

# ASAM – ASSET and JOB NUMBER CREATION



## To create a new Asset:

After logging into ASAM, the front page or 'Asset' tab of ASAM will open up and you will have access to a client or list of clients depending on your editing permission.

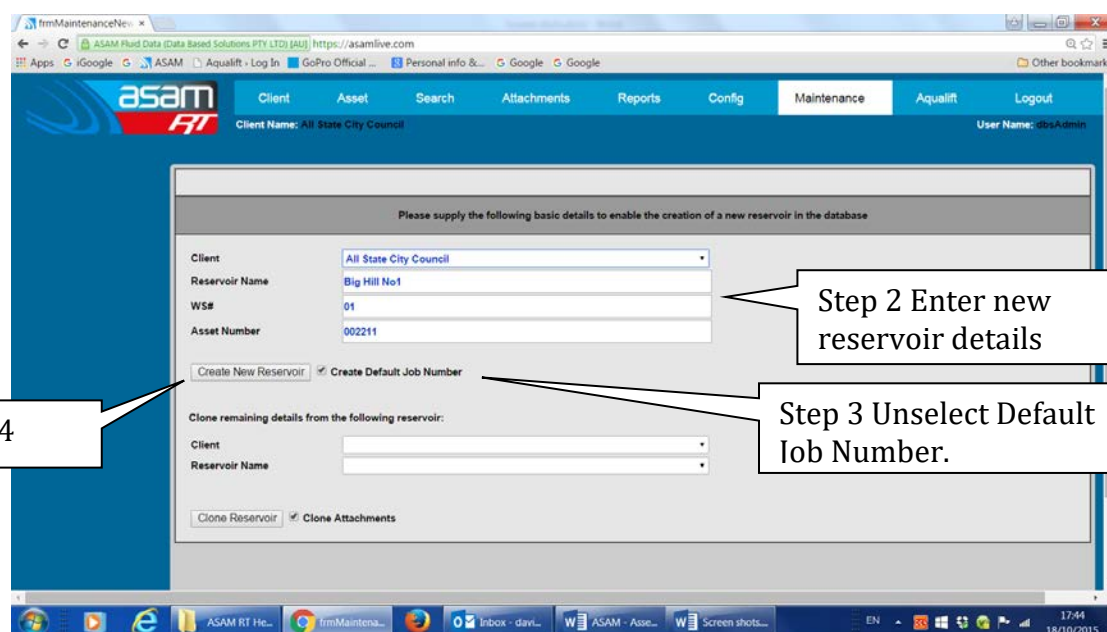
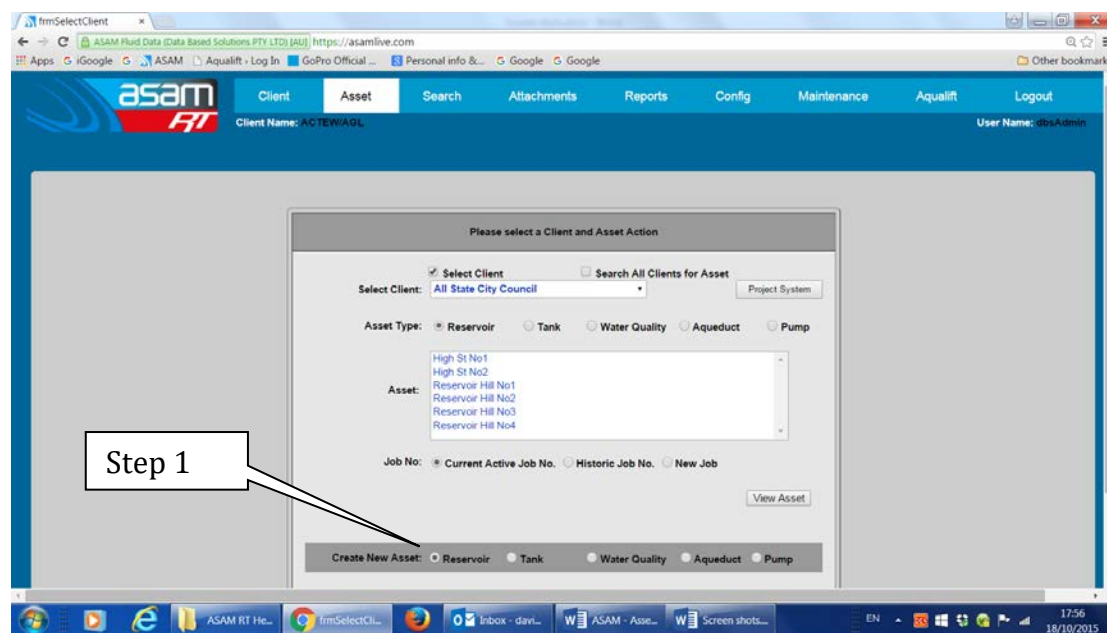
Step 1 - Select 'New Reservoir'.

Step 2 - Enter name and details of new reservoir.

Remember that the 'WS Number' and 'Asset Number' fields must be filled in, so use '0' if no allocated number is known or supplied.

Step 3 - Unselect the 'Create default job number' if a new job number is known.

Step 4 - Select 'Create New Reservoir'



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This action will leave you in the 'Create new Reservoir' page to create more new Reservoirs as required.

If you wish to exit this page, just hit on another tab (such as 'Search') and then return to the 'Asset' tab.

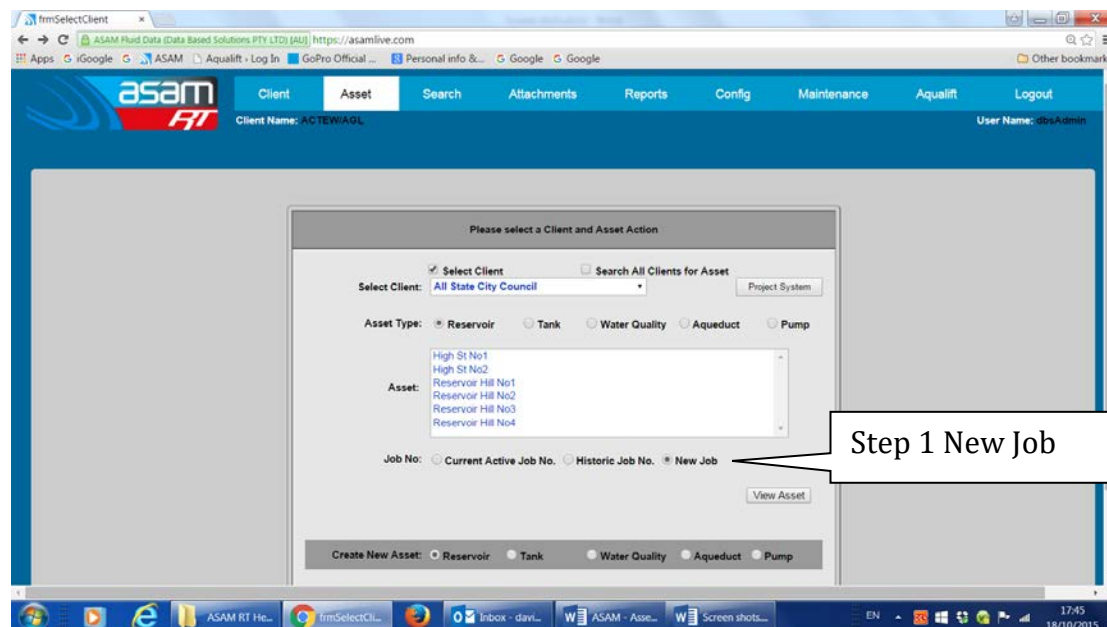
## New Job Number:

Creating a new **job number** for each tank inspected, enables existing data to be archived instead of being 'overwritten' – this older data can then be retrieved and viewed again.

ASAM has a job number generator function that is State, client, asset, year and sequence specific. The last six digits of the job number are the year and the sequential number created – 150001, 150002 etc. These numbers should be used to prefix the file names of Attachments, to avoid similar file names from being over-written.

In the Asset tab, under the particular Client, you will now see the new reservoir/reservoirs created.

Step 1 - Select new job.



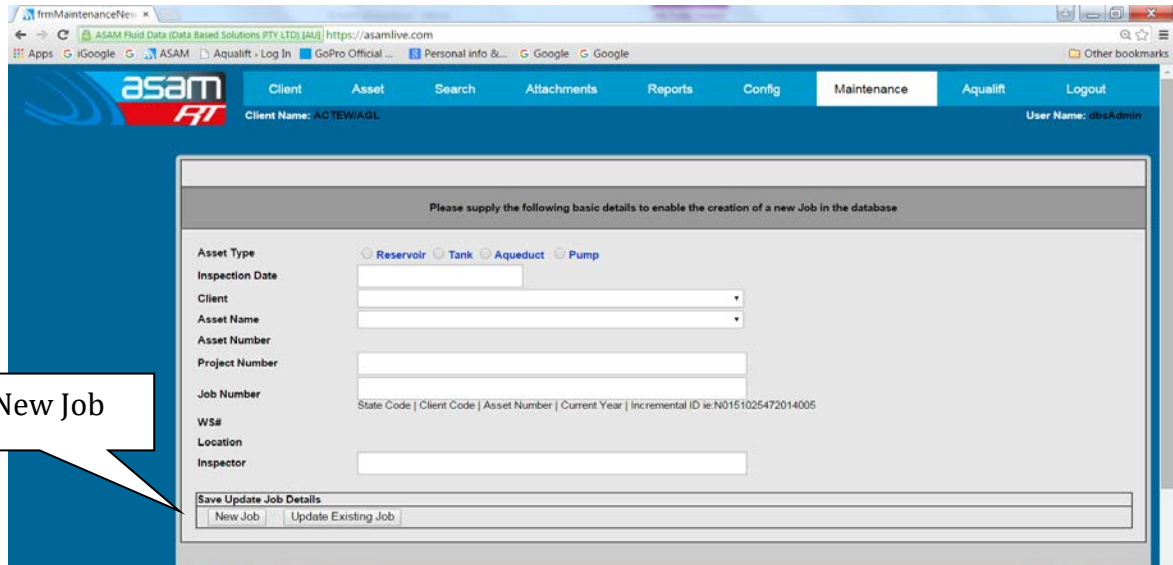
This action takes you into the basic details page

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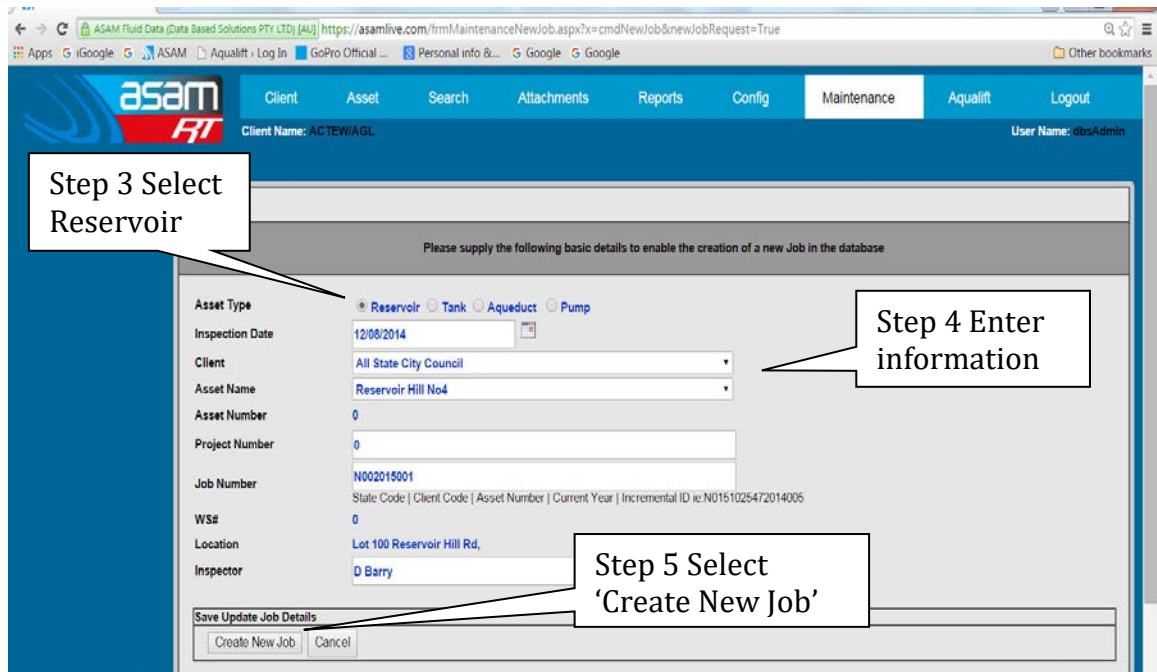
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Step 2 – Select ‘New Job’ on the lower LHS



Step 3 Ensure that the ‘Reservoir’ button is selected and choose the Client and Asset Name.



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This will now enable creating/editing of the job number

On occasions you may have to select the 'Client' and 'Asset name' again as the page refreshes. Put the date in last, as it often becomes lost as the page refreshes.

Step 4 - Enter information into all fields.

Step 5 - When all details are complete select 'Create New Job'.

If there is an error saying to change the date to a later date, just change to the next day in the basic detail page, as this can be changed back again to the correct date, when in the reservoir information page.

**NOTE** – do not use apostrophes in any spelling as the data will not save.

Dates can be entered manually instead of using the auto calendar, but must be in the dd/mm/yyyy format (eg. 01/01/2011)

Once the 'Create New Job' number button has been selected, this will then take you into the reservoir 'General' information page for further editing.

**NOTE** - Data fields will only accept two decimal points, and some other symbols such as '/' and '-' may also prevent data from saving.

For first time users, 'save' small amounts of data, line by line as you go, to avoid losing it all (this will also indicate where data entry errors are occurring). Timing out issues are also possible if too much time is taken when entering data without saving.