HOW TO USE THE GRU CCC ONLINE DATABASE

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GAINESVILLE REGIONAL UTILITIES

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1: GETTING STARTED

1.1.   Introduction to the GRU CCC Online Database

This is a database, not just a data entry system. You can view all the records currently existing in the CCC Online Database. Each record represents a backflow preventer test record, although some records in the database may not have test results entered. You cannot edit or delete any records, you can only create new records. Any records you create will automatically have your Account Name attached to it. This acts as your signature verifying that you did the work and that the information entered is accurate and complete.

1.2.   Getting to the Website

The GRU CCC Online Database is located at the following web address:

https://filemaker.gru.com/fmi/webd

Please note that most but not all web browsers will work with the database. Firefox does not work well with this database.

1.3   Log In/Log Out

Input your Account Name and Password in the appropriate fields and click Sign In. You will then arrive at the database home page. From this screen you will be able to view announcements, navigate to the test entry screens, or view the device list.

To log out, click the Log Out button in the top right corner of the page. Log Out

If you are inactive in the database for a few minutes you will automatically be logged out. Closing the window will also log you out.

1.4.   Changing Passwords

The Online Database is currently set up so that you must request the GRU CCC Program Coordinator to change your password (contact GRU at BFP@gru.com).

1.5.   Navigating the Website

If at any time you wish to go to the previous page, use the Back button on the upper left side of the screen. ‹ Back

To return to the Announcements homepage, press the Home button on the top right corner of the screen or the Cancel button when using the search function or entering test results. Home Cancel

If you attempt to use the Forward or Back buttons on your web browser, you will be taken to the login screen for the database.

2: HELPFUL TIPS TO SAVE YOU TIME

2.1   Searching for Records

You need only to fill in enough information to assist in finding the record; it is not necessary to fill every field, and you may use keywords or partial addresses to locate a record. The search query looks for records containing the information entered, not for exact text. For example, you could enter "8015" to locate a record at 8015 NW 28th Blvd. If too many results show up, you may need to refine your search. If the result you are searching for does not appear, you may need to make your search more general or try using abbreviations. For example, "Southwest Villas Apartments" may be abbreviated in the system as "SW Villas Apts." The most reliable way to locate a backflow preventer is by searching via the device's serial number.

2.2   Format for Text Fields

If you need to enter information into text fields such as Name, Address, City, State and Neighborhood it is helpful for everyone entering data to use the same format.

Format conventions to be used in the CCC Online Database are:

Do not use all capital letters for name, address, and city fields.

Do not use suffixes for street addresses (e.g. 1st, 3rd, 4th), just input as a plain number such as 2345 SW 4 Pl. This will save you time entering address information.

Abbreviate street names and building info where possible (e.g. 3156 NE 39 Rd Bldg F Ste 3 rather than 3156 Northeast 39 Road Building F Suite 3).

3: HOW TO ENTER TEST RESULTS

To enter test results, click on the "Enter New Test" button on the left side of the screen. Select whether you are entering a test for an existing device, a replacement device, or a new device. Please ensure that new device entries do not have previous entries in the database – if you are unsure if a device has previously been entered into the database, first check the device list. See the "Navigating Device List" section for assistance in locating device records.

**Please note: If you realize you made an error after submitting a record, you cannot edit or delete it. Instead, you must create another record, enter the corrections, and leave an explanation in the Notes section. **

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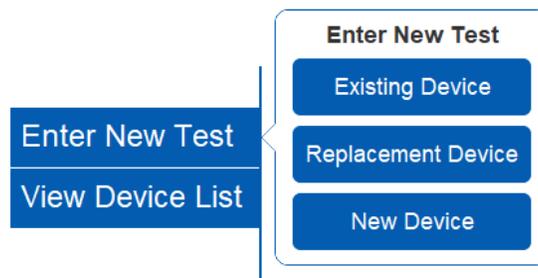
3.1   Required Fields

Before you start entering data, please keep in mind that some fields are required to be entered. The following fields must be entered or the Database will not accept the record:

Name, Address, City/ST/Zip, Device Location, Type, Manufacturer, Model, Size, Serial#, Hazard, Service, Owner Type, Test Date, Test Result, and all fields for PSI and Test Conditions.

It is important that the information you enter is complete and accurate. However, if for some reason the information is not available, you must enter something into these fields or the database will reject the record. For instance, if the Serial# is unreadable due to the age of the device, you may enter "Unreadable". Since all records submitted will be reviewed by GRU, you may be contacted by GRU about any submitted records that contain incomplete information.

3.2   Existing Device

Use this button to enter a new test result for an already existing backflow preventer. You will be prompted to search for the device that was tested. You can search by Name/Address, or by Record # or BFP Serial #.

Enter a search query, then click the Search button to locate the record. The search results will display a list of all locations/records that match the query. If you searched by Name/Address, select the correct location.

If multiple records are presented for the same location, find the correct device and then click Enter New Test.

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The form will prefill all of the Location and Device Information, but you will need to enter the Test Results. For directions on entering Test Results, see Section 3.5 below.

Use the Check Results button to verify the test results. Once all required fields have been entered, click Submit. A window will pop up notifying you that the test result was submitted. Click OK.

3.3   Replacement Device

Use this button to create a new test record for a device that is replacing another backflow preventer with an existing record. You will be prompted to search for the device that was replaced. You can search by Name/Address, or by Record ID# or BFP Serial #.

Enter a search query, then click the Search button to locate the record. The search results will display a list of all locations/records that match the query. If you searched by Name/Address, select the correct location.

If multiple records are presented for the same location, find the correct device and then click Enter New Test.

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The form will fill out all the Location Information, but you will need to enter the new Device Information and Test Results. For directions on entering Test Results, see Section 3.5 below.

Use the Check Results button to verify the test results. Once all required fields have been entered, click Submit. A window will pop up notifying you that the test result was submitted. Click OK.

3.4   New Device

Use this button to create a new test record for a newly installed device. <u>Do not</u> use this button to indicate a replacement device. A window will pop to ask you whether the new device is in an existing location or in a new location.

At New Location

Clicking this button will take you directly to the test entry screen. You will need to fill out all of the Location and Device Information and Test Results. For directions on entering Test Results, see Section 3.5 below.

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Use the Check Results button to verify the test results. Once you are finished entering the test data and all required fields have been entered, click Submit. A window will pop up notifying you that the test result was submitted. Click OK.

At Existing Location

You will be prompted to search for the device's location. You will see the following screen:

Search by Name/Address

Name

Address

Suite #/Apt. #

City/ST/Zip   FL

Enter a search query, then click the Search button to locate the record. The search results will display a list of all locations/records that match the query. Select the correct location.

Enter New Test - Search Results (9 locations found)

Name	Address	City/ST/Zip	
Butler Enterprises Inc -	3223 SW 35 Blvd	Gainesville, FL 32608	Select
Butler Radiator Services	1111 S Main Street	Gainesville, FL 32601	Select
Kevin Butler	8431 SW 11TH RD	Gainesville, FL 32607	Select
S Clark Butler Properties	2680 Clark Butler Blvd Ste	Gainesville, FL 32607	Select
S. Clark Butler Properties	3634 SW Archer Road Suite	Gainesville, FL 32608	Select
S. Clark Butler Properties	3770 SW Archer Road	Gainesville, FL 32608	Select
Sean Butler	1636 NW 57 Street	Gainesville, FL 32605	Select
Shops at Butler Plaza	3524 SW Archer Rd	Gainesville, FL 32603	Select
Town Center Butler Plaza	3730 SW Archer Rd	Gainesville, Fl 32608	Select

The form will prefill the Location Information, but you will need to enter the Device Information and Test Results. For directions on entering Test Results, see Section 3.5 below.

Device Info

Serial #		Meter #		Test
Type				Test Month
Manufacturer				Hazard
Model				Service
Size				Owner Type
Location				

Test Results

		PSI	Condition	Repairs
Test Date		CV1		
Result		CV2		
		RV		
Notes				

Check Results   Cancel   Submit

Use the Check Results button to verify the test results. Once all required fields have been entered, click Submit. A window will pop up notifying you that the test result was submitted. Click OK.

3.5   Entering Test Results

Test Date

This field can be entered using the drop-down calendar, or you can type in the date by double-clicking in the field. It is required to be entered.

Test Result

This field can be entered using the drop-down menu. Select Passed, Failed, or Not Tested.

PSI

Enter the PSI measurement obtained for each valve. There are three fields in the column. The top field is for check valve one (CV1), the next field is for check valve two (CV2) and the bottom field is for the relief valve (RV) for an RP device. If the device is a PVB or DCVA fill in the top two fields for CV1 and CV2 only.

Condition

Select the condition for each valve from the dropdown menu.

The correct passing condition for CV1 for a PVB is "Opened".

The correct passing condition for CV2 for a PVB is "Closed Tight".

The correct passing condition for CV1 and CV2 for a DC is "Closed Tight".

The correct passing condition for CV1 and CV2 for an RP is "Closed Tight".

The correct passing condition for the RV for an RP is "Opened".

Repairs

You can use the Repairs fields to make note of any repairs performed during the tests. It is not required to be entered.

Notes

You can use the Notes field to write down anything you think is important but is not covered by other information in the test report. For example, if you found that the shut-off valve was closed when you started and you left it closed after the test, you can write that in the Notes field. It is not required to be entered.

Check Results

Click on the Check Results button to verify the test results. If you get a message in red above the Check Results button, this means the PSI or Condition for the valves is inconsistent with the Passed test result and the result must be changed to Failed. If no message in red appears, then the results are OK. Click on the Check button after making the correction and the red message should disappear.

CV1 value must be at least 1.0 psi and the condition must be Closed Tight to pass the test
CV2 value must be at least 1.0 psi and the condition must be Closed Tight to pass the test
• RV PSI cannot be greater than 15

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Failed Test Results

If a backflow preventer fails the test and you are going to repair within a few days, please wait to submit the test report until the backflow preventer has been repaired and retested so that all the data can be submitted on the same report record. If there are no definite plans to make repairs due to a customer refusing to approve repairs or other situations beyond your control, then submit the report as "Failed" in the Final Condition column and include the reason it was not repaired in the Notes field.

Customer Non-Compliance with Testing

If a customer refuses to allow you to test or you are withholding entering the test results for nonpayment you must enter a record into the database that shows you attempted to perform the testing. Enter "Not Tested" for the result then include a note in the Notes field (bottom of screen) with an explanation as to why it was not tested. GRU will then contact the customer directly.

4: NAVIGATING THE DEVICE LIST

To view the device list, go to the database home page and click View Device List. From this page, you can scroll through the full list of records in the GRU CCC database. You can also search for specific records, find devices that are overdue for testing, and mark devices as removed.

4.1   How to Search for Records

Click the magnifying glass icon in the upper right corner of the screen. You can search for a device based on any field or combination of fields in the Location Info or Device Info. Click the Search button to locate the record.

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The search results will display a list of all devices that match the query. Click on the record to view more details about it.

3509	118052	RP	009M2Q	Walgreen's	3455 SW Archer Road,	Aug	2/15/2018	Mark Removed
3510	257062	DC	709	Walgreen's	3455 SW Archer Road,	Aug	2/12/2018	Mark Removed
3511	150605	DC	007MIQ	Walgreen's	3455 SW Archer Road,	Aug	2/15/2010	Mark Removed
3512	120568	RP	009M2	Walgreen's	2415 SW 75 Street,	March	3/13/2018	Mark Removed
3513	C086045	PVB	720A	Optioncare of	1700 NW 80 Blvd,	July	7/27/2015	Mark Removed
3514	G172533	PVB	720A	Richard	4509 NW 23 Ave,	July	7/25/2018	Mark Removed
3515	642828	PVB	800M4Q	Jorge Garcia	4100 NW 48 Place,	Oct	12/18/2014	Mark Removed
3516	642217	PVB	800M4Q	Christina	4006 NW 48 PL,	Aug	8/31/2012	Mark Removed

To return to the search results, click on the back button in the top left corner. To reduce the number of records that show up in the search results, try refining your search.

Note: If you receive the message "No devices found matching the criteria entered," click OK and try altering your search criteria.

4.2   Marking Devices as Removed

Use this button to indicate that a backflow preventer has been removed whether or not you were the one who removed it. Do not use this button to indicate that a backflow preventer has been replaced or will be replaced with another backflow preventer.

You can select this button from the device list, the search results page, or the details page for individual devices. Simply find the record of the device that was removed then click the Removed/Mark Removed button.

From the menu, select the reason for the device's removal: Irrigation System Removed, Abandoned Well, or Other. If you select Other, please include a note of explanation. Once a reason has been selected, a confirmation window will appear. Select Mark Removed to confirm.

4.3   Finding Overdue Devices

Use this button to find devices that are overdue for testing.

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5: CORRESPONDENCE

Address all correspondence to the following address:

Gainesville Regional Utilities

Cross Connection Control Program

P.O. Box 147117

Station E-3F

Gainesville, FL 32614-7117

Email: BFP@gru.com or LarsenNG@gru.com

Phone: 352-393-1698

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