








Company Admin

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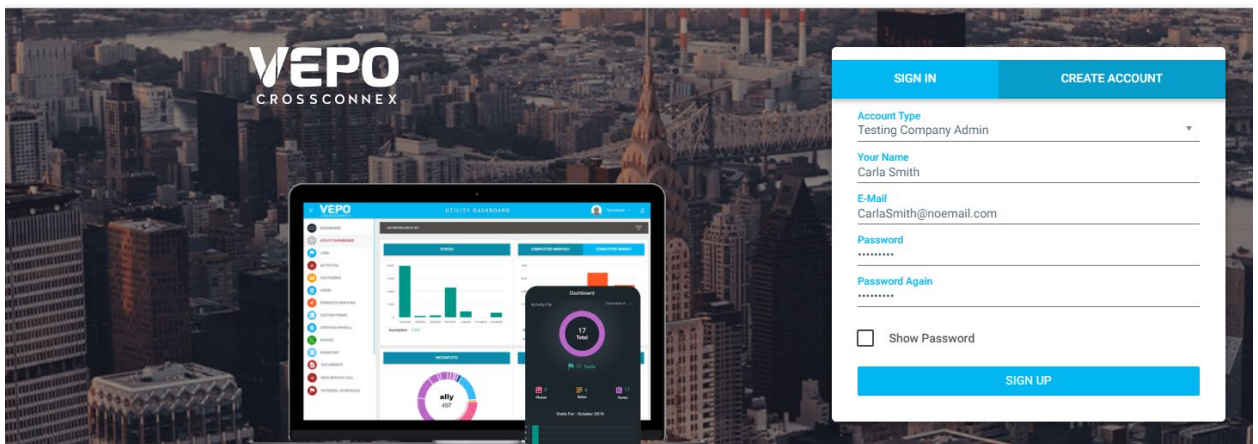
Intro to Vepo

 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	<ul style="list-style-type: none"> • 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)

Create Testing Company Admin Account

Company admins can create accounts for themselves to have the ability to manage all backflow testing on the companies' behalf. Note: Admin accounts must be created from the website, not the VEPO mobile app.

1. Navigate to <https://www.vepocc.com/>
2. Click on Create Account – choose account type: Testing Company Admin, enter name (first and last), email, and password.



3. Click Sign Up

- Directs to Tester Profile – enter address, phone, verify role (**Note – if you are a company admin and a certified tester, please choose both):

Name
Carla Smith

E-Mail
Carla@hymowitz.net

Address
1234 Carla Way

City
Eugene

State
OR

Zip Code
97402

Phone
541-685-1234

Mobile Phone

Roles

- Tester
- Testing Company Admin

- Click into Company Info (click on copy from user profile and some data will copy over, but make sure to update company name):

TESTERS

Testing Company

Company Name
XYZ Testing Company

Company Email Address
Carla@hymowitz.net

Address
123 Carla Ave

City
Eugene

State
OR

Zip Code
97402

Phone
541-685-1234

Mobile Phone

Test Gauge Details

Serial ID	Manufacturer	Model	Calibration EXPIRATION Date	Calibration EXPIRATION Date Picture

- Click on the plus sign under Test Gauge Details (this will be all gauges used by all company testers), enter Gauge Serial ID, Manufacturer, Model, Calibration Expiration Date, upload picture of gauge calibration document (add as many gauges as you'd like), click save:

Testing Company

Company Name
XYZ Testing Company

Company Email Address
Carla@hymowitz.net

Address
123 Carla Ave

City
Eugene

State
OR

Zip Code
97402

Phone
541-685-1234

Mobile Phone

Test Gauge Details

Serial ID	Manufacturer	Model	Calibration EXPIRATION Date	Calibration EXPIRATION Date Picture
12345	Wilkins	805	6/15/23	Upload (png, jpeg, jpg)

Tester Name
Carla Smith

E-Mail
Carla@hymowitz.net

Admin
Yes

7. Click on the Utilities to Request Approval, select EWEB, click check box:

The screenshot shows a user profile for Admin Zara with contact information: Name: Admin Zara, E-Mail: Zara@hymowitz.net. Below this is a form for address and contact details: Address: 4200 Roosevelt Blvd, City: Eugene, State: OR, Zip Code: 97402, Phone: 541-984-4747, and Mobile Phone. A dropdown menu for Roles is set to 'Testing Company Admin'. A 'COMPANY INFO' section is visible. Below that, a 'Utilities to Request Approval' section contains a search bar and a list of utilities: EWEB (checked), Raleigh Water, and xxDemo Utility. A blue bar with a checkmark is at the bottom of the utility selection area.

8. EWEB Terms & Conditions will populate. Click on the hyperlink “I agree with the terms and conditions” and read the document that populates in another window. After reading, check the I agree box and save.

EWEB

TERMS & Conditions

Please read the following terms and conditions (“Terms”) carefully before accepting. By accessing EWEB’s Backflow Database (“Database”), you agree to be bound by these Terms. We may modify these Terms at any time by posting a new version on the Database. Continued use of the Database will be subject to the Terms in effect at the time of use. Violation(s) of the Terms, by any party logged into EWEB’s Database could cause access to the Database to be revoked and may place the Tester’s certification at risk.

1. The Database shall be used solely for the purpose of acquiring and entering EWEB customer information to perform backflow assembly testing. The Database shall not be used to market other products or services or for any purpose other than its intended use. A customer must request services from the tester before assignment in the Database. Testers may market other products and services to EWEB customers after those customers requesting backflow services have been assigned to Tester.
2. Information furnished by EWEB and contained in the Database will be kept confidential and will not be released without the express written consent of EWEB. There is no expiration time associated with this responsibility. User agrees to safeguard the confidentiality of the furnished information.
 - a. This confidentiality requirement prohibits disclosure of EWEB customer information to parties other than EWEB, the customer or the undersigned by written or verbal means, including and not limited to email, letter, copies of test slips, work orders, telephone, or conversation with others.
 - b. If there is any known or presumed unauthorized release of customer information, notify EWEB’s Backflow and Cross Connection Program administrator immediately.
3. Once the backflow assembly test has been recorded in the Database, a copy may be printed to send to the owner of the backflow assembly and a copy may be printed for business records. No other copies shall be printed or copied from originals for any other purpose.
4. The tester’s business records will be held in a secure archive for the required retention period. Disposal of customer information will be done in a secure manner. EWEB is not responsible for secure retention or secure disposal of backflow assembly tester business records.
5. If a publication or report is produced using customer information provided by EWEB, one copy of the publication or report shall be provided to EWEB. The publication or report shall cite Eugene Water & Electric Board (EWEB) as the source of some of the data on which the publication or report was based. The publication may include only aggregate information, not confidential information. Aggregate information shall have no fewer than three individuals included each group, and no individual identifying information shall be included in the aggregate information.

- Your status will now be listed as waiting approval until EWEB approves your ability to enter tests. Feel free to email backflow@eweb.org to request approval.

- Once approved, your status should now be approved in VEPO profile:

Create Tester or Additional Admin Account

Company admins can create accounts on behalf of testers or other company admins. Terms & Conditions must be accepted by the individual tester. Passwords will be emailed to the testers email address.

Admin creates account from Admin Profile

- Navigate to the User link
- Click + to add new user

NO OTHERS SELECTED

PROFILE PHOTO	NAME	E-MAIL	BLOCKED	ROLES	WATER UTILITY	LAST SYNC START	LAST FAIL SYNC END	APP VERSION	ADDRESS	CITY	STATE	ZIP CODE	PHONE	MOBILE PHONE	CERTIFICATION LICENSE NUMBER	CERTIFICATION LICENSE ISSUER
	Admin Bo	Bo@hymowitz.net	No	Testing Company Admin, Tester					4200 Roosevelt Blvd	Eugene	OR	97402	5416857527		32198	OHA

Show 50 Showing 1 to 1 of 1

3. Enter Testers information including name, email address
4. Assign the Role of Tester or Company Admin
5. Enter License information, including photos (make sure to click upload after attaching picture)
6. Add gauge info for tester (skip if your company shares gauges)
7. Click on EWEB under Utilities to Request Approval
8. Click Save

Name
Tester Brian

E-Mail
Brian@hymowitz.net

Address
4200 Roosevelt Blvd

City
Eugene

State
OR

Zip Code
97402

Phone
5416857527

Mobile Phone

Roles
Tester

Certification License Number
852963

Certification License Issuer
OHA

Certification License Expiration Date
12/31/23 11:59 PM

Certification License Picture

Upload Clear All

Cross Connection Specialist Certification

Cross Connection Specialist Certification Expiration Date

Manufacturer

Model

Calibration EXPIRATION Date

Calibration EXPIRATION Date Pic

Utilities to Request Approval
EWEB Demo

Water Utility
EWEB Demo I agree with the terms and conditions

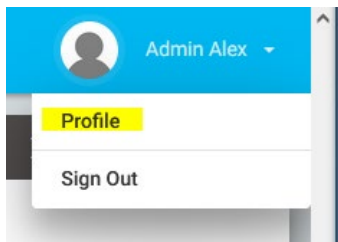
Note: Company Admins cannot accept the Terms & Conditions on behalf of the tester. Tester must login to their account to accept the T&C.

Password will be sent to tester via email.

Associate Existing Tester to Company

Company admins can associate testers to the Company profile after the tester account has been created. This association is not necessary if the admin creates Tester account under Company admin account.

1. Click on the dropdown next to your next name
2. Select Profile
3. Click Company Info
4. Enter the email address for the tester or admin you would like to associate to the company.
5. Click the +



Address	4200 A St
City	Eugene
State	OR
Zip Code	97405
Phone	541-541-5555
Mobile Phone	541-555-6666
Roles	Testing Company Admin
COMPANY INFO	
Approval Status	
EWEB Demo	Approved

Testing Company ✕

Company Name Company A	Company Email Address Alex@hymowitz.net	Address 4200 A St
City Eugene	State OR	Zip Code 97405
Phone 541-541-5555	Mobile Phone	

Test Gauge Details

Serial ID	Manufacturer	Model	Calibration EXPIRATION Date	Calibration EXPIRATION Date Picture

Tester Name	E-Mail	Admin
Admin Alex	alex@hymowitz.net	Yes
Tester Adam	adam@hymowitz.net	No

E-Mail Address to Add to Company
ava@hymowitz.net +

CLOSE SAVE

Reminder: Tester must log into their account and accept terms & conditions before submitting test results.

Assign Backflow Tests to Company or to Tester

Company admins can assign tests directly to their company at a customer's request, which allows them to schedule the work and doesn't allow other companies to complete the test.

1. Click on Perform Test
2. Search by VCC#, Address/Zip, Serial #/Zip, or Meter #/Zip (must enter 5 letters on address)
3. Click on calendar schedule button to the left of the serial number:

	SERIAL NUMBER	VCC NUMBER	PROGRAM TYPE
<input type="checkbox"/> START TEST 📅	444444	EWEB100685/2	
<input type="checkbox"/> START TEST 📅	4944846	EWEB100686/2	No Program

4. Enter information in Plan New Job: Work order type – test, Testers – can assign to company level if admin enters tests or to tester if they utilize the mobile app in the field, Plan date for when work is to be completed (or first day of month test is due), time slot – can do specific time or leave at all day, plan note – can be used for mobile app instructions to tester in the field.

Plan New Job ✕

Work Order Type
Test

Testers
Company Z

Priority
Medium

Plan Date
11/30/22

Time Slot
ALL DAY

Plan Note
This note will show up on tester mobile app

Price

CLOSE SAVE

5. Click Save
6. Can now find scheduled test under My Tests tab.

Enter Backflow Tests – Assigned to Company or Tester

Company admins can schedule and assign a test directly to their company at a customer's request, which allows them to schedule the work and doesn't allow other companies to search for or complete the test.

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

Company admins can search for and submit test results for a device if that test has not been assigned to the Company or tester. 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

Company Admins and Testers 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.

See all Scheduled Backflow Tests

Company admins can view all company scheduled tests.

1. Click on My Tests

2. Make sure the column "Test Submitted" is active in the Table Columns.
3. Filter by "Test Submitted/Scheduled" Date Range for scheduled date
4. Click Search

TEST SUBMITTED	TEST RESULT	SCHEDULE STATUS	VCC NUMBER	PROGRAM TYPE	TESTERS	PDF	WORK ORDER TYPE	SERIAL NUMBER	AMOUNT	SERVICE FEE
11/21/22 8:00 AM (Scheduled Date)		In Progress	EWEB100686/2	No Program	Tester Zack		Test	4944846		
11/30/22 8:00 AM (Scheduled Date)		In Progress	EWEB100685/2		Company Z		Test	444444		

New or Replaced Backflow Devices

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

Removed Backflow Device

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

Configure My Views (Filters)

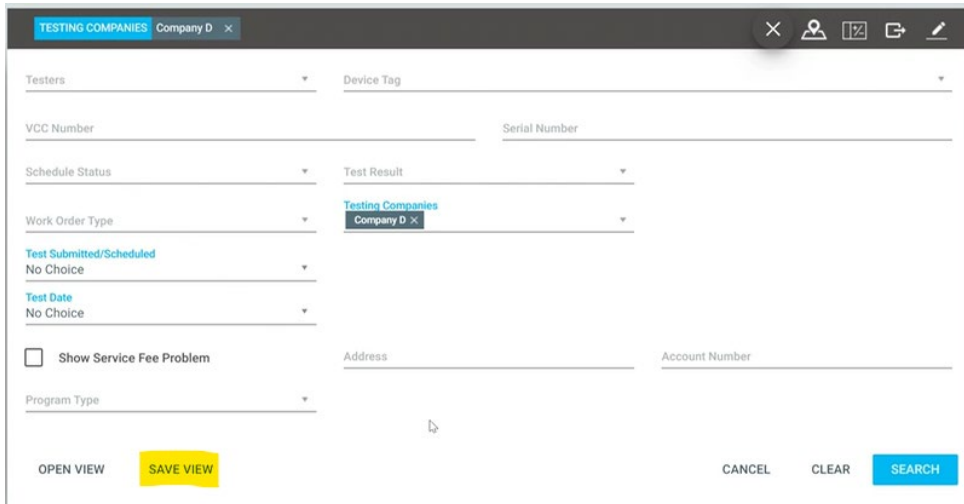
Company admins and Testers can add saved filters to view outstanding, scheduled and completed items.

1. Click on My Tests
2. Open Filter Panel icon

TEST SUBMITTED/SCHEDULED	TEST RESULT	SCHEDULE STATUS	VCC NUMBER	PROGRAM TYPE	TESTERS	PDF	WORK ORDER TYPE
12/12/22 10:45 AM	Passed	Completed	EWEB100/2	GOLD	Admin Dan	PDF	Test
12/5/22 11:26 AM	Passed	Completed	EWEBNEWDEVICE/3		Admin Dan	PDF	Test
9/13/22 12:00 AM	Not Repaired	Completed	EWEB4814/1	No Program	Tester Diane	PDF	Test

3. Choose fields to filter view (Note: Under Test Result drop down option Repaired & Passed is not being used)
4. Click Search
5. Open Filter Panel icon again

6. Click on Save View



7. Enter name for saved filter



8. Click Save

9. Click on Open View to see saved filters

Configure My Views (Open Saved Filters)

Company admins and Testers can add saved filters to view outstanding, scheduled and completed items.

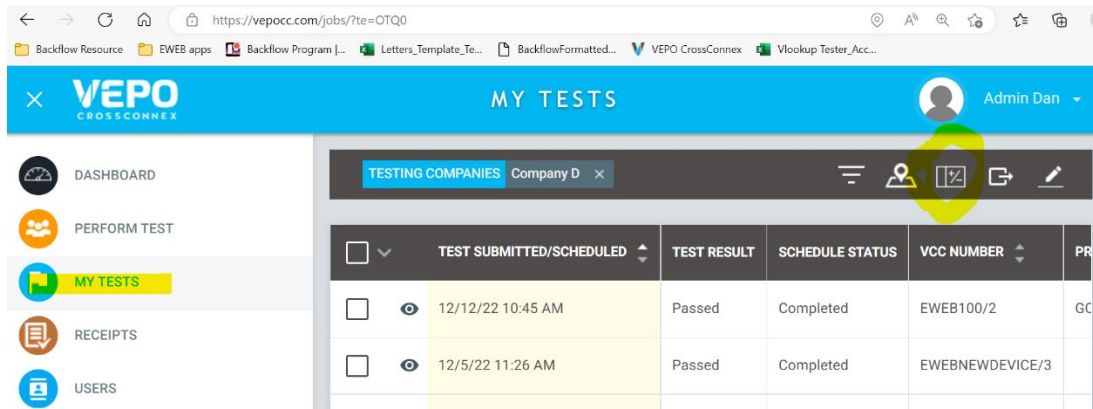
1. Click on My Tests
2. Open Filter Panel icon
3. Click Open View
4. Select view (blue file name) of search you plan to run
5. It will automatically show saved filtered view

Configure My Views (Table Columns)

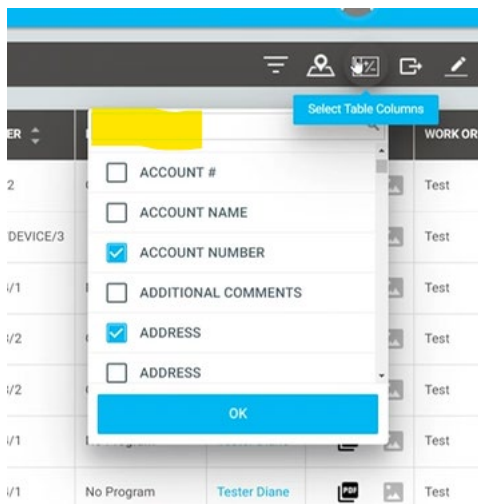
Company admins and Testers can add saved filters to view outstanding, scheduled and completed items.

1. Click on My Tests

2. Click on Select Table Columns icon



3. Search for columns to select or deselect fields to update the view



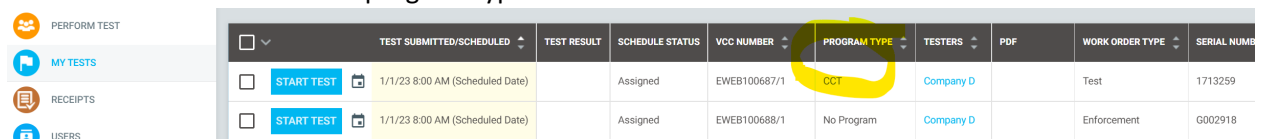
4. Click OK

CCT and Enforcement

Contract company Admins and Testers can also enter test results for both Enforcement test and CCT test.

Commercial Contract Tests (CCT)

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. (Program type = CCT)
3. Click Search
4. CCT tests will show under the program type CCT



5. Start Test
6. Fill out test form

7. Enter the test fee (total contract tester charge for test), mark yes/no for includes confined space charge in total test fee, and select 10 for EWEB service fee (this is the customer program fee)
8. Save / Submit Test

Enforcement Tests

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. (Work Order Type = Enforcement)
3. Click Search
4. Enforcement tests will show under the work order type Enforcement

TEST SUBMITTED/SCHEDULED	TEST RESULT	SCHEDULE STATUS	VCC NUMBER	PROGRAM TYPE	TESTERS	PDF	WORK ORDER TYPE	SERIAL NUMBER
<input type="checkbox"/> START TEST 1/1/23 8:00 AM (Scheduled Date)		Assigned	EWEB100687/1	CCT	Company D		Test	1713259
<input type="checkbox"/> START TEST 1/1/23 8:00 AM (Scheduled Date)		Assigned	EWEB100688/1	No Program	Company D		Enforcement	G002918

5. Start Test
6. Fill out test form
7. Enter the test fee (total contract tester charge for test), mark yes/no for includes confined space charge in total test fee, and select 10 for EWEB service fee (this is the customer program fee)
8. Save / Submit Test

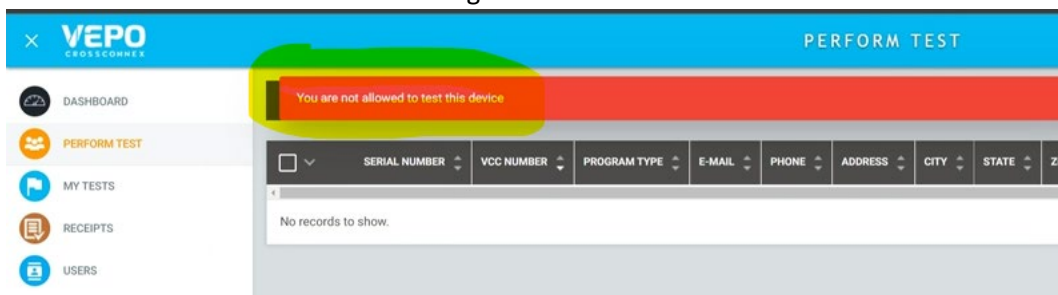
Invoicing for CCT & Enforcement

1. EWEB Admin will run a report at the end of each month with all CCT & Enforcement tests submitted from the 1st of the month to the end.
2. Report will be sent via email to contract tester for review
3. Tester will send back a company invoice with test report for payment
4. EWEB Admin will process payment to contract tester

Troubleshooting

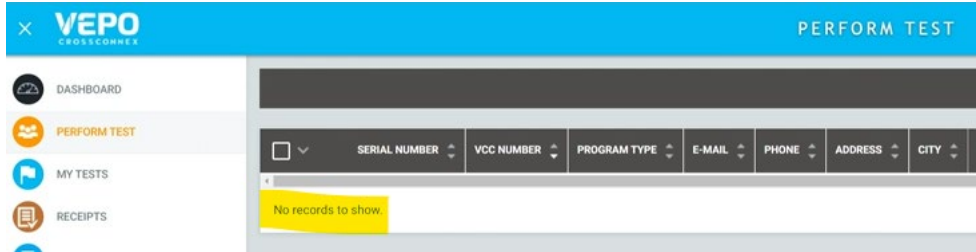
Tester Search Shows “You are not allowed to test this device”

This means the device is currently in EWEB’s records, but it is assigned to program (Gold or CCT). Please contact EWEB if this needs to be reassigned.



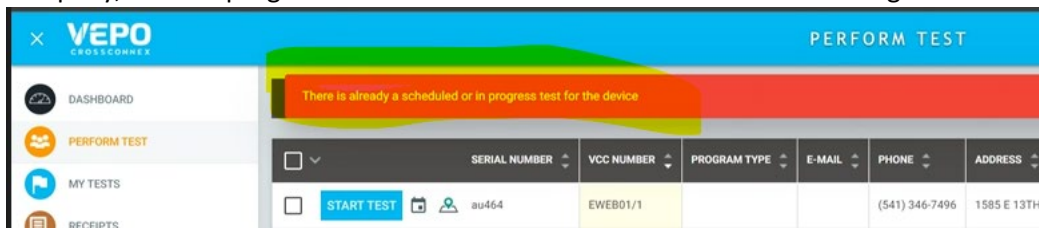
Tester Search Shows “No Records to Show”

This means the device does not exist in EWEB’s records. Double check the VCC number or address/zip code. If records still aren’t found, please submit a new test record.




Tester Search Shows “There is already a scheduled or in progress test for the device”

This means the device is currently in EWEB’s records, but it is assigned to another tester or your testing company, not in a program. Please contact EWEB if this needs to be reassigned.



Tester doesn’t have “Save” button under Profile

1. Click the three dot ellipses icon in the upper right corner of the screen 
2. Click “Edit”
3. Changes can now be made to the profile and the Save button should appear.

Terms

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 Test	Search for assemblies that are assigned to either the tester or the company.
Perform Test	Search for device that is unassigned. Will get error message if you look up a device that is already assigned to a tester or a Company.
Schedule Status	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	Test Due Date (if first of month, test is due 30 days after)

EWEB Data Column Index

The VEPO Cross Connex system supports many utility companies and EWEB does not utilize all the data fields. The following table details the column values in use by EWEB.

Used by EWEB?	Column Name	Description