ASAM – DATA ENTRY

To assist with ASAM's display and search functions, the following profiles are required and need to be uniform with all data entry.

When creating a new client, the spacing's and dashes are crucial for the alphabetical sorting to be correct - check similar client details to confirm standard spelling and spacing.
i.e. create as Sydney-Ryde, Sydney-Illawarra (no spaces).

Multiple reservoirs such as High St #1 or High St No. 2 – show as 'High St No1' and 'High St No2' *(no spaces, hyphens or full stops etc)*.

Use capital letters to signify 'possession' of words - Rd, Pl, Cres, St, New, Old, North, and East etc all begin with a capital letter.

When creating an address such as 'off North St', the word 'off' does not warrant a capitol, as it is only a 'pointer' to the address.

Assets:
Asset names need to be short and concise for effective display purposes - 'Inverell Water Treatment Plant Clear Water Well' will become 'Inverell WTP CWW'. 'Inverell' being the feature that will distinguish it from another WTP CWW. A CWW (Well) is in-ground, while a CWT (Tank) or CWS (Storage) is on-ground.

Attachments:
Keep the client name short when creating an Attachments folder for the first time – 'Sydney' instead of 'Sydney Water'. Where client names are similar, such as Western Water, and Western Region Water Authority, use the client area name for the folder instead – Gisborne, Wodonga etc.

Data Entry tips:
1. The program will not accept apostrophe's in any sentences, so *it's* has to be plain old *its* and *o'clock* has to be *oclock*.
2. Some comment areas such as 'Benchmarks' have a limit on the number of words you can insert – it will cut the end off the sentence when you select save, so be sparing on this section.
3. Type in your data in smaller chucks and save regularly, until you get the hang of it – that way you don't lose too much if 'save' fails.
4. If the main page will not 'save' after you have made any changes, it may be the 'Location' section. Earlier information for some tanks, included 'dashes' and more extensive detail - the latest version doesn't seem to like this. So if it won't save, try simplifying the location/address section. Even though it is already in there, once you select edit, it won't always save again
5. The program will 'time out' after about 20 minutes unless it is being used, so be aware that you may have to log in again if this occurs.

ASAM Data Management – Online and Accessible