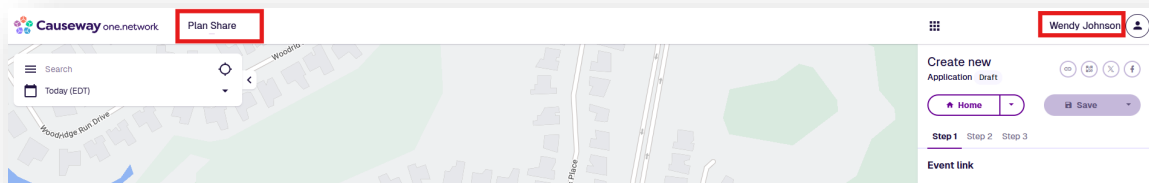


ONE.NETWORK - PLAN SHARE SUBMITTER MODULE WORKFLOW GUIDE


LOGIN

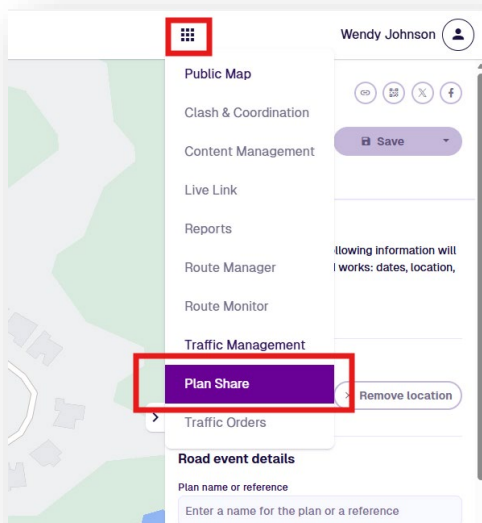
FIRST-TIME USERS:

When signing into one.network – Plan Share: confirm you are in the **Plan Share** module and that your **name** appears in the top-right corner of the screen.



RETURNING USERS:

Click the 9-square icon () in the top-right corner and select **Plan Share**.



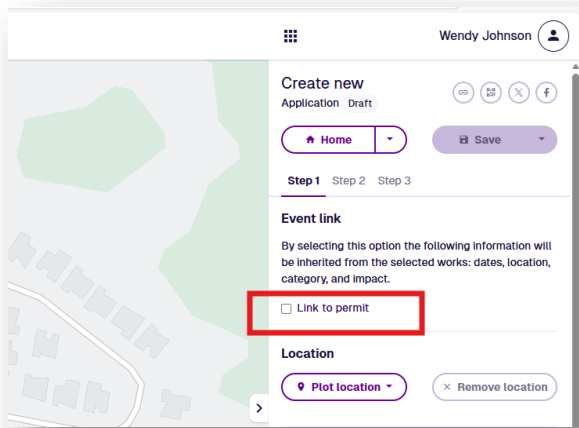
From the dashboard, click on the **New Application** icon in the top-right corner and follow Steps 1-3 below to plot your plan:



STEP 1

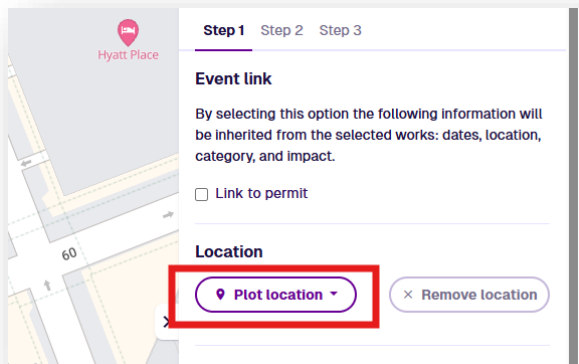
EVENT LINK

Leave **Link to permit** unchecked

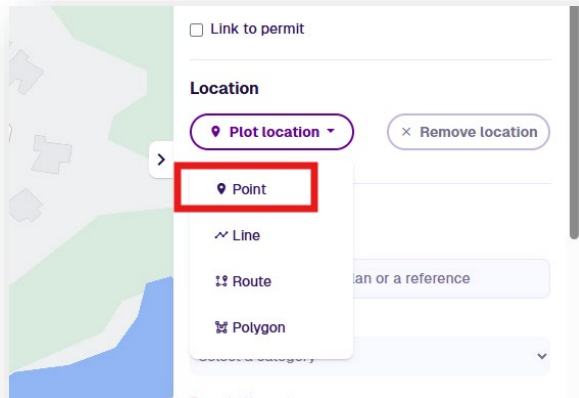


LOCATION

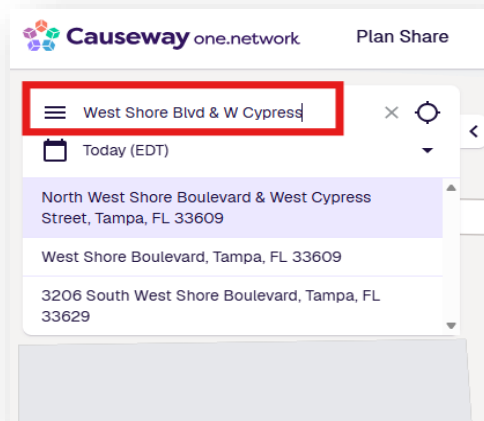
Click on **Plot location** to start your plan.




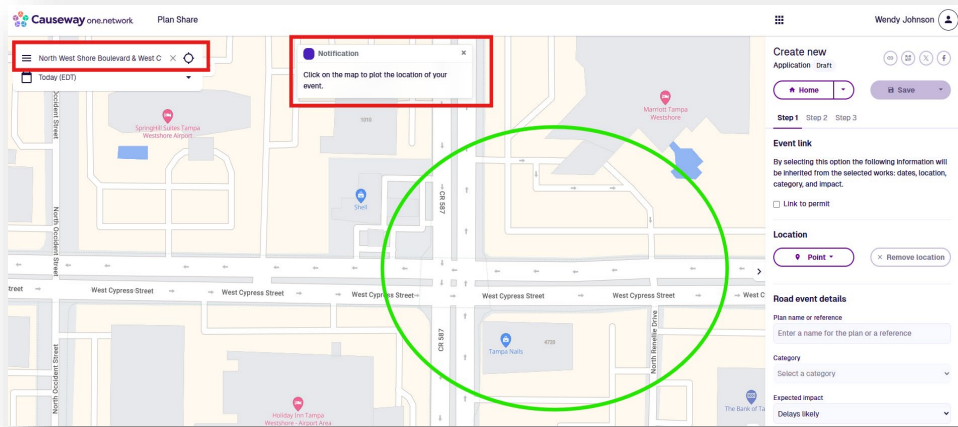
From the dropdown menu, choose **(Point, Line, Polygon)**.



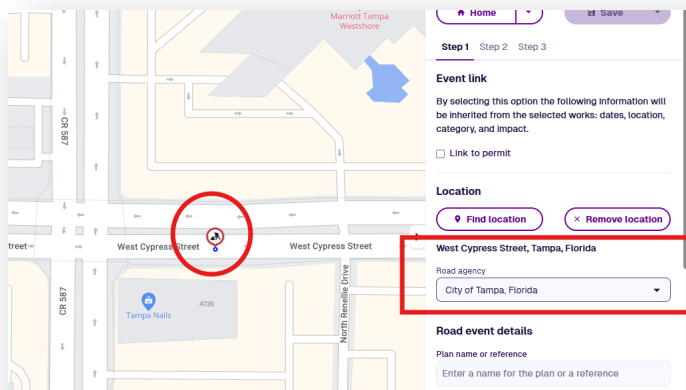
Plot a **Point** at the intersection, the middle of the corridor, or search for the location directly by address or intersection from the search option in the top-left corner. Possible matches for locations appear below the search bar.



Once the location is selected, the map will zoom to that location, display the  icon, and a **Notification** will appear.



The road name is automatically populated, and the **Road agency** will appear. Confirm the **Road agency** is set to the **City of Tampa, Florida**. If not, click the down arrow and select **City of Tampa, Florida**.



ROAD EVENT DETAILS

Enter information using the following formats:

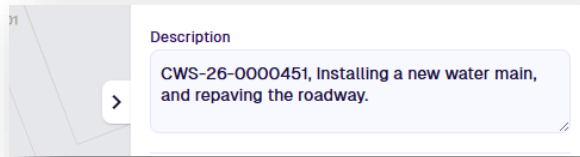
Plan name or reference: ROW permit number, COT-Contractor. (ex. CWS-26-0000451, COT- Cowboy Contracting, or ROW-26-0000451, Cowboy Contracting)

Category: Select the work category from the dropdown menu.

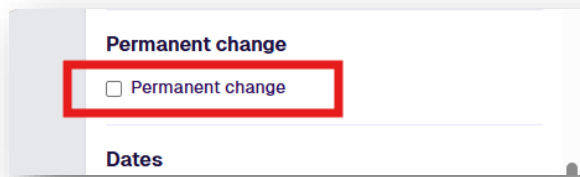
Is an Emergency: ONLY check the box if the closure is due to a cave-in, pipe burst, or another true emergency.

Expected impact: Leave default of **Delays likely**.

Description: ROW permit number, then the action, such as Installing, Maintaining, Erecting, Repaving, or Closing, then a brief work description, such as water main, gas main, or fiber conduits. Example shown below.

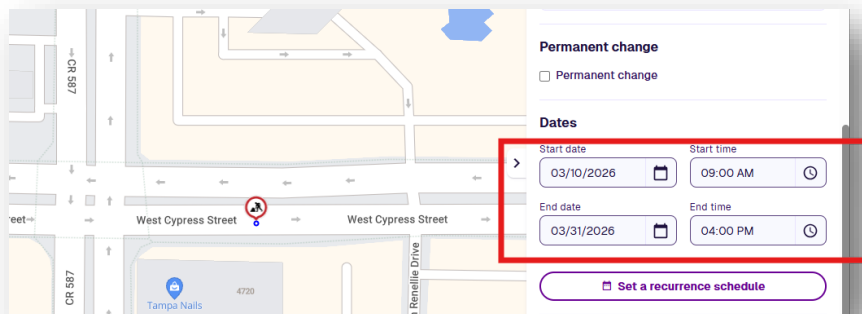


Permanent change: ONLY check the box if this project results in a permanent change, such as removing a road or vacating a ROW and converting it to a private road.

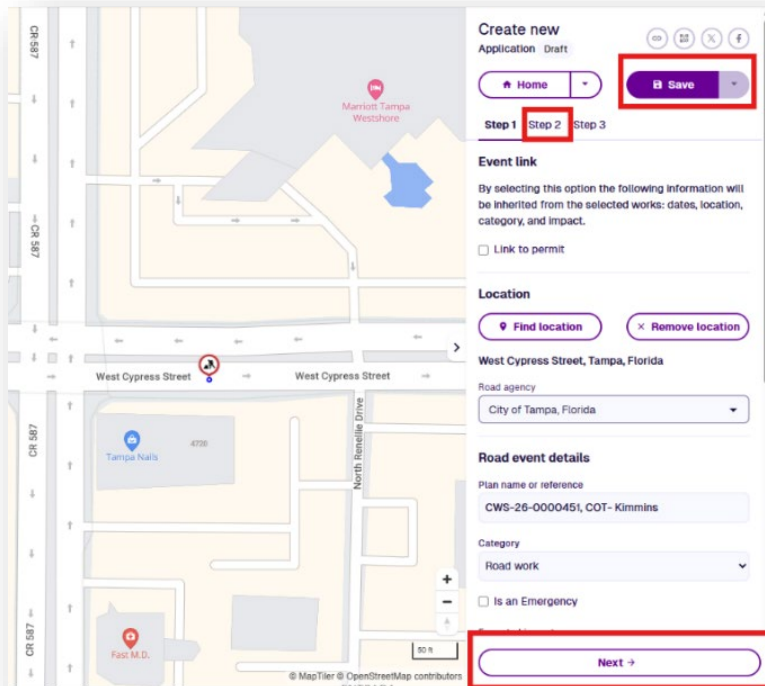


Dates: Enter the start and end dates and times for the entire project, from construction start until construction ends. Intermittent recurrence (daily, nightly, and/or weekends) and continuous closures will be designated in Step 2.

Note: Do not select **Set a recurrence schedule in this step; wait until Step 2.*



Click **Save** on the top-right, then click **Next** or **Step 2**.



Create new
Application Draft

Home Save

Step 1 Step 2 Step 3

Event link
By selecting this option the following information will be inherited from the selected works: dates, location, category, and impact.
 Link to permit

Location
Find location Remove location
West Cypress Street, Tampa, Florida

Road agency
City of Tampa, Florida

Road event details
Plan name or reference
CWS-26-0000451, COT - Kimmins
Category
Road work
 Is an Emergency

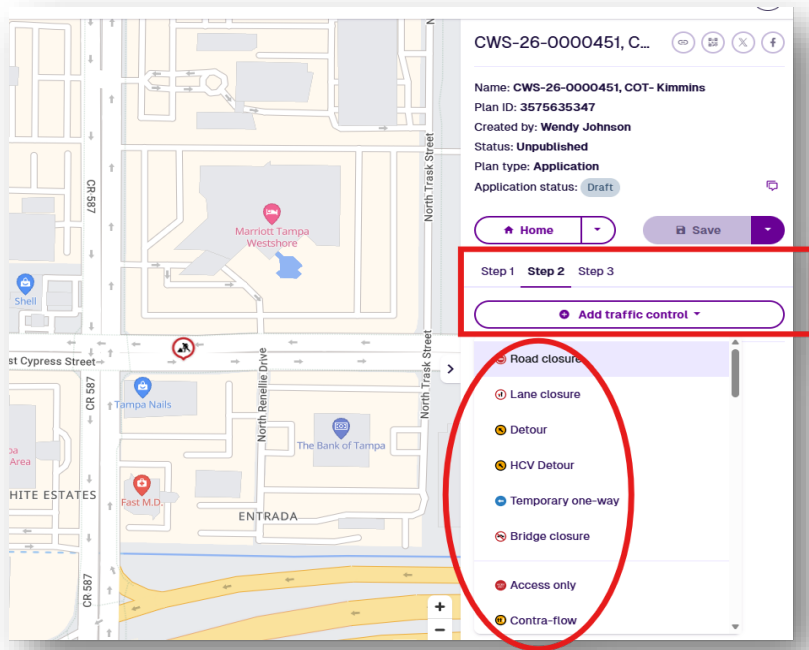
Next >

STEP 2

ADD TRAFFIC CONTROL

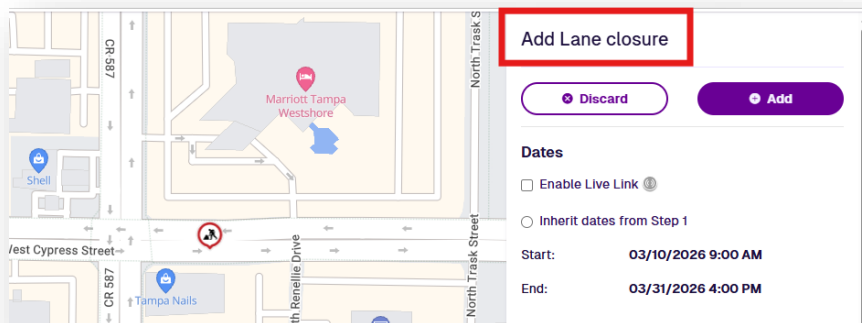
Add traffic control: Plot all approved closures per the MOT plans. Each closure should be plotted separately using (Add traffic control). All proposed detours should be plotted in the same way.

Road Closures, Lane Closures, and Proposed Detours, etc., will all be plotted separately.



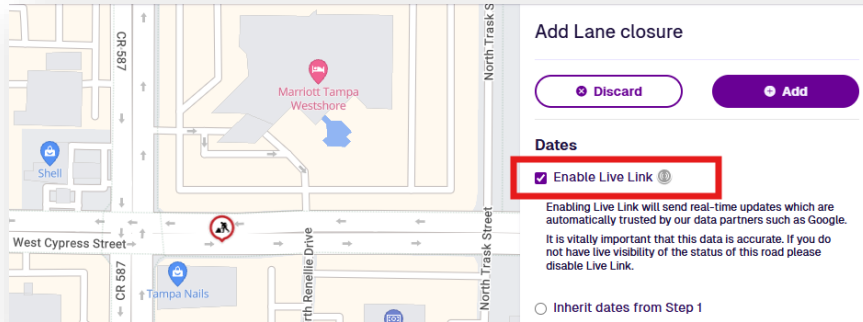
Note: The workflow used in the example that follows is for a **Lane closure. All other closures will be plotted using a similar workflow, selecting a different traffic control type.*

Choose **Lane closure** from the dropdown menu. **Add Lane closure** page will open.



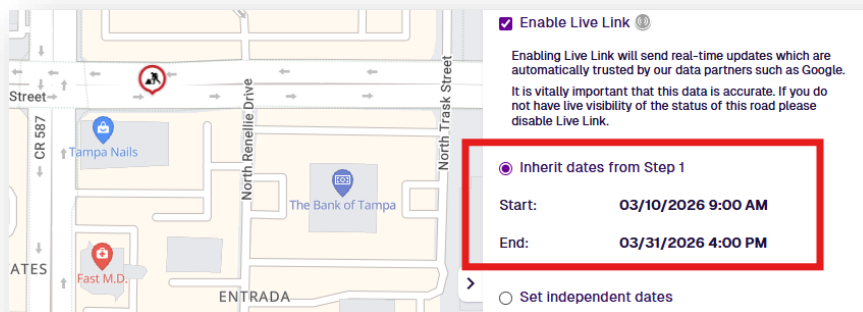
Enable live link is enabled by default; please make sure it is checked.

*Note: All traffic control types included in the plans should be entered; however, **Enable Live Link** appears only for the traffic control types of Road Closure or Lane Closure.*

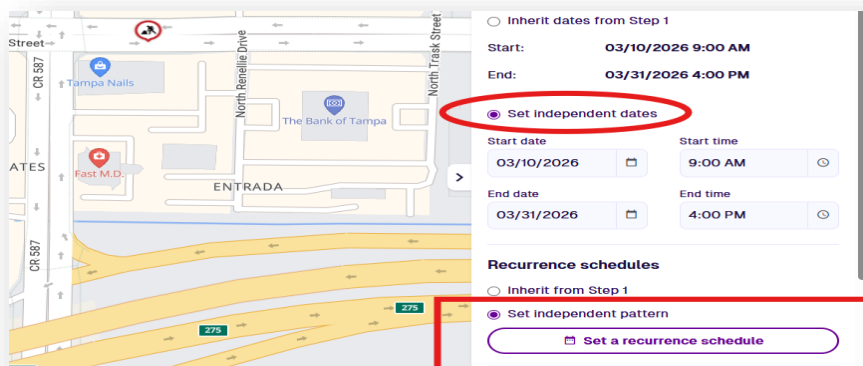


Define the dates and times for the closures. Two options are available:

Inherit dates from Step 1: Select this option when the closure is continuous, with the same dates that were set in Step 1. If not, select the next option.



Set independent dates: Select this option for daily, nightly, and/or weekend closures that last several hours on specific days but reopen at the end of the work period. Customize the time and dates for this closure.



Set a recurrence schedule: Click the boxes under **Days of Week** for the closure days and enter the **Start time** and **End time** for the recurring closure. Click **Add**.

**Note: Public holidays are the equivalent of Federal holidays.*

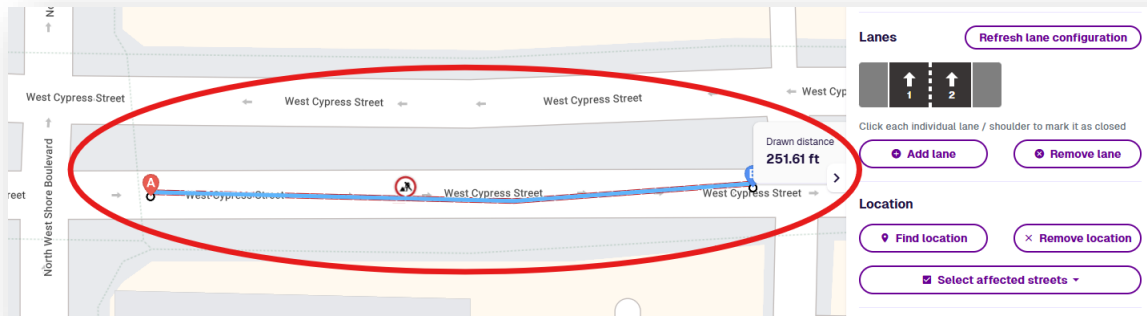
LOCATION

Skip the **Lanes** section for now and scroll down to the **Location** section. Click **Plot Route**.

The sequence in which the route is plotted, **Point A** to **Point B**, establishes the direction of the closure, for example, Northbound, Southbound, Eastbound, or Westbound. Click on the map to add the start point, **Point A**. Click on the map again to indicate the end point, **Point B**, following the traffic flow direction for the road segment.

Plotting the route in the wrong direction (for example, in the opposite direction on a one-way road) will cause the system to reject the plotted line.

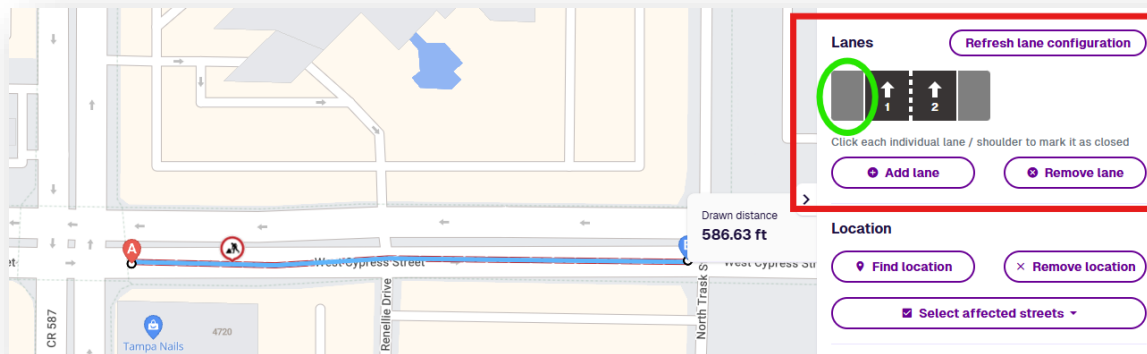
**Note: You can grab Point A and/or Point B if needed and move them to the correct place. Or select Remove location and redo it if needed.*




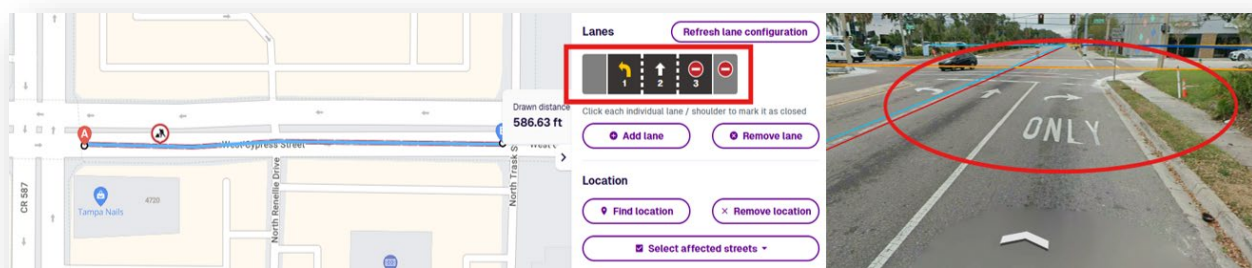
LANES

After the route is plotted, a default lane configuration will be populated. Confirm the lane configuration for the appropriate travel direction and, if needed, add or remove lanes.

**Note: Lane configuration represents one side of the road ONLY. The up arrows indicate the travel direction on one side of the road; even for two-way roads, the lane configuration still indicates the number of lanes in one direction only, and the left shoulder usually indicates the middle double yellow lines, or actual shoulder, or the middle island.*

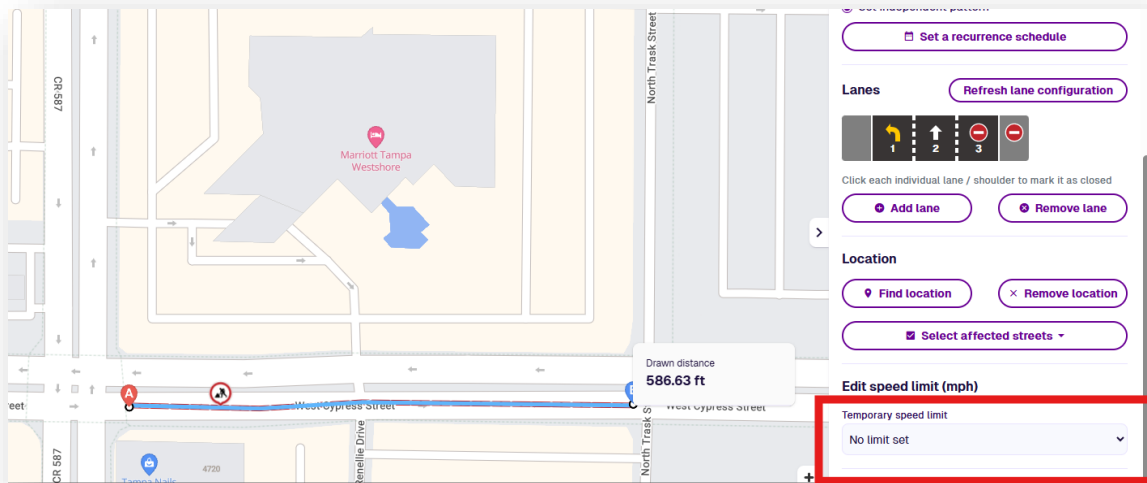


To close a lane, hover over the direction symbol and click. The  symbol indicates the lane is closed. Add all turn lanes as separate lanes.



EDIT SPEED LIMIT (MPH)

Temporary speed limit: leave the default value **No limit set**



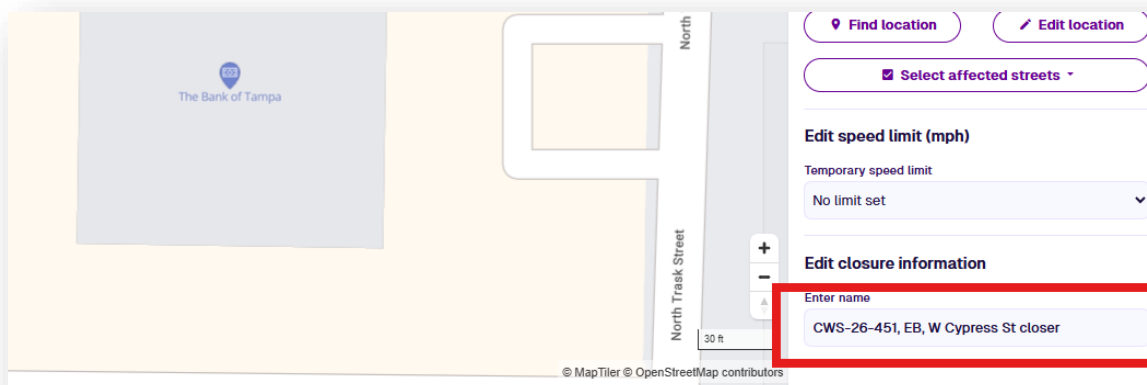
EDIT CLOSURE INFORMATION

A consistent format helps ensure that Live Link users can easily identify and activate the correct road/lane closure plan. Use the following naming convention to ensure clarity and consistency for Live Link users when selecting the required plan to activate:

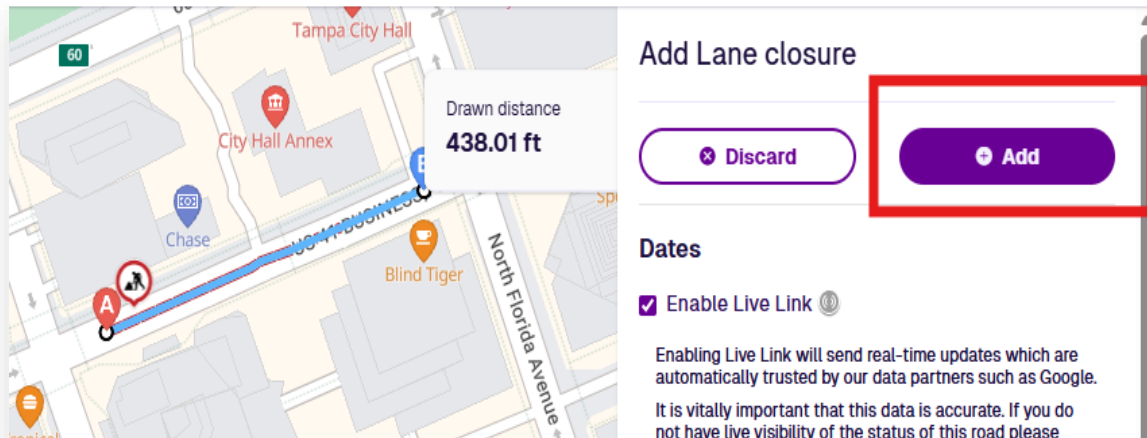
Enter Name: (Permit number without leading zeros, traffic direction, road name)

Example: **CWS-26-451, EB, W Cypress St Lane closure**

Note: There is a 50-character limit for the name

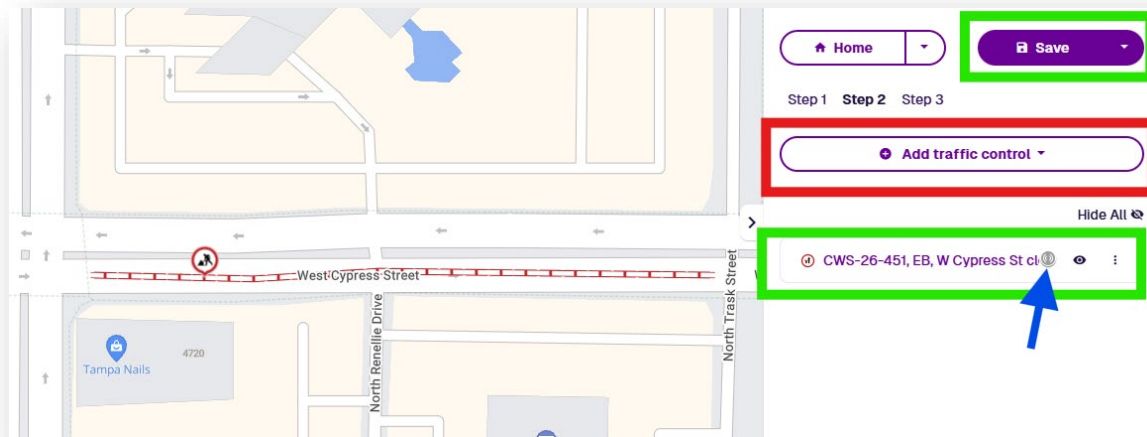


Click **Add** in the top-right corner. This adds the newly added route and closure information to your plan.

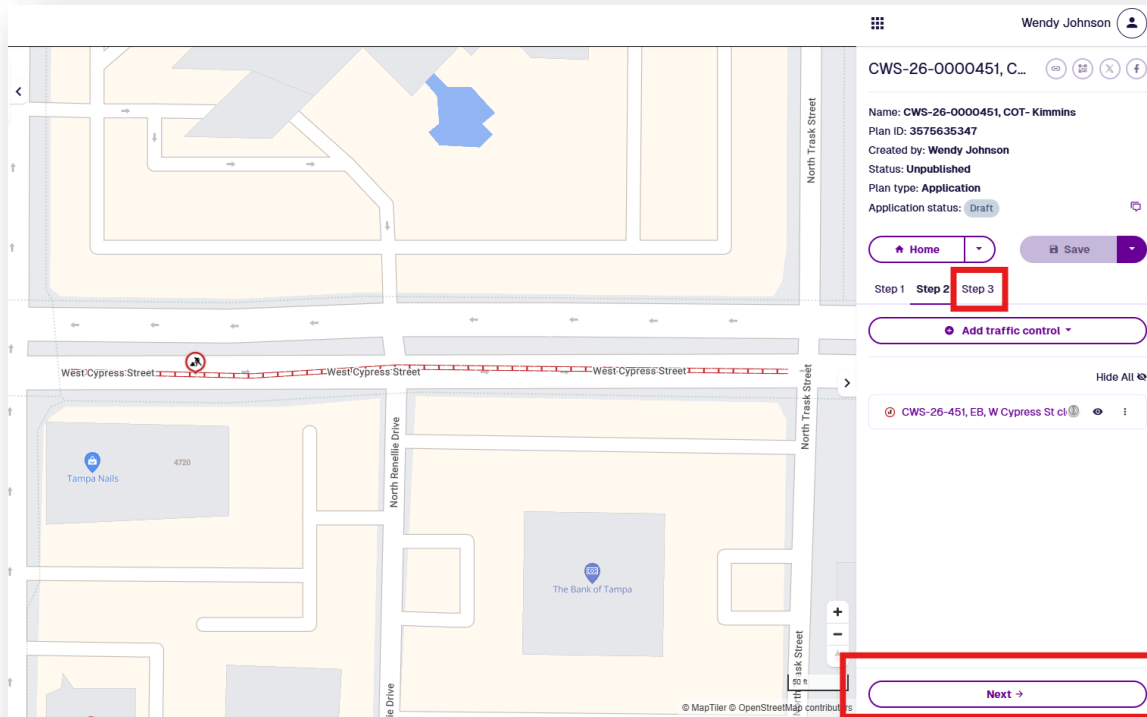


Return to Step 2 to continue. The plotted closure shows up with the live link icon (the gray circle) **CWS-26-451, EB, W Cypress St Lane closed**. Click **Save** to save your progress.

For additional closures or detours, click **(+ Add traffic control)** and repeat the workflow that begins at Step. 2



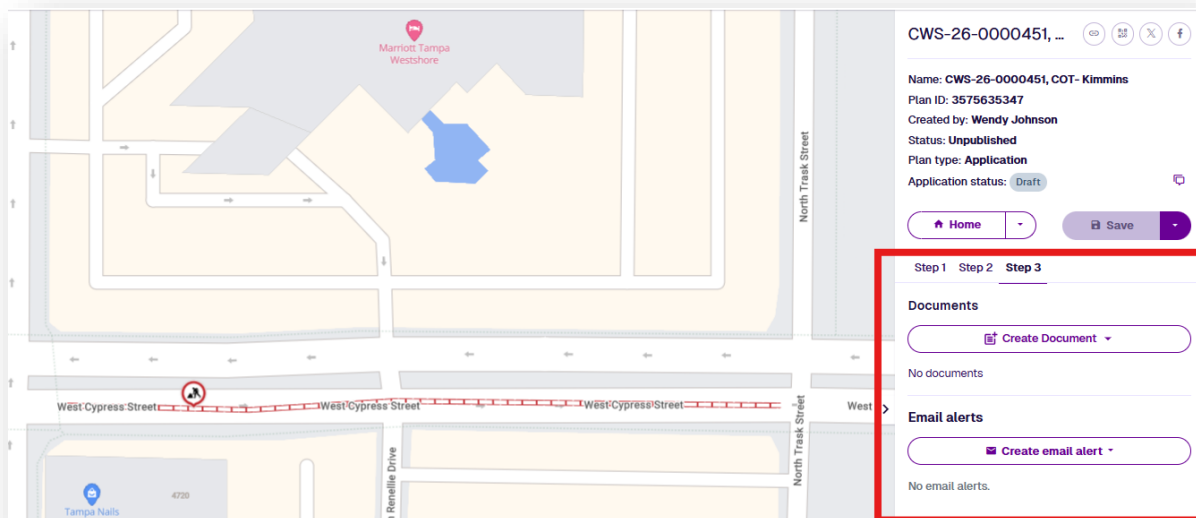
If there are no more closures or detours to add, Click **Next** or **Step 3** to continue.



STEP 3

Documents: leave the default value of **No documents**.

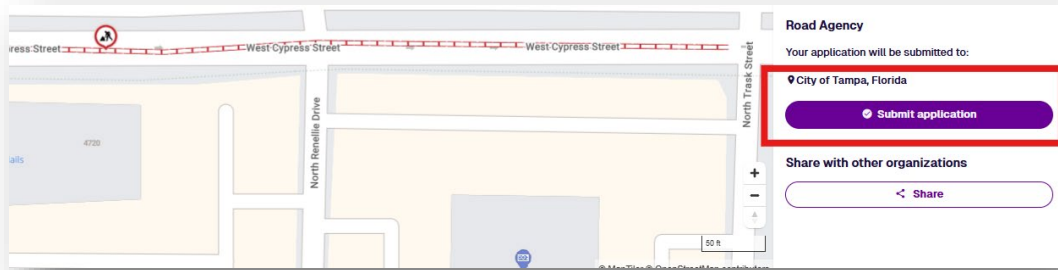
Email alerts: leave the default value of **No email alerts**.



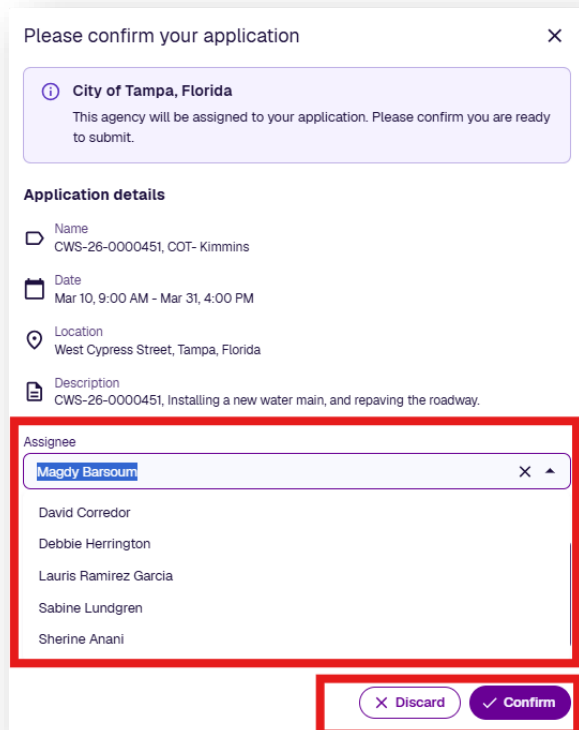
ROAD AGENCY

This is the agency to which your application will be submitted. Make sure the **City of Tampa, Florida**, is listed, then click **Submit application**. This will allow you to submit plans for City of Tampa review.

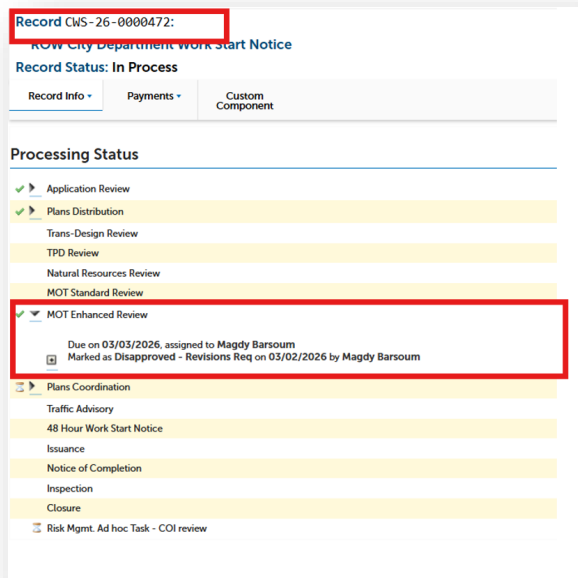
Note: If **Road agency shows an agency other than **City of Tampa, Florida** go back to Step 1 and change the agency to **City of Tampa, Florida** before continuing.*



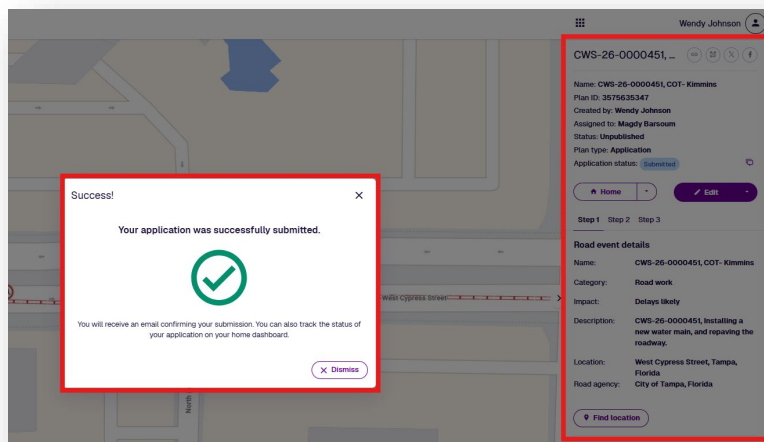
Once you click **Submit application**, a **Please confirm your application** pop-up appears. Double-check the information, and define **Assignee**, which is the COT-MOT reviewer's name. You can leave comments in the **Comments** area as needed, then click **Confirm**.



You will need to know the COT-ROW MOT reviewer's name to submit your plan directly to them. You can find the MOT reviewer's name from Accela Record as follows:




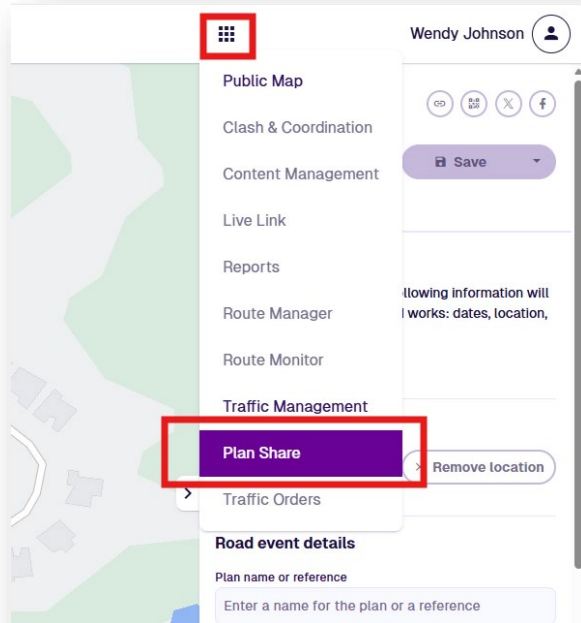
Your application is now submitted. You will receive a **Success!** message. In the background, make sure the information is correct.



Congratulations! You have now submitted an event in Plan Share!

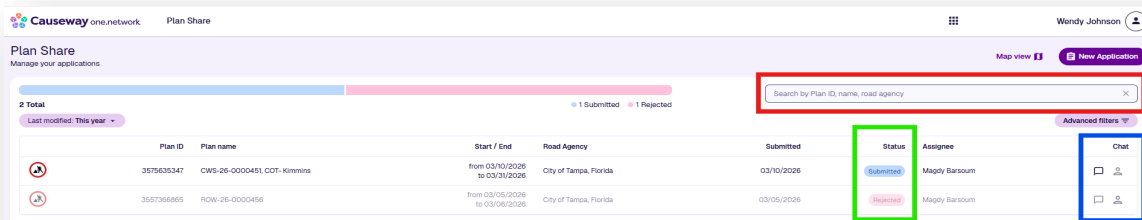
MANAGING YOUR SUBMITTED PLANS


To view your Dashboard and follow up on your previously submitted plans, click the 9-square icon () in the top-right corner and select **Plan Share**, or click **Home** to return to the Dashboard.

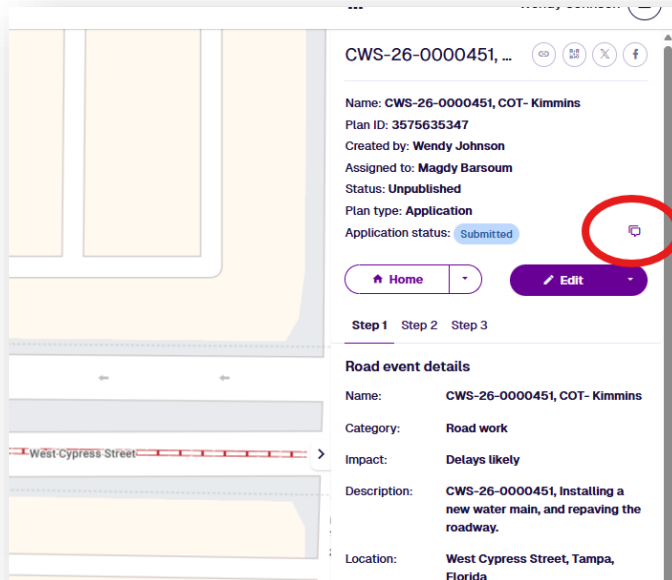


Here you can **Search** for plans, view each plan's **Status**, and send a message directly to the reviewer in the **Chat** section.

**Note: Response times can vary and will be more typical of an email response time as Plan Share does not support Live Chat.*



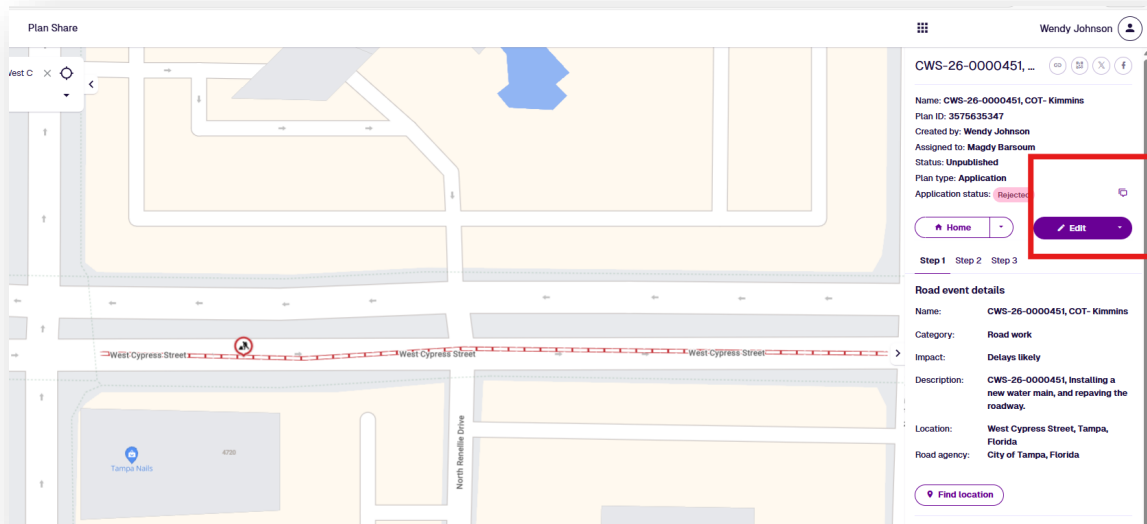
You can send a message to the reviewer directly from the submitted plan by clicking the message icon ().



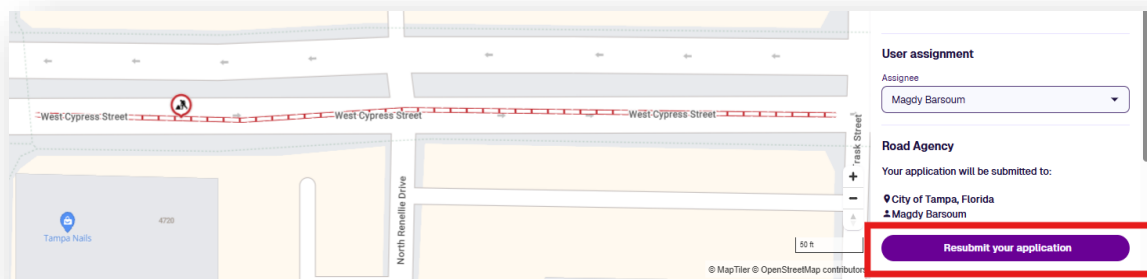
From the Dashboard, you will see the **Status** of the plans, Submitted, Approved, and **Rejected**, with some communication messages.



If the plan status is **Rejected**, as shown above, review the messages and select **Edit** to modify your plans as directed.



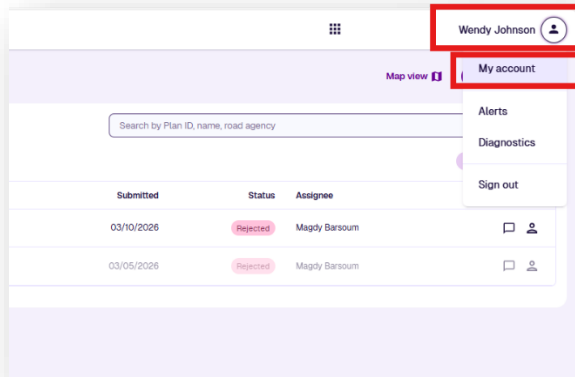
Continue to Step 3 as indicated previously, then click **Resubmit your application**.



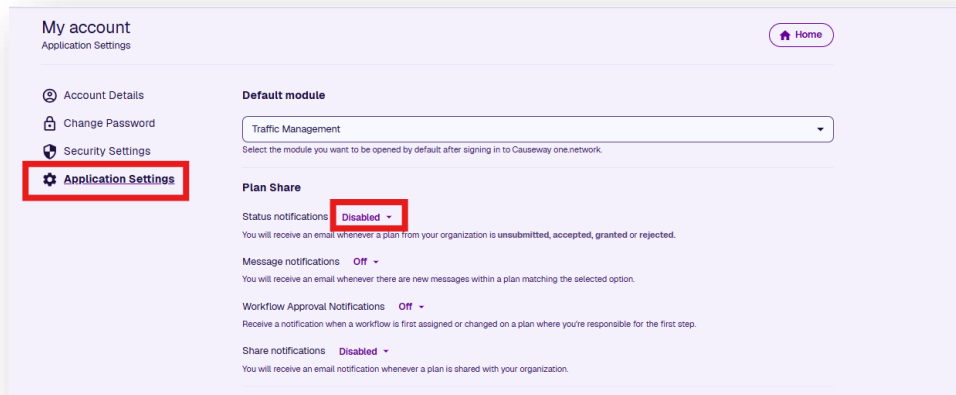
IMPORTANT SETTINGS TO RECEIVE NOTIFICATIONS

Every user should update their account settings to receive an email notification when the reviewer acts on their plans.

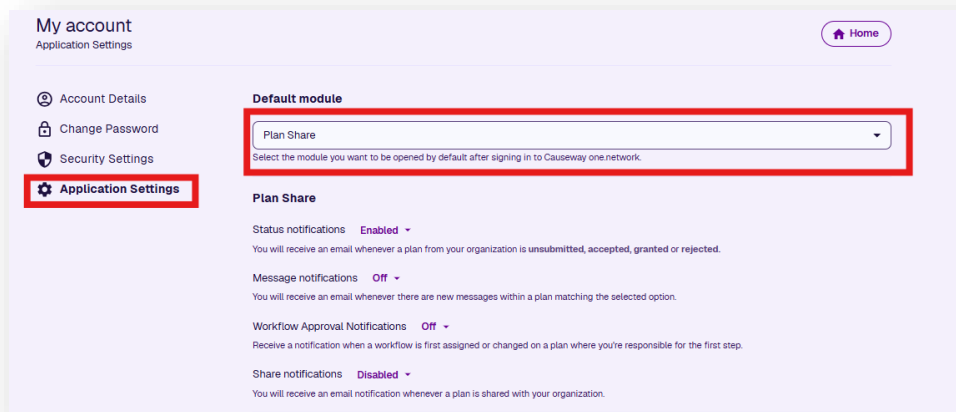
Click your account icon, then click **My Account**.




Click **Application Settings**, then under **Status Notifications**, switch the default from Disabled to **Enabled** so you receive notifications whenever your plans have a new action.



Also, you can make **Plan Share** your default module when you log in if it is not already the default.



When you click on  **Search**, you can customize the data layers and filters shown on your map. This will only affect your map and does not affect other users. You can also change the base map to your preference or click **Reset** to restore the default view.

