MINERAL EXPLORATION REPORTING TEMPLATES

User's Manual (Victorian version)

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Geological Survey of Victoria,
Earth Resources Development
Department of State Development Business and Innovation

Table of Contents

Definitions 4

Introduction 4

About the MRT Software .....

About this User Manual .....

Providing Feedback on this document .....

Quick View of the Process .....

1. Identify the Data Types that you will need to submit .....

2. Create a folder structure for your Raw data. 8

Special Cases which may require multiple Project files .....

3. Preparing the MRT Software 9

Installing the MRT software .....

4. Prepare Your Files 10

About Raw Exploration Data Files .....

Format of the Raw Data Files 10

Column Headings 10

Mandatory Data Columns 10

Additional Columns 10

Step 1: Copy your Raw Exploration Data Files into the correct folder on your PC .....

Step 2: Sanity Check your Raw Exploration Files .....

Multiple Tenements 11

Check you have listed all the hole ids 11

Identify any previously submitted locations 11

Step 3: Prepare your other Report files .....

5. Using the Software – Getting Started .....

Starting the Software [Welcome screen] .....

Creating your Project .....

Using The Toolbar .....

Using The Tree Menu .....

6. Entering Project Details [Project details screen] 15

7. Entering Report Details [Report Details Screen] 16

8. Entering Data File details - Overview 17

Code Definition Screens .....

Tips Panel 19

Adding a Code not in the List 19

Deleting Codes 19

Returning to the main Screen 19

9. Entering Hole Location (Collars) – SL4 20
Entering Downhole Events and Downhole lithology (geology) - DL4 22
10. Entering Downhole Survey Data - DS4 [Downhole Surveys Screen] 24
11. Down Hole Geochemistry - DG4 [Downhole Geochemistry Screen] 25
12. Entering Surface Geochemistry - SG4 [Surface Analysis Screen] 27
13. Entering additional Assay Details [Assay Details Column Selector] 30
QA/QC quality control file QG4: .....
14. Mapping Raw Data to the MRT [Column Selector Screen] 31
Column mapping table .....
15. Creating the File Verification List [File Verification List Screen] 33
16. Exporting the files [File Export Screen] 34
Appendix 1 – Fields and buttons detailed 35
Project Details Screen .....
Project Holders Screen .....
Report Details Screen .....
Map Selection Screen .....
Code Type Screens .....
Data File Mapping Screen .....
Drill Hole Location Screen .....
Downhole Geochemistry Screen .....
Assay Details Column Selector Screen .....
Downhole Geological Event Screen .....
Downhole Survey Data Screen .....
Edit Surveying Companies Screen .....
Surface Geochemical/Analysis Screen .....
File Verification Screen .....

Definitions

Term	Description
The Australian Requirements for the Submission of Digital Exploration data	specify the standards for Australia and can be viewed on the Geoscience Portal website (www.geoscience.gov.au/exploration.html).
File Verification List	A list of ALL the digital files you are submitting as your report (including the text of the report, appendices, figures and plans and data files
Geodetic datum	A mathematical surface on which a mapping or coordinate system is based (for a more detailed explanation
Metadata	The series of headers that precede the data in the file that is required for statutory reporting
Metadata Files	The final files generated in the format required by the relevant authority
MRT software	The software for generating files to be submitted to the Department containing both raw data and metadata.
Raw Data	Your original field data
Raw Data Template	A file which includes formatting but no data. You add your data to the Template
Tree Menu	The hierarchy of files arranged in a tree and displayed in the left hand panel of the software window.
Toolbar	The bar across the top of the software window that contains buttons you can press to execute commands such as "Add Data Files", "Export Files" etc.
Victorian Exploration Reporting Guidelines	Available from the Department's website (www.energyandresources.vic.gov.au search for *Exploration Reporting Guidelines*)

Introduction

About the MRT Software

What is it?	The MRT software is a computer application which you download and install on your PC.
Where do I get it from?	Available from the Department's website (www.energyandresources.vic.gov.au search for *Exploration Reporting Guidelines*)
What does it do?	The MRT Software helps you to meet the requirements of the *Australian Requirements for the Submission of Digital Exploration Data* - a standard that is agreed to by the Australian States and Territories. The Software • Saves project details that can be reused for reporting in subsequent years. • Allows for multiple projects to be reported on consistently • Helps you create the list of electronic files (The **File Verification List**) that you must submit along with the files themselves If you are submitting data of any of the following types then the software helps you create the necessary files in the correct formats (something that isn't very easy to do without this software) • Drill Hole Locations (Collars) • Downhole Assays • Downhole Survey Data • Downhole Event Data • Downhole Lithology (geology) • Surface Geochemistry • Drilling in this report

About this User Manual

This is the **Victorian** version of the National User Manual. There is Help embedded into the MRT Software itself. This manual is intended to provide

- Additional clarification of how to prepare to use the MRT Software
- Some information to help you meet specific Victorian Requirements.

Providing Feedback on this document

We welcome feedback and suggestions for improving this document.

Please email erd_info@dsdbi.vic.gov.au with **MRT User Manual Feedback** in the subject line.

Please tell us which version of the document you are commenting upon.

Quick View of the Process

These steps are explained in more detail in later sections of the document

Get ready to use the software

- Finish reading this manual (boring but then you will know how to do each step – and a lot of it is pictures, not text)
- Decide which of the 5 data type files need to be included in the report. Multiples of each file type may be needed (Section 1)
- Create a folder structure and place your raw exploration data there (Section 2)
- Prepare the Software (Section 3):
    - First Time Users:
        - download software templates and examples and install the software
    - Repeat Users:
        - Ensure you have the latest version of the software, templates and examples (or install it for the first time)

        TIP : DO NOT look at the downloaded **templates_and_examples** UNLESS instructed to in later steps

- Prepare your Raw Exploration Data Files (section 4)

Use the Software.

- Enter details about your Projects/Tenements. NOTE: This information can be re-used when creating subsequent reports e.g. when reporting on the same Tenement in subsequent years.
- Enter details about the particular report you are about to create
- Determine which data files need to be submitted to the department. For each of these:
    - Specify file name (or accept default)
    - Enter header details
    - Enter code definitions
    - Map your raw data file columns to the software. This can be saved and used in subsequent years. If you have problems at this point – you might take your first look at the **templates_and_examples**
- Create a **File Verification List**
- Export all files

Submit the Electronic Data

- Send all of the exported files together with the electronic version of your Report to the Department. Consult the Victorian Exploration Reporting Guidelines for details of how to submit the files.

1. Identify the Data Types that you will need to submit

Depending on the exploration activities during the period of the report you may have to submit one or more data files with pre-defined formats. Use the Table below to identify which of the files you will need to submit for the current report.

HINT: If you have to submit data you will need to generate files of type **SG4** (collar locations) and/or **SL4** (surface sample locations) as your data won't make sense if no-one knows its location!

Victorian requirements:

- (unlike other states) Victoria does not require you to generate files of type **DU4 – Drilling Summary**, drilling expenditure MUST be included in your expenditure report

File Code	SL4	DG4	DS4	DL4	SG4	QG4
Type of Data	Drill Hole Locations (Collars)	Downhole Geochemistry	Downhole Directional Survey Data	Downhole logs Lithology, structure, veining, weathering, etc. ie everything not covered by **DG4** and **DS4**	Surface sampling, locations and geochemistry	QA/QC for geochemistry (ie **DG4** and/or **SG4**)
MRT Screen Name	Hole Location	Down hole Analysis/ Geochemistry	Downhole surveys	Downhole Geological Events Including Geological Logs	Surface Analysis	Assay Details Column Selector
Notes		Should have a matching **QG4** File if quality data exists.		Multiple **DL4** files to be named indicating if they are a log or other. A Lithology Code file MUST be submitted with your report.	Should have a matching **QG4** File if quality data exists.	You will need to complete **SL4** and/or **DG4**
Selectable fields ● = required)	● Azimuth_MAG ● Azimuth_TRUE ● Dip ● Drill Code ● Easting ● Easting_AMG ● Easting_MGA ● Elevation ● Hole_id ● Latitude ● Longitude ● Northing ● Northing_AMG ● Northing_MGA ● Other? - define: ● Total Hole Depth ● Zone	● Assay Method ● Batch Number ● Depth From ● Depth To ● Drill Code ● HM%-Heavy Mineral ● Hole_id ● Job_No ● Loss On Ignition ● OS-Oversize ● Other? – define: ● Sample Code ● Sample ID ● Sample Type ● SL-Slimes ● Tot_GRAV_gm And the minerals you are reporting on: Ag; Al; Al2O3; As; Au; Au1; Ba; Be; Bi; Ca; CaO; Cd; Ce; Cl; Co ; Cr; Cs; Cu; Dy; Er; Eu; Fe; Ga; Hf; Hg; In; K; K2O; KgO; La; Lab; Li; Mg; MgO; Mn; MnO; Mo; Na; Nb; Nd; Ni; P; Pb; Pd; Pt; Rb; S; Sb; Sc; Se; Si; SiO2; Sn; Sr; Ta; Te; Th; Ti; TiO2; Tl; U; V; W; Yb; Zn; Zr	● Azimuth_MAG ● Azimuth_TRUE ● Dip ● Hole_id ● Other? - define: ● Survey Instrument ● Surveyed Depth ● Total Hole Depth	● Alteration ● Colour ● Depth From ● Depth To ● Drill Code ● Grainsize ● Hole_id ● Lithology ● Mag. Susceptibility ● Mineralisation ● Other? - define: ● Recovery ● Regolith ● Structure ● Total Hole Depth ● Veins ● Water	● Easting ● Easting_AMG ● Easting_MGA ● Lab_Job_No ● Latitude ● Lithology ● Longitude ● Northing ● Northing AMG ● Northing_MGA ● Other? – define: ● Regolith ● Sample Code ● Sample ID ● Sample Type ● Tenement_No ● Zone And the minerals you are reporting on: Ag; As; Au; Au1; Ba; Bi; Co ; Cr; Cu; Fe; K; Mg; MgO; Mn; Mo; Ni; Pb; Pd; Pt; Sb; Sn; Sr; U; W; Zn	● Ag ● As ● Au ● Au1 ● LAB job No ● Original_Sample ● Other? - define: ● QA/QC descp ● QA/QC Type ● Sample ID ● Standard_ID ● Zn

2. Create a folder structure for your Raw data.

The MRT software organizes the files in a hierarchy. It is suggested that you set up a folder structure on your computer that mimics this hierarchy to simplify report creation.

The hierarchy consists of Projects Folders, each containing Report Folders which containing File Folders which contain files.

If you are a repeat user of the MRT Software you will just add new folders into the appropriate place in the hierarchy.

In this example, we have two project folders, with a number of report sub-folders, each with 2 further sub-folders

The **Raw_Data_Files** folder is where you put your files that contain the data that will be included in the report (these will be spreadsheets or delimited text files)

The **Report Files** folder is where you put your Technical Report, Plans, Appendices etc.

When the MRT Software has processed the **Raw Data Files** then the exported files will be added to the **Report_Files** directory – this folder will now have the complete set of files that need to be given to the Department for this report

Keeping raw data files separate from your report files prevents the raw data files being accidentally submitted along with the rest of the report

Special Cases which may require multiple Project files

- If you are using more than one datum in a project, transform them all to match the selected datum. If you cannot transform them, you will need to create a separate project for each datum.
- If there is more than one operator, each submitting a separate report, create another project.
- If your project crosses 2 zones and you have collected data in 2 zones, transform the coordinates into a geographic grid. If this is not possible, you may need to create 2 projects; one for each zone.

Where you are submitting multiple projects you should carefully split the data in your raw data files between the projects. Do not submit the same data in two projects.

3. Preparing the MRT Software

Installing the MRT software

Where is the latest version of the software?	Available from the Department's website
What do I need to Download to my PC?	Two ZIP files are available for download. Save both ZIP files to your PC • One contains the MRT Software application and the latest User Guide • One contains empty Microsoft Excel Spreadsheets (sometimes called Templates) and Example files.

How do I install the MRT Software?	NOTE: If your computer is not running dotNetFx40 then, as part of the MRT Software installation process you will be prompted to install this (free) software.
	• Click on the **ZIP file** containing the software to view its contents
	• Click on the **Setup.exe** file – this will install the Software onto your PC
	  • **Accept** the license agreement
	  • Choose where you want to save the software on your PC (or accept the default which will install it under Program Files on your C Drive)
	NOTE: Installation is typically very quick – if nothing seems to happen check that your PC isn't waiting for you to confirm that it is **ok** to proceed with the install

How do I know if the MRT Software has installed ?	On successful installation an icon depicting a crossed pick and shovel will appear on your desktop. Clicking this icon will open the MRT Software
Where should I put the Raw Data Templates and Examples?	Leave these on your download location. You do not need to use the templates_and_examples file UNLESS instructed to in later steps

4. Prepare Your Files

About Raw Exploration Data Files

The Software assumes that you already have one or more **Raw Exploration Data Files** for each of the data types identified in **Step 1**.

Format of the Raw Data Files

The MRT Software expects that Raw Exploration Data Files will be either

- delimited text files or
- spreadsheets (e.g. Microsoft excel spreadsheets)

TIP: If your data is in a database it will need to be exported into a delimited file before it can be accessed by the MRT software.

Only if you don't have suitable files of your own will you need to make use of the formatted empty spreadsheets (templates) that you downloaded earlier.

Column Headings

The Software expects that each column of data in your raw data file will have a text heading in the first row.

The files containing your data can use different column heading names to those shown (or have the columns in a different order) because as part of the generation of the output files, you will get the opportunity to map your column headings to those specified in the Australian Guidelines (this is done in the **Column Selector** Screen – see section 14).

e.g. for data type **SL4** your column called **Hole Depth** might contain the data which in the generated files will go in the column headed **Total Hole Depth.**

Mandatory Data Columns

Each Data Type has a number of mandatory fields (columns). These are shown in the table in Section 1 of this document.

e.g. files containing **Surface Location-SL4** MUST have a column containing **Total Hole Depth** data (even if you have named your column something else).

Additional Columns

Your data files will often (and in fact are expected to) have columns over and above the mandatory columns. Where this is the case you will get the opportunity to explain what data these columns hold (this is done in the **Column Selector** Screen – see Section 14)

Note that in the course of using the MRT software you may very occasionally be asked to add additional columns to your raw data and then remap the columns.

Step 1: Copy your Raw Exploration Data Files into the correct folder on your PC

Copy your Raw Exploration Data Folder for the report that you are about to produce. See **Section 2** for details of the folders.

Step 2: Sanity Check your Raw Exploration Files

Multiple Tenements

- If the report covers multiple tenements you MUST add a **Tenement** column to your raw data files. For each row specify which tenement the work was undertaken in.

Check you have listed all the hole ids

Your data is meaningless if we do not know its location

- All hole ids used in **DG4**, **DS4** and **DL4** MUST also appear in **SL4**.

Identify any previously submitted locations

Drilling/Sampling activity is occasionally reported in one report but the data is not available until the following report. To aid matching data between reports.

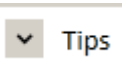
- In **SL4 / SG4** - Add a new column **Previously Submitted** if any of the borehole or surface sample locations have been previously submitted.
- Enter **Yes** in this column in any row where the location has been previously submitted. Where the location has not been previously submitted you may leave this field blank.

Step 3: Prepare your other Report files

Put all the files that make up your report (EXCEPT the Raw Exploration Data Files) into the *Report_Files* folder under the appropriate Project /Report folder. The Victorian Exploration Reporting Guidelines explain what these other files will be (they will include the technical report (schedule 16) and the expenditure report (schedule 18)

5. Using the Software – Getting Started

The software itself contains on screen help and this document supplements that help.

All screens have a 

button which enables you to get field specific help.

Some buttons will not become active until prior fields or steps are completed – so if a button is greyed out you should check that you have carried out all of the steps.

- Anything specific to Victoria is noted in this section
- All fields and buttons are detailed in the **Appendix 1**.
- Screens with Sample data have been included in **Appendix 2** – Please only use these as a guide- do not copy these values into your project!

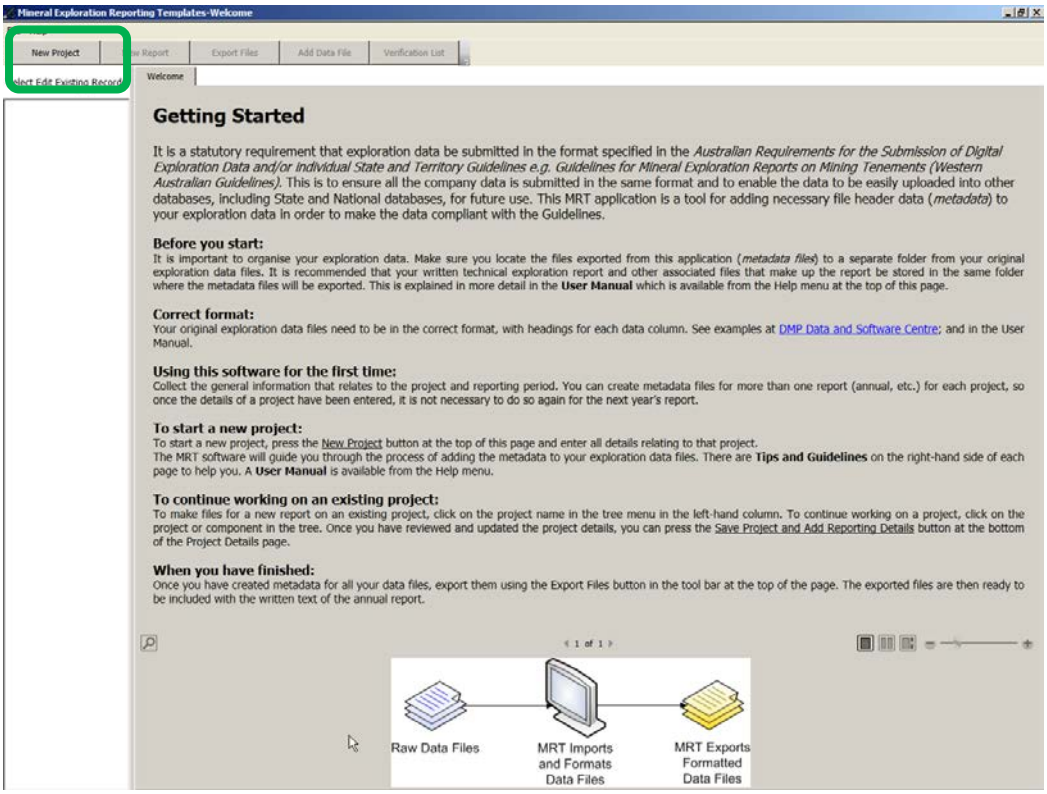
Starting the Software [Welcome screen]

To start the software click the **MRT.exe** icon created on your desktop during the installation and the **Welcome** screen will open.

You can open this welcome screen at any time through the Help menu on the tool bar and choosing **Getting Started** from the menu.

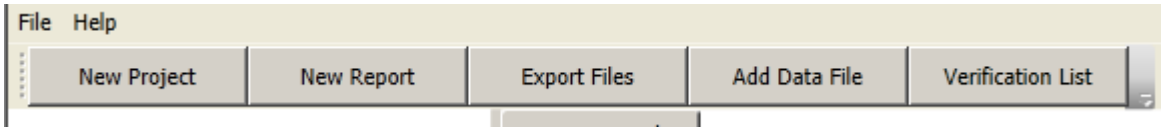
Creating your Project

First you need to create a Project to store the details about the project that you want to report on.
Press the **New Project** button at the top right of the screen.



Using The Toolbar

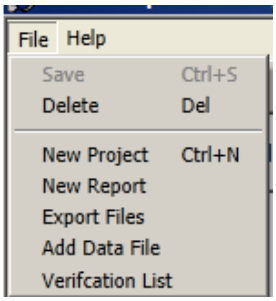
There is a tool bar at the top of the screen to quickly navigate to the correct area.



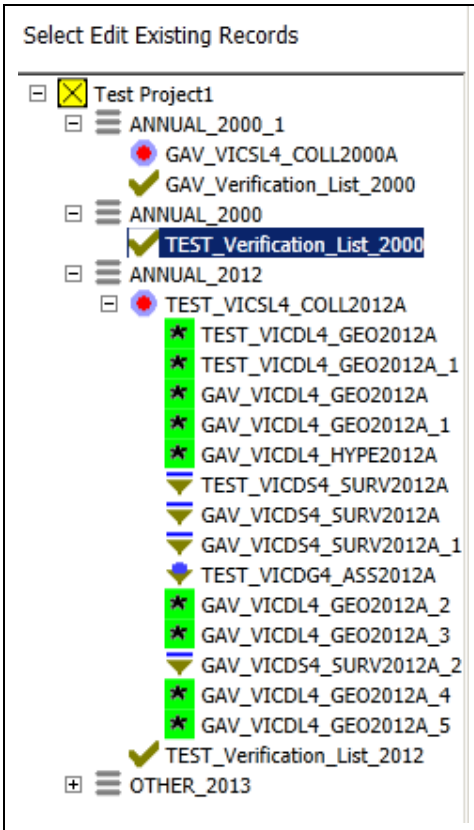
These buttons do as you would expect . Generally you would use them in the order: New Project, New Report, Add data File, Verification List, Export Files.

You may be asked to specify a **Project** and a **Report** when selecting these buttons. If you have a large number of projects and reports it may be easier to use the tree menu to navigate.

These options are also available from the file menu and various screens where the action is likely to be performed



Using The Tree Menu



Each time you create a Project, Report, or add file details, they will be listed in a hierarchy in the left panel. Each has an icon showing what type of object it is.

Clicking on an icon will open the relevant screen with all the previously saved data.

Using the ⊞ or ⊟ allow you to expand or collapse the hierachy

Deleting Items

Items can be deleted by highlighting then either:

- Right click and select remove del
- Using the file menu to delete

WARNING – this will delete the highlighted object AND ALL the objects below it in the heirachy

Symbol	Originating screen	Text displayed	Level in Tree
	Project Details	Project Name	1
	Report Details	Report Title	2
	Hole Location Data File	File Name	3
	Downhole Survey Data File	File Name	4
	Downhole Geochemistry Data File	File Name	4
	Downhole Geological Event Data File	File Name	4
	Surface Analysis Data File	File Name	3
	File Verification List	File Name	3

6. Entering Project Details [Project details screen]

The **Project Details Screen** is where you will enter all the information for your Project. The Project details can be saved and used from year to year.
TIP: If Boxes remain outlined in red, they have not been filled in correctly

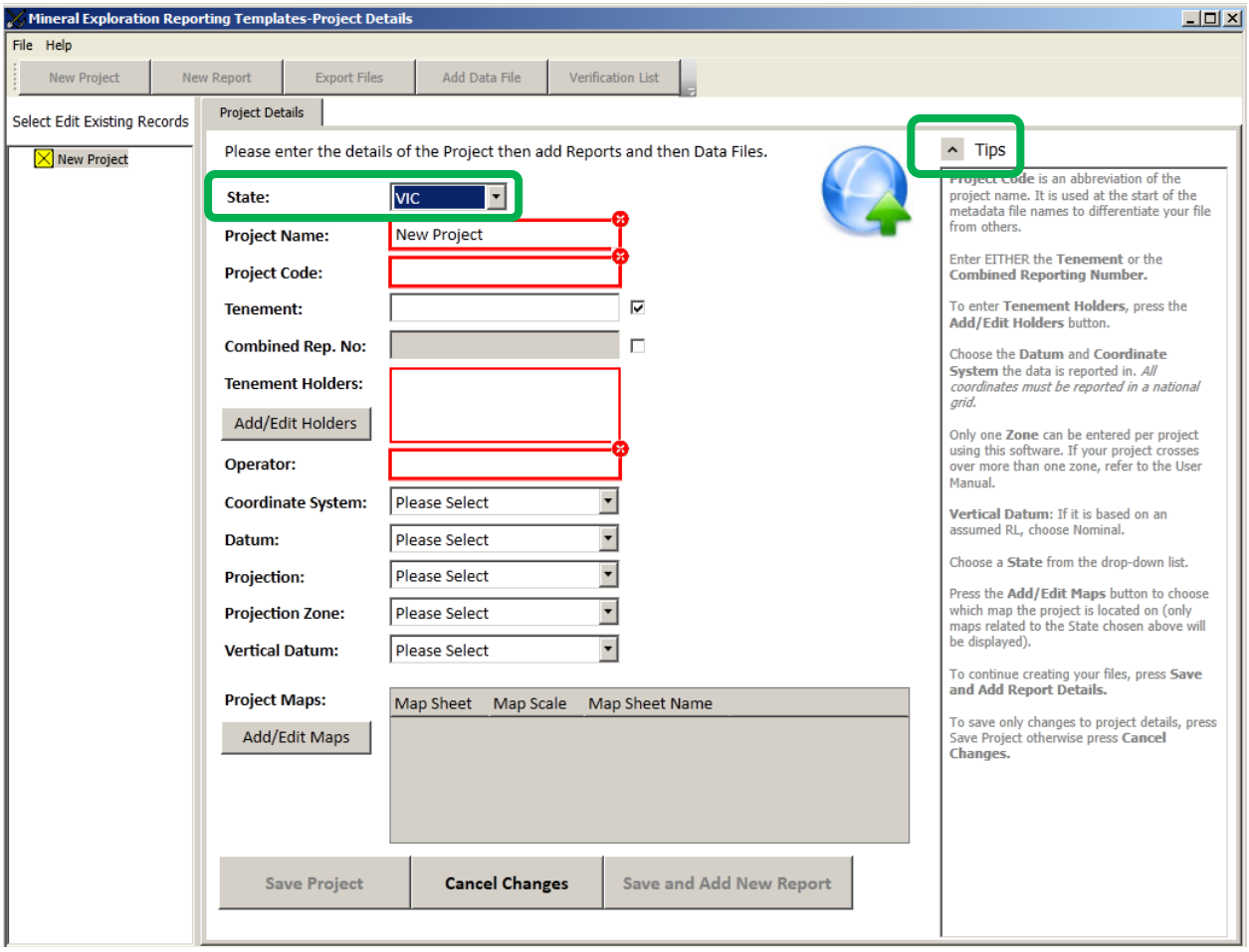
Ensure that you select the correct State

Toggle the Tips panel on/off with the arrow button.

Notes for Victorian users.

- **Project Code** must be 4 characters exactly
- Single tenements to be entered in the form EL 3243 in the **Tenement** field – note the space
- Multiple tenements to be entered in the form in the **Combined Reporting Number** field
- **Coordinate System** MUST be GDA94
- Only the **maps** covering the data in this report need to be entered (not those for the whole tenement)
- If there is more than one **operator**, each submitting a separate report, create another project
- If you are working in a Local Grid, you must transform the coordinates to a national grid before submitting them
- If you are using more than one datum in a project, transform them all to match the datum selected here. If you cannot transform them, you will need to create a separate project
- If your project crosses 2 zones and you have collected data in 2 zones, transform the coordinates into a geographic grid. If this is not possible, you may need to create 2 projects; one for each zone

Once the data is correctly entered, the buttons at the bottom of the screen become active.
When the project is saved it appears on the left side bar and reports can be added to it.



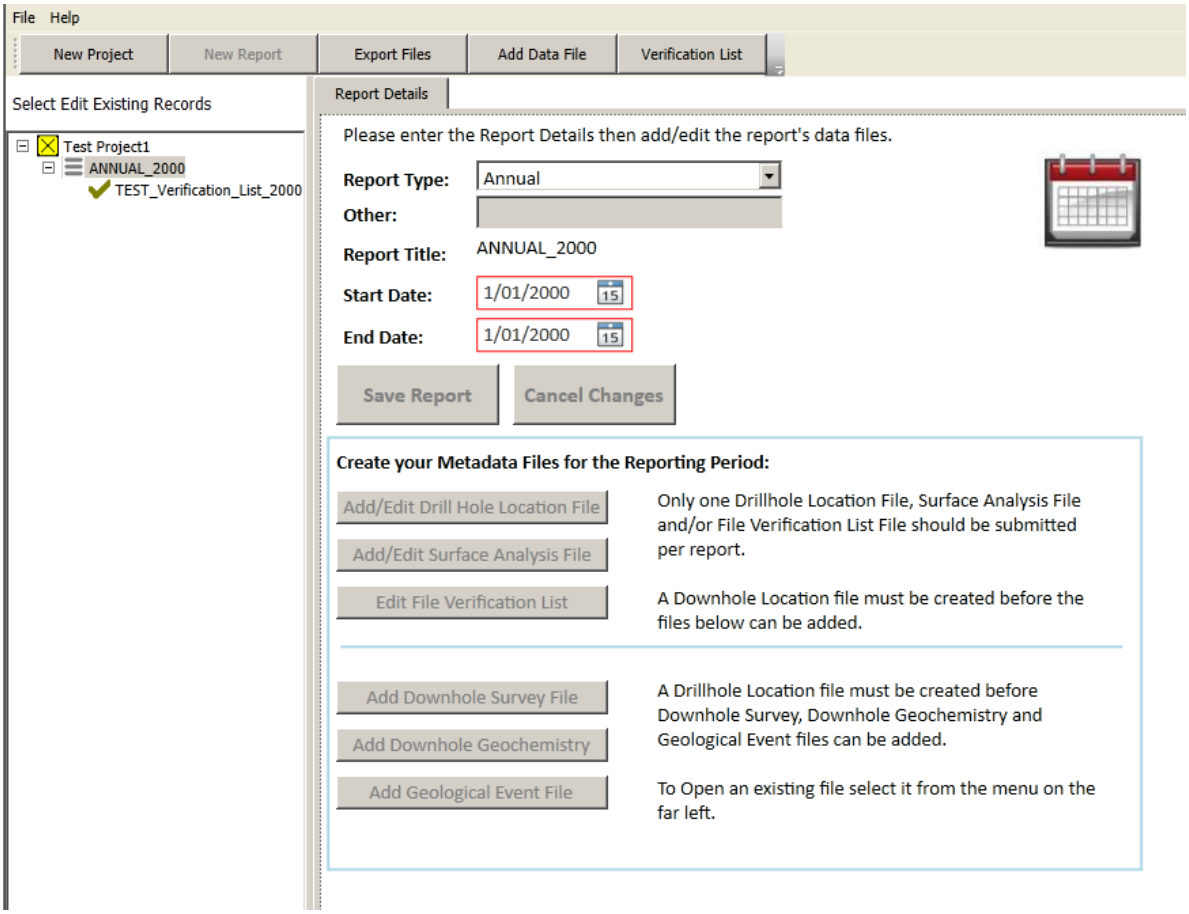
7. Entering Report Details [Report Details Screen]

The **Report Details Screen** is where you will enter the information for the reporting period. It is often referred to as **the Report** in the software, which shouldn't be confused with the actual written technical report that will be submitted with the files that are being created by this software.

This is also the screen that you will return to when you want to *Create* and *Export* files.

Notes for Victorian users.

- **Other [report types]** often used for Victorian tenements include: **Relinquishment**, **Partial Relinquishment** and **Final**
- **Start Date** and **End Date** are not validated by the software – please check that it is not a negative period being entered.
- **Start Date** and **End Date** for annual reports should be from a date to the day before its anniversary. Ie if the start date is 15th June 2012 then the end date should be 14th June 2013 – not the 15th



8. Entering Data File details - Overview

Each data file type has a separate screen, but all have common elements and a common way of working. The general process is explained here and more details specific to particular data sets are given later. The details can be saved and returned to as necessary and the configuration of mapping your data file to the software can be saved and reused in future reports.

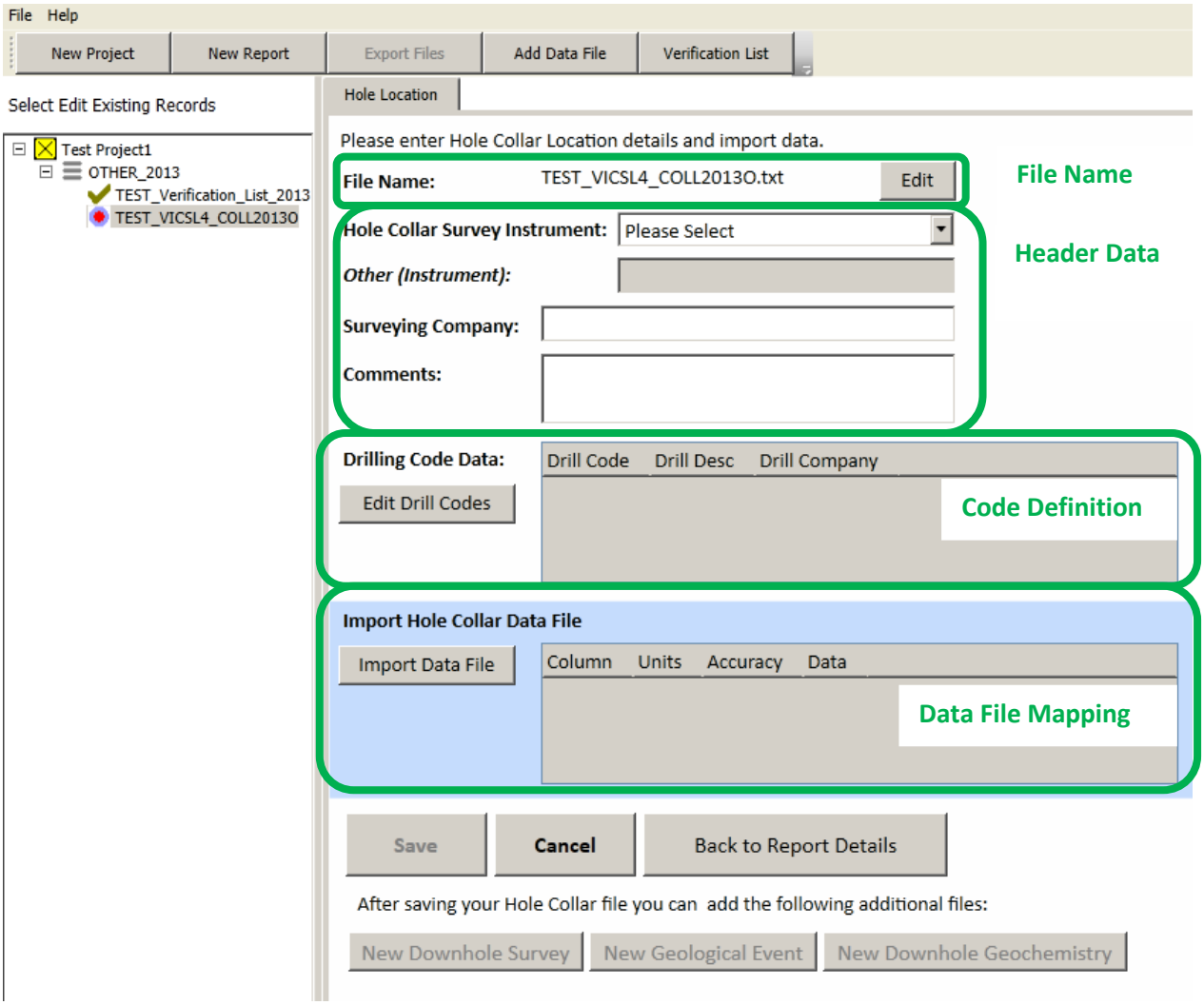
File Name is the name of the output file to be sent to the Department (not the name of your raw data file). It is automatically generated as project code, state, template code, abreviation of template name, year and version. This can be edited, but it is simpler to leave it as constructed

Header data – the headers applies to all records (lines) in the data file. Note if it is clear that you will need to enter multiple values for a single record under a particular heading you may create additional columns in your data file to contain the additional values.

Code Definition. Where columns contain codes these need to be defined. You only need to supply the codes that are used in the actual raw data – not your complete list of possible codes. A button opens another screen to enter codes.

Data File Mapping. The is where columns in your raw data file are matched to those expected by the software. A button opens a new screen in which to do the mapping. These details can be saved and used in subsequent reports. (i.e. if your column headings stay the same, you will only ever need to specify the mapping once)

Example :


File Help
New Project
New Report
Export Files
Add Data File
Verification List
Select Edit Existing Records
Test Project1
OTHER_2013
TEST_Verification_List_2013
TEST_VICSL4_COLL2013O
Hole Location
Please enter Hole Collar Location details and import data.
File Name:
TEST_VICSL4_COLL2013O.txt
Edit
File Name
Hole Collar Survey Instrument:
Please Select
Other (Instrument):
Surveying Company:
Comments:
Header Data
Drilling Code Data:
Edit Drill Codes
Drill Code
Drill Desc
Drill Company
Code Definition
Import Hole Collar Data File
Import Data File
Column
Units
Accuracy
Data
Data File Mapping
Save
Cancel
Back to Report Details
After saving your Hole Collar file you can add the following additional files:
New Downhole Survey
New Geological Event
New Downhole Geochemistry

Code Definition Screens

Codified data columns require the definition of the code. Keep adding new codes until all those used in your raw data are included.

Below: An Example of an **Edit Drilling Codes** screen with drill data filled out. All Code Definition Screens have similar behaviour.

Tips Panel

The tips give specific details of what is required for each type of code.

Adding a Code not in the List

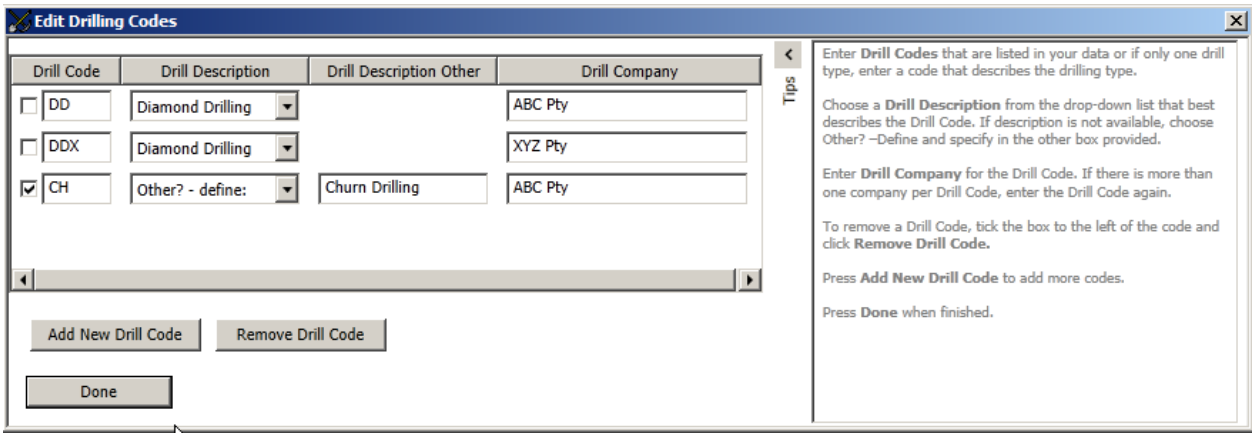
If other is selected as the description from the drop down list, you will be asked to provide your own definition of the code

Deleting Codes

Selecting a tick box will un-grey the **Remove Drill Code** button. Pressing this button will remove all the ticked codes.

Returning to the main Screen

Done will return you to the main screen where you can save these value.



9. Entering Hole Location (Collars) – SL4

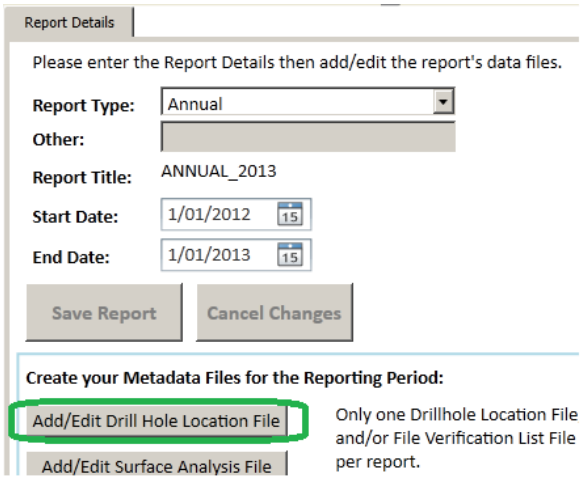
The **Hole Location** screen is where you will enter the information about the drilling collars/locations for holes drilled in the reporting period (only record holes drilled in earlier periods if reporting data for those locations in the current report – add a **Previously Reported** column and enter **Yes** for each previously reported hole).

The locations for all data in **Downhole Directional Survey – DS4**, **Downhole Geological Events – DL4** (including Geological Logs) and **Downhole Geochemistry –DG4** files must be recorded via this screen.

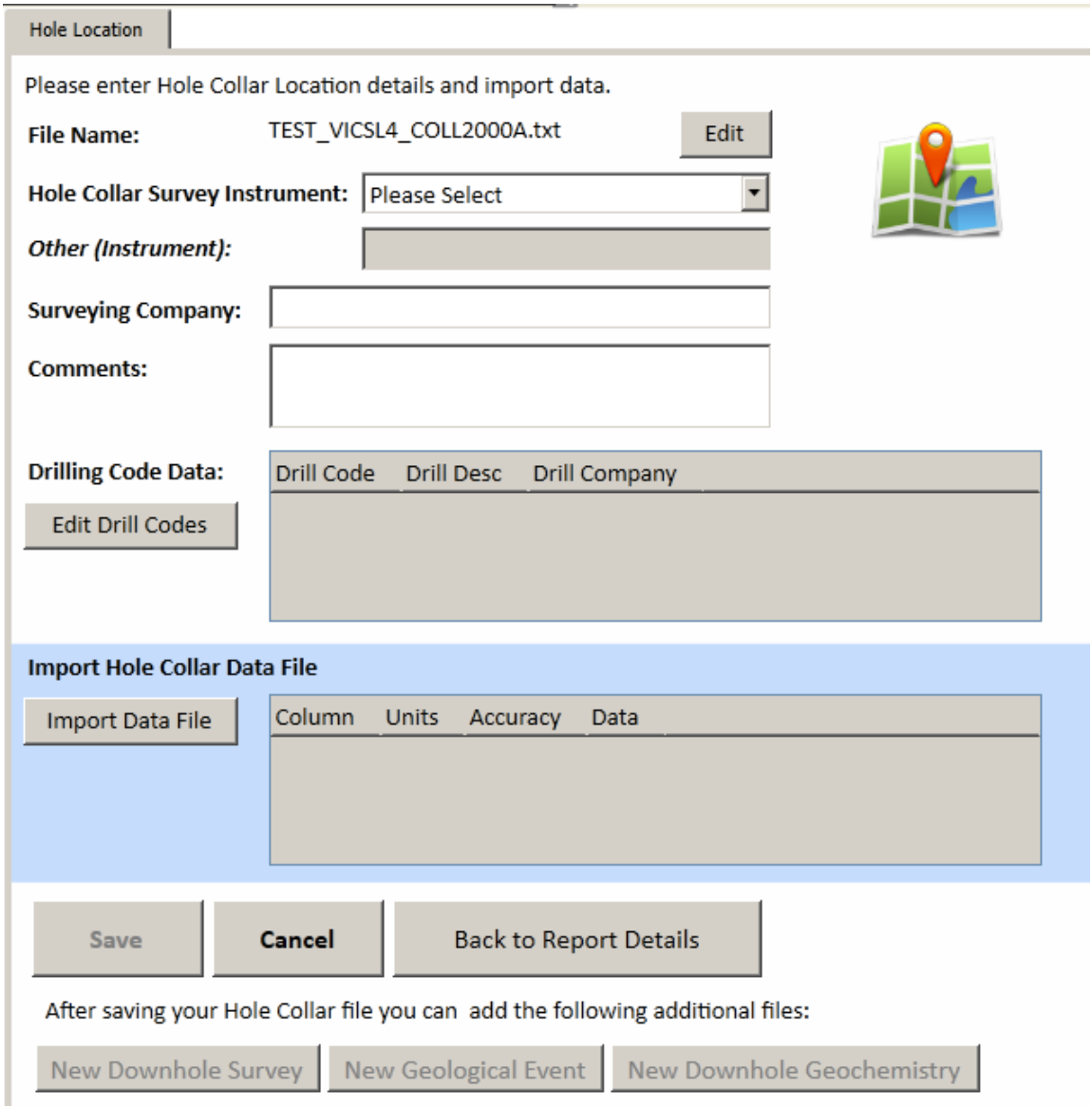
Data entered from this screen will be exported into the **Drill Hole Location File** which has **SL4** in the name. Only one **SL4** file can be created per Report.

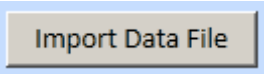
You can return to this screen to enter additional location until all locations have been entered.

From the **Report Details Screen** select the **Add/Edit Drill hole Location File** button if you have drilling or data associated with previous drilling to report. This will display the **Hole Details** screen.



TIP: Some Buttons on the **Report Details Screen (** and the **Hole Details** screen) only become active once a **Drill Hole Location File** has been created



The 

simply opens the **Column Selector screen** (data file mapping screen). This is used in the same manner as for all other data files.

Entering Downhole Events and Downhole lithology (geology) - DL4

The **Downhole Geological Event** screen is where you will enter the information about downhole analysis or readings completed on the drill holes reported in the **Hole Location** screen. **This includes, but is not limited to, geological logs**.

Data entered from this screen will be exported into the **Downhole Lithology file** which has **DL4** in the name. A report may have many DL4 files.

Event files require only one depth measurement (use Depth From;)

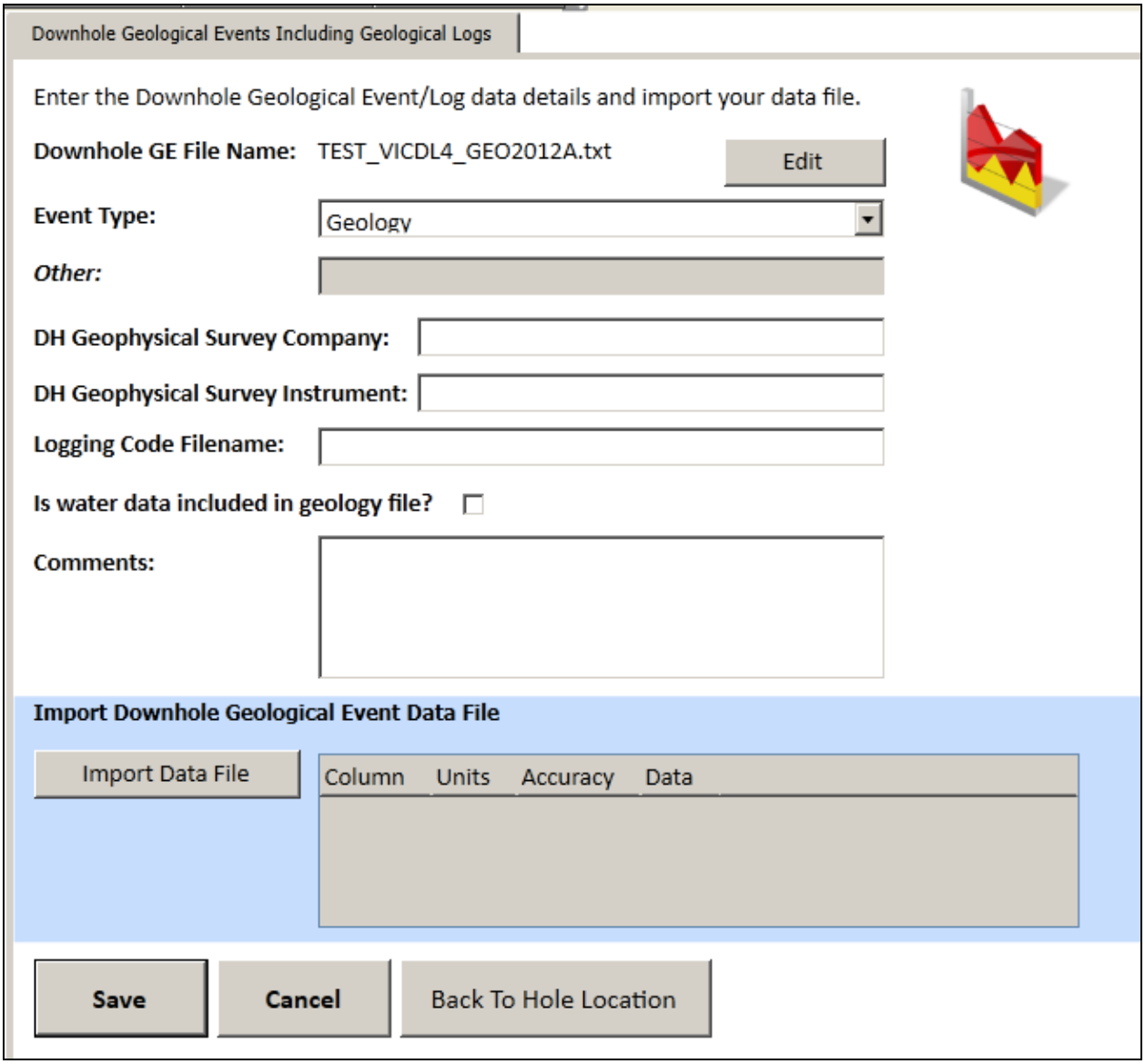
Interval files require a from and a to depth measurement.

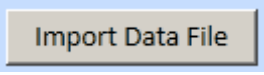
WARNING : To create multiple Downhole Events you MUST go back to the **Hole Location** screen and select **New Downhole Geological Event** which will create a new file for the next event. Do not update this screen as it will overwrite your original file.

The types of data that can be recorded in the Downhole Events screen are:

EVENT	DESCRIPTION	EXAMPLES
Geology	All geological observations; including especially rock type however may include alteration, mineralogical, weathering, regolith and veining observations.	Geological Logs
Alteration	Chemical or hydrothermal alteration observations downhole (may be included in geology).	Alteration
Drilling Details	Details that refer directly to drilling.	Drilling Company; Rig Number; Hole Diameter
Event	General event that happens at one point down the hole.	Base of Weathering; Base of Oxidation
Geotechnical	Files that contain geotechnical data.	RQD; fractures per meter; Shearing; Hardness
Geophysics	Files that contain geophysical data.	Radiometrics; Induced Polarization; Downhole Electromagnetic Surveys
Hyperspectral	Readings taken downhole with a Hyperspectral Instrument.	PIMA; Hy-Logger; The Spectral Geologist/Assistant files
Mineralogy	Mineralogical and elemental observations downhole (may be included in geology).	Sulphide content; Mineralogy; Gold Count
Magnetic Susceptibility	Readings from a Magnetic Susceptibility Instrument.	Mag Susc
Core Recovery	Amount of core recovered during the drilling process.	Recovery
Regolith	Details of the regolith profile (may be included in geology).	Regolith
Specific Gravity	Specific gravity readings.	Specific Gravity
Structure	All observations of individual structures.	Alpha, Beta, Gamma readings; Faults; Shears; Lineations; Foliations...
Veining	Orientation, size, width and mineralogy of veins (may be included in geology).	Veining
Water	Any details that relate to water downhole or during drilling (may be included in geology).	Water table; water amount
Weathering	Chemical or physical weathering observations downhole (may be included in geology).	Weathering

This screen can be opened for a new event by selecting **New Geological Event** from the **Hole Location** screen or **Add Geological Event** from the **Report Details Screen.**



The 

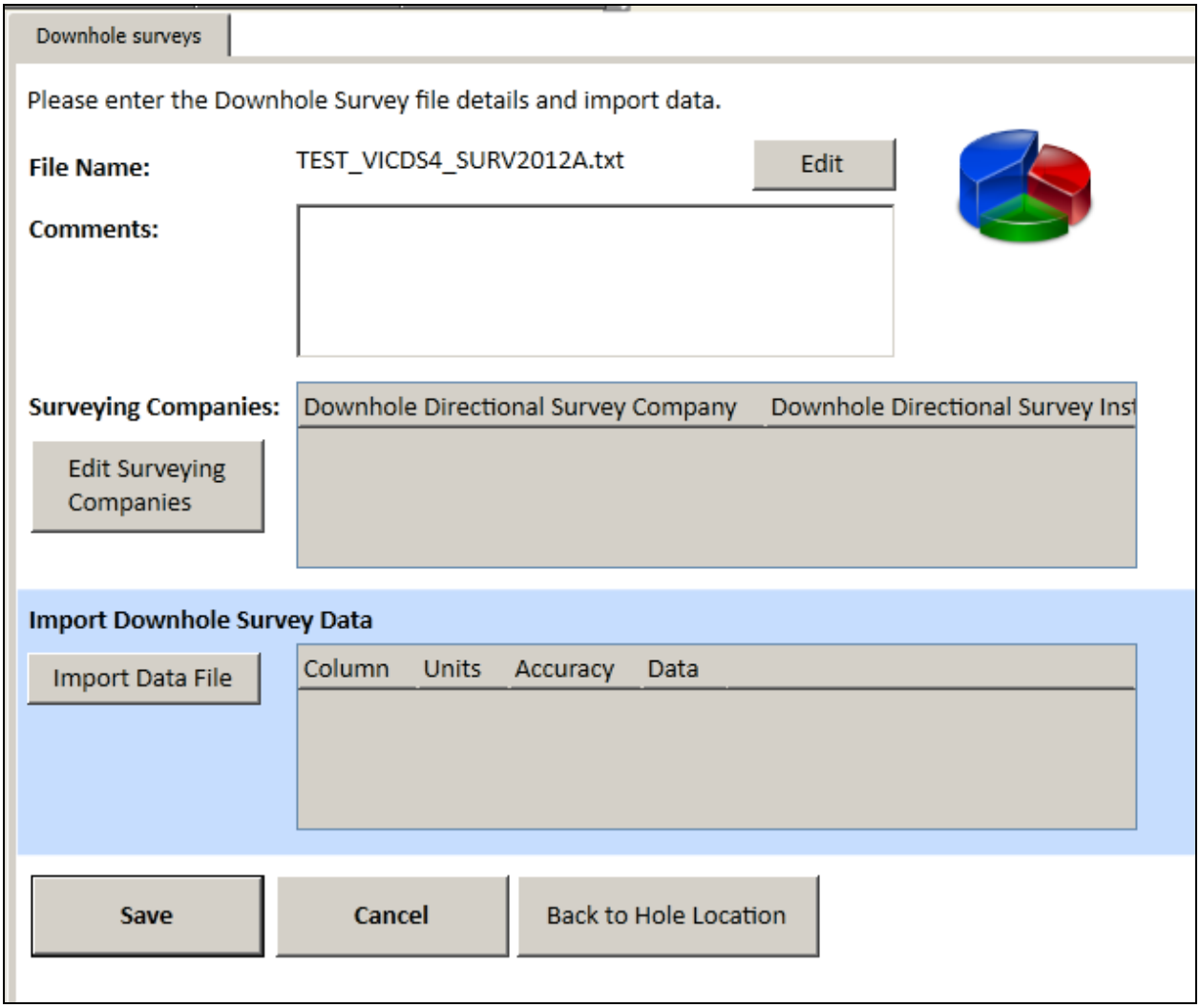
simply opens the Column Selector screen (data file mapping screen). This is used in the same manner as for all other data files.

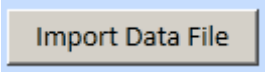
10. Entering Downhole Survey Data - DS4 [Downhole Surveys Screen]

The **Downhole Surveys** screen is where you will enter the information about Downhole directional surveys completed on the drill holes reported in the Hole Location (Collar) – **SL4** file.

The file created from this screen will have **DS4** in the name

You do not need a Downhole Survey file if
- no downhole directional surveys were completed and
- the starting or assumed dip and azimuth for the drill holes are reported in the Hole Location (Collar) – **SL4** file.



The 

simply opens the Column Selector screen (data file mapping screen). This is used in the same manner as for all other data files.

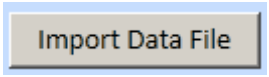
11. Down Hole Geochemistry - DG4 [Downhole Geochemistry Screen]

The **Downhole Geochemistry** screen is where you will enter the information about Downhole geochemical analysis completed on the drill holes recorded in the **Hole Location - SL4** file.

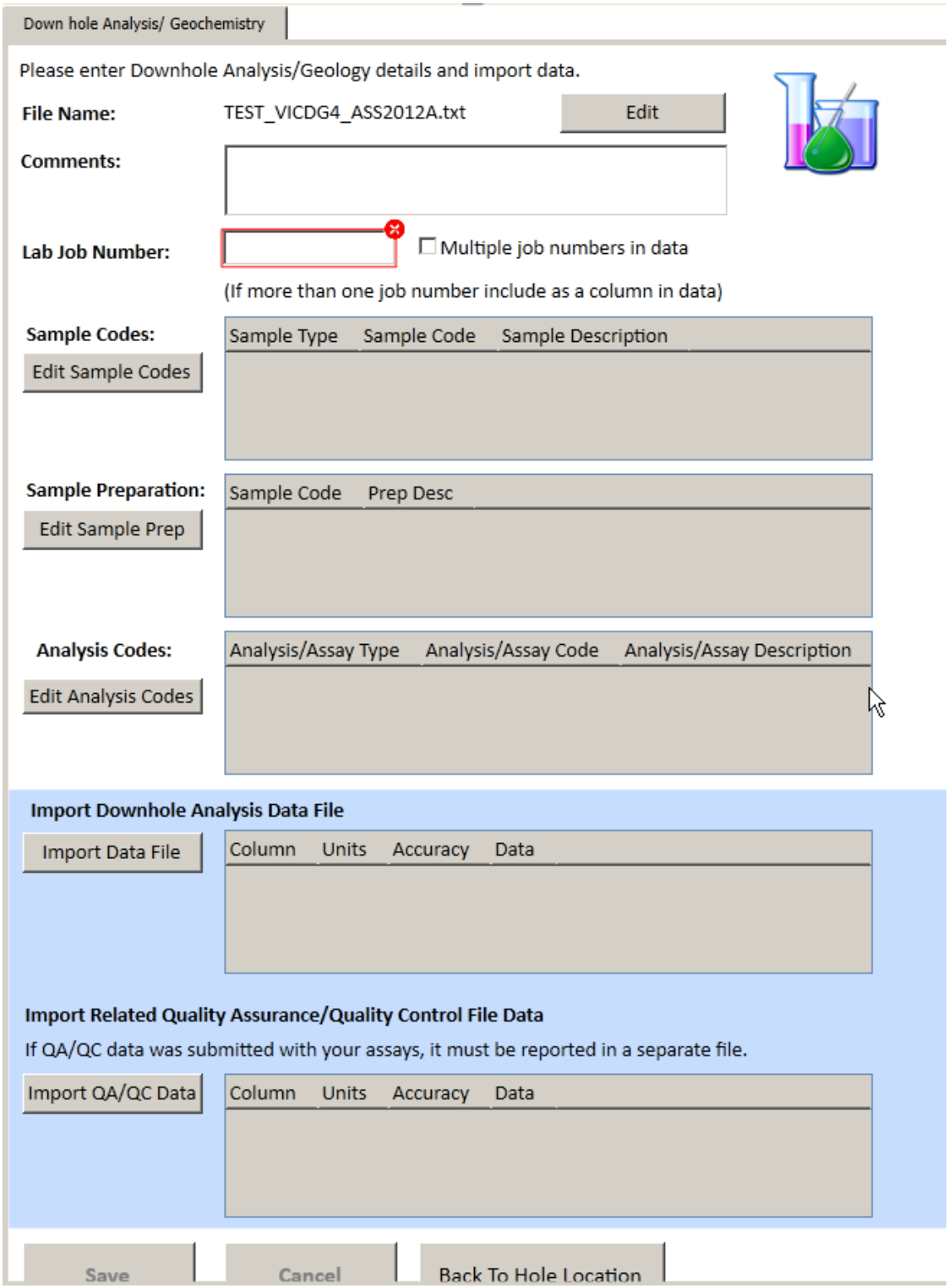
To complete this screen you will require details of the assays and analyses completed. These can be found on the report you received from the assay laboratory.

When you map your raw data file columns to the expected columns you will get the opportunity to select the **Add Additional Assay Details** button which will pop up the **Assay Details Column Selector** this is discussed in more detail below.

Assays with different Units of Measure will be in different columns. The system will warn you if you have not entered a required unit.

The 

simply opens the Column Selector screen (data file mapping screen). This is used in the same manner as for all other data files.


Down hole Analysis/ Geochemistry
Please enter Downhole Analysis/Geology details and import data.
File Name:
TEST_VICDG4_ASS2012A.txt
Edit
Comments:
Lab Job Number:
Multiple job numbers in data
(If more than one job number include as a column in data)
Sample Codes:
Edit Sample Codes
Sample Type
Sample Code
Sample Description
Sample Preparation:
Edit Sample Prep
Sample Code
Prep Desc
Analysis Codes:
Edit Analysis Codes
Analysis/Assay Type
Analysis/Assay Code
Analysis/Assay Description
Import Downhole Analysis Data File
Import Data File
Column
Units
Accuracy
Data
Import Related Quality Assurance/Quality Control File Data
If QA/QC data was submitted with your assays, it must be reported in a separate file.
Import QA/QC Data
Column
Units
Accuracy
Data
Save
Cancel
Back To Hole Location

12. Entering Surface Geochemistry - SG4 [Surface Analysis Screen]

The **Surface Analysis** screen is where you will enter all details of geochemical analysis, geological observations, geophysical surveys or any other data collected at points on the Earth's surface. It must have one location per reading.

You will need the details of the assays and analyses completed. These can be found on the report you received from the assay laboratory.

If Analyses have been carried out but the results are not yet available you must still supply the locations.

The files created from this screen will have **SG4** in their names. Changing the **Event Type** will change the File Name.

Each point requires a location and sample/point ID.

More than one Surface Analysis file can be submitted per report – the information provided on the Report Details page of 1.4.2 of the MRT software is incorrect

On the **Report Details Screen** Press **Add/Edit Surface Analysis File** if you have Surface Analysis data to report.

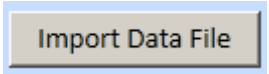
To create multiple Surface Geochemistry Files you MUST go back to the **Report Details** screen. You cannot create a new file from the **Surface Analysis** screen.

The event field has the following values:

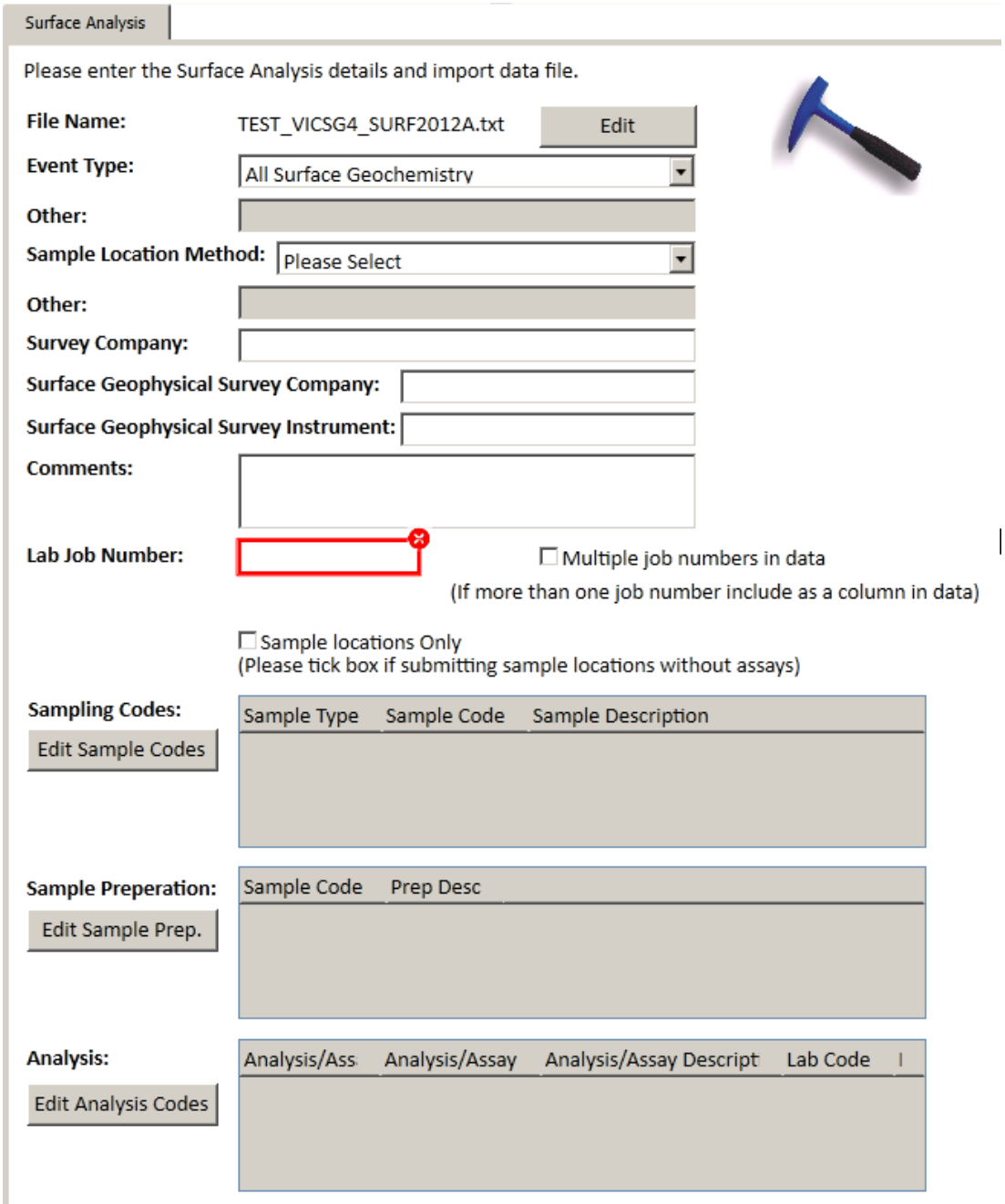
EVENT	DESCRIPTION	EXAMPLES
All Surface Geochemistry	All Surface Geochemistry includes any sample collected on the surface or just below the surface and has been submitted for geochemical testing. *Make sure to have a sample Enter your data.*	Includes soil, stream, rock, auger, vegetation and mine dumps and all their examples
Soil	Any surface sample collected	LAG; Channel; Float; Loam; Pisolites; BLEG
Stream Sediment	Samples collected in a stream or waterway that indicate the sample has been transported.	Stream Sediment
Rock	A sample collected from a outcrop or appears in situ	Outcrop; Subcrop; Gossans; Rock chips
Auger/ Shallow Drilling	A method where a sample is taken below the surface however only one sample is collected per location.	Auger; Interface drilling; Vacuum
Surface Mapping	Points taken on the surface where a geological observation was made and recorded.	Mapping; Petrology
Surface Geophysical	Geophysical readings taken on the surface.	Radiometrics; Induced Polarization; Downhole Electromagnetic Surveys
Surface Hyperspectral	Readings taken on the surface or samples collected on the surface with a Hyperspectral Instrument (This may include a sample taken from a drill hole but there can be only one reading per location).	PIMA; Hy-Logger; The Spectral Geologist/Assistant files
Vegetation	Samples taken from vegetation and submitted for geochemical testing.	Tree litter; Foliage; Bark
Mine Dumps/ Tailings	Samples taken from mine dump or processes.	Mine Dumps; Tailings

When you map your raw data file columns to the expected columns you will get the opportunity to select the **Add Additional Assay Details** button which will pop up the **Assay Details Column Selector** this is discussed in more detail below.

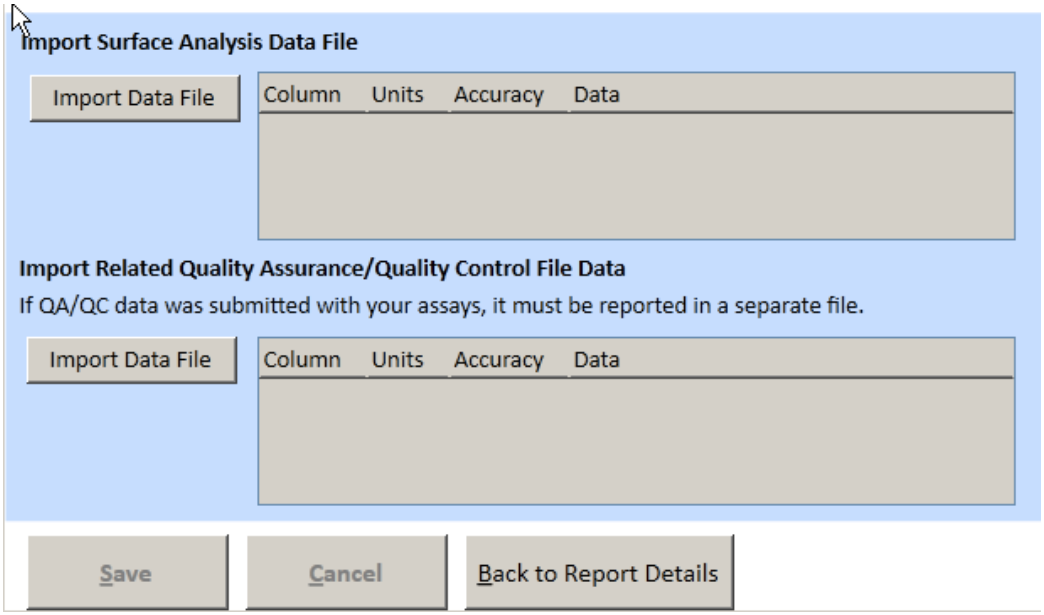
Assays with different Units of Measure will be in different columns. The system will warn you if you have not entered a required unit.

The 

simply opens the Column Selector screen (data file mapping screen). This is used in the same manner as for all other data files.



TIP : You will need to scroll down to see the lower part of this screen


Import Surface Analysis Data File
Import Data File
Column
Units
Accuracy
Data
Import Related Quality Assurance/Quality Control File Data
If QA/QC data was submitted with your assays, it must be reported in a separate file.
Import Data File
Column
Units
Accuracy
Data
Save
Cancel
Back to Report Details

13. Entering additional Assay Details [Assay Details Column Selector]

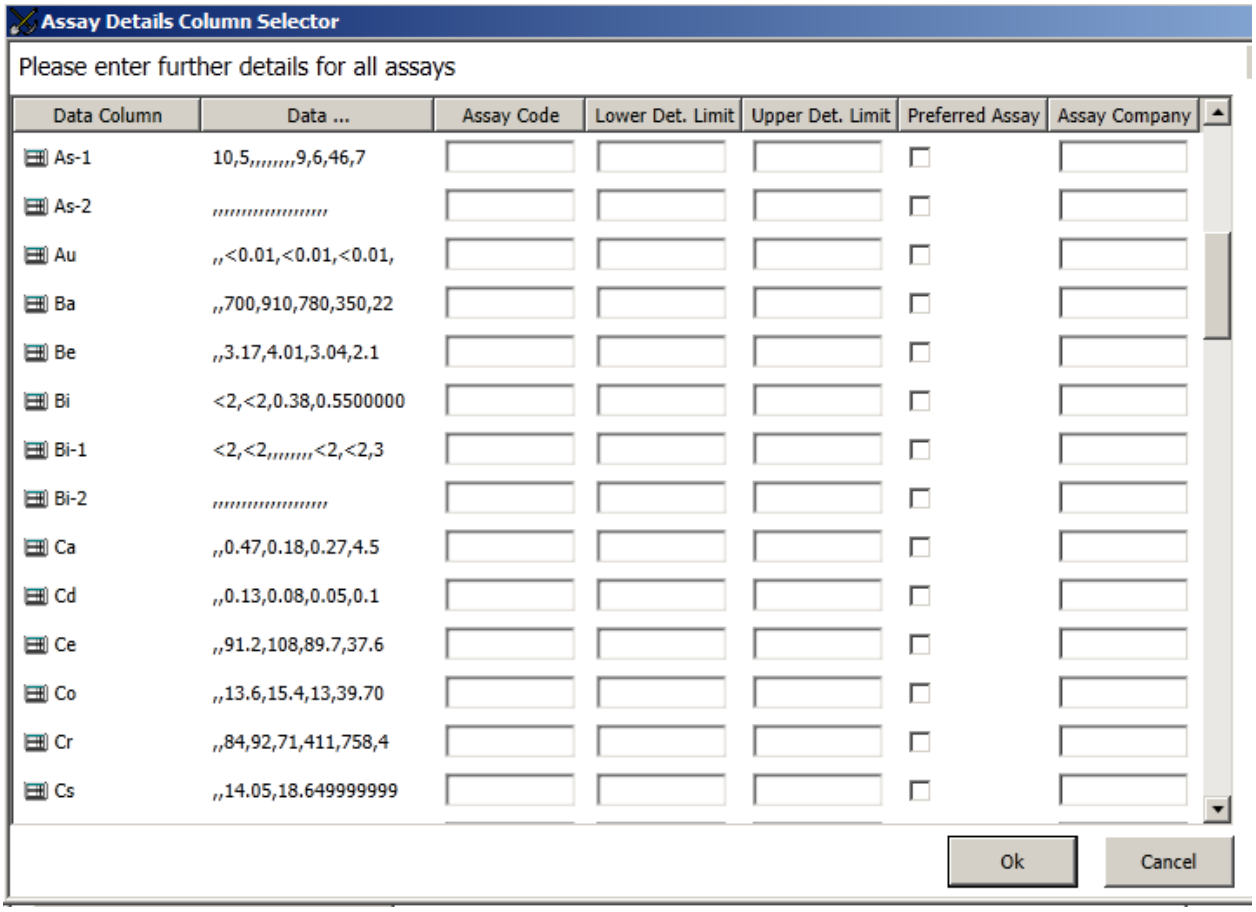
Downhole Geochemistry and Surface Analysis files require additional column headings to be mapped. This includes data such as upper and lower detection limits, assay company and assay methods.

To enter these details, press the **Add Additional Assay Details** button on the **Column Selector** screen.

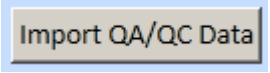
A new screen opens resembling the column mapping table.

If some of the details are general to all assays, they do not have to be recorded here

Scroll down to find your actual assay columns and enter the details as appropriate.



QA/QC quality control file QG4:

The 

simply opens the Column Selector screen (data file mapping screen). This is used in the same manner as for all other data files.

14. Mapping Raw Data to the MRT [Column Selector Screen]

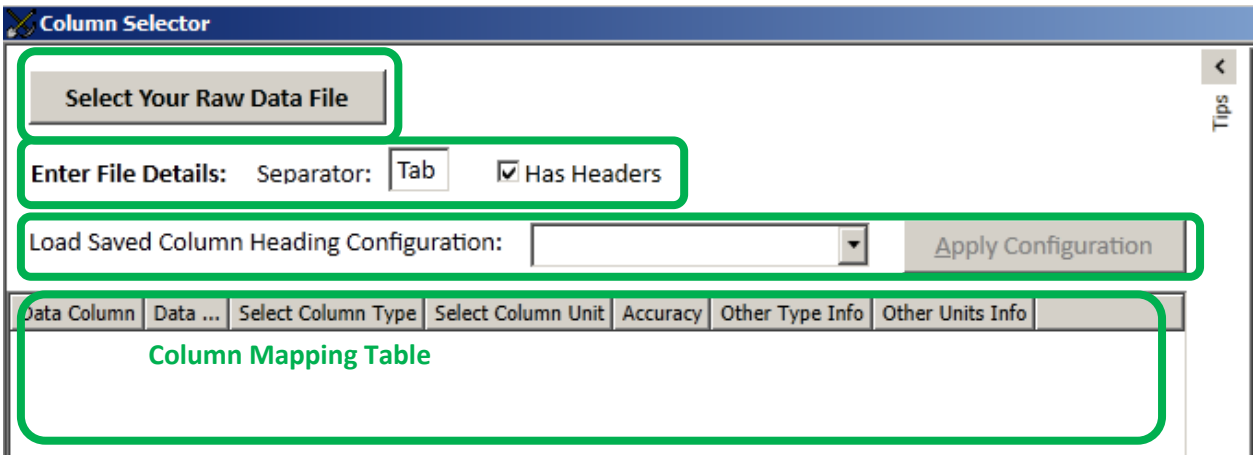
The **Column Selector** takes your raw data file and matches (maps) the column headers from that file with a recognised column header and attaches it to the metadata files to comply with the guidelines.

This will be completed for all of your raw data files to convert them in to metadata files.

Each screen has an **Import Data Files** button that opens this screen to allow mapping

Mapping configurations can be saved and reused. The exported data file will have columns headed with the value in **Select Column Type**, or **Other Type Info**

1. First use the **select your raw data file** button to navigate to and select your file. It can be a excel spread sheet or a delimited text file.
2. Check that the **Enter File Details** line has been correctly populated and change if necessary (you will need to **select your raw data file** again if you have had to change these details.
3. If you have previously defined a **heading configuration**, select it and use the **Apply configuration** button.



The program now populates the column mapping table in the centre of the screen. (you may need to scroll to see all columns in this table)

Column mapping table

This is where you now map your data to the MTR required/recommended columns.

The **Data Column** contains your column headings listed in the order they appear in the file (or Column1,2 etc. if you don't have headings).

The **Data….** column shows the first few values of the file to help with the mapping.

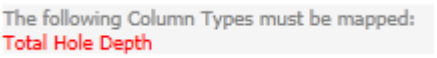
The remaining columns need to be populated for all columns (this will have already happened if you have applied a saved configuration).

Each of your raw data columns needs to be mapped to a column type. You can define many as being type "Other"

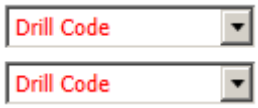
Depending on the Column type, you may need to enter more details such as a unit, accuracy or detection level.

Automatically Fill Remaining Columns will map all un-mapped columns by selecting a type of "other" and populating the Other Type Info field

The tips section of the screen lists the columns still required



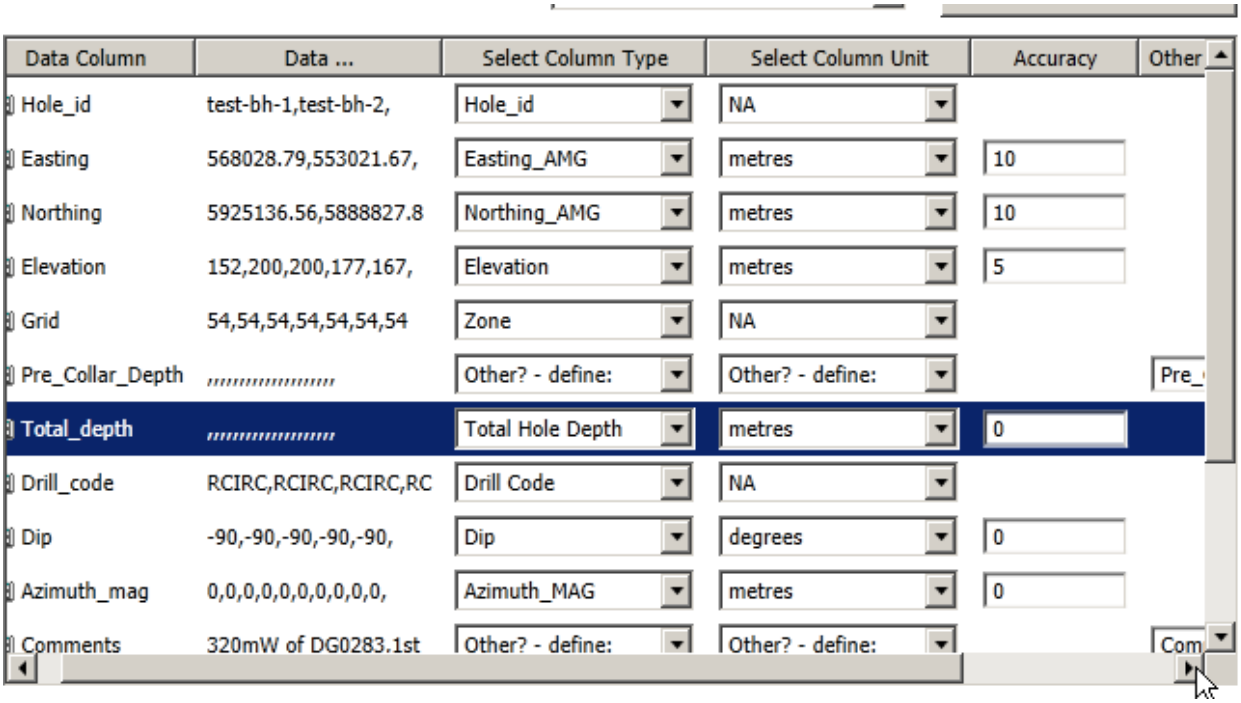
If a column type is selected twice, they will both appear red.



Make use of the

to be able to reuse your work on other raw data files of the same formating.

Example of a populated table The values shown in this example are from a random example. They will be different from yours.



Data Column	Data ...	Select Column Type	Select Column Unit	Accuracy	Other
Hole_id	test-bh-1,test-bh-2,	Hole_id	NA		
Easting	568028.79,553021.67,	Easting_AMG	metres	10	
Northing	5925136.56,5888827.8	Northing_AMG	metres	10	
Elevation	152,200,200,177,167,	Elevation	metres	5	
Grid	54,54,54,54,54,54,54	Zone	NA		
Pre_Collar_Depth	,,,,,,,,,,,,,,,,,,,	Other? - define:	Other? - define:		Pre_
Total_depth	,,,,,,,,,,,,,,,,,,,	Total Hole Depth	metres	0	
Drill_code	RCIRC,RCIRC,RCIRC,RC	Drill Code	NA		
Dip	-90,-90,-90,-90,-90,	Dip	degrees	0	
Azimuth_mag	0,0,0,0,0,0,0,0,0,0,	Azimuth_MAG	metres	0	
Comments	320mW of DG0283.1st	Other? - define:	Other? - define:		Com

If you are unable to work this out you may need to now look at the templates_and_expamples.zip that came with the original software download.

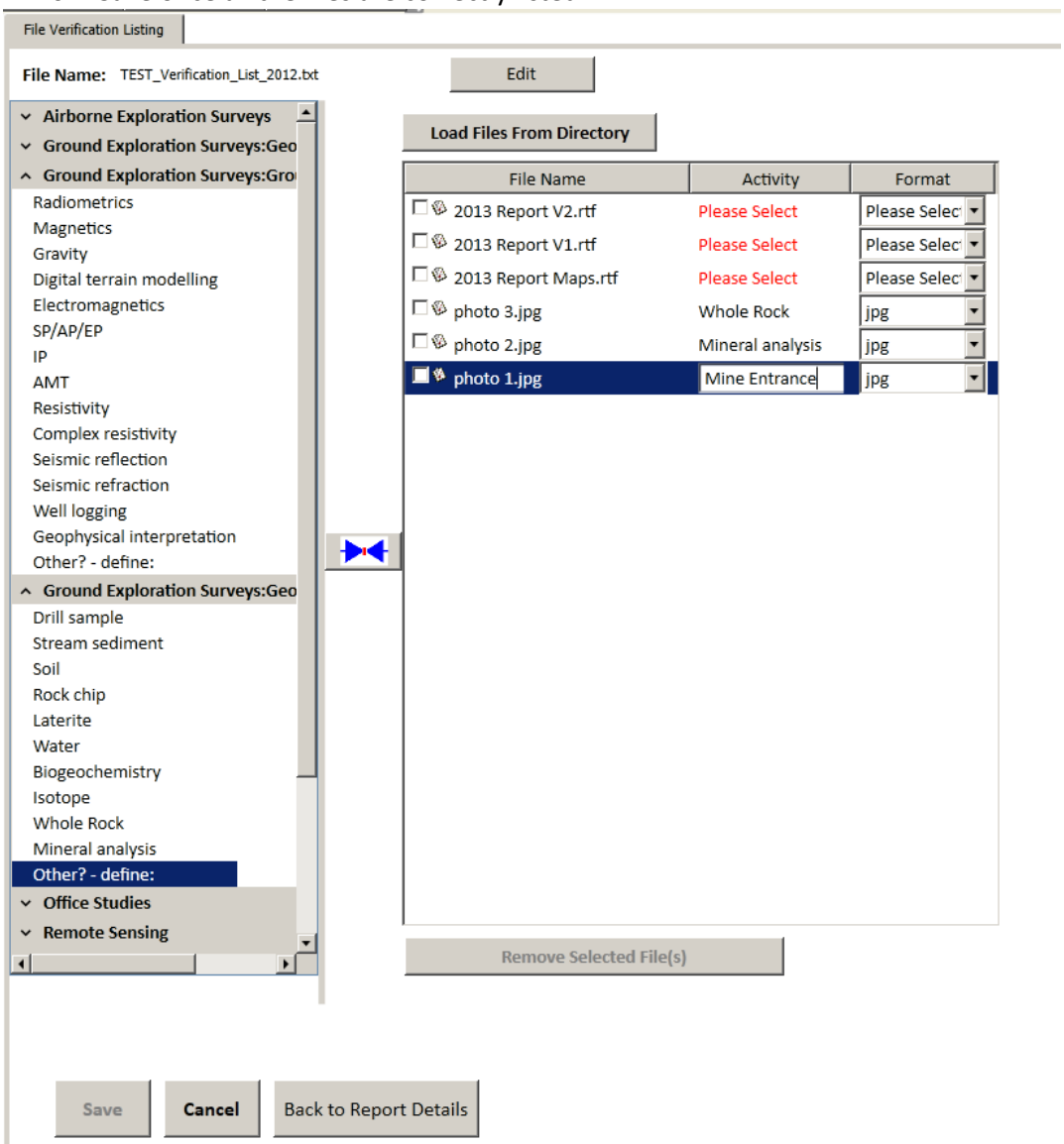
15. Creating the File Verification List [File Verification List Screen]

A File Verification List is simply a list of files that you have submitted. When your report is received the File Verification List is checked against the files received and to verify that all files on the list have been received. If there are more or less files on the list than were received you will be contacted for an explanation.

Make sure your written report and other associated reports, images, data and files are all in one folder.

This is the last step *before* you export your files.

1. Select your files from your network. Press **Load Files From Directory** to browse to your report files and select them (report text, appendices, plans but NOT your metadata files). Repeat until all files are listed (having them all in one directory makes it easier)
2. Highlight a particular file – set its format if the system hasn't automatically selected to correct one.
3. In the left box highlight the most appropriate activity value for the highlighted file. Use the ^ v to expand or collapse the activity lists.
4. Once you have selected a file and an activity, press the between the two boxes to populated the activity column for the File
5. If no value from the standard list is appropriate, **Other: Define?** should be selected. The Activity will then need to be entered
6. Save once all the files are correctly listed

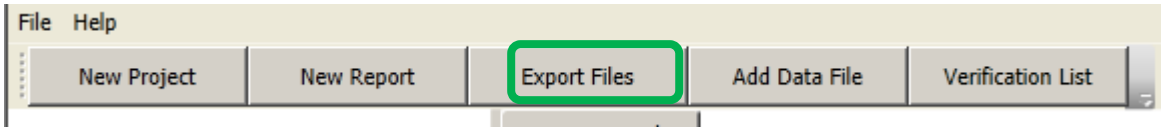


16. Exporting the files [File Export Screen]

Now you will Export the metadata files in the correct format to the report folder you have previously set up.

(Wait until you have put all your data into the software before you export your files)

To export your files, you must be on the Report Details screen. Press the **Export Files** button which will now be active



A folder browser will open – find the directory you would like to CREATE the export files in. In the example folder structure given above this would be the **Report_files** directory.

The software will give you a warning that all files with the same name will be overwritten – this ensures that the files in your directory are the most recent versions of the exported data.

When the export has finished a message will ask you if you want to open the [export] folder.

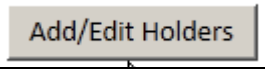
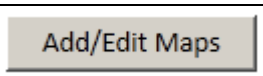
Congratulations – You now have a full set of files for your report – Burn them to a CD and submit your statutory report

Appendix 1 – Fields and buttons detailed

The status column in the tables below shows:

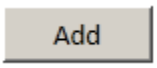
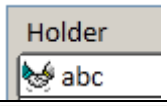
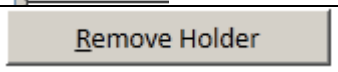
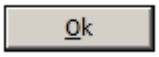
- M = Mandatory
- V = Mandatory if activated
- P = Preferred for Victorian Data

Project Details Screen

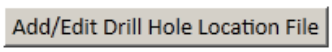
Screen element	Status	Instructions
State	M	**Victoria** must be selected in order to get the appropriate values in subsequent fields
Project name	M	The Name your project is known by, often will be the tenement name if it is a single tenement project
Project Code	M	This is an abbreviation of your project name and will be used in the metadata file name to differentiate your files from others. It must be 4 characters in length
Tenement	V	Enter your **Tenement number**. The ☑ needs to be ticked to make this field active.
Combined Rep No	V	Tick the box on the right of the data entry box and Enter your **Combined Reporting Number.** The ☑ needs to be ticked to make this field active.
Tenement Holders		This field cannot be edited, use the **Add/Edit Holders** button
	M	Press **Add/Edit Holders** button to open the **Add/Edit Holders** screen. Each holder must be on a separate line.
Operator	M	This is the company that has completed and is reporting the work. If there is more than one operator, each submitting a separate report, create another project.
Coordinate system	M	All coordinates submitted must be in a national grid. Select the appropriate system, either **Projected** (easting northing, zone), or **latitude/longitude** (Geographic Coordinates)
Datum	M	Select the datum that your coordinates are in. If you are using more than one datum in a project, transform them all to match the datum selected here. If you cannot transform them, you will need to create a separate project for each datum.
Projection	M	If a projected coordinate system is chosen, then the software will automatically choose the Projection based on the datum you have chosen. If it is not the projection you expected, check your datum.
Projection Zone	M	This software only allows for one zone to be chosen. If your project crosses 2 zones and you have collected data in 2 zones, transform the coordinates into a geographic grid. If this is not possible, you may need to create 2 projects; one for each zone.
Verticle Datum	M	Many coordinates are based on a Nominal RL that is relative to the Australian Height Datum (AHD). If you are choosing an RL at random, choose Nominal from the dropdown list.
	M	Press the **Add/Edit Maps** button to include all the project maps. Maps must be added down to the 100,000 map scale.
		This saves the details entered on screen. Will not be active if details are missing. This button will not navigate you to the next screen
		Will Revert the screen details back to the previously saved values (or close the screen if project not previously saved)
		This saves the details entered on screen. Will not be active if details are missing. Will open a blank report screen or ask you to select an existing

		report (if any)

Project Holders Screen

Screen element	Status	Instructions
[entry field]		Enter the **Holder Name** in full
		Press **Add** to add the holder to the list in the **Holder** field.
	M	List of all holders that are attached to the project. Continue adding / removing holders until the list is complete
		To remove a line you must highlight it, then press the **Remove Button** and the line will be deleted.
		The ok button saves and closes the screen.

Report Details Screen

Screen element	Status	Instructions
Report Type	M	Choose the appropriate **Report Type** , or choose **Other: Define?** and the **Other** data entry box will become active.
Other	V	If no value from the standard list is appropriate, **Other: Define?** should be selected to activate this field. Enter the appropriate value in this field
Report Title	M	The **Report Title** will be created automatically**.** This title is only used in the software. Do not confuse it with the title of your written report or metadata files.
Start Date	M	**Start Date** for the **reporting** period (not the tenement).
End date	M	**End Date** for the **reporting** period (not the tenement).
		This saves the details entered on screen. Will not be active if details are missing. Once the Report Details are saved, navigation buttons will be activated
	P	Press **Add/Edit Drill hole Location File** if you have drilling files to report. Drilling buttons will become active once a Drill Hole Location File has been created
	P	Press **Add/Edit Surface Analysis File** if you have Surface Analysis data to report..
	M	Press **Edit File Verification List** to create a list of files that you have submitted with your report. It will include all the files completed by the MRT software and also the written and technical reports that are also required to be submitted.
	P	Press **Add Downhole Survey File** if you have survey data to report. The button becomes active once a Drill Hole Location File has been created. The button is also on the Drill Hole Location Screen
	P	Press **Add Downhole Geochemistry** if you have Geochemistry data to report. The button becomes active once a Drill Hole Location File has been created. The button is also on the Drill Hole Location Screen
	P	Press **Add Geological Event File** if you have other borehole data to report. The button becomes active once a Drill Hole Location File has been created. The button is also on the Drill Hole Location Screen

Map Selection Screen

Screen element	Status	Instructions

Available VIC Maps		This is a listing of the standard **maps** within Victoria. These can be selected and added to your project. = 250 K scale, = 100 K scale
Selected VIC Maps	M	List of all maps currently attached to the project. Continue adding / removing maps until the list is complete. = 250 K scale, = 100 K scale
>> <<		Transfer items from one list box to the other. Or items can be "drag and dropped" from the **available** to the **selected** boxes
Expand All 250K		Allows you to see all the 100k maps . Individual maps can be expanded by using the beside the Map Name.
Collapse All Maps		Allows you to see all the 250k maps only. Individual maps can be collapsed by using the beside the Map Name
Remove Selected		To remove a line you must **tick** the box on the line, then press the **Remove Button** and the line will be deleted.
Remove All		Pressing the **Remove All** button will delete **ALL** lines that have been entered.
Map Display Options Map Name Map Code		If you would rather search by **Map Code**, you can change this in the **Map Display Options**
Map Display Options Sort Alphabetically		Allows you to sort the maps in both boxes alphabetically (rather than in map code order)
Ok		The ok button saves and closes the screen. If the ok button is not activated, a required field has not been completed
Cancel		Close this screen without saving changes

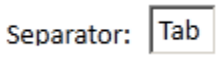
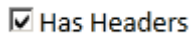
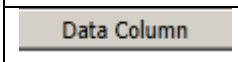
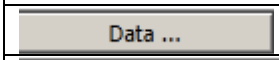
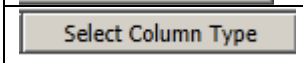
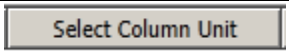
Code Type Screens

Various codified values need to be defined to enable the data to be understood. All these screens operate in the same manner, but may require different details.

Screen	Screen element	Status	Instructions
all	Add.....		Press **Add New Code** to enter more drilling codes. The screen will open with only one line to enter details
all	Remove....		To remove a line you must **tick** the box on the line, then press the **Remove Button** and the line will be deleted.
all	Done		The Done button saves and closes the screen. If the Done button is not activated, a required field has not been completed
Drill	**Drill Code**	M	Press the **Edit Drill Codes** button to add the codes you use in your raw data to define the drilling techniques. A drill code column must appear in your data to clarify which drilling techniques was used for each hole
Drill	**Drill description**	M	Select the **Drill Description**, or choose **Other? –define:** and type the method in the **Other** field
Drill	**Drill description Other**	V	If no value from the standard list is appropriate, **Other: Define?** should be selected to activate this field. Enter the appropriate value in this field
Drill	**Drill company**	M	Enter the full name of the **Drill Company.** If you have more than one Drill Company per Drill Code, enter the Drill Code twice. Is this what we want???
Sampling	**Sample Type**	M	Select the **Sample Type**, or choose **Other? –define:** and type the method in the **Other** field
Sampling	**Sample Code**	M	Enter a **Sample Code** that is used in your data or best represents the Sample Type

Sampling	**Sample Type Other**	V	If no value from the standard list is appropriate, **Other: Define?** should be selected to activate this field. Enter the appropriate value in this field
Sampling	**Sample Description**	M	Enter a **Sample description** giving details of the field and pre-lab dispatch sampling methods used.
Sample Prep	**Prep Code**	M	Enter the **Prep Code** supplied by the Laboratory. If there is no code, leave blank
Sample Prep	[Prep] **Description**	M	Enter the Sample Preparation **Description**. This is any sample preparation carried out on the sample before it is analyzed such as sieving, crushing or drying.
Analysis	**Analysis/Assay Type**	V	Enter an **Analysis/Assay Type**. Most analyses are completed in a commercial lab that often have their own Assay codes. These codes need to be reported by choosing *LAB Laboratory-Specific analysis method and the Analysis/Assay Code box will activate to write the code.
Analysis	**Analysis/Assay code**	M	If no value from the standard list is appropriate, **Other: Define?** should be selected to activate this field. Enter the appropriate value in this field
Analysis	**Analysis/Assay Description**	M	Enter an **Analysis/Assay Description** giving the details of the digest and analysis related to the Assay Code
Analysis	**Laboratory code**	M	Enter the **Laboratory Code** only if one is used in your data, otherwise leave blank
Analysis	**Laboratory name**	M	Enter the full **Laboratory Name** where your samples were analyzed

Data File Mapping Screen

Screen element	Status	Instructions
	M	When you press the **Select Your Raw Data File** button, it will open a browser that you can navigate to your raw data files. The path will be shown on the screen next to the button.
	M	**Separator** automatically defaults to Tab if a tab is present in the data file, but the **separator** can be overtyped to the actual separator used in your file.
	M	If your raw data doesn't have column headings, you can un-tick the box beside **Has Headers** and you will still be able to use the Column Selector. However, it is recommended that you have your own headers in the raw data file to make the process easier
Select Worksheet	V	If your data is in Excel format and has more than one worksheet in, select your data from the **Select Worksheet** list.
Load Saved Column Heading Configuration		Allows you to select a previously saved configuration. It is not applied to the data fill until the **Apply** button is pressed
		When you have selected a previously saved configuration, it will not actually be applied to the data file until you press the **Apply Configuration** button. The system will then map the data file how the configuration indicates
		The **Data Column** column will populate automatically with the headers provided in your raw data. If your data does not have headers they will be labeled Column1 etc.
		The **Data...** column will show examples of the data in your raw data file
	M	Select the **Column Type** that best matches your data. If there is no obvious match for your data in the **Column Type** area, you can choose **Other? – define:** from the dropdown list.
	M	You need a **Unit of Measure** for all of your quantitate data. Mapped fields often choose the most likely unit of measure when they are picked from the list. Check them and make sure they are correct and add any

		that are missing
Accuracy	M	Enter **accuracy** for fields that require it. For example, if your Eastings and Northings are in whole numbers you may put 1. Or if you know that your GPS device works to 7m, you can put 7.
Other Type Info	V	If no value from the standard list is appropriate, **Other: Define?** should be selected to activate this field. Enter the appropriate value in this field
Other Units Info	V	If no value from the standard list is appropriate, **Other: Define?** should be selected to activate this field. Enter the appropriate value in this field
Automatically Fill Remaining Columns		Once you have mapped all the fields that are required to be mapped, you can press the **Automatically Fill Remaining Columns** button and all other columns will be populated with Other? – define: in the first 2 columns and in your original column headers, the unit of measure NA will be pushed through to the last 2 columns.
Add Additional Assay Details	V	Press **Add Additional Assay Details** if you have details on the assaying method, detection limits etc.
Save Current Column Heading Configuration		Once you have done the mapping of a data file, you can save the details of the mapping enabling it to be reused for other projects, reports or years. (Tip – you may not use it again for 12 months so give it a name that will make sense then.)
Done		The Done button saves and closes the screen. If the Done button is not activated, a required field has not been completed
Cancel		Close this screen without saving changes

Drill Hole Location Screen

Screen element	Status	Instructions
File Name	M	The **file name** for your export file is automatically created in an acceptable format
Edit		The **Edit** button allows you to change the File name, but only do so if necessary
Hole Collar Survey Instrument	M	Select the **Hole Collar Survey Instrument** for the boreholes. If the survey instrument/ technique used to locate the hole collar position is not on the list, choose **Other: Define?** and enter the instrument the **Other** field
Other Instrument	V	If no value from the standard list is appropriate, **Other: Define?** should be selected to activate this field. Enter the appropriate value in this field
Surveying Company	P	Enter a **Survey Company** for the boreholes.
Comments	P	Comments regarding the data file. Any information about the file or data is helpful but not mandatory
Edit Drill Codes	M	Press the **Edit Drill Codes** button to add the codes you use in your raw data to define the drilling techniques. A drill code column must appear in your data to clarify which drilling techniques was used for each hole
Import Data File	M	The **Import Data File** will open the Column Selector screen. This is where you will map your raw data file to the MRT standard columns (and others)
Save		This saves the details entered on screen. Will not be active if details are missing.
Cancel		Close this screen without saving changes
Back to Report Details		Closes the screen and returns you to the Report screen where new files can be added, or the data verification list created and files exported
New Downhole Survey	P	Press **New Downhole Survey File** if you have survey data to report. The button becomes active once a Drill Hole Location File has been created.
New Geological Event	P	Press **New Geological Event File** if you have other borehole data to report. The button becomes active once a Drill Hole Location File has

		been created.
New Downhole Geochemistry	P	Press **New Downhole Geochemistry** if you have Geochemistry data to report. The button becomes active once a Drill Hole Location File has been created.

Downhole Geochemistry Screen

Screen element	Status	Instructions
File Name	M	The **file name** for your export file is automatically created in an acceptable format
Edit		The **Edit** button allows you to change the File name, but only do so if necessary
Comments	P	Comments regarding the data file. Any information about the file or data is helpful but not mandatory
Lab Job Number	M	Enter the number the assay job/batch was given by the Laboratory. If multiple job numbers apply, tick the box next to **Multiple job numbers in data**.
☐ Multiple job numbers in data		For Multiple Job Numbers in an assay file **Tick** the box. You must add a column in your data for lab number.
Edit Sample Codes	M	Press the **Edit Sample Codes** button to add field sampling procedures.
Edit Sample Prep	M	Press the **Edit Sample Prep** button to add details of the preparation completed by the lab before the analysis
Edit Analysis Codes	M	Press the **Edit Analysis Codes** button to add details of the Lab Analysis methods and digests
Import Data File	M	The **Import Data File** will open the Column Selector screen. This is where you will map your raw data file to the MRT standard columns (and others)
Import QA/QC Data	P	The **Import QA/QC File** will open the Column Selector screen. This is where you will map your raw QA/QC data file to the MRT standard columns (and others)
Save		This saves the details entered on screen. Will not be active if details are missing.
Cancel		Close this screen without saving changes
Back To Hole Location		Closes the screen and returns you to the Hole Location screen for this report

Assay Details Column Selector Screen

Screen element	Status	Instructions
Data Column		The **Data Column** column will populate automatically with the headers provided in your raw data. If your data does not have headers they will be labeled Column1 etc.
Data ...		The **Data...** column will show examples of the data in your raw data file
Assay Code	M	Enter the code for the digest and analysis completed for each individual assay.
Lower Det. Limit	P	Enter the lower detection limit specific to each individual assay.
Upper Det. Limit	P	Enter the upper detection limit specific to each individual assay.
Preferred Assay	P	If an assay analysis was completed more than once, tick the box to indicate which one is the preferred method.
Assay Company	M	Enter the assay company code if different analyses were completed at different laboratories. If all work was completed at the same lab, this column can remain blank. If the same analysis was completed at different labs, a column should be added in your data.
Ok		The ok button saves and closes the screen. If the ok button is not activated, a required field has not been completed

Cancel		Close this screen without saving changes

Downhole Geological Event Screen

Screen element	Status	Instructions
Downhole GE File Name	M	The **file name** for your export file is automatically created in an acceptable format
Edit		The **Edit** button allows you to change the File name, but only do so if necessary
Event Type	M	Select an **Event Type,** or choose **Other? –define:** and enter the Event Type in the **Other** field See **Error! Reference source not found.** for descriptions and examples
Other	V	If no value from the standard list is appropriate, **Other: Define?** should be selected to activate this field. Enter the appropriate value in this field
DH Geophysical Survey Company	P	Enter a **DH Geophysical Survey Company** if it is relevant to the Event Type you are entering. Both or neither **DH Geophysical Survey fields** should be filled
DH Geophysical Survey instrument	P	Enter a **DH Geophysical Survey Instrument** if it is relevant to the Event Type you are entering. Both or neither **DH Geophysical Survey fields** should be filled
Logging code filename	M	Type a **Filename** for the file that contains all of your codes used in any geological event file (do not include the path). Only one Logging code file will be listed in the validation list, so all your codes need to be in one file.
Is water data included in geology file? ☐		Tick the box if water data is included in the geology (logs). Water data may include water table levels and amount of water encountered in drill holes
Comments	P	Comments regarding the data file. Any information about the file or data is helpful but not mandatory
Import Data File	M	The **Import Data File** will open the Column Selector screen. This is where you will map your raw data file to the MRT standard columns (and others)
Save		This saves the details entered on screen. Will not be active if details are missing.
Cancel		Close this screen without saving changes
Back To Hole Location		Closes the screen and returns you to the Hole Location screen for this report

Downhole Survey Data Screen

Screen element	Status	Instructions
File Name	M	The **file name** for your export file is automatically created in an acceptable format
Edit		The **Edit** button allows you to change the File name, but only do so if necessary
Comments	P	Comments regarding the data file. Any information about the file or data is helpful but not mandatory
Edit Surveying Companies	M	Press the **Edit Surveying Companies** button to add all the surveying companies. This can be your company if surveys were completed in house
Import Data File	M	The **Import Data File** will open the Column Selector screen. This is where you will map your raw data file to the MRT standard columns (and others)

Save		This saves the details entered on screen. Will not be active if details are missing.
Cancel		Close this screen without saving changes
Back To Hole Location		Closes the screen and returns you to the Hole Location screen for this report

Edit Surveying Companies Screen

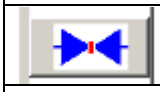
Screen element	Status	Instructions
Directional Survey Company	M	Enter the **Directional Survey Companies**
Directional Survey Instrument	M	Enter a **Directional Survey Instrument** that the company specified used
Add Surveying Company		Press **Add Surveying Company** to enter more survey companies. The screen will open with only one line to enter details
Remove Surveying Company		To remove a line you must **tick** the box ☐ on the line, then press the **Remove Button** and the line will be deleted.
Done		The Done button saves and closes the screen. If the Done button is not activated, a required field has not been completed

Surface Geochemical/Analysis Screen

Screen element	Status	Instructions
File Name	M	The **file name** for your export file is automatically created in an acceptable format
Edit		The **Edit** button allows you to change the File name, but only do so if necessary
Event Type	M	Select an **Event Type,** or choose **Other? –define:** and enter the Event Type in the **Other** field
Other	V	If no value from the standard list is appropriate, **Other: Define?** should be selected to activate this field. Enter the appropriate value in this field
Sample Location Method	M	Select the **Sample Location Method**, or choose **Other? –define:** and type the method in the **Other** field
Other	V	If no value from the standard list is appropriate, **Other: Define?** should be selected to activate this field. Enter the appropriate value in this field
Survey Company	P	Enter a **Survey Company** if it is relevant to the Event Type you are entering. Both or neither **Surface Geophysical Survey** should be filled
Surface Geophysical Survey Company	P	Enter a **Surface Geophysical Survey Company** if you have geophysical data. Both or neither **Surface Geophysical Survey** should be filled
Surface Geophysical Survey instrument	P	Enter a **Surface Geophysical Survey Instrument** if you have geophysical data. Both or neither **Surface Geophysical Survey** should be filled
Comments	P	Comments regarding the data file. Any information about the file or data is helpful but not mandatory
Lab Job Number	P	Enter the number the assay job/batch was given by the Laboratory. If multiple job numbers apply, tick the box next to **Multiple job numbers in data**.
☐ Multiple job numbers in data		For Multiple Job Numbers in an assay file **Tick** the box. You must add a column in your data for lab number.
☐ Sample locations Only		If analysis results are not yet available, the sample locations data still needs to be supplied, but this box should be ticked to show this.
Edit Sample Codes	M	Press the **Edit Sample Codes** button to add details of the field sampling procedures
Edit Sample Prep.	M	Press the **Edit Sample Prep** button to add details of the preparation completed by the lab before the analysis

Edit Analysis Codes	M	Press the **Edit Analysis Codes** button to add details of the Lab Analysis methods and digests
Import Data File [Import Surface Analysis data file]	M	The **Import Data File** will open the Column Selector screen. This is where you will map your raw data file to the MRT standard columns (and others)
Import Data File [Import related Quality Assurance/Quality Control File Data]	P	The **Import Data File** will open the Column Selector screen. This is where you will map your raw QA/QC data file to the MRT standard columns (and others)
Save		This saves the details entered on screen. Will not be active if details are missing.
Cancel		Close this screen without saving changes
Back to Report Details		Closes the screen and returns you to the Report screen where new files can be added, or the data verification list created and files exported

File Verification Screen

Screen element	Status	Instructions
File name	M	The **file name** for your export file is automatically created in an acceptable format
Edit		The **Edit** button allows you to change the File name, but only do so if necessary
Airborne Exploration Surveys Ground Exploration Surveys:Geolog Ground Exploration Surveys:Ground Ground Exploration Surveys:Geoche Office Studies Remote Sensing Ground Exploration Surveys:Drilling		On the left, select the most appropriate activity value for the highlighted file. Use the ^ v to expand or collapse the activity lists. If no value from the standard list is appropriate, **Other: Define?** should be selected to activate this field. Enter the appropriate value in this field
Load Files From Directory		Press **Load Files From Directory** to browse to your report files and select them (report text, appendices, plans but NOT your metadata files). Repeat until all files are listed (having them all in one directory makes it easier)
		Once you have selected a file and an activity, press the **arrows** between the two boxes to populated the activity column of the File.
File Name	M	This is the name of the report file you have selected from your directory, this is not the name of the verification list metadata file that will be created.
Activity Please Select	M	The red text will be replaced by the highlighted activity when the button is used unless **Other: Define?** was selected**.** The Activity will then need to be entered
Format txt	M	Choose a **File Format** from the dropdown list beside your file if the program has not correctly determined it.
Remove Selected File(s)		To remove a line you must **tick** the box ☐ on the line, then press the **Remove Button** and the line will be deleted.
Save		This saves the details entered on screen. Will not be active if details are missing.
Cancel		Close this screen without saving changes
Back to Report Details		Closes the screen and returns you to the Report screen where new files can be added, or the data verification list created and files exported