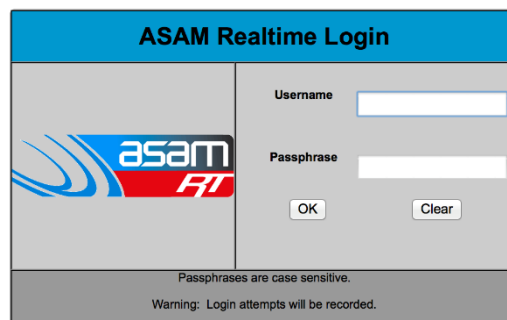# Generating Reports

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
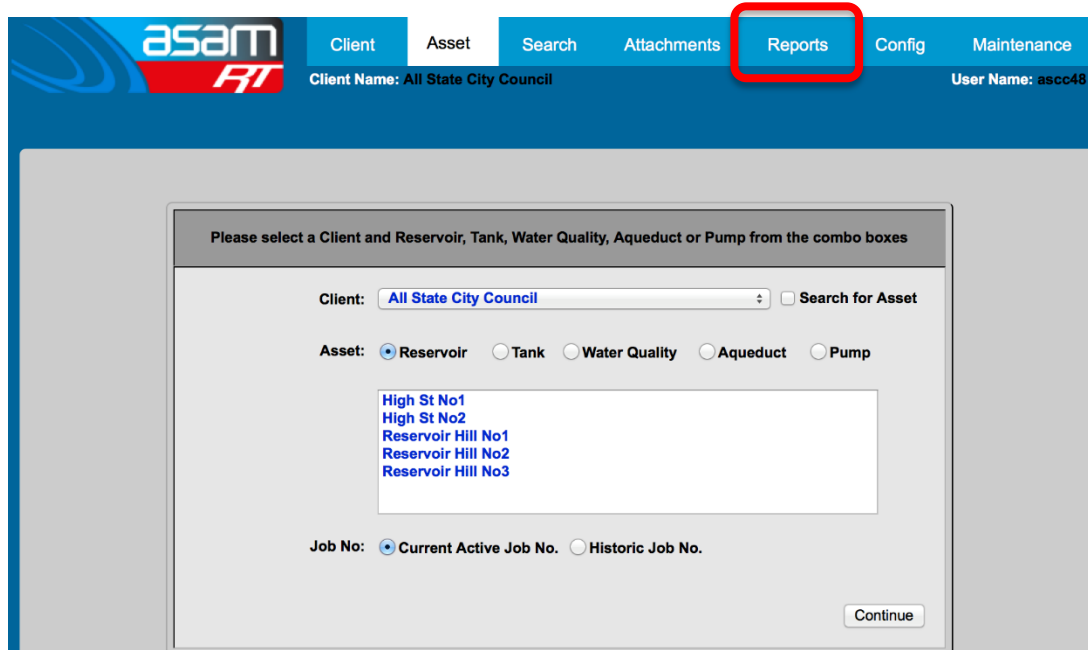
2. Enter your unique login details

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

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4. Select the reservoirs you would like included in the report
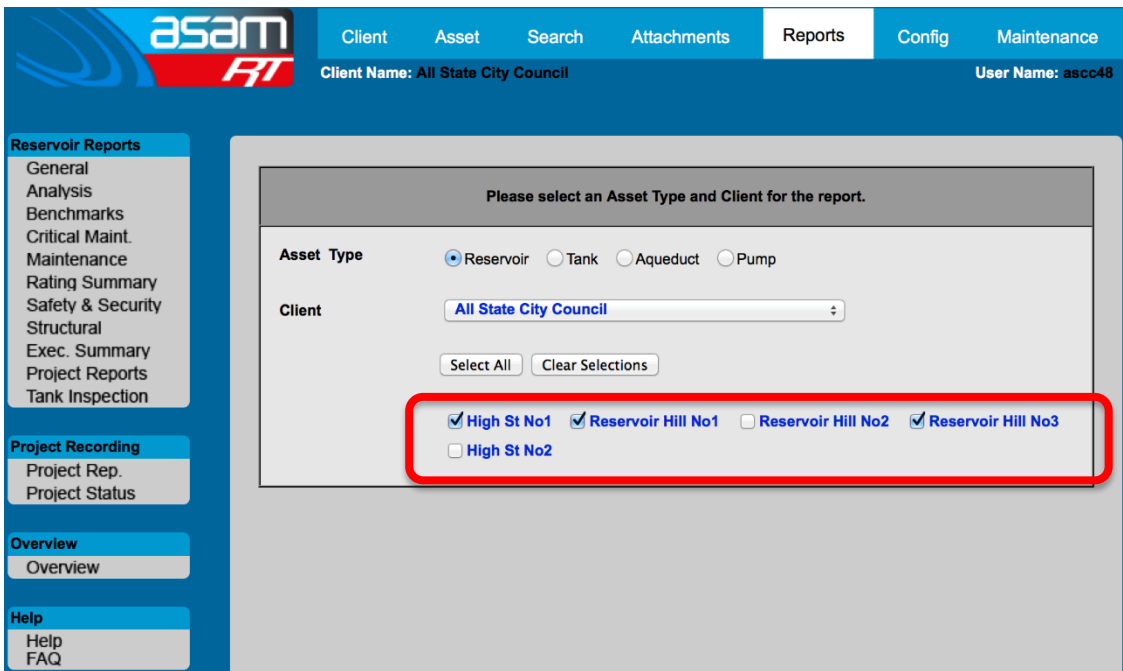
5. From the report options on the left-hand side, select the report you wish to generate. A description of each report can be found at the end of this guide.
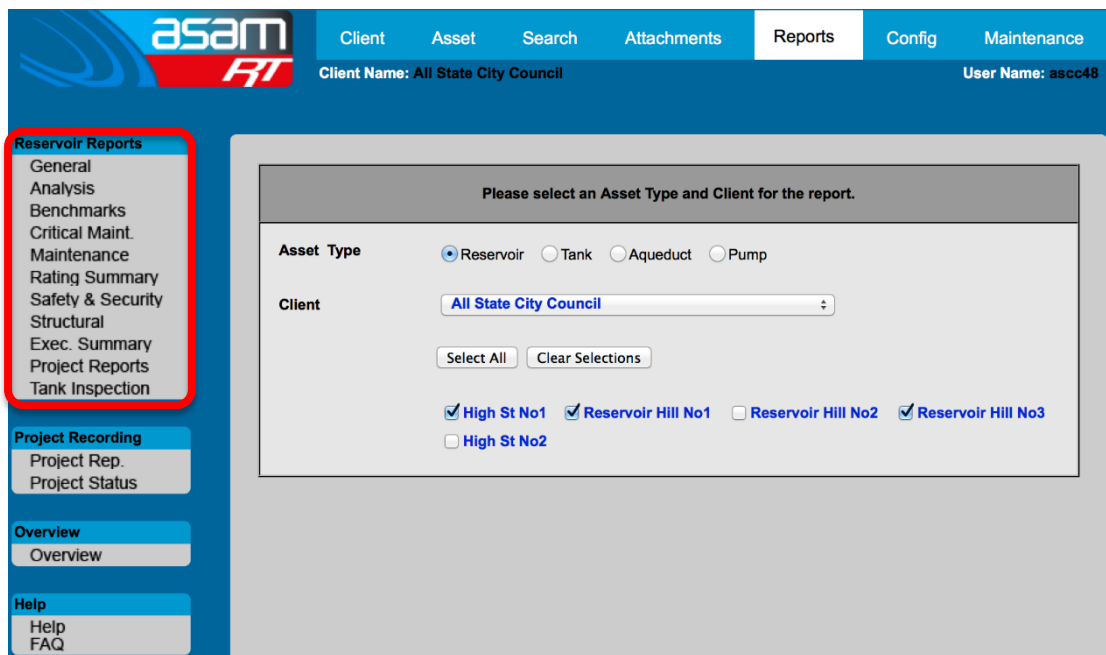
6. A report will be generated which can be either viewed, printed or exported into a number of different formats

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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

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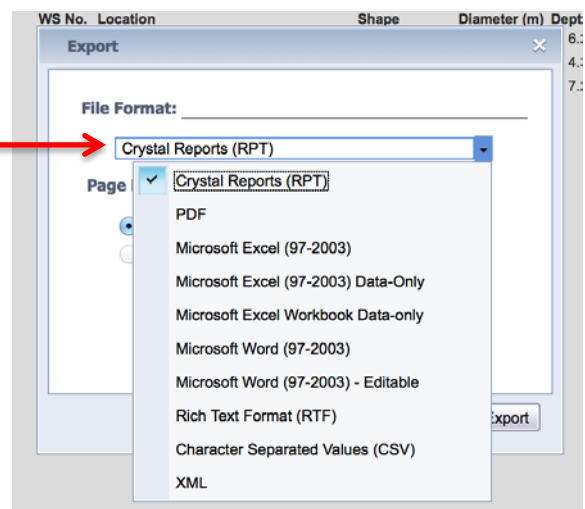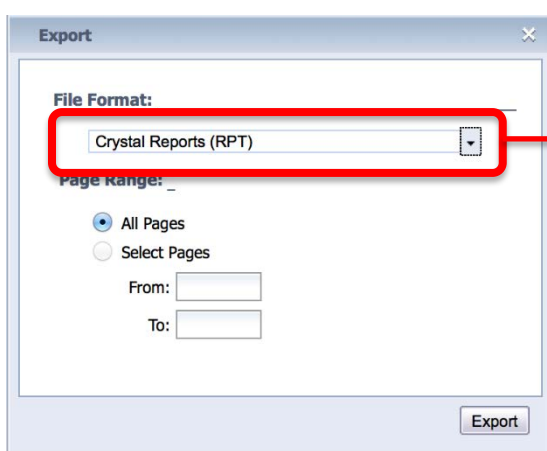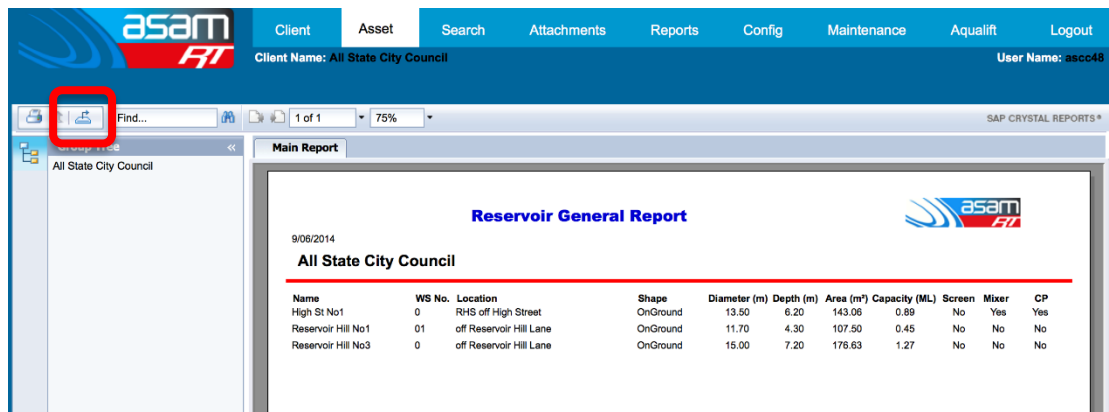| Report Type	To be used for
GENERAL – Contains basic static information about the reservoirs (name, location, type, diameter, depth, capacity, mixer, CP)	To develop site management plans, asset management
ANALYSIS – Contains the most recent cleaning and inspection dates, the next clean/inspection due 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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