Data Entry Guide for Testers

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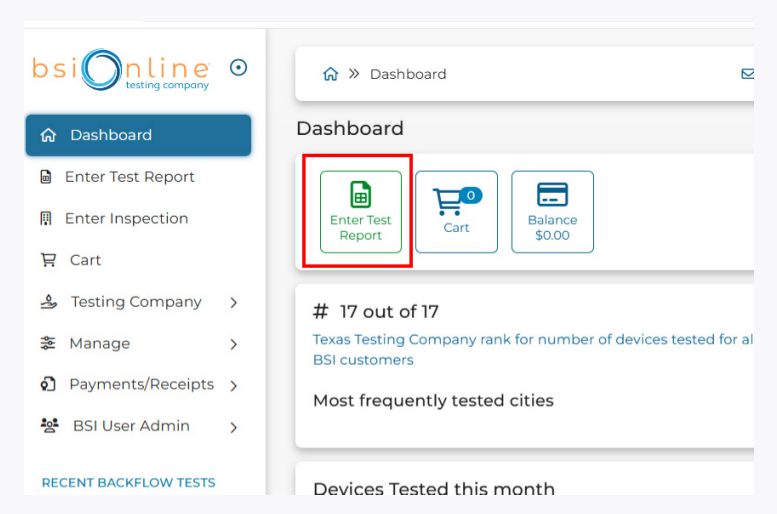
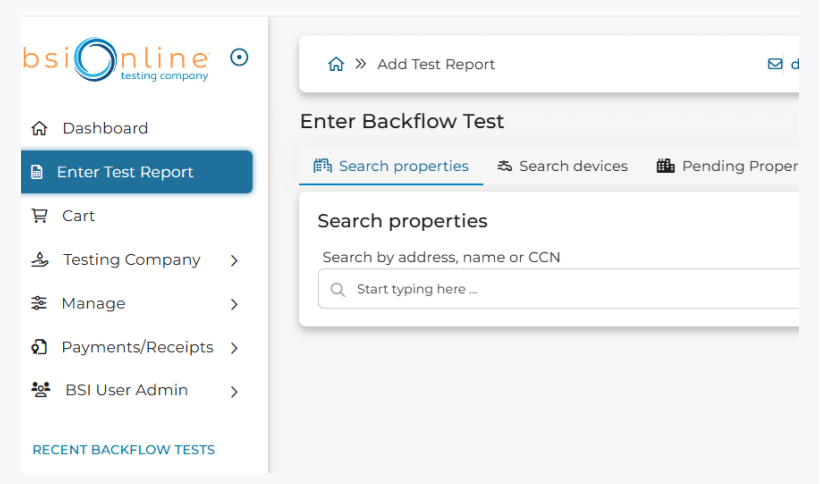
1. Select **ENTER TEST REPORT**.

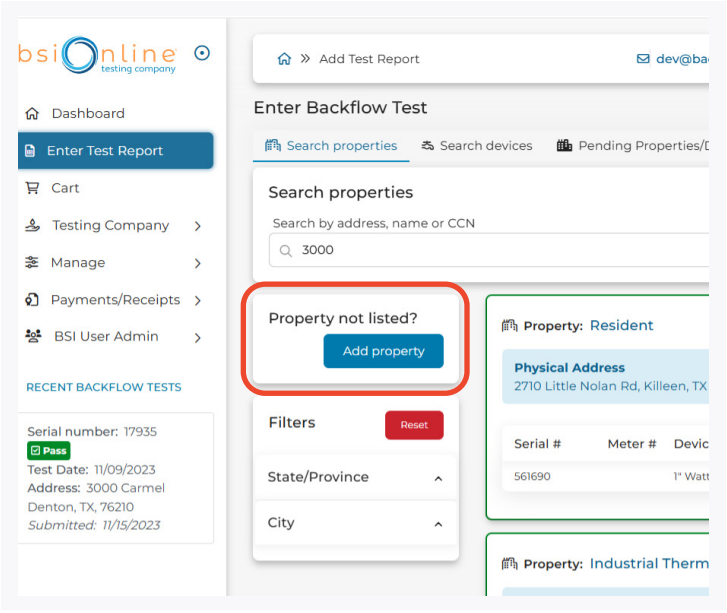


2. Search the **PROPERTY ADDRESS**.



3. If not found, click the **ADD PROPERTY** button.

4. Select the **STATE**.



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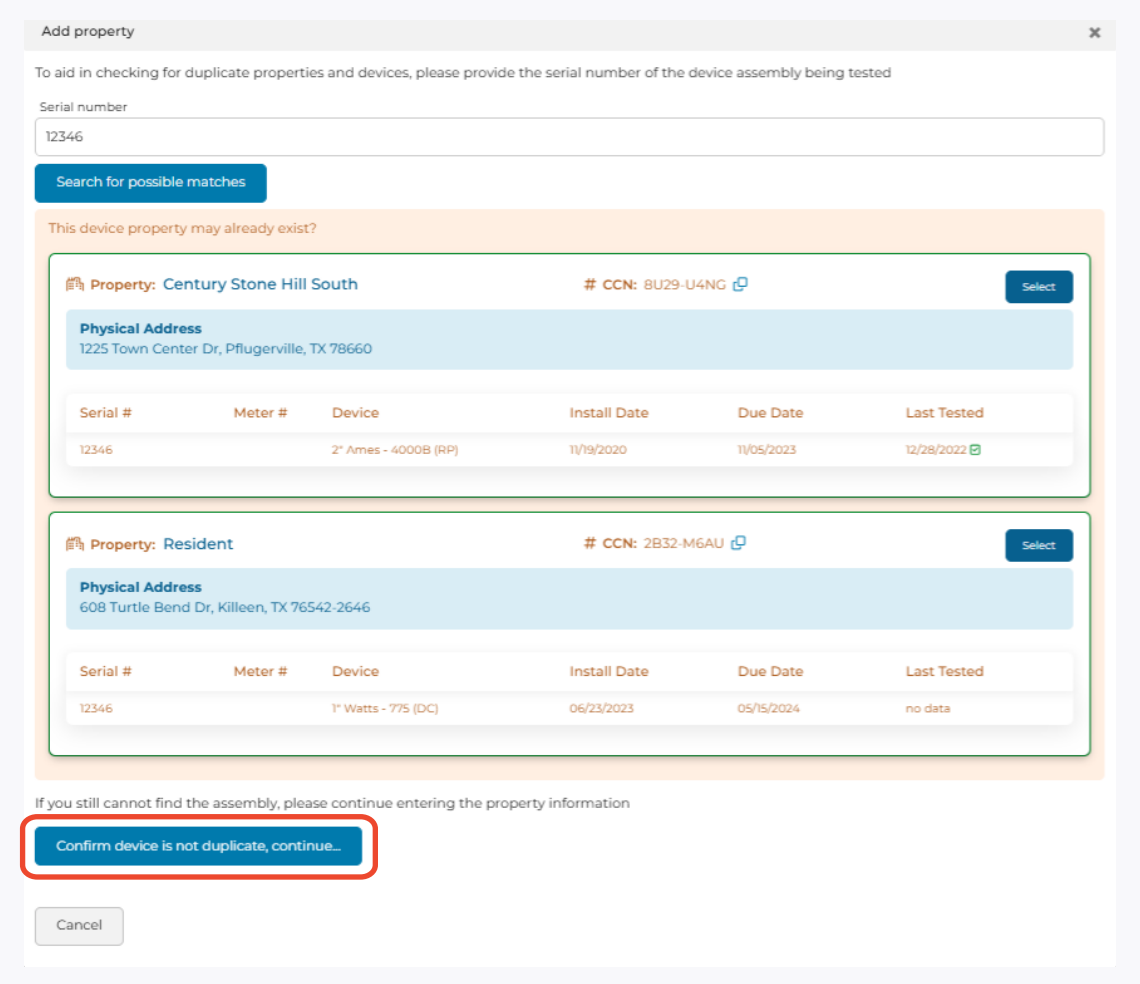
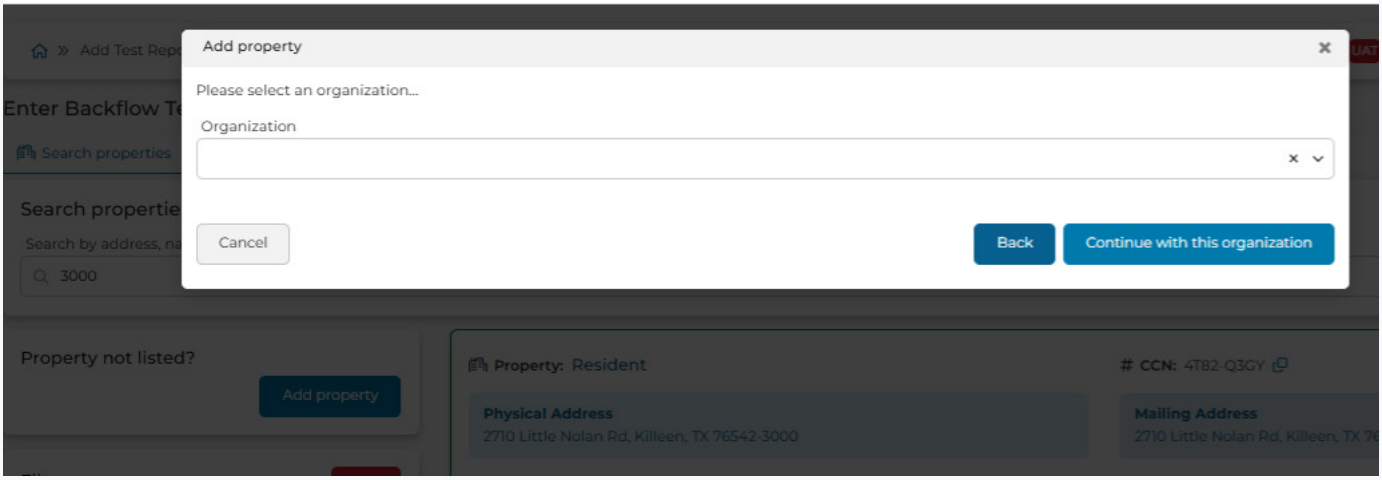
5. Search the **SERIAL NUMBER**.

   a. If found, select Serial number and proceed to enter the test.

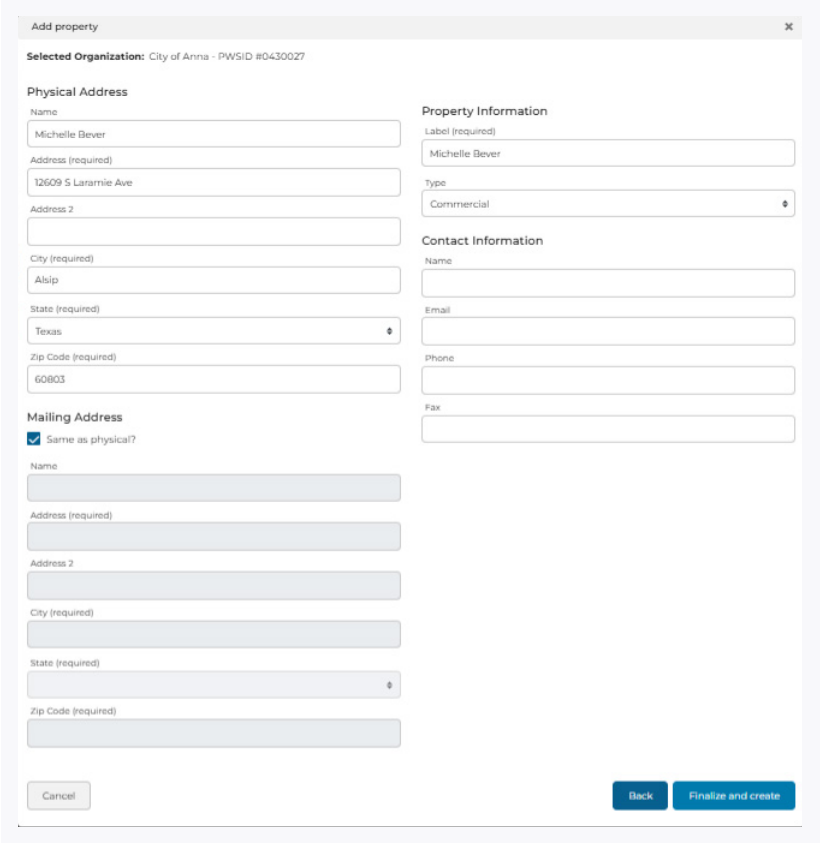
   b. If the **SERIAL NUMBER** is not found, click **CONFIRM THE SERIAL NUMBER IS NOT A DUPLICATE** to proceed.



7. Select the **ORGANIZATION** (Water Purveyor) from the dropdown.



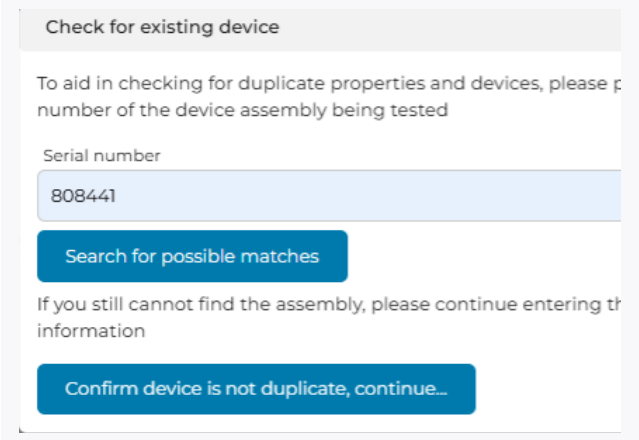
8. Add in pertinent **PROPERTY INFORMATION** including Property Address, Mailing Address, and Property Contact Information and Property Type (commercial vs residential). Select **FINALIZE AND CREATE**.



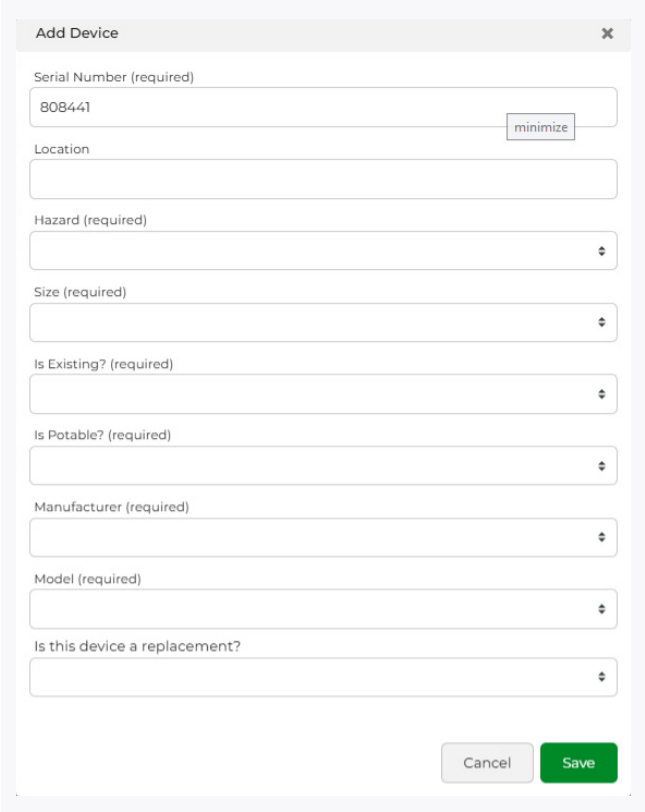
9. Next, click **ADD DEVICE**.

   a. The system will again ask you to check for duplicates by typing the serial number and then, click **SEARCH FOR POSSIBLE MATCHES**.

   b. Not a duplicate? Click **CONFIRM DEVICE IS NOT A DUPLICATE, CONTINUE...**



10. Enter device information in the **ADD DEVICE** screen. Once finished, click **SAVE** in green.



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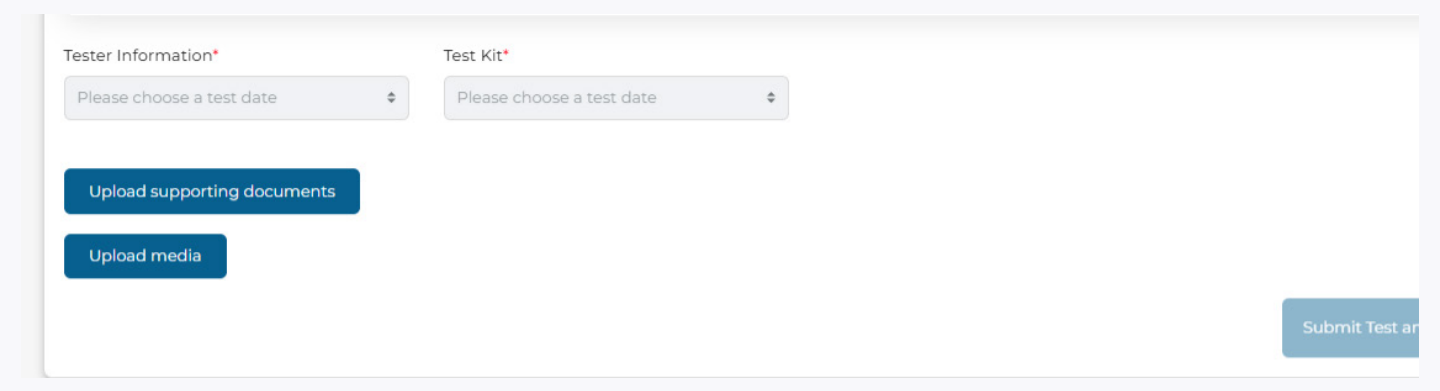
11. Next, enter the backflow test.

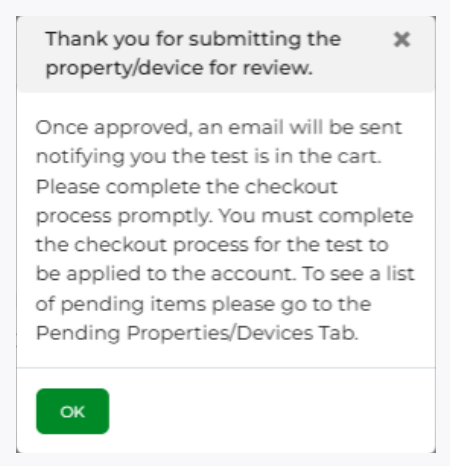
    a. If you have any supporting documentation, you can upload it at the bottom by clicking the **UPLOAD MEDIA** button.

    b. Click **SUBMIT TEST AND ADD TO CART**.



12. A **THANK YOU FOR SUBMITTING** message will appear to confirm BSI has received the information.

13. Click **OK** to proceed. You can enter tests for other devices at that property, go to your cart, or select a different property.



14. **Once the Property/Device is sent to BSI for review/process:**

    a. BSI will approve or reject, and you will receive a notification email

    b. **IF APPROVED, THE NEW TEST WILL BE PLACED IN YOUR CART TO CHECK OUT.**

    c. If rejected, you will receive a notification email, and it will appear in the rejected tab of your cart with the reason for rejection.

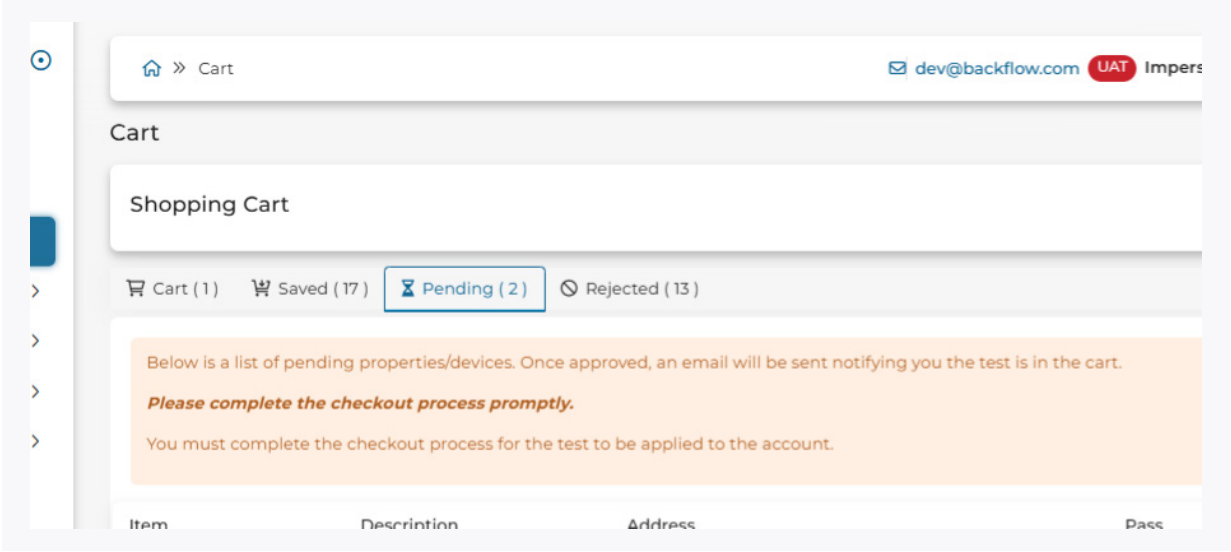
New Test Entry Guide

If **only** adding a device to an existing property:

1. If the **SERIAL NUMBER** is not listed on the property, click **ADD DEVICE**.
2. It will prompt you to search the **SERIAL NUMBER**,
   a. If found, select the serial number and proceed with entering a test.
3. If the **SERIAL NUMBER** is not found – please see #5-10 above.

HELPFUL REMINDERS

1. You can view the properties/devices that are pending by looking at your **CART** and selecting the **PENDING** tab.



2. May take several days to approve a property/device depending on the water purveyor's process.
3. If you have supporting documentation (IE: pictures, permits), please upload with test(s) to expedite the approval process.
4. Need help – chat and email features are available in the solution during select hours.

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