

HOW TO LODGE A REPORT IN QDEX

WHAT HAS CHANGED?

The basic functionality of QDEX has not changed and reports are still lodged as per the previous system. Report metadata is still to be filled in and all mandatory fields remain as they were in the previous system.

However one change that is important to point out to users of the new system is that lookup tables are now built into the fields they pertain to and you no longer need to click an icon to access a lookup table. On those fields that are linked to lookup tables (these are: Map Reference, Commodity, Tectonic, Age, Stratigraphy and Keywords) you simply click into the field, start typing your value and a drop down box will appear to select the value. The Keyword field is the exception to this. When you click into this field a splash box will appear where you can find your keywords and then add them to your metadata.


Please note that when filling in the map reference field you are not required to enter the reference number only the location. The system will give you a choice that matches that map reference. For example in this field you could start to type Brisbane and the following drop down would appear.

Map References *	Commodity *
brisbane	
9543 [BRISBANE (9543)]	

From here you would simple select the Brisbane reference from the list and the reference number 9543 would automatically populate the field.

SUMMARY

The following steps outline what is required to lodge a report using QDEX.

1. The report and associated files are prepared in the correct file formats and for online lodgement each component must be <50Mb in size. However, it is recommended that your file sizes be below 15Mb in size, as it can take some time to upload a large file (total file size of all components must be <250Mb).
2. The lodger connects to the QDEX system via a web browser and logs in to QDEX
3. Select menu option **Reports – Report Lodgement**.
4. Complete the report level metadata and press  button.
5. Components are created and metadata entered by scrolling to the bottom of the metadata page and saving and uploading components.
6. As you create each component you will need to **save the component description**. Please note, as once you click 'save', a message will appear to say that you have successfully saved a component.
7. Once Saved you will then be asked to select the file to upload by browsing your computer. Select the file containing the data, ie the actual document you are lodging. Locate the file relevant to the component you have just described and press OPEN.

8. Once the file has been selected press the **Upload File** button to complete the uploading process. Once successfully uploaded a message is displayed to say Component Content has been successfully saved and you should see your component and attachment under the Added Components box at the bottom of the page.
9. To add further components select the component type and repeat the process
10. Once all the components are loaded press the **Commit Lodgement** button on the Report Details screen. Please note this commit lodgement button will not appear until *at least one component* has been uploaded.
11. You will receive an automatic email notifying you of the successful lodgement of the report. When the report has been 'quality assured' by QDEX staff you will receive another email confirming it has been accepted as complete OR you will receive a reject email if the report is not suitable for lodgement with an explanation (eg missing maps, figures etc).

REPORT METADATA FIELDS

Field Name	Description	Example	Mandatory / Optional	Number of Values
Report Title	The title of the report.	See end of Table for list of examples	M	Single
Report Type	Select the report type that best describes this report from the drop down list.	Annual Exploration Report	M	Single
Author Name	Enter the author's name(s).	See end of Table for list of examples	M	Multiple (Comma separated)
Lodger	Pre-populated from the QDEX user ID.	JOHN SMITH	M	Single
Submitter	Pre-populated as the user that submitted the report.	JOHN SMITH	M	Single
Locality	Enter the locality to which the report refers	W of Mount Isa.	M	Single
Map References	Enter list of 100 000 sheets. Use the lookup tool to assist.	9441, 9442, 9342	M	Multiple values must be Comma separated
Commodity	List of Commodities. Use the lookup tool to assist.	GOLD, COPPER, LEAD	M	Multiple (Comma separated)
Keywords	List of Keywords. Strongly Recommend using the Thesaurus build list.	AIR DRILLING, COAL CHEMISTRY	M	Multiple (Comma separated)
Tenure	List of Exploration Tenures to which the report refers	EPM 345, EPM 346	M	Multiple (Comma separated)

Field Name	Description	Example	Mandatory / Optional	Number of Values
Tectonic	List of Tectonic Regions covered by the report eg Bowen Basin, Drummond Basin. Use the lookup tool to assist	IPSWICH BASIN	O	Multiple (Comma separated)
Stratigraphy	List of Stratigraphic Units covered by the. Must use the lookup tool to create list	Betts Creek Beds, Bulgonunna Formation.	O	Multiple (Comma separated)
Age	List of geological ages. Use the lookup tool to assist.	Carboniferous	O	Multiple (Comma separated)
Date of Report	Company's reference for date of writing of the Report.	1/1/2003	M	Single
Date of Receipt	Generated when you report is submitted to QDEX.	Automatic date stamp	M	Single
Project Names	List of Project Name(s). Free Text field	Central Qld Project	O	Multiple (Comma separated)
Mines/Prospect Names	List of Mines or Prospects present in the exploration tenement. Free Text.	Mount Morgan, Battle Camp	O	Multiple (Comma separated)
Well Names	List of Well Names. Free Text, Petroleum industry only.	AGL HOBBIT 1	O	Multiple (Comma separated)
Seismic Survey Names	List of Seismic Survey Names. Free Text. Petroleum Industry only.	OCA COGOON RIVER	O	Multiple (Comma separated)

OFFLINE LODGEMENT OF REPORTS

Submission of a report using the offline lodgement process (i.e. sending the department a CD of your report) is identical to the online process except in Step 4 you commence the process by deselecting the Online Submission box. Follow the same process of completing the report details then adding the individual components. When you select the file to associate with the component it simply captures the file's details and size.

Files to be submitted to QDEX using the **offline** lodgement process must have all files named according to the details in a file called a "**packing slip**" which will be attached to an email sent to you automatically when you submit your report and component metadata in QDEX. This "**packing slip**" is a simple text file and contains a list of file names. The first column in this text file is the name/reference to a file on your computer system while the second entry is the filename that QDEX requires. Refer to the section of this guide entitled "Submitting by CD" for details.

Please attempt to separate your documents into separate files for each appendix and map to achieve this file size. It is strongly recommended that each file you wish to lodge be less than 15Mb in size but can be up to 50Mb if necessary. This indicative size limit will assist the delivery back to the exploration industry of this data as very large files

restrict usability of the reports once loaded. This file limit should be adhered to when building PDF, JPG and TIFF files but may be unavoidable for ZIP format files.

TITLE FORMAT (MUTIPLE TENURES IN NUMERICAL ORDER)

Report Title Standard: Tenure Number, Tenure Name, report type for the period ended dd/mm/yy.

For Example:

EPM 6892, Soldiers Cap, Partial relinquishment report for period ended 06/06/92

EPM 8331 (Cubbaroo), 8648 (Mount Fort Constantine), Combined annual report for the period ended 13/2/03

EPC 613, Annual report for period ended 13/9/01

A-P 471P, MNL Myall 2000 Seismic Survey, Final report

MLA 399, 400, 401, Mount Morgan, Upper Don River, Report for twelve months ending 31/12/88

AUTHORS FORMAT

Last name, First initial. Second Initial.

For Example:

Strate, T

Drake, M C

Strate, T, Drake, M C

LOCATION FORMAT (KM NOT NECESSARY – JUST DIRECTION AND MAIN TOWN)

For Example:

NW of Greenvale

S of Ipswich

MAP REFERENCES ARE 1:100 000 NUMBERS ONLY (IN NUMERICAL ORDER)

For Example:

8560, 8651, 8750, 8751

LIST OF COMPONENT TYPES

Menu Item	Description	File Format
Add a Report Body	The text component of a digital report where the details of the exploration activity are described. This document should include summary, introduction, report text, figures etc.	PDF
Add a Map Plan or Figure	Maps, figures, locality maps, geochemical sample location maps etc.	JPG, TIFF or PDF
Add Petrophysical or Geophysical Log Data	Files containing images of Downhole geophysical Logs, petrophysical logs. This is mainly for petroleum industry reports.	JPG, TIFF or PDF
Add Tabular Data	Files containing data from geochemistry, drill log data, geophysical survey data, surveying data, rock chip sample analyses etc.	TXT
Add a Photograph	Core photographs, aerial photographs etc	JPG
Add a Geophysical Image	Files containing images derived from geophysical surveys, i.e. magnetics, gravity isopac grid, Ground IP, etc	JPG or TIFF
Add Geoscience Data	File containing data from GIS studies, ground geophysical data acquisition, derived datasets or file in other formats or content not suitable for lodgement in the above areas.	ZIP

The following sections describe the process of creating components for each of the above types. You may have one or more of each component type associated with a report.

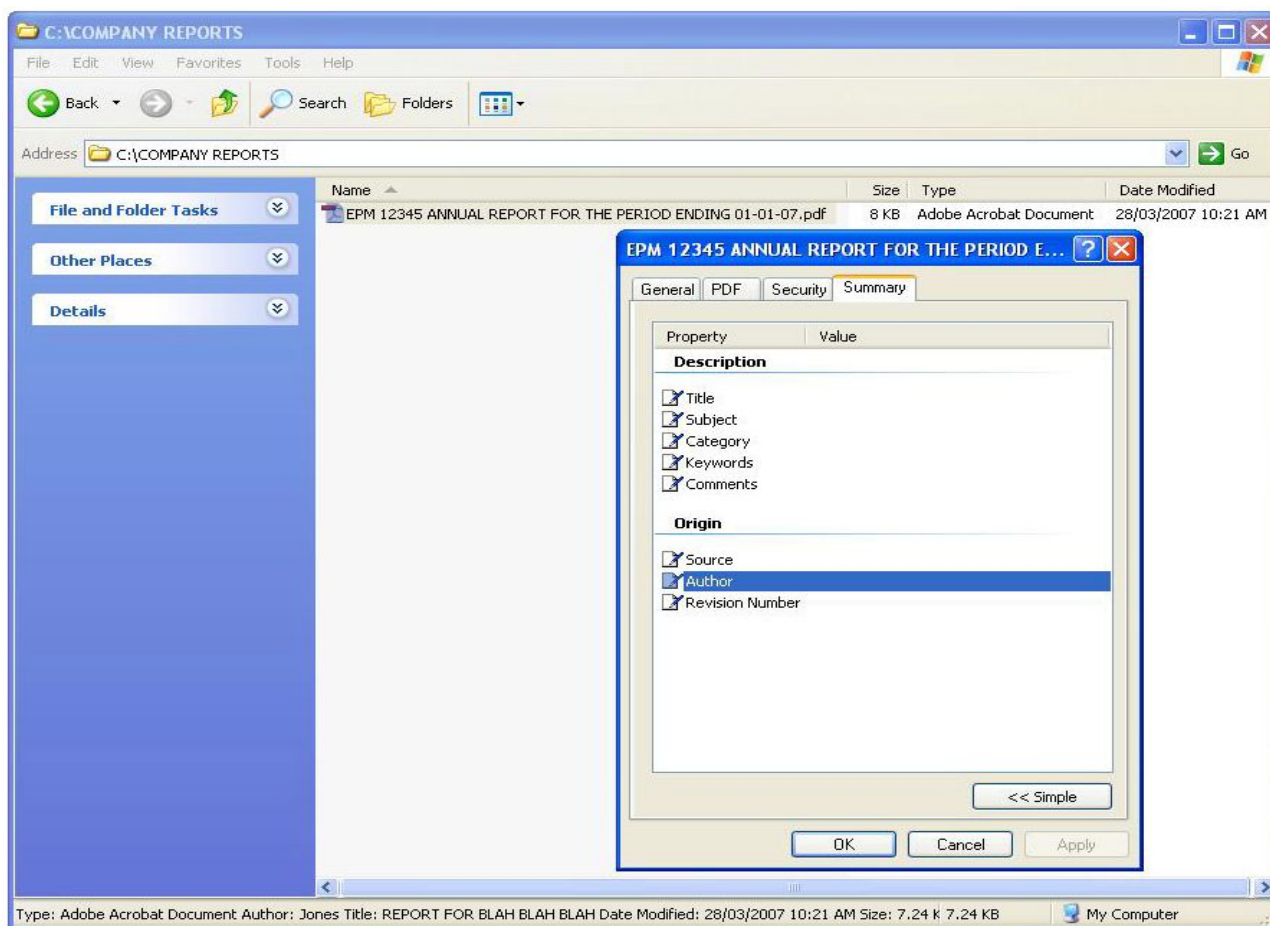
FILE NAMING CONVENTION

Files to be submitted to QDEX **must avoid** the following: -

- No full stops, quotes or non alphabetic characters e.g. this is an ***invalid*** file name geochemical.data"big one prospect" and drilling.pdf. The recommended name would be geochemical data big one prospect and drilling.pdf (no quotes)
- Best to keep file names all in lower case

FILE FORMAT DETAILS

For PC (Microsoft) users you can determine the precise type of file format you are using by going to the "Windows Explorer" file management software and right click on the file you are going to submit to QDEX then select properties from the menu list. This will display a window describing the file; select the "Summary" tab and this will describe the file format in detail (illustrated below).



JPG file format details

The JPEG file format is for colour images and should be captured at 100dpi. JPEG files must be in the file format "JPEG File Interchange Format" "True Colour 24bit" with a JPEG Quality Factor of around 90.

TIFF file format Details

Single page TIFF files should only be used for black and white images and must be Monochrome (1bit) CCITT Group 4 format **NOT** striped tiffs or 2d fax or any other type of tiff image. If they are scanned they should only be scanned at 200dpi.

Multi-page TIFF file format is used for all reports, which are being captured by the Geological Survey of Queensland. If you want to lodge multi-page tiff image they also must be in Monochrome (1bit) CCITT Group 4 format scanned at 300dpi.

To view multi-page TIFF images, which you have downloaded from QDEX you will need to use software such as PixView, Microsoft Imaging, or other package which can display multi-page TIFF images. Be careful, as some photo editing/displaying software will only show you the first page of these multi-page TIFF images. An evaluation version of PixView can be downloaded from <http://www.techsoft.no/products.htm>

PDF file format details

PDF stands for Portable Document Format. This format can be used to store text and figures within a document in either colour or black and white. For more information on creating PDF files please refer to the Adobe website <http://www.adobe.com/>.

ADDING A REPORT BODY COMPONENT

A 'Report Body' component is used to store the textural, or body part of a report. This report component is to be in the form of a pdf document and it may contain figures and diagrams. You must ensure you don't use non-standard font types when creating your pdf document.

Below is the page presented when you select **Add a Report Body**.

Lodgement has not been Committed for Review

In order to commit the lodgement for review, you must add at least one component with an attachment. Once all components and attachments have been added, you can press the 'Commit' button. Please scroll to the bottom of this metadata page to add and upload your components.

Components

This is the **Components** section of your report. Please add the appropriate components to this report by clicking on the Tabs below and adding files. Files accepted include: PDF and the file type accepted depends on the type of component you add. **Each file cannot exceed 50MB**. There is also a **limit of 250MB** in total for all files uploaded.

Report Body
Map Plan or Figure
Petrophysical or Geophysical Data
Tabular Data
Photo
Geophysical Image
Geoscience Data

Add Report Body

Description *

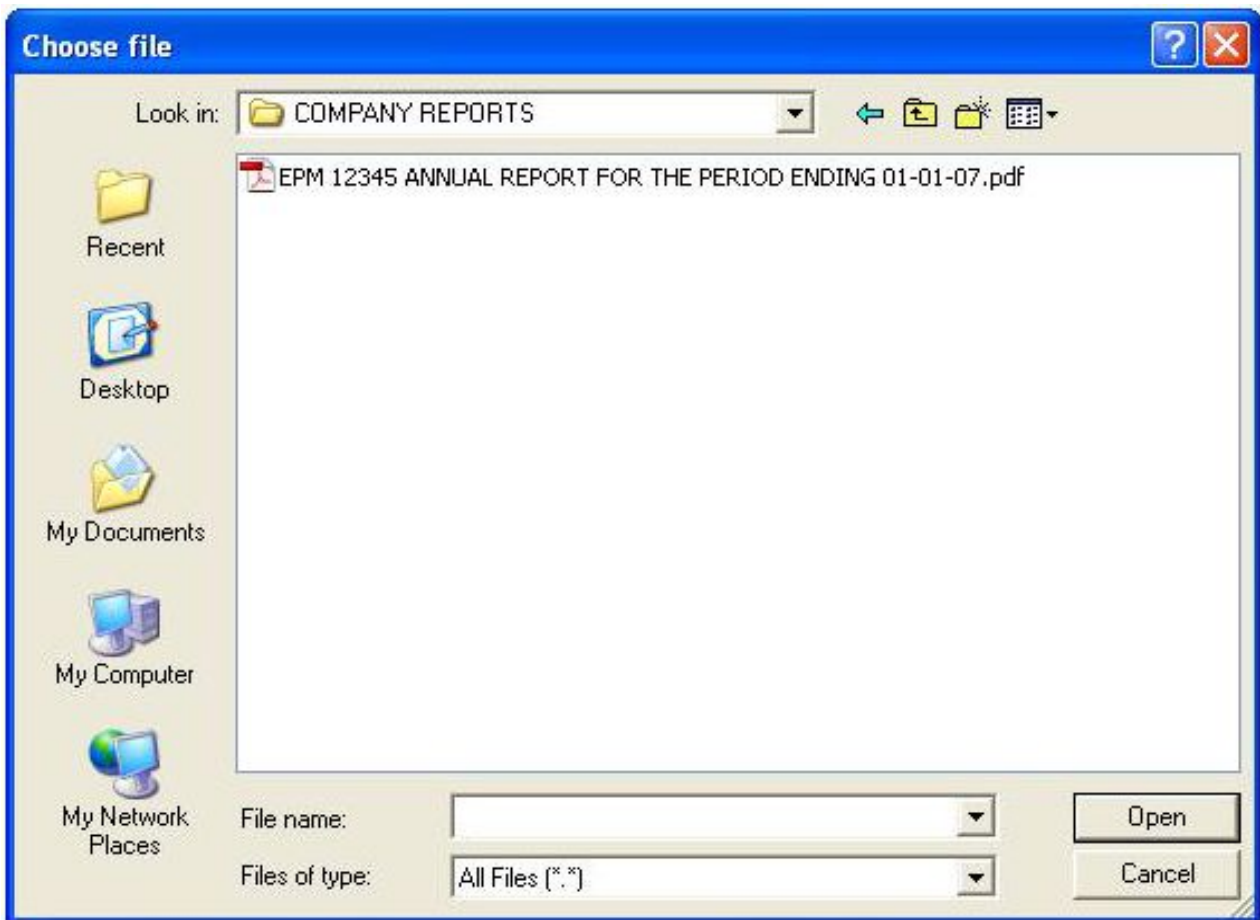
Type of Report Component *	Total Number of Pages	Comment
Body of Report <input type="button" value="v"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>


Added Components

Select All	Component #	Type	Title	Size(KB)	Document Type	View
<input type="checkbox"/>						

Complete the fields on this page then Press to save the metadata.

Once you have saved the Component metadata a button called is displayed. You will need to press this button after you have selected your file to upload.



Once you have entered the filename, or selected the file in the Browse Dialogue window and pressed **OPEN** or **OK** (depending on your operating software), you will be returned to the "Upload Component File" page. You MUST now press the  button to start uploading the file you have selected. The time to upload will vary with the speed of your internet connection and the file size. Once the file has been successfully uploaded a message is displayed to say Component Content has been successfully saved and you should see your component and attachment under the Added Components box at the bottom of the page.

Warning. Do not logout or close your main window until you have uploaded all your files and submitted the report.

✓
Success!

- Component has been Successfully Saved.

Components

This is the **Components** section of your report. Please add the appropriate components to this report by clicking on the Tabs below and adding files. Files accepted include: PDF and the file type accepted depends on the type of component you add. **Each file cannot exceed 50MB**. There is also a **limit of 250MB** in total for all files uploaded.

Report Body
Map Plan or Figure
Petrophysical or Geophysical Data
Tabular Data
Photo
Geophysical Image
Geoscience Data

Update Report Body For Component # 1

Description *

Type of Report Component * **Total Number of Pages** **Comment**

Save
New

Select file to upload

 Browse...

Upload File

Added Components

Select All	Component #	Type	Title	Size(KB)	Document Type	View	Edit
<input type="checkbox"/>	1	BODY	Body of Report	0			

Delete Selected

Repeat this process for all the different component types you wish to load. The file type and metadata required will vary slightly with each different component type but the process is identical.

SUBMITTING THE REPORT (FINAL STEP)

Once you have uploaded all your components you can then Commit your Lodgement. Please note that the commit lodgement button will only be visible once at least one component has been uploaded. After all components have been uploaded click the

Commit Lodgement button.

You will receive a confirmation message on your screen when the report is successfully submitted. You will also receive an email confirming the submission, which is a receipt to acknowledge submission of the report to the department.

SUBMISSION BY CD

If you are submitting the report online you should skip this section.

If you are submitting the report files via CD you **NEED TO COMPLETE ALL THE ABOVE STEPS BUT IN ADDITION** you will receive a file called a “packing slip” as an attachment to an email confirming the submission of the report to DEEDI. This “packing slip” is a simple text file and contains a list of file names. The first column in this text file is the name/reference to a file on your computer system while the second entry is the filename that QDEX requires.

When you produce the CD **YOU MUST** include the “packing slip” file together with all the files listed, **the component data files must be renamed to the name in the second column of the packing slip.**

Example: The packing slip “packing_slip44387.txt” which comes attached to your email might contain:

C:\MiningReports\AcmeMine.pdf 00141001.pdf

C:\MiningReports\Photographs\Survey1.jpg 00141002.jpg

C:\MiningReports\data\Survey2.txt 00141003.txt

Rename the specified files to the listed new file names.

The CD you send to the department **MUST** contain:

The packing slip emailed to you eg packing_slip44387.txt

Your renamed files e.g.

00141001.pdf

00141002.jpg

00141003.txt

These files should not be in any directory structure but at the top level of the CD. Now just ‘burn’ the CD. When the CD has been produced mail it to:

Attention: Administration Officer - Exploration Reporting

QDEX Support

Geological Survey of Queensland

Department of Employment, Economic Development and Innovation

PO Box 15216

City East QLD Australia 4002

WHEN A REPORT HAS BEEN ACCEPTED

When a report has passed the QA process and has been accepted into the collection you will receive an automatic email notifying you of acceptance of the report.

Once a report has been accepted into the report collection, you will not be able to make any modifications to the report details. If you have any concerns or problems with the contents of a file loaded into the QDEX system contact the QDEX Business Support Officer on QdexSupport@deedi.qld.gov.au

WHEN A REPORT HAS BEEN REJECTED

If a report is rejected you will receive an email notifying you of this including the reason for rejection. The rejected report will be listed in the QDEX system when you login under the menu option **Reports / List Rejected Reports**. You will then need to rectify and resubmit the report.

Note: It is recommended that you retain a copy of your report files in case the report is rejected and you are required to make edits and resubmit. The files can be archived when you receive the successful lodgement email.

EXPENDITURE STATEMENT

An expenditure statement is required to be submitted with each company report. This statement details the monies spent during the exploration program being reported on and **MUST** be submitted as a separate document. There are 3 possible methods for lodging this expenditure statement: -

1. Email to TenureReportAdmin@deedi.qld.gov.au or
2. Include as a separate component in your report being lodged either online or offline (separate file on CD) as the last component or
3. Mail to address below

It is preferred, however, that the second method be used when lodging expenditure.

Attention: Administration Officer - Exploration Reporting

QDEX Support

Geological Survey of Queensland

Department of Employment, Economic Development and Innovation

PO Box 15216

City East QLD Australia 4002

If you chose option 2 (separate file on CD or online) it will be printed out on receipt by the Department and the component then deleted from the QDEX system to maintain confidentiality.