



# **Sign Up for Updates**

## **Subscriber Services Help Guide**





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### Overview

The Wisconsin Department of Transportation (WisDOT)'s Sign Up for Updates subscription tools provide e-mail and desktop access to the latest project information and alerts. By accessing the Sign Up for Updates link at the top of the Web site, users are able to sign up for e-mail or postal General Project Updates & Announcements, and/or select the Traffic & Construction Alerts tab at top-right to sign up for e-mail and desktop alerts. Desktop Alerts are provided through the TrafficBug® downloadable software program.

All subscription services use an opt-in process. After you Submit your subscription information, an e-mail is sent to the e-mail address you entered. Your subscription will not be activated until you select the link provided in that e-mail and arrive at the Web site where you will receive a confirmation message. These subscription confirmation e-mails also contain links to update your information, unsubscribe from services, or contact the project team through the Contact Us form on the Web site. Please do not reply to subscriber e-mails as the mailboxes are not monitored.

Current subscribers who may no longer have their confirmation e-mail, may use a link at the top of both subscription form pages on the Web site. Upon entering and submitting your e-mail address on the [current subscriber](#) page, you will be sent an e-mail containing a link to update your profile or unsubscribe from services.

Update and alert information is generated by the State Traffic Operations Center (STOC), and by the project team.



### **Traffic & Construction Alerts – Alert Types**

The [Traffic & Construction Alerts form](#) allows users to sign up for e-mail and/or TrafficBug® desktop alerts. When you see a “(more)” link on the form, you can click for more information. When you complete the form, you must select the Submit button at bottom of form.

Alert types include:

#### **Speed Alerts**

Speed Alerts indicate road segments where speeds have dropped below 20MPH for more than 5 minutes along your selected route(s). This selection only applies to the TrafficBug® Desktop Alerts tool, and will not generate E-mail Alerts.

#### **Traveler Alerts**

Traveler Alerts may be current closures, incidents, or other events that impact traffic flow through the project corridor.

#### **Planned Closure Alerts**

Planned Closure Alerts occur when a new closure is set to occur within the next 7 days. These closures include complete roadway closures and do not include overnight or lane closures.



## Traffic & Construction Alerts – Route Selection

Users can choose up to three different routes for which to receive alerts. For each route, you do the following:

- A. Click on the “Select on and off points” button to open a corridor map graphic. Depending upon your screen size, you may need to scroll up to see the entire map graphic. Select one of the circular icons at the interchanges for your on-point, then select a second one for your off point. You will receive mainline roadway alerts along the entire route. You will receive ramp and local connector roadway alerts for the interchanges at the On and Off points of your route only.
- B. Select one of the time ranges; you may choose to receive alerts during this time range on "Weekdays only" if desired. **OR** you can choose "24/7" to receive alerts all the time. **OR** choose "7PM – 5AM" to receive alerts overnight.
- C. Select "Yes" if you want to receive alerts for the reverse direction of your route, from your off to on point.
- D. If selecting "Yes" in part C, select times for the reverse direction as defined in part B above.

You may select up to two more routes (optional).

You must select the Submit button at the bottom of the page to save your preferences.



### Traffic & Construction Alerts - Confirmation Page & TrafficBug® Download

After selecting Submit, you will be taken to a confirmation page. If this is your first time subscribing to the service, an e-mail will be sent with a link to activate your subscription. If you selected TrafficBug® Desktop Alerts, you will also be provided with the download information for this tool.

### About TrafficBug®

When you download and install the program, an icon appears in your system tray. This icon changes color and blinks when new alert information is posted. By double-clicking the icon, you can view traffic speeds, alerts, and planned future closure information on your desktop without navigating the web site. Information reflects only mainline roadways and ramps related to the I-94 project.

You also can customize the message settings so you only get the type of alerts you want for the routes you choose. You provide the initial message settings on the Traffic & Construction Alerts subscription page, and they are accessible to view within the program. To revise your message settings, you can link to the [current subscriber](#) page on the Web site.

*Note: The Wisconsin Department of Transportation does not guarantee the accuracy of information disseminated through TrafficBug®. It is intended to provide you with general information about traffic flow and road/ramp closures before your trip; vehicular crashes and other spontaneous conditions may not appear in this program. You should continue to monitor traffic reports on radio, television, and other media for the latest information.*



### TrafficBug® Installation Instructions

TrafficBug® is compatible with Windows 2000, XP, and Vista, and requires an always-on Internet connection to receive alerts. Installation and use of TrafficBug® are subject to our [Terms of Use](#).

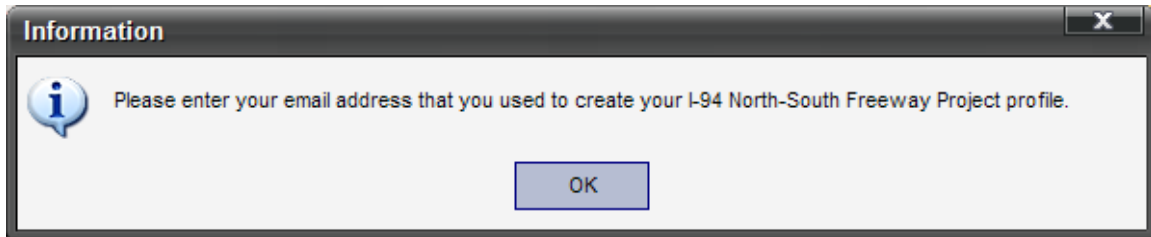
Once on the download page, do the following:

- RIGHT CLICK on the TrafficBug® logo or the text link
- Click SAVE TARGET AS and save the download file: i94TrafficBugSetup.exe, to your Desktop or another location of your choice

Install TrafficBug® by double-clicking the i94TrafficBugSetup.exe file that you downloaded. The Windows Installer will guide you through the process.

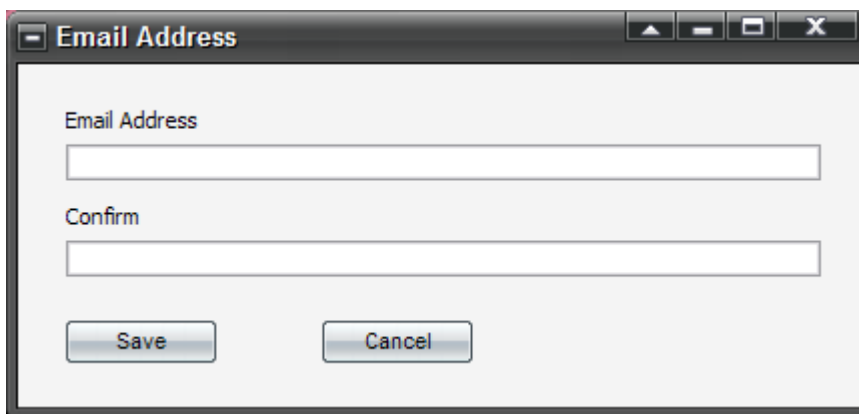


Once installed, a shortcut will appear on your desktop. You can double-click this shortcut or find the program through the Start menu under “WisDOT”.



A prompt will appear, asking you to input the e-mail address you used to subscribe to Traffic & Construction Alert services.

Click OK and enter your e-mail address twice, then click Save.



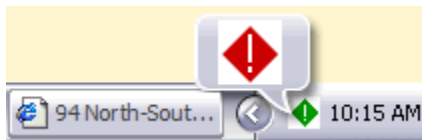
An "Email Address" dialog box with a title bar containing a minus sign, the text "Email Address", and standard window control buttons (maximize, minimize, close). The dialog contains two text input fields. The first field is labeled "Email Address" and the second is labeled "Confirm". Below the input fields are two buttons: "Save" and "Cancel".

Installation is now complete.



### Using TrafficBug®

Once installed, the TrafficBug® alert icon should now appear in your system tray. The icon will blink when initially installed, and any time the program is reopened, such as upon a computer restart. The program will start up automatically upon computer restart, but you will need an always-on Internet connection to receive alerts.



Double-click the icon in the tray to open the program window. Anytime you minimize/hide the program, it will appear as a static green diamond in the tray. When new alerts are found, the icon will blink red, and you can double-click the icon to open the program and view the new alert information. Note that if you choose to “Exit” the program via the file menu or red “X” at top-right, the program will be closed, and you will need to reopen the program to receive alerts. The program is open anytime you see the diamond icon in your system tray.



You provide the initial message settings on the Traffic & Construction Alerts subscription page, and they are accessible to view within the program, by selecting “Settings” from the Options menu or shortcut button. To revise your message settings, you can link to the [current subscriber](#) page on the Web site, enter your e-mail address and Submit, and an e-mail with a link to your subscriber profile will be e-mailed to you. Once on the subscriber form page, make your changes and be sure TrafficBug® Desktop Alerts remains checked. Save your preferences, and they will be updated within TrafficBug®.

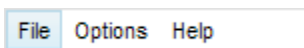
### TrafficBug® Data Window

The TrafficBug® Data Window includes three tabs for the types of information you can receive: 1) Route Speeds; 2) Alerts (construction and incident); and 3) Planned Future Closures.

Route	Current Speed (MPH)
I-94 West (NB): South project limits to North project limits	55.0
I-94 East (SB): North project limits to South project limits	55.0



### TrafficBug® Menu Bar



Some of the functions offered in the Menu Bar are also offered in shortcuts just below it.

#### File:

- Exit – closes the application

#### Options:

- Update Now – when clicked, queries the TrafficBug® server for new data
- Settings – brings up the Settings screen, where you can review your profile
- Enable Updates – when selected, TrafficBug® will query for new data on a regular basis. NOTE: If you leave the TrafficBug® data window maximized, the data window may move to the front over other screens and cause your cursor to refocus when the utility checks for updates. To avoid this, either minimize the data window or select Disable Updates.
- Disable Updates – when selected, TrafficBug® will not query automatically for new data. You must click Update Now to refresh the screen.

#### Help:

- Online Help Guide – brings you to the help page on the project Web site
- I-94 North-South Freeway Web site – brings you to the project Web site
- About – displays the version number of the utility you have installed



### TrafficBug® Icon Bar



Icon Bar options are as follows:

- Update Now – when clicked, queries the TrafficBug® server for new data
- Navigation Arrows – use to navigate between screens in the Data Window
- Settings – brings up the Settings screen, where you can review your profile
- Minimize (hide) the Data Window. TrafficBug® will continue to run, and the Alert Icon will continue to appear in your System Tray.
- Online Help – brings you to the Online Help Guide on the project Web site



## **TrafficBug® Automatic Online Upgrades**

The TrafficBug® utility automatically checks for software updates made available through the TrafficBug® system server. When an upgrade is available, the Application Update Wizard will appear. Click YES to proceed.

When the process is complete, the Upgrade Completed screen will appear. Click OK to restart TrafficBug®.

To check which version of TrafficBug® is installed on your computer, select Help > About TrafficBug® from the Menu Bar in the Data Window.



## **Uninstalling TrafficBug®**

Go to Control Panel > Add/Remove Programs

1. Look for I-94 North-South Freeway TrafficBug® in the list of currently installed programs and click on the entry.
2. When you click, the entry will be highlighted as shown.
3. Click REMOVE.

Screens will vary based on your version of Windows. If your computer is on a network and Add/Remove Programs is not an option on your control panel, contact your network administrator.