New DIGS/GPC – User help guide

This help guide will explain how to perform text and spatial searches over the DIGS database and Geoscience Product Catalogue. It will also explain the functions available for processing the results of these queries, including saving, filtering, downloading, exporting, sharing and printing.

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1 About DIGS

DIGS is a public online archive for the state government’s geological, exploration, mining and geotechnical documents. It allows public access to a wealth of geological, mining and historical non-confidential documents. More than 140,000 entries cover 140 years of exploration, research and geological mapping in NSW.

DIGS an acronym for Digital Imaging of Geological Systems. The DIGS program was launched in 2000 to capture and preserve the department’s increasingly fragile, unique (some dating back to 1834), hard-copy documents in digital format.

Documents fall into three categories:

- departmental publications and unpublished reports
- exploration reports (generally unpublished) which are submitted to the department by companies to comply with mining legislation
- NSW government agency geotechnical reports (new collection comprising approximately 3400 reports provided by Public Works Advisory)

Other programs now supplement DIGS to automate the entry of reports from the exploration and mining industry into the DIGS database.

The first primary feature of new DIGS is the upgraded search facility which allows searching of document content as well as the metadata fields. Incorporation of Optical Character Recognition (OCR) technology has resulted in the generation of text documents from raster images creating a much larger searchable pool of data. New DIGS also integrates the old DIGS with the Geoscience Product Catalogue, and more recently, the newly created geotechnical report collection. This allows a search for Reports, Publications or Geotechnical Reports or all three collections from the same access point.

The second primary feature of new DIGS is the ability to do a spatial search using a map interface. This will find all Reports, Publications and Geotechnical Reports relating to areas of interest. Spatial and text searches can be combined.

1.1 Reports, Publications and Geotechnical Reports

A Report refers to a document or a collection of documents and the metadata describing this collection. Metadata for each Report is recorded in a series of fields. These are used in DIGS for searching, sorting and filtering. Each document in a Report also has its own set of metadata. Reports are sourced from the DIGS database.

A Publication is a product that is available for general distribution and/or purchase. A Publication can have a variety of formats such as a glossy publication, printed map, DVD, powerpoint presentation or video. (See a description of Subcategory filters 14). Publications are sourced from the Geoscience Product Catalogue database.

A Geotechnical Report refers to a geotechnical document or collection of documents and the metadata describing this collection. As per Reports above, metadata for each Geotechnical Report is recorded in a series of fields. These are used in DIGS for searching, sorting and filtering. Each document in a Report also has its own set of metadata. Geotechnical Reports are sourced from the DIGS database.

Searches can be conducted on either Reports, Publications or Geotechnical Reports. Using All in Basic Search provides a combined search.
The DIGS search provides for a Basic Search or a highly customised Advanced Search. All the searches can be textual, spatial or combined. Further customising is available using the Sort by feature and filters.

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1.2 What's in DIGS

Mineral, coal and petroleum company exploration reports containing:

- geochemistry
- geophysics
- geology
- mine records
- resource estimates
- drillhole logs and reports
- downhole surveys
- soil gas surveys
- mineral studies and research
- well completion reports
- seismic surveys
- geological-geophysical interpretations

NSW government agency geotechnical reports containing:

- geology
- drillhole logs
- downhole surveys
- seismic surveys
- soil investigations
- laboratory analyses
- test pit logs
- trench mapping
- groundwater investigations
- geotechnical interpretation and analysis
- site plans
- cross sections

Title plans:

- record tracings
- survey plans
- working plans
- consolidated leases

Departmental publications:

- Explanatory notes for maps
- Bulletins
- Memoirs
- Quarterly Notes
- Minfo
- Records
- technical papers
- posters
- presentations
- mineral exploration packages
- Mineral Industry Review
- Coal Industry Review
- departmental Annual Reports
- factsheets
- flyers or brochures

Historical documents and educational materials:

- heritage maps
- correspondence
- factsheets
- historical images
- heritage brochures

Maps

- geological and metallogenic maps
- regolith
- map vector data
- geophysical-geological interpretation maps
- special interest maps
- coalfield geological maps
- excursions/field guides
- coastal quaternary maps
- heritage maps
- geoscience data packages (DVD)
- bulletins
- non-periodicals
- geophysical maps
Other

- geoscience data packages (DVD)
- NSW Explorers Directory (DVD)
- non-periodicals
2 Home page

![New DIGS home page](image)

Figure 1: New DIGS home page

The Home Page is also the Basic Search page.

**Basic** and **Advanced Search** options are located in the top LH corner. Account management tools, help and print functions, are located, in the top RH corner.

An explanation of criteria or categories throughout the site is given by hovering the mouse over text. Hover text is not supported on tablets and smaller mobile devices.

3 Menus, tools and functions

3.1 **ABOUT, BASIC SEARCH and ADVANCED SEARCH**

- **About**: describes DIGS database, its contents and history.
- **Basic search**: activates the single text box basic search screen and provides a Type filter for the results. It returns all items containing the search term(s).
- **Advanced Search**: activates the multiple text entry criteria boxes, an ‘And/Or’ option to perform a refined search, and Category, Subcategory, Theme and Scale filters to further refine the results.

3.2 **REGISTER, LOG IN and SAVED SEARCHES**

- **Login**: allows access to a client’s account
- **Register**: is used to set up an account which then accesses the Settings menu and the client’s saved searches. Registration also provides the option of joining a mailing list to receive alerts about changes to DIGS.
- **Saved Searches**: allows a registered client to view, modify or delete their saved searches.
3.3 HELP, SETTINGS, PRINT and SKIP functions

- The DIGS HELP guide is available under Settings.

- Settings can be used to update registered user profiles, set default search criteria, access the DIGS HELP guide and Log out.

- The print icon enables printing search results currently on screen.

- The skip icon enables skipping past the Search Bar to the Search Results page content.

3.4 REPORTS, PUBLICATIONS and ALL selections

The home page displays the Basic Search text box allowing a search on Reports, Publications or All. The default is 'All'. The default can be changed for registered users by selecting the Search Settings option in the Settings Menu.


See Reports and Publications on page 4.

3.5 SYNTAX (advanced search only)

Syntax is only available under Advanced Search. See Syntax on page 20.
3.6 The MAP spatial selection

The NSW map icon opens a map of NSW enabling you to select your area/s of interest. This can be combined with a text search to restrict a search to a specific area/s and topic.

![Select your area of interest](image)

**Figure 3: Map spatial search and tools**

- The area of interest can be closely defined using the zoom in and out tools [+] [-]
- Use the drawing tools to draw the required shape [ ]
- Options are provided to ‘Finish’, ‘Delete last point’, and ‘Cancel’
- Drag the handles or marker to further define the drawn shape or to remove features from a drawn shape [ ]
- Or either zoom into the area of interest or use the drop down list of mapsheet areas.
3.7 The SORT BY function

The SORT BY function allows sorting of the search results using metadata fields from the source databases. The function differs for Reports and Publications. The default SORT BY parameter is Relevance. The default can be changed for registered users by selecting the Search Settings option in the Settings Menu.

![Figure 4: Sorting options for Reports and Publications](image)

<table>
<thead>
<tr>
<th>Table 1: Description of SORT BY categories for Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sort by Categories</strong></td>
</tr>
<tr>
<td>Relevance</td>
</tr>
<tr>
<td>Report Title</td>
</tr>
<tr>
<td>Author</td>
</tr>
<tr>
<td>Confidentiality</td>
</tr>
<tr>
<td>Location</td>
</tr>
<tr>
<td>Record Type</td>
</tr>
<tr>
<td>Date (oldest first)</td>
</tr>
<tr>
<td>Date (newest first)</td>
</tr>
<tr>
<td>Document Number</td>
</tr>
<tr>
<td>Report Number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Table 2: Description of SORT BY categories for Publications</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Categories</strong></td>
</tr>
<tr>
<td>Year Published</td>
</tr>
<tr>
<td>Status</td>
</tr>
<tr>
<td>Version</td>
</tr>
<tr>
<td>Document Title</td>
</tr>
<tr>
<td>Scale</td>
</tr>
<tr>
<td>Relevance</td>
</tr>
</tbody>
</table>
3.8 SHOW ABSTRACT

The Show abstract tab, [Show abstract: Yes], allows one line of the abstract to show in the search results screen. The abstract can be completely opened by clicking ‘More’. The default value for Show abstract is ‘Yes’. The default can be changed for registered users by selecting the Search Settings option in the Settings Menu.

3.9 SELECT, DOWNLOAD, EXPORT and SHARE functions for search results

✓ Select All: The Select All icon selects all documents

✗ Deselect All: The Deselect All icon appears when a selection is made and clears all selections

📥 Download: The Download icon downloads selected documents (29).

➡ Export: The Export icon exports selected documents to a .csv file (on page 29)

↗ Share: The Share icon allows search results to be shared with another person

3.10 SAVE THIS SEARCH (advanced search only)

The Save this Search function is only available to registered users. It allows favourite searches to be saved and viewed, modified or deleted in the registered users account at a future date.
4 Filters for search results

4.1 TYPE FILTER for REPORTS

Search results for Reports can be filtered using the Type tab. It provides a drop down list of Report types available for the set of results that are showing. It also shows the number of reports available for each filter type. Tick the required filter types and click ‘Confirm’.

Table 3: Description of Type filter for Reports

<table>
<thead>
<tr>
<th>Type Filter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC</td>
<td>Annual Report Compilations of reports on specific areas or commodities</td>
</tr>
<tr>
<td>COAL</td>
<td>Coal company exploration reports, department publications, research and technical reports</td>
</tr>
<tr>
<td>ELCONDITIONS</td>
<td>Exploration licence conditions are the terms and conditions under which an exploration licence is approved or renewed</td>
</tr>
<tr>
<td>ENVIRONMENTAL</td>
<td>Review of environmental factors company reports, mining operations plans</td>
</tr>
<tr>
<td>HERITAGE MAP</td>
<td>Historically significant maps and parish maps showing field geology</td>
</tr>
<tr>
<td>MAP</td>
<td>Cartographic maps and plans of geology, mineral occurrences, mine workings, collieries, coal seams. Includes thesis, pace and compass maps, figures for reports, bathymetry. Does not include geological maps published for retail by Geological Survey of NSW</td>
</tr>
<tr>
<td>MINERAL</td>
<td>Mineral company exploration reports, department publications, research and technical reports</td>
</tr>
<tr>
<td>MINE RECORD</td>
<td>Based on Mines Inspectors reports over the years of mineral production describing mining operations, ore production, value of production, number of people employed, ore reserves a range of mining data such as deposit type, production and finances</td>
</tr>
<tr>
<td>PETROLEUM</td>
<td>Petroleum company exploration reports, department publications, research and technical reports</td>
</tr>
<tr>
<td>PUBLISHED</td>
<td>Department publications</td>
</tr>
<tr>
<td>RESEARCH</td>
<td>Research and technical reports</td>
</tr>
<tr>
<td>SURVEY PLAN</td>
<td>A survey plan produced by a licensed surveyor locating an area using bearings and distances relative to a known survey point</td>
</tr>
</tbody>
</table>
4.2 CATEGORY, SUBCATEGORY, THEME and SCALE filters for PUBLICATIONS

Four filters are provided by drop down boxes under Category, Subcategory, Theme and Scale. They show the range of categories the search results belong to and the number of results in each category. For example:

![Filter drop down boxes for Publications](image)

**Figure 6: Filter drop down boxes for Publications**

4.2.1 CATEGORY filter

Category is the physical form of the product, such as map sheet, book, brochure, flyer, poster or digital data package.

**Table 4: Description of Category filter for Publications**

<table>
<thead>
<tr>
<th>Category Filter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bulletin</td>
<td>A substantial publication containing a comprehensive coverage of a subject</td>
</tr>
<tr>
<td>Digital Data Package</td>
<td>A DVD or CD containing digital data and images</td>
</tr>
<tr>
<td>Explanatory Note</td>
<td>Accompanies a published map and contains explanations of the geology and mineralisation of the map sheet area. Mine Data Sheets append metallogenic maps. May also be titled an Exploration Data Package or Metallogenic Study (or Studies) or Bulletin</td>
</tr>
<tr>
<td>Flyer or brochure</td>
<td>Promotional or information fact sheet, single page</td>
</tr>
<tr>
<td>GS Report</td>
<td>Geological Survey Report covering specific geoscientific research: geology, petrology, mineral process studies</td>
</tr>
<tr>
<td>Map sheet</td>
<td>Standard or special map sheet</td>
</tr>
<tr>
<td>Memoir</td>
<td>A publication incorporating all the work performed by the author over one area</td>
</tr>
<tr>
<td>Mobile Application</td>
<td>Mobile application for portable electronic devices</td>
</tr>
<tr>
<td>Non periodical</td>
<td>Publication not fitting any other category</td>
</tr>
<tr>
<td>Periodical</td>
<td>Publication issued periodically such as twice yearly (bi-annual)</td>
</tr>
<tr>
<td>Poster</td>
<td>Large sheet used for education or promotion</td>
</tr>
<tr>
<td>Presentation</td>
<td>Talk or power point presentation</td>
</tr>
<tr>
<td>Quarterly Note</td>
<td>A Geological Survey of NSW research periodical</td>
</tr>
<tr>
<td>Record</td>
<td>Periodically published notes of scientific activities and findings of the Geological Survey of NSW</td>
</tr>
</tbody>
</table>
4.2.2 **SUBCATEGORY filter**

**Subcategory** refers to the physical/electronic format of a **Publication** or product. **Subcategory** filters show only those search results which exist in the formats for the selected subcategories.

**Table 5: Description of Subcategory filters**

<table>
<thead>
<tr>
<th>Subcategory filter</th>
<th>Format Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUVI</td>
<td>Audio, video, podcast, animation, screen capture</td>
</tr>
<tr>
<td>DDOC</td>
<td>Digital document - pdf, doc, ppt</td>
</tr>
<tr>
<td>DIGS</td>
<td>Digital Imaging Geological System</td>
</tr>
<tr>
<td>DISC</td>
<td>Optical disc format - CD, DVD, Mini CD, Blu Ray</td>
</tr>
<tr>
<td>GETH</td>
<td>Google Earth overlay</td>
</tr>
<tr>
<td>GMAP</td>
<td>Google map overlay</td>
</tr>
<tr>
<td>MAND</td>
<td>Mobile application for Android devices</td>
</tr>
<tr>
<td>MIOS</td>
<td>Mobile application for Apple devices</td>
</tr>
<tr>
<td>MOTH</td>
<td>Mobile application for non-Android and Apple devices</td>
</tr>
<tr>
<td>OTHR</td>
<td>Products not fitting any other subcategory</td>
</tr>
<tr>
<td>PRIN</td>
<td>Printed hard copy</td>
</tr>
<tr>
<td>PROD</td>
<td>Print on demand hard copy</td>
</tr>
<tr>
<td>RGEB</td>
<td>Raster georeferenced image (back) - jpg</td>
</tr>
<tr>
<td>RGEF</td>
<td>Raster georeferenced raster image (front)- jpg</td>
</tr>
<tr>
<td>RGEO</td>
<td>Raster georeferenced image (zipped)</td>
</tr>
<tr>
<td>RNGB</td>
<td>Raster non georeferenced image back - jpg</td>
</tr>
<tr>
<td>RNGF</td>
<td>Raster non georeference image front - jpg</td>
</tr>
<tr>
<td>RNON</td>
<td>Raster non geo referenced image</td>
</tr>
<tr>
<td>VESR</td>
<td>Vector data ESRI format- shp, mxd, gdb</td>
</tr>
<tr>
<td>VMAP</td>
<td>Vector data MapInfo format- tab, wor</td>
</tr>
<tr>
<td>VOTH</td>
<td>Vector data formats other than ESRI and MapInfo</td>
</tr>
</tbody>
</table>
4.2.3 THEME filter

**Theme** is the subject matter of a Publication. It may have several themes e.g. Metallogenic and Geological. **Theme** filters are used to show only those search results which are consistent with the descriptions for the selected themes.

Table 6: Description of Theme Filter for Publications

<table>
<thead>
<tr>
<th>Theme filter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coal</td>
<td>Coal reviews, research, geology and statistics</td>
</tr>
<tr>
<td>Corporate</td>
<td>Government, business, financial, administrative</td>
</tr>
<tr>
<td>Coal Seam Gas</td>
<td>Coal seam gas resources, policies, processes</td>
</tr>
<tr>
<td>Environmental</td>
<td>Environmental work, policies, considerations, mining impacts and rehabilitation issues</td>
</tr>
<tr>
<td>Geological</td>
<td>Geological maps, data packages, publications, research</td>
</tr>
<tr>
<td>Geophysical</td>
<td>Geophysical maps, data packages, publications, research</td>
</tr>
<tr>
<td>Geothermal</td>
<td>Geothermal resources, policies, processes, research, maps</td>
</tr>
<tr>
<td>Historical</td>
<td>Historical and heritage documents, images, posters and maps</td>
</tr>
<tr>
<td>Metallogenic</td>
<td>Mineral deposits, occurrences and distributions, mineral and metallogenic research, mineral systems classifications and research</td>
</tr>
<tr>
<td>Minerals</td>
<td>Mineral specific e.g. fluorite or galena or gold</td>
</tr>
<tr>
<td>Other</td>
<td>Products not fitting any other theme</td>
</tr>
<tr>
<td>Petroleum</td>
<td>Petroleum resources, policies, processes, maps, research</td>
</tr>
<tr>
<td>Resource/Investment</td>
<td>Resource and/or investment information and statistics</td>
</tr>
<tr>
<td>Titles</td>
<td>Policies, projects and exploration highlights maps, services, online services</td>
</tr>
<tr>
<td>Tourist</td>
<td>General interest publications, special feature maps, tourist excursions, publications on special features</td>
</tr>
</tbody>
</table>

4.2.4 SCALE filter

The **Scale** filter applies to mainly to maps and the corresponding explanatory notes which are published at a range of scales. Statewide maps are usually at a much larger scale to allow for regional coverage e.g. 1 cm equals 1 500 000 cm. Smaller scales allow a more detailed coverage e.g. 1 cm equals 25 000 cm.
5 Basic search

A basic text search can be conducted on both Reports and Publications using ALL or limit the search to either Reports or Publications. Your basic text search can be combined with a spatial search by using the Map.

The Basic Search for Reports differs from the Basic Search for Publications. These differences are apparent in the drop down lists in the Sort by fields and the filters for the search results.

The Basic Search for Reports searches the metadata fields and the content of the document(s) in the DIGS database.

The Basic Search for Publications searches the metadata fields and the document content of the GPC database.

5.1 BASIC SEARCH field

- ‘All’ searches both Reports and Publications datasets. This search provides a limited ‘Type’ filter

- ‘Reports’ searches the contents of the document(s) in a Report and its metadata in the DIGS database. It provides ‘Type’ filter

- ‘Publications’ searches a publication’s contents and its metadata in the Geoscientific Product Catalogue (GPC) database. It provide 3 filters: Category, Subcategory, Theme and Scale

- The NSW map opens a map of NSW enabling you to select your area/s of interest. This can be combined with a text search

5.2 Start a BASIC SEARCH

1. Choose either Reports or Publications. Choose All if wishing to search both Reports and Publications

2. The map can refine the text search by narrowing the search to a selected area

3. Type the search criteria into the search window

4. Choose the Sort by field which best suits the search. The Sort by function differs for Reports and Publications. See Table 1: Description of SORT BY categories for Reports on page 11

5. Use the Type filter to refine the Basic Search. See TYPE FILTER for REPORTS on page 13
5.3 BASIC SEARCH results for REPORTS

The number of results is shown at the top RHS of the list. The number of Statewide results is also shown but not included in the list. Statewide Reports contain content covering the entire state of NSW. Click on ‘include statewide results’ to add them to the list of results.

Figure 8: Example of Basic Search results for Reports showing Type filter

1. Use the Type filter to refine the Basic Search. The filter will only show those results in the chosen categories. See TYPE FILTER for REPORTS on page 13.

2. To open the Report, click on its title.

3. The maps shows the spatial coverage of the report.

4. The check box is used for downloading, exporting or sharing the report.

5. Below the report title is a row of metadata fields comprising:
   - the DIGS database number
   - locality
   - date
   - author
   - the number of documents attached to the DIGS metadata report are available
   - the size of the download file

6. Hovering the mouse cursor over the blue or grey icons will display further information about the metadata, if available.

7. The first line of the abstract is shown if the has been chosen. The abstract can be completely opened by clicking ‘More’
5.4 BASIC SEARCH results for PUBLICATIONS

The number of results is shown at the top RHS of the list. A statewide option is not used for this search.

Three filters are available to further refine the search. See CATEGORY, SUBCATEGORY, THEME and SCALE filters for PUBLICATIONS on page 14.

![Example of Basic Search results for Publications showing filters](image)

Figure 9: Example of Basic Search results for Publications showing filters

Use the **Category**, **Subcategory**, **Theme** and **Scale** filters to refine the advanced search. The filters will only show those results in the chosen categories.

1. To open the report, click on its title
2. The maps shows the coverage of the report
3. The check box is used for downloading, exporting or sharing the report
4. Below the report title is a row of metadata fields comprising:
   - the GPC catalogue number
   - date of publication
   - type of publication and status
   - the number of documents available
5. Hovering the mouse cursor on the above blue or grey icons will display further information about the metadata, if available
6 Advanced search

The Advanced Search provides multiple text boxes and operators to refine a search. A text search can be combined with a spatial search by using the map of NSW (page 10) to define the area of interest. The search function, Syntax (page 20) is available for defining the search in computer terms.

The Advanced Search for Reports differs from the Advanced Search for Publications. These differences are apparent in the drop down lists in the SEARCH BY and Sort by fields and the filters for the Search Results.

6.1 ADVANCED SEARCH field

The Advanced Search for Reports searches the metadata fields and the content of the document(s) in the DIGS database.

The Advanced Search for Publications searches the metadata fields and the document content of the GPC database.

The Advanced Search also offers up to 9 additional Boolean (AND/OR) searches by adding rows of search criteria.

The Advanced Search using Syntax allows a search using quasi computer language.

6.1.1 SYNTAX

The syntax shows a scripted system interpretation of the search criteria. The syntax may be copied or modified by advanced users.
6.1.2 SEARCH BY fields
The SEARCH BY FIELD differs for Reports and Publications because they search different source databases.

**SEARCH BY FIELD for REPORTS**
The categories in the SEARCH BY FIELD drop down box for Reports search the document contents and its relevant metadata fields in the DIGS database. Choose the categories that best suit the search. Several categories can be used by adding rows.

A Report refers to a collection of documents (or a single document) and the metadata describing this collection (on page 4).

![Figure 12: Drop down box showing SEARCH BY categories for Reports](image)

<table>
<thead>
<tr>
<th>Categories</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Abstract</td>
<td>A summary of the contents of documents attached to a Report</td>
</tr>
<tr>
<td>Date Created</td>
<td>The date the metadata was created in the DIGS database for a Report</td>
</tr>
<tr>
<td>Document Description</td>
<td>This field searches the metadata for each document uploaded to a Report (as opposed to the Report metadata)</td>
</tr>
<tr>
<td>Report Title</td>
<td>The name of the main document or collection of documents as shown in the DIGS metadata</td>
</tr>
<tr>
<td>Report Accession Date</td>
<td>The date when the document(s) became Open File or non-confidential</td>
</tr>
<tr>
<td>Author/Company Name</td>
<td>Name of author(s) or company submitting the documents attached to a Report</td>
</tr>
<tr>
<td>Location</td>
<td>Names of the most significant locations covered by the Report</td>
</tr>
<tr>
<td>Report Year</td>
<td>The year on the documents in the Report (as opposed to the year the Report was created)</td>
</tr>
<tr>
<td>Report RIN</td>
<td>A unique number identifier in DIGS for the metadata set containing the Report</td>
</tr>
<tr>
<td>Report Number</td>
<td>A number given to a Report indicating its source or relevance in the department and often the year of its creation. ie GS2014/1234 is Geological Survey Report number 1234 created in 2014; SS is seismic survey; WCR is Well Completion Report; CR is Coal Report; MF is Microfiche MOS is Survey Plan, P is Plan; MT is tracing</td>
</tr>
<tr>
<td>Tenement</td>
<td>A number and prefix given to a title which is the area where the work was performed e.g. EL1234 or PEL0763</td>
</tr>
<tr>
<td>Document Contents</td>
<td>The content of the documents attached to a Report (does not include the metadata)</td>
</tr>
</tbody>
</table>
**SEARCH BY FIELD for PUBLICATIONS**

The categories in the **SEARCH BY FIELD** drop down box for **Publications** searches the document and its relevant metadata fields in the GPC database. Choose the categories that best suit the search. Several categories can be used by adding rows.

![SEARCH BY FIELD drop down box](image)

A **Publication** is a product that is available for general distribution and/or purchase. **Publications** are sourced from the Geoscience Product Catalogue (GPC) database (on page 4).

![Figure 13: Drop down box showing SEARCH BY categories for Publications](image)

**Table 8: Description of categories in the SEARCH BY FIELD (Advanced Search-Publications)**

<table>
<thead>
<tr>
<th>Categories</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Created</td>
<td>Date the <strong>Publication</strong> metadata was created in the GPC database</td>
</tr>
<tr>
<td>Abstract</td>
<td>A summary of the contents of a <strong>Publication</strong></td>
</tr>
<tr>
<td>Author</td>
<td>Name of author (s) and/or editor or compiler</td>
</tr>
<tr>
<td>Publication Date</td>
<td>Date the <strong>Publication</strong> was printed</td>
</tr>
<tr>
<td>Catalogue Number</td>
<td>Unique number in the GPC database ascribed to the <strong>Publication</strong></td>
</tr>
<tr>
<td>Publication Name</td>
<td>Title of the <strong>Publication</strong> as it appears on the document</td>
</tr>
<tr>
<td>Document Contents</td>
<td>The <strong>Publication</strong> content (does not include the metadata)</td>
</tr>
</tbody>
</table>

*************
6.1.3 The OPERATOR

The OPERATOR is used to choose whether the search must look for:

- all of the words in the Search term field
- any one of the words used in the Search term field
- for the phrase as it is written in Search term field
- number ranges, when selecting some date categories in the Search by field.

6.1.4 The AND/OR option

The AND operator decides whether to search and display results which are true for both rows of criteria. i.e. all rows of AND criteria are satisfied.

The OR operator displays results which are true for either of the rows of criteria. i.e. any one of rows of criteria is satisfied. This is useful for synonyms.

For example, the search below will return all those Reports containing both ‘Sydney Basin’ as a phrase in the location metadata field and ‘coal’ or ‘petroleum’ (or both) in the document’s contents.

```
Figure 14: Example of an Advanced Search using the AND operator
```

The search below will return all those items that contain the phrases (contiguous text) ‘Thomson Orogen’ and the ‘Eromanga Basin’ which are overlapping geographic areas.

```
Figure 15: Example of an Advanced Search using the OR operator
```
6.2  **Start an ADVANCED SEARCH**

1. Choose either **Reports** or **Publications**.

2. Choose a field from the drop down box under the SEARCH BY FIELD tab. This field is different for Reports and Publications *(on page 21)*

3. Choose one of the **OPERATORS** *(on page 23)*

4. Type the criteria text into the fields.

5. Use the **AND/OR** option if required by adding extra rows *(on page 23)*

6. Choose the **Sort by** field which best suits the search. The **Sort by** function differs for Reports and Publications. *(on page 11)*

7. Decide whether to show the abstract *(on page 12)*

8. Use the **Type filter for Reports** or the **Category, Subcategory, Theme and Scale filters for Publications** to further refine your search *(on page 13)*

9. Save the search using the **Save this Search** tab. This function is only available to registered users *(on page 26)*.

10. Inspect the search results *(pages on page 25 and on page 26)*

11. Select reports for downloading, exporting or sharing using the check boxes and the respective function tools ✅ Select All ✉️ Download 📄 Export ➡️ Share *(on page 29)*
6.3 ADVANCED SEARCH results for REPORTS

Results are listed and show information from a number of metadata fields.

The number of search results is shown in the top LHS corner and can be supplemented with reports that have a general statewide coverage by clicking ‘include statewide results’. Registered users can change their settings to make the display of statewide results a default setting. This field then becomes ‘exclude statewide results’.

Further sorting is available using the Type filter drop down option box (page 13)

![Example of Advanced Search Results for Reports](image)

Figure 16: Example of Advanced Search Results for Reports

1. To open the report, click on its title.
2. The maps shows the coverage of the report
3. The check box is used for downloading, exporting or sharing the report
4. Below the report title is a row of metadata fields comprising:
   - the DIGS database number
   - locality
   - date
   - author
   - the number of documents attached to the DIGS metadata report are available
   - the size of the download file
5. Hovering the mouse cursor on the above icons will display further information about the metadata, if available
6. The first line of the abstract can be completely opened by clicking MORE
7. Filter using the Type filter (on page 13)
6.4 ADVANCED SEARCH results for PUBLICATIONS

Results are listed and show information from a number of metadata fields in the GPC.

The number of search results is shown in the top LHS corner. Statewide results are included in the search.

Further sorting is available using the **Category, Subcategory, Theme** and **Scale** filters drop down boxes on page 14).

![Advanced Search Results](image)

**Figure 17: Example of Advanced Search Results for Publications**

1. Use the **Category, Subcategory, Theme** and **Scale** filters to refine the advanced search. The filters will only show those results in the chosen categories.

2. To open the report, click on its title.

3. The maps shows the coverage of the report

4. The check box is used for downloading, exporting or sharing the report (page 27)

5. Below the report title is a row of metadata fields comprising:

   - the GPC catalogue number
   - date of publication
   - type of publication and status
   - the number of documents available and their formats
   - the size of the download file

6. A blue icon means more information can be shown by hovering over the icon
7 Viewing, downloading and exporting

7.1 Viewing REPORTS
Clicking on the title of a search result for a Report opens a page showing metadata fields and the attached documents. This page allows a view or download. The metadata fields can be opened by clicking on them. To close the fields click on them from the bottom up.

Individual documents can be selected by clicking on **Deselect All** and then clicking on the **Select** boxes for the required documents.

![Metadata report and document download for an opened Report](image)

Figure 18: Metadata report and document download for an opened Report
7.2 Viewing PUBLICATIONS
Clicking on the title of a Publication search result opens a product page which includes:

- metadata
- viewing options
- related products
- access to previous versions
- downloads
- a price
- a link to shop.nsw for an online purchase
- comments
- edition information

![Product page for Bathurst 1:250 000 geological map](image)

**Figure 19: Product page for Bathurst 1:250 000 geological map**
7.3 The DOWNLOAD and EXPORT tools

Note that download and export functions vary with the browser used and that files may downloaded directly to the hard drive or that several options may be made available.

7.3.1 DOWNLOAD tool

The Download tool allows a group of accessible Reports or Publications to be downloaded for saving or viewing. Selecting the required items and clicking Download creates a zip file containing the selected items. This appears in a window along with the options to download or cancel.

![Figure 20: The Download window](image1)

7.4 The EXPORT tool

The export tool exports the metadata (including abstract) of the first 1000 of the search results to a csv file. It is recommended that the Sort by function and filters be used to reduce the number of search results.

![Figure 21: The Export window](image2)
8 Confidential reports

Metadata is available for all documents, including confidential documents, in new DIGS. However, only non-confidential or open file documents can be accessed. Confidential documents comprise internal technical reports that have not been peer reviewed and company exploration reports that may contain exploration data that is the property of a company until such time it relinquishes a tenement.

A confidential document is tagged with a padlock icon 🛠️. Some of the non-confidential metadata is displayed and further information may be obtained by hovering over the relevant icon.

![Figure 22: Metadata with padlock icon for a confidential report](image)

Clicking on the document title brings up an inquiry form which allows for further information.

![Figure 23: Confidential Report Inquiry Form](image)

9 Non downloadable publications

Recent publications may be retail products which are only available by purchase.

![Figure 24: Window for a non-downloadable document](image)
To purchase a publication:

- purchase online through shop.nsw

Some older publications can be purchased as a hardcopy or their contents can be downloaded

The Buy online icon goes to shop.nsw which is the state government’s online store for products offered by NSW government agencies.

10 Related products

Related products are listed on the product page of a selected publication. They are products developed under the same project title and in the same time frame as the selected product. Most commonly, a related product may be the explanatory notes for a published map, or several maps at smaller scales that were developed in conjunction with a larger scale map e.g. the Koonenberry Belt maps.
11 FAQs and tips

Question:

Why can’t I get hold of recently published explanatory notes?

Answer:

Recent publications may be retail products which are only available by purchase. This can be done by:

- purchasing online through shop.nsw or
- purchasing across the counter at the Maitland or Orange office

Question:

I have noticed that some explanatory notes are called Bulletins. If I am looking for an explanatory note but I don’t know that it is called a Bulletin or has some other name how can I be sure that I will find it in my search if I don’t know its exact title.

Answer:

Explanatory notes for maps may not have ‘Explanatory Notes’ in their title. Other terms used are: Exploration data package, Metallogenic Study or Studies and Bulletin.

Use the map to set the area you want to search and place ‘explanatory notes’ into the Search term field. Click on ‘Published’ in the Type filter.

Figure 25: View of search for Explanatory Notes
Question:
Why are some company exploration reports confidential and other not?

Answer:
Company exploration reports are confidential because they may contain exploration data that is the property of a company until such time it relinquishes a tenement. After this time, the reports become Open File.

Other confidential documents may be internal technical reports that have not been peer reviewed which means the content has not been scrutinised by the scientific community and is the opinion of the author only.