



## How to Enter a Test On-line

- ❖ Go to the website: <https://wenatchee.tokaytest.com/>
- ❖ Enter your 'user name' and 'password' to login to the web test entry site. User names and passwords are issued by the City of Wenatchee.

Login to your Account

User Name

Password

Remember me on this computer

Login

- ❖ 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.

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

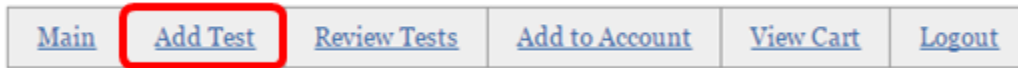
James Belzer is logged in.

\*\*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, 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.



❖ 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)

The image shows the 'Device Profile Search' form. At the top, there is a navigation bar with buttons for 'Main', 'Add Test', 'Review Tests', 'View Cart', and 'Logout'. Below the navigation bar, a message states 'George Bigler is logged in.' and a yellow box contains the text '\*\*This is a sample message, your utility controls this message\*\*'. The form has a title 'Device Profile Search' in a blue box. It includes three input fields: '\* Serial Number', '\* House/Building Number', and '\* Hazard #'. A note '\* Indicates Required Field' is positioned above the first field. The word 'OR' is centered between the second and third fields. At the bottom of the form, there is a green button labeled 'Locate Device' and a blue link labeled '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.*

The image shows the 'Verify Site Profile' form. It has a title 'Verify Site Profile' in a blue box. At the top, there are radio buttons for 'This is Correct' (selected), 'Make Changes', 'Existing Device' (selected), and 'Replace Device'. A red box highlights the text 'Last Test Date: 1/27/2009 12:00:00 AM'. Below this, there are several input fields: '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), and 'Size' (0.75). At the bottom, there is a green button labeled 'Confirm and Enter Results' and a blue link labeled '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' interface. 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'. The 'Last Test Date' is 8/26/2014 12:00:00 AM. Below the radio buttons, there are several input fields for site information: Address (1122 S Main St), Customer (West Suburban Bank), Location (Mech room), and Hazard (Boiler And/or Heating Feed). These fields are grouped together and highlighted with a red box. Below these are fields for device information: Meter Number (46280048), Model (975XL), Serial Number (W368389), Type (RP), Manufacturer (WILKINS), and Size (0.5). 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' interface. At the top, there are radio buttons for 'This is Correct', 'Make Changes', 'Existing Device', and 'Replace Device' (which is selected and highlighted with a red box). The 'Last Test Date' is 8/26/2014 12:00:00 AM. Below the radio buttons, there are several input fields for site information: Address (1122 S Main St), Customer (West Suburban Bank), Location (Mech room), and Hazard (Boiler And/or Heating Feed). These fields are grayed out. Below these are fields for device information: Meter Number (46280048), Model, Serial Number, Type, Manufacturer, and Size. These fields 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 City of Wenatchee \*\*\*

❖ 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.

**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 <b>Device Type: RP</b> 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.					
<span style="background-color: green; color: white; padding: 2px 10px; border: 1px solid black;">Save Test Data</span> or <a href="#">Cancel</a>					

\*\*\*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	<b>Device Type: DC</b> Address: 1000 W Oak Creek Dr - Sprinkler Room			
<b>Initial Test</b>	<b>Check Valve #1</b>	<b>Check Valve #2</b>		
<input type="radio"/> Pass <input type="radio"/> Fail	<input type="radio"/> Leaked <input type="radio"/> Closed Tight	<input type="radio"/> Leaked <input type="radio"/> Closed Tight		
Date <input type="text"/>	Held at <input type="text"/> PSID	Held at <input type="text"/> PSID		
Please input in MM/DD/YYYY format.				
<b>Repaired</b>	<b>Enter Repair Details for Specific Assemblies Below</b>			
Date <input type="text"/>	<input type="checkbox"/> Cleaned <input type="checkbox"/> Rubber Kit <input type="checkbox"/> Rebuild Comments: <input type="text"/>			
<b>Final Test</b>	<b>Check Valve #1</b>	<b>Check Valve #2</b>		
Pass <input type="checkbox"/>	Closed Tight <input type="checkbox"/>	Closed Tight <input type="checkbox"/>		
Date <input type="text"/>	Held at <input type="text"/> PSID	Held at <input type="text"/> PSID		
<b>Details</b>				
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"/>
<b>Test Kit</b>	<b>Comments</b>			
07071565 ▾	<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.				
<b>Save Test Data</b> or <a href="#">Cancel</a>				

**\*\*\*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 <b>Device Type: PVB</b> Address: 130 S McKinley -	
<b>Initial Test</b>	<b>PVB/SVB</b>
<input type="radio"/> Pass <input type="radio"/> Fail	<b>Air Inlet</b>
Date <input type="text"/>	<input type="checkbox"/> Did Not Open
Please input in MM/DD/YYYY format.	Opened at <input type="text"/> PSID
	<input type="checkbox"/> Opened Fully
	<b>Check Valve</b>
	Leaked <input type="checkbox"/>
	Held at <input type="text"/> PSID
<b>Repaired</b>	<b>Enter Repair Details for Specific Assemblies Below</b>
Date <input type="text"/>	<input type="checkbox"/> Cleaned
	<input type="checkbox"/> Rubber Kit
	<input type="checkbox"/> Rebuild
	Comments: <input type="text"/>
<b>Final Test</b>	<b>PVB/SVB</b>
Pass <input type="checkbox"/>	<b>Air Inlet</b>
Date <input type="text"/>	Opened Fully <input type="checkbox"/>
	Opened at <input type="text"/> PSID
	<b>Check Valve</b>
	Held at <input type="text"/> PSID
<b>Details</b>	
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"/>
<b>Test Kit</b>	<b>Comments</b>
07071565 ▾	<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.	
<b>Save Test Data</b> or <a href="#">Cancel</a>	

\*\*\*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**

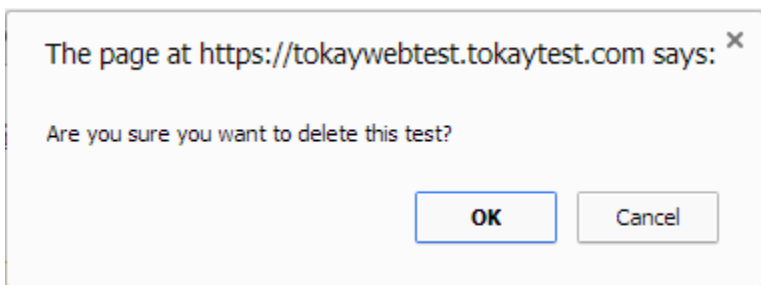
Unsubmitted
  Paid For

Submit	Serial#	Company	Address	Initial Test	Final Test	Test Kit	Fee
<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

- ❖ 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
<input type="checkbox"/>	W368389	HCI Mechanical	1122 S Main St - Mech room	11/12/2014 pass			\$0.00
<input type="checkbox"/>	160506	HCI Mechanical	1046 Rohlwing 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
<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	\$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
<input checked="" type="checkbox"/>	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

<a href="#">Main</a>	<a href="#">Add Test</a>	<a href="#">Review Tests</a>	<a href="#">Add to Account</a>	<a href="#">View Cart</a>	<a href="#">Logout</a>
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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: 6afcf17abc4083e30

**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

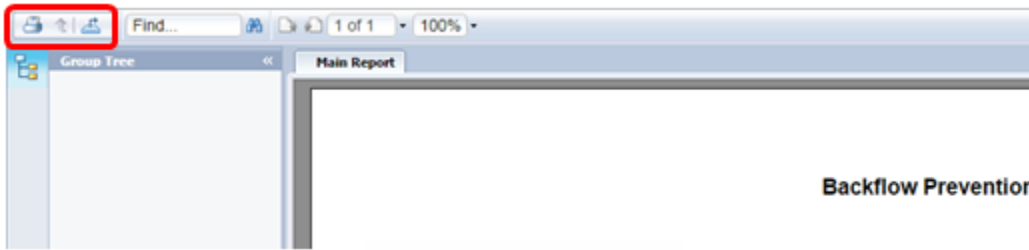
Unsubmitted | Paid For

Submit	Serial#	Company	Address	Initial Test	Final Test	Test Kit	Fee
<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

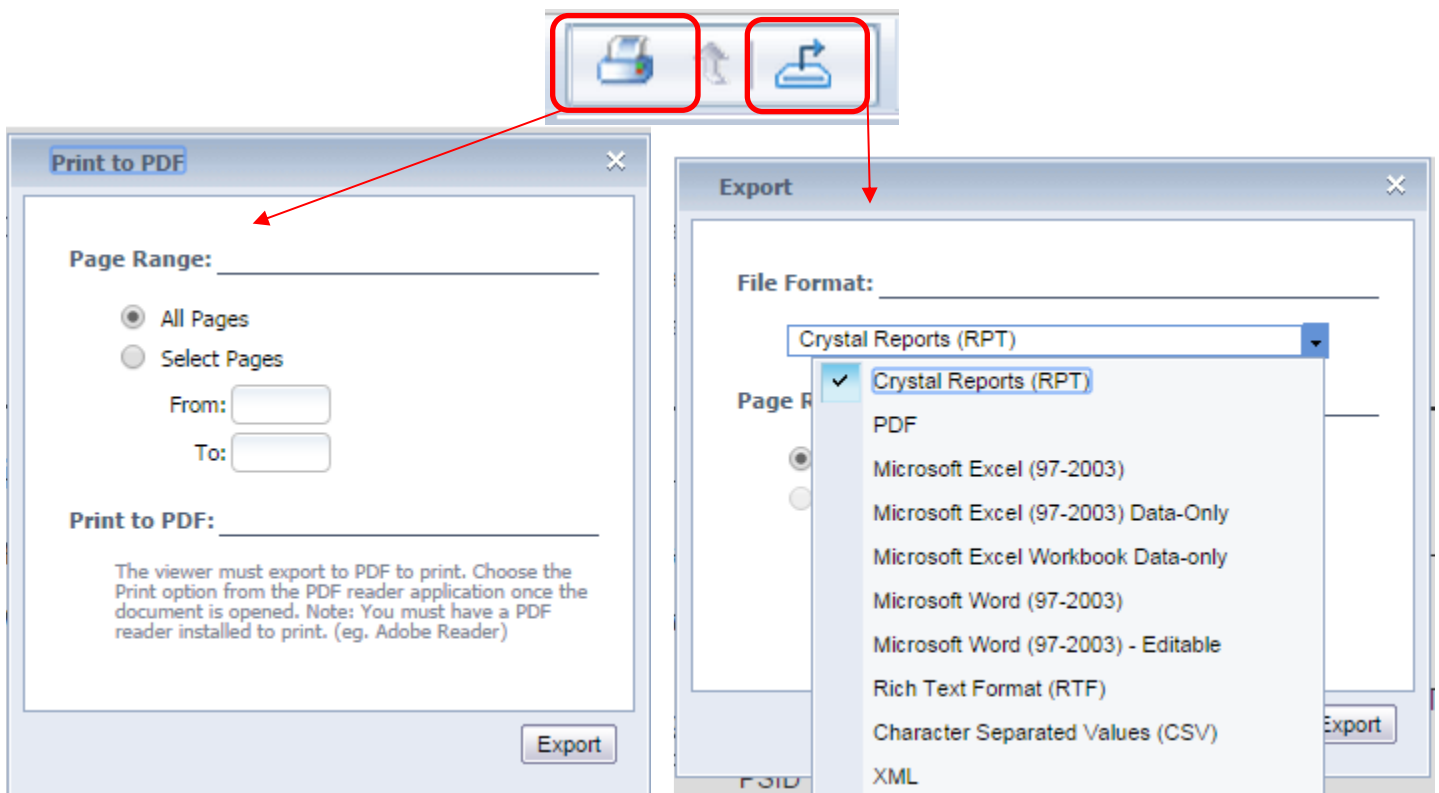
**Submit Tests** | **Print Test Report**



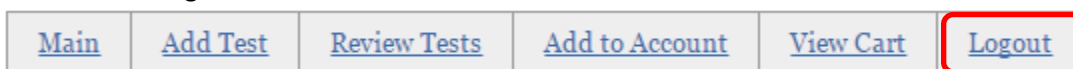
- ❖ When you click the **Print Test Report** button, the print preview screen will appear. To be able to print the document, you must first export the document into a PDF or another application.



- ❖ 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.
- ❖ 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 than shown depending on which web browser you are using.