


HOW TO SET UP A SAVED SEARCH SUBSCRIPTION IN QDEX

QDEX allows you to save your searches for later use. Saved searches may be re-executed, retrieved and edited then resaved or deleted.

SAVING AN ADVANCED SEARCH

If you wish to save an advanced search for later use you can use the Saved Searches facility.

1. Create an Advanced Search.
2. Select the My Saved Searches tab
3. Type a name for the search into the '**Search Name**' box.
4. Press the  button.

The search is now saved for later use with the supplied name.



The screenshot shows a web interface titled "Saved Searches". At the top, there are three tabs: "System Saved Searches", "My Saved Searches" (which is selected), and "My Subscriptions". Below the tabs, the "My Saved Searches" section contains a "Search Name" label followed by an empty text input field and a green "Save" button.

Creating a Saved Search

LISTING SAVED SEARCHES

You view and retrieve your saved searches by following the following steps.

1. Select menu item **Search / Advanced Search**
2. Click the My Saved Searches tab
3. Click on the saved search name you want to retrieve and this will populate the Advanced Search Page with your saved values.



The screenshot shows the "Saved Searches" interface with the "My Saved Searches" tab selected. Below the "Search Name" input field and "Save" button, there is a table listing saved searches:


Select All	Search Name	Creation Date
<input type="checkbox"/>	GOLD	04/11/2009
<input type="checkbox"/>	PETROLEUM	04/11/2009

At the bottom right of the table area, there is a brown "Delete" button.

List of Saved Searches Display

DELETING SAVED SEARCHES

You may delete your saved searches from the list of Saved Searches Page.

1. Select menu item **Search / Advanced Search**
2. Click the My Saved Searches tab
3. Select the saved search(es) you wish to delete by placing a tick in the check box located to the left of the search name.
4. Press the  button


The selected saved search(es) are deleted.

SUBSCRIPTIONS

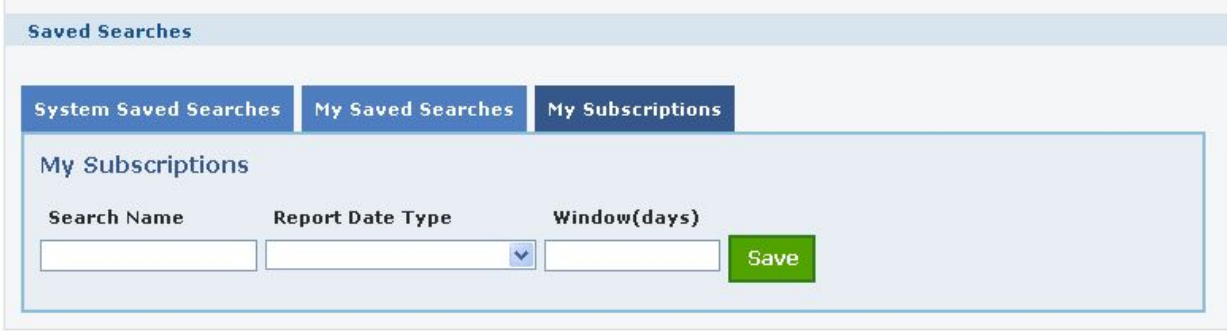
If you would like your search to be performed on a regular basis you may save a search as a subscription. QDEX will run the search and notify you of the number of new reports meeting your search criteria. Please read the sections on Searching Using the Advanced Search and Saved Searches prior to creating and saving a Subscription.

SAVING AN ADVANCED SEARCH AS A SUBSCRIPTION

If you would like your search to be performed on a regular basis you may save it as a subscription. QDEX will automatically run the search after a nominated number of days (which you specify) and notify you of the number of new reports meeting your specifications. The query will then reset and rerun again after the same time period repeating this query until you delete it.

1. Create an Advanced Search
2. Click the My Subscriptions tab
3. Type in a Search Name
4. Select the type of date from the dropdown list you want the subscription to use from the **'Report Date Type'**.
5. Enter a number into the **'Window (days)'** field for how often you wish the subscription to run (eg 5 for 5 days).
6. Press the  button.

This subscription will now run in 5 days time for the example above and determine reports which meet your search criteria and fall within the 5 day and date window nominated. This date window is set by the day you create the query and the number of days you specify. For example if you create the query on the 19th May and select the "Date Report Made Open" field from the drop down list and specify 5 in the number of days field, the result will be a query which runs on the 24th May and retrieves all the reports with a "Date Report Made Open" value between and including the 20th May and 24th May and which also satisfies any other values you have in the search fields. You will receive the results of this subscription by email to the address you specified when you registered in the QDEX system. The query will then reset and run again on the 29th May retrieving reports from 25th to the 29th May inclusive and so on.



The screenshot shows a web interface for 'Saved Searches'. At the top, there are three tabs: 'System Saved Searches', 'My Saved Searches', and 'My Subscriptions'. The 'My Subscriptions' tab is selected. Below the tabs, there is a form titled 'My Subscriptions'. The form has three input fields: 'Search Name' (a text box), 'Report Date Type' (a dropdown menu), and 'Window(days)' (a text box). To the right of these fields is a green 'Save' button.

Subscriptions

LISTING YOUR SUBSCRIPTIONS

You may list your subscriptions allowing you to review, delete, edit to manage them.

1. Select **Search / Advanced Search**
2. Click the My Subscriptions tab

Saved Searches

System Saved Searches
My Saved Searches
My Subscriptions

My Subscriptions

Search Name
Report Date Type
Window(days)

▼

Save

Select All	Search Name	Last Run Date	Window (Days)
<input type="checkbox"/>	GOLD		7
<input type="checkbox"/>	PETROLEUM		7

Delete

List Subscriptions

VIEWING SUBSCRIPTION RESULTS

You can view the results for the last time the subscription was run.

Select **Folders / Subscriptions**

Your subscription results will be listed along with the date the subscription was run and the results that were generated for that date. To view the reports found from a subscription run click on the Subscription Title of the results you wish to view.

Queensland Government

The Department | Mining and Safety | Energy

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

Queensland Mines and Energy

QDEX - Queensland Digital Exploration Reports

Shelley Peters [SUPADMIN] | Cart Size [0] MB | Cart Count [0]
Collection: QDEX - Exploration Reports

User Details
Search
Folders
Reports
Help

Enter report number..

Subscription Results

3 items found, displaying all items.

Subscription Title	Results Found	Time
GOLD	97	24-02-10 23:55 EST
GOLD	97	21-02-10 23:55 EST
GOLD	97	18-02-10 23:55 EST

Home | Site map | Contact us | Help

Copyright | Privacy | Disclaimer | Access keys | Other languages

© The State of Queensland (Department of Employment, Economic Development and Innovation) 2006-2009.
Queensland Government Gateway


Subscription Results

VIEWING SEARCH CRITERIA FOR A SUBSCRIPTION

From the list of subscriptions displayed you can view the search that is associated with your subscription. Click on the 'Search Name' which will pass you to the advanced search associated with the subscription. You can now edit and resave this subscription to refine the result set you are receiving.

DELETING A SUBSCRIPTION

You may delete a subscription at any time. Once a subscription has been deleted the results from that subscription are no longer available.

1. Select **Search / Advanced Search**
2. Scroll down to the bottom off the screen and click the tab My Subscriptions under the Saved Searches banner
3. Tick the box next to the subscription you would like to delete
4. Press the  button.

The subscription list will be redisplayed with the selected subscriptions deleted.