Rijksoverheid

Rijkswaterstaat Waterway Information website

User manual
Rijkswaterstaat Waterway Information website

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Rijksoverheid

Comment

The screen prints in this document serve as examples only. Implementation of the system will cause differences between the screen prints in this document and the web pages on your computer screen.

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1 Welcome

Welcome to the Waterway information website of Rijkswaterstaat, which provides a clear overview of all important nautical information.

Objective and target group
This document has been written for users of the Waterway information website . The document is intended to make it easier for users to find the information they are looking for on the website. The document also gives instructions on how to create and manage subscriptions to information made available by Rijkswaterstaat via the Waterway information website.

Typographical conventions
Names of menus, fields, options and other elements on a page are shown in **bold**.

1.1 Personal details

In order to gain access to the web applications for Waterway Information, certain personal details need to be recorded. These personal details are always sent via a secure connection (a https connection). The Privacy Statement on the public website for Waterway Information explains what the central government and Rijkswaterstaat do with personal details.

2 Introduction

The Rijkswaterstaat Waterway Information websitegives you easy and quick access to all nautical information that applies to you as a user of the waterways. The website is intended for both professional shipping and boating. You can consult the website when you need certain nautical information, or you can take out a free subscription to the information you need on a regular basis.

Quick navigation to information
On the homepage and in the menus and menu bar of the website, you will find the information conveniently arranged according to type of information. This manual uses the same arrangement. Explanations about finding and retrieving the information you need are given in the following chapters:

- Notification
- Hydro
- Weather
- Waterway information

Under the **About us** menu, you will find information about Rijkswaterstaat, while the **Links** menu contains links to useful information. These menus are self-explanatory and are not discussed in this menu.

Up-to-date, always and everywhere
If you want to be kept automatically up-to-date of the latest information, you can go to the **Subscribe** menu to subscribe to information that is important to you. Explanations about how to subscribe and how to set your subscription preferences are given in the following chapters:

- Subscribe
  For general information about subscriptions to waterway information.

- Manage subscriptions
  Describes how to create, change, activate, deactivate and remove a subscription.

- Manage user profile
  Describes how to change your personal user profile.

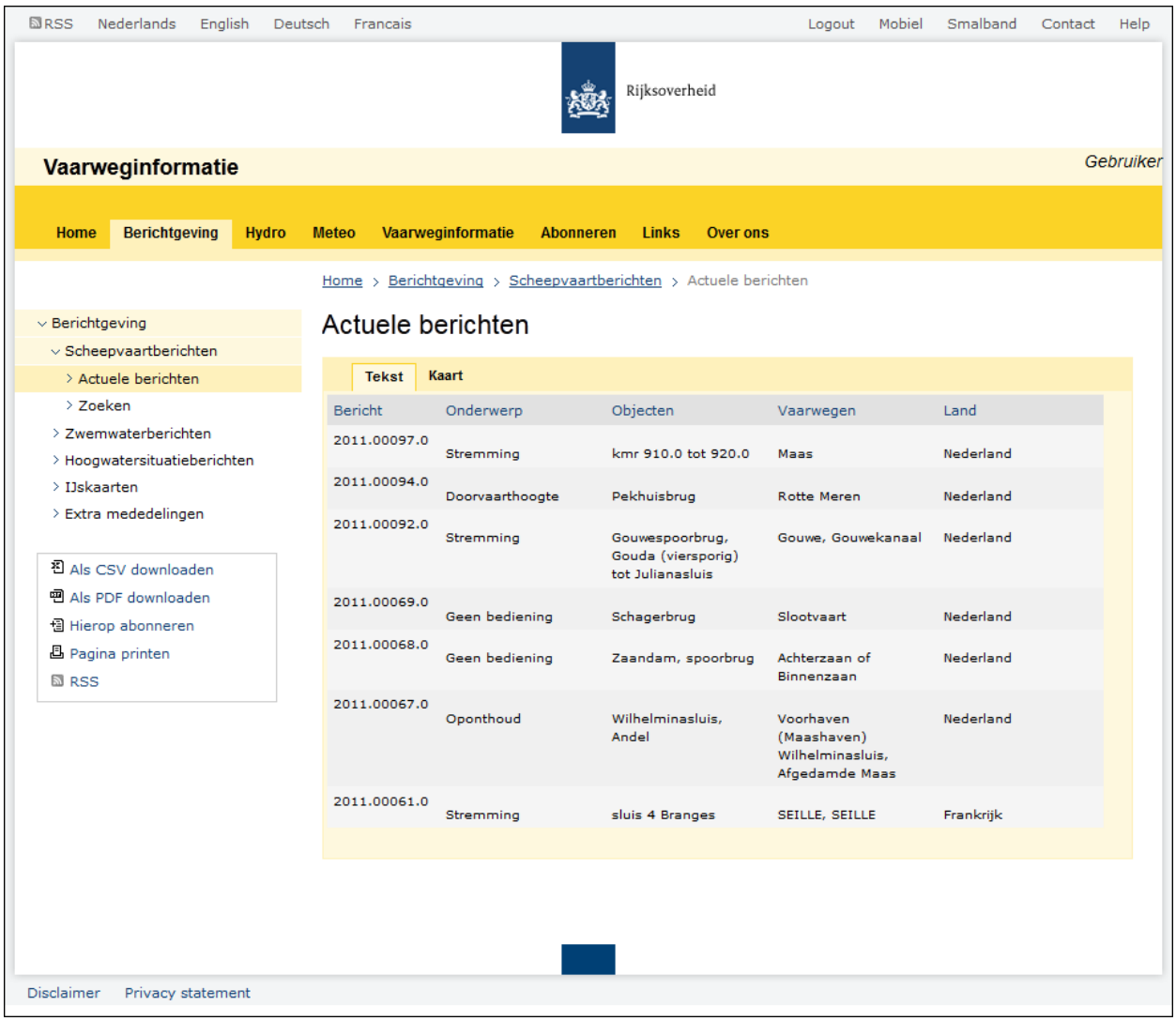
- Manage settings
  Describes how to enter default settings for your subscription(s).

- Manage publications
  Describe how you can compose your own publications on the basis of a selection of the waterway information that applies to you.

- Manage areas and sections
  Describes how to stipulate that you will receive certain information only for you own navigation area and/or navigation section.

Basic principles
The next paragraph of this chapter document describes the most important components of the website pages .

2.2 Page components



Page components

The pages of the Waterway information website comprise the following components:

1. At the top of the page you see options to:
    - subscribe to RSS feeds of this site
    - set the website's language
    - log in and out when you are a registered user, or to register and to create an RWS account if you are a new user.
    - set this website to **Mobile** view (to be able to view the site on a mobile phone or PDA) or to **Desktop** (to view the site on a computer)
    - set this website for view via broadband or narrowband
    - contact Rijkswaterstaat with questions, complaints or suggestions
    - request for helpful information about this website.

2. The menu is shown below that.

3. On the left you can see the navigation window with the submenus and pages that are available in the selected main menu.

4. To the left, below the navigation window, a field with options to:
    - print the page
    - subscribe to the information on the page
    - download the information on the page as a PDF or CSV file
    - subscribe to RSS feeds, notifying you when new information is available.

3 Notifications

Notifications provides information about changes to the operating times of bridges and locks, obstructions, the safety of swimming water, high water situations and other up-to-date nautical information.

Shipping notifications

Up-to-date shipping notifications keep you updated about diversions, obstructions, work in progress or accidents. The most recent shipping notifications can be found under **Latest notifications**. In the **Search** submenu, you can enter search criteria to look for specific shipping notifications. See Finding notifications for instructions.

Swimming water notifications

Between 1 May and 1 October, swimming water in the Netherlands is regularly monitored by the waterway operators. Notifications about unsuitable swimming water can be found here. Select a province to see if the swimming water in your province is exposed to botulism, fish mortality or excessive algal growth.

High water notifications

High water notifications provide information about worryingly high water levels on the rivers. Select a river from the menu to find out if there are any notifications about high water.

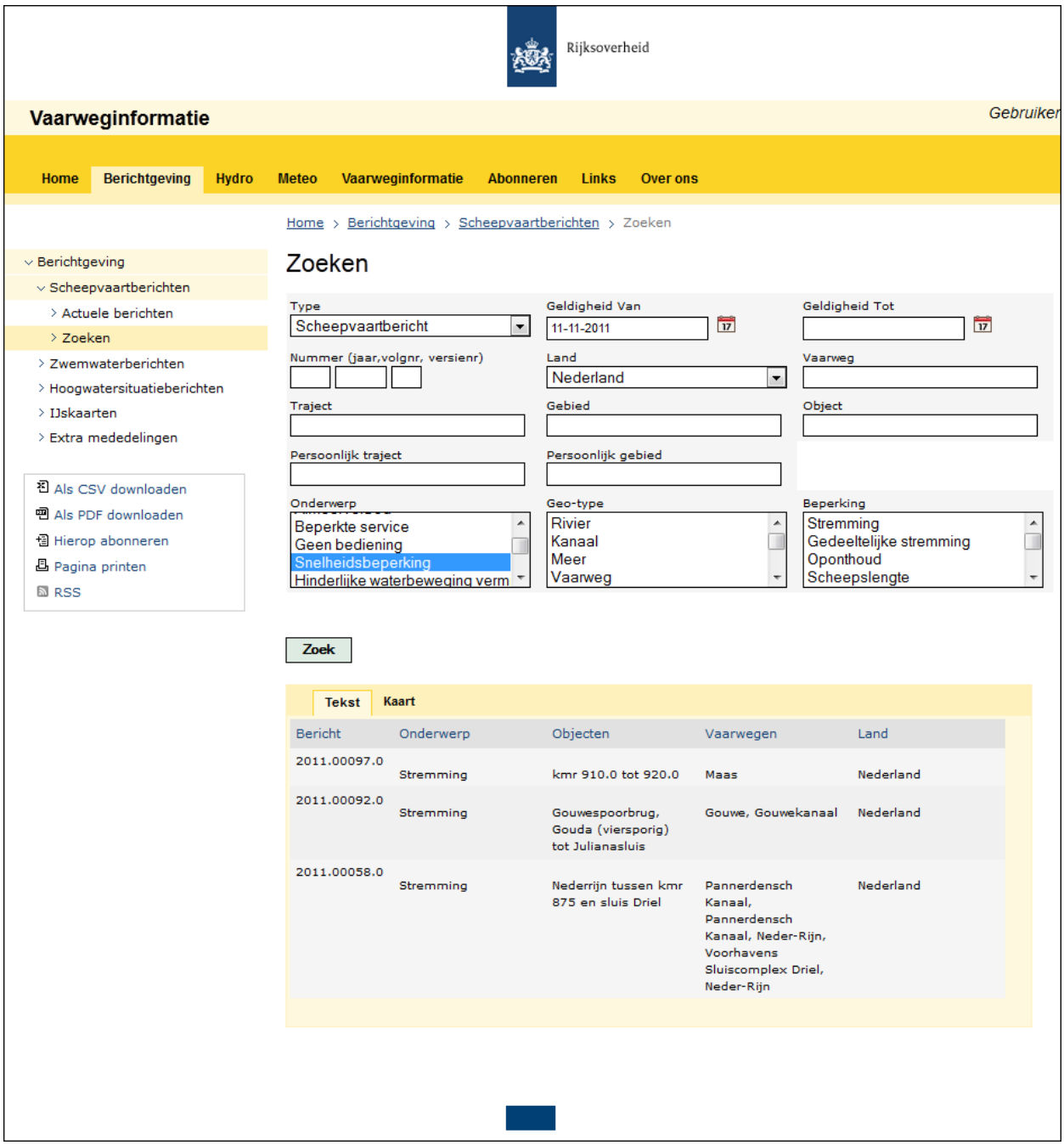
Ice charts

Ice notifications keep you updated about the recent ice situation. In the menu, select an area for which you wish to view an ice chart with the up-to-date ice situation and navigation possibilities. The information is updated on a daily basis for as long as there is ice and inland shipping is affected by it.

Additional notifications

Here you can find additional information from Rijkswaterstaat that does not fall in any of the categories above.

3.1 Searching for notifications



Example of the Searching for Notifications page

This page appears when you have selected **Notification> Shipping notifications> Search**. On this page you can search for and view your notifications. You enter the search criteria in the top section of the page. The notifications that meet the search criteria appear on **Text** and **Chart** tabs in the lower section. The tabs allow you to view summaries of the notifications.

We will now describe how to search for notifications and how to use the chart.

Search for notifications

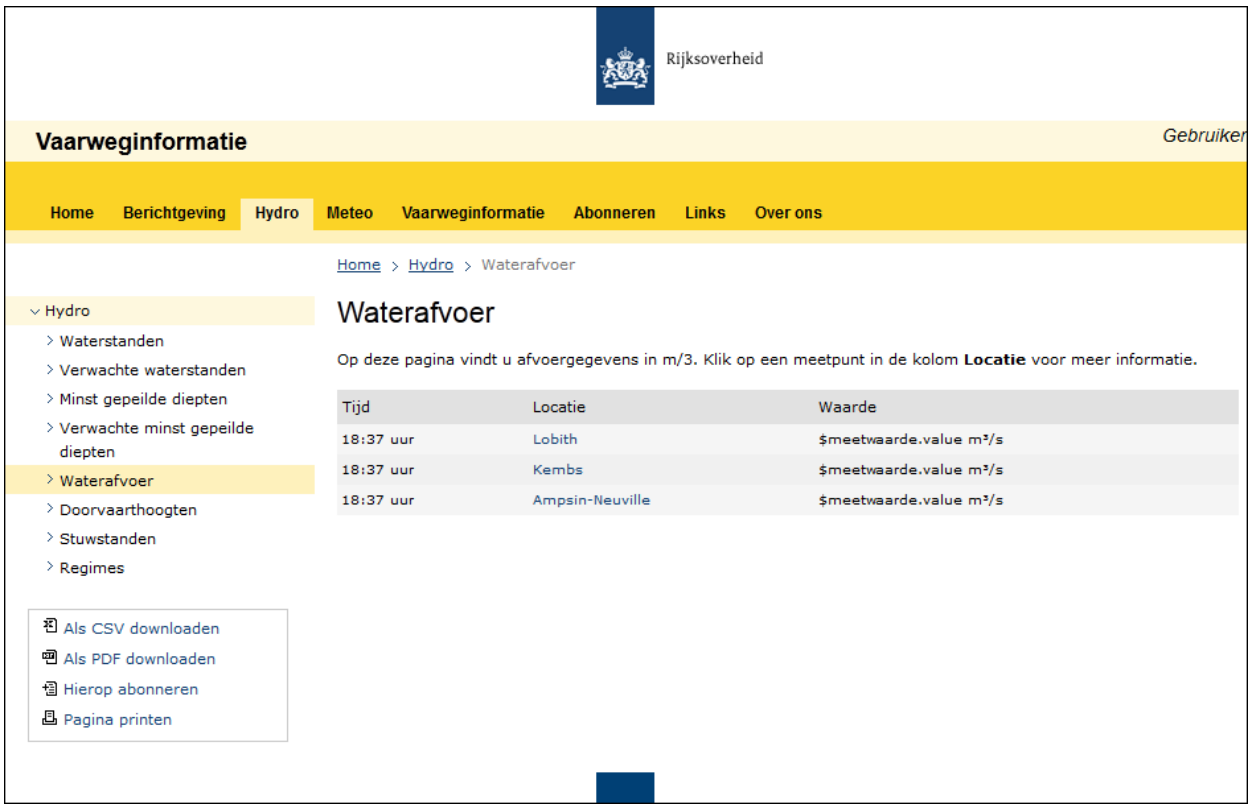
1. Enter the search criteria by using the following tips:
   - When you place your cursor in a search field, you are given a list of options.
   - You can select multiple search criteria with the CTRL and SHIFT keys in the **Subject**, **Geo type** and **Restriction** search fields.

2. Click on **Search** in order to start the search. The search results are shown at the bottom of the page.
3. In the **Notification** column, click on a notification number in order to view a summary of the notification.

Use chart

1. Click on the **Chart** tab. On the chart, the pictogram shows the locations with regard to which a notification has been found.
2. Use the left/right/up/down arrows of the button in the top left of the chart to shift the centre of the chart.
3. Zoom in on the preferred navigation are using the +/- scale in the top left of the chart.
4. How to read a summary of a notification:
   a. In the top right of the chart, click on the info pictogram.
   b. Click on the pictogram for the notification you wish to view.

4 Hydro



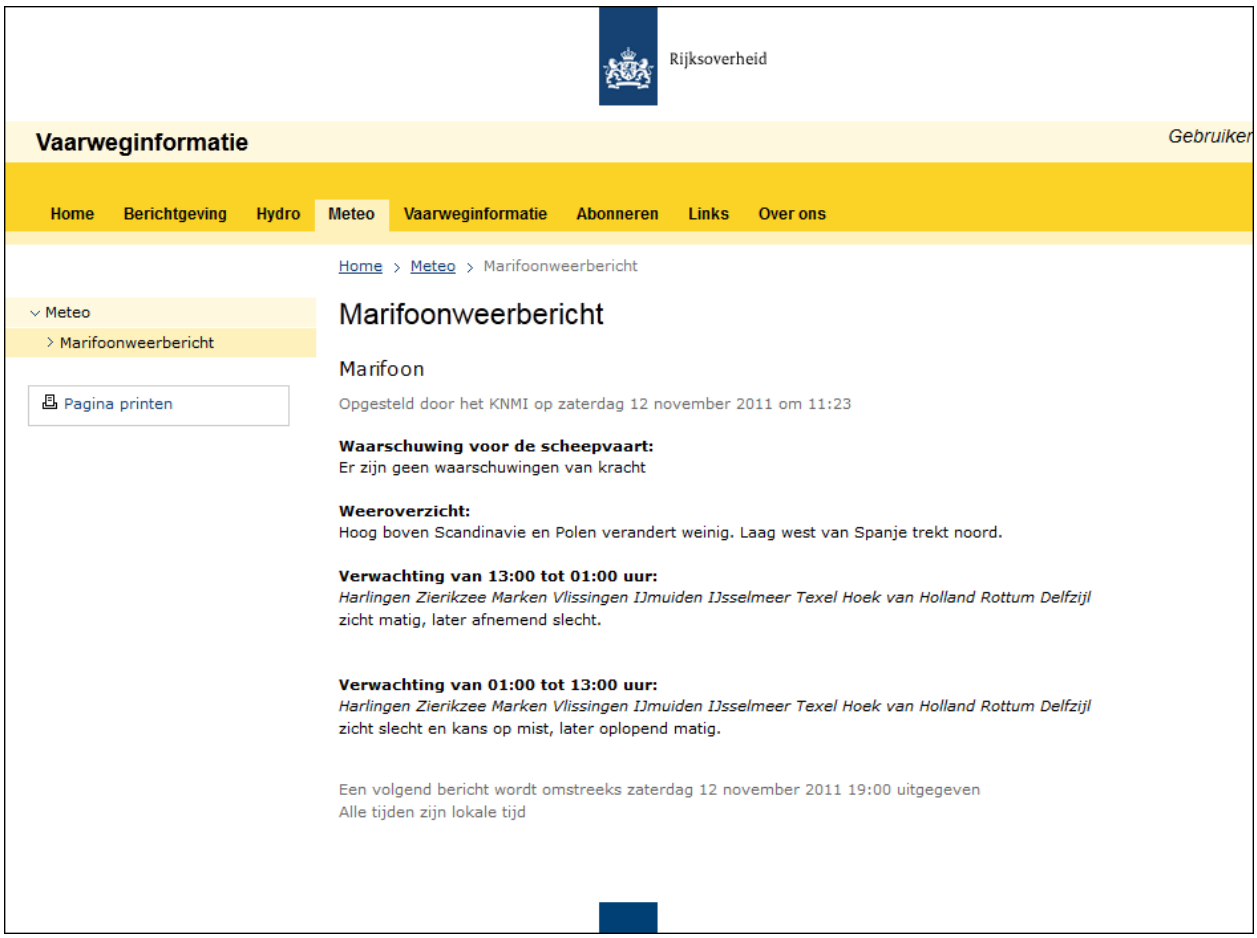
Example of a page with hydrographic information

Under **Hydro** you will find up-to-date hydrographic information shown in tables. Are you looking for more detailed information? Click on a measuring point in the **Location** column of a table.

You can retrieve the following hydrographic information:

- Water levels and anticipated water levels
- Lowest waterway depths and anticipated lowest waterway depths
- Water drainage
- Headroom
- Weir positions
- Regimes

5 Weather



Example of the Maritime radio weather forecast page

Under **Weather** you will find meteorological information. Go to the **Maritime radio weather forecast** submenu for the latest maritime radio weather forecast.

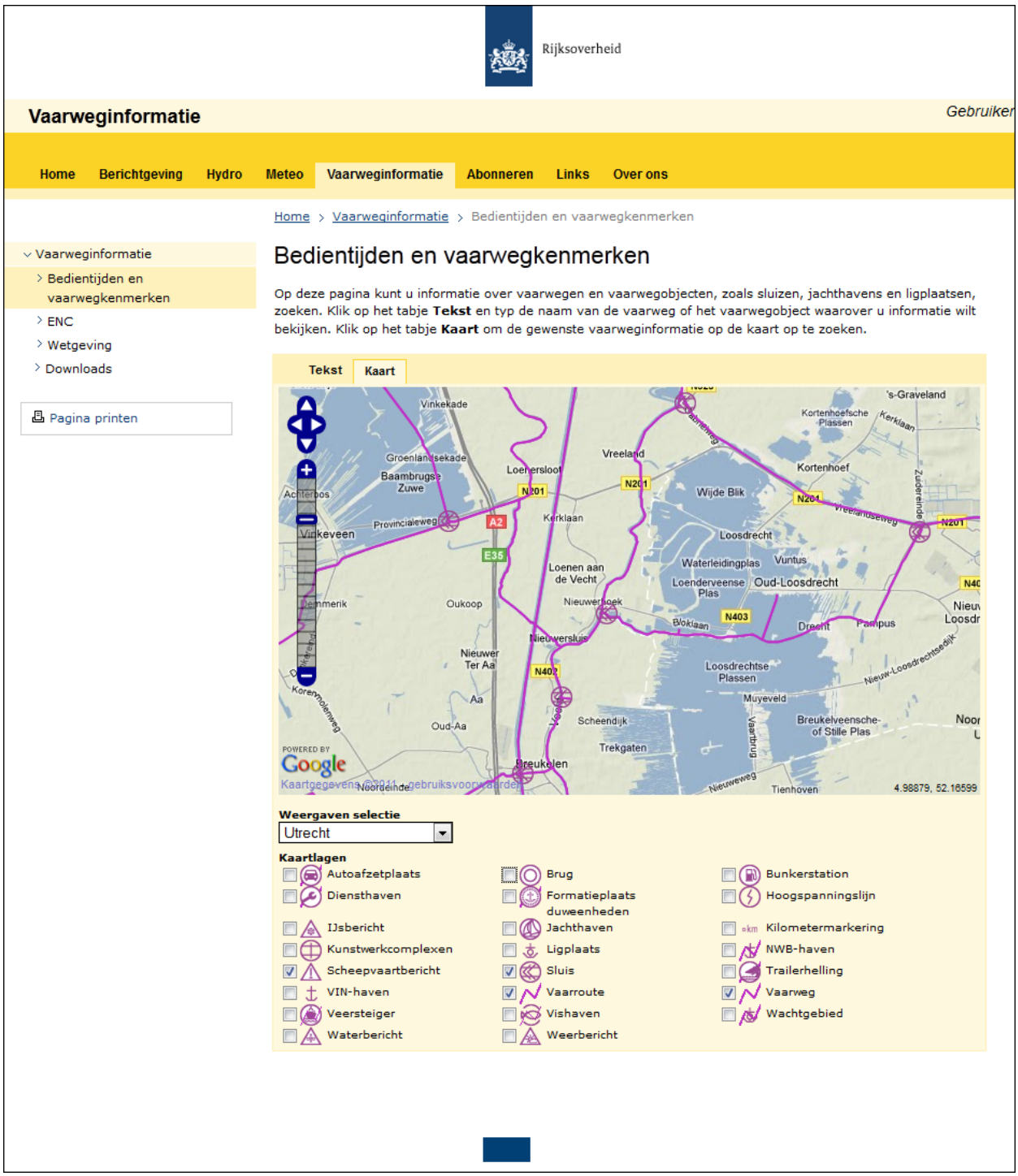
6 Waterway information

Under **Waterway information** you will find the following pages:

- **Operating times and waterway features**: information about waterways and waterway objects such as locks, marinas and moorings.
- **ENC**: Electronic Nautical Charts. On this page you can download electronic nautical charts of the main inland waterways.
- **Legislation**: information about shipping traffic rules. On this page you can download or view legislation via a link to another website.
- **Downloads**: downloading or viewing files with waterway information.

The ENC, Legislation and Downloads pages are self-explanatory and are not discussed on this occasion.

6.1 Operating times and waterway features



Example of the chart on the Waterway Information page

On the **Waterway information> Operating times and waterway features** page you will find information about waterways and waterway objects, such as locks, marinas and moorings. For instance:

when you look for a lock, you will see information about the opening times and the dimensions of the lock chambers, among other things.

There are two ways to look for waterway information:

- On the **Text** tab, type the name of the object you need information about.
- On the **Chart** tab, zoom in on and click on the object you need information about.

6.1.1 Requesting information via the Text tab

1. Click on the **Text** tab.
2. In the **Name** field, enter the name of the waterway or waterway object you want to see more information for.
   ☺ When in doubt about the correct spelling, just type in the first few letters of the name. You are then given a list of options.
3. Click on **Show**. The information appears underneath the search field.

6.1.2 Requesting information via the Chart tab

You zoom in on a navigation area and indicate which elements you wish to see, for instance waterways, bridges and locks. The chart will display lines that represent waterways and pictograms that represent waterway objects. The pictograms indicate the location of the selected elements. By clicking on or near a line or a pictogram, a pop-up window enables you to indicate for which element you wish to receive information.

1. Click on the **Chart** tab.
2. Select the preferred area from the **Show selection** menu.
3. Use the left/right/up/down arrows of the button in the top left of the chart to shift the centre of the chart.
4. Zoom in on the preferred navigation are using the +/- scale in the top left of the chart.
5. At the bottom of the chart, select the type of elements you wish to view. You can select multiple types.
6. Click on the pictogram of the element you are looking for. A text bubble appears, showing the name of one or more elements on the chart.
7. Tick the box for the waterway or waterway object you want to see more information for. The information appears underneath the chart.
8. Click on in the text bubble in order to close it.

7 Subscribe

The **Subscribe** menu allows you to take out a free subscription to the waterway information that applies to you. You will receive this information automatically, and you can indicate exactly which information you wish to receive, and how and when this information should be sent to you. You can subscribe to the standard information made available by Rijkswaterstaat (RWS), but you can also compose your own publications for a selection of this information and subscribe to that. Another possibility is that you can indicate that you only wish to receive certain information for a specific shipping area or section. This way, you will receive the information that applies to you. Do you need other information, or do you wish to unsubscribe? Not a problem, just create a new subscription or change or cancel your existing subscription(s).

Which information do you wish to subscribe to?
On the Rijkswaterstaat Waterway Information website you can subscribe to various types of information:

- **Daily overviews, reports and ice charts**
  An **overview** contains a collection of notifications of a certain type, for instance shipping notifications for a specific period.
  A **report** contains measured values that have been registered on a number of measuring points. Among other things, a report provides information about water levels, water quality or maximum headroom. The reports are prepared on a daily basis and are bases on the measurement data supplied to RWS by the monitoring stations.
  An **ice chart** provides an overview of the up-to-date ice situation in a certain area.
  When you subscribe to an overview, report of ice chart, you will receive it daily, at a time selected by you.

- **Centre for Water Management publications**
  In addition to the aforementioned reports, daily reports are prepared which are not published until RWS has checked the measured values.

- **Notifications**
  These notifications provide information about unusual circumstances, such as obstructions changes to the operating times of bridges and locks or high water situations. If you subscribe to a notification, you will receive a message as soon as RWS is notified of an unusual circumstance.
  A **measured values notification** is a special type of notification. A measured values notification keeps you updated when a specific measured value at a specific measuring point changes. You can indicate which measured value and measuring point you are interested in, and which change should prompt a notification to be sent to you.

- **Personal publications**
  Personal publications are composed by you. In a personal publication you can include a selection of the waterway information that applies to you. You can for instance compose a publication of all notifications that meet certain criteria, or a publication that enables you to follow the progress of certain measured values at a specific measuring point on a daily basis. Once you have composed a personal publication, you can subscribe to it.

How can I subscribe?
In order to subscribe to waterway information, you first need to register as a new user or log in as an existing Rijkswaterstaat account holder. (See also Personal details.)

Register:
It is very easy to create a free RWS account. Click on **Login** at the top of the page. At the top of the login

screen that appears, click on **Register**. Now enter your username, password and other details on the account form that appears (see Manage personal account for a description of the fields). Once you have entered your details you will receive an e-mail to activate your account.

Log in:
Click on **Login** at the top of the page and enter your username and password.

When you are logged in, there are two ways of subscribing to waterway information:

1. On the **Manage subscriptions** page of the **Subscribe** menu, you can subscribe to all of the types of information listed above. See Manage subscriptions to waterway information for instructions.

2. On the pages of the submenus under **Notification** and **Hydro** you can subscribe to the information shown on the pages in question. You can do this by clicking on **Subscribe to this** in the left field on the page. This will take you straight to the page where you can enter the settings for your subscription. Read the instructions in:
    - Overviews and reports: create or change subscription.

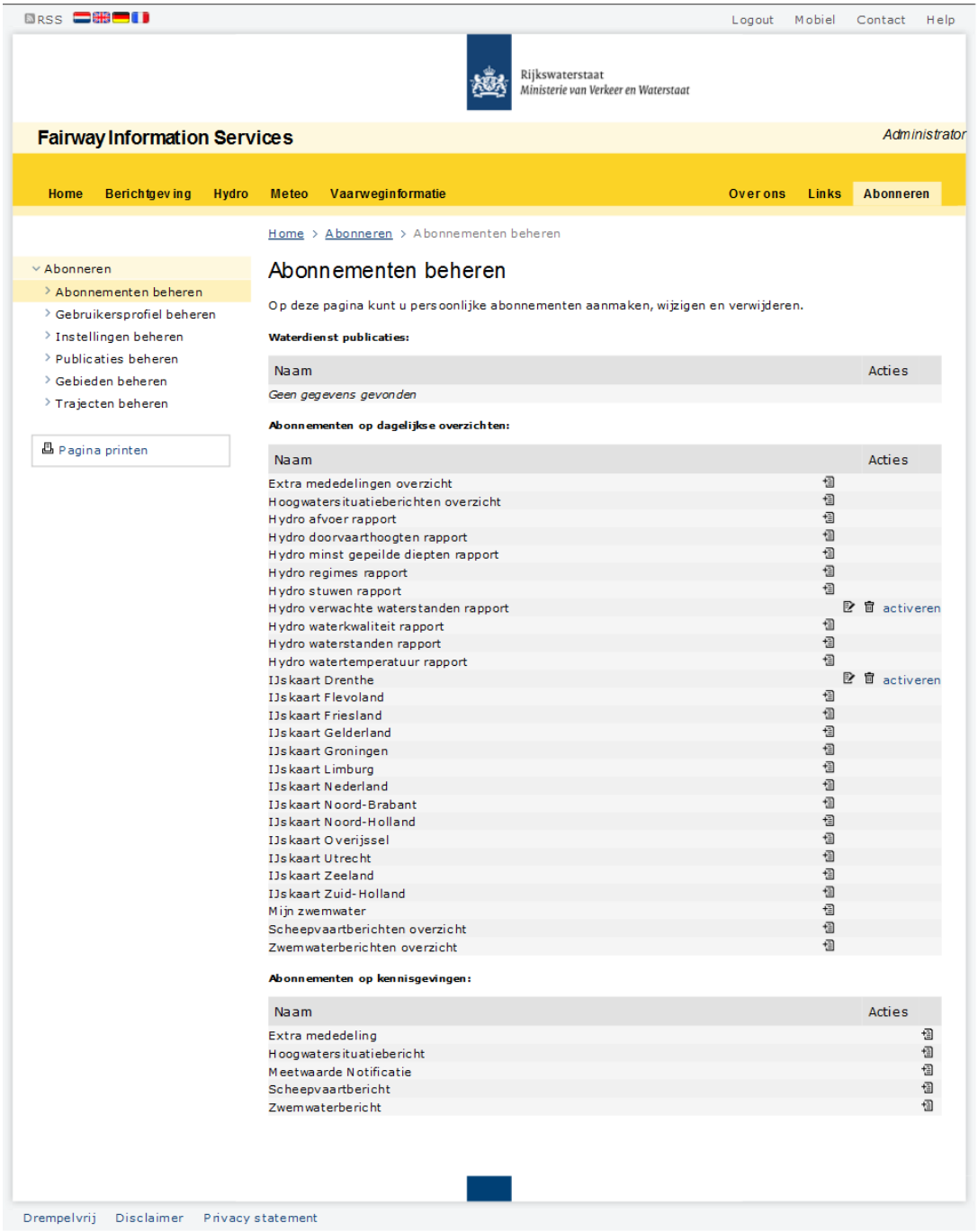
Where can you find more information?
The next chapters document explain how to subscribe to waterway information and how to set your subscription(s) according to your personal preferences:

Chapter	*Description*
Manage subscriptions	Set up, change, activate, deactivate or remove a subscription.
Manage user profile	Change your personal user profile.
Manage settings	Manage default settings for your subscription(s).
Manage publications	Compile your own publications.
Manage areas and sections	Manage the shipping area and section for which you want to receive information.

8 Manage subscriptions

On the **Manage subscriptions** page of the **Subscribe** menu, you can create change, remove, activate and deactivate subscriptions. This chapter document explains how to do this.

8.1 Manage subscriptions to waterway information



Example of the Manage Subscriptions page

This page shows the information you can subscribe to and the information you are already subscribed to. The and action buttons and the **activate** or **deactivate** link are shown in the **Actions** column for information you are subscribed to. The information on this page is conveniently arranged according to type in the following sections:

- **Centre for Water Management publications**
- **Subscriptions to daily overviews**
- **Subscriptions to notifications**

See the chapter Subscribe document for a description of the different types of waterway information.

On this page you can create, change, remove, activate and deactivate subscriptions.

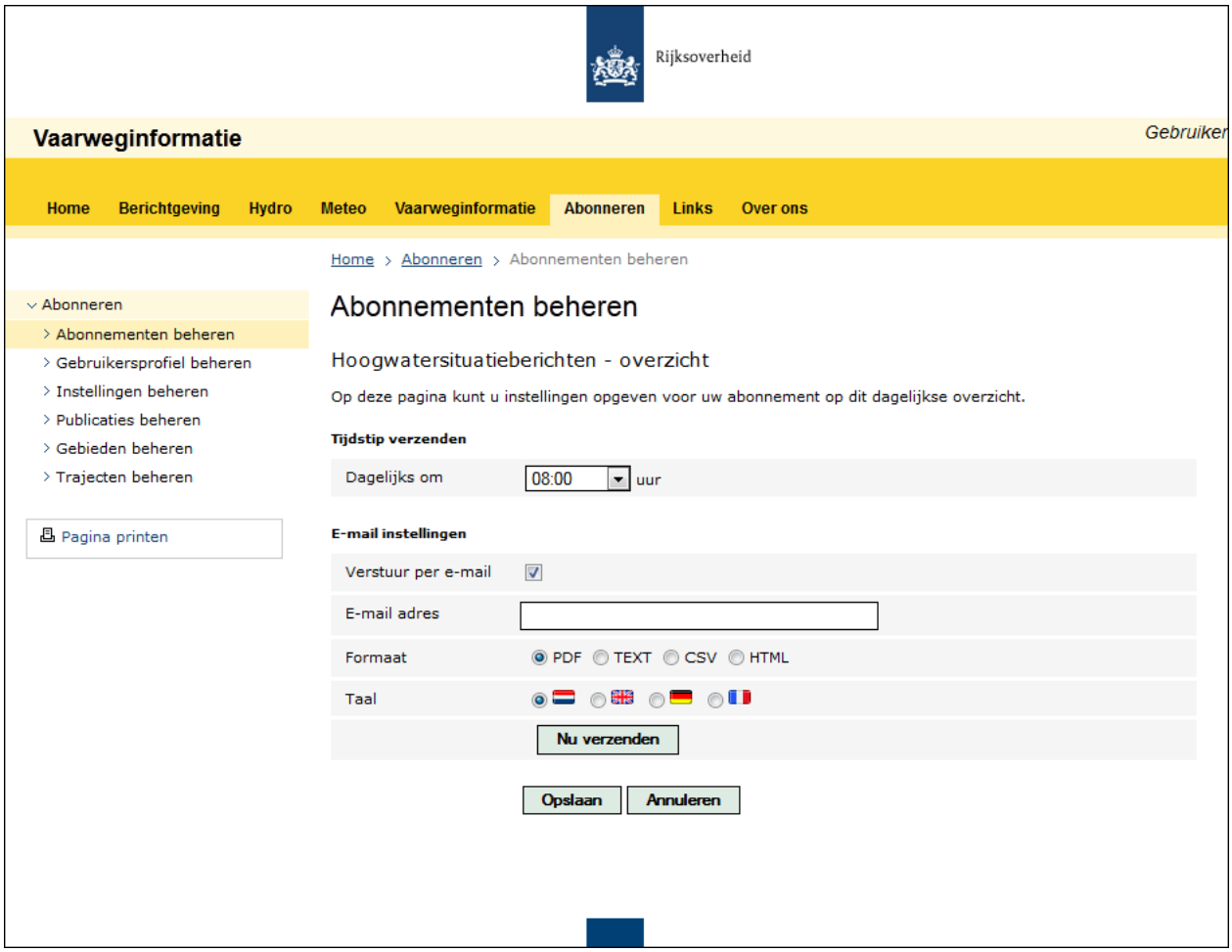
Condition
In order to be able to manage subscriptions, you must be logged in.

Manage subscriptions

1. Select **Subscribe >Manage subscriptions**.
2. Consult the following table in order to carry out your preferred action:

Action	***Instructions***
Create or change a subscription	1. Click on the action button in the **Actions** column for the information with regard to which you wish to create a subscription. or Click on the action button in the **Actions** column for the information with regard to which you wish to change a subscription. 2. Indicate or change the settings for the subscription. Follow the instructions in: • Overviews and reports: create or change subscription for information in the **Centre for Water Management publications** and **Subscriptions to daily overviews** sections. • Measured values notification: create or change subscription for the measured value notification in the **Subscriptions to notifications** section. • Notifications: create or change subscription for the other notifications in the **Subscriptions to notifications** section. 3. Activate the subscription.
Remove a subscription	1. Click on the action button in the **Actions** column for the subscription you wish to remove. The page of the subscription will appear. 2. Click on the **Remove** button.
Activate a subscription	In the **Actions** column, click on the **activate** link and follow the instructions in Activate subscription.
Deactivate a subscription	In the **Actions** column, click on the **deactivate** link and follow the instructions in Deactivate subscription.

8.1.1 *Overviews and reports: create or change subscription*



Example of the page with subscription settings for overviews and reports

This page appears when you:

- have selected **Subscribe> Manage subscriptions** and have clicked on the action button or on in the **Actions** column of the **Centre for Water Management publications** section or **Subscriptions to daily overviews**.
  or
- Have clicked on **Subscribe to this** in order to create a subscription to an overview or report on one of the pages under **Hydro** or **Notification**.

On this page you can enter or change the settings for your subscription.

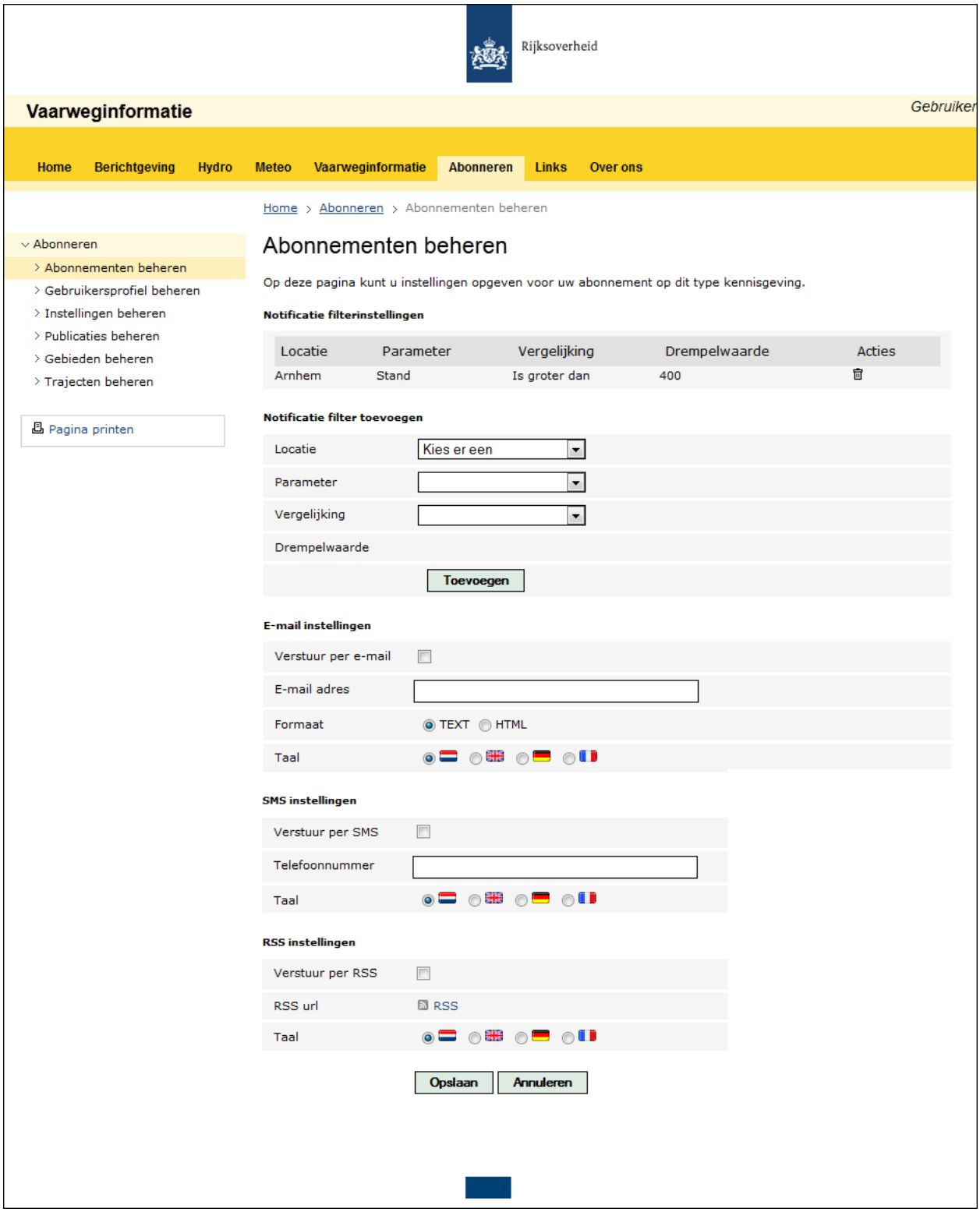
Create or change subscription

1. Enter the settings by using the following table:

Section	***Field***	***Description***
Time sent	Daily at	The time at which the information must be sent to you each day. When you create or change a subscription for information in the **Centre for Water Management publications** section, this field is not shown. The information in this section is sent as soon as the measured values have been checked by RWS.
E-mail settings	Send by e-mail	Tick this box if you wish to receive the information by e-mail.
	E-mail address	The e-mail address where the information must be sent to.
	Format	The type of file you wish to receive. Examples include PDF files.
	Language	The way in which you wish to receive the information.

2. Click on the **Send now** button when you wish to test whether you receive the preferred information.
3. Click on **Save** in order to save the settings. You return to the previous page, where you must first activate the new or changed subscription before you can start using it.

8.1.2 *Measured value notification: create or change subscription*



Example of the page with subscription settings for a measured value notification

This page appears when you have selected **Subscribe>Manage subscriptions** and have clicked on the action button or on in the **Actions** column for the measured values notification in the **Notifications** section.

On this page you can enter or change settings for a subscription to a measured values notification which keeps you updated when a specific measured value at a specific measuring point changes. On this page, you set one or more filters in order to indicate the type of change you wish to receive a notification for. You also indicate how you wish to receive the notification: by e-mail, SMS or RSS.

Create or change subscription

1. Consult the table below in order to set a filter:

Section	***Field***	***Description***
Add notification filter	Location	The measuring point you are interested in.
	Parameter	The measured value you are interested in.
	Comparison	In this field, indicate for which changes to the measured value compared to the threshold you wish to receive a notification.
	Threshold	The threshold for the measured value.

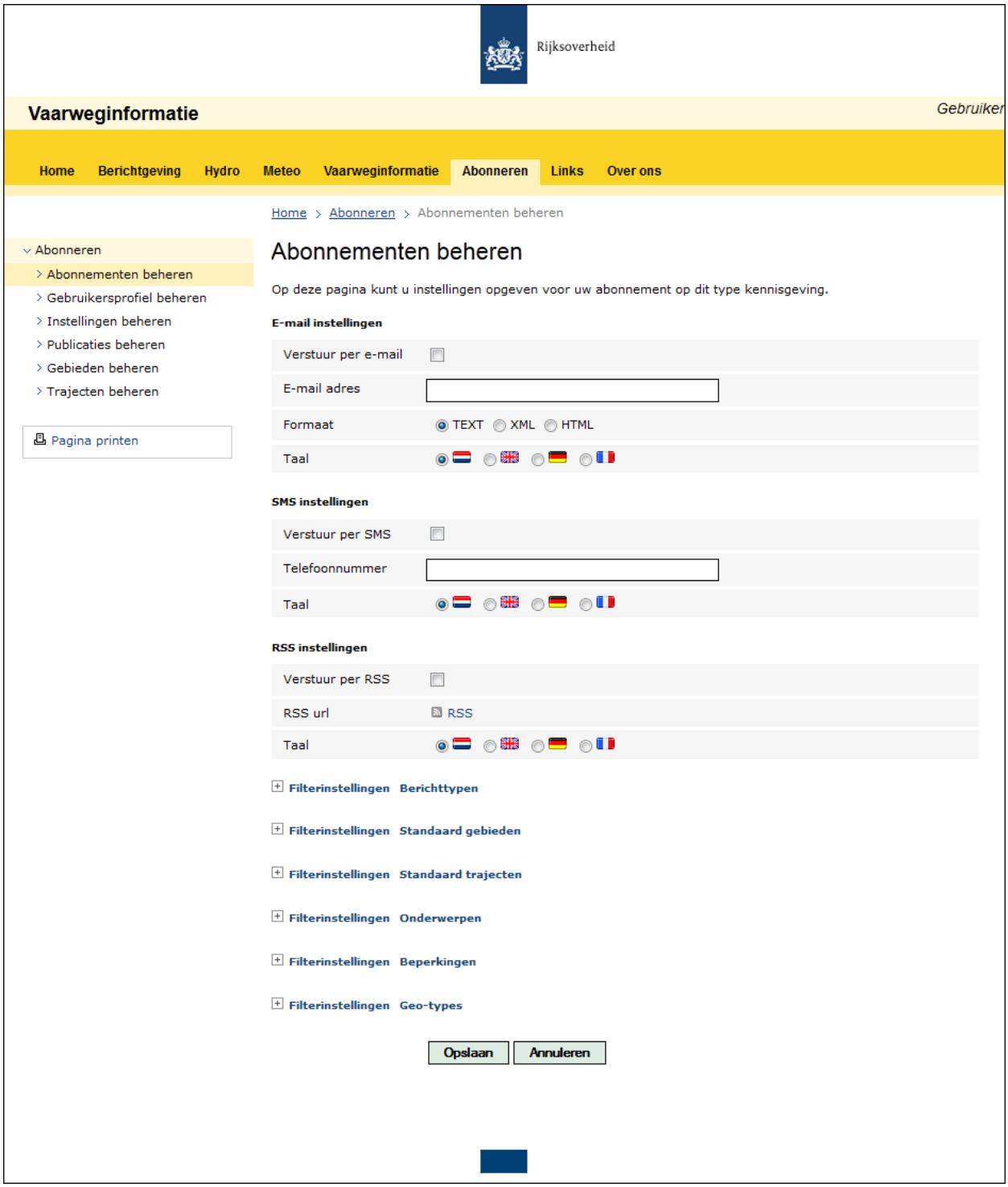
2. Click on **Add**. The **Notification filter settings** section shows the filter settings you have entered.
3. Repeat steps 1 and 2 if you wish to enter multiple filters.
4. Remove filters by clicking on the action button.
5. Consult the following table in order to indicate how you wish to receive the notification:

Section	***Field***	***Description***
E-mail settings	Send by e-mail	Tick this box if you wish to receive the information by e-mail.
	E-mail address	The e-mail address where the information must be sent to.
	Format	The type of file you wish to receive. Examples include PDF files.
	Language	The way in which you wish to receive the information.
SMS settings	Send by SMS	Tick this box if you wish to receive the information by SMS.
	Telephone number	The mobile telephone number where the information must be sent to.
	Language	The way in which you wish to receive the information.

Section	*Field*	*Description*
RSS settings	Send by RSS	Tick this box if you wish to be kept updated by RSS.
	RSS URL	Click on the **RSS** action button in order to show a page on which you can indicate how the RSS Feed must be sent. Select the preferred channel for the RSS Feed, click on **Subscribe now** and enter the necessary settings. Navigate back to the Rijkswaterstaat Waterway Information website by means of the Back button in your web browser.
	Language	The way in which you wish to receive the information.

6. Click on **Save** in order to save the settings. You return to the previous page, where you must first activate the new or changed subscription before you can start using it.

8.1.3 *Notifications: create or change subscription*



Example of the page with subscription settings for notifications

This page appears when you:

- have selected **Subscribe> Manage subscriptions** and have clicked on the action button or on in the **Actions** column of the **Notifications** section.

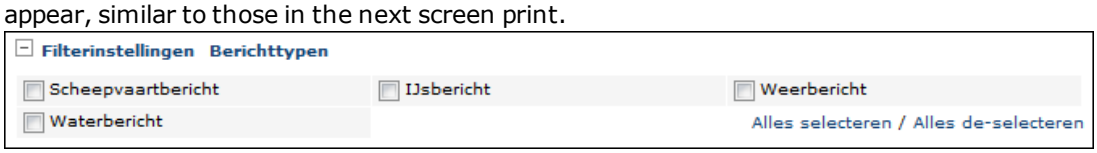
On this page you can enter or change settings for a subscription to a notification. (When you wish to create or change a subscription for a measured value notification, please consult Measured value notification: create or change subscription.)

Create or change subscription

1. Indicate how you wish to receive the information by using the following table:

Section	*Field*	*Description*
E-mail settings	Send by e-mail	Tick this box if you wish to receive the information by e-mail.
	E-mail address	The e-mail address where the information must be sent to.
	Format	The type of file you wish to receive. Examples include PDF files.
	Language	The way in which you wish to receive the information.
SMS settings	Send by SMS	Tick this box if you wish to receive the information by SMS.
	Telephone number	The mobile telephone number where the information must be sent to.
	Language	The way in which you wish to receive the information.
RSS settings	Send by RSS	Tick this box if you wish to be kept updated by RSS.
	RSS URL	Click on the **RSS** action button in order to show a page on which you can indicate how the RSS Feed must be sent. Select the preferred channel for the RSS Feed, click on **Subscribe now** and enter the necessary settings. Navigate back to the Rijkswaterstaat Waterway Information website by means of the Back button in your web browser.
	Language	The way in which you wish to receive the information.

2. Enter filter settings to specify in detail which information you wish to receive:
   a. Click on the text (marked in blue) **Filter settings[name of filter]**. Various boxes will appear, similar to those in the next screen print.

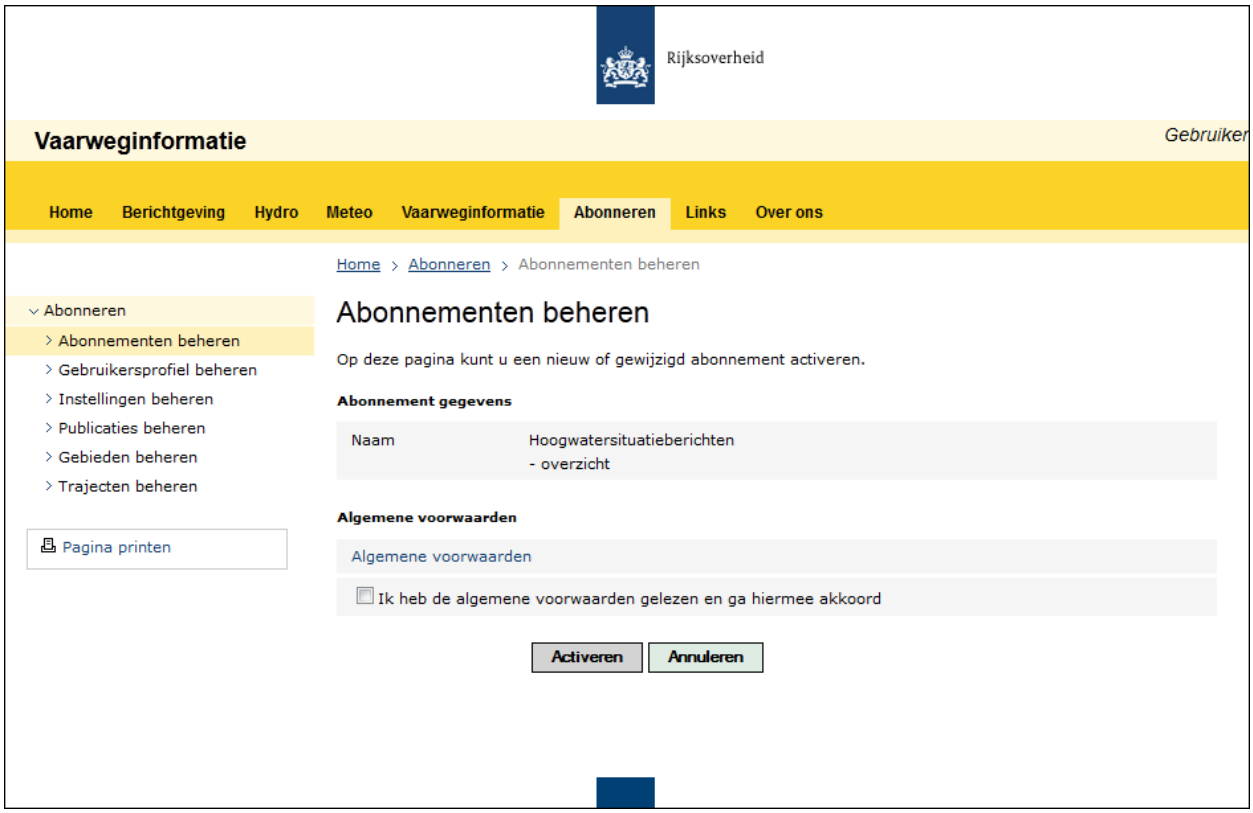


   b. Tick the boxes of the filters you wish to use.
   or
   Click on the **Select all** or **Deselect all** link to select or deselect all boxes.

When you create a subscription for a notification of the ***Shipping notification*** type and you have set a personal navigation area and section, you can select these under **Filter settingsPersonal areas** and **Filter settingsPersonal sections**.

3. Click on **Save** in order to save the settings. You return to the previous page, where you must first activate the new or changed subscription before you can start using it.

8.1.4 *Activate subscription*



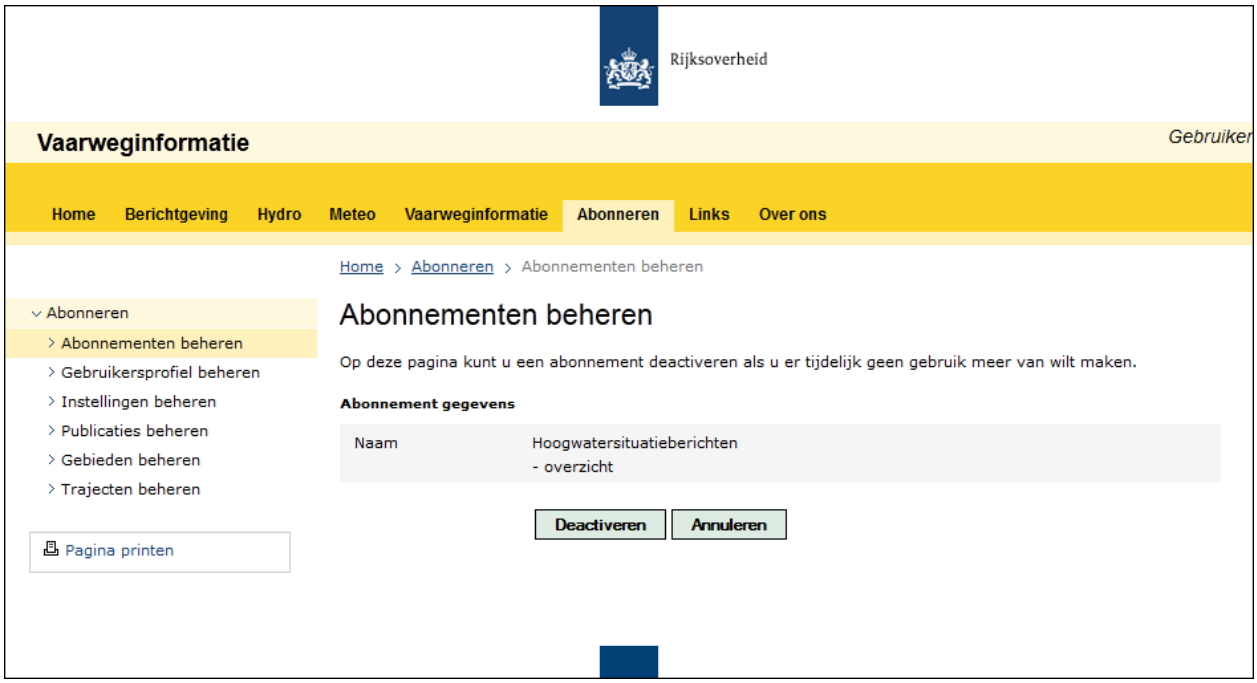
Example of the Activate Subscription page

This page appears when, in the subscription overview, you have clicked on the link for activating a certain subscription. On this page you can activate a new or changed subscription. A subscription can be used only once you have activated it. You can activate a subscription at any time. If you temporarily do not want to use a subscription, you can deactivate it.

Activate a subscription

1. Go to **Subscribe > Manage subscriptions**.
2. Go to the row of the subscription you wish to activate and click on the **activate** link in the **Actions** column. The page shown above appears.
3. Check if the subscription you wish to activate is shown under **Subscription details**.
4. Click on the **General Terms and Conditions** link to read the general terms and conditions.
5. Leave the page with general terms and conditions.
6. Select **I have read and accepted the general terms and conditions**.
7. Click on the **Activate** button.

8.1.5 *Deactivate subscription*



Example of the Deactivate Subscription page

This page appears when, in the subscription overview, you have clicked on the link for deactivating a certain subscription. On this page you can deactivate a subscription when you temporarily no longer wish to use it. When you go on holiday for instance. If you want to start using the subscription again, you can reactivate it.

Deactivate a subscription

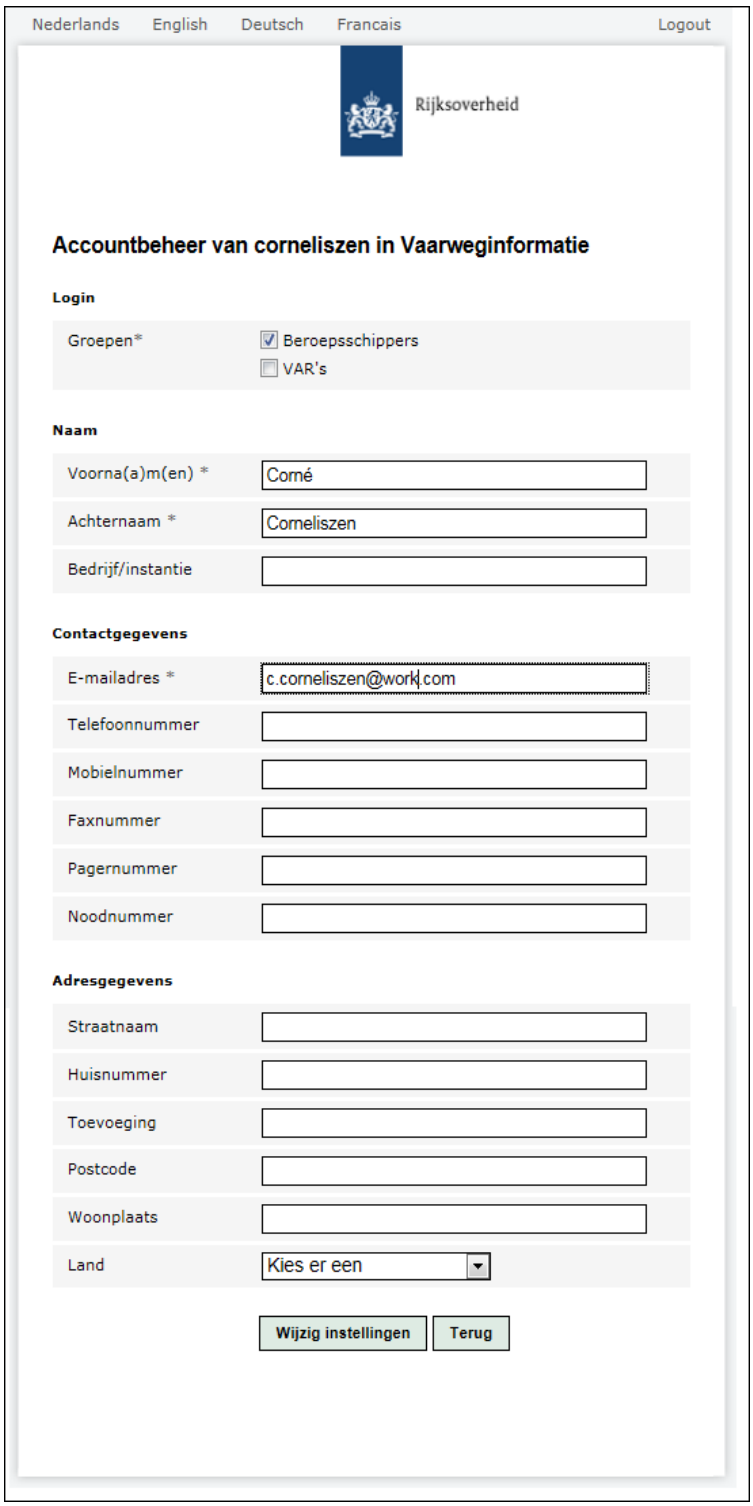
1. Go to **Subscribe > Manage subscriptions**.
2. Go to the row of the subscription you wish to deactivate and click on the **deactivate** link in the **Actions** column. The page shown above appears.
3. Check if the subscription you wish to deactivate is shown under **Subscription details**.
4. Click on the **Deactivate** button.

9 Manage user profile

On the **Manage user profile** page of the **Subscribe** menu, you can create change the details of your user profile. Your user profile records your password, contact details and address details. Your contact details are important in order for you to receive the information you subscribe to. You can change these details in your user profile, should you need to. The contact details entered in your user profile are shown by default when you create a new subscription. However, you can change these details for each separate subscription.

This chapter document explains how to change the details of your user profile.

9.1 Manage personal account



Example of the RWS account form

This page shows the RWS user account form. On this page you can edit your user profile. You can change your contact details for instance. Any changes you make are implemented straight away. A notification of changes is sent to the e-mail address you entered on the form. This notification of changes only serves to inform you; there is nothing else you have to do to activate the changes.

Change user profile

1. Select **Subscribe > Manage user profile**.
2. Make the changes by using the following table:

Section	***Field***	***Description***
Login	Groups	All available groups. Select the groups you feel you fall under.
Name	First name(s)	Your first name(s).
	Surname	Your surname.
	Company/organisation	The company or organisation you are affiliated with.
Contact details	E-mail address	Your e-mail address.
	Mobile number	The number of your mobile telephone.
	Telephone number	The number of your landline.
	Fax number	Your fax number.
	Pager number	Your pager number.
	Emergency number	Your emergency number.
Address details	Street name	The street name of your residential address.
	House number	The house number of your residential address.
	Suffix	Any suffix to your residential address.
	Postcode	The postcode of your residential address.
	Town/city	The town/city of your residential address.
	Country	The country of your residential address.

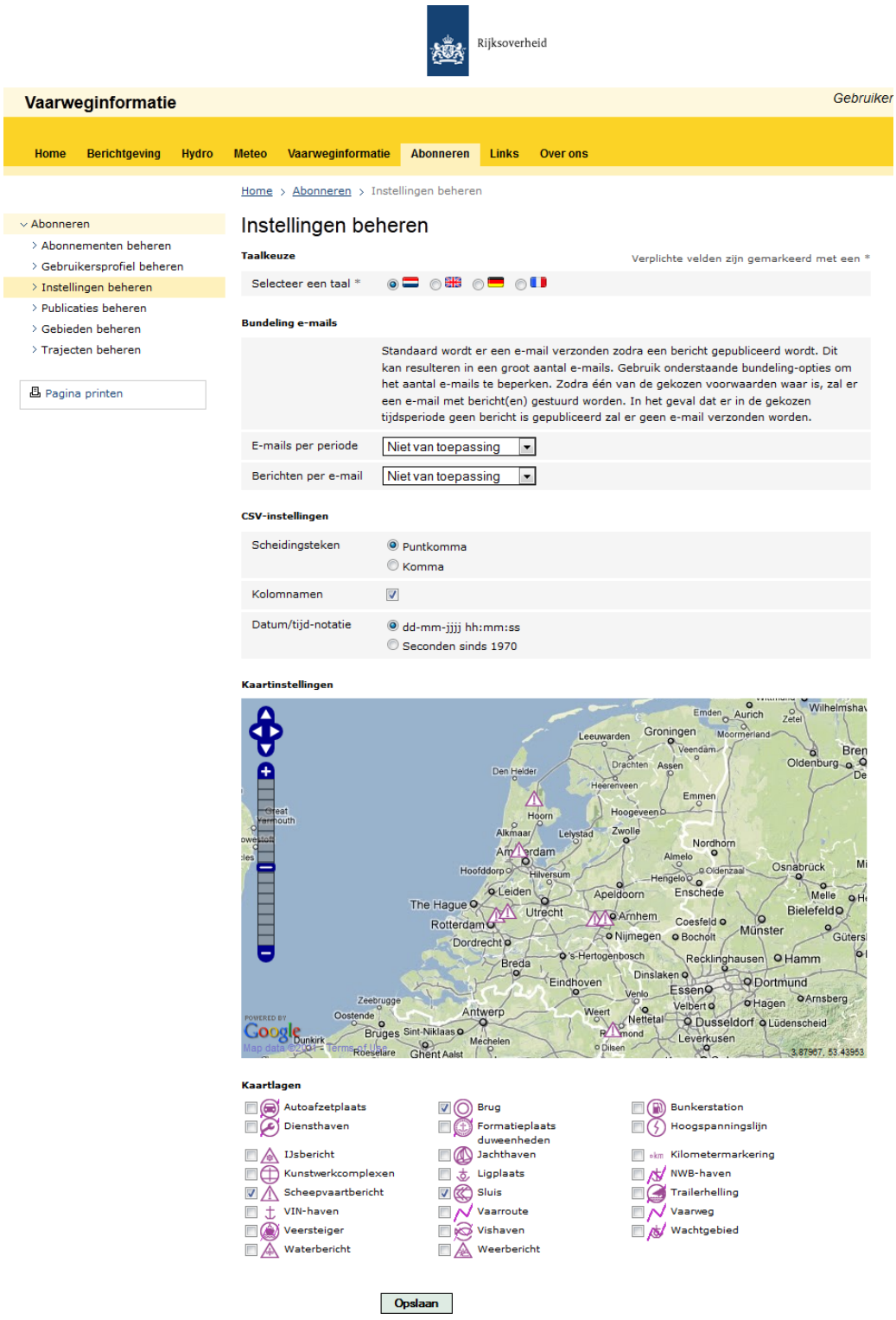
3. At the bottom of the form, click on **Change settings** in order to save the changes.

10 Manage settings

On the **Manage settings** page of the **Subscribe** menu, you can indicate how you wish to receive the information you subscribe to.

This chapter document explains how to enter and change default settings for your subscriptions.

10.1 Enter settings



Example of the Manage Settings page

On this page you can enter settings that are used by default for all new subscriptions you create. You can deviate from these standards settings for each individual subscription.

The settings of existing subscriptions are not changed if you change the settings on this page.

Enter standard settings for subscriptions

1. Select **Subscribe > Manage settings**.
2. Enter the preferred settings by using the following table:

Section	***Selection boxes/circles***	***Description***
Language choice	Select a language	The language in which you wish to receive information.
E-mail bundling		By default, you will receive an e-mail as soon as a notification is published. This may result in a large number of e-mails. This section explains how to bundle notifications in order to reduce the number of e-mails.
	E-mails per period	The interval at which you wish to receive notifications.
	Notifications by e-mail	How many notifications you wish to receive by e-mail.
CVS settings	Separator	The separator to be used in CVS files: a semicolon or comma.
	Column names	Show column names yes or no.
	Date/time notation	The date/time notation to be used in CVS files: • Select the **dd-mm-yyyy hh:mm:ss** option to display the date and time in the notation 2011/04/15 01:22:05. • Select the **Seconds since 1970** option to display the date and time as a single figure: the number of seconds since 01/01/1970 00:00.
Chart settings	Chart layers	The elements (waterways and waterway objects such as bridges and locks) you want to show by default on the charts shown on the website. On the chart you will see lines that represent waterways and pictograms that represent waterway objects. The pictograms indicate the location of the selected elements.

3. Click on **Save** in order to save the settings.

11 Manage publications

On the **Manage publications** page of the **Subscribe** menu, you can compose and manage your own publications. In a publication you can include a selection of the waterway information that applies to you. Once you have composed a personal publication, you can subscribe to it. You can create three types of personal publications:

- **Notification overview**
  A notification overview is a publication with all notifications that meet your criteria.

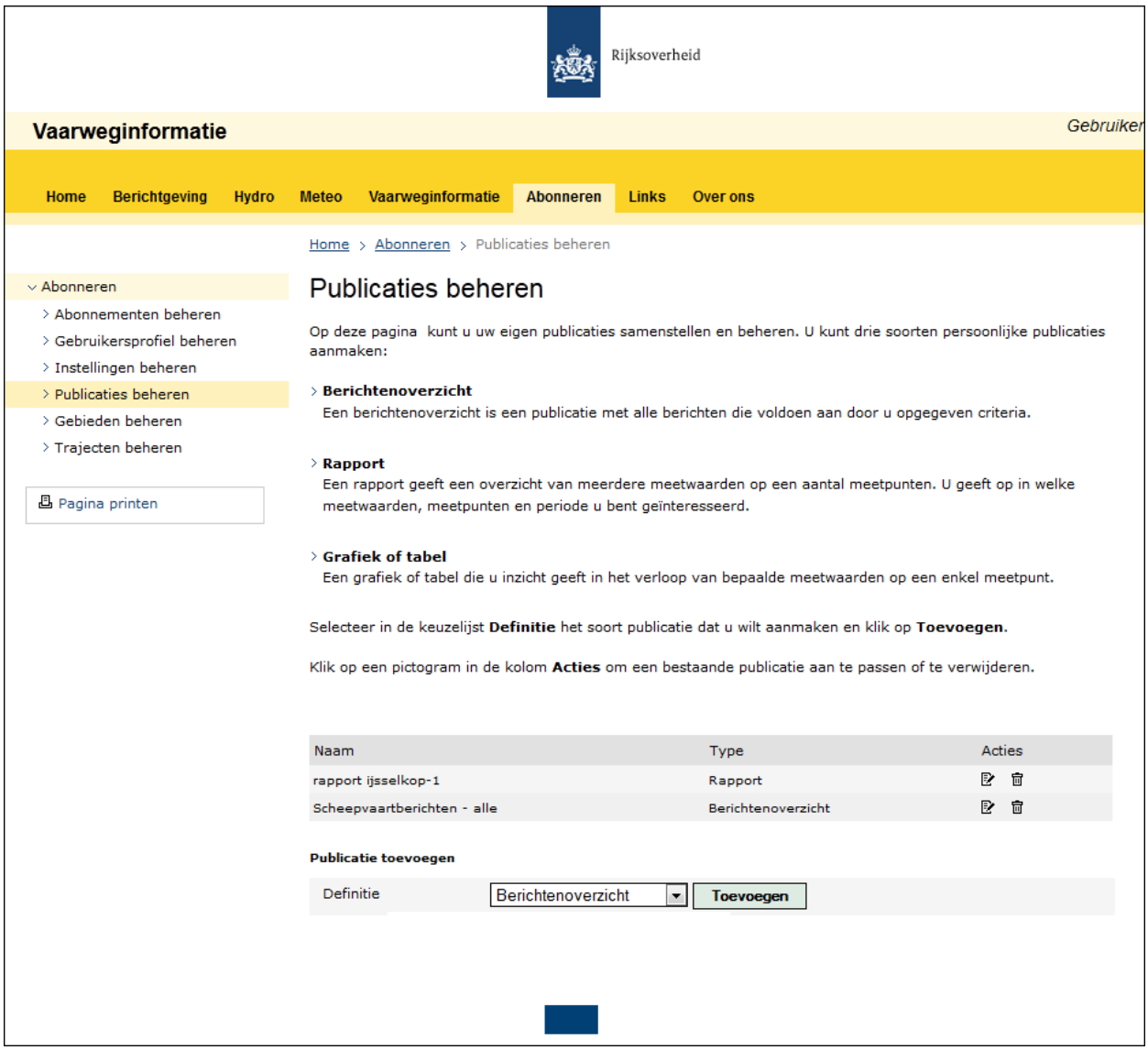
- **Report**
  A report gives an overview of several measured values on a number of measuring points. You state which measured values, measuring points and period you are interested in.

- **Graph or table**
  A graph or table that gives you an insight into the course of certain measured values at a single measuring point.

After you have created a personal publication, it is shown on the **Manage subscriptions** page of the **Subscribe** menu. Your graphs/tables and notification overviews can be found in the **Subscriptions to daily overviews** section. Your reports can be found in the **Centre for Water Management publications** section. Manage subscriptions to waterway information explains how to create and activate a subscription for your own publications.

This chapter document explains how to create, change and remove personal publications.

11.1 Manage personal publications



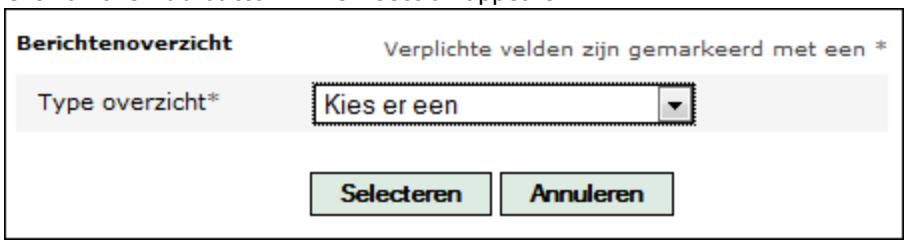
Example of the Manage Publications page

On this page you can create, change or remove definitions of personal publications.

Manage personal publication definitions

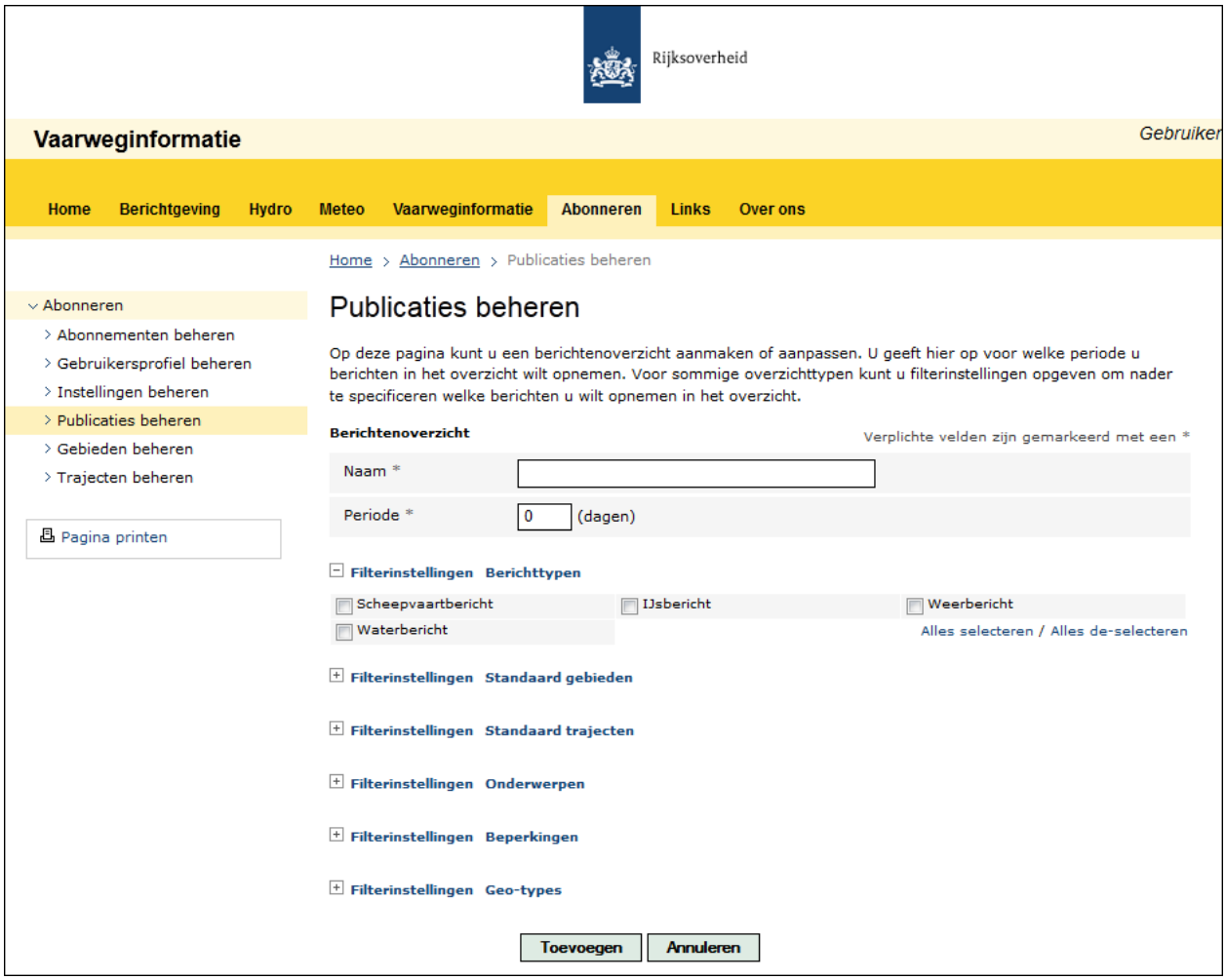
1. Select **Subscribe >Manage publications**.
2. When you want to remove a publication definition:
   a. Click on the action button in the **Actions** column for the definition you wish to remove.
   b. Click on **OK** in the dialogue box that appears.
3. When you want to change a publication:
   a. Click on the action button in the **Actions** column for the definition you wish to change.
   b. Continue with step 6.

4. When you want to add a publication definition for a notification overview:
    a. At the bottom of the page, select the **Notification overview** option in the **Definition** menu.
    b. Click on the **Add** button. A new section appears:



    c. Select the preferred overview in the **Type of overview** menu.
    d. Click on **Select**.
    e. Continue with step 6.
5. When you want to add a publication definition for a graph/table, report or ice chart:
    a. At the bottom of the page, in the **Definition** menu, select the type of publication with regard to which you wish to add a definition: **Graph/Table**, **Report** or **Ice chart**.
    b. Click on the **Add** button.
    c. Continue with step 6.
6. Depending on the type of publication, consult the following for more instructions:
    - Add or change notification overview
    - Add or change graph/table
    - Add or change report

11.1.1 *Add or change notification overview publication*



Example of the page on which you create or change a publication definition for a notification overview

This page appears when you have selected **Subscribe >Manage publications** and then:

- In the **Actions** column, have clicked on the action button in order to change the definition of a notification overview publication.
  or
  In the **Definition** field have selected the **Notification overview** option and have clicked on **Add**. Then, in the **Type of overview** menu, you have selected the preferred overview and clicked on **Select**.

On this page you can create or change a definition for a notification overview publication. In the publication definition you stipulate which information is included in the overview. You enter a period and filter settings in order to specify which notifications you wish to include in the overview. Which filters you can set depends on the type of overview.

Add or change definition for a notification overview publication

1. In the **Name** field, enter a name for the publication definition.
2. In the **Period** field, enter the number of days of the period for which notifications must be included in the overview.
3. Enter the preferred filter settings for each of the filters listed:

   a. Click on the link after the **Filter settings** text. You will now see various boxes.
   b. Tick the boxes of the filters you wish to use.
   or
   Click on the **Select all** or **Deselect all** link to select or deselect all boxes.

   When you create a notification overview of the ***Shipping notifications*** type and you have set a personal navigation area and section, you can select these under **Filter settings Personal areas** and **Filter settingsPersonal sections**. See Manage areas and sections for more information.

4. Click on **Add** to save the new publication definition.
   or
   Click on **Change** to save the changed publication definition.

Your notification overview is shown in the **Subscriptions to daily overviews** section on the **Manage subscriptions** page. On this page you can create a subscription to the new notification overview. See Manage subscriptions to waterway information for instructions.

11.1.2 Add or change graph/table publication

Example of the page on which you create or change a publication definition for a graph/table

This page appears when you have selected **Subscribe >Manage publications** and then:

- In the **Actions** column, have clicked on the action button in order to change the definition of a graph/table publication.
  or
  In the **Definition** field have selected the **Graph/table** option and have clicked on **Add** in order to add a definition for a graph/table publication.

On this page you can create or change a definition for a graph/table publication. In the publication definition you stipulate for which parameter and location you wish to include measured values and/or predictive values in the graph/table.

Create or change definition for a graph/table publication

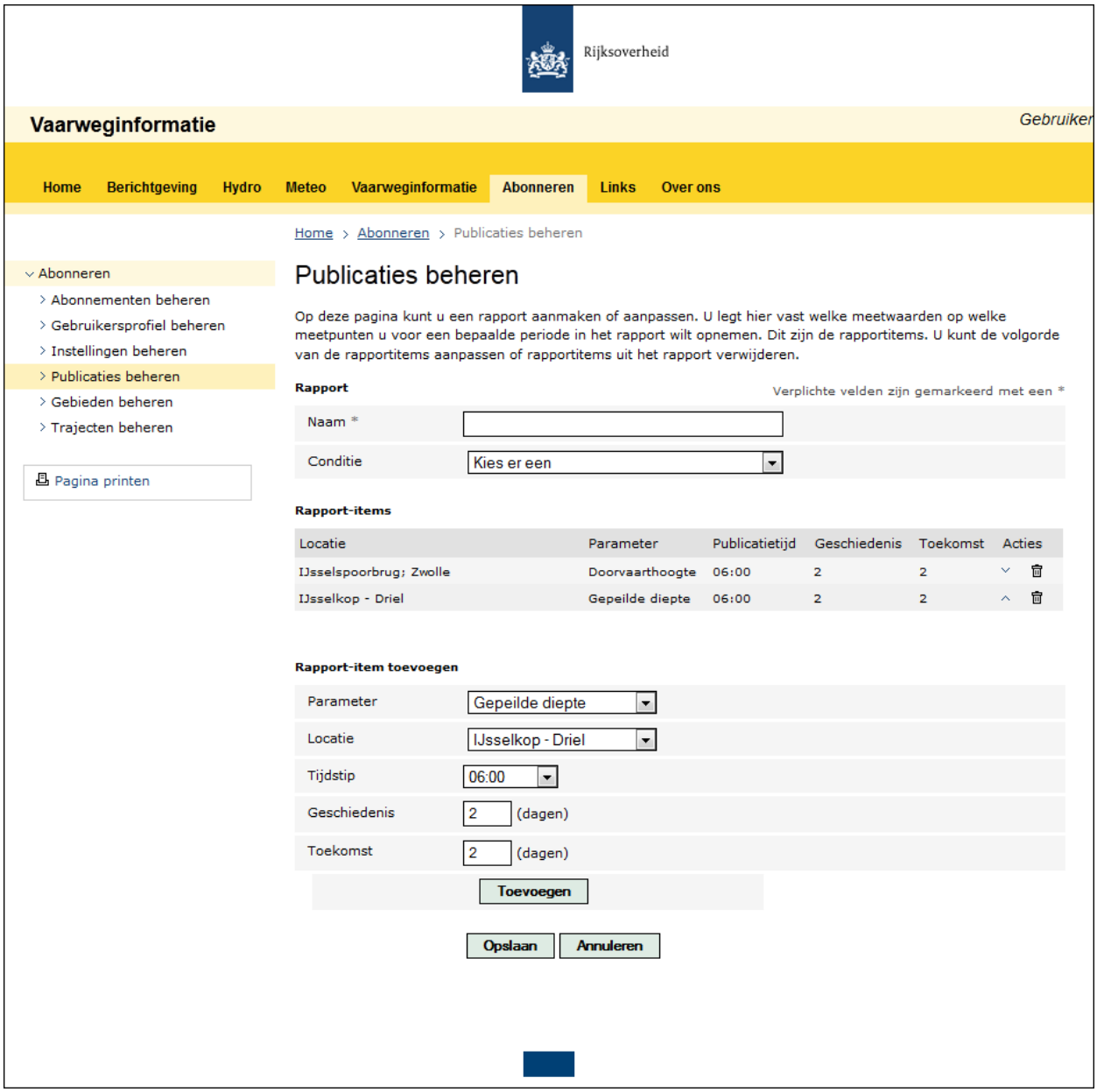
1. Complete the fields by using the following:

Field	***Description***
Name	The name of the graph/table.
Parameter	The measured value you wish to include in the graph/table.
Location	The measuring point.

2. Click on **Add** to save the new publication definition.
   or
   Click on **Change** to save the changed publication definition.

Your graph/table is shown in the **Subscriptions to daily overviews** section on the **Manage subscriptions** page. On this page you can create a subscription to the new graph/table. See Manage subscriptions to waterway information for instructions.

11.1.3 *Add or change report publication*



Example of the page on which you create or change a publication definition for a report

This page appears when you have selected **Subscribe >Manage publications** and then:

- In the **Actions** column, have clicked on the action button in order to change the definition of a report publication.
  or
  In the **Definition** field have selected the **Report** option and have clicked on **Add** in order to create a definition for a report publication.

On this page you can create or change a definition for a report publication. In the publication definition you stipulate for which parameter and locations you wish to include measured values and/or predictive values

in the report. They are the report items. For each report item, you enter a time at and the period for which you wish to report. The generated report contains the observation or prediction of that time, not the value of the time of publication as is normally the case.

Create or change definition for a report publication

1. Use the table below to enter details in the fields of the **Report**: section

Field	***Description***
Name	The name of the report.
Condition	Select a condition under which the report is not published. In most cases this field will be left empty.

2. Use the table below to enter details in the fields of the **Add report time**: section

Field	***Description***
Parameter	The parameter for which you wish to include values in the report.
Location	The location (a monitoring station for instance) for which you wish to show values in the report. ☺ The available locations differ per parameter. So, first select a parameter, followed by a location.
Time	The time of measuring.
History	The the number of days in the past for which you wish to include the measured values in the report.
Future	The the number of days in the future for which you wish to include the anticipated values in the report.

3. Click on **Add**. The added item is shown in the **Report items** section.
4. Repeat steps 2 and 3 for each item you wish to add to the report.
5. You can change the order of the items in the report if you wish:
   a. Click on ⌄ in order to move an item down.
   b. Click on ⌃ in order to move an item up.
6. You can also remove items you no longer wish to include:
   a. Click on 🗑 for the item you wish to remove.
7. Click on **Save** in order to save the new or changed publication definition.

Your report publication is shown in the **Centre for Water Management publications** section on the **Manage subscriptions** page. On this page you can create a subscription to the new report. See Manage subscriptions to waterway information for instructions.

12 Manage areas and sections

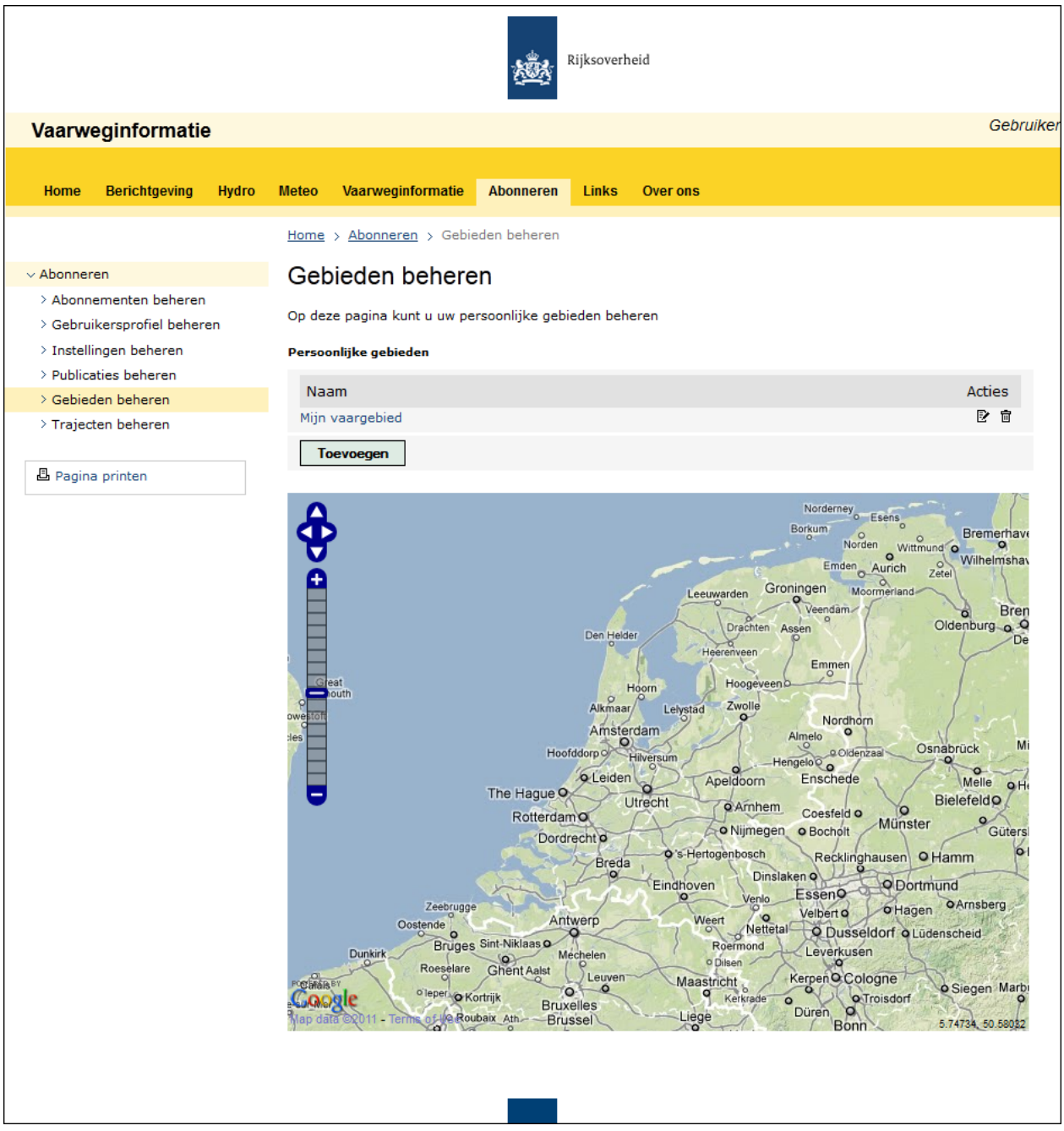
On the **Manage areas** and **Manage sections** pages of the **Subscribe**menu, you can enter your personal navigation area and navigation section. Once you have entered an area and/or section, you can:

- Create a subscription to a notification of the **Shipping notification** kind. You can stipulate that you will receive a notification in the event of unusual circumstances in your shipping area and on your section, such as obstructions. See Manage subscriptions to waterway information for instructions about creating subscriptions to notifications.

- Create a personal publication that includes an overview of shipping notifications that apply to your navigation area and navigation section. For instructions, see Create or change notification overview in the chapter Manage publications document.

This chapter document explains how to set, change and remove a personal navigation area and navigation section.

12.1 Manage personal navigation areas



Example of the Manage Areas page

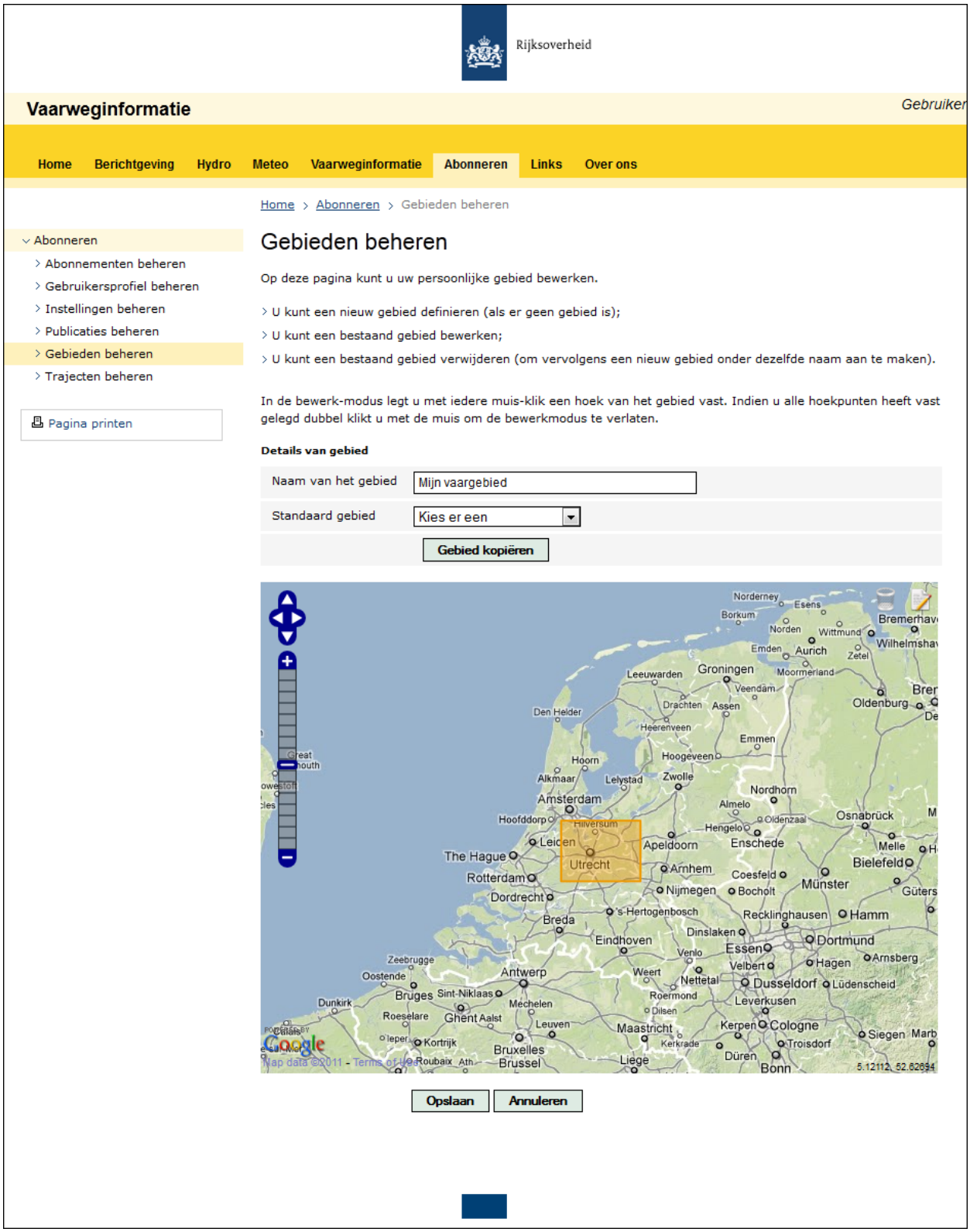
On this page you can create, change or remove personal navigation areas.

Manage a personal navigation area

1. Select **Subscribe > Manage areas**.
2. Consult the following table in order to carry out your preferred action:

Action	*Instructions*
Add an area	1. Click on the **Add** button. 2. Set your navigation area as described in Add or change area.
Change an area	1. Click on the action button in the **Actions** column for the area you wish to change. A chart appears, showing the area as an orange field. 2. Change your navigation area as described in Add or change area.
Remove an area	Click on the action button in the **Actions** column for the area you wish to remove. ***Comment*** You cannot remove an area that is linked to a subscription. You will first have to remove the subscription.

12.1.1 *Add or change area*



Example of the page on which you create or change a navigation area

This page appears when you have selected **Subscribe > Manage areas** and then:

- Have clicked on the action button in the **Actions** column for the area you wish to change.
  or
- Have clicked on the **Add** button to add an area.

On this page you can add or change a personal navigation area. You can draw the area on the chart yourself, or you can use one of the predefined standard areas as a starting point.

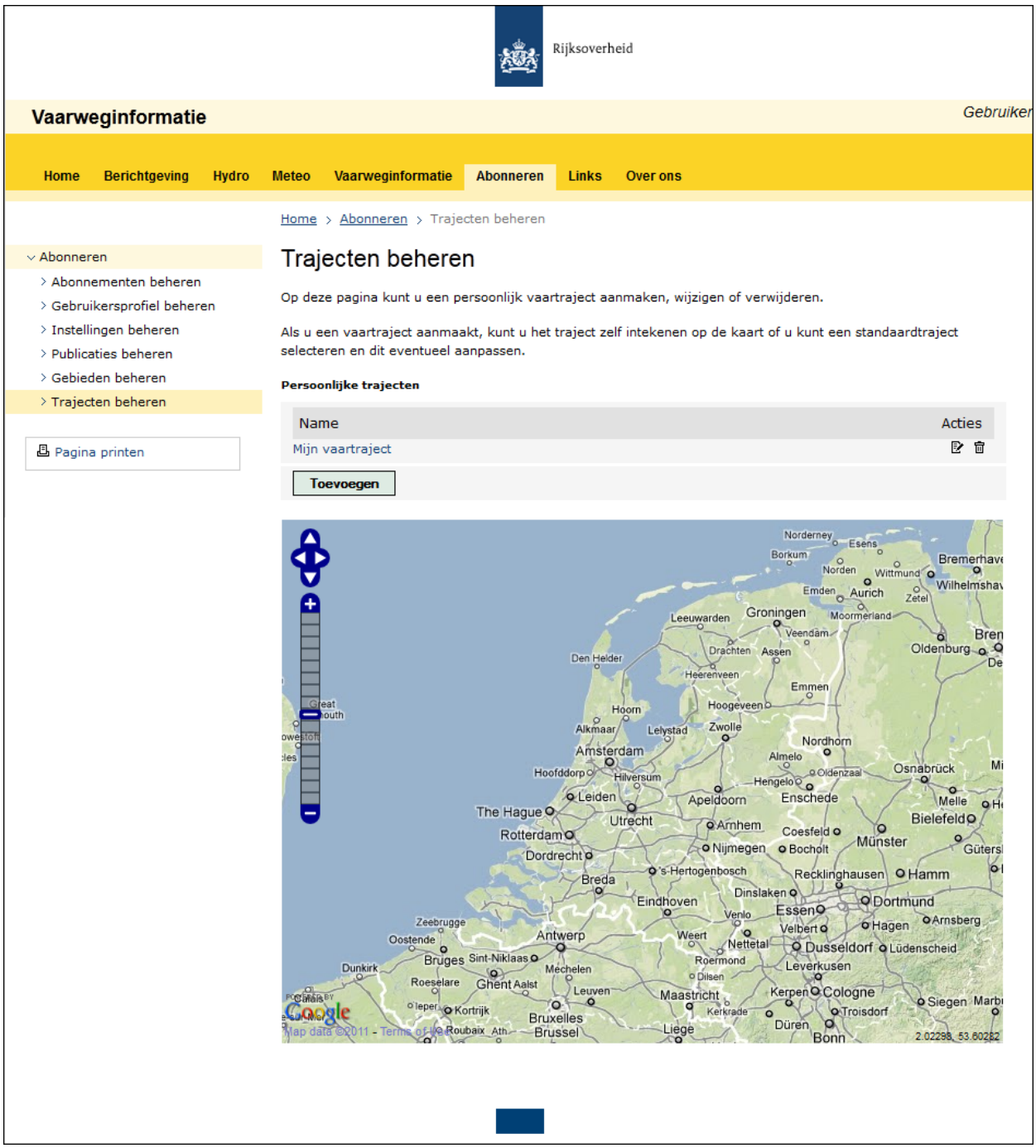
Add or change a personal navigation area.

1. Type or change the name of your personal navigation area in the **Area name** field.
2. When you want to use a standard area as starting point:
   a. Select the preferred standard area from the **Standard area** menu.
   b. Click on **Copy area**.
   Once you have copied a standard area or have changed an existing personal navigation area, that field will show up in orange on the chart.
3. Use the left/right/up/down arrows of the button in the top left of the chart to shift the centre of the chart.
4. Zoom in on the preferred navigation are using the +/- scale in the top left of the chart.
5. Consult the following table in order to carry out your preferred action:

Action	***Instructions***
Draw a new area	1. In the top right-hand corner of the chart, click on the pictogram. 2. Click in the chart in order to mark the first point of the area. 3. Go to the next point and click again. Repeat this until the penultimate point that is needed to complete the area. 4. Double-click the final point. The area's border now changes from blue to orange.
Change a drawn area	1. In the top right-hand corner of the chart, click on the pictogram. 2. Click in the orange field. Circles appear on the edge of the orange field. 3. Hover the cursor over a circle until it changes into a cross. 4. Use the mouse to drag the circle in order to change the size and shape of the area.
Remove a drawn area	1. In the top right-hand corner of the chart, click on the pictogram. 2. Click in the orange field. The orange field disappears.

6. Click on **Save**. The overview of personal navigation areas appears again.

12.2 Manage personal navigation sections



Example of the Manage Sections page

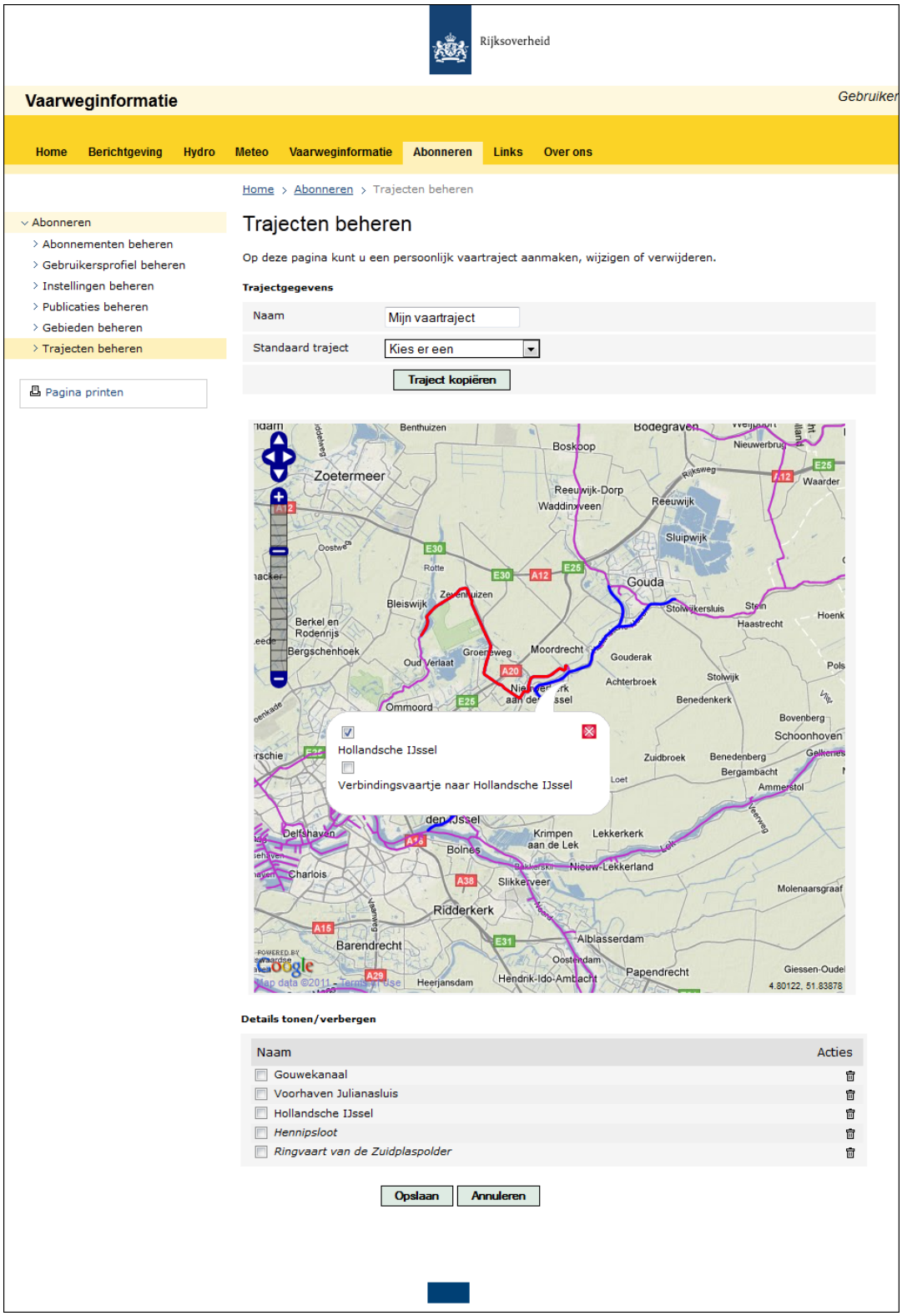
On this page you can create, change or remove personal navigation sections.

Manage a personal navigation section

1. Select **Subscribe > Manage sections**.
2. Consult the following table in order to carry out your preferred action:

Action	***Instructions***
Create a section	1. Click on the **Add** button. 2. Set your navigation section as described in Add or change section.
Change a section	1. Click on the action button in the **Actions** column for the section you wish to change. 2. Change your navigation section as described in Add or change section.
Remove a section	Click on the action button in the **Actions** column for the section you wish to remove. ***Comment*** You cannot remove a section that is linked to a subscription. You will first have to remove the subscription.
View a section	Click on the name of the section. A chart appears, showing the section in blue. Other waterways are not shown. You cannot make any changes.

12.2.1 *Add or change section*



Example of the page on which you create or change a section

This page appears when you have selected **Subscribe > Manage sections** and then:

- Have clicked on the action button in the **Actions** column for the section you wish to change.
  or
- Have clicked on the **Add** button to add a section.

On this page you can create or change a personal navigation section. You can compose the section yourself by selecting the waterways that form part of the section, or you can use one of the predefined standard sections as a starting point. Waterways are shown as violet lines. Waterways change colour when you select them. When you click on **Show/hide details** underneath the chart, you will get an overview of the selected waterways.

Add or change a personal navigation section.

1. Type or change the name of your personal navigation area in the **Name** field.
2. When you want to use a standard section as starting point:
   a. Select the preferred standard section from the **Standard section** menu.
   b. Click on **Copy section**.
3. Use the left/right/up/down arrows of the button in the top left of the chart to shift the centre of the chart.
4. Zoom in on the preferred navigation are using the +/- scale in the top left of the chart.
5. Consult the following table in order to carry out your preferred action:

Action	***Instructions***
Add waterway to the section	• Click on the waterway. Or: When the point you click on has multiple options, a dialogue box appears. • In the dialogue box, tick the box for the preferred waterway and click on to close the dialogue box.
Understanding the colour coding of waterways	A waterway you click on or select in a dialogue box changes colour and is added to the list underneath the chart. • Blue: the waterway has been selected and added to the section. • Red: the waterway does not connect to the section, and is marked with a yellow triangle underneath the chart.
Remove waterway from the section	There are three options: • Click on the selected (coloured) waterway. • When the point you click on has multiple options, a dialogue box appears. In the dialogue box, untick the box for the waterway you wish to remove from the section and click on to close the dialogue box. • Underneath the chart, click on **Show/hide details** in order to show the selected waterways, and click on after the waterway you wish to remove from the section.

6. Click on **Save**. The overview of personal navigation sections appears again.

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