

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

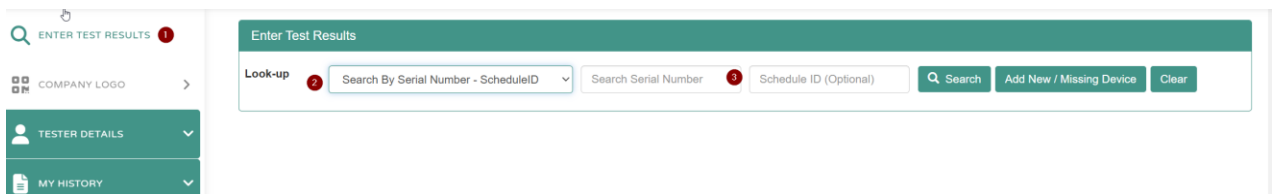
1. Log in to the Tester Portal
 - a. If accessing the tester portal from a browser (Chrome, Edge, Safari) use this [link](#).
 - b. If accessing the tester portal from a mobile device, please download the SAMSXConnection App by scanning the QR code below.



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.



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 badge), 'COMPANY LOGO', 'TESTER DETAILS', and 'MY HISTORY'. The main area has a header 'Enter Test Results'. Below it, a 'Look-up' section contains a dropdown menu set to 'Search By Serial Number - ScheduleID', a 'Search Serial Number' input field, and a 'Schedule ID (Optional)' input field. To the right of these fields are three buttons: 'Search', 'Add New / Missing Device', and 'Clear'. Red numbered callouts (1, 2, 3) are placed over the search icon, the dropdown menu, and the 'Search Serial Number' input field respectively, corresponding to the steps in the instructions.

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 Ferencel | 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
2 Edit Details	564	First Check	OK		
	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**

Schedule Result Details

Parameter

First Check

Condition Assessment

Pass

Reading

2

Notes

Notes

6

Save

Close

Schedule Result Details

Parameter

Shut Off Valve 1

Condition Assessment

Pass

Reading

Reading

Notes

Notes

6

Save

Close

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.

The screenshot shows a 'Validate Result' window with a search bar and a list of results. The results are as follows:

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

At the bottom, there is a 'Complete & Create Report' button (highlighted with a red box) and a 'Close' button.

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