

Updating
the New
Road Reports Webpage

This document is intended to help coach you through using the [DOT Road Reports website](#). The website is designed to update any condition on our highway systems, ferries and winter/ice roads and work in tandem with our permitting process all in one place.

This document will layout in point form how to use the different aspects of the two sections of the webpage: Road and Road Conditions.

The Road section of the webpage is for updating road ban percentages, weight restrictions, and to open or close certain sections of our highway system.

The Road Conditions section of the website is for updating conditions on the road that can be less permanent: weather, construction, incidents, etc...

LOG IN

The screenshot shows the DOT Road Reports website interface. At the top left is the Northwest Territories logo. To its right is the text 'DOT Road Reports'. Below this is a blue navigation bar with three tabs: 'ROAD', 'ROAD CONDITIONS', and 'LOGIN'. The 'LOGIN' tab is highlighted with a red rectangular box. Underneath the navigation bar is the 'Login' section, which includes a text input field with the email address 'james_mackenzie@gov.nt.ca', a password input field with masked characters, and two buttons labeled 'LOGIN' and 'CLEAR'. At the bottom of the page, there is a blue footer bar containing the text '© Copyright DOT 2014' and 'v2.46.14.4 2015-09-08'.

- The new road reports webpage is: <https://www.idmv.dot.gov.nt.ca/RoadReports>
- Click login on the blue bar near the top of the screen. This will bring up the login text boxes.
- Your login will be your GNWT email: FirstName_LastName@gov.nt.ca
- You can pick your own password the first time you login. Please make it something you can remember easily.

ROAD CONDITIONS

The screenshot shows the top navigation bar with 'ROAD', 'ROAD CONDITIONS', and 'LOGOUT'. The 'ROAD CONDITIONS' menu item is highlighted with a red box. Below the navigation bar, the 'Road Sections' section has a 'Road:' dropdown menu with a red arrow pointing to it. To the right, the 'Road Conditions' section includes a 'Road Condition Category' dropdown set to 'ADVISORY GENERAL', a 'Road Condition' dropdown set to 'ESCORTED TRAVEL ONLY', and 'Valid From' and 'Valid To' input fields. There are also 'Check All', 'Clear All', and 'Apply' buttons.

This area is to set advisories for the public.

- Select Road Conditions from the top menu bar.
- From the drop down menu called “Road”, select which section of the highway you wish to make condition changes to.

The screenshot shows the 'Road Sections' section with a 'Road:' dropdown menu set to '1 HWY'. Below the dropdown, there are two sections highlighted with a red box: 'NWT/AB BORDER - ENTERPRISE' and 'KAKISA ACCESS - ENTERPRISE'. Each section has a checkbox and a pencil icon. The 'Road Conditions' section on the right has the 'Road Condition' dropdown set to 'ESCORTED TRAVEL ONLY' and the 'Valid From' field set to 'ESCORTED TRAVEL ONLY INCIDENT'. There are also 'Check All', 'Clear All', and 'Apply' buttons.

- A list of highway sections will appear with check boxes on the left.
- Select which portions of the highway you want to apply the condition change to by clicking the box next to the section(s). There is also a “check all” button if you’re making changes to the entire highway.
- On the right hand side of the screen, select the type of condition you would like to apply to the selected highway sections from the drop down menu. There are three categories to choose from: Construction, General, and Weather.
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Northwest Territories DOT Road Reports

ROAD ROAD CONDITIONS LOGOUT

Road Sections
 Road: 1 HWY

NWT/AB BORDER - ENTERPRISE
 SECTION 0.00 Km - 84.00 Km

KAKISA ACCESS - ENTERPRISE
 SECTION 84 - 167.7

Road Conditions
 Road Condition Category: ADVISORY GENERAL
 Road Condition: ESCORTED TRAVEL ONLY
 Valid From: ESCORTED TRAVEL ONLY
 Valid To: INCIDENT
 Clear All Conditions:

- There are subsections for each of these.
- General: Incident, Fire, Slippery Sections, Overflows, Soft Sections, Travel Not Recommended, May Close with Little or No Notice, Rough Sections, Smoke, 72 Hour Notice of Closure, 48 Hour Notice of Closure, 24 Hour Notice of Closure, and Rotating Closures.
- Weather: Snow, Heavy Snow, Windy, Rain, Ice, Freezing Rain, and Poor Visibility.

Northwest Territories DOT Road Reports

ROAD ROAD CONDITIONS LOGOUT

Road Sections
 Road: 1 HWY

NWT/AB BORDER - ENTERPRISE
 SECTION 0.00 Km - 84.00 Km

KAKISA ACCESS - ENTERPRISE
 SECTION 84 - 167.7

KAKISA ACCESS - HWY 3 JCT.
 SECTION 167.7 - 173.2

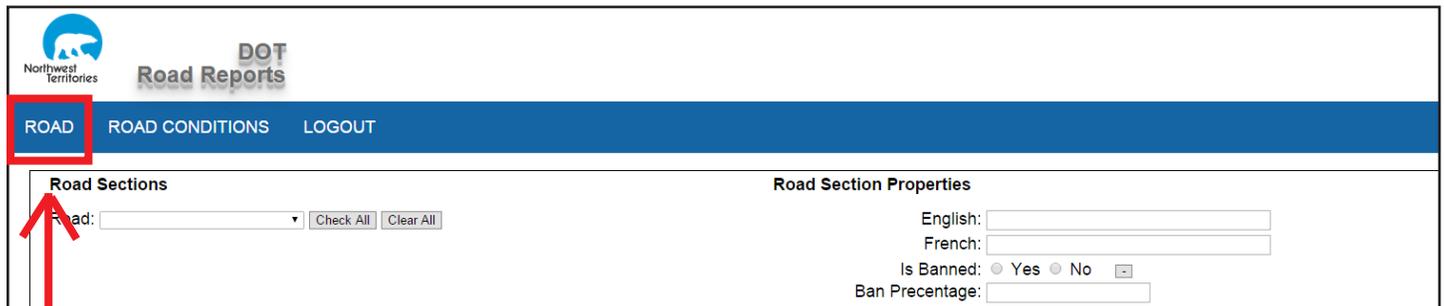
Road Conditions
 Road Condition Category: ADVISORY GENERAL
 Road Condition: ESCORTED TRAVEL ONLY
 Valid From: 23 Oct 2015 2:39 PM
 Valid To: 30 Oct 2015 2:40 PM
 Clear All Conditions:

- Construction: Construction and Watch for Equipment Working.
- If you are removing conditions, click the box that says “Clear Conditions”.
- Set a start date and end date for this condition. There is a button to start “now”.
- If you don’t know the end date, simply choose a date far enough in the future to cover which ever incident may be in effect, or leave it blank.
- To set the condition, you have to click the small “+” box. A box will appear with the time frame you stipulated to show that the condition is in place.
- If necessary, you can apply multiple conditions to the same road section. You have to click the “+” button to set each condition individually.
- When finished, click the “Apply” button.

ROADS

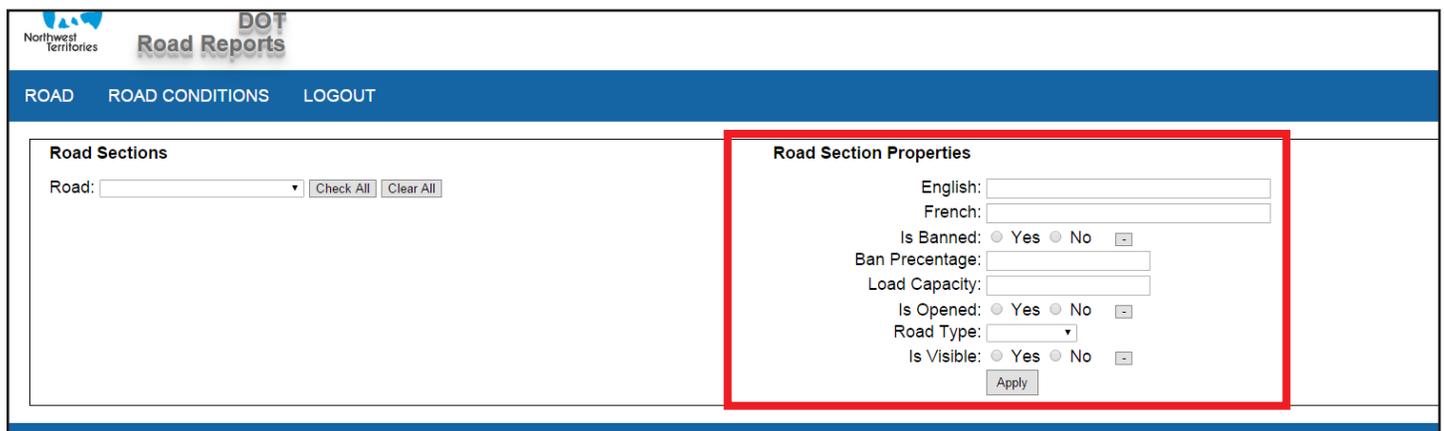
Roads is used to place road bans, and to open and close roads.

- Select Roads from the top menu bar.



The screenshot shows the top navigation bar of the DOT Road Reports system. The 'ROAD' menu item is highlighted with a red box. The interface includes the Northwest Territories logo and the text 'DOT Road Reports'. Below the navigation bar, the 'Road Sections' section is visible, featuring a dropdown menu for selecting a road section, and buttons for 'Check All' and 'Clear All'. The 'Road Section Properties' section on the right contains text boxes for 'English' and 'French' names, radio buttons for 'Is Banned' (Yes/No), and a 'Ban Percentage' input field.

- From the drop down menu called “Road”, select which section of the highway you wish to make condition changes to.
- A list of highway sections will appear with check boxes on the right.
- Select which portions of the highway you want to apply the condition change to by clicking the box next to the section(s). There is also a “check all” button if you’re making changes to the entire highway.
- On the right hand side of the screen you have text boxes for English and French. These are used only when you need to change the name of a section of road.
- If there is a ban on the road, check the circle on the left hand side of the Yes to indicate there is a ban.



This screenshot shows the 'Road Section Properties' section of the DOT Road Reports interface, which is highlighted with a red box. It includes text boxes for 'English' and 'French' names, radio buttons for 'Is Banned' (Yes/No), a 'Ban Percentage' input field, a 'Load Capacity' input field, radio buttons for 'Is Opened' (Yes/No), a 'Road Type' dropdown menu, and radio buttons for 'Is Visible' (Yes/No). An 'Apply' button is located at the bottom of this section. The 'Road Sections' section on the left remains visible, showing the 'Road' dropdown menu and 'Check All'/'Clear All' buttons.

- You can then put in the numerical value of the ban percentage and load capacity in the text boxes below.
- If you’re removing a ban from the highway system, check the box to the left of the No to indicate the ban has been lifted.
- If you wish to either open or close a section of the road, those are the next two options available. Simply click the corresponding circle to indicate if the road is open or not.
- When you’ve finished editing the section of highway, click Apply to have the changes take effect.