

GUIDELINES FOR USING THE WISCONSIN FST WEBSITE AS A READER (No Editing Rights)



To create a login:

1. Go to the www.wifst.org website
2. Click "New User" on the main page



3. Enter in the appropriate:
 - a. Select the account type as "Read"
 - b. User Name
 - c. Password (Must use a combination of letters, numbers, unique symbols and capitals)
 - d. Confirmation of your Password
 - e. E-mail
 - f. Security Question
 - g. Security Answer
 - h. Select down arrow in the "Provider" field and select the appropriate provider
 - i. After all of this has been entered, click "Create User"

A screenshot of the "Sign Up for Your New Account" form. The form includes radio buttons for "Admin", "User", and "Read", with a blue arrow pointing to the "Read" option. Below are input fields for "User Name", "Password", "Confirm Password", "E-mail", "Security Question", and "Security Answer". A "Create User" button is at the bottom right, with a blue arrow pointing to it.

Once a new account has been approved by a Website Admin, the user can login view details of the Providers, Contracts, Operators and the details of the daily Patrols on a statewide basis

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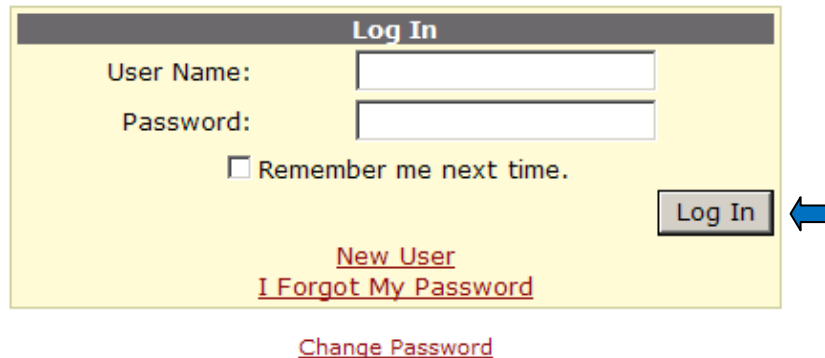
where FST services are provided. The following steps will provide access to the above mentioned details:

To Login:

1. Go to www.wifst.org
2. Click Log in (if you are a new member, follow the instructions described in the “To Create a New User” section)



3. Enter in your Log in User Name and Password
4. Click Log in



To view shift details:

1. Click on “Patrol Log” in the field bar to view information about the daily FST patrols.

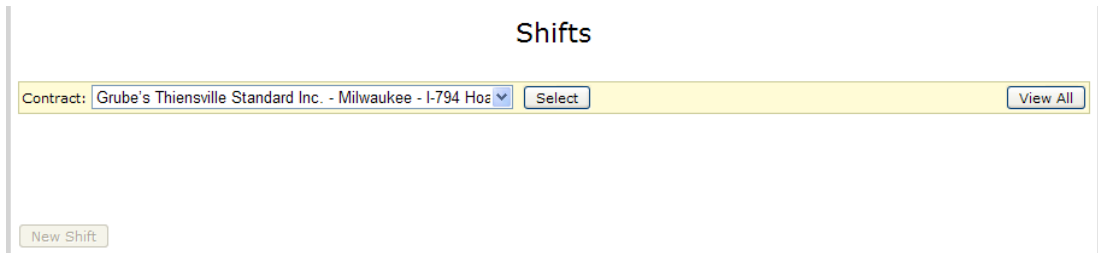


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To view details of all the stops made during a particular shift:

1. Click on the drop-down menu and choose a contract to view the related patrol logs



2. Click on "Detail"

Shifts

New Shift		Shift ID	Contract	Operator	Shift Date	Start Time	End Time	Start Miles	End Miles	
Edit	Delete	Detail	50	Waukesha - I-94 E-W	Callewaert, Joseph	3/5/2011	10:00 AM	7:00 PM	323766	323989
Edit	Delete	Detail	51	Waukesha - I-94 E-W	Moritz, Greg	3/5/2011	10:00 AM	7:00 PM	234101	234321
Edit	Delete	Detail	52	Waukesha - I-94 E-W	Callewaert, Joseph	3/6/2011	12:00 PM	9:00 PM	234329	234502
Edit	Delete	Detail	53	Waukesha - I-94 E-W	Moritz, Greg	3/6/2011	12:00 PM	9:00 PM	323997	324241
Edit	Delete	Detail	55	Winnebago - US 41	Koloske, Nicholas	3/7/2011	6:00 AM	10:00 AM	370264	370455
Edit	Delete	Detail	56	Winnebago - US 41	McFadden, Kyle	3/7/2011	3:00 PM	7:00 PM	370605	370790
Edit	Delete	Detail	59	Winnebago - US 41	Koloske, Nicholas	3/8/2011	6:00 AM	10:00 AM	370923	371091
Edit	Delete	Detail	48	Winnebago - US 41	McFadden, Kyle	3/6/2011	12:00 PM	9:00 PM	369848	370205
Edit	Delete	Detail	49	Winnebago - US 41	McFadden, Kyle	3/5/2011	10:00 AM	7:00 PM	369394	369721

↑

3. Click on "Select" adjacent to the Stop detail you want to view

Shift ID: 16

Shift Date: 1/27/2011 Start Time: 8:00 AM End Time: 4:00 PM
Start Miles: 250 End Miles: 450 Operator: Malin, Eve Contract: Milwaukee - I-94 N-S

Add Stop

	Direction	MileMarker	DispatchTime	ArrivalTime	FwyClearTime	EndTime
Select	NB	350	8:15 AM	8:25 AM	8:35 AM	8:50 AM

4. A screen with stop details filled out by the FST drivers/contractors will appear where information regarding the stop made can be viewed.

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	Direction	MileMarker	DispatchTime	ArrivalTime	FwyClearTime	EndTime
Select	WB	304B		3:20 PM	3:24 PM	3:34 PM
Select	EB	west of moreland		3:54 PM		3:55 PM
Select	EB	894 south		4:50 PM	5:00 PM	5:00 PM
Select	SB	94 west to 894 south		5:35 PM	6:00 PM	5:58 PM
Select	SB	94 S to 894 W ramp		5:35 PM	6:00 PM	5:58 PM
Select	EB	94/moorland		9:38 PM	9:40 PM	9:40 PM

Dispatch Time	
Arrival Time	5:35 PM
Lane Clear Time	6:00 PM
End Time	5:58 PM
Direction	SB
Mile Marker	94 S to 894 W ramp
Location	M - Median
Vehicle Type	1 - Passenger
Make/Model	chevy traverse
How Discovered	1 - Drove up
Comments	wait for sheriff car was drivable
Cause	1 - Disabled
Relocated To	NA - Not Applicable
Wait Time	4 - 20 min
Response Card	<input checked="" type="checkbox"/>
Weather	2 - Rain
Vehicle Color	gray
License Plate Number	156rxx
Vehicle VIN	1gnev13d895129530
Services Provided	9 - Checked welfare 13 - Provided traffic control
Agencies Notified	3 - MCSO
	New
	Edit

To view the operator details:

1. Click on "Operator" in the field bar



2. A list of the operators working on the FST contract is provided and can be selected to view more details about the operators.

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Active Operators

New Operator		View Inactive		Provider	Lname	Fname	Approved	ApprovedDate
Select	Delete	Grube's Thiensville Standard Inc.	Grube	Dennis	<input checked="" type="checkbox"/>	2/10/2011		
Select	Delete	Grube's Thiensville Standard Inc.	Wojciechowski	Eric	<input checked="" type="checkbox"/>	2/11/2011		
Select	Delete	Grube's Thiensville Standard Inc.	Brown	Daniel	<input checked="" type="checkbox"/>	2/18/2011		
Select	Delete	Grube's Thiensville Standard Inc.	Dixon	Gerald	<input checked="" type="checkbox"/>	2/10/2011		
Select	Delete	Grube's Thiensville Standard Inc.	Otto	Rene	<input checked="" type="checkbox"/>	2/10/2011		
Select	Delete	Grube's Thiensville Standard Inc.	Gonzalez	Miguel	<input checked="" type="checkbox"/>	2/18/2011		
Select	Delete	Prairie Land Towing	McFadden	Kyle	<input checked="" type="checkbox"/>	2/18/2011		
Select	Delete	Prairie Land Towing	Callewaert	Joseph	<input checked="" type="checkbox"/>	2/18/2011		
Select	Delete	Prairie Land Towing	Koloske	Nicholas	<input checked="" type="checkbox"/>	2/18/2011		
Select	Delete	Prairie Land Towing	Moritz	Greg	<input checked="" type="checkbox"/>	2/18/2011		
Select	Delete	Prairie Land Towing	Borgwardt	Duane	<input checked="" type="checkbox"/>	2/18/2011		
Select	Delete	Prairie Land Towing	Menzel	Todd	<input checked="" type="checkbox"/>	2/18/2011		

To view information about the FST contracts:

1. Click on "Contract" in the field bar



2. A list of providers is listed. Select the appropriate "Provider" and click "Select"

Contracts

New Contract		Provider	County	StartDate	EndDate	Description	Phone	Phone2
Select		Prairie Land Towing	Waukesha	3/5/2011	6/30/2011	Waukesha - I-94 E-W	262-672-0591	
Select		Prairie Land Towing	Winnebago	3/5/2011	11/30/2011	Winnebago - US 41	414-303-4816	
Select		Prairie Land Towing	Dane	3/21/2011	11/30/2011	Dane - Badger	608-354-9623	
Select		Prairie Land Towing	Monroe	3/25/2011	5/30/2011	Monroe - I-94	608-206-9655	
Select		Prairie Land Towing	Jefferson	4/11/2011	4/21/2011	Jefferson - I-94	608-206-9655	
Select		Grube's Thiensville Standard Inc.	Milwaukee	3/4/2011	6/30/2011	Milwaukee - I-94 E-W	414-303-1187	
Select		Grube's Thiensville Standard Inc.	Milwaukee	3/15/2011	10/15/2011	Milwaukee - I-794 Hoan	414-303-0631	
Select		Grube's Thiensville Standard Inc.	Milwaukee	2/17/2011	12/31/2011	Milwaukee - I-94 N-S	414-254-4032	

3. The Description, Provider, County, Phone, Start Date, End Date, Termination Date and any notes are all listed. The notes section will list any additional hours or routes to be followed.

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Contract Detail

Edit:

Provider:
County:
Description:
Start Date:
End Date:
Phone:
Phone 2:
PO Number:
PO Start Date:
PO End Date:
Termination Date:

Notes:
 Backup Number 608-837-6702; Brewer Routes: 4/4/2011; TRUCK 2: 10AM - 1PM: I-94 E-W - Moorland Road to 84th Street (Mil. Co.); 3PM-6PM: I-94 E-W - Moorland Road to 84th Street (Mil. Co.); 4/8/2011; TRUCK 1: 3PM-11PM: I-94 E-W - Moorland Rd to 84th St (Mil. Co.); 4/9/2011; TRUCK 1: 12PM-3PM: I-94 E-W - County G/Meadowbrook to 84th St (Mil. Co.); 3PM-10PM: I-94 E-W - Moorland Rd to 84th St (Mil. Co.); TRUCK 2: 12PM-10PM: I-94 E-W - County G/Meadowbrook to 84th St (Mil. Co.); 4/10/2011; TRUCK 1: I-94 E-

Currently viewing schedule for: 262-672-0591

March		April					May
Su	Mo	Tu	We	Th	Fr	Sa	
27 12:00 PM-9:00 PM	28 6:00 AM-10:00 PM	29 6:00 AM-10:00 PM	30 6:00 AM-10:00 PM	31 6:00 AM-10:00 PM	1 6:00 AM-10:00 PM	2 10:00 AM-7:00 PM	
3 12:00 PM-9:00 PM	4 6:00 AM-10:00 PM	5 6:00 AM-10:00 PM	6 6:00 AM-10:00 PM	7 6:00 AM-10:00 PM	8 6:00 AM-10:00 PM	9 10:00 AM-7:00 PM	
10 12:00 PM-9:00 PM	11 6:00 AM-10:00 PM	12 6:00 AM-10:00 PM	13 6:00 AM-10:00 PM	14 6:00 AM-10:00 PM	15 6:00 AM-10:00 PM	16 10:00 AM-7:00 PM	
17 12:00 PM-9:00 PM	18 6:00 AM-10:00 PM	19 6:00 AM-10:00 PM	20 6:00 AM-10:00 PM	21 6:00 AM-10:00 PM	22 6:00 AM-10:00 PM	23 10:00 AM-7:00 PM	
24 12:00 PM-9:00 PM	25 6:00 AM-10:00 PM	26 6:00 AM-10:00 PM	27 6:00 AM-10:00 PM	28 6:00 AM-10:00 PM	29 6:00 AM-10:00 PM	30 10:00 AM-7:00 PM	
1 12:00 PM-9:00 PM	2 6:00 AM-10:00 PM	3 6:00 AM-10:00 PM	4 6:00 AM-10:00 PM	5 6:00 AM-10:00 PM	6 6:00 AM-10:00 PM	7 10:00 AM-7:00 PM	

*Orange text = Changed Schedule

- Scroll down and flip through the calendar to see the appropriate dates and times that the contracted service is provided by clicking on either the previous month or the next month

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1 6:00 AM-7:00 PM	2 6:00 AM-7:00 PM	3 6:00 AM-7:00 PM	4 6:00 AM-7:00 PM	5 10:00 AM-7:00 PM
6	7 6:00 AM-7:00 PM	8 6:00 AM-7:00 PM	9 6:00 AM-7:00 PM	10 6:00 AM-7:00 PM	11 6:00 AM-7:00 PM	12 10:00 AM-7:00 PM
13	14 6:00 AM-7:00 PM	15 6:00 AM-7:00 PM	16 6:00 AM-7:00 PM	17 6:00 AM-7:00 PM	18 6:00 AM-7:00 PM	19 10:00 AM-7:00 PM
20	21 6:00 AM-7:00 PM	22 6:00 AM-7:00 PM	23 6:00 AM-7:00 PM	24 6:00 AM-7:00 PM	25 6:00 AM-7:00 PM	26 10:00 AM-7:00 PM
27	28 6:00 AM-7:00 PM	1 6:00 AM-7:00 PM	2 6:00 AM-7:00 PM	3 6:00 AM-7:00 PM	4 6:00 AM-7:00 PM	5 10:00 AM-7:00 PM
6	7 6:00 AM-7:00 PM	8 6:00 AM-7:00 PM	9 6:00 AM-7:00 PM	10 6:00 AM-7:00 PM	11 6:00 AM-7:00 PM	12 10:00 AM-7:00 PM

*Orange text = Changed Schedule

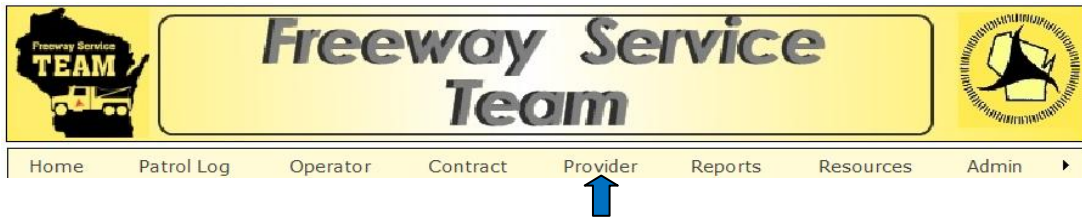
Note: Any preapproved changes to the schedule (such as for holidays) will be noted on the calendar.

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To view details of the providers:

1. Click on "Provider" in the field bar



2. A list of the providers along with their Provider ID, Provider, Contact First Name, Contact Last Name, Phone Number and Email will come up.

Active Providers

[New Provider](#) [New Truck](#) [View Inactive](#)

		ProviderID	Provider	ContactFname	ContactLname	Phone	Email	Active
Trucks	Edit	63	Grube's Thiensville Standard Inc.	Timothy	Grube	262-242-9971	grubestowing@sbcglobal.net	<input checked="" type="checkbox"/>
Trucks	Edit	64	Prairie Land Towing	Todd	Menzel	608-209-0635	todd@prairielandtowing.net	<input checked="" type="checkbox"/>

3. Click "Trucks" to view the name of the provider, contact name, contact phone and contact email of each vehicle.

Active Providers

[New Provider](#) [New Truck](#) [View Inactive](#)

		ProviderID	Provider	ContactFname	ContactLname	Phone	Email	Active
Trucks	Edit	63	Grube's Thiensville Standard Inc.	Timothy	Grube	262-242-9971	grubestowing@sbcglobal.net	<input checked="" type="checkbox"/>
Trucks	Edit	64	Prairie Land Towing	Todd	Menzel	608-209-0635	todd@prairielandtowing.net	<input checked="" type="checkbox"/>

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To Logout:

On any of the pages listed above, there is a logout button in the upper right hand corner

1. Click "Logout" to logout of your account

