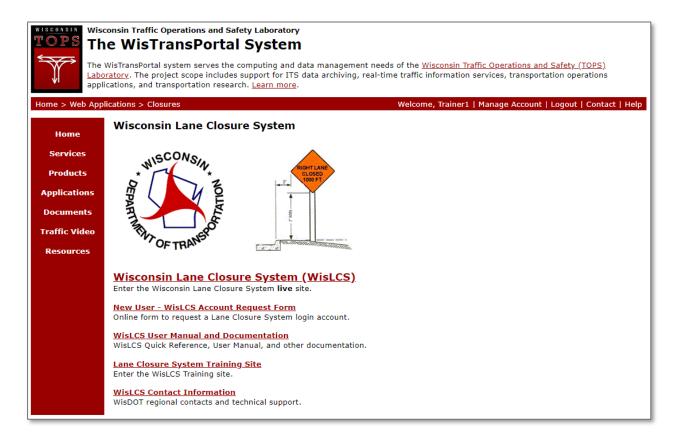


Lane Closure System – Construction

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



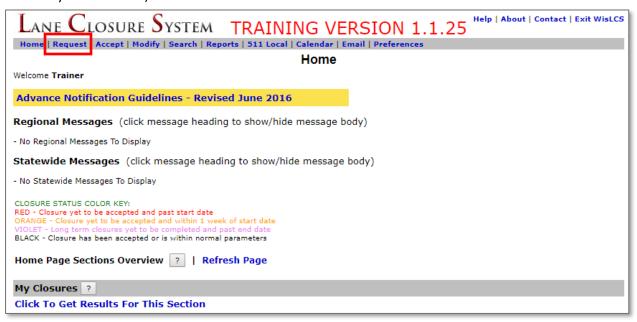
For a complete guide to the LCS, please follow the link below.

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

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

Select the Wisconsin Lane Closure System link to begin.

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



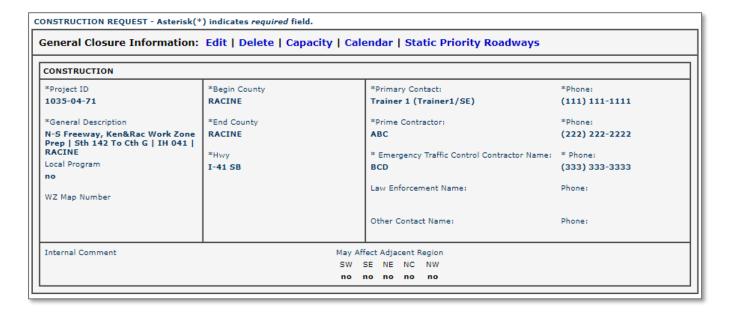


Fill in the required fields denoted by an asterisk (*). When the user selects the Award Year and Project ID, the location will auto-populate with the project information. The user will have to select the appropriate highway from the Hwy field, which is always entered by direction. When selecting the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

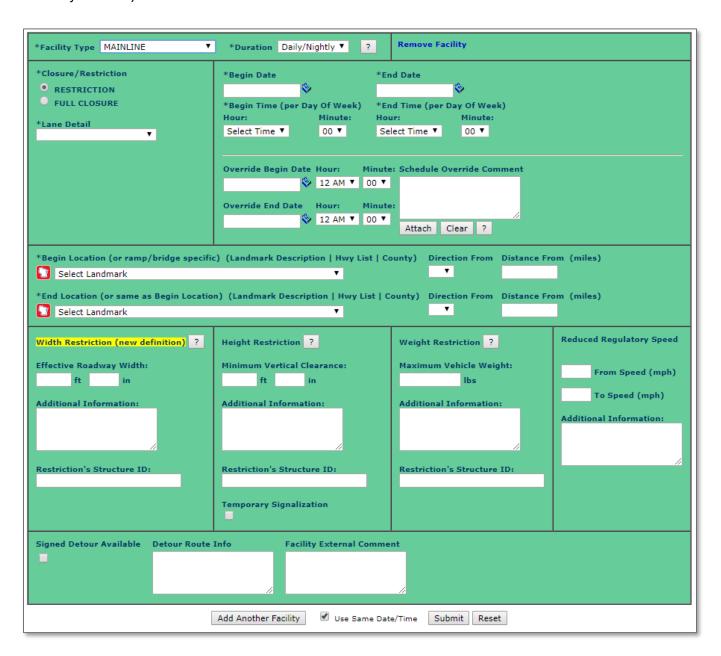
- The "Begin County" will auto-populate to the county listed with the project, but can be changed if the actual starting location differs. The "End County" defaults to the same county as the "Begin County," but can be manually changed if the closure traverses into a different county.
- The "Hwy" field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

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

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



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



Facility Type

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

Duration

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

Closure / Restriction

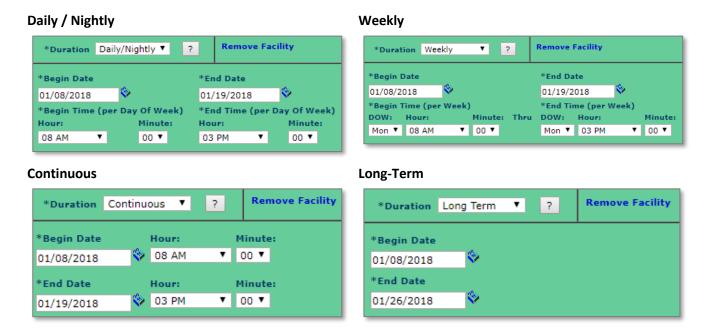
A closure is either a restriction or a full closure. When the **Restriction** radio button is selected, the Lane Detail drop down becomes a required field. Possible selections for the lane detail are:



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

Begin / End Date & Time

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

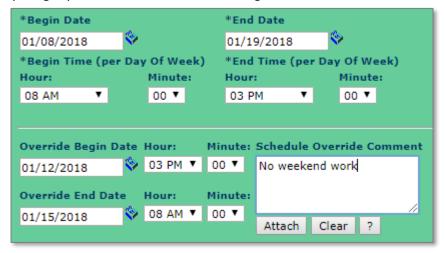


Schedule Override

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



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



Begin / End Location

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

Multiple Facilities

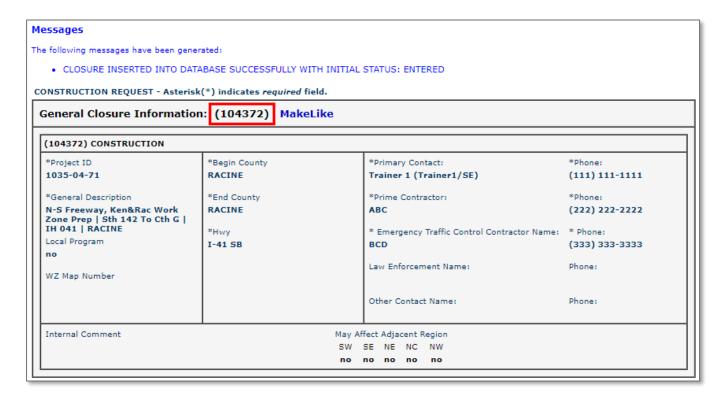
Any closure can have more than one facility, such as if the work zone will consist of a lane and a ramp(s) closure. In order to add an additional facility, click the **Add Another Facility** button. Facility #1 can be edited by selecting the edit button next to the "Facility (1)". If this edit button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

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

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



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



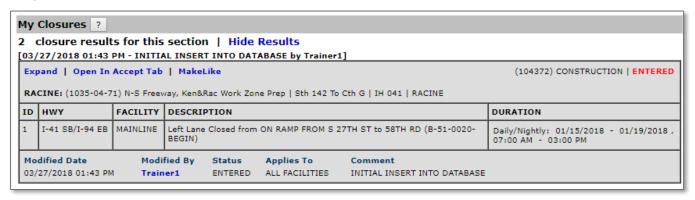
This closure, and any others you create, can be found on the Home Page under My Closures.



Click the link to get the results link.

My Closures ?	
2 closure results for this section	Show Results

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



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

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