

LANE CLOSURE MANAGEMENT

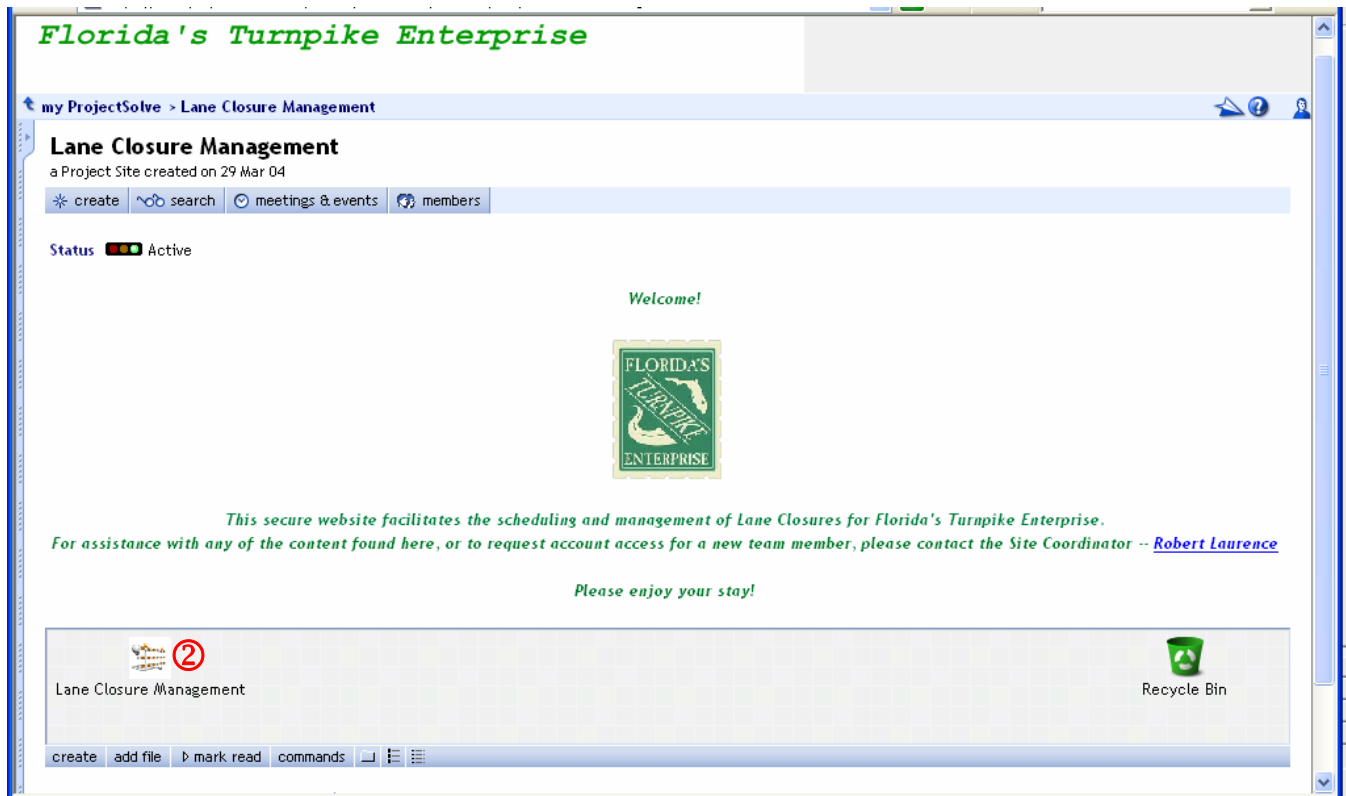
INSTRUCTIONS FOR INPUT

GETTING STARTED

① Do not check (✓) “Save login info” unless you are using your own computer. Saving info on another computer will enable anyone to log in and use your name to generate information.

② Click **once** on Lane Closure Management.

GETTING STARTED (continued)



- ① Click **once** on Lane Closure Management (LCM) icon. Once the LCM input screen opens there are choices to be made. See below for explanations.

There are several scenarios for checking on the status of a previously submitted request or creating a new request. Each procedure listed below is explained in detail on the following pages.

- A. Checking the status of lane closure (LC) requests by using a filtering feature.
- B. Create a new LC request
- C. Copy a previously submitted LC to extend closure dates.

Once you create a request and submit it, it will pass to the Project Manager (PM). The PM will review and may add comments, if appropriate, and then the PM will pass onto the next level. The Operations Director in the Turnpike's Pompano office approves nighttime closures. Daytime Closures are approved through the DOT Tallahassee office.

You will receive an e-mail alert for each level of review notifying you that it has been reviewed and sent to the next level. The e-mail includes links in the event you wish to review any changes.

For any problems with using LCM, contact Peter Bodine, Pompano ext. 1108.

A. Creating a Lane Closure Notices Listing

Lane Closure Management System
Lane Closure Notices Listing ①

Create Report Create Closure Notice Exit

Filter Selection Criteria

Include Closure Notices: Roadway Closure ▾
 Include Special Events:

Status: All ▾ Road to be Closed: All ▾
 Direction: All ▾ Milepost Distance: [] to []
 Closure Dates: ② 7/1/2005 [calendar] to 1/22/2006 [calendar] Date Entered: [] to []
 (mm/dd/yyyy) (mm/dd/yyyy)
 Request Source: ③ Seminole Expressway Resurfacing and Guardrail Update ▾

Show Filtered List ④

△ ID	Request Status	Type	Project Description	Roadway	Direction	Start / End MP's	Start / End Date
E8F66-0001	Performed as Planned	Roadway Closure	Seminole Resurfacing	Seminole Expressway	Southbound, Northbound	37.7 - 46.3	7/15/2005 - 7/15/2005
E8F66-0001A	Approved	Roadway Closure	Seminole Resurfacing	Seminole Expressway	Southbound, Northbound	37.7 - 46.3	7/17/2005 - 7/26/2005
E8F66-0002	Cancelled	Roadway Closure	Seminole Resurfacing	Seminole Expressway	Northbound, Southbound	37.3 - 46.3	7/31/2005 - 8/26/2005
E8F66-0003	Approved	Roadway Closure	Seminole Expressway Resurfacing	Seminole Expressway	Southbound, Northbound	37.7 - 46.3	7/31/2005 - 8/26/2005
E8F66-0004	Approved	Roadway Closure	Seminole Expressway Resurfacing	Turnpike Mainline	Southbound, Northbound	37.7 - 46.3	7/18/2005 - 8/22/2005

Done Internet

- ① Lane Closure Notices Listing is the first pop-up screen. From this screen you can view all notices from a selected source. *Numbers ② and ③ are the only data entries required in generating a "project specific" list.* There are several other scenarios for sorting, which is self-explanatory.
- ② Closure dates: click once on the calendars and select dates that will cover a range of time to cover any open closures. For instances, if you have an approved closure dated 7/15/05 to 8/31/05 enter dates of 7/1/05 to 9/30/05 to ensure the filter will include all closures.
- ③ Requested Source: click once on the down arrow and select the project you wish to list.
- ④ Show Filtered List: click **once** on the "Show Filtered List" icon to list projects within the timeframe indicated.
- ⑤ From this point you can copy a previously submitted closure or create a new closure. See following pages.

B. Creating a New Lane Closure Notice

Lane Closure Notices
Create Notice

Submit Cancel

Request Source: Lake County Mainline Projects **Section ①**

Date Requested: 7/21/2005

FIN#:

Project Description:

State Road to be Closed: Tumpike Mainline

Closure Type: Roadway Closure

Closure Requested By: CEI Perdue, Sherry

Route To: Project Manager

Contract #:

Permit #:

* Start MP:

* End MP:

Closure Location:

Directions & Ramps Affected * **Section ②**

Northbound Southbound Eastbound Westbound

* Number of Closed Lanes: * Number of Open Lanes: Total Number Thru Lanes: 0

Additional Location Description:

Section ① Data Input: Each PA can only request closures for the projects to which he is assigned. Drop-down menu contains only assigned projects. The following information is required:

FIN#: 11 digits, no hyphens, no spaces. If there is more than one project number then list the first one.

Contract #: sample: E8F66

Permit #: leave blank

Project Description sample: Seminole Expressway Resurfacing.

State Road to be Closed: This is a drop-down menu selection.

Start/End MP: fill in.

Closure Type: drop-down menu selection.

Section ② Directions & Ramps Affected: Select all that apply, i.e., northbound and southbound.

Number of Closed/Open Lanes: There is some discussion about the correct number of lanes to insert. The PM and writer agree that it should read 3 and 1 for a total of four but Bruce Seiler wants to see 2 and 1. The "total" will calculate itself.

Additional Location Description: The following should be added in the event there is more than one closure in more than one direction:

Only one direction will be closed at a time.

Continued on next page

B. Creating a New Lane Closure Notice (continued)

The screenshot shows a web form with the following sections:

- Dates of Closure:** * (required). Includes a start date field (7/25/2005), a "thru" label, an end date field (8/25/2005), and a "(mm/dd/yyyy)" label. A "View Impacted Events" button is below. A "Section 3" annotation is placed over the date fields.
- Hours to be closed:** Includes input fields for "Monday thru Thursday:", "Friday:", and "Saturday & Sunday:". Each has a "thru" label and "(hh:mm am/pm)" label. A checkbox "Is this a daytime closure request?" is below.
- Closure Dates:** A list of dates from 7/25/2005 to 8/25/2005, with 7/26/2005 through 7/29/2005 selected in blue.
- Description of work to be performed:** * (required). A large text area with a "Section 4" annotation.

The Windows taskbar at the bottom shows the Start button, taskbar icons for "PS-LCM instructions.d...", "Lane Closure Manage...", and "Lane Closure Notices ...", and a system tray with "Internet" and "3:31 PM".

Note: All data entry fields marked with an asterisk (*) are required.

- Section 3** Dates of Closure: **Click once** on the first calendar icon to select a start date. Go to the thru date, **click once** on calendar icon to select end date. Days of the week will automatically be inserted below date.
- Closure Dates: Once the end date is selected a drop-down menu (to the right) will open containing all dates from start to end. You should have a calendar to view while deselecting the dates to remove from closure date list.

To select dates to be removed:

- Hold down the "control" key** until all dates have been selected to eliminate from the list. Depending on number of dates you may have to scroll down in order to see all dates but you must continue to hold down the "control" key until you are finished. Once finished selecting dates release the control key and fill the "Hours to be closed" boxes.
- Hours to be closed: Click in each box and type in time of closure. If you are requesting a daytime closure, check the box provided under the time entries.
- View Impacted Events: *After completing Section 4* input (see below) and all other required areas, click on the "View Impacted Events" to complete form before submitting.

Section 4 Description of Work to be Performed: fill in description in the box provided.

Add the following (per instructions of PM):

DAB Lane closure in accordance with plan sheet 30.
SEM Lane closure in accordance with plan sheet 66.
Nights: Sunday night lane closures are justified by lane closure analysis.
Days: No Saturday or Sunday closures.

B. Creating a New Lane Closure Notice (continued)

Lane Closure Notices
Create Notice

Section 5

Submit Cancel

Request Source: Lake County Mainline Projects
Date Requested: 7/21/2005
FIN#:
Project Description:
State Road to be Closed: Tumpike Mainline
Closure Type: Roadway Closure

Closure Requested By: CEI Perdue, Sherry
Route To: Project Manager
Contract #:
Permit #:
* Start MP:
* End MP:

Closure Location:

Directions & Ramps Affected *

Northbound Southbound Eastbound Westbound

* Number of Closed Lanes: * Number of Open Lanes: Total Number Thru Lanes: 0

Additional Location Description:

Section 5 When all required data has been entered, **click** on the “submit” icon in upper left hand corner. This will route the request to the PM to review. *You cannot make any changes at this point.*

Review your submitted request by going to the screen described on page 3. After completing the filter process, **click** on the ID number, i.e., E8F66-0007 to open the file. If you discover any errors, fax the PM a copy of the contractor’s request form and the request you completed with errors marked. The PM will have the opportunity to correct any problems before the request is sent to the next level.

C. Copy LC to Extend Closure Dates

Lane Closure Notices

View Lane Closure Notice

Section ①

Done

Copy Notice

Completed

Not Completed

Partial Lane Closure Notice

Notice ID: E8F66-0004

Request Source: Seminole Expressway Resurfacing and Guardrail Update

Closure Type: Roadway Closure

FIN#: 413669-1-52-01

Project Description: Seminole Expressway Resurfacing

Roadway Closure: Turnpike Mainline

Current BIC: Traffic Ops Final Disposition

Current Status: Approved

Closure Requested By: CEI - Moffatt, Scott

Date Requested: 7/15/2005 7:19:04 PM

Contract #: E8F66

Permit #:

Start/End MP: 37.7 - 46.3

Closure Location

Directions Affected: Southbound with no ramps affected. Northbound with no ramps affected.

Additional Location Description: only one direction will be closed at a time.

Dates of Closure: 7/18/2005 - 8/22/2005

July 2005						
Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

August 2005						
Mo	Tu	We	Th	Fr	Sa	Su
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Hours to be closed:

Monday thru Thursday: 9:00 AM - 4:00 PM

Friday: 9:00 AM - 4:00 PM

Saturday & Sunday: N/A

This is a daytime closure request.

Description of work to be performed:

Close single lane to traffic to install reflective tape for Laser Profiler testing of smoothness for existing asphalt, pavement surface, & new structural/friction courses. No lane closures allowed on Saturday. Lane closure times in accordance with plan sheet no. 66.

Follow the steps provided below:

- Open the Lane Closure Management program as described on page 3, "Creating a Lane Closure Notices Listing."
- Complete the filtering process.
- From the list generated **click** on an ID number to open the appropriate LC that you wish to copy.

Section ① **Click** on the icon in the upper left hand corner entitled "Copy Notice". This will copy all information except the date section. The requester will then enter new data for dates/times as described on page 5, section 3.

- LCM will assign the same ID number followed by a "letter" (i.e., E8F66-0001A).
- After completing the new dates & times, click on the "submit" icon in upper left hand corner.

Section ② When opening a LC you will notice the calendars are colored coded. Orange shows days LC is scheduled. Blue indicates days LC's not permitted.