

# ONLINE RIMC LOG INSTRUCTIONS

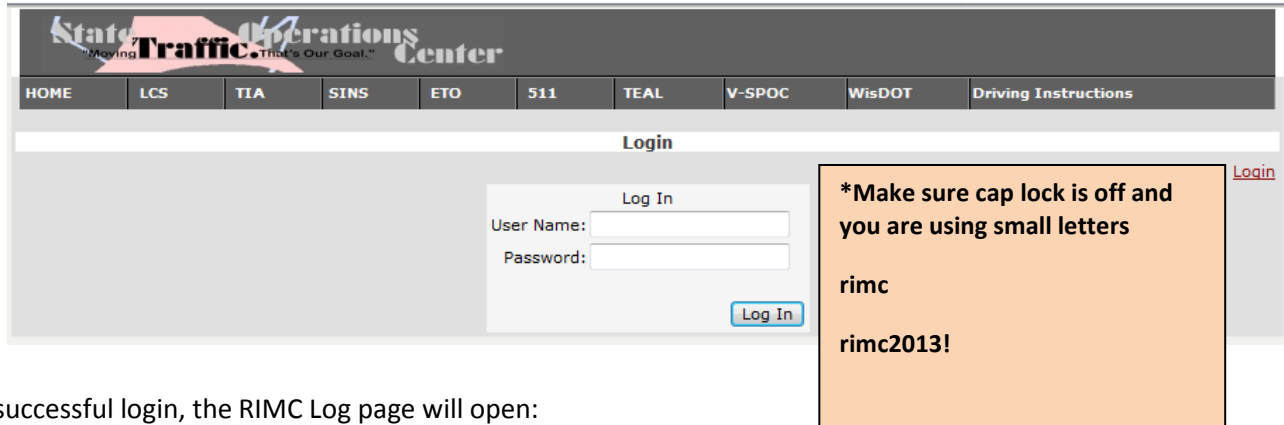
## Navigation

In a web browser, navigate to <http://miltocwp1/STOCHomePage/rimc/rimclog.aspx>. This site is on the WisDOT intranet, so it must be accessed from a machine on the WisDOT network.

## User Types and Logging In

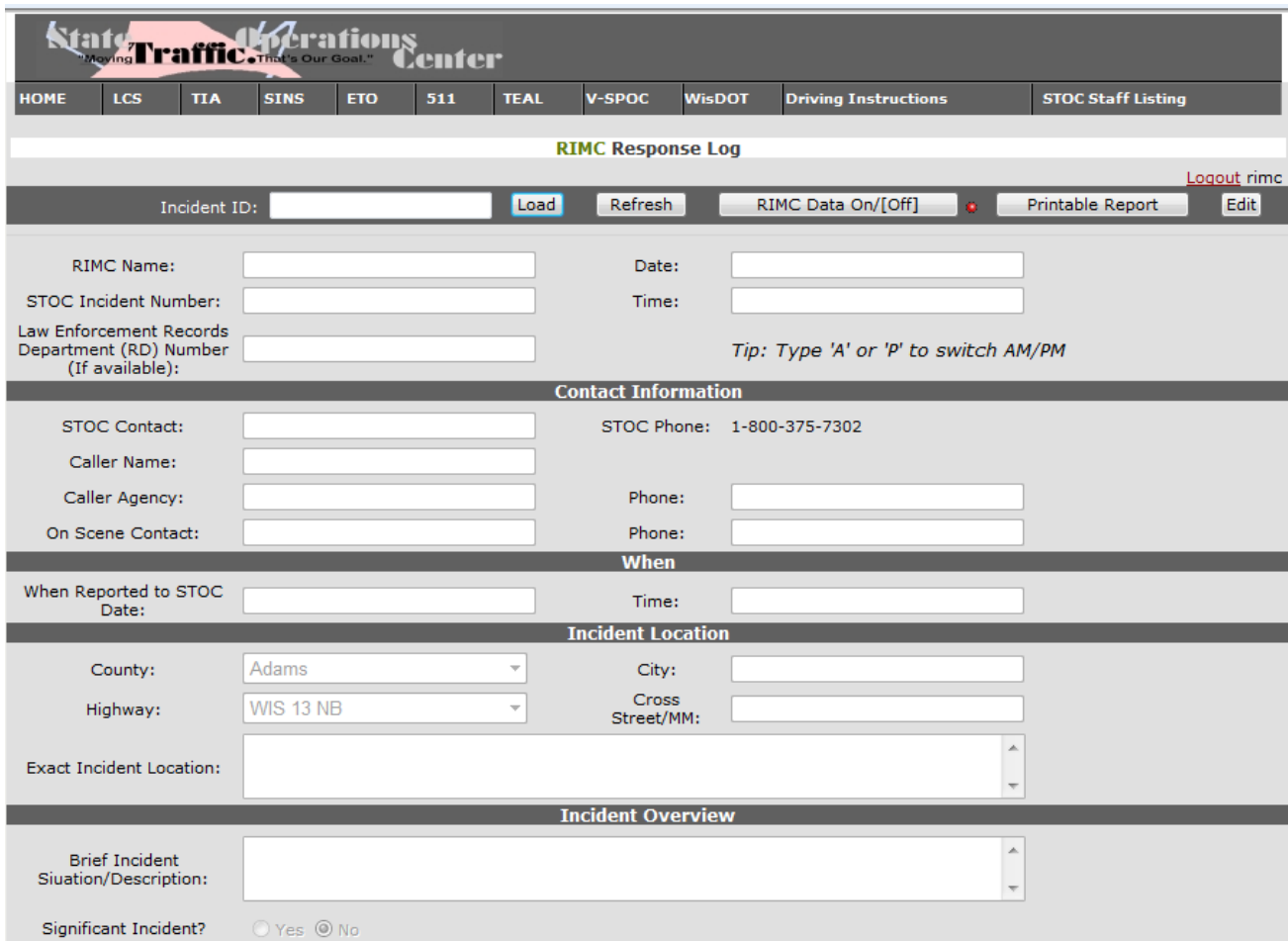
The online RIMC Log is a secure page which requires a login to access. There are two user types: RIMC and STOC. Individual user passwords are not necessary; one shared password works for all RIMC users, and one shared password works for all STOC users.

Login Page:



The screenshot shows the login page for the State Operations Center. The header includes the logo and a navigation bar with links: HOME, LCS, TIA, SINS, ETO, 511, TEAL, V-SPOC, WisDOT, and Driving Instructions. The main section is titled "Login" and contains a form with fields for "User Name:" and "Password:", a "Log In" button, and a "Log In" link. A callout box on the right contains the text: "\*Make sure cap lock is off and you are using small letters", "rimc", and "rimc2013!".

After successful login, the RIMC Log page will open:



The screenshot shows the RIMC Response Log page. The header includes the logo and a navigation bar with links: HOME, LCS, TIA, SINS, ETO, 511, TEAL, V-SPOC, WisDOT, Driving Instructions, and STOC Staff Listing. The main section is titled "RIMC Response Log" and contains a form with fields for "Incident ID:", "Load", "Refresh", "RIMC Data On/[Off]", "Printable Report", and "Edit". Below this are sections for "Contact Information", "When", "Incident Location", and "Incident Overview". The "Contact Information" section includes fields for "STOC Contact:", "STOC Phone:", "Caller Name:", "Caller Agency:", "On Scene Contact:", and "Phone:". The "When" section includes fields for "When Reported to STOC Date:" and "Time:". The "Incident Location" section includes fields for "County:", "City:", "Highway:", "Cross Street/MM:", and "Exact Incident Location:". The "Incident Overview" section includes a field for "Brief Incident Situation/Description:" and a "Significant Incident?" checkbox with "Yes" and "No" options.

RIMC Log page continued:

Incident Impact	
Anticipated Incident Duration:	<input type="text"/>
Est. Queue Length:	<input type="text"/>
Lanes Blocked:	NO LANE CLOSURES ENTERED
Impact on Traffic:	<input type="text"/>
Traffic Control Measures:	<input type="text"/>
Is there an immediate threat to motorists and/or are motorists stranded? <input type="radio"/> Yes <input checked="" type="radio"/> No	
Emergency Alternate Route (Detour Route)	
Emergency alternate route implemented?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Has the route been driven?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Route Check:	<input type="checkbox"/> Height <input type="checkbox"/> Width <input type="checkbox"/> Weight
Route:	<input type="text"/>
On-Scene Response	
Has a formal incident command post been established?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Incident Commander:	<input type="text"/>
Incident Command Post Location:	<input type="text"/>
Who is on-scene?	<input type="checkbox"/> Wisconsin State Patrol <input type="checkbox"/> County Sheriff's Dept. <input type="checkbox"/> Local Law Enforcement <input type="checkbox"/> County Highway Dept. <input type="checkbox"/> Fire <input type="checkbox"/> EMS <input type="checkbox"/> Towing and Recovery <input type="checkbox"/> Other <input type="text"/>
Media	
TIA Sent:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Time:	<input type="text"/>
Media Release Sent:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Time:	<input type="text"/>
Other	
Infrastructure Damage:	<input type="text"/>
Does the incident involve hazardous materials?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is visibility at the scene a safety concern?	<input type="radio"/> Yes <input checked="" type="radio"/> No
RIMC Response	
Did you respond to the incident scene?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Justification for not responding:	<input type="text"/>
Incident Scene Secure and Roadway Open to Traffic	
Date:	<input type="text"/>
Time:	<input type="text"/>
Confirm:	<input type="checkbox"/> STOC Notified <input type="checkbox"/> Incident cleared from SINS website
Action/Call Record	
<input type="button" value="Add New"/>	
NO RECORDS FOUND	
Supervisor	
Supervisor Signature:	<input type="text"/>
Date:	<input type="text"/>
Incident ID: <input type="text"/> <input type="button" value="Load"/> <input type="button" value="Refresh"/> <input type="button" value="RIMC Data On/[Off]"/> <input type="button" value="Printable Report"/> <input type="button" value="Edit"/>	

## Form Dashboard

The form dashboard is located at the top of the form, and duplicated at the bottom of the form for convenience:

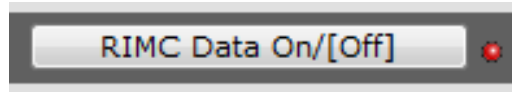
Incident ID: <input type="text"/>	<input type="button" value="Load"/>	<input type="button" value="Refresh"/>	<input type="button" value="RIMC Data On/[Off]"/>	<input type="button" value="Printable Report"/>	<input type="button" value="Edit"/>	<a href="#">Logout rimc</a>
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To begin, enter a SINS Incident ID Number in the Incident ID field, and click **Load**. The incident ID Number can be entered with or without the two-digit county prefix. All the information currently in the SINS database for the given incident will populate the appropriate fields on the form.

At any time, **Refresh** may be clicked to load the most current data from the SINS database.

## RIMC Data

If an incident has information that has been entered by a RIMC, that information will load automatically with the SINS incident data. The RIMC data can be toggled on or off by clicking **RIMC Data On/Off**. When RIMC Data is toggled On, the alert light next to the button is green; with RIMC Data Off, the light is red:



Some fields on the form can accept data from both the SINS database and RIMC addition. If the data from SINS and the data entered by a RIMC differ, the field is highlighted yellow. Toggling the RIMC data On and Off switches the field contents between RIMC data and SINS data.

A screenshot of a web form for RIMC data entry. The form has a header bar with "Incident ID: 15245", "Load", "Refresh", "RIMC Data [On]/Off" (with a green dot), "Printable Report", and "Edit" buttons. The main form is divided into sections: "RIMC Name" (jim smith bob smith), "Date" (6/4/2013), "STOC Incident Number" (15245), "Time" (11:00 AM), "Law Enforcement Records Department (RD) Number (If available)" (RDNum), and a tip "Tip: Type 'A' or 'P' to switch AM/PM". The "Contact Information" section includes "STOC Contact" (Stephen A. Michaels), "STOC Phone" (1-800-375-7302), "Caller Name" (Dispatch), "Caller Agency" (State Patrol Dispatch - Waukesha), "Phone" (2627854711), and "On Scene Contact" (On Scene Contact 2) with "Phone" (1112223333). The "When" section includes "When Reported to STOC Date" (2/11/2012) and "Time" (02:31 PM). The "Incident Location" section includes "County" (Monroe), "City" (Richfield), "Highway" (US 12 EB), "Cross Street/MM" (STH 145 (B-66-0039 BEGIN)), and "Exact Incident Location" (a text area). The form is titled "Incident Overview" at the bottom.

## Editing a RIMC Log

The online RIMC Log can only be edited by the RIMC user type, and only if RIMC data is On. To edit, click **Edit**. This will unlock all the fields for editing, and the Edit button will change to Submit and Cancel buttons. The RIMC Data button also becomes disabled; RIMC Data cannot be turned off while in Edit mode. Some fields are free text; others may be drop down lists or calendar date-pickers. Some fields are restricted to a certain data type; for example, a field expecting a time of day will only accept a time as valid data.

When all desired fields have been filled out, click **Submit** to save the data (or click **Cancel** to cancel). All RIMC-entered data is stored separately from SINS data; filling in or changing field contents does not alter the SINS data.

## Editing Exceptions

Lanes Blocked (STOC) List:

Lanes Blocked:	Lane	Time Stamp	Closed
	1	2/10/2012 3:21:00 PM	True
	2	2/10/2012 3:21:00 PM	True

This list is imported from the STOC Event Manager software, and must be edited by an STOC operator through Event Manager; it cannot be edited here. The list consists of a lane number, action timestamp, and Closed True/False field. If a lane has a Closed True entry, but no Closed False entry, the STOC operator has not marked the lane as reopened in Event Manager. If the incident is no longer active, the lane may have opened when the incident cleared.

Beneath the Lanes Blocked (STOC) list, there is a free text field titled Lanes Blocked (RIMC Notes). Use this field to clarify, expand upon, or correct entries that appear on the Lanes Blocked (STOC) list.

#### Action/Call Record List:

Action/Call Record			
<a href="#">Add New</a>			
Action/Call Time	Action/Call		
2:00 AM	en route	<a href="#">Edit</a>	<a href="#">Delete</a>
12:30 AM	on scene	<a href="#">Edit</a>	<a href="#">Delete</a>

The Action/Call Record list is unlocked for editing when a RIMC clicks **Edit**. The RIMC can then add a new record, edit or delete an existing record. The list operates independently from the rest of the form, and has its own Submit and Cancel buttons. When **Submit** or **Cancel** is clicked within this list, it only applies to the list; it does not submit the whole form. Any changes made outside of this list must still be submitted or cancelled using the buttons on the form dashboard.

#### Printable Report

If a printout is desired, click **Printable Report**. This will open up a Crystal Report, and populate it with all the form data (it will use whatever is displayed on the form, so if RIMC data is On, it will be included, and vice versa).

Find...

1 of 2

100%

Main Report

**RIMC RESPONSE LOG**

RIMC Name jim smith bob smith Date 06/04/2013

STOC Incident Log Number 15245 Time 11:00 AM

Law Enforcement Records Department (RD) Number (if available) RDNuM

**Contact Information**

STOC Contact Stephen A. Michaels Phone Number 1-800-375-7302

Caller Name Reporting Incident Dispatch

Caller Agency State Patrol Dispatch - Waukesha (se Region) Phone 2627854711

On Scene Contact On Scene Contact 2 Phone 1112223333

**When**

When Reported to STOC: Date 02/11/2012 Time 2:31 PM

**Incident Location**

County Monroe City Richfield

State Highway US 12 EB

Cross Street/Mile Marker STH 145 (B-66-0039 BEGIN)

Exact Incident Location, be specific

Exact incident location

**Incident Overview**

Brief Incident Situation/Description

There was an accident on US 41 SB were US 45 merged onto US 41. There was a few more accidents at the merge so US 45 SB was closed at STH 145. Washington County's Recon Team responded. There was a PNB on scene unknown if fatal.

Is this a Significant Incident? No

**Incident Impact**

Anticipated Incident Duration 2 hours

Lanes Blocked