# Add or Replace a Device

## Backflow Test Report Online Lodgement Quick Reference Sheet

#### **Overview**

This Quick Reference Sheet shows how to add a new device or replace a Registered Boundary Backflow Device within Backflow Test Report Online Lodgement.

WATER Backflow Online

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#### **Things You Need To Know**

You will require the following information:

- Water / Fire Service Meter Number; and
- Address of Property to confirm the correct meter / device.

#### **Device Details**

- Protection type
- Device type
  - Device Serial No
  - Make
  - Size
  - Installed Date
  - Exact Location of Device

### **Add or Replace Device**

- 1. Go to the <u>Submit Backflow Device Test Reports</u> web page.
- Enter your Email Address and Password.
- 3. Click Sign in.

#### The **Search For Property** screen displays.

 Complete the Enter the property water meter number field.

**Note:** Must contain a minimum of six (6) characters.

5. Click **SEARCH**.

Enter the prope	rty water meter number		
Fotos et levet 6	haracters of the property w		
enter at least 6 c	naracters of the property w	ater meter number	



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The Property Search Results screen displays.

6. Select the required property.

Note: A maximum of five (5) results will display. If the property required does not appear, click SEARCH BY METER NUMBER and use more details/characters or click SEARCH BY DEVICE NUMBER to search again using previous device number. If meter number and device number searches provide no results, click SUBMIT NEW REPORT

A list of known water meters and devices will display.

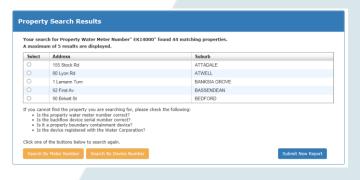
- 7. Select the required meter/device.
- 8. Click ADD DEVICE or REPLACE DEVICE

The **Property and Meter details** screen displays.

9. Enter the Backflow Device Details.

**Note:** Fields marked with an asterisk (\*) are mandatory.

 Enter the Tester Details and Test Result of the new device added.











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11. When the report is completed, click PASS.

Note: If you are unable to complete the details, click CANCEL, you will then return to the Property Search Results. If you select FAIL, a copy of the report will be sent to your email address but will not be recorded by the Water Corporation.

Test Result				
De	evice Test Date *			
	Y cortifue that Y have tested the above device and it meets the			
	I certify that I have tested the above device and it meets the quirements of AS 2845.3-2010			
	I certify that the test kit used to test this device is calibrated in cordance with AS 2845.3-2010			
	PASS CANCEL			



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