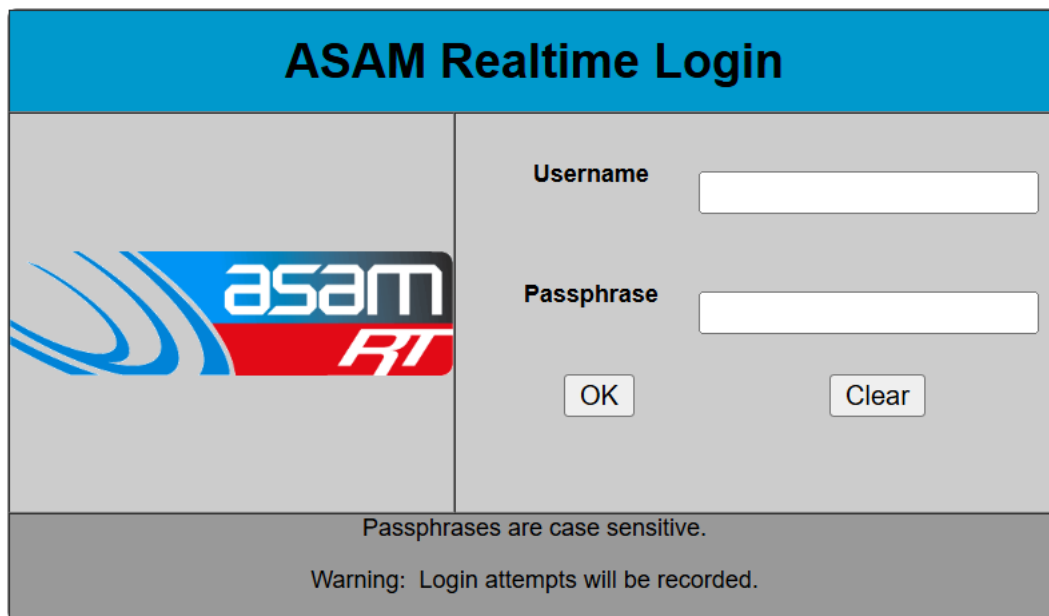


This guide demonstrates how to generate and review the NOW reports available through the online database ASAM. If you are able, use Firefox or Google Chrome to access reports – Internet Explorer does not always perform well.

Login to ASAM

1. Go to www.asam.com.au and select the login button to go to the login page
2. Enter your unique login details

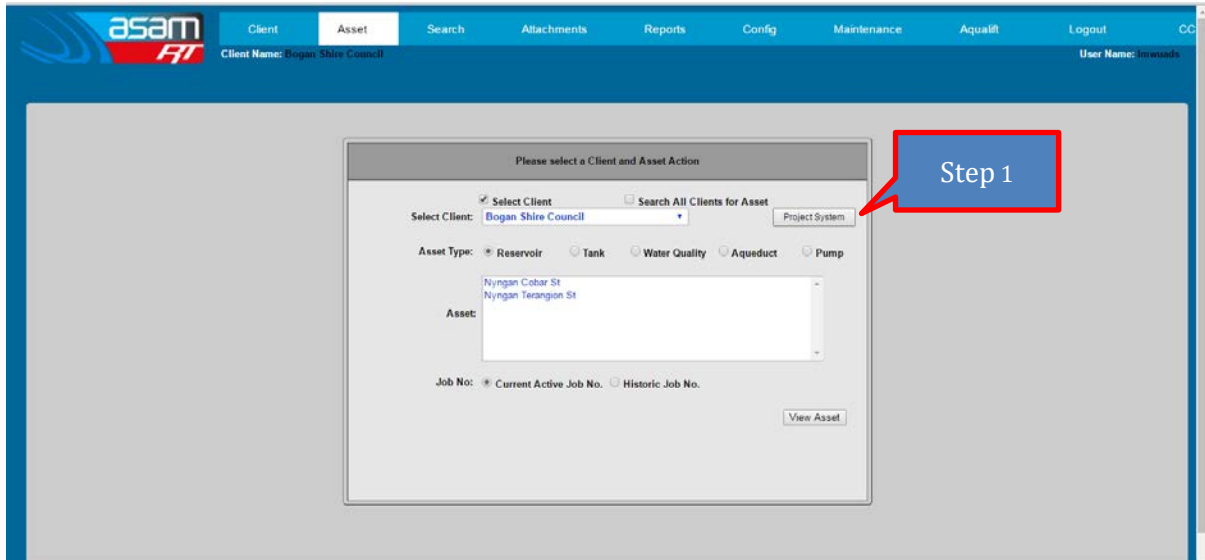


The image shows a screenshot of the ASAM Realtime Login page. The page has a blue header with the text "ASAM Realtime Login". On the left side, there is a large ASAM RT logo. On the right side, there are two input fields: "Username" and "Passphrase". Below the "Passphrase" field are two buttons: "OK" 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."

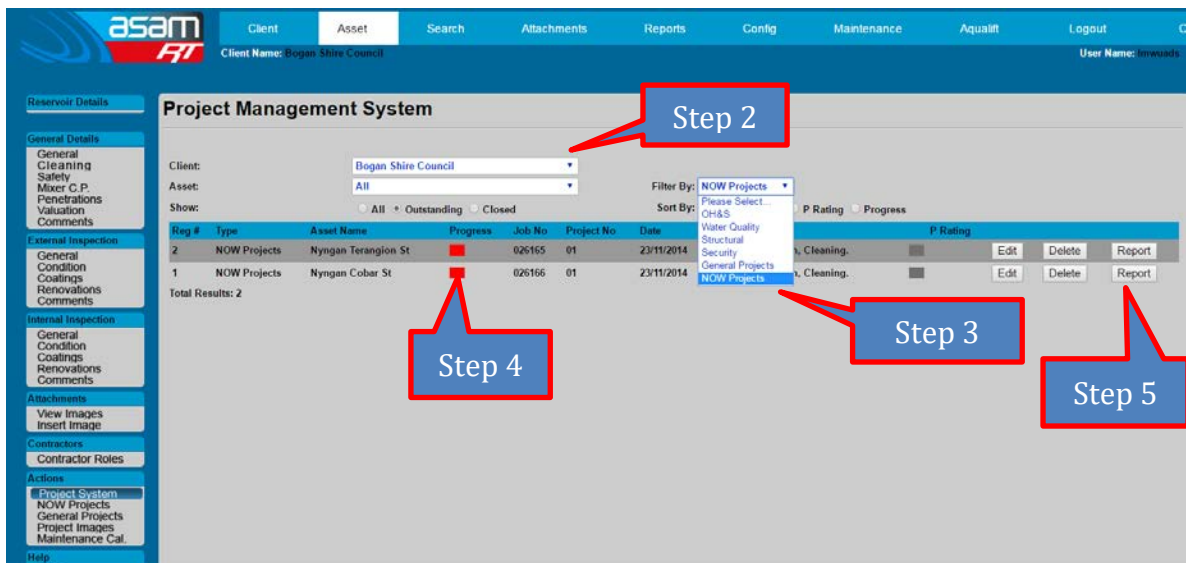
This site is best viewed at 1024 x 768 resolution.

Access to Project System

3. Once logged into ASAM, select Project System(Step 1)



4. Choose the client of interest (Step 2) and then select Filter By > NOW Projects (Step 3)



5. Check progress colours (eg. Red – no action taken to date, Green – completed) (Step 4)

6. Select 'Report' for the asset of interest (Step 5) and a report will be generated which can either be viewed or exported into a number of different formats



ASAM Project Management System Report



30/05/2018

Inspection Date:	21/11/2014	Client Name:	Bogan Shire Council		
WS #:	0	Reservoir Name:	Nyngan Cobar St		
Job No:	026188	Project Number:	01		
Cleaning Due:	15/7/2014	Inspection Due:	15/7/2014	Register No:	1
Raised By:	dbAdmin	Date:	23/11/2014		
Map Standard:	WGS 84				
Co-ord 1:	S 031 34 082	E 147 12 087			
Co-ord 2:					

Project Category - NOW NOW Projects

Maintenance Item:

NOW - Entry hatch, Cleaning.

Comments:

Action taken by nominated staff member/contractor:

The entry hatch cover is not sealed on the front edge and where the ladder stiles extend through - the front edge needs a new section to be welded in and the cover should be re-built to have sides and no ladder slots. The tank needs to be drained and swept out ASAP as it has 600mm of sediment present.

Accepted or modified and approved for action: Date: No

Comments:

Finance approved: Date: No

Comments:

Work order issued: Date: No

Comments:

Work Order completed and accepted: Date: No

Comments:

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



Accessing ASAM NOW Reports

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

