



Cross Connection Control SAMS How-to Guide: Submitting a test report for device replacement

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

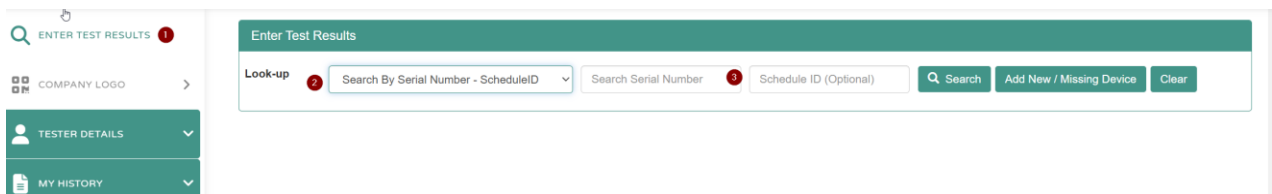
1. Log in to the Tester Portal
 - a. If accessing the tester portal from a browser (Chrome, Edge, Safari) use this [link](#).
 - b. If accessing the tester portal from a mobile device, please download the SAMSXConnection App by scanning the QR code below.



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.



Change Out Device/Device Replacements

1. Click on **Device Details** tab
2. Click on **Change-out Device** box
3. Enter new backflow device **Serial Number**
4. Click on the **three dots** next to Manufacturer
5. Select new backflow device from backflow device library
6. Click **Save Device Details**
7. Change-out Action Type select replace device (to update current device information, select Update Device)

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

Save Device Details 6

Change-out Device 2

Serial Number L29757B 3

Manufacturer Wilkins ... 4

Size 2.5 ...

Service Type Fire

Location Suite #25A - Stock Room | Shopping Centre ...

Building Number Building Number

Model 375ASTR ...

Device Type RP ...

Water Meter Number Water Meter Number

Select Test for this Device | Ben Ference | Initial Test

Backflow Device Library

Backflow Library 5

Manufacturer	ModelNumber	DeviceSize	DeviceTypeL
Wilkins	460XL	1	SVB
Wilkins	460XL	0.75	SVB
Wilkins	460XL	0.5	SVB
Wilkins	460XL	0.375	SVB
Wilkins	460	1	SVB

Change-out Action Type

Change-out Action Type

Replace Device 7

Update Device

Cancel

Initial Details tab

1. Click on the **Initial Details** tab
2. Enter the **Test Date**
3. Use the drop down to select **Pass** or **Fail**
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 426163 170 Search Add New / Missing Device Clear

Save

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

Label Schedule Created by: Benjamin Charles, SerialNumber: 426163, ModelNumber: LF009QT

Company Cross Connection Control Demo Tester Benjamin Charles

Entered By Benjamin Charles Email Address benc322@gmail.com

Start Date 10/01/2025 End Date 10/06/2025

Test Date 10/06/2025 09:00 Test Key 170

Test Received Date Notes Notes

Passed? True Gauge 323365

Line Pressure (psi) 23

Initial Results tab











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

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
 	564	First Check	OK		
  Edit Details	565	RVO	OK		
 	566	Second Check	OK		
 	567	Shut Off Valve 1	OK		
 	568	Shut Off Valve 2	OK		

Showing 1 to 5 of 5 entries Previous 1 Next

3. All condition assessments will default to **PASS**.
4. Enter the **Reading**. *This is required for First Check and Second Check.*
5. For **Shut-Off Valves**, select **Pass** or **Fail** — *no reading is required*
6. Click **Save**

Two side-by-side screenshots of the 'Schedule Result Details' form. The left screenshot shows the 'Parameter' dropdown set to 'First Check', 'Condition Assessment' set to 'Pass', and 'Reading' set to '2'. The right screenshot shows the 'Parameter' dropdown set to 'Shut Off Valve 1', 'Condition Assessment' set to 'Pass', and 'Reading' set to 'Reading'. Red circles with numbers 3, 4, and 5 highlight the dropdown menus and input fields. A red circle with the number 6 highlights the 'Save' button in both screenshots.

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

Upload Images (Mandatory)

1. Click on the **Documents** tab. *A photo of the reading plate is required when replacing an assembly.*
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 - Schedule | 426163 | 4833694 | 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
	271	First Check	Pass	8	
	272	RVO	Pass	3	
	273	Second Check	Pass	5	
	274	Shut Off Valve 1	Fail	Leaked	
	275	Shut Off Valve 2	Pass	Closed Tight	

Showing 1 to 5 of 5 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. The report will be emailed to the tester and is also submitted for review to The City of Calgary.

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.