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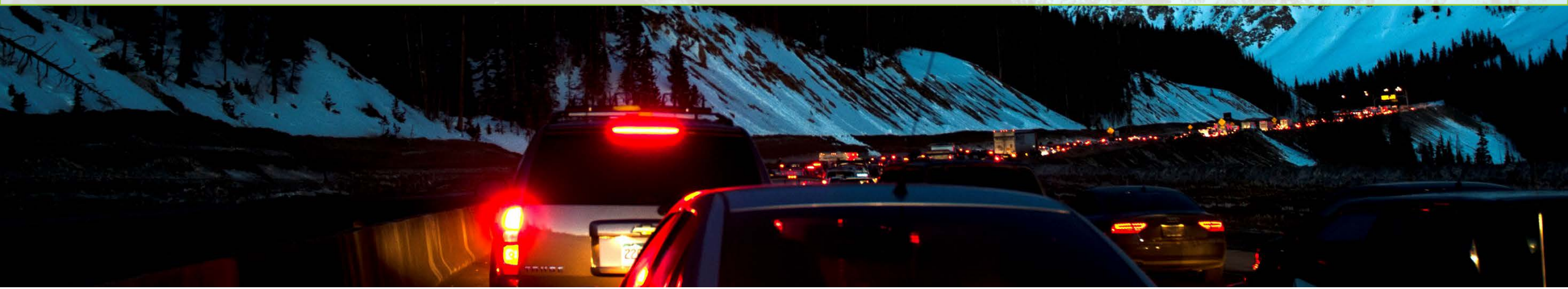
Department of Transportation



Weekly Lane Closure Reporting Process

Training Manual

Contents

Weekly Lane Closure Reporting Process

Training Manual

Logging in

Creating a Work Update
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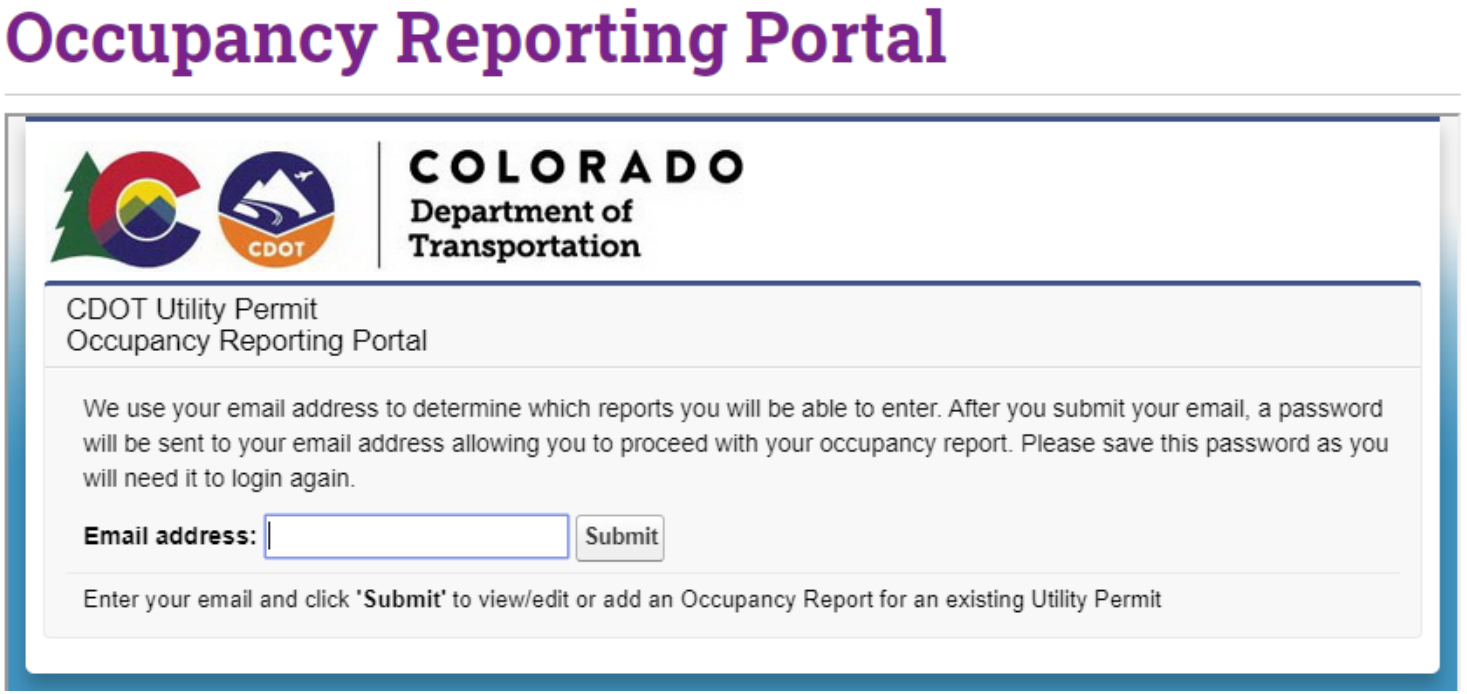
CoTrip Reporting

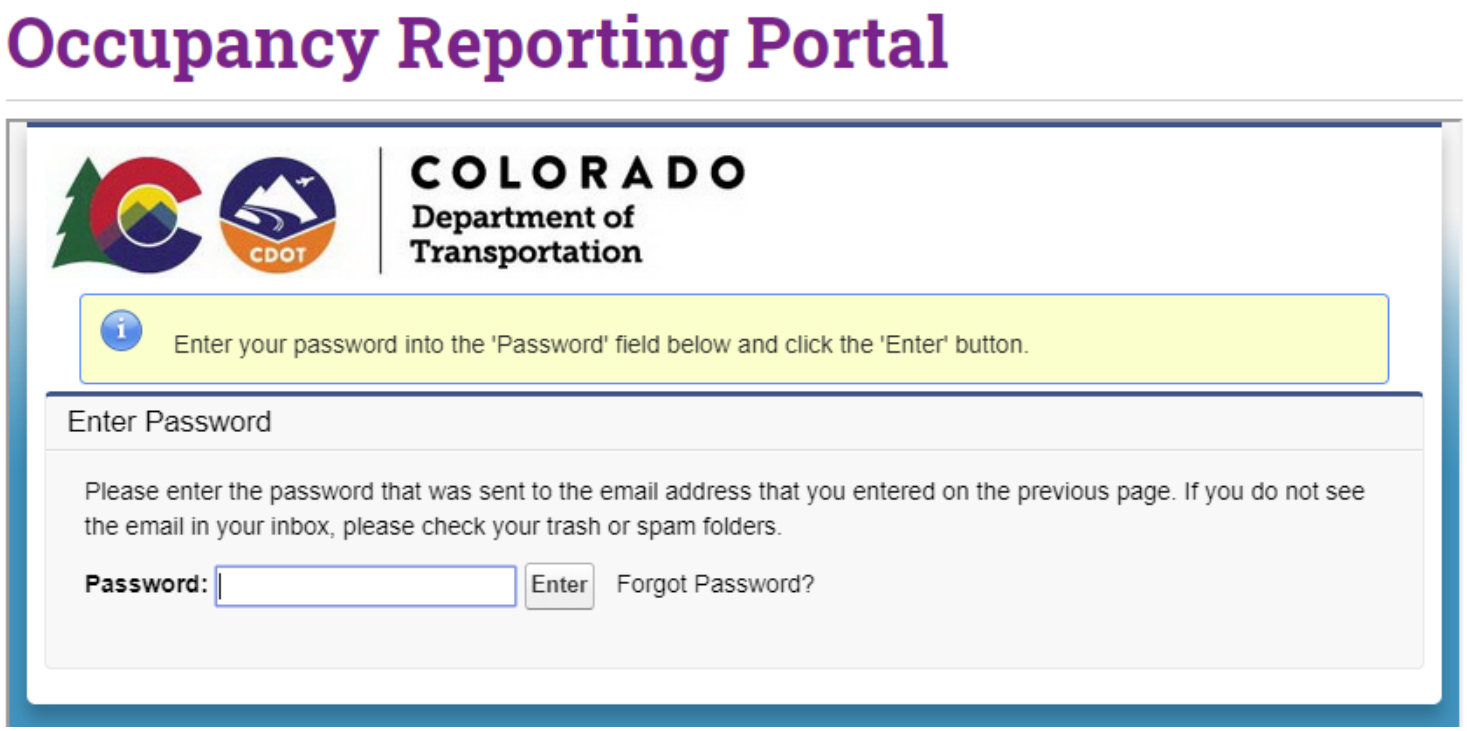
Accessing Work Updates

1. From your browser, go to: https://workupdates.codot.gov
2. Enter your email address, if you are a new user
3. A new password will be emailed to your email address.



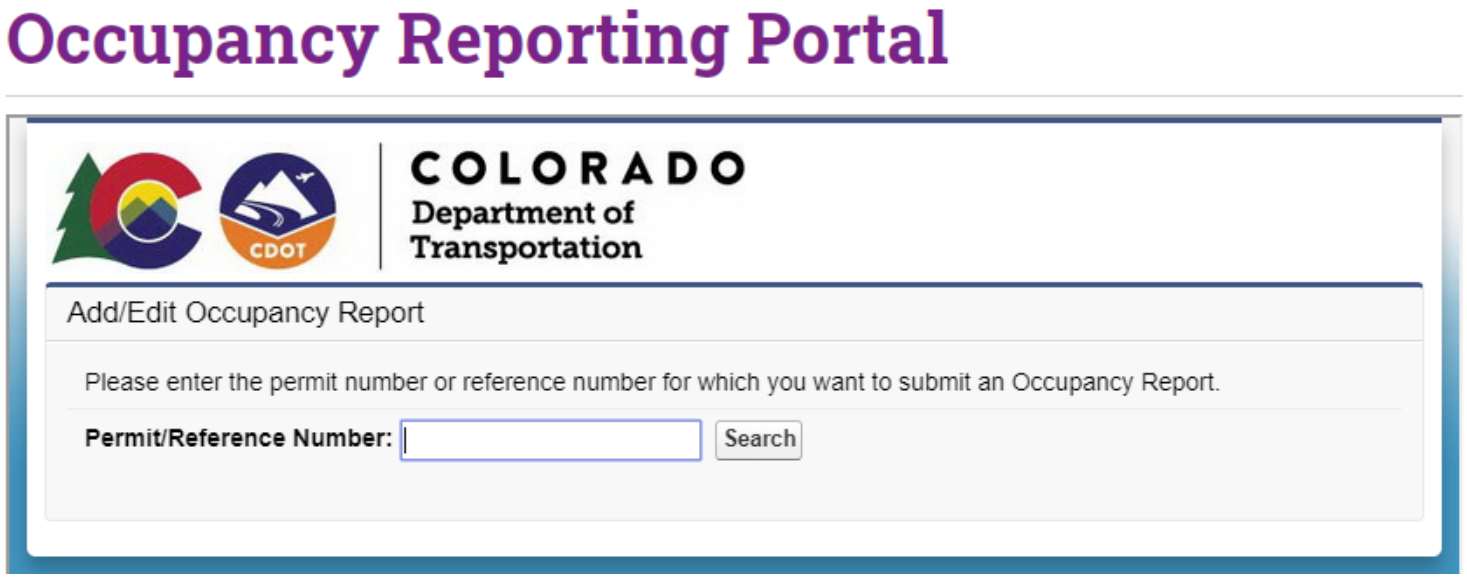
Accessing Work Updates

1. Check your email for the password that was sent to you
2. If you cannot locate the email, please check your spam or trash folders

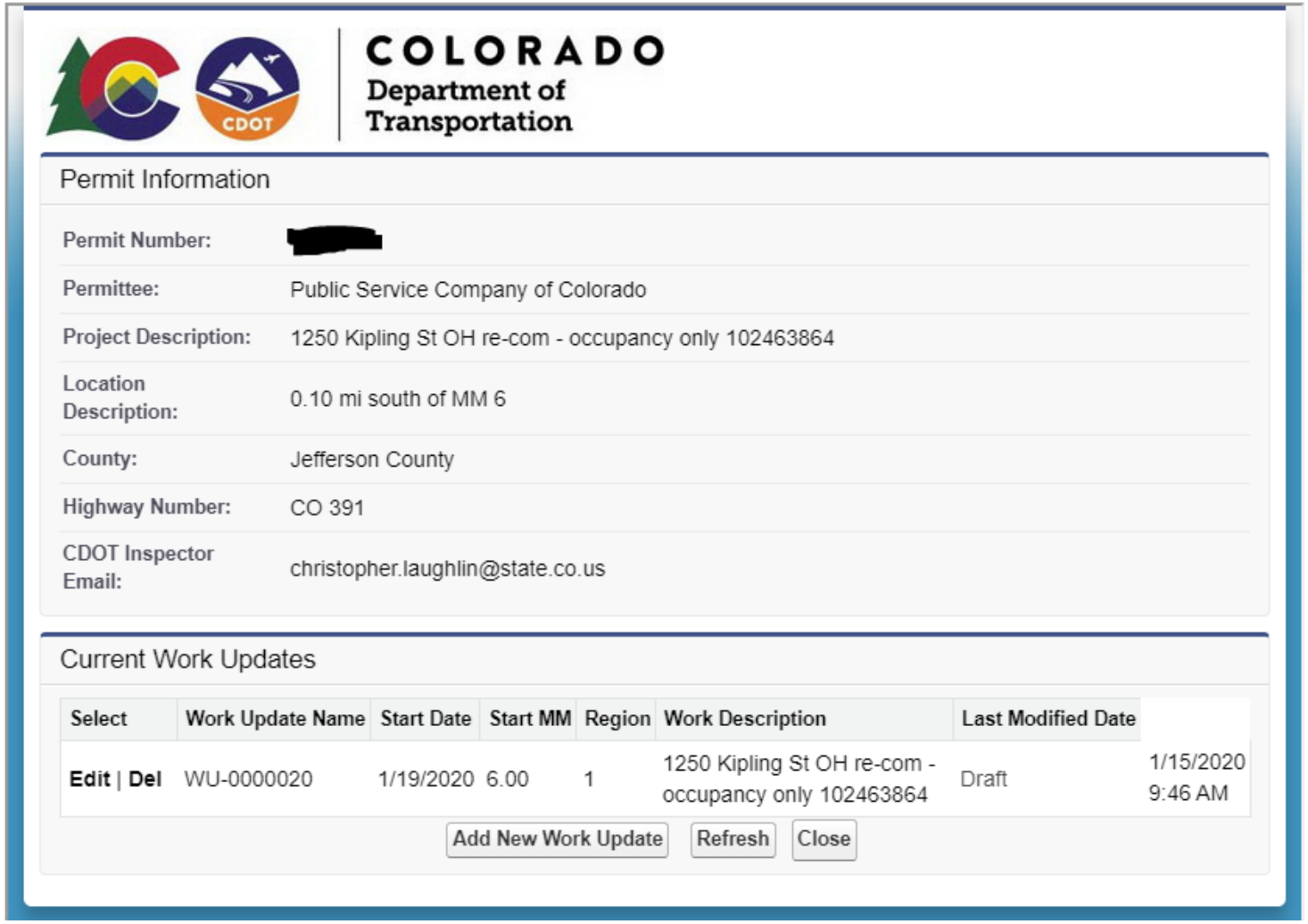


Accessing Work Updates

1. Enter the permit number or reference number of the permit
2. You must be authorized to enter work updates, if not, you will receive an error message with the name, email and phone number of the CDOT contact who can provide authorization.



Accessing Work Updates



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Permit Information

Permit Number:	[redacted]
Permittee:	Public Service Company of Colorado
Project Description:	1250 Kipling St OH re-com - occupancy only 102463864
Location Description:	0.10 mi south of MM 6
County:	Jefferson County
Highway Number:	CO 391
CDOT Inspector Email:	christopher.laughlin@state.co.us

Current Work Updates

Select	Work Update Name	Start Date	Start MM	Region	Work Description	Last Modified Date	
Edit | Del	WU-0000020	1/19/2020	6.00	1	1250 Kipling St OH re-com - occupancy only 102463864	Draft	1/15/2020 9:46 AM

Add New Work Update | Refresh | Close

If you are authorized to submit occupancy reports for this permit, you will be presented with this overview page.

Click 'Edit' to update the work update.

Work Update Detail

Scroll to near the bottom of the Work Update Detail section…

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Save Submit Close

CDOT Weekly Occupancy Report for the Week of: 1/19/2020 [1/15/2020] **Work Update Status:** Draft

Highway Type	Highway Number	CDOT Inspector Phone	CDOT Inspector
	CO 391	(303) 916-0463	christopher.laughlin@state.co.us
Both Directions?	**County**	**Mile Post**	**Region**
false	Jefferson County	6.00	1
Location Description			
0.10 mi south of MM 6			
Brief Description			
1250 Kipling St OH re-com - occupancy only 102463864			

Restriction(s)

Available
- Delays Possible
- Detour in Place
- Flagger Operations
- No Weekend Work
- Oversize Restriction
- Pilot Car Operations
- Speeds Reduced

Chosen

Work Description: 1250 Kipling St OH re-com - occupancy only 102463864

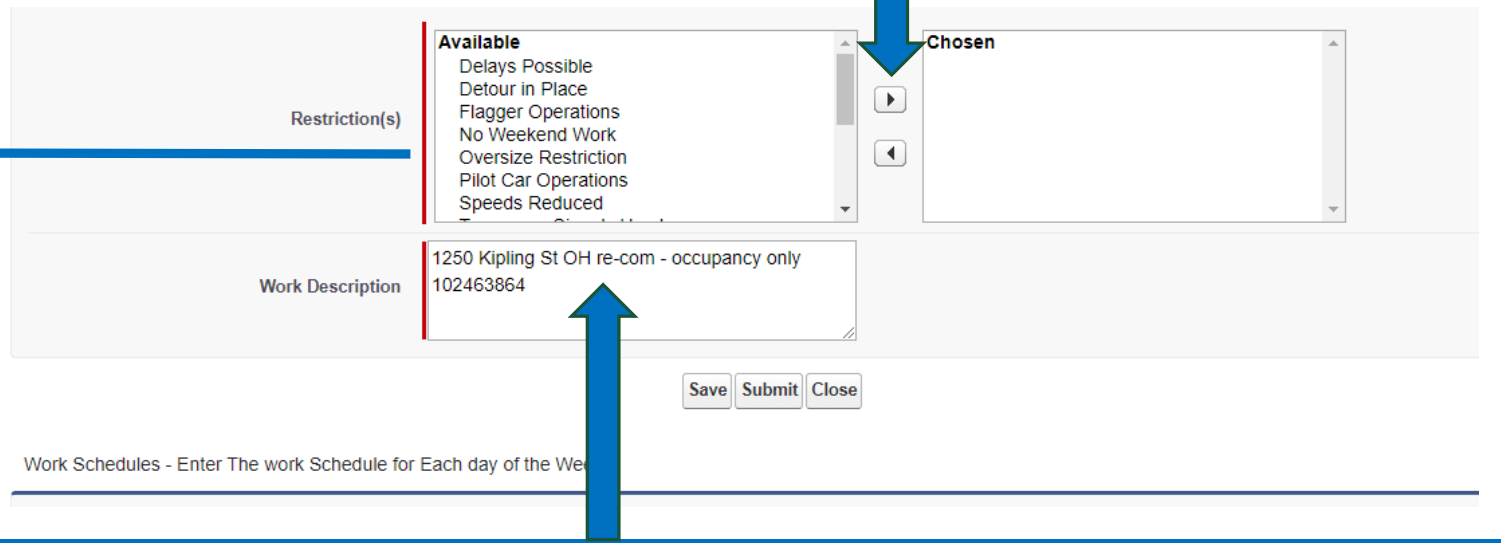
Save Submit Close

Work Detail – Description of work for the week

Begin by selecting your Restrictions, and entering a description of the work taking place **this week**.

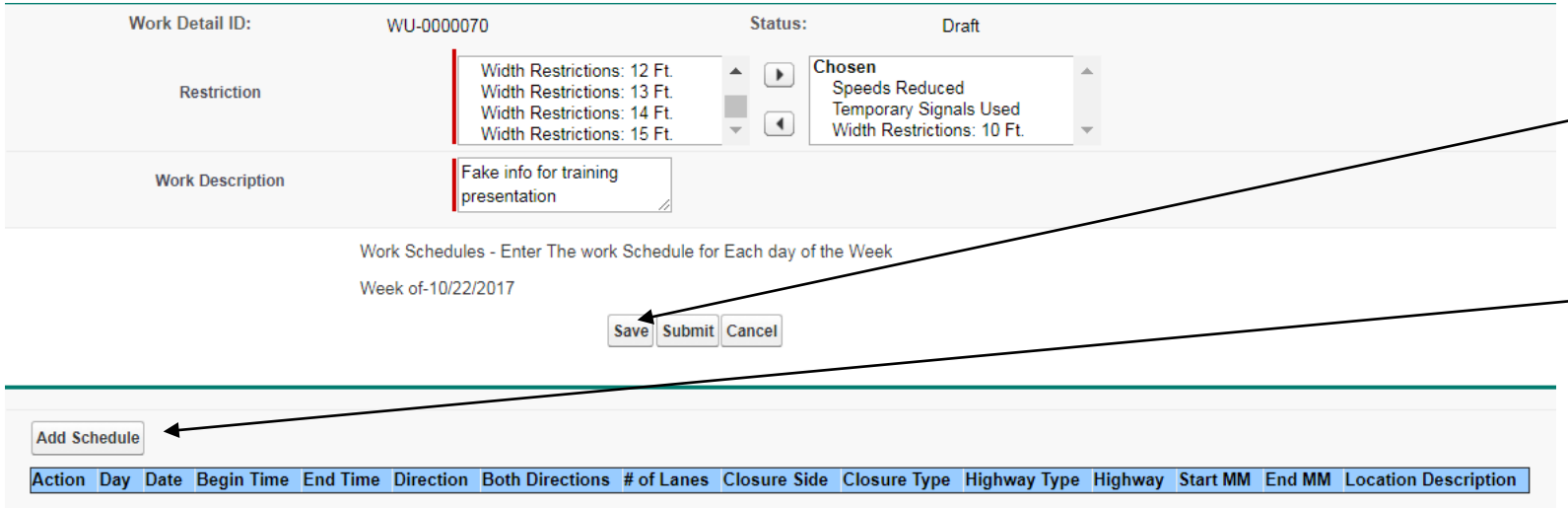
RESTRICTIONS:
Delays possible
Detour in Place
Flagger Operations
Pilot Car Operations
No Weekend Work
Speeds Reduced
Temporary signals Used
Traffic Shift
Width Restriction 10 ft.
Width Restriction 11 ft.
Width Restriction 12 ft.
Width Restriction 13 ft.
Width Restriction 14 ft.
Width Restriction 15 ft.

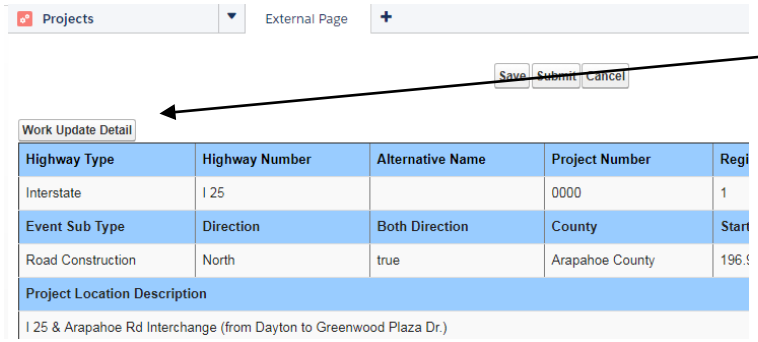
Use arrows to move restrictions to/from “Chosen”



Example: “ Work includes paving, striping and landscaping. Detour posted.

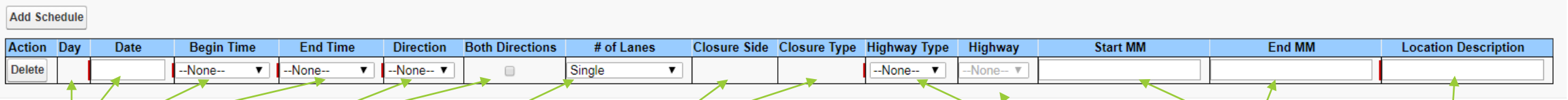
Schedule Detail





15. After completing the weekly Work Detail portion of the form, click Save.
16. At the bottom of the form, click “Add Schedule” to begin entering daily work schedule (lane closures), Save.
17. To view full schedule and to collapse Project Information section, click on “Work Update Detail” button at the top, left hand corner of your Work Detail.

Adding Unique Schedule Items



Day/Date of closure and/ or impact

Begin and End Time of Closure

Direction (N,S,W,E), one or both directions

Closure Type (See "Cheat Sheet" on Pg. 23)
All Lanes Closed
Alt single Lane Closures
Alternating Traffic
Bridge Closed
Center Lane Closed
Center Lanes Closed
Chain Up Station Closure
Express Lanes Closed, etc.

Hwy Type & No. (If two highways are affected, project must be cloned for the other hwy.)

Milepost nos. for specific work zone on this day, as opposed to entire stretch of work zone

Location Description (Text Field) at, near, between **+** town, secondary roadway, or intersection

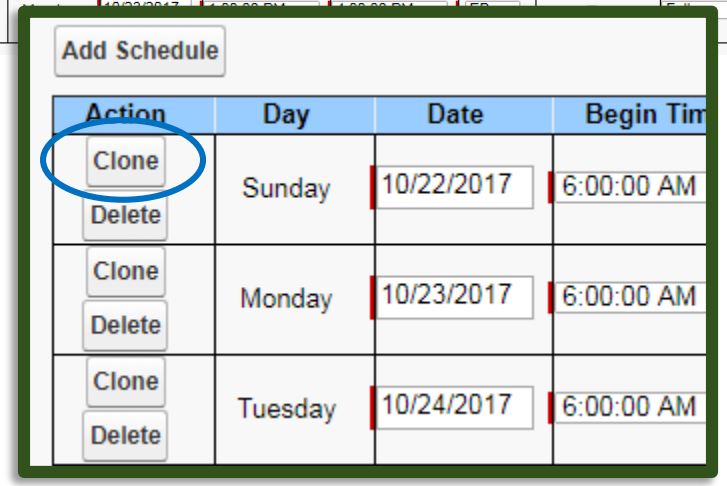
Begin entering your daily scheduled closures, and enter, or "Add Schedule" to add more rows.

Will Read: Monday, 10/23/17, 10am-6pm, North and southbound alternating single lane closures on I-25 (mp 205-207) between University and Broadway

Cloning Repeating Closures

Add Schedule

Action	Day	Date	Begin Time	End Time	Direction	Both Directions	# of Lanes	Closure Side	Closure Type	Highway Type	Highway	Start MM	End MM	Location Description
Clone Delete	Sunday	10/22/2017	6:00:00 AM	4:00:00 PM	NB	☑	Single	Alternating Left and Right	Lane Closure(s); Shoulder Closure(s)	Interstate	I 25	197.00	197.20	at Broadway
Clone Delete	Monday	10/23/2017	6:00:00 AM	4:00:00 PM	NB	☑	Single	Alternating Left and Right	Lane Closure(s); Shoulder Closure(s)	Interstate	I 25	197.00	197.20	at Broadway
Clone Delete	Tuesday	10/24/2017	6:00:00 AM	4:00:00 PM	NB	☑	Single	Alternating Left and Right	Lane Closure(s); Shoulder Closure(s)	Interstate	I 25	197.00	197.20	at Broadway
Clone Delete	Wednesday	10/25/2017	6:00:00 AM	4:00:00 PM	NB	☑	Single	Alternating Left and Right	Lane Closure(s); Shoulder Closure(s)	Interstate	I 25	197.00	197.20	at Broadway
Clone Delete	Thursday	10/26/2017	6:00:00 AM	4:00:00 PM	NB	☑	Single	Alternating Left and Right	Lane Closure(s); Shoulder Closure(s)	Interstate	I 25	197.00	197.20	at Broadway
Clone Delete									Off-Ramp Closure(s)	Colorado	CO 177	45	46	at University

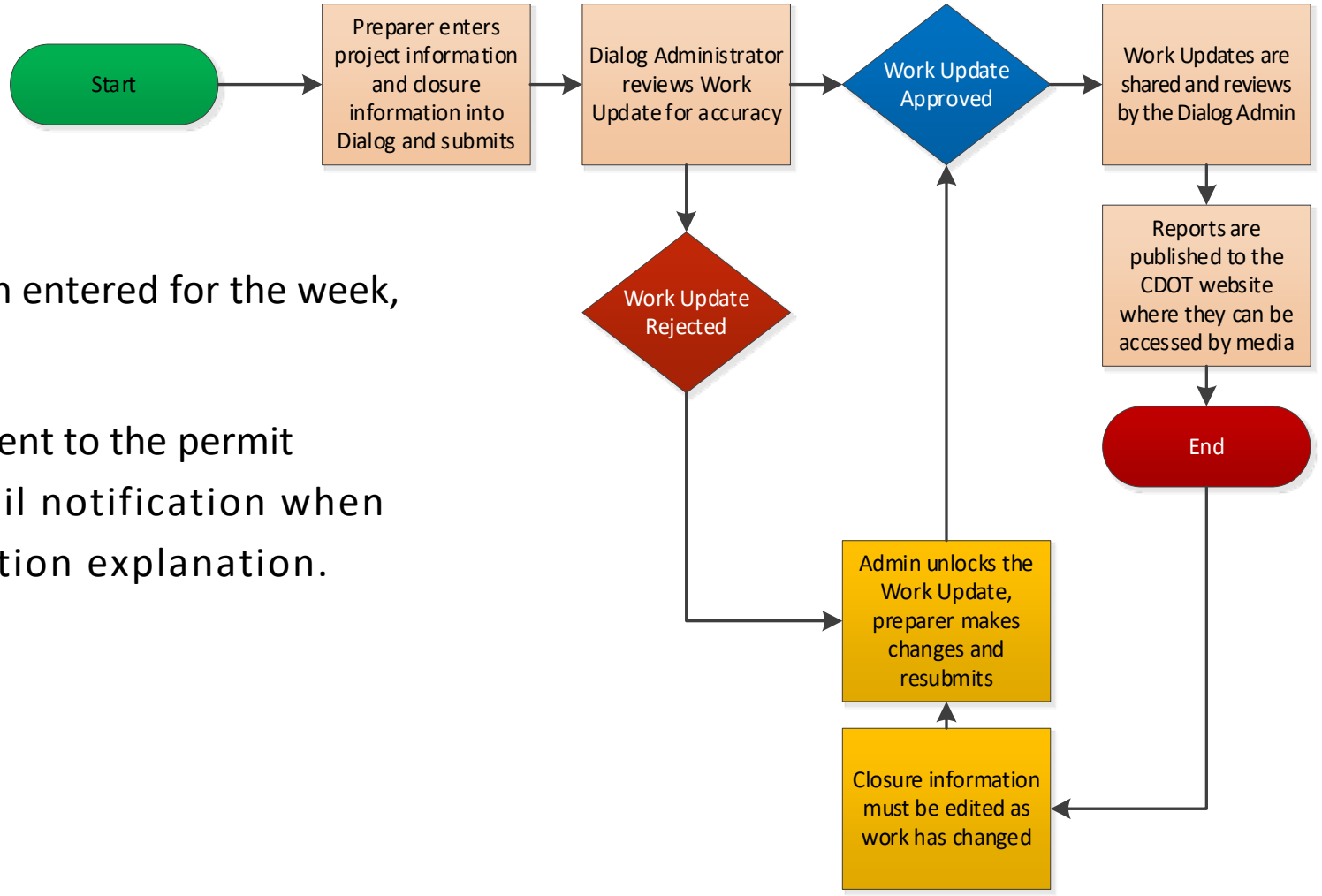


Note: For repeating lane closures, you can clone one entry multiple times and then assign new dates to them.

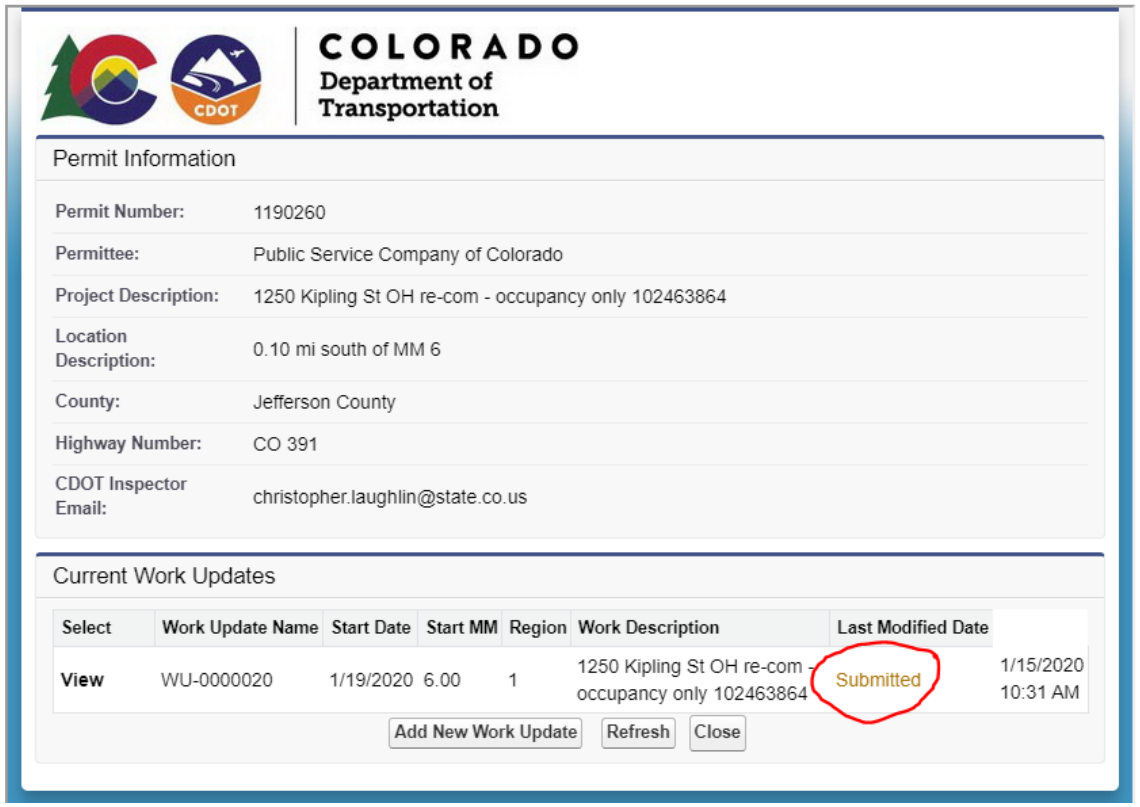
Work Update Approval Process

When all individual closures have been entered for the week, press the 'Submit' button on the form.

An approval request is automatically sent to the permit inspector. You will receive an email notification when your report is accepted or a rejection explanation.



Reviewing Work Update



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Department of Transportation

Permit Information

Permit Number:	1190260
Permittee:	Public Service Company of Colorado
Project Description:	1250 Kipling St OH re-com - occupancy only 102463864
Location Description:	0.10 mi south of MM 6
County:	Jefferson County
Highway Number:	CO 391
CDOT Inspector Email:	christopher.laughlin@state.co.us

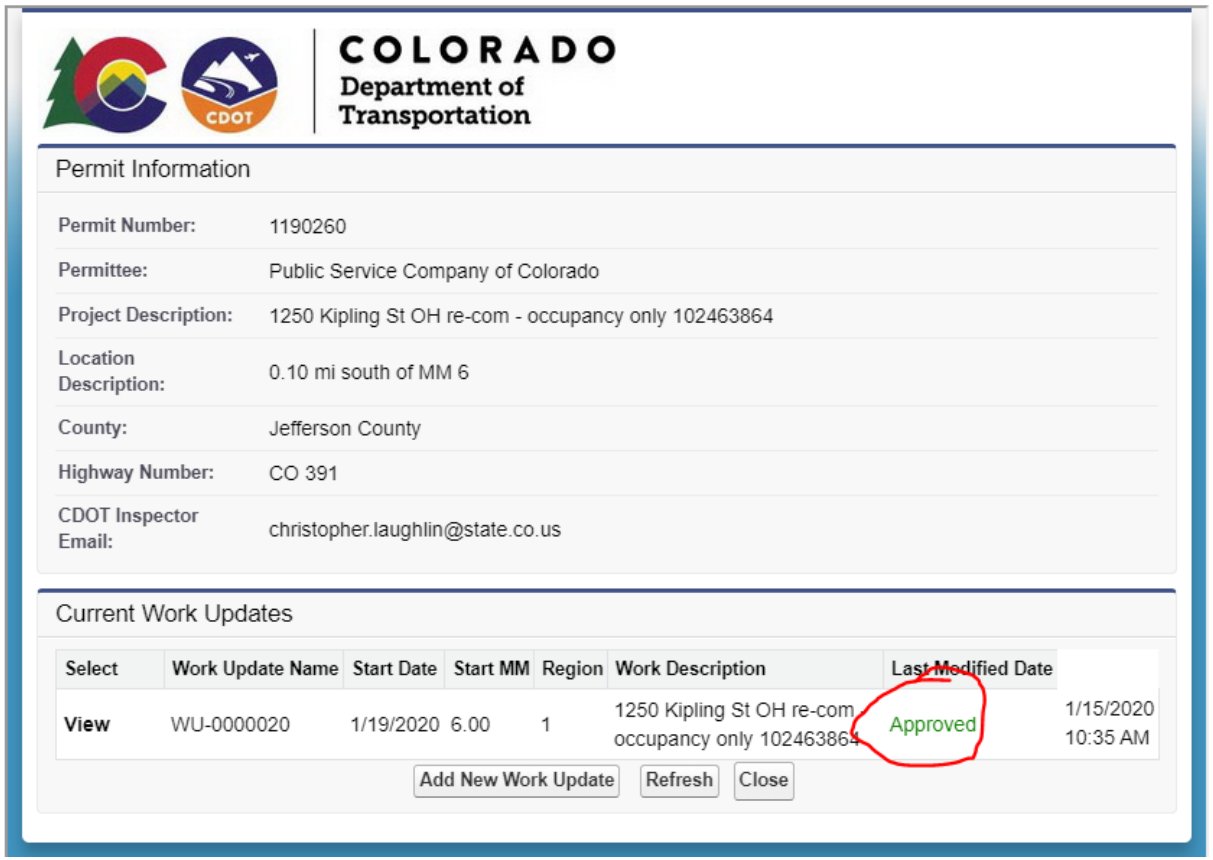
Current Work Updates

Select	Work Update Name	Start Date	Start MM	Region	Work Description	Last Modified Date
View	WU-0000020	1/19/2020	6.00	1	1250 Kipling St OH re-com - occupancy only 102463864 Submitted	1/15/2020 10:31 AM

Add New Work Update | Refresh | Close

An approval request is sent to the permit inspector. You will receive an email notification when your report is accepted or a rejection explanation asking you to make changes.

When the report has been accepted, you will see this 'Approved' status.



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Department of Transportation

Permit Information

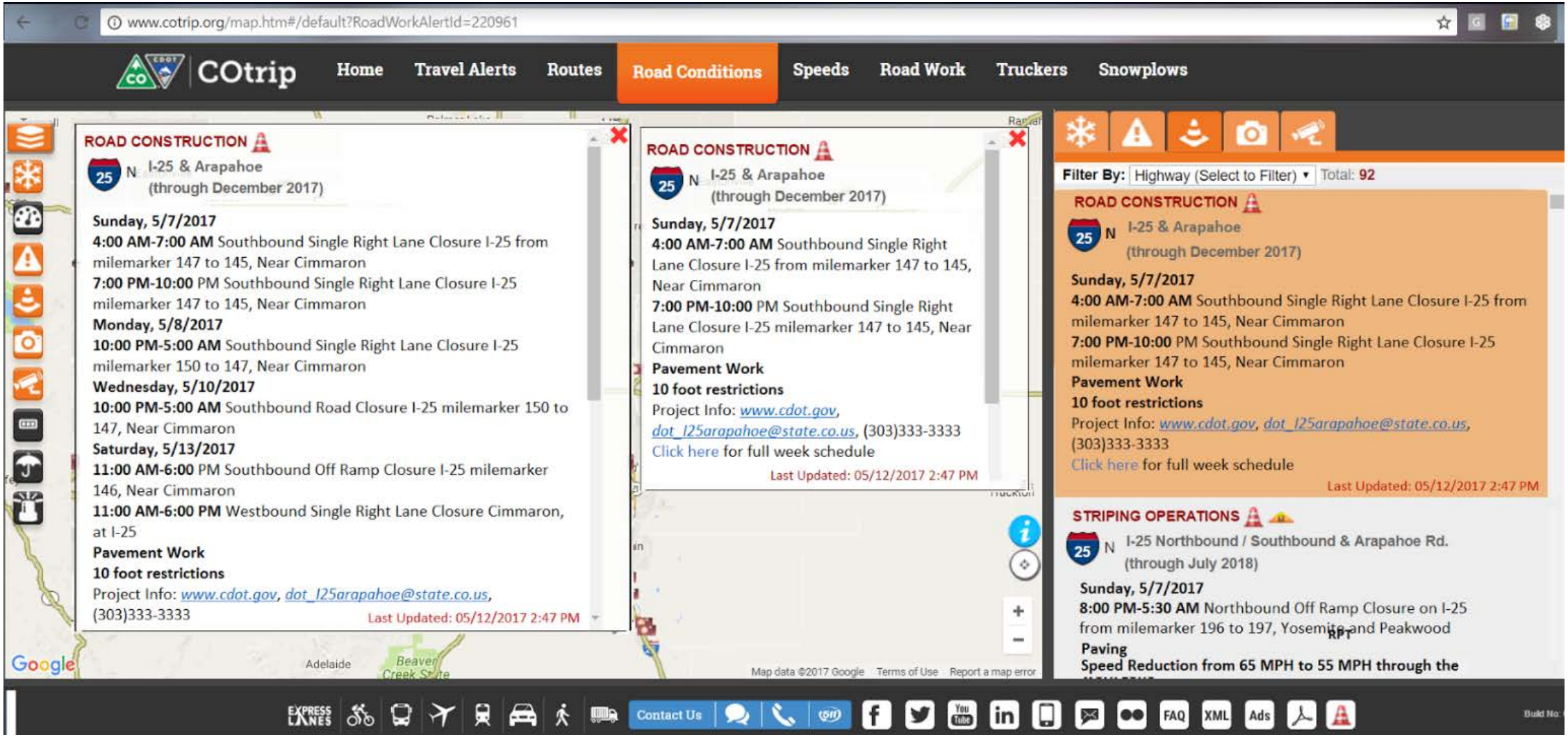
Permit Number:	1190260
Permittee:	Public Service Company of Colorado
Project Description:	1250 Kipling St OH re-com - occupancy only 102463864
Location Description:	0.10 mi south of MM 6
County:	Jefferson County
Highway Number:	CO 391
CDOT Inspector Email:	christopher.laughlin@state.co.us

Current Work Updates

Select	Work Update Name	Start Date	Start MM	Region	Work Description	Last Modified Date
View	WU-0000020	1/19/2020	6.00	1	1250 Kipling St OH re-com - occupancy only 102463864 Approved	1/15/2020 10:35 AM

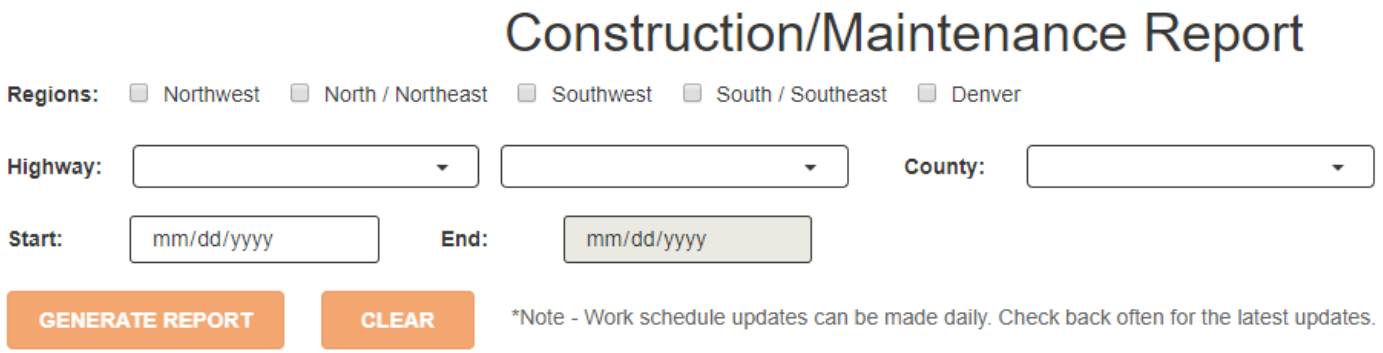
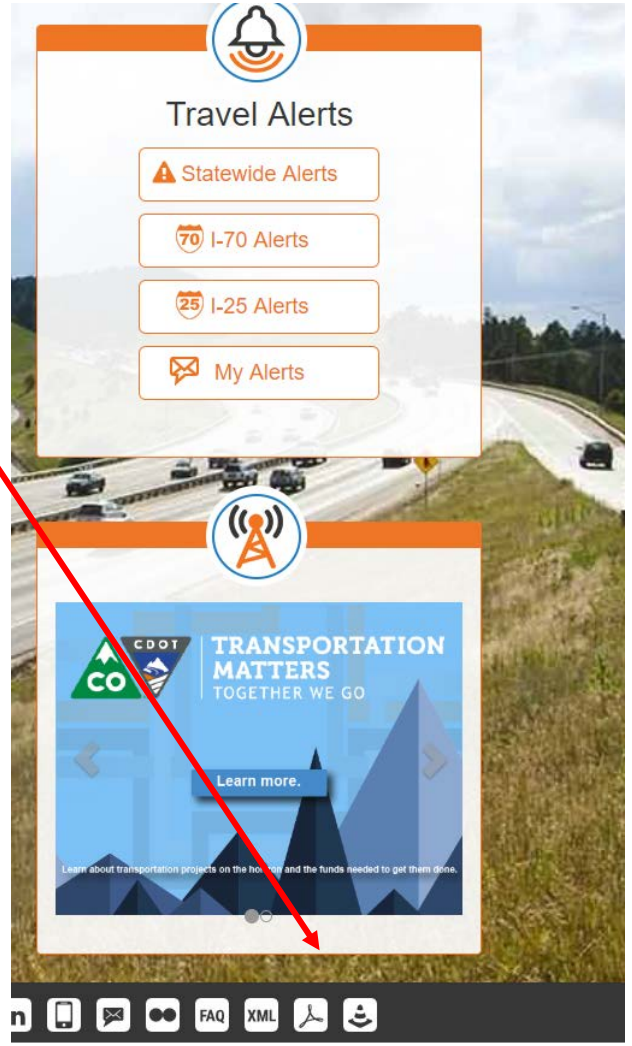
Add New Work Update | Refresh | Close

What the Customer Sees - CoTrip



Weekly reports

To generate a report that shows your region's traffic impacts for up to the next two weeks, click on the cone icon at the bottom of CoTrip.

Enter your region and a highway number or county (if you want to be specific), and indicate for which days you would like to see the reported work updates.

Click, "Generate Report".