Queensland Digital Exploration Reports System
Report Lodger User Guide

For mining associated and non-associated water reports – Taking of water

- Mineral Resources Regulation 2013, section 31
- Petroleum and Gas (Production and Safety) Regulation 2004, sections 61B, 61C, and 61D

Version 06/18
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Introduction

Overview

This user guide steps through the report lodgement process which consists of entering the report's descriptive elements (i.e. metadata), creating the separate components of the report and uploading or sending, the report's component data files to the central repository.

Once a report has been lodged, it passes to the Quality Assurance (QA) area for review by DNRME (Department of Natural Resources, Mines and Energy) staff for compliance to the Exploration Reporting requirements under the Mineral Resources Regulation 2013, section 31 or the Petroleum and Gas (Production and Safety) Regulation 2004, sections 61B, 61C, and 61D.

Once a report, and associated metadata, successfully completes the QA process the report is published into the permanent report collection. The user lodging the report will be notified of this by email. If as a result of the QA process the report is unsuccessful, the person lodging the report will be notified by email with an explanation of why the report was unsatisfactory and the report returned to the start of the process in QDEX (Queensland Digital Exploration Reporting) for the new or amended components to be added.

Once the report is published to the report collection the report will be available for clients to access through the standard QDEX user interface. This only applies to reports classified as ‘open file’.

This guide does not include details regarding the business processes, which is necessary for the production of a report.

Users

This user guide is directed at those who are responsible for electronically submitting exploration reports to the Department of Natural Resources, Mines and Energy.

The purpose of this guide is to provide instructions in sufficient detail to enable the lodgement of exploration reports electronically using the QDEX Reports system.

The instructions included in this guide assume that the report has been produced in accordance with the requirements of the Mineral Resources Regulation 2013, or the Petroleum and Gas (Production and Safety) Regulation 2004.

Report template


Quality assurance

After lodging a report, the report will enter a holding state to allow for Quality Assurance (QA) of the exploration report. The QA process will consist of a Department of Natural Resources, Mines and Energy expert reviewing the general description entered for the report (report level metadata) and any associated components such as maps, seismic surveys and results provided. The purpose of the review is to check for completeness and accuracy of the information entered.

If the review highlights any concerns with the information included in the report, the report will be considered unsuitable. In this event, the person lodging the report will be notified by email including an explanation as to why the report was not accepted.
When a report is deemed unsuitable, the report is moved back into the users report lodgement area (Reports/List Reports for Change) where they can make the necessary modifications.

- The lodger must have applied to DNRME to access the QDEX Reports system and be provided with a login ID with Report Lodger level of access.
- It is recommended that you lodge reports using Internet Explorer 9 or above.
- If the report files are to be uploaded online, the data files that make up the report must be available to the computer system performing the lodgement and in the correct file formats as detailed in this guide.

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** or by an image of the actual button.

Menus are found below the graphics at the top of the page. All functions can be accessed from the appropriate menu.

**Important information**

If you are lodging a report and do not perform any operation within a period of 20 minutes (subject to change) you will be logged out and the following actions will take place:

- If you had not completed all of the mandatory metadata fields, saved the report and a Lodgement Id number generated, the report will not be retained and you will have to start another report lodgement at your next login.
- Any files you may have uploaded will be retained.
- Reports and component metadata will be retained.
- Any items added to your shopping cart will be removed.
- There is a limit to the size of each individual file/component for online submission of an upper limit of 100 megabytes and a maximum total size of 500 megabytes for the report (subject to change).
Glossary of terms

Table 1: Glossary of Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>JPG or JPEG</td>
<td>Computer file type used for storing images in compressed form. The compression used is ‘lossy’.</td>
</tr>
<tr>
<td>PDF</td>
<td>Adobe Portable Document Format. This format can be used to store text and figures.</td>
</tr>
<tr>
<td>QDEX</td>
<td>Queensland Digital EXploration Reports System, registered user system, fully functional with report images viewable.</td>
</tr>
<tr>
<td>TIF or TIFF</td>
<td>Tagged Image File. This format may contain images of various types. It is also used to store scanned images of older reports.</td>
</tr>
<tr>
<td>TXT</td>
<td>Text files containing only ASCII characters.</td>
</tr>
<tr>
<td>Free Text Field</td>
<td>A field that does not have a set of predefined values. The user should enter the appropriate text.</td>
</tr>
<tr>
<td>Lodger</td>
<td>The person lodging the report via QDEX Reports.</td>
</tr>
<tr>
<td>ZIP</td>
<td>This is a compressed data file, which has been compressed using WinZip or similar software.</td>
</tr>
</tbody>
</table>

Lodging a report

Summary

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

1. The report and associated files are prepared in the correct file formats and size not exceeding the file size limits and made available to the lodger.

2. The lodger connects to the QDEX Reports system via a web browser (see the section ‘Requirements’).

3. The supplied Username and Password are entered.

4. The report entry in QDEX Reports is created and report metadata is entered and saved.

5. Components are created and metadata entered. The report may contain a written part in PDF format (e.g. the body of the report), as well as images (i.e. maps), tables (i.e. geochemistry results) and/or data (i.e. GIS data files).

6. The lodger uploads files from their computer system to QDEX Reports.

7. The report is submitted.

   Note: Until this step has taken place a report lodger cannot start another report lodgement.

8. DNRME review the report and associated metadata and either accept or not accept the report.

9. If the report is not accepted the lodger will receive an email with the following message: ‘Please retrieve this report from your List Reports for Change and make the amendments….’ You are required to make the modifications and re-submit the report. Note that the Lodgement ID number will remain the same.
Figure 1: Report lodgement process

START
Submission of CR

Complete report excel template located here:

Create report in QDEX-Reports and enter report Metadata

Save Metadata by pressing the Save button.
Saving the report will create the Lodgement-ID No.

Create the component
Select the Geoscience Data component type
Enter the component metadata
Press the SAVE button
Upload the component file (zipped excel file)

Is there more than one component?

YES
Select the New button.
Repeat the Create the component step
Until all components have been added.

NO
Submit Report, email receipt sent to lodger

DNRM WATER review the report and either accept or not accept

Report Accepted.
Email sent to lodger

FINISH
- CR No is allocated.

Report not accepted.
Email sent to lodger

Review and Modify as required

Report lodger user guide, Department of Natural Resources and Mines and Energy, 2018, Version 05/18
Connecting to QDEX Reports

1. Ensure your computer is connected to the Internet.

2. Start Internet Explorer and connect by entering the following address in the address box of the browser:
   
   qdex.dnrm.qld.gov.au/my.policy

3. You should now be presented with the QDEX Reports authentication page:

   **Figure 2: QDEX Reports Authentication page**

4. Enter your username and password. Click on Logon.

5. You should now be presented with the QDEX Reports Welcome page:

   **Figure 3: QDEX Reports Welcome Page**
Logging off QDEX Reports

To log off from QDEX Reports simply close your window or tab using the X in the upper right hand corner. This will log you off the system automatically.

Lodging a report

Note:
You can’t start a new lodgement while you already have a current uncommitted report in the List Lodged Reports menu.
To lodge a new report, place your mouse over the ‘Reports’ menu and select Report Lodgement:

Figure 4: Report lodgement menu item
**Figure 5: Report metadata page**

![QDEX - Queensland Digital Exploration Reports](image)

Report Lodgement for Collection: QDEX - Exploration Reports

Please fill out the Company Report Metadata below making sure you fill out all the mandatory fields marked as **. Click 'Save Details' to create the report. If you are submitting this report offline, please make sure to uncheck the 'Online Submission' box. Once your report meta data has been saved, a new Component menu will appear below your meta data where you can add and upload components.

### Report Details

<table>
<thead>
<tr>
<th>Lodgement ID</th>
<th>Report Type</th>
<th>Report Status</th>
<th>Online Submission</th>
</tr>
</thead>
</table>

### Report Title

<table>
<thead>
<tr>
<th>Author Name</th>
<th>Lodger</th>
<th>Submitter</th>
</tr>
</thead>
<tbody>
<tr>
<td>RL MARIA</td>
<td></td>
<td>DEPARTMENT OF NATURAL RESOURCES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Locality of Tenure</th>
<th>Map References</th>
<th>Commodity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Type to Search Lookup Library</td>
<td>Type to Search Lookup Library</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tenure</th>
<th>Tenure Holder</th>
<th>Tectonic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Age</th>
<th>Stratigraphy</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Keywords</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Dates

<table>
<thead>
<tr>
<th>Date Of Report</th>
<th>Date Of Review</th>
<th>Date Of Receipt</th>
<th>Date Due For Open</th>
<th>Date of Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>25/07/2013</td>
<td>25/07/2013</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Project Information

<table>
<thead>
<tr>
<th>Project Names</th>
<th>Mines/Prospect Names</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Well Names</th>
<th>Seismic Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Archive Box</th>
<th>Geophysical Data Acquired</th>
<th>Geophysical Data Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Bibliographic Details

<table>
<thead>
<tr>
<th>Document Source</th>
<th>BRN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Remarks/Notes - For Administrator Use Only

<table>
<thead>
<tr>
<th>Assessor Id</th>
<th>Assessor Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Completing the report metadata page (All entries are to be in UPPER CASE)

This page enables you to provide metadata that relates to the exploration report. Enter values into the individual pages displayed. Items with an * are mandatory. You will notice some of the entries allow multiple values. Some of fields are linked to look up tables and that case they are to be used when entering data into that field. These fields are Map Reference, Commodity, Tectonic, Stratigraphy, Age and Keywords. In order to use the look up function simply click into the field and start typing the first few letters of the data you want to input into this field. This will generate a drop list that you can choose your data from. Please note that when entering data for the Map Reference field you do not need to type in the numeric number just the first few letters of your location and then select the correct reference from the list. When completing the keyword field, once you have clicked into this field a new box will pop up where you can start to search for your keywords. Keep entering keywords until you have finished then press the Accept Keywords button.

Note: You MUST NOT include quotes ‘in your metadata anywhere. Quotes upset the html interface in QDEX Reports and truncate data trailing after it, they also prevent images displaying and generally disrupt the systems operations.

Saving the report details

When you have completed entering the required information, press the ‘Save Details’ button. This will save the metadata. If QDEX Reports has not found any errors in the values you have entered at this stage the report will be assigned a Lodgement ID that will be displayed for your reference. If errors are present you will be presented with an error message and will need to correct the values before you can save the report metadata.

If there is an error

If QDEX Reports has found any problems with the metadata entered it will display an error towards the top of the page. Correct the error and press ‘Save Details’ again. This error message will keep appearing until you have correctly completed all mandatory fields.
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
<th>Example</th>
<th>Mandatory / Optional</th>
<th>Number of Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Title</td>
<td>The title of the report</td>
<td>See end of Table for list of examples</td>
<td>M</td>
<td>Single</td>
</tr>
<tr>
<td>Report Type</td>
<td>Select the report type that best describes this report from the drop down list</td>
<td>MINERAL ASSOCIATED WATER Or PETROLEUM NON-ASSOCIATED WATER</td>
<td>M</td>
<td>Single</td>
</tr>
<tr>
<td>Author Name</td>
<td>Enter the author’s name(s)</td>
<td>STRATE, T, DRAKE, M C Or DRAKE, M C Or If the Author name is not known then the Company name will suffice: QGC PTY LTD</td>
<td>M</td>
<td>Multiple (Comma separated)</td>
</tr>
<tr>
<td>Lodger</td>
<td>Pre-populated from the QDEX Reports user ID</td>
<td>JOHN SMITH AUTO</td>
<td>AUTO</td>
<td>Single</td>
</tr>
<tr>
<td>Submitter</td>
<td>Pre-populated as the user that submitted the report</td>
<td>JOHN SMITH AUTO</td>
<td>AUTO</td>
<td>Single</td>
</tr>
<tr>
<td>Locality</td>
<td>Enter the locality the report refers to</td>
<td>5 KM SW OF MOUNT ISA</td>
<td>M</td>
<td>Single</td>
</tr>
<tr>
<td>Map References</td>
<td>Enter list of 1:100 000 sheets. Use the lookup tool to assist</td>
<td>9441, 9442, 9342</td>
<td>M</td>
<td>Multiple values must be Comma space separated</td>
</tr>
<tr>
<td>Commodity</td>
<td>List of Commodities. Use the lookup tool to assist</td>
<td>COAL</td>
<td>M</td>
<td>Multiple (Comma space separated)</td>
</tr>
<tr>
<td>Keywords</td>
<td>List of Keywords. Strongly Recommend using the Thesaurus build list</td>
<td>GROUND WATER, UNDERGROUND WATER, DEWATERING</td>
<td>M</td>
<td>Multiple (Comma space separated)</td>
</tr>
<tr>
<td>Tenure</td>
<td>List of Exploration Tenures the report refers to</td>
<td>EPP 345, EPP 346, PL 100, PL 200 MDL 123, MDL 124, ML 6000, ML 6001</td>
<td>M</td>
<td>Multiple (Comma space separated)</td>
</tr>
<tr>
<td>Tectonic</td>
<td>List of Tectonic Regions covered by the report e.g. Bowen Basin, Drummond Basin. Use the lookup tool to assist</td>
<td>BOWEN BASIN</td>
<td>O</td>
<td>Multiple (Comma space separated)</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
<td>Example</td>
<td>Mandatory / Optional</td>
<td>Number of Values</td>
</tr>
<tr>
<td>--------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>--------------------------------------</td>
<td>----------------------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>Stratigraphy</td>
<td>List of Stratigraphic Units covered by the. Must use the lookup tool to create list</td>
<td>BETTS CREEK BEDS, BULGONUNNA FORMATION</td>
<td>O</td>
<td>Multiple (Comma space separated)</td>
</tr>
<tr>
<td>Age</td>
<td>List of geological ages. Use the lookup tool to assist.</td>
<td>CARBONIFEROUS</td>
<td>O</td>
<td>Multiple (Comma space separated)</td>
</tr>
<tr>
<td>Date of Report</td>
<td>Company’s reference for when the Report was written.</td>
<td>1/1/2003 (Calendar entry only)</td>
<td>M</td>
<td>Single</td>
</tr>
<tr>
<td>Date of Receipt</td>
<td>Generated when you report is submitted to QDEX Reports.</td>
<td>Automatic date stamp</td>
<td>AUTO</td>
<td>Single</td>
</tr>
<tr>
<td>Project Names</td>
<td>List of Project Name(s). Free Text field</td>
<td>JELLINBAH</td>
<td>O</td>
<td>Multiple (Comma space separated)</td>
</tr>
<tr>
<td>Mines / Prospect Names</td>
<td>List of Mines or Prospects present in the exploration tenement. Free Text.</td>
<td>MOUNT MORGAN, BATTLE CAMP</td>
<td>O</td>
<td>Multiple (Comma space separated)</td>
</tr>
<tr>
<td>Well Names</td>
<td>NA</td>
<td>LEAVE BLANK</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Seismic Survey Names</td>
<td>NA</td>
<td>LEAVE BLANK</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>
**Title format (Multiple tenures in numerical order)**

**Report Title Standard:** TENURE TYPE, TENURE NUMBER(S), PROJECT NAME, REPORT TYPE FOR PERIOD ENDING DD/MM/YYYY.

For Example:

MDL 234, ML 1234,1235, JELLINBAH PROJECT, MINING ASSOCIATED WATER TAKE REPORT FOR PERIOD ENDING 30/6/2017

EPP 345, 346, PL 123, JELLINBAH PROJECT, MINING ASSOCIATED WATER TAKE REPORT FOR PERIOD ENDING 30/6/2017

**Author’s format**

Last name, First Initial Second Initial.

For Example:

STRATE, T

DRAKE, M C

STRATE, T, DRAKE, M C

If the author name is not available then the company name will suffice.

For Example:

QGC PTY LTD

**Location format**

For Example:

10 KM NW OF GREENVALE

5 KM S OF IPSWICH

Map references are 1:100 000 Numbers only (in numerical order)

For Example:

8560, 8651, 8750, 8751

**Adding report components**

Once you have created and saved the report metadata you need to add the report’s components.

You can add a component from the Report Details page. When you press the save button to save the report metadata a new menu option will appear at the bottom of the page called ‘Components’.
Figure 6: Add Report Body menu

Table 3: List of component types

<table>
<thead>
<tr>
<th>Menu Item</th>
<th>Description</th>
<th>File Format</th>
<th>Maximum File Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Body</td>
<td>The text component of a report where the details of the exploration activity are described. This document should include summary, introduction, report text, figures etc.</td>
<td>PDF</td>
<td>100 MB</td>
</tr>
<tr>
<td>Map Plan or Figure</td>
<td>Maps, figures, locality maps, location maps etc.</td>
<td>JPG, TIFF or PDF</td>
<td>100 MB</td>
</tr>
<tr>
<td>Petrophysical or Geophysical Log Data</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Tabular Data</td>
<td>XLS or TXT files</td>
<td>TXT</td>
<td>100 MB</td>
</tr>
<tr>
<td>Photo</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Geophysical Image</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Geoscience Data</td>
<td>ZIP files containing XLS files.</td>
<td>ZIP</td>
<td>100 MB</td>
</tr>
</tbody>
</table>

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.

**Mandatory report component**

You are required to add the excel report template as either a Tabular or Geoscience Data component.

It is optional of you would like to add additional components

**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 file format and it may contain figures and diagrams. Below is the page presented when you select ‘Report Body’:
Complete the fields on this page using the following table, which describes each of the fields. Press the “Save” button to save the Component Metadata.

Table 4: Report body fields

<table>
<thead>
<tr>
<th>File Format</th>
<th>Metadata Fields</th>
<th>Mandatory /Optional</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDF</td>
<td>Description</td>
<td>M</td>
<td>This is the title or brief description of the document e.g. MINING ASSOCIATED WATER TAKE REPORT FOR PERIOD ENDING 30/6/2017</td>
</tr>
<tr>
<td></td>
<td>Document Type</td>
<td>M</td>
<td>Whether the document is a Table of Contents, Summary, Body of Document or Whole Report.</td>
</tr>
<tr>
<td></td>
<td>Total Number of Pages</td>
<td>O</td>
<td>Whole number to indicate the size of a report in support of the file size details.</td>
</tr>
<tr>
<td></td>
<td>Comment</td>
<td>O</td>
<td>Free text</td>
</tr>
</tbody>
</table>
Once you have saved the Component Metadata, the page will update to say component has been successfully saved and an upload file option will appear as seen in next screen.

**Figure 8: Upload component file page**

Click on **BROWSE** to allow you to select the file using the file browser on your computer. Make sure the file does not exceed 100 Megabytes in size. Note the pencil icon under the Edit column under Added Components. This icon allows you to make changes to components after they have been added but before the report has been committed. This includes changing the uploaded file. Clicking this icon makes that component active and updateable.
Figure 9: Internet Explorer 11 browser dialog

Once you have selected the file in the Browse Dialogue window and press OPEN, you will be returned to the Upload Component File Page. You must now press the ‘Upload File’ button to start uploading the file you have selected. Depending on the speed of your connection and the size of the file it may take some time to upload the file. You will know when the file is uploaded by the Size field changing to a number other than ‘0’. Repeat the process for other components. If adding another report body component, select the ‘New’ button. If adding other components select the component type by clicking the appropriate tab.

Note:
If you do logout during this lodgement, (once ID number has been given) you can pick up the report from the List Lodged Reports menu and click on the MODIFY button to continue with lodgement.
**Adding a map, plan or figure**

This component type is used to include a map, plan or figure with a report. A component of this type can be of type PDF, TIFF or JPG. Below is the page presented when you select ‘Map, Plan or Figure’:

*Figure 10: Map, plan or figure page*

Complete the fields on this page using the following table, which describes each of the fields. Press the ‘Save’ button to save the metadata. Once you have saved the Component metadata you will be asked to select the file to upload.
Click on BROWSE to allow you to select the file using the file browser on your computer. Make sure the file does not exceed 100 Megabytes in size. Note the pencil Icon under the edit column under Added Components. This icon allows you to make changes to components after they have been added but before the report has been committed. This includes changing the uploaded file. Clicking this icon makes that component active and updateable.
Once you have selected the file in the Browse Dialogue window and pressed **OPEN**, you will be returned to the Upload Component File Page. You **must** now press the **Upload File** button to start uploading the file you have selected. Depending on the speed of your connection and the size of the file it may take some time to upload the file. You will know when the file is uploaded by the Size field changing to a number other than ‘0’.

**Note**: If you do logout during this lodgement, (once ID number has been given) you can pick up the report from the **List Lodged Reports** menu and click on the **MODIFY** button to continue with lodgement.

### Table 5: Map, plan or figure fields

<table>
<thead>
<tr>
<th>File Format</th>
<th>Metadata Fields</th>
<th>Mandatory/Optional</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIFF</td>
<td>Description</td>
<td>M</td>
<td>Title or description</td>
</tr>
<tr>
<td>PDF</td>
<td>Type of Map, Plan or Figure.</td>
<td>M</td>
<td>Complete this field by using the Thesaurus lookup tool. Only one value from the thesaurus to be selected e.g. Geological Maps</td>
</tr>
<tr>
<td>JPEG</td>
<td>Comment</td>
<td>O</td>
<td>Free text</td>
</tr>
</tbody>
</table>

**Adding Petrophysical or Geophysical log data**

N/A This component type is not required for these report types.
Adding tabular data

This component type is used to include all types of tabular data with a report. A component of this type must be in a **tab delimited text file format** or an excel file.

Below is the page presented when you select ‘Add Tabular Data’:

**Figure 13: Tabular data page**

<table>
<thead>
<tr>
<th>Components</th>
</tr>
</thead>
<tbody>
<tr>
<td>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: TXT 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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Report Body</th>
<th>Map Plan or Figure</th>
<th>Petrophysical or Geophysical Data</th>
<th>Tabular Data</th>
<th>Photo</th>
<th>Geophysical Image</th>
<th>Geoscience Data</th>
</tr>
</thead>
</table>

**Add Tabular Data**

<table>
<thead>
<tr>
<th>Type of Tabular Data *</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Save**

<table>
<thead>
<tr>
<th>Added Components</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select All</td>
</tr>
<tr>
<td>-------------</td>
</tr>
</tbody>
</table>

Complete the fields on this page using the following table, which describes each of the fields. Press the ‘Save’ button to save the metadata. Once you have saved the Component metadata you will be asked to select the file to upload.
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.

Click on BROWSE to allow you to select the file using the file browser on your computer. Make sure the file does not exceed 100 Megabytes in size. Note the pencil Icon under the edit column under Added Components. This icon allows you to make changes to components after they have been added but before the report has been committed. This includes changing the uploaded file. Clicking this icon makes that component active and updateable.
Once you have selected the file in the Browse Dialogue window and pressed OPEN, you will be returned to the Upload Component File Page. You must now press the ‘Upload File’ button to start uploading the file you have selected. Depending on the speed of your connection and the size of the file it may take some time to upload the file. You will know when the file is uploaded by the Size field changing to a number other than ‘0’.

**Note:** If you do logout during this lodgement, (once ID number has been given) you can pick up the report from the List Lodged Reports menu and click on the MODIFY button to continue with lodgement.

**Table 6: Tabular data fields**

<table>
<thead>
<tr>
<th>File Format</th>
<th>Metadata Fields</th>
<th>Mandatory /Optional</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excel file or Delimited ASCII (Tab delimited preferred)</td>
<td>Description</td>
<td>M</td>
<td>Title or description of the tabular data e.g. report template</td>
</tr>
<tr>
<td></td>
<td>Type of Tabular Data</td>
<td>M</td>
<td>Complete this field by using the Thesaurus lookup tool. Only one value from the thesaurus to be selected e.g. d</td>
</tr>
<tr>
<td></td>
<td>Comment</td>
<td>O</td>
<td>Free text</td>
</tr>
</tbody>
</table>

**Adding a photograph**

N/A This component type is not required for these report types.
Adding a Geophysical image
N/A This component type is not required for these report types.

Adding Geoscience data
This component type is used to upload the excel report template. Ensure the excel file is ‘zipped’ before uploading.

On the following page is the screen (Figure 24) presented when you select ‘Add Geoscience Data’.

Figure 16: Geoscience data page

Lodgement has not been Committed for Review
In order to commit the lodgement for review, your 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.

Complete the fields on this page using the following table, which describes each of the fields. Press the ‘Save’ button to save the metadata. Once you have saved the Component metadata you will be asked to select the file to upload.
Click on **BROWSE** to allow you to select the file using the file browser on your computer. Make sure the file does not exceed 100 Megabytes in size. Note the pencil Icon under the edit column under Added Components. This icon allows you to make changes to components after they have been added but before the report has been committed. This includes changing the uploaded file. Clicking this icon makes that component active and updateable.
Once you have selected the file in the Browse Dialogue window and pressed **OPEN**, you will be returned to the Upload Component File Page. You **must** now press the ‘**Upload**’ button to start uploading the file you have selected. Depending on the speed of your connection and the size of the file it may take some time to upload the file. You will know when the file is uploaded by the Size field changing to a number other than ‘0’.

**Note:**
If you do logout during this lodgement, (once ID number has been given) you can pick up the report from the **List Lodged Reports** menu and click on the **MODIFY** button to continue with lodgement.
Committing a report

Checklist prior to commitment

You are ready to commit your report when you have:

1. Prepared the Report Files for commitment.
2. Created and saved the Report Metadata within QDEX Reports.
3. Created component metadata for each part of the report you are to commit within QDEX Reports.
4. Uploaded all the files that make up the report.

Now you are ready to commit the report. In order to commit the report you need to be in the Report Details Page. If you are on a different screen you can find the Report Details Page of the report you are creating in by selecting menu item Reports/List Lodged Reports or selecting menu item Reports/List Reports for Change.

(For resubmitting a not accepted report)
Click on the Report you wish to recommit to display the report details.

Commit

Once you are at the ‘Report Details Page’ and you have all the components attached and files uploaded press the ‘Commit Lodgement’ button at the bottom of the page to commit the report.

Note: You can now begin a new Report Lodgement if you wish.

Confirmation of commitment

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

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 email notifying you of acceptance of the report.

Once a report has been accepted into the report collection, you will not be able to view (until the report is made open file) or make any modifications to the report details. If you have any concerns or problems with the contents of a file loaded into the QDEX Reports system you can contact the QDEX Business Support Officer at QdexSupport@dnrme.qld.gov.au (07) 3199 8133

When a report has not been accepted

If a report is not accepted you will receive an email notifying you of this including the reason for not being accepted. You will be able to modify the report metadata, provide new copies of the report and resubmit. The report will be listed in the QDEX Reports system when you login under the menu option Reports/List Reports for Change.
Updating reports

Deleting an uncommitted or not accepted report

You may delete a report prior to commitment or a committed report if it has not been accepted. Deleting the report will delete the report and all associated components.

To delete a Report:

1. Select menu item Reports/List Lodged Reports or Reports/List Reports for Change
2. You will be presented with a list of reports.
3. Click on the Report you wish to delete.
4. You will now be presented with the ‘Report Details Page’ for that Report, click the ‘Modify’ button to make the report active.
5. Press the ‘Delete’ button.
6. You will be presented with the following box. Press OK to permanently delete the report:

   Figure 19: Delete confirmation box

Deleting an uncommitted or not accepted component

You may permanently delete a component from a report prior to commitment or a component from a committed report that has not been accepted.

1. Select menu item Reports/List Lodged Reports or List Reports for Change
2. You will be presented with a list of reports.
3. You will now be presented with the ‘Report Details Page’ for that Report, click the ‘Modify’ button to make the report active.
4. At the bottom of the page you will find a list of components. Select the component(s) you wish to delete by checking the ‘check box’ in the Select All column.
5. Press the ‘Delete Selected’ button.
6. The page will refresh with a message saying the component(s) have been successfully deleted.

Modifying an uncommitted or not accepted report

You may modify a report prior to commitment or a committed report if it has not been accepted.

To modify report metadata:
1. Select menu item Reports/List Lodged Reports or Reports/List Reports for Change.

2. You will be presented with a list of reports.

3. Click on the Report you wish to modify. You will now be presented with the ‘Report Details Page’ for that Report. Click the ‘Modify’ button to make the report active.

4. Modify the metadata as required.

5. Press the ‘Update Details’ button to save your changes.

A message will appear that says lodgement has been successfully saved.

Modifying an uncommitted or not accepted component
You may modify component metadata for an uncommitted or not accepted report.

1. Select menu item Reports/List Lodged Reports or Reports/List Reports for Change

2. You will be presented with a list of reports.

3. Click on the Report that has the component to be modified. You will now be presented with the Report Details Page. Click the ‘Modify’ button to make the report active. At the bottom of this page you will find a list of components for this report.

4. Click on the pencil icon next to the component you wish to modify. You will now be presented with the details of that component.

5. Alter the component metadata as required.

6. Press the ‘Save’ button to save your changes. If the component metadata requires no change and you need upload a replacement file from here you can upload a replacement file for your component and then press the SAVE button.

7. Once all changes have been made hit the ‘Commit Lodgement’ button.

Note: You cannot change the type of a component once it is created. If you create component with an incorrect component type, you will have to delete this component and create a new one under the correct component type tab.
Appendix A: Using the thesaurus

The thesaurus is used to find predefined keywords for use in 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 to select appropriate keywords. 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:

Figure 20: Thesaurus Tool

Searching for a keyword

1. 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.

2. The keywords for these types of reports should be limited to:
   a. Ground water
   b. Underground water
   c. Dewatering

3. Clicking on the correct phrase puts the phrase into the ‘Selected Keywords’ field.

4. Repeat this cycle of search select and add till you have all the keywords you wish to use in the ‘Selected Keywords’ field.

5. To find either a broader, narrower, synonym or related term to the text in the ‘Search for Term’ field select the appropriate radio button.

6. Press ACCEPT KEYWORDS to accept the list and return 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. You are not able to enter the text directly as the values are validated against the appropriate lookup table and will fail if they are not spelt correctly or present. The lookup tool is activated by clicking into the fields on the report page which have the words Auto Populated in them. Once in the field start typing the word you are looking for and a list will be displayed as in the example below. In this example in the ‘Map Reference’ field we are looking for the reference for Brisbane. When the first three letters are typed in results are returned and you can then select Brisbane from this drop down list. For this particular field only the map reference number however will populate the field.

Figure 21: Lookup Tool
Appendix C: Using the calendar tool

The calendar tool is used to select a date for use with the report and component metadata. This tool is provided as an aid. The Calendar tool is activated by clicking on the ‘Date of Report’ field next to fields on the report and component pages. You will be presented with the following screen:

*Figure 22: Calendar Tool*

1. Select the Year from the dropdown list.
2. Select the Month from the dropdown list.
3. Click on the Day of the month of interest.
4. The date selected will be saved back in the previous page.
5. Close the calendar to revert to previous date.

For any general exploration reporting submission queries, please email QdexSupport@dnrme.qld.gov.au or telephone (07) 3199 8133