




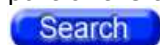






## **SOILS AND LAND RESOURCES INFORMATION IN QDEX**

### **BROWSING AND SEARCHING**

1. After reaching the "Welcome to QDEX – Exploration Reports" page, by default you will be working with Department of Mines "Exploration Reports" collection.
2. If you are a registered user click the  button it will take you to the log in page and proceed to log in.
3. Once logged in, or as an anonymous user, click on the  button to change the default document collection.
4. Select "Soils and Land Resources Reports" and click the  navigation button. You will now see "**Welcome to Soils and Land Resources Reports**"
5. If you do not have a login you will be unable to view pdf's or download them but can still browse to find your relevant report. To obtain a login, go to the  [Help](#) menu and click the "External User Access Request" option and a PDF form will pop up. Fill in this form and fax back to 61 7 38969782. You will receive your login by email.
6. To search for a report go to the  [Searches](#) menu and then click on the "Perform a General Search" option.
7. Into the "Report Title" box type your title (you only need part of the title eg area name if you know it is part of the title ie. "Burnett"). Click on the  navigation button this will bring up all the titles with Burnett in them and then you can choose which one you want to view. You could also type in a keyword if you were after a specific type of report eg "Acid Sulfate Soils" or "Salinity", or if you know the project code type it into the "Project Names" box.
8. To search for another report use the  [Searches](#) link in the top menu and start again.

**Note: It is important that you ensure you are in the Soils and Land Resources Reports collection or otherwise it will not find these reports when performing your search.**

### **DOWNLOADING**

1. When you have found your report of choice scroll down to the bottom of the page until you find the components of that report, it could be just a report (called body) or accompanied by maps etc.
2. Click onto the name to find out more details and added comments if noted **or**
3. To view the pdf and save the file click onto the  view icon next to the component you require (this will open in Adobe Reader) and when open click the save a copy button in the menu.