

SAMIS Quick Start Guide

Accessing & Searching

This Quick Start Guide for SAMIS has been developed to assist existing and/or new users.

Access is via the SAMIS port]e[co website <https://porteco.samis.sa.gov.au>.

New users will need to provide a new user form (link below) signed by the authorised agency representative.

https://www.dit.sa.gov.au/facilities_management/agfma_information_systems/samis

Any problems accessing SAMIS please contact dit.agfmaservicedesk@sa.gov.au

Logging onto SAMIS

1. Enter the **Username** and **Password** supplied by AGFMA.
2. Follow the system prompts to create a **personal password** (first time users only).
 - Passwords must begin with a capital letter, contain a minimum of 7 characters, and contain a numeric value, (e.g. Tuesday1).
 - Passwords must be changed every 60 days (*automatic system prompt*). Changed passwords must differ by at least 3 characters from a previous password, and cannot be a password previously used.

There is a password reset option directly below the log in.

3. Upon successful SAMIS port]e[co login, the **Welcome** screen will display.



login to port]e[co

username *

password *

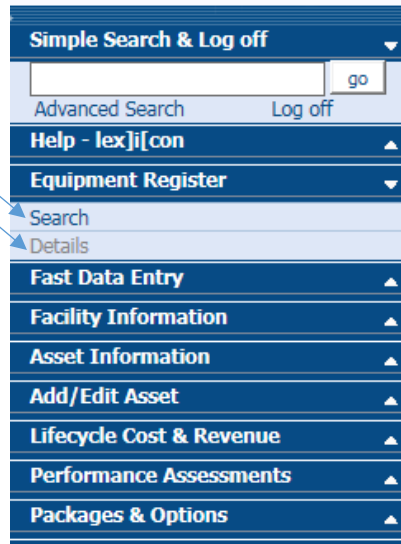
login >>

[Forgot your password?](#)

Port]e[co Toolbox

The port]e[co toolbox on the right hand side of the Welcome screen helps Users navigate throughout the system. The Toolbox will display on all screens to allow ease of navigation and will open and close as Users advance throughout the system. Alternatively, toolboxes can be opened or closed manually, simply click on the toolbox title to display the available links.

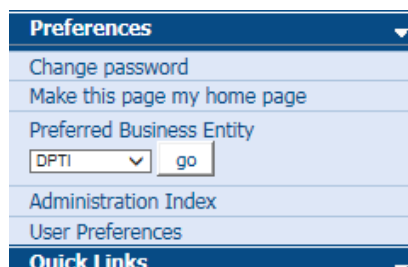
- **Blue** toolbox links are active links to system features
- **Grey** toolbox links are unavailable from the current location
- **Yellow Padlock** indicator links are unavailable in the current User profile.



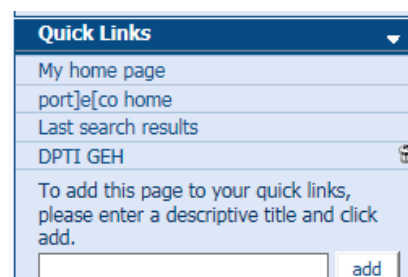
Help – Lexicon – access system help, training materials and a glossary of all SAMIS terms. Click on 'About this page'.



Preferences – set up a system homepage, change user password.



Quick Links – create a link to pages, navigate to homepage and access last search results.



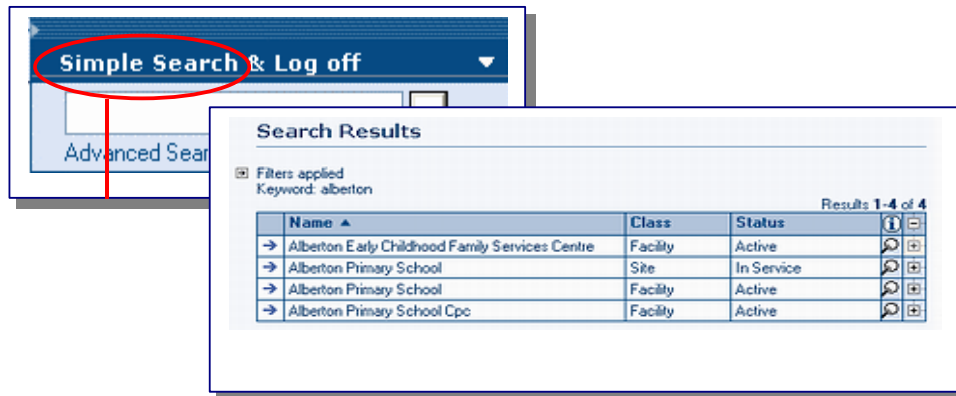
Navigation

Port[e]co offers two search options to locate Sites and/or Facilities: **Simple** and **Advanced** Search:

Simple Search

The *Simple Search* box will only allow text keywords. Keywords can be whole words, part words but no abbreviations. To perform a simple search, complete the following:

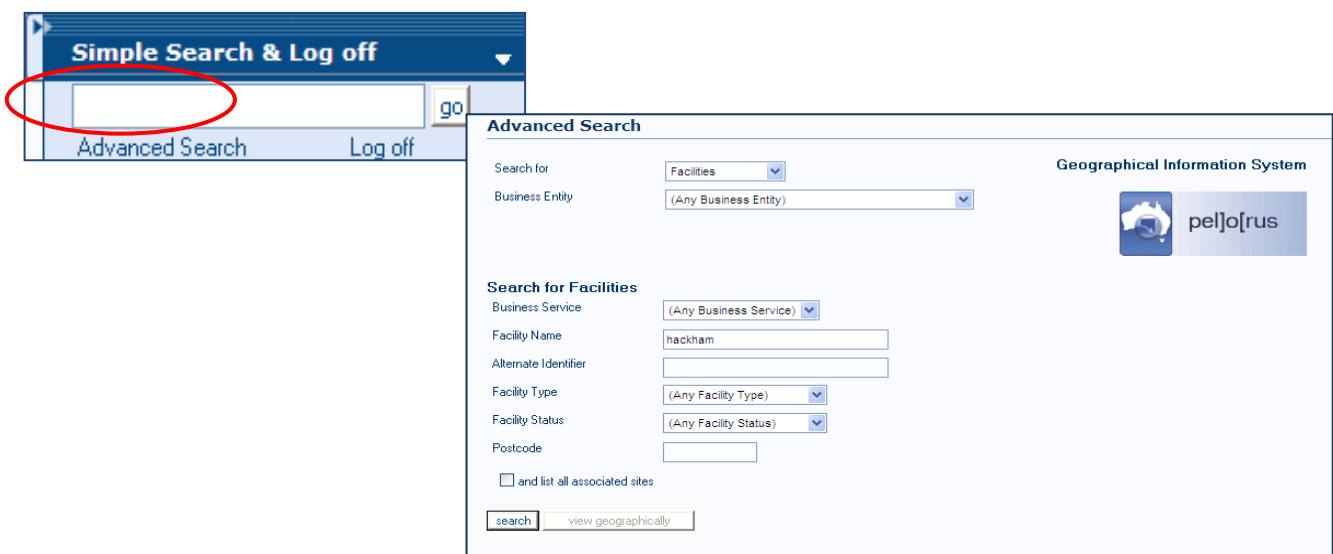
1. Type a keyword in the **Simple Search** field.
2. Click the **go** button. (Port[e]co will display a list of Sites and Facilities matching the keyword).



Advanced Search

The *Advanced Search* link will allow the User to customise the search results to only return a targeted set of results. The fields are optional, therefore users can select from one, some or all to retrieve data. To perform an Advanced Search, complete the following:

1. Click the **Advanced Search** link to navigate to the search options.
2. Select from the range of criteria using the dropdown lists. (**Note:** the boxes are optional, and one, some or all options are available to retrieve data).
3. Click the search button. (**Note:** the search box now supports number searches or text searches. Search results are presented in the same manner for both search types and will display a filter to identify how the search was retrieved).



Search Results screen

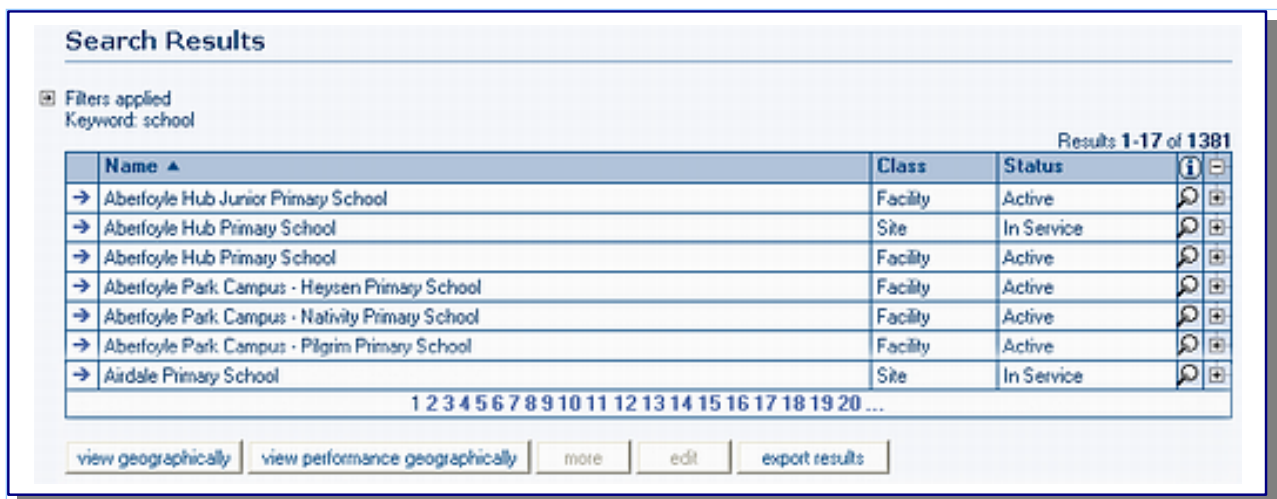
The **Search Results** screen will display Sites and/or Facilities matching the search criteria entered. The Search Results table displays the asset Name, Class and Status with links to view more details or advance to the Child Asset Hierarchy. Click the column headings to sort in ascending or descending order. Page numbers at the bottom of the table indicate a large number of search results, click on the page numbers to advance through the table.

Class

- Facility – not a tangible asset. The start of the Asset Register where physical assets can be added
- Site – the physical asset – may represent multiple buildings / structures under the one site.

Status

- Facilities may be Active or Inactive
- Site status is generally In Service or Inactive, but may be also be shown as Prior to Commissioning, In, Awaiting Disposal, Disposed, Surplus (In use or not in use) or Vacant



Search Results

Filters applied
Keyword: school

Results 1-17 of 1381

Name ▲	Class	Status	
→ Aberfoyle Hub Junior Primary School	Facility	Active	🔍 +
→ Aberfoyle Hub Primary School	Site	In Service	🔍 +
→ Aberfoyle Hub Primary School	Facility	Active	🔍 +
→ Aberfoyle Park Campus - Heysen Primary School	Facility	Active	🔍 +
→ Aberfoyle Park Campus - Nativity Primary School	Facility	Active	🔍 +
→ Aberfoyle Park Campus - Pilgrim Primary School	Facility	Active	🔍 +
→ Airdale Primary School	Site	In Service	🔍 +

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 ...

[view geographically](#) [view performance geographically](#) [more](#) [edit](#) [export results](#)

Accessing Data

Several options are available from the Search Results table to advance to the asset data. Complete the following steps:

1. Click the applicable row from the search results table. A basic details box will display and the **more** button will become enabled. Click the **more** button to advance to the Facility Details screen (Facility) or the Asset Details screen (Site) for the selected item.
2. Alternatively, users can navigate to the end of the item line and click the **magnifying glass** to advance to the *Facility Details* screen or the *Asset Details* screen for the selected item or click the + sign to advance to the **Child Asset Hierarchy** screen.

The *Child Asset Hierarchy* screen presents an expandable tree of assets associated with the selected Site or Facility. Items in the expandable hierarchy are active links and will assist with the navigation to asset details for each **Child Asset**.

Facility Details

The *Facility Details* screen displays the *facility name and service delivery structure*. Facilities are not tangible physical assets but are a mandatory starting point in the *Asset Register* where physical assets can be added and/or assigned in SAMIS.

Facility Details Facility Information

Golden Grove High School (F) [2710]

General Details	
Name	Golden Grove High School
Business Entity	Department for Education
Primary Business Service	Education
Facility Type	Secondary Education
Facility Status	Active
Status Last Updated	29/03/2005
Alternate Facility Number	1834

Address Details	
Postal Address Contact	Mr Peter Kuss
Postal Address	1 Adey Place, GOLDEN GROVE, SA, 5125

Geographical Information System

To access the Geographical Information System pel]o[rus, the centroids must be captured in the **Land Parcels & Centroids**

Centroid	
Easting (x)	
Northing (y)	
Projection	
Datum	
Longitude	
Latitude	
Total Land Area	0
Total Site Value	0
Total Capital Value	0

- Equipment Register
- Fast Data Entry
- Facility Information
- Asset Information**
 - Asset Details
 - Site and Building Plans (SVG)
 - Geographical Information System
 - Performance Rating Graph
 - Add Asset
 - Edit Asset
 - Child Assets List
 - Child Asset Hierarchy
 - Lifecycle Cost & Revenue
 - Performance Assessments
 - Works Management
 - Add Works Cost
 - GCRC Values & Valuations
 - Valuations History
 - Hazardous Materials
 - Documents & Images
 - View Selected Document or Image
 - Links
 - > **Land Parcels & Centroids**
 - Edit Land Parcels & Centroids
 - Relocate Asset
 - Dispose Asset
 - Delete Asset
- Add/Edit Asset

Asset Details

The *Asset Details* are displayed for all assets added to the *Asset Register Hierarchy*. Each asset class will display general asset information and contact details as well as a range of asset class specific attributes. Attributes are common details that group each asset class together. Some asset classes may have many attributes while other asset classes will list only a few. Asset classes and attributes assist in the complex reporting capabilities of cogn]i]to.

Attribute information that has not been populated will not be displayed on the screen. Click on attributes to see additional data that can be captured.

Asset Details Asset Information

Port Noarlunga Primary School (F) > Port Noarlunga Primary School

General Details	
Name	Port Noarlunga Primary School
Classification	Site
Logical Number	00362
Status	In Service
Number of Items	1

Alternate IDs	
Works System Id	00362
LSS Orig Unit Number	0362
LSS Site Number	LSS01650

Address Details	
Physical Address	Mr Heather Walker

Asset Search

(Any Asset Class)

search

Performance Rating Graph

Assessment completion date

12/01/2007 (dd/mm/yyyy)

view

Site & Building Plans (SVG)

Site and Floor Plans

Finding Plans

From the **Asset Information** toolbox, select **Documents & Images**. This will display a table of available documents for the selected Site.

Plans are available as AutoCAD file for architectural purposes or Document (Adobe) for viewing or printing.

To **view / print** a copy of a single plan, complete the following steps:

1. Click in the table for the selected plan. (**Note:** the item highlights in blue and a table displaying file details will be displayed). If required, navigate through the available pages to locate the required plan.
2. Click the **View File** button and follow the prompts to open the Adobe file. (**Note:** Any ad-blocker software should be disabled when opening plans; this may cause delays and/or additional prompts to opening the plan).
3. Click the **printer** icon on the adobe toolbar to send the plan to the local printer.
4. Close the browser screen once the required plans are printed

View Documents & Images Results 1

File Name	Uploaded	Description	File Type	Effective Date	Category
12594.dwg	17/11/2019 10:26 PM	Adelaide Botanic High School	AutoCAD File	17/11/2019	Site Plan
12594.pdf	17/11/2019 10:27 PM	Adelaide Botanic High School	Document Type	17/11/2019	Site Plan
12594-01-1.dwg	17/11/2019 10:18 PM	Building 01-Level 1	AutoCAD File	17/11/2019	Building Plan
12594-01-1.pdf	17/11/2019 10:18 PM	Building 01-Level 1	Document	17/11/2019	Building Plan
12594-01-2.dwg	17/11/2019 10:19 PM	Building 01-Level 2	AutoCAD File	17/11/2019	Building Plan
12594-01-2.pdf	17/11/2019 10:19 PM	Building 01-Level 2	Document	17/11/2019	Building Plan
12594-01-3.dwg	17/11/2019 10:20 PM	Building 01-Level 3	AutoCAD File	17/11/2019	Building Plan
12594-01-3.pdf	17/11/2019 10:20 PM	Building 01-Level 3	Document	17/11/2019	Building Plan
12594-01-4.dwg	17/11/2019 10:20 PM	Building 01-Level 4	AutoCAD File	17/11/2019	Building Plan
12594-01-4.pdf	17/11/2019 10:21 PM	Building 01-Level 4	Document	17/11/2019	Building Plan

1 | 2 | 3

The Documents & Images section can also be used to store other relevant documents or images other than plans. Follow the same process to view or print these other file types.

Print / Save Multiple Documents

Use this to save or print multiple file types stored in SAMIS:

1. Navigate to the **Asset Details** screen for your chosen asset.
2. Click the **Documents & Images** link from the Asset Information toolbox.

Note: This will display the table of available documents and the **Print / Save multiple documents for a site** boxes.

File Name	Uploaded	Description	File Type	Effective Date	Author Name
00362.dwg	07/09/2012 02:29 PM	Port Noarlunga Primary School	AutoCAD File	07/09/2012	Architects Ink
00362.pdf	07/09/2012 02:29 PM	Port Noarlunga Primary School	Document	07/09/2012	Architects Ink
00362.svg	07/09/2012 02:29 PM	Port Noarlunga Primary School	SVG File	07/09/2012	Architects Ink
00362-01-1.dwg	29/07/2011 01:17 PM	Building 01-Level 1	AutoCAD File	29/07/2011	Architects Ink
00362-01-1.pdf	29/07/2011 01:17 PM	Building 01-Level 1	Document	29/07/2011	Architects Ink
00362-01-1.svg	29/07/2011 01:18 PM	Building 01-Level 1	SVG File	29/07/2011	Architects Ink
00362-02-1.dwg	29/07/2011 02:38 PM	Building 02-Level 1	AutoCAD File	29/07/2011	Architects Ink
00362-02-1.pdf	29/07/2011 02:38 PM	Building 02-Level 1	Document	29/07/2011	Architects Ink
00362-02-1.svg	29/07/2011 02:39 PM	Building 02-Level 1	SVG File	29/07/2011	Architects Ink
00362-03-1.dwg	29/07/2011 04:13 PM	Building 03-Level 1	AutoCAD File	29/07/2011	Architects Ink

1 | 2 | 3 | 4 | 5

Print/Save multiple documents for a site

Available To Print/Save

Port Noarlunga Primary School

Building 01-Level 1

Building 02-Level 1

Building 03-Level 1

Building 04-Level 1

Building 05-Level 1

Building 06-Level 1

File Type: Adobe PDF Files (*.pdf)

save print

3. Select the required file type from the File Type dropdown list. (**Note:** the system will display all the available files matching the request in the Available box.)
4. Click the required files from the Available box and move them to the To Print / Save box using the single and double navigation arrows.



Single Navigation Arrows

- Click the single arrow to move each *single* file from the Available box to the To Print / Save box. Alternatively, hold down the Shift key to select a group of files, and then click the single arrow to move the group of files across to the To Print / Save box.

Double Navigation Arrows

- Click the double arrows to move all files from the Available box to the To Print / Save box. (**Note:** files can be returned to the *Available* box using the return arrow (s).

5. Click the Print or Save button.
 - Print button; will send files to Users local printer
 - Save button; will display system prompts to select the save location.

Reports

Standard Reports

There are a number of standard reports ranging from Basic Building Reports to Life Cycle Costing Reports, Pre-Inspection Reports, Room Reports and many more.

To run a standard report:

1. Navigate to the Asset Details screen for a chosen asset.
2. Expand the Reports toolbox and select the cog[n]i[to Reports link. (**Note:** A table of available reports will be displayed).

If the report is available it will show as **Yes**. If you are not on the correct level in SAMIS (e.g. building / level), the report is not applicable to the agency, a message of **Insufficient Report Parameters** may be displayed.

	Name	Available
	Abbreviated List of Sites	Yes
	Accommodation Services Asbestos Report	Insufficient Report Parameters
	Accommodation Services Asbestos Report - Building	Insufficient Report Parameters
	Agency Asbestos Report	Insufficient Report Parameters
	Agency Asbestos Report Site Items	Insufficient Report Parameters
	Agency Asset Hierarchy Status Report	Insufficient Report

3. Click the required report name in the table; the selection is highlighted in blue and the run report button becomes enabled.
4. Select the report format by clicking the View as radio buttons
 - HTML - to view the report (displayed as a webpage)
 - PDF - to print the report (displayed using Adobe for printing).

- Click the run report button. (**Note:** The report will open in a separate window and compile the output data using Report Viewer).

cogn[i]to reports

Norwood Morialta High School (F) > Norwood Morialta High School

Available cogn[i]to report parameters	
Business Entity	DECS
Site Name	Norwood Morialta High School
Building Name	Not Applicable
Level Name	Not Applicable
Room Name	Not Applicable

Name	Available
→ Abbreviated List of Sites	Yes
→ Basic Building Report	
→ Life Cycle Costing - at Curre	
→ Room Report	
→ Statement of Area Report	

View as: HTML (view only)

BASIC BUILDING REPORT Run Date: 27-Jul-2005
Run Time: 08:48:48 AM

REQUESTED ASSET: 00787 Norwood Morialta High School 505 The Parade, MAGILL 5072

Client: DECS - Education Client Region: Central East Client Group: Package Region: Spotless Group Limited
 Life Cycle Zone: High Rainfall Site Area: 8.954 Ha Date Inspected: 30/01/2001 By: ARCHITECTS INK

Building Name	Building Use	Building Type	Year Built	No of Levels	Bldg Replacement Value	Total External Building Area	Total Room Area	Total Verandah Area
Building 01	Combined Functions	Fixed Solid	1961	3	\$2,659,535.00	1,739	1,591	149
Building 01A	Learning Area(s)	Fixed Solid	1961	3	\$4,271,965.00	2,869	2,825	6
Building 01B	Combined Functions	Fixed Solid	1971	3	\$3,024,870.00	2,106	1,964	61
Building 01C	Agriculture	Fixed Solid	1971	1	\$39,700.00	51	46	0
Building 02	Activity Hall / Gym	Fixed Solid	1968	3	\$2,587,735.00	1,865	1,681	256
Building 02A	Performing Arts (Centre)	Fixed Solid	1995	3	\$1,220,655.00	774	716	80
Building 04	Technology/Workshop(s)	Fixed Solid	1959	1	\$739,067.00	538	505	66
Building 04A	Technology/Workshop(s)	Fixed Solid	1975	2	\$513,185.00	352	334	7
Building 04B	Combined Functions	Fixed Solid	1998	1	\$614,645.00	465	444	30
Building 05	Home Economics	Fixed Solid	1959	1	\$410,045.00	282	265	2
Building 14	Activity Hall / Gym	Fixed Solid	1978	1	\$892,370.00	917	867	0
					<u>\$16,973,772.00</u>	<u>11,958</u>	<u>11,238</u>	<u>657</u>

Shed Details for Asset: Norwood Morialta High School Total No of Sheds: 8 Total Shed Area: 235 SqM

NOTE: Building replacement values are updated at start of each financial year.

strategic asset management information system

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