

How to Enter a Test On-line For Testers

Entering your test results on the web is simple:

- Go to <https://ridgefield.tokaytest.com>
- Enter your User Name and Password to login to the Web Test Entry site.
- User Names and Passwords are issued by the utility.



Login to your Account

User Name

Password

☐ Remember me on this computer

Login

You should see (4) tabs: [Main](#), [Add Test](#), [Review Tests](#), [Logout](#). And your name and company name.

Main

Add Test

Review Tests

Logout

Lisa Blake is logged in with ABC BACKFLOW SERVICES

Welcome to the City of Ridgefield site for ridgefield.tokaytest.com. Please follow the easy to use prompts when entering your test results. For questions, contact Lisa Blake at (360) 857-5010 or email lisa.blake@ci.ridgefield.wa.us. Once logged in, please click "Add Test" to enter results.

Select a Company

ABC BACKFLOW SERVICES

To enter test results, click on [Add Test](#) at top of toolbar:

Main	Add Test	Review Tests	Logout
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To bring up the backflow assembly enter **Hazard ID #** (*obtain from customer, printed on their letter*) **OR Serial and house address** **OR Meter Number** then click. If multiple hazards, check show all hazards at site. Then **Locate Device**

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To get started, enter the assembly serial number and building number only (street name not required). OR enter a meter number OR use the Hazard ID printed on the customer's reminder letter.

Device Profile Search

* Indicates Required Field

* Serial Number

House/Building Number

--- OR ---

*Hazard #:

--- OR ---

*Meter #:

Show All Hazards at Site

☐

Locate Device

or [Clear Form](#)

Next the **Verify Site Profile** screen appears. **The Last Test Date and Time** are displayed at the top of the screen and shows if *you are accidentally entering the test a second time*. This 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.

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Verify assembly location and information is correct. Or click on "Suggest Changes" at top of screen. Make correction and click on "Confirm and Enter Results" button.

Verify Site Profile

☒ No Changes

☐ Suggest Changes

☐ Replace Device

Last Test Date: 03/31/2018 12:00 Last Test Status: Pass Next Test Due: 09/30/2019 12:00

Contact

Address

Customer

Location

In box across walk from meter 6' from sidewalk

Hazard

Auto Repair

Meter Number

Device Status

Active

Serial Number

HD

Manufacturer

FEBCO

Model

850

Type

DC

Size

1.000

Protection Type

Bypass

☐

Confirm and Enter Results

or [Cancel](#)

If the Assembly information is different then what appears on the screen, select **Suggest Changes** at the top of the screen to edit. *Note: Edits can only be made to fields that are NOT grayed out.*

Verify Site Profile

☐ No Changes ☒ Suggest Changes ☐ Replace Device

Last Test Date: 03/31/2018 12:00 Last Test Status: Pass Next Test Due: 09/30/2019 12:00

Contact

Address

Customer

Location

Hazard

Meter Number

Device Status

Serial Number

Manufacturer

Model

Type

Size

Protection Type

Bypass ☐

Confirm and Enter Results or [Cancel](#)

If you tested an assembly that has been replaced, select **Replace Device**. Notice, the fields starting with Serial Number, on down, are no longer grayed out, allowing you to edit information. Once changes have been made click the **Confirm and Enter Results** button to proceed to the **Test Data Entry** screen.

Verify Site Profile

☐ No Changes ☐ Suggest Changes ☒ Replace Device

Last Test Date: 03/31/2018 12:00 Last Test Status: Pass Next Test Due: 09/30/2019 12:00

Contact

Address

Customer

Location

Hazard

Meter Number

Device Status

Serial Number

Manufacturer

Model

Type

Size

Protection Type

Bypass ☐

Confirm and Enter Results or [Cancel](#)

Next, is the **Test Data Entry** screen where you will enter your test results.

At the top of this screen the **Device Type** code will appear; **DC or RP**. See pages 4 & 5.

Example of Device Type: **DC**

Test Data Entry

Serial Number: HD8 [redacted] Device Type: DC Address: [redacted] - In box across walk from meter 6' from sidewalk

Initial Test	Check Valve #1	Check Valve #2
<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 [text box]	Held at [text box] PSID	Held at [text box] PSID

Repaired	Enter Repair Details Below
Date [text box]	<input type="checkbox"/> Cleaned <input type="checkbox"/> Rubber Kit <input type="checkbox"/> Rebuild
	Click here to select standard repair options

Final Test	Check Valve #1	Check Valve #2
<input type="radio"/> Pass <input type="radio"/> Fail	<input type="checkbox"/> Closed Tight	<input type="checkbox"/> Closed Tight
Date [text box]	Held at [text box] PSID	Held at [text box] 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	Held Backpressure <input type="radio"/> Yes <input type="radio"/> No

Test Kit	Comments
08162364	[text box]

☐ Yes ☐ No *USC-Approved
☐ Yes ☐ No *Proper Orientation
☐ Yes ☐ No *Residential
☐ *1. I personally inspected and field-tested the backflow assembly using field test procedures meeting WAC 246-290-490 and test equipment meeting WAC 246-292-034; or I personally inspected the air gap or AVB. 2. The information in this report is true, complete, and accurate.

Save Test Data or [Cancel](#)

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 – If you forget to click **Save Test Data** or you click Cancel, all the data will be deleted and lost. To enter another test before proceeding to your **Review Tests** screen, click **Add Test** and repeat steps. Once completed and saved all unsubmitted tests will appear on the **Review Tests** screen.

Example of Device Type: **RP**

Serial Number <input type="text"/>		Device Type: RP		Address: <input type="text"/>	
Initial Test		Check Valve #1	Check Valve #2	Relief Valve	
<input type="radio"/> Pass <input type="radio"/> Fail Date <input type="text"/>		<input type="radio"/> Leaked <input type="radio"/> Closed Tight Held at <input type="text"/> PSID	<input type="radio"/> Leaked <input type="radio"/> Closed Tight	<input type="checkbox"/> Did not Open <input type="text"/> Opened at <input type="text"/> PSID	
Repaired		Enter Repair Details Below			
Date <input type="text"/> <input type="checkbox"/> Cleaned <input type="checkbox"/> Rubber Kit <input type="checkbox"/> Rebuild		Click here to select standard repair options <input type="text"/>			
Final Test		Check Valve #1	Check Valve #2	Relief Valve	
<input type="radio"/> Pass <input type="radio"/> Fail Date <input type="text"/>		<input type="checkbox"/> Closed Tight Held at <input type="text"/> PSID	<input type="checkbox"/> Closed Tight	<input type="text"/> Opened at <input type="text"/> PSID	
Details					
Proper Instal <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	
Test Kit	Comments				
08162364	<input type="text"/>				
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/> *USC-Approved <input type="checkbox"/> *Proper Orientation <input type="checkbox"/> *Confirmed you did NOT enter a Pass Initial "&" a Pass Final on this report. <input type="checkbox"/> *I personally inspected and field-tested the backflow assembly using field test procedures meeting WAC 246-290-490 and test equipment meeting WAC 246-292-034; or I personally inspected the air gap or AVB. The information in this report is true, complete and accurate.					
Save Test Data or Cancel					

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.

If you forget to click **Save Test Data** or you click **Cancel**, all the data will be deleted and lost. To enter another test before proceeding to your **Review Tests** screen, click **Add Test** and repeat steps. Once completed and saved, all unsubmitted tests will appear on the **Review Tests** screen.

Unsubmitted Tab - Tests can be viewed, edited, saved, submitted or deleted by clicking the **Unsubmitted Tab**.
Submitted Tab - Tests can be viewed and printed by clicking the **Submitted Tab**.

[Main](#)
[Add Test](#)
[Review Tests](#)
[Logout](#)

Lisa Blake is logged in with ABC BACKFLOW SERVICES

Verify information below is correct. To add additional tests, click "Add Test" button in the menu above. To print a copy of your test, check the box next to the test and select the "Print Test Report" button. When finished, click on the "Submit Tests" button. Improperly completed reports will be returned to you. Note: To view submitted tests, click on the SUBMITTED tab. Tests in the UNSUBMITTED tab were not sent to the City.

Unsubmitted

Submitted

Filter:

Filter

Reset

<input type="checkbox"/>	Serial# / Hazard Id	Company	Address	Initial Test	Final Test	Test Kit
<input type="checkbox"/>	HD [REDACTED]	ABC BACKFLOW SERVICES	[REDACTED] - In box across walk from meter 6' from sidewalk	5/22/2018 pass		[REDACTED]

Submit Selected Tests

Print Selected Tests

Unsubmitted Tab - from here you can **edit, delete, submit or print** a test.

Edit test: click on the **Serial #** - takes you to the **Test Data Entry** screen. Edit information, **Save**.

Delete test: click on the **Serial #** takes you to the **Test Data Entry** screen

Note: A warning message "Are you sure you want to delete this test?" will appear, click OK to delete or cancel to return to the **Test Data Entry** screen. And, once a test is deleted, only the un-submit tests you still want will appear on the **Review Test** screen.

The page at https://tokaywebtest.tokaytest.com says:

Are you sure you want to delete this test?

OK

Cancel

Submit test: check box next to test, click **Submit Selected Tests**.

Print test: check box next to test, click **Print Selected Tests**.

Submit Tab: - View or print a submitted test.

View submitted test: Click on **Serial #** takes you to **Test Data Entry** screen

Print test: Check box next to test, click **Print Selected Tests**.

[Main](#)
[Add Test](#)
[Review Tests](#)
[Logout](#)

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Verify information below is correct To add additional tests, click "Add Test" button in the menu above. To print a copy of your test, check the box next to the test and select the "Print Test Report" button. When finished, click on the "Submit Tests" button. Improperly completed reports will be returned to you. Note: To view submitted tests, click on the SUBMITTED tab. Tests in the UNSUBMITTED tab were not sent to the City.

Unsubmitted

Submitted

Filter:

Filter

Reset

<input type="checkbox"/>	Serial# / Hazard Id	Company	Address	Initial Test	Final Test	Test Kit
<input type="checkbox"/>	HD [REDACTED]	ABC BACKFLOW SERVICES	[REDACTED] - In box across walk from meter 6' from sidewalk	5/25/2018 pass		[REDACTED]

Submit Selected Tests

Print Selected Tests

When you click the **Submit Tests** button, you will get confirmation that “Your order has been received”. At this time you can print a copy of the receipt for your records by clicking the **Print Receipt** button.

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Thank you for using our data entry system. Your information has been received and will be reviewed by our staff. You can log off or close this window. For questions, contact Lisa Blake at lisa.blake@ci.ridgefield.wa.us or call (360) 857-5010.

Your order has been received.

Details

Name: Lisa Blake

Amount: \$0.00 USD

Transaction ID: 2c93b4242a187170

Order Summary:

Confirmation #	Test Date	Serial#	Hazard ID	Address	Amount
1030542	Apr 30 2018 9:04AM	HD [REDACTED]	[REDACTED]	[REDACTED] - In box across walk from meter 6' from sidewalk	\$0.00


Print Receipt

Print Test Report. To print the report, right click and a window will pop up asking you to select your printer.

SAP CRYSTAL REPORTS*

Find... 1 of 1 75%

Group Tree Main Report



Backflow Prevention Assembly Test Report

Test Confirmation # **1030542**

Address: [REDACTED] Hazard ID: [REDACTED] Manufacturer: FEBCO
 Company: [REDACTED] Meter #: [REDACTED] Model: 850
 Location: In box across walk from meter 6' from sidewalk Type: DC
 Serial #: HD [REDACTED] Size: 1.00
 Contact: [REDACTED]

		Reduced Pressure Principle Assembly		
		Double Check Valve Assembly		PVB/SVB
Initial Test	Check Valve #1	Check Valve #2	Relief Valve	AIR INLET
04/30/2018	Leaked <input type="checkbox"/>	Leaked <input type="checkbox"/>		Did not Open <input type="checkbox"/>
Pass Fail	Closed Tight <input checked="" type="checkbox"/>	Closed Tight <input checked="" type="checkbox"/>	Did not Open <input type="checkbox"/>	Opened at PSID
<input checked="" type="checkbox"/> <input type="checkbox"/>	Held at 2.2 PSID	Held at 2.8 PSID	Opened at PSID	
				CHECK VALVE
				Leaked <input type="checkbox"/>
				Held at PSID
Repairs				
	Comments:			
	<input type="checkbox"/> Cleaned <input type="checkbox"/> Rubber Kit <input type="checkbox"/> Rebuild			
Final Test	Check Valve #1	Check Valve #2	Relief Valve	AIR INLET
				Opened at PSID
Pass Fail	Closed Tight <input type="checkbox"/>	Closed Tight <input type="checkbox"/>		CHECK VALVE
<input type="checkbox"/> <input type="checkbox"/>	Held at PSID	Held at PSID	Opened at PSID	Held at PSID
<input checked="" type="checkbox"/> USC-Approved <input checked="" type="checkbox"/> Proper Orientation <input checked="" type="checkbox"/> Residential <input checked="" type="checkbox"/> 1. I personally inspected and field-tested the backflow assembly using field test procedures meeting WAC 246-290-401 and backflow assembly meeting WAC 246-290-402.				
Comments:				
				Proper Shutoff <input checked="" type="checkbox"/> No 2 Shutoff <input type="checkbox"/> Service Restored <input type="checkbox"/> RV Exercised <input type="checkbox"/> Line PSI Meter Reading 0
Cert. Tester(# [REDACTED]		Company: ABC BACKFLOW SERVICES		
Company Address: [REDACTED]		RIDGEFIELD, WA 98642		
Test Kit: [REDACTED]		Mid-West [REDACTED]		Calibration Date: [REDACTED]

When you have completed your activity in the website, navigate to the top of the screen and click **Logout** which will direct you back to the main login screen.

<u>Main</u>	<u>Add Test</u>	<u>Review Tests</u>	<u>Logout</u>
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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.