ASAM Editing tips 101

Data entry is similar to photography – you are doing it to 'tell a story' to another person who hasn't been onsite.

The end result is the printed reports, so it is no use putting in data if it 'doesn't read well' in the reports.

After the initial data entry is completed, open a second browser to view the reports and make any data changes in the first browser. Go back one page in the report being edited and then forwards again to see the change.

With photographs, it is not a matter of 'point and shoot' at everything that meets your eye (the scatter gun approach). Treat it like every image is costing $20 and you will soon become 'discerning'! Think about how you can capture 'the essence' of any interesting feature. This includes taking images from the same angles for comparison between tanks, not having your shadow in the frame and thinking how another person will want to have the image presented.

If there is a particular detail required, take a wider overall shot to show what the area is, followed by a close-up of the defect. Call them (for example) Entry hatch 1 and Entry hatch 2.

If an image does not tell a story, don't include it in the attachments section.

Set your camera to 1200 by 1600 resolution and compression of around 300 to 500KBs – anymore and you are only taking up valuable space in the program.

With some of the existing data, there have been things like addresses that may have a dash or other symbols included – this all transferred across OK from the older program in 'read only' format, BUT once you select 'edit' in ASAM RT, it may not save again unless you remove the particular symbol.