Step 8 - Creation and personalization of the phasing book

We are now at the "final" stage. The data is in Phase Manager, all you have to do is extract the deliverables of your choice, to analyze your project and check its feasibility or to satisfy a third party's request...

You will create a phasing book. To do this, go to the button on the left side panel. Open the "Phasing Books" menu, click on "add" and create a book called "My Book".

• 1) Choose the sub-project

hasaae travaux **DYNAMIOUE**

- 2) Tick the summary activities corresponding to the phases of your project
 - 2.1) Tick the "Every" option to chose a specific gap parameter for your phase
 - 2.2) Chose the value of your gap and its unity (for example : every 2 calendar days)
- 3) Choose a drawing
- 4) ... If necessary, replace the drawing used on each page

	Earce Phase 1: 100 Phase 2: 100	oject (PM-	2 - Phase(s) set 3/2/2 - 2/2/	selection	3 - Adding new pages Choose the plan: Drawing-	Create pages
	Nume Default Sub-pro Phase 1: Not Phase 2: 14 Phase 3: 14 Phase 3: 14 Phase 3: 16 Phase 4:	Circuit Constraints of the cons	2 - Phase(s) see 1	selection	3 - Adding new pages Choose the plan: Drawing-	Create pager
Creates pages by Proc Date Sub-project Anne Default Sub-project	Kane Plase 1: No. Plase 2: 1/4	piet (PM- 2 2 2 4	Journée(s) calendaire(s) Journée(s)	Unaving Drawing Drawing	Choose the plan:	Create pages
Name Start date Default Sub-project Anne Default Sub-project Anne Default Sub-project Name Default Sub-project Physics II: North RoundaboutPreiod 04/17/2019 0800. Physics II: North RoundaboutPreiod 04/202019 0000. Physics II: North RoundaboutPreiod 04/202019 0000. Physics II: North RoundaboutPreiod 04/202019 0000.		ipiet (FM	Construction C	Unaving Drawing Drawin	Drawing-	Create pages
Sub-project: Name Default Sub-project Image: Start date Default Sub-project Default Sub-project </th <th>Image: 1: North Image: 1: North Image: 1: Nort Image: 1: Nort <t< th=""><th>th Rounda 《 / / Rounda () / Ro</th><th>2 ↓ Journée() calendarie() 1 ↓ Journée() calendarie() 0 ↓</th><th>Crawing - Drawing - Drawin</th><th>×</th><th>Create pages</th></t<></th>	Image: 1: North Image: 1: North Image: 1: Nort Image: 1: Nort <t< th=""><th>th Rounda 《 / / Rounda () / Ro</th><th>2 ↓ Journée() calendarie() 1 ↓ Journée() calendarie() 0 ↓</th><th>Crawing - Drawing - Drawin</th><th>×</th><th>Create pages</th></t<>	th Rounda 《 / / Rounda () / Ro	2 ↓ Journée() calendarie() 1 ↓ Journée() calendarie() 0 ↓	Crawing - Drawing - Drawin	×	Create pages
Name Start Sub-project 4 - Content of phasing book Start date Default Sub-project Default Sub-project Default Sub-project Phase It. North RoundaboutPeriod 04/17/2019 0000 Default Sub- Project II Sub-project 0 Phase It. North RoundaboutPeriod 04/12/2019 0000 Default Sub- Project II Sub- Project II North RoundaboutPeriod 04/12/2019 0000 Default Sub- Project II Sub- Project II North RoundaboutPeriod 04/12/2019 0000 Default Sub- Project II Sub- Sub- Sub- Project II Sub- Sub- Sub- Sub- Sub- Sub- Sub- Sub-	Image: 2 + 1/4	ROUNDA	1 \$ Journé(s) calendairé(s)	Crawing - Drawing - Drawin		
A - Content of phasing book Name Start date Default Sub-project Phase II. North RoundaboutReriod 04/17/2019 0800. 0/17/2019 07 0 Phase II. North RoundaboutReriod 04/17/2019 0800. 0/17/2019 07 0 0 Phase II. North RoundaboutReriod 04/202010 0000. 0/17/2019 07 0 0 Phase II. North RoundaboutReriod 04/202010 0000. 0/17/2019 07 0 0 Phase II. North RoundaboutReriod 04/202019 0000. 0/202019 07 0 0	Image: 100 minipage Image: 100 minipage Image: 100 minipage Image: 100 minipage <th>ROUNDA.</th> <th></th> <th>v v v Drawing- v Drawing- v</th> <th>· · ·</th> <th></th>	ROUNDA.		v v v Drawing- v Drawing- v	· · ·	
A - Content of phasing book Nme Start date Default Sub-project Bu17/2019 C Phase 1North RoundaboutPeriod 04/17/2019 0000P17/2019 C C Phase 1. North RoundaboutPeriod 04/20/2019 0000P17/2019 C C Phase 1. North RoundaboutPeriod 04/20/2019 0000P17/2019 C C	Phase 3b : RG	UUNDABO	1 2 Journée() calendaire(s) Journée(s) calendaire(s) Journée(s) calendaire(s) Drawing Drawing 0 0 0 0 0	e e Drawing - Drawing -	·	
A - Content of phasing book Name Start date Default/Sub-project Def	Image 4: Roo Image 4: Roo </th <th>d - North</th> <th></th> <th>Draving - Draving - Dravin</th> <th></th> <th></th>	d - North		Draving - Dravin		
A - Content of phasing book Name Start date Default Sub-project BK/17/2019 BK Phase I: North RoundaboutBreirid 04/17/2019 00000. BK/17/2019 BK Phase 1: North RoundaboutBreirid 04/202019 00000. BK/202019 BK	End date 8 1 00 00/21/2020 38 1 00 00/21/2020 39 1 00 04/21/2019 30 1 00 04/21/2019	d-South	Journée(s) calendaire(s) Drawing Drawing Orawing Orawing	Drawing-	_	
A - Content of phasing book Name Start date Default Sub-project Def1702019 0 Phase 1: North RoundaboutPeriod 04/17/2019 00000. Def1702019 0 Phase 1: North RoundaboutPeriod 04/20/2019 00000. Def1702019 0 Phase 1: North RoundaboutPeriod 04/20/2019 00000. Def1702019 0	End date 28 1 00 0221/2020 38 1 00 04/18/2019 30 1 00 04/18/2019		Drawing	Drawing • Drawing •	· ·	
4 - Content of phasing book Name Start date Defull/Sub-poject	End date 28 2 00 0 02/21/2020 08 2 10 0 0/4/18/2019 00 2 1 00 0 0/4/18/2019		Drawing	Drawing- Drawing-	• •	-
Name Start date Default Sub-project 04/17/2019 0 0 Phase I: North RoundaboutPeriod 04/17/2019 00000. 04/17/2019 00000. 0 Phase 1: North RoundaboutPeriod 04/20/2019 00000. 04/20/2019 00000. 0 Phase 1: North RoundaboutPeriod 04/20/2019 00000. 04/20/2019 00000. 04/20/2019 00000.	End date 28 1 00 02/21/2020 18 1 00 04/18/2019 10 1 00 04/18/2019		Drawing 00	Drawing- Drawing-	v v	-
Default Sub-project Bu177/2019 D Phase I: North RoundaboutReriod 04/17/2019 08:00. Bu177/2019 D Phase I: North RoundaboutReriod 04/12/2019 00:00. Bu177/2019 D Phase I: North RoundaboutReriod 04/22/2019 00:00. Bu172/2019 D	18 1 00 02/21/2020 18 1 00 04/18/2019 10 1 00 04/20/2019			Drawing-	▼ ▼	
Phase 1: North RoundaboutPeriod 04/17/2019 08:00 04/17/2019 08:00 04/17/2019 08:00 Phase 1: North RoundaboutPeriod 04/18/2019 00:00 04/18/2019 08:00 04/18/2019 08:00 Phase 1: North RoundaboutPeriod 04/20/2019 00:00 04/20/2019 08:00 04/20/2019 08:00	18 1 00 104/18/2019 20 1 00 104/20/2019		00	Drawing-	•	
Phase 1: North RoundaboutPeriod 04/18/2019 00:00 04/18/2019 0 Phase 1: North RoundaboutPeriod 04/20/2019 00:00 04/20/2019 0 0	00 🗘 : 00 🗘 04/20/2019	8 00 🔹 :	m 🄺			
Phase 1: North RoundaboutPeriod 04/20/2019 00:00 04/20/2019			··· •	Drawing- *	*	
	00 🗘 : 00 🌲 04/22/2019	■ 00 ‡ :	00 2	Drawing-	•	1 1
Phase 1: North RoundaboutPeriod 04/22/2019 00:00 04/22/2019 0	10 🛟 : 00 🛟 04/24/2019	□ 00 \$:	00 😂	Drawing-	*	1 1
Phase 1: North RoundaboutPeriod 04/24/2019 00:00 04/24/2019 🗈 0	0 🗘 : 00 🗘 04/26/2019	■ 00 \$:	00 2	Drawing-	*	1
Phase 1: North RoundaboutPeriod 04/26/2019 00:00 04/26/2019 🗈 0	0 🗘 : 00 🗘 04/28/2019	■ 00 \$:	00 2	Drawing-	•	1
Phase 1: North RoundaboutPeriod 04/28/2019 00:00 04/28/2019 🗈 0	00 🛟 : 00 🛟 04/30/2019	■ 00 \$:	00 🗘	Drawing-	•	1 1
Phase 1: North RoundaboutPeriod 04/30/2019 00:00 04/30/2019 🗂 0	00 🗘 : 00 🌲 05/02/2019	□ 00 \$:	00 🌲	Drawing-	*	1 1
Phase 1: North RoundaboutPeriod 05/02/2019 00:00 05/02/2019 🗈 0	0 🗘 : 00 🌲 05/04/2019	⊟ 00 ‡:	00 🌲	Drawing-	•	Delete
Phase 1: North RoundaboutPeriod 05/04/2019 00:00 05/04/2019 🗇 0	00 🗘 : 00 🌲 05/06/2019	E 00 💲 :	00 🗘	Drawing-	•	Clear
Phase 1: North RoundaboutPeriod 05/06/2019 00:00 05/06/2019 💼 0	00 🛟 : 00 🛟 05/08/2019	□ 00 \$:	00 🌲	Drawing-	*	Clear
Phase 1: North RoundaboutPeriod 05/08/2019 00:00 05/08/2019 🗈 0	0 🗘 : 00 🌲 05/10/2019	₿ 00 🗘 :	00 🌲	Drawing-	•	1 1
Phase 1: North RoundaboutPeriod 05/10/2019 00:00 05/10/2019 🗇 0	00 🗘 : 00 🌲 05/12/2019	E 00 💲 :	00 🗘	Drawing-	•	
Phase 1: North RoundaboutPeriod 05/12/2019 00:00 05/12/2019 🗂 0	00 🗘 : 00 🌲 05/14/2019	iii 00 🌲 :	00 🌲	Drawing-	•	
Phase 1: North RoundaboutPeriod 05/14/2019 00:00 05/14/2019 🗈 0	00 🗘 : 00 🌲 05/16/2019	a 00 🔹 :	00 🌲	Drawing-	•	
Phase 1: North RoundaboutPeriod 05/16/2019 00:00 05/16/2019 🗇 0	00 🗘 : 00 🌲 05/18/2019	E 00 💲 :	00 🗘	Drawing-	•	
Phase 1: North RoundaboutPeriod 05/18/2019 00:00 05/18/2019 🗂 0	00 🗘 : 00 🌲 05/20/2019	iii 00 🜲 :	00 🌲	Drawing-	•	
Phase 1: North RoundaboutPeriod 05/20/2019 00:00 05/20/2019 🗂 0	00 🗘 : 00 🌲 05/22/2019	iii 00 🜲 :	00 🌲	Drawing-	•	
Phase 1: North RoundaboutPeriod 05/22/2019 00:00 05/22/2019 😑 0	00 🜲 : 00 🌲 05/24/2019	e 00 🗘 :	00 🜲	Drawing-	*	
Phase 1: North RoundaboutPeriod 05/24/2019 00:00 05/24/2019 😁 0	00 🗘 : 00 🗘 05/26/2019	🗂 00 🌲 :	00 🌲	Drawing-	•	
Phase 1: North RoundahoutPeriod 05/26/2019 00:00 05/26/2019 m	n 📤 👘 📤 65/28/2019	e)[0] *].[m 🔺	Drawing.	*	

5) click on "New notebook"

For a Phasing book

Adjust labels

As the deliverable is created, it is essential to customize it. Let's start by handling the labels.







The labels can of course be adjusted manually, but it is also possible to adjust them automatically. To do this, go to the top tab "**Page**". You can adjust the size of your labels using the "Annotations zoom" button, then optimize the position of your labels using the "**Optimize annotations positions**" button.

On the next window, click on "start":



When the best placement is found by Phase Manager, the graph turns green, you can then stop the calculation and close the window:





Positioning labels automatically

The positioning of the labels has been optimized for all the pages of your phasing book.

Deliverables			
Name	Deliverable Page		
✓ book 1 Phase 1 : 1/2 ROUNDABOUT North Phase 2 : 1/4 ROUNDABOUT East Phase 3 : 1/4 ROUNDABOUT West	Page Map (Q Q T C Opt Final situation- Layers	ons Insert an object splay settings ▼ Objects ▼ imize annotations positions	
Phase 3b : ROUNDABOUT Central Platform Phase 4 : Road - North Lane Phase 5 : Road - South Lane Phase 6 : Final Paving	My project	Phase 3 : 1/4 RCUNDABOUT West	Projet Linéaire

On most of the pages of your deliverable, you will find that many areas have the same color. The reason is simple, when there are several tasks of different professions on the same area during the same phase, the conflict color is used, which you can set in the labels (see Formatting table).

Add a timescale

In a phasing book it is useful to find out where you stand in time. That's what the timescale is for.

Go to the "Page" tab and drag the Time scale object onto the board of your first phase.

From the "**Page**" tab of the top panel of deliverables, it is possible to drag and drop objects such as areas legends, status legends or time scales on the boards.

To add a time scale, you have to drag and drop the button on the page of a deliverable.

Insert an object
Objects 👻
Static legend
State's colors 👻
Static fig State's colors
Areas/axis colors
Field color >
Time scale
Gantt chart

The time scale being added, it is possible to resize it with the sliders of the object:

0	1	_				0							
					20	018					2019	9 🗳	-
-	Mars	Avril	Mai	Juin	Juillet	Août	Septembre	Octobre	Novembre	Décembre	Janvier	Février 1	5
E											-		9
œ													
6												I	

By default, the period of the board is highlighted in red and the period of the entire time scale corresponds to the period of your complete deliverable.

Projet Linéaire 12 impasse Bernard Lyot 85 000 LA ROCHE-SUR-YON Tél. : +33(0) 2 22 44 52 52 support@projetlineaire.com To change the color of the highlighted period, you can right-click on the highlighted area and go to Settings:



To customize the display of months/weeks/days, right-click in the right border in front of the one of the lines, then go to "Add line" then "Week" for example:

			CI I		
	201	9	0		
ecember	January	February)elete a line		
			Add a line	•	Years
					Months
					Weeks
					Days
					Hours

By repeating the operation, it is possible to obtain the following result:

-				4 1 11	
			2018		
1	Mai			Juin	
â	521	522	\$23	\$24	525
1	22 23 24 25 26 27	28 29 30 31 01 02	2 03 04 05 06 07 08 09 10	11 12 13 14 15 16 17	18 19 20 21 22 23 24

It is possible to synchronize the time scale on all other boards, using the button located to the left of the frieze when it is selected.

Inserting a Time scale

Integrate your Gantt

In a phasing book it is useful to visualize the sequences between tasks in a same phase. For this reason,

the Gantt is precious.

Go to the "Page" tab and drag the Gantt chart object onto the board of your first phase.

Automatically, the Gantt will filter the tasks concerned by the board, and zoom in on the period of the board.

From the "**Page**" tab of the top panel of deliverables, it is possible to drag and drop a Gantt chart onto the boards to better visualize the sequences between tasks.

Once the Gantt chart has been dragged, it is possible to customize it, by grouping or sorting tasks for example, adding frames, timelines...

To group tasks, double-click on the Gantt chart, then right-click in the header of the columns then click on *Color definition for each level* :

_				
	-	Filter		
	▼ Projet ▼ Sc	Color definition for each level		
		Add a column Delete a column	>	
		Layout	>	
		Font		
		Paste		+ canalisatio + canalisatio >s des fouille

In the window that appears, select the desired successive group levels, then click on OK. For example, here we choose to group the tasks by Area. To better highlight the grouping levels it's also possible to add color to each level:

24				×
Level co	lor			
Settings Area	a (PM) 📼	# 9980e6	- Add	
Field	Color		Delete	
Area (PM)	#9	980e6 🔽	Q	
Not groupe	ed			
 Snow only 	simple tasks			
			c)k

Grouping tasks

Multi-criteria sorting can be applied to as many columns as desired, simply by clicking on the column headers. For example, below, we clicked once on "Start (PM)" and sorted by increasing start dates:



Nom (PM)	ID (PM)	Début (PM) 🔻
Phase 0 : Travaux préparatoires		
Installation de la base travaux	PM-00001	12/02/2018 08:00
Phase 1 : 1/2 Giratoire Nord		
Installations et signalisation	2069	14/03/2018 08:00
Démolition bordures et pavés	2097	22/05/2018 08:00
Démolition bordures et pavés	10207	22/05/2018 08:00

The order (ascending or descending) of the sorting is marked by the direction of the black arrow. If you click a second time on "Start (PM)", you will notice that the task furthest from the project is in first position, and that the arrow has changed direction (one more click on the header would have removed the filter):

Nom (PM)	ID (PM)	Début (PM) 🔺
Phase 6 : Pavage final		
Couche de roulement 3B (Circulatio	3749	21/02/2019 08:00
Couche de roulement 3A (Circulati	3777	14/02/2019 08:00
Signalisation et travaux préparatoires	3721	08/02/2019 08:00
Phase 5 : Chaussée Sud		
Revêtements trottoir	3413	25/01/2019 08:00

It can also be seen that the decreasing order of the start dates has logically impacted the order of the phases. To maintain the increasing ordered grouping of phases, it will be necessary to apply two successive sortings:

- click on the column header "Phase (PM)" once
- and for example decide that the second sort criterion will be by decreasing end date, by doubleclicking on "End (PM)":

Nom (PM)	ID (PM)	Début (PM)	Fin (PM) 🔺	Phase (PM) 🔻
Phase 0 : Travaux préparat				
Installation de la base tra	PM-00001	12/02/2018 08:00	13/03/2018 16:00	Phase 0 : Travaux préparato
Phase 1 : 1/2 Giratoire Nord				
Signalisation	2377	22/06/2018 14:10	22/06/2018 16:00	Phase 1 : 1/2 Giratoire Nord
Revêtements trottoir	18859	22/06/2018 09:55	22/06/2018 16:00	Phase 1 : 1/2 Giratoire Nord
Couche de base 3A (Circu	2321	19/06/2018 08:00	22/06/2018 16:00	Phase 1 : 1/2 Giratoire Nord
Couche de réglage / planie	2293	14/06/2018 08:00	15/06/2018 16:00	Phase 1 : 1/2 Giratoire Nord

The number of arrows indicates the level of the sort criterion (here it is first by Phase, then by End date). Note that it is possible to position as many criteria as necessary.

Sorting tasks

To add a column, *Right-click* on a header > *Add column* : after selecting the field to display, the new column will be inserted to the right of the column on which you clicked. To delete a column, simply *right-click* > *Delete column* on the column to be removed. Finally, **to move a column**: a simple drag and drop on its header allows you to change its position.

Adding/removing/moving columns

The addition of a timeline is done by right-clicking on the timeline that will be located above the inserted line. Below we insert the week numbers under the months:



Adding a timeline

The display of the grids is done by right-clicking on the timeline of your choice and clicking on "Show/Hide grids".

Projet Linéaire 12 impasse Bernard Lyot 85 000 LA ROCHE-SUR-YON Tél. : +33(0) 2 22 44 52 52 support@projetlineaire.com



Customizing the display of a grid is also done by right-clicking on the timeline of your choice and going to "Properties".

Displaying/modifying grids Inserting a Gantt chart

Your phasing booklis finished, as is almost this tutorial !

You can now print your phasing book by clicking on the button 4e603ab01284ab02fbcfc5f7634aa20a.pngand following the instructions found here in the documentation.