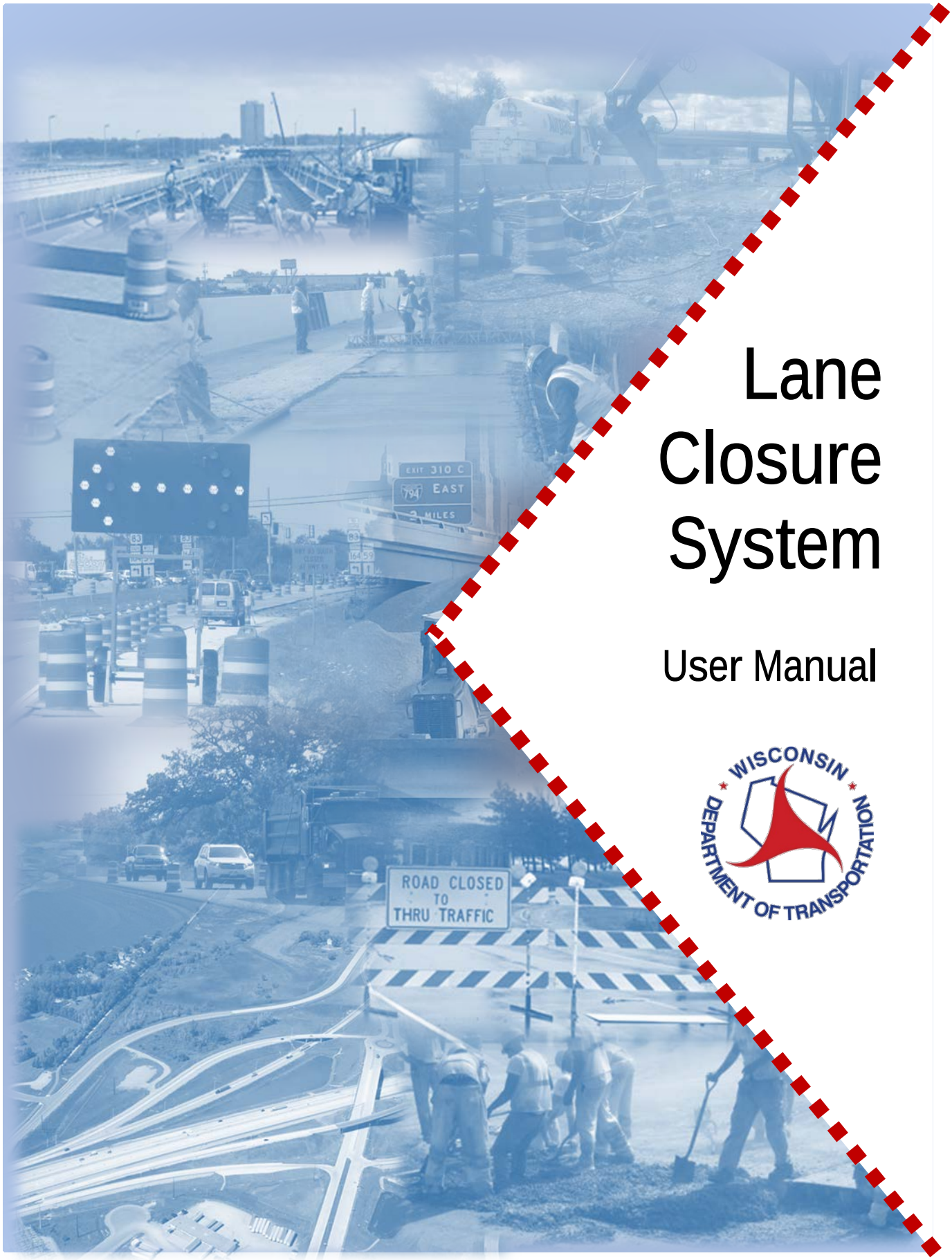

Lane Closure System

User Manual

WISCONSIN DEPARTMENT OF TRANSPORTATION

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OVERVIEW

The Wisconsin Lane Closure System (LCS) is a web-based system for tracking closures and restrictions on Wisconsin Interstate, US, and State highways. The purpose of the LCS is to:

- Provide a standard interface for lane closure operations, closure tracking, and data retrieval for WisDOT regional offices statewide
- Facilitate data sharing with WisDOT applications that require lane closure data such as 511 Traveler Information, the STOC Incident Management System (IMS), Inconvenience Map production, and Oversize/Overweight (OSOW) permitting
- Improve the completeness, reliability, and timeliness of lane closure data on state highways
- Archive LCS data in the WisTransPortal system for future analysis and integration with other WisDOT / TOPS Lab traffic engineering applications and research
- Integrate historical traffic flow data and capacity information to calculate available closure thresholds

LCS was designed as a hierarchical system with users having different roles and privileges. The main goals of Wisconsin LCS are:

- Create, approve, and track lane closures, restrictions, and special events
- Provide accurate and current decision making data (capacity charts)
- Distribute closure reports to subscribed persons and systems (511, etc.)
- Accessibility to current closure information anytime, anywhere."

Benefits

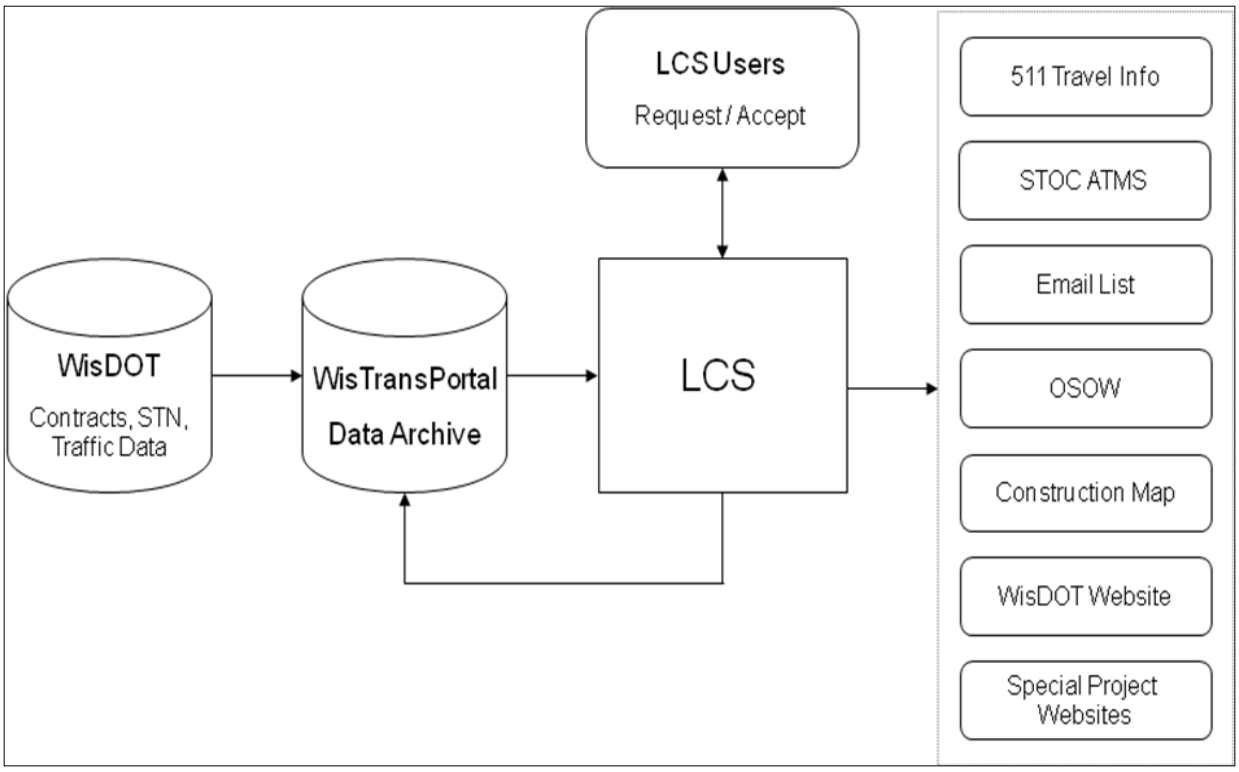
The LCS was developed for the purpose of streamlining and enhancing the ability to track closures on Wisconsin highways. The benefits this system provides include:

- Coordinates activities to reduce back-ups and potential conflicts
    - Multiple activities can utilize the same closure
    - Avoid lane closures during a special event
    - Avoid right lane closure near a left lane closure on the same roadway
- Eliminates duplications and inefficiencies by streamlining information into one system
- Provides link to historical data that can be used to make informed decisions

System Data Sharing

The LCS shares data with a number of internal and external mediums. Below are a few examples along with a diagram depicting the process.

- Wisconsin 511 system
- WisDOT website
- Statewide Traffic Operations Center (STOC)
- Daily/weekly e-mail reports
- FHWA Real-Time System Management Information Program (Section 1201)
- Third-party (vehicle navigation systems, phone/tablet apps. Websites. Social media, and news reports)



System Use – What Closures Should be Tracked?

The LCS is the single source of Wisconsin Interstate, US, and State highway lane and ramp closure information. Closure and restriction information should be entered for:

- All let projects or design projects with impacts to an Interstate, US, and/or State highway
- Any planned maintenance or permit/utility restrictions of closures on interstates, US highways, and State highways
- Major special events
- Any unplanned, emergency lane closures

System Users – Who Should Use the System?

Closure information can be entered into the LCS by any system user. WisDOT staff can enter the information or request that the consultant/contractor/county enter the information. Either way, it is essential that staff have a clear understanding of who is responsible for entering and keeping closure information current.

Advance Notification – When should closures be entered?

It is important for closures to be entered into the LCS several days prior to the lane closure occurring. Provide the following minimum advance notification to the engineer for incorporation into the Wisconsin Lane Closure System (LCS).

Closure Type/Impact	Advance Notice Required
Lane closures*	14 calendar days
Full roadway closures	14 calendar days
System and service ramp closures*	14 calendar days
Full system and service ramp closures	14 calendar days
Project start	14 calendar days
Construction stage changes	14 calendar days
Detours	14 calendar days
Lane closures**	3 business days
System and service ramp closures**	3 business days
Revising all closure types	3 business days
With height, weight, or width restrictions (available width, all lanes in one direction ≤16')* * Without height, weight, or width restrictions (available width, all lanes in one direction >16')*	

Discuss LCS completion dates at weekly project meetings in order to manage closures nearing their completion date prior to the completion date. Enter changes in the schedule or completion date into LCS after the weekly project update meetings. For unexpected closures or closure extension required due to weather, equipment malfunction, or other emergency situation, contact the regional work zone engineer in the region where the work will occur for additional guidance.

Enter the range of the project duration and utilize overrides when the closure is not in place for long term projects with sporadic restricted nighttime or daytime closures. Enter a note into the *Internal Comment* section explaining that this approach is being utilized, so if a load needs to get through, permitting can double check to determine whether the closure is in place.

If OSOW loads can be accommodated through work zones with lane closures incurred by moving operations, such lane closures can be entered as a lane closure with restrictions and enter a note into the *Internal Comment* section explaining that there is a moving operation causing the lane closure.

Closure Acceptance Process

Depending on the type of closure and the user entering the closure, the closure will either be automatically accepted or sent through the acceptance process. If a user has acceptance authority, the system allows, but does not require, the user to immediately accept the entered closure information into the system. Once accepted, the information is live and therefore published as an active closure. However, it is intended that closures on Priority Roadways follow the system acceptance process due to potential impact of the closures. Regional Traffic Supervisors will assign the appropriate role and authority to staff. The system acceptance process is depicted below.

USER TYPES

A user may only enter and act upon a closure of the same type as the user's type. For example, if a user is entered in the system as 'Maintenance', then they can only request Maintenance closures. The user type options in LCS include:

- Maintenance
- Permit
- Construction
- All Types

USER REGIONS

A user may only enter and act upon a closure that is located within the same region as the user's region. The region options in LCS include:

- SE (Southeast)
- SW (Southwest)
- NE (Northeast)
- NC (North Central)
- NW (Northwest)
- ALL (All Regions)

USER ROLES

Supervisor

Supervisors have the ability to assign acceptance authorization to users and perform other administrative functions. The Supervisor role has system administrative privileges.

Regional Traffic Engineer (RTE)

RTE's act as regional coordinators of closures and are typically responsible for accepting closures for the region on Priority Roadways.

STOC (Statewide Traffic Operations Center)

The STOC personnel may utilize LCS to enter emergency closure information or to find closure contact information in the event of an incident.

Project Manager

A project manager is applicable to construction projects and may review and/or approve closure entered by a project leader or inspector.

Permit Coordinator

A permit coordinator can enter, review, and approve closures that are related to utility or other permits.

Maintenance Coordinator

A maintenance coordinator may only enter, review, and approve maintenance type closures.

Project Leader

A project leader is applicable to construction projects and can enter, review, and approve (if assigned) closures.

Public Information

The public information role has the ability to access and modify reports and has administrative authority within the e-mail interface.

Requestor

Requestors are likely someone outside of the Department, such as either a contractor or county maintenance personnel who may only enter or view closures.

Viewer

Viewers never have acceptance authority and do not have access to any interface that allows them to act upon a closure, including requesting, other than to view it.

ACCEPTANCE AUTHORIZATION

There are three levels of acceptance authorization within the LCS system. The Supervisor role has the ability to assign Full Acceptance authority. Other roles within the system may assign Limited Acceptance authority. The three acceptance types include:

- No Acceptance Authorization
- Limited Acceptance (Non-Priority Roadways)
- Full Acceptance (Priority Roadways)

OTHER ADMIN AUTHORIZATION

There are two other special administrative authorization allowances provided within the User Admin Interface. The Supervisor has the ability to assign this administrative authorization to other users. These features include:

- Add/Edit/Admin Access to 511 Local
- Admin Access to STN Landmarks

USER PERMISSION SUMMARY

The table below summarizes the User Type, User Region, and Acceptance Authority which is typically associated with each individual user role. For example, an RTE is generally associated with one specific region, has the ability to enter all types of closures, and has either full or limited acceptance authority. A Viewer will generally be able to view closures statewide (all regions), for all types of closures, but will have no acceptance authority.

	User Type				User Region		Acceptance Authority		
User Roles	Maintenance	Permit	Construction	All Types	One	ALL	Full	Limited	No
Supervisor* **	■	■	■	■	■		■	■	
Regional Traffic Engineer (RTE)				■	■		■	■	
Statewide Traffic Operations Center (STOC)				■		■	■		
Project Manager			■		■			■	
Project Leader			■		■			■	
Permit Coordinator		■			■			■	
Maintenance Coordinator	■				■			■	
Requestor	■	■	■		■			■	
Viewer				■		■			■
Public Information				■		■			■

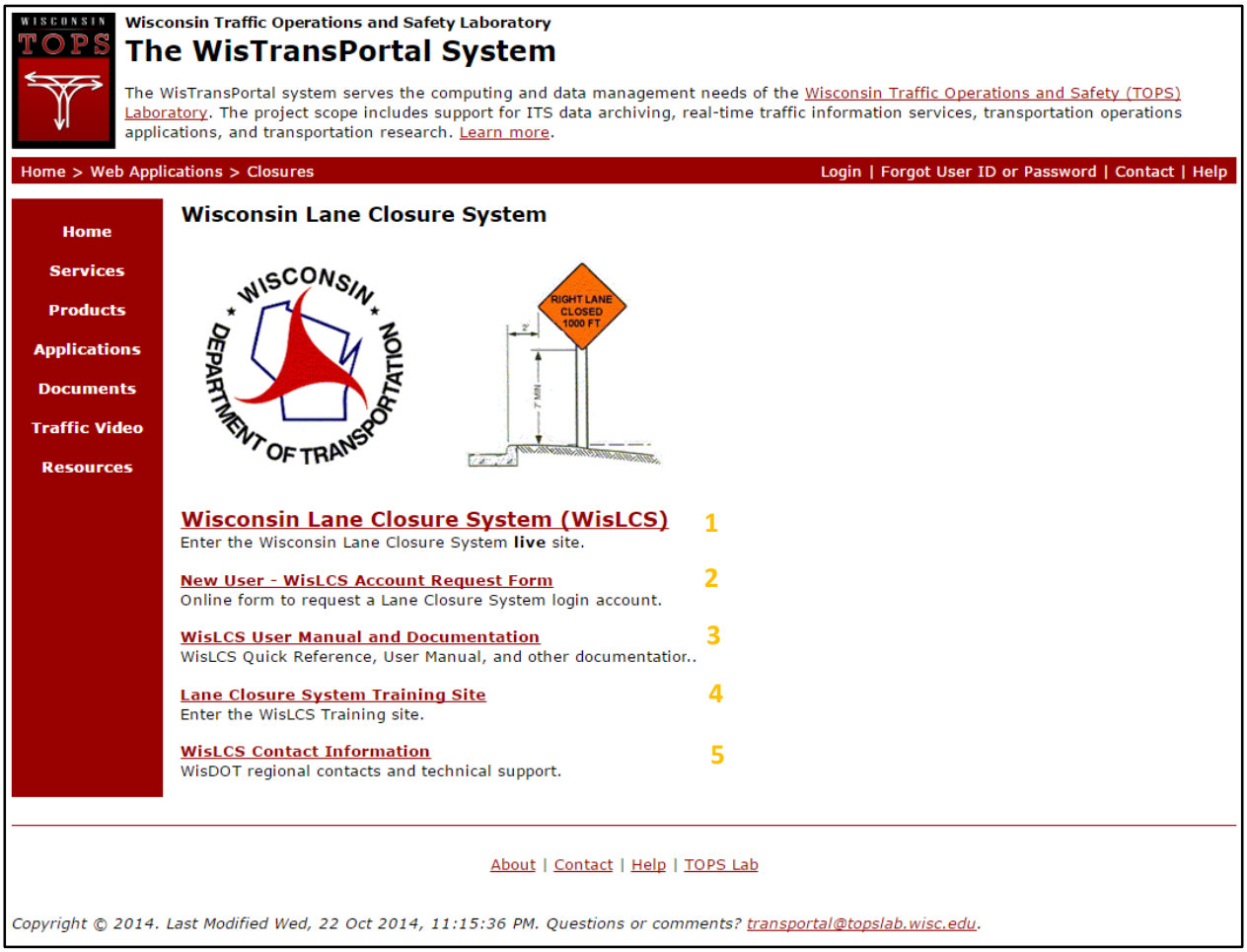
***Can assign acceptance authority and administrative privileges

REQUESTING AN ACCOUNT

A WisTransPortal account is needed to access the Wisconsin Lane Closure System (WisLCS). To create an account, begin by going to the home page cited below:

http://transportal.cee.wisc.edu/closures/

There are several links to various operations related to the WisLCS. The *Wisconsin Lane Closure System (WisLCS)* link[1] will direct to the live site where you can access the WisLCS. This user manual as well as supplementary materials can be found by selecting link[3]. To access the WisLCS training website select link[4]. To find WisDOT regional contacts and tech support select link[5]. To request an account online select the *New User – WisLCS Account Request Form* link[2].



Opening the *New User Account Request Form* link brings up the following page. Fill in all of the required information fields, denoted by an asterisk (*). Then click *Next*[6].

Wisconsin Lane Closure System

New User Account Request Form

For assistance with this page, contact your LCS administrator or email wislcs@topslab.wisc.edu.

Step 1: To request a WisLCS user account, complete the information below and press **Next**. Fields marked with * are required. Press **Cancel** to return to the WisLCS home page without completing your request.

*Desired User ID: WisDotDoe LCS User ID's are case sensitive. See note below.

*Name: John Doe *First MI *Last

*Email: JohnDoe@example.com

*Organization: Wisconsin DOT

Address1:

Address2:

City:

State: WI

Zip Code:

*Primary Phone: (800) 555-1212 Business Format: (800) 555-1212

Secondary Phone: Business

Home Phone:

Fax Number:

Comments:

*LCS Roles: Region: SW User Type: CONSTRUCTION

6 Next Reset Cancel

Note: LCS User IDs are case sensistive. That is, "BBadger" and "bbadger" are treated as two different Users IDs.

This page provides one last opportunity to check the request form for errors. To complete the account creation, select *Finish*[7] to submit the request form for review. An e-mail response wth your log-in details should be sent to you within 1-2 business days.

Wisconsin Lane Closure System

New User Account Request Form

For assistance with this page, contact your LCS administrator or email wislcs@topslab.wisc.edu.

Step 2: Confirm the information below and press **Finish** to complete the request. Press **Back** to correct any information from the previous page. Press **Cancel** to return to the WisLCS home page without completing your request.

*Desired User ID:	WisDotDoe
*Name:	John Doe
*Email:	JohnDoe@example.com
*Organization:	Wisconsin DOT
Address1:	
Address2:	
City:	
State:	WI
Zip Code:	
*Primary Phone:	(800) 555-1212 Business
Secondary Phone:	
Home Phone:	
Fax Number:	
Comments:	
*LCS Role:	SW / CONSTRUCTION

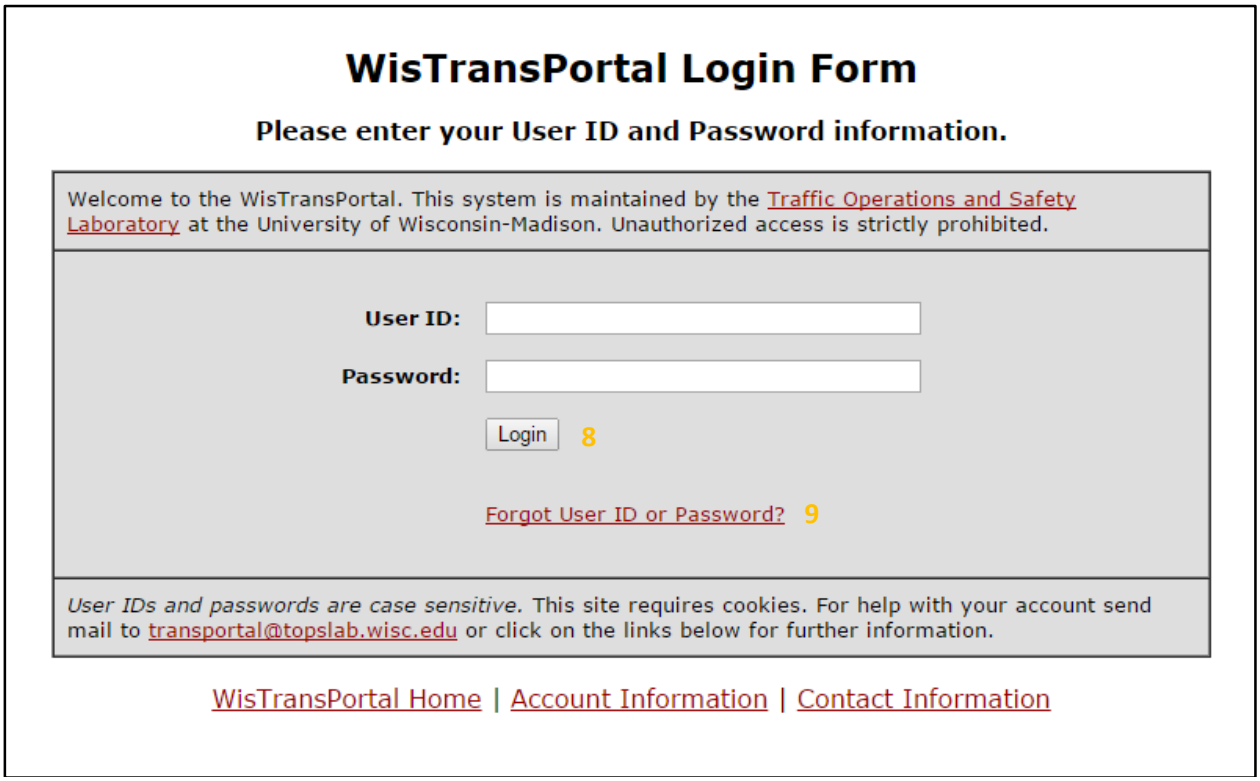
Back Finish Cancel

7

If you already have an account, contact the regional contact person for steps to prepare your account for LCS use.

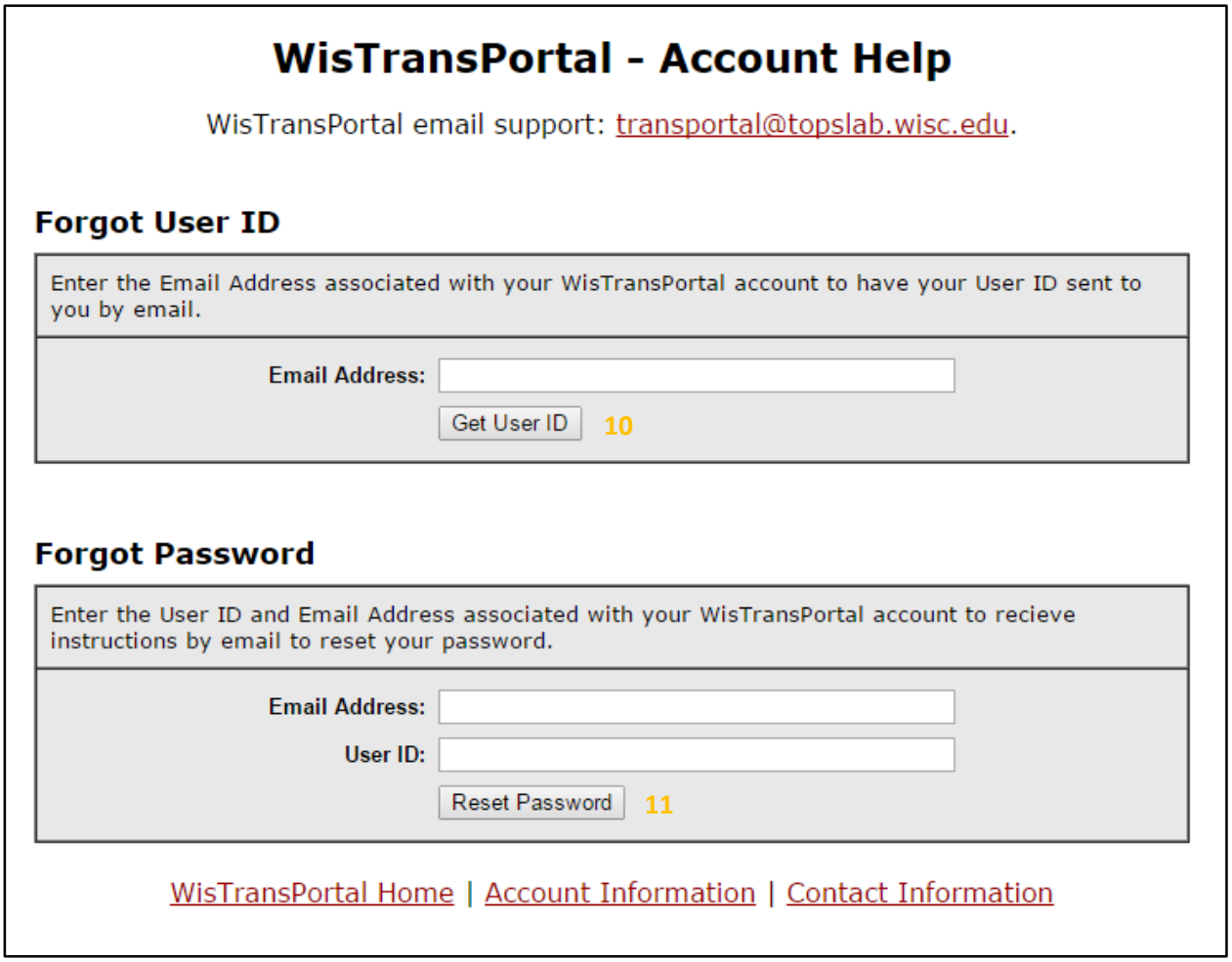
LOGGING IN

To enter the WisLCS (***https://transportal.cee.wisc.edu/closures/)*** first log in to the WisTransPortal system. The screen below will appear automatically for users that are not already logged in. Fill in the required fields and select *Login*[8].



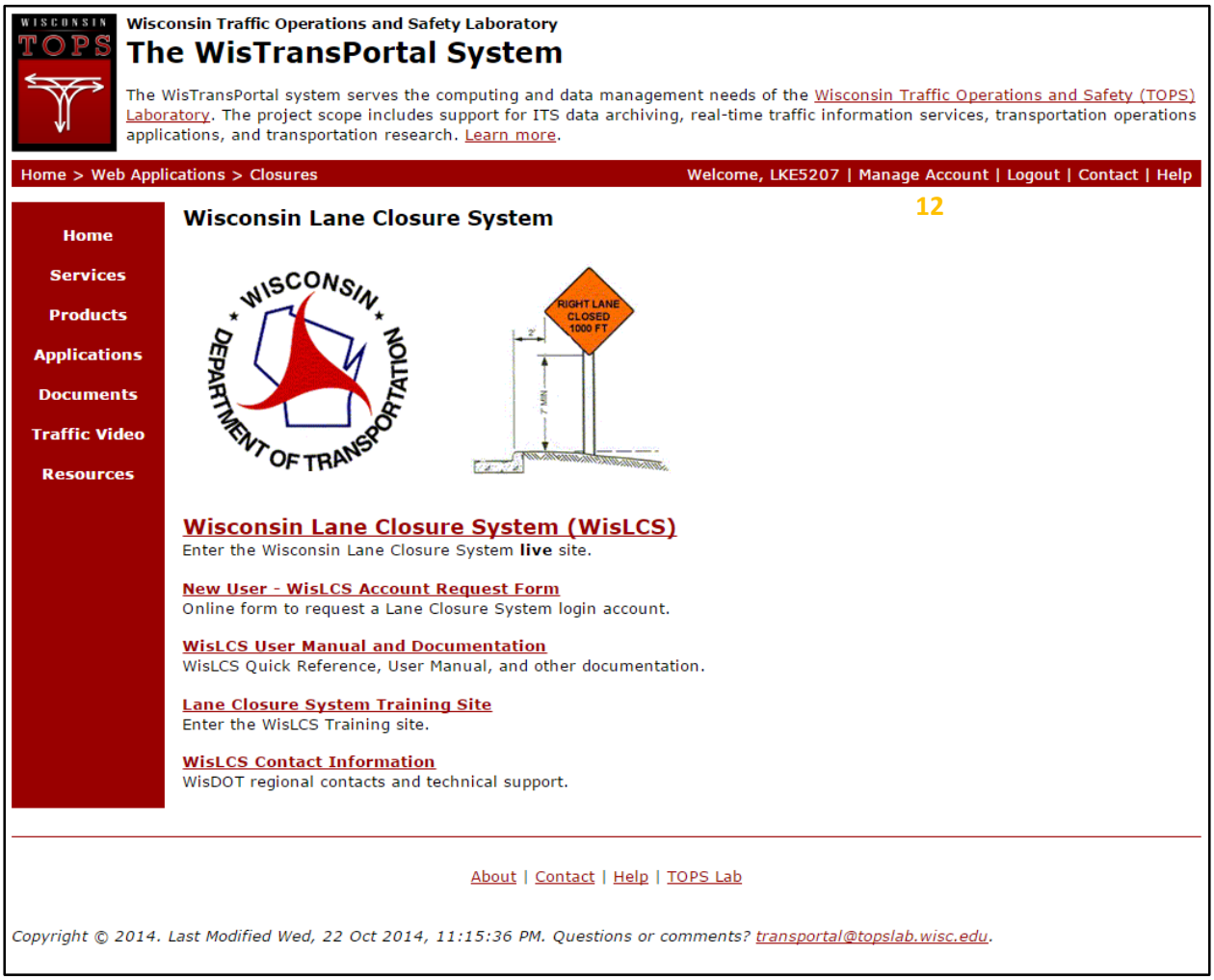
FORGOT USER ID/PASSWORD

To request misplaced or forgotten account credentials, select *Forgot User ID or Password?*[9]. The link will lead you to the following page. Fill in the required fields related to the desired information and select either *Get User ID*[10] or *Reset Password*[11]. The desired information will be sent to the e-mail entered in the corresponding field.



MANAGING YOUR WisTransPortal ACCOUNT

Once inside the WisTransPortal System, the *Manage Account* link[12] will bring up the general WisTransPortal account management page to add/alter profile information and/or change the account's password.



Selecting the Manage Account link brings up the *WisTransPortal Account Management* page. To add/alter the information displayed, select the *Edit Profile* link[13]. To change the password associated with this account select the *Change Password* link[14]. Selecting the *Exit Account Management* link[15] will redirect the page to the WisTransPortal home page.

WisTransPortal Account Management

Exit Account Management | Logoff WisTransPortal

This page is for use by WisTransPortal account holders. Unauthorized access is strictly prohibited.

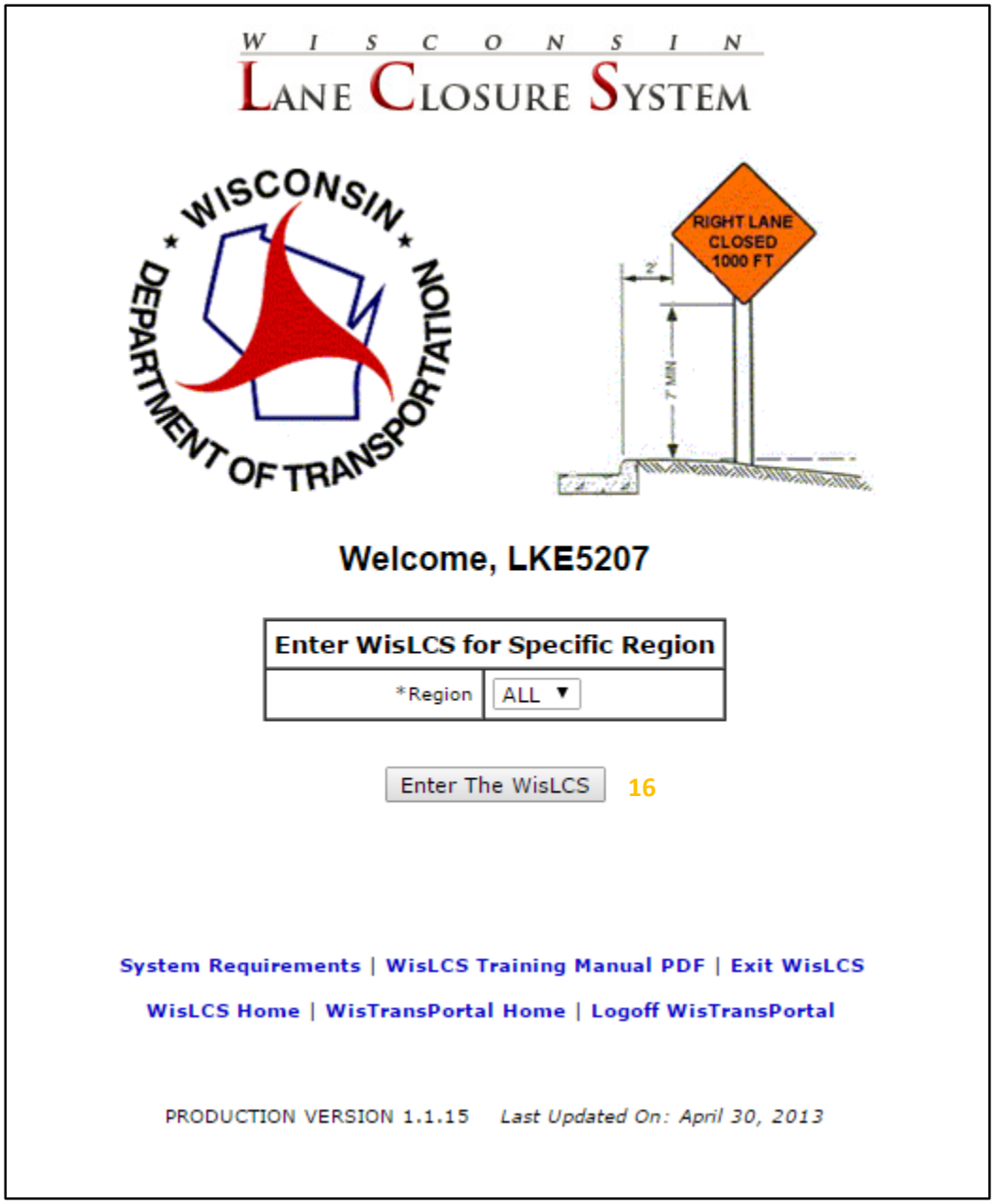
For assistance mail transportal@topslab.wisc.edu or see the WisTransPortal Contact Information page.

WisTransPortal User Account Profile	
User ID:	LKE5207
Name:	Genevieve Stollenwerk
Email:	genevieve.stollenwerk@lakesideengineers.com
Title:	
Organization:	Lakeside Engineers
Phone:	262-789-8200
Created:	11/21/2014
Modified:	11/21/2014
Edit Profile | Change Password | Exit Account Management	

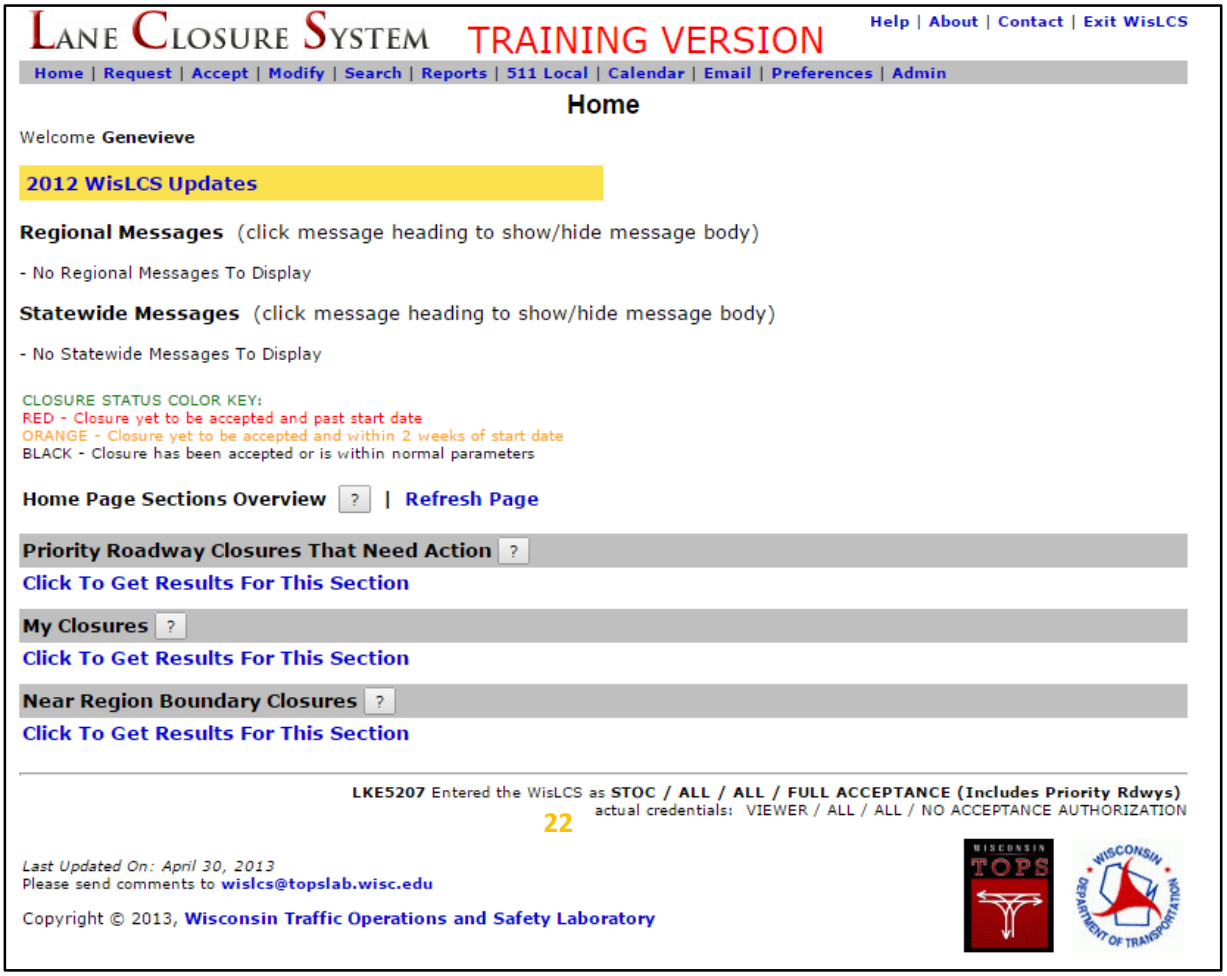
13 14 15

HOME SCREEN

Before reaching the home screen, there is an intermediate page that requests you select a region for which you would like to enter the LCS system. Once the required field is filled in, select *Enter The WisLCS*[16].



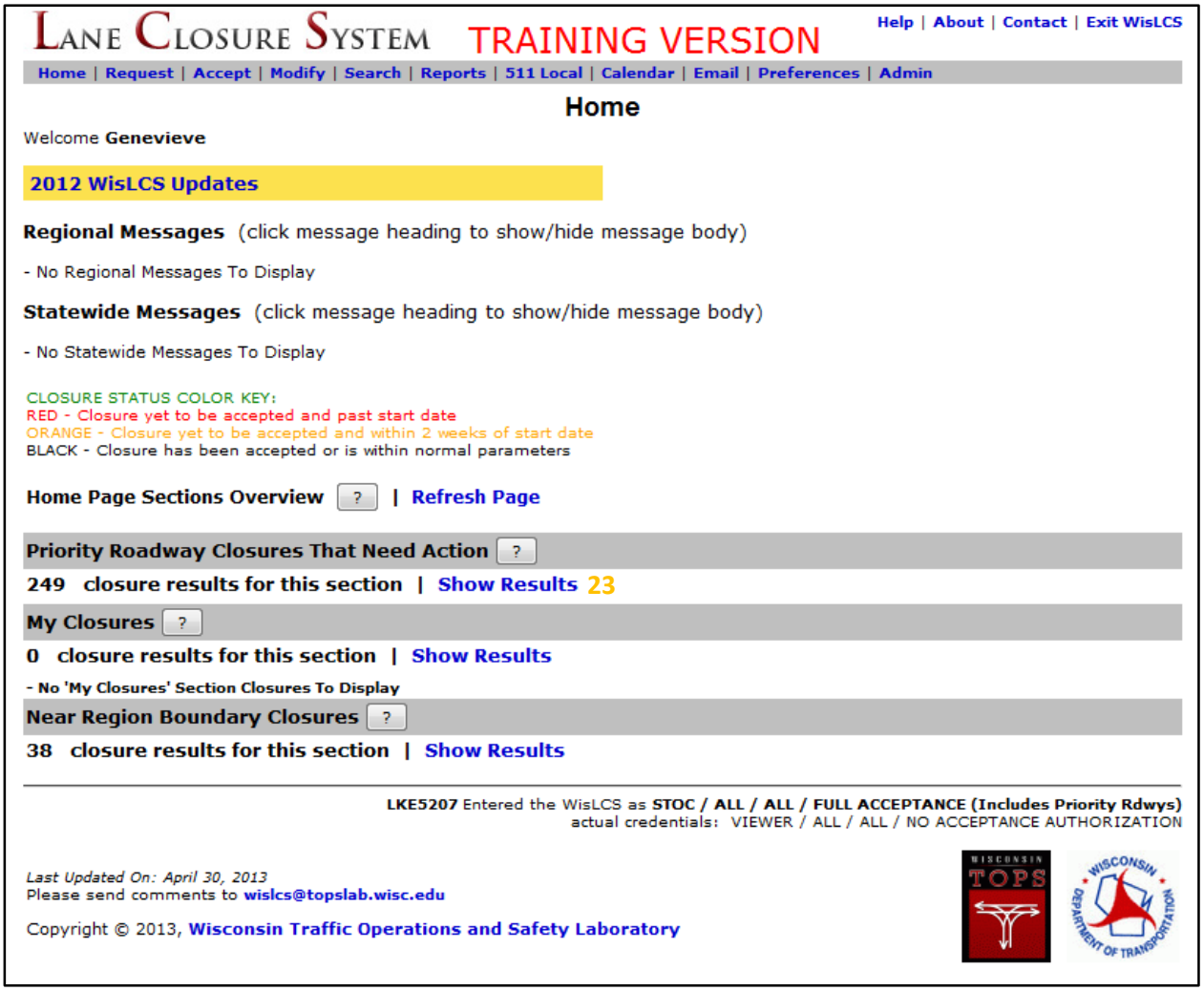
Each user will have a different home screen based on the user role (e.g. requestor, RTE, supervisor, etc.). The functions within the Menu bar[17] tabs and *Home Page Sections*,[18] are two examples of items that may change from user to user. You can view the settings you entered the site as and your *actual credentials*[22] at the bottom of the screen.



The *Home Page Sections Overview*[18] is where you can get an overview of the three main home page sections. By selecting the *Priority Roadway Closures That Need Action* link[19], the *My Closures* link[20], or the *Near Region Boundary Closures* link[21], you will be shown the number of closure results for each section. A description of these three sections is below.

- Priority Roadway Closures That Need Action
  - PR closures needing initial acceptance, pending date/time acceptance, and completion viewable for Supervisor, STOC, and RTE roles only
- My Closures
  - Any closure where the user is part of the closure history (e.g. entered, accepted, modified, etc…)
- Near Region Boundary Closures
  - Closures where the region is checked in the General Section and viewable by Supervisor, STOC, and RTE roles within those affected regions

By opening these links, you will be led to a *Show Results* link[23] that will direct you to the appropriate closure results.



Once the results are displayed, you can view further details of the closure by selecting the *Expand* link[24]. The *Open In Modify Tab* link[25] will direct you to the *Modify* tab explained later in the Modify section.

Priority Roadway Closures That Need Action ?

249 closure results for this section | Hide Results

[09/03/2014 02:06 PM - ADD SCHEDULE OVERRIDE by dotc4h]

24 **Expand | Open In Modify Tab** 25 (61013) CONSTRUCTION | **ACCEPTED**

DUNN: (0449-02-22) MAINTENANCE SHOULDERING | STH 13, STH 112 TO BUTTERWORTH RD | STH 13 | ASHLAND

ID	HWY	FACILITY	DESCRIPTION	DURATION
1	I-94 EB	MAINLINE	Single Lane Closed from ST. CROIX - DUNN CO LINE to K (B-17-0023 BEGIN)	Weekly: 09/08/2014 - 10/31/2014 , Mon 07:00 PM - Tue 09:00 AM
2	I-94 EB	MAINLINE	Single Lane Closed from ST. CROIX - DUNN CO LINE to K (B-17-0023 BEGIN)	Weekly: 09/08/2014 - 10/31/2014 , Tue 07:00 PM - Wed 09:00 AM
3	I-94 EB	MAINLINE	Single Lane Closed from ST. CROIX - DUNN CO LINE to K (B-17-0023 BEGIN)	Weekly: 09/08/2014 - 10/31/2014 , Wed 08:00 PM - Thu 07:00 AM
4	I-94 EB	MAINLINE	Single Lane Closed from ST. CROIX - DUNN CO LINE to K (B-17-0023 BEGIN)	Weekly: 09/08/2014 - 10/31/2014 , Thu 08:00 PM - Fri 06:00 AM
SCHEDULE OVERRIDE DURATION			**APPLIES TO**	**COMMENT**
10/16/2014 08:00 PM - 10/17/2014 06:00 AM			FACILITY (4)	
5	I-94 EB	MAINLINE	Single Lane Closed from ST. CROIX - DUNN CO LINE to K (B-17-0023 BEGIN)	Weekly: 09/08/2014 - 10/31/2014 , Fri 10:00 PM - Sat 02:00 PM
SCHEDULE OVERRIDE DURATION			**APPLIES TO**	**COMMENT**
10/17/2014 10:00 PM - 10/18/2014 02: 00 PM			FACILITY (5)	
6	I-94 EB	MAINLINE	Single Lane Closed from ST. CROIX - DUNN CO LINE to K (B-17-0023 BEGIN)	Weekly: 09/08/2014 - 10/31/2014 , Sat 04:00 PM - Sun 09:00 AM
SCHEDULE OVERRIDE DURATION			**APPLIES TO**	**COMMENT**
10/18/2014 04:00 PM - 10/19/2014 09:00 AM			FACILITY (6)	
7	I-94 EB	MAINLINE	Single Lane Closed from ST. CROIX - DUNN CO LINE to K (B-17-0023 BEGIN)	Weekly: 09/08/2014 - 10/31/2014 , Sun 10:00 PM - Mon 07:00 AM

Modified Date	Modified By	Status	Applies To	Comment
09/03/2014 02:06 PM	dotc4h	ACCEPTED	FACILITY (6)	ADD SCHEDULE OVERRIDE
09/03/2014 02:04 PM	dotc4h	ACCEPTED	FACILITY (5)	ADD SCHEDULE OVERRIDE
09/03/2014 02:02 PM	dotc4h	ACCEPTED	FACILITY (4)	ADD SCHEDULE OVERRIDE
09/03/2014 01:23 PM	dotc4h	ACCEPTED	FACILITY (3)	DELETE SCHEDULE OVERRIDE
09/03/2014 01:22 PM	dotc4h	ACCEPTED	FACILITY (3)	ADD SCHEDULE OVERRIDE
09/03/2014 01:20 PM	dotc4h	ACCEPTED	ALL FACILITIES	STATUS CHANGE
09/03/2014 01:19 PM	dotc4h	ENTERED	ALL FACILITIES	INITIAL INSERT INTO DATABASE

Once expanded, the closure can be collapsed again via link[26] for a more condensed view.

Priority Roadway Closures That Need Action ?

249 closure results for this section | **Hide Results**

[09/03/2014 02:06 PM - ADD SCHEDULE OVERRIDE by dotc4h]

26 **Collapse** | **Open In Modify Tab** (61013) CONSTRUCTION | **ACCEPTED**

(61013) CONSTRUCTION

*Project ID **0449-02-22**	*Begin County **DUNN**	*Primary Contact: **Chad Hines (dotc4h/NW)**	*Phone: **715-836-7276**
*General Description **MAINTENANCE SHOULDERING | STH 13, STH 112 TO BUTTERWORTH RD | STH 13 | ASHLAND**	*End County **DUNN**	*Prime Contractor: **Monarch**	*Phone: **715-888-8888**
Local Program **no**	*Hwy **I-94 EB**	* Emergency Traffic Control Contractor Name: **Mega Rentals**	* Phone: **715-839-4040**
WZ Map Number		Law Enforcement Name:	Phone:
		Other Contact Name:	Phone:

Internal Comment **no - Treat this Closure as a Non-Priority Roadway**

May Affect Adjacent Region

SW	SE	NE	NC	NW
no	**no**	**no**	**no**	**no**

Facility (1) MAINLINE

*Closure/Restriction **RESTRICTION**	*Duration: **Weekly** **09/08/2014 - 10/31/2014 ,** **Mon 07:00 PM - Tue 09:00 AM**
*Lane Detail **Single Lane Closed**	

*Begin Location (or ramp/bridge specific) (Landmark Description | Hwy List | County) Direction From Distance From (miles)
ST. CROIX - DUNN CO LINE | I-94 EB | DUNN

*End Location (or same as Begin Location) (Landmark Description | Hwy List | County) Direction From Distance From (miles)
K (B-17-0023 BEGIN) | I-94 EB | DUNN

Available Roadway Width: **16** ft **1** in	Minimum Vertical Clearance: ft in	Maximum Vehicle Weight: lbs	Reduced Regulatory Speed From Speed (mph)
Location of Width Restriction:	Location of Vertical Clearance Restriction:	Location of Weight Restriction:	To Speed (mph)
Restriction's Structure ID:	Restriction's Structure ID:	Restriction's Structure ID:	Location of Reduced Regulatory Speed
	Temporary Signalization **no**		

Omit From WZ Map	Signed Detour Available	Detour Route Info	Facility External Comment
no	**no**		

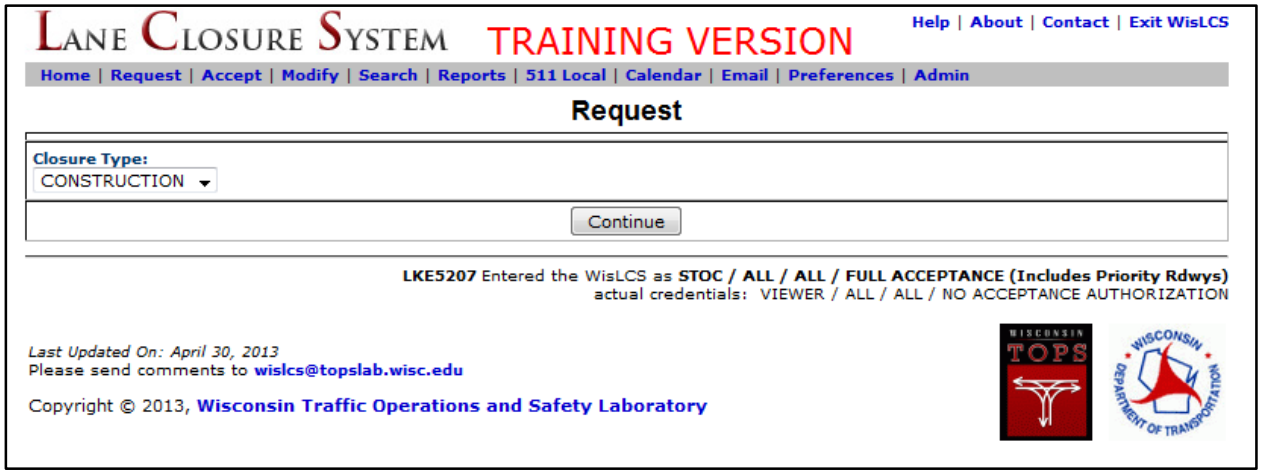
REQUEST INTERFACE

The Request Interface is used initially to enter a closure into the system. A closure can be one of five types:

- Maintenance – A closure required by WisDOT or County maintenance personnel
- Permit – A closure requiring a permit such as utility or development related work
- Construction – Closures associated with a Let project
- Special Event – A closure related to a planned event such as a parade
- Emergency – Any closures related to an unplanned occurrence such as flooding

If the user is authorized to enter more than one of these types of closures, the user will be prompted from a dropdown list[1] to select the type of closure they wish to enter. If a user is matched to construction, maintenance, or permit, however, the user will be brought right into the general section of the closure request.

Each closure consists of two parts: the General Section and a Facility Section. The General Section includes attributes that pertain to the entire closure and once entered into the database cannot be changed (with limited exception). The Facilities Section is a way to group closure-specific attributes within the same closure. Facilities come in three types: Mainline, Ramp, and System Interchanges.



REQUESTING A CLOSURE

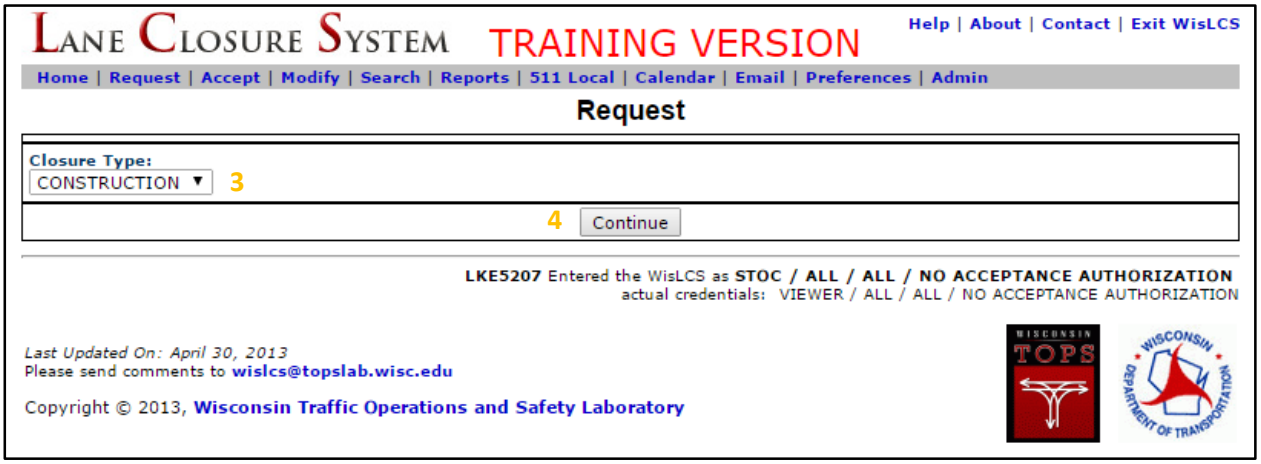
The user's role and type will determine if they can request a closure or what type of closure they can enter. A user with a Viewer role will not be able to enter a closure into the system and likewise a user with a Project Leader type will only be able to enter a construction closure. There are a few exceptions to this rule, such as Supervisor, RTE and STOC role types, which can enter more than one closure type. Most users will be limited by their role.

All closures have a slight variation to the General Section of the closure, but every closure will share the same facility section. For instance, for a construction closure, the user will have to select a Project I.D. from a drop down list. A maintenance closure will only need the general description of the work entered, and a permit will need the permit number entered. The emergency and special event closures are entered in the same fashion as the previous three.

Emergency closures will not need to go through the acceptance phase. Once entered, the emergency closure automatically becomes a live closure. These closures are the result of an unexpected incident, such as bridge hit or flooding, that results in the roadway being closed for an extended period of time. Any planned closure will fall somewhere in the other closure types.

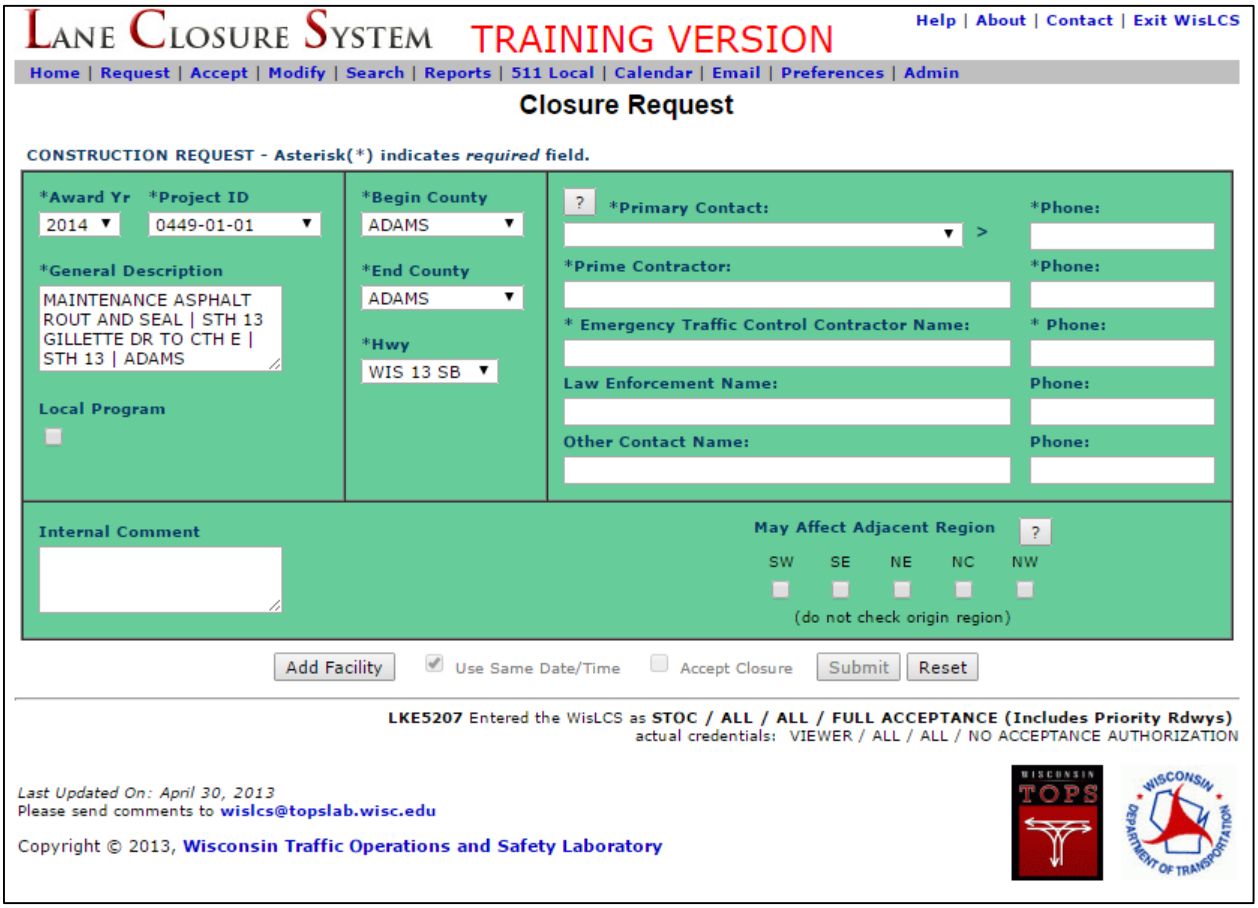
Requesting a closure takes place in the Request Interface. From the menu bar, select the *Request* link[2] to reach the Request Interface.

Once at the Request Interface, select from the Closure Type drop down bar link[3]. Based on the user's role and type, select the closure type and select *Continue*[4].



CONSTRUCTION

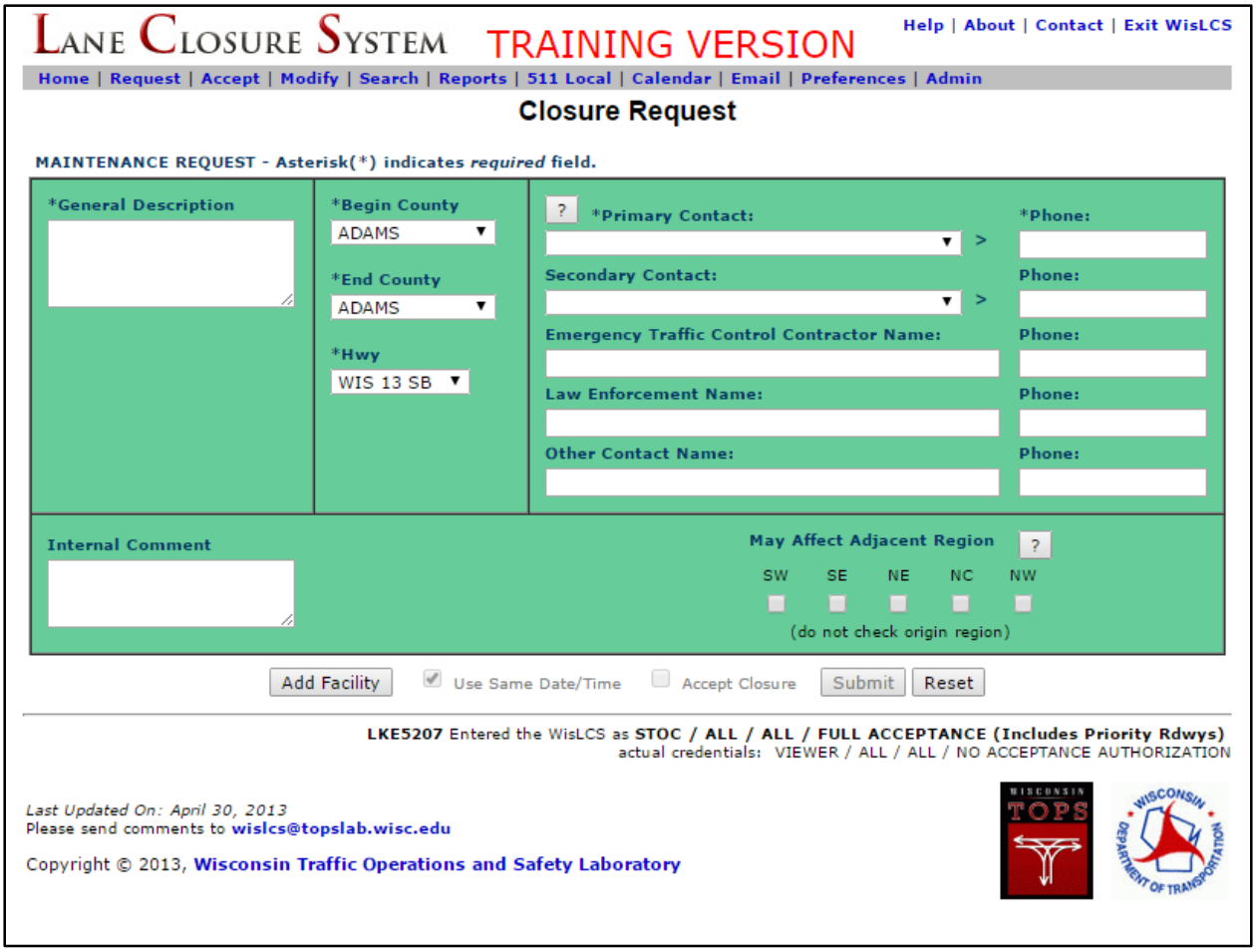
For selecting a Construction Request, the following page is displayed.



Fill in the required fields denoted by an asterisk (*). When the user selects the *Award Year* and *Project ID*, the location will auto-populate with the project information. The user will have to select the appropriate highway from the *Hwy* field, which is always entered by direction. When selecting the *Primary Contact*, the contacts phone number will auto-populate. Once the user has filled in the required fields, select *Submit*. NOTE: The County and Highway fields are not editable after the initial closure request is created.

MAINTENANCE

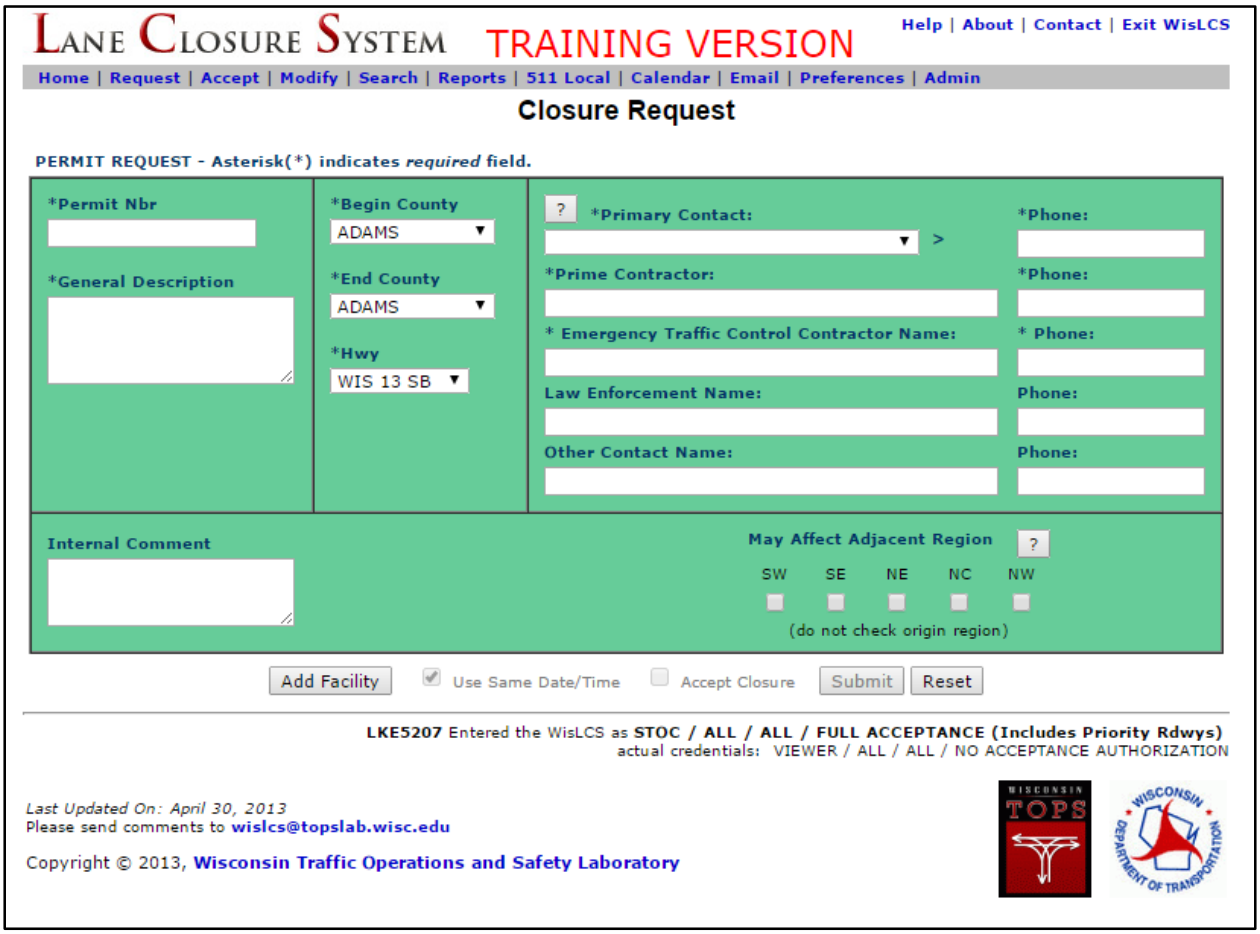
For selecting a *Maintenance Request*, the following page is displayed.



Fill in the required fields denoted by an asterisk (*). Here, the user will have to enter a description of the type of work to be completed (i.e., “guardrail” or “pothole” repair). When selecting the primary and secondary contacts, the contacts phone numbers will auto-populate. For maintenance closures, the primary contact list will be comprised of all the maintenance coordinators in the user’s region and the secondary contacts are the maitenance coordinators and Regional Traffic Engineers (RTE) in that region. Once the user has filled in the required fields, select *Submit*.

PERMIT

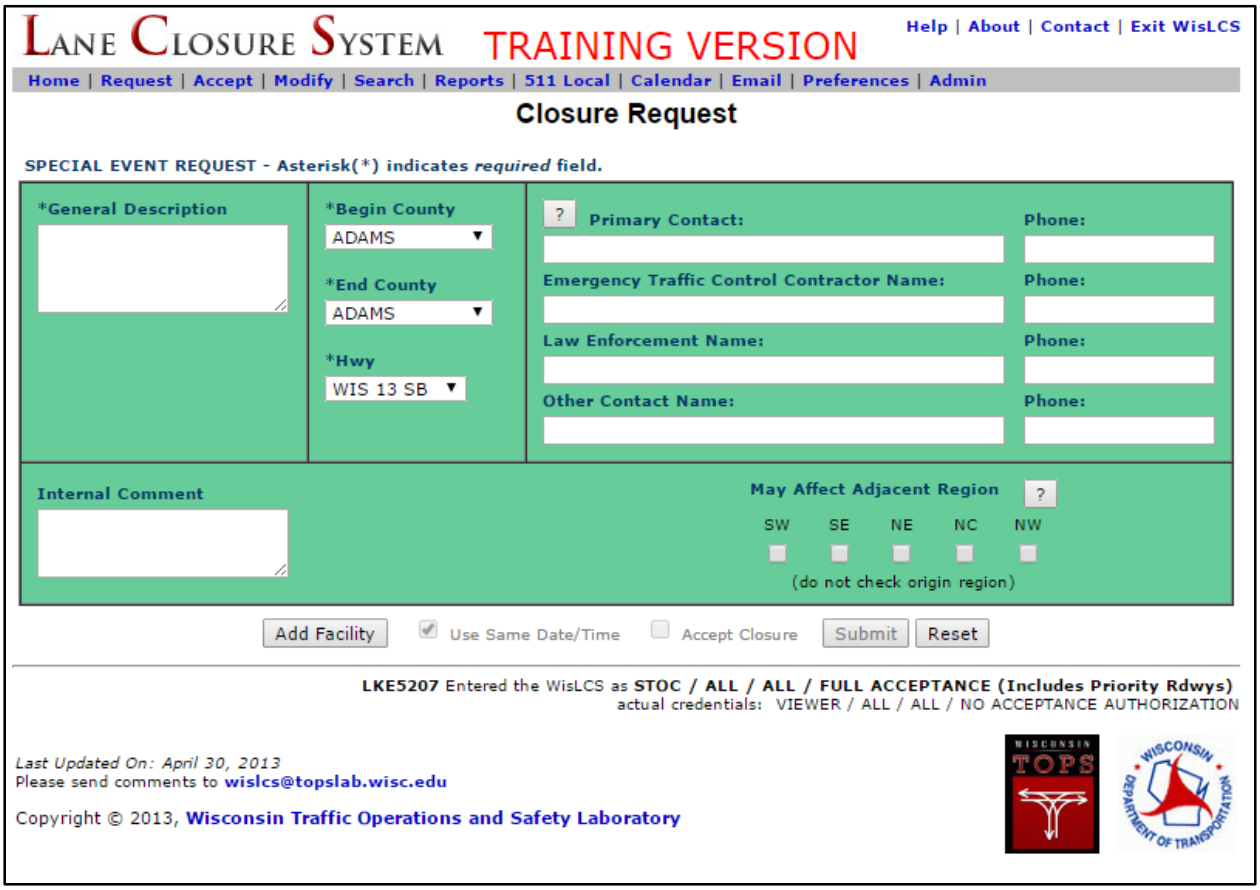
For selecting a *Permit Request*, the following page is displayed.



Fill in the required fields in the above denoted by an asterisk (*). Here the user will have to enter a permit number and description of the type of work to be completed (i.e., “installing power lines” or “overlay work”). As with the construction request, the phone number for the primary contact will auto-populate. For permit closures, the primary contact list consists of all the permit coordinators in the users region. Once the user has filled in the required fields, select *Submit*.

SPECIAL EVENT

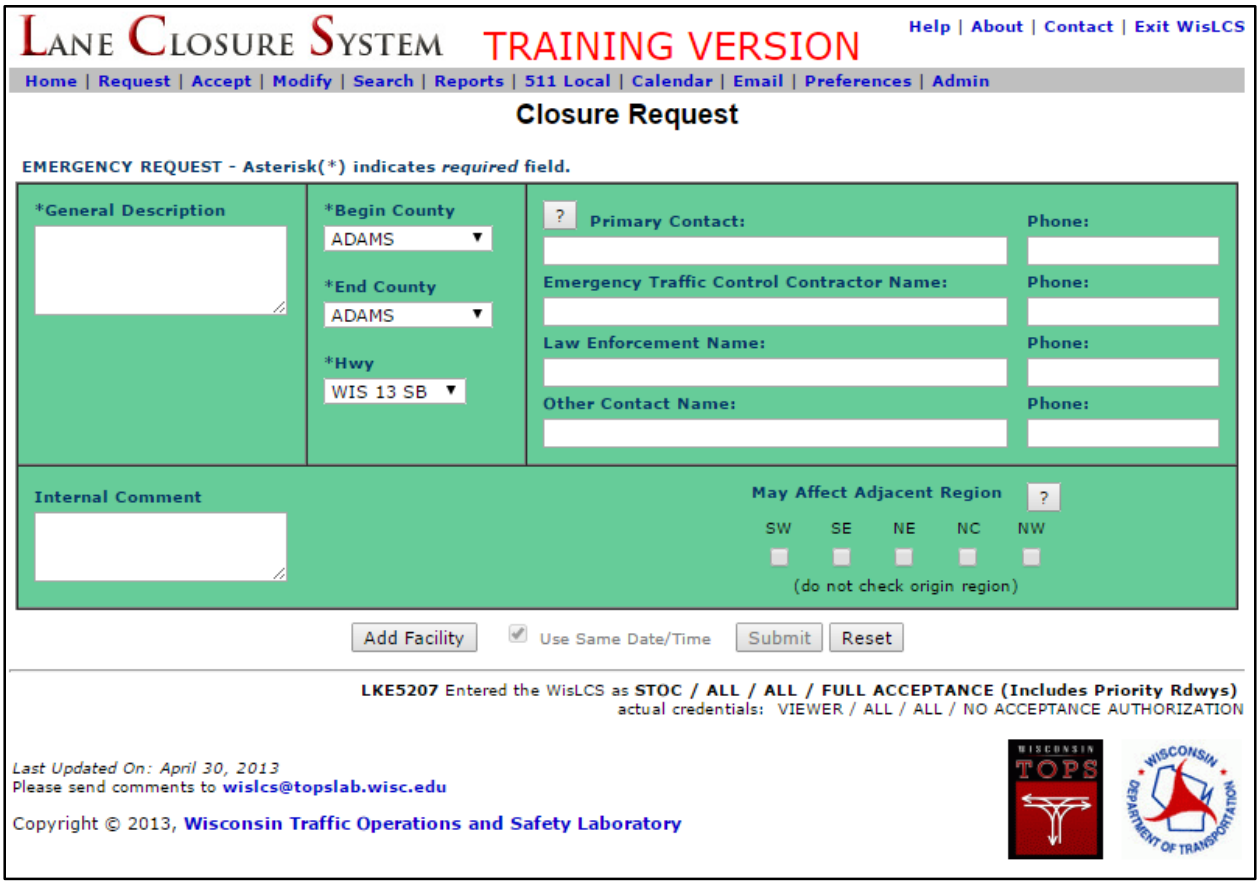
For selecting a *Special Event Request*, the following page is displayed.



Fill in the required fields above denoted by an asterisk (*). Here the user will enter a description of the type of work to be completed (i.e. “Thanksgiving Day parade” or “street festival”). Here, the primary contact is a text entry and not a dropdown bar and there is no secondary contact. Once the user has filled in the required fields, select *Submit*.

EMERGENCY

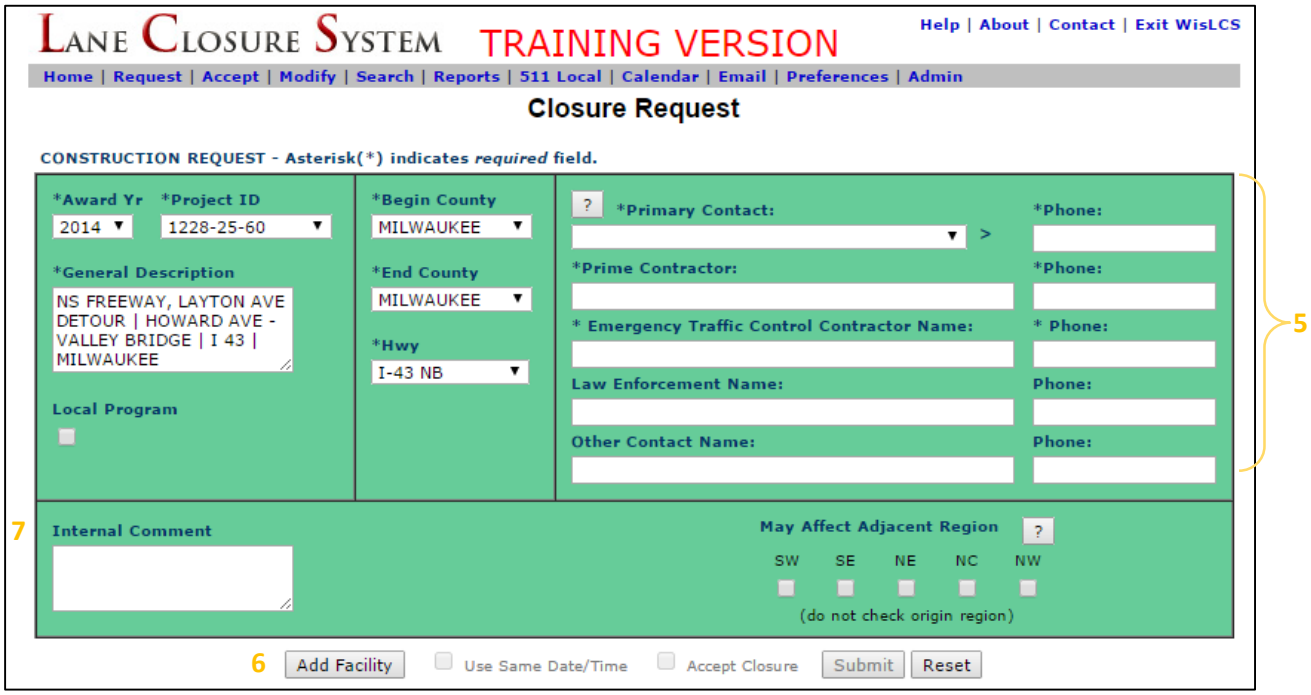
For selecting an *Emergency Request*, the following page is displayed.



Fill in the required fields above denoted by an asterisk (*). Here the user will have to enter a description of the type of work to be completed (i.e. “bridge hit” or “flooding”). As mentioned earlier, emergency closures will not need to go through the acceptance phase. Once entered, the emergency closure automatically becomes a live closure. Once the user has filled in the required fields, select *Submit*.

CLOSURE ACCEPTANCE OVERVIEW

Each of the five closure types has different *General Section*[5], but all of them share the same *Facilities Section*[6].



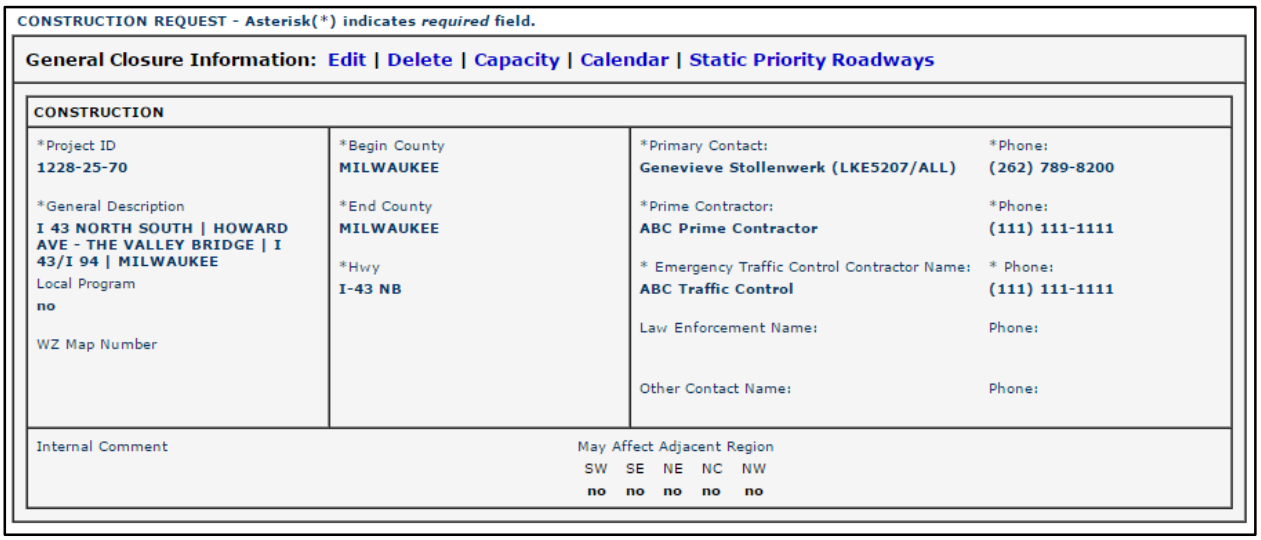
The *General Section* is where the user will enter the attributes that pertain to the entire closure. This section differs from each closure type. All required fields are denoted by an asterisk (*) throughout the LCS, giving the user clear direction as to what information to input into the system.

The *Internal Comments* text box[7] is where closure information not intended for public view can be entered. Only users of the system will see this information.

A user can select an adjacent region when a closure is close to a regional boundary line. When done, the users in the adjacent region will be able to see this closure and can plan accordingly in order to avoid any potential conflict. The system will not allow a user to select the region in which they reside, unless the user's role is such that it allows the user to access more than one region.

Once all required fields in the *General Section* are filled, selecting the *Add Facility* section[6] leads to the following page. The user cannot advance to *Add Facility* without first correctly filling out the *General Section*.

Now is the time to check to make sure all the data was filled in properly. If not, the *General Closure Information* bar[8] allows the user to select the *Edit* or *Delete* links to the information previously entered.



CONSTRUCTION REQUEST - Asterisk(*) indicates *required* field.

8 **General Closure Information:** Edit | Delete | Capacity | Calendar | Static Priority Roadways

CONSTRUCTION

*Project ID **1228-25-70**	*Begin County **MILWAUKEE**	*Primary Contact: **Genevieve Stollenwerk (LKE5207/ALL)**	*Phone: **(262) 789-8200**
*General Description **I 43 NORTH SOUTH | HOWARD AVE - THE VALLEY BRIDGE | I 43/I 94 | MILWAUKEE**	*End County **MILWAUKEE**	*Prime Contractor: **ABC Prime Contractor**	*Phone: **(111) 111-1111**
Local Program **no**	*Hwy **I-43 NB**	* Emergency Traffic Control Contractor Name: **ABC Traffic Control**	* Phone: **(111) 111-1111**
WZ Map Number		Law Enforcement Name:	Phone:
		Other Contact Name:	Phone:

Internal Comment	May Affect Adjacent Region				
	SW	SE	NE	NC	NW
	no	no	no	no	no

The user can also check the *Calendar* and *Static Priority Roadways* links to make sure that the closure will be feasible at the time requested. The Capacity link is currently not available but was created fpr a potential future enhancement.

FACILITIES AND DURATION OVERVIEW

The Facility Section will look the same regardless of the type[9] of closure selected. This section is a way to group closure-specific attributes within the same closure.

9

*Facility Type MAINLINE *Duration Daily/Nightly ? Remove Facility

*Closure/Restriction
RESTRICTION
FULL CLOSURE

*Lane Detail

*Begin Date *End Date
*Begin Time (per Day Of Week) Hour: Select Time Minute: 00
*End Time (per Day Of Week) Hour: Select Time Minute: 00

Override Begin Date Hour: 12 AM Minute: 00
Override End Date Hour: 12 AM Minute: 00
Schedule Override Comment
Attach Clear ?

*Begin Location (or ramp/bridge specific) (Landmark Description | Hwy List | County) Select Landmark Direction From Distance From (miles)
*End Location (or same as Begin Location) (Landmark Description | Hwy List | County) Select Landmark Direction From Distance From (miles)

Width Restriction ?
Available Roadway Width: ft in
Additional Information:
Restriction's Structure ID:

Height Restriction ?
Minimum Vertical Clearance: ft in
Additional Information:
Restriction's Structure ID:
Temporary Signalization

Weight Restriction ?
Maximum Vehicle Weight: lbs
Additional Information:
Restriction's Structure ID:

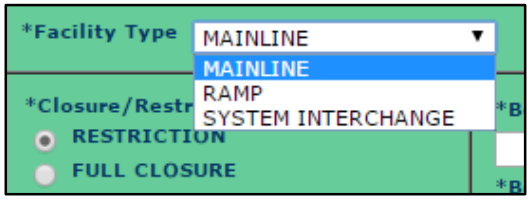
Reduced Regulatory Speed
From Speed (mph)
To Speed (mph)
Additional Information:

Signed Detour Available
Detour Route Info
Facility External Comment

Add Another Facility Use Same Date/Time Accept Closure Submit Reset

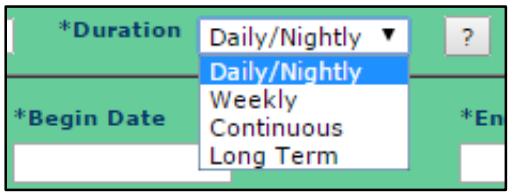
There are three types of <u>Facilities</u> to choose from:

Mainline	Lane(s) of a highway
Ramp	Service interchange entrance or exit ramp
System Interchange	A ramp from one freeway leading to another freeway

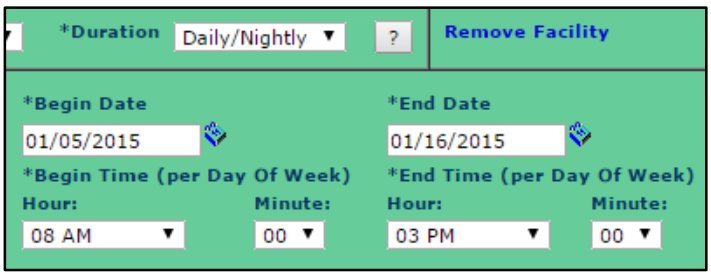


There are four types of <u>Duration</u> to choose from:

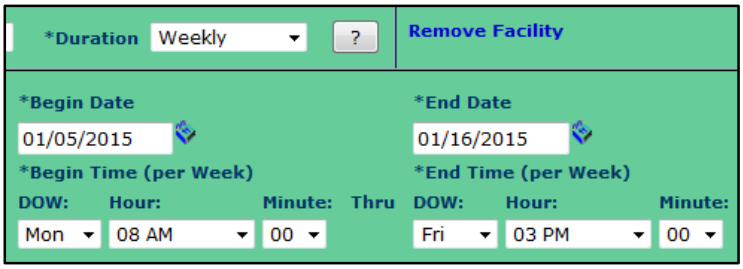
Daily/Nightly	The time of operation occurs on a daily or nightly basis as specified by the starting and ending times per each day within the start and end range
Weekly	The time of operation occurs on a weekly basis as specified by the day of week dropdowns
Continuous	24-hour work zone lasting less than 2 weeks
Long Term	Work zone lasting longer than 2 weeks



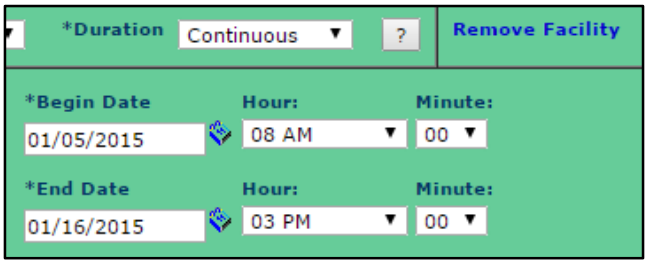
An example of a Daily/Nightly closure, pictured below, would be cones dropped at 8 AM and picked up at 3 PM each day for two weeks.



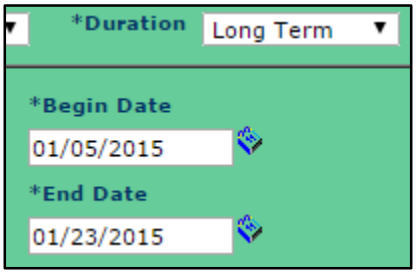
An example of a *Weekly* closure, pictured below, would be cones dropped at 8 AM on Monday and picked up at 3 PM on Friday for two weeks.



An example of a *Continuous* closure, pictured below, would be cones dropped at 8 AM on Monday, January 5 and picked up at 3 PM on Friday, January 16.

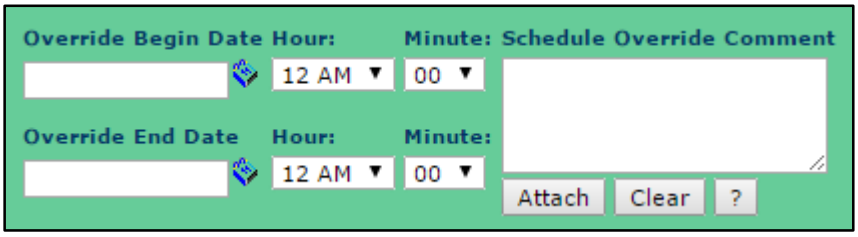


An example of a *Long Term* closure, pictured below, would be cones dropped on January 5 and picked up on January 23. The end date is typically modified, as the end date gets closer. *Long Term* closures also need to be completed in the *Modify* interface when the work is complete.

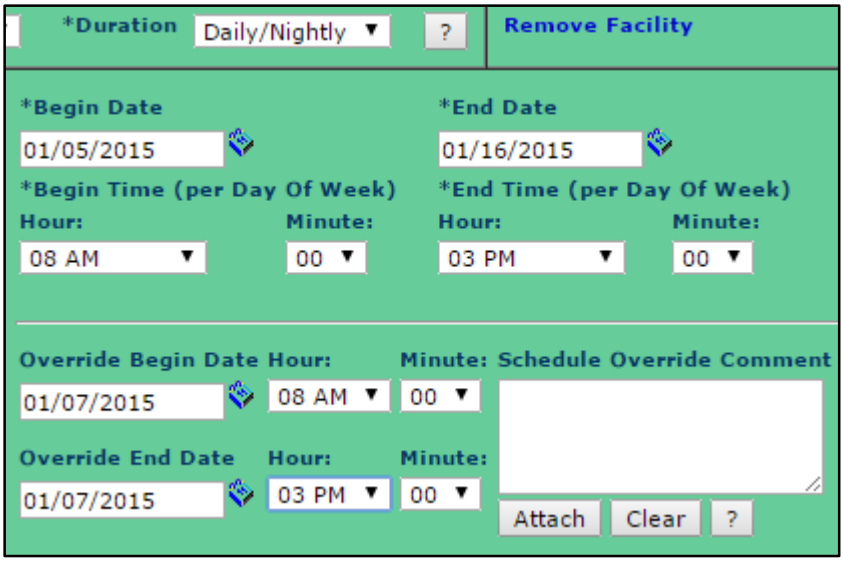


SCHEDULE OVERRIDES

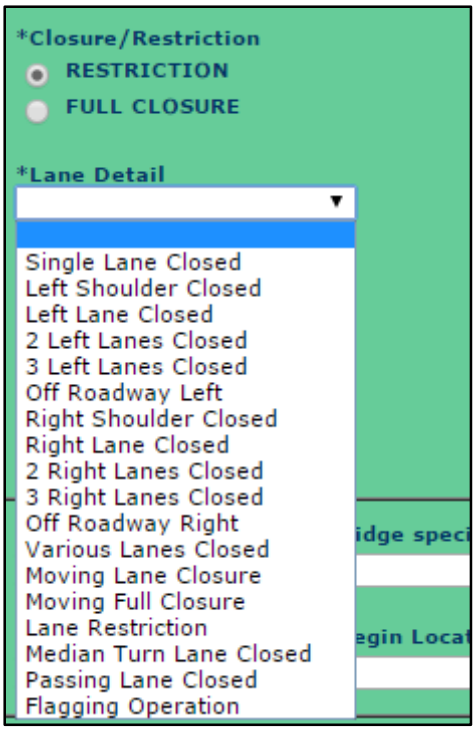
Schedule Overrides are modifications to an existing closure when work is not being performed. Schedule Overrides are not to be used to extend existing closures. If the user chooses not to perform work on a day within their closure, they can do so by entering that date and time into the override section. This excludes the selected date and time from information reported to 511 for public viewing.



For example, using the *Daily/Nightly* closure, if the user is not performing work on Wednesday, January 7, they would enter their information in as pictured below. This is a way to avoid having two separate closures for the same work operation, or to manage cancellations of work without canceling the entire closure request. Any additional feedback can go in the *Schedule Override Comment*. Multiple *Schedule Overrides* may be included from the original request by selecting the *Attach* button.



A closure is either a restriction or a full closure. When the *Restriction* radio button is selected, the *Lane Detail* drop down becomes a required field.



When the *Full Closure* button is selected, the *Lane Detail* auto-populates with *Full Closure*. A detour route will now also be required in order to submit the closure.

DELAY INFORMATION

Users have an option to *Add Delay Info*[10] for any Priority Roadways, which then allows LCS to search for closures with those delay parameters.

ACCEPT INTERFACE

The Accept Interface is used to edit or accept closures that have been initially entered into the system but have not yet been accepted.

Only users with a role providing authorization can accept closures. If the requestor would like to edit the closure prior to it being accepted, they may perform this action from the *Accept* interface. Furthermore, the user's type and region settings will filter out any closures to which they are not allowed to take action upon.

Fill out the required region and then select *Search*[1] to display results.

Searching by *Region/County* and *Highway* will narrow the return to match only the closures desired. A user can only accept closures of the same user type. If the user knows the *Closure ID* (CID)[2], they can enter into the CID box.

There are three *Closure Statuses* on any entered closure[3].

CLOSURE STATUS COLOR KEY:
RED - Closure yet to be accepted and past start date
ORANGE - Closure yet to be accepted and within 2 weeks of start date
BLACK - Closure has been accepted or is within normal parameters

Search | Reset | Order By: BEGIN DATE | Ascending | Max Results: First 100

Expand ALL | Printable ALL | CSV ALL: Summary | Generate * 338 Closure Results Match Search Criteria

The maximum number of 100 closure results has been exceeded. Only the first 100 will be displayed. Refine the search criteria to reduce the number of results or change the Max Results selection.

Show Search Details

CLOSURE STATUS COLOR KEY:
3 RED - Closure yet to be accepted and past start date
ORANGE - Closure yet to be accepted and within 2 weeks of start date
BLACK - Closure has been accepted or is within normal parameters

Expand | Printable | CSV | Capacity | Calendar (64685) CONSTRUCTION | ENTERED

4 Edit | Recommend Acceptance | Reject | Accept | Delete ALL

DANE: (NO PROJECT ID) Soil borings off of the right shoulder of I-39

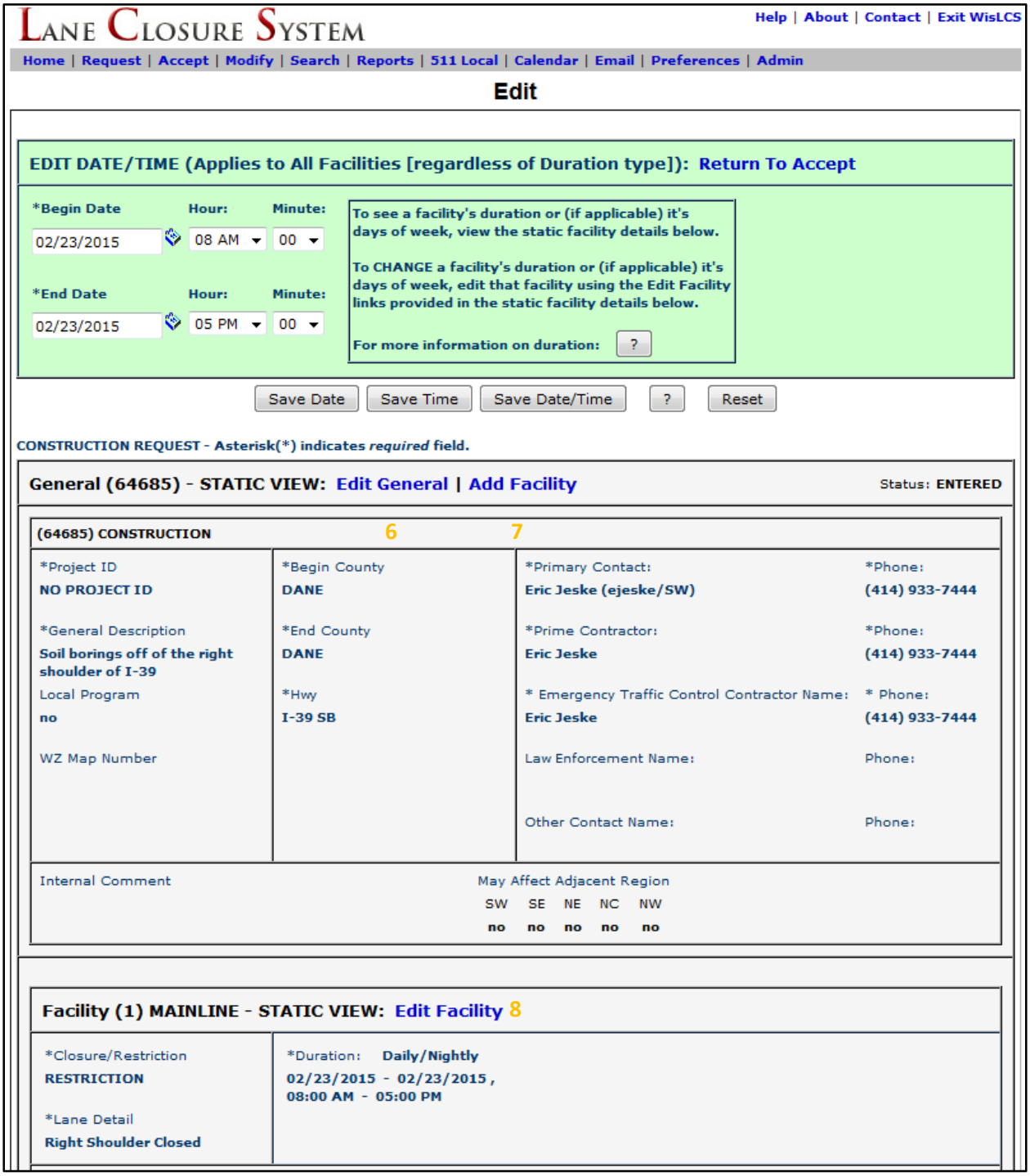
ID	HWY	FACILITY	DESCRIPTION	DURATION	
1	I-39 SB/I-90 EB	MAINLINE	Right Shoulder Closed from CHURCH ST (B-13-0144 BEGIN) to DROTNING RD (B-13-0146 END)	Daily/Nightly: 02/23/2015 - 02/23/2015 , 08:00 AM - 05:00 PM	Delete Facility | Add SchOvr | Add Delay Info (PR)
2	I-39 SB/I-90 EB	RAMP	Right Shoulder Closed at OFF RAMP TO WEIGH ST.#16	Daily/Nightly: 02/23/2015 - 02/23/2015 , 08:00 AM - 05:00 PM	Delete Facility | Add SchOvr | Add Delay Info (PR)
3	I-39 SB/I-90 EB	RAMP	Right Shoulder Closed at ON RAMP FROM WEIGH STA.#16	Daily/Nightly: 02/23/2015 - 02/23/2015 , 08:00 AM - 05:00 PM	Delete Facility | Add SchOvr | Add Delay Info (PR)
4	I-39 SB/I-90 EB	MAINLINE	Right Shoulder Closed from N (B-13-0143 BEGIN) to CHURCH ST (B-13-0144 BEGIN)	Daily/Nightly: 02/24/2015 - 02/24/2015 , 08:00 AM - 05:00 PM	Delete Facility | Add SchOvr | Add Delay Info (PR)
5	I-39 SB/I-90 EB	MAINLINE	Right Shoulder Closed from W (B-13-0148 BEGIN) to B (B-13-0164 END)	Daily/Nightly: 02/25/2015 - 02/25/2015 , 08:00 AM - 05:00 PM	Delete Facility | Add SchOvr | Add Delay Info (PR)

Modified Date	Modified By	Status	Applies To	Comment
01/23/2015 10:43 AM	ejeske	ENTERED	ALL FACILITIES	INITIAL INSERT INTO DATABASE

As with the *Modify* interface, a closure can be edited in the *Accept* interface. The user can *View*, *Edit*, *Recommend Acceptance*, *Reject*, *Accept*, or *Delete*[4] a closure, based on the user's role.

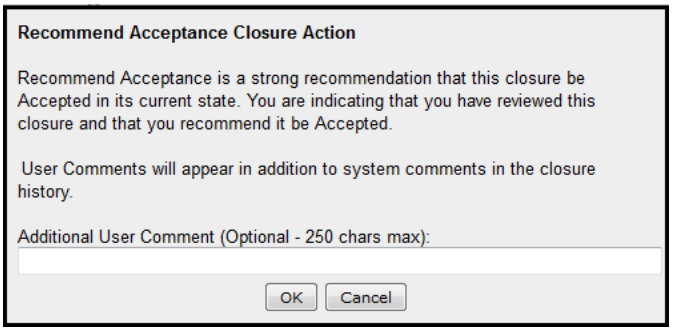
EDIT

In the *Edit* page, a user can *Edit Date/Time*[5] of the general request (which will apply to all facilities). The date/time for one facility can also be modified within the *Edit Facility*[8] option. In this view, a user can also edit the general request[6], add a facility[7], or edit any of the facilities associated with the general request.



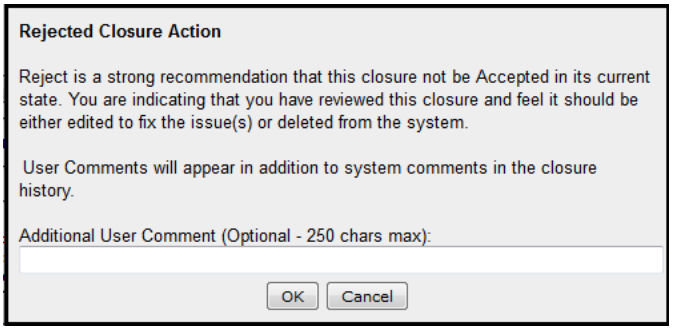
RECOMMEND ACCEPTANCE

Depending on your user capability, you can recommend that a closure be accepted “as is”. It is assumed you reviewed the closure and recommend it. The user can also add optional comments if necessary.



REJECT

Depending on your user capability, you can recommend that a closure be rejected “as is”. It is assumed you reviewed the closure and will it to be deleted or edited. The user can also add optional comments if necessary.



ACCEPT

Clicking *Accept*[8], will automatically accept the closure request, and change the request from “*Entered*” to “*Accepted*”[9].

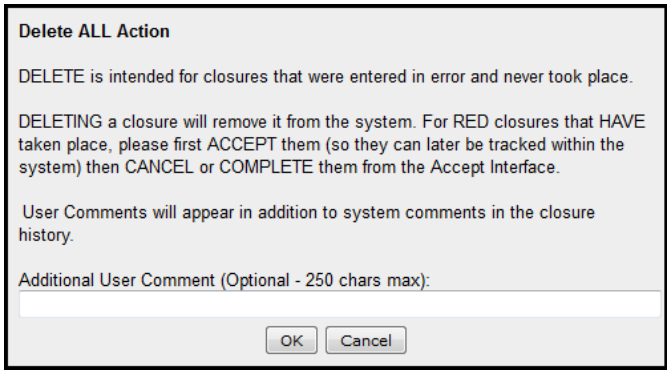
9

Status	Applies To	Comment
ACCEPTED	ALL FACILITIES	STATUS CHANGE
ENTERED	ALL FACILITIES	INITIAL INSERT INTO DATABASE

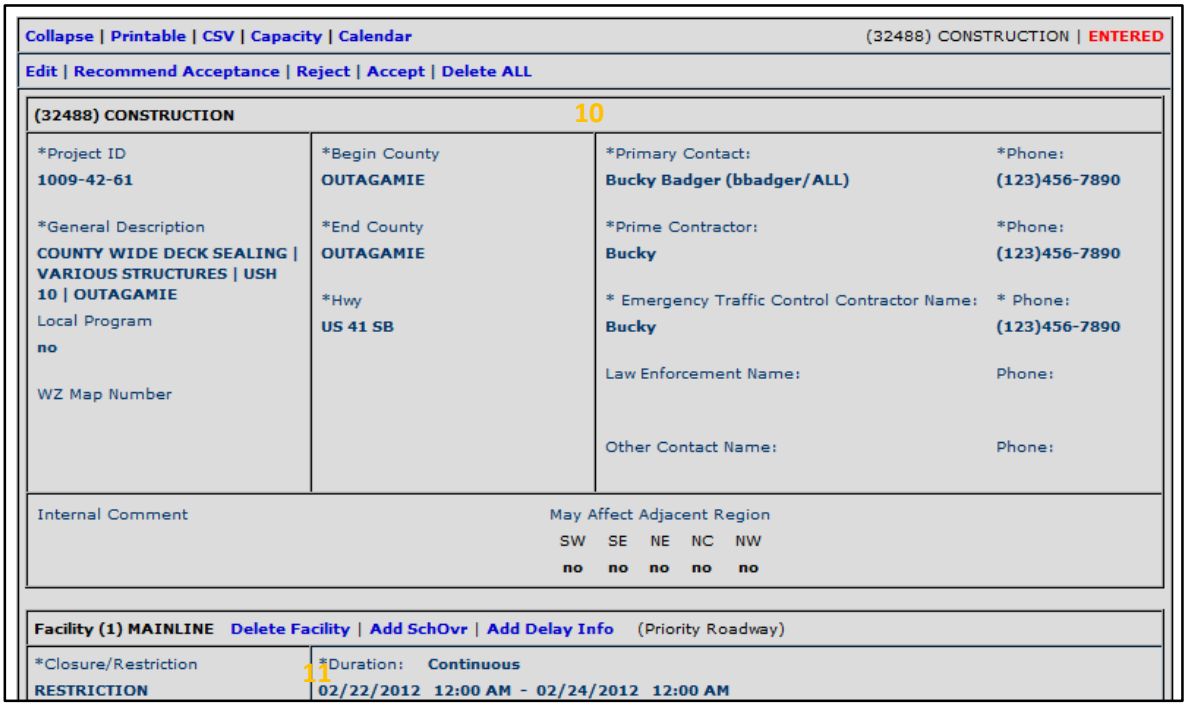
DELETE ALL – DELETE FACILITY

A user should only delete closures that were entered in error and never took place. The user can also add optional comments if necessary.

Red closures that have taken place, should be accepted then cancelled or completed via the *Accept* interface.



Delete ALL[10] deletes the general closure along with all of its facilities. *Delete Facility*[11] only deletes that selected facility.

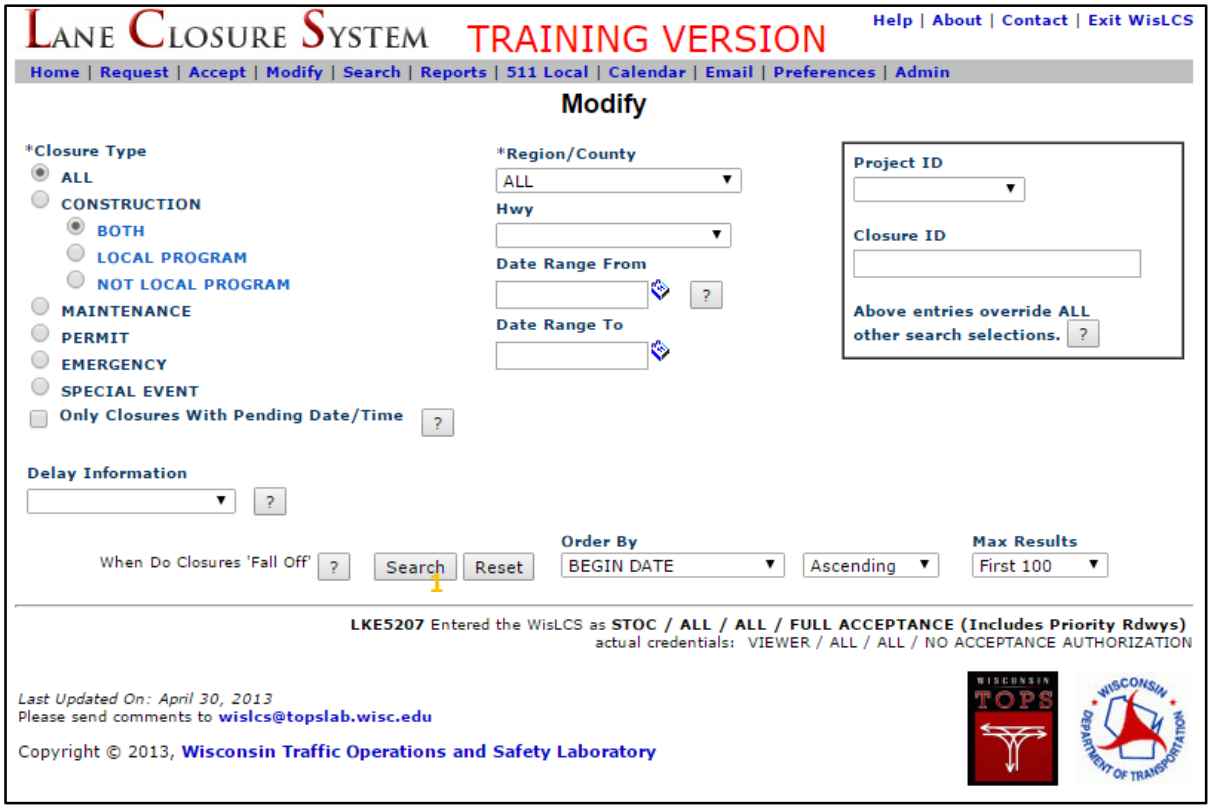


For individual facilities, the user may *Delete Facility*, *Add Schedule Override*, or *Add Delay Info* (for *Priority Roadways*).

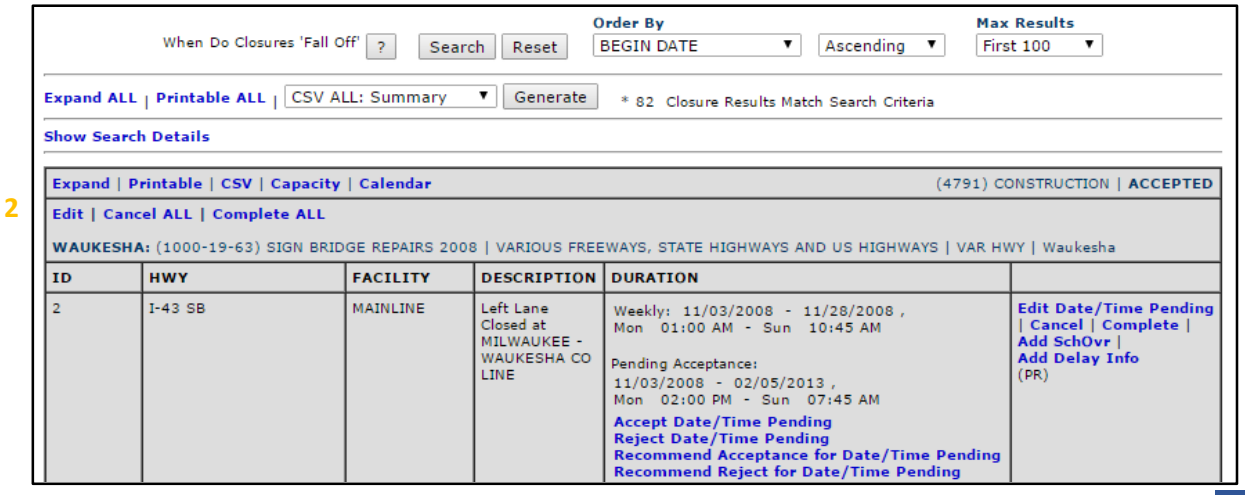
MODIFY INTERFACE

The *Modify* interface is where a user can edit or reschedule a closure that has been accepted. This interface also allows users to cancel individual facilities as well as the complete closure. Completing a closure effectively removes it from an active state so that it will become view only.

Fill out the required fields denoted by an asterisk (*) and select *Search*[1] to display results.

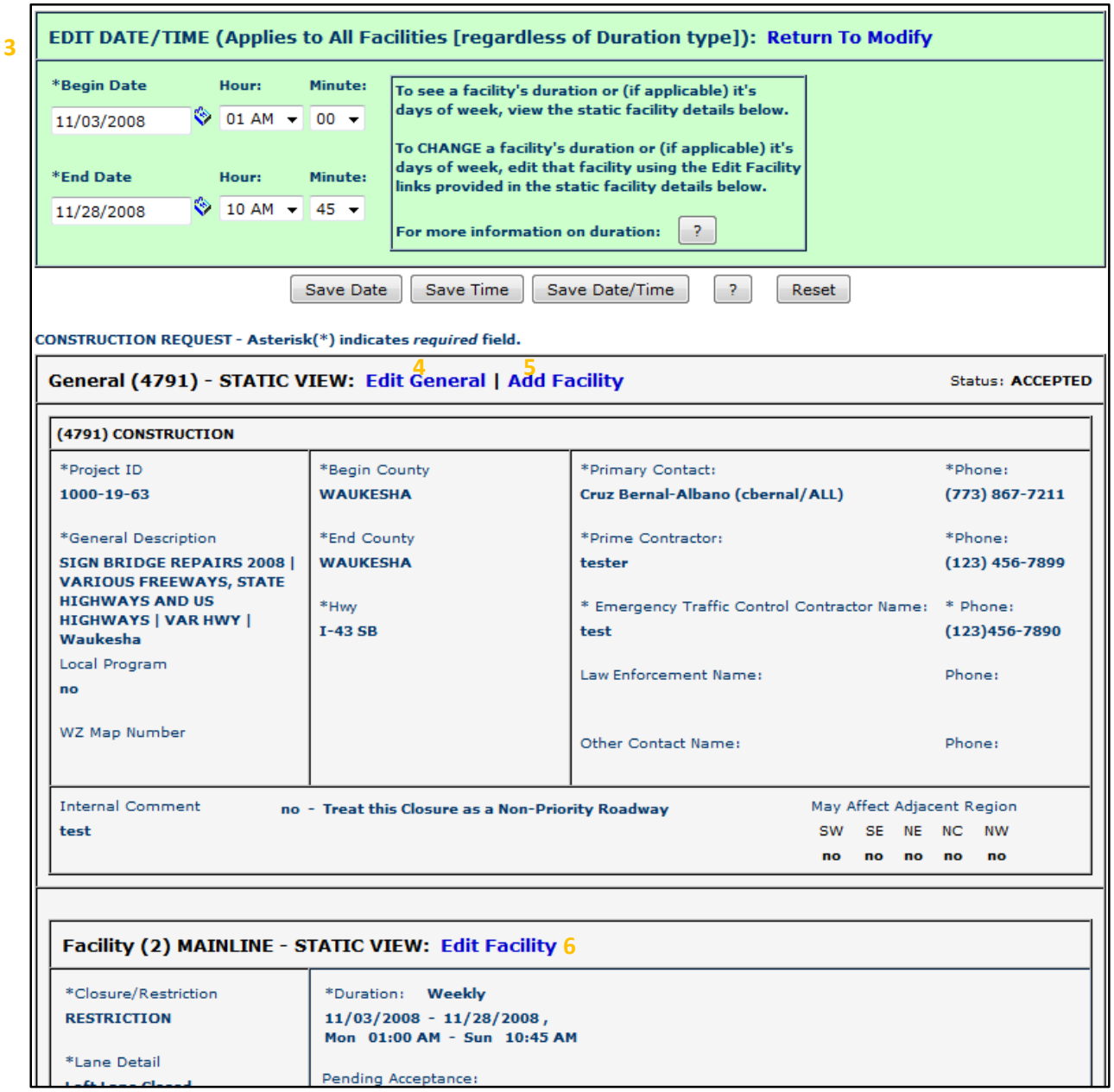


Much like in the *Accept* phase, users will be able to *Edit*, *Cancel*, or *Complete*[2] a closure request.



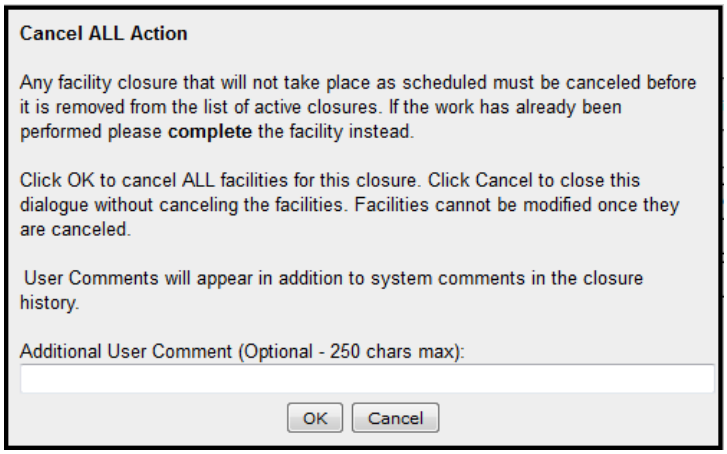
EDIT

In the *Edit* page, a user can edit the *Date/Time*[3] of the general request (which will apply to all facilities). The *Date/Time* for one facility can also be modified within the *Edit Facility* option. In this view, a user can also edit the general request[4], add a facility[5], or edit any of the facilities[6] associated with the general request.

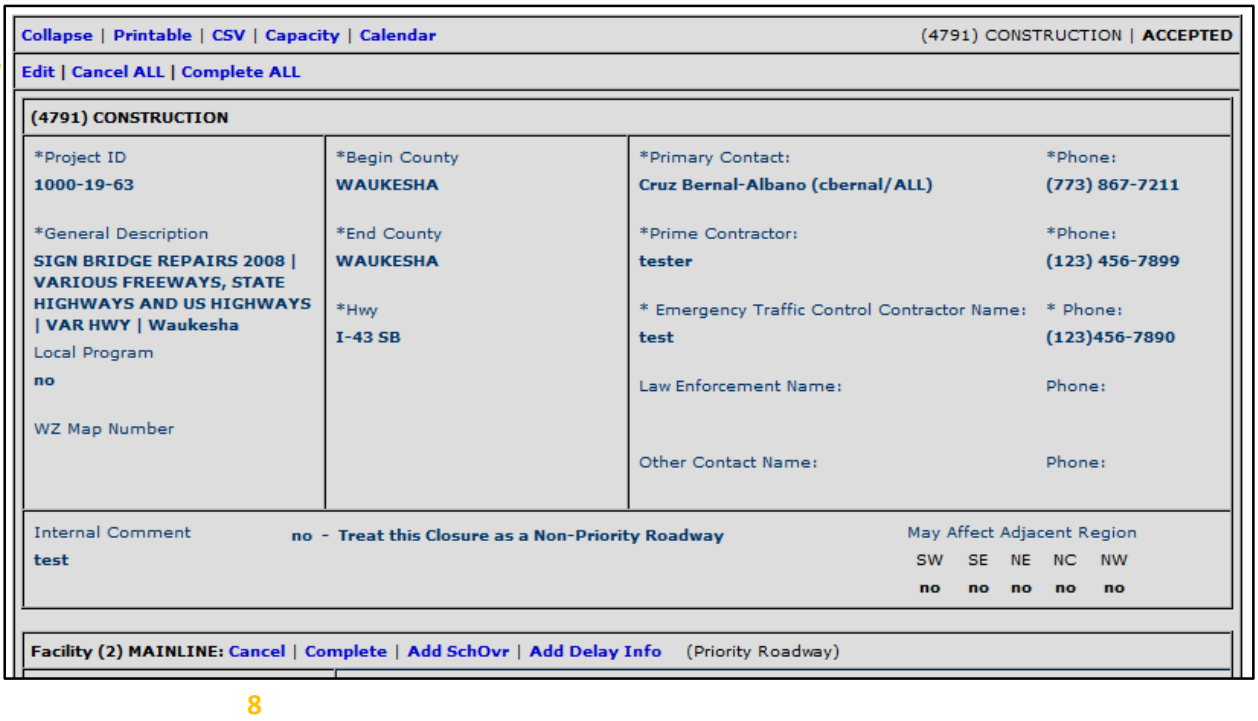


CANCEL – CANCEL ALL

If a facility closure will not be taking place as scheduled, the facility must be canceled before it's removed from the list of active closures. If work has already been performed, "complete" the facility instead. The user can also add optional comments if necessary.

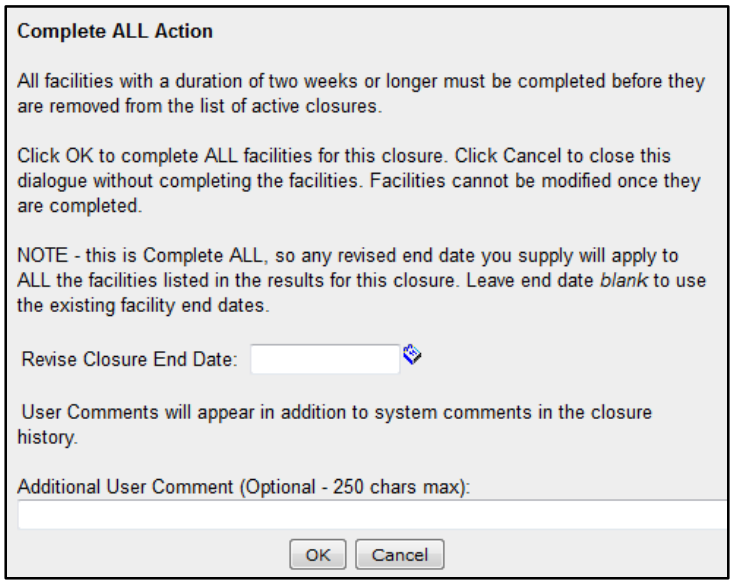


Cancel ALL[7] deletes the general closure along with all of its facilities. *Cancel*[8] only deletes that selected facility.



COMPLETE – COMPLETE ALL

To remove facilities with a duration of 2 weeks or longer from the list of active closures, a user must "complete" the facility. You may also revise the closure end date at this time. Keeping in mind clicking *Complete All* will change all of the facilities under the general closure.



Complete ALL Action

All facilities with a duration of two weeks or longer must be completed before they are removed from the list of active closures.

Click OK to complete ALL facilities for this closure. Click Cancel to close this dialogue without completing the facilities. Facilities cannot be modified once they are completed.

NOTE - this is Complete ALL, so any revised end date you supply will apply to ALL the facilities listed in the results for this closure. Leave end date *blank* to use the existing facility end dates.

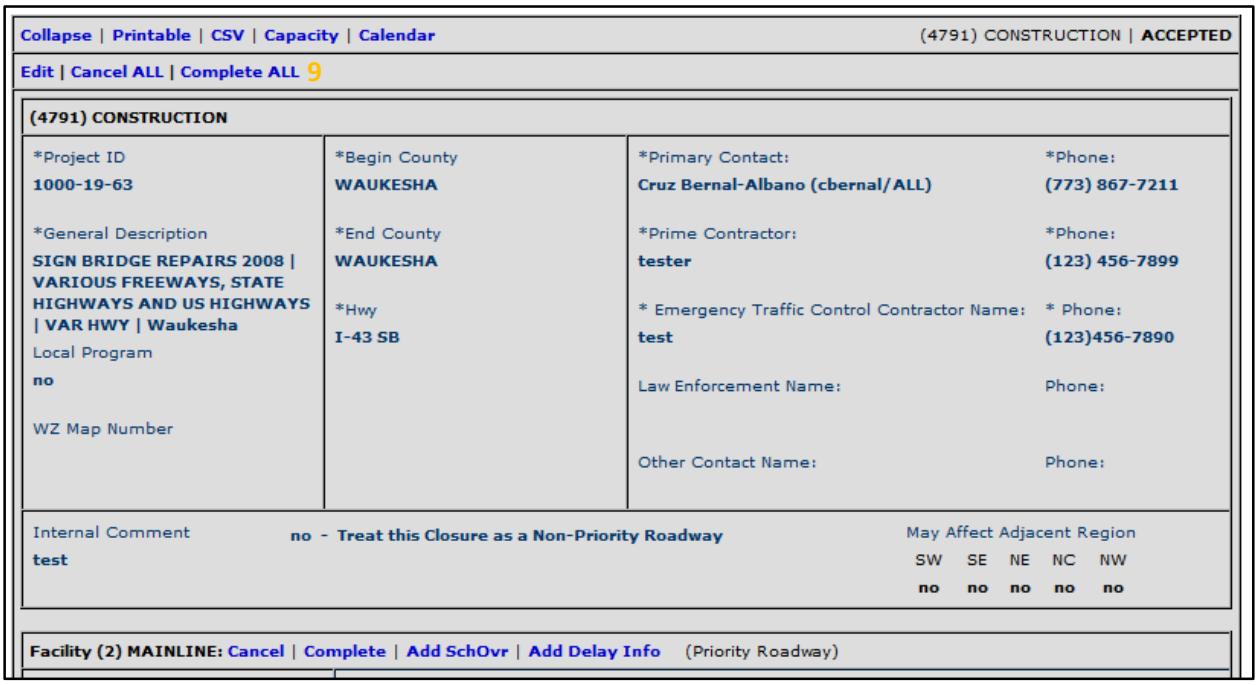
Revise Closure End Date:

User Comments will appear in addition to system comments in the closure history.

Additional User Comment (Optional - 250 chars max):

OK Cancel

Complete ALL[9] completes the general closure along with all of its facilities. *Complete*[10] only completes that selected facility.



Collapse | Printable | CSV | Capacity | Calendar (4791) CONSTRUCTION | **ACCEPTED**

Edit | Cancel ALL | Complete ALL 9

(4791) CONSTRUCTION

*Project ID **1000-19-63**	*Begin County **WAUKESHA**	*Primary Contact: **Cruz Bernal-Albano (cbernal/ALL)**	*Phone: **(773) 867-7211**
*General Description **SIGN BRIDGE REPAIRS 2008 | VARIOUS FREEWAYS, STATE HIGHWAYS AND US HIGHWAYS | VAR HWY | Waukesha**	*End County **WAUKESHA**	*Prime Contractor: **tester**	*Phone: **(123) 456-7899**
Local Program **no**	*Hwy **I-43 SB**	* Emergency Traffic Control Contractor Name: **test**	* Phone: **(123)456-7890**
WZ Map Number		Law Enforcement Name:	Phone:
		Other Contact Name:	Phone:

Internal Comment **no - Treat this Closure as a Non-Priority Roadway**

test

May Affect Adjacent Region

SW	SE	NE	NC	NW
no	**no**	**no**	**no**	**no**

Facility (2) MAINLINE: Cancel | Complete | Add SchOvr | Add Delay Info (Priority Roadway)

10

DATE/TIME PENDING

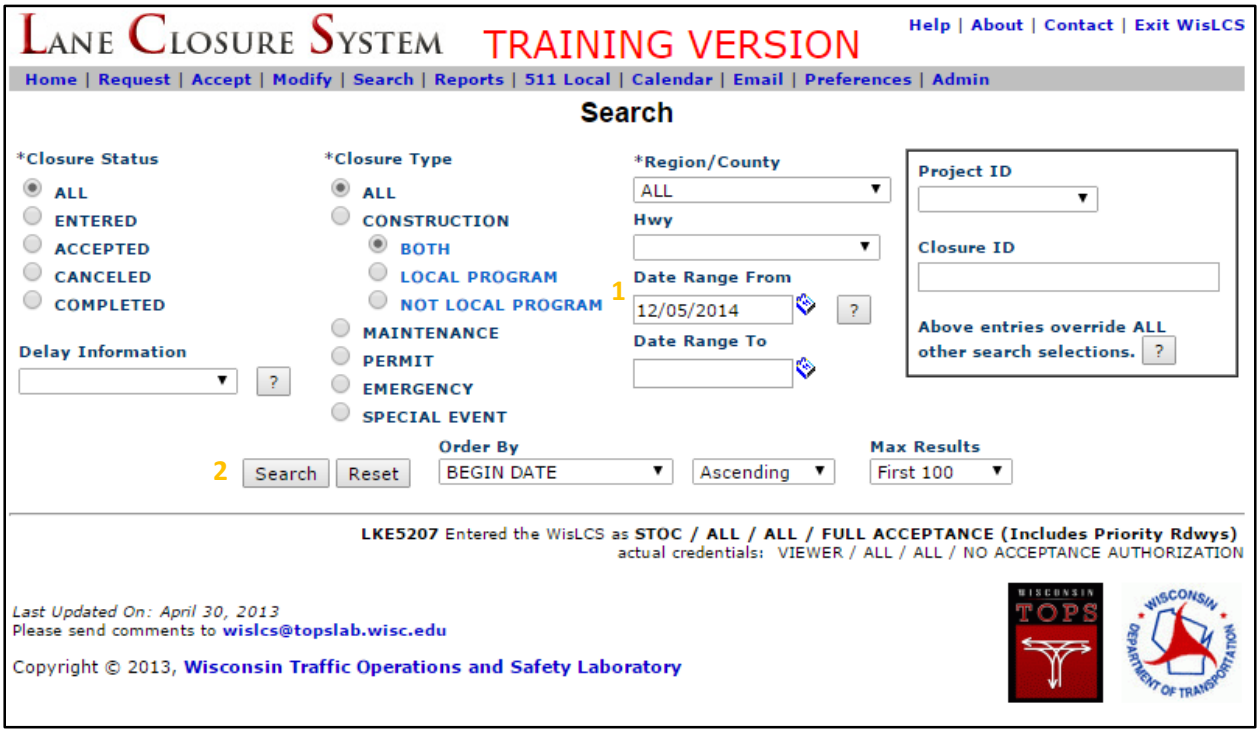
If a user edits the *Date/Time* from the *Modify* interface (after the closure has been accepted), then the closure will have a date/time pending until the closure is accepted again. A user with acceptance authorization will be able to Accept, Reject, Recommend Accept, or Recommend Reject for the pending date/time. Unlike the initial acceptance that occurs from the Accept Interface, the acceptance process for date/time pending occurs within the Modify Interface.

WHEN DO CLOSURE "FALL OFF"?

Any closure not considered a long-term closure (less than 14 days in duration) will automatically become an inactive closure when its end date is greater than yesterday. Therefore the closure will "fall off" from the Modify interface and will become an inactive closure. The closure will be able to be found in the Search interface but can no longer be modified. All long-term closures (14 days or greater) must be manually completed in the system for the closure to "fall off".

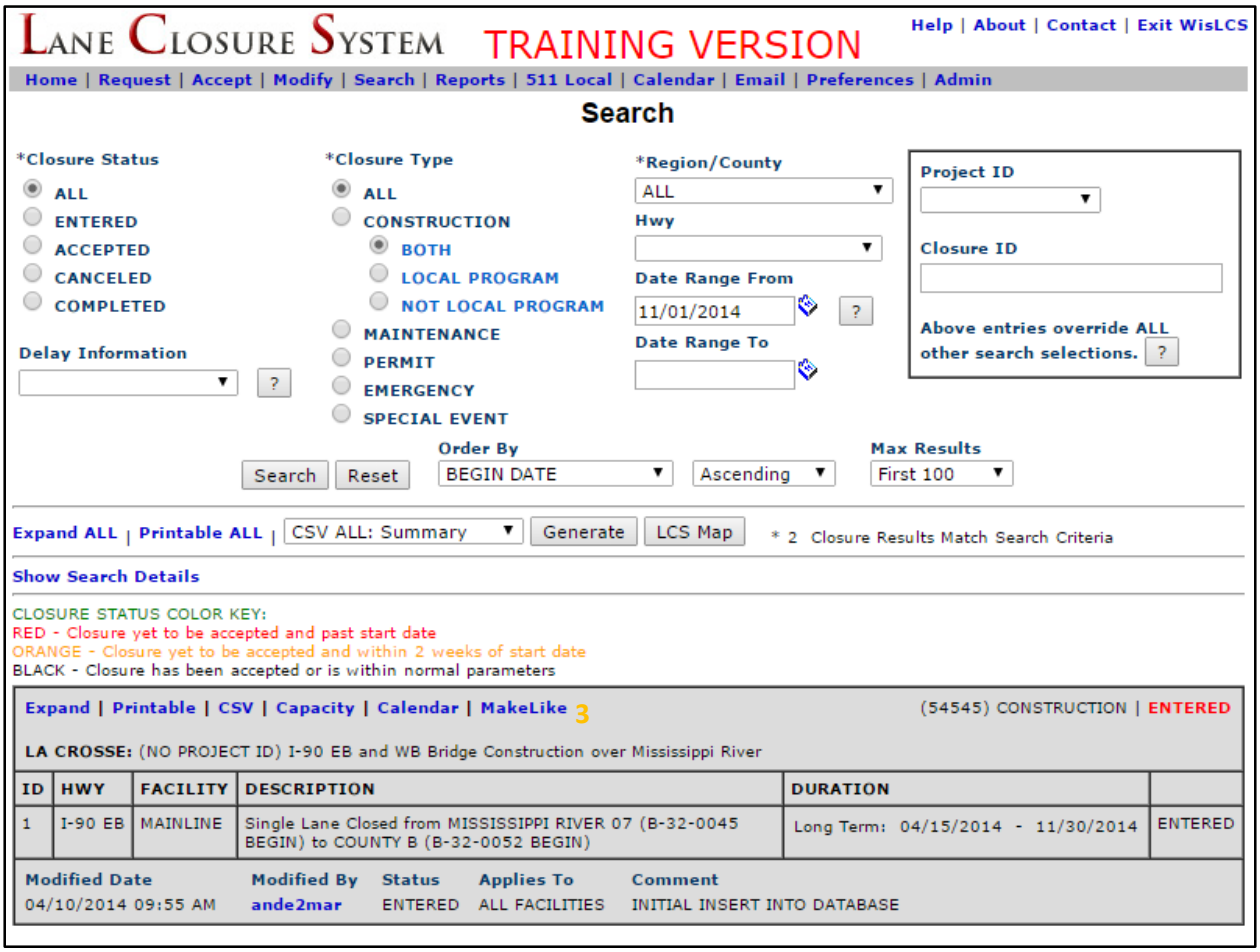
SEARCH INTERFACE

The *Search* interface is a view to access all closures within the system. It also provides links to save individually displayed closures or all the displayed closures.

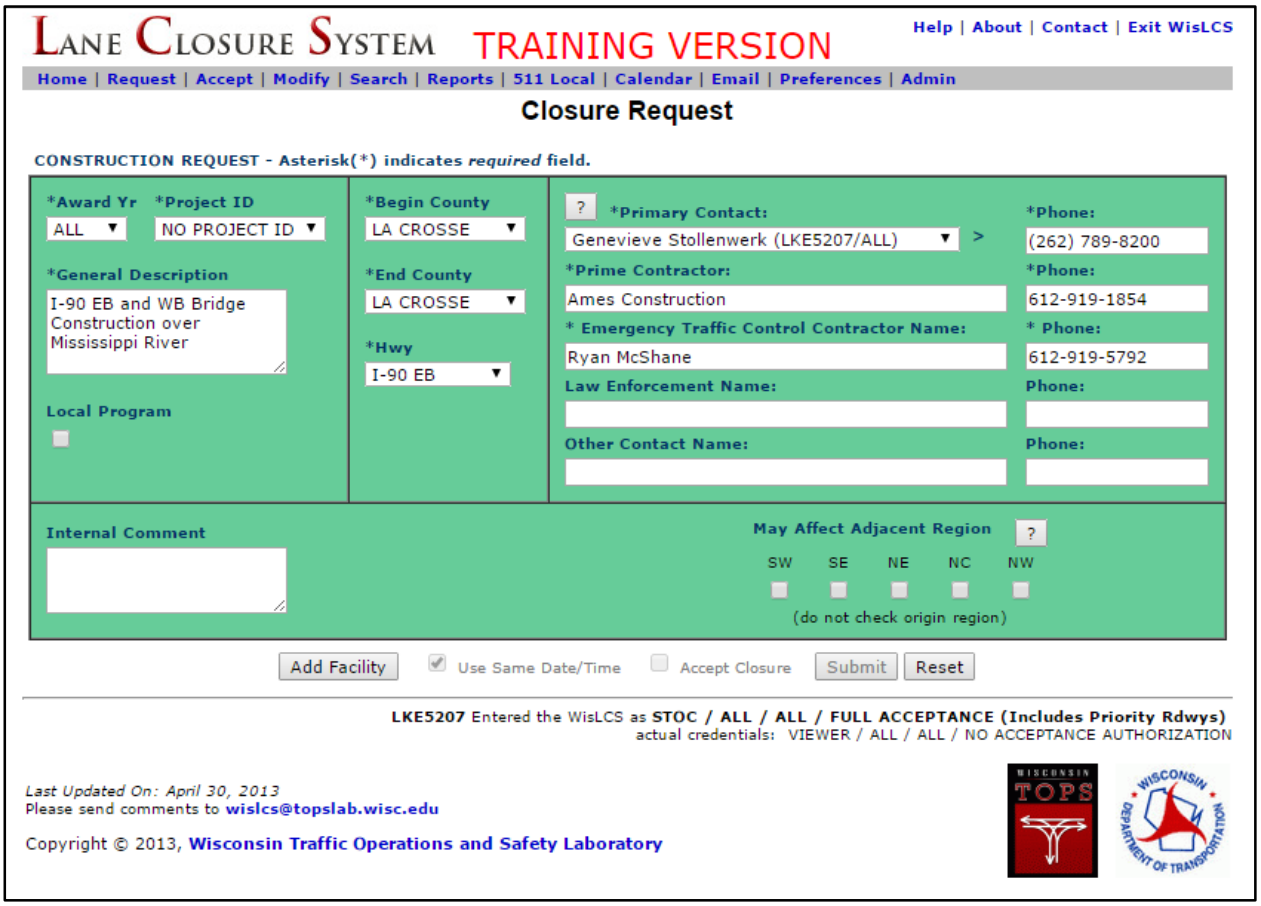


Fill in the required fields and select *Search*[2] to display results. Note that the *Date Range From* field[1] will automatically fill in the date you are searching.

Once the results are displayed, there is an additional *MakeLike* link[3] that allows users to utilize a displayed closure's general section as a template for a new closure.



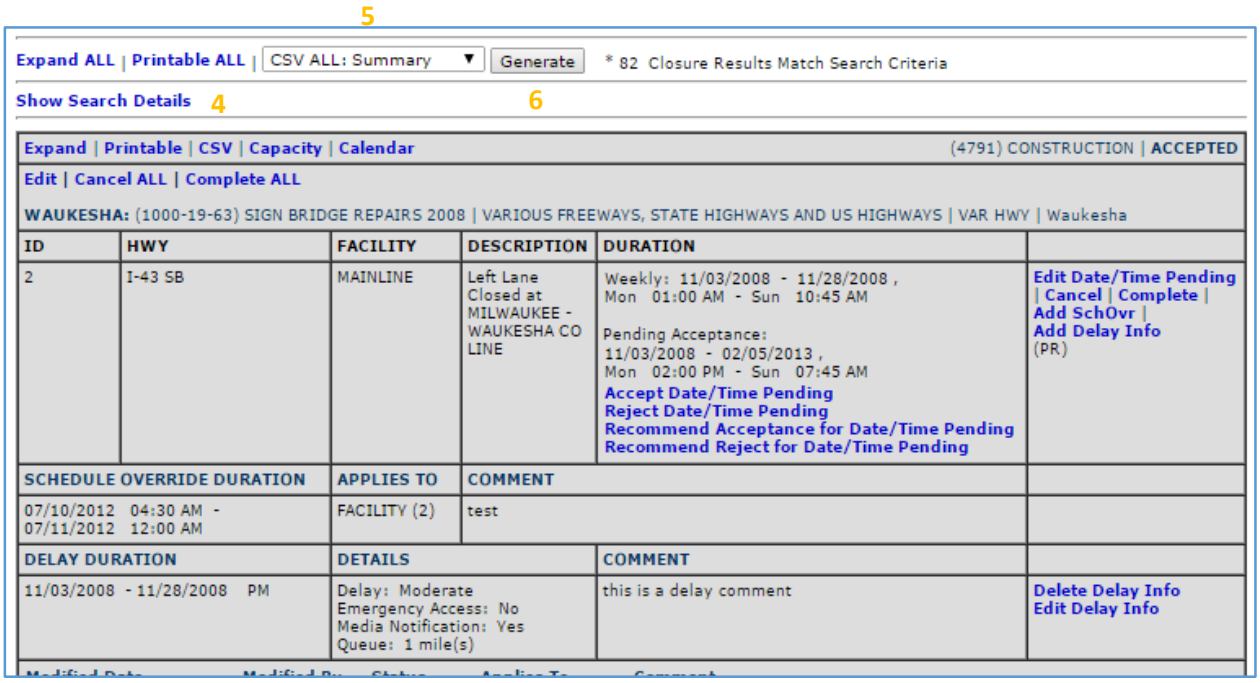
Selecting the *MakeLike* link allows the user to add another closure with those same attributes carried over.



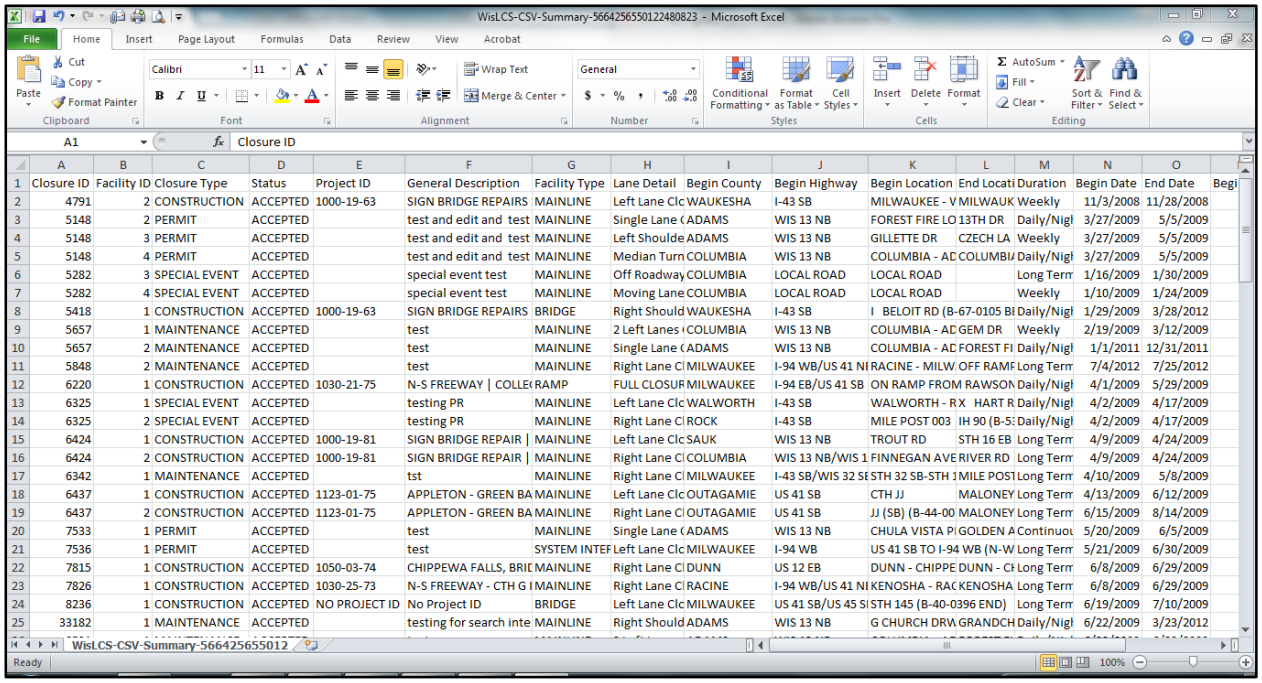
COMMA SEPARATED VALUE (CSV)

The LCS gives users the ability to save closures outside of the LCS in a Microsoft Excel format.

The user has the ability to do so in multiple areas of the LCS, such as *Accept, Modify, Search*, and *Reports Interfaces*. Clicking the *CSV* button[4] will return a file with only the closure listed. Clicking on the *CSV ALL* dropdown bar[5], will give the user the option to view a summary, expanded, contact information and delay reports. Once the desired field has been chosen, select *Generate*[6].



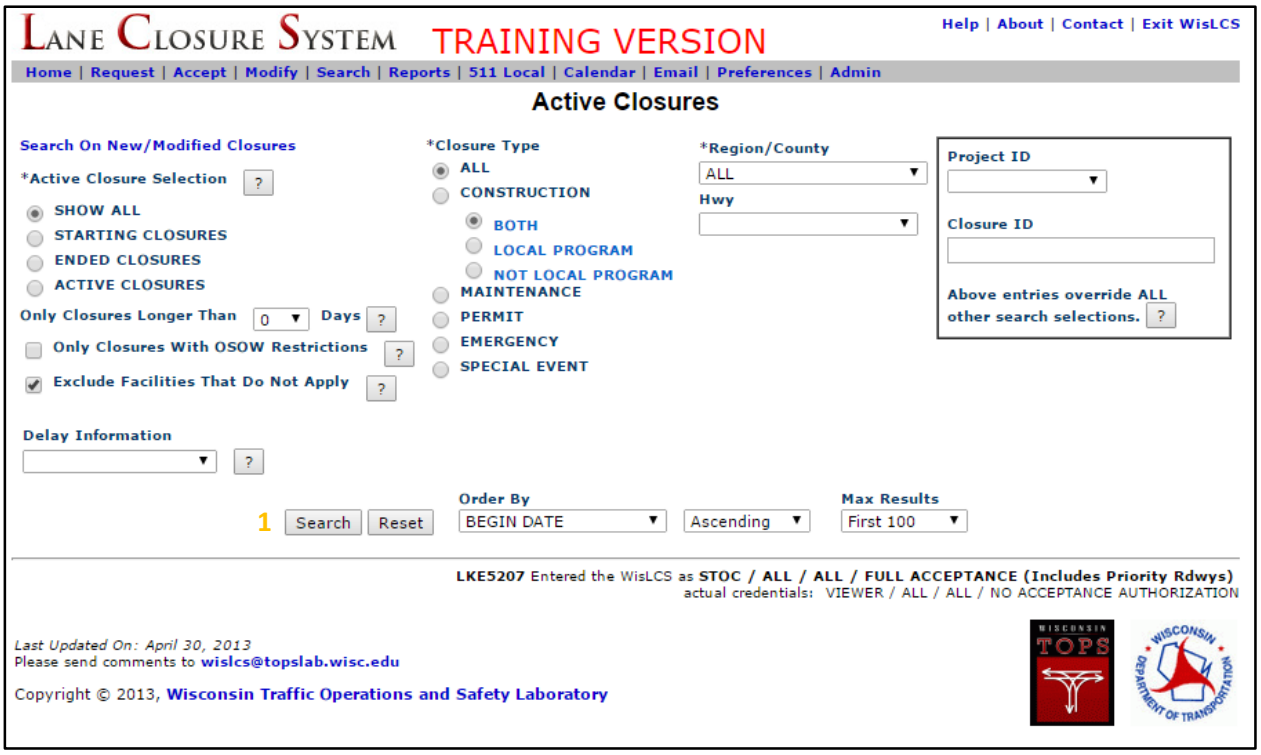
The example below displays a *Summary CVS* report for all the closures listed.



Closure ID	Facility ID	Closure Type	Status	Project ID	General Description	Facility Type	Lane Detail	Begin County	Begin Highway	Begin Location	End Locati	Duration	Begin Date	End Date
4791	2	CONSTRUCTION	ACCEPTED	1000-19-63	SIGN BRIDGE REPAIRS	MAINLINE	Left Lane Clc	WAUKESHA	I-43 SB	MILWAUKEE - V	MILWAUK	Weekly	11/3/2008	11/28/2008
5148	2	PERMIT	ACCEPTED		test and edit and test	MAINLINE	Single Lane (	ADAMS	WIS 13 NB	FOREST FIRE LO	13TH DR	Daily/Nigl	3/27/2009	5/5/2009
5148	3	PERMIT	ACCEPTED		test and edit and test	MAINLINE	Left Shoulde	ADAMS	WIS 13 NB	GILLETTE DR	CZECH LA	Weekly	3/27/2009	5/5/2009
5148	4	PERMIT	ACCEPTED		test and edit and test	MAINLINE	Median Turn	COLUMBIA	WIS 13 NB	COLUMBIA - AD	COLUMBIA	Daily/Nigl	3/27/2009	5/5/2009
5282	3	SPECIAL EVENT	ACCEPTED		special event test	MAINLINE	Off Roadway	COLUMBIA	LOCAL ROAD	LOCAL ROAD		Long Term	1/16/2009	1/30/2009
5282	4	SPECIAL EVENT	ACCEPTED		special event test	MAINLINE	Moving Lane	COLUMBIA	LOCAL ROAD	LOCAL ROAD		Weekly	1/10/2009	1/24/2009
5418	1	CONSTRUCTION	ACCEPTED	1000-19-63	SIGN BRIDGE REPAIRS	BRIDGE	Right Should	WAUKESHA	I-43 SB	I BELOIT RD (B-67-0105 BI		Daily/Nigl	1/29/2009	3/28/2012
5657	1	MAINTENANCE	ACCEPTED		test	MAINLINE	2 Left Lanes (	COLUMBIA	WIS 13 NB	COLUMBIA - AD	GEM DR	Weekly	2/19/2009	3/12/2009
5657	2	MAINTENANCE	ACCEPTED		test	MAINLINE	Single Lane (	ADAMS	WIS 13 NB	COLUMBIA - AD	FOREST FI	Daily/Nigl	1/1/2011	12/31/2011
5848	2	MAINTENANCE	ACCEPTED		test	MAINLINE	Right Lane Cl	MILWAUKEE	I-94 WB/US 41 NI	RACINE - MILW	OFF RAMF	Long Term	7/4/2012	7/25/2012
6220	1	CONSTRUCTION	ACCEPTED	1030-21-75	N-S FREEWAY | COLLEC	RAMP	FULL CLOSUR	MILWAUKEE	I-94 EB/US 41 SB	ON RAMP FROM	RAWSON	Daily/Nigl	4/1/2009	5/29/2009
6325	1	SPECIAL EVENT	ACCEPTED		testing PR	MAINLINE	Left Lane Clc	WALWORTH	I-43 SB	WALWORTH - R X	HART R	Daily/Nigl	4/2/2009	4/17/2009
6325	2	SPECIAL EVENT	ACCEPTED		testing PR	MAINLINE	Right Lane Cl	ROCK	I-43 SB	MILE POST 003	IH 90 (B-5	Daily/Nigl	4/2/2009	4/17/2009
6424	1	CONSTRUCTION	ACCEPTED	1000-19-81	SIGN BRIDGE REPAIR |	MAINLINE	Left Lane Clc	SAUK	WIS 13 NB	TROUT RD	STH 16 EB	Long Term	4/9/2009	4/24/2009
6424	2	CONSTRUCTION	ACCEPTED	1000-19-81	SIGN BRIDGE REPAIR |	MAINLINE	Right Lane Cl	COLUMBIA	WIS 13 NB/WIS 1	FINNEGAN AVE	RIVER RD	Long Term	4/9/2009	4/24/2009
6342	1	MAINTENANCE	ACCEPTED		tst	MAINLINE	Right Lane Cl	MILWAUKEE	I-43 SB/WIS 32 SE	STH 32 SB-STH 1	MILE POST	Long Term	4/10/2009	5/8/2009
6437	1	CONSTRUCTION	ACCEPTED	1123-01-75	APPLETON - GREEN BA	MAINLINE	Left Lane Clc	OUTAGAMIE	US 41 SB	CTH JJ	MALONEY	Long Term	4/13/2009	6/12/2009
6437	2	CONSTRUCTION	ACCEPTED	1123-01-75	APPLETON - GREEN BA	MAINLINE	Right Lane Cl	OUTAGAMIE	US 41 SB	JJ (SB) (B-44-00	MALONEY	Long Term	6/15/2009	8/14/2009
7533	1	PERMIT	ACCEPTED		test	MAINLINE	Single Lane (	ADAMS	WIS 13 NB	CHULA VISTA P	GOLDEN A	Continuou	5/20/2009	6/5/2009
7536	1	PERMIT	ACCEPTED		test	SYSTEM INTER	Left Lane Clc	MILWAUKEE	I-94 WB	US 41 SB TO I-94	WB (N-W	Long Term	5/21/2009	6/30/2009
7815	1	CONSTRUCTION	ACCEPTED	1050-03-74	CHIPPEWA FALLS, BRID	MAINLINE	Right Lane Cl	DUNN	US 12 EB	DUNN - CHIPPE	DUNN - CH	Long Term	6/8/2009	6/29/2009
7826	1	CONSTRUCTION	ACCEPTED	1030-25-73	N-S FREEWAY - CTH G I	MAINLINE	Right Lane Cl	RACINE	I-94 WB/US 41 NI	KENOSHA - RAC	KENOSHA	Long Term	6/8/2009	6/29/2009
8236	1	CONSTRUCTION	ACCEPTED	NO PROJECT ID	No Project ID	BRIDGE	Left Lane Clc	MILWAUKEE	US 41 SB/US 45 SI	STH 145 (B-40-0396 END)		Long Term	6/19/2009	7/10/2009
33182	1	MAINTENANCE	ACCEPTED		testing for search inte	MAINLINE	Right Should	ADAMS	WIS 13 NB	G CHURCH DRV	GRANDCH	Daily/Nigl	6/22/2009	3/23/2012

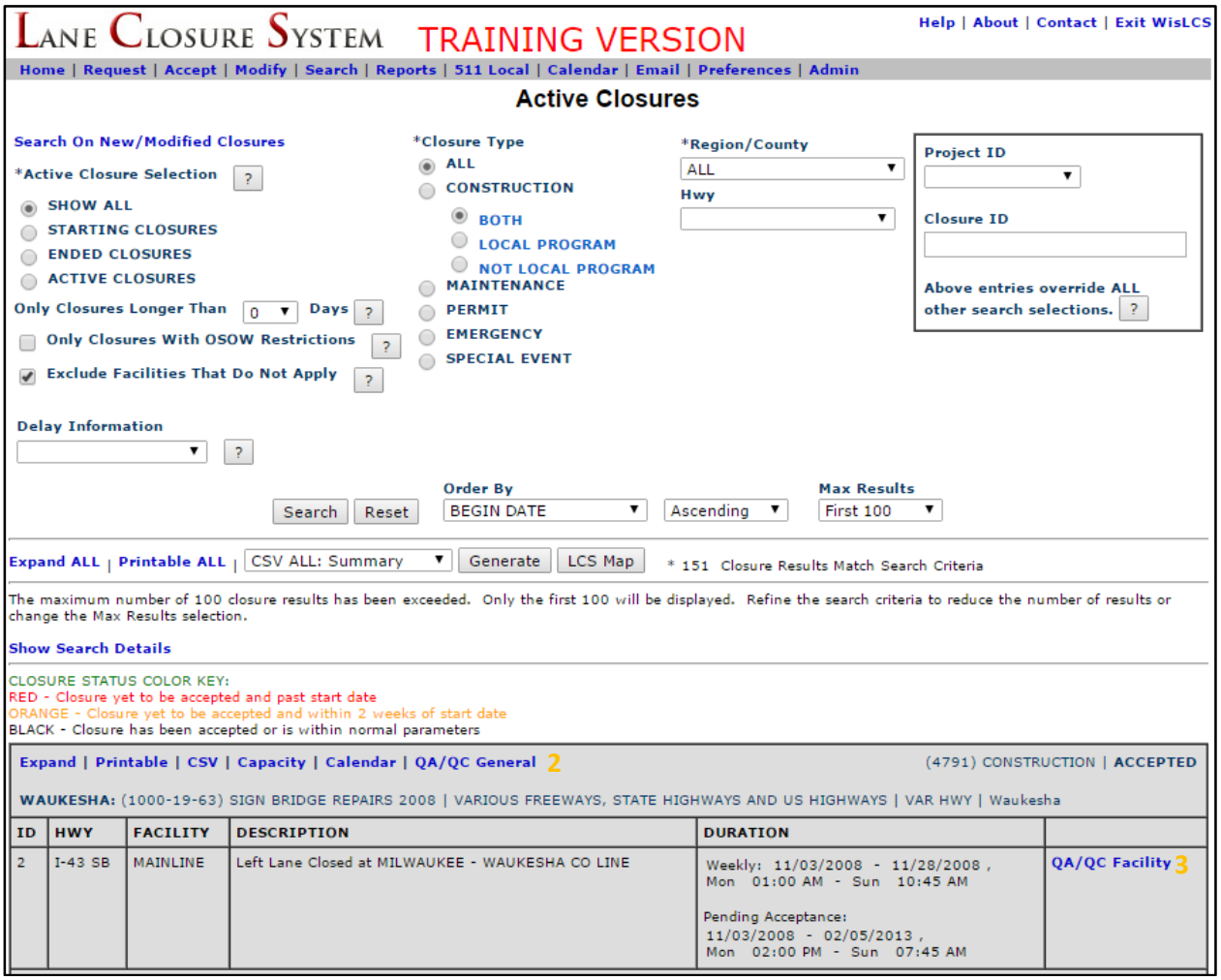
REPORTS INTERFACE

The Reports interface is especially valuable to the *Public Information* role as they are allowed to modify closure details. All users can use the reports interface as an easy way to save and print closures that are "active" within the system, meaning that the closure has been or is currently accepted.

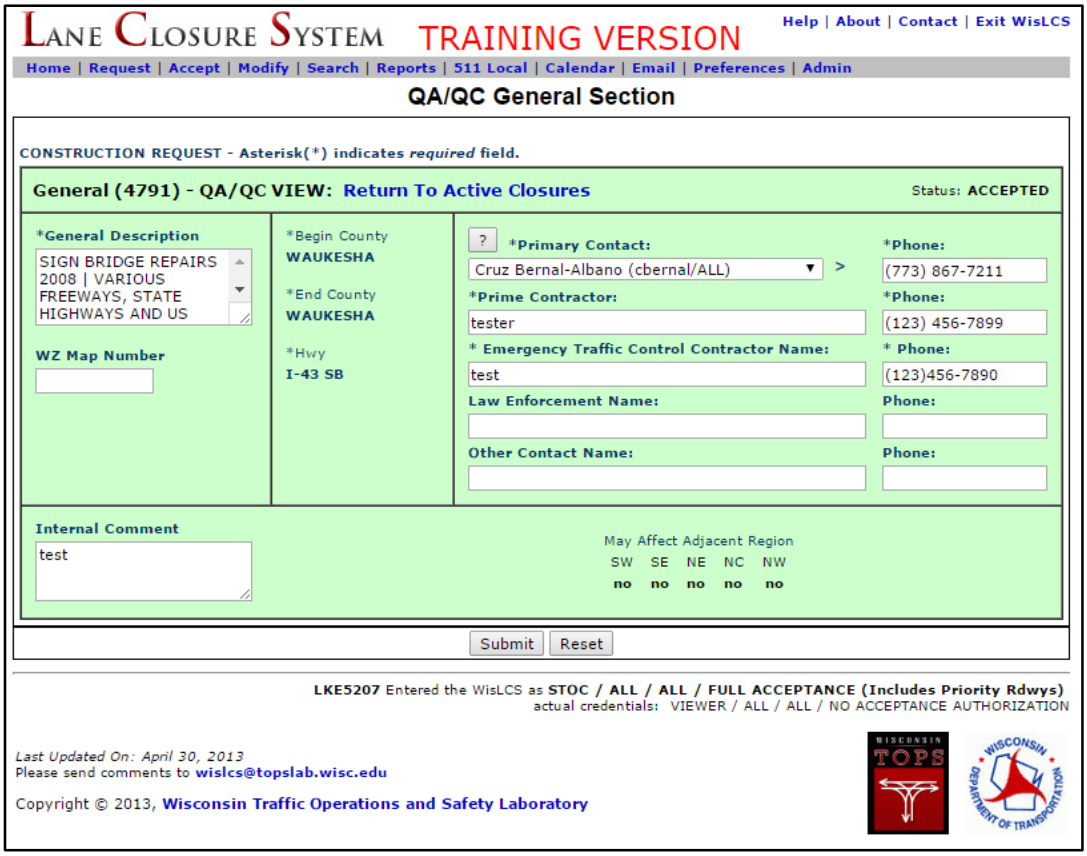


Fill in the required fields and select *Search*[1] to display results.

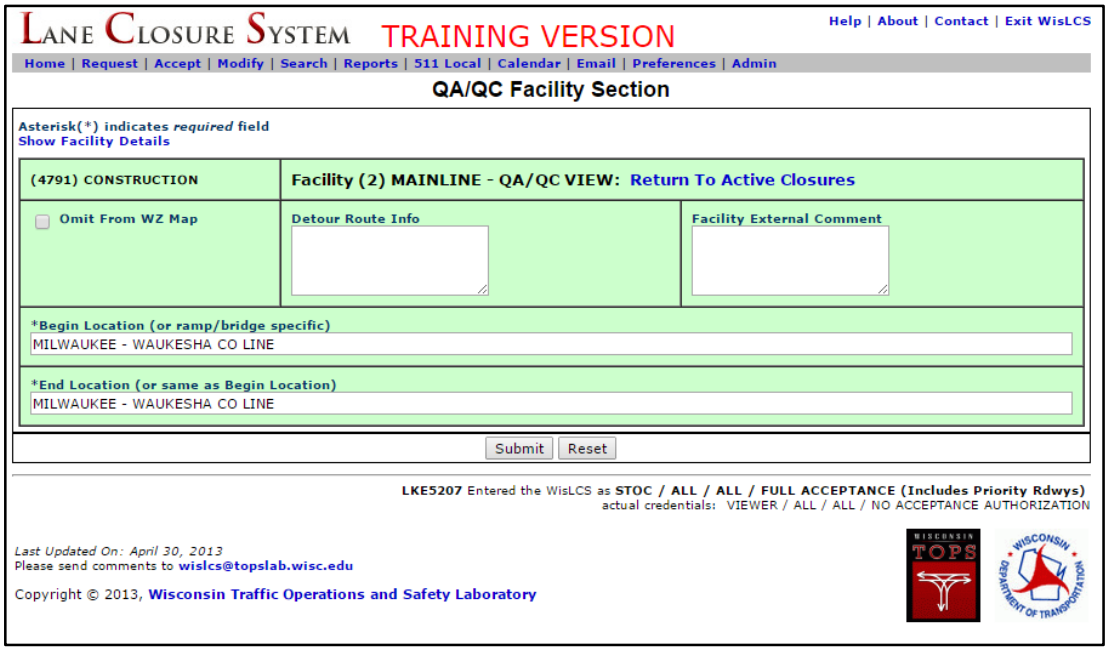
Once the results are displayed, there are additional links where a user can manually adjust data. The *QA/QC General* link[2] is where the user can change data in the general section, much like editing a closure in the *Modify* interface. The *QA/QC Facility* link[3] is where the user has the ability to change the begin and end locations, detour route, and facility external comments.



QA/QC General Section:



QA/QC Facility Section:



511 LOCAL

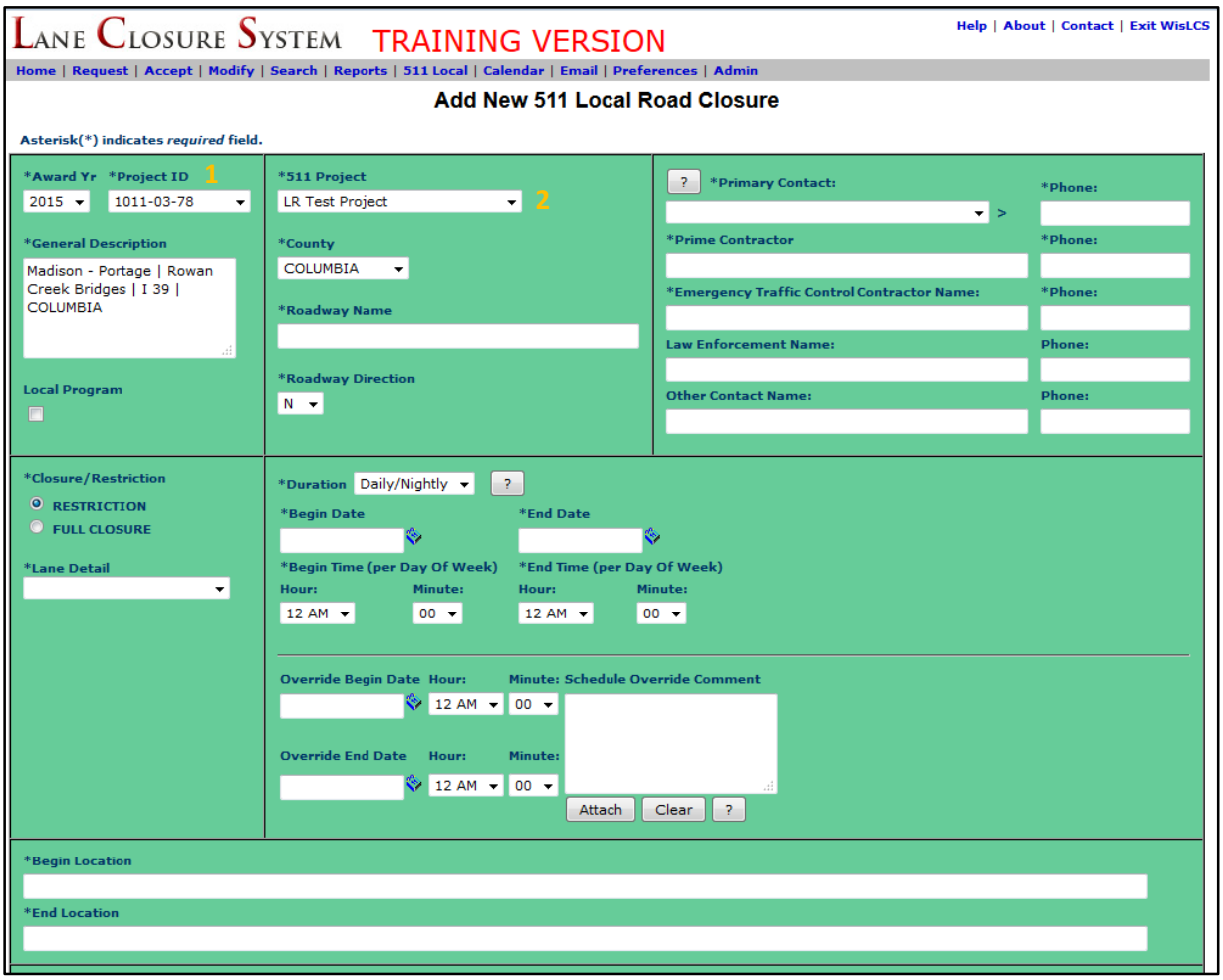
511 Local is used to report construction closures on local streets ONLY. This information is reported out on the *Closures* portion of the *511 Construction Projects* website (***http://projects.511wi.gov/***). This information is used primarily for public information.

Depending on a user's accessibility, they will see the following choices when they click on the *511 Local* header. There is no acceptance process with this interface, therefore additions and modifications will automatically be accepted.

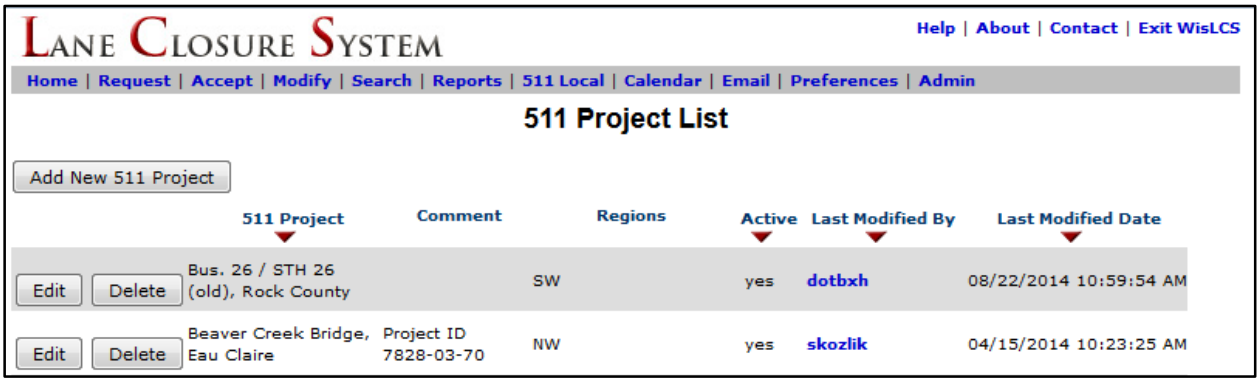
The *Search Local Road Closures* interface is where a user can search for local road closures that have already been entered into the system.

The *Modify Local Road Closures* interface is where a user can edit an existing local road closure.

The *Add New Local Road Closure* interface is where a user can actually add the local road closure. Be sure the appropriate *Project ID*[1] and *511 Project*[2] is selected and all of the required field denoted by an asterisk (*) are filled out. Click *Save* to enter the closure into the system. Note that the *Roadway Name* field is a text box only, not a dropdown menu. Any closures on an Interstate, US, or State highway shall still be entered from the LCS *Accept* interface.



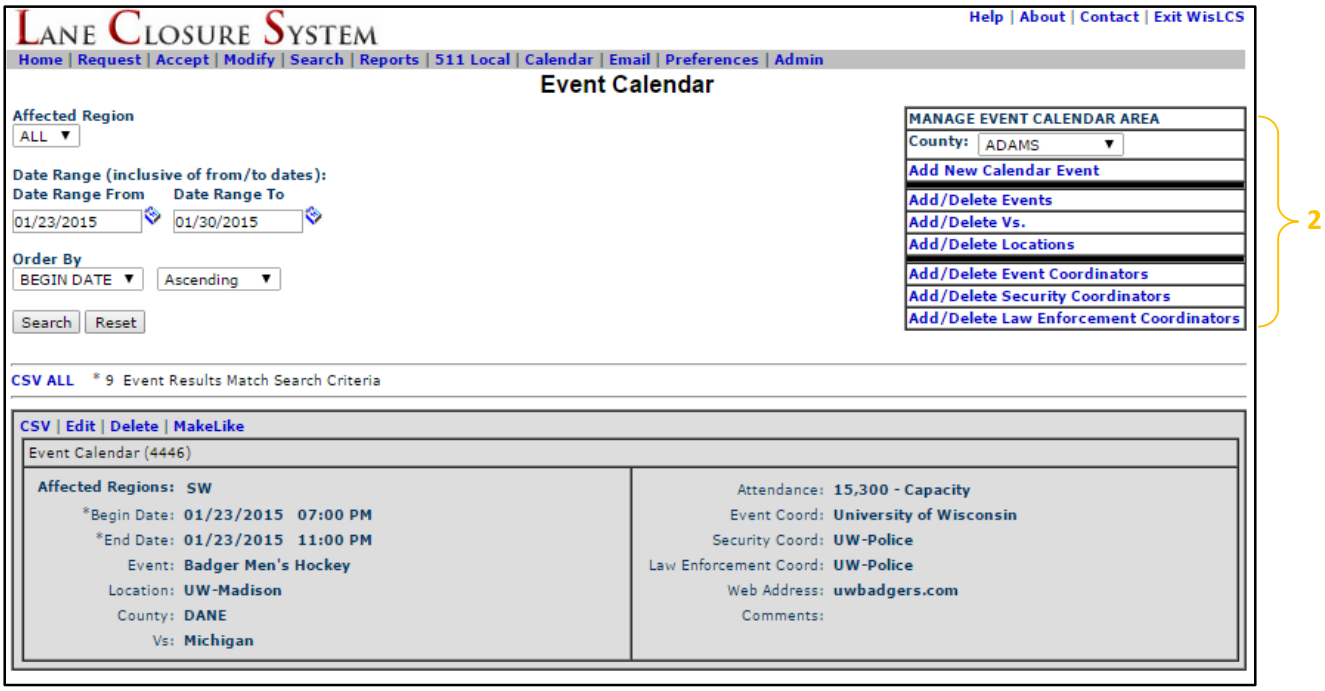
The *511 Project List* interface lists projects that are entered into *511 Local*. You may edit, add, and delete projects from this interface. These projects are what you use for the *511 Project* dropdown[2].


LANE CLOSURE SYSTEM
Help | About | Contact | Exit WisLCS
Home | Request | Accept | Modify | Search | Reports | 511 Local | Calendar | Email | Preferences | Admin
511 Project List
Add New 511 Project
511 Project
Comment
Regions
Active
Last Modified By
Last Modified Date
Edit
Delete
Bus. 26 / STH 26 (old), Rock County
SW
yes
dotbxh
08/22/2014 10:59:54 AM
Edit
Delete
Beaver Creek Bridge, Eau Claire
Project ID 7828-03-70
NW
yes
skozlik
04/15/2014 10:23:25 AM

EVENT CALENDAR INTERFACE

The *Calendar* interface is for viewing special events (not event closures) that have been entered into the system. The purpose of the *Calendar* interface it to provide a repository of special events throughout the state to inform personnel requesting or accepting closures of potential events.

Dependent on the user's role, they can *Edit* and *Delete* events[1]. Also role dependent, is the ability to *Add* or *Delete* event attributes[2]. All required fields denoted by an asterisk (*) should be filled out, as well as supplementary information when available. Examples of event users would add are festivals, professional athletic events, large-attendance conventions and others.



EMAIL INTERFACE

Users can sign up to receive daily or weekly e-mail reports by region or county from the *Email* interface. This interface should be used to manage a user's own e-mail reports and/or other (external) e-mail addresses to receive reports.

Daily e-mails are sent at 3:00 PM, provided a change has been made to the database (cancellations and additions constitute a change). Weekly e-mails are sent out every Friday at 3:00 PM for Saturday through the following Sunday's work.

Administrators have an additional control to manually send a daily e-mail report in the event a change was made after the daily report has been sent.

To add a new e-mail, select the *Add New* link[1]. An example of an e-mail preference is pictured below.

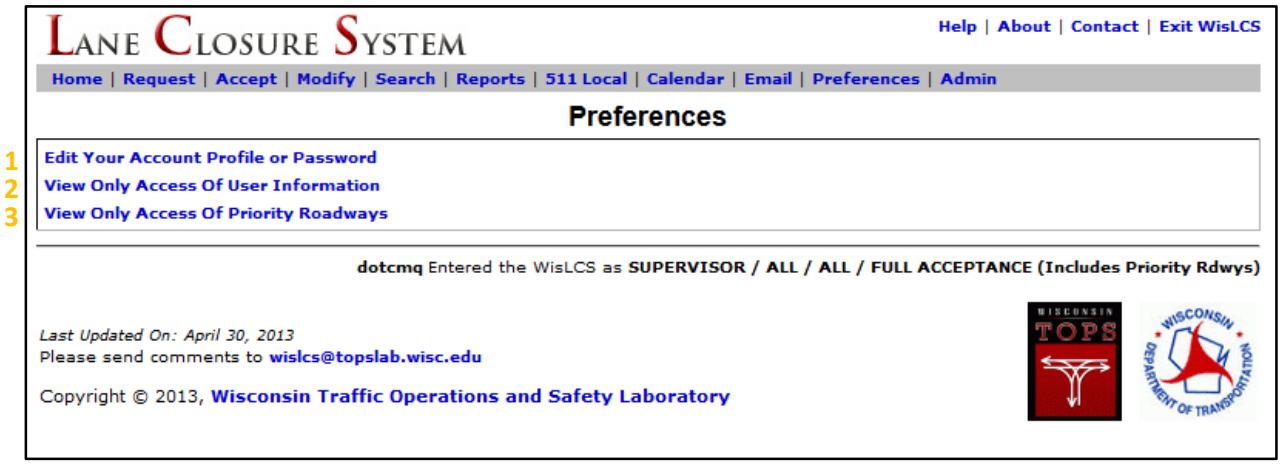
PREFERENCES INTERFACE

The Preference Interface allows users to do the following:

Edit Your Account Profile or Password[1]: Here users can change their name, e-mail address, title, organization, and contact information.

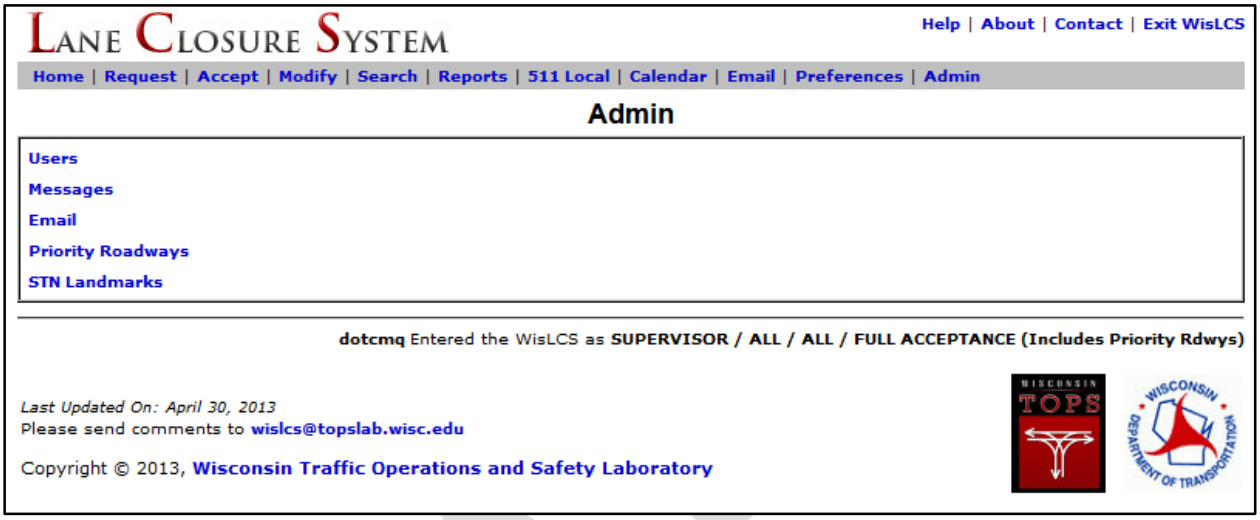
View Only Access of User Information[2]: This interface lists all users (alphabetized by last name), displaying first name, last name, user ID, role, user type, region, and their acceptance authorization. Clicking a user's User ID, will result in a pop up that provides contact information.

View Only Access of Priority Roadways[3]: This interface lists all the priority roadways and corridors within those priority roadways.



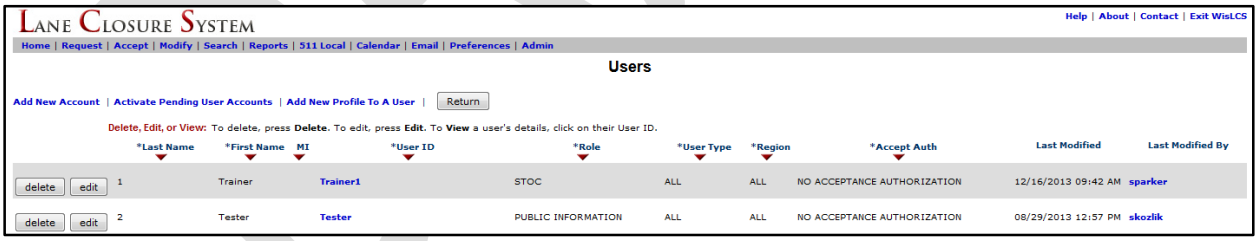
ADMIN INTERFACE

The *Admin* interface has five links and is only available to those roles that have administrative authorization.



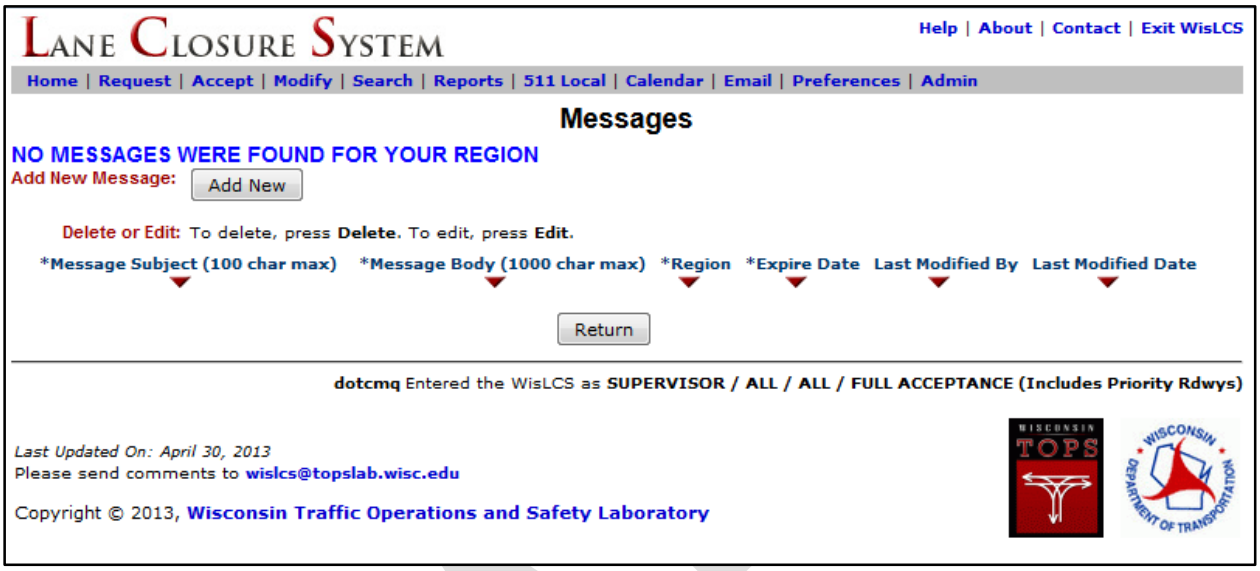
USERS

The *Users* link[1] allows a user to add, edit, or delete users including altering the role, type, region, and access authorization. This interface also allows for adding new LCS accounts, activating pending account requests, and adding new profiles to a user.



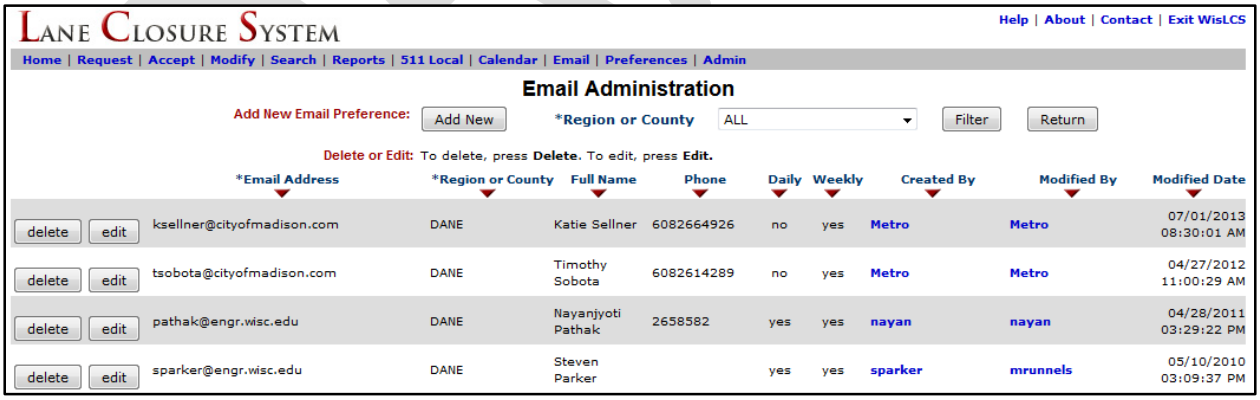
MESSAGES

The *Messages* link[2] allows a user to add, edit, or delete messages within the system.



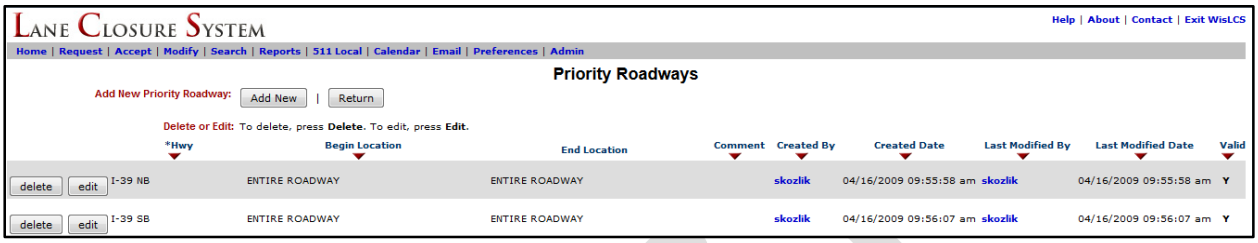
E-MAIL

The *Email* link[3] is similar to the e-mail interface, but with access to all e-mail preference entries within the system. This is where users should add e-mail addresses of non-DOT personnel as all users can access and or change addresses here.



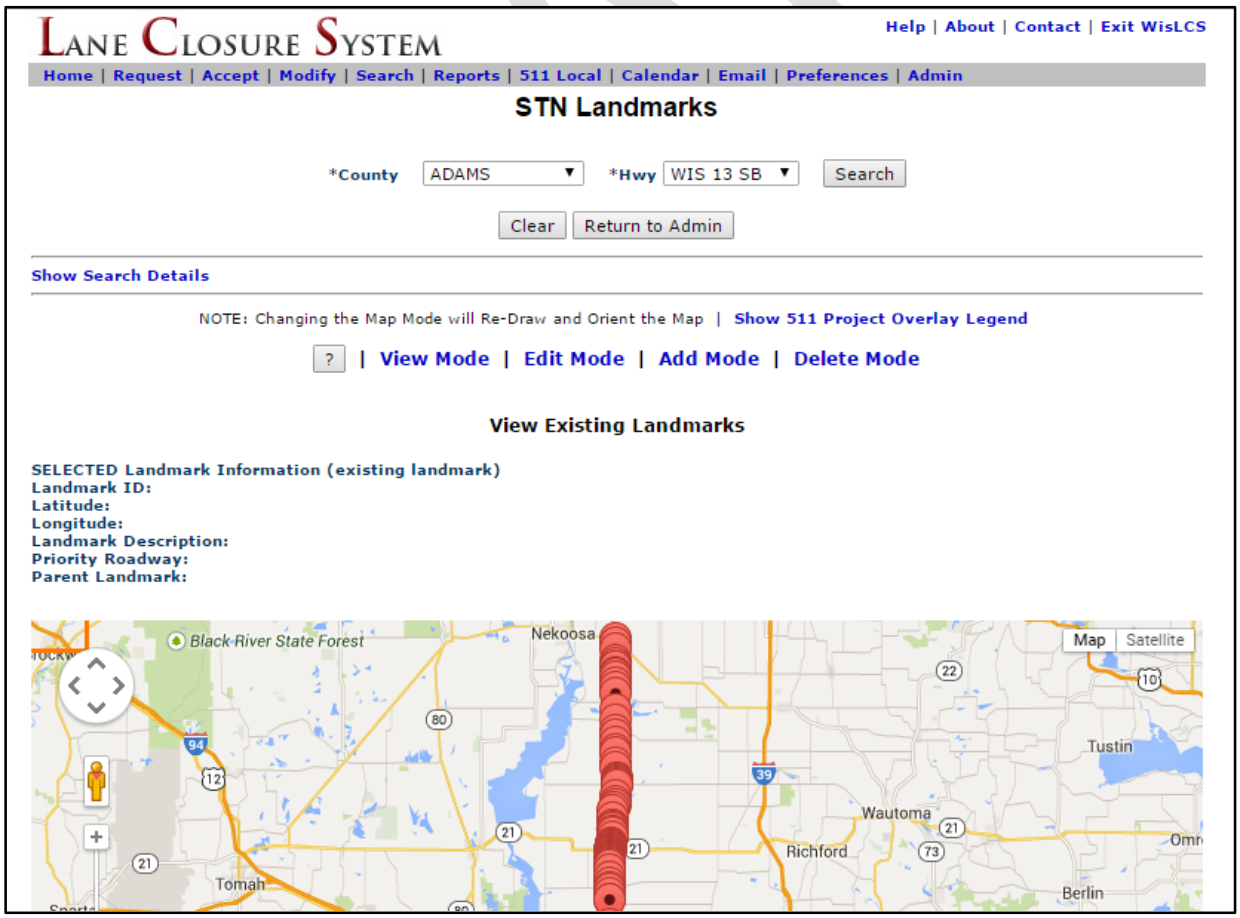
PRIORITY ROADWAYS

The *Priority Roadways* link[4] allows the user to delete or edit priority roadways, and corridors within those priority roadways, that have been entered into the system. Users can also add new priority roadways within this interface. *Priority Roadways* are generally Interstate, freeway, or expressway, which will require *Full Acceptance* authorization to accept a closure.



STN LANDMARKS

The *STN Landmarks* link[5] allows users with specific STN admin access to *View*, *Edit*, *Delete*, *Add* landmarks. Landmarks are the lane closure begin/end points that users select from a dropdown menu when they enter a closure. If a certain landmark is missing, needs to be revised, or no longer exists, it can be changed from this interface.

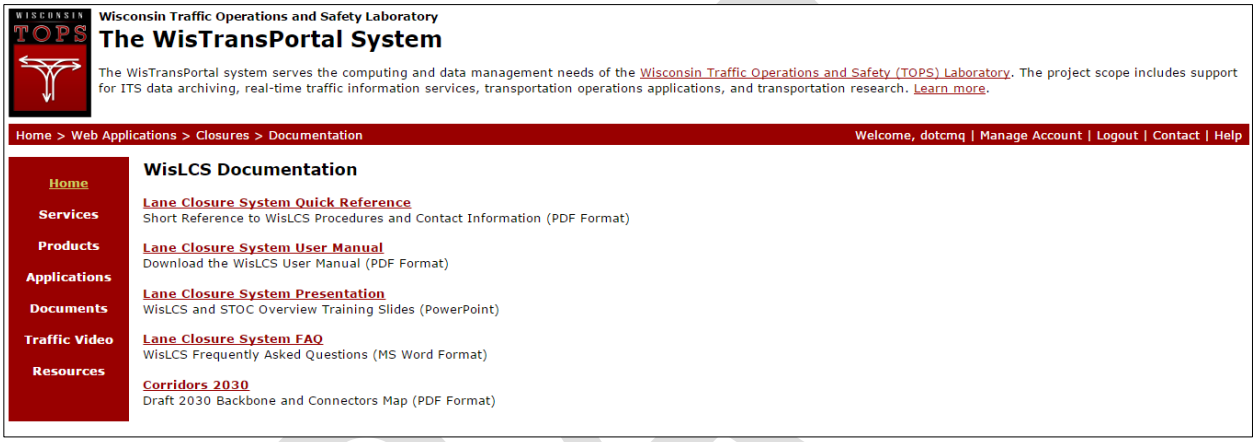


DOCUMENTATION

Various help tools are available at the link below at assist users with navigating the system. This link is available without logging into the LCS. Documents available include:

- User manual
- Quick reference guides
- Presentations
- Frequently asked questions

http://transportal.cee.wisc.edu/closures/manual.html



HELP

Additional help tools are available via the HELP link within the LCS on the toolbar in the upper right of the screen.

CONTACTS

Contact information for the WisDOT regional work zone engineers and for the LCS system management is available at the CONTACT link within the LCS on the toolbar in the upper right of the screen (see above). Questions related to the LCS system may be sent to: wislcs@topslab.wisc.edu

NOTIFICATIONS

The LCS will send personalized, automated e-mails to users to notify the users of certain conditions. A summary of those e-mail notifications is below.

1. *Pending/Past Start-Date Notice:* E-mail sent to the primary and secondary contacts listed in the general section of the closure when the closure is less than two days or past the schedule start date and has not been accepted.
2. *Pending Date/Time E-mail:* E-mail sent to the requestor and acceptor of the closure once a pending date/time has been submitted.
3. *Long-Term Closure E-mail:* E-mail sent to the primary and secondary contacts listed in the general section of the closure when the long-term closure (greater than 14 days) is within two weeks of the end date and is required to be manually completed.
4. *Friday Long-Term Closure E-mail:* E-mail sent to the five regional work zone contacts on a weekly basis to flag closures that are past their end date.

TRAINING SITE

The LCS has a Training Site available for users to learn, practice, and test closures. The Training Site is like a sandbox for users to play with closures. However, others may modify previously submitted closures by other users. The Training Site also allows users to enter the system with different authorization, regions, roles, and types as shown in the screenshot below.

http://transportal.cee.wisc.edu/training/WisLCS/Logon.do