

COMPUTER LAB SESSION I: LEARNING THE RIWIS INTERFACE

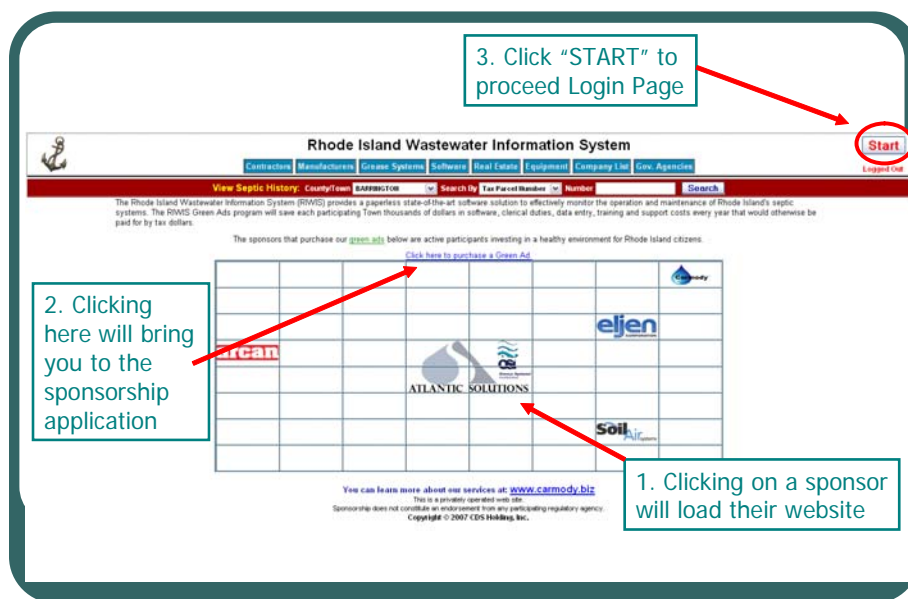
Overview

This session will feature a 15 minute presentation of basic RIWIS layout. Participants will become familiar with the sponsor page, login screen, and user directory, layout and location of the menu bars, and basic search features of the program.

After the presentation, participants will have 10 – 15 minutes to work through the exercises. Staff will be available throughout the room to answer any questions that you may have.

Exercise 1: Access and Login to RIWIS.org

The Sponsor Page Overview:



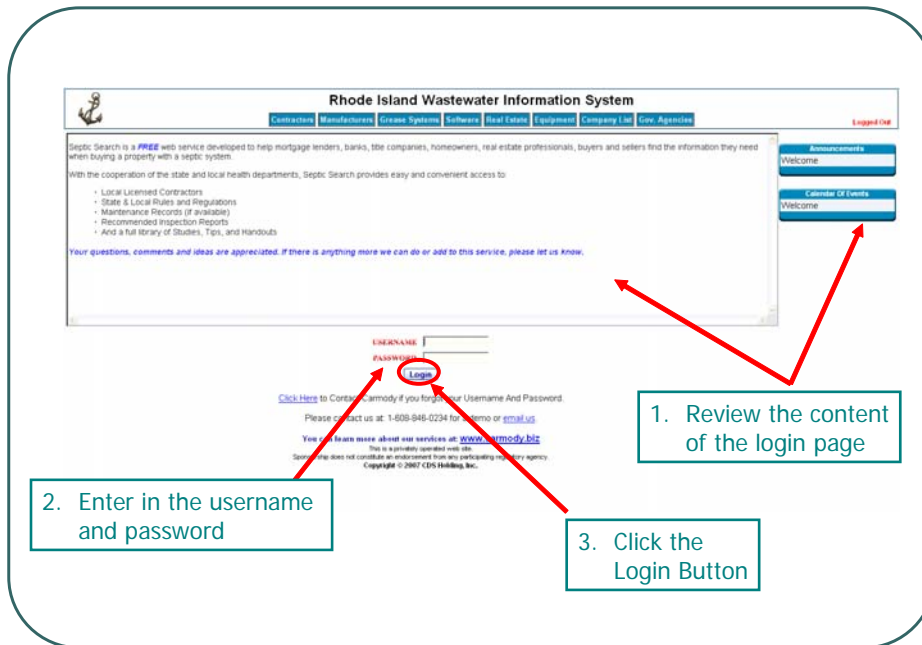
- Open Internet Explorer
- Click on "RIWIS" from the favorites menu to access the "Sponsor Page"

Before proceeding to the login page, take a moment to visit one of the sponsor's web-sites by clicking on their logo.

Which Sponsor did you visit? _____

- Close the Sponsor's website and return to the RIWIS "Sponsor Page"
- Click on the "START" button, located in the top right hand corner, this will bring you to the login page.

The Login Page Overview:



The login page contains the latest RIWIS news, updates, and training opportunities, take a moment to review the content of the login page before logging into RIWIS.

For this exercise we will use a login for The Town of Jamestown’s Wastewater Management Specialist.

Username: jamestown
Password: office

Enter in the username and password then click “LOGIN”

Exercise 2: Using the Submit Reports Page

Wastewater Management Specialists are often asked for information by other town officials. In this exercise you will work as the Wastewater Management Specialist for The Town of Jamestown and will apply what you’ve learned in the previous presentation.

This morning you get a call from the building inspector, he has received a complaint of strong sewage odors coming from 88 East Shore Road. He asked you to check your records and see what the history is for that property.

Click on the “SUBMIT REPORTS” Tab from the “RECORDS” menu

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Town of Jamestown, RI - Scott Carmody - 7/22/2007

Main Menu

- Contact Us
- Tutorials
- User Applications
- Terms of Use
- Disclaimer
- Privacy Policy
- Home
- Log Out

Records

- Submit Reports**
- Submit Reports Demo
- Property Info
- Lost & Found

Reports

- Alarm Reports
- Search Reports
- View Excel Reports
- Service Schedules
- Custom Reports
- Site Sketch
- Split Parcels
- Statistics

Setup

- Service Schedules
- Build Reports
- Alarms
- Software Downloads
- Edit Session Page

Administration

- Data Upload

Tracking

- Letter Postcards

Message Center

Maintenance Verification	Failed Inspections
108	45

Service Schedules Summary
(System Components, Flags, Reports, Sampling and Renewals)
Click here for help on how to read the Service Schedule Summary below.
Service events are updated once every day at 2:00 AM EST

Description	Total	Notice (60 days)	Due	30	60	90+
Aerobic (EAST)	11					11
Aerobic (Single)	7					7
Conventional (Non-Pressurized)	1421	70	62	63	52	273
Conventional (Pressurized)	4					4
Pending Installation	9					9
RUCK	2			1		1
Sand Filter - Recirculating	3					3
Sand Filter - Single Pass	8					8
Sub-Standard	83	17	18	2	1	38
Teddie Filter (Advantus)	81	2	1			78
Unknown	77					68
TOTALS	1706	82	81	66	53	498

1. Click the "SUBMIT REPORTS" Tab

Records

- Submit Reports**
- Submit Reports Demo
- Property Info
- Lost & Found

□ Enter in the site address and click "SEARCH"

Submit Reports - Search

Search By Property Owner Information

For best results use the first 2 to 3 letters of the persons last name.

Last Name: *Required* Search

First Name: *Optional*

Permit Holder
 Tenant/Cluster Owner

Search By The Selected Field

Tracking Number: Search

Search By the Site Address

Site Street Address: Search

Site City: State:

Search By A Specific County or Town

County/Town: Search

Search In Pending Applications

Applicant Name: Search

1. Enter in the site address

2. Click "Search"

□ View the property to make sure it is correct and then click the "View History" tab

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Submit Reports - Search Results

1. Tracking #	Home Owner	System Address	Links	Action
1. 7/27 2. 7/27 3. 4. 0 Gals /0 Tanks	ATTAWAY, FRITZ Other: Attaway, ET, Fritz E & E Pembroke	88 EAST SHORE ROAD Jamestown, RI	Map	View History Print Inspect Add State Delete Download Compendium Report Print Print

[Click here to add a NEW property to the database.](#)

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1. Check to make sure you are viewing the correct property

2. Click the "VIEW HISTORY" Tab

You will be able to find the following information on the “View History” Page

Owners Name: _____

Tracking #: _____

Date of Last Inspection: _____

System Type: _____

Service Provider: _____

Notes: _____

Based on this information, what do you tell the building official?

The records indicate that the property for 88 East Shore Rd has a conventional system that was functioning properly at the time of last inspection.

or

The records indicate that the property for 88 East Shore Rd has a cesspool that has failed both structurally and hydraulically and that a notice of violation was issued on 11/22/06.

[END OF LESSON 1]