



# Queensland Digital EXploration Reports system Guest user guide

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## INTRODUCTION

### OVERVIEW

This user guide describes the facilities available to Guest users of QDEX.

Unregistered users will have access to the Guest User function of QDEX, allowing the user to search for reports using the same search tools that are available to a registered user of QDEX. Guest users will be able to view the descriptive elements, or metadata, relating to a report as well as be able to download or view report components. However, Guest users will not be able to save searches, create subscriptions, save reports to folders or use the shopping cart function.

Both unregistered and registered users will have access to “Public Folders” containing reports that the Department of Employment, Economic Development and Innovation consider of interest to users of QDEX.

### USERS

This user guide is directed at those who will be infrequent users of QDEX and don't wish to register for longer term use of the system.

### REQUIREMENTS

- ▶▶ Users should have access to a computer system running Microsoft Internet Explorer 8 with 128bit encryption.
- ▶▶ It is strongly recommended but not essential that the user have their monitor screen area set to 1024x768 or higher.
- ▶▶ Users wishing to access extended functions of the system need to be registered with the Department of Employment Economic Development and Innovation using the registration form (External User Access Request) located under the help menu item in the (Guest User) QDEX system. This form needs to be completed and faxed to QDEX Support Team on +61 7 3003 1541

### CONVENTIONS USED IN THIS DOCUMENT

Throughout the document references will be made to menu items to select and buttons to press. ***Menu items*** are identified as italic bold and **BUTTONS** are identified as capital bold.

Menus are found just below the banner toward the top of the QDEX screens. All functions can be accessed from the appropriate menu.

**GLOSSARY OF TERMS**

<b>Term</b>	<b>Description</b>
JPG or JPEG	Computer file type used for storing images in compressed form. The compression used is 'lossy'. (True Colour 24bit with a JPEG Quality Factor of around 90.)
PDF	Adobe <b>P</b> ortable <b>D</b> ocument <b>F</b> ormat. This format can be used to store text and figures.
TIF or TIFF	<b>T</b> agged <b>I</b> mage <b>F</b> ile. This format may contain images of various types. It is also used to store scanned images of older reports as multi-page TIFF images. (Monochrome (1bit) CCITT Group 4 format)
TXT	Text files containing only ASCII characters. (Tab delimited ASCII)
CD	Compact Disk. This can also refer to other portable media submitted offline.
QDEX	<b>Q</b> ueensland <b>D</b> igital <b>EX</b> ploration Reports System.
Metadata	The term refers to any data used to aid the identification, description and location of a report and report components.
Soundex	Consonants that sound alike.

## GUEST OR UNREGISTERED USER

### CONNECTING TO QDEX – GUEST USERS

Guest users may connect to the QDEX via the following link.

<http://mines.industry.qld.gov.au/geoscience/company-exploration-reports.htm>

Click the QDEX Guest User Link

This should display the screen shown below. You can always determine if you are accessing the system as a registered or unregistered user by the “Guest” for unregistered or the user’s name for registered users displayed in the banner area.

QDEX Guest user main page detailed below




The screenshot shows the QDEX Guest user main page. At the top, there is a navigation bar with the Queensland Government logo and links for Home, Site map, Contact us, Help, and Site Search. Below this is a banner for Queensland Mines and Energy. The main content area is titled 'QDEX - Queensland Digital Exploration Reports' and includes a search bar, a 'QDEX Guest' user indicator, and a 'Collection' dropdown menu. The page content includes a welcome message, a 'Register as a User' section with an icon of a person and a pencil, and a 'Search Option' section with a globe icon. The footer contains copyright information and a 'Powered by VIGNETTE' logo.

Figure 1 – QDEX Welcome Page

## VIEWING REPORT DETAILS

The Report Detail page provides information about a QDEX report as a whole. The Report Details Page can be displayed using the following methods:

- ▶▶ Accessing the report via any of the searches available (refer to Advanced or General Search Sections of this guide).
- ▶▶ Accessing the report from the list of contents of a Personal or Public folder (refer to Folders area of this guide).



[Home](#) | [Site map](#) | [Contact us](#) | [Help](#) | Site Search:

**Queensland Mines and Energy**

The Department | Mining and Safety | Energy

**QDEX - Queensland Digital Exploration Reports**
QDEX Guest  
Collection: QDEX - Exploration Reports

Search | Folders | Help
Enter report number...

**Report**

**Report Details**

Report Number	Report Type	Report Status
12345	SIX MONTHLY EXPLORATION REPORT	Open

**Report Title**  
A-P 2583M-2585M, SIX MONTHLY PROGRESS REPORT 16.09.82-15.03.83, BROKEN RIVER JOINT VENTURE PROJECT.

Author Name	Lodger	Submitter
LESSMAN J L		SELTRUST MINING CORP PTY LTD

**Locality**  
SW OF GREENVALE

**Map References**  
7859, 7759, 7758, 7858

**Commodity**  
GOLD, TIN, COPPER

**Tenure**  
EPM 2583, EPM 2584, EPM 2585

**Tenure Holder**  
MINATOME AUST PTY LTD URANGESELLSCHAFT AUST PTY LTD

**Tectonic**  
BUNDOCK BASIN

**Age**  
CARBONIFEROUS, DEVONIAN

**Stratigraphy**

**Keywords**  
MAGNETIC SURVEYS, GEOLOGICAL MAPPING, ASSAY VALUE, MINERAL EXPLORATION, GEOPHYSICAL SURVEYS, PETROLOGY, DRILL CUTTINGS ANALYSIS, GEOCHEMICAL EXPLORATION

**Dates**

Date Of Report	Date Of Review	Date Of Receipt	Date Due for Open	Date of Open
01/04/1983	07/03/2005	01/03/2005	01/04/1983	01/04/1983

**Project Information**

Project Names	Mines/Prospect Names

Well Names	Seismic Survey

**Geophysical Data Acquired** **Geophysical Data Attached**  
NO NO

**Bibliographic Details**

Document Source
BRN

**Remarks/Notes**

Assessor Id	Assessor Remarks

Components

Comp#	Type	Title	Size (KB)	Doc Type	View	Download
1	BODY	BODY OF REPORT FOR A-P 2583M-2585M, SIX MONTHLY PROGRESS REPORT 16.09.82-15.03.83, BROKEN RIVER JOINT VENTURE PROJECT.(INCLUDED FIGURE 1)	321	tif		
2	TDATA	APPENDIX A: LITHO-GEOCHEMICAL RESULTS FOR BRP81-2 AND 3, BRP82-2,8,9,20 AND 27 INCLUDES BAR CHARTS	364	tif		
3	TDATA	APPENDIX B: REPEAT ANALYSES - DINGO CREEK BRP82-3 AND 7	520	tif		
4	BODY	APPENDIX C: PETROGRAPHIC REPORTS DINGO CREEK	285	tif		
5	TDATA	APPENDIX D: DRILL LOG, GEOCHEMISTRY AND BAR CHARTS FOR BRP82-7	538	tif		
6	MAP	FIGURE 2: GROUND MAGNETIC CONTOURS	120	tif		
7	MAP	FIGURE 3: GEOLOGY, DRILLHOLE LOCATIONS & GROUND MAGNETIC INTERPRETATION	196	tif		
8	BODY	jb test body 1	1303	pdf		
9	BODY	jb test body 2 - 32 mb	32956	pdf		
10	MAP	JBtest map	12881	pdf		
11	LDATA	jb test Petro or Geo data	10926	jpg		
12	TDATA	jb test tab data	389	tif		
13	PHOTO	jbtest photo	1303	pdf		
14	GIMAGE	Jb test geophysical image	8632	pdf		
15	GEODATA	jb test geoscience data	3953	zip		

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**Figure 2 – Report Details Screen**

## USING THE REPORT DETAILS PAGE

The Report Details Page consists of two main parts:

- The report metadata; and
- A list of report components.

The report details page contains information that describes the report, which is termed report level metadata. This metadata is searched when you perform your searches and may describe who wrote the report, where the report is written about, what exploration was performed etc. Also displayed on this page is the link to the metadata for each of the report components. The components can be considered as the sections which collectively make up the report eg. the report text, figures, maps, tables, appendices etc. Reports have been broken down into this component structure for several reasons: -


- To allow for storage of the various file formats suitable for different component types eg tab delimited ascii for tabular data, colour jpg files for maps.
- To keep file sizes small enough to allow online viewing
- To allow users to download only those sections of a report relevant to their work interests
- Ease of report scanning with various page orientations, large format maps, lengthy drill hole logs becoming separate files.

### VIEWING COMPONENT DETAILS

To view the details about a component listed on the Report Details Page click on the Title of the Component. This will take you to the Component Details Page. This page displays additional information about the component such as number of pages, or comments relevant to the stored image. (See Figure 4).

### VIEWING THE COMPONENT




Users will notice two icon's  next to each for each component listed, one is for direct viewing on screen and the other for downloading the file or image. Click on the view icon to view the actual report component document in a new window. If viewing a Tiff document this will be converted on the fly to PDF format and then can be saved directly from within your browser window.

### DOWNLOADING A COMPONENT

You may download a component of a report directly from the Report Details screen and save it to your personal computer.

1. Select the component you wish to download



2. Click the  icon under the download column
3. A dialog box will pop up asking you to choose where to save your file to your computer. If you are downloading a PDF document this will open in a PDF viewer where you can just click the save icon to save to your computer.

## VIEWING COMPONENT DETAILS

The Component details page provides information about a component of an exploration report. You can reach it from the Report Details Page. There are a number of different component types and the page displayed will depend on that type.

Component Types	Code	Description	File Format
<b>Report Body</b>	BODY	Includes documents, figures etc normally provided in hardcopy. The text component of a digital report.	PDF
<b>Map, Plan or Figure</b>	MAP	Files of maps etc < A1 in physical length at full scale Files of maps etc > A1 in physical length at full scale.	JPG, TIFF or PDF
<b>Petrophysical or Geophysical Log Data</b>	LDATA	Log plots < A1 in physical length at full scale Log plots > A1 in physical length at full scale	JPG, TIFF or PDF
<b>Tabular Data</b>	TDATA	Geochemistry, drill log data, geophysical survey data, surveying data etc.	TXT
<b>Photograph</b>	PHOTO	Core photographs, aerial photographs etc	JPG
<b>Geophysical Image</b>	GIMAGE	Images derived from geophysical surveys, i.e. magnetics, gravity isopach grid	JPG or TIFF
<b>Geo-referenced Polygons and Lines</b>	POLYGON	Geo-referenced polygons and lines (derived datasets)	
<b>Geoscience Data</b>	ZIP	A zip file containing data supplied with the company report in a range of file formats eg MapInfo, Downhole geophysics etc	ZIP

Figure 3 – List of Component Types

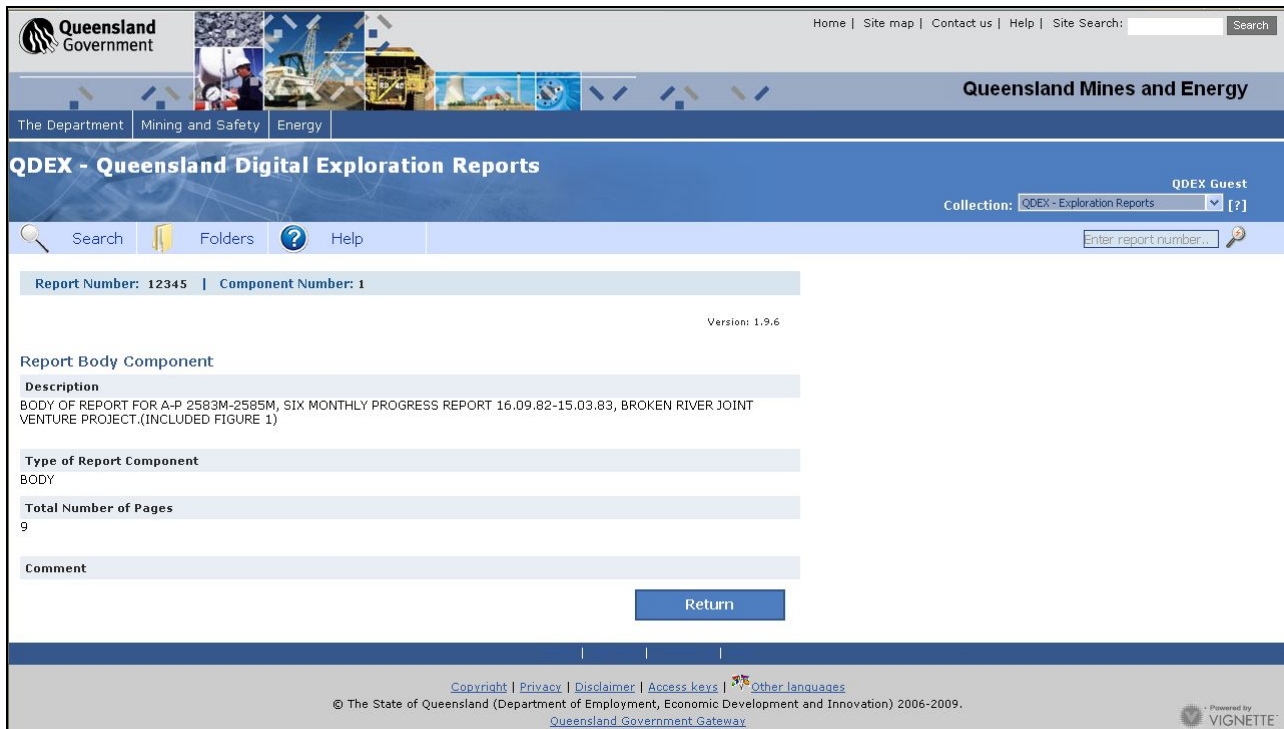


Figure 4 – Component Details


## VIEWING THE COMPONENT DOCUMENT/IMAGE

Associated with each component will be a document or image. You may view that image if it is less than 50 megabytes in size and less than the image dimension limitations of the online image viewer (maximum dimensions of 1.5m wide by 3m high). Images which exceed this image size limit will trigger a window prompting the user to either download the image to view using a locally installed image viewer or cancel the operation.

To view PDF documents you will need to install the Adobe Acrobat Reader and browser plug-in. If you click on an icon adjacent to a PDF document you will trigger the Acrobat Reader software which will display the document within a QDEX browser window. The Acrobat Reader controls will be displayed at the top of the page to allow you to navigate the PDF file.

## SEARCHING FOR A REPORT

Finding a report within QDEX can be done in four different ways.

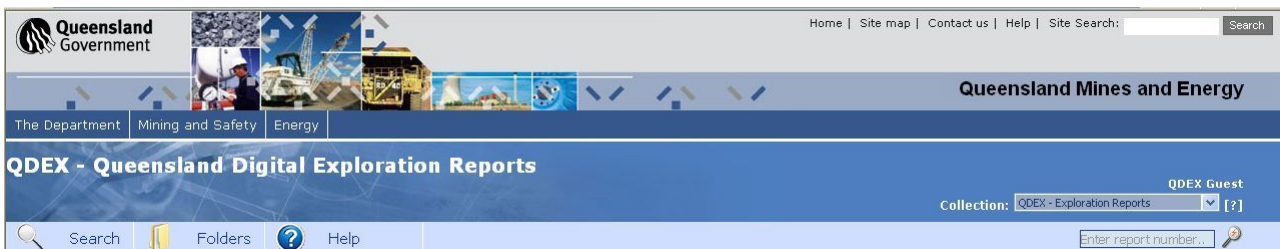
1. From the Home Page via the  option which is located on the menu bar next to help. Note: You will need the Company Report number of the report to use this function
2. Search common metadata fields using the menu item **Searches / Multi-Field Search**
3. Search any combination of metadata fields using the menu item **Searches / General Search**
4. Create an advanced search to meet your precise needs using the menu item **Searches / Advanced Search**

Searching for a report is done without consideration of the case of the word(s) entered (i.e. case insensitive). For instance if you enter 'Gold' the search will find all instances of 'GOLD'

When you search for a report you will be presented with a list of reports matching the search criteria you entered from which you can select and view the report metadata. All users will be able to view the report itself and any associated component files and images.

## SEARCHING IN OTHER DOCUMENT COLLECTIONS

When you first log into QDEX you are taken to the home page. On the menu bar you will see 'Collection'




It is defaulted to QDEX – Exploration Reports.

Should you wish to search in a different document collection select that collection from the drop down list. QDEX will automatically go to the search menu where you can then search in the chosen document collection.

## SEARCHING FOR A REPORT WHEN YOU KNOW THE COMPANY REPORT NUMBER

You can view a Reports Details directly if you know the report number. Note when using this function QDEX will search "All Documents" not just one collection.

1. From the QDEX home page via the  option which is located on the menu bar next to help.
2. Enter the Report Number into the 'Search' text box.
3. Press enter on your keyboard or the icon to the right of this field.
4. The details for this report are then displayed.

## SEARCHING USING THE MULTI-FIELD SEARCH

You can search for a word or phrase within commonly searched fields of a report using the Multi-Field search. The following table (Figure 5) details which fields are searched for the entered word or phrase.

Search Name	Fields Searched
Mine, Project, Prospect or Deposit	Mines, Projects, Prospects, Deposits, Report Title
Company Name	Submitter
Location	Location, Report Title
Petroleum Well	Well, Report Title
Seismic Survey	Seismic Survey, Report Title

Figure 5 – Multi-Field Search Options

To perform a Multi-Field search

1. Select the menu item **Search / Multi-Field Search**

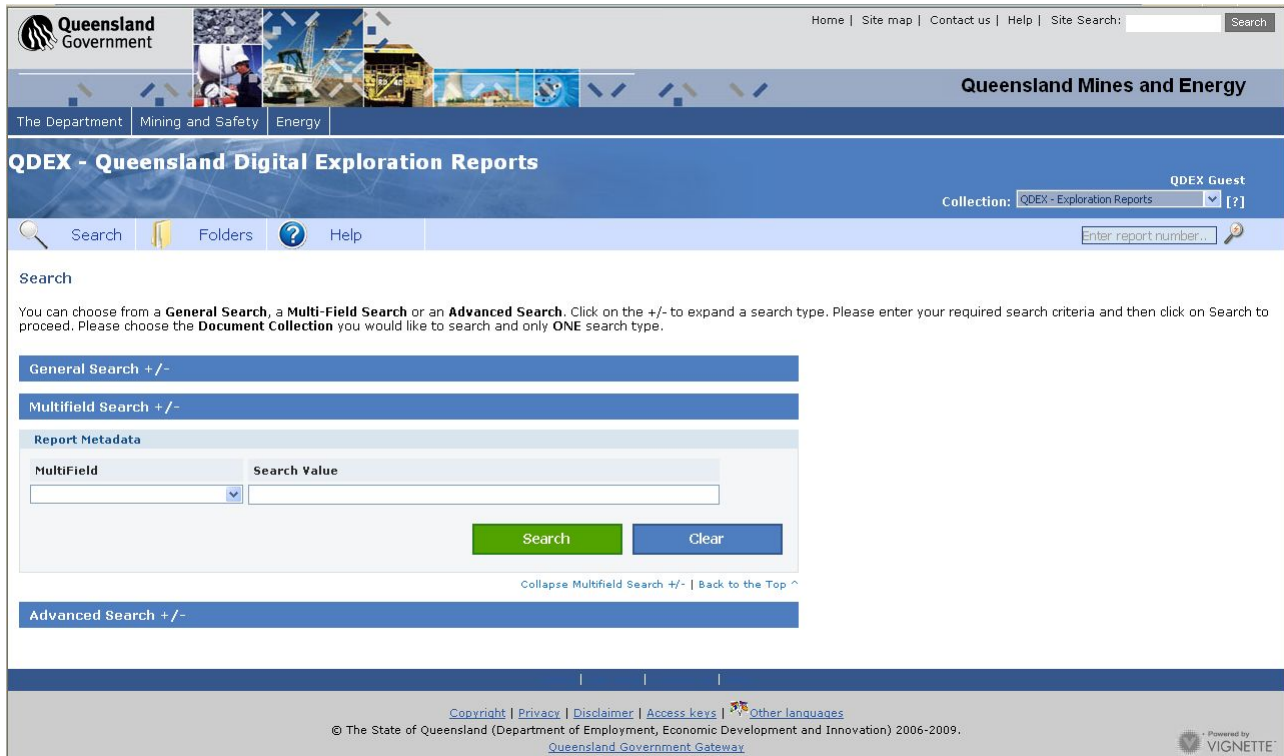



Figure 6 – Multi-field Search Page

2. Select the type of information on which you wish to search in the Multi-Field dropdown list (see table above)
3. Enter the word or phrase to search on into 'Search Value'
4. Press 
- If the result of the search returns more than 12 reports
  - Press Next or the page number to view the next 12 reports available *or*
  - Press Prev or the page number to view the previous 12 reports *or*
5. Click on the Title of the Report to view Report Details  
*or*
6. Right Click on the Report Title and choose 'Open in New Window or Tab' which will create a new window to display the Report Details. Close this new window when you are done and return to the list of reports.

## SEARCHING USING THE GENERAL SEARCH

You can search for a words or phrases within specific areas of a report using the General Search.

1. Select the menu item **Searches / General Search** which will display the image below.

**Search**

You can choose from a **General Search**, a **Multi-Field Search** or an **Advanced Search**. Click on the +/- to expand a search type. Please enter your required search criteria and then click on Search to proceed. Please choose the **Document Collection** you would like to search and only **ONE** search type.

**General Search +/-**

Clear Search

**Report Metadata**

Report Number Report Status Report Title Report Type

Open

Author Name Locality Of Report Map Reference Commodity

Type to Search Lookup Library Type to Search Lookup Library

**Keywords**

Type to Search Lookup Library

Tenure Tenure Holder Tectonic Stratigraphy

Type to Search Lookup Library Type to Search Lookup Library

Project Names Age Mines/Prospect Names Well Names

Type to Search Lookup Library

Seismic Survey Names Date of Report Date of Review

Geophysical Data Held Geophysical Data Attached

Lodger Submitter Assessor Remarks Assessor Id

Document Source BRN

**Component Search Criteria**

Type of Component Component Sub-Type Description/Title

Date of Photo Type of Tabular Data Datum and Projection Geophysical Parameters Scale

Comments

**Content Keywords**

Enter a Word to search for within a PDF document

Figure 7 – General Search Screen

2. Enter the word(s) or phrase(s) of interest into the fields that are of interest to you.
  - a) You may also enter words in the **'Content Keywords'** field at the bottom of the search form to search for words within the PDF documents stored with the report<sup>1</sup>.
  - b) The Map Reference, Commodity, Report Keywords, Tectonic, Stratigraphy and Age fields are all connected to lookup tables for ease of searching.

**Note: Only those reports matching all the search criteria entered will be found.**

3. Press



A list of reports will be presented.



The screenshot shows the QDEX web interface. At the top, there is a navigation bar with 'Queensland Mines and Energy' and 'QDEX - Queensland Digital Exploration Reports'. Below this is a search bar with the text 'Enter report number...'. The search results are displayed in a table with the following columns: 'Select All', 'Report Number', 'Report Title', and 'Report Status'. The table contains 12 rows of report data.

Select All	Report Number	Report Title	Report Status
<input type="checkbox"/>	59947	EPM 15633, BEEFWOOD, PARTIAL RELINQUISHMENT REPORT FOR PERIOD ENDED 25/10/09	o
<input type="checkbox"/>	58115	EPM 12998, MOUNT MOLLOY, ANNUAL REPORT FOR TWELVE MONTH PERIOD ENDING 23/5/09	o
<input type="checkbox"/>	57797	EPC 1138, PARTIAL RELINQUISHMENT REPORT FOR PERIOD 12/7/08 TO 12/7/09	o
<input type="checkbox"/>	56864	EPM 14534, ANNUAL REPORT FOR THE TWELVE MONTH PERIOD ENDING 10/3/09	o
<input type="checkbox"/>	56135	EPM 15593, JESSICA, ANNUAL REPORT FOR THE TWELVE MONTH PERIOD ENDING 5/12/08	o
<input type="checkbox"/>	55014	EPM 14987, SANDY CREEK, ANNUAL REPORT FOR PERIOD 9/11/07 TO 8/11/08	o
<input type="checkbox"/>	55013	EPM 15924, GUNNAWARRA, ANNUAL REPORT FOR THE PERIOD 8/12/07 TO 7/12/08	o
<input type="checkbox"/>	54913	EPM 15198, KINRARA, ANNUAL REPORT FOR THE PERIOD 27/9/07 TO 27/9/08	o
<input type="checkbox"/>	54581	EPM 15991, TOOLEBUC JOINT VENTURE, PARTIAL RELINQUISHMENT REPORT FOR THE PERIOD ENDING 7/1/09	o
<input type="checkbox"/>	54339	EPM 14066 (GREENVALE SOUTH), 14070 (GREENVALE NORTH), 14181 (LUCKY DOWNS), COMBINED ANNUAL REPORT FOR THE PERIOD 22/8/07 TO 21/8/08	o
<input type="checkbox"/>	54269	EPC 982, PEAK RANGE, ANNUAL REPORT FOR THE TWELVE MONTH PERIOD 4/11/07 TO 3/11/08	o
<input type="checkbox"/>	53916	A-P 602P, ANNUAL REPORT FOR TWELVE MONTHS ENDING 12/1/07	o

**Figure 8 – Report List results from a General Search**

If the result of the search returns more than 12 reports

- Press Next or the page number to view the next 12 reports available *or*
  - Press Prev or the page number to view the previous 12 reports *or*
4. Click on the Title of the Report to view Report Details  
*or*
  5. Right Click on the Report Title and choose **'Open in New Window or Tab'** which will create a new window to display the Report Details.  
*or*
  6. Scroll the screen down to see your search criteria displayed below the search results.

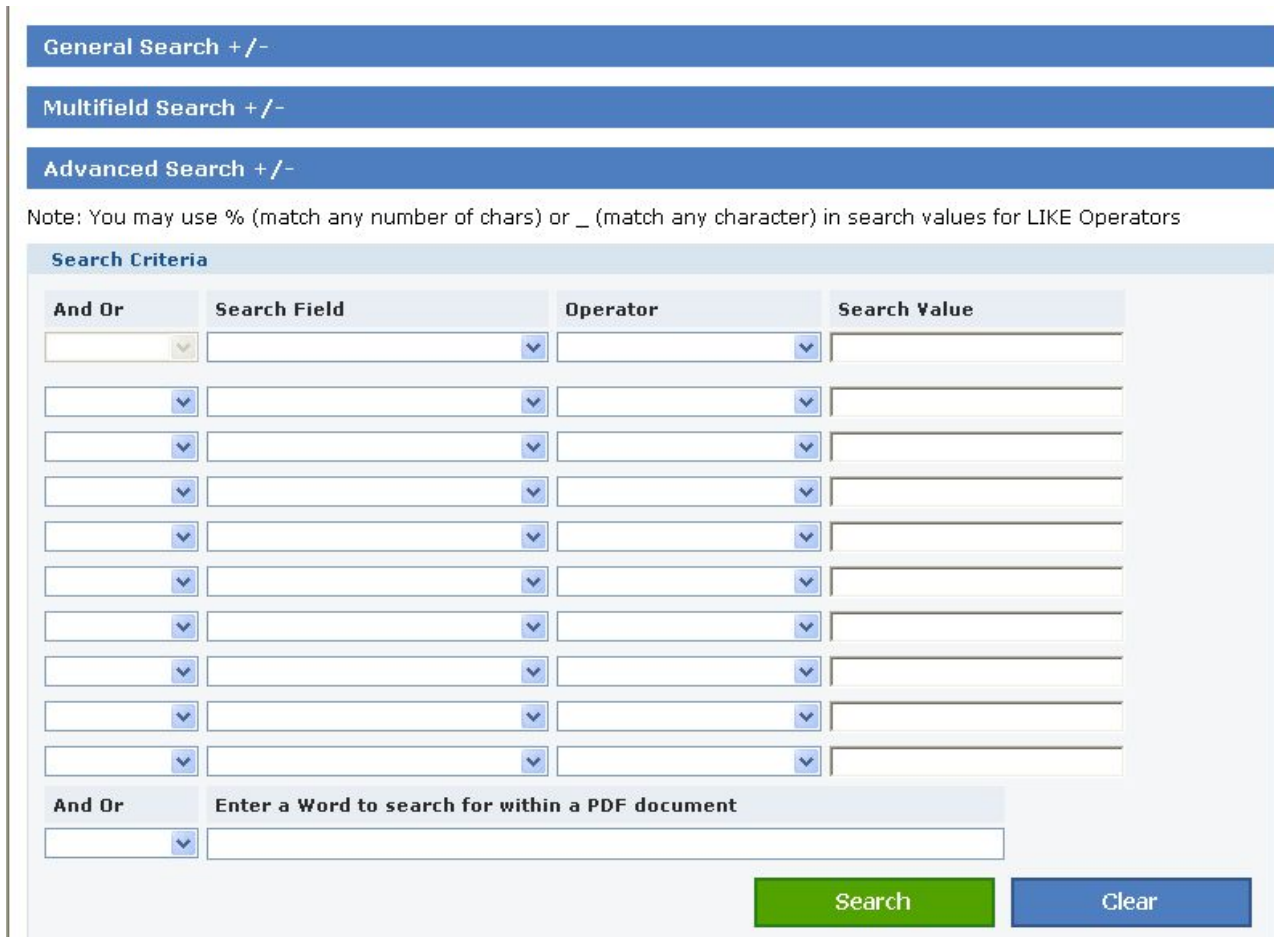
<sup>1</sup> For the existing paper based report collection that will be scanned, the ability to search the contents of the body of the report will not be available. Content searching will only be available for reports submitted electronically as a PDF file.

## SEARCHING USING THE ADVANCED SEARCH

You can perform an advanced search for words or phrases within reports. The advanced search allows you to use a combination of metadata fields combined with 'OR' and 'AND'.

This feature is intended for use by advanced users.


1. Select the menu item **Searches / Advanced Search**



The screenshot shows a web interface for advanced search. At the top, there are three blue navigation buttons: "General Search +/-", "Multifield Search +/-", and "Advanced Search +/-". Below these is a note: "Note: You may use % (match any number of chars) or \_ (match any character) in search values for LIKE Operators". The main section is titled "Search Criteria" and contains a table with four columns: "And Or", "Search Field", "Operator", and "Search Value". The table has 10 rows, each with a dropdown menu for "And Or", a dropdown for "Search Field", a dropdown for "Operator", and a text input for "Search Value". Below the table is a section for searching PDF documents, with a dropdown for "And Or" and a text input labeled "Enter a Word to search for within a PDF document". At the bottom right, there are two buttons: a green "Search" button and a blue "Clear" button.

**Figure 9 – Performing an Advanced Search**

2. Starting at the top of the section '**Search Criteria**' using the dropdown list under '**Search Field**' to select the field to search.
3. Select the test you wish to perform from the dropdown list under '**Operator**'. See Figure 10. Comparison Operators for an Advanced Search to understand the meaning of each of the terms.
4. Enter the word or phrase you wish to search for in the field under '**Search Value**'.
5. If you have more conditions go to the next row and select either 'AND' or 'OR' at the beginning of the row and repeat steps 2 to 5
6. If you wish to search the contents of the report itself for reports submitted electronically as PDF files.
  - a) Select either 'AND' or 'OR' on the left to specify how this test is to be combined with the other criteria.

7. Press 

A list of reports will be presented.
8. If the result of the search returns more than 12 reports
  - Press Next or the page number to view the next 12 reports available *or*
  - Press Prev or the page number to view the previous 12 reports *or*
9. Click on the Title of the Report to view Report Details
 

*or*
10. Right Click on the Report Title and choose 'Open in New Window or Tab' which will create a new window to display the Report Details.

Operator	Meaning
EQUALS	The value you supply must match the one in the Report Exactly.
NOT EQUALS	The report has a value other than the one you supply.
GREATER THAN	The report value is greater than the value you supply.
GREATER THAN OR EQUAL TO	The report value is greater than or equal to the value you supply.
LESS THAN	The report value is less than the value you supply.
LESS THAN OR EQUAL TO	The report value is less than or equal to the value you supply.
LIKE	Allows you to search for words or phrases within a report field. You may use % to represent any number of characters in the phrase. You may use _ to represent any single character in a phrase. (Eg To search for gold in the Title of Report you would select LIKE and value %GOLD%)

**Figure 10 – Comparison Operators for an Advanced Search**

## PUBLIC FOLDERS

Both unregistered and registered users have access to “Public Folders” containing reports that the Department of Employment Economic Development and Innovation consider of general interest to users of QDEX. You may not add or remove the contents of Public Folders.

### VIEWING PUBLIC FOLDERS

To view the contents of a public folder

1. Select menu item **Folders / Folders**.  
A list of Public Folders will be presented.
2. Click on the name of the Public Folder of interest.  
The contents of the Folder are displayed.

Queensland Mines and Energy

The Department Mining and Safety Energy

QDEX - Queensland Digital Exploration Reports

QDEX Guest  
Collection: QDEX - Exploration Reports [?]

Search Folders Help

Enter report number...

Folders

Listed below are Departmentally created Folder selections containing Open File reports of special interest. Click on the Folder Name to show the list of reports contained within that folder category.

Folder Name	Type
SCANNED COAL REPS EXAMPLE	Public
SCANNED MIN REPS EXAMPLE	Public
COALBED METHANE REPORTS	Public
WELL COMP REPS EXAMPLE	Public
AURUKUN BAUXITE REPORTS	Public
RA290 TAROBORAH	Public
Test new Public	Public
RA347 RA348 RA349 RA350	Public
TEST PUBLIC FOLDER	Public
PLR2009 1 SEISMIC	Public
PLR2009 1 WELL COMP REPS	Public
PLR2009 2 SEISMIC	Public
PLR2009 2 WELLS	Public

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Powered by VIGNETTE

Figure 11 – Public Folders

## VIEWING THE FOLDER CONTENTS

A folder may contain either whole reports or only individual components of a report. When a component is selected you will notice a link on the page next to the report **'Show Selected'**.

Queensland Government

Home | Site map | Contact us | Help | Site Search:  Search

Queensland Mines and Energy

The Department Mining and Safety Energy

**QDEX - Queensland Digital Exploration Reports**

QDEX Guest  
Collection: QDEX - Exploration Reports [?]

Search Folders Help Enter report number...

Reports in Folder 'PLR2009 2 SEISMIC'

Listed below are the Reports included in the 'PLR2009 2 SEISMIC' Folder. To view a Report's details click on the **Report No.** link. Where only a subset of Report Components were added to the folder click on the **Show Selected** link in the Components column.

Report No.	Title	Components
1054	SEISMIC SURVEY FOR DELHI AUSTRALIAN PETROLEUM LTD, ORIENTOS AREA.	All Selected
11137	A-P 267P, NOCCUNDRRA SEISMIC SURVEY, FINAL REPORT	All Selected
11934	A-P 267P, BELLALIE - OMICRON SEISMIC SURVEY, FINAL REPORT	All Selected
15045	A-P 267P, COOPER BASIN, 1984-85 GUM CREEK SEISMIC SURVEY, FINAL REPORT	All Selected
15402	A-P 267P, COOPER BASIN, 1986 WHIPPA SEISMIC SURVEY, FINAL REPORT	All Selected
16924	A-P 259P, 1985 BECKER SEISMIC SURVEY, FINAL REPORT	All Selected

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**Figure 12– A Folder Containing Reports**

To view all the report details for a folder click on the **'Report Number'**. You will be taken to the Report Details Page.

## VIEWING COMPONENT LIST

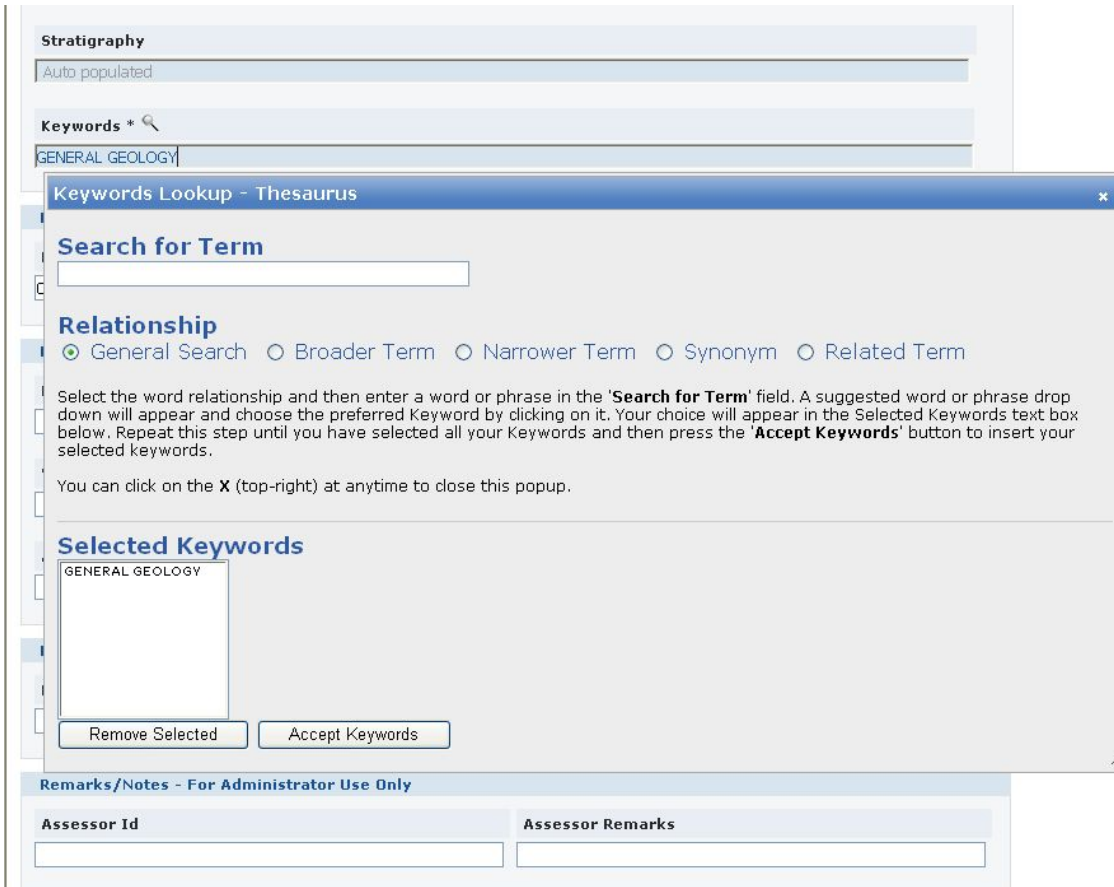
To view the list of selected components click on **'Show Selected'** to display summary report information and a list of components.

To view a component, click on the **'Component Number'**. You will be taken to the Component View Page.

## APPENDIX A: USING THE KEYWORDS THESAURUS

This lookup thesaurus is used to find predefined keywords for inclusion when lodging a report. These keywords are the standard set as defined in the AMF thesaurus for the mining and exploration industry. This tool is provided as an aid to selecting appropriate keywords pertaining to the report content. Only Keywords selected from this list will be able to be entered into the system

The thesaurus is activated by clicking into the keyword field. You will be presented with the following screen:



The screenshot displays the 'Keywords Lookup - Thesaurus' interface. At the top, there is a 'Stratigraphy' field with 'Auto populated' text. Below it is a 'Keywords \*' search field containing 'GENERAL GEOLOGY'. A modal window titled 'Keywords Lookup - Thesaurus' is open, featuring a 'Search for Term' input field. Under the 'Relationship' section, the 'General Search' radio button is selected. A text box below explains the search process: 'Select the word relationship and then enter a word or phrase in the 'Search for Term' field. A suggested word or phrase drop down will appear and choose the preferred Keyword by clicking on it. Your choice will appear in the Selected Keywords text box below. Repeat this step until you have selected all your Keywords and then press the 'Accept Keywords' button to insert your selected keywords. You can click on the X (top-right) at anytime to close this popup.' The 'Selected Keywords' section shows 'GENERAL GEOLOGY' in a box. At the bottom of the modal are 'Remove Selected' and 'Accept Keywords' buttons. Below the modal is a 'Remarks/Notes - For Administrator Use Only' section with two input fields: 'Assessor Id' and 'Assessor Remarks'.

Figure 13 – Thesaurus Tool

### SEARCHING FOR A KEYWORD

- If you know part of the phrase you can enter that part into the 'Search for Term' field. You will be presented with a list of phrases that contain the text you entered.
- Scroll down the list to select the phrase you want
- Clicking on the correct phrase puts the phrase into the Selected Keywords box.
- Repeat this cycle of search and select until you have all the keywords you wish to use in the Selected Keywords box.
- To find either a broader, narrower, synonym or related term to the text in the 'Search for Term' box select the appropriate radio button
- Press "Accept Keywords" button to enter your created list of keywords into the report meta data field. You will be returned to the page that activated the Thesaurus.

## APPENDIX B: USING THE LOOKUP TOOL

The lookup tool is used to select value(s) from a list of predefined terms for use when entering information in some of the report metadata fields. These fields require you to select from a fixed range of terms from drop down lists. You will not be able to enter in your own values as free text is not accepted.

The lookup tool is activated by clicking into each field and typing the first few letters of the word you wish to search for. This includes the Map Reference, there is no need to type in the numeric value just the map name you need the map reference for and select it from the drop down list. You will be presented with the following screen but with different values for the various fields:

The screenshot shows the 'General Search +/-' interface. At the top right are 'Search' and 'Clear' buttons. Below is the 'Report Metadata' section with various input fields. The 'Map Reference' field contains 'bril' and has a dropdown menu open showing the following results:

- 7251 [BRIGHTON DOWNS (7251)]
- SF5415 [BRIGHTON DOWNS (SF5415)]
- 9543 [BRISBANE (9543)]

Other fields include Report Number, Report Status (Open), Report Title, Report Type, Author Name, Locality Of Report, Commodity, Keywords, Tenure, Tenure Holder, Tectonic, Stratigraphy, Project Names, Age, Mines/Prospect Names, Well Names, Seismic Survey Names, Date of Report, Date of Review, Geophysical Data Held, Geophysical Data Attached, Lodger, and Submitter.

Figure 14 – Lookup Tool

- Enter the beginning of the phrase you want.
- To add a word click on the matching value you require.
- Repeat this process of search and select to build up the list of selected values.

## APPENDIX C: USING THE CALENDAR TOOL

The calendar tool is used to select a date for use with the report and component metadata. The Calendar

tool is activated by clicking on the

Date Of Report \*

symbol. You will be presented with the following screen:



**Figure 15 – Calendar Tool**

- Select the Year from the dropdown list.
- Select the Month from the dropdown list.
- Click on the Day of the month of interest.
- The date selected will be saved back into the previous page from where the tool was activated.
- Close the calendar to revert to previous date.

## APPENDIX D: SAMPLE KEYWORDS – MINERAL EXPLORATION

### MINERAL EXPLORATION

- Literature Reviews
- Market Research
- Reconnaissance
- Geological Mapping
- Geological Maps
- Structural Geology
- Metallogenesis
- Stratigraphy
- Surveying
- Base Maps
- Tenement Maps
- Topographic Surveys
- Remote Sensing
- Aerial Photography
- Landsat
- Lineaments
- Photogeology
- Photogeological Maps
- Imagery
- Image Interpretation
- Multispectral Imagery
- Photointerpretation
- Satellite Imagery
- Thematic Mapper Surveys
- Environmental Impact Surveys
- Feasibility Studies
- Geostatistics
- Metallurgy
- Mine Design
- Mine Drainage
- Mine Evaluation
- Mining Geology
- Ore Reserves
- Ore Reserve Estimation
- Mineral Resources
- Regional Geology

### GEOPHYSICAL SURVEYS

- Aerial Geophysical Surveys
- Aerial EM Surveys
- Aerial Gravity Surveys
- Aerial Magnetic Surveys
- Aerial Radioactivity Surveys
- Ground Magnetic Surveys
- Mise a la Masse Surveys
- Resistivity Surveys
- Sirotem Surveys
- Telluric Current Surveys
- IP Surveys
- Magnetic IP Surveys
- VLF EM Surveys
- Magnetic Properties
- Radiometric Profiles
- Data Processing
- Geophysical Interpretation
- Geophysical Logs

- Gravity Surveys
- Radioactivity Surveys
- Slingram EM Surveys
- Direct Current Surveys
- Turam EM Surveys
- SP Surveys
- EM Surveys
- Afmag Surveys
- Transient EM Surveys
- Reinterpretation
- Seismic Reflection Methods
- Seismic Refraction Methods
- Magnetotelluric Surveys

## GEOCHEMICAL EXPLORATION

- Sampling
- Bulk Sampling
- Gas Sampling
- Grab Sampling
- Ground Water Sampling
- Heavy Mineral Sampling
- Panning
- Rock Chip Sampling
- Soil Sampling
- Stream Sampling
- Stream Sediment Sampling
- Tailings Sampling
- Assaying
- Assay Value
- Auger Drilling
- Diamond Drilling
- Percussion Drilling
- Reverse Circulation Drilling
- Rotary Drilling
- Stratigraphic Drilling
- Core Logs
- Drilling
- Drill Core Analysis
- Drill Cuttings Analysis
- Dredging
- Trenching
- Drive Mining
- Pits
- Shaft Sinking
- Tunnelling
- Geobotany
- Indicator Minerals
- Isotope Geochemistry
- Laboratory Tests
- Mineragraphy
- Mineralogy
- Mineral Processing
- Petrology
- Whole Rock Analysis
- X Ray Diffraction
- Geochemical Anomalies
- Geochemical Interpretation
- Sample Location Maps
- Building Stones
- Dimension Stone

- Core Drilling
- Chemical Analysis

## APPENDIX E: SAMPLE KEYWORDS – PETROLEUM EXPLORATION

### PETROLEUM EXPLORATION

- Seismic Interpretation
- Drilling
- Geological Structures
- Landsat
- Maturation
- Petroleum Potential
- Petroleum Reserves
- Regional Geology
- Stratigraphic Correlation
- Stratigraphy
- Aerial Magnetic Surveys
- Biostratigraphy
- Core Photography
- Data Processing
- Discovery Wells
- Drill Core
- Drill Cuttings
- Environmental Impact Surveys
- Feasibility Studies
- Gas Analysis
- Gas Wells
- Geochemical Anomalies
- Geochemical Exploration
- Geochemical Interpretation
- Geological Surveys
- Geothermal Gradients
- Gravity Surveys
- Literature Reviews
- Maps
- Marine Seismic Surveys
- Methane
- Oil Analysis
- Oil Wells
- Organic Geochemistry
- Palaeontology
- Palynology
- Permeability
- Petroleum Migration
- Porosity
- Progress Reports
- Radioactivity Surveys
- Reinterpretation
- Seismic Profiles
- Seismic Reflection Methods
- Seismic Refraction Methods
- Seismic Surveys
- Sidewall Sampling
- Soil Gas Sampling
- Source Beds
- Traps (Petroleum)
- Vibroseis
- Water Analysis
- Water Wells
- Well Completion
- Well Log Interpretation
- Well Logs
- Well Velocity Surveys

- Field Methods
- Formation Tests
- Petroleum Reservoirs
- Petrology
- Work Programmes

## APPENDIX F: SAMPLE KEYWORDS – COAL AND OIL SHALE EXPLORATION

### EXPLORATION (COAL & OIL SHALE)

- Coal Exploration
- Oil Shale Exploration
- Aerial Photography
- Drilling
- Electrical Surveys
- Exploration Potential
- Field Geology
- Geological Mapping
- Geophysical Surveys
- Gravity Survey
- Historical Geology
- Image Interpretation
- Lineaments
- Literature Reviews
- Magnetic Surveys
- Photointerpretation
- Radioactivity Surveys
- Regional Geology
- Regional Surveys
- Remote Sensing
- Seismic Surveys
- Site Investigations
- Surveying
- Tenement Map
- Topographic Surveys

### SAMPLING

- Bulk Sampling
- Core Drilling
- Core Sampling
- Drill Core
- Drill Cuttings
- Excavation
- Ground Water Sampling
- Percussion Drilling
- Rotary Drilling
- Sample Location Maps
- Sampling
- Shaft Sinking
- Wire Line Drilling
- Wire Line Logging

## ANALYTICAL WORK

- Coal Analysis
- Coal Preparation nb. Coal Preparation includes Washability
- Coal Petrology
- Gas Analysis
- Petrology
- Laboratory Tests
- Oil Shale Petrology
- Oil Shale Processing
- Palynology
- Weathering Tests
- Physical Tests
- Pyrolysis
- Rock Tests
- Water Analysis

## GEOLOGICAL ASSESSMENT

- Biostratigraphy
- Coal Quality
- Composite Logs
- Geological Logs
- Geophysical Logs
- Graphic Logs
- Histograms
- Igneous Intrusions
- Isopach Maps
- Overburden
- Pump Tests
- Sedimentary Geology
- Stratigraphic Correlation
- Stratigraphy
- Stress Measurement
- Structural Geology
- Structure Contour Maps
- Subsurface Maps
- Weathering
- Wire Line Logging

## RESOURCE ASSESSMENT

- Coal Deposits
- Coal Reserves
- Coal Resources
- Resource Assessment
- Oil Shale Deposits
- Shale Oil

## MINE PLANNING

- Coal Production
- Coal Storage
- Degasification
- Environmental Impact Surveys
- Environmental Management
- Feasibility Studies
- In Situ Recovery
- Oil Shale Recovery
- Land Use Planning
- Materials Handling
- Mine Planning
- Mine Safety
- Mine Subsidence
- Mining Engineering
- Mining Geology
- Pilot Plants
- Quality Control
- Rehabilitation
- Spontaneous Combustion
- Transportation
- Underground Gasification
- Infrastructure

## COAL USES

- Coal Conversion
- Coal Gasification
- Coal Liquefaction
- Coal Wastes
- Oil Shale Processing

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