Road Condition Reporting System

Yukon 511.ca

Summer/Construction Training Manual
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Yukon 511.ca - RCRS Summer Training Manual

Logging onto the Yukon Index Homepage

The Yukon (RCRS) may be accessed via the Government of Yukon 511 Index page.

- The user may select from the available links
- Highway Update Program
- Yukon Road Conditions website map
- Yukon Road Conditions website text reports
- Backup links for the RCRS programs
- Highway User Administration Program (Management only)
- Highway History
- User Documentation
Road Condition Reporting System

Logging into the Road Condition Reporting System

To log in to the Summer RCRS follow these instructions;

1. Open Microsoft Internet Explorer.
2. Go to the RCRS User Login screen and select the “Highway Update Program”
3. The RCRS Log in screen will appear (shown below)
4. Type in your “user name” and “password”
5. Select “summer conditions” from the season
6. Left-mouse click on the login button.

RCRS Login screen
Map of Yukon

After you log into the system, you will view a map of Yukon. This map is broken into reporting bases. Select your Reporting Base, locate the name of the Territory map and left-mouse click it.

Territory Report Button & Territory Map Button.

To view a detailed territory report text format
  - Select the “territory report” button located on the bottom right corner.

To return to the territory map
  - Select the “territory map” button also located on the bottom right corner.
Reporting Base Map Overview

Once you have selected your reporting area (example: Whitehorse), the area map will appear. The area map will allow you to update visibility and road conditions on a segment, highway or area (all roads).

Below is a Base Map Overview

This section displays your selected area with the available highways and segments to update.

- Current conditions are indicated in the colour correspond to the condition legend.
- If the segment or highway is in black this indicates that the conditions are good.
- Flashing colours’ indicate several conditions on the segment/highway.
“clear all/ lock/ unlocked”
This section allows you to lock and unlock a highway, and clear all the summer construction road conditions on a highway.

“condition as of ”
This section indicates the current date and time.

Summer Road Condition Legend Overview

“summer construction Legend 1”
The Yukon 511 has selected several different summer construction road activities that can be applied.

“visibility”
This section gives you the option to apply the visibility to a segment, highways and areas.

“lane direction”
This section allows you to choose in which direction the summer construction is progressing.
- B - both ways
- N - northbound
- S - southbound
- E - eastbound
- W - westbound

“summer construction Legend 2”
This section allows you to apply multiple summer construction road conditions to segment, highways, and areas.

“type of road”
This section allows you to choose what type of road to apply your visibility and road condition.

Your choices are:
- **Segment** - this allows you to select the segment of the highway, the Yukon 511 has determined these segments. Segment is the default.
- **Highways** – this allows you to update the entire highway within the reporting area. If you select ‘Highway #1’ all of that highway will be selected in that area.
- **Area** – this allows you to update all the highways in this reporting area.
Road Information

This section allows you to view the highway number and indicates the “from” and “to” points of a selected section of the highway.

Highway - this box indicates the highway number that you have selected.
From – this box indicates where the selected segment of highway begins.
To – this box indicates where the selected segment of highway ends.

Directional Options - Additional descriptors for directions that may be selected from the menu on the summer construction program as well as the IABR:

- The standard directions (North, South, etc.) may be used to describe the start and end points to construction where detailed information regarding the location of the work is known within kilometres of towns, cities or other identified junctions.

- The descriptor “Vicinity of” will only have a start point or an end point. The condition should be associated with one end or the other but not both “vicinity of Parent Lane KM 1439 - grading, rough section, loose gravel, equipment and persons working, adjacent to road”

- The term “Vicinity North of” can be used such as selecting “Vicinity North of Jct. Takhini Hot Springs Road Km 198” to describe a particular type of condition.

- The “For” feature can be used to describe an area of work where there may be a start point and no specific end point “10 km north of Jct Takhini Hot Springs Road KM 198 for 5 km : paving, equipment and persons working, adjacent to road”

- The term “Km marker” can be used to pin point an activity to a specific location along a Yukon highway such as “Km 1445 to Km 1450 - BST re-surfacing, fresh oil, reduced speed, one lane traffic, equipment and persons working”

- “Km marker” can also be used in conjunction with other directional options as well; “Hwy 1 – Km 1475 to vicinity of Mendenhall River Km 1504 – construction, loose gravel, fresh oil”

- The term “No start point” can also be used to describe a specific point of activity such as “Km 1450 - blasting, one lane traffic, equipment and persons working, adjacent to road, flagpersons in attendance, be prepared to stop expect delays 20 to 30 minutes”
There are two ways to view the regional map’s highway information

1. As you move your mouse over the roads on the map the highway information will appear in the highway “from” and “to” boxes located on the right side of the screen.

2. A pop-up box will appear beside your cursor with the highway number, from and to information.

Note: There are red dots located “on the roads”; each dot represents either a start point or an end point of a segment.
“submit” button
This button will allow you to submit your area changes to the RCRS. The status section will show if the submitting was successful, after you have hit the button.

“refresh” button
Get the latest conditions. The “refresh” button allows you to retrieve any updates that have been added to your area. We recommend that you select this button before proceeding with your own area changes.

“closures” button
This button allows you to view and modify advisories and emergency closures for the reporting area. **You must type in this information. You will need to type the highway number before you add the reason for the advisories & closure.** This information will appear to the public and pertains to the area you are updating only. Information for this section must be added, changed and deleted manually.

“report” button
This button allows you to view a text report of the Road Conditions in the reporting area. Select the “map” button to return to the area map. The "report" and "map" button are the same button they toggle between each other.

“winter / summer / restrict" buttons allows you to move between different reporting seasons.
- **Winter** - Reports the road conditions influenced by winter weather.
- **Summer** – Reports road conditions affected by construction activity.
- **Restrict** – Reports the highways season weight restrictions.

“territory” button
This button displays the map of The Yukon. This map allows you to select another reporting area to view and report other Road Conditions.

**Left status box** denotes whether a submission of conditions or a refresh was successful. The date and time stamp is when you logged into the system or the most recent submission or refresh.

**Right status box** section lists the last date and time of submitted conditions, if the conditions have not changed. Selecting the “submit” button will create a new date and time stamp with the same conditions.
RCRS Reporting Base User Exercises

Exercises to Apply Summer/Construction Conditions.

Exercise One

Step 1: Refresh
- Select the “refresh” button to retrieve construction that may have been applied by another reporting area or the Yukon 511 head office.
- Roads with no conditions applied will default to “good summer driving”

Step 2: Road type
- Select “segment” to apply a visibility and conditions.

Segment: selecting the “segment” button allows you to select a section of the highway. Highway: selecting the “highway” button includes the entire highway within the reporting area (e.g. if you select Highway 1, all of Highway 1 in that area will be selected). Area: selecting the “area” button includes all the highways in the reporting area.
Step 3: Lock segment for conditions/activities application

- Left mouse click on the segment that you are going to apply the conditions/activities to lock it before applying conditions.

**Lock Segment**: Click on the road segment to lock the segment or select the lock button

**Unlock Segment**: Click on a locked highway segment to unlock the segment or select the unlock button.

Note: If you get interrupted in the middle of updating you will know where you were when you return to your task.

Step 4: Select visibility and summer/construction conditions

- Select the visibility “fog” (default visibility is “good”)
- Select “reduced speeds”
- Left mouse click on the locked segment to apply the conditions.
Step 5: Select another segment to apply the same conditions
- Right mouse click on applied segment to copy conditions and then Left-mouse click on a different segment apply the same conditions.

Step 6: View Report
- Select the “report” button to review your changes
- Select the “map” button to return to the reporting base map

Step 7: Submit
- Submit your changes to update the RCRS by selecting the “submit” button.
- The status section will confirm whether your update was successful.
Exercise Two

Step 1: Refresh
- Select the “refresh” button

Step 2: Road Type
- Select “highway” as the type of road
- Left-mouse click on a Highway (Whitehorse Example: Hwy #2) to lock the highway

Note: The map “clear all” button is only available in the summer RCRS program

Your mouse over button will now be “locked” on the highway so that you can select the conditions. *When you select the highway it will turn bold and will lock*
Step 3: Select the following road conditions

- “paving”
- visibility is good
- “N” for North bound lane of traffic
- “reduce speed”
- “one lane traffic”
- “be prepared to stop”

Step 4: Apply the summer construction road condition to the highway

- Left-mouse click on the highway to apply the road condition.

Step 5: View the Report

- Select the “report” button to review your changes as a text report.

The report button will detail all of the highways in the area, find the highway number that you updated and review that the changes are correct.

- Select the “map” button to return to the area map.

Step 6: Submit the changes to update the RCRS by selecting the “submit” button.
Exercise Three

To “Clear All” conditions in the entire “area”

- Select “Good” as the condition.
- Select the visibility as “Good”
- Choose the type of road: “area”
- Left mouse click on any highway or segment to Lock the area.
- Left- mouse click on the “clear all” button.
- Select the “Submit” button.
- Select the “refresh” button.
Incident and Activity Based Reporting (IABR) Program

Program Overview

The Incident and Activity Based Reporting (IABR) Program allows you to report on multiple conditions and construction conditions on segments, roads, and highways.

Select and Lock the segment that you are going to apply the condition, left-mouse click to lock it before applying the conditions.

Select the “add activity/incident” button on the bottom right portion of the screen to add a “Cone” to a specific location on the “locked segment”

- Click on the “add activity/incident” button.
- Click on the specific location of the segment, highway, or area, as to where you want the “cone” to be placed. The cone can be moved.

If you need to add a “cone” to a segment that has summer conditions already applied too it, right-mouse click to lock the segment so that you will not clear the conditions already applied.
IABR Program will launch and this next screen will appear…

Select construction from the drop down menu.

This area allows you to select

- **type of IABR**
- **highway #**:
- **“from:” and “to:”** points
- **lanes affected**

This section allows you to select

- **“start date”** and **“end date”** (with calendar)
- **schedule** (time of day with drop down menu)

This section allows you to:

- Add additional text information in the “activity information” box, which will read on the Public site.
This section allows you to select

- activity
- visibility
- details
- Local Detours
- expected delays

When “Saving” you updates in the IABR program;

- Select the “save” Button you will return to the reporting base map.
- View Report to review changes are correct and return to the Reporting base map
Select the “map” button to return to the area map.

Submit the changes to update the RCRS by selecting the “submit” button.

- Select the “Submit” button when done using the IABR to update the RCRS.
Exercises to Applying Multiple IABR Conditions

Exercise One

Step 1: Refresh
- Select the “refresh” button

Step 2: Road type
- Select segment (segment is the default)

In most cases, summer construction activities will be a specific section of road within a segment.

Step 3: Lock segment for conditions/activities application
- Select the segment that you are going to apply the incidents or activities.
- Left-mouse click on the segment to lock it before applying conditions.

The mouse over locking and unlocking of a segment makes it easier for users to keep track of the segment they are applying condition to and especially helpful when applying distances in the from/to section.
Step 4: Applying a “Cone”

- Select the “add activity/incident” button
- Select the locked segment with “cross hairs” this will Place the “Cone” on the segment
- The Button will now read “cancel add”
- Your Mouse arrow will turn to “cross hairs”

Step 5: Using the IABR select the following activities:

- Select Construction from the drop down menu
- Enter from: 3 km – West – of Takhini Crossing Rest Area KM1454
- Enter to: 30 km – East – Mendenhall River KM 1504

- activity select: “grading”
- visibility select: “dust”
- details select: “rough section” – “loose gravel” – “equip & person working” – “adjacent to road”
Step 6: Select the “Save” button in the IABR Program

This will return you to the reporting base map and show the “cone” on the segment.

Step 7: Move the cone graphic along the segment
  - Click and hold to move the Icon

You can only move the “Cone” along the segment you have applied it to. The system will not allow you to move it to another segment you will need to apply it to another segment.

Step 8: View Report
  - Select the “report” button to review the updates as a text report. This is the same text that will appear on the public website.
  - Once satisfied with the update the user may select ‘map’ button to return to the Base map.

Step 9: Submit
  - Submit your changes to update the RCRS by selecting the “submit” button.
  - The status section will confirm whether your update was successful.
Exercise Two

Step 1: Refresh

- Select the “refresh” button to retrieve construction that may have been applied by another reporting area or the Yukon 511 head office.

Step 2: Road type

- Select segment (segment is the default)

Step 3: Lock segment for conditions/activities application

- Select the segment that you are going to apply the conditions/activities
- Left-mouse click to lock the segment before applying a condition.

Step 4: Apply a “Cone”

- Select the “add activity/incident” button
- Select the locked segment with “cross hairs” this will Place the “Cone” on the segment

Step 5: Using the IABR

- Select Construction from the drop down menu
- Enter from: 40 km – West – of Takhini Crossing Rest Area KM 1454
- Enter to: 10 km – for

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<td></td>
</tr>
<tr>
<td>lanes affected</td>
<td>all lanes</td>
<td></td>
</tr>
</tbody>
</table>
Select the following conditions

- activity select: “paving”
- visibility select: “good”
- details select: – “one lane traffic” -“equip & persons working”- “flag persons” – “pilot vehicle” – “be prepared to stop.
- expect delays select: 20 to 30 minutes delay

Step 6: Enter a start and end date by using the calendars...
- start date – March 3, 2008
- end date – March 12, 2008

Step 7: Select the “Save” button in the IABR Program
This screen will appear after saving in the IABR Program

Step 8: View Report
- Select the “report” button to review the updates as a text report. This is the same text that will appear on the public website.
- Once satisfied with the update the user may select “map” button to return to the Base map.

Step 9: Submit
- Submit your changes to update the RCRS by selecting the “submit” button.
- The status section will confirm whether your update was successful.

Step 10: Review the public site map

Territory map view – will show a barrel (multiple activity / incident) on smaller segments.

Reporting Base map view – will show cones on larger segments
Exercise Three

Clearing or removing a “Cone” with multiple activities/ incidents.

Step 1: Double click on the cone which will launch the IABR program

Step 2: Select the “remove” button

Step 3: View Report
- Select the “report” button to review the removal.
- Select “map” button to return to the Base map.

Step 4: Submit
- Submit your changes to update the RCRS by selecting the “submit” button.
- The status section will confirm whether your update was successful.

Step 5: Review the public site map
System User Refresher Tips

Copying Visibility and Road Conditions from road to road.

You may want to copy visibility and road conditions that are already present on one road to another road. To copy and apply the same road conditions

- Move your cursor to the road on the area map that you would like to copy.
- **Right-mouse click** on the road that you want to copy.
- Select the type of road “segment” or “highway” or the “area” button applies to all the highways on the district map.
- Move your cursor to the segment or highway, to which you would like to apply the visibility and road conditions, then **left mouse click**. The visibility and road conditions have now been copied to that segment of highway.

*Note: You cannot copy IABR cones from one segment to another segment.*

Territory Button – Return to Territory map

If you do not submit your changes and you click on the “Territory” button you will be asked if you want to submit changes.

- **“Yes”** will submit and save the changes to the RCRS.
- **“No”** will not submit or save the changes. You will be taken back to the Territory map with none of the changes saved
- **“Cancel”** will bring you back to the reporting area map. Your change are not submitted, but are saved.
Clearing the area map

To clear the area map of visibility and road conditions in the winter system there are two options:

**Option 1: To remove conditions one “segment” or “highway” at a time.**

- Select “Good” as the condition.
- Select the visibility as “Good”
- Choose the type of road: “segment” or “highway”
- **Left mouse click** on any highway segment and **click the “clear all” button.**
- **Click on the highway or segment your clearing.**
- Select the “submit” button to submit your changes.
- Select the “refresh” button.

**Option 2: To remove all conditions in the entire “area”.**

- Select “Good” as the condition.
- Select the visibility as “Good”
- Choose the type of road: “area”
- **Left mouse click** on any highway segment and **click on the “clear all” button.**
- **Click on the highway or segment your clearing.**
- Select the “submit” button to submit your changes.
- Select the “refresh” button.

*Note: The map “clear all” button is only available in the summer RCRS program*

If all the roads in the area are locked (all roads will appear bold) select the “refresh” button to unlock the road segments and to view your changes.

Once you have completed these steps, all the highways will be “good” or “clear” visibility “none” or “clear” road conditions.

- **Update the “area” with new conditions or select the “segment” or “highway” and or “area” then proceed to update the next conditions as you require.**

*Note: This does not clear the “road closures and / or advisories” section.*

**To clear the “road closures and / or advisories”**

- Select the “closures” button.
- Select the clear button at the top left of the screen.