

How to Enter a Test On-line

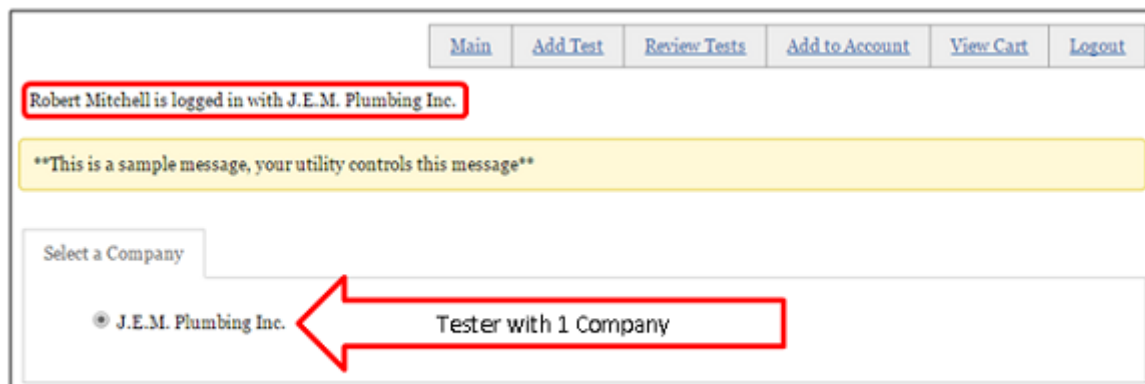
Entering your test results on the web will save you time and money. You will be able to print a clean, professional completed test report for your customer. There will be a short and almost painless learning curve.

- ❖ Enter your 'user name' and 'password' to login to the web test entry site. User names and passwords are issued by the utility.

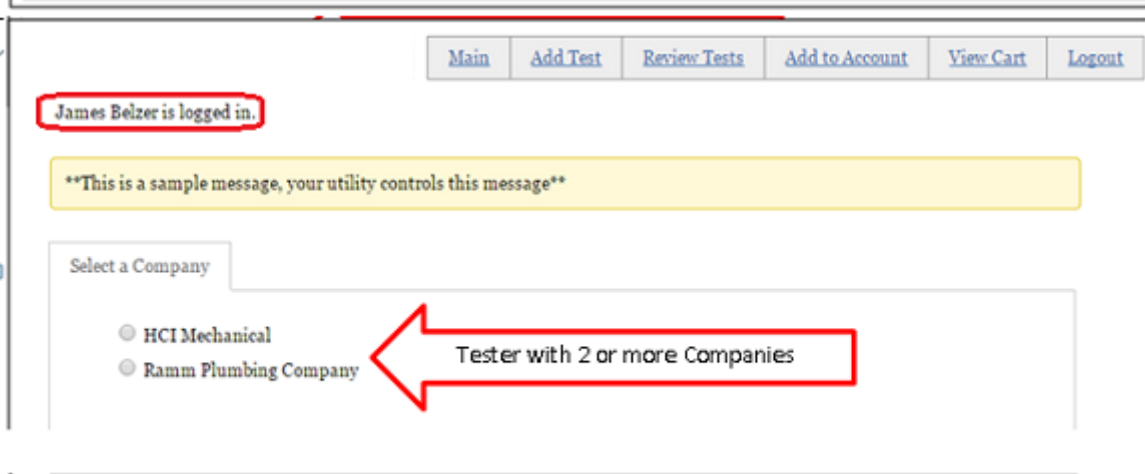


A login form titled "Login to your Account". It contains two input fields: "User Name" and "Password". Below the "Password" field is a checkbox labeled "Remember me on this computer". A blue "Login" button is located at the bottom right of the form.

- ❖ If you are working for more than one company the **Main** screen will reflect this and include all company names allowing you to select the appropriate company.
 - Your name along with the company's name will appear at the top of the page.
 - For testers working for more than one company, your name and the company's name you selected will appear at the top of the page followed by [click to change](#)
 - ↳ This link allows you to change which company you are logged in under without having logout and then back in.



The top section of the Main screen shows a navigation bar with links: Main, Add Test, Review Tests, Add to Account, View Cart, and Logout. Below the navigation bar, a red box highlights the text "Robert Mitchell is logged in with J.E.M. Plumbing Inc.". A yellow message box contains the text "**This is a sample message, your utility controls this message**". Below the message box is a "Select a Company" dropdown menu. The dropdown menu shows "J.E.M. Plumbing Inc." selected. A red arrow points from the text "Tester with 1 Company" to the selected company name.



The bottom section of the Main screen shows the same navigation bar. Below the navigation bar, a red box highlights the text "James Belzer is logged in.". A yellow message box contains the text "**This is a sample message, your utility controls this message**". Below the message box is a "Select a Company" dropdown menu. The dropdown menu shows two options: "HCI Mechanical" and "Ramm Plumbing Company". A red arrow points from the text "Tester with 2 or more Companies" to the dropdown menu.

- ❖ To enter test results, first you need to find the correct backflow assembly via the *Device Profile Search* screen, by clicking the **Add Test** button located in the top toolbar.

Main	Add Test	Review Tests	Add to Account	View Cart	Logout
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- ❖ To find the backflow assembly enter the **Serial #** and the **House/Building #** -OR- the * **Cross-Connection /Hazard #** (*the utility will provide this number to the water customer)

Main	Add Test	Review Tests	View Cart	Logout
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George Bigler is logged in.

****This is a sample message, your utility controls this message****

Device Profile Search

* Indicates Required Field

* Serial Number

* House/Building Number

OR

* Hazard #

Locate Device or [Clear Form](#)

- ❖ Whether you search by **Serial #** and the **House/Building #** -OR- the **Cross-Connection/Hazard #**, once you click the **Locate Device** button, the *Verify Site Profile* screen appears;
- ❖ Notice the Last Test Date and Time are displayed at the top-middle of the *Verify Site Profile* screen
 - *The date of the test is displayed to allow you to see if you are accidentally entering the test a second time.*

Verify Site Profile

☒ This is Correct
 ☐ Make Changes
 Last Test Date: 1/27/2009 12:00:00 AM
☒ Existing Device
 ☐ Replace Device

Address

Customer

Location

Hazard

Meter Number

Serial Number

Manufacturer

Model

Type

Size

Confirm and Enter Results or [Cancel](#)

- ❖ The *Verify Site Profile* screen enables you to verify or make changes to the site and/or device data. If no changes are necessary, click the **Confirm and Enter Results** button at the bottom of the screen to proceed to the next screen.

The screenshot shows the 'Verify Site Profile' screen. At the top, there are radio buttons for 'This is Correct', 'Make Changes' (which is selected and highlighted with a red box), 'Existing Device', and 'Replace Device'. Below these is the 'Last Test Date: 8/26/2014 12:00:00 AM'. The main form contains several fields: Address (1122 S Main St), Customer (West Suburban Bank), Location (Mech room), Hazard (Boiler And/or Heating Feed), Meter Number (46280048), Model (975XL), Serial Number (W368389), Type (RP), and Manufacturer (WILKINS). A red box highlights the top four fields (Address, Customer, Location, Hazard). At the bottom, there is a green button labeled 'Confirm and Enter Results' and a blue link labeled 'or Cancel'.

- If the Assembly information is different than what appears on the screen, select '**Make Changes**' at the top left-hand side of the *Verify Site Profile* screen to edit.
 - ↳ Notice, all fields are no longer grayed out, allowing you to edit the information.
- If you tested an assembly that has replaced the assembly on the screen, select '**Replace Device**' at the top right-hand side of the *Verify Site Profile* screen to edit

The screenshot shows the 'Verify Site Profile' screen with the 'Replace Device' radio button selected and highlighted with a red box. The 'Make Changes' radio button is also visible. The 'Last Test Date' remains '8/26/2014 12:00:00 AM'. The top four fields (Address, Customer, Location, Hazard) are now grayed out. The bottom six fields (Meter Number, Model, Serial Number, Type, Manufacturer, Size) are no longer grayed out and are highlighted with a red box. At the bottom, there is a green button labeled 'Confirm and Enter Results' and a blue link labeled 'or Cancel'.

- ↳ Notice, the bottom (device) fields, excluding the Meter #, are no longer grayed out, allowing you to edit the information.

*** The updated information is both valuable and appreciated by the utility ***

- ❖ Once any necessary changes have been made click the **Confirm and Enter Results** button to proceed to the *Test Data Entry* screen.

- ❖ Based off the **Serial #** and the **House/Building #** -OR- the **Cross-Connection/Hazard #** you searched for, the appropriate **'Device Type'** *Test Data Entry* screen will appear.
 - In the top row of the *Test Data Entry* screen the **'Device Type'** code will appear; **PB**, **DC** or **PVB/SVB**. See examples of each screen below and on pages 5 & 6.

Example of Device Type: **RP**

[Main](#) | [Add Test](#) | [Review Tests](#) | [Add to Account](#) | [View Cart](#) | [Logout](#)

SELIN ROLLAN is logged in.

****This is a sample message, your utility controls this message****

Test Data Entry	
Serial Number: W368389	Device Type: RP
Address: 1122 S Main St - Mech room	
Initial Test	Check Valve #1
☐ Pass ☐ Fail Date Please input in MM/DD/YYYY format.	☐ Leaked ☐ Closed Tight Held at PSID
Repaired	Check Valve #2
Date ☐ Cleaned ☐ Rubber Kit ☐ Rebuild Comments:	☐ Leaked ☐ Closed Tight Held at PSID
Final Test	Relief Valve
☐ Pass Date	☐ Did not Open Opened at PSID
Enter Repair Details for Specific Assemblies Below	
Details	
Proper Install ☐ Yes ☐ No #2 Shutoff ☐ Leaked ☐ Closed Tight	Service Restored ☐ Yes ☐ No RV Exercised ☐ Yes ☐ No
Held Backpressure ☐ Yes ☐ No Line PSI Meter Reading	
Test Kit	Comments
07071565 ▼	
☐ * The above information is certified to be true and accurate to the best of my knowledge. ☐ * The assembly is installed in accordance with manufacturer's recommendations and/or state and local codes.	
Save Test Data or Cancel	

These are sample messages, your utility controls the content and quantity of these messages

- ❖ Required fields are marked with an asterisk. If you do not fill in all the required fields a warning message associated with the missed field will appear on the screen. You will not be able to save the test data until all required fields are filled-in and boxes are checked.

Example of Device Type: DC

[Main](#)
[Add Test](#)
[Review Tests](#)
[Add to Account](#)
[View Cart](#)
[Logout](#)

SELIN ROLLAN is logged in.

****This is a sample message, your utility controls this message****

Test Data Entry						
Serial Number: 0003372	Device Type: DC Address: 1000 W Oak Creek Dr - Sprinkler Room					
Initial Test ☐ Pass ☐ Fail Date Please input in MM/DD/YYYY format.	Check Valve #1 ☐ Leaked ☐ Closed Tight Held at PSID					
Check Valve #2 ☐ Leaked ☐ Closed Tight Held at PSID						
Repaired Date ☐ Cleaned ☐ Rubber Kit ☐ Rebuild Comments:	Enter Repair Details for Specific Assemblies Below					
Final Test Pass ☐ Date	Check Valve #1 Closed Tight ☐ Held at PSID					
Check Valve #2 Closed Tight ☐ Held at PSID						
Details <table border="0"> <tr> <td>Proper Install ☐ Yes ☐ No</td> <td>#2 Shutoff ☐ Leaked ☐ Closed Tight</td> <td>Service Restored ☐ Yes ☐ No</td> <td>Held Backpressure ☐ Yes ☐ No</td> <td>Line PSI Meter Reading </td> </tr> </table>		Proper Install ☐ Yes ☐ No	#2 Shutoff ☐ Leaked ☐ Closed Tight	Service Restored ☐ Yes ☐ No	Held Backpressure ☐ Yes ☐ No	Line PSI Meter Reading
Proper Install ☐ Yes ☐ No	#2 Shutoff ☐ Leaked ☐ Closed Tight	Service Restored ☐ Yes ☐ No	Held Backpressure ☐ Yes ☐ No	Line PSI Meter Reading		
Test Kit 07071565 ▼	Comments 					
☐ * The above information is certified to be true and accurate to the best of my knowledge. ☐ * The assembly is installed in accordance with manufacturer's recommendations and/or state and local codes.						
Save Test Data or Cancel						

*****These are sample messages, your utility controls the content and quantity of these messages*****

- ❖ Required fields they are marked with an asterisk. If you do not fill in all the required fields a warning message associated with the missed field will appear on the screen. You will not be able to save the test data until all required fields are filled-in and boxes are checked.

Example of Device Type: PVB/SVB

Main Add Test Review Tests Add to Account View Cart Logout																														
SELIN ROLLAN is logged in. **This is a sample message, your utility controls this message** Test Data Entry Serial Number: 255245 Device Type: PVB Address: 130 S McKinley - <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%; background-color: #e6f2ff;">Initial Test</th> <th style="width: 50%; background-color: #e6f2ff;">PVB/SVB</th> </tr> <tr> <td> ☐ Pass ☐ Fail Date Please input in MM/DD/YYYY format. </td> <td> Air Inlet ☐ Did Not Open Opened at PSID ☐ Opened Fully </td> </tr> <tr> <td></td> <td> Check Valve Leaked ☐ Held at PSID </td> </tr> </table> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <th style="width: 30%; background-color: #e6f2ff;">Repaired</th> <th style="background-color: #e6f2ff;">Enter Repair Details for Specific Assemblies Below</th> </tr> <tr> <td> Date </td> <td> ☐ Cleaned ☐ Rubber Kit ☐ Rebuild Comments: </td> </tr> </table> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <th style="width: 50%; background-color: #e6f2ff;">Final Test</th> <th style="width: 50%; background-color: #e6f2ff;">PVB/SVB</th> </tr> <tr> <td> ☐ Pass Date </td> <td> Air Inlet ☐ Opened Fully Opened at PSID </td> </tr> <tr> <td></td> <td> Check Valve Held at PSID </td> </tr> </table> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <th colspan="5" style="background-color: #e6f2ff;">Details</th> </tr> <tr> <td style="width: 20%;"> Proper Install ☐ Yes ☐ No </td> <td style="width: 20%;"> #2 Shutoff ☐ Leaked ☐ Closed Tight </td> <td style="width: 20%;"> Service Restored ☐ Yes ☐ No </td> <td style="width: 20%;"> Held Backpressure ☐ Yes ☐ No </td> <td style="width: 20%;"> Line PSI Meter Reading </td> </tr> </table> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <th style="width: 20%; background-color: #e6f2ff;">Test Kit</th> <th style="background-color: #e6f2ff;">Comments</th> </tr> <tr> <td> </td> <td> </td> </tr> </table> ☐ * The above information is certified to be true and accurate to the best of my knowledge. ☐ * The assembly is installed in accordance with manufacturer's recommendations and/or state and local codes. Save Test Data or Cancel	Initial Test	PVB/SVB	☐ Pass ☐ Fail Date Please input in MM/DD/YYYY format.	Air Inlet ☐ Did Not Open Opened at PSID ☐ Opened Fully		Check Valve Leaked ☐ Held at PSID	Repaired	Enter Repair Details for Specific Assemblies Below	Date	☐ Cleaned ☐ Rubber Kit ☐ Rebuild Comments: 	Final Test	PVB/SVB	☐ Pass Date	Air Inlet ☐ Opened Fully Opened at PSID		Check Valve Held at PSID	Details					Proper Install ☐ Yes ☐ No	#2 Shutoff ☐ Leaked ☐ Closed Tight	Service Restored ☐ Yes ☐ No	Held Backpressure ☐ Yes ☐ No	Line PSI Meter Reading	Test Kit	Comments		
Initial Test	PVB/SVB																													
☐ Pass ☐ Fail Date Please input in MM/DD/YYYY format.	Air Inlet ☐ Did Not Open Opened at PSID ☐ Opened Fully																													
	Check Valve Leaked ☐ Held at PSID																													
Repaired	Enter Repair Details for Specific Assemblies Below																													
Date	☐ Cleaned ☐ Rubber Kit ☐ Rebuild Comments: 																													
Final Test	PVB/SVB																													
☐ Pass Date	Air Inlet ☐ Opened Fully Opened at PSID																													
	Check Valve Held at PSID																													
Details																														
Proper Install ☐ Yes ☐ No	#2 Shutoff ☐ Leaked ☐ Closed Tight	Service Restored ☐ Yes ☐ No	Held Backpressure ☐ Yes ☐ No	Line PSI Meter Reading																										
Test Kit	Comments																													

***These are sample messages, your utility controls the content and quantity of these

- ❖ Required fields are marked with an asterisk. If you do not fill in all the required fields a warning message associated with the missed field will appear on the screen. You will not be able to save the test data until all required fields are filled-in and boxes are checked.

Robert Mitchell is logged in with J.E.M. Plumbing Inc.

****This is a sample message, your utility controls this message** Test 2**

Unsubmitted

Paid For

Submit	Serial#	Company	Address	Initial Test	Final Test	Test Kit	Fee
☐	W368389	J.E.M. Plumbing Inc.	1122 S Main St - Mech room	10/30/2014 pass		0032990	\$0.00
☐	0003372	J.E.M. Plumbing Inc.	1000 W Oak Creek Dr - Sprinkler Room	10/30/2014 pass		0032990	\$0.00

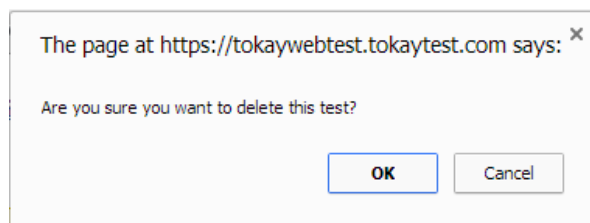
Submit Tests

Print Test Report

- ❖ Once all required fields have been filled-in and all required boxes checked, click **Save Test Data** to proceed to the **Review Tests** screen – here the completed submitted tests are held until you are ready to submit to the utility.
 - If you forget to click **Save Test Data** or you click [Cancel](#), all the data will be deleted and lost.
 - If you wish to enter another test before proceeding to your **Review Tests** screen, click 'Add Test' located in the top toolbar, repeating the previous steps until complete.

Submit	Serial#	Company	Address	Initial Test	Final Test	Test Kit	Fee
☐	W368389	HCI Mechanical	1122 S Main St - Mech room	11/12/2014 pass			\$0.00
☐	160506	HCI Mechanical	1046 Rohwing Rd - SWC building	11/12/2014 pass			\$0.00

- ❖ Once complete, all saved un-submitted tests will appear on the **Review Tests** screen under the Un-submitted tab.
- ❖ From this screen you can go back to the *Test Data Entry* screen to edit or delete a saved test. You can also Submit or Print the saved tests.
 - To edit a saved test, click the [Serial #](#) associated with that test, ex: [W368389](#). This will bring you back to the *Test Data Entry* screen where you can edit the information, then click **Save Test Data** to return to the **Review Tests** screen with the corrected data saved.
 - To delete a saved test, click the [Serial #](#) associated with that test, ex: [160506](#). This will bring you back to the *Test Data Entry* screen instead of editing the data you will click the **Delete Test** button in the top right-hand corner of the screen.
 - ↳ A warning message 'Are you sure you want to delete this test?' will appear, click OK to delete the test or Cancel to return to the *Test Data Entry* screen.



- Notice, once a test is deleted, only the un-submitted tests you still want appear on the **Review Test** screen

Submit	Serial#	Company	Address	Initial Test	Final Test	Test Kit	Fee
☐	W368389	ROLLAN PLUMBING, INC	1122 S Main St - Mech room	9/17/2014 fail	9/18/2014 pass	07071565	\$0.00
☐	255245	ROLLAN PLUMBING, INC	130 S McKinley -	9/9/2014 fail	9/17/2014 pass	07071565	\$0.00

- To submit a test to the utility, check the box of the test to be submitted then click **Submit Tests**

Unsubmitted
Paid For

Submit	Serial#	Company	Address	Initial Test	Final Test	Test Kit	Fee
☒	W368389	ROLLAN PLUMBING, INC	1122 S Main St - Mech room	9/22/2014 pass		07071565	\$0.00

Submit Tests
Print Test Report

- When you click the **Submit Tests** button, you are directed to the *Order Summary* screen
 - At this time you can print a copy of the receipt for your records by clicking the **Print Receipt** button

Main	Add Test	Review Tests	Add to Account	View Cart	Logout
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SELIN ROLLAN is logged in with ROLLAN PLUMBING, INC

****This is a sample message, your utility controls this message****

Your order has been received.

Details

Name: SELIN ROLLAN
Amount: \$0.00 USD
Transaction ID: 6afc17abc4083c30

Order Summary:

Confirmation #	Serial#	Hazard ID	Address	Amount
1024737	W368389	2	1122 S Main St - Mech room	\$0.00

Print Receipt

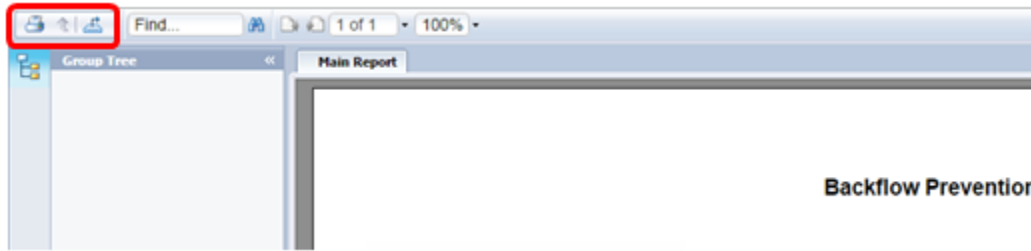
- To print a test report (before submitting), check the box of the associated record and then click **Print Test Report**
 - This allows you to print a copy of the test report before it is submitted for your records

Unsubmitted
Paid For

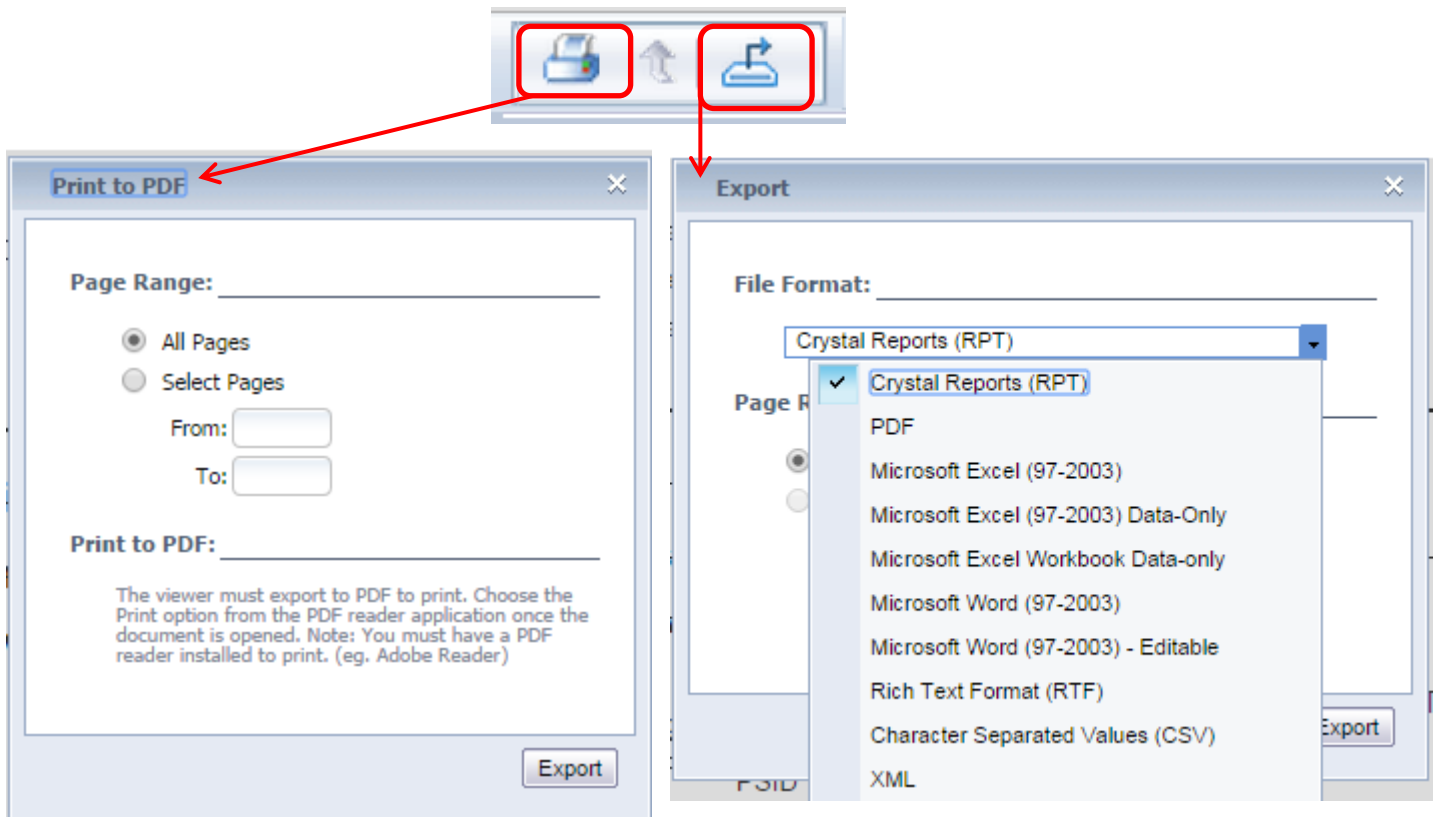
Submit	Serial#	Company	Address	Initial Test	Final Test	Test Kit	Fee
☐	255245	ROLLAN PLUMBING, INC	130 S McKinley -	9/17/2014 pass		07071565	\$0.00
☒	255245	ROLLAN PLUMBING, INC	130 S McKinley -	9/17/2014 pass		07071565	\$0.00

Submit Tests
Print Test Report

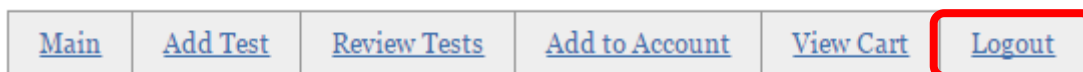
- ❖ When you click the **Print Test Report** button, the print preview screen will appear. To be able to print the document, you must first export the document into a PDF or another application.



- ❖ In the far top left-hand corner of the screen, there are 2 options to allow you to export the report so you can print
 - The printer icon on the left exports the document into a PDF allowing you to then print
 - The arrow icon on the right allows you to select which program to export the document into using the drop-down menu, which will then allow you to print.



- ❖ No matter which option you choose, once ready, click the **Export** button at the bottom right of the window.
 - The test report will export to a PDF or the selected program and appear in the bottom toolbar of the screen (or in your Downloads folder) allowing you to open, save and print the exported document.
- ❖ When you have completed your activity in the website, navigate to the top too bar and click **Logout** which will direct you back to the main login screen.



Please Note: This document was created using the Chrome web browser. Your warnings, errors or printing functions may appear differently then shown depending on which web browser you are using.