

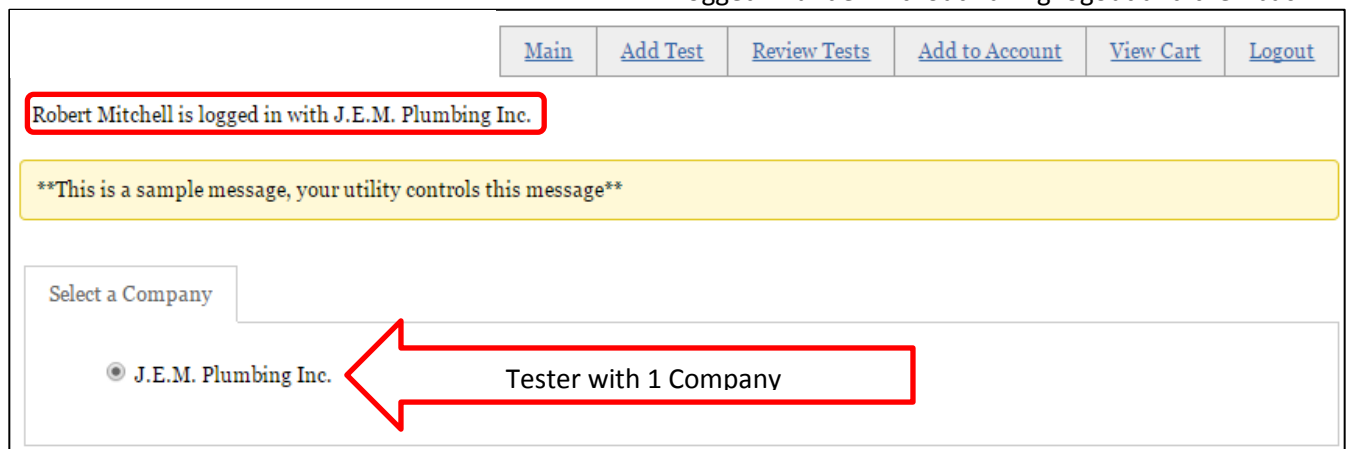
Web Test: How to Enter a Test

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.



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.

- ❖ Enter your 'user name' and 'password' to login to the web test entry site. User names and passwords are issues 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.
 - If you work for more than 1 company, once you selected 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.

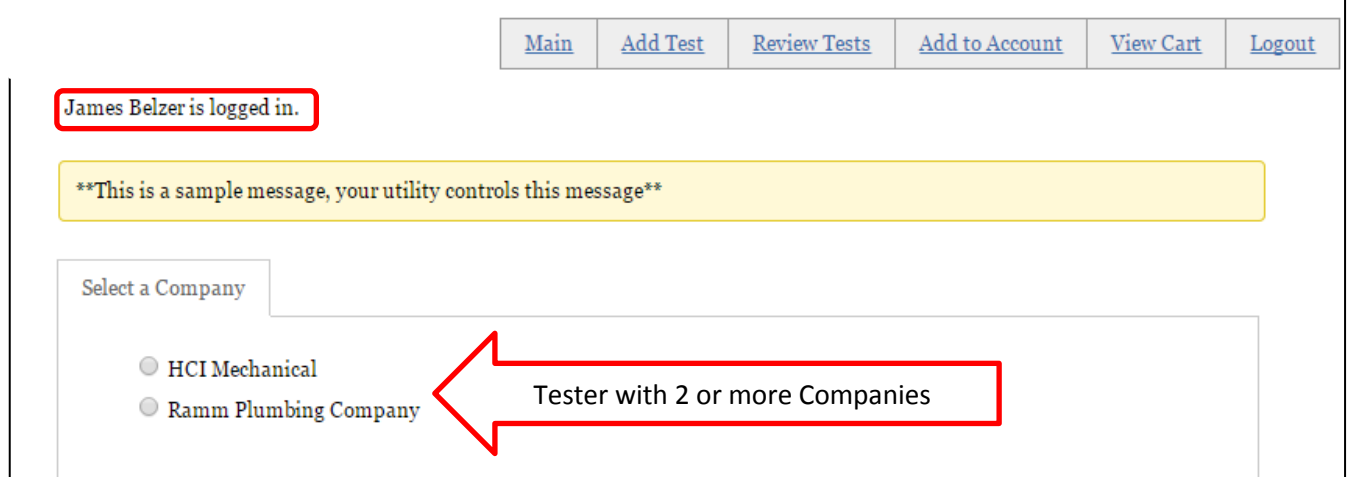


The top navigation bar includes links: [Main](#), [Add Test](#), [Review Tests](#), [Add to Account](#), [View Cart](#), and [Logout](#).

A red box highlights the message: "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. It shows "J.E.M. Plumbing Inc." with a radio button. A red arrow points from the text "Tester with 1 Company" to this selection.



The top navigation bar includes links: [Main](#), [Add Test](#), [Review Tests](#), [Add to Account](#), [View Cart](#), and [Logout](#).

A red box highlights the message: "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. It shows two options: "HCI Mechanical" and "Ramm Plumbing Company", both with radio buttons. A red arrow points from the text "Tester with 2 or more Companies" to this list.

- ❖ 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 **Hazard #** * (*utility provides #)

| | | | | |
|----------------------|--------------------------|------------------------------|---------------------------|------------------------|
| 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 **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

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 Model

Serial Number Type

Manufacturer Size

Confirm and Enter Results or [Cancel](#)

- ❖ The *Verify Site Profile* screen allows 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.

- 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 the you to edit the information

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), and 'Replace Device'. To the right of these buttons is the text 'Last Test Date: 8/26/2014 12:00:00 AM'. Below the radio buttons are four input fields: 'Address' (1122 S Main St), 'Customer' (West Suburban Bank), 'Location' (Mech room), and 'Hazard' (Boiler And/or Heating Feed). These four fields are grouped together and highlighted with a red box. Below these fields are two columns of input fields. The left column contains 'Meter Number' (46280048), 'Serial Number' (W368389), and 'Manufacturer' (WILKINS). The right column contains 'Model' (975XL), 'Type' (RP), and 'Size' (0.5). At the bottom of the screen, there is a green button labeled 'Confirm and Enter Results' and a blue link labeled 'or Cancel'.

- If you have 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 screenshot shows the 'Verify Site Profile' screen. At the top, there are radio buttons for 'This is Correct', 'Make Changes', and 'Replace Device' (which is selected and highlighted with a red box). To the right of these buttons is the text 'Last Test Date: 8/26/2014 12:00:00 AM'. Below the radio buttons are four input fields: 'Address' (1122 S Main St), 'Customer' (West Suburban Bank), 'Location' (Mech room), and 'Hazard' (Boiler And/or Heating Feed). These four fields are grayed out. Below these fields are two columns of input fields. The left column contains 'Meter Number' (46280048), 'Serial Number' (empty), and 'Manufacturer' (empty). The right column contains 'Model' (empty), 'Type' (empty), and 'Size' (empty). These six fields are grouped together and highlighted with a red box. At the bottom of the screen, there is a green button labeled 'Confirm and Enter Results' and a blue link labeled 'or Cancel'.

*** This 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 **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 | Check Valve #2 | Relief Valve | |
| <input type="radio"/> Pass <input type="radio"/> Fail Date <input type="text"/> <small>Please input in MM/DD/YYYY format.</small> | | <input type="radio"/> Leaked <input type="radio"/> Closed Tight Held at <input type="text"/> PSID | <input type="radio"/> Leaked <input type="radio"/> Closed Tight Held at <input type="text"/> PSID | <input type="checkbox"/> Did not Open Opened at <input type="text"/> PSID | |
| Repaired | Enter Repair Details for Specific Assemblies Below | | | | |
| Date <input type="text"/> <input type="checkbox"/> Cleaned <input type="checkbox"/> Rubber Kit <input type="checkbox"/> Rebuild Comments: <input style="width: 100%;" type="text"/> | | | | | |
| Final Test | Check Valve #1 | Check Valve #2 | Relief Valve | | |
| Pass <input type="checkbox"/> Date <input type="text"/> | Closed Tight <input type="checkbox"/> Held at <input type="text"/> PSID | Closed Tight <input type="checkbox"/> Held at <input type="text"/> PSID | Opened at <input type="text"/> PSID | | |
| Details | | | | | |
| Proper Install <input type="radio"/> Yes <input type="radio"/> No | #2 Shutoff <input type="radio"/> Leaked <input type="radio"/> Closed Tight | Service Restored <input type="radio"/> Yes <input type="radio"/> No | RV Exercised <input type="radio"/> Yes <input type="radio"/> No | Held Backpressure <input type="radio"/> Yes <input type="radio"/> No | Line PSI <input type="text"/> Meter Reading <input type="text"/> |
| Test Kit | Comments | | | | |
| 07071565 ▾ | <input style="width: 100%;" type="text"/> | | | | |
| <input type="checkbox"/> * The above information is certified to be true and accurate to the best of my knowledge. <input type="checkbox"/> * The assembly is installed in accordance with manufacturer's recommendations and/or state and local codes. | | | | | |
| <div style="display: flex; align-items: center;"> <div style="background-color: #2e7d32; color: white; padding: 5px 10px; margin-right: 10px;">Save Test Data</div> or Cancel </div> | | | | | |

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

❖ 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

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*****

- ❖ 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 - | | | | | |
| Initial Test <input type="radio"/> Pass <input type="radio"/> Fail Date <input type="text"/> Please input in MM/DD/YYYY format. | PVB/SVB Air Inlet <input type="checkbox"/> Did Not Open Opened at <input type="text"/> PSID <input type="checkbox"/> Opened Fully Check Valve Leaked <input type="checkbox"/> Held at <input type="text"/> PSID | | | | | |
| Repaired Date <input type="text"/> <input type="checkbox"/> Cleaned <input type="checkbox"/> Rubber Kit <input type="checkbox"/> Rebuild Comments: <input type="text"/> | Enter Repair Details for Specific Assemblies Below | | | | | |
| Final Test Pass <input type="checkbox"/> Date <input type="text"/> | PVB/SVB Air Inlet Opened Fully <input type="checkbox"/> Opened at <input type="text"/> PSID Check Valve Held at <input type="text"/> PSID | | | | | |
| Details <table> <tr> <td>Proper Install <input type="radio"/> Yes <input type="radio"/> No</td> <td>#2 Shutoff <input type="radio"/> Leaked <input type="radio"/> Closed Tight</td> <td>Service Restored <input type="radio"/> Yes <input type="radio"/> No</td> <td>Held Backpressure <input type="radio"/> Yes <input type="radio"/> No</td> <td>Line PSI <input type="text"/> Meter Reading <input type="text"/></td> </tr> </table> | | Proper Install <input type="radio"/> Yes <input type="radio"/> No | #2 Shutoff <input type="radio"/> Leaked <input type="radio"/> Closed Tight | Service Restored <input type="radio"/> Yes <input type="radio"/> No | Held Backpressure <input type="radio"/> Yes <input type="radio"/> No | Line PSI <input type="text"/> Meter Reading <input type="text"/> |
| Proper Install <input type="radio"/> Yes <input type="radio"/> No | #2 Shutoff <input type="radio"/> Leaked <input type="radio"/> Closed Tight | Service Restored <input type="radio"/> Yes <input type="radio"/> No | Held Backpressure <input type="radio"/> Yes <input type="radio"/> No | Line PSI <input type="text"/> Meter Reading <input type="text"/> | | |
| Test Kit 07071565 ▾ | Comments <input type="text"/> | | | | | |
| <input type="checkbox"/> * The above information is certified to be true and accurate to the best of my knowledge. <input type="checkbox"/> * The assembly is installed in accordance with manufacturer's recommendations and/or state and local codes. | | | | | | |
| <input type="button" value="Save Test Data"/> or Cancel | | | | | | |

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

- ❖ 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.

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

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 |
|--------------------------|-------------------------|----------------------|--------------------------------------|--------------------|------------|----------|--------|
| <input type="checkbox"/> | W368389 | J.E.M. Plumbing Inc. | 1122 S Main St - Mech room | 10/30/2014 pass | | 0032990 | \$1.00 |
| <input type="checkbox"/> | 0003372 | J.E.M. Plumbing Inc. | 1000 W Oak Creek Dr - Sprinkler Room | 10/30/2014 pass | | 0032990 | \$1.00 |

Submit Tests
Print Test Report

- ❖ 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 Test Report the saved tests.

| Submit | Serial# | Company | Address | Initial Test | Final Test | Test Kit | Fee |
|--------------------------|-------------------------|----------------------|--------------------------------------|-------------------|-------------------|----------|--------|
| <input type="checkbox"/> | W368389 | ROLLAN PLUMBING, INC | 1122 S Main St - Mech room | 9/17/2014 fail | 9/18/2014 pass | 07071565 | \$1.00 |
| <input type="checkbox"/> | 0003372 | ROLLAN PLUMBING, INC | 1000 W Oak Creek Dr - Sprinkler Room | 9/17/2014 fail | | 07071565 | \$1.00 |
| <input type="checkbox"/> | 255245 | ROLLAN PLUMBING, INC | 130 S McKinley - | 9/9/2014 fail | 9/17/2014 pass | 07071565 | \$1.00 |

- **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: [0003372](#). 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.

The page at <https://tokaywebtest.tokaytest.com> says: ✕

Are you sure you want to delete this test?

OK
Cancel

- Once a test is deleted, only the un-submitted tests still appear on the **Review Test** screen.

| Submit | Serial# | Company | Address | Initial Test | Final Test | Test Kit | Fee |
|--------------------------|---------|----------------------|----------------------------|-------------------|-------------------|----------|--------|
| <input type="checkbox"/> | W368389 | ROLLAN PLUMBING, INC | 1122 S Main St - Mech room | 9/17/2014 fail | 9/18/2014 pass | 07071565 | \$1.00 |
| <input type="checkbox"/> | 255245 | ROLLAN PLUMBING, INC | 130 S McKinley - | 9/9/2014 fail | 9/17/2014 pass | 07071565 | \$1.00 |

- 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 |
|-------------------------------------|---------|----------------------|------------------|-------------------|------------|----------|--------|
| <input checked="" type="checkbox"/> | 255245 | ROLLAN PLUMBING, INC | 130 S McKinley - | 9/17/2014 pass | | 07071565 | \$1.00 |
| <input type="checkbox"/> | 255245 | ROLLAN PLUMBING, INC | 130 S McKinley - | 9/17/2014 pass | | 07071565 | \$1.00 |

Submit Tests
Print Test Report

- When you click the **Submit Tests** button, you are directed to the *Shopping Cart* screen. From here you can **Proceed to Checkout** (this will be explained in further detail starting on Page 9).

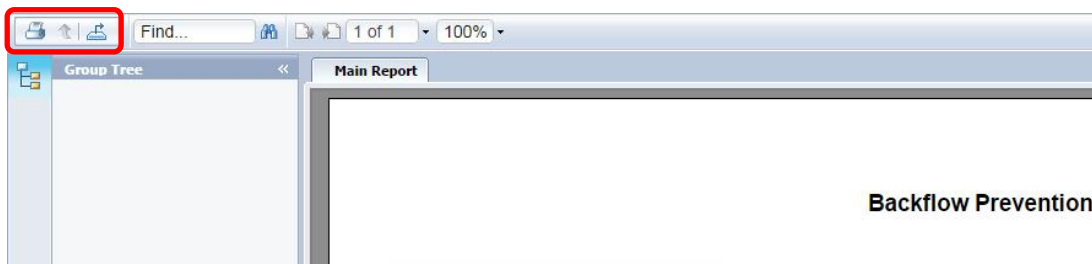
- ❖ Going back to the **Review Tests** screen. You will see the option to print a test report (before submitting). To do this, check the box of the associated record and then click **Print Test Report**
 - This allows you to print a copy of the test report before it is submitted for your records

Unsubmitted
Paid For

| Submit | Serial# | Company | Address | Initial Test | Final Test | Test Kit | Fee |
|-------------------------------------|---------|----------------------|------------------|-------------------|------------|----------|--------|
| <input type="checkbox"/> | 255245 | ROLLAN PLUMBING, INC | 130 S McKinley - | 9/17/2014 pass | | 07071565 | \$1.00 |
| <input checked="" type="checkbox"/> | 255245 | ROLLAN PLUMBING, INC | 130 S McKinley - | 9/17/2014 pass | | 07071565 | \$1.00 |

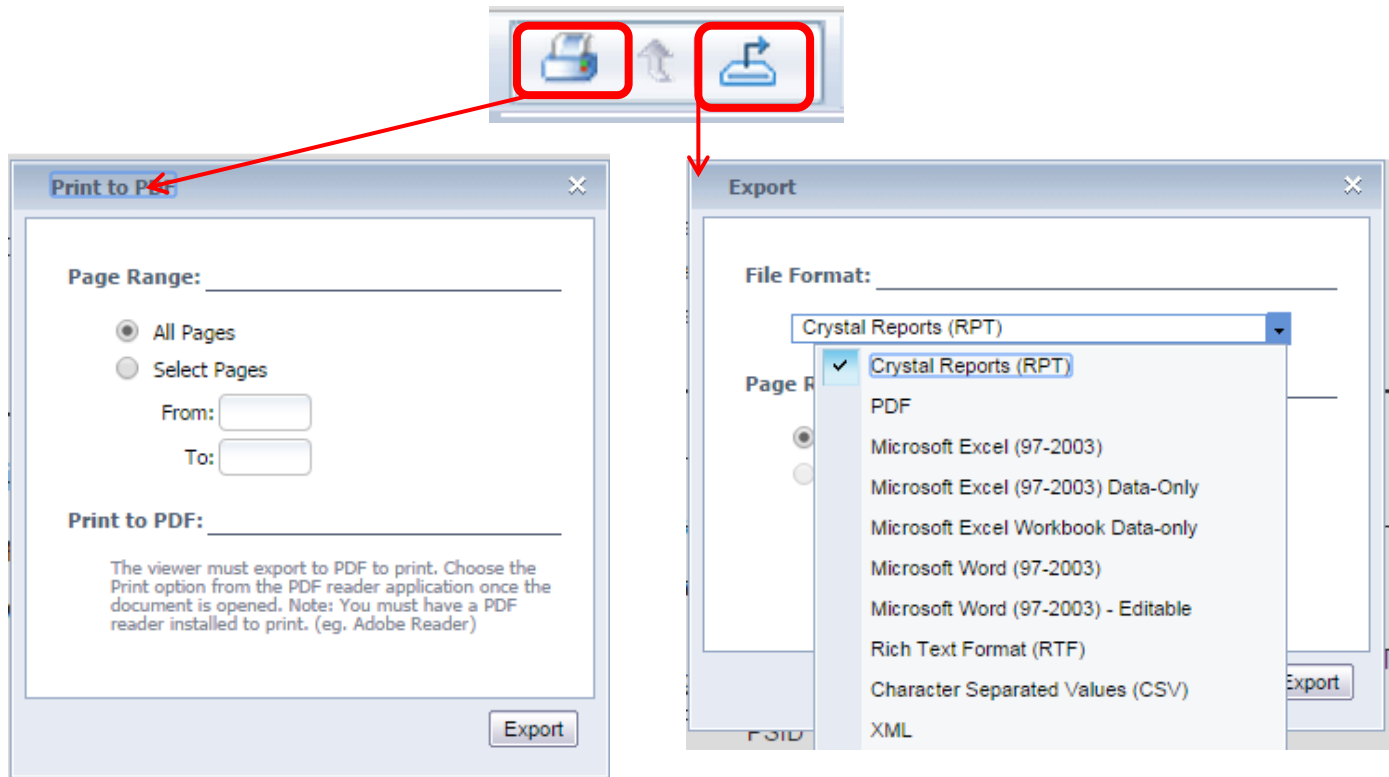
Submit Tests
Print Test Report

- ❖ 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.
- ❖ Now, going back to explain in further detail what to do when you click the **Submit Tests** button and are directed to the *Shopping Cart* screen.
 - Here you can return to the *Test Data Entry* screen by clicking on the [Serial #](#), remove the submitted test from the Shopping Cart by clicking [Remove](#) or [Proceed to Checkout](#)

Shopping Cart

[Return to Test Data Summary](#)

| Serial# | Address | Price | Remove |
|------------------------|---|-------------------|------------------------|
| 66504X | 8888 SW 136TH ST - Back of Mall next to Macys receiving doors | \$0.49 | Remove |
| | | Subtotal: | \$0.49 |
| | | Total Due: | \$0.49 |

Proceed to Checkout

- If you return to the *Test Data Entry* screen, follow the steps from earlier explaining how to edit an un-submitted test (on page 7)
- If you choose to [Remove](#) the submitted test from your *Shopping Cart*, it will be returned to the *Review Tests* screen and will appear under the un-submitted tab.

- ❖ If everything is ok with the items in your *Shopping Cart*, you can click **Proceed to Checkout** to advance to the *Checkout* screen where you can complete the test report submission.

- ❖ At this time you need to add a method of payment to your *profile. You have two options as to how your test fee payments will be charged to your credit card, either on a per-test basis or deducted from your “account”. The most economical is to have tests deducted from your account. Tests submitted individually or in groups of less than five at a time, will be charged a service fee of 50 cents per test.

***The information you enter will be stored in your profile and available future use.**

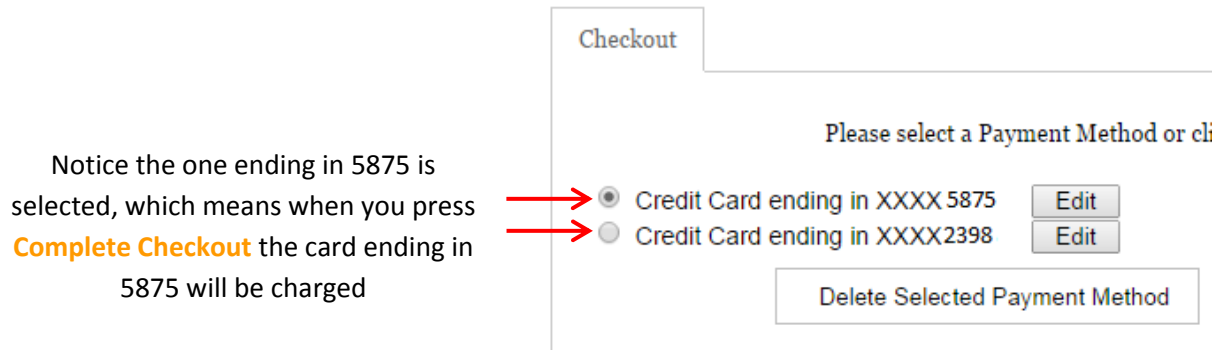
Service Fee: If you submit **less than five tests per transaction**, a service charge of 50 cents will be applied to each test. For example: if you submit 3 tests (with a fee of \$1.00 each) your credit card will be charged \$4.50 (\$1.00 per test plus a 50 cent service fee per test). Transactions of 5 tests or more will not be charged a service fee. The easiest method of payment is to ‘Establish an Account’ - see the details below.

Click **‘Add a Payment Method’** and follow the steps below on how to add a method of payment.

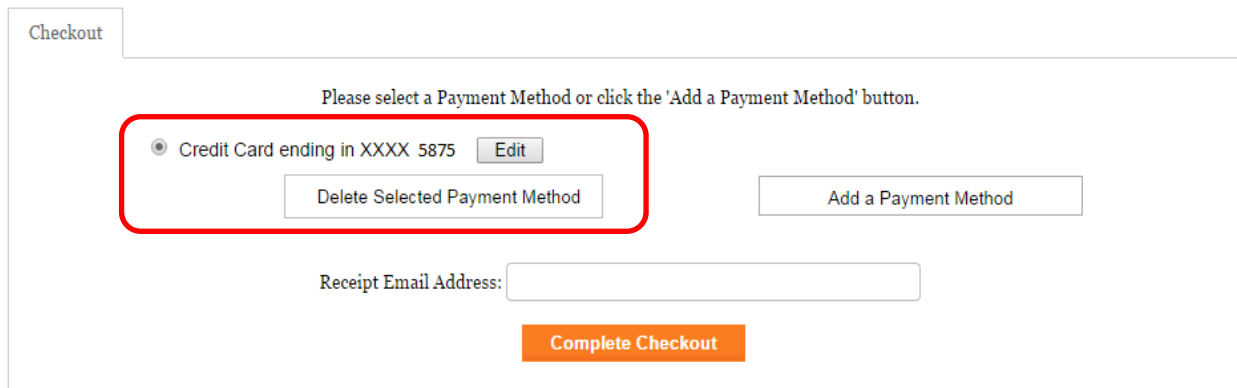
- To add a payment method, click on the button **‘Add a Payment Method’**.
 1. Credit Card Payment at time of submittal: Enter a debit or credit card and the billing information then click **‘Save’** to return to the *Checkout* screen. To return to the *Checkout* screen without saving or adding any card information, click Cancel.

- The last 4 digits of the newly added card will now appear on the *Checkout* screen, to be used to complete the transaction.

2. Create a Credit Card Account: Establishing an “account” and preloading the “account” means your credit card to be charged the dollar amount you select. The test fees can be deducted from the “account” moving forward. Example: if you add \$100.00 to your “account” than your credit card is only charged the \$100.00 at that time and the individual test fee’s will be deducted from the established “account” leaving you with a remaining balance which can be added to at any time.
- The system does allow for more than one card to be stored in your profile. Just be sure the correct one is selected before you click **Complete Checkout**.

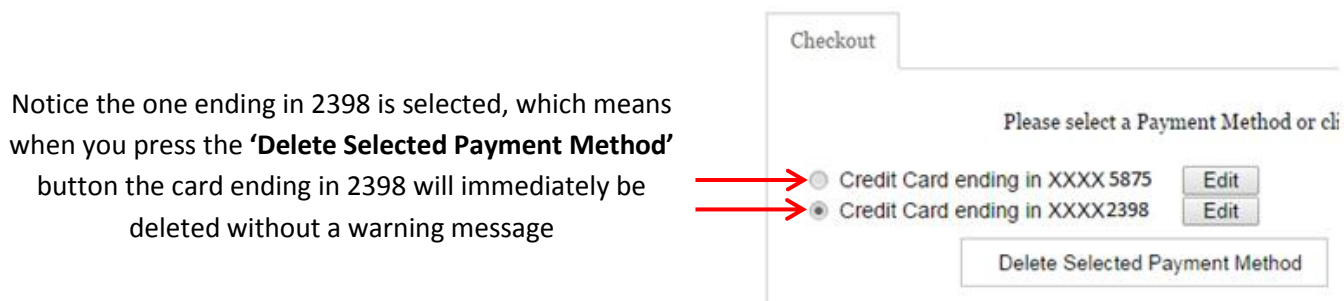


- ❖ You can also Edit the card information by clicking the **Edit** button next to that card number.



- ❖ Any card stored in your profile can be deleted from the *Checkout* screen
 - First, select the card number you wish to delete and click the **‘Delete Selected Payment Method’** button.

Please Note: At this time there is no warning message when deleting a card stored in your profile. If a card is deleted in error, follow the previous steps to **‘Add a Payment Method’** and re-enter the card information.



- ❖ Once the necessary card information has been saved, enter your email address in the **Receipt Email Address** field on the *Checkout* screen and click the **Complete Checkout** button.

Checkout

Please select a Payment Method or click the 'Add a Payment Method' button.

☒ Credit Card ending in XXXX 5875

Receipt Email Address:

- If you forget to enter your email address on the *Checkout* screen you have the option to print a copy of the receipt from the *Checkout Receipt* screen by clicking the **Print Receipt** button.

Checkout Receipt

| Serial# | Description | Price |
|---------|----------------------------|--------|
| W368389 | 1122 S Main St - Mech room | \$1.50 |

Subtotal: \$1.50

Transaction Id: 6579266786

Total Paid: \$1.50

- If you click the **OK** button on the *Checkout Receipt* screen you will be returned to the Main screen, where it is indicated that your transaction has been successfully processed.

SELIN ROLLAN is logged in with ROLLAN PLUMBING, INC.

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

Select a Company

Your transaction has been successfully processed.

☒ ROLLAN PLUMBING, INC

- ❖ When you have completed your activity in the website, navigate to the top too bar and click **Logout**.

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

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