

SAMS XC

Online Tester Portal

Training Manual

Job Aid Prepared by



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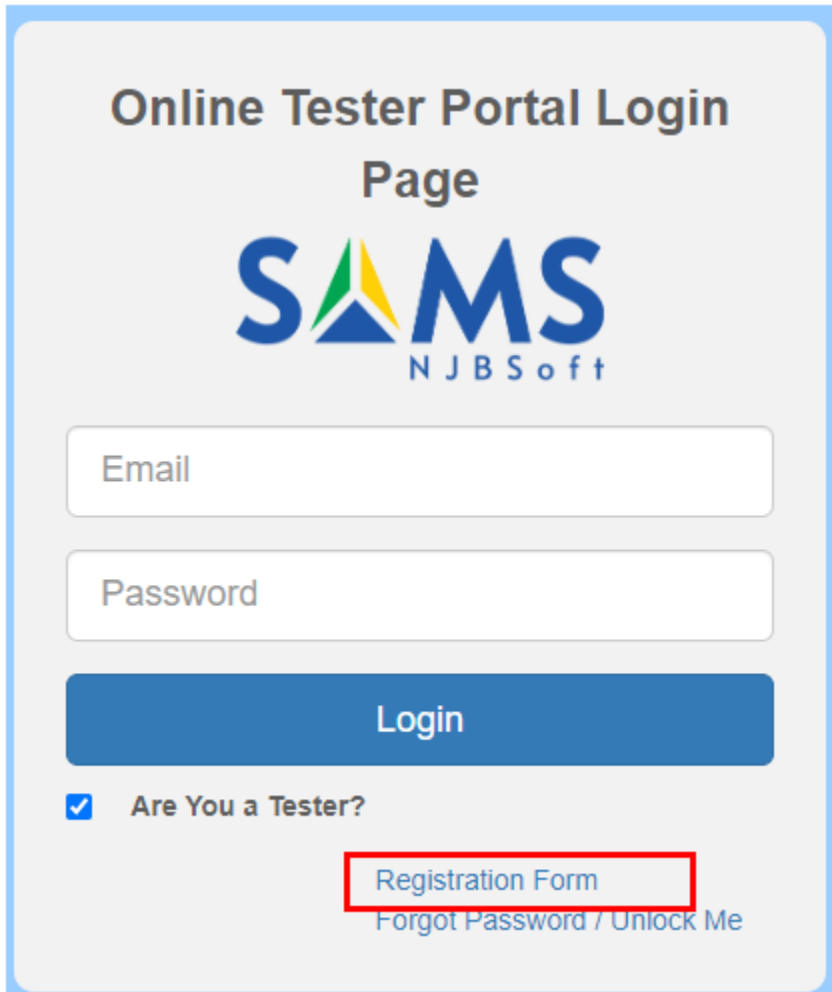
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Revision History

Date	Revision By	Revision Info
4/10/2019	NJBSoft	Document created
7/5/2019	NJBSoft	Document modified
12/13/2019	NJBSoft	Document modified
7/24/2022	NJBSoft	Document modified

Registering for SAMS Online Tester Portal

On the login page, select “Registration form” to register as a user.



Online Tester Portal Login
Page

SAMS
NJBSoft

Email

Password

Login

☒ Are You a Tester?

Registration Form

[Forgot Password / Unlock Me](#)

The user will be taken to the “Tester Registration Form” where all details for the user will be entered. After all details are entered, click “Submit” and the registration form will be sent to the jurisdiction for approval.

The image shows a web form titled "Tester Registration Form" with the SAMS NJBSoft logo at the top. The form contains several input fields for user information: First Name, Last Name, Address - 1, Address - 2, City, State, Zip, Email, Company, Phone Number, and Fax. At the bottom, there is a CAPTCHA section with a blue box containing a stylized "zfm" logo, a text prompt "Type the code shown:", an input field for the code, and a link "Show another code". A green "Submit" button is located at the bottom center, highlighted with a red rectangular border.

Tester Registration Form

SAMS
NJBSoft

First Name
Enter First Name Here..

Last Name
Enter Last Name Here..

Address - 1
Enter Address Here..

Address - 2
Enter Address Here..

City
Enter City Name Here..

State
Enter State Name Here..

Zip
Enter Zip Code Here..

Email
Email

Company
Enter Company Name Here..

Phone Number
Enter Phone Number Here..

Fax
Enter fax Number Here..

CAPTCHA

Type the code shown:

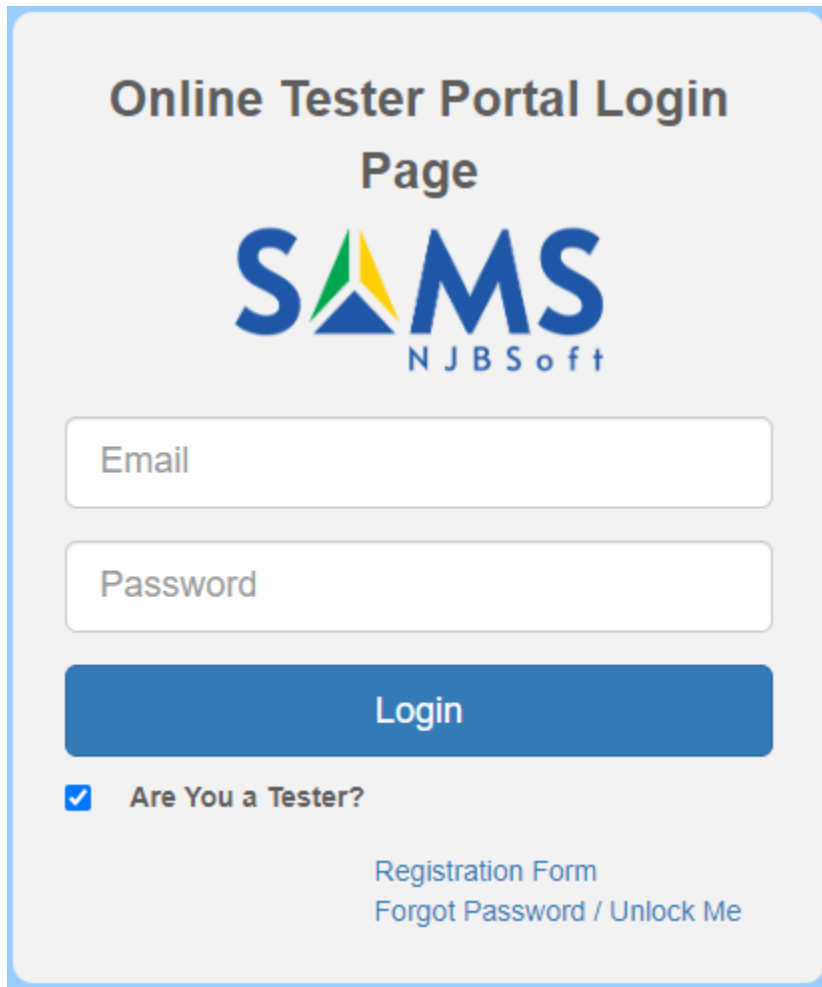
zfm

Show another code

Submit

Logging into SAMS Online Tester Portal

Once approved by the jurisdiction, the URL link to SAMS Tester Portal and password will be sent to the user by email. Enter the email and password and click Login.



The image shows a login page for the SAMS Online Tester Portal. The page has a light gray background with a blue border. At the top, the text "Online Tester Portal Login" is displayed in a large, bold, black font, followed by "Page" in a smaller font. Below this is the SAMS logo, which consists of the letters "SAMS" in a bold, blue font, with a stylized triangle in green and yellow between the "A" and "M". Below the logo, the text "NJBSoft" is written in a smaller, blue font. There are two input fields: "Email" and "Password", both with light gray borders and placeholder text. Below these fields is a blue button with the text "Login" in white. At the bottom, there is a checkbox labeled "Are You a Tester?" with a blue checkmark. Below the checkbox, there are two links: "Registration Form" and "Forgot Password / Unlock Me", both in a blue font.

Online Tester Portal Login
Page

SAMS
NJBSoft

Email

Password

Login

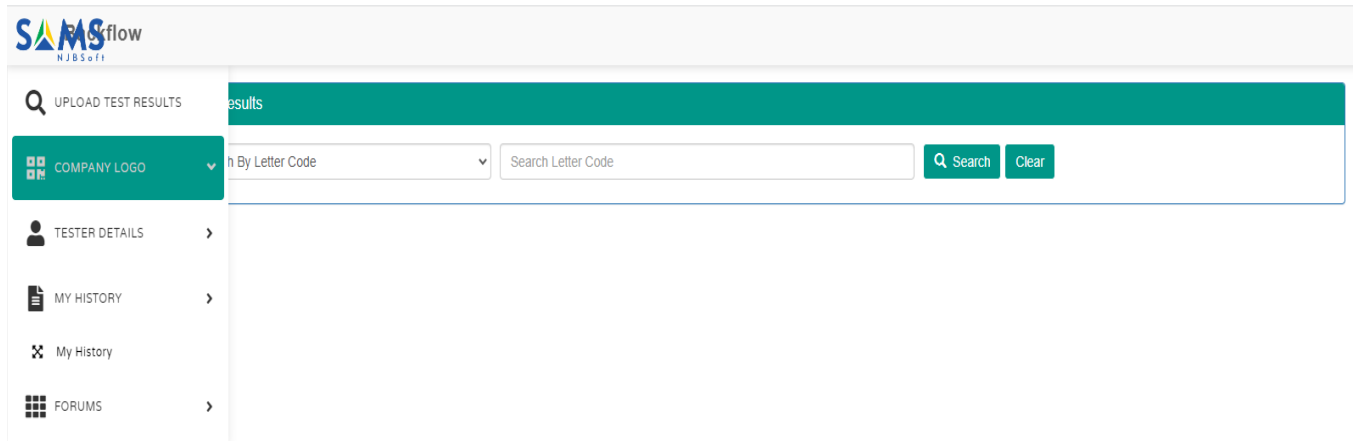
☒ Are You a Tester?

[Registration Form](#)
[Forgot Password / Unlock Me](#)

Getting Started

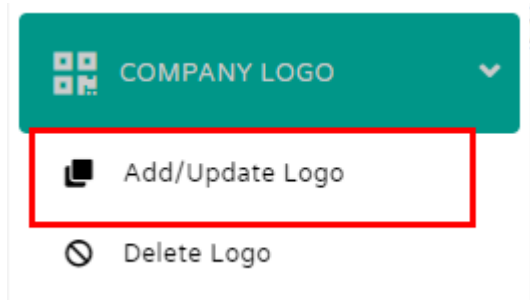
The portal defaults to the “Search & Upload Test Results” page. This is where test reports are entered.

The main menu items of the portal are on the left side.

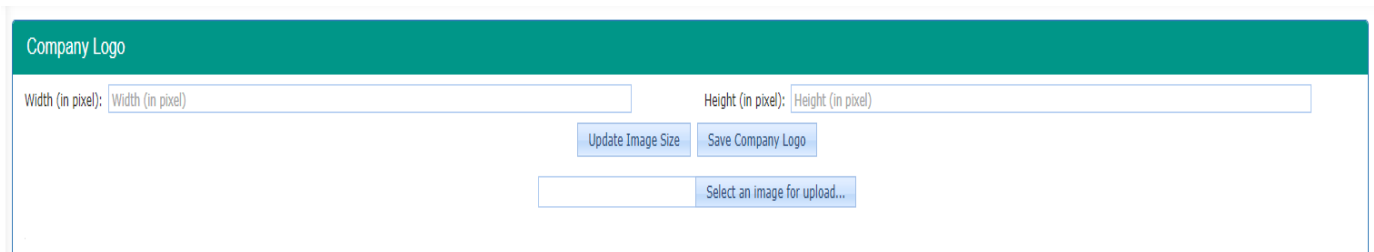


Creating and Uploading a Company Logo

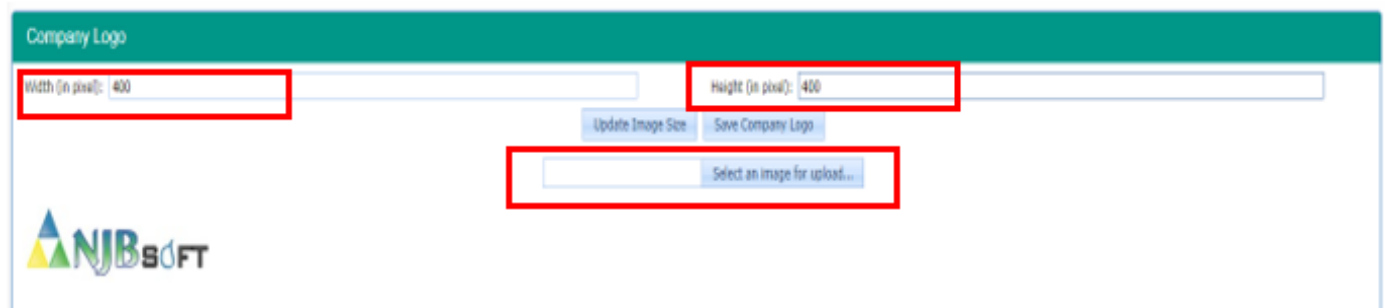
The Company Logo can be uploaded and will be on all test reports that are generated in SAMS Online Tester Portal. To add the company logo, click on “Add/Update Logo”.



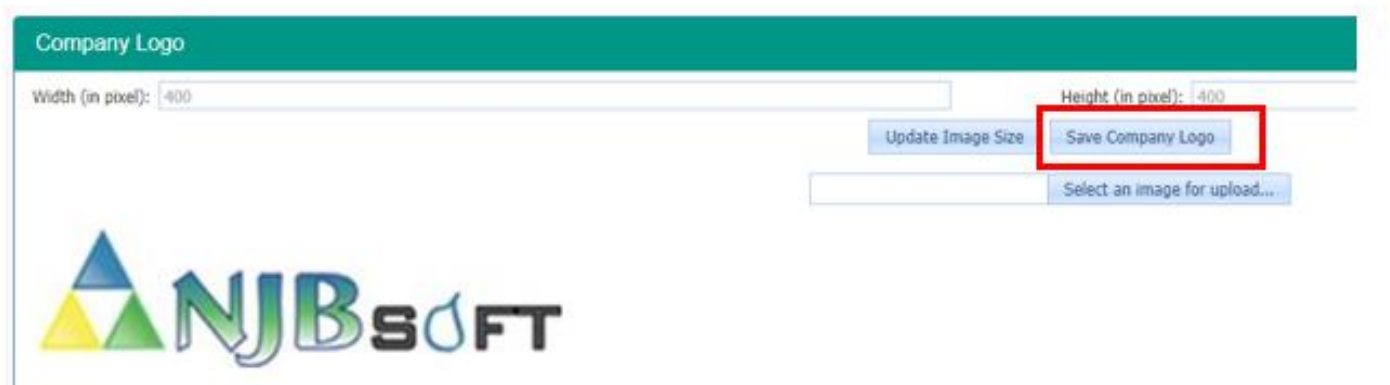
The Company Logo screen will pop up.

A screenshot of the "Company Logo" configuration screen. It features a teal header with the text "Company Logo". Below the header, there are two input fields: "Width (in pixel):" and "Height (in pixel):", both with placeholder text "(in pixel)". To the right of these fields are two buttons: "Update Image Size" and "Save Company Logo". Below these buttons is a file upload area consisting of a text input field and a button labeled "Select an image for upload...".

Enter Width, Height and “Select an image for upload”, and choose logo from file. The logo is uploaded.

A screenshot of the "Company Logo" configuration screen, similar to the previous one, but with values entered. The "Width (in pixel):" field contains the number "400" and is highlighted with a red rectangular border. The "Height (in pixel):" field also contains the number "400" and is highlighted with a red rectangular border. The "Select an image for upload..." button is also highlighted with a red rectangular border. Below the input fields, the "NJBSOFT" logo is visible, featuring a stylized "NJB" in blue and green with "SOFT" in blue.

Click “Save Company Logo”. The logo will be on all test reports generated in SAMS Online Tester Portal.



Example of the test report generated in SAMS Online Tester Portal.

NJBSoft, LLC (Demo System)

Backflow Prevention Assembly Test and Maintenance Report
Customer Information



Adding and Updating Testers

Tester Details enables the user to enter or update all company information, such as, new tester, gauge, certifications, business licenses, and insurance.



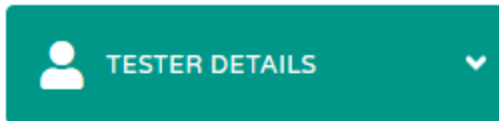
 Add New Tester

 Tester Details

 Company Details

 Gauge Details

To add a new tester, click on “Add New Tester” from Tester Details.



 Add New Tester

 Tester Details

 Company Details

 Gauge Details

New Tester Details will pop up. Enter the new tester information and click “Next”.

The screenshot shows the 'New Tester Details' form with the 'Information' tab selected. The form contains the following fields:

- Company: NUBSoft, LLC (Demo System) (dropdown menu)
- First Name: [Text Input]
- Last Name: [Text Input]
- Address1: [Text Input]
- Address2: [Text Input]
- City: [Text Input]
- State: [Text Input]
- Zip: [Text Input]
- Cell: [Text Input]
- Email: [Text Input]
- Fax: [Text Input]
- Notes: [Text Input]

A red box highlights the 'Next' button in the bottom right corner.

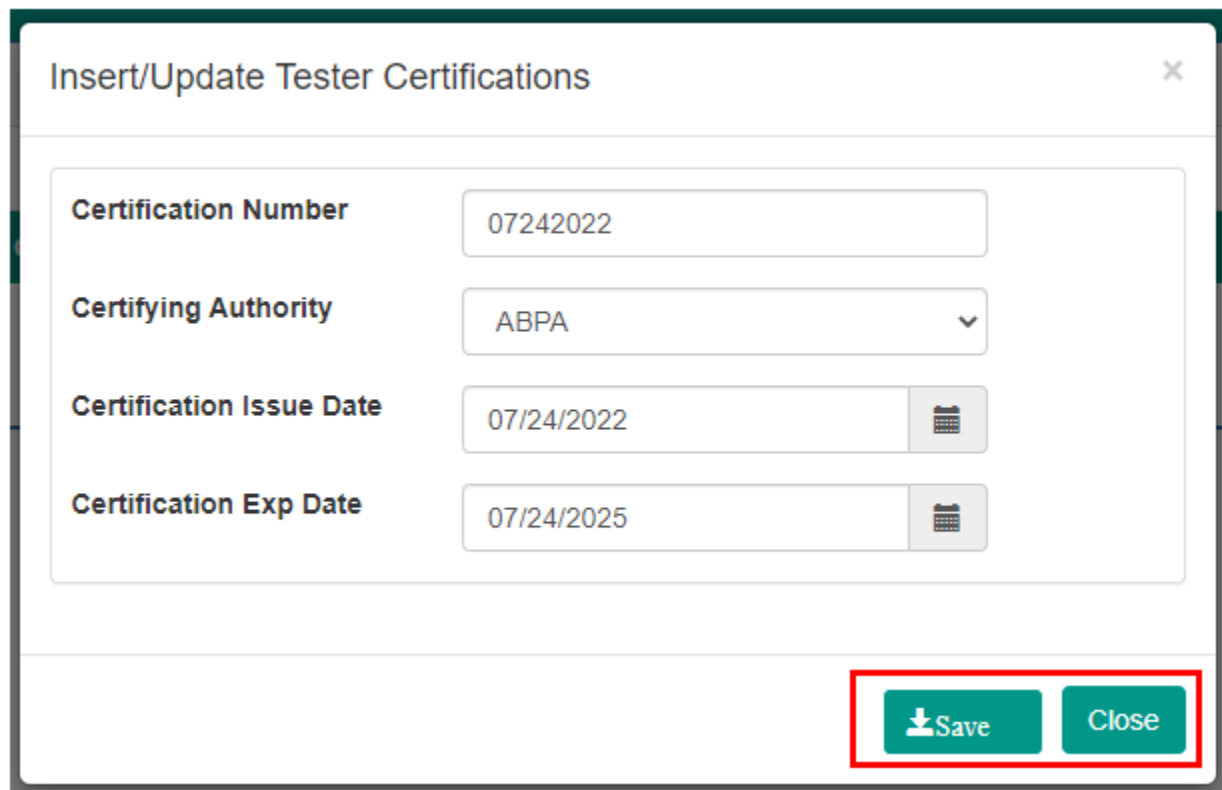
New Tester Details page will pop up. Click “Create New”.

The screenshot shows the 'New Tester Details' form with the 'Certifications' tab selected. A red box highlights the 'Create New' button. Below the button is a table with the following columns:

Power	Certification Number	Certifying Authority	Certification Issue Date	Certification Exp Date

At the bottom right, there are 'Previous' and 'Next' buttons.

Insert/Update Tester Certifications will pop up. Fill in the tester's certification information. When done click "Save" and close.

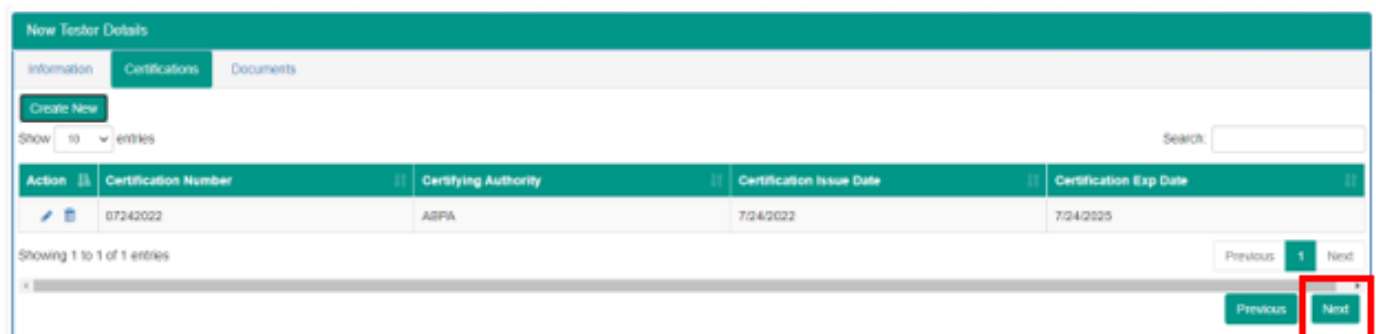


The form titled "Insert/Update Tester Certifications" contains the following fields:

- Certification Number:** 07242022
- Certifying Authority:** ABPA
- Certification Issue Date:** 07/24/2022
- Certification Exp Date:** 07/24/2025

At the bottom right, there are two buttons: "Save" and "Close". The "Save" button is highlighted with a red box.

New Tester Details will pop up, verify data is correct, and click "Next".



The "New Tester Details" form has three tabs: "Information", "Certifications", and "Documents". The "Certifications" tab is active. It shows a table with one entry:

Action	Certification Number	Certifying Authority	Certification Issue Date	Certification Exp Date
 	07242022	ABPA	7/24/2022	7/24/2025

Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom right, there are "Previous" and "Next" buttons. The "Next" button is highlighted with a red box.

On the “Document” tab, click “Upload Files”.

New Tester Details

Information Certifications **Documents**

Upload Files

Show 10 entries

Search

Action	ID	Document Name	Import Date	Added By	Latitude	Longitude
No data available in table						

Showing 0 to 0 of 0 entries

Previous Next

Previous Finish

Upload File will pop up. Click on “Add”, choose file, and click “Upload”.

Upload File

Click to select files...

Add

Upload Cancel

The file has been successfully uploaded. Click “Finish” .

New Tester Details

Information Certifications **Documents**

Upload Files

Show 10 entries

Search

Action	ID	Document Name	Import Date	Added By	Latitude	Longitude
	47864	Tester Certification.docx	7/24/2022 10:20:31 AM	K	33.6610119	-112.3441454

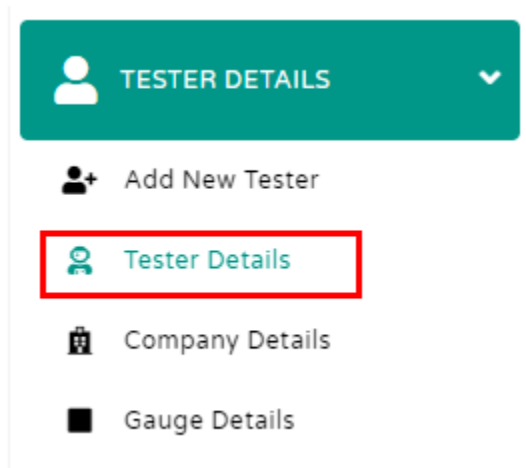
Showing 1 to 1 of 1 entries

Previous **1** Next

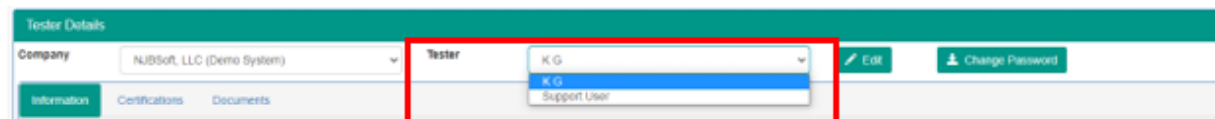
Previous Finish

Updating Tester Information

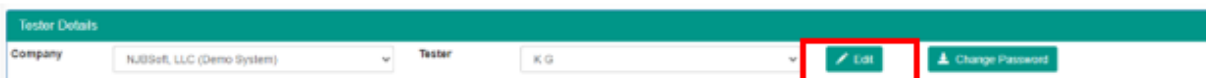
“Tester Details” enables the user to update any tester within their company. Click “Tester Details”.



Choose the tester to update from the drop-down list.



The icon next to the tester's name click “Edit”.



Update Test Details will pop up with the current tester information. Once the information is verified, click “Next”.

The screenshot shows the 'Update Tester Details' form with the 'Information' tab selected. The form contains the following fields:

- Company:** NJBSoft, LLC (Demo System)
- Mark this tester inactive?:** ☐
- Moved to a new company?:** ☐
- First Name:** K
- Last Name:** G
- Address1:** 202 E Earll Dr, Suite 110
- Address2:** Address2
- City:** Phoenix
- State:** Arizona
- Zip:** Zip
- Cell:** Cell
- Email:** XXXXXXX@XXX.com
- Fax:** Fax

A red box highlights the 'Next' button in the bottom right corner.

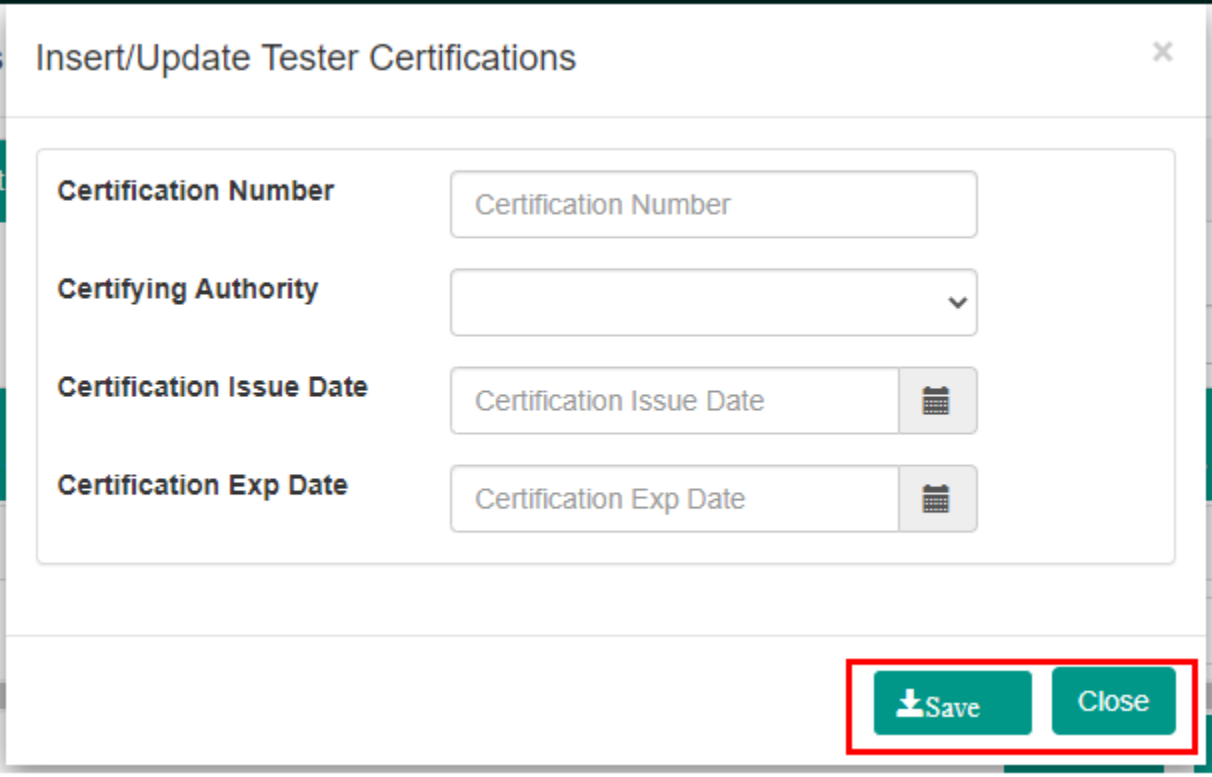
Update Tester Details will pop up, click “Create New”.

The screenshot shows the 'Update Tester Details' form with the 'Certifications' tab selected. The 'Create New' button is highlighted with a red box. Below the button, there is a search bar and a table with the following columns:

Action	ID	Certification Number	Certifying Authority	Certification Issue Date	Certification Exp Date
No data available in table					

Below the table, it says 'Showing 0 to 0 of 0 entries'. There are 'Previous' and 'Next' buttons at the bottom right.

Insert/Update Tester Certifications will pop up. Fill in tester's certification information. When done click "Save" and close.

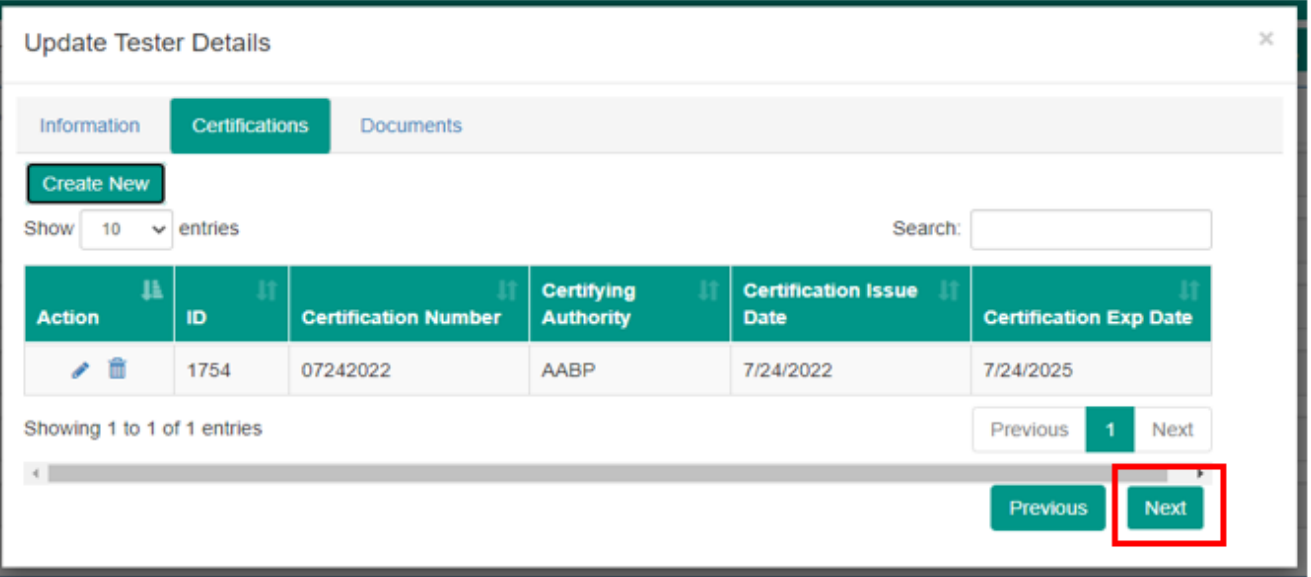


The form titled "Insert/Update Tester Certifications" contains the following fields:

- Certification Number:** A text input field with placeholder text "Certification Number".
- Certifying Authority:** A dropdown menu.
- Certification Issue Date:** A date input field with placeholder text "Certification Issue Date" and a calendar icon.
- Certification Exp Date:** A date input field with placeholder text "Certification Exp Date" and a calendar icon.

At the bottom right, there are two buttons: "Save" (with a download icon) and "Close". Both buttons are highlighted with a red rectangle.

The information has been successfully entered, click "Next".



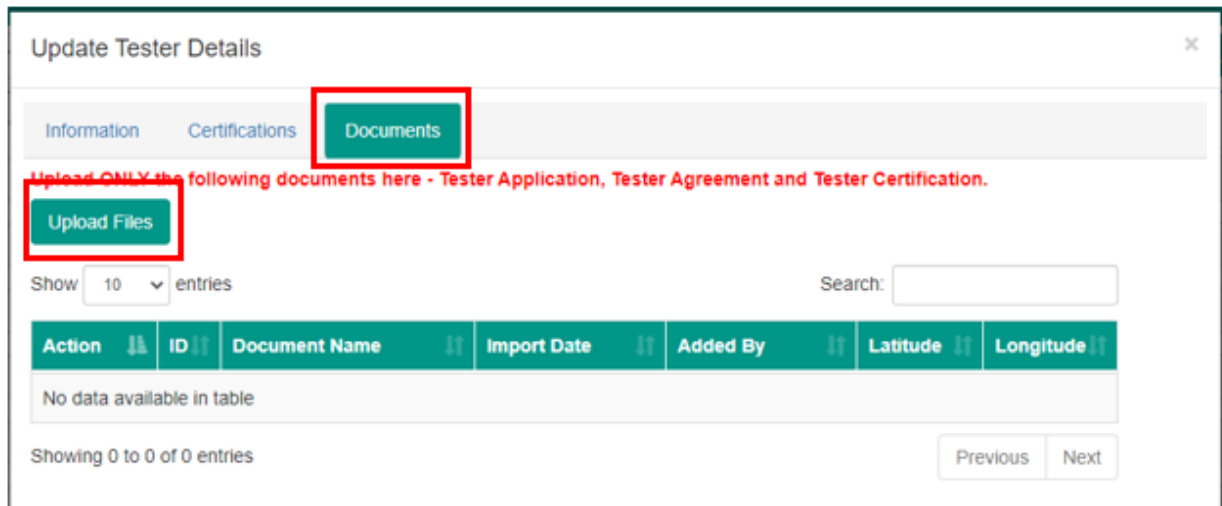
The "Update Tester Details" window shows the "Certifications" tab. It includes a "Create New" button, a "Show 10 entries" dropdown, and a search bar. Below is a table with one entry:

Action	ID	Certification Number	Certifying Authority	Certification Issue Date	Certification Exp Date
 	1754	07242022	AABP	7/24/2022	7/24/2025

Below the table, it says "Showing 1 to 1 of 1 entries". There are "Previous", "1", and "Next" buttons. At the bottom right, there are "Previous" and "Next" buttons, with the "Next" button highlighted by a red rectangle.

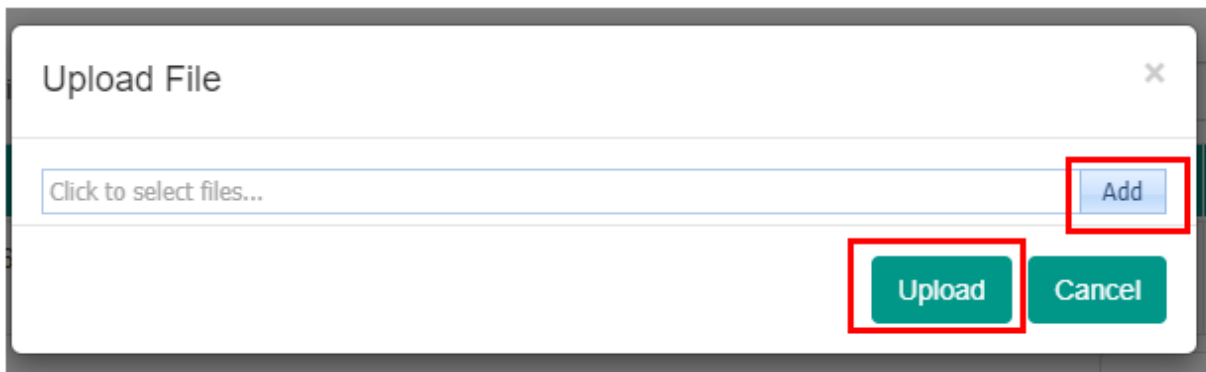
The document tab will give the user a warning to upload the correct documents.

Click “Upload Files” to upload the tester’s certification.



The screenshot shows the 'Update Tester Details' window with three tabs: 'Information', 'Certifications', and 'Documents'. The 'Documents' tab is selected and highlighted with a red box. Below the tabs, a red warning message reads: 'Upload ONLY the following documents here - Tester Application, Tester Agreement and Tester Certification.' Below this message, the 'Upload Files' button is highlighted with a red box. The window also features a 'Show' dropdown set to '10' entries, a search bar, and a table with columns: Action, ID, Document Name, Import Date, Added By, Latitude, and Longitude. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'. Navigation buttons 'Previous' and 'Next' are at the bottom right.

From the “Upload File” window, click “Add”, choose file, and click “Upload”.



The screenshot shows the 'Upload File' window. It contains a text input field with the placeholder text 'Click to select files...'. To the right of this field is an 'Add' button, which is highlighted with a red box. Below the input field, there are two buttons: 'Upload' and 'Cancel'. The 'Upload' button is highlighted with a red box. The window has a close button (X) in the top right corner.

The file has been successfully uploaded. Click “Finish”.

Update Tester Details

Information

Certifications

Documents

Upload ONLY the following documents here - Tester Application, Tester Agreement and Tester Certification.

Upload Files

Show 10 entries

Search:

Action	ID	Document Name	Import Date	Added By	Latitude	Longitude
 	47865	Tester Certification(1).docx	7/24/2022 10:44:05 AM	K	33.6615036	-112.3441353

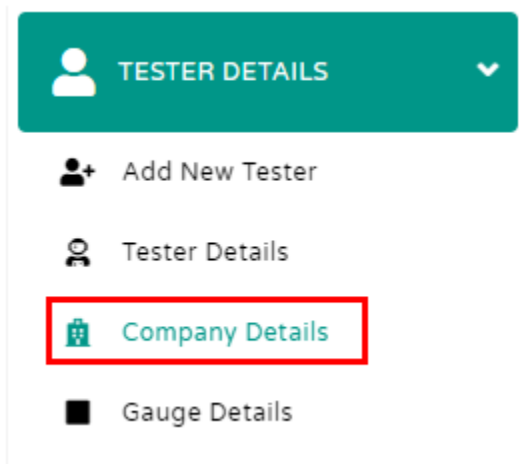
Showing 1 to 1 of 1 entries

Previous1Next

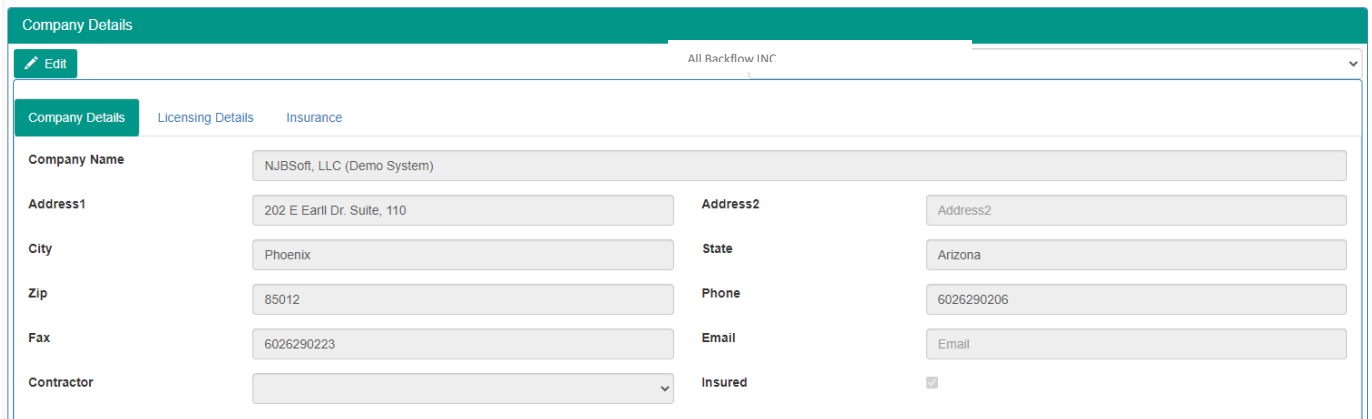
PreviousFinish

Updating Company Information

To update company details, click on “Company Details”.

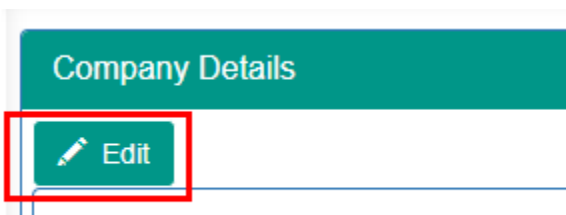


“Company Details” will pop up.

A screenshot of the 'Company Details' form. The form has a teal header bar with 'Company Details' and an 'Edit' button. Below the header, there are three tabs: 'Company Details', 'Licensing Details', and 'Insurance'. The 'Company Details' tab is active. The form contains several input fields: 'Company Name' (NJBSoft, LLC (Demo System)), 'Address1' (202 E Earll Dr. Suite, 110), 'Address2' (Address2), 'City' (Phoenix), 'State' (Arizona), 'Zip' (85012), 'Phone' (6026290206), 'Fax' (6026290223), 'Email' (Email), 'Contractor' (a dropdown menu), and 'Insured' (a checkbox).

Field	Value
Company Name	NJBSoft, LLC (Demo System)
Address1	202 E Earll Dr. Suite, 110
Address2	Address2
City	Phoenix
State	Arizona
Zip	85012
Phone	6026290206
Fax	6026290223
Email	Email
Contractor	
Insured	☐

Click “Edit” under “Company Details”.



Update Company Details will pop up. Verify that all the information is correct and click “Next”.

Update Company Details

Company Details | Licensing Details | Insurance | Documents

Company Name: NJBSoft, LLC (Demo System)

Address1: 202 E Earll Dr. Suite, 110 | Address2: Address2

City: Phoenix | State: Arizona

Zip: 85012 | Phone: 6026290206

Fax: 6026290223 | Email: Email

Contractor: Select Contractor | Insured: ☒

Next

Update Company Details will pop up. Under “Licensing Details” click “Create New”.

Update Company Details

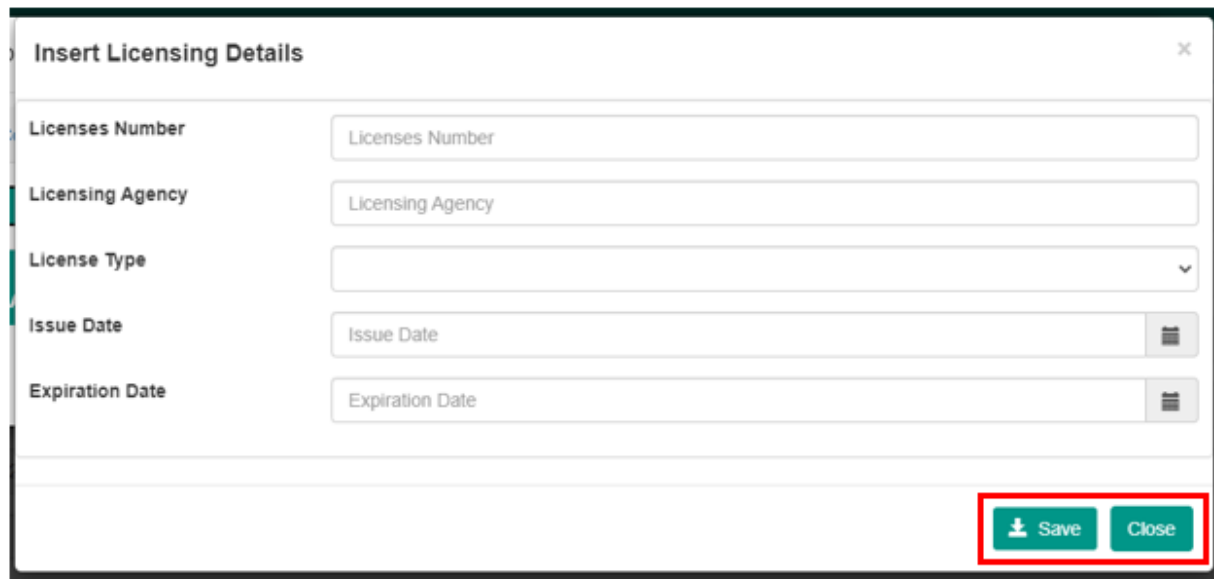
Company Details | Licensing Details | Insurance | Documents

Create New

Action	ID	License Number	Licensing Agency	License Type	Issue Date	Expiration Date	Notes
--------	----	----------------	------------------	--------------	------------	-----------------	-------

Previous Next

Insert Licensing Details will pop up. Enter the information, click “Save” and close window.

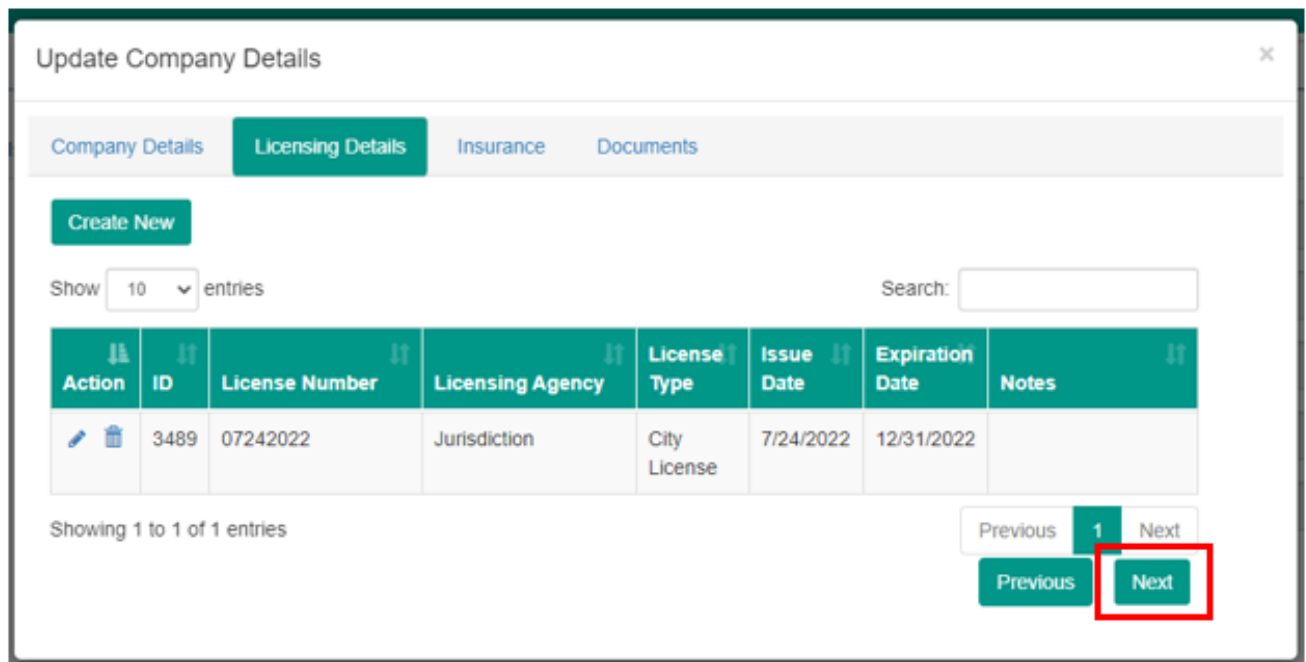


The "Insert Licensing Details" form contains the following fields:

- Licenses Number:
- Licensing Agency:
- License Type:
- Issue Date:
- Expiration Date:

At the bottom right, there are two buttons: "Save" and "Close".

Once the entered information has been verified, click “Next”.



The "Update Company Details" window shows the "Licensing Details" tab. It includes a "Create New" button, a "Show 10 entries" dropdown, and a "Search:" field. Below is a table with one entry:

Action	ID	License Number	Licensing Agency	License Type	Issue Date	Expiration Date	Notes
 	3489	07242022	Jurisdiction	City License	7/24/2022	12/31/2022	

Showing 1 to 1 of 1 entries

Navigation buttons: Previous, 1, Next. Below these are "Previous" and "Next" buttons. The "Next" button is highlighted with a red box.

The user will be taken through every tab under company information. If there is only one update needed, you may click on the document tab and upload the supporting document for the update.

Once the information is verified, click 'Next'.

The screenshot shows the 'Update Company Details' window with the 'Insurance' tab selected. It features a table with one entry for 'NJBSOFT' and a 'Next' button highlighted with a red box.

Action	ID	Company Name	Insurance Agent	Policy Number	Insurance Issue Date	Insurance Exp Date	Insurance Values
 	3882	NJBSOFT	Insurance Co	07242022	7/24/2022 12:00:00 AM	7/24/2022 12:00:00 AM	1000000

Showing 1 to 1 of 1 entries

Navigation: Previous | 1 | Next
Buttons: Previous | **Next**

Upload File will pop up. Click "Add", choose file and "Upload".

The screenshot shows the 'Upload File' dialog box with the 'Add' button and the 'Upload' button highlighted with red boxes.

Click to select files...

Buttons: **Add**, **Upload**, Cancel

The user will be given a warning to upload the correct files.

Verify that the correct files were uploaded and click “Finish”.

Update Company Details

Company Details

Licensing Details

Insurance

Documents

Upload ONLY the following documents here - AZROC Licenses, Liability Insurance Certificate and Business/Tax License (as applicable).

Upload Files

Show 10 entries

Search:

Action	ID	Document Name	Import Date	Added By	Latitude	Longitude
 	47866	Company Insurance.docx	7/24/2022 11:18:46 AM	K	33.6615409	-112.3441684
 	47867	City License.docx	7/24/2022 11:19:09 AM	K	33.6615244	-112.3441529

Showing 1 to 2 of 2 entries

Previous

1

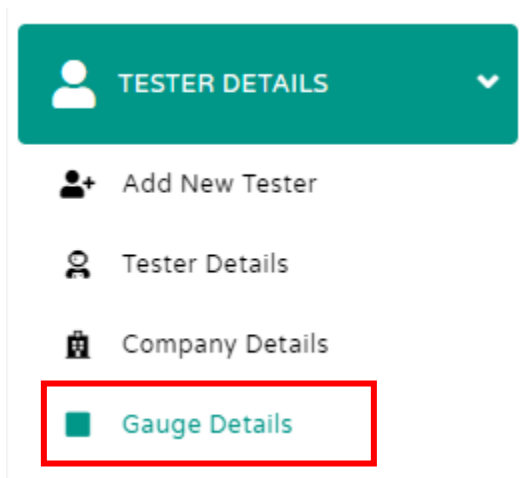
Next

Previous

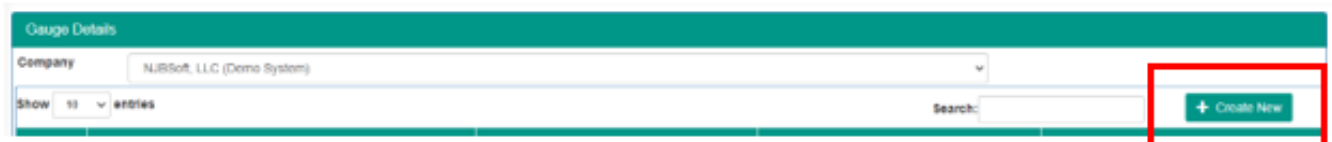
Finish

Adding a New Gauge

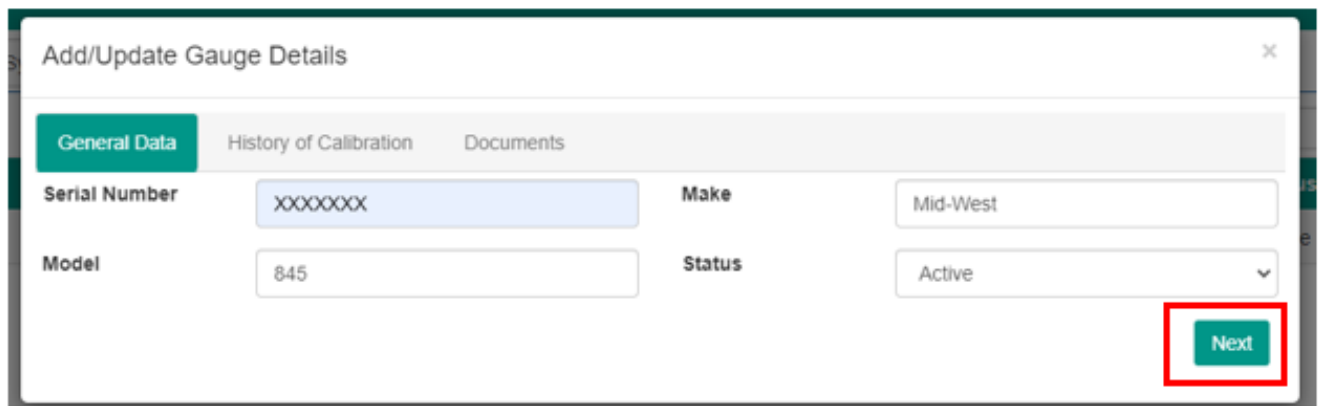
Under Tester Detail, click on “Gauge Details”.



On the Gauge Details page, click “Create New”



Add/Update Gauge Details will pop up. Enter the information for the gauge and click, “Next”.



Add/Update Gauge Details will pop up, click “Create New” to enter the gauge calibration information.

Add/Update Gauge Details

General Data History of Calibration Documents

+ Create New

This History of Calibration is view only. Click Create New to add another History of Calibration.

Show 10 entries Search:

Action	ID	Date Calibrated	Status	Calibration Renew
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

Previous Next

Insert/Update Calibration History will pop up, enter the calibration information, and click “Save” and close.

Insert/Update Calibration History

Date Calibrated 07/24/2022

Gauge Status CURRENT

Calibration Renew 07/24/2025

Save Close

The gauge has been successfully entered, click “Next”.

The screenshot shows the 'Add/Update Gauge Details' window with the 'History of Calibration' tab selected. A message states: 'This History of Calibration is view only. Click Create New to add another History of Calibration.' Below this is a 'Show 10 entries' dropdown and a 'Search:' input field. A table displays one entry:

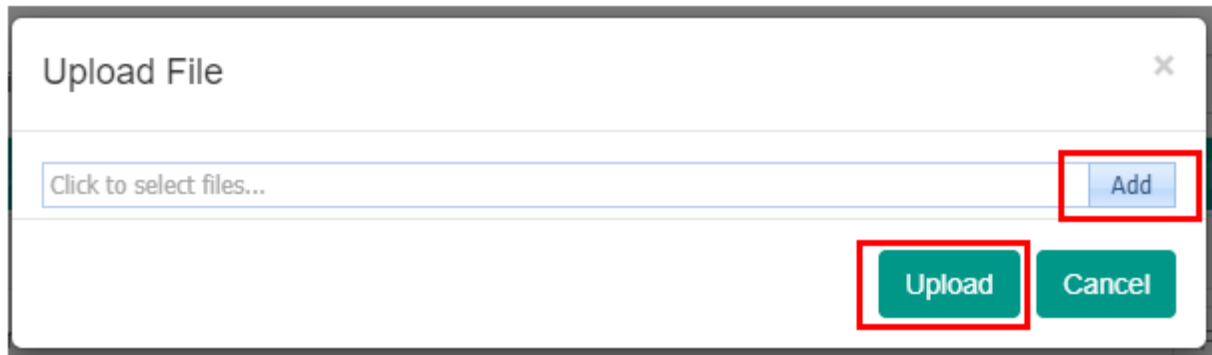
Action	ID	Date Calibrated	Status	Calibration Renew
	3336	7/24/2022	CURRENT	7/24/2025

Below the table, it says 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'. At the bottom right, the 'Next' button is highlighted with a red box.

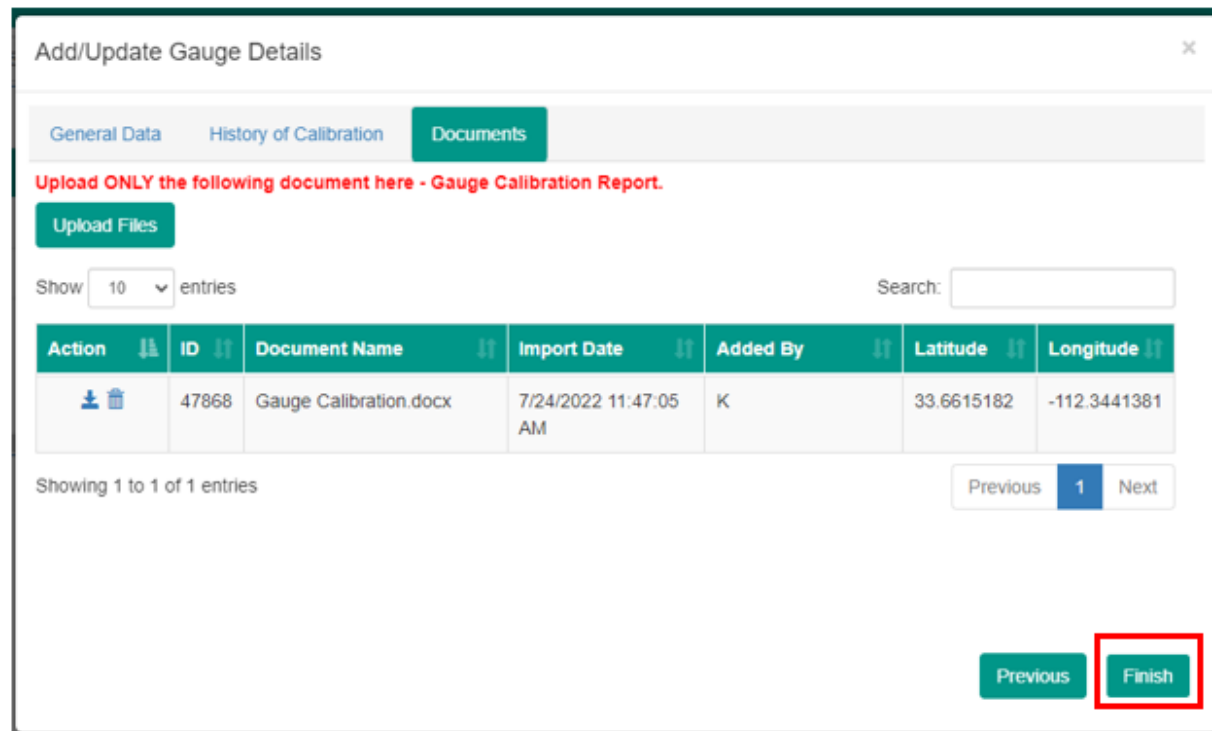
Add/Update Gauge Details will pop-up with a warning to the user to only upload gauge calibration documents. Click “Upload Files”.

The screenshot shows the 'Add/Update Gauge Details' window with the 'Documents' tab selected. A red warning message says: 'Upload ONLY the following document here - Gauge Calibration Report.' Below this, the 'Upload Files' button is highlighted with a red box. There is a 'Show 10 entries' dropdown and a 'Search:' input field. A table header is visible with columns: Action, ID, Document Name, Import Date, Added By, Latitude, and Longitude. Below the header, it says 'No data available in table'. At the bottom right, there are 'Previous' and 'Finish' buttons.

Upload File will pop up, click “Add”, choose file, and Upload.

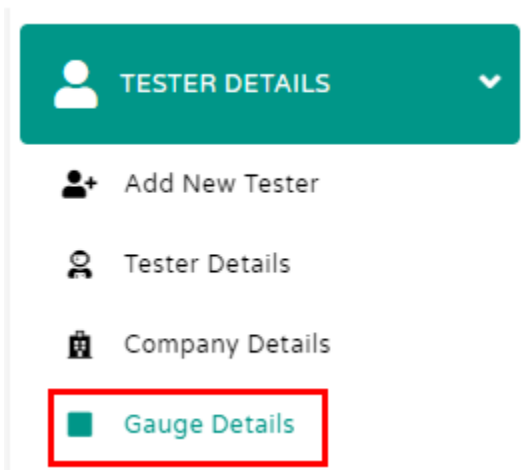


The file has been successfully uploaded. Click “Finish”.

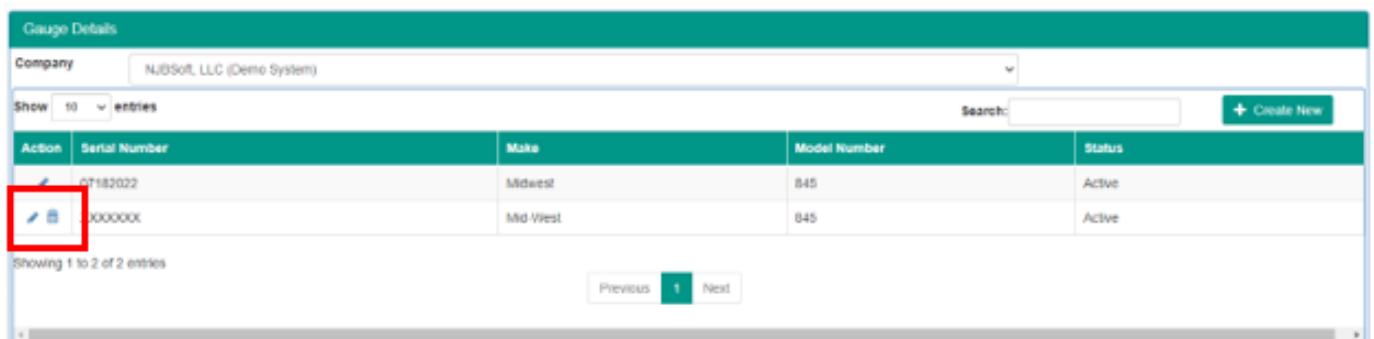


Updating Gauge Details

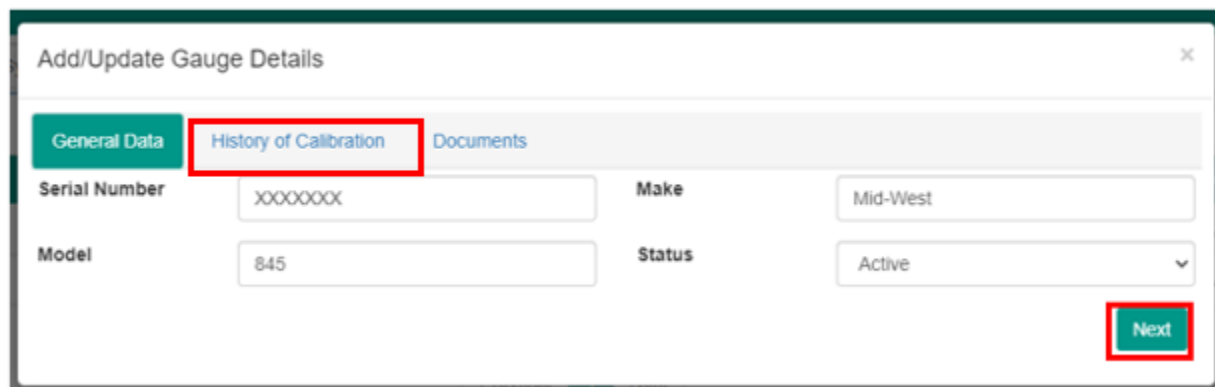
To update a company's test gauge that is expired, click on "Gauge Details".



A list of all the gauges assigned to the company is listed. To update a new calibration for a gauge, click the "Pencil" under the "Action" column of the gauge that will be updated.



The "Add/Update Gauge Details" will pop-up. This will show you the information on the gauge, click "History of calibration" tab.



Add/Update Gauge Details will pop up, click on “Create New”.

The screenshot shows the 'Add/Update Gauge Details' window with the 'History of Calibration' tab selected. A red box highlights the '+ Create New' button. Below the button, a message states: 'This History of Calibration is view only. Click Create New to add another History of Calibration.' There is a 'Show' dropdown set to '10' and a 'Search:' field. A table displays one entry with the following data:

Action	ID	Date Calibrated	Status	Calibration Renew
	3336	7/20/2021	CURRENT	7/20/2022

Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom right, there are 'Previous' and 'Next' buttons.

Insert/Update Calibration History will pop up, enter the new calibration information. When done, click “Save”.

The screenshot shows the 'Insert/Update Calibration History' window. It contains three input fields:

- Date Calibrated:** 07/24/2021 (with a calendar icon)
- Gauge Status:** CURRENT (with a dropdown arrow)
- Calibration Renew:** 07/24/2022 (with a calendar icon)

At the bottom right, there is a red box around the 'Save' button (which includes a download icon) and a 'Close' button next to it.

The gauge has been updated. Click “Next”.

The screenshot shows the 'Add/Update Gauge Details' window with the 'History of Calibration' tab selected. A '+ Create New' button is at the top left. Below it, a message states: 'This History of Calibration is view only. Click Create New to add another History of Calibration.' There is a 'Show 10 entries' dropdown and a 'Search:' input field. A table with 5 columns is displayed: 'Action', 'ID', 'Date Calibrated', 'Status', and 'Calibration Renew'. The table contains two rows of data. Below the table, it says 'Showing 1 to 2 of 2 entries' and has 'Previous', '1', and 'Next' pagination buttons. At the bottom right, there are 'Previous' and 'Next' buttons, with the 'Next' button highlighted by a red rectangle.

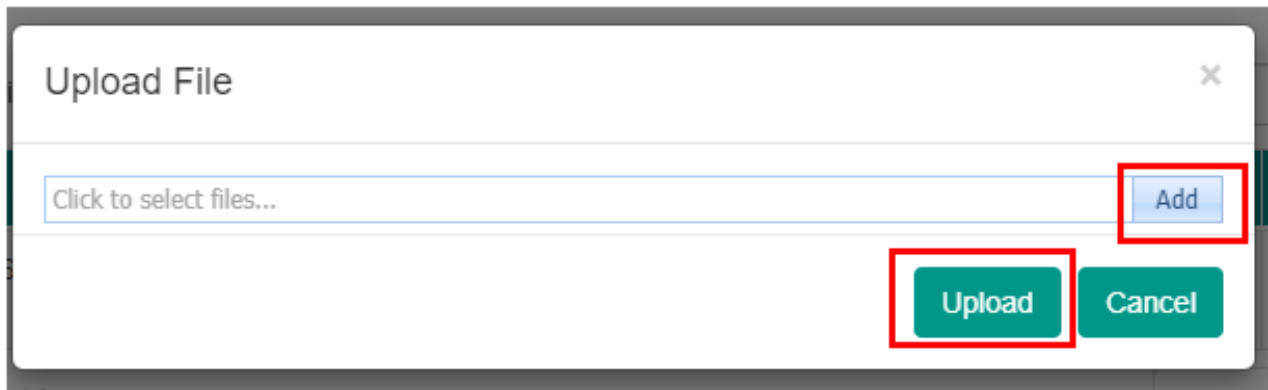
Action	ID	Date Calibrated	Status	Calibration Renew
	3336	7/20/2021	CURRENT	7/20/2022
	3338	7/24/2021	CURRENT	7/24/2022

Add/Update Gauge Details will pop up and remind the user to only upload gauge documents. Click on ‘Upload Files’.

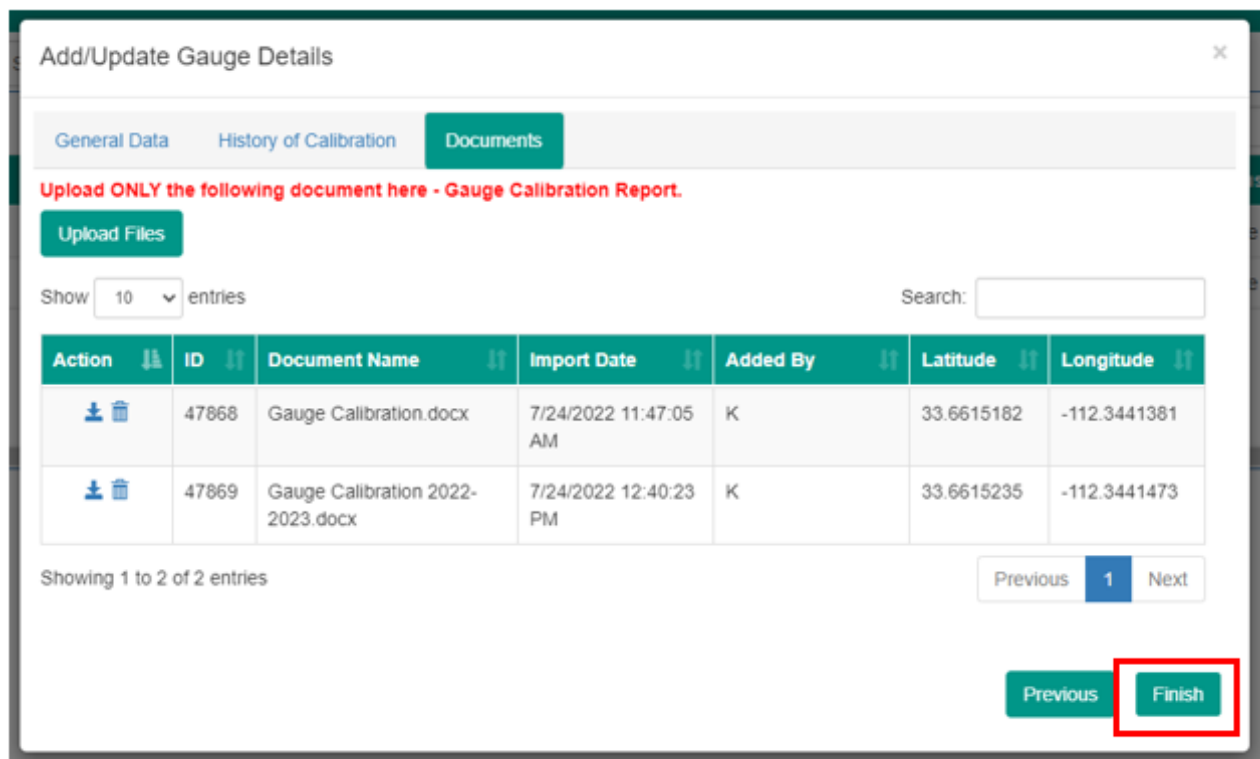
The screenshot shows the 'Add/Update Gauge Details' window with the 'Documents' tab selected. A red message at the top says: 'Upload ONLY the following document here - Gauge Calibration Report.' Below this is an 'Upload Files' button, which is highlighted by a red rectangle. There is a 'Show 10 entries' dropdown and a 'Search:' input field. A table with 8 columns is displayed: 'Action', 'ID', 'Document Name', 'Import Date', 'Added By', 'Latitude', and 'Longitude'. The table contains one row of data. Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' pagination buttons. At the bottom right, there are 'Previous' and 'Finish' buttons.

Action	ID	Document Name	Import Date	Added By	Latitude	Longitude
	47868	Gauge Calibration.docx	7/24/2022 11:47:05 AM	K	33.6615182	-112.3441381

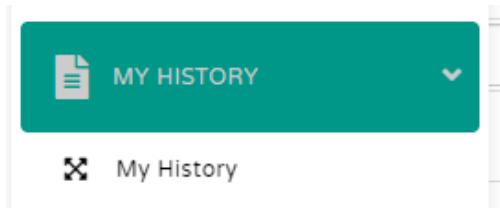
The “Upload File” will pop-up. Click “Add”, choose file, and “Upload”.



The file has been successfully uploaded, click “Finish”.



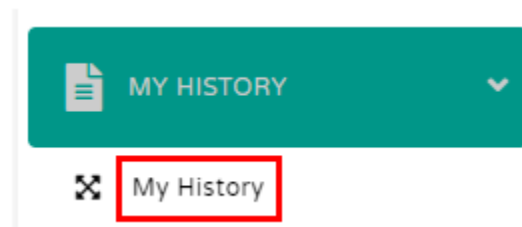
My History



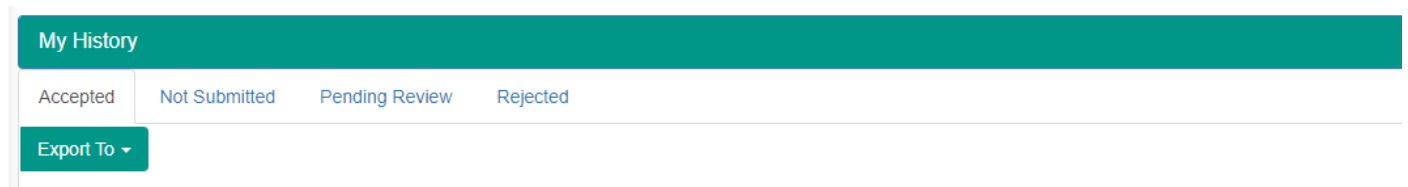
My History contains the test reports that the user has input into SAMS Online Tester Portal. The information contained in My History are Accepted, Not Submitted, Pending Review, and Rejected.

- “Accepted” are the reports that have been accepted by a jurisdiction.
- “Not Submitted” are the reports that have been input, but not completely submitted.
- “Pending Review” are the reports that have not been accepted from the jurisdiction, they are waiting for approval.
- “Rejected” are reports that the jurisdiction did not accept. In the case of a rejection, the user will get an email from the jurisdiction indicating why the reports were rejected. The user will correct the issue and re-submit the reports back to the jurisdiction.

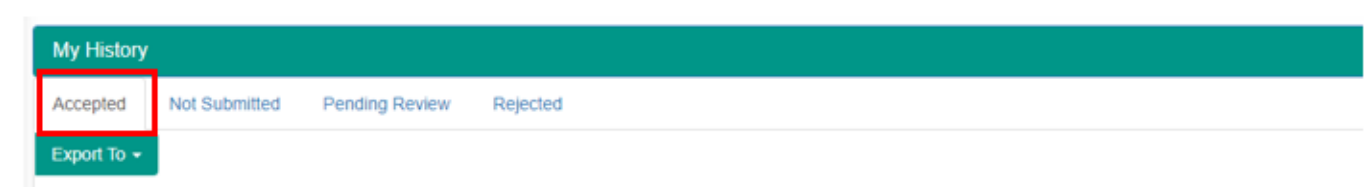
Click on My History.



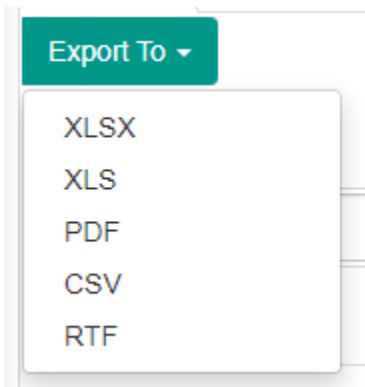
My History will pop up.



All the test reports, company and tester information that has been accepted by the jurisdiction will be under “Accepted”.



The history can be exported to Excel by clicking “Export” and choosing XLSX.



Click “Not Submitted” to view reports that have not been completely submitted to the jurisdiction.

A screenshot of the 'My History' page. The 'Not Submitted' tab is selected and highlighted with a red box. Below the tabs is an 'Export To' dropdown menu. The main table has columns: Action, Alert Type, Notes, and Alert Date. It contains four rows of data, each with an 'Edit' button. The first row shows a 'Gauge' alert with details about a serial number and tester. The second row shows a 'Company' alert with details about NJBSoft, LLC. The third row shows a 'Tester' alert with details about a tester named K. The fourth row shows a 'Tester' alert with details about a new tester named Norman. The page footer shows 'Page 1 of 1 (4 items)' and a pagination control with 'First', 'Prev', '1', 'Next', 'Last', and 'All' buttons. The 'Page size' is set to 10.

Action	Alert Type	Notes	Alert Date
Edit	Gauge	Gauge Details Inserted, Gauge Serial Number :- XXXXXXXX, by Tester :- K	7/24/2022
Edit	Company	Company Details Updated, Company Name : NJBSoft, LLC (Demo System), By Tester Name : K	7/24/2022
Edit	Tester	Tester Details Updated, Tester Name :- K, by Tester :- K	7/24/2022
Edit	Tester	New Tester Added, Tester Name :- Norman, by Tester :- K	7/24/2022

Click “Pending Review” to view reports that have been submitted to the jurisdiction but have not been accepted by them.

A screenshot of the 'My History' page. The 'Pending Review' tab is selected and highlighted with a red box. Below the tabs is an 'Export To' dropdown menu. The main table has columns: Action, Alert Type, Notes, and Alert Date. The table is empty, and the text 'No data to display' is shown in the center. The page footer shows 'Page 1 of 1 (0 items)' and a pagination control with 'First', 'Prev', '1', 'Next', 'Last', and 'All' buttons. The 'Page size' is set to 10.

Action	Alert Type	Notes	Alert Date
--------	------------	-------	------------

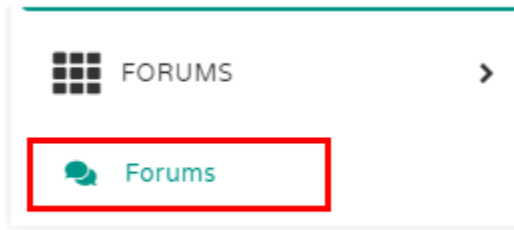
Click on the “Rejected” tab. If the user has any rejected reports, they will be populated here.

Please see Page 64 for more on “Rejected” test reports, tester and company information. This section will instruct the user on how to enter the information and re-submit to the jurisdiction.

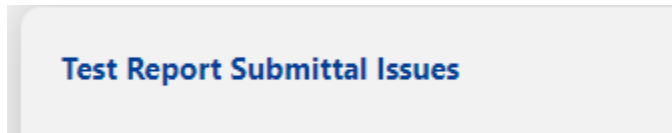
The screenshot shows the 'My History' section of the SAMS Online Tester Portal. At the top, there is a teal header bar with the text 'My History'. Below this, there are four tabs: 'Accepted', 'Not Submitted', 'Pending Review', and 'Rejected'. The 'Rejected' tab is highlighted with a red rectangular box. Below the tabs, there is a green button labeled 'Export To +'. Underneath the button is a table with the following columns: 'Action', 'Alert Type', 'Notes', 'Alert Date', 'Rejected By', and 'Rejected Date'. Each column has a small teal icon with a white 'T' next to it. The table is currently empty, and the text 'No data to display' is centered at the bottom of the table area.

Forums

Forums is a place that Jurisdictions can send messages to multiple users or a single user. Click on “Forums”.



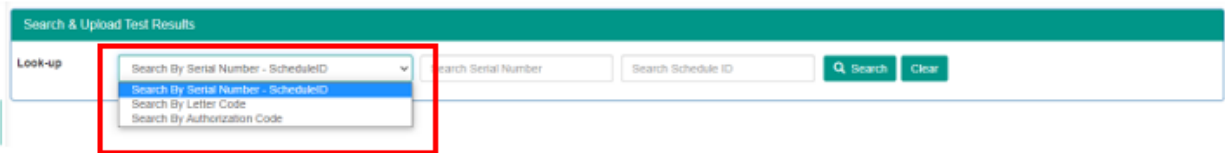
Click on the message to review.



Entering Test Reports into SAMS Online Tester Portal

To enter test reports, a “Letter Code”, “Schedule ID”, or an “Authorization Code” is needed. The jurisdictions generate these codes, and they are on the letters sent to the customer. You will need this letter to enter test reports into SAMS Online Tester Portal.

- The “Letter Code” can be used for a passing test report and repairs if devices fail. The “Letter Code” is good for one year.
- The “Schedule ID” is only used for one device, one report, one time. If the device fails, the jurisdictions will generate a new “Schedule ID” in the follow-up Repair Letter.
- The “Authorization Code” is a code that the jurisdiction assigns to a commercial business that will not change year after year. The jurisdiction assigns and changes “Authorization Codes”.



Please provide this list to your testing company.

Device	WATTS U009M2 2"			Test Due Date	05/31/2022
Address	490 W UINO IHSL DR			Serial Number	6804
Schedule ID	169270	Letter Code	220406ACM	Meter Number	730965
Location: Behind the parking lot					

Once the “Letter Code”, “Schedule ID”, or “Authorization Code” is entered, Click search.

In the snip shot above, we are choosing to use the Serial number of the device and a Schedule ID.

The “Device Details” tab contains the serial number, Manufacturer, size, Location, etc. of the device, verify to ensure the information is correct. Once verified, click “Initial Details”.

Search & Upload Test Results

Look-up

Search By Serial Number - ScheduleID

12J064

172218

Search

Clear

Save

Device Details

Initial Details

Initial Results

Documents

Final Details

Final Results

Property Information

Change-out Device

☐

Serial Number

12J064

Manufacturer

FESCO

Size

2

Service Type

Select Service Type

Location

Behind the parking lot

Building Number

Building Number

Model

82SY

Device Type

RP

Water Meter Number

107041

Select Test for this Device

None selected

Entering a Passing Test Report into SAMS Online Tester Portal

The “Initials Details” tab contains the details of the individual entering the test results, the tester that tested the device, the date the device was tested, test gauge used, and the result of the device inspection, **true** is passing, **false** is fail.

Initial Details

Label: Schedule 169270, SerialNumber: 06864, ModelNumber: U009M2

Company: NUBSoft, LLC (Demo System)

Entered By: K G

Start Date: 4/1/2022 11:59:59 PM

Test Date: 4/1/2022 11:59:59 PM

Passed?:

Line Pressure (psi): Line Pressure (psi)

Tester: K G

Email Address: info@nubsoft.com

End Date: 5/31/2022 11:59:59 PM

Test Key: 169270

Gauge:

Once the Test Date, Passed?, Tester Name and Gauge Number is entered, click on the “Initial Results” tab.

Initial Results

Label: Schedule 169270, SerialNumber: 06864, ModelNumber: U009M2

Company: NUBSoft, LLC (Demo System)

Entered By: K G

Start Date: 4/1/2022 11:59:59 PM

Test Date: 07/24/2022 12:00 AM

Passed?: True

Line Pressure (psi): Line Pressure (psi)

Tester: K G

Email Address: info@nubsoft.com

End Date: 5/31/2022 11:59:59 PM

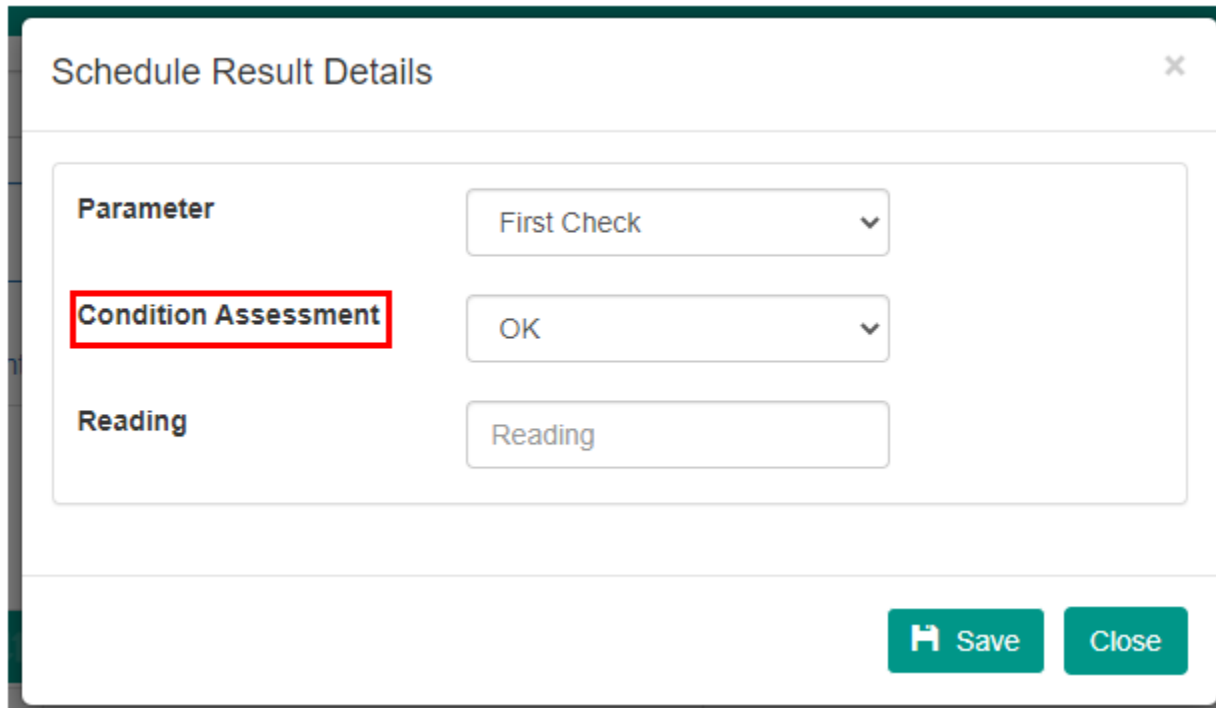
Test Key: 169270

Gauge: 07162822

Initial test will be entered under the “Initial Results” tab. Click the “Pencil” under the “Action” column to enter the results for the first check valve.

Action	ID	Parameter	Condition Assessment	Reading
	88563	First Check	OK	
	88564	Second Check	OK	
	88565	RVO	OK	

Schedule Result Details will pop up, click on “Condition Assessment”.



Schedule Result Details

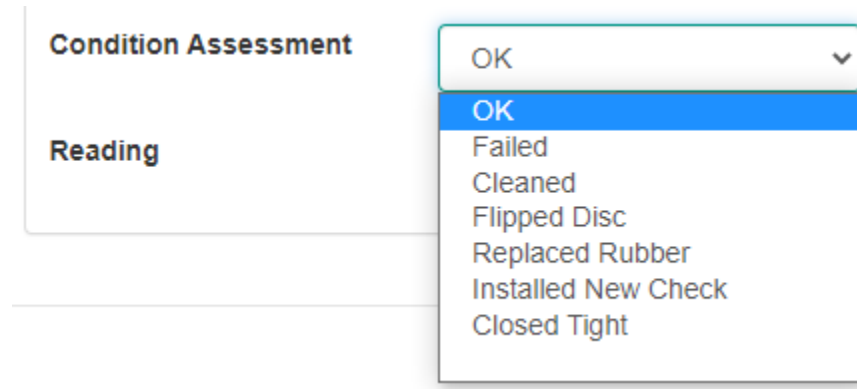
Parameter: First Check

Condition Assessment: OK

Reading: Reading

Save Close

On “Condition Assessment” enter the condition of the first check valve.



Condition Assessment

Reading

OK

Failed

Cleaned

Flipped Disc

Replaced Rubber

Installed New Check

Closed Tight

After entering the Condition Assessment of the first check valve, enter the Reading for the first check valve and select “Save” and close the pop up.

The screenshot shows a 'Schedule Result Details' pop-up window. It contains three input fields: 'Parameter' with a dropdown menu set to 'First Check', 'Condition Assessment' with a dropdown menu set to 'OK', and 'Reading' with a text input field containing '6.2'. The 'Reading' label and its corresponding input field are highlighted with a red rectangle. At the bottom right, there are two buttons: 'Save' (with a floppy disk icon) and 'Close'. The 'Save' button is also highlighted with a red rectangle.

Follow the procedure for the second check and the relief valve.

The screenshot shows the same 'Schedule Result Details' pop-up window, but with the 'Parameter' dropdown menu set to 'Second Check'. The 'Condition Assessment' dropdown menu remains set to 'OK', and the 'Reading' text input field now contains '5.8'. The 'Save' and 'Close' buttons are visible at the bottom right.

Schedule Result Details
×

Parameter
RVO

Condition Assessment
OK

Reading
3.2

Save
Close

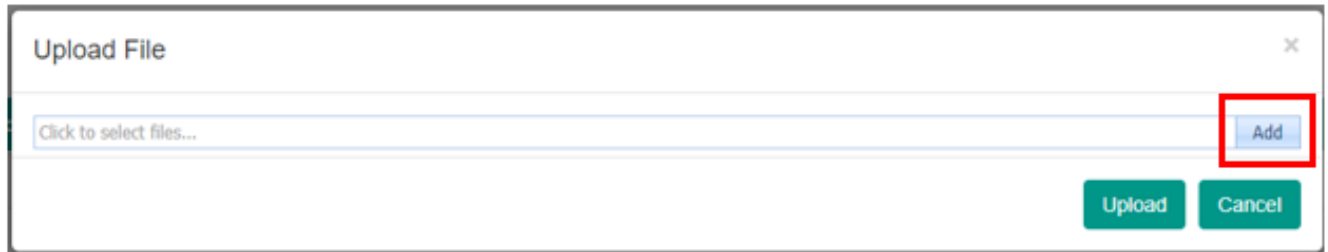
The screen should look like the one below with the correct values entered.

Device Details	Initial Details	Initial Results	Documents	Final Details	Final Results	Property Information
Create New Show 10 entries Search:						
Action	ID	Parameter	Condition Assessment	Reading		
 	88563	First Check	OK	6.2		
 	88564	Second Check	OK	6.0		
 	88565	RVO	OK	3.2		
Showing 10 of 0 entries						
				Previous	1	Next

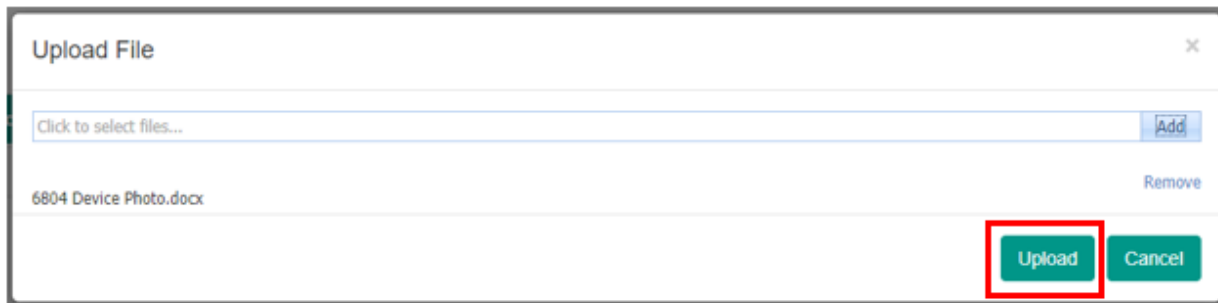
Click on the “Documents” tab. This allows the user to upload any documents or photos from the inspection. Click “Upload Files”.

Device Details	Initial Details	Initial Results	Documents	Final Details	Final Results	Property Information
Upload Files Search:						
Action	ID	Document Name	Import Date	Added By	Latitude	Longitude
No data available in table						
Showing 0 of 0 entries						
				Previous	Next	

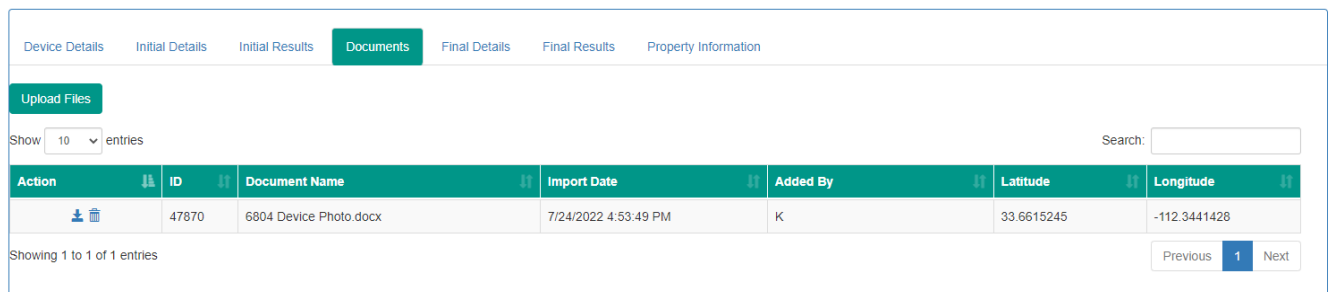
From the pop up, click “Add”.



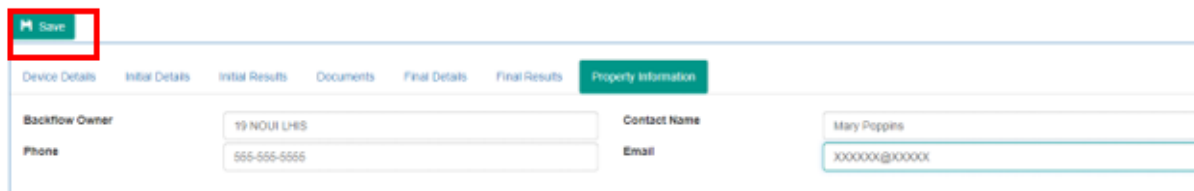
Once the file is added, click “Upload”.



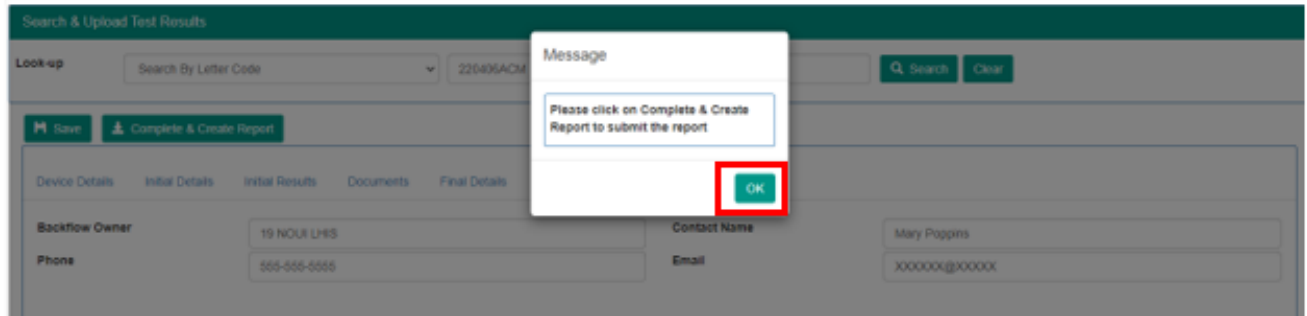
The file has been successfully uploaded.



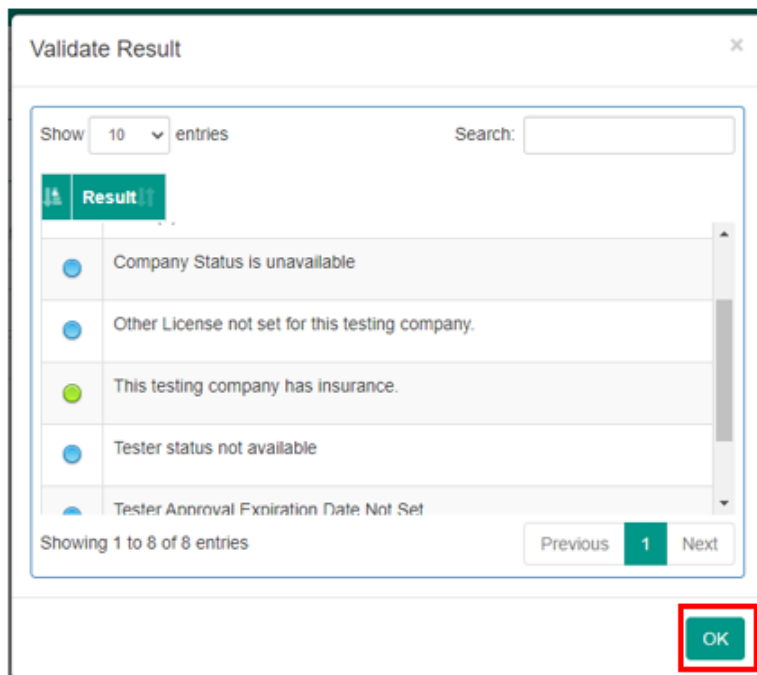
Once all the information for the passing results is entered, click “Property Information” and verify that the information is correct. Once verified, Click the “Save” button.



The following pop up will appear, click “OK”.



The Validation Result screen will appear for your review. This screen will make the user aware of any expired information that their company may have. If any dots on the validation screen are red, new company/tester information will need to be entered or the test results may be rejected by the jurisdiction. Click “OK” to close the screen.



Once verified that all company information is current, click “Complete & Create Report”.

The screenshot shows the NJBSoft software interface. At the top, there are two buttons: 'Save' and 'Complete & Create Report'. The 'Complete & Create Report' button is highlighted with a red rectangular box. Below the buttons, there are several tabs: 'Device Details', 'Initial Details', 'Initial Results', 'Documents', 'Final Details', 'Final Results', and 'Property Information'. The 'Property Information' tab is currently selected. Under this tab, there are four input fields: 'Backflow Owner' with the value '19 NOUI LHIS', 'Phone' with the value '555-555-5555', 'Contact Name', and 'Email'.

The report will pop up. This report may be printed out, filed, or downloaded. Click “X” box in top right corner to go back to submitting the reports

NJBSoft, LLC (Demo System)



Backflow Prevention Assembly Test and Maintenance Report

Customer Information

Customer / Property Name: **19 NOUI LHIS**
 Contact Name: **Mary Poppins**
 Property Address: **490 W UINO IHSL DR**
Any City,AZ Any zip

Assembly Information

Type: **RP** Model #: **U009M2**
 Size: **2"** Serial#: **6804**
 Manufacturer: **WATTS** Service Type: **Commercial**
 Location: **Behind the parking lot** Water Meter No: **730965**

Initial Test
 Result
PASS

Assembly Test Information

Test Date: 2022-07-24

Initial Test		
First Check	6.2	OK
Second Check	6.0	OK
RVO	3.2	OK

The following highlighted warning will appear. This indicates the report was submitted to the jurisdiction and is pending approval.

Search & Upload Test Results

Look-up Search By Letter Code 220406ACM Search Clear

This test report is already submitted. If you edit and resubmit, it will overwrite previous submitted report.

The user may also confirm pending approval from the jurisdiction by looking in “MY History” under “Pending Approval” tab.

My History

Accepted Not Submitted **Pending Review** Rejected

Export To ▾

Once completed, log out of SAMS Online Tester Portal by clicking on login name, at the top right of the portal, click on “Log Out”.

K [User Icon]

[SAMS Logo]

Profile **Sign out**

Entering a Failed Test Report into SAMS Online Tester Portal

The “Initial Details” tab contains the details of the individual entering the test results, the tester that tested the device, the date the device was tested, test gauge used, and the result of the device inspection.

The screenshot shows the 'Search & Upload Test Results' interface. At the top, there's a search bar with 'Look-up' set to 'Search By Serial Number - ScheduleID'. The search criteria are '62/716' and '169266'. Below the search bar is a 'Save' button. The main form has several tabs: 'Device Details', 'Initial Details' (highlighted with a red box), 'Initial Results', 'Documents', 'Final Details', 'Final Results', and 'Property Information'. The 'Initial Details' tab contains the following fields:

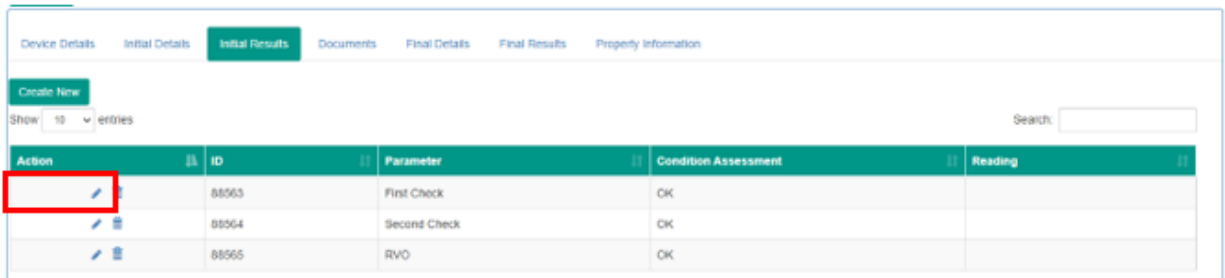
Field	Value
Label	Schedule 169266, SerialNumber: J026171, ModelNumber: 825Y
Company	NJBSoft, LLC (Demo System)
Entered By	K G
Start Date	4/1/2022 11:59:59 PM
Test Date	
Passed?	
Line Pressure (psi)	Line Pressure (psi)
Tester	K G
Email Address	info@njbsoft.com
End Date	5/31/2022 11:59:59 PM
Test Key	169266
Gauge	

The “Passed” for this test, shows “False”, it failed the initial test.

This screenshot is similar to the one above, but the 'Passed?' field is now set to 'False' and is highlighted with a red box. The 'Test Date' field is also now populated with '07/26/2022 12:00 AM'. The 'Gauge' field is now '07182022'.

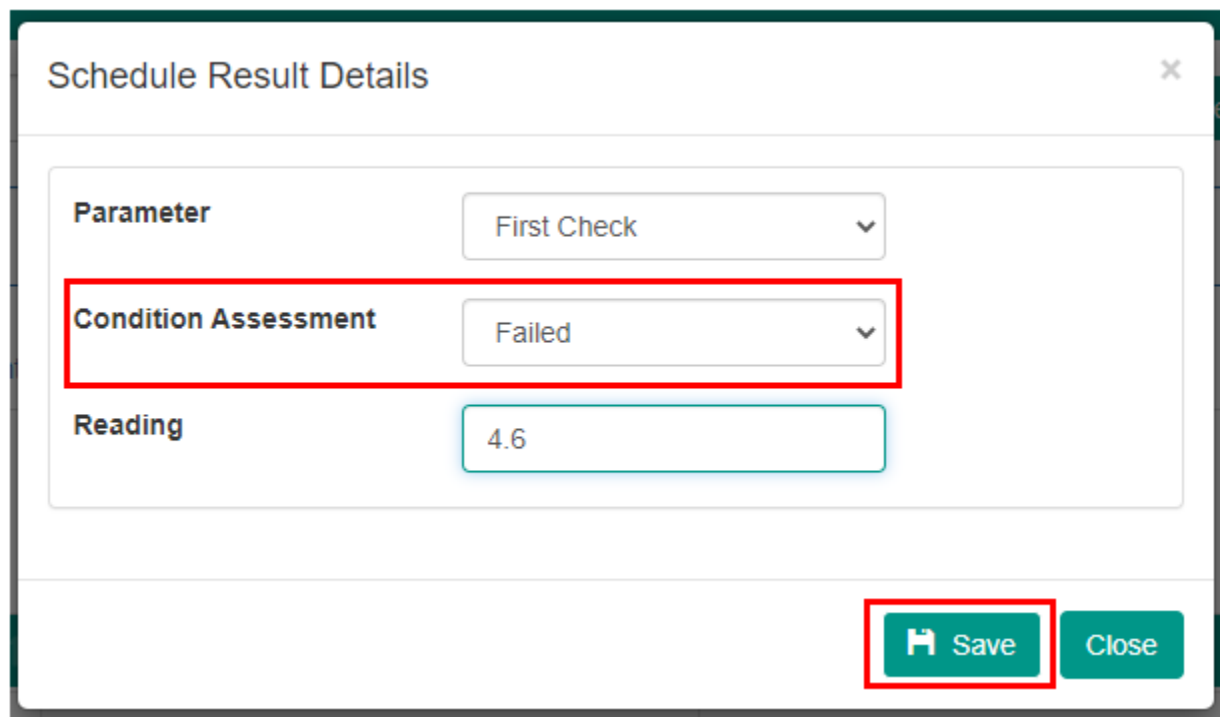
Field	Value
Label	Schedule 169266, SerialNumber: J026171, ModelNumber: 825Y
Company	NJBSoft, LLC (Demo System)
Entered By	K G
Start Date	4/1/2022 11:59:59 PM
Test Date	07/26/2022 12:00 AM
Passed?	False
Line Pressure (psi)	Line Pressure (psi)
Tester	K G
Email Address	info@njbsoft.com
End Date	5/31/2022 11:59:59 PM
Test Key	169266
Gauge	07182022

Initial test will be entered under the “Initial Results” tab. Click the “Pencil” under the “Action” column to enter the results for the first check valve.



Action	ID	Parameter	Condition Assessment	Reading
	88563	First Check	OK	
	88564	Second Check	OK	
	88565	RVO	OK	

Schedule Result Details will pop up, click on “Condition Assessment” for the first check valve, and enter “Failed” for the Condition Assessment. Click “Save” and close.



Schedule Result Details

Parameter

First Check

Condition Assessment

Failed

Reading

4.6

Save

Close

Follow the procedure for the second check and the relief valve, The second check also failed, but the relief valve passed.

When done, click on “Save” and “Close”.

Schedule Result Details

Parameter

Second Check

Condition Assessment

Failed

Reading

4.4

Save

Close

Schedule Result Details

Parameter

RVO

Condition Assessment

OK

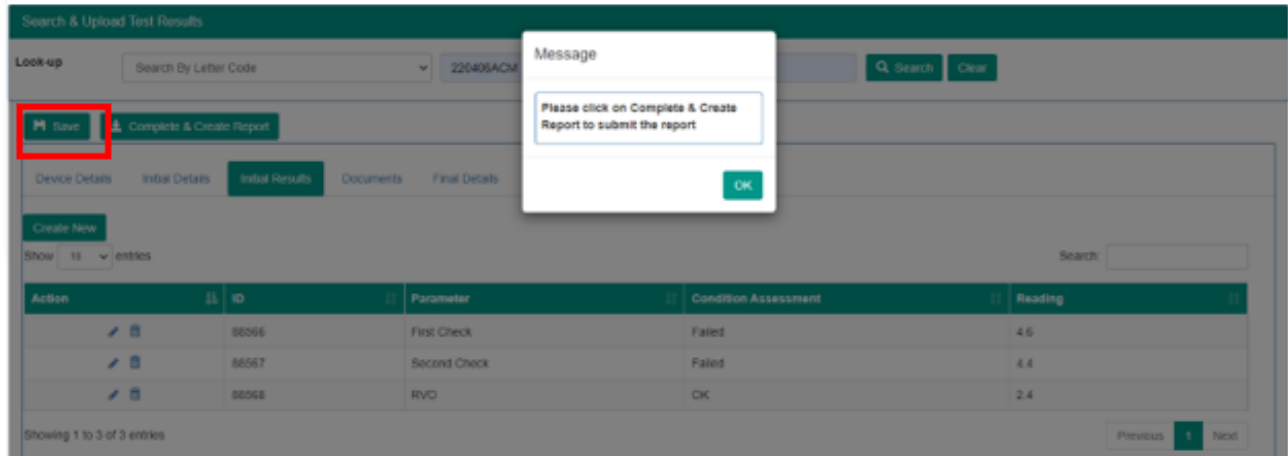
Reading

2.4

Save

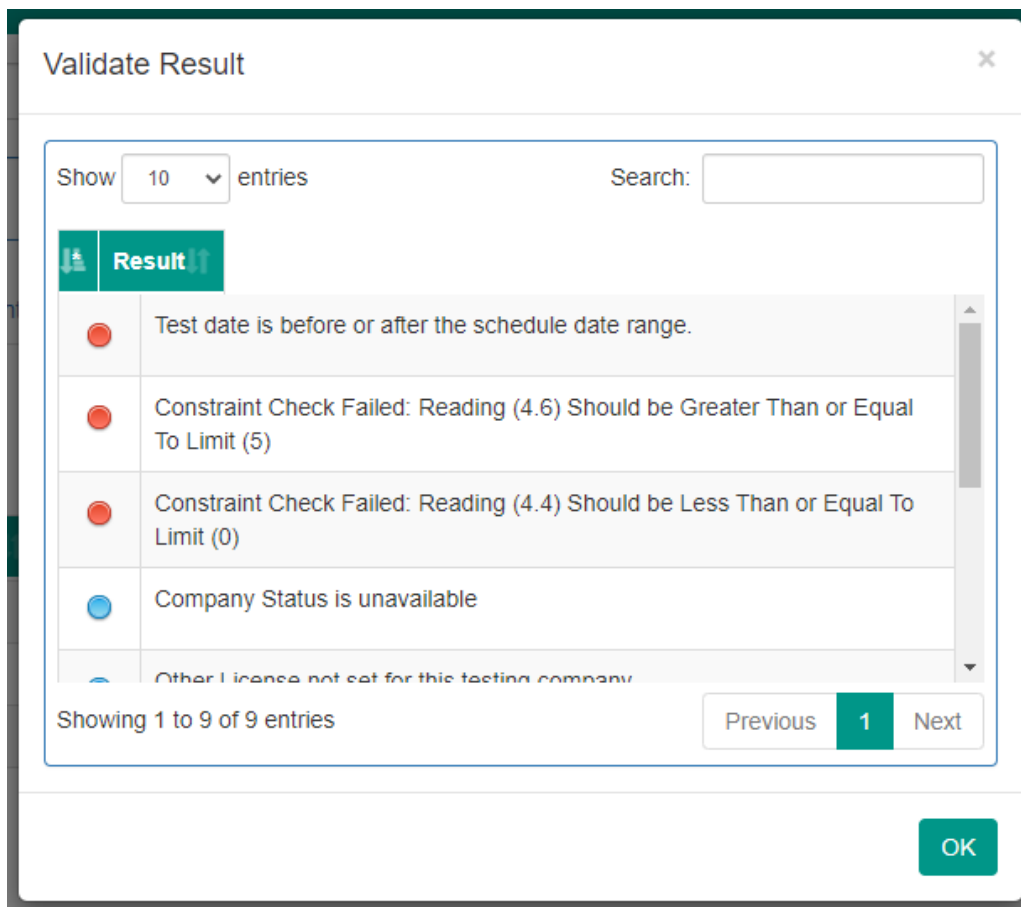
Close

Once all the information is entered, click on “Save”. The following pop up will appear, click “OK”.

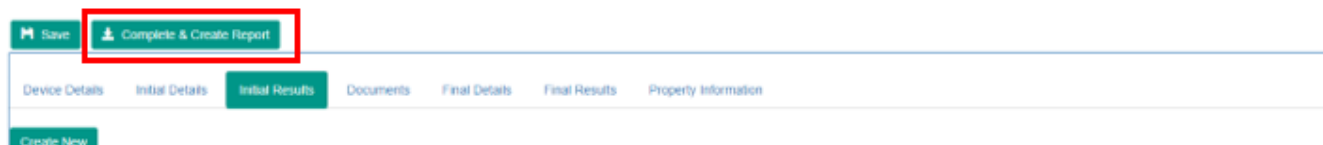


The Validation screen will appear for your review. If any dots on the validation screen are red, new company/tester information will need to be entered or the test results may be rejected by the jurisdiction. The Validate Result is telling us that that device “Failed”.

Click “OK” to close the screen.



Click “Complete & Create Report”.



The screenshot shows the top navigation bar of the NJBSoft interface. The 'Complete & Create Report' button is highlighted with a red rectangular box. Below the navigation bar, there are tabs for 'Device Details', 'Initial Details', 'Initial Results', 'Documents', 'Final Details', 'Final Results', and 'Property Information'. The 'Initial Results' tab is currently selected. A 'Create New' button is visible on the left side of the main content area.

The report indicates that the initial test failed. The report may be printed out or downloaded. Click “X” top right corner to exit.

NJBSoft, LLC (Demo System)



Backflow Prevention Assembly Test and Maintenance Report

Customer Information

Customer / Property Name: **NIYTE RSTFI NAD UONI HILS**

Contact Name: **N/A**

Property Address: **698 W INUO ILSH DR
Any City,AZ Any zip**

Assembly Information

Type: **RP** Model #: **825Y**
Size: **2"** Serial#: **62J710**
Manufacturer: **FEBCO** Service Type: **Commercial**
Location: **Behind the parking lot** Water Meter No: **078146**

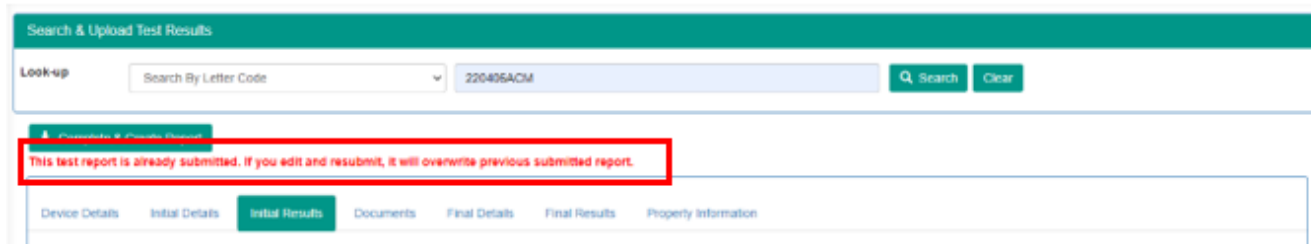
Initial Test
Result
FAIL

Assembly Test Information

Test Date: 2022-07-25

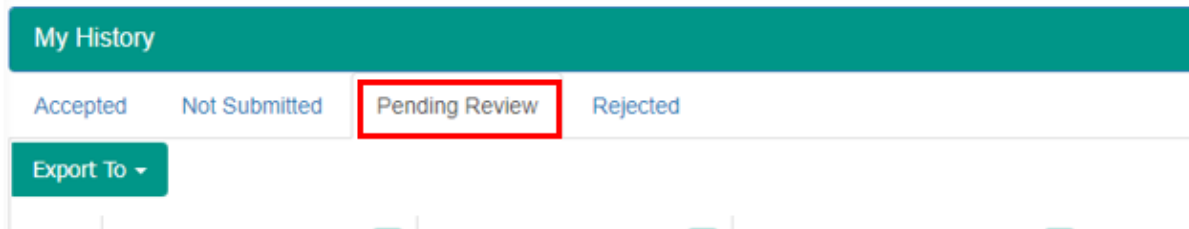
Initial Test		
First Check	4.6	Failed
Second Check	4.4	Failed
RVO	2.4	OK

The following highlighted warning will appear. This indicates the report was submitted to the jurisdiction and is pending approval.

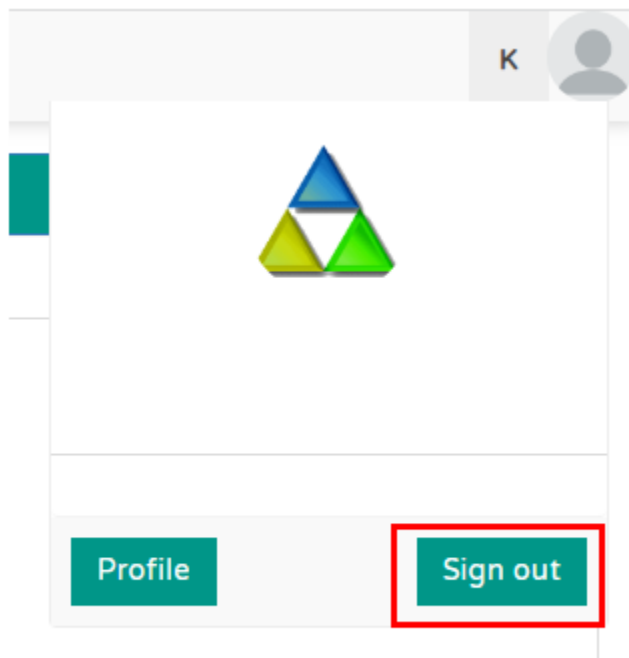


The screenshot shows the 'Search & Upload Test Results' section of the NJBSoft interface. A warning message is displayed in a red box: 'This test report is already submitted. If you edit and resubmit, it will overwrite previous submitted report.' Below the warning, there are tabs for 'Device Details', 'Initial Details', 'Initial Results', 'Documents', 'Final Details', 'Final Results', and 'Property Information'. The 'Initial Results' tab is currently selected.

You may also confirm pending approval from the jurisdiction by looking in “MY History” under “Pending Approval” tab.



Once completed, log out of SAMS Online Tester Portal by clicking on login name, at the top right of the portal, click on “Log Out”.



Entering a Repair Test Report into SAMS Online Tester Portal

When a device fails and the report submitted to the jurisdiction, a new letter is sent to the customer for repairs. The new “Schedule ID” can be used or the “Letter Code” from the original letter can be used.

Here, the “Letter Code” is used, the same one we used for the initial test submittal. Enter the “Letter Code” and click “Search”.

This list contains information required for test entry.
Please provide this list to your testing company.

Device	FEBCO 825Y 2"			Retest Due Date	9/08/2022
Address	698 W INUO ILSH DR			Serial Number	62J710
Schedule ID	138561	Letter Code	220406ACM	Meter Number	078146
Location: Behind the parking lot					

Search & Upload Test Results

Look-up

Search By Letter Code

220406ACM

Search

Clear

Device List will pop up, you can see to the right, the “Status” is showing “Failed”. Click the box under the “Action” column.

Device List											
Export To											
Enter text to search...											
Action	id	Model Number	Serial Number	Make	Size	Device Type	Service Type	Facility Information ID	Water Meter Number	Meter Size	Status
☒	5	825Y	62J710	FEBCO	2	RP	Commercial	4	078146	2	Failed
☒	2742	975XL	65307	WILKINS	2	RP	Commercial	5	0381	1.5	Pass

Click “Final Details” and click the box next to “Has Final Test”.

This is where you will enter the repairs done on the device, tester, date, gauge, and if the retest passed.

Device Details Initial Details Initial Results Documents **Final Details** Final Results Property Information

Has Final Test? ☒

Repair Details

Show 10 entries Search:

Action	ID	Parameter	Action Taken
	8675	First Check	Cleaned Rubber Kit
	8676	Second Check	Cleaned Rubber Kit
	8677	RVO	

Showing 1 to 3 of 3 entries Previous 1 Next

Final Test Details

Company NUBSoft, LLC (Demo System) Tester K

Entered By K G Email Address info@nybsoft.com

Final Test Date Final Notes Notes

Final Is Passed? Gauge

Click the “Pencil” under the “Action” column to enter the Repair Action Details for the device

Device Details Initial Details Initial Results Documents **Final Details** Final Results Property Information

Has Final Test? ☒

Repair Details

Show 10 entries Search:

Action	ID	Parameter	Action Taken
	8675	First Check	
	8676	Second Check	
	8677	RVO	

Showing 1 to 3 of 3 entries Previous 1 Next

Final Test Details

Repair Action Details will pop up, click the arrow on “Action Taken”, and check what repairs were done on the first check. Once completed, click “Save” and close the window.

Follow the procedure for the second check and relief valve.

The screenshot shows a 'Repair Action Details' window with a close button (X) in the top right corner. The window contains two main sections: 'Parameter' and 'Action Taken'. The 'Parameter' section has a text input field containing 'First Check'. The 'Action Taken' section has a dropdown menu currently displaying 'Cleaned, Rubber Kit'. The dropdown menu is open, showing a list of options with checkboxes. The options are: 'Select all' (unchecked), 'Cleaned' (checked and highlighted with a red box), 'Debris' (unchecked), 'Diaphragm Replaced' (unchecked), 'Disc Replaced' (unchecked), 'Guide Replaced' (unchecked), 'Lock Nuts Replaced' (unchecked), 'O-Ring Replaced' (unchecked), 'Parts Replaced' (unchecked), 'Plugged' (unchecked), 'Retainer Replaced' (unchecked), 'Rubber Kit' (checked and highlighted with a red box), 'Seat Replaced' (unchecked), 'Spring Replaced' (unchecked), and 'Stem Replaced' (unchecked). To the right of the dropdown menu, there are two buttons: 'Save' (highlighted with a red box) and 'Close'.

Repair Action Details

Parameter

Second Check

Action Taken

Cleaned, Rubber Kit

☐ Select all

☒ Cleaned

☐ Debris

☐ Diaphragm Replaced

☐ Disc Replaced

☐ Guide Replaced

☐ Lock Nuts Replaced

☐ O-Ring Replaced

☐ Parts Replaced

☐ Plugged

☐ Retainer Replaced

☒ Rubber Kit

☐ Seat Replaced

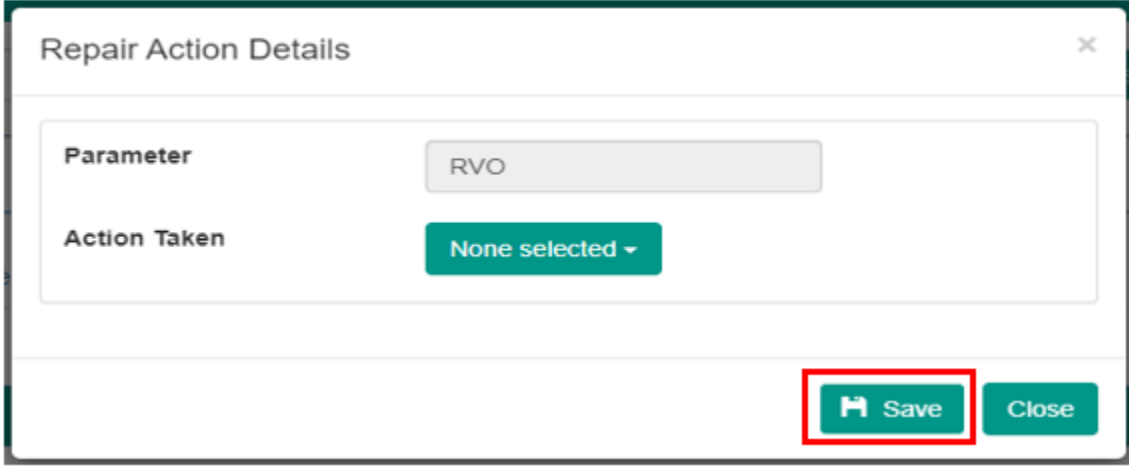
☐ Spring Replaced

☐ Stem Replaced

 Save

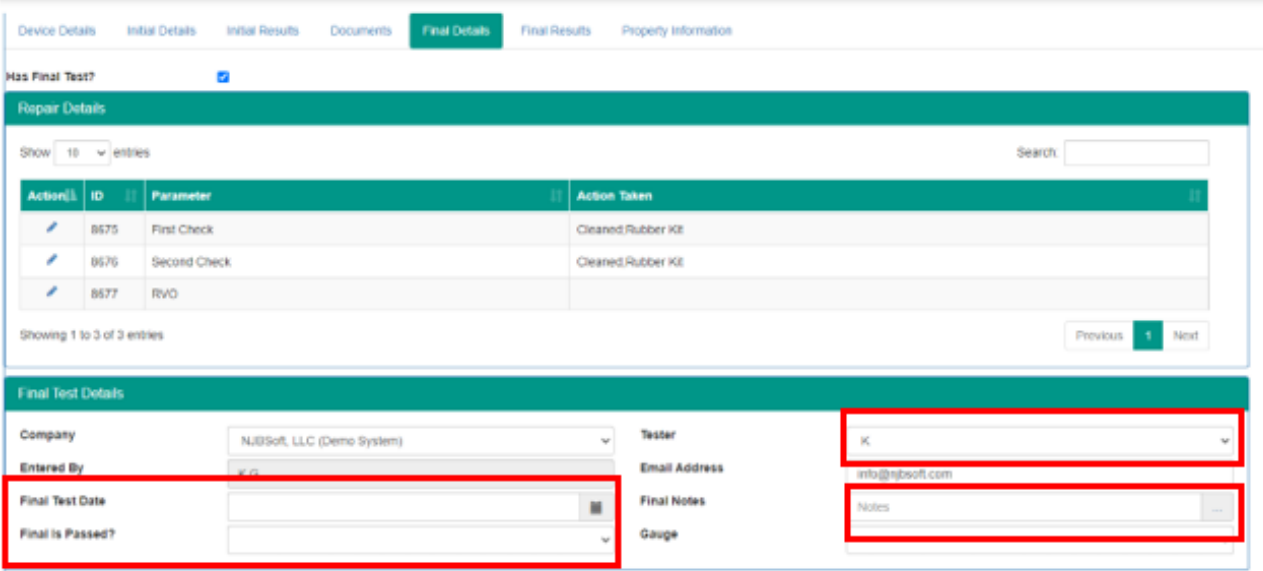
Close

No repairs were done on the RVO, in this situation.



The image shows a 'Repair Action Details' dialog box. It has a title bar with a close button (X). Inside, there are two sections: 'Parameter' with a text input field containing 'RVO', and 'Action Taken' with a dropdown menu showing 'None selected'. At the bottom right, there are two buttons: 'Save' (highlighted with a red rectangle) and 'Close'.

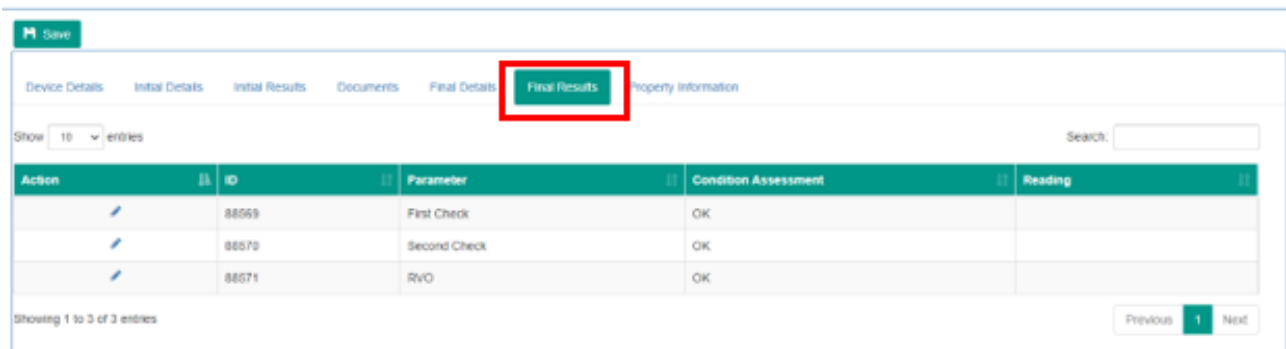
Once done entering the repair details, enter “Final Test Date”, Final is Passed?”, Tester Name, and Gauge.



The image shows the main application interface. At the top, there are tabs: 'Device Details', 'Initial Details', 'Initial Results', 'Documents', 'Final Details' (selected), 'Final Results', and 'Property Information'. Below the tabs, there is a section 'Has Final Test?' with a checked checkbox. The 'Repair Details' section shows a table with 3 entries. The 'Final Test Details' section has several fields: 'Company' (NJBSoft, LLC (Demo System)), 'Tester' (K, highlighted with a red rectangle), 'Entered By' (K.P.), 'Email Address' (info@njbsoft.com), 'Final Test Date' (highlighted with a red rectangle), 'Final is Passed?' (highlighted with a red rectangle), 'Final Notes' (Notes, highlighted with a red rectangle), and 'Gauge'.

Action ID	Parameter	Action Taken
8675	First Check	Cleaned Rubber Kit
8676	Second Check	Cleaned Rubber Kit
8677	RVO	

Click on the “Final Results” tab.



Save

Device Details Initial Details Initial Results Documents Final Details **Final Results** Property Information

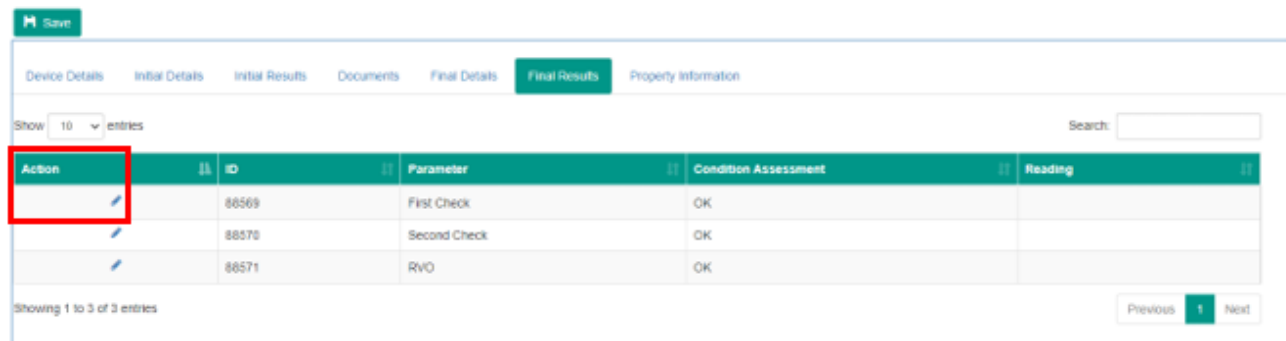
Show 10 entries Search:

Action	ID	Parameter	Condition Assessment	Reading
	88569	First Check	OK	
	88570	Second Check	OK	
	88571	RVO	OK	

Showing 1 to 3 of 3 entries

Previous 1 Next

Click the “Pencil” under the Action column to enter the results and “Condition Assessment” for the first check valve.



Save

Device Details Initial Details Initial Results Documents Final Details **Final Results** Property Information

Show 10 entries Search:

Action	ID	Parameter	Condition Assessment	Reading
	88569	First Check	OK	
	88570	Second Check	OK	
	88571	RVO	OK	

Showing 1 to 3 of 3 entries

Previous 1 Next

Schedule Results Details will pop up. Click “Condition Assessment” and enter the condition of the first check valve.

After entering the Condition Assessment of the first check valve, enter the Reading for the first check valve and select “Save” and close the pop up.

Follow the procedure for the second check and the relief valve.

Schedule Result Details [X]

Parameter	First Check ▼
Condition Assessment	OK ▼
Reading	6.0

[Save] [Close]

Schedule Result Details [X]

Parameter	Second Check ▼
Condition Assessment	OK ▼
Reading	5.8

[Save] [Close]

Schedule Result Details

Parameter

RVO

Condition Assessment

OK

Reading

2.4

Save

Close

Once all the values are in Click “Save”.

Save

Device Details

Initial Details

Initial Results

Documents

Final Details

Final Results

Property Information

Show 10 entries

Search

Action	ID	Parameter	Condition Assessment	Reading
 	88569	First Check	OK	6.0
 	88570	Second Check	OK	5.8
 	88571	RVD	OK	2.4

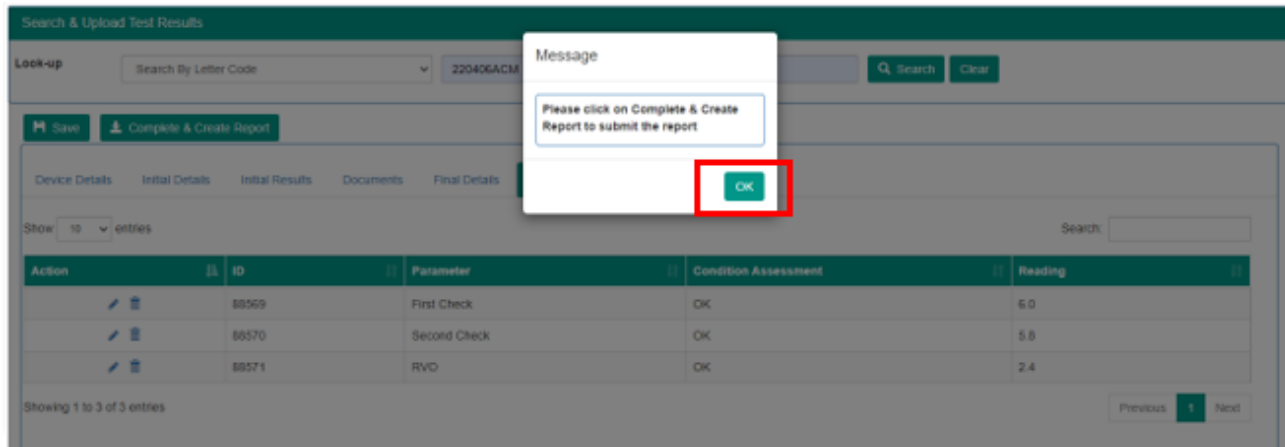
Showing 1 to 3 of 3 entries

Previous

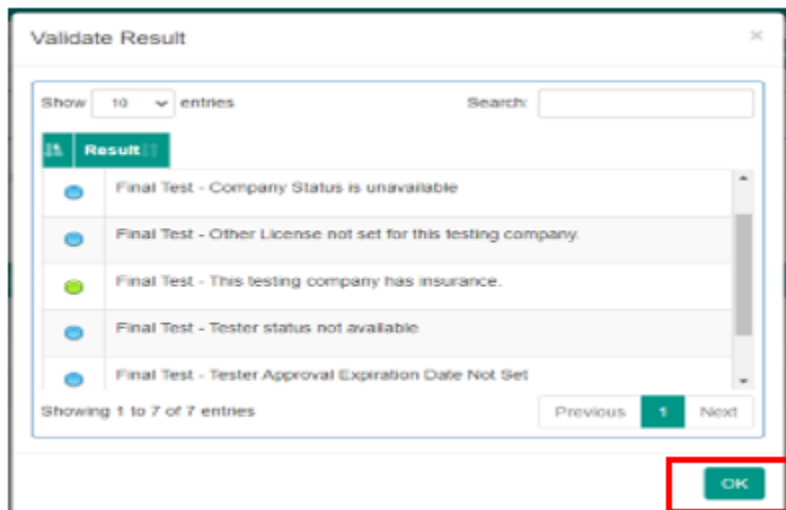
1

Next

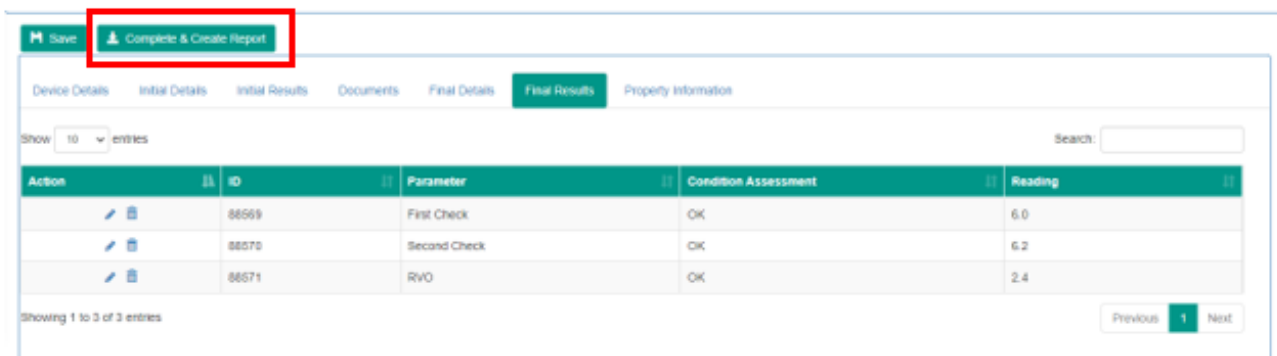
The following message will pop up, click “OK”.



The “Validate Result” will pop up. Review and click “OK”.



Click “Complete & Create Report”.



The report indicates what work was done to the device and that the final test is “Pass”. The report may be printed out or downloaded. Click “X” box in top right corner to exit.

NJBSoft, LLC (Demo System)

Backflow Prevention Assembly Test and Maintenance Report

Customer Information

Customer / Property Name: **91 VA & NUOI LSH CAO B TRC LC**

Contact Name: **N/A**

Property Address: **9820 W ONUI LSH DR**
Any City, AZ Any zip

Assembly Information

Type: **RP** Model #: **975XL**

Size: **2"** Serial#: **65307**

Manufacturer: **WILKINS** Service Type: **Commercial**

Location: **Behind the parking lot** Water Meter No: **0381**

Final Test
Result
PASS

Assembly Test Information

Test Date: 2022-07-25

Initial Test	
First Check	OK
Second Check	OK
RVO	OK

Final Test	
First Check	6.0 OK
Second Check	6.2 OK
RVO	2.4 OK

Repair Details	
First Check	Cleaned; Rubber Kit
Second Check	Cleaned; Rubber Kit
RVO	

As the tester of record, I affirm this test as: Passed ☒ Failed ☐

Additional comments or repairs made / materials (parts) used:
(No Comments)

Tester Information

Tester Name: **K G**

Tester License Expiration: **N/A**

Certification#: **N/A**

Test Kit Serial #: **07182022**

Test Kit Mfr. & Mod. #: **Midwest 845**

Testing Co Name: **NJBSoft, LLC (Demo System)**

Phone: **N/A**

Address: **202 E Earll Dr. Suite 110**
Phoenix, Arizona

The following warning will appear. This indicates the report was submitted to the jurisdiction and is pending approval.

Search & Upload Test Results

Look-up 220406ACM

Search By Letter Code Search Clear

Complete & Create Report

This test report is already submitted. If you edit and resubmit, it will overwrite previous submitted report.

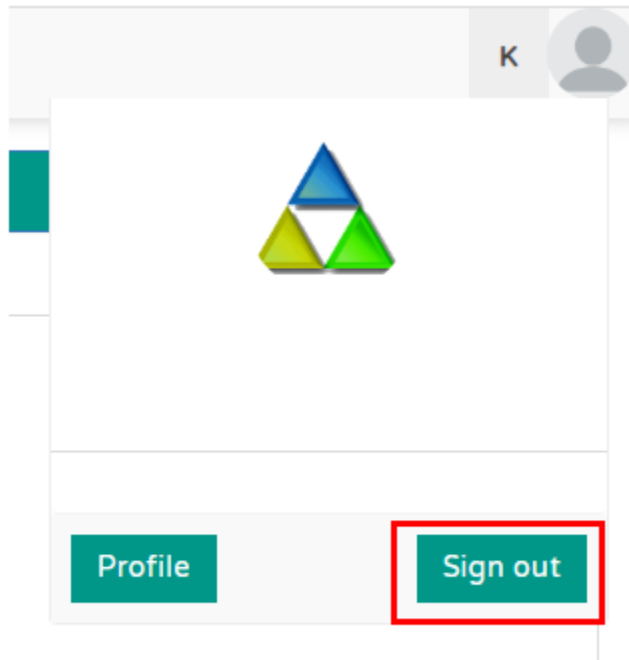
You may also confirm pending approval from the jurisdiction by looking in “MY History” under “Pending Approval” tab.

My History

Accepted
Not Submitted
Pending Review
Rejected

Export To ▾

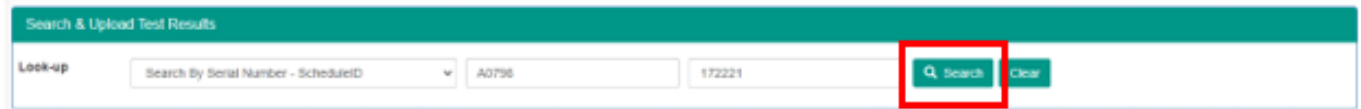
Once completed, log out of SAMS Online Tester Portal by clicking on login name, at the top right of the portal, click on “Log Out”.



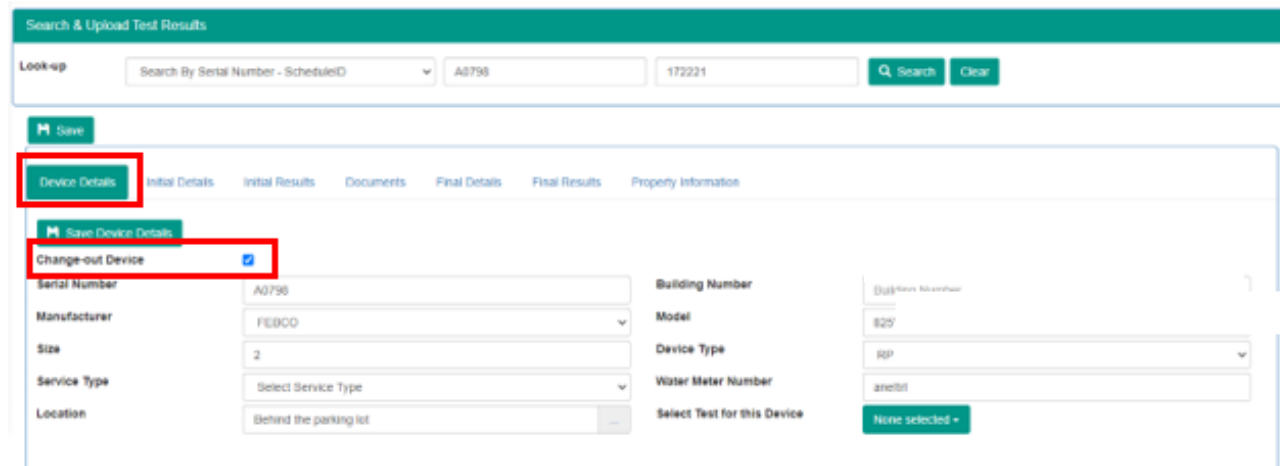
Changing out a Device in SAMS Online Tester Portal

When a device is changed out in SAMS Online Tester Portal, the user will enter the details of the new device in “Search & Upload Test Results”.

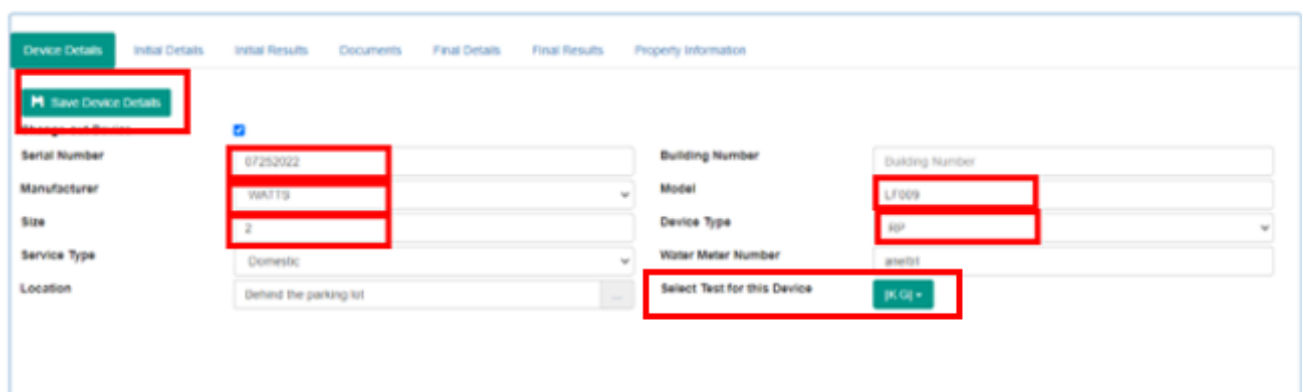
Enter the Letter Code, Serial Number & Schedule ID, or Authorization Code and click “Search”.



Click “Device Details” and click “Change-out Device”.



Enter Serial Number, Manufacturer, Size, Model, and Device Type for the new device. Once done, click “Select Test for this Device” and “Select All” at the bottom right of the window. Click “Save Device Details” to the left.



Click “Initial Details” tab and follow the procedure for entering a passing test report.

The screenshot shows the 'Search & Upload Test Results' interface. At the top, there's a search bar with 'Look-up' options, a dropdown menu set to 'Search By Serial Number - ScheduleID', and input fields for 'A0796' and '172221'. Below this is a 'Save' button. The main section has several tabs: 'Device Details', 'Initial Details' (highlighted with a red box), 'Initial Results', 'Documents', 'Final Details', 'Final Results', and 'Property Information'. The 'Initial Details' tab is active, displaying a form with fields for 'Label', 'Company' (NJBSOFT, LLC (Demo System)), 'Entered By' (K.G.), 'Start Date' (7/2/2022 12:00:00 AM), 'Test Date', 'Passed?' (dropdown), 'Line Pressure (psi)', 'Tester' (K.G.), 'Email Address' (info@njbssoft.com), 'End Date' (8/31/2022 12:00:00 AM), 'Test Key' (172221), and 'Gauge' (07182022).

The test report indicates the new assembly information.

NJBSOFT, LLC (Demo System)



Backflow Prevention Assembly Test and Maintenance Report

Customer Information

Customer / Property Name: **S/TACLODNEP OGURP**

Contact Name: **N/A**

Property Address: **5249 W ADNGR VAE
Any City,AZ Any zip**

Assembly Information

Type: **RP**

Size: **2"**

Manufacturer: **WATTS**

Location: **Behind the parking lot**

Model #:

LF009

Serial#:

07252022

Service Type: **Domestic**

Water Meter No: **aneltrl**

**Initial Test
Result
PASS**

Rejected Reports in SAMS Online Tester Portal - Company Information

Below are a few reasons that a jurisdiction may reject test reports or company/tester information:

- Tester certification has expired
- Tester gauge has expired
- Company insurance (if required by jurisdiction) has expired
- Company city license (if required by jurisdiction) has expired
- Company Registrar of contractor license (if required by jurisdiction) has expired
- Sufficient documentation was not uploaded into SAMS Online Tester Portal
- Test results on test report are incorrect

When the jurisdiction receives test reports or company information, they look at the information and either accept it or reject it. If the information is accepted, the status will appear under the users “Accepted” tab in My History. If the information is “rejected”, the status will appear under the “Rejected” tab in My History.

Once information is “rejected” by a jurisdiction, the user will be sent an email indicating why the submitted information was rejected.

The screenshot shows a web interface with a blue header bar. Below it, a yellow notification box with a red border contains the text: "Company license is expired, update in portal and upload proper documentation." Below the notification is a section titled "Test Details" with a light blue background. This section contains a table with test information.

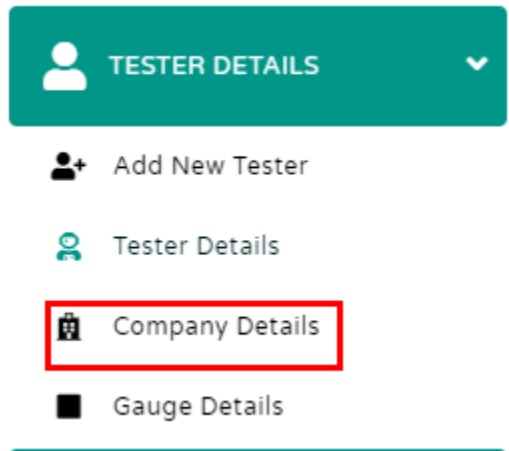
Label:	Schedule EDDO, Serial Number: EDDO State Number: 1 RD000	Tester:	Test Name
Company:	Testing Company	Email Address:	Tester@000.com
Entered By:	1/10/2020	End Date:	12/31/2021
Start Date:	1/10/2020	Test Key:	154074
Test Date:	1/10/2020	Notes:	Test Passed
Test Received Date:	1/10/2020	Gauge:	XXXXXXXX
Is Passed?:	True		

Once the user receives the email and logs into SAMS Online Tester Portal to make the corrections, the following notification pop up will appear.

Click on the “Test Report (s) information rejected” and the user will be automatically sent to the “Rejected” tab in My History. In this scenario, the rejection was for an expired company license.

Before we resubmit the test report, we are going to enter the expired company information and submit it to the jurisdiction so no more test reports will be rejected.

From Tester Details, click “Company Details”



Company Details will pop up, click on “Licensing Details” and then “Edit”.

A form titled "Company Details" with a teal header. Below the header is an "Edit" button with a pencil icon (highlighted with a red box). Below the button are three tabs: "Company Details" (teal), "Licensing Details" (highlighted with a red box), and "Insurance" (blue). The "Licensing Details" tab is active, showing a form with the following fields: "Company Name" (NJBSOft, LLC (Demo System)), "Address1" (202 E Earll Dr. Suite, 110), "City" (Phoenix), "Zip" (85012), "Fax" (6026290223), and "Contractor" (empty).

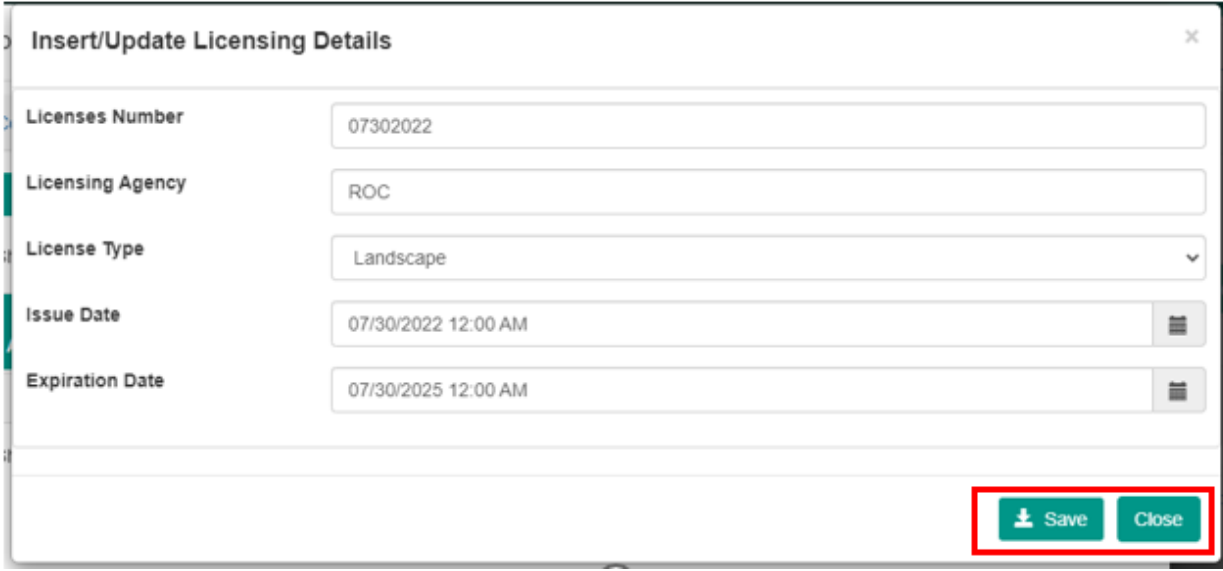
The “Update Company Details” will pop up, click “Licensing Details”.

The screenshot shows a modal window titled "Update Company Details" with a close button (X) in the top right corner. Below the title bar is a tabbed interface with four tabs: "Company Details", "Licensing Details", "Insurance", and "Documents". The "Licensing Details" tab is selected and highlighted with a red rectangle. The form contains several input fields: "Company Name" (NJBSoft, LLC (Demo System)), "Address1" (202 E Earll Dr. Suite, 110), "Address2" (Address2), "City" (Phoenix), "State" (Arizona), "Zip" (85012), "Phone" (6026290206), "Fax" (6026290223), "Email" (Email), "Contractor" (a dropdown menu showing "Select Contractor"), and "Insured" (a checked checkbox). A green "Next" button is located at the bottom right of the form.

Click “Create New”

The screenshot shows the same "Update Company Details" modal window, but now the "Licensing Details" tab is active. A red rectangle highlights a green "Create New" button located at the top left of the tab's content area. Below this button, there is a "Show 10 entries" dropdown and a "Search:" input field. A table with 8 columns is displayed: "Action", "ID", "License Number", "Licensing Agency", "License Type", "Issue Date", "Expiration Date", and "Notes". The table contains one entry with the following data: ID: 3489, License Number: 07242022, Licensing Agency: Jurisdiction, License Type: City License, Issue Date: 7/24/2022, Expiration Date: 12/31/2022. Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom right, there are navigation buttons: "Previous", "1" (highlighted), and "Next".

The Insert Licensing Details”, enter the new license information, save and close window.



Insert/Update Licensing Details

Licenses Number: 07302022

Licensing Agency: ROC

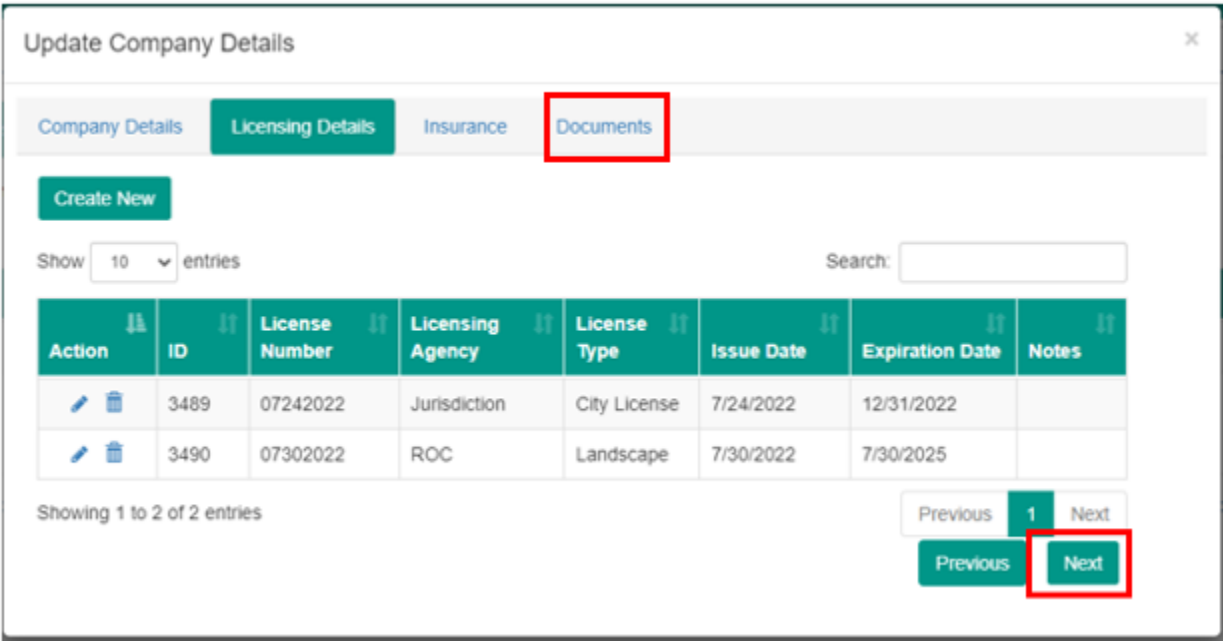
License Type: Landscape

Issue Date: 07/30/2022 12:00 AM

Expiration Date: 07/30/2025 12:00 AM

Save Close

Update Company Details will pop up with the newly entered information. Click the “Document” tab to upload the document.



Update Company Details

Company Details Licensing Details Insurance Documents

Create New

Show 10 entries Search:

Action	ID	License Number	Licensing Agency	License Type	Issue Date	Expiration Date	Notes
 	3489	07242022	Jurisdiction	City License	7/24/2022	12/31/2022	
 	3490	07302022	ROC	Landscape	7/30/2022	7/30/2025	

Showing 1 to 2 of 2 entries

Previous 1 Next

Previous Next

The user will get a warning to only submit the required document/s. Click “Upload Files”.

Update Company Details

Company Details Licensing Details Insurance Documents

Upload ONLY the following documents here - AZROC Licenses, Liability Insurance Certificate and Business/Tax License (as applicable).

Upload Files

Show 10 entries Search:

Action	ID	Document Name	Import Date	Added By	Latitude	Longitude
	47866	Company Insurance.docx	7/24/2022 11:18:46 AM	K	33.6615409	-112.3441684
	47867	City License.docx	7/24/2022 11:19:09 AM	K	33.6615244	-112.3441529

Showing 1 to 2 of 2 entries

Previous 1 Next

Previous Finish

Click “Add”, choose file, and click “Upload”.

Upload ONLY the following documents here - AZROC Licenses, Liability Insurance Certificate and Business (as applicable).

Upload Files

Show 10

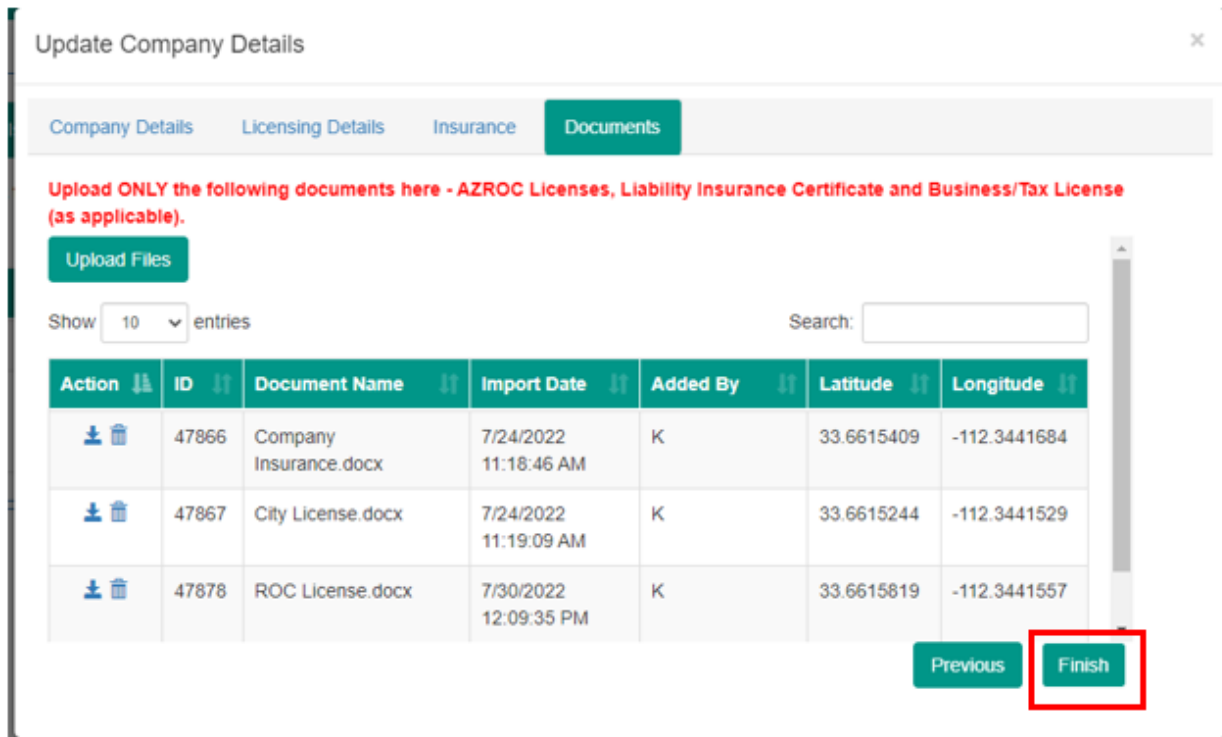
Upload File

Click to select files...

Add

Upload Cancel

Your file has been uploaded, click “Finish”



Update Company Details

Company Details Licensing Details Insurance Documents

Upload ONLY the following documents here - AZROC Licenses, Liability Insurance Certificate and Business/Tax License (as applicable).

Upload Files

Show 10 entries Search:

Action	ID	Document Name	Import Date	Added By	Latitude	Longitude
 	47866	Company Insurance.docx	7/24/2022 11:18:46 AM	K	33.6615409	-112.3441684
 	47867	City License.docx	7/24/2022 11:19:09 AM	K	33.6615244	-112.3441529
 	47878	ROC License.docx	7/30/2022 12:09:35 PM	K	33.6615819	-112.3441557

Previous Finish

The company update has been sent to the jurisdiction for approval, now the user will need to resubmit the rejected test report.

You will follow this procedure for all company and tester information that has been rejected by the jurisdiction.

Now the user will resubmit the test report to the jurisdiction for approval, see next section.

Resubmitting Test Reports Due to Expired Company information

When the jurisdiction receives test reports, they look at the information and either accept it or reject it. If the information is accepted, the status will appear under the users “Accepted” tab in My History. If the information is “rejected”, the status will appear under the “Rejected” tab in My History.

Once information is “rejected” by a jurisdiction, the user will be sent an email indicating why the submitted information was rejected.

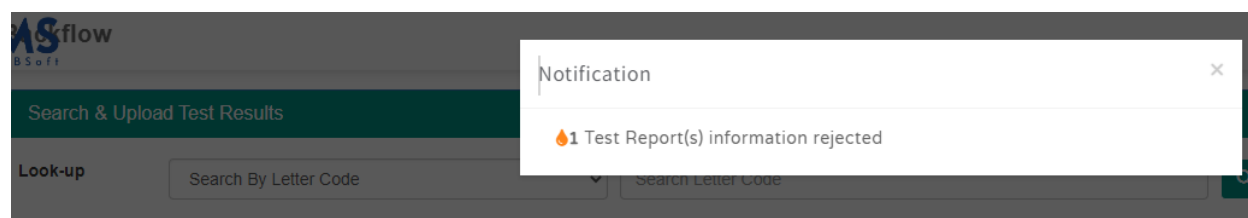
https://sams.ashery.ca/secure/secure/info/ForceConnection?SLSID=info/ForceConnection/ForceConnection.aspx?Page=9999

Company license is expired, update in portal and upload proper documentation.

Test Details			
Label:	Schedule# E000, Serial Number: E000, Model Number: L-R000A		
Company:	Testing Company	Tester:	Tester Name
Entered By:		Email Address:	Tester@E000.Com
Start Date:	1/19/2020	End Date:	12/31/2021
Test Date:	1/19/2020	Test Key:	154074
Test Received Date:	1/19/2020	Notes:	Test Passed
Is Passed?:	True	Gauge:	XXXXXXXX

Once the user receives the email and logs into SAMS Online Tester Portal to make the corrections, the following notification pop up will appear. Click on the “Test Report (s) information rejected” and the user will be automatically sent to the “Rejected” tab in My History.

In this scenario, the rejection was the company license had expired.



Under the “Rejected” tab, the message indicates that the report was rejected and why.

My History

Accepted Not Submitted Pending Review **Rejected**

Export To ▾

Action	Alert Type	Notes
Edit Delete	Test Report	Test Result submitted for 05729 by K... Rejected by Company License has expired, enter into the portal,

Page 1 of 1 (1 items) First Prev **1** Next Last All Page size: 10 ▾

Click on Edit

Edit Delete

Test Report

Test Result submitted for 05729 by K... Rejected by Company License has expired, enter into the portal,

Page 1 of 1 (1 items) First Prev **1** Next Last All Page size: 10 ▾

Confirm Modify Report will pop up, click “OK”.

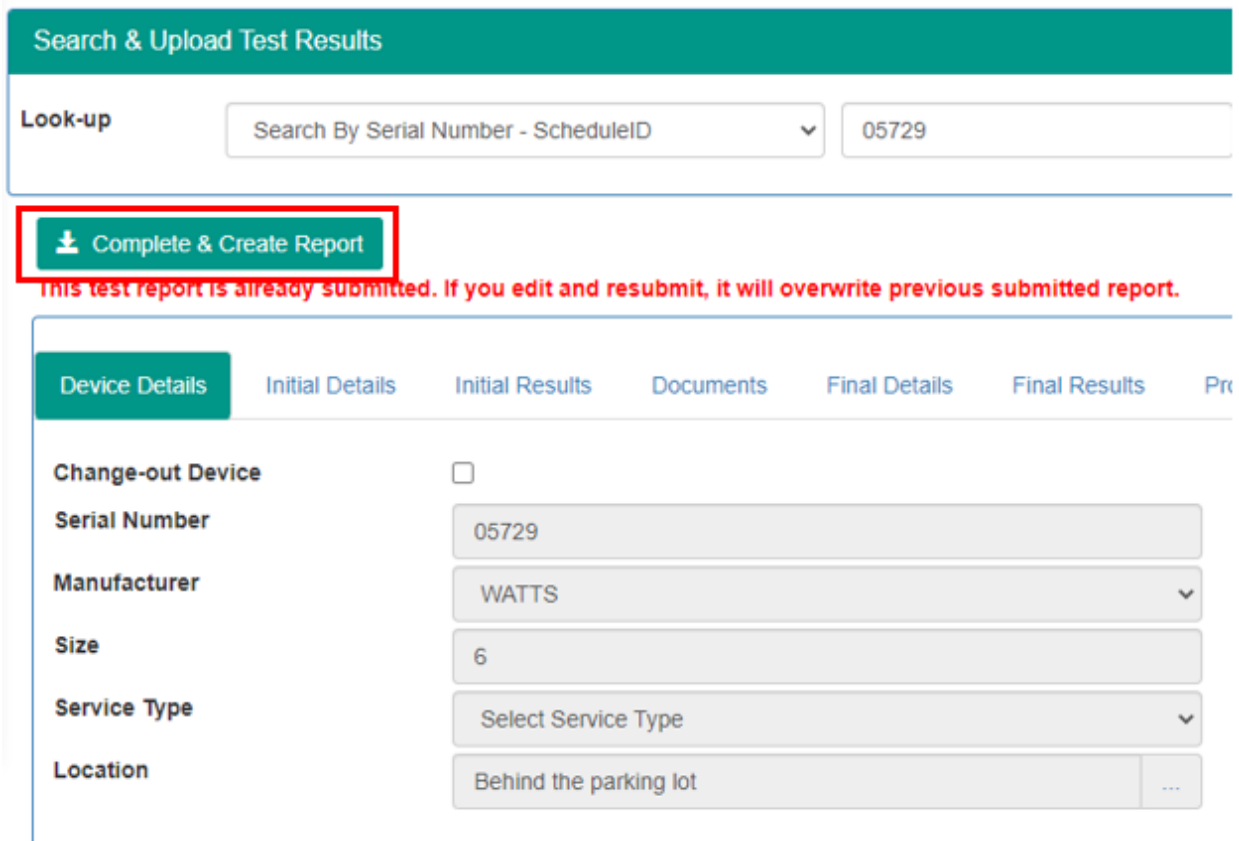
Confirm Modify Report

This test report is already submitted. Do you want to recall report to modify?

Ok Cancel

The following warning will appear, “ this test report is already submitted. If you edit and resubmit, it will overwrite previous submitted report”.

In this scenario you are only going to be resubmitting the test report, because the rejection was for company details that needed to be updated. Click, “Complete & Create Report”.



Search & Upload Test Results

Look-up Search By Serial Number - ScheduleID 05729

Complete & Create Report

This test report is already submitted. If you edit and resubmit, it will overwrite previous submitted report.

Device Details Initial Details Initial Results Documents Final Details Final Results Pre

Change-out Device ☐

Serial Number 05729

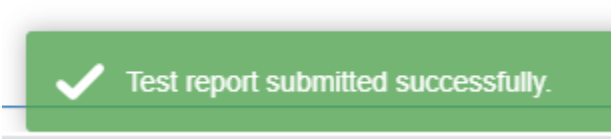
Manufacturer WATTS

Size 6

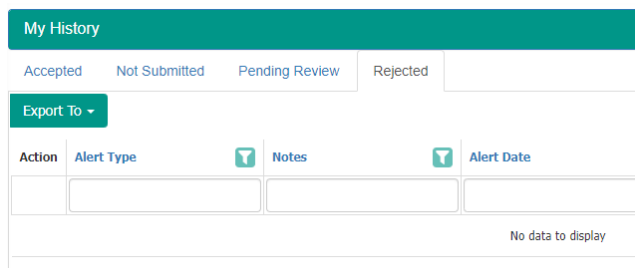
Service Type Select Service Type

Location Behind the parking lot

A verification at the bottom of the screen that the test report was submitted successfully.



The user's "Rejected" tab will be empty. The reports will be under the Pending Review tab.



My History

Accepted Not Submitted Pending Review Rejected

Export To

Action	Alert Type	Notes	Alert Date

No data to display

Rejected Test Reports in SAMS Online Portal-Test Reports

When the jurisdiction receives test reports, they look at the information and either accept it or reject it. If the information is accepted, the status will appear under the users “Accepted” tab in My History. If the information is “rejected”, the status will appear under the “Rejected” tab in My History.

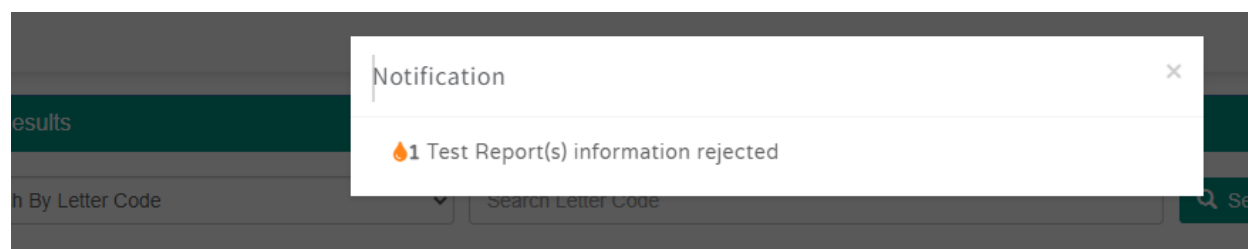
Once information is “rejected” by a jurisdiction, the user will be sent an email indicating why the submitted information was rejected.

The screenshot shows a web interface for the SAMS Online Tester Portal. At the top, a blue header bar contains the text "The test failed inspection, you indicated pass. Fix and resubmit report". Below this, a section titled "Test Details" contains a table with the following information:

Label:	Schedule #0000, Serial Number: 0000, Model Number: L#0000		
Company:	Testing Company	Tester:	Section Name
Entered By:		Email Address:	Tester@0000.com
Start Date:	1/15/2020	End Date:	1/15/2021
Test Date:	1/15/2020	Test Key:	1540578
Test Received Date:	1/15/2020	Notes:	Test Passed
Is Passed?:	True	Gauge:	0000000

Once the user receives the email and logs into SAMS Online Tester Portal to make the corrections, the following notification pop up will appear. Click on the “Test Report (s) information rejected” and the user will be automatically sent to the “Rejected” tab in My History.

In this scenario, the rejection was for the test report entered incorrectly.



Below the 'Rejected' tab, the user will see why the test report was rejected by the jurisdiction.

In this scenario, the test was marked as passing, when it actually failed.

My History

AcceptedNot SubmittedPending ReviewRejected

Export To ▾

Action	Alert Type 	Notes
 Edit  Delete	Test Report	Test Result submitted for L68540 by K... Rejected by g Results... The test failed inspection, you indicated pas

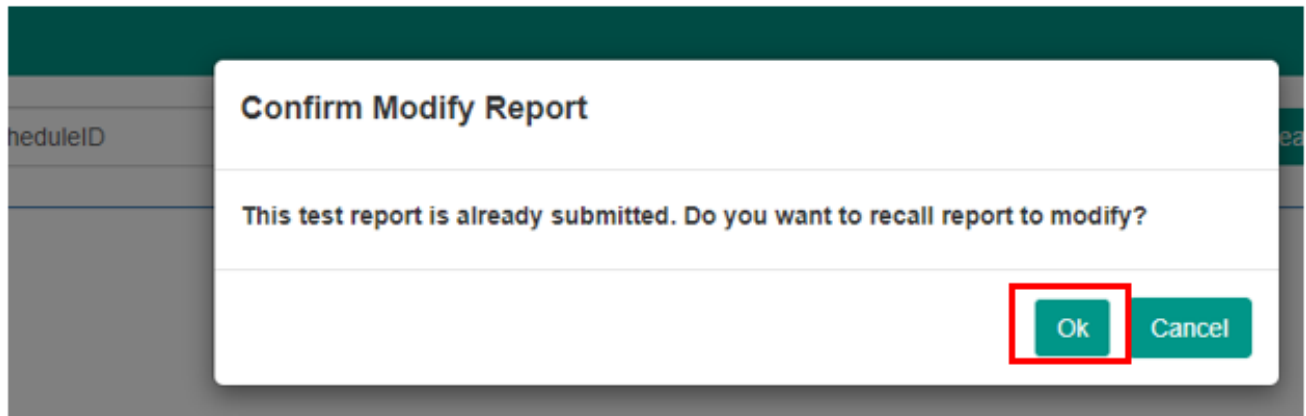
Page 1 of 1 (1 items)FirstPrev1NextLastAllPage size: 10 ▾

Click on "Edit".

Action	Alert Type 
 Edit  Delete	Test Report

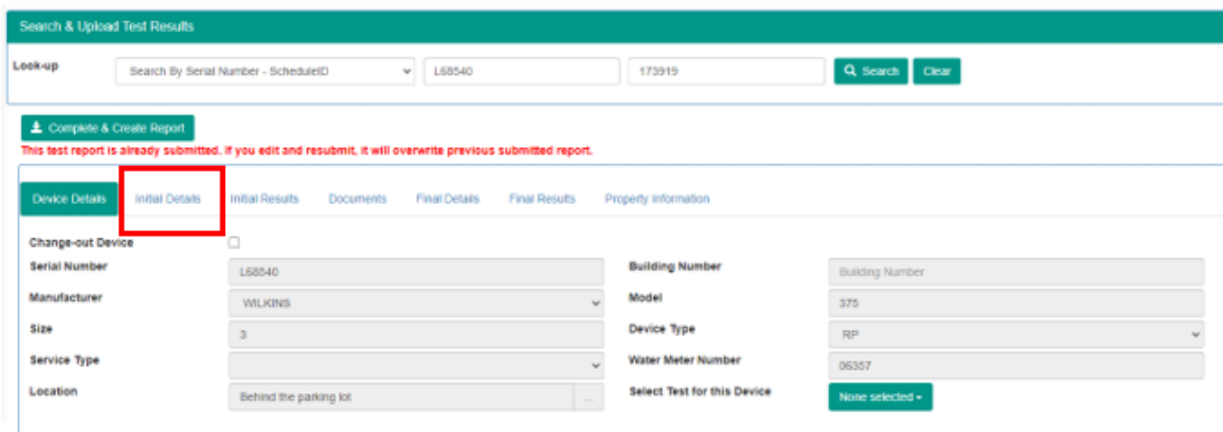
Page 1 of 1 (1 items)FirstPrev1Next

Confirm Modify Report will pop up, click “OK”.



Search & Upload Test Results will pop up with the warning, “This test report is already submitted. If you edit and resubmit, it will overwrite previous submitted report”.

Click on the “Initial Details” tab.

A screenshot of the "Search & Upload Test Results" form in a web application. The form has a header bar with the title "Search & Upload Test Results". Below the header, there is a "Look-up" section with a dropdown menu set to "Search By Serial Number - ScheduleID", and two input fields containing "L68540" and "173919". To the right of these fields are "Search" and "Clear" buttons. Below the search section, there is a green button labeled "Complete & Create Report". A red warning message states: "This test report is already submitted. If you edit and resubmit, it will overwrite previous submitted report." Below the warning, there is a tabbed interface with six tabs: "Device Details", "Initial Details", "Initial Results", "Documents", "Final Details", and "Final Results", and "Property Information". The "Initial Details" tab is highlighted with a red rectangular border. The "Device Details" tab is active, showing a form with fields for "Change-out Device" (checkbox), "Serial Number" (L68540), "Manufacturer" (WILKINS), "Size" (3), "Service Type" (dropdown), "Location" (Behind the parking lot), "Building Number" (Building Number), "Model" (375), "Device Type" (RP), "Water Meter Number" (06357), and "Select Test for this Device" (None selected).

In the rejection email, the jurisdiction indicated that the values show that the device failed, not passed. On the drop down, choose “False”.

Device Details	Initial Details	Initial Results	Documents	Final Details	Final Results
Label	Schedule 173919: SerialNumber: L84650, ModelNumber: 375				
Company	NJBSOft, LLC (Demo System)				
Entered By	K G				
Start Date	7/2/2022 12:00:00 AM				
Test Date	7/30/2022 12:00:00 AM				
Passed?	False				

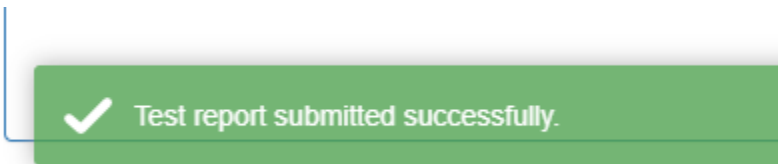
Once done, Click, “Complete & Create Report”.

Complete & Create Report

This test report is already submitted. If you edit and resubmit, it will overw

Device Details	Initial Details	Initial Results	Documents	Final Details	Final Results
Label	Schedule 173919: SerialNumber: L84650, ModelNumber: 375				
Company	NJBSOft, LLC (Demo System)				
Entered By	K G				
Start Date	7/2/2022 12:00:00 AM				
Test Date	7/30/2022 12:00:00 AM				
Passed?	False				
Line Pressure (psi)	Line Pressure (psi)				

The user will get the following message. The test reports have been submitted to the jurisdiction.



If you want to verify that the report was submitted, go to “MY History”, there are no rejections.

The report will be under the user’s Pending Review.

My History

Accepted

Not Submitted

Pending Review

Rejected

Export To ▾

Action	Alert Type	Notes	Alert Date

No data to display