NIWA

Taihoro Nukurangi

NIWA Forecast Software

Version 3

User Guide

Revision History

Version	Date	Description	Author
1.0	25 May 2020	First released version	BM/AT

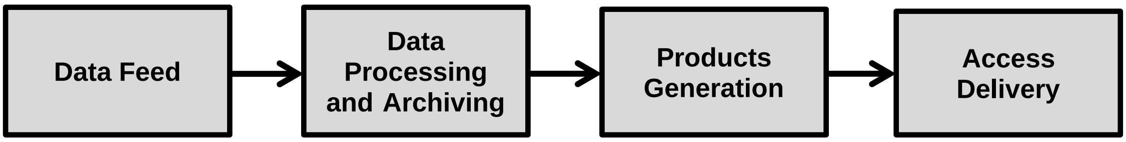
Approvals

Role	Name and position	Signature	Date
Supplier Authorised Representative	Andrew Tait Chief Scientist – Climate, Atmosphere and Hazards NIWA		15 May 2020
NIWA Project Manager	Bernard Miville Project Manager NIWA		22 May 2020

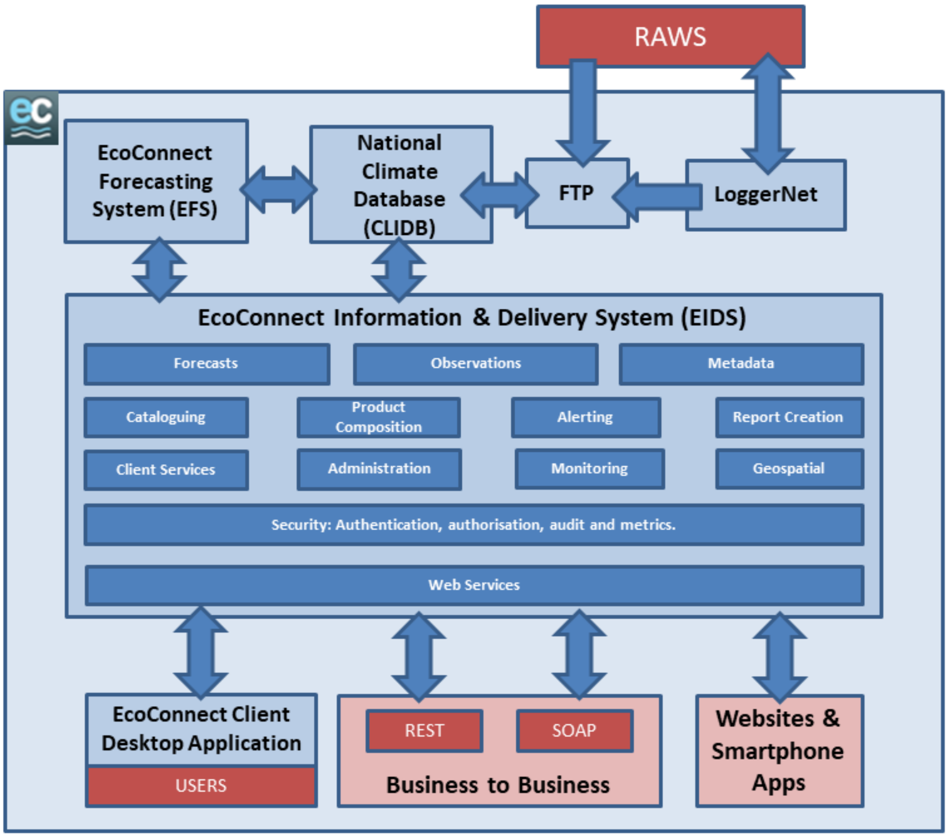
Table of Contents

Introduction

The new NIWA Forecast software is composed of several components:



The EcoConnect Desktop Application (called ECD from now on and part of the access delivery component), is the main software that will allow the users to access all the observed and forecast information they require to do their day-to-day job.



Flow Diagram showing all the individual components of the new ECD

This document is set out in sections, starting with the installation of the software and the login process. The following sections explain how to access the different modules that are available. The sections include:

- Installation
- Login
- Welcome page
- Product Access
- Chart Viewer
- Image viewer
- Tools
    - Alerts Manager
    - Bulk Data Download
    - Chart Builder
    - Report Manager
    - Resource Sharing
- Workspace management

Each section contains step-by-step procedures to guide the user through the process.

Additional resources can be found on this web page:

- http://docs.niwa.co.nz/eco/nf/documentation.php

Installation

Firstly, the NIWA Forecast software needs to be installed on your computer. Please make sure your computer has all the requirements listed below.

Requirements

Operating system supported

- Windows 10

Screen resolution

- ECD is best viewed on a screen with a resolution of at least 1024x768 pixels, a resolution of 1280x1024 pixels or better is recommended.

Minimum computer properties

- 2 GHz processor or faster
- 1 GB ram or more
- A DirectX 9 or 10 capable graphics card for the graphical rendering of the application

Download and installation

The users will normally have access to their own central software repository where the ECD will reside.

If you require to install the software on another Windows computer outside your network, you need to download the installer file located here:

- http://docs.niwa.co.nz/eco/ec_client3.4.830.rc.tar

- Untar the file using an unzip software like 7-Zip

- Extract the msi file to your local hard drive

- Double click on the extracted msi file and it will install the software with an icon on your Desktop

- To install the software, you need to have admin privilege on your computer

Login

To use the NIWA Forecast software, you will need a username and password.

If you have not been assigned one yet, please contact us to have one set up.

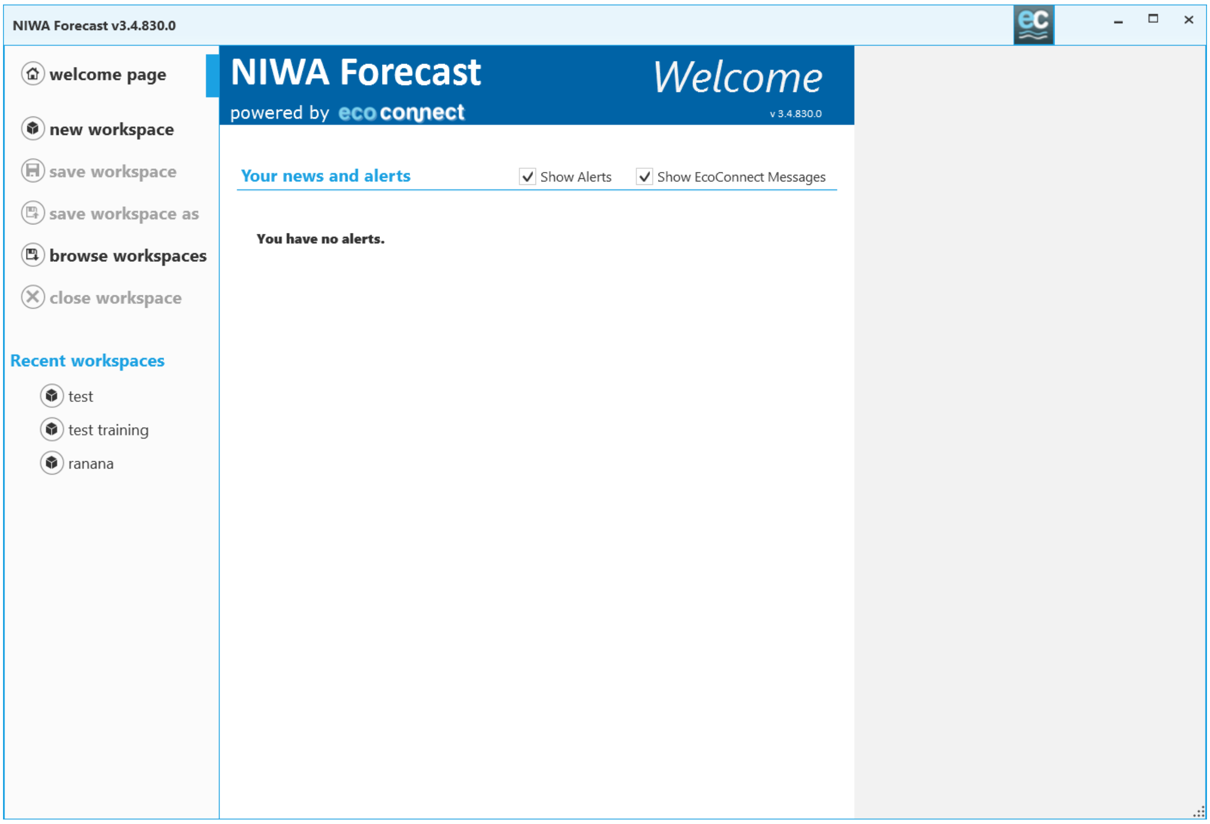
Starting the software

- Double click on the NIWA Forecast icon on your desktop.

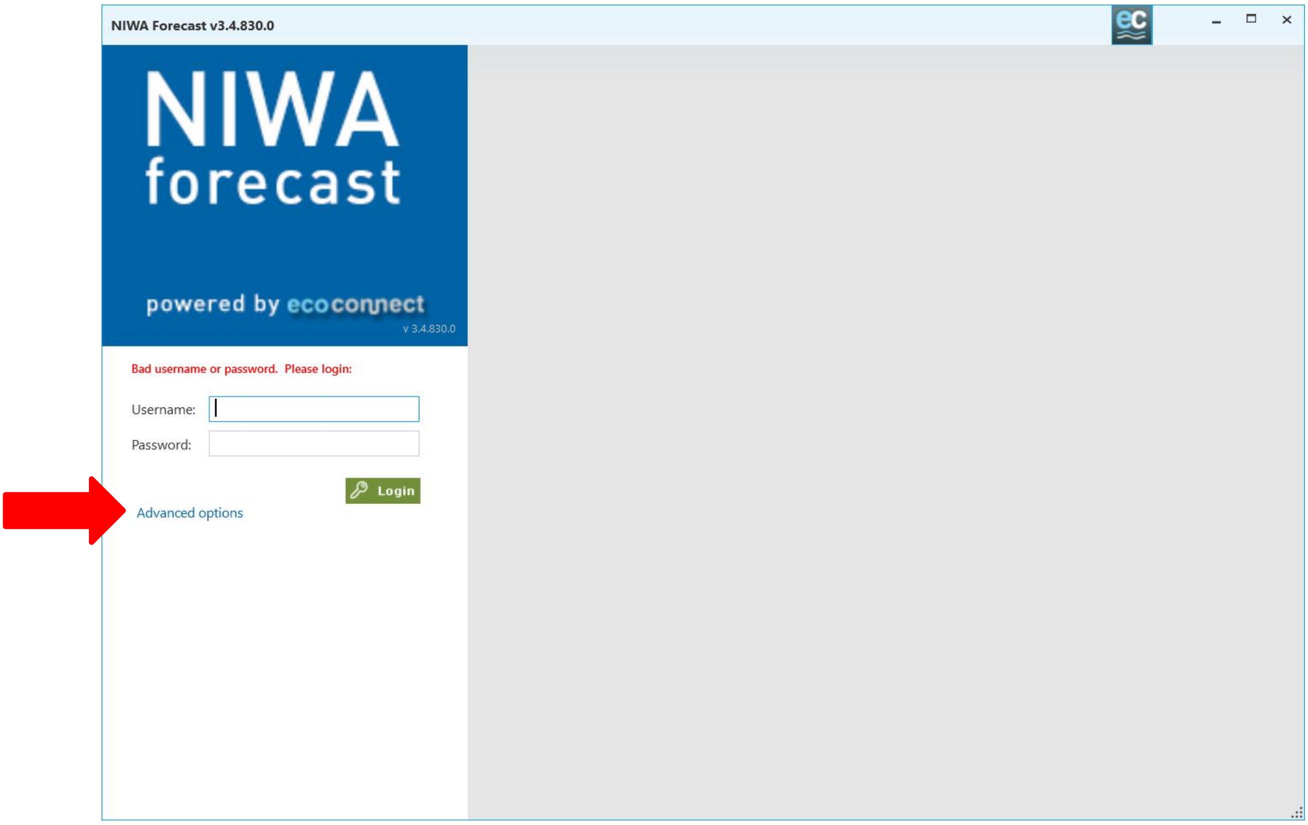
- This will take you to the following the login window:

- Enter your username and password and click on the ‘login’ button.

- This will take you to the following ‘Welcome’ window:



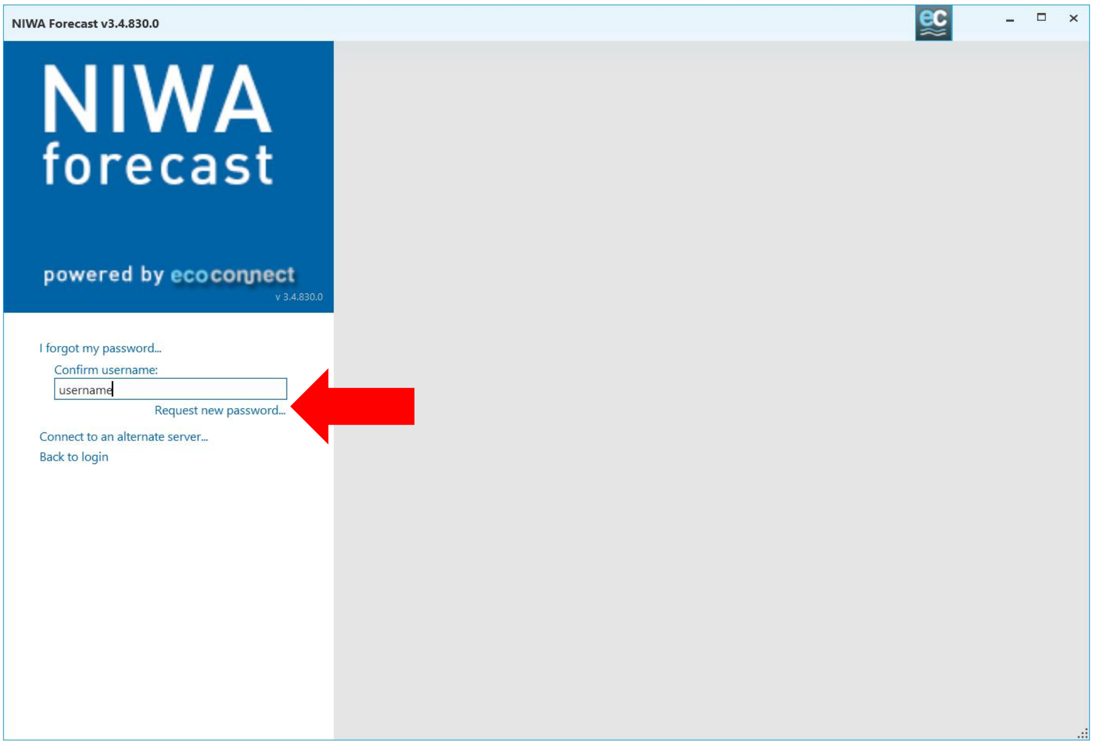
- If you entered the wrong username or password, you will get a message like this:



Forgot Password

- If you forgot your password, click on the Advanced Options and select “I forgot my password…” link.

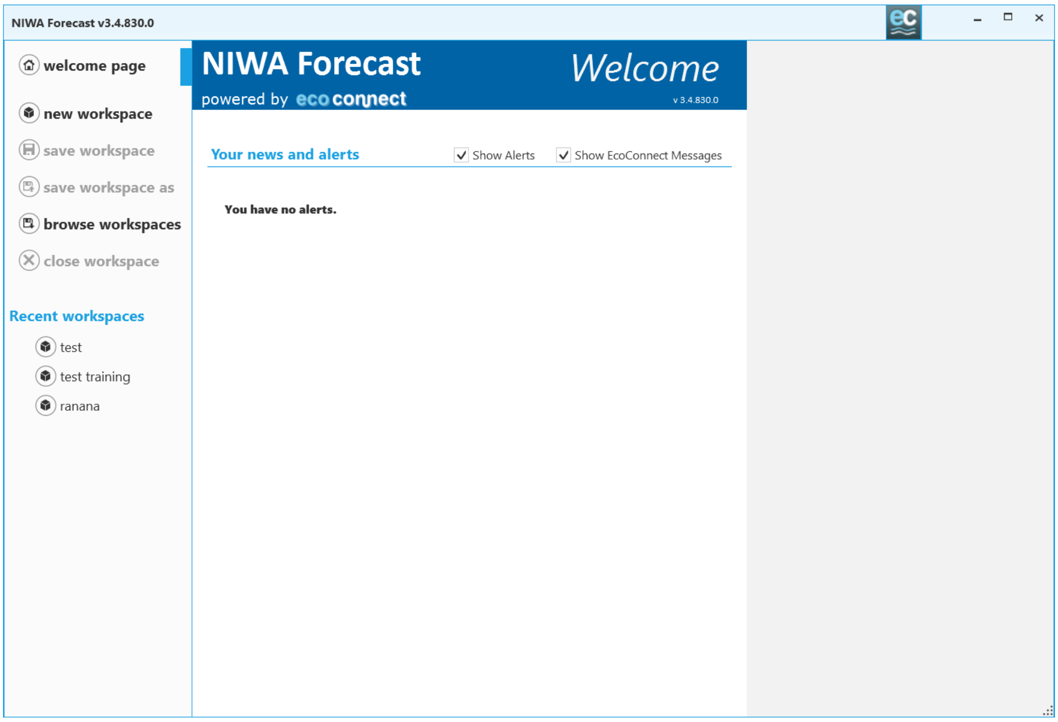
- It will ask you to enter your username used for the registration and click on the “Request new password…” link



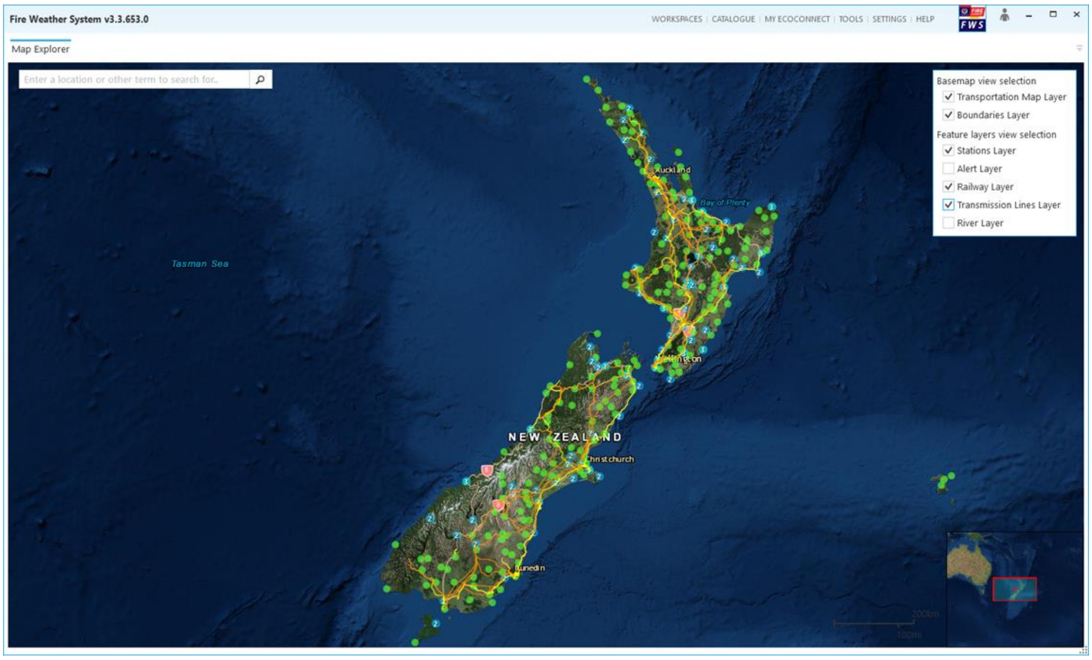
- Instructions will be sent to your email address.
- If you forgot your username, then you will need to contact us.

Welcome page

Once logged in, you are brought to the Welcome page. This page contains a list of workspaces you can access and both alert and system messages.



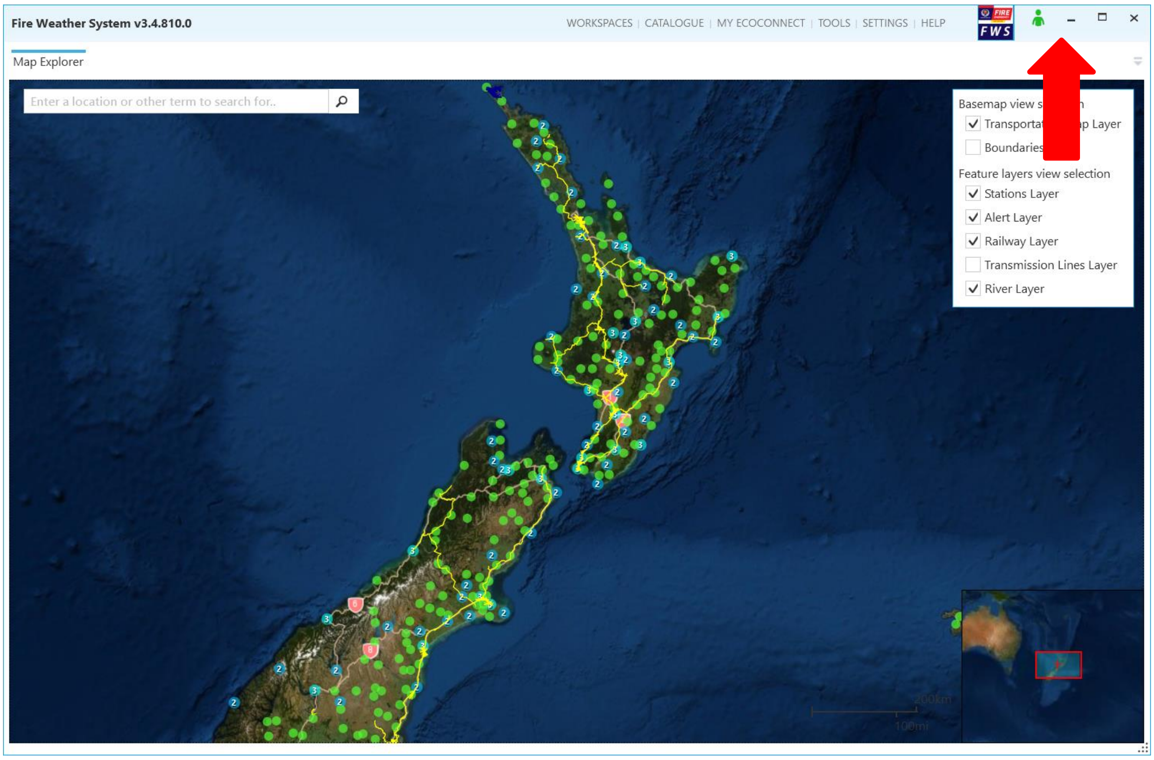
- To start using NIWA Forecast, you need to either select an existing saved workspace, or click on “new workspace”.
- If you clicked on an existing workspace, it will open all products saved within the selected workspace and place them in the location that was used when the workspace was saved.
- If you clicked on “new workspace”, it will bring up the “Map Explorer” access window as follows:



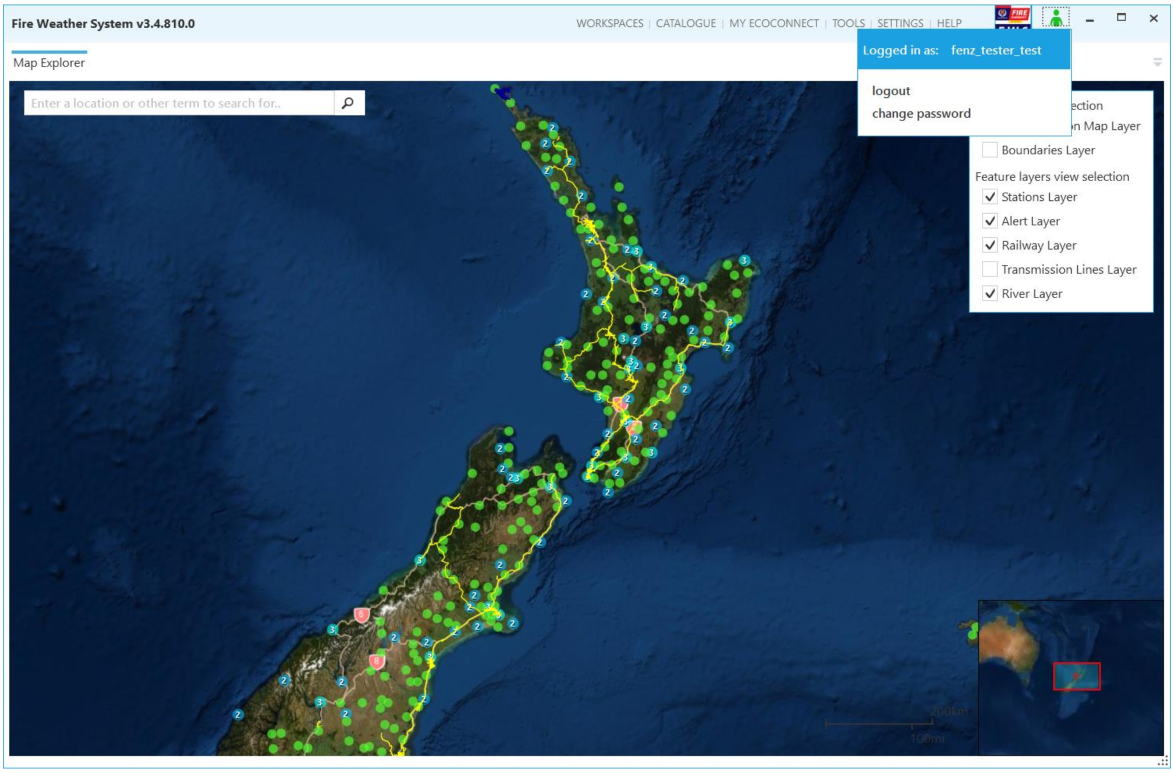
- From that point on, you can decide to use the Map Explorer to find products or click on the CATALOGUE option from the top menu.

Change Password

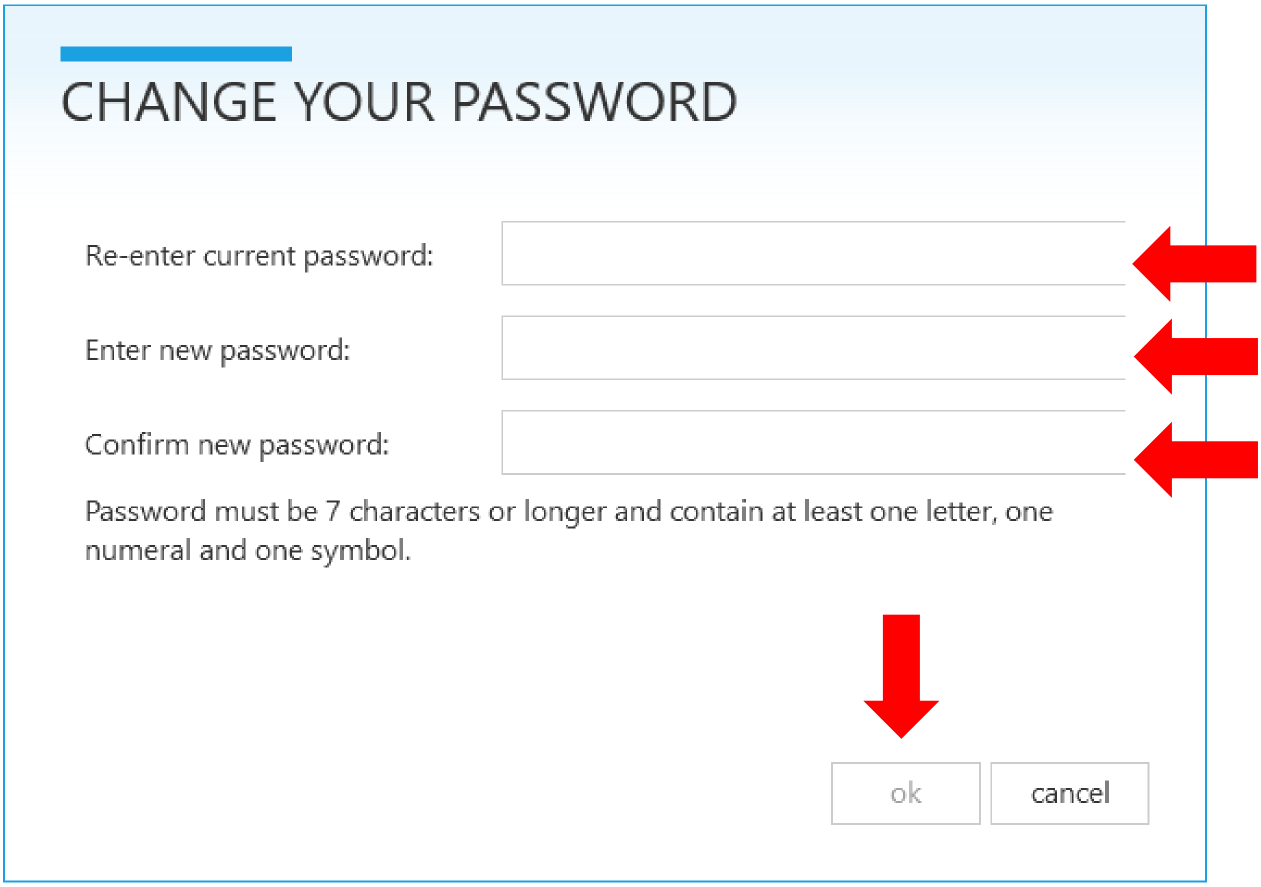
- If you want to change your password, you need to login first. Once logged in you are presented with the default Welcome page. After selecting a Workspace, you will see the overview map.
- Click on the little green icon in the upper right corner.



- Then select the “change password” option



- This will bring a form where you are asked to enter your current password and your new one twice.
- Make sure your new password is at least 7 characters long with at least one letter, one number and one symbol (e.g. exclamation point !, underscore _, etc.)
- Once done, click on the ok button.



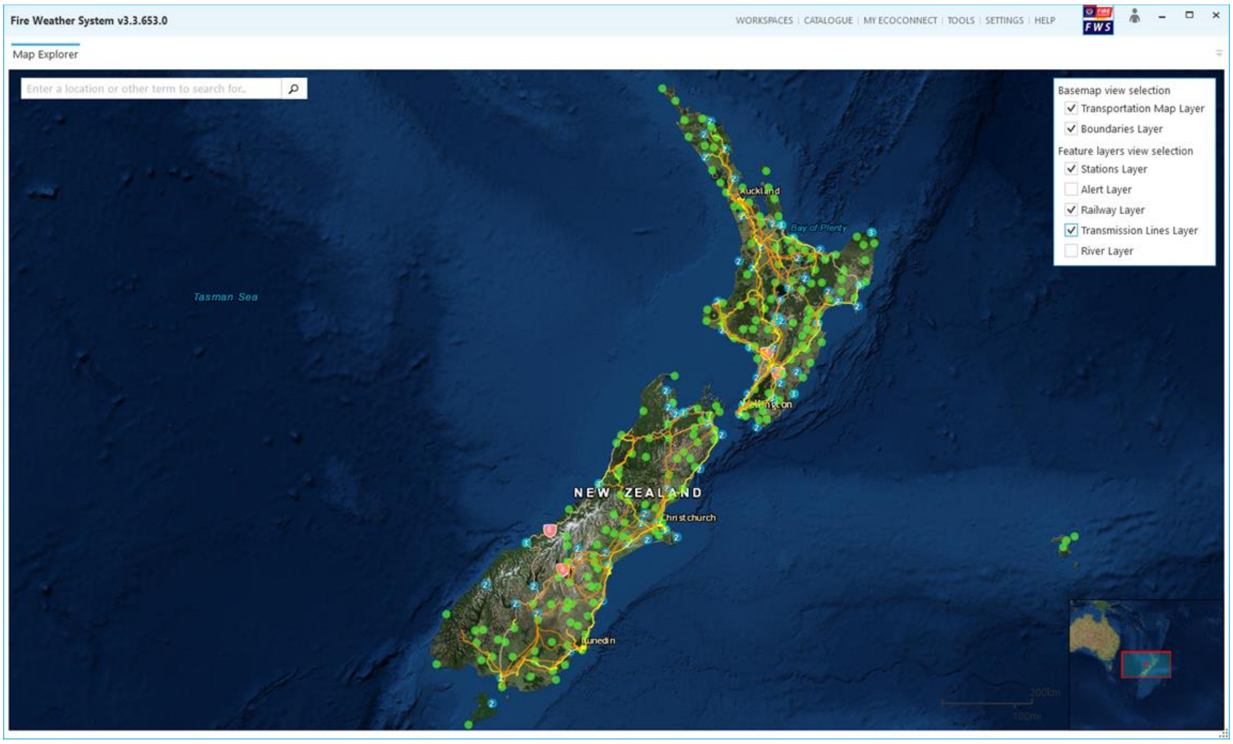
Product Access

There are 3 methods to access the products in the new version of the Fire Weather System. For all 3 methods you need to select an existing saved workspace or start with a “new workspace”.

- Map Explorer
    - Default when a new workspace is opened
- Catalogue Browser
    - Same as the current Fire Weather System
- Catalogue Map
    - Similar to the map explorer

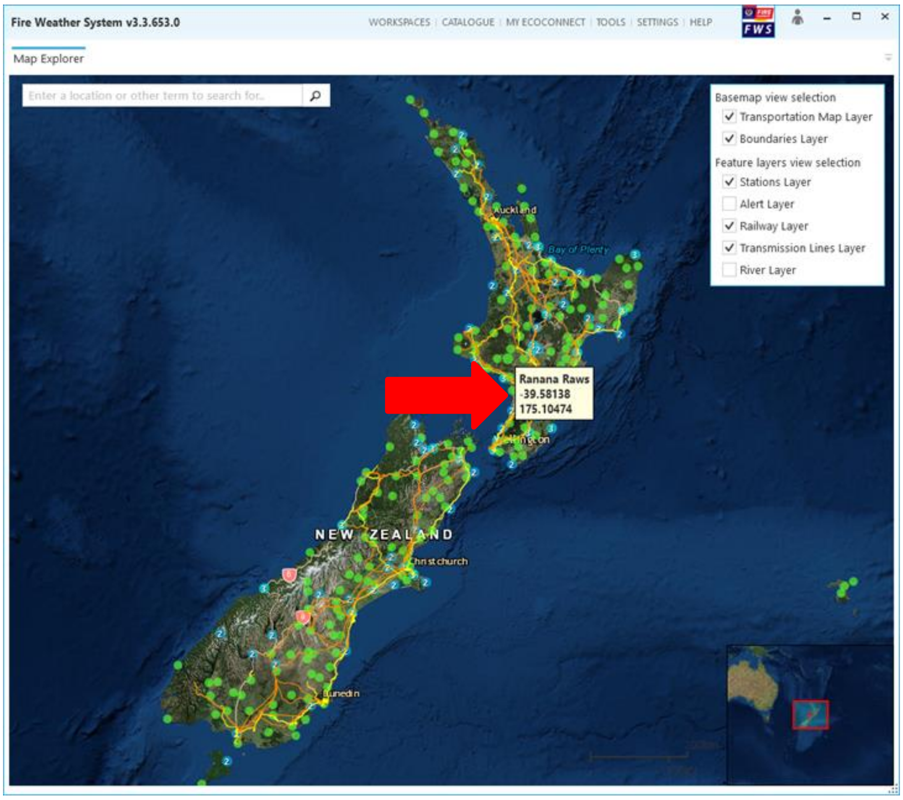
Map Explorer

- This is the default product access method and will always show first after you select “new workspace”
- It is designed to provide quick access to site specific products (e.g. charts) by clicking on the map at a location or use the search box to filter the products.

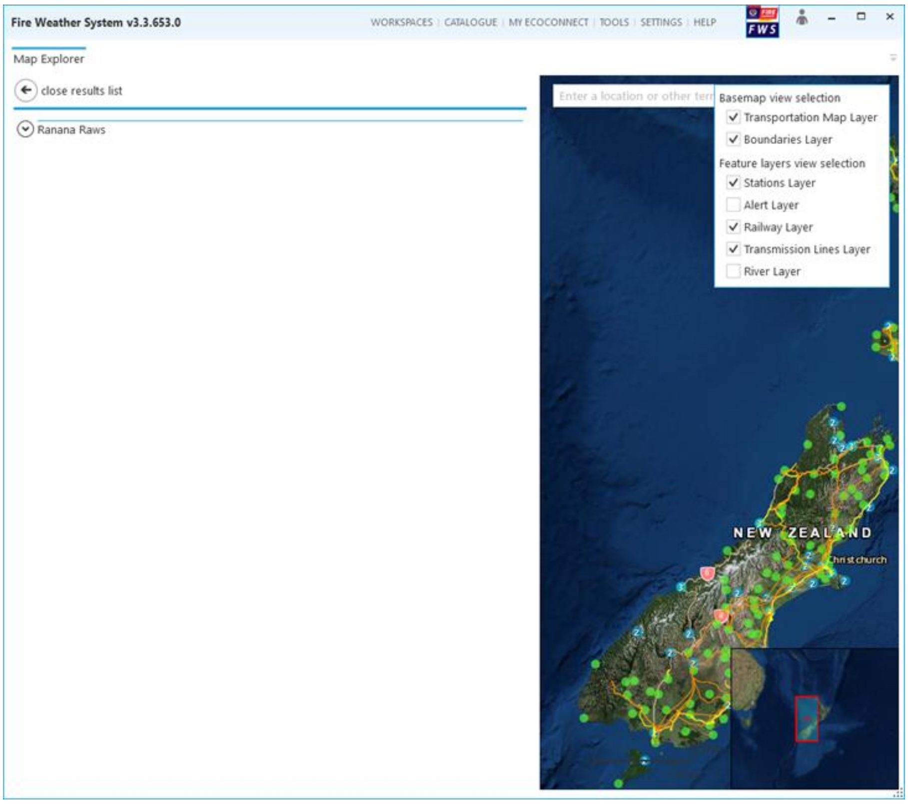


Product Access from Map Explorer

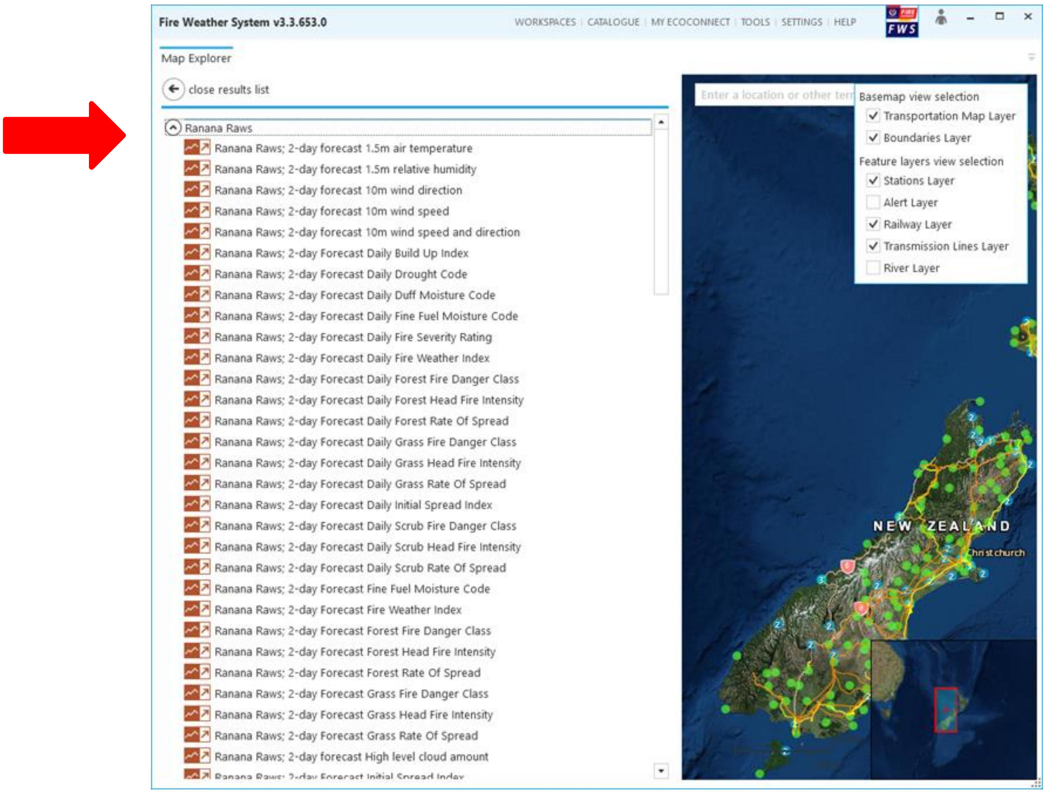
- To access a product from the Map Explorer, move you mouse over a site and click on the red icon.



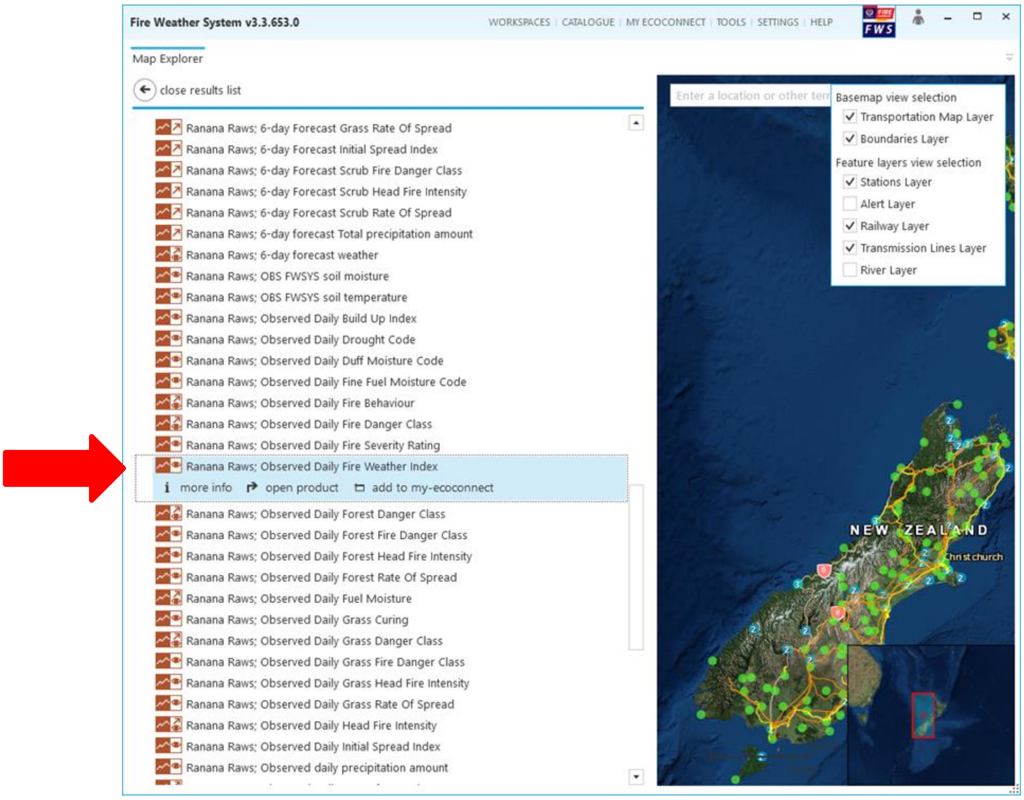
- The selected site will appear on the left panel.



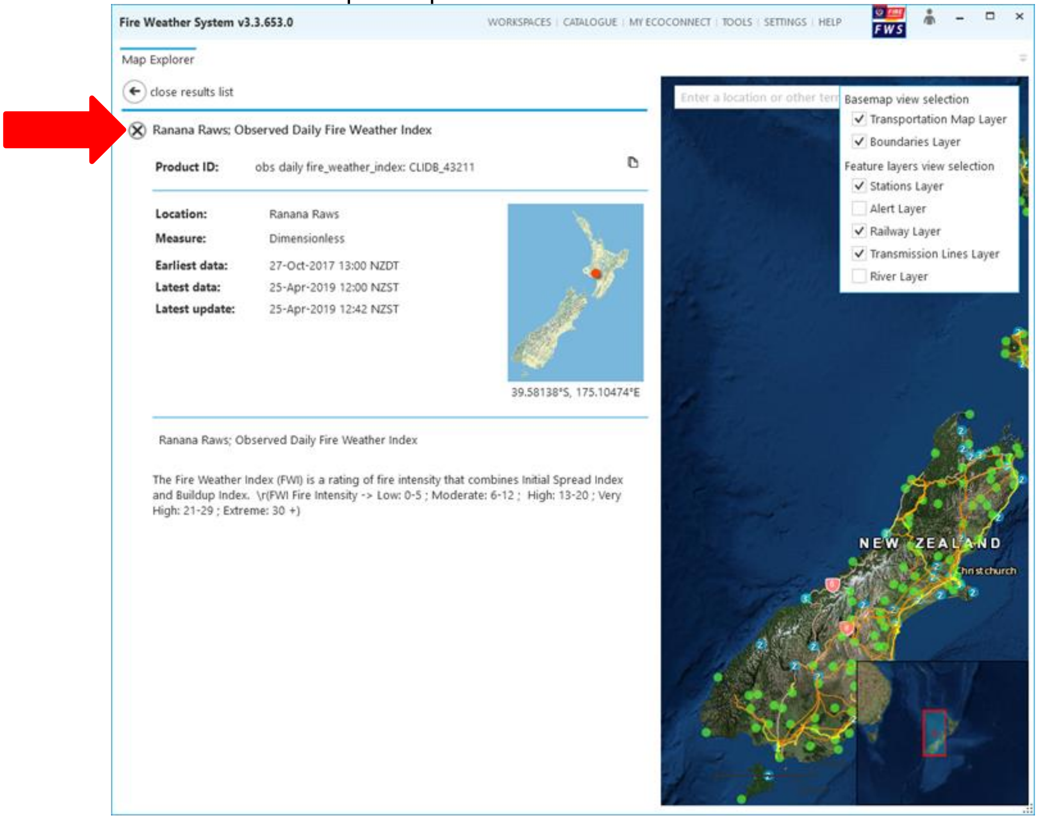
- To view the list of products associated with the site, you can expand the list by clicking on the arrow beside the site name.



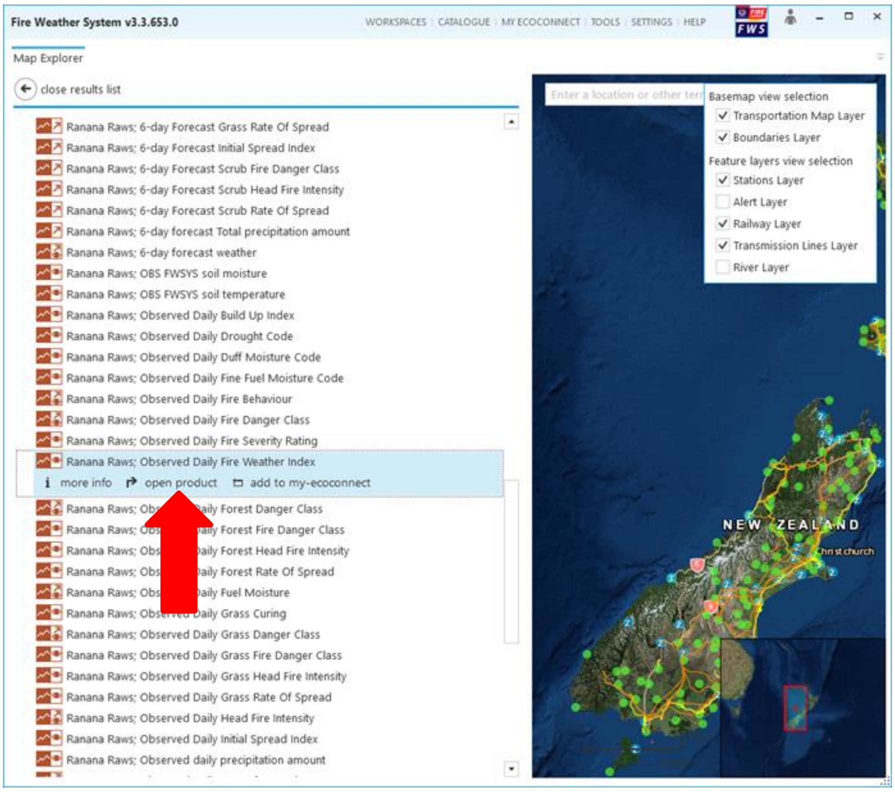
- By clicking on any of the products listed you will get 3 options:
  - more info
  - open product
  - add to my-ecoconnect



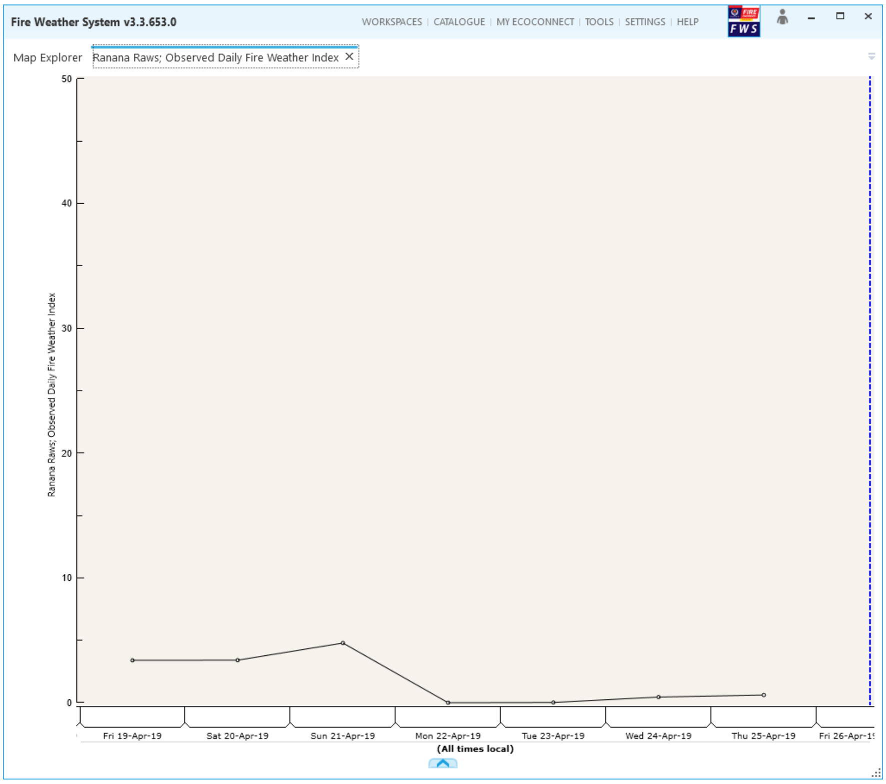
- After clicking on a product name, if you select the “more info” option, you will obtain more information about that specific product.



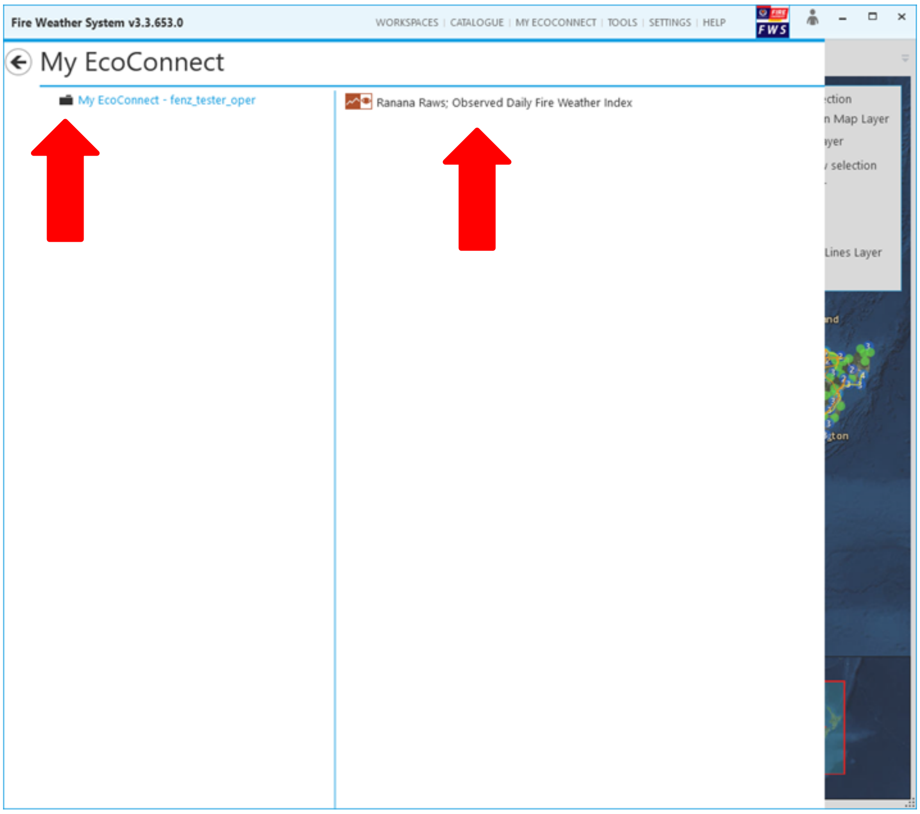
- To return to the list of products, click on the “X” icon beside the product name



- If you select the “open product” option, the product will open into a new tab.

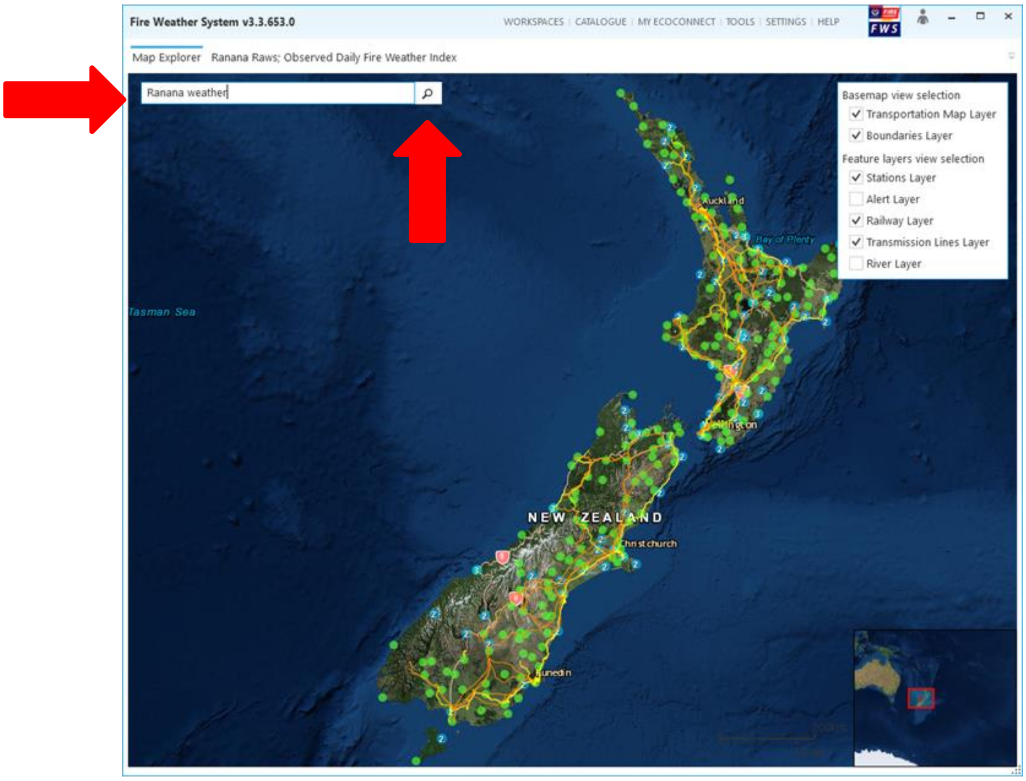


- For more details about the chart, see chart or image viewer section
- If you select the “add to my–ecoconnect” option, the product will be added to your list of favourites. See My EcoConnect section for more details.

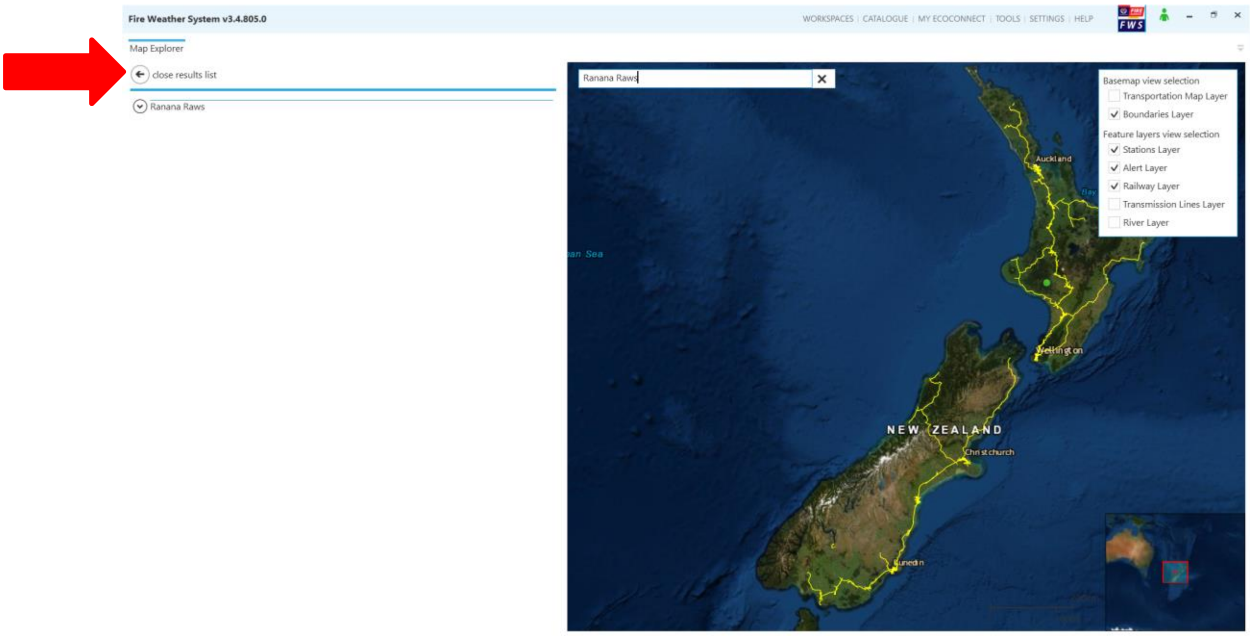


Filter search from Map Explorer

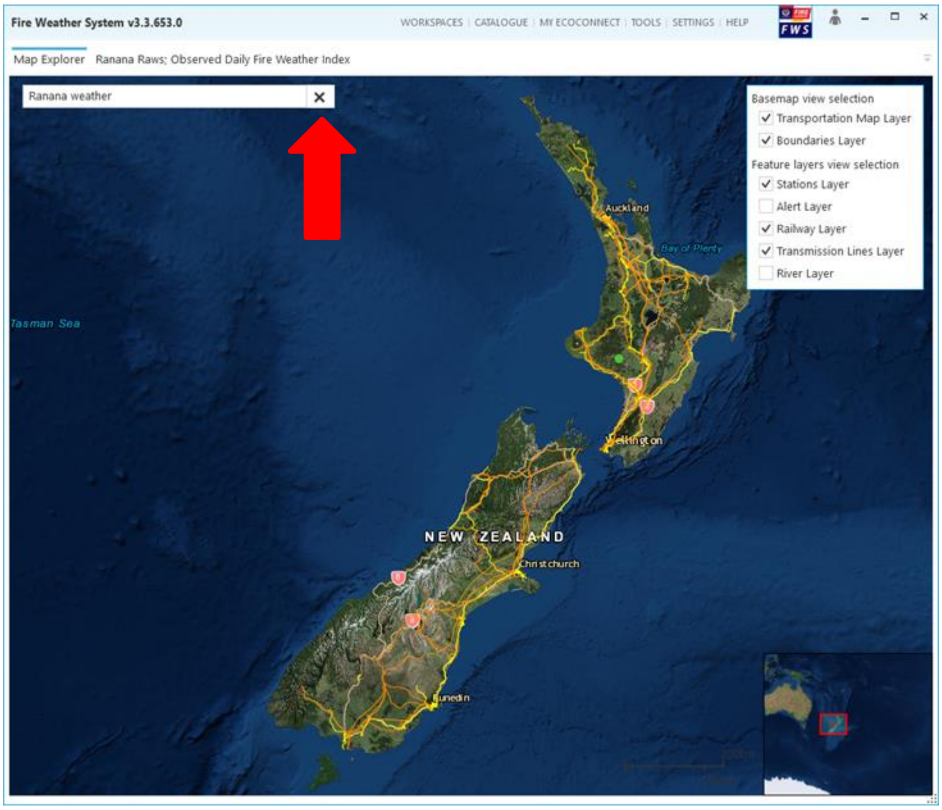
- From the main Map Explorer, you can enter search terms into the search box and click on the search icon (terms need to match location names and/or product names)



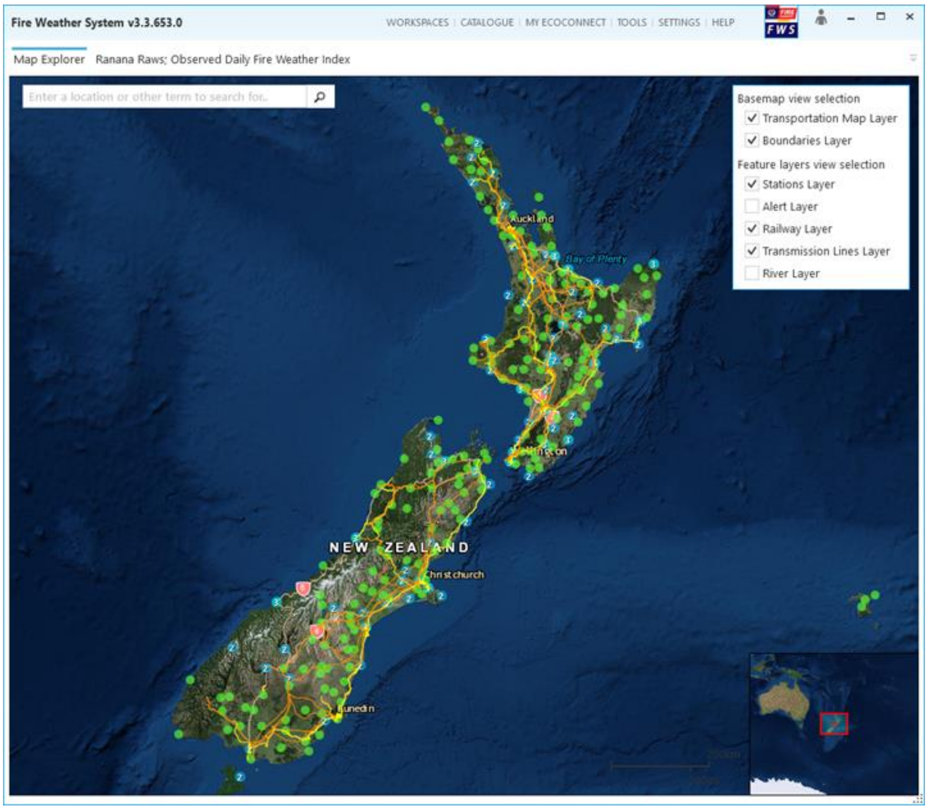
- The map will then show only the locations with products that match the search terms and similarly on the left panel.
- From the left panel you can then click on any of the filtered results to access the products as shown before.



- Clicking on “close result list” will bring you back the map browser with only the site that matches the search.



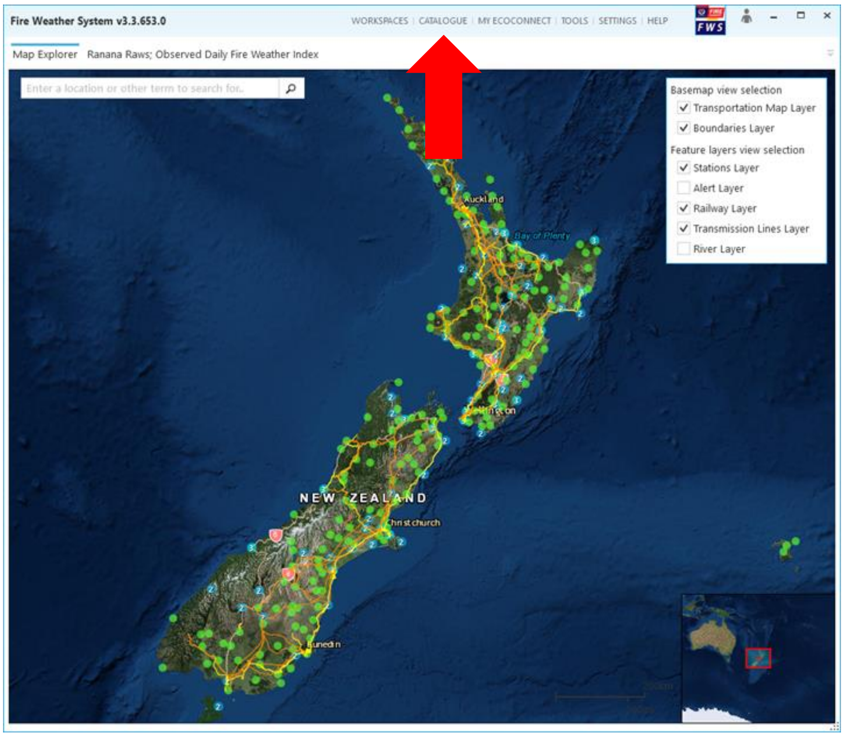
- To clear the search, click on the "X" on the right side of the search box.



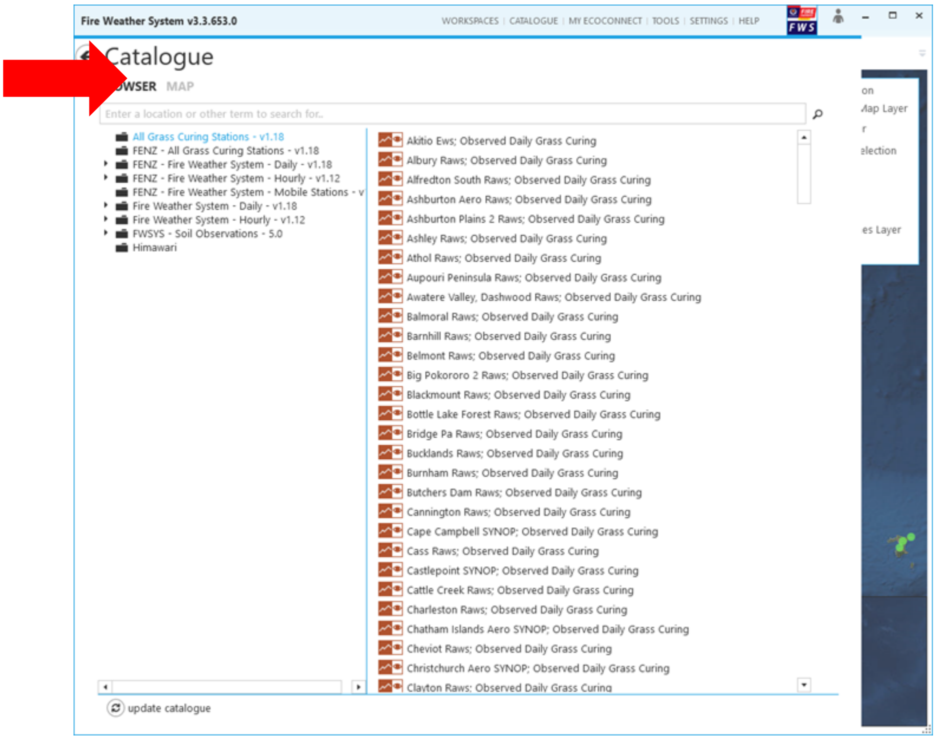
Catalogue Browser

Products Access

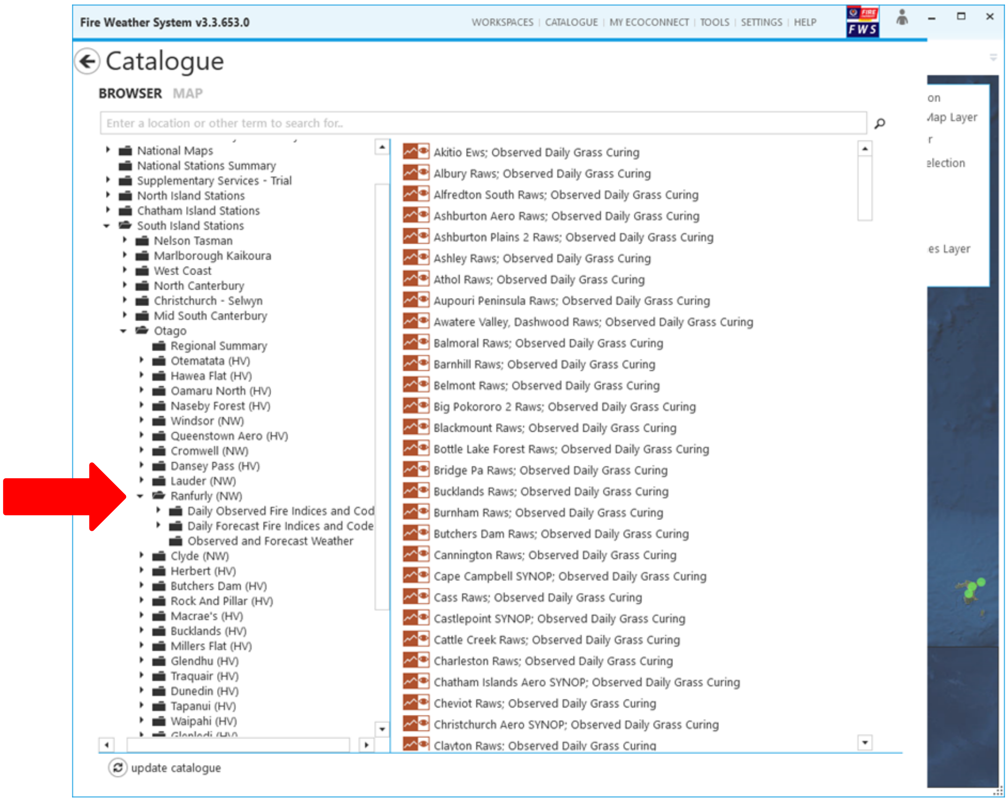
- The Catalogue Browser is available by clicking on the CATALOGUE option form the top menu.



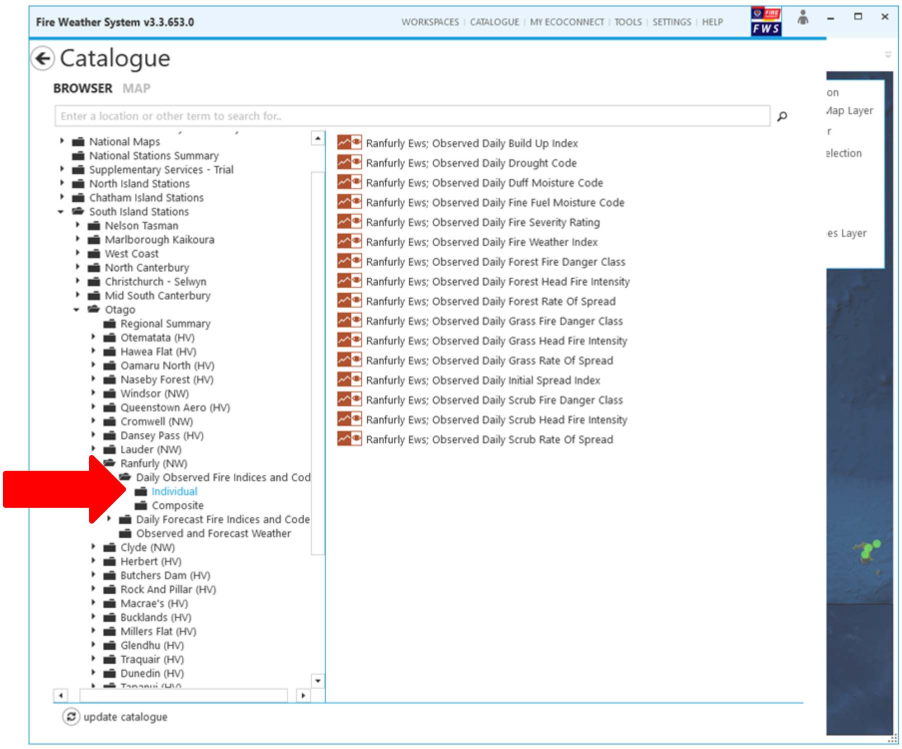
- You will first see the categories that are available in your catalogue, make sure the "Browser" option is selected, we will look at the Map option in the next section.



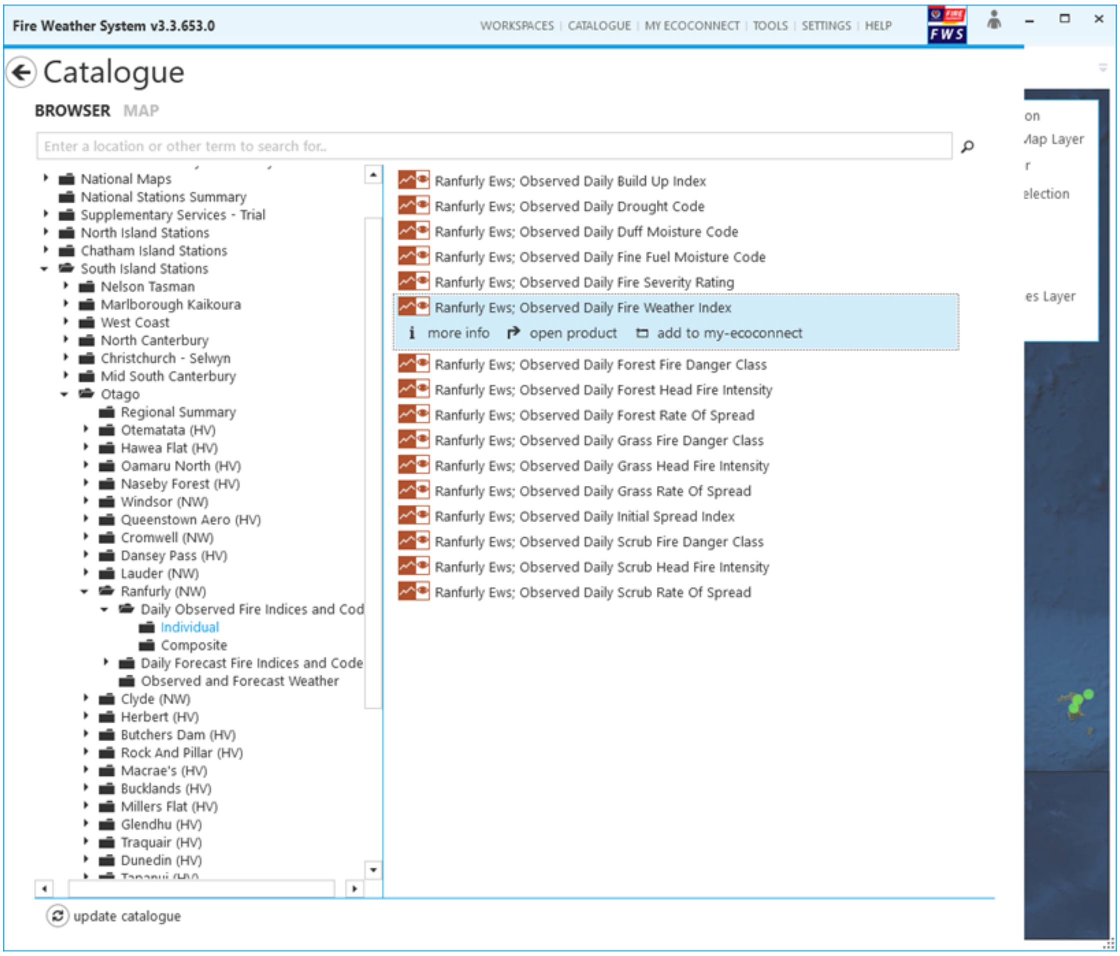
- You can expand any of the folders listed in the catalogue by a single right mouse click on the arrow pointing to the folder icon.
- To reach a viewable product, you need to continue expanding the folders, until they do not have the left arrow beside them.



- If you click on a folder that does not have a left arrow, it will show a list of products in the 'product list' panel to the right.

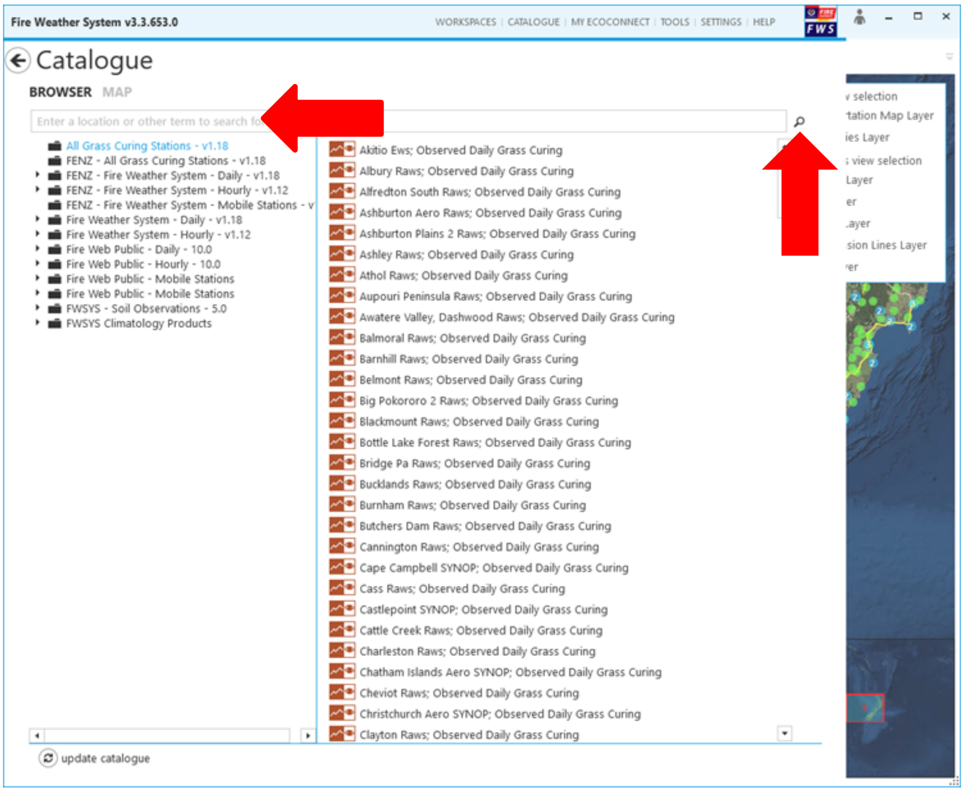


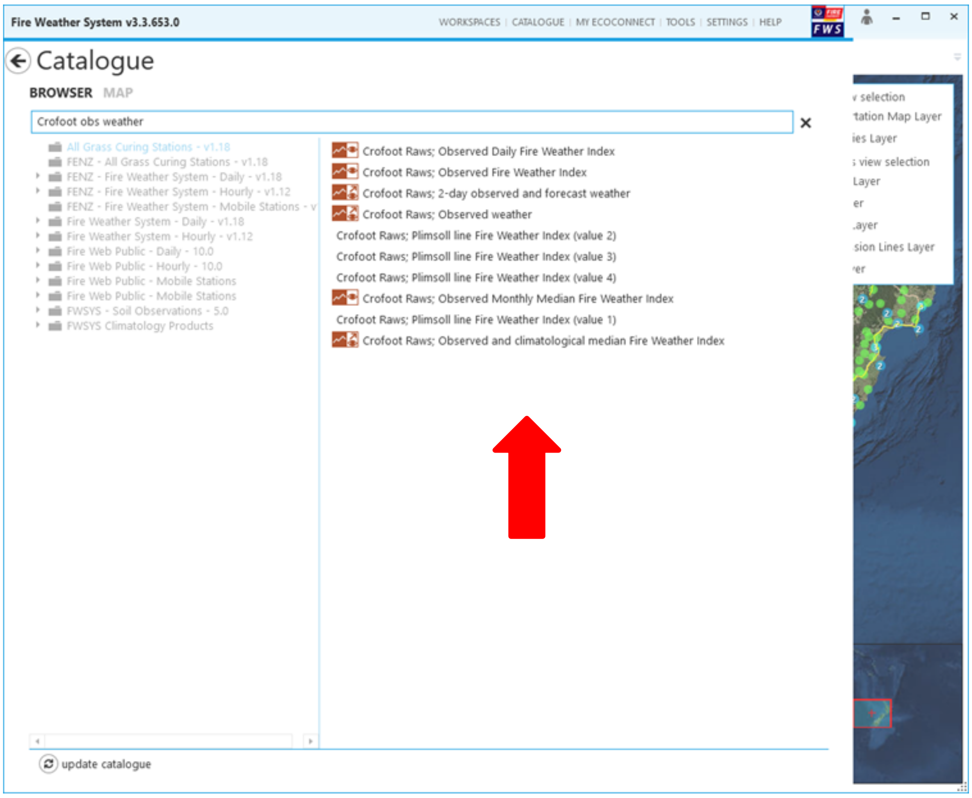
- After clicking on a product in the right panel, as with the Map Explorer, you can now either click on any of the 3 options as shown before:
  - more info
  - open product
  - add to my-ecoconnect



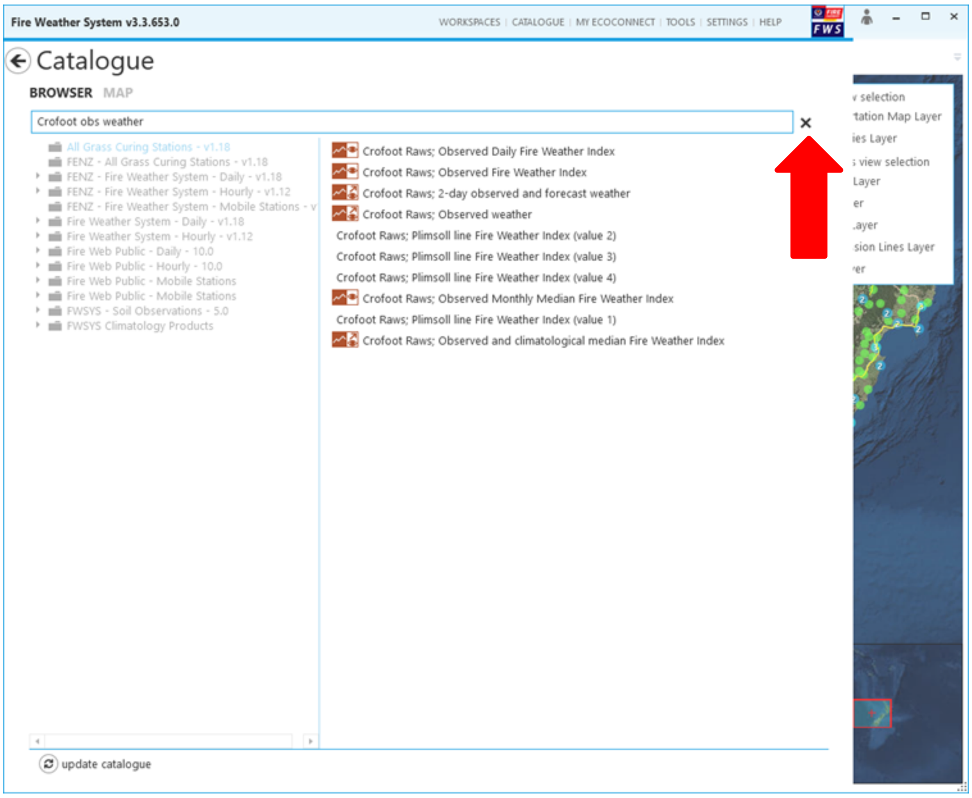
Filtered search

- If you enter some search terms in the search box and click on the search icon, a list of products matching the search terms will appear in the right panel. Terms need to match a location and/or a product name.



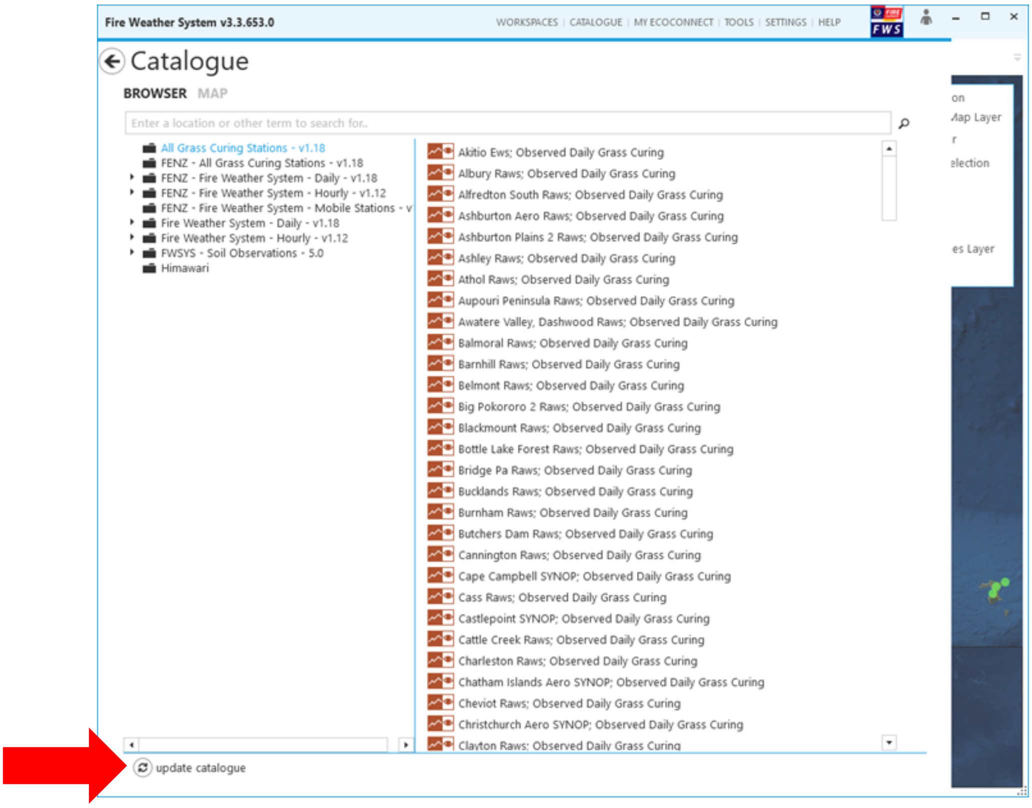


- To clear the filtered box search, click on the “X” at the end of the search box.



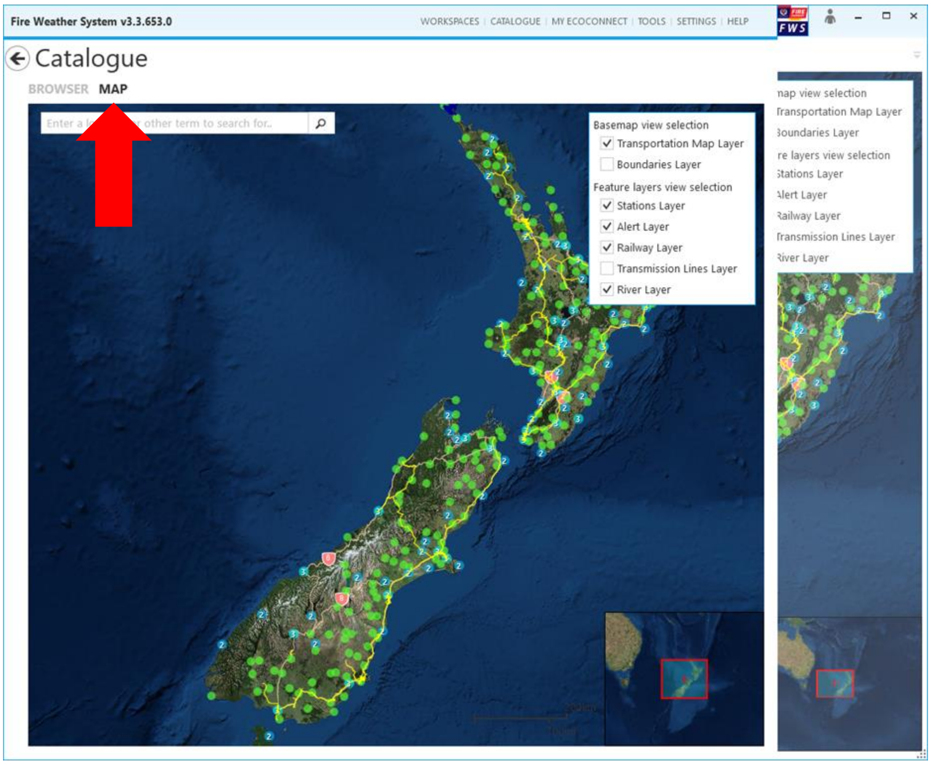
Catalogue refresh

- Occasionally new products will be added to the NIWA Forecast catalogue. Since a local copy of the catalogue is saved on the user's computer, it will need to be refreshed when updates are made.
- Users will be informed via an email when their catalogue needs to be refreshed.
- To download the updated catalogue, click on the 'refresh' button in the lower right-hand corner of the 'Catalogue Browser' panel.



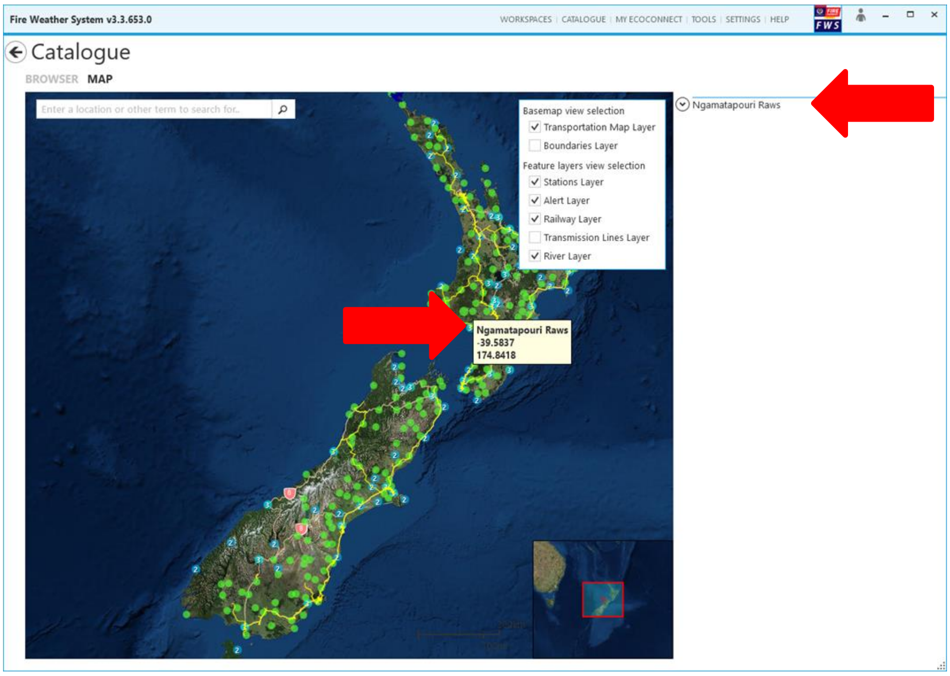
Catalogue Map

- Similar to the Map Explorer, the Catalogue Map is available by clicking on the CATALOGUE option in the top menu and then selecting the MAP option.

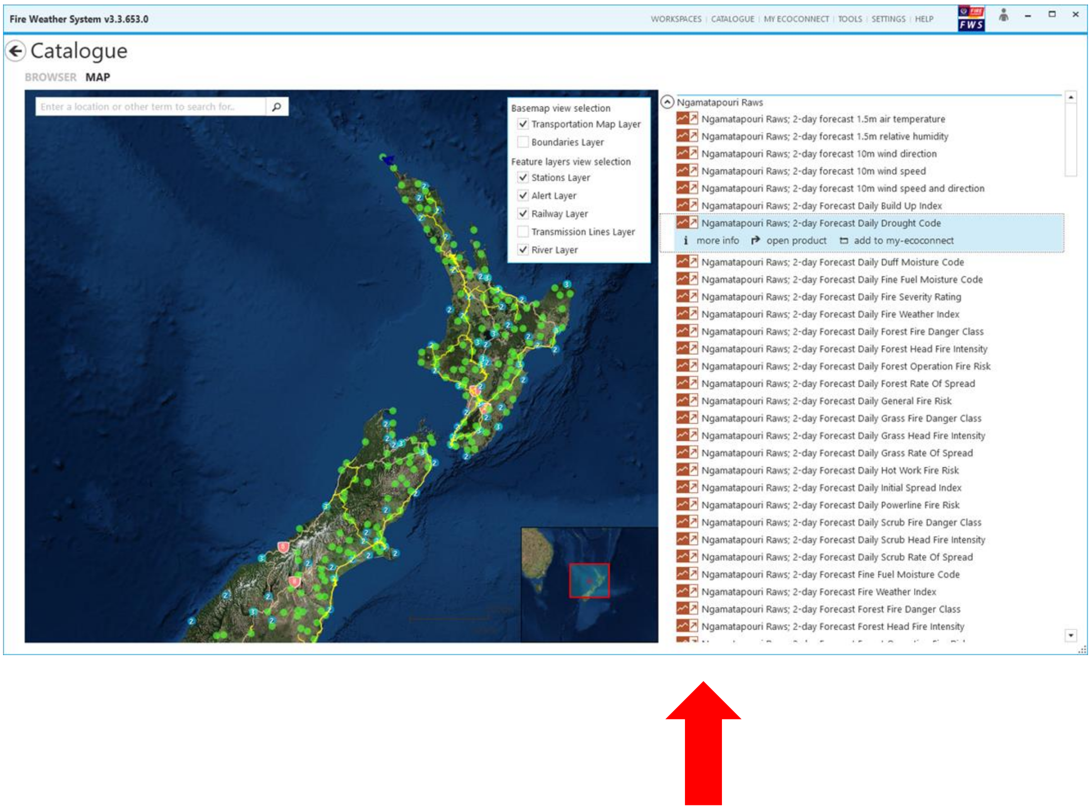


Products Access

- Clicking on a site on the map will show the site in the right panel

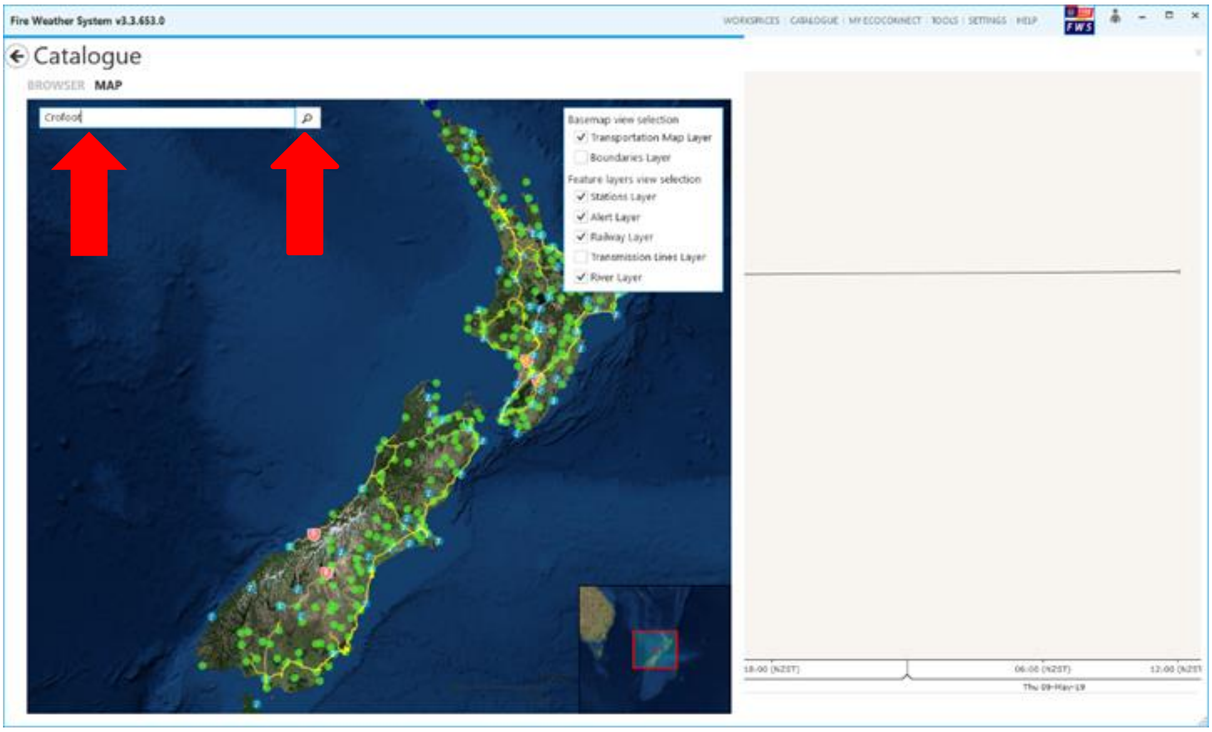


- Clicking on a site in the right panel will display a list of associated products.
- Clicking on a product will give you 3 options as shown before:
    - more info
    - open product
    - add to my-ecoconnect



Filtered search

- You can enter search terms in the search box and click on the search icon.



- Only the sites that match the search terms will show on the map.
- The list of products matching the search terms will also appear as a list in the right panel.

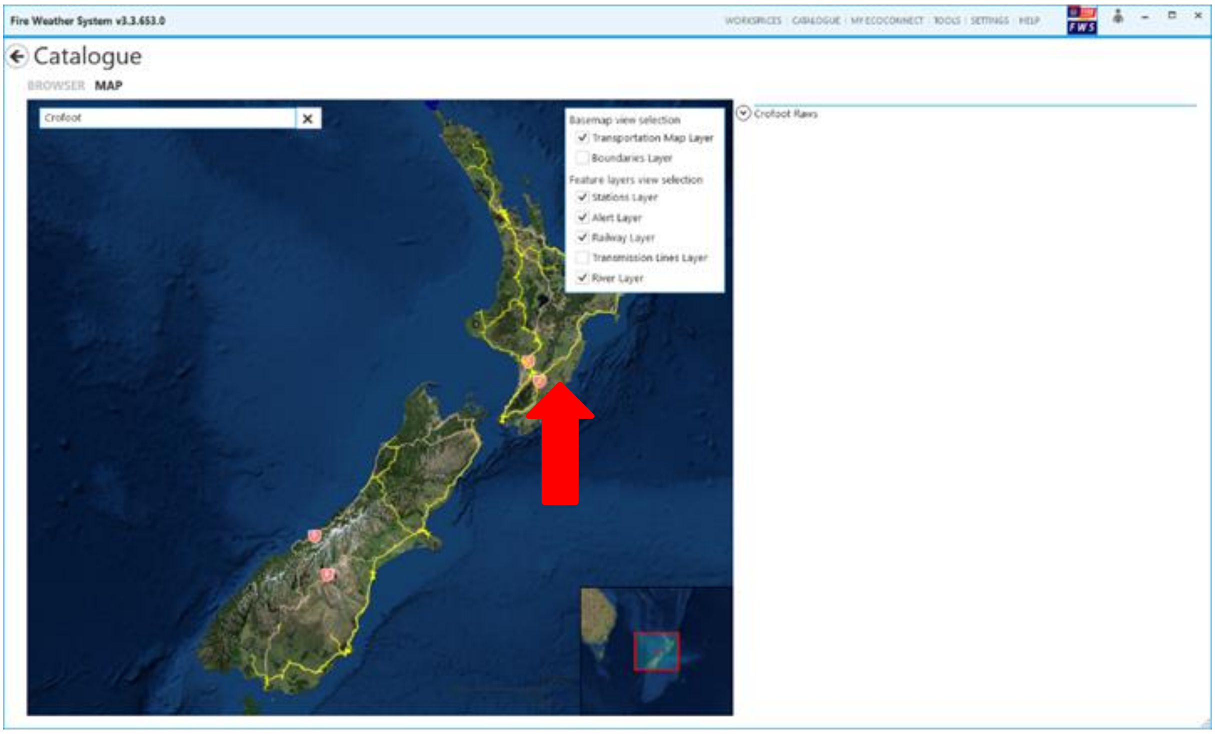
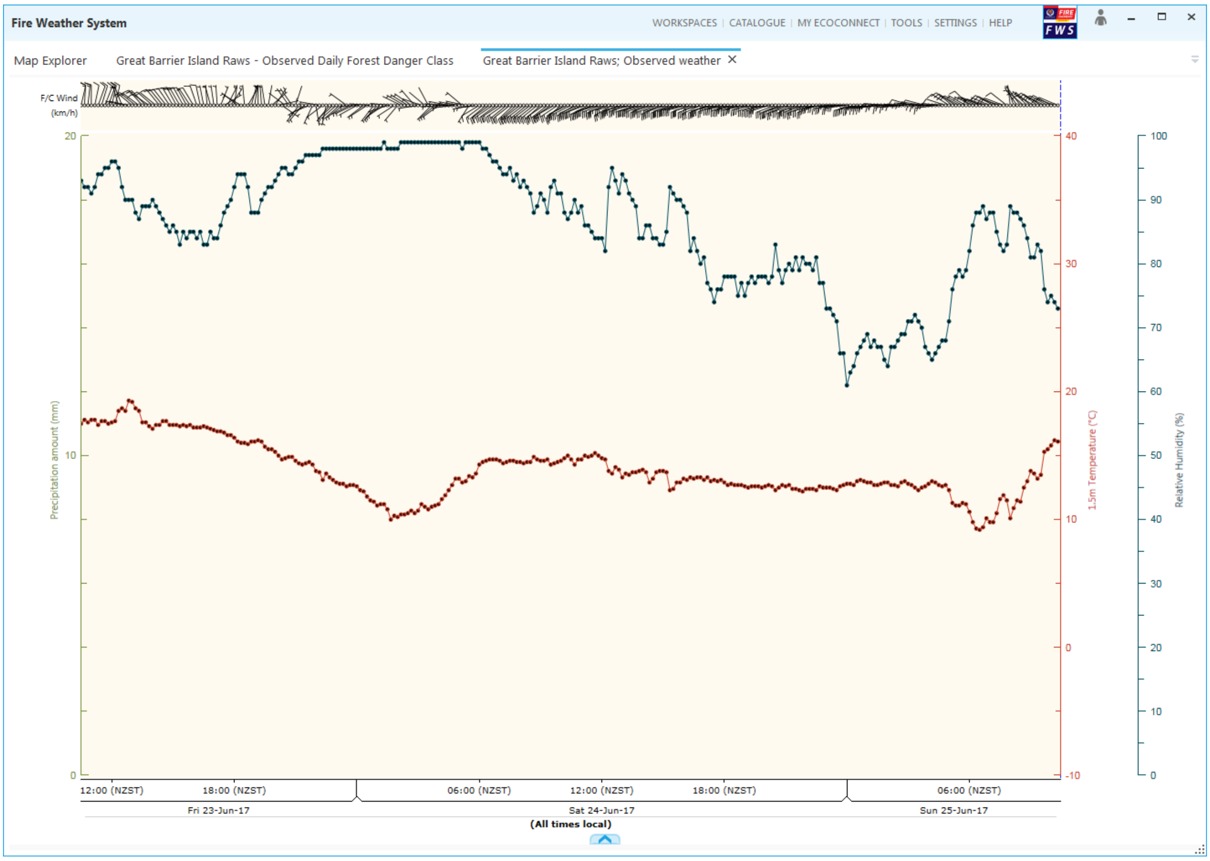


Chart viewer

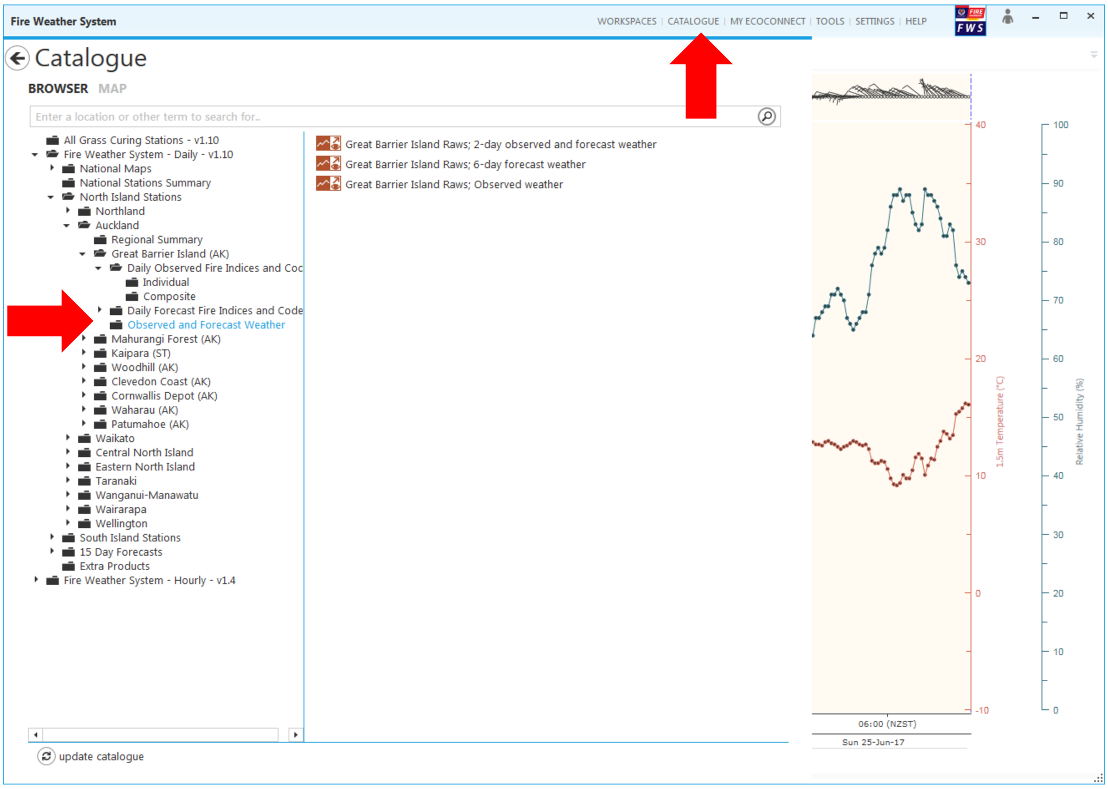
Summary

The chart viewer allows a user to view line/bar and other type of graph for a specific site (e.g. at weather stations).

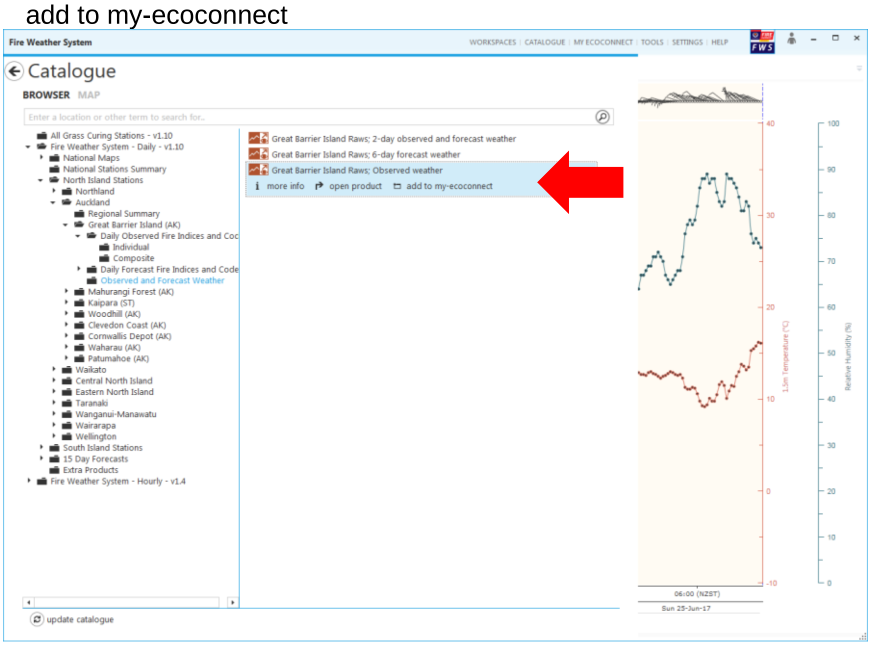


View charts

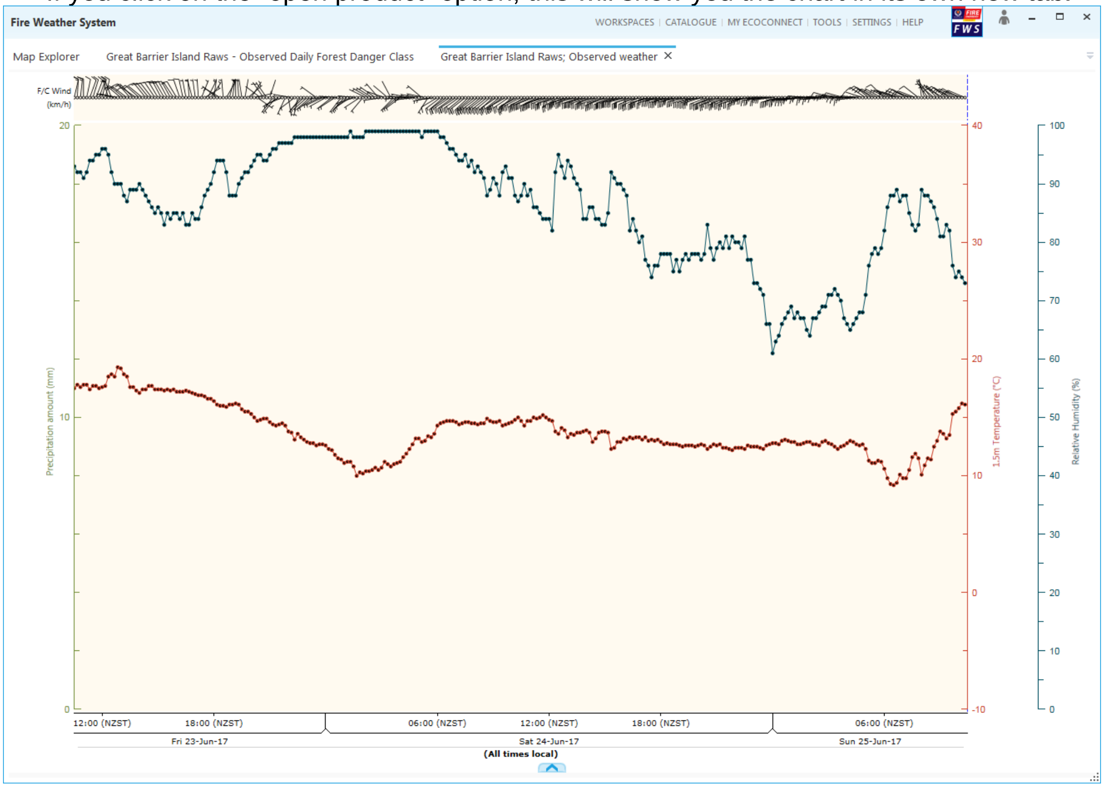
- To view a chart, go to the CATALOGUE from the top menu and expand the Fire Weather System entry.
- This will show you the content of the catalogue, you can continue expanding the folder until there are no more side arrows and click on the folder title to get a list of products appearing in the right panel.



- Once you have products listed you can click on any of the products and this will give you 3 options:
  - more info
  - open product
  - add to my-ecoconnect



- If you click on the “open product” option, this will show you the chart in its own new tab.



- Once you have a chart opened, if you move your mouse over any part of the chart it will pop up a box with the values of the individual lines/bar or vector as you move your mouse.

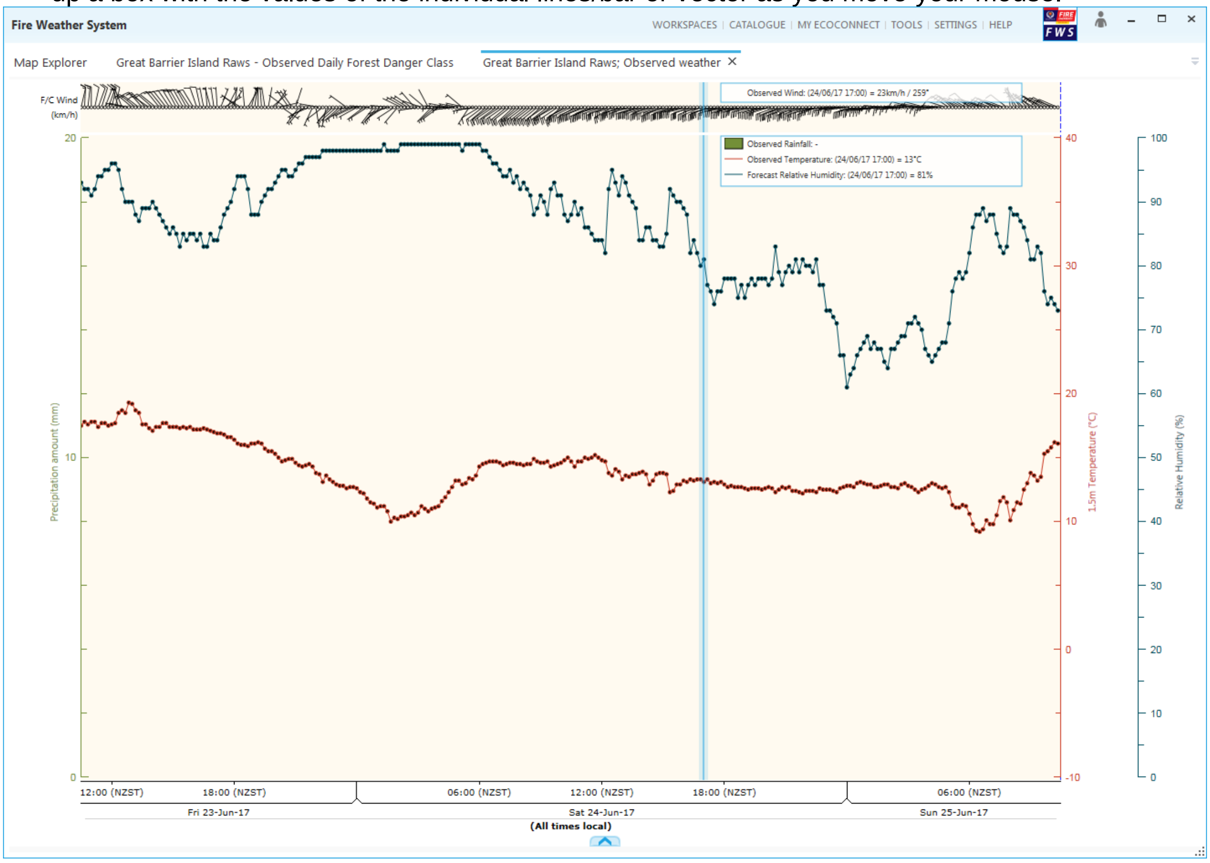
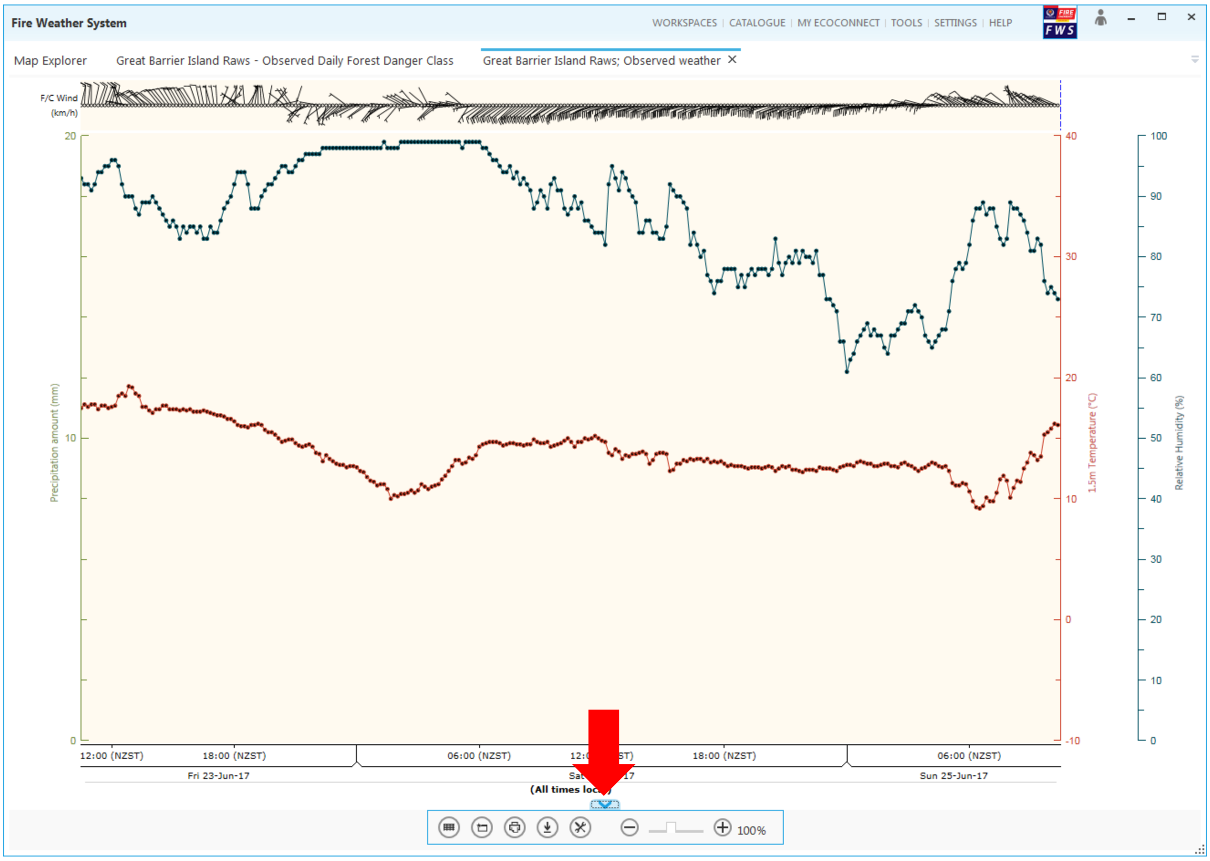


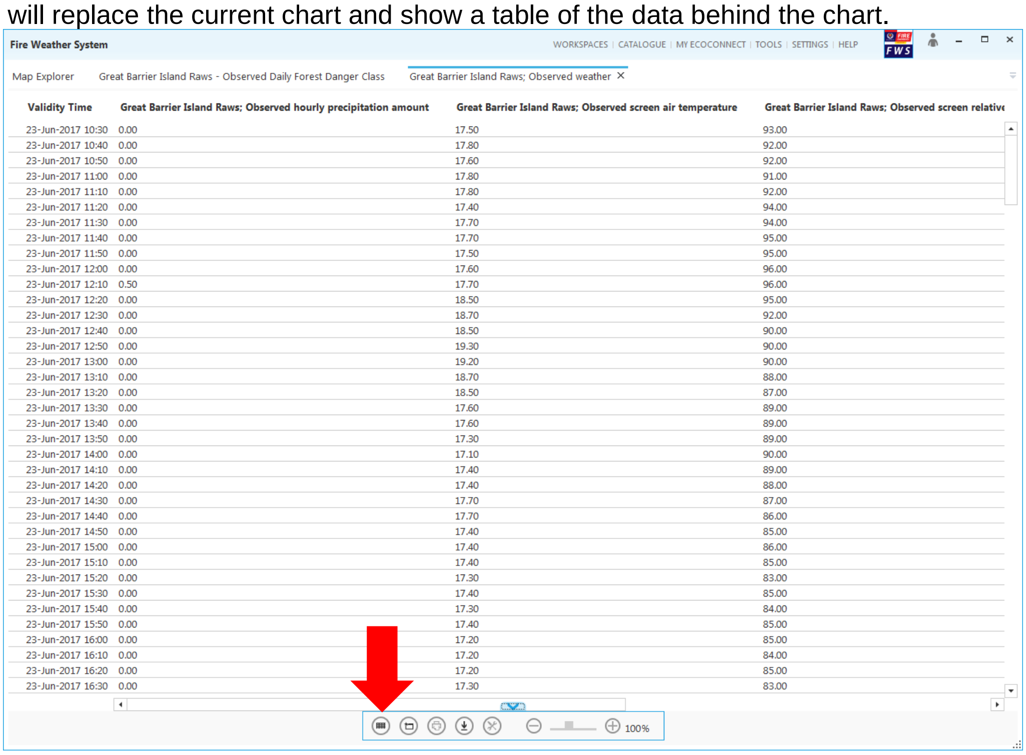
Chart options

- From the bottom of the chart if you click on the up arrow it will bring a series of options.



Toggle Table/Chart

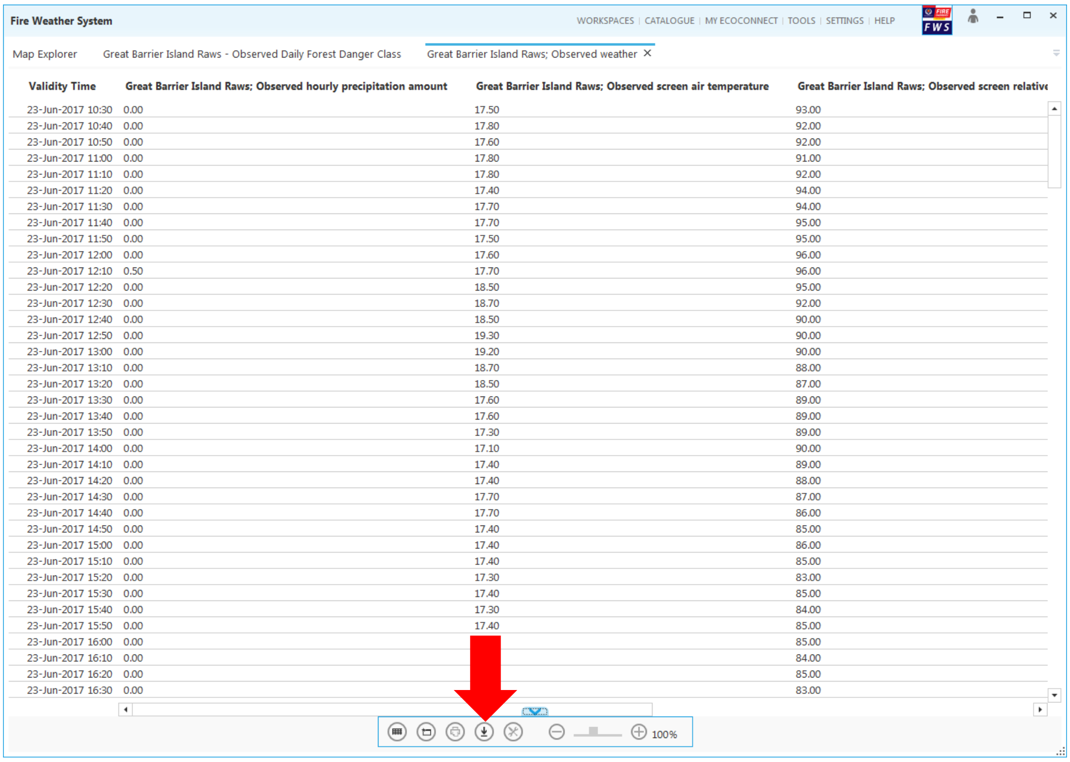
- In order to view a table of the data click on the first icon from the left in the graph options. This will replace the current chart and show a table of the data behind the chart.



Validity Time	Great Barrier Island Raws; Observed hourly precipitation amount	Great Barrier Island Raws; Observed screen air temperature	Great Barrier Island Raws; Observed screen relative
23-Jun-2017 10:30	0.00	17.50	93.00
23-Jun-2017 10:40	0.00	17.80	92.00
23-Jun-2017 10:50	0.00	17.60	92.00
23-Jun-2017 11:00	0.00	17.80	91.00
23-Jun-2017 11:10	0.00	17.80	92.00
23-Jun-2017 11:20	0.00	17.40	94.00
23-Jun-2017 11:30	0.00	17.70	94.00
23-Jun-2017 11:40	0.00	17.70	95.00
23-Jun-2017 11:50	0.00	17.50	95.00
23-Jun-2017 12:00	0.00	17.60	96.00
23-Jun-2017 12:10	0.50	17.70	96.00
23-Jun-2017 12:20	0.00	18.50	95.00
23-Jun-2017 12:30	0.00	18.70	92.00
23-Jun-2017 12:40	0.00	18.50	90.00
23-Jun-2017 12:50	0.00	19.30	90.00
23-Jun-2017 13:00	0.00	19.20	90.00
23-Jun-2017 13:10	0.00	18.70	88.00
23-Jun-2017 13:20	0.00	18.50	87.00
23-Jun-2017 13:30	0.00	17.60	89.00
23-Jun-2017 13:40	0.00	17.60	89.00
23-Jun-2017 13:50	0.00	17.30	89.00
23-Jun-2017 14:00	0.00	17.10	90.00
23-Jun-2017 14:10	0.00	17.40	89.00
23-Jun-2017 14:20	0.00	17.40	88.00
23-Jun-2017 14:30	0.00	17.70	87.00
23-Jun-2017 14:40	0.00	17.70	86.00
23-Jun-2017 14:50	0.00	17.40	85.00
23-Jun-2017 15:00	0.00	17.40	86.00
23-Jun-2017 15:10	0.00	17.40	85.00
23-Jun-2017 15:20	0.00	17.30	83.00
23-Jun-2017 15:30	0.00	17.40	85.00
23-Jun-2017 15:40	0.00	17.30	84.00
23-Jun-2017 15:50	0.00	17.40	85.00
23-Jun-2017 16:00	0.00	17.20	85.00
23-Jun-2017 16:10	0.00	17.20	84.00
23-Jun-2017 16:20	0.00	17.20	85.00
23-Jun-2017 16:30	0.00	17.30	83.00

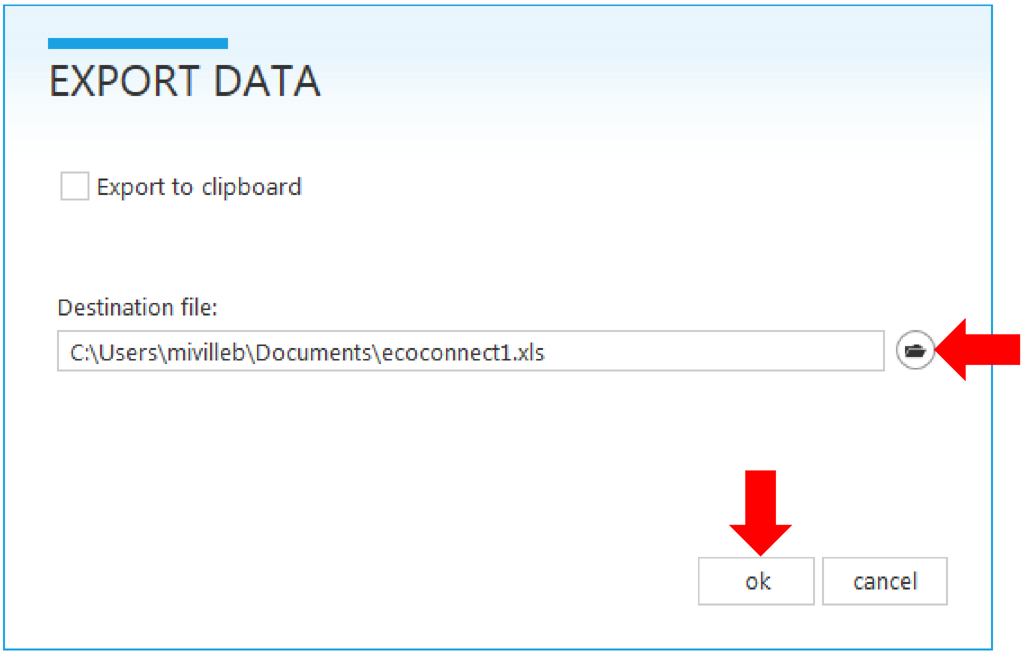
Download Chart – Data Export

- Once you are in table mode, you can download the data in Excel format by clicking on the “Download Chart” icon.



Validity Time	Great Barrier Island Raws; Observed hourly precipitation amount	Great Barrier Island Raws; Observed screen air temperature	Great Barrier Island Raws; Observed screen relative
23-Jun-2017 10:30	0.00	17.50	93.00
23-Jun-2017 10:40	0.00	17.80	92.00
23-Jun-2017 10:50	0.00	17.60	92.00
23-Jun-2017 11:00	0.00	17.80	91.00
23-Jun-2017 11:10	0.00	17.80	92.00
23-Jun-2017 11:20	0.00	17.40	94.00
23-Jun-2017 11:30	0.00	17.70	94.00
23-Jun-2017 11:40	0.00	17.70	95.00
23-Jun-2017 11:50	0.00	17.50	95.00
23-Jun-2017 12:00	0.00	17.60	96.00
23-Jun-2017 12:10	0.50	17.70	96.00
23-Jun-2017 12:20	0.00	18.50	95.00
23-Jun-2017 12:30	0.00	18.70	92.00
23-Jun-2017 12:40	0.00	18.50	90.00
23-Jun-2017 12:50	0.00	19.30	90.00
23-Jun-2017 13:00	0.00	19.20	90.00
23-Jun-2017 13:10	0.00	18.70	88.00
23-Jun-2017 13:20	0.00	18.50	87.00
23-Jun-2017 13:30	0.00	17.60	89.00
23-Jun-2017 13:40	0.00	17.60	89.00
23-Jun-2017 13:50	0.00	17.30	89.00
23-Jun-2017 14:00	0.00	17.10	90.00
23-Jun-2017 14:10	0.00	17.40	89.00
23-Jun-2017 14:20	0.00	17.40	88.00
23-Jun-2017 14:30	0.00	17.70	87.00
23-Jun-2017 14:40	0.00	17.70	86.00
23-Jun-2017 14:50	0.00	17.40	85.00
23-Jun-2017 15:00	0.00	17.40	86.00
23-Jun-2017 15:10	0.00	17.40	85.00
23-Jun-2017 15:20	0.00	17.30	83.00
23-Jun-2017 15:30	0.00	17.40	85.00
23-Jun-2017 15:40	0.00	17.30	84.00
23-Jun-2017 15:50	0.00	17.40	85.00
23-Jun-2017 16:00	0.00		85.00
23-Jun-2017 16:10	0.00		84.00
23-Jun-2017 16:20	0.00		85.00
23-Jun-2017 16:30	0.00		83.00

- This will bring a pop-up window where you can select to save the data to clipboard or save it to an Excel sheet. You can change the name of the export data file by clicking on the Folder icon. Then click the Ok button.

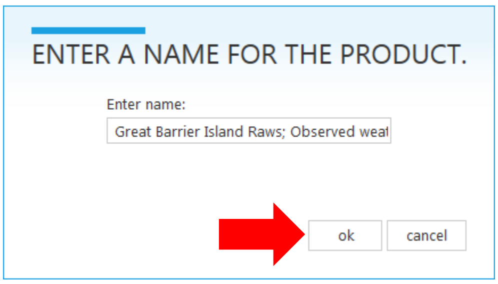


- By clicking on the Toggle table/chart icon again you will go back to the chart.

Add to My EcoConnect

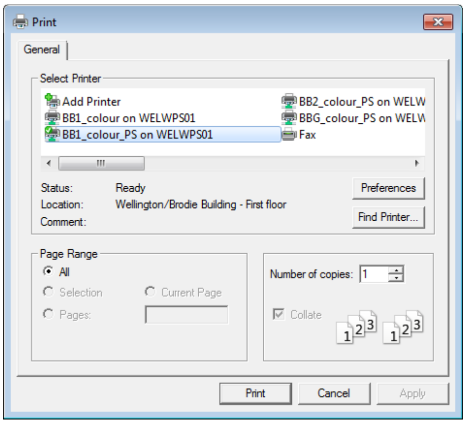
- By clicking on the second button from the left, you can save the current chart product to My EcoConnect (e.g. favourites) so you can quickly access the product next time you want to see it.

- Enter the name of the product as you want to see it in My EcoConnect and click on the OK button.



Print this view

- By clicking on the 3rd button form the left, you can print the chart.



Download Chart – Chart Export

- Once you are in chart mode, you can download the chart in JPG format by clicking on 4th icon from the left, the “Download Chart” icon.

- You can save the image to the clipboard or to a jpg file.
- You can change the name of the saved jpg file by clicking on the Folder icon.
- Then click on the Ok button.

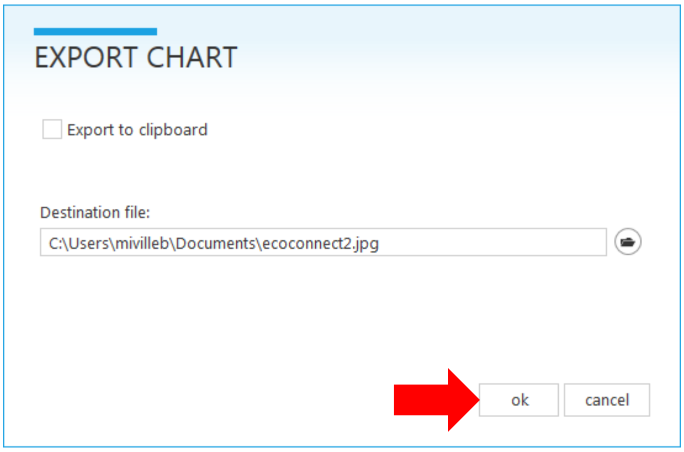
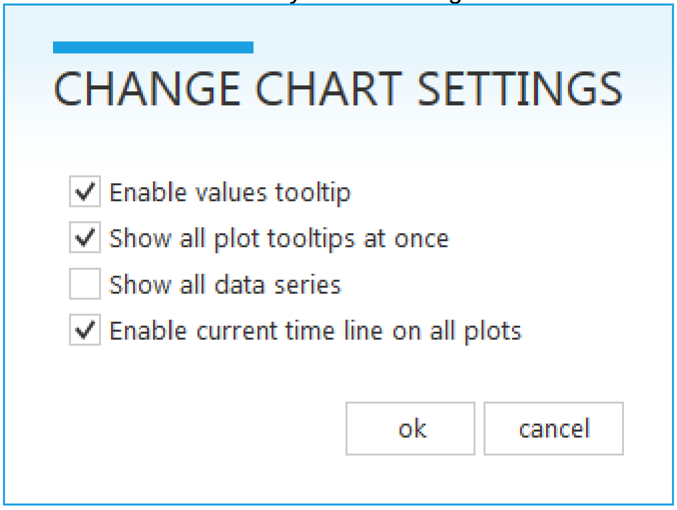


Chart Settings and Options

- By clicking on the 5th icon from the left you can change some chart settings.



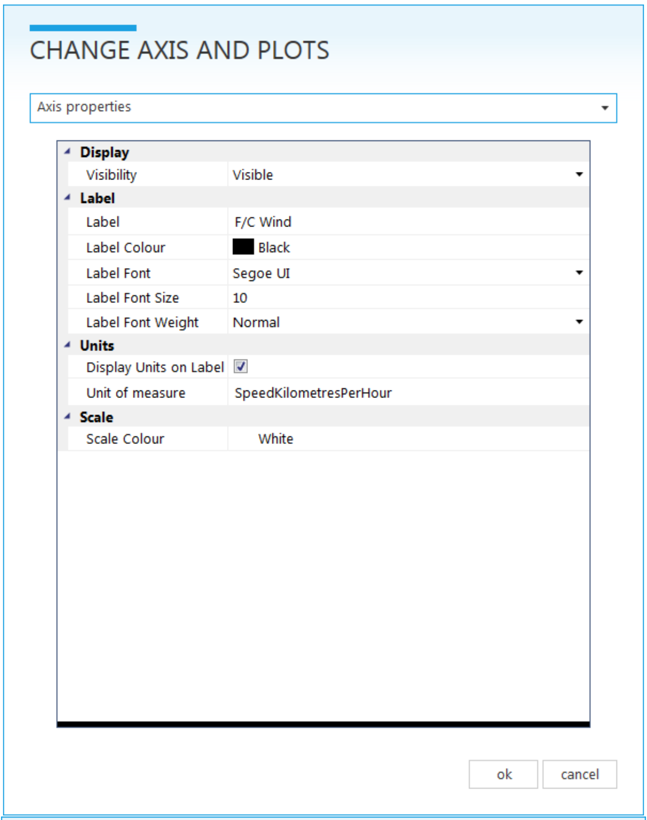
  - Enable values tooltip: selected by default, allows a user to view values as a pop-up box
  - Show all plot tooltips at once: selected by default, all values showing in one pop up box. Deselected, the pop up will only be for the line that the mouse is moved over.
  - Show all data series: deselected by default, only for forecast data, allows a user to see all current and previous forecasts valid for the time range in the viewer.
  - Enable current time line on all plots: selected by default, will show a line on the chart showing the current time.

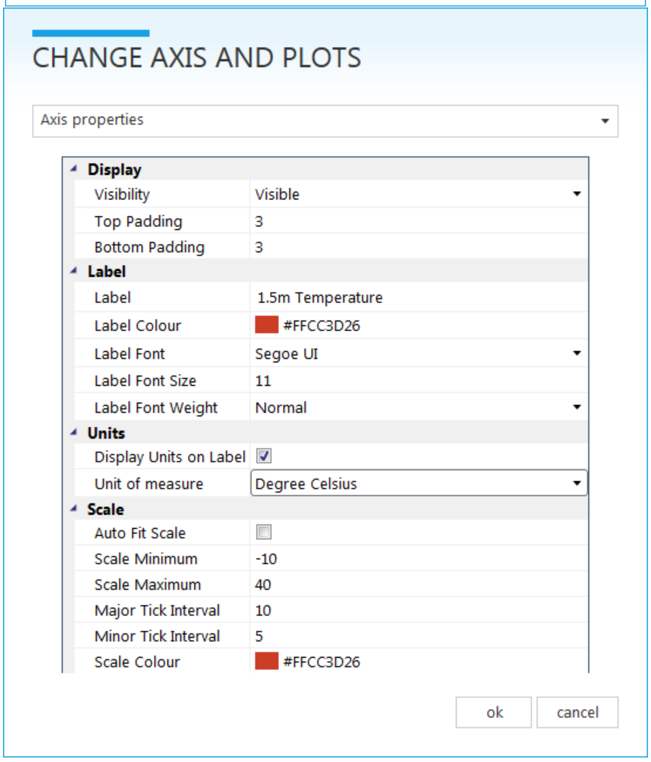
Zoom in and out

- The right-most icon, allows the user to zoom in and out the chart plot.

Axis settings

- By clicking over the top of any axis, it is possible to change some properties of the plot for individual lines, bars etc.



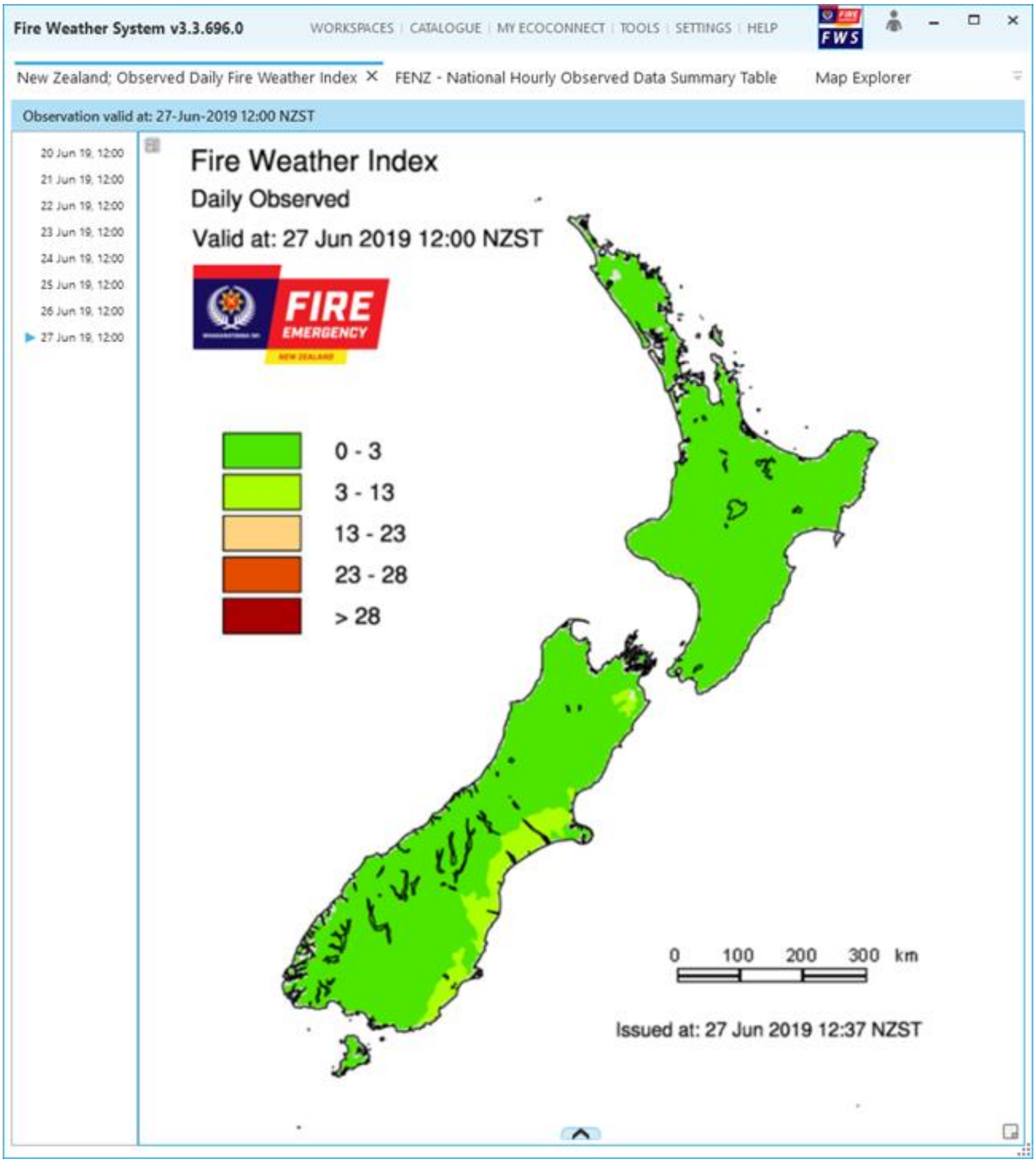


- Please note that changes are temporary for the duration of your login session. To make a permanent change use the chart builder.

Image viewer

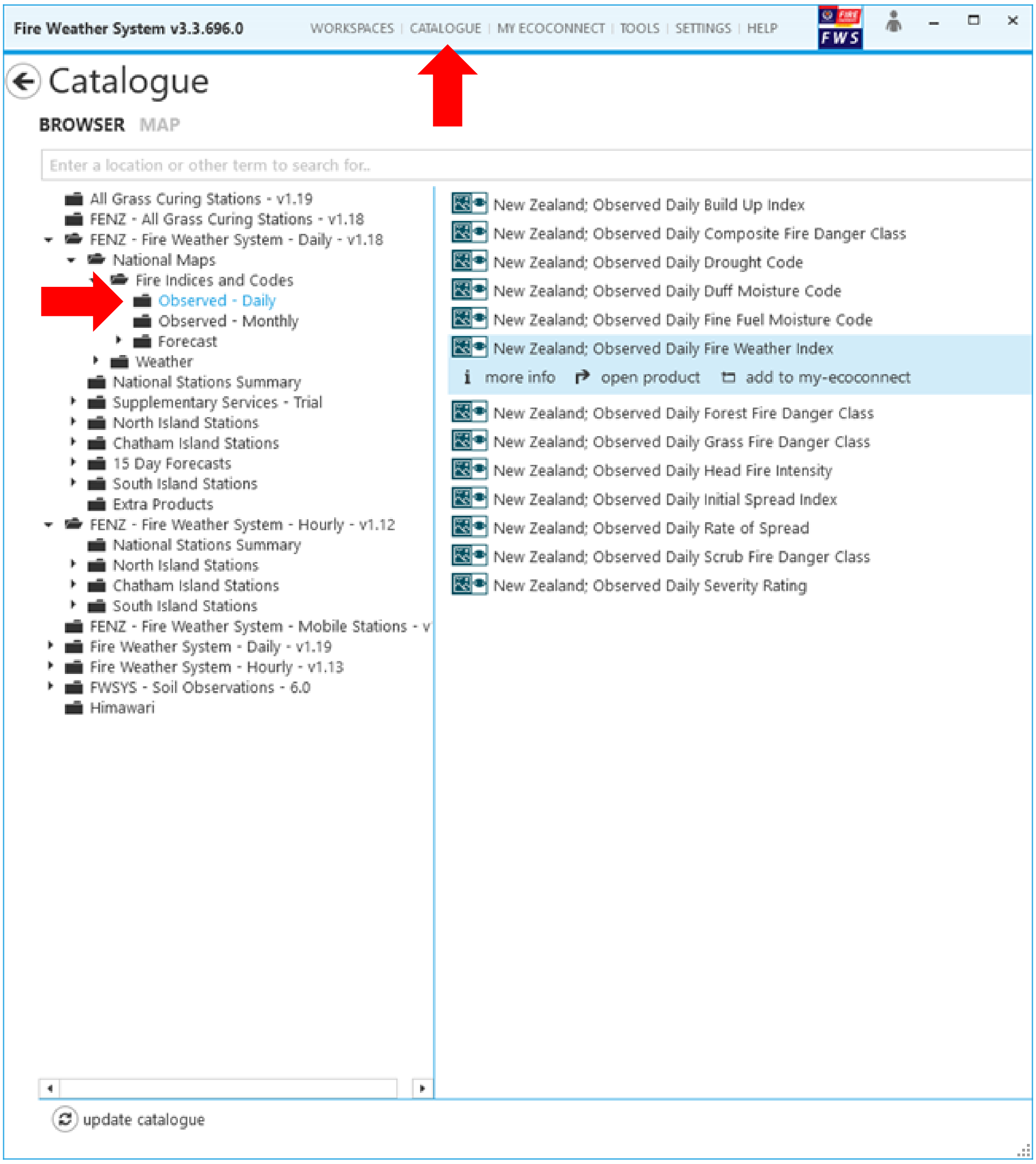
Summary

The image viewer allows a user to view, animate and download images (e.g. satellite pictures) and maps (e.g. Fire Weather Index).

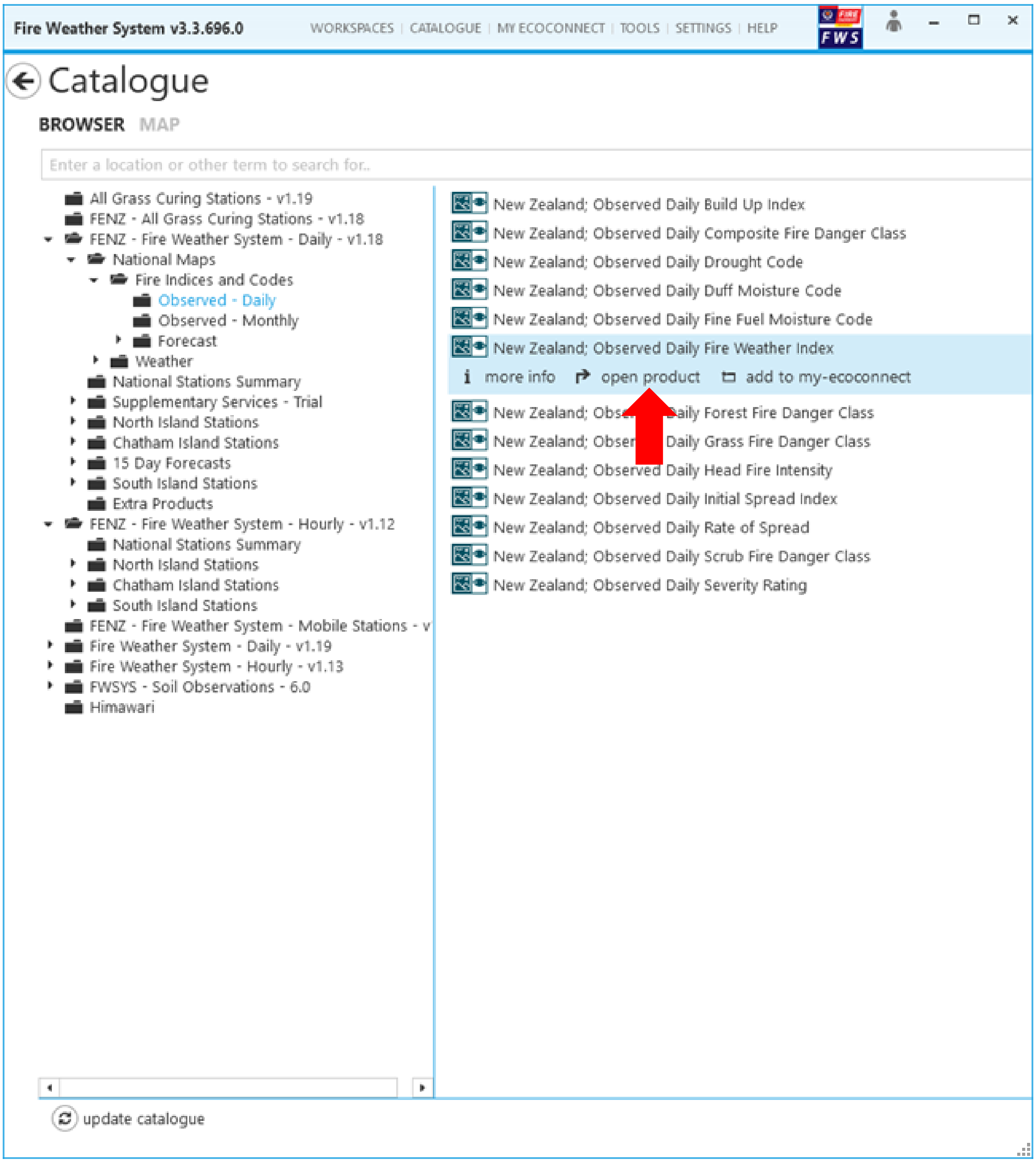


View images

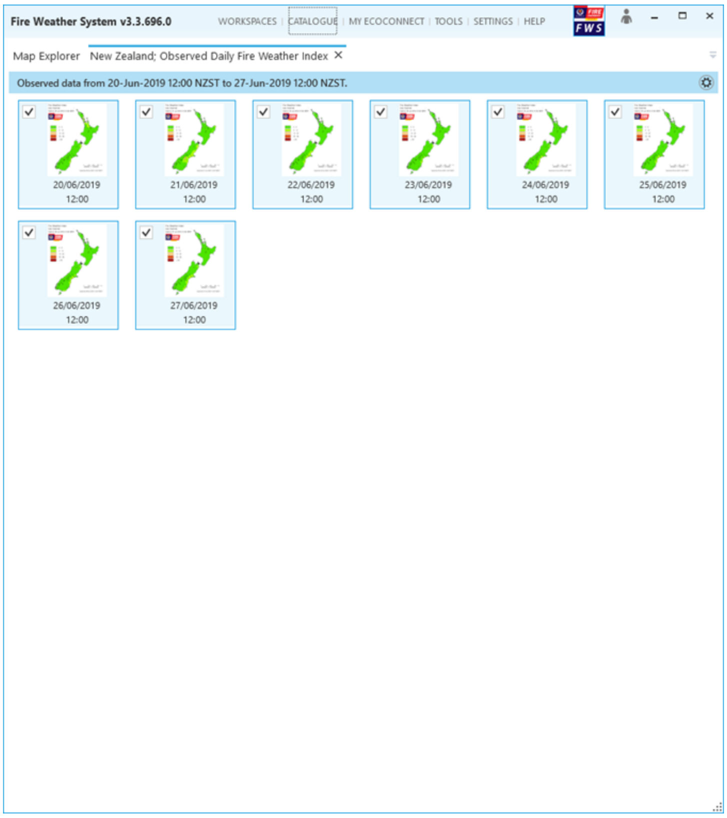
- To view an image, go to the CATALOGUE from the top menu and expand the Fire Weather System entry.
- This will show you the content of the catalogue, you can continue expanding the folder until there are no more side arrows and click on the folder title to get a list of products appearing in the right panel.



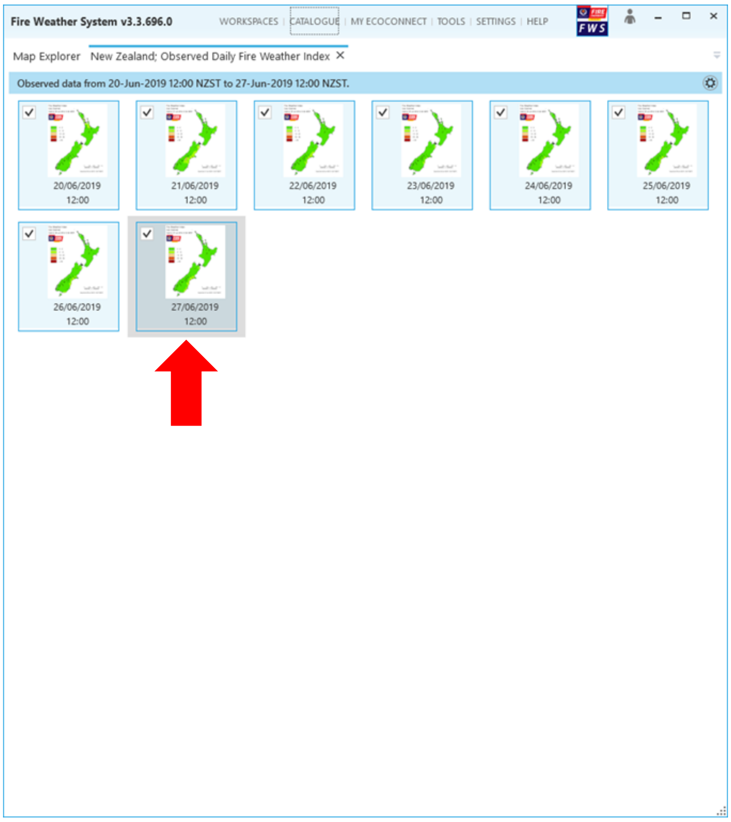
- Once you have products listed you can click on any of the products and this will give you 3 options:
    - more info
    - open product
    - add to my-ecoconnect



- After clicking on the “open product” option, you will get a series of thumbnails appearing in a new tab.



- To view an image, click on one of the thumbnails.



- This will replace the thumbnails with the selected image.

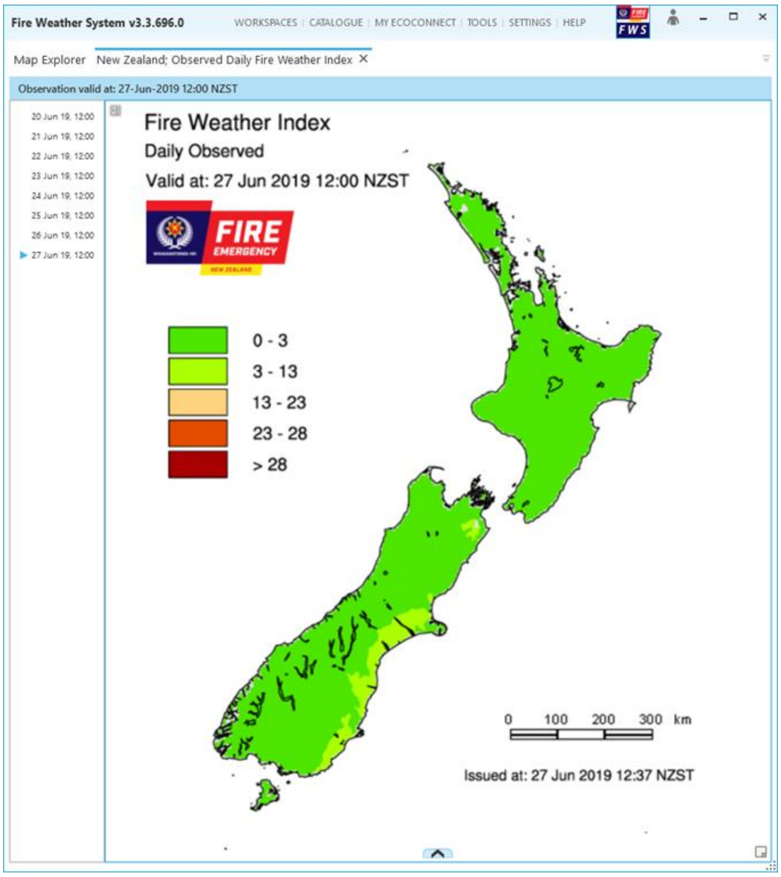
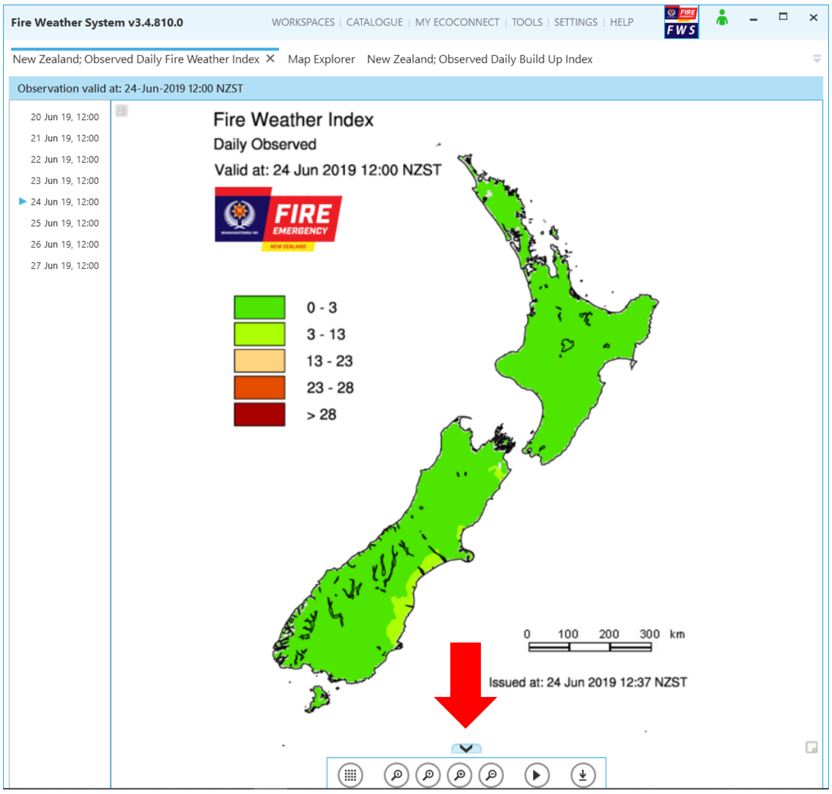


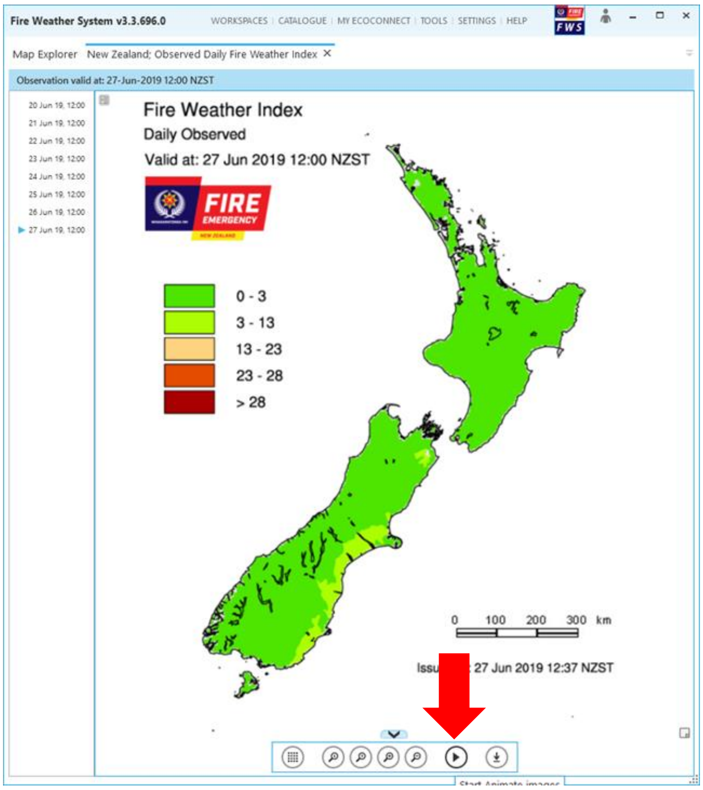
Image options

- To access any of the image options described in the next sections you need to click on the up arrow at the bottom of the image, this will reveal the available options.

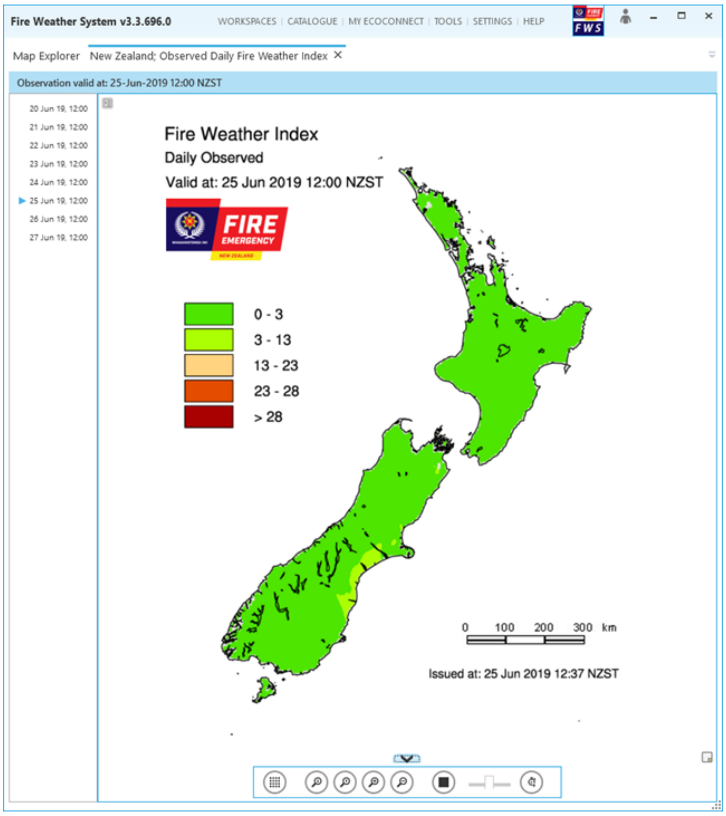


Animating Images

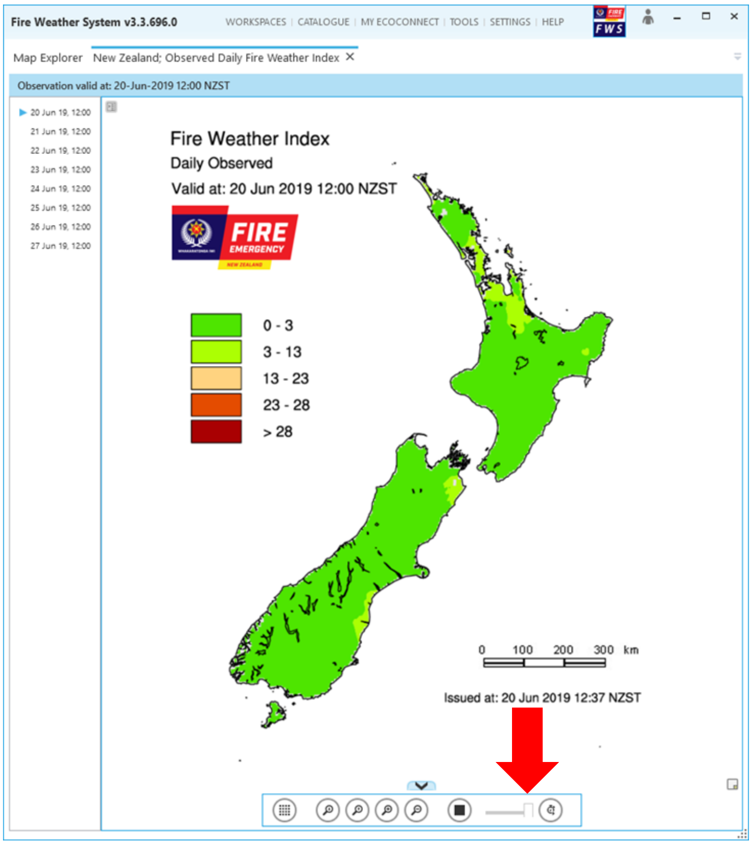
- To animate images, once an image is opened, click on the up arrow located at the bottom of the image to open the image options. Then click on the arrow icon (Start Animate Images).



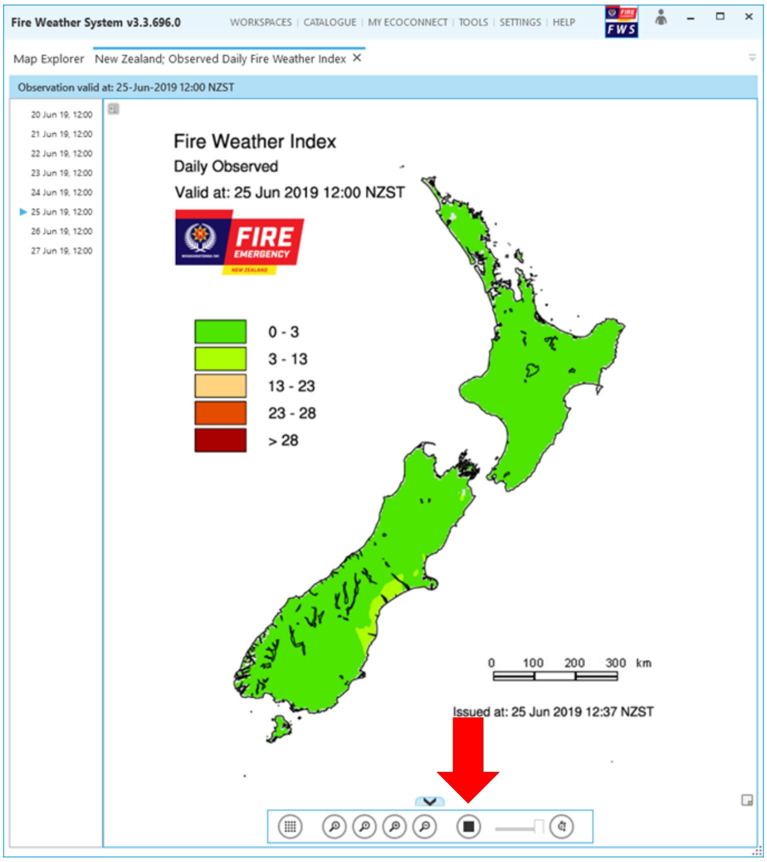
- That will start the animation.



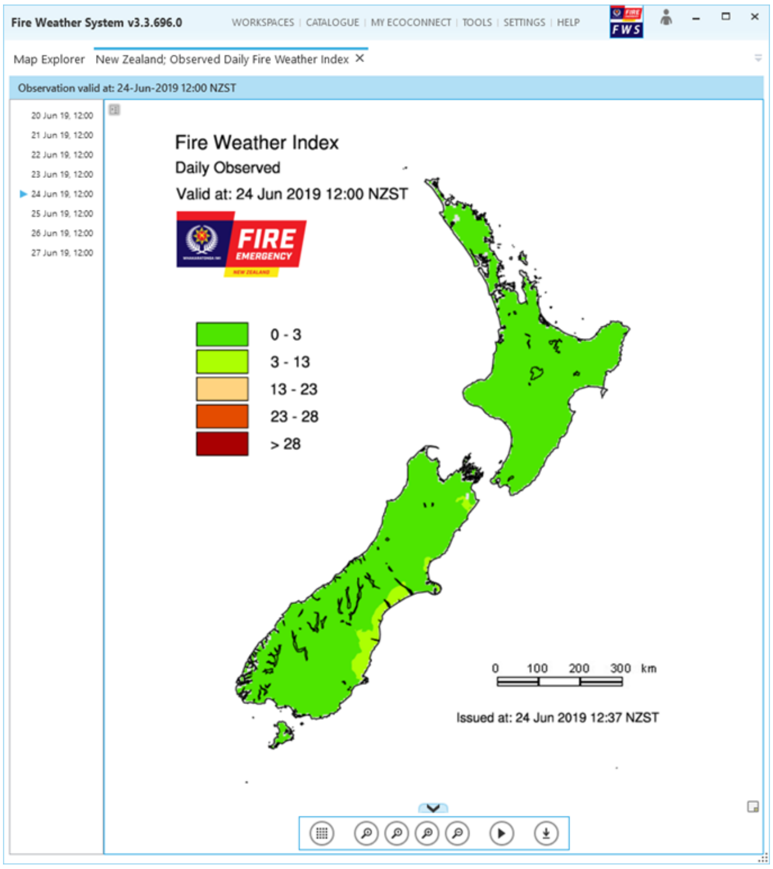
- You can modify the speed of the animation by dragging the speed control to the right or left.



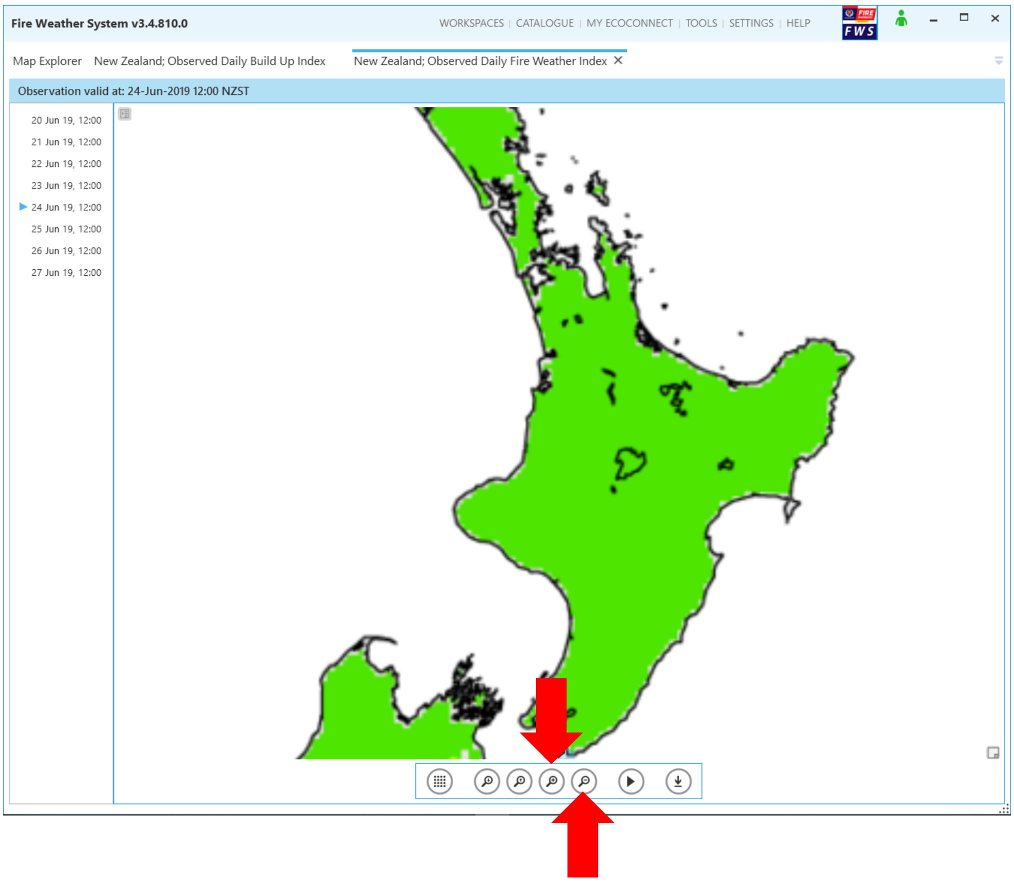
- You can pause the animation by clicking on the stop button.



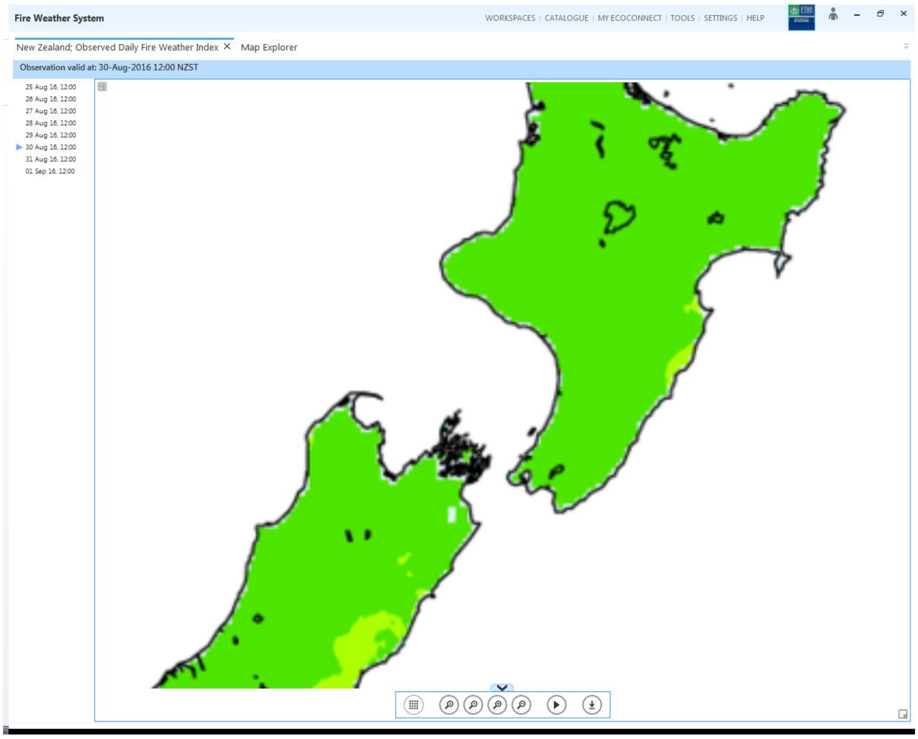
- The image will then stop animating.



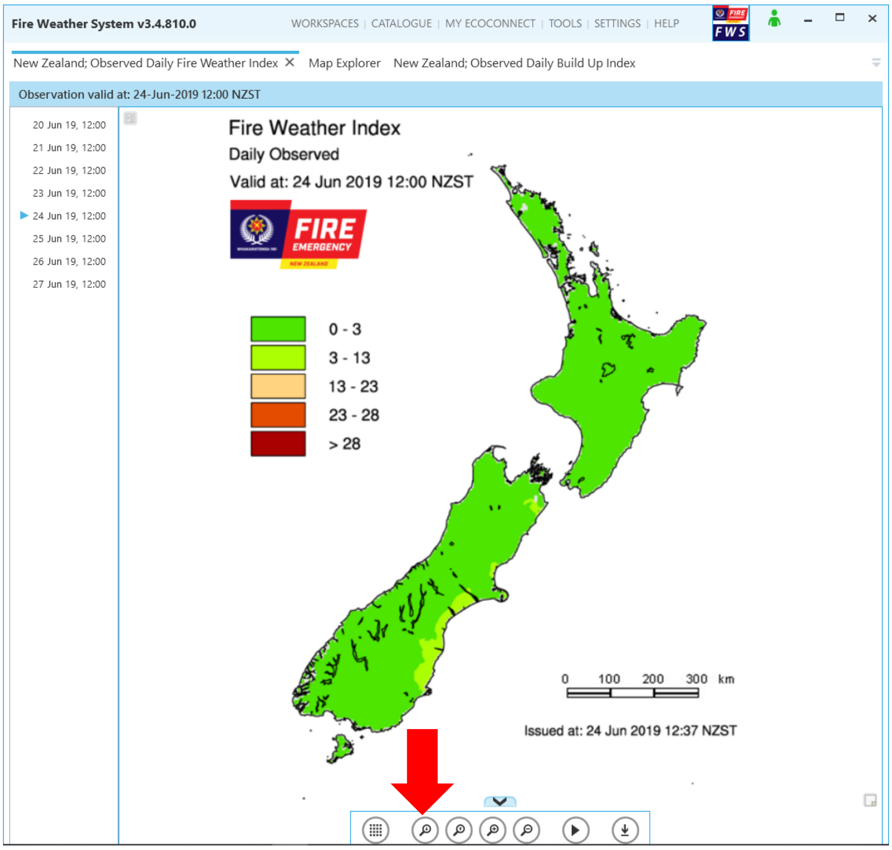
- You can change the size of the image by using either the zoom in (+) or zoom out (-) button (3rd and 4th magnifying glass from the left)



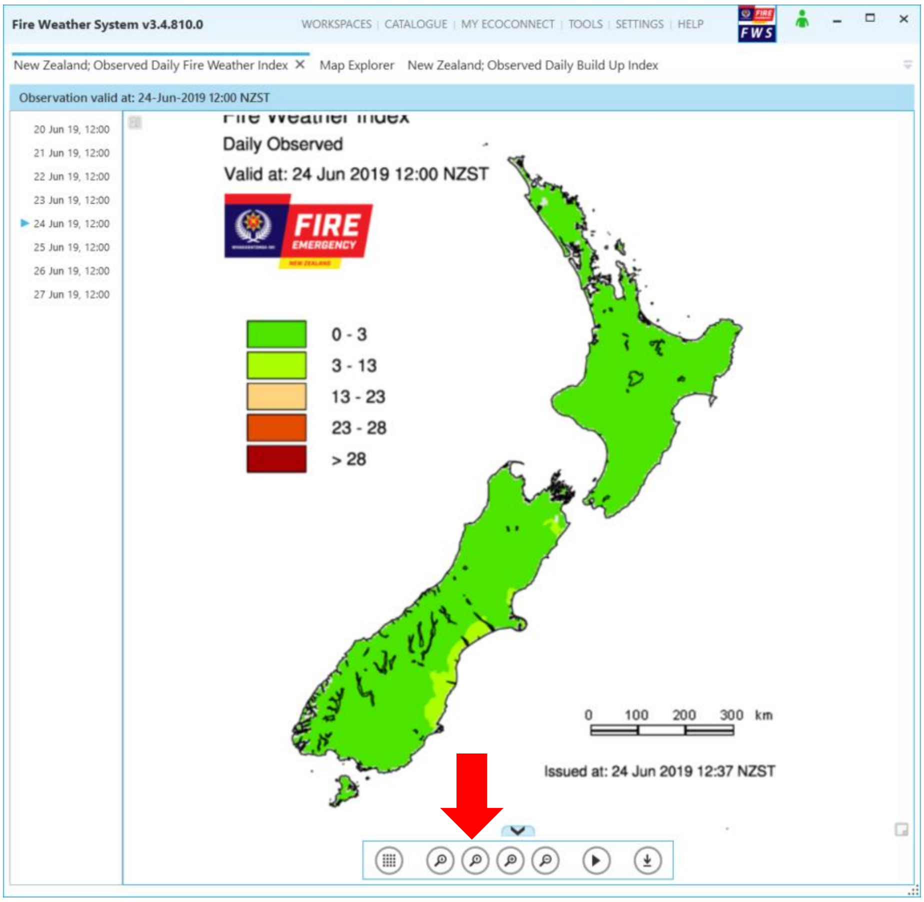
- To zoom in and out you can also use the scroll button on your mouse (if available). You can also pan by right clicking and holding with the mouse.



- You can also force the image to fit into the available screen by clicking on the first magnifying glass icon.

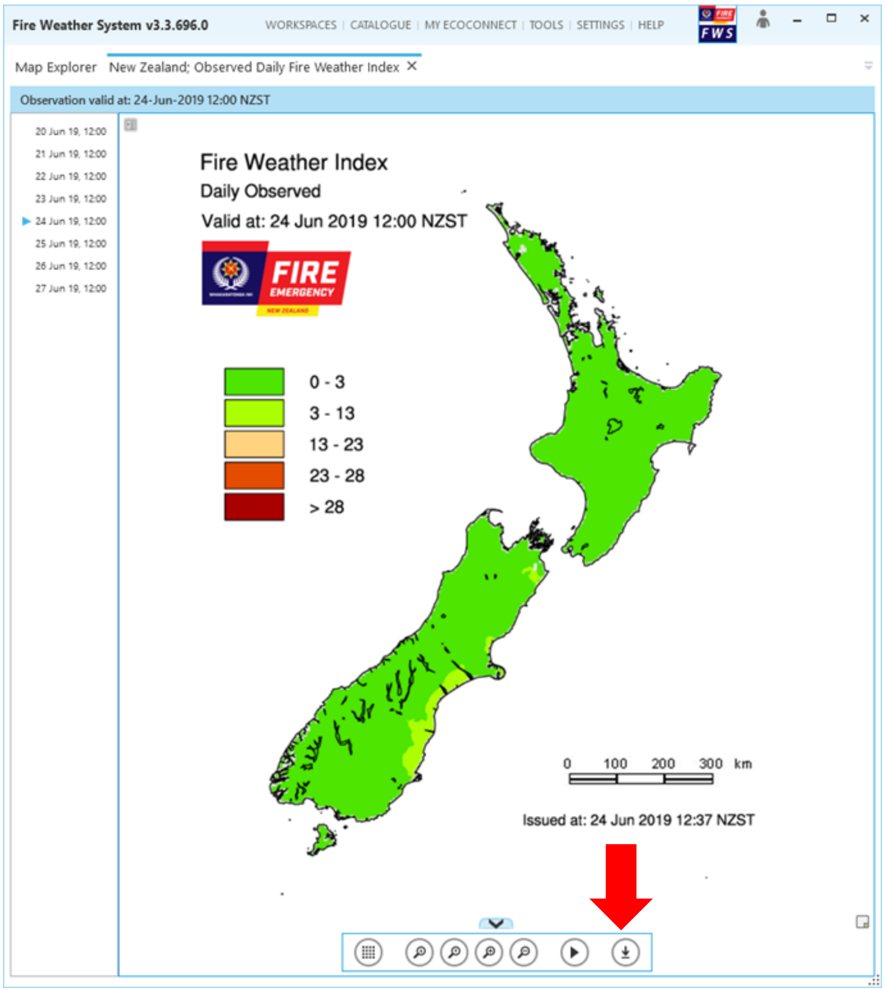


- To see the image at its full resolution (1:1 pixel), you need to click on the second magnifying glass icon.

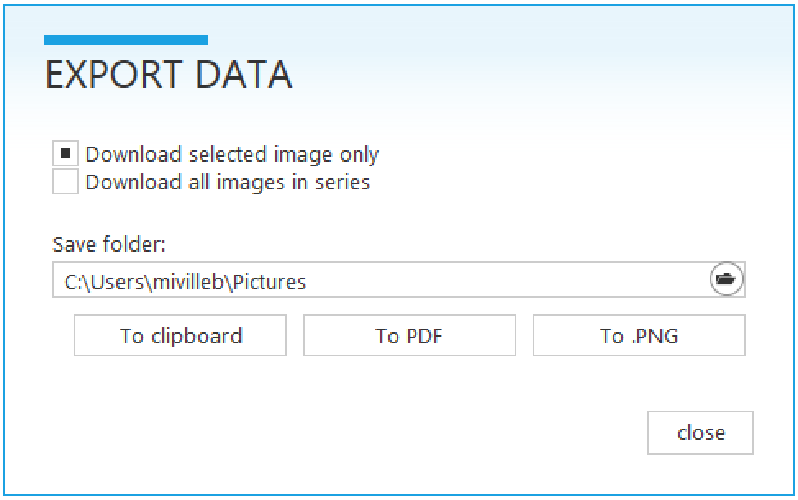


Download Images

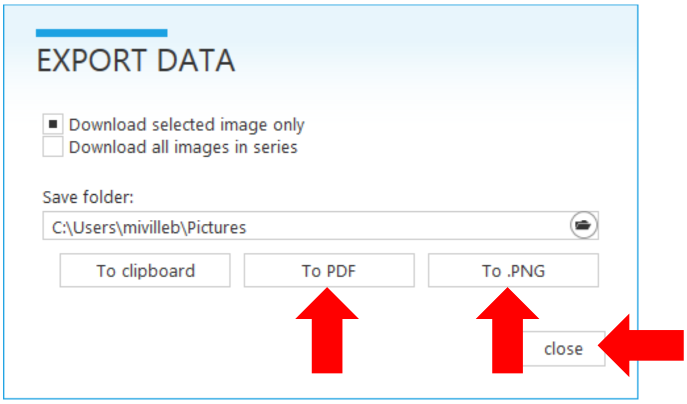
- To download images, click on the download icon located at the bottom of the image. For this to work, the animation needs to be stopped and an image opened.



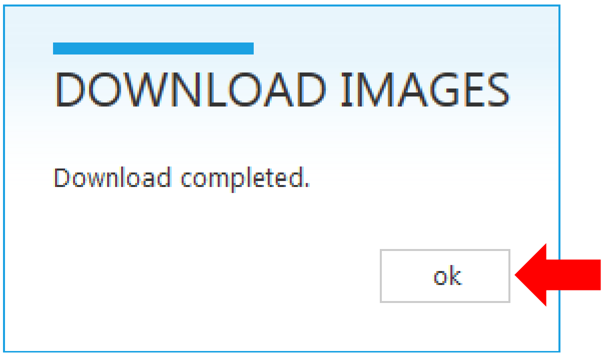
- This will bring the Export Data window and give you 3 choices:
    - To clipboard
    - To .PDF
    - To .PNG



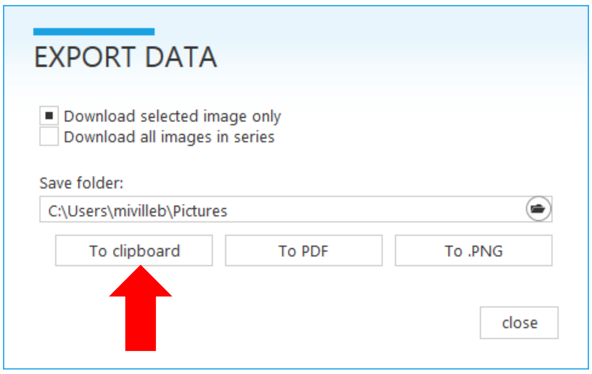
- If you want to download only the visible image, select the option called: “Download selected image only”.
- First select a folder where you want to save the image by clicking on the folder icon, it will be given a unique filename based on the product’s name and validity time.
- To then save the image on your computer, just select the PDF or PNG option.

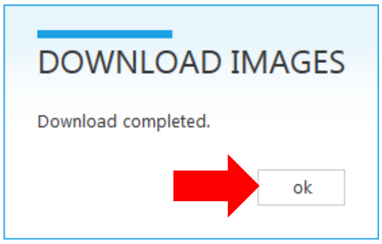


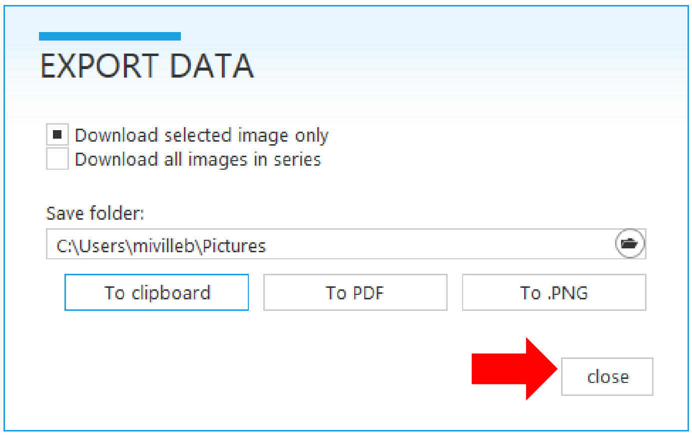
- This will then confirm that the image has been downloaded. Just click on the “ok” button.



- If you want to copy the image, click on the “To clipboard” button. Then click on the “ok” button and “close” the Export Data Window. To paste the image in a Word document using Ctrl-V.

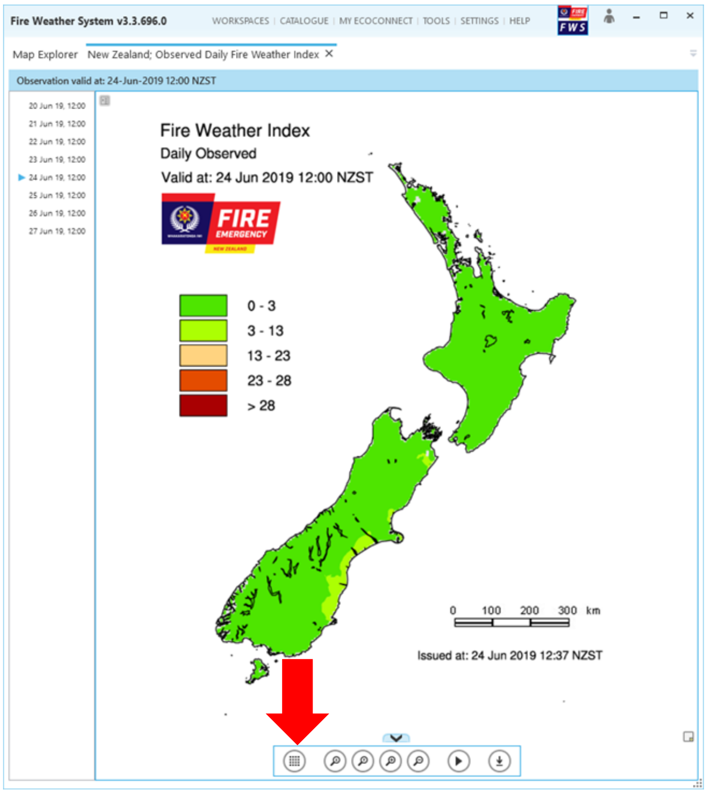




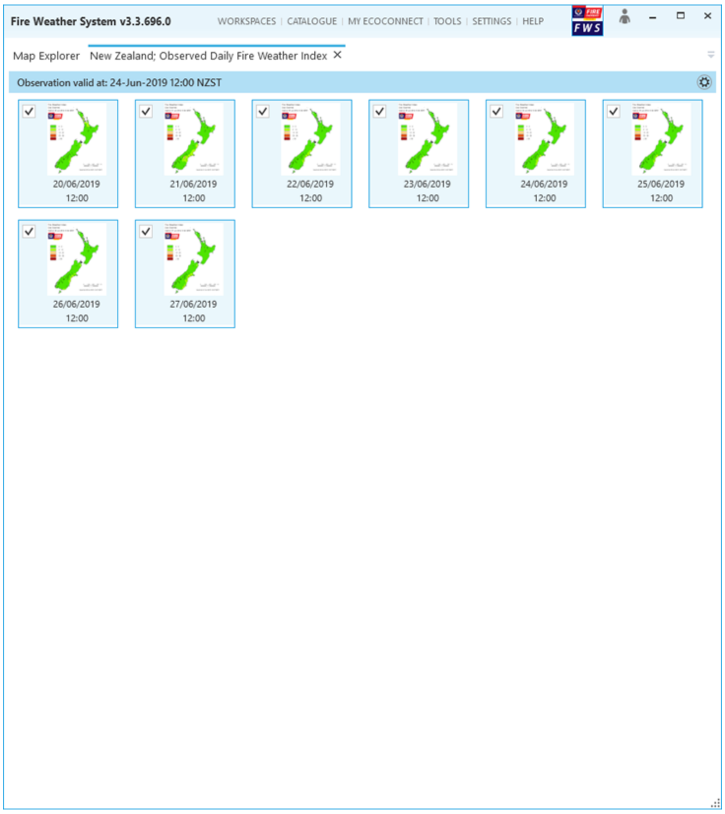


Change date of the Images

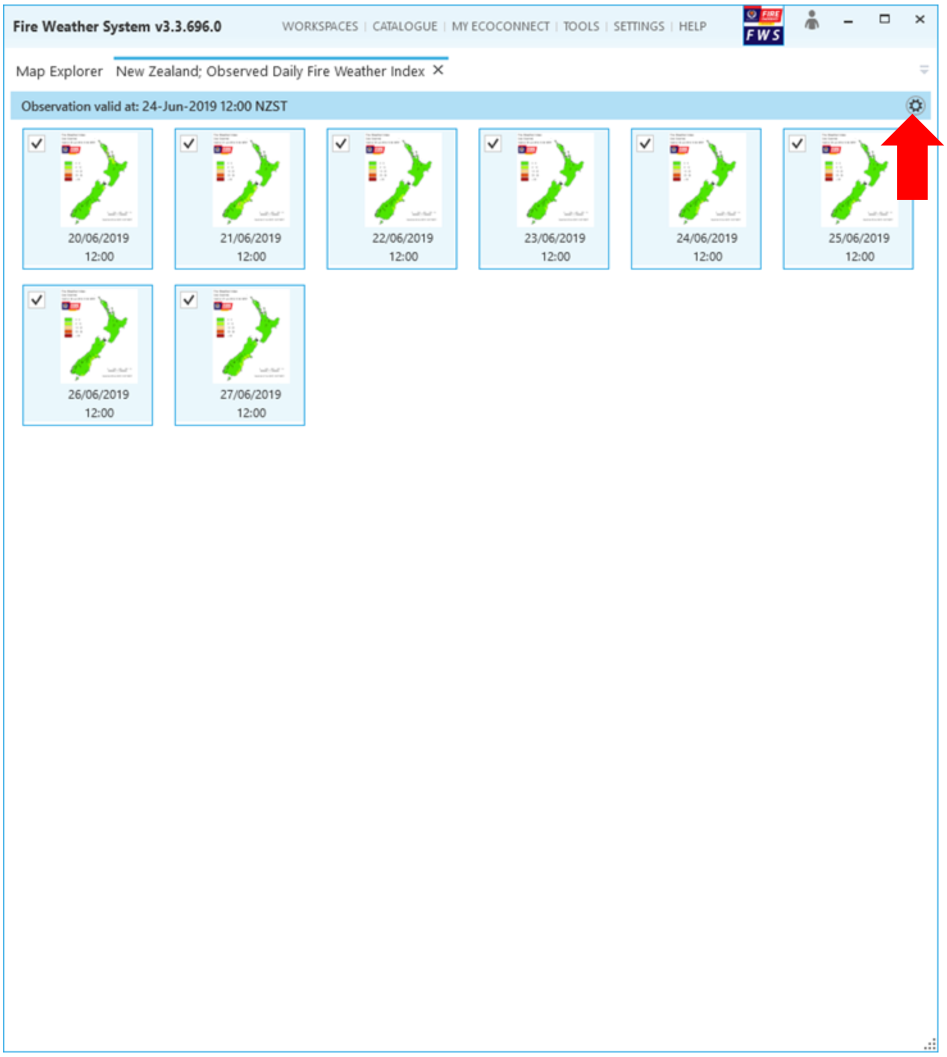
- If you already have an image open, you first need to go back to the thumbnails view. Click on the up arrow located at the bottom of the image in the middle. Then click on the thumbnails icon.



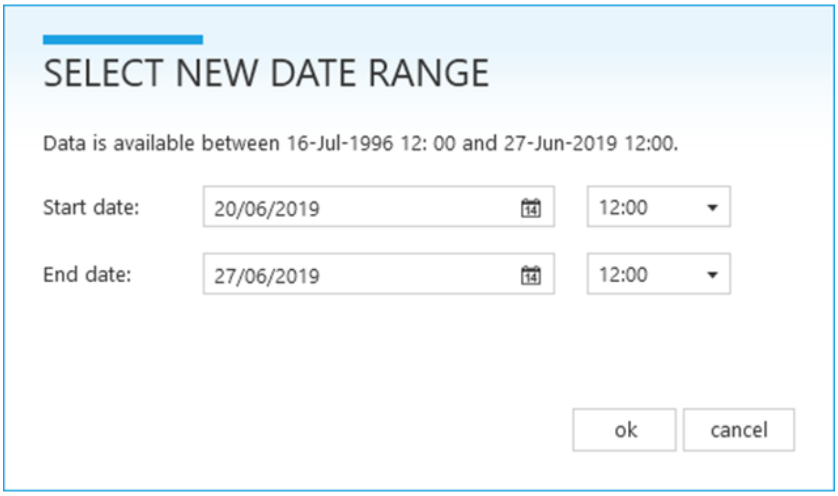
- That will bring you back to the thumbnails view.



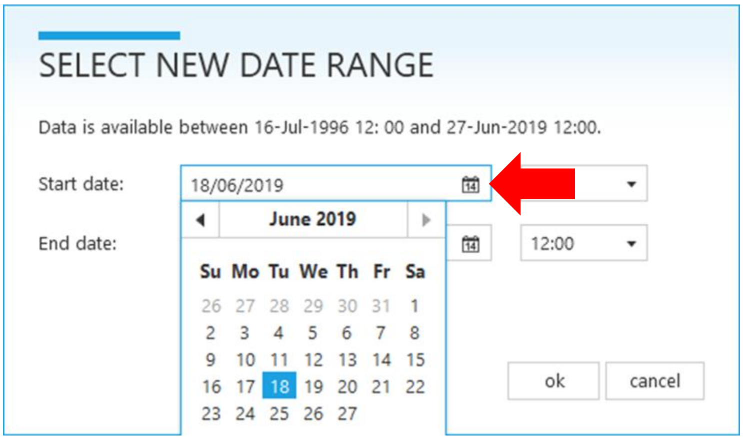
- Once you are in the thumbnails view, click on the settings wheel located in the upper right corner.



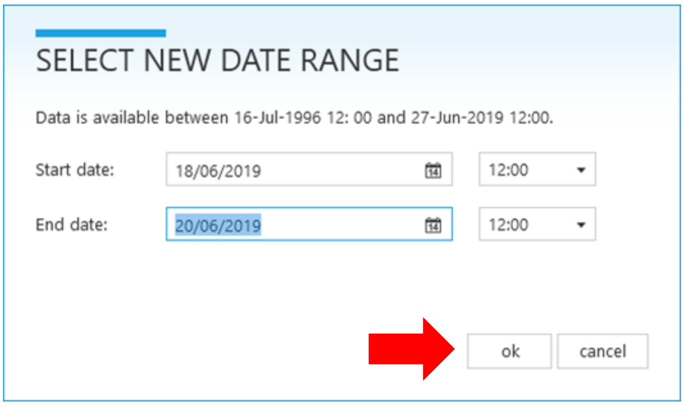
- This will display the "Select new date range" window.



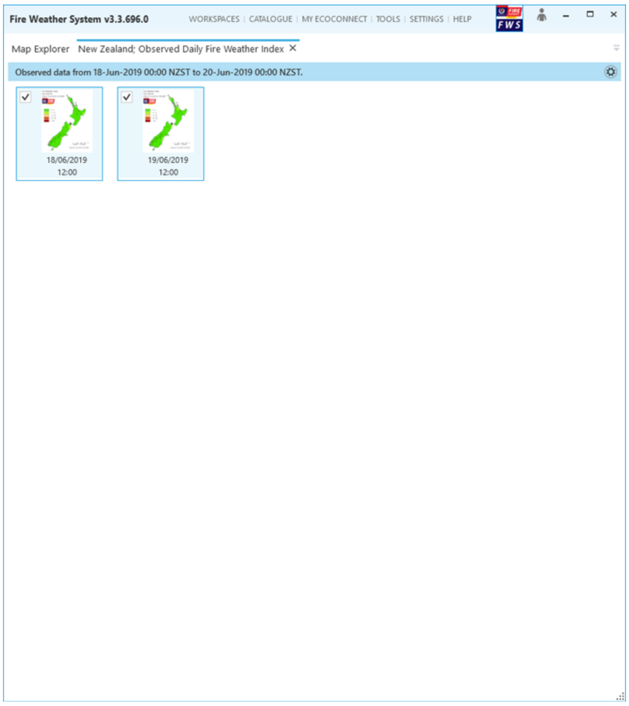
- Select a start and end date and or time by clicking on the calendar icon or using the dropdown for the time. In the calendar you can click on the Month once to change the month or use the arrow left and right and click again to change the year.



- Then click the “ok” button.

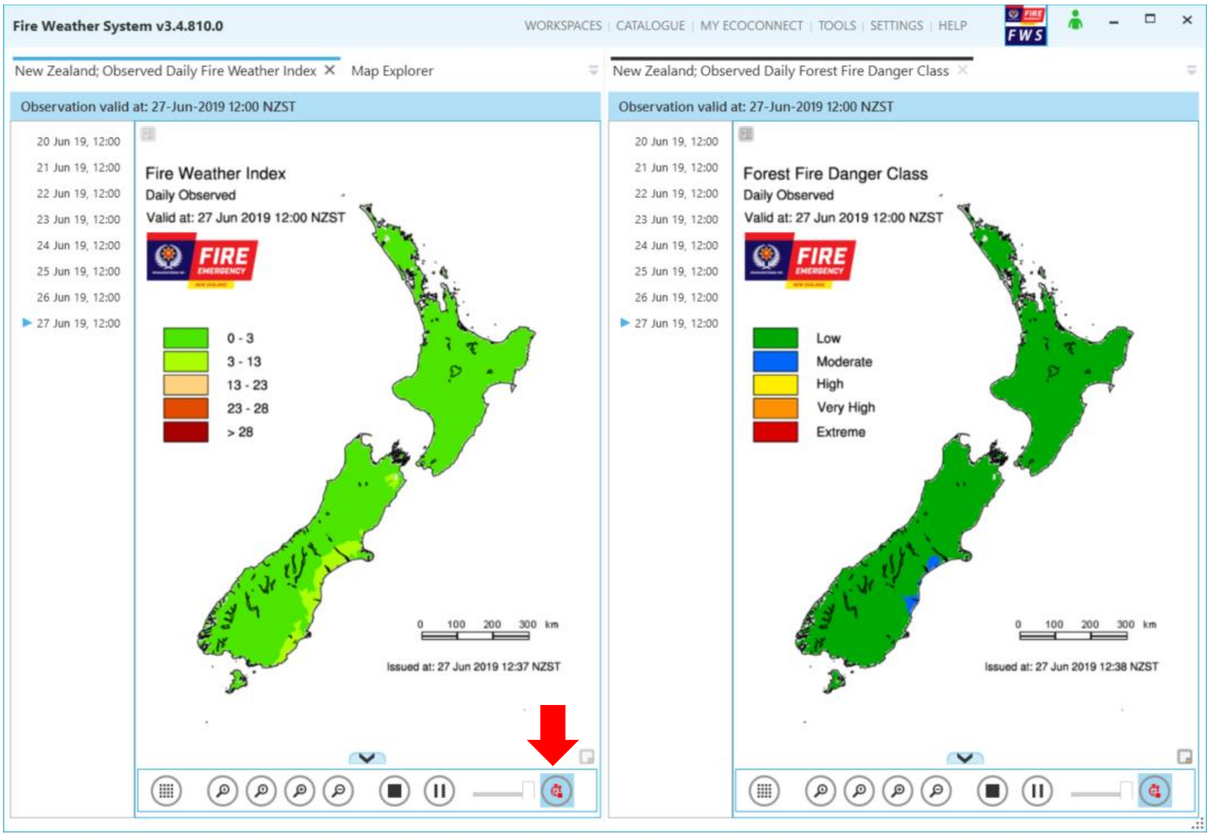


- This will bring you the images for the date range selected in the thumbnails view.



Synchronize Playback

- If you have 2 or more different image products opened and animating within the same time range, you can synchronise the animation by clicking on the synchronise button at the bottom right of the image options. You can stop it by clicking again on the same button.

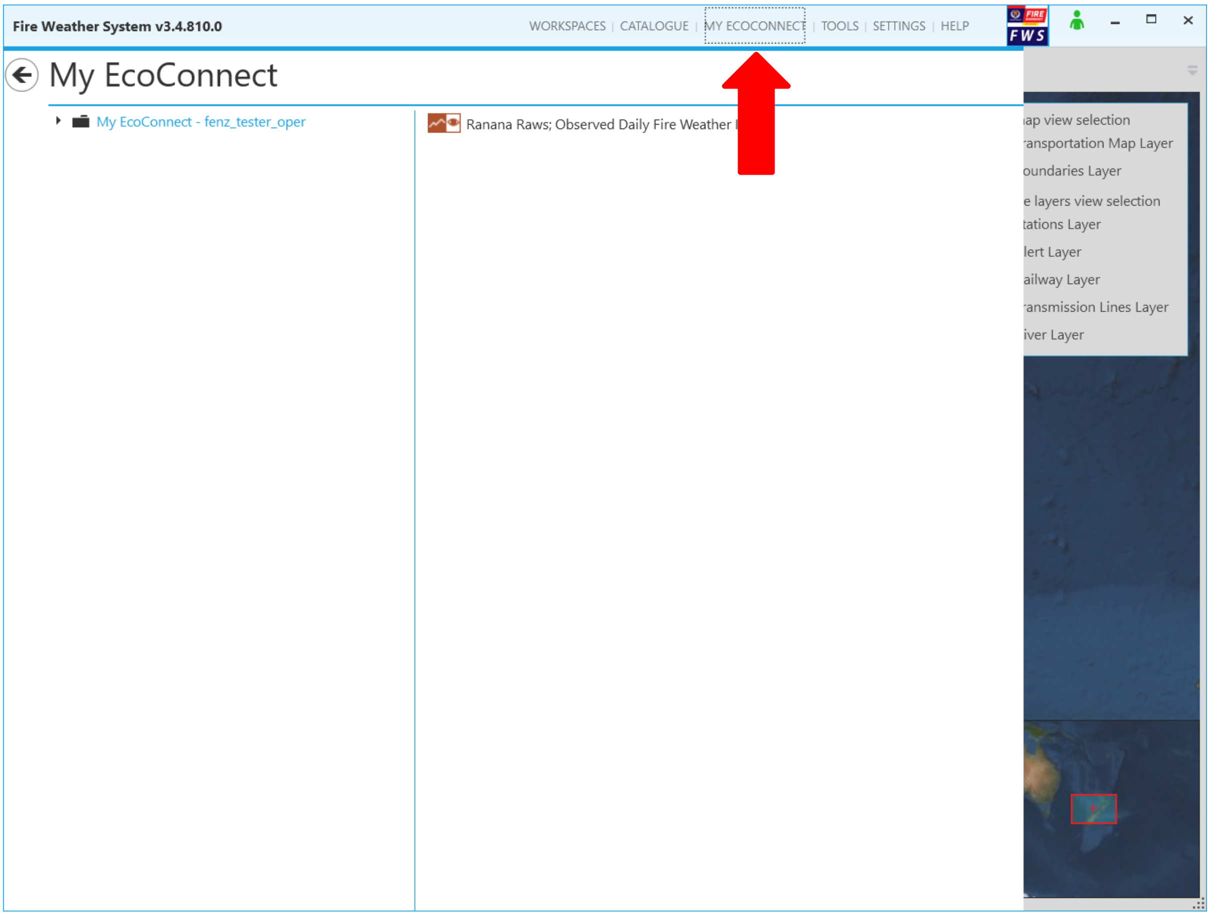


My EcoConnect

Summary

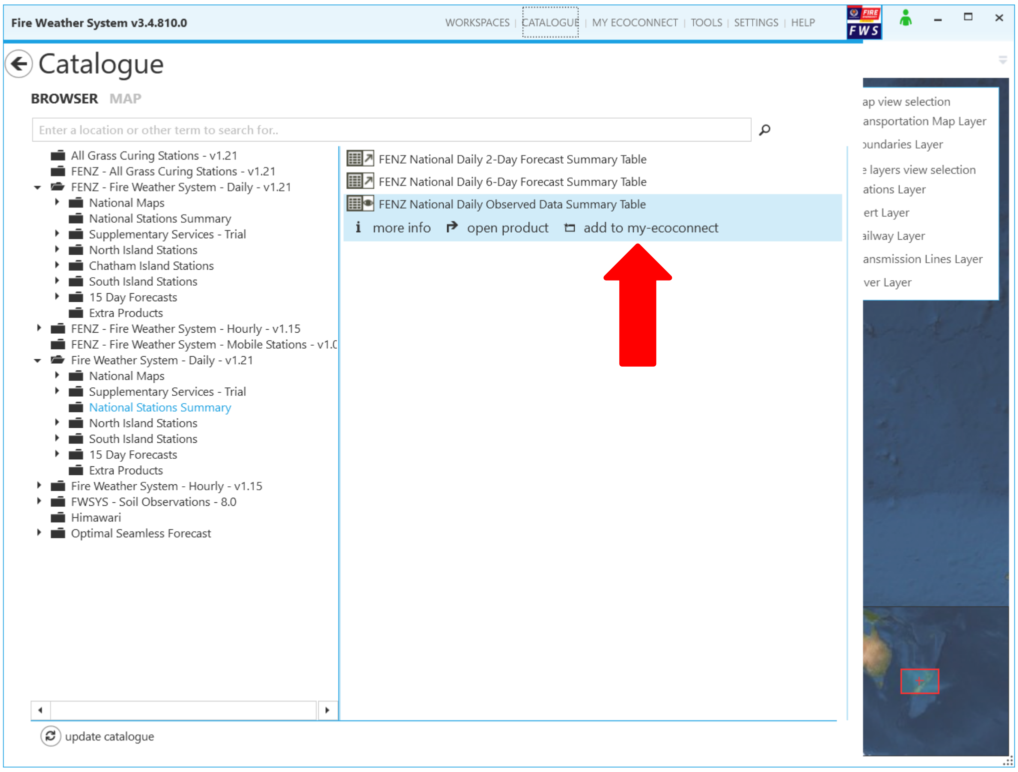
My EcoConnect allows a user to setup their own catalogue (a structured list of their favourite products). Desired products are added by clicking the “add to my-ecoconnect” option that appears on product selection using the Map/Browser/Search results. New folders/sub-folders can be added, and products dragged between/into them.

My EcoConnect can be accessed by clicking on the “MY ECOCONNECT” tab located on the top panel.

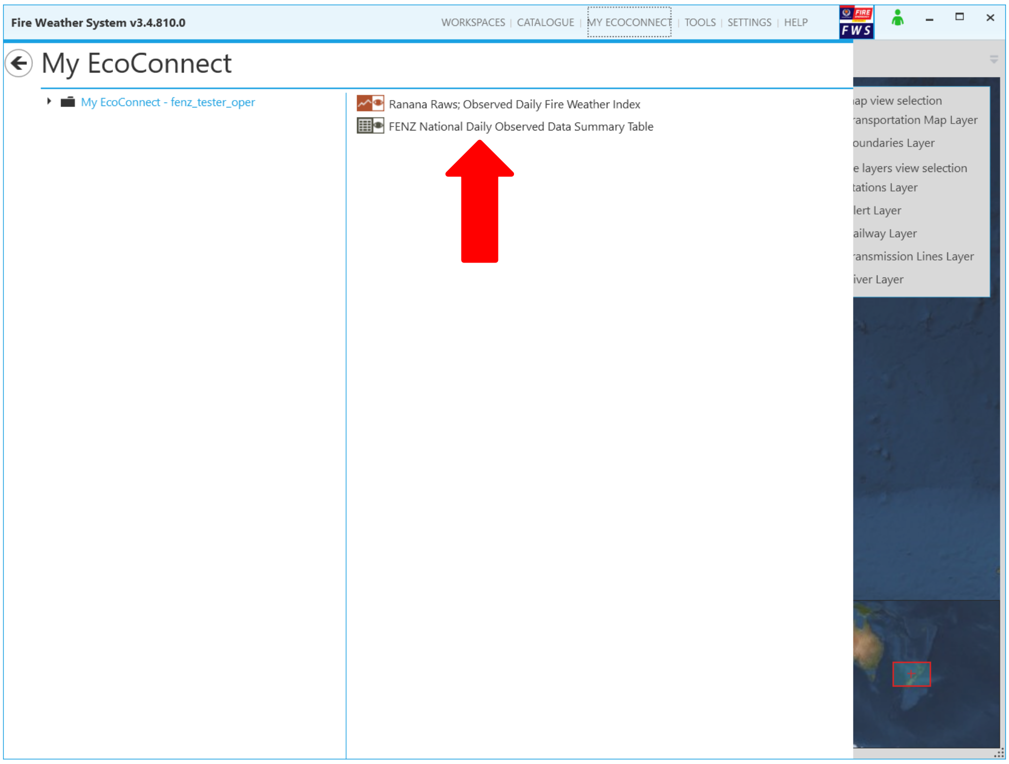


Adding Products

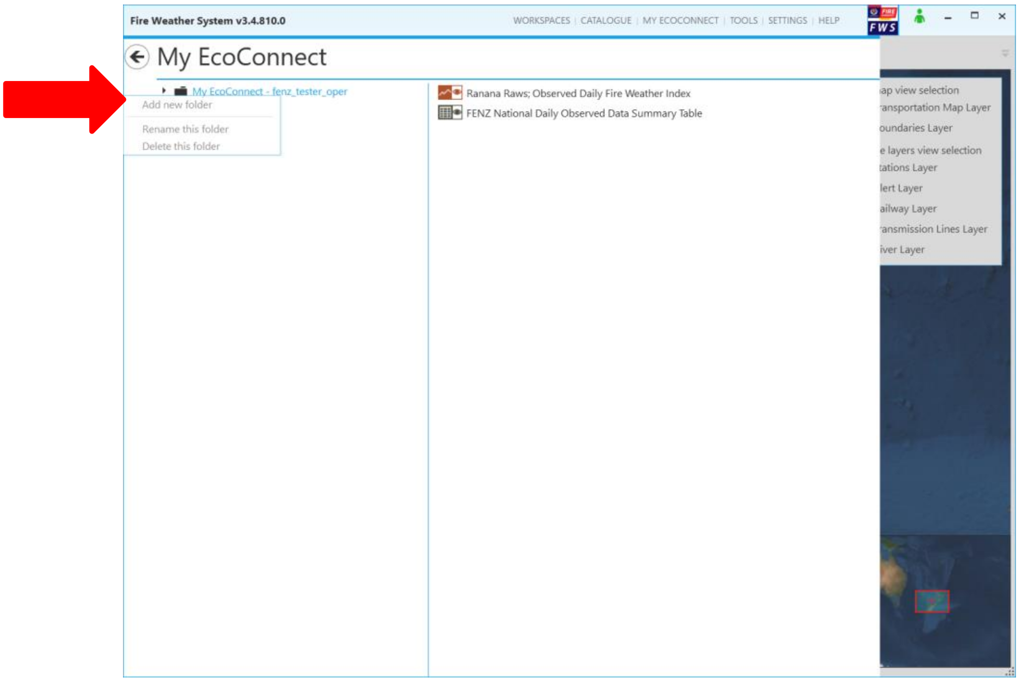
- To add a product in “My EcoConnect”, select a product via the Map/Browser/Search or Catalogue utilities, click “add to my-ecoconnect”.

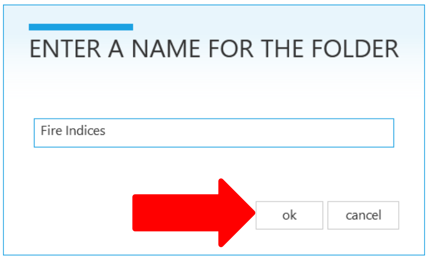


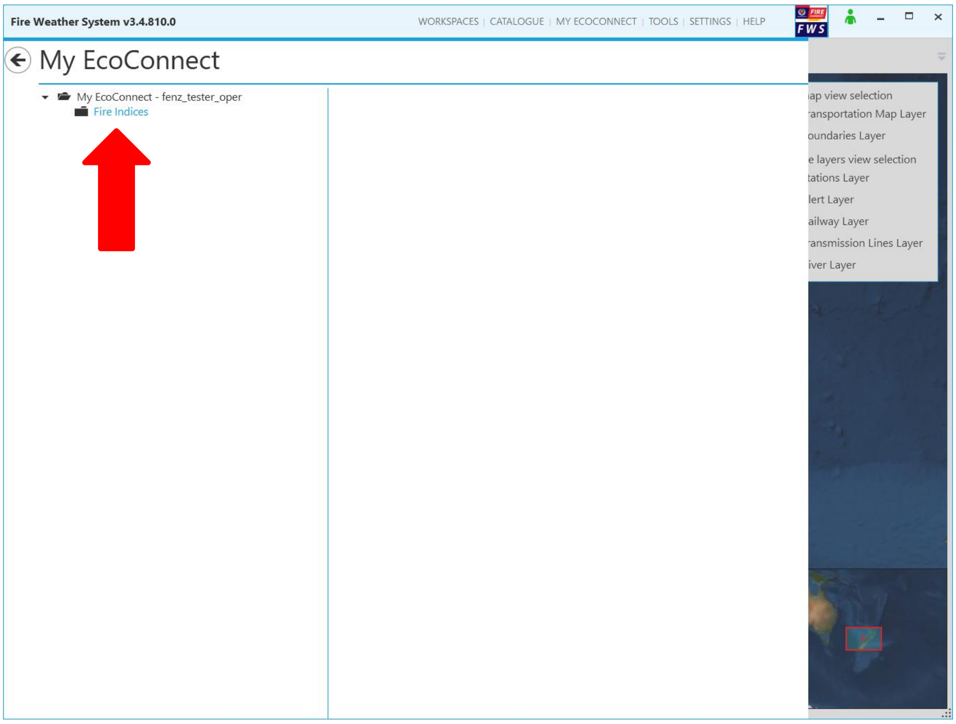
- The selected product will appear in the root folder of My EcoConnect.



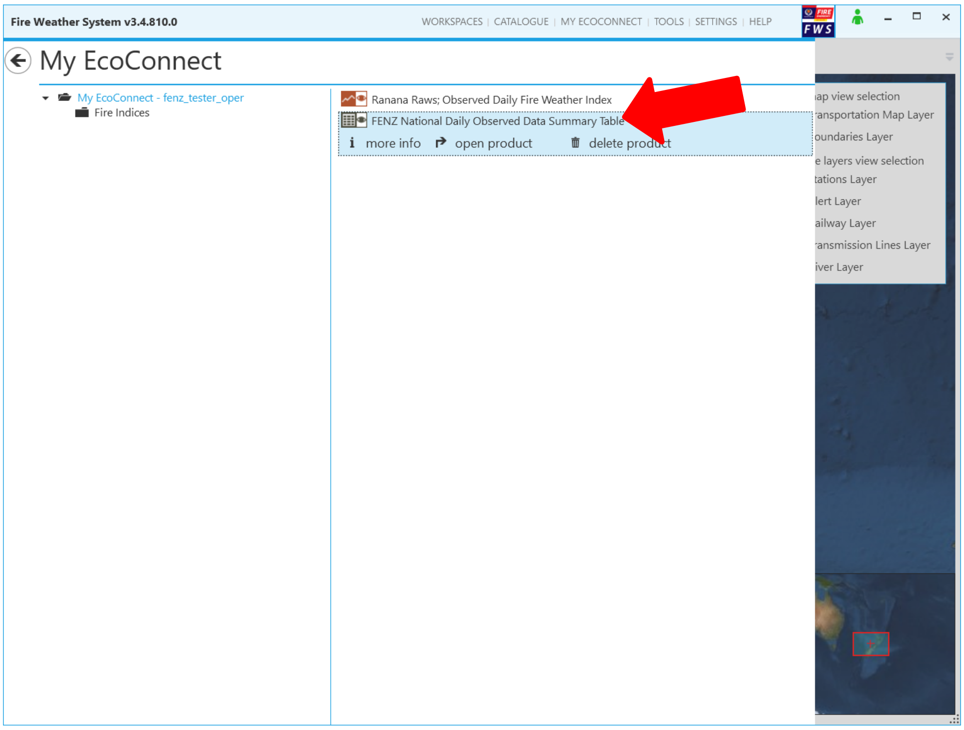
- New folders can be added by right clicking on any existing folder in My EcoConnect and select the “Add new folder” option.

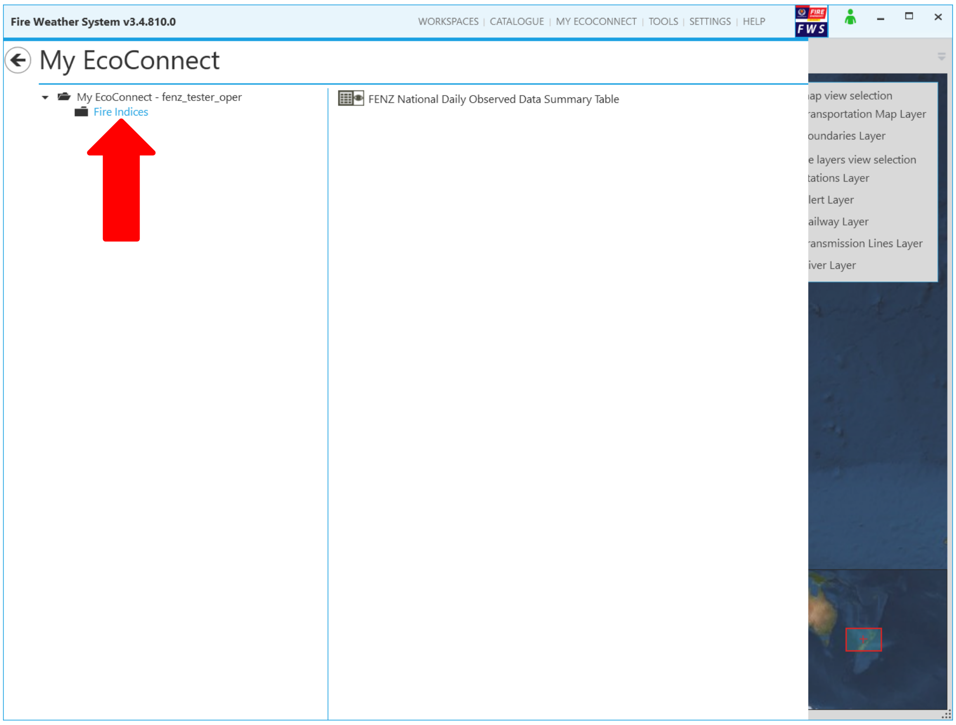




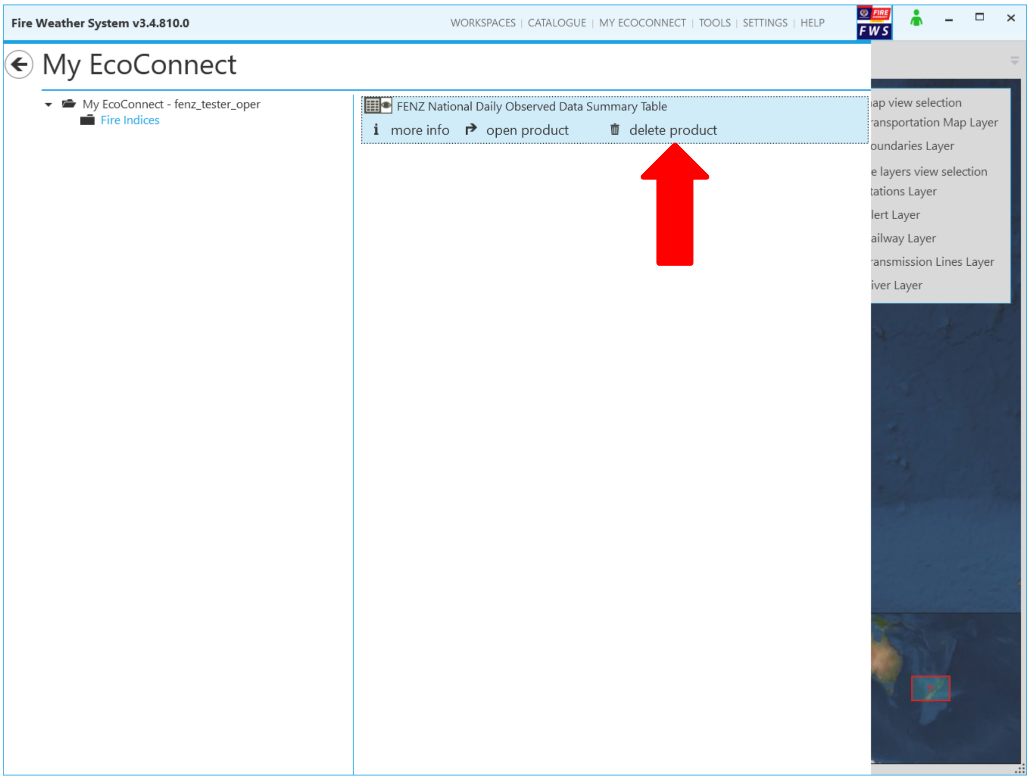


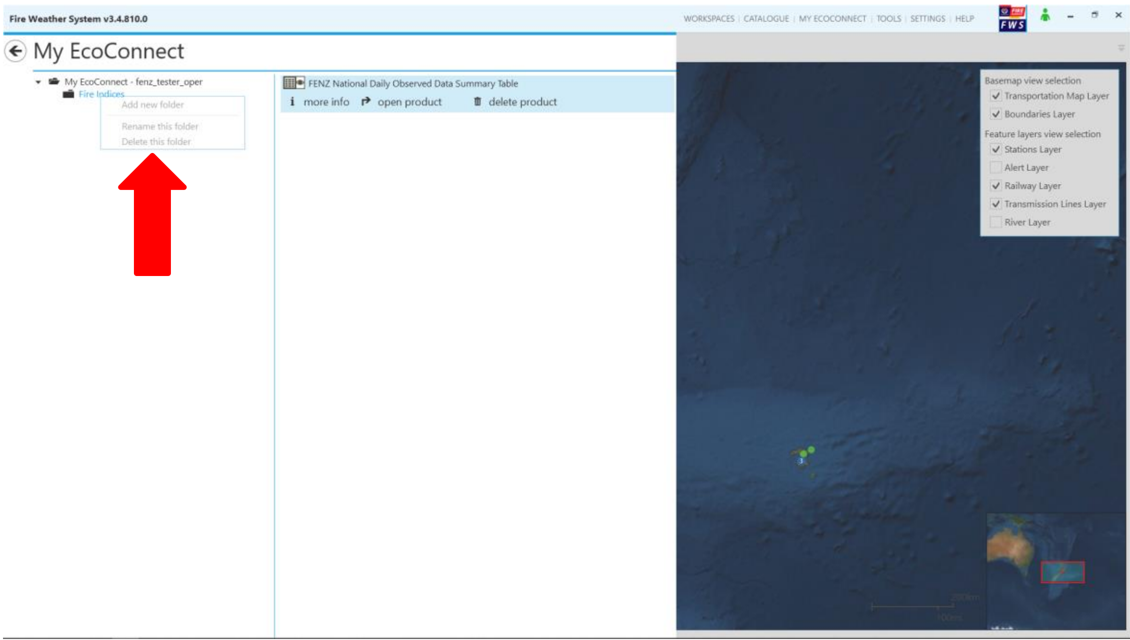
- These created folders can be dragged into other folders and products dragged from the right product list panel into any folder. Click on the root folder and click-hold-drag the newly added product from the right panel into the newly added folder in the left panel.





- To delete a folder or product in My EcoConnect just right click on the them and select the “delete Product” option or “Delete this folder” option.



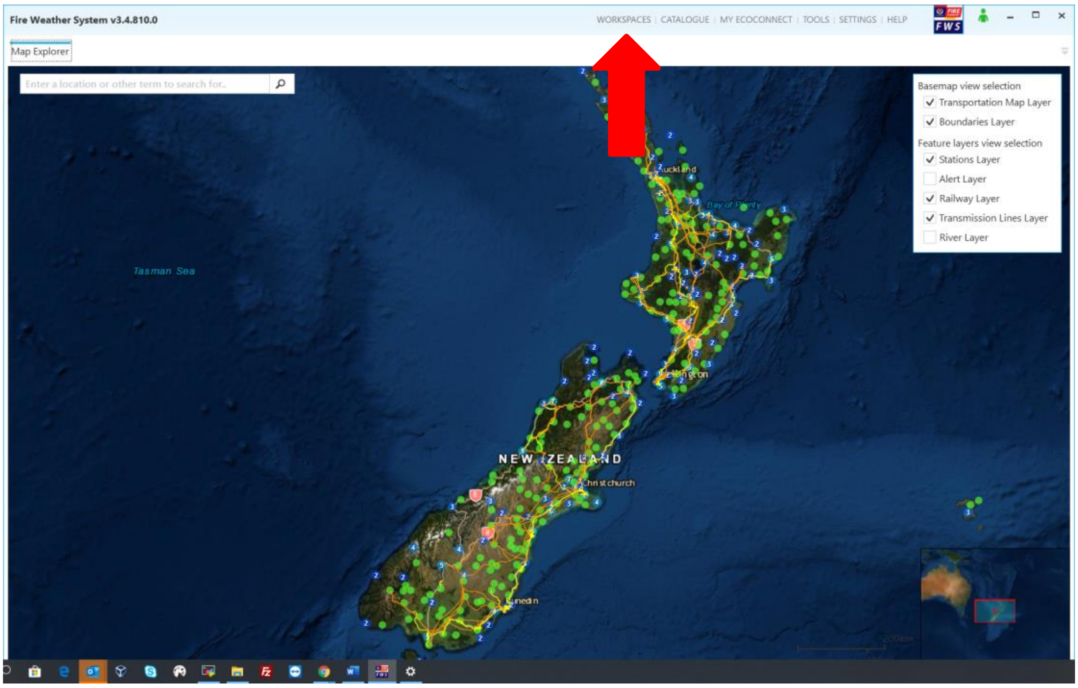


Workspace management

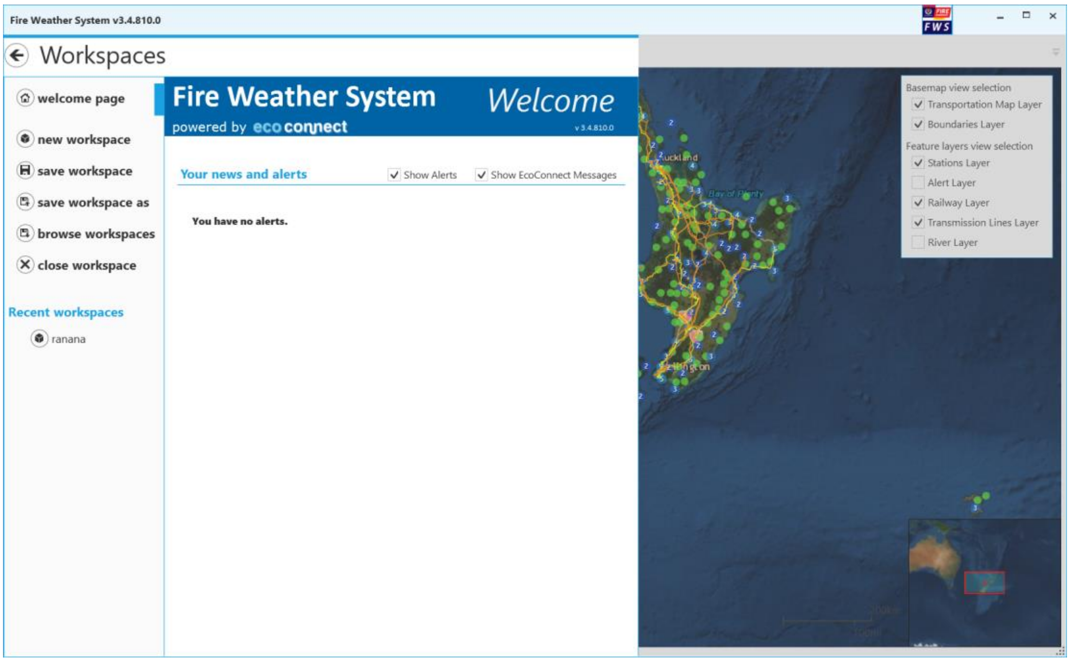
Summary

The workspaces allow a user to configure several products and their location on the screen and save that configuration for later use.

- To access the workspaces, click on the WORKSPACES option form the top bar menu.

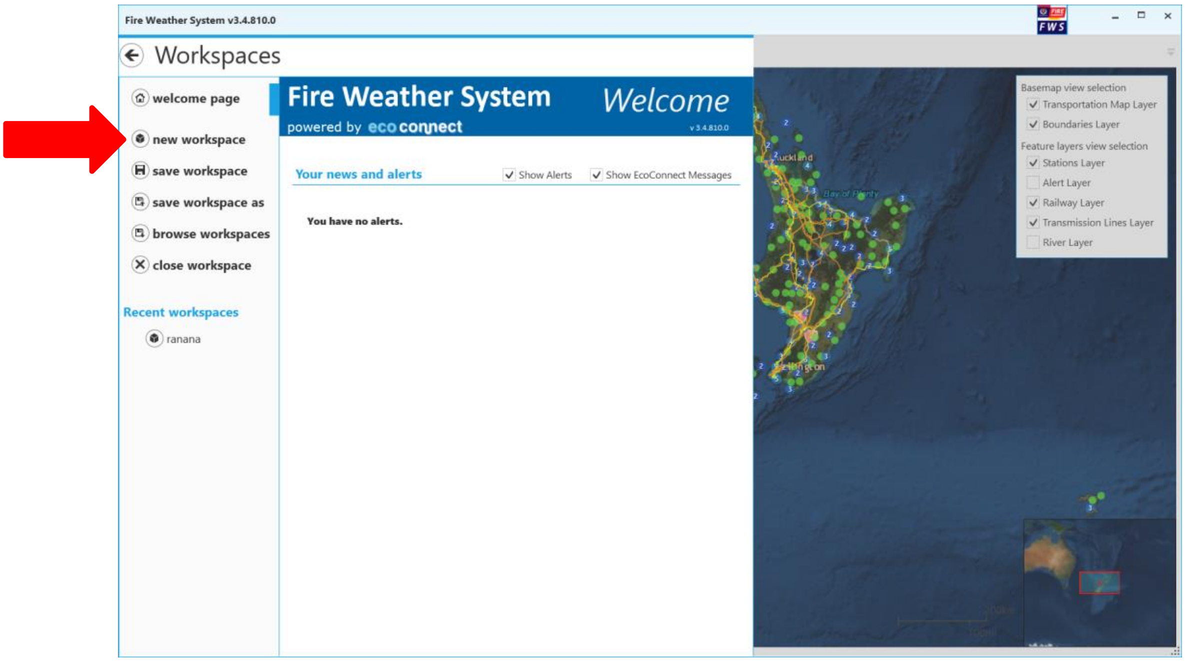


- This will display the Workspaces interface.

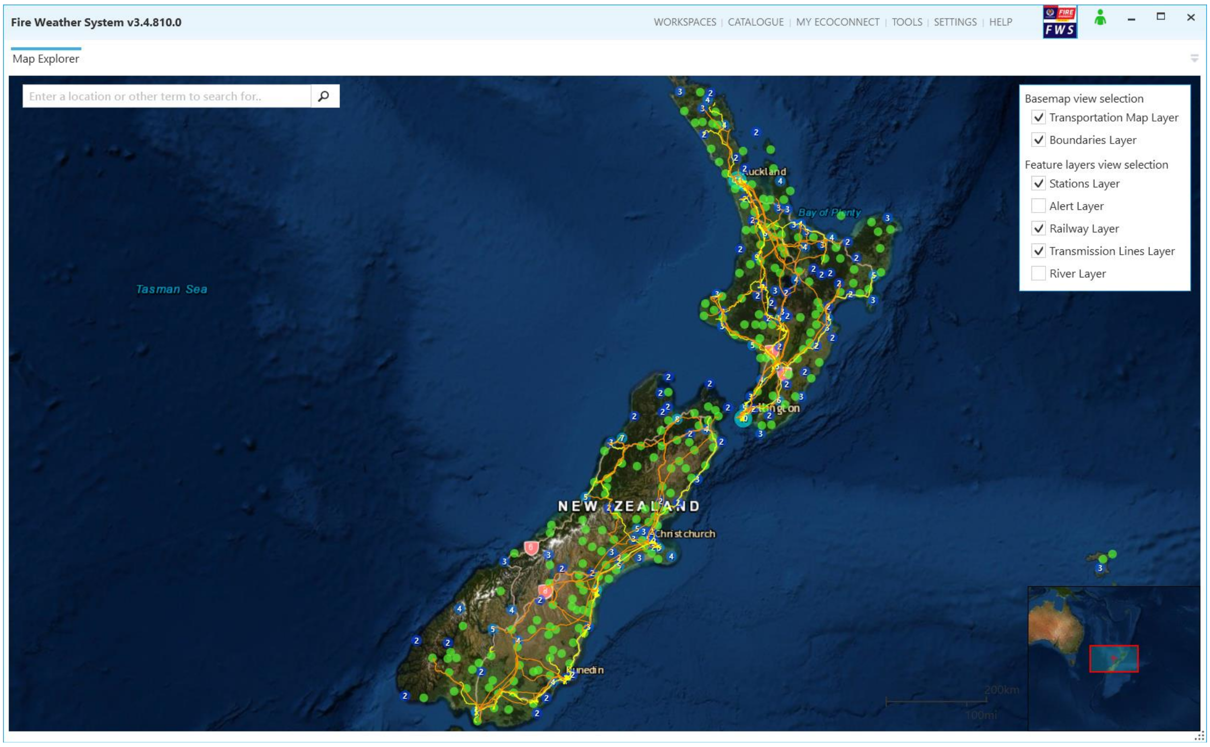


Creating a new workspace

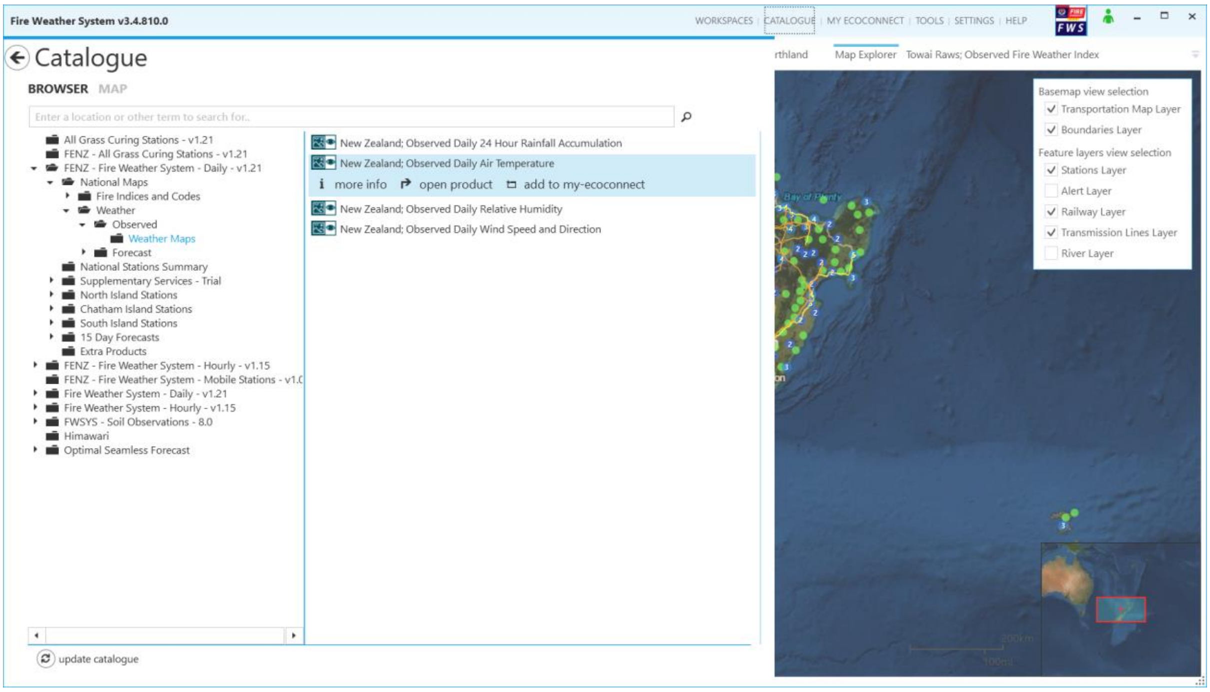
- To open a new empty workspace, click on the "new workspace" option.



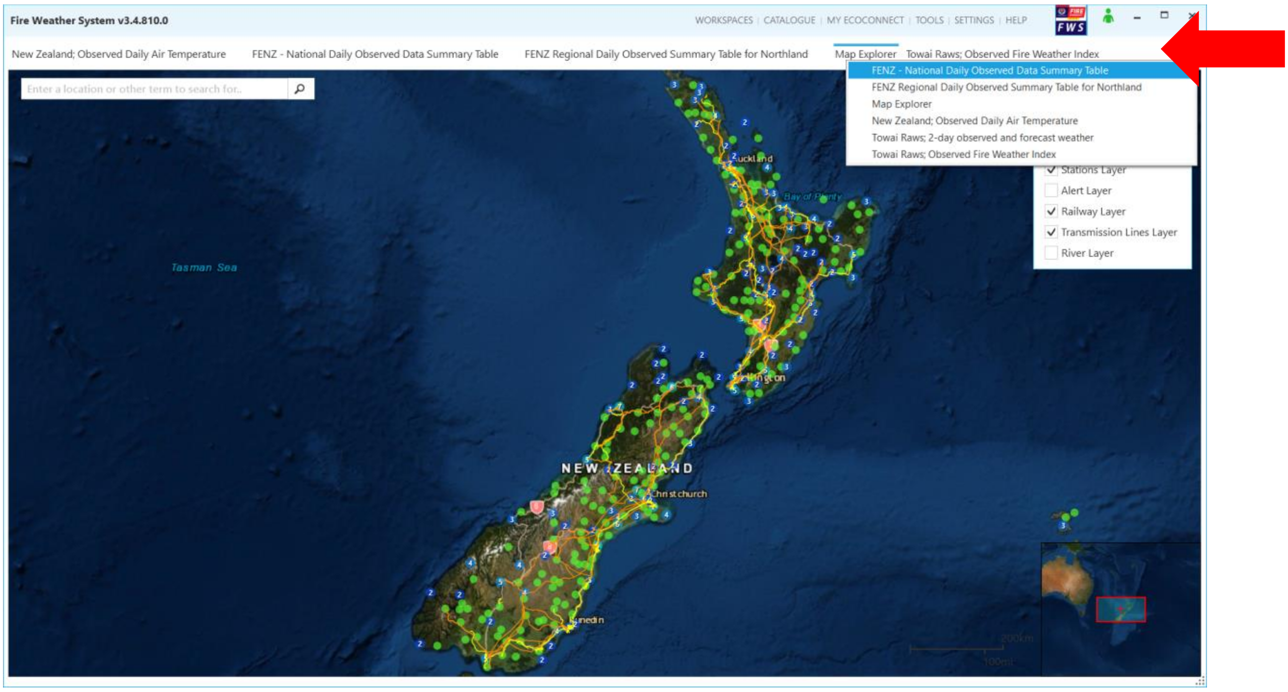
- This will display the Map Explorer.



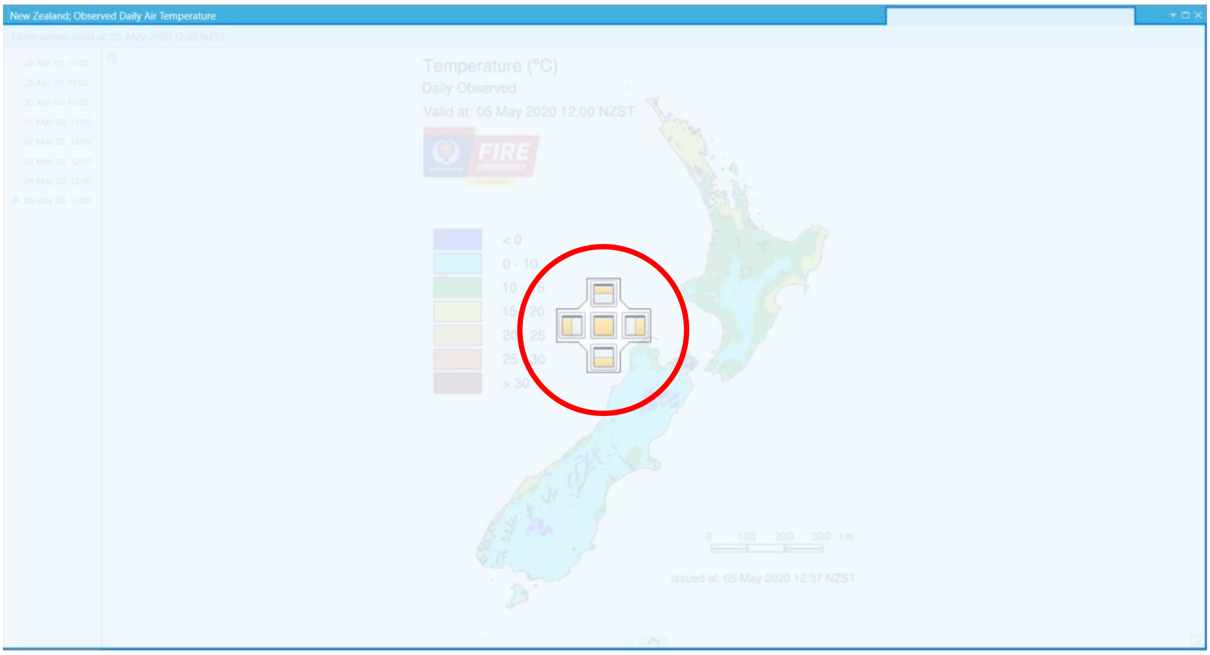
- To add products to your empty Workspace, you need to access the Catalogue or for a single site only you can do it from the Map Explorer.



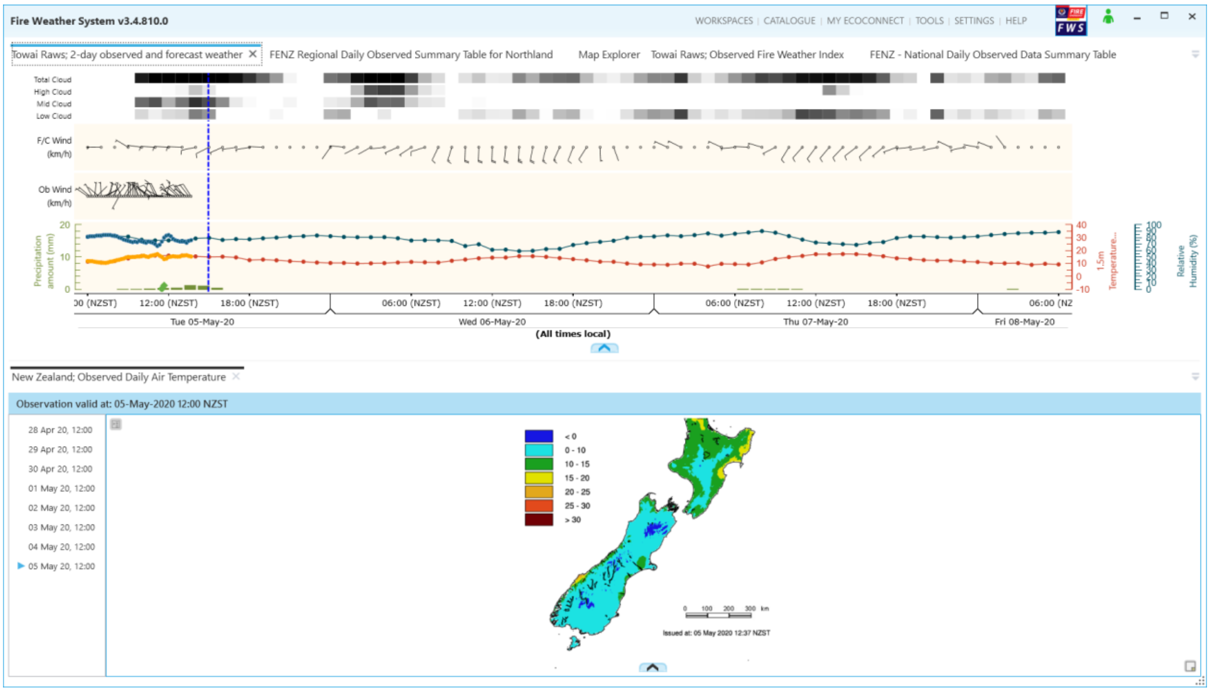
- If you have 4 products open, you will have 4 tabs on top, like this example. You can also access the products you have open from the dropdown menu at the extreme right.



- To place a product in a specific location within the view panel, click on the tab of the product you want to place, hold and start dragging. A location selector will appear in the middle, while continuing holding bring the mouse pointer to one of the choices.

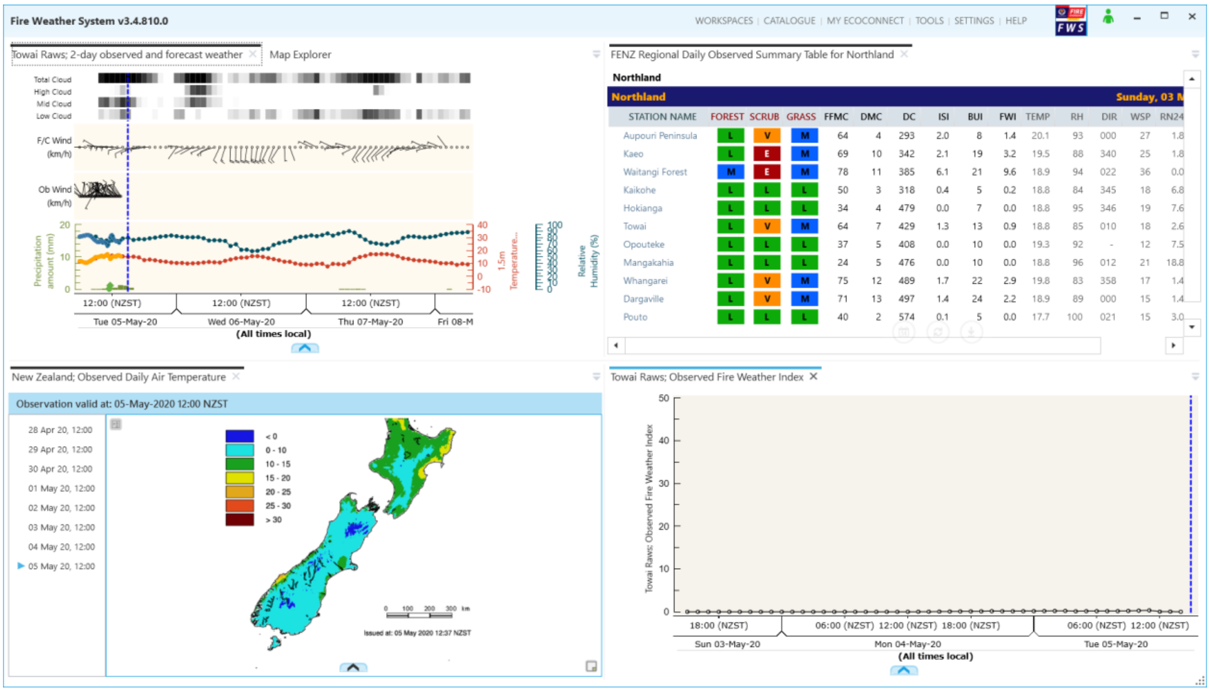


- While still holding the left mouse button down over the title of the product, move your mouse over the top locator of the middle cluster.
- When highlighted, release the mouse button while continuing holding bring the mouse pointer to one of the choices.

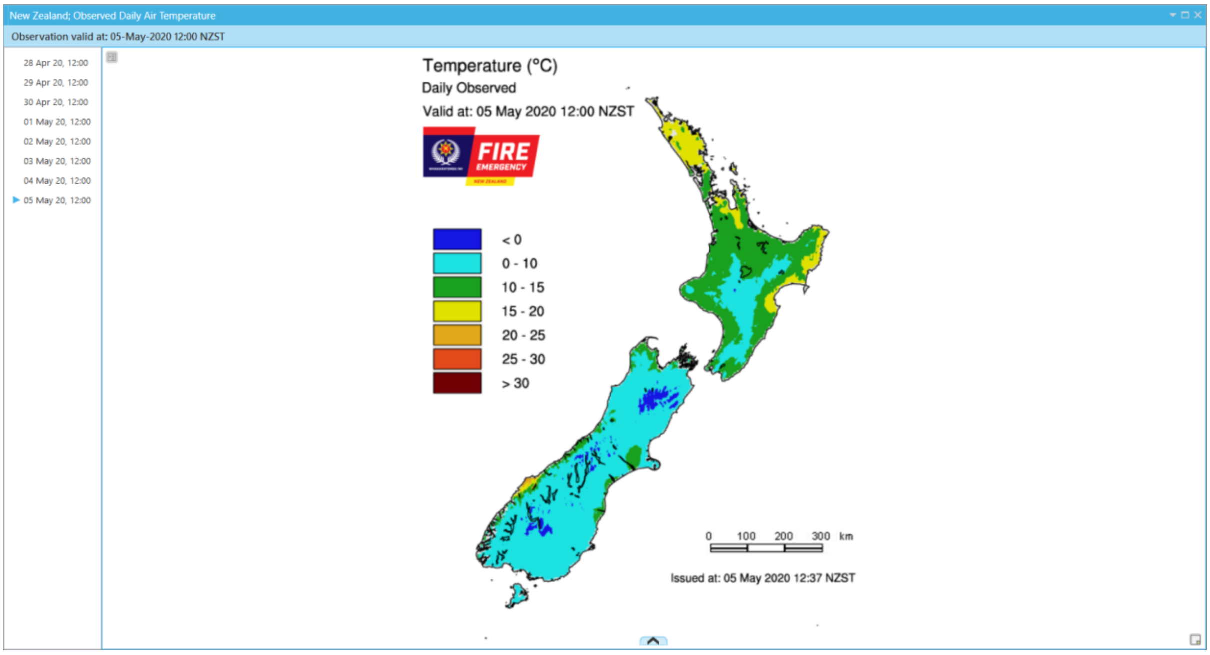


- By doing the same for the remaining windows, you can see the 4 products all at once.

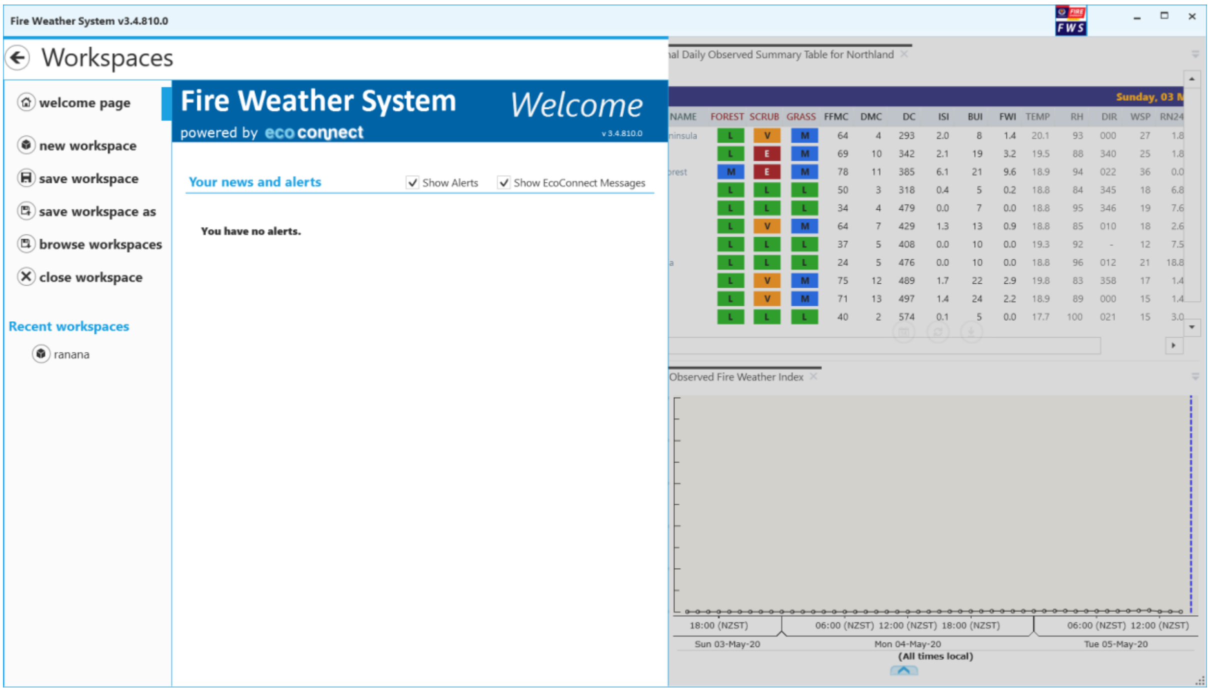
- The window locator becomes visible while you move your mouse over an existing window. If no other windows are available and it is the first one you are placing, the locator will appear in the middle of the Product Viewer panel
- You can also have a stand-alone window by dragging it outside the client software.



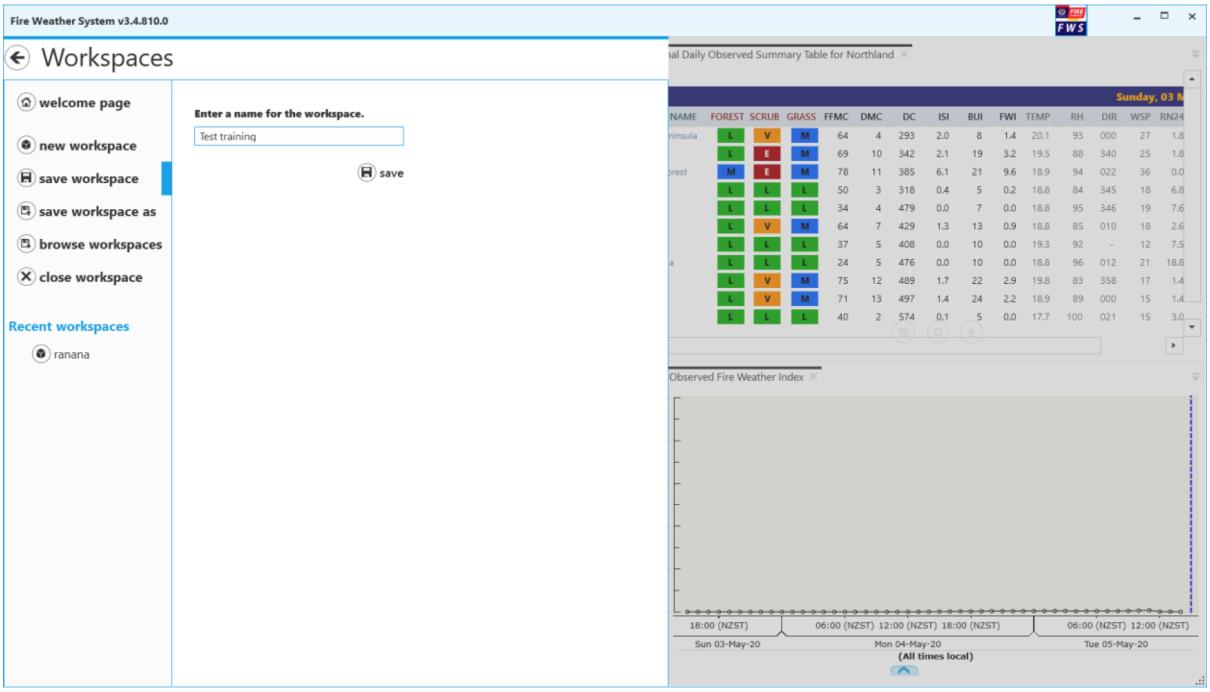
- Stand alone window



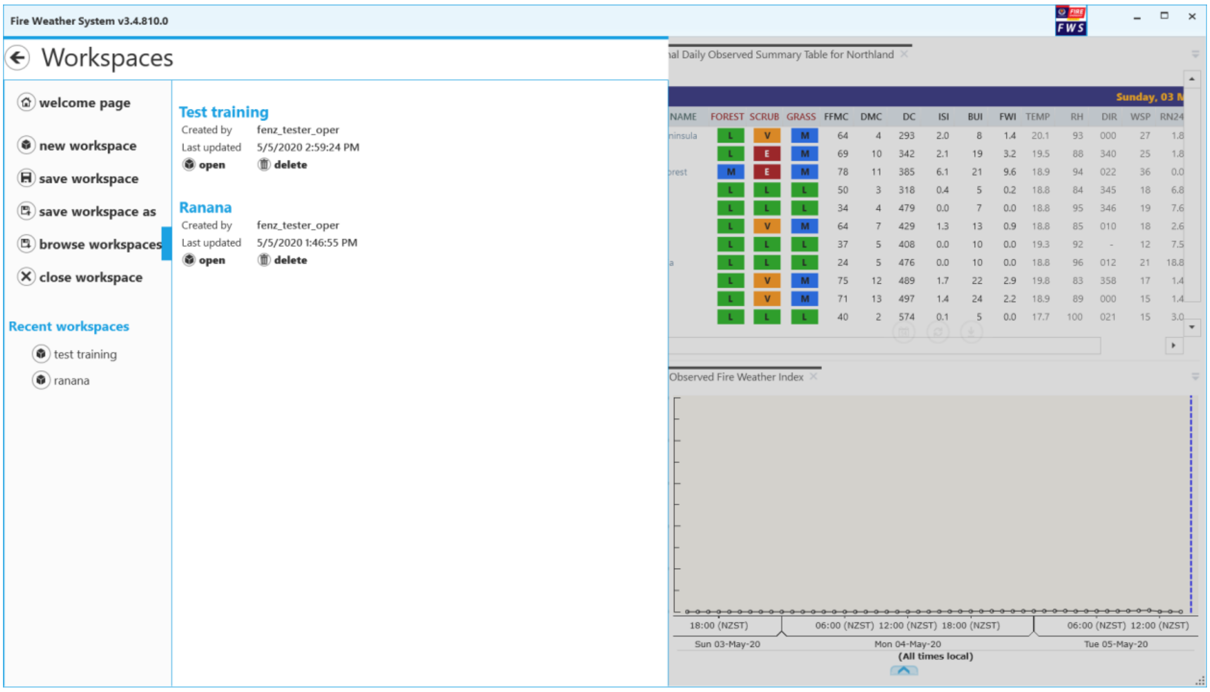
- Once you have setup the products you want in this workspace and at the location you want, click on the Workspace option from the top menu. You will see the Workspace options.



- Select the “save workspace” option
- Enter a name and click on save



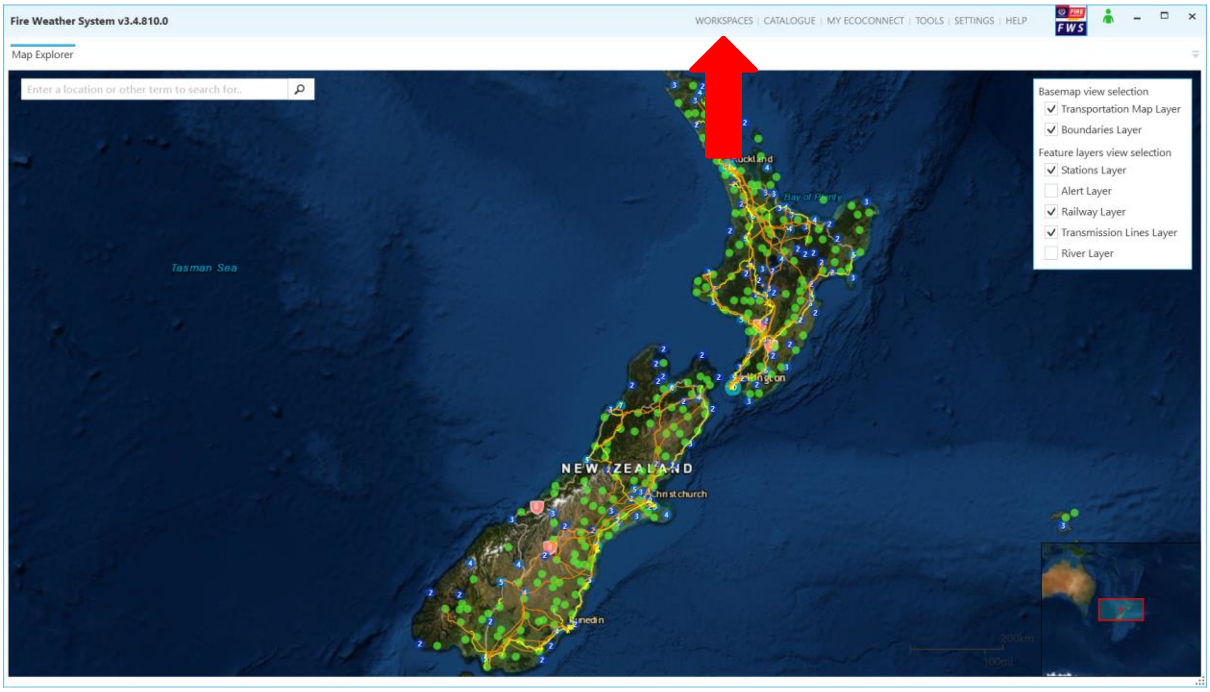
- By clicking on Workspace option form the top menu and selecting open workspace, you should now see your newly saved workspace.



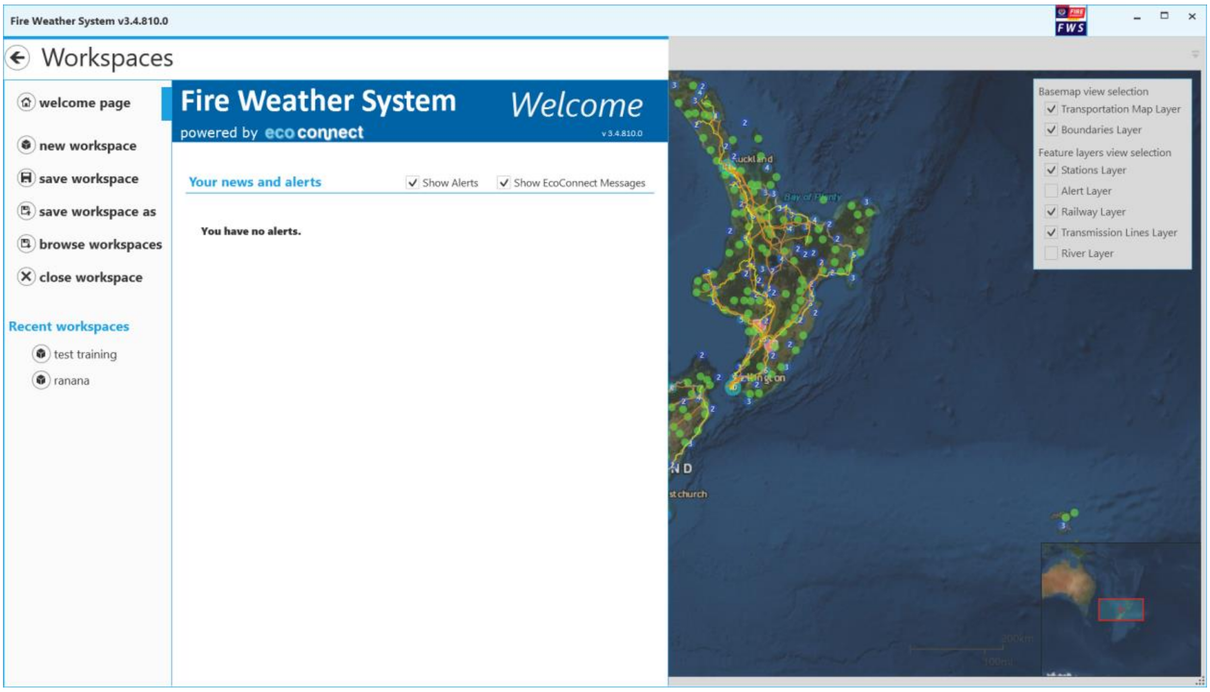
- Click on close workspace, this will close the currently opened workspace and show you an empty panel
- Click again on the Workspace option from the top menu and select open workspace
- Click on the newly saved workspace, this should reopen all the products as saved previously.

Save workspace

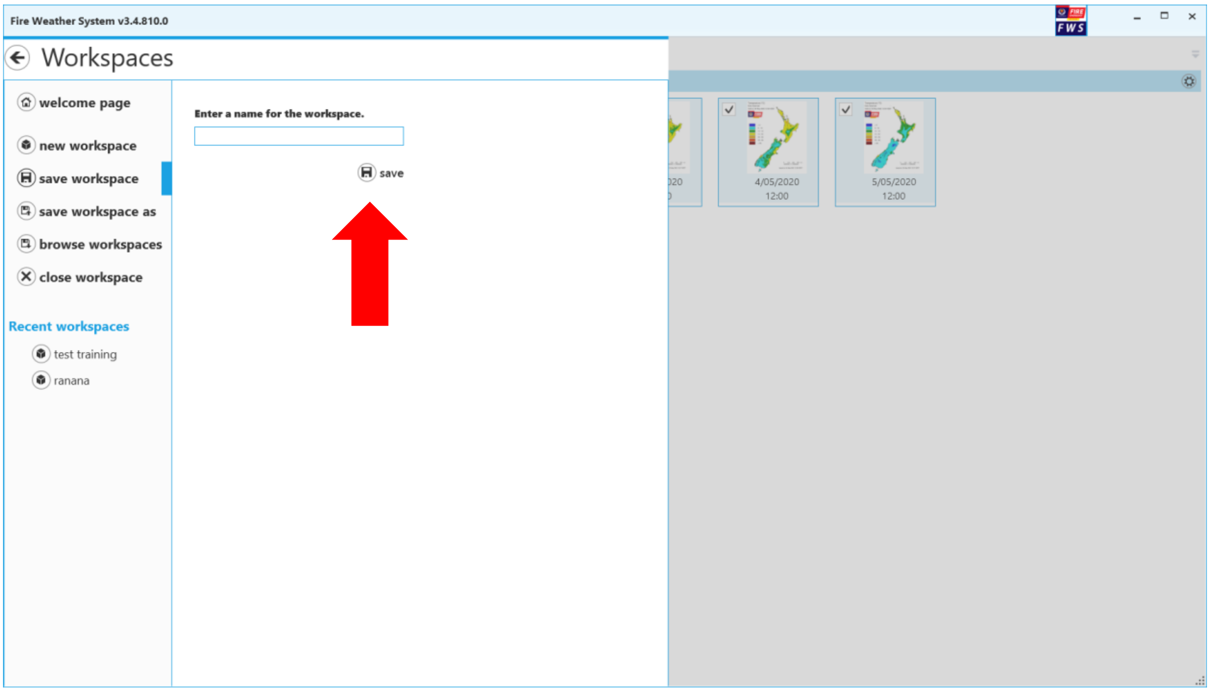
- From the top bar, select the WORKSPACES option.



- This will display the WORKSPACES interface.

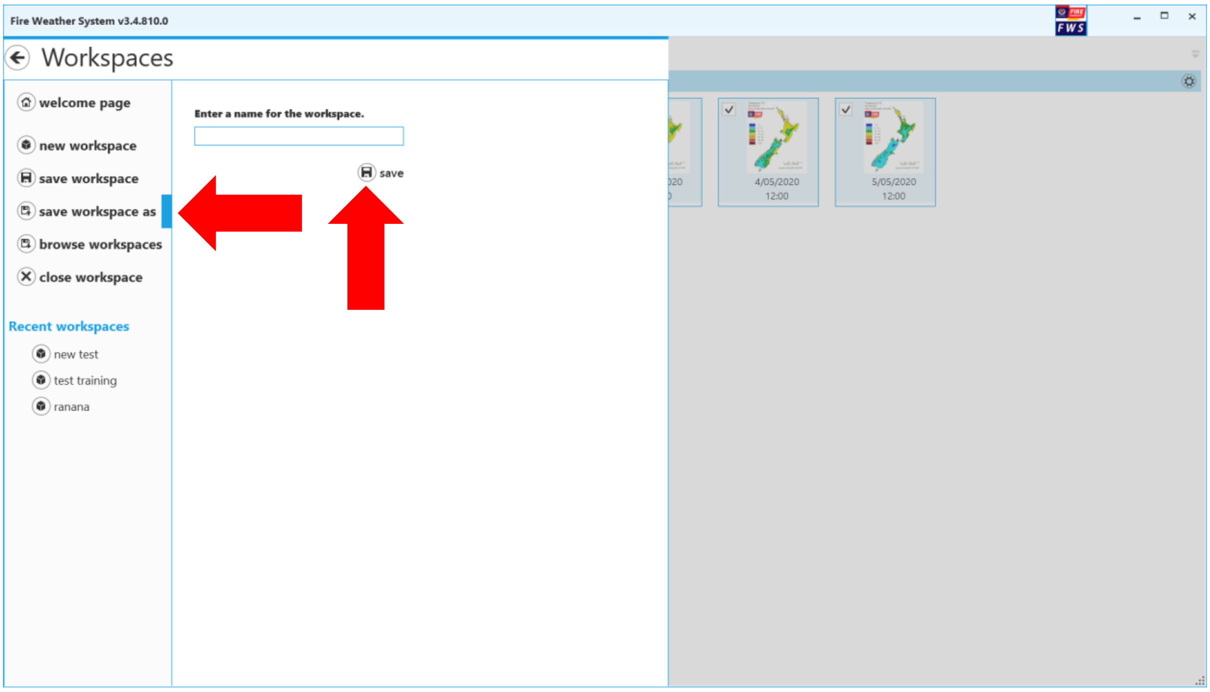


- If you have some products opened and you did not have a workspace opened, it will ask you to give a new name to the workspace.
- If you already had a workspace opened, it will just save that current workspace under the same name.
- Just click on the save icon.



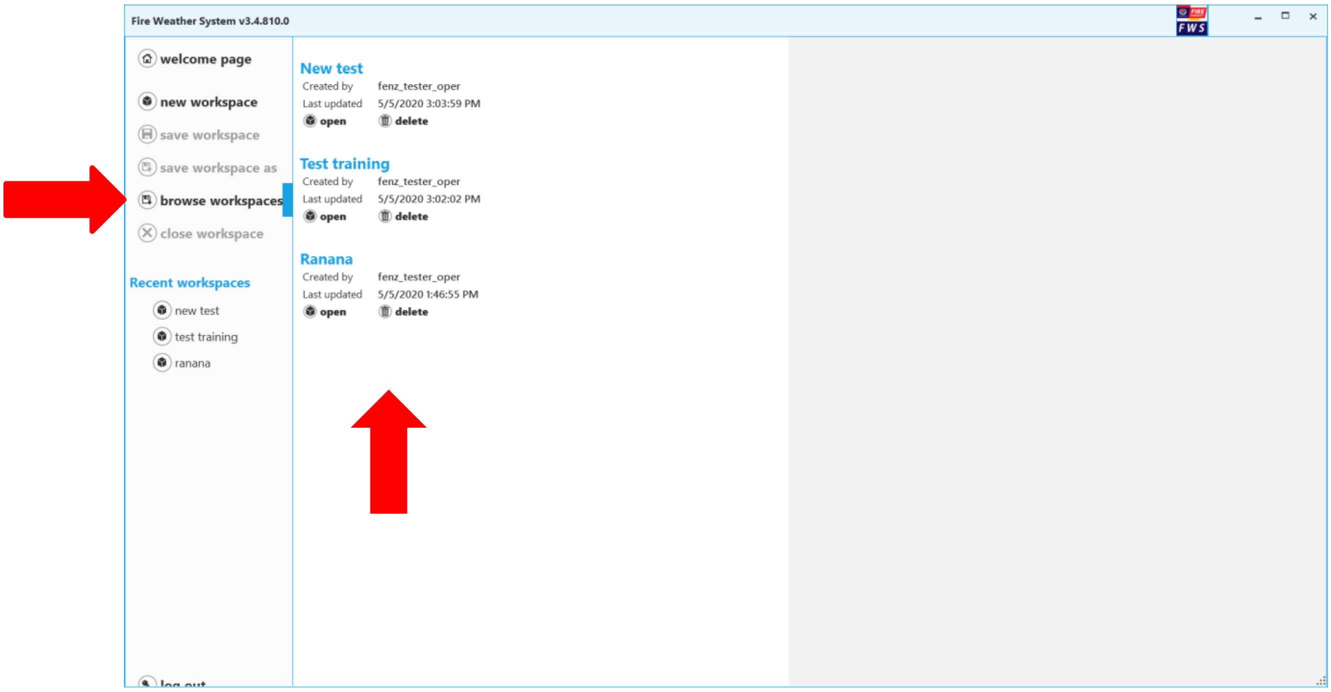
Save workspace as

- If you already have a workspace opened and you want to save it under a different name, click in the "save workspace as" option. Enter a name in the text box and click on save icon.



Open workspace

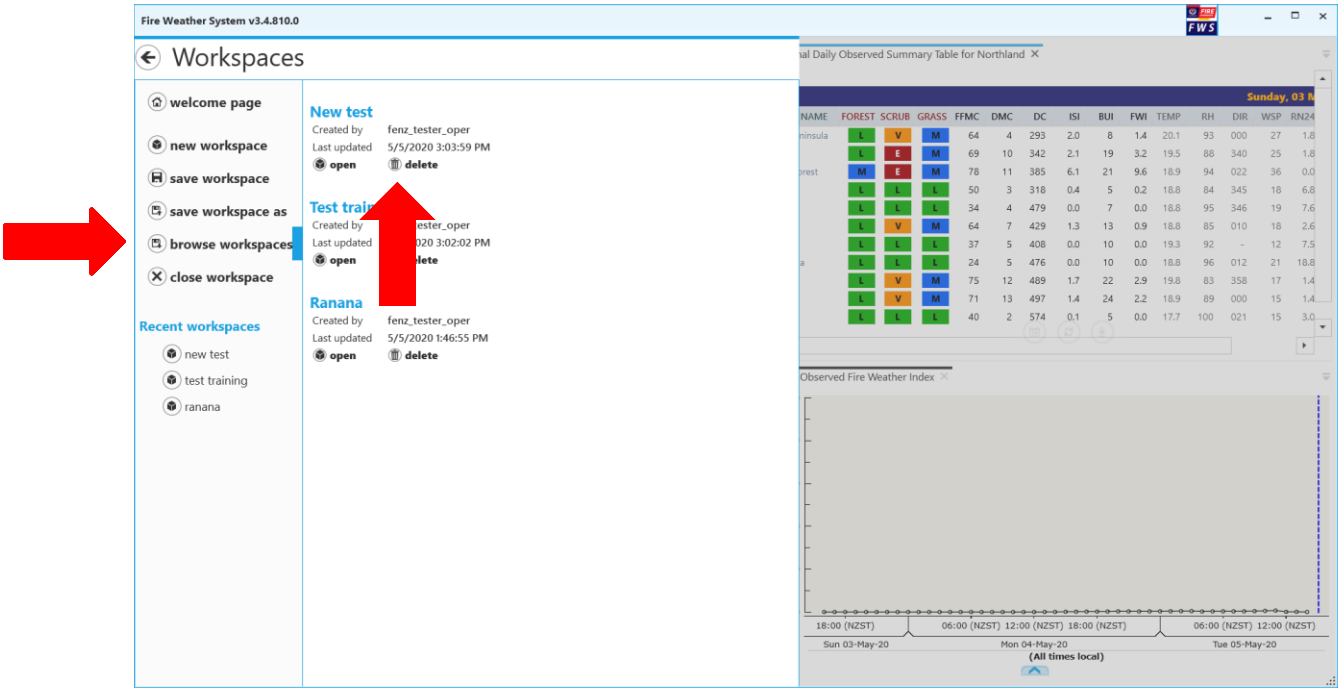
- To open a saved workspace, select the “browse workspaces” option and click on open icon for the Workspace you need.



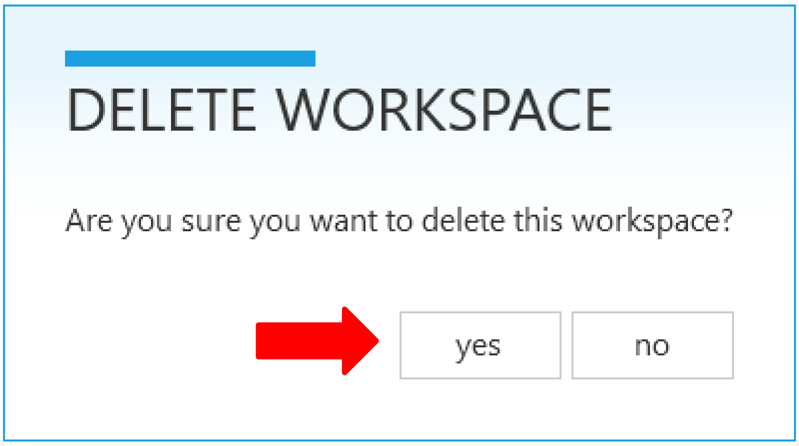
- This will open the selected workspace.

Delete workspace

- To delete a saved workspace, select the "browse workspaces" option and click on the delete icon for the Workspace you want to remove.



- This will ask you to confirm that you want to delete the workspace, click yes to delete.



Tools

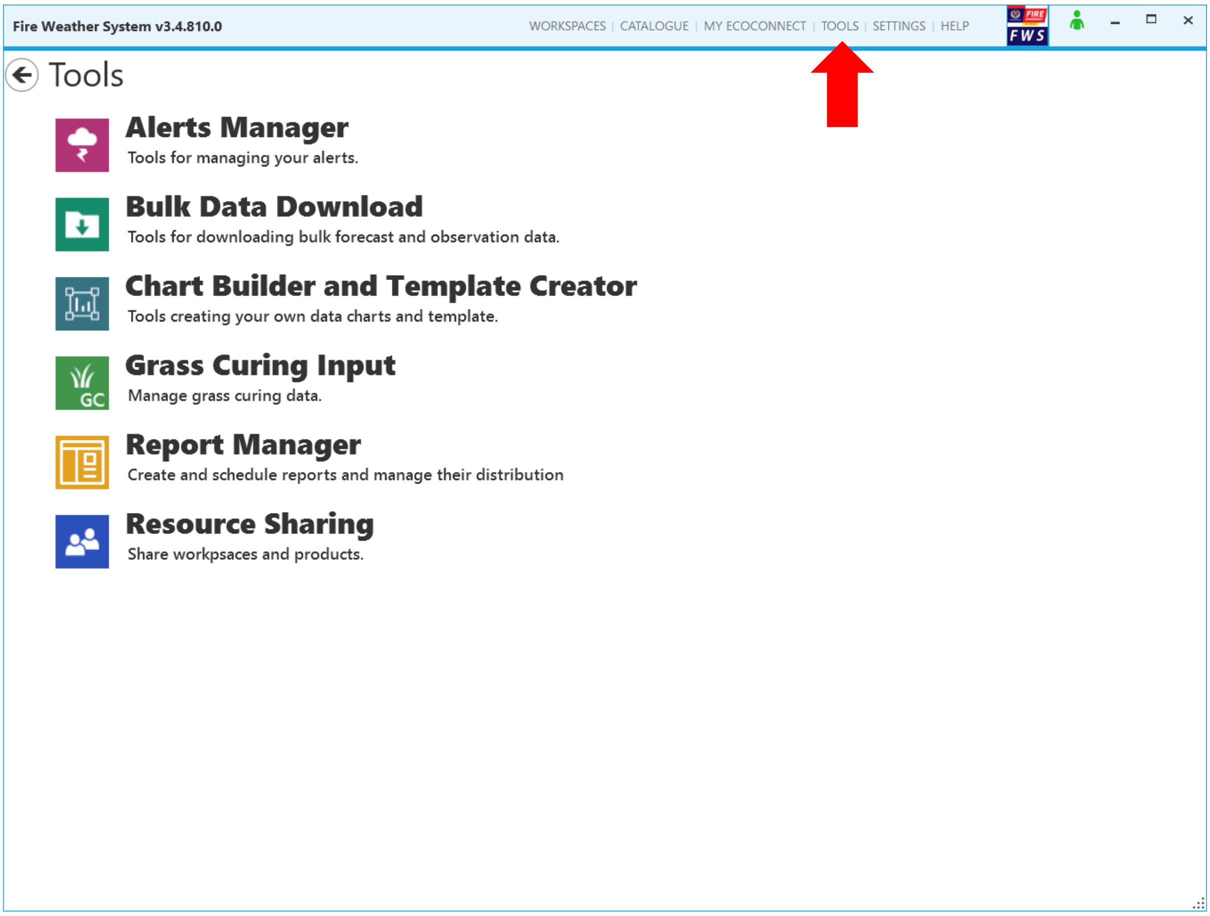
Summary

The new version of NIWA Forecast has several tools available to the users:

- Alerts Manager
- Bulk Data Download
- Chart Builder and Template Creator
- Grass Curing
- Report Manager
- Resource Sharing

These tools are described in the following sections.

To access the Tools, click on the TOOLS option in the top menu:

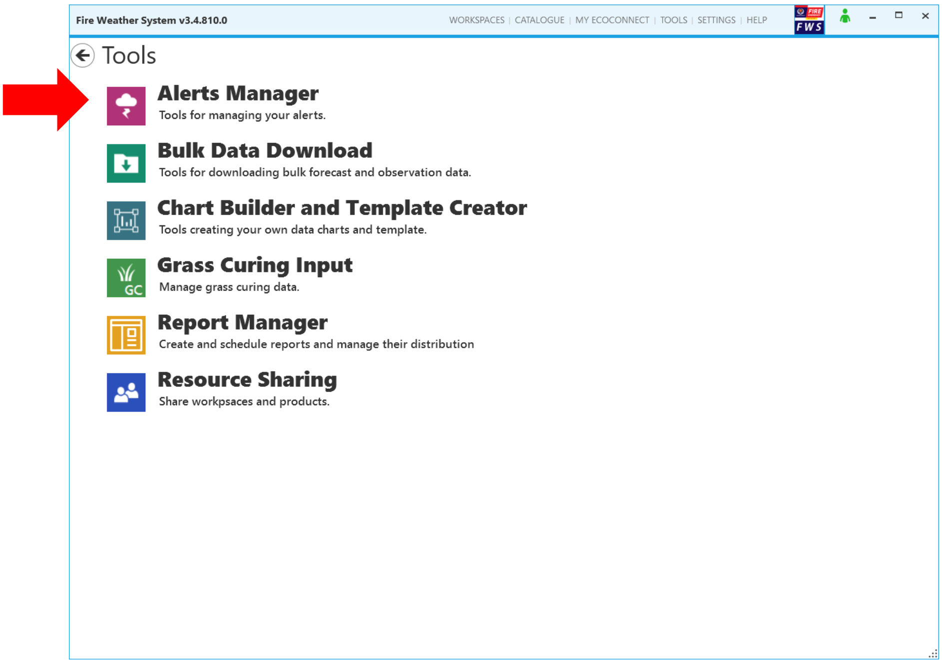


Alerts Manager

Summary

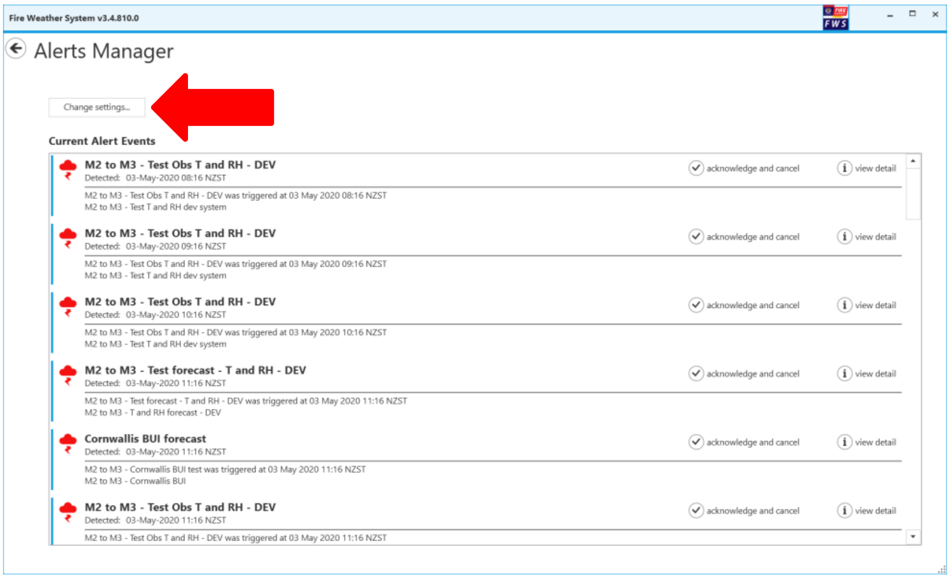
The alerts manager allows a user to set and view alerts that have been saved before. The alerts can be used to send an email or SMS when a specific trigger is met (e.g. Temperature above 30C and Relative Humidity less 25%). Alerts can be setup for both observed and forecast site data.

- From the TOOLS option, click on the Alerts Manager icon.

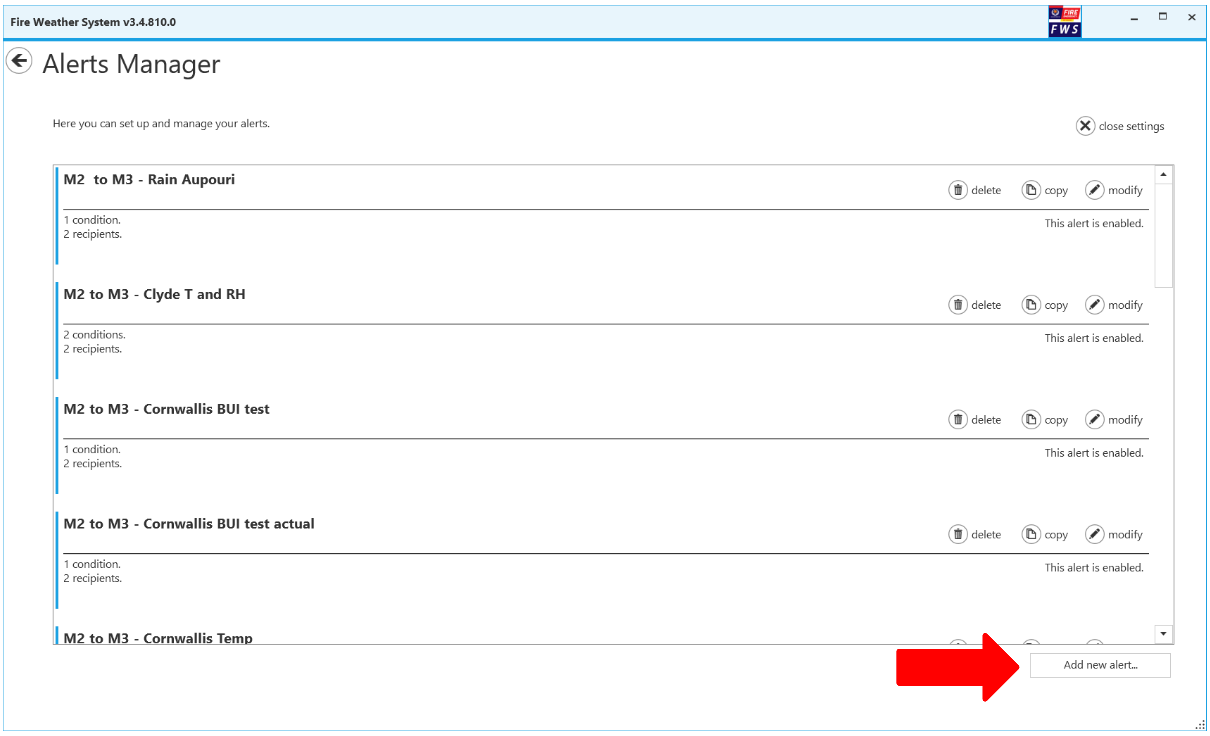


Setting Alerts

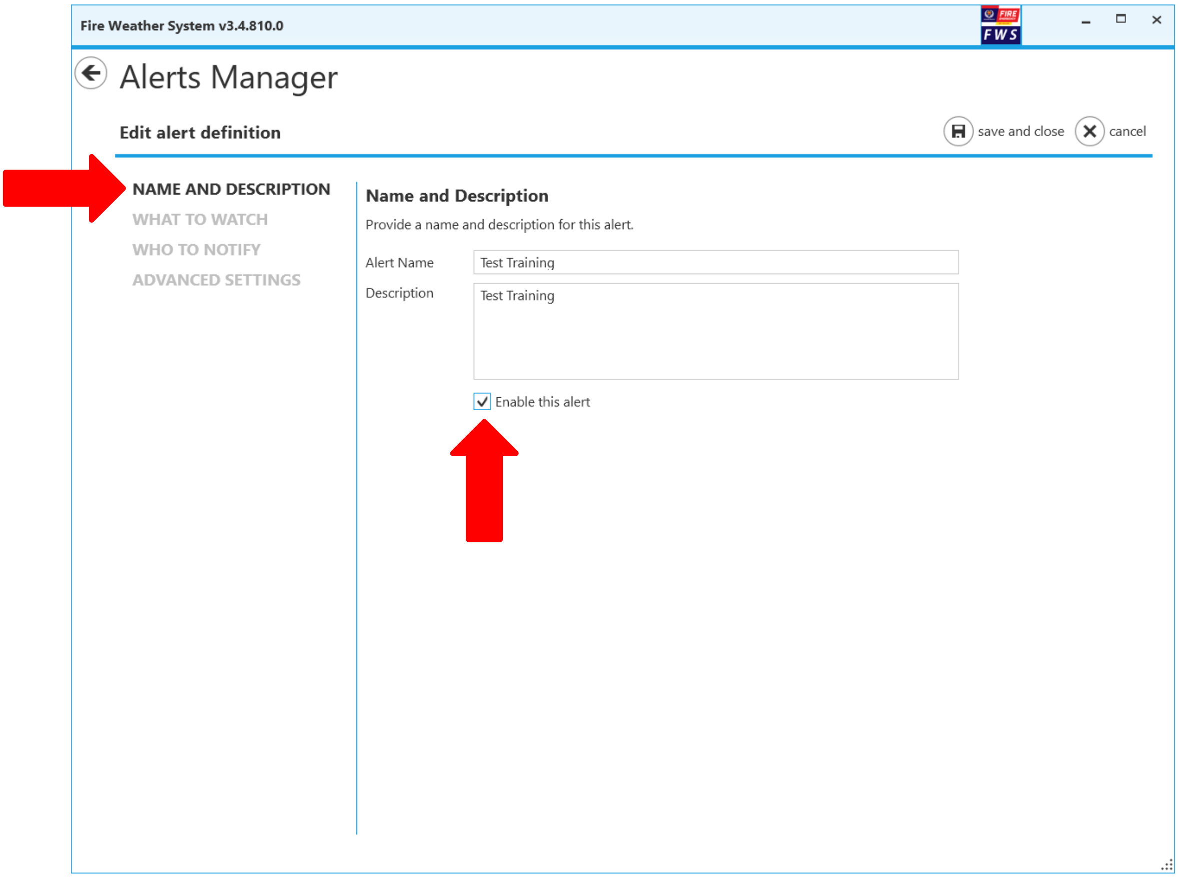
- This displays the "Alerts Manager" interface showing any active alerts, now click the "Change settings…" button.



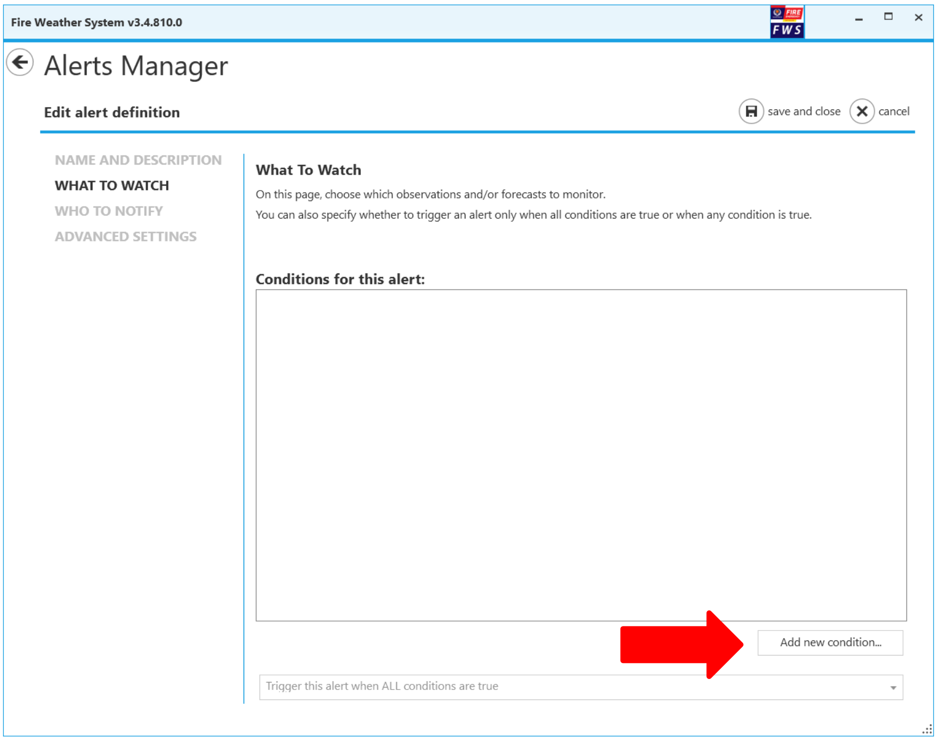
- This displays an interface showing existing alerts you may have created before, which can be modified, and also a way to add new alerts. Click on the "Add new alert…" button.



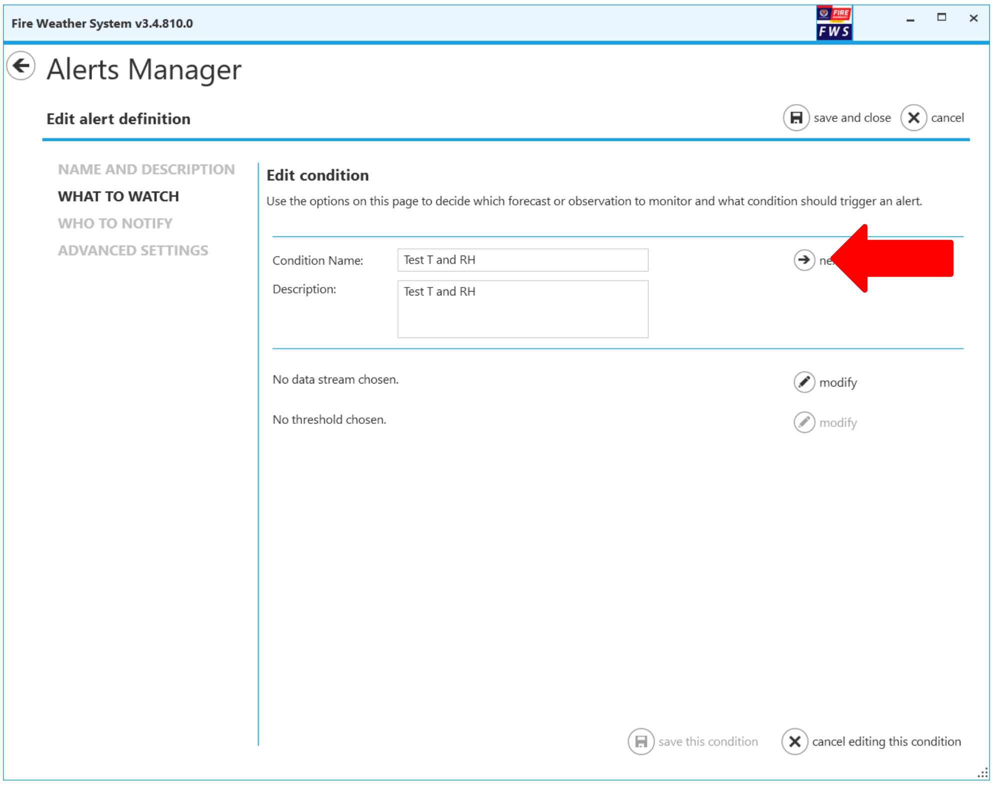
- From the resultant alert definition editor and in the “NAME AND DESCRIPTION” section you can enter a name and description for the new alert and make the alert active with the “Enable this alert” check-box.



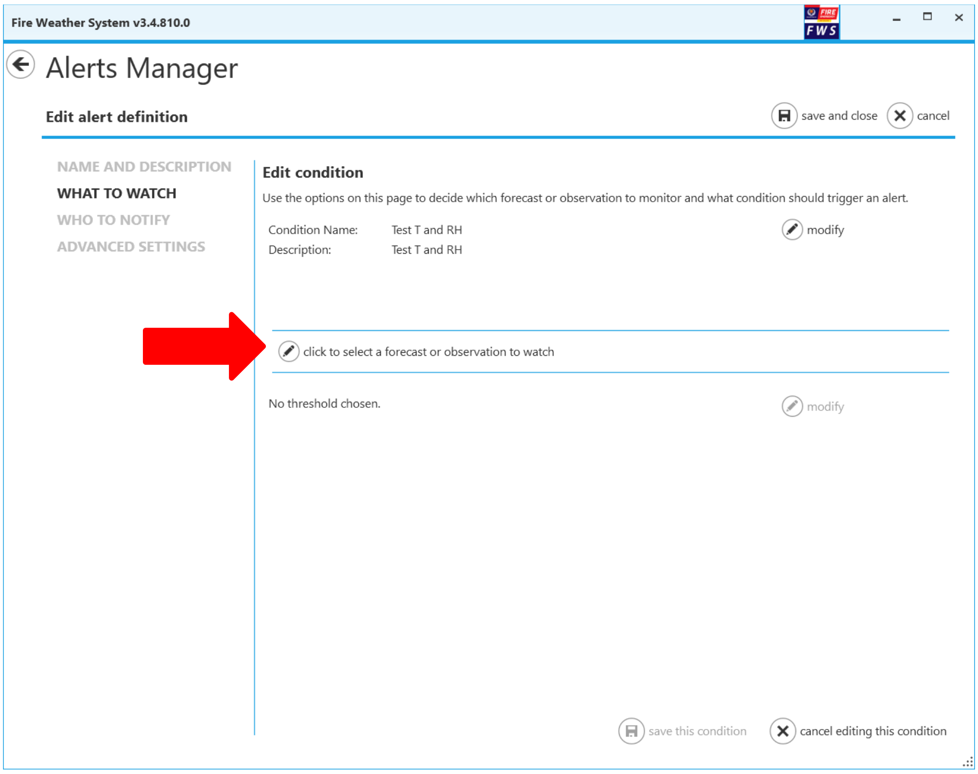
- The next section “WHAT TO WATCH” gives you the ability to add conditions and set the rules on which conditions, when satisfied, trigger the alert. Click on “Add new condition…”.



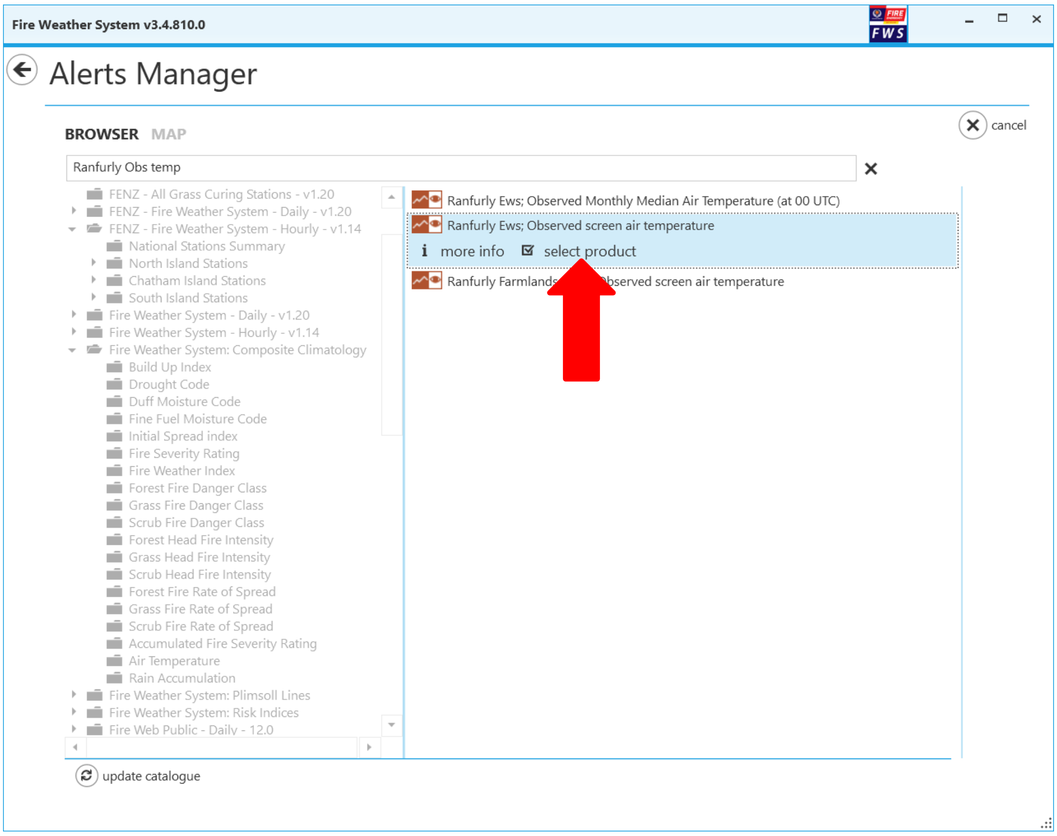
- The now shown “Edit condition” page allows you to choose a name, description, product, and trigger-level/threshold on which the new/existing condition will be satisfied. You can enter a “Condition Name” and “Description” in the text box and then click on the next icon.



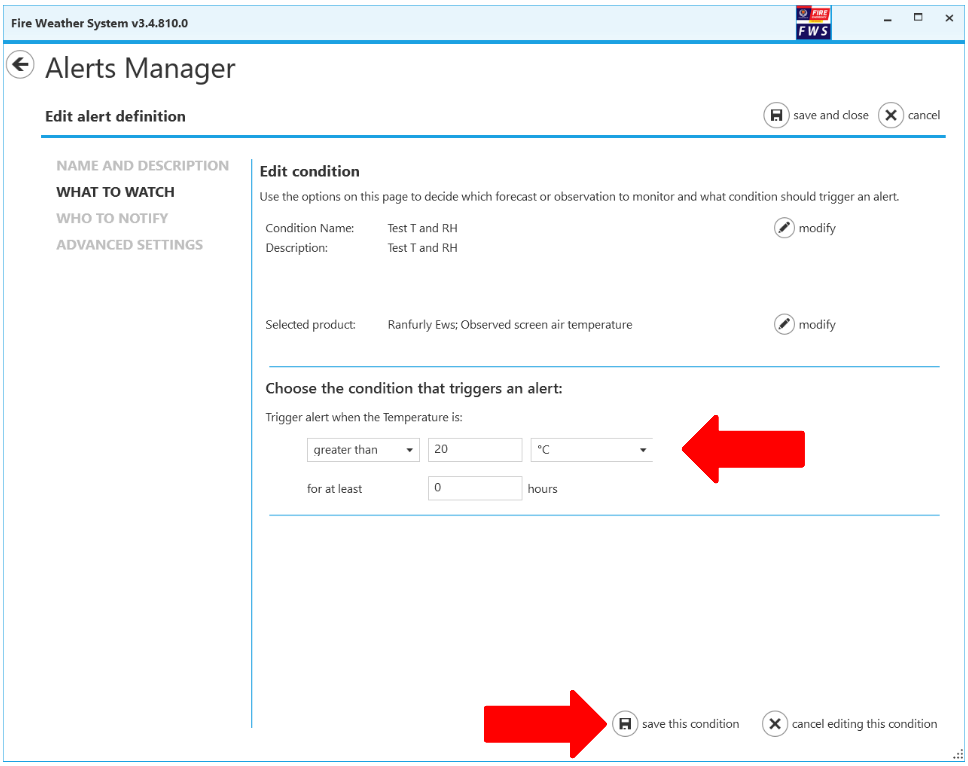
- A new icon will appear saying “click to select a forecast or observation to watch”, click on it.



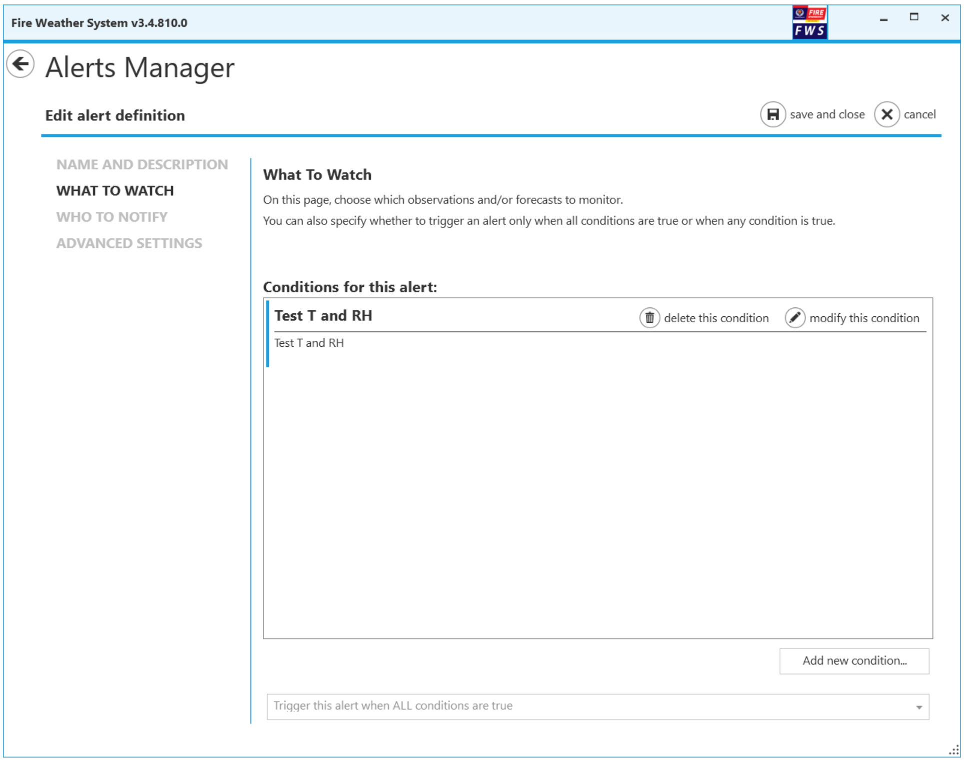
- A Browser/Map/Filter-box interface will appear. Use this to find your desired product, then select and click “select product”.



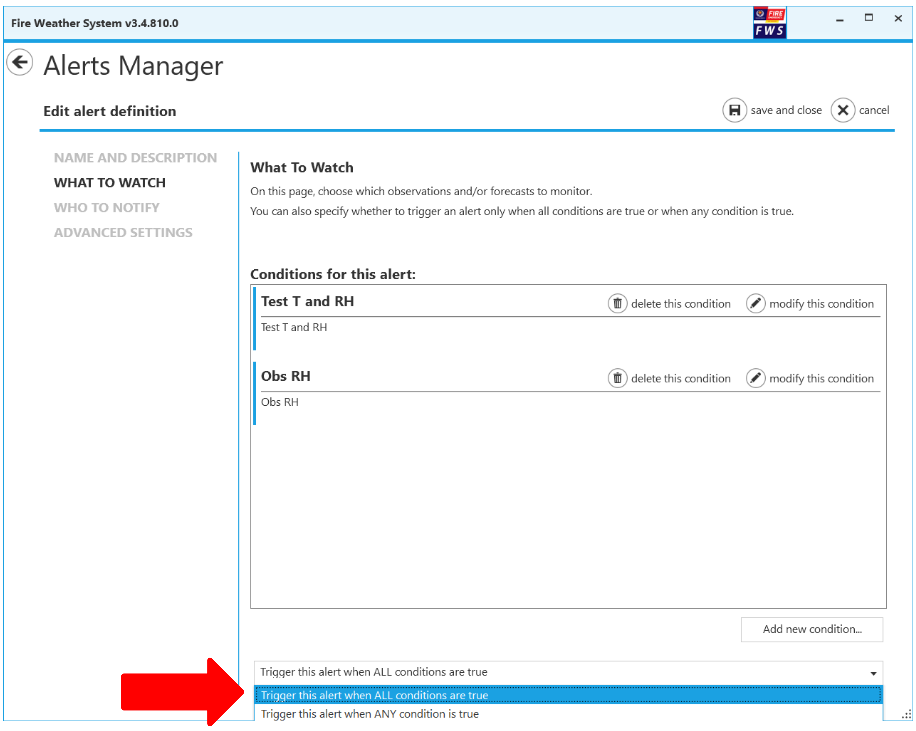
- The “Edit condition” form will reappear with options for setting the trigger-level/threshold for the chosen product. Set these to what you require, then click “save this condition”.



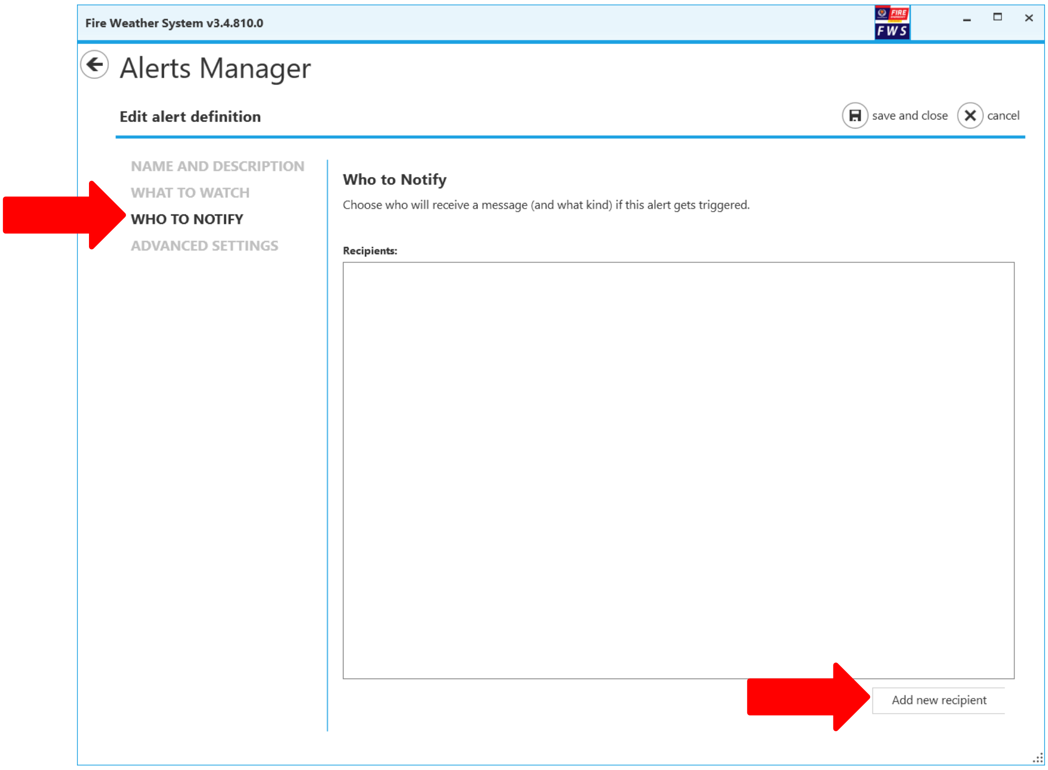
- You can then add more conditions by clicking again on the “Add new condition…” button.



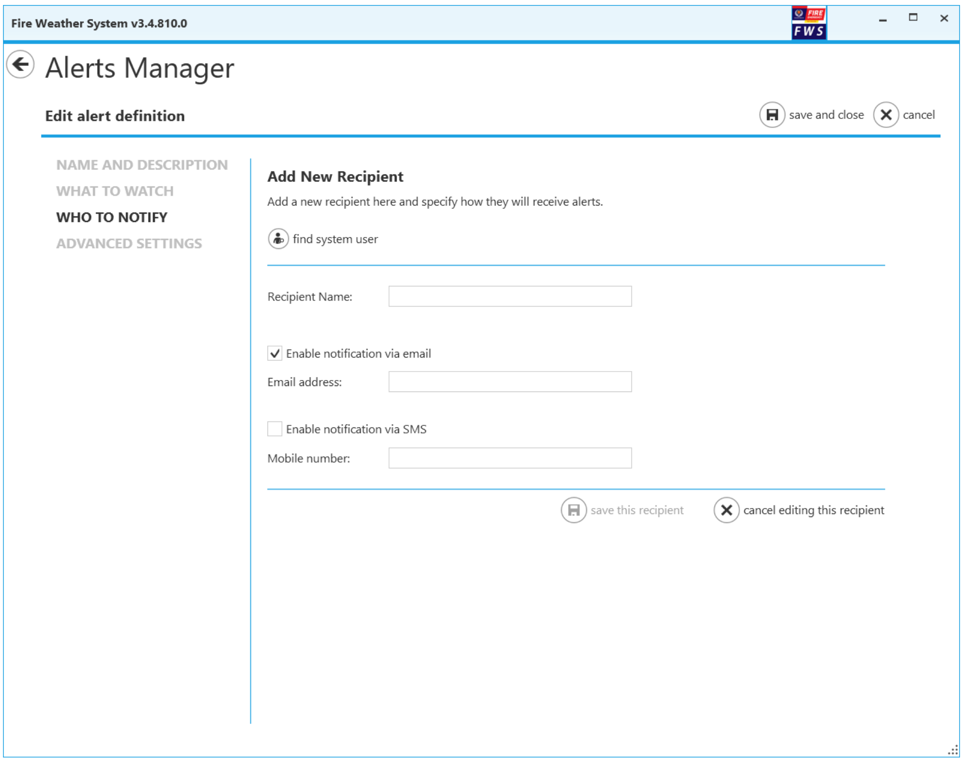
- The conditions will appear in the “Conditions for this alert” list box. You can now decide if you want the multiple conditions to be inclusive (all conditions met) or independent (any conditions met) using the drop-down menu to select the conditional operator:



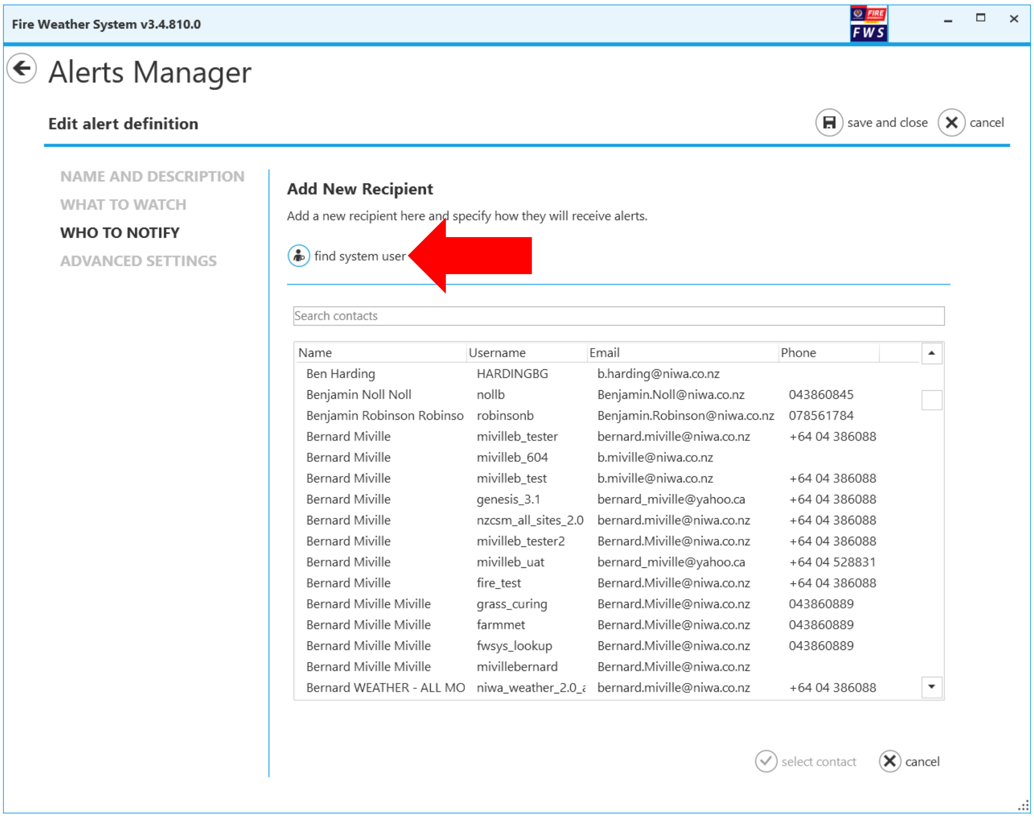
- The next step is to click on the “WHO TO NOTIFY” in the left list of items where you can add recipients for you newly created alert. Click on the “Add new recipient” button.



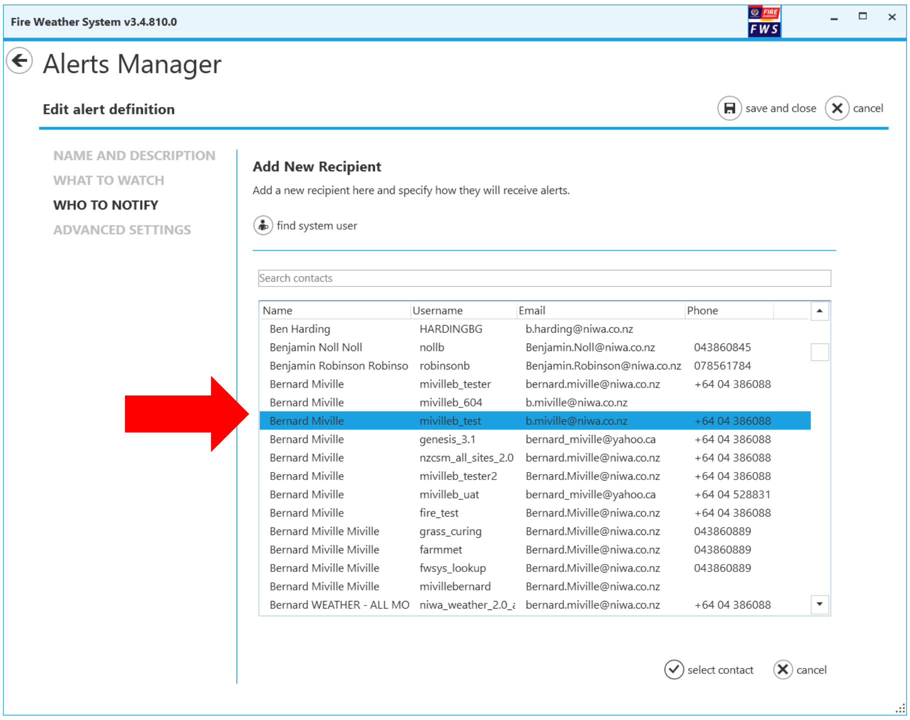
- The “Add New Recipient” interface contains the manual entry and associated check boxes for the name, email, and mobile number for SMS.



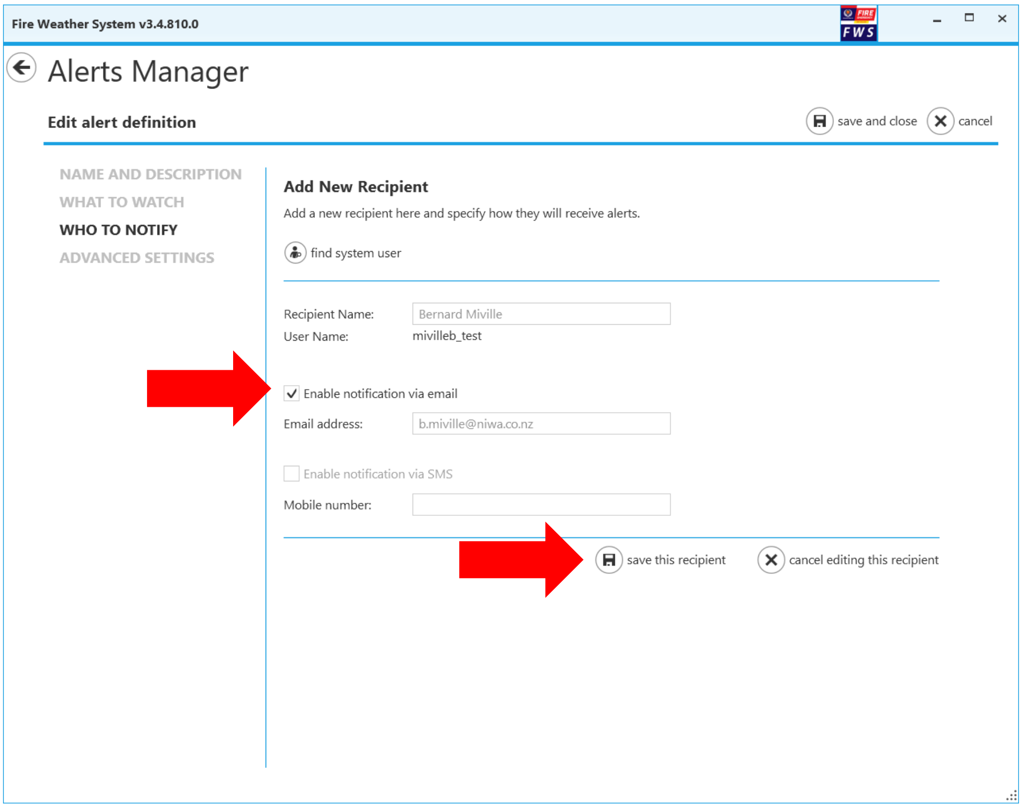
- You can add a user already registered in EcoConnect that is part of the same organisation you are and/or add a recipient by email or SMS that is outside the registered users list.
- To add a registered user including yourself, click on the “find system user” icon.



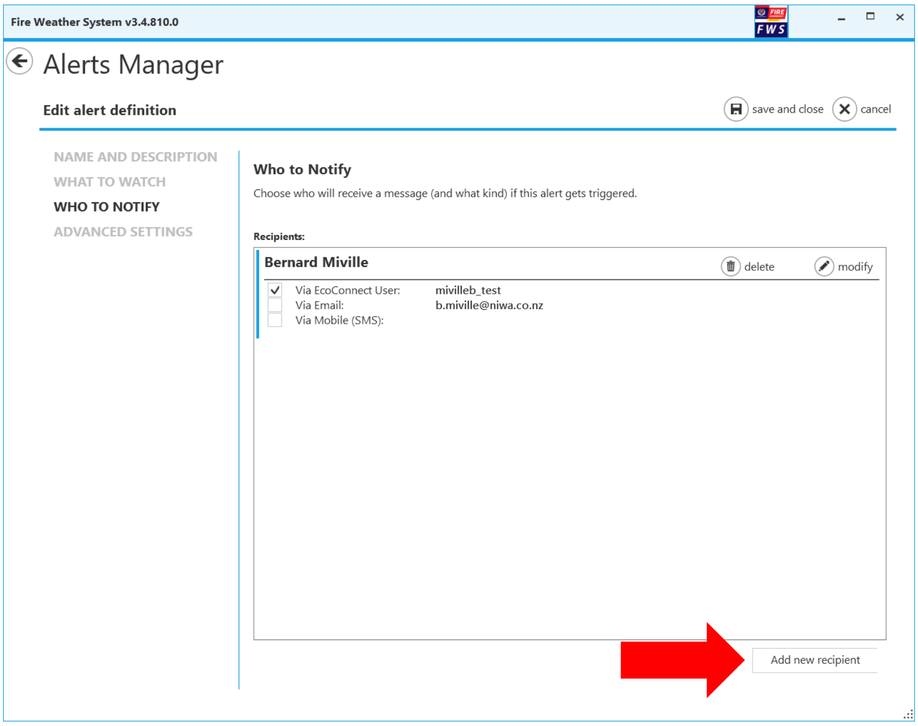
- Once you selected a user, click on the “select contact” icon in the lower right corner. If you want your own user to see the alerts in the Alert manager event window or in the Welcome page as they get triggered, you should select your own user too.



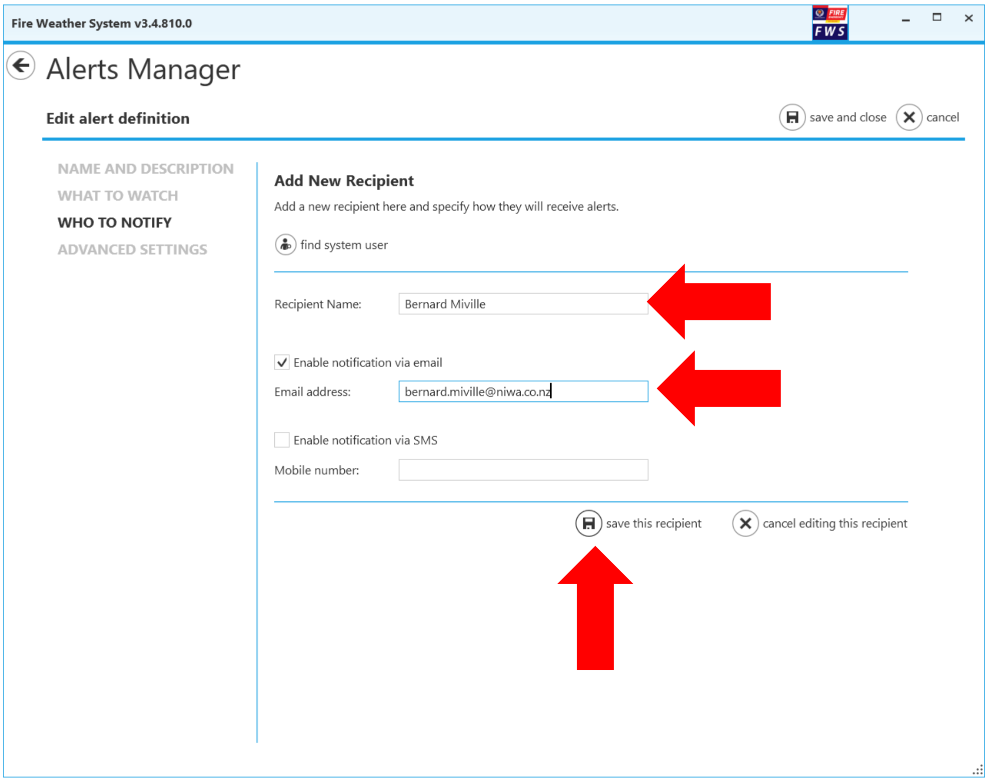
- It will then bring you back to the “Add New Recipient” window and by default it will show the registered email and SMS of the selected user. You can deselect it if you don’t want that user to receive email or SMS alerts. You can now click on the “save this recipient” icon.



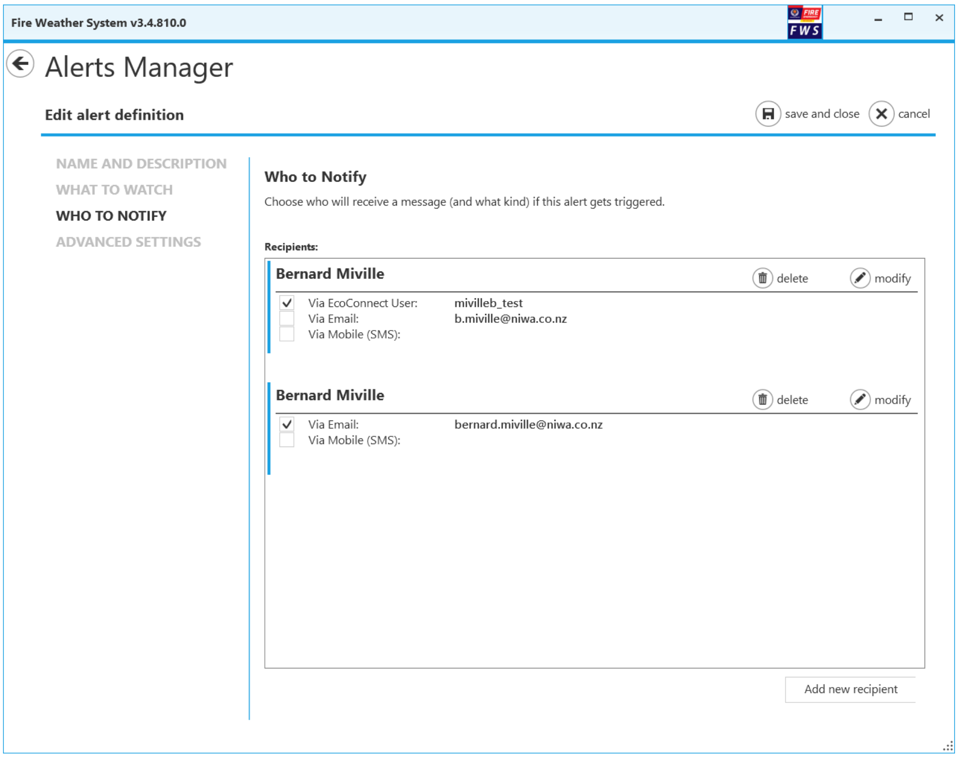
- You can also add non-registered users to send them either email or SMS alerts. Click on the “Add new recipient” icon.



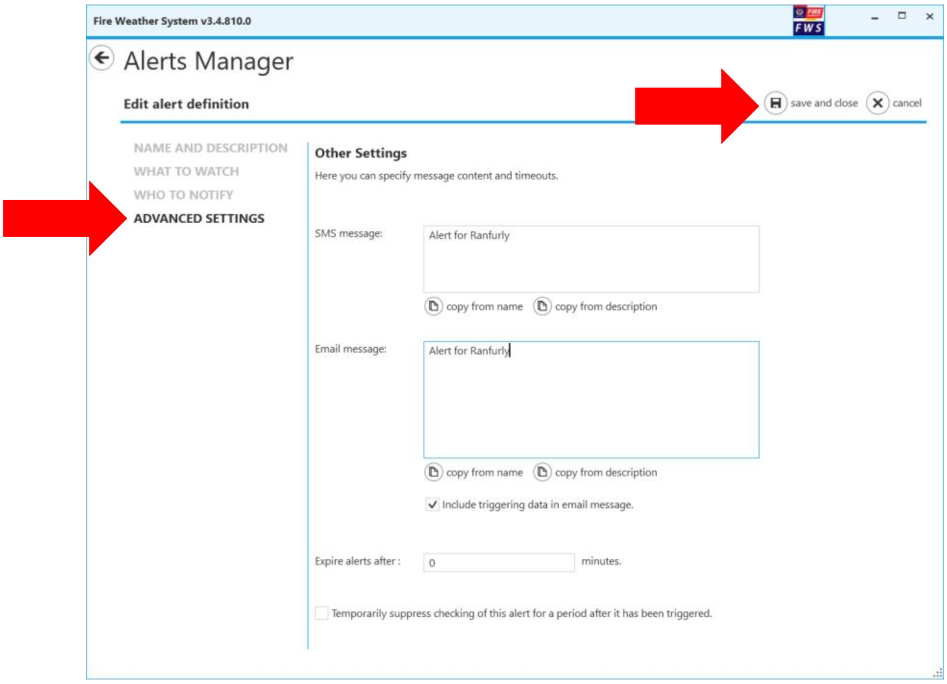
- Enter a Recipient Name and email and/or Mobile Number, then click on the “save this recipient” icon.



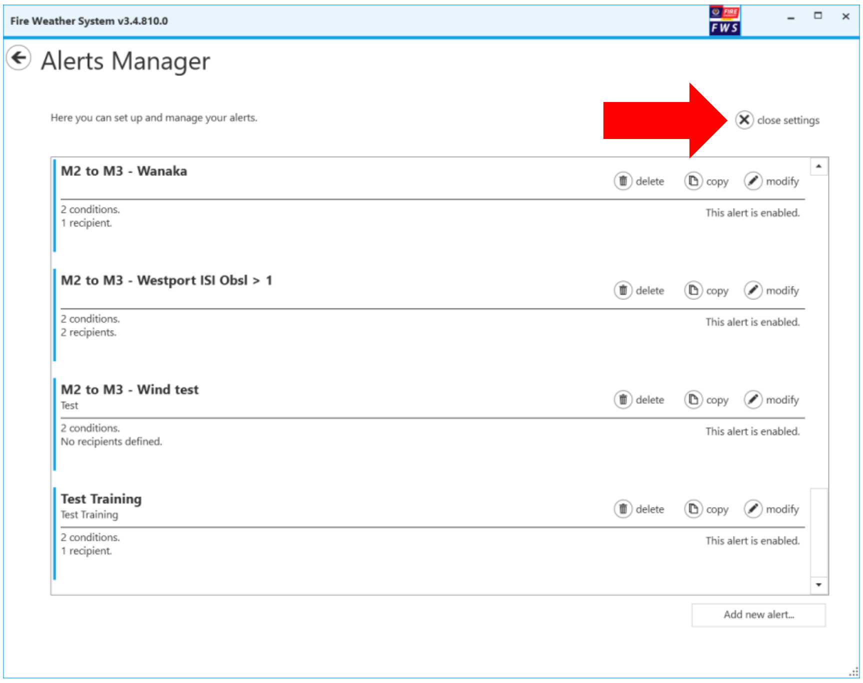
- You now have 2 recipients for that new alert. You can continue by adding more as needed.



- Clicking on the “ADVANCED SETTINGS” will allow you to customize the Email and SMS message.
- It also gives you the ability to set a timeout on an alert (so they only appear in the notifications areas for a specified length of time), and a suppression time (so the same alert will not send new event messages within the interval starting from the last event and extending out to the given suppression time).
- You can also click on the “include triggering data in the email message” to show what data the alert was triggered on.



- At the top right of the alert editor click the “save and close” icon. The alert should now appear in the alert definition box, and if the conditions are met, an alert will be sent to the recipient(s) and shown in the user’s notification areas (on the Workspace page and the Alerts Manager interface) of the system user recipient. You may need to close settings and come back to see it listed.



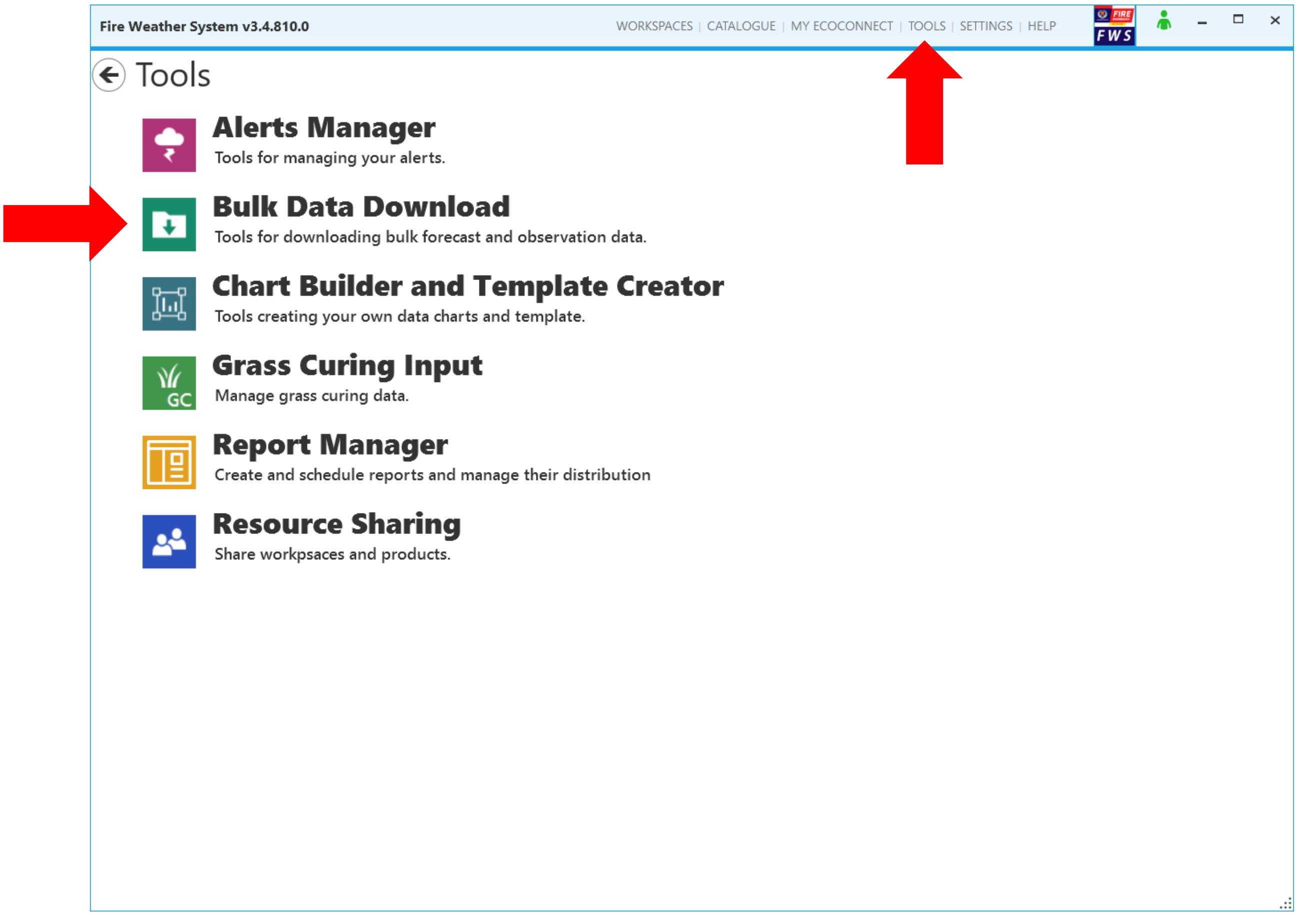
Bulk Data Download

Summary

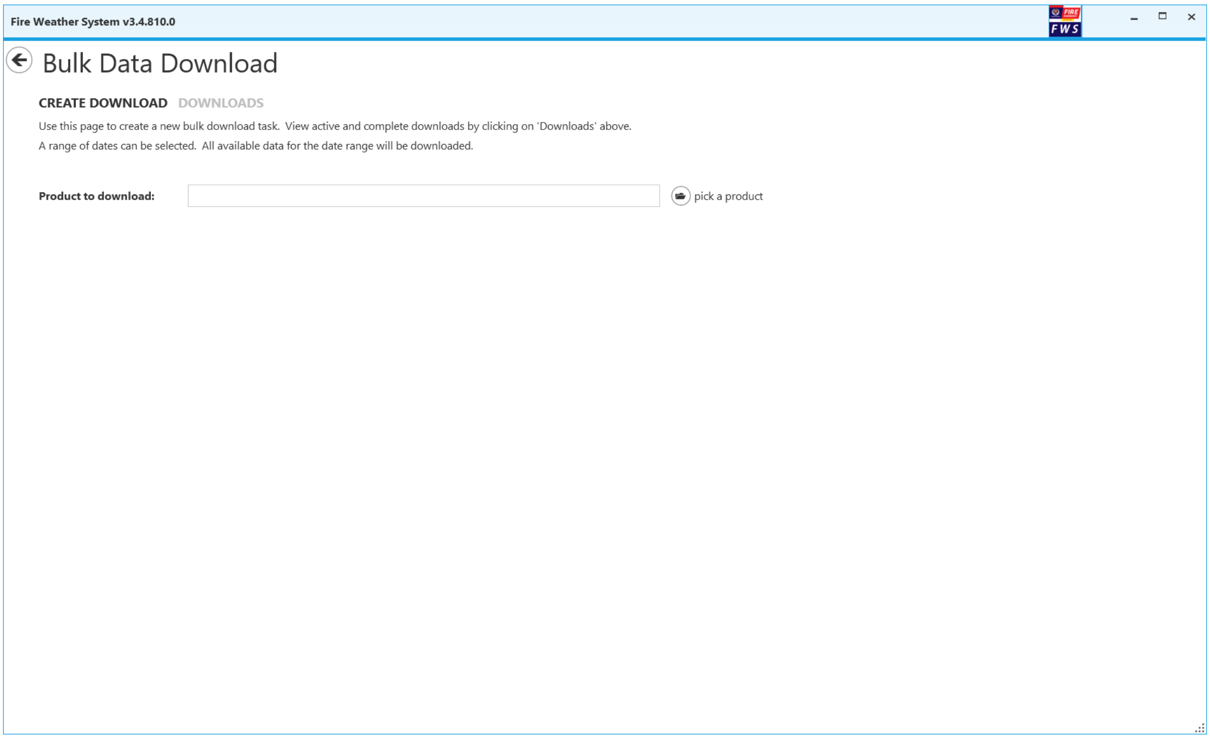
The Bulk data download allows a user to download a large amount of data for any of the site-specific forecast products.

Download

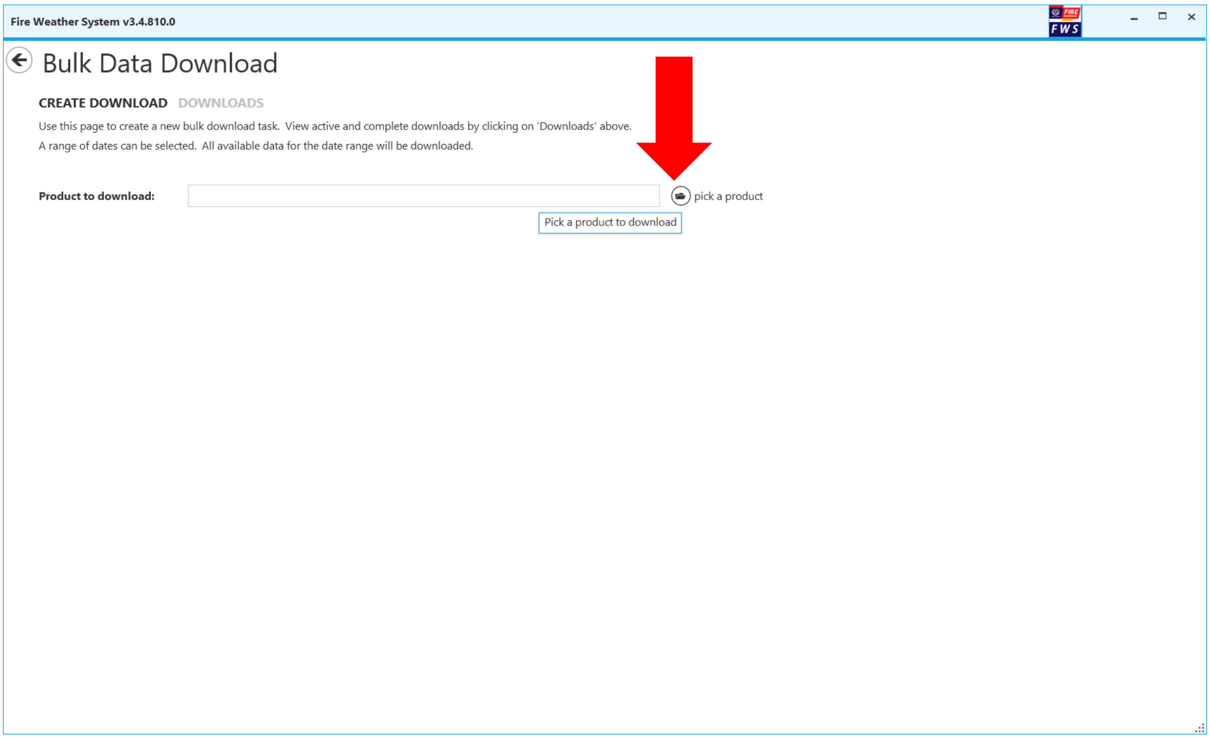
- You first need to access the Bulk Data Download tool by clicking on the TOOLS option form the top menu.
- Then click on the Bulk Data Download icon.



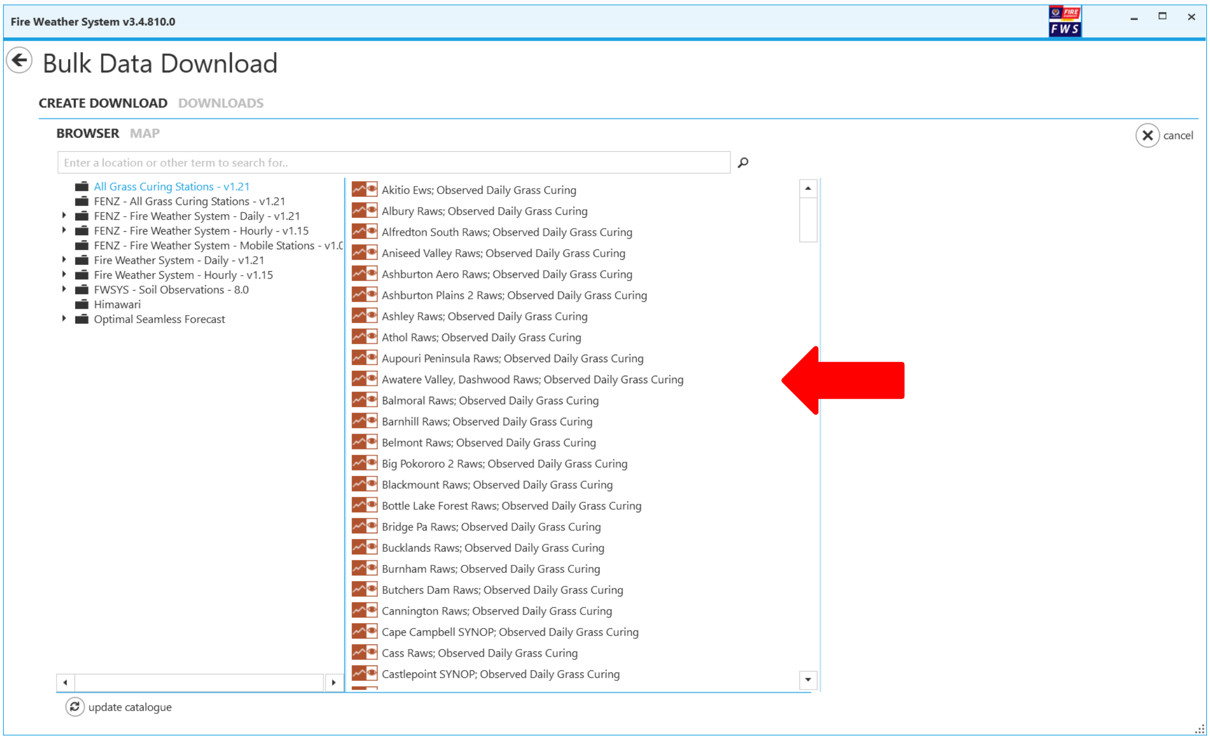
- This will display the Bulk Data Download interface.



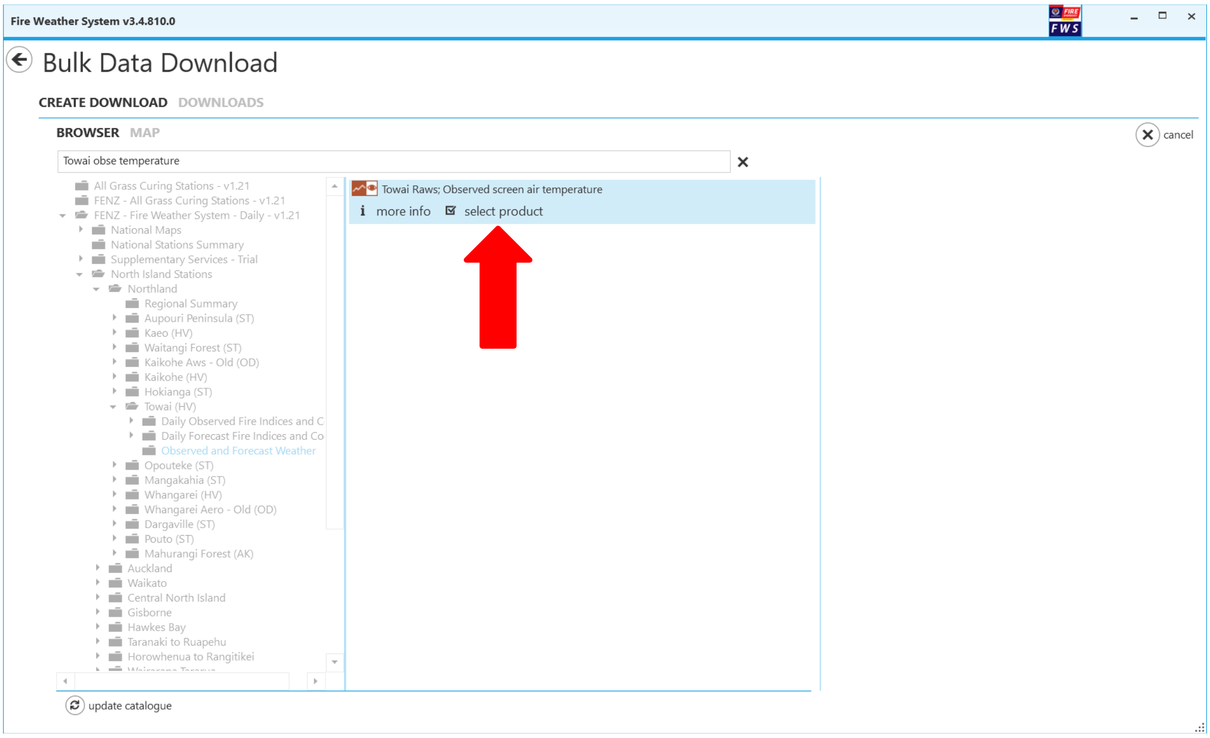
- Click on the “pick a product” icon.



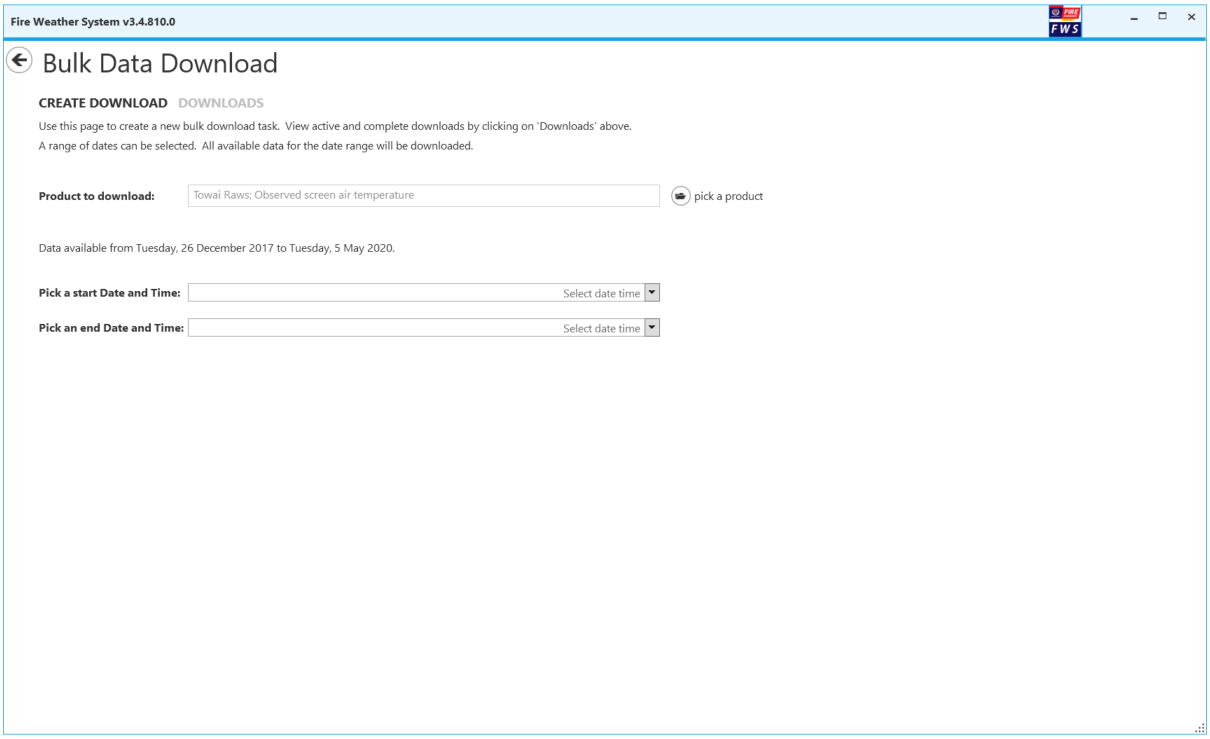
- This will display the catalogue browser. From there you can select a product or search for a specific one using the search text box.
- If you use the search box you need to use a term that is part of the product name, like the name of the station (e.g. Towai) and a parameter (e.g. Temperature). Partial terms are fine.



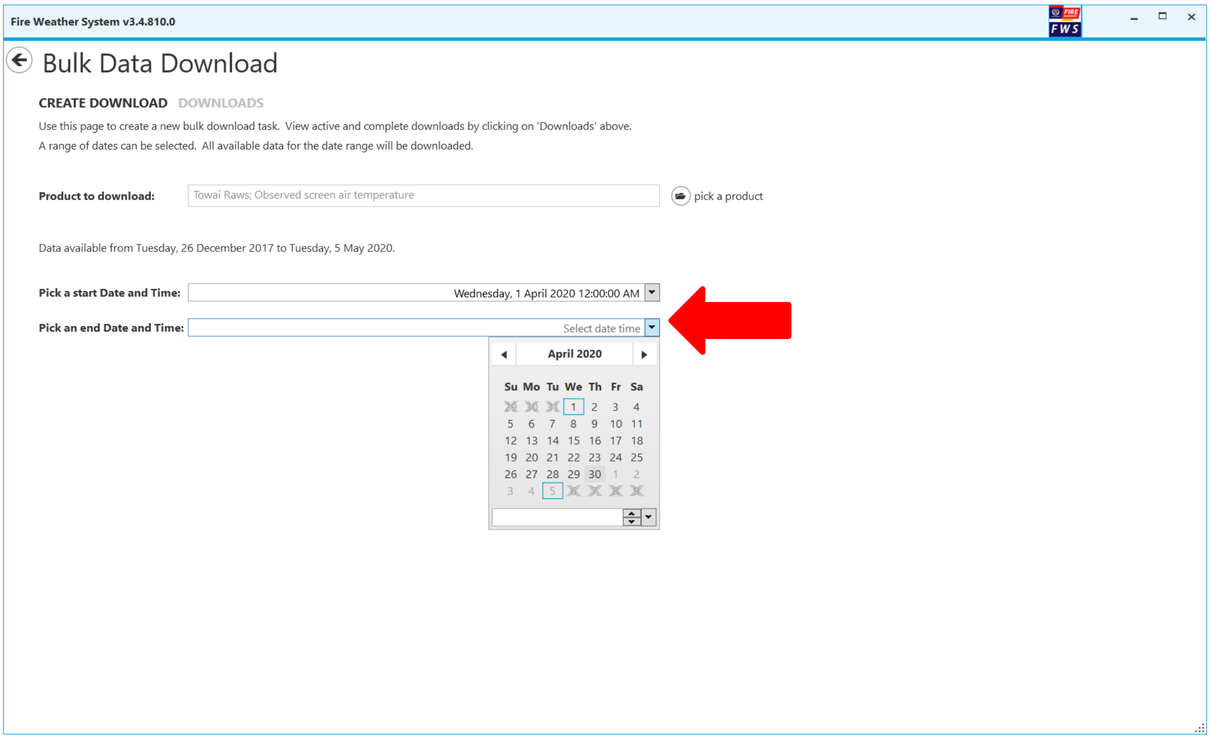
- Using the search box.
- Just click on a product then click on "select product"



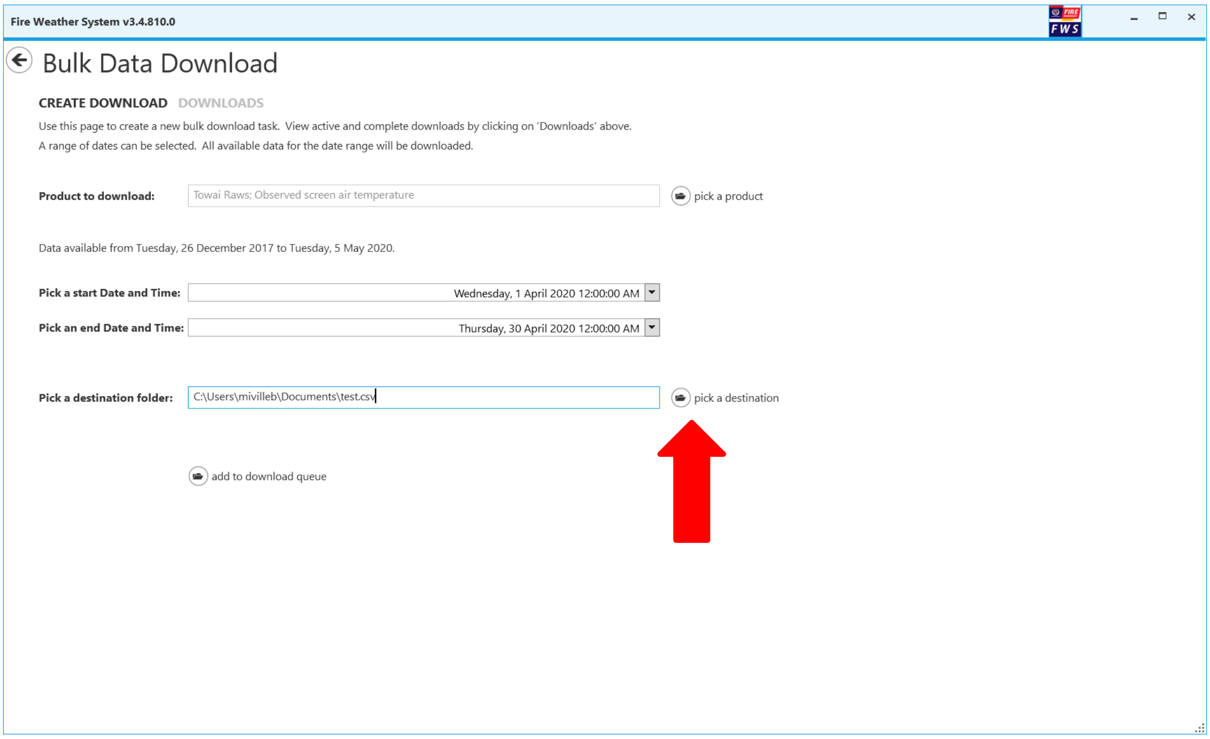
- This will bring you back to the Bulk Data Download interface.



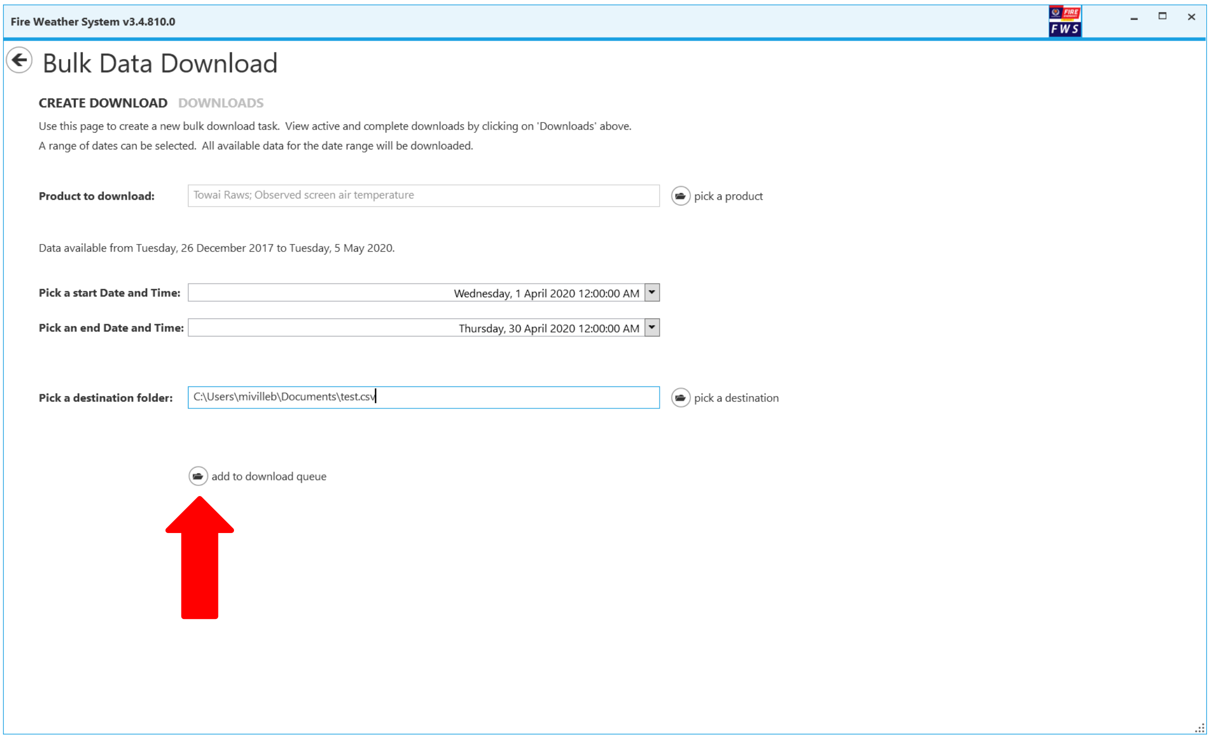
- Once a product has been selected, you can select a start and end date by clicking on the calendar. If you select a very large date range (e.g. 10 years), it will take longer to get all the data.



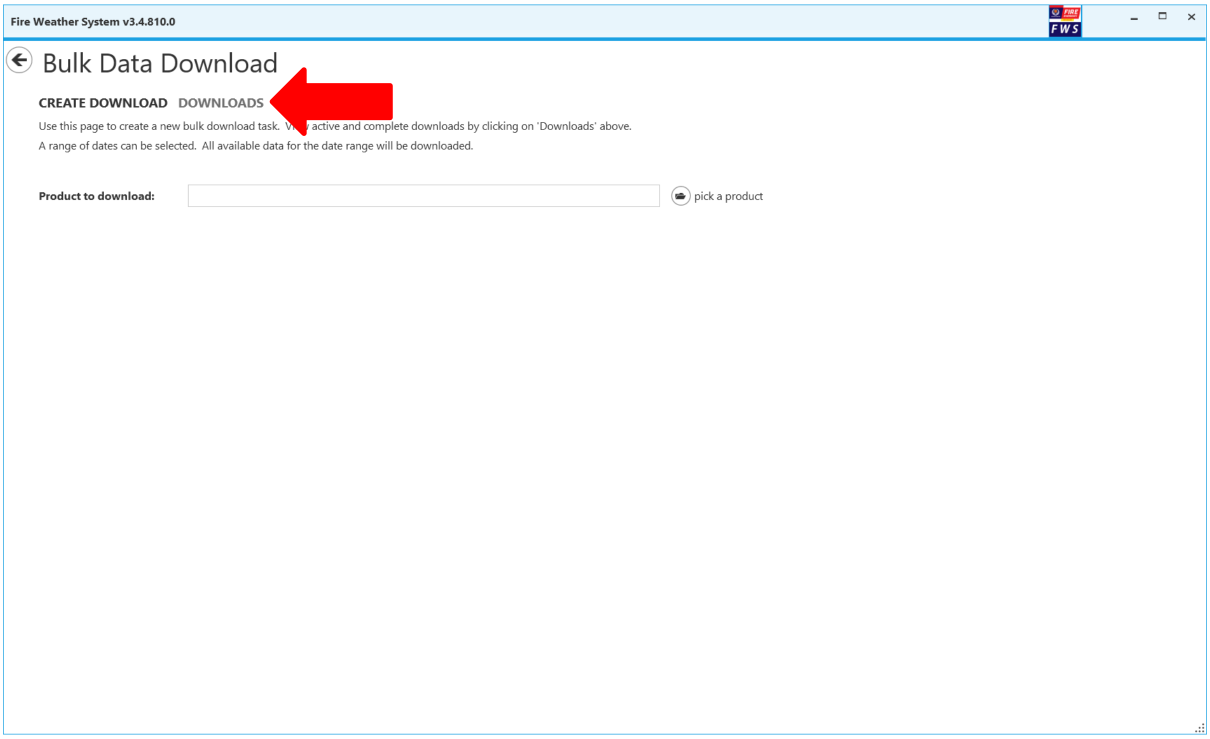
- Select a destination folder and enter a file name by clicking on the “pick a destination” icon.



- Once finished filling the form, you can click on the “add to download queue” icon.
- This will send a request to the server to prepare the data, it will not save it to your computer yet.



- You will now be back to the Bulk Data Download page.
- To see if your data is ready for download, click on the DOWNLOADS option,



- You should now see your request status.
- If it shows the status as completed, it means that it is now available on your compupter in the folder and file name you selected.

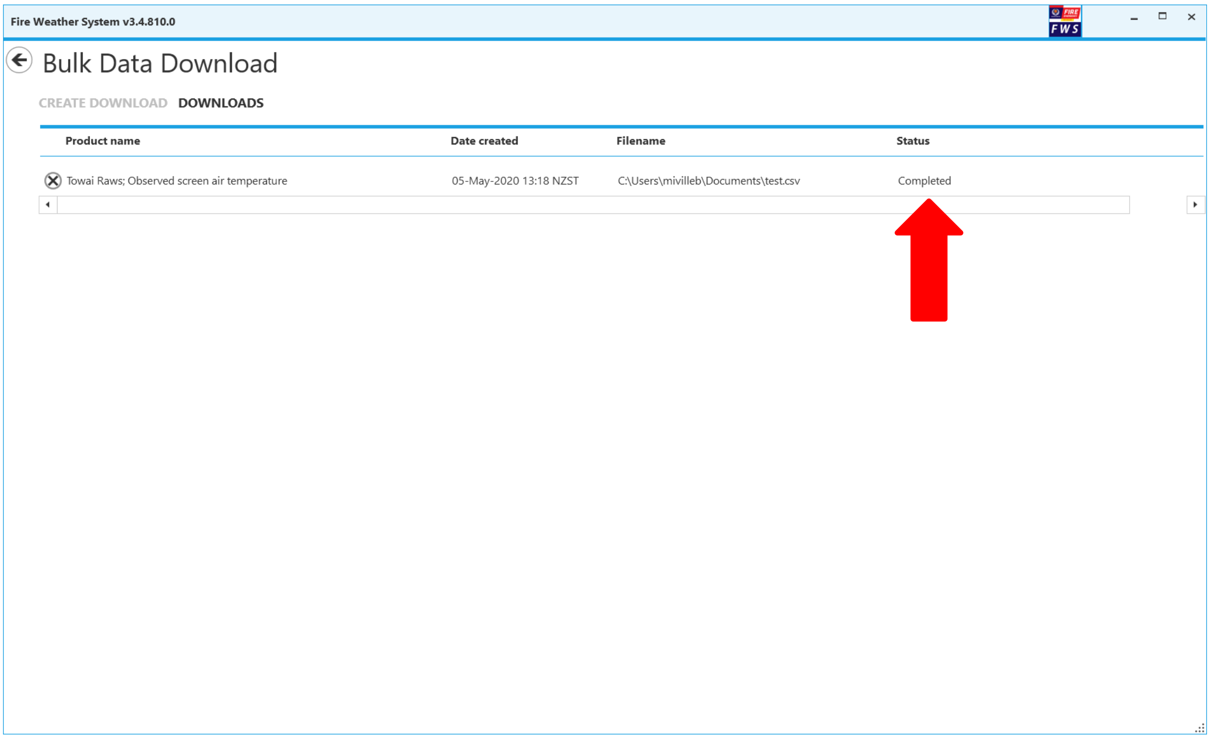
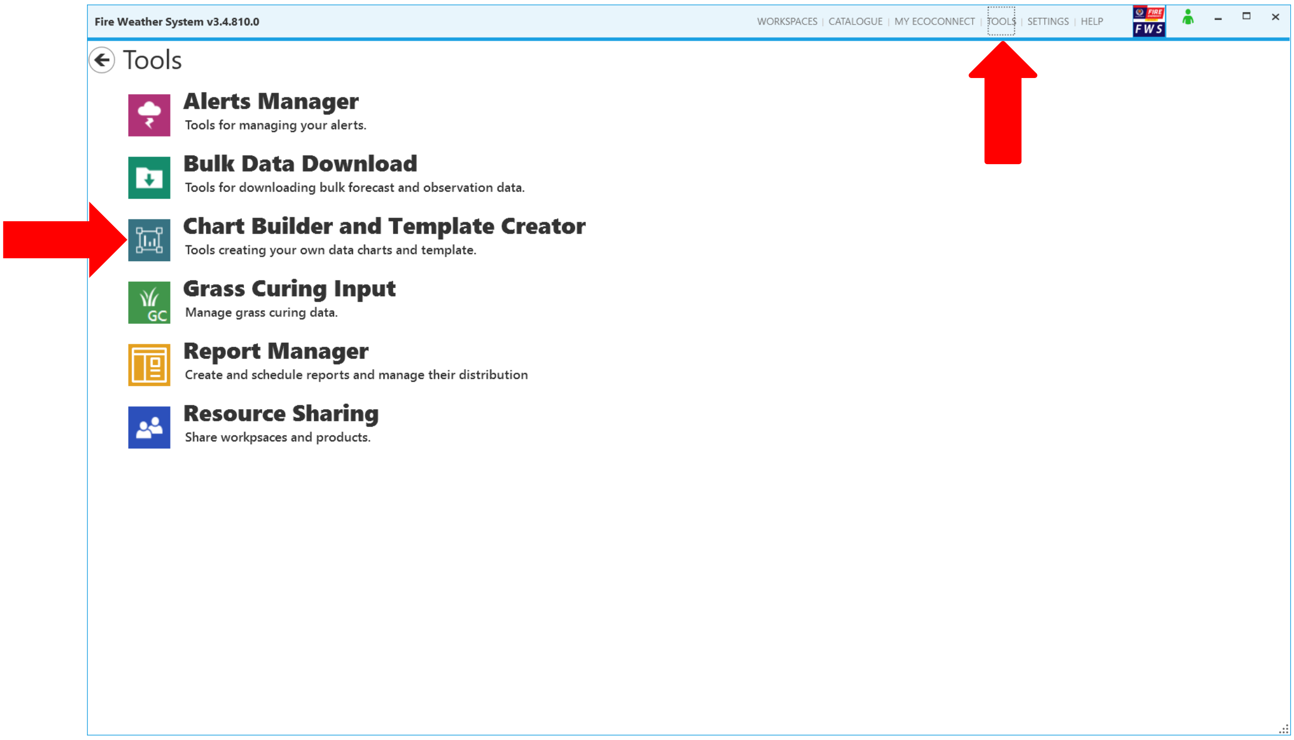


Chart Builder

Summary

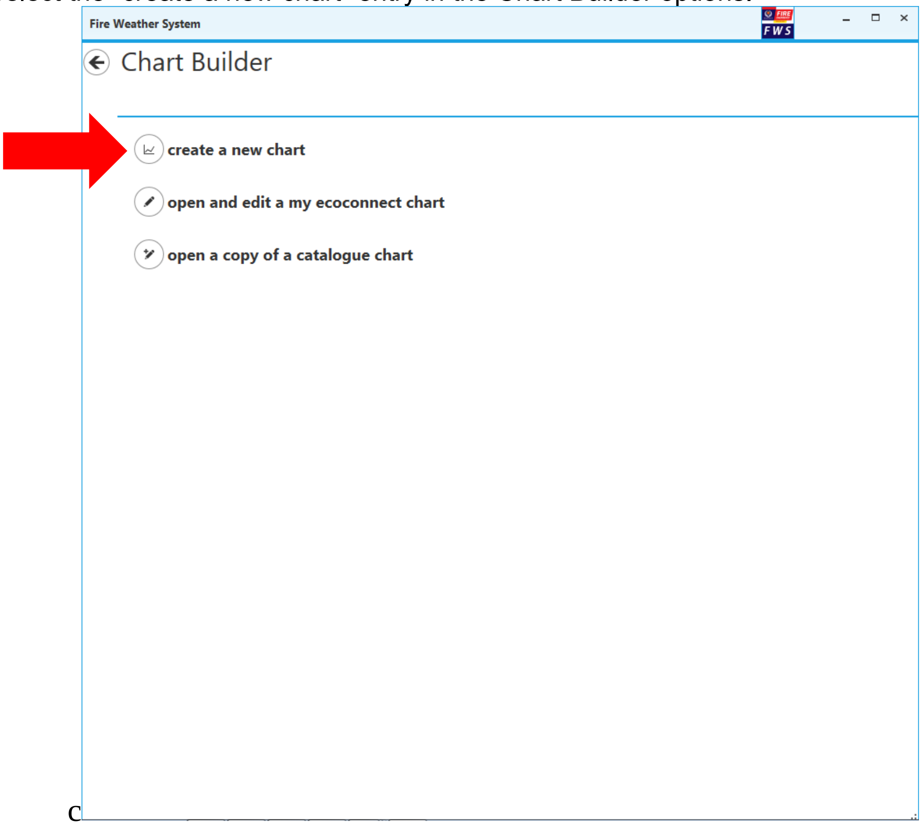
The chart builder allows a user to create completely new charts or edit existing ones and save it as a new one.

- From the TOOLS option click on the Chart Builder icon

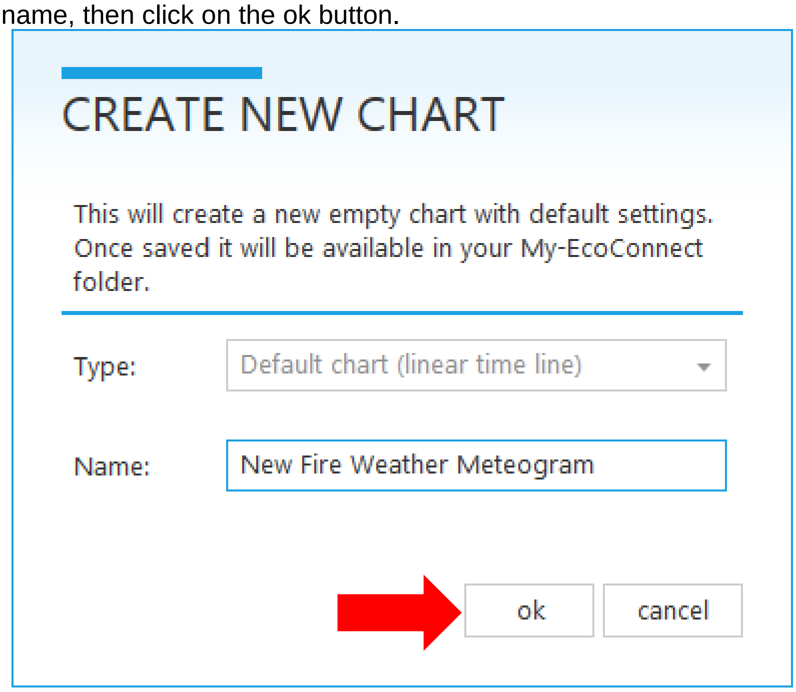


Create a new chart

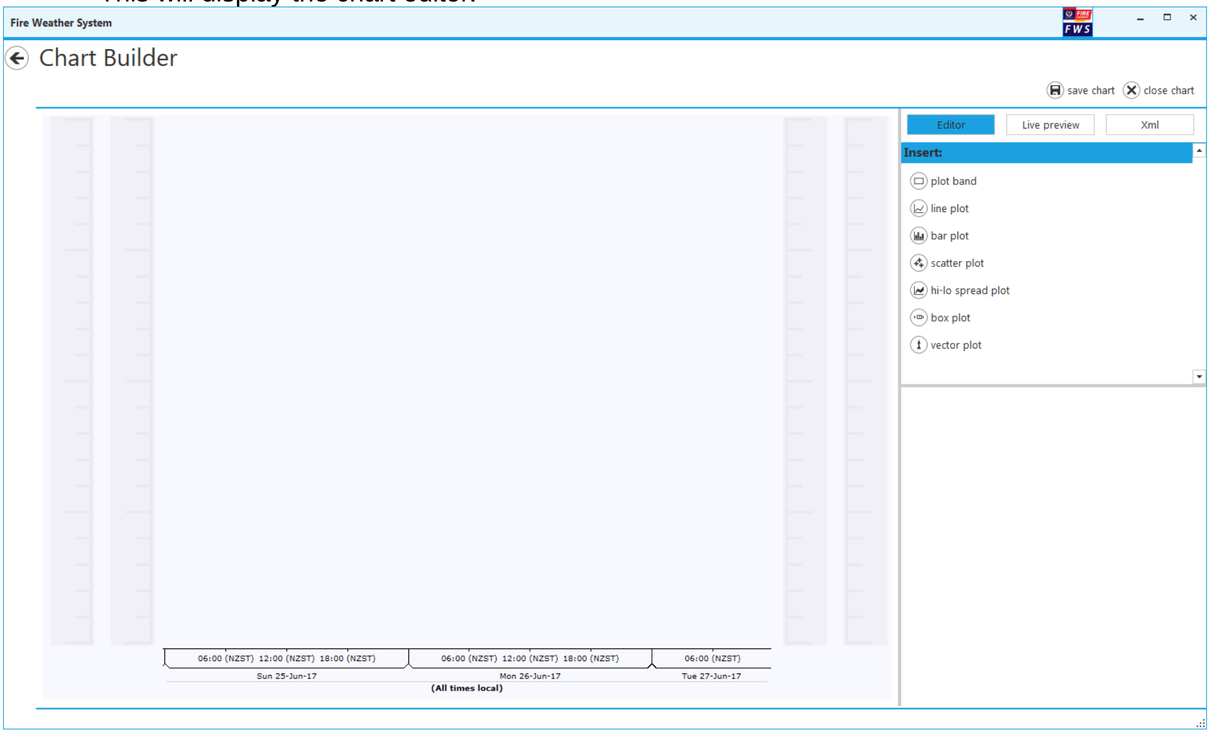
- Select the “create a new chart” entry in the Chart Builder options.



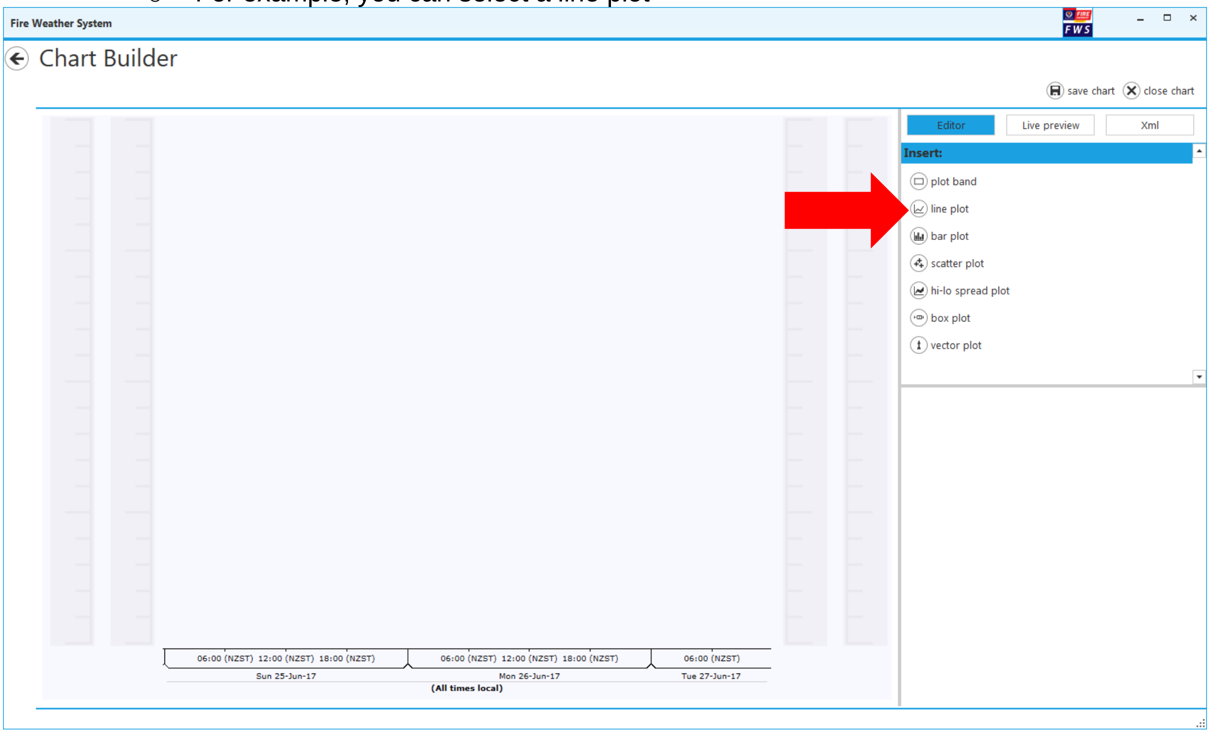
- Give it a name, then click on the ok button.



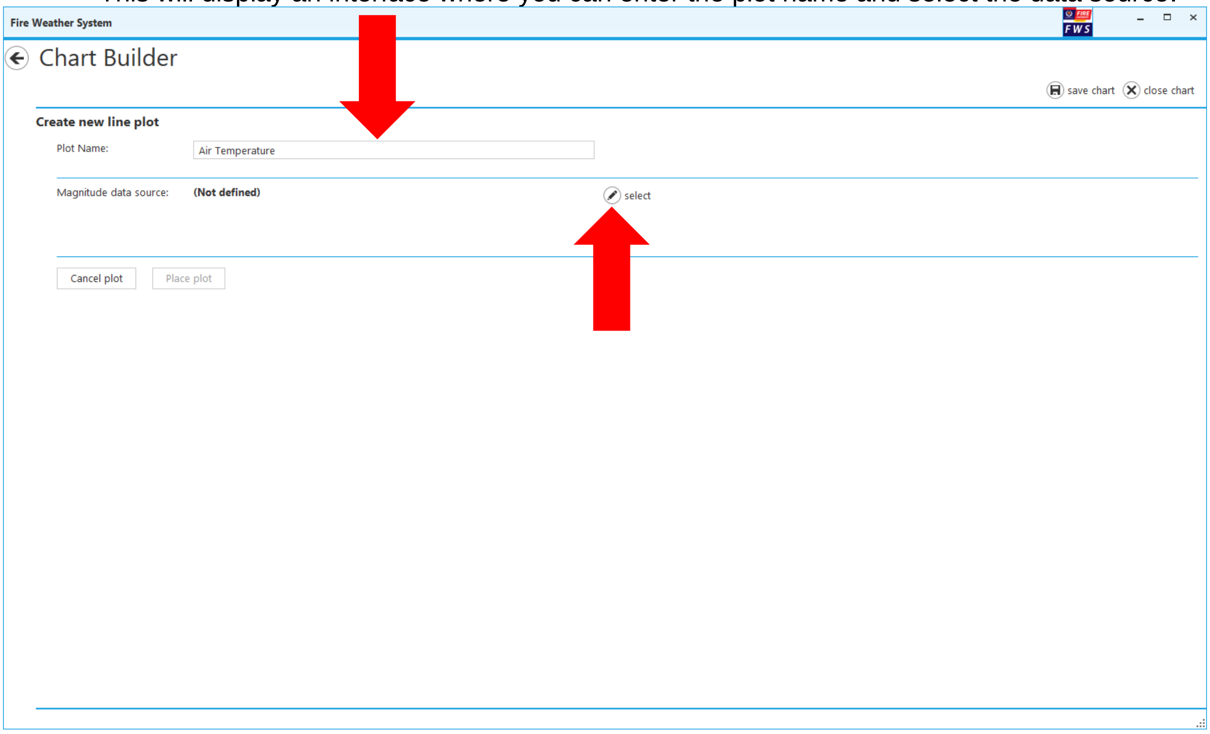
- This will display the chart editor.



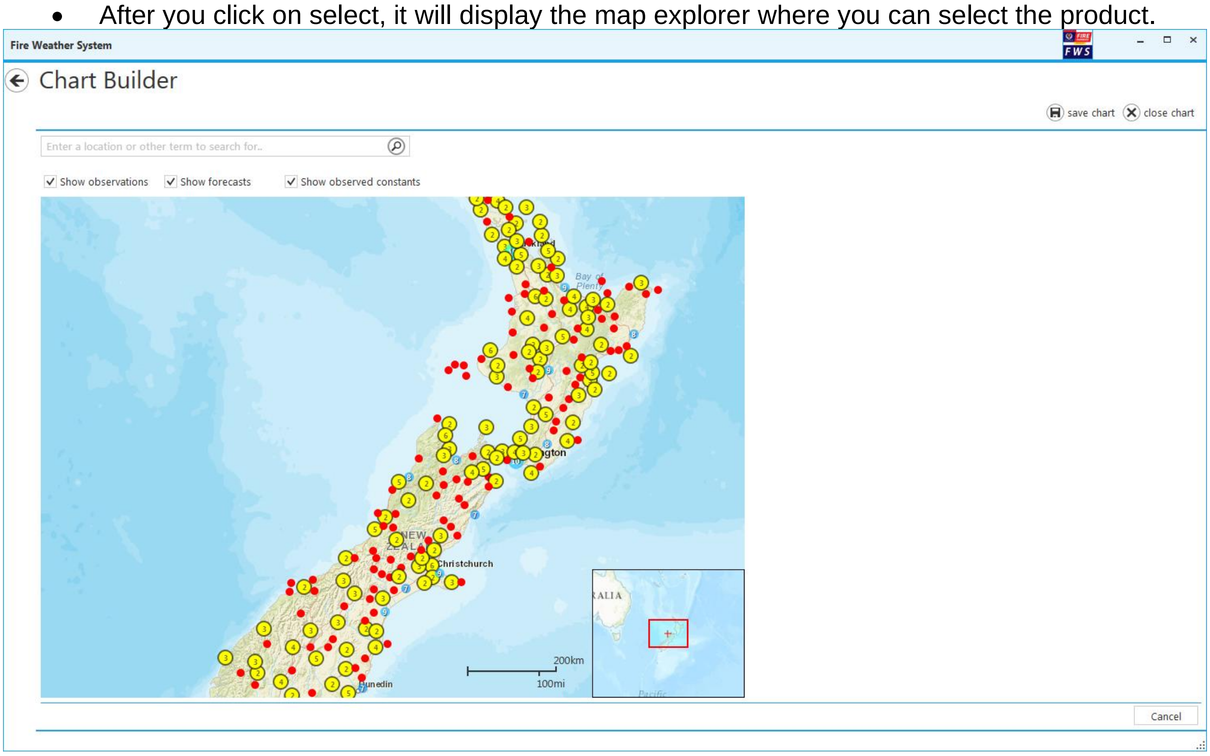
- You can add up to 4 different type of graphs with different units but can have multiple chart with the same units.
- First select a type of plot you want to insert on the blank canvas.
    - For example, you can select a line plot

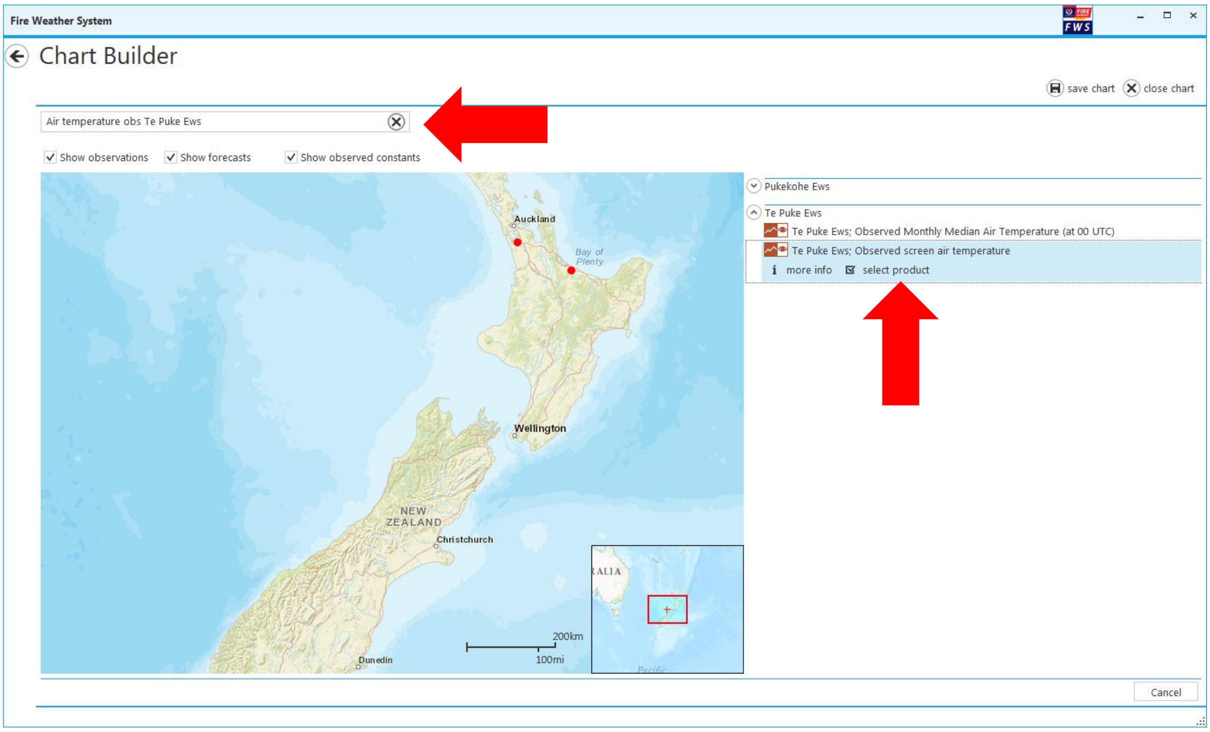


- This will display an interface where you can enter the plot name and select the data source.

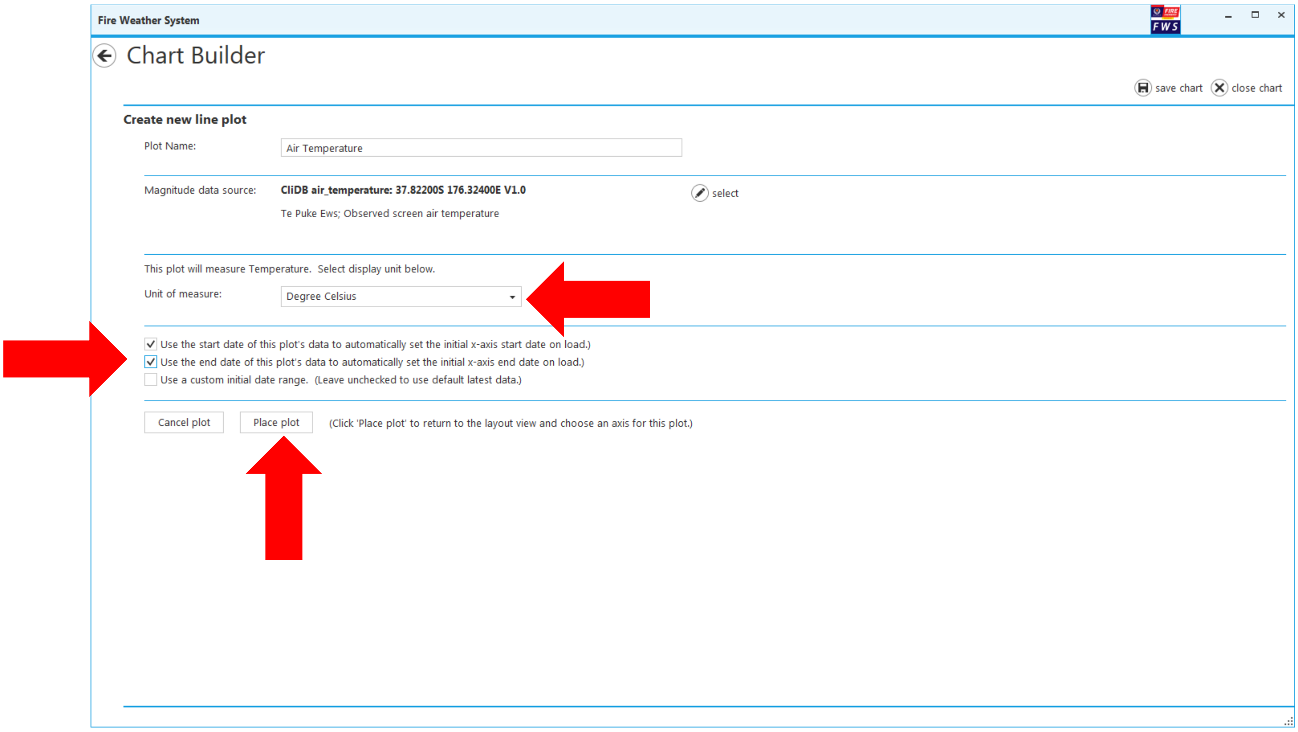


- After you click on select, it will display the map explorer where you can select the product.

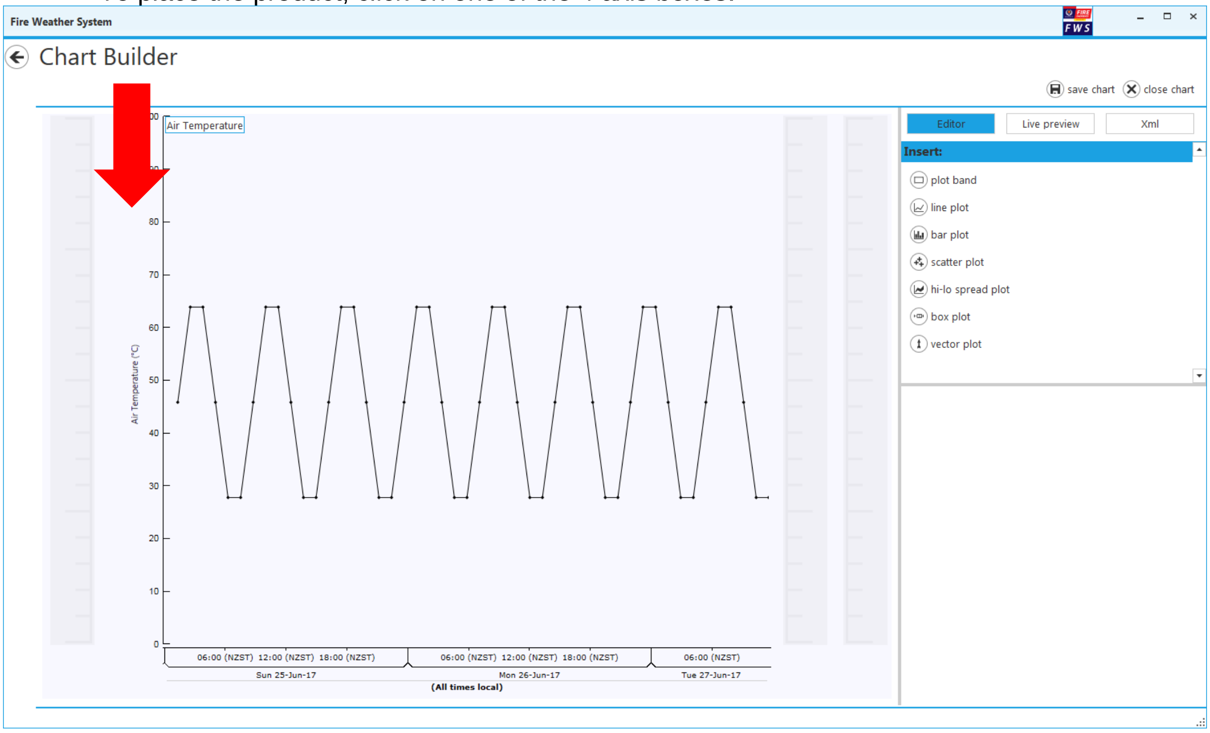




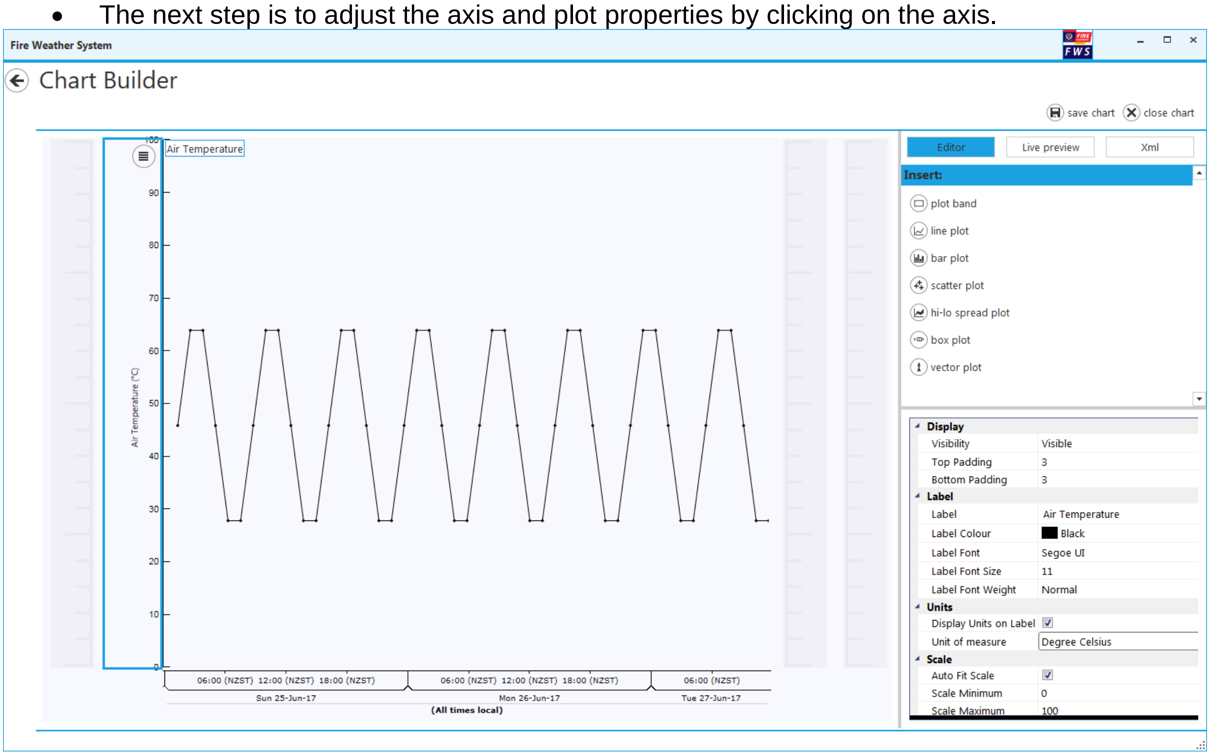
- Once the product is selected, you can change the units, and adjust the time scale range, then click on the “Place Plot” button.



- To place the product, click on one of the 4 axis boxes.

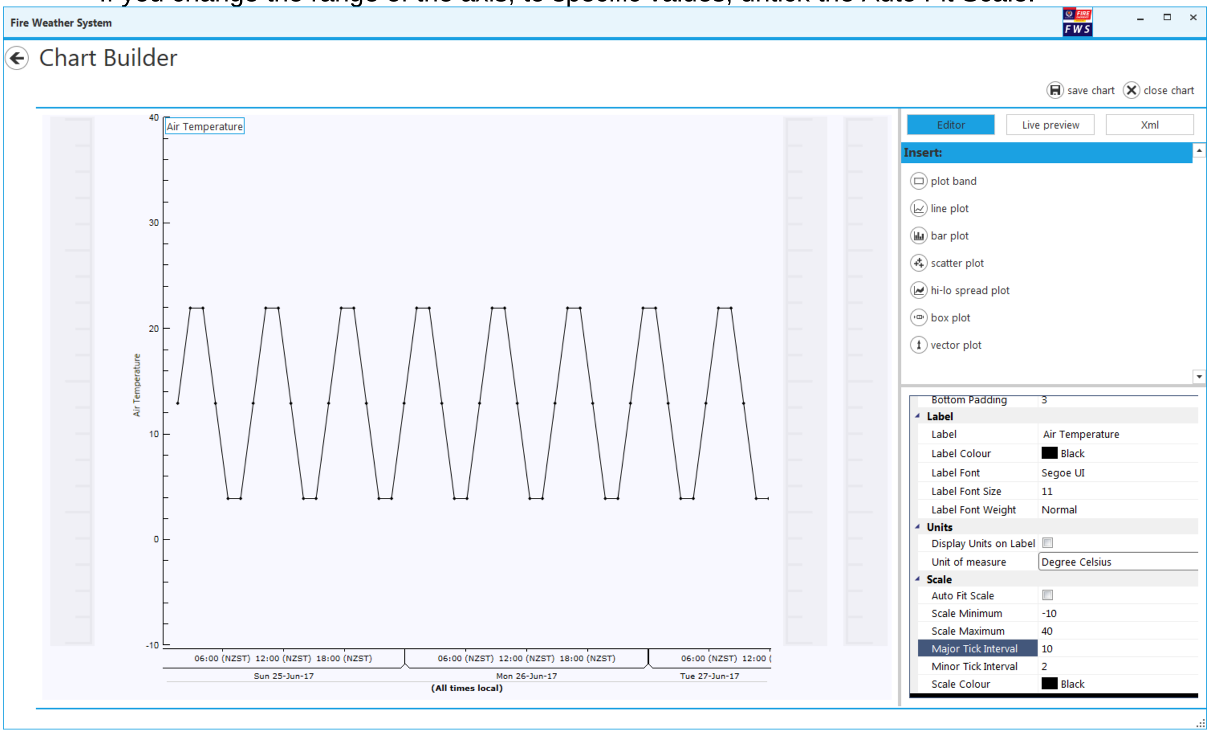


- This will create a default Sine Wave graph and axis with a default range from 0 to 100.
- The next step is to adjust the axis and plot properties by clicking on the axis.

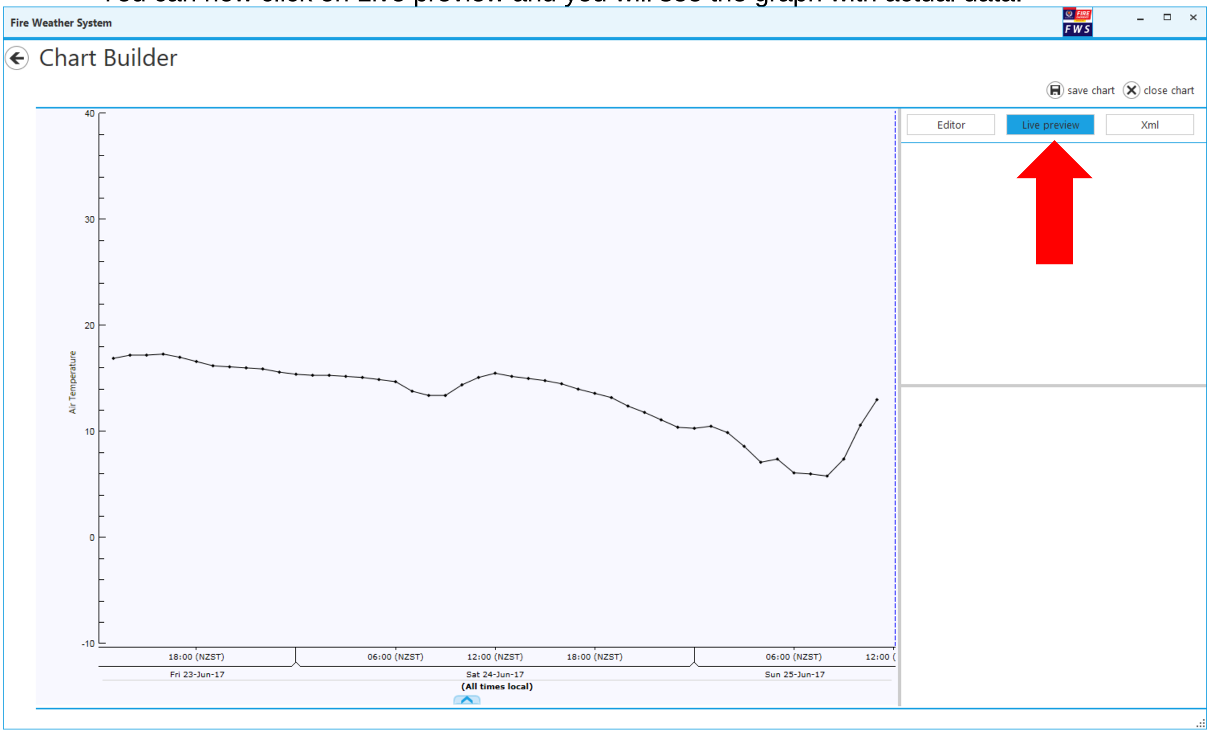


- You can now change all aspects of the axis, from label colour, name, range, etc.

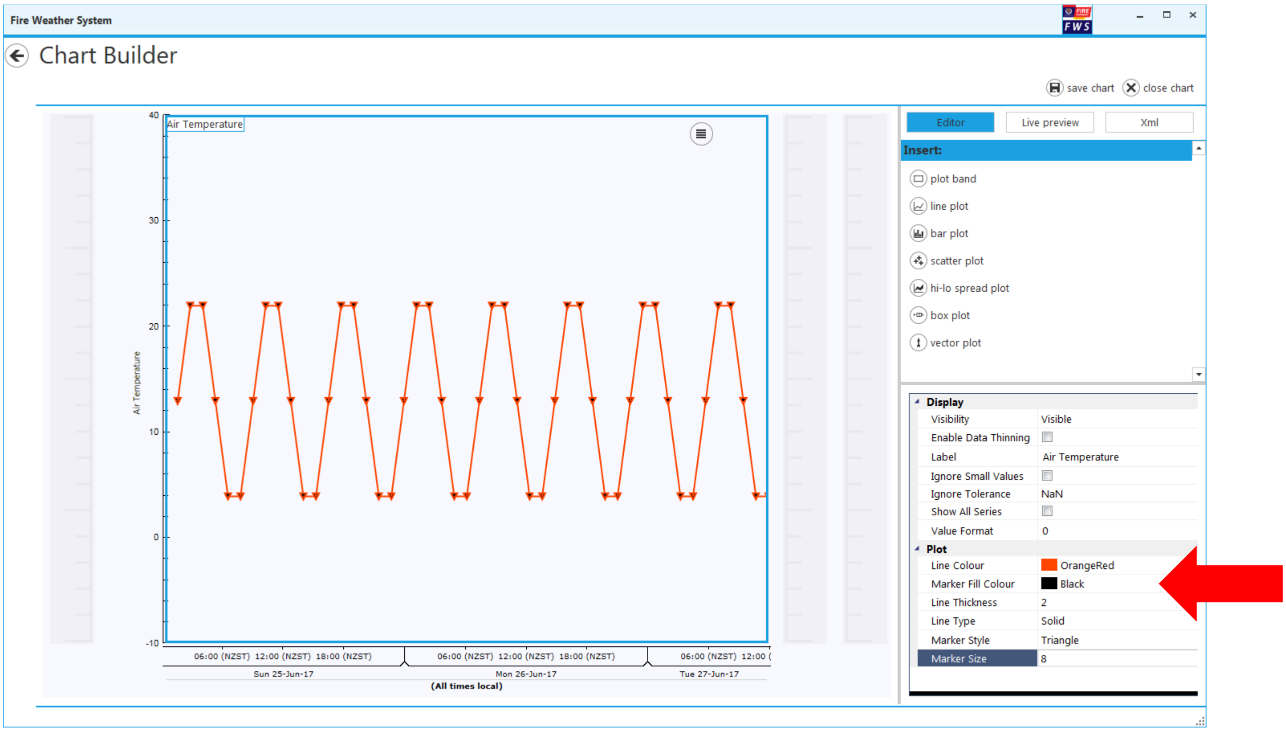
- If you change the range of the axis, to specific values, untick the Auto Fit Scale.



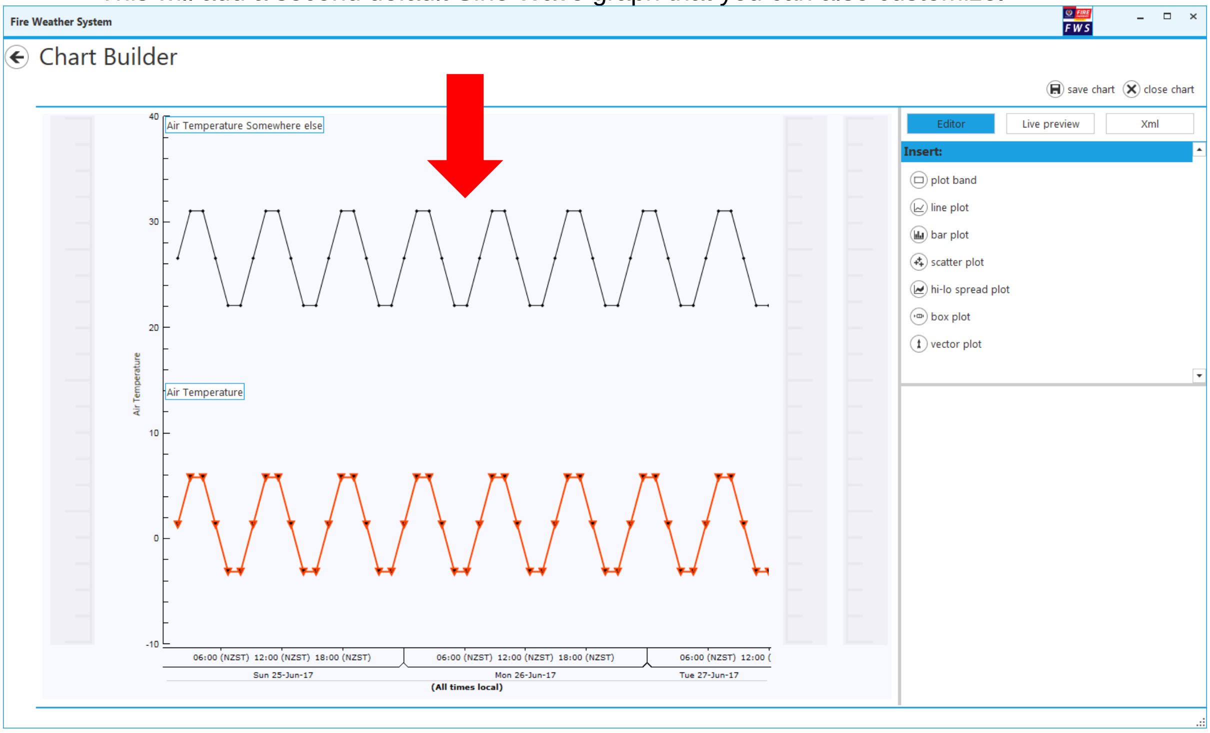
- You can now click on Live preview and you will see the graph with actual data.



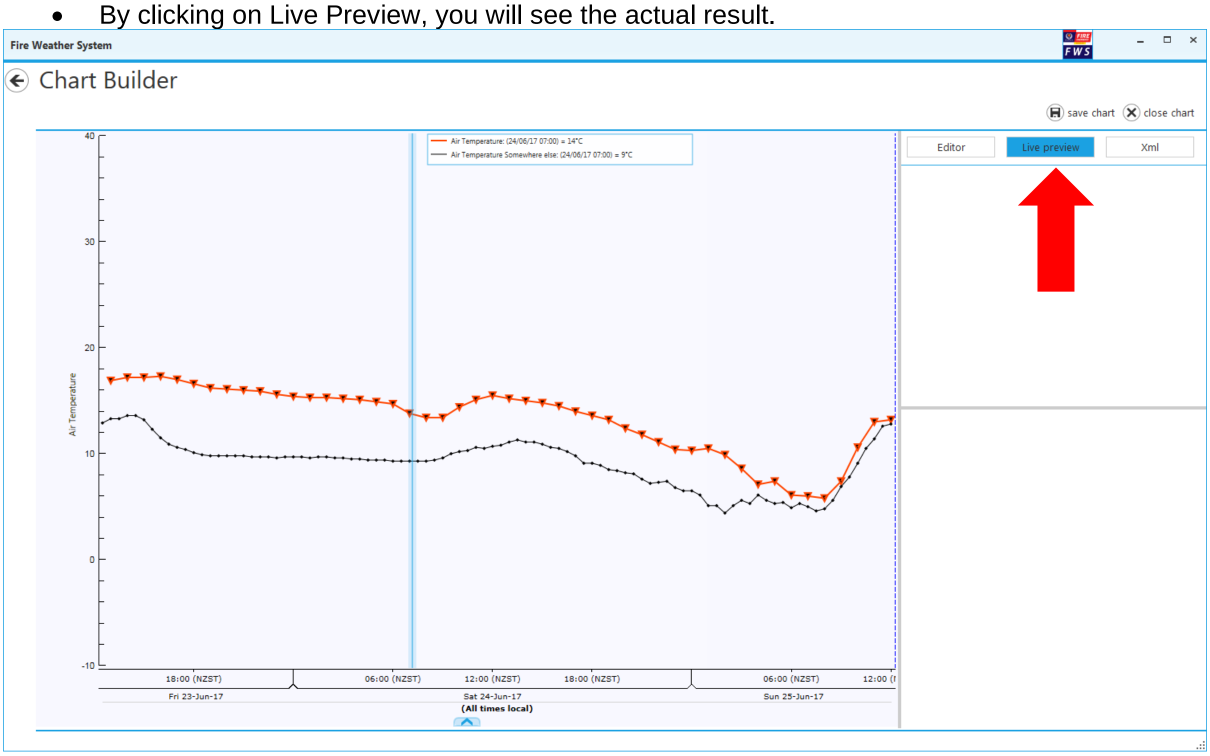
- To change the plot properties. Go back in Editor mode and click on the chart itself.



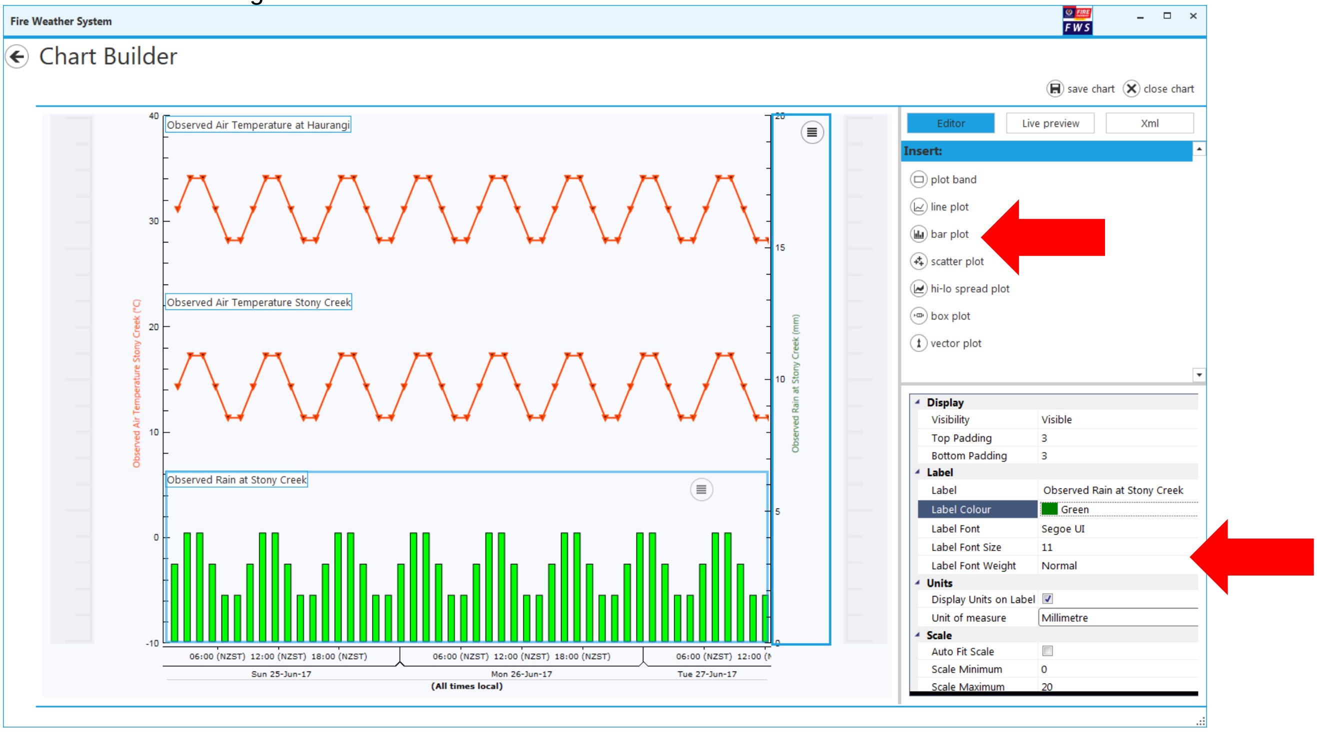
- To add another graph with the same units and type of products (e.g. Obs air temperature at a different station), select the same type (e.g. line plot) and place it by clicking on the same axis.
- This will add a second default Sine Wave graph that you can also customize.



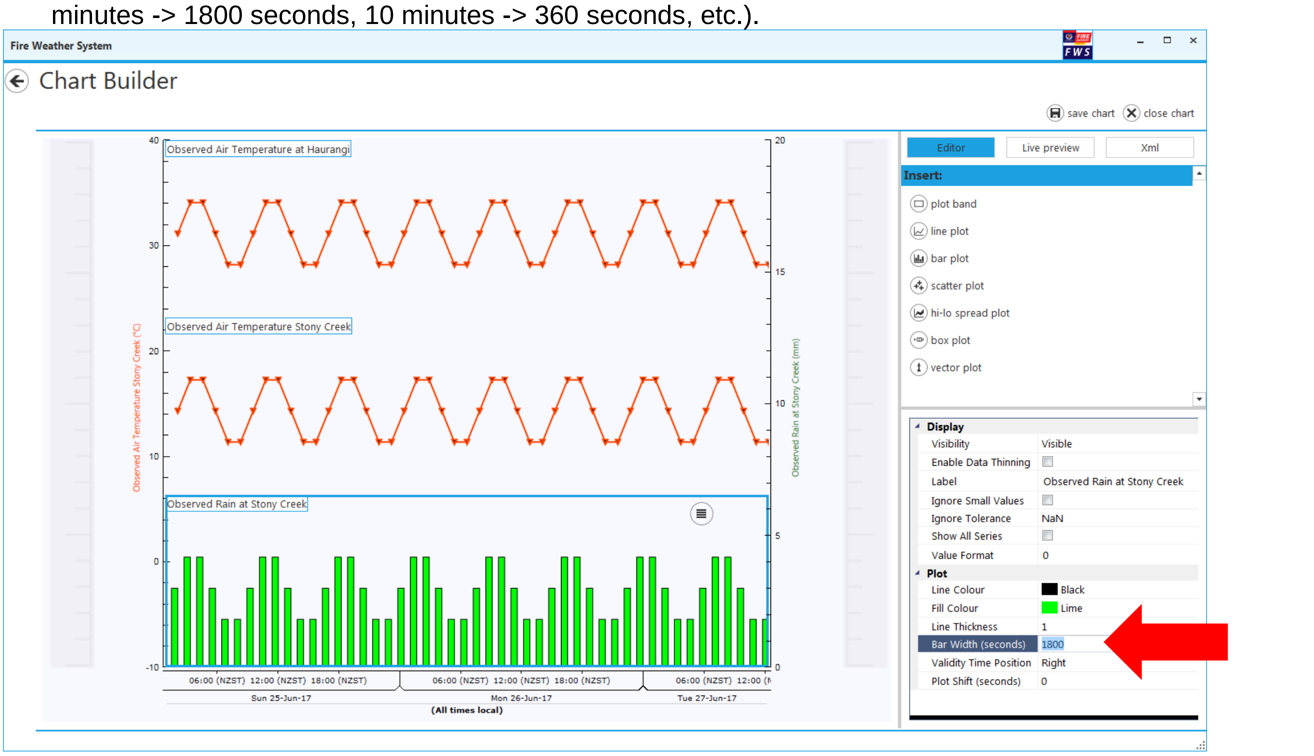
- By clicking on Live Preview, you will see the actual result.



- You can also add a different type of plot, for example bars. This time select a different axis as the units and range will be different.

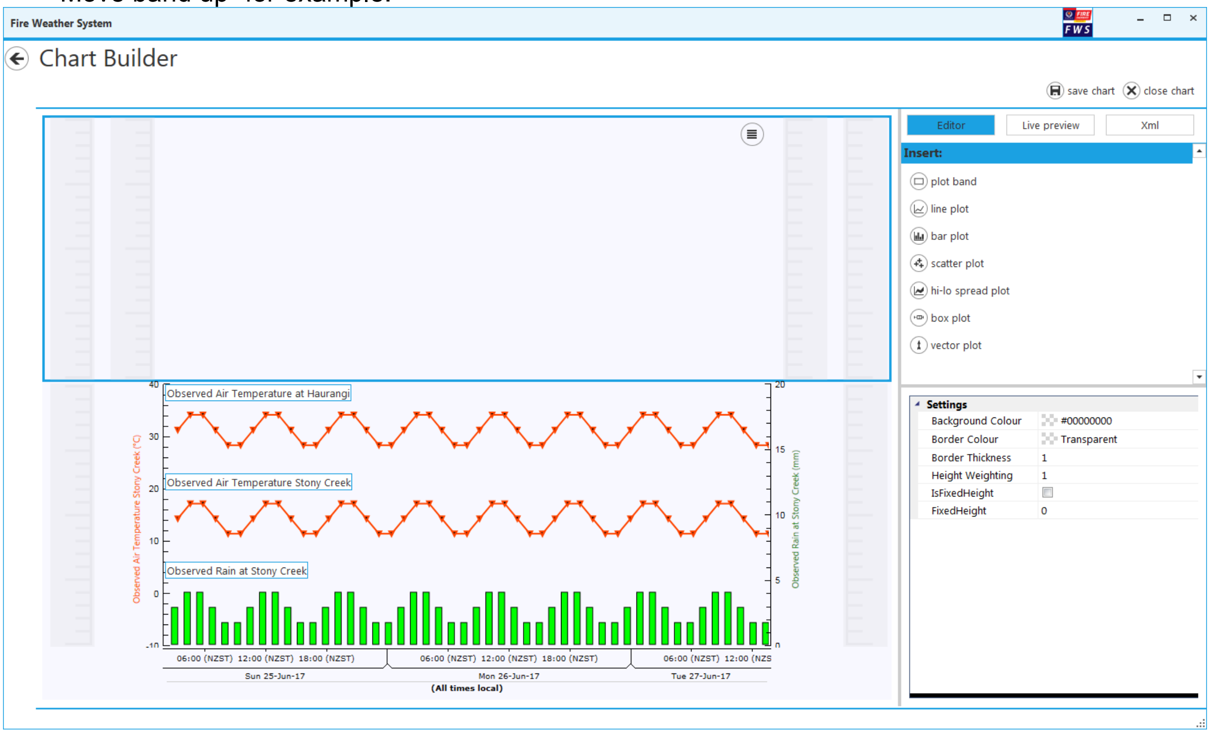


- For rain bars you can change the width in seconds to match the observed frequency (30 minutes -> 1800 seconds, 10 minutes -> 360 seconds, etc.).

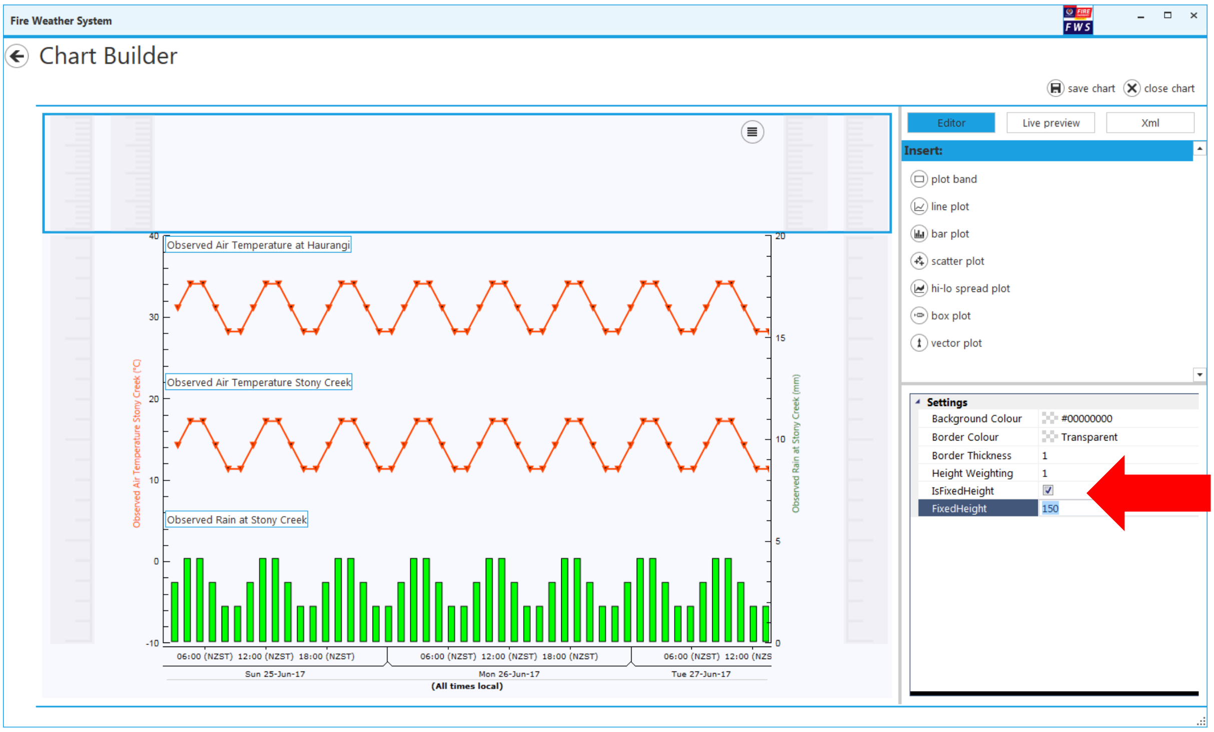


- It is also possible to add multiple bands to a graph where each band can have its own axis.
- Select plot band from the right Insert options.

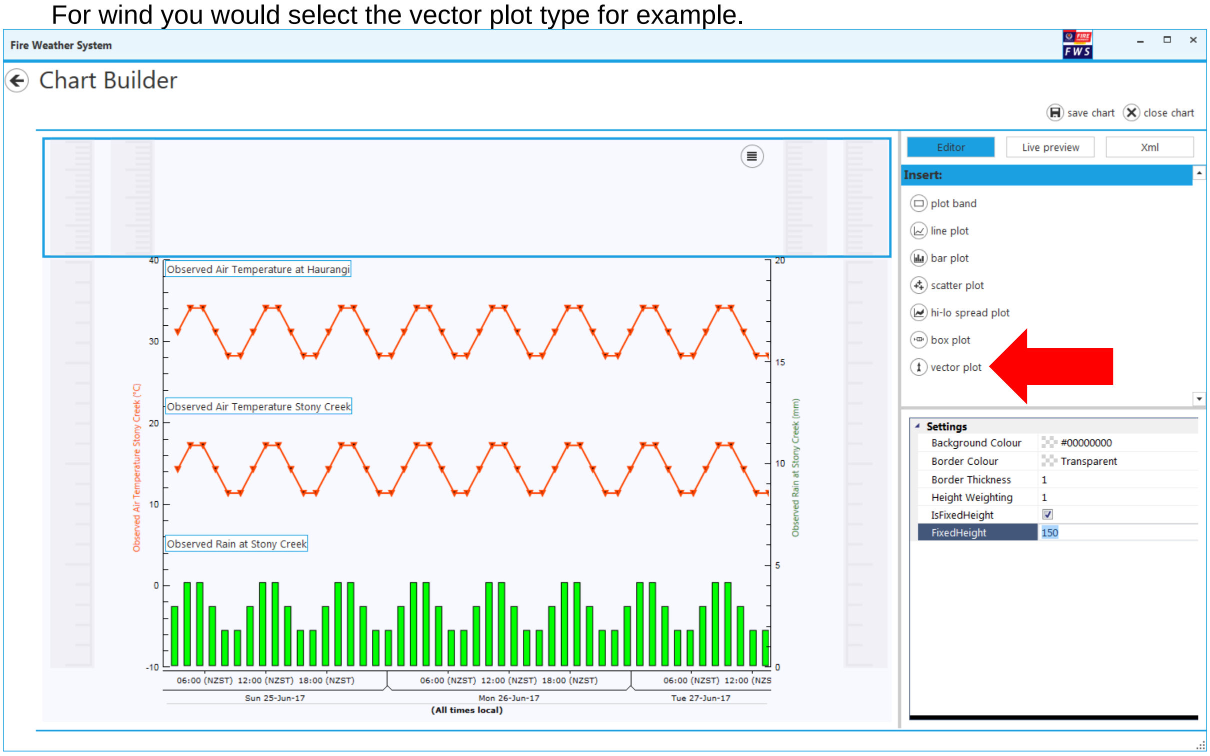
- The new band can be moved up and down by clicking on the upper right menu and selectiong “Move band up” for example.



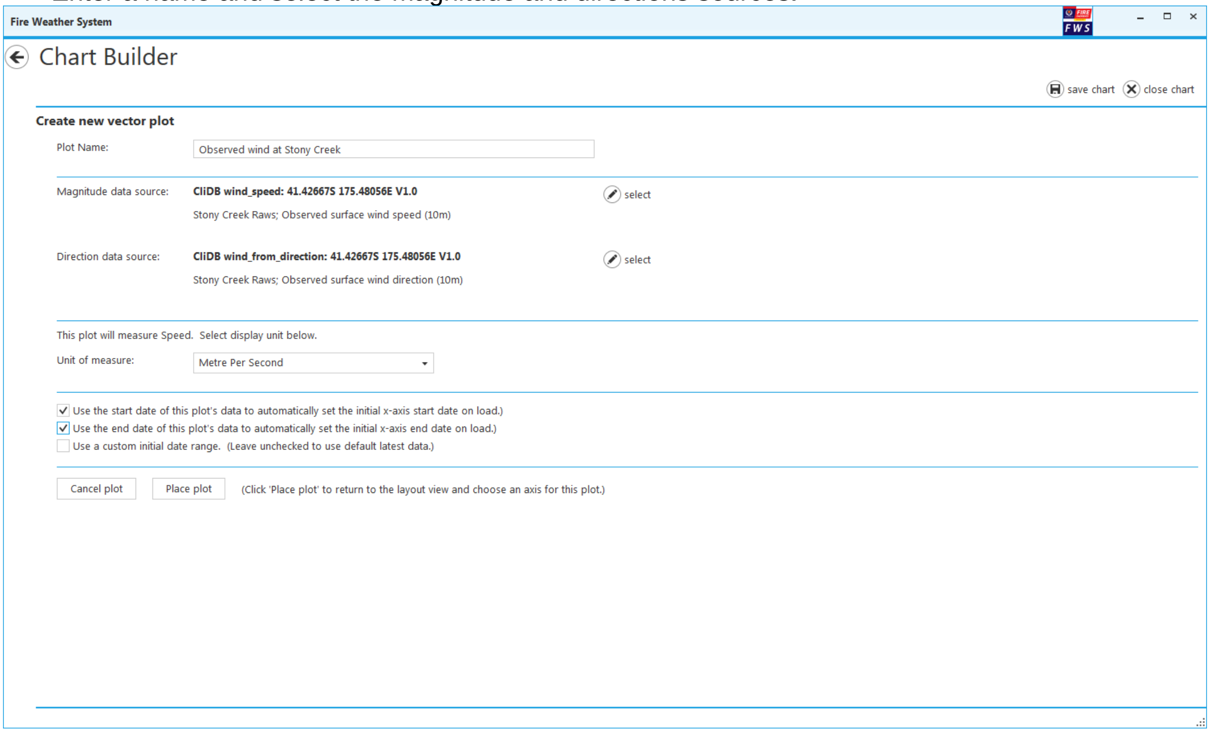
- The height of the band can also be modified by first clicking in the band and then selecting "IsFixedHeight" option and changing the "FixedHeight" value in pixels (e.g. 150 pixels).



- Once the band has been created, you need to select a type of band and product to be ploted. For wind you would select the vector plot type for example.

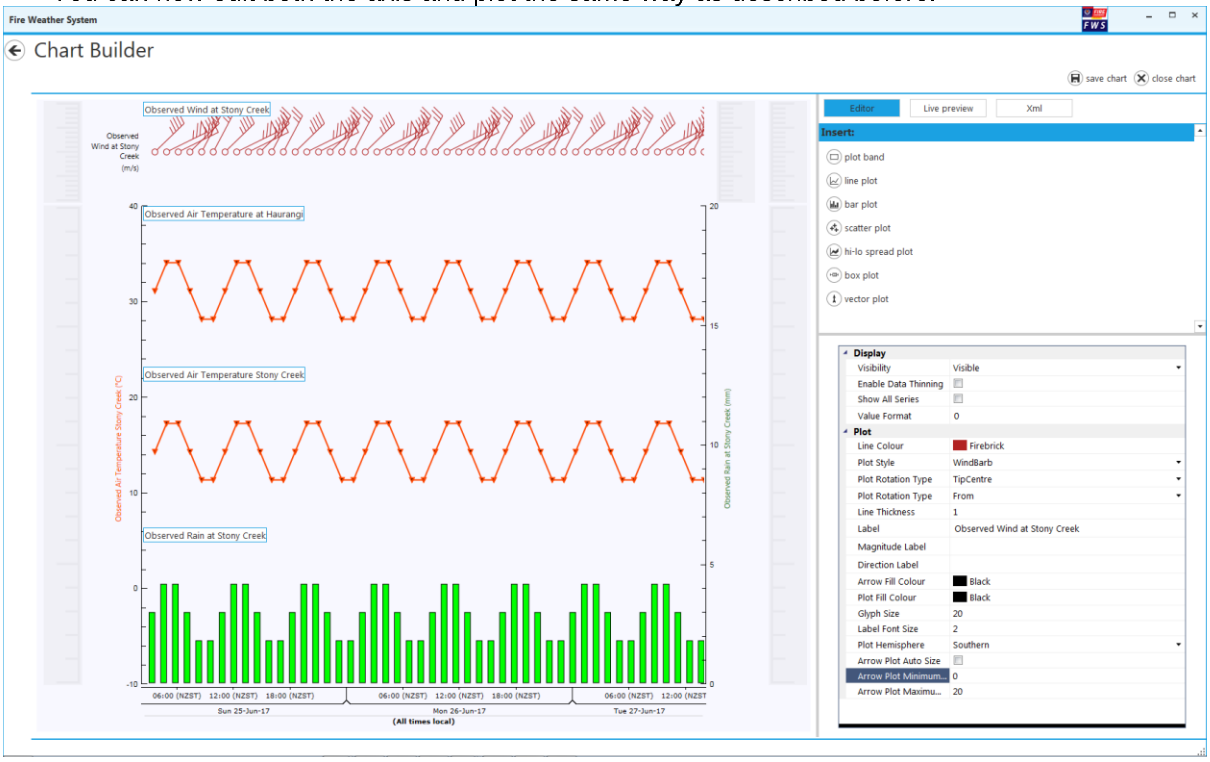


- Enter a name and select the magnitude and directions sources.



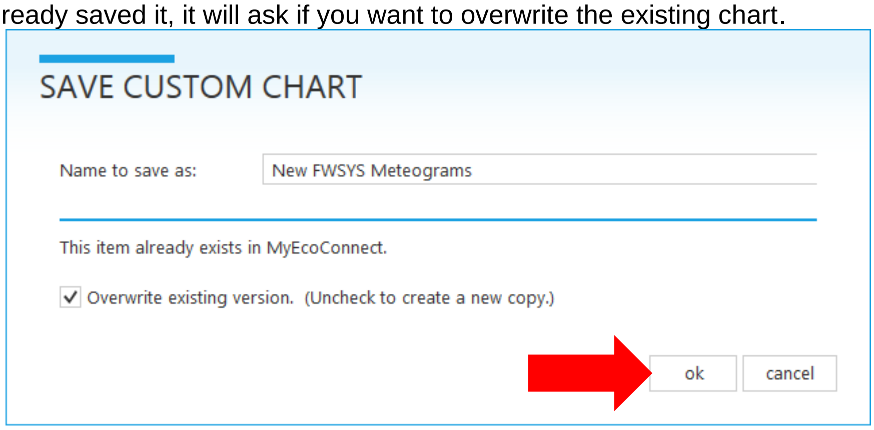
- Select an axis of the top band and the wind product will then appear using the default settings.

- You can now edit both the axis and plot the same way as described before.

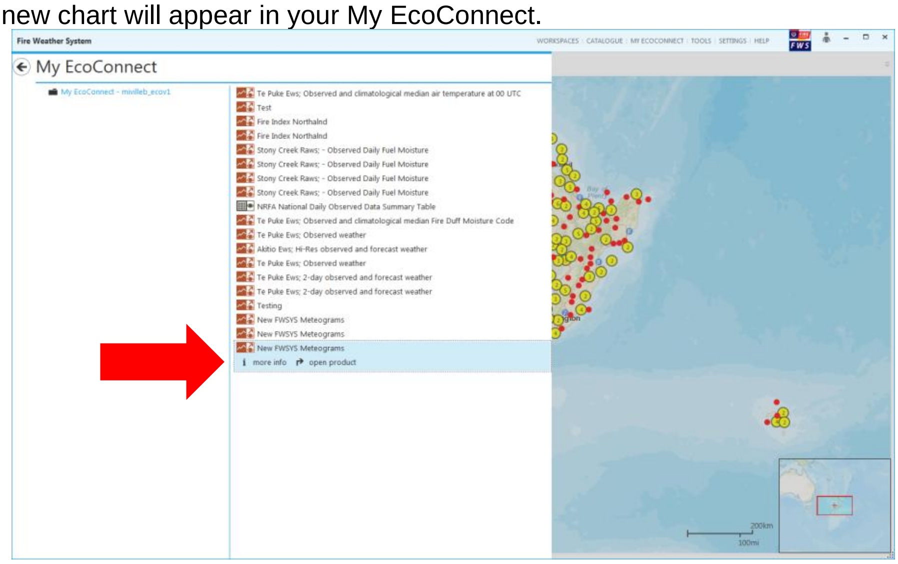


- Once done you can save the chart by clicking on the save chart icon

- If you already saved it, it will ask if you want to overwrite the existing chart.

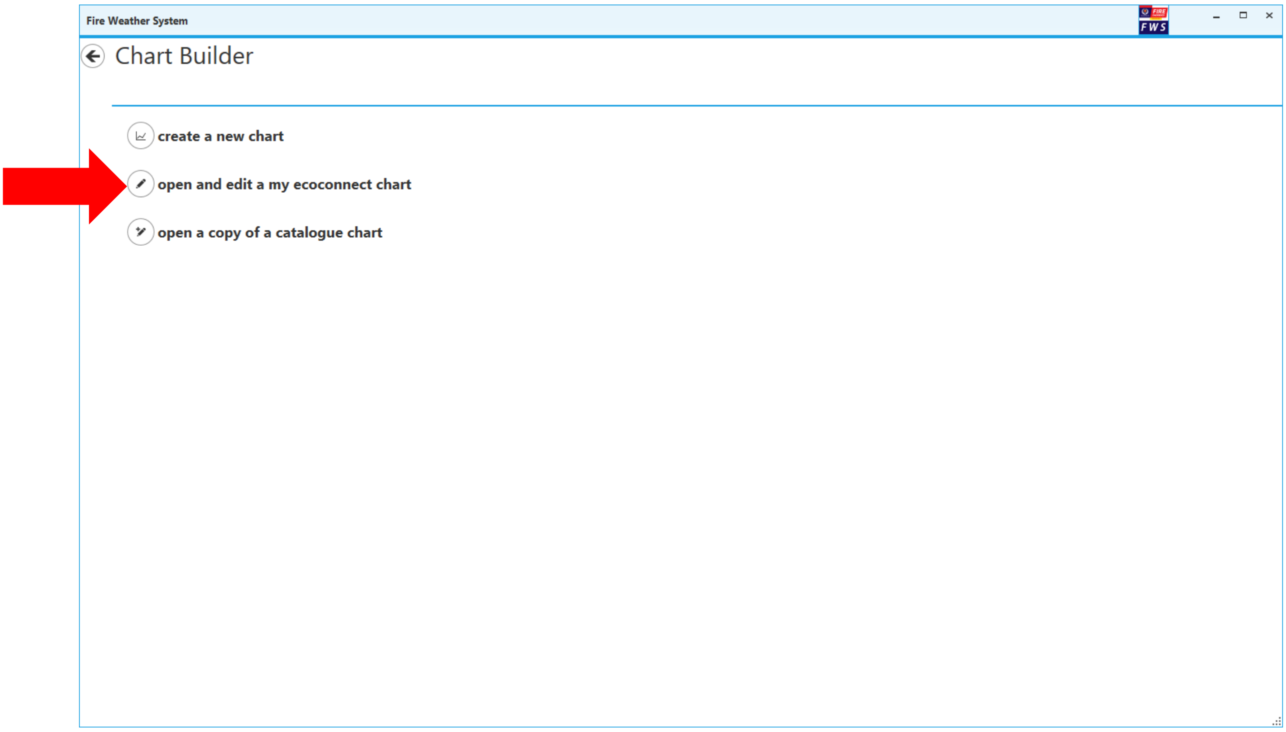


- The new chart will appear in your My EcoConnect.

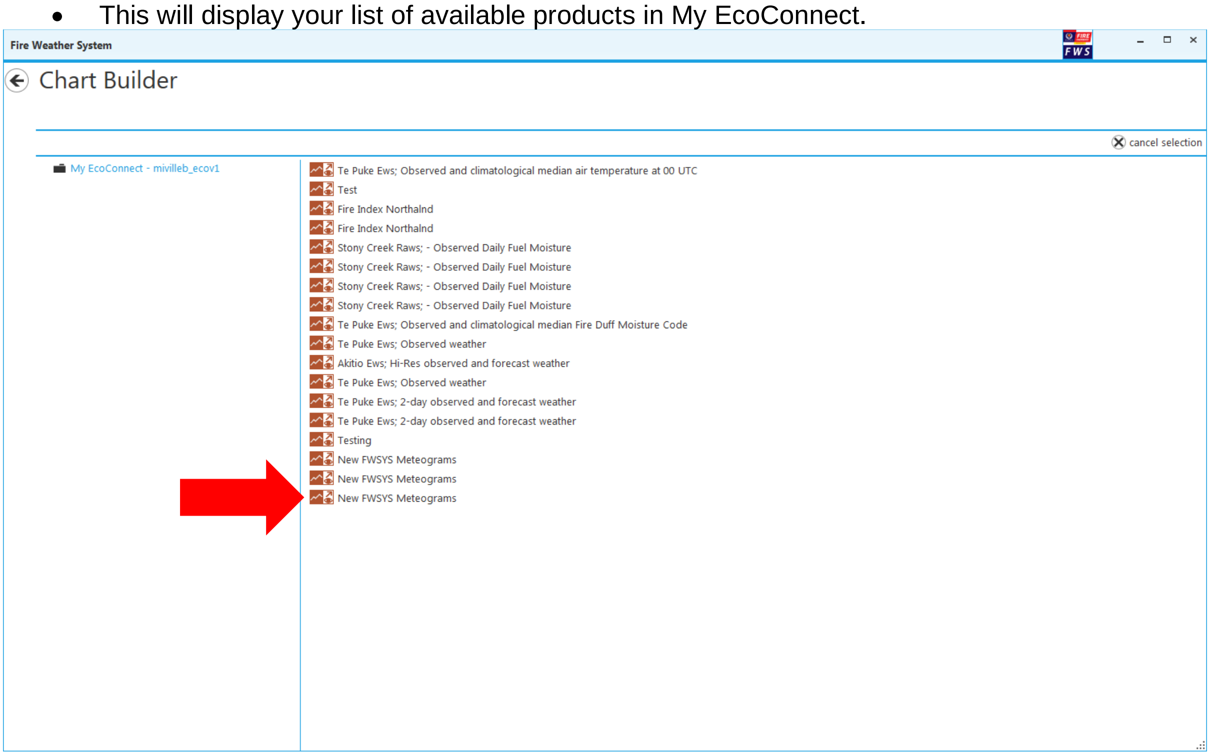


Open and edit a my ecoconnect chart

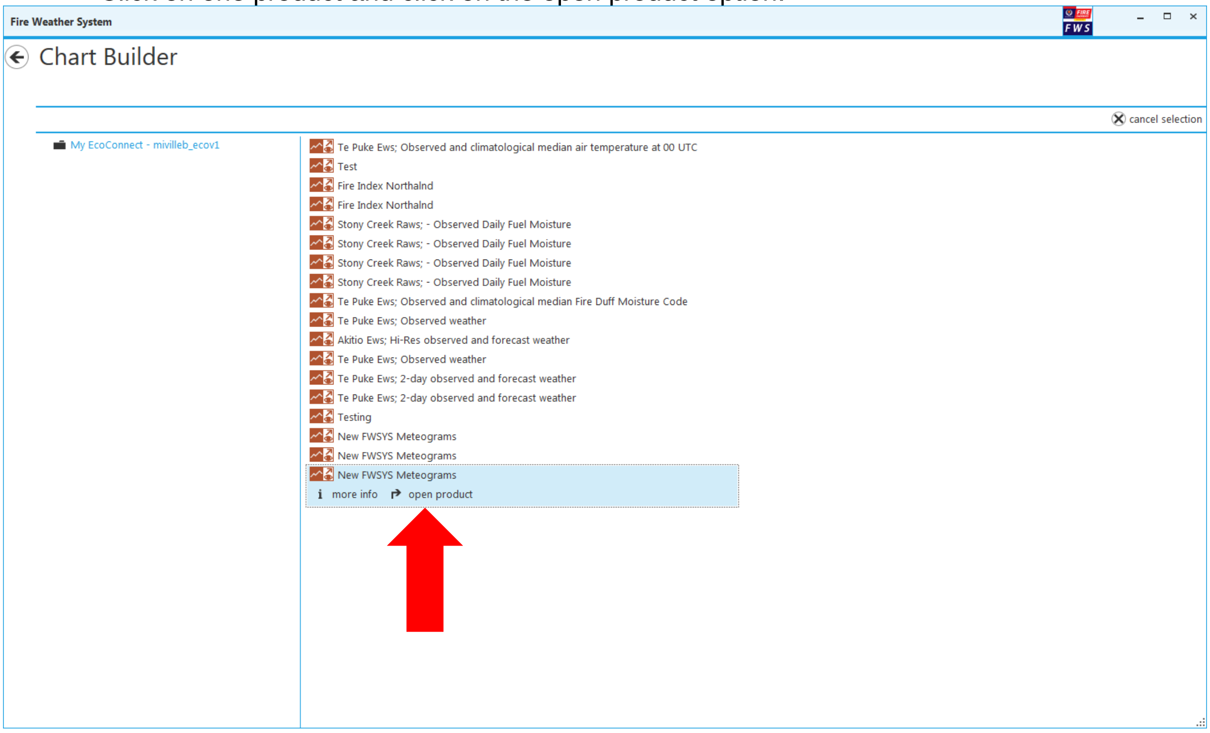
- You can open any existing My EcoConnect chart even if it has not been created with the chart builder.



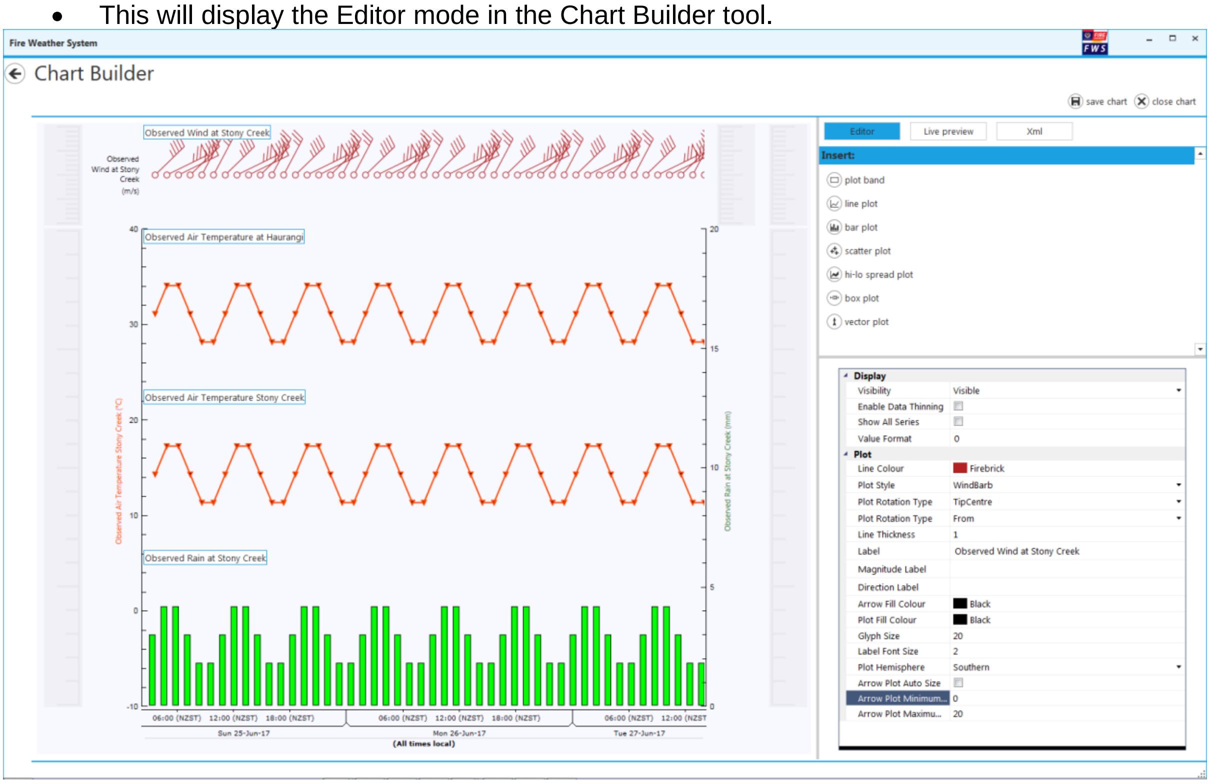
- This will display your list of available products in My EcoConnect.



- Click on one product and click on the open product option.



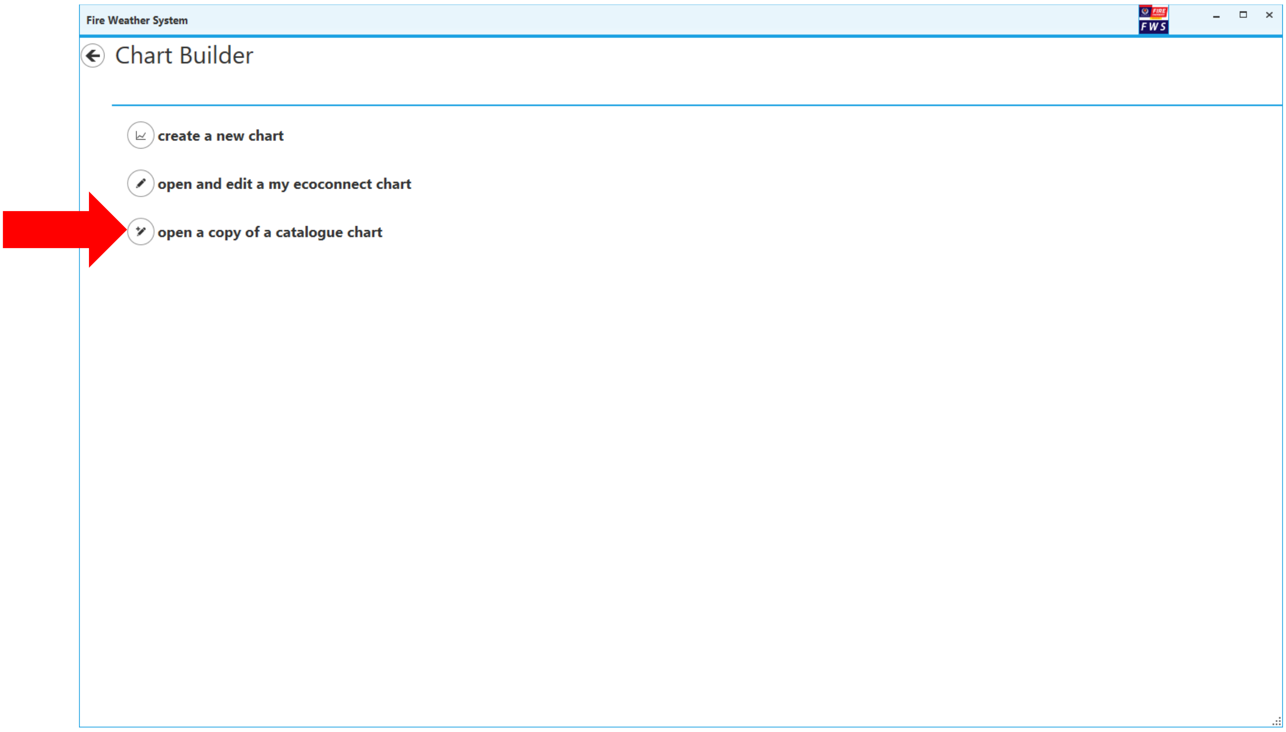
- This will display the Editor mode in the Chart Builder tool.



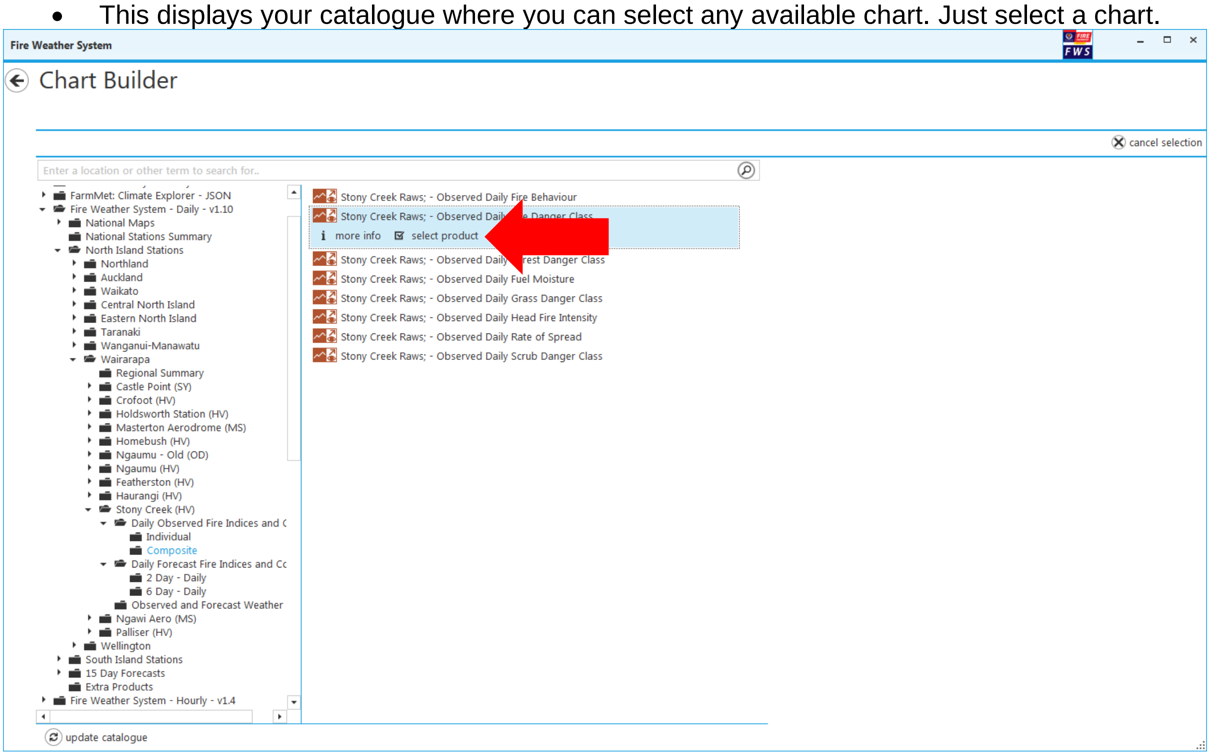
- You can then continue editing this existing product and save it with the modification.

Open a copy of a catalogue chart

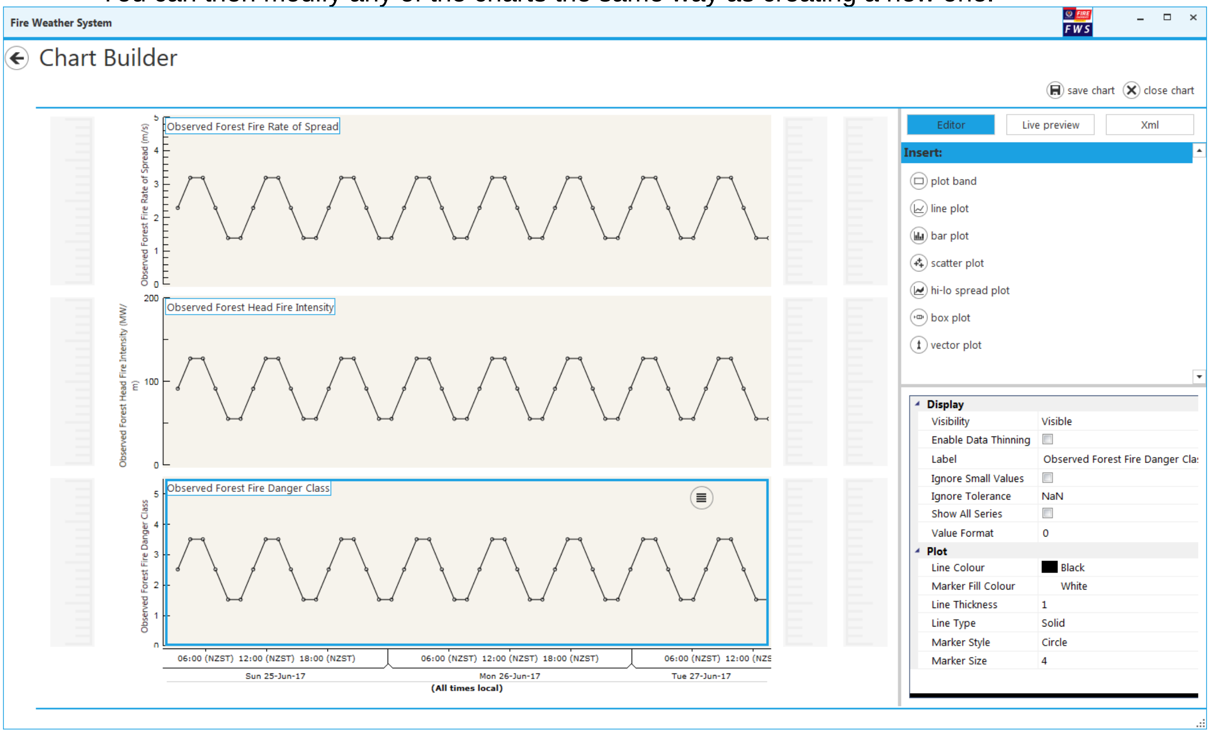
- This option allows you to edit any existing chart available in your catalogue and save it as a new product in your My EcoConnect.
- Select the third option.



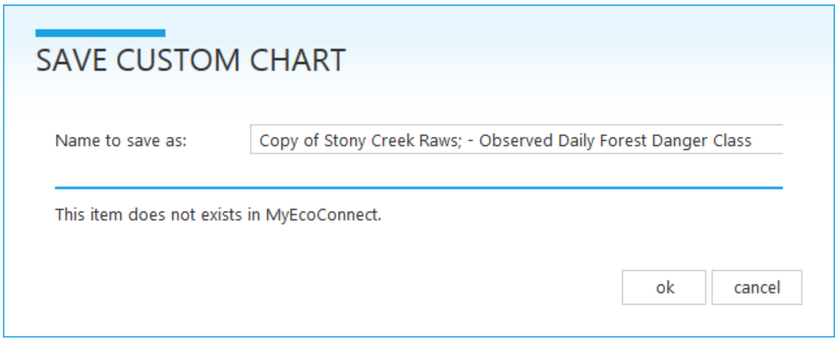
- This displays your catalogue where you can select any available chart. Just select a chart.



- You can then modify any of the charts the same way as creating a new one.



- Once you have modified the chart you just need to save it.



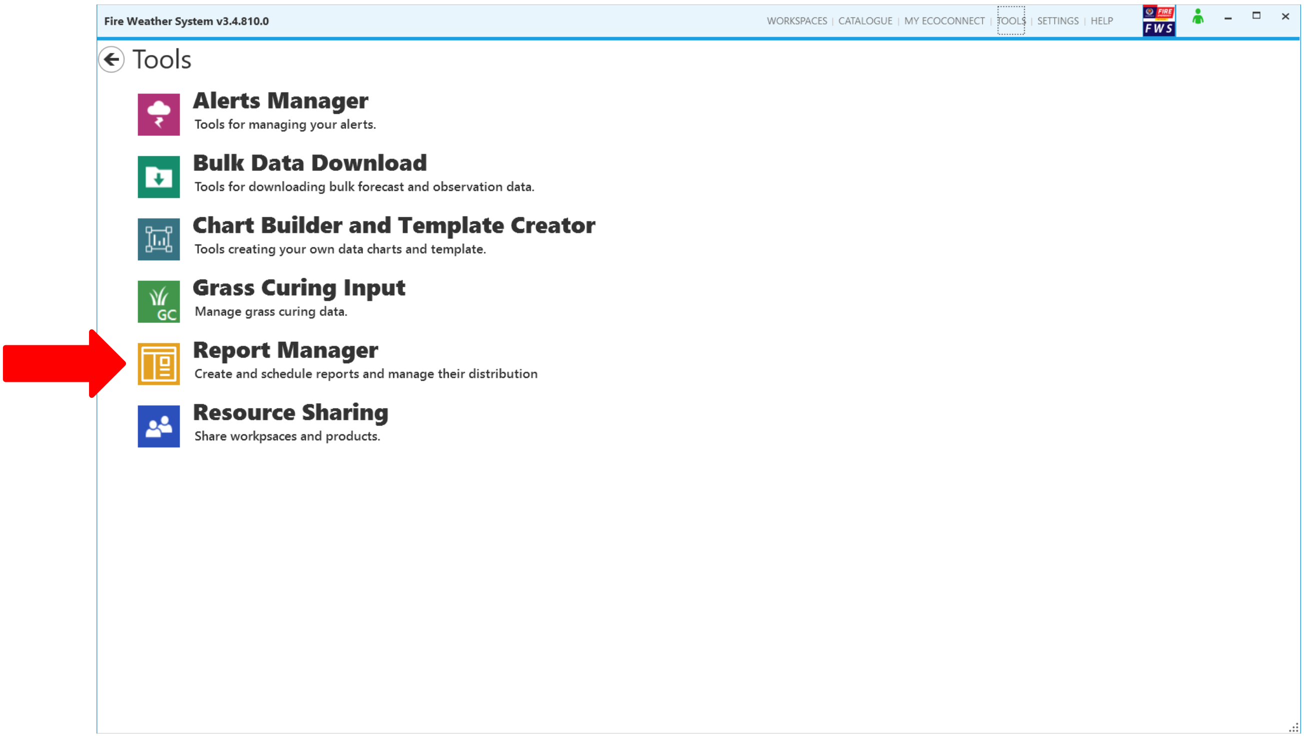
- It will then appear as a new product in your My EcoConnect list.

Report Manager

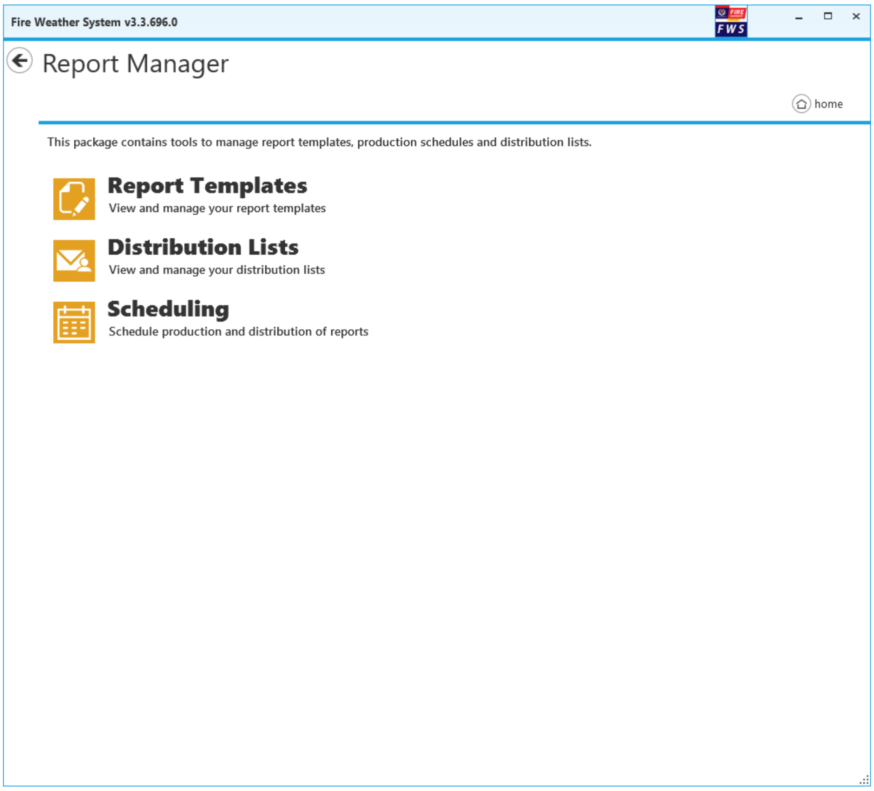
Summary

The report manager allows a user to create a custom document containing text, images and products as a one off or scheduled to be sent by email at a regular interval.

- From the TOOLS option click on the Report Manager icon.



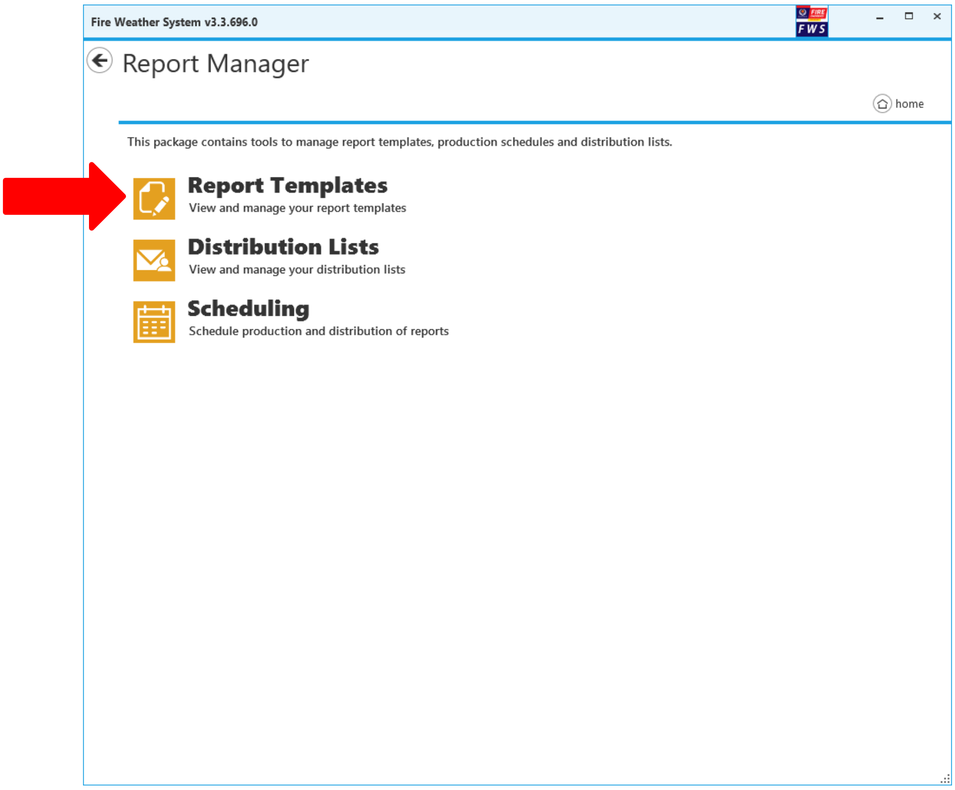
- This will display the Report Manager interface.



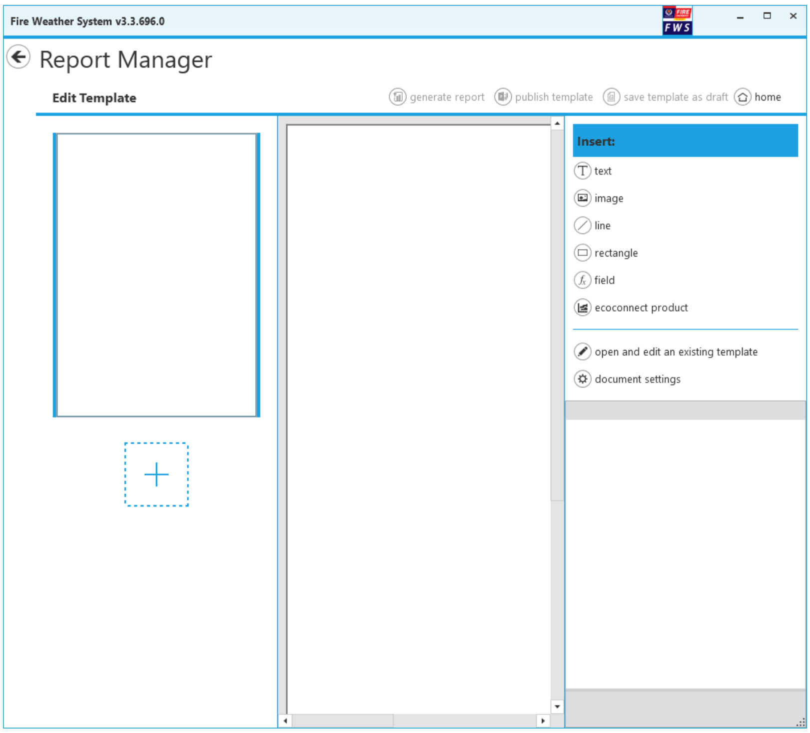
Report Template

The report template is where you will build a report structure and content.

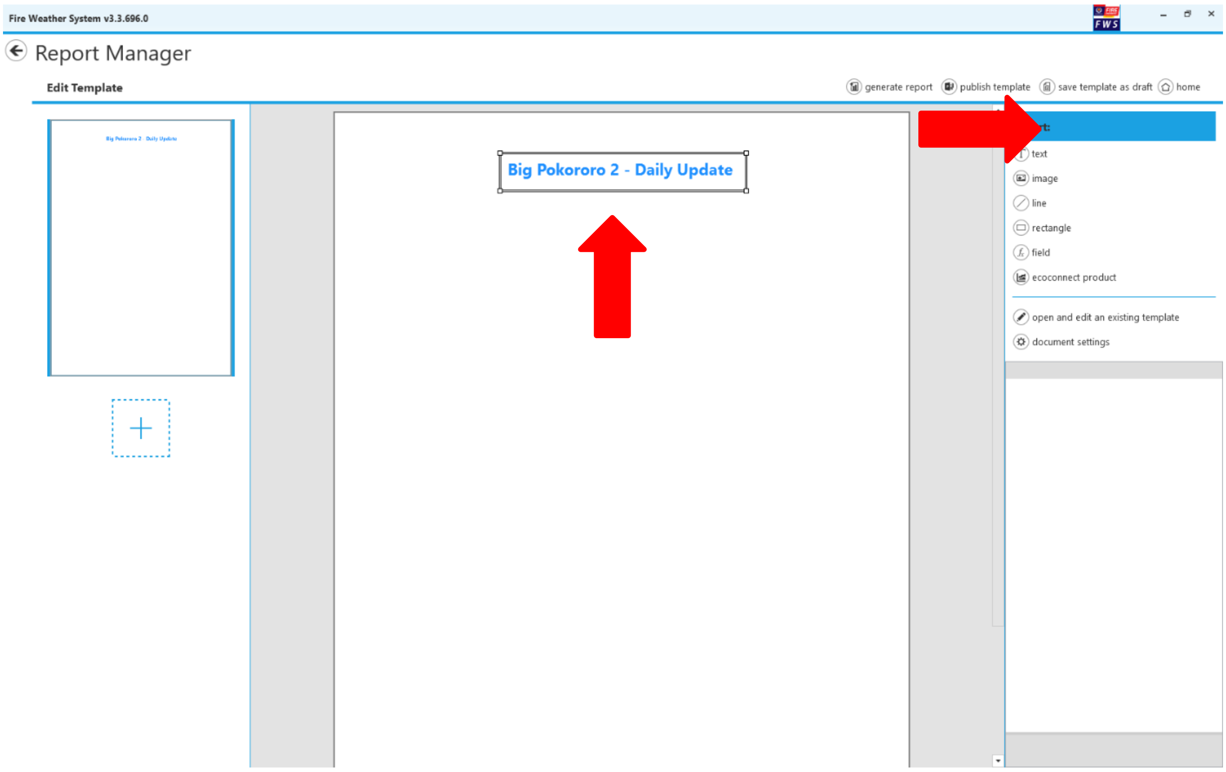
- Click on the Report Templates



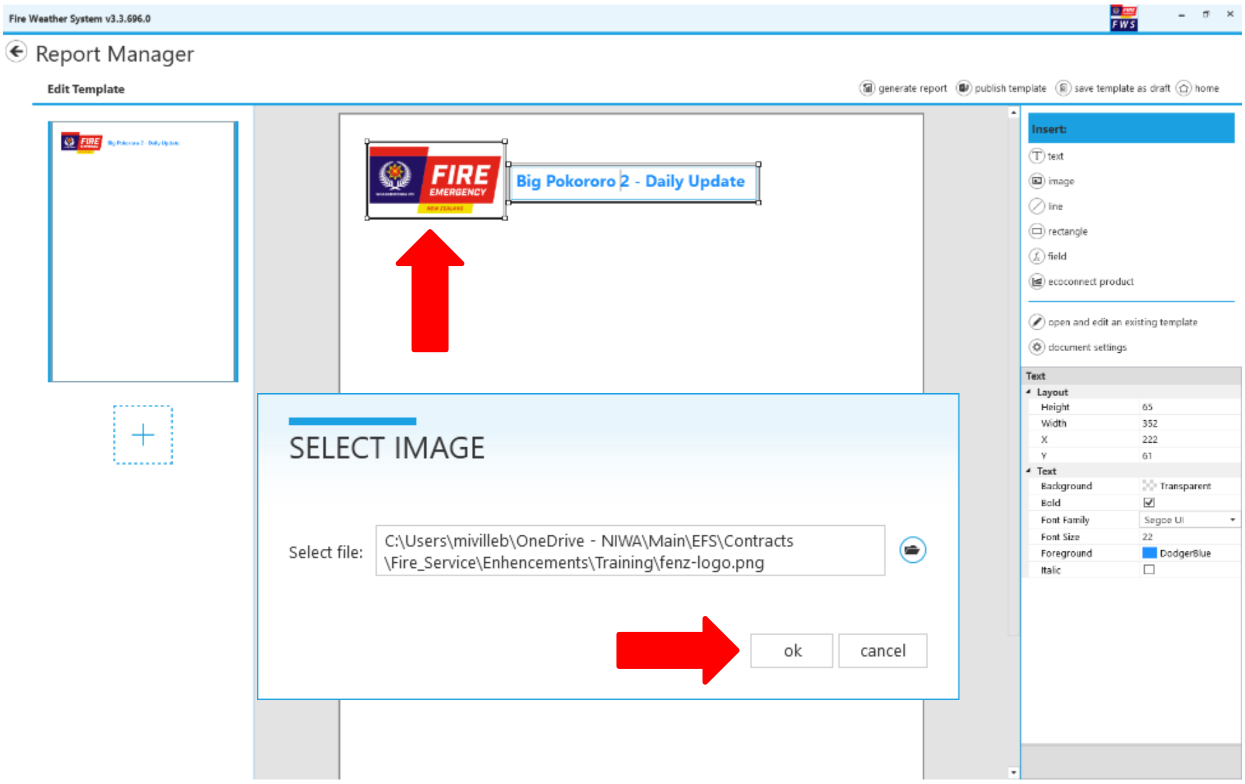
- This will display the interface to start building your report.



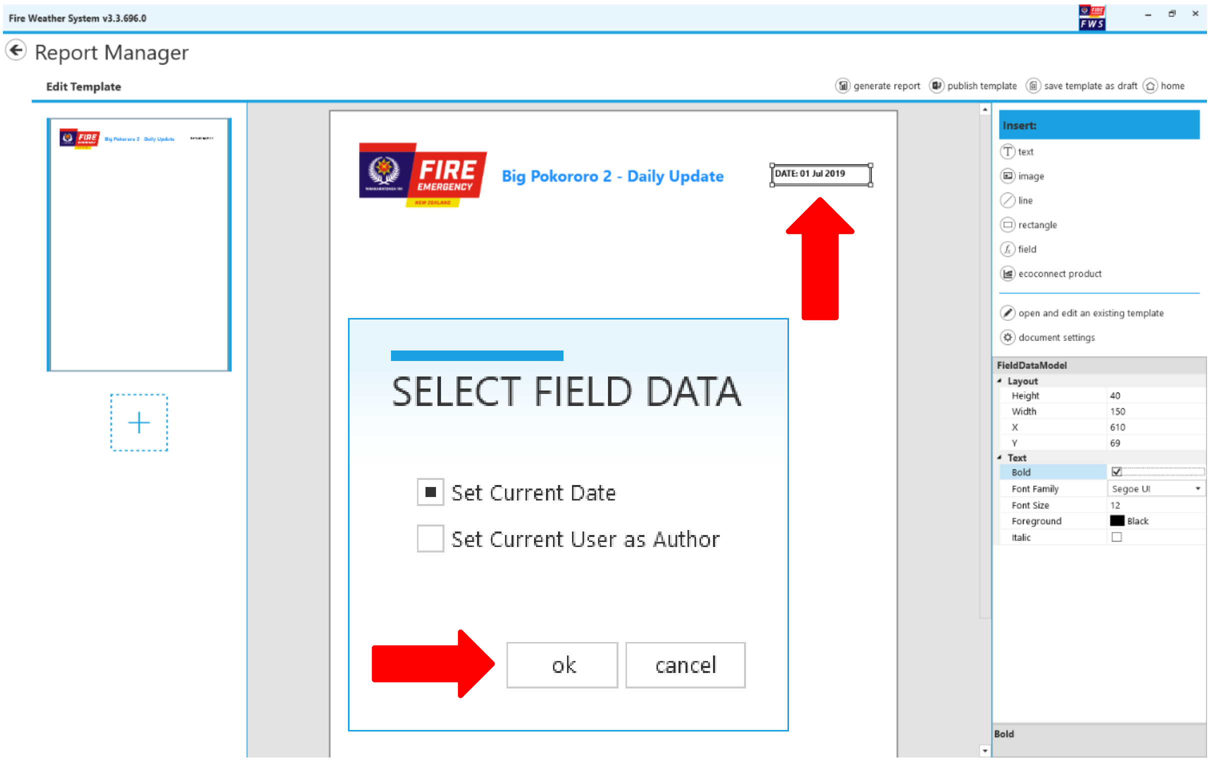
- From the template manager, click on text and add a text window on the page where you can type in some text.



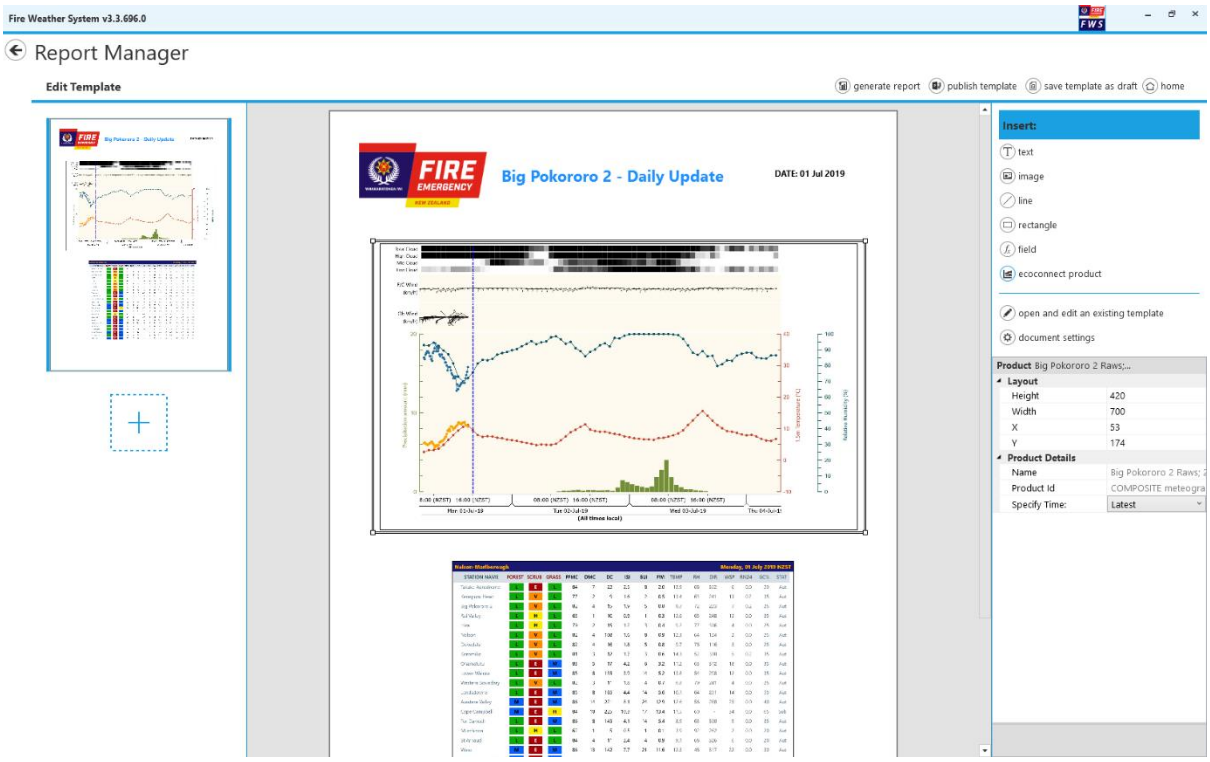
- You can change the font, colour etc. by using the lower right panel. The text box can also be moved and resized.
- Click on the Image icon and load an image form your computer. You can resize the box and move it around.



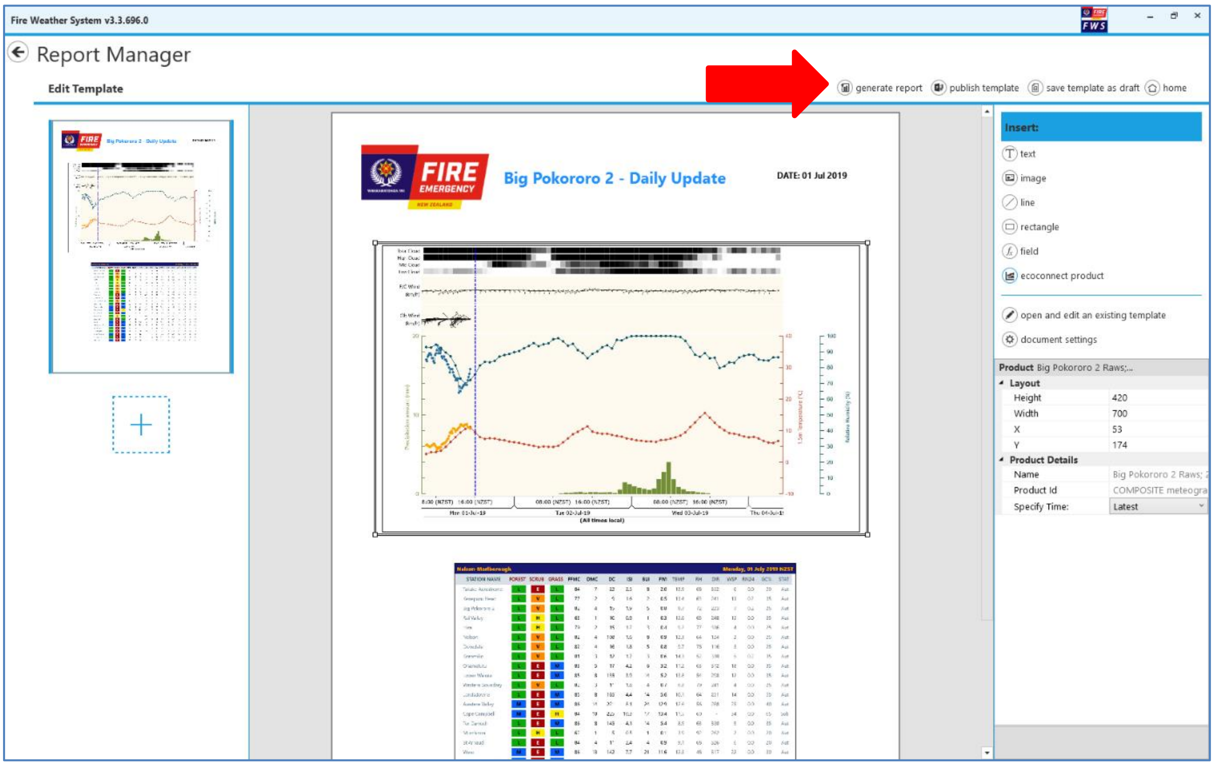
- Click on the field icon and select “Set Current Date”. The box can be resized and moved around.



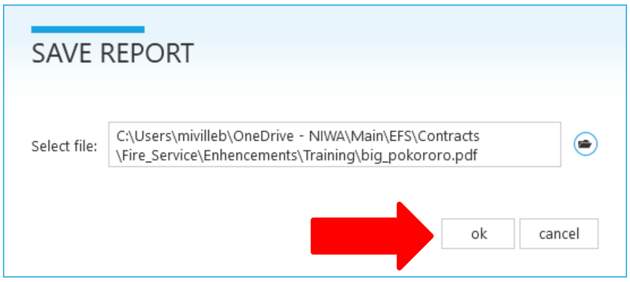
- Click on the ecoconnect product icon and select one product, and then select another one.



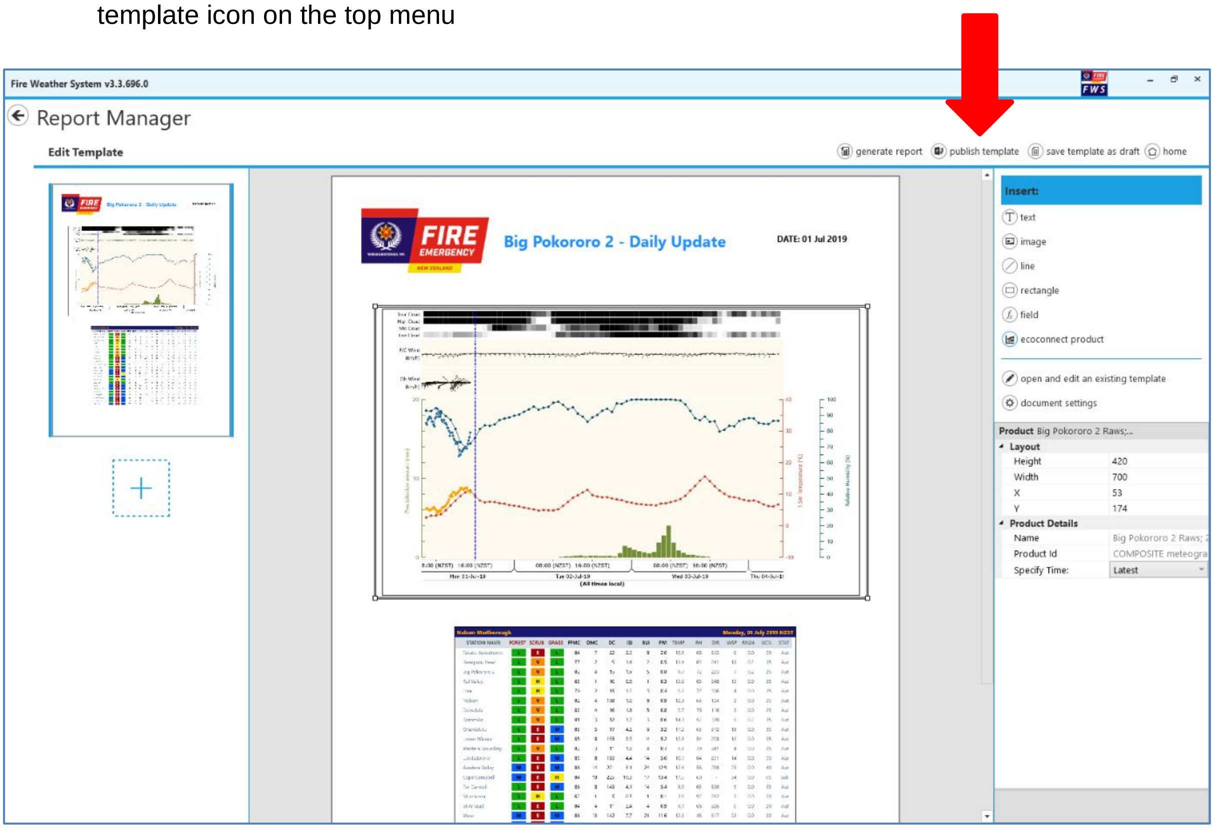
- Generate the report by clicking on the generate report icon in the top menu.



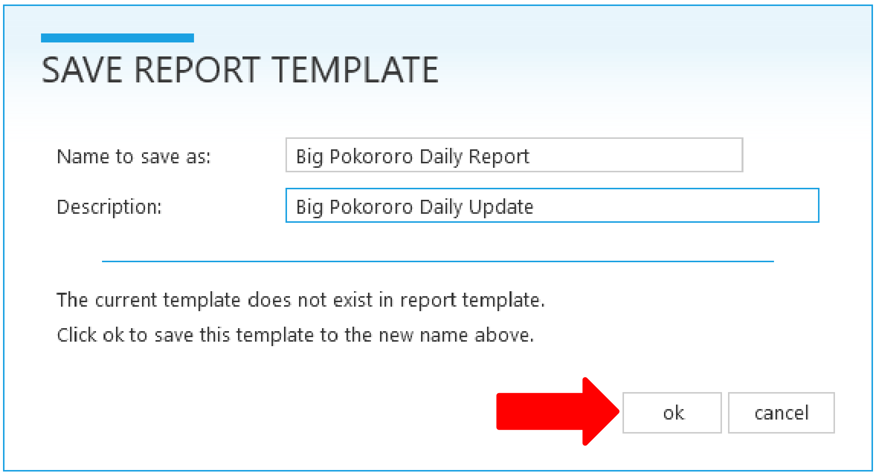
- This will save a PDF of the report on your computer.



- To schedule the report for automatic distribution, you need to publish it, click on the publish template icon on the top menu



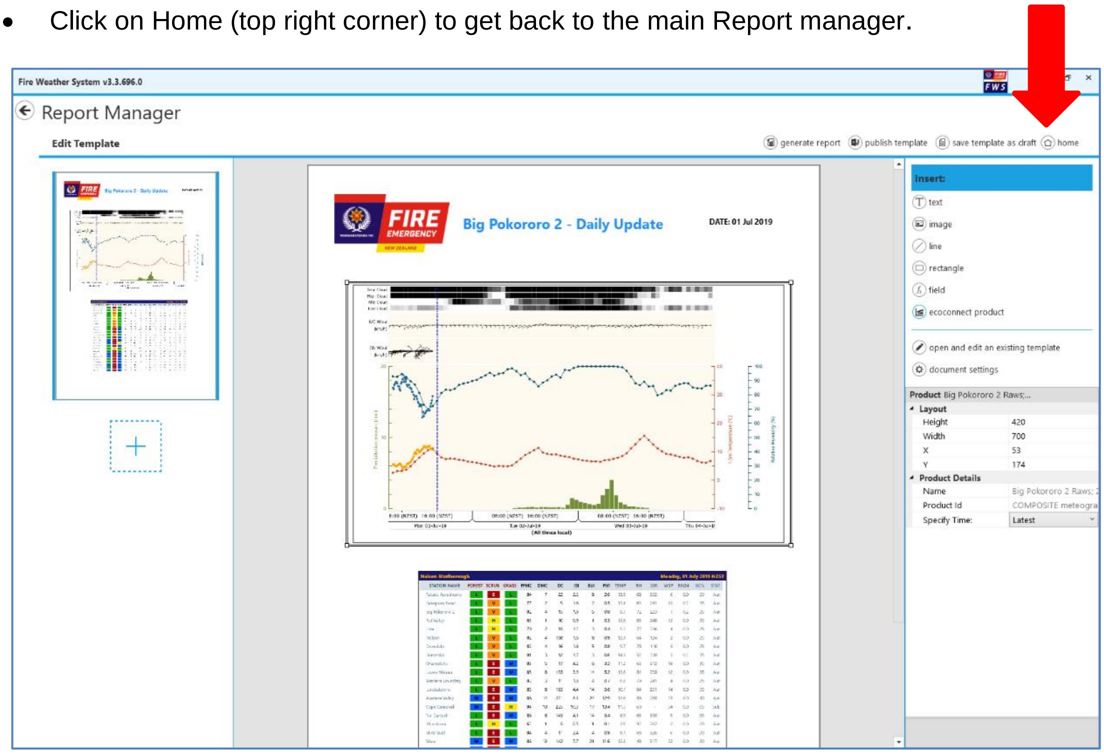
- The save template window will appear. Just click on the “ok” button.



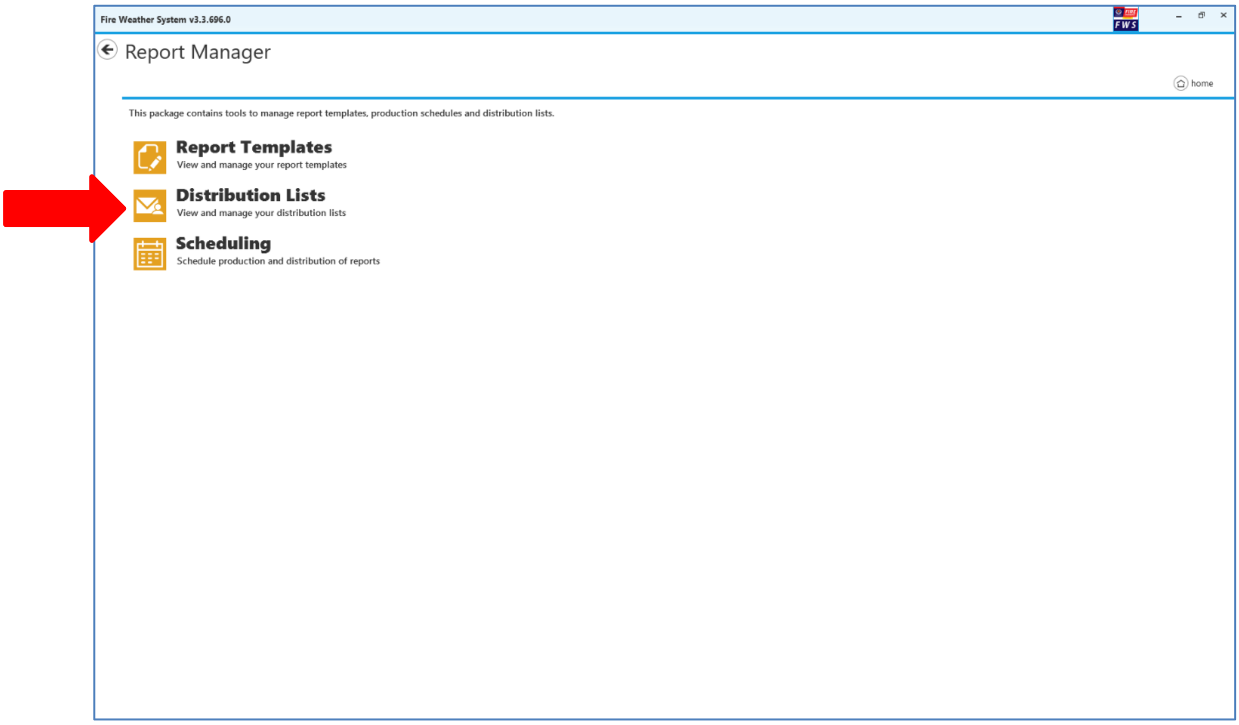
Distribution Lists

The distribution list is used to select who will be receiving the scheduled report. Users in the same organisation will appear as EcoConnect users, but external users can also be added using their emails.

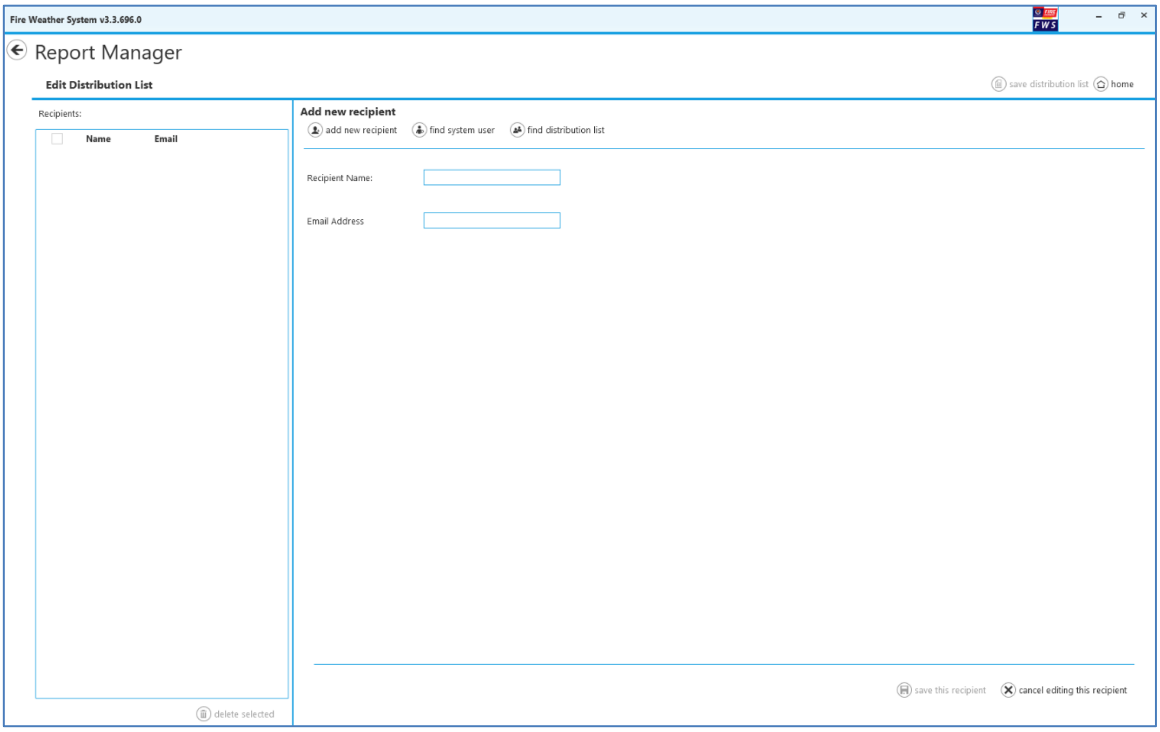
- Click on Home (top right corner) to get back to the main Report manager.



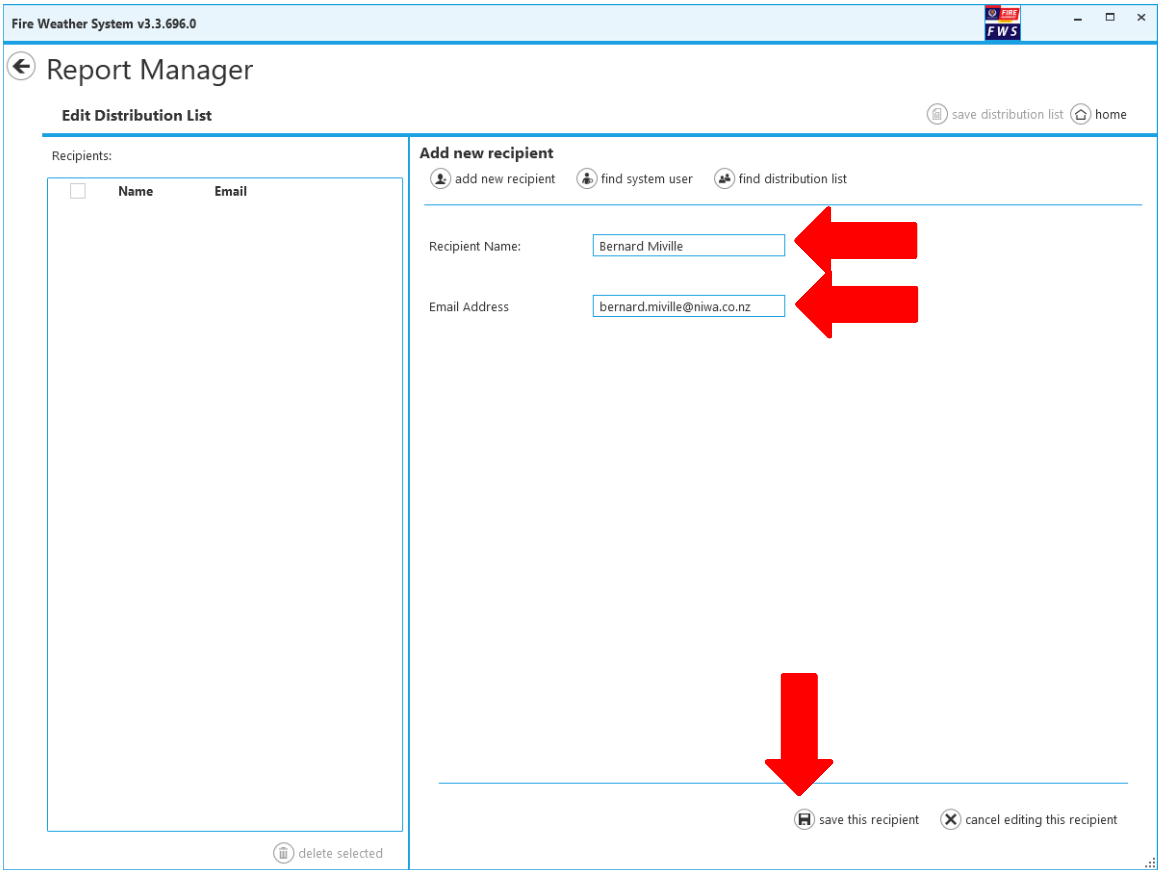
- Select the “Distribution Lists” option.



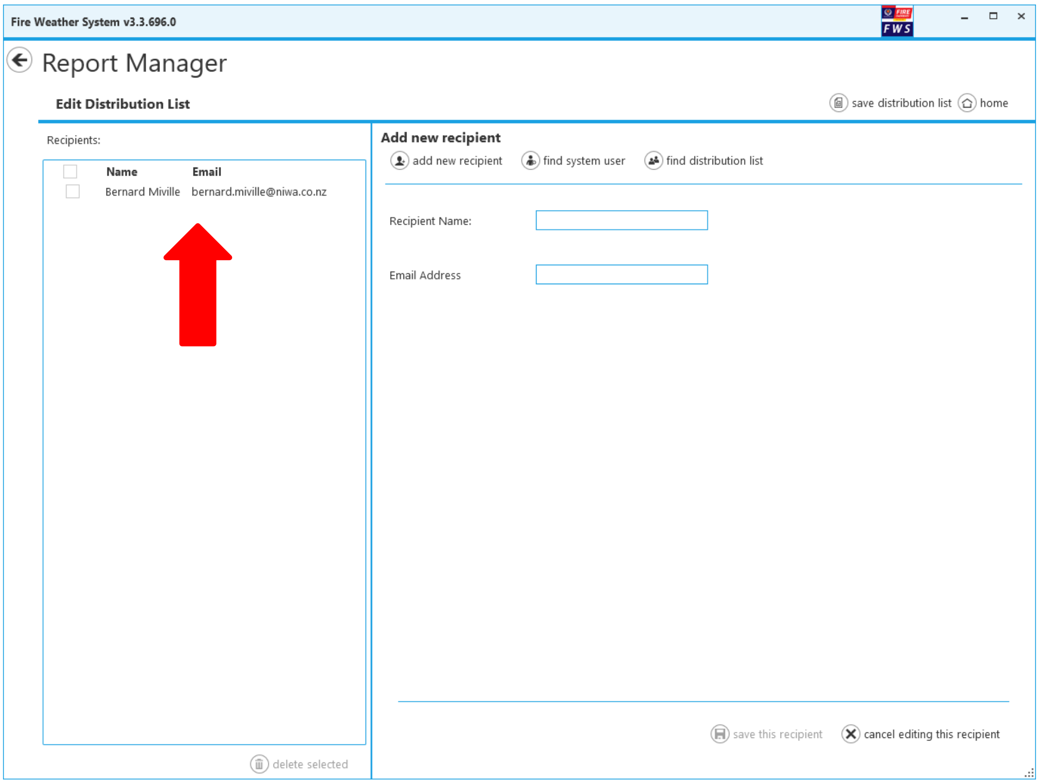
- You will now have access to the Distribution List editor.



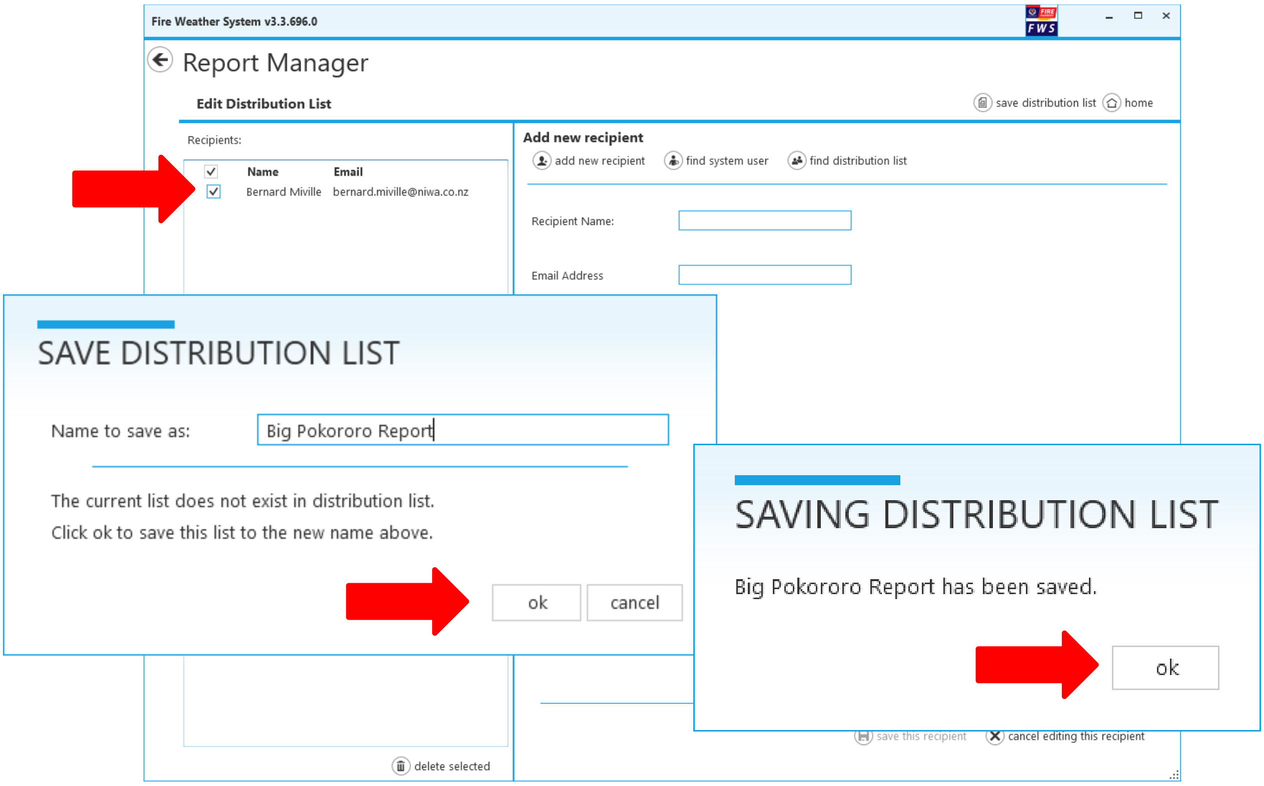
- Enter a name and email address, then click on the “save this recipient” icon, in the lower right corner. They do not need to be users of NIWA Forecast.



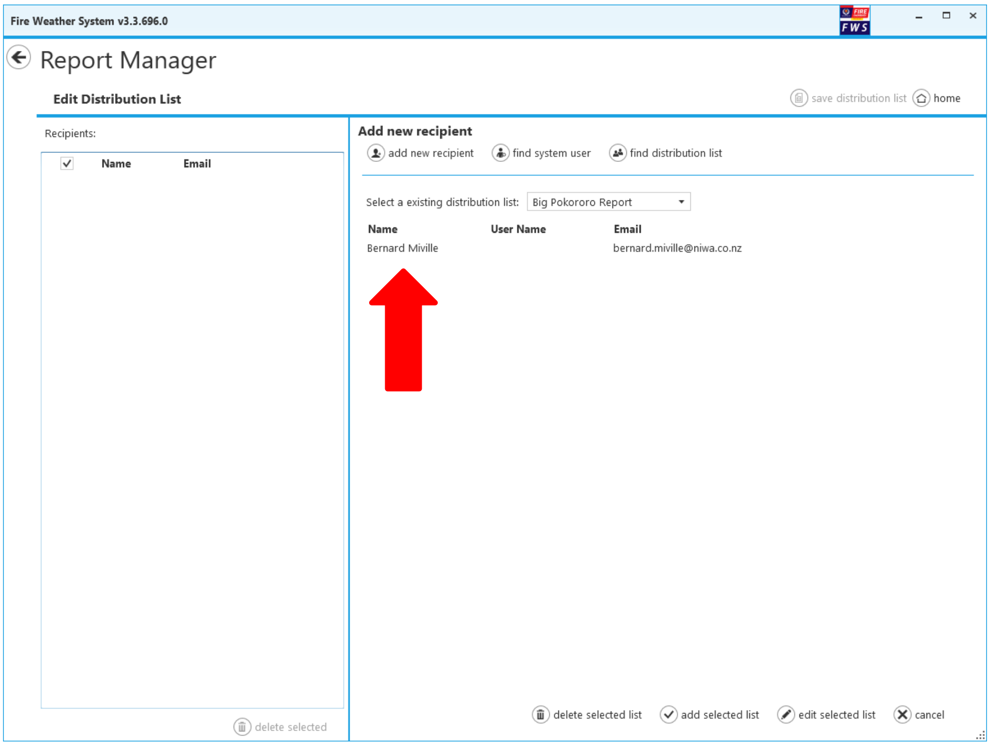
- The new recipient will appear in the left panel.



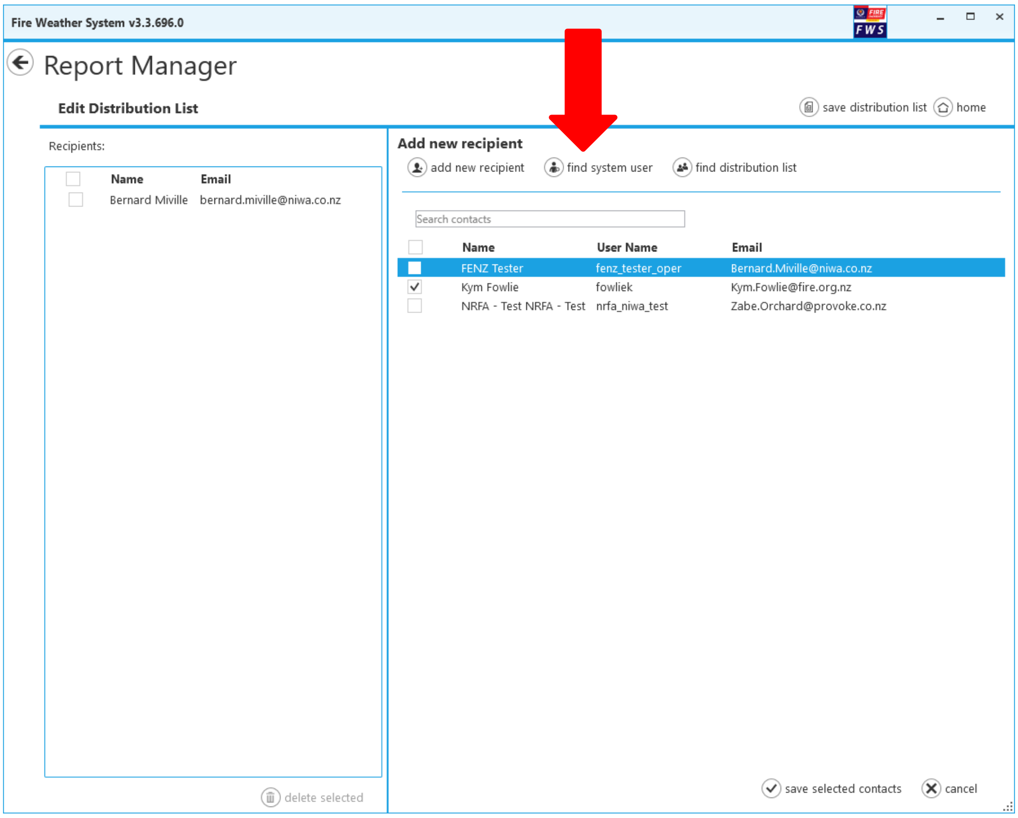
- Add as many members as you want by selecting them in the left panel. Then click on the "save distribution list" icon in the upper right corner.



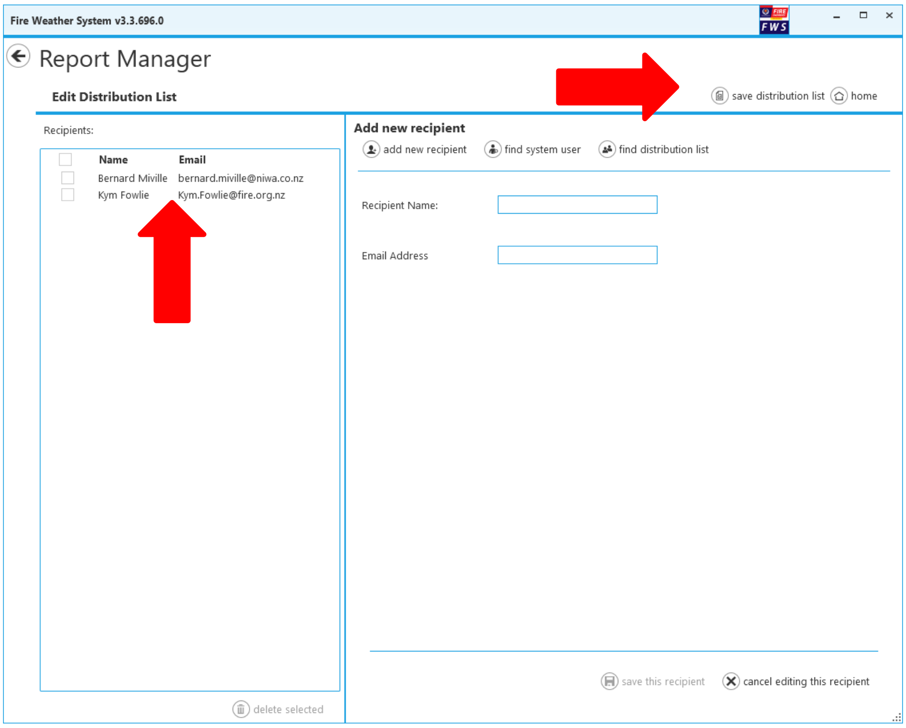
- This will show the users that are part of the new distribution list.



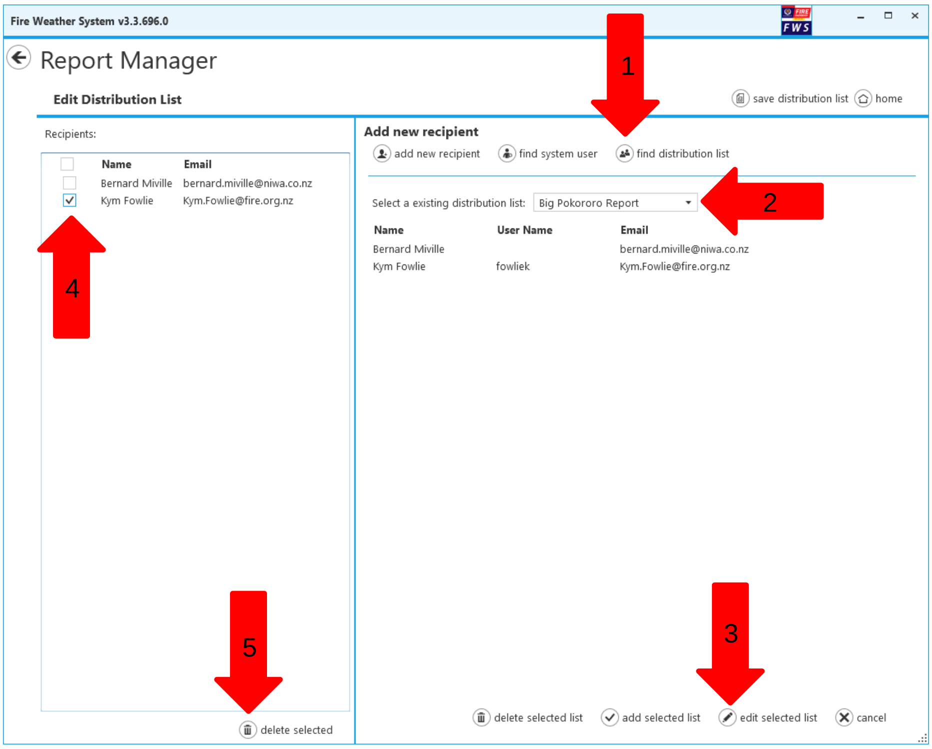
- You can also add registered NIWA Forecast users to the distribution list if they belong to the same organisation as you. Click on the “find system user” icon (top menu), select a user, then click on the “save selected contacts” icon (lower right corner). You can then click on the “save distribution list” icon.



- The selected NIWA Forecast user will appear in the left panel.
- You can then save the distribution list again by clicking on the “save distribution list” icon.



- Users can also be deleted from a distribution list.
    1. First click on the “find distribution list”.
    2. Then from the dropdown menu select a distribution list.
    3. Then click on the “edit selected list” icon from the lower right menu.
    4. This will show the list of users in the left panel, you can then select one or more members.
    5. And click on the “delete selected” icon.

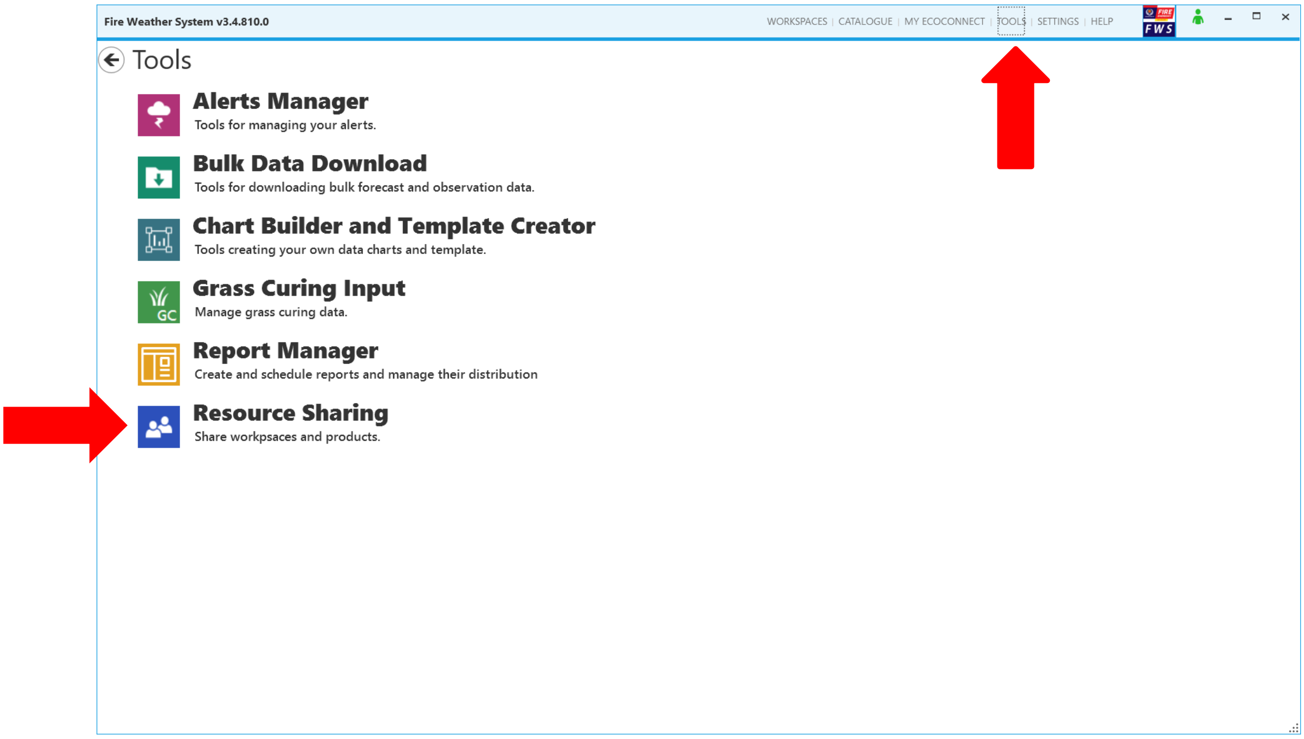


Resource Sharing

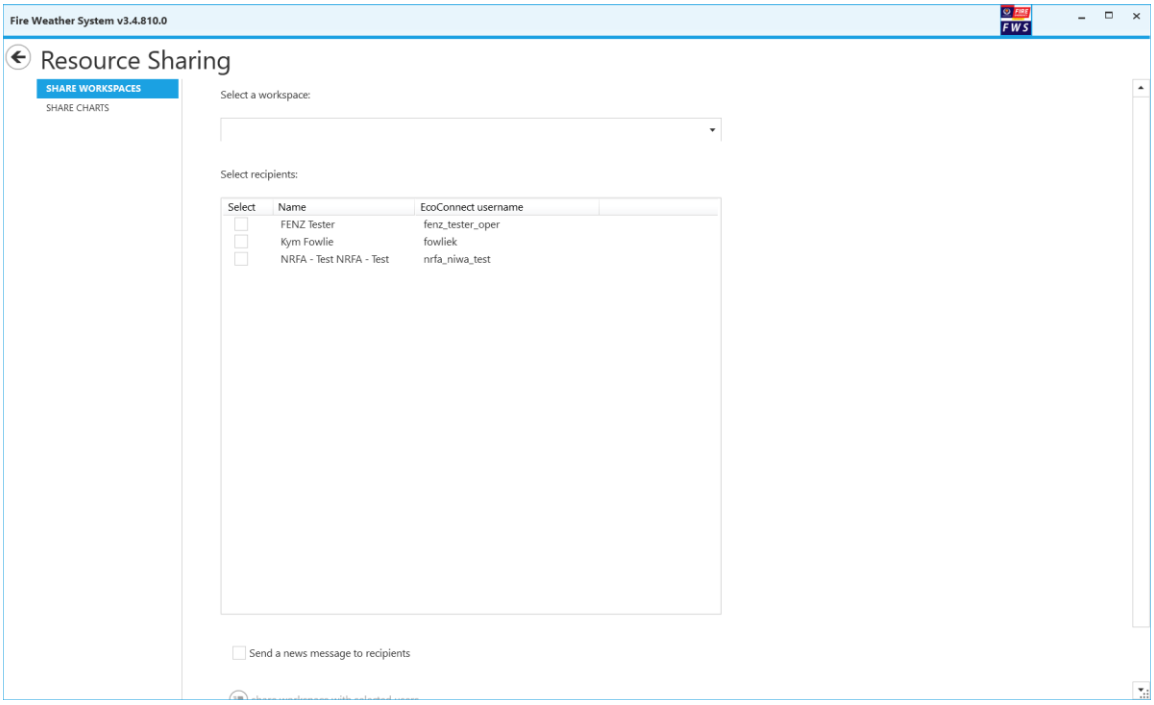
Summary

The resource sharing tool allows users within the same organisation to share a workspace and new charts they have created.

- To access the Resource Sharing tool, click on the TOOLS options from the top menu then click on the Resource Sharing icon.

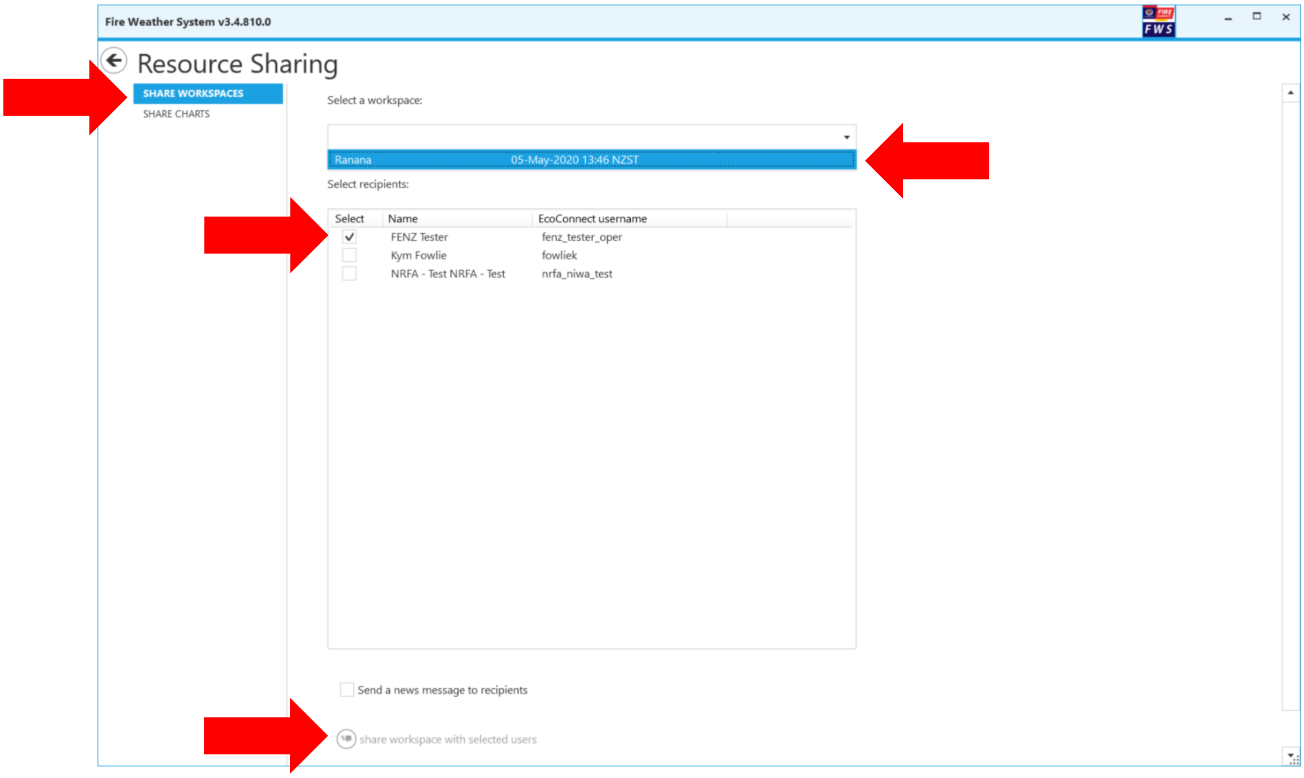


- This will display the Resource Sharing interface.

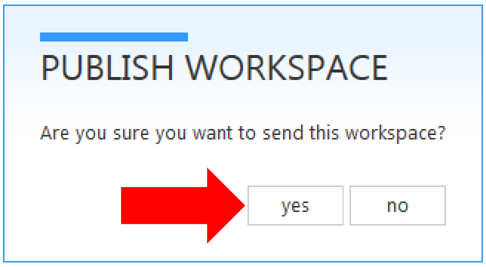


Share Workspaces

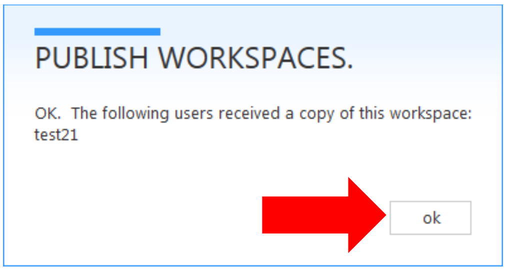
- To share a workspace, you need to have at least one workspace saved in your account.
- First select the "SHARE WORKSPACES" option.
- Then select a workspace from the dropdown menu.
- Finally select one or multiple users from the recipients list.
- If you tick the "Send a news message to the recipients" they will also be informed on their Welcome page that a new workspace is available to them.
- Then click on the "share workspace with selected users" icon.



- This will ask you to confirm that you want to publish your workspace, select "yes".



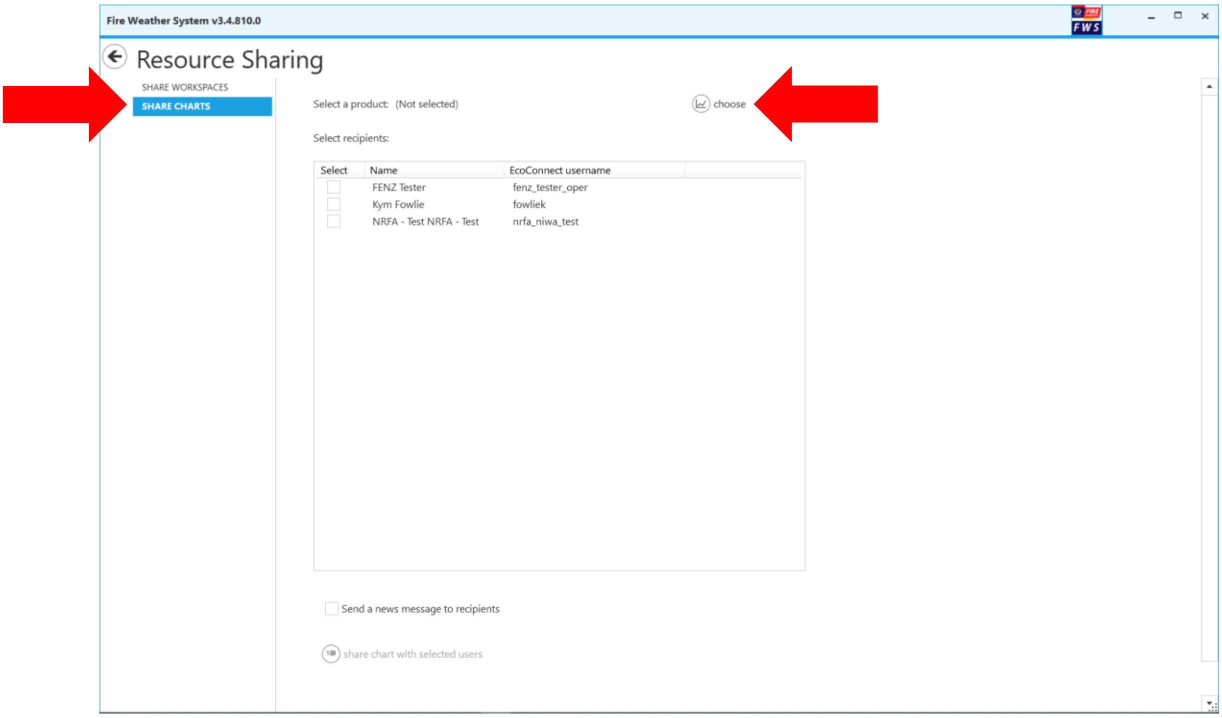
- Click "ok" on the pop-up window.



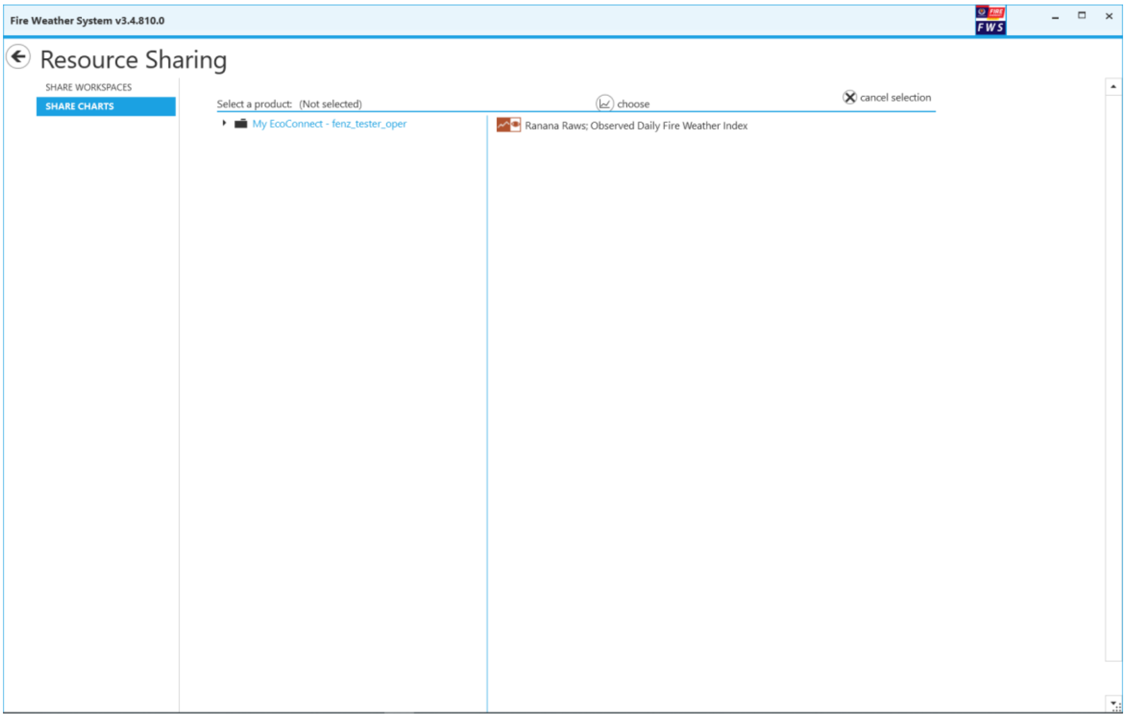
- The selected users will now have access to the new workspace in their own Workspace area.

Share Charts

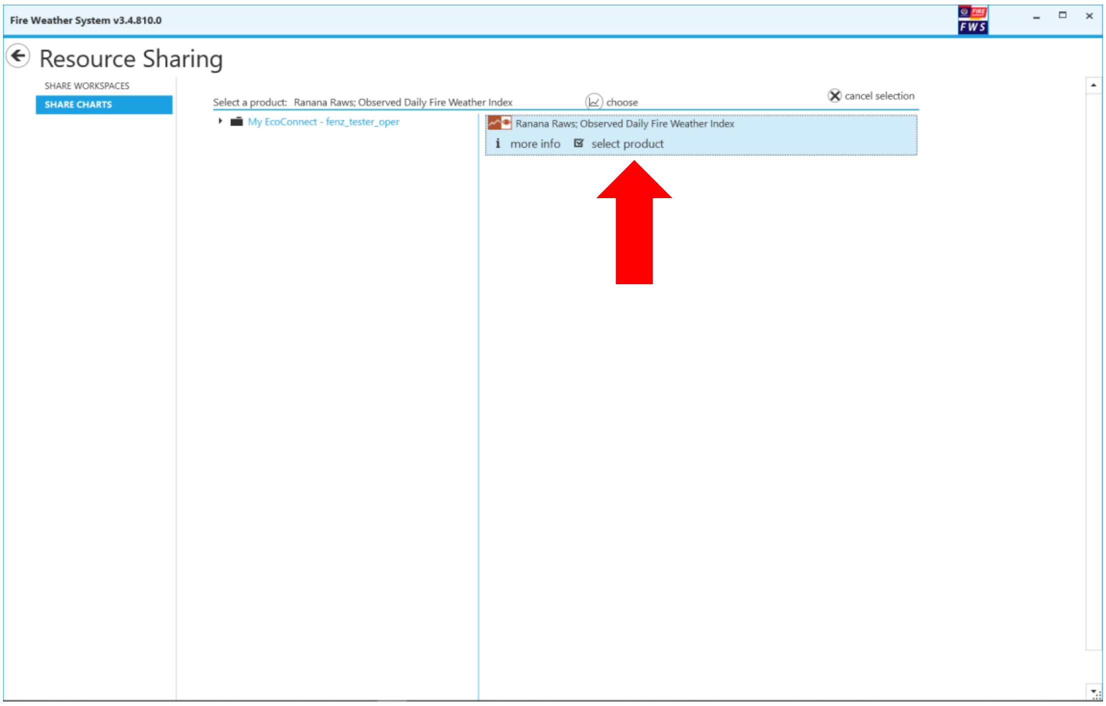
- To share charts with other users you need to have at least one chart in under “My EcoConnect”.
- First select the “SHARE CHARTS” option.
- Then select a product by clicking on the “choose” icon.



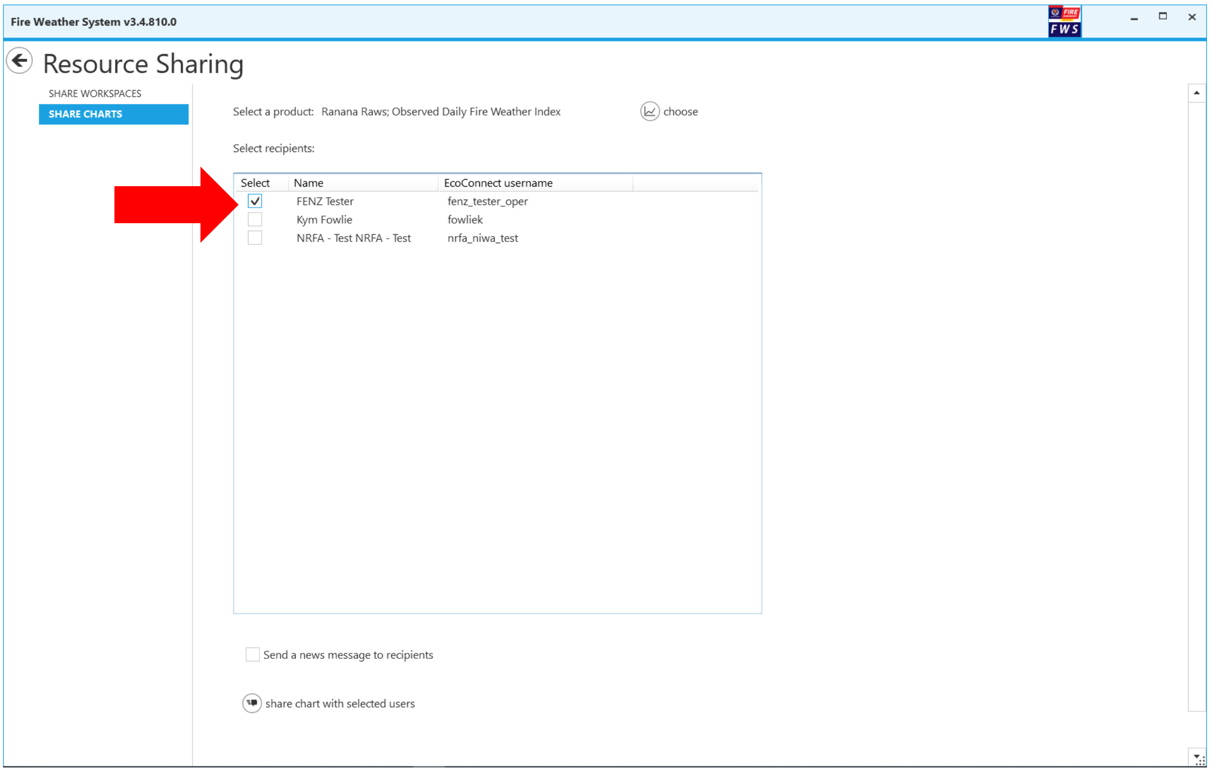
- This will display the list of products available in “My EcoConnect”.



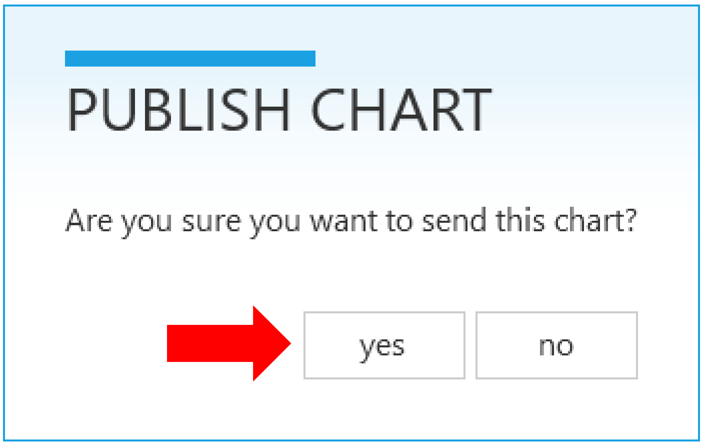
- Click on a product in the list and the click on “select product”.



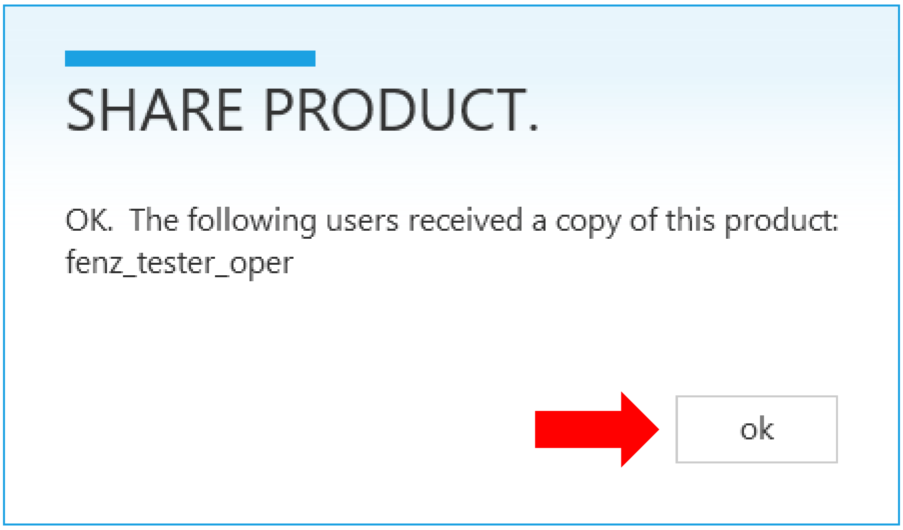
- Then select one or more users to share this chart with.



- If you tick the “Send a news message to the recipients” they will also be informed on their Welcome page that a new chart is available to them.
- Then click on the “share chart with selected users” icon.
- This will ask you to confirm that you want to publish your workspace, select “yes”.



- Click “ok” on the pop-up window.



- The selected users will now have access to the new chart in their own “My EcoConnect” section.

NIWA
Taihoro Nukurangi