

# 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**

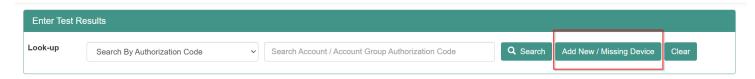
- 1. Log in to the Tester Portal.
  - a. If accessing the tester portal from a browser (chrome, edge, safari) use this link.
  - b. If accessing the tester portal from a mobile device, please download the SAMSXConnection App by scanning the QR code below.



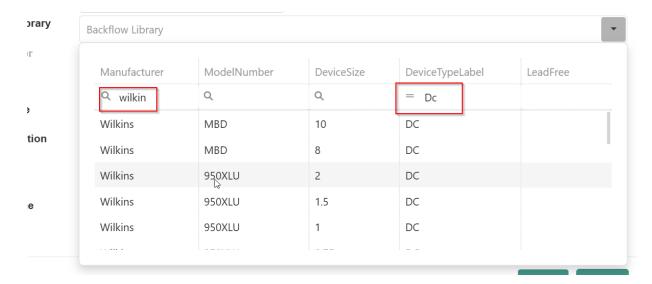
2. Follow the City of Calgary Authentication process to login.

#### **New Device and/or New Location**

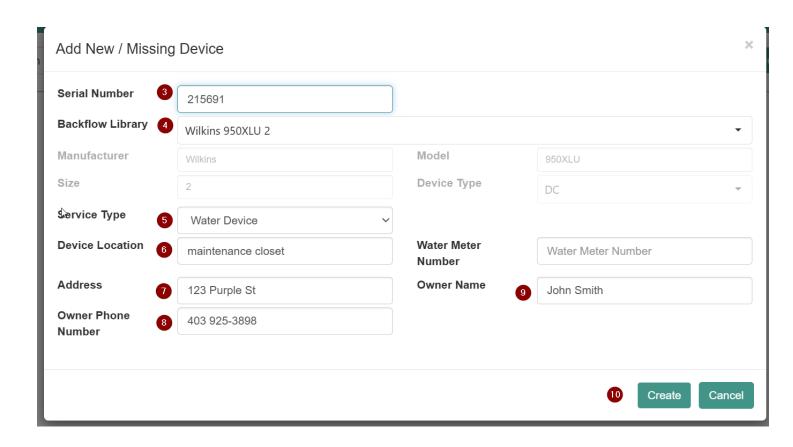
- 1. Click Enter Test Results
- 2. Click Add/ Missing Device button



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

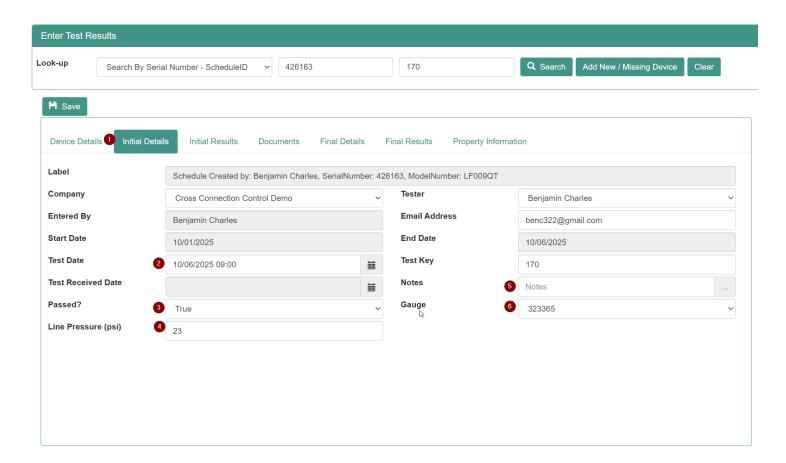


- 5. Select Service Type
- 6. Enter the **Device Location** (e.g., maintenance closet)
- 7. Enter Address
- 8. Enter Contact Phone Number
- 9. Enter Owner Name
- 10. Click Create



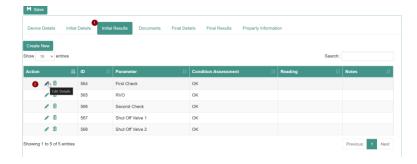
### **Initial Details tab**

- 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



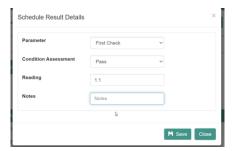
#### **Initial Results tab**

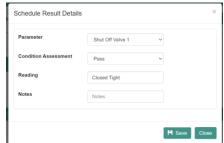
- 1. Click on Initial Results tab
- 2. Click on the **Pencil icon** beside each parameter to enter results



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





# **Upload Images (Mandatory)**

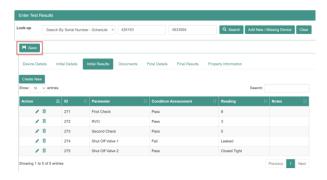
- 1. Click on the **Documents** tab
- 2. Click on Upload files, then select Add and Upload

### **Property Information tab**

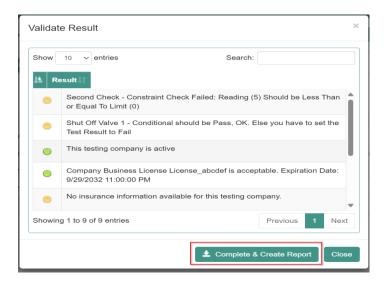
- 1. Click the **Property information** tab
- 2. Fill in the **Property Manager** information if it does not automatically display

## Save & Submit Report

1. Click **Save** button to generate the report



- 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.



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