USER MANUAL - PLANNER

Version 1.1.1

WIZ – Manual for Planner v. 1.1.1

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Preface

WIZ is an environmental project co-funded by the European Programme LIFE+.

Project partners are :

- Acque Spa (Pisa, IT), beneficiary co-ordinator
- Autorità di Bacino del Fiume Arno (Florence, IT)
- Ingegnerie Toscane Srl (Florence, IT)
- Fundación Instituto Tecnológico de Galicia (A Coruña, ES).

The general objective of the project is the integration of concepts and procedures for the protection and sustainable management of water in urban planning processes and of the building environment in general, taking into consideration the impact of climate changes.

The project represents a useful decisional instrument for the local authorities involved in territorial planning since it helps the optimization of water basing on a detailed knowledge of the territory itself.

Moreover, WIZ intends to spread among citizens the awareness of the real condition and availability of water thus guiding people's future choices.

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Introduction

WIZ is a web portal that allows a general vision of the local water distribution and the current and future water availability, taking into consideration impacts on the environment due to climate change.

The platform provides relevant information to local authorities involved in the decision-making process by assuring the definition of "informed" decisions during the territorial planning process.

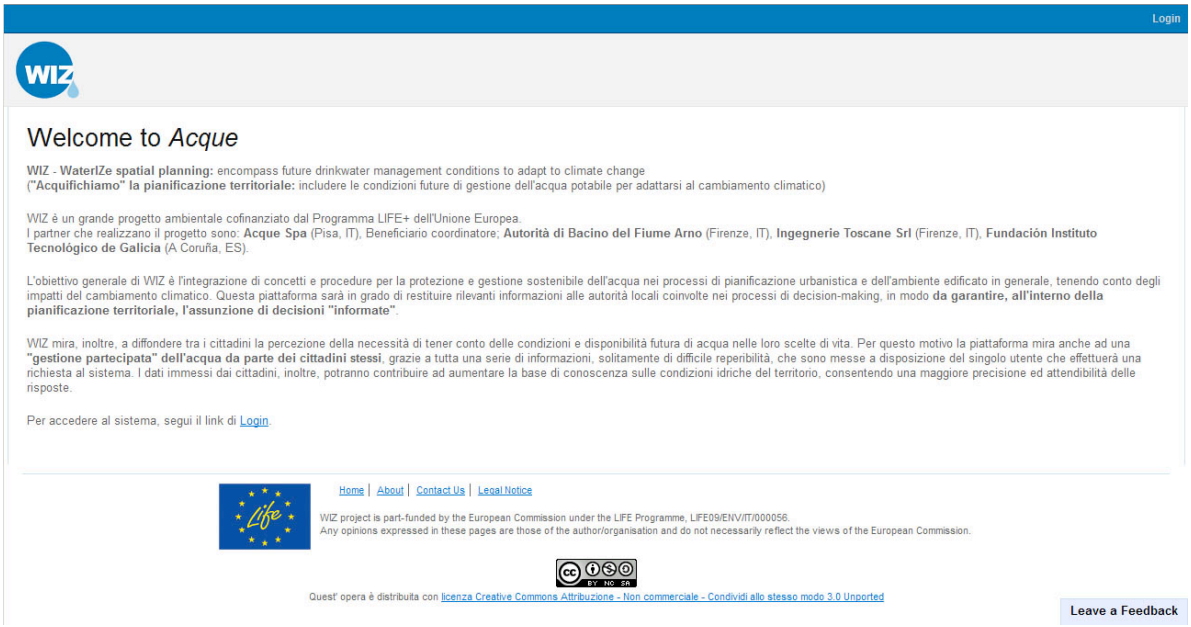
The system favours public participation in water management, directly involving both citizens and enterprises in the water resource management. Citizens' participative management of water is granted by the provision of detailed information on the system state. This information is provided to any single user who makes a specific request to the system. Moreover, the direct data input by citizens will contribute to the increase of knowledge base on water conditions in the territory thus allowing more precise and reliable outputs.

This manual is directed to Planner user and aims at providing an exhaustive explanation on the system functioning by showing all functionalities available for the user.

The *Planner* represents the local administration that deals with urban planning, that accesses the system to ask for an advice by the Water Resource Utility on availability and accessibility of water.

1 System Access

Link to the internet address of the web portal http://wiz.acque.net to access the system



Picture 1 – system home page

The page is structured in 4 horizontal areas distinguished by different colours. From up to down:

- ∞ Upper bar with service buttons;
- ∞ Functioning bar that contains the buttons of available functions for the user;
- ∞ Central part where information generated by various functions is visualized;
- ∞ Final section containing official information positioned at the bottom of the page.

With the exception of the final section, all areas vary according to the role of the user and to the position within the portal, thus increasing functionalities.

1.1 Service bar

the service bar is always visible in the portal, it has a management and service role during the use f the system.

For a non-logged user, the bar only reports the login frame on the right.

1.2 Function bar

the function bar varies according to the user's role.

For security reasons, a non-logged user cannot access those functions actively interacting with the system itself. Thus, the function bar does not show buttons but only the project logo on the left side of the screen.

For this category of users, the list of functionalities includes:

- Login: it allows the identification of the user inserting username and password

- Registration: it allows the registration to the system to perform the login
- Password recover (if already registered): the user can request the system a new password

1.3 institutional Information bar

This bar is always shown on the portal and reports all official information on the project like the content disclaimer, the project logo and any licence information (Licence Creative Commons – non commercial)

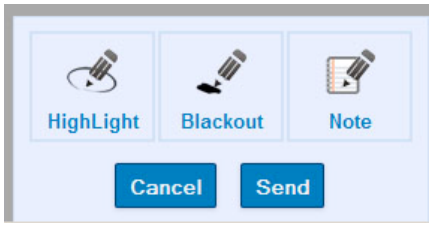
Moreover, the bar contains the following links:

- Home: allows the user return to homepage
- About: basic information and project partners presentation
- Contact Us: information on contacts: telephone numbers, e-mail to contact project responsible
- Legal Notice: contains legal information on the system use

Picture 2 – Institutional Information bar

The system offers the user the possibility of leaving a feedback on the service, including notes.

In any page of the portal, on the bottom-left side of the screen you can find the button *Leave a Feedback.* By clicking on the button you can access the page in picture 3



Picture 3 - *Leave a Feedback*

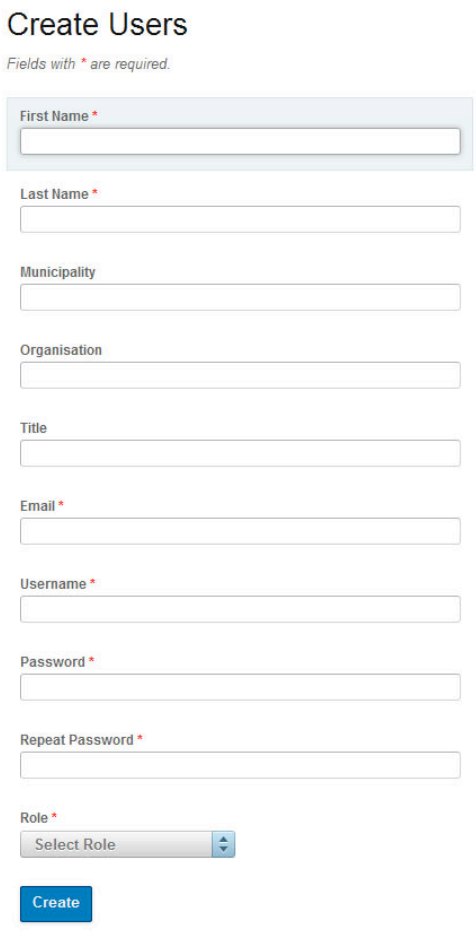
This function allows printing and delivering the current screenshot to the administrator. Notes can also be delivered if activated by pressing the *Note* button. Notes can be freely typed with a limit of 500 digits.

In case it is necessary to highlight parts of the print or hide others, the buttons *Highlight* or *Blackout* can be clicked and the portion of the screen to be printed is shown.

2 How to register

The user can register and create an account for the system. registration consists in the guided compilation of a form in which data, once inserted, provide the user profile. Information required for registration are:

- User name and last name
- Municipality
- Title and Organisation
- E-mail address
- Username
- Password
- Role



Picture 4 – registration to the portal

The user can choose one of the two different roles:

- Citizen
- Planner

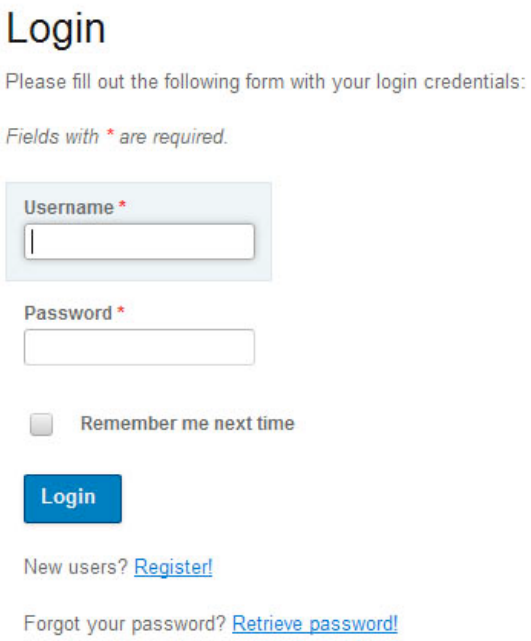
Once all data are inserted, the system activates a validation phase and, in case of positive answer, it confirms the creation of the account and sends a confirmation e-mail to the user.

In case the user has not yet obtained approval, he can access the system with the role of *Citizen*. This role will allow the user to access the same information and functionalities of a *non logged user*.

3 Login window

the login procedure allows authentication of a registered user in the system.

In order to guarantee security of data and functionalities in the system, the access is protected by a user name and password provided by the system after registration.



Picture 5 – Login window

To facilitate future accesses, It is possible to memorize credentials in the system by ticking the corresponding box (*Remember me next time*).

In case the user does not have user name and password yet, it is possible to register by clicking the registration button (*Register*), immediately below the access button .

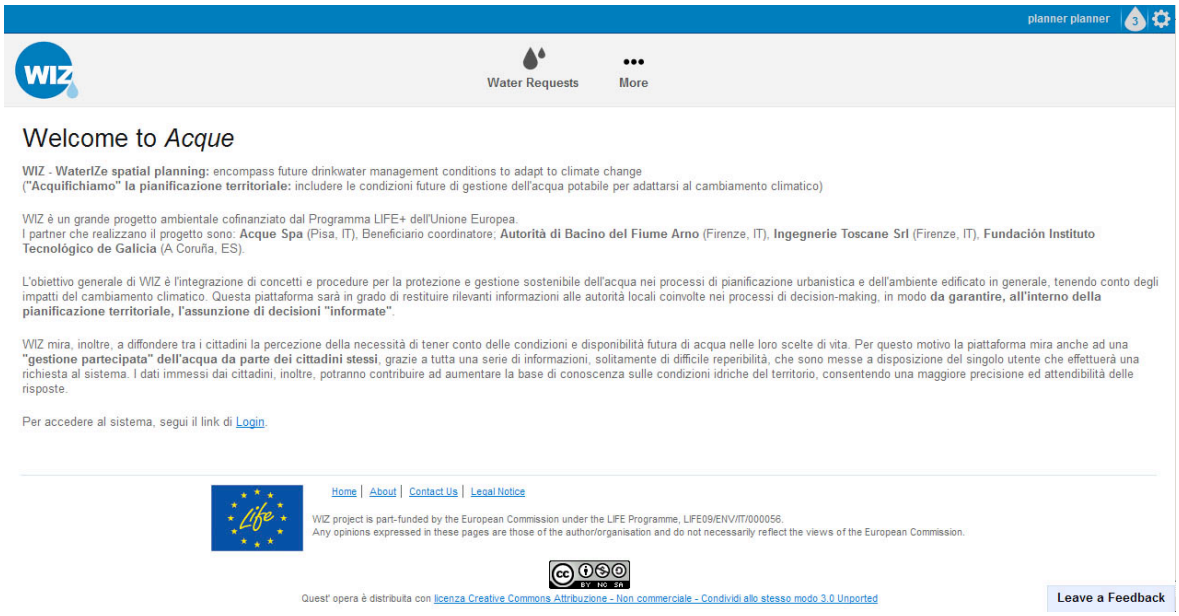
By clicking on the function *Retrieve password*, below the registration button, it is possible to obtain new credentials by e-mail, these will be sent to the address left during the account creation phase or currently in the system. The system will ask for a username and, if that username exists, it sends a new password to the e-mail address indicated during registration.

If authentication is successfully concluded, the user will enter the Home Page where he can access all WIZ portal services.

4 Home Page

the Home Page shows the same areas of the Login Page. These are:

- upper bar containing the service buttons;
- function bar, that includes buttons of available functions for the user;
- central part where information generated by the various functions are visualized;
- final bar containing the institutional information.



Picture 6 - Home page

The content visualised in the central area of the Home Page varies according to the function used.

4.1 Service bar

the Service bar, always present in the portal, manages the user account during the use of the system.

Data contained in the bar are visualised on the right side of the screen and are:

User name: shows the basic data of the user currently logged

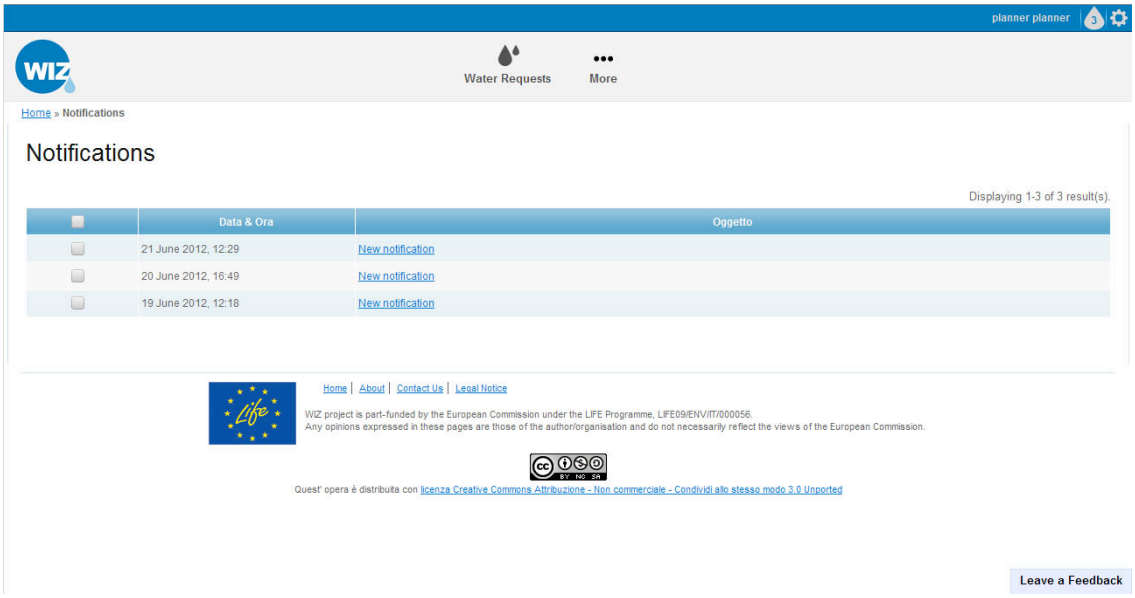
Notifications: indicates the presence of non-read notifications

Administration: allows the management and personalisation of the account. It is divided into three sub-sections:

- Settings: allows personalisation of the notification management through e-mail. The user can decide what type of action to receive (or not) by e-mail.
- Profile: shows data of the logged user (inserted during the registration phase).
- Logout: allows exit from the system

4.1.1 Notifications

notifications are messages automatically generated by the system when certain events occur, they can be directed to a user in particular or to all users that belong to a specific category.



Picture 7 – Notification Summary

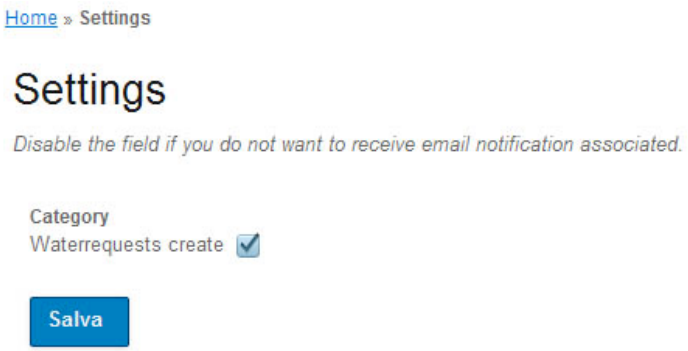
The screen highlights the number of notifications to be read.

Clicking on the *drop* icon up right in the service bar, you can visualize the list of notifications received and their reception date. For further details, the single notification needs to be selected.

4.1.2 Settings

This function allows the user to set parameters for the reception of notifications by e-mail.

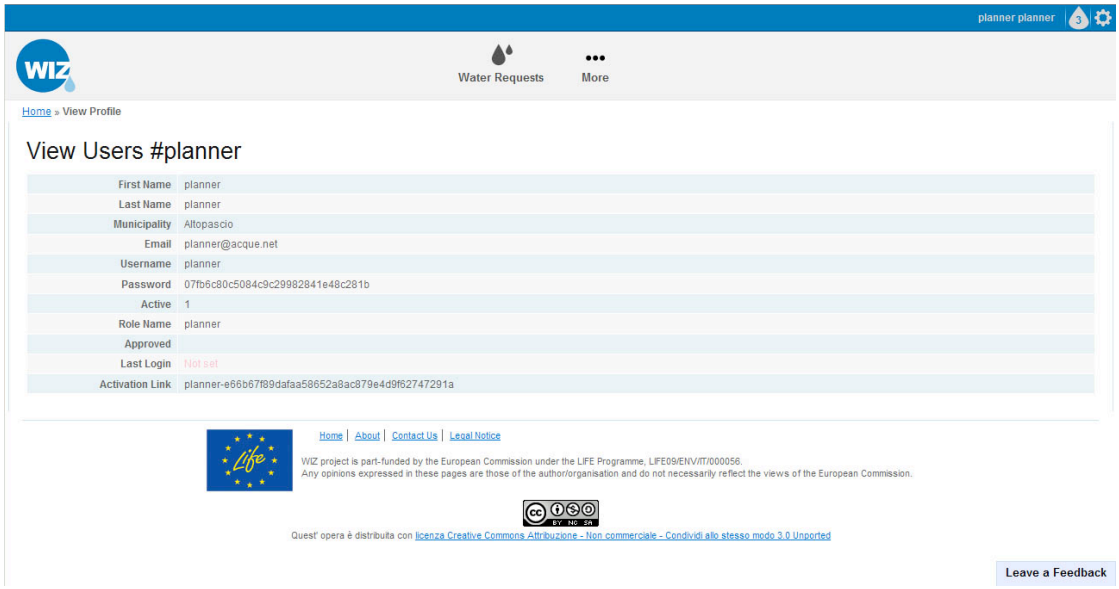
After selecting *Settings,* click on the symbol up right and select the first heading *settings*. The system will show those settings that are currently activated. To activate/deactivate a category, click on the corresponding box.



Picture 8 – setting of e-mail notification parameters

4.1.3 Profile

The section *Profile* shows data of the logged user, inserted during registration.



Picture 9 – User Profile

Information in the profile cannot be changed directly by the user.

4.2 Function Bar

The function bar can vary according to the user's role.

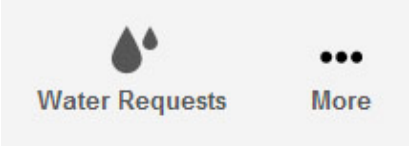
The planner user can only access the function *Water Request* or *Water Availability*

This functionality gives the planner the possibility to visually or numerically verify, in real time, the actual personal need of water, depending on the type of activity and building to be realised and the real availability of water in the selected zone also in terms of investment needed to enlarge the distribution network of the company that provides the service.

5 Functions

the Planner user can only access the function *Water Request Water Availability*

by clicking o the button *Water Requests* he can access the function



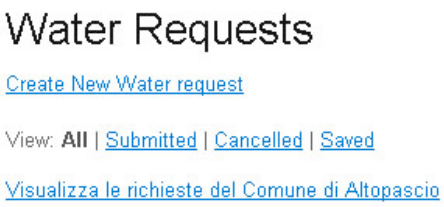
Picture 10 – Functions bar

The system shows the current requests made by the logged user, each request is connected with the list of significant data. Selecting a specific request, it is possible to have more detailed information.

The system allows the change of request visualization. They are shown as a list (by default) or as a grid and can be selected by typology of state (saved, cancelled, submitted) .

You can choose by clicking on:

- All: history of the requests presented (selected by default)
- Submitted: request submitted for an advise to the Technical Office
- Cancelled: cancelled projects
- Saved: saved requests non yet sent for the approval of the Technical Office. These requests are visible only if the user has generated them.



Picture 11 - Functionality Water Requests

Beside the requests he generated, the user can visualize all requests submitted by other *Planner users* in his Municipality.

Especially in those cases in which the system does not provide an answer in real time, the user can monitor the request evolution through the path that will bring the user to receive a formal answer by Water Resource Utility.

Water requests will evolve in three different macro-states:

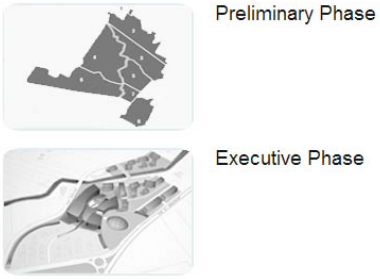
- Saved: indicates that the request is only visible by the user that generated it; a request in this state can be modified at any time.
- Submitted: indicates a request officially sent to the Water Resource Utility; a request in this state cannot be modified by the user.

- Accepted/Rejected: indicates a request officially accepted or rejected by the water resource Utility. A request in this state cannot be modified by the user.

The user can thus modify or cancel his own water requests only if the modification is consistent with the requests macro-state. Water requests made by other users cannot be modified or cancelled.

By selecting *Create New Water request,* the user can create a new request to the Water Resource Utility. The system foresees two types of requests:

- Preliminary phase request: the level of detail is represented by the UTOE. In this case, the intervention of the Water Resource Utility is not requested and the system provides an answer in real time indicating the water availability and, eventually, future forecasts.
- Executive phase request: the level of detail is represented by single lots. In this case, the intervention of the Water Resource Utility is requested, thus the system cannot provide an answer in real time.



picture 12 – type of water requests

The functioning of the two types of requests is similar

5.1 Preliminary phase request

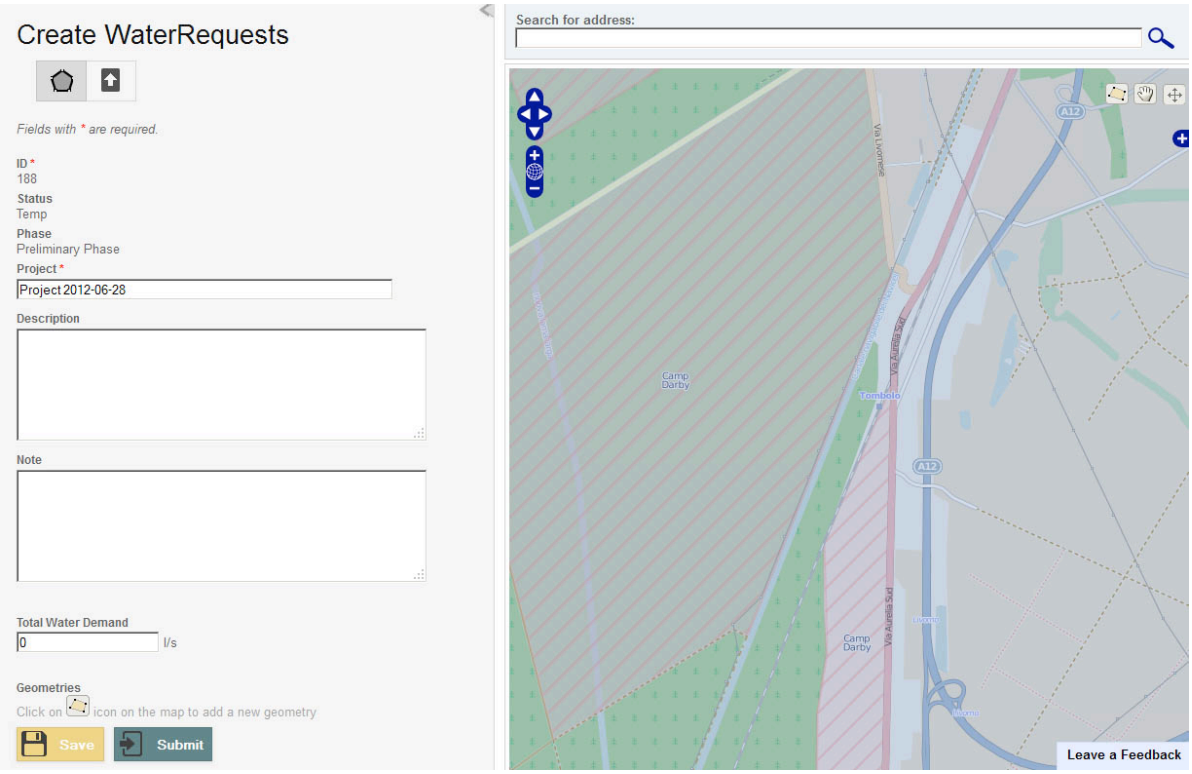
By selecting the first option, *Preliminary Phase*, a new request can be created, either in graphic or text form, uploading a drawn-up project. By default the system visualizes a page for the creation of a project in graphic form.

When a request is opened, the system associates it to new project:

- A non- modifiable ID number,
- state: initially set as temporary waiting for actions by the user
- a name: by default, it is the date of the project creation, the user has the possibility to rename the file.

The user can add a project description and some notes, this information can also be seen by the Technical Office during the submission phase.

Any time the user adds a zone to the request, the system automatically adds it and updates the datum related to the total water requested.



picture 13 –Preliminary Phase Water Request

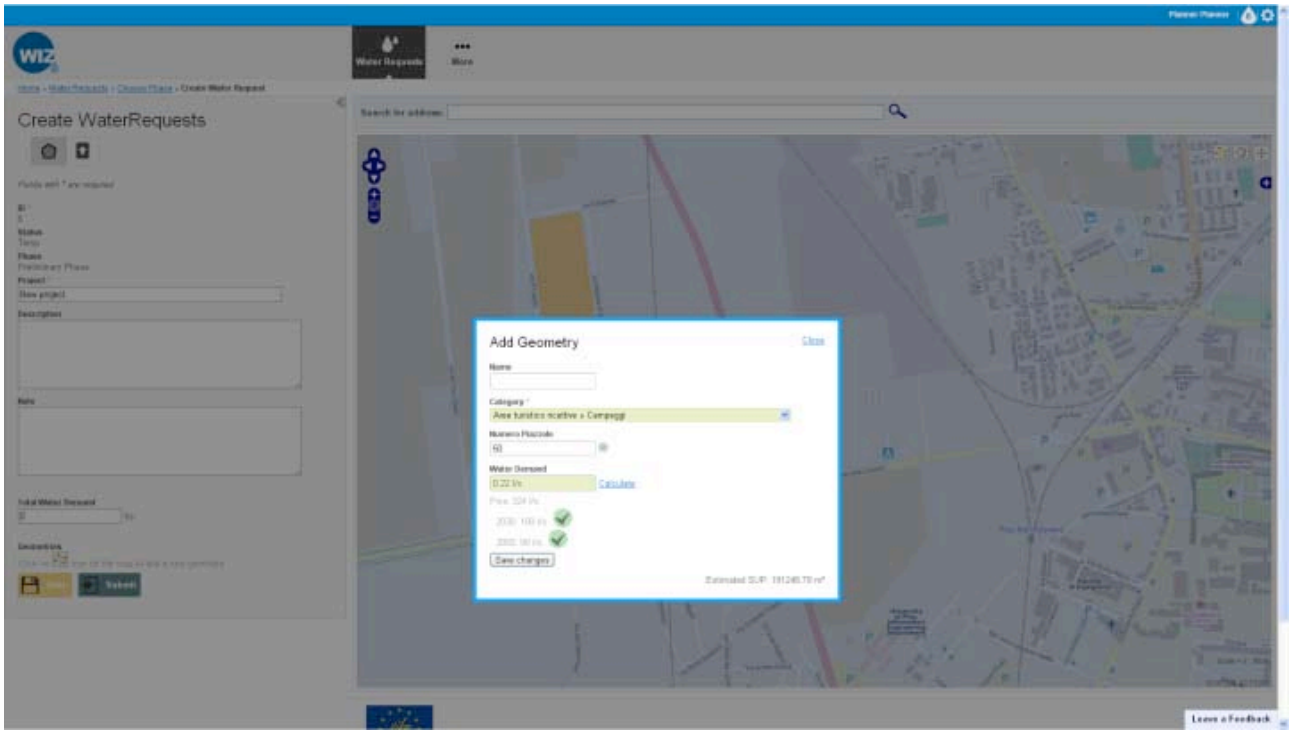
5.1.1 Graphic project

the screen is divided into two parts:

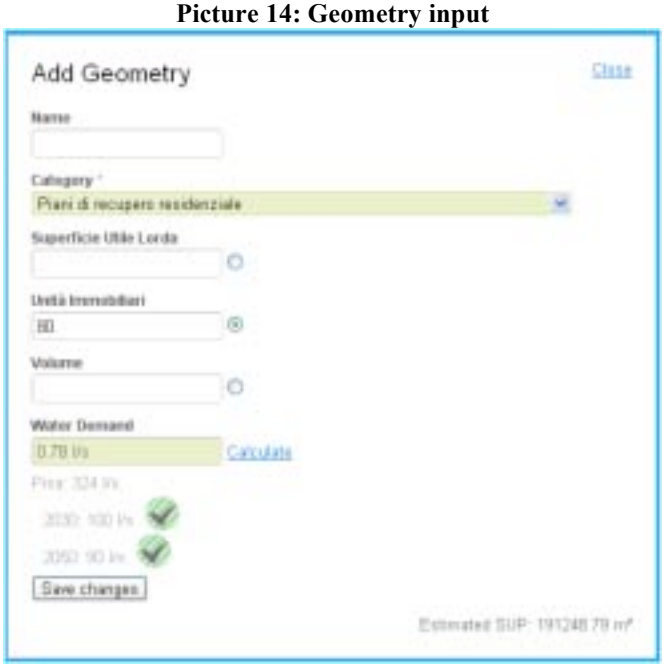
- on the left side are the digit fields
- on the right side is a map of the province of Pisa that can be zoomed if needed.

Select the button *Create Geometry*, up right and digit the zone object of the request.

After this, the user will have to answer some simple questions on the foreseen use, that is, the use category with some parameters that characterize it. The system will then calculate automatically and in real time the total of water necessary to satisfy the user's needs. At the same time, the user is informed on the real water availability in that zone. If available, the trend of water availability (as foreseen by the Water Resource Authority) will also be shown.



Picture 14: Geometry input



Picture 15: Geometry input - details

Picture 16: Geometry details

Clicking on the geometry, you can visualized details with indication of the zones that compose it. The different choices can be modified clicking on the pencil icon near the geometry.

Since, in the preliminary request it is possible to indicate more zones in the geometry, you can operate both at a geometry level and at the single zone level according to the one you are in.

Possible operations are:

- add geometry
- add zone
- modify geometry: only the name can be modified
- modify zone: allows modification of all parameters
- cancel geometry: all areas in a geometry are cancelled
- cancel zone
- information on geometry: reports information like location of the geometry centre, altitude and total surface. It also permits the downloading of the geometry archive.
- Information on the zone: reports the category and the parameters that characterize it

See the Appendix for the list of categories.

Once information is filled in, the project can be saved and submitted to the technical Office.

The user can modify the map visualization (set by default as openstretmap) and the information details by clicking on the icon + on the right in the map.

In details, the operations are:

- Base Layer

- ⇨ OpenStreetMap: classic visualization of the digital map
- ⇨ Orthophoto 10k: picture of the ortho-rectified zone (geometrically corrected) with geographical references so that the representation scale of the picture is equal
- ⇨ CTR 2k e 10K: basic cartography of the regional territory.

- Overlayer
  - ⇨ Municipal borders
  - ⇨ Geoms
  - ⇨ Service Areas
  - ⇨ Sources
    - Collection from Water Courses
    - Collection from Lakes- Water Tanks
    - Collection from Wells
    - Collection from Springs
- Plants
  - ⇨ Plants for making water drinkable
  - ⇨ Adductions
  - ⇨ Water Accumulations
  - ⇨ Pumping plants
- Distribution network
- Search result

By selecting an item, it is possible to the increase information to be visualized on the map with details on availability of the current water network .

5.1.2 Pre-drawn project

Information on the requested zone can be directly imported from a file provided by the user. In order to proceed with the upload of a shape file, click on the up right arrow icon.

After making this step, the user will have to answer some simple questions on the foreseen use, that are the use category and a series of parameters that characterise it. The system will automatically and in real time calculate the total water needed to satisfy the user's request. At the same time, the user will be informed on the real water availability in that zone; if available, the trend of water availability (as foreseen by the Water Resource Authority) will also be shown.

5.2 executive phase request

in case of request in an executive phase, the level of details is represented by single lots:

Clicking on *Executive Phase*, the system can:

- Visualize the list of active projects
- Open a new project

Picture 17 – Executive Phase Request

Select the project to visualize details and insert information as required.

The link between the lot and the project it belongs is provided by the system .

The function procedure is similar to the one in the Preliminary Phase, it is linked to the choice of a single lot

In this case, possible functions are:

- modify geometry: only the name can be modified
- cancel geometry
- information on geometry: reports information like location of the geometry centre, altitude and total surface. It also permits the downloading of the geometry archive.

Once insertion is completed, the user can save the request or submit it.

In case he saves it, the user can cancel/modify it or proceed with the submission afterwards.

Either in the case of storage and in case of submission, the system allows the downloading of a pdf file associated with the project. To download the file , click on the pdf icon down left of the screen.

Appendix

List of available categories

- Residential
  - A: historic value areas
  - B: residential completion areas
  - C: residential development areas
  - PdR: residential recovery plan
- Non Residential
  - ATR: Tourist-reception areas
    - ATR1: Hotels
    - ATR2: Camping
    - ATR3: “Rural Holydays”
    - ATR4: Restaurants
    - ATR5: Libraries
    - ATR6: Religious Institutes
    - ATR7: Other
  - D: Completion and/or Expansion productive/commercial Areas
    - DIdr: productive areas with high water needs
  - E: Agricultural Areas
    - EIdr: Agricultural Areas with high water needs
    - ENIdr: Agricultural Areas with no water needs
  - F: Infrastructures ad public interest installations
    - F1: Sport centres
    - F2: Gym
    - F3: Swimming Pool
    - FIdr: Other are with high water needs
  - G: Environment friendly area
  - H: Environmental Protection, landscape and natural Areas
  - I: Education Areas
    - I1: Schools
    - IIdr: Other Areas with high water needs