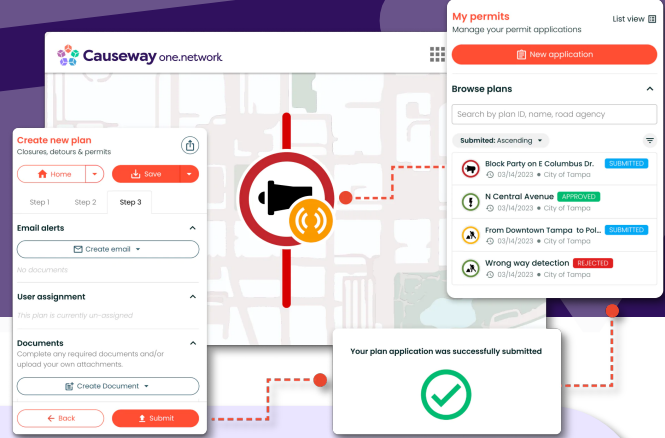


Quick Guide: Plan Share for Approvers



What is Plan Share?

Plan Share allows organizations such as contractors and utility companies to geographically plot their planned road events (like lane closures, detailed scheduling information, and detours) then submit these plans to road agencies for review and approval. The full process is digital, with an audit trail for changes and messaging between users – regardless of home organization. Plan Share can be integrated into your organization’s submittal/approval process, whether that is a permitting or closure notification system.

Functionality for Plan Share depends on whether you are a submitting organization (contractor, utility), or approving organization (approvers are normally road agencies or an organization working on behalf of a road agency). In general, the purpose of Plan Share is to provide a geospatial planning tool and approval process, where submitters and approvers can work cohesively – to make the most efficient use of road space when a temporary road event (like a work zone or large-scale event) is underway.

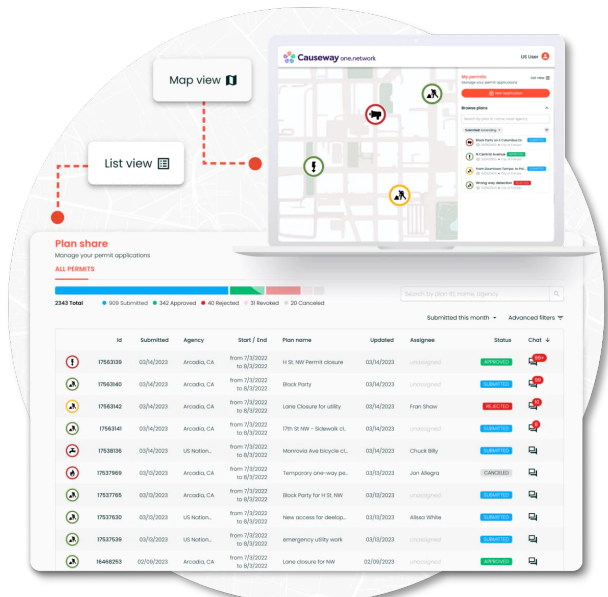
How to Access Plan Share

1. When logging in, if not directly taken to the **Plan Share**, click on the  icon in the top right-hand corner of the screen.
2. Select **Plan Share** from the drop-down menu.
3. The page will load and take you to **Plan Share**.

Plan Share Dashboard

The Plan Share Dashboard has two main views: a list view and a map view.

To switch between these views, click the **List view** or **Map view** button in the upper right corner.



Quick Guide: Plan Share for Approvers

How to Navigate the Plan Share Dashboard

1. Use the **Search Box** to help find a specific plan in both **List** and **Map** View
2. In **List View**, click column headers to sort by column.
3. In **Map View**, use the sorting drop down to choose how to sort plans.
4. **Advanced Filters** will narrow down displayed plans. Any filters set are saved and applied to both the **List** and **Map View**.
5. **Click on a plan** to bring up the information and it will switch to **Map view** to see the geographic plan information.

The screenshot shows the 'Plan Share' dashboard for 'APPROVER Plan Share'. It includes a search bar (1), a 'Map view' toggle (3), a table of plans with sortable columns (2), an 'Advanced filters' button (4), and a plan detail icon (5). The table lists 9 total plans with a breakdown: 0 Submitted, 1 Approved, 1 Rejected, 2 Revoked, and 5 Canceled. The last modified filter is set to 'This year'.

Plan ID	Plan name	Start / End	Applicant	Submitted	Plan type	Change Workflow	Status	Assignee	Chat
4116334940	Bridge Project	from 08/02/2026 to 10/09/2029	Charleston, WV - WV Power	08/02/2026	External	No Workflow	Approved	APPROVER Pla...	

Plan Statuses

A plan can have the following statuses, depending on where it is in the Plan Share process.

Submitted

Plans have been **sent** to the agency for review.

Approved

Plan has been **reviewed** and **approved** by the agency.

Rejected

Plan has been **reviewed** and **rejected** by the agency.

Canceled

Plan has been **sent** to agency for **review** then submitter **canceled**.

Revoked

Plan was **approved** then agency **withdrew** approval.

Quick Guide: Plan Share for Approvers

Reviewing a Plan

Review the plan to check details, confirm accuracy, and ensure completeness.

1. Select a plan to review from the **Plans** list or use the **search and filter options**.
2. Select the **speech bubble** to review comments provided by the submitter regarding the plan (if any), or to **leave comments** for the submitter or other reviewers.

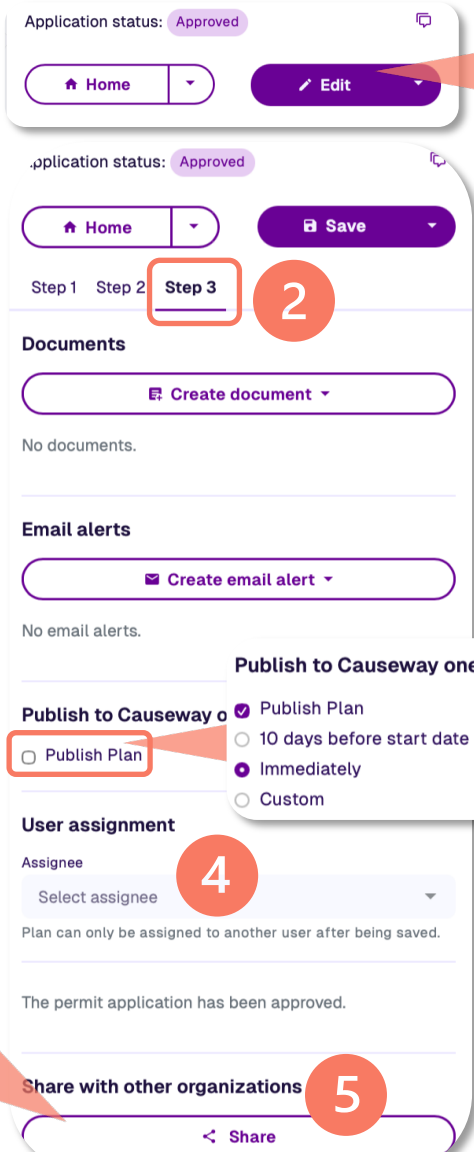
3. **Review** the information in **Step 1** to ensure that all details are correct.
4. **Review** the information in **Step 2** to ensure that all details are correct.
5. **Review** the information in **Step 3** to ensure that all details are correct.
6. Select either **Approve** or **Reject**.
 - **If Rejected**, the plan will be sent back to the submitter.
 - **If Approved**, the plan moves to the organization. The submitter will not be able to edit it (unless shared back to them with edit capabilities).

Quick Guide: Plan Share for Approvers

Publishing, Assigning, and Sharing a Plan

	Publishing	Publishing a plan makes the plan visible to all Causeway one.network users, including those in other organizations, public Causeway one.network users, and Causeway one.network data partners (like navigation services if Live Link is enabled). A plan must be published for any Live Link enabled closures to be activated by Live Link users.
	Assigning	Assigning a plan adds the plan to a specific Causeway one.network user's queue. This is commonly done when a specific user within the approving organization needs to review a plan.
	Sharing	Sharing a plan with another organization (beyond the submitting organization) allows them to view, manage, or edit that plan. Example: a contractor (prime) submits the plan to the road agency for approval, but the road agency needs to share it with another organization (sub-contractor) for visibility.

1. Click **Edit** in an approved plan.
2. Navigate to **Step 3**
3. Check the **Publish Plan** box to publish the plan then click **Save**.
4. Click the **Assign to user** button and select the user to assign the plan to.
5. Click the **Share** button to share the plan.
6. Select **organization** and **permission**:
 - **View only**: can only view
 - **Live Link closure management**: can activate/deactivate any Live Link enabled closures
 - **Full access**: can edit any part of the plan and activate/ deactivate any Live Link enabled closures.
7. Repeat steps to share the plan with other organizations, then click **Confirm**.



Application status: **Approved**

Home Edit

Application status: **Approved**

Home Save

Step 1 Step 2 **Step 3**

Documents

Create document

No documents.

Email alerts

Create email alert

No email alerts.

Publish to Causeway one.network

Publish to Causeway one.network ☒ Publish Plan
☐ Publish Plan
☐ 10 days before start date
☒ Immediately
☐ Custom

User assignment

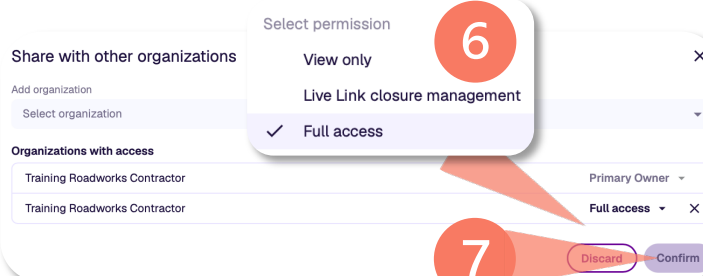
Assignee Select assignee

Plan can only be assigned to another user after being saved.

The permit application has been approved.

Share with other organizations

Share



Share with other organizations

Add organization

Select organization

Organizations with access

Training Roadworks Contractor

Training Roadworks Contractor

Select permission

View only

Live Link closure management

✓ Full access

Primary Owner

Full access

Discard Confirm