Testing Portal Quick Reference Guide

Tester Registration and Authentication

Testers can register for services via the Tester Registration link on the Safe Water Commission web site. Only registered Minnesota Backflow Testers and Rebuilders can register on the site. To register, proceed to the TESTERS/TESTER REGISTRATION link in the top menu to access the registration page. Testers will need to complete the form with valid information to be registered.

Once the information is validated, the tester will be registered. An email will be sent that contains the initial username and password to access the testing portal. The username will be the tester's email address.

Welcome to the Safe Water Commission Portal. Your login information is listed below. Once you have successfully logged in to the site, you can change your password by clicking on Change Password in the upper right corner of the site.

User ID : bwater@gmail.com

Password: yyyyyyy

https://safewatercommission.com/portal

Portal Information
The portal provides access to Test Results and Device details. It also includes a ticketing system so you can submit tickets if you experience issues or have questions.

Knowledge Base

Periodically we update frequently asked question based on our customer experiences. You can access the latest articles from the **Knowledge Base** tab.

Thank you,

Safe Water Commission LLC

http://safewatercommission.com

490 Villaume Ave., Suite 900 South Saint Paul, MN 55075

Telephone: (651) 319-9911

Email: **support@safewatercommission.com**

To login to the site, navigate to https://safewatercommission.com/portal and enter the username and password provided in the email. Click **Login** to enter the site.
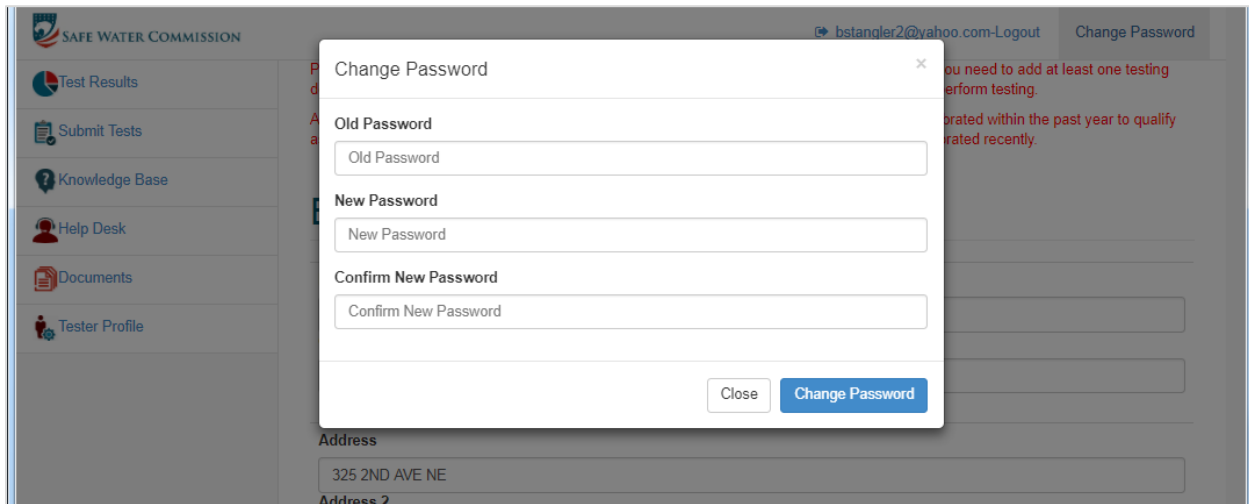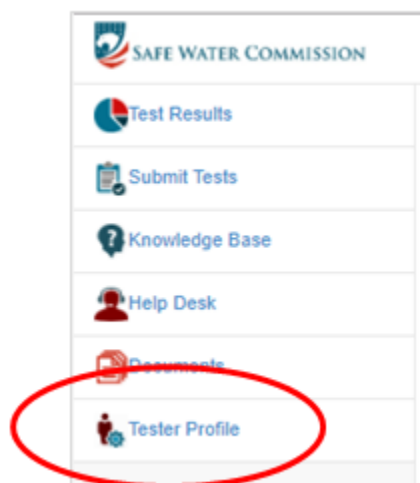
In order to create a secure and memorable password, click on **Change Password** in the upper right corner of the portal. Enter the Old Password, a New Password and Confirm the New Password in the popup window. Click **Change Password** to actually update the password to the new value.

Tester Profile Updates

Some key information must be captured from each Tester the first time they log into the portal. This includes validating contact information as well as entering test equipment details.

If a Tester's profile information is not up-to-date when they authenticate to the site, they will be redirected to the Tester Profile page. At any time, a Tester can navigate to this page by clicking on **Tester Profile** on the left-hand navigation menu.

Each Tester must register a test device used for Backflow Prevention testing. The Manufacturer, Model and Serial Number of the test equipment must be populated. Plus, the Calibration Date of the device must be entered as well. Once this information is entered, click the **Add Testing Equipment** button.
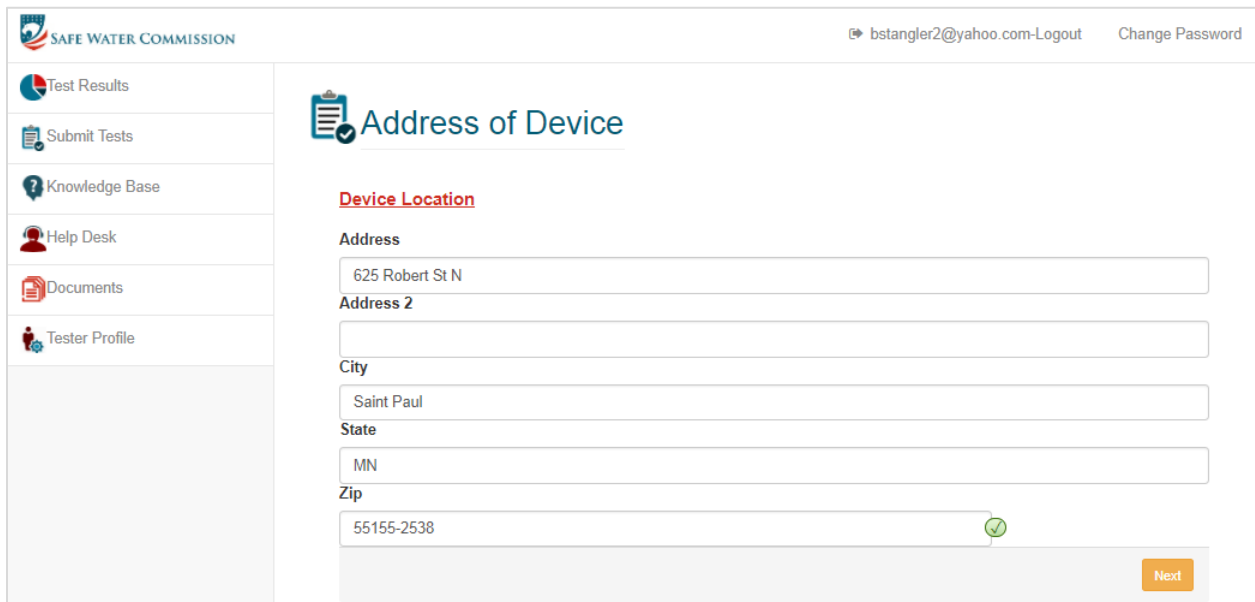
Submit Test Results

The primary area used by Testers will be the Submit Tests portion of the site which allows Testers to capture details of a test and submit the results to the city. Clicking on **Submit Tests** in the left-hand menu will start the process.
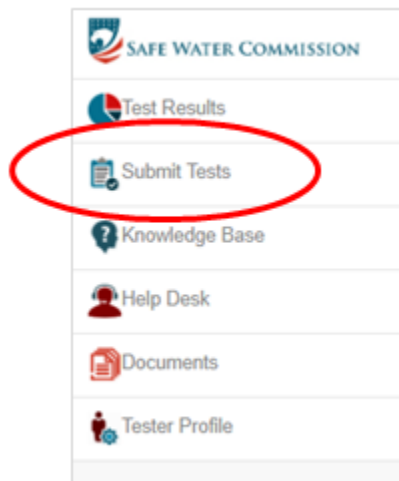
Device Location

The first step in submitting a test is to enter the address of the device. Enter the address details in the form and click **Next**. Address validation will occur to ensure a valid address is entered.

If an invalid address is entered, an error will appear. Click **Fix It** in the error dialog box to fix the address details prior to clicking **Next**.

Once the address of the device is entered, the application will search to see if any devices already exist at that location. It will also check to see if any tests are pending at that location.

Pending Failed Test Detected

If an existing failed initial test is pending for a given location, a certified Rebuilder will be given the option to either Rebuild the device and complete the Retest or Replace the device entirely and complete a new test. Click the desired option OR, click the **Continue** button to select a completely different device for the test.

Existing Device Detected at Location

If a device is detected at the location, the option will appear to choose from a drop-down list to select the device. Owner contact details can be updated once the device is selected as well.

New Device at Location

If no devices are discovered for the address, the Tester will be prompted to enter details about a new device. The Tester will be prompted for a Manufacturer, Backflow Type, Size of Device and finally the actual Model of the device to help them choose the correct device.

The Serial Number will then need to be entered for the device along with the property owner details. If the property owner resides at an address different from the device address, check **the "Owner Address is Different from Device Location"** checkbox and complete the address details. Click **Next** to proceed.

Enter Test Results

After the Device is chosen, test results can be entered. Depending on the device type (RP, DC, PVB), different fields will be shown to enter results.

Failed Test

If certain attributes are entered for the test that result in a failed test, options may appear at the bottom of the screen to take action. For instance, if "Leaking" is chosen, the "**Test Failed. Repairs are needed**" checkbox will be selected and option buttons will appear.

The **Continue to Retest Results** button allows a Rebuilder to proceed to enter final resulsts. The Rebuilder can also select **Save Test for Later**. This option will allow the Rebuilder to re-open it from the Test Results page to complete the final test at a later time.
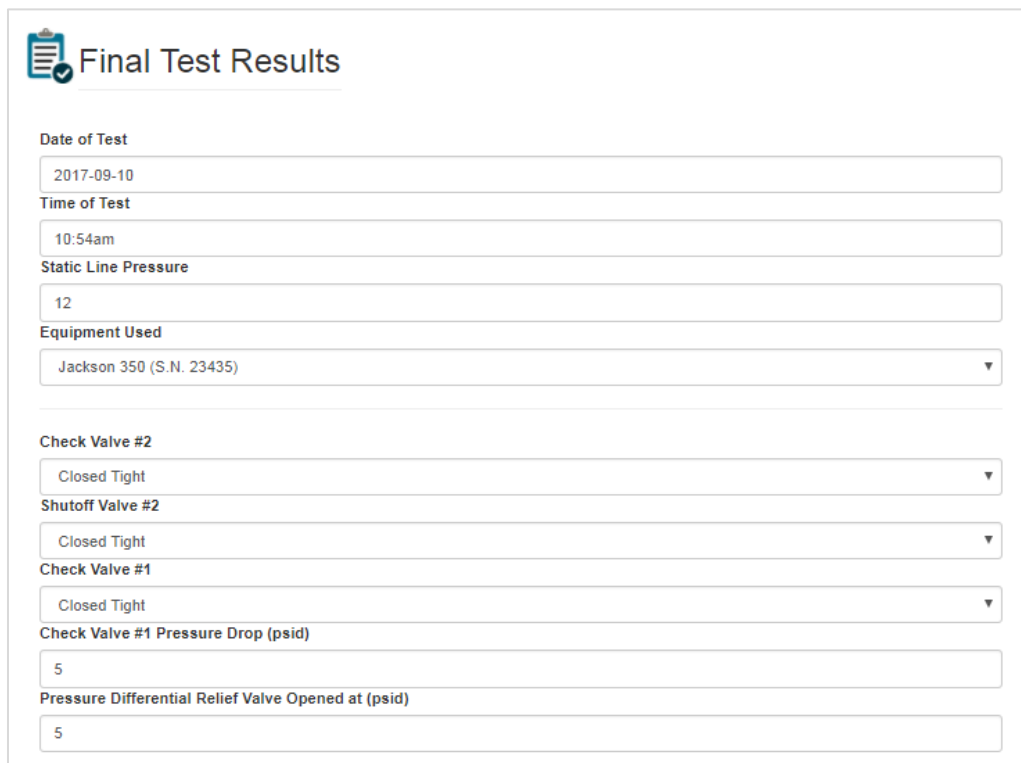
Saved Test

When tests are saved per above, they will appear in the Test Results section with a Pending status. Simply click on the link to re-open the test to complete it.
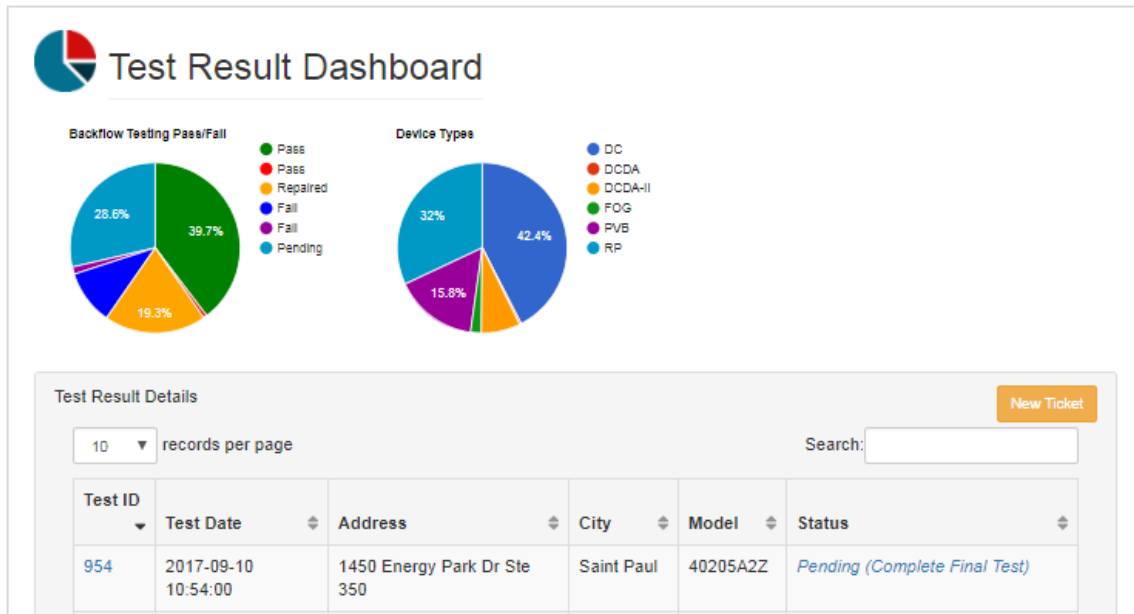
Final Test

If a final test is required because of a previous failed result, similar test results will be captured. Click **Continue** to proceed.

Confirmation and Payment

Once the tests are complete, they can be confirmed and submitted. An initial confirmation screen is shown before submitting payment. Click on **Submit Payment** to proceed with the submit.

Confirmation and Payment

Payment processing is handled through Stripe, which is a secure payment processing service. Once the initial account setup and payment details are entered once, Stripe will remember these details for future purchases.

Payment Complete

After payment is complete, a confirmation will appear in the Test Results page. The completed test and all other past tests will appear in the Test Results page.
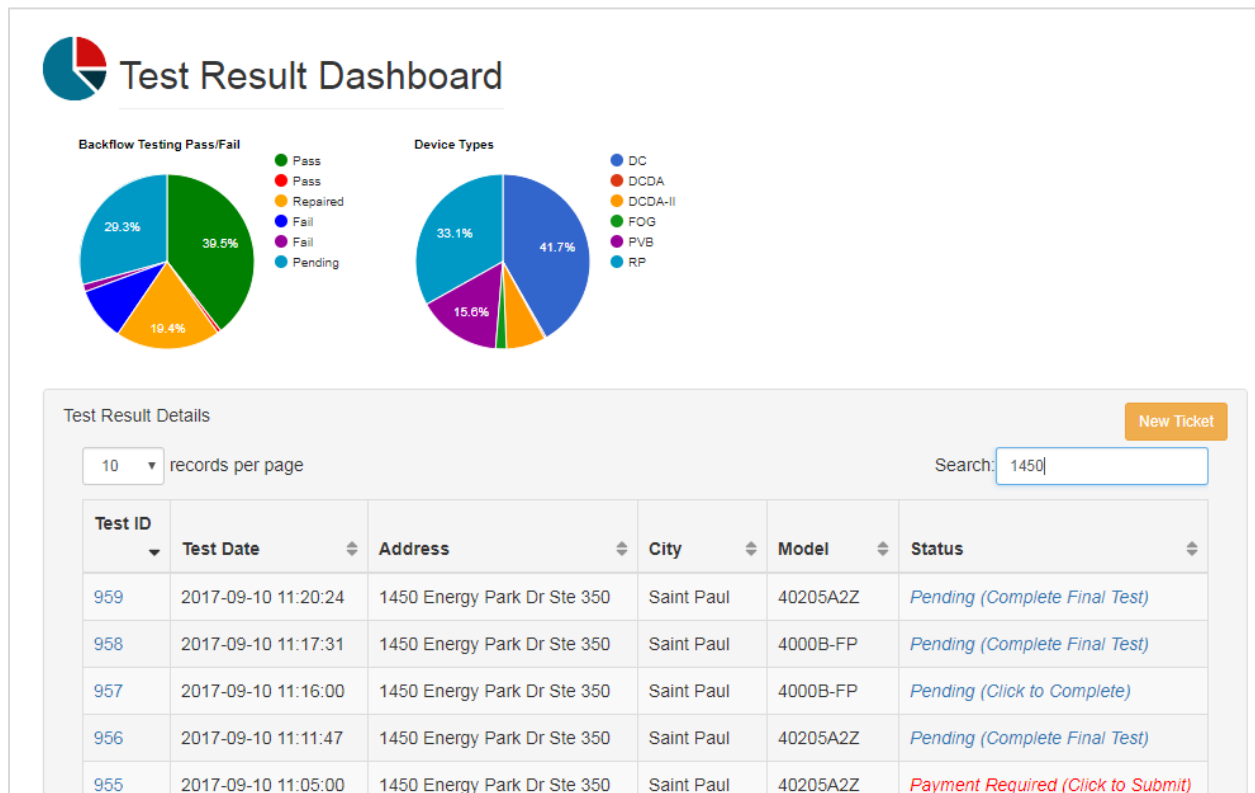

Test Results

The Test Results page displays all past test results along with some summary graphs. The page allows for searching and sorting of the test result data. Typing text in the Search box will filter the results.

Test ID ▼	Test Date ⇕	Address ⇕	City ⇕	Model ⇕	Status ⇕
959	2017-09-10 11:20:24	1450 Energy Park Dr Ste 350	Saint Paul	40205A2Z	Pending (Complete Final Test)
958	2017-09-10 11:17:31	1450 Energy Park Dr Ste 350	Saint Paul	4000B-FP	Pending (Complete Final Test)
957	2017-09-10 11:16:00	1450 Energy Park Dr Ste 350	Saint Paul	4000B-FP	Pending (Click to Complete)
956	2017-09-10 11:11:47	1450 Energy Park Dr Ste 350	Saint Paul	40205A2Z	Pending (Complete Final Test)
955	2017-09-10 11:05:00	1450 Energy Park Dr Ste 350	Saint Paul	40205A2Z	Payment Required (Click to Submit)

By clicking on the number of the Test ID in the left-hand column, a detailed test report will open. This report shows the actual results of a given test.

Test #954
Pass (Repaired)

DEVICE ADDRESS
1450 ENERGY PARK DR STE 350
SAINT PAUL, MN 55108-5265

Backflow Device Manufacturer	Model	Type	Serial #
Apollo/Conbraco	4020SA2Z	RP	YY121212

OWNER DETAILS
SMITH'S HARDWARE
JOHN SMITH - JSMITH@JSMITH.COM - 2341232345
1450 ENERGY PARK DR STE 350
SAINT PAUL, MN 55108-5265

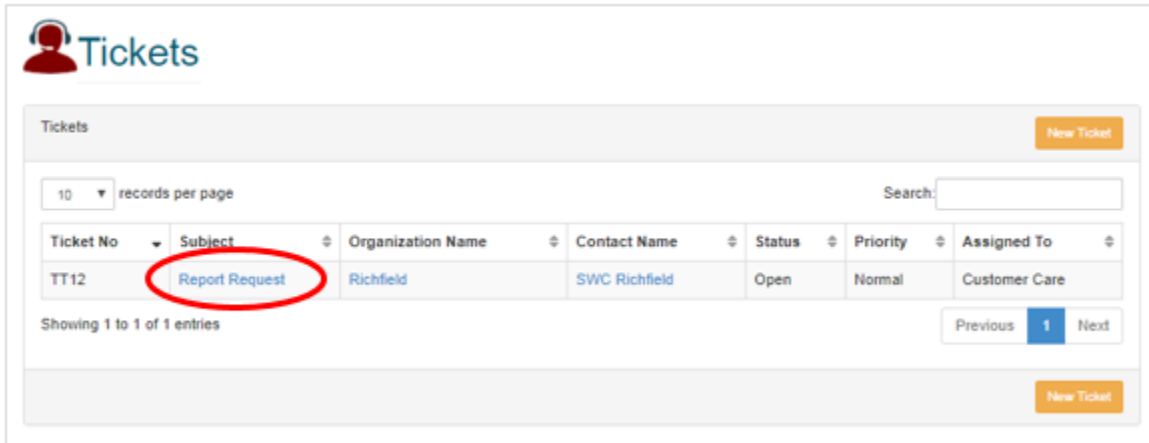### Initial Test Failure

Date of Test:	2017-09-10 10:54:00
Tester Details:	Test User 40289 N Golden Eagle Ct Antioch, IL 60002-8721
Cert #:	
Expiration:	
Test Equipment:	Jackson 350
Calibration Date:	2017-01-20 00:00:00
Static Line Pressure:	34

Check Valve #2	Shutoff Valve #2	Check Valve #1	Pressure Differential Relief Valve
Valve: Closed	Valve: Closed	Valve: Leaking Pressure Drop Across Check Valve #1: 28 psid.	Opened at 28 psid.

Final Test Pass

Date of Test:	2017-09-10 10:55:00
Tester Details:	Test User 40289 N Golden Eagle Ct Antioch, IL 60002-8721
Cert #:	
Expiration:	
Test Equipment:	Jackson 350
Calibration Date:	2017-01-20 00:00:00
Static Line Pressure:	12

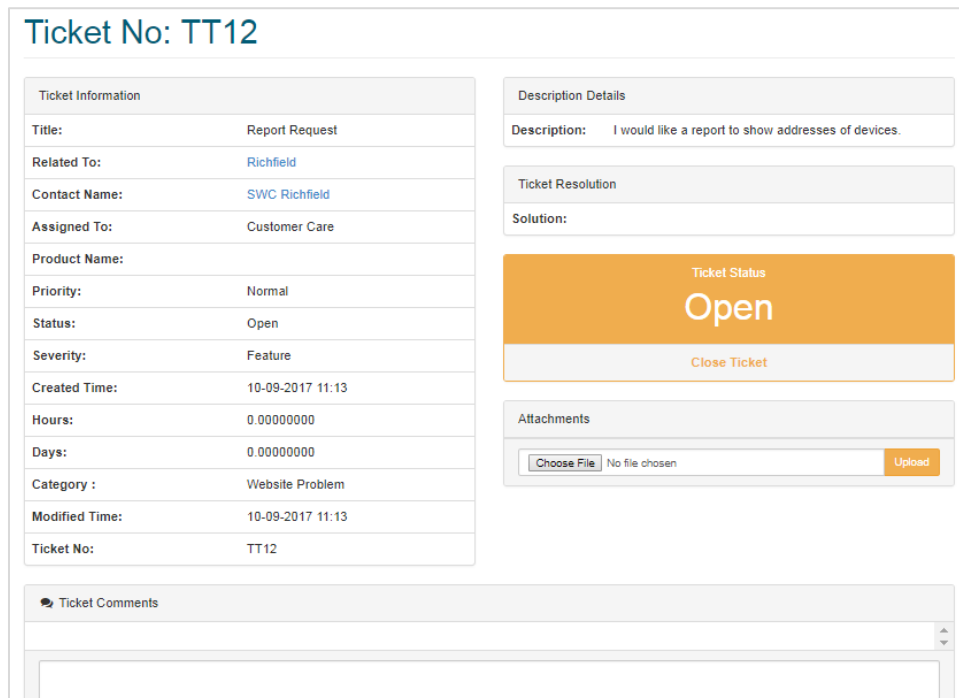| Check Valve #2	Shutoff Valve #2	Check Valve #1	Pressure Differential Relief Valve
Valve: Closed	Valve: Closed	Valve: Closed Pressure Drop Across Check Valve #1: 28 psid.	Opened at 28 psid.

Help Desk Tickets

The Help Desk page provides the ability to enter Support and feature request tickets to Safe Water Commission. The main page of the page, shows all tickets submitted by the currently logged in user. To review the details of a given ticket, click on the link of the Subject.

The ticket details will then be shown on the following screen. Additional comments can be added to the ticket as needed.

New Help Desk Ticket

To create a new Help Desk ticket, click on the New Ticket button.

Complete the details in the New Ticket form to submit the ticket.