

Using SwiftComply

Submitting Additional Test Reports for the Same Location

From your test report home screen, you can select your previous test report. Follow the steps below to submit additional test reports for the same location.

1. There is a green “new report at same location” button. This will select the correct location and provide the option to submit an additional new test report.

Test Reports

New Test Report

Status	Result	Reported On	Submitted On	Accepted / Rejected On	Location Name	Address	Service Provider Name	Tester Name	Submitter Name	Status
Accepted	Pass	2025-04-14	2025-04-14	2025-04-14	EPCOR Water Services - Aurum	2545 Aurum Road NE	CCC Bogus Company	David Sutherland	David Sutherland	Installed
Accepted	Pass	2025-03-25	2025-04-01	2025-04-04	Bogus 2	1254 Peach Street 1250-1262 Peach Street	CCC Bogus Company	David Sutherland	Tayte Sutherland	No Device
Accepted	Pass	2025-03-06	2025-03-07	2025-03-07	Bogus 2	1254 Peach Street 1250-1262 Peach Street	CCC Bogus Company	David Sutherland	Tayte Sutherland	No Device

2.

Select the “New Report At Same Location” button. Next, select another assembly to enter a test report.

- If this location and or subsequent assembly is new you can use the “New / Replacement Assembly” Button. This will create a new assembly “inside” the existing location. For a New Location you should also reference the “When and How to create a New Location” document.

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EPCOR Water Services - Aurum

DETAILS

COMPLIANCE ISSUES

FILES

Status

Accepted

Compliant

Compliant

Serial Number

VG-1908

Assembly Type

DC

Make

WATTS

Model

757

Notes

View Report

Download Report

New Report At Same Location

Search By Serial Number

Assembly Serial Number *

or

Search By Location

Location Name

Location Address *

Location: EPCOR Water Services - Aurum
2545 Aurum Road NE
Edmonton, AB

Choose Assembly

New / Replacement Assembly

Assembly Serial Number

Active	Serial #	Type	Make	Model	Size	
Active	WB-1503	RP	WATTS	957	8	✓
Active	VG-1908	DC	WATTS	757	2.5	✓
Active	NI-0369	DC	AMES	Colt 200	6	✓
Active	MK-5485	DC	WATTS	757	8	✓
Active	Bay 1B - pressur	RP	Watts	Unknown	1	✓
Active	639661	DC	APOLLO	DC-4A	1.5	✓
Active	499660	RP	WATTS	009QT	.5	✓

Note: Anytime you find yourself Overwriting/Deleting the Location Name and/or Address, you should stop and evaluate. You could be entering a test report into the wrong device or location.

Business names and mailing addresses change, but they are normally small changes, such as house numbers being slightly different or a corner property changing from the avenue address to the street address.

To determine if it is the correct location, it is common practice to ask the following questions:

- Was there was a change due to ownership or a tenant change?
- Is the replacement address close to the previous address?

If there is a need for further clarification, please reach out to the **EPCOR CCC Department**.

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