



Cross Connection Control SAMS Quick Reference Guide: Add or Update Test Gauge Calibration

For City of Calgary certified Cross Connection Control Testers. Follow these steps to enter information in The City’s compliance system, SAMS (Smart Automation Management System).

Getting Started

- 1. Log in to the [Tester Portal](#).
- 2. Complete the City of Calgary sign-in (authentication) steps.

Add a New Gauge and Upload the Calibration Certificate

- 1. Select the **Tester Details**.
- 2. Click **Gauge Details**.
- 3. Click **+ Create New**.

Ben
Tester Portal

Enter Test Results

Tester Details 1

Add New Tester

Tester Details

Company Details

Gauge Details 2

My History

Forums

Company

Cross Connection Control Demo

Show 10 entries

Search:

3 + Create New

Action	Serial Number	Make	Model Number	Status
	km12345	km12345	km12345	Compliance
	NJBG01	Apollo / Conbraco		Compliance
	km23456	km23456	km23456	Non-Compliant
	RB123Gauge	WATTS	RB123Model	Compliance
	145266	watts	TK99E	
	Gauge101	WATTS	TK99E	Compliance
	001002007	WATTS	TK99E	Active
	565448	Watts	TK99E	Compliance
	LFC	watts	tk99e	Compliance
	km12345	km12345	km12345	Compliance

Showing 1 to 10 of 16 entries

Previous 1 2 Next

Add/Update Gauge Details

General Data
History of Calibration

Serial Number
4
565448

Model
5
TK99E

Make
6
Watts

Status
7
Compliance

8
Next

4. Enter the gauge **Serial Number**.
5. Enter the **Model**.
6. Enter the **Make**.
7. Set **Status** to **Compliance**.
8. Click **Next**. The **History of Calibration** tab opens.

Add/Update Gauge Details

General Data
History of Calibration

+ Create New
9

This History of Calibration is view only. Click Create New to add another History of Calibration.

Show 10 entries
Search:

Action	ID	Date Calibrated	Status	Calibration Renew
No data available in table				

Showing 0 to 0 of 0 entries

Previous
Next

Previous
Finish

9. Click **+ Create New**.

Insert/Update Calibration History

Date Calibrated 10 10/23/2025

Gauge Status 11 CURRENT

Calibration Renew 12 10/23/2026

Upload ONLY the following document here - Gauge Calibration Report.

Upload Files 13

Show 10 entries Search:

Action	ID	Document Name	Import Date	Added By	Latitude	Longitude
 	479	TesterReport_4792747_1810143.pdf	10/23/2025 10:45:20 AM	Ben	51.0394368	-114.0588544

Showing 1 to 1 of 1 entries

Previous **1** Next

Save Close

10. Enter the **Date Calibrated** (click the calendar icon).
11. Set **Gauge Status** to **CURRENT**.
12. Enter the **Calibration Renew** date (click the calendar icon). Calibrations expire 1 year after the calibration date.
13. Click **Upload Files**. Upload only the gauge calibration report.

Calibration Renew 11/03/2026

Upload ONLY the following document here - Gauge Calibration Report.

Upload Files

Show 10 entries

Upload File

Click to select files... 15 14 Add

16 Upload Cancel

14. Click **Add**.
15. Select your file.
16. Click **Upload**.

Insert/Update Calibration History

Date Calibrated
11/03/2025

Gauge Status
CURRENT

Calibration Renew
11/03/2026

Upload ONLY the following document here - Gauge Calibration Report.

Upload Files

Show 10 entries
Search:

Action	ID	Document Name	Import Date	Added By	Latitude	Longitude
	640	Tester Gauge Sample .jpg	11/4/2025 2:36:59 PM	Christine	51.0290365	-114.0478841

Showing 1 to 1 of 1 entries
Previous 1 Next

17
Save
Close

17. Click **Save**.

Add/Update Gauge Details

General Data
History of Calibration

+ Create New

This History of Calibration is view only. Click Create New to add another History of Calibration.

Show 10 entries
Search:

Action	ID	Date Calibrated	Status	Calibration Renew
	38	11/3/2025	CURRENT	11/3/2026

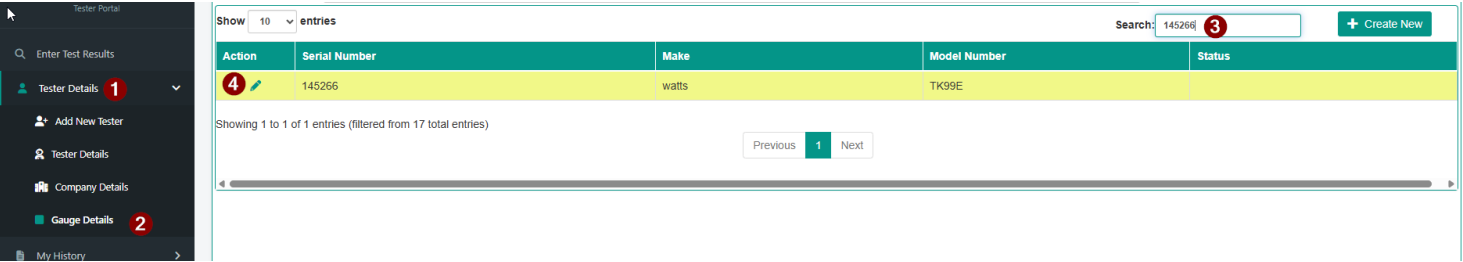
Showing 1 to 1 of 1 entries
Previous 1 Next

18
Previous
Finish

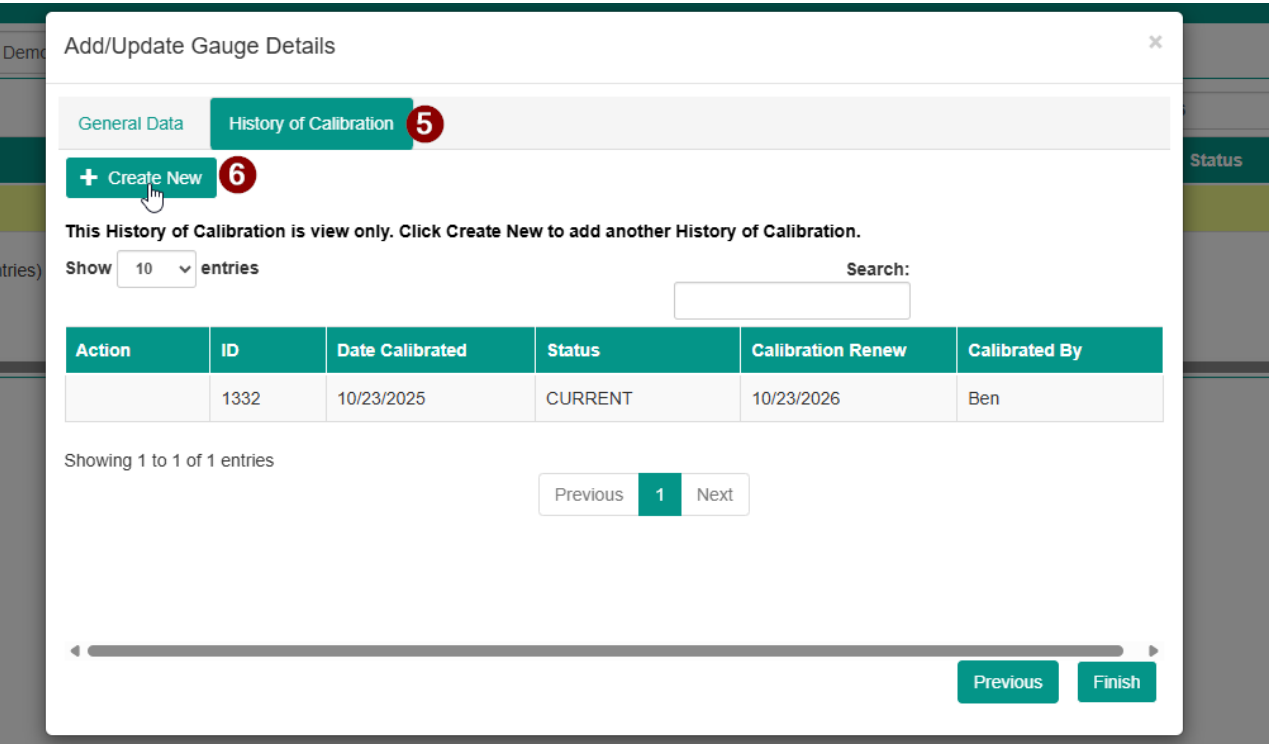
18. Click **Finish** to send the gauge to the Cross Connection Control team for review.

Note: The Cross Connection Control team must approve this gauge before you can use it on test reports.

Update an Existing Gauge's Calibration



1. Click on **Tester Details**.
2. Click **Gauge Details**.
3. Search for the gauge **Serial Number**.
4. Click the **pencil icon** next to the serial number.
5. Click on the **History of Calibration** tab.
6. Click **+ Create New**.



7. Enter the **Date Calibrated** (click the calendar icon).
8. Set **Gauge Status** to **CURRENT**.
9. Enter the **Calibration Renew** date (click the calendar icon). Calibrations expire 1 year after the calibration date.
10. Enter the name of the company that calibrated the gauge.
11. Click **Upload Files**. Upload only the gauge calibration report.

Insert/Update Calibration History

* Mandatory fields

* **Date Calibrated** 7

* **Gauge Status** 8

* **Calibration Renew** 9

* **Calibrated By** 10

Upload ONLY the following document here - Gauge Calibration Report.

Upload Files 11

Show entries Search:

Action	ID	Document Name	Import Date	Added By	Latitude	Longitude
No data available in table						

Showing 0 to 0 of 0 entries

12. Click **Add**.
13. Select your file.
14. Click **Upload**.

Upload ONLY the following document here - Gauge Calibration Report.

Upload Files

Show entries

Action 12

No data available in table

Showing 0 to 0 of 0 entries

15. Click **Save**.
 16. Click **Finish** to send the gauge to the Cross Connection Control team for review.
- Note: The Cross Connection Control team must approve this gauge before you can use it on test reports.**