

City of North Las Vegas  
Utilities Department

# Tokay Web Test Guide



# Login to Web Test

## Certified Backflow Testers

- ◆ Access the City of North Las Vegas Tokay Web Test site by visiting <https://cnlv.tokaytest.com/>
- ◆ Enter your User Name and Password to login. Logins are issued by the CNLV Utilities Department. For questions regarding login information, please call (702) 633-1275.

### Login to your Account

User Name

Password

Remember me on this computer

**NOTE:** You will not be able to login if your AWWA/ABPA certification on record is expired.

Once logged in, you will be directed to select a company. If you are testing backflow devices for more than one company on our Approved Backflow Testing Companies list, the [Main](#) page will reflect this. Please select the company for which you wish to submit backflow reports.

John Doe is logged in.

John's Backflow Company **Tester with one company**

John Doe is logged in.

John's Backflow Company **Tester with more than one company**

Tim's Plumbing

- ◆ Once a company has been selected:
  - Your name along with the company's name will appear at the top of the page.
  - For testers working for more than one company, your name and the company's name will appear at the top of the page followed by [click to change](#). This link allows you to change the company for which you are submitting reports. You may also click [Main](#) at the top of the page to return to the company select screen.

# Login to Web Test

Certified Backflow Company

- ◆ Access the City of North Las Vegas Tokay Web Test site by visiting <https://cnlv.tokaytest.com/>
- ◆ Enter the company's User Name and Password to login. Logins are issued by the CNLV Utilities Department. For questions regarding login information, please call (702) 633-1275.

### Login to your Account

User Name

Password

Remember me on this computer

[Login](#)

**NOTE:** You will not be able to login if your business license on record is expired.

Once logged in, you will be directed to select a tester. If our records indicate more than one tester on file for this company, the drop-down box will reflect this. Please select the tester for which you wish to submit backflow reports.

[Main](#) [Logout](#)

Tim's Plumbing is logged in with the selected tester of: John Doe

Select a Tester

Select a tester:

John Doe  
Rob Smith  
All

[Select a Tester](#)

You may also select the **All** option, which will allow you to review all tests submitted by your company, regardless of tester. You cannot add test results when **All** is selected.

# Login to Web Test

Certified Backflow Company

- ◆ When a tester has been selected, the following page will request you to confirm the tester.

Tim's Plumbing is logged in with the selected tester of: Rob Smith

Please verify that the tester name below is correct. If so, click the "Add Test" tab above to enter test results.

Profile

Username: 837678

Full Name

Email

Address 1

Address 2

City

State

Zip

Phone

Fax

Tester Cert. Exp: 1/31/2019 12:00:00 AM  
Plumber Cert. Exp:

Fire Exp:  
Insurance Exp:

- ◆ To confirm, simply select [Add Test](#) at the top of the page.

[Main](#) [Add Test](#) [Review Tests](#) [Logout](#)

**NOTE:** The email and address fields will be empty by default. The City of North Las Vegas does not track contact information specific to an individual tester.

# Test Data Entry

## Find a Backflow Device

- ◆ Before you can enter your results, you must first select a backflow device with the *Device Profile Search* tab.

You may enter Serial Number **and** House/Building Number **-OR-** Hazard #.

- **Serial Number** refers to the backflow serial ID located on the device.

- **House/Building Number** refers to the address without the street name. In other words, the House number for “123 Main St” would be “123”.

- **Hazard #** refers to a Tokay-generated identifier for any specific cross-connection. Hazard #'s are currently provided on the monthly ABL List and can be requested by calling (702) 633-1275.

Please enter the backflow serial number and building number only (no street name), OR enter the Hazard # associated to the backflow. The Hazard # is listed on the annual notice sent to the customer.

Device Profile Search

\* Indicates Required Field

\* Serial Number

House/Building Number

--- OR ---

\*Hazard #:

Show All Hazards at Site

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

- ◆ Once you have entered your search criteria, click the **Locate Device** button. This will open the *Verify Site Profile* tab.

**NOTE:** You may select the checkbox next to **Show All Hazards at Site**. This will allow you to see if there is more than one backflow associated to the account—for example, a fire service which will have the main assembly and the bypass assembly. *This option will not pull up every backflow at the address.*

# Test Data Entry

## Confirm/Replace the Device

- ◆ The *Verify Site Profile* tab allows you to verify or make changes to the site and/or device data. This is a critically important feature for keeping our records accurate and up to date. Any and all suggestions are appreciated by the City of North Las Vegas.
  - If the backflow device information matches what is displayed, select **No Changes** and click **Confirm and Enter Results**.
  - Selecting [Cancel](#) will send you back to the Device Profile Search screen.

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/Replace the Device

- ◆ If the backflow device information does not match what is displayed, (e.g. device type errors, small serial number errors, etc.) select **Suggest Changes**. This will unlock the device fields allowing you to edit the information. Once any applicable changes have been made, click **Confirm and Enter Results**.
- ◆ If device has failed beyond repair and has been replaced **-OR-** if the serial number in our records is entirely separate from the one on the device, this constitutes a **replacement** – not a suggestion. See page 9.
- ◆ If the correct device is not available in the drop-down box, please contact us at (702) 633-1275.

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](#)

**Only edit the indicated fields that contain incorrect or insufficient information**

**NOTE:** Selecting **Confirm and Enter Results** will submit the changes to be reviewed by the City of North Las Vegas, *regardless of whether or not you actually submit a test*. Please review your suggestions and replacements before submitting.

# Test Data Entry

## Confirm/Replace the Device

- ◆ If the backflow device has been replaced, *either by your company or by another*, select **Replace Device**. This will reset the device fields allowing you to enter new backflow information. Once the information has been entered, 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:** Selecting **Confirm and Enter Results** will submit the changes to be reviewed by the City of North Las Vegas, regardless of whether or not you actually submit a test. Please review your suggestions and replacements before submitting.

# Test Data Entry

## Backflow Report Form

- ◆ Once you have selected a device, the Test Data Entry tab will appear.

### Example of Device Type: DC

John Doe is logged in.

Enter the test date and results under "Initial Test". Only enter a "Final Test" if the initial test was not a pass. If the backflow device is not installed correctly or is not the correct type for the application, please note the problem in the comments box below. Select the test kit that was used (if applicable). Check the box at the bottom and "Save Test Data". This will not automatically submit the report to the City of North Las Vegas.

Test Data Entry

**Serial Number:** 123456 **Device Type:** DCDA **Address:** 123 Main St - South of Main, Near Planter

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"/>
	<input type="text"/>

Final Test	Check Valve #1	Check Valve #2
Pass <input type="checkbox"/>	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	#2 Shutoff	Service Restored	Held Backpressure	Meter Reading	Line PSI
<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="text"/>	<input type="text"/>

Test Kit	Comments
<input type="text" value="123456789"/>	<input type="text"/>

\*I certify that the above report is true.

or [Cancel](#)

# Test Data Entry

## Backflow Report Form

### Example of Device Type: **RP**

John Doe is logged in.

Enter the test date and results under "Initial Test". Only enter a "Final Test" if the initial test was not a pass. If the backflow device is not installed correctly or is not the correct type for the application, please note the problem in the comments box below. Select the test kit that was used (if applicable). Check the box at the bottom and "Save Test Data". This will not automatically submit the report to the City of North Las Vegas.

Test Data Entry

**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 type="radio"/> Fail	<input type="radio"/> Leaked <input type="radio"/> Closed Tight	<input type="radio"/> Leaked <input type="radio"/> Closed Tight	<input type="checkbox"/> Did not Open
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="checkbox"/> Pass	<input type="checkbox"/> Closed Tight	<input type="checkbox"/> Closed Tight	
Date <input type="text"/>	Held at <input type="text"/> PSID		Opened at <input type="text"/> PSID

Details					
Proper Install	#2 Shutoff	Service Restored	RV Exercised	Held Backpressure	Meter Reading <input type="text"/> Line PSI <input type="text"/>
<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
<input type="text" value="123456789"/>	<input type="text"/>

\*I certify that the above report is true.

or [Cancel](#)

# Test Data Entry

## Backflow Report Form

### Example of Device Type: PVB/SVB

John Doe is logged in.

Enter the test date and results under "Initial Test". Only enter a "Final Test" if the initial test was not a pass. If the backflow device is not installed correctly or is not the correct type for the application, please note the problem in the comments box below. Select the test kit that was used (if applicable). Check the box at the bottom and "Save Test Data". This will not automatically submit the report to the City of North Las Vegas.

Test Data Entry

**Serial Number:** 123456 **Device Type:** PVB **Address:** 123 Main St - In Front of Main Entrance

Initial Test	PVB/SVB	
<input type="radio"/> Pass <input type="radio"/> Fail	<b>Air Inlet</b>	<b>Check Valve</b>
Date <input type="text"/>	<input type="checkbox"/> Did Not Open	Leaked <input type="checkbox"/>
	Opened at <input type="text"/> PSID	
	<input type="checkbox"/> Opened Fully	Held at <input type="text"/> PSID

Repaired	Enter Repair Details Below	
Date <input type="text"/>	<input type="checkbox"/> Cleaned	<input type="text" value="Click here to select standard repair options"/>
	<input type="checkbox"/> Rubber Kit	
	<input type="checkbox"/> Rebuild	

Final Test	PVB/SVB	
Pass <input type="checkbox"/>	<b>Air Inlet</b>	<b>Check Valve</b>
Date <input type="text"/>	Opened Fully <input type="checkbox"/>	
	Opened at <input type="text"/> PSID	Held at <input type="text"/> PSID

Details					
Proper Install	#2 Shutoff	Service Restored	Held Backpressure	Meter Reading <input type="text"/>	Line PSI <input type="text"/>
<input type="radio"/> Yes	<input type="radio"/> Leaked	<input type="radio"/> Yes	<input type="radio"/> Yes		
<input type="radio"/> No	<input type="radio"/> Closed Tight	<input type="radio"/> No	<input type="radio"/> No		

Test Kit	Comments
123456789	<input type="text"/>

\*I certify that the above report is true.

[Save Test Data](#) or [Cancel](#)

# Test Data Entry

## Entering Backflow Results

- ◆ Enter all initial tests, whether they passed or failed, in the initial test tab. **The online form will not allow a final test entry 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

Please provide the date **and** time the backflow test was completed. *The City of North Las Vegas requires the exact time the test was completed.*

- ◆ Repairs may be entered a number of ways:

Repaired	Enter Repair Details Below
Date <input type="text" value="03/02/2018 02:15 pm"/>	<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="CV1, CV2"/>

You may select one of the checkboxes to the left to indicate that parts were **cleaned**, parts or all of a **rubber kit** was replaced, or that the device was entirely **rebuilt**. You may use the text field to enter any type of repair details.

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"/>	

You may also use the **Standard Repairs** option. To enter a standard repair, select the box that says "Click here to select standard repair options". Once selected, a pick-list will appear and you may select one or more of the options provided by using the scroll bar to the right and click on the boxes to the left of each repair. Once you have selected all applicable repairs, click out of the box by tapping anywhere on the screen.

**NOTE: The Standard Repair Options tool is neither required nor preferred over the text field.** You may use either one or both. In a case where one or more of your repairs are not listed, please use the text field to describe repairs.

# Test Data Entry

## Entering Backflow Results

- ◆ Only enter a final test after entering an initial fail and the associated repairs. A final test must pass. For this reason, options for **Failed**, **Leaked** and **Did not Open** are not available.

Final Test	Check Valve #1	Check Valve #2	Relief Valve
Pass <input checked="" type="checkbox"/>	Closed Tight <input type="checkbox"/>	Closed Tight <input checked="" type="checkbox"/>	
Date <input type="text" value="03/02/2018 02:30 pm"/>	Held at <input type="text" value="6.4"/> PSID		Opened at <input type="text" value="3.2"/> PSID

- ◆ The options under the Details tab are entirely **optional**. You may choose provide data for your records, but at this time, the City of North Las Vegas does not track this information.

Details						
Proper Install	#2 Shutoff	Service Restored	RV Exercised	Held Backpressure	Meter Reading <input type="text"/>	Line PSI <input type="text"/>
<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		

- ◆ You must select the test kit used. If your test kit is not listed, we do not have it on record. You may send a current copy of the gauge calibration report to [backflowprogram@cityofnorthlasvegas.com](mailto:backflowprogram@cityofnorthlasvegas.com) and we will have it added to your company's list.

Test Kit	Comments
<input type="text" value="123456789"/>	<input type="text" value="Bypass for RPDA #654321"/>

\*I certify that the above report is true.

[Save Test Data](#) or [Cancel](#)

You must certify the report is true by checking the box at the bottom of the page. This acts as your digital signature. Click **Save Test Data** to continue.

**NOTE:** This will not automatically submit your report to the City of North Las Vegas.

# Review Reports

## Edit / Delete a Test

- ◆ After entering a test, the online portal will direct you to the [Review Tests](#) page. This is where unsubmitted reports are stored until they are ready to be submitted to the City of North Las Vegas.
- ◆ If you would like to add more tests before submitting, click [Add Test](#) at the top of the page.

[Main](#) [Add Test](#) [Review Tests](#) [Logout](#)

John Doe is logged in with Tim's Plumbing - [click to change](#)

Verify that the information below is correct. Click "Add Test" in the menu above to enter more test results. If you are done, and would like to print out a copy of your test report, check the corresponding boxes under "Submit" and click the "Print Test Report" button. When you are finished, click on the "Submit Tests" button. Improperly completed reports will be returned. If you have questions, please contact the Utilities Department at (702) 633-1275.

Unsubmitted Submitted Filter:    [Filter](#) [Reset](#)

<input type="checkbox"/>	<a href="#">Serial# / Hazard Id</a>	<a href="#">Company</a>	<a href="#">Address</a>	<a href="#">Initial Test</a>	<a href="#">Final Test</a>	<a href="#">Test Kit</a>
<input type="checkbox"/>	<a href="#">A123 / 33278</a>	Tim's Plumbing	123 Main St - Bypass for RPDA 654321	3/1/2018 pass		123456789
<input type="checkbox"/>	<a href="#">123456 / 33272</a>	Tim's Plumbing	123 Main St - 100' West of Main & Third St	3/1/2018 fail	3/2/2018 pass	123456789
<input type="checkbox"/>	<a href="#">654321 / 33277</a>	Tim's Plumbing	123 Main St - Fire Service - In Front of Building	3/1/2018 pass		123456789

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

- ◆ To edit a report, click the [Serial # / Hazard ID](#) link next to the entry. This will redirect you to the *Test Data Entry* page where you may change or add test details.
- ◆ To Delete a Report, simply click **Delete Test** in the top-right corner of the Test Data Entry page.

John Doe is logged in.

Enter the test date and results under "Initial Test". Only enter a "Final Test" if the initial test was not a pass. If the backflow device is not installed correctly or is not the correct type for the application, please note the problem in the comments box below. Select the test kit that was used (if applicable). Check the box at the bottom and "Save Test Data". This will not automatically submit the report to the City of North Las Vegas.

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: <input type="text" value="03/01/2018 09:27 AM"/>	Held at <input type="text" value="6.8"/> PSID		Opened at <input type="text" value="3.0"/> PSID

**NOTE:** Editing a report is especially useful when a device failed previously but is now passing. **You would not delete the initial test – just add the repair and final test information.**

# Review Reports

## Submit Your Tests

- ◆ To submit your reports, select the checkboxes next to the desired tests and click [Submit Selected Tests](#).

[Main](#) [Add Test](#) [Review Tests](#) [Logout](#)

John Doe is logged in with Tim's Plumbing - [click to change](#)

Verify that the information below is correct. Click "Add Test" in the menu above to enter more test results. If you are done, and would like to print out a copy of your test report, check the corresponding boxes under "Submit" and click the "Print Test Report" button. When you are finished, click on the "Submit Tests" button. Improperly completed reports will be returned. If you have questions, please contact the Utilities Department at (702) 633-1275.

Unsubmitted Submitted Filter:    [Filter](#) [Reset](#)

<input type="checkbox"/>	<a href="#">Serial# / Hazard Id</a>	<a href="#">Company</a>	<a href="#">Address</a>	<a href="#">Initial Test</a>	<a href="#">Final Test</a>	<a href="#">Test Kit</a>
<input type="checkbox"/>	A123 / 33278	Tim's Plumbing	123 Main St - Bypass for RPDA 654321	3/1/2018 pass		123456789
<input type="checkbox"/>	123456 / 33272	Tim's Plumbing	123 Main St - 100' West of Main & Third St	3/1/2018 fail	3/2/2018 pass	123456789
<input type="checkbox"/>	654321 / 33277	Tim's Plumbing	123 Main St - Fire Service - In Front of Building	3/1/2018 pass		123456789

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

- ◆ Submitting your reports will direct you to the *Order Confirmation* page.

### Your order has been received.

#### Details

Name: John Doe

Amount: \$0.00 USD

Transaction ID: 8e4c375cc1ca7e70

- Your **Transaction ID** is an identifying number associated with all backflow reports submitted in a particular batch. Tokay Software normally charges a fee for submitting reports but the City of North Las Vegas has agreed to absorb these charges.

- Your **Confirmation #** is specific to each individual backflow report. This number may be provided to clients for reference.

#### Order Summary:

Confirmation #	Test Date	Serial#	Hazard ID
1031227	Mar 2 2018 2:30PM	123456	33272
1031228	Mar 1 2018 9:00AM	654321	33277
1031229	Mar 1 2018 9:27AM	A123	33278

**NOTE:** Be sure to click [Print Receipt](#) at the bottom of the page if you would like to keep this information. The order information on this page is no longer available once the page has been closed.

# Review Reports

## Submitted Reports

- ◆ To review submitted reports, return to the [Review Tests](#) page and click the **Submitted** tab.

John Doe is logged in.

Verify that the information below is correct. Click "Add Test" in the menu above to enter more test results. If you are done, and would like to print out a copy of your test report, check the corresponding boxes under "Submit" and click the "Print Test Report" button. When you are finished, click on the "Submit Tests" button. Improperly completed reports will be returned. If you have questions, please contact the Utilities Department at (702) 633-1275.

**Unsubmitted** **Submitted** Filter:    **Filter** **Reset**

No Test Data Found

- This will take you to the page below. Submitted tests will be in descending order from most recently submitted. Clicking on the [Serial #](#) or [Hazard ID](#) will open the test data entry page.
- To change the order of the tests, click the headers at the top. For example, clicking [Initial Test](#) will order the reports from earliest to latest test date.

[Main](#) [Add Test](#) [Review Tests](#) [Logout](#)

John Doe is logged in.

Verify that the information below is correct. Click "Add Test" in the menu above to enter more test results. If you are done, and would like to print out a copy of your test report, check the corresponding boxes under "Submit" and click the "Print Test Report" button. When you are finished, click on the "Submit Tests" button. Improperly completed reports will be returned. If you have questions, please contact the Utilities Department at (702) 633-1275.

**Unsubmitted** **Submitted** Filter:    **Filter** **Reset**

<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

**Print Selected Tests**

- **You cannot alter a test that has already been submitted.** If you would like to change or add to a submitted report, please email us at [backflowprogram@cityofnorthlasvegas.com](mailto:backflowprogram@cityofnorthlasvegas.com)
- You may also use the Filter tool to find a specific test. Please note that information entered into the filter must be correct and exact. For example, entering "123 Main" will not find tests for "123 Main St"

Filter:    **Filter** **Reset**

# Review Reports

## Printing Reports

- ◆ To print submitted reports, select the checkboxes next to the desired reports and click **Print Selected Tests**.
- ◆ The City of North Las Vegas logo will be located at the top of every report. This may serve as proof to your customer that the test has been submitted to us.

John Doe is logged in.

Verify that the information below is correct. Click "Add Test" in the menu above to enter more test results. If you are done, and would like to print out a copy of your test report, check the corresponding boxes under "Submit" and click the "Print Test Report" button. When you are finished, click on the "Submit Tests" button. Improperly completed reports will be returned. If you have questions, please contact the Utilities Department at (702) 633-1275.

<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

**Print Selected Tests**

- ◆ This will open the following page in Crystal Reports:

The screenshot shows a Crystal Reports interface with a search bar, navigation icons, and a report preview. The report is titled "Backflow Prevention Assembly Test Report" and features the City of North Las Vegas logo. The report content includes the following details:

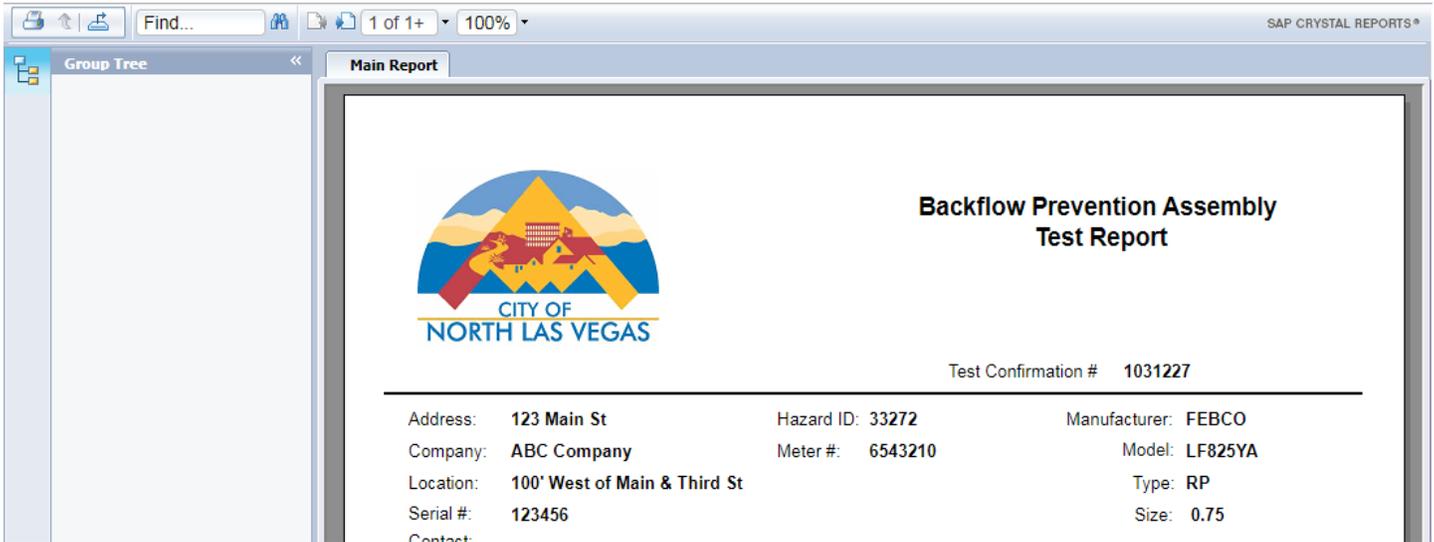
Test Confirmation # 1031227			
Address:	123 Main St	Hazard ID: 33272	Manufacturer: FEBCO
Company:	ABC Company	Meter #: 6543210	Model: LF825YA
Location:	100' West of Main & Third St	Type: RP	
Serial #:	123456	Size: 0.75	
Contact:			

- Clicking the print button in the top left corner will prompt you to export to PDF. **You must export to PDF to print your document.**
- Clicking the export button near the top left of the page will prompt you to select a File Format. You may export in various formats. PDF is recommended.
- Clicking the search button will allow you to scan the page for a letter, word, or phrase. Type your search in the text box to the right of the button.

# Review Reports

## Printing Reports

- Clicking the  and  page buttons will allow you to go to the next and previous page.
- Selecting the drop-down arrow on the  will allow you to select a zoom level.



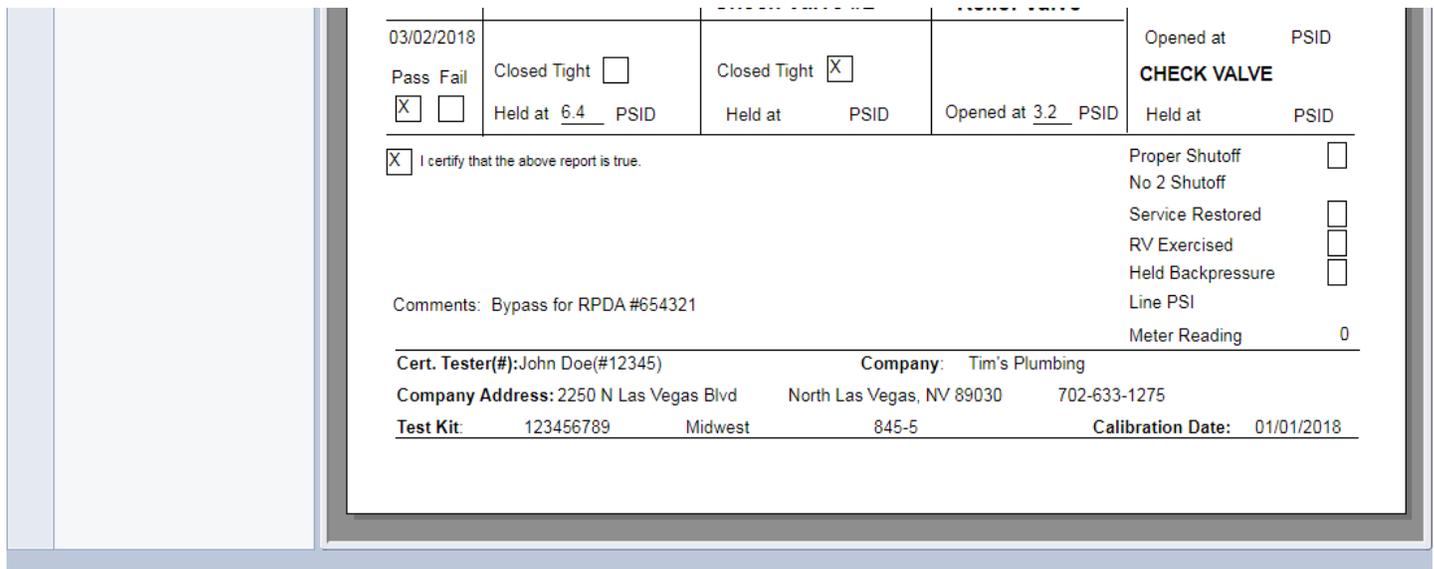
**Backflow Prevention Assembly Test Report**

City of North Las Vegas

Test Confirmation # 1031227

Address: 123 Main St      Hazard ID: 33272      Manufacturer: FEBCO  
Company: ABC Company      Meter #: 6543210      Model: LF825YA  
Location: 100' West of Main & Third St      Type: RP  
Serial #: 123456      Size: 0.75  
Contact:

- ◆ To go back to the [Review Tests](#) page, scroll down to the bottom of the page and click **Return to Test Data Summary Page**.



03/02/2018	Pass <input checked="" type="checkbox"/> Fail <input type="checkbox"/>	Closed Tight <input type="checkbox"/>	Closed Tight <input checked="" type="checkbox"/>	Opened at PSID
	<input checked="" type="checkbox"/> <input type="checkbox"/>	Held at 6.4 PSID	Held at PSID	Opened at 3.2 PSID
<input checked="" type="checkbox"/> I certify that the above report is true.				<b>CHECK VALVE</b>
Comments: Bypass for RPDA #654321				Proper Shutoff <input type="checkbox"/>
				No 2 Shutoff <input type="checkbox"/>
				Service Restored <input type="checkbox"/>
				RV Exercised <input type="checkbox"/>
				Held Backpressure <input type="checkbox"/>
				Line PSI
				Meter Reading 0
Cert. Tester(#): John Doe(#12345)		Company: Tim's Plumbing		
Company Address: 2250 N Las Vegas Blvd		North Las Vegas, NV 89030		702-633-1275
Test Kit: 123456789	Midwest	845-5	Calibration Date: 01/01/2018	

[Return to Test Data Summary Page](#)

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

Yes, Web Test is fully compatible with tablet and phone use. In fact, technicians have been known to bring their tablets during actual testing in order to enter results quickly and easily.

**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, the City of North Las Vegas is no longer accepting reports by these methods. If you are unable to submit through Tokay Web Test, please contact our office.

**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 client and on the ABL list posted monthly. Copies can be obtained by visiting our website or emailing your request to [backflowprogram@cityofnorthlasvegas.com](mailto:backflowprogram@cityofnorthlasvegas.com)

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

If the backflow 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 backflow 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 backflow is replaced, the Hazard # remains the same. This number is meant to make finding and referencing a backflow easier.

**How do I add a new backflow device?**

New devices installed as part of new construction are generally tested by our City of North Las Vegas Backflow Technicians. If this is actually a replacement, please refer to the instructions on page 9. If this is not a replacement, please call us at (702) 633-1275.

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

Please call us at (702) 633-1275. Pending approval, our backflow staff may change or delete backflow reports submitted via Web Test. This will not change how they appear on Tokay Web Test.

**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. Does the URL bar at the top of the screen say "timeout"? If not, please contact us at (702) 633-1275 to report the error.

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

For requests related to your customer's Test Due Month, please call us at (702) 633-1275 or send us an email at [backflowprogram@cityofnorthlasvegas.com](mailto:backflowprogram@cityofnorthlasvegas.com). Do not put this information in the comments box without contacting us.

**How do I submit company documents such as business licenses, liability insurance, AWWA/ABPA certifications, and gauge calibration reports?**

Please refer to the [Updated City of North Las Vegas Certified Tester Requirements](#) available on our website. Company documents must be sent via email to [backflowprogram@cityofnorthlasvegas.com](mailto:backflowprogram@cityofnorthlasvegas.com).