

ONLINE RIMC LOG INSTRUCTIONS

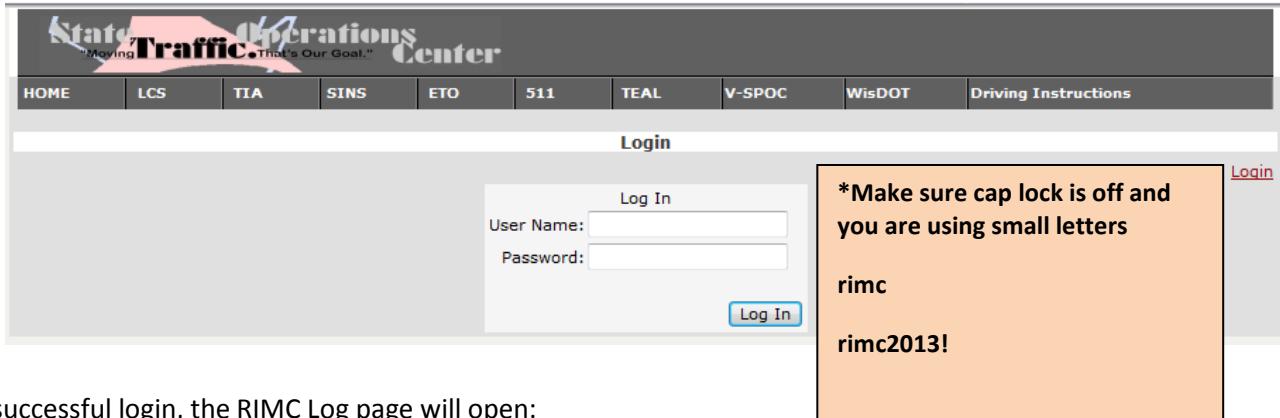
Navigation

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:

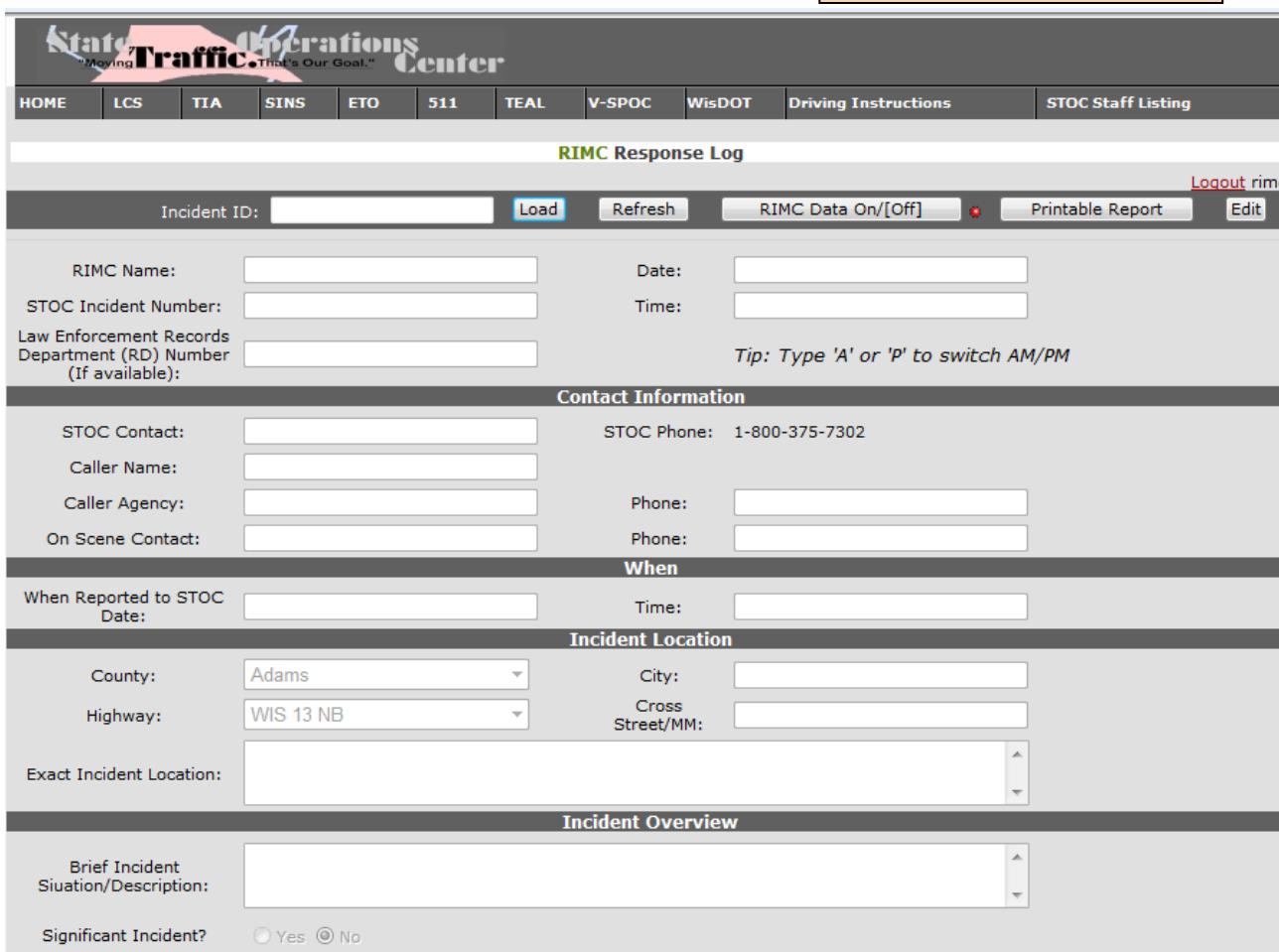


*Make sure cap lock is off and you are using small letters

rimc

rimc2013!

After successful login, the RIMC Log page will open:



RIMC Log page continued:

Incident Impact	
Anticipated Incident Duration:	<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:	<input type="text"/>
Route Check:	<input type="checkbox"/> Height <input type="checkbox"/> Width <input type="checkbox"/> Weight
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="checkbox"/> 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="checkbox"/> RIMC Data On/[Off]	<input type="button" value="Printable Report"/>	<input type="button" value="Edit"/>	Logout rimec
-----------------------------------	-------------------------------------	--	---	---	-------------------------------------	--------------

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.

Logout [rimc](#)

Incident ID: 15245 [Load](#) [Refresh](#) [RIMC Data \[On\]/Off](#) [Printable Report](#) [Edit](#)

RIMC Name: **jim_smith bob smith**

STOC Incident Number: **15245**

Law Enforcement Records Department (RD) Number (If available): **RDNum**

Tip: Type 'A' or 'P' to switch AM/PM

Contact Information

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

Caller Name: **Dispatch**

Caller Agency: **State Patrol Dispatch - Waukesha (**

On Scene Contact: **On Scene COnact 2**

When

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

Incident Location

County: **Monroe** City: **Richfield**

Highway: **US 12 EB** Cross Street/MM: **STH 145 (B-66-0039 BEGIN)**

Exact Incident Location: **Monroe, US 12 EB, STH 145 (B-66-0039 BEGIN)**

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			
Add New			
Action/Call Time	Action/Call		
2:00 AM	en route	Edit	Delete
12:30 AM	on scene	Edit	Delete

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).

RIMC RESPONSE LOG

RIMC Name jm 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 CContact 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