

Automated Backflow Test Reports Tips & Tricks

Below are a few tips & tricks to help make submitting backflow test reports through our automated online system smoother, easier, and hopefully faster.

- The new Adobe PDF form can be saved on a user's personal computer multiple times with different form names. This helps to save time by eliminating the need to input repetitive data every time (e.g. tester name, certification details, company name/phone, etc.).
- Forms are not automatically cleared after each submission. This helps to minimize retyping repetitive information for multiple assembly test submissions from a single address or single tester. Use the 'Reset Form' button to clear all data from the form as needed.
- The preferred method for processing the new Adobe forms is to use the 'Submit by email' button. It is possible to complete and save these forms, and then send them as individual PDF attachments to the new automated incoming email box at WaterOne; however, it's faster to submit each one upon completion.
- The new online automated test result system will not accept scanned or faxed forms. The WaterOne backflow system cannot read a scanned image and will not process anything sent to it other than the new online PDF form. For those needing to submit scanned or faxed files, please continue using the old email inbox. Please keep in mind, submitting scanned or faxed test reports may result in a delay in processing.
- In order to process the automated form online by using the submit button, a user must have an email client installed on their computer. If sending through webmail, the user should complete and save the form, and then email it as an attachment.
- Only passing results should be submitted.