

Remote Maintenance Worker Trip Report

Step by Step Document

RMW Trip Report

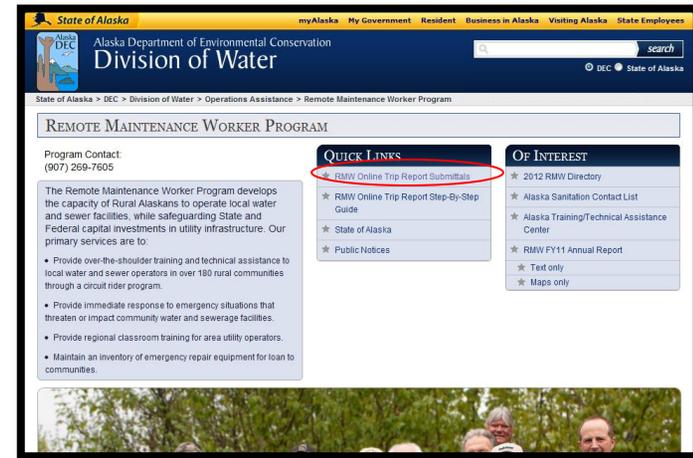
1

To begin your online report submittal, go to the RMW Program home page:

<http://dec.alaska.gov/Water/rmw/index.htm>

And select the “RME Online Trip Report Submittals” link under Quick Links.

You will be taken to the myAlaska login page.



2

After logging into your myAlaska account, you will arrive at the Water Online Application system.

Select the **Reports** tab then **RMW Trip Report** from the list of available applications.

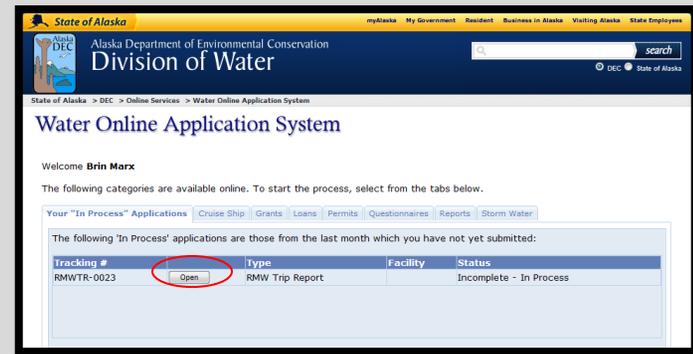


T Before you begin your application, please note:
I Entered information is only saved when the **Save & Continue** button, at the bottom of the page, is pressed.

P At any point in the application, you can click the **Overview** button, at the bottom of the page, to be taken to the overview page. *See Section 8 of this guide.*
The **Previous** button, at the bottom of the page, will take you back to the previous step.

T You may leave your application at any time and return where you left off at another time. *“Leaving the application” might mean navigating away from the application, closing the browser window, or loss of connection to the application for any reason.*

P To resume an application, simply login to the application and find the application under the **Your “In Process” Applications** tab and click **Open** to resume your application.



3

Step 1 of the RMW Report submittal process collects your trip’s general information: the trip location, dates, and costs.

Select, from the dropdowns, your program (RMW), region, community visited, and your name from the list of RMW’s. Then, enter your trip’s start and end dates, type, and costs, where applicable. If you are visiting a community other than one assigned to your region, select “other” and type the community name into the following field.

When all applicable information has been entered, proceed to the next step by clicking the **Save & Continue** button at the bottom of the page.

The screenshot shows the 'RMW Trip Report' interface for Step 1: 'RMW Trip Report General Information'. At the top, it indicates a 'Step Timeout: 29:55'. A progress bar shows Step 1 of 7. The form includes a 'Submission Process' section with a 'Purpose' statement: 'This step collects general RMW Trip Report information.' Below this, a table shows tracking details for 'RMWTR-0029' at 'Adak' facility, reporting an 'RMW Trip Report'. The main form area contains several fields, many marked with a red asterisk to indicate they are required: Program (RMW), RMW Region (A/PIA), RMW (Abbas, Doug), Community (Adak), Trip Start Date (10/02/2012), Trip End Date (10/16/2012), and Trip Type (Routine). Other fields include Transportation Cost, Per Diem Cost, In-Kind Contribution, Type of In-Kind, Mode of Transportation, Personal Vehicle (checkbox), and Mileage (if personal vehicle). 'Overview' and 'Save & Continue' buttons are at the bottom.

4

Step 2 collects information about your trip contacts.

Enter your contacts’ names into the appropriate fields, select their title/position, and whether they accompanied your or were a telephonic contact.

If you have more contacts than space allows, or if you had contact with a large group (such as an entire tribal council), you can make notes to that effect in the Additional Contact Information field.

After all contacts have been entered, click the **Save & Continue** button, at the bottom of the page, to proceed to the next step.

The screenshot shows the 'RMW Trip Report' interface for Step 2: 'Trip Contact Information'. It features the same 'Step Timeout: 29:55' and progress bar as Step 1. The 'Purpose' statement is: 'This step collects information about your trip contacts.' The tracking details table remains the same. The main form area is divided into two sections for contact information. Each section includes fields for First Name, Last Name, and Title/Position (a dropdown menu). There are also checkboxes for 'Accompanied by:' and 'Telephonic Contact:'. The second contact section is identical to the first. 'Overview' and 'Save & Continue' buttons are at the bottom.

5

Step 3 collects information about your trip.

Enter your trip's purpose, summary, and number on job training hours provided.

When all applicable information has been entered, proceed to the next step by clicking the **Save & Continue** button at the bottom of the page.

The screenshot shows the 'RMW Trip Report' interface at Step 3. At the top, it says 'Submission Process' and 'Step Timeout: 29:42'. Below this is a progress bar with five steps, where Step 3 is highlighted. A link for 'RMW Trip Details Information' is visible. The 'Purpose' section states: 'This step collects information about your trip details and information.' Below this, there are fields for 'Tracking #:' (RMWTR-0029), 'Facility:' (Adak), and 'Type:' (RMW Trip Report). A red asterisk indicates a required field. The 'Trip Purpose:' field is empty and has a red asterisk next to it. A text area below it is labeled 'Describe the reason for making the trip.'

6

Step 4 collects information on any notable observations gathered from your trip.

Enter descriptions for any critical observations and deficiencies in the applicable fields. For **Noted Deficiencies**, indicate if they are reoccurring by checking the box and provide an estimate of the cost to address the deficiencies.

When all applicable information has been entered, proceed to the next step by clicking the **Save & Continue** button at the bottom of the page.

The screenshot shows the 'RMW Trip Report' interface at Step 4. At the top, it says 'Submission Process' and 'Step Timeout: 29:41'. Below this is a progress bar with five steps, where Step 4 is highlighted. A link for 'RMW Trip Details Information' is visible. The 'Purpose' section states: 'This step collects information about your trip in detail.' Below this, there are fields for 'Tracking #:' (RMWTR-0029), 'Facility:' (Adak), and 'Type:' (RMW Trip Report). A red asterisk indicates a required field. The 'Critical Observations:' field is empty and has a red asterisk next to it. A text area below it is labeled 'Note items or issues worthy of attention.'

7

Step 5 collects information on any suggested follow-up activities.

Enter a description and suggest an entity for each follow-up activity. Use the **Other Information** box to provide additional relevant information about the trip which you have not already noted.

When all applicable information has been entered, proceed to the next step by clicking the **Save & Continue** button at the bottom of the page.

The screenshot shows the 'RMW Trip Report' application at Step 5 of the 'Submission Process'. A progress bar at the top indicates Step 5 is the current step. The page title is 'RMW Trip Details Information'. Below the title, there is a 'Purpose' section stating 'This step collects information about your trip in detail.' and a note that '*' indicates a required field. The form contains the following fields: 'Tracking #' with value 'RMWTR-0029', 'Facility' with value 'Adak', and 'Type' with value 'RMW Trip Report'. There is a 'Recommended Follow Up Activities:' section with a red asterisk and a text area for providing recommendations. A 'Save & Continue' button is visible at the bottom right.

8

Step 6 allows you to submit any accompanying files relevant to your report, including photos.

Submit a document by first clicking the **Choose File** button and selecting the desired document. Then select a type from the dropdown and enter a title and description. Finally, click the **Attach** button and verify that the document appears under **Your file attachments**.

When all applicable documents have been submitted, click the **Save & Continue** button, at the bottom of the page, to proceed to the final step.

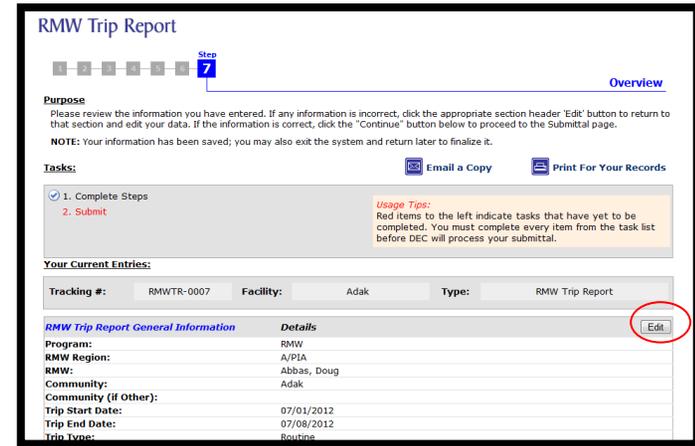
The screenshot shows the 'RMW Trip Report' application at Step 6 of the 'Application Submission Process'. A progress bar at the top indicates Step 6 is the current step. The page title is 'Attachments'. Below the title, there is a 'Purpose' section stating 'This step will allow you to electronically submit any supporting documents. If you don't supply the required documents here, you will need to send them in later.' and a note that '*' indicates a required field. The form contains the following fields: 'Tracking #' with value 'RMWTR-0007', 'Facility' with value 'Adak', and 'Type' with value 'RMW Trip Report'. There is a 'Choose a file to attach:' section with a 'Choose File' button and 'No file chosen' text. Below that is an 'Add one file to this list:' section with a dropdown menu for 'As Type' (set to 'RMW document'), 'Title' and 'Description' text boxes, and an 'Attach' button. To the right of the form is a 'Usage Tips' box with instructions on how to use the file upload feature and a note that the file size limit is 20MB. At the bottom, there is a 'Your file attachments:' section with a 'Remove' button.

9

Step 7 is the application overview page. Verify that all of the displayed information is correct.

If all of your information is correct and your report is complete, you can click **Submit**, at the top of the page, or **Continue**, at the bottom, to move to the final step.

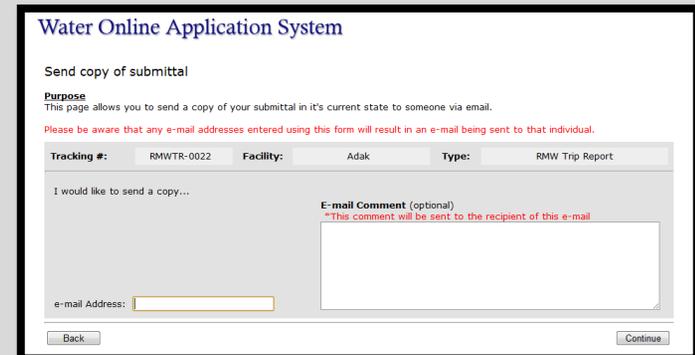
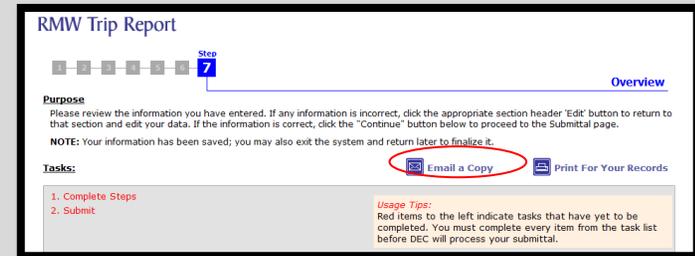
If you find errors or wish to return to a step and make corrections or additions, you can click the **Edit** button in the upper-right corner of each section corresponding to the affected information.



T
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P

At any point in your report's progress, you may email a copy of your report:

On the overview step (described above in *section 8 of this guide*), click the **Email a Copy** link, at the top of the page. You will be taken to the **Send Copy of Submittal** page where you can enter the recipient's email and an optional description. Click **Continue** at the bottom of the page to send your report. This will allow you to email a draft to your supervisor for review and return later to make any necessary revisions and complete the submittal process.



10

Once on the **Final Steps** page, you can submit your report. **Your report cannot be unsubmitted.**

Upon successful submittal, you will receive an email containing confirmation and a *Microsoft Word* (.doc) document containing your submitted report.

RMW Trip Report

Final Steps
Purpose
Congratulations! You have completed the form completion phase of this process. To make further changes before submitting, select the 'Overview' button. If you have any questions or concerns, please contact DEC at DEC.Water.OPAHelp@alaska.gov or call John Randolph at 907-465-5307.
Current Status: Completed

Tracking #:	RMWTR-0008	Facility:	Adak	Type:	RMW Trip Report
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For assistance with the online process, please contact the
Division of Water at 907-465-5180 or email
DEC.Water.OPAHelp@alaska.gov