

SUMMARY

You will be required to create a log **every** time the cabinet is opened whether or not changes are made.

Important reasons to fill out the log book:

- Legally, we must keep a record of changes made to signals.
- We know who opens each cabinet; we want to know why and what changed.
- If the signal has problems, the previous logs will give us clues as to the root of the issue for faster and easier troubleshooting.
- We can easily see if there are patterns of issues at a location.
- We will know exact dates changes were made for future studies.
 - For example, we wanted to study the effect of flashing yellow arrow signal heads on crash rates and we needed to know when they were installed at several intersections.

PART 1: OBTAINING ACCESS

CREATE USER ACCOUNT

Go to <https://udottraffic.utah.gov/logbook>

If you have a utah.gov email address...

Use your email login username and password

A screenshot of the UtahID login interface. The background is a scenic image of a mountain range. The login form is a white box with a blue header. The header contains the 'UtahID' logo, which includes a red 'TEST' banner. Below the logo, it says 'Sign in to UtahID'. There are two input fields: the first contains the username 'jdoe' and the second contains a masked password '.....'. Below the password field is a checkbox labeled 'Remember my username'. A large blue button labeled 'LOG IN' is positioned below the checkbox. At the bottom of the form, there are two links: 'New here? Create Account' and 'Forgot Password?'.

UtahID

Sign in to UtahID

jdoe

.....

☐ Remember my username

LOG IN

New here? [Create Account](#)

[Forgot Password?](#)

LOGBOOK

This application is requesting the following private information:

Your personal information

Given name: John
 Family name: Doe
 Full name: John Doe
 Account Type: Employee

You are signed in as: John Doe

Save Consent

Register.

Associate your State of Utah account.
 Association Form

You've successfully authenticated with the State of Utah. Please enter an email address for this site below and click the Register button to finish logging in.

Email

© 2020 - Log Book

Send a request to an administrator requesting permissions by sending an email to Logbook@utah.gov. Once the administrator grants access, close your internet browser (if not already done) and navigate to web page again after your account is accepted to log on.

If you don't have a utah.gov email address...

UtahID TEST

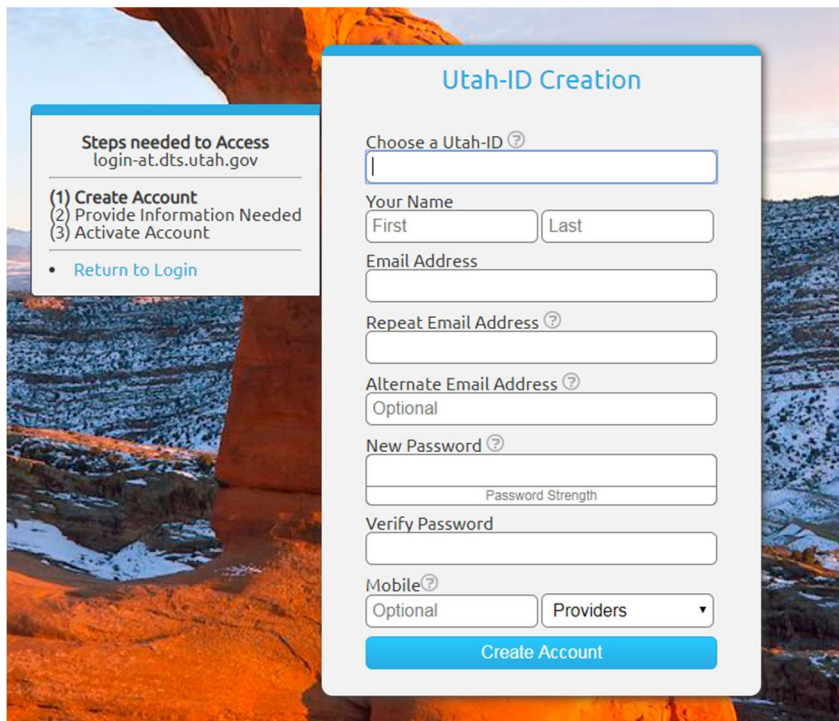
Sign in to UtahID

☐ Remember my username

New here? [Create Account](#) Click here

[Forgot Password?](#)

Fill in your information.



The image shows a web form titled "Utah-ID Creation" overlaid on a scenic background of a desert canyon with snow-dusted rock formations. On the left, a sidebar box titled "Steps needed to Access login-at.dts.utah.gov" lists three steps: (1) Create Account, (2) Provide Information Needed, and (3) Activate Account. A link "Return to Login" is at the bottom of the sidebar. The main form contains the following fields: "Choose a Utah-ID" with a dropdown menu; "Your Name" with "First" and "Last" input boxes; "Email Address" and "Repeat Email Address" input boxes; "Alternate Email Address" with a dropdown set to "Optional"; "New Password" and "Verify Password" input boxes, with a "Password Strength" indicator below the first; and "Mobile" with a dropdown set to "Optional" and a "Providers" dropdown menu. A blue "Create Account" button is at the bottom.

Utah-ID Creation

Choose a Utah-ID ?

Your Name

First Last

Email Address

Repeat Email Address ?

Alternate Email Address ?

Optional

New Password ?

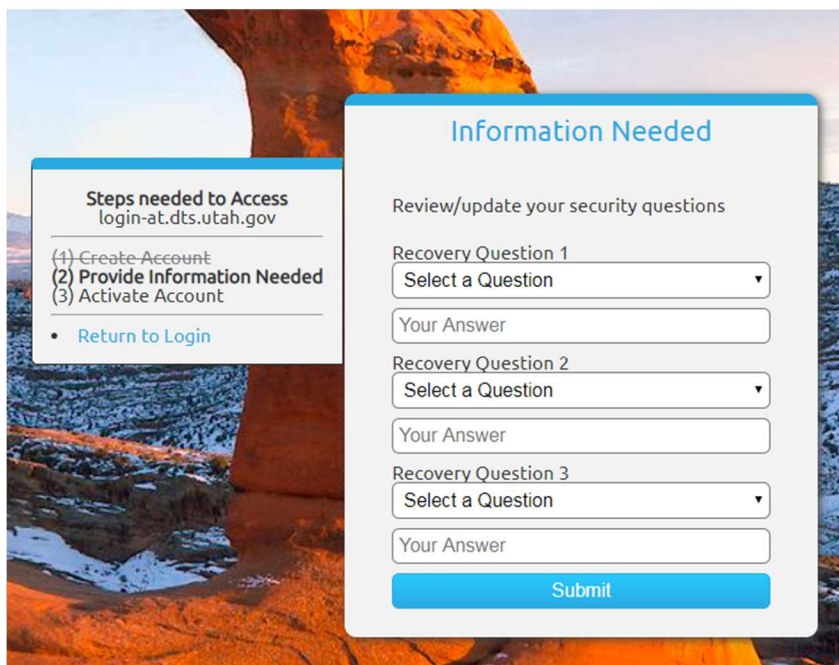
Password Strength

Verify Password

Mobile ?

Optional Providers

Create Account



The image shows a web form titled "Information Needed" overlaid on the same desert canyon background. On the left, the sidebar box is identical to the previous form, but step (2) "Provide Information Needed" is now highlighted. The main form is titled "Review/update your security questions" and contains three identical sections for "Recovery Question 1", "Recovery Question 2", and "Recovery Question 3". Each section has a dropdown menu labeled "Select a Question" and a text input box labeled "Your Answer". A blue "Submit" button is at the bottom.

Information Needed

Review/update your security questions

Recovery Question 1

Select a Question

Your Answer

Recovery Question 2

Select a Question

Your Answer

Recovery Question 3

Select a Question

Your Answer

Submit

Retrieve activation code from email inbox.

Activate Account

You should receive an email containing a validation code. Please enter the code below to activate your account. Or the email provides a link that you may select to activate your account.

To get help with activation or any other problem with Utah-ID you may click on the "Ask For Help" link at the bottom of this page, to submit a "Help-Desk" ticket.

Email Address

[Mail New Validation Code](#)

Code

You may bypass account activation by checking this box.

Bypass Activation ☐

Warning: Accounts that are not activated will be deleted after a short time. You may login 3 more times without activating your account.

[Activate](#)

Verify your information and click Allow.

LOGBOOK

This application is requesting the following private information:

Your personal information

Given name: John
 Family name: Doe
 Full name: John Doe
 Account Type: Public

You are signed in as: John Doe

☐ Save Consent [Deny](#) [Allow](#)

Register.

Associate your State of Utah account.

Association Form

You've successfully authenticated with the State of Utah. Please enter an email address for this site below and click the Register button to finish logging in.

Email

[Register](#)

Send a request to an administrator requesting permissions by sending an email to Logbook@utah.gov. Once the administrator grants access, close your internet browser and navigate to web page again after your account is accepted to log on.

You will automatically be logged out 12 hours after logging in.

PART 2: LOG ENTRY

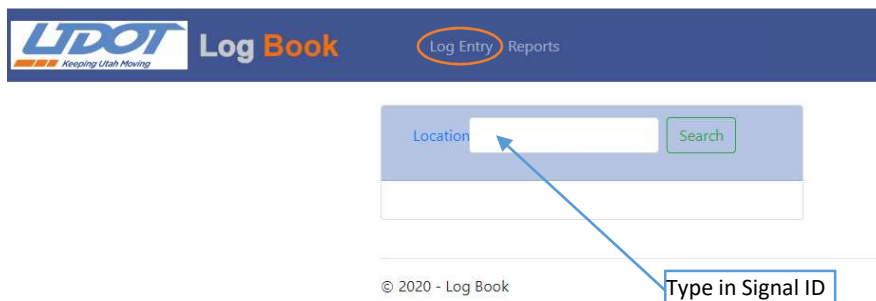
FILLING OUT THE LOG BOOK

You will see a sticker like the one below in each cabinet. It provides the Signal Identification Number, signal location, and two QR codes and URL's. This document will focus on the QR code and URL on the left under "Log Book."



If you have a smart phone, using the QR code is easiest. Scan the code with a QR code reader app and it will take you directly to the logs for that signal.

You can also use the URL. When you log on, you will see this screen. Use Log Entry to enter a log in the log book.



The screen will populate with information about the Signal ID. Double check that it corresponds with the signal you want.

The screenshot shows the AIMS system response form for location 7377. The form includes fields for Location ID, Location Type, Date of Response, Location of Response, Reason For Response, and a Comment box. Annotations highlight key features: the 'Location of Response' field with a note 'Was change made in the field (on site) or remotely?'; the 'Reason For Response' section with a note 'Select if ... (Note: you must select at least one)' and a list of reasons; the 'Comment' box with a note 'Type what changes were made, if any. If no changes were made, indicate that as well.'; and the 'Save' button with a note 'Don't forget to save!'.

Location 7377

Comments 0

Location ID : 7377

Location Type : Signal

Location Type : 5600 W / SR-172 @ SR-201 EB, WVC

Date of Response

04/18/2020 09:40

Location of Response

On Site ☒ Remote ☐

Reason For Response

☐ Complaint/Work Order (CW) responding to an AIMS work order or complaint

☐ Routine/Preventative Maintenance (PM) performing routine maintenance

☐ On-call/After Hours (EMR) called out for an emergency

☐ Equipment (E) equipment related

☐ Detection (D) detection related

☐ Timing (T) changes made to signal timing

☐ Other (O) nothing else applies

Comment

AIMS Work Orders Log 43

MaxView Log 52

CyberLock Log 18

Comments drop down allows you to see previous electronic entries in log book for this location. In addition, key words can be typed into the search box and filtered.

The screenshot shows the AIMS system comments dropdown for location 7377. The dropdown displays a list of previous entries with columns for Date, User, Reasons For Response, and Comment. The first entry is dated 04/18/2020 09:40, by Andrea Guevara, with the reason 'CW' (Complaint/Work Order) and the comment 'Example work order'. A blue button with the number '1' is visible below the list.

Comments 1

Date	User	Reasons For Response	Comment
04/18/2020 09:40	Andrea Guevara	CW	Example work order

Code corresponds with the reason for response selected when log was created

1

AIMS (UDOT Asset Information Management System)

AIMS is used by UDOT and others to manage work orders and asset inventory. All AIMS work orders for this signal number appear in AIMS Work Orders Log drop down.

Time saving tip when responding to work orders! Copy the comment you wrote when you created the log, click on the [AIMS Ticket](#) for the corresponding work order, and paste response into work order comment box. As a reminder for those with AIMS accounts, the username is your username (without the *.Utah.gov). The password is your State of Utah password.

AIMS Work Orders Log 43

Date	User	Work Order #	Status
Short Description			
03/20/2020 11:37	Robert Newbold	49271	Assigned
AIMS Ticket	NB Advance Needs aiming		
03/10/2020 18:47	Shane Whitlock	49103	Closed
AIMS Ticket	A crash occurred @ this intersection, a car may have struck the pole/equipment. Unable to verify on CCTV.		
03/02/2020 14:42	Jeff Lamora	49019	Closed
AIMS Ticket	7377 & 7376 - Scheduled Power outage by RMP from 18:00 on 3/5 until 06:00 on 3/6		
11/04/2019 17:04	Shanisa Magoffin	47068	Closed
AIMS Ticket	7377 - can't connect to EB matrix.		
07/31/2019 17:38	Cayla Naylor	45495	Closed
AIMS Ticket	7377 - Ph4 maxing out all TOD. Do not have comm to the off-ramp matrix.		

1

2

3

Next

MAXVIEW

MaxView is Utah's traffic signal central system. MaxView Log drop down shows when changes were made remotely to the signal database for this location.

MaxView Log 52		
Date	User	Comment
09/10/2019 06:42	sstevenson	Additional PAT3 updates
09/10/2019 06:34	sstevenson	PAT:3 for EB closure
08/08/2019 16:28	sstevenson	Revert PAT:13 changes.
08/08/2019 14:57	sstevenson	MAX recall removed.
08/08/2019 14:32	sstevenson	Additional split changes.
<div>1 2 3 Next</div>		

CYBERLOCK

All traffic signals and some other ITS cabinets have an electronic lock (CyberLock) that time stamps when users opened or attempted to open locks. When the CyberKeys are synced, these records are displayed and archived. CyberLock Log drop down allows you to see who recently accessed the cabinet at this location.

CyberLock Log 18		
Date	User	Description
03/23/2020 11:11	Hadley, Leon	Authorized to open (b)
03/23/2020 09:10	Hadley, Leon	Authorized to open (b)
03/19/2020 10:59	Newbold, Robert	Authorized to open (b)
03/17/2020 13:00	Richards, Zack	Authorized to open (b)
03/17/2020 11:46	Newbold, Robert	Authorized to open (b)

1
2
3
Next

PART 3: REPORTS

If the administrator(s) have granted you access to the reports, then you can run intersection and system wide reports. A signal or RWIS location id can be entered into the box and searched with key words in the comment or left blank to search all records. If a name is entered for user, it will search all of those records with the filters assigned.

Reports - Search/Download Logbook Entries

Search Criteria		
Start Date <input type="text" value="3/19/2020 12:00:00 AM"/>	Signal/Location <input type="text" value="Signal/Location"/>	Reasons of Response <input checked="" type="checkbox"/> Complaint/Work Order (CW) <input checked="" type="checkbox"/> Routine/Preventative Maintenance (PM) <input checked="" type="checkbox"/> On-call/After Hours (EMR) <input checked="" type="checkbox"/> Equipment (E) <input checked="" type="checkbox"/> Detection (D) <input checked="" type="checkbox"/> Timing (T) <input checked="" type="checkbox"/> Other (O)
End Date <input type="text" value="4/19/2020 12:00:00 AM"/>	Comment <input type="text" value="Comment"/>	
Location of Response OnSite <input checked="" type="checkbox"/> Remote <input checked="" type="checkbox"/>	User <input type="text" value="User"/>	
<div> Run Report Download </div>		

PART 4: USERS

The “Users” tab is only used by users who have been assigned the “user” role. Under this section, “users” are able to see all of the people in the system.

PART 5: ROLES

The “Roles” tab is only used by users who have been assigned the “Administrator” role. Under this section, administrators are able to add users to the system or edit the permissions they have.