

Lane Closure Application User Guide – Construction Agencies

The new lane closure system is browser-based, and all requests, approvals, and correspondence will be conducted through the application. Notifications will be emails with the option of mobile push notifications when the mobile app is released in late 2021.

Registering an organization and account

All users submitting a lane closure request must have an account with the City of Winnipeg's lane closure system. Each user must be aligned with a registered organization on the application. If your organization is already registered, contact your organization's lane closure administrator. Otherwise, you must register an organization prior to registering as a user. Watch the video tutorial [register your organization](#).

1. Go to <http://laneclosures.winnipeg.ca/login>.
2. Click Register under the username and password fields.
3. If you do not have an access code, click "Register New Organization". You can email pwdlaneclosures@winnipeg.ca to ask if your organization has an access code. Skip to the section below "Registering using access codes".

4. Fill out the required information. If you are a resident without a business, we encourage you to use your address as your business name.
5. You will receive an email from the City confirming the organization request and email address. Click the link in the email to confirm.
6. The City of Winnipeg will send another email once your organization request is approved. Expect this approval to take one business day.
7. Follow the link in the organization approval email to register as the administrator of the organization. As the administrator, you can add other users or go straight to submitting a lane closure request.

Adding additional users

As an organization administrator, you can add users in your organization and create further structures/groups within your organization. Watch these video tutorials to [add users and groups to your organization](#)

1. To add groups under your organization, go to “Account / Settings” in the top right of the window. Click “Organization” from the drop-down menu.
2. Click the yellow “New Group” button and enter the new group’s name. Ensure the parent organization is correct before clicking “submit”.
 - a. The structure of organizations allows users in the parent group to view and receive notifications for closures from users in the sub-group.
3. To add new users, go to “Account / Settings” in the top right of the window. Click “Users” from the drop-down menu.
4. Click the yellow “New User” button. create supervisors first so that they can be linked to future users.
5. Enter contact information in the empty fields. Ensure the user is set to the appropriate group. If you would like the user to have administrator permissions, check off the “Construction Agency Administrator” role.
6. Set the notifications for the user based on organizational preference. For users that will be responsible for lane closures, it is recommended to turn on notifications for approval/record status change, changes to an approved lane closure/turning restriction, new messages, and contact added. The tutorial video covers notification settings in more detail.

Updates to My Lane Closure Requests 

New lane closure request.	All	Email	App	Sound (App)	Web
	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF
Approval/Record Status Change	All	Email	App	Sound (App)	Web
	<input checked="" type="checkbox"/> ON	<input checked="" type="checkbox"/> ON	<input checked="" type="checkbox"/> ON	<input checked="" type="checkbox"/> ON	<input checked="" type="checkbox"/> ON
Changes made to the lane closure request.	All	Email	App	Sound (App)	Web
	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF
Changes to an approved lane closure / turning restriction.	All	Email	App	Sound (App)	Web
	<input checked="" type="checkbox"/> ON	<input checked="" type="checkbox"/> ON	<input checked="" type="checkbox"/> ON	<input checked="" type="checkbox"/> ON	<input checked="" type="checkbox"/> ON
New Messages	All	Email	App	Sound (App)	Web
	<input checked="" type="checkbox"/> ON	<input checked="" type="checkbox"/> ON	<input checked="" type="checkbox"/> ON	<input checked="" type="checkbox"/> ON	<input checked="" type="checkbox"/> ON
Contact Added	All	Email	App	Sound (App)	Web
	<input checked="" type="checkbox"/> ON	<input checked="" type="checkbox"/> ON	<input checked="" type="checkbox"/> ON	<input checked="" type="checkbox"/> ON	<input checked="" type="checkbox"/> ON
Contact Removed	All	Email	App	Sound (App)	Web
	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF

Registering using access codes

Instead of manually enter all the organization's users, the organization administrator can pass along an access code to colleagues to allow them to self-register. Watch these video tutorials to show where an administrator can [find new user access codes](#), and where employees can [self-register using the codes](#).

1. Administrators can find the access codes under the organization list. Click "Account / Settings" and "Organizations" from the drop-down menu.
2. Each level of the organization has a unique access code. Use the correct code to place employees in the appropriate group. Send the access code to employees that should register under that specific group.

For employees with an access code,

1. Go to <http://laneclosures.winnipeg.ca/login>.
2. Click Register under the username and password fields.
3. If you have received an access code from your supervisor or organization administrator, enter the six-digit code, and click submit.

Winnipeg
LANE CLOSURES

Please choose one of the following options to create your user account.

Enter Access Code
Enter the 6 character code below to create your user account within your organization.

- -

Submit Code

Register My Organization
Only **ONE** person should register for your organization. Once approved, this person will be able to add more users.

Register New Organization

[Back to Login](#)

Contact PWDLaneClosures@winnipeg.ca





4. The access code already places you in the correct group. You can fill out the contact information, set your notification preferences (explained in detail starting at 2:57 in this [video tutorial](#)).
5. Submit the account for approval. You will immediately be sent an email to confirm the email address. Confirm the account using the link in the email.
6. Your organization administrator will need to approve your account before you can submit a lane closure request. You will be notified of this approval by email, at which time you can log in and get started. **The application will not go live until May 12 2021. Requests cannot be submitted prior to this time.**

System overview

Once signing in, users will see a list of all of their upcoming and ongoing closures. The request process will involve a very similar set of questions that are part of the current lane closure request google form. The status of your submission will remain as PENDING until the Traffic Management Branch can review and approve the closure.

Editing requests and marking requests as complete will take place in the application. DO NOT REPLY to email notifications. There is a message board component for each closure that allows quick questions for Traffic Management and between contacts. Watch the tutorial video of the [system overview](#).

The lane closure system homepage is laid out as follows:

AFFECTED STREET	DATE(S)	MAP	Status	PROJECT	CONTACT	ID
EB Melrose Av E Leola St to Wabasha St	04/06/2021 - 04/08/2021 9:00 - 11:00	 Show on Map	Approved	No Project Name	Glasgow Pest Exterminators Margon Glasgow	TM: 581
NB McPhillips St Beecher Av to Swailes Av	04/26/2021 - 04/28/2021 9:00 - 15:00	 Show on Map	Approved	No Project Name	UoS Permits Carol Cropro	TM: 601
SB Stapon Rd Reenders Dr to Regent Av W	04/21/2021 - 04/21/2021 9:00 - 15:00	 Show on Map	Approved	No Project Name	Glasgow Pest Exterminators Margon Glasgow	TM: 621
SB Garry St Graham Av to Broadway	04/21/2021 - 04/28/2021 9:00 - 15:00	 Show on Map	Approved	No Project Name	Glasgow Pest Exterminators Margon Glasgow	TM: 664

1. This section lists out the lane closure requests. You have the option to list only closures that you are a contact on, or all the closures in your organization.
2. Submit new lane closure requests here.
3. Toggle individual lanes open and closed on your approved closures. This feature allows real-time information sharing on the status of your lane closure.
4. Toggle turn restrictions on and off on your approved closures. This feature allows real-time information sharing on the current turn restrictions set up on your lane closure.
5. The Violations page shows you a list of your closures with current violations. You can view violation details and correspond with the enforcement officer.
6. The Menu provides links to reference documents including truck route and transit and regional street maps.
7. Account / Settings will allow you to change account and notification settings, as well as add users or groups if you are an administrator.
8. The search bar and date range query tools help you search for specific closures, current or historical. You can search by user, project, TM#, or street name.
9. The filter setting allows you to view closures that have been marked as complete.
10. The map shows all the closures listed. The map legend highlights upcoming and current closures.

List notifications

When viewing the list of lane closures under the “Lane Closure Requests” tab, closures can be flagged for a variety of reasons. They can be flagged due to violations, flagged due to new messages, flagged as reminders to toggle the lanes open, or marked as emergencies. Watch this video tutorial as it explains [lane closure list notifications](#).

All Requests						
4 Requests	Pending 0	Approved 4	Denied 0		Closures 2	Restrictions 2
AFFECTED STREET	DATE(S)	MAP	Status	PROJECT	CONTACT	ID
WB Portage Av Bedson St to Best St	01/31/2021 - 02/03/2021 20:00 - 15:00	 Show on Map	Approved	portage construction	Joe Smith* Jeremy LastName Demo Construction	TM: 201
New Message						
EB Portage Av Mandeville St to Overdale St	01/31/2021 - 02/03/2021 20:45 - 15:00	 Show on Map	Approved	Bid Op Number: N/A	Joe Smith* Jeremy LastName Demo Construction	TM: 203
Report lanes closed by 20:45 on January 31						

Submitting a lane closure request

The lane closure request form is very similar to the old google form. It is intended to collect the same level of information. Many of the fields use drop-down lists or they auto-populate as you start typing, and if fields are missed, you will be directed to answer them before continuing. You can watch a tutorial video on [creating new lane closure requests](#).

1. Click “New Lane Closure Request” at the top of the page.
2. The first page of the form includes location and date details.
 - a. You can add additional contacts from your organization.
 - b. The projects feature allows you to create project labels and assign closures to a particular project.
3. The second page collects information on the specific closures in the work-zone, and the turn restrictions.
 - a. You must identify each lane and sidewalk that will be closed.
 - b. Don’t forget the text field asking how many lanes in each direction will be closed.
 - c. If your closure extends multiple blocks, you may need to review the blocks and select the correct road segments on the map.
4. The third page collects information on Designated Construction Zones, impacts to transit and parking, and allows for additional comments. If you have site plans or signage drawings, you can add these files as attachments.
 - a. If the work is not for the City of a major utility, a use of street permit will be required, and an additional section will be added to the form.
5. A permit section will collect information for a Use of Street permit if applicable.
6. The fourth page lists responsibilities of the contractor and provides conditions of the closure.
 - a. You must read and agree to these conditions before continuing.
7. The final page is a review of the request. You can revise the request or click finish to submit the request to Traffic Management for review.

Managing an approved lane closure

Throughout the duration of the closure, the requestor has four responsibilities: reporting the opening and closing of lanes, reporting turn restrictions, requesting changes to the closure, and marking the closure as complete. Watch video tutorials on [reporting lane closures](#) and [reporting turn restrictions](#).

A user can view the details of a lane closure by selecting it from the “Lane closure requests” list.

INFO	AFFECTED STREETS	PRIMARY REASON FOR CLOSURE	DATE(S)	APPROVAL STATUS
TM: 581 LCR: 1081	Eastbound Melrose Av E Leola St to Wabasha St	Street Construction/Maintenance	04/06/2021 - 04/08/2021 9:00 - 11:00	Approved RECORD STATUS Approved

1. The Details tab displays the details of the closure and the added contacts. This page includes a message board and a transcript of approval history.
2. The attachments tab stores any files that have been attached to the closure, including signage plans, use of street permits, and photos.
3. The violations tab provides shows messages from the enforcement constable.
4. The edit request tab allows you to edit the details of the request, including changing the specified lanes and dates.
5. Lanes can be toggled on and off in real-time using the close / re-open lanes button.
6. When work is completed, the requestor can mark the closure as complete.

If you have questions that were not addressed in this user guide, please email them to pwdlaneclosures@winnipeg.ca