

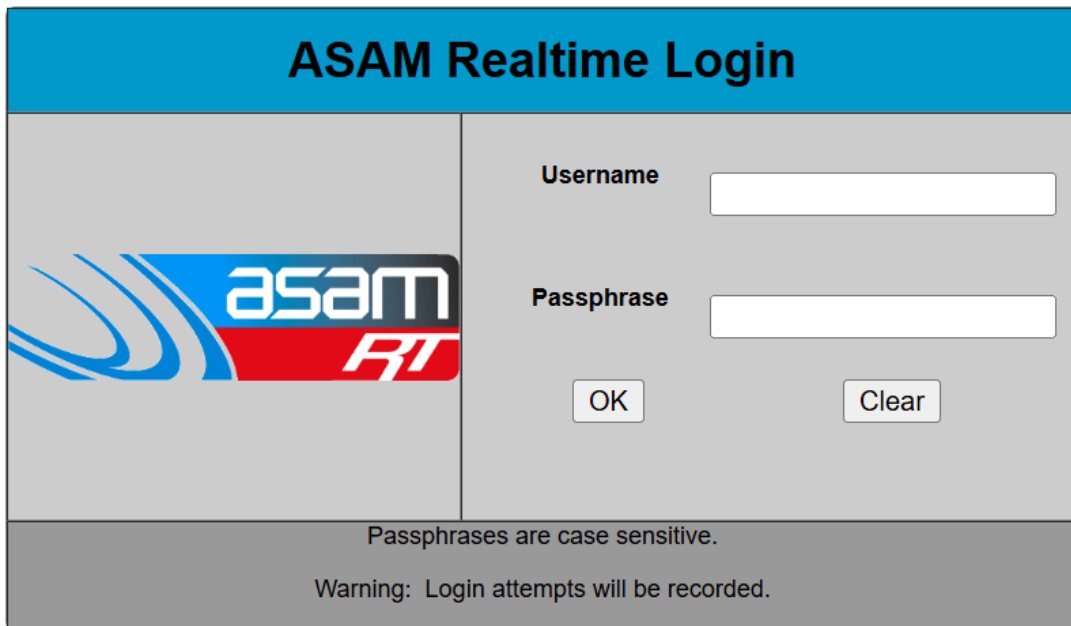
# Generating Reports

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

Go to [www.asam.com.au](http://www.asam.com.au) and select the login button to go to the login page

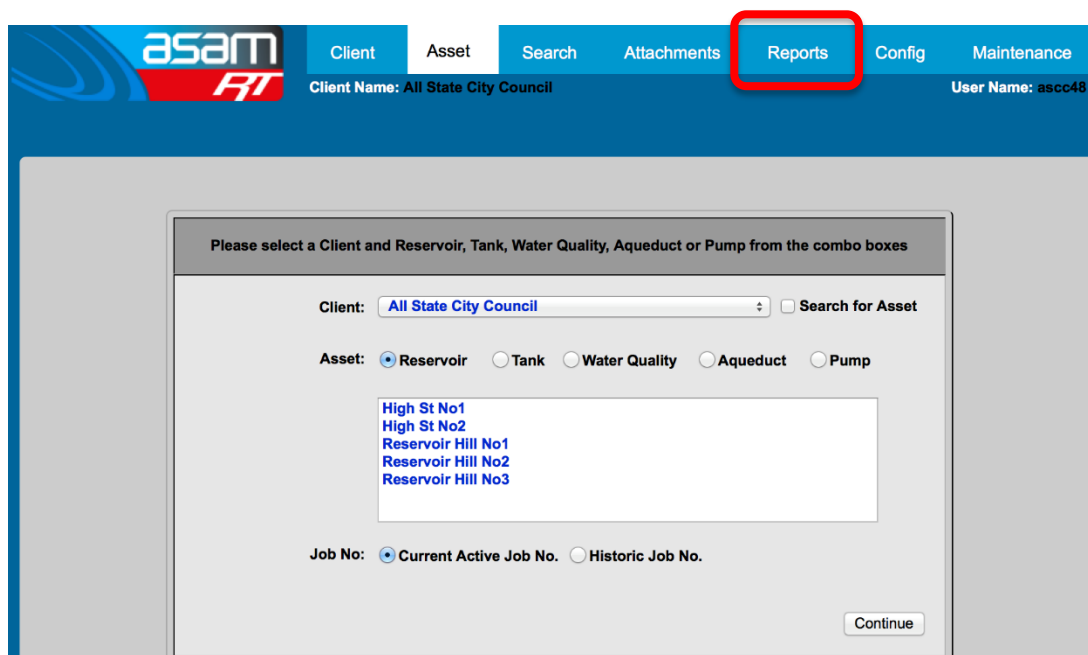
1. Enter your unique login details



The image shows the ASAM Realtime Login page. It features a blue header with the text "ASAM Realtime Login". On the left side, there is the ASAM RT logo. On the right side, there are two input fields: "Username" and "Passphrase". Below these fields are two buttons: "OK" and "Clear". At the bottom of the form, there is a warning message: "Warning: Login attempts will be recorded." and a note: "Passphrases are case sensitive."

This site is best viewed at 1024 x 768 resolution.

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



The image shows the ASAM start-up page. The top navigation bar includes "Client", "Asset", "Search", "Attachments", "Reports", "Config", and "Maintenance". The "Reports" button is highlighted with a red box. Below the navigation bar, there is a form titled "Please select a Client and Reservoir, Tank, Water Quality, Aqueduct or Pump from the combo boxes". The form includes a "Client" dropdown menu set to "All State City Council", a "Search for Asset" checkbox, and an "Asset" section with radio buttons for "Reservoir", "Tank", "Water Quality", "Aqueduct", and "Pump". The "Reservoir" option is selected. Below the radio buttons is a list of assets: "High St No1", "High St No2", "Reservoir Hill No1", "Reservoir Hill No2", and "Reservoir Hill No3". At the bottom of the form, there is a "Job No." section with radio buttons for "Current Active Job No." and "Historic Job No.". The "Current Active Job No." option is selected. A "Continue" button is located at the bottom right of the form.

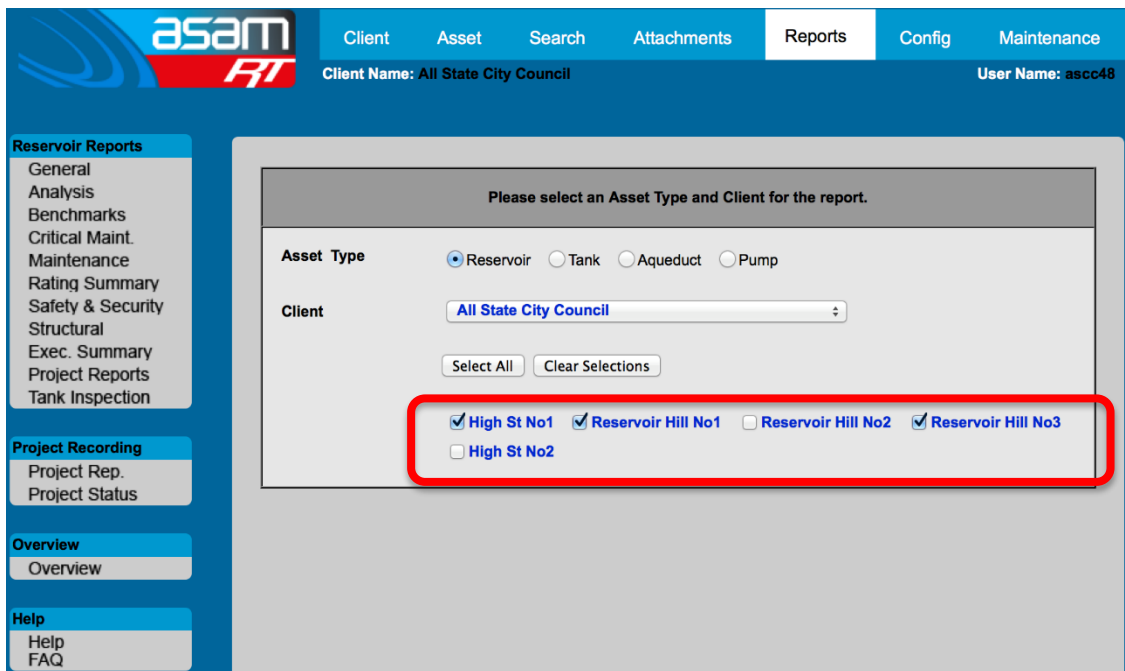
## ***ASAM Data Management – Online and Accessible***

For assistance contact: [david@asam.com.au](mailto:david@asam.com.au) 0418 762 420  
Version 4.0 Last updated December 2024

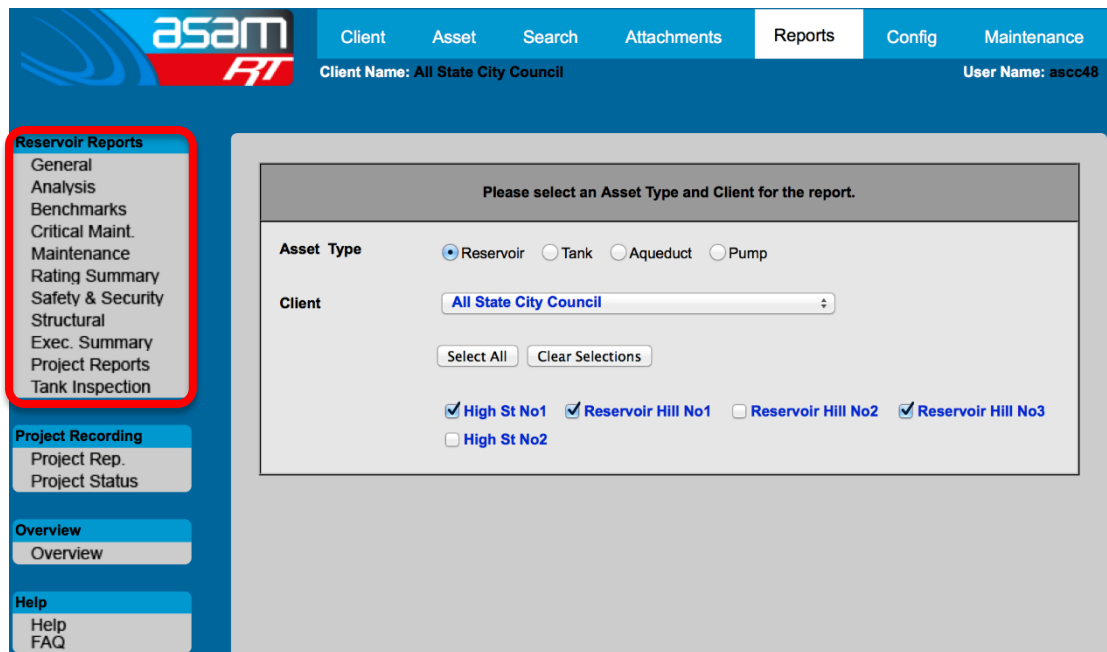
# Generating Reports



3. Select the reservoirs you would like included in the report



4. 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.



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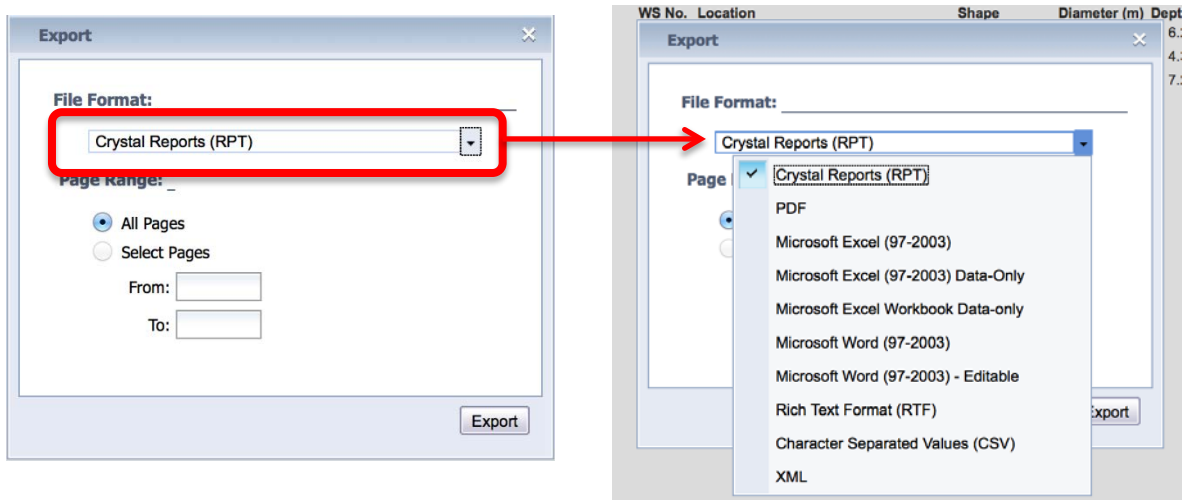
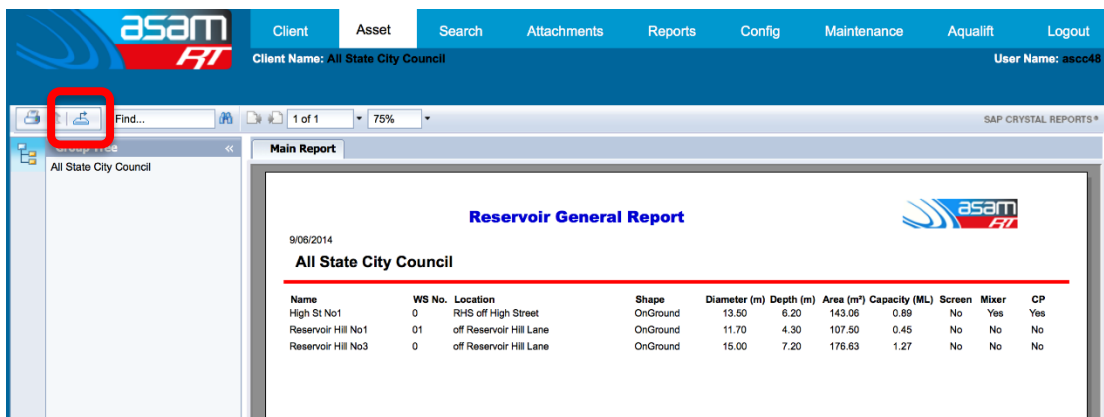
- A report will be generated which can be either viewed, printed or exported into a number of different formats



- For a report with multiple pages, use the next page button to navigate through the report



- To export a report – select the export tool and choose the format required



## ASAM Data Management – Online and Accessible

## REPORT TYPES

Report Type	To be used for
<b>GENERAL</b> – Contains basic static information about the reservoirs (name, location, type, diameter, depth, capacity, mixer, CP)	To develop site management plans, asset management
<b>ANALYSIS</b> – 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
<b>BENCHMARKS</b> – 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
<b>CRITICAL MAINTENANCE</b> – 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
<b>RATINGS SUMMARY</b> – Contains all the External and Internal priority numbers	Use to export ratings into Excel spreadsheets for further data manipulation
<b>SAFETY &amp; SECURITY</b> – Summarises the benchmarks and comments to highlight security, contamination and safety issues at the reservoir	Planning for current and future years maintenance works
<b>STRUCTURAL</b> – Uses the structural and coating benchmarks to show how the reservoirs compare structurally	Planning for current and future years maintenance works
<b>TANK INSPECTION</b> – A detailed profile of the reservoir, showing static data, Penetrations, Benchmarks, Condition ratings and Comments	Detailed asset report per reservoir
<b>EXEC. SUMMARY</b> – Contains a precis of the most relevant OH&S, Water Quality, Structural and Security issues	Reporting to management