

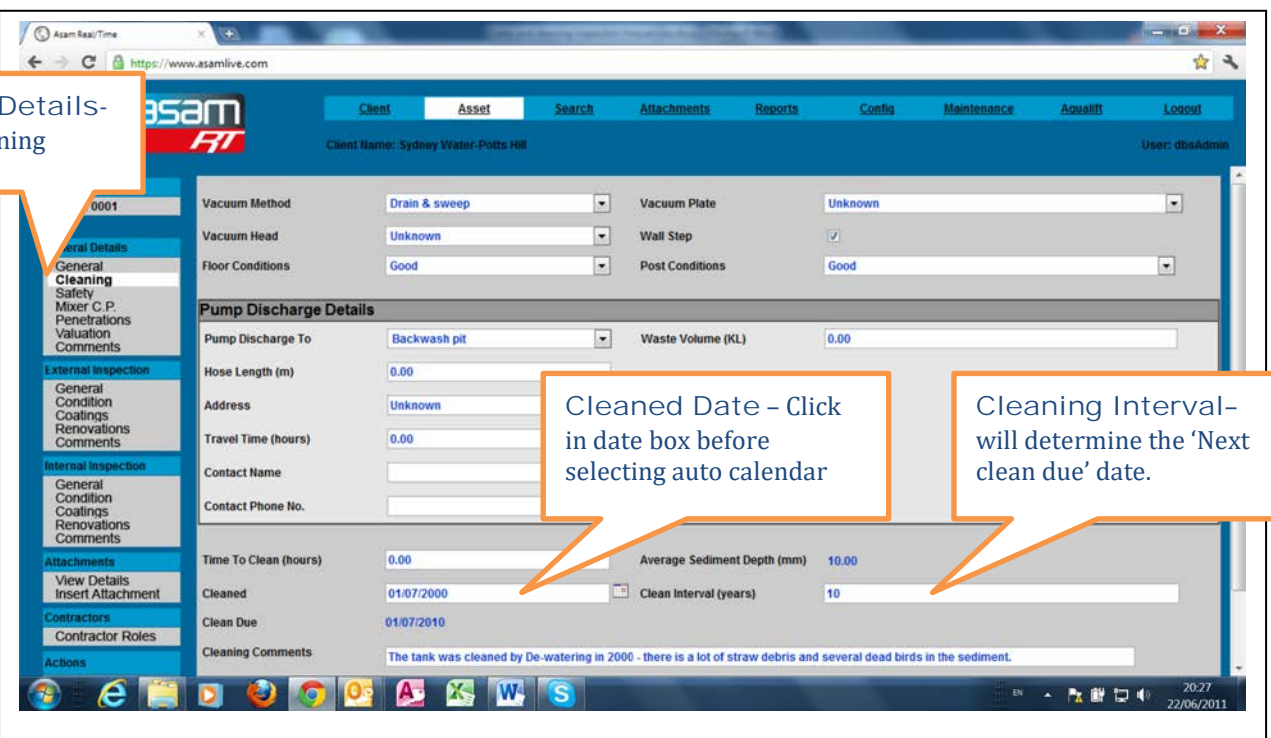
# ASAM – DATES and INSPECTION INTERVALS

There are multiple areas within ASAM and on generated reports where dates appear, however dates can only be created and edited from within three areas of the program.

- When a 'New Job' is created, this date will be inserted into all areas of ASAM, with the exception of the Cleaning page.
- The date can then be edited in the General Details > General page and the External Inspection > General page. A change made in any of these two areas will carry over to the dates displayed in the other sections.

General Details > Cleaning > Cleaned date, has been isolated from the other areas, as cleaning is not always carried out at the time of an inspection.

The 'Cleaning due' date that appears on all reports is calculated from the 'Cleaned date' and Cleaning Interval (years).



General Details - Select Cleaning

Cleaned Date - Click in date box before selecting auto calendar

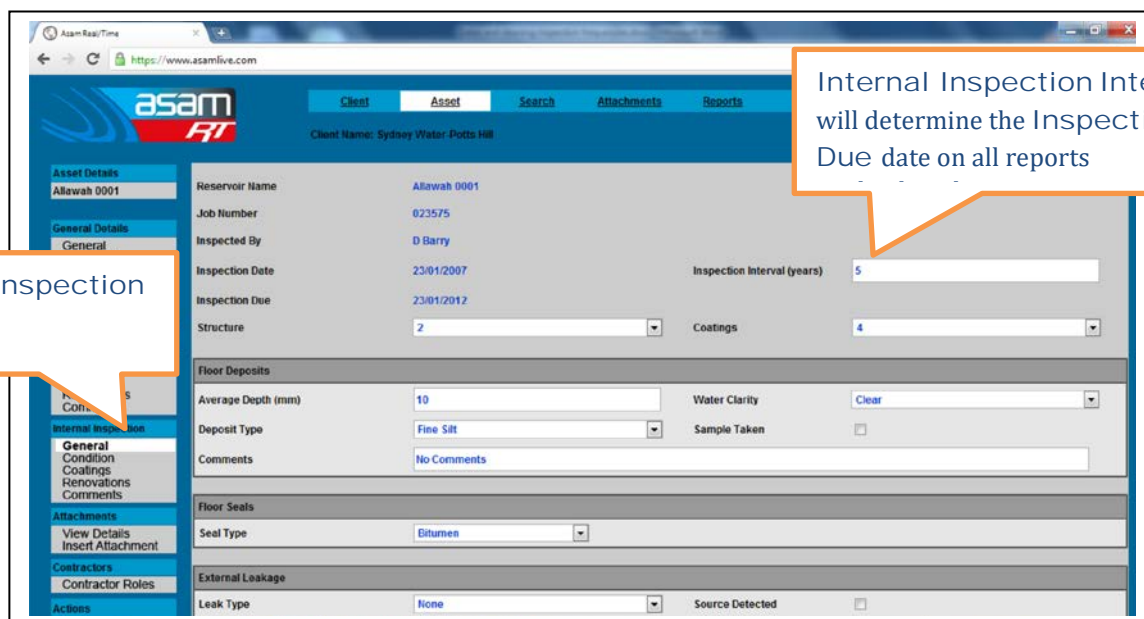
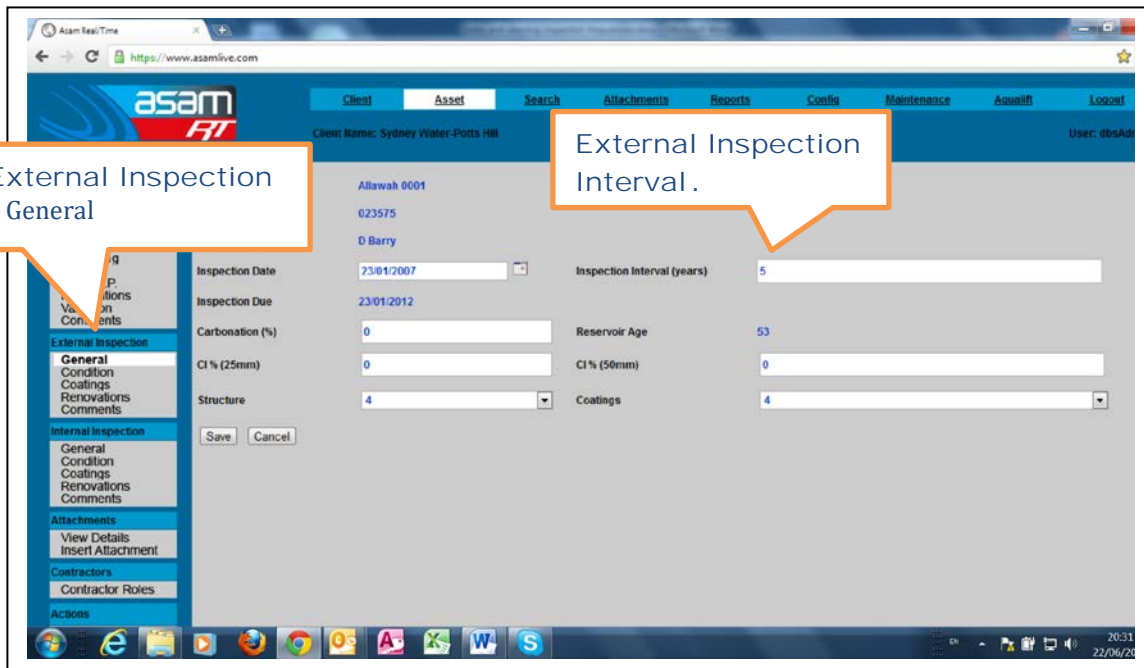
Cleaning Interval - will determine the 'Next clean due' date.

## ASAM Data Management – Online and Accessible

# ASAM – DATES and INSPECTION INTERVALS

The 'External General' page and 'Internal General' page both have 'Inspection Intervals' (years) which can be changed to reflect when work should be carried out.

Note that only the date and interval displayed on the 'Internal' page is used to create the 'Inspection due' date that appears on all reports.



## ASAM Data Management – Online and Accessible

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