

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.



Login to your Account

User Name

Password

Remember me on this computer

Login

- ❖ 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 screen.
 - If you work for more than one company, once you select the company, your selected company name 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.

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

Select a Company

J.E.M. Plumbing Inc.

Tester with 1 Company

Main	Add Test	Review Tests	Add to Account	View Cart	Logout
----------------------	--------------------------	------------------------------	--------------------------------	---------------------------	------------------------

James Belzer is logged in.

This is a sample message, your utility controls this message

Select a Company

HCI Mechanical

Ramm Plumbing Company

Tester with 2 or more Companies

- To enter test results the first step is to find the correct backflow assembly. Click **Add Test** on the top toolbar.

Main	Add Test	Review Tests	Add to Account	View Cart	Logout
------	-----------------	--------------	----------------	-----------	--------

- Enter the **Serial #** and the **House/Building #** -OR- the **Hazard #** (utility will provide the hazard #)

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	<input type="text"/>
* House/Building Number	<input type="text"/>
OR	
* Hazard # <input type="text"/>	
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 is displayed at the top-middle of the *Verify Site Profile* screen

Verify Site Profile

<input checked="" type="radio"/> This is Correct	<input type="radio"/> Make Changes	Last Test Date: 1/27/2009 12:00:00 AM	<input checked="" type="radio"/> Existing Device	<input type="radio"/> 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 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 you to edit the information

Verify Site Profile

This is Correct Make Changes Last Test Date: 8/26/2014 12:00:00 AM Existing Device Replace Device

Address	1122 S Main St
Customer	West Suburban Bank
Location	Mech room
Hazard	Boiler And/or Heating Feed
Meter Number	46280048
Serial Number	W368389
Manufacturer	WILKINS
Model	975XL
Type	RP
Size	0.5

Confirm and Enter Results 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.

Verify Site Profile

This is Correct Make Changes Last Test Date: 8/26/2014 12:00:00 AM Existing Device Replace Device

Address	1122 S Main St
Customer	West Suburban Bank
Location	Mech room
Hazard	Boiler And/or Heating Feed
Meter Number	46280048
Serial Number	
Manufacturer	
Model	
Type	
Size	

Confirm and Enter Results 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 entered, 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"/> Please input in MM/DD/YYYY format.	<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	Did not Open <input type="checkbox"/> 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 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="checkbox"/> Yes <input type="checkbox"/> No	#2 Shutoff <input type="checkbox"/> Leaked <input type="checkbox"/> Closed Tight	Service Restored <input type="checkbox"/> Yes <input type="checkbox"/> No	RV Exercised <input type="checkbox"/> Yes <input type="checkbox"/> No	Held Backpressure <input type="checkbox"/> Yes <input type="checkbox"/> No	Line PSI <input type="text"/> Meter Reading <input type="text"/>
Test Kit	Comments				
07071565	<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.

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	Check Valve #1	Check Valve #2
<input type="radio"/> Pass <input type="radio"/> Fail Date <input type="text"/> Please input in MM/DD/YYYY format.	<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

Repaired

Enter Repair Details for Specific Assemblies Below

Date
 Cleaned
 Rubber Kit
 Rebuild
Comments:

Final Test	Check Valve #1	Check Valve #2
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

Details

Proper Install #2 Shutoff Service Restored Held Backpressure Line PSI
 Yes Leaked Yes Yes
 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 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.

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		PVB/SVB	
<input type="radio"/> Pass <input type="radio"/> Fail	Date <input type="text"/>	Air Inlet	Check Valve
Please input in MM/DD/YYYY format.		<input type="checkbox"/> Did Not Open	<input type="checkbox"/> Leaked <input type="checkbox"/>
		Opened at <input type="text"/> PSID	<input type="checkbox"/> Opened Fully
		<input type="checkbox"/> Held at <input type="text"/> PSID	

Repaired

Date

Cleaned
 Rubber Kit
 Rebuild

Comments:

Final Test		PVB/SVB	
Pass <input type="checkbox"/>	Date <input type="text"/>	Air Inlet	Check Valve
		<input type="checkbox"/> Opened Fully	<input type="checkbox"/> Held at <input type="text"/> PSID
		Opened at <input type="text"/> PSID	

Details

Proper Install	#2 Shutoff	Service Restored	Held Backpressure	Line PSI <input type="text"/>
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Leaked <input type="radio"/> Closed Tight	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	Meter Reading <input type="text"/>

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

- ❖ 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.

Review Tests

- 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.

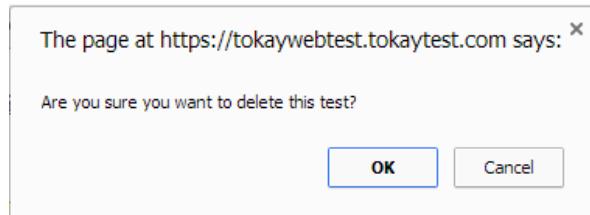
This is a sample message, your utility controls this message Test 2

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	\$0.00
<input type="checkbox"/>	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 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	\$0.00
<input type="checkbox"/>	0003372	ROLLAN PLUMBING, INC	1000 W Oak Creek Dr - Sprinkler Room	9/17/2014 fail		07071565	\$0.00
<input type="checkbox"/>	255245	ROLLAN PLUMBING, INC	130 S McKinley -	9/9/2014 fail	9/17/2014 pass	07071565	\$10.00

- **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.



- Notice, once a test is deleted, only the unsubmitted 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	\$0.00
<input type="checkbox"/>	255245	ROLLAN PLUMBING, INC	130 S McKinley -	9/9/2014 fail	9/17/2014 pass	07071565	\$10.00

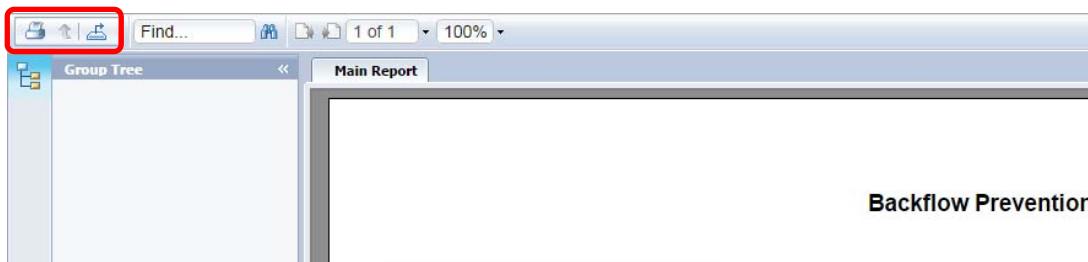
- To submit a test to the utility, check the box of the test to be submitted then click **Submit Tests**

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	\$10.00		
<input type="checkbox"/>	255245	ROLLAN PLUMBING, INC	130 S McKinley -	9/17/2014 pass		07071565	\$10.00		
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

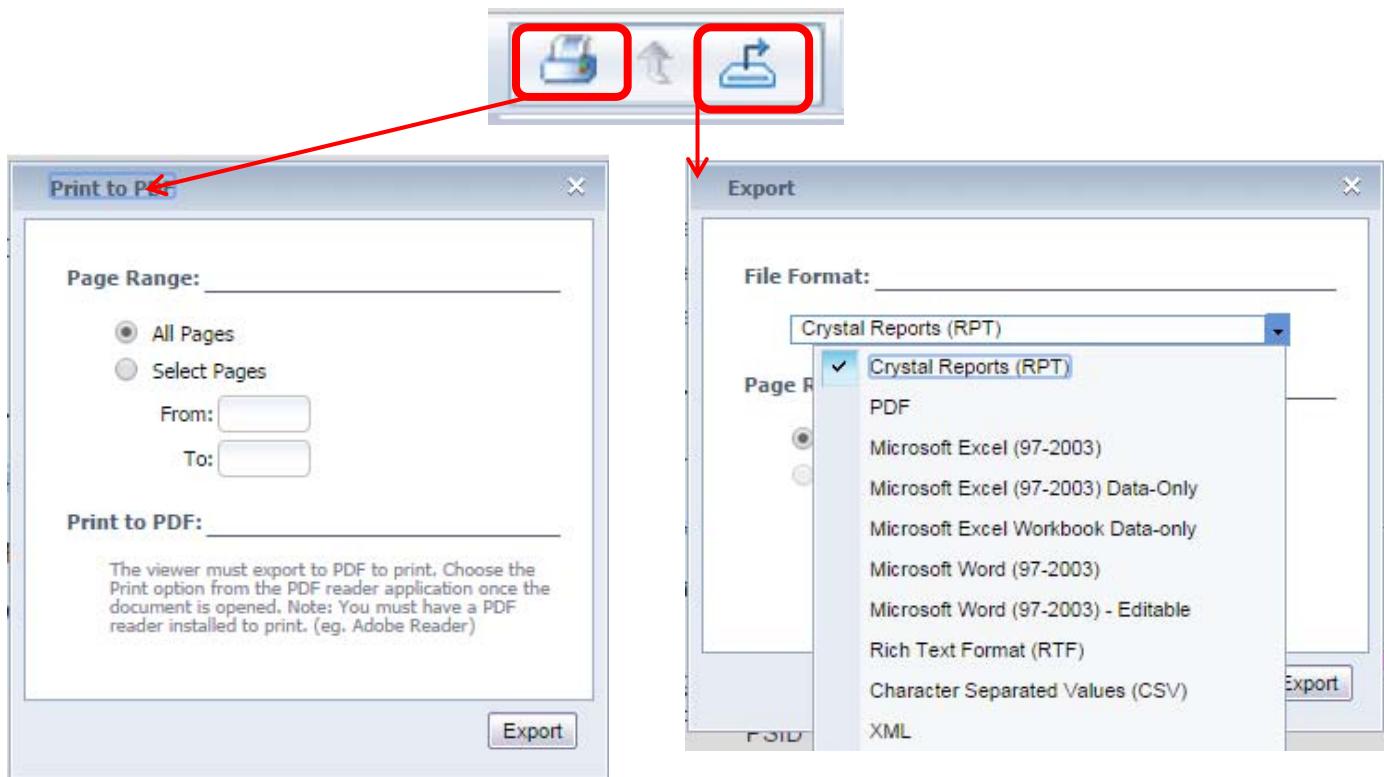
Unsubmitted		Paid For							
Submit	Serial#	Company	Address	Initial Test	Final Test	Test Kit	Fee		
<input type="checkbox"/>	255245	ROLLAN PLUMBING, INC	130 S McKinley -	9/17/2014 pass		07071565	\$0.00		
<input checked="" type="checkbox"/>	255245	ROLLAN PLUMBING, INC	130 S McKinley -	9/17/2014 pass		07071565	\$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.

- ❖ 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.
 1. 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 unsubmitted 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.

Checkout

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

Delete Selected Payment Method Add a Payment Method

Receipt Email Address:

Complete Checkout

- ❖ At this time you will 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. Test 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 and Account' – see the details below.

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

1. To add a payment method, click on the button '**Add a Payment Method**'.
 - 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.

Add a New Payment Method

Card Number: *

Expiration Date: * (mm/yy)

Card Code: [What's this?](#)

Billing Information

First Name:
 Last Name:
 Company:
 Address:
 City:
 State: Zip:
 Country:
 Phone:
 Fax:

Save Cancel

Checkout

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

Credit Card ending in XXXX 5875

Delete Selected Payment Method Add a Payment Method

Receipt Email Address:

Complete Checkout

- The last 4 digits of the newly added card will now appear on the *Checkout* screen, to then 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 fees 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**.

Notice the one ending in 5875 is selected, which means when you press **Complete Checkout** the card ending in 5875 will be charged

Checkout

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

Credit Card ending in XXXX 5875

Credit Card ending in XXXX2398

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

Checkout

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

Credit Card ending in XXXX 5875

Receipt Email Address:

- 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.

Notice the one ending in 2398 is selected, which means when you press the **‘Delete Selected Payment Method’** button the card ending in 2398 will immediately be deleted without a warning message

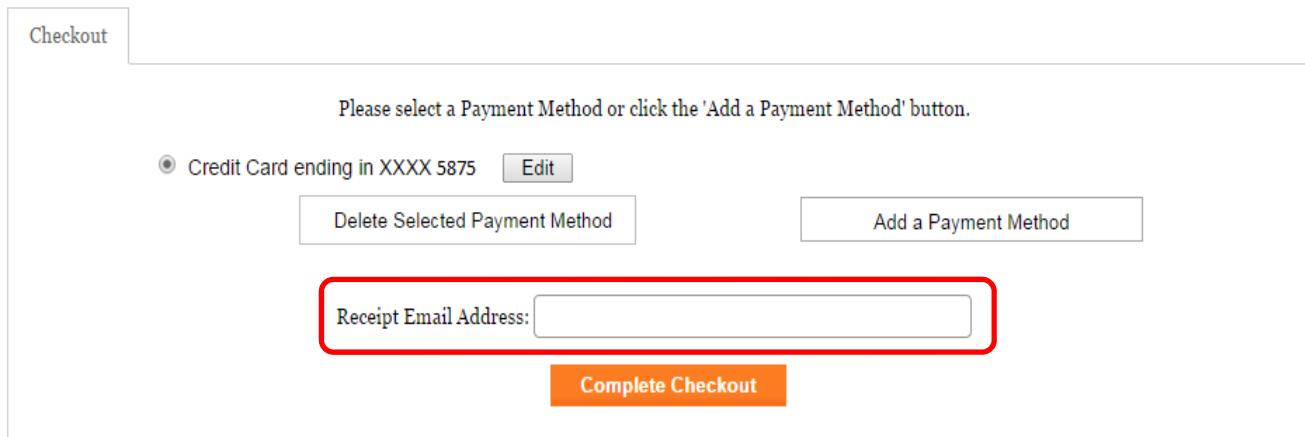
Checkout

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

Credit Card ending in XXXX 5875

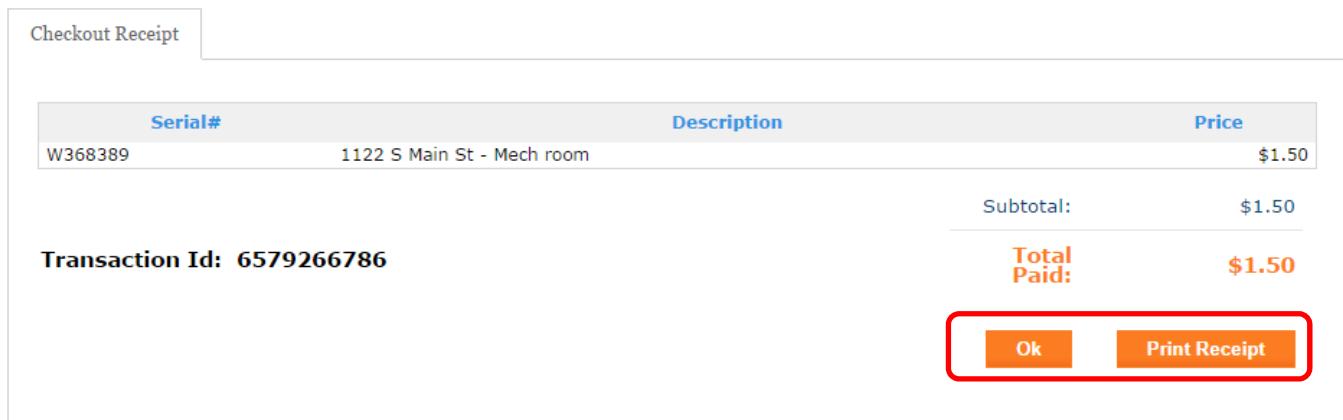
Credit Card ending in XXXX2398

- ❖ 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.



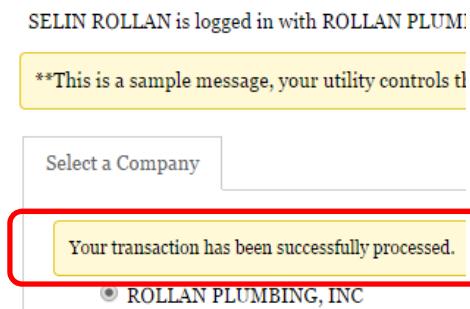
The screenshot shows the 'Checkout' screen. At the top, a message says 'Please select a Payment Method or click the 'Add a Payment Method' button.' Below this, there is a radio button selected for 'Credit Card ending in XXXX 5875' with an 'Edit' button. Two buttons are present: 'Delete Selected Payment Method' and 'Add a Payment Method'. A red box highlights the 'Receipt Email Address:' input field, which is empty. At the bottom is a large orange 'Complete Checkout' button.

- By entering your email address here, you will receive a system automated copy of the receipt in your email
- 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.



The screenshot shows the 'Checkout Receipt' screen. It displays a table of transaction details with columns for Serial#, Description, and Price. The table shows one item: W368389, 1122 S Main St - Mech room, \$1.50. Below the table, the Transaction Id is listed as 6579266786. The payment summary shows Subtotal: \$1.50 and Total Paid: \$1.50. At the bottom are two buttons: 'Ok' and 'Print Receipt', with 'Print Receipt' highlighted by a red box.

- 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.



The screenshot shows the 'Main' screen. At the top, it says 'SELIN ROLLAN is logged in with ROLLAN PLUM.' Below this is a yellow message box containing '**This is a sample message, your utility controls the message.' A dropdown menu labeled 'Select a Company' is shown. A red box highlights a yellow message box at the bottom stating 'Your transaction has been successfully processed.' Below the message box is a radio button selected for 'ROLLAN PLUMBING, INC'.

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



The screenshot shows the top toolbar with several menu items: Main, Add Test, Review Tests, Add to Account, View Cart, and Logout. The 'Logout' button is highlighted with a red box.

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.