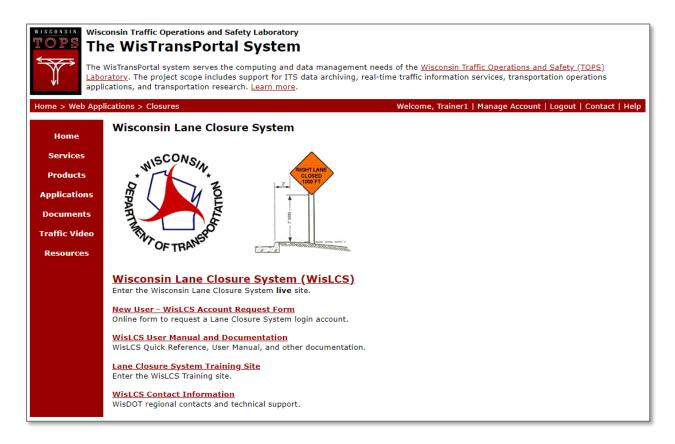


A short course on closure entry - <u>http://transportal.cee.wisc.edu/closures/</u>



For a complete guide to the LCS, please follow the link below.

http://transportal.cee.wisc.edu/closures/docs/LCS%20Manual 20160615.pdf

This document is a basic quick-guide for a WisLCS closure entry.

Select the Wisconsin Lane Closure System link to begin.

To enter a closure, click on the **Request** Tab at the top of the page. (Note, the menu bar may look differently based on your user role.)

| LANE CLOSURE SYSTEM TRAINING VERSION 1.1.25 |
|---|
| Home Request Accept Modify Search Reports 511 Local Calendar Email Preferences |
| Home |
| Welcome Trainer |
| Advance Notification Guidelines - Revised June 2016 |
| Regional Messages (click message heading to show/hide message body) |
| - No Regional Messages To Display |
| Statewide Messages (click message heading to show/hide message body) |
| - No Statewide Messages To Display |
| CLOSURE STATUS COLOR KEY: RED - Closure yet to be accepted and past start date ORANGE - Closure yet to be accepted and within 1 week of start date VIOLET - Long term closures yet to be completed and past end date BLACK - Closure has been accepted or is within normal parameters |
| Home Page Sections Overview ? Refresh Page |
| My Closures ? |
| Click To Get Results For This Section |

| LANE CLOSURE S | YSTEM TRAINI | NG VERSION 1.1.25 | out Contact Exit WisLCS |
|---|-------------------------|--|-----------------------------|
| Home Request Accept Modify | | | |
| | Clos | sure Request | |
| PERMIT REQUEST - Asterisk(*) ind | dicates required field. | | |
| *Permit Nbr | *Begin County BROWN | ? *Primary Contact: | *Phone: |
| *General Description | *End County BROWN | *Prime Contractor: | *Phone: |
| | *Hwy | * Emergency Traffic Control Contractor Name: | * Phone: |
| | I-41 SB 🔻 | Law Enforcement Name: | Phone: |
| | | Other Contact Name: | Phone: |
| Internal Comment | | | ? !W |
| | Add Facility Use | Same Date/Time Submit Reset | |
| | | the WisLCS as REQUESTOR / ALL / PERMIT / NO ACCI Il credentials: REQUESTOR / ALL / CONSTRUCTION / NO A | |
| Last Updated On: February 8, 2018 Please send comments to wislcs@top: Copyright © 2013, Wisconsin Traff | | pratory | TOPS |

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 user's region. Once the user has filled in the required fields, select *Submit*.

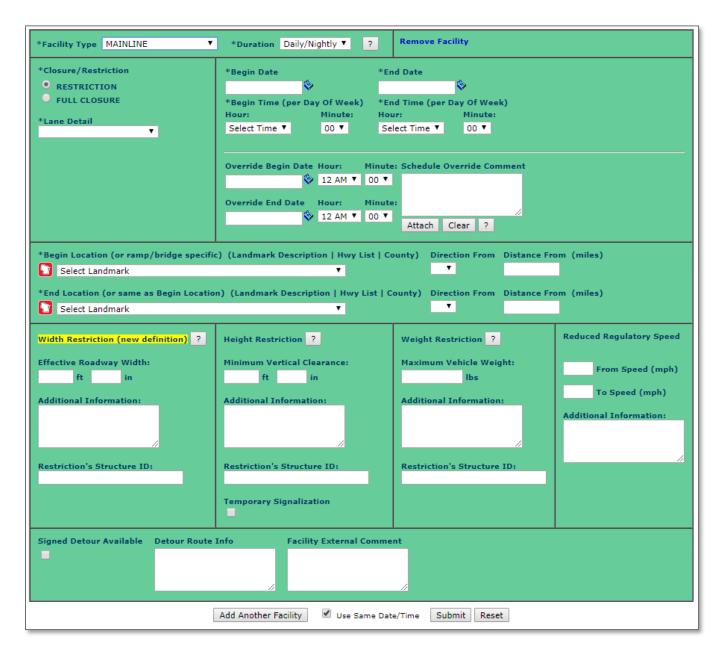
- The "Begin County" will auto-populate to the county listed with the project, but can be changed if the actual starting location differs. The "End County" defaults to the same county as the "Begin County," but can be manually changed if the closure traverses into a different county.
- The "Hwy" field will default to the first highway in the selected county.
- The "Primary Contact" is the user entering the closure.
- The "Internal Comments" text box is an area where unique comments about the closure can be entered.
- The "May Affect Adjacent Region" check boxes should only be checked if the closure that is being entered is within two miles of an adjacent region.

Once all the information is added, click the **Add Facility** button.

The facility portion of the form is now available. The General information can still be edited, but once the edit button is selected, all information that has been entered in the facility portion of the form will be lost.

| PERMIT REQUEST - Asterisk(*) | indicates required field. | | | |
|--|----------------------------|--------------|---|----------------------------|
| General Closure Informa | tion: Edit Delete Capa | acity Cale | endar Static Priority Roadways | |
| PERMIT | | | | |
| *Permit Nbr 123456A | *Begin County BROWN | | *Primary Contact: Trainer 1 (Trainer1/ALL) | *Phone: (111) 111-1111 |
| *General Description Installing power lines | *End County BROWN | | *Prime Contractor: ABC | *Phone: (222) 222-2222 |
| WZ Map Number | *Hwy I- 41 SB | | * Emergency Traffic Control Contractor Name: BCD | * Phone: (333) 333-3333 |
| | | | Law Enforcement Name: | Phone: |
| | | | Other Contact Name: | Phone: |
| Internal Comment | 1 | | ect Adjacent Region SE NE NC NW | |
| | | no n | io no no no | |

(The question marks after some of the fields will display more detailed information about the field in a pop-up window if selected.)



Facility Type

The different types of facilities available on this form are: **Mainline**, **Ramp** and **System Interchange**. Mainline is for a highway lane closure. Ramp is for any ramp lane or full ramp closure. System Interchange is a system interchange ramp closure.

Duration

There are four types of durations to choose from: **Daily Nightly**, **Weekly**, **Continuous** and **Long-Term**. For **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. For **Weekly**, the time of operation occurs on a weekly basis as specified by the day of week dropdowns. For **Continuous**, the closure is a 24-hour work zone lasting less than 2 weeks. Finally, **Long-Term** is a work zone lasting longer than 2 weeks.

Closure / Restriction

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. Possible selections for the lane detail are:



If **Full Closure** is selected under *Closure/Restriction*, the *Lane Detail* will auto-fill and the detour route information becomes a required field.

Begin / End Date & Time

Depending on the Closure Duration that was selected, the Begin Date, End Date and Hours will differ slightly. Some examples:

Daily / Nightly



Continuous

Weekly

| *Duration | Weekly | • | ? | Remove Facility | |
|-------------|--------|---------|------|----------------------|---------|
| *Begin Date | | | | *End Date | |
| 01/08/2018 | ٠ | | | 01/19/2018 🗇 | |
| *Begin Time | | | | *End Time (per Week) | |
| DOW: Ho | | Minute: | Thru | DOW: Hour: | Minute: |
| Mon 🔻 08 | AM 🔻 | 00 🔻 | | Mon V 03 PM V | 00 🔻 |

Long-Term

| *Duration Cor | ntinuous 🔻 | Remove Facility | *Duration Long Term |
|---------------|------------|-----------------|---------------------|
| *Begin Date | Hour: | Minute: | *Begin Date |
| 01/08/2018 | 🧇 08 AM 🔹 | 00 🔻 | 01/08/2018 |
| *End Date | Hour: | Minute: | *End Date |
| 01/19/2018 | 😵 03 PM 🔹 | 00 🔻 | 01/26/2018 |

Schedule Override

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.

| Override Begin Date | Hour: | Minute: | Schedule | Overrid | e Comment |
|---------------------|---------|---------|----------|---------|-----------|
| S | 12 AM 🔻 | 00 🔻 | | | |
| Override End Date | Hour: | Minute: | | | |
| S | 12 AM 🔻 | 00 🔻 | | | |
| | | | Attach | Clear | ? |

An example of a Daily / Nightly closure where no work is being done on the weekend.

| *Begin Date | | *End Date | |
|----------------------|------------------------|--------------------|------------|
| 01/08/2018 🔗 | | 01/19/2018 | > |
| *Begin Time (per Day | Of Week) | *End Time (per Da | y Of Week) |
| Hour: | Minute: | Hour: | Minute: |
| 08 AM 🔻 | 00 🔻 | 03 PM 🔻 | 00 🔻 |
| | | | |
| Override Begin Date | Hour: Mi 03 PM V 00 | nute: Schedule Ove | |
| Override End Date | | nute: | |
| 01/15/2018 | 08 AM 🔻 0(| Attach Cle | ar ? |

Begin / End Location

The location drop-down lists are based on the county(ies) and highway selected in the General Portion of the closure. They will be in order of the direction of the highway, so if the closure was on an EB highway, the first location in the list will be on the far west side of the county and the last item on the list will be the furthest to the east. If the desired "Begin Location" and "End Location" are not one of the available options in the dropdown list, select the nearest location and fill in the direction from and distance from.

Multiple Facilities

Any closure can have more than one facility, such as if the work zone will consist of a lane and a ramp(s) closure. In order to add an additional facility, click the **Add Another Facility** button. Facility #1 can be edited by selecting the edit button next to the "Facility (1)". If this edit button is selected, any information that has been entered for Facility #2 will be lost, and the **Add Another Facility** button will need to be selected again.

Once everything is entered for the closure, click the **Submit** button on the bottom of the screen.

If any events are taking place in this area during this time, the following message will appear with a list of potentially conflicting projects. If the concurrent calendar events do not conflict with your entry, click **Continue**. If there is a conflict between the entries, consider changing your closure.

| Closure Request | t - Concurrent Calendar Events |
|--|--|
| | ollowing Calendar Events potentially conflict with your requested closure. age and modify the schedule details. Click Continue to ignore the Calendar idered while generating this list. |
| * 1 Event Results Match Search Criteria Event Calendar (4710) | |
| Affected Regions: SE *Begin Date: 03/20/2015 12:00 AM *End Date: 07/31/2015 12:00 AM | Attendance: Event Coord: Security Coord: Law Enforcement Coord: |

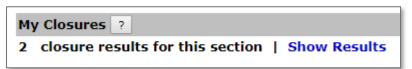
Once entered, a message will display and a **Closure Identification Number** (CID) will populate. If a closure in the opposite direction is needed, the **MakeLike** tool can be selected to auto-populate the General portion of the closure in the opposite direction, but new facilities will need to be created from scratch.

| Messages | | | | | | | |
|--|------------------------|----------|--|----------------|--|--|--|
| The following messages have been | generated: | | | | | | |
| CLOSURE INSERTED INTO DATABASE SUCCESSFULLY WITH INITIAL STATUS: ENTERED | | | | | | | |
| PERMIT REQUEST - Asterisk(*) | indicates required fie | eld. | | | | | |
| General Closure Informa | ation: (104382) | MakeLike | | | | | |
| (104382) PERMIT | | | | | | | |
| *Permit Nbr | *Begin County | | *Primary Contact: | *Phone: | | | |
| 123456A | BROWN | | Trainer 1 (Trainer1/ALL) | (111) 111-1111 | | | |
| *General Description | *End County | | *Prime Contractor: | *Phone: | | | |
| Installing power lines | BROWN | | ABC | (222) 222-2222 | | | |
| | *Hwy | | * Emergency Traffic Control Contractor Name: | * Phone: | | | |
| WZ Map Number | I-41 SB | | BCD | (333) 333-3333 | | | |
| | | | Law Enforcement Name: | Phone: | | | |
| | | | Other Contact Name: | Phone: | | | |
| Internal Comment | I | | ffect Adjacent Region | | | | |
| | | | SE NE NC NW no no no no | | | | |

This closure, and any others you create, can be found on the Home Page under My Closures.



Click the link to get the results link.



Lastly, click the **Show Results** link.

| | | | DN Hide Results RT INTO DATABASE by Trainer1] | | |
|----|---------------------------|----------|--|-----------------------|---|
| | pand Open In Accep | | | | (104382) PERMIT ENTERED |
| | | | | | |
| ID | нwy | FACILITY | DESCRIPTION | | DURATION |
| | HWY US 41 SB/US 141 SB | | DESCRIPTION Moving Full Closure at NORFIELD RO | AD (B-05-0313- BEGIN) | DURATION Daily/Nightly: 01/15/2018 - 01/15/2018 , 01:00 AM - 04:00 AM |

After clicking on Show Results, all the closures you have entered that are either waiting to be accepted or have been accepted will be shown. If the closure hasn't been accepted yet, the "**Open In Accept Tab**" link will be displayed. If the closure has been accepted, that link will display "**Open In Modify Tab**." Any attribute, save the county and highway selections from the General Portion of a closure, can still be edited prior to a closure being accepted. Once a closure is accepted, however, a user without any acceptance authorization will only be allowed to request a date/time change.

Once a closure is two days past its end date, it will no longer appear in this list. However, it can still be found in the **Search** Tab at the top of the page.