

# User Guide



Application  
Web & mobile

Summary

## Web application

1. Log in	3
2. The interface	4
3. Create a site	5
4. Manage a site	6
5. Photos	8
6. Documents	9
7. Imports	10
7. Classify your sites	10
8. Card(s)	11

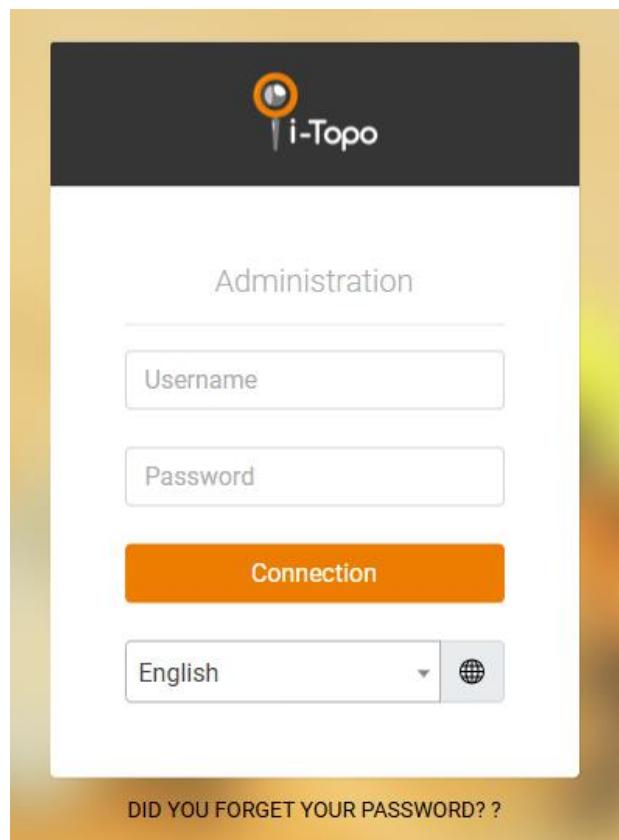
## Application Mobile

1. Sites and photo taking	13
2. Menu	24
3. Card(s)	25
4. Urgency	26
5. Transfer	26
6. Preferences	26
7. Help	27
8. Offline mode	27
9. GDPR	28
10. Practical advice	28

# Web application

## 1. Log in

- To log in, go to the [www.en.i-topo.com](http://www.en.i-topo.com) website :
- Click on "**Log in**"
- On this page, you will be asked for your username and password.



## 2. The interface

Now that you are logged in, you enter the "**i-Topo**" web application. We will describe all the features of the app one after the other.

As soon as you log in, you will find several tabs: "**Sites**", "**Files**", "**Map**", "**Exports**", "**Imports**", "**Account**" and "**Structure**"

- "**Sites**": list of sites classified by date of modification or in alphabetical order
- "**Files**": grouping the sites into files (by customer, year, purchase order, etc.)
- the "**Map**": vision map displaying all the shots with an intuitive search engine to find the data easily
- "**Exports**": all exports made in the last 7 days
- "**Imports**": a library of plots that can be added to sites and the global map
- "**Account**": personal account login information, security, and preferences
- "**Structure**": contact details of the structure, space to create user profiles, security features, modify the structure's tags

### 3. Create a site

By logging in, you enter the list of your current projects by default. To create a new site, click on "**Create a site**":

The screenshot shows the 'Create a site' interface. On the left is a sidebar with icons for i-Topo, Sites, Folders, Map, Exports, Imports, Account, and Company. The main area has fields for Site name, Address, Start and End coordinates, Postcode, City, Client/Service, Manager, Description, and Tags. A map shows the site location with a red marker. Buttons for 'Cancel' and 'Save' are at the bottom.

**Qualify your site.** Not all information is mandatory, but the more qualified your site is, the easier it will be to find it in your files. For example, feel free to add a full description.

You must also choose one or more tags (drinking water, heating network, marking/staking, etc.).

"Tag visibility when shooting" fields: You can determine whether when adding a shot, the user sees only the jobsite tags or all available tags.

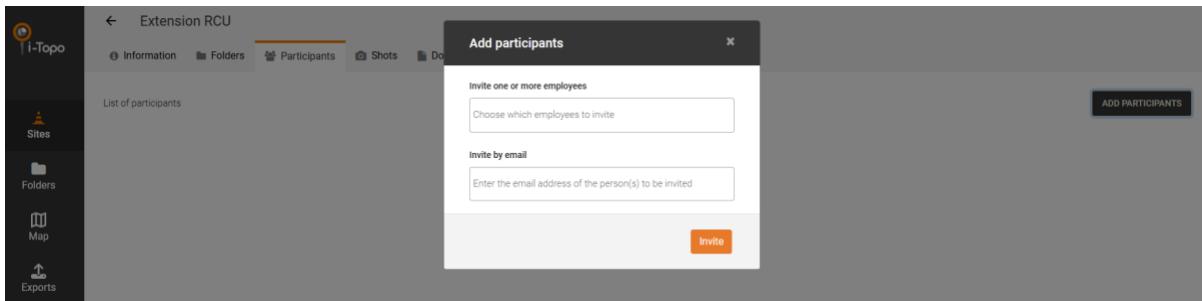
"Default site tags" fields: By default, tags are checked when a shot is added. If checked "No", in this case, the user will have to check the available tag(s).

To continue, click "**Save**."

## 4. Manage a site

- Info tab: edit site information
- Folders tab: attach the site to a folder
- Participants tab: view and modify participants with access to the site

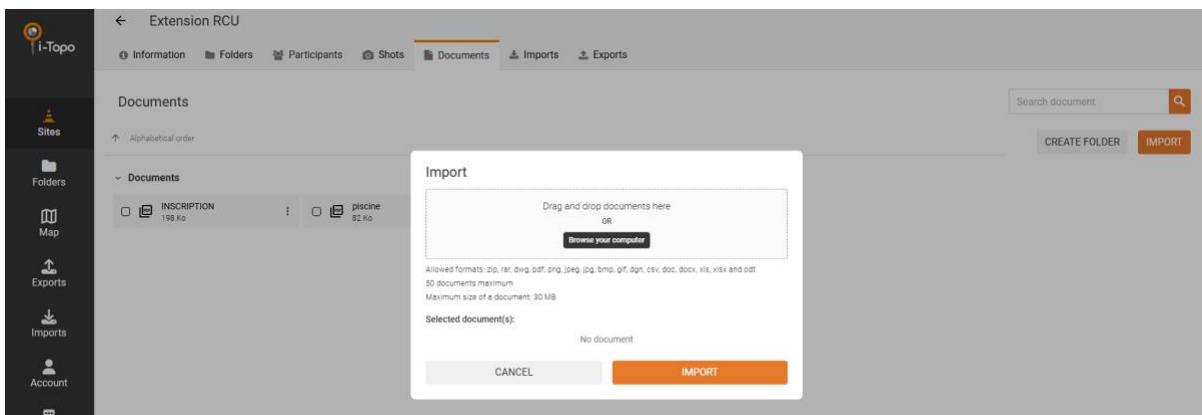
As the creator of the site, you can invite internal collaborators and/or external structures (by email) to access your site.



Note that guests can also invite participants to the site.

- Photo tab: vision listing or map of the shots added with a search engine to filter the data
- Documents tab

You can add a document or a complete folder that will be instantly accessible on the mobile app. Documents can be filed into folders.



- Imports tab: import a layout on the site in KML / KMZ format which will appear as an additional layer on the site map on web and mobile.
- Exports tab: generate partial or full data exports in different formats



Once your site is finished, you can "**Fence**" it. To find it, simply search in your "**Fenced sites**". The closure of a site is not definitive since you can "**Make it Active**" again.

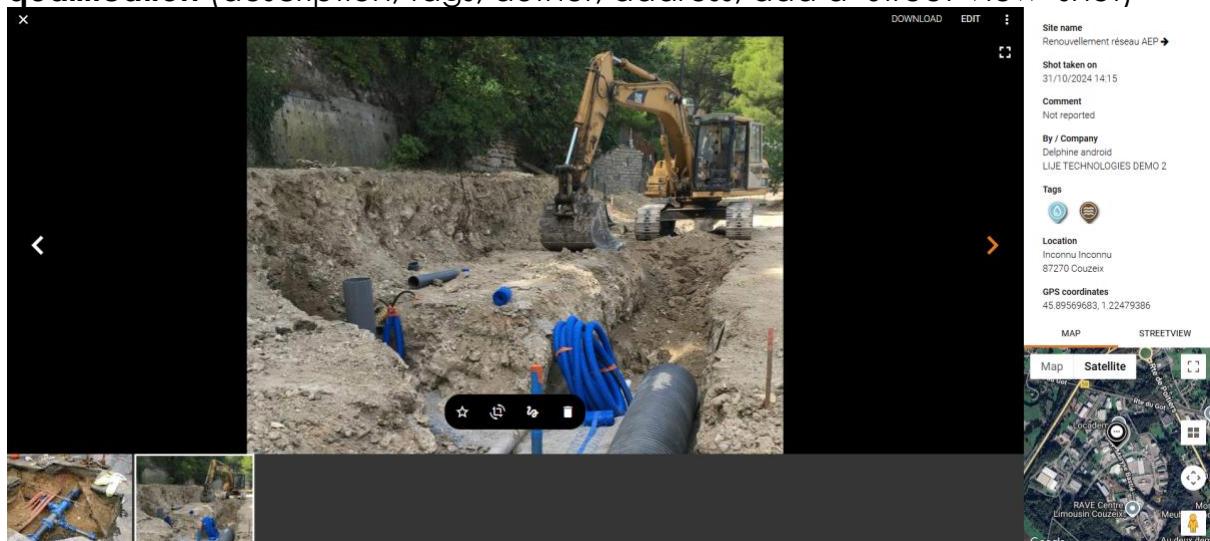
On the page displaying the list of your sites, you can select several sites that you want to "**Close**" or "**Delete**"

## 5. Photos

When you click on your site, you have access to all the shots, several actions are possible:

- "Download"** the selected shot(s) to your computer or send the download link by email
- "Delete"**: To delete an unnecessary shot or photo
- "Move"**: If the shot is not in the right job, then you can move it
- "Duplicate"**: to copy this shot to another job site
- "Generate"**: will allow you to edit an export in the chosen format with the selected shot(s)

By clicking on the shot, you can view all the photos, you will access the same options as on the previous page with, in addition, the possibility to **Modify its qualification** (description, tags, author, address, add a "Street View" shot)



A **graphic palette** is available to modify the photos:

- **"Cover photo"** : this is the first photo of the shot that appears on the site page
- **"Crop"** to crop the photo or **"Rotate"** it 90°
- A **"Pencil"** tool allows you to draw on the photo

## 6. Documents

In each site, there is a "Documents" tab in which you can add, consult and download the documents necessary for your site monitoring. Documents can be filed into folders.

It is also possible to import complete files (up to a limit of 50 documents per import)

The following formats are allowed: zip, rar, dwg, pdf, png, jpeg, jpg, bmp, gif, dgn, csv, doc, docx, xls, xlsx, and odt

If your site is collaborative, the different structures can access it on the web platform and the mobile app in real time.

## 7. Imports

You can import files in KML / KMZ format for consultation on your site map on the web and mobile.

It is then possible to import data types: linear, point and areas

## 8. Classify your sites

By default, the sites that appear are the "**In Progress**" sites. You can access other job sites through the filters.

If you want to change your default view, you can customize it in your "Account" tab.

You can search for a site using "**Keywords**", its "**Status**" (In progress or closed), its "**Type**" (Collaborative or Private), the date or the tags. By clicking on "More criteria", other filters will be available.

If you have activated individual profile management, in this case you can display "All sites" or only the sites that you are the creator of and to which you are invited ("My sites") via the "sites" filter. To change the default view, go to the account tab and then preferences.

To confirm your search, click on "**Filter**".

To remove all filters, click "**Reset**".

## 9. Map

Below the "**Sites**" tab on which you arrived automatically when you logged in, you can also access the "**Map**" tab which brings together your database.

A photo carousel is available by clicking on the "Shots" button at the bottom of the screen to preview the photos added to the area you zoomed in.

On the left, different filters allow you to easily find the shots, such as: keywords, dates, tags, the name of the structure or the name of the author for example. Once you have set your filters, you click on "Filter" and the map will automatically adapt.

If you added paths in the Imports tab, you'll see them appear as an additional layer for viewing.

# Application mobile

To log in to the mobile application, as with the web application, you must fill in your credentials and then click on "**login**".



## 1. The sites

### *List of sites*

The mobile application will open directly on your current sites. The site is qualified by its name, the tag(s) concerned, its date of modification, the name of the person in charge and **an icon**, if it is collaborative.

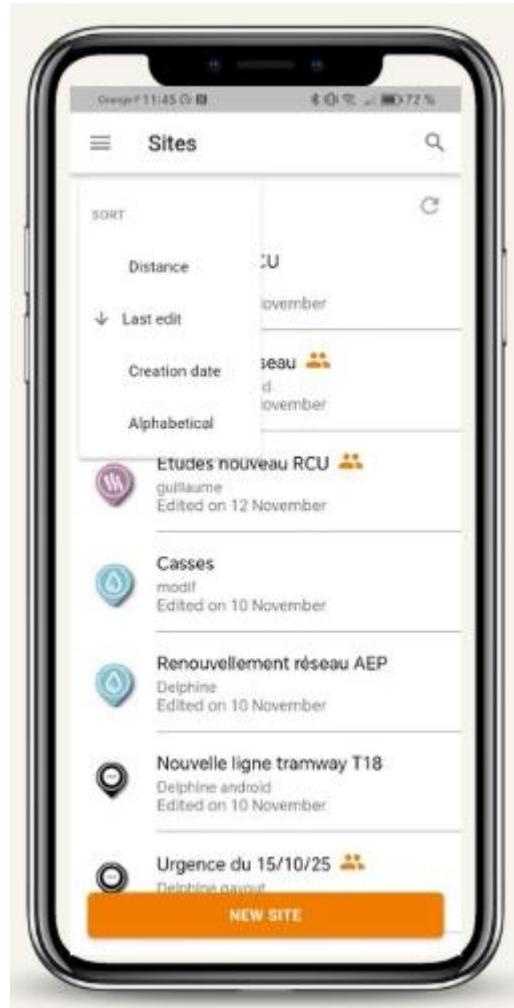


If no site has been created before, this list will be empty.

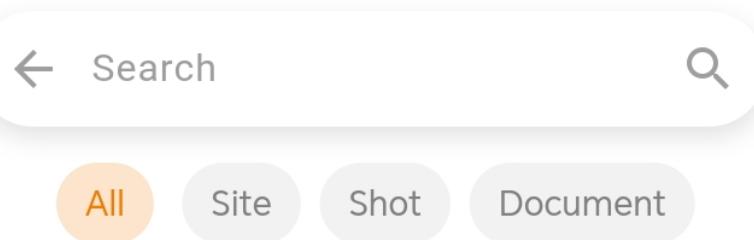
## Search for a site

To find the site you are interested in, you have two options:

- Sort your sites (by distance, modification date, creation date or alphabetical order)

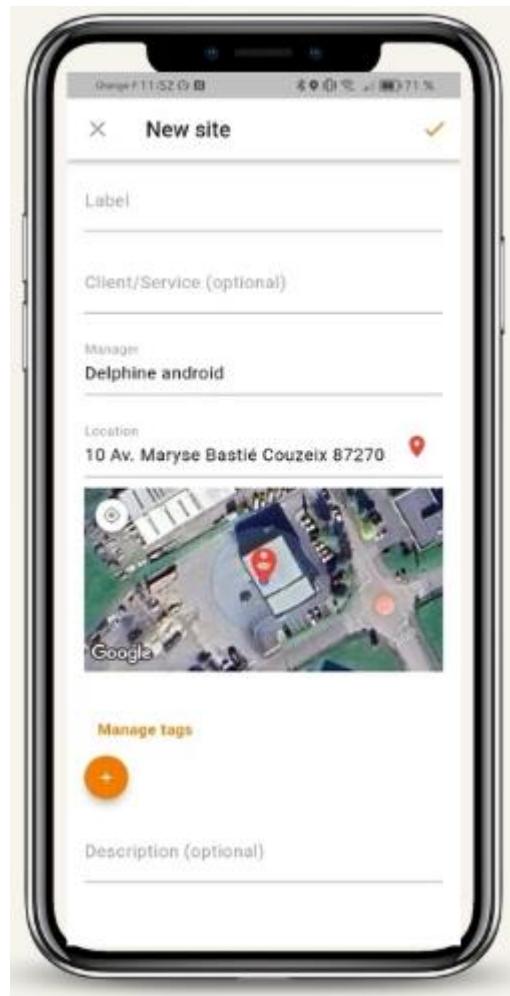


- by the search engine



## Creation of a site

You can create your sites via the mobile application, then click on new site.



**Label** : Name your site / **Client** : this field is optional

**Responsible** : By default the name of the mobile user will appear

**Location** : by default i-Topo will offer you the geolocation of where you are

**Tags** : you will have to at least select an icon

**Description** : Optional but valuable field for managing your database.

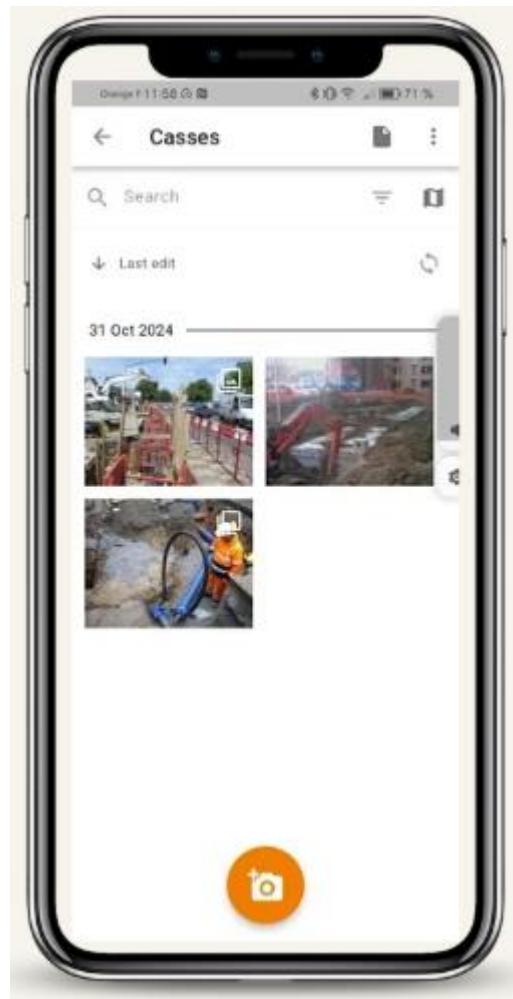
**Tag visibility during a shoot** : You can determine whether when adding a shot, the user sees only the jobsite tags or all available tags.

**Default checked** : checked yes by default so the tags are checked when adding a shot. If checked "No", in this case, the user will have to check the available tag(s).

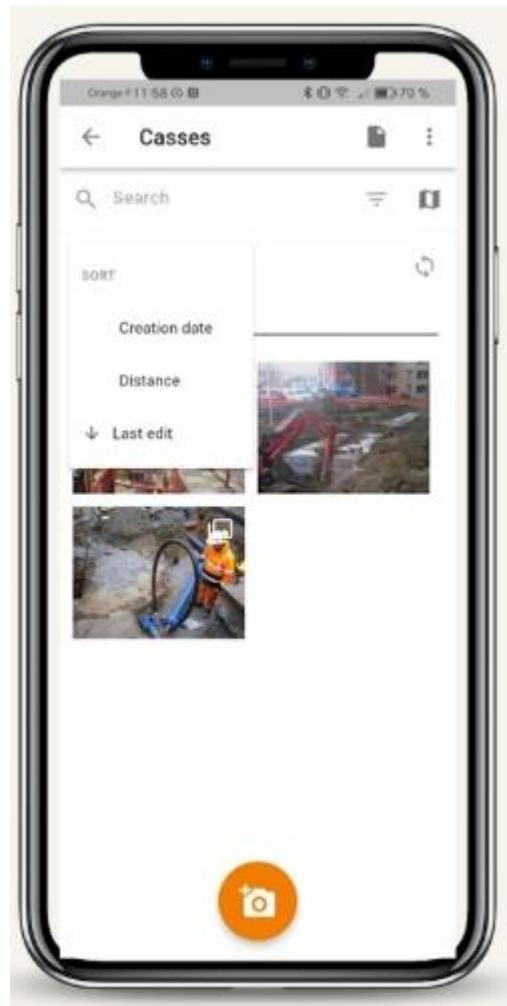
### *Site monitoring*

By selecting a site, you enter the site's logbook.

You have access to all the photos and documents of the site.



Shots are sorted by modified date by default, but you have the option to sort them by distance (relative to your location) or by date of creation.



In each site, you can also consult and download the various PDF documents (quotes, plans, meeting minutes, etc.) that have been added.

As well as the shots, the different participating structures can add as many documents as they need from the web platform.

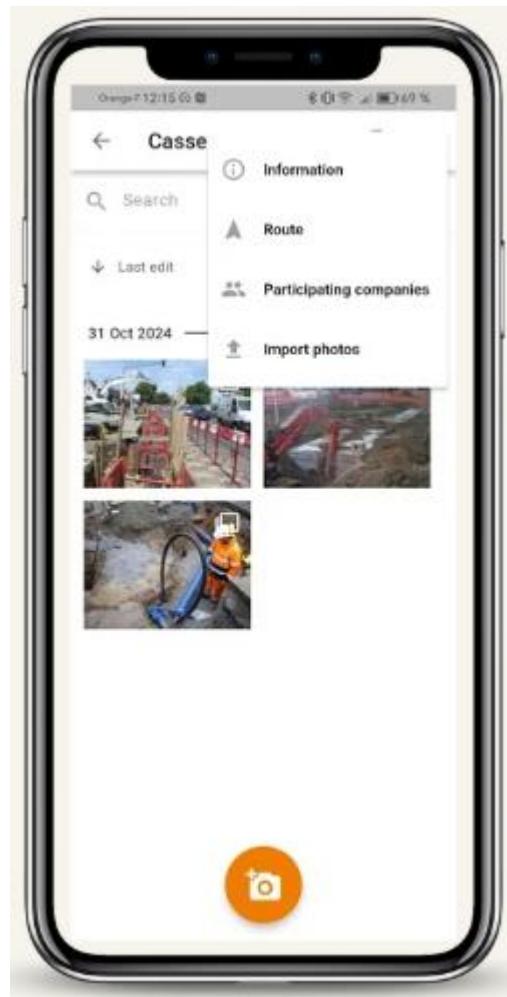
The documents are sorted by date modified by default, but you have the option to sort them alphabetically.



The button symbolized by the three dots allows you to access the site menu (at the top right of your screen)

You will then be able to:

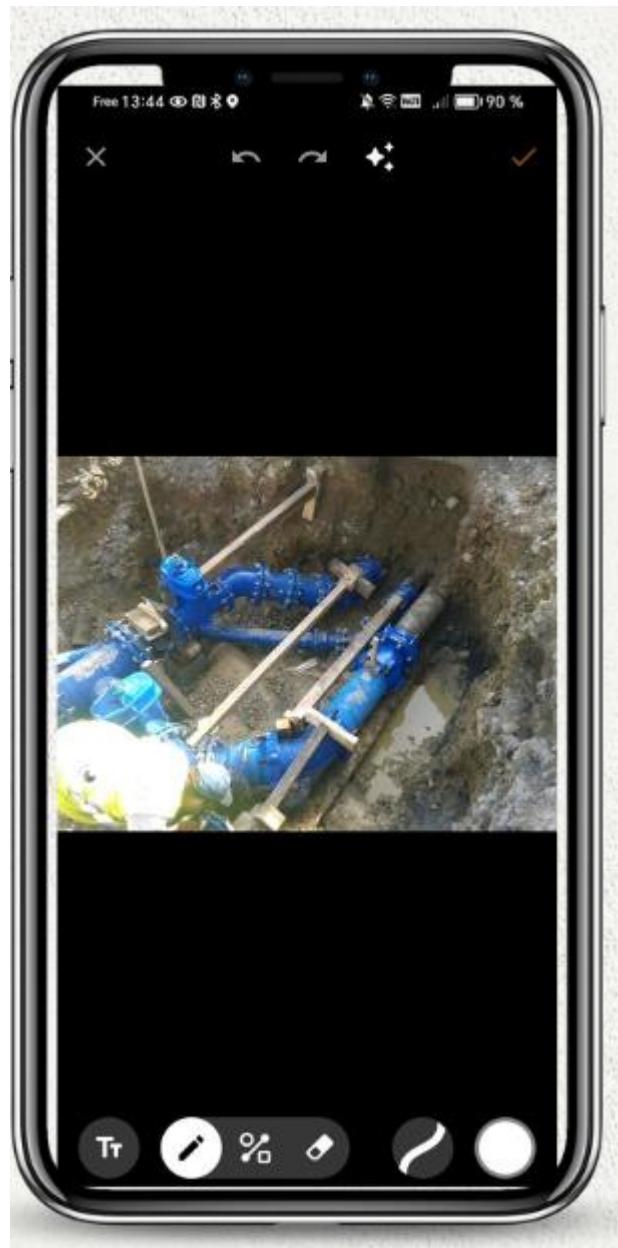
- Access site information
- Activate the route to get to your job site
- Access the list of structures participating in the project and add other participants
- Import photos from your mobile. This allows you to integrate photos into an i-Topo job site even if they were not taken by the mobile application.



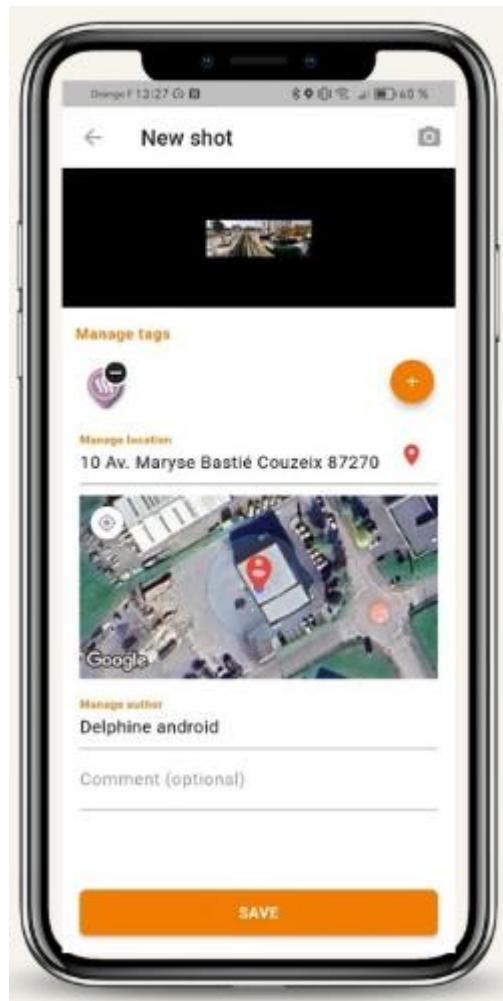
### Add a shot

Click add shot.

You can take up to 8 photos for one shot. We recommend taking a photo of the environment because having a visual reference is always a plus to find your way around.



Describe your shot:



- Manage tags (either they are selected by default or you have to choose them manually)
- Manage the location, an address is automatically offered to you, you have the possibility to refine the positioning by clicking on the geolocation icon. You then switch to the map with the option to move the map or enter an address or GPS coordinates
- Manage author (default username)
- Comment (optional): it is possible to use the keyboard or the dictaphone to fill it in

Click save to validate your shot.

### *Shooting management*

When you select a shot, you have the option to edit it.

You can then:

- Change cover photo
- Add text or preset shapes to the photo

- orient, crop, or annotate the different photos in the shot
- share a photo by email, MMS, on social networks....

By clicking on the button symbolized by the three dots, you will be able to:

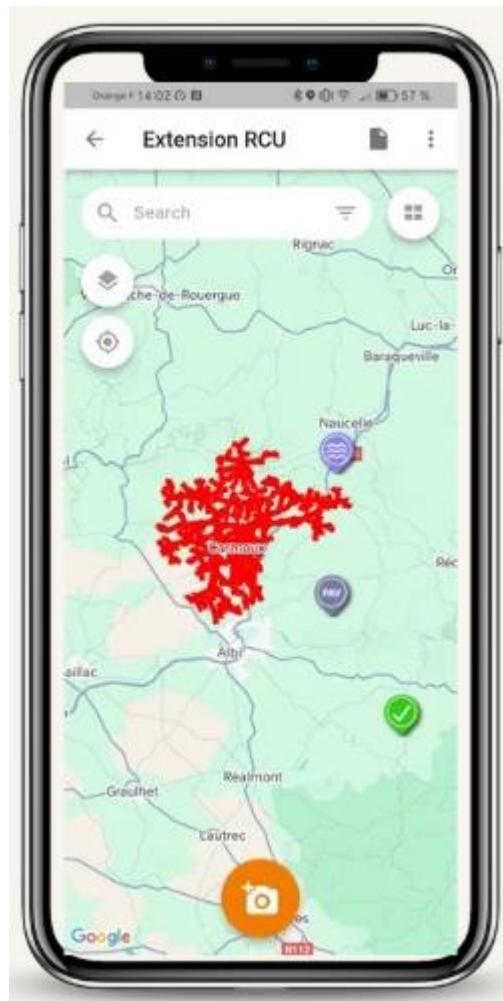


- Access Shot Information with the ability to edit it
- Access the route that will guide you to the location of the shot
- Delete the shot if it is not interesting

### Site map

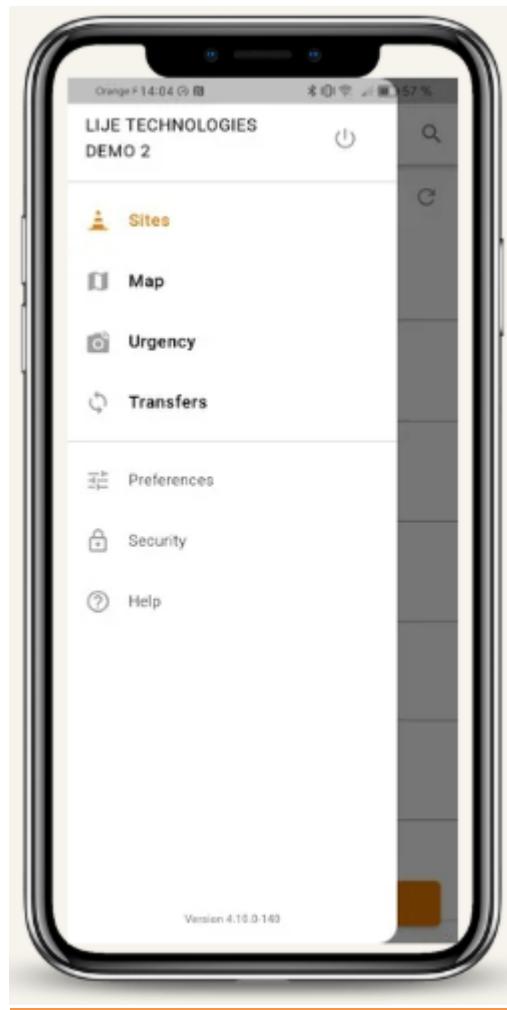
You can also access the map of your site by clicking on the map symbol. Each shot is represented on the map by an icon that you can click on to view the shot.

If a path has been imported to the job site, you will be able to view it as an additional layer.



## 2. Menu

To navigate the app, you need to open the **app's** "menu."



This menu has 8 buttons:

- "Logout"**: to log out of the app or switch users.
- "Sites"**: Allows you to access your list of current projects
- "Map"**: Allows you to access the database map
- "Urgency"**: Allows you to take a photo that does not correspond to a site already in progress.
- "Transfers"**: Allows you to see if your data has been successfully synchronized.
- "Preferences"**: Allows you to configure your application
- "Security"**: to change your password
- "Help"**: A help topic on how to use the mobile application.

### 3. Card(s)

In the **"Map"** tab, as on the web application, you have access to your photos and those in the database.

When you enter the "**Map**", you will see the photos closest to your location. You can navigate between the satellite and map aspect. You can also **update** the map.

If you have imported a path, you will also be able to view it.



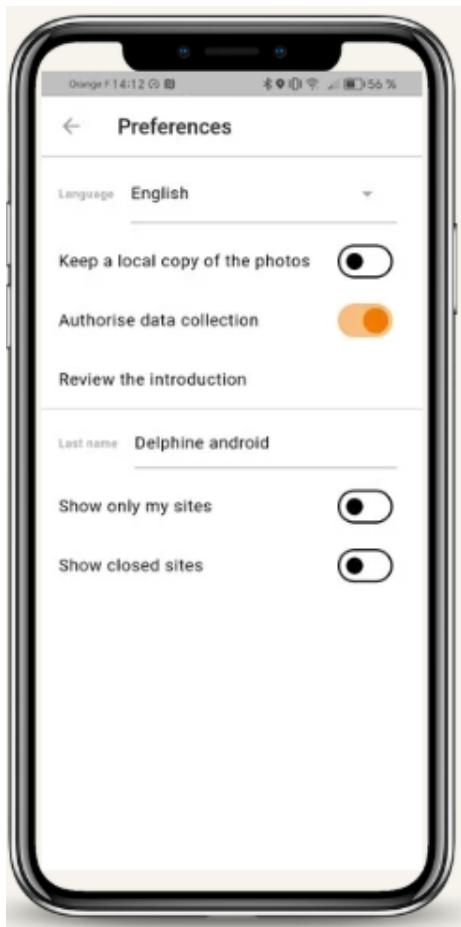
#### 4. Urgency

When you tap "**Urgency**", the app immediately offers to take a shot. You will then have to qualify and geolocate it. The shot is in the form of a job site that you can rename and qualify once it's synchronized.

#### 5. Transfers

When you press "**Transfers**", you can see if your shots have been uploaded to the i-Topo server. If not, you can restart this transfer manually.

#### 6. Preferences



By clicking on Preferences you will be able to configure your mobile application:

- Choose whether or not to keep a copy of your photos locally in your device's gallery
- Authorize data collection. This data is anonymized and is only intended to help us improve the experience of our users.
- register a username. This name will be used by default as the site manager and the author of the shots.
- Show only the sites for which you are the creator and to which you are invited or show all the sites in the structure
- View closed sites or show only ongoing sites
- Choose your language

## 7. Help

By clicking on "Help" you will access the user guide of the mobile application.

## 8. Offline Mode

When you are in an area where the network is weak or absent, the application will enter Offline mode. This status is communicated to you by a **banner**.



However, the application retains all the collection features, i.e. you can always add shots to your sites or create emergencies. The synchronization will take place once your mobile device regains network.

On the other hand, in offline mode, **you can neither consult your database nor create a new site.**

## 9. GDPR

- In the context of the use of the web application and the mobile application, personal data may be requested, collected and stored.
- Pursuant to Law 78-17 of 6 January 1978 amended by Law No. 2018-493 of 20 June 2018, it is recalled that the personal data requested are necessary for some of them (email addresses, postal addresses, telephone numbers, etc.) for the performance of the service.
- The processing of information communicated through the [www.i-topo.fr](http://www.i-topo.fr) website meets the legal requirements for the protection of personal data, the information system used ensuring optimal protection of this data.
- You have, in accordance with the national and European regulations in force, a permanent right of access, modification, rectification, opposition, portability and limitation of processing with regard to information concerning you.

- In the mobile application, usage data is collected to allow us to improve our services. This data is anonymized and each user has the possibility to refuse this collection in the "Preferences" tab of the application.

## 10. Practical advice

### **✓ Think about it:**

"Take all your photos with **i-Topo**"

You can link your **i-Topo app** with the camera app on your smartphones. The creation of this folder will allow you **to have the i-Topo reflex** !

### **✓ Multi-photo mode:**

If you need to take multiple photos for the same geolocation point, start with **the widest shot**. This will default to the cover photo.

### **✓ Updates:**

**i-Topo** is a frequently updated application. Remember to check your usual Store regularly if a new version is available.