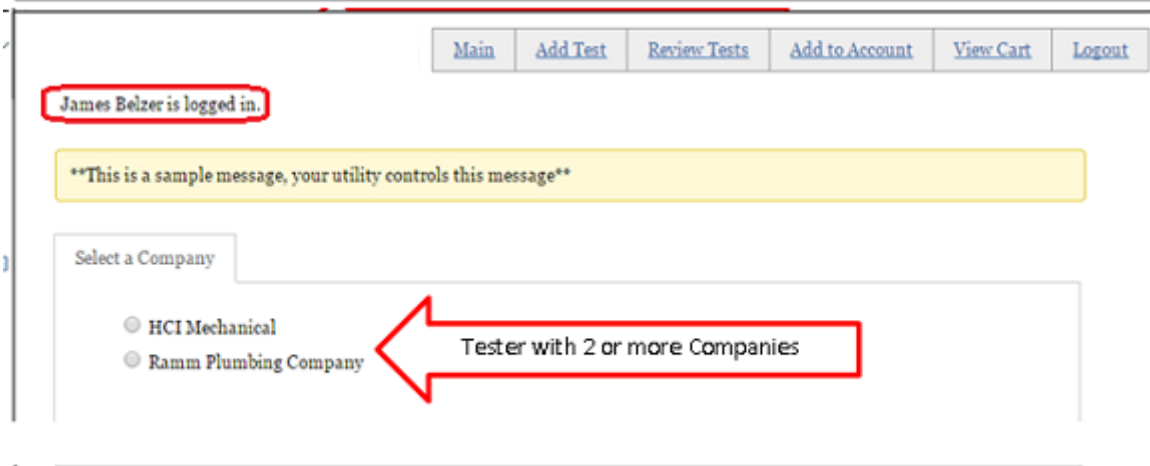# How to Enter a Test On-line

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.

❖ 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.

❖ 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

❖ 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

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 accidently 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 [235 E Wilson Ave]

Customer [Village of Lombard Police Station]

Location [Boiler Room]

Hazard [Boiler And/or Heating Feed]

Meter Number [1168472]   Model [909QT]

Serial Number [547509]   Type [RP]

Manufacturer [WATTS]   Size [0.75]

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.

▪ 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

↳ 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

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.

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Example of Device Type: DC

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	Check Valve #1	Check Valve #2
○ Pass ○ Fail	○ Leaked	○ Leaked
Date [_____]	○ Closed Tight	○ Closed Tight
Please input in MM/DD/YYYY format.	Held at [____] PSID	Held at [____] PSID

Repaired	Enter Repair Details for Specific Assemblies Below
Date [_____]	☐ Cleaned ☐ Rubber Kit ☐ Rebuild Comments: [_____]

Final Test	Check Valve #1	Check Valve #2
Pass ☐	Closed Tight ☐	Closed Tight ☐
Date [_____]	Held at [____] PSID	Held at [____] PSID

Details

Proper Install	#2 Shutoff	Service Restored	Held Backpressure	
○ Yes ○ No	○ Leaked ○ Closed Tight	○ Yes ○ No	○ 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 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

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 -

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	#2 Shutoff	Service Restored	Held Backpressure	
○ Yes	○ Leaked	○ Yes	○ Yes	Line PSI [　]
○ No	○ Closed Tight	○ No	○ No	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

❖ 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.

- ❖ 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.

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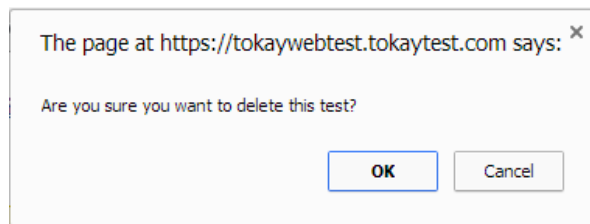
    - ▪ Notice, once a test is deleted, only the un-submitted tests you still want appear on the **Review Test** screen

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** buttonxc14

Main	Add Test	Review Tests	Add to Account	View Cart	Logout

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.
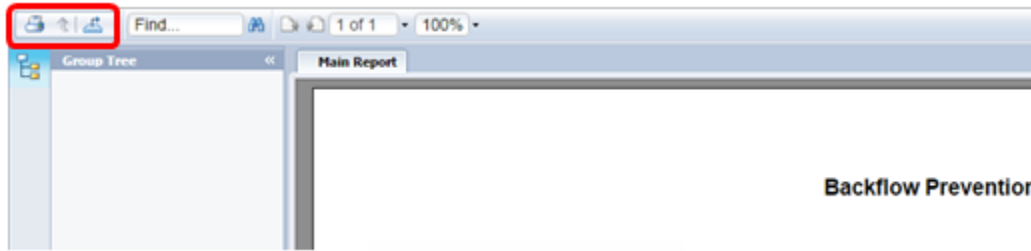
❖ In the far top left-hand corner of the screen, there are 2 options to allow you to export the report so you can print
  ▪ The printer icon on the left exports the document into a PDF allowing you to then print
  ▪ The arrow icon on the right allows you to select which program to export the document into using the drop-down menu, which will then allow you to print.
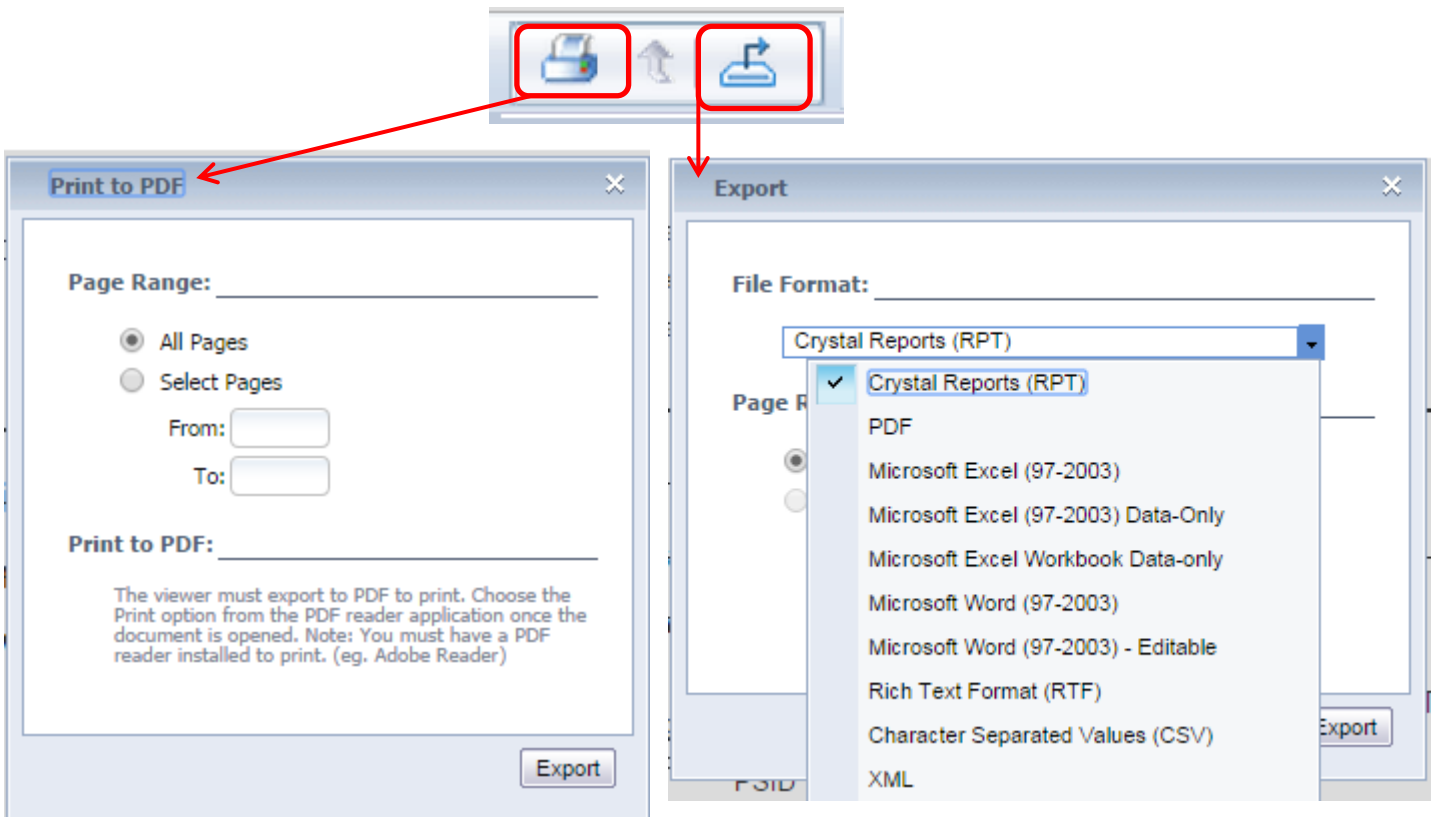
❖ No matter which option you choose, once ready, click the **Expor**t button at the bottom right of the window.
  ▪ The test report will export to a PDF or the selected program and appear in the bottom toolbar of the screen (or in your Downloads folder) allowing you to open, save and print the exported document.

❖ When you have completed your activity in the website, navigate to the top too bar and click **<u>Logout</u>** which will direct you back to the main login screen.
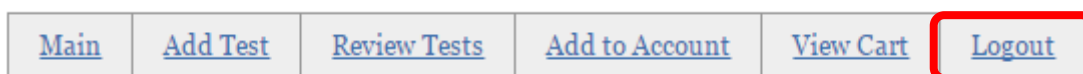
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