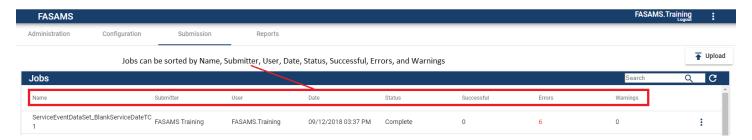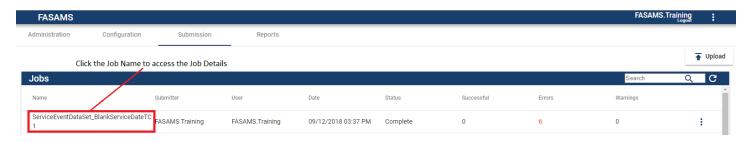# FASAMS Job Aid
View Job via Portal

To receive access to the FASAMS system, a FASAMS System Administrator must create an account in the system for the new user after all appropriate documentation, training, and certifications have been completely, as stipulated by DCF.

To view FASAMS file submission information via the Portal, you must first Submit a file to the system using the Upload screen. Please see the FASAMS Job Aid – *View Job via Portal* job aid to see the Submission process.
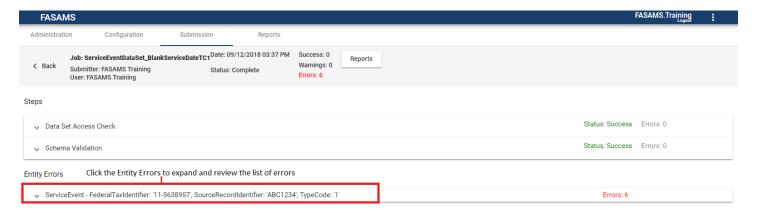
1. Jobs can be sorted by Name, Submitter, User, Date, Status, Successful, Errors, and Warnings. After submitting a file or multiple files, sort the list of jobs to find a specific Job.
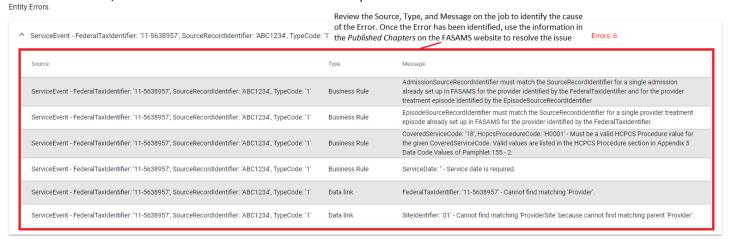

2. Once you have identified the Job you'd like to view, click the **Name** of the job to access detailed information.

3. Click the Entity Errors to expand and review the list of errors.

4. Review the Source, Type, and Message on the job to identify the cause of the Error. Once the Error has been identified, use the information in the *Published Chapters* on the FASAMS website to resolve the issue.

Entity Errors

5. Resubmit the file once the Error is resolved and repeat the steps above to confirm all Errors have been corrected.
6. End of *View Jobs via Portal* job aid.