

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

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



- Follow the City of Calgary Authentication process to login

To Add New Gauge

- Click Tester Details
- Click Gauge Details
- Click Create New



ENTER TEST RESULTS

COMPANY LOGO

TESTER DETAILS

Add New Tester
 Tester Details
 Company Details
 Gauge Details
 MY HISTORY

Gauge Details

Company

Cross Connection Control Demo

Show

10

entries

Search:

3 + Create New

Action	Serial Number	Make	Model Number	Status
	km23456		km23456	Compliance
	km12345	km12345	km12345	Compliance
	DU1111	WATTS	TK99E	Compliance
	Kevyns kit	WATTS	TK99E	Compliance
	RB123Gauge	WATTS	RB123Model	Active
	123456	WATTS	654	Compliance

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

Add/Update Gauge Details

General Data | History of Calibration

Serial Number 4 **Make** 6

Model 5 **Status** 7

8 **Next**

9. Click Create New

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 entries Search:

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

Showing 0 to 0 of 0 entries

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

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

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

Calibration Renew

11/03/2026

Upload ONLY the following document here - Gauge Calibration Report.

Upload Files

Show

10

entries

Action

ID

639

Showing 1 to 1 of 1 entries

Upload File

Click to select files...

15

14

Add

16

Upload

Cancel

- 17. Click Save

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

18. Click Finish

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

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

Gauge Details

Company

Cross Connection Control Demo

Show

10

entries

Search:

1111

1

+ Create New

Action	Serial Number	Make	Model Number	Status
	DU1111	WATTS	TK99E	Compliance
	1111	WATTS	123	Compliance

Showing 1 to 2 of 2 entries (filtered from 18 total entries)

Previous

1

Next

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

Add/Update Gauge Details

General Data

History of Calibration

3

+ Create New

4

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	11/1/2025	CURRENT	11/4/2026

Showing 1 to 1 of 1 entries

Previous

1

Next

Previous

Finish

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