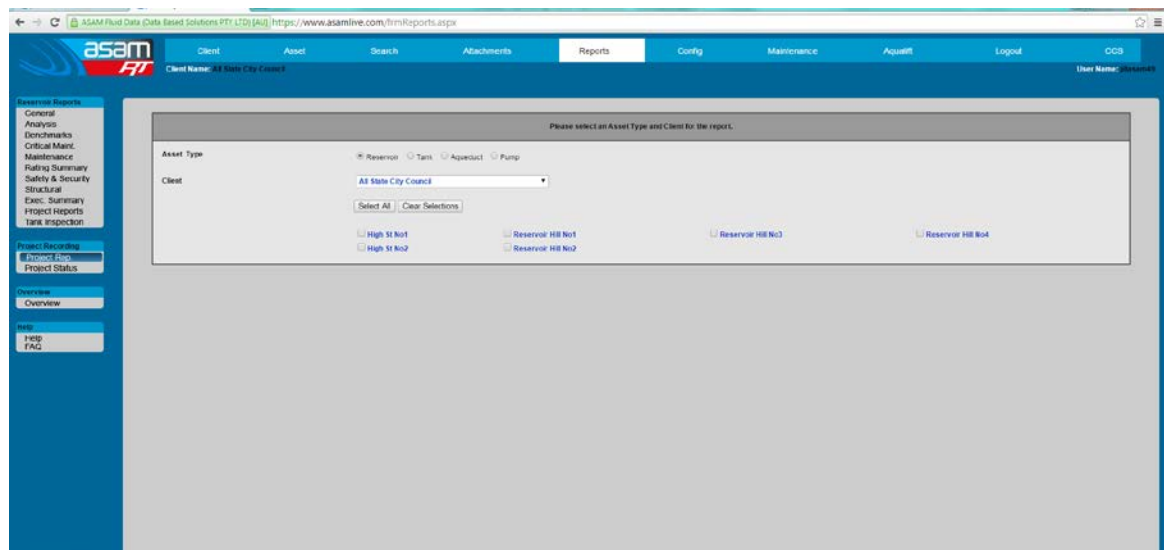


# NOW Report Updating

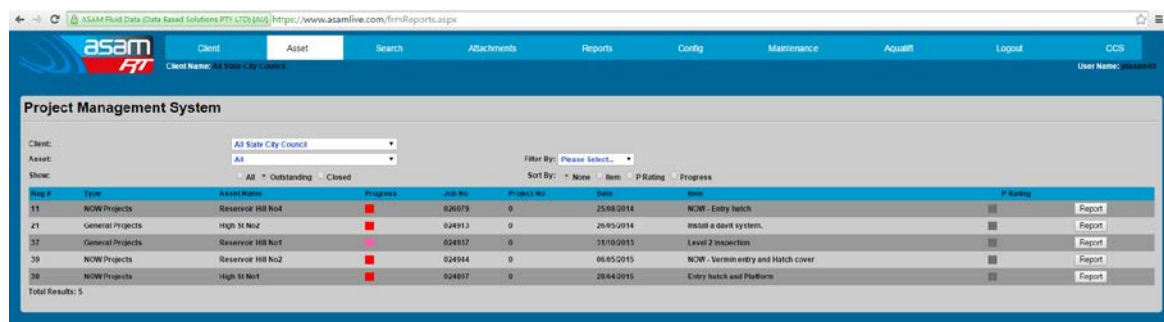
NOW reports are generated within the project management section of ASAM using a specialised template.

NOW reports are usually sent out in Word format, so the client can add in their changes and email them back, along with appropriate images to [david@asam.com.au](mailto:david@asam.com.au) for review and updating into ASAM.

If you do not have a Word copy, use your ASAM login - you can access the reports from the Reports Tab and then select 'Project Rep' on the LHS menu.



By choosing 'All' in the Asset class, a listing of all the Project Management Reports will be listed, including the 'NOW Reports'.

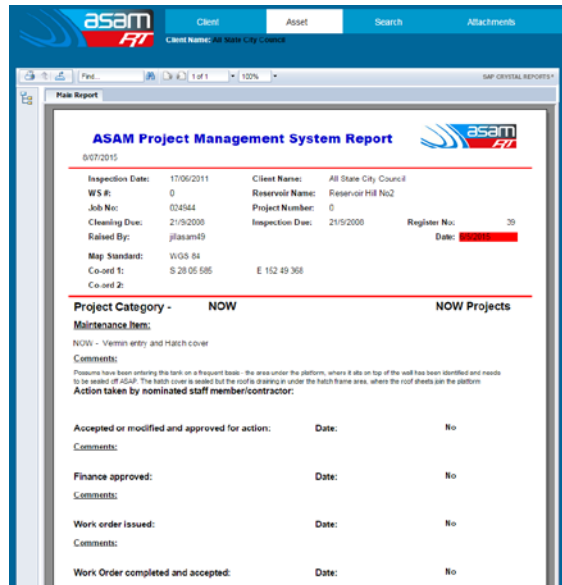


By selecting a 'Report' using the RHS buttons, a copy of the NOW report will be displayed.

## ASAM Data Management – Online and Accessible

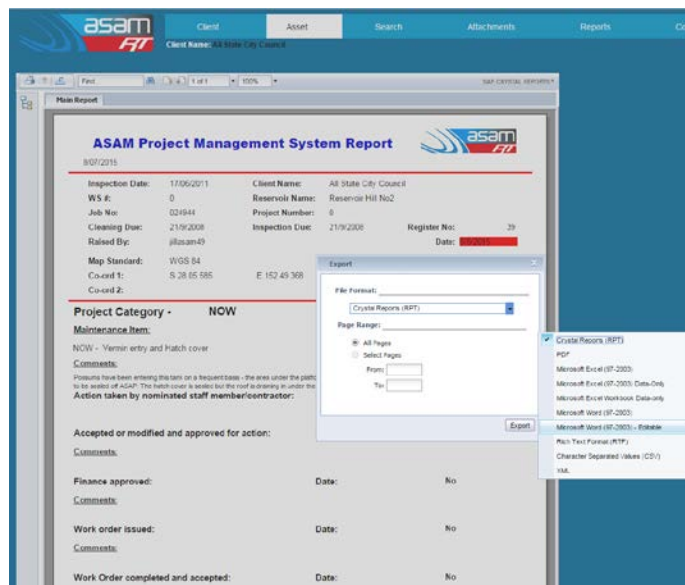
For assistance contact: [david@asam.com.au](mailto:david@asam.com.au) 0418 762 420  
Version 4.0 Last updated December 2024

# NOW Report Updating



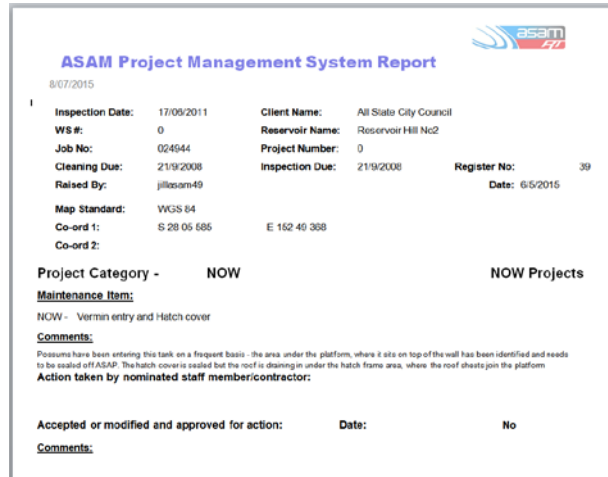
This report can be exported using the export button > select 'editable Word' format.

using the export button > select 'editable Word' format.



**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



**ASAM Project Management System Report**

8/07/2015

<b>Inspection Date:</b>	17/05/2011	<b>Client Name:</b>	All State City Council		
<b>WS#:</b>	0	<b>Reservoir Name:</b>	Reservoir Hill No2		
<b>Job No:</b>	024544	<b>Project Number:</b>	0		
<b>Clearing Due:</b>	21/9/2008	<b>Inspection Due:</b>	21/9/2008	<b>Register No:</b>	39
<b>Raised By:</b>	jilliam49	<b>Date:</b>	6/5/2015		
<b>Map Standard:</b>	WGS 84				
<b>Co-ord 1:</b>	S 28 05 685	<b>Co-ord 2:</b>	E 152 40 388		

**Project Category -** NOW **NOW Projects**

**Maintenance Item:**  
NOW - Vermin entry and Hatch cover

**Comments:**  
Possums have been entering this tank on a frequent basis - the area under the platform, where it sits on top of the wall has been identified and needs to be sealed off ASAP. The hatch cover is sealed but the roof is draining in under the hatch frame area, where the roof abuts join the platform

**Action taken by nominated staff member/contractor:**

**Accepted or modified and approved for action:** **Date:** **No**

**Comments:**

## Action Taken

As works progress towards completion, the client Word copy can be sent off at regular intervals and the ASAM template can be updated to show that compliance is being achieved.

## Photos

Photographic evidence should be included to show the upgrade results. It is recommended that clients look at the original ASAM images, showing the defect issues and then take a similar image (same angle and direction) of each upgraded section for comparison. These new images will replace the existing ones in ASAM and will also allow auditors and NOW personnel to be confident the works are satisfactory.

When taking photos of an Entry Hatch, it is recommended that an image of entry hatch open and closed is taken.

Images should be no more than 500KB in file size, to allow for effective emailing and uploading into ASAM.

The appropriate sections of ASAM will then be upgraded to reflect the new ratings and show a record of compliance.

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