

# **Info-RTU Web User Guide**

September 2022

# TABLE OF CONTENTS

INTRODUCTION.....	1
Definitions and objectives .....	1
Projects to add.....	1
Graphical interface .....	2
Layers .....	2
Searches.....	5
Info-RTU .....	5
Help.....	6
VIEWING PROJECTS .....	7
Finding a location .....	7
Localisation d'une intersection de deux rues.....	8
Localisation par adresse ou par voie publique .....	8
Localisation d'un abribus (STM).....	8
Localisation d'une ligne de bus (STM).....	8
Localisation d'une station de métro (STM) .....	8
Localisation par numéro de cadastre.....	9
Localisation d'un grand parc .....	9
Entraves : filtre par dates .....	9
Filtering Projects.....	10
Creating a new filter.....	11
Editing a filter .....	12
Deleting a filter.....	13
Filter configuration criteria .....	13
Accessing Project Information .....	17
Displaying project information .....	21
Selecting projects .....	21
Obtaining a tabular list of projects.....	25
Downloading a PDF report.....	28
Downloading a report in Excel format.....	29
Tracking project changes .....	30
Searching for Partner Contacts .....	33

The contacts table .....	34
WORKING WITH PROJECTS.....	36
Creating a New Project .....	37
Positioning a project .....	37
Defining the details of a project.....	41
Editing Projects.....	44
Copying a project.....	44
Editing a project.....	46
Project status .....	49
Batch updating the descriptive data of projects.....	50
Deleting a Project .....	52
Importing and Exporting a Set of Projects.....	53
Importing a set of projects from an Excel file.....	53
Excel file structure .....	55
Exporting projects in Shapefile format .....	56
HELP AND SUPPORT.....	58

# INTRODUCTION

This section presents the general concepts of the Info-RTU Web application.

## Definitions and objectives

Info-RTU Web is a geomatic application that provides a map interface allowing users to view projects planned in the public right-of-way by different partners (MTQ, Bell, Énergir, CSEM, Hydro-Québec, boroughs, cities, etc.), share information on these projects, and find the contact persons for each project.

The goal of Info-RTU is to improve the coordination of projects planned between the different partners in order to minimize conflict situations.

## Projects to add

The contact person is responsible for adding any project that requires excavation on public thoroughfares (streets and sidewalks), that causes an obstruction for more than one week or that is deemed likely to cause a major obstruction on the road network.

Examples of projects to add:

- Road repair work (PRR);
- Construction and rehabilitation of water, sewer and gas lines;
- Reconstruction and rehabilitation of access wells;
- Modifications and additions to the municipal underground network

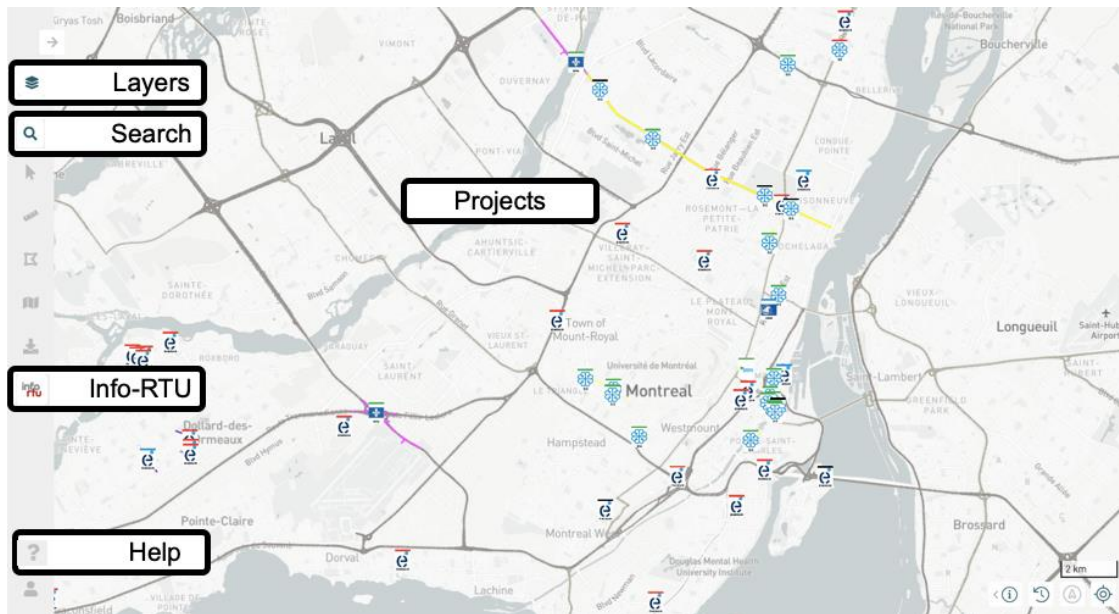
Examples of projects that should not be added:

- Small repair jobs requiring one to two days of effort;
- Sidewalk slabs, rotary sawing of public utilities;
- Fixing potholes;
- Installing Bell or Hydro-Québec poles.


# Graphical interface

Info-RTU Web's graphical interface allows you to access all of the application's functions. You can add your projects, view their information, and perform various searches in the projects that have been added.

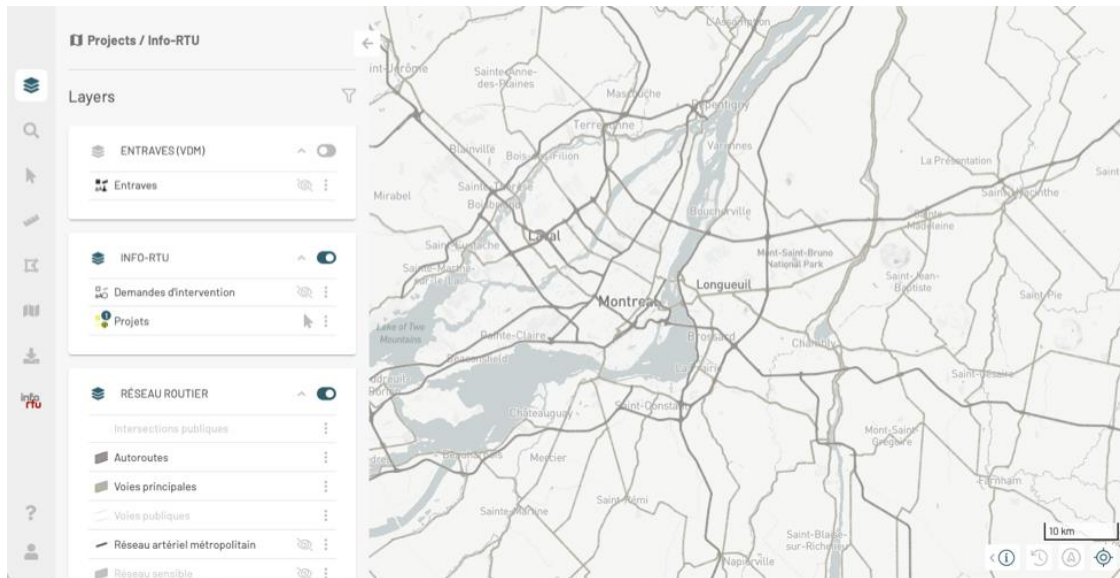
The graphical interface contains a lateral bar with icons that allow you to access the tools and the map in which the projects are displayed.





## Layers

The **Layers**  panel displays a list of all the data layers in the application, which are organized into thematic groups. Each thematic group is displayed in a file, or card. Base maps are also available as map backgrounds.

The **INFO-RTU** group contains the **Demandes d'intervention** and **Projets** layers.





To display or hide a group of layers in the map, slide the toggle switch  to the right or to the left.

To display or hide a layer on the map, click on the  icon that displays when you hover the mouse pointer over the layer.

Some layers are displayed within a given interval of scales. Indeed, displaying a high volume of map elements on a small scale (i.e. when the map shows a large territory with little detail) can make it difficult to read the map effectively.

When layers are not displayed because of the scale, their name and symbol will appear in very light gray. When you change the map scale, these colors will darken, indicating that the layer appears in the map if its display is enabled.

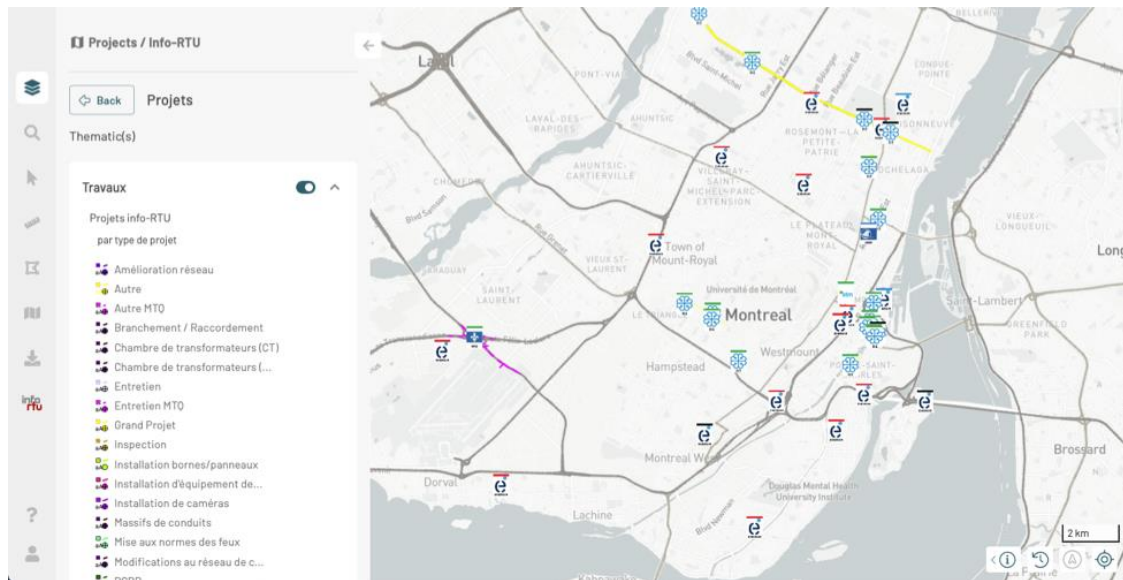
To open or close the card of a group of layers, click on the  or  icons.

## The Projects layer

This layer contains the projects that are currently underway. Each project is represented by an object, comprised of a set of symbols associated with the extent of the project (empreinte du projet) on the territory and the partner's logotype. The latter is located at the project's point of implementation. For details on this topic, see Positioning a project.

This layer displays a thematic based on the type of project. That is to say that different types of projects have a specific appearance. To display the legend of the thematic:

1. Click on the symbol of the Projects layer, located to the left of the name of the layer. The **Thematic(s)** panel displays. Each type of project is indicated with its symbol.



2. Click on **Back** to return to the **Layers** panel.

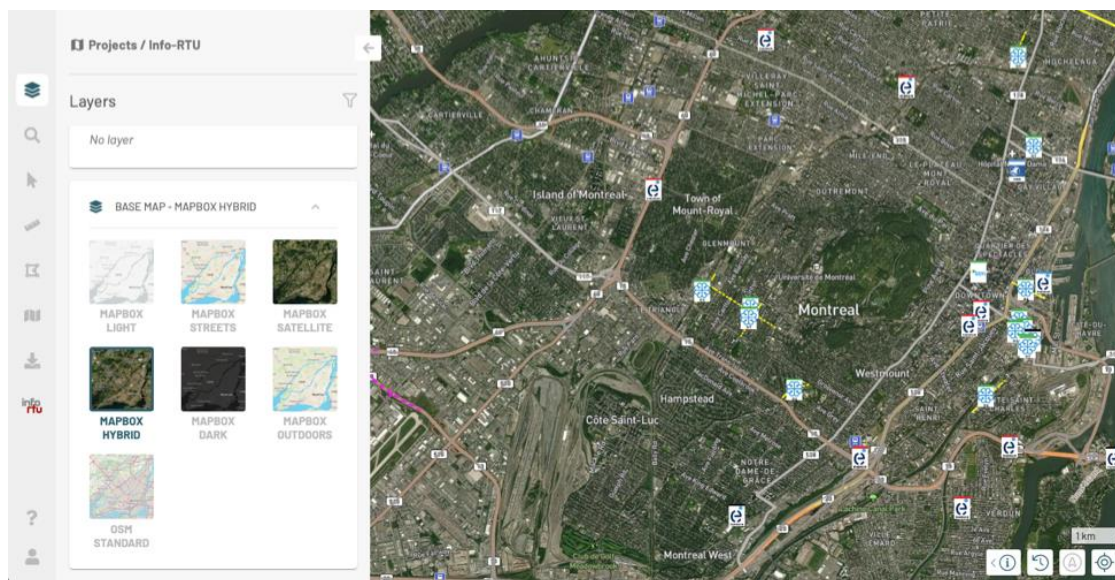
The Demandes d'intervention layer contains objects whose symbology represents work requests on the territory.

For detailed information on the features associated with layers, refer to the JMap NG User Manual.


## Base maps

The BASE MAP card contains layers called base maps. These offer a context to display the layers' data. Base maps are provided by Web map servers such as Mapbox and OpenStreetMap. You can only display one base map at a time.

1. Click on the thumbnail of the base map you are interested in to select it. The map automatically displays. The name of the map is displayed in the header of the card.







## Searches

The **Search**  panel displays the searches you can launch to identify elements that meet different criteria.

The Finding a location section displays the available queries, allowing you to locate a project in the territory based on different criteria.

## Info-RTU

The  **Info-RTU** panel contains three sections:  **Filters**,  **Projects** and  **Contacts**.


The **Filters** section displays the available filters that allow you to view only the projects you are interested in based on several criteria. The Filtering Projects section provides details on how to use filters.

The **Projects** section shows the projects added in the application. When you apply a filter, the projects that meet the filter's criteria are displayed in the map and in this panel. For detailed steps on how to work with projects at different stages of their life cycles, see the following sections: Viewing Projects, Creating a New Project, Editing Projects, Deleting a Project and Importing and Exporting a Set of Projects.

The **Contacts** section allows you to identify the contact persons of the partners based on a location on the territory. For details on this feature, see Searching for Partner Contacts.



## Help

The help  section contains links to the Info-RTU User Guide, the JMap NG User Manual and the JMap NG Developer Documentation.

# VIEWING PROJECTS

## Section content

### Finding a location

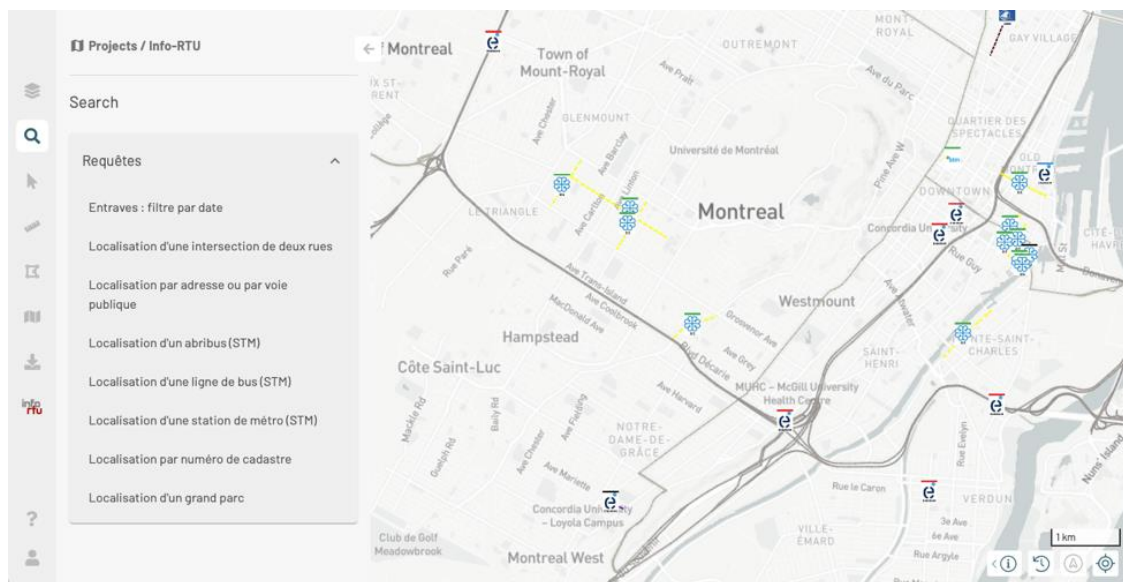
One of the main purposes of Info-RTU is to allow project information to be shared between the different partners. Thus, certain features are provided to make it easier to browse and view the data.

The following sections describe the application tools that allow you to access projects and their data, namely by locating them on the map, identifying projects that meet filter criteria, viewing their details, exporting the data in various formats, and finding the contacts who are associated with them.

## Finding a location


To find a location, follow these steps:

1. Click on the Search icon in the lateral bar to open the Search panel.
2. Click on the arrow to open the Requêtes drop-down list. Several queries are available, allowing you to find a location based on different criteria.



3. Click on the query of your choice. This will open the interface in which you must enter the search values. Some fields are required (if you do not enter

anything in them, the search cannot be performed), while others are optional and can be left blank.

4. Click on Search to launch your query. The location you search for will be centered in the map.
5. Click on Back to return to the queries panel.
6. Click on the arrow  to close the Search panel.

Below is a description of the available queries.

## **Localisation d'une intersection de deux rues**

This query allows you to identify the location of projects based on an intersection or a street name. You must at least enter the name of the first street.

## **Localisation par adresse ou par voie publique**

This query allows you to identify the location of projects based on a street (public thoroughfare). You can also specify an address (civic number), the Direction or the Administrative Boundary (municipality).

## **Localisation d'un abribus (STM)**

This query allows you to identify the location of a specific bus shelter.

## **Localisation d'une ligne de bus (STM)**

This query allows you to identify the location of a specific bus line.

## **Localisation d'une station de métro (STM)**

This query allows you to locate a specific metro station.

## **Localisation par numéro de cadastre**

This query allows you to locate a lot based on its cadastral number.

## **Localisation d'un grand parc**

This query allows you to identify the location of a project based on its proximity to a park. A drop-down list contains the names of parks; you can enter part of the park's name to accelerate the value selection.

## **Entraves : filtre par dates**

This query allows you to identify and locate traffic interruptions that are active over a given period of time. Enter the start and end dates of the period and launch your search.

Interruptions whose start and end dates are within the specified dates will be displayed on the map.

# Filtering Projects

## Section content

[Creating a new filter](#)

[Editing a filter](#)

[Deleting a filter](#)

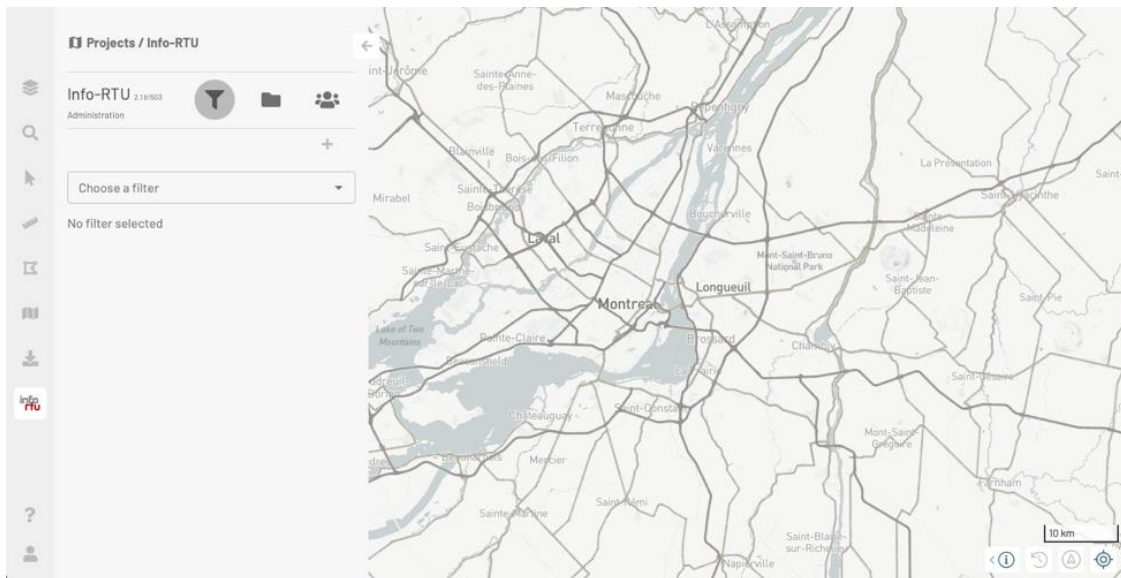
[Filter configuration criteria](#)

To view a specific set of projects, you can use filters configured based on various criteria: scheduled dates of work, modification date, status, initiating partner, area, type, phase, realization probability, project number or project name, among others.

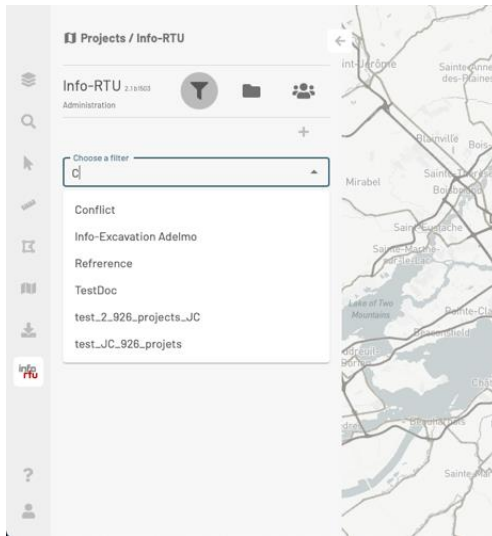
You can create, save, edit or delete filters.

To access filters:

1. Click on the **Filters**  icon in the **Info-RTU** panel.

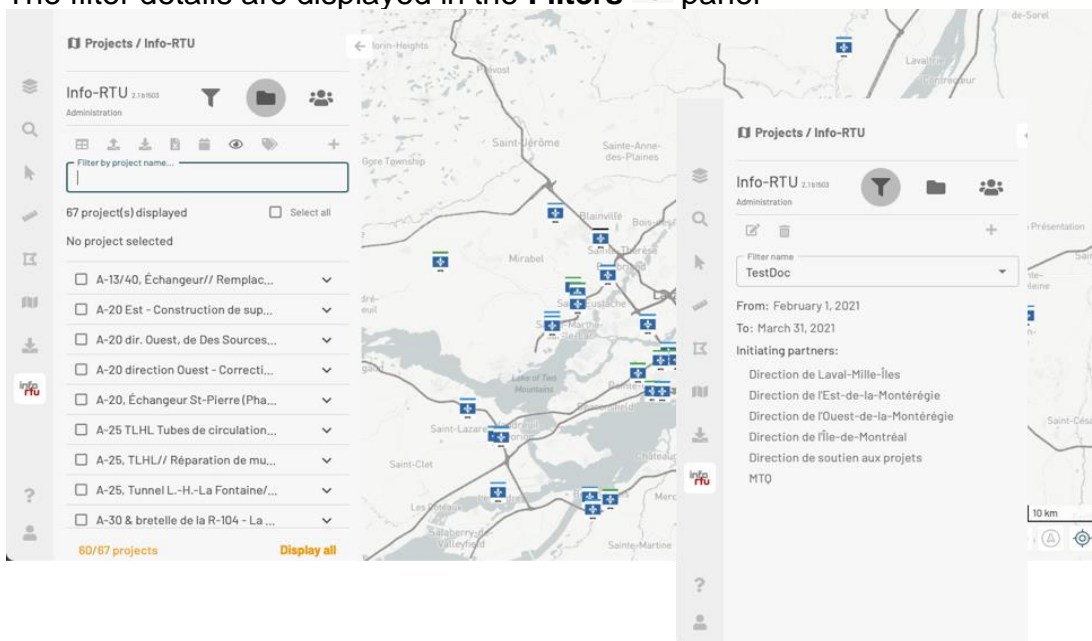


The **Filter name** field allows you to select one of the available filters in the drop-down list. You can enter a filter name to speed up the search.



2. Select your filter, and the changes will be automatically applied. The **Projects** panel displays and shows the projects whose details match the filter criteria. They are also displayed on the map.


The filter details are displayed in the **Filters** panel



## Creating a new filter



If none of the existing filters meet your needs, you can create a new filter. In the **Filters** panel:

1. Click on **Add** new filter to open the filter creation interface.




2. Enter the Filter name.
3. Enter or select values to define the filter's criteria. The criteria and their settings are described in the section titled Filter configuration criteria.
4. Click on **CREATE**. In the panel, the description of the filter you just created is displayed. The **Projects**  panel displays and shows the projects whose details match the filter criteria. These projects are also displayed on the map.

## Editing a filter

You can edit an existing filter. In the Filters  panel:


1. Select the filter in the **Filter name** field.
2. Click on  **Start editing filter**. The criteria can now be edited. In other words, you can change all the values.
3. Edit the criteria values as needed.
4. Click on **UPDATE** to save the changes made in the same filter. The filter automatically applies to the projects. The **Projects**  panel displays and shows the projects whose details match the criteria of the modified filter. These projects are also displayed on the map.

If you wish to save your changes in a new filter or in another filter than the one you just edited:

1. Click on **APPLY** to apply the filter. The **Filter name** field will display **Unsaved filter**.
2. Click on  **Create new filter or update an existing one**. The appropriate window opens.
3. If you wish to create a new filter (the option is selected by default), enter the name of the filter and click on **CREATE**. The **Projects**  panel appears and displays only the projects whose details match the criteria of the filter you created. These projects are also displayed on the map.
4. If you wish to update an existing filter, unselect the **Create a new filter** option and select the filter in the drop-down list of the Filter to update field.
5. Click on **UPDATE** to save the changes made to the filter. The **Projects**  panel displays and shows the projects whose details match the criteria of the updated filter. These projects are also displayed on the map.

## Deleting a filter

To delete a filter:

1. Select the filter in the drop-down list of the **Filter name** field. You can filter the values in the list by entering part of the filter name.
2. Click on  **Delete filter**. A box appears, asking you to confirm that you want to delete the filter.
3. Click on **DELETE** to delete the filter.

## Filter configuration criteria

Several criteria allow you to configure a range of filters. Some of these criteria relate to the details of projects, and others have to do with the functionality of the filter itself.

### Project-related criteria

#### Scheduled dates of work

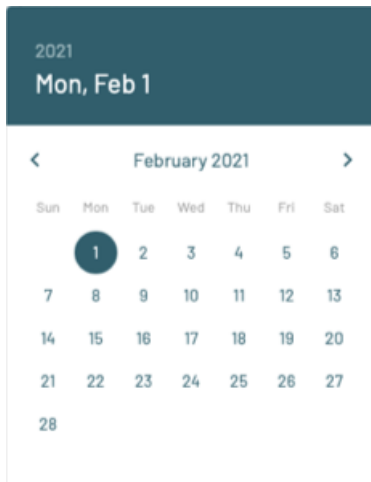
Allows you to filter projects based on the dates when the work is scheduled to take place.

The filter selects projects whose scheduled work period intersects the period defined by the filter dates:

- Projects that end on the start date of the filter or later,
- Projects that start on the end date of the filter or before.

To configure the filter, indicate a start and end date in the calendar. In the calendar, you can click on the year to select it in the list.





Select the **Relative from now** option if you want the filter to include all projects whose work is in progress as of the chosen start date and until the date of application of the filter.

## Status

Allows you to filter projects based on their status. Status categories are described in the Project status section.

Select one or more values in the drop-down list. To speed up your search, you can filter the values in the list by typing the desired status, in whole or in part. Check **Select all** in order to select all values in the list.

The selected values are displayed in the selection range.

## Initiating partners

In the drop-down list, select the partner or partners who initiated the project. To speed up your search, you can filter the values in the list by typing the name of the desired partner, in whole or in part. Click on a value once to select it. The value is colored when it is selected.

Check **Select all** in order to select all values in the list or check Unselect all to unselect all values in the list.

## Types

In the drop-down list, select the project type or types. The project types that are available in the list depend on the initiating partners selected in the **Initiating partner** field.

To speed up your search, you can filter the values in the list by typing the desired type, in whole or in part. Check **Select all** in order to select all values in the list.

The selected values are displayed in the selection range.

## **Phases**

In the drop-down list, select the project phase or phases. To speed up your search, you can filter the values in the list by typing the desired phase, in whole or in part. Check **Select all** in order to select all values in the list.

The selected values are displayed in the selection range.

## **Project name**

Enter the exact name of the project in the range. The filter will only retrieve this project.

## **Reference numbers**

Enter the exact reference number of the project in the range. The filter will only retrieve this project.

## **Own initiator**

Select this option to include the projects you have initiated.

## **Projects in conflict**

Select this option to include the projects that are in conflict. A spatial analysis of the projects is performed based on the other filter settings.

The analysis shows the projects that are in conflict based on the selected settings.

## **Display past projects**

Check this option to select the projects whose scheduled work dates are within the filter and precede the current date.

## **Realization probability greater or equal to**

You can filter projects based on the likelihood of their completion.

Indicate the probability as a percentage value (a value between 0 and 100). The filter will consider projects whose probability is equal to or greater than the value entered.

## **Filter features**

### **Filtering**

You can use spatial criteria to filter projects. This will display only the projects located in a given area.

Select the desired option: None, By area of jurisdiction, By current map extent.

### **Zoom on a map extent when selected**

This criteria will place a specific region in the center of the map when the filter is applied.

### **Apply current map rotation when opening the filter**

Check this option to automatically apply the current map rotation when you apply the filter. If you do not select this option, the north will be located at the top of the map.

### **Description**

You can add a description to the filter. You have up to 250 characters for the description.

### **Default filter**

Select this option to indicate that the filter is applied by default when opening your Info-RTU Web session.

# Accessing Project Information

## Section content

[Displaying project information](#)


[Selecting projects](#)

[Obtaining a tabular list of projects](#)

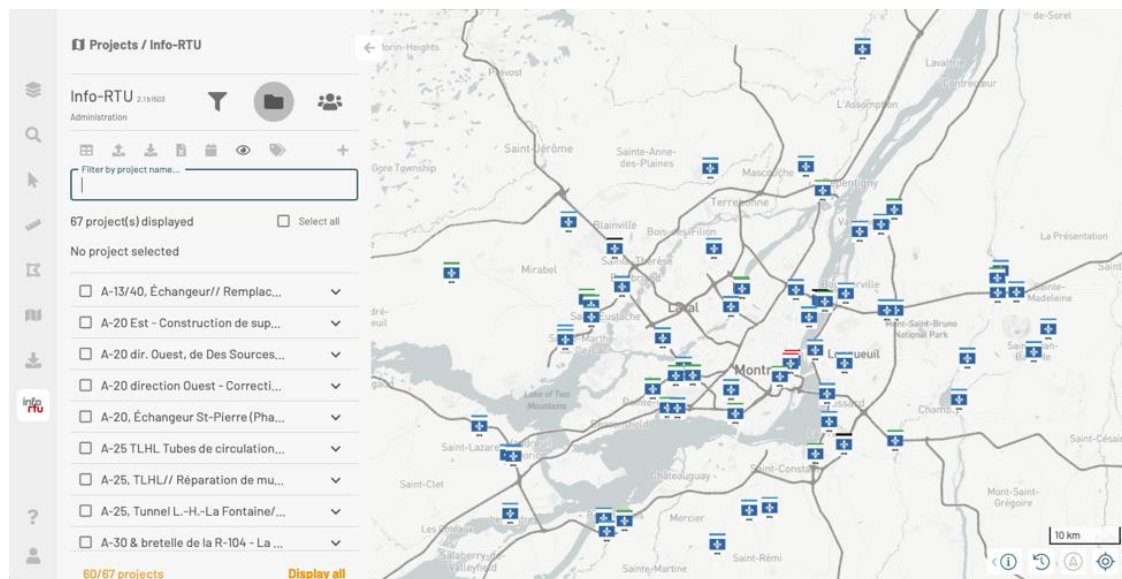
[Downloading a PDF report](#)










[Downloading a report in Excel format](#)

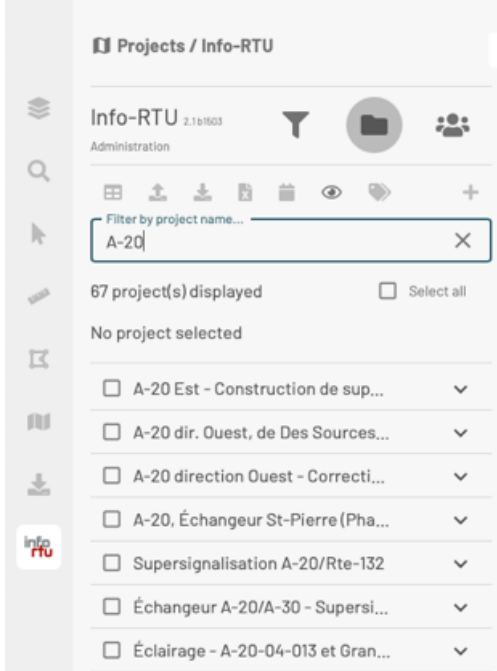
[Tracking project changes](#)

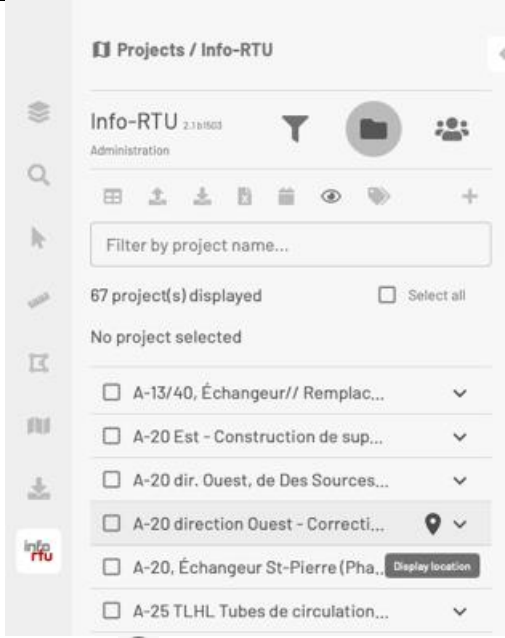

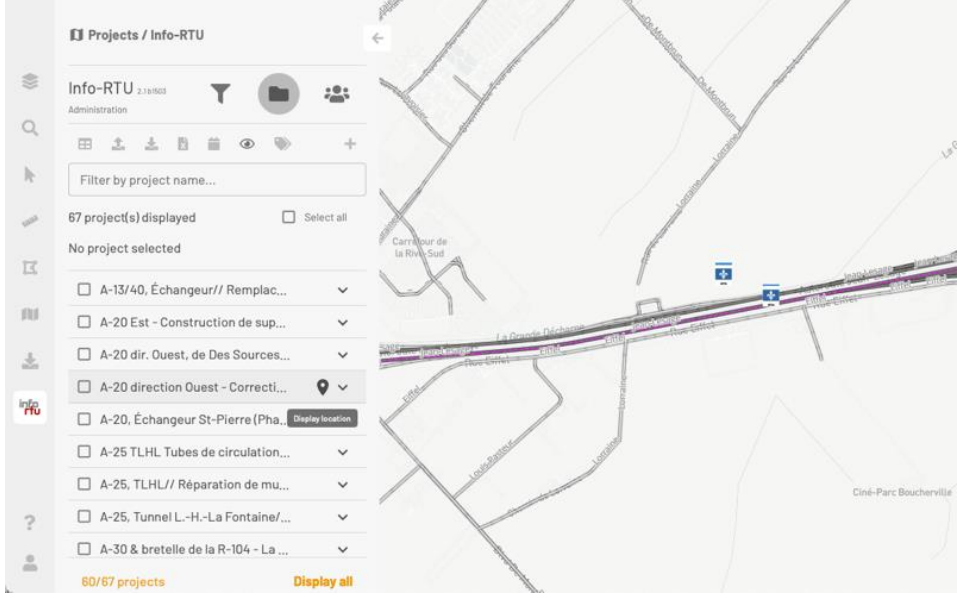
Once you apply a filter, the projects that meet the filter criteria are automatically displayed in the map and in a list in the  Projects section of the Info-RTU panel.

The  Projects section contains different tools to view the project information.



Features	
	Opens a table containing information on the displayed projects. See Obtaining a tabular list of projects for details on this feature. To close the table, click on this button.
	Allows you to import projects from an Excel file. See Importing a set of projects from an Excel file for details on this feature.
	Allows you to export projects towards a file in Shapefile format. See Exporting projects in Shapefile format for details on this feature.
	Allows you to download project information displayed in an Excel file. See Downloading a report in Excel format for details on this feature.
	Displays projects that have been edited as of the date you specify. See Tracking project changes for details on this feature.
	Allows you to display or hide project icons on the map.
	<p>Displays the legend of the projects in a new browser window.</p>  <p>Barre supérieure: Rouge: complété Vert: actif Bleu: en préparation Noir: annulé</p> <p>PROJET PLANIFIÉ</p> <p>Partenaires : voir la liste des partenaires</p> <p>Barre inférieure: Rouge: complétée Vert: active Bleu: en préparation Noir: annulée</p> <p>DEMANDE D'INTERVENTION</p> <p>Partenaires :</p> <p>TELUS, WIND, VMI, STI-A 2018, STI-2018, STI-2018, KIRKLAND, NANTERRE, DORVAL, STI-2018-2018, STI, BACONSFIELD, BAIL GUYRE, AMONG, VILLE CENTRE, VILLAGE, STI-2018, STI, GAZMETRO, STI, BIL, WIND G.</p>
	Allows you to create a new project. See Creating a New Project for details on this feature.

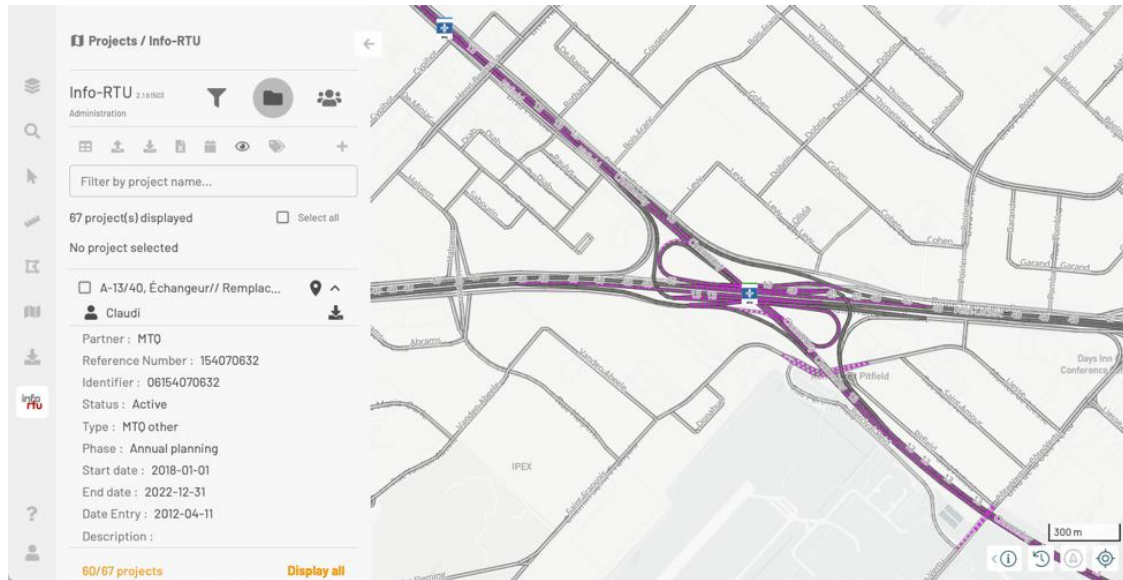
Filter by project name...	<p>This field allows you to filter the list of projects displayed in the Projects panel based on their name or part of their name.</p> 
xx project(s) displayed	Indicates the number of projects whose details match the filter criteria and who therefore are displayed on the map and in the list of the Projects section.
Select all	Check this option to select all projects. See Selecting projects for details on the available features for selected projects.
No project selected	This legend is displayed when none of the projects in the list are selected. It changes to xx project(s) selected when xx projects are selected. For details on this topic, see Selecting projects.
<input type="checkbox"/>	By selecting this box, you select the project and can access its information. You can check several boxes to select several projects. For details on the features that are available for selected projects, see Selecting projects.
▼	Allows you to open the card containing the project's information. For details on this feature, see Displaying project information.
📍	The Display location icon appears when you touch the name of the project.






	 <p>Click on  to have a project centered in the map. That project's icon will flash and turn yellow for ease of identification.</p> 
xx/xx projects	Shows the number of projects displayed in the list out of the total number of projects that match the filter criteria.
Display all	Click to open the table that will display all of the projects that meet the filter criteria. For details on the table's features, see Obtaining a tabular list of projects.

## Displaying project information

Each project displays a card containing information, such as the partner involved, the contact person, the type of project, etc.

1. Click on the arrow  to open the project's information card.



2. Click on  to center the project in the map. The project's icon will flash and turn yellow for ease of identification.
3. Click on  Download project PDF report to download a PDF report containing the project's details.
4. Click on  to display the information of the project's contact person.
5. Click on  to hide the information of the project's contact person.
6. Click on  to close the project's information card.

## Selecting projects

There are several ways to select one or more projects in order to display their information in different formats. You can do so:

- From the list in the **Projects** section of the Info-RTU panel;
- From the map, when you are in the **Projects** section of the **Info-RTU** panel;
- From the **Selection** section in JMap NG.



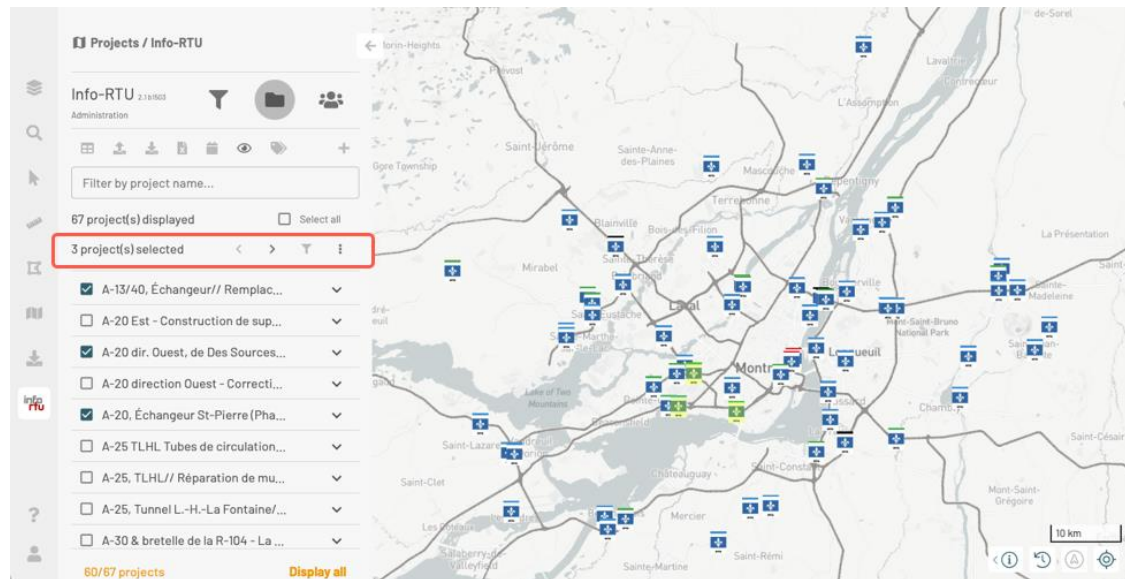
## Selecting projects from the list



To select one or more projects:

1. Check the box to the left of the name of the project(s) you wish to select.

The icons of each project on the map will flash for ease of identification. They will also remain yellow.


In the panel, a legend displays, indicating the number of selected projects. Certain features will also become available, depending on your access permissions.

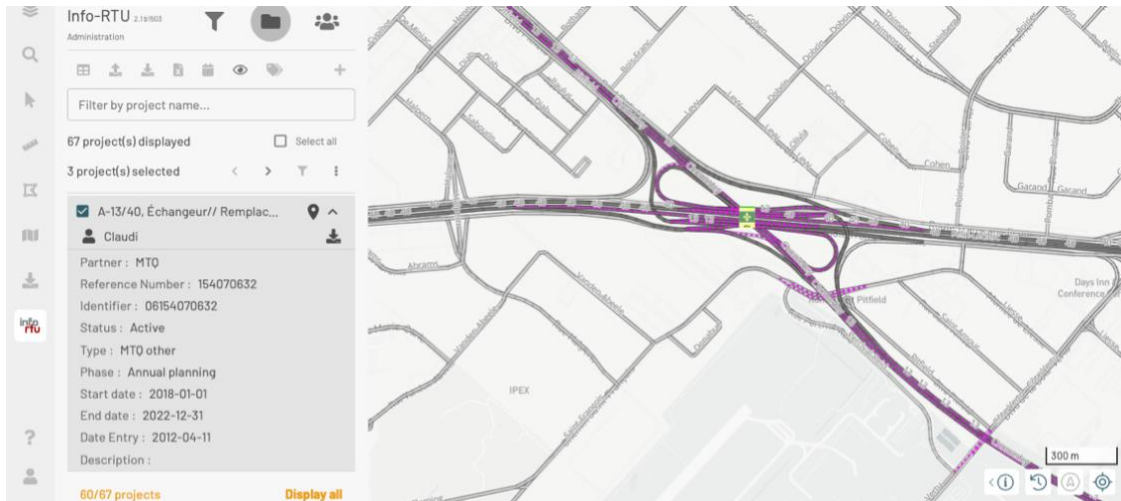






2. Click on  to display only the selected projects.
3. Click on  to open the menu offering other features. The available features depend on your permissions.

If you do not have permission to edit one of the selected projects, the only available feature will be **Download PDF**, which allows you to download a report in PDF format containing information on the selected projects.

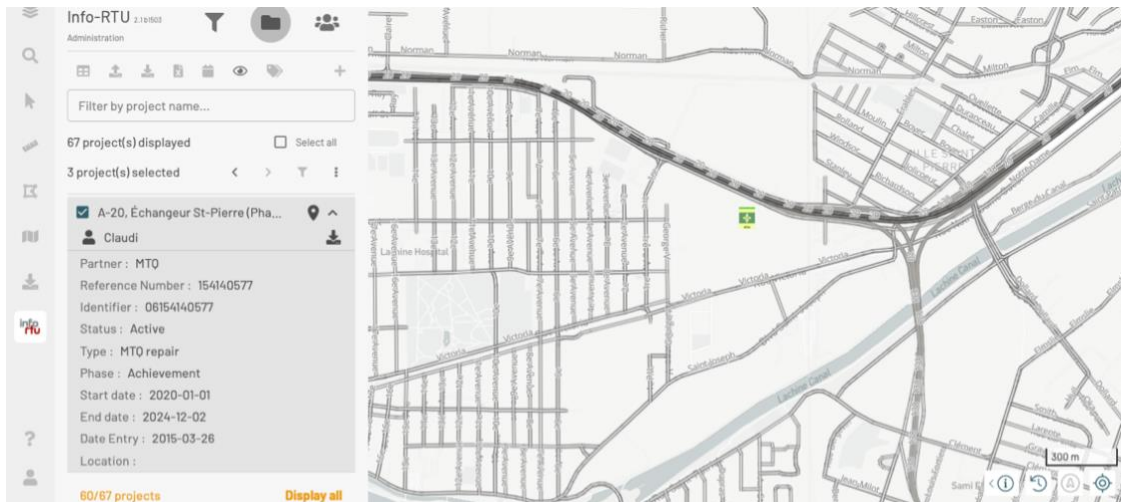
If you have permission to edit all of the selected projects, the menu will offer other options. For details on these features, see Editing Projects and Deleting a Project.

4. Click on the arrow . The information card of the first selected project opens. The location of that project is centered in the map, and its icon is yellow.



5. Click on  **Download project PDF report** to download a PDF report containing the project's details.
6. Click on  to hide the project contact person's information.
7. Click on  to close the project's information card.
8. Click on the arrow . The information card of the next selected project opens. The location of that project is centered in the map.

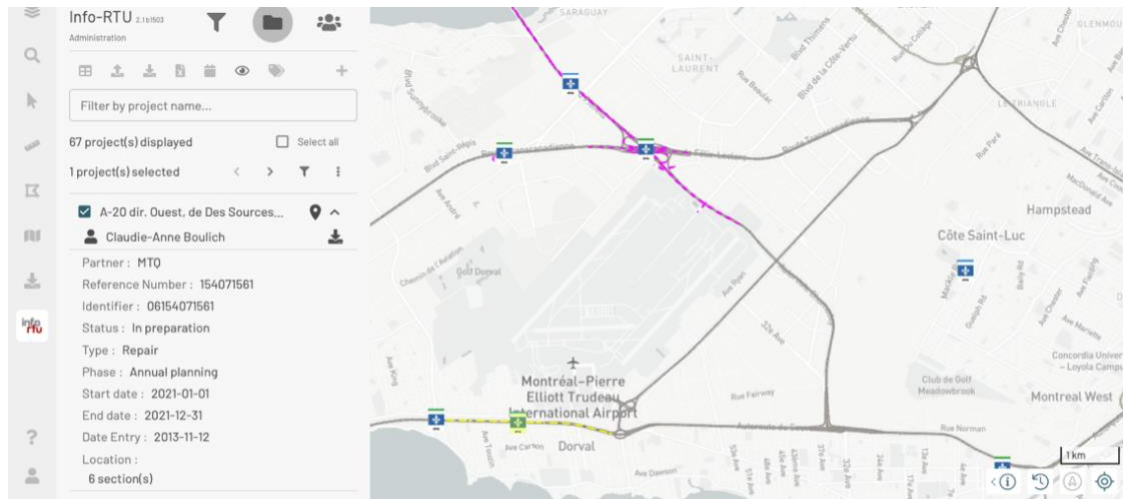
Using these features, you can browse through the selected projects. When you reach the last of the selected projects, the right arrow becomes inactive, and then you can navigate to the previous projects.




## Selecting projects from the map

You can also select a project directly on the map. To do so:

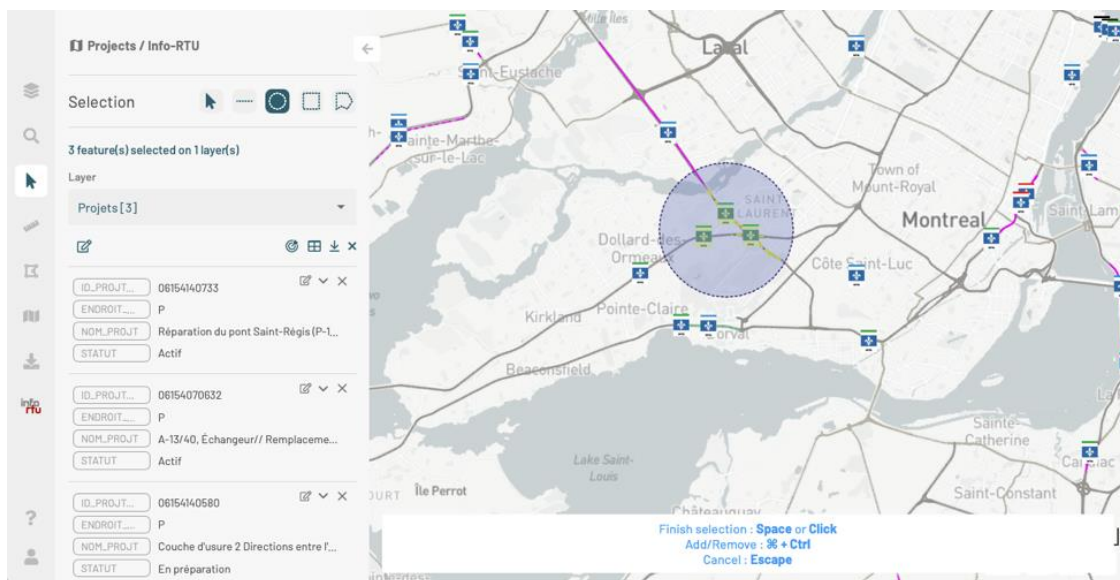
1. Click on the project's icon to select it. In the map, the icon and location of the project will turn yellow. In the Projects section, the number of selected projects will be displayed.



2. Click on  to display the selected projects. For details on the tools that are available in the card of each project, see Displaying project information.

## Selecting projects from the Selection panel in JMap NG

You can select projects outside of the **Info-RTU** panel by using the interactive selection tools that are available in the **Selection** panel.

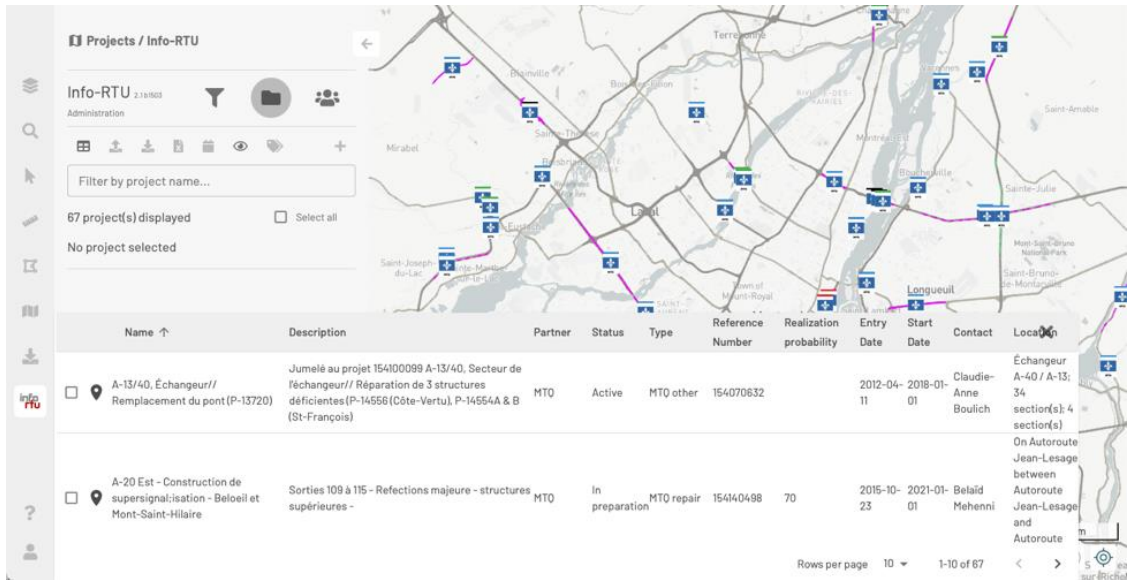


For details on this procedure, see Selecting Elements in the Map in the JMap NG User Manual.

# Obtaining a tabular list of projects

You can display the projects in a table. To do so:

1. Click on  **Display project data table**. The table is displayed in the bottom part of the application.



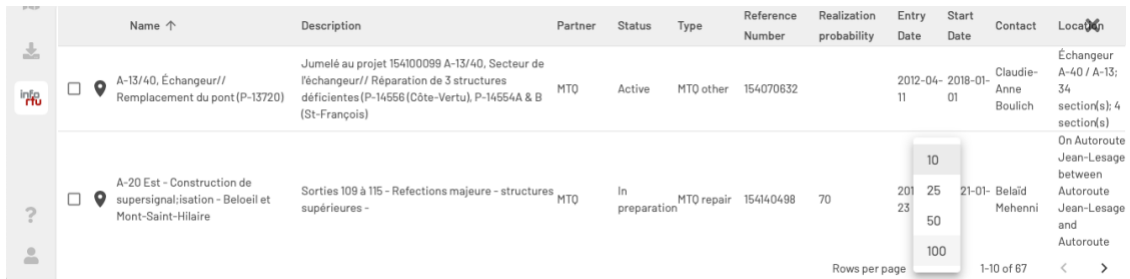
The screenshot shows the 'Projects / Info-RTU' interface. On the left, there's a sidebar with a search bar and a filter button. The main area displays a map with project locations marked by colored icons. Below the map, a table lists the projects. The table has columns for Name, Description, Partner, Status, Type, Reference Number, Realization probability, Entry Date, Start Date, Contact, and Location. Two projects are visible in the table:

Name	Description	Partner	Status	Type	Reference Number	Realization probability	Entry Date	Start Date	Contact	Location
A-13/40, Échangeur// Remplacement du pont (P-13720)	Jumelé au projet 154100099 A-13/40, Secteur de l'échangeur// Réparation de 3 structures déficientes (P-14556 (Côte-Vertu), P-14554A & B (St-François))	MTQ	Active	MTQ other	154070632		2012-04-11	2018-01-01	Claudie-Anne Boulich	Échangeur A-40 / A-13; 34 section(s); 4 section(s)
A-20 Est - Construction de supersignalisation - Beloeil et Mont-Saint-Hilaire	Sorties 109 à 115 - Refections majeure - structures supérieures -	MTQ	In preparation	MTQ repair	154140498	70	2015-10-23	2021-01-01	Belaid Mehenni	On Autoroute Jean-Lesage between Autoroute Jean-Lesage and Autoroute

Each project occupies a row in the table. The project attributes occupy the columns in the table.

The table's data is synchronized with the map data and is automatically updated when the active filter changes or when an action is taken on the map, such as inserting, editing or deleting projects.

You can change the number of projects displayed in the table and browse through the different tables using the  and  arrows.



The screenshot shows the same table as before, but with a dropdown menu open for 'Rows per page'. The menu options are 10, 25, 50, and 100. The current selection is 10. The table data is the same as in the previous screenshot.

2. Click again on  to close the table.



## Sorting the projects in the table

You can sort the projects in the table based on the attribute values. This can be done one attribute at a time by following these steps:

1. Click on the arrow that appears next to the name of the chosen attribute. This allows you to sort the projects in ascending or descending order.
2. Click on other attributes to sort the projects in the table.

## Selecting projects in the table

You can select one or more projects directly in the table. You have access to the same tools as when you select projects in the **Projects** panel.

To select projects in the table:

1. Check the projects of your choice to select them. As described in the Selecting projects section, a legend indicates the number of selected projects, and certain features will become available.

When you select a project's check box, that project's icon will flash on the map.

The screenshot shows the 'Projects / Info-RTU' interface. On the left, there's a sidebar with a search bar and a filter section. The filter section shows '67 project(s) displayed' and '2 project(s) selected'. The main area displays a map of the Montreal region with project locations marked by icons. Below the map is a table with the following columns: Name, Description, Partner, Status, Type, Reference Number, Realization probability, Entry Date, Start Date, Contact, and Location. The table lists three projects, with the first two selected (checked boxes).



Name	Description	Partner	Status	Type	Reference Number	Realization probability	Entry Date	Start Date	Contact	Location
<input checked="" type="checkbox"/> A-20 Est - Construction de supersignalisation - Beloeil et Mont-Saint-Hilaire	Sorties 109 à 115 - Refections majeure - structures supérieures -	MTQ	In preparation	MTQ repair	154140498	70	2015-10-23	2021-01-01	Belaid Mehenni	between Autoroute Jean-Lesage and Autoroute Jean-Lesage
<input checked="" type="checkbox"/> A-20 dir. Ouest, de Des Sources à avenue Dorval // Couche d'usure		MTQ	In preparation	Repair	154071561		2013-11-12	2021-01-01	Claudie-Anne Boulch	6 section(s)
<input type="checkbox"/> A-20 direction Ouest - Correction de supersignalisation - Roucherville	A-20-03-050 avant le poste de pesée	MTQ	In preparation	Repair	154030714		2014-01-14	2021-01-01	Belaid Mehenni	A-20-03-050 avant le poste de pesée

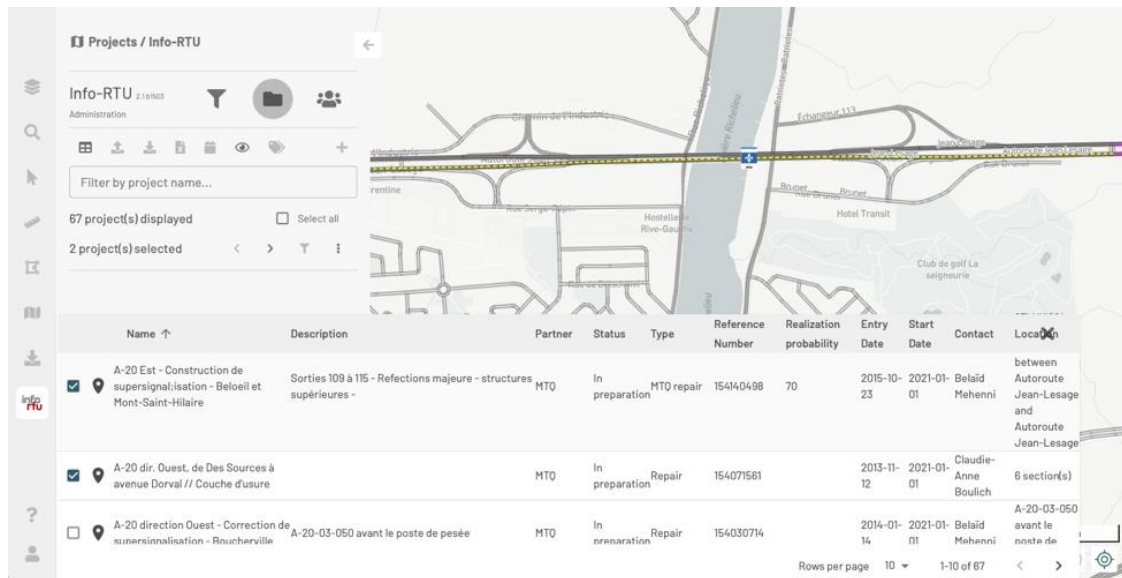
Rows per page: 10 | 1-10 of 67

2. Click on to display only the selected projects in the table.
3. Click on to open the menu offering other features. The available features depend on your permissions.

If you do not have permission to edit one of the selected projects, the only available feature will be **Download PDF**, which allows you to download a report in PDF format containing information on the selected projects.

If you have permission to edit all of the selected projects, the menu will offer other options. For details on these features, see [Editing Projects and Deleting a Project](#).

- Use the  and  arrows to browse through the selected projects. Each time a project is selected, it will be centered in the map, and its icon and extent (emprise) will be colored in yellow and will flash for a few moments. The row of the project is colored for ease of identification.



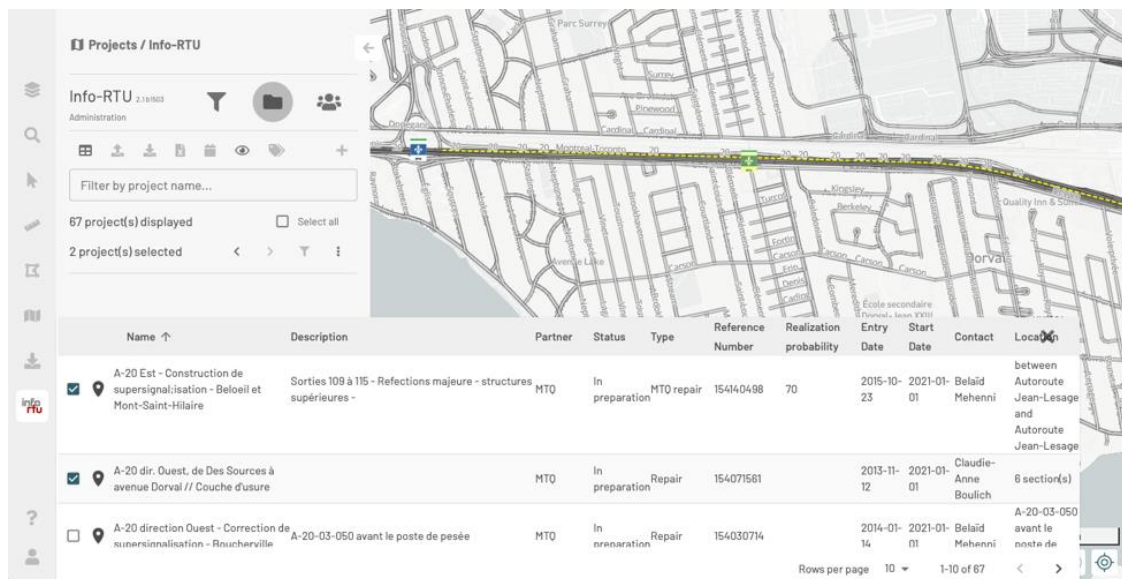
**Info-RTU** 2.13.1503  
Administration

Filter by project name...

67 project(s) displayed ☐ Select all  
2 project(s) selected < > T i

Name ↑	Description	Partner	Status	Type	Reference Number	Realization probability	Entry Date	Start Date	Contact	Location
<input checked="" type="checkbox"/> A-20 Est - Construction de supersignalisation - Beloeil et Mont-Saint-Hilaire	Sorties 109 à 115 - Refections majeure - structures supérieures -	MTQ	In preparation	MTQ repair	154140498	70	2015-10-23	2021-01-01	Belaid Mehenni	between Autoroute Jean-Lesage and Autoroute Jean-Lesage
<input checked="" type="checkbox"/> A-20 dir. Ouest, de Des Sources à avenue Dorval // Couche d'usure		MTQ	In preparation	Repair	154071561		2013-11-12	2021-01-01	Claudie-Anne Boulch	6 section(s)
<input type="checkbox"/> A-20 direction Ouest - Correction de supersignalisation - Roucherville	A-20-03-050 avant le poste de pesée	MTQ	In preparation	Repair	154030714		2014-01-14	2021-01-01	Belaid Mehenni	A-20-03-050 avant le poste de pesée

Rows per page 10 1-10 of 67 < >




**Info-RTU** 2.13.1503  
Administration

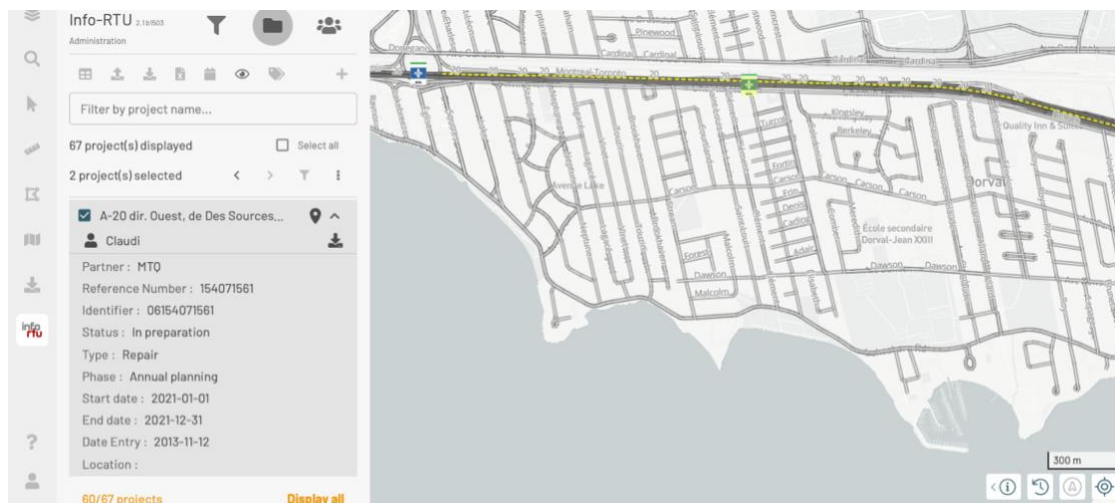
Filter by project name...

67 project(s) displayed ☐ Select all  
2 project(s) selected < > T i

Name ↑	Description	Partner	Status	Type	Reference Number	Realization probability	Entry Date	Start Date	Contact	Location
<input checked="" type="checkbox"/> A-20 Est - Construction de supersignalisation - Beloeil et Mont-Saint-Hilaire	Sorties 109 à 115 - Refections majeure - structures supérieures -	MTQ	In preparation	MTQ repair	154140498	70	2015-10-23	2021-01-01	Belaid Mehenni	between Autoroute Jean-Lesage and Autoroute Jean-Lesage
<input checked="" type="checkbox"/> A-20 dir. Ouest, de Des Sources à avenue Dorval // Couche d'usure		MTQ	In preparation	Repair	154071561		2013-11-12	2021-01-01	Claudie-Anne Boulch	6 section(s)
<input type="checkbox"/> A-20 direction Ouest - Correction de supersignalisation - Roucherville	A-20-03-050 avant le poste de pesée	MTQ	In preparation	Repair	154030714		2014-01-14	2021-01-01	Belaid Mehenni	A-20-03-050 avant le poste de pesée


Rows per page 10 1-10 of 67 < >

- Click on  to close the table. The information card of the last project viewed is displayed, and that project remains centered in the map. The other projects also remain selected.



## Downloading a PDF report

You can download a PDF report of the projects you are interested in by clicking on the **Download project PDF report**  icon.

When you target a set of projects that were selected from the **Projects** panel or from the table, the option is available in the  menu of the **Projects** panel.

When you target a specific project, the option is available in the project's information card.

In any case, the reports are always similar. Each page of the report displays the details of a project.


jmap-print-Info-RTU-2.pdf  
1 page

jmap-print-Info-RTU-2.pdf

### Scheduled Project

Project		Contact	
Partner	MTQ	Name	Claudie-Anne Boulich
Reference Number	154071561	Title	Chargée de projet (Consultante externe, ing)
Identifiant	06154071561	Phone	5143372462
Name	A-20 dir. Ouest, de Des Sources à avenue Dorval // Couche d'usure	Fax	5142811632
Status	In preparation	Email	claudie-anne.boulich@cima.ca
Type	Repair	Office	Direction de l'île-de-Montréal
Realization probability		Address	500 boul René-Lévesque Ouest
Phase	Annual planning	Municipality	Montréal
Estimated duration		Postal Code	H2Z1W7
Start date	2021-01-01		
End date	2021-12-31		
Location			
Description			
Date Entry	2013-11-12		

## Downloading a report in Excel format

You can download an Excel report containing the details of all the projects displayed in the **Projects** panel. To do so, click on  **Download Excel report.**

Enregistrement automatique

project-report-info-RTU-2

AccueilInsertionDessinMise en pageFormulesDonnéesRévisionAffichageDites-le-nous

Calibri (Corps) 12A+AA-Standard

Color

G

I

F

Texte

Formules

Données

Tableaux

Graphiques

Formules

Données

Tableaux

Graphiques

Mise en forme conditionnelleMettre sous forme de tableauStyles de cellule

InsérerSupprimerMise en forme

Trier et filtrerRechercher et sélectionnerAnalyser des données

PartagerCommentaires

Numéro de référence


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	154070636	MTQ	A-13 Louis-B	09/10/2019	09/10/2021	12/11/2013	Laval	Actif	Reflexion M	Conception d	Pont Louis-B											
2	154070632	MTQ	A-13/40, Ech	01/01/2018	11/12/2022	11/04/2014	Saint-Lauren	Actif	Autre MTQ	Planification	Echangeur A											
3	154140498	MTQ	A-20 Est - Co	01/01/2021	31/12/2021	23/10/2015	Mont-Saint-E	En préparat	Reflexion M	Planification	Autoroute de	Autoroute de										
4	154071561	MTQ	A-20 dir. Oue	01/01/2021	31/12/2021	12/11/2013	Dorval	En préparat	Reflexion	Planification	A-20 Ouest c											
5	154030714	MTQ	A-20 directio	01/01/2021	31/12/2021	14/01/2014	Boucherville	En préparat	Reflexion	Planification	A-20-03-050				A-20-03-050							
6	154040577	MTQ	A-20, Echange	01/01/2020	02/12/2024	02/12/2024	Lachine	Actif	Reflexion M	Réalisation	Echangeur S1											
7	154070647	MTQ	A-25 TUNEL	11/01/2020	31/12/2024	26/03/2015	Longueuil	Actif	Reflexion M	Réalisation	A-25, Tunnel											
8	154140800	MTQ	A-25, TUNEL	11/01/2021	25/03/2025			Annulé	Autre MTQ	Réalisation	A-25, Tunnel											
9	154010174	MTQ	A-25, Tunnel	01/01/2021	31/12/2021	15/11/2013	Messier-Hod	Annulé	Reflexion	Planification	Notre-Dame											
10	154111304	MTQ	A-30 & bretes	01/01/2021	31/12/2023	11/11/2013	La Prairie	Annulé	Autre MTQ	Planification	Tronçons											
11	154111269	MTQ	A-40, Ponts 1	25/01/2019	01/06/2021	24/03/2015	Saint-Lauren	Actif	Reflexion M	Réalisation	Henri-Bouras											
12	154111271	MTQ	A-40, de lait	15/06/2019	01/06/2021	11/06/2013	Saint-Lauren	Actif	Reflexion	Réalisation	A-40 de lait											
13	154130735	MTQ	A-40, dir. ou	18/11/2019	07/11/2022	01/07/2015	Terrebonne	Actif	Entretien MT	Planification	Autoroute F4	Autoroute F4										
14	154060726	MTQ	A-520 Rond-	01/09/2008	01/09/2021	21/05/2008	Dorval	Actif	Autre MTQ	Réalisation	Echangeur D											
15	154111272	MTQ	A-720, Tuner	01/01/2020	31/12/2023	12/06/2013	Ville-Marie	Complété	Autre MTQ	Planification	A-720											
16	154130818	MTQ	A-720, de nu	01/01/2021	31/12/2022	26/03/2015	Messier-Hod	En préparat	Autre MTQ	Planification	A-720 de nu											
17	154140799	MTQ	A20 et Echa	01/06/2020	31/12/2023	01/05/2017	Pointe-Claire	Actif	Autre MTQ	Réalisation	Echangeur de											
18	154080949	MTQ	A520 au des	01/06/2020	01/06/2021	01/05/2017	Dorval	Actif	Autre MTQ	Conception d	Pont Système											
19	154080676	MTQ	Correction u	01/01/2021	31/12/2021	17/01/2014	Brossard	En préparat	Reflexion M	Planification	A-15 de la li											
20	154080845	MTQ	Couche d'us	01/01/2021	31/12/2022	11/05/2012	Longueuil	En préparat	Entretien MT	Planification	boul. Tasche											
21	154080848	MTQ	Couche d'us	01/01/2021	31/12/2021	14/01/2014	Vareilles	En préparat	Reflexion	Planification	Montée de la											
22	154140580	MTQ	Couche d'us	01/01/2021	31/12/2022	27/04/2017	Saint-Lauren	En préparat	Entretien MT	Conception d	A13 Nord en											
23	154140539	MTQ	Dallie A40 se	01/06/2020	31/12/2024	01/05/2017	Pointe-Claire	Actif	Entretien MT	Réalisation	Dallie A40 se											
24	154104223	MTQ	Démontélev	11/05/2019	01/06/2021	18/05/2017	Sub-Ouest	Actif	Entretien MT	Conception d	Pianford tun											
25	154071895	MTQ	Parage R-14	18/11/2019	17/11/2022	11/09/2016	Saint-Eustace	Actif	Reflexion M	Planification	A-640 à Mon											
26	154130166	MTQ	Pan d'entre	01/06/2020	31/12/2023	11/09/2019	Ville-Marie	Actif	Reflexion M	Réalisation	14240											
27	154150824	MTQ	Pont Papineu	01/01/2021	31/12/2021	13/07/2016	Laval	En préparat	Reflexion	Autre projet	Papineau-Le	Papineau-Le										
28	154080578	MTQ	R-125 Pont F	01/01/2021	31/12/2022	14/06/2013	Laval	Actif	Reflexion M	Planification	R-125 de Cor											
29	154151228	MTQ	R-148/Mont	18/11/2019	17/11/2022	13/07/2016	Saint-Eustace	Actif	Autre MTQ	Planification	Intersection											
30	154140935	MTQ	R-205 à l'ins	01/06/2018	31/12/2023	05/02/2015	Beauharnois	Actif	Autre	Planification	Intersection											
31	154115442	MTQ	R-209 - Saint	01/04/2020	31/03/2021	03/03/2014	Saint-Constant	Annulé	Reflexion M	Conception p	A 350 m au r											
32	154101833	MTQ	R-217 - Saint	01/04/2020	31/03/2021	14/08/2012	Saint-Philippe	Annulé	Reflexion M	Planification	Localisation											
33	154140581	MTQ	R-236 à l'ins	01/01/2021	31/12/2021	06/02/2015	Beauharnois	En préparat	Autre MTQ	Planification	R-236 à l'ins											
34	154140582	MTQ	R-236 à l'ins	01/01/2021	31/12/2021	05/02/2015	Beauharnois	En préparat	Autre	Planification	R-236 à l'ins											
35	088888888	MTQ	R-236 à l'ins	01/01/2021	31/12/2021	05/02/2015	Beauharnois	En préparat	Autre	Planification	R-236 à l'ins											

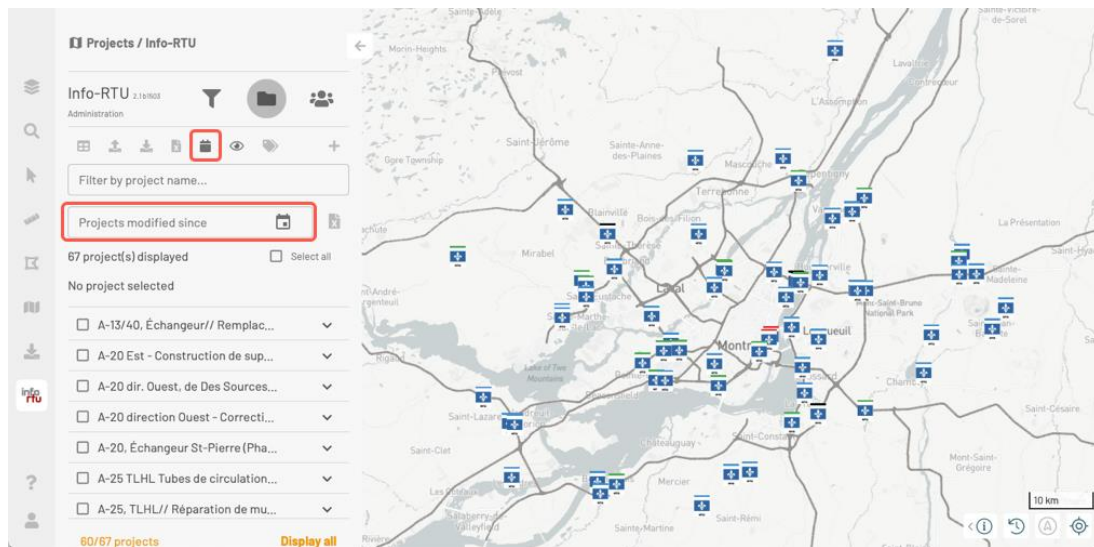
Rapport




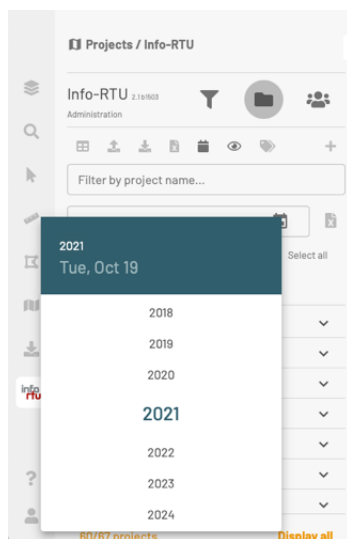
# Tracking project changes

You can track the changes that were made to projects over a specific period of time.

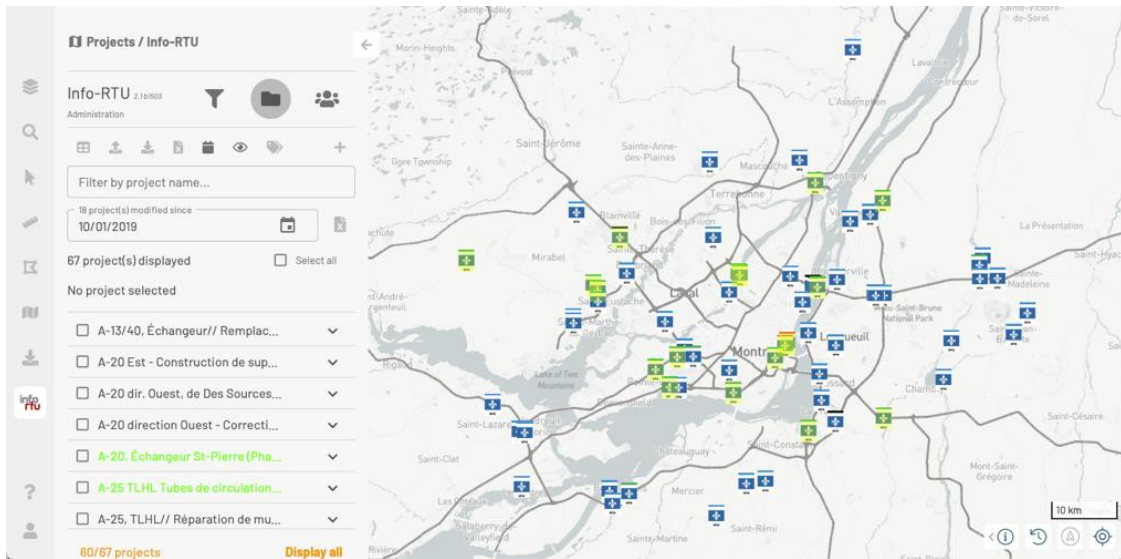
1. Click on  to enable this function. The Projects modified since field is displayed.




2. Select a date by clicking on . Click on the year to change it, and browse through the months to select the day and the month.




The selected date appears in the field. The projects that were modified since the selected date are displayed in color in the list, and their project symbol is highlighted in the map.



- Click on  to display the projects in a data table. The modified projects are displayed in color in the table.

Name	Description	Partner	Status	Type	Reference Number	Realization probability	Entry Date	Start Date	Contact	Location
<input type="checkbox"/> A-20, Échangeur St-Pierre (Phase B) / Réparations des ponts d'étagement		MTQ	Active	MTQ repair	154140577		2015-03-26	2020-01-01	Claudie-Anne Boulich	Échangeur St-Pierre/ A-20
<input type="checkbox"/> A-25 TLHL Tubes de circulation// Réfection des murs, plafond et chaussée, drainage, murs d'approches	Transférer au Grand projet	MTQ	Active	MTQ repair	154070647		2015-03-26	2020-06-01	Claudie-Anne Boulich	4 section(s)
<input type="checkbox"/> A-25, TLHL// Réparation de murs, plafonds et autres éléments	Début des travaux en 2018 pour 5 ans. 2018 : Travaux dans tube de service. 2019 à 2020 entraves importantes dans les voies (Entraves a	MTQ	Cancelled	MTQ other	154140800		2015-03-25	2019-01-01	Claudie-Anne	A-25, Tunnel Louis H.

- Click on  to export a report of the modified projects towards an Excel file.

Projects / Info-RTU

Info-RTU 2.10/003

Administration

Filter by project name...

18 project(s) modified since 10/01/2019

67 project(s) displayed

No project selected

Download Excel report for modified projects

Name ↑	Description	Partner	Status	Type	Reference Number	Realization probability	Entry Date	Start Date	Contact	Location
<input type="checkbox"/> A-20, Échangeur St-Pierre (Phase B) Réparations des ponts détagement		MTQ	Active	MTQ repair	154140577		2015-03-28	2020-01-01	Claudie-Anne Boulich	Échangeur St-Pierre/ A-20
<input type="checkbox"/> A-25 TLHL Tubes de circulation// Réfection des murs, plafond et chaussée, drainage, murs d'approches	Transférer au Grand projet	MTQ	Active	MTQ repair	154070647		2015-03-28	2020-08-01	Claudie-Anne Boulich	4 section(s)
<input type="checkbox"/> A-25, TLHL// Réparation de murs, plafonds et autres éléments	Début des travaux en 2018 pour 5 ans. 2018 : Travaux dans tube de service. 2018 à 2020 entraves importantes dans les voies (Entraves a	MTQ	Cancelled	MTQ other	154140800		2015-03-25	2019-01-01	Claudie-Anne	A-25, Tunnel Louis H.

Rows per page 10


1-10 of 67


5. Delete the date in the field to close the function.

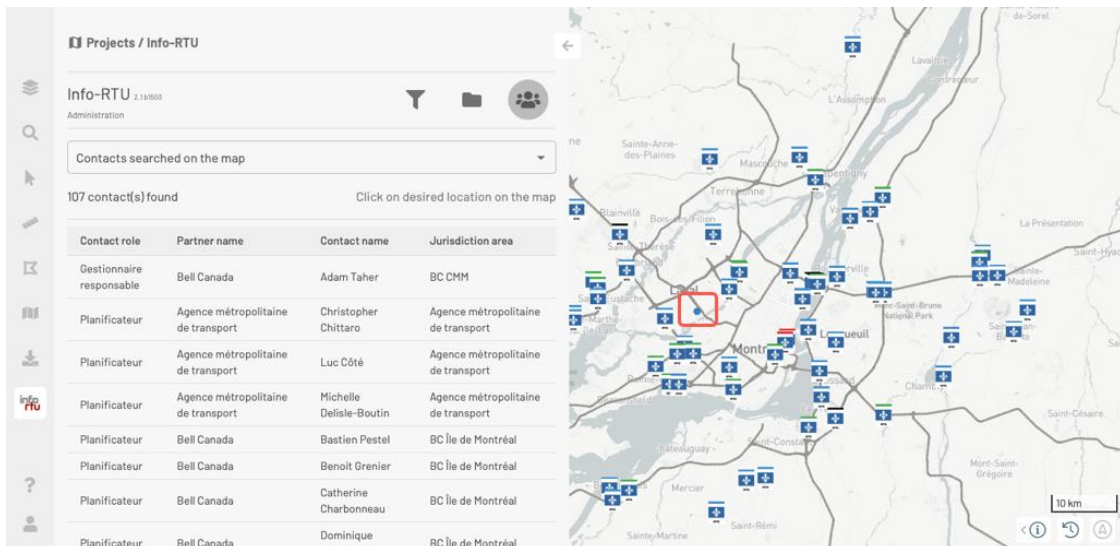
# Searching for Partner Contacts

## Section content

### The contacts table


The **Contacts**  panel allows you to search for the contact persons of the different partners. You can perform your search based on a location indicated interactively in the map or using a specific address. To use this feature:


1. Click on the  icon to display the **Contacts** panel. The drop-down menu will offer two options: **Contacts searched on the map** and **Contacts searched by address**.
2. Select **Contacts searched on the map**.
3. Click on the desired location on the map. A mark is shown on the map. The list of contacts will be displayed in the panel, and a legend indicates the number of contacts found.

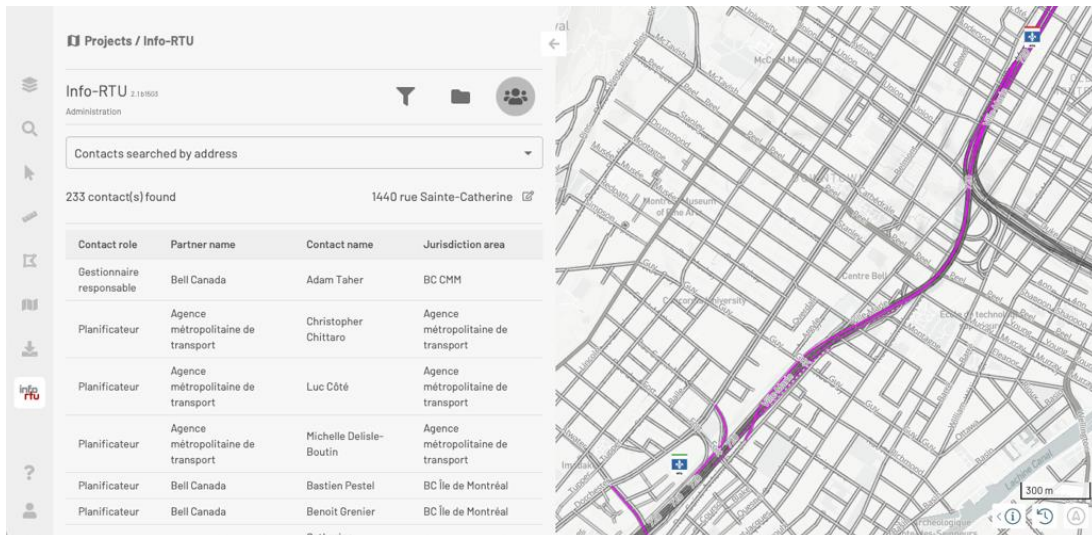


The screenshot shows the Info-RTU interface. On the left, the 'Contacts' panel is open, displaying a table with 107 contacts found. The table has four columns: Contact role, Partner name, Contact name, and Jurisdiction area. On the right, a map of Montreal is shown with a red square indicating the selected location. The map includes various landmarks and a scale bar.

Contact role	Partner name	Contact name	Jurisdiction area
Gestionnaire responsable	Bell Canada	Adam Taher	BC CMM
Planificateur	Agence métropolitaine de transport	Christopher Chittaro	Agence métropolitaine de transport
Planificateur	Agence métropolitaine de transport	Luc Côté	Agence métropolitaine de transport
Planificateur	Agence métropolitaine de transport	Michelle Delisle-Boutin	Agence métropolitaine de transport
Planificateur	Bell Canada	Bastien Pestel	BC Île de Montréal
Planificateur	Bell Canada	Benoit Grenier	BC Île de Montréal
Planificateur	Bell Canada	Catherine Charbonneau	BC Île de Montréal
Planificateur	Bell Canada	Dominique Blais	BC Île de Montréal

4. Select **Contacts searched by address**.
5. Click on  to open the address search form.
6. Enter the address. The **Civic number** and **Street name** fields are required.
7. Click on **SEARCH** to identify the addresses that match the information you entered.
8. Select the appropriate address in the drop-down menu.

- Click on **OK**. The list of contacts is displayed in the panel, and a legend indicates the number of contacts found. You can modify the address by clicking on the  icon.



The screenshot shows the 'Info-RTU' application interface. On the left is a sidebar with navigation icons. The main panel is titled 'Projects / Info-RTU' and 'Administration'. It features a search bar with the text 'Contacts searched by address' and a dropdown arrow. Below the search bar, it states '233 contact(s) found' and '1440 rue Sainte-Catherine' with an edit icon. A table displays contact information with four columns: Contact role, Partner name, Contact name, and Jurisdiction area. To the right of the table is a map of Montreal with a purple line indicating a route or area of interest.

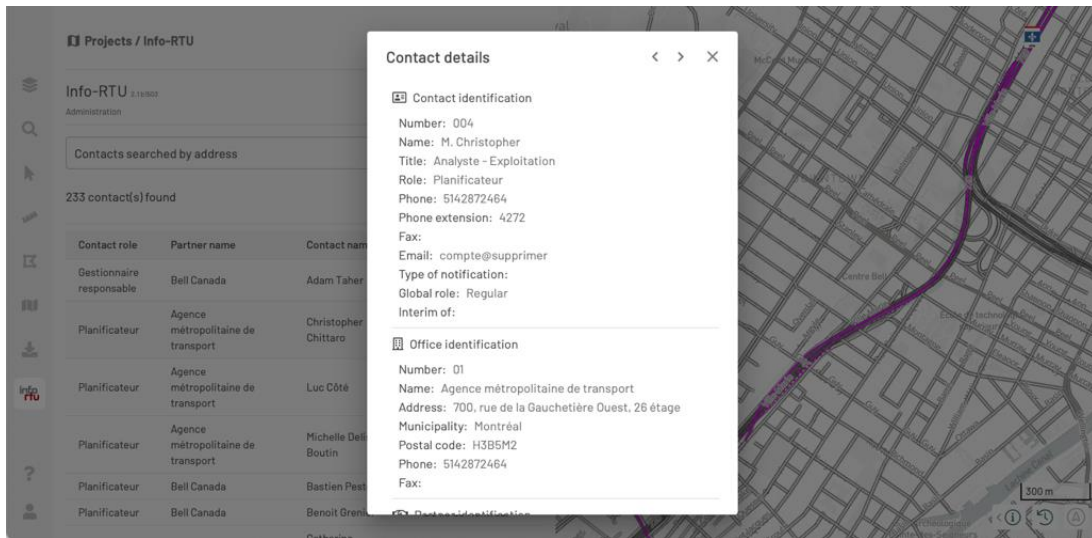
Contact role	Partner name	Contact name	Jurisdiction area
Gestionnaire responsable	Bell Canada	Adam Taher	BC CMM
Planificateur	Agence métropolitaine de transport	Christopher Chittaro	Agence métropolitaine de transport
Planificateur	Agence métropolitaine de transport	Luc Côté	Agence métropolitaine de transport
Planificateur	Agence métropolitaine de transport	Michelle Delisle-Boutin	Agence métropolitaine de transport
Planificateur	Bell Canada	Bastien Pestel	BC Île de Montréal
Planificateur	Bell Canada	Benoit Grenier	BC Île de Montréal





## The contacts table

The contacts table displays each contact in a row and four columns representing the following attributes: **Contact role**, **Partner name**, **Contact name**, and **Jurisdiction area**.

To open the details of a contact:

- Click on the contact you are interested in. That contact will be colored.
- Click on the contact again to open its Contact details card, which lists information identifying the person as well as his or her office and partner.



3. Click on  to display the details of the next contact in the table. You can browse through the contacts in the table using the  and  arrows.
4. Click on  to close the Contact details card.



# WORKING WITH PROJECTS

Info-RTU offers tools to work with projects throughout their life cycle:

- Creating a new project
- Editing a project
- Deleting a project
- Importing and exporting a set of projects

# Creating a New Project

## Section content

Positioning a project




Defining the details of a project

---

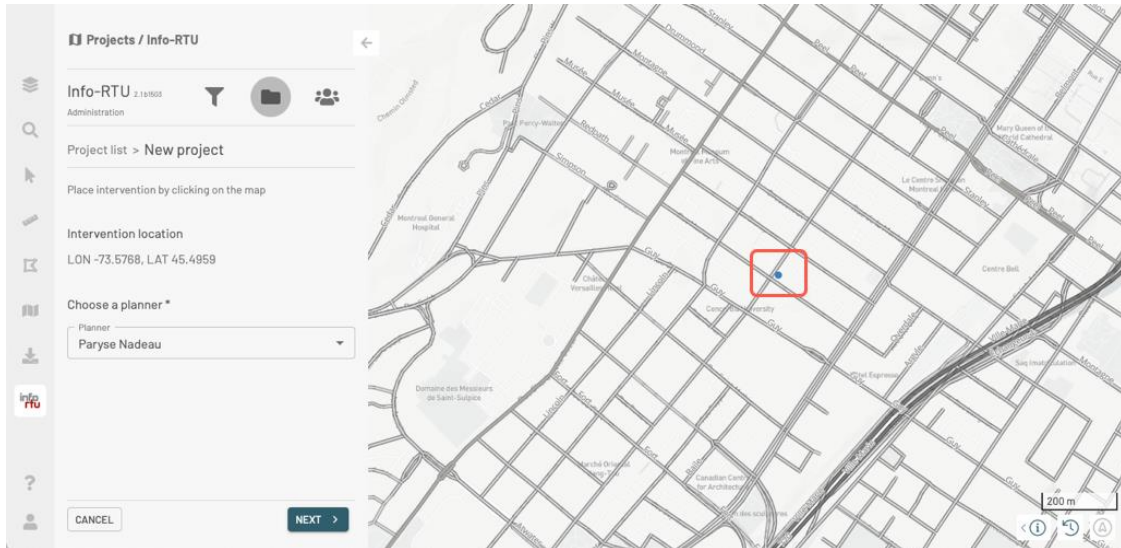
Adding, or creating a new project involves setting its specific location on the map, identifying the person in charge of the project, defining the project's spatial extent (\*empreinte spatiale), and entering descriptive information.

## Positioning a project

To create a new project:


1. Click on  **Info-RTU** in the lateral bar, then click on  to open the **Project** section.
2. Click on  **Add new project** to open the project creation interface.
3. Click on a point on the map to define the position of your project. The logotype of your company will appear at the location where you clicked. The geographic coordinates of this location, expressed in Latitude and Longitude values, are displayed in the panel. A mark is displayed at the chosen position on the map.
4. Select the project's **Planner** in the drop-down list.

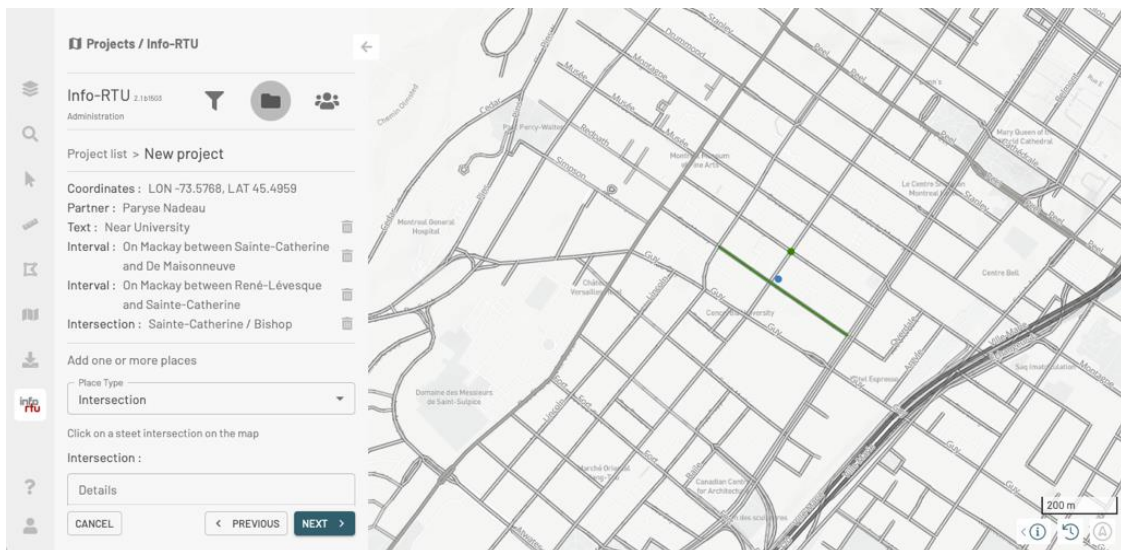




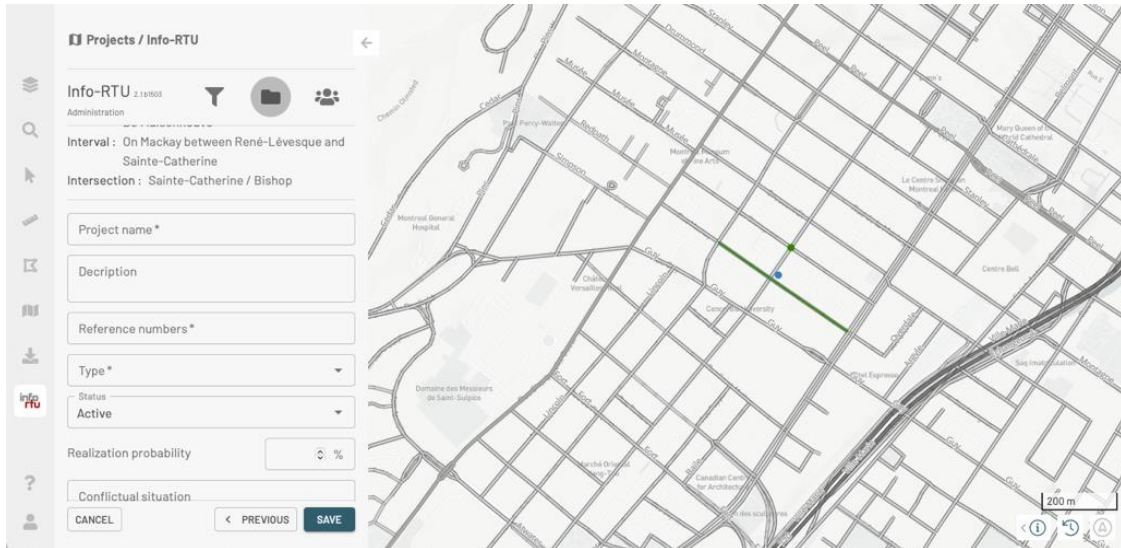
5. Click on **NEXT**.
6. Select the **Place Type** in the drop-down list. The options that are available in the list vary based on the Planner you selected at the previous step.

The spatial extent (*emprise spatiale*) of a project is defined by a set of different place types. The default place type is the Interval.

The Place types section details the various possibilities offered by Info-RTU. Each place type added is displayed in the project panel and on the map, in green. You can erase each place by clicking on .



7. Once the place types have been defined for the project, click on **NEXT**. The panel to enter the project's descriptive information is displayed. For details on each attribute to define in this panel, see Defining the details of a project.



8. Enter the project's information.
9. Click on **SAVE** to create the project. The project will be displayed in the Projects panel and on the map.

## Place types

The extent of the project (\*emprise du projet) can be defined using a set of place types, such as an interval, an approximate location, an address, an intersection, a polygon, or various road sections.

### Interval

An interval is a set of sections from the same street. To add an interval:

1. Select the starting section of the interval by clicking on it. Information on that section will be populated in the On, between, and fields. The selected section turns yellow.
2. Add other sections to the interval. All the selected sections must be part of the same street, otherwise a warning message will appear. The selected sections turn yellow. The On, between and information is updated each time a section is added.
3. If needed, add text to provide some details about the interval.
4. Click on **DELETE SELECTION** if you wish to delete the interval before adding it as a place type for the project.
5. Click on **ADD**. The interval is displayed in the panel and it turns green on the map.

OR

Click on **DELETE SELECTION** to erase the selected sections before adding them as a place type.

## Approximate location

You can define an approximate location using descriptive text. To do so:

1. Select **Approximate Location** in the drop-down list if you wish to add this type of location.
2. Enter text describing the approximate location of the place.
3. Click on **ADD**. This location is displayed as Text in the project panel and as a blue dot on the map.

## Address

To add an address as a place type:

1. Select **Address** in the drop-down list.
2. Enter the address. Civic number and Street name are required fields. Article (avenue, street, etc.) and Direction (north, west, south, etc.) are optional fields.
3. Click on **SEARCH** to search for existing addresses in the database.
4. Select the relevant address in the Address drop-down list.
5. If needed, add text to provide additional details about this location.
6. Click on **ADD**. The address appears in the project panel, and the street section on which the address is found is colored in green on the map.

## Intersection

To add an intersection:

1. Select **Intersection** in the drop-down list.
2. Click on a two-street intersection in the map. The intersection displays with an x in the map and with the street names in the panel.
3. If needed, add text to provide additional details.
4. Click on **ADD**. The intersection appears in the project panel and on the map as a green dot.

## Polygon

A polygon is a group of adjacent street segments that form a closed shape. In other words, the last section is adjacent to the first section. To define a polygon:

1. Select **Polygon** in the drop-down list.
2. Select the first street section of the polygon. The selected street section turns yellow.
3. Select the following section. It must touch the street segment you already selected.
4. Select the next segments. Each segment must touch the previous one.
5. Select the final segment. It must touch the previous segment and also the very first segment selected in order to close the polygon.
6. If needed, add text to provide additional details.
7. Click on **ADD**. The street names of the segments that form the polygon are displayed in the project panel. The polygon is colored in green on the map.

OR

Click on **DELETE SELECTION** to delete the selection of segments before adding them as a place type.

## Sections

This place type is a collection of street sections belonging to different streets. To define this type of place:

1. Select **Sections** in the drop-down list.
2. Select the sections that form the desired location.
3. Add text to provide additional details (this text is required).
4. Click on **ADD** to add the sections as a place type. In the map, the sections turn green.

OR

Click on **DELETE SELECTION** to delete your selection of sections before adding them as a place type.

## Defining the details of a project

The panel to enter descriptive information about the project contains required attributes, indicated by an asterisk (\*) as well as optional attributes.

**Projects / Info-RTU**

Info-RTU 2.1b1503  
Administration

Project list > New project

Coordinates : LON -73.5768, LAT 45.4959  
 Partner : Paryse Nadeau  
 Text : Near University  
 Interval : On Mackay between Sainte-Catherine and De Maisonneuve  
 Interval : On Mackay between René-Lévesque and Sainte-Catherine  
 Intersection : Sainte-Catherine / Bishop

Project name\*

Description

Reference numbers\*

Type\*

Status  
Active

Realization probability  %

Confictual situation

Phase\*

Estimated duration

Start date  
10/20/2021

End date  
10/20/2021

CANCEL < PREVIOUS SAVE

## Project name

Enter the street where the project is located and its limits (... street from ... to ...) or enter the intersection.

## Description

Indicate the nature of the work.

## Reference numbers

This number must be unique to each project. Use a sequence for the whole of your projects.

## Type

In the drop-down menu, select the most appropriate type, to the best of your knowledge.

### **Status**

Select the status of the project in the drop-down menu.

### **Realization probability**

Indicate, as a percentage value, the probability the project will be completed.

### **Conflictual situation**

If the project is in conflict with another project, indicate the conflict, then notify the partners to coordinate these projects. If this doesn't apply, leave the field blank.

### **Phase**

In the drop-down menu, select the current phase of the project.

### **Estimated duration**

Enter the planned duration of the project.

### **Start date and End date**

Select the dates in the calendar.

# Editing Projects

## Section content

Copying a project

Editing a project

Project status

Batch updating the descriptive data of projects

---

You can modify different aspects of the projects to which you have the appropriate access permissions.


- You can copy a project, change its location and its attributes (status, person in charge, etc.).
- You can batch edit a set of projects you have selected.

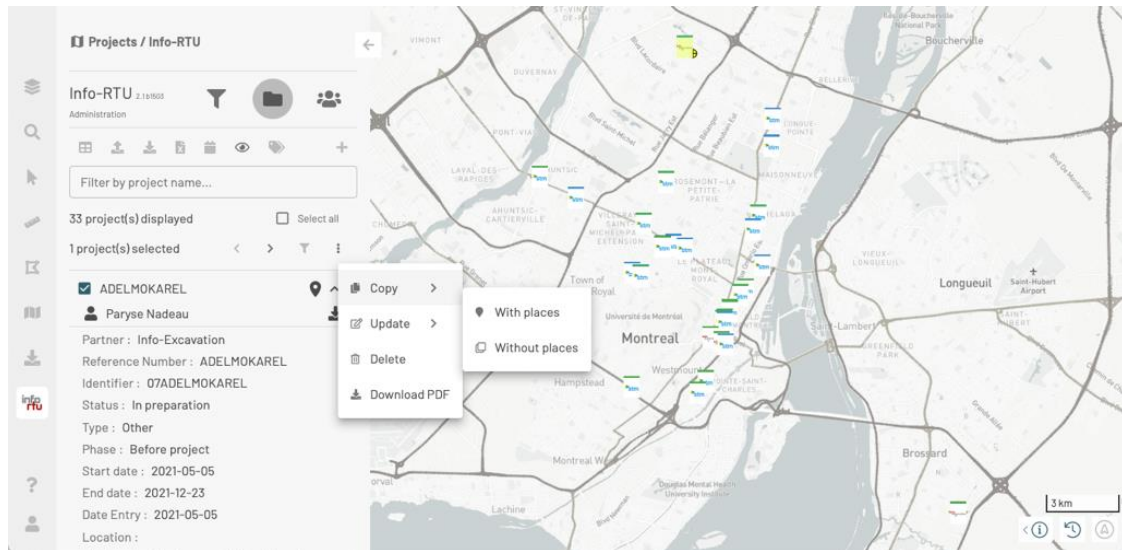
## Copying a project

Copying a project consists of creating a new project with the same details as an existing project. This allows you to:

- Quickly repeat a project at the same location;
- Create a new project planned at a different location from another similar project.

The process is similar to creating a new project:

1. Select the project you wish to copy in the **Projects** panel or in the table of projects.
2. Click on  to open the menu with the features that are available to you.



3. Click on **Copy**. Two options are available to you: **With places** or **Without places**.

## Copying a project with the same places as the original project

1. Click on **With places** if you wish to copy the project with the current places. The panel to create a new project opens. It displays the geographic coordinates of the company's logotype and of the project planner.
2. Click on a point in the map to change the location of the logotype of the new project and therefore avoid superimposing it on the logotype of the original project.
3. Change the **Planner** if needed.
4. Click on **NEXT** to display the original project's places.
5. Add or change the places, as needed.
6. Click on **NEXT** to display the panel with the project's details. The attributes of the original project are displayed.
7. Change the **Project name** if the limits of the project have changed.
8. Give the project a unique **Reference number**.
9. Identify any **Conflictual situations** with any of the partners' projects and edit the **Description** of the project if there have been any changes.
10. Change the **Status** of the project.
11. Click on **SAVE**. The new project is displayed in the projects panel and on the map.




## Copying a project without the original project's places

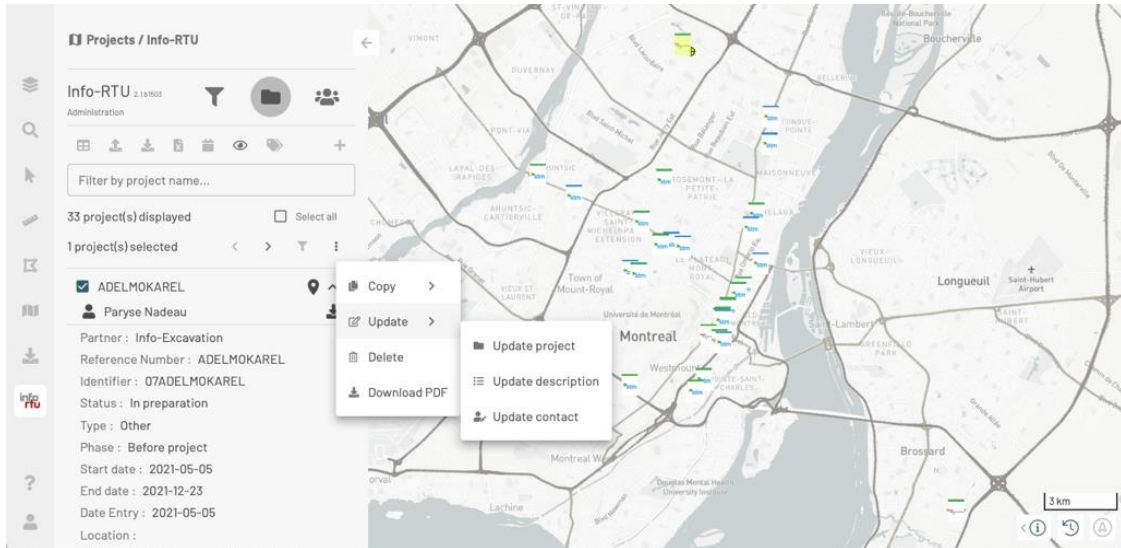
1. Click on **Without places** if you wish to copy the project without the current places. The panel to create a new project opens. It displays the geographic coordinates of the company's logotype and of the project planner.
2. Click on a point in the map to change the location of the logotype of the new project and therefore avoid superimposing it on the logotype of the original project.
3. Change the **Planner** if needed.
4. Click on **NEXT** to display the panel containing the data on the places. No place is defined for the project.
5. Add places to the project. For details on the types of available places, see [Creating a New Project](#).
6. Click on **NEXT** to display the panel with the project's details. The attributes of the original project are displayed.
7. Change the **Project name** if the limits of the project have changed.
8. Give the project a unique **Reference number**.
9. Identify any **Conflictual situations** with any of the partners' projects and edit the Description of the project if there have been any changes.
10. Change the **Status** of the project, if needed. The Project status section offers a description of each available status.
11. Click on **SAVE**. The new project is displayed in the projects panel and on the map.

## Editing a project

You can modify different aspects of a project. In general, editing a project is similar to creating a new project, and it involves the same panels.

To edit a project:

1. Select the project you wish to edit in the **Projects** panel or in the projects table.
2. Click on  to open the menu of available features.

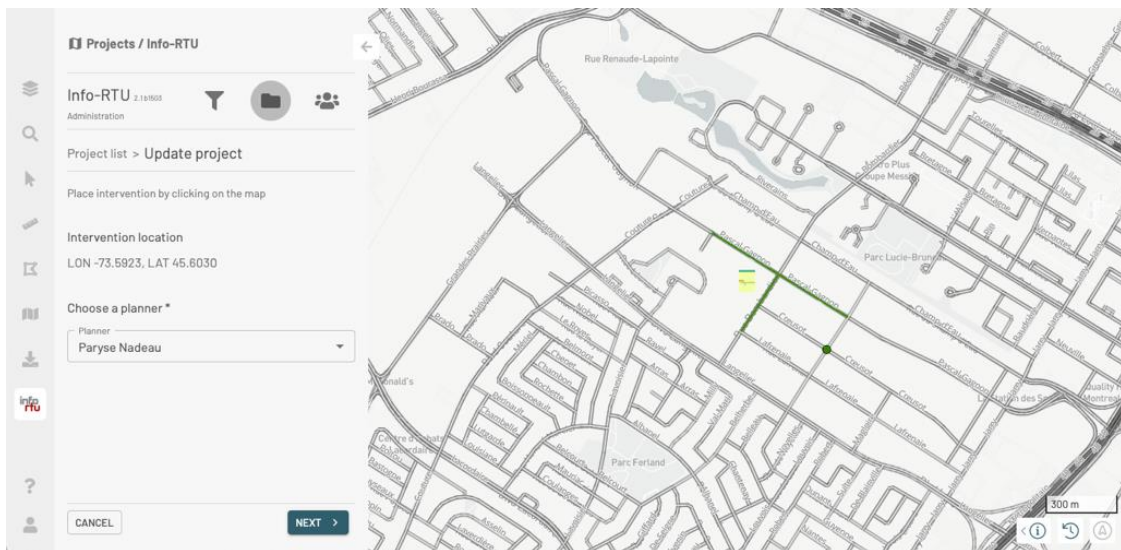


3. Click on **Update**. Three options are available: **Update project**, **Update description** and **Update contact**.

## Update project

This feature allows you to change the project's location, the places it includes, and the project's details.

1. Click on **Update project** to display the **Update project** panel.

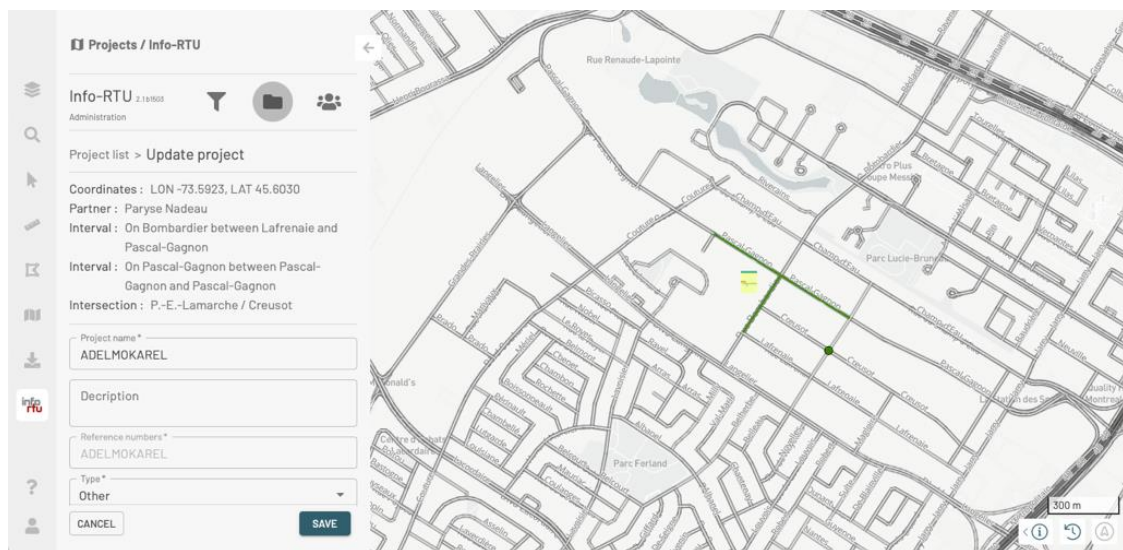


2. Click on the map if you wish to change the project's location. A mark appears at the selected location, and the new coordinates, expressed in Latitude and Longitude values, are displayed in the panel.
3. Change the project **Planner** if required.

4. Click on **NEXT** to define the project places.
5. Define the project's places. For details on the available types of places, see Creating a New Project.
6. Click on **NEXT** to edit the project's details, as needed.
7. Edit the details of the project. You must not change the project's Reference number.
8. Change the status of the project, if needed. The Project status section offers a description of each available status.
9. Click on **SAVE** to save the changes made to the project.

## Update description

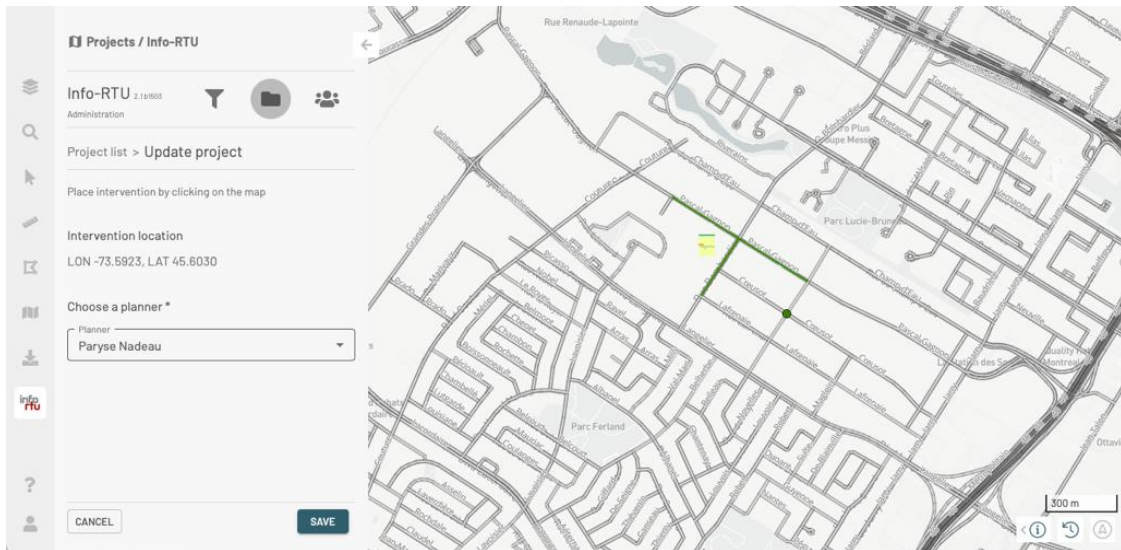
1. Click on **Update project** to display the **Update project** panel in the project details section.



2. Edit the details of the project. You must not change the project's Reference number.
3. Change the status of the project, if needed. The Project status section offers a description of each available status.
4. Click on **SAVE** to save the changes made to the project's details.

## Update contact





1. Click on **Update contact** to display the **Update project** panel.



2. Select a new project planner.
3. Click on **SAVE** to save the changes made to the project.

## Project status

There are 4 types of statuses for a project. Project statuses are defined using a color code in the bar located above the organization's logotype.

	<p><b>Blue</b></p> <p>Project in preparation</p> <p>Shared with the partners who have access to the project in preparation</p>
	<p><b>Green</b></p> <p>Project is active (work to come)</p> <p>Shared with the partners who have access to the project</p>
	<p><b>Red</b></p> <p>Project completed (the people in charge must change the project status)</p> <p>Shared with the partners who have access to the project</p>
	<p><b>Black</b></p> <p>Project cancelled</p> <p>Shared with the partners who have access to the project</p>


Select the status of your project:

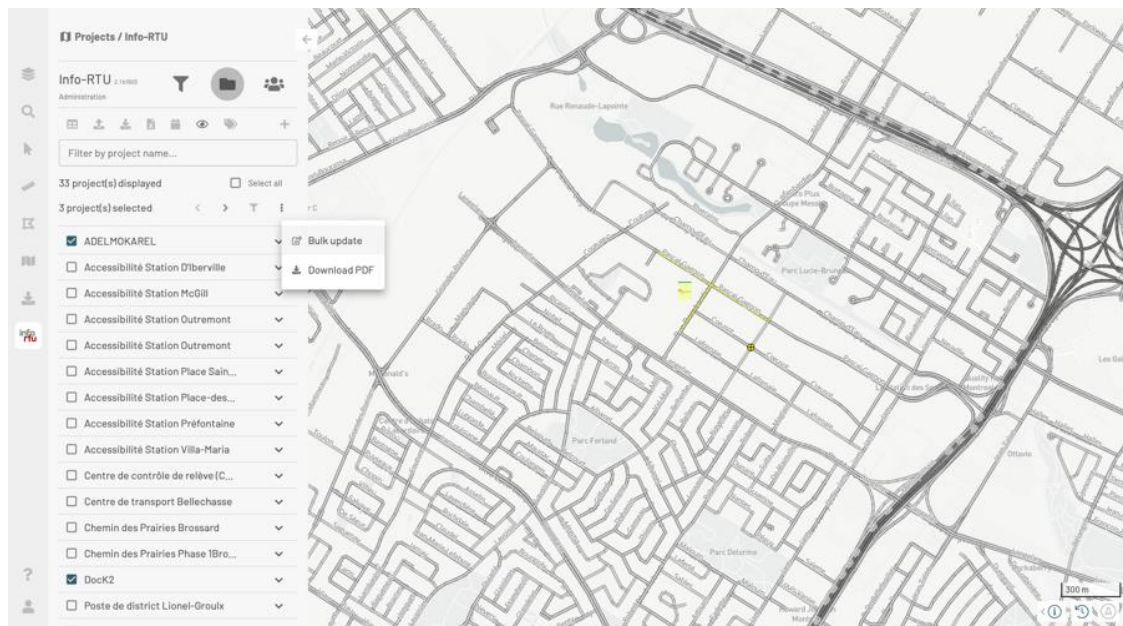
- To make the project visible to the other partners, select the **Active** status.

- To cancel the project, select the **Cancelled** status.
- When your project has been completed, change its status to **Completed**.

## Batch updating the descriptive data of projects

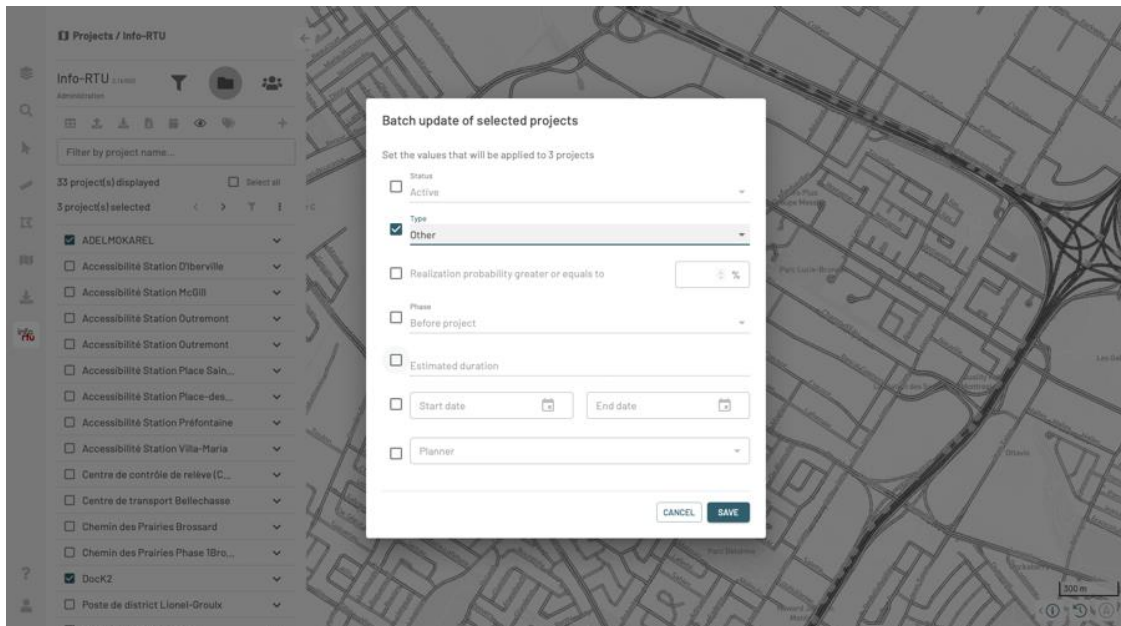
You can batch update the descriptive data of projects to which you have the required access permissions. To do so:

1. In the Projects panel, select the projects whose information you wish to edit.
2. Click on the  menu. If you select projects you have permission to edit, the menu offers the Bulk update option. If your selection includes a project you do not have permission to edit, this option will not be displayed.



3. Click on **Bulk update** to open the editing form.
4. Select the attributes you wish to edit and enter the new values.






5. Click on **SAVE** to save the changes. A message asks you to confirm your intention to update the data.
6. Click on **OK** to proceed with the update.

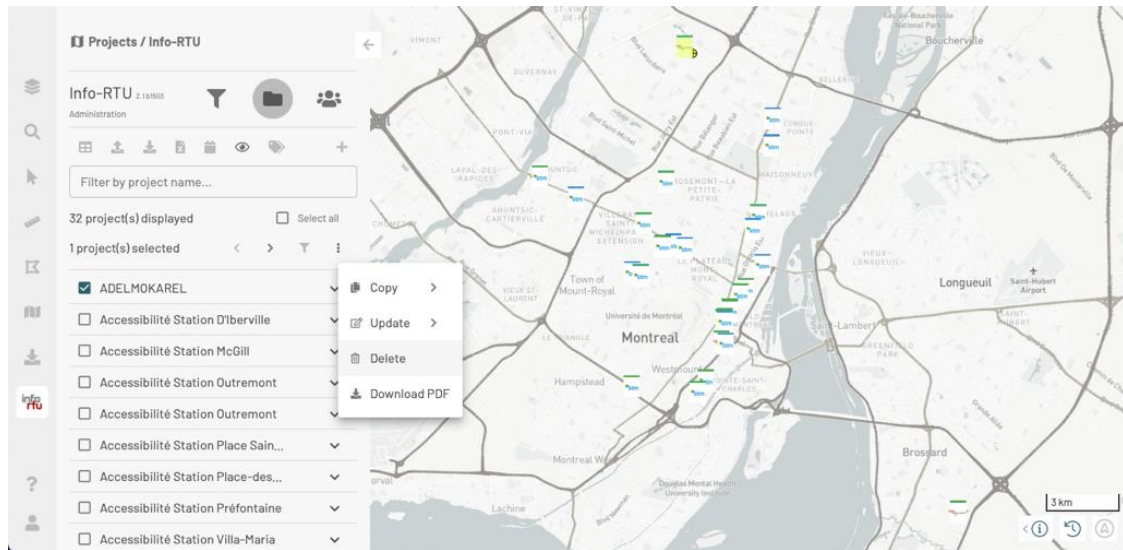
# Deleting a Project

You can delete a project only when its Status is **In preparation**.

You must also have the appropriate permissions in order for the **Delete** option to be displayed for a project.

To delete a project:

1. Select the project to delete in the **Projects** panel or in the projects table.
2. Click on  to open the menu of available features.



3. Click on **Delete**. A window opens and asks you to confirm your decision to delete the selected project.
  4. Click on YES to delete the project.
- OR
- Click on **NO** to cancel the deletion of the project.

# Importing and Exporting a Set of Projects

## Section content

[Importing a set of projects from an Excel file](#)

[Excel file structure](#)

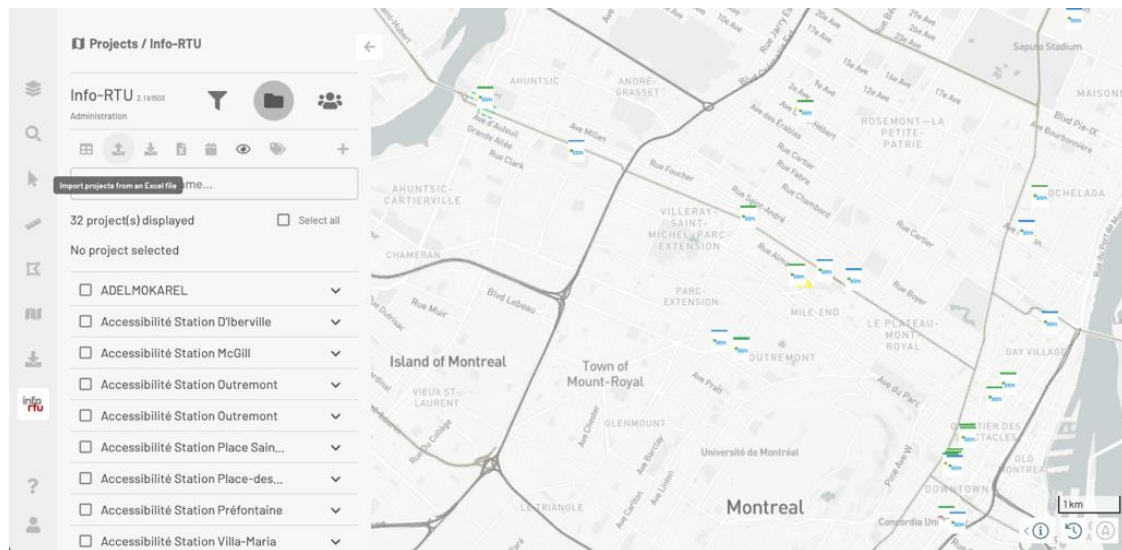
[Exporting projects in Shapefile format](#)

Certain features allow you to load and export large volumes of data. Indeed, by loading data from an Excel file and exporting data in Shapefile format, you can structure and analyze the data using other tools.

## Importing a set of projects from an Excel file

This feature allows users with the appropriate permissions to import projects in Info-RTU from an Excel file (.xls and .xlsx formats).

The feature is accessed via the **Info-RTU** panel in the **Projects** section.



To import projects, follow these steps:

1. Click on  **Import projects from an Excel file**. A window opens, allowing you to select the Excel file.

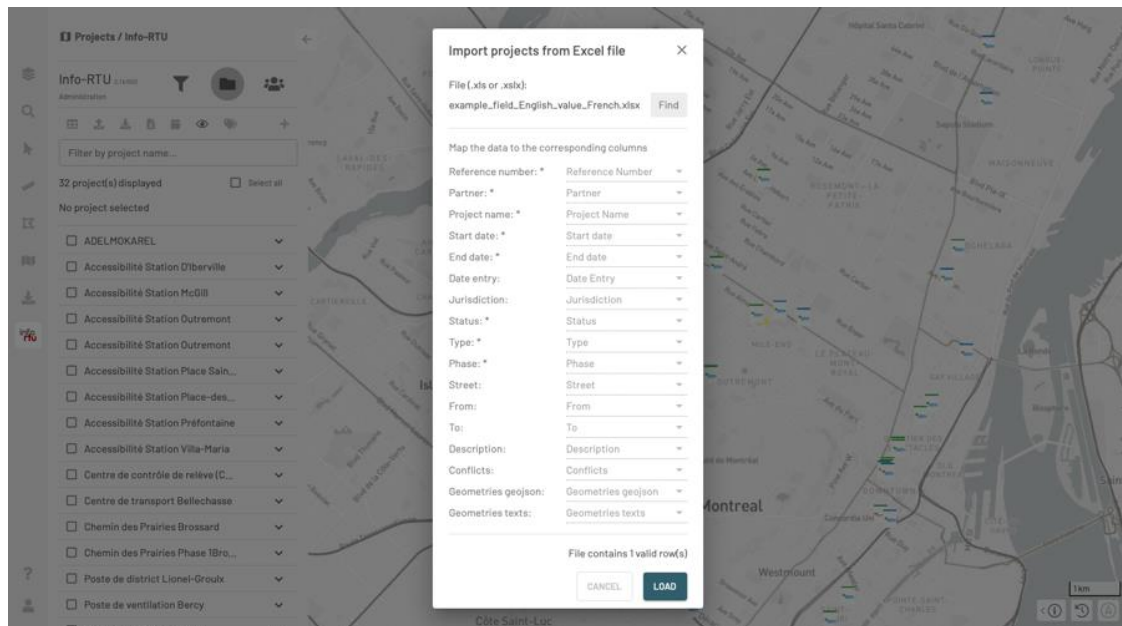


2. Select the Excel file. The importation window automatically opens. The number of valid lines (which match the number of projects) is indicated at the bottom of this window.

If the format of the chosen file matches Info-RTU's format, all the fields will be automatically populated, and editing will be disabled for these fields.

If the format of the chosen file is different from Info-RTU's format, the user must enter data in all the required fields that have an asterisk (\*).

3. For each of the projects' attributes, select the corresponding column in the file in order to associate the projects to the file's data.



4. Click on **LOAD**. A message displays, indicating the successful importation of the projects and any errors encountered.
5. Click on **OK** to close the window. The imported projects are displayed in the Projects panel and on the map.

Info-RTU performs many steps automatically, without any action on your behalf. Data processing involves the following steps:

- Verifying user permissions.
- Validating descriptive attributes and populating empty fields with default values.
- Validating that the location refers to the existing geobase.
- If the application does not find the location with the names determined by the **Street**, **From**, **To** attributes, the project is not imported.
- Place the logotype at the center of all the project's places.

- Save the Rapport.xls file on the user's workstation.

This file contains all the data of the rejected projects.

This file can be reused for importation purposes. For instance, if the project was not imported due to an error in the street name (e.g. Belair instead of Bélair), you can simply edit the street name and reimport the data by choosing this file.

## Excel file structure

The Excel file must have a specific structure in order for the projects to be imported successfully.

The file can contain the names of fields (columns of the Excel file) in French or in English. The table below shows the field names in French and in English, as they appear in the Info-RTU database. You can give different names to the fields in your Excel file, but you must establish a correspondence between the columns of the Excel file and the fields in the database.

The data of the projects (each line in the Excel file corresponds to one project) can also be in English or in French, except for the data of the **Status**, **Type** and **Phase** fields, **which must be in French** and must also match existing data in Info-RTU's database.

The following table shows the names of the fields in French and in English. It also indicates which fields are required, which means that each record (or line in the Excel file) must contain a value. The formatting requirements of certain fields are also provided.

French	English	Required value	Format
Numéro de référence	Reference number	*	Maximum number of characters: 15
Partenaire	Partner	*	
Nom du projet	Project name	*	Maximum number of characters: 109
Date de début	Start date	*	yyyy-MM-dd
Date de fin	End date	*	yyyy-MM-dd
Date de saisie	Data entry		yyyy-MM-dd
Juridiction	Jurisdiction		Maximum number of characters: 200
<b>Statut</b>	<b>Status</b>	*	
<b>Type</b>	<b>Type</b>	*	
<b>Phase</b>	<b>Phase</b>	*	

Rue	Street		
De	From		
À	To		
Description	Description		Maximum number of characters: 750
Conflit	Conflicts		Maximum number of characters: 4000
Géométrie geojson	Geometries geojson		Each object must be in a table (array). You can add multiple geojson objects.
Géométrie texts	Geometries texts		Each text entry must be in double quotes and must be included in a table. The number of elements in this table must be equal to the number of tables in the geojson geometry.

Some fields are linked to one another. If you enter a value in the **Geometries geojson** field, you must also enter a value for the **Geometries texts** field.

The following figure shows an example of an Excel file structure.

The screenshot shows an Excel spreadsheet with the following data table:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Reference Number	Partner	Project Name	Start date	End date	Date Entry	Jurisdiction	Status	Type	Phase	Street	From	To	Description	Conflicts	Contact	Geometries geojson	Geometries texts
1	JC_Test_EN	Info-Excavation	test geojson #1	2010-01-01	2010-12-31	2021-05-06	Saint-Lambert	En préparation	Autre	Planification annuelle				test geojson		Robert Dion	[{"coordinates": [{"x": 73.5, "y": 45.5}, {"x": 73.51, "y": 45.5}, {"x": 73.51, "y": 45.51}, {"x": 73.501, "y": 45.501}, {"x": 73.511, "y": 45.501}, {"x": 73.511, "y": 45.512}], "type": "LineString"}]	["Test Geojson 1", "Test Geojson 2"]
2																		
3																		
4	Report Production Date : May 18, 2021, 11:45:19 AM Author :																	
5																		

## Exporting projects in Shapefile format

Users can export the projects displayed in the **Projects** panel in Shapefile format to process the data using other software.

This feature is accessed from the **Projects** section of the **Info-RTU** panel when projects are displayed in the panel.

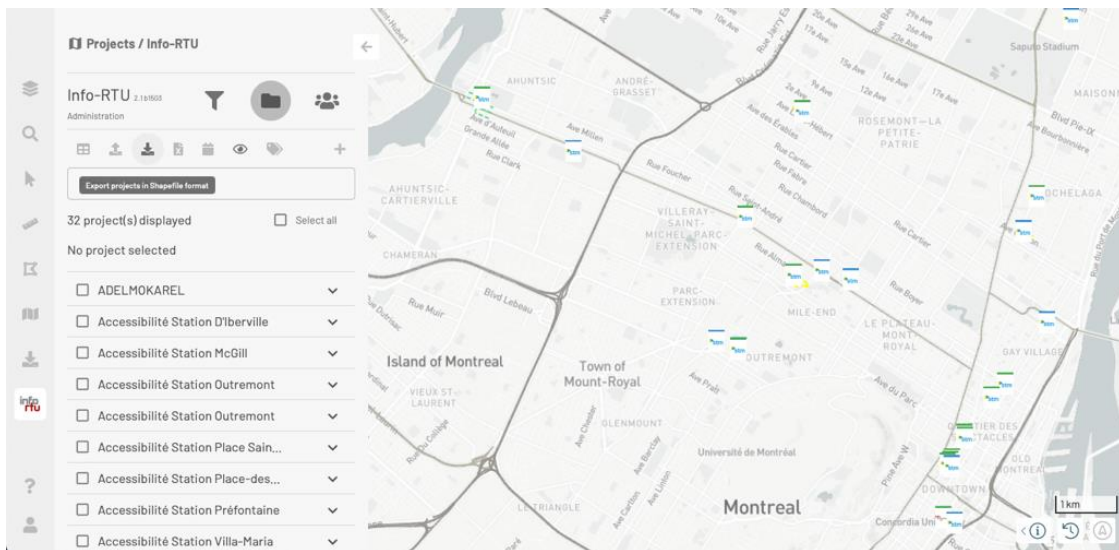
To export projects:

1. Click on  Export projects in Shapefile format.

A folder is automatically downloaded to your computer. This folder contains the files that make up the Shapefile, which can display three layers:

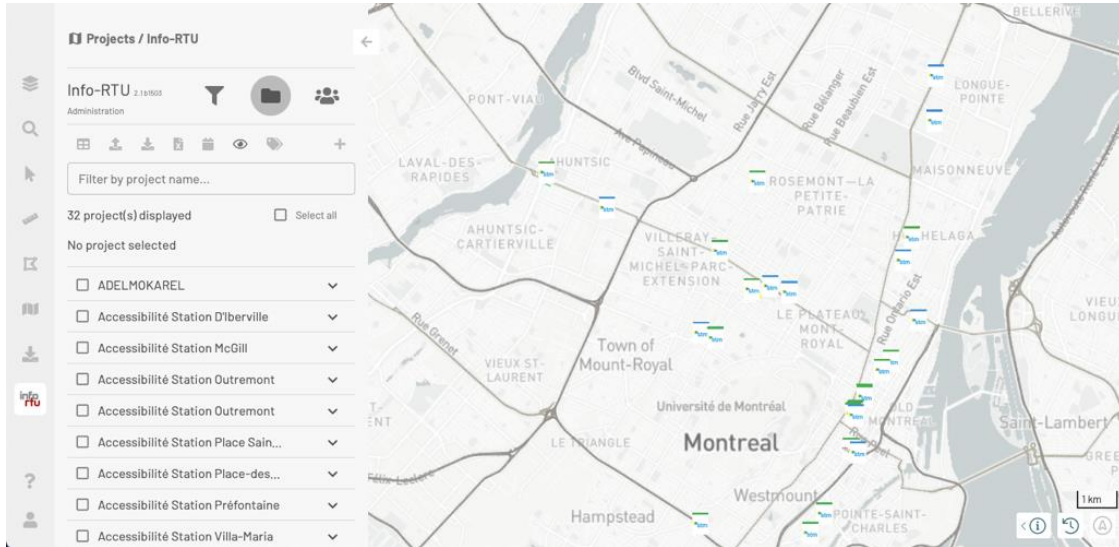
- A layer of points, which contains the positioning of the projects' logotypes;
- A layer of lines, which contains the positioning of the projects' street sections;
- A layer of points, which contains the positioning of the projects' intersections.

**Note:** The characters in the Shapefile are encoded based on the ISO 8859-1 standard. Select this option to properly display the data of the Shapefile in your GIS software.



# HELP AND SUPPORT

For detailed help with NG's different tools, please refer to the application's user manual, which can be accessed from the **Help ?** section in the lateral bar.



For all other technical questions regarding the use of Info-RTU Web, including its business rules, please use this [Information request form](#).