

Canadian Rail Portal User Manual



Railway Association
of Canada

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Table of Contents

| | |
|--|----|
| Welcome to the Canadian Rail Portal | 1 |
| Logging on to the Portal | 2 |
| The Portal Used on a Computer or Tablet | 3 |
| The Graphical Interface | 3 |
| Portal Data | 9 |
| Functionality | 16 |
| Navigating on the Map | 17 |
| Accessing Information on a Map Element | 19 |
| Accessing Information on a Set of Map Elements | 26 |
| Performing Searches | 26 |
| Selecting Elements in the Map Interface | 37 |
| Measuring Distances and Surfaces | 48 |
| Drawing Annotations on the Map | 51 |
| Editing Data | 54 |
| Using Google Map Tools | 60 |
| Printing Maps | 63 |
| The Portal Used on a Smartphone | 65 |

Welcome to the Canadian Rail Portal

The Canadian Rail Portal is the online version of the Canadian Railway Atlas.

The Portal can be accessed via the Railway Association of Canada (RAC) website. It contains all the information previously available in the Atlas, along with a wealth of map-based data related to the RAC and the management of Canadian railways.

The Portal allows railway companies, companies using the railway network, organizations involved in its management, and the network's users to view all available information in real time, based on access privileges. This data can be used as needed for informational or decision-making purposes.

This document provides information on the Portal's features in order to enable users to fully leverage its powerful capabilities.



Railway Association
of Canada

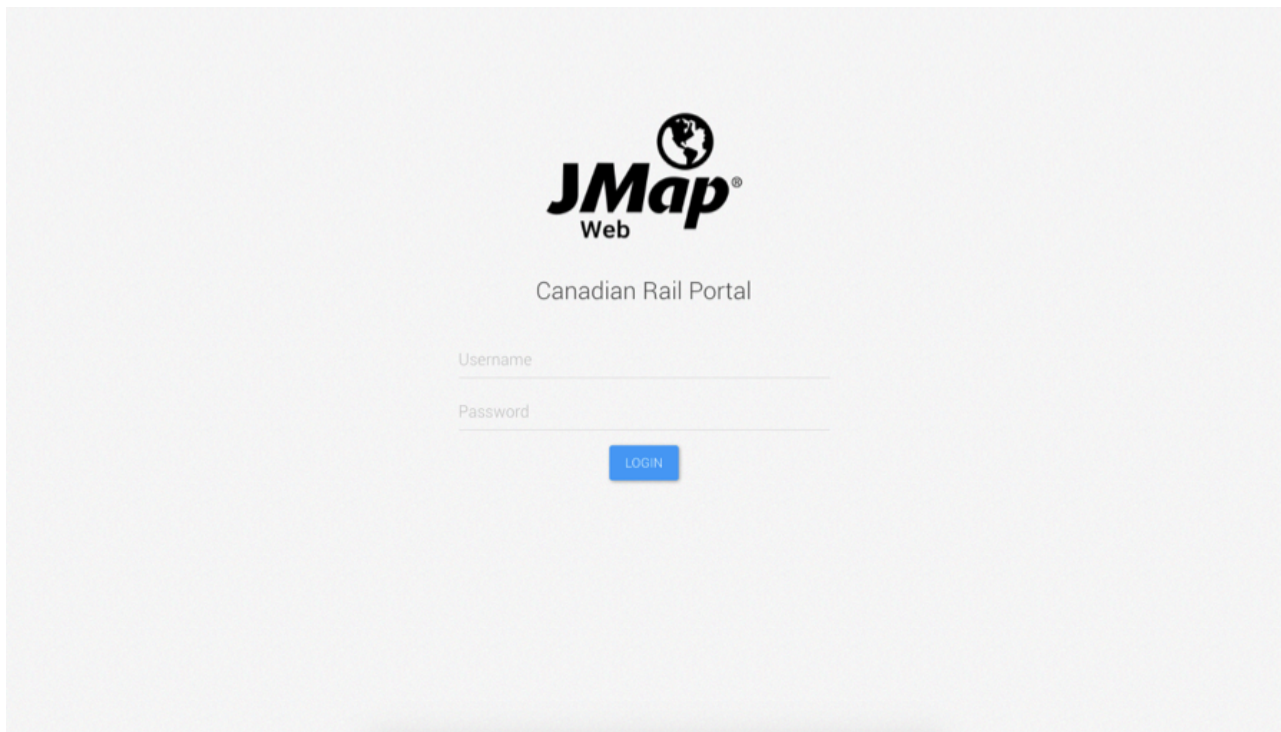
Powered by **JMap**[®]

Logging on to the Portal

The Portal can be accessed through a web browser (Edge, Google Chrome, Firefox, Safari, etc.) using the following URL: rac.jmaponline.net/canadianrailportal_w.

Your organization must provide you with a user name and password in order for you to access the Portal.

Enter your user name and password in the Portal's homepage.



The screenshot shows the login page for the JMap Web Canadian Rail Portal. At the top center is the JMap Web logo, which consists of the text "JMap" in a bold, italicized font with a registered trademark symbol, and "Web" in a smaller font below it. Above the "J" in "JMap" is a small globe icon. Below the logo is the text "Canadian Rail Portal". Underneath this are two input fields: "Username" and "Password", each with a horizontal line for text entry. Below the password field is a blue button with the text "LOGIN" in white capital letters.

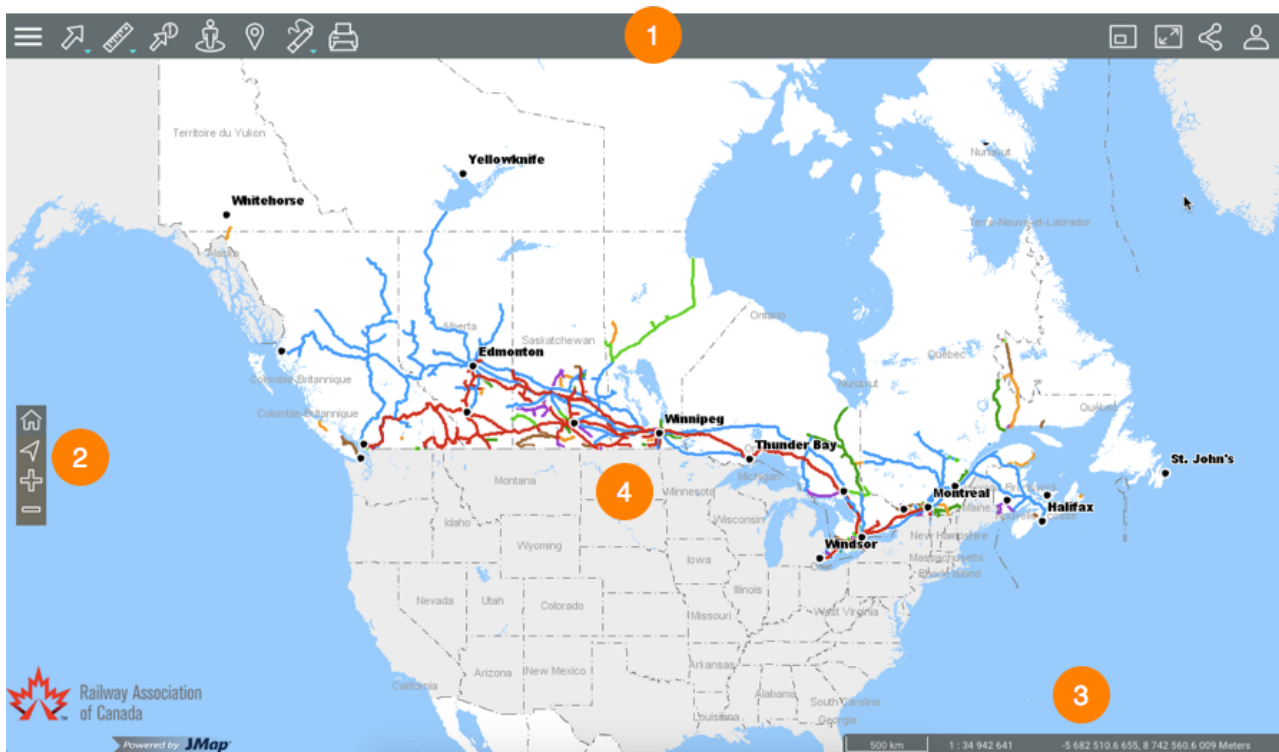
The Portal Used on a Computer or Tablet

The graphical interface adapts to the device used to access the Portal. If accessed with a computer or tablet, the graphical interface will display all the features. On a smartphone, the interface only displays navigation and search functions, given the device's limited surface.

Note: The term click should be read as tap/touch if you are using a touch screen device.

The Graphical Interface

The image below displays the main components of the interface; the details on these elements are provided in the following sections.













1 Toolbar to access specific functionality:







Sidebar



Selection tools

-  Measurement tools
-  Information reports
-  Google Street View
-  Google Directions
-  Annotations
-  Print map
-  Overview map
-  Full screen
-  Share features
-  Options

2 Map navigation tools:

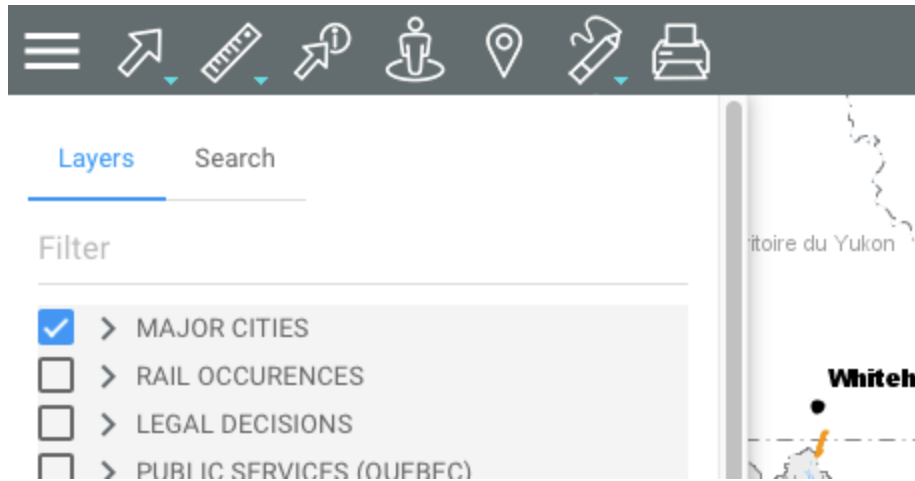
-  Initial view
-  Current position (geolocation)
-  Zoom In
-  Zoom Out

3 Geographic information about map displayed.


4 Map interface.

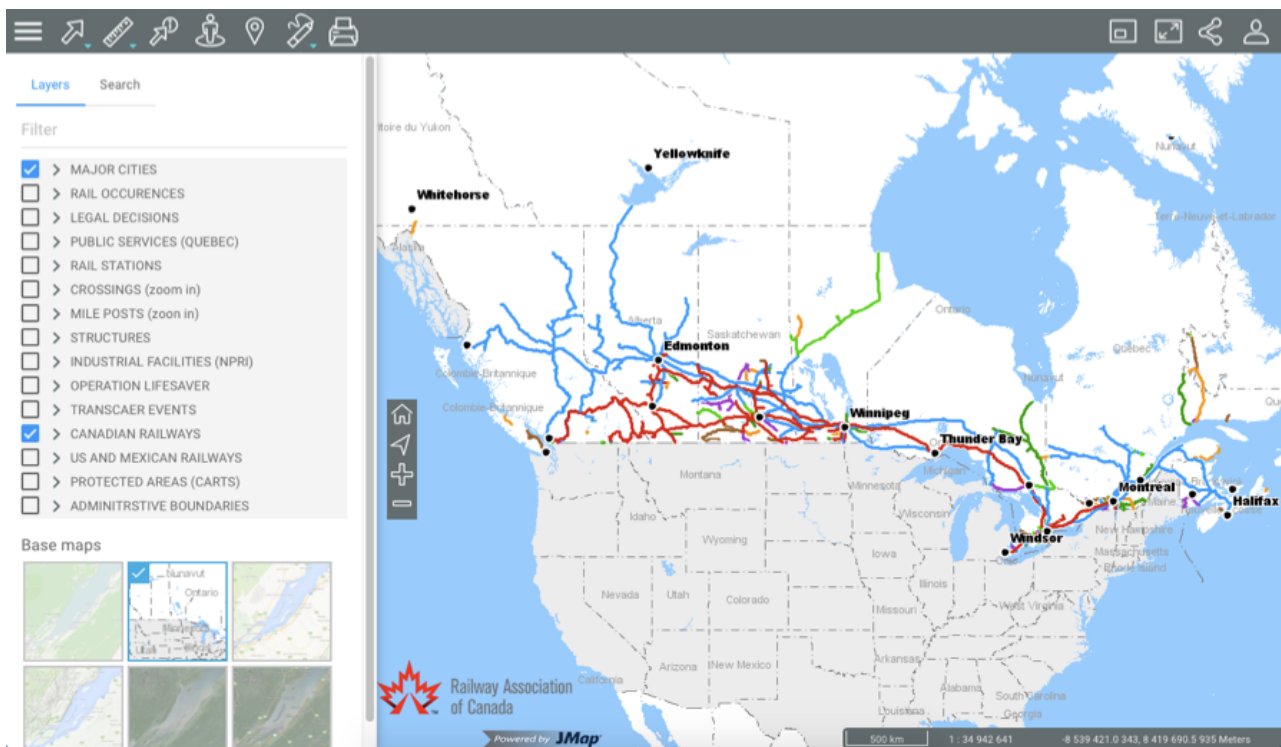
Sidebar


The sidebar allows you to access the data organized into layers as well as the searches configured for the Portal.



You can manage the display of the layer and search menu.

1. Click on  **Sidebar** to always display the sidebar menu.

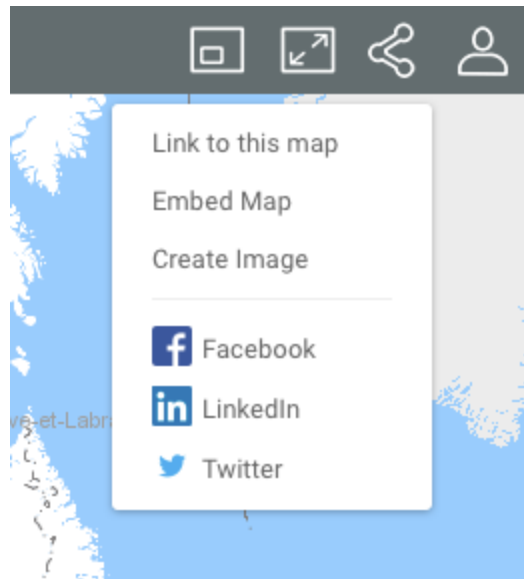


2. Click on  **Sidebar** to hide the sidebar and widen the map interface.

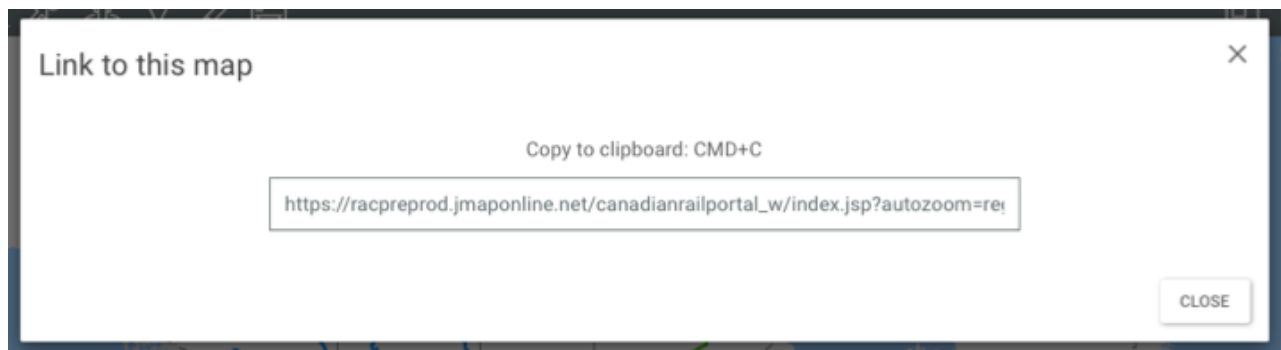
Share features

This section allows you to access features to share the map displayed.

1. Click on  **Share features** to open the menu.



2. Click on **Link to this map** to display the link to the map. The link displays with instructions to copy it to the clipboard.



3. Click on **Embed Map** to embed the map in a website. The interface displays the text to be copied and pasted in an HTML page in order to embed the map.

Embed Map ✕


You can insert the following html tag in your page to embed the map on your website.

Copy to clipboard: CMD+C

```
<iframe width="99%" height="450px" width="600px" src="https://racpreprod.jmap
```



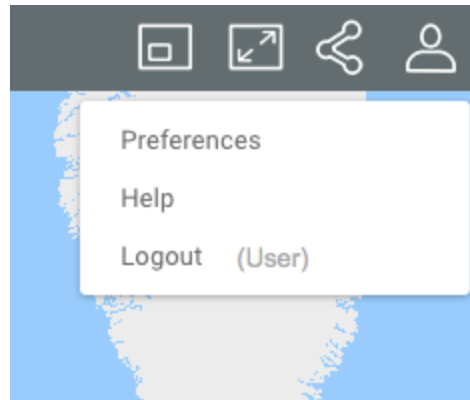
CLOSE

4. Click on **Create Image** to produce a .PNG file of the map displayed in the map interface.
5. Click on **Facebook, LinkedIn** or **Twitter** to publish the map in your social media account. You must enable pop-up windows to use these options.
6. Click on  **Share features** to close the menu.

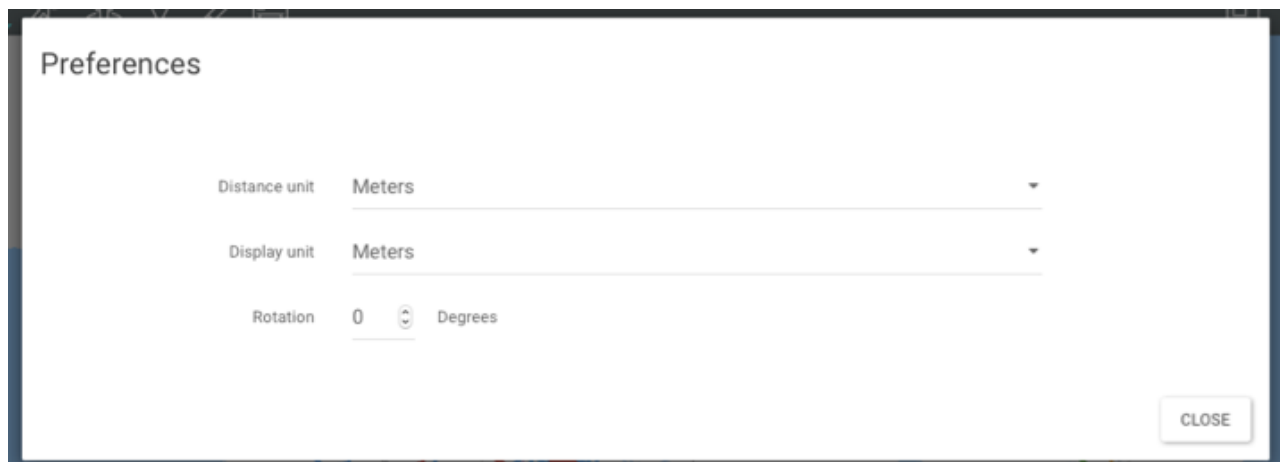
Options

This section allows you to configure preferences for the Portal's map interface, to access the online help and to log out.

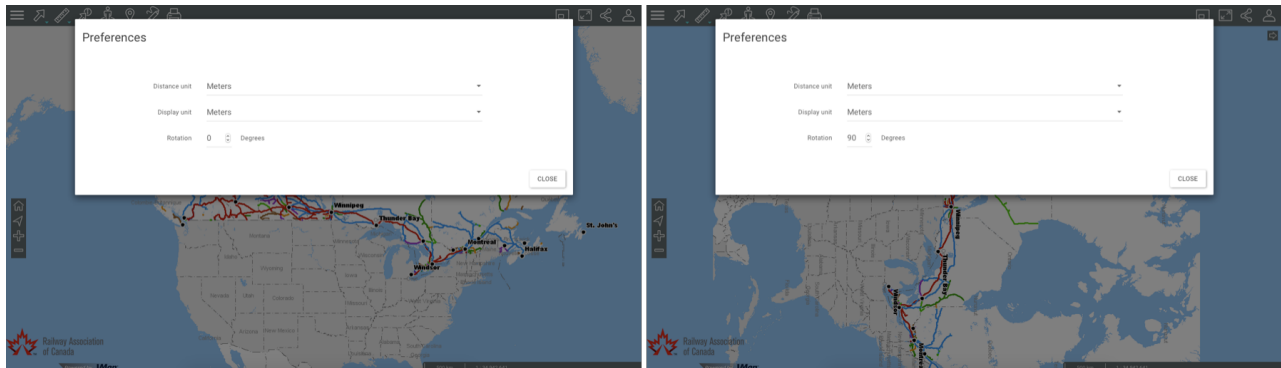
1. Click on  **Options** to open the menu.



2. Click on **Preferences** to open a window allowing you to define the Portal's measurement units.
3. Click on **Distance** unit to select the units used for measurements.
4. Click on **Display unit** to define the pointer's position units displayed in the map interface's geographic information section.



5. Click on **Rotation** to determine the rotation angle to be applied to the map interface.




6. Click on **Help** to access the online User Manual.
7. Click on **Logout** to log out of the session. You will be directed to the Portal login interface.
8. Click on **Options** to close the drop-down menu.

Portal Data

The Portal data is organized into thematic layers, which are piled on top of one another and displayed in the map interface. Descriptive data associated with the layers can be accessed through the map interface.

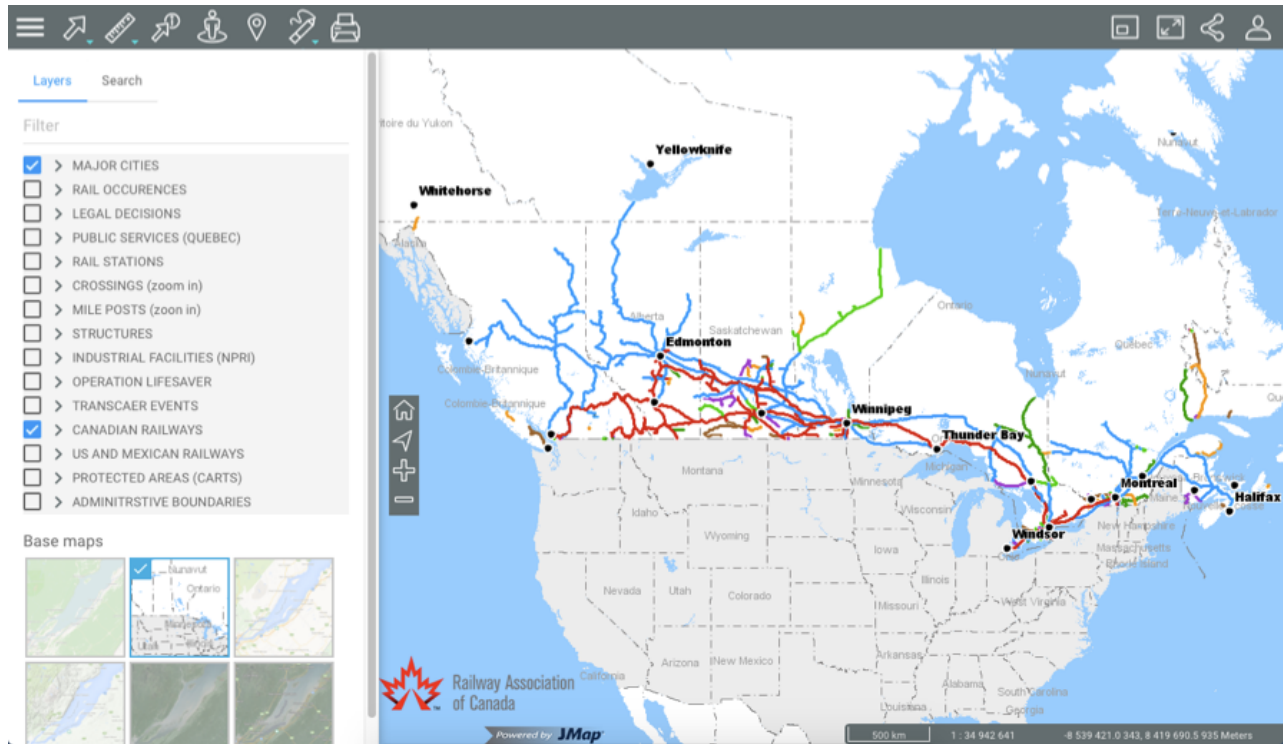
There are two types of layers: base maps, which serve as the map background, and layers, which contain information that is useful for the RAC's members. These layers can be enabled or disabled, as needed.


To display the layers:

1. Click on  **Sidebar** to open the sidebar and display its two tabs, **Layers** and **Search**.

The **Layers** tab contains the list of layers, organized into two groups: **Layers** and **Base maps**.

The **Filter** field allows you to filter layers and base maps based on their name or a part of their name.






2. Click on  **Sidebar** to close the sidebar and display only the map.

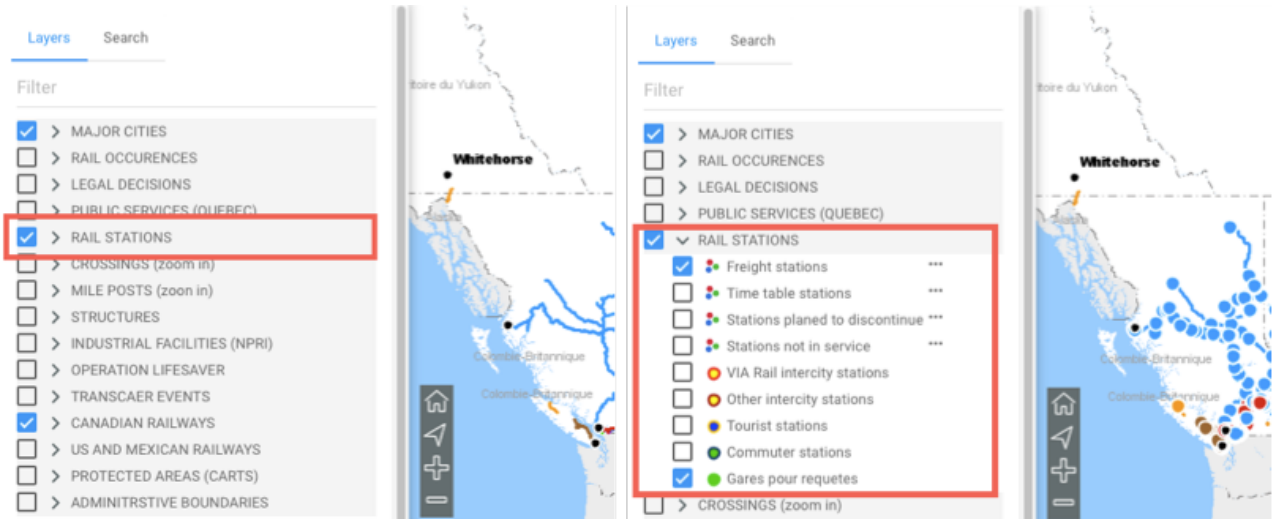
Layers


Layers contain information on various aspects of Canadian railways and on other related topics.

A layer can be made up of several different sets of data.

Layers can be organized hierarchically into groups in order to simplify work. Groups of layers are indicated in grey, and an arrow  is displayed next to the name of each group. To view the layers composing a group:

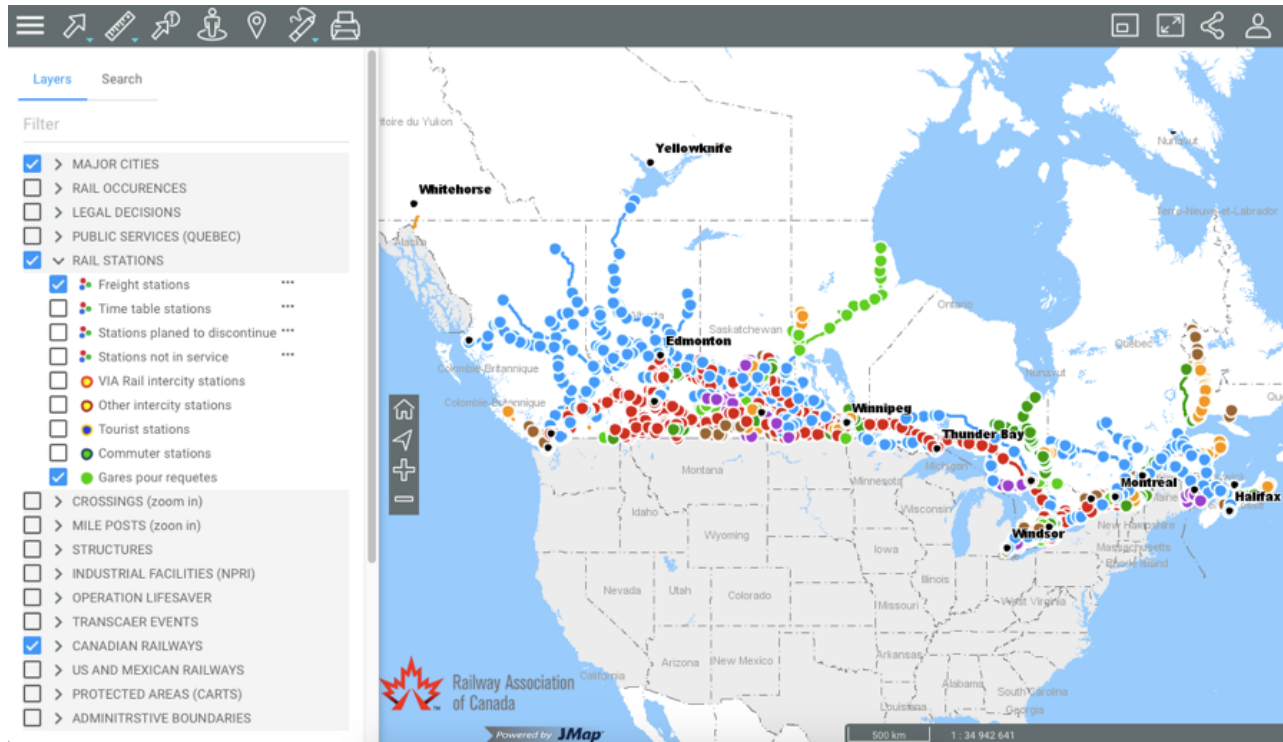
1. Click on the arrow  next to the name of a group. Click on the arrows  to open the various subgroups of the hierarchy.



2. Click on the arrow  next to the name of a group to close it.

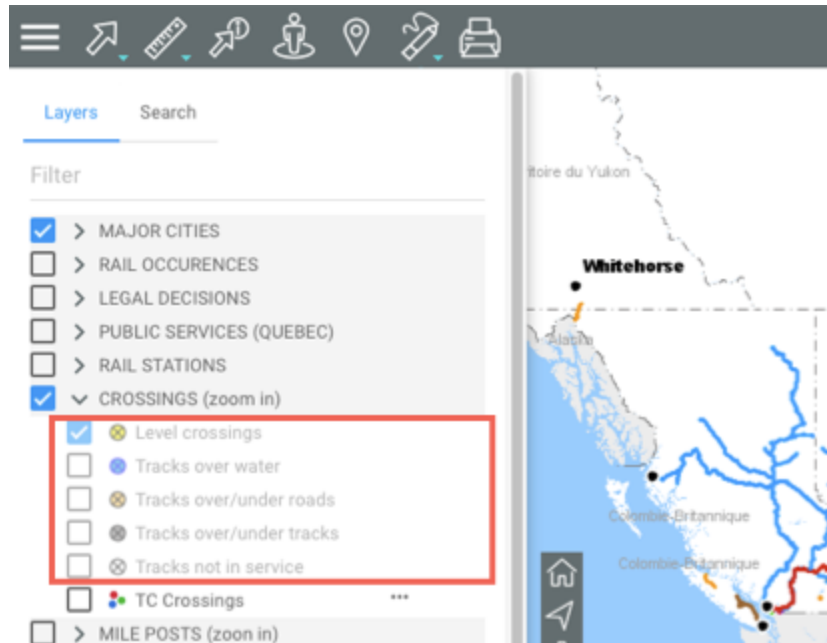
To view a layer:

1. Check the box located left of the name of the group and/or layer to display it in the map interface. When a group is selected, all the visible layers (whose check boxes are selected) will be displayed. When a group is unselected, none of the layers it contains or that are contained in subgroups will be displayed. Selecting or unselecting a group does not affect the visible/invisible state of the layers it contains. You can display several layers at the same time; the only restriction is the readability of the map.






2. Unselect the check box to stop displaying the layer and/or group of layers.

Each layer is visible within a certain range of map scales. When the names and icons of layers are shown in lighter tones, this means the current map scale is outside of the visibility scale range of these layers. You can zoom in or out to find their visibility scale range.



In the row of each layer, there are icons to access different functions. Some of the icons are displayed permanently, and others appear when the pointer is moved over them.



The arrow  allows you to make a layer selectable.


1. Click on the arrow . The arrow becomes blue , indicating that the layer's elements can be selected using the interactive selection tools. For more information on this topic, refer to [Selecting Elements in the Map Interface](#).




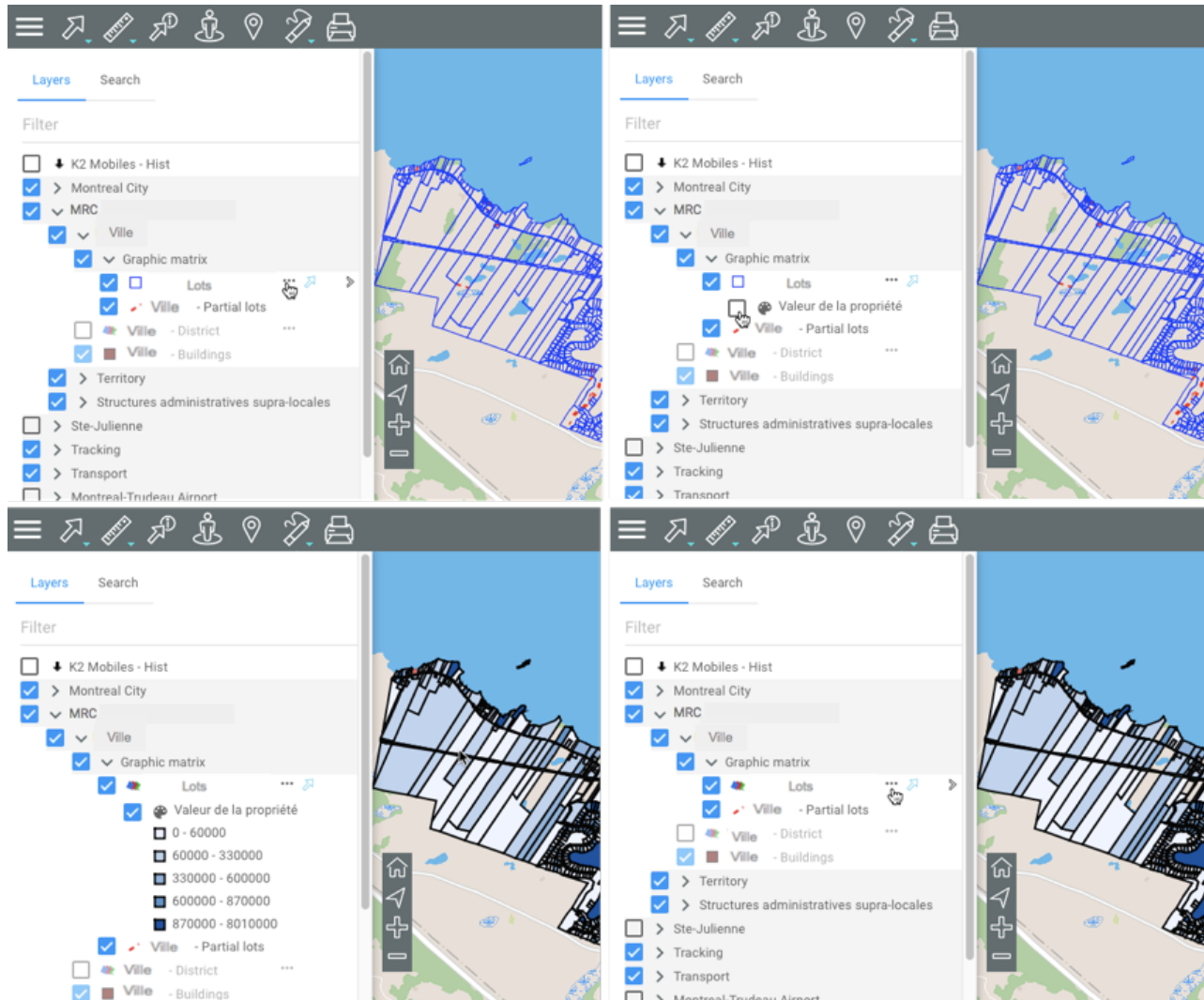
You can only select one layer at a time.


You can make each layer of a group independently selectable.


2. Click on the arrow  to make the data of the layer unselectable. The icon changes back to grey .




The  icon indicates that the layer has one or more thematics. When thematics are present, the appearance of the layer's elements will vary based on one or more attributes.

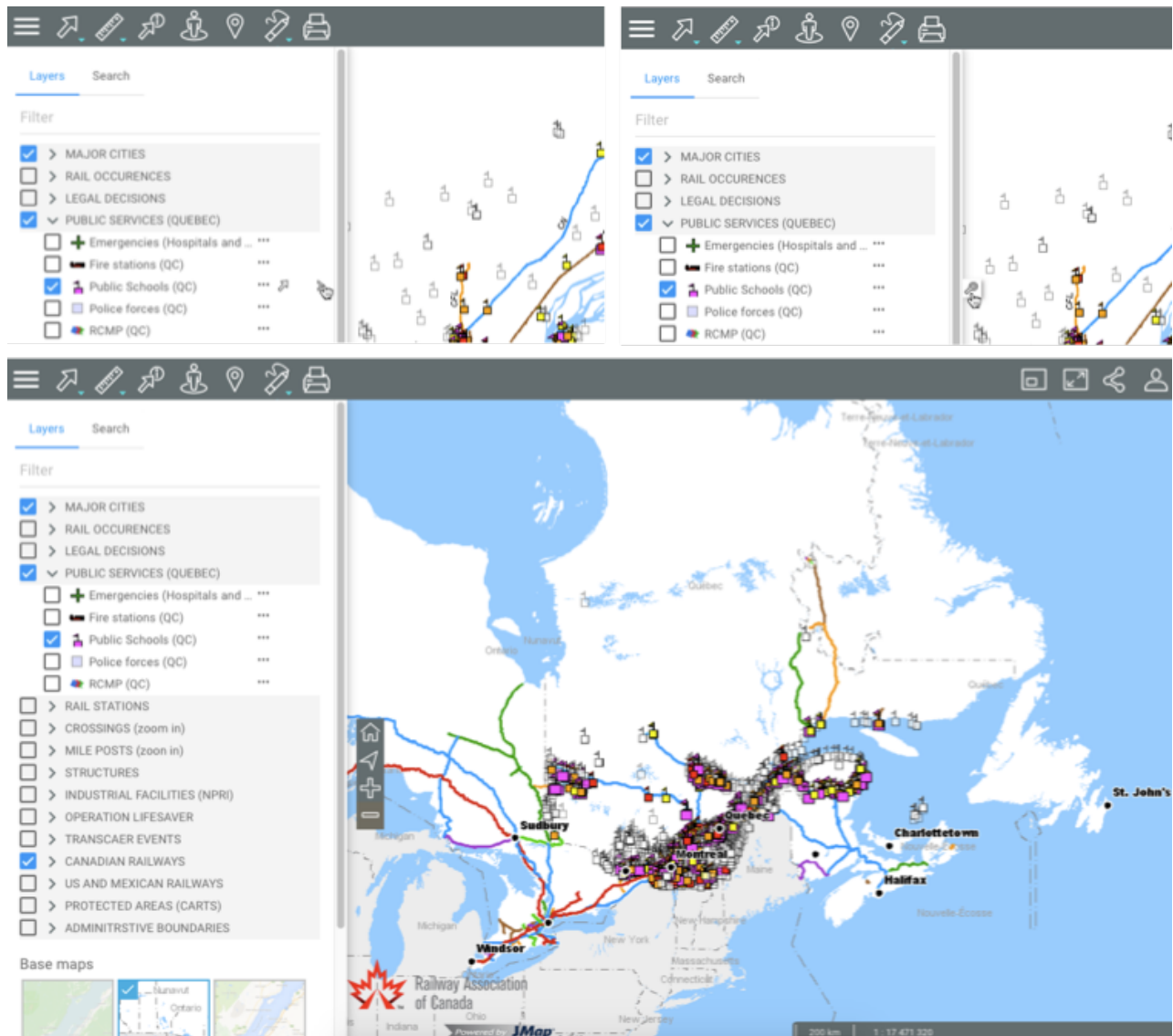
1. Click on the  icon to display the thematics.
2. Check the thematic you wish to display. The legend of the thematic is displayed, and the layer adopts the appearance of that thematic.



3. Unselect the thematic to disable it.
4. Click on the  icon to hide the thematic.

The  arrow offers access to a function which brings the map to the layer's geographic extent.

1. Click on the arrow . A magnifying glass  appears.
2. Click on the magnifying glass . The geographic extent of the data layer is displayed and centered in the map.

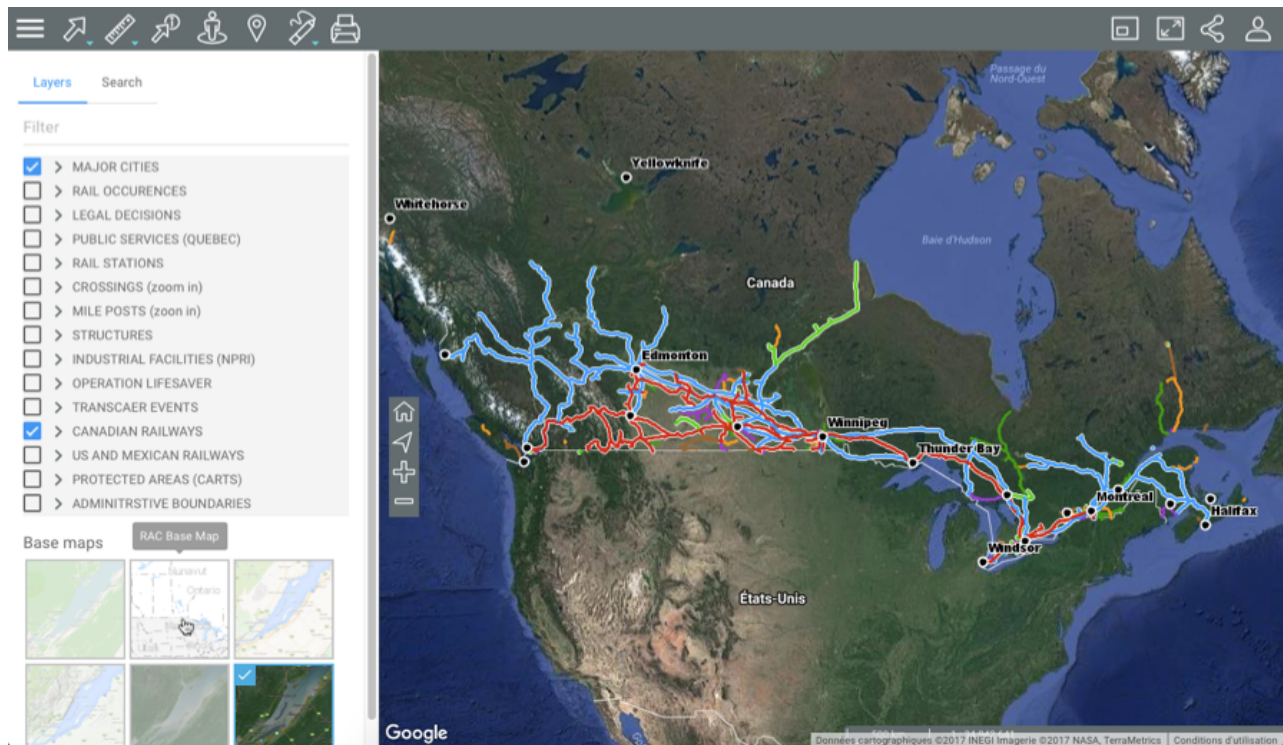


Base maps

Base maps serve as the background of the Portal's map interface. They provide a context for the information contained in the layers. The Portal offers a base map showing hydrography and territorial limits, created specifically for the RAC.

You can also access maps taken directly from Google Maps and OpenStreetMap. Google Maps offers four types of maps: Plan, Terrain, Satellite, and Hybrid.

You can only display one base map at a time. When you position the mouse pointer on the icon of a base map, its name is displayed.



1. Click on the map of your choice to display it.

Functionality

A set of tools allows you to interact with the Portal's data when it is used on a computer or tablet.

You can navigate on the map, access the descriptive data of elements belonging to layers, take distance and surface measurements, draw annotations, edit the data of editable layers, use Google Street View and Google Directions and print the map displayed.

There are several ways to access descriptive data:

- When you are interested in a single element, you can display a mouseover bubble or generate an information report on that element.
- When you are interested in several elements, you can select them directly in the map interface using the spatial selection tools, or you can select the elements based on their attributes, using a search. In both cases, the elements explorer automatically appears and displays the attributes of the selected elements, and you can generate an information report for the selection.

Mouseover bubbles, the selection explorer and the information reports for a layer can contain the same or different information. Each tool offers different functions to work with the data.

Navigating on the Map

This section presents the tools that allow you to navigate on the map as well as the geographic information pertaining to the map displayed.

Navigation tools

The following buttons allow you to navigate on the map:

Full screen

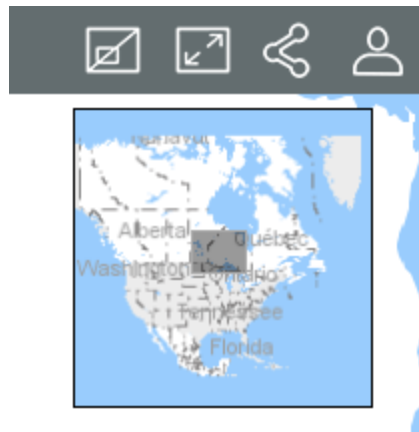
Adjusts the map interface to the full size of the screen.

1. Click on the icon to enlarge the interface to full screen or to return to the initial interface in the web browser.

Overview map

Opens a window displaying an overview of the map. A grey rectangle shows the view displayed on the screen.

1. Click on the icon and move the grey rectangle to navigate on the map.





Initial view

Allows you to return to the initial view displayed when opening the Portal.

1. Click on the icon to return to the initial view.

Current position (Geolocate)

1. Click on the icon. The navigator will request your authorization in order to access your device's coordinates. The icon turns blue .
2. Authorize the to access your coordinates. The point where you are located (geographic coordinates of your computer or mobile device) is centered in the map and shown in blue, surrounded by an area that indicates the imprecision of the location.
3. Click on the icon again to disable the function. The icon turns grey . Your location remains centered in the map.

The geolocation function must be enabled in your web browser.



Zoom In

1. Click on this icon to enlarge the center of the map (the zoom factor is determined by default in the web browser you use).

If you are using a mouse, you can zoom in using its scroll wheel. You can also press the Shift key of your keyboard while simultaneously clicking the left mouse button, then drag the mouse pointer to the desired area. A red rectangle displays to help you select the zone to enlarge with precision.



Zoom Out

1. Click on this icon to reduce the center of the map (the zoom factor is determined by default in the web browser you use).

You can zoom out using your mouse's scroll wheel.

If you are using a mouse, follow these steps to drag the map:

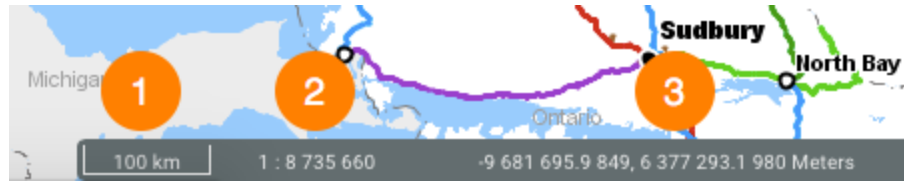
1. Click the left mouse button.
2. Drag the map while holding the left mouse button.
3. Release the left mouse button when you are on the desired position.

If you are not using a mouse, follow these steps to drag the map:

1. Touch on the map at the desired point.
2. Hold your finger down and drag the map to the desired position.

Geographic information

At all times, the geographic information regarding the current map is displayed in the lower right corner of the map interface.



- 1 The graphic scale according to which the map is displayed. The distance is expressed in the unit selected in the Preferences.
- 2 Numeric scale according to which the map is displayed. The distance is expressed in the unit selected in the Preferences.
- 3 Geographic coordinates of the mouse pointer, expressed in the unit selected in the Preferences.

Accessing Information on a Map Element

You can access various types of descriptive information on an element you select directly in the map interface.


Mouseover bubbles and information reports can contain identical or different descriptive data because they serve different purposes. Mouseover bubbles display quickly, are temporary, and their content is not maintained, whilst the content of information reports can be exported in various ways.

Mouseover

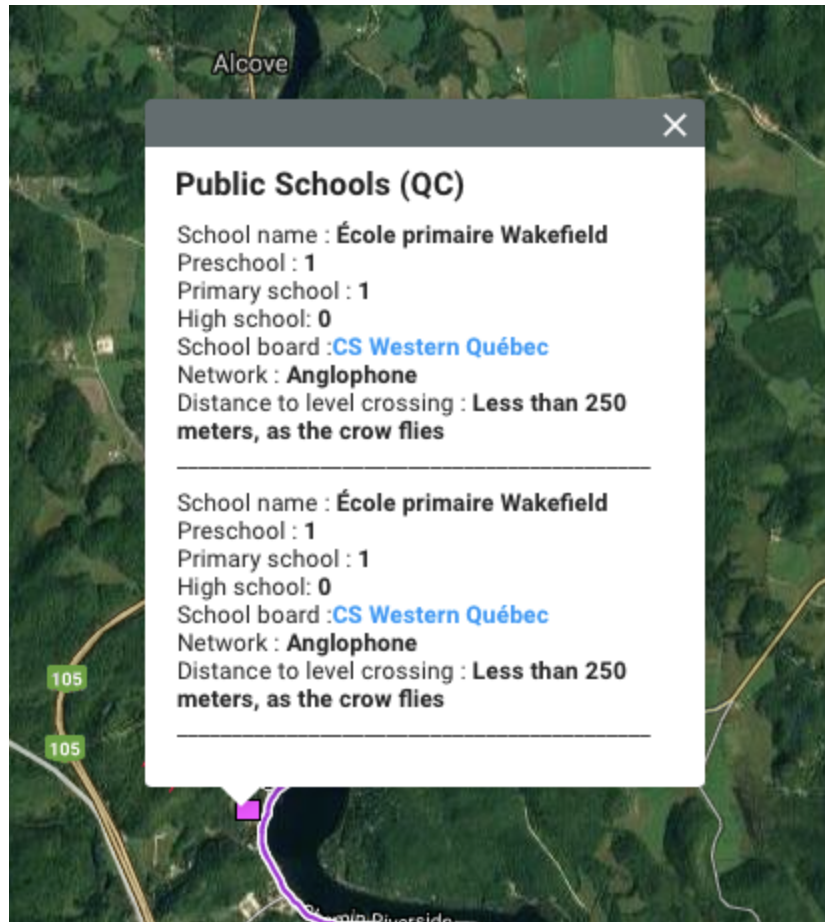
Mouseover bubbles provide a simple way to view information on a specific map element that you click on the map interface.

This information may include hyperlinks to open and download documents, videos, websites, photos, etc.

To display a mouseover bubble:

1. Click on the element you are interested in to enable its mouseover. The mouseover bubble displays.
2. Click on  to close the mouseover bubble.





When you click on another element, the mouseover bubble of the first element automatically disappears.



You can access the hyperlinks by clicking on them. The documents will be downloaded to your computer and the web pages will open in the default navigator.

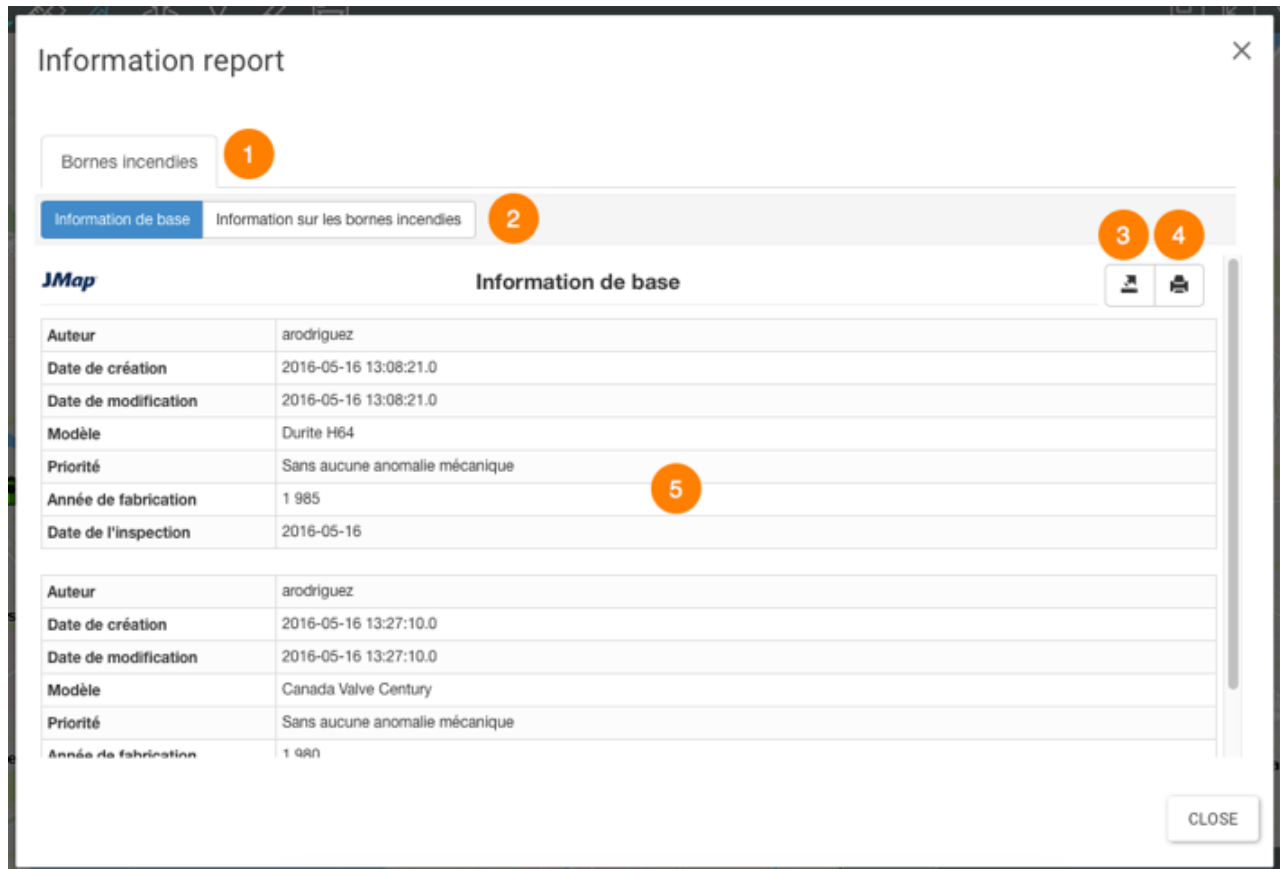
Information report

This tool allows you to view reports that provide information on the selected element. One or more reports can be available for a single element. Some reports may not provide any information on the element.

1. Click on  to enable the tool. The icon turns blue .
2. Click on a map element to generate its associated information reports. If no information report is associated with an element, no report is displayed.
3. Click on **Close** in the report window to return to the map interface.
4. Click on  to disable the tool. The icon turns grey .

There are various types of information reports. The simplest reports contain functionality to export the report in Excel format and to print the report. Advanced reports also contain functionality to export certain attributes to a CSV file.

The interface of a basic report is as follows:



- 1 The name of the map layer which contains the elements selected in the search.
- 2 The name of the report.
- 3 This tool allows you to export the report to an Excel file.
- 4 This tool allows you to print the report.
- 5 The element's descriptive data.

The interface of an advanced information report is follows:

Information report

Bornes incendies **1**

Information de base **Information sur les bornes incendies** **2**

3 **4** **5**

Information sur les bornes incendies

| | |
|----------------------|--------------------------------|
| Date de création | Mon May 16 13:08:21 EDT 2016 |
| Date de modification | Mon May 16 13:08:21 EDT 2016 |
| Modèle | Durite H64 |
| Priorité | Sans aucune anomalie mécanique |
| Année de fabrication | 1985 |
| Date de l'inspection | 2016-05-16 6 |

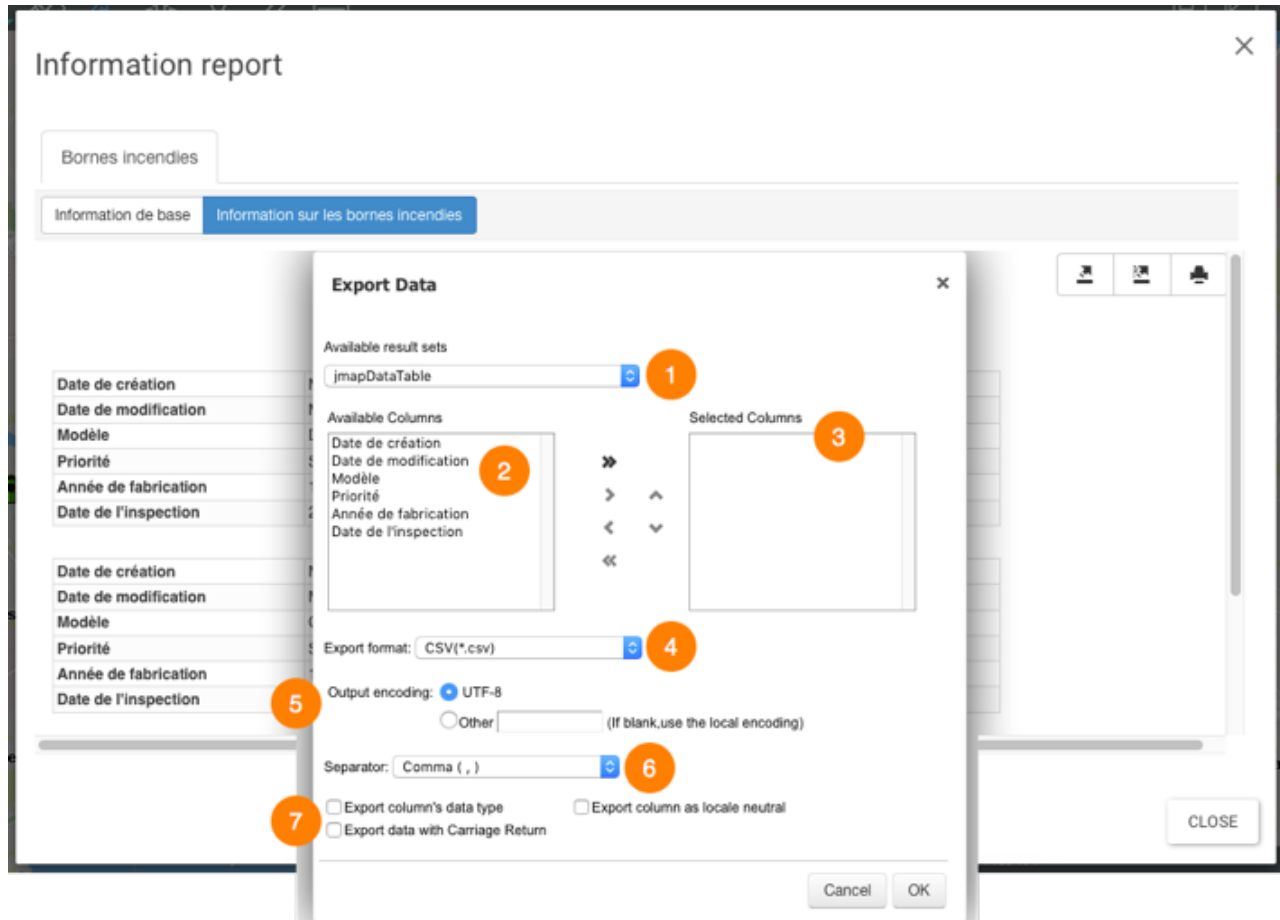
| | |
|----------------------|--------------------------------|
| Date de création | Mon May 16 13:27:10 EDT 2016 |
| Date de modification | Mon May 16 13:27:10 EDT 2016 |
| Modèle | Canada Valve Century |
| Priorité | Sans aucune anomalie mécanique |
| Année de fabrication | 1980 |
| Date de l'inspection | 2016-05-16 |

CLOSE

- 1 The name of the map layer which contains the selected element.
- 2 The name of the report.
- 3 This tool allows you to export one or more of the element's attributes to a CSV file. The details are presented below.
- 4 This tool allows you to export all of the report's data to a file. The details are presented below.
- 5 This tool allows you to print the report. The details are presented below.
- 6 The element's descriptive data.

Exporting report data, in whole or in part, to a file

The data contained in the report can be exported to a CSV file to be processed with other software.

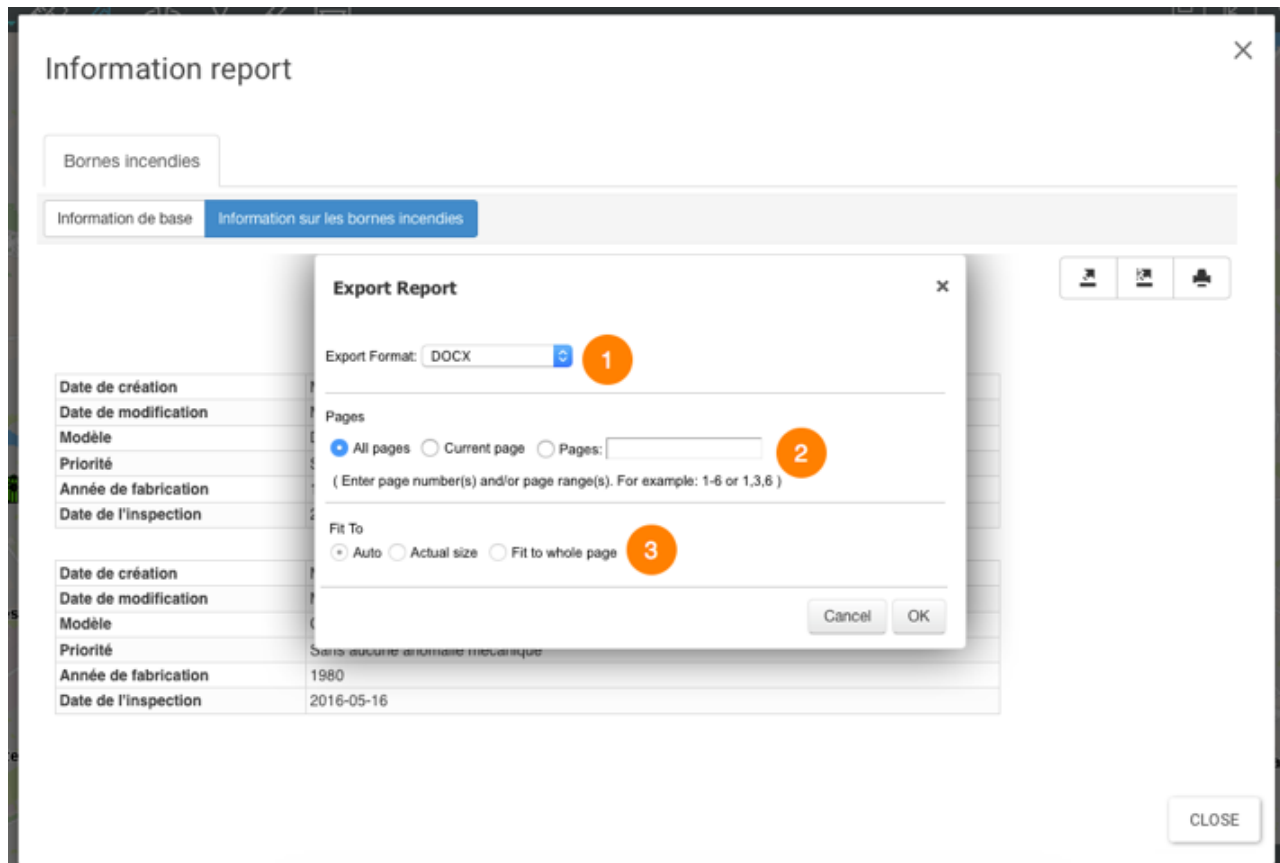


- 1 Name of the database containing the data.
- 2 Attributes that contain the descriptive data of the element and that are available to be exported.
Using the \triangleright and \gg arrows, you can select the attributes you wish to export.
- 3 Attributes exported to the file.
Using the \triangleleft and \ll arrows, you can remove attributes from the selection.
Using the \wedge and \vee arrows, you can modify the order of the attributes in the file.
- 4 CSV is the file format.
- 5 You can select an encoding type for the data.
- 6 You must specify a separator for the data columns.

- You can specify a column format. This information is important in order to read the data with databases or other software (when the CSV file is opened with Excel, for instance).

Exporting the report to a file

The report can be exported to a file.



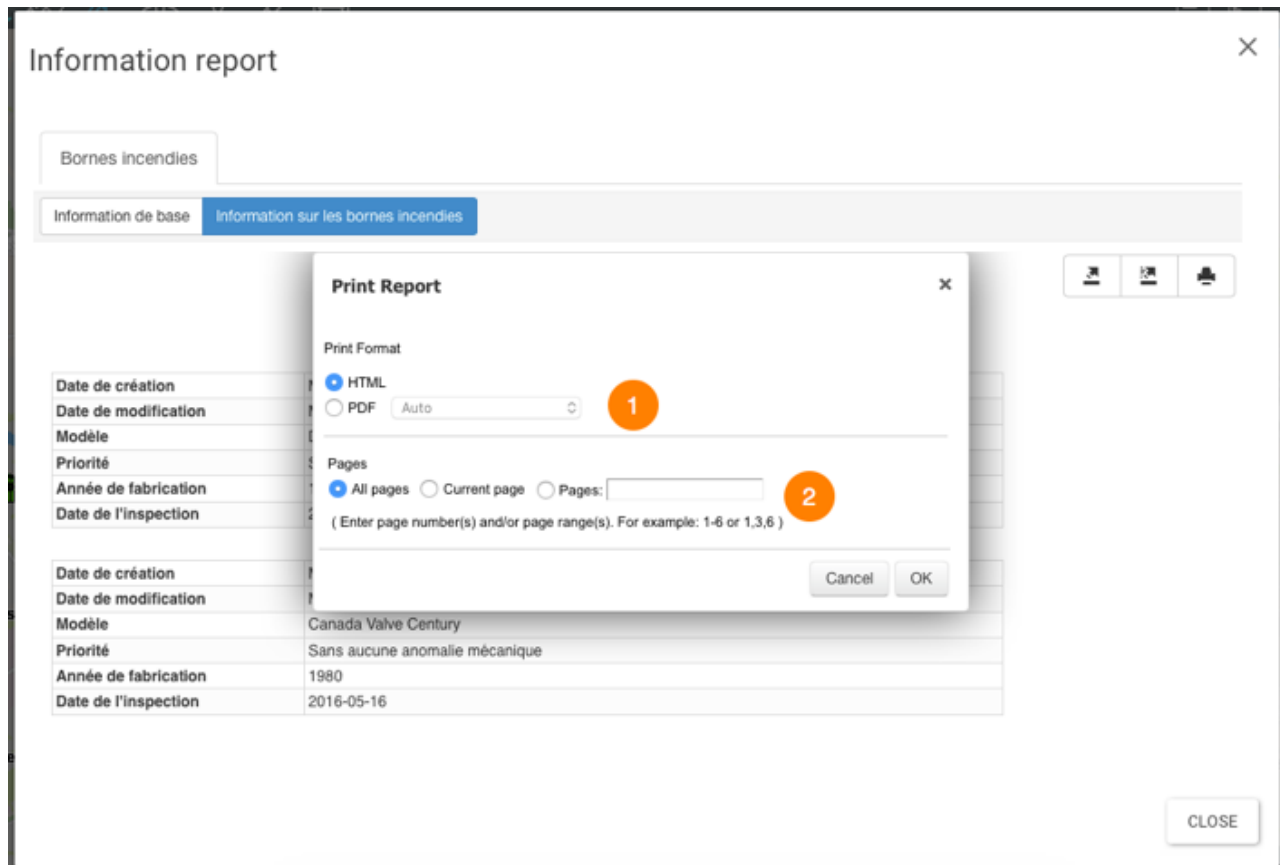
- The report will be exported to this file format.

The following formats are available: DOCX, Excel (XLS), OpenDocument Presentation (ODP), OpenDocument Spreadsheet (ODS), OpenDocument Text (ODT), PDF, PostScript (PS), PowerPoint (PPT), PPTX, Spudsoft Excel, Word (DOC), XLSX.

- You can select the report pages you wish to export.
- You can indicate how the report will fit in the file.

Printing the report

The report can be saved for printing and sharing purposes.



- 1 The format in which the report is saved.

The following formats are available: HTML and PDF. PDF offers three options:

Auto: Adjusts the document automatically.

Actual size: Maintains the current size of the report.

Fit to whole page: Adjusts the size of the report to a single page.

- 2 You can select the report pages you wish to save.

Accessing Information on a Set of Map Elements

When you are interested in several elements in a layer, you can select these elements directly in the map interface using the spatial selection tools, or based on their attributes using a search.

In both cases, the selection explorer automatically displays showing the attributes of the selected elements, and you can generate an information report for the selection.

You can have the same (or different) information in the mouseover bubbles, selection explorer, and information reports. Each of the three methods for accessing the data offers different functionality to work with it.


Performing Searches

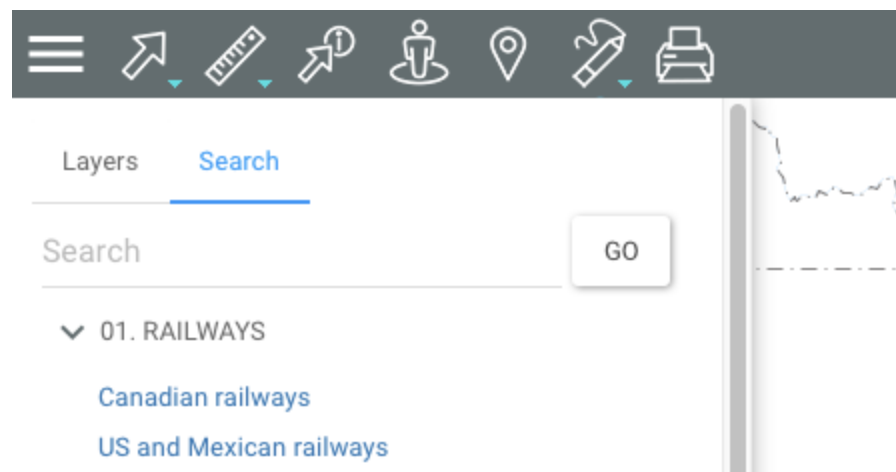
The Portal allows you to perform two types of searches:

- Searches for addresses and locations.
- Searches for the elements of a layer based on those elements' attribute values. The elements selected are displayed on the map, and you can access their descriptive information.

Searching for an address or location

To perform a search:


1. Click on  **Sidebar** and then click on the **Search** tab. The list of searches appears.

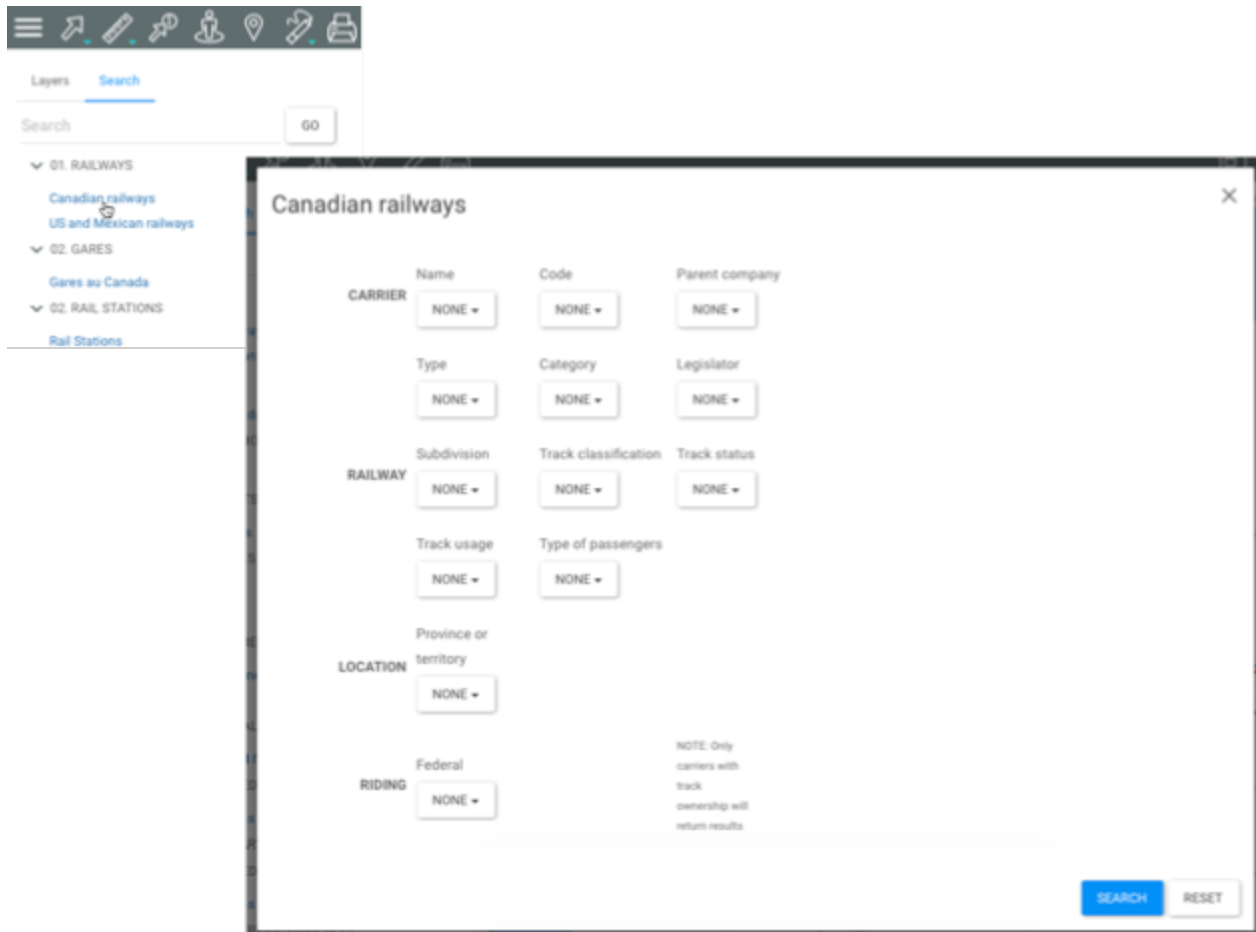


2. Enter the address or location in the **Search** field. As you type, options will be displayed to guide you.
3. Click on **Go**. The chosen location is centered in the map interface.

Searching the Portal layers

To search for layer elements based on the values of their attributes:

1. Click on  **Sidebar** and then click on the **Search** tab. The list of searches appears.
2. Click on the name of the search you are interested in. The search form displays.




The screenshot shows the search interface for 'Canadian railways'. The search form includes the following attributes and their current values:

| Attribute | Value |
|--------------------------------|-------|
| CARRIER Name | NONE |
| CARRIER Code | NONE |
| CARRIER Parent company | NONE |
| Type | NONE |
| Category | NONE |
| Legislator | NONE |
| RAILWAY Subdivision | NONE |
| RAILWAY Track classification | NONE |
| RAILWAY Track status | NONE |
| Track usage | NONE |
| Type of passengers | NONE |
| LOCATION Province or territory | NONE |
| RIDING Federal | NONE |

NOTE: Only carriers with track ownership will return results

Buttons: SEARCH, RESET

3. Click on the arrow  to display the value menu of each attribute. Select the values you are looking for.

You can only select data for a few attributes. For certain attributes, you can select more than one value.

Canadian railways

CARRIER

Name: NONE ▾ Code: NONE ▾ Parent company: NONE ▾

Type: NONE ▾ Category: NONE ▾ Legislator: NONE ▾

RAILWAY

Subdivision: 1 SELECTED ▾ Track classification: NONE ▾ Track status: NONE ▾

LOCATION

Adi

- Adirondack North
- Adirondack_CMQ
- Adirondack_CP
- Adirondack_LaSalle Spur

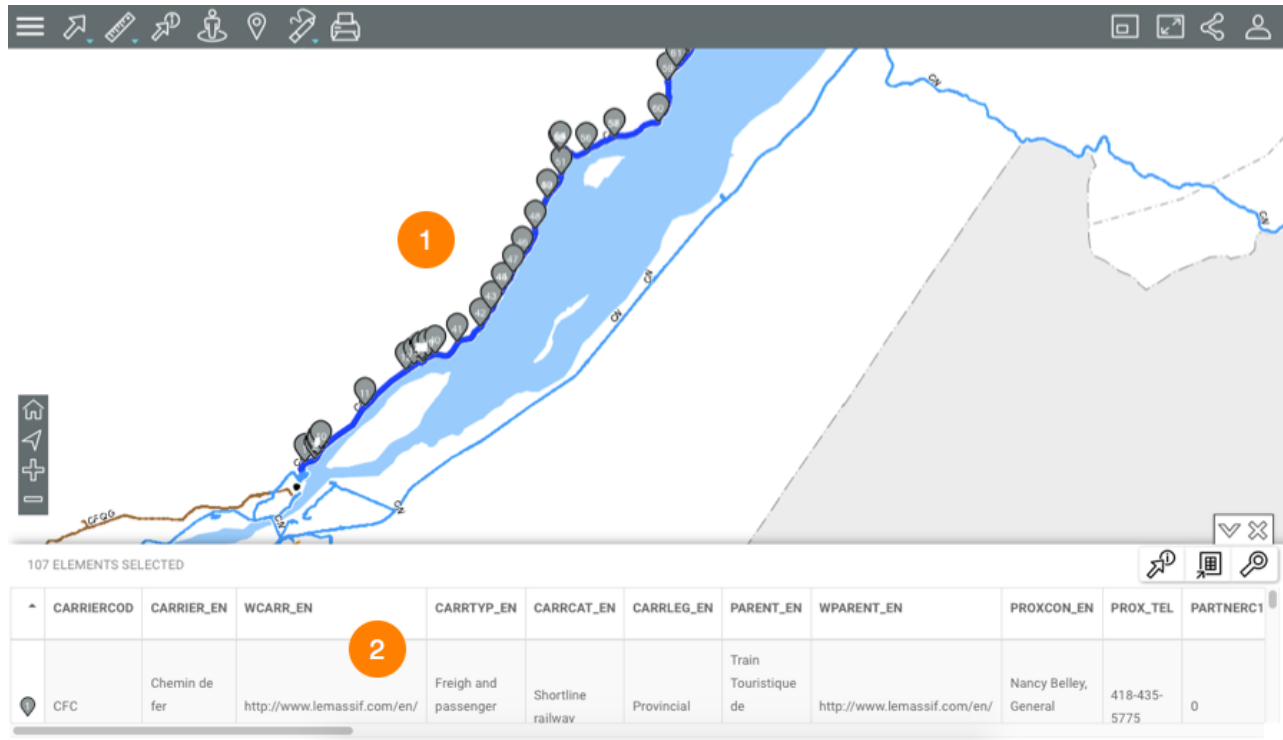
RIDING

Federal: NONE ▾

NOTE: Only carriers with track ownership will return results



SEARCH RESET

4. Click on **Reset** if you wish to return to the empty search form and delete the values you selected.
5. Click on **Search** to display the search results. The elements retrieved are identified with markers in the map interface. The selection explorer displays the attribute data for these elements.





107 ELEMENTS SELECTED

| | CARRIERCOD | CARRIER_EN | WCARR_EN | CARRTYP_EN | CARRCAT_EN | CARRLEG_EN | PARENT_EN | WPARENT_EN | PROXCON_EN | PROX_TEL | PARTNERC1 |
|--|------------|---------------|---|----------------------|-------------------|------------|----------------------|---|-----------------------|--------------|-----------|
| | CFC | Chemin de fer | http://www.lemassif.com/en/ | Freigh and passenger | Shortline railway | Provincial | Train Touristique de | http://www.lemassif.com/en/ | Nancy Belley, General | 418-435-5775 | 0 |

- 1 The elements retrieved are identified with numbered markers  and centered in the map interface.
 - 2 The selection explorer displays the elements retrieved in rows and their attributes in columns.
Various functions allow you to work with the information in the table.
6. Click on the  arrow to hide the selection explorer.



7. Click on the  arrow to redisplay the selection explorer.
8. Click on  to erase the search results. The selection explorer and the markers are cleared from the map interface. The map interface maintains the same view.

Working with search results

Several tools are available to work with search results.

The selection explorer allows you to view and organize the attribute data of the elements retrieved.

| 107 ELEMENTS SELECTED | | | | | | | | | | | |
|-----------------------|---------------|---|----------------------|-------------------|------------|----------------------|---|-----------------------|--------------|---|--|
| CARRIERCOD | CARRIER_EN | WCARR_EN | CARRCAT_EN | CARRLEG_EN | PARENT_EN | WPARENT_EN | PROXCON_EN | PROX_TEL | PARTNERC1 | | |
| CFC | Chemin de fer | http://www.lemassif.com/en/ | Freigh and passenger | Shortline railway | Provincial | Train Touristique de | http://www.lemassif.com/en/ | Nancy Belley, General | 418-435-5775 | 0 | |

- 1 The first line contains the names of the attributes. You can sort the data in ascending or descending order.

- 2 The first column contains the number of each element, indicated with a grey marker 📍.
- 3 The vertical bar allows you to scroll through the table and display the elements retrieved.

Other functions are available to select elements or to export the data to a file.

Selecting elements

Elements can be selected manually.

107 ELEMENTS SELECTED

| CARRIERCOD | CARRIER_EN | WCARR_EN | CARRTYP_EN | CARRCAT_EN | CARRLEG_EN | PARENT_EN | WPARENT_EN | PROXCON_EN | PROX | Zoom to all elements |
|------------|---------------|---|----------------------|-------------------|------------|----------------------|---|-----------------------|--------------|----------------------|
| CFC | Chemin de fer | http://www.lemassif.com/en/ | Freigh and passenger | Shortline railway | Provincial | Train Touristique de | http://www.lemassif.com/en/ | Nancy Belley, General | 418-435-5775 | 0 |

- 1 Click on one or more elements in the explorer to select them. The grey marker 📍 turns blue 📍 in the explorer and on the map. In the explorer, the row of each selected element turns blue.
Keep pressing down on the element to center it in the map.
- 2 The **Zoom to all elements** 🗺️ icon displays all elements retrieved by the search.


Exporting data

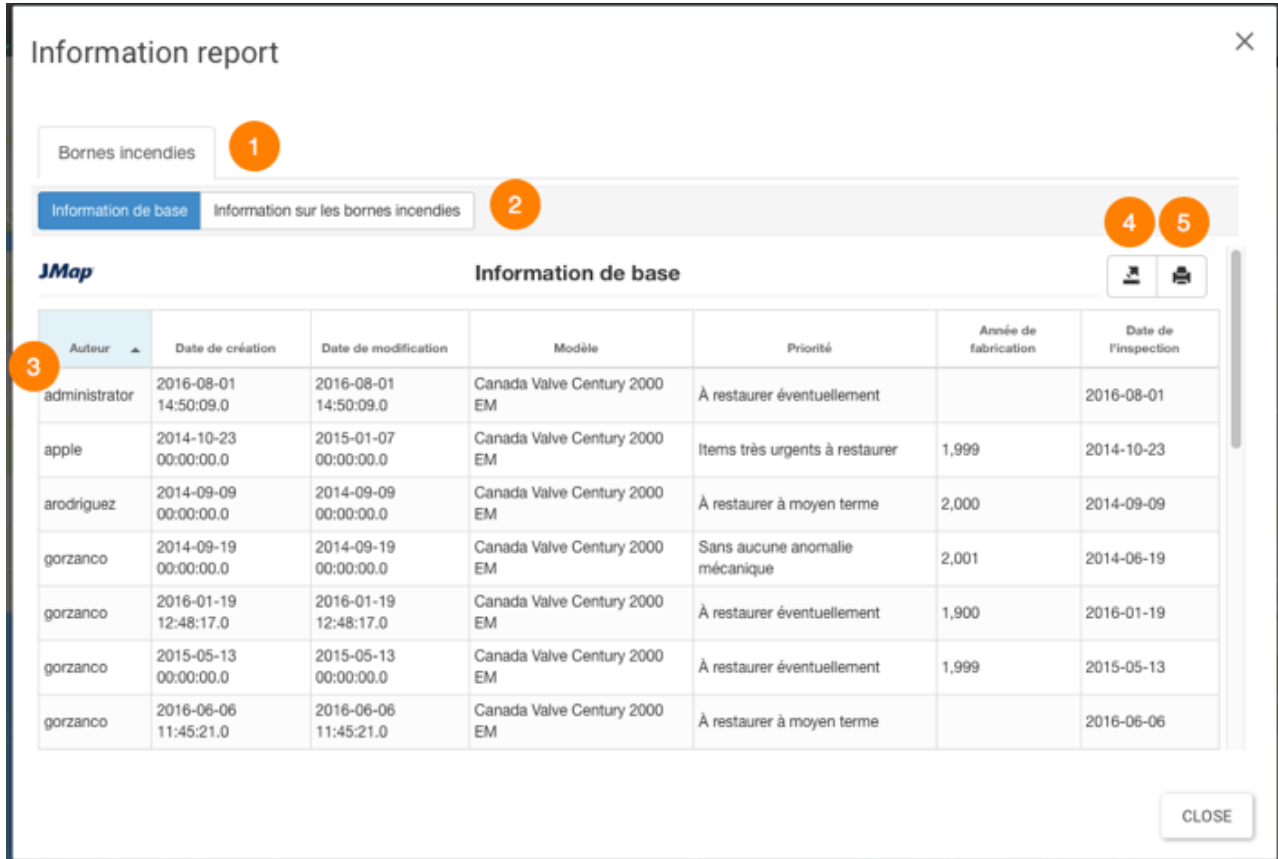
You can export the search results to an Excel file.

1. Click on 📄 to export the table to an Excel file. The file will be downloaded to the folder you specify.

Generating an information report

If the Portal administrator configured reports for the data layer, you can generate an information report for the elements returned by the search. The reports may have basic or advanced functionality. If no report has been configured for the layer, when you try to generate one, a message indicates that there is no report.

1. Click on  to generate the report for the selection. The interface of the basic report is as follows:



Information report

Bornes incendies **1**

Information de base Information sur les bornes incendies **2**

JMap Information de base **4 5**

| Auteur | Date de création | Date de modification | Modèle | Priorité | Année de fabrication | Date de l'inspection |
|---------------|-----------------------|-----------------------|------------------------------|--------------------------------|----------------------|----------------------|
| administrator | 2016-08-01 14:50:09.0 | 2016-08-01 14:50:09.0 | Canada Valve Century 2000 EM | À restaurer éventuellement | | 2016-08-01 |
| apple | 2014-10-23 00:00:00.0 | 2015-01-07 00:00:00.0 | Canada Valve Century 2000 EM | Items très urgents à restaurer | 1,999 | 2014-10-23 |
| arodriguez | 2014-09-09 00:00:00.0 | 2014-09-09 00:00:00.0 | Canada Valve Century 2000 EM | À restaurer à moyen terme | 2,000 | 2014-09-09 |
| gorzanco | 2014-09-19 00:00:00.0 | 2014-09-19 00:00:00.0 | Canada Valve Century 2000 EM | Sans aucune anomalie mécanique | 2,001 | 2014-06-19 |
| gorzanco | 2016-01-19 12:48:17.0 | 2016-01-19 12:48:17.0 | Canada Valve Century 2000 EM | À restaurer éventuellement | 1,900 | 2016-01-19 |
| gorzanco | 2015-05-13 00:00:00.0 | 2015-05-13 00:00:00.0 | Canada Valve Century 2000 EM | À restaurer éventuellement | 1,999 | 2015-05-13 |
| gorzanco | 2016-06-06 11:45:21.0 | 2016-06-06 11:45:21.0 | Canada Valve Century 2000 EM | À restaurer à moyen terme | | 2016-06-06 |

CLOSE

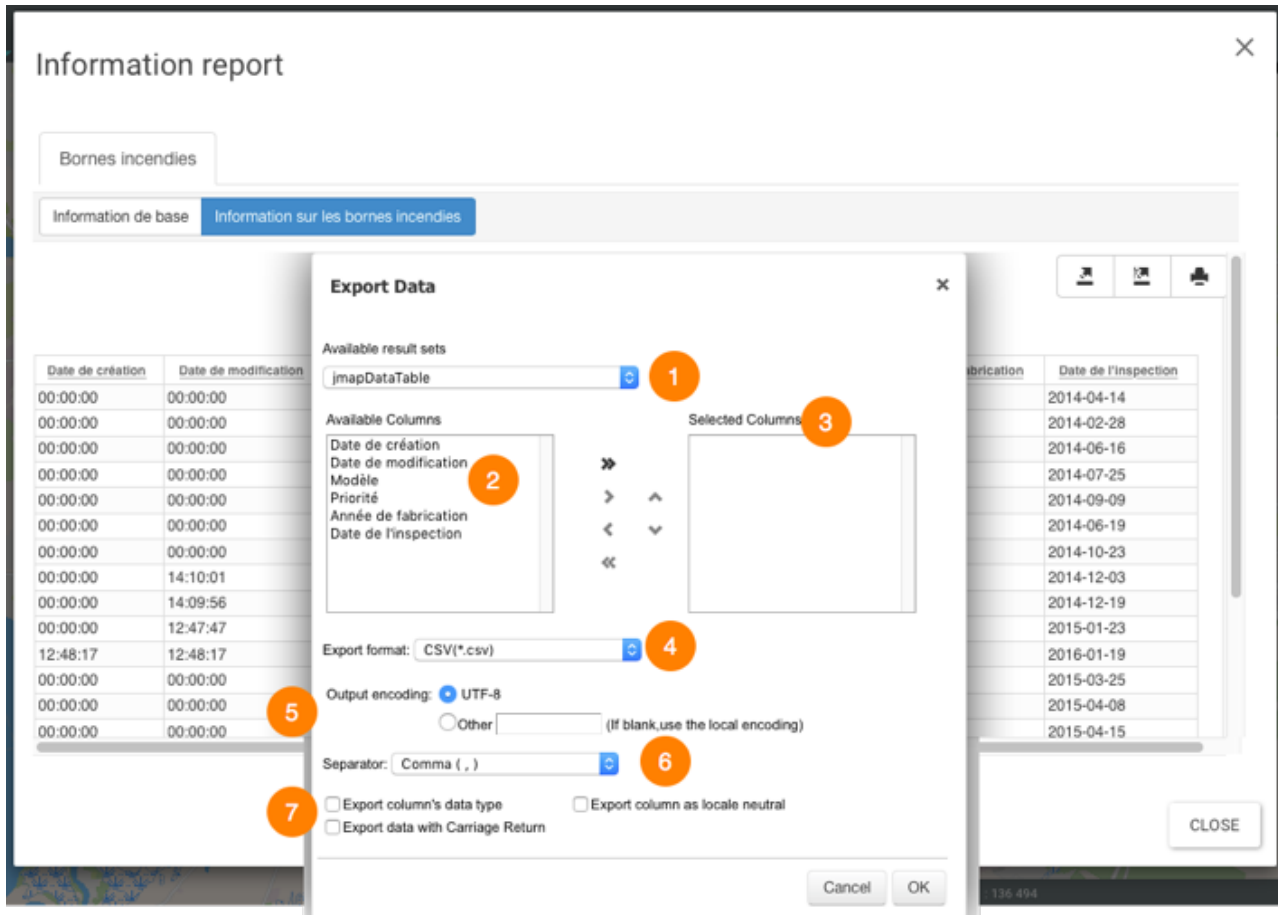
- 1 Name of the map layer to which the elements selected in the search belong.
 - 2 Name of the report.
 - 3 The table of attributes. Elements are displayed in rows, and the columns represent the element attributes. The column headers allow you to sort elements in ascending or descending order.
 - 4 This tool allows you to export the report to an Excel file.
 - 5 This tool allows you to print the report.
2. Click on the name of the other report (if it exists) to display it. If it is an advanced report, other tools will be available:

| Date de création | Date de modification | Modèle | Priorité | Année de fabrication | Date de l'inspection |
|------------------|----------------------|------------------------------|--------------------------------|----------------------|----------------------|
| 00:00:00 | 00:00:00 | Canada Valve Century 2000 EM | Sans aucune anomalie mécanique | 0 | 2014-04-14 |
| 00:00:00 | 00:00:00 | Canada Valve Century 2000 EM | À restaurer à moyen terme | 1988 | 2014-02-28 |
| 00:00:00 | 00:00:00 | Canada Valve Century 2000 EM | À restaurer à moyen terme | 2000 | 2014-06-16 |
| 00:00:00 | 00:00:00 | Canada Valve Century 2000 EM | Items très urgents à restaurer | 0 | 2014-07-25 |
| 00:00:00 | 00:00:00 | Canada Valve Century 2000 EM | À restaurer à moyen terme | 2000 | 2014-09-09 |
| 00:00:00 | 00:00:00 | Canada Valve Century 2000 EM | Sans aucune anomalie mécanique | 2001 | 2014-06-19 |
| 00:00:00 | 00:00:00 | Canada Valve Century 2000 EM | Items très urgents à restaurer | 1999 | 2014-10-23 |
| 00:00:00 | 14:10:01 | Canada Valve Century 2000 EM | À restaurer à moyen terme | | 2014-12-03 |
| 00:00:00 | 14:09:56 | Canada Valve Century 2000 EM | À restaurer éventuellement | | 2014-12-19 |
| 00:00:00 | 12:47:47 | Canada Valve Century 2000 EM | À restaurer éventuellement | | 2015-01-23 |
| 12:48:17 | 12:48:17 | Canada Valve Century 2000 EM | À restaurer éventuellement | 1900 | 2016-01-19 |
| 00:00:00 | 00:00:00 | Canada Valve Century 2000 EM | Items très urgents à restaurer | | 2015-03-25 |
| 00:00:00 | 00:00:00 | Canada Valve Century 2000 EM | Items très urgents à restaurer | | 2015-04-08 |
| 00:00:00 | 00:00:00 | Canada Valve Century 2000 EM | Sin anomalía mecánica | | 2015-04-15 |

- 1 Name of the map layer to which the selected elements belong.
 - 2 Name of the report.
 - 3 This table is similar to the selection explorer. Elements are displayed in rows, and the columns represent the element attributes. The column headers allow you to sort elements in ascending or descending order.
 - 4 This tool allows you to export attributes to a CSV file. Details are presented below.
 - 5 This tool allows you to export the report to a file. Details are presented below.
 - 6 This tool allows you to print the report. Details are presented below.
3. Click on **Close** to close the report and return to the selection explorer.

Exporting report data, in whole or in part, to a file

Data contained in the advanced report can be exported to a CSV file to be processed with other software.



- 1 Name of the database containing the data.
- 2 Attributes that contain descriptive data for the element and that are available to be exported.

Using the \triangleright and \gg arrows, you can select the attributes you wish to export.

- 3 Attributes that are exported to the file.

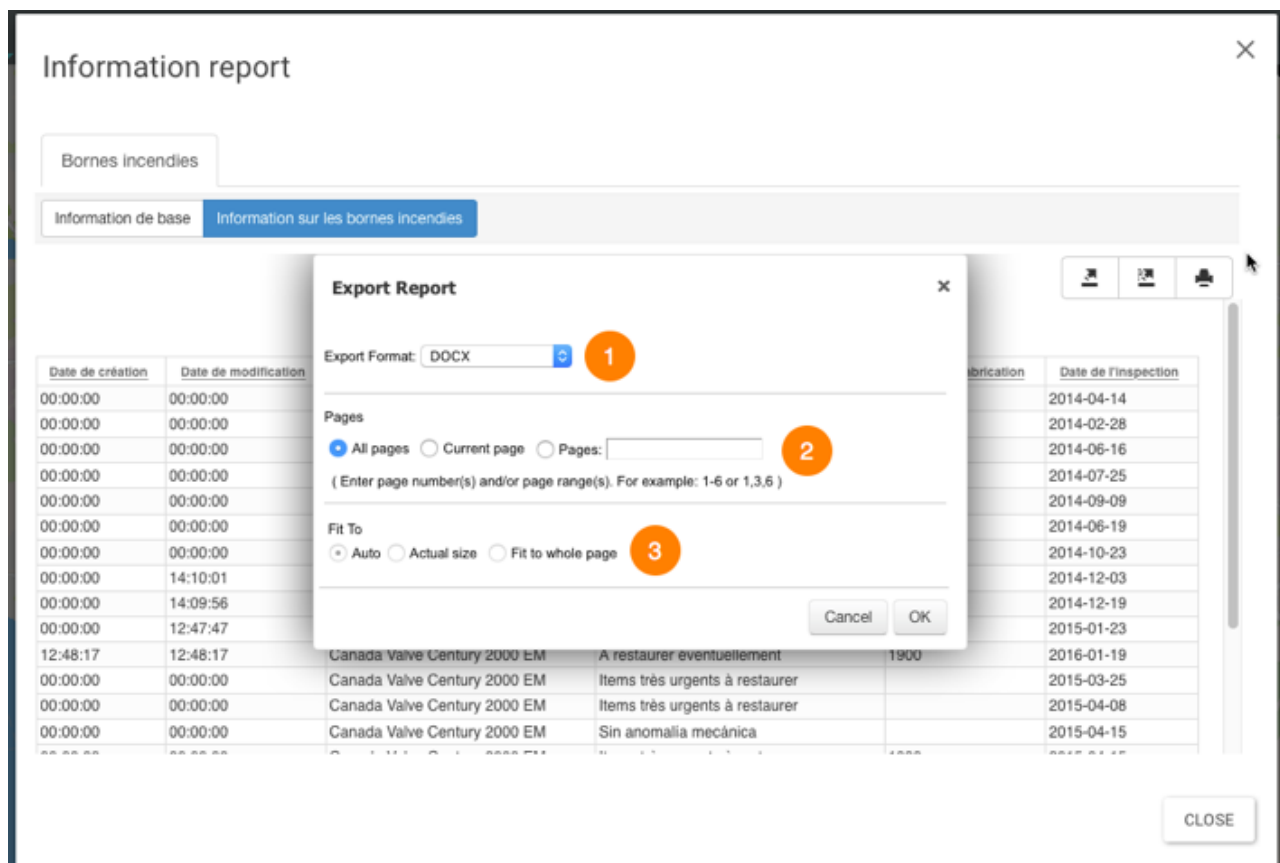
Using the \triangleleft and \ll arrows, you can remove attributes from the selection.

Using the \wedge and \vee arrows, you can modify the order of the attributes in the file.

- 4 CSV is the file format.
- 5 You can select a type of encoding for the data.
- 6 You must specify a separator for the data columns.
- 7 You can specify a column format. This information is important to read the data with databases or other software (when the CSV file is open in Excel, for instance).

Exporting the report to a file

The report can be exported to a file.



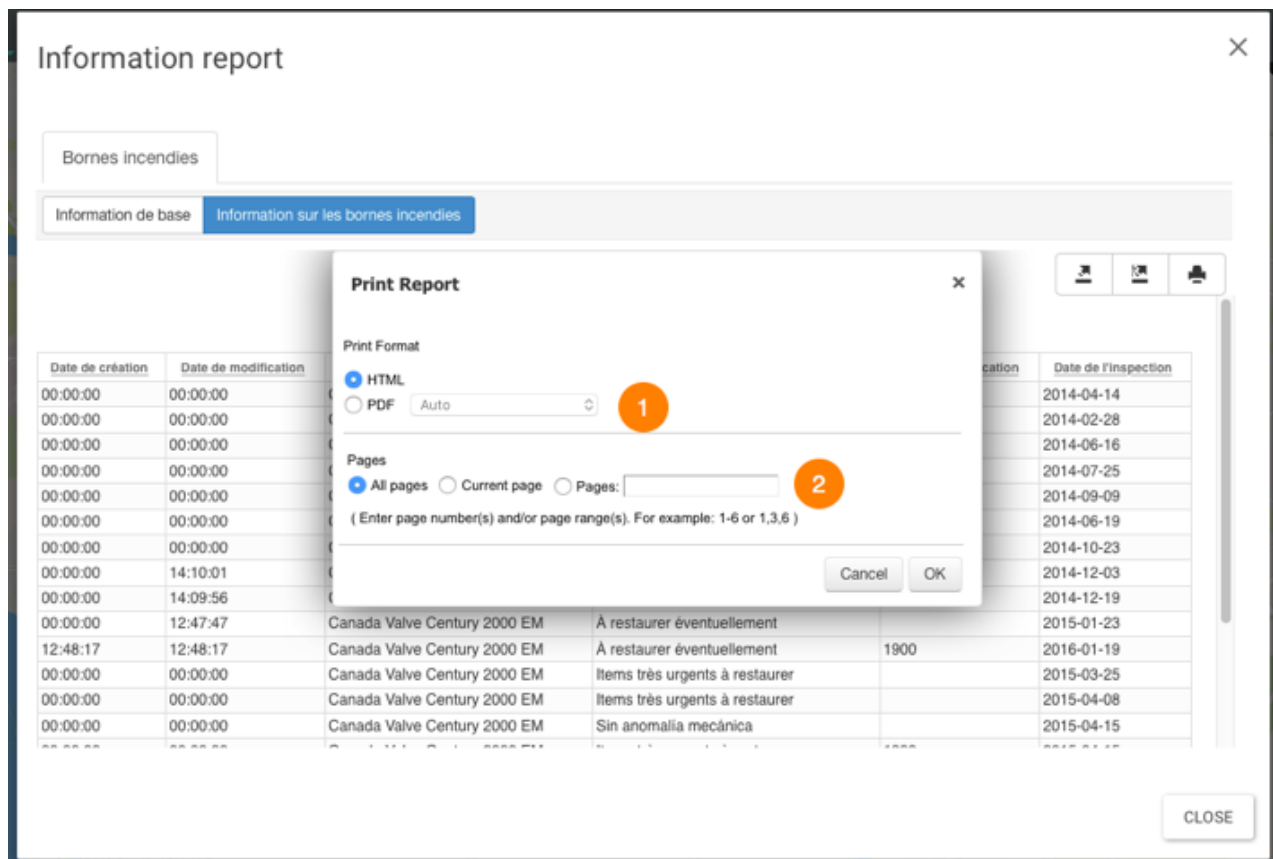
- 1 Format of the file to which the report will be exported.

The following formats are available: DOCX, Excel (XLS), OpenDocument Presentation (ODP), OpenDocument Spreadsheet (ODS), OpenDocument Text (ODT), PDF, PostScript (PS), PowerPoint (PPT), PPTX, Spudsoft Excel, Word (DOC), XLSX.

- 2 You can select the report pages you wish to export.
- 3 You can configure how the report will fit in the file.

Printing the report

The report can be saved in a certain format for printing and sharing purposes.



- 1 The format in which the report will be printed.

The following formats are available: HTML and PDF. PDF offers three options:

Auto: Adjusts the document automatically.

Actual size: Maintains the current size of the report.




Fit to whole page: Adjusts the size of the report to a single page.

- 2 You can select the report pages you wish to print.

Selecting Elements in the Map Interface



You can select elements of a layer directly on the map interface using the selection tools. Afterwards, you can access the selection's descriptive information.

You can select the elements of only one layer at a time; before selecting a layer's elements, you must make that layer selectable. To do so, follow these steps:

1. Place the mouse pointer on the row of the layer you are interested in, on the right of the layer's name. An arrow  displays.
2. Click on the arrow . The arrow will turn blue , which indicates that the layer's elements can be selected using the interactive selection tools.




Each layer of a group can be made selectable independently from the others.

3. Click on the arrow  if you no longer want the layer data to be selectable. The arrow changes back to grey .

Selecting elements using the selection tools

To select elements directly in the map interface:

1. Click on  **Selection** to display the drop-down list of selection tools.



Punctual selection

Allows you to select one element at a time.

Click on an element to select it.

Linear selection

Allows you to select one or more elements by drawing a line. Any elements the line touches will be selected. Note: this option does not work with layers of points.

Enable the tool and draw a line on the map. If you are using a tablet, touch a point to start the line, touch the points that will constitute vertices in the line, and touch ✓ to indicate that the line is complete.

Rectangular selection

Allows you to select one or more elements by drawing a rectangle. Any elements included in the rectangle, in whole or in part, will be selected. The rectangle's dimensions will be displayed.

Enable the tool and draw a rectangle on the map. If you are using a tablet, touch the screen to trace the first point of the rectangle, then touch the screen again to trace the opposite point of the rectangle.

Polygonal selection

Allows you to select one or more elements by drawing a polygon. Any elements included in the polygon, in whole or in part, will be selected. The polygon's dimensions will be displayed.

Enable the tool and draw a polygon on the map. Keep pressing down, double-click or press the space bar to complete the polygon.

If you are using a tablet, touch the screen once to start the polygon, touch all the points that will constitute the polygon's vertices, then touch ✓ to indicate that the polygon is complete.

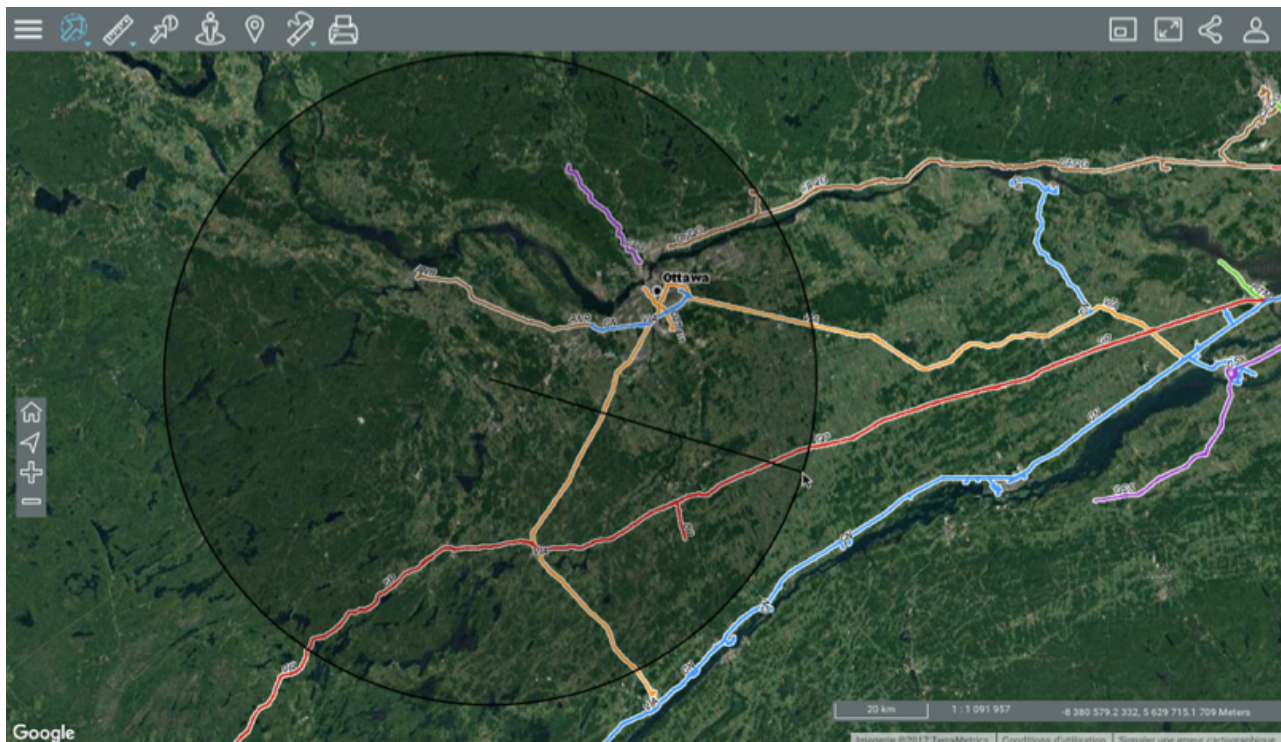
Circular selection

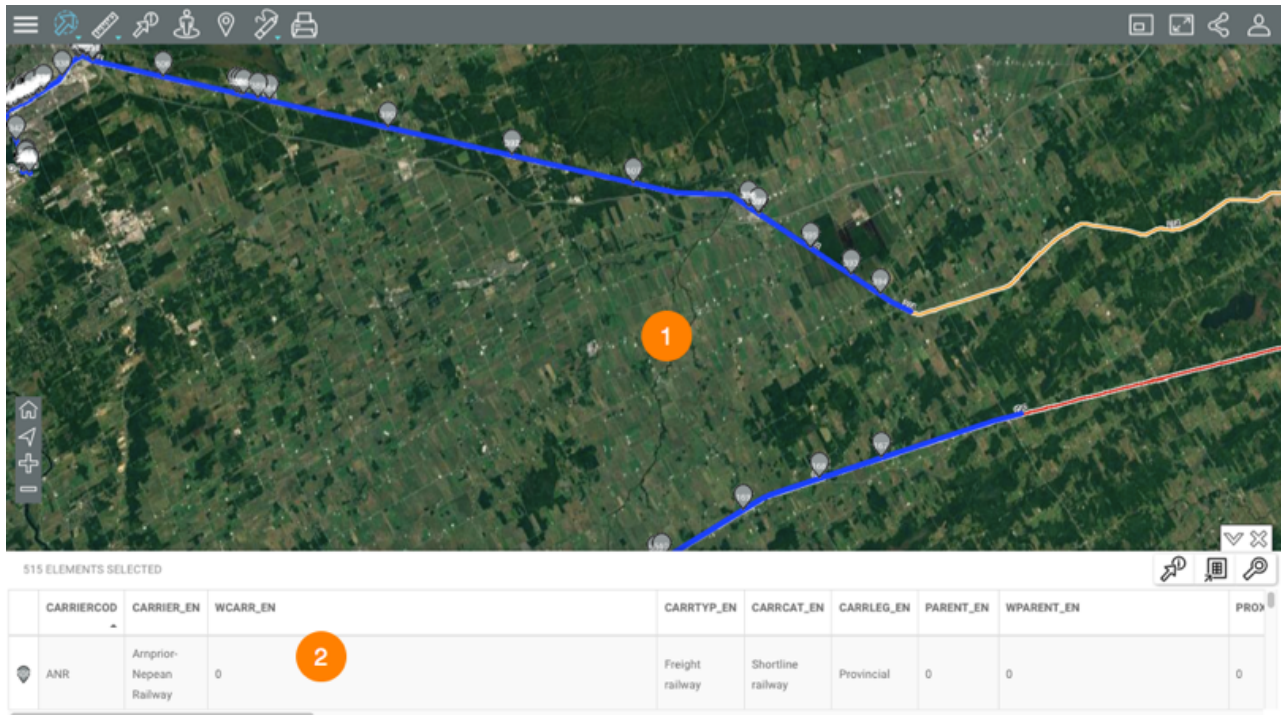
Allows you to select one or more elements by drawing a circle. Any elements included in the circle, in whole or in part, will be selected. The radius of the circle will be displayed.

Enable the tool and draw a circle on the map. If you are using a tablet, touch the screen to define the center of the circle, and touch the screen again to draw its radius.


Note: If you are using a computer, with any selection tool, you can hold the SHIFT key of your keyboard to add elements to an existing selection.


2. Click on one of the tools to enable it. The icon of the enabled tool turns blue and displays in the toolbar.
3. Select the element or elements you are interested in. In the map interface, the selected elements will be identified with a marker, and the selection explorer will automatically display.





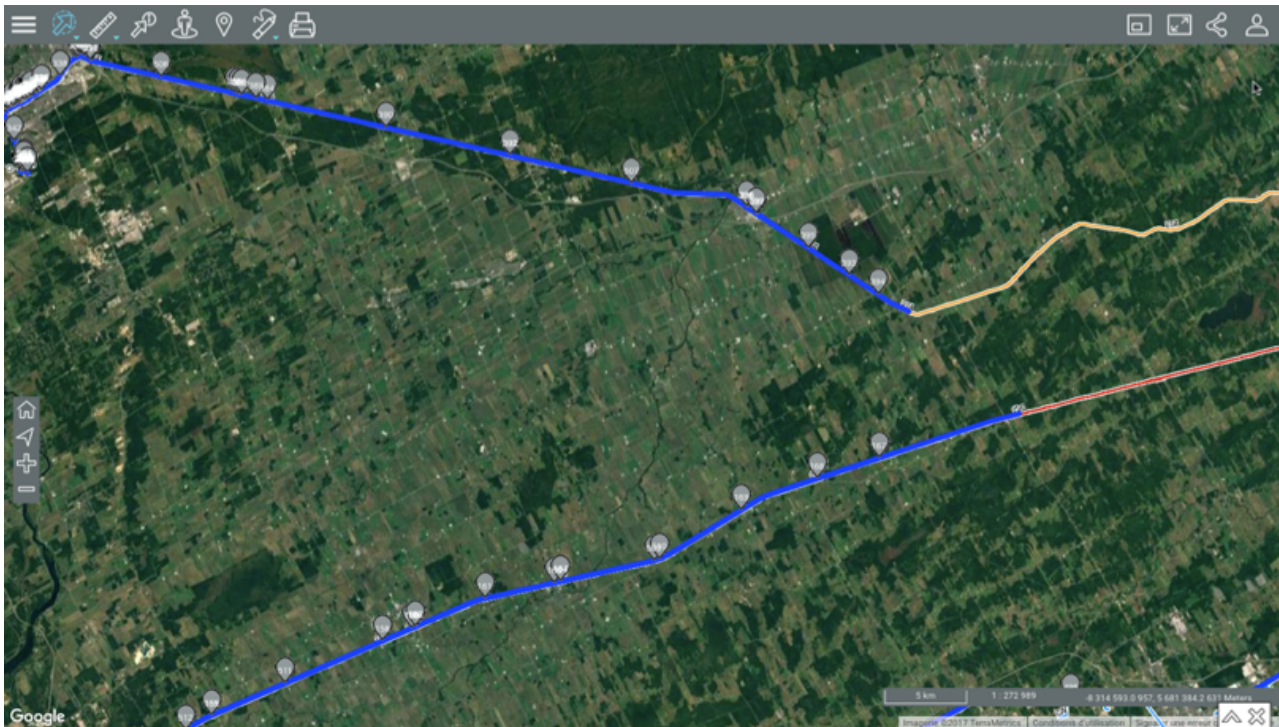
515 ELEMENTS SELECTED



| | CARRIERCOD | CARRIER_EN | WCARR_EN | CARRTYP_EN | CARRCAT_EN | CARRLEG_EN | PARENT_EN | WPARENT_EN | PROX |
|---|------------|-------------------------------|----------|--------------------|----------------------|------------|-----------|------------|------|
|  | ANR | Amprion- Nepean Railway | 0 | Freight railway | Shortline railway | Provincial | 0 | 0 | 0 |

- 1 Selected elements are identified using numbered markers .
- 2 The selection explorer is deployed, showing the selected elements in rows and their attributes in columns.

Various functions allow you to work with the data in the table.

4. Click on the arrow  to hide the results table.



5. Click on the arrow  to redisplay the elements explorer.
6. Click on  to delete the results of the selection. The elements explorer and the markers in the map interface are no longer displayed. The map interface stays in the same view.

Working with a selection of elements

Several tools can be used to access descriptive information on the selected elements.

The selection explorer allows you to view and organize data on the attributes of the selected elements.

| CARRIERCOD_EN | WCARR_EN | CARRTYP_EN | CARRCAT_EN | CARRLEG_EN | PARENT_EN | WPARENT_EN |
|---------------|----------|-----------------|-------------------|------------|-----------|------------|
| ANR | 0 | Freight railway | Shortline railway | Provincial | 0 | 0 |

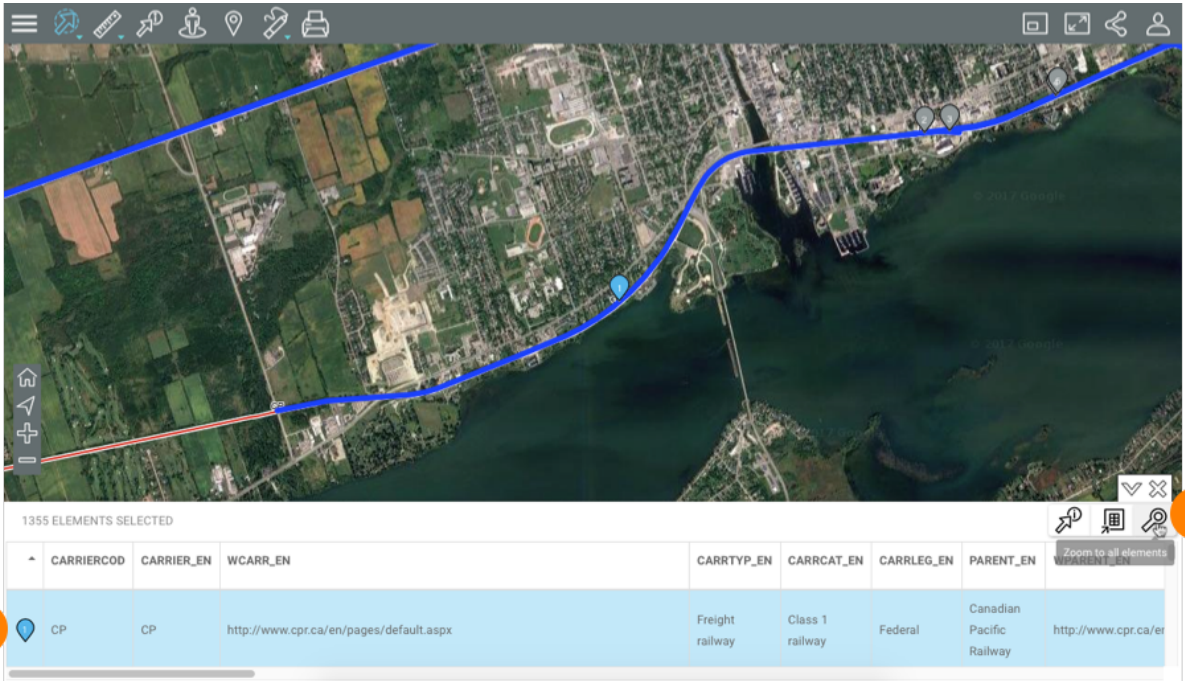
- 1 The first line contains the names of the attributes. You can sort the data in ascending or descending order.

- 2 The first column contains the number of each element, identified with a grey marker 📍.
- 3 The vertical bar allows you to scroll through the list of selected elements.

Other functions are available to select elements or to export the data to a file.

Selecting elements

Elements can be selected manually.



1355 ELEMENTS SELECTED

| | CARRIERCOD | CARRIER_EN | WCARR_EN | CARRTYP_EN | CARRCAT_EN | CARRLEG_EN | PARENT_EN | |
|---|------------|------------|---|-----------------|-----------------|------------|--------------------------|---|
| 1 | CP | CP | http://www.cpr.ca/en/pages/default.aspx | Freight railway | Class 1 railway | Federal | Canadian Pacific Railway | http://www.cpr.ca/en |

2


- 1 Click on one or more elements in the explorer to select them. The grey marker 📍 becomes blue 📍 in the explorer and on the map. In the explorer, the row of each selected element turns blue.

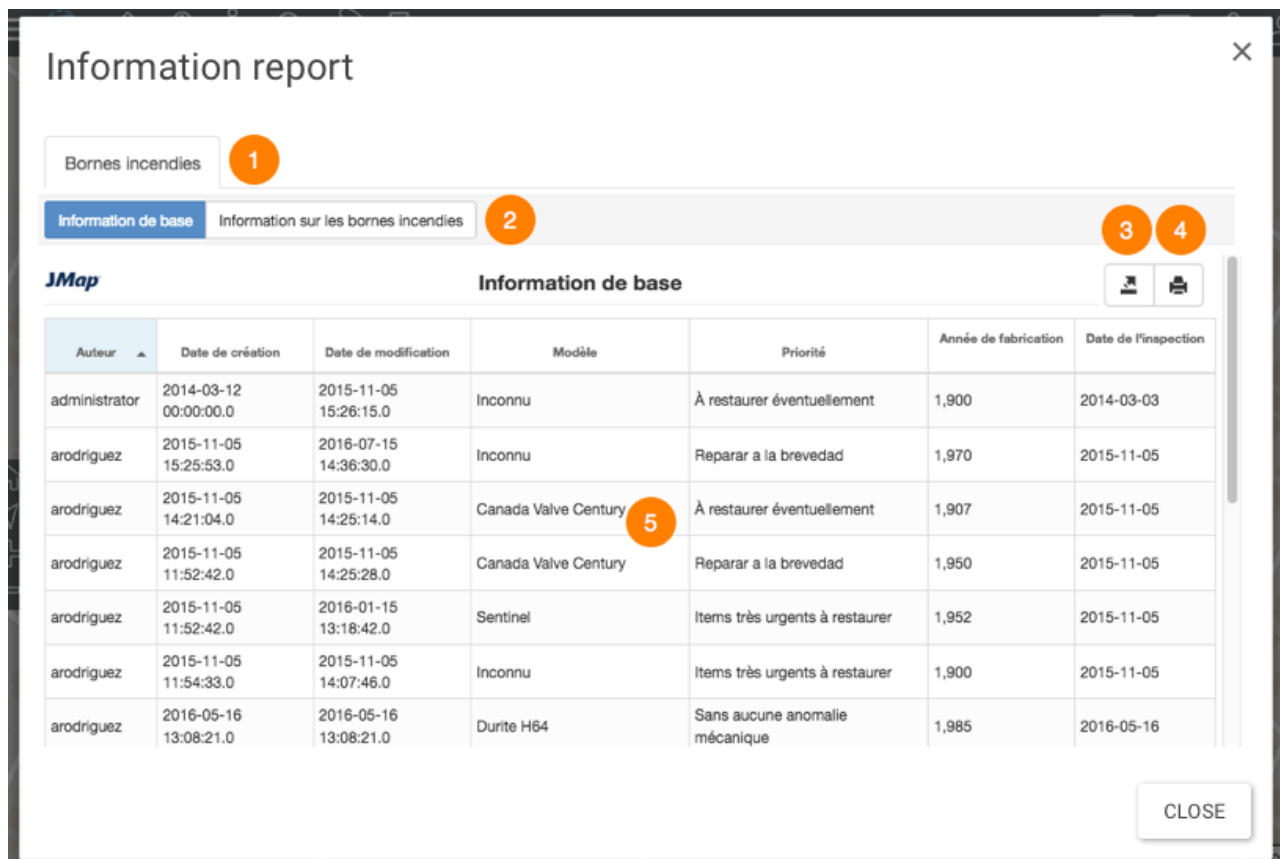
In a computer, double-click on an element to place it in the center of the map.

- 2 The 🗑️ **Zoom to all elements** icon displays all elements retrieved by the search.

Generating an information report

If the Portal administrator configured reports for the layer of the selected elements, you can generate an information report for the selection. The reports may have basic or advanced functionality. If no report has been configured for the layer, when you try to generate one, a message indicates that there is no report.

1. Click on  to generate the report for the selection. The interface of the basic report is as follows:



| Auteur | Date de création | Date de modification | Modèle | Priorité | Année de fabrication | Date de l'inspection |
|---------------|--------------------------|--------------------------|----------------------|--------------------------------|----------------------|----------------------|
| administrator | 2014-03-12 00:00:00.0 | 2015-11-05 15:26:15.0 | Inconnu | À restaurer éventuellement | 1,900 | 2014-03-03 |
| arodriguez | 2015-11-05 15:25:53.0 | 2016-07-15 14:36:30.0 | Inconnu | Reparar a la brevedad | 1,970 | 2015-11-05 |
| arodriguez | 2015-11-05 14:21:04.0 | 2015-11-05 14:25:14.0 | Canada Valve Century | À restaurer éventuellement | 1,907 | 2015-11-05 |
| arodriguez | 2015-11-05 11:52:42.0 | 2015-11-05 14:25:28.0 | Canada Valve Century | Reparar a la brevedad | 1,950 | 2015-11-05 |
| arodriguez | 2015-11-05 11:52:42.0 | 2016-01-15 13:18:42.0 | Sentinel | Items très urgents à restaurer | 1,952 | 2015-11-05 |
| arodriguez | 2015-11-05 11:54:33.0 | 2015-11-05 14:07:46.0 | Inconnu | Items très urgents à restaurer | 1,900 | 2015-11-05 |
| arodriguez | 2016-05-16 13:08:21.0 | 2016-05-16 13:08:21.0 | Durite H64 | Sans aucune anomalie mécanique | 1,985 | 2016-05-16 |

- 1 Name of the map layer to which the elements selected in the search belong.
- 2 Name of the report.
- 3 Table similar to the selection explorer. The elements are displayed in rows, and columns represent the element attributes. The column headers allow you to sort the elements in ascending or descending order.
- 4 This tool allows you to export the report to an Excel file.

- 5 This tool allows you to print the report.
2. Click on the name of the advanced report (if it exists) to display it. Other tools will be available:

Information report

Bornes incendies 1

Information de base Information sur les bornes incendies 2

3 4 5

Information sur les bornes incendies

| Date de création | Date de modification | Modèle | Priorité | Année de fabrication | Date de l'inspection |
|------------------|----------------------|------------------------------|--------------------------------|----------------------|----------------------|
| 00:00:00 | 00:00:00 | Canada Valve Century 2000 EM | Sans aucune anomalie mécanique | 0 | 2014-04-14 |
| 00:00:00 | 00:00:00 | Canada Valve Century 2000 EM | A restaurer à moyen terme | 1988 | 2014-02-28 |
| 00:00:00 | 00:00:00 | Canada Valve Century 2000 EM | A restaurer à moyen terme | 2000 | 2014-06-16 |
| 00:00:00 | 00:00:00 | Canada Valve Century 2000 EM | Items très urgents à restaurer | 0 | 2014-07-25 |
| 00:00:00 | 00:00:00 | Canada Valve Century 2000 EM | A restaurer à moyen terme | 2000 | 2014-09-09 |
| 00:00:00 | 00:00:00 | Canada Valve Century 2000 EM | Sans aucune anomalie mécanique | 2001 | 2014-06-19 |
| 00:00:00 | 00:00:00 | Canada Valve Century 2000 EM | | 0 | 2014-10-30 |
| 00:00:00 | 00:00:00 | Canada Valve Century 2000 EM | Items très urgents à restaurer | 1999 | 2014-10-23 |
| 00:00:00 | 14:10:01 | Canada Valve Century 2000 EM | A restaurer à moyen terme | | 2014-12-03 |
| 00:00:00 | 14:09:56 | Canada Valve Century 2000 EM | A restaurer éventuellement | | 2014-12-19 |
| 00:00:00 | 12:47:47 | Canada Valve Century 2000 EM | A restaurer éventuellement | | 2015-01-23 |
| 12:48:17 | 12:48:17 | Canada Valve Century 2000 EM | A restaurer éventuellement | 1900 | 2016-01-19 |
| 00:00:00 | 00:00:00 | Canada Valve Century 2000 EM | Items très urgents à restaurer | | 2015-03-25 |
| 00:00:00 | 00:00:00 | Canada Valve Century 2000 EM | Items très urgents à restaurer | | 2015-04-08 |
| 00:00:00 | 00:00:00 | Canada Valve Century 2000 EM | Sin anomalía mecánica | | 2015-04-15 |

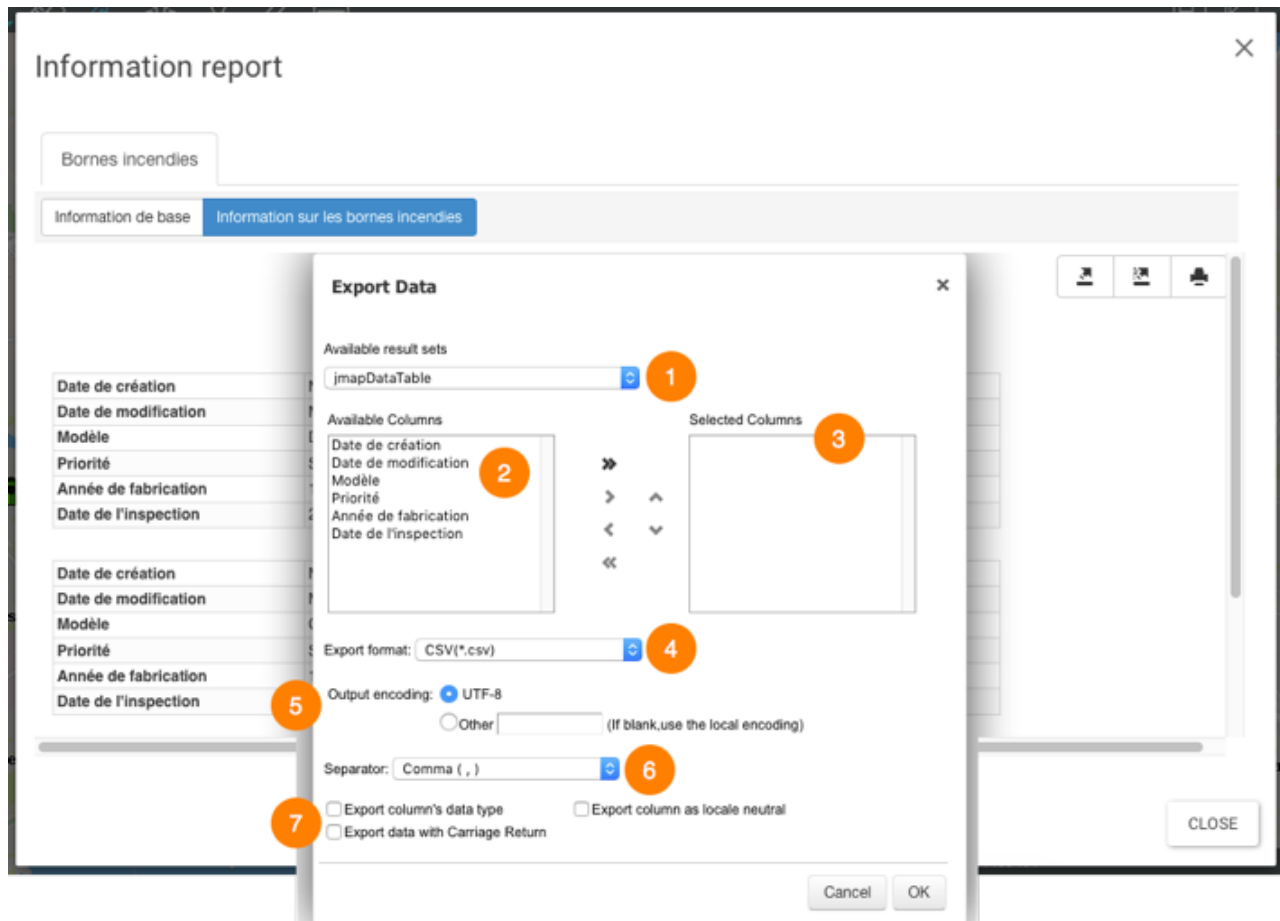
CLOSE

- 1 Name of the map layer to which the elements selected in the search belong.
- 2 Name of the report.
- 3 This table is similar to the selection explorer. Elements are displayed in rows, and the columns represent the element attributes. The column headers allow you to sort the elements in ascending or descending order.
- 4 This tool allows you to export the attributes to a CSV file. Details are presented below.
- 5 This tool allows you to export the report to a file. Details are presented below.
- 6 This tool allows you to print the report. Details are presented below.

- Click on **Close** to close the report and return to the selection explorer.

Exporting report data, in whole or in part, to a file

Data contained in the advanced report can be exported to a CSV file to be processed with other software, such as spreadsheets.

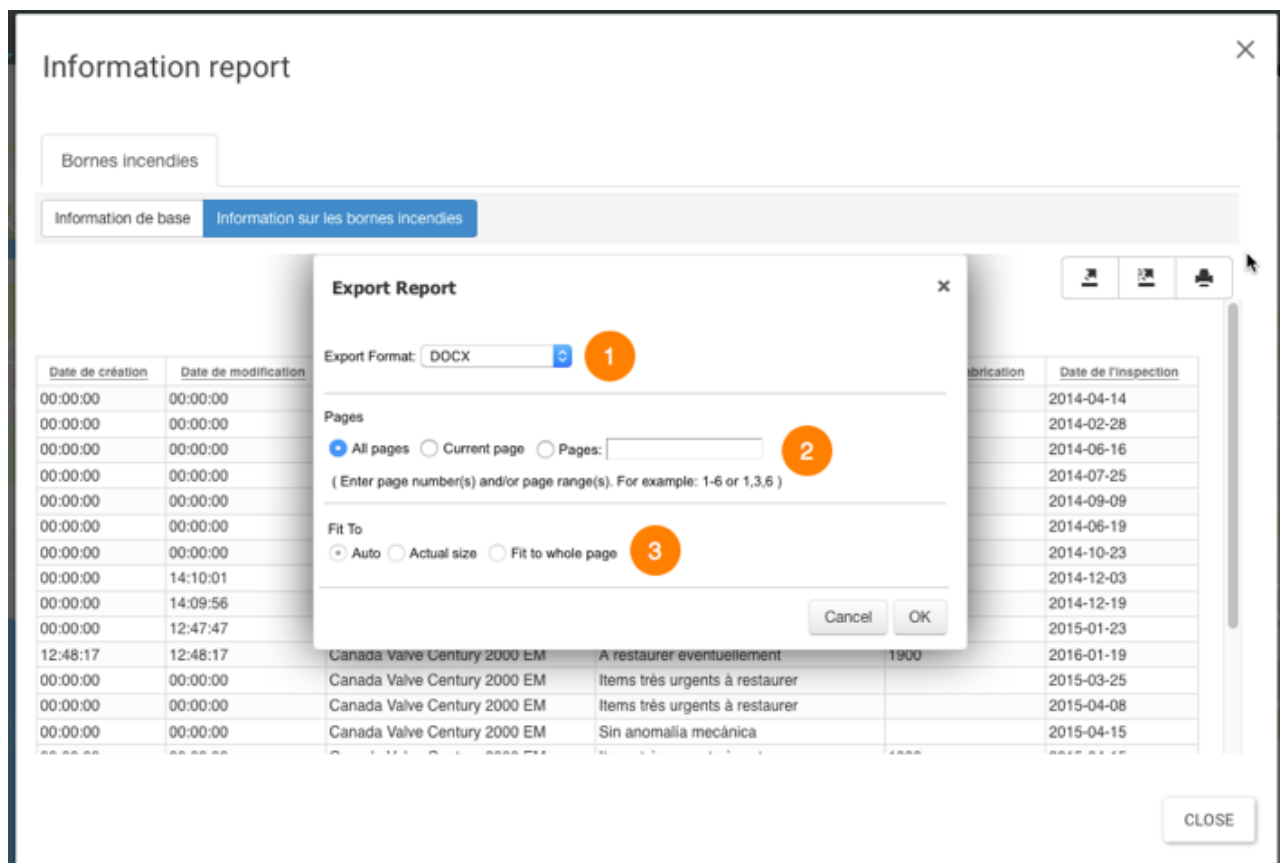


- Name of the database containing the data.
- Attributes that contain descriptive data for the element and that are available to be exported.
Using the **>** and **>>** arrows, you can select all the attributes you wish to export.
- Attributes that are exported to the file.
Using the **<** and **<<** arrows, you can remove attributes from the selection.
Using the **^** and **v** arrows, you can modify the order of the attributes in the file.

- 4 CSV is the file format.
- 5 You can select a type of encoding for the data.
- 6 You must specify a separator for the data columns.
- 7 You can specify a column format. This information is useful to read the data with databases or other software (when the CSV file is opened with Excel, for instance).

Exporting the report to a file

The report can be exported to a file.



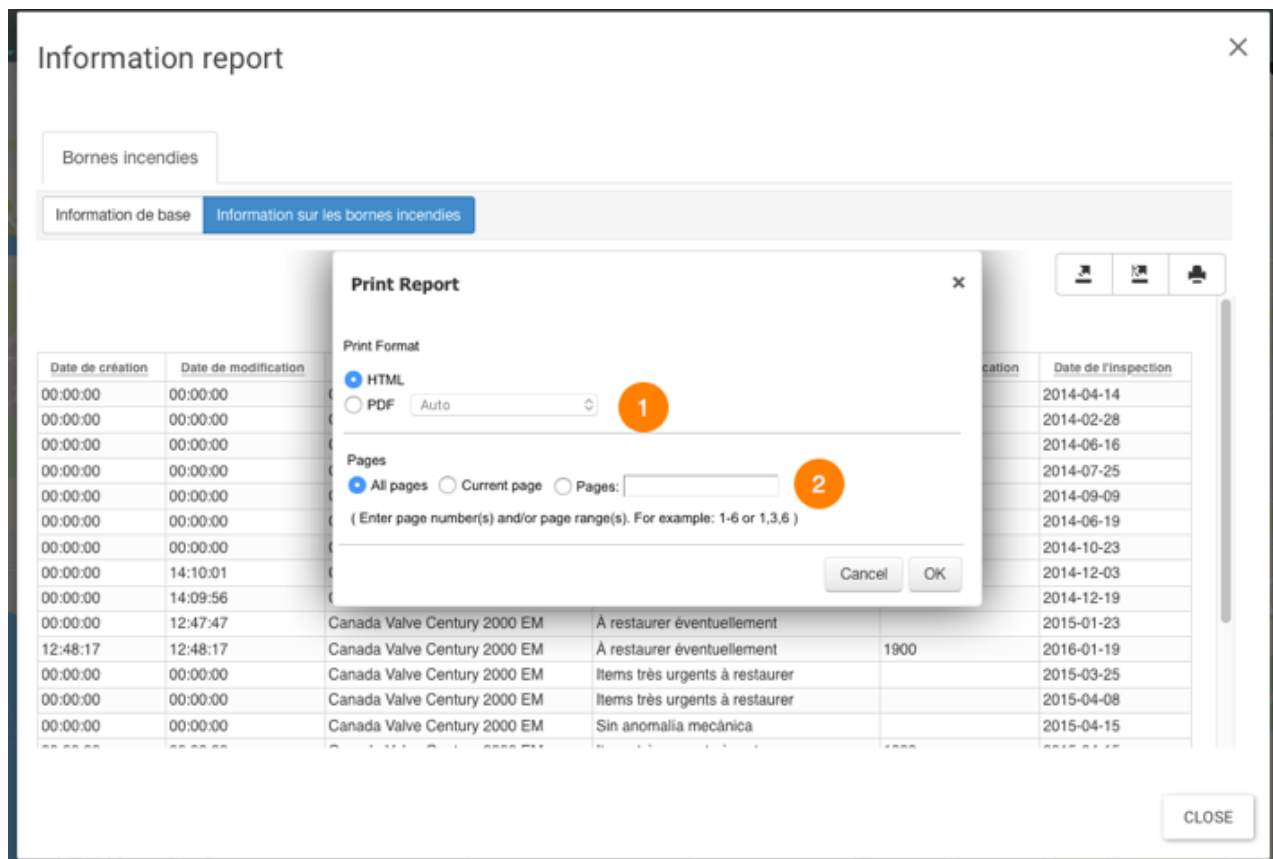
- 1 Format of the file to which the report will be exported.

The following formats are available: DOCX, Excel (XLS), OpenDocument Presentation (ODP), OpenDocument Spreadsheet (ODS), OpenDocument Text (ODT), PDF, PostScript (PS), PowerPoint (PPT), PPTX, Spudsoft Excel, Word (DOC), XLSX.

- 2 You can select the report pages you wish to export.
- 3 You can configure how the report will fit in the file.

Printing the report

The report can be saved in a certain format for printing and sharing purposes.



- 1 The format in which the report is saved.

The following formats are available: HTML and PDF. PDF offers three options:

Auto: Adjusts the document automatically.

Actual size: Maintains the current size of the report.


Fit to whole page: Adjusts the size of the report to a single page.

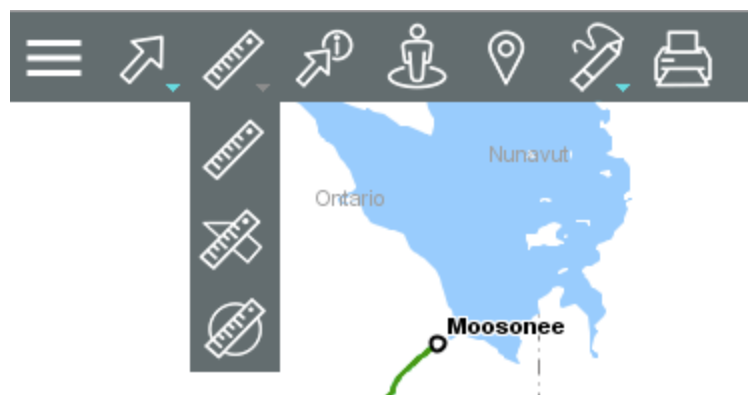
- 2 You can select the report pages you wish to print.

Measuring Distances and Surfaces

The measurement tools allow you to measure distances and surfaces (areas and perimeters). The measurement remains on the map until you make a new measurement. You can print measurements with the map.

To enable one of the measurement tools:

1. Click on  **Distance measurement**. The measurement tools' drop-down menu displays.



Distance measurement

Allows you to measure distances between two points at a bird's eye view. The tool allows you to measure several segments and to obtain the distance for each segment as well as the total distance of all segments combined.

Surface measurement

Allows you to measure areas with their perimeters by drawing a polygon on the map.



Circular surface measurement




Allows you to measure areas with their perimeters by drawing a circle on the map.

2. Select the tool you wish to use.

Distance measurement

To measure distances:




1. Click on  **Distance measurement** in the tools menu to enable the option. In the toolbar, the icon will turn blue, and an icon for erasing measurements appears .




2. Click on the map once to start.
3. Click on the map again to complete each segment.
4. Double-click to complete the measurement and display the results. The length of each segment (displayed in the middle of the segment) and the distance of all segments combined (displayed at the end of the last segment, in a larger font) will be displayed. All measurements are indicated in the unit you specified in the Preferences of your session.
5. Click on  to delete the measurements.
6. Click on  to disable the tool. The icon turns grey .

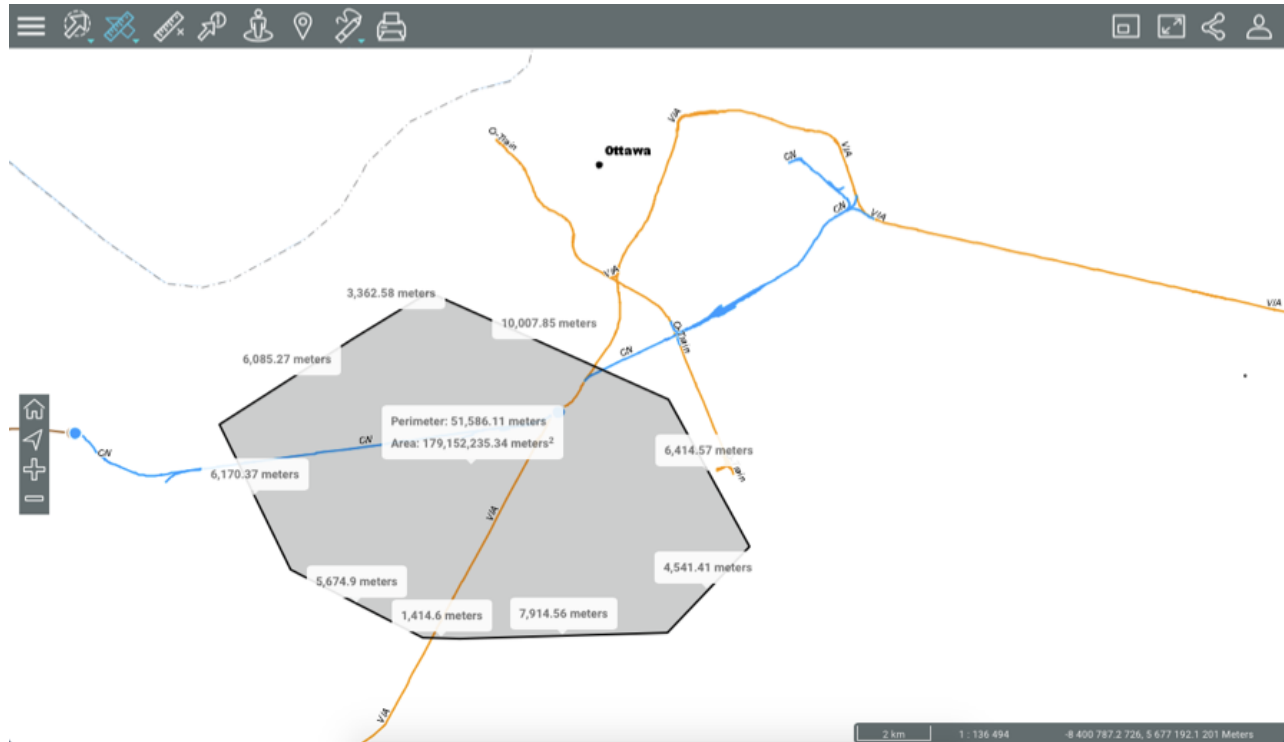


Surface measurement

To measure surfaces by drawing a polygon:







1. Click on  **Surface measurement** in the measurement tools' menu to enable the tool. In the toolbar, the icon will turn blue , and an icon for erasing measurements  appears.
2. Click on the map once to start.
3. Click on the map again to complete each segment.
4. Double-click to close the polygon, complete the measurements and display the results. All measurements are indicated in the unit you specified in the Preferences for the session.

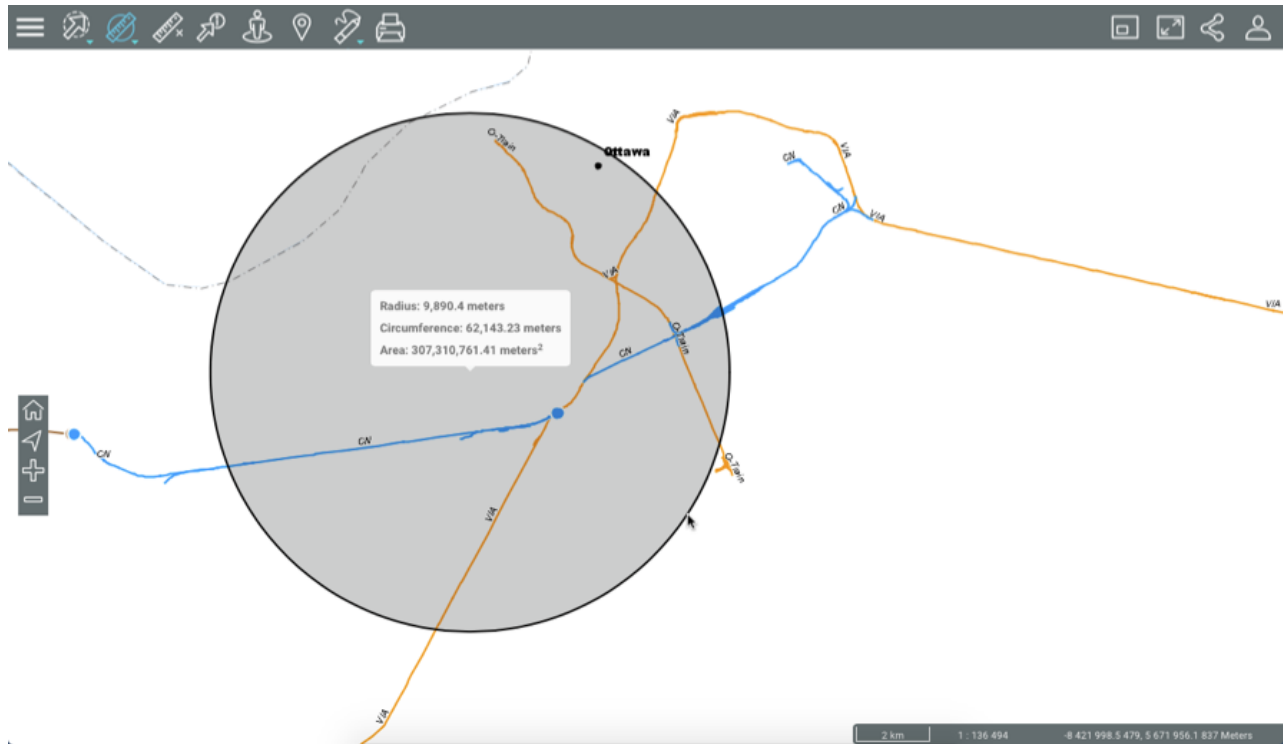
- Click on  to delete the measurements.
- Click on  to disable the tool. The icon turns grey .



Circular surface measurement

To measure surfaces by drawing a circle:

- Click on  **Circular surface measurement** in the measurement tools' menu to enable the option. In the toolbar, the icon will turn blue  and an icon for erasing measurements  appears.
- Click on the map once to start, and while holding down the left mouse button, move the pointer to draw the circle's radius.
- Release the left mouse button to complete the measurements and display the results. All measurements are indicated in the unit you specified in the Preferences for the session.
- Click on  to delete the measurements.
- Click on  to disable the tool. The icon will turn grey .

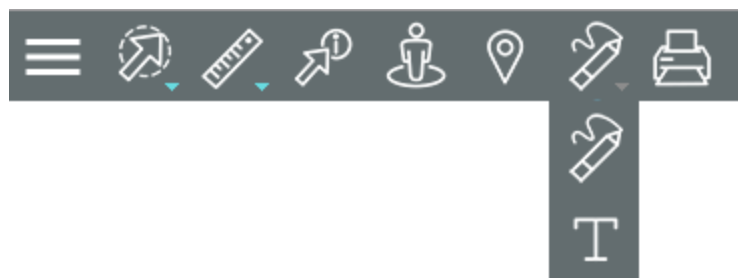


Drawing Annotations on the Map

This tool allows you to draw annotations on the map. Your annotations can be saved in PDF format with the map.

To enable the annotation tools:

1. Click on  **Annotations** to display the drop-down menu.



Annotations

Allows you to draw annotations on the map.

Annotations

Allows you to add text on the map.





2. Select the tool you wish to use. You can switch from one tool to another by opening the drop-down menu.

Drawing on the map




To draw annotations on the map:

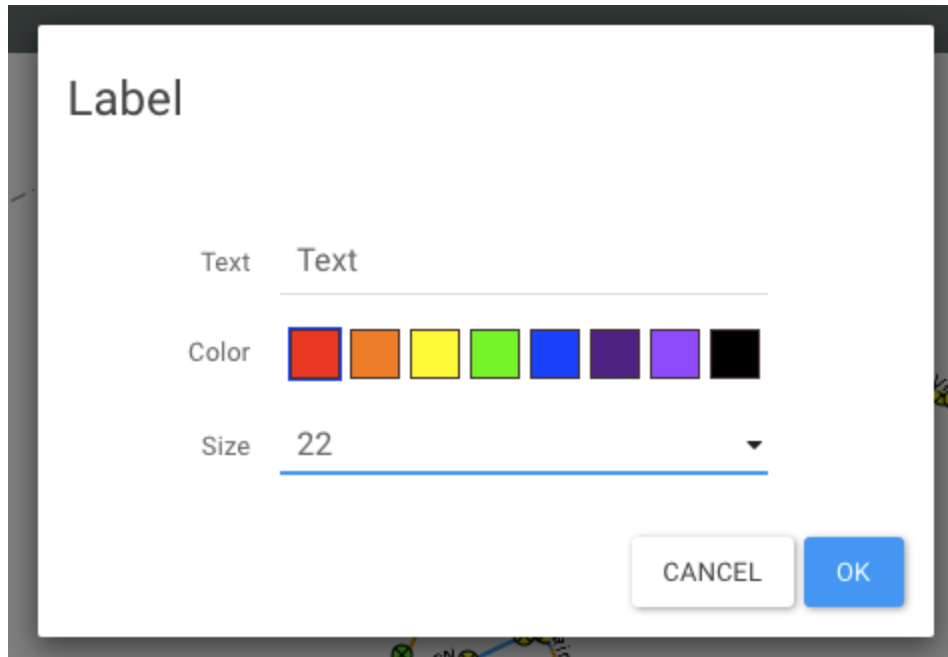
1. Click on  to enable the tool. The icon turns blue  and other specific tools will appear.





- 1 Colour palette for the line.
 - 2 Width of the line.
 - 3 Erase annotations.
2. Specify the colour and the width of the line you wish to draw. At any time, you can change the line colour and width.
 3. Click on a point and drag the mouse pointer or your finger to draw your annotations.
 4. Click on  to erase the annotations.
 5. Click on  to display the drop-down menu and use the other tool if you want to add text.
 6. Click on  to disable the tool. The menu closes and the icon turns grey .

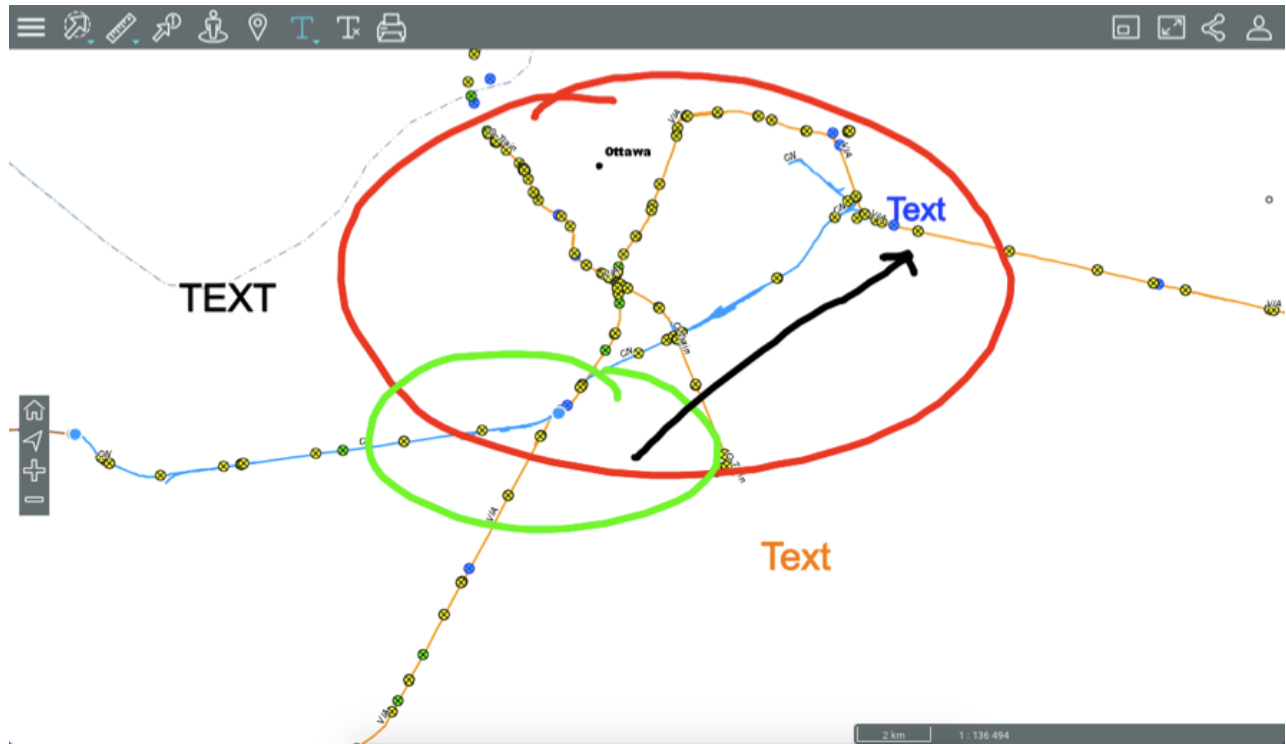
Adding text

1. Click on  to enable the tool. The icon turns blue  and is displayed in the toolbar along with the  icon to clear the text.
2. Click on the position where you wish to enter text. An interface displays, allowing you to enter the content and define the format.



3. Click on  to delete the annotations.
4. Click on  to disable the tool. The icon turns grey.





Annotations will remain on the map until the end of the session or until you erase them.

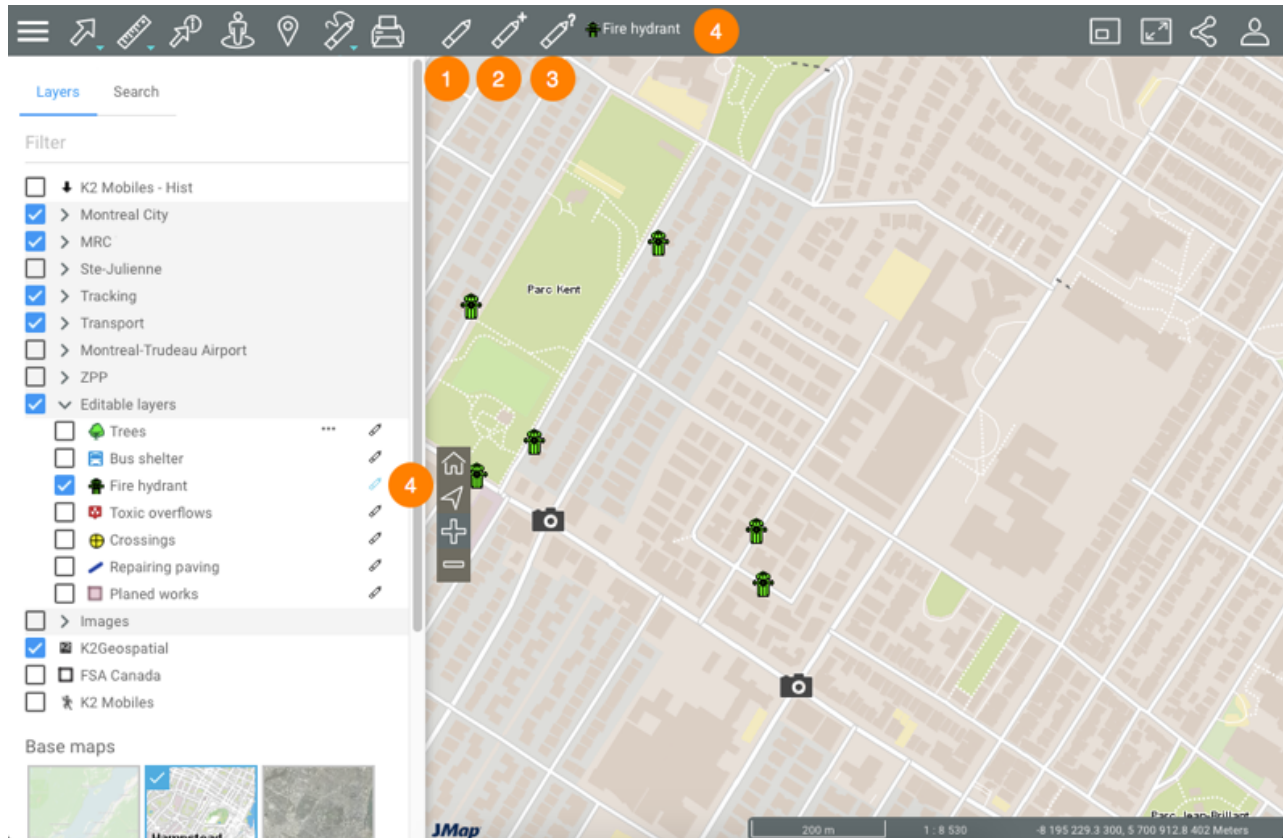





Editing Data

Some of the Portal's layers are editable, which means users who have the right permissions can create new point, line or polygon elements on the layer, remove existing elements, and modify the location and attributes of existing elements. Please, contact the Railway Association of Canada for more information on your permissions to edit data.



To edit the elements of a layer:

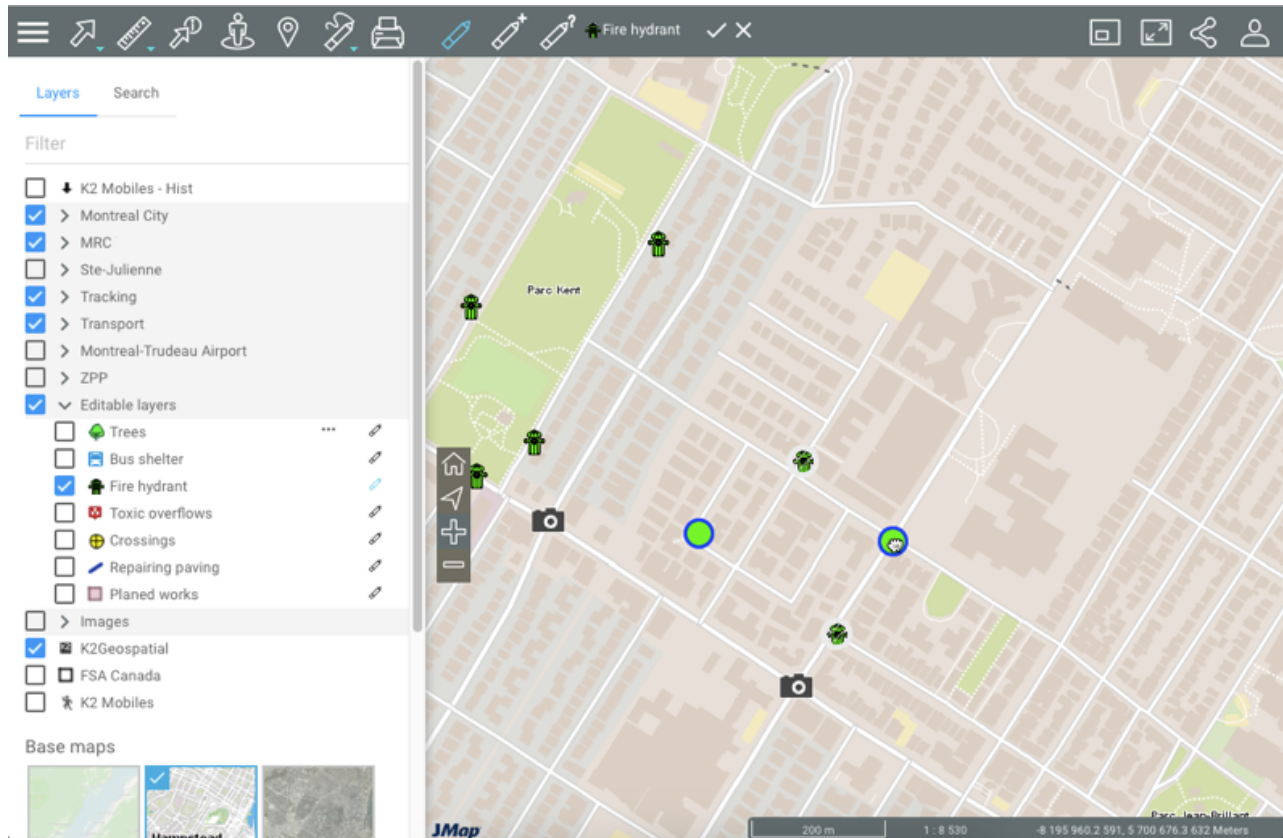
1. Click on  **Sidebar** and then click on the **Layers** tab to display the list of layers for the Portal. The  icon indicates that the layer is editable.
2. Click on the  icon of the layer you wish to edit. The icon turns blue , indicating that the editing functions are enabled. The editing tools are displayed in the toolbar.





- 1 This tool is used to modify the position of an element in the editable layer.
 - 2 This tool is used to create a new element in the editable layer.
 - 3 This tool is used to open a form, which allows you to modify the value of an element's attributes.
 - 4 The  icon is used to identify the editable layer with its style in the toolbar and layer hierarchy.
3. Click on the  icon of the layer to stop editing it. The icon will turn grey , indicating that editing functions are disabled.



Modifying the position of an element



1. Click on  **Edit Elements** to enable the tool. The icon turns blue .
2. Click on the element whose position you wish to change. A green and blue mark appears on the element, indicating it has been selected to be edited.





3. Drag and drop the element to the desired position.
4. Repeat steps 2 and 3 to move other elements. The number of edited elements is displayed next to the layer name in the toolbar.
5. Select to save your changes or to discard them. You can also wait until you are finished making all your changes to save or discard all of them at once.
6. Click on  to disable the tool. The icon turns grey .



Creating an element

1. Click on  **Create Elements** to enable the tool. The icon turns blue .
2. Click on the location where you wish to create the element. A form displays, allowing you to define attribute values.

3. Enter the attribute values in the appropriate fields.
4. Click on **Save** to create the new element. The element displays in the map.
5. Repeat steps 2, 3 and 4 to create other elements. The number of edited elements is displayed next to the layer name in the toolbar.
7. Select to save your changes or to discard them. You can also wait until you are finished making all your changes to save or discard all of them at once.
6. Click on  to disable the tool. The icon turns grey .

Modifying the value of an element's attributes

1. Click on  **Form** to enable the tool. The icon turns blue .
2. Click on the element whose data you wish to modify. A form displays, allowing you to define attribute values.

3. Configure the attribute values in the appropriate fields.
4. Click on **Save** to save the changes.
5. Repeat steps 2, 3, and 4 to modify the attribute values of other elements. The number of edited elements is displayed next to the layer name in the toolbar.
6. Select to save your changes or to discard them. You can also wait until you are finished making all your changes to save or discard all of them at once.
7. Click on  to disable the tool. The icon turns grey .

Certain forms are complex and comprised of several sections:

Crossings – Attributs

1 Information 2 Inspections

Numéro de voies ferrées Moyen de trains par jour Vitesse autorisée Km/h

Angle de croisement Degrés (°) Système d'avertissement Signaux

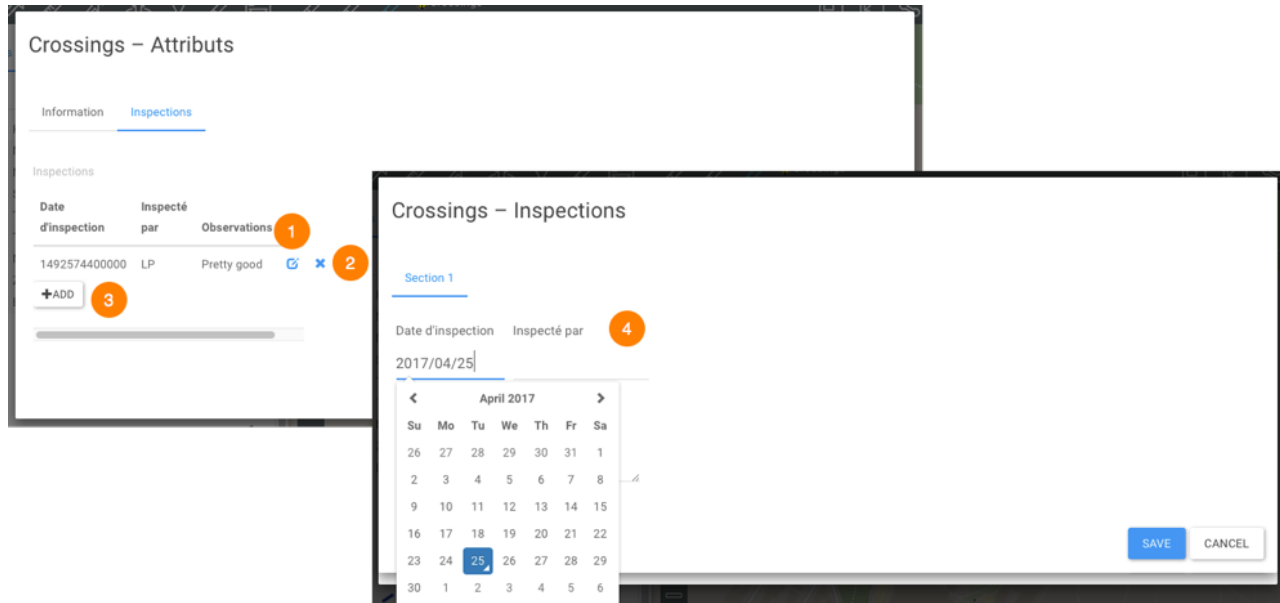
Utilisation de sifflet

Photo

+ None

SAVE CANCEL

- 1 The main section of the form. This section may contain attributes that you cannot modify.
- 2 Subform. There may be several subforms within one form.





- 1 You can edit a log entry in a subform.
- 2 You can delete a log entry from a subform.
- 3 You can add a log entry to a subform.
- 4 A page of the subform allows you to add or modify the attributes of a subform's log entry.

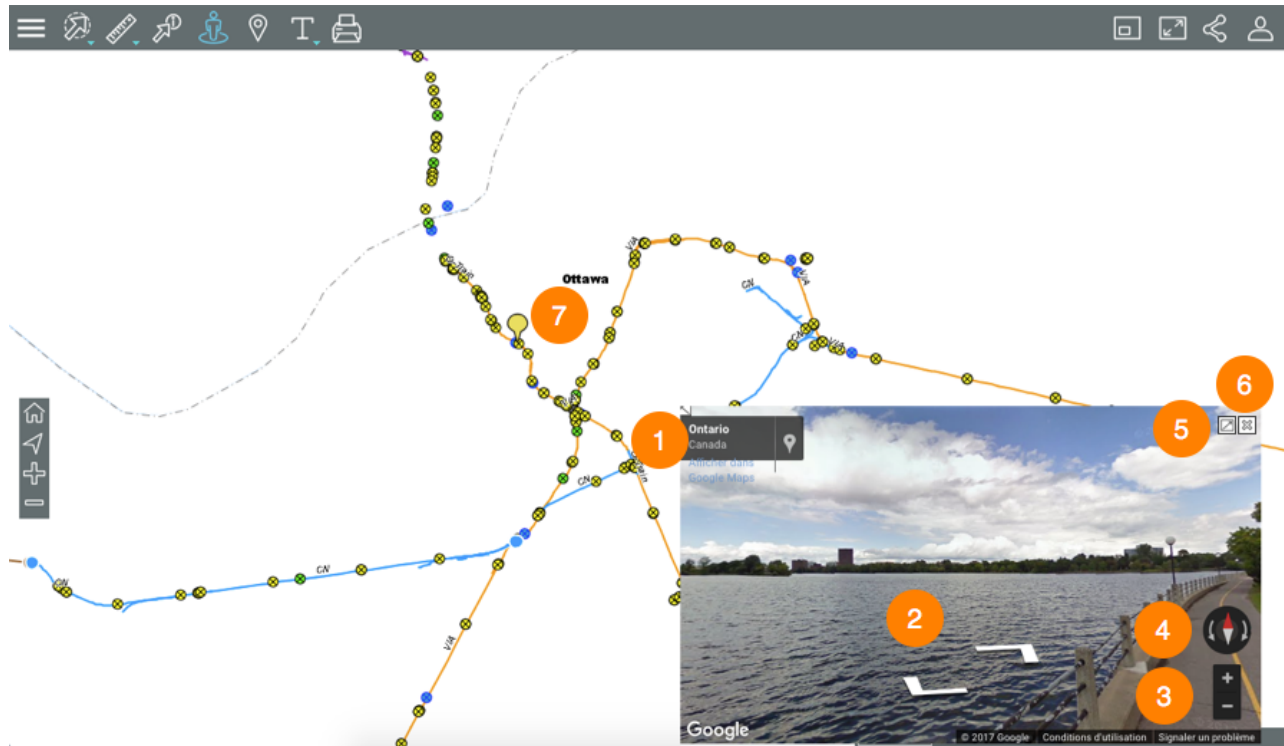
Using Google Map Tools





You can use Google Map's Street View and Directions tools in the Portal which connects directly to Google Maps' server to display this data.

Google Street View


To use Google Street View:

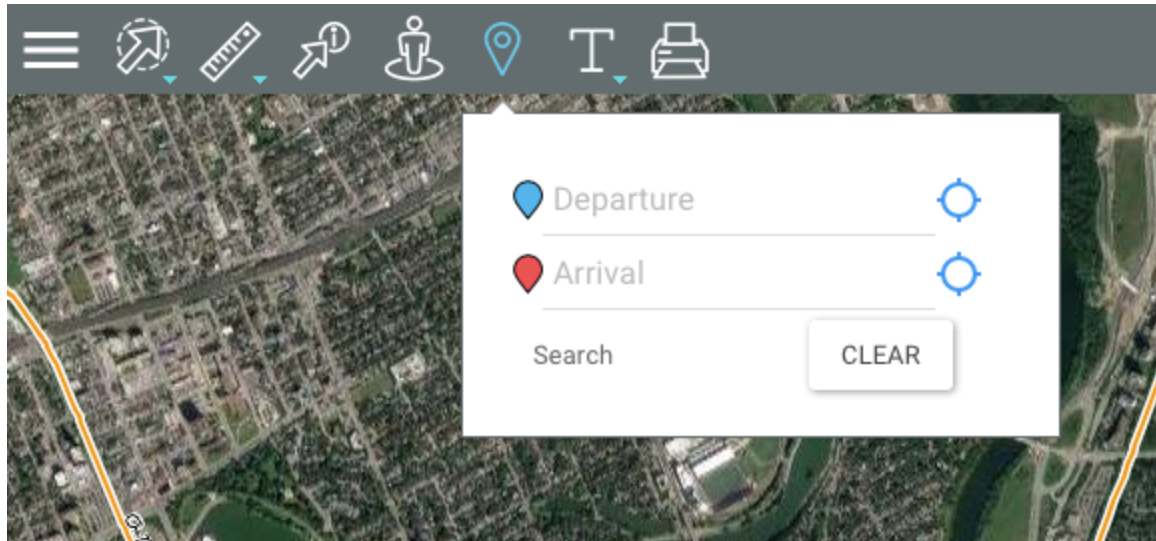
1. Click on  **Google Street View** to enable the tool. The icon turns blue  and the mouse pointer becomes a dot.
2. Click on the desired spot on the map. If there is no data at this location, the following message will display: *"No panorama views were found at this location."* If there is data, the Street View interface opens at the bottom of the Portal.



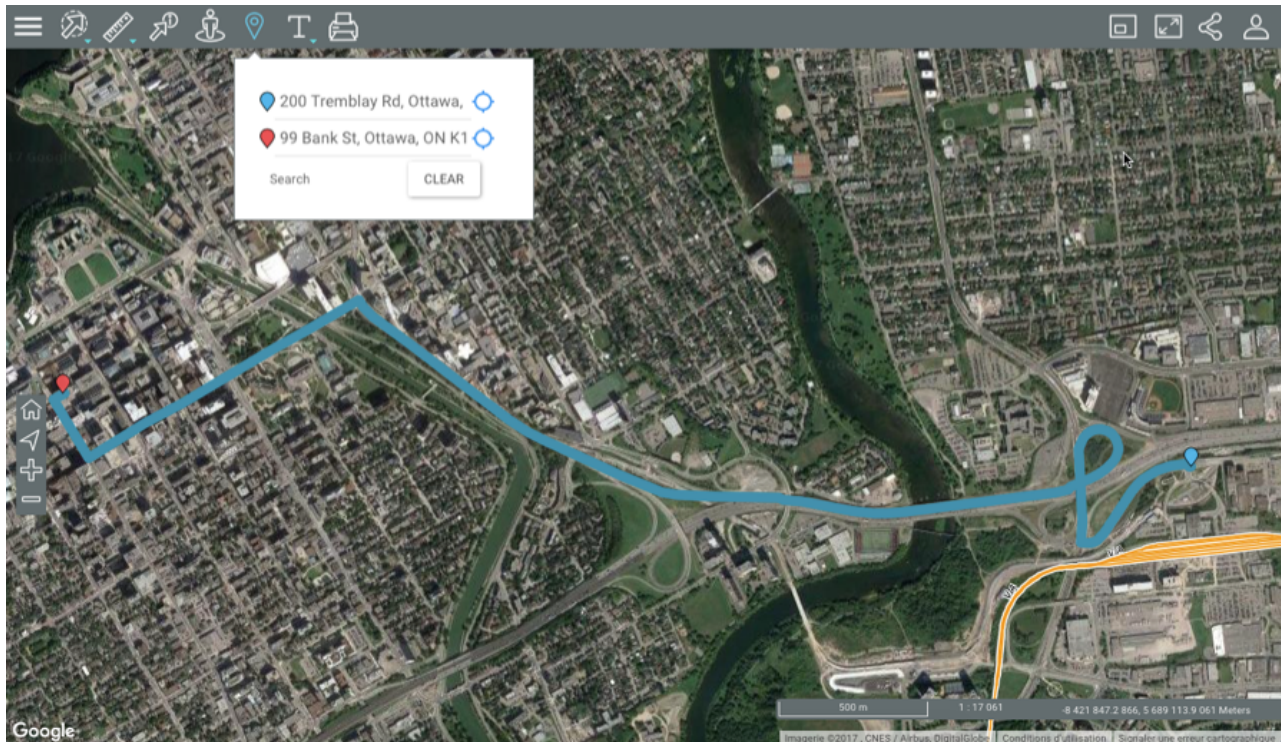
- 1 Address of the selected location.
 - 2 This tool allows you to go back and forth in the view displayed in Street View.
 - 3 This tool is used to zoom in on the view in Street View.
 - 4 This tool is used to change the direction of the view in Street View.
 - 5  This icon opens Street View in a new browser window.
 - 6  This icon closes the Street View interface.
 - 7 Marker on the map indicating the selected location. If you move in the Google Street View interface, the marker will also move on the map.
3. Click on another location if you wish to change the view. The Street View interface is automatically updated.
 4. Click on  to disable the tool. The icon turns grey  and the Street View interface closes.



Google Directions

1. Click on  **Google Directions** to enable the tool. The icon turns blue and the interface for entering addresses is displayed.




2. Enter an address in the **Departure** field and an address in the **Arrival** field. These smart fields will display the addresses contained in the database that match the data you will enter. Once your **Arrival** address is entered, the directions will be centered in the map interface. Two markers indicate the starting and arrival points entered in the form.

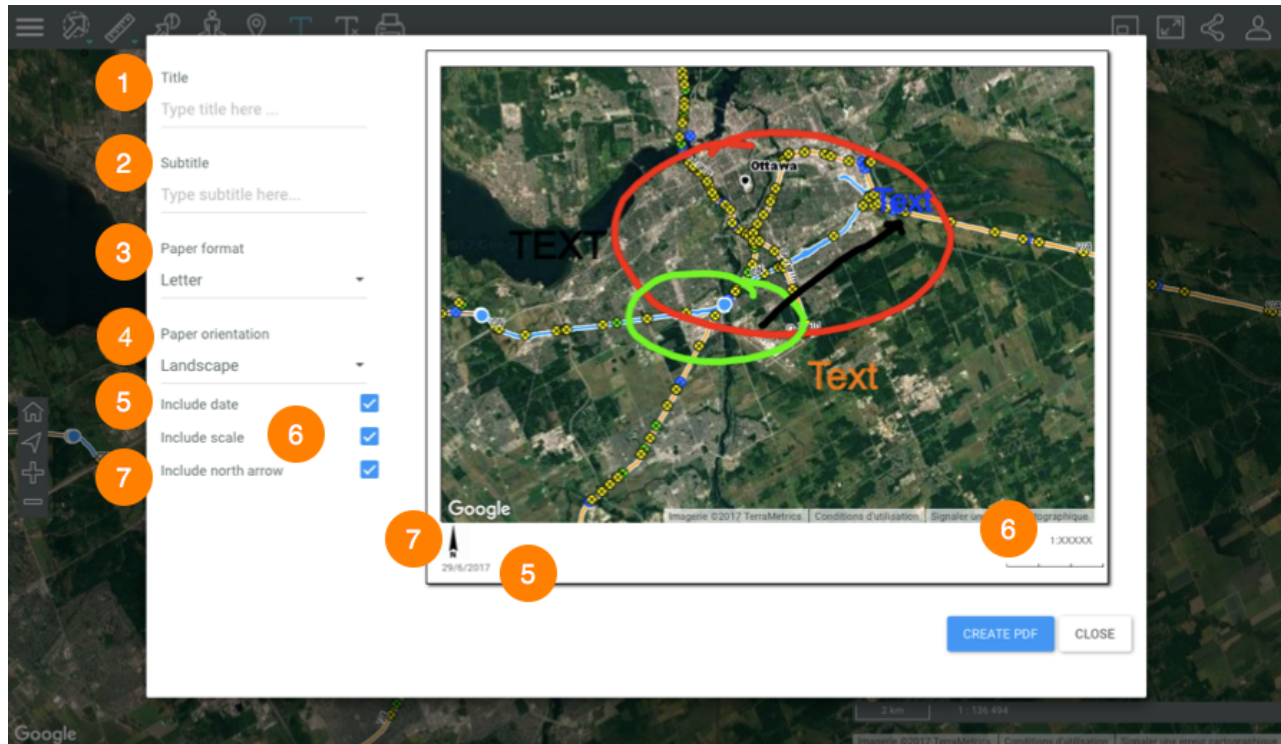


3. Move the marker of the starting point and/or of the arrival point by dragging and dropping them with the pointer. The directions on the map and the addresses entered in the form will be updated.
4. Click on **Clear** to remove the addresses from the form and erase the directions on the map.
5. Click on  to disable the tool. The icon turns grey . If you have not cleared the directions from the map, they will still be displayed but you will not be able to modify them. To clear them, you must enable the tool and delete the data from the address entry form.

Printing Maps

You can save a map in PDF format to share or print it.

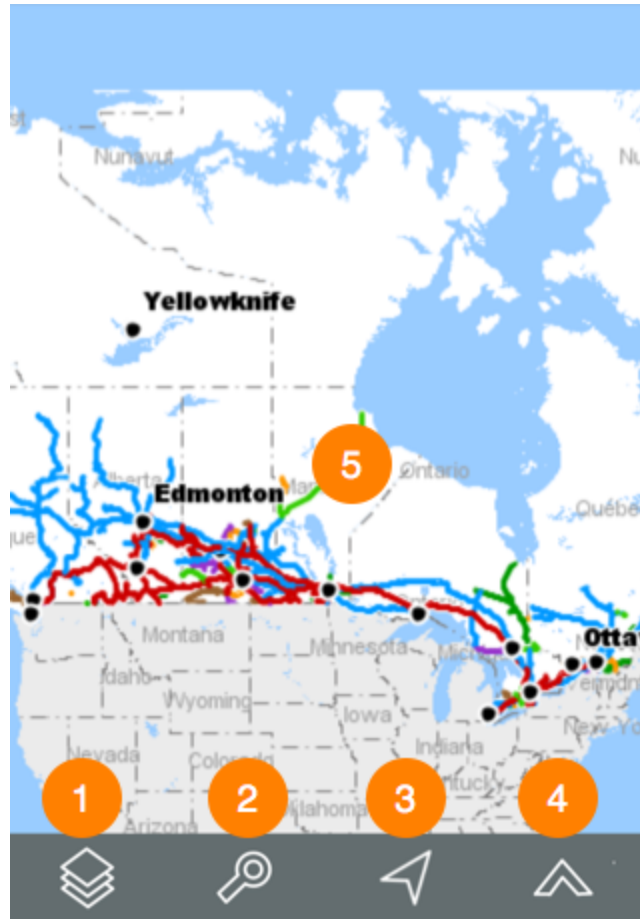
1. Click on  **Print map** to enable the tool. The printing interface displays.






- 1 Enter the title of the map in this field.
 - 2 Enter a subtitle for the map in this field.
 - 3 Select the paper format: Letter, Legal, Tabloid, A4 or A3.
 - 4 Select the paper orientation: Landscape or Portrait.
 - 5 Check this box if you wish to add the date.
 - 6 Check this box if you wish to add the map scale.
 - 7 Check this box if you wish to add a North arrow to the map.
2. Click on **Create PDF** to create the document. You must enable pop-ups in your web browser in order to do this.
 3. Click on **Close** to close the printing configuration interface.

The Portal Used on a Smartphone

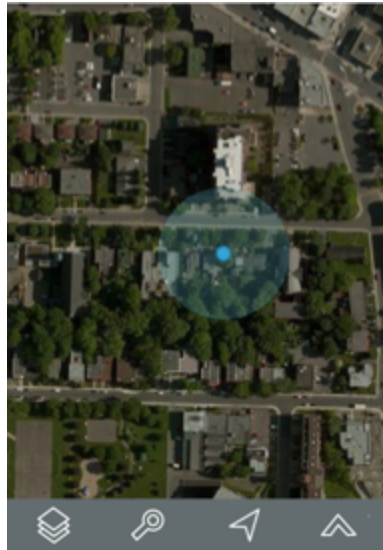
The Portal's graphical interface allows you to access all data and perform searches when the Portal is opened on a smartphone.



The interface, whose surface is mostly occupied by the map, includes a toolbar that allows you to access some of the Portal's functions.

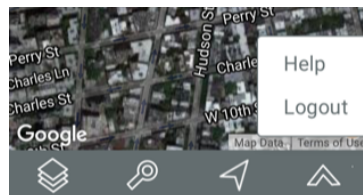
- 1  Data layers
- 2  Searches
- 3  **Current position (geolocation)**

1. Touch this icon to center the map around the point where you are located (geographic coordinates of your mobile device). A blue dot indicates your location, and the transparent blue circle that surrounds it indicates the precision of your location.



4 Other functions

1. Touch the icon to access other functions.




2. Touch **Help** to deploy this guide in a new browser window.
 3. Touch **Logout** to return to the Portal login page.
- 5 Map interface of the Portal. You can navigate in the map by touching it. You can also zoom in and out using your fingers.

Data layers


The data contained in the Portal is organized into themes. The data of a single theme forms a layer to which descriptive data is associated. Layers are superimposed on one another to form the map displayed in the map interface.




There are two types of layers in the Portal:

1. Base maps, which form the map background;
2. Layers, which contain useful information; their display can be enabled or disabled, as needed.

To display the layers, touch . The list of layers displays. Layers are organized into two groups: **Layers** and **Base maps**.

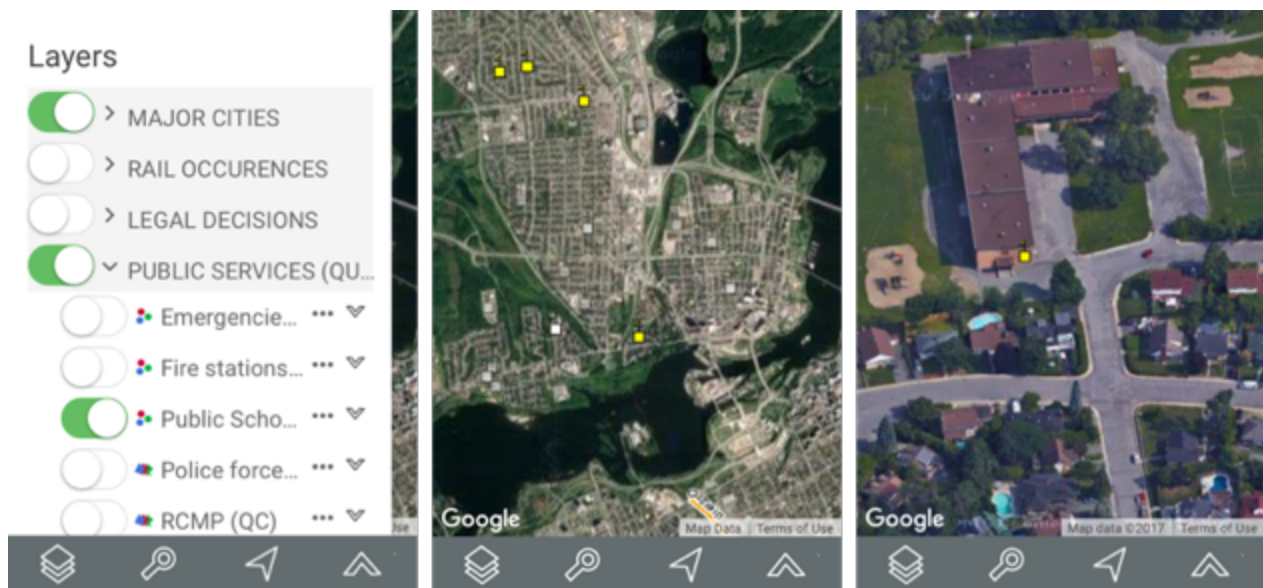
Layers


Layers can be organized hierarchically into groups in order to simplify work. Groups of layers are indicated in grey, and an arrow  is displayed next to the name of each group. To view the layers composing a group:

1. Touch the  arrow next to the name of a group. Touch the  arrows to open the hierarchy's subgroups.
2. Touch the  arrow next to the name of a group to close it.

To view a layer:

1. Touch the icon located left of the name of the group and/or layer in order to display it in the map interface. The icon will slide and turn green. You must touch all of the icons in the hierarchy in order to display a layer. You can display several layers at the same time; the only restriction is the readability of the map. Layers are displayed based on the map scale. If you cannot see a layer, change the scale in order to make it visible.



2. Touch the icon to stop displaying the layer. The icon changes back to grey .

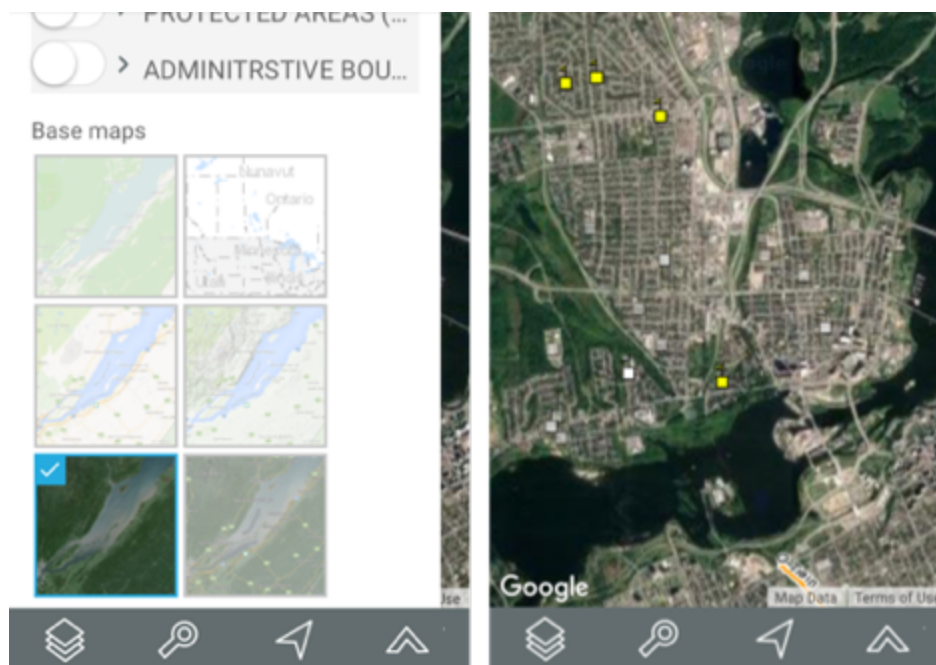
Base maps

Base maps serve as the background of the Portal's map interface. They provide a context for the information contained in the layers. The Portal offers a base map showing hydrography and territorial limits, created specifically for the RAC.

You can also access maps taken directly from Google Maps and OpenStreetMap. Google Maps offers four types of maps: Plan, Terrain, Satellite, and Hybrid.

You can only display one base map at a time.

1. Touch the map of your choice to display it.



Searches

The Portal allows you to perform two types of searches:

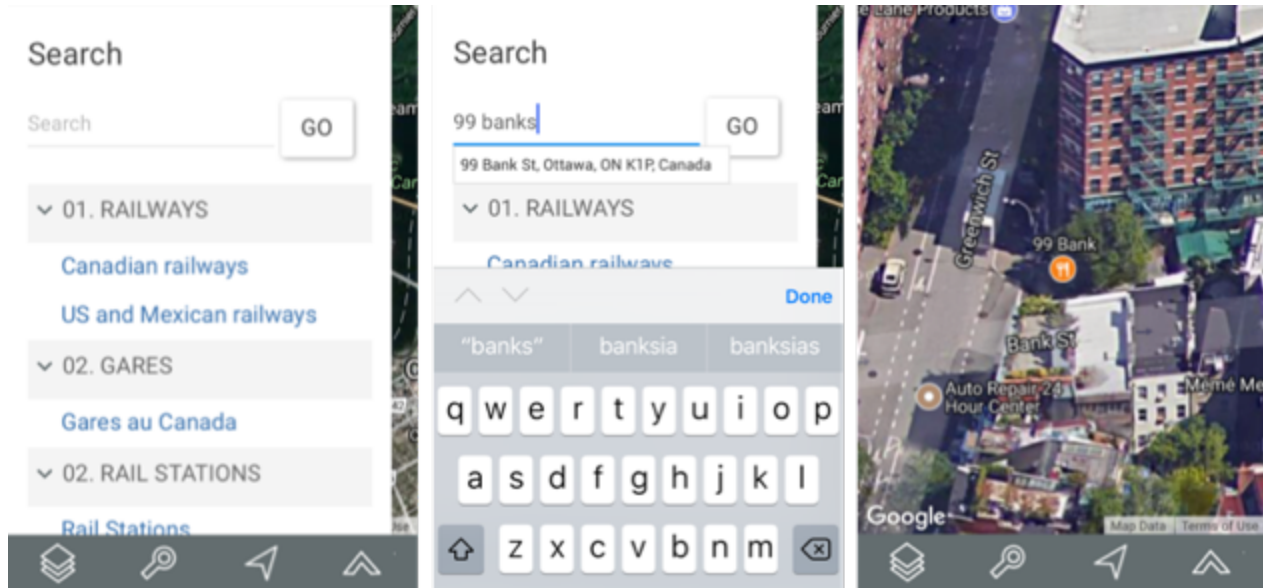
- Searches for addresses and locations.
- Searches for the elements of a layer based on those elements' attribute values. The elements selected are displayed on the map, and you can identify them.

Searching for an address or location

To perform a search:



1. Touch the 🔍 icon. The list of searches appears.

2. Enter your search terms in the **Search** field.
3. Touch **Go**. The chosen location is centered in the map interface.



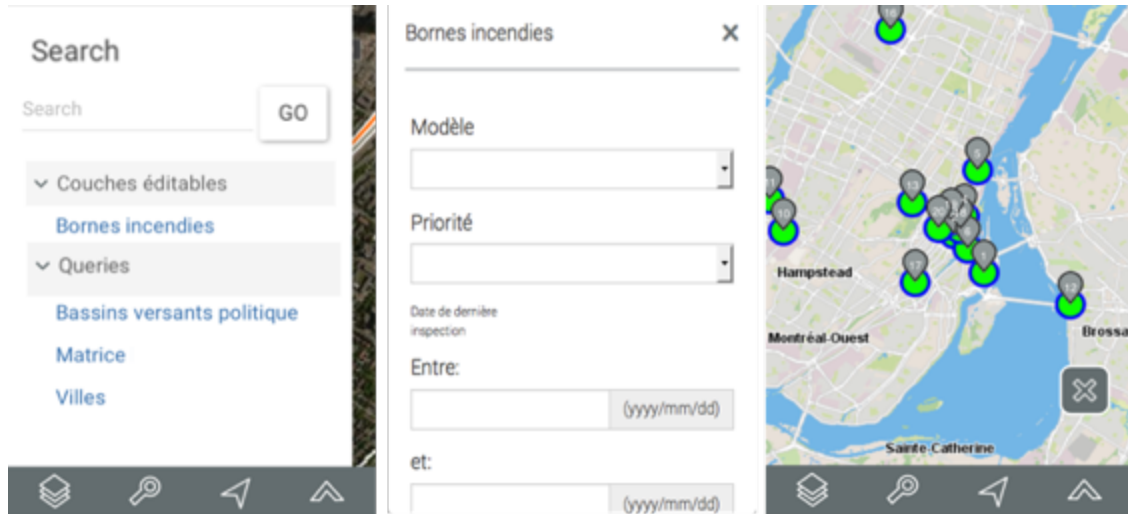
Searching the Portal layers


To search for layer elements based on the values of their attributes:

1. Touch the  icon. The list of searches displays.
2. Touch the title of the search you are interested in. The search form displays.
3. Touch  to display the value menu of each attribute. Select the values you are looking for.

You can only select data for a few attributes. For certain attributes, you can select more than one value.

4. Touch **Reset** if you wish to return to the empty search form and delete the values you selected.
5. Touch **Search** once you have filled out the search form. The results of the query are displayed. The elements retrieved are identified with markers in the map interface.




6. Touch  to clear the selection.

Mouseover

Mouseover bubbles provide a simple way to view information on a specific map element, which you select by touching it in the map interface.

This information may include hyperlinks to open and download documents, videos, websites, photos, etc.

To display a mouseover bubble:

1. Touch the element you are interested in to enable its mouseover.
2. Touch  to close the mouseover bubble.

When you touch another element, the mouseover bubble of the first element automatically disappears.

You can access hyperlinks by touching them.

