

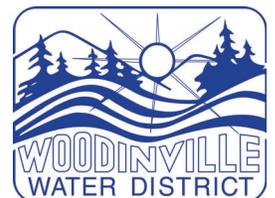
Woodinville Water District

Cross Connection Control and Backflow
Prevention Program

Tokay Web Test Guide

If you have any questions, please contact us at
(425) 487-4125 or by email at

backflowtesting@woodinvillewater.com.



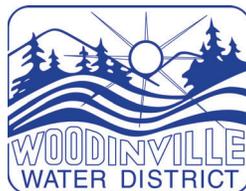
Introduction

Woodinville Water District's Water Quality Department is excited to introduce you to our new online web test submittal process, provided by Tokay Software. We will be utilizing Tokay Web Test to give our testers the opportunity to enter test reports and review information for our mutual customers.

This guide was created by Woodinville Water District to facilitate an easy transition into using the online portal. If you have any questions, concerns, or suggestions please contact our office, either by phone or by email.

(425) 487-4125

backflowtesting@woodinvillewater.com



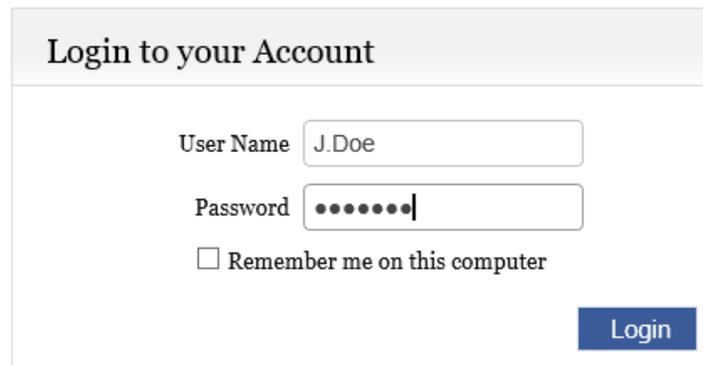
How to Login to Tokay Web Test

As a Tester

Go to <https://woodinville.tokay.com/>

Enter your User Name and Password

User Names and Passwords are unique to each technician and testing company. They are issued by Woodinville Water District. Please email backflowtesting@woodinvillewater.com to request your credentials.



The screenshot shows a login form titled "Login to your Account". It contains two input fields: "User Name" with the text "J.Doe" and "Password" with masked characters "••••••••". Below the password field is a checkbox labeled "Remember me on this computer" which is unchecked. A blue "Login" button is located at the bottom right of the form.

If you receive an "Invalid Captcha value" error, just enter your password again to login.



The screenshot shows the same login form as above, but with a red error message box at the top that reads "Invalid Captcha value. Please try again." The "User Name" field is now empty, and the "Password" field contains masked characters. The "Remember me on this computer" checkbox remains unchecked, and the "Login" button is still present at the bottom right.

NOTE: You will not be able to login if your Certification Card has expired and you will not be able to submit test reports if your Test Kit Calibration has expired.

Please send Certifications and Test Kit Calibration Reports to backflowtesting@woodinvillewater.com.

How to Login to Tokay Web Test

As a Tester

Once logged in, select the company you are submitting tests for. If you test backflow devices for more than one company, the list on this page will reflect as such. If you do not see your company listed, please notify us. Any updates to your tester profile will take 24 hours to reflect in Web Test.

The first screenshot shows a dropdown menu with the text "Select a Company" and "Upload a File". Below the menu, "John's Backflow Company" is selected, and the text "Tester with one company" is displayed in red.

The second screenshot shows a dropdown menu with the text "Select a Company" and "Upload a File". Below the menu, "ABC Water Specialty" and "BATMASTER" are listed as options, and the text "Tester with two companies" is displayed in red.

After you select a company, your name along with the company selected will appear at the top of the page.



[Main](#) [Add Test](#) [Review Tests](#) [View Tester Profile](#) [Logout](#)

Cody Gobbato is logged in.

Welcome to Woodinville Water District Test Entry. Please follow the easy-to-use prompts to enter your test results. If you have a question, feel free to contact our Water Quality Department at 425-487-4125 or email backflowtesting@woodinvillewater.com. Once you have logged in, please click "Add Test" to enter test results. When finished you are encouraged to print your receipt. NOTE: Attempting to mine the database for information will kick you out and result in removal from the MMWD tester list.

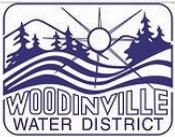
The screenshot shows a dropdown menu with the text "Select a Company" and "Upload a File". Below the menu, "ABC Water Specialty" and "BATMASTER" are listed as options.

For testers with more than one company, your name and company's name will be followed by [click to change](#). This link will direct you back to the *Main* screen where you can change the selected company, or you can click [Main](#) at the top of the page to return to the *Main* screen.

Test Data Entry

Finding a Backflow Device

To enter a backflow test, click Add Test at the top of the page.



[Main](#) [Add Test](#) [Review Tests](#) [View Tester Profile](#) [Logout](#)

Tim Cantwell is logged in with Woodinville Water District

Welcome to Woodinville Water District Test Entry. Please follow the easy-to-use prompts to enter your test results. If you have a question, feel free to contact our Water Quality Department at 425-487-4125 or email backflowtesting@woodinvillewater.com. Once you have logged in, please click "Add Test" to enter test results. When finished you are encouraged to print your receipt. NOTE: Attempting to mine the database for information will kick you out and result in removal from the MMWD tester list.

Select a Company

Upload a File

Woodinville Water District

Before you can enter a test result, you will need to find the backflow assembly. You can enter the assembly serial number and house/building number (no street name), or the **Hazard ID** (provided to the customer on their annual reminder notice). Click [Locate Device](#).

* Indicates Required Field

* Serial Number

House/Building Number

--- OR ---

*Hazard #

Show All Hazards at Site

[Locate Device](#) or [Clear Form](#)

Test Data Entry

Confirm/Change/Replace the Device

You will be directed to the *Device Verification* screen where you will confirm if there are no changes to the device, suggest changes, or replace the device.

The **Last Test Date** is displayed so you can confirm you are not entering a duplicate test report.

If there are no changes, select “No Changes” and click **Confirm and Enter Results**.

Verify Site Profile

No Changes Suggest Changes Replace Device

Last Test Date: 01/01/2017 12:00 Last Test Status: Pass Next Test Due: 01/01/2018 12:00

Contact

Address

Customer

Location

Hazard

Meter Number

Device Status

Serial Number

Manufacturer

Model

Type

Size

Bypass

Confirm and Enter Results or [Cancel](#)

Test Data Entry

Confirm/Change/Replace the Device

If some of the displayed device information is incorrect (location, serial number, hazard, etc.) click “Suggest Changes”. This will allow you to update the device fields with the correct information. **If the serial number in our records is entirely different from the one on the device, please use “Replace Device” (see pg. 8).** Once changes have been made, click **Confirm and Enter Results**. If something is missing from a drop-down menu, please let us know before proceeding.

Verify Site Profile

No Changes Suggest Changes Replace Device

Last Test Date: 01/01/2017 12:00 Last Test Status: Pass Next Test Due: 01/01/2018 12:00

Contact

Address

Customer

Location ←

Hazard

Meter Number

Device Status

Serial Number ←

Manufacturer ←

Model ←

Type ←

Size ←

Bypass

Only edit the indicated fields that contain incorrect or insufficient information

Confirm and Enter Results or [Cancel](#)

***NOTE:** Clicking **Confirm and Enter Results** will submit changes to be reviewed by Woodinville Water District, regardless if you submit a report or not. Please review your suggestions for accuracy before submitting.

Test Data Entry

Confirm/Change/Replace the Device

If the device has been replaced OR if the serial number in our records is entirely different from the one on the device, select “Replace Device”. This will reset the device fields allowing you to enter in the new device information. Once complete, click **Confirm and Enter Results**.

Verify Site Profile

No Changes Suggest Changes Replace Device

Last Test Date: 01/01/2017 12:00 Last Test Status: Pass Next Test Due: 01/01/2018 12:00

Contact

Address

Customer

Location

Hazard

Meter Number

Device Status

Serial Number

Manufacturer

Model

Type

Size

Bypass

Confirm and Enter Results or [Cancel](#)

Enter the new backflow information in the indicated fields

***NOTE:** Clicking **Confirm and Enter Results** will submit changes to be reviewed by Woodinville Water District, regardless if you submit a report or not. Please review your suggestions for accuracy before submitting.

Test Data Entry

Backflow Report Form Examples

After confirming the device information, the appropriate *Test Data Entry* screen will appear based on the device's type. The next few pages are examples of how the *Test Data Entry* screen will appear with each device type.

Example of Device Type: DC

Test Data Entry

Serial Number: 124821 **Device Type: DC** Address: 2210 132ND ST SE - NW CORNER OF MAINTENANCE BLDG (OLD OFFICE)

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: <input type="text"/>	Held at <input type="text"/> PSID	Held 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
	<input type="text" value="Click here to select standard repair options"/>

Final Test	Check Valve #1	Check Valve #2
<input type="radio"/> Pass <input type="radio"/> Fail	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

Details	
Proper Install <input type="radio"/> Yes <input type="radio"/> No	Service Restored <input type="radio"/> Yes <input type="radio"/> No
	Meter Reading <input type="text"/> Line PSI <input type="text"/>

Test Kit	Comments
10191436 <input type="text"/>	<input type="text"/>
<input type="radio"/> Yes <input type="radio"/> No *USC-Approved? <input type="radio"/> Yes <input type="radio"/> No *Proper Orientation?	
<input type="checkbox"/> *By checking this box, the tester certifies he/she 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 and the information in this report is true, complete, and accurate.	

or [Cancel](#)

***NOTE:** Required fields are marked with an asterisk (*). You will not be able to save the test data until all required fields are completed and the box is checked.

Test Data Entry

Backflow Report Form Examples

Example of Device Type: RP

Test Data Entry

Serial Number: W213439 **Device Type: RP** Address: 15205 41ST AVE SE - MAIN BLDG - IN VAULT FRONT OF PROPERTY BEHIND SIDEWALK (MAIN OFFICE)

Initial Test	Check Valve #1	Check Valve #2	Relief Valve
<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	Did not Open <input type="checkbox"/>
Date <input type="text"/>	Held at <input type="text"/> PSID		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
	<input type="text" value="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	Closed Tight <input type="checkbox"/>	Closed Tight <input type="checkbox"/>	
Date <input type="text"/>	Held at <input type="text"/> PSID		Opened at <input type="text"/> PSID

Details	
Proper Install <input type="radio"/> Yes <input type="radio"/> No	Service Restored <input type="radio"/> Yes <input type="radio"/> No
	Meter Reading <input type="text"/> Line PSI <input type="text"/>

Test Kit	Comments
10191436	<input type="text"/>
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> *USC-Approved?
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> *Proper Orientation?
	<input type="checkbox"/> *By checking this box, the tester certifies he/she 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 and the information in this report is true, complete, and accurate.

or [Cancel](#)

***NOTE:** Required fields are marked with an asterisk (*). You will not be able to save the test data until all required fields are completed and the box is checked.

Test Data Entry

Backflow Report Form Examples

Example of Device Type: PVB/SVB

Test Data Entry

Serial Number: 28604 **Device Type: SVB** Address: 4419 180TH ST SE - KITCHEN ABOVE SINK NEXT TO HOSE REEL

Initial Test	PVB/SVB	
<input type="radio"/> Pass <input type="radio"/> Fail	Air Inlet	Check Valve
Date: <input type="text"/>	<input type="checkbox"/> Did Not Open	Leaked <input type="checkbox"/>
	Opened Fully Yes <input type="radio"/> No <input type="radio"/>	
	Opened at <input type="text"/> PSID	Held 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	PVB/SVB	
<input type="radio"/> Pass <input type="radio"/> Fail	Air Inlet	Check Valve
Date: <input type="text"/>	Opened Fully <input type="checkbox"/>	
	Opened at <input type="text"/> PSID	Held at <input type="text"/> PSID

Details	
Proper Install	Service Restored
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
	Meter Reading <input type="text"/> Line PSI <input type="text"/>

Test Kit	Comments
10191436 <input type="text"/>	<input type="text"/>
<input type="radio"/> Yes <input type="radio"/> No	
<input type="radio"/> Yes <input type="radio"/> No	
<input type="checkbox"/> *By checking this box, the tester certifies he/she 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 and the information in this report is true, complete, and accurate.	

or [Cancel](#)

***NOTE:** Required fields are marked with an asterisk (*). You will not be able to save the test data until all required fields are completed and the box is checked.

Test Data Entry

Entering a Passing Backflow Result

Enter all reports in the Initial Test section, passing and failing. The online form will not allow a Final Test without an Initial Test.

Serial Number: 123456 Device Type: RP Address: 123 Main St - 100' West of Main & Third St

Initial Test	Check Valve #1	Check Valve #2	Relief Valve
<input type="radio"/> Pass <input checked="" type="radio"/> Fail	<input checked="" type="radio"/> Leaked <input type="radio"/> Closed Tight	<input checked="" type="radio"/> Leaked <input type="radio"/> Closed Tight	Did not Open <input type="checkbox"/>
Date: <input type="text" value="03/01/2018 09:15 am"/>	Held at <input type="text"/> PSID		Opened at <input type="text"/> PSID

Only if the Initial Test passed and no repairs were made, proceed to the Details section. Line PSI and Proper Install are required fields. Meter Reading should be completed for bypass assemblies.

Details			
Proper Install	Service Restored	Meter Reading <input type="text"/>	Line PSI <input type="text"/>
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No		

You will then select the *Test Kit used to perform the test and place any additional notes in the Comments box. Once complete, answer the questions, click the box next the tester's statement and click [Save Test Data](#).

Test Kit	Comments
<input type="text" value="10191436"/>	<input type="text"/>
<input type="radio"/> Yes <input type="radio"/> No	*USC-Approved?
<input type="radio"/> Yes <input type="radio"/> No	*Proper Orientation?
<input type="checkbox"/>	*By checking this box, the tester certifies he/she 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 and the information in this report is true, complete, and accurate.
<input type="button" value="Save Test Data"/>	or Cancel

***Note:** If you do not see your Test Kit listed, this means we do not have it on record. Submit the most current Test Kit Calibration Report to backflowtesting@woodinvillewater.com before proceeding. It will take 24 hours for this Test Kit to appear on your tester profile.

**** CLICKING SAVE TEST DATA DOES NOT SUBMIT YOUR REPORT TO WOODINVILLE WATER DISTRICT. PLEASE CONTINUE THROUGH ALL STEPS UNTIL COMPLETE****

Test Data Entry

Entering a Failed Backflow Result

If a device failed and a repair was made, please note the following in the online form:

- Please click whether the repair included cleaning the device, installing a rubber kit, or rebuilding part of the assembly. Please click all that apply.

Repaired	Enter Repair Details Below	
Date <input type="text" value="03/02/2021"/>	<input checked="" type="checkbox"/> Cleaned <input type="checkbox"/> Rubber Kit <input type="checkbox"/> Rebuild	<input type="text" value="Click here to select standard repair options"/> <input type="text" value="Flushed assembly through TC#4"/>

- You may use the Standard Repairs drop down menu (simply click the box to activate the list and select all that apply) OR you may list your repairs and any additional comments in the empty box.

Repaired	Enter Repair Details Below	
Date <input type="text"/>	<input type="checkbox"/> Cleaned <input type="checkbox"/> Rubber Kit <input type="checkbox"/> Rebuild	<input type="text" value="Cleaned CV1, Cleaned CV2"/> <input checked="" type="checkbox"/> Cleaned CV1 <input checked="" type="checkbox"/> Cleaned CV2 <input type="checkbox"/> Cleaned RV <input type="checkbox"/> Replaced CV1 Disk <input type="checkbox"/> Replaced CV2 Disk <input type="checkbox"/> Replaced RV Disk <input type="checkbox"/> Replaced CV1 Seat
Final Test		
Pass <input checked="" type="checkbox"/>		

After the Initial Test and the Repair fields have been completed, proceed to the Final Test section.

Final Test	Check Valve #1	Check Valve #2	Relief Valve
<input checked="" type="radio"/> Pass <input type="radio"/> Fail Date <input type="text" value="03/02/2021"/>	Closed Tight <input checked="" type="checkbox"/> Held at <input type="text" value="6.4"/> PSID	Closed Tight <input checked="" type="checkbox"/>	Opened at <input type="text" value="3.2"/> PSID

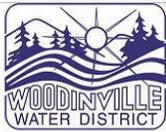
Complete the online form by following the steps on pg. 12 from the Details section forward.

Reviewing Reports

How to Edit or Delete a Test

Once complete, all saved unsubmitted test will appear on the *Review Tests* screen under the Unsubmitted tab. From here you may add additional tests, edit/delete existing test reports, print test reports for your customers, and submit test reports to Woodinville Water District.

To add additional reports, click “Add Test” in the top toolbar.



[Main](#) [Add Test](#) [Review Tests](#) [View Tester Profile](#) [Logout](#)

Tim Cantwell is logged in with Woodinville Water District

Verify that the information below is correct. Click "Add Test" in the menu above to enter more test results. If you are done, check the corresponding box next to each test record to select it and then click the "Submit Selected Tests" button.

Unsubmitted	Submitted	Filter:			Filter	Reset
Serial # / Hazard Id	Company	Address	Initial Test	Final Test	Test Kit	
<input type="checkbox"/> J20148 / 13612	WOODINVILLE WATER DISTRICT	15205 41ST AVE SE - VACTOR DECANT - IN VAULT NORTH SIDE OF MAINT. SHOP (MAIN OFFICE)	5/4/2021 pass		10191436	
<input type="checkbox"/> W213439 / 13611	WOODINVILLE WATER DISTRICT	15205 41ST AVE SE - MAIN BLDG - IN VAULT FRONT OF PROPERTY BEHIND SIDEWALK (MAIN OFFICE)	5/3/2021 fail	5/3/2021 fail	10191436	

[Submit Selected Tests](#) [Print Selected Tests](#)

To edit or delete a test report, click the Serial # / Hazard ID link. This will take you to the *Test Data Entry* screen where you can make changes or click **Delete Test** to delete the current test report.

Test Data Entry

Test Added For: Tim's Plumbing [Delete Test](#)

Serial Number: A123 Device Type: RP Address: 123 Main St - Bypass for RPDA 654321

Initial Test	Check Valve #1	Check Valve #2	Relief Valve
<input checked="" type="radio"/> Pass <input type="radio"/> Fail	<input type="radio"/> Leaked <input type="radio"/> Closed Tight	<input type="radio"/> Leaked <input checked="" type="radio"/> Closed Tight	Did not Open <input type="checkbox"/>
Date: 03/01/2018 09:27 AM	Held at 6.8 PSID		Opened at 3.0 PSID

***NOTE:** Editing a test report can be useful, especially when a device that initially failed has been repaired and now has a passing final test. You would not delete the Initial Test but add the Repair and Final Test information to the already existing test report.

Submitting Reports

Time to Submit Your Report(s)

To submit completed test reports, select the checkboxes next to each report or to select all reports, click the top box. Click **Submit Selected Tests**. Submitting the reports will direct you to the *Order Summary* screen.

The screenshot shows a web interface with a header containing 'Unsubmitted' and 'Submitted' tabs, and a 'Filter:' section with dropdown menus and 'Filter' and 'Reset' buttons. Below is a table of test reports with columns for 'Serial# / Hazard Id', 'Company', 'Address', 'Initial Test', 'Final Test', and 'Test Kit'. Three rows are highlighted with red arrows pointing to checkboxes on the left. At the bottom of the table are two buttons: 'Submit Selected Tests' (highlighted with a red box) and 'Print Selected Tests'.

<input type="checkbox"/>	Serial# / Hazard Id	Company	Address	Initial Test	Final Test	Test Kit
<input type="checkbox"/>	A123 / 33278	Tim's Plumbing	123 Main St - Bypass for RPDA 654321	3/1/2018 pass		123456789
<input type="checkbox"/>	123456 / 33279	Tim's Plumbing	123 Main St - 100' West of Main & Third St	3/1/2018 fail	3/1/2018 pass	123456789
<input type="checkbox"/>	654321 / 33277	Tim's Plumbing	123 Main St - Fire Service - In Front of Building	3/1/2018 pass		123456789

The Transaction ID is an identifying number associated with all backflow reports submitted in a batch.

The screenshot shows a message box with the text 'Your order has been received.' followed by 'Details' and 'Name: John Doe'. The 'Amount: \$0.00 USD' and 'Transaction ID: 8c4c375cc1ca7e70' are highlighted with red boxes.

Your order has been received.

Details
Name: John Doe
Amount: \$0.00 USD
Transaction ID: 8c4c375cc1ca7e70

The Confirmation # is specific to each submitted report.

Order Summary:

Confirmation #	Test Date	Serial#	Hazard ID
1031227	Mar 2 2018 2:30PM	123456	33279
1031228	Mar 1 2018 9:00AM	654321	33277
1031229	Mar 1 2018 9:27AM	A123	33278

You may print a receipt of this transaction for your records by clicking Print Receipt. You will not be able to return to this page after it is closed.

Submitted Reports

For Your Records

To view past test submittals, click Review Tests at the top of the page and click the “Submitted” tab.

Unsubmitted **Submitted** Filter:

No Test Data Found

Submitted tests will appear in descending order, starting with the most recent. To change the order in which the reports are listed, click any of the column headers. For example, if you click “Initial Test” they will then go in descending order from oldest to newest. You can also use the filters to narrow down your results.

Unsubmitted Submitted Filter:

<input type="checkbox"/>	Serial # / Hazard Id	Submitted Date	Address	Initial Test	Final Test	Test Kit	Confirmation #
<input type="checkbox"/>	A123 / 33278	3/9/2018 12:48:00 PM	123 Main St - Bypass for RPDA 654321	3/1/2018 pass		123456789	1031229
<input type="checkbox"/>	654321 / 33277	3/9/2018 12:48:00 PM	123 Main St - Fire Service - In Front of Building	3/1/2018 pass		123456789	1031228
<input type="checkbox"/>	123456 / 33272	3/9/2018 12:48:00 PM	123 Main St - 100' West of Main & Third St	3/1/2018 fail	3/2/2018 pass	123456789	1031227

If you click the “Serial # / Hazard ID” of a report, it will open the report in the *Test Data Entry* screen. You will not be able to alter submitted tests, only review them. If corrections need to be made, please contact Woodinville Water District.

Submitted Reports

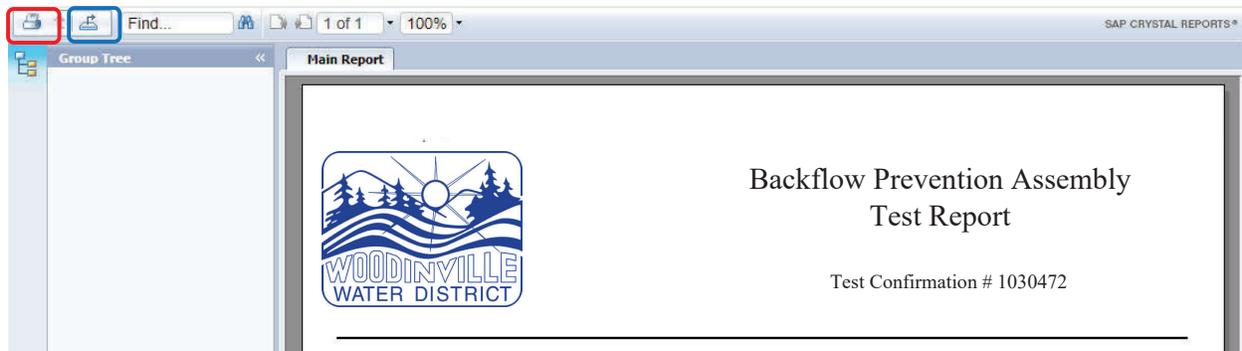
For Your Records

From the *Review Tests* screen, you can print test reports for both submitted and unsubmitted tests. Select the checkboxes for the test(s) you wish to print, and then click **Print Selected Tests**.

Unsubmitted	Submitted	Filter:			Filter	Reset	
<input type="checkbox"/>	Serial # / Hazard Id	Submitted Date	Address	Initial Test	Final Test	Test Kit	Confirmation #
<input checked="" type="checkbox"/>	A123 / 33278	3/9/2018 12:48:00 PM	123 Main St - Bypass for RPDA 654321	3/1/2018 pass		123456789	1031229
<input checked="" type="checkbox"/>	654321 / 33277	3/9/2018 12:48:00 PM	123 Main St - Fire Service - In Front of Building	3/1/2018 pass		123456789	1031228
<input checked="" type="checkbox"/>	123456 / 33272	3/9/2018 12:48:00 PM	123 Main St - 100' West of Main & Third St	3/1/2018 fail	3/2/2018 pass	123456789	1031227

Print Selected Tests

The report will open using Crystal Reports.



Clicking **Print** in the top left corner will prompt you to export to PDF. You must export to PDF to print your document.

Clicking **Export** in the top left corner will prompt you to select a file format. You may export in various formats. **PDF is recommended.**

FAQs

Frequently Asked Questions

Can Web Test be used from a tablet and/or phone?

Yes, Web Test is fully compatible with most tablets and phones.

Can Web Test be used from Internet Explorer? Chrome? Safari?

Yes, Web Test is fully functional in all three internet browsers.

Can I continue to submit reports via e-mail, fax, or postal mail?

No, Woodinville Water District no longer accepts reports via email or any other delivery method. All annual reports must be submitted through Web Test.

What if I cannot find a backflow device?

The backflow information you enter into the search must match to our records exactly. This information is on the annual notice sent to your customer. The District recommends using the Hazard ID and saving this number in your records for future reference as this number will not change.

What if the backflow at the site does not match the customer's notification?

If the device make, model or size is different, this is a good indicator the information needs to be corrected. Use the Suggest Changes feature on page 8. If the device serial number is different, this is a good indicator the device was replaced. Use the Replace Device feature on page 9.

What is a Hazard #? Why do you use it?

A Hazard # is a Tokay-generated identifier for any specific cross-connection. This means that even if the device is replaced, the Hazard # remains the same. This number is meant to make finding and referencing a device easier.

How do I add a new backflow device?

New devices installed are to be emailed to backflowtesting@woodinvillewater.com New installations are the only exception to the new standard submittal process.

FAQs

Frequently Asked Questions Continued

What if I want to change or delete a report I have already submitted?

Tests cannot be edited or deleted via WebTest once they are submitted. Any changes will need to be reported to backflowtesting@woodinvillewater.com. Upon review, the staff may or may not accept the changes, and you may be required to submit a new report.

How long can tests stay in the Unsubmitted tab?

Tests will stay in the unsubmitted tab indefinitely until they are either submitted or deleted by your company. Once deleted, a test cannot be retrieved.

Is it possible to customize the printable backflow report?

No, it is not currently possible to change the printable report. If preferred, you may continue to use your company's own report style for your customers.

Why am I getting a message that says, "There was an error with your request"?

Most-likely your page timed out. If Web Test is idle for more than 30 minutes, it will send you to this page.

What if my customer wants to change the date their tests are due?

For requests related to your customer's Test Due Month, please contact us either by phone or by email. Do not put this information in the comments box.

How do I submit company documents such as BAT Cards, liability insurance, and gauge calibrations?

Please send all company/technician documents to backflowtesting@woodinvillewater.com