Login/Logout

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Purpose - Use the Login/Logout page to do the following:

- Login/Logout of Florida's WATER Tracker.
- Send yourself a reset password email.

Quick Steps - How to use the Login/Logout page:

- **Login**:
  - In the **User Name** field, enter your user name. Your user name ***is not*** case sensitive.
  - In the **Password** field, enter your password. Your password ***is*** case sensitive.
  - Click the **Login** button.
  - The WATER Tracker Home page appears.
- **Logout**: Click the **Logout** button at the top right of most pages to logout of the WATER Tracker.
- **Initial Login**: If you haven't previously logged in to WATER Tracker, enter your email address in the **User Name** field and click the **Send Reset Password Email** link. If you are registered with WATER Tracker, an email will be sent to your email address.
- **Reset your password**:
  - In the **User Name** field, enter your user name. The **Send Reset Password Email** link appears.
  - Click the **Send Reset Password Email** link.
  - A message appears in the upper right corner of the page indicating that the reset email was sent. The email is sent to the email address associated with the user name you entered in the **User Name** field.
  - Go to your email inbox and open the message from the WATER Tracker
  - Click the **RESET PASSWORD** link. The **Set Password** window appears. Click the Help icon in the **Set Password** window for additional information.
- **News, Event Update, Event Impact**: These boxes display information about the event.
- **Counties Affected Map of Florida**:
  - Hover over a county to see the county name; the county turns orange with the hover.
  - Counties that are affected by the event are shown in solid blue.
  - Counties not affected by the event are shown in gray stripes.
- **Counties Affected Data grid**: Click the **Counties Affected Data** tab to see a grid showing each county and indicating if the county is affected or not affected by the event.
- **Logo Links**: Click the logos below the **Counties Affected** tabs to open the web sites for the Florida Department of Environmental Protection, Florida's Water/Wastewater Agency Response Network, or the Florida Rural Water Association FRWA
- **Links**: Links on the page go to additional information on Boil Water Notices, SSOs / Wastewater Spills, Facility Preparations, Biosolids, and NOAA Key Messages.

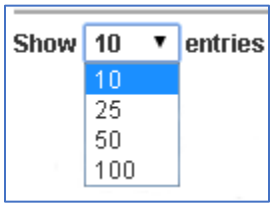
- **Documents**: Click **Documents** in the upper left corner of the page to access the **Document** Library. Click on each document link to access the document.

WATER Tracker Setup Information:

- Turn off your browser's pop-up blocker.
- Google Chrome and Mozilla Firefox browsers are supported. Microsoft Internet Explorer is not a supported browser.
  - If needed, download Google Chrome: https://www.google.com/chrome/
  - If needed, download Mozilla Firefox: https://www.mozilla.org/en-US/firefox/
- The Help files for the WATER Tracker are in PDF format and can be opened with Adobe Acrobat Reader. If needed, download Adobe Acrobat Reader: https://get.adobe.com/reader/

Additional Information:

Show entries: In the **Counties Affected Data** grid, click the drop-down arrow in the **Show entries** field to display 10, 25, 50, or 100 entries at a time.



Sorting: Use the sort icons to sort the counties and status.

- Click the sort icon once to sort in ascending order.
- Click the sort icon a second time to sort in descending order.
- Press and hold the **Shift** key and select multiple sort icons to sort by more than one column. For example, to sort by **Status** and then by **County**, click the sort icon in the **Status** column. Then press and hold the **Shift** key and click the sort icon in the **County** column. If the status is the same, the counties are also sorted by county name.
- **Toggle**: If your page zoom is set so that not all of the **Counties Affected Data** is viewable, the **Toggle** column appears showing the Toggle icon . Click the Toggle icon once to expand the row to view additional data. Click the Toggle icon again to collapse the row and hide the additional data.

  Zoom: To alter your browser zoom:

  - Press the **CTRL +** keys one or more times to increase your browser zoom.
  - Press the **CTRL –** keys one or more times to decrease your browser zoom.
  - Press the **CTRL 0** keys to return your browser zoom to 100%.

Navigation:

- Click the **Next** button at the bottom of the **Counties Affected Data** grid to view the next page of the data.
- Click the **Previous** button at the bottom of the **Counties Affected Data** grid to view the previous page of data.

- Click the numbered buttons at the bottom of the **Counties Affected Data** grid to go to a specific page of data.
- Press the **Tab** key to move from field/button/menu to field/button/menu on the page in a forward manner.
- Press the **Tab** key + **Shift** key to move from field/button/menu to field/button/menu on the page in a backward manner.