

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	<input type="text"/>
Password	<input type="password"/>
<input type="checkbox"/> Remember me on this computer	
<input type="button" value="Login"/>	

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

Main	Add Test	Review Tests	Logout
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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	<input type="text"/>
Address	<input type="text"/>
Customer	<input type="text"/>
Location	<input type="text"/> In box across walk from meter 6' from sidewalk
Hazard	<input type="text"/> Auto Repair
Meter Number	<input type="text"/>
Device Status	<input type="text"/> Active
Serial Number	<input type="text"/> HD
Manufacturer	<input type="text"/> FEBCO
Model	<input type="text"/> 850
Type	<input type="text"/> DC
Size	<input type="text"/> 1.000
Protection Type	<input type="text"/>
Bypass	<input type="checkbox"/>

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	<input type="text"/>
Address	<input type="text"/>
Customer	<input type="text"/>
Location	<input type="text"/> In box across walk from meter 6' from sidewalk
Hazard	<input type="text"/> Auto Repair
Meter Number	<input type="text"/>
Device Status	<input type="text"/> Active
Serial Number	<input type="text"/>
Manufacturer	<input type="text"/> -- Select --
Model	<input type="text"/> -- Select --
Type	<input type="text"/> -- Select --
Size	<input type="text"/> -- Select --
Protection Type	<input type="text"/> -- Select --
Bypass	<input type="checkbox"/>

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: HDS [REDACTED] Device Type: DC Address: [REDACTED] - In box across walk from meter 6' from sidewalk

Initial Test	Check Valve #1	Check Valve #2	
<input checked="" type="radio"/> Pass <input type="radio"/> Fail	<input type="radio"/> Leaked <input checked="" type="radio"/> Closed Tight	<input type="radio"/> Leaked <input checked="" type="radio"/> Closed Tight	
Date [REDACTED]	Held at [REDACTED] PSID	Held at [REDACTED] PSID	
Repaired	Enter Repair Details Below		
Date [REDACTED]	<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 checked="" type="radio"/> Fail	Closed Tight <input checked="" type="checkbox"/>	Closed Tight <input type="checkbox"/>	
Date [REDACTED]	Held at [REDACTED] PSID	Held at [REDACTED] PSID	
Details			
Proper Install <input checked="" type="radio"/> Yes <input type="radio"/> No	#2 Shutoff <input type="radio"/> Leaked <input checked="" type="radio"/> Closed Tight	Service Restored <input type="radio"/> Yes <input checked="" type="radio"/> No	Held Backpressure <input type="radio"/> Yes <input checked="" type="radio"/> No
Test Kit 08162364 ▾	Comments		
<input type="radio"/> Yes <input checked="" type="radio"/> No *USC-Approved <input type="radio"/> Yes <input checked="" type="radio"/> No *Proper Orientation <input type="radio"/> Yes <input checked="" type="radio"/> No *Residential <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. 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	Device Type: RP	Address:		
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	Did not Open <input type="checkbox"/> Opened at <input type="text"/> PSID
Repaired		Enter Repair Details Below		
Date	<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"/>		Closed Tight <input type="checkbox"/>	Closed Tight <input type="checkbox"/>	Opened at <input type="text"/> PSID
Details				
Proper Install	#2 Shutoff	Service Restored	RV Exercised	Held Backpressure
<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	<input type="radio"/> Yes <input type="radio"/> No
Test Kit	Comments			
08162364	<input type="text"/> *USC-Approved *Proper Orientation *Confirmed you did NOT enter a Pass Initial "&" a Pass Final on this report. *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.			
<input style="background-color: green; color: white; border: none; padding: 5px; margin-right: 10px;" type="button" value="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 checked="" type="checkbox"/> HD [REDACTED]	ABC BACKFLOW SERVICES	[REDACTED] - In box across walk from meter 6' from sidewalk	5/22/2018	pass	[REDACTED]

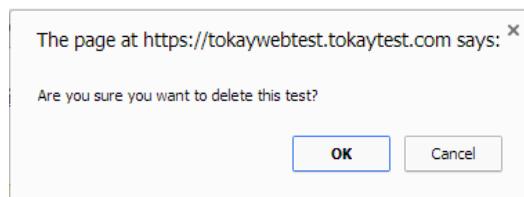
Submit Selected Tests **Print Selected Tests**

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.



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 checked="" 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**

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: 2e93b4242a187170

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®

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:

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

Main	Add Test	Review Tests	Logout
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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.