Traffic Control Log Book Reports

TCLB Daily Diary User Manual

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TCLB Instruction Manual

The traffic control logbook is used by the Traffic Control Supervisor (TCS) or the Traffic Control Technician (TCT) as an all-encompassing project traffic control diary. This application is provided to ensure similar daily record keeping on all projects.

It is the responsibility of the contractor's Traffic Control Supervisor to ensure that the Traffic Control Plan is implemented. The TCS keeps the traffic control diary current on a daily basis. By adding information into the TCLB application, the TCS certifies that the information added is correct and in
accordance with the plans and specifications for the project. The TCLB should be available at all times for inspection by the LPA project engineer. The diary should be reviewed with the LPA PE on a weekly basis.

Site Manager user ID & password assistance?
Contact LDOTD's Alan Rusch at 225-379-1592

Any and all deficiencies noted in the traffic control diary shall <u>also</u> be noted in the contractor's diaries.

The TCLB should summarize all the duties of the TCS, including the following items:
> • Type of work being performed that day
> • Traffic control plan used – beginning & ending stations for each
> • Traffic Control Devices – number of each, correct location?, any missing/damaged?, condition
> • Permanent or temporary striping removed or placed – from beginning station to end station
> • Memos, or change orders
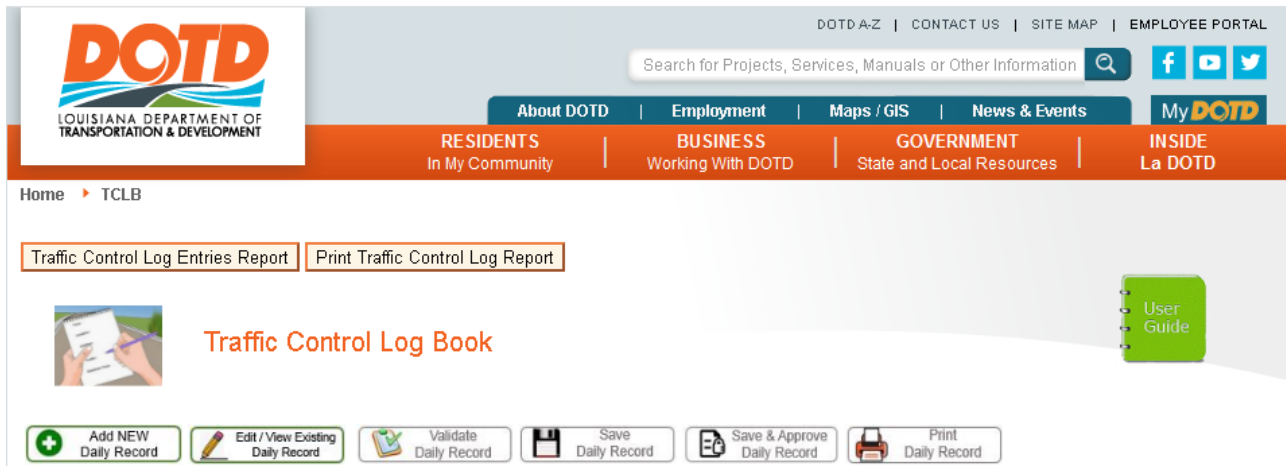
TCLB Home Page

Figure 1: Home page of the "Traffic Control Log Book" Daily Diary application

There are several buttons on the TCLB applications main page as described below. Buttons that are gray in appearance are disabled and will not be able to be used at that moment.

Symbol Definitions:

This button will bring the user to another page where the TCS or contractor can select any contract assigned to him/her. Once a contract is selected, a report will be created that will list all the daily entries entered and the report can be uploaded to an Excel spreadsheet. This report can also be run if the user is assigned the "FullReportAccess" security role.

This button will bring the user to another page where the TCS or contractor can select any contract assigned to him/her. The TCLB report will be created for each day selected using the to and from dates input. This report can also be run if the user is assigned the "FullReportAccess" security role.
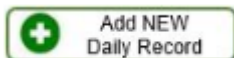
Click this button to add a new daily log book entry. A daily entry can only be added on the current day or one day prior except on holidays and weekends. After a weekend, an entry can be added on Monday for the previous Friday. On a holiday, an entry can be made the day prior to the holiday.


This button is used to edit an existing daily report. The report can only be edited if it is for the current day or one-day prior except for holidays and weekends. The daily report will be read only if before that time, but can be viewed.

Validate Daily Record

The validate button will check to make sure all mandatory fields are populated. If there are any issues, the panel with the issue will display a message. If validation is successful a message will appear on the top of the screen.

Save Daily Record

This button will Save the daily report. The TCLB will save the report automatically as the information is entered. As each panel is closed that current data is saved. So if the user is disconnected, they will be able to click the edit button, find the contract and log book date and finish entering data if within correct time frame.

Save & Approve Daily Record
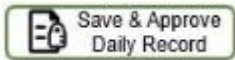
When the TCS is finished entering data, has validated the report and has no more changes, he/she can approve the daily report. Approving the daily report will make the report read only and no more changes will be able to occur.
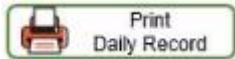
Print Daily Record

Print Daily Report will create a printable PDF report of the data entered for that day and the report can also be uploaded into an Excel spreadsheet.

DELETE Daily Record

Delete Daily Report is an irreversible button that will delete the daily report record for the day being viewed. The data deleted cannot be undeleted – BE CAREFUL! The delete button will only be visible on logbooks that are not read only. The log book must be saved and within the two day input period.
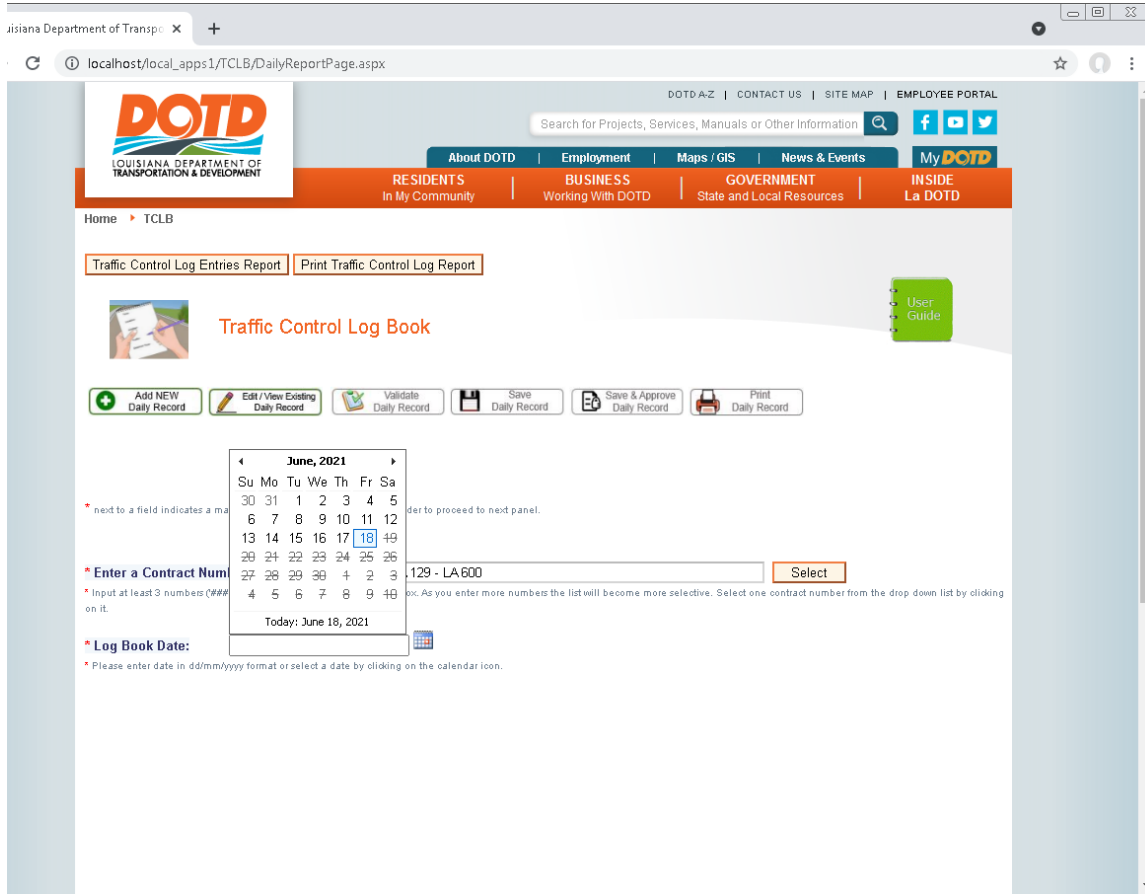
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Add New Daily Report

Click on Add NEW Daily Record button. Input at least 3 consecutive numbers of the contract number in the Contract Number Field. As you add numbers to the field, the selections in the drop down list will narrow. Click on the contract number desired in the drop down list, then hit Enter (does not work in Chrome) or the Select button.

Then select a log book date. The log book date cannot be in the future and cannot be prior to one day before today's date. This includes weekends and holidays.

Click on [Create NEW Record] button. This will display the first panel to fill out and also save the initial project data. After each panel is closed the information from that panel is automatically saved.
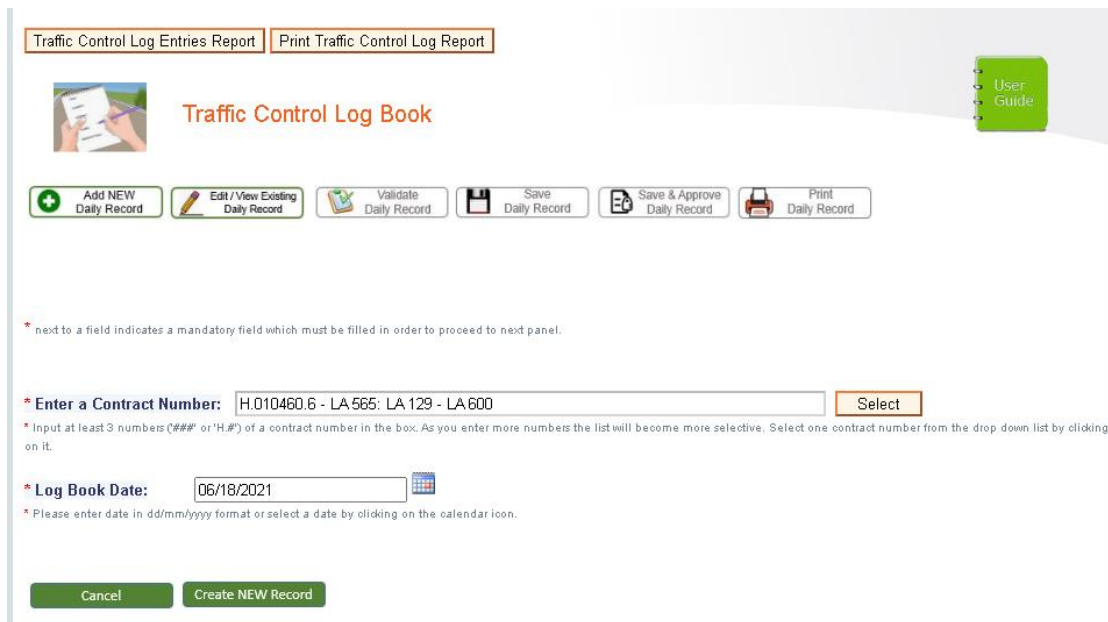
Figure 2: Add NEW Daily Record Screen

Edit/View Existing Daily Record

Click on Edit/View Existing Daily Record button. Input at least 3 consecutive numbers of a previously entered contract number in the Contract Number Field. As you add numbers to the field, the selections in the drop down list will narrow. Click on the contract number desired in the drop down list, then hit Enter (does not work in Chrome) or the Select button.

Then select a log book date. The log book date will consist of a drop down list of previously entered daily report dates. Once the log book date is selected the daily report is automatically loaded. If the record selected is prior to one day before signed on date, then the record will be read-only.

Figure 3: Edit Existing Daily Report – select a log book date

TCLB Daily Report Panels

General Information Panel

An * next to a field means that the field is mandatory. Once all mandatory fields are populated and validations corrected, then the panel can be closed and the next panel will be able to be opened.

This application automatically saves data as each panel is closed.

⊖ General Information

* Not all Mandatory fields in this section have values or invalid data was input.

TCS Arrival Time: * [   ]   **TCS Departure Time: *** [   ]

.

Weather: * [-- ▾]

High Temp: * [0] °F
Low Temp: * [0] °F

If working overnight, be sure the proper date is selected for the time entered.
*At least one inspection time must be filled: First, Second, or Night Inspection time.

First Inspection Time: [   ]
Second Inspection Time: [   ]
Night Inspection Time: [   ]

Existing Speed Limit: * [0]   **Reduced Speed Limit: *** [0]   **Special Speed Limit:** [0] (below Reduced Speed)

TCS Arrival Time – mandatory - be sure this date and time is prior to the TCS Departure Time. The date is necessary in case the work is at night and the departure time carries over to the next day. Date and time cannot be entered for a future time. If entering for a previous day be sure to select that day from the calendar before entering the time.

TCS Departure Time – mandatory - be sure this date and time is after the TCS Arrival Time. Make sure the date of departure is the correct selected date. Date and time cannot be entered for a future time.

Weather – mandatory - Choose weather from the drop down list.

High Temp – mandatory - The highest temperature for the day. This temperature has to be greater than the Low Temp.

Low Temp – mandatory - The low temperature has to be lower than the High Temp.

Morning Inspection Time - be sure this date and time is before the TCS Arrival Time and prior to the TCS Departure Time. One of the three inspection times must have a value.

Afternoon Inspection Time - be sure this date and time is before the TCS Arrival Time and prior to the TCS Departure Time. One of the three inspection times must have a value.

Night Inspection Time - be sure this date and time is before the TCS Arrival Time and prior to the TCS Departure Time. One of the three inspection times must have a value.

Existing Speed Limit – mandatory - This speed limit should be higher than the Reduced Speed Limit.

Reduced Speed Limit – mandatory - This speed limit has to be lower than the Existing Speed Limit.

Special Speed Limit – This speed limit has to be lower than the Reduced Speed limit.

Existing Site Conditions Panel

Enter comments describing the existing site conditions. These comments are mandatory.

Work Performed Panel

At least one check box for work performed must be checked.

Today's Operations Panel

Type in explanation of today's operations. This is mandatory.

Traffic Control Plan Panel

Sheet number , From and To Stations for sheet 1 are mandatory.

Items Used Panel

Once a checkbox is checked next to an item, all the fields to the right of the checkbox will become mandatory. The date last cleaned will automatically be filled in from the previous day's record, but will not be saved going forward unless the checkbox for that item is rechecked.

SuperCones	☐ [____]	○ Yes ○ No	○ Yes ○ No	[____]
TMA	☐ [____]	○ Yes ○ No	○ Yes ○ No	[____]
Arrow Board	☐ [____]	○ Yes ○ No	○ Yes ○ No	[____]

	* Number Used	Correct Location	Missing/ Damaged	* Date Last Cleaned/ Maint/Repair/ Replace	Date Installed
A/C Lights	☐ [____]	○ Yes ○ No	○ Yes ○ No	[____]	[____]
B Lights	☐ [____]	○ Yes ○ No	○ Yes ○ No	[____]	[____]
Other	☐ [____]	○ Yes ○ No	○ Yes ○ No	[____]	[____]

Comments:
[_____]

Law Enforcement Presence

The "Were law enforcement officers used?" is a mandatory question. If the answer to this question is 'yes', then all questions in this panel will be mandatory and will need to have an answer.

Message Boards Panel

The "Number of empty Message Boards to add" will only display on a new daily report that has no previous message board data. Enter the number of boards used on the project and click on Submit.
This will add that number of empty boards. Each of those boards will have to be edited to add valid data.

Below is what the message board will look like after adding 2 empty boards as described above. Click EDIT on each board to add detailed information.

Date Last Cleaned and Approved Date are both mandatory. Once fields are filled in, click on the Update button.

Edit Message Board

Device Type	mb
All Correct	⦿ Yes ◯ No
Missing/Damaged	◯ Yes ⦿ No
Distance	[_____]
Date Last Cleaned	[__/__/____] 📅
	Please enter a valid Last Cleaned Date.
Protection Required	◯ Yes ⦿ No
Date Approved	[Enter the Date Approved] 📅
Approved By (user name)	[_____]
Screen 1 Message	[_____]
Screen 2 Message	[_____]

[Update] [Cancel]

Once the message boards are entered, they will automatically carry over into the next day's daily report. If there are any changes needed to a message board, just click on the Edit button. If the message board is no longer being used, then click on the Delete button.

⊖ Message Boards

Create each new message board by filling in the empty blocks on the bottom row and then click CREATE. After message board is Created, click EDIT to add the screen messages.

All Correct	Missing/ Damaged	Distance	Date Last Cleaned/ Maint/Repair/ Replace	Delineation Required	Date Approved	Approved By (user name)	Screen 1 Message	Screen 2 Message	
⦿ Yes ◯ No	◯ Yes ⦿ No	1 mile	01/24/2022	◯ Yes ⦿ No	01/28/2022	Brett Morgan	One lane ahead	Slow traffic	[Edit] [Delete]
⦿ Yes ◯ No	◯ Yes ⦿ No	1 mile	02/28/2022	◯ Yes ⦿ No	02/28/2022	Brett Morgan	Stop ahead!	No shoulders ahead.	[Edit] [Delete]
◯ Yes ◯ No	◯ Yes ◯ No	[____]	[__/__/____] 📅	◯ Yes ◯ No	[__/__/____] 📅	[____]			[Create] [Cancel]

To add another message board, fill in the fields on the bottom line and click on Insert.

Once the board is added by Insert, click on the Edit button on that newly added board to add the messages.

All Correct	Missing/ Damaged	Distance	Date Last Cleaned/ Maint/Repair/ Replace	Delineation Required	Date Approved	Approved By (user name)	Screen 1 Message	Screen 2 Message		
○ Yes ○ No	○ Yes ● No	1 mile	02/28/2022	○ Yes ● No	02/28/2022	Brett Morgan	Stop ahead!	No shoulders ahead.	Edit	Delete
● Yes ○ No	○ Yes ● No	1 mile	01/24/2022	○ Yes ● No	01/28/2022	Brett Morgan	One lane ahead	Slow traffic	Edit	Delete
● Yes ○ No	○ Yes ● No	1.5 miles	03/07/2022	○ Yes ● No	03/07/2022				Edit	Delete
○ Yes ○ No	○ Yes ○ No		_/_/_ 📅	○ Yes ○ No	_/_/_ 📅				Create	Cancel

Barriers Panel

All information in the concrete panel will automatically carry over into the next day's daily report. Data in this panel can be edited if the information has changed.

Other Details Panel

Enter other details of project if needed. This section is not mandatory.

Removal of Permanent Stripe

If check box is checked, then the To Station and From Station fields will be mandatory.

Temporary Pavement Markings Panel

This section is not mandatory, but if paint/tape or color are selected then all fields in this section become mandatory except the Comments field.

Validate Daily Record

Validate will check to make sure all mandatory fields have been populated. If the validation fails, then the panel with the issue will display an error. If all mandatory fields are populated the message below will display.

VALIDATION is successful!

Save Daily Record

The save button will save data in an opened panel. This application automatically saves data as each separate panel of data closes. This will stop major loss of data in case of disconnection of service during entry of data. If disconnected, just reconnect and click on Edit/View Existing Daily Record. If the record saves with no issues, then the following message is will display.

SAVE is successful!

Save and Approve Daily Record

This button will save data in an opened panel and also flag the daily report as Approved. When a report is approved it becomes read-only and nothing on the report can be changed.

Print Daily Report

A PDF report can be created on the daily report being viewed by clicking Print Daily Report. The PDF report can be created and printed on any daily report on file whether current or read-only.

Delete Daily Report

A daily report can only be deleted if it is not read-only which means it had to be input today or the day prior.

Traffic Control Log Entries Report

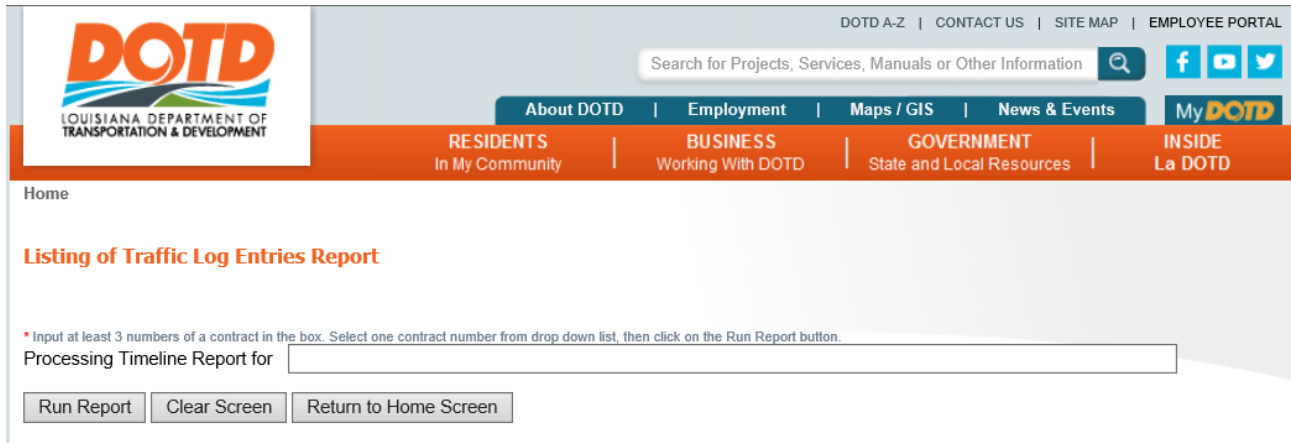Input at least 3 consecutive numbers of the contract number in the 'Processing Timeline Report for' Field. As you add numbers to the field, the selections in the drop down list will narrow. Click on the contract number desired in the drop down list, then click on Run Report. Contracts displayed in the drop down list are only contracts assigned to the user signed in. Unless the user is assigned the "FullReportAccess" security role. That user will be able to pull data for any project.
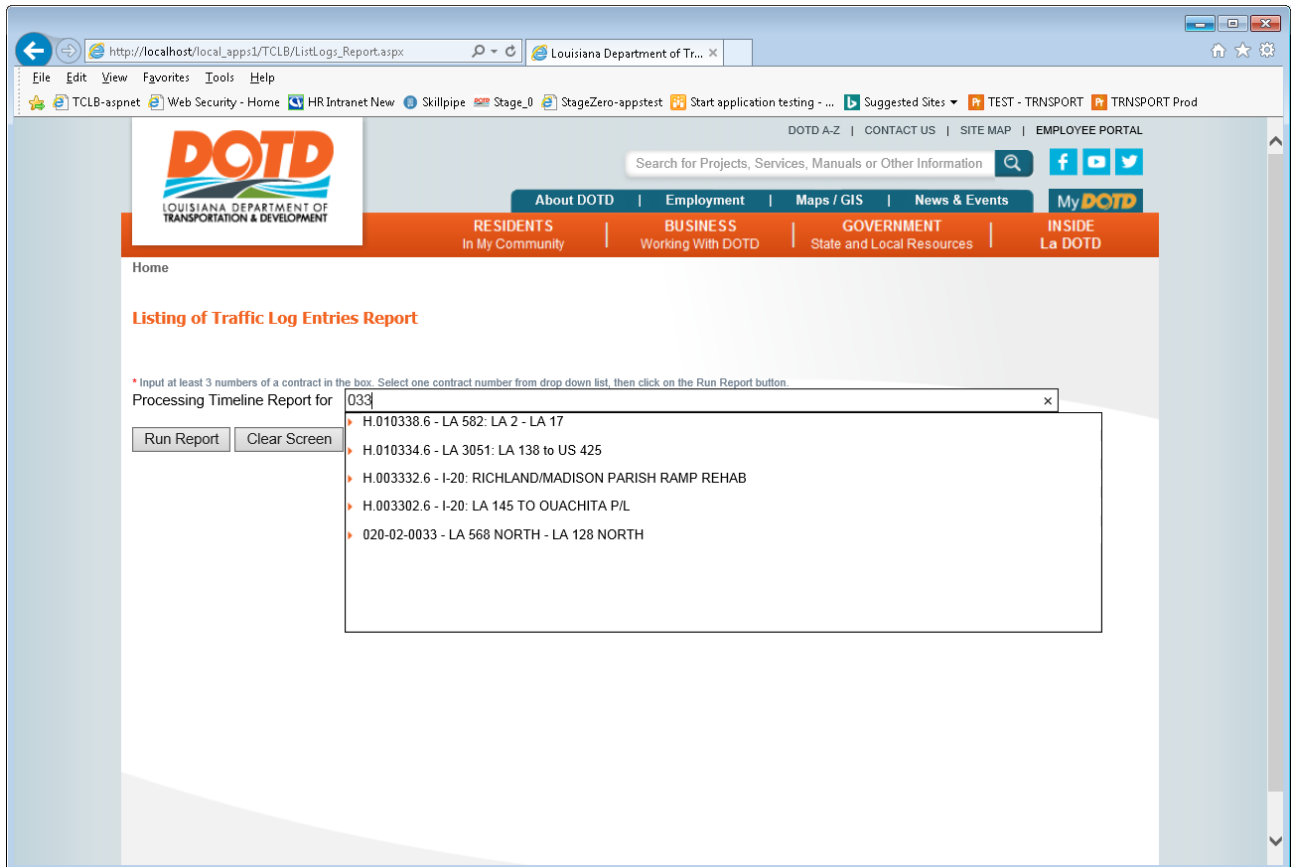
The report displayed can be exported to Excel.

Listing of Traffic Log Entries Report

* Input at least 3 numbers of a contract in the box. Select one contract number from drop down list, then click on the Run Report button.

Processing Timeline Report for H.003302.6 - I-20: LA 145 TO OUACHITA P/L

[Run Report] [Clear Screen] [Return to Home Screen]

[Export to Excel]

ID	Contract	Log Book Date	Entered Date	Approved Date	TCS Arrival	TCS Departure
cdjc0003	H.003302.6	07/08/2014	7/8/2014	07/08/2014	4:00PM	4:30PM
cdjc0003	H.003302.6	07/07/2014	7/7/2014	07/08/2014	6:45AM	11:00AM
cdjc0003	H.003302.6	07/06/2014	7/6/2014	07/08/2014	5:15PM	5:30PM
cdjc0003	H.003302.6	07/05/2014	7/6/2014	07/08/2014	10:00AM	10:15PM
cdjc0003	H.003302.6	07/04/2014	7/5/2014	07/08/2014	9:00AM	9:15PM
cdjc0003	H.003302.6	07/03/2014	7/3/2014	07/08/2014	4:00PM	4:15PM
cdjc0003	H.003302.6	07/02/2014	7/3/2014	07/08/2014	8:30AM	8:45AM
cdjc0003	H.003302.6	07/01/2014	7/2/2014	07/08/2014	12:30PM	2:30PM
cdjc0003	H.003302.6	06/30/2014	6/30/2014	06/30/2014	6:00PM	6:30PM
cdjc0003	H.003302.6	06/29/2014	6/29/2014	06/30/2014	3:30PM	3:45PM
cdjc0003	H.003302.6	06/28/2014	6/29/2014	06/30/2014	6:15PM	6:30PM
cdjc0003	H.003302.6	06/27/2014	6/28/2014	06/30/2014	11:45AM	12:15PM
cdjc0003	H.003302.6	06/26/2014	6/27/2014	06/30/2014	9:00AM	9:30PM
cdjc0003	H.003302.6	06/25/2014	6/25/2014	06/25/2014	12:00PM	12:15PM
cdjc0003	H.003302.6	06/24/2014	6/24/2014	06/25/2014	10:15AM	10:30AM
cdjc0003	H.003302.6	06/23/2014	6/23/2014	06/25/2014	6:30PM	6:45PM
cdjc0003	H.003302.6	06/22/2014	6/23/2014	06/25/2014	10:00AM	10:15AM

Print Traffic Log Control Report

Home ▸ TCLB

Print Traffic Log Control Report

* Input at least 3 numbers ('###' or 'H.#') of a contract number in the box. As you enter more numbers the list will become more selective.
Select one contract number from the drop down list, then click on the Run Report button.
Please be patient after clicking on the Run Report Button for the PDF to be created. The system could be pulling an abundant amount of data.
Please do not double click any keys once report run has been started. You can tell the report is still running because there will be a spinning circle in the tab at the top of the screen.

Processing Timeline Report for [   ]

Report Range: Begin Date [   ] 📅 End Date [   ] 📅

[Run Report] [Clear Screen] [Return to Home Screen]

This report will create the daily TCLB report for each day entered into the system. This report can be used for court cases, etc.

Input at least 3 consecutive numbers of the contract number in the 'Processing Timeline Report for' Field. As you add numbers to the field, the selections in the drop down list will narrow. Click on the contract number desired in the drop down list. Once a contract is selected the To and From dates will automatically be filled in from the first record stored in the database and the last record stored in the database. The dates displayed can be changed if desired. Then click on Run Report. Contracts displayed in the drop down list are only contracts assigned to the user signed in. Unless the user is assigned the "FullReportAccess" security role. That user will be able to pull data for any project.
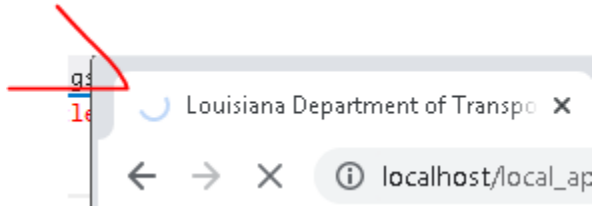
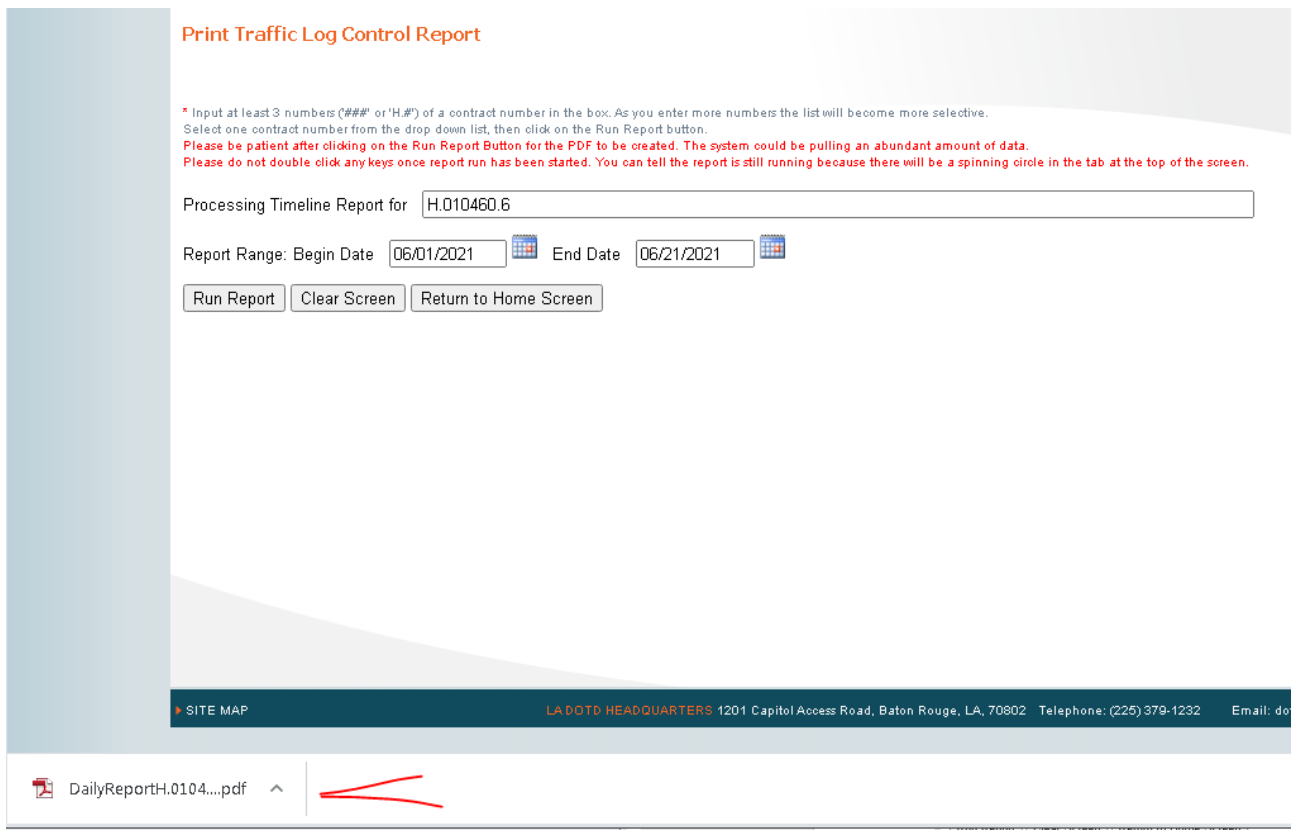Select the contract you want to view.
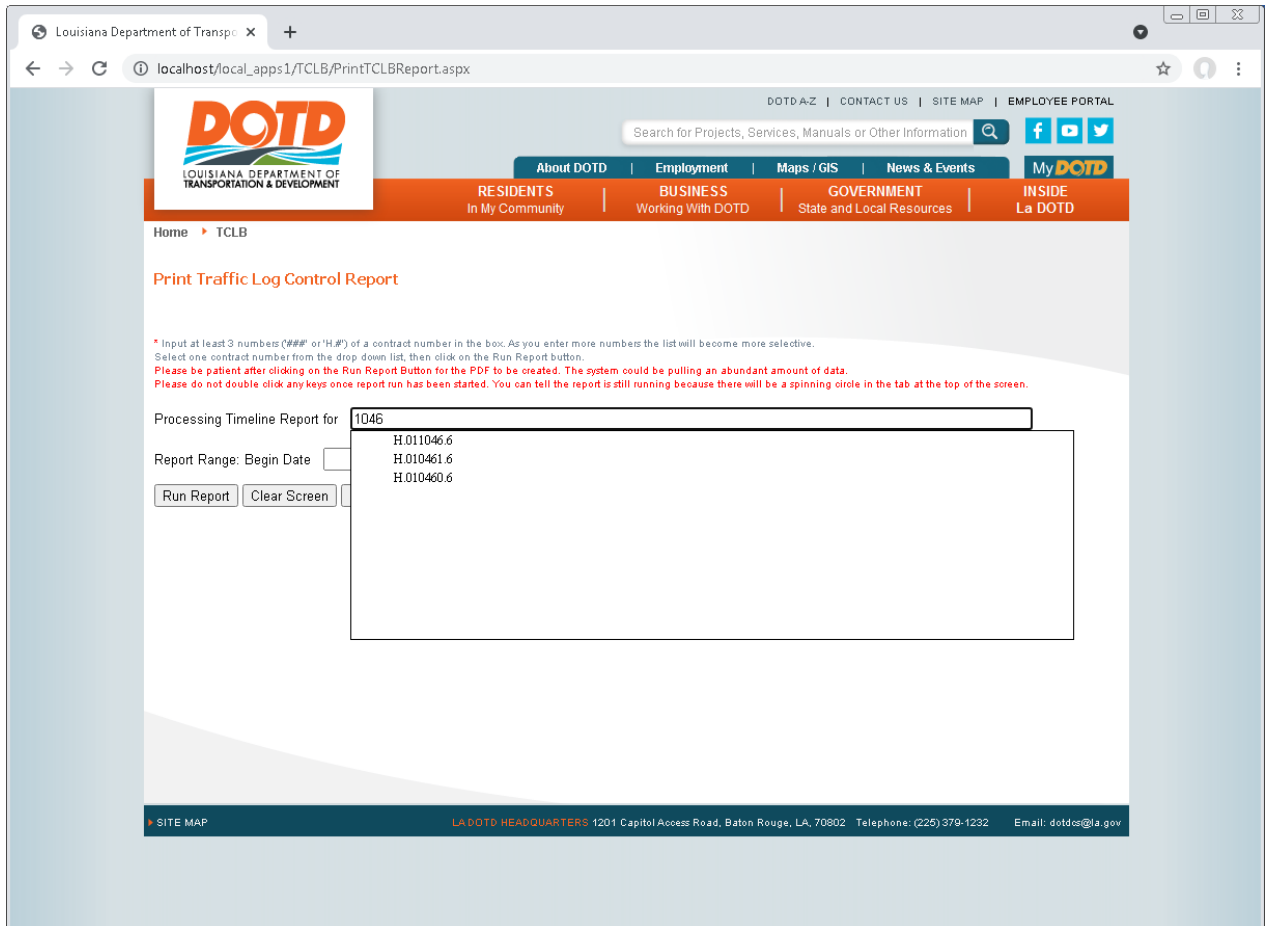
Once the contract is chosen the begin and end date will automatically fill what is in the database. These dates can be changed if needed.
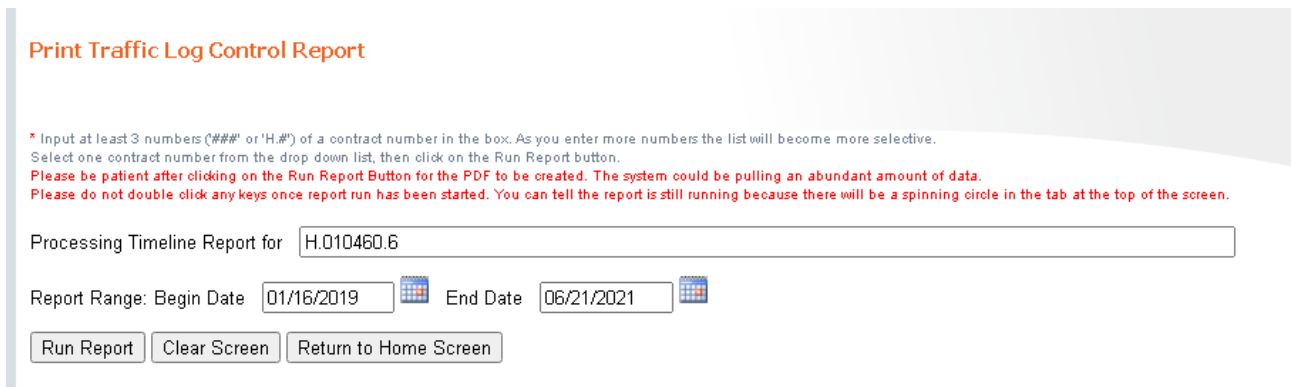
Click on the Run Report button. Please DO NOT click on any other buttons while report is running. You can see if the report is running because there will be a spinning circle at the top of the page.

When the report is finished a box will appear at the bottom of your screen. Click on the up arrow in that box and choose open.

This is how the report will look once opened.

Security Access Roles for TCLB

UserAdmin – When assigned this role you will be able to add a TCLB for days prior to one day before a date. Add TCLB after the fact if system has been down.

SecAdmin – When assigned this role you will be able to assig any of the security roles to users.

FullReportAccess – When assigned this role you will be able to run the two reports for any contract without being assigned to that contract.