



Cross Connection Control SAMS How-to Guide: Submitting a failed test report

This information is for City of Calgary certified Cross Connection Control Testers. Please use the instructions below to assist with entering information into The City's compliance management software system - Smart Automation Management System (SAMS).

Getting Started

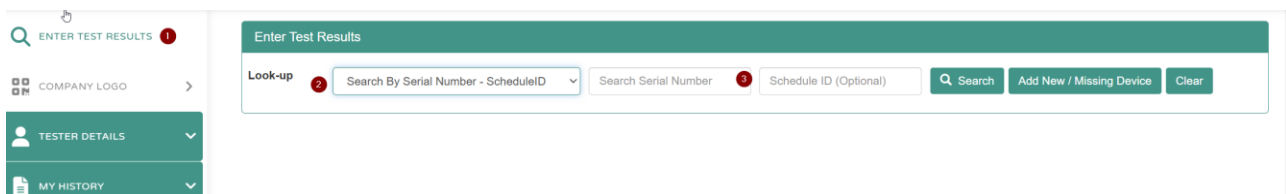
1. Log in to the Tester Portal
 - a. If accessing the tester portal from a browser (Chrome, Edge, Safari) use this [link](#).
 - b. If accessing the tester portal from a mobile device, please download the SAMSXConnection App by scanning the QR code below.



2. Follow the City of Calgary Authentication process to login.

Enter Test Report

1. Click **Enter Test Results**
2. Use the dropdown menu and select **Search by Serial Number – Schedule ID**
3. Enter **Serial Number** of the device that needs to be changed out and click on Search.



Initial Details tab

1. Click on the **Initial Details** tab
2. Enter the **Test Date** (click on calendar to add date)
3. Use the drop down to select **False** to indicate that the test has failed.
4. Enter the **Line Pressure**
5. Enter **Notes** explaining if it's a new location or a newly found device
6. Use the drop down to select the **Gauge** you are using for the test

Enter Test Results

Look-up: Search By Serial Number - ScheduleID: 143312, 503 [Search] [Add New / Missing Device] [Clear]

Save

Device Details **1** Initial Details Initial Results Documents Final Details Final Results Property Information

Label: Schedule Created by: Christine Card, SerialNumber: 143312, ModelNumber: 007m2qt

Company: Cross Connection Control Demo Tester: Christine Card

Entered By: Christine Card Email Address: christinecard7@gmail.com

Start Date: 09/06/2024 End Date: 11/04/2025

Test Date: **2** 11/04/2025 21:18 Test Key: 503

Test Received Date: [Calendar Icon] Notes: **5** Notes

Passed?: **3** False Gauge: **6** km12345

Line Pressure (psi): **4** 80

Initial Results tab

1. Click on **Initial Results** tab
2. Click on the **Pencil icon** beside each parameter to enter results

Device Details Initial Details **1** Initial Results Documents Final Details Final Results Property Information

Create New

Show 10 entries Search:

Action	ID	Parameter	Condition Assessment	Reading	Notes
2 [Pencil] [Trash]	2011	First Check	Pass	2	
[Pencil] [Trash]	2012	Second Check	Pass	1.8	
[Pencil] [Trash]	2013	Shut Off Valve 1	Pass		
[Pencil] [Trash]	2014	Shut Off Valve 2	Pass		

Showing 1 to 4 of 4 entries

Previous **1** Next

3. All condition assessments will default to **PASS**. You must use the drop down to change to **FAIL** for each condition if the test has failed.
4. Enter the **Reading** value. *This is required for First Check and Second Check.*
5. For **Shut-Off Valves**, only **Pass** or **Fail** is needed — *no reading is required*
6. Click **Save**

The image displays two side-by-side screenshots of the 'Schedule Result Details' form. Both forms have a title bar with a close button (X). The left form is for 'First Check' and the right is for 'Second Check'. Each form contains the following fields:

- Parameter:** A dropdown menu with the selected value ('First Check' or 'Second Check').
- Condition Assessment:** A dropdown menu with 'Failed' selected. A red circle with the number '3' is next to the dropdown.
- Reading:** A text input field containing '0.5' (left) or '0' (right). Red circles with numbers '4' and '5' are next to the input field.
- Notes:** A text input field with the placeholder text 'Notes'.

At the bottom right of each form, there is a red circle with the number '6' next to a green 'Save' button and a grey 'Close' button.

As this is an initial failing report, do not enter information into 'Final Details' or 'Final Results'

Upload Images (Optional)

1. Click on the **Documents** tab
2. Click on **Upload files**, then select Add and **Upload**

Property Information tab

1. Click the **Property information** tab
2. Fill in the **Property Manager** information if it does not automatically display

Save & Submit Report

1. Click **Save** button to generate the report

Enter Test Results

Look-up: Search By Serial Number - ScheduleID | 143312 | 503 | Search | Add New / Missing Device | Clear

Save

Device Details | Initial Details | **Initial Results** | Documents | Final Details | Final Results | Property Information

Create New

Show 10 entries | Search:

Action	ID	Parameter	Condition Assessment	Reading	Notes
	2026	Shut Off Valve 2	Pass		
	2025	Shut Off Valve 1	Pass		
	2024	Second Check	Failed	0	
	2023	First Check	Failed	0.5	

Showing 1 to 4 of 4 entries | Previous | 1 | Next

2. Click **Complete & Create Report** to submit the report and then click **OK**.
3. A window will open warning of failing parameters or non-conformance issues. **Note: you will not be able to submit a report if any conditions have a red dot beside them.**
4. Click complete and create report. This report will be submitted to The City of Calgary to review and a copy of the report will be emailed to the tester *pending review*.

Validate Result

Show 10 entries | Search:

Result

- Second Check - Constraint Check Failed: Reading (5) Should be Less Than or Equal To Limit (0)
- Shut Off Valve 1 - Conditional should be Pass, OK. Else you have to set the Test Result to Fail
- This testing company is active
- Company Business License License_abcdef is acceptable. Expiration Date: 9/29/2032 11:00:00 PM
- No insurance information available for this testing company.

Showing 1 to 9 of 9 entries | Previous | 1 | Next

Complete & Create Report | Close

Note: Testers are responsible for saving the report and providing it to the responsible party/property owner for the test location.