Chart display options in the bottom left-side corner. Charts images can be exported through the Export menu.
4. By default the chart shows the most recent 24 hours. To change the period of record being displayed, switch the Interval from “Latest” to one of the pre-set values of “Daily”, “Monthly” or “Yearly”, or use “Custom” to set a custom date range.
5. The third tab is Grid. The Grid displays the same data as the Chart in a Grid (interactive table). This allows for sorting, filtering and exporting of the data.

6. The fourth tab displays Statistics that have been calculated against the Data Set. Statistics must have been pre-defined for each Interval to be displayed. Statistics are not available for the Custom date range.

### Other Tabs

1. There are four other tabs in AQUARIUS WebPortal: Charts, Alerts, Reports and Dashboards.

2. The Charts tab contains a drop-down menu of pre-defined charts with multiple time-series plotted together.
3. The Alerts tab contains a grid that displays Notifications sent out by the WebPortal. These Notification messages are sent out as emails and text-messages (SMS) to people in Distribution Groups.

4. The Reports tab displays text-based reports called Information Requests, which can be displayed on-screen or requested via email or text-message (SMS). It also displays published reports, usually in PDF format.

5. The Dashboards tab can display customised views of WebPortal data with charts, gauges and tables. It can also display external data such as webcams, YouTube videos and Twitter feeds.

**NOTE:** The additional tabs mentioned above are examples only, they may not be present in the system you are accessing.

v. **User Manual**

1. The User Manual is the complete guide to AQUARIUS WebPortal. It includes details of all options in AQUARIUS WebPortal including much more detailed information about the tabs described in this document.

2. The User Manual can be accessed at any time by clicking the Help Button in the top right-side corner. There are two different Help Buttons that both get to the User Manual. The first (next to the Sign In link or your Username) will go to the top of the document. The second is the contextual help button (in the options menu), this will jump directly to the relevant section of the User Manual.

We hope your experience with AQUARIUS WebPortal is enjoyable and productive.