

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- departmental publications and unpublished reports
- exploration reports (generally unpublished) which are submitted to the department by companies to comply with mining legislation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.

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
- ground water 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



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**.

The **Reports** selection searches all reports in the DIGS database. The **Publications** selection searches all products in the Geoscience Product Catalogue. The **All** selection searches all items in the DIGS database and the Geoscience Product Catalogue.

See [Reports and Publications](#) on page 4.



The screenshot shows the 'BASIC SEARCH' interface. At the top, there are four tabs: 'All', 'Reports', 'Publications', and 'Geotechnical'. The 'Reports' tab is currently selected. Below the tabs, there is a search input field with the placeholder text 'eg. Cobar coal' and a 'Search' button. To the left of the search input field, there is a blue map of Australia with the text 'Click here to set your area'. Below the search input field, there is a checkbox labeled 'Search for exact phrase' which is checked. At the bottom of the search area, there is a 'Sort by: Relevance' dropdown menu and a 'Show Abstract: No' button.

Figure 2: BASIC SEARCH field

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.

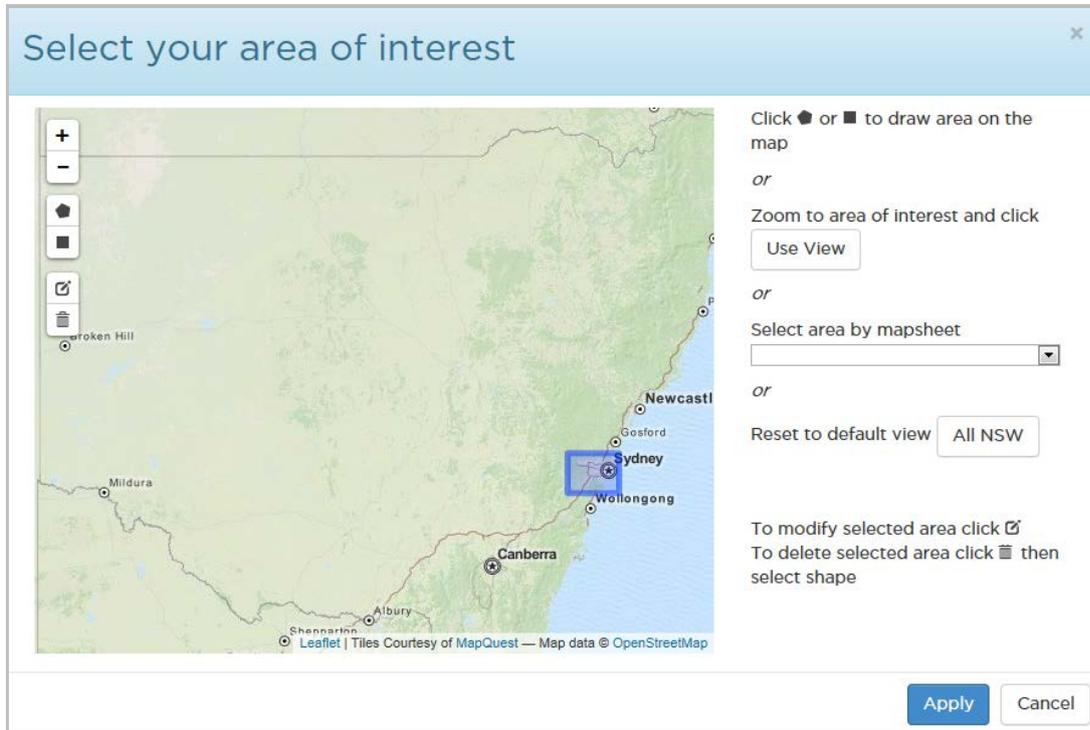


Figure 3: Map spatial search and tools

- 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 .

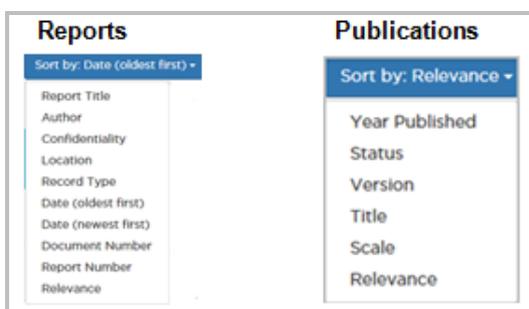


Figure 4: Sorting options for Reports and Publications

Table 1: Description of SORT BY categories for Reports

Sort by Categories	Description
Relevance	A calculation in the system which determines the significance of a Report to the search term(s) and sorts them accordingly
Report Title	Title as shown on document attached to a set of metadata in DIGS
Author	Name of writer or company submitting the report document
Confidentiality	Whether a document is Open File or Confidential (some of the metadata is available for confidential Reports)
Location	Name of the most significant location(s) covered by the report
Record Type	Record types comprise: annual report compilations, cartographic (localised geological) maps, departmental publications, environmental reports, exploration licence conditions, heritage map, mine records, mineral, petroleum and coal exploration reports, research reports, technical reports, survey plans
Date (oldest first)	Oldest Report appears at the top of the list
Date (newest first)	Most recent Report appears at the top of the list
Document Number	A number given to a document attached to a metadata Report in DIGS (DIN)
Report Number	A number given to the metadata belonging to a Report in DIGS.

Table 2: Description of SORT BY categories for Publications

Categories	Description
Year Published	Year in which the publication was printed
Status	Applies to maps and refers to whether a map is current (published and relevant), provisional (geoscience has been signed off and peer reviewed) or preliminary (work in progress). Some maps are designated as superceded where their details are no longer relevant
Version	The edition of the item which demonstrates succession history, e.g. First edition, second edition
Document Title	Title which appears on the document
Scale	Applies to the scale at which a map is prepared
Relevance	A calculation in the system (computer algorithm) which determines the significance of a Publication to the search term(s) and displays them accordingly

3.8 SHOW ABSTRACT

The **Show abstract** tab, , 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**'.

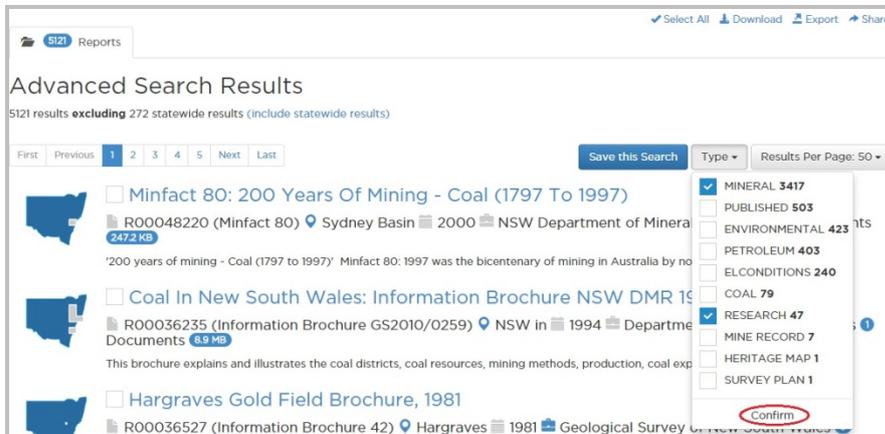


Figure 5: Type filter drop down box for Reports

Table 3: Description of Type filter for Reports

Type Filter	Description
ARC	Annual Report Compilations of reports on specific areas or commodities
COAL	Coal company exploration reports, department publications, research and technical reports
ELCONDITIONS	Exploration licence conditions are the terms and conditions under which an exploration licence is approved or renewed
ENVIRONMENTAL	Review of environmental factors company reports, mining operations plans
HERITAGE MAP	Historically significant maps and parish maps showing field geology
MAP	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
MINERAL	Mineral company exploration reports, department publications, research and technical reports
MINE RECORD	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
PETROLEUM	Petroleum company exploration reports, department publications, research and technical reports
PUBLISHED	Department publications
RESEARCH	Research and technical reports
SURVEY PLAN	A survey plan produced by a licensed surveyor locating an area using bearings and distances relative to a known survey point

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:

Category	Subcategory	Theme	Scale
<input type="checkbox"/> Periodical 88	<input type="checkbox"/> OTHR 98	<input type="checkbox"/> Geological 220	<input type="checkbox"/> 1:1,000,000 40
<input type="checkbox"/> Quarterly Note 33	<input type="checkbox"/> RNGF 50	<input type="checkbox"/> Coal 179	<input type="checkbox"/> Statewide 34
<input type="checkbox"/> Record 28	<input type="checkbox"/> RCEO 39	<input type="checkbox"/> Minerals 120	<input type="checkbox"/> 1:25,000 30
<input type="checkbox"/> Map sheet 19	<input type="checkbox"/> VESR 30	<input type="checkbox"/> Petroleum 115	<input type="checkbox"/> 1:50,000 4
<input type="checkbox"/> Explanatory Note 11	<input type="checkbox"/> VMAP 30	<input type="checkbox"/> Resource/Investment 96	<input type="checkbox"/> 1:100,000 3
<input type="checkbox"/> GS Report 11	<input type="checkbox"/> RGEB 1	<input type="checkbox"/> Other 89	<input type="checkbox"/> 1:250,000 3
<input type="checkbox"/> Memoir 11	<input type="checkbox"/> RNGB 1	<input type="checkbox"/> Historical 10	<input type="checkbox"/> 1:10,000 2
<input type="checkbox"/> Bulletin 10	Confirm	<input type="checkbox"/> Metallogenic 10	<input type="checkbox"/> 1:1,500,000 1
<input type="checkbox"/> Non periodical 8		<input type="checkbox"/> Coal Seam Gas 7	<input type="checkbox"/> 1:3,000,000 1
<input type="checkbox"/> Digital Data Package 5		<input type="checkbox"/> Geophysical 6	<input type="checkbox"/> 1:500,000 1
<input type="checkbox"/> Poster 5		<input type="checkbox"/> Corporate 3	Confirm
<input type="checkbox"/> Presentation 5		<input type="checkbox"/> Titles 3	
<input type="checkbox"/> Flyer or brochure 2		<input type="checkbox"/> Tourist 2	
Confirm		<input type="checkbox"/> Geothermal 1	
		Confirm	

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

Category Filter	Description
Bulletin	A substantial publication containing a comprehensive coverage of a subject
Digital Data Package	A DVD or CD containing digital data and images
Explanatory Note	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
Flyer or brochure	Promotional or information fact sheet, single page
GS Report	Geological Survey Report covering specific geoscientific research: geology, petrology, mineral process studies
Map sheet	Standard or special map sheet
Memoir	A publication incorporating all the work performed by the author over one area
Mobile Application	Mobile application for portable electronic devices
Non periodical	Publication not fitting any other category
Periodical	Publication issued periodically such as twice yearly (bi-annual)
Poster	Large sheet used for education or promotion
Presentation	Talk or power point presentation
Quarterly Note	A Geological Survey of NSW research periodical
Record	Periodically published notes of scientific activities and findings of the Geological Survey of NSW

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

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

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

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

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

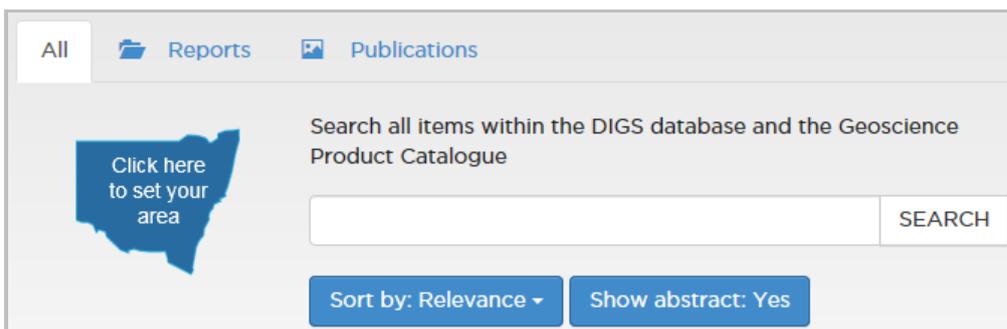


Figure 7: View of Basic Search

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.

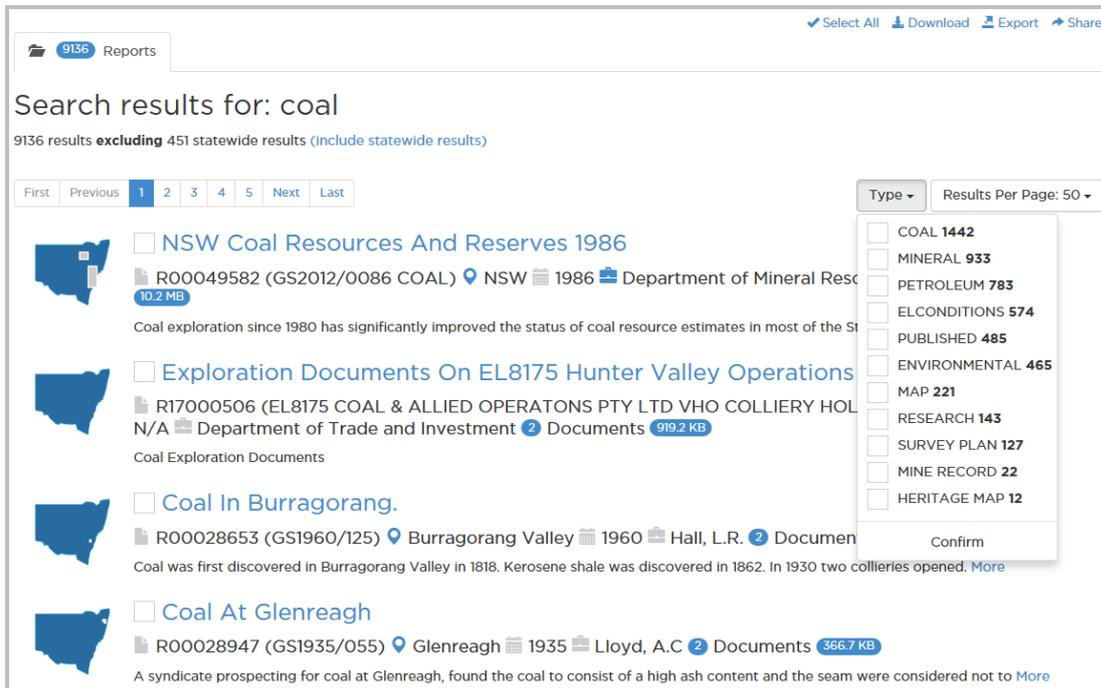


Figure 8: Example of Basic Search results for Reports showing Type filter

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 **5** are available
 - the size of the download file **11.5 KB**
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 **Include abstract: Yes** 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.



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 screenshot shows the 'Advanced Search' interface. At the top, there are tabs for 'Reports', 'Publications', and 'Syntax'. Below this, there are four main sections: 'AND / OR', 'SEARCH BY FIELD', 'OPERATOR', and 'SEARCH TERM'. The 'AND / OR' section has two rows, each with an 'AND' button. The 'SEARCH BY FIELD' section has three rows, each with a 'Document Contents' dropdown. The 'OPERATOR' section has three rows, each with an 'Any of the words' dropdown. The 'SEARCH TERM' section has three empty text input boxes. At the bottom, there are buttons for '+ Add Row', '- Remove Row', 'x Clear All', 'Sort by: Relevance', 'Show abstract: Yes', and a 'Search' button. On the left, there is a map of NSW with a callout 'Click here to set your area'.

Figure 10: Advanced Search fields and operators

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.

The screenshot shows the 'Advanced Search' interface with the 'Syntax' tab selected. A text input field at the top contains the query 'text:(gold) AND text:(hill || end)'. Below this, the same search fields as in Figure 10 are visible, but the 'SEARCH BY FIELD' and 'OPERATOR' dropdowns are set to 'Document Content' and 'Any of the words' respectively. The 'SEARCH TERM' input boxes contain 'gold' and 'hill end'. The 'Sort by: Relevance' and 'Show abstract: Yes' buttons are also present.

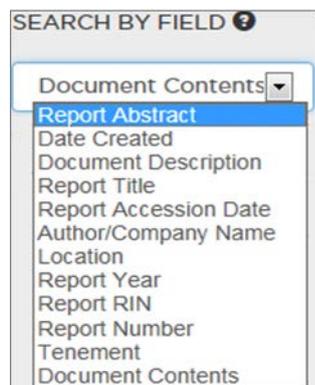
Figure 11: Syntax field displaying quasi computer language which defines the search

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](#)).

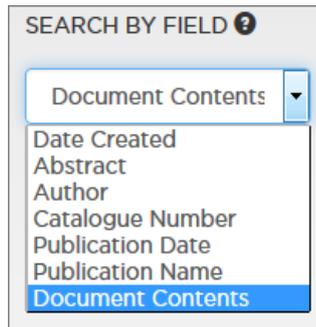
Figure 12: Drop down box showing SEARCH BY categories for Reports

Table 7: Description of categories in the SEARCH BY FIELD (Advanced Search-Reports)

Categories	Description
Report Abstract	A summary of the contents of documents attached to a Report
Date Created	The date the metadata was created in the DIGS database for a Report
Document Description	This field searches the metadata for each document uploaded to a Report (as opposed to the Report metadata)
Report Title	The name of the main document or collection of documents as shown in the DIGS metadata
Report Accession Date	The date when the document(s) became Open File or non-confidential
Author/Company Name	Name of author(s) or company submitting the documents attached to a Report
Location	Names of the most significant locations covered by the Report
Report Year	The year on the documents in the Report (as opposed to the year the Report was created)
Report RIN	A unique number identifier in DIGS for the metadata set containing the Report
Report Number	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
Tenement	A number and prefix given to a title which is the area where the work was performed e.g. EL1234 or PEL0763
Document Contents	The content of the documents attached to a Report (does not include the metadata)

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.



[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

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

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

6.1.3 The OPERATOR

The OPERATOR dropdown menu is shown with three options: 'Contains the phrase', 'All of the words', and 'Any of the words'. The 'Contains the phrase' option is currently selected and highlighted in blue.

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/OR toggle switch is shown with two options: 'AND' and 'OR'. The 'AND' option is currently selected and highlighted in blue.

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.

The screenshot shows an 'Advanced Search' interface. The search criteria are: 'Location' (Search by field) with 'Contains the phrase' (Operator) and 'sydney basin' (Search term); and 'Document Contents' (Search by field) with 'Any of the words' (Operator) and 'coal petroleum' (Search term). The AND/OR toggle is set to 'AND'. There are buttons for '+ Add Row', '- Remove Row', and 'x Clear All'. At the bottom, there are buttons for 'Sort by: Location' and 'Show abstract: Yes', and a 'Search' button.

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.

The screenshot shows an 'Advanced Search' interface. The search criteria are: 'Location' (Search by field) with 'Contains the phrase' (Operator) and 'Thomson Orogen' (Search term); and 'Location' (Search by field) with 'Contains the phrase' (Operator) and 'Eromanga Basin' (Search term). The AND/OR toggle is set to 'OR'. There are buttons for '+ Add Row', '- Remove Row', and 'x Clear All'. At the bottom, there are buttons for 'Sort by: Location' and 'Show abstract: Yes', and a 'Search' button.

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)

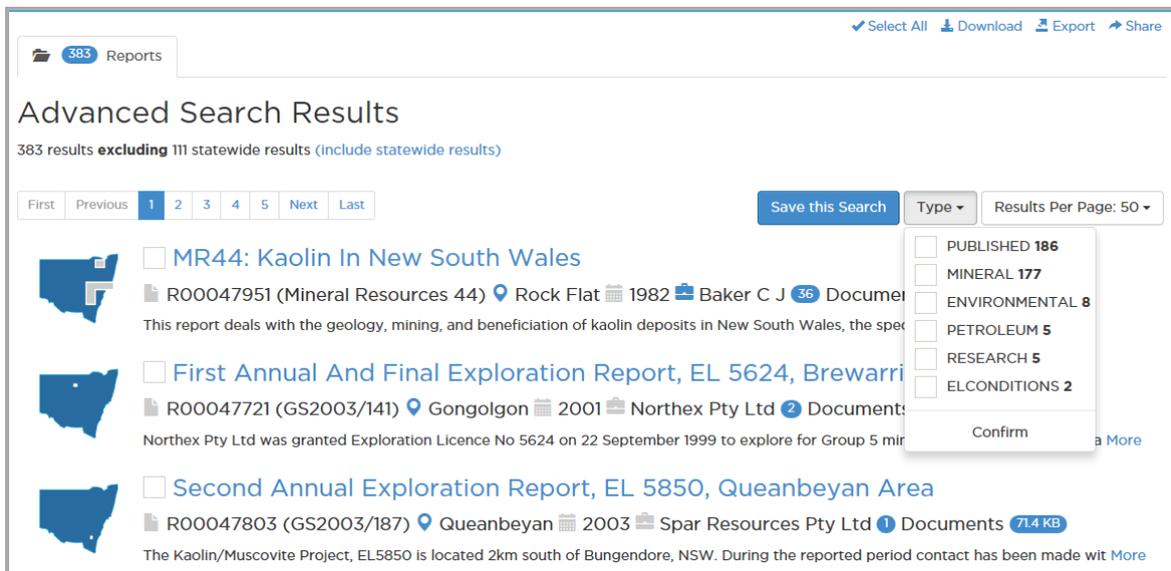


Figure 16: Example of Advanced Search Results for Reports

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 **5** are available
 - the size of the download file **11.5 KB**
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).

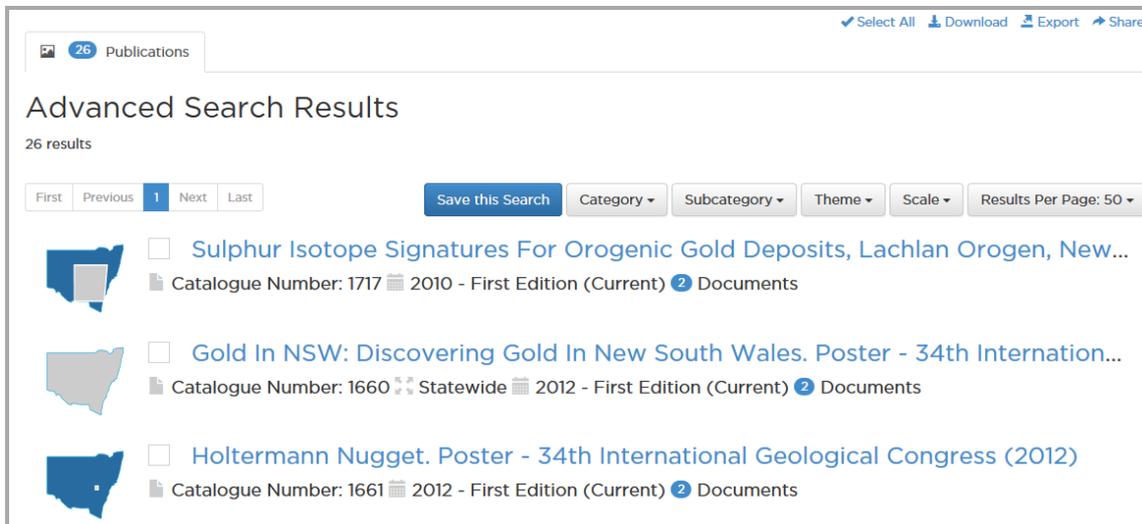


Figure 17: Example of Advanced Search Results for Publications

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.

First Annual Exploration Report on EL7475 - Apollyon Project, Covering Period 17th March 2010 to 16th March 2011.

RE0001944 (GS2012/0073) 26 km Carpentaria Exploration Limited 2011

NSW GOVERNMENT Department of Industry Resources & Energy

Expand All Select All **Deselect All** Download Share

TENEMENT NAME / NUMBER

LOCATIONS

MAP SHEETS

ABSTRACT

Preview	Document Name	Size	Type	Pages	OCR	Select
	Report Text (DE01944010)	402KB	PDF	11	N/A	<input checked="" type="checkbox"/>
	Summary of Historical Exploration (DE01944020)	334KB	PDF	4	OCR	<input type="checkbox"/>
	Niton Survey Results (DE01944030)	30KB	TXT	1	OCR	<input checked="" type="checkbox"/>
	Rock Chip Sample Laboratory Results (DE01944040)	10KB	TXT	1	OCR	<input type="checkbox"/>

TOTAL: 777KB DOWNLOAD

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



Bathurst 1:250 000 Geological Map

Catalogue Number: 164
Map Sheet Code: SI/55-08

Scale: 1:250,000
1998 - Second Edition (Current)



Department of Industry
Resources & Energy



[Deselect All](#) [Download](#) [Share](#)

VIEW ONLINE: [Google Earth \(requires Google Earth™ software\)](#)
[Google Maps](#)

REFERENCE: Raymond O.L. and Pogson D.J., et al, 1998, Bathurst 1:250 000 Geological Sheet SI/55-08, 2nd edition, Geological Survey of New South Wales, Sydney. Geoscience Australia, Canberra

PRICE: \$19.80

RELATED: [Bathurst 1:100 000 Geological Map](#)
[Bathurst Geoscience Database \(Revised version\)](#)
[Bathurst Explanatory Notes \(1998\)](#)
[Blayney 1:100 000 Geological Map](#)
[Cowra 1:100 000 Geological Map](#)
[Molong 1:100 000 Geological Map](#)
[Excursion Guide - Bathurst 1:250,000 Geological Sheet \(1994\)](#)
[Oberon 1:100 000 Geological Map](#)
[Orange 1:100 000 Geological Map](#)

HISTORIC EDITIONS: [Bathurst 1:250 000 Geological Map First Edition](#)

Description	File Size	File Type	Select
Mapsheet - Georeference image	6.8MB	ZIP	<input checked="" type="checkbox"/>
Map sheet - Non-georeference image	4.7MB	JPG	<input checked="" type="checkbox"/>
Mapsheet - Vector, esri	10.0MB	ZIP	<input checked="" type="checkbox"/>
Mapsheet - Vector, mapinfo	6.1MB	ZIP	<input checked="" type="checkbox"/>
TOTAL: 27.6MB			

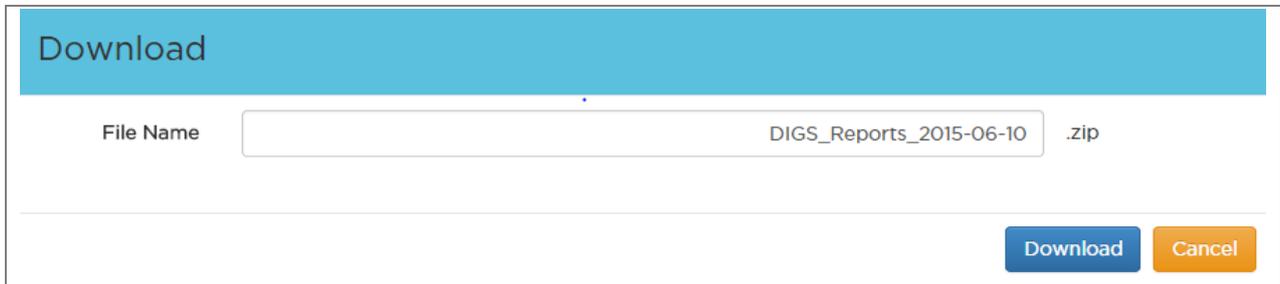
Figure 19: Product page for Bathurst 1:250 000 geological

7.3 The DOWNLOAD and EXPORT tools

Note that download and export functions vary with the browser used and that files may be 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.

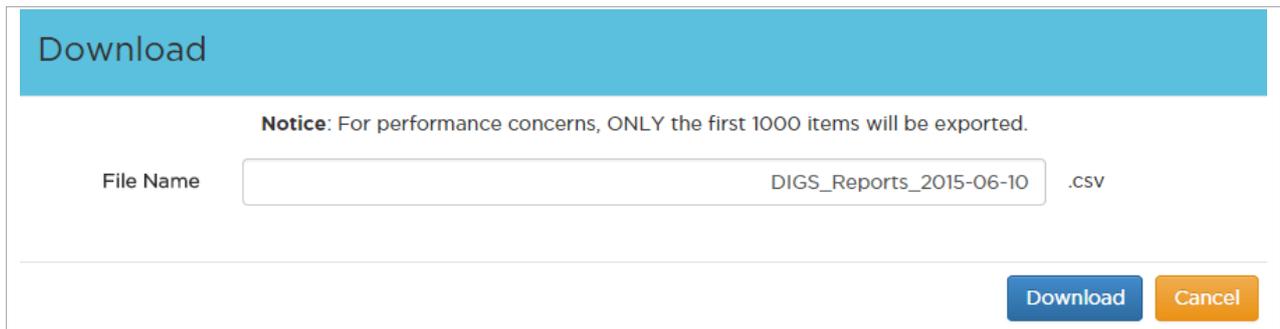


The screenshot shows a window titled "Download" with a light blue header. Below the header is a "File Name" label followed by a text input field containing "DIGS_Reports_2015-06-10" and ".zip". At the bottom right of the window are two buttons: a blue "Download" button and an orange "Cancel" button.

Figure 20: The Download window

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.



The screenshot shows a window titled "Download" with a light blue header. Below the header is a notice: "Notice: For performance concerns, ONLY the first 1000 items will be exported." Below the notice is a "File Name" label followed by a text input field containing "DIGS_Reports_2015-06-10" and ".csv". At the bottom right of the window are two buttons: a blue "Download" button and an orange "Cancel" button.

Figure 21: The Export window

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

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

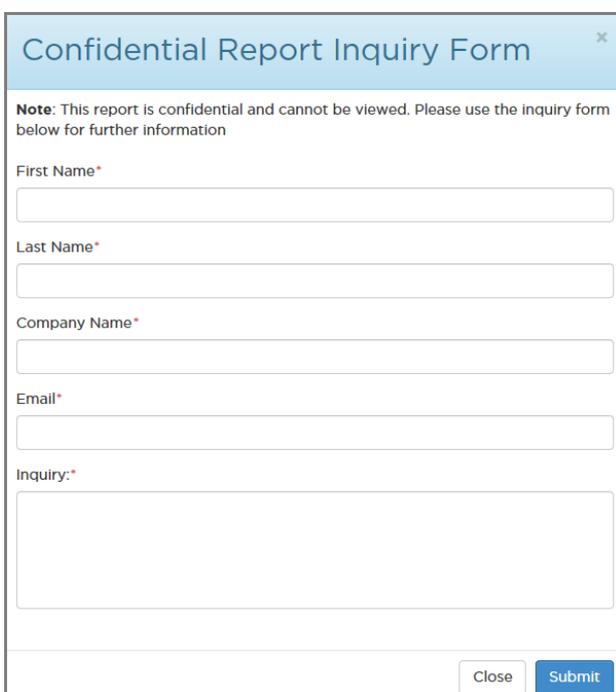
A screenshot of a web form titled "Confidential Report Inquiry Form" with a close button (x) in the top right corner. Below the title is a note: "Note: This report is confidential and cannot be viewed. Please use the inquiry form below for further information". The form contains five input fields: "First Name*", "Last Name*", "Company Name*", "Email*", and "Inquiry:*". At the bottom right of the form are two buttons: "Close" and "Submit".

Figure 23: Confidential Report Inquiry Form

9 Non downloadable publications

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

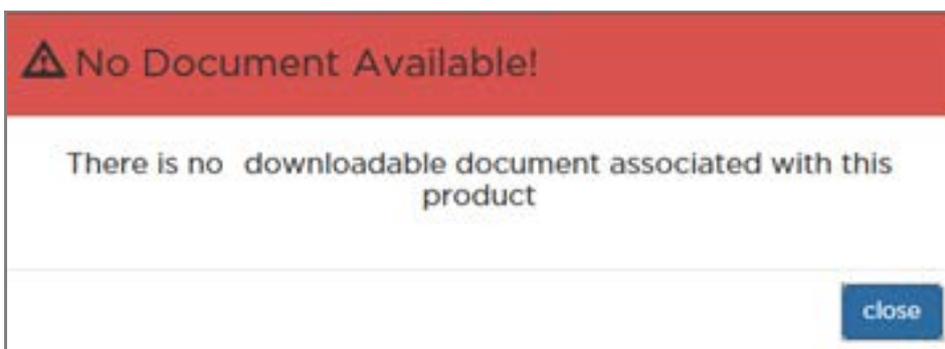


Figure 24: Window for a non-downloadable document

To purchase a publication:

- order from the Resources & Energy website at:
(<http://www.resourcesandenergy.nsw.gov.au/miners-and-explorers/geoscience-information/products-and-data/ordering>)
- purchase online through shop.nsw
- purchase across the counter at the Maitland or Orange offices. Got to the key contacts web page at: <http://www.resourcesandenergy.nsw.gov.au/miners-and-explorers/geoscience-information/key-contacts>

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

The **Buy online** icon  **Buy online** 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:

- ordering via the webpage at <http://www.resourcesandenergy.nsw.gov.au/miners-and-explorers/geoscience-information/products-and-data/ordering>
- 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.

The screenshot shows the DIGS website interface. At the top, there are navigation links for 'About', 'Basic Search', and 'Advanced Search'. The main header features the NSW Government logo and the DIGS logo (Geological Survey of New South Wales). A search bar is present with the text 'explanatory notes' and a 'SEARCH' button. Below the search bar, there are options for 'Sort by: Relevance' and 'Show abstract: Yes'. The search results section shows '72 Reports' and '42 Publications'. The search results for 'explanatory notes' are displayed, with 72 results in total. The first three results are visible:

- Explanatory Notes On The Manara Geological Sheet**
R00002318 (GS1996/445) Manara 1996 Bryan J R Documents 6.9 MB
This report gives explanatory notes on the Manara Geological Sheet covering an area of approximately 6,000 ha.
- Explanatory Notes On The Nymagee 1:250 000 Geological Sheet**
R00047923 (Explanatory Notes) Nymagee 1973 Brunker R L Documents 6.9 MB
The map referred to in these notes was produced mainly from reconnaissance mapping as part of a programme to provide regional geol.
- Explanatory Notes On The Cobar 1:250 000 Geological Sheet SH5514**
R00050791 (Explanatory Notes) Cobar 1:250000 1969 Brunker R L Documents 6.3 MB
The map referred to in these notes was produced mainly from reconnaissance mapping as part of a programme to provide regional geol.

A filter menu is open on the right side of the results, showing the following categories:

- PUBLISHED 43
- MINERAL 23
- RESEARCH 4
- PETROLEUM 2

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.