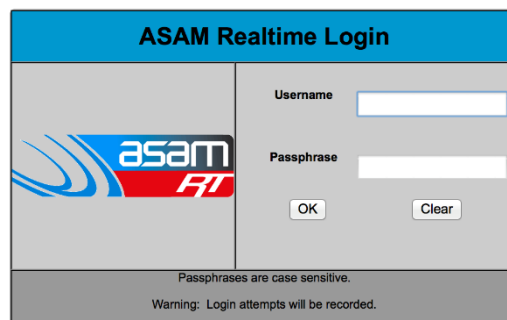


Generating Reports

ASAM has the ability to generate eleven tailored reports to suit a variety of client requirements. Use Firefox or Google Chrome to access reports if possible, as 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



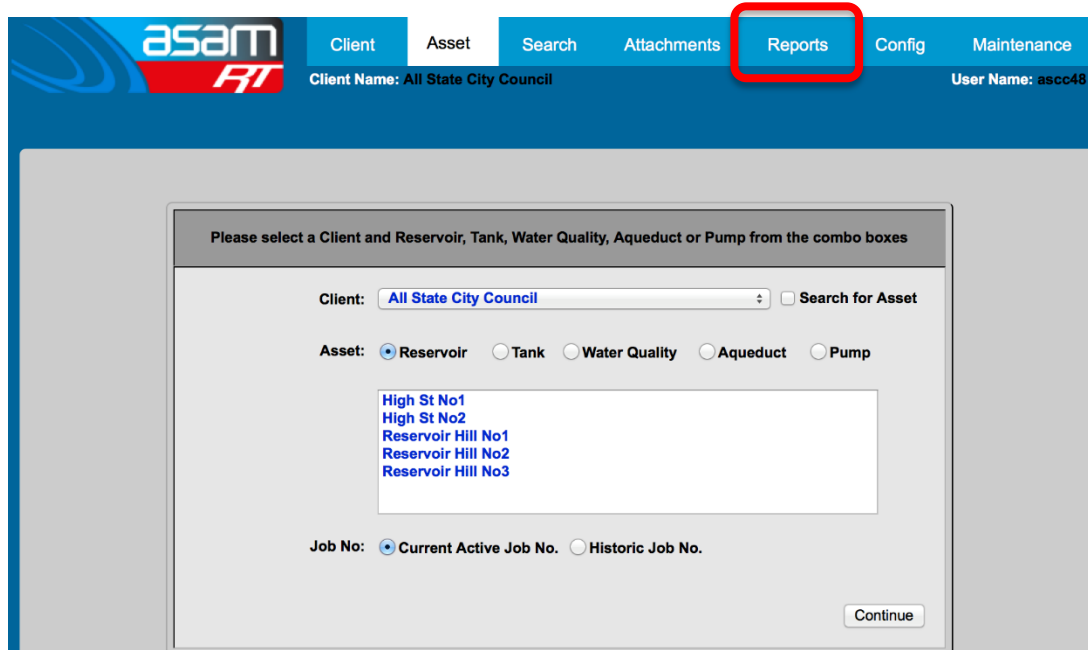
The image shows the ASAM Realtime Login page. It features a blue header with the ASAM RT logo. Below the header, there is a form with two input fields: 'Username' and 'Passphrase'. There are 'OK' and 'Clear' buttons below the passphrase field. At the bottom of the form, there is a warning: 'Warning: Login attempts will be recorded.' and a note: 'Passphrases are case sensitive.'

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

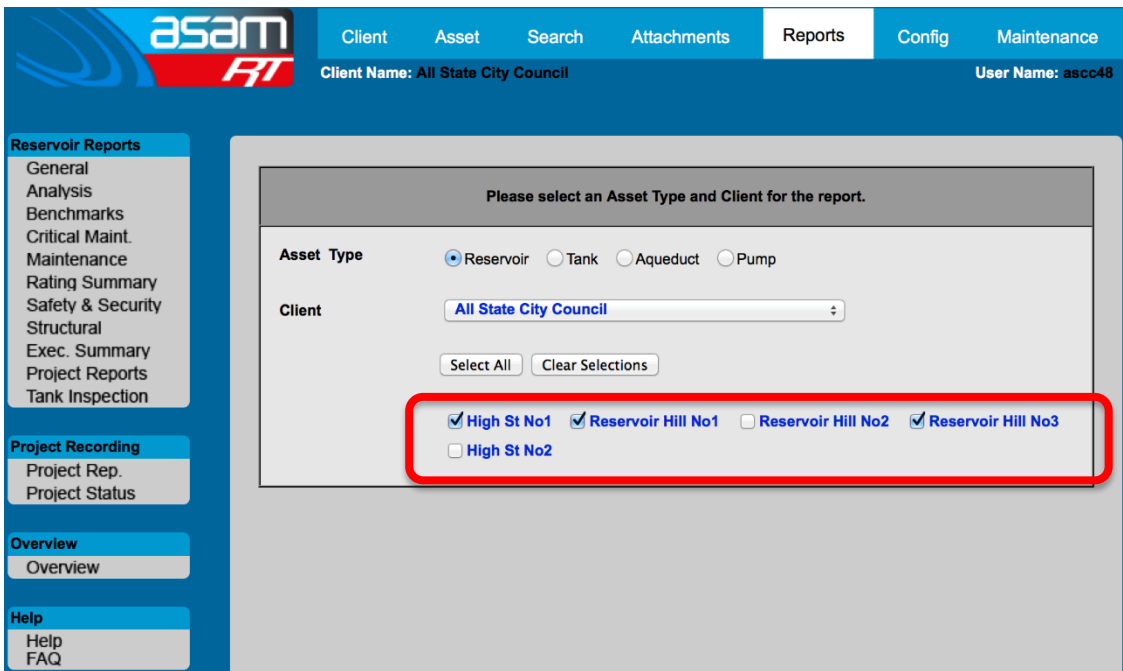


The image shows the ASAM RT Software start-up page. The top navigation bar includes 'Client', 'Asset', 'Search', 'Attachments', 'Reports', 'Config', and 'Maintenance'. The 'Reports' button is highlighted with a red box. Below the navigation bar, there is a form titled 'Please select a Client and Reservoir, Tank, Water Quality, Aqueduct or Pump from the combo boxes'. The form has a 'Client' dropdown menu set to 'All State City Council' and a 'Search for Asset' checkbox. Below this, there are radio buttons for 'Asset' type: 'Reservoir' (selected), 'Tank', 'Water Quality', 'Aqueduct', and 'Pump'. A list of assets is displayed: 'High St No1', 'High St No2', 'Reservoir Hill No1', 'Reservoir Hill No2', and 'Reservoir Hill No3'. At the bottom, there are radio buttons for 'Job No.': 'Current Active Job No.' (selected) and 'Historic Job No.'. A 'Continue' button is located at the bottom right of the form.

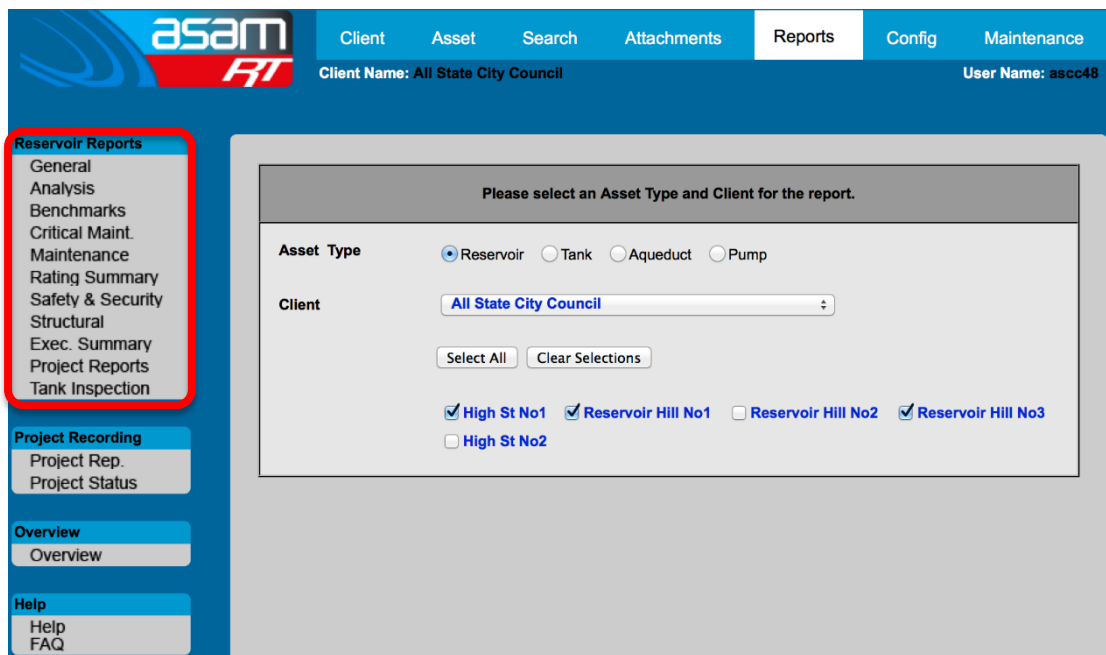
ASAM Data Management – Online and Accessible

Generating Reports

4. Select the reservoirs 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 be either viewed, printed or exported into a number of different formats

ASAM Data Management – Online and Accessible

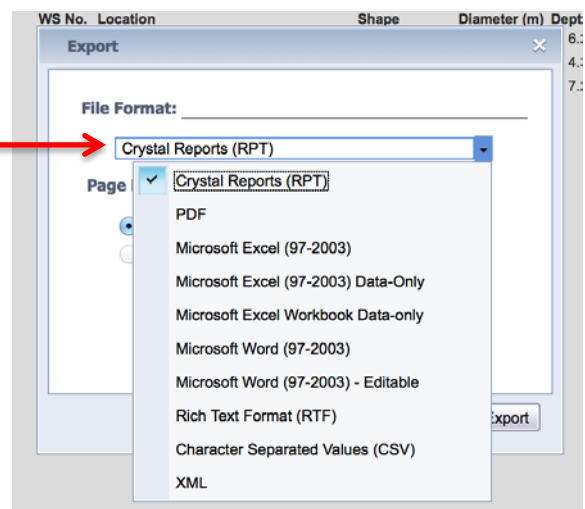
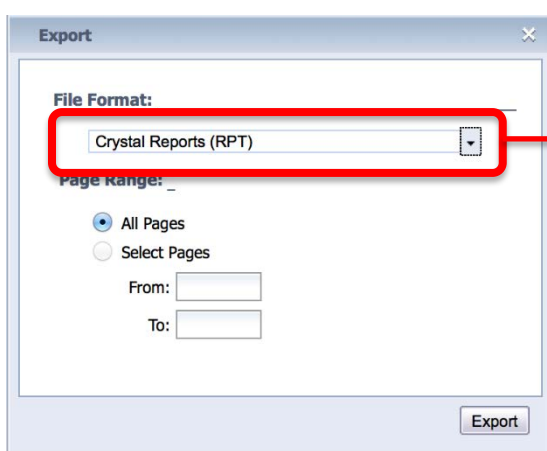
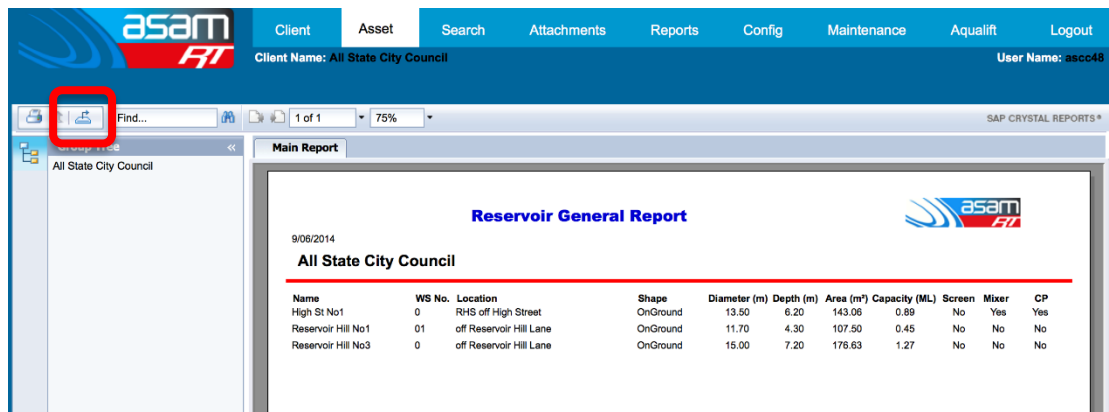
Generating Reports



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

Generating Reports

Report Type	To be used for
GENERAL – Contains basic static information about the reservoirs (name, location, type, diameter, depth, capacity, mixer, CP)	To develop site management plans, asset management
ANALYSIS – Contains the most recent cleaning and inspection dates, the next clean/inspection due date, time to clean, sediment depth and waste water volumes	Planning for cleaning, inspecting and future maintenance works
BENCHMARKS – The nine Benchmarks and their relative comments are displayed on the one page	A quick overview of the identified benchmark issues and relevant comments per reservoir
CRITICAL MAINTENANCE – Use this report to highlight the most critical issues within the asset base. It collates all the Priority 0,1 and 2 rated items from the external and internal inspections	Planning for current priority maintenance works
RATINGS SUMMARY – Contains all the External and Internal priority numbers	Use to export ratings into Excel spreadsheets for further data manipulation
SAFETY & SECURITY – Summarises the benchmarks and comments to highlight security, contamination and safety issues at the reservoir	Planning for current and future years maintenance works
STRUCTURAL – Uses the structural and coating benchmarks to show how the reservoirs compare structurally	Planning for current and future years maintenance works
TANK INSPECTION – A detailed profile of the reservoir, showing static data, Penetrations, Benchmarks, Condition ratings and Comments	Detailed asset report per reservoir
EXEC. SUMMARY – Contains a precis of the most relevant OH&S, Water Quality, Structural and Security issues	Reporting to management

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