

TG-Segment  
Training Guide



Prepared for:

Kanas Department of Transportation

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*This document is designed to assist new TG-Segment users in becoming familiar with the winter road condition reporting operator interface. It includes a guide for learning basic data entry and editing functions in the software. TG-Segment has additional features beyond what is included in this document. However, not all the advanced features are discussed here, as this document is intended as a basic training guide to help new operators get started in using the program.*

**Note: CARS 5 is not compatible with Internet Explorer. Please use a modern browser such as Edge, Chrome, Firefox or Safari.**

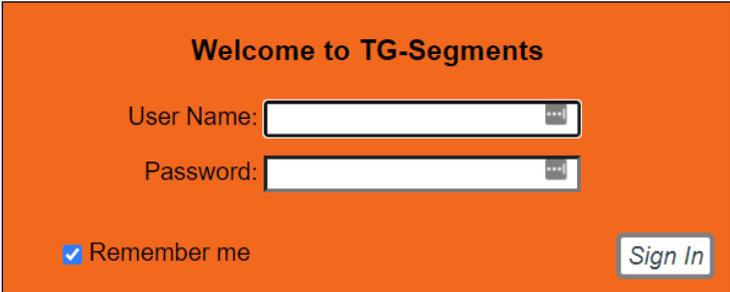
## Introduction

TG-Segment provides a simple and intuitive web-based interface for quickly and easily entering winter road conditions. It also aggregates identical conditions on adjacent winter road reporting segments to streamline the number of events in CARS at any given time, helping to reduce “clutter”.

TG-Segment is web-based, which allows any user with an Internet connection to update road and weather conditions without having to use any special software other than an up-to-date browser.

## Access and Login

Log into the TG-Segment module, illustrated in Figure 1, by entering a username and password at the launch page of the TG-Segment web site. Contact your CARS program administrator if you do not know the URL (web address) of the TG-Segment system, or to obtain a username and password. Your TG-Segment username and password are the same as your CARS 5 username and password.



**Welcome to TG-Segments**

User Name:

Password:

Remember me

*Figure 1: Login Screen*

If an incorrect user account and password combination is entered, TG-Segment will redirect the user to back to the login page, with an error message. If you have forgotten or do not know your TG-Segment user ID, contact your program administrator.

## TG-Segment Basics

The TG-Segment interface is divided into three sections, illustrated in Figure 2 below.

**1. The Area and Route Selector.** Use this expandable list to select a geographic area or road for which you wish to report winter road conditions. Selecting a road will allow you to enter conditions for one or more segments on that road. Selecting an area will allow you to enter conditions for one or more segments within that geographic area. When you log in, you will automatically have your Home Area selected (e.g. District 1).

**2. Segment Selector.** Use the segment selector table to choose the segments for which you will enter conditions. You can select individual segments by clicking anywhere on the segment row. You can select all segments in the table by checking the “Select All” checkbox. You can select all segments in a sub-area by checking the checkbox in the area’s gray heading row.

**3. Report Entry.** Use the dropdowns and/or selection boxes to indicate the road conditions that you will report on the selected segments. Dropdowns allow only one condition phrase to be chosen. Pick lists allow you to select one or more condition phrases (use CTRL-click to select multiple phrases from a pick list).

The screenshot shows the KanDrive interface for reporting winter driving conditions. The top navigation bar includes the KDOT logo, the title "Winter Driving Conditions", and the user name "mhenry" with a settings icon. Below the navigation bar, there is a "KanDrive" search box and a "Select All" checkbox. The main content area is divided into two sections: "All Areas" and "Area 1". The "All Areas" section is expanded, showing a list of districts from 1 to 6, with "District 2" selected (indicated by a yellow circle '1'). The "Area 1" section displays a table of road segments. The table has three columns: "Name/ID", "Conditions", and "Update Time". The second row is selected (indicated by a yellow circle '2') and shows the following data:

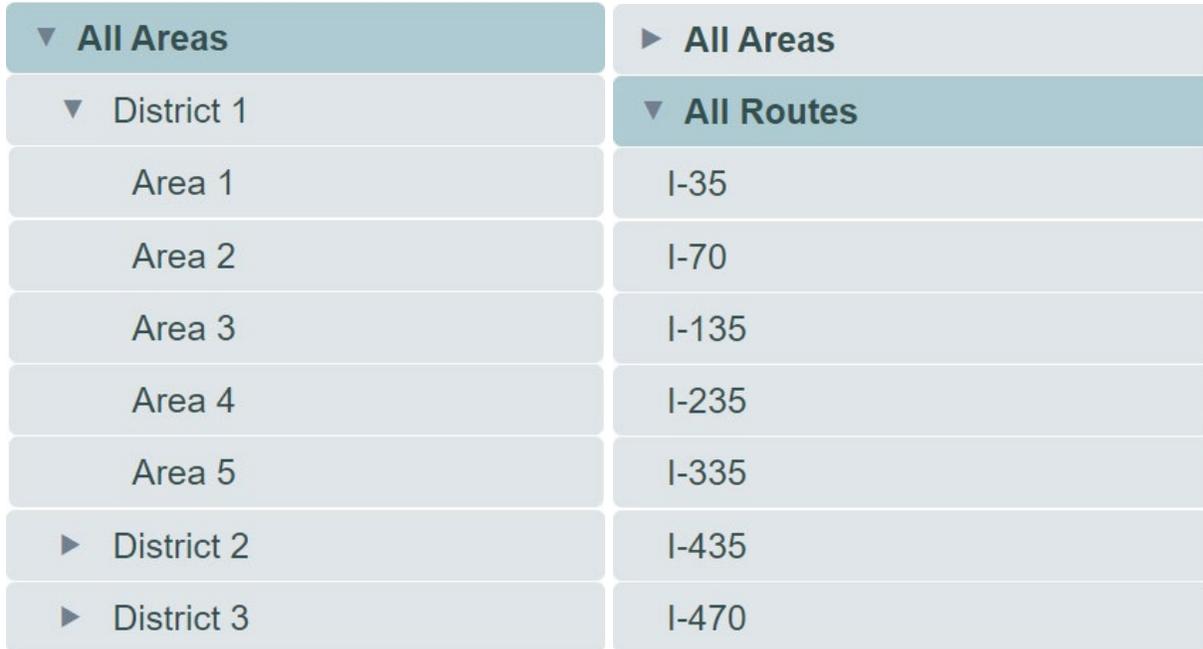
Name/ID	Conditions	Update Time
JCT.U36/K110 to SCL AXTEL	Completely Covered	Confirmed: Friday, 10:20am Updated: Friday, 10:20am Valid for: 155 days by mhenry
JCT.K16/K116 to JCT.K116/CHEYENNE RD.	Seasonal Black ice	Confirmed: May 20, 11:54am Updated: May 20, 11:52am Valid for: unlimited by kirmer
JCT.K16/K116 to JCT.K116/CHEYENNE RD.	Seasonal Black ice	Confirmed: May 20, 11:54am Updated: May 20, 11:52am Valid for: unlimited

At the bottom of the interface, there is a "Road Conditions" dropdown menu (indicated by a yellow circle '3') with a "- Select -" option. Below the dropdown menu are four buttons: "Cancel entry", "Clear conditions", "Update times", and "Submit".

Figure 2: TG-Segment Interface

## Area and Route Selector

The Area and Route Selector section consists of a hierarchical tree structure. Clicking on "All Areas" or "All Routes" will expand the list for that category (if any) and load all segments in that category in the segment selector panel.



▼ All Areas	▶ All Areas
▼ District 1	▼ All Routes
Area 1	I-35
Area 2	I-70
Area 3	I-135
Area 4	I-235
Area 5	I-335
▶ District 2	I-435
▶ District 3	I-470

Figure 3: Area and Route Selector

The "Areas" tree allows you to select and work with the road segments assigned to a specific geographic area. Clicking the "All Areas" heading itself allows you to work with all geographic areas at the same time.

The "Routes" tree is organized by route designator (e.g. I-70, US 59). Clicking a route in the "Route" tree will display all the segments associated with that route designator.

## Segment Selector

The Segment Selector area displays segment location details that correspond to the selected area or road. The segment selector (illustrated in Figure 4) displays the following: segment name or ID, reported conditions (if any), the last time that the road conditions were confirmed, the last time that the road conditions were updated, and the user ID of the operator who last updated or confirmed the existing road conditions.

Area 1		
Name/ID	Conditions	Update Time
JCT.U36/K110 to SCL AXTEL	Completely Covered Snow	Confirmed: Today, 5:05pm Updated: Today, 5:05pm Valid for: unlimited by mhenry
JCT.K16/K116 to JCT.K116/CHEYENNE RD.		

Figure 4: Segment Selector

Additionally, this area of the interface allows the user to select a segment or segments for a new road condition report or update. Specifically, users may select an individual segment, all segments listed for an area or route, or all displayed segments.

## Report Entry

Report Entry allows you to select the winter road conditions that will be reported for the selected road segments. The figure below illustrates the options available to Kansas users. They are:

- 1. Road Conditions:** Select one road condition. Options include Seasonal, Partially Covered, Completely Covered, and Closed.
- 2. Coverage Type:** This selector will only appear if Partially Covered, Completely Covered, or Closed has been selected as the Pavement Coverage. Select one coverage type. Coverage Type options include Frost, Ice, Snow, Slush, or Mixed.
- 3. Additional Comments:** Select any additional comments/conditions that apply to the roadway segment being reported on. Multiple selections can be made. Options include Wet, Drifting snow, Blowing snow, White out, Slippery, Black ice, Icy bridges, Reduced visibility, and Varying ramp conditions.
- 4. Road Treatment:** Select any applicable road treatment activities that apply to the roadway segment being reported on. Multiple selections can be made. Options include Snow cleared, Treated Pavement, and Plowed snow.
- 5. Additional Text:** Free text comments or additional information can be added in this section.
- 6. Expires In:** Road reports default to unlimited (no expiration), but users can set conditions to expire in time increments ranging from 4 hours to 30 days.

**7. Cancel Entry button:** Click to clear your current selections.

**8. Clear conditions button:** Click to clear condition reports for all selected segments.

**9. Update times button:** Click to confirm the current road condition report without changing any details. This function offers a quick way to update/refresh an active report without having to re-enter any information.

**9. Submit button:** Click to save your entry and submit it to CARS.

Road Conditions	Coverage Type	Additional Comments	Road Treatment	Additional Text	Expires In
Partially Covered ▾	- Select - ▾	- Select - Wet Drifting snow Blowing snow ▾	- Select - Snow Cleared Treated Pavement Plowed Snow ▾		unlimited ▾
<input type="button" value="Cancel entry"/> <input type="button" value="Clear conditions"/> <input type="button" value="Update times"/> <input type="button" value="Submit"/>					

Figure 5: Report Entry