ONLINE RIMC LOG INSTRUCTIONS
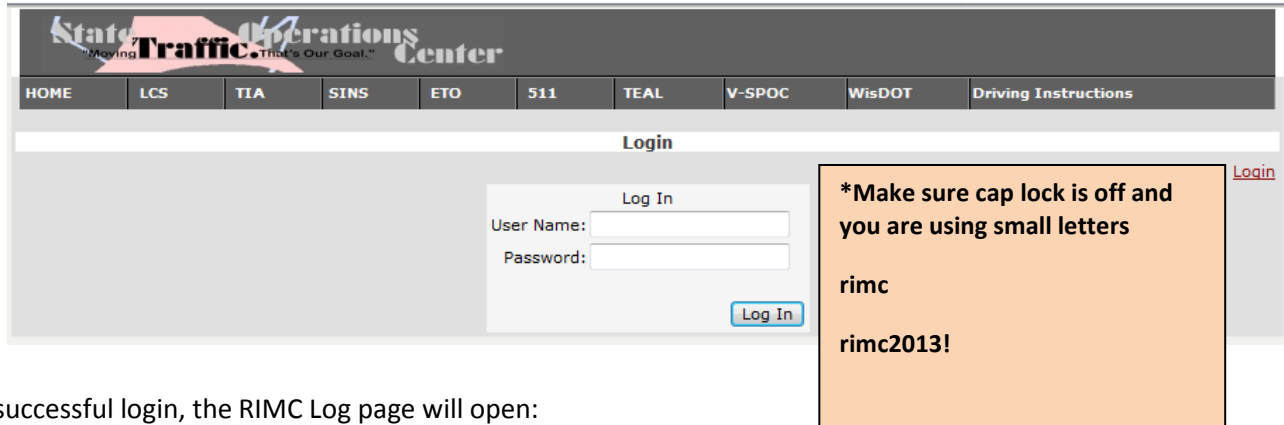
Navigation

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.
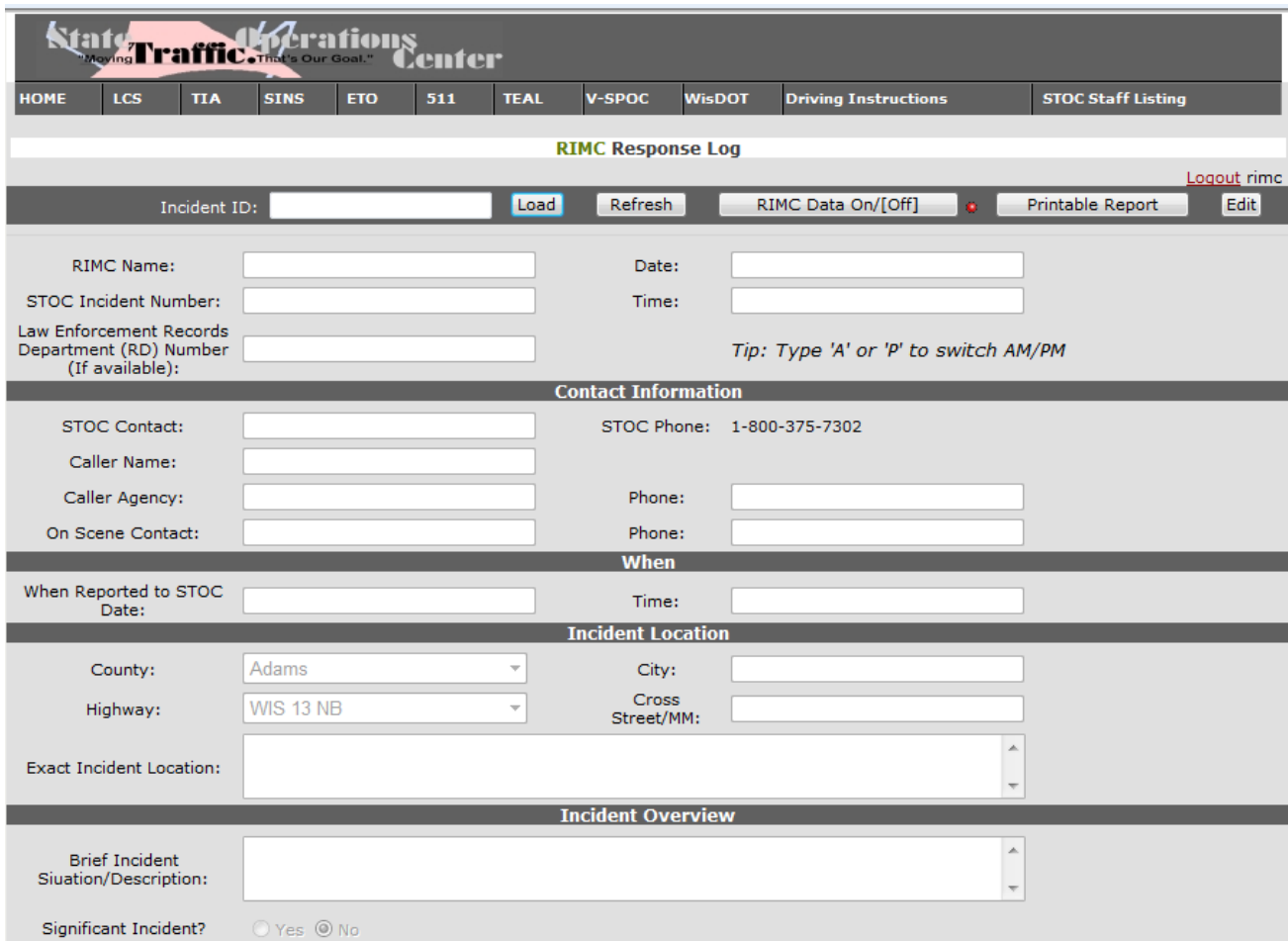
User Types and Logging In

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:

*Make sure cap lock is off and you are using small letters

rimc

rimc2013!

After successful login, the RIMC Log page will open:

RIMC Log page continued:

Incident Impact		
Anticipated Incident Duration:		Est. Queue Length:
Lanes Blocked:	NO LANE CLOSURES ENTERED	
Impact on Traffic:		
Traffic Control Measures:		
Is there an immediate threat to motorists and/or are motorists stranded?	○ Yes ◉ No	

Emergency Alternate Route (Detour Route)			
Emergency alternate route implemented?	○ Yes ◉ No	Has the route been driven? ○ Yes ◉ No	Route Check: ☐ Height ☐ Width ☐ Weight
Route:			

On-Scene Response		
Has a formal incident command post been established?	○ Yes ◉ No	Incident Commander:
Incident Command Post Location:		
Who is on-scene?	☐ Wisconsin State Patrol ☐ County Sheriff's Dept. ☐ Local Law Enforcement ☐ County Highway Dept.	
	☐ Fire ☐ EMS ☐ Towing and Recovery ☐ Other	

Media		
TIA Sent:	○ Yes ◉ No Time:	Media Release Sent: ○ Yes ◉ No Time:

Other		
Infrastructure Damage:		
Does the incident involve hazardous materials?	○ Yes ◉ No	Is visibility at the scene a safety concern? ○ Yes ◉ No

RIMC Response	
Did you respond to the incident scene?	○ Yes ◉ No
Justification for not responding:	

Incident Scene Secure and Roadway Open to Traffic		
Date:		Time:
Confirm:	☐ STOC Notified	☐ Incident cleared from SINS website

Action/Call Record
Add New
NO RECORDS FOUND

Supervisoror		
Supervisor Signature:		Date:

| Incident ID: | Load | Refresh | RIMC Data On/[Off] | ● | Printable Report | Edit |

Form Dashboard

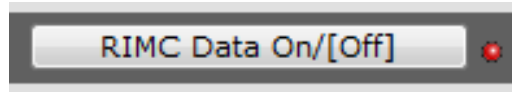The form dashboard is located at the top of the form, and duplicated at the bottom of the form for convenience:

Logout rimc

| Incident ID: | Load | Refresh | RIMC Data On/[Off] | ● | Printable Report | Edit |

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.

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:

	Lane	Time Stamp	Closed
Lanes Blocked:	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:

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).