

SAMS XC

Online Tester Portal

Training Manual

Job Aid Prepared by



202 E Earll Dr. Ste 110

Phoenix, AZ 85012

Phone: (602) 759-1905

www.njbsoft.com

Revised 2025

Table of Contents

Registering for SAMS Universal Online Tester Portal	Page 3
Registering for SAMS Individual Online Tester Portal	Page 11
Logging into SAMS Online Tester Portal	Page 13
Getting Started	Page 14
Creating and uploading a company logo	Page 15
Adding and updating testers	Page 17
Updating tester information	Page 21
Updating company information	Page 27
Adding a new gauge	Page 33
Updating gauge details	Page 37
My History	Page 41
Forums	Page 44
Entering test reports into SAMS Online Tester Portal	Page 45
Entering a passing test report into SAMS Online Tester Portal	Page 47
Entering a failed test report into SAMS Online Tester Portal	Page 55
Entering a repair test report into SAMS Online Tester Portal	Page 61
Changing out a device in SAMS Online Tester Portal	Page 72
Rejected test Reports in SAMS Online Tester Portal-Company Information	Page 77
Resubmitting Test Reports Due to Expired Company Information	Page 83
Rejected test reports in SAMS Online Portal-Test Reports	Page 86
Forgot Password/Unlock Me	Page 91
Appendix	Page 93

Registering for SAMS Universal Online Tester Portal

Start the registration process by clicking on the link below:

crossconnection.njbssoft.com/SAMSUnifiedTester/UnifiedTesterRegistrationPage.aspx

On the Login screen, enter your "User ID" and "Select Application" that you are registering for, you are only able to pick one. You will be able to register for all the other municipalities in a later step.

Login

SAMS
NJBSOFT

Tester Portal


Please enter your User ID below:

Select Application

- Select Application
- City of Avondale
- City of Buckeye
- City of GlendaleAZ
- City of Goodyear
- City of Mesa
- City of Peoria
- City of Surprise
- City of Tempe

Click "Registration Form"

Login



Tester Portal

Please enter your User ID below:

Select Application

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

Copyright. All rights reserved 2018-19

On the Registration Page, you will enter the company contact information, Organizational Details, Tester Information, Certifications, and upload supporting documents.

Enter contact information and email, then click “Send Code” button.



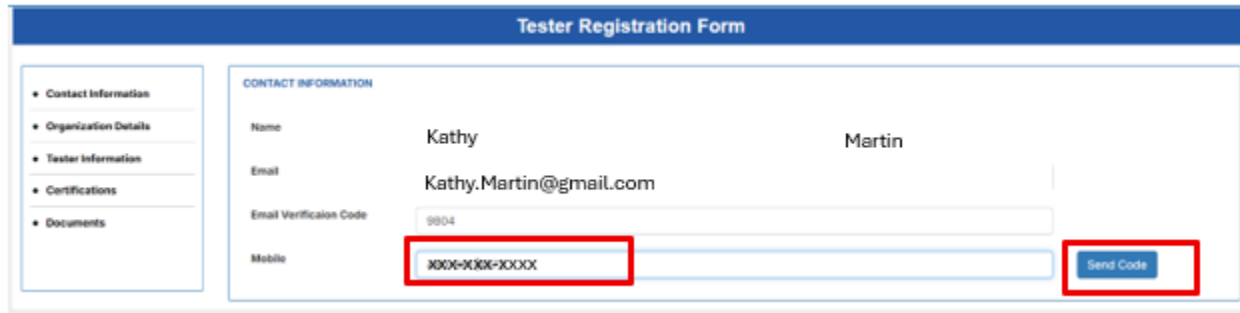
The screenshot shows the 'Tester Registration Form' with a blue header. On the left is a sidebar with a list of sections: Contact Information, Organization Details, Tester Information, Certifications, and Documents. The main form area is titled 'CONTACT INFORMATION' and contains the following fields: Name (Kathy Martin), Email (Kathy.Martin@gmail.com), and a 'Send Code' button highlighted with a red box.

You will be sent an Email Verification Code via email, enter the code and click “Verify code.”



The screenshot shows the 'Tester Registration Form' with the 'Email Verification Code' field filled with '9804'. The 'Verify Code' button is highlighted with a red box.

You will then enter your mobile number and click “Send Code.”



The screenshot shows the 'Tester Registration Form' with the 'Mobile' field filled with a masked number 'XXX-XXX-XXXX'. The 'Send Code' button is highlighted with a red box.

You will be sent a Mobile Verification Code via email, enter it and click “Verify code.”

The screenshot shows the 'Tester Registration Form' with a blue header. On the left is a sidebar with a list of sections: Contact Information, Organization Details, Tester Information, Certifications, and Documents. The main area is titled 'CONTACT INFORMATION' and contains the following fields: Name (Kathy Martin), Email (Kathy.Martin@gmail.com), Email Verification Code (9804), Mobile (XXX-XXX-XXXX), and Mobile Verification Code (3892). A blue 'Verify Code' button is located at the bottom right of the form and is highlighted with a red rectangular box.

Click the “Next” button

This screenshot shows the same 'Tester Registration Form' as above. The fields are: Name (Kathy Martin), Email (Kathy.Martin@gmail.com), Email Verification Code (9208), Mobile (XXX-XXX-XXXX), and Mobile Verification Code (6713). A blue 'Next' button is located at the bottom right of the form and is highlighted with a red rectangular box.

On this page, you will be asked if your company is registered with the municipality.

If you selected "Yes" and your company is "not" registered in the municipality, you will get the message, "No company found with entered name." If you get this message, you will follow the steps below to enter your company information, testers, gauges and upload the required documents.

If your company is registered in the municipality follow the instructions on page 10 to enter additional company, tester information and to upload the required documents.

The screenshot shows the 'Tester Registration Form' with the 'ORGANIZATION DETAILS' section. The question 'Is your company registered with city?' has the 'Yes' radio button selected and highlighted with a red box. Below this, a search for 'Kathy's Backflow Testing Company' has been performed, resulting in a yellow message box that says 'No company found with entered name', which is also highlighted with a red box. The form includes fields for Company Name, Address1, Address2, City, State, Zip, Phone, Fax, and Email. A 'Next' button is visible at the bottom right.

Check the "No" then you will proceed to enter your company information. Enter the company information and click "Next."

The screenshot shows the 'Tester Registration Form' with the 'ORGANIZATION DETAILS' section. The question 'Is your company registered with city?' has the 'No' radio button selected and highlighted with a red box. The form is filled out with company information: Company Name (Kathy's Backflow Testing Co.), Address1, Address2 (202 E Earl Dr. #10), City (Phoenix), State (AZ), Zip (85012), Phone (XXX-XXX-XXXX), Fax, and Email (Kathy.Martin@gmail.com). A 'Next' button is highlighted with a red box at the bottom right.

On the Tester Information page, you can choose all the municipalities that the tester will be active in. Click the box next to the municipalities that you want to register the tester in and then click 'Next.'

Tester Registration Form

TESTER INFORMATION

Systems

Address1

City

Zip

Notes

None selected

Search...

Select all

City of GlendaleAZ

City of Peoria

City of Avondale

City of Tempe

City of Mesa

City of Surprise

City of Goodyear

City of Buckeye

Back

Next

On the Tester Certification page, click the "+" button and fill out the Tester Certification information and click "Next."

Tester Registration Form

TESTER CERTIFICATIONS

+

Certification Number	Certifying Authority	Certification Issue Date	Certification Exp Date
AZ-20250610	AABP	06/01/2025	06/01/2028

Back

Next

Next, you will upload the Tester Certification Documentation, click “+” button, upload document and click “finish.”

The screenshot shows the 'Tester Registration Form' interface. On the left is a navigation menu with items: Contact Information, Organization Details, Tester Information, Certifications, and Documents. The main area is titled 'TESTER DOCUMENTS' and contains a table with the following data:

	Document Name	Document Date
	Tester Certification.docx	06/10/2025 11:18

At the top right of the table area is a '+' button. At the bottom right of the form is a 'Finish' button. A 'Back' button is located at the bottom left.

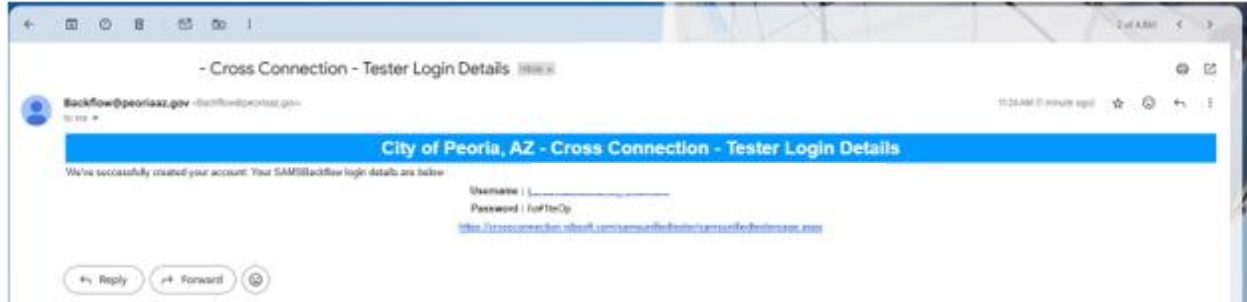
You will receive an email with confirmation confirming your registration.

The screenshot shows a confirmation message within the 'Tester Registration Form' interface. The message text is: "Thank you for registering as an online tester. An automated link confirming your submitted data will be emailed to you {XXXXXXXXXXXXXXXXXXXX.com}. Once processed by administrator, you will receive an email." The email address placeholder is highlighted with a red box.

You will also receive a username and password in your email.

Check your spam folder if you do not receive it in your inbox.

Use the link provided in the email to access the Universal Tester Portal.



If you click “Yes” to the “Is your company registered with city?”, chose your company information from the drop down and the company information will populate.

When populated, you can proceed to enter new Tester information, Tester Certification, and upload documents, following the steps above.

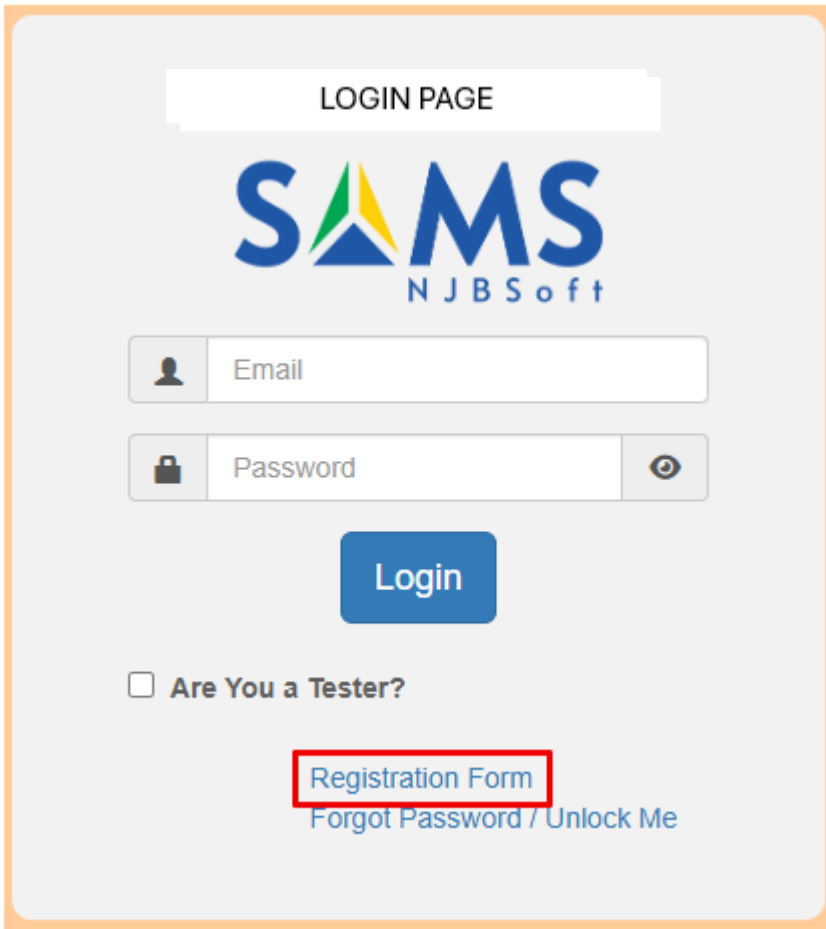
A screenshot of a web form titled 'ORGANIZATION DETAILS'. The form contains several fields and buttons. At the top, there is a question 'Is your company registered with city?' with radio buttons for 'Yes' (selected) and 'No'. Below this is a text input field for 'Please Enter the Company Name' containing 'Kathy's Backflow Testing Co.,' and a 'Search' button. A dropdown menu labeled 'Select Company' is open, showing 'Kathy's Backflow Testing Co.' as the selected option. Below the dropdown are several input fields: 'Company Name' (Kathy's Backflow Testing Co.), 'Address1' (Address1), 'Address2' (202 E Earl Dr. #110), 'City' (Phoenix), 'State' (AZ), 'Zip' (85012), 'Phone' (480-861-4872), and 'Fax' (Fax). The 'Email' field contains 'Tester@testingcompany.com'. At the bottom left is a 'Back' button and at the bottom right is a 'Next' button. Red boxes highlight the 'Yes' radio button, the 'Select Company' dropdown, and the 'Email' field.

Registering for SAMS Individual Online Tester Portal

A municipality may have a single tester portal.

Registration for Admins

If you are an Admin and you will be entering all the test reports and company information, and **not** a tester, click on the “Registration Form.”



LOGIN PAGE

SAMS
NJBSoft

Email

Password

Login

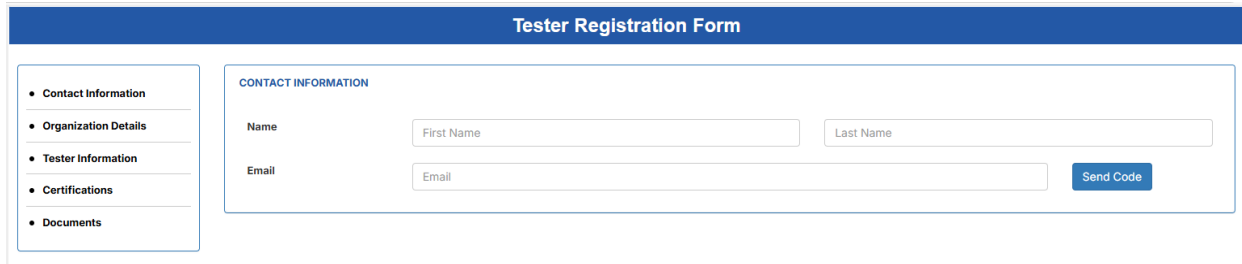
Are You a Tester?

[Registration Form](#)

[Forgot Password / Unlock Me](#)

You will be taken to the Tester Registration Form page, see below.

Follow the instructions on registering the company and testers on pages 5-10 of this training manual.



Tester Registration Form

- Contact Information
- Organization Details
- Tester Information
- Certifications
- Documents

CONTACT INFORMATION

Name: First Name Last Name

Email:

Registration for Testers

If you are a Tester and will be entering all of your own test reports, company, gauge, certifications, etc. click the checkbox “Are You a Tester” and “Registration Form.”

LOGIN PAGE

SAMS
NJBSOFT

Email

Password

Login

Are You a Tester?

Registration Form

Forgot Password / Unlock Me

You will be taken to the Tester Registration Form page, see below.

Follow the instructions on registering the company and testers on pages 5-10 of this training manual.

Tester Registration Form

- Contact Information
- Organization Details
- Tester Information
- Certifications
- Documents

CONTACT INFORMATION

Name

First Name

Last Name

Email

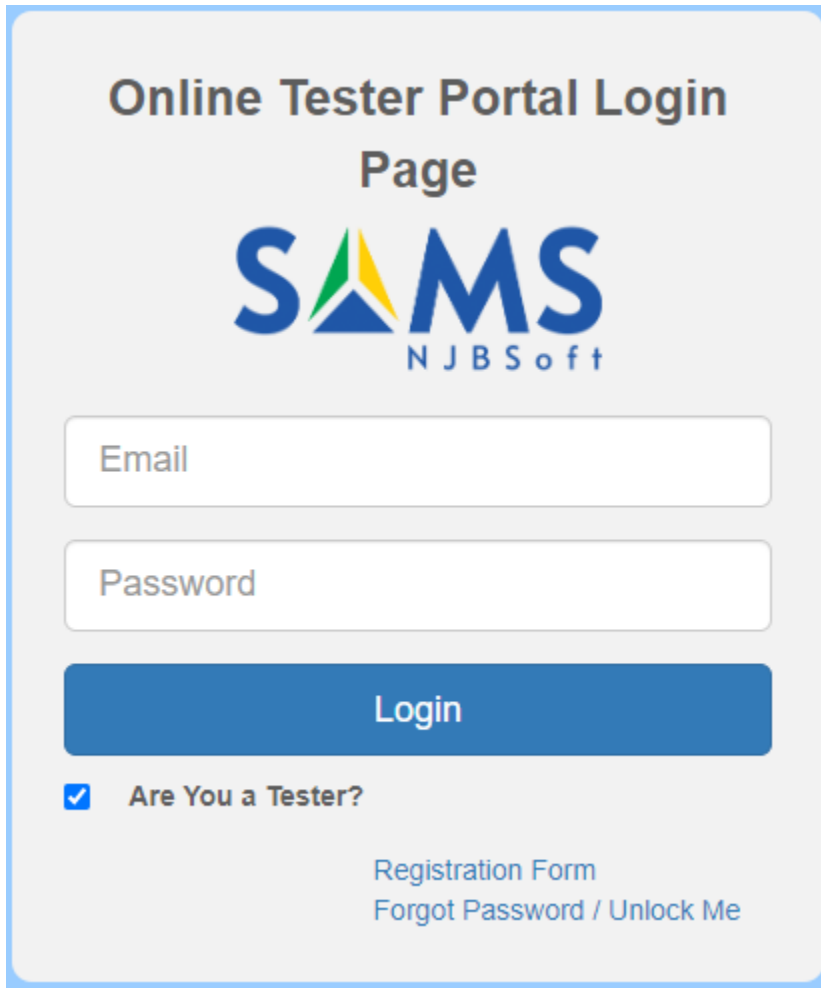
Email

Send Code

Logging into SAMS Online Tester Portal

Enter the email and password and click Login and check the, “ Are You a Tester” if you are a tester.

If you are an admin with the company, do not check the box.



**Online Tester Portal Login
Page**

SAMS
NJBSOFT

Email

Password

Login

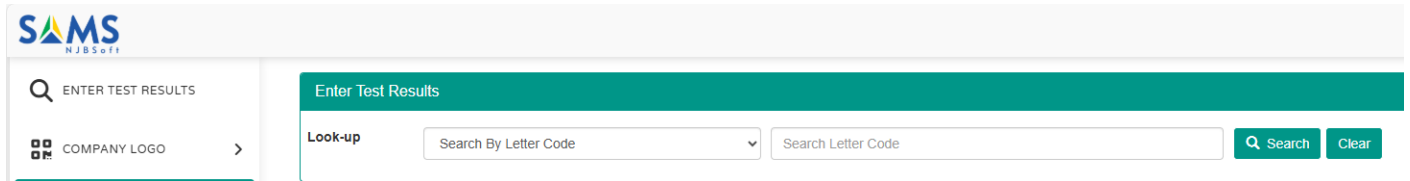
Are You a Tester?

[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.

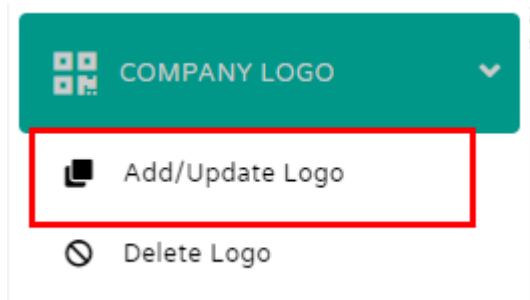
The main menu items of the portal are on the left side.



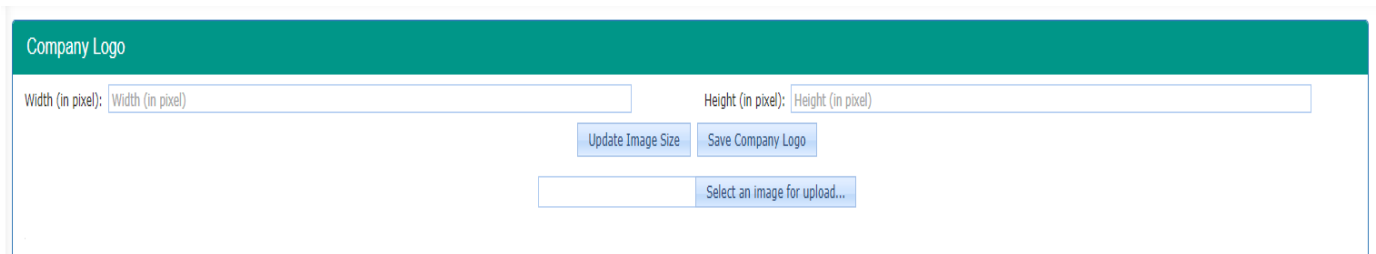
The screenshot displays the SAMS NJBSOFT portal interface. On the left side, there is a navigation menu with two items: "ENTER TEST RESULTS" with a magnifying glass icon and "COMPANY LOGO" with a grid icon and a right-pointing arrow. The main content area features a teal header bar labeled "Enter Test Results". Below this header, there is a "Look-up" section containing a dropdown menu set to "Search By Letter Code", a text input field labeled "Search Letter Code", and two buttons: "Search" (with a magnifying glass icon) and "Clear".

Creating and Uploading a Company Logo

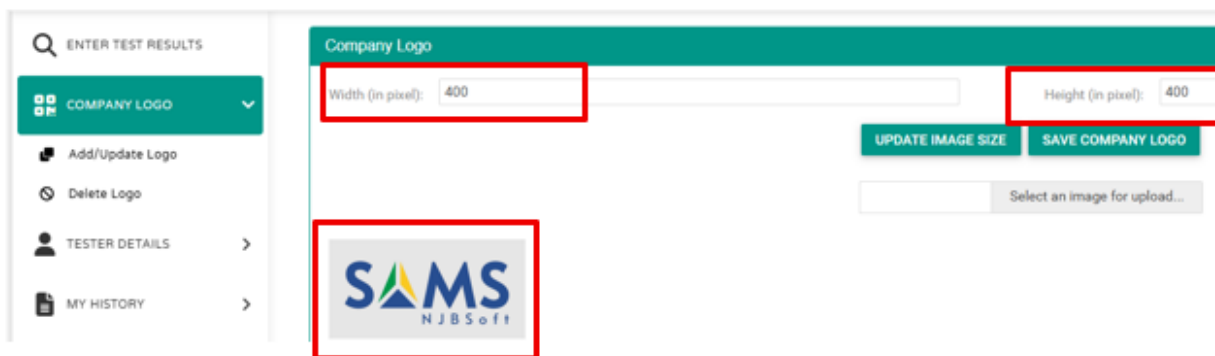
The Company Logo can be uploaded and will appear on all test reports generated in SAMS Online Tester Portal. To add the company logo, click on “Add/Update Logo.”



The Company Logo screen will pop up.




Enter Width, Height and “Select an image for upload” from your files. The logo is uploaded and will appear on all test reports generated in the tester portal. 400 X 400 usually works well, however, you may have to adjust the size, depending on your logo.



Click "Save Company Logo."


Company Logo

Width (in pixel): Height (in pixel):








Below is an example of a test report generated in SAMS Online Tester Portal with the company logo.

NJB
Backflow Prevention Assembly Test and Maintenance Report
Customer Information

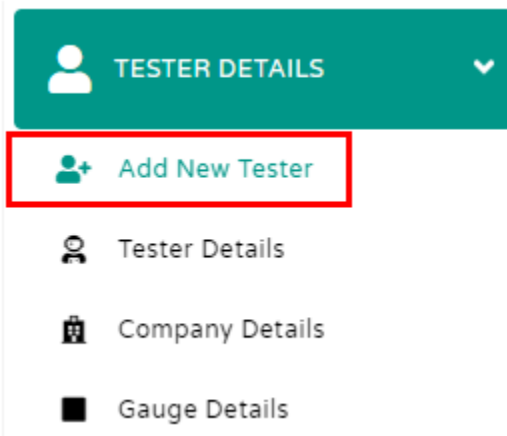


Adding and Updating Testers

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

-  **TESTER DETAILS** >
-  Add New Tester
-  Tester Details
-  Company Details
-  Gauge Details

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



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

The screenshot shows the 'New Tester Details' form with the following fields filled in:

Company	NubSoft, LLC (Demo System)		
First Name	Mickey	Last Name	Martin
Address1	123 Main Street	Address2	
City	New York	State	NY
Zip	14501	Cell	555-555-5555
Email	Mickey.Martin@NYS.com	Fax	
Notes	Notes		

The 'Next' button is highlighted with a red box in the bottom right corner.

The “Certifications” Tab will be highlighted, Click “Create New” to add tester certification information.

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

Tester	Certification Number	Certifying Authority	Certification Issue Date	Certification Exp Date

The 'Previous' and 'Next' buttons are visible in the bottom right corner.

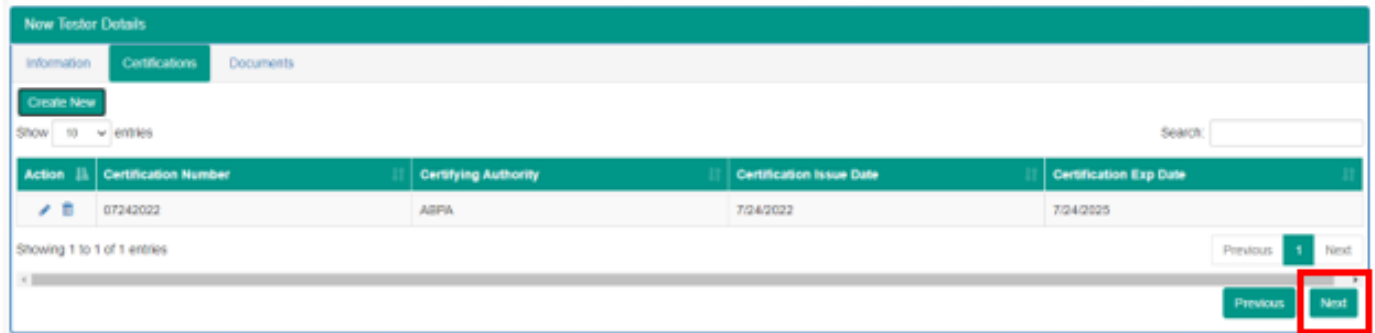
Insert/Update Tester Certifications will pop up. Fill in the tester’s “Certification Number”, “Certifying Authority” and “Certification Issue Date”, the software will automatically populate the “Certification Exp Date” from the certification issue date automatically. When done click “Save” and close.

The screenshot shows the 'Insert/Update Tester Certifications' dialog box with the following fields filled in:

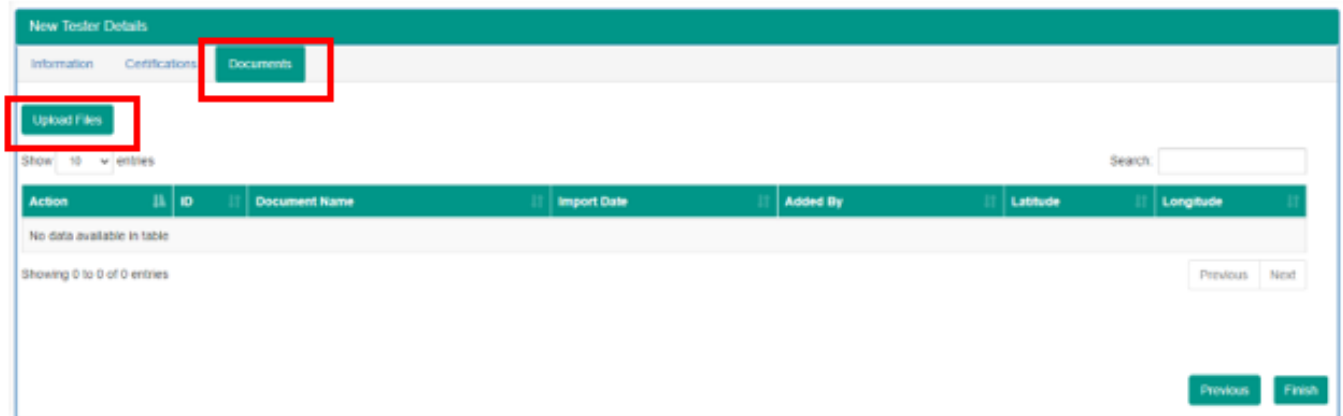
Certification Number	123456
Certifying Authority	AABP
Certification Issue Date	04/03/2025
Certification Exp Date	04/03/2028

The 'Save' and 'Close' buttons are highlighted with a red box in the bottom right corner.

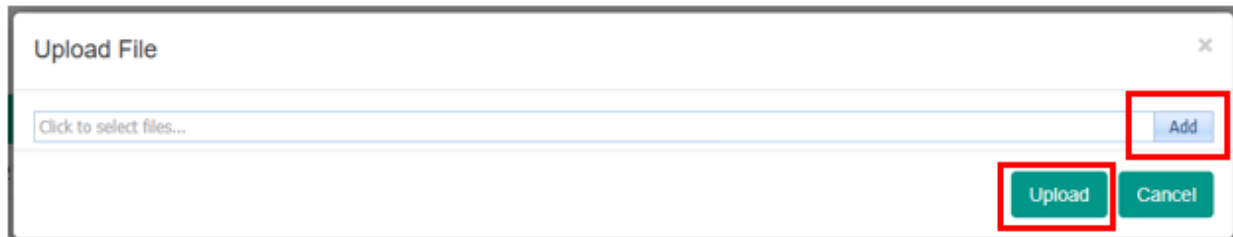
New Tester Details will pop up, verify data is correct, and click “Next.”



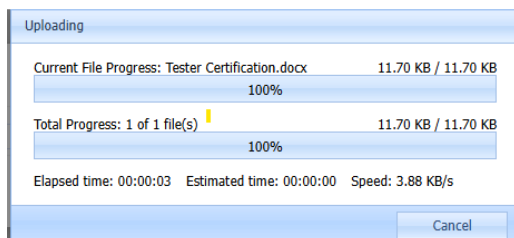
On the “Document” tab, click “Upload Files”, this is where you will upload the current tester certification.



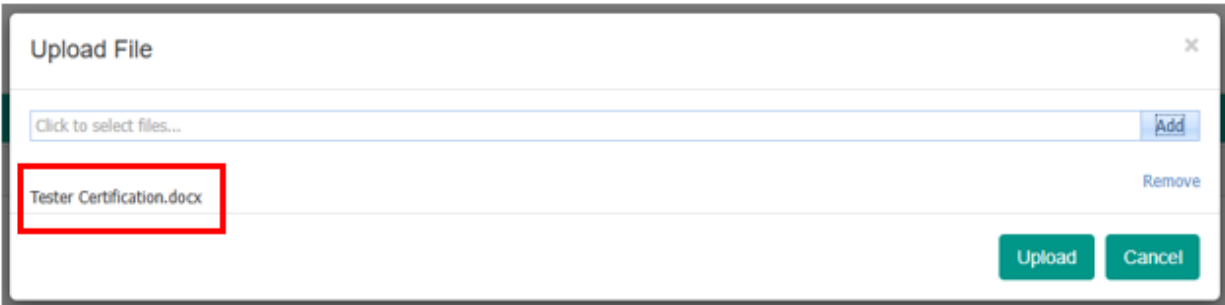
Upload File will pop up. Click on “Add”, choose tester certification document, and click “Upload.”



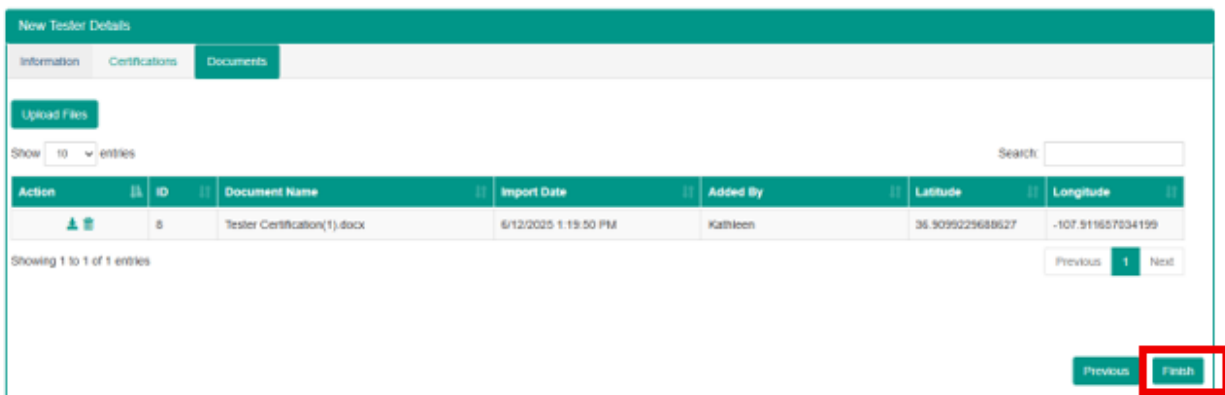
You will see the Uploading in progress.



The file has been successfully uploaded.



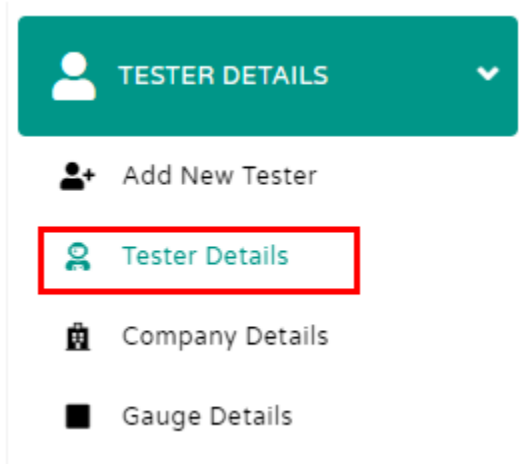
Click "Finish"



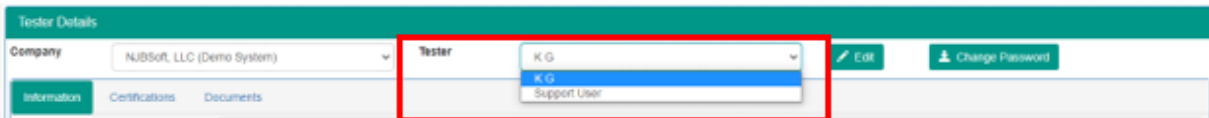
Updating Tester Information

“Tester Details” enables the user to update any tester within their company. When the tester certification is renewed, this is where you will update it to send to the municipalities.

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.

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

Company	NJBSoft, LLC (Demo System)	Mark this tester inactive?	<input type="checkbox"/>	Moved to a new company?	<input type="checkbox"/>
First Name	K	Last Name	G		
Address1	202 E Earll Dr. Suite 110	Address2	Address2		
City	Phoenix	State	Arizona		
Zip	Zip	Cell	Cell		
Email	XXXXXXXX@XXX.com	Fax	Fax		

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

If the tester is no longer an employee, you can “Check” the “Moved to a new company” and indicate where the tester is now employed at.

The screenshot shows the 'Update Tester Details' form with the 'Information' tab selected. The 'Company' field is highlighted with a red box. The 'Mark this tester inactive?' checkbox is unchecked, and the 'Moved to a new company?' checkbox is checked.

Company	NJB Soft Testing Company	Mark this tester inactive?	<input type="checkbox"/>	Moved to a new company?	<input checked="" type="checkbox"/>
---------	--------------------------	----------------------------	--------------------------	-------------------------	-------------------------------------

You can also indicate that the tester is inactive by clicking the “Mark this tester inactive.”

The screenshot shows the 'Update Tester Details' form with the 'Information' tab selected. The 'Mark this tester inactive?' checkbox is checked and highlighted with a red box.

Company	NJB Soft Testing Company	Mark this tester inactive?	<input checked="" type="checkbox"/>	Moved to a new company?	<input type="checkbox"/>
---------	--------------------------	----------------------------	-------------------------------------	-------------------------	--------------------------

If the information is up to date and you are updating their new certification, click “Next.”

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

- 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

The 'Next' button is highlighted with a red box.

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 is a table of certifications.

Table 1: Certification Details

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

Showing 1 to 1 of 1 entries

Navigation: Previous 1 Next

Bottom navigation: Previous Next

Insert/Update Tester Certifications will pop up. Fill in the tester’s “Certification Number”, “Certifying Authority” and “Certification Issue Date”, the software will automatically populate the “Certification Exp Date” from the certification issue date automatically. When done click “Save” and close.

Insert/Update Tester Certifications

Certification Number 123456

Certifying Authority AABP

Certification Issue Date 04/03/2025

Certification Exp Date 04/03/2028

Save Close

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

Update Tester Details

Information **Certifications** Documents

Create New

Show 10 entries Search:

Action	ID	Certification Number	Certifying Authority	Certification Issue Date	Certification Exp Date
	1754	07242022	AABP	4/2/2022	4/2/2025
	1770	07242022	AABP	4/2/2025	4/2/2028

Showing 1 to 2 of 2 entries

Previous 1 Next

Previous Next

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

Click “Upload Files” to upload the current tester certification.

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

Previous 1 Next

Previous Finish

Upload File will pop up. Click on “Add”, choose tester certification document, and click “Upload.”

Upload File

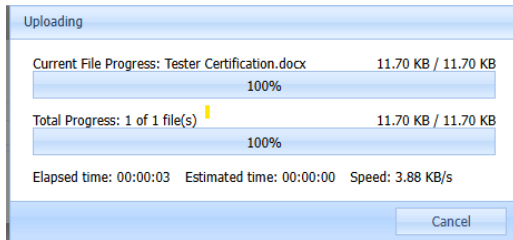
Click to select files... **Add**

Remove

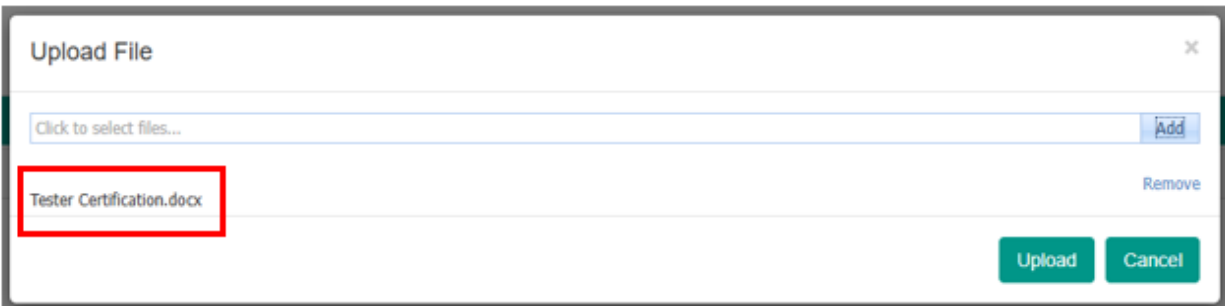
Tester Certification.docx

Upload Cancel

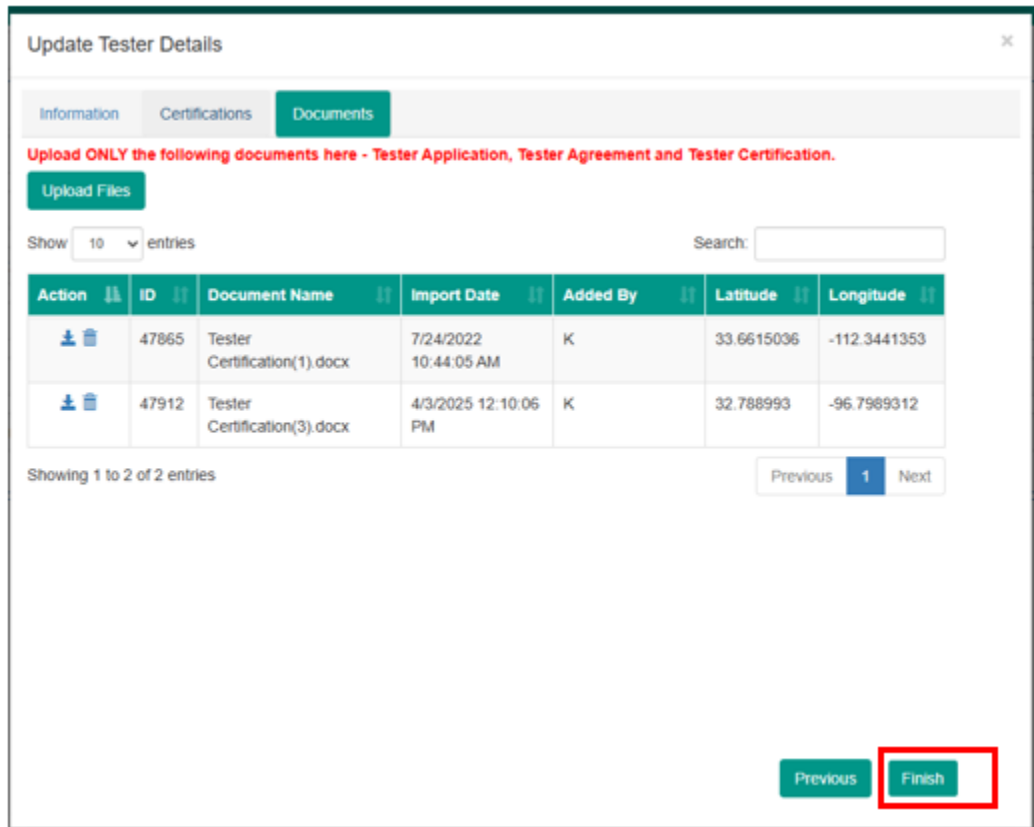
You will see the Uploading in progress.



The file has been successfully uploaded.

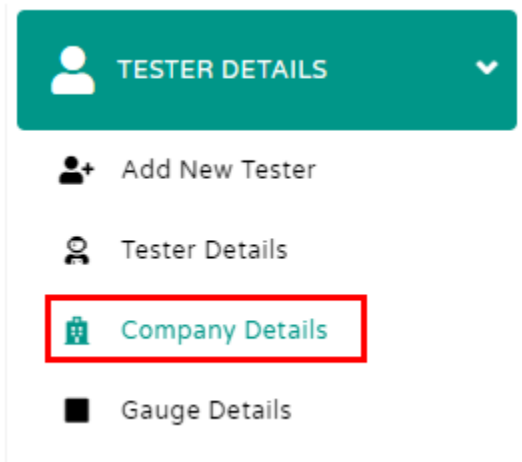


You have successfully entered the updated tester certification, click “finish.” Click “Finish.”

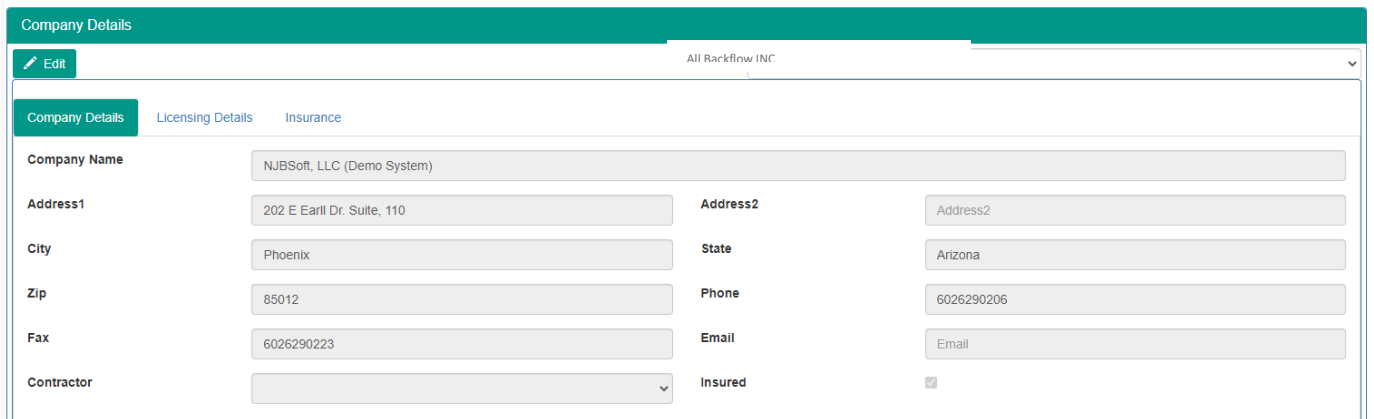


Updating Company Information

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



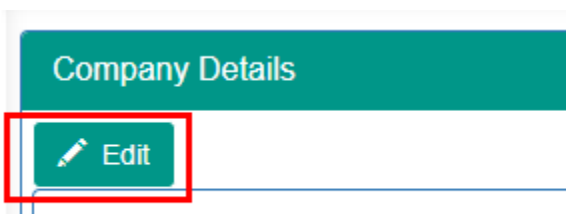
“Company Details” will pop up.



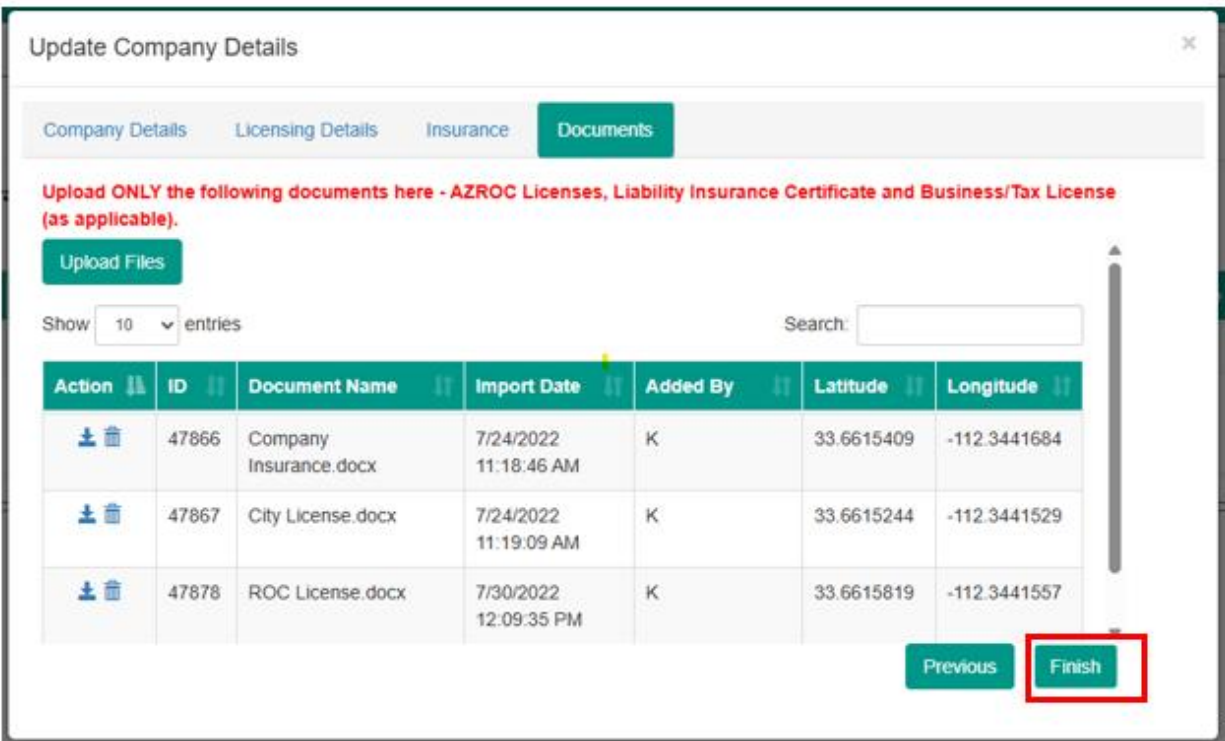
A screenshot of the "Company Details" form for "All Rackflow INC". The form has an "Edit" button at the top left. Below the header, there are three tabs: "Company Details", "Licensing Details", and "Insurance". The form fields are as follows:

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	<input checked="" type="checkbox"/>

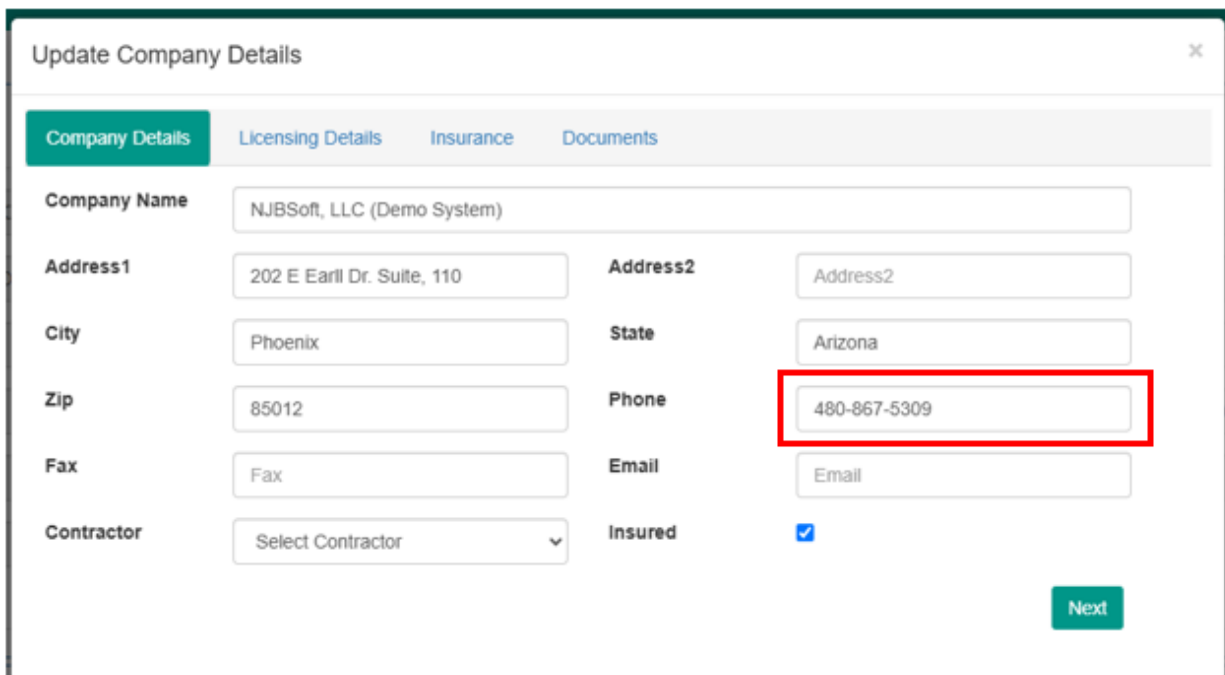
Click “Edit” under “Company Details.”



Update Company Details will pop up. If there are changes that need to be made, for example, phone number, address, make the changes and click “Next” through “Licensing Details, Insurance, and Documents and click “Finish.”



In this example we updated the phone number and it was saved.



If updating expired License Details or Insurance click “Next.”

The screenshot shows a web form titled "Update Company Details" with a close button (X) in the top right corner. The form has four tabs: "Company Details" (active), "Licensing Details", "Insurance", and "Documents". The "Company Details" tab contains the following 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: Select Contractor (dropdown menu)
- Insured:

A red box highlights the "Next" button in the bottom right corner of the form.

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

The screenshot shows the "Update Company Details" form with the "Licensing Details" tab active. A red box highlights the "Create New" button. Below the button, there is a "Show 10 entries" dropdown and a "Search:" input field. A table displays two license entries:

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	

Below the table, it says "Showing 1 to 2 of 2 entries". At the bottom right, there are navigation buttons: "Previous", "1" (selected), "Next", "Previous", and "Next".

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

Insert/Update Licensing Details

Licenses Number: 07302022

Licensing Agency: ROC

License Type: Landscape

Issue Date: 04/03/2025 12:00 AM

Expiration Date: 04/03/2028 12:00 AM

Save Close

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

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	
	3509	07302022	ROC	Landscape	4/3/2025	4/3/2028	

Showing 1 to 3 of 3 entries

Previous 1 Next

Previous Next

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 updated information.

Once the information is verified, click 'Next.'

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	
	3509	07302022	ROC	Landscape	4/3/2025	4/3/2028	

Showing 1 to 3 of 3 entries

Previous 1 Next

Previous **Next**

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

Upload File

Click to select files... **Add**







ROC License.docx Remove

Upload Cancel

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

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

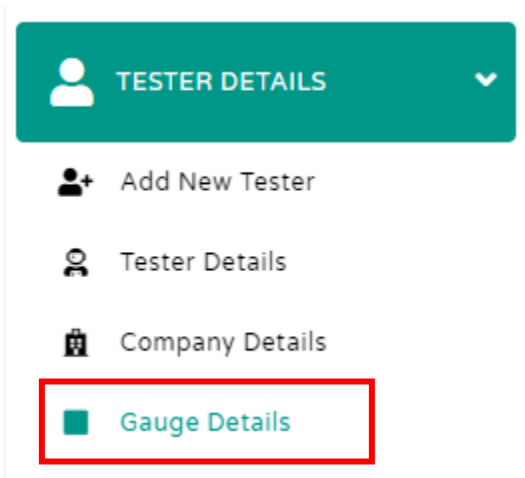
The screenshot shows a web application window titled "Update Company Details" with a close button (X) in the top right corner. Below the title bar are four tabs: "Company Details", "Licensing Details", "Insurance", and "Documents" (which is currently selected). A red warning message reads: "Upload ONLY the following documents here - AZROC Licenses, Liability Insurance Certificate and Business/Tax License (as applicable)." Below this is a green "Upload Files" button. Further down, there is a "Show 10 entries" dropdown and a "Search:" input field. A table displays the following data:

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

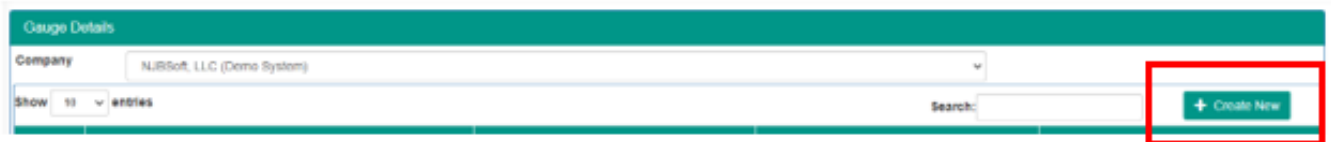
At the bottom right of the table area, there are two green buttons: "Previous" and "Finish". The "Finish" button is highlighted with a red rectangular box.

Adding a New Gauge

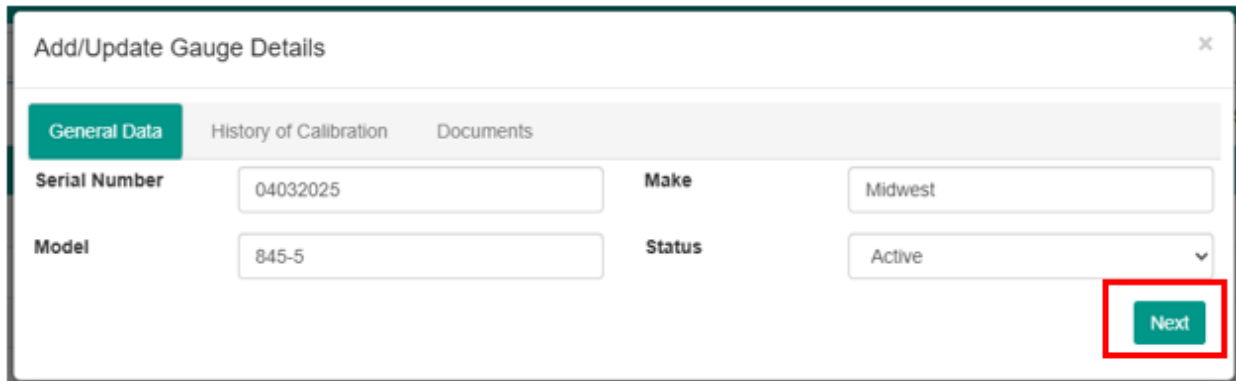
Under Tester Detail, click on “Gauge Details.”



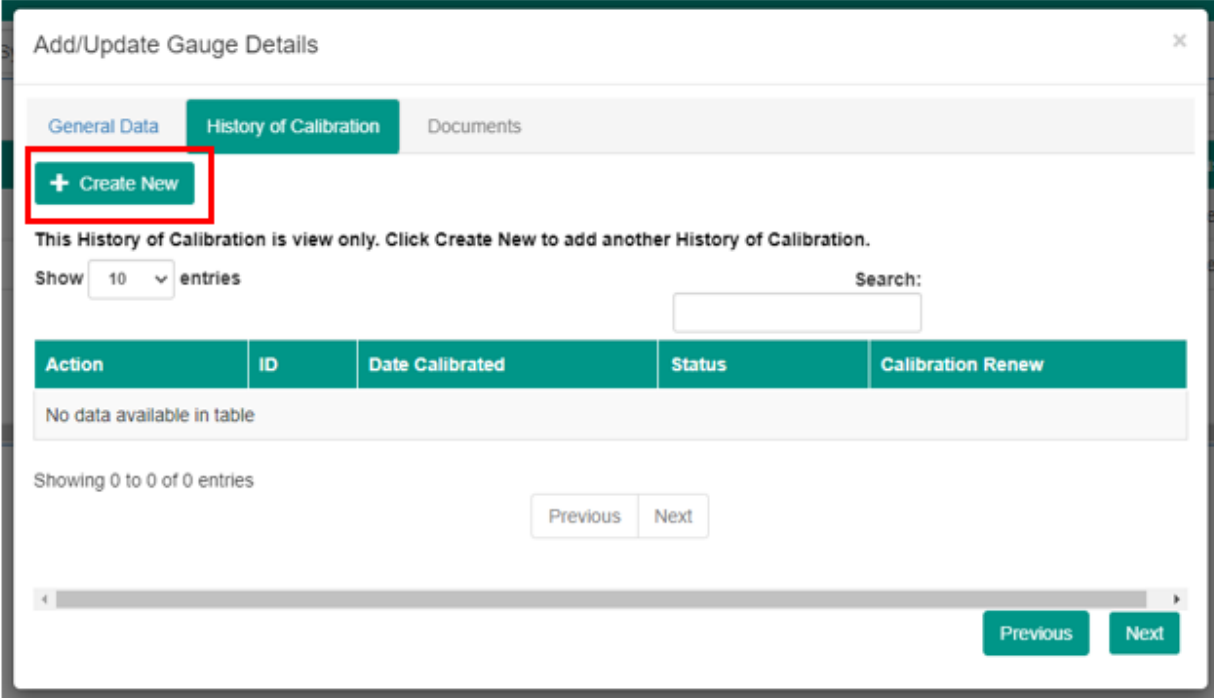
On the Gauge Details page, click “Create New”



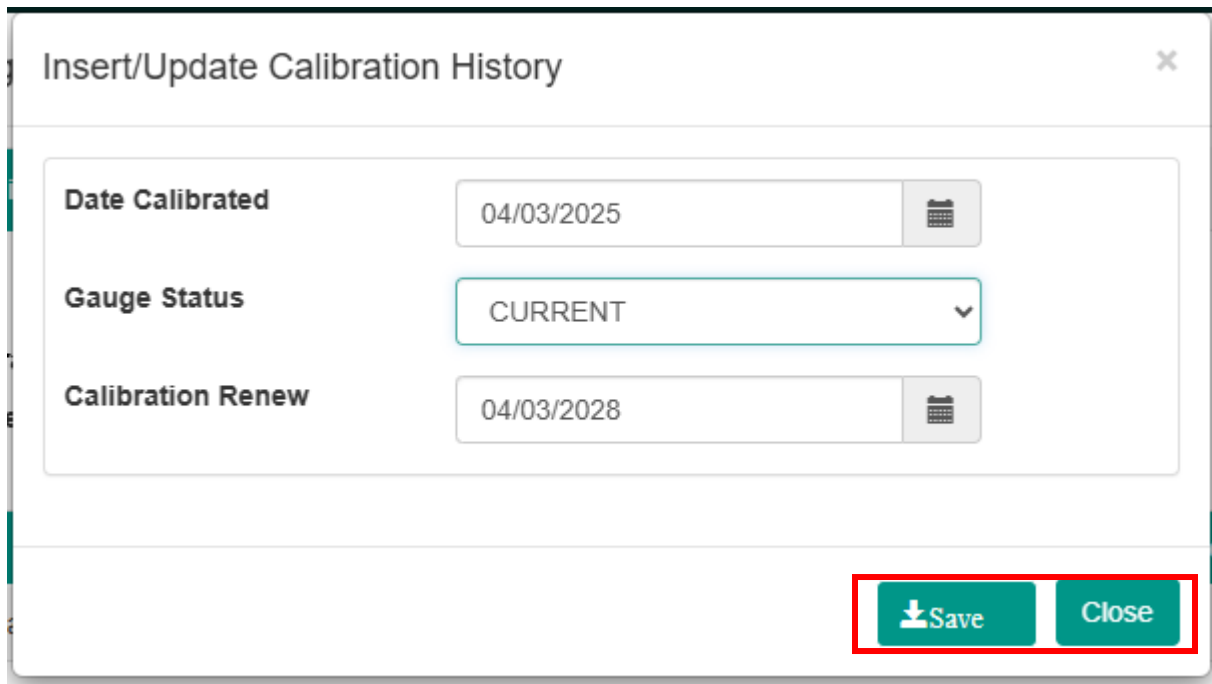
Add/Update Gauge Details will pop up. Enter the information for the new gauge and click, “Next.”



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



Insert/Update Calibration History will pop up, enter the Date Calibrated and the Gauge Status, the software will automatically populate the next Calibration Renew date. Click “Save” and close.



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

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
	3353	4/3/2025	CURRENT	4/3/2028

Showing 1 to 1 of 1 entries

Previous 1 Next

Previous Next

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

Add/Update Gauge Details

General Data History of Calibration Documents

Upload ONLY the following document here - Gauge Calibration Report.

Upload Files

Show 10 entries Search:

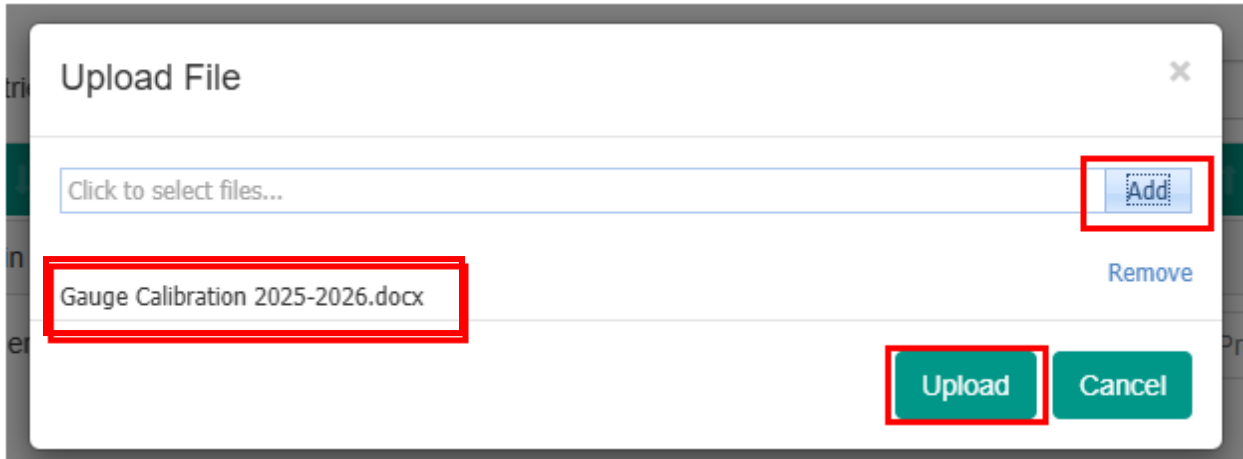
Action	ID	Document Name	Import Date	Added By	Latitude	Longitude
No data available in table						

Showing 0 to 0 of 0 entries

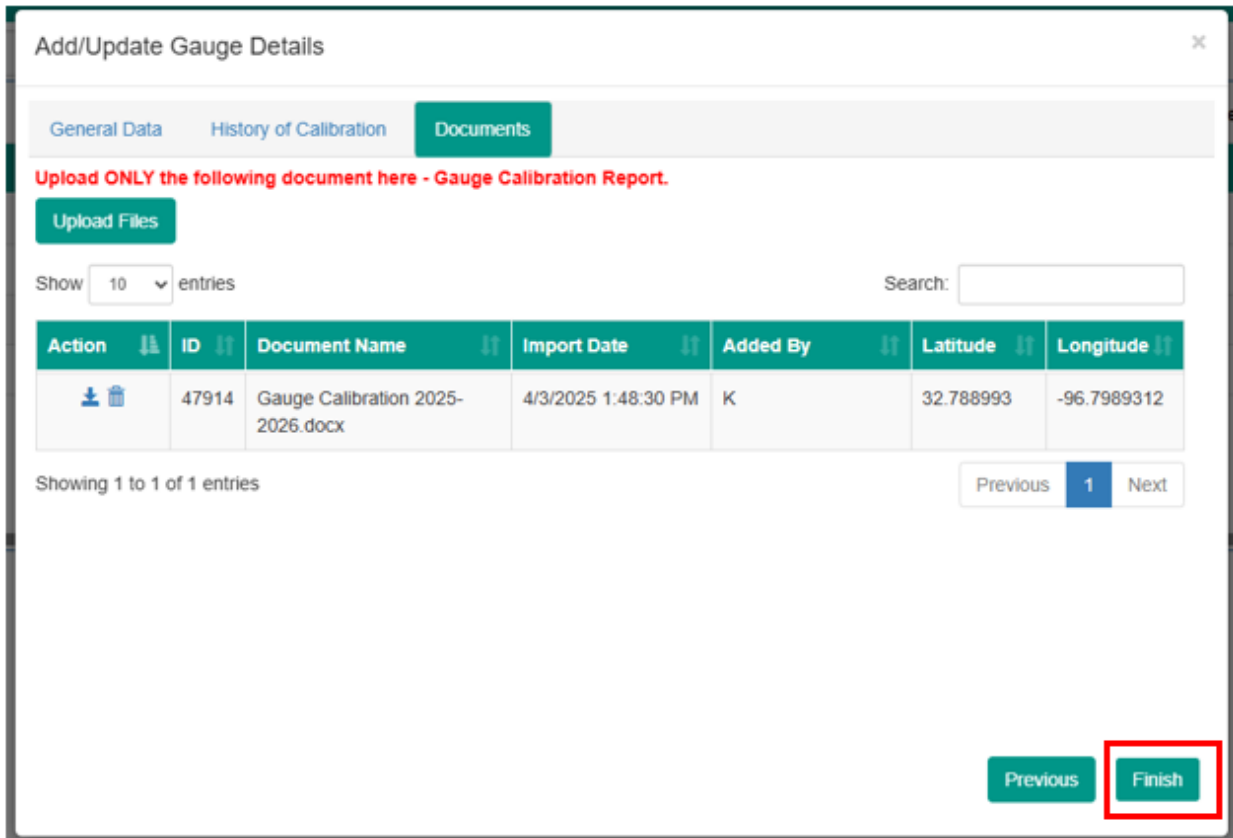
Previous Next

Previous Finish

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

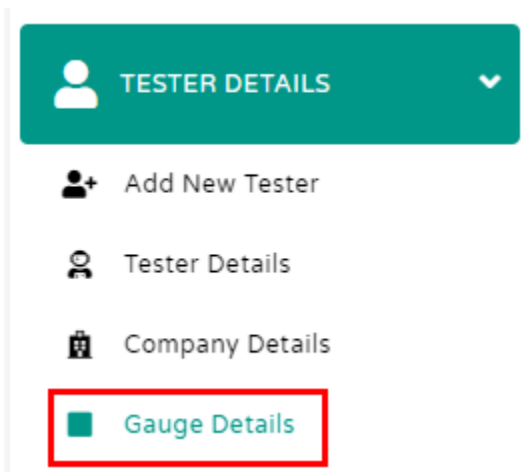


The file has been successfully uploaded. Click “Finish.”



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.

A screenshot of the "Gauge Details" page. At the top, there is a "Company" dropdown menu set to "NIBSoft, LLC (Demo System)". Below this is a "Show 10 entries" filter and a search bar. A table lists two gauges. The second gauge has a pencil icon in the "Action" column, which is highlighted with a red box. The table has the following data:

Action	Serial Number	Make	Model Number	Status
	07182022	Midwest	845	Active
	XXXXXXXX	Mid West	845	Active

Below the table, it says "Showing 1 to 2 of 2 entries" and has "Previous 1 Next" navigation buttons.

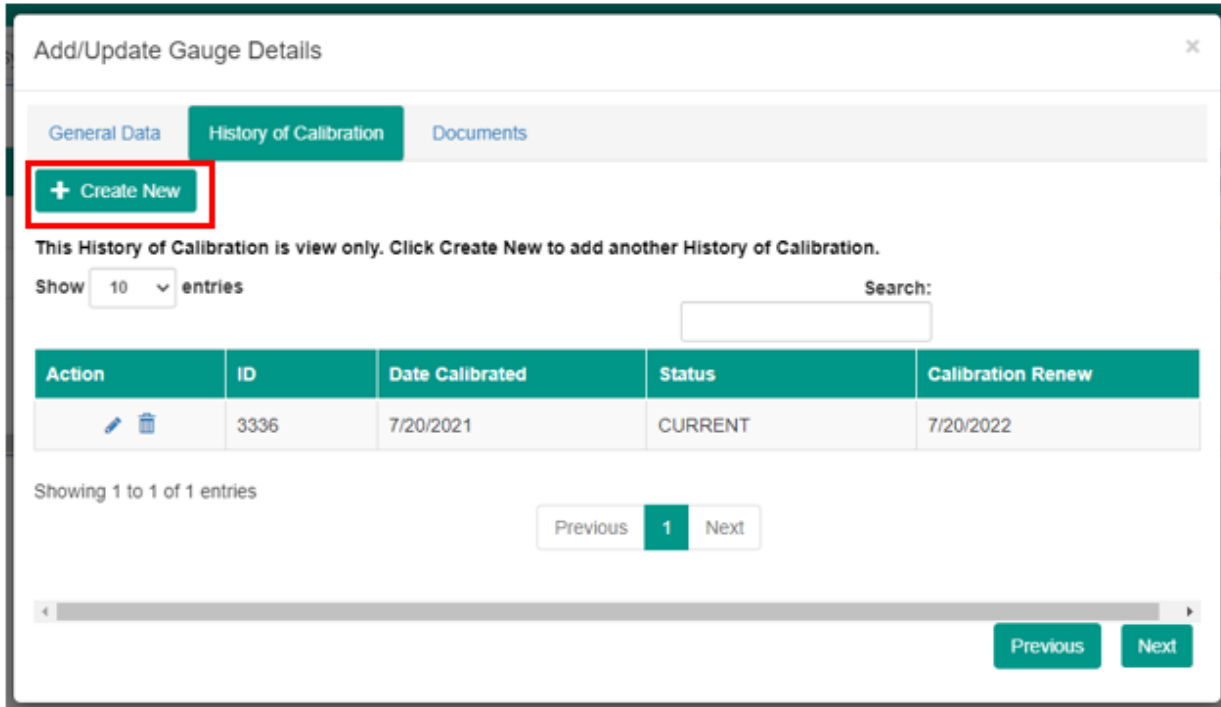
The "Add/Update Gauge Details" will pop-up. This will show you the information on the gauge, click "History of calibration" tab.

A screenshot of the "Add/Update Gauge Details" pop-up window. It has three tabs: "General Data", "History of Calibration", and "Documents". The "History of Calibration" tab is selected and highlighted with a red box. The form contains the following fields:

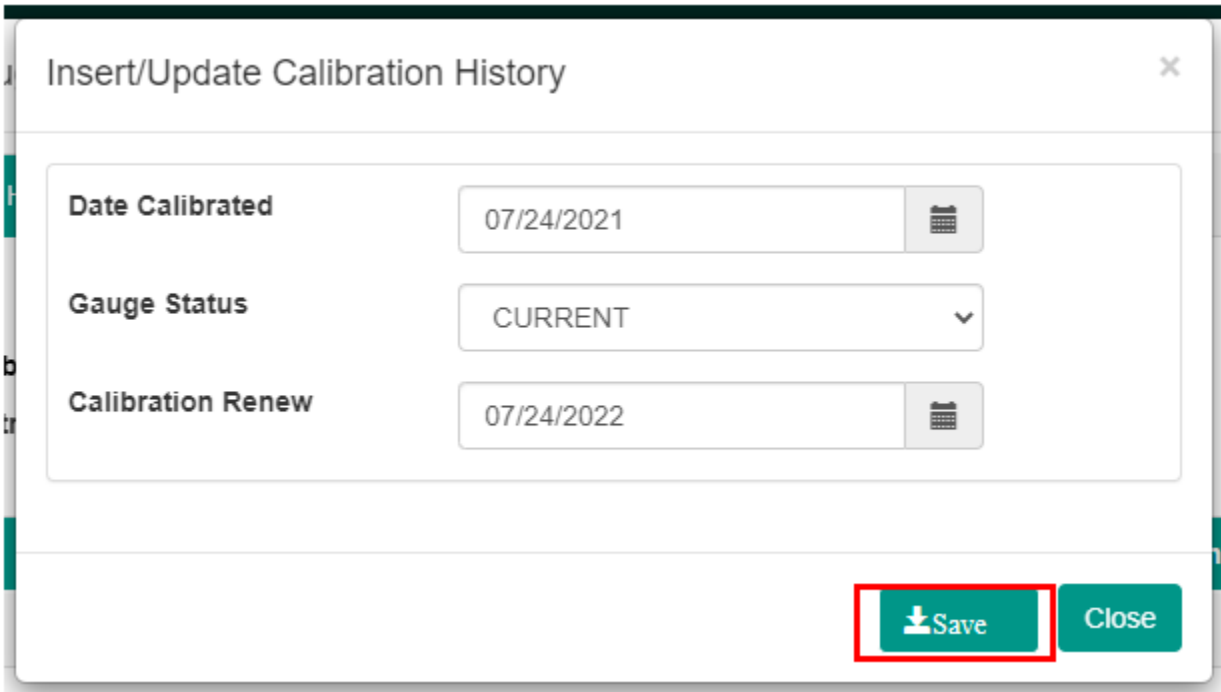
Serial Number	XXXXXXXX	Make	Mid-West
Model	845	Status	Active

A "Next" button is located at the bottom right of the form, also highlighted with a red box.

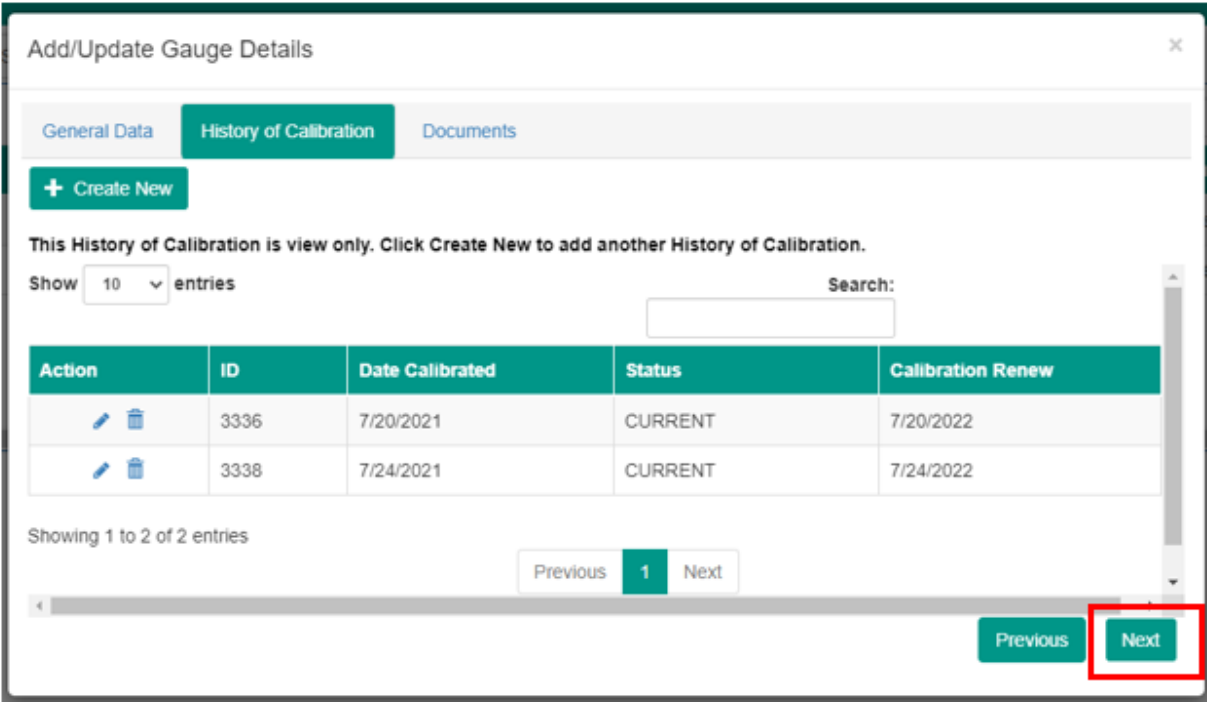
Add/Update Gauge Details will pop up, click on “Create New.”



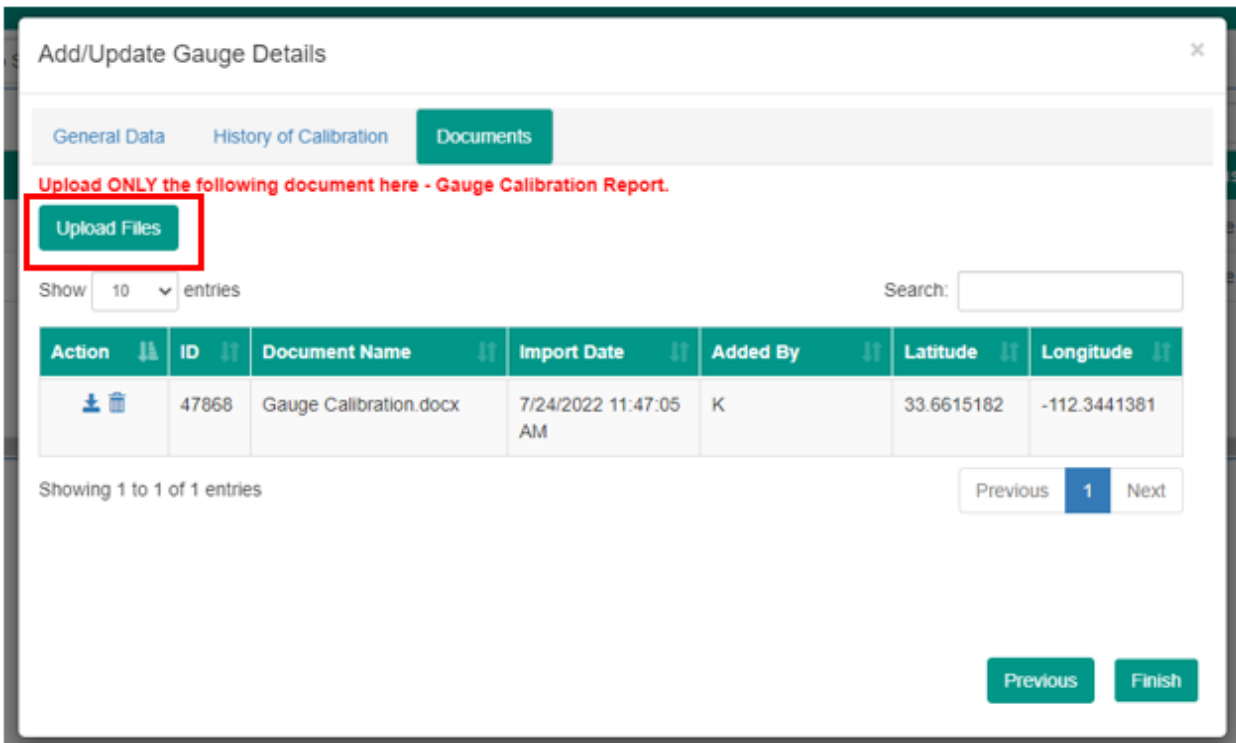
Insert/Update Calibration History will pop up, enter the new calibration information. When done, click “Save.”



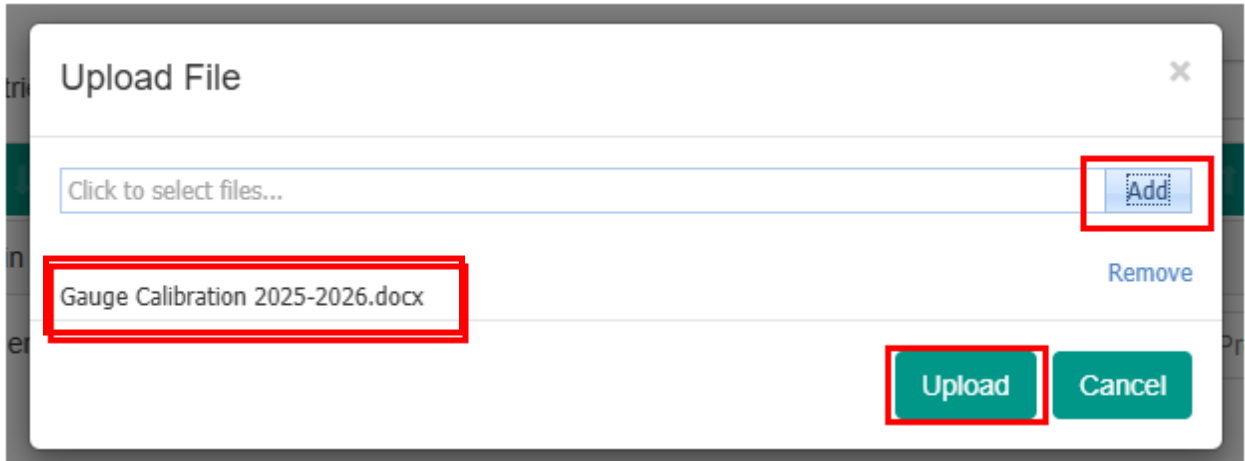
The gauge has been updated. Click “Next.”



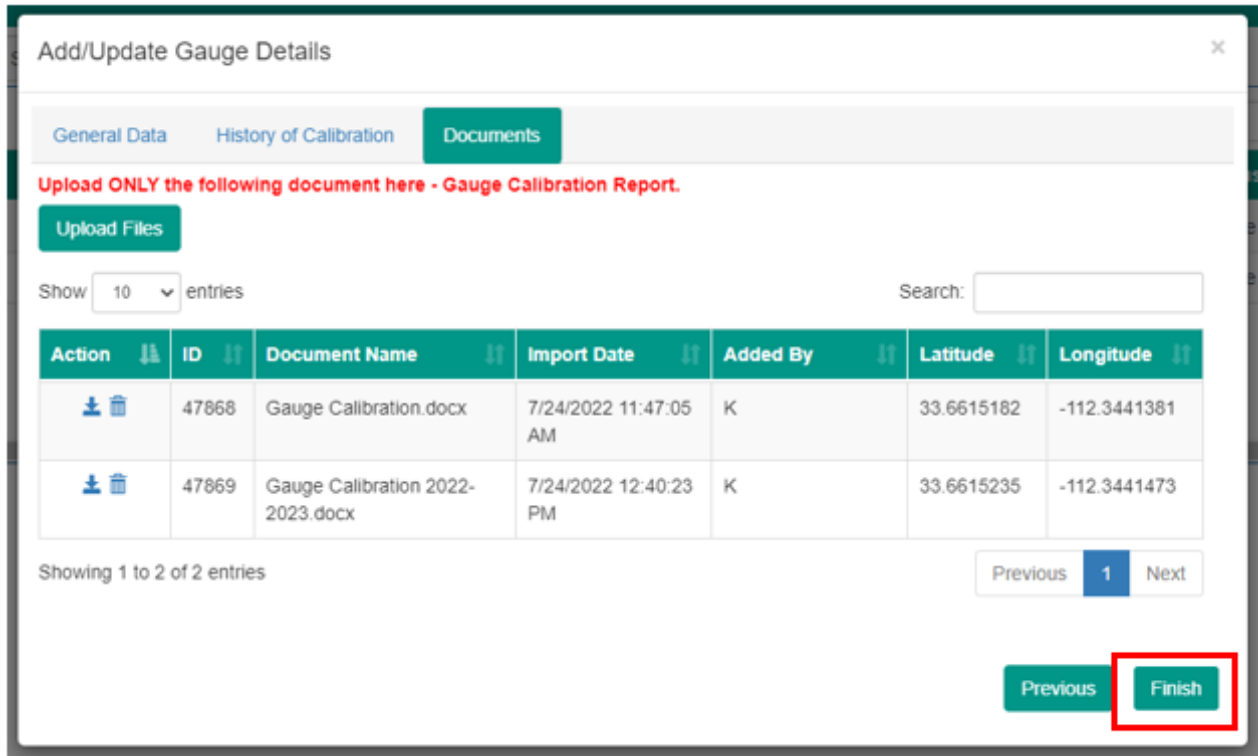
Add/Update Gauge Details will pop up and remind the user to only upload gauge documents. Click on 'Upload Files.'



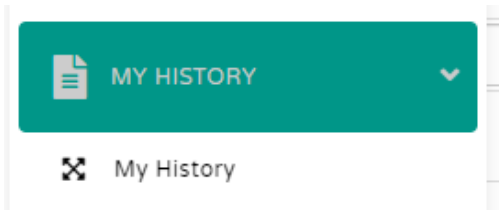
Upload File will pop up, click "Add", choose file, and Upload.



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



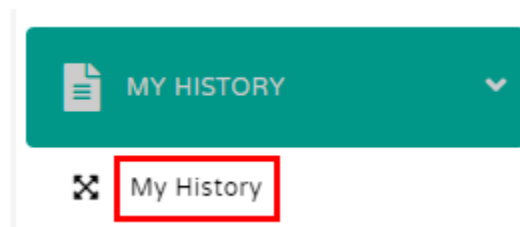
My History



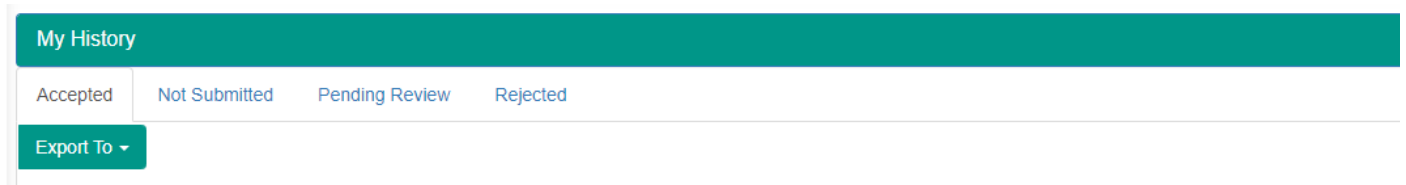
My History contains the test reports that the user has input into SAMS Online Tester Portal. The information contained in My History are Accepted, Not Submitted, Pending Review, and Rejected.

- “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.



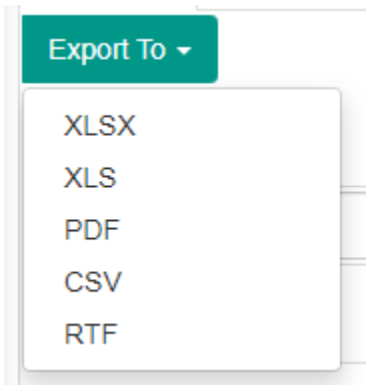
My History will pop up.



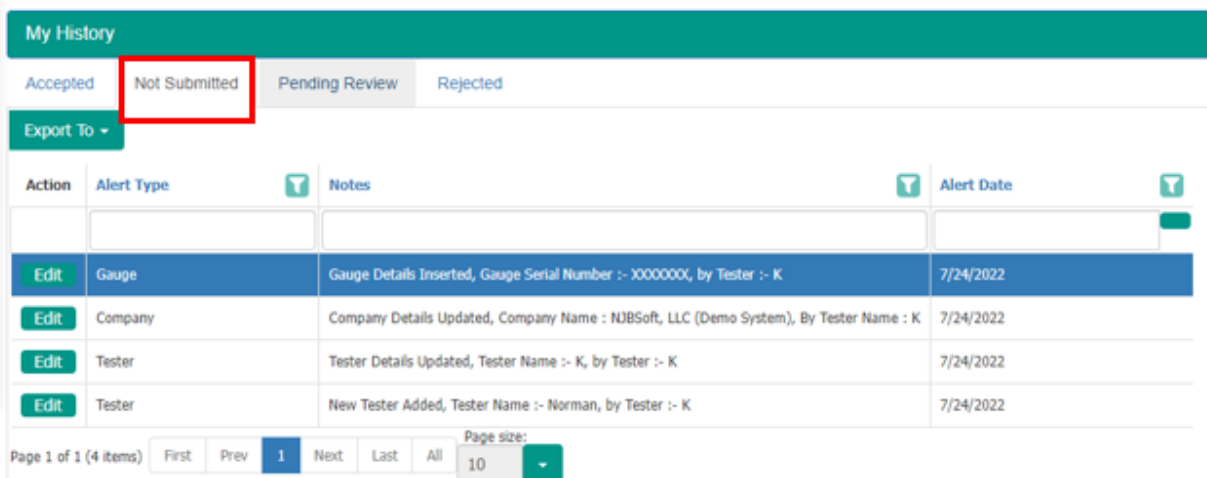
All the test reports, company and tester information that has been accepted by the jurisdiction will be under “Accepted.”



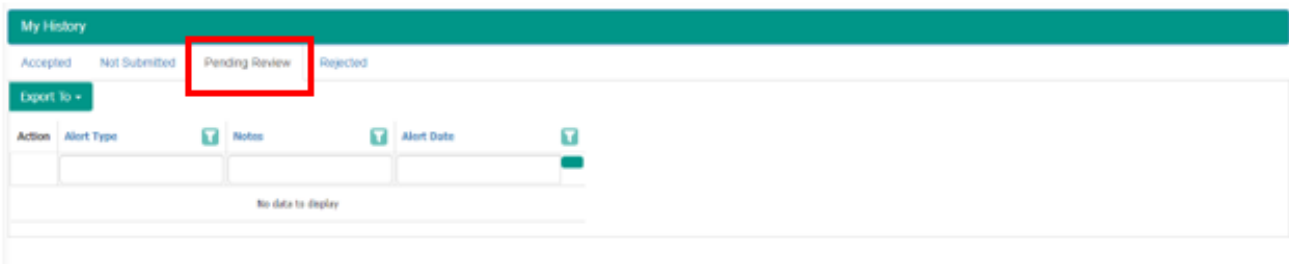
The history can be exported to Excel by clicking “Export” and choosing XLSX.



Click “Not Submitted” to view reports that have not been completely submitted to the jurisdiction. This indicates that the user may have not clicked on “Save.” The user can click on the “Edit” button, this will pull up that report and click “Save.” The report will then be sent to the municipality.

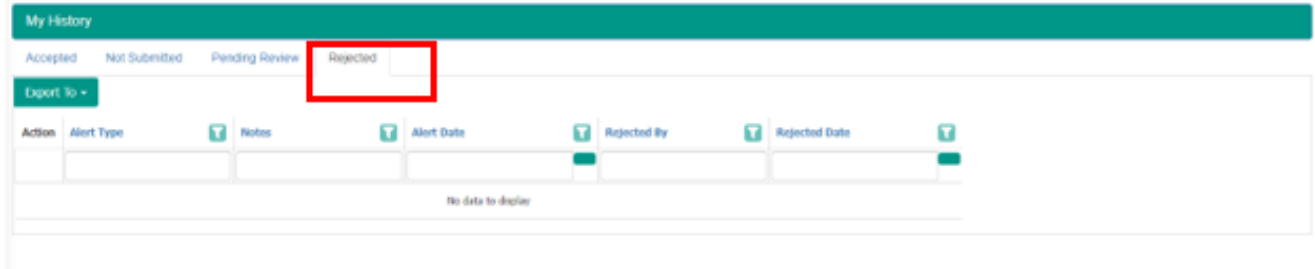


Click “Pending Review” to view reports that have been submitted to the jurisdiction but have not been accepted.



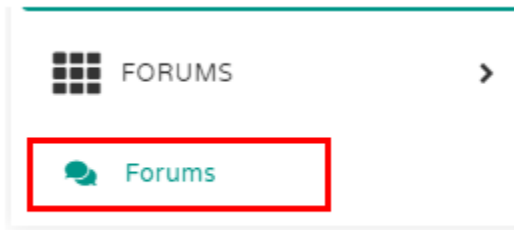
Click on the “Rejected” tab. If the user has any rejected reports, they will be populated here.

Please see Page 68 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.

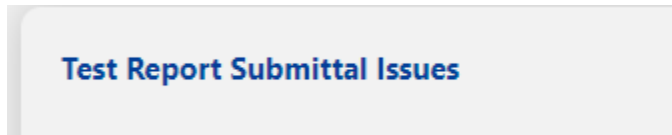


Forums

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 UIINO 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 example below, the Serial number of the device and a Schedule ID are being used.

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	Building Number	Building Number
Manufacturer	FEBCO	Model	825Y
Size	2	Device Type	RP
Service Type	Select Service Type	Water Meter Number	Initial
Location	Behind the parking lot	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.**

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

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

Company: NUBSoft, LLC (Demo System) | Tester: K.G.

Entered By: K.G. | Email Address: info@nubsoft.com

Start Date: 4/1/2022 11:59:59 PM | End Date: 5/31/2022 11:59:59 PM

Test Date: | Test Key: 169270

Passed?: | Gauge: |

Line Pressure (psi): Line Pressure (psi)

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

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

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

Company: NUBSoft, LLC (Demo System) | Tester: K.G.

Entered By: K.G. | Email Address: info@nubsoft.com

Start Date: 4/1/2022 11:59:59 PM | End Date: 5/31/2022 11:59:59 PM

Test Date: 07/24/2022 12:00 AM | Test Key: 169270

Passed?: True | Gauge: 07162022

Line Pressure (psi): Line Pressure (psi)

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.

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

Create New

Show 10 entries

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.”

The screenshot shows a dialog box titled "Schedule Result Details" with a close button (X) in the top right corner. Inside the dialog, there are three input fields: "Parameter" with a dropdown menu showing "First Check", "Condition Assessment" with a dropdown menu showing "OK" (this field is highlighted with a red border), and "Reading" with a text input field containing "Reading". At the bottom right of the dialog, there are two buttons: "Save" and "Close".

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

This image shows a close-up of the "Condition Assessment" dropdown menu. The menu is open, displaying a list of options: "OK", "Failed", "Cleaned", "Flipped Disc", "Replaced Rubber", "Installed New Check", and "Closed Tight". The "OK" option is highlighted in blue, indicating it is the selected value.

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 the '6.2' value are highlighted with red boxes. At the bottom right, there are two buttons: 'Save' (with a floppy disk icon) and 'Close', both highlighted with red boxes.

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

The screenshot shows a 'Schedule Result Details' pop-up window. It contains three input fields: 'Parameter' with a dropdown menu set to 'Second Check', 'Condition Assessment' with a dropdown menu set to 'OK', and 'Reading' with a text input field containing '5.8'. At the bottom right, there are two buttons: 'Save' (with a floppy disk icon) and 'Close'.

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
	88503	First Check	OK	6.2
	88504	Second Check	OK	6.0
	88505	RVO	OK	3.2

Showing 1 of 3 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

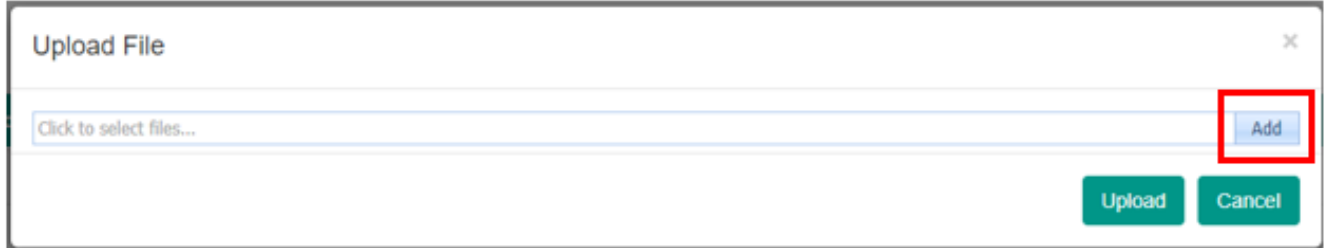
Upload Files

Show 10 entries Search:

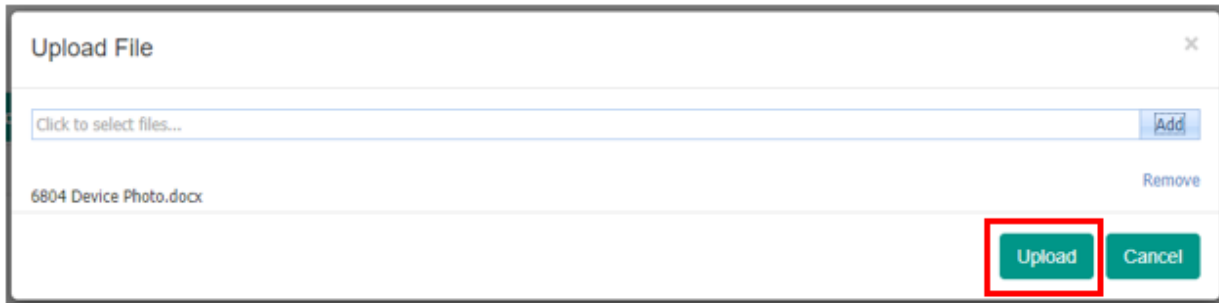
Action	ID	Document Name	Import Date	Added By	Latitude	Longitude
No data available in table						

Showing 0 of 0 entries Previous Next

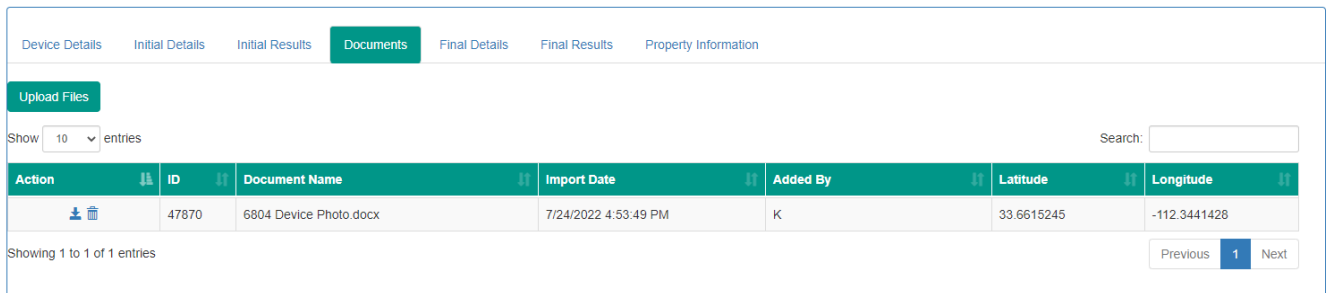
From the pop up, click “Add.”



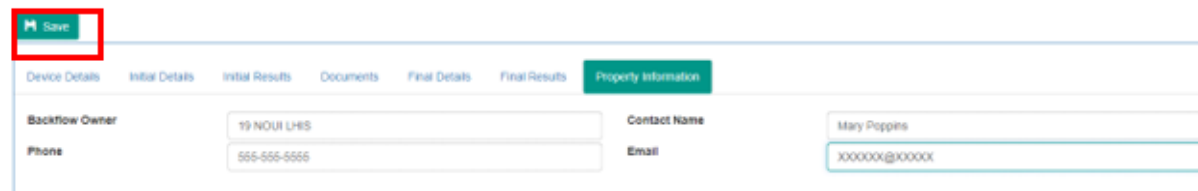
Once the file is added, click “Upload.”



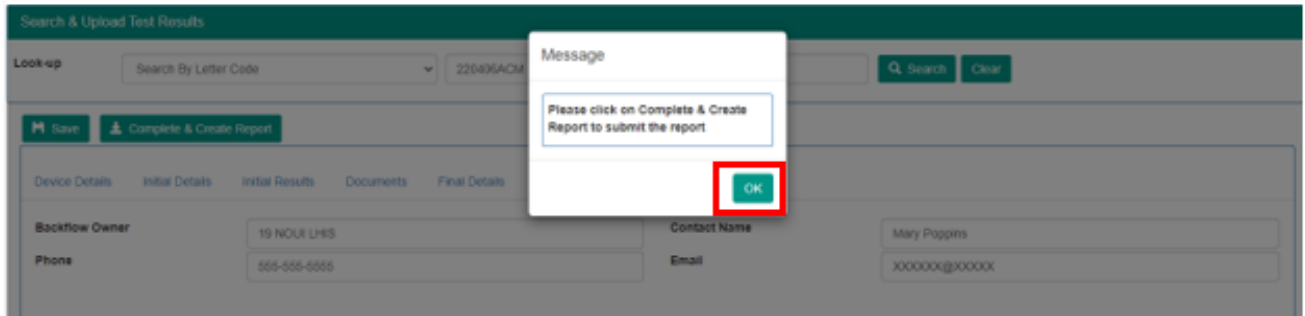
The file has been successfully uploaded.



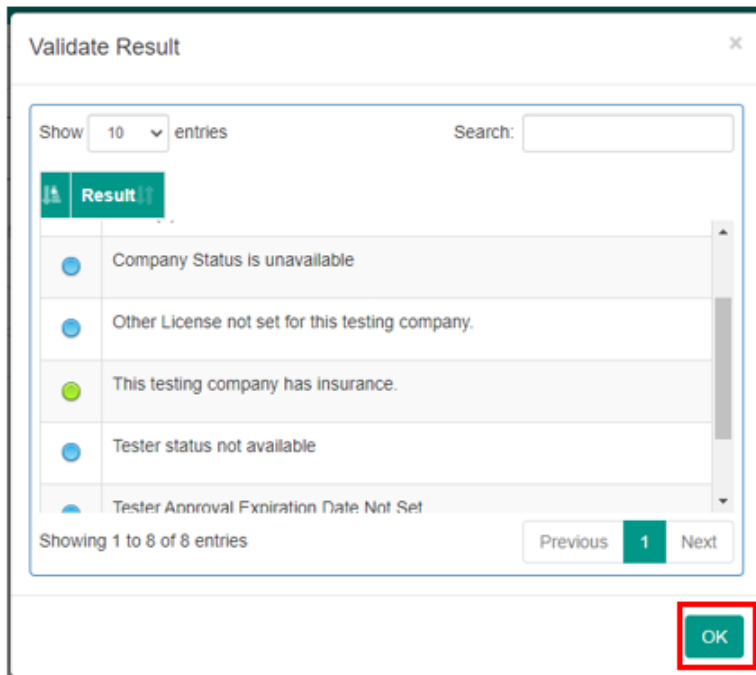
Once all the information for the passing results is entered, click “Property Information and verify that the information is correct. Once verified, Click the “Save” button.



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. **Not entering the expired information requested may result in the jurisdiction “Rejecting” the test reports.**



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

[Device Details](#)
[Initial Details](#)
[Initial Results](#)
[Documents](#)
[Final Details](#)
[Final Results](#)
[Property Information](#)

Backflow Owner **Contact Name**
Phone **Email**

The report will pop up with your company logo on the top left. 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

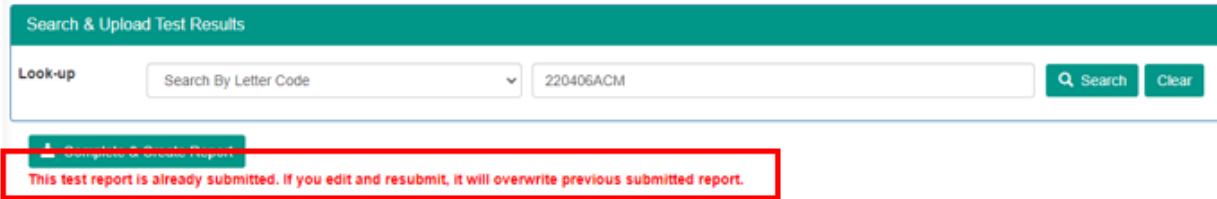
**Initial Test
 Result
 PASS**

Assembly Test Information

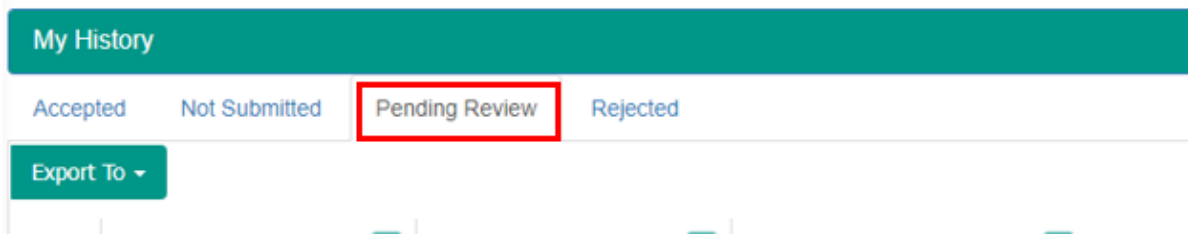
Test Date: 2022-07-24

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

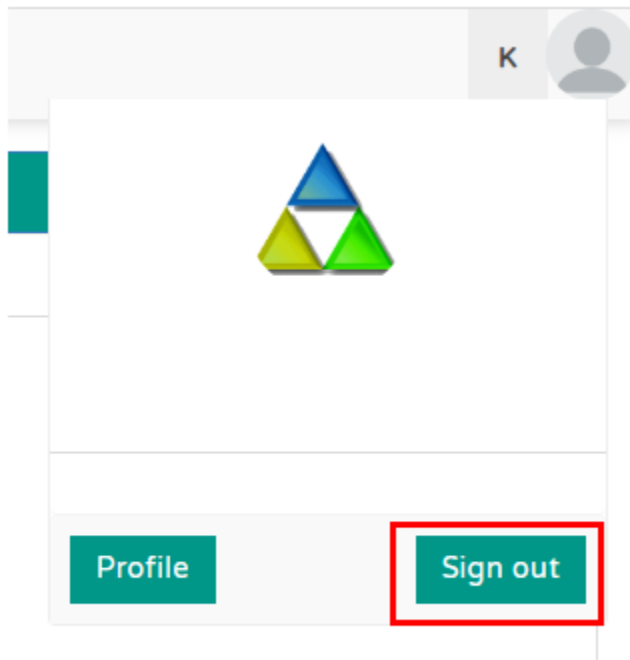
The following highlighted warning will appear. This indicates the report was submitted to the jurisdiction and is pending approval.



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



Once completed, sign out of SAMS Online Tester Portal by clicking on login name, at the top right of the portal, click on “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 is a search bar with 'Look-up' options, a dropdown menu set to 'Search By Serial Number - ScheduleID', and input fields for '62/710' and '169266'. Below the search bar is a 'Save' button. The main content area 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, showing a form with the following fields:




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

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

This screenshot is identical to the one above, showing the 'Initial Details' tab. The 'Passed?' field is highlighted with a red box and contains the value 'False'. The 'Test Date' field now contains the value '07/16/2022 12:00:00 AM' and the 'Gauge' field contains '07182022'.

Label	Schedule 169266, SerialNumber: J026171, ModelNumber: 825Y		
Company	NJBSoft, LLC (Demo System)	Tester	K G
Entered By	K G	Email Address	info@njbsoft.com
Start Date	4/1/2022 11:59:59 PM	End Date	5/31/2022 11:59:59 PM
Test Date	07/16/2022 12:00:00 AM	Test Key	169266
Passed?	False	Gauge	07182022
Line Pressure (psi)	Line Pressure (psi)		

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 [Close]

Parameter	Second Check
Condition Assessment	Failed
Reading	4.4

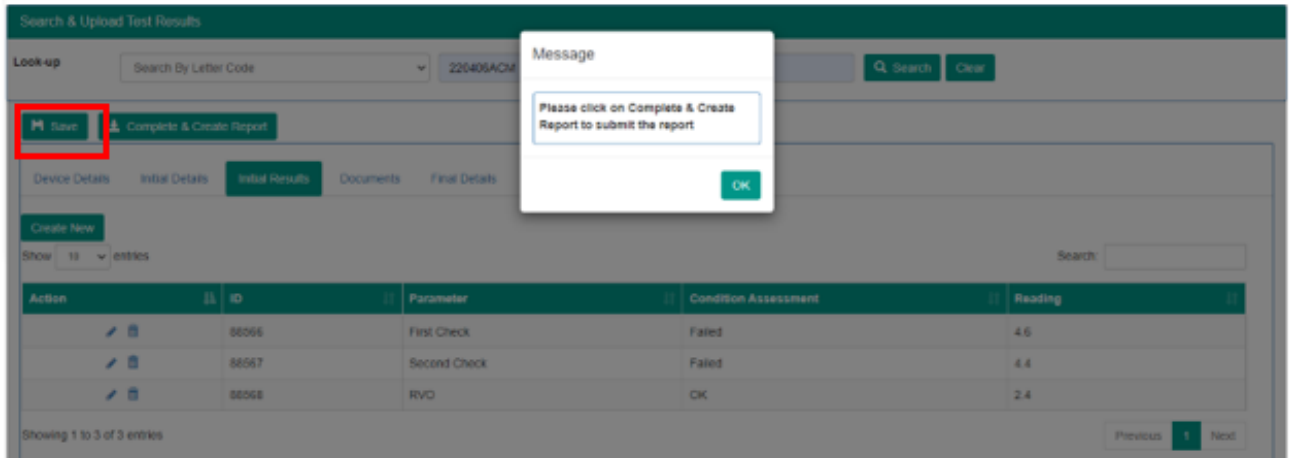
[Save] [Close]

Schedule Result Details [Close]

Parameter	RVO
Condition Assessment	OK
Reading	2.4

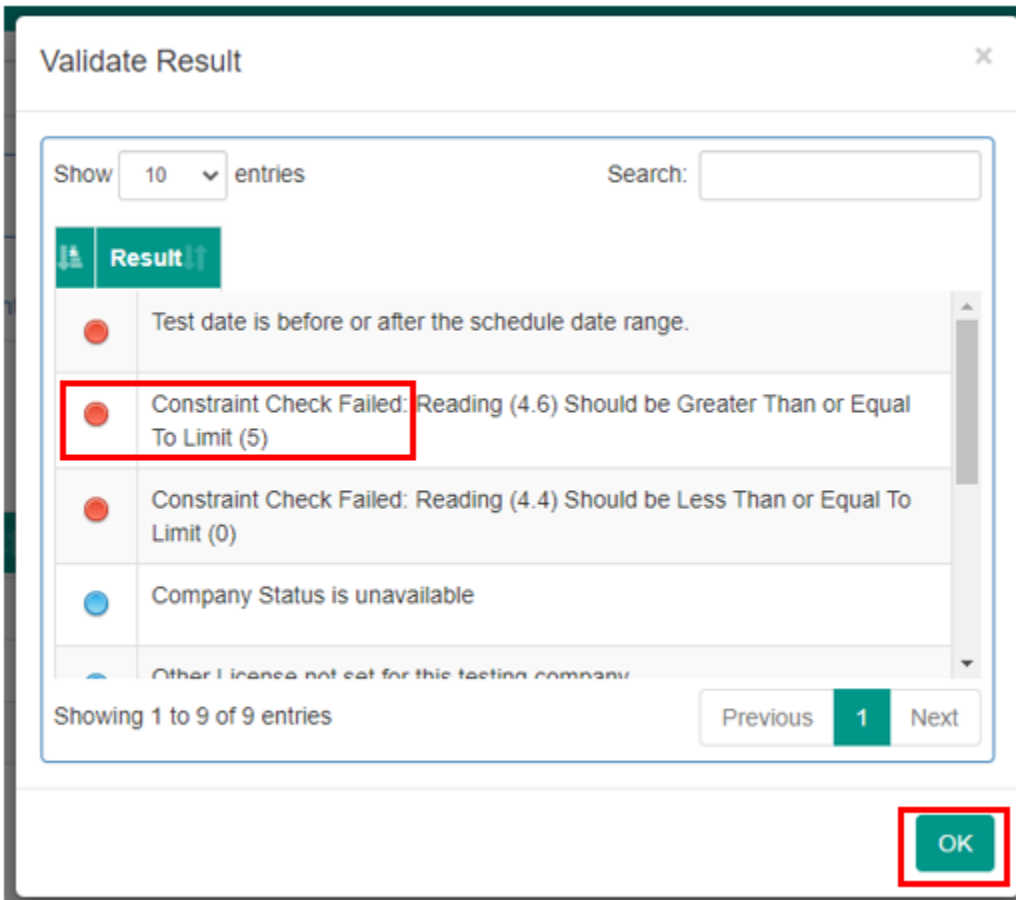
[Save] [Close]

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

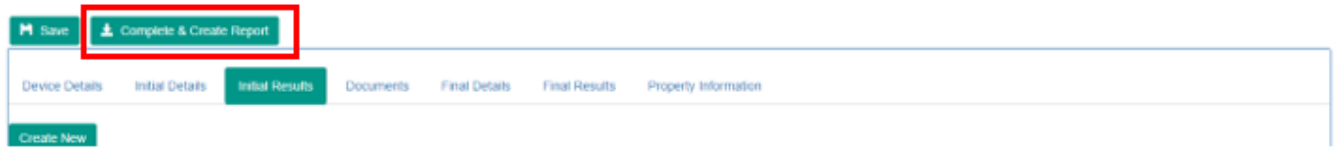


The Validation screen will appear for your review. If any dots on the validation screen are red, new company/tester information will need to be entered or the test results may be rejected by the jurisdiction. The Validate Result is telling us that the device "Failed."

Click "OK" to close the screen.



Click "Complete & Create Report."



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**

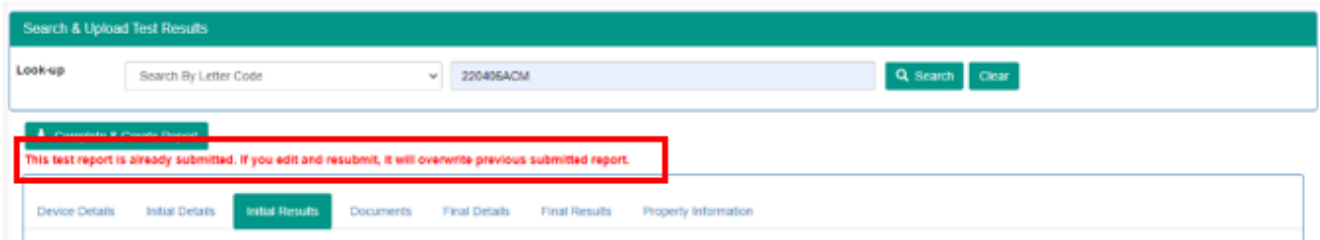
Initial Test
Result
FAIL

Assembly Test Information

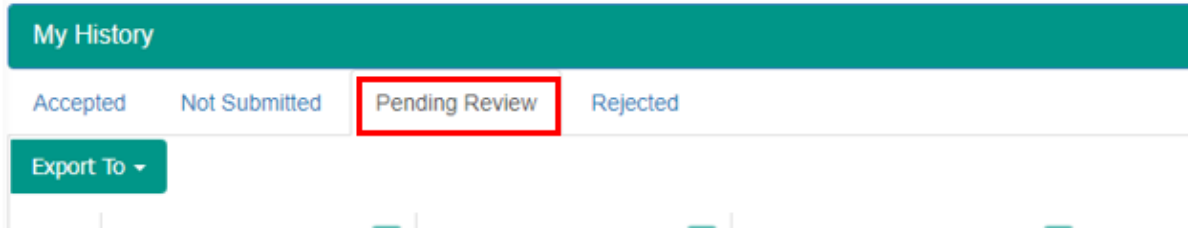
Test Date: 2022-07-25

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

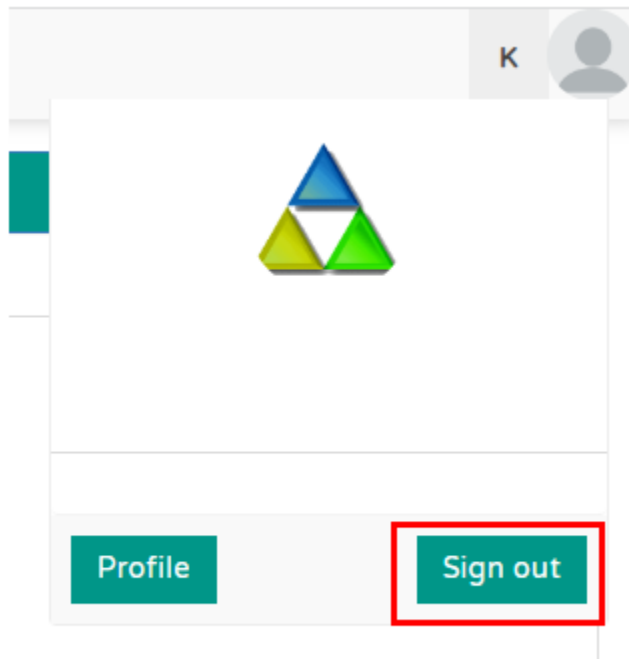
The following highlighted warning will appear. This indicates the report was submitted to the jurisdiction and is pending approval.



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 is submitted to the jurisdiction, a new “Failed Test” letter is sent to the customer from the jurisdiction. The letter will include a new “Schedule ID” and the existing “Letter Code” from the original letter.

There are cases when the initial test was done by another company, and the customer will hire another company to repair the device, test it and submit it to the jurisdiction/municipality. In this case, the following instructions apply for the repair.

Here, the “Letter Code” is used for the 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

The “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
<input checked="" type="checkbox"/>	5	825Y	62J710	FEBCO	2	RP	Commercial	4	078146	2	Failed
<input checked="" type="checkbox"/>	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 the repairs done on the device will be entered, tester information, date, gauge, and the passing results.

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

Has Final Test?

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@rybsoft.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:

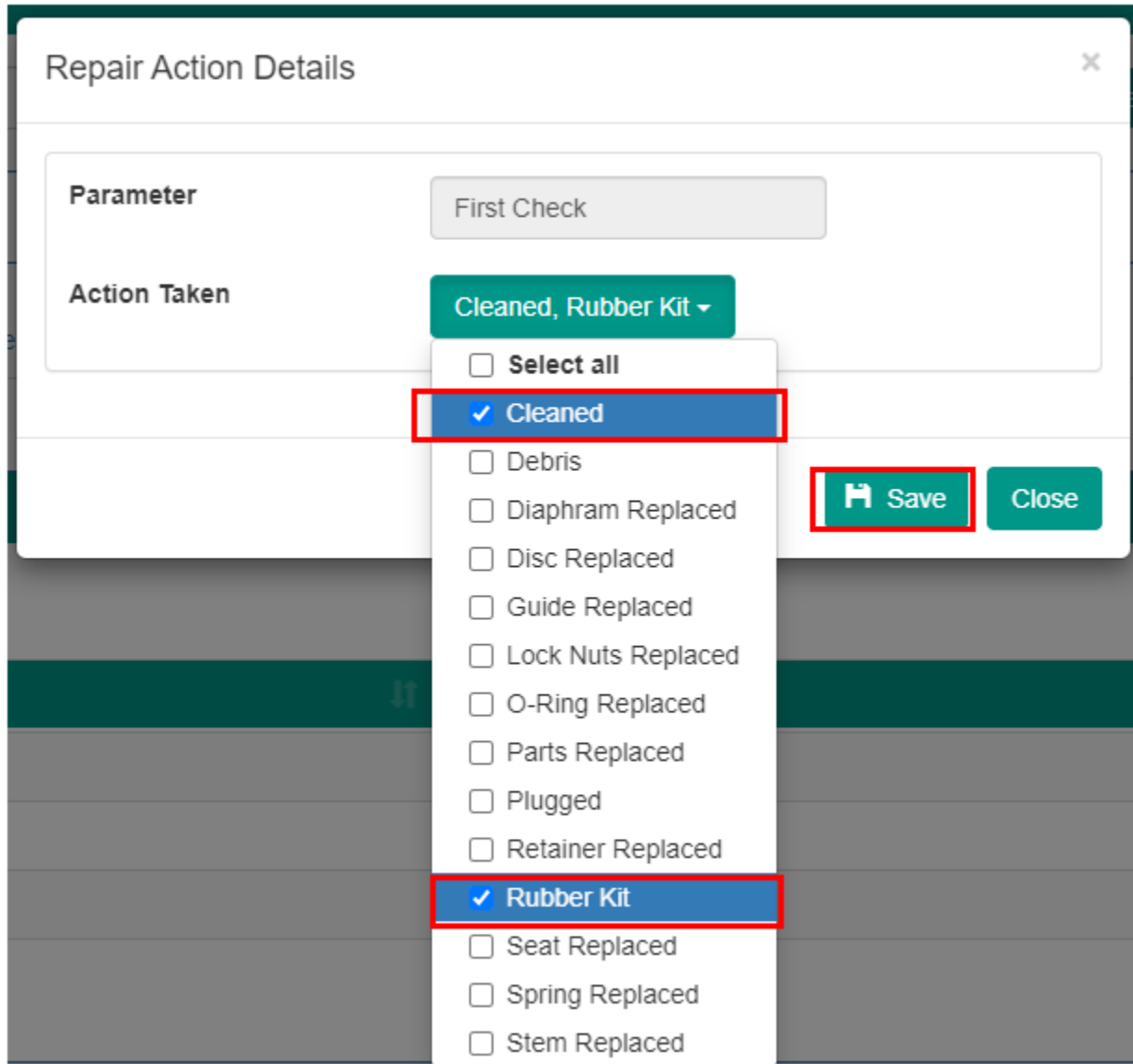
Action	ID	Parameter	Action Taken
	8675	First Check	
	8676	Second Check	
	8677	RVO	

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.



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.

Repair Action Details

Parameter: RVO

Action Taken: None selected

Save Close

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

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: NIBSoft, LLC (Demo System) Tester: K

Entered By: K.K. Email Address: info@nibsoft.com

Final Test Date: Final Notes: Notes

Final is Passed? Gauge:

Click on the “Final Results” tab.

The screenshot shows a web interface with a navigation bar at the top containing tabs: Device Details, Initial Details, Initial Results, Documents, Final Details, **Final Results** (highlighted with a red box), and Property Information. Below the tabs, there is a 'Show 10 entries' dropdown and a search box. The main content is a table with the following data:

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

At the bottom of the table, it says 'Showing 1 to 3 of 3 entries' and there are 'Previous', '1', and 'Next' navigation buttons.

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

This screenshot is identical to the one above, but with a red box highlighting the pencil icon in the 'Action' column of the first row (ID 88569, First Check). This indicates the user is about to click it to edit the entry.

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

Parameter First Check

Condition Assessment OK

Reading 6.0

Save Close

Schedule Result Details

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

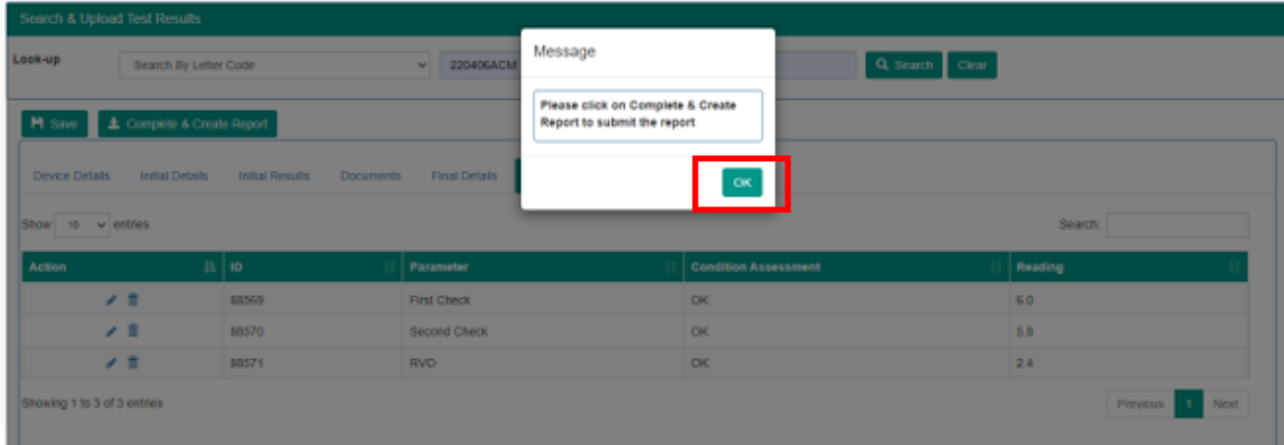
Device Details
Initial Details
Initial Results
Documents
Final Details
Final Results
Property Information

Show 10 entries Search:

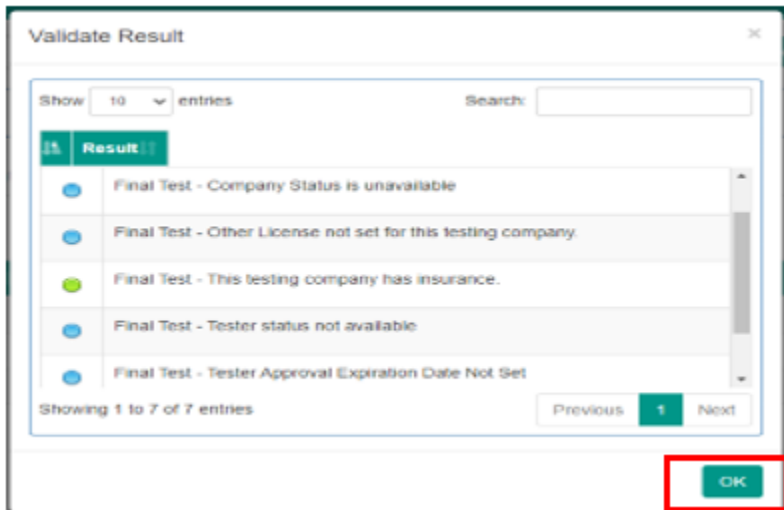
Action	ID	Parameter	Condition Assessment	Reading
	88569	First Check	OK	6.0
	88570	Second Check	OK	5.8
	88571	RVO	OK	2.4

Showing 1 to 3 of 3 entries
Previous 1 Next

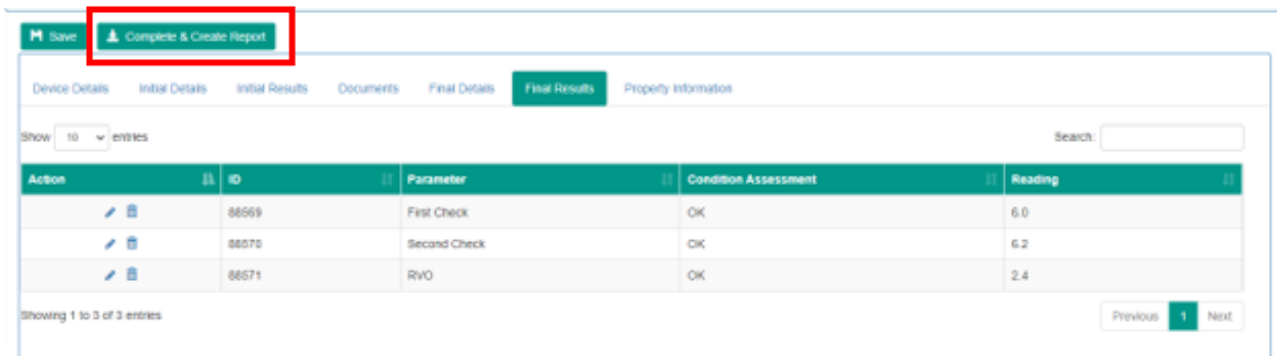
The following message will pop up, click “OK.”




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 & NUOILSH CAOB TRC LC
 Contact Name: N/A
 Property Address: 9820 W ONUELSHI 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	5.2 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: 282 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

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

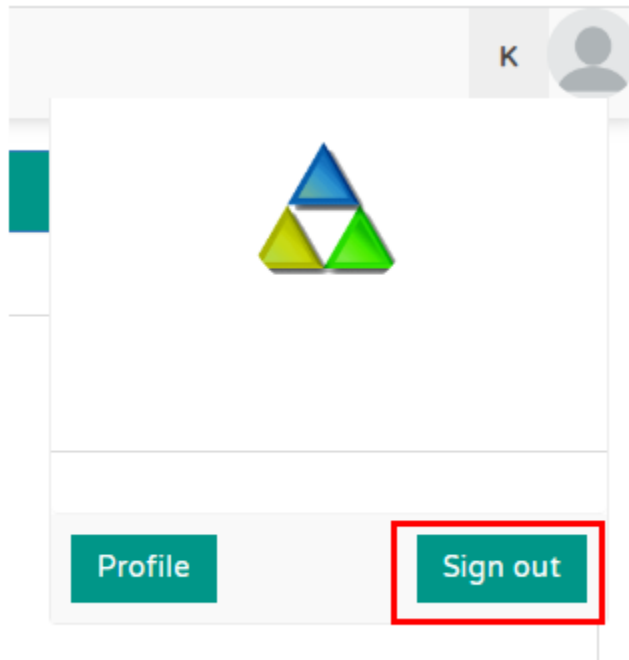
You may also confirm pending approval from the jurisdiction by looking in “MY History” under “Pending Approval” tab.

My History

Accepted Not Submitted **Pending Review** Rejected

Export To ▾

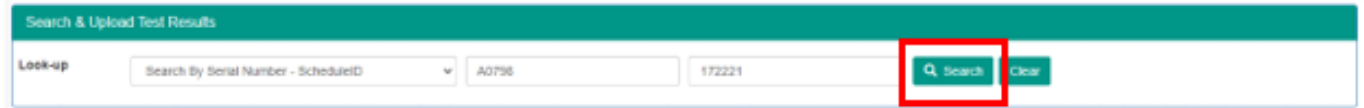
Once completed, log out of SAMS Online Tester Portal by clicking on login name, at the top right of the portal, click on “Log Out.”



Changing out a Device in SAMS Online Tester Portal

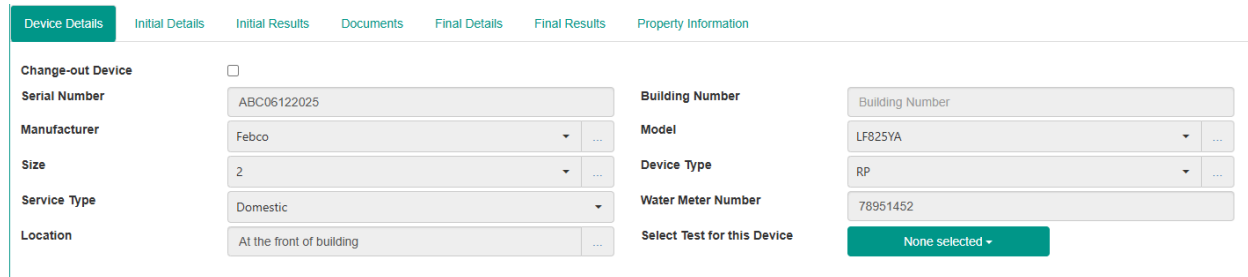
When a device is changed out in SAMS Online Tester Portal, the user will enter the details of the new device in “Search & Upload Test Results.”

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



The screenshot shows the 'Search & Upload Test Results' interface. It includes a 'Look-up' section with a dropdown menu set to 'Search By Serial Number - ScheduleID'. There are two input fields: the first contains 'A0796' and the second contains '172221'. A red box highlights the 'Search' button, which is a green button with a magnifying glass icon. A 'Clear' button is also visible to the right of the 'Search' button.

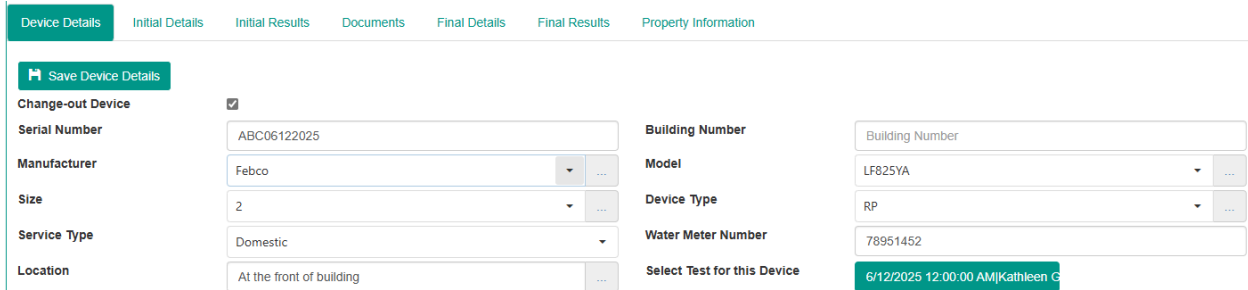
Go to the “Device Details” and click “Change-out Device.”



The screenshot shows the 'Device Details' form with the 'Change-out Device' checkbox unchecked. The form has several tabs: 'Device Details', 'Initial Details', 'Initial Results', 'Documents', 'Final Details', 'Final Results', and 'Property Information'. The 'Device Details' tab is active. The form contains the following fields:

Field	Value
Change-out Device	<input type="checkbox"/>
Serial Number	ABC06122025
Manufacturer	Febco
Size	2
Service Type	Domestic
Location	At the front of building
Building Number	Building Number
Model	LF825YA
Device Type	RP
Water Meter Number	78951452
Select Test for this Device	None selected

Your screen should look like the below



The screenshot shows the 'Device Details' form with the 'Change-out Device' checkbox checked. A green button labeled 'Save Device Details' is visible at the top left of the form. The form contains the following fields:

Field	Value
Change-out Device	<input checked="" type="checkbox"/>
Serial Number	ABC06122025
Manufacturer	Febco
Size	2
Service Type	Domestic
Location	At the front of building
Building Number	Building Number
Model	LF825YA
Device Type	RP
Water Meter Number	78951452
Select Test for this Device	6/12/2025 12:00:00 AM Kathleen G

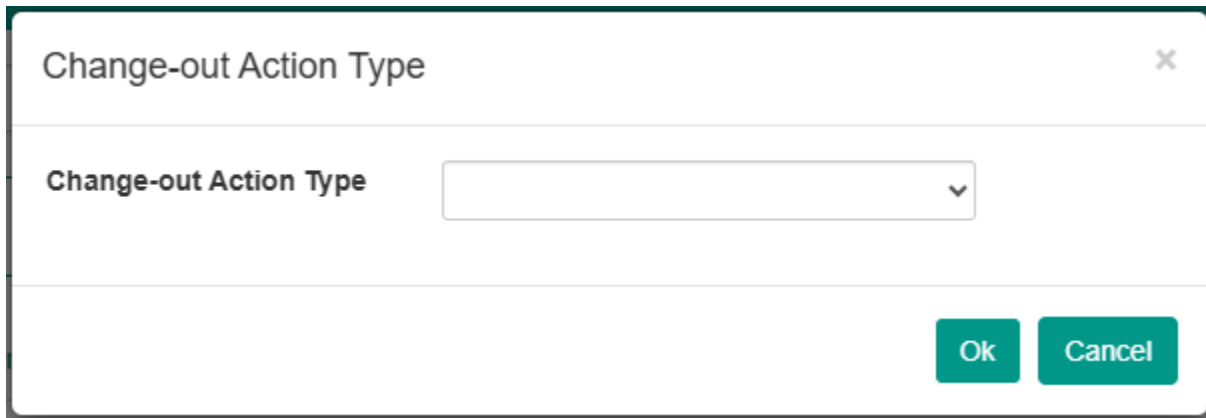
Enter the new device serial number, and from the drop-down menu choose the manufacturer,

Change-out Device	<input checked="" type="checkbox"/>
Serial Number	ABC06122025
Manufacturer	Watts
Size	Neptune
Service Type	Conbraco
Location	Watts
	Febco
	Wilkins
	Apollo/Conbraco

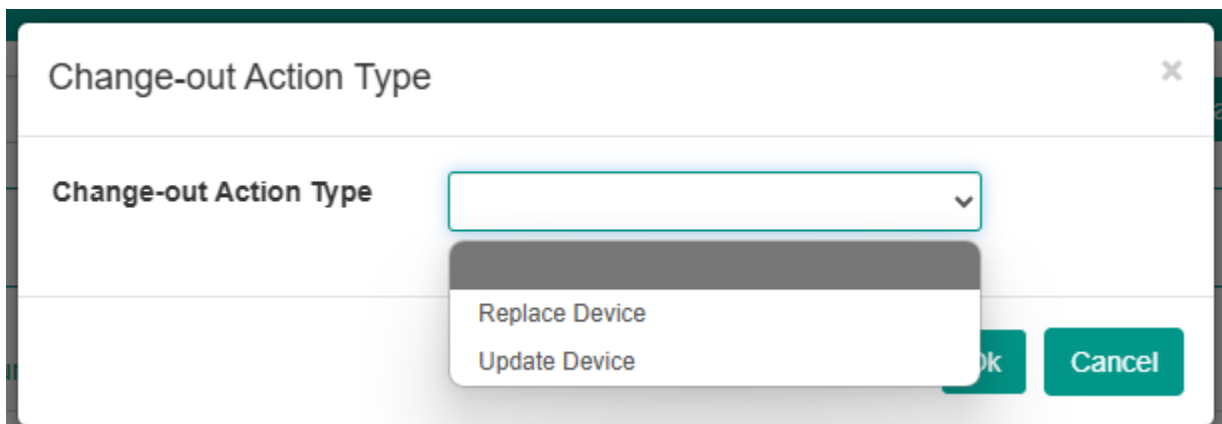
Make any other changes on the left-hand side and move to the right side of the screen. Choose the Model from the drop down and continue with the information until you are finished.

Model	909M1QT
Device Type	957QT
Water Meter Number	957NQT
Select Test for this Device	957N
	957 BF
	957
	919ZQT
	919QT
	919AQT
	909PCQT
	909PCM1QT
	909PCHWQT
	909M1QT

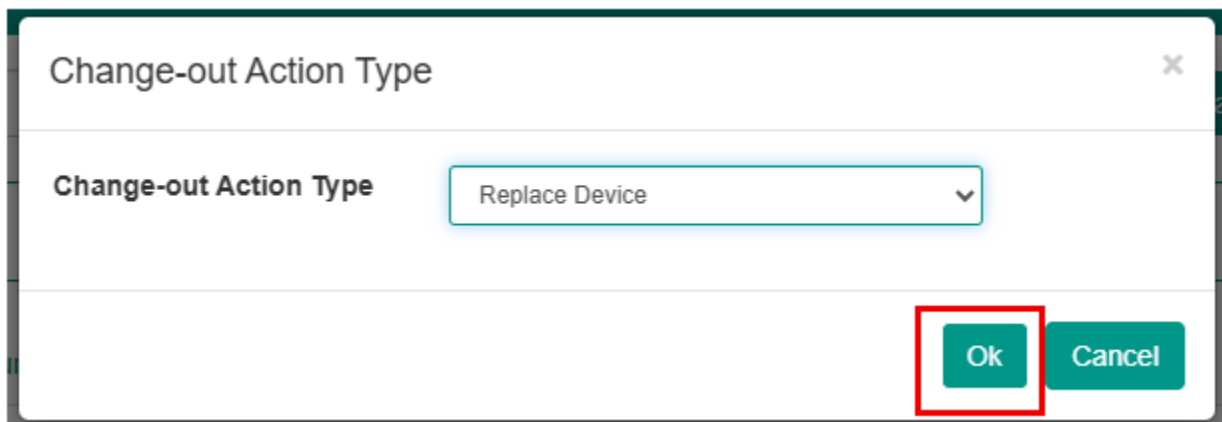
After you finish entering the new backflow information, you will get the Change-out Action Type pop up.



You will choose whether it was an update to the device details or a change-out.



Choose Replace Device and click "ok"



Click the "Save Device Details" button.

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

Save Device Details

Change Unit Service

Serial Number: A8C06122025 Building Number: Building Number

Manufacturer: Febco Model: LF82519

Size: 2 Device Type: RP

Service Type: Domestic Water Meter Number: 78051452

Location: At the front of building Select Test for this Device: 8/12/2025 12:00:00 AM/Kathleen G

If you did not click the "Save Device Details" button, you will get the below message, simply click "Continue"

Enter Test Results

Look-up Search By Serial Number - ScheduleID

Complete & Create Report

Device Details Initial Details Initial Results Documents

Update Device Details

You have not saved the updated device details. Please click Continue to Save Device Details, Undo to remove the changes and Cancel to Close the popup.

Continue Undo Cancel

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

Search & Upload Test Results

Look-up Search By Serial Number - ScheduleID A0796 172221 Search Clear

Save

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

Label: Schedule 172221, SerialNumber: A009708, ModelNumber: 625YA

Company: NJBSoft, LLC (Demo Systems) Tester: K G

Entered By: K G Email Address: info@njsoft.com


Start Date: 7/2/2022 12:00:00 AM End Date: 8/31/2022 12:00:00 AM

Test Date: Test Key: 172221

Passed?: Gauge: 07182022

Line Pressure (psi): Line Pressure (psi)

The test report indicates the updated assembly information.

NJB				
Backflow Prevention Assembly Test and Maintenance Report				
Customer Information				
Customer / Property Name:	1833-1851 VICTORY LLC			
Contact Name:	OWNER/MGR			
Property Address:	312 ALLEN AVE GLENDALE, CA 91201			
Assembly Information				
Type:	RP	Model #:	009QT	Initial Test Result PASS
Size:	2 "	Serial#:	J0078234	
Manufacturer:	Watts	Service Type:	Domestic	
Location:	At the front of building			
Water Meter No:	78951452			

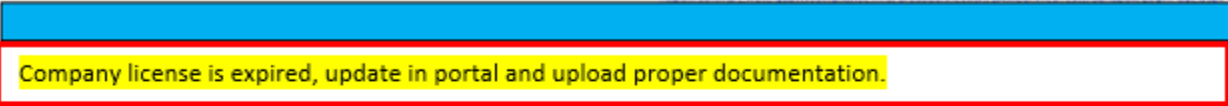
Rejected Reports in SAMS Online Tester Portal - Company Information

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.

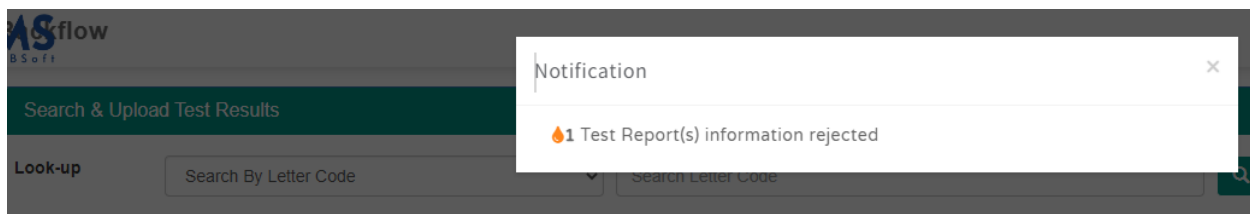


Company license is expired, update in portal and upload proper documentation.

Test Details

Label:	Schedule #000, Serial Number: 0000, Model Number: 1-00000	Tester:	Tester Name
Company:	Testing Company	Email Address:	Tester@000.com
Entered By:	1/0/0000	End Date:	12/31/00
Start Date:	1/0/0000	Test Key:	150070
Test Date:	1/1/0000	Notes:	Test Passed!
Test Received Date:	1/1/0000	Gauge:	000000
Is Passed?:	True		

Once the user receives the email and logs into SAMS Online Tester Portal to make the corrections, the “Test Report (s) information rejected” notification pop up will appear.



ASflow
8 5 o f f

Search & Upload Test Results

Look-up

Search By Letter Code

Search Letter Code

Notification

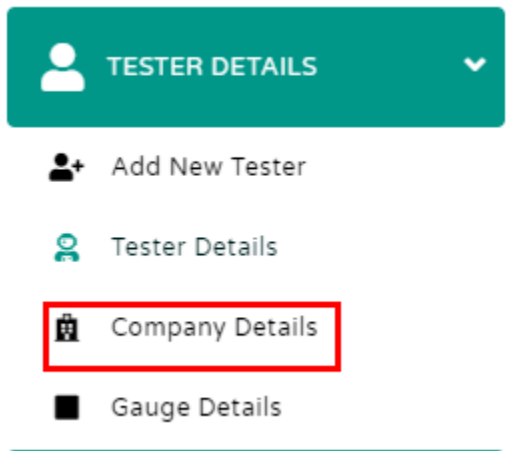
1 Test Report(s) information rejected

Click on the “Test Report (s) information rejected” and the user will be automatically sent to the “Rejected” tab in the “My History” tab.

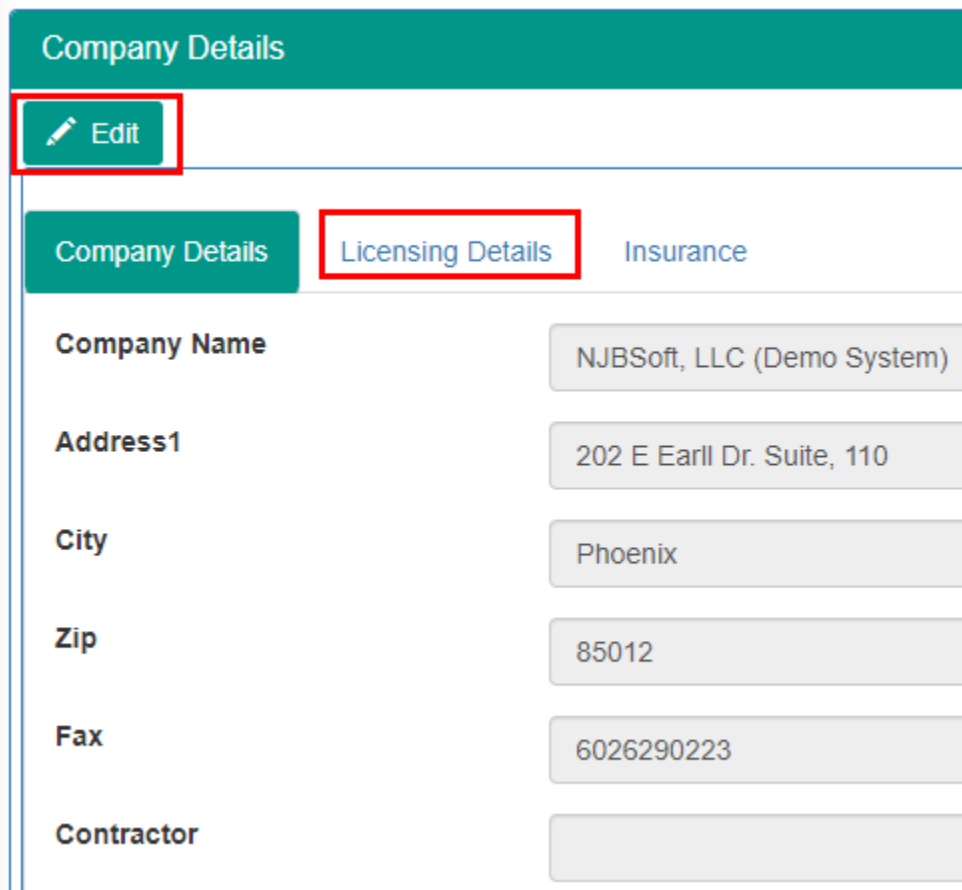
In this scenario, the rejection was for an expired company license.

Before we resubmit the test report, we are going to enter the expired company information and submit it to the jurisdiction.

From Tester Details, click “Company Details”



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



The "Update Company Details" will pop up, click "Licensing Details."



The screenshot shows a dialog box titled "Update Company Details" with a close button (X) in the top right corner. The dialog has four tabs: "Company Details", "Licensing Details", "Insurance", and "Documents". The "Licensing Details" tab is selected and highlighted with a red box. Below the tabs are 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:** Select Contractor (dropdown menu)
- Insured:**

A green "Next" button is located at the bottom right of the dialog.

Click "Create New"

The screenshot shows the same "Update Company Details" dialog box, but now the "Licensing Details" tab is active and displays a table of license entries. A red box highlights a green "Create New" button in the top left corner of the table area. Below the "Create New" button is a "Show 10 entries" dropdown and a "Search:" input field.

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 (top row); Previous, Next (bottom row).

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”

The screenshot shows a web application window titled "Update Company Details". At the top, there are navigation tabs: "Company Details", "Licensing Details", "Insurance", and "Documents" (which is currently selected). Below the tabs, a red message reads: "Upload ONLY the following documents here - AZROC Licenses, Liability Insurance Certificate and Business/Tax License (as applicable)." Below this message is an "Upload Files" button. Underneath, there is a "Show 10 entries" dropdown and a "Search:" input field. A table displays the following data:

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

At the bottom right of the table area, there are two buttons: "Previous" and "Finish". The "Finish" button is highlighted with a red rectangular box.

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

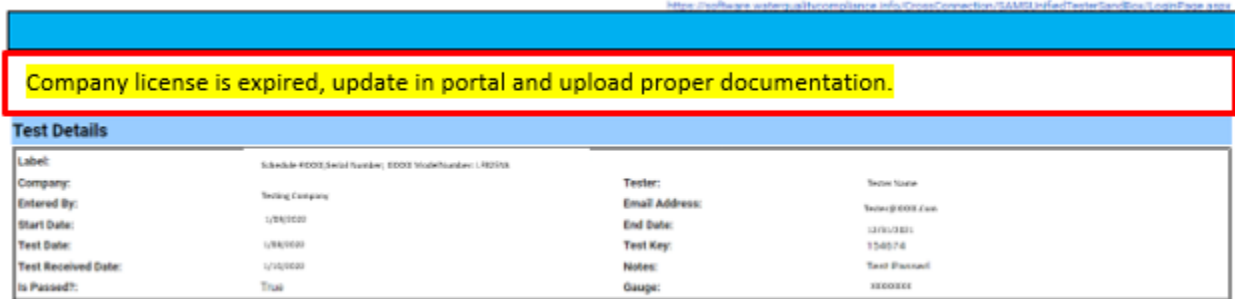
You will follow this procedure for all company and tester information that has been rejected by the jurisdiction.

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

Resubmitting Test Reports Due to Expired Company information

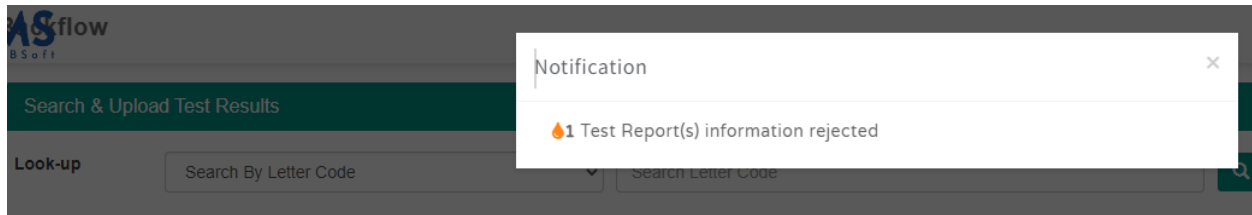
When the jurisdiction receives test reports, they examine the information and either accept it or reject it. If the information is accepted, the status will appear under the users “Accepted” tab in My History. If the information is “rejected”, the status will appear under the “Rejected” tab in My History.

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



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 was expired.



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

The screenshot shows the 'My History' interface. At the top, there are tabs for 'Accepted', 'Not Submitted', 'Pending Review', and 'Rejected'. The 'Rejected' tab is highlighted with a red box. Below the tabs is an 'Export To' dropdown menu. A table with columns 'Action', 'Alert Type', and 'Notes' is displayed. The 'Action' column contains 'Edit' and 'Delete' buttons. The 'Alert Type' column contains 'Test Report'. The 'Notes' column contains the text 'Test Result submitted for 05729 by K... Rejected by Company License has expired, enter into the portal,' which is also highlighted with a red box. At the bottom, there is a pagination control showing 'Page 1 of 1 (1 items)' and a 'Page size' dropdown set to '10'.

Click on Edit

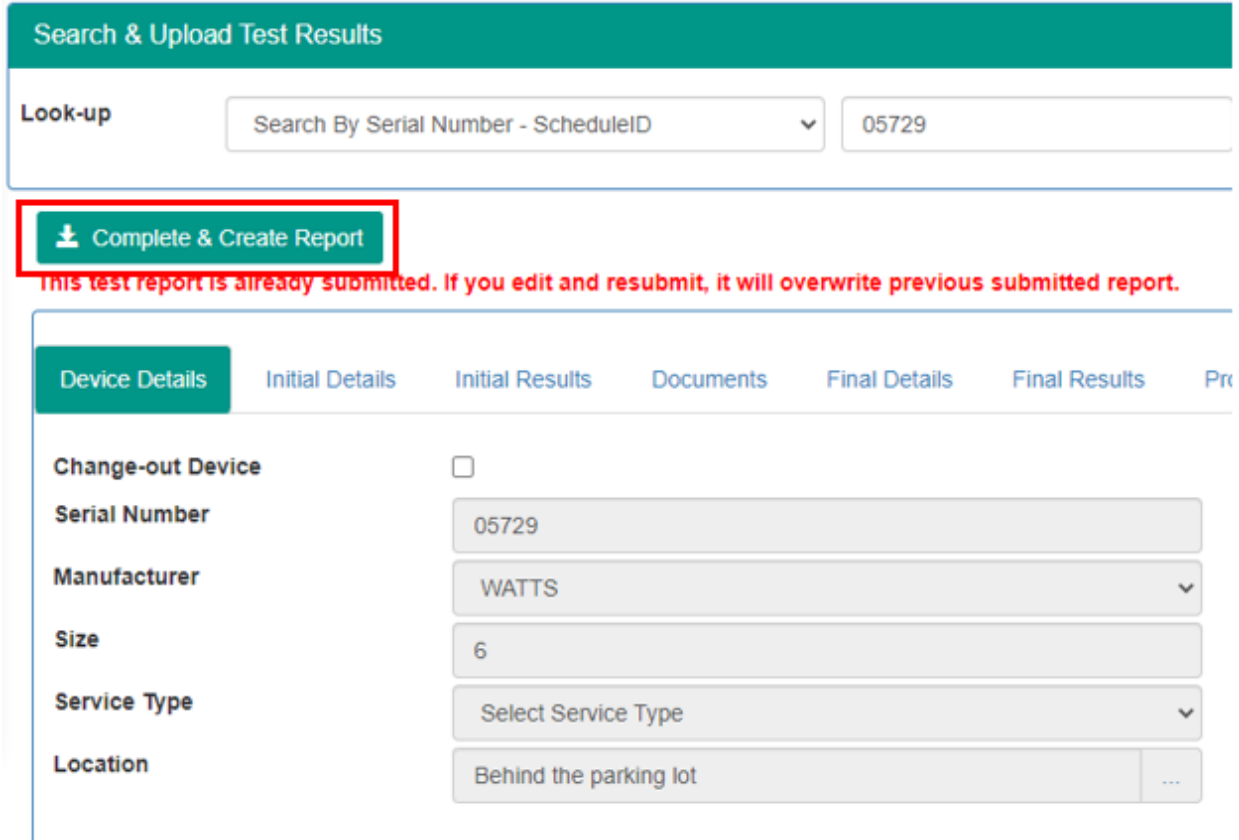
This is a close-up of the 'Edit' button in the table from the previous screenshot. The 'Edit' button, represented by a pencil icon, is highlighted with a red box. The 'Delete' button, represented by a trash can icon, is also visible. The 'Alert Type' is 'Test Report' and the 'Notes' are 'Test Result submitted for 05729 by K... Rejected by Company License has expired, enter into the portal,'. The pagination control at the bottom shows 'Page 1 of 1 (1 items)' and 'Page size: 10'.

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

The screenshot shows a modal dialog box titled 'Confirm Modify Report'. The text inside reads: 'This test report is already submitted. Do you want to recall report to modify?'. At the bottom right, there are two buttons: 'Ok' and 'Cancel'. The 'Ok' button is highlighted with a red box.

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 Pro

Change-out Device

Serial Number 05729

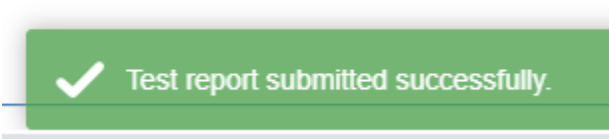
Manufacturer WATTS

Size 6

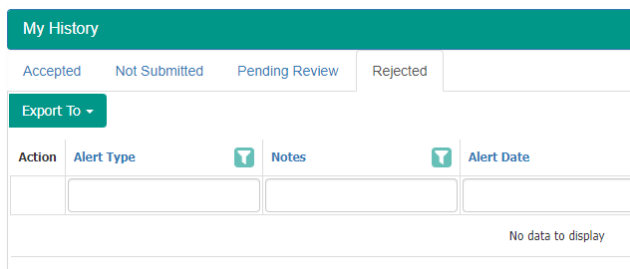
Service Type Select Service Type

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.”



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, examines 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 notification bar at the top with a red border containing the text: "The test failed inspection, you indicated pass. Fix and resubmit report". Below this is a "Test Details" section with a table of information:

Test Details					
Label:	S/AndA-E003/Serial Number: E003 Model Number: L/E003		Tester:	Section Name:	
Company:	Testing Company	Tester:	Email Address:	Tester@E003.com	
Entered By:		Start Date:	1/29/2020	End Date:	1/29/2020
Test Date:	1/29/2020	Test Key:	154076	Notes:	Test Passed
Test Received Date:	1/29/2020	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 a test report was entered incorrectly.




The screenshot shows a notification pop-up window titled "Notification" with a close button (X). The notification text reads: "🔥 1 Test Report(s) information rejected". The background shows a search interface with a dropdown menu and a search button.

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




Accepted Not Submitted Pending Review **Rejected**

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

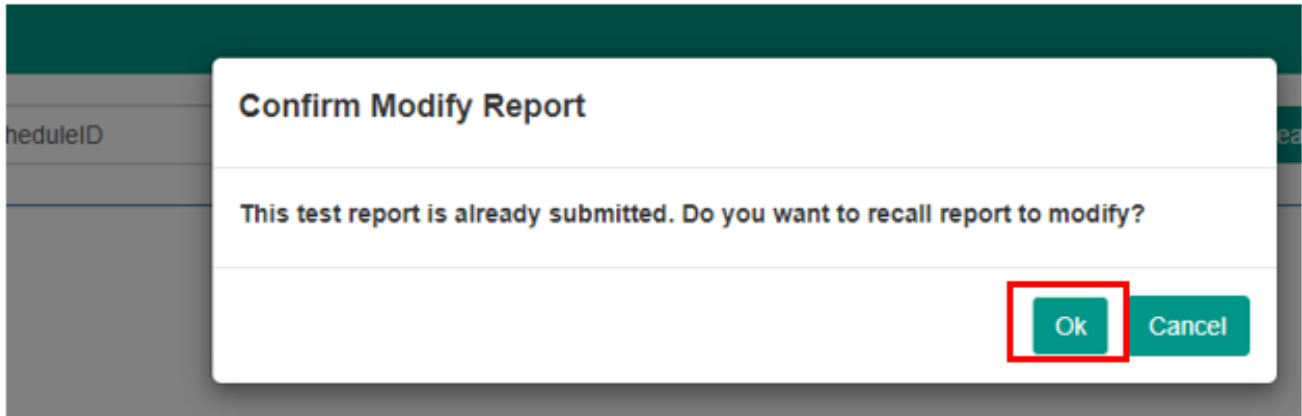
Page 1 of 1 (1 items) First Prev **1** Next Last All Page size: 10 ▾

Click on "Edit."

Action	Alert Type 
 Edit  Delete	Test Report

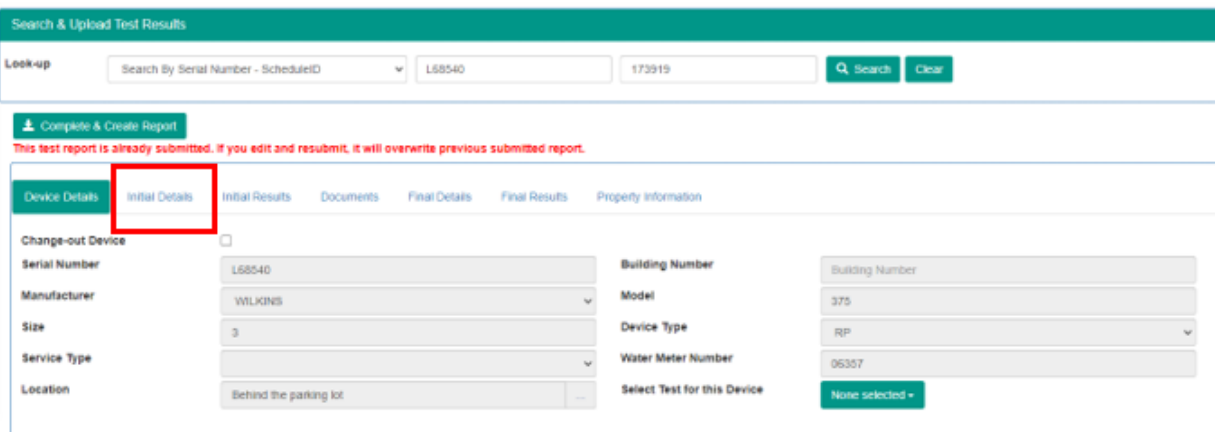
Page 1 of 1 (1 items) First Prev **1** Next

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.



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 Resu
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				

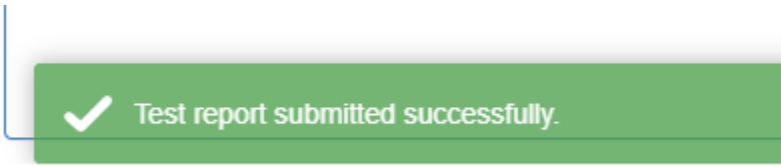
Once done, Click, "Complete & Create Report."

Complete & Create Report

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

Device Details	Initial Details	Initial Results	Documents	Fit
Label	Schedule 173919: SerialNumber: L8-			
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 ▾

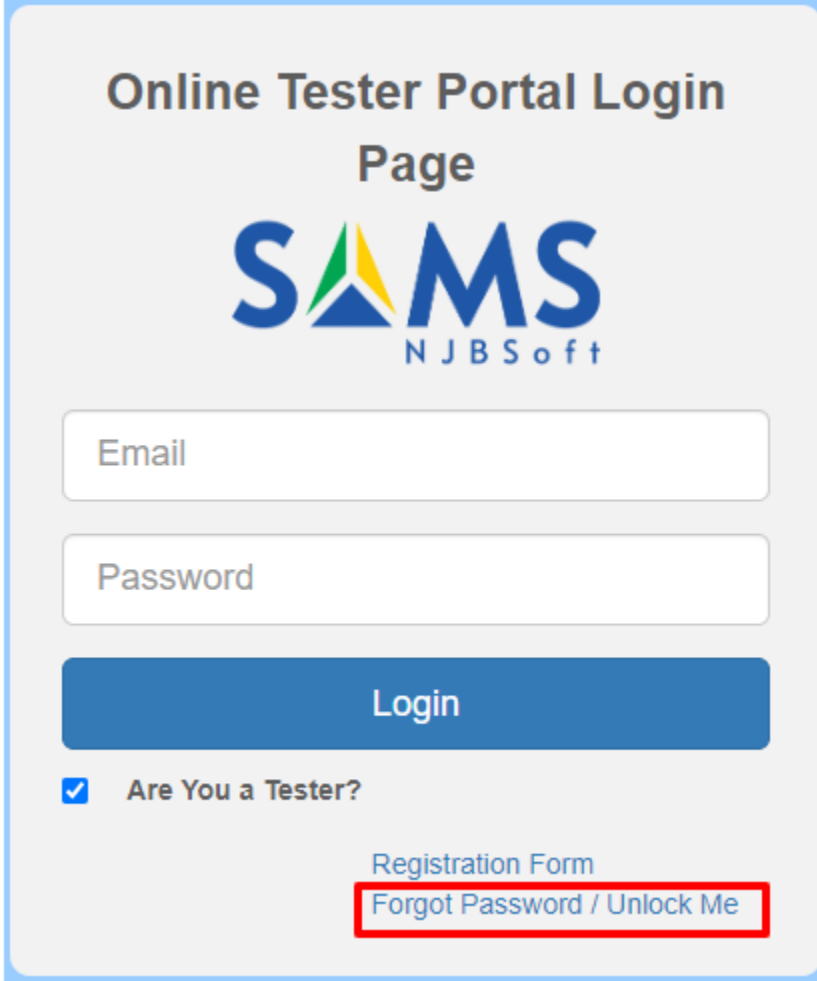
Action	Alert Type	Notes	Alert Date

No data to display

Forgot Password/Unlock Me

If you forget your password or are locked out, you can get a reset through the portal.

Click on “Forgot Password/Unlock Me”



Online Tester Portal Login
Page

SAMS
NJBSOFT

Email

Password

Login

Are You a Tester?

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

Enter your email, first name and last name. Click "Submit."

Forgot Password

SAMS
NJBSOFT

Tester@backflowcompany.com

First Name

Last Name

Submit

You will receive an email indicating that your password is reset. If you do not receive an email, check your spam folder before contacting the municipality.




Appendix

Some municipalities charge testing companies for test report submittals into SAMS Tester Portal.

Below are the instructions on entering a test report and submitting payment.

In this scenario, we are entering a passing test report.

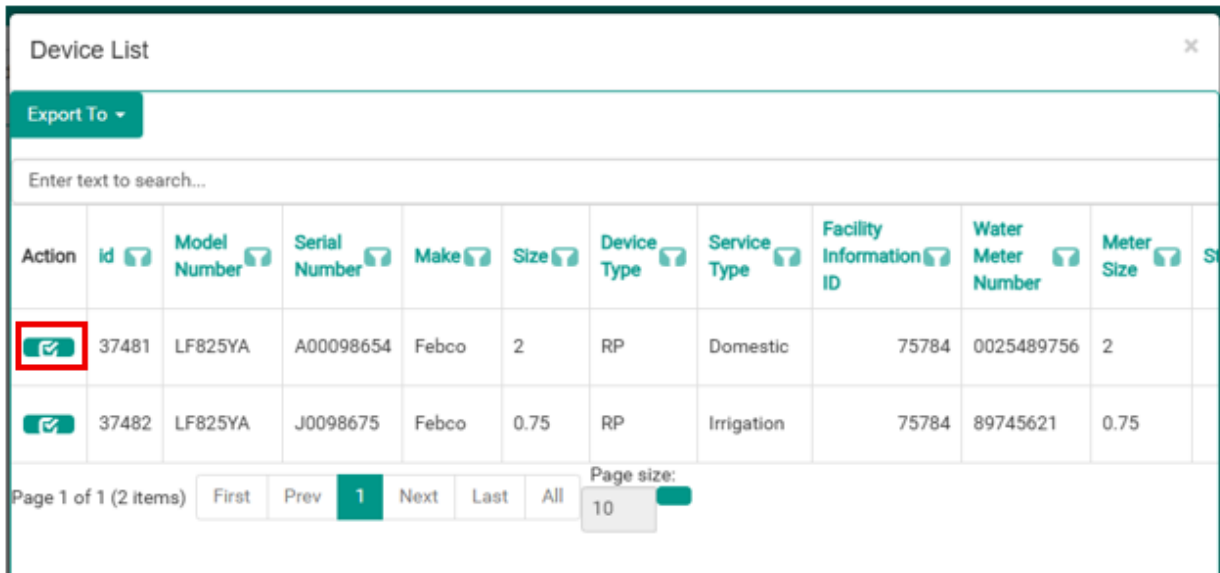
Enter the letter code, schedule ID, or Authorization Code and click “Search.”



Enter Test Results

Look-up: Search By Letter Code [0625025Test] [Search] [Clear]

The “Device List” will pop up, click on the device from the list to enter results.



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	St
<input checked="" type="checkbox"/>	37481	LF825YA	A00098654	Febco	2	RP	Domestic	75784	0025489756	2	
<input checked="" type="checkbox"/>	37482	LF825YA	J0098675	Febco	0.75	RP	Irrigation	75784	89745621	0.75	

Page 1 of 1 (2 items) [First] [Prev] [1] [Next] [Last] [All] Page size: 10

Review the “Device Details” to ensure the information is correct.

Enter Test Results

Look-up

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

Change-out Device

Serial Number Building Number

Manufacturer Model

Size Device Type

Service Type Water Meter Number

Location Select Test for this Device

In the “Initial Results” tab, you will enter the requested information, Passed, test date, Proper installation, Tester name, gauge, Proper Orientation.

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

Label

Company Tester

Entered By Email Address

Start Date End Date

Test Date Test Key

Test Received Date

Notes

Passed? Gauge

Line Pressure (psi)

Proper Install: Proper Orientation:

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.

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

Create New

Show 10 entries

Action	ID	Parameter	Condition Assessment	Reading
<input type="button" value="Pencil"/>	88563	First Check	OK	
<input type="button" value="Pencil"/>	88564	Second Check	OK	
<input type="button" value="Pencil"/>	88565	RVO	OK	

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

The screenshot shows a dialog box titled "Schedule Result Details" with a close button (X) in the top right corner. Inside the dialog, there are three input fields: "Parameter" with a dropdown menu showing "First Check", "Condition Assessment" with a dropdown menu showing "OK" (this field is highlighted with a red border), and "Reading" with a text input field containing "Reading". At the bottom right of the dialog, there are two buttons: "Save" and "Close".

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

This image shows a close-up of the "Condition Assessment" dropdown menu. The menu is open, displaying a list of options: "OK", "Failed", "Cleaned", "Flipped Disc", "Replaced Rubber", "Installed New Check", and "Closed Tight". The "OK" option is currently selected and highlighted in blue.

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.

Schedule Result Details [X]

Parameter First Check [v]

Condition Assessment OK [v]

Reading 6.2

[Save] [Close]

Follow the procedure for the second check and the relief valve. Your screen should look like the below.

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	Notes
[edit] [delete]	3944	Second Check	OK	CT	
[edit] [delete]	3945	First Check	OK	6.2	
[edit] [delete]	3946	RVO	OK	2.4	

Showing 1 to 3 of 3 entries [Previous] 1 [Next]

When done, click the “Save” Button and the “Message” will pop up. Click “OK.”

Enter Test Results

Look-up Search By Letter Code 06252025Te

Save

Device Details Initial Details Initial Results Documents Final Details

Create New

Show 10 entries

Action	ID	Parameter	Condition Assessment
	3944	Second Check	OK
	3945	First Check	OK
	3946	RVO	OK

Showing 1 to 3 of 3 entries

Message

Please click on Add to Cart for Payment in order to submit the report

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. **Not entering the expired information requested may result in the jurisdiction "Rejecting" the test reports.**

Once the information has been validated, click the "Add to Cart"

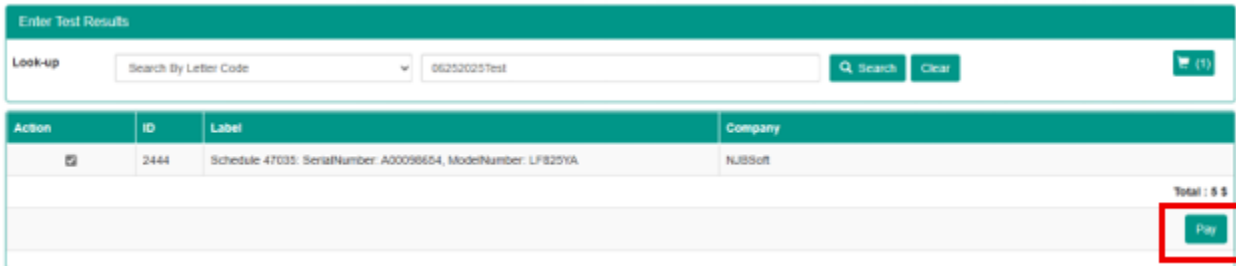
The screenshot shows a 'Validate Result' dialog box with a close button (X) in the top right corner. At the top left, it says 'Show 10 entries' with a dropdown arrow and a search input field labeled 'Search:'. Below this is a table with a header 'Result' and a list of six entries. The first five entries have a red dot icon, and the sixth has a green dot icon. At the bottom left of the table area, it says 'Showing 1 to 6 of 6 entries'. At the bottom right of the table area, there are three buttons: 'Previous', '1', and 'Next'. Below the table area, there are two buttons: 'Add to Cart' (highlighted with a red box) and 'Close'.

Result
Company Status is unavailable
Other License not set for this testing company.
Testing Organization policy number not available.
Tester is Active
Tester Approval Expiration Date Not Set
No gauge is setup in the test.

Your shopping cart will be in the upper corner of the tester portal, click on the icon.



You will get the below screen, click on "Pay."



You will be taken to Strip.com to make the payment or you may choose to "Pay with Link". Fill out the information and click "Pay."

