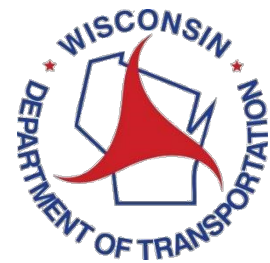




# Lane Closure System – User Manual

## Lane Closure System

### User Manual



Revised: April 2025



# Lane Closure System – Contents

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# Lane Closure System – Background

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## BACKGROUND

### 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 TMC 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

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

- Create, approve, track lane closures, restrictions, and special events
- 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***

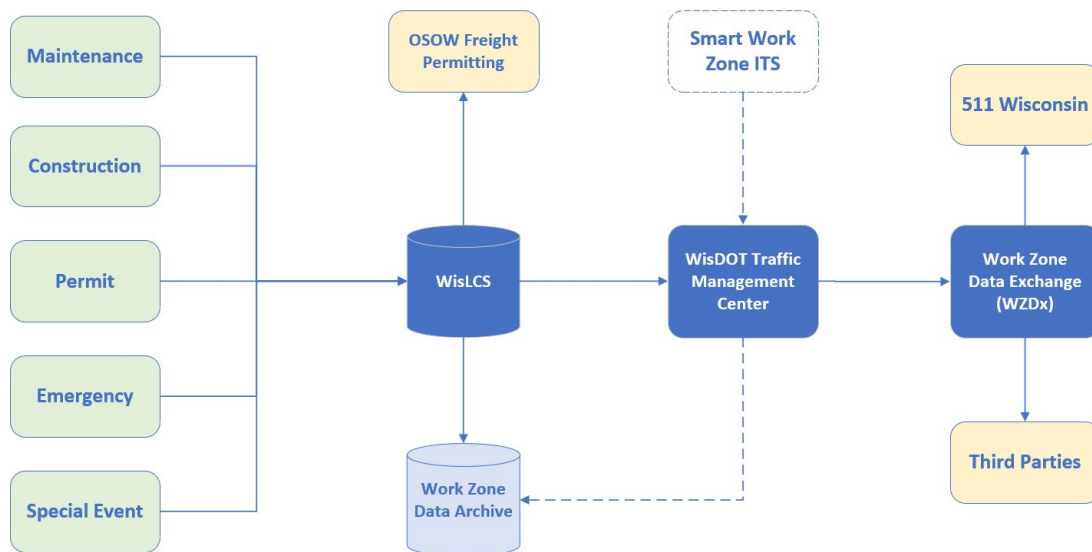
The LCS shares data with several internal and external mediums. Below are a few examples along with a diagram depicting the process:

- Wisconsin 511 system
- WisDOT website
- Traffic Management Center (TMC)
- 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)
- Work Zone Data Exchange (WZDx)

With so many entities using this information, it is important to be as accurate and timely as possible when entering lane closure information.



# Lane Closure System – Background



## ***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. Off-shoulder work does not need to be entered into the system. 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 permitted 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/utility/other 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) as aligned in the table below.

Users are expected to enter closures according to the Advanced Notification Guidelines as shown in the table below. This table shows for each closure type, the minimum number of days before the Start Date that a closure should be entered by.

If a closure is entered that violates the minimum notification needed (per the table below), that closure shall be flagged as in violation. The closure itself can still be submitted, with a warning.



# Lane Closure System – Background

CLOSURE TYPE AND REQUIRED MINIMUM ADVANCE NOTIFICATION	
Closure type <u>with</u> height, weight, or width restrictions (available width, all lanes in one direction <16')	MINIMUM NOTIFICATION
Lane and shoulder closures	7 calendar days
Full roadway closures	7 calendar days
Full Ramp closures	7 calendar days
Detours	7 calendar days
Closure type <u>without</u> height, weight, or width restrictions (available width, all lanes in one direction ≥16')	MINIMUM NOTIFICATION
Shoulder closures	3 calendar days
Lane closures	3 business days
Ramp closures	3 business days
Modifying all closure types	3 business days

Discuss LCS completion dates at weekly project meetings 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, 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 when the closure is not in place for long term projects with sporadic restricted nighttime or daytime closures, exclude those dates using the calendar feature within LCS.

## 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 manual acceptance process. If a user has acceptance authority, the system allows, but does not require, the user to immediately self-accept the entered closure information into the system. Once accepted, the information is live and therefore published as an active closure on its start date. However, it is intended that closures on Priority Roadways follow the system acceptance process due to potential impact of the closures. Regional Managers will assign the appropriate role and authority to staff. The system acceptance process is depicted below.



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



# Lane Closure System – Background

## USER ROLES

### Standard User

Standard Users 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.

### Requestor

Requestors enter and view closures and are typically consultants, contractors, maintenance personnel and DOT project team members.

### Limited Approver

Limited Approvers can create/modify/edit closures. They can accept nonpriority roadway closures.

### Full Approver

Full Approvers can create/modify/edit closures. They can accept nonpriority and priority roadway closures and update project level information.

### Regional Manager

Regional Managers act as regional coordinators of closures and are typically responsible for accepting closures for the region on Priority Roadways. Regional Managers can also assign acceptance authorization and perform all other administrative functions as well.

### System Manager

System Managers can assign acceptance authorization to users and perform other administrative functions and privileges. System Managers have the same functions as Regional Manager but for all regions.

Allowable actions by User Role

Task	Standard User	Requestor	Limited Approver	Full Approver	Regional/ System Manager
View Closures	X	X	X	X	X
Search Closures	X	X	X	X	X
Bookmark Closures	X	X	X	X	X
View Reports	X	X	X	X	X
Request a Closure		X	X	X	X
Edit Own Closures		X	X	X	X
Edit Team's Non-Priority Roadway Closures		X	X	X	X
Edit Team's Priority Roadway Closures		X	X	X	X
Edit any Non-Priority Roadway Closure			X	X	X
Edit any Priority Roadway Closure			X	X	X
Accept/Reject Non-PR Closures (entered + pending)			X	X	X
Enter a Special Event Closure		X	X	X	X
Accept/Reject PR Closures (entered + pending)				X	X
Update project information (contact information)				X	X
Manage auto-acceptance rules					X
Update the Event Calendar					X
Exclude from SuperLoad Checkbox					X
Manage Users					X
Manage STN Landmarks					X
Manage Priority Roadways					X
Manage System Messages					X
View other User Information					X



# Lane Closure System – Background

## 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:

- Construction
- Maintenance
- Permit
- All Types

## USER EXAMPLES

Below are some examples of different types of users and what User Type would be chosen to request a lane closure:

Event Example	User Type
Construction Company to perform construction project on state highway	Construction
City/town/village to perform construction project on state highway (connected highway)	Construction
County Highway Dept to perform maintenance work on state highway	Maintenance
City/town/village to perform maintenance work on state highway (connected highway)	Maintenance
City/town/village to close state highway for Special event (race, parade, etc.)	Permit
Utility Company to conduct utility work on state highway	Permit
Any company working on a state highway with an approved permit	Permit

## ACCEPTANCE AUTHORIZATION

To approve any closure, a user must have a user role of Limited Approver, Full Approver, Regional Manager or System Manager.

- A Limited Approver can only approve closures on non-priority roadways.
- A Full Approver and Regional Manager can approve closures on any roadway (including priority roadways) in their assigned region.
- A System Manager can approve any closure, of any type, in any region.

Construction closures can be approved by users who have a User Type of Construction or ALL, and in the same region as the closure, or have a (user) region of ALL.

Maintenance closures can be approved by users who have a User Type of Maintenance or ALL, and in the same region as the closure, or have a (user) region of ALL.

Permit closures can be approved by users who have a User Type of Permit or ALL, and are in the same region as the closure, or have a (user) region of ALL.

Special Event closures can be approved by users who have a User Type of Permit or ALL, and are in the same region as the closure, or have a (user) region of ALL.

Emergency closures are automatically accepted (limited access to users).



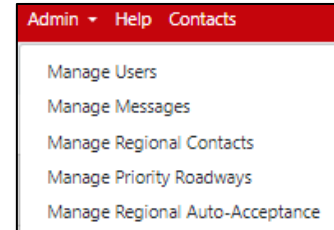


# Lane Closure System – Background

## OTHER ADMIN AUTHORIZATION

There are other special administrative authorization allowances provided within the User Admin Interface. The System Manager can assign this administrative authorization to other System Managers or Regional Managers. These features include:

- Manage Users
- Manage Messages
- Manage Regional Contacts
- Manage Priority Roadways
- Manage Regional Auto-Acceptance



## 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, a Regional Manager is generally associated with one specific region, can enter all types of closures, and has full acceptance authority. A Standard User will generally be able to view closures statewide (all regions), for all types of closures, but will have no acceptance authority. A Viewer user type is for users that only want to view closures in LCS and do not have any editing capabilities.

User Roles	User Type				User Region		Acceptance Authority		
	Maintenance	Permit	Construction	All Types	One	ALL	Full	Limited	No
Standard User				x	x	x			x
Requestor	x	x	x		x	x*			x
Limited Approver	x	x	x		x			x	
Full Approver	x	x	x	x	x		x	x	
Regional Manager***	x	x	x	x	x		x	x	
System Manager***	x	x	x	x	x	x	x	x	

\*Requestors can have access abilities in multiple Regions.

\*\*\*Can assign acceptance authority and administrative privileges



# Lane Closure System – Getting Started

## GETTING STARTED

### 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: <http://transportal.cee.wisc.edu/closures/>

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



The screenshot shows the homepage of the WisTransPortal System. At the top, it says "Wisconsin Traffic Operations and Safety Laboratory" and "The WisTransPortal System". Below this, a paragraph describes the system's purpose: "The WisTransPortal system serves the computing and data management needs of the Wisconsin Traffic Operations and Safety (TOPS) Laboratory. The project scope includes support for ITS data archiving, real-time traffic information services, transportation operations applications, and transportation research. [Learn more.](#)".

A navigation bar contains links: "Home > Web Applications > Closures", "Welcome, esilverson | Manage Account | Logout | Contact | Help".

On the left is a red sidebar menu with links: "Home", "Services", "Products", "Applications", "Documents", "Traffic Video", and "Resources".

The main content area is titled "Wisconsin Lane Closure System" and features the Wisconsin Department of Transportation logo and several traffic-related icons (lane closure, detour, stop sign, worker). Below the icons, there are several links and descriptions:

- [Wisconsin Lane Closure System \(WisLCS\)](#)**  
Enter the Wisconsin Lane Closure System **live** site.
- [New User - WisLCS Account Request Form](#)**  
Online form to request a Lane Closure System login account.
- [WisLCS User Manual and Documentation](#)**  
WisLCS Quick Reference, User Manual, and other documentation.
- [Lane Closure System Training Site](#)**  
Enter the WisLCS 2.0 Training site.
- [WisLCS Contact Information](#)**  
WisDOT regional contacts and technical support.

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



# Lane Closure System – Getting Started

**Wisconsin Lane Closure System**  
**New User Account Request Form**

For assistance with this page, contact your LCS administrator or email [wislcs@topslab.wisc.edu](mailto:wislcs@topslab.wisc.edu).

**PLEASE NOTE: ACCOUNT APPROVAL MAY TAKE UP TO TWO BUSINESS DAYS**

**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:	<input type="text"/>	LCS User ID's are case sensitive. See note below.
*Name:	<input type="text"/>	*First MI *Last
*Email:	<input type="text"/>	
*Organization:	<input type="text"/>	
Address1:	<input type="text"/>	
Address2:	<input type="text"/>	
City:	<input type="text"/>	
State:	<input type="text" value="WI"/>	
Zip Code:	<input type="text"/>	
*Primary Phone:	<input type="text"/>	<input type="text" value="Business"/> Format: (800) 555-1212
Secondary Phone:	<input type="text"/>	<input type="text" value="Business"/>
Home Phone:	<input type="text"/>	
Fax Number:	<input type="text"/>	
Comments:	<input type="text"/>	
*LCS Roles:	Region: <input type="text" value="SW"/>	User Type: <input type="text" value="CONSTRUCTION"/>

Note: LCS User IDs are case sensitive. 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* to submit the request form for review. An e-mail response with 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](mailto: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

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



# Lane Closure System – Getting Started

## 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*.

**WisTransPortal Login Form**  
Please enter your User ID and Password information.  
Welcome to the WisTransPortal. This system is maintained by the [Traffic Operations and Safety Laboratory](#) at the University of Wisconsin-Madison. Unauthorized access is strictly prohibited.  
  

User ID:

Password:

Login

[Forgot User ID or Password?](#)

  
User IDs and passwords are case sensitive. This site requires cookies. For help with your account send mail to [transportal@topslab.wisc.edu](mailto:transportal@topslab.wisc.edu) or click on the links below for further information.  

[WisTransPortal Home](#) | [Account Information](#) | [Contact Information](#)

## FORGOT USER ID/PASSWORD

To request misplaced or forgotten account credentials, select *Forgot User ID or Password*. 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* or *Reset Password*. The desired information will be sent to the e-mail entered in the corresponding field.

**WisTransPortal - Account Help**  
WisTransPortal email support: [transportal@topslab.wisc.edu](mailto:transportal@topslab.wisc.edu).  
  
**Forgot User ID**  
Enter the Email Address associated with your WisTransPortal account to have your User ID sent to you by email.  

Email Address:

Get User ID

  
**Forgot Password**  
Enter the User ID and Email Address associated with your WisTransPortal account to receive instructions by email to reset your password.  

Email Address:

User ID:

Reset Password

[WisTransPortal Home](#) | [Account Information](#) | [Contact Information](#)



# Lane Closure System – Getting Started


## MANAGING YOUR WISTRANSPORTAL ACCOUNT

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

**Wisconsin Traffic Operations and Safety Laboratory**  
**The WisTransPortal System**  
The WisTransPortal system serves the computing and data management needs of the [Wisconsin Traffic Operations and Safety \(TOPS\) Laboratory](#). The project scope includes support for ITS data archiving, real-time traffic information services, transportation operations applications, and transportation research. [Learn more.](#)

Home > Web Applications > Closures Welcome, esilverson **Manage Account** Logout | Contact | Help

[Home](#)  
[Services](#)  
[Products](#)  
[Applications](#)  
[Documents](#)  
[Traffic Video](#)  
[Resources](#)

**Wisconsin Lane Closure System**  
  
**Wisconsin Lane Closure System (WisLCS)**  
Enter the Wisconsin Lane Closure System **live** site.  
**New User - WisLCS Account Request Form**  
Online form to request a Lane Closure System login account.  
**WisLCS User Manual and Documentation**  
WisLCS Quick Reference, User Manual, and other documentation.  
**Lane Closure System Training Site**  
Enter the WisLCS 2.0 Training site.  
**WisLCS Contact Information**  
WisDOT regional contacts and technical support.

Selecting the Manage Account link brings up the *WisTransPortal Account Management* page. To add/alter the information displayed, select the *Edit Profile* link. To change the password associated with this account select the *Change Password* link. Selecting the *Exit Account Management* link 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](mailto:transportal@topslab.wisc.edu) or see the WisTransPortal [Contact Information](#) page.

WisTransPortal User Account Profile	
User ID:	Trainer1
Name:	Trainer 1
Email:	trainer1@google.com
Title:	Training Account
Organization:	WisDOT
Phone:	
Created:	02/02/2009
Modified:	03/20/2018
<a href="#">Edit Profile</a>   <a href="#">Change Password</a>   <a href="#">Exit Account Management</a>	





# Lane Closure System – Getting Started

## HOME SCREEN

Once the user is logged in, the system will take the user to the appropriate home page, based on the highest role in their user profile(s).

The Home page is where you can get an overview of the five main home page sections based on the user profile.

	Description	Standard User	Limited & Full Approver	Requestor	Regional Manager	System Manager
Messages	This section will display any current messages. High priority messages will be marked with an <b>!</b> icon.	X	X	X	X	X
Closures Needing Acceptance	Displayed on Approver and Regional Managers profiles only. Lists closures the user can accept.		X		X	
Allowable Lane Closure Hours Needing Acceptance	Displayed on Regional Managers profile only. Lists closures which the user can accept.				X	
My Closures	Any closure where the user or their Team is part of the closure history (e.g., entered, accepted, modified, etc.). A closure will remain in this section until that closure is either deleted, or until after it has been completed/cancelled status for three days.		X	X*	X	
Bookmarked Closures	Shows closures which the user has bookmarked	X	X	X	X	X

\* If user has Emergency Closure access flag, this section will show up on Homepage.

A summary of the current closures is shown, but an expanded view can be seen by selecting the *Expand All* tab or the *View* button for the full closure detail where modifications/approvals can be made.



# Lane Closure System – Getting Started

The Closure Status Color Key is as follows:

- **Red** - Entered closure past its Start Date & Time
- **Orange** - Entered closure within one week of its Start Date
- **Green** - Active closure (between its Start & End Dates)
- **Black** - Normal/Default

## Closure Summary

Closures Needing Acceptance (3)		<a href="#">Collapse All</a>	<a href="#">Expand All</a>
204172 - Maintenance - Entered - Priority Rdwy - Crack Fill			<a href="#">View</a>
204174 - Maintenance - Entered - Priority Rdwy - Barrier Wall Work			<a href="#">View</a>
204176 - Special Event - Entered - Priority Rdwy - Parade			<a href="#">View</a>

## Expanded Closure Summary on Homepage

Closures Needing Acceptance (3)

Collapse All

Expand All

204172 - Maintenance - Entered - Priority Rdwy - Crack Fill

View

ID	Hwy	County	Type	Description	Duration
1	I-94 EB	MILWAUKEE	System Interchange	Lane or Shoulder Closure from I-94 EB TO I-41 NB (W-N ZOO) to I-94 EB TO I-41 NB (W-N ZOO)	Daily from 04/27/2023 to 04/27/2023, 10:00 AM - 12:00 PM, Th

204174 - Maintenance - Entered - Priority Rdwy - Barrier Wall Work

View

ID	Hwy	County	Type	Description	Duration
1	I-41 NB	MILWAUKEE	Mainline	Full Closure from COLLEGE AVENUE (B-40-0811 BEGIN) to COLLEGE AVENUE (B-40-0811 BEGIN)	From 12:00 AM on 04/27/2023 to 11:59 PM on 04/28/2023

## REQUEST

### PROJECT SET UP FOR CONSTRUCTION CLOSURES

#### Projects Tab

Prior to requesting a construction-related closure, the Project ID must be entered and set-up in the system.

LANE CLOSURE SYSTEM	Home	<b>Projects</b>	Request	Search	Reports	511 Local	Events	User Preference ▾	Admin ▾	Help	Contacts
<a href="#">Transportal</a> / <a href="#">Applications</a> / <a href="#">WisLCS</a> / <a href="#">Home</a>											

When selecting the *Primary Contact*, the contacts phone number will auto-populate. Once the user has filled in the required fields, select *Submit*.

The user can select a Project ID, then the Project Information will auto-populate based on the selected Project ID. The user can click the Edit button and edit the project information. The TMP ID(s) will also be auto-populated based on the selected Project ID; however, the TMP ID(s) are not be editable by the user.



# Lane Closure System – Request

Project ID: 1100-00-73

General Description:  
Milwaukee - Fond du Lac | Kohlsville River Bridge | I 41 | WASHINGTON

TMP ID:

Requestor Team  
  
[Manage Requestors](#)

Primary Contact:  
 ☒ (123) 456-7980 ☒

Prime Contractor:  
 ☒ (457) 891-2301 ☒

Emergency Traffic Control Contractor:  
 ☒ (789) 123-4560 ☒

Law Enforcement:

Other Contact:

Detours  

	Detour Info	<input type="checkbox"/>
1		<input type="checkbox"/>

[Add Detour](#) [Delete Selected Detours](#)

[Save](#) [Save & Exit](#)

During the project setup, allowable hours can be entered. It is recommended the user enter allowable hours in for projects that will have many different hours of work. If there is only one long-term closure, it might be easier to just request the closure one time. Make sure to include a small buffer on either end of your start and end location so that when you do start to request closures, the closure will fall in between the start and end location of the allowable hours locations.

Project ID: 0117-18-71

General Description:  
Maintenance Seal Coat STH 27, USH 12 to Eau Claire River Bri | dge | STH 27, Eau Claire County | EAU CLAIRE

TMP ID:

Requestor Team  
  
[Manage Requestors](#)

\*Primary Contact:  
 ☒ 715-231-1600

\*Prime Contractor:  
 ☒ (414) 589-6328 ☒

\*Emergency Traffic Control Contractor:  
 ☒ (458) 987-5698 ☒

Law Enforcement:

Other Contact:

Detours  

	Detour Info	<input type="checkbox"/>
--	-------------	--------------------------

[Add Detour](#) [Delete Selected Detours](#)

Allowable Hours for Lane Closures  
*Please add a small buffer to the ends of your project locations, so that closures will be auto-accepted in the general areas.*

[Add Location](#) [Save](#) [Save & Exit](#)



# Lane Closure System – Request

First step would be to add a location for the allowable hours.

The 'Add Location' dialog box contains the following fields and values:

- Begin County: EAU CLAIRE ✓
- End County: EAU CLAIRE
- Highway: WIS 27 NB
- Begin Landmark: EAU CLAIRE RIVER (B-18-0194 END)
- Distance From: 0.07 miles
- Direction From: Upstream
- Latitude: 44.753132916
- Longitude: -91.145396019
- End Landmark: WEGGEN RD
- Distance: 0.24

A map on the right shows the location on a road network. At the bottom are 'Confirm', 'Cancel', and 'Reset' buttons.

After the location is selected you can then add the allowable hours.

This screen shows the 'Add Allowable Hours' button highlighted with a red rectangle. Above the button, the following information is displayed:

- Action: [dropdown]
- Begin County: EAU CLAIRE   End County: EAU CLAIRE   Highway: WIS 27 NB
- Begin Landmark: EAU CLAIRE RIVER (B-18-0194 END)   End Landmark: WEGGEN RD

A map below shows the selected location.

Allowable hours may be entered for the following scenarios:

The 'Add Hours' dialog box shows a 'Lane Details' dropdown menu with the following options:

- Shoulder Closures
- Mainline - 1 Lane Closed
- Mainline - 2 Lanes Closed
- Mainline - 3 Lanes Closed
- Mainline - 4 Lanes Closed
- Ramp - 1 Lane Closed
- System Interchange - 1 Lane Closed
- Mainline - Flagging
- Mainline - Moving Lane Closure
- Ramp - Moving Lane Closure
- System Interchange - Moving Lane Closure
- One Lane Road Temporary Signal
- One Lane Road Stop Condition

At the bottom are 'Confirm', 'Cancel', and 'Reset' buttons.



# Lane Closure System – Request

Once you select the lane detail scenario, you can then enter your allowable hours as shown in the contract.

**Add Hours**

Lane Details: Shoulder Closures ✓

Selected: 05/01/2023 to 05/31/2023 (30 Days)

**Closure Begin & End Time:**

Start: 12:00 AM

End: 11:59 PM

**Duration Type:**

☐ Daily ?

☐ Weekly ?

☒ Continuous ?

**Exclude Dates Begin & End Time**

05/29/2023: 12:00 AM - 11:59 PM

Memorial Day - no work ✓

Confirm Cancel Reset

After entering one location of allowable hours, you can also enter the opposite direction, or add additional lane details such as 1 lane closed, flagging operation, etc. An easy way to do this is to click the action button next to the location or the hours and a few options to copy, edit, delete, copy in opposite direction or copy as-is, as shown below.

**Allowable Hours for Lane Closures**

Please add a small buffer to the ends of your project locations, so that closures will be auto-accepted in the general areas.

**Action** ▼

Begin County: EAU CLAIRE End County: EAU CLAIRE Highway: WIS 27 NB

Begin Landmark: EAU CLAIRE RIVER (B-18-0194 END) End Landmark: WEGGEN RD

- Shoulder Closures: From 12:00 AM on 05/01/2023 to 11:59 PM on 05/31/2023, excluding the following

Exclude Dates: 05/29/2023, 12:00 AM - 11:59 PM, Memorial Day - no work

Add Allowable Hours

Add Location Save Save & Exit

Once you are completed entering in all the allowable hours, click save and exit. You will then be required to request approval for the allowable hours. After you request for approval, the Regional Manager will then be able to review and accept the allowable hours or reject and send comments back to you.





# Lane Closure System – Request

## Allowable Hours for Lane Closures

Inactive

Begin County: EAU CLAIRE End County: EAU CLAIRE Highway: WIS 27 NB

Begin Landmark: EAU CLAIRE RIVER (B-18-0194 END) End Landmark: WEGGEN RD

- Shoulder Closures: From 12:00 AM on 05/01/2023 to 11:59 PM on 05/31/2023, excluding the following:

Exclude Dates:

05/29/2023, 12:00 AM - 11:59 PM, Memorial Day - no work

Request Approval

Request Approval for All Locations



After these hours are entered, the Regional Manager will then be able to approve these hours so that any future closure requests during such time periods will be automatically accepted if request is within the following guidelines:

## Rules for Auto-Acceptance

### What can be auto-accepted?

Maintenance Shoulder-only closures and Construction closures may be auto-accepted, according to the guidelines and rules below. Other Maintenance closures (Mainline, Ramps, etc.), Permit and Special Event closures, will not be auto-accepted.

#### General Guidelines for all Closures

1. Closure must be within the Advanced Warning Guidelines.
2. Closure cannot conflict with other closures.
3. Closure cannot conflict with any Calendar Events.

#### Maintenance Shoulder-only Closures

The closure needs to be in a single county. If the closure is in multiple counties, the Maintenance shoulder closure will not be auto-accepted.

The Regional Manager of each region can specify highways that are excluded from auto-acceptance. If a Maintenance shoulder closure is located on an excluded highway, it will not be auto-accepted. Otherwise, the closure will be auto-accepted.

The regional settings are listed in the tables below.

#### Construction Closures

In addition to the above General Guidelines, Construction closures must also meet the following rules:

1. Closure must be within the Allowable Lane Closure Hours set up in the Projects tab.
2. The Allowable Lane Closure Hours must already be accepted by the Regional Manager.



# Lane Closure System – Request

The project may have more than one person requesting closures, any potential requestor must be added to the Requestor Team in order to request, edit or submit a closure.

**Project Information** [Reset] [Cancel] [Save] [Save & Exit]

**Project ID:** 0117-05-01

**General Description:**  
Maintenance Rout and Seal STH 32, SCL to Deuster Road | STH 32, Brown County | BROWN

**TMP ID:** [ ]

**\*Primary Contact:** Matthew Bertucci (mtbertucci) 920-492-4158

**\*Prime Contractor:** Erin M. Schwark (111) 313-6841

**\*Emergency Control Contact:** [ ] 431-3684

**Law Enforcement:** [ ]

**Other Contact:** [ ]

**Requestor Team**  
Erin Schwark (schwarke)  
[Manage Requestors]

**Detour:** [ ] [Add Detour] [Delete Selected Detours]

**Manage Requestors Modal:**  
Search for requestors... [Add Selected >] [Remove Selected <] [Remove All <<]  
[ ] TMP 11Preparer (TMP-Preparer)  
[ ] Cara Abts (dotcia)  
[ ] Bucky Badger (bbadger)  
[ ] Matthew Bertucci (mtbertucci)  
[ ] Tom Broun  
[x] Erin Schwark (schwarke)  
[Submit] [Cancel]

Detour information can be typed into a free text cell or drawn on map. Multiple detour routes can be added and entered. For full closures and when Signed Detour Available is selected yes, detour information is required.

Example of a detour explained in free text:

**Detours**

	Detour Info	
1	enter detour information in this cell	✓
2		//

[Add Detour] [Delete Selected Detours]

**Example of Detour Info input**  
*Signed detour route follows:*

- US 61/WIS 35, between south of Lancaster and Dickeyville
- US 151, between Dickeyville and Platteville
- WIS 80/WIS 81 within Platteville

Example of a detour drawn in the map:

**Signed Detour Available:** No [v]  
[Add/Edit Detour] [Remove Detour]

**Detour Route Info**  
[ ]



# Lane Closure System – Request

**Add Detour Location**

County:  
MILWAUKEE ✓

Detour Info:

Additional detour information can be explained in this text box

**Drawing Detour:** ⓘ

Click on the map to add a point and activate the line drawing tool. With the line drawing tool active, click on the map to add new points to make up your line. Double-click to finish drawing. Click the blue checkmark for more information.

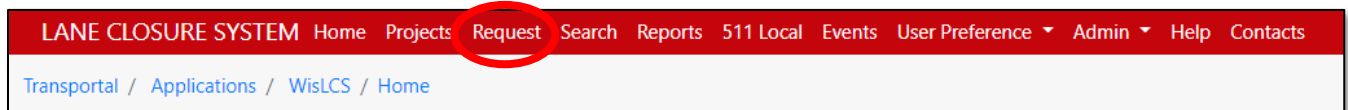
**Closed work area**

**Drawn detour route**

Confirm Cancel Reset

## REQUEST INTERFACE

Once a project ID has been added, the user can now request a closure in the *Request* tab.



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, County or city/town/village personnel
- Permit – A closure requiring a permit such as utility, work on right-of-way or development related work
- Construction – Closures associated with a Let project that have a Project ID
- Special Event – A closure related to a planned event such as a parade
- Emergency – Any closures related to an unplanned occurrence such as flooding. This requires an emergency access flag to enter an emergency closure.

If the user is authorized to enter more than one of these types of closures, the user will be prompted from a dropdown list to select the type of closure they wish to enter.

Each closure consists of two parts: a General Section and a Facility Section. The General Section includes attributes that pertain to the entire closure and the Facilities Section is a way to group closure-specific attributes within the same closure. Facilities come in three types: Mainline, Entrance/Exit Ramps and System Interchanges.



# Lane Closure System – Request

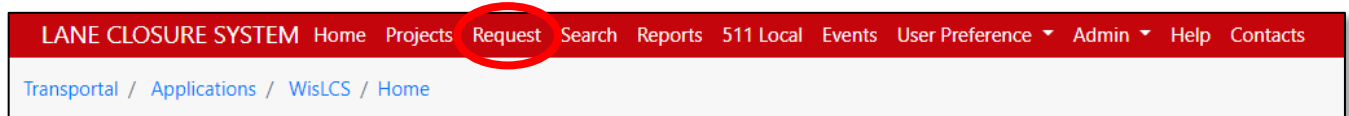
## REQUESTING A CLOSURE

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 Requestor type will only be able to enter a closure.

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 ID from a drop-down list. A maintenance closure will need to select the work type from a dropdown menu, and a permit closure will need the permit number entered and select the work type from a dropdown menu. 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. Any planned closure will fall somewhere in the other closure types. Off-shoulder work does not need to be entered into the system. Closures lasting less than 30 minutes do not need to be entered into the system.

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



### Request

Please select the closure you would like to request.

Region:

Closure Type:

--Select--

--Select--

Create New

Cancel

Once at the Request Interface, select the Region, select the Closure Type from the drop-down bar, and select continue.

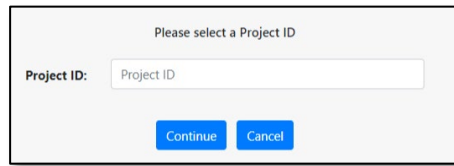
The following pages will go through a Construction Request, a Maintenance Request, a Permit Request, a Special Event Request, and an Emergency Request individually.

## CONSTRUCTION

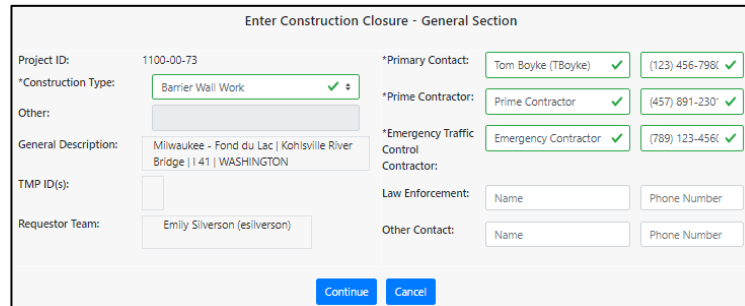
For a Construction Request, the following page is displayed. Select the project ID associated with the closure. If no information associated with the project ID, click the *Projects* tab at the top and fill in information before requesting a closure under the project ID as described above.



# Lane Closure System – Request



Once your Project ID has been set-up under the Projects Tab, enter project ID, edit project contact information if needed and select the construction type from the drop down.



Fill in the fields with project information. Select construction work type using the dropdown menu. It is recommended to select the controlling work item for that closure but up to five types can be selected. The following items can be selected:

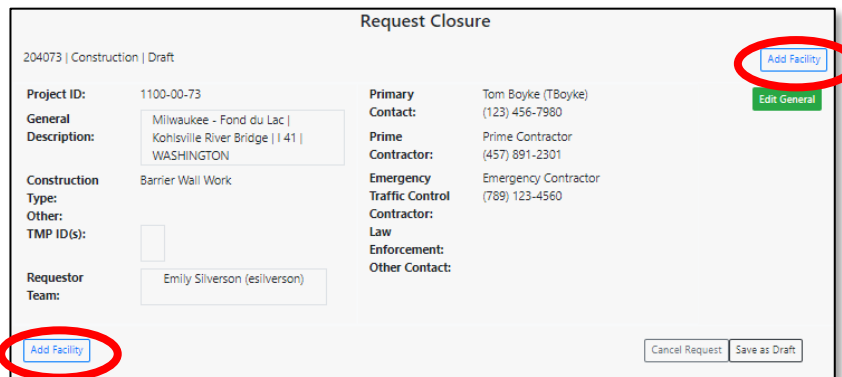
- Barrier Wall Work
- Beam Launching/Setting
- Bridge Sealing
- Bridge Work
- Cable Guard Work
- Clearing & Grubbing
- Crack Fill
- Crossover Construction
- Culvert Work
- Curb ramp replacement/installation
- Deck Overlay
- Deck replacement
- Equipment Mobilization
- Erosion Control
- Grading
- Guard Rail Work
- Inlet Work
- Interchange Reconstruction
- Intersection Reconstruction
- Joint Work
- Lighting Work
- Milling Operation
- Patching
- Pavement marking Work
- Pavement Work
- Paving Operation
- Railroad Work
- Reconstruction
- Restoration
- Roadway Widening
- Sanitary Sewer Work
- Shoulder Work
- Sign installation
- Sign base installation
- Signal Base installation
- Soil Boring
- Storm Sewer Work
- Survey Work
- Temporary Widening
- Traffic Staging
- Utility Work
- Water Main Work
- Other – enter description if not listed above.

After Construction Type is filled on, select continue. Click *Add Facility* to add location information for the work being performed.





# Lane Closure System – Request

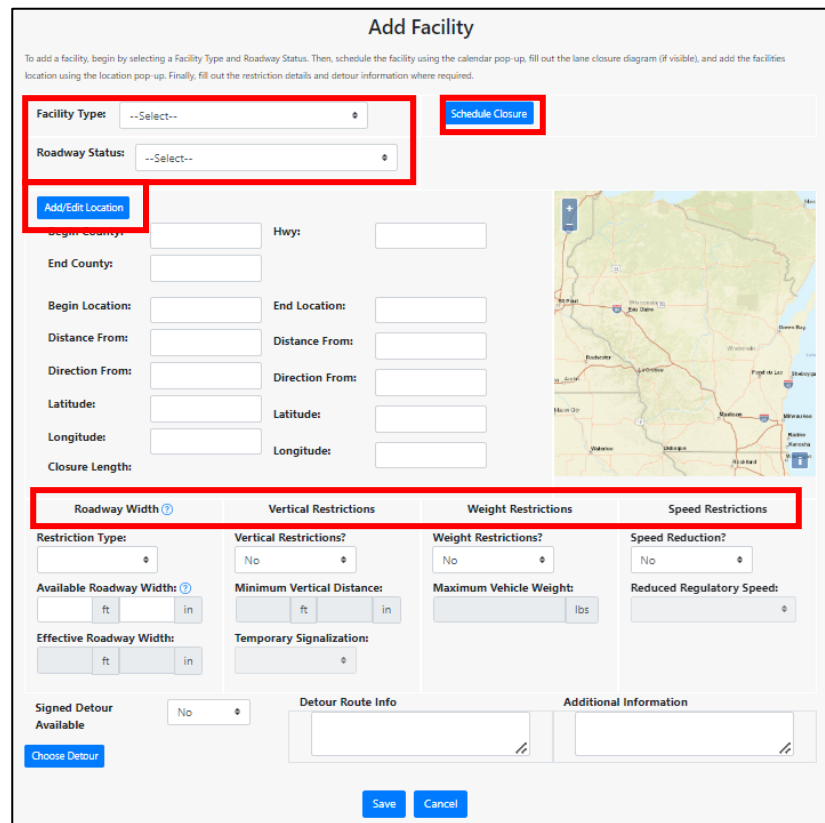


The 'Request Closure' form displays project details for '204073 | Construction | Draft'. It includes fields for Project ID (1100-00-73), General Description (Milwaukee - Fond du Lac | Kohlsville River Bridge | I 41 | WASHINGTON), Construction Type (Barrier Wall Work), and Requestor Team (Emily Silversen). Contact information for Primary, Prime, and Emergency contractors is listed. Two 'Add Facility' buttons are circled in red, one at the top right and one at the bottom left. 'Cancel Request' and 'Save as Draft' buttons are at the bottom right.

In the *Add Facility* screen, complete the following workflow:

1. Select the facility type
2. Enter the schedule information
3. Enter the roadway status and/or lane diagram Information
4. Enter the highway location information
5. Enter restrictions (width, vertical, weight, speed) and/or detour routes limit

Refer to the “Facilities and Duration Overview” Section for more information on how to enter this information.



The 'Add Facility' form guides the user through adding a new facility. It includes dropdowns for Facility Type and Roadway Status, and a 'Schedule Closure' button. Location details are entered via 'Add/Edit Location', which includes fields for county, highway, and specific location points, alongside a map. A table for restrictions covers Roadway Width, Vertical Restrictions, Weight Restrictions, and Speed Restrictions. At the bottom, there are fields for signed detour availability, detour route information, and additional information, with 'Save' and 'Cancel' buttons.



# Lane Closure System – Request

Once the information is entered, click *Save* and a summary page will appear with the requested closure information. This closure can be edited and/or replicated for other similar work being done. In edit mode, facility can be replicated, by clicking *Replicate*. A pop-up screen will appear to choose to replicate facility *As-Is* or *In-opposite-direction*. *As-Is* copies the facility exactly and user can adjust; *In-Opposite-Direction* changes the direction to other side of roadway and the user still can adjust.

Facility 1 - Mainline

**Roadway Status:** Full Closure **Duration:** From 12:00 AM on 05/29/2023 to 11:59 PM on 05/30/2023

**Begin County:** DUNN **Hwy:** I-94 EB

**End County:** DUNN

**Begin Location:** WIS 25- BROADWAY ST (B-17-0029 BEGIN) **End Location:** BRIDGE (B-17-0056 BEGIN)

**Distance From:** 0.07 **Distance From:** 0.11

**Direction From:** Upstream **Direction From:** Upstream

**Latitude:** 44.906987966 **Latitude:** 44.907107576

**Replicate Facility**

Select replicate type:

As-Is

As-Is

In-Opposite-Direction

Yes Close

Click *Submit Closure* at the bottom of the summary page when ready to submit the closure.



# Lane Closure System – Request

Request Closure

204175 | Construction | Draft

Add Facility

Edit General

Project ID:

0118-17-71

General Description:

Maintenance Seal Coat STH 29, WCL to Red Cedar River Bridge | STH 29, Dunn County | DUNN

Construction Type:

Clearing & Grubbing

Other:

TMP ID(s):

Requestor:

Chris Mills (cmills28)

Team:

Erin Schwark (schwark)  
Yewon Lee (ylee578)

Primary Contact:

Nicholas Pitsch (dohn1p)  
715-579-4377

Prime Contractor:

Mike Seifert  
(141) 564-7896

Emergency Traffic Control Contractor:

Andy Heidtke  
(452) 125-4122

Law Enforcement:

Other Contact:

Facility 1 - Mainline

Edit

Replicate

Roadway Status:

Full Closure

Duration:

From 12:00 AM on 05/29/2023 to 11:59 PM on 05/30/2023

Begin County:

DUNN

End County:

DUNN

Begin Location:

WIS 25 BROADWAY ST (B 17 0029 BEGIN)

Distance From:

0.07

Direction From:

Upstream

Latitude:

44.906987966

Longitude:

-91.934806965

Closure Length:

0.19

Hwy:

I-94 EB

End Location:

BRIDGE (B 17 0056 BEGIN)

Distance From:

0.11

Direction From:

Upstream

Latitude:

44.907107576

Longitude:

-91.93086386

Roadway Width

Restriction Type:

Available Roadway Width:

Effective Roadway Width:

Vertical Restrictions

Vertical Restrictions?

No

Minimum Vertical Distance:

Temporary Signalization:

Weight Restrictions

Weight Restrictions?

No

Maximum Vehicle Weight:

Speed Restrictions

Speed Reduction?

No

Reduced Regulatory Speed:

Signed Detour Available

Yes

Detour Route Info

Take Exit to WIS 25 and get back on I-94 EB.

Additional Information

Add Facility

☐ Self Accept Closure

Cancel Request

Save as Draft

Submit Closure

Cancel Request

Save as Draft

Submit Closure

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# Lane Closure System – Request

If the user is a Limited Approver or Full Approver, then the user may select *Self Accept Closure* and it will be automatically accepted. This option will only show if the user has the authorization to self-accept.

The screenshot shows a horizontal toolbar with four buttons. From left to right: 'Add Facility' (blue outline), 'Self Accept Closure' (checkbox icon followed by the text, highlighted with a red rectangular border), 'Cancel Request' (grey), and 'Save as Draft' (grey). To the right of these are two more buttons: 'Submit Closure' (blue outline) and an unlabeled button (blue outline).

After clicking submit, a message will appear that your closure was auto-accepted or a message that your closure will not be auto-accepted if there is a conflict, and a warning message and reason will be provided. The warning message is only for construction closures, the reason could be it violates the allowable hours, or it conflicts with another closure.

The dialog box has a title bar 'Warning Message' with a close button (X). The main text area contains the message: 'Closure Cannot Auto-accept: Facility 1 conflicts with other closures.' At the bottom right, there are two buttons: 'Go Back' and 'Continue Submit'.



# Lane Closure System – Request

## MAINTENANCE

For selecting a *Maintenance Request*, the following page is displayed. Select the *Region* and *Closure Type*, then click *Create New*.

Fill in the *Maintenance Type* and the required *Contact(s)* for the project. Click *Continue*.

Fill in the fields with project information. Select maintenance work type using the dropdown menu. It is recommended to select the controlling work item for that closure but up to five types can be selected. The following items can be selected:

- Attenuator Work
- ATR Maintenance
- Barrier Wall Sweeping
- Barrier Wall Work
- Bridge Deck Sealing
- Bridge Inspections
- Bridge Repair
- Bridge Sweeping
- Bridge Washing
- Bridge Work
- Bump Grinding
- Cable Guard Work
- Clearing, Grubbing & Tree Removal
- Crack Fill
- Crash/Spill Cleanup
- Culvert Work
- Curb Work
- Delayed Recovery
- Ditch Work
- Drainage Work
- Drift Control Establishment Activities
- Fence Work
- Guard Rail Work
- Hazmat Cleanup
- Inlet Work
- Install Footings for Type 1 Sign
- ITS Work
- Joint Work
- Lighting Work
- Merrimac Ferry Maintenance
- Milling
- Mowing
- Paint Testing
- Patching Work
- Pavement Coring
- Pavement Markings
- Pavement Repair (Concrete or Asphalt)
- Paving
- Poly/Mud Jacking
- Prescribed Burn
- Railroad Work
- Ramp Gate/Ramp Meter Work
- Retaining Wall Repair
- Shoulder Work
- Sign Installation
- Sign Removal
- Sign/Sign Bridge Inspection
- SIS Logo Installation
- SIS Logo Removal
- Snow Removal
- Soil Boring
- Sound Wall Repair
- Surveying
- Sweeping
- Traffic Signal Work
- Washing (Tunnels, Bridge Decks)
- Water Main Work



# Lane Closure System – Request

- Other – enter description if not listed above.

When selecting the primary contacts, the contacts phone numbers will auto-populate. Once the user has filled in the required fields, select *Continue*.

A summary of the requested closure information is listed. Here, the user can *Cancel the Request*, *Save as Draft* or *Add Facility*.

Request Closure

202357 | Maintenance | Draft

<b>Maintenance Type:</b>	Shoulder Work	<b>Primary Contact:</b>	Bucky Badger (bbadger) (123) 456-7890	<a href="#">Edit General</a>
<b>Other:</b>				
		<b>Secondary Contact:</b>		
		<b>Emergency Traffic</b>		
		<b>Control Contractor:</b>		
		<b>Law Enforcement:</b>		
		<b>Other Contact:</b>		

[Add Facility](#) [Cancel Request](#) [Save as Draft](#)

Click *Add Facility* to add location information for the work being performed.

In the *Add Facility* screen, complete the following workflow:

1. Select the facility type
2. Enter the schedule information
3. Enter the roadway status and/or lane diagram Information
4. Enter the highway location information
5. Enter restrictions (width, vertical, weight, speed) and/or detour routes limit

Refer to the “Facilities and Duration Overview” Section for more information on how to enter this information.



# Lane Closure System – Request

**Add Facility**

To add a facility, begin by selecting a Facility Type and Roadway Status. Then, schedule the facility using the calendar pop-up, fill out the lane closure diagram (if visible), and add the facility location using the location pop-up. Finally, fill out the restriction details and detour information where required.

Facility Type:

Roadway Status:

Begin County:  Hwy:

End County:

Begin Location:  End Location:

Distance From:  Distance From:

Direction From:  Direction From:

Latitude:  Latitude:

Longitude:  Longitude:

Closure Length:

**Restriction Details**

Roadway Width	Vertical Restrictions	Weight Restrictions	Speed Restrictions
Restriction Type: <input type="text"/>	Vertical Restrictions?: <input type="text" value="No"/>	Weight Restrictions?: <input type="text" value="No"/>	Speed Reduction?: <input type="text" value="No"/>
Available Roadway Width: <input type="text" value=""/> ft <input type="text" value=""/> in	Minimum Vertical Distance: <input type="text" value=""/> ft <input type="text" value=""/> in	Maximum Vehicle Weight: <input type="text" value=""/> lbs	Reduced Regulatory Speed: <input type="text"/>
Effective Roadway Width: <input type="text" value=""/> ft <input type="text" value=""/> in	Temporary Signalization: <input type="text"/>		

Signed Detour Available:

Detour Route Info:

Additional Information:

Once the information is entered, click *Save* and a summary page will appear with the requested closure information. This closure can be edited and/or replicated (as-is or in opposite direction) for other similar work being done. A pop-up screen will appear to choose to replicate facility *As-Is* or *In-opposite-direction*. *As-Is* copies the facility exactly and user can adjust; *In-Opposite-Direction* changes the direction to other side of roadway and the user still can adjust.

Facility 1 - Mainline

Roadway Status: Full Closure Duration: From 12:00 AM on 05/29/2023 to 11:59 PM on 05/30/2023

Begin County: DUNN Hwy: I-94 EB

End County: DUNN

Begin Location: WIS 25- BROADWAY ST (8-17-0029 BEGIN) End Location: BRIDGE (8-17-0056 BEGIN)

Distance From: 0.07 Distance From: 0.11

Direction From: Upstream Direction From: Upstream

Latitude: 44.906987966 Latitude: 44.907107576





# Lane Closure System – Request

Replicate Facility

Select replicate type:

As-Is

As-Is

In-Opposite-Direction

Yes

Close

Click *Submit Closure* at the bottom of the summary page when ready to submit the closure.

Request Closure

204976 | Maintenance | Draft

Add Facility

Maintenance Type: KTR Maintenance

Primary Contact: Emily Silveston (msilverstn) 414-225-3726

Other:

Secondary Contact:

Emergency Traffic Control Contractor:

Law Enforcement:

Other Contact:

Edit General

Facility 1 - Mainline

Edit

Replicate

Roadway Status: Lane or Shoulder Closure

Duration: Daily from 03/08/2023 to 03/31/2023, 12:00 AM - 11:59 PM, T, W, Th, F

Left Shoulder: Closed

Lane: Shift Left

Lane: Shift Left

Right Shoulder: Closed

Begin County: KENOSHA

End County: KENOSHA

Begin Location: OFF RAMP TO WIS 165

End Location: WIS 58 WB (0-30-0064 SHD)

Distance From: 0.03

Direction From: Upstream

Latitude: 42.519168128

Longitude: -87.952168457

Closure Length: 3.52

Way: I-41 NB

Distance From: 0.17

Direction From: Downstream

Latitude: 42.57018031

Longitude: -87.952689899

Roadway Width: Restriction Type: Crown Available Roadway Width: 12 ft 0 in Effective Roadway Width: 11 ft 0 in

Vertical Restrictions: Vertical Restrictions? No Minimum Vertical Distance: Temporary Signalization:

Weight Restrictions: Weight Restrictions? No Maximum Vehicle Weight:

Speed Restrictions: Speed Reduction? No Reduced Regulatory Speed:

Signed Detour Available: No

Detour Route Info

Additional Information

Add Facility

☐ Self Accept Closure

Cancel Request

Save as Draft

Submit Closure

Cancel Request

Save as Draft

Submit Closure



# Lane Closure System – Request

If the user is a Limited Approver or Full Approver, then the user may select *Self Accept Closure* and it will be automatically accepted. This option will only show if the user has the authorization to self-accept.

[Add Facility](#)

☐ Self Accept Closure

[Cancel Request](#)[Save as Draft](#)[Submit Closure](#)

For shoulder-only maintenance closures, a closure will not be auto-accepted if there is a conflict, and a warning message and reason will be provided. For all other maintenance closures, a warning message will not be provided since auto-acceptance does not apply.

Warning Message

Closure Cannot Auto-accept: Facility 1 conflicts with other closures.

[Go Back](#)[Continue Submit](#)

Successfully Submitted

Success!

[Close](#)



# Lane Closure System – Request

## PERMIT

For selecting a *Permit Request*, the following page is displayed. Select the *Region* and *Closure Type*, then click *Create New*.

Fill in the *Permit Type* and required *Contact(s)* for the project. Click *Save*.

Fill in the fields with work information. Here the user will have to enter a permit number and select the type of work to be completed from the dropdown menu. Up to five types can be selected at one time. The following items can be selected for Permit work:

- Asbestos Bridge Survey
- Borings
- Cable Work
- Duct Installation
- Electrical Work
- Fiber Work
- Gas Line Repair
- Gas Main Work
- Grading
- Infrared Thermography
- Lighting Install/Replacement
- Overhead Sign
- Pavement Work
- Paving
- Railroad Crossing
- Rare Species Survey
- Road Construction
- Sanitary Work
- Sign Installation
- Signal Installation
- Storm Sewer Work
- Surveying
- Trenching
- Utility Work
- Water Main Work
- Wetland Delineation
- Other – enter description if not listed above.



# Lane Closure System – Request

As with the construction and maintenance request, the phone number for the primary contact will auto populate. Once the user has filled in the required fields, select *Submit*.

A summary of the requested closure information is listed. Here, the user can *Cancel the Request*, *Save as Draft* or *Add Facility*.

The screenshot shows a web form titled "Request Closure". At the top left, it says "204077 | Permit | Draft". On the right side, there are two buttons: "Add Facility" (blue) and "Edit General" (green). The form contains several fields with labels and values:

Field Label	Value
Permit Number:	12345
Primary Contact:	Bucky Badger (bbadger) 123-456-7890
Permit Type:	Borings
Prime Contractor:	Contractor1 (123) 456-7891
Other:	
Emergency Traffic Control Contractor:	ETC1 (123) 456-7892
Law Enforcement:	
Other Contact:	

At the bottom left is an "Add Facility" button. At the bottom right are two buttons: "Cancel Request" and "Save as Draft".

Click *Add Facility* to add location information for the work being performed.

In the *Add Facility* screen, complete the following workflow:

1. Select the facility type
2. Enter the schedule information
3. Enter the roadway status and/or lane diagram Information
4. Enter the highway location information
5. Enter restrictions (width, vertical, weight, speed) and/or detour routes limit

Refer to the "Facilities and Duration Overview" Section for more information on how to enter this information.



# Lane Closure System – Request

**Add Facility**

To add a facility, begin by selecting a Facility Type and Roadway Status. Then, schedule the facility using the calendar pop-up, fill out the lane closure diagram (if visible), and add the facilities location using the location pop-up. Finally, fill out the restriction details and detour information where required.

Facility Type:

Roadway Status:

Begin County:  Hwy:

End County:

Begin Location:  End Location:

Distance From:  Distance From:

Direction From:  Direction From:

Latitude:  Latitude:

Longitude:  Longitude:

Closure Length:

**Roadway Width** **Vertical Restrictions** **Weight Restrictions** **Speed Restrictions**

Restriction Type:

Available Roadway Width:  ft  in

Effective Roadway Width:  ft  in

Vertical Restrictions:

Minimum Vertical Distance:  ft  in

Temporary Signalization:

Weight Restrictions:

Maximum Vehicle Weight:  lbs

Speed Restrictions:

Reduced Regulatory Speed:

Signed Detour Available:

Detour Route Info:

Additional Information:

Once the information is entered, click *Save* and a summary page will appear with the requested closure information. This closure can be edited and/or replicated for other similar work being done. A pop-up screen will appear to choose to replicate facility *As-Is* or *In-opposite-direction*. *As-Is* copies the facility exactly and user can adjust; *In-Opposite-Direction* changes the direction to other side of roadway and the user still can adjust.

Facility 1 - Mainline

Roadway Status: Full Closure Duration: From 12:00 AM on 05/29/2023 to 11:59 PM on 05/30/2023

Begin County: DUNN Hwy: I-94 EB

End County: DUNN

Begin Location: WIS 25- BROADWAY ST (B-17-0029 BEGIN) End Location: BRIDGE (B-17-0056 BEGIN)

Distance From: 0.07 Distance From: 0.11

Direction From: Upstream Direction From: Upstream

Latitude: 44.906987966 Latitude: 44.907107576



# Lane Closure System – Request

Replicate Facility

Select replicate type:

As-Is

As-Is

In-Opposite-Direction

Yes

Close

Click *Submit Closure* at the bottom of the summary page.

Request Closure

204977 | Permit | Draft

Add Facility

Permit Number: 12345

Primary Contact: Bucky Badger (bbadger)  
123-456-7890

Permit Type: Bridge

Prime Contractor: Contractor1  
(123) 456-7891

Other:

Emergency Traffic Control Contractor: CTC1  
(123) 456-7892

Law Enforcement:

Other Contact:

Facility 1 - Right Entrance Ramp

Edit

Replicate

Roadway Status: Lane or Shoulder Closure

Duration: Daily from 03/27/2023 to 03/31/2023, 06:00 AM - 06:00 AM, M, T, W, Th, F

Left Lane Lane Right Shoulder

Open

Open

Closed

Closed

Begin County: DANE

End County: DANE

Begin Location: OFF RAMP TO WIS 19 WB

Distance From: 0.09

Direction From: Downstream

Latitude: 43.994452747

Longitude: -89.345154828

Closure Length: 0.0

Map

Roadway Width

Vertical Restrictions

Weight Restrictions

Speed Restrictions

Restriction Type: Driveway

Vertical Restrictions? No

Weight Restrictions? No

Speed Reduction? No

Available Roadway Width: 12 ft 0 in

Minimum Vertical Distance: Temporary Signalization:

Maximum Vehicle Weight:

Reduced Regulatory Speed:

Effective Roadway Width: 11 ft 0 in

Signed Detour Available: No

Detour Route Info

Additional Information

Add Facility

☐ Self Accept Closure

Cancel Request

Save as Draft

Submit Closure

Cancel Request

Save as Draft

Submit Closure



# Lane Closure System – Request

If the user is a Limited Approver or Full Approver, then the user may select *Self Accept Closure* and it will be automatically accepted. This option will only show if the user has the authorization to self-accept.

<a href="#">Add Facility</a>	<input type="checkbox"/> Self Accept Closure	<a href="#">Cancel Request</a>	<a href="#">Save as Draft</a>	<a href="#">Submit Closure</a>
------------------------------	--	--------------------------------	-------------------------------	--------------------------------

For permit closures, the following message will appear that you successfully submitted a closure.

Successfully Submitted

Your closure has been submitted for manual acceptance.

Close





# Lane Closure System – Request

## SPECIAL EVENT

For a special event request, select the *Region* and *Closure Type*, then click *Create New*.

The 'Request' form displays a 'Region' dropdown menu with 'SE' selected and a green checkmark. The 'Closure Type' dropdown menu is open, showing options: '--Select--', '--Select--', 'Permit', 'Construction', 'Special Event' (highlighted in blue), 'Emergency', and 'Maintenance'. A 'Create New' button is visible below the dropdowns. The text 'Please select the closure you would like to request.' is at the top of the form.

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

The 'Special Event Closure - General Section' form includes fields for 'Special Event Type' (dropdown), 'Other' (text area), and contact information for 'Primary Contact', 'Emergency Traffic Control Contractor', 'Law Enforcement', and 'Other Contact'. Each contact field has 'Name' and 'Phone Number' sub-fields. 'Continue' and 'Cancel' buttons are at the bottom.

If *Special Event* is selected, the following types can be selected:

- Car Show
- Festival
- Fireworks
- Fourth of July
- Parade
- Procession
- Race/Run
- Street Fair/Event
- Other (enter description in free text if not listed above.)

This image shows the 'Special Event Closure - General Section' form with the '\*Special Event Type' dropdown menu open. The menu lists the following options: '--Select--', '--Select--', 'Car Show', 'Festival', 'Fireworks', 'Fourth of July', 'Parade', 'Procession', 'Race/Run', 'Street Fair/Event', and 'Other'. The form also includes a 'Permit Number' field, contact information fields, and 'Continue' and 'Cancel' buttons. At the bottom, it displays 'WisLCS Version 2.0' and 'Wisconsin Traffic Operations and Safety Laboratory' along with logos for 'WISCONSIN T.O.P.S.' and the 'WISCONSIN DEPARTMENT OF TRANSPORTATION'.



# Lane Closure System – Request

Fill in the fields with the event information by selecting from the dropdown menu (Car Show, Festival, Fireworks, Fourth of July, Parade, Procession, Race/Run, or Other). Here, the primary contact is a text entry and there is no secondary contact.

A summary of the requested closure information is listed. Here, the user can *Cancel the Request*, *Save as Draft* or *Add Facility*.

Request Closure

204176 | Special Event | Draft

Permit Number:

450-128-X

Special Event Type:

Parade

Other:

Primary Contact:

Tom Boyke (TBoyke)  
262-548-8642

Emergency Traffic Control Contractor:

Law Enforcement:

Other Contact:

Add Facility

Edit General

Add Facility

Cancel Request

Save as Draft

Click *Add Facility* to add location information for the work being performed.

In the *Add Facility* screen, complete the following workflow:

1. Select the facility type
2. Enter the schedule information
3. Enter the roadway status and/or lane diagram Information
4. Enter the highway location information
5. Enter restrictions (width, vertical, weight, speed) and/or detour routes limit

Refer to the “Facilities and Duration Overview” Section for more information on how to enter this information.



# Lane Closure System – Request

**Add Facility**

To add a facility, begin by selecting a Facility Type and Roadway Status. Then, schedule the facility using the calendar pop-up, fill out the lane closure diagram (if visible), and add the facilities location using the location pop-up. Finally, fill out the restriction details and detour information where required.

Facility Type:

Roadway Status:

**Schedule Closure**

**Add/Edit Location**

Begin County:  Hwy:

End County:

Begin Location:  End Location:

Distance From:  Distance From:

Direction From:  Direction From:

Latitude:  Latitude:

Longitude:  Longitude:

Closure Length:

**Roadway Width** **Vertical Restrictions** **Weight Restrictions** **Speed Restrictions**

Restriction Type:

Available Roadway Width:  ft  in

Effective Roadway Width:  ft  in

Vertical Restrictions:

Minimum Vertical Distance:  ft  in

Temporary Signalization:

Weight Restrictions:

Maximum Vehicle Weight:  lbs

Speed Restrictions:

Reduced Regulatory Speed:

Signed Detour Available:

Detour Route Info:

Additional Information:

**Save** **Cancel**

Once the information is entered, click *Save* and a summary page will appear with the requested closure information. This closure can be edited and/or replicated (as-is or in opposite direction) for other similar work being done. A pop-up screen will appear to choose to replicate facility *As-Is* or *In-opposite-direction*. *As-Is* copies the facility exactly and user can adjust; *In-Opposite-Direction* changes the direction to other side of roadway and the user still can adjust.

Facility 1 - Mainline

**Edit** **Replicate**

Roadway Status: Full Closure Duration: From 12:00 AM on 05/29/2023 to 11:59 PM on 05/30/2023

Begin County: DUNN Hwy: I-94 EB

End County: DUNN

Begin Location: WIS 25-BROADWAY ST (B-17-0029 BEGIN) End Location: BRIDGE (B-17-0056 BEGIN)

Distance From: 0.07 Distance From: 0.11

Direction From: Upstream Direction From: Upstream

Latitude: 44.906987966 Latitude: 44.907107576



# Lane Closure System – Request

A dialog box titled "Replicate Facility" with a close button (X) in the top right corner. It contains a label "Select replicate type:" followed by a dropdown menu. The dropdown menu is open, showing three options: "As-Is", "As-Is" (highlighted in blue), and "In-Opposite-Direction". Below the dropdown are two buttons: "Yes" and "Close".

Click *Submit Closure* at the bottom of the summary page when ready to submit the closure.

A screenshot of the "Request Closure" form. The form is titled "Request Closure" and has a sub-header "204176 | Special Event | Draft". It contains several sections: "Permit Number: 450-128-X", "Special Event Type: Parade", "Other:", "Primary Contact: Tom Boyke (TBoyke) 262-548-8642", "Emergency Traffic Control Contractor:", "Law Enforcement:", and "Other Contact:". Below these is a section for "Facility 1 - Mainline" with a table of details: "Roadway Status: Full Closure", "Duration: Daily from 05/26/2023 to 05/27/2023, 08:00 AM - 09:00 AM, F, Sat", "Begin County: KENOSHA", "End County: KENOSHA", "Begin Location: 71ST ST (B-30-0118 END)", "End Location: WIS 158 WB (B-30-0103 BEGIN)", "Distance From: 0.36", "Distance From: 0.14", "Direction From: Downstream", "Direction From: Downstream", "Latitude: 42.576755073", "Latitude: 42.591155877", "Longitude: -87.953118962", "Longitude: -87.953258421", "Closure Length: 1.0". To the right of the table is a map showing the location. Below the table are sections for "Roadway Width", "Vertical Restrictions", "Weight Restrictions", "Speed Restrictions", "Signed Detour Available", "Detour Route Info", and "Additional Information". At the bottom of the form are buttons: "Add Facility", "Self Accept Closure" (checkbox), "Cancel Request", "Save as Draft", and "Submit Closure". A red box highlights the "Cancel Request", "Save as Draft", and "Submit Closure" buttons. A red arrow points from the "Submit Closure" button to a larger version of the same buttons at the bottom of the page.

If the user is a Limited Approver or Full Approver, then the user may select *Self Accept Closure* and it will be automatically accepted. This option will only show if the user has the authorization to self-accept.

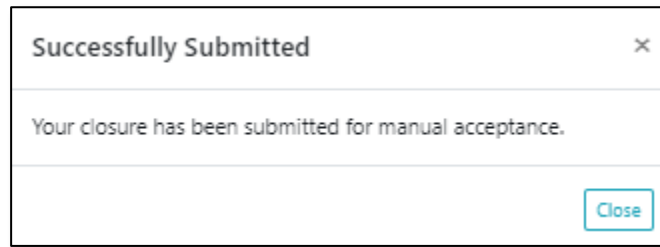
A screenshot of the bottom section of the "Request Closure" form. It shows the "Add Facility" button, the "Self Accept Closure" checkbox, and the "Cancel Request", "Save as Draft", and "Submit Closure" buttons.



# Lane Closure System – Request

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For special event closures, the following message will appear that you successfully submitted a closure.





# Lane Closure System – Request

## EMERGENCY

For selecting an *Emergency Request*, the following page is displayed. The user must have access to the emergency access flag to enter emergency closures. Contact your Regional Manager if this is needed. Select the *Region* and *Closure Type*, then click *Create New*.

Fill in the *Emergency Type* and the required *Contact(s)* for the project. Click *Continue*.

Fill in the fields with the emergency closure information by selecting from the dropdown menu. It is recommended to select the controlling work item for that closure but up to five types can be selected. The following items can be selected:

- Barrier Wall Repair
- Bridge Hit
- Bridge Repair
- Bump Grinding
- Cable Guard Repair
- Clearing, Grubbing & Tree Removal
- Crash Cleanup
- Crash Drum Repair
- Culvert Repair
- Drainage Repair
- Fiber Repair
- Flooding
- Gas Main Repair
- Guard Rail Repair
- ITS Repair
- Lighting Repair
- Patch Work
- Pavement Buckle
- Pavement Heave Repair
- Pavement Marking Repair
- Pavement Repair
- Railroad Crossing Repair
- Sewer Repair
- Shoulder Repair
- Sink Hole
- Traffic Signal Repair
- Utility Service Repair
- Washout Repair
- Water Main Repair
- Other - enter description in free text, if not listed above.

When selecting the primary contacts, the contacts phone numbers will auto-populate. Once the user has filled in the required fields, select *Continue*.



# Lane Closure System – Request

A summary of the requested closure information is listed. Here, the user can *Cancel the Request*, *Save as Draft* or *Add Facility*.

Request Closure

204177 | Emergency | Draft

Emergency Type:

Bridge Repair

Other:

May Affect Adjacent Regions:

Primary Contact:

Brian Meyer (dotb2m)  
608-789-5676

Emergency Traffic Control Contractor:

Law Enforcement:

Other Contact:

Add Facility

Edit General

Cancel Request

Save as Draft

Click *Add Facility* to add location information for the work being performed.

In the *Add Facility* screen, complete the following workflow:

1. Select the facility type
2. Enter the schedule information
3. Enter the roadway status and/or lane diagram Information
4. Enter the highway location information
5. Enter restrictions (width, vertical, weight, speed) and/or detour routes limit

Refer to the “Facilities and Duration Overview” Section for more information on how to enter this information.

Add Facility

To add a facility, begin by selecting a facility type and roadway status. Then, schedule the facility using the calendar pop-up, fill out the lane closure diagram (if visible), and add the facilities location using the location pop-up. Finally, fill out the restriction details and detour information where required.

Facility Type: --Select--

Schedule Closure

Roadway Status: --Select--

Add/Edit Location

Begin County:

End County:

Begin Location:

End Location:

Distance From:

Direction From:

Latitude:

Longitude:

Closure Length:

Hwy:

Roadway Width

Vertical Restrictions

Weight Restrictions

Speed Restrictions

Restriction Type:

Available Roadway Width:

Effective Roadway Width:

Vertical Restrictions?

Minimum Vertical Distance:

Temporary Signalization:

Weight Restrictions?

Maximum Vehicle Weight:

Speed Reduction?

Reduced Regulatory Speed:

Signed Detour Available

Detour Route Info

Additional Information

Save

Cancel

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# Lane Closure System – Request

Once the information is entered, click *Save* and a summary page will appear with the requested closure information. This closure can be edited and/or replicated (as-is or in opposite direction) for other similar work being done. A pop-up screen will appear to choose to replicate facility *As-Is* or *In-opposite-direction*. *As-Is* copies the facility exactly and user can adjust; *In-Opposite-Direction* changes the direction to other side of roadway and the user still can adjust.

Facility 1 - Mainline

**Roadway Status:** Full Closure **Duration:** From 12:00 AM on 05/29/2023 to 11:59 PM on 05/30/2023

<b>Begin County:</b>	DUNN	<b>Hwy:</b>	I-94 EB
<b>End County:</b>	DUNN	<b>End Location:</b>	BRIDGE (B-17-0056 BEGIN)
<b>Begin Location:</b>	WIS 25- BROADWAY ST (B-17-0029 BEGIN)	<b>Distance From:</b>	0.11
<b>Distance From:</b>	0.07	<b>Direction From:</b>	Upstream
<b>Latitude:</b>	44.906987966	<b>Latitude:</b>	44.907107576

**Replicate Facility**

Select replicate type:

- As-Is
- As-Is
- In-Opposite-Direction

Yes Close

Click *Submit Closure* at the bottom of the summary page when ready to submit the closure.



# Lane Closure System – Request

Request Closure

204177 | Emergency | Draft

Add Facility

Edit General

Emergency Type: Bridge Repair

Primary Contact: Brian Meyer (dotb2m)  
608 789 5676

Other: May Affect Adjacent Regions

Emergency Traffic Control Contractor:

Law Enforcement:

Other Contact:

Facility 1 | Mainline

Edit

Replicate

Roadway Status: Lane or Shoulder Closure

Duration: From 12:00 AM on 05/21/2023 to 11:59 PM on 05/28/2023

Left Shldr. Lane Lane Right Shldr.

Closed

Closed

Open

Open

Begin County: WASHINGTON

End County: WASHINGTON

Begin Location: WIS 60 EB (S 66-0102 88GIN)

End Location: FROM WIS 144

Distance From: 0.88

Distance From: 0.13

Direction From: Upstream

Direction From: Downstream

Latitude: 43.31551098

Latitude: 43.352196617

Longitude: 88.23885388

Longitude: 88.286348063

Closure Length: 3.5

Roadway Width

Vertical Restrictions

Weight Restrictions

Speed Restrictions

Restriction Type: Drums

Vertical Restrictions? No

Weight Restrictions? No

Speed Reduction? No

Available Roadway Width: 18 ft 0 in.

Minimum Vertical Distance:

Maximum Vehicle Weight:

Reduced Regulatory Speed:

Effective Roadway Width: 17 ft 0 in.

Temporary Signalization:

Signed Detour Available: No

Detour Route Info

Additional Information

Add Facility

Cancel Request

Save as Draft

Submit Closure

As mentioned, emergency closures will not need to go through the acceptance phase. Once entered, the emergency closure automatically becomes a live closure.

Successfully Submitted

Success! Your closure has also been auto-accepted.

Close



# Lane Closure System – Request

## FACILITIES AND DURATION OVERVIEW

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

Click *Add Facility* to add location information for the work being performed. In the *Add Facility* screen, the user will fill in Facility Type, Roadway Status, Location Information, restriction information, detours available and the closure schedule. For full closures, restrictions fields are disabled.

### Add Facility

To add a facility, begin by selecting a Facility Type and Roadway Status. Then, schedule the facility using the calendar pop-up, fill out the lane closure diagram (if visible), and add the facility location using the location pop-up. Finally, fill out the restriction details and detour information where required.

Facility Type:

Schedule Closure

Roadway Status:

Add/Edit Location

Begin County:

Hwy:

End County:

Begin Location:

End Location:

Distance From:

Distance From:

Direction From:

Direction From:


Latitude:

Latitude:

Longitude:

Longitude:

Closure Length:



Roadway Width ?

Restriction Type:

Available Roadway Width: ?  
 ft  in

Effective Roadway Width:  
 ft  in

Vertical Restrictions

Vertical Restrictions?

Minimum Vertical Distance:  
 ft  in

Temporary Signalization:

Weight Restrictions

Weight Restrictions?

Maximum Vehicle Weight:  
 lbs

Speed Restrictions

Speed Reduction?

Reduced Regulatory Speed:

Signed Detour Available

Detour Route Info

Additional Information

Save

Cancel



# Lane Closure System – Request

**Facility Type:** There are six types of Facilities to choose from.

- Mainline
- Left Entrance Ramp
- Right Entrance Ramp
- Left Exit Ramp
- Right Exit Ramp
- System Interchange

--Select--  
Mainline  
Left Entrance Ramp  
Right Entrance Ramp  
Left Exit Ramp  
Right Exit Ramp  
System Interchange

**Roadway Status:** There are seven types of roadways status options to choose from. Off-shoulder work does not need to be entered into the system.

- Full Closure – If this status is selected, the user must create a *Full Closure* in one direction, then replicate the facility in the opposite direction, to show that both directions are closed if that's the situation.
- Lane or Shoulder Closure – this is selected when there is a lane or shoulder closure. The requestor is then required to fill out the lane diagram.
- Flagging Operation – this status is selected when flaggers are used during work zone operations.
- One Lane Road Temporary Signal – this status can be used when a temporary signal is being used at one lane bridge work or other scenarios.
- One Lane Road Stop Condition – this status can be selected for short work zones with low volumes where the driver can see the oncoming traffic and yields before proceeding.
- Moving Lane Closure – this status can be selected when a work crew will be moving down the roadway to perform such work as pothole patching, pavement marking painting, etc.
- Rolling Full Closure – this status can be selected when the work temporarily pauses all lanes of traffic for less than 15 minutes such as for bridge girder setting, equipment moves, sign structure replacement, etc. and law enforcement is used to help control traffic.

Roadway Status: --Select--  
--Select--  
Full Closure  
Lane or Shoulder Closure  
Flagging Operation  
One Lane Road Temporary Signal  
One Lane Road Stop Condition  
Moving Lane Closure  
Rolling Full Closure

If **Lane or Shoulder Closure** is selected, lane configurations will appear, and lane/shoulder closures can be selected to match the closure intended in the field by pressing the square box. Lane configurations can be adjusted by clicking *Edit Lane Structure* then clicking + or – to add or remove lanes.

Lane Structure

Left Shldr Left Aux Lane Right Shldr

Open Open Open Open

+ -

Close Save changes

Click on the lanes to select the following:

1. Lane (Through)
2. Left Turn/Right Turn

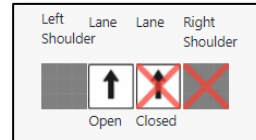
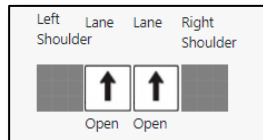


# Lane Closure System – Request

3. Left Aux Lane/Right Aux Lane
4. Left/Through Lane
5. Right/Through Lane
6. Left/Right/Through Lane

Left/right turn lanes can be used when the lane will make a left/right turn, like at an intersection. Once the lane structure is configured to your scenario, click *save changes*.

The new lane structure will appear, and the user can click on the icons to close or left/right shift the lanes.

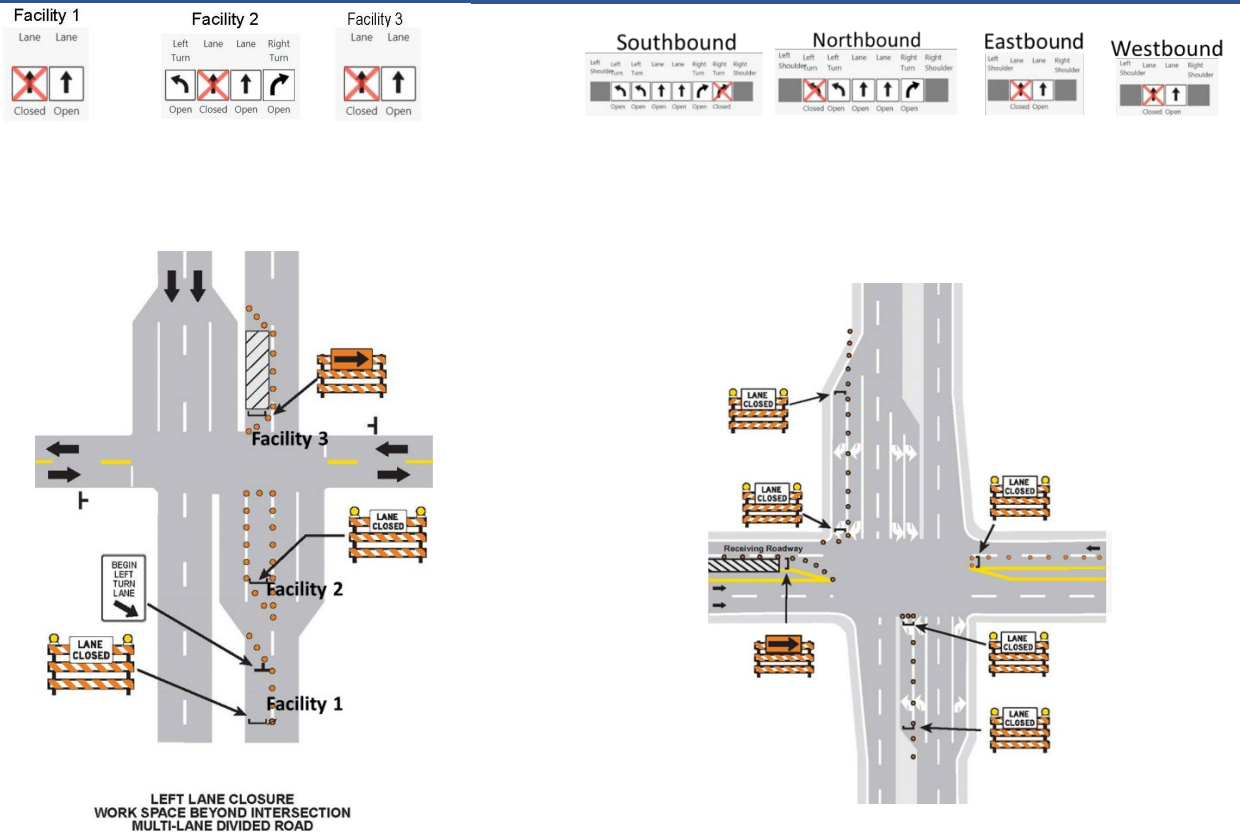
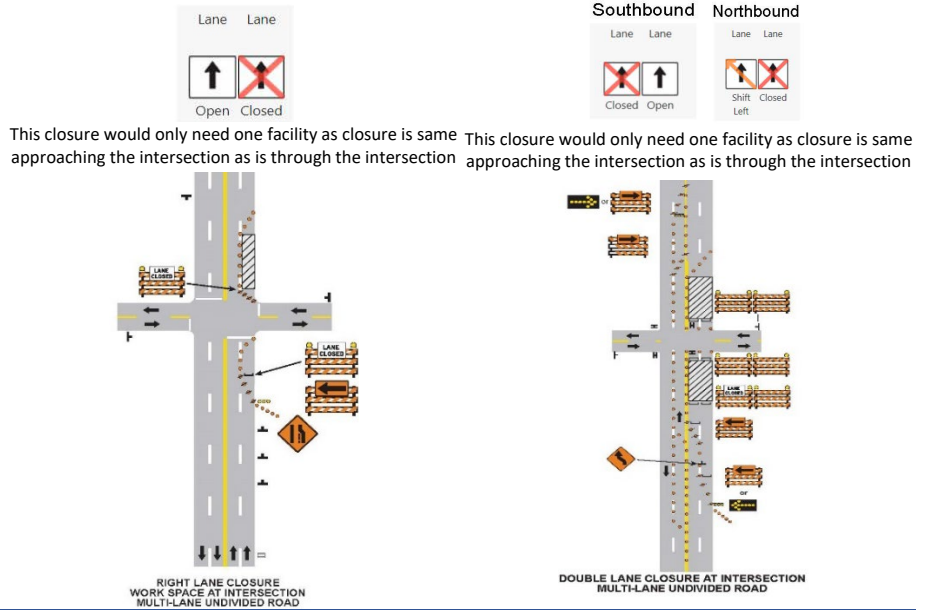


The following section provide several example closures diagrams and the appropriate lane closure diagram that should be used.



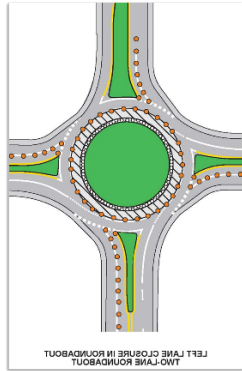
# Lane Closure System – Request

## Example Lane Closure Detail Scenarios

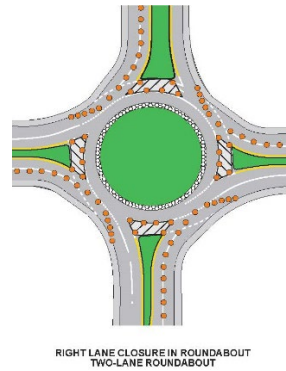


# Lane Closure System – Request

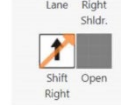
For all approaches



For all approaches



Southbound



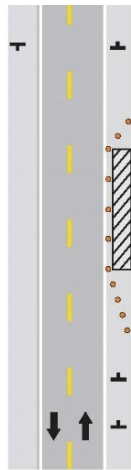
Northbound



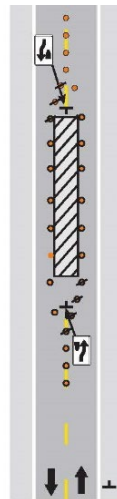
Southbound



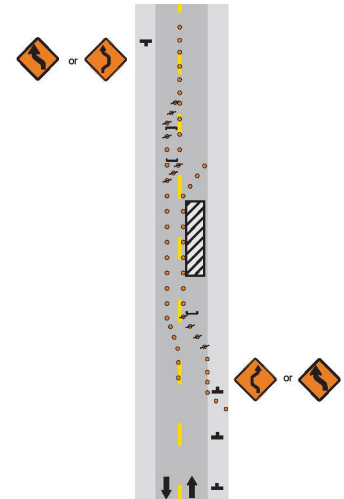
Northbound



WORK ON SHOULDER  
SHOULDER AND PARKING LANE CLOSURE  
WORK ON or NEAR SHOULDER



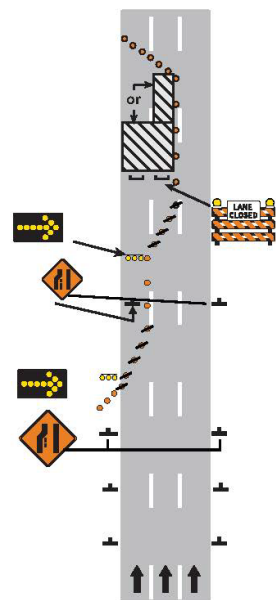
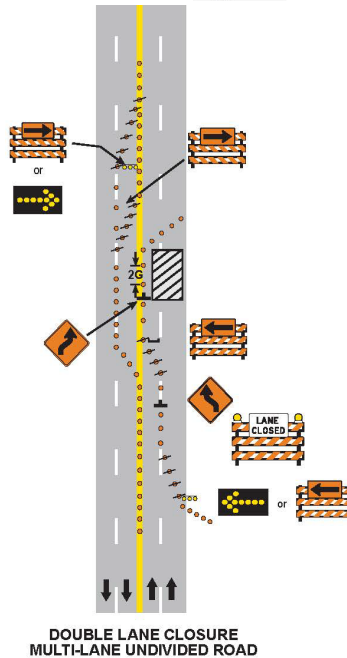
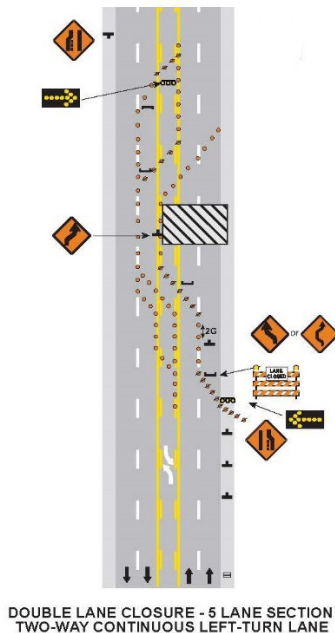
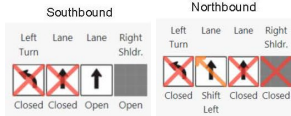
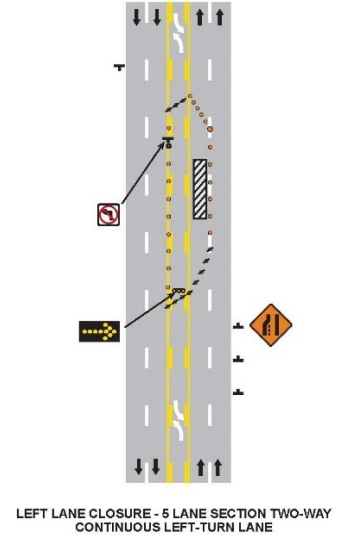
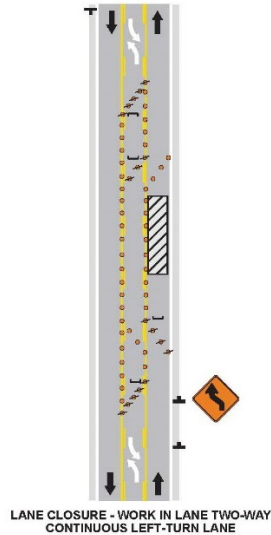
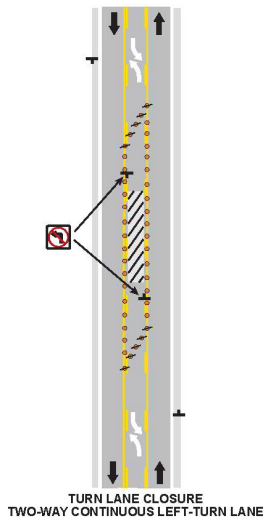
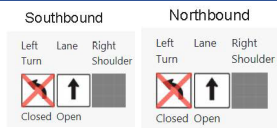
WORK SPACE IN CENTER OF ROAD  
TWO-LANE, TWO-WAY ROAD



WORK SPACE OCCUPIES ONE HALF OF ROAD  
TWO-LANE, TWO-WAY ROAD



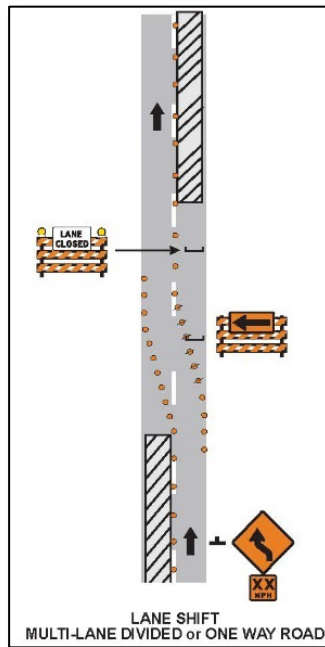
# Lane Closure System – Request





# Lane Closure System – Request

*Various Lanes Closed* Checkbox can be used when the user does not know what time the lane closures will occur, and they alternate. *Various Lanes Closed* should only be used for short duration closures when the project is alternating lane closures on the same day. Please be mindful to try to enter lane closure information as close to the actual closure to provide more accurate information in the system.



Click on *Add Location* and a screen will pop-up to either fill in the beginning and end locations manually or by using the map feature. On the map, the user can select beginning and end markers and adjust directly on the map. Click *Confirm*.

To zoom to different selections, click the following buttons:

- B – Zoom to Begin marker
- E – Zoom to End marker
- BE – Zoom out to both Begin and End markers
- H – Zoom to Highway



# Lane Closure System – Request

To enter an **entrance ramp closure**, simply select the county and the highway the entrance ramp is entering onto, determine the lane restrictions and select the appropriate Begin Landmark point, only the begin point is needed when closing ramps. Three landmarks will appear to choose from. An example is below.

Left Shldr.	Lane	Lane	Right Shldr.
Open	Open	Closed	Closed

To enter an **exit ramp closure**, it is similar to the example above. The highway selected must be the highway that the ramp is exiting from.

Left Shldr.	Lane	Right Shldr.
Open	Shift Left	Closed



# Lane Closure System – Request

To enter a closure in a **system interchange**, follow the example below:

Close I-94 WB (I-43 NB/I-94 WB to I-94 WB): Drop marker at the beginning of the leg of the interchange to close and choose that landmark in the marker list and it will populate items on the left. Note that the landmarks listed should be interchange landmarks, like shown, and not a typical mainline landmark, like bridges or mileposts. Then confirm to save the facility.

The screenshot displays the 'Add Location' form and a map of the I-94/I-43 interchange area. The form is titled 'Add Location' and includes the following fields:

- Facility Type: System Interchange
- Begin County: MILWAUKEE (with a green checkmark)
- End County: MILWAUKEE
- Highway: I-94 WB
- Landmark: I-43 NB/I-94 WB TO I-94 WB (S-W MARQUETTE)
- Distance From: 0.0 miles
- Direction From: (empty)
- Latitude: (empty)
- Longitude: (empty)

A 'Select Begin Landmark' dialog box is open, showing three options:

- I-43 NB/I-94 WB TO I-794 EB (S-E MARQUETTE)
- I-43 NB/I-94 WB TO I-43 NB (S-N MARQUETTE)
- I-43 NB/I-94 WB TO I-94 WB (S-W MARQUETTE)

The 'delete Marker' button is visible at the bottom of the dialog. The map shows the interchange area with a green marker placed at the beginning of the leg of the interchange to close.

Work on exit ramps and entrance ramps are similar to system interchanges, where the user needs to select the appropriate ramp landmark from three choices that are provided. However, exit and entrance ramp lane closure details can be specified.



# Lane Closure System – Request

*Closure Schedule* choices explained below. More in-depth [Calendar Tool help](#) and examples can be found in the [Resources](#) section at the end of this document.

<b>Daily</b>	A daily closure occurs on a recurring daily or nightly basis. The closure is active for only part of each day. <i>Example:</i> Monday, June 7, 2021 - Friday, June 25, 2021, from 8am to 4:30pm each day. The cones are dropped at 8am and picked up again at 4:30pm each day the closure is active. Daily closures may optionally have Bulk Exclude Days, which are days to be excluded within the date range. Continuing the example, if the daily closure was not to be active on Saturdays, one would check Saturday under Bulk Exclude. This will deselect all Saturdays between June 7 - June 25 on the calendar. Exclude Dates: if the closure will not be active on a particular day within the date range, clicking on the date on the calendar will deselect it, indicating a single Exclude Date. This will be listed below the calendar, where you can enter a Begin Time & End Time of the exclusion. Multiple Exclude Dates are allowed.
<b>Weekly</b>	A weekly closure is typically a few days per week, but on a recurring basis. <i>Example:</i> A Monday - Friday closure for 4 weeks, from 8am Monday to 3pm Friday. The cones would be dropped every Monday at 8am, and picked up every Friday at 3pm, each week the closure is active. The calendar will automatically deselect Saturdays and Sundays. Exclude Dates: if the closure will not be active on a particular day within the date range, clicking on the date on the calendar will deselect it, indicating a single Exclude Date. This will be listed below the calendar, where you can enter a Begin Time & End Time of the exclusion. Multiple Exclude Dates are allowed.
<b>Continuous</b>	A 24-hour work zone typically lasting more than one week, starting on the Begin Date and Time, and ending on the End Date and Time. <i>Example:</i> On 6/1/2022 9:00am - 7/30/2022 3:00pm, the cones are dropped at 9am on June 1 and picked up at 3pm July 30th. Exclude Dates: if the closure will not be active on a particular day within the date range, clicking on the date on the calendar will deselect it, indicating a single Exclude Date. This will be listed below the calendar, where you can enter a Begin Time & End Time of the exclusion. Multiple Exclude Dates are allowed.

Pick Closure Dates

Please select a date range

< OCTOBER 2021 NOVEMBER 2021 >

SU MO TU WE TH FR SA SU MO TU WE TH FR SA

1 2 1 2 3 4 5 6

3 4 5 6 7 8 9 7 8 9 10 11 12 13

10 11 12 13 14 15 16 14 15 16 17 18 19 20

17 18 19 20 21 22 23 21 22 23 24 25 26 27

24 25 26 27 28 29 30 28 29 30

31

Closure Begin & End Time:

Start: 12:00 AM

End: 11:59 PM

Duration Type:

☒ Daily

☐ Weekly

☐ Continuous

Reset Close Save Changes

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

Pick Closure Dates

Selected: 11/01/2021 to 11/12/2021 (10 Days)

< OCTOBER 2021 NOVEMBER 2021 >

SU MO TU WE TH FR SA SU MO TU WE TH FR SA

1 2 1 2 3 4 5 6

3 4 5 6 7 8 9 7 8 9 10 11 12 13

10 11 12 13 14 15 16 14 15 16 17 18 19 20

17 18 19 20 21 22 23 21 22 23 24 25 26 27

24 25 26 27 28 29 30 28 29 30

31

Closure Begin & End Time:

Start: 08:00 AM

End: 03:00 PM

Duration Type:

☒ Daily

☐ Weekly

☐ Continuous

Bulk Exclude:

☒ Sunday

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

☒ Saturday

Reset Close Save Changes



# Lane Closure System – Request

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 each week for two weeks.

The screenshot shows the 'Pick Closure Dates' form. The 'Selected' range is 11/01/2021 to 11/12/2021 (12 Days). The calendar shows October 2021 and November 2021. The 'Closure Begin & End Time' is set to Start: 08:00 AM and End: 03:00 PM. The 'Duration Type' is set to Weekly (checked), with Daily and Continuous options unchecked. The 'Save Changes' button is highlighted in blue.

An example of a *Continuous* closure, pictured below, would be cones dropped at 8 AM on Monday, November 1 and picked up at 3 PM on Friday, November 12.

The screenshot shows the 'Pick Closure Dates' form. The 'Selected' range is 11/01/2021 to 11/12/2021 (12 Days). The calendar shows October 2021 and November 2021. The 'Closure Begin & End Time' is set to Start: 08:00 AM and End: 03:00 PM. The 'Duration Type' is set to Continuous (checked), with Daily and Weekly options unchecked. The 'Save Changes' button is highlighted in blue.



# Lane Closure System – Accept

## ACCEPT

### 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.

Closures Needing Acceptance				Collapse All	Expand All
202303	Maintenance - Bridge Work	Entered	Priority Rdwy	View	
202316	Maintenance - Barrier Wall Work	Entered	Priority Rdwy	View	
202319	Maintenance - Attenuator Work	Entered	Priority Rdwy	View	
202325	Maintenance - Bump Grinding	Entered	Priority Rdwy	View	
202326	Maintenance - Bridge Work	Entered	Priority Rdwy	View	

To approve any closure, a user must have a User Role of Limited Approver, Full Approver, Regional Manager, or System Manager.

- A Limited Approver can only approve closures on non-priority roadways.
- A Full Approver, Regional Manager, and System Manager can approve closures on any roadway (including priority roadways).
- A System Manager can approve any closure, of any type, in any region.

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 act upon. Fill out the required region and then select *Search* to display results.

Once a project that needs to be accepted is pulled up, the approver can review. 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* a closure, based on the user's role. By clicking the *Closure Map*, the user can view a more detailed map of the closure and then return to view mode.





# Lane Closure System – Accept

[Back >](#)  
202227 | Maintenance | Entered  
*Priority Rdwy*

**Maintenance Type:** Attenuator Work  
**Other:**

**Primary Contact:** Bucky Badger (bbadger)  
(123) 123-1231  
**Secondary Contact:**  
**Emergency Traffic Control Contractor:**  
**Law Enforcement:**  
**Other Contact:**

**Closure Actions**

- Accept
- Reject
- Delete
- Bookmark
- Print
- Event Calendar
- Edit
- Copy Closure
- Closure Map

Facility 1 | Mainline | Entered  
*Priority Rdwy*

**Roadway Status:** Full Closure

**Duration:** From 09:00 AM on 11/01/2021 to 04:00 PM on 11/05/2021

**Begin County:** BARRON  
**End County:** BARRON  
**Begin Location:** N MILL ST  
**Distance From:** 0.03  
**Direction From:** Upstream  
**Latitude:** 45.40137381  
**Longitude:** -91.858625289  
**Closure Distance:** 2.12

**Highway:** US 8 EB  
**Closure Length:** 2.12  
**End Location:** 13 1/2 AVE  
**Distance From:** 0.01  
**Direction From:** Downstream  
**Latitude:** 45.400700936  
**Longitude:** -91.814997669

**Width Restrictions**  
**Width Restrictions?** No  
**Restriction Type:**  
**Available Roadway Width:**  
**Effective Roadway Width:**

**Vertical Restrictions**  
**Vertical Restrictions?** No  
**Minimum Vertical Distance:**  
**Temporary Signalization:**

**Weight Restrictions**  
**Weight Restrictions?** No  
**Maximum Vehicle Weight:**

**Speed Restrictions**  
**Speed Reduction?** No  
**Reduced Regulatory Speed:**

**Signed Detour Available** Yes  
**Detour Route Info**  
some edited detour

**Additional Information for Acceptors**

**For BHM Only**  
**Exclude from SLMRI** No

**Closure History**

	Modified Date	Modified By	Status	Applies To	Comment
<a href="#">View</a>	10/19/2021	bbadger	Entered	Facility 1	Edited Facility 1





# Lane Closure System – Accept

## EDIT

In the *Edit* page, the date/time for one facility can be modified within the *Edit* option. In this view, a user can also edit the closure schedule.

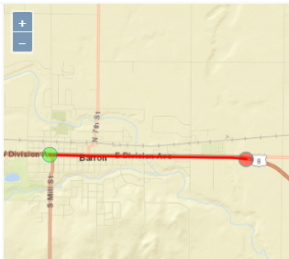
<b>Maintenance Type:</b> Attenuator Work	<b>Primary Contact:</b> Bucky Badger (bbadger) (123) 123-1231	<a href="#">Edit General</a>
<b>Other:</b>	<b>Secondary Contact:</b> <b>Emergency Traffic Control Contractor:</b> <b>Law Enforcement:</b> <b>Other Contact:</b>	

Facility 1   Mainline   Entered		<a href="#">Edit</a> <a href="#">Replicate</a>
<b>Priority Rdwy</b>		

<b>Roadway Status:</b> Full Closure	<b>Duration:</b> From 09:00 AM on 11/01/2021 to 04:00 PM on 11/05/2021
-------------------------------------	--

<b>Begin County:</b> BARRON	<b>Highway:</b> US 8 EB
<b>End County:</b> BARRON	<b>Closure Length:</b> 2.12
<b>Begin Location:</b> N MILL ST	<b>End Location:</b> 13 1/2 AVE
<b>Distance From:</b> 0.03	<b>Distance From:</b> 0.01
<b>Direction From:</b> Upstream	<b>Direction From:</b> Downstream
<b>Latitude:</b> 45.40137381	<b>Latitude:</b> 45.400700936
<b>Longitude:</b> -91.858625289	<b>Longitude:</b> -91.814997669



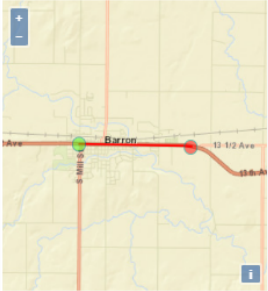
### Edit Facility

<b>Facility Type:</b> Mainline	<a href="#">Schedule Closure</a>
From 09:00 AM on 11/01/2021 to 04:00 PM on 11/05/2021	

<b>Roadway Status:</b> Full Closure
-------------------------------------

[Add Location](#)

<b>Begin County:</b> BARRON	<b>Hwy:</b> US 8 EB
<b>End County:</b> BARRON	
<b>Begin Location:</b> N MILL ST	<b>End Location:</b> 13 1/2 AVE
<b>Distance From:</b> 0.03	<b>Distance From:</b> 0.01
<b>Direction From:</b> Upstream	<b>Direction From:</b> Downstream
<b>Latitude:</b> 45.40137381	<b>Latitude:</b> 45.400700936
<b>Longitude:</b> -91.858625289	<b>Longitude:</b> -91.814997669



<b>Width Restrictions</b>	<b>Vertical Restrictions</b>	<b>Weight Restrictions</b>	<b>Speed Restrictions</b>
<b>Width Restrictions?</b> No ✓	<b>Vertical Restrictions?</b> No ✓	<b>Weight Restrictions?</b> No ✓	<b>Speed Reduction?</b> No ✓
<b>Restriction Type:</b>	<b>Minimum Vertical Distance:</b>	<b>Maximum Vehicle Weight:</b>	<b>Reduced Regulatory Speed:</b>
	ft in	lbs	
<b>Available Roadway Width:</b>	<b>Temporary Signalization:</b>		
ft in			
<b>Effective Roadway Width:</b>			
ft in			

<b>Signed Detour Available:</b> Yes ✓	<b>Detour Route Info:</b> some edited detour	<b>Additional Information:</b>
---------------------------------------	--	--------------------------------

[Save](#) [Cancel](#)



# Lane Closure System – Accept

## ACCEPT

Clicking *Accept*, will accept the closure request, and change the request from *Entered* to *Accepted*. If the user has the proper authority to accept a closure, then they can select the *Self Accept Closure* before *Submitting Closure* to accept the closure that was just entered.

The image shows two screenshots of the 'Accept Closure' process. The first screenshot is a modal window titled 'Accept Closure' with a close button (X). It contains the text 'Are you sure you want to accept this closure?' and an optional comment field. At the bottom are 'Yes, Accept' and 'Close' buttons. The second screenshot is a modal window titled 'Successfully Accepted' with a close button (X). It contains the text 'Closure 202330 Successfully Accepted.' and a 'Close' button. Below these screenshots is a horizontal bar containing a checkbox labeled 'Self Accept Closure', and three buttons: 'Cancel Request', 'Save as Draft', and 'Submit Closure'.

## 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 select the reason for the rejection from a dropdown menu and add optional comments if necessary. The reasons for the rejection are as follows:

- Scheduling Issue
- Need Additional Information
- Location Issue
- Weather Issue
- Holiday Conflict
- Conflicting Closure / Work zone
- Outside of LCS Advance Warning Guidelines

The image shows a modal window titled 'Reject Closure' with a close button (X). It contains the text 'Are you sure you want to reject this closure?' and a required comment field. Below the comment field is a dropdown menu labeled 'Select a reason for rejection:' with 'Scheduling Issue' selected. Below the dropdown is a text field labeled 'Enter your own comment below:'. At the bottom are 'Yes, Reject' and 'Close' buttons.



# Lane Closure System – Accept

## ACCEPTANCE OF ALLOWABLE HOURS – REGIONAL MANAGERS

The Regional Managers are the only users who are able to approve and accept or reject allowable hours requests by construction project teams. Allowable hours will appear on the homepage, under Allowable Lane Hours Needing Acceptance.

**Closures Needing Acceptance (3)** [Collapse All](#) [Expand All](#)

204172 - Maintenance - Entered - Priority Rdwy - Crack Fill	<a href="#">View</a>
204174 - Maintenance - Entered - Priority Rdwy - Barrier Wall Work	<a href="#">View</a>
204176 - Special Event - Entered - Priority Rdwy - Parade	<a href="#">View</a>

**Allowable Lane Closure Hours Needing Acceptance (0)** [Collapse All](#) [Expand All](#)

No lane closure hours found.

**My Closures (11)** [Collapse All](#) [Expand All](#)

204148 - Construction - Accepted - (0118-17-71) Barrier Wall Work Maintenance Seal Coat STH 29, WCL to Red Cedar River Bridge   STH 29, Dunn County   DUNN	<a href="#">View</a>
---	----------------------


Click on the allowable hours needing acceptance. You will then be able to accept or reject the allowable hours individually or for all locations at once.

**Allowable Hours for Lane Closures** [Request Approval for All Locations](#)

Inactive **Pending Approval**

Begin County: BARRON End County: BARRON Highway: US 8 EB  
Begin Landmark: MAIN ST End Landmark: 21ST 1/2 ST  
- Shoulder Closures: From 12:00 AM on 05/01/2023 to 11:59 PM on 05/31/2023.


[Comment:](#)

[Accept](#) [Reject](#) 

Inactive **Pending Approval**

Begin County: BARRON End County: BARRON Highway: US 8 WB  
Begin Landmark: 23RD ST End Landmark: S SOO ST  
- Shoulder Closures: From 12:00 AM on 05/01/2023 to 11:59 PM on 05/31/2023.

[Comment:](#)

[Accept](#) [Reject](#) 

Once the allowable hours are accepted, they will be active. The regional manager also has the permission to de-activate them at any time by selecting deactivate from the project page.



# Lane Closure System – Accept

Allowable Hours for Lane Closures

Request Approval for All Locations

Deactivate

Active

Begin County: BARRON End County: BARRON Highway: US 8 EB  
Begin Landmark: MAIN ST End Landmark: 21ST 1/2 ST  
- Shoulder Closures: From 12:00 AM on 05/01/2023 to 11:59 PM on 05/31/2023.

Comment:

## AUTOMATIC ACCEPTANCE

There are several scenarios that will be automatically accepted by the system once entered. See the rules for auto-acceptance below.

Rules for Auto-Acceptance

What can be auto-accepted?

Maintenance Shoulder-only closures and Construction closures may be auto-accepted, according to the guidelines and rules below. Other Maintenance closures (Mainline, Ramps, etc.), Permit and Special Event closures, will not be auto-accepted.

General Guidelines for all Closures

1. Closure must be within the Advanced Warning Guidelines.

2. Closure cannot conflict with other closures.

3. Closure cannot conflict with any Calendar Events.

Maintenance Shoulder-only Closures

The closure needs to be in a single county. If the closure is in multiple counties, the Maintenance shoulder closure will not be auto-accepted.

The Regional Manager of each region can specify highways that are excluded from auto-acceptance. If a Maintenance shoulder closure is located on an excluded highway, it will not be auto-accepted. Otherwise, the closure will be auto-accepted.

The regional settings are listed in the tables below.

Construction Closures

In addition to the above General Guidelines, Construction closures must also meet the following rules:

1. Closure must be within the Allowable Lane Closure Hours set up in the Projects tab.

2. The Allowable Lane Closure Hours must already be accepted by the Regional Manager.

Priority roadways are higher volume roadways, such as interstates and expressways that may have more closure restrictions based on traffic volumes. Regions may adjust their own settings for auto acceptance on priority roadways. The Region Manager and/or System Manager can make these adjusts. To view each regional setting and highway exclude list go to the User Preference Tab and click on Auto-Acceptance Rules.



# Lane Closure System – Accept

LANE CLOSURE SYSTEM			Home	Projects	Request	Search	Reports	511 Local	Events	User Preference ▾	Admin ▾	Help	Contacts
The regional settings are listed in the tables below.		View Users											
		View Priority Roadways											
SW regional settings		Email Subscriptions											
		Rules for Auto-Acceptance											
Construction closure auto-acceptance: <b>Activated</b>													

## 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 so they are not listed in the summary page.

Delete Closure

×

Are you sure you want to Delete this closure?

(optional comment)

Yes, Delete

Close

A user may delete a selected facility if they have the correct authorizations. A facility which has been deleted will be assigned a status of deleted.

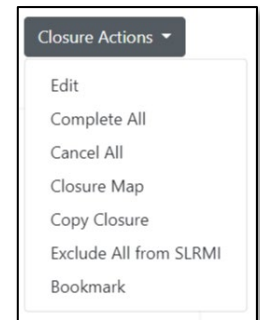


# Lane Closure System – Modify

## MODIFY

### MODIFY INTERFACE

A user can edit or reschedule a closure that has been accepted by choosing Edit in the *Closure Actions*. 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.



Much like in the *Accept* phase, users will be able to *Edit*, *Cancel*, or *Complete* a closure request. For a Construction closure, the user cannot edit the General section, but it can be edited for maintenance, permit, special event, or emergency closures.

### EDIT

In the *Edit* page, a user can edit the *Date/Time* 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 or edit any of the facilities associated with the general request. Do not modify the start date of a closure that has already happened or is on-going. Copy the closure or create a new closure. Regional Managers can edit a facility from their homepage.

### COPY CLOSURE

A closure (current or complete) can be copied, then edited with new information and dates so that the user does not need to recreate a new closure from the beginning.

### 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* deletes the general closure along with all its facilities. *Cancel* only deletes that selected facility and must be done within the facility.

Back

202357 | Maintenance | Accepted  
Priority Rdwy

<b>Maintenance Type:</b> Paint Testing	<b>Primary Contact:</b> Bucky Badger (bbadger) (123) 456-7890
<b>Other:</b>	<b>Secondary Contact:</b>
	<b>Emergency Traffic Control Contractor:</b>
	<b>Law Enforcement:</b>
	<b>Other Contact:</b>

Facility 1 | Mainline | Accepted  
Priority Rdwy

Facility Actions



# Lane Closure System – Modify

Cancel All Changes

Are you sure you want to cancel all chnages?

(optional comment)

Yes, Cancel All

Close

Facility 1 | Mainline | Accepted

Priority Rdwy

Facility Actions

Complete

Cancel

Roadway Status:

Lane or Shoulder Closure

Duration:

Daily from 01/20/2022  
- 03:00 PM, Th , F , Sat

Left Shoulder

Lane Shift

Lane Shift

Right Shoulder

Cancel Facility

Are you sure you want to cancel this facility?

(optional comment)

Yes, Cancel Facility

Close



# Lane Closure System – Modify

## 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 the facilities under the general closure. *Complete ALL* completes the general closure along with all its facilities. *Complete* only completes that selected facility.

Back>

202357 | Maintenance | Accepted  
Priority Rdwy

**Maintenance Type:** Paint Testing

**Other:**

**Primary Contact:** Bucky Badger (bbadger)  
(123) 456-7890

**Secondary Contact:**

**Emergency Traffic Control Contractor:**

**Law Enforcement:**

**Other Contact:**

**Closure Actions**

- Complete All
- Cancel All
- Bookmark
- Print
- Event Calendar
- Edit
- Closure Map

Complete All Facilities

Are you sure you want to complete all facilities?

(optional comment)

Yes, Complete All Close

Facility 1 | Mainline | Accepted  
Priority Rdwy

**Roadway Status:** Lane or Shoulder Closure

**Duration:** Daily from 01/20/2022 - 03:00 PM, Th, F, Sat

Left Lane Lane Right  
Shoulder Shoulder

Shift Shift

**Facility Actions**

- Complete
- Cancel

Complete Facility

Are you sure you want to complete this facility?

(optional comment)

Yes, Complete Facility Close





# Lane Closure System – Modify

---

## 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, for the pending date/time.

## AUTO COMPLETION OF CLOSURES

All closures will be completed at their end date and time unless extended by the requestor. The requestor will get an email notification 3 days in advance of their closure completion date to allow time to change the date and time if needed.



# Lane Closure System – Search

## SEARCH

### SEARCH INTERFACE

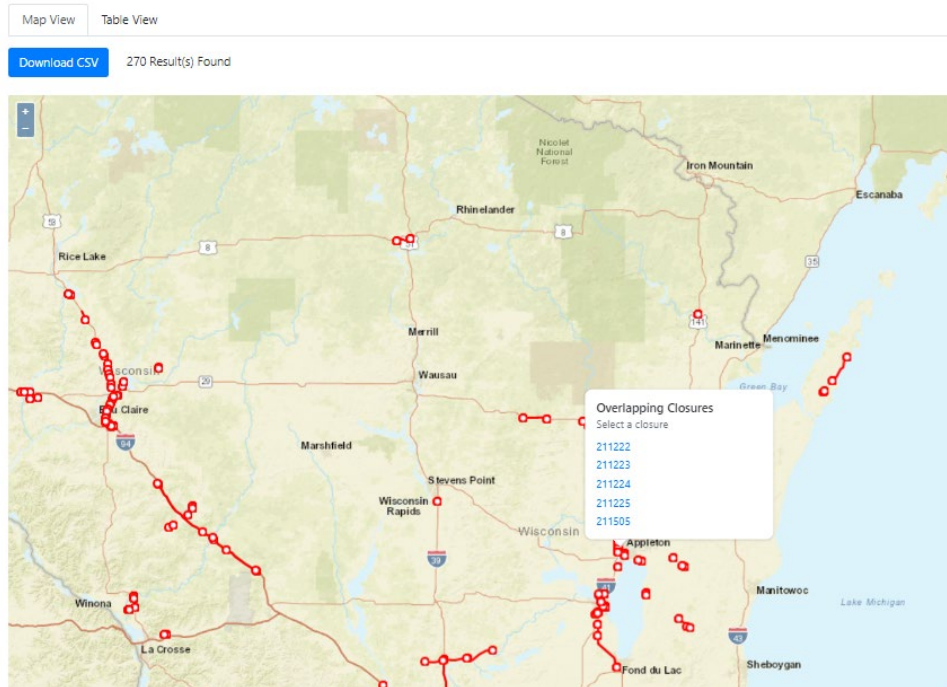
The *Search* interface is a view to access all closures within the system. The user can search by Project ID, Closure ID, Region/County, Highway, Closure Status, Closure Type, Date range, person who entered closure or find a location on the Map and select *Search* to display results. Results will be listed and displayed on the Map or in a List View. The dropdown menus (except the *Project ID* and *Entered By*) in the search feature are multi-select by clicking on each of the selections while in the dropdown. The user may also search on Project IDs with dates and closure status. Click the *Reset* button to clear the search.

The screenshot displays the 'Search Closures' interface. It features a form with multiple search criteria: Closure Type, Closure Status, Roadway Status, Color Status, Region, County, Highway, Duration Type, Begin Date, End Date, Project ID, Closure ID, and Entered By. There are also checkboxes for 'Limit Search' options. A 'Download CSV' button is located below the form. The bottom half of the interface shows a map of Wisconsin with a red pin indicating a search location. A dropdown menu for 'Closure Type' is open, showing options: Construction, Maintenance, Utility, Special Event, and Emergency. The 'Construction' and 'Maintenance' options are checked.

Once the results are displayed on the map, the user can click *View* to review closure information, modify the closure or copy the closure for a new request.



# Lane Closure System – Search



## COMMA SEPARATED VALUE (CSV)

The LCS gives users the ability to save closures outside of the LCS in a Microsoft Excel format. The user can do so in multiple areas of the LCS, such as *Accept*, *Modify*, *Search*, and *Reports Interfaces*. Clicking the *Download CSV* button will return a file with only the closure listed. The example below displays a *Summary CSV* report for all the closures listed.

FileHomeInsertPage LayoutFormulasDataReviewViewAcrobat

PasteCopyFormat Painter

ClipboardFontAlignNumber

Calibri11A<sup>+</sup>



# Lane Closure System – Reports

## REPORTS

### REPORTS INTERFACE

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.

The following are the types of reports available:

- Closures in Violation of the Advanced Warning Guidelines
- End of Year Report: How many closures each Region has accepted
- Auto-Accepted Closures
- Closures Not Auto Accepted
- User Report: How many closures did you request, accept, etc.
- Total Lane Miles

Choose the required fields and select *Generate Report* to display results.

### Closures in Violation of Advanced Warning Guidelines

Region: SW Last 30 Days

Generate

Last 30 DaysLast 60 DaysLast 90 Days

### Auto-Accepted Closures Report

Region: SW Last 30 Days

Generate

Last 30 DaysLast 60 DaysLast 90 Days



# Lane Closure System – Local Roads

## LOCAL ROADS

### 511 LOCAL

511 Local is used to report construction only 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.

For Construction projects, local road closures may be added and submitted into to LCS through the regular Request process.

**Add Facility**

To add a facility, begin by selecting a Facility Type and Roadway Status. Then, schedule the facility using the calendar pop-up, fill location using the location pop-up. Finally, fill out the restriction details and detour information where required.

**Facility Type:** Local Road ✓

**Roadway Status:** --Select--

**County:**

**Roadway:**

**Direction:**

**Begin Location:**

**End Location:**

**Schedule Closure**

For local road closures only, additional lane types have been added to identify sidewalks, bike lanes, parking lanes and center turn lanes.



In the Add/Edit Local Road Location screen, the user will need to manually type the Roadway name, select the Direction, type in the Begin and End location and draw the local road closure by clicking on the map to add a point and activate the line drawing tool. With the line drawing tool active, click on the map to add new points to make up your line. Double-click to finish drawing. Click the blue checkmark for more information. More detailed instructions and figures are below.





# Lane Closure System – Local Roads

### Add/Edit Local Road Location

Facility Type: Local Road

County: WAUKESHA ✓

Roadway: Merrill Hills Rd ✓

Direction: NB ✓

Begin Location: STH 50 Genesee Rd ✓

End Location: Sunset Dr ✓

**Drawing Local Road:**

Click on the map to add a point and activate the line drawing tool. With the line drawing tool active, click on the map to add new points to make up your line. Double-click to finish drawing. Click the blue checkmark for more information.

Confirm

Cancel

Reset

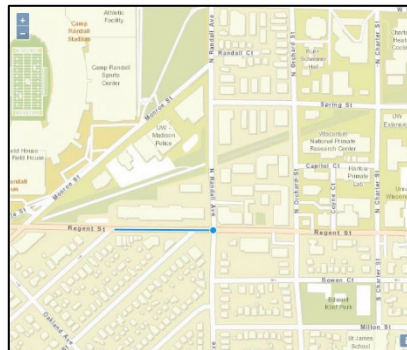
## Drawing Local Road Closures

Click on the map to add a point and activate the line drawing tool. With the line drawing tool active, click on the map to add new points to make up your line. Double-click to finish drawing.

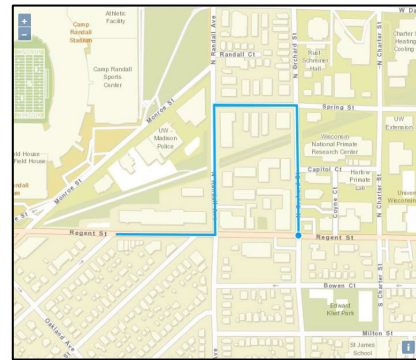
**Step 1:** Click on the map at the start of the local road closure to activate the line drawing tool.



**Step 2:** Move your cursor to the next point in the local road closure and click on the map to add a new point.



**Step 3:** Repeat Step 2 until you have a line that covers the full area of the local road closure. Double-click on the last point of the line to finish drawing and deactivate the line drawing tool.



**Step 4:** To edit the line drawing, hover over a point on the line you would like to edit, click, and drag to the correct position. To start a new line drawing, restart from Step 1 and the previous line drawing will be automatically removed.





# Lane Closure System – Calendar

## EVENT CALENDAR

### 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 is to provide a repository of special events throughout the state to inform personnel requesting or accepting closures of potential events and conflicts with lane closures.

The user can search for events based on the region and/or date range.

A screenshot of the 'Event Calendar Search' interface. It features a title 'Event Calendar Search' at the top. Below the title, there is a 'Region:' label followed by a dropdown menu currently set to 'All'. Below that, there is a 'Date Range:' label followed by two date input fields separated by 'To'. The first input field contains the placeholder 'MM/DD/YYYY'. Below the date range fields is a blue 'Submit' button. In the bottom right corner of the interface, there is a blue button labeled 'Add Planned Event'.

The user can select a standard event or enter their own event. If the standard event is selected, the system will auto-populate the location, affected regions, affected highway. If the user enters their own event, the user will fill in the required fields.





# Lane Closure System – Email

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## EMAILS

### Email Notifications

There are several different emails that users receive or can subscribe to which are listed below.

1. Full Closures Notification – these emails are sent to the Traffic Management Center every morning alerting them of any new upcoming full closure on priority and non-priority roadways.
2. Auto-Completion of Closures – these emails are sent to the requestor of the closure alerting them that their closure is nearing its completion date and they should extend the end date if needed before the closure is auto-completed.
3. Closure Entered is accepted/rejected – these emails are subscription based and are sent to the requestor of the closure notifying them of their closure being accepted or rejected.
4. Pending Change is accepted/rejected - these emails are subscription based and are sent to the requestor of the closure notifying them of their pending change being accepted or rejected.



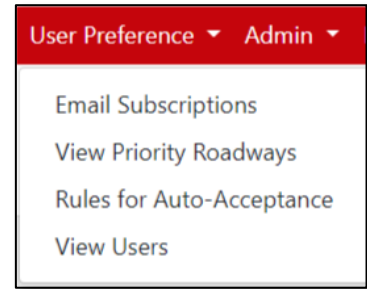
# Lane Closure System – Preferences

## USER PREFERENCE

### USER PREFERENCES INTERFACE

The User Preference pulldown menu allows users to do the following:

*Email Subscription:* Here users can update their email preferences and receive emails when a closure they entered is accepted/rejected and when a pending change they entered is accepted/rejected.



### Email Subscription

Users can subscribe to the following emails.  
Please select the ones you are interested in.

(Suggested for Requesters)

☒ Email me when a closure I entered is accepted/rejected.

☒ Email me when a Pending Change I entered is accepted/rejected.

*View Priority Roadways:* This interface lists all the priority roadways and corridors within those priority roadways.





# Lane Closure System – Preferences

*View Users:* This interface is searchable and lists all users by user ID, name, role, user type, and region.

View Users

Show

10

entries

Search:

Bucky

UserID	Name	Role	User Type	Region	Last Modified
<a href="#">bbadger</a>	Badger, Bucky	Requestor	All	SW	10/15/2020 by bbadger

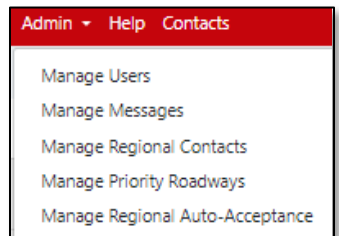


# Lane Closure System – Resources

## ADMIN

### ADMIN INTERFACE

The *Admin* interface has five links and is only available to those roles that have administrative authorization. Admin features are available to System Manager and Regional Managers only.



### MANAGE USERS

The *Users* link allows a user to add, edit, or delete users including altering the role, type, region, and access authorization.

	UserID	Name	Role	User Type	Region	Last Modified
<a href="#">Add New User</a>						
Show 10 entries						
	<a href="#">diota4p</a>	Pinter, Andrew	Limited Approver	Maintenance	SE	10/05/2021 by bbadger
	<a href="#">D.Gates</a>	Gates, Dylan	Limited Approver	Permit	SE	06/29/2021 by bbadger
	<a href="#">diotarj</a>	Johnson, Allan	Limited Approver	Maintenance	SW	08/08/2020 by cmills28
	<a href="#">dotb2m</a>	Meyer, Brian	Limited Approver	Construction	SW	08/08/2020 by cmills28
	<a href="#">ajmeyer</a>	Meyer, Aaron	Limited Approver	Construction	SE	08/08/2020 by cmills28
	<a href="#">DITMXS</a>	Smith, Matthew	Limited Approver	Construction	SE	08/08/2020 by cmills28
	<a href="#">parker-test</a>	Parker, Steven	Requestor	All	SW	03/11/2021 by bbadger
	<a href="#">mtbertucci</a>	Bertucci, Matthew	Requestor	Construction	NE	08/08/2020 by cmills28
	<a href="#">diotr1p</a>	Pitsch, Nicholas	Limited Approver	Construction	NW	08/08/2020 by cmills28
	<a href="#">jchneider</a>	Schneider, Joe	Regional Manager	All	SW	11/09/2020 by bbadger
Showing 1 to 10 of 59 entries						
Previous 1 2 3 4 5 6 Next						

### MANAGE MESSAGES

The *Messages* link allows a System Manager or Regional Manager the ability to add, edit, or delete messages within the system.

### Message

Subject High Priority

[Add new Message](#)

### Add Message

High Priority

Subject

Message

[Submit](#) [Cancel](#)



# Lane Closure System – Resources

## MANAGE REGIONAL CONTACTS

The *Manage Regional Contacts* link allows a user to edit the primary contact for each region.

Manage Regional Contacts					
	Region	UserID	Name	Email	Phone
<a href="#">Edit</a>	SW-Madison	jkoester	Jason Koster	jason.koster@dot.wi.gov	608-440-1331
<a href="#">Edit</a>	SW-La Crosse	jschneider	Joe Schneider	joseph.schneider@dot.wi.gov	608-789-5959
<a href="#">Edit</a>	SE-Region	dotr7b	Rebecca Klein	rebecca.klein@dot.wi.gov	262-540-8728
<a href="#">Edit</a>	NE-Region	falkster16	Joshua Falk	joshua.falk@dot.wi.gov	920-492-7165
<a href="#">Edit</a>	NC-Rhineland	dotcla	Cara Abts	Cara.Abts@dot.wi.gov	715-421-8024
<a href="#">Edit</a>	NC-Wisconsin Rapids	dotcla	Cara Abts	Cara.Abts@dot.wi.gov	715-421-8024
<a href="#">Edit</a>	NW-Eau Claire	dotc4h	Chad Hines	chad.hines@dot.wi.gov	715-836-7276
<a href="#">Edit</a>	NW-Superior	dotc4h	Chad Hines	chad.hines@dot.wi.gov	715-836-7276

## MANAGE PRIORITY ROADWAYS

The *Manage Priority Roadways* link 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.

Priority Roadway List							
<a href="#">Add PR</a>		<a href="#">Map view</a>					
	Hwy	Begin Region	Begin County	Begin Location		End Region	End County
<a href="#">Delete</a> <a href="#">Edit</a>	WIS 29 WB	NW	CLARK	MARATHON - CLARK CO LINE		NW	DUNN
<a href="#">Delete</a> <a href="#">Edit</a>	US 45 NB	SE	WASHINGTON	US 41 NB		SE	WASHINGTON
<a href="#">Delete</a> <a href="#">Edit</a>	US 45 SB	SE	WASHINGTON	D (B-66-0067 END)		SE	WASHINGTON
<a href="#">Delete</a> <a href="#">Edit</a>	WIS 119 EB	SE	MILWAUKEE	I-43 NB (B-40-0827 BEGIN)		SE	MILWAUKEE
<a href="#">Delete</a> <a href="#">Edit</a>	WIS 119 WB	SE	MILWAUKEE	WIS 119 WB MAINLINE		SE	MILWAUKEE
<a href="#">Delete</a> <a href="#">Edit</a>	WIS 145 NB	SE	MILWAUKEE	W FOND DU LAC AVE (WB)		SE	MILWAUKEE

## MANAGE REGIONAL AUTO-ACCEPTANCE

The *Manage Regional Auto-Acceptance* link allows the Regional Manager to set automatic acceptance for certain closure types on certain highways. Below are the guidelines for auto-accepting projects:

- Closures must be within the Advanced Warning Guidelines



# Lane Closure System – Resources

- Closure cannot conflict with other closures (3-mile buffer)
- Closure cannot conflict with any Calendar Events
- Closure must be within the Allowable Hours
- Allowable Hours must already be accepted by Regional Manager

**Regional Settings for Auto-Acceptance**

Region:

**Auto-Acceptance for Maintenance Shoulder:**

For maintenance shoulder closure, exclude the following highways:

	County	Highway
<input type="button" value="Edit"/>	MILWAUKEE	I-94 EB
<input type="button" value="Delete"/>		
<input type="button" value="Edit"/>	MILWAUKEE	I-94 WB
<input type="button" value="Delete"/>		

## RESOURCES

### DOCUMENTATION

Various help tools and documentation are available at this [link](#) to 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



# Lane Closure System – Resources

[Home](#)  
[Services](#)  
[Products](#)  
[Applications](#)  
[Documents](#)  
[Traffic Video](#)  
[Resources](#)

## WisLCS Documentation

*This page has been updated with user documentation and training materials for the WisLCS 2.0 (March 2022).*

**[WisLCS Advance Notification Guidelines](#)**  
Advance notification guidelines for entering Lane Closure System requests. Updated March 2022.

**[WisLCS 2.0 User Manual](#)**  
User Manual for the Wisconsin Lane Closure System Version 2.0. Updated March 2022.

**WisLCS 2.0 Training Materials**  
Presentations and recorded sessions from the March 2022 Wisconsin Lane Closure Version 2.0 Virtual Training.

Construction Project Closures	<a href="#">Presentation</a>	<a href="#">Recording</a>
Maintenance / Permit Closures	<a href="#">Presentation</a>	<a href="#">Recording</a>
Regional Managers Training	<a href="#">Presentation</a>	<a href="#">Recording</a>

**[Lane Closure System FAQ](#)**  
WisLCS 2.0 Frequently Asked Questions. Updated March 2022.

[Back to WisLCS Home](#)

## HELP

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

[About](#) | [Contact](#) | [Help](#) | [TOPS Lab](#)

## 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](mailto:wislcs@topslab.wisc.edu)



# Lane Closure System – Resources

### WisLCS Contact Information

**WisDOT Regional Contacts**

Most questions about WisLCS usage should be directed to the WisDOT contact person for your region:

Region	Name	Email address	phone
SW-Madison	Joe Schneider	<a href="mailto:joseph.schneider@dot.wi.gov">joseph.schneider@dot.wi.gov</a>	608-789-5959
SW-La Crosse	Joe Schneider	<a href="mailto:joseph.schneider@dot.wi.gov">joseph.schneider@dot.wi.gov</a>	608-789-5959
SE-Region	Tom Boyke	<a href="mailto:Thomas.Boyke@dot.wi.gov">Thomas.Boyke@dot.wi.gov</a>	262-548-8642
NE-Region	Joshua Falk	<a href="mailto:joshua.falk@dot.wi.gov">joshua.falk@dot.wi.gov</a>	920-366-8033
NC-Rhineland	Cara Abts	<a href="mailto:Cara.Abts@dot.wi.gov">Cara.Abts@dot.wi.gov</a>	715-459-4788
NC-Wisconsin Rapids	Cara Abts	<a href="mailto:Cara.Abts@dot.wi.gov">Cara.Abts@dot.wi.gov</a>	715-459-4788
NW-Eau Claire	Chad Hines	<a href="mailto:chad.hines@dot.wi.gov">chad.hines@dot.wi.gov</a>	715-836-7276
NW-Superior	Chad Hines	<a href="mailto:chad.hines@dot.wi.gov">chad.hines@dot.wi.gov</a>	715-836-7276

For technical support, including user account related questions and issues entering closure requests into the system, email: [wislcs@topslab.wisc.edu](mailto:wislcs@topslab.wisc.edu)

For additional information about the WisLCS:

Erin Schwark  
Statewide Work Zone Operations Engineer  
Bureau of Traffic Operations  
Wisconsin Department of Transportation  
Email: [erin.schwark@dot.wi.gov](mailto:erin.schwark@dot.wi.gov)

Steven Parker  
Managing Director / IT Program Manager  
Traffic Operations and Safety (TOPS) Laboratory  
University of Wisconsin-Madison  
Email: [sparker@engr.wisc.edu](mailto:sparker@engr.wisc.edu)

## CALENDAR TOOL HELP

This section provides more detailed information on how to enter daily, weekly and continuous closures, including examples.

### Daily Closure

Daily: A daily closure should be used when a closure occurs on a recurring daily or nightly basis. The closure is active for only part of each day.

Example: Monday, June 3, 2024 - Friday, June 28, 2024, from 9:00 PM to 6:00 AM, each day. The drums are dropped at 9:00 PM and picked up again at 6:00 AM each day the closure is active. You can also now enter up to **two** different closure times for one day for daily closures. In addition to the closure times above, you could also request another begin/end time such as 9:00 AM to 3:00 PM. A closure like this would avoid peak hour restrictions.

Pick Closure Dates ⓘ

Duration Type:

Daily ✓

Closure Begin & End Time:

Start: 12:00 AM

End: 11:59 PM

+ Add Second Hour

ADD SECOND HOUR





# Lane Closure System – Resources

Daily closures may optionally have Bulk Exclude Days or Exclude Dates which are days/dates to be excluded within the date range.

**Bulk Exclude:** If the daily closure was not to be active on Saturdays, you would check Saturday under Bulk Exclude. This will deselect all Saturdays between June 3 - June 28 on the calendar, implying the closure will not start at 9:00 PM on Saturdays.

**Exclude Dates:** If the closure will not be active on a particular day within the date range, clicking on the date on the calendar will deselect it, indicating a single Exclude Date. This will be listed below the calendar, where you can enter a Begin Time & End Time of the exclusion. Multiple Exclude Dates are allowed.

Pick Closure Dates

**SELECT DURATION**

Duration Type:

**ENTER START/END TIME, UP TO TWO CLOSURE TIMES**

Closure Begin & End Time:

Start:

[- Remove Second Hour](#)

**SELECT START/END DATE ON CALENDAR**

Calendar

Selected: 06/03/2024 - 06/28/2024 (22 Days)

**SELECT DAY OF WEEK TO BULK EXCLUDE, IF NEEDED**

Bulk Exclude:

☐ Sunday  
☐ Monday  
☐ Tuesday  
☐ Wednesday  
☐ Thursday  
☐ Friday  
☒ Saturday

**CLICK ON DATE TO EXCLUDE SPECIFIC DATE**

Exclude Dates Begin & End Time

06/19/2024:

Click on individual calendar dates to exclude them

## Weekly Closure

A weekly closure should be used when a closure occurs continuously for a few days each week, on a recurring basis week after week.

Example: Monday, May 6, 2024 – Friday, June 29, 2024, from 6:00 AM Monday to 12:00 PM Friday. The drums would be dropped every Monday at 6:00 AM, and picked up every Friday at 12:00 PM, each week the closure is active. The calendar will automatically deselect Saturdays and Sundays since the closure is only happening during the week, Monday through Friday.

- Used for maintenance operations where a lane closure is in place for the week and taken down for the weekend.
- Used for projects that can have a lane closure for the entire week but can't have one on the weekends or after a certain time due to recreational traffic.



# Lane Closure System – Resources

Exclude Dates: If the closure will not be active on a particular day within the date range, clicking on the date on the calendar will deselect it, indicating a single Exclude Date. This will be listed below the calendar, where you can enter a Begin Time & End Time of the exclusion. Multiple Exclude Dates are allowed.

Pick Closure Dates ? ×

**Duration Type:** SELECT DURATION

Weekly ✓

**Closure Begin & End Time:** ENTER START/END TIME

Start: 06:00 AM ✓ End: 12:00 PM ✓

**Calendar:**

Selected: 05/06/2024 to 06/28/2024 (52 Days)

SELECT START/END DATE ON CALENDAR, SINCE IT IS WEEKLY – SAT/SUN ARE NOT SELECTED

CLICK ON DATE TO EXCLUDE SPECIFIC DATE

**Exclude Dates Begin & End Time**

05/27/2024:	12:00 AM ▼	11:59 PM ▼	Memorial Day
06/19/2024:	12:00 AM ▼	11:59 PM ▼	Juneteenth

Click on individual calendar dates to exclude them

Reset Close Save Changes

## Continuous Closure

A continuous closure should be used when the work zone is in place 24/7, long term, typically lasting more than one week, starting on the Begin Date and Time, and ending on the End Date and Time.

Example: Monday, May 6, 2024 – Tuesday, July 2, 2024, from 7:00 AM to 3:00 PM. The drums are dropped at 7:00 AM on Monday, May 6, and picked up at 3:00 PM Tuesday, July 2. This is a long term closure.

Exclude Dates: if the closure will not be active on a particular day within the date range, clicking on the date on the calendar will deselect it, indicating a single Exclude Date. This will be listed below the calendar, where you can enter a Begin Time & End Time of the exclusion. Multiple Exclude Dates are allowed.



# Lane Closure System – Resources

Pick Closure Dates ? ×

**Duration Type:** Continuous ✓

**Closure Begin & End Time:**

Start: 07:00 AM ✓ End: 03:00 PM ✓

**Calendar:**

Selected: 05/06/2024 to 07/02/2024 (55 Days)

**SELECT DURATION**

**ENTER START/END TIME**

**SELECT START/END DATE ON CALENDAR**

**CLICK ON DATE TO EXCLUDE SPECIFIC DATE**

**Exclude Dates Begin & End Time**

05/25/2024:	<span>12:00 AM</span> ▼	<span>11:59 PM</span> ▼	<span>Memorial Day</span> ⚙
05/26/2024:	<span>12:00 AM</span> ▼	<span>11:59 PM</span> ▼	<span>Memorial Day</span> ⚙
05/27/2024:	<span>12:00 AM</span> ▼	<span>11:59 PM</span> ▼	<span>Memorial Day</span> ⚙



Click on individual calendar dates to exclude them

Reset Close Save Changes

## 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 is available here: <http://transportal.cee.wisc.edu/training/WisLCS/>.

The LCS User Manual and trainings can be found here: <https://transportal.cee.wisc.edu/closures/manual.html>



### Wisconsin Lane Closure System (WisLCS)

Enter the Wisconsin Lane Closure System **live** site.

**New User - WisLCS Account Request Form**  
Online form to request a Lane Closure System login account.

**WisLCS User Manual and Documentation**  
WisLCS Quick Reference, User Manual, and other documentation.

**Lane Closure System Training Site**  
Enter the WisLCS 2.0 Training site.

**WisLCS Contact Information**  
WisDOT regional contacts and technical support.