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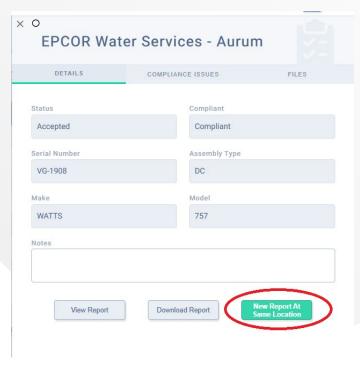
1. There is a green "new report at same location" button. This will select the correct location and provide the option to submit an additional new test report.
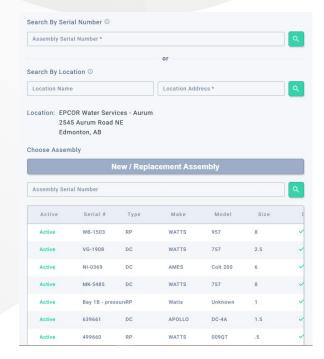

2.

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

o 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.

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:

- o   Was there was a change due to ownership or a tenant change?
- o   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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