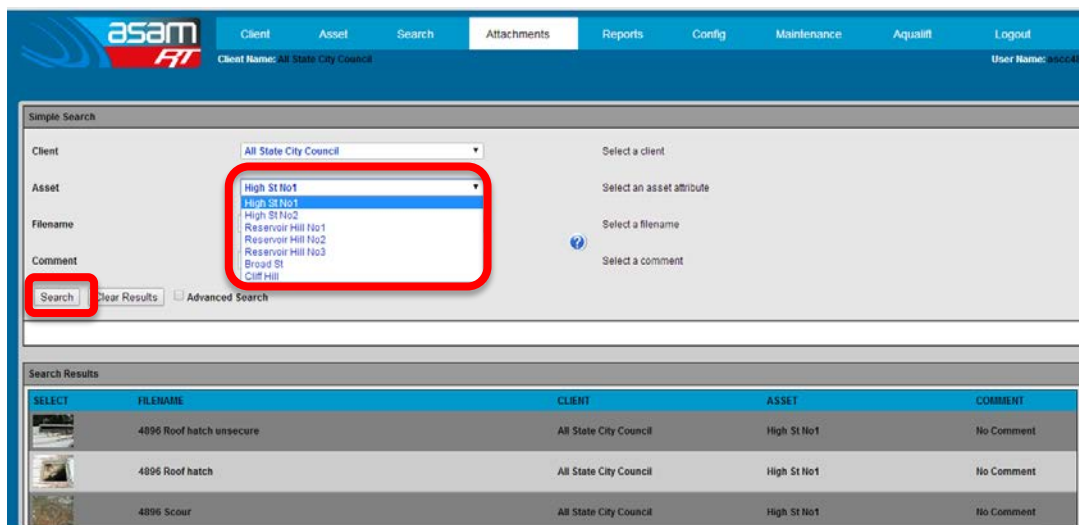# Searching within Attachments

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.
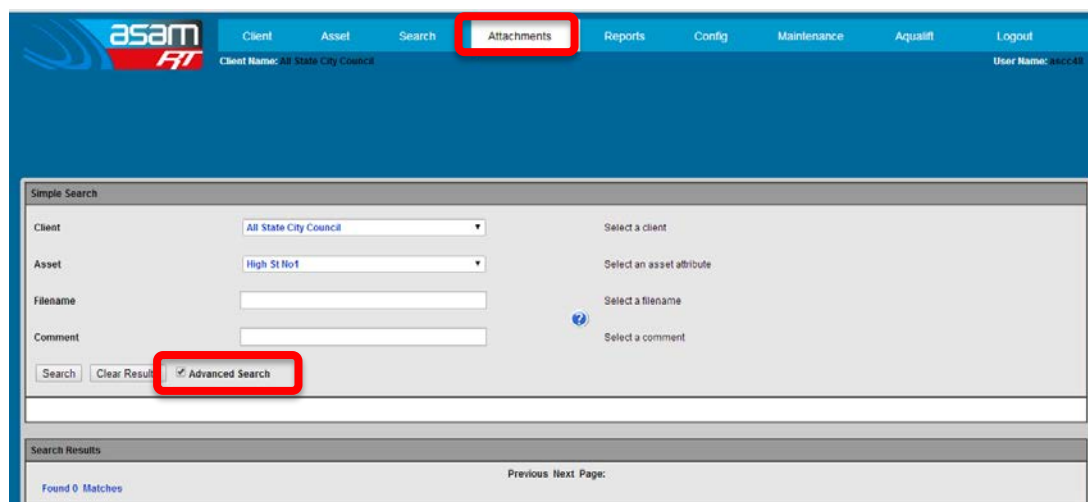
Login to ASAM

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.

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.
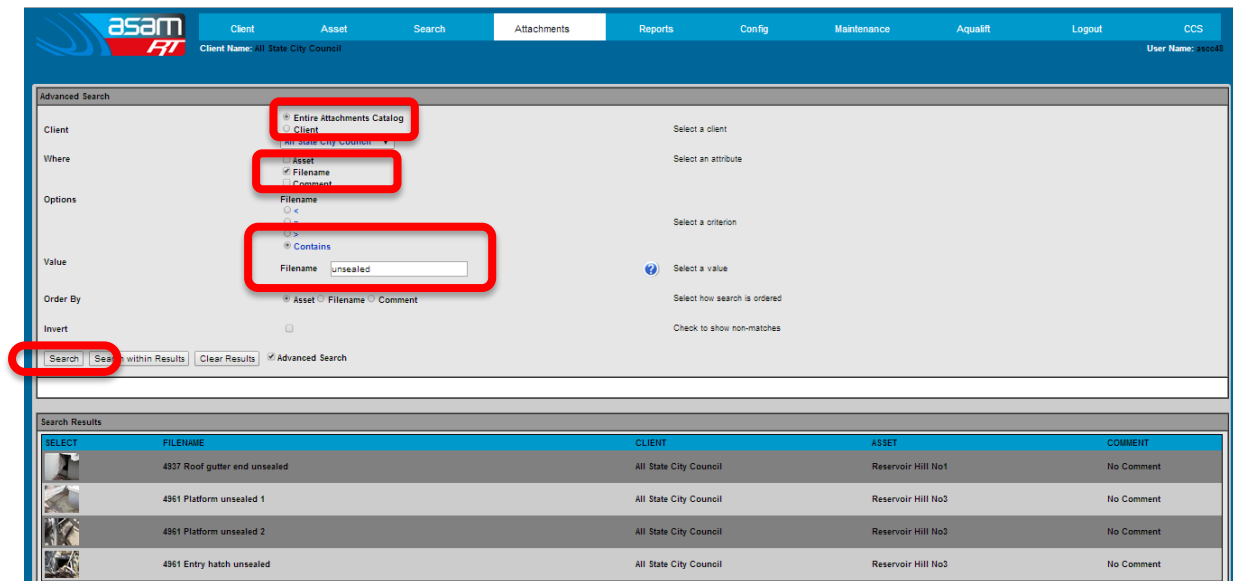

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You can search under different attachment categories using this function eg. Asset, Filename, or Comment and then use the selection options of "< = > or contains" to refine the list.

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.

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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For assistance contact: david@asam.com.au 0418 762 420 or jill@asam.com.au 0417 399 198
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