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 websites 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
1. Click the “SUBMIT REPORTS” Tab

Enter in the site address and click “SEARCH”

Submit Reports - Search

For best results use the first 2 to 3 letters of the person’s last name.

Search By Property Owner Information

Last Name: [Input]  
First Name: [Input]  

- Permit Holder  
- Tenant/Cluster Owner

Search By The Selected Field

Search By the Site Address

Site Street Address: [Input]  
Site City: [Input]  
State: RI  

Search By A Specific County or Town

County/Town: [Input]  

Search In Pending Applications

Applicant Name: [Input]

View the property to make sure it is correct and then 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]