



Cross Connection and Backflow Prevention Program

Tokay Web Test User Guide

If you have any questions, please contact us at (509) 576-6455
or by email at Jeff.Morris@yakimawa.gov



Introduction

The City of Yakima is excited to introduce an online backflow inspection report submittal process powered by Tokay Software. Tokay's Web Test online portal gives backflow assembly testers the opportunity to enter test reports and review information for our mutual customers. This User Guide was created to facilitate an easy transition to using this online portal.

If you have any questions, concerns, or suggestions, please contact our office, either by phone or by email.

City of Yakima Cross Connection Program

(509) 576-6455


jeff.morris@yakimawa.gov

How to Sign in to Tokay Web Test

As a Tester

To sign in, visit <https://yakima.tokaytest.com/>

- Enter your User Name, using your first name initial. last name (EX: J. Doe)
- Password will be your first name initial, the first two letters of your last name, and the 4 digits of your BAT. (EX: JDO1234)



The screenshot shows a login form titled "Login to your Account". It contains two input fields: "User Name" with the text "J.Doe" and "Password" with masked characters "••••••••". Below the password field is a checkbox labeled "Remember me on this computer". A blue "Login" button is located at the bottom right of the form.

NOTE: You will not be able to login in if your BAT cert and test kit calibrations are not current, or have expired.

Please send Certifications to Jeff.Morris@yakimawa.gov

How to Sign in to Tokay Web Test

As a Tester

Once logged in, you will then select a company. If you are testing backflow devices for more than one company, the list on this page will reflect as such. If you do not see your company listed, please notify us. Any updates to your tester profile will take 24 hours to reflect in Tokay.

Select a Company	Upload a File
<input checked="" type="radio"/> John's Backflow Company Tester with one company	

Select a Company	Upload a File
<input checked="" type="radio"/> John's Backflow Company	
<input type="radio"/> Tim's Plumbing Tester with more than one company	

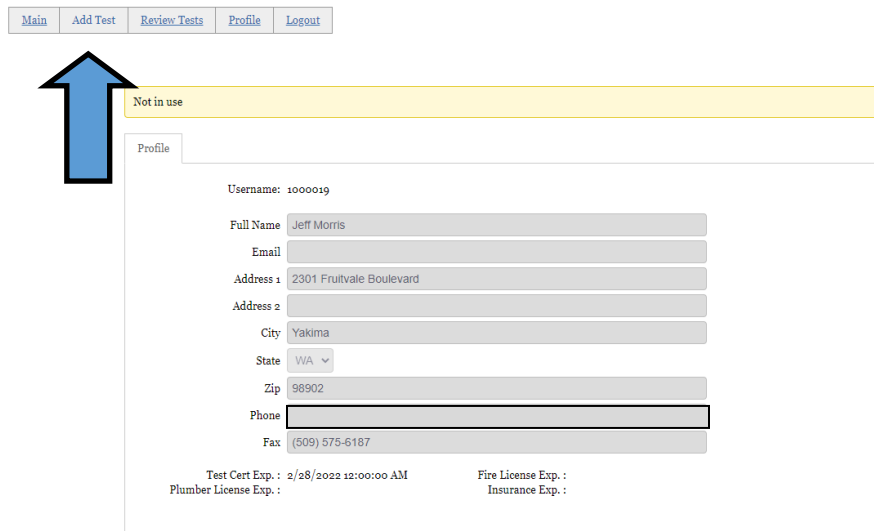
After a company has been selected, your name along with the company will appear at the top of the page.

For testers with more than one company, you 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 you are testing for, or you may simply click the "Main" tab to return to the company selection page.

Test Data Entry

Finding a Backflow Device

To enter a backflow test, click the “Add Test” tab at the top of the page.



The screenshot shows a navigation bar with tabs: Main, Add Test, Review Tests, Profile, and Logout. A blue arrow points to the 'Add Test' tab. Below the navigation bar is a yellow bar labeled 'Not in use'. The main content area is titled 'Profile' and contains the following information:

Username: 1000019

Full Name: Jeff Morris

Email:

Address 1: 2301 Fruitvale Boulevard

Address 2:

City: Yakima

State: WA

Zip: 98902

Phone:

Fax: (509) 575-6187

Test Cert Exp.: 2/28/2022 12:00:00 AM

Plumber License Exp.:

Fire License Exp.:

Insurance Exp.:

Before you enter a test results, you will need to find the backflow assembly. You can enter the assembly serial number and building number (no street name), or the Hazard ID (provided on the notice they received), or the customer’s water meter number. Click Locate Device.

* Indicates Required Field

* Serial Number

House/Building Number

--- OR ---

* Hazard #

--- OR ---

* Meter #

Show All Hazards at Site ☐

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

Test Data Entry

Confirm/Change/Replace the Device

This will bring you to the device verification page. Here you will be able to confirm there are no changes to the device, suggest changes, or replace the device.

If there are no changes, select “No Changes” and click Confirm and Enter Results located at the bottom of the page.

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

123 Main St

Customer

ABC Company

Location

100' West of Main & Third St

Hazard

Meter Number

6543210

Device Status

Active

Serial Number

123456

Manufacturer

FEBCO

Model

LF825YA

Type

RP

Size

0.750

-- Select --

Bypass

☐

Confirm and Enter Results

or [Cancel](#)

Test Data Entry

Confirm/Change/Replace the Device

If the device information does not match what is displayed (device type, serial numbers, etc.) click “Suggest Changes”. This will unlock all the fields that allow for editing. Once the changes have been made, click “Confirm and Enter Results”. If something is missing from a drop down menu, please let us know before proceeding.

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

123 Main St

ABC Company

100' West of Main & Third St

Meter Number

Device Status

Serial Number

Manufacturer

Model

Type

Size

-- Select --

6543210

Active

123456

FEBCO

LF825YA

RP

0.750

-- Select --

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 changes to be reviewed by City of Yakima, regardless if you actually submit a report or not. Please review your suggestions before submitting.

Test Data Entry

Confirm/Change/Replace the Device

If the device has failed beyond repair and has been replaced OR of the serial number in our records is entirely different from the one on the device, this constitutes a replacement. If the device has been replaced by you (or another company), select “Replace Device”. This will reset the device fields allowing you to enter in the new information. Once complete, select “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 ☐

or [Cancel](#)

Enter the new backflow information in the indicated fields

***NOTE:** Selecting “Confirm and Enter Results” will submit changes to be reviewed by City of Yakima Water/Irrigation, regardless if you actually submit a report or not.

Please review your replacement before submitting.

Test Data Entry

Backflow Report Form Examples

Once you have selected a device, it will take you to the Test Data Entry tab. On the next few pages, you will see examples of how the reports will appear with each type of device.

Example of Device Type: **DC**

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.

Save Test Data or [Cancel](#)

Test Data Entry

Backflow Report Form Examples

Once you have selected a device, it will take you to the Test Data Entry tab. On the next few pages, you will see examples of how the reports will appear with each type of device.

Example of Device Type: **RP**

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

Save Test Data or [Cancel](#)

Test Data Entry

Backflow Report Form Examples

Example of Device Type: **PVB/SVB**

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	Air Inlet	Check Valve
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	Click here to select standard repair options <input type="text"/>
	<input type="checkbox"/> Rubber Kit	
	<input type="checkbox"/> Rebuild	

Final Test	PVB/SVB	
Pass <input type="checkbox"/>	Air Inlet	Check Valve
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	

☐ *I certify that the above report is true.

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

Test Data Entry

Entering a Passing Backflow Result

Enter all reports in the initial tests section, passing and failing. The online form will not allow a final test 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 Date: 03/01/2018 09:15 am	<input checked="" type="radio"/> Leaked <input type="radio"/> Closed Tight Held at <input type="text"/> PSID	<input checked="" type="radio"/> Leaked <input type="radio"/> Closed Tight	Did not Open <input type="checkbox"/> Opened at <input type="text"/> PSID

Only if the assembly has passed and no repairs are made, proceed to the section titled "Details". Select the appropriate options for this report. Line PSI is required.

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 will then select the *Test Kit used to test this assembly. You may also leave any additional notes in the comment box. Once complete, click the box that states, "I certify that the above report is true", and then click "Save Test Data".

Test Kit	Comments
123456789 ▼	Bypass for RPDA #654321
<input checked="" type="checkbox"/> *I certify that the above report is true.	
<input type="button" value="Save Test Data"/> or Cancel	

***Note:** If you do not see your test device listed, this means we do not have it on record. You must submit the most current Certificate of Calibration to Jeff.Morris@yakimawa.gov before proceeding. It will take 24 hours for this test kit to appear on your tester profile.

**** CLICKING SAVE TEST DATA DOES NOT AUTOMATICALLY SUBMIT YOUR REPORT TO YAKIMA WATER. PLEASE CONTINUE THROUGH STEPS UNTIL COMPLETE****

Test Data Entry

Entering a failed Backflow Result

If a device has failed and a repair was made, it can be noted in the web test in multiple ways.

- It can be entered manually by clicking one of the boxes to indicate if parts were cleaned, replaced, or rebuilt. Use the text box to describe the repairs made.

Repaired	Enter Repair Details Below	
Date 03/02/2018 02:15 pm	<input checked="" type="checkbox"/> Cleaned <input type="checkbox"/> Rubber Kit <input type="checkbox"/> Rebuild	<div>Click here to select standard repair options</div> <div>CV1, CV2</div>

- You can also use the “Standard Repairs” drop down menu. Simply click the box to activate the list. You may select more than one repair. Additional space for comments is available in the box below.

Repaired	Enter Repair Details Below	
Date <input type="text"/>	<input type="checkbox"/> Cleaned <input type="checkbox"/> Rubber Kit <input type="checkbox"/> Rebuild	<div>Cleaned CV1, Cleaned CV2</div> <div><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</div>

Final Test
Pass <input checked="" type="checkbox"/>

After the initial test and the repair fields have been filled out, you may proceed to the “Final Test” section of the report.

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 03/02/2018 02:30 pm	Held at 6.4 PSID		Opened at 3.2 PSID

A final test must pass. There will not be options for failed, leaked, and did not open. Once complete, follow the steps on pg. 13 from the details section forward.

Reviewing Reports

How to Edit or Delete a Test

After entering a test, the online portal will direct you to the "Review Tests" page. This is where reports are stored until they are ready to be submitted to Yakima Water. At this time, you may also add additional reports (click the Add Test tab) before submittal.

[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:

<input type="checkbox"/>	Serial# / Hazard ID	Company	Address	Initial Test	Final Test	Test Kit
<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

To edit a report, click the Serial #/Hazard ID link. This will take you to the Test Data Entry page where you can make changes. To delete a report, simply click the Delete Test on the top right corner of the Test Data Entry page.

Test Data Entry

Test Added For: Tim's Plumbing

Serial Number: A123 Device Type: RP Address: 123 Main St - Bypass for RPDA 654321

[Delete Test](#)

Initial Test	Check Valve #1	Check Valve #2	Relief Valve
<input checked="" type="radio"/> Pass <input type="radio"/> Fail Date: <input type="text" value="03/01/2018 09:27 AM"/>	<input type="radio"/> Leaked <input type="radio"/> Closed Tight Held at: <input type="text" value="6.8"/> PSID	<input type="radio"/> Leaked <input checked="" type="radio"/> Closed Tight	Did not Open <input type="checkbox"/> Opened at: <input type="text" value="3.0"/> PSID

***NOTE:** Editing a report is very useful, especially when a device was previously failing and is now passing. You would not delete the initial test; just add the repair and final test information.

Submitting Reports

Time to Submit Your Report(s)

To submit your test reports, select the checkboxes next to the report and click “Submit Selected Tests”.

Unsubmitted

Submitted

Filter:

Filter

Reset

<input type="checkbox"/>	Serial# / Hazard Id	Company	Address	Initial Test	Final Test	Test Kit
<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

Submitted Reports

For Your Records

To view past test submittals, go to the “Review Tests” page and click the “Submitted” tab.

Unsubmitted **Submitted** Filter:

No Test Data Found

Submitted tests will appear in descending order, starting with the most recent. To change the order in which the reports are listed, click any of the headers at the top. For example, if you click “Initial Test” they will then go in descending order from oldest to newest. You can also use the filters to narrow down your results.

Unsubmitted Submitted Filter:

<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

If you click on the “Serial #” or the “Hazard ID”, it will open the Test Data Entry page. You will not be able to alter a test that has already been submitted. If any changes need to be made please contact City of Yakima Water/Irrigation 509-575-6154.

Submitted Reports

For Your Records

You can print reports that have been submitted. Select the checkboxes for the test(s) you wish to print, and then click “Print Selected Tests”.

Unsubmitted Submitted Filter:

<input type="checkbox"/>	Serial # / Hazard Id	Submitted Date	Address	Initial Test	Final Test	Test Kit	Confirmation #
<input checked="" type="checkbox"/>	A123 / 33278	3/9/2018 12:48:00 PM	123 Main St - Bypass for RPLDA 654321	3/1/2018 pass		123456789	1031229
<input checked="" 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 checked="" 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

The report will open using Crystal Reports.



Backflow Prevention Assembly Test Report

Test Confirmation # Unsubmitted

Address:		Hazard ID: 3135	Manufacturer: FEBCO
Company:		Meter #:	Model: 805Y
Location:	Irrig.system installed in front		Type: DC
Serial #:	AM7237		Size: 1.00
Contact:			

	Reduced Pressure Principle Assembly				PVB/SVB
	Double Check Valve Assembly				AIR INLET
Initial Test	Check Valve #1	Check Valve #2	Bypass	Relief Valve	Did not Open
Pass					Yes
Fail					No
<input checked="" type="checkbox"/>	Leaked <input type="checkbox"/>	Leaked <input type="checkbox"/>	Leaked <input type="checkbox"/>		Opened at PSID <input type="checkbox"/>

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.**

FAQs

Frequently Asked Questions

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

Yes, Web Test is fully compatible with most tablets and phones.

Can Web Test be used from Internet Explorer? Chrome? Safari?

Yes, Web Test is fully functional in Internet Explorer, Chrome, and Safari.

Can I continue to submit reports via e-mail, fax, or postal mail?

No, City of Yakima Water/Irrigation will no longer be accepting reports via email or any other delivery method. All reports must be submitted through Tokay.

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.

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 are to be emailed to Jeff.Morris@yakimawa.gov. New installations are the only exception to the new standard submittal process.

FAQs

Frequently Asked Questions Continued

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

Tests cannot be changed or deleted once they are submitted. Any changes will need to be reported to the Cross-Connection staff via email. Upon review, the staff may or may not accept the changes, and you may be required to submit a new report.

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.

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

For requests related to your customer's Test Due Month, please contact us either by phone or by email. Do not put this information in the comments box without contacting us, if so the change request will be denied.

How do I submit company documents such as BAT Cards, liability insurance, and gauge calibrations?

Please send all BAT/Certifications/Calibrations to jeff.morris@yakimawa.gov