



BHP Billiton Iron Ore

RECONCILOR V6.0 User Guide

Version 1.0



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Name	Position	Signature	Date

Document Distribution

Name	Position
Peter Morgan	Program Manager
Neil McAlpine	Senior Project Geologist
Jason Gotte	Resource Geologist
Paul Maney	Principal Geologist
Craig Morley	Snowden Group General Manager – Technologies
Brett Kazmer	Project Manager

References

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1 Introduction

1.1 Purpose of Document

The User Guide is designed to help the user get the most out of the extensive functionality of Reconcilor.

It is a task oriented version of the User Manual, designed to give the user a step by step process for the most common functions used in Reconcilor.

1.2 Document Structure

The document structure follows specific tasks relating to the individual screens in Reconcilor.

- Homescreeen
- Blastblocks
- Stockpiles
- Port
- Approval
- Analysis
- Reports
- Utilities

2 Homescreen

This is the entry screen to the RECONCILOR System. It displays the aggregated dashboard of F1, F2 and F3 Factors for the filtered date range.

A map is displayed allowing a user to drill down into each Site's home screen.

At the bottom, a group box of buttons allows the user to open the current and historical Action Register, Technical Summary and Reconciliation Summary Reports.

2.1 View F1,F2,F3 Reconciliation dashboard for WAIO

Use Case	The user wishes to Print the F1, F2 and F3 for Hub AreaC for the month of April 2008.
Description	The Home tab is designed to show high level summary information to the user. The source of the data shown on this tab is driven purely by data calculated by RECONCILOR.
Actors	RECONCILOR User RECONCILOR
Assumptions (Pre Conditions)	
Steps	<ol style="list-style-type: none"> 1. In RECONCILOR select the Home tab 2. The WAIO F1,F2,F3 Reconciliation Home screen will open, select the month April 2008 3. Drill down from the WAIO home screen using the site map. 4. The home screen for AreaC hub will be display the dashboard for the hub's F1, F2 and F3 for April 2008 5. Click the Print tab to print the home screen view containing the F1, F2, and F3 reconciliation charts
Variations	<p>Select the NJV Hub, then select the Site Drilldown list to pick a site at the hub enabling the user to validate the F1 and F2 of the site for the given period</p> <p>At the bottom a group box of buttons will allow the user to open up the current and historical Action Register, Technical Summary and Reconciliation Summary Reports.</p>
Post Conditions	
Issues	N/A

3 Blastblocks

The Blastblocks tab is designed to facilitate the management of blocks and the retrieval of block related data. The key source of this information is generally obtained through the importation of block models from external sources.

3.1 Change columns displayed on Blastblock Screen

Use Case	Change columns displayed on Blastblock Screen
Description	The Reconcilor user wants to re-order, add or remove a column in the Blastblock List.
Actors	Reconcilor User Reconcilor
Assumptions (Pre Conditions)	The user has permission to access the User Interface Listing on the Utilities page.
Steps	<ol style="list-style-type: none"> 1. In Reconcilor the user navigates to the Utilities Tab and selects 'User Interface Listing' from the list. 2. Select 'Edit Columns' for Blastblock Listing. 3. The user can modify the order, field display name, the width of the columns, enable and disable columns on the screens and display sum amounts for selected columns. <ol style="list-style-type: none"> a) With the Field Display Name the user can add '
' to break the words to a new line. For example 'Approved
Removed Tonnes' will put the word Approved on the top line and Removed Tonnes on the second line. 4. Save columns when complete
Variations	N/A
Post Conditions	The Blastblock List and Blastblock Tree columns are modified.
Issues	N/A

3.2 Change the displayed name of a Hub

Use Case	Change Hub names displayed on Blastblocks Screen
Description	The RECONCILOR user wants to change the name of a Hub e.g. Area C to Central Pilbara
Actors	RECONCILOR Administrator RECONCILOR
Assumptions (Pre Conditions)	The user has permission to access the Referential Data on the Utilities page.
Steps	<ol style="list-style-type: none"> 1. In RECONCILOR the user navigates to the Utilities Tab and selects 'Locations' from the Referential Data table. 2. Expand the location tree to AreaC node 3. Select the Edit hyperlink. This will open an Edit Location table in which the user can change the AreaC name to Central Pilbara 4. Save location edits when complete 5. Select Blastblocks tab to view the changed location
Variations	N/A
Post Conditions	The AreaC hub name is changed to Central Pilbara in both the Digblock List and Digblock Tree screens
Issues	N/A

3.3 Review the Blastblock attributes for a selected Blastblock

Use Case	Review Blastblock attributes for a selected Blastblock
Description	The user may wish to compare the predicted Blastblock modeled tonnes to the actual mined tonnes
Actors	Reconcilor User Reconcilor
Assumptions (Pre Conditions)	The Blastblock exists in the current import from Blastholes 4
Steps	<ol style="list-style-type: none"> 1. Select the Blastblocks tab from the RECONCILOR user interface 2. Filter to Blastblock EE-671-707-6 using the location filter in the Blastblock view 3. Select the EE-671-707-6 hyperlink 4. Review the predicted and actual tonnes and grades as tabled
Variations	The selected Blastblock may be accessed through the Blastblock Tree and drilling down through the location hierarchy Company – WAIO, Hub – AreaC, Site – AreaC, Pit – EE, Bench – 0671, Blast – 0707, Block - 6
Post Conditions	N/A
Issues	N/A

3.4 Review the Mining activity for a selected Blastblock

Use Case	Review Blastblock mining activity
Description	The user may wish to validate a blastblock mining activity over a selected date range
Actors	Reconcilor User Reconcilor
Assumptions (Pre	The Blastblock exists in the current import from Blastholes 4

Conditions)	
Steps	<ol style="list-style-type: none">1. Select the Blastblocks tab from the RECONCILOR user interface2. Filter to Blastblock EE-671-707-6 using the location filter in the Blastblock view3. Select the EE-671-707-6 hyperlink4. Select the Mining tab5. Enter the date range 1-May-2008 to 31-May-20086. Click the Filter button
Variations	The selected Blastblock may be accessed through the Blastblock Tree and drilling down through the location hierarchy Company – WAIO, Hub – AreaC, Site – AreaC, Pit – EE, Bench – 0671, Blast – 0707, Block - 6
Post Conditions	N/A
Issues	N/A

3.5 Review the location in Plan View of a selected Blastblock

Use Case	Review the location of a selected Blastblock and surrounding blastblocks details
Description	The user may wish to review the location of a blastblock and also the predicted and actual tonnes and grades of surrounding Blastblocks
Actors	Reconcilor User Reconcilor
Assumptions (Pre Conditions)	The Blastblock exists in the current import from Blastholes 4
Steps	<ol style="list-style-type: none"> 1. Select the Blastblocks tab from the RECONCILOR user interface 2. Filter to Blastblock EE-671-707-6 using the location filter in the Blastblock view 3. Select the EE-671-707-6 hyperlink 4. Select the Location tab 5. Select a surrounding blastblock by clicking on the plan view 6. View the newly selected blastblock attributes table
Variations	The selected Blastblock may be accessed through the Blastblock Tree and drilling down through the location hierarchy Company – WAIO, Hub – AreaC, Site – AreaC, Pit – EE, Bench – 0671, Blast – 0707, Block - 6
Post Conditions	N/A
Issues	N/A

4 Stockpiles

The Stockpile Tab screen shows a summary of the total tonnes on a stockpile based on production, survey and trucking information. It also shows the number of tonnes added for the current month.

4.1 Add a Stockpile Group

Use Case	Add Stockpile Group
Description	The user would like to create a new stockpile group for display or reporting purposes.
Actors	Reconcilor User Reconcilor
Assumptions (Pre Conditions)	The stockpile group required does not exist. The user has permission to add a new stockpile group.
Steps	<ol style="list-style-type: none"> 1. In Reconcilor the user navigates to the Utilities Tab and selects 'Stockpile Groups' from the list. 2. In the left 'Stockpile Groups' box select 'Add a Stockpile Group'. 3. The Reconcilor User adds the following details: <ol style="list-style-type: none"> a. Stockpile Group – the name of the group, this name appears in all reports and on screen. b. Description – this will be viewed in reports. c. The user can add existing stockpiles to the new group. 4. The user selects 'Save New Stockpile Group' to add the new stockpile group.
Variations	N/A
Post Conditions	When adding a new stockpile or editing a stockpile, the new Stockpile Group will appear as an option. Use this function to remove stockpiles from a stockpile group or to delete a stockpile group.
Issues	Cannot have 2 stockpile groups with the same name.

4.2 Change columns displayed on Stockpile Listing Screen

Use Case	Change columns displayed on Stockpile Listing Screen
Description	The Reconcilor user wants to re-order, add or remove a column in the Stockpile Listing screen.
Actors	Reconcilor User Reconcilor
Assumptions (Pre Conditions)	The user has permission to access the User Interface Listing on the Utilities page.
Steps	<ol style="list-style-type: none"> 1. In Reconcilor the user navigates to the Utilities Tab and selects 'User Interface Listing' from the list. 2. Select 'Edit Columns' for Stockpile Listing. 3. The user can modify the order, field display name, the width of the columns, enable and disable columns on the screens and display sum amounts for selected columns. <ol style="list-style-type: none"> a) With the Field Display Name the user can add '
' to break the words to a new line. For example 'Approved
Removed Tonnes' will put the word Approved on the top line and Removed Tonnes on the second line. 4. Save columns when complete
Variations	N/A
Post Conditions	The Stockpile List columns are modified.
Issues	N/A

4.3 Change columns displayed on Stockpile Activity Listing Screen

Use Case	Change columns displayed on Stockpile Activity Listing Screen
Description	The Reconcilor user wants to re-order, add or remove a column in the Stockpile Activity List.
Actors	Reconcilor User Reconcilor
Assumptions (Pre Conditions)	The user has permission to access the User Interface Listing on the Utilities page.
Steps	<ol style="list-style-type: none"> 1. In Reconcilor the user navigates to the Utilities Tab and selects 'User Interface Listing' from the list. 2. Select 'Edit Columns' for Stockpile Activity Listing. 3. The user can modify the order, field display name, the width of the columns, enable and disable columns on the screens and display sum amounts for selected columns. <ol style="list-style-type: none"> a) With the Field Display Name the user can add '
' to break the words to a new line. For example 'Approved
Removed Tonnes' will put the word Approved on the top line and Removed Tonnes on the second line. 4. Save columns when complete
Variations	N/A
Post Conditions	The Stockpile Activity Listing columns are modified.
Issues	N/A

4.4 View the changes of a stockpile over a period for a selected Stockpile

Use Case	View current stockpile balances as well as total tonnes added in the current month to date
Description	The RECONCILOR user wants to view current tonnes on a Stockpile or the total amount of tonnes added to the stockpile during the current month
Actors	RECONCILOR User RECONCILOR
Assumptions (Pre Conditions)	The Stockpile has been imported into RECONCILOR through the Stockpile Data Importation
Steps	<ol style="list-style-type: none"> 1. In RECONCILOR navigate to the Stockpiles Tab 2. The Stockpile List can then be filtered by Location through the Location Hierarchy filter, Open or Closed Stockpiles, Ore Type, or Start Date range. 3. If the user knows the part of a stockpile name this can be typed into the Stockpile Name filter e.g. 001 4. Stockpiles are grouped or viewed ungrouped. Stockpile grouping can be managed by the RECONCILOR Administrator through the Utilities tab/Referential Data/Stockpile Groups. Grouped stockpiles will show aggregated values for the group on this page. 5. The Stockpile List will display the Stockpile Name and associated current tonnes on the stockpile as well as display any additions to the stockpile in the current month
Variations	N/A

Post Conditions	As negative stockpiles identify a fault in the on/off transactions of a stockpile, they are flagged in red font and raised as a Data Exception to enable the source data to be corrected
Issues	N/A

4.5 Obtain detailed information about a stockpile

Use Case	View 08001G1 Stockpile balances and for April 2008
Description	The RECONCILOR user wants to view detailed information regarding a particular stockpile over a specified period.
Actors	RECONCILOR User RECONCILOR
Assumptions (Pre Conditions)	The Stockpile has been imported into RECONCILOR through the Stockpile Data Importation
Steps	<ol style="list-style-type: none"> 1. In RECONCILOR navigate to the Stockpiles Tab 2. Select a Stockpile Name hyperlink to open the Stockpile View screen of the selected stockpile e.g. 08001G1 Post Crusher Stockpile 3. View the Stockpile Details: <ol style="list-style-type: none"> a. Description b. Ore Type c. Modeling Type d. State e. Stockpile Group f. Date last adjusted g. Reason for last adjustment h. View Stockpile changes over the period 1-Apr-2008 to 30-Apr-2008 (table and graphically) i. View current tonnes and grades (as at current date) 4. Select Balances tab <ol style="list-style-type: none"> a. The View Stockpile balances screen will display closing balances, additions to the stockpile and removals from the stockpile for the period specified in the filter box. 5. Select Charting tab <ol style="list-style-type: none"> a. The chart is interactive allowing the user to specify the attributes to be charted on the left and right axis. Select the date range 1-Apr-08 to 30-Apr-08 6. Select Activity tab <ol style="list-style-type: none"> a. The activity screen allows the user to view all additions, removals and adjustments for a given period. b. Select the date range 1-Apr-08 to 30-Apr-08 and note the manual adjustment of 22,293 on 19th April 2008. 7. Select Genealogy tab <ol style="list-style-type: none"> a. This screen shows a breakdown of the Blastblocks that comprise the stockpile. Through daily trucking and production data tonnes additions and removals, stockpiles can be modeled. The composition of a stockpile can be determined back to the Blastblocks that were mined by tracking and modeling of the stockpiles. 8. Select Location tab <ol style="list-style-type: none"> a. The user is able to upload a location diagram, map, photos of the

		stockpile by editing the location section in edit stockpile.
Variations	N/A	
Post Conditions	Negative stockpiles identify a fault in the on/off transactions of a stockpile, they are flagged in red font and raised as a Data Exception to enable the source data to be corrected	
Issues	N/A	

5 Approval

This screen is used by BHPBIO to sign off against the depleted tonnes from each block mined in the period. The user will be provided by the Resource, Reserve and Grade Control model depleted followed by Hauled and Surveyed tonnes for each Blastblock which has had activity in the period specified as the filter. The user can then sign off against each Blastblock by clicking the data approved which will put their name against the Sign Off column.

5.1 Blastblock Monthly Validation and Approval

Use Case	The user wishes to validate monthly pit depletions by Blastblock in order to proceed with F1 approval.
Description	The Digblock Approval & Validation screen is used by BHPBIO to sign off against the depleted tonnes from each block mined in the period.
Actors	RECONCILOR User RECONCILOR
Assumptions (Pre Conditions)	
Steps	<ol style="list-style-type: none"> 1. In RECONCILOR select the Approval tab 2. Select the Digblock Approval link located in the Depletion Menu 3. Filter to the month in which the approvals are to be validated 4. Uncheck Limit Records box 5. Click the Refresh button 6. Displayed will be the Resource, Reserve and Grade Control model tonnes, followed by Hauled and Surveyed tonnes for each Blastblock which has had activity in the period specified as the filter 7. The user can then sign off against each Blastblock by clicking the data approved which will put their name against the Sign Off column
Variations	
Post Conditions	<p>Approval of this information will lock the imports for this information preventing updates from being received. This is to ensure the data reported does not change after the reporting has been approved/signed.</p> <p>Approvals can be rolled back / undone (only by the system administrator), which will enable the system to collect data changes for the period again.</p>
Issues	N/A

5.2 Approval of F1 by pit, F2 by site, and F3

Use Case	Sign off against the validation of F1, F2, F3 tonnes and grades and supporting data.
Description	The approval of the F1, F2, F3 tonnes and grades are the figures that make up the F1, F2, F3 factors.
Actors	RECONCILOR User RECONCILOR
Assumptions (Pre Conditions)	F3 can only be approved by users assigned to a role with the WAIO admin permission classified as BHPBIO level, General HUB and Site users will not be able to approve these.
Steps	<ol style="list-style-type: none"> 1. In RECONCILOR the user navigates to the Approvals Tab and select the Validation and Approval Screen 2. Enter the date range for the data to be validated and approved 3. Display the screen at Hub level by selecting the Location filter 4. The user can sign off each designation by clicking on the sign off check box. Although the F1, F2, and F3 are displayed at Hub level only the F3 is approved from this screen 5. The users name will be displayed next to the sign off 6. Select a site from the Location filter 7. The user can validate and approve the F2 at site level and F1 at pit level 8. F1 can be approved when all the pits for the site and hub have been approved and blastblock validation has also been approved.
Variations	This screen is to be able to be displayed at a selected hub, site or pit level.
Post Conditions	
Issues	N/A

5.3 Approval of non ore movements by pit e.g. waste.

Use Case	Validate and approve data not covered in the F1F2F3 validation and approval
Description	This screen is used by BHPBIO to sign off against the validation of data. Each material movement not covered in the F1F2F3 validation and approval screen are an additional row
Actors	RECONCILOR User RECONCILOR
Assumptions (Pre Conditions)	The user has permission to access the User Interface Listing on the Utilities page.
Steps	<ol style="list-style-type: none"> 1. In RECONCILOR the user navigates to the Approvals Tab and select the Other Movements Approval Screen 2. Enter the date range for the data to be validated and approved 3. The user can then sign off each designation by clicking on the sign off check box. It will then sign off that item and display the users name next to the sign off.
Variations	The items to be signed off are dependent on the site configuration of non ore designations
Post Conditions	<p>Approval of this information will lock the imports for this information preventing updates from being received. This is to ensure the data reported does not change after the reporting has been approved/signed.</p> <p>Approvals can be rolled back / undone (only by a user with system admin role), which will enable the system to collect data changes for the period again.</p>
Issues	N/A

6 Analysis

The Analysis screen offers functionality to spatially compare variances between two data measures for a given location and date range.

6.1 Perform a Digblock Spatial Comparison

Use Case	Performs a Digblock Spatial Comparison
Description	Perform a digblock spatial comparison and print the result.
Actors	Reconcilor User Reconcilor
Assumptions (Pre Conditions)	The user has permission to use the Analysis Tab.
Steps	<ol style="list-style-type: none"> 1. In Reconcilor the user navigates to the Analysis Tab. 2. Click on the drop down for Location and select the company level WAIO 3. Click on the drop down for Location and select the Hub level AreaC 4. Click on the drop down for Location and select the Site level AreaC 5. Click on the drop down for Location and select the Pit level CE 6. Click on the drop down for Location and select the Bench level 0629 7. Click on the drop down for Location and select the Blast level 0550 8. Select a Date From and Date To for a month period. For example: From Date: 01-Jun-2008 to 30-Jun-2008 9. Select Comparison A – Block Model, Block Model Type: Grade Control Model. 10. Select Comparison B – Actual Haulage 11. Select Use Colours 12. Select Attribute Tonnes 13. Click 'Filter' 14. Hover over each block displayed in the plan view to obtain block name, variance, and the tonnes for the Grade Control block model (Comparison A) and the Actual Haulage tonnes (Comparison B)
Variations	<p>The variance can be displayed using circles rather than colours by clicking the Variance Display Use Circle check box and clicking on the Filter button.</p> <p>The user can modify the percentages brackets to use when rendering the visuals on the spatial comparison screen. For each bracket the user may also specify the colour to render the Digblock as when its variance is within it.</p> <p>Change the comparison variance setup</p>
Post Conditions	A visual aid in identifying patterns of variance across a selected location
Issues	None

6.2 Change the Comparison Variance Setup

Use Case	Change the comparison variance setup
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Description	Change the colours or the variance percentage for the spatial comparison
Actors	Reconcilor User Reconcilor
Assumptions (Pre Conditions)	The user has permission to use the Analysis Tab.
Steps	<ol style="list-style-type: none">1. In Reconcilor the user navigates to the Analysis Tab.2. Click 'Comparison Variance Setup' on the left Analysis Task box.3. Select the location that the change is to apply from.4. Change the Colour for Variance A, B, C, D and E.5. Change the Percentage Variance A, B, C, D and E.6. Select 'Save'7. Perform a spatial comparison using the newly defined setup (see Task 5.1)
Variations	Press the legend on the Spatial Comparison page to put you through to the Variance Setup page
Post Conditions	Rerun the Digblock Spatial Comparison as described in section 6.1 and observe the new variance colours and percentages.
Issues	N/A

7 Port

The Port tab provides the user with the ability to perform review Shipping, Port Blending and Port Balances for a selected date range. From this area the user is able to view the balance of tonnes at the port by hub and month, as well as shipping data including date, hub, ship, country, customer product, tonnes, and grades.


7.1 Obtain total tonnes shipped from Area C Hub for a selected period.

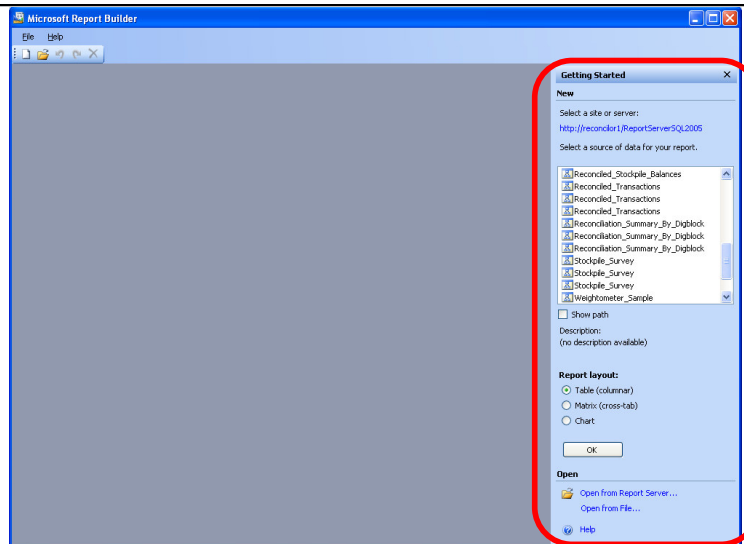
Use Case	View the Shipping from 6 Apr 2008 to 12 Apr 2008 from Hub Area C
Description	The RECONCILOR user wants to view the total tonnes shipped from a Hub for a selected period
Actors	RECONCILOR User RECONCILOR
Assumptions (Pre Conditions)	Shipping data required existed in the Ship Tonnes and Grades Import
Steps	<ol style="list-style-type: none"> 1. In RECONCILOR navigate to the Port Tab 2. Select the Date From: 6-Apr-2008 and Date To: 12-Apr-2008 3. Click the Filter button 4. Expand the data list by clicking on the double arrow down located above the table scroll bar on left side of table 5. Click the Hub header to sort by Hub 6. The total tonnes for AreaC can be added by viewing tonnes corresponding to Hub Area C or the list can be exported to Excel to calculate.
Variations	N/A
Post Conditions	N/A
Issues	N/A

8 Reports

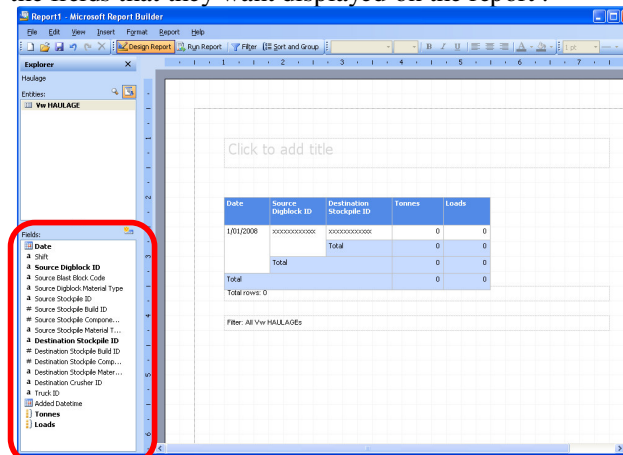
The Reports tab in the RECONCILOR User Interface enables to user to view the list of standard and BHP Billiton Iron Ore Reports as well as the functionality in which to manage reports.

8.1 Ad-Hoc Reporting – Create your own reports

Use Case	Ad-Hoc Reporting – Create your own report and add it to the screen
Description	The user wants to create a new report and add it to the screen for everyday use and allow others to use it. This example shows a user wants to create a Haulage report in table format.
Actors	Reconcilor User Reconcilor
Assumptions (Pre Conditions)	The user has permissions to Report Management on the Reports Tab
Steps	<ol style="list-style-type: none"> 1. In Reconcilor the user navigates to the Reports Tab and selects 'Report Management' from the Reports box. 2. Click 'Ad-hoc Report Builder' allows the user to create simple customised reports. <p>When a user runs Ad-hoc report builder for the first time they may get the following security warning. Click 'run' to continue.</p>  <p>On the right hand side of the Report Builder screen the user can select a source of data.</p> <ol style="list-style-type: none"> 1. Select 'Haulage'. 2. Under report layout select 'Table' and then click OK.

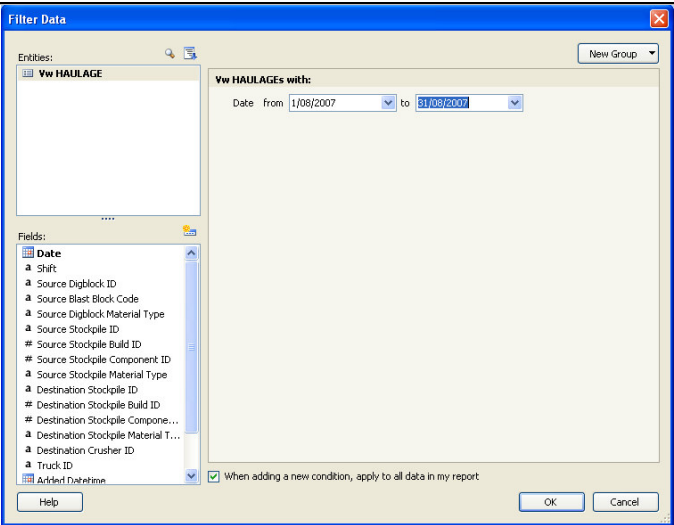


3. The Microsoft Report Builder design report screen opens with the table and fields the user selected. In the field list (area circled) the user can double click on the fields that they want displayed on the report .

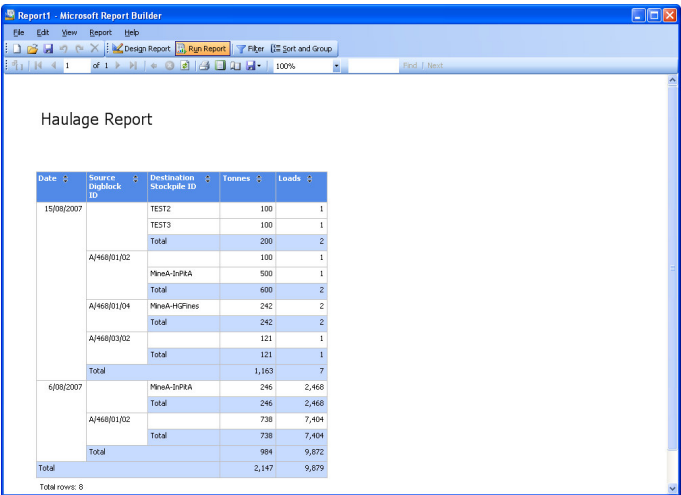


4. The user can click on 'Click to add title' to add a title for the report.

5. The user can add a date filter by clicking Report (on the menu) and then selecting Filter. The user then double clicks on Date in the fields list. Click on 'equals' to get a drop down list and selecting 'From ... To'. Enter the dates and click OK.



6. The user can then run the report to check that the report prints as expected. To do this click on ‘Run Report’ on the Tool Bar.



Once the report is fine tuned save the report. Select File and then click Save to File. The user can select a location to save the report to. Close Report Builder.

Variations	
Post Conditions	
Issues	For more information to create reports and to edit reports click on Help within SQL Server and then select Report Builder Help.

8.2 Publish your ad-hoc report to the UI

Use Case	Publish your ad-hoc report to the UI
Description	Create and then publish a new report so that everyone can utilise it
Actors	Reconcilor User Reconcilor
Assumptions (Pre Conditions)	The report has been created and saved to a file.
Steps	1. To add the report to Reconcilor the user can select ‘Upload a Report’ and browse for the saved report, 2. Add a report name, description and report group. That report is now available

	to all users.
Variations	
Post Conditions	
Issues	

8.3 Generate and Print a BHP Billiton Iron Ore Report

Use Case	Blast reconciliation has been completed for a blast and F1 (GC/MM) factor reconciliation report must be generated for BHPBIO reporting
Description	BHP Billiton Iron Ore reports are accessed through the Reports tab. A PDF document will be generated for the filtered location
Actors	RECONCILOR User RECONCILOR
Assumptions (Pre Conditions)	The user has completed F1 validation and approval for the required blast.
Steps	<ol style="list-style-type: none"> 1. Select the Reports tab from the RECONCILOR User Interface 2. Select the Blast by Blast Reconciliation report hyperlink listed in the BHPBIO Reports group 3. Leave the default format of the report at Adobe PDF File 4. Using the location filter drill down to the required blast 5. Click the Run Report button 6. The user may print or save the report using the File menu at the top of the screen
Variations	To view another report, select the Report List hyperlink to navigate back to the full list of Reports
Post Conditions	<p>Approval of Blastblocks in the Approvals tab will prevent updates to the blastblock from being received. This is to ensure the data reported does not change after the reporting has been approved/signed.</p> <p>If the user would like additional data to be included in the reporting, approvals can be rolled back / undone (only by a user with system admin role). This will enable the system to collect data changes for the period again.</p>
Issues	N/A

9 Utilities

The Utilities screen acts as a launching pad for performing scheduled tasks and exception management, as well as the administration of reference tables and for keeping track of the reconciliation system processes.

9.1 Queue a haulage import

Use Case	Queue a haulage import can be done if the user does not wish to wait for the next automated import
Description	Import Queue Management screen is accessed via the Utilities tab in the User Interface. A full list of imports can be viewed in the Imports tab with the Active status ticked if the import is currently active.
Actors	Reconcilor Administrator Reconcilor
Assumptions (Pre Conditions)	The user has permissions the Import Queue Management section of Utilities.
Steps	<ol style="list-style-type: none"> 1. In Reconcilor the user navigates to the Utilities Tab and select 'Import Queue Management' 2. Select the Imports tab 3. Locate the Haulage Import from MQ2 and click on the View Import hyperlink to view the details for the Haulage Import 4. Select the Queue hyperlink corresponding to the Haulage import 5. Select the Job Queue tab to view the import has been queued
Variations	Snowden Technologies can start the import
Post Conditions	Ensure the import has been successful by looking at the status of the import when it has completed.
Issues	N/A

9.2 Haulage Management

Use Case	View the haulage transactions for a selected blastblock
Description	Administrators may need to review haulage over a time period to validate the haulage or check for source or destination misallocation
Actors	Reconcilor Administrator Reconcilor
Assumptions (Pre Conditions)	The user has permissions to access the Haulage Management section of Utilities.
Steps	<ol style="list-style-type: none"> 1. In RECONCILOR the user navigates to the Utilities Tab and select 'Haulage Management' 2. Using the Location filter drill down to the required blastblock 3. Filter the date range to required period 4. Click on the Filter List button 5. The resulting haulage transaction list can be exported to excel if required, by clicking on the Export to CSV hyperlink at the bottom right corner of the table.
Variations	The RECONCILOR Administrator may wish to view all haulage transaction for a given period rather than for a given blastblock. The location filter should therefore be left blank and only the Haulage From and Haulage To filters populated.
Post Conditions	Potentially less import haulage errors
Issues	N/A

9.3 Weightometer Sample Management

Use Case	Review weightometer data over a time period to validate the tonnes being imported.
Description	This set of screens show all valid weightometer records within a date range and weightometer and by weightometer or by sample. Administrators may need to review weightometer data over a time period to validate the tonnes being imported.
Actors	RECONCILOR Administrator RECONCILOR
Assumptions (Pre Conditions)	The user has permissions to access the Weightometer Sample Management section of Utilities.
Steps	<ol style="list-style-type: none"> 1. In RECONCILOR the user navigates to the Utilities Tab and select 'Weightometer Sample Management' 2. Filter the location as required 3. Filter the date range 4. Display by sample 5. Select All weightometers 6. Click on the Filter button 7. The list of weightometer data can be exported to excel by clicking on the Export to CSV hyperlink
Variations	
Post Conditions	Potentially less import errors.
Issues	N/A

9.4 Name Resolution

Use Case	Name Resolution
Description	The purpose of these screens is to facilitate the linking of one name for a material point to another name. This can be done for a digblock, stockpile or crusher. Name resolutions can be set to apply for specific date ranges in time.
Actors	Reconcilor Administrator Reconcilor
Assumptions (Pre Conditions)	The user has permissions the 'Haulage Correction and Name Resolution' screen in the Utilities tab.
Steps	<ol style="list-style-type: none"> 1. In Reconcilor the user navigates to the Utilities Tab and select 'Haulage Correction and Name Resolution' 2. Select 'Name Resolution' from the Haulage Correction box. 3. Select 'Add Name Resolution' 4. Set Start Date and Start Shift and click 'Set Date' 5. Code – the code to be resolved 6. Description – the description of the name resolution 7. Resolve To – the matching Digblock, Stockpile or Crusher to the Code. 8. Click 'Save New Name Resolution'
Variations	Have the name corrected to match Reconcilor in the original data source.
Post Conditions	Potentially less import errors.
Issues	N/A

9.5 Data Exceptions

Use Case	View all active data exceptions
Description	<p>The purpose of these screens is to identify to the user when a problem becomes apparent and recommend a solution where possible.</p> <p>The two primary exceptions are negative balance stockpiles, and unbalanced plant input and outputs for date/shift combinations. Whenever a system exception has occurred it represents that there is a fundamental flaw in the data. Negative stockpiles identify a fault in the on/off transactions of a stockpile. Unbalanced Plant shifts represent errors in the weightometers / sampling around the plant.</p> <p>This screen retains all active, dismissed and resolved data exceptions.</p>
Actors	RECONCILOR Administrator RECONCILOR
Assumptions (Pre Conditions)	<p>The user has permissions the 'Data Exception screen in the Utilities tab.</p> <p>The two primary data exceptions are negative balance stockpiles, and unbalanced plant input and outputs for date/shift combinations.</p> <p>Whenever a system exception has occurred it represents that there is a fundamental flaw in the data.</p>
Steps	<ol style="list-style-type: none"> 1. In RECONCILOR the user navigates to the Utilities Tab and select 'Data Exceptions' 2. Select Active Exceptions 3. Select the 'View' hyperlink to the Detail table and Suggested Resolutions table
Variations	Use the Data Exceptions hyperlink at the top of each RECONCILOR screen

Post Conditions	Potentially less data exceptions
Issues	N/A

9.6 Add a New Ore Type

Use Case	Add a New Material Type
Description	A material type is not available from the list.
Actors	Reconcilor Administrator Reconcilor
Assumptions (Pre Conditions)	The user has permissions to add a new material type in the Utilities tab.
Steps	<ol style="list-style-type: none"> 1. In Reconcilor the user navigates to the Utilities Tab and selects 'Ore Types' from the list. 2. Under the Ore Tab expand to the level at which you want to add the new type. 3. Select 'Add Child Material Type' and enter: <ol style="list-style-type: none"> a) Material Category – the Material Type Category b) Material Abbreviation – the short name, may be used to link an import to a material type c) Material Description - may be used to link an import to a material type d) Density Conversion Factor 4. Select 'Save New Material Type'. <p>This screen allows users to manage the material types reported on within the system. The user can add, edit or delete material types. Material Editing screens to allow management of material types used in the models.</p>
Variations	N/A
Post Conditions	The new Material type will show in either / both Stockpile and Digblock screens depending on the setting in the Material Type Group.
Issues	If the material type does not appear where expected, check the associated Material Group has the correct areas ticked.

9.7 Add a New User and assign a role

Use Case	Add a New User
Description	A new user is required to use Reconcilor.
Actors	Reconcilor Administrator Reconcilor
Assumptions (Pre Conditions)	The user has permissions to the User management screens of the Utilities Tab.
Steps	<ol style="list-style-type: none"> 1. In Reconcilor the user navigates to the Utilities Tab and selects 'User Management' from the list. 2. Select 'Add a User' 3. Enter: <ol style="list-style-type: none"> a) Windows Username – Domain Name\ User name b) First Name c) Last Name d) Email Address e) Click 'Save New User' 4. Find the newly created user and select hyperlink 'Roles' 5. Select 'Modify Roles' 6. From the list of roles pick the role best suited to the new user and click 'Edit Role Assignments'. If the role does not exist, a new role can be added, see 'Role Management'. 7. Enter: <ol style="list-style-type: none"> a) Name – Select the newly created user. b) Click 'Add Role Assignment'
Variations	N/A
Post Conditions	The newly created user can access Reconcilor and see the tabs according to the Role he/she was assigned to.
Issues	N/A

9.8 Role Management

Use Case	Role Management
Description	The administrator would like to create a new group of users and hence create a new role.
Actors	Reconcilor Administrator Reconcilor
Assumptions (Pre Conditions)	The user has permissions the Role Management Screens of the Utilities tab.
Steps	<ol style="list-style-type: none"> 1. In Reconcilor the user navigates to the Utilities Tab and selects 'Role Management' from the list. 2. Click 'Add a Role' 3. Enter: <ol style="list-style-type: none"> a) Role ID – role unique name b) Description – full role description c) Is Default Role – only one role can be selected to be the default. d) Click 'Save New Role' 4. To customize the role click 'Edit Security Options' hyperlink for the newly created role. <ol style="list-style-type: none"> a) There are a number of permission levels available. Select the areas the users allocated to the role will be able to access. Click 'Save Role Options' once selections are complete. <p>Only Administrators of the Reconcilor system can create new users, edit existing users and delete users. Users can then be added to a number of user defined roles as well as standard roles included in Reconcilor. Administrators will manage the access of users to the system through these screens. Reconcilor will allow the Administrator to set up particular roles and assign access to functions within the system to these roles. This is important to ensure integrity of the data, the less people that have the ability to modify data, the more confidence you will place in it.</p>
Variations	N/A
Post Conditions	User permissions are modified
Issues	N/A

9.9 Using the Audit Log Viewer

Use Case	Using the Audit Log Viewer
Description	Used to track when a task was performed; by date, user or task
Actors	Reconcilor Administrator Reconcilor
Assumptions (Pre Conditions)	The user has permissions to the Audit Log Viewer in the Utilities tab.
Steps	<ol style="list-style-type: none"> 1. In Reconcilor the user navigates to the Utilities Tab and selects 'Audit Log Viewer' from the list. <p>Reconcilor tracks a large number of events within the system. The majority of these events are based around the manipulation of data by users or system processes. The Event viewer allows the administrator to review these events after they have occurred. The list can be filtered by a date range, event type group, event type and by user as required. Administrators may use this screen to review who has been making changes in the system and what changes they have made.</p>
Variations	N/A
Post Conditions	N/A
Issues	N/A

9.10 View a transaction in the Recalculation Logic Viewer

Use Case	View Recalculation Logic Viewer
Description	<p>Use the recalculation logic viewer to interrogate the origin and transformation of an individual transaction.</p> <p>The Recalculation Logic Viewer screen provides the user with information about how the recalculation engine has made adjustments to transactional data which has been processed in the system, and for what reasons. This includes showing how and why haulage and weightometer sample records have their tonnes changed from their original value, and how grades are assigned to such transactions.</p>
Actors	<p>Reconcilor User</p> <p>Reconcilor</p>
Assumptions (Pre Conditions)	The user has permission to use the recalculation logic viewer tool.
Steps	<ol style="list-style-type: none"> 1. In Reconcilor the user navigates to the Utilities Tab and select 'Recalculation Logic Viewer' 2. Use the various filters to limit the records that will be shown: <ol style="list-style-type: none"> a) Date from, date to b) Shift from, shift to c) Source type: Digblock, stockpile, crusher d) Source: will be a dropdown list based on the source type e) Destination type: All, stockpile, crusher f) Destination: will be a dropdown list based on the destination type g) Transaction type: haulage or weightometer 3. When the filters have been filled out, select 'Filter' 4. The list returned provides the user with a tree view for each individual transaction; its nodes can be expanded to drill down into the change history for that record. Under the summary records for each level there is the change history that the record went through to determine the summary record. On these records a view option is available for the user to view a full text description of the change and all attributes (tonnes and grades) side by side for comparison. <p>The data being shown on this screen is produced by the recalculation engine as it processes or reprocesses the transaction.</p>
Variations	N/A
Post Conditions	N/A
Issues	N/A

9.11 Changing System Settings

Use Case	If the reporting services server is changed for any reason, the system settings will need to be changed to the new server name
Description	This screen allows users to change settings which are relevant at a system wide level. These include directory locations, server names, and logic settings.
Actors	RECONCILOR Administrator RECONCILOR
Assumptions (Pre Conditions)	The user has permissions to the System Settings in the Utilities tab.
Steps	<ol style="list-style-type: none"> 1. In RECONCILOR the user navigates to the Utilities Tab and selects 'System Settings' from the list. 2. Select 'Edit' for Reporting_Services_Server 3. Change the Reporting Services server name 4. Save System Settings Edits
Variations	
Post Conditions	The system settings for the Reporting Services server will now be changed to the new name
Issues	All reports will also need to be moved to the new server

9.12 Custom Fields Configuration

Use Case	The user wishes to change the thresholds used the Home screen
Description	This screen allows the configuration of the reporting thresholds. The initial reporting thresholds will be F1 -3 Tonnes and Grades. These thresholds can be set at any level in the location tree, and when they do not exist will be inherited from the higher level.
Actors	RECONCILOR Administrator RECONCILOR
Assumptions (Pre Conditions)	The user has permissions to the Custom Fields Configuration in the Utilities tab.
Steps	<ol style="list-style-type: none"> 1. In RECONCILOR the user navigates to the Utilities Tab and selects 'Custom Fields Configuration' from the list. 2. Enter the new Reporting Threshold value 3. Apply Threshold Settings
Variations	Selecting Remove Threshold Override will clear current values for tonnes and grades.
Post Conditions	The reporting thresholds used the Home screen will be changed
Issues	N/A