Tester Procedures

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Intro to Vepo

DASHBOARD	High level view of completed and scheduled tests.
PERFORM TEST	Schedule or enter test for device that is <u>not</u> already assigned to you or the company.
MY TESTS	• Enter test for you or your company's scheduled tests. • View assigned and completed tests. • Reschedule assigned test Note: Gold tests will be found here.

RECEIPTS	Not being used.
USERS	Read only view of users within your company.
	View raw data of Test Results that you submitted
	View final copy of test results (may be different than what you submitted if system calculated a different pass/fail value than what you submitted)

Enter Test Results

Web Version

Enter Backflow Tests – Assigned to Company or Tester

As a tester, you can enter test results for a device that has been assigned to you or to your company.

1. Click on My Tests
2. Click on Open Filter Panel and search by Tester, VCC#, Address, Serial #, etc. Reference Configure My Views for more details on saving filters.
3. Click Search
4. Start Test
5. Fill out test form
6. Save / Submit Test

Enter Backflow Tests – Unassigned

As a tester, you can enter test results for a device that has not been assigned to you or to your company. This only applies if the test is not part of a program or assigned to another company.

1. Click on Perform Test
2. Search by VCC#, Address/Zip, Serial #/Zip, or Meter #/Zip (must enter 5 letters on address)
3. Start Test
4. Fill out test form
5. Save / Submit Test

Enter Backflow Test – Failed and Retested

As a tester, you can enter a retest after a device failed and is repaired.

1. Click on Perform Test

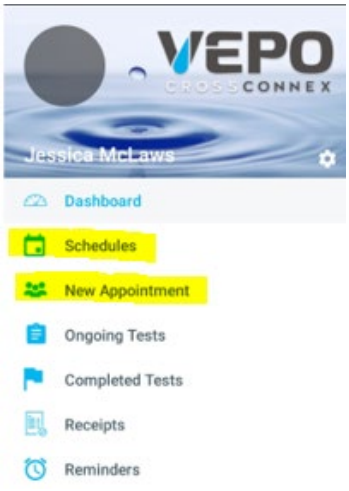
2. Search by VCC#, Address/Zip, Serial #/Zip, or Meter #/Zip (must enter 5 letters on address)
3. Start Test
4. Fill out test form
5. Save / Submit Test

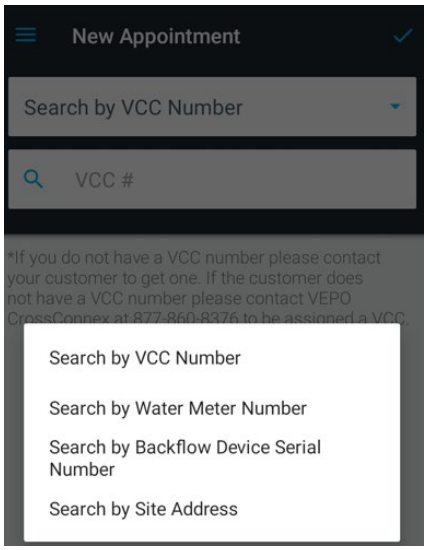
***NOTE – if this failed test was on another testing companies Gold list, it will not show up to enter a test. Please contact EWEB at backflow@eweb.org to have a test work order assigned to your company.

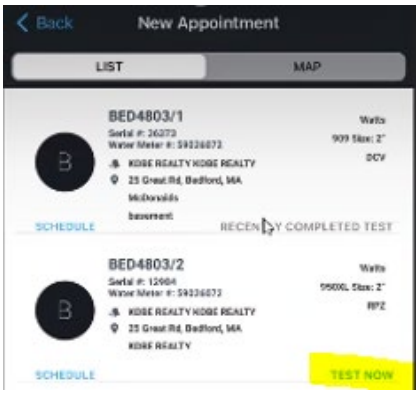
Mobile Apps

Locate Assembly:

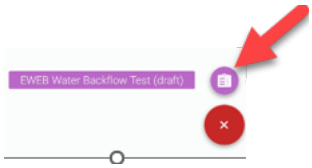
1. Tests that have already been assigned to you are under Schedules.
    a. Select the day
    b. Select Test Now on device
2. To search for a device that is not assigned to you select New Appointment
    a. Choose your search method from the drop down
        i. Site address: can be partial address like “GARFI” (no wildcards needed)
        ii. All but VCC# requires zip code
    b. Select a device to test by clicking Test Now



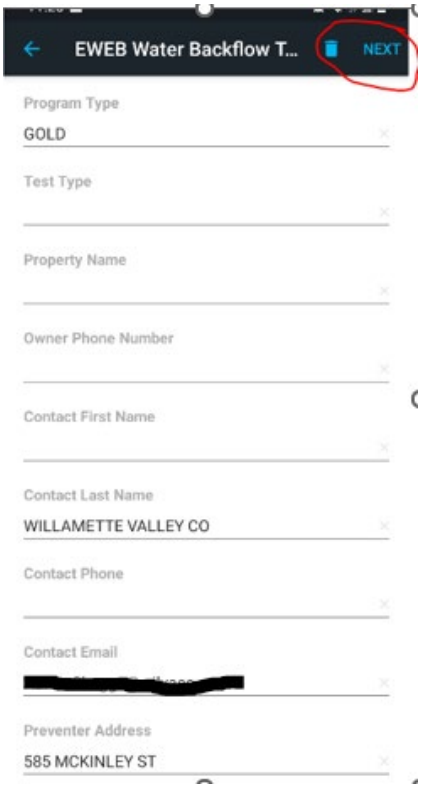




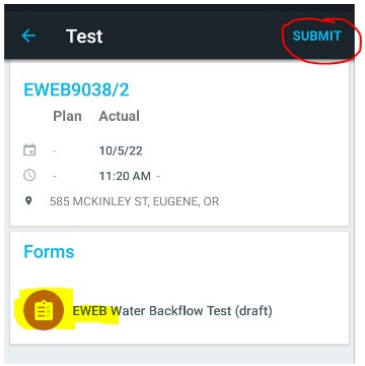
3. Click + sign and select the EWEB Water Backflow Test form



4. Enter test data. Some data will prepopulate. Click next when complete.



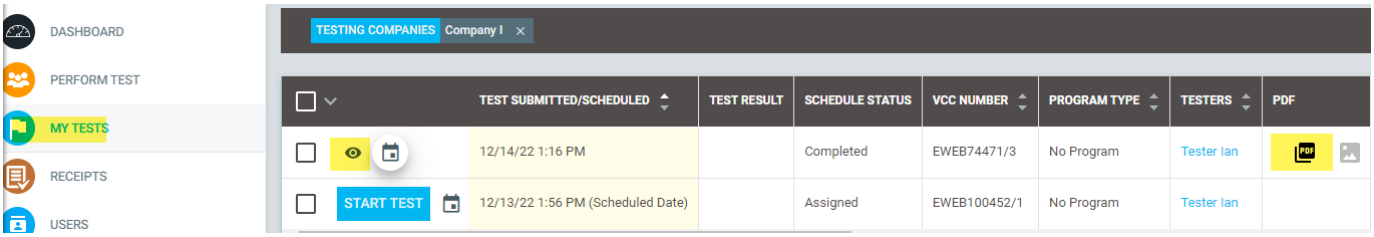
5. Click on the Forms icon to review/edit your test submission or click SUBMIT to submit your tests.



View Completed Test Results:

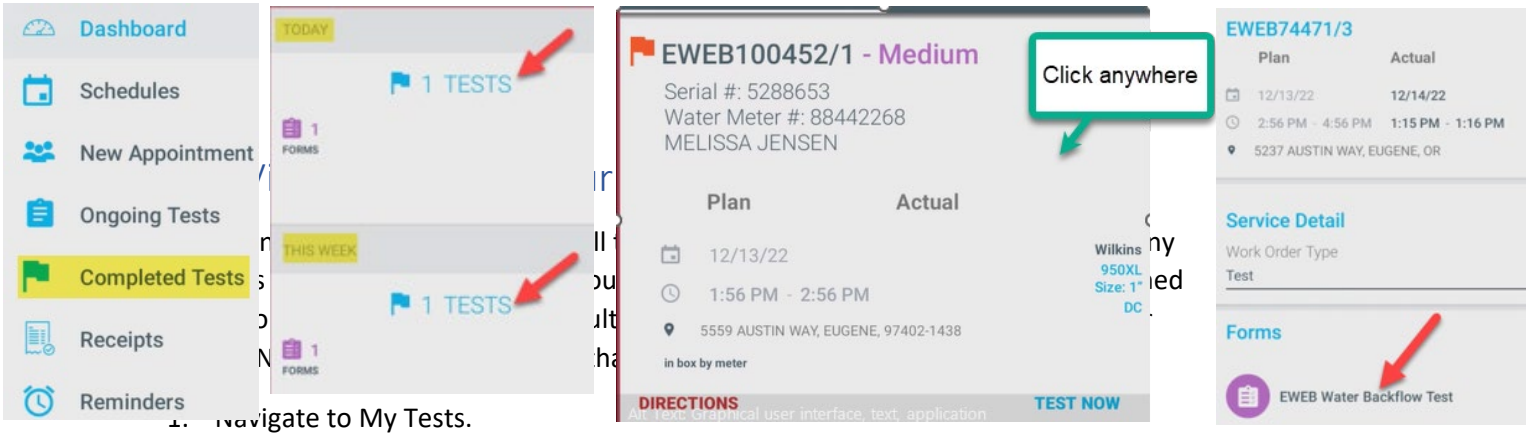
Web Version

1. From My Tests click on eyeball to review your entry in the test input form.
2. Click PDF to review test output form that gets emailed to customer, including final pass/fail test results.



Mobile Apps

1. Click Completed Tests
2. Click on the blue TESTS under the correct time frame for your test
3. Click anywhere in the device box
4. Click on EWEB Water Backflow Test under Forms

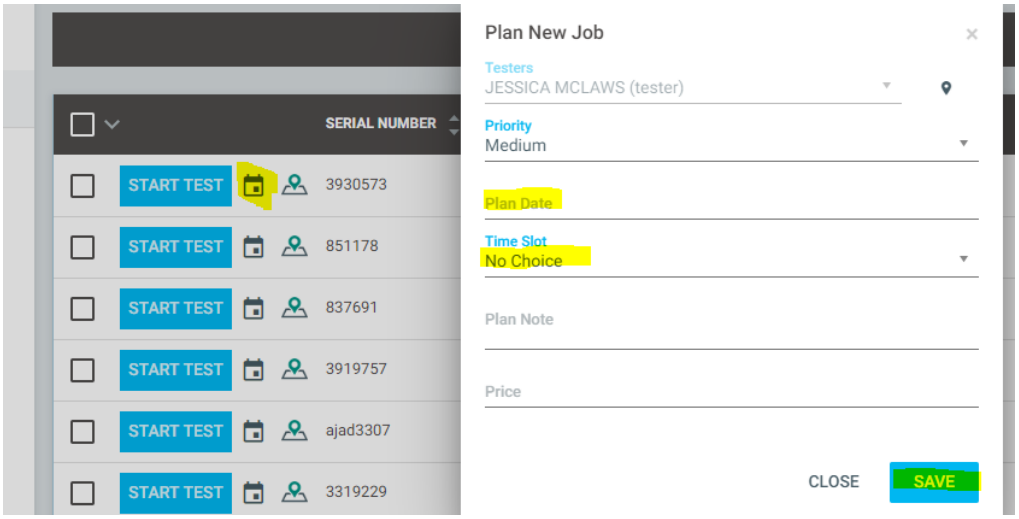


1. Navigate to My Tests.
2. Click the “Open Filter Panel” icon
3. Choose fields to filter view, select your name under the Testers dropdown (Note: Under Test Result drop down option Repaired & Passed is not being used)
4. Hit Search and review results.
5. Go back to the Open Filter Panel
6. Click Save View
7. Enter name for saved filter
8. Click Save
9. Click on Open View to see saved filters

Schedule Appointment

Web Version

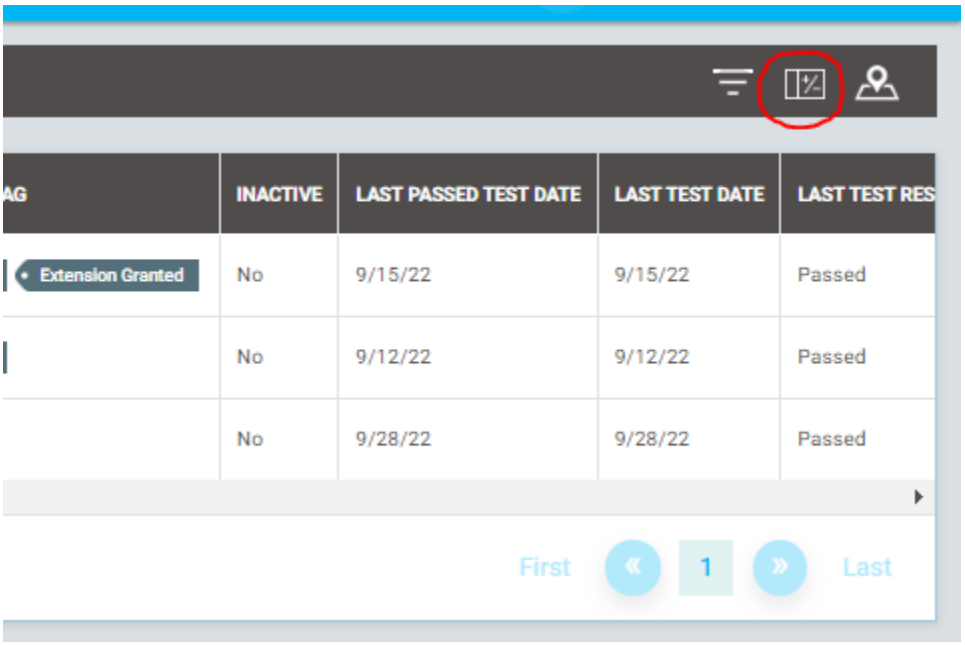
1. Click Perform Test
2. Search by VCC #, water meter number, Serial #, or address
    a. Site address: can be partial address like “GARFI” (no wildcards needed, 5-character min.)
    b. All but VCC# requires zip code
3. Locate the device you would like to schedule
4. Click the Calendar icon
5. Enter Plan Date and Time Slot. All other fields are optional
6. Save



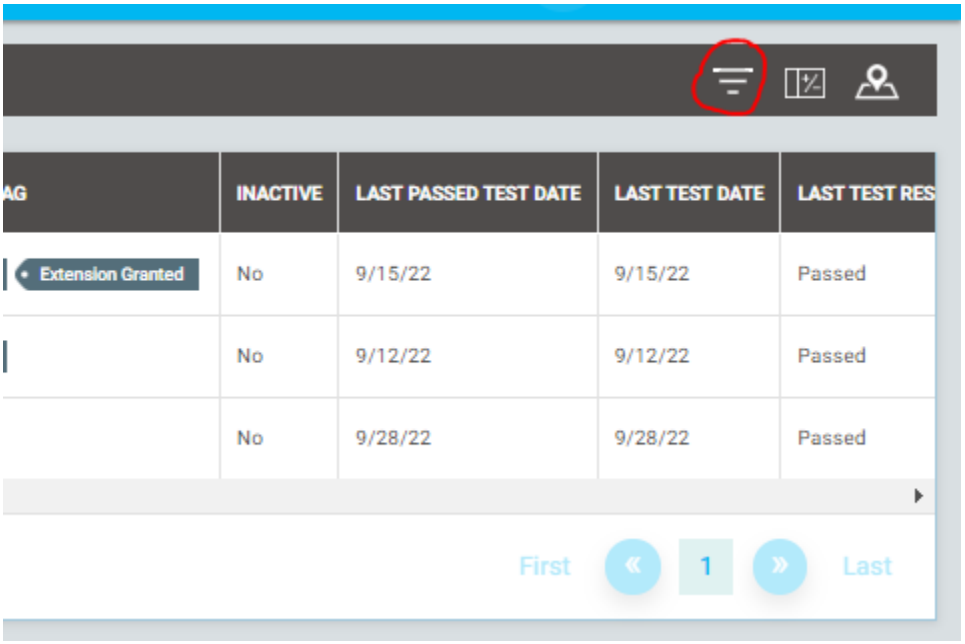
Mobile

1. Select New Appointment
2. Search by VCC#, Address/Zip, Serial #/Zip, or Meter #/Zip (must enter 5 letters on address)
3. Click Schedule
4. Enter information in New Plan: Plan Date, Plan Starts At, Plan Ends At, Plan Note (optional) - can be used for mobile app instructions to tester in the field.
5. Click Check mark

Add New Columns to Search Results



Search Again



New or Replaced Devices

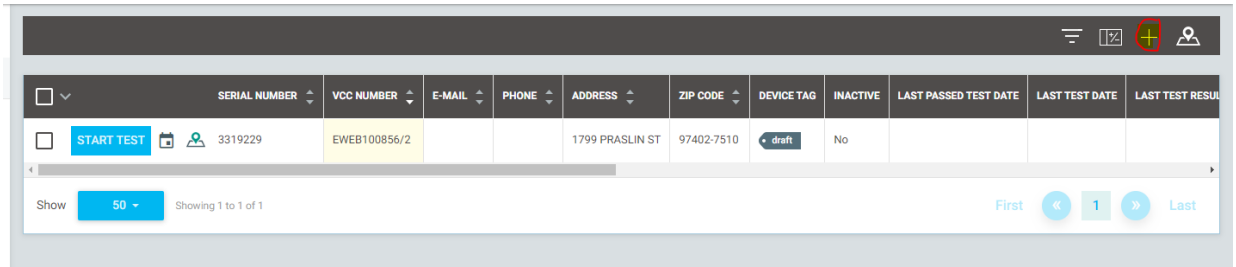
Until further notice, please continue emailing test results for new or replaced device to backflow@eweb.org

Enter Test Results for Removed Device

Please continue notifying EWEB of device removal via email at backflow@eweb.org

Add new device to existing location

1. Must search by VCC#
2. Then click +
3. Enter customer info, device details and test results



Schedules Color Code

Gray	Completed Tests
Blue	Scheduled/Not Completed
Red	Scheduled Date is Past Due, and Test not Completed
Green	Test is in Progress

Terms

Actual (Date) (Mobile App Test Lists)	Date Test was started in the VEPO App
CCT Program	Contracted Commercial Testing: new name for the previous ATA test program. Commercial customers can request that EWEB facilitate testing and bill customers on their EWEB bill.
Gold Program	New name for the previous GAG/Good as Gold test program. Customers work directly with their tester of choice to get their tests completed every year by the same company
My Tests	Enter test for you or your company's scheduled tests. View assigned and completed tests. Reschedule assigned test Gold tests can be found here

Perform Test	Schedule or enter test for device that is not already assigned to you or the company.
Schedule Status	• Not Scheduled – No tester assigned, and no Plan Date assigned • Scheduled – Has a Plan Date, but not assigned to anyone • Assigned – Test assigned to tester (with or without a Plan Date) • In Progress – Tester is completing test
Test Date	Date test was performed
Test Submitted Date	• For completed tests it's the date the test was submitted (not performed) • For scheduled/assigned tests, it's the plan date (scheduled date)
Test Valid Until Date	Test Due Date (if first of month, test is due 30 days after)

Reminders

- You cannot search for or complete a test for a device that is already assigned to someone else.
- You cannot search for or complete a test for a customer who is part of the Gold program if you are not the default tester for that device.