

This guide steps through the process of searching through the Attachments (photos or documents) records for an asset, and then a more advanced search for photos demonstrating a particular issue of concern.

Login to ASAM

- 1. Login to ASAM and choose the Attachments tab and then the Reservoir of interest.
- 2. For a simple search within Attachments to look for all the images of a reservoir, simply choose the reservoir and then search. This will display the attachments listed under that Reservoir. By clicking on the photo of interest, it will be enlarged for further viewing or copying.

110			Attachments	Reports	Config	Maintenance	Aqualif	Logout	
	Client Name: All State City Co	xuncil						User Name: asco48	
Simple Search									
Client	All State City Council	•	Select a client						
Asset	High St Not	•	Select an asset attribute						
Filename	High St No2			Select a filename					
Comment	Reservoir Hill No3 Broad St Cliff Hill		e	Select a comm	ient				
Search	ear Results Advanced Search								
Search Results									
SELECT	FILENAME	FILENAME				ASSET		COMMENT	
	4896 Roof hatch unsecure	All S	tate City Council		High St No1		No Comment		
	4896 Roof hatch	4996 Roof hatch			All State City Council			No Comment	
200	4896 Scour	All S	tate City Council		High St No1		No Comment		

More Advanced search options

3. Under the Attachments tab, choose the Advanced Search option. This will open up other options for the search facility. Under this category there is an option to search all of the assets for a similar name or issue eg. Entry hatch, or items that have been recorded as being 'defective, unsecured' etc.

asan <i>Fi</i>		Search	Attachments	Reports	Config	Maintenance	Aqualift	Logout User Name: anco 19		
Simple Search										
Client	All State City Council			Select a client						
Asset	High St No1			Select an asse	et attribute					
Filename]	Select a filena	me					
Comment]	Select a comm	ient					
Search Clear Result	Advanced Search									
Search Results										
Found 0 Matches			Previous Next P	age:						

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Searching within Attachments



- You can search under different attachment categories using this function eg. Asset, Filename, or Comment and then use the selection options of "< = > or contains" to refine the list.
- To find an attachment that has 'unsealed' in its file name, across the entire list of clients assets.
- Choose: Entire Attachments > Filename > Contains > unsealed > Search. The images displayed will be any photo that has 'unsealed' in the filename.

E	Sam Client	Asset	Search	Attachments	Reports	Config	Maintenance	Aqualift	Logout					
	Client Name: All St	tate City Council								User Name: asco48				
Advanced Search														
Client		Entire Attachments Catalog Client Andrease (compared attachments)				Select a client								
Where		Select ar	Select an attribute											
Options		Filename O <			Select a	Select a onterion								
Value	<u> </u>	Contains Filename unsealed			 Select a 	value								
Order By	L	* Asset Cilename Comment				Select how search is ordered								
Invert						Check to show non-matches								
Search Sea	Search See Lwithin Results Clear Results X Advanced Search													
Search Results														
SELECT	FILENAME				CLIENT		ASSET		COMMEN	ντ				
1	4937 Roof gutter end unsea	4937 Roof gutter end unsealed			All State City Cou	incil	Reservoir Hil	l No1	No Com	ment				
	4961 Platform unsealed 1	4961 Platform unsealed 1			All State City Cou	All State City Council Reservoir Hill No3 No 1				ment				
K 🖉	4961 Platform unsealed 2	4961 Platform unsealed 2			All State City Council Reservoir Hill No3 No Commen									
	4961 Entry hatch unsealed				All State City Cou	incil	Reservoir Hill	I No3	No Com	ment				

Other search options:

To identify the state of ladders needing repair, use the descriptor 'ladder corroded'.

For general issues (eg. ventilation, roof, compound fence, floor joint etc) select 'defect', 'defective', 'unsealed' or 'unsecured'.

The search results will display photo, file name (which identifies the job number and title of attachment), the Client, Asset name and comment (if any).

Once the Search results have been determined, then open ASAM again in an additional browser and in the Reports tab, select each of the Assets identified and choose an appropriate report to view further details about the issues identified.

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