

HOW TO DOWNLOAD OR REQUEST A CD/DVD PACKAGE OF REPORTS FROM QDEX

There are three ways to download reports and report components from QDEX. You can download a component in real time straight from the report details screen; OR you can download up to 50Mb worth of data through the shopping cart; OR if your cart is over 50Mb it can be delivered on CD or DVD.

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 this file to your computer (this is dependent on the file type of the component you are downloading). For PDFs you will be shown the document and can use the 'save' function of the PDF viewer; for JPGs you can right click the picture shown and select 'save as'.

DOWNLOADING REPORTS USING THE SHOPPING CART

The Shopping Cart is used to gather reports or components from the QDEX system for delivery via download, CD or DVD. Your Shopping Cart will contain reports and components you have added using the

 Add to Cart

button found on pages throughout QDEX.

The Shopping Cart is only maintained during your current session. If you logout, your session times-out, or you close your browser window, the contents of your Shopping Cart will be deleted.

LISTING THE CONTENTS OF YOUR SHOPPING CART

You can view your shopping cart to see how many items you have selected and their file sizes.

1. Select the menu item **Folders / Shopping Cart** or click on either the Cart Size or Cart Count as displayed in the main banner of QDEX.

You will be presented with the contents of your shopping cart.

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QDEX - Queensland Digital Exploration Reports

Shelley Peters [SUPADMIN] | Cart Size [2] MB | Cart Count [2]

Collection: QDEX - Exploration Reports [?]

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Enter report number:

Shopping Cart Checkout

You are now at the Shopping Cart Checkout. You can retrieve your selected Reports either by **Download**, or request the files be sent to you on **CD or DVD** (depending on the total size of your Shopping Cart files).

Please note that there is a charge for getting your reports on CD or DVD.

Download

Press the **Download** button above (for cart sizes of less than 50.0 MB) to receive the reports via your browser as a zip download.

Order CD | **Order DVD**

If you would like to receive your selected reports on **CD/DVD** press either the CD or DVD buttons. The process takes approximately 3 working days to shipping stage when you will be contacted for payment details (cost below). Please note that validation of the invoice and shipping address details can not take place until the CD or DVD button is pressed. If you have queries please phone Customer Service on +61 (0)7 38638711 or alternatively email qdexsupport@dme.qld.gov.au

Note:

- **CD Total Price: \$141.40** (Inc GST-postage-handling) Number of **CD's: 1** | **Total MB: 2**
- **DVD Total Price: \$141.40** (Inc GST-postage-handling) Number of **DVD's: 1** | **Total MB: 2**

MetaData

If you only require the Metadata associated with the reports and components you have collected, select the **MetaData check box** below and then press the **Refresh** button to recalculate the size of the download. Press the **Download** button when you are happy with your selection to receive the metadata information.

Select Report and Component Information **ONLY**. No attached documents.

Refresh

Select All	Report Number	Report Title	Components	Size(Kb)
<input type="checkbox"/>	58115	EPM 12998, MOUNT MOLLOY, ANNUAL REPORT FOR TWELVE MONTH PERIOD ENDING 23/5/09	All	836
<input type="checkbox"/>	59947	EPM 15633, BEEFWOOD, PARTIAL RELINQUISHMENT REPORT FOR PERIOD ENDED 25/10/09	All	250

Remove Report | **Order CD** | **Order DVD** | **Download**

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Display of Reports in Shopping Cart

THE SHOPPING CART DISPLAY WINDOW

1. Report Number -The report number may be clicked on to go to the Report Details Page
2. Report Title – Title of the Report
3. Components – There can be two different items displayed here
 - a. All – The report as a whole is in the shopping cart.
 - b. # of # - You have selected individual components from a report and added them to your shopping cart. Click on this link to see which components are present in your shopping cart. This will show you the report details and the components you have selected.
4. Size – the size in Kilobytes for each report in your shopping cart.

DELETING ITEMS FROM YOUR SHOPPING CART

You can delete any number of items from your shopping cart.

1. Select the items you wish to delete using the selection boxes (place a tick in the check boxes to the left of the report number). You may use the **Select All** button to assist.
2. Press the  button.

The selected items will be deleted and the window will be refreshed.

USING THE SHOPPING CART PAGE

The checkout Shopping Cart page provides you with an opportunity to obtain the reports and components you have placed in your cart by choosing Download, CD or DVD. You can also remove items from the cart using this page.

Displayed on the page is the total size of the shopping cart including the number of CDs or DVDs and the price including GST for packaging by CD or DVD. Each report or component is displayed together with the title and size of file.


SELECTING METADATA ONLY

If you only require the metadata associated with the reports and components you have selected.


1. Select the check box next to the text "Select Report and Component Information ONLY. No attached documents."
2. Press the  button to recalculate the size.

REMOVING ITEMS FROM THE SHOPPING CART

You may remove items from the shopping cart using the Shopping Cart Page.

1. Select the items you wish to remove by using the Select boxes.
2. Press  the item will be removed from your cart and the new prices and totals displayed. (Note: If this brings your file size under the 50 megabyte download limit the bottom download button will display.)

REQUESTING REPORTS OR COMPONENTS VIA DOWNLOAD

If your Shopping Cart is less than 50 megabytes you will notice a button called  which allows you to request the Shopping Cart contents be packaged up and made available via direct download from the QDEX website.

1. Press the  button.

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QDEX - Queensland Digital Exploration Reports

Shelley Peters [SUPADMIN] | Cart Size [2] MB | Cart Count [2]

Collection: QDEX - Exploration Reports [?] [?]

User Details Search Folders Reports Help Enter report number.

Shopping Cart Checkout - Download

Download:

- You have chosen to **Download** your reports. **Please press 'Download' to proceed.**
- If you would like to receive your reports on CD or DVD, please go back to the shopping cart checkout.

Download

Press the **Download** button above (for cart sizes of less than 50.0 MB) to receive the reports via your browser as a zip download.

Your Reports

Report #	Title	Components	Size(Kb)
58115	EPM 12998, MOUNT MOLLOY, ANNUAL REPORT FOR TWELVE MONTH PERIOD ENDING 23/5/09	All	836
59947	EPM 15633, BEEFWOOD, PARTIAL RELINQUISHMENT REPORT FOR PERIOD ENDED 25/10/09	All	250

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Second Download Screen

A second download screen appears letting you know you have chosen the download option.

2. Press the **Download** button.
3. A pop up box will appear asking if you would like to open or save your download. Click Save
4. You will then be asked to select where you would like to save the zipped file on your computer
5. Once the file has completed downloading you can then go and unzip the file and view the reports/components that you downloaded.

REQUESTING REPORTS OR COMPONENTS VIA CD OR DVD

You may request that the reports and components in your Shopping Cart be delivered by CD or DVD. The cost of the CD or DVD displayed in the Shopping Cart window includes GST and postage and handling. If you require the CD or DVD delivered by courier this will incur an additional charge.

1. Press the **Order DVD** or **Order CD** button (this will take you to a new page, see figure below).
2. Ensure the Shipping Address is Correct for delivery of the CD or DVD.
3. Ensure the Invoice Address is Correct for the invoicing of the CD or DVD.
4. Press the **Order CD** button.

Once you have pressed the CD or DVD button this will initiate an email to the QDEX scanning team who will contact you to confirm your payment details and discuss expected delivery times. The QDEX system will also generate a request number, which is useful for the user to record so you can track your request's progress in the scanning unit. Your CD or DVD will be shipped when your payment has been finalised and the report images have been captured.

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Shelley Peters [SUPADMIN][Cart Size [2] MB|Cart Count [2]
Collection: QDEX - Exploration Reports [?]

User Details Search Folders Reports Help Enter report number...

Shopping Cart Checkout - CD

Order CD:

- You have chosen to receive your reports on CD. Please press 'Order CD' to proceed.
- **CD Total Price: \$141.40** (Inc GST-postage-handling) Number of CD's: 1 | Total MB: 2
- If you would like to receive your reports via Download, please go back to the shopping cart checkout.

Order CD

If you would like to receive your selected reports on CD press the Order CD button above. The process takes approximately 3 working days to shipping stage when you will be contacted for payment details (cost below). Please validate the invoice and shipping address details below before pressing the CD button. If you have queries please phone Customer Service on or alternatively email qdexsupport@dme.qld.gov.au

Your Reports

Report #	Title	Components	Size(Kb)
58115	EPM 12998, MOUNT MOLLOY, ANNUAL REPORT FOR TWELVE MONTH PERIOD ENDING 23/5/09	All	896
59947	EPM 15633, BEEFWOOD, PARTIAL RELINQUISHMENT REPORT FOR PERIOD ENDED 25/10/09	All	250

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Shipping and Invoicing Addresses

Shipping Address	Invoicing Address
SHELLEY PETERS QDEX INFORMATION MANAGEMENT OFFICER LVL 16 61 MARY STREET BRISBANE QLD AUSTRALIA	SHELLEY PETERS QDEX INFORMATION MANAGEMENT OFFICER LVL 16 61 MARY STREET BRISBANE QLD AUSTRALIA

CD/DVD Download Screen