

SAMS XC

Universal Tester Portal

Training Manual

Job Aid Prepared by



202 E Earll Dr. Ste 110

Phoenix, AZ 85012

Phone: (602) 759-1905

www.njbsoft.com

December 2021

Table of Contents

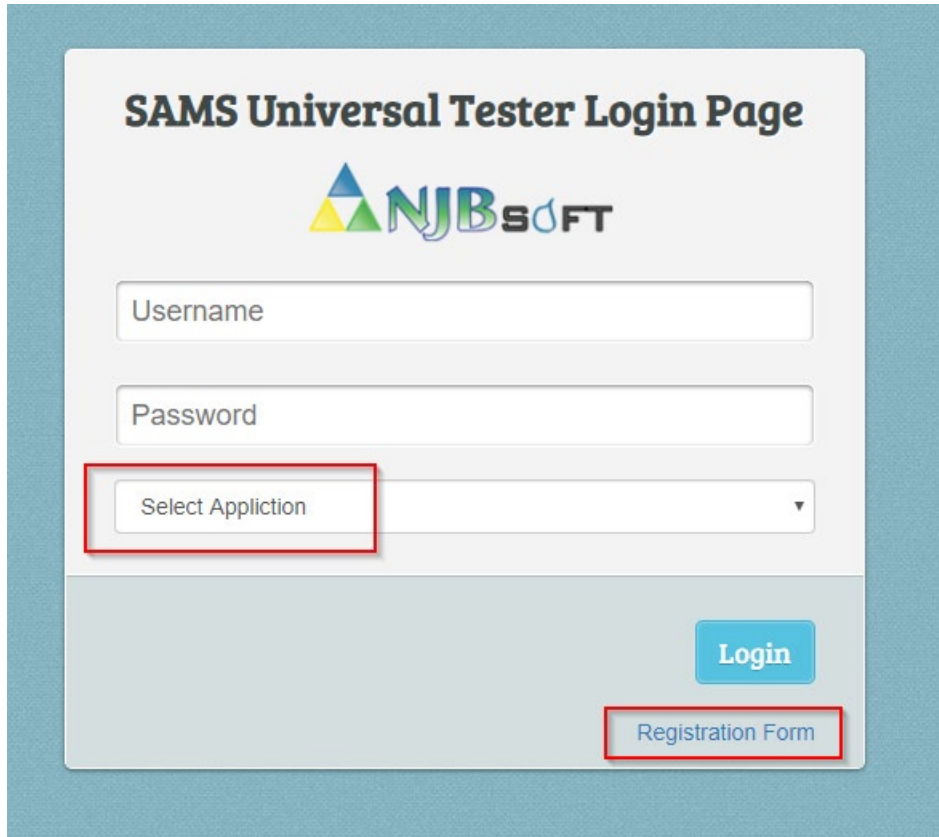
Registering for SAMS Universal Portal.....	page 3
Logging into SAMS Universal Portal.....	page 5
Getting Started.....	page 6
Creating and uploading a company logo.....	page 7
Adding and updating testers.....	page 9
Updating tester information.....	page 12
Updating company information.....	page 16
Adding a new gauge.....	page 20
Updating gauge details.....	page 24
My History.....	page 28
Forums.....	page 30
Entering test reports into SAMS Universal Portal.....	page 31
Entering a passing test report into SAMS Universal Portal.....	page 32
Entering a failed test report into SAMS Universal Portal.....	page 39
Entering a repair test report into SAMS Universal Portal.....	page 44
Changing out a device in SAMS Universal Portal.....	page 52
Rejected tester or company information.....	page 53
Rejected test reports.....	page 60

Revision History

Date	Revision By	Revision Info
4/10/2019	NJBSoft	Document created
7/5/2019	NJBSoft	Document modified
12/13/2019	NJBSoft	Document modified

Registering for SAMS Universal Portal

On the login page, select a city and click on “Registration form” to register as a user.



SAMS Universal Tester Login Page



Username

Password

Select Application ▼

Login

[Registration Form](#)

The user will be taken to the Registration form where all details for the tester can be entered.

After all details are entered, click on the Submit button and the registration form will be sent to the jurisdiction for approval.

Tester Registration Form



First Name

Last Name

Address - 1

Address - 2

City

State

Zip

Email

Company

Phone Number

Fax

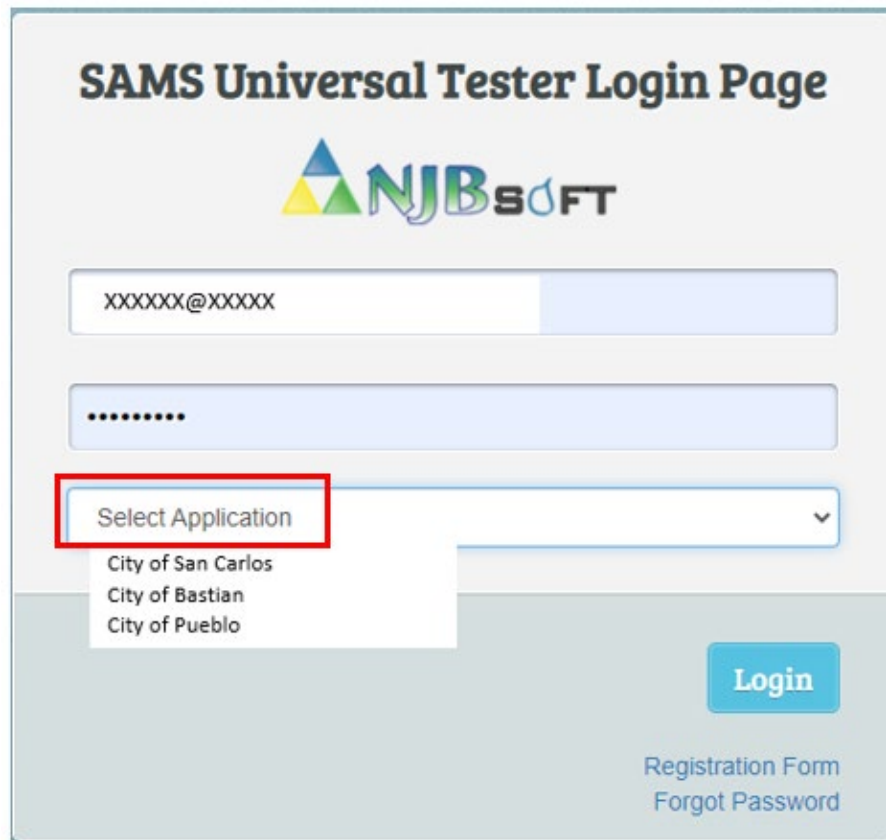
CAPTCHA

[Show another code](#)

Type the code shown:

Logging into SAMS Universal Portal

Once approved by the jurisdiction, the URL to SAMS Universal Portal and password will be sent by email. Login using the information and “Select Application”. This is the jurisdiction where test reports, tester, or company information are entered.



Once in the portal, the chosen jurisdiction will be in the drop down.



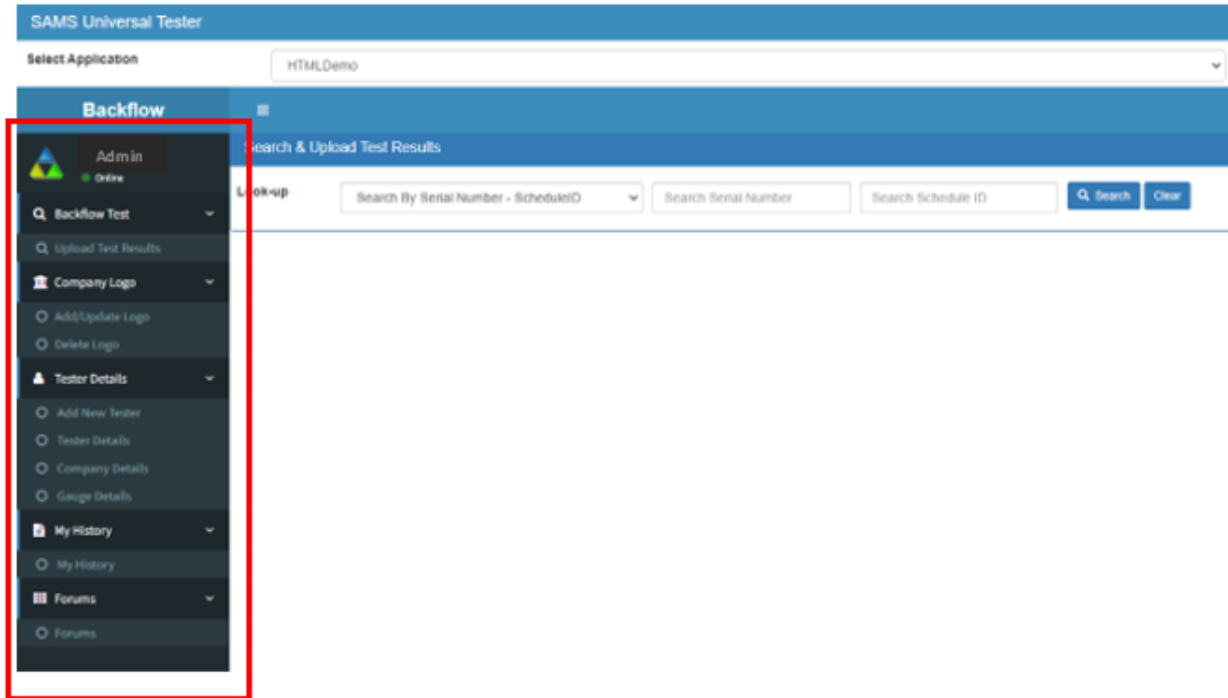
If a user wishes to select another city to enter test results, click “Select Application” on the dropdown on the top of the page and select the city.

The user will be taken to the City’s tester portal page.



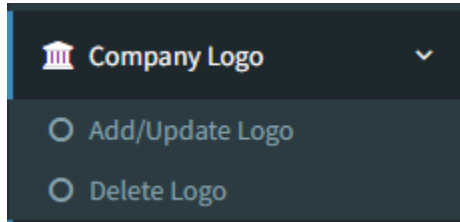
Getting Started

The main menu of the portal is the left side. The portal defaults to the “Search & Upload Test Results” page. This is where test reports are entered.

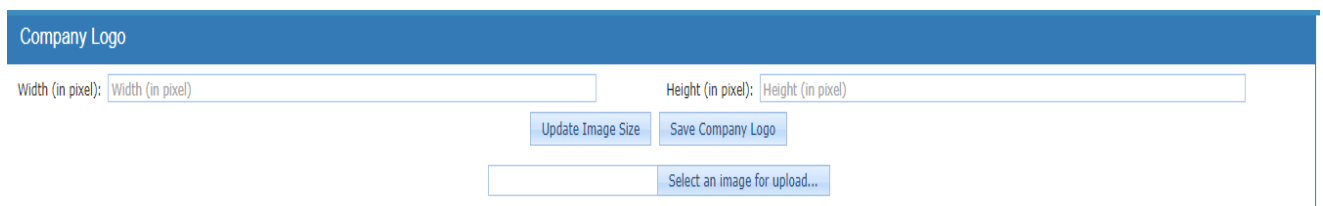


Creating and Uploading a Company Logo

The Company Logo can be uploaded and will be on all test reports that are generated in SAMS Universal Portal. To add the company logo, click on “Add/Update Logo”.



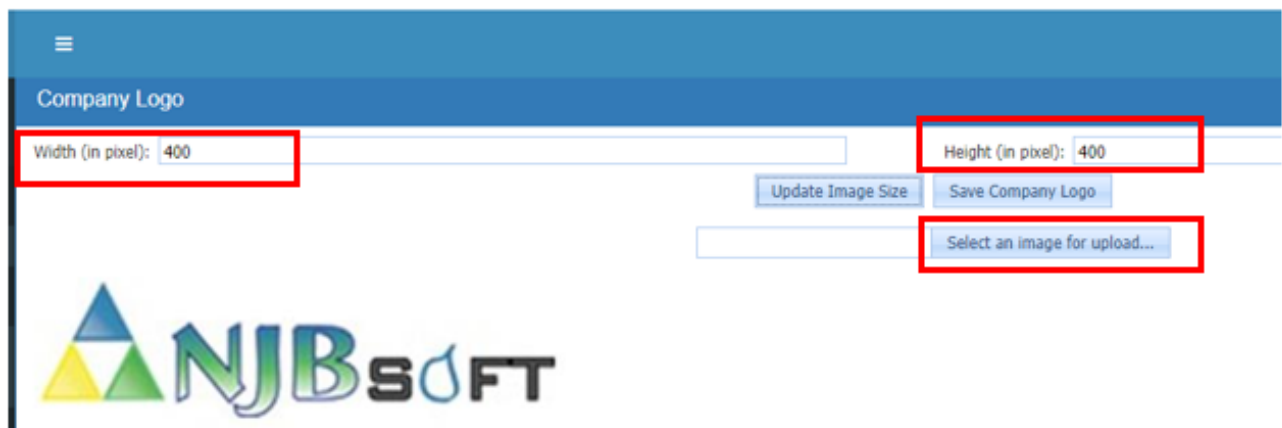
The Company Logo screen will pop up.

A blue header bar with the text 'Company Logo'. Below it are two input fields: 'Width (in pixel):' and 'Height (in pixel):'. Below these are two buttons: 'Update Image Size' and 'Save Company Logo'. At the bottom is a button labeled 'Select an image for upload...'.

Field	Value
Width (in pixel):	
Height (in pixel):	

Buttons: Update Image Size, Save Company Logo, Select an image for upload...

Enter Width, Height and “Select an image for upload”. The logo is uploaded.

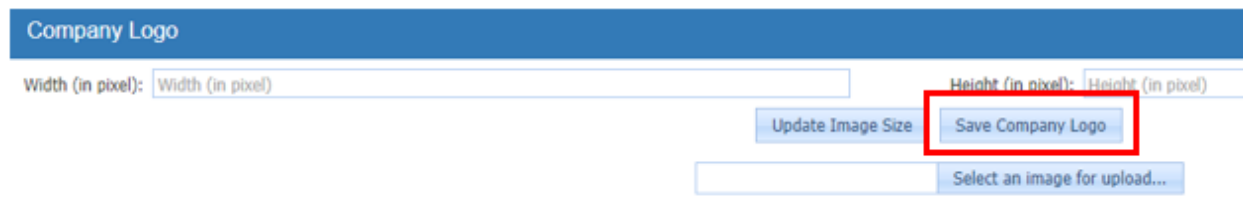
The same 'Company Logo' form as above, but with the 'Width (in pixel):' field set to '400' and the 'Height (in pixel):' field set to '400'. The 'Select an image for upload...' button is highlighted with a red box. Below the form, the NJBsoft logo is displayed, consisting of a stylized 'A' made of three triangles (blue, yellow, green) and the text 'NJBsoft' in a blue, rounded font.

Field	Value
Width (in pixel):	400
Height (in pixel):	400

Buttons: Update Image Size, Save Company Logo, Select an image for upload...

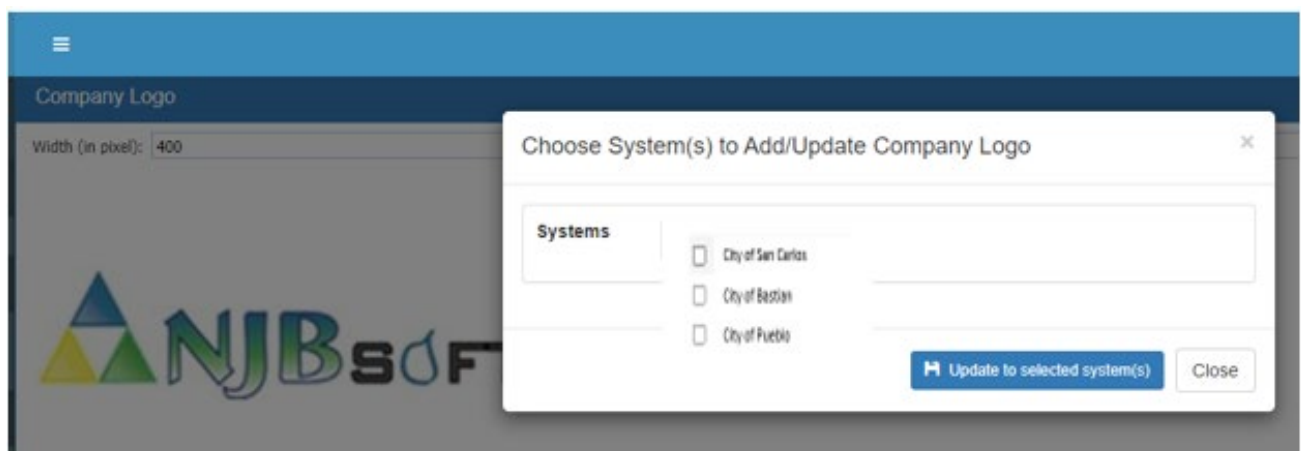
NJBsoft

By clicking on the “Save Company Logo” a pop up will appear. Click on “Update to selected systems”. The drop down has other jurisdictions that the user can send their information to. This eliminates the need to enter the information numerous times.



The screenshot shows a web form titled "Company Logo". It has two input fields for "Width (in pixel)" and "Height (in pixel)". Below these fields are three buttons: "Update Image Size", "Save Company Logo" (which is highlighted with a red rectangle), and "Select an image for upload...".

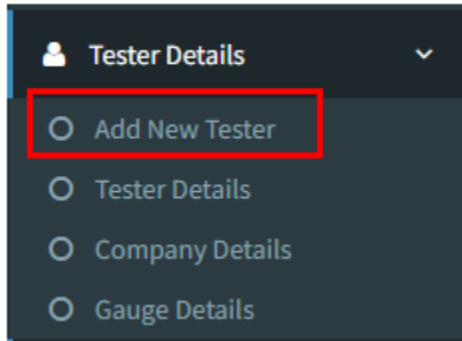
In the drop down under “Systems” click on the jurisdictions that the information is to be sent to for approval. When done close window.



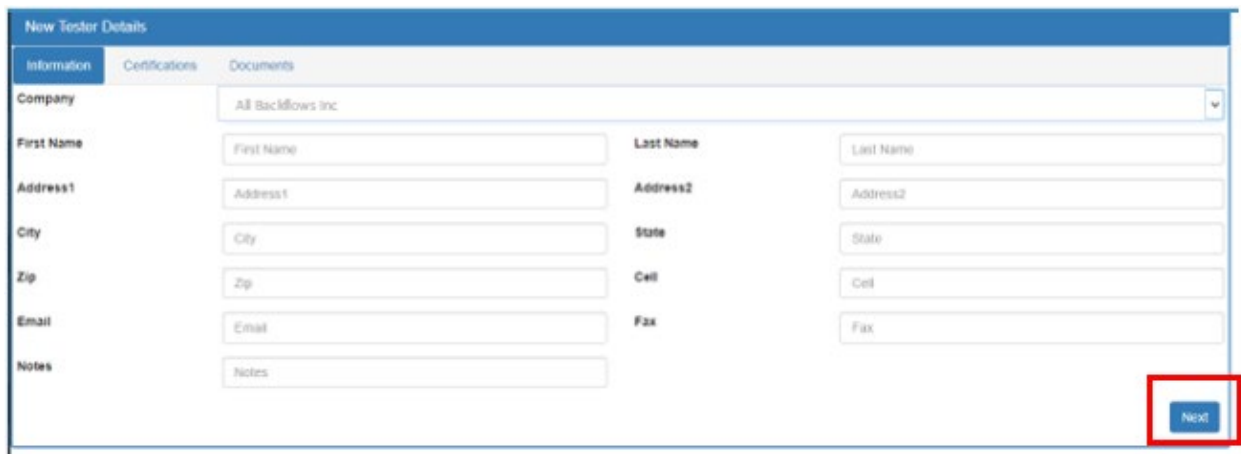
The screenshot shows a pop-up window titled "Choose System(s) to Add/Update Company Logo". It has a close button (X) in the top right corner. On the left, there is a tab labeled "Systems". To the right of the tab is a list of three items, each with a checkbox: "City of San Carlos", "City of Boston", and "City of Pueblo". At the bottom right of the window are two buttons: "Update to selected system(s)" and "Close". The background of the page shows the "Company Logo" form with the "NJBSOFT" logo.

Adding and Updating Testers

Tester Details enables the user to enter add a new tester, gauge, add or edit company details.



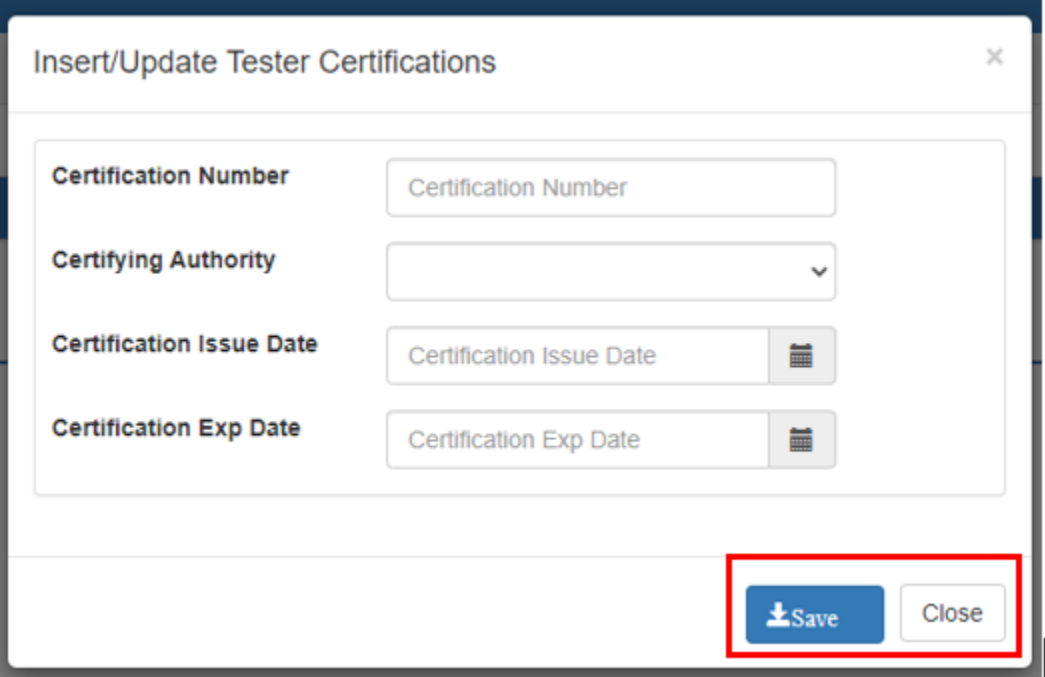
To add an new tester, Click on “Add New Tester” from Tester Details. Add the tester name, address, city, zip, etc. When done click “Next”.

A screenshot of the 'New Tester Details' form. The form has three tabs: 'Information', 'Certifications', and 'Documents'. The 'Information' tab is active. It contains several input fields: 'Company' (a dropdown menu showing 'All Backflows Inc'), 'First Name', 'Last Name', 'Address1', 'Address2', 'City', 'State', 'Zip', 'Cell', 'Email', 'Fax', and 'Notes'. A red rectangular box highlights the 'Next' button located at the bottom right of the form.

Click on “Create New”.

A screenshot of the 'New Tester Details' form, showing the 'Certifications' tab. The 'Create New' button is highlighted with a red rectangular box. Below the tabs, there is a table with columns: 'Action', 'Certification Number', 'Certifying Authority', 'Certification Issue Date', and 'Certification Exp Date'. At the bottom right, there are 'Previous' and 'Next' buttons.

The “Insert/Update Tester Certifications” will pop up. Fill in the tester’s certification information. When done click “Save” and close.

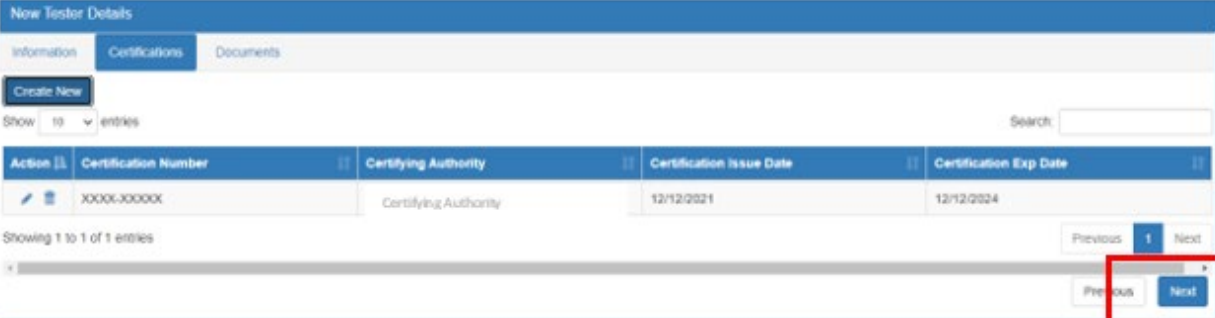


The dialog box titled "Insert/Update Tester Certifications" contains the following fields:

- Certification Number:** A text input field with placeholder text "Certification Number".
- Certifying Authority:** A dropdown menu.
- Certification Issue Date:** A date picker with placeholder text "Certification Issue Date".
- Certification Exp Date:** A date picker with placeholder text "Certification Exp Date".

At the bottom right, there are two buttons: "Save" (with a download icon) and "Close". Both buttons are highlighted with a red rectangle.

The information has been entered, click “Next”.

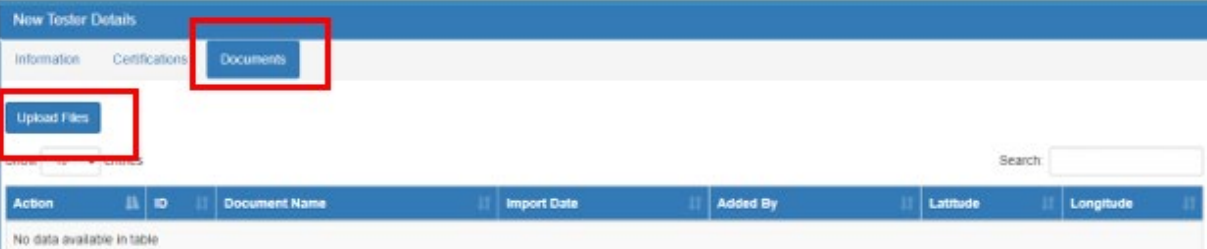


The "New Tester Details" page shows the "Certifications" tab. It includes a "Create New" button, a search bar, and a table with the following data:

Action	Certification Number	Certifying Authority	Certification Issue Date	Certification Exp Date
	XXXX-XXXX	Certifying Authority	12/12/2021	12/12/2024

Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom right, there are "Previous" and "Next" buttons. The "Next" button is highlighted with a red rectangle.

Upload the tester certification into the “Document” tab. Click “Upload Files”.

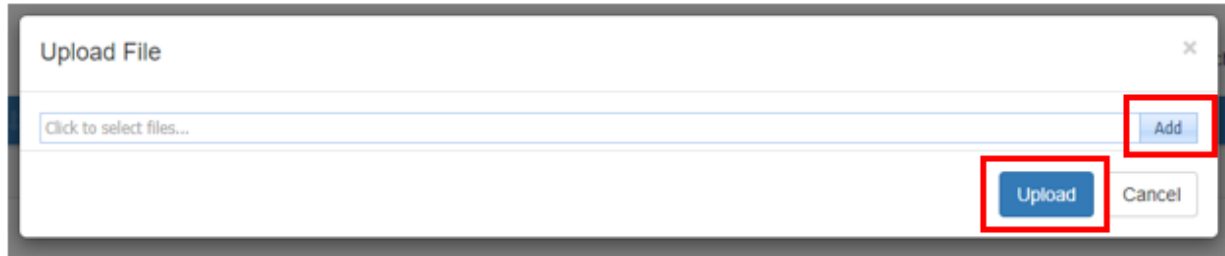


The "New Tester Details" page shows the "Documents" tab. It includes an "Upload Files" button, a search bar, and a table with the following headers:

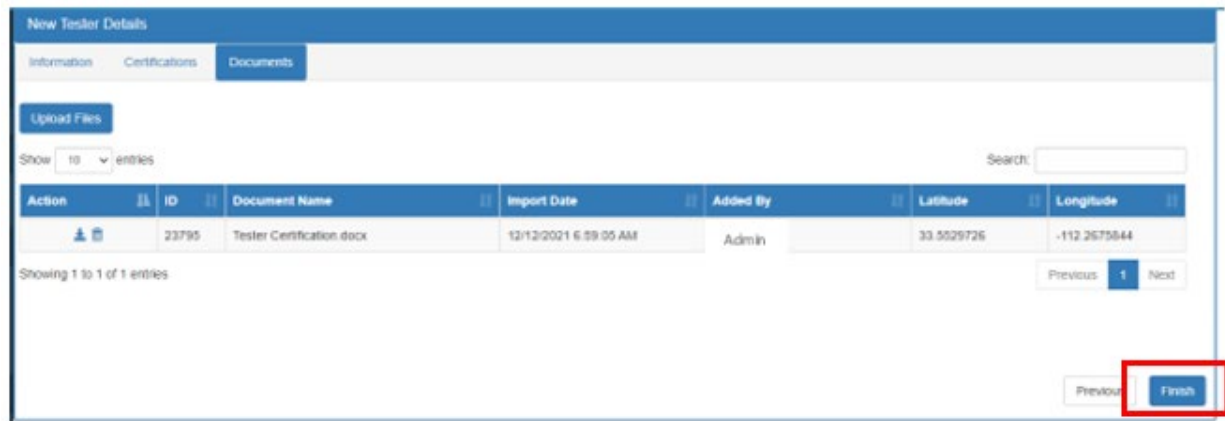
Action	ID	Document Name	Import Date	Added By	Latitude	Longitude
--------	----	---------------	-------------	----------	----------	-----------

The table body is empty, with the text "No data available in table" below it. The "Upload Files" button and the "Documents" tab are highlighted with red rectangles.

The “Upload File” pops up. Click on “Add”, choose file, and click “Upload”.

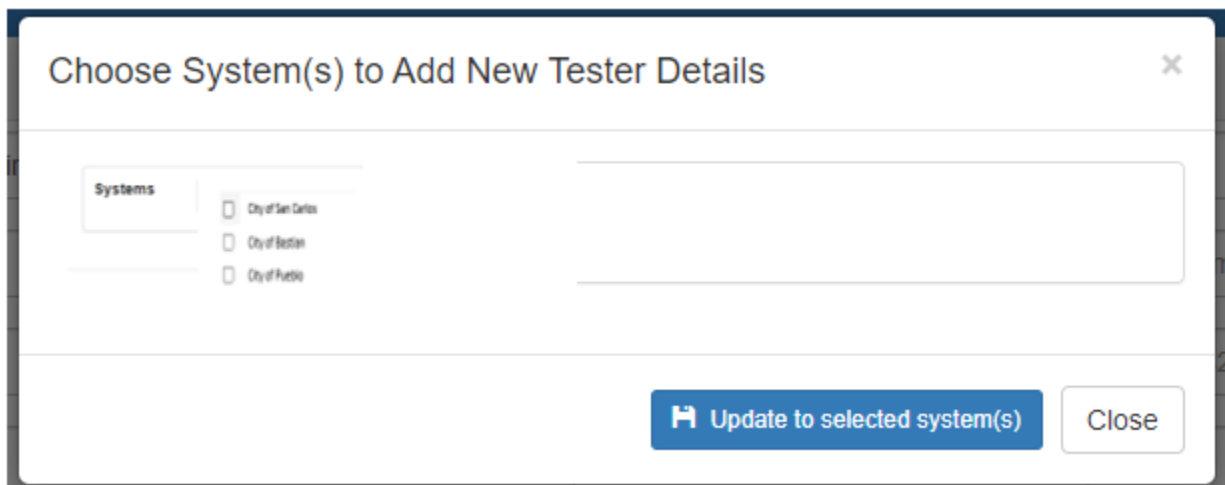


The file has been successfully uploaded. Click “Finish” on the bottom right of the screen.



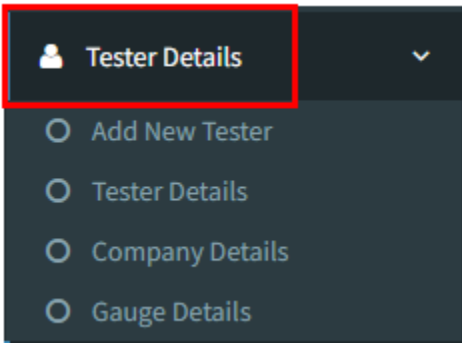
“Choose System (s) to Add New Tester Details” will pop up. When the drop down under “Systems” is clicked the user will be given a menu of other jurisdictions to choose from. When chosen, the tester will automatically be sent to the other jurisdictions for approval. This eliminates the need to enter it numerous times.

When done close the window.

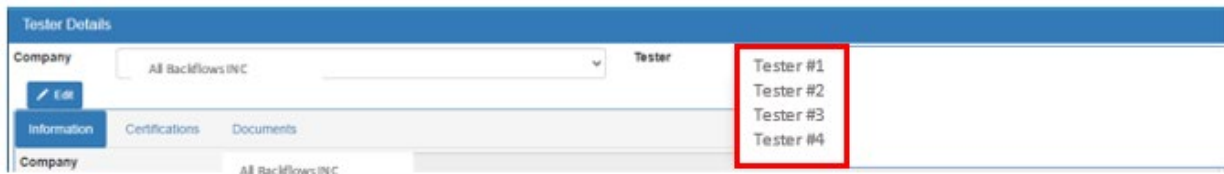


Updating Tester Information

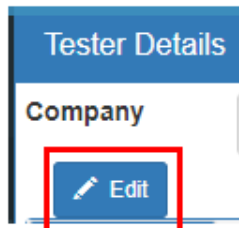
“Tester Details” enables the user to update any tester within their company. Click “Tester Details”.



Choose the tester to update from the drop-down list.



Under “Tester Details” click “Edit”.



The “Update Test Details” will pop up with the current tester information. Click “Next”.

A modal window titled 'Update Tester Details' with a close button (X) in the top right. It has tabs for 'Information', 'Certifications', and 'Documents'. The 'Information' tab is active, showing a form with fields for 'Company' (All Backflows INC), 'First Name' (Tester #2), 'Last Name' (Last Name), 'Address1' (Address 1), 'Address2' (Address2), 'City' (City), 'State' (State), 'Zip' (Zip Code), 'Cell' (XXX-XXX-XXXX), 'Email' (XXXXXX@XXXXXX), and 'Fax' (Fax). A checkbox labeled 'Moved to a new company?' is also present. The 'Next' button at the bottom right is highlighted with a red box.

The “Update Tester Details” pops up. Click “Create New”.

Update Tester Details

Information Certifications Documents

Create New

Show 10 entries Search:

Action	ID	Certification Number	Certifying Authority	Certification Issue Date	Certification Exp Date
No data available in table					

Showing 0 to 0 of 0 entries

Previous Next

Previous Next

The “Insert/Update Tester Certifications” will pop up. Fill in the tester’s certification information. When done click “Save” and close.

Insert/Update Tester Certifications

Certification Number

Certifying Authority

Certification Issue Date

Certification Exp Date

Save Close

The information has been successfully entered, click “Next”.

The screenshot shows the 'New Tester Details' form with the 'Certifications' tab selected. The form contains a table with the following data:

Action	Certification Number	Certifying Authority	Certification Issue Date	Certification Exp Date
	XXXX-XXXXX	Certifying Authority	12/12/2021	12/12/2024

Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom right, there are 'Previous', '1', and 'Next' buttons. The 'Next' button is highlighted with a red box.

To upload the tester certification, click the “Document” tab, and click “Upload Files”.

The screenshot shows the 'New Tester Details' form with the 'Documents' tab selected. The 'Upload Files' button is highlighted with a red box. Below the button, there is a table with the following data:

Action	ID	Document Name	Import Date	Added By	Latitude	Longitude
No data available in table						

From the “Upload File” window, Click “Add”, choose file, and click “Upload”.

The screenshot shows the 'Upload File' dialog box. It has a text input field with the placeholder 'Click to select files...'. Below the input field, there are three buttons: 'Add', 'Upload', and 'Cancel'. The 'Add' and 'Upload' buttons are highlighted with red boxes.

The file has been successfully uploaded. Click “Finish” on the bottom right of the screen.

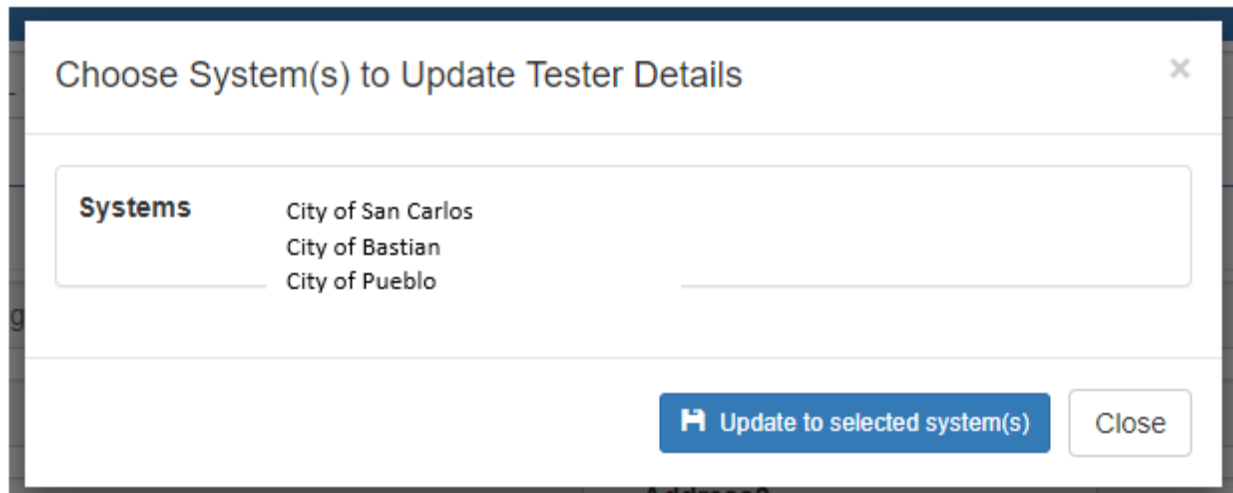
The screenshot shows the 'New Tester Details' form with the 'Documents' tab selected. The 'Upload Files' button is highlighted with a red box. Below the button, there is a table with the following data:

Action	ID	Document Name	Import Date	Added By	Latitude	Longitude
	23795	Tester Certification.docx	12/12/2021 6:59:05 AM	Admin	33.5529726	-112.2675844

Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom right, there are 'Previous', '1', and 'Next' buttons. The 'Next' button is highlighted with a red box.

“Choose System (s) to Update Tester Details” will pop up. When the drop down under “Systems” is clicked the user will be given a menu of other jurisdictions to choose from, click the jurisdiction. When chosen, the tester information will be sent to the other jurisdictions for approval, eliminating the need to enter it numerous times.

When done close window.



Choose System(s) to Update Tester Details

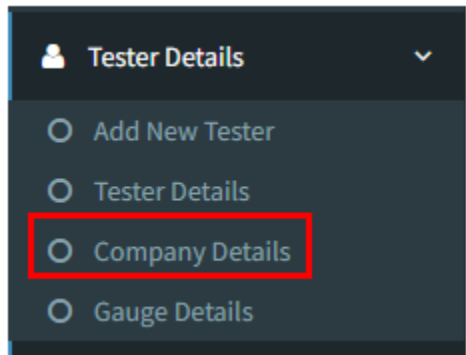
Systems

- City of San Carlos
- City of Bastian
- City of Pueblo

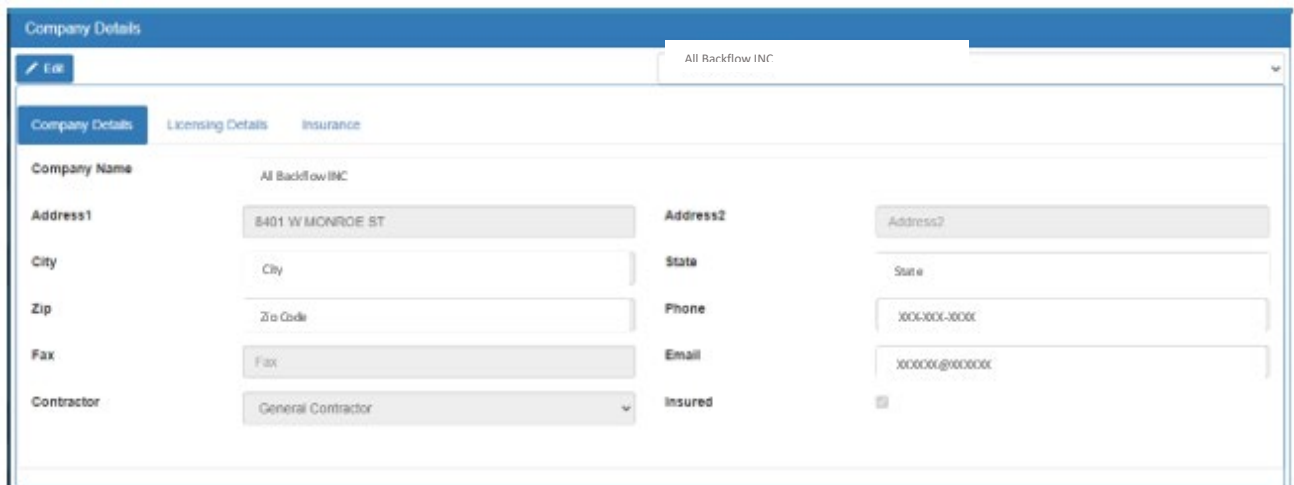
 Update to selected system(s) Close

Updating Company Information

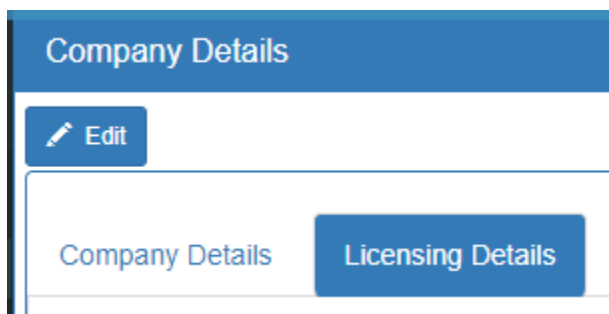
To update company details, click on “Company Details”.



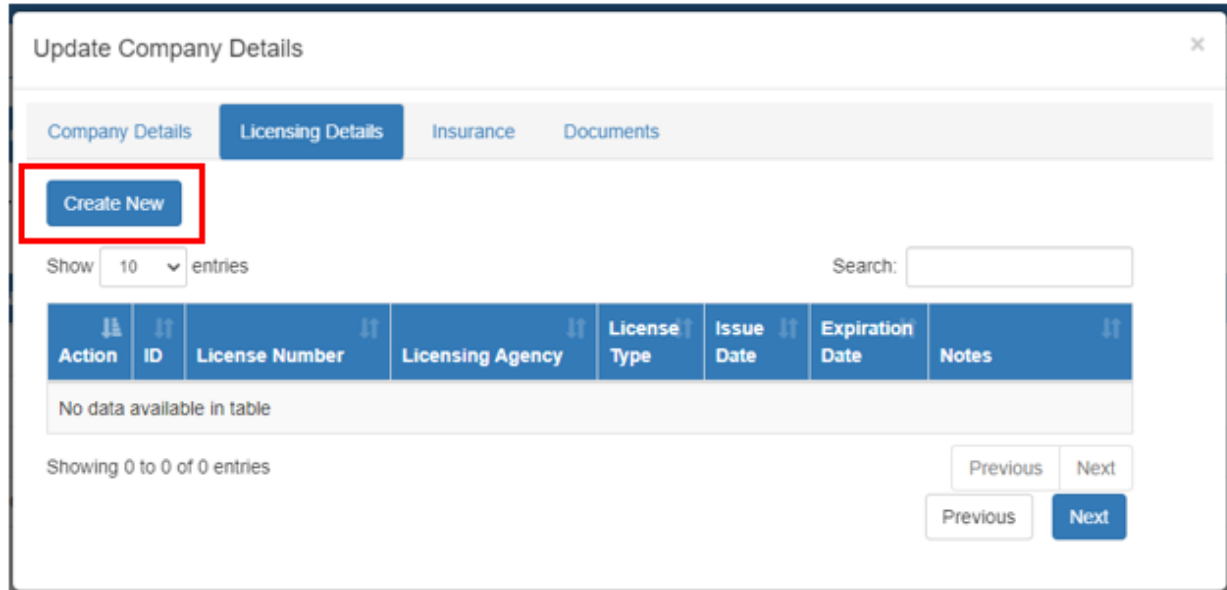
“Company Details” will pop up.

A screenshot of the 'Company Details' form. The form has a blue header bar with the title 'Company Details' and an 'Edit' button. Below the header, there are three tabs: 'Company Details', 'Licensing Details', and 'Insurance'. The 'Company Details' tab is active. The form contains several input fields: 'Company Name' (filled with 'All Backflow INC'), 'Address1' (filled with '8401 W MONROE ST'), 'Address2' (empty), 'City' (filled with 'City'), 'State' (filled with 'State'), 'Zip' (filled with 'Zip Code'), 'Phone' (filled with 'XXX-XXX-XXXX'), 'Fax' (filled with 'Fax'), 'Email' (filled with 'XXXXXX@XXXXXX'), 'Contractor' (filled with 'General Contractor'), and 'Insured' (checked). The form is styled with a light blue background and white text.

Click “Edit” above the “Licensing Details”.

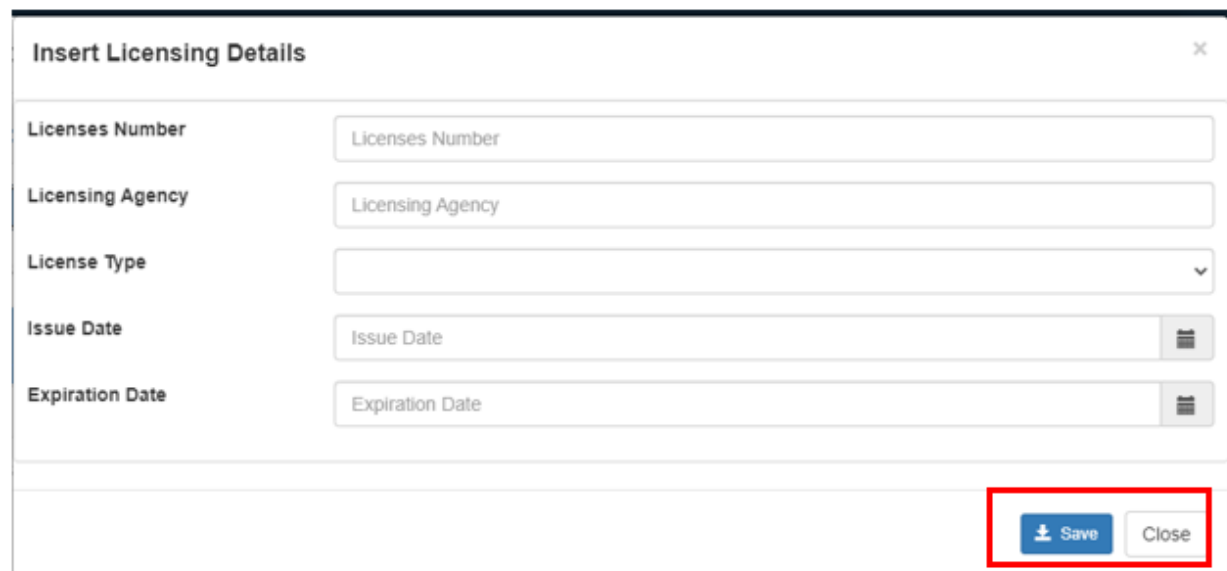


Click “Create New” to update the company license information.



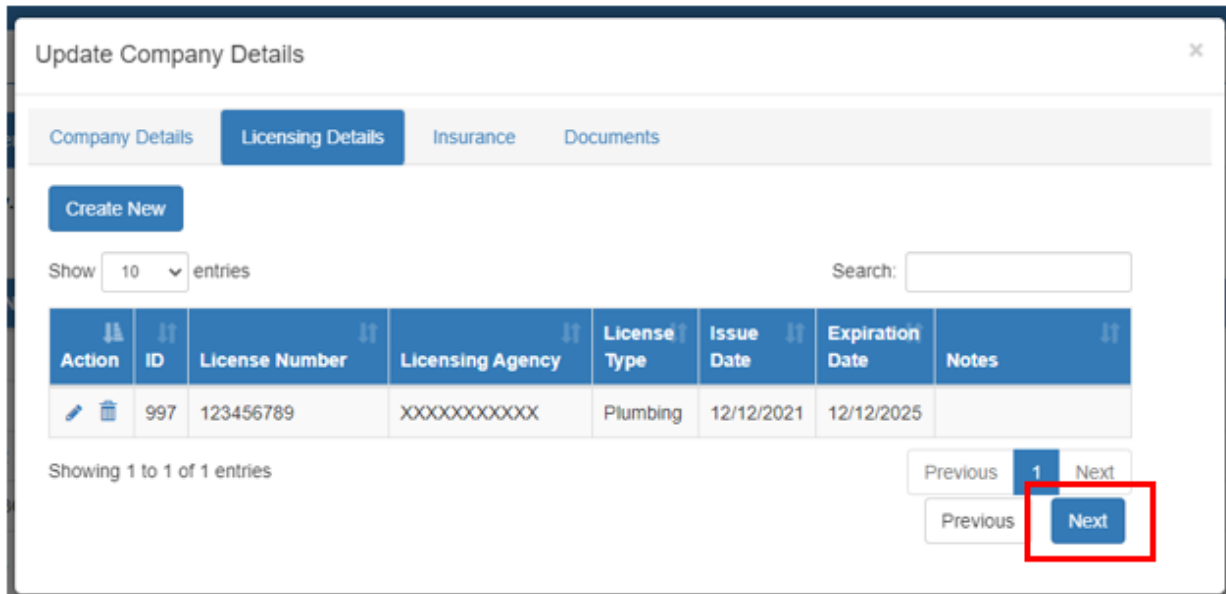
The screenshot shows a web application window titled "Update Company Details" with a close button (X) in the top right corner. Below the title bar is a tabbed interface with four tabs: "Company Details", "Licensing Details" (which is the active tab), "Insurance", and "Documents". In the "Licensing Details" tab, a blue button labeled "Create New" is highlighted with a red rectangular box. Below the tabs, there is a "Show" dropdown menu set to "10" and the text "entries". To the right of this is a "Search:" text input field. Below these elements is a table with the following headers: "Action", "ID", "License Number", "Licensing Agency", "License Type", "Issue Date", "Expiration Date", and "Notes". The table body is empty, and a message "No data available in table" is displayed. At the bottom left of the table area, it says "Showing 0 to 0 of 0 entries". At the bottom right, there are two sets of "Previous" and "Next" navigation buttons; the "Next" button in the bottom set is highlighted with a blue background.

Enter the information, click “Save” and close.



The screenshot shows a web application window titled "Insert Licensing Details" with a close button (X) in the top right corner. The form contains several input fields: "Licenses Number" (text input), "Licensing Agency" (text input), "License Type" (dropdown menu), "Issue Date" (date input with a calendar icon), and "Expiration Date" (date input with a calendar icon). At the bottom right of the form, there are two buttons: a blue button labeled "Save" with a download icon, and a white button labeled "Close". The "Save" button is highlighted with a red rectangular box.

The information has been successfully entered, click “Next”.



Update Company Details

Company Details Licensing Details Insurance Documents

Create New

Show 10 entries Search:

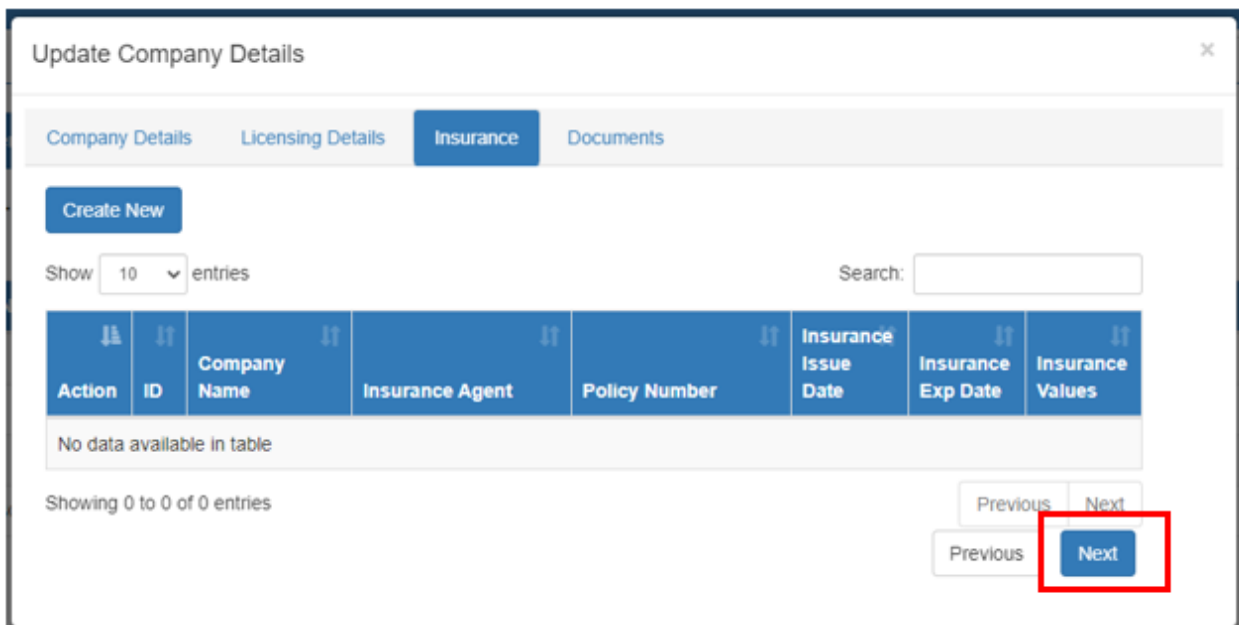
Action	ID	License Number	Licensing Agency	License Type	Issue Date	Expiration Date	Notes
 	997	123456789	XXXXXXXXXX	Plumbing	12/12/2021	12/12/2025	

Showing 1 to 1 of 1 entries

Previous 1 Next

Previous Next

Follow the same procedure to enter insurance information. When done, click ‘Next’.



Update Company Details

Company Details Licensing Details Insurance Documents

Create New

Show 10 entries Search:

Action	ID	Company Name	Insurance Agent	Policy Number	Insurance Issue Date	Insurance Exp Date	Insurance Values
No data available in table							

Showing 0 to 0 of 0 entries

Previous Next

Previous Next

When done entering insurance, a warning will appear, warning the user to only enter the company documents. Upload the appropriate files and click “Finish”.

The screenshot shows the 'Update Company Details' window with the 'Documents' tab selected. A red box highlights the 'Upload Files' button. Below it, a table with columns: Action, ID, Document Name, Import Date, Added By, Latitude, and Longitude is shown. The table is empty, displaying 'No data available in table'. At the bottom right, another red box highlights the 'Finish' button.

Update Company Details

Company Details Licensing Details Insurance Documents

Upload ONLY the following documents here - AZROC Licenses, Liability Insurance Certificate and Business/Tax License (as applicable).

Upload Files

Show 10 entries Search:

Action	ID	Document Name	Import Date	Added By	Latitude	Longitude
No data available in table						

Showing 0 to 0 of 0 entries

Previous Next

Previous Finish

“Choose System (s) to Update Company Details” will pop up. When the drop down under “Systems” is clicked the user will be given a menu of other jurisdictions to choose from. When chosen, the company details will automatically be sent to the other jurisdictions for approval, eliminating the need to enter it numerous times.

When done close the window.

The screenshot shows the 'Choose System(s) to Update Company Details' window. It features a dropdown menu labeled 'Systems' with a list of jurisdictions: City of San Carlos, City of Bastian, and City of Pueblo. At the bottom, there are two buttons: 'Update to selected system(s)' and 'Close'.

Choose System(s) to Update Company Details

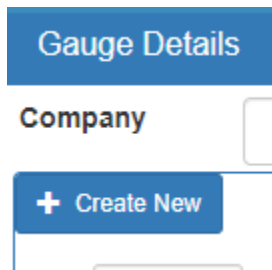
Systems

- City of San Carlos
- City of Bastian
- City of Pueblo

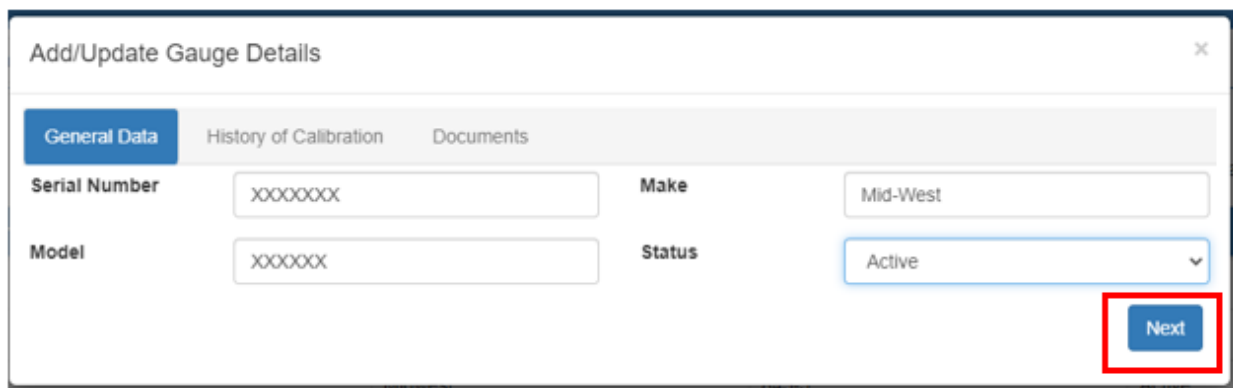
Update to selected system(s) Close

Adding a New Gauge

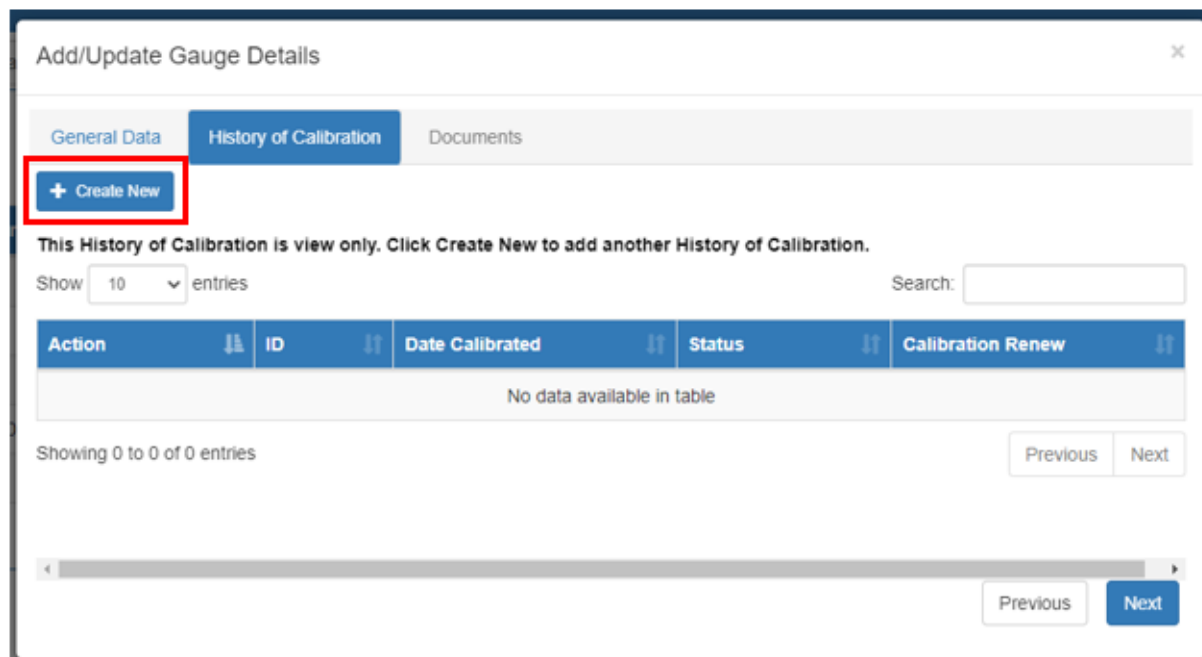
To add a new gauge, click on the “Gauge Details” tab, click “Create New”.



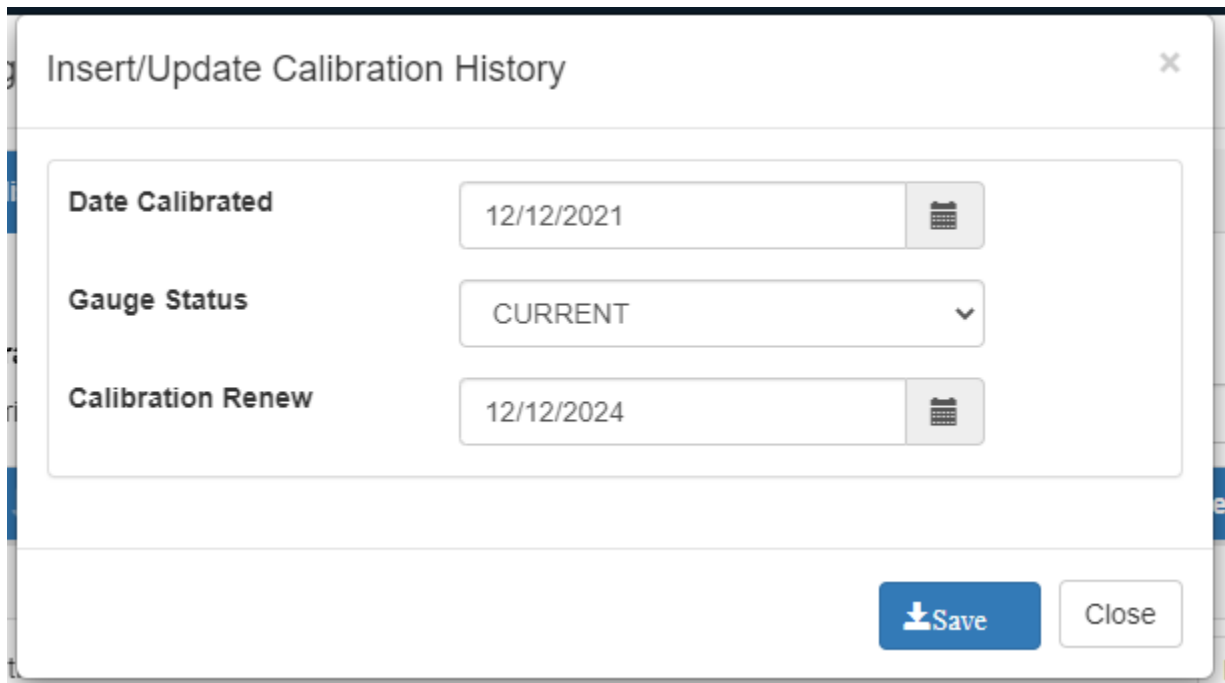
“Add/Update Gauge Details” will pop-up. Enter the information of the new gauge, click “Next”.

A screenshot of the 'Add/Update Gauge Details' pop-up form. The form has a title bar with the text 'Add/Update Gauge Details' and a close button. Below the title bar, there are three tabs: 'General Data', 'History of Calibration', and 'Documents'. The 'General Data' tab is active. It contains four input fields: 'Serial Number' with the placeholder 'XXXXXXX', 'Model' with the placeholder 'XXXXXX', 'Make' with the value 'Mid-West', and 'Status' with a dropdown menu showing 'Active'. A blue 'Next' button is located at the bottom right of the form, highlighted with a red rectangle.

“Add/Update Gauge Details will pop-up, click “History of Calibration”, and “Create New”.

A screenshot of the 'Add/Update Gauge Details' pop-up form. The 'History of Calibration' tab is selected. The form displays a message: 'This History of Calibration is view only. Click Create New to add another History of Calibration.' Below this message, there is a 'Show' dropdown menu set to '10' and a 'Search' input field. A table with the following columns: 'Action', 'ID', 'Date Calibrated', 'Status', and 'Calibration Renew'. The table is currently empty, with the text 'No data available in table' displayed below it. At the bottom of the table, there is a 'Showing 0 to 0 of 0 entries' message and 'Previous' and 'Next' buttons. A blue '+ Create New' button is highlighted with a red rectangle in the top left corner of the form.

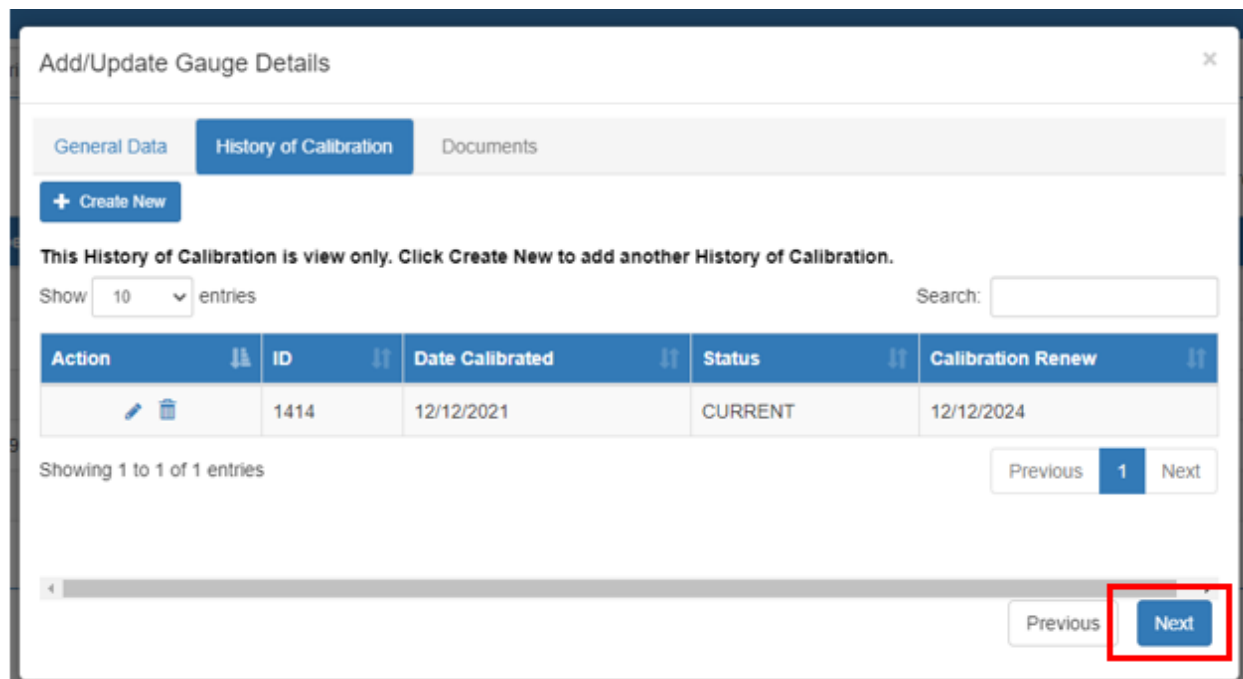
Once the information is entered, "Save" and close.



The dialog box titled "Insert/Update Calibration History" contains three input fields. The first field, "Date Calibrated", has the value "12/12/2021" and a calendar icon. The second field, "Gauge Status", is a dropdown menu showing "CURRENT". The third field, "Calibration Renew", has the value "12/12/2024" and a calendar icon. At the bottom right, there are two buttons: "Save" with a download icon and "Close".

Date Calibrated	12/12/2021
Gauge Status	CURRENT
Calibration Renew	12/12/2024

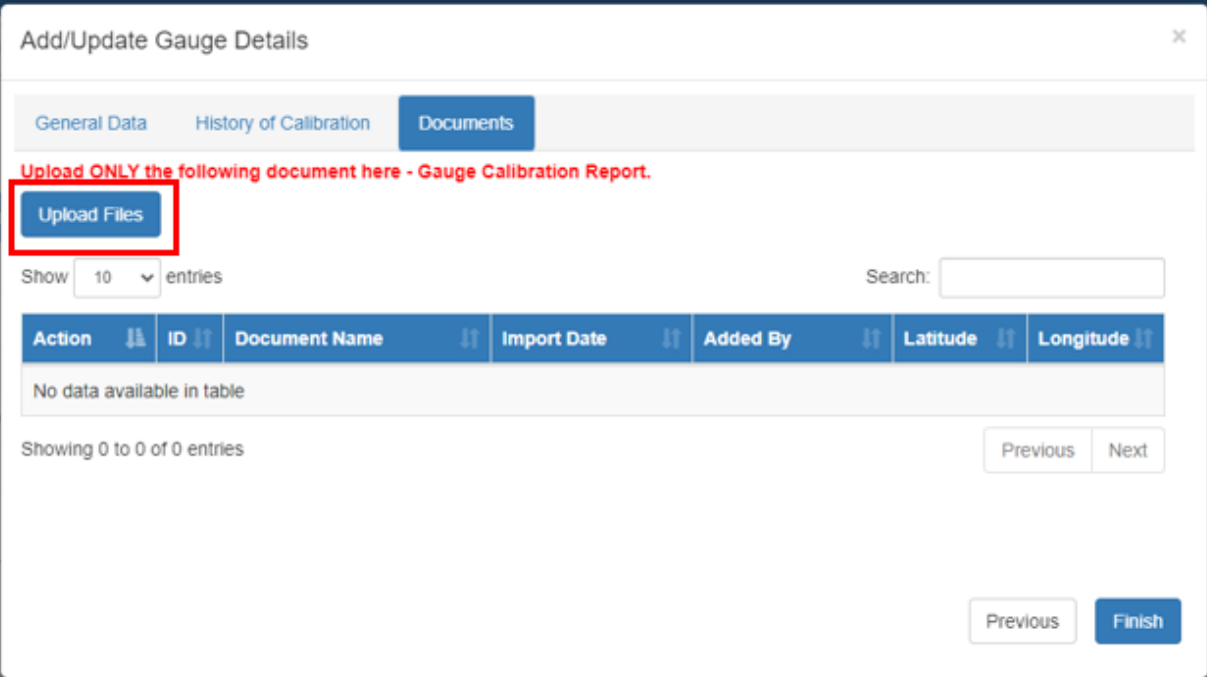
The gauge has been successfully entered, click "Next".



The "Add/Update Gauge Details" window shows the "History of Calibration" tab. It includes a "+ Create New" button and a message: "This History of Calibration is view only. Click Create New to add another History of Calibration." Below this is a "Show 10 entries" dropdown and a "Search:" field. A table displays one entry with columns: Action, ID, Date Calibrated, Status, and Calibration Renew. The entry has ID 1414, Date Calibrated 12/12/2021, Status CURRENT, and Calibration Renew 12/12/2024. Below the table, it says "Showing 1 to 1 of 1 entries" and has "Previous", "1", and "Next" buttons. At the bottom right, there are "Previous" and "Next" buttons, with the "Next" button highlighted by a red rectangle.

Action	ID	Date Calibrated	Status	Calibration Renew
 	1414	12/12/2021	CURRENT	12/12/2024

Add/Update Gauge Details will pop-up with a warning to the user to only upload gauge calibration documents. Click “Upload Files”.



Add/Update Gauge Details [X]

General Data History of Calibration **Documents**

Upload ONLY the following document here - Gauge Calibration Report.

Upload Files

Show 10 entries Search: []

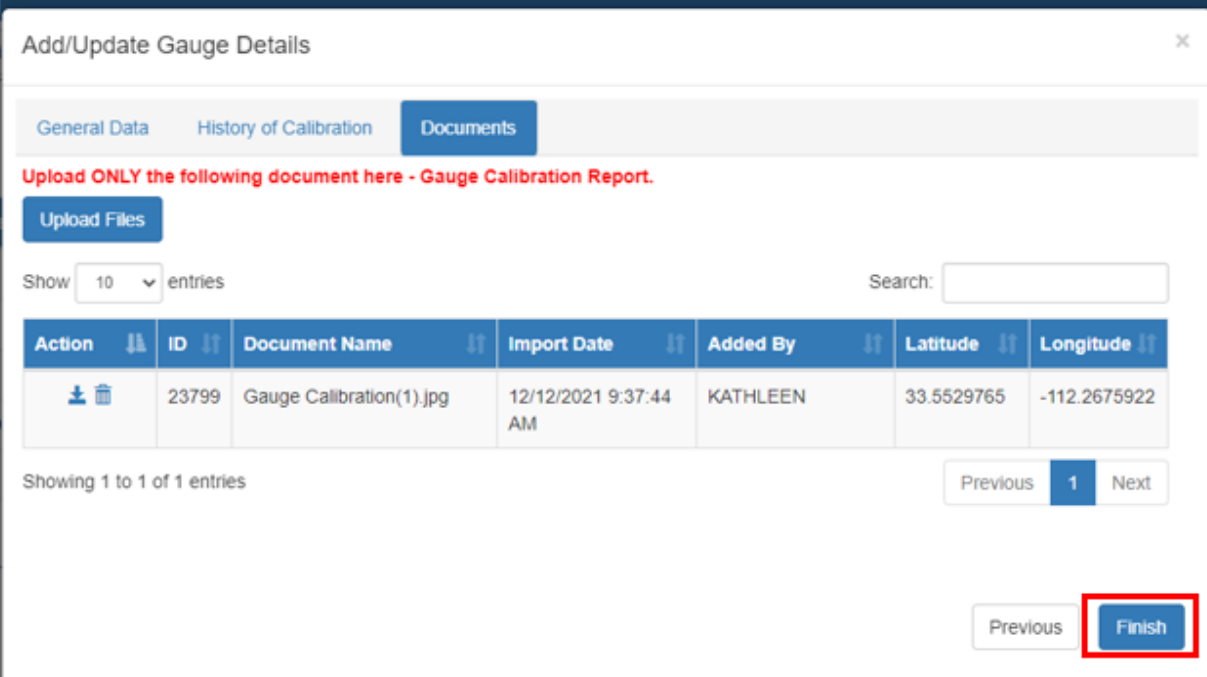
Action	ID	Document Name	Import Date	Added By	Latitude	Longitude
No data available in table						

Showing 0 to 0 of 0 entries

Previous Next

Previous **Finish**

The file has been successfully uploaded. Click “Finish”.



Add/Update Gauge Details [X]

General Data History of Calibration **Documents**

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
	23799	Gauge Calibration(1).jpg	12/12/2021 9:37:44 AM	KATHLEEN	33.5529765	-112.2675922

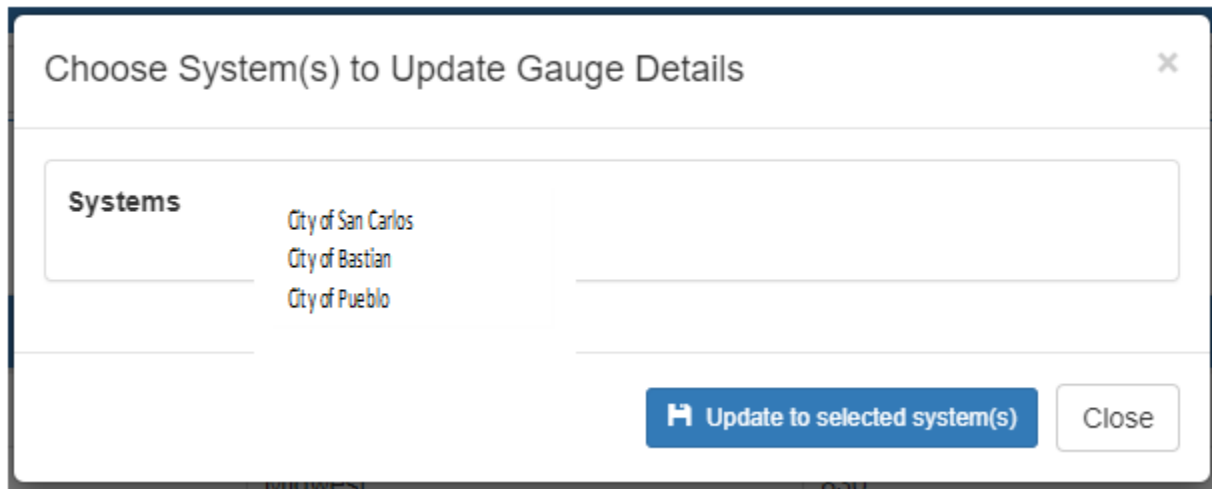
Showing 1 to 1 of 1 entries

Previous **1** Next

Previous **Finish**

“Choose System (s) to Update Gauge Details” will pop up. When the drop down under “Systems” is clicked the user will be given a menu of other jurisdictions to choose from. When chosen, the gauge details will automatically be sent to the other jurisdictions for approval, eliminating the need to enter it numerous times.

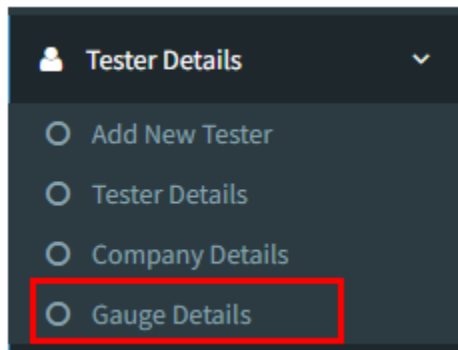
When done close window.



The screenshot shows a dialog box titled "Choose System(s) to Update Gauge Details" with a close button (X) in the top right corner. Inside the dialog, there is a section labeled "Systems" with a dropdown menu. The dropdown menu is open, showing three options: "City of San Carlos", "City of Bastian", and "City of Pueblo". At the bottom of the dialog, there are two buttons: a blue button labeled "Update to selected system(s)" and a white button labeled "Close".

Updating Gauge Details

To Update a company's test gauge, click on "Gauge Details".



A list of all the gauges assigned to the company is listed. To update a new calibration for a gauge, click the "Pencil" under the "Action" column.

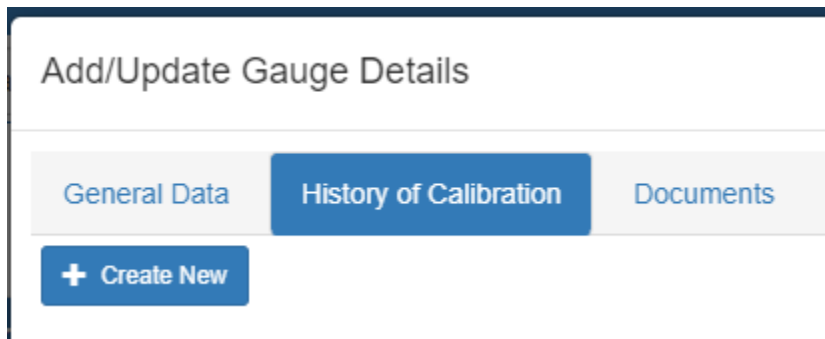
A screenshot of a web application titled 'Gauge Details'. It shows a table of gauges for the company 'All Backflow INC'. The table has columns for 'Action', 'Serial Number', 'Make', 'Model Number', and 'Status'. The 'Action' column contains pencil icons. A red box highlights the 'Action' column header and the first row's action icon. Below the table, it says 'Showing 1 to 4 of 4 entries' and has 'Previous', '1', and 'Next' navigation buttons.

Action	Serial Number	Make	Model Number	Status
	Gauge R1	Midwest	845-5	Active
	Gauge R2	Midwest	830	Inactive
	Gauge R3	Midwest	845-5	Active
	Gauge R4	Midwest	845	Active

The "Add/Update Gauge Details" will pop-up.

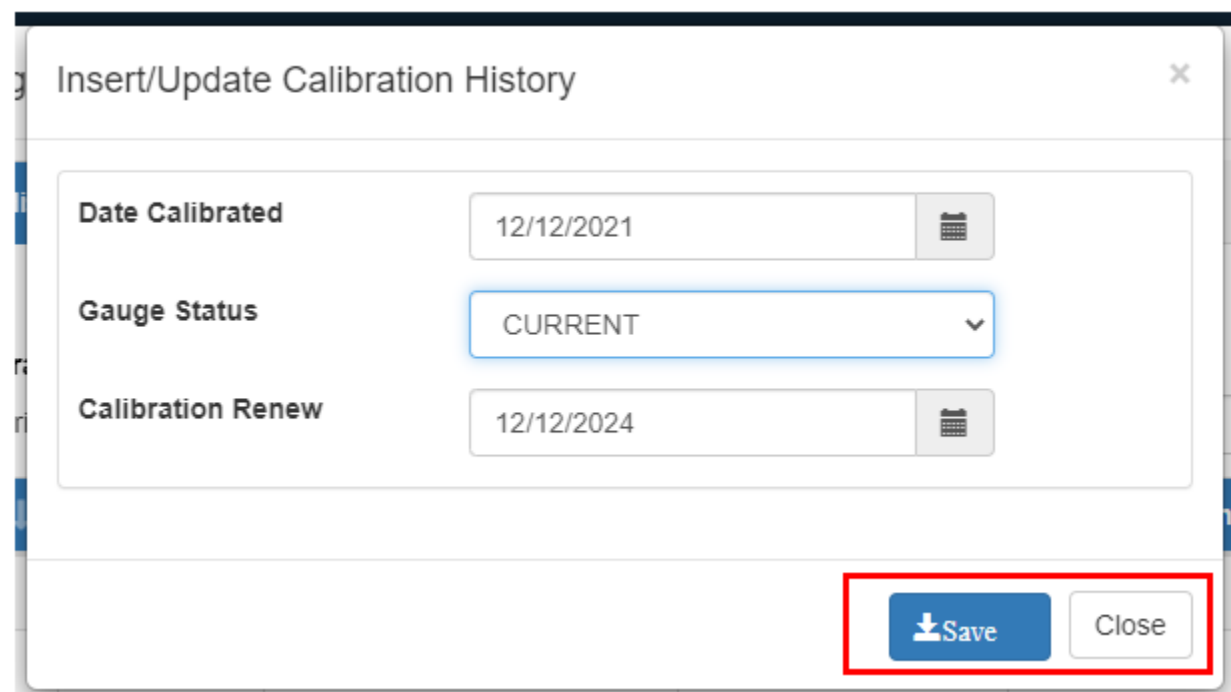
A screenshot of a pop-up form titled 'Add/Update Gauge Details'. It has three tabs: 'General Data' (selected), 'History of Calibration', and 'Documents'. The 'General Data' tab contains four input fields: 'Serial Number' (with 'Gauge #1' entered), 'Make' (with 'Midwest' entered), 'Model' (with '845-5' entered), and 'Status' (a dropdown menu with 'Active' selected). A blue 'Next' button is at the bottom right.

Click “History of Calibration” and “Create New”.



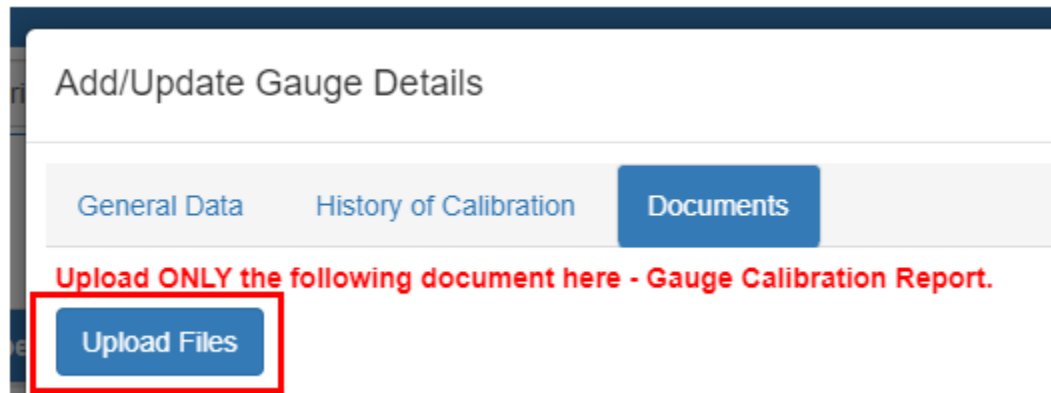
The image shows a web interface titled "Add/Update Gauge Details". It features three tabs: "General Data", "History of Calibration" (which is highlighted in blue), and "Documents". Below the tabs is a blue button with a white plus icon and the text "+ Create New".

Enter the information, click “Save” and close.

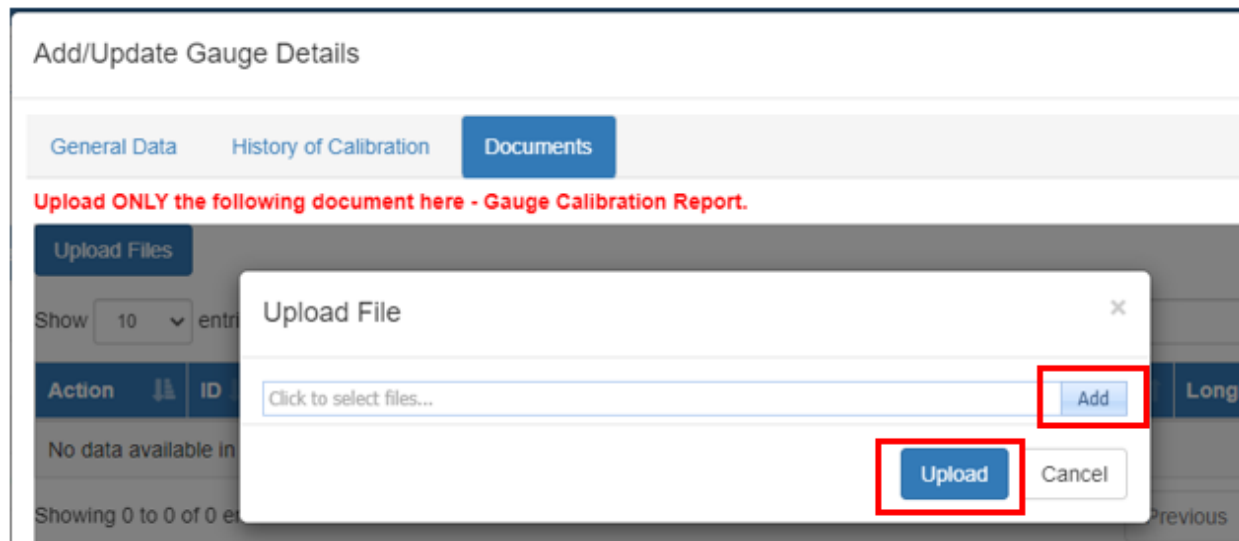


The image shows a modal window titled "Insert/Update Calibration History" with a close button (X) in the top right corner. The form contains three fields: "Date Calibrated" with a date input showing "12/12/2021" and a calendar icon; "Gauge Status" with a dropdown menu showing "CURRENT" and a downward arrow; and "Calibration Renew" with a date input showing "12/12/2024" and a calendar icon. At the bottom right, there are two buttons: a blue "Save" button with a download icon and a white "Close" button. These two buttons are enclosed in a red rectangular box.

Click on the “Documents” tab. The “Add/Update Gauge Details” pop-up will remind the user to only upload gauge documents. Click on ‘Upload Files’.



The “Upload File” will pop-up. Click “Add”, choose file, and “Upload”.



The file has been successfully uploaded, click “Finish”.

Add/Update Gauge Details

General Data History of Calibration **Documents**

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
 	23798	Gauge Calibration.jpg	12/12/2021 8:40:18 AM	Admin	33.5529722	-112.2675875

Showing 1 to 1 of 1 entries

Previous 1 Next

Previous **Finish**

“Choose System (s) to Update Gauge Details” will pop up. When the drop down under “Systems” is clicked the user will be given a menu of other jurisdictions to choose from. When chosen, the gauge details will automatically be sent to the other jurisdictions for approval, eliminating the need to enter it numerous times.

When done close the window.

Choose System(s) to Update Gauge Details

Systems

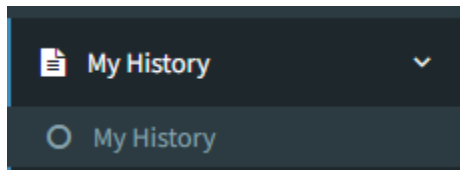
City of San Carlos
City of Bastian
City of Pueblo

 Update to selected system(s) Close

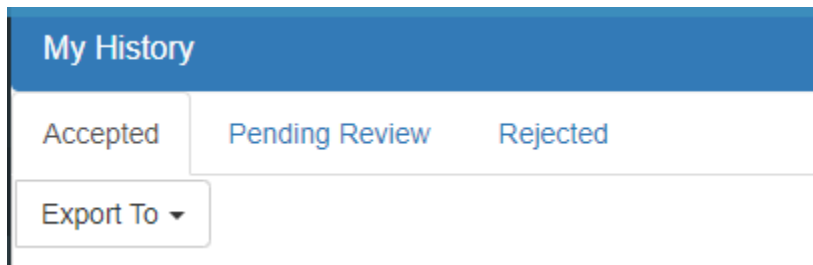
My History

My History contains the test reports that the user has input into SAMS Universal Portal. The information contained in My History are the Accepted, Pending Review, and Rejected.

“Accepted” are the reports that have been accepted by a jurisdiction. “Pending Review” are the reports that have not been accepted, are waiting for approval from the jurisdiction. “Rejected” are reports that the jurisdiction did not accept. In the case of a rejection, the user will get an email from the jurisdiction indicating why the reports were rejected. The user will correct the issue and re-submit the reports back to the jurisdiction.



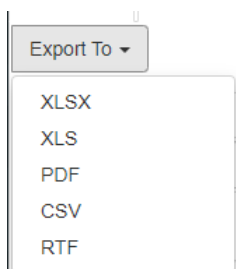
Click on My History



All the test reports, company, and tester information the user has entered will be under “Accepted”.

My History				
Accepted Pending Review Rejected				
Export To				
Alert Type	Notes	Alert Date	Accepted By	Accepted Date
Edit	Test Result submitted for X	12/12/2021	Jurisdiction Staff	12/13/2021

This history can be exported to Excel by clicking “Export” and choosing XLSX.



Click “Pending Review” to view reports that have been submitted to the jurisdiction, but are not accepted.

My History				
Accepted	Pending Review	Rejected		
Export To ▾				
Action	Alert Type	Notes	Alert Date	
				▾
Edit	Test Report	Test Result submitted for J124587 by Admin		12/11/2021

Click on the “Rejected” tab. If the user has any rejected reports, they will be populated here. Please see Page 53 for more on “Rejected” test reports, tester, and company information and how to enter the information and re-submit to the jurisdiction.

My History

Accepted Pending Review Rejected

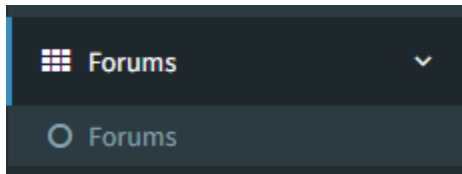
Export To

Action	Alert Type	Notes	Alert Date	Rejected By	Rejected Date

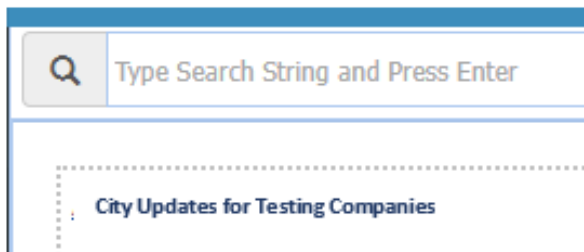
No data to display

Forums

Forums is a place that Jurisdictions can send messages to multiple users or a single user. Click on “Forums”.



Click on the message to review.



Entering Test Reports into SAMS Universal Portal

To enter test reports, a “Letter Code”, “Schedule ID”, or an “Authorization Code” is needed. The jurisdiction generate these codes and they are on the letters sent to the customer.

- The “Letter Code” can be used for a passing test report and repairs, if devices fail. The “Letter Code” is good for one year.
- The “Schedule ID” is only used for one device, one report.
- The “Authorization Code” is a code that the jurisdiction assigns to a commercial business that will not change year after year. The jurisdiction can only assign and change an “Authorization Code”.

Device	FEBCO LF825Y 1"			Test Due Date	01/31/2022
Address	7110 W Parsons Dr			Serial Number	J124587
Schedule ID	128574	Letter Code	20220131AB	Meter Number	57795896
Location: BY THE BACK OF THE WAREHOUSE					

Once the “Letter Code”, “Schedule ID”, or “Authorization Code” is entered, Click search. Here, we are using the “Schedule ID”.

The “Device Details” tab contains all the information on the device, verify to ensure the information is correct. When verified, click on the “Initial Details” tab.

Entering a Passing Test Report into SAMS Universal Portal

The “Initials Details” tab contains the details of the individual entering the test results, the tester that tested the device, the date the device was tested, test gauge used, and the result of the device inspection, **true** is passing, **false** is fail.

Search & Upload Test Results

Look-up: Search By Serial Number - ScheduleID J124587 128574 Search Add New / Missing Device Clear

Save

Device Details **Initial Details** Initial Results Documents Final Details Final Results Property Information

Label: Schedule 128574:SerialNumber J124587, ModelNumber LF825YA

Company: All Backflows Inc. Tester: Tester Name

Entered By: Admin Email Address: XXXXXX@XXXXX

Start Date: 12/1/2021 11:59:59 PM End Date: 1/31/2022 11:59:59 PM

Test Date: Test Key: 128574

Test Received Date: Notes: Notes

Passed?: Gauge:

Line Pressure (psi): Line Pressure (psi)

Once the Test Date, Passed?, Tester Name and Gauge Number is entered, click on the “Initial Results” tab.

Search & Upload Test Results

Look-up: Search By Serial Number - ScheduleID J124587 128574 Search Clear

Save

Device Details Initial Details **Initial Results** Documents Final Details Final Results Property Information

Label: Schedule 128574, SerialNumber J124587, ModelNumber FEBCO LF825Y

Company: All Backflows Inc. Tester: Tester Name

Entered By: Admin Email Address: XXXXXX@XXXXX

Start Date: 6/1/2020 11:59:59 PM End Date: 7/31/2020 11:59:59 PM

Test Date: 12/11/2021 12:00 AM Test Key: 155276

Test Received Date: Notes: Notes

Passed?: True Gauge: 9573152

Line Pressure (psi): Line Pressure (psi)

Initial test will be entered under the “Initial Results” tab. Click the first box under the “Action” column to enter the results for the first check valve.

Search & Upload Test Results

Look-up: Search By Serial Number - ScheduleID J124567 126574 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
☐	37364	First Check	OK	
☐	37365	Second Check	OK	
☐	37366	RVO	OK	

Showing 1 to 3 of 3 entries Previous 1 Next

In Schedule Results Details, click on the “Condition Assessment” and enter the condition of the first check valve.

After entering the Condition Assessment of the first check valve, enter the Reading for the first check valve and select “Save” and close the pop up.

Schedule Result Details

Parameter First Check

Condition Assessment Closed Tight

Reading 6.2

Save Close

Follow the procedure for the second check and the relief valve. When done, click on “Save” and “Close”. Next, click on the “Documents” tab.

The “Documents” tab allows the admin to upload any documents or photos from the inspection. Click “Upload Files”.

Search & Upload Test Results

Look-up Search By Serial Number - ScheduleID J124587 128574

Save

Device Details Initial Details Initial Results **Documents** Final Details Final Results Property Information

Upload Files

Show 10 entries

Action	ID	Document Name	Import Date	Added By
No data available in table				

From the pop up, click “Add”.

Look-up Search By Serial Number - ScheduleID J124587 128574 Search Add New / Missing Device Clear

Save

Device Details Initial Details Initial Results **Documents** Final Details Final Results Property Information

Upload Files

Show 10 entries

Upload File

Click to select files...

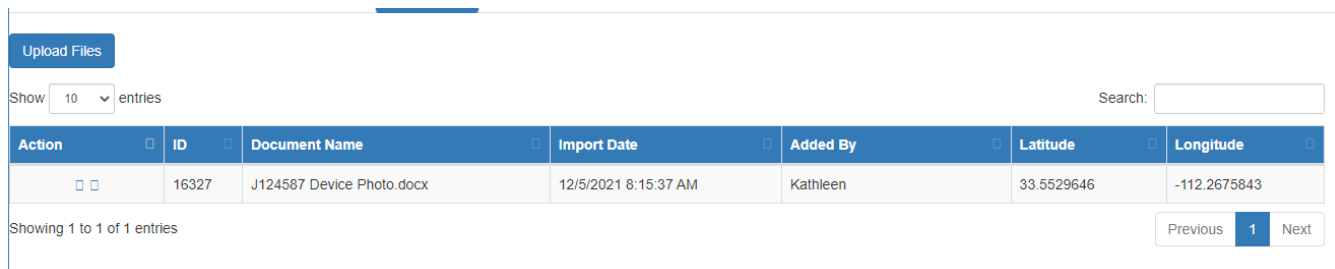
Add

Upload Cancel

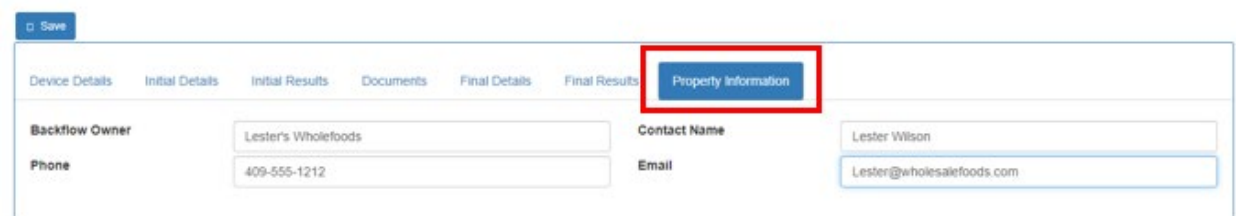
Once the file is added, click “Upload”.



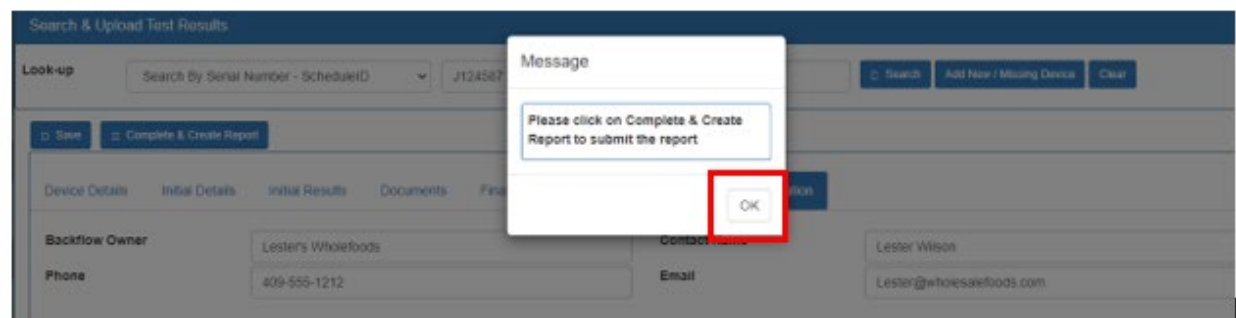
Your file has been uploaded.



Once all the information for the passing results is entered, click “Property Information” and verify that the information is correct. Once verified, Click the “Save” button.



The following pop up will appear, click “OK”.



The Validation screen will appear for your review. If any dots on the validation screen are red, new company/tester information will need to be entered or the test results may be rejected by the jurisdiction. Click “OK” to close the screen.

Validate Result

Show 10 entries Search:

Result
Limit (0)
This testing company is active
Company Landscape License_ROC-XXXXXXX is acceptable. Expiration Date: 12/31/2022 12:00:00 AM
Company Business License <u>License</u> City of XXXXX License is acceptable. Expiration Date: 12/31/2022 12:00:00 AM
Company Insurance Policy XXXXXX is acceptable

Showing 1 to 9 of 9 entries Previous 1 Next

OK

Click “Complete & Create Report”.

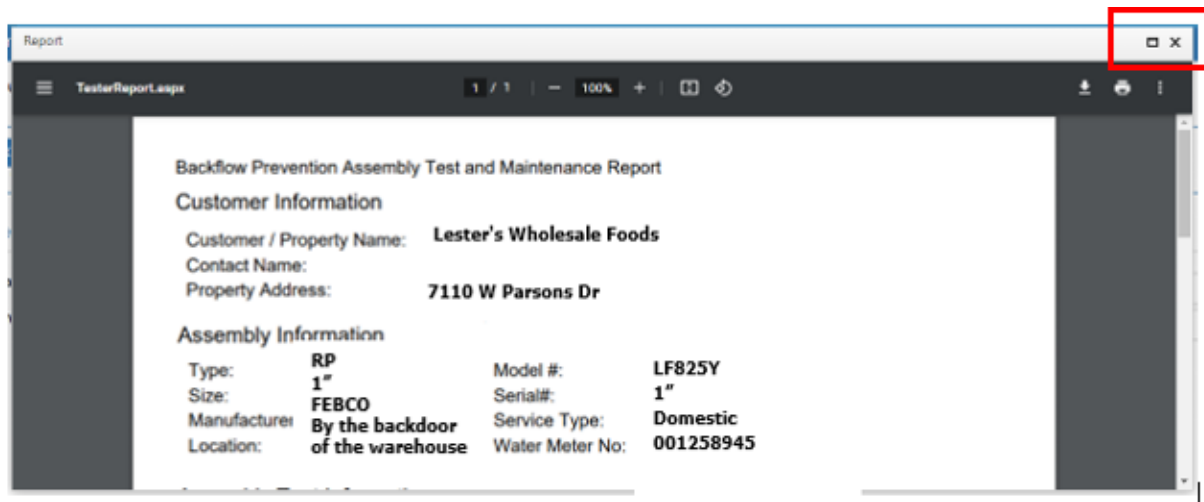
Look-up

Search By Serial Number - ScheduleID J124587 128574 Search Add New / Missing Device Clear

Save Complete & Create Report Property Information

Device Details Initial Details Initial Results Documents Final Details Final Results Property Information

The report may be printed out or downloaded. Click “X” box in top right corner to exit.



The following highlighted warning will appear. This indicates the report was submitted to the jurisdiction and is pending approval.

Search & Upload Test Results

Look-up Search By Serial Number - ScheduleID J124587 128574 Search Add New / Missing Device Clear

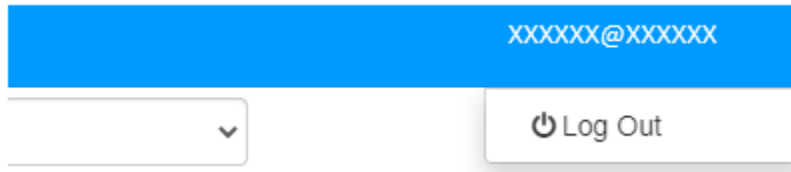
Complete & Create Report

This test report is already submitted. If you edit and resubmit, it will overwrite previous submitted report.

You may also confirm pending approval from the jurisdiction by looking in “MY History” under “Pending Approval” tab.

My History			
Accepted	Pending Review	Rejected	Pending Approval
Export To			
Action	Alert Type	Notes	Alert Date
Edit	Test Report	Test Result submitted for J124587 by Admin	12/11/2021

Once completed, log out of SAMS Universal Portal by clicking on login name, at the top right of the portal, click on “Log Out”.



Entering a Failed Test Report into SAMS Universal Portal

The “Initials Details” tab contains the details of the individual entering the test results, the tester that tested the device, the date the device was tested, test gauge used, and the result of the device inspection.

The screenshot shows the 'Search & Upload Test Results' interface. At the top, there is a 'Look-up' section with a dropdown menu set to 'Search By Serial Number - ScheduleID', and input fields for 'J124587' and '128574'. Below this is a 'Save' button. The main content area has a tabbed interface with the following tabs: 'Device Details', 'Initial Details' (highlighted with a red box), 'Initial Results', 'Documents', 'Final Details', 'Final Results', and 'Property Information'. The 'Initial Details' tab is active, displaying a form with the following fields:

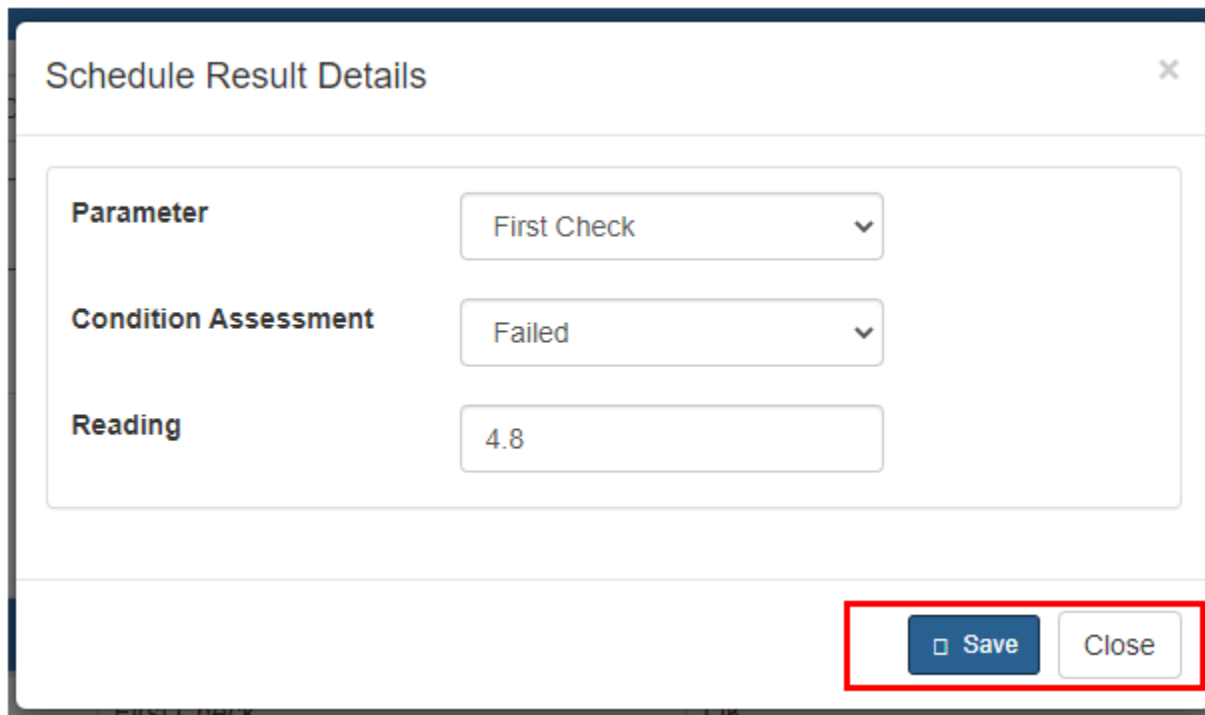
Label	Schedule 128574:SerialNumber J124587, ModelNumber LF825YA		
Company	All Backflows Inc.	Tester	Tester Name
Entered By	Admin	Email Address	XXXXXX@XXXXX
Start Date	12/1/2021 11:59:59 PM	End Date	1/31/2022 11:59:59 PM
Test Date		Test Key	128574
Test Received Date		Notes	Notes
Passed?		Gauge	
Line Pressure (psi)	Line Pressure (psi)		

Once the Test Date, Passed?, Tester Name and Gauge Number is entered, click on the “Initial Results” tab.

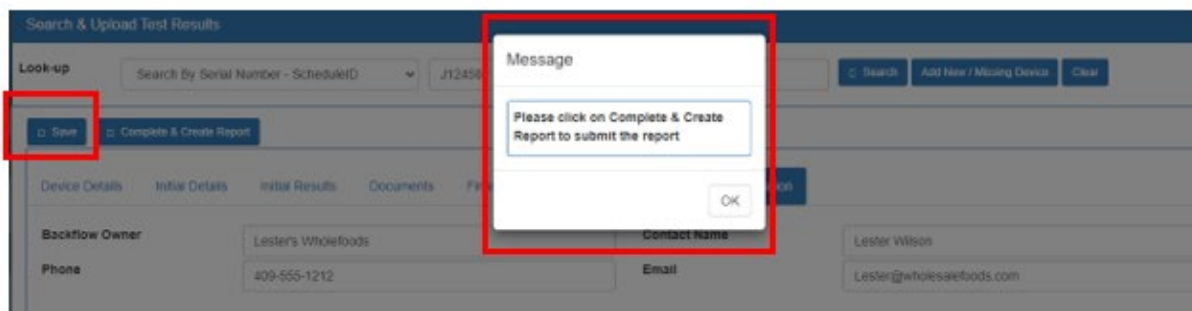
The screenshot shows the same interface as the previous one, but with the 'Initial Results' tab highlighted with a red box. The 'Initial Details' tab is still active, and the 'Initial Results' tab is the next tab to be clicked.

“Schedule Result Details” will pop up, click on “Condition Assessment” and choose condition of the first check valve. In Condition Assessment drop down Choose “Failed” and enter the reading.

Follow the procedure for the second check and the relief valve. When done, click on “Save” and “Close”.



Once all the information is entered, click on “Save”. The following pop up will appear, click “OK”.



The Validation screen will appear for your review. If any dots on the validation screen are red, new company/tester information will need to be entered or the test results may be rejected by the jurisdiction. Click “OK” to close the screen.

The screenshot shows a window titled "Validate Result" with a close button (X) in the top right corner. Inside the window, there is a search bar and a "Show 10 entries" dropdown. Below this is a table with a header "Result" and a "Limit (0)" row. The table contains four entries, each with a green circular status indicator and a text description: "This testing company is active", "Company Landscape License_ROC-XXXXXXX is acceptable. Expiration Date: 12/31/2022 12:00:00 AM", "Company Business License License City of XXXXX License is acceptable. Expiration Date: 12/31/2022 12:00:00 AM", and "Company Insurance Policy XXXXXX is acceptable". At the bottom of the table, it says "Showing 1 to 9 of 9 entries". To the right of the table are "Previous", "1", and "Next" buttons. In the bottom right corner of the window, there is a red-bordered "OK" button.

Click “Complete & Create Report”.

The screenshot shows a "Look-up" section with a dropdown menu set to "Search By Serial Number - ScheduleID". There are two input fields containing "J124587" and "128574", followed by "Search", "Add New / Missing Device", and "Clear" buttons. Below this, there are two buttons: "Save" and "Complete & Create Report". The "Complete & Create Report" button is highlighted with a red box. At the bottom, there is a navigation bar with tabs: "Device Details", "Initial Details", "Initial Results", "Documents", "Final Details", "Final Results", and "Property Information".

The report indicates that the initial test failed. The report may be printed out or downloaded. Click “X” top right corner to exit.

Report

TesterReport.aspx 1 / 1 100%

Customer / Property Name: **Lester's Wholesale Foods**
 Contact Name: **N/A**
 Property Address: **7110 W Parsons Dr**

Assembly Information

Type: **RP** Model #: **LF825Y**
 Size: **1"** Serial#: **1"**
 Manufacturer: **FEBCO** Service Type: **Domestic**
 Location: **By the backdoor of the warehouse** Water Meter No: **001258945**

Initial Test Result
FAIL

Assembly Test Information Test Date: 2021-12-11

Initial Test		
First Check	4.8	Failed
Second Check	5.8	OK

The following highlighted warning will appear. This indicates the report was submitted to the jurisdiction and is pending approval.

Search & Upload Test Results

Look-up Search By Serial Number - ScheduleID J124587 128574 Search Add New / Missing Device Clear

☐ Complete & Create Report

This test report is already submitted. If you edit and resubmit, it will overwrite previous submitted report.

You may also confirm pending approval from the jurisdiction by looking in “MY History” under “Pending Approval” tab.

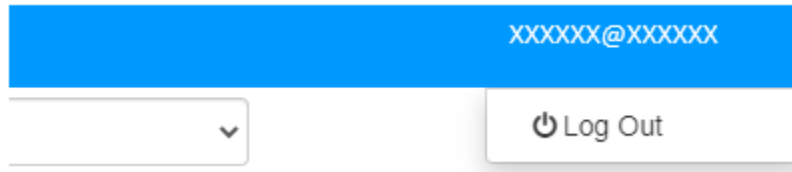
My History

Accepted **Pending Review** Rejected Pending Approval

Export To

Action	Alert Type	Notes	Alert Date
Edit	Test Report	Test Result submitted for J124587 by Admin	12/11/2021

Once completed, log out of SAMS Universal Portal by clicking on login name, at the top right, click on “Log Out”.

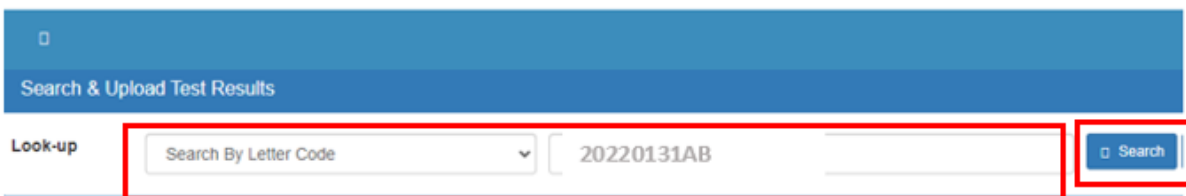


Entering a Repair Test Report into SAMS Universal Portal

When a device fails and the report submitted to the jurisdiction, a new letter is sent to the customer for repairs. The new "Schedule ID" can be used or the "Letter Code" from the original letter can be used.

Here, the "Letter Code" is used.

Device	FEBCO LF825Y 1"			Test Due Date	01/31/2022
Address	7110 W Parsons Dr			Serial Number	J124587
Schedule ID	156836	Letter Code	20220131AB	Meter Number	57795896
Location: BY THE BACK OF THE WAREHOUSE					



Search & Upload Test Results

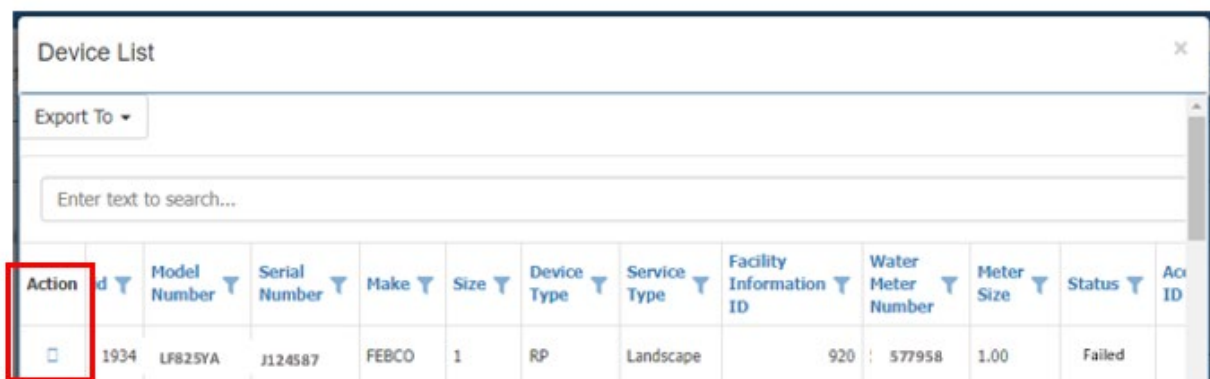
Look-up

Search By Letter Code

20220131AB

Search

Once the "Letter Code" is entered, click on "Search" and the Device List will pop up. Click the box under the "Action" column for the device.



Device List

Export To

Enter text to search...

Action	Model Number	Serial Number	Make	Size	Device Type	Service Type	Facility Information ID	Water Meter Number	Meter Size	Status	Acc ID
☐	1934	LF825YA	J124587	FEBCO	1	RP	Landscape	920	577958	1.00	Failed

The “Final Details” tab is highlighted and the “Has Final Test?” is checked.

Search & Upload Test Results

Look-up Search By Letter Code 20220131AB Search

Device Details Initial Details Initial Results Documents **Final Details** Final Results Property Information

Has Final Test? ☒

Repair Details

Show 10 entries Search:

Action	ID	Parameter	Action Taken
	3476	First Check	
	3477	Second Check	
	3478	RVO	

Showing 1 to 3 of 3 entries Previous 1 Next

Click the first box under the “Action” column to enter the results for the first check valve.

Search & Upload Test Results

Look-up Search By Serial Number - ScheduleID J124587 128574 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
	37364	First Check	OK	
	37365	Second Check	OK	
	37366	RVO	OK	

Showing 1 to 3 of 3 entries Previous 1 Next

Click the drop down on “Repair Action Details”, and check what repairs were done on the first check. Once completed, click “Save” and close the window.

Follow the procedure for the second check and relief valve.

The screenshot shows a software window titled "Repair Action Details" with a close button (X) in the top right corner. Inside the window, there are two main sections: "Parameter" and "Action Taken". The "Parameter" section has a text field containing "First Check". The "Action Taken" section has a dropdown menu currently displaying "Cleaned, Rubber Kit". A list of options is open below the dropdown, including "Select all", "Cleaned" (checked), "Debris", "Diaphragm Replaced", "Disc Replaced", "Guide Replaced", "Lock Nuts Replaced", "O-Ring Replaced", "Parts Replaced", "Plugged", "Retainer Replaced", and "Rubber Kit" (checked). In the bottom right corner of the window, there are two buttons: "Save" and "Close", which are enclosed in a red rectangular box.

Under the “Final Test Details”, enter the “Final Test Date”, Final is Passed?”, Tester Name, and Gauge.

Repair Details

Show 10 entries Search

Action	ID	Parameter	Action Taken
☐	3476	First Check	Cleaned Rubber Kit
☐	3477	Second Check	
☐	3478	RVO	

Showing 1 to 3 of 3 entries Previous 1 Next

Final Test Details

Company	All Backflows Inc	Tester	Tester Name
Entered By	Admin	Email Address	XXXXXX@XXXXXX
Final Test Date	12/12/2021	Final Notes	Notes
Final is Passed?	True	Gauge	9573152

Click on the “Final Results” tab.

☐ Save

Device Details Initial Details Initial Results Documents Final Details **Final Results** Property Information

Click the box under the “Action” column to enter the results for the first check valve.

☐ Save

Device Details Initial Details Initial Results Documents Final Details **Final Results** Property Information

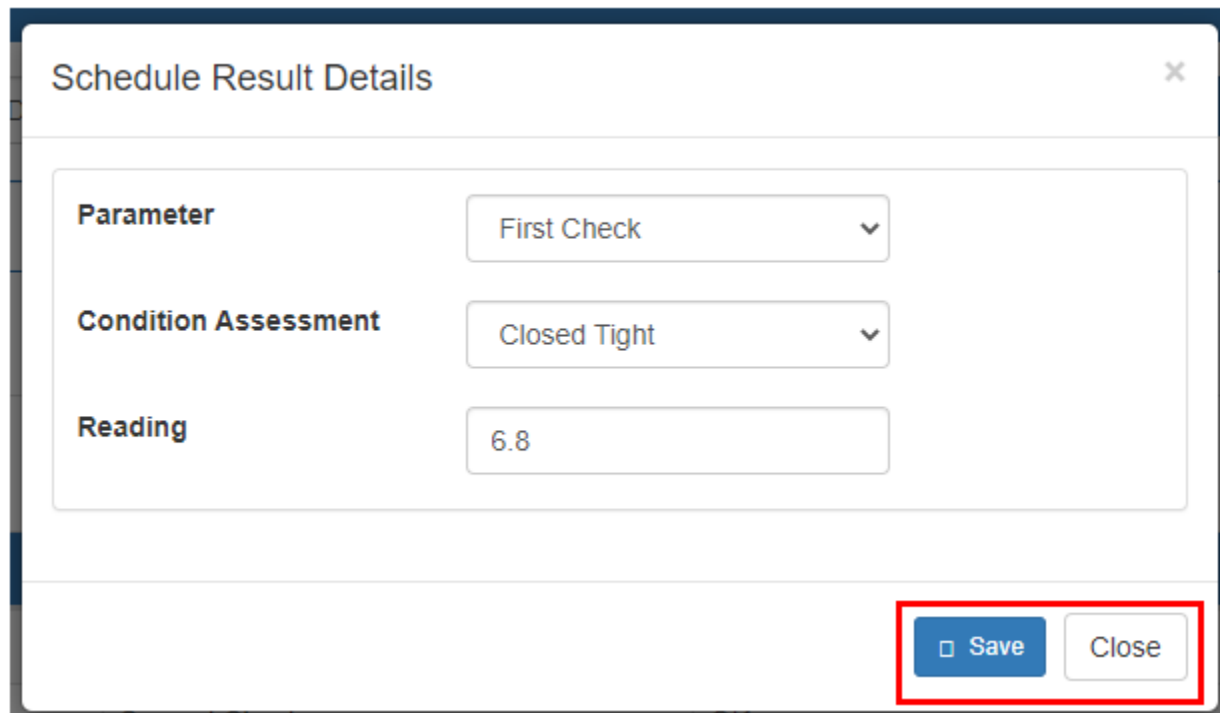
Show 10 entries

Action	ID	Parameter	Condition Assessment
☐	37376	First Check	OK
☐	37377	Second Check	OK
☐	37378	RVO	OK

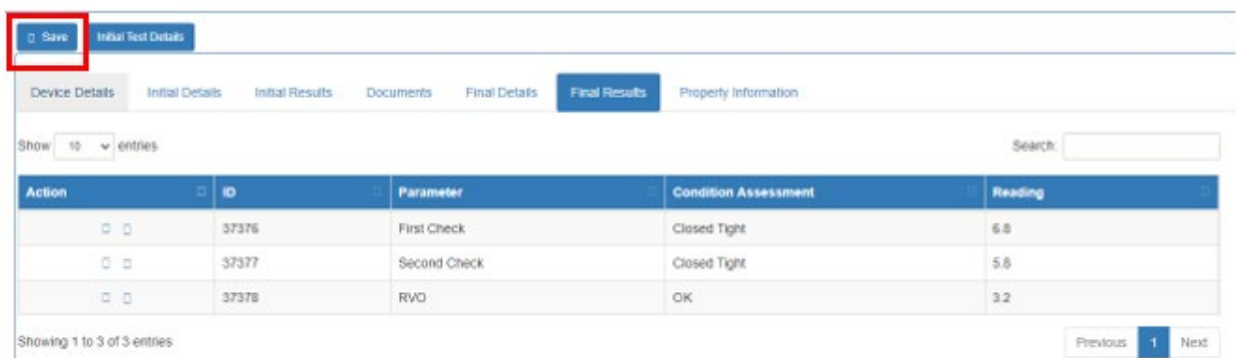
On “Schedule Results Details” click “Condition Assessment” and enter the condition of the first check valve.

After entering the Condition Assessment of the first check valve, enter the Reading for the first check valve and select “Save” and close the pop up.

Follow the procedure for the second check and the relief valve. When done, click on “Save” and “Close”.

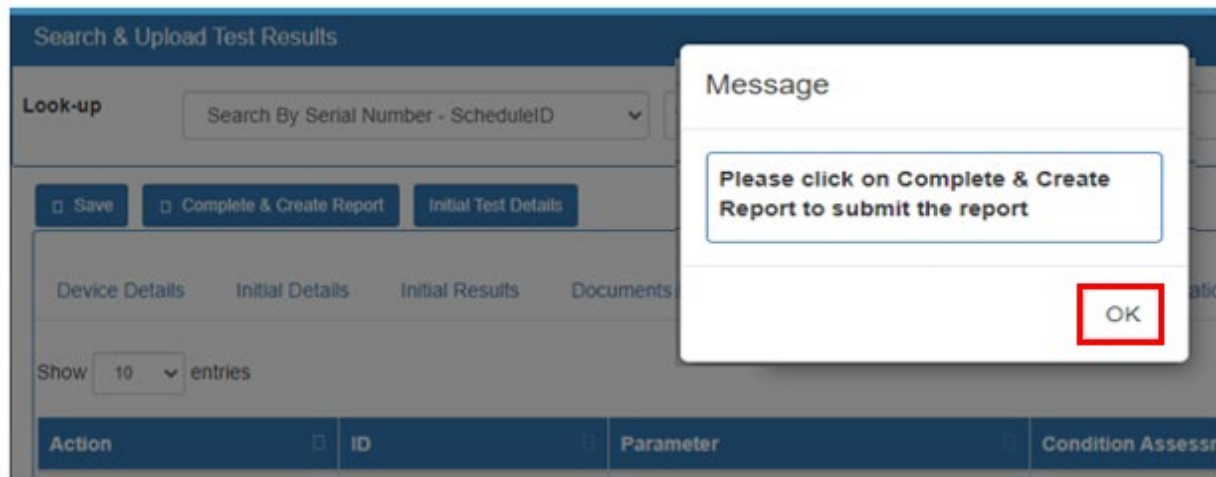


Once all the values are in Click “Save”.

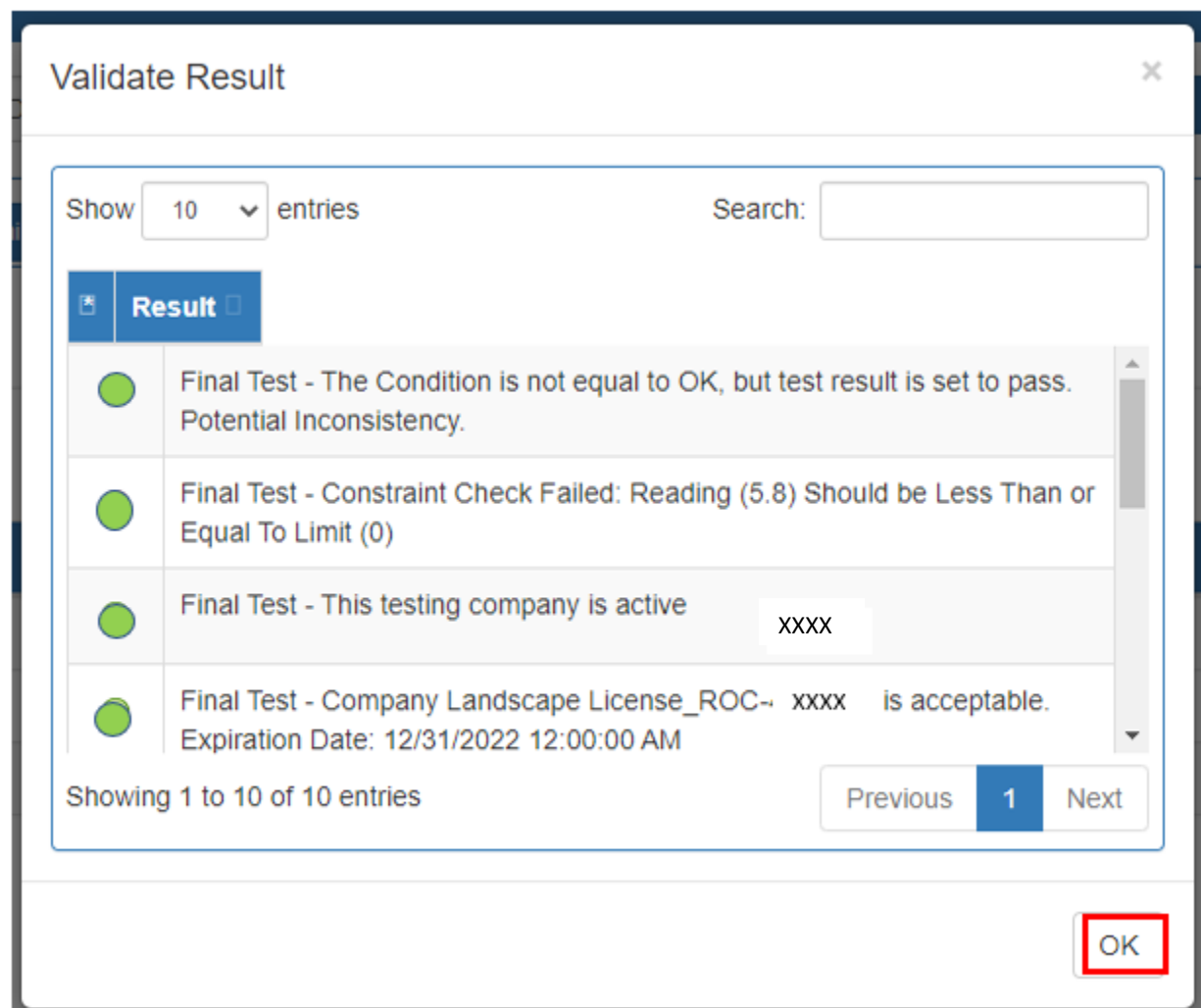


Action	ID	Parameter	Condition Assessment	Reading
☐	37376	First Check	Closed Tight	6.8
☐	37377	Second Check	Closed Tight	5.8
☐	37378	RVO	OK	3.2

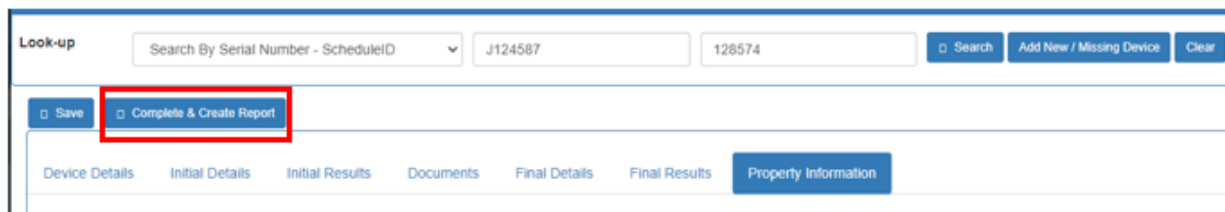
The following message will pop up, click “OK”.



The “Validate Result” will pop up. Review and click “OK”.



Click “Complete & Create Report”.



Look-up

Search By Serial Number - ScheduleID

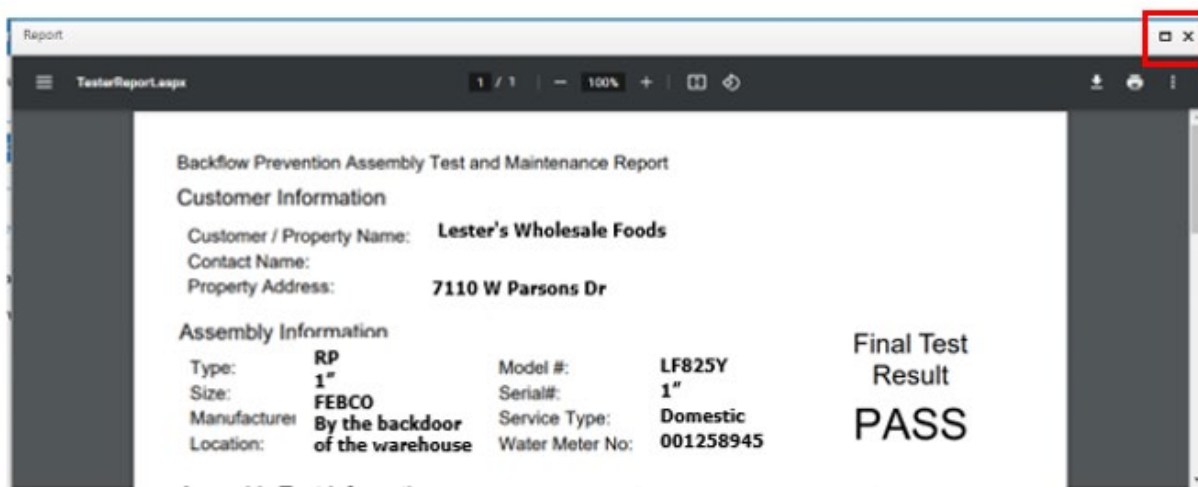
J124587 128574

Search Add New / Missing Device Clear

Save Complete & Create Report

Device Details Initial Details Initial Results Documents Final Details Final Results Property Information

The report may be printed out or downloaded. Click “X” box in top right corner to exit.



Report

TesterReport.aspx

1 / 1 100% + -

Backflow Prevention Assembly Test and Maintenance Report

Customer Information

Customer / Property Name: **Lester's Wholesale Foods**

Contact Name:

Property Address: **7110 W Parsons Dr**

Assembly Information

Type: **RP** Model #: **LF825Y**

Size: **1"** Serial#: **1"**

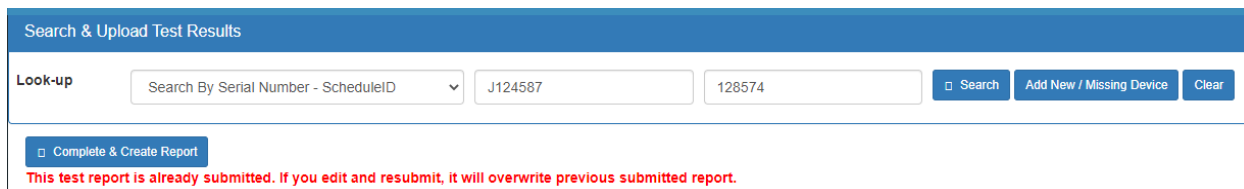
Manufacturer: **FEBCO** Service Type: **Domestic**

Location: **By the backdoor of the warehouse** Water Meter No: **001258945**

Final Test Result

PASS

The following warning will appear. This indicates the report was submitted to the jurisdiction and is pending approval.



Search & Upload Test Results

Look-up

Search By Serial Number - ScheduleID

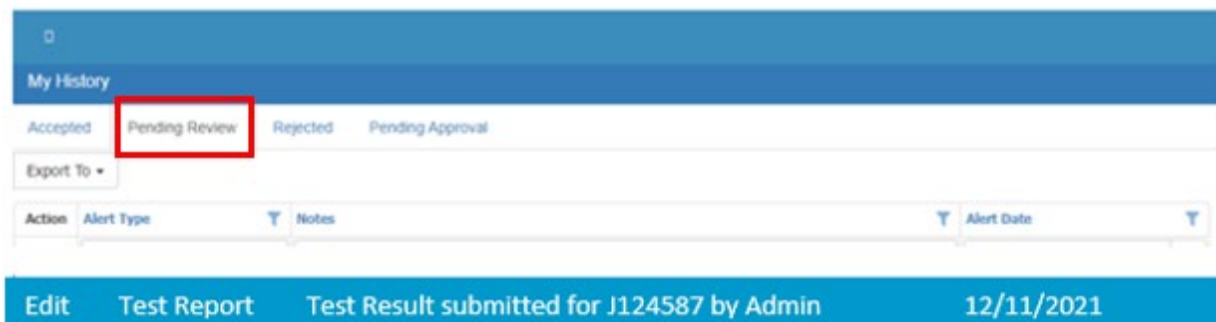
J124587 128574

Search Add New / Missing Device Clear

Complete & Create Report

This test report is already submitted. If you edit and resubmit, it will overwrite previous submitted report.

You may also confirm pending approval from the jurisdiction by looking in “MY History” under “Pending Approval” tab.



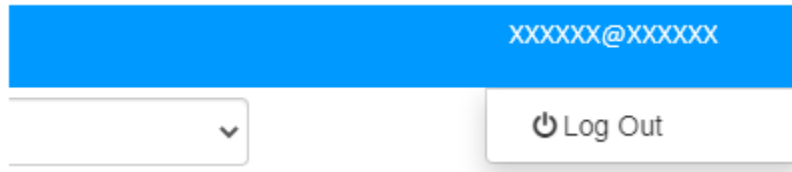
My History

Accepted Pending Review Rejected Pending Approval

Export To

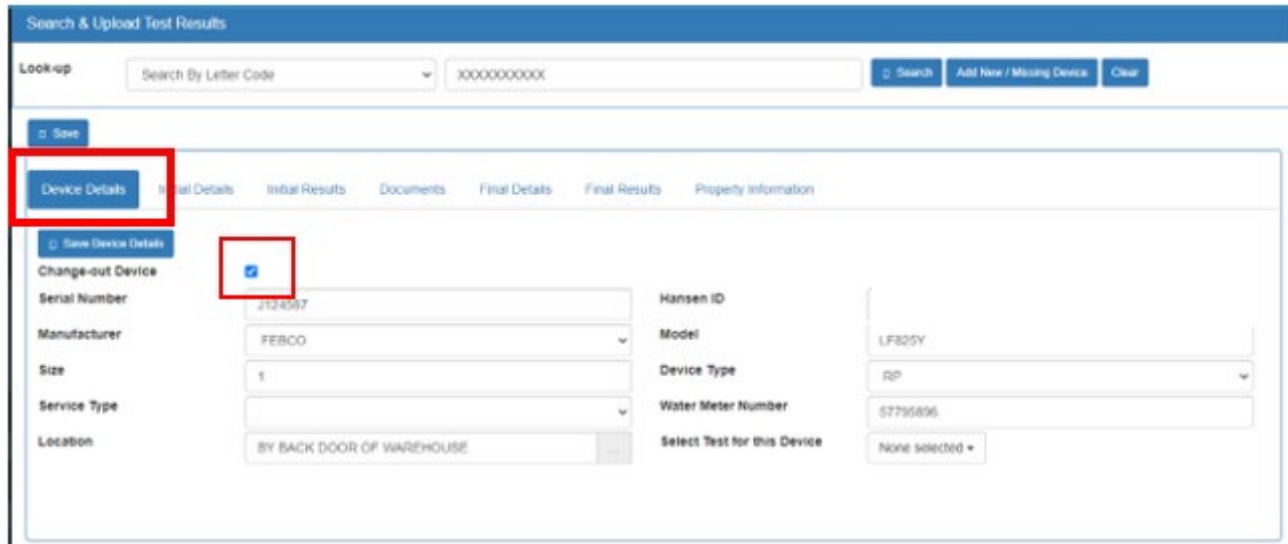
Action	Alert Type	Notes	Alert Date
Edit	Test Report	Test Result submitted for J124587 by Admin	12/11/2021

Once completed, log out of SAMS Universal Portal by clicking on login name, at the top right, click on “Log Out”.



Changing out a Device in SAMS Universal Portal

When a device is changed out in SAMS Universal Portal, the user will enter the details of the new device in “Search & Upload Test Results”. Click “Device Details” and check “Change-out Device”.



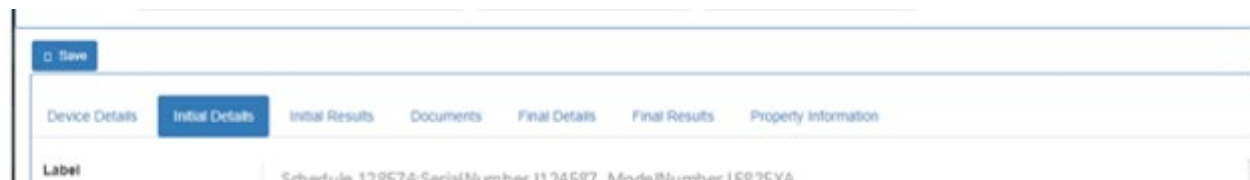
Enter Serial Number, Manufacturer, Size, Model, and Device Type for the new device. Once done, click “Select Test for this Device” at the bottom right of the window.

Select Test for this Device

Admin

- ☒ Select all
- ☒ Admin

Click “Initial Details” tab and follow the procedure for entering a passing test report.



Rejected Tester or Company information

Below are a few reasons that a jurisdiction may reject test reports or company/tester information:

- Tester certification has expired
- Tester gauge has expired
- Company insurance (if required by jurisdiction) has expired
- Company city license (if required by jurisdiction) has expired
- Company Registrar of contractor license (if required by jurisdiction) has expired
- Sufficient documentation was not uploaded into SAMS Universal Portal
- Test results on test report are incorrect

When the jurisdiction receives test reports or company information, they look at the information and either accept it or reject it. If the information is accepted, the status will appear under the users “Accepted” tab in My History. If the information is “rejected”, the status will appear under the “Rejected” tab in My History.

Once information is “rejected” by a jurisdiction, the user will be sent an email indicating why the submitted information was rejected.

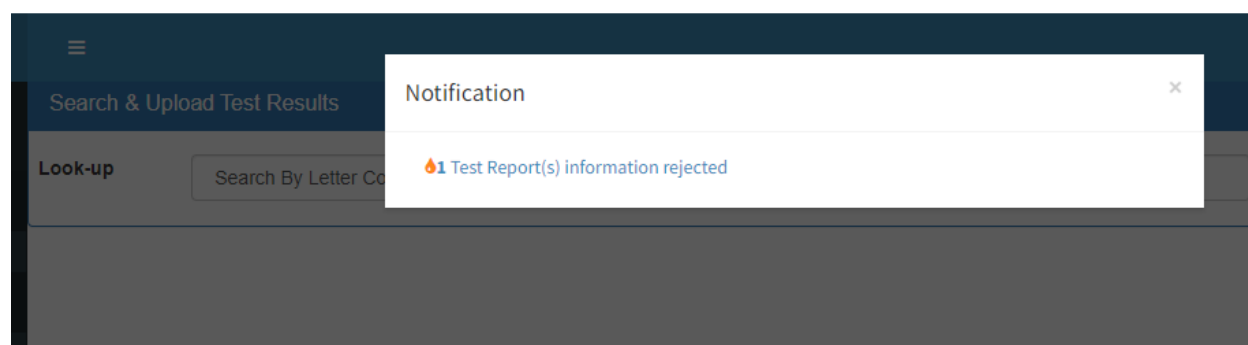
<https://software.astberg.com/compliance/info/ConsentConnection/SAMS/infedTesterSams/Email/LoginPage.aspx>

Tester certification has expired. Upload your recent re-certification and re-submit the test report.

Test Details			
Label:	Schedule #0003, Serial Number: 00003, Model Number: 1, R02003		
Company:	Testing Company	Tester:	Tester Name:
Entered By:		Email Address:	Tester@0003.com
Start Date:	1/28/2020	End Date:	12/31/2021
Test Date:	1/28/2020	Test Key:	1540574
Test Received Date:	1/25/2020	Notes:	Test Passed
Is Passed?:	True	Gauge:	XXXXXXXX

Once the user receives the email and logs into SAMS Universal Portal to make the corrections, the following notification pop up will appear.

Click on the “Test Report (s) information rejected” and the user will be automatically sent to the “Rejected” tab in My History. In this scenario, the rejection was for an expired tester certification.



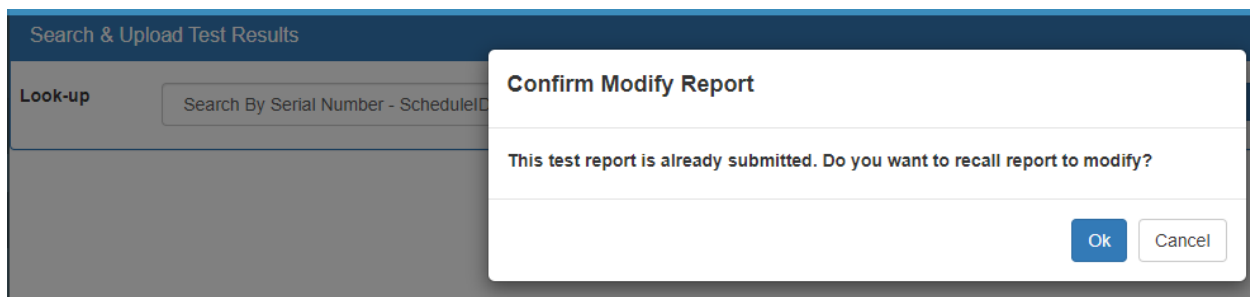
Click on Edit



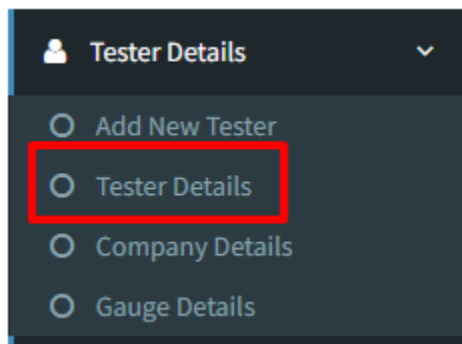
The screenshot shows a web interface titled "My History". At the top, there are tabs for "Accepted", "Pending Review", "Rejected", and "Pending Approval". Below these is an "Export To" dropdown. The main area is a table with columns: "Action", "Alert Type", "Notes", "Alert Date", "Rejected By", and "Rejected Date". The first row of data has "Test Report" in the "Alert Type" column and "Tester information is expired" in the "Notes" column. The "Action" column for this row contains an "Edit" button (pencil icon) and a "Delete" button (trash icon), both of which are highlighted with a red box. The "Alert Date" is 3/26/2021, "Rejected By" is Kelly, and "Rejected Date" is 1/9/2022. At the bottom, there is a pagination bar showing "Page 1 of 1 (1 item)" and a "Page size" dropdown set to 10.

Action	Alert Type	Notes	Alert Date	Rejected By	Rejected Date
Edit Delete	Test Report	Tester information is expired	3/26/2021	Kelly	1/9/2022

"Confirm Modify Report" will pop up, click "OK".



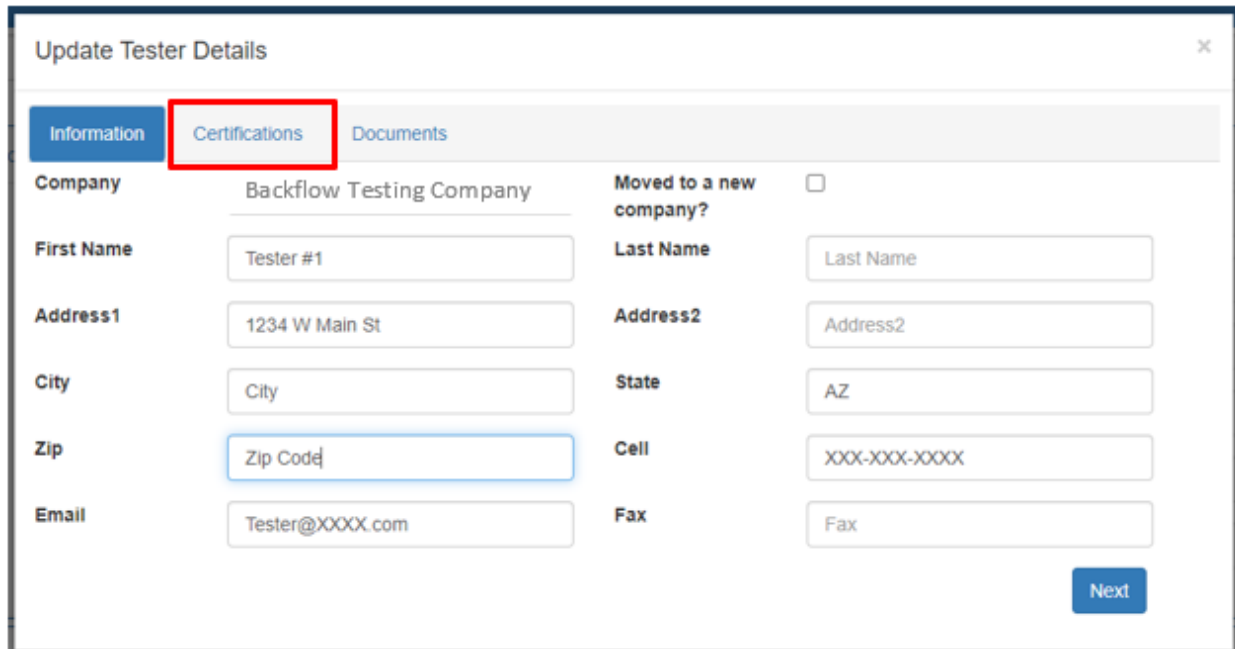
Once in the portal, click Tester Details



From the drop down, choose the correct tester to update, and click "Edit".

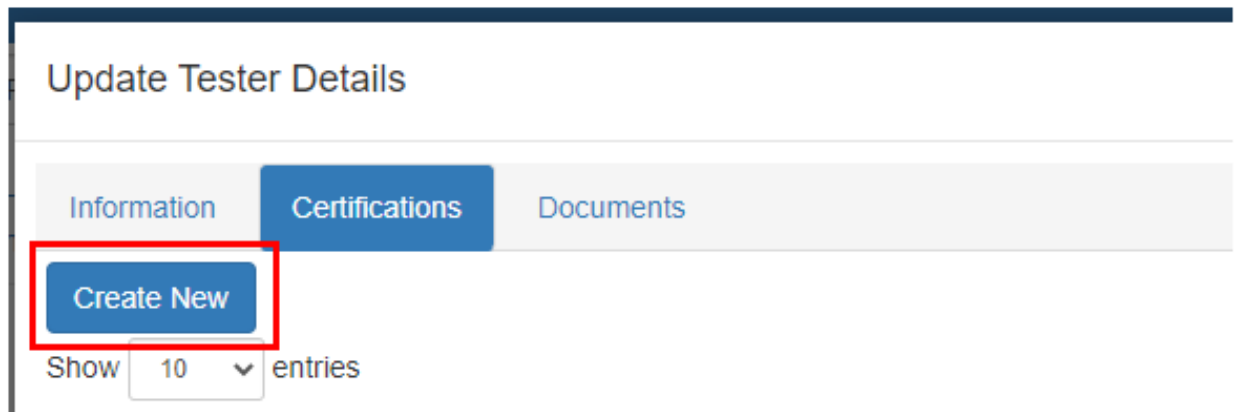


The “Update Tester Details” will pop up, click “Certifications”



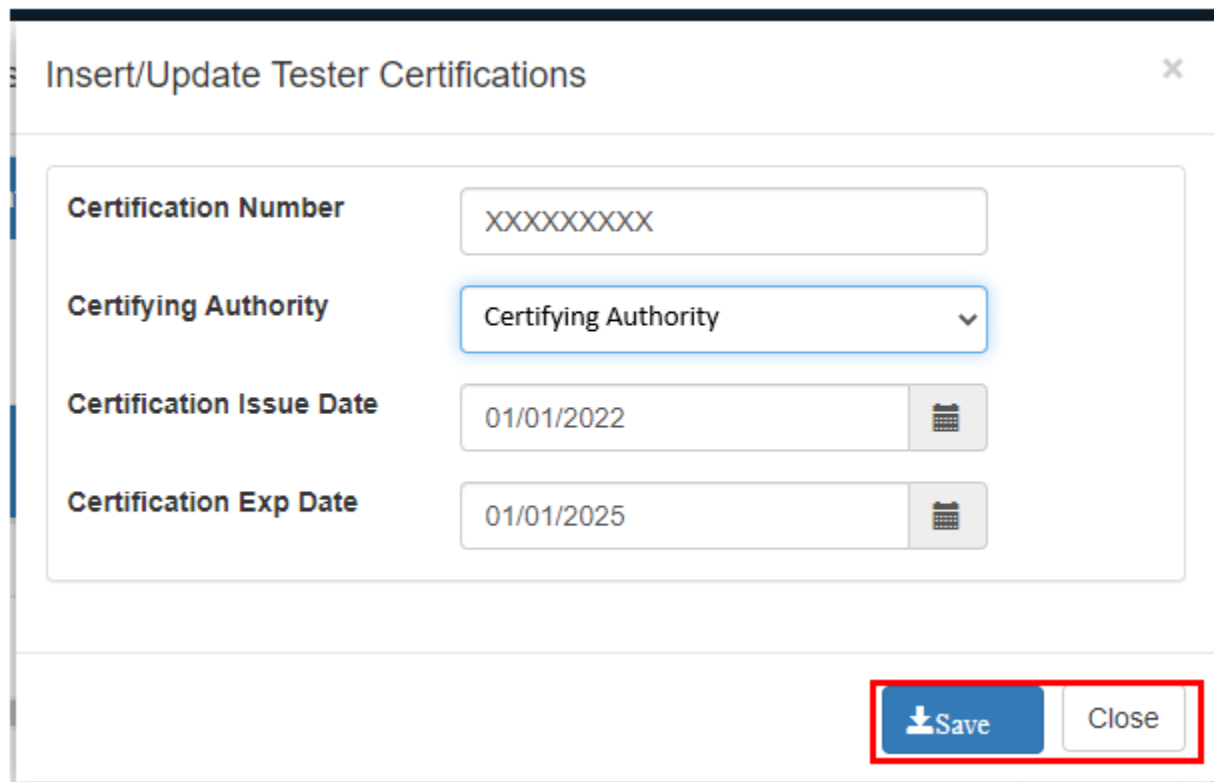
The screenshot shows a modal window titled "Update Tester Details" with a close button (X) in the top right corner. Below the title bar are three tabs: "Information", "Certifications", and "Documents". The "Certifications" tab is selected and highlighted with a red rectangle. The form contains several fields: "Company" (Backflow Testing Company), "Moved to a new company?" (checkbox), "First Name" (Tester #1), "Last Name" (Last Name), "Address1" (1234 W Main St), "Address2" (Address2), "City" (City), "State" (AZ), "Zip" (Zip Code), "Cell" (XXX-XXX-XXXX), "Email" (Tester@XXXX.com), and "Fax" (Fax). A "Next" button is located at the bottom right.

Click “Create New”



The screenshot shows the "Update Tester Details" modal window with the "Certifications" tab selected. A red rectangle highlights a "Create New" button located below the tabs. Below the button is a "Show" label followed by a dropdown menu set to "10" and the text "entries".

In the “Insert/Update Tester Certifications”, enter the new tester credentials, save and close window.



Insert/Update Tester Certifications

Certification Number: XXXXXXXXXX

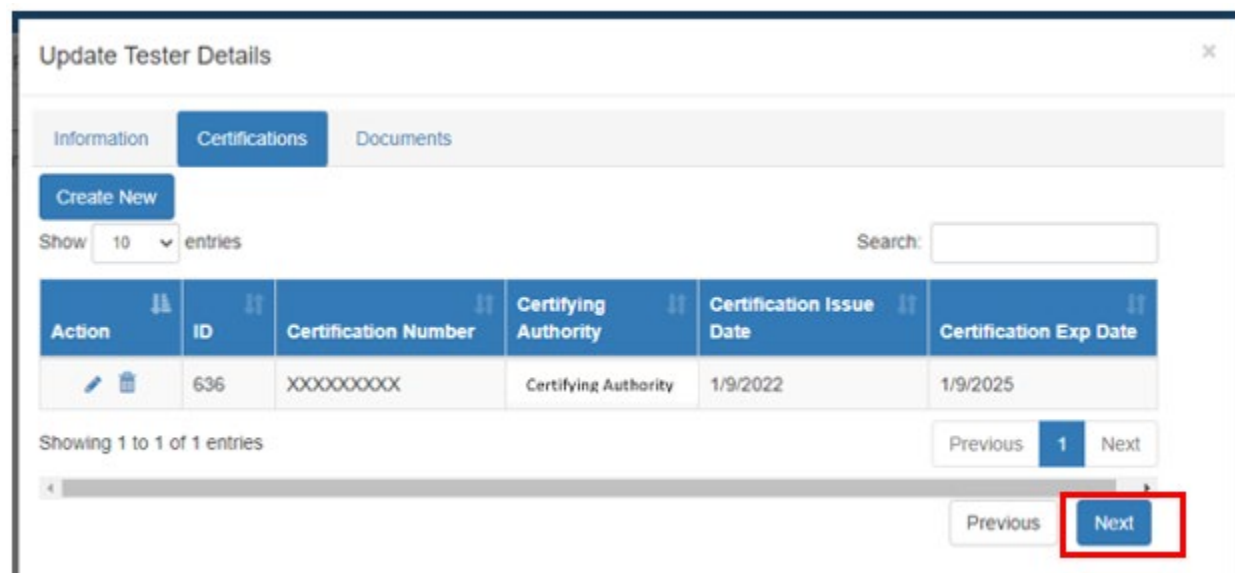
Certifying Authority: Certifying Authority

Certification Issue Date: 01/01/2022

Certification Exp Date: 01/01/2025

Save Close

The user will be taken back to the “Update Tester Details”, click “Next”.



Update Tester Details

Information Certifications Documents

Create New

Show 10 entries Search:

Action	ID	Certification Number	Certifying Authority	Certification Issue Date	Certification Exp Date
 	636	XXXXXXXXXX	Certifying Authority	1/9/2022	1/9/2025

Showing 1 to 1 of 1 entries

Previous 1 Next

Previous Next

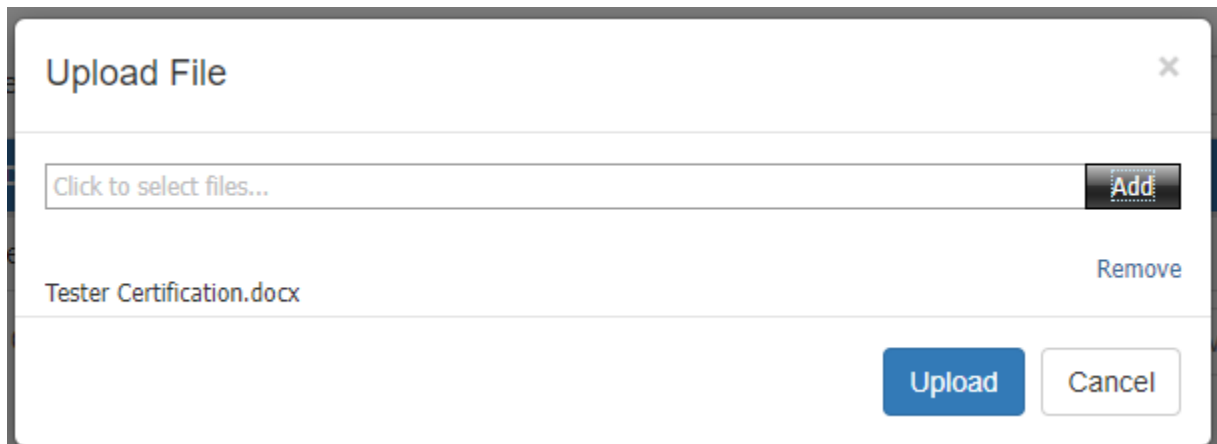
The user will Upload the copy of the new certification for the tester. Click “Upload Files”

The screenshot shows the 'Update Tester Details' form with the 'Documents' tab selected. A red box highlights the 'Upload Files' button. Above the button, a red text instruction reads: 'Upload ONLY the following documents here - Tester Application, Tester Agreement and Tester Certification.' Below the button, there is a 'Show 10 entries' dropdown and a 'Search:' input field. A table with columns 'Action', 'ID', 'Document Name', 'Import Date', 'Added By', 'Latitude', and 'Longitude' is shown, with the message 'No data available in table' below it. At the bottom right, there are 'Previous' and 'Next' buttons, and further down, 'Previous' and 'Finish' buttons.

Click “Add”

The screenshot shows the 'Upload File' dialog box. The 'Add' button is highlighted with a red box. The dialog box has a title bar 'Upload File' and a close button. Inside, there is a text input field with the placeholder 'Click to select files...'. At the bottom right, there are 'Upload' and 'Cancel' buttons.

Once the file is added, click “Upload”.



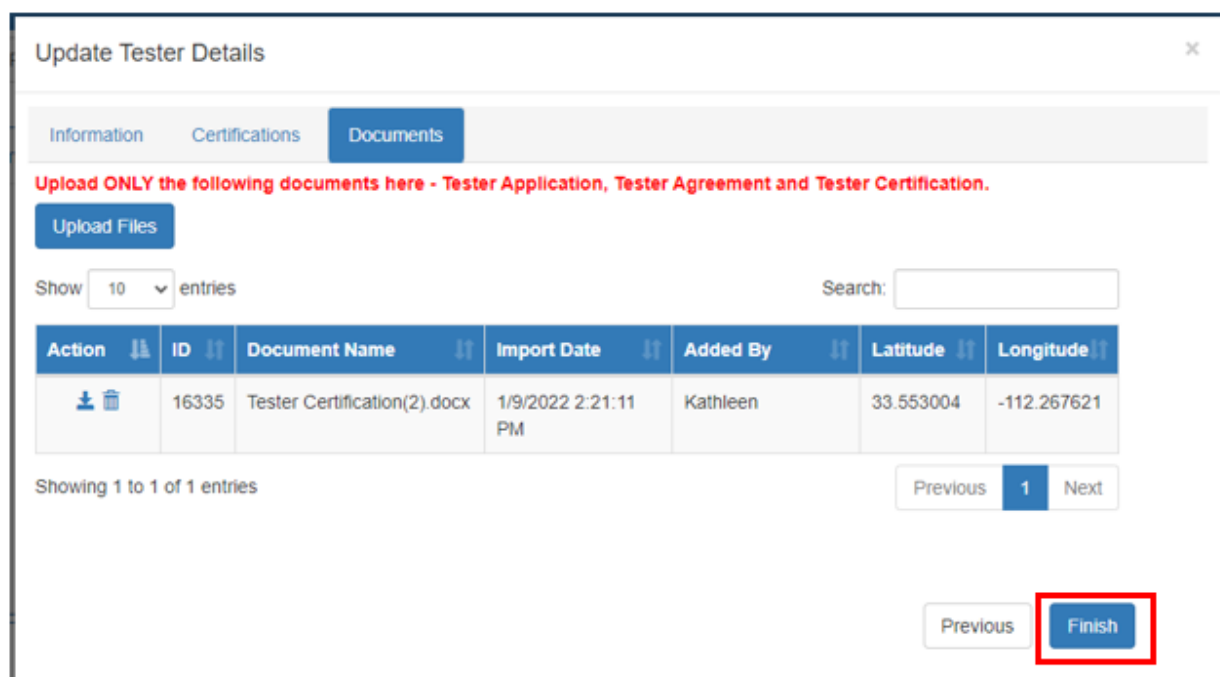
Upload File

Click to select files... Add

Tester Certification.docx Remove

Upload Cancel

Your file has been uploaded, click “Finish”



Update Tester Details

Information Certifications Documents

Upload ONLY the following documents here - Tester Application, Tester Agreement and Tester Certification.

Upload Files

Show 10 entries Search:

Action	ID	Document Name	Import Date	Added By	Latitude	Longitude
 	16335	Tester Certification(2).docx	1/9/2022 2:21:11 PM	Kathleen	33.553004	-112.267621

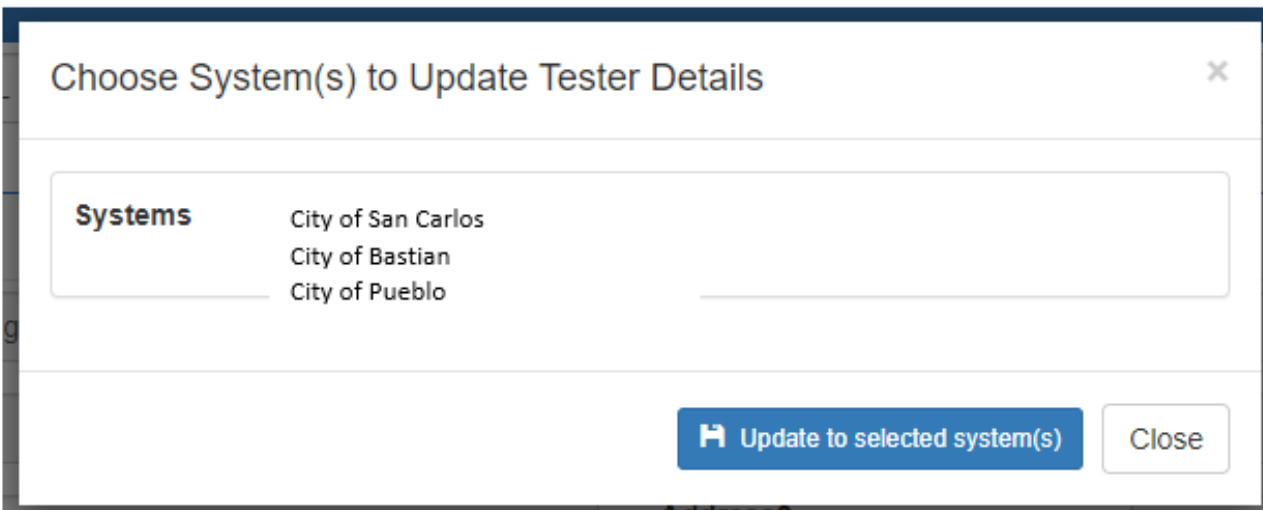
Showing 1 to 1 of 1 entries

Previous 1 Next

Previous Finish

“Choose System(s) to Update Tester Details ” will pop up. When the drop down under “Systems” is clicked the user will be given a menu of other jurisdictions to choose from. When chosen, the tester will automatically be sent to the other jurisdictions for approval. This eliminates entering the information numerous times.

When done, close the window.



Choose System(s) to Update Tester Details

Systems

City of San Carlos
City of Bastian
City of Pueblo

Update to selected system(s) Close

The tester update has been sent to the jurisdiction for approval, the “Rejected” tab will be empty.

My History						
Accepted Pending Review Rejected Pending Approval						
Export To						
Action	Alert Type	Notes	Alert Date	Rejected By	Rejected Date	
No data to display						

Rejected Test Reports

When the jurisdiction receives test reports, they look at the information and either accept it or reject it. If the information is accepted, the status will appear under the users “Accepted” tab in My History. If the information is “rejected”, the status will appear under the “Rejected” tab in My History.

Once information is “rejected” by a jurisdiction, the user will be sent an email indicating why the submitted information was rejected.

Office: /software/ashengsoft/comp/sams/info/Comp/Construction/SAMS/info/Test/TestData/LogInPage.aspx

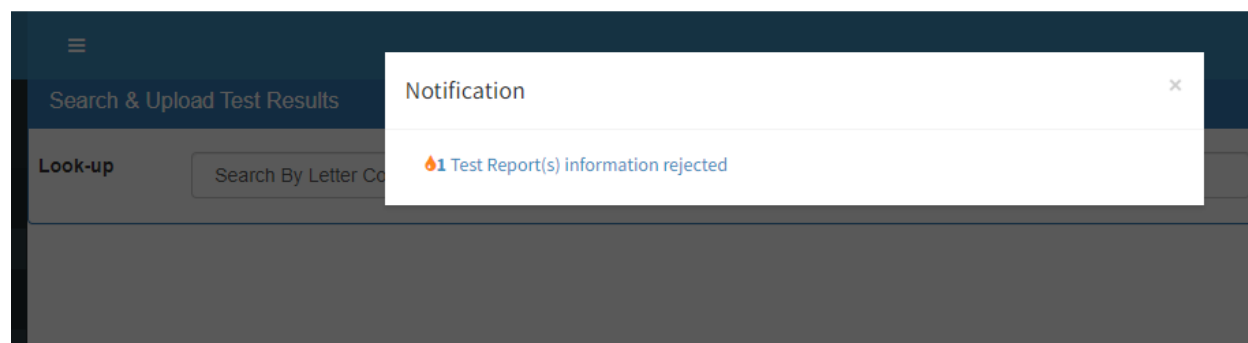
Test failed, please revise test report, and resubmit.

Test Details

Label:	Schedule #0000, Serial Number: 0000, Model Number: 1, RE0000	Tester:	Testor Name
Company:	Testing Company	Email Address:	Testor@0000.com
Entered By:	1/2/2020	End Date:	12/31/2021
Start Date:	1/2/2020	Test Key:	154074
Test Date:	1/2/2020	Notes:	Test Passed
Test Received Date:	1/2/2020	Gauge:	0000000
Is Passed?:	True		

Once the user receives the email and logs into SAMS Universal Portal to make the corrections, the following notification pop up will appear. Click on the “Test Report (s) information rejected” and the user will be automatically sent to the “Rejected” tab in My History.

In this scenario, the rejection was a test report that had incorrectly been submitted as “passing” but should have been submitted as “failed”.



My History			
Accepted Pending Review Rejected Pending Approval			
Export To ▾			
Action	Alert Type	Notes	Alert Date
Edit Delete	Test Report	Incorrect test report results	1/9/2022
Page 1 of 1 (1 items) First Prev 1 Next Last All			

Click "Edit"

My History		
Accepted Pending Review Rejected		
Export To ▾		
Action	Alert Type	
Edit Delete	Test Report	

"Confirm Modify Report" will pop up, click "OK"

Search & Upload Test Results

Look-up

Search By Serial Number - ScheduleID

Confirm Modify Report

This test report is already submitted. Do you want to recall report to modify?

Ok

Cancel

The following warning will appear. It is there to remind you that any changes you make will overwrite the results that were previously entered.

Click on the “Initial Details” tab and from the drop down under “Passed”, click “False” to indicate the test failed.

[Complete & Create Report](#)

This test report is already submitted. If you edit and resubmit, it will overwrite previous submitted rep

Device Details **Initial Details** Initial Results Documents Final Details Final Results

Label

Company

Entered By

Start Date

Test Date

Test Received Date

Passed?

Once done, click “Complete & Create Report”.

[Complete & Create Report](#)

The test report will indicate “Failed”, and the user will get verification the test report has been submitted successfully. Close the test report. The test report has been re-submitted to the jurisdiction.

Initial Test Result

FAIL

Test Date: 2022-01-09

Line Pressure (psi)

✓ Test report submitted successfully

The updated test report has been sent to the jurisdiction for approval, the “Rejected” tab will be empty.

My History

Accepted

Pending Review

Rejected

Pending Approval

Export To

Action	Alert Type	Notes	Alert Date	Rejected By	Rejected Date
No data to display					