

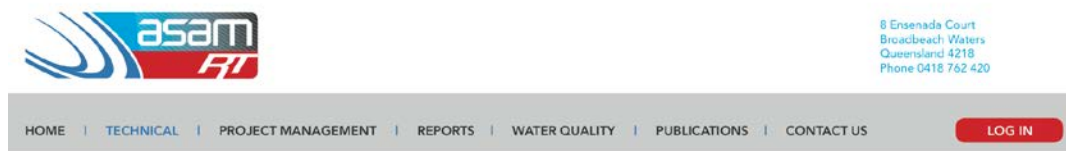
Generating Reports



This guide demonstrates how to generate and interpret the reports available through the online database ASAM. If you are able, use Firefox or Google Chrome to access reports – Internet Explorer does not always perform well.

Login to ASAM

1. Go to www.asam.com.au and select the login button to go to the login page



2. Enter your unique login details

This site is best viewed at 1024 x 768 resolution.

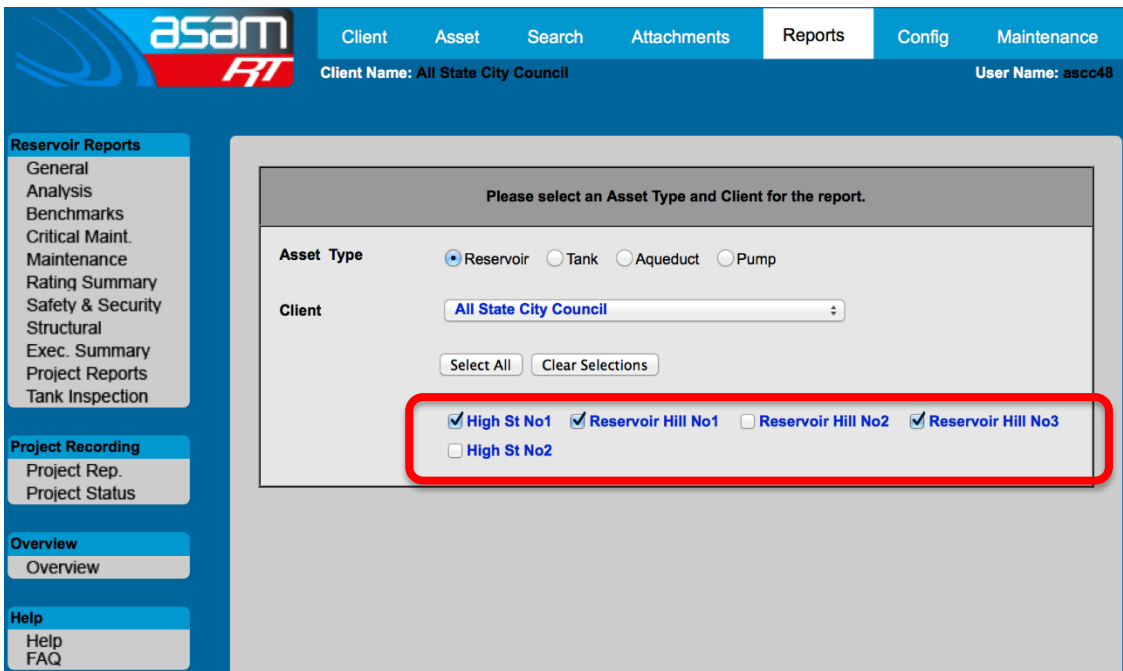
For a tour of ASAM RT Software, enter Username: **ascc48** Password: **7368**
You will be able to view All State City Council and all their assets.

3. On the start up page, select **Reports** from the top navigator

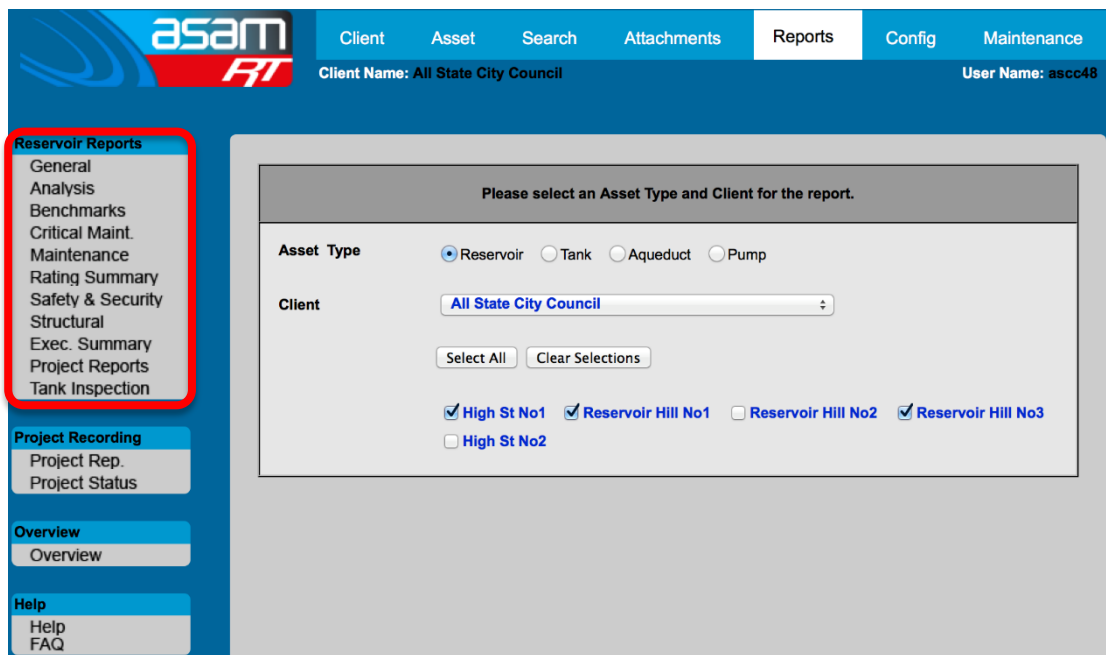
ASAM Data Management – Online and Accessible

Generating Reports

4. Select the reservoir/s which you would like included in the report



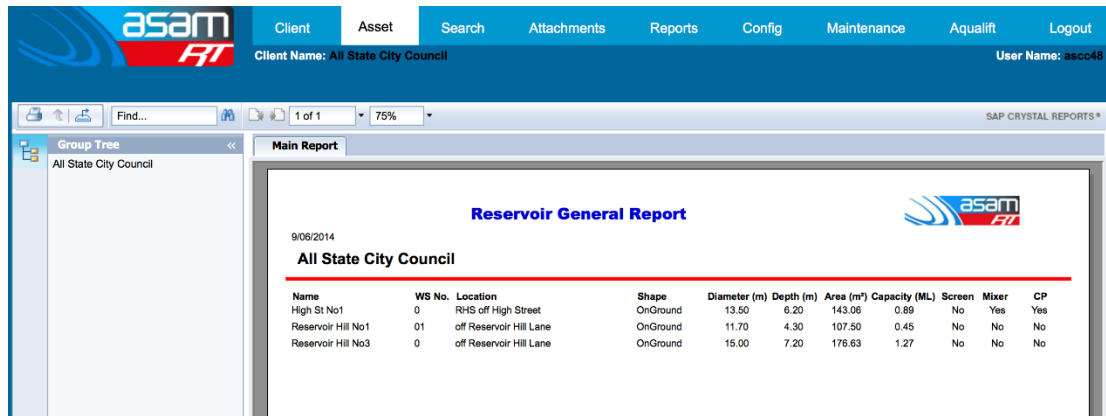
5. From the report options on the left hand side, select the report you wish to generate. A description of each report can be found at the end of this guide.



6. A report will be generated which can either be viewed or exported into a number of different formats

ASAM Data Management – Online and Accessible

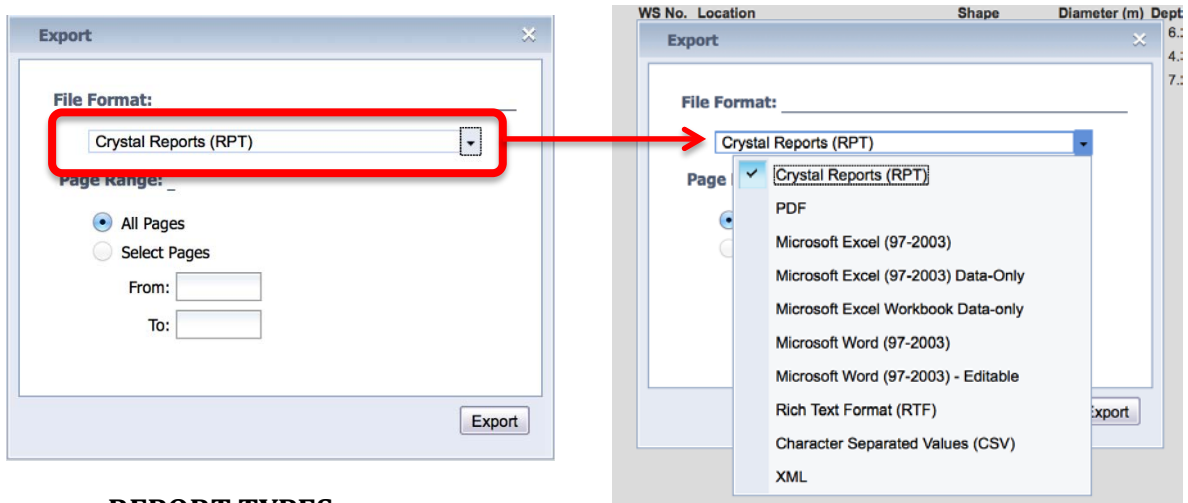
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7. For a report with multiple pages, use the next page button to navigate through the report



8. To export a report – select the export tool and choose the format required



REPORT TYPES

ASAM Data Management – Online and Accessible

| Report Type | To be used for |
|---|---|
| GENERAL – Contains basic static information about the reservoirs (name, location, type, diameter, depth, capacity, mixer CP) | Tendering for cleaning or maintenance, to develop site management plans, asset management |
| ANALYSIS – Contains the most recent cleaning and inspection dates, the next clean/inspection date, time to clean, sediment depth and waste water volume | Tendering for cleaning and planning for future maintenance works |
| CRITICAL MAINTENANCE – Use this report to highlight the most critical issues within the asset base. It collates all the 0,1 and 2 rated items from the internal and external inspections | Planning for future years work, current maintenance plans |
| MAINTENANCE – Report that contains all the condition assessment information | Planning for future years work, current maintenance plans |
| SAFETY & SECURITY – Summarises the benchmarks and comments to highlight safety and security issues at the reservoir | Planning for future years work, current maintenance plans |
| STRUCTURAL – Uses the structural and coating benchmarks to show how the reservoirs compare structurally | Planning for future years work, current maintenance plans |
| TANK INSPECTION – A complete profile of the reservoir | Complete report per reservoir for management |
| EXEC. SUMMARY – Contains the most relevant issues for each site as a worded report | Reporting to management |