

City of Morgan Hill Online Backflow Test Submittal Instructions

To begin, you will need to log on to the City's Tokay Program:
<https://morganhill.tokaytest.com>

Step 1 – Enter your user name and password and click **Login**
(Letters are NOT case-sensitive)

Login to your Account

User Name

Password

Remember me on this computer

Login

Step 2 - Verify this is your company below, and click **"Add Test"**

To review tests you've submitted, click **"Review Tests"**

To review your Tester Profile, click **"View Tester Profile"**

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Welcome to the Tokay site for the city of Morgan Hill's Backflow Program. Please verify that the tester name above this box is correct and the tester company below is correct. If so, click the "Add Test" tab above to enter test results.

Select a Company

Upload a File

CITY OF MORGAN HILL

Step 3 - Enter the Device **Hazard #**, then click **Locate Device** below.

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Enter the device Hazard ID number, then click the green "Locate Device" box below.

Device Profile Search

* Indicates Required Field

* Serial Number

House/Building Number

--- OR ---

*Hazard #

Show All Hazards at Site

Locate Device or [Clear Form](#)

Step 4 – Click “Add Test” on the left of the device for which you will be entering test results.



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Click "Add Test" (below) next to the correct device for which you will be entering test results. OR if you want to submit a report(s) you've completed, click "Review Tests," then select the box on the left of the device(s) and click "Submit Selected Tests."

Address: 100 EDES CT - ENGINEER
Company: CITY OF MORGAN HILL

	Hazard Id	Serial#	Device Size	Device Type	Location	Last Test Date	New Test Date
Add Test	695	B13124	2.00	RP	FRONT OF INSPECTORS OFFICE	11/11/2020 12:00:00 AM	
Add Test	6299	H28364	1.00	RP		11/11/2020 12:00:00 AM	
Add Test	282	No6902	4.00	DCDA	W. ENTRANCE TO YARD	8/24/2020 12:00:00 AM	
Add Test	281	158240	0.75	DC	W. ENTRANCE TO YARD	8/24/2020 12:00:00 AM	
Add Test	21749	***WT00123	2.00	RP	THIS I A TEST	2/26/2019 12:00:00 AM	
Add Test	21748	***WT00004	0.75	DC	THIS IS A TEST	2/26/2019 12:00:00 AM	3/8/2021 12:00:00 AM
Add Test	21747	***WT45678	6.00	DCDA	THIS IS A TEST	2/21/2019 12:00:00 AM	3/1/2021 12:00:00 AM
Add Test	21746	***WT12345	1.00	RP	THIS IS A TEST DEVICE	2/26/2019 12:00:00 AM	
Add Test	11967	A261344	1.50	RP	IN FRONT OF BUILDING	11/11/2020 12:00:00 AM	

Step 5 -

If the device information is correct, click **Confirm and Enter Results** at the bottom.

If the information is inaccurate, click “Suggest Changes,” make corrections, then click **Confirm and Enter Results**

If you are replacing the device, click “Replace Device,” enter replacement information, then click **Confirm and Enter Results**

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Make sure the information below is correct, then click the "Confirm and Enter Results" green box. * If information is inaccurate, click "Suggest Changes." Enter changes (drop down menus available for some of the device information), then click "Confirm and Enter Results." * If you are replacing the backflow device, click "Replace Device" and enter replacement information. After entering replacement information, click "Confirm and Enter Results."

Verify Site Profile

No Changes
 Suggest Changes
 Replace Device
 Last Test Date: 02/26/2019 Last Test Status: Pass Next Test Due: 02/26/2020

Contact: A/P 650-5710-42210

Address: 100 EDES CT - ENGINEER

Customer: CITY OF MORGAN HILL

Location: THIS I A TEST

Hazard Desc: IRRIGATION LANDSCAPE

Meter Number: 52024590

Device Status:

Serial Number: ***WT00123

Manufacturer: WILKINS

Model: 825Y

Type: RP

Size: 2.000

Hazard #: 21749

Bypass

or [Cancel](#)

Step 6 - Enter test results and note any repairs made or comments in the "Comments" box at the bottom. When your form is completed, click the affirmation box and the **Save Test Data** box.

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Starting in the "Initial Test" section, enter test information. If the test was a Fail and you made repairs, enter the date of repairs in the "Repaired" section. If you performed a final test, enter that information in the "Final Test" section. Any comments regarding repairs, cleaning, or other items of the test, can be made in the "Comments" box. When you are finished with the test results entry, check the affirmation box at the bottom and click "Save Test Data."

Test Data Entry

Serial Number: ***WT00123 Device Type: RP Address: 100 EDES CT - ENGINEER - THIS I A TEST

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: 03/08/2021	Held at: <input type="text"/> PSID	Held at: <input type="text"/> PSID	Opened at: <input type="text"/> PSID

Repaired

Date: 03/08/2021

Final Test	Check Valve #1	Check Valve #2	Relief Valve
<input checked="" type="radio"/> Pass <input type="radio"/> Fail	Closed Tight <input checked="" type="checkbox"/>	Closed Tight <input checked="" type="checkbox"/>	
Date: 03/08/2021	Held at: 5.0 PSID	Held at: 2.0 PSID	Opened at: 2.8 PSID

Details

Test Kit:

Comments: Cleaned all rubber parts.

*By clicking this box, I attest that the above information to be true at the time of testing.

Save Test Data or [Cancel](#)

Step 7 – At this screen, you can either add more test results for other devices at this site or submit test reports you’ve just completed.

Entering Test Results for Other Devices:

Click "Add Test" next to the device and repeat instructions from **Step 5**.

To Submit Test Results:

Click "Review Tests" and the Submit Screen will appear with report(s) you’ve completed.

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Click "Add Test" (below) next to the correct device for which you will be entering test results. OR if you want to submit a report(s) you’ve completed, click "Review Tests," (the Submit Screen will appear) then select the box on the left of the device(s) and click "Submit Selected Tests."

Address: 100 EDES CT - ENGINEER
Company: CITY OF MORGAN HILL

	*Hazard Id	Serial#	Device Size	Device Type	Location	Last Test Date	New Test Date
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Add Test	11967	A261344	1.50	RP	IN FRONT OF BUILDING	11/11/2020 12:00:00 AM	

Step – 8 This is the Submit Screen. Select the box(es) next to the test(s) you want to submit, then click **Submit Selected Tests**



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Click "Add Test" (below) next to the correct device for which you will be entering test results. OR if you want to submit a report(s) you've completed, click "Review Tests," then select the box on the left of the device(s) and click "Submit Selected Tests."

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

	Serial# / Hazard Id	Company	Address	Initial Test	Final Test	Test Kit
<input type="checkbox"/>	***WT00004 / 21748	CITY OF MORGAN HILL	100 EDES CT - ENGINEER - THIS IS A TEST	3/8/2021 fail		
<input checked="" type="checkbox"/>	***WT00123 / 21749	CITY OF MORGAN HILL	100 EDES CT - ENGINEER - THIS I A TEST	3/8/2021 fail	3/8/2021 pass	
<input type="checkbox"/>	***WT45678 / 21747	CITY OF MORGAN HILL	100 EDES CT - ENGINEER - THIS IS A TEST	3/4/2021 pass		

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

Confirmation Screen

This is confirmation that your test(s) was successfully submitted. Test report information will populate our Tokay Backflow Program in 24 hours. You can now log out at this screen.



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Test reports will populate our Tokay Program in 24 hours. Thank you for your test report(s) submittal.

Your order has been received.

Details

Name: TINA
 Amount: \$0.00 USD
 Transaction ID: 87447fd3324c6989

Order Summary:

Confirmation #	Test Date	Serial#	Hazard ID	Address	Amount
1030872	Mar 8 2021 12:00AM	***WT00123	21749	100 EDES CT - ENGINEER - THIS I A TEST	\$0.00