



## ADAM Asbestos Management Software

### Demonstration Tour Guide - ADAM 7.1

- Step 1: Double click on program icon to launch the program. Click on **Demo** to go to demo mode. Type in your name in the sign-in box, and click **Continue**.
- Step 2: You are now on the building list. This displays a list of all the buildings on file. The demo system is shipped with one example building. You can add up to four additional buildings in the demo system. Click anywhere on the row showing the example building to jump to the details for the building.
- Step 3: You are now on the building detail screen – the heart of the ADAM system. All information on file for this building can be viewed or accessed from this screen. You can scroll down the page using the scroll bar on the right side of the screen to move between different sections. You can also use the icons at the top of the screen to jump down to spaces, documents, asbestos, lead paint, IAQ, projects, and inspections.
- Step 4: Click on the **View Photo** hyperlink on the right side of the general information section to see a digital photo of the building. When you are done viewing the picture, click on the **Close This Window** hyperlink at the bottom of the window.
- Step 5: Review the example records listed in the **Documents** section. During the life of a building many reports/documents are created and distributed which describe environmental conditions. Using the ADAM software you can embed an electronic copy of these documents with the database so they are always available to view and easy to find. Although the embedded documents themselves are not searchable, the information you enter on each document's index record is. Click on any record that has a **View** hyperlink to see an example document open.
- Step 6: Scroll down to the **Asbestos** section. This section of the building detail screen is used to display summary information about the suspect asbestos materials at the building. Each banner line is used to describe a single material. You can enter details for the material right on this summary page or you can jump to the material detail screen to provide more background information. Click on the **View** hyperlink to view a picture of any of the example materials. Click on the folder icon in the **Location column** to view the locations where this material was observed. Click on the **Close this window** link to return to the building detail screen. Click on the folder icon on the left side of the screen for HM #1 under DETAIL to view more details for this material.

- Step 7: Now you are on the **detail screen for a specific asbestos material**. You can see material locations, quantities, and conditions, samples, and projects associated with this material. You can record materials in either "By space" mode or "By building" mode. The "by space" mode enables you to look up the locations of materials in each room or space of the building. The "by building" provides a general description of the locations of the material in the building.
- Step 8: Click on the **BACK** button at the top of the screen to return to the building detail screen.
- Step 9: Click on the **Lead Paint** icon at the top of the screen. This section of the building detail screen is used to display summary information about the lead paint samples taken at the building. Each banner line is used to describe a single lead sample. You can enter details for the sample right on this summary page or you can jump to the material detail screen to provide more background information. Click on the **folder icon** under **DETAIL** from any lead record to view it's details. Click on the **Close This Window** link to return to the building detail page.
- Step 10: Scroll down to the **IAQ** section of the building details page. This section of the screen is used to display summary information about the **Indoor Air Quality Events** which have taken place at the building. These events include sampling, observations, complaints, and corrective actions. Each banner line is used to describe a single event. You can enter details for the event right on this summary page or **click on the folder icon** on any line to add more details. You can add more extensive notes or even embed an associated electronic document onto the detail pop-up. If you opened the IAQ details pop-up, click on the **Close this Window** link to return to the building detail screen.
- Step 11: Scroll down to the **Projects** section of the screen. This section of the building detail screen is used to display summary information about Projects at this building. Each line in the portal should be used to represent a single project which is planned, in progress or which has taken place at this building. A single project must belong to a single building. Projects cannot include more than one building. You can use this section of the screen to record any type of project for the building. Basic project information is shown here. Click on the **folder icon** under **DETAILS** on the building screen to see more details for this project. On the **Project Detail Screen** you can view/record much more detailed information including asbestos materials included, other hazardous materials included, project costs, notes, and related documents (specifications, contracts, waste manifests, etc.). Click on the back button from the top of the screen to return to the building detail page.
- Step 12: Click on the **Inspections** icon from the top of the screen. This section of the building detail screen is used to display summary information about Inspections at this building. Each line in the portal is used to represent a single inspection event which is planned, in progress or

which has taken place at this building. A single inspection must belong to a single building. Inspections cannot include more than one building. You can use this section of the screen to record any type of inspection for the building. Basic inspection information is shown here on the building screen, but if you want to record much more detailed information you can create a word document, or excel spreadsheet and link it to this general inspection row.

Step 13: Finally, scroll down to the last section of the example building for **Spaces**. If you choose to, you can set up the building to record information **By Material**, or **By Space**. If you have set the building up By Space, you can define separate areas in the building as small or as large as you like and you can then quantify and assign specific asbestos materials in each space or room you define. The list of spaces will then be available as you define IAQ issues or lead samples as well.

Step 14 There are reports associated with each section of the building detail screen as well. Click on the **Reports** icon from the top of the screen. Here you'll see a list of the reports available for the current building. Simply click on the Yes choice next to whichever section you are interested in and click on the large grey **Preview** button to see them appear on the screen. Once your screen review is complete, you can **print** the current page by selecting the **Print** choice from the **File pull-down**. Then click on the **Continue** button on the left side of the screen to return to the reports menu. Click on **Cancel** to return to the building detail screen.

Step 15 To **view all scheduled inspections**, return to the main menu by clicking on the **Home** icon from the top of the building detail screen. From there, click on the **View Scheduled Inspections** hyperlink at the top of the list of buildings. You then select if you want to view **ALL** scheduled inspections, or just those that have **action needed or which are past due**. Make your choice, and the report will be displayed on the screen. Click on the **Continue** button to return to the home page. If there is more than one page to display, use the next page (bottom) rolodex card icon on the left side of the screen to step to subsequent pages.

Now you have scrolled through and become familiar with many of the features of the system. There are many user definable preferences that can modify and customize how the system operates. These can be reviewed/adjusted by clicking on the **Preferences** button from the main menu.

Be sure to use the numerous **help** buttons scattered around the screens to read about more details for each section.

Enjoy!