

# Cross Connection Control SAMS How-to Guide: Entering Gauge Information

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**

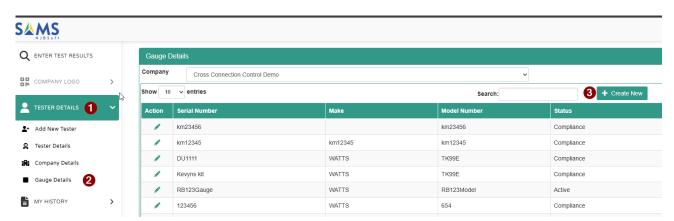
- 1. Log in to the Tester Portal
  - a. If accessing the tester portal from a browser (chrome, edge, safari) use this link.
  - b. If accessing the tester portal from a mobile device, please download the SAMSXConnection App by scanning the QR code below.



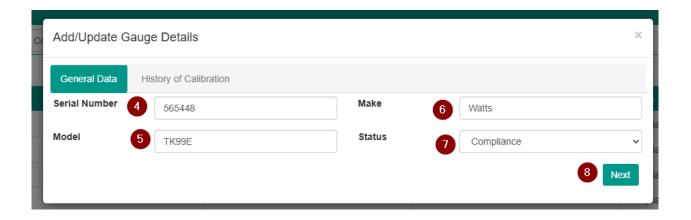
2. Follow the City of Calgary Authentication process to login

# To Add New Gauge

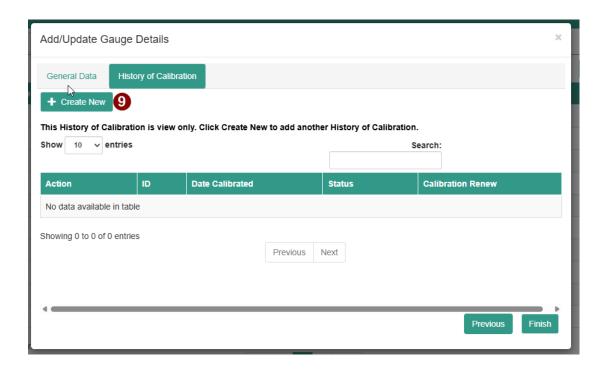
- Click Tester Details
- 2. Click Gauge Details
- 3. Click Create New



- 4. Enter Gauge Serial Number
- 5. Enter Gauge Model
- 6. Enter Gauge Make
- 7. Select Compliant from the drop-down menu
- 8. Click Next



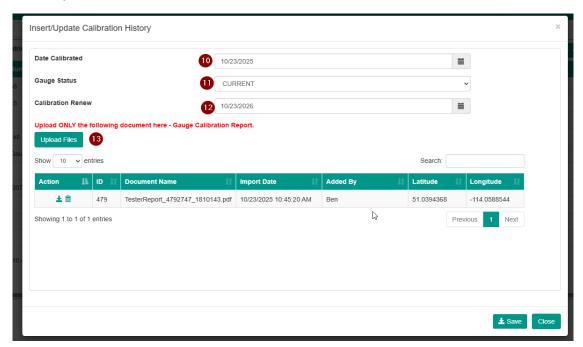
#### 9. Click Create New



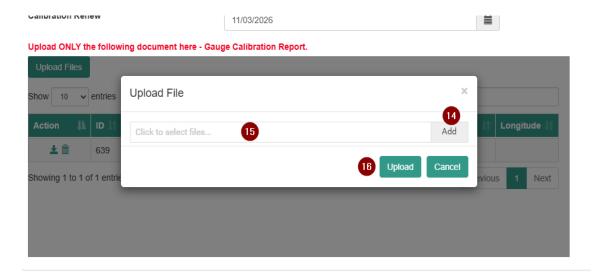
- 10. Enter Date Calibrated (click on calendar to choose date)
- 11. Choose Gauge Status to CURRENT from drop down menu

12. Enter date when Calibration requires renew (click on calendar to choose date)

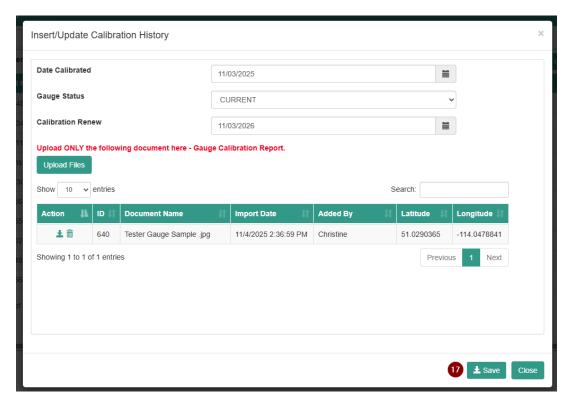
## 13. Click Upload Files



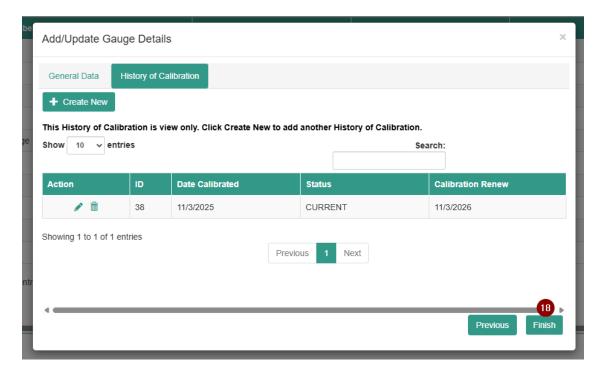
- 14. Click Add
- 15. Select File
- 16. Click Upload



17. Click Save



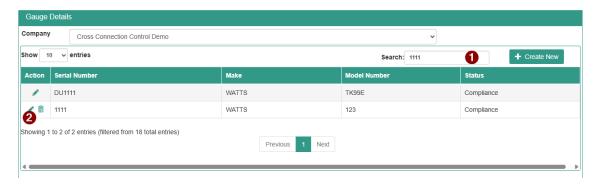
#### 18. Click Finish



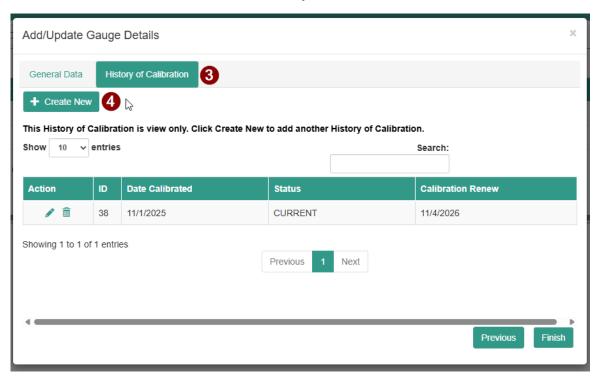
NOTE: This gauge/test kit must be approved by the Cross Connection Control team before it can be used to enter test reports.

### **Edit Gauge Information**

- 1. Search for serial number of gauge
- 2. Click pencil beside serial number to edit



- 3. Click History of Calibration tab
- 4. Click Create New to add additional history of calibration



5. Repeat steps 9 to 18 above to enter information and complete.