



# View supply details

*(for all users)*

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

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

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

**My Supplies**

In Progress Supply Registrations

Search [ ] Register New Supply

Supply ID	Supply Name	Supply Type	Origin	Date Last Modified
There are no records to display.				

Registered Supplies

Search [ ]

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

Other Supplies

Search [ ]

Supply ID	Supply Name	Supply Type	Supply Status	Date Last Modified
There are no records to display.				



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

### View a Supply

**Summary**

**Supply Details**

**Supply ID**  
ERE001

**Supply Name \***  
Erewhon

**Supply Type \***  
On-demand supply

**Ownership Type**  
Territorial Authority

**Population Supplied**  
300

**Community Name**  
Erewhon

**Community Type**  
Village

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**Territorial Authority \***  
Gisborne District Council

**Public Health Unit \***  
Hawke's Bay District Health Board

**Treatment Plants**

*My Active Treatment Plants*

ID ^	Name	Origin	Confirm Treatment Plant Details
TP000015	Erewhon bore station	Portal	No <span>▼</span>
TP000016	Rossville	Portal	No <span>▼</span>

**Sources**

*My Active Sources*

ID ^	Name	Origin	Confirm Source Details
SI00006	Erewhon bore	Portal	No <span>▼</span>

**Distribution Zones**

*My Active Distribution Zones*

Zone ID ^	Name	Origin	Confirm Distribution Zone Details
ERE000ER	Erewhon	Portal	No <span>▼</span>



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

**Distribution Zones**  
My Active Distribution Zones -

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

**Plant Zone Relationships**  
My Active Plant Zone Relationships -

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

**Organisation Supply Relationships**  
Active Organisation Supply Relationships -

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

**View details**

**View**

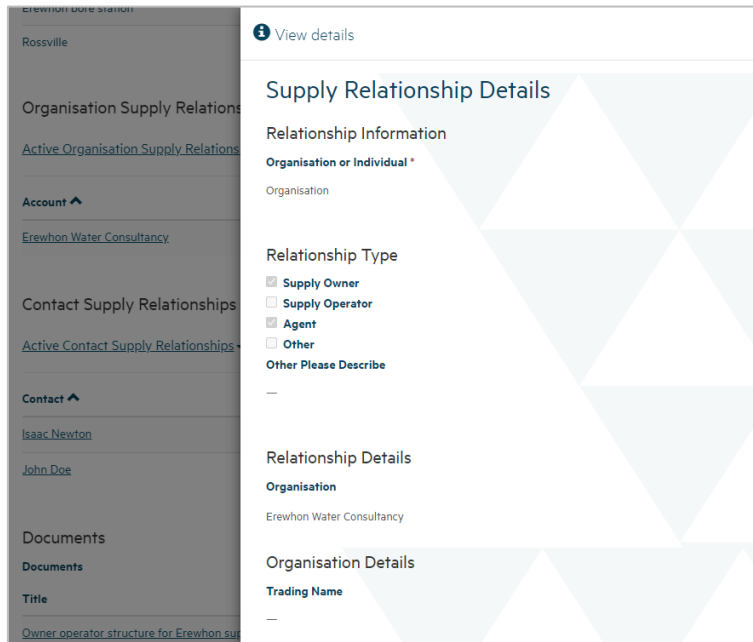
**Zone ID**  
ERE001ER

**Name \***  
Erewhon

**Population \***  
300

**Location**

**Description**  
—



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

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



**Title**  
Owner operator structure for Erewhon supply.pdf

**Document Type**  
Complex Owner - Operator

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

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

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

The screenshot shows the Taumata Arowai user interface. At the top left is the logo. At the top right is a navigation menu with 'My Supplies', 'Manage Users', and 'John Doe'. Below the logo is a breadcrumb trail: 'Home > My Supplies > View a Supply'. The 'My Supplies' link is highlighted with a red box and a '2' in a red circle. The 'Manage Users' link is also highlighted with a red box and a '1' in a red circle. Below the breadcrumb is the heading 'View a Supply' and a 'Summary' section with 'Supply Details' and 'Supply ID: ERE001'.