

Cross Connection Control SAMS How-to Guide: New Device & New location

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.

New Device and/or New Location

1. Click **Enter Test Results**
2. Click **Add/ Missing Device** button

Enter Test Results

Look-up

Search By Authorization Code

Search Account / Account Group Authorization Code

Q Search

Add New / Missing Device

Clear

3. Enter **Serial Number**
4. Select the **Backflow device** from library
 - a. Use the field headers to filter and find the correct device

Library

Backflow Library

Manufacturer	ModelNumber	DeviceSize	DeviceTypeLabel	LeadFree
wilkin			= Dc	
Wilkins	MBD	10	DC	
Wilkins	MBD	8	DC	
Wilkins	950XLU	2	DC	
Wilkins	950XLU	1.5	DC	
Wilkins	950XLU	1	DC	

5. Select **Service Type**
6. Enter the **Device Location** (e.g., maintenance closet)
7. Enter **Address**
8. Enter **Contact Phone Number**
9. Enter **Owner Name**
10. Click **Create**

Add New / Missing Device

Serial Number

215691

Backflow Library

Wilkins 950XLU 2

Manufacturer

Wilkins

Model

950XLU

Size

2

Device Type

DC

Service Type

Water Device

Device Location

maintenance closet

Water Meter Number

Water Meter Number

Address

123 Purple St

Owner Name

John Smith

Owner Phone Number

403 925-3898

10

Create

Cancel

Initial Details tab

1. Click on the **Initial Details** tab
2. Enter the **Test Date**
3. Use the drop down to select **True or False**
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		
 	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. Use the drop down for Condition – Pass or Fail

4. Enter the **Reading**
5. For **Shut-Off Valves**, select **Pass** or **Fail** — *no reading is required*
6. Click **Save**

The image shows two side-by-side screenshots of a 'Schedule Result Details' form. Both forms have a 'Parameter' dropdown, a 'Condition Assessment' dropdown, a 'Reading' text input, and a 'Notes' text input. At the bottom of each form are 'Save' and 'Close' buttons.

Left Screenshot:

- Parameter: First Check
- Condition Assessment: Pass
- Reading: 1.1
- Notes: (empty)

Right Screenshot:

- Parameter: Shut Off Valve 1
- Condition Assessment: Pass
- Reading: Closed Tight
- Notes: (empty)

Upload Images (Mandatory)

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

The image shows a screenshot of the 'Enter Test Results' form. At the top, there's a 'Look-up' section with search fields and buttons. Below that, there's a 'Save' button highlighted with a red box. Underneath the 'Save' button are several tabs: 'Device Details', 'Initial Details', 'Initial Results' (selected), 'Documents', 'Final Details', 'Final Results', and 'Property Information'. Below the tabs, there's a 'Create New' button and a 'Show' dropdown. The main part of the form is a table with 5 entries. At the bottom, there's a 'Showing 1 to 5 of 5 entries' message and 'Previous', '1', and 'Next' navigation links.

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	

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.
4. Click complete and create report. The report will be emailed to the tester and submitted for approval 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

Please note: Testers are responsible for saving the report and providing it to the property owner/guardian of the test location.