



Find and view a notification

(for all users)

This quick reference guide takes you through the steps to find and view a notification made to the Authority relating to one of your drinking water supplies. The notification may have been submitted by a drinking water testing laboratory or by someone related to your supply.

Notifications have three categories:

- Laboratory notification
- Risk to drinking water safety or quantity
- Stop, Limit or Reduce supply or Change Ownership

View the list of notifications related to a supply

Step	What to do
1	<p>When you log in to Hinekōrako you will see a list of your supplies on the <i>My Supplies</i> page. If you are not on the <i>My Supplies</i> page you can go to that page by clicking on <i>My Supplies</i> in the menu at the top of the page.</p> <p>Your supplies will be in one of three lists:</p> <ul style="list-style-type: none"> • <i>In Progress Supply Registrations</i>, for all registrations migrated but not yet confirmed or started and not yet finished. • <i>Registered Supplies</i>, for all confirmed migrated registrations and submitted new registrations. • <i>Other Supplies</i>, for registrations with any other status, e.g. deregistered supplies. <p>Find the supply for which you wish to view notifications and then from the drop down menu at the end of that supply's row, choose <i>View Supply Details</i>.</p>

Supply ID ^	Supply Name	Supply Type	Registration Renewal Date	Date Last Modified
AN0001	Another test supply	On-demand supply	09/11/2022	18/11/2021 15:18

Registered Supplies

The list below includes supplies that have been registered with Taumata Arowai, including migrated supplies that have been confirmed and submitted.

Search

Edit Supply

View Supply Details

Step	What to do
2	<p>You will be taken to a screen where the details of the supply are shown. There will be one or more actions you can take in relation to the supply in a list to the left.</p> <p>Click on <i>View/Add Notifications</i>.</p>



Home > My Supplies > View a Supply

Actions for this supply

[Edit Supply](#)

[View/Add Notifications](#)

Summary

Supply Details

Supply ID
ERE001

Supply Name *
Erewhon

Supply Type *
On-demand supply

Step	What to do
3	<p>You will be taken to a screen where any previously submitted notifications in relation to the supply are listed.</p> <p>This includes notifications submitted by yourself or someone else with access to your supply and notifications submitted by a laboratory with test results for a sample from your supply.</p> <p>There are two lists:</p> <ul style="list-style-type: none"> • A list of <i>Draft</i> notifications that you or someone with access to your supply has started but not yet submitted. • A list of supplier and laboratory notifications that have been submitted to the Authority. <p>You can view a notification from either list. To do so, click on the drop down menu at the end of the row for that notification and choose <i>View Notification</i>.</p>

Notifications

Supply Notifications

Supply Details

Supply ID: ERE001 Supply Name *: Erewhon

Draft Notifications

ID	Notification Category	Supply Component Name	Date Last Modified	Raised By	Status Reason
NOT-00001208	Stop, Limit, Reduce Supply or Change Ownership		25/11/2021 06:40	John Doe	Draft ▼

[Create](#)

Submitted Notifications

Notification ID	Notification Category	Supply Component Name	Submitted Date	Submitted By	Status Reason
NOT-00001207	Risk to Drinking Water Safety or Quantity	Erewhon bore station	25/11/2021 06:40	John Doe	Submitted ▼
NOT-00001206	Laboratory Notification		25/11/2021 05:41	Isaac Newton	Submitted ▼

[View Notification](#)



Step	What to do
4	<p>You will be taken to a screen where you can see all the details of the notification. The details listed for any given notification may differ depending on the options selected in the submission of the notification. For example, if you indicated that the laboratory has already notified the Authority of non-compliant water, the <i>Notification ID</i> of the laboratory notification will be displayed. Whereas if you provided the laboratory test results yourself, those test results will be displayed.</p> <p>Scroll down the screen to see all of the details.</p>

View Notification

Notification Summary

Notification ID *
NOT-00001207

Supply ID
ERE001

Supply Name
Erewhon

Supply Type
On-demand supply

Notifier
John Doe

Notifier Reference
TA-1234

Notification Category
Risk to Drinking Water Safety or Quantity

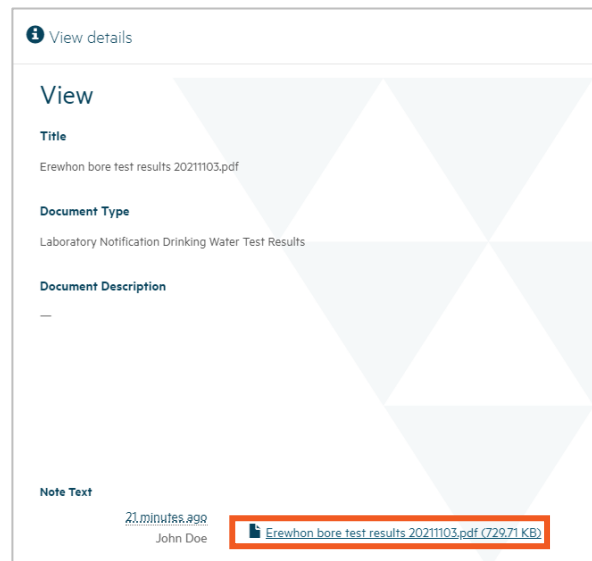
Drinking Water Safety, Compliance or Sufficiency Details

Water is Non-Compliant
 Unplanned Restriction or Interruption Longer than 8 Hours
 Drinking Water is or may be Unsafe
 Planned Restriction or Interruption Longer than 8 Hours
 Ability to Maintain Sufficient Water at Imminent Risk

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

Title	Document Type	Document Attached	Document Modified On
Erewhon bore test results 2021103.pdf	Laboratory Notification Drinking Water Test Results	Yes	25/11/2021 06:39

View Document Details



Step	What to do
5	When you have finished, you can return to the list of notifications page by clicking your <i>browser back</i> button. Clicking on <i>Notifications</i> in the breadcrumb will not work in this instance due to the nature of the notification list page.