

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

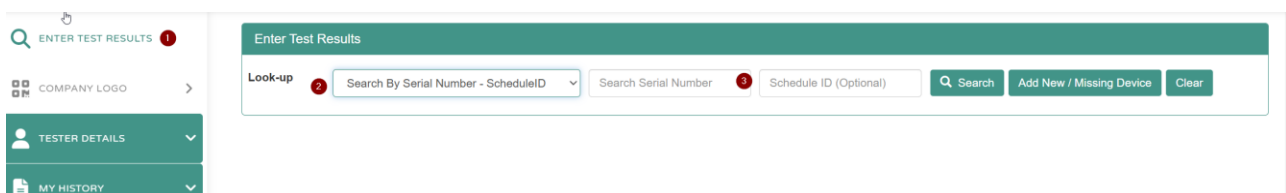
1. Log in to the Tester Portal
 - a. If accessing the tester portal from a browser (Chrome, Edge, Safari) use this [link](#).
 - b. If accessing the tester portal from a mobile device, please download the SAMSXConnection App by scanning the QR code below.



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.



The screenshot shows the 'Enter Test Results' interface. On the left is a sidebar with a search icon and 'ENTER TEST RESULTS' (with a red notification dot), 'COMPANY LOGO', 'TESTER DETAILS', and 'MY HISTORY'. The main area has a header 'Enter Test Results' and a 'Look-up' section. The 'Look-up' section includes a dropdown menu set to 'Search By Serial Number - ScheduleID', a 'Search Serial Number' input field with a red notification dot, a 'Schedule ID (Optional)' input field, a 'Search' button, an 'Add New / Missing Device' button, and a 'Clear' button.

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

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

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

Initial Results

Documents

Final Details

Final Results

Property Information

Create New

Show 10 entries

Search:

Action	ID	Parameter	Condition Assessment	Reading	Notes
2	2011	First Check	Pass	2	
	2012	Second Check	Pass	1.8	
	2013	Shut Off Valve 1	Pass		
	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 screenshot shows a 'Schedule Result Details' form with the following fields: 'Parameter' set to 'First Check', 'Condition Assessment' set to 'Failed' (marked with a red circle 3), 'Reading' set to '0.5' (marked with red circles 4 and 5), and 'Notes' (empty). At the bottom right, there is a red circle 6 next to a 'Save' button and a 'Close' button.

The screenshot shows a 'Schedule Result Details' form with the following fields: 'Parameter' set to 'Second Check', 'Condition Assessment' set to 'Failed' (marked with a red circle 3), 'Reading' set to '0' (marked with red circles 4 and 5), and 'Notes' (empty). At the bottom right, there is a red circle 6 next to a 'Save' button and a 'Close' button.

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.