

Getting Started



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RA Tool should be released in next few weeks

- One LA contact will be set up and sent link
- Contact can set up other users within LA
- May be period to allow users to “play” with system
- 2 levels of access
 - Interrogator (read only)
 - Risk assessor (read / write)
- Helpful if LAs can decide what they need initially and apply at same time
- Future users can be added after as needed

Loading data

Opportunity to load “bulk” data to get started

- DWQR will load basic supply registration details from 2018 return
- Sources, Tanks, Properties data can be loaded using 3 separate spreadsheets
- One line for each asset
- Must be in correct format, but can leave blanks
- Process is not compulsory!
- Once only opportunity

User Account Management

DWQR Risk Assessment Training
2018



Overview



- Users need own account to access system (username / password)
- Accounts managed by DWQR
- No limit on number of accounts
- Process for users to reset own password



Account Types

- (LA) Risk Assessor – read and edit
- (LA) Interrogator – read only
- (DWQR) Admin
- (DWQR) Super Admin – can edit lists etc

How do I set up an account?

Active users: 4

Pending requests: 0

Risk Assessors: 2

Interrogators: 2

[Manage users](#)

Private Water Supply Risk Assessment

riskassessor@stormid.com

Request new user

First name:

Surname:

Email:

Role:

Email 'matthew.bower@gov.scot' is already taken.

[Create](#) [Cancel](#)

Users

Search by name, email or phone

	Email	Phone	Local authority	Permission level	
Jo Przybyl	jocilyn.przybyl@stormid.com	0779 999 9999	Test Local Authority	Interrogator	Remove <input type="text" value="v"/>
Interrogator Interrogator	interrogator@stormid.com	0779 999 9999	Test Local Authority	Interrogator	Remove <input type="text" value="v"/>
Risk Assessor	riskassessor@gov.scot	0779 999 9999	Test Local Authority	Risk Assessor	Remove <input type="text" value="v"/>
Risk Assessor	riskassessor@stormid.com	0779 999 9999	Test Local Authority	Risk Assessor	Remove <input type="text" value="v"/>

[Request new user](#)

How do I set up an account?

The screenshot shows the 'Users' management page in the DWQR system. At the top left is the DWQR logo and the text 'Private Water Supply Risk Assessment'. At the top right, the user is logged in as 'admin@stormid.com'. The main heading is 'Users', with a blue button 'Add local authority user' on the right. Below the heading are navigation links: 'Local authority users 14', 'DWQR users 4', 'Pending requests 1', and 'Users pending deletion 0'. A search bar is present with the placeholder text 'Search by name, email or phone'. Below the search bar is a table with the following data:

	Email	Phone	Local authority	Permission level	
Matt Bower	matthew.bower@gov.scot		Test Local Authority	Risk Assessor	Confirm ▼

Problems?



Please try to email us in first instance

- Plan ahead – what are you going to need?
- Email regulator@dwqr.scot
- We'll try to respond within a few days



Desperate?

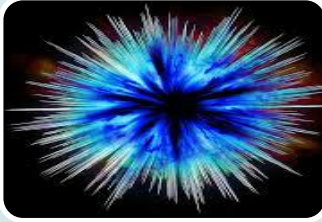
- Telephone 0131 244 0190
- We'll try to assist, but we don't have a call centre!

Ongoing Support



- System fairly intuitive – no large manual required!
- Slides from training days plus notes will be published on DWQR website as guidance / manual for key operations
- If stuck email DWQR regulator@dwqr.scot and we will try to assist (put RA tool in header)
- Individual council visits possible, other work permitting
- Subgroup have set up RIAMS forum for Scottish LAs

DWQR Expectations



New RA tool will start to be used

- Phased, not Big Bang
- Detailed implementation up to LA
- Expect every LAs to have some RAs on system by year end



Registration

- Should aim to have all Regulated supplies registered by end year
- All details (esp. property element) to be refined over time
- LA decision whether to register Exempt supplies



Drinking Water Safety Plans

- DWQR hopes they will be used to drive improvements
- Not compulsory - up to LA / individual situation

The future....

Progress will be reviewed by DWQR / PWS subgroup

- Feedback via DWQR / Subgroup or Forum
- Probable Seminar in Spring
- May be option to tweak system once bedded in

