

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		Search	Attachments	Reports	Config	Mainlenance	Aqualif	Logout		
	Client Name: All State City Co.	incil						User Namesasco48		
Simple Search										
Client	All State City Council		*	Select a client						
Asset	High St No1			Select an asset attribute						
Filename	High St No2 Reservoir Hill No1			Select a filenar	me					
Comment	Reservoir Hill No2 Reservoir Hill No3 Broad St		e e) Select a comm	ient					
Search	ar Results Advanced Search									
Search Results										
SELECT	(FILENAME)			ENT		ASSET		COMMENT		
	4896 Roof hatch unsecure			tate City Council		High St No1		No Comment		
	4896 Roof hatch		All S	tate City Council		High St No1		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.

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Simple Search									
Client	All State City Council			Select a client					
Asset	High St No1		•	Select an asse	et attribute				
Filename				Select a filename					
Comment		Select a comment							
Search Clear Result Clear Result Advanced Search									
Search Results		_	_	_	_	_	_		
Found 0 Matches			Previous Next I	age:					

ASAM Data Management – Online and Accessible

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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.

35	5am Clien	nt Asset	Search	Attachments	Reports	Config	Maintenance	Aqualift	Logout				
	Ff Client Name: All State City Council Uper Name: A									User Name: asco			
Advanced Search													
Client		Entire Attachments Ca Client All State City Council	Entire Attachments Catalog Client All Setting Link Link Link Link Link				Select a client						
Where	1	☐ Asset		Select a	Select an attribute								
Options		Filename O <			Select a	criterion							
Value		©> © Contains			 Select a 								
Order By		Asset Filename	Asset Filename Comment			Select how search is ordered							
Invert				Check to	Check to show non-matches								
Search Seath v	vithin Results Clear Result	ts Advanced Search											
Search Results	_		_			_							
SELECT	FILENAME			CLIENT		ASSET		COMME	ENT				
	4937 Roof gutter end	4337 Roof gutter end unsealed			All State City Cou	All State City Council Reservoir Hill N			No Cor	nment			
	4961 Platform unseale	4961 Platform unsealed 1			All State City Cou	All State City Council Reservoir Hill No3 No 6				mment			
KK?	4961 Platform unseale	4961 Platform unsealed 2			All State City Cou	All State City Council Reservoir Hill No3 No Comment							
	4961 Entry hatch unsealed			All State City Cou	All State City Council Reservoir Hill No3 No Comment								

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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