Prospector

Georesources Intelligence

Version 1.0
2025

Prepared by BANJ

Authorship

Name
Benjamin Hughes
Nathan Wilson
Alexander Tolstoff
Josh Skipp

Version	**1.0**
Year	**2025**

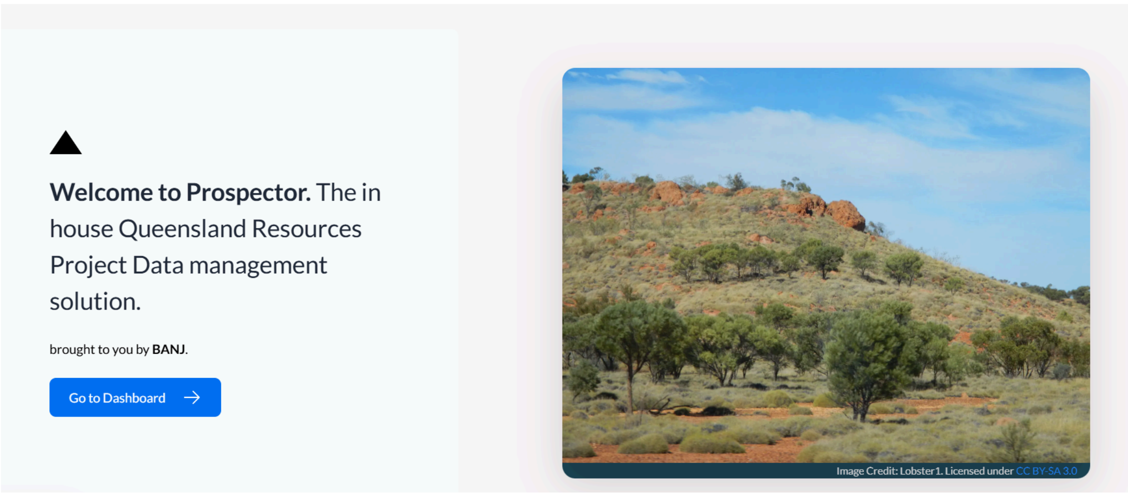
Table of Contents

Getting Started with Prospector

Welcome to **Prospector**, the web application designed to streamline the collection, validation, and analysis of critical mineral project data across Queensland. The application will transform unstructured data into a structured format and integrate vital information into the Azure Synapse data warehouse. It will also enhance the department's ability to track significant events and support the Department's goal of attracting investment to the state's critical minerals sector.

In the following sections, we will outline the key functionalities required for a standard user as well as the different roles that will be encompassed in the application.

Prospector



Accessing the Application

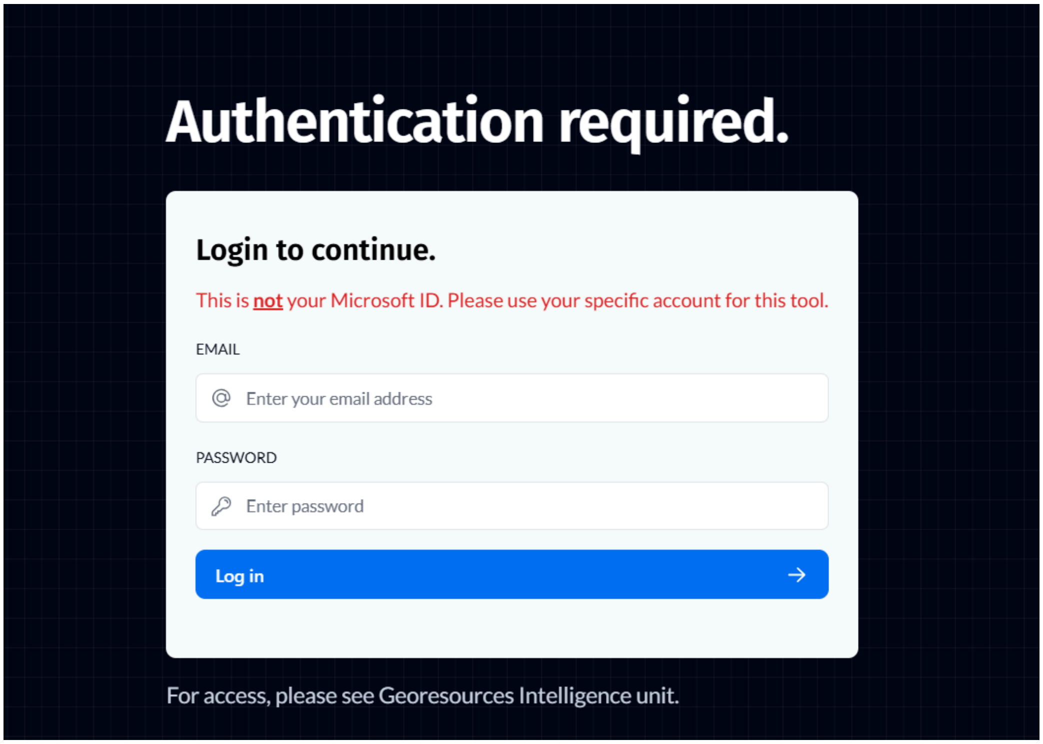
To launch the Prospector web application:
You'll be prompted to log in. Please note:

- You must use a **specific Prospector account** provided to you by the Georesources Intelligence unit.
- If you do not have an account, please contact the system administrator or a member of the Georesources Intelligence team.

Logging In

On the login screen:

1. Enter your **Username/Email** associated with your Prospector account.
2. Enter your **Password**.
3. Click the **"Log in"** button.



Need Access?

If you are a new user or unable to log in:

- Contact the **Georesources Intelligence unit** to request access or resolve any login issues.

Home Dashboard

Once logged in, you will be directed to the **Home Dashboard.** This page is the central hub of the Prospector web application. It provides users with easy access to the most commonly used tools and actions, helping you navigate efficiently through the application.

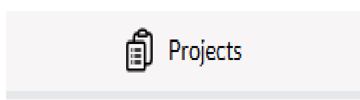
The page is divided into several key areas:

Navigation Bar

Located at the top of the page, the navigation bar allows quick access to the core sections of the application:

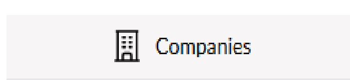
- **Home** – Returns you to the dashboard.

- **Projects** – View and manage all existing projects.

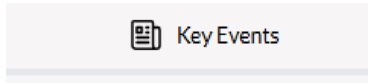


- **Commodities** – Access or add information about commodities.

- **Companies** – View or register company details.



- **Key Events** – Browse or log significant project-related events.



- **Settings** – Manage account and application settings.

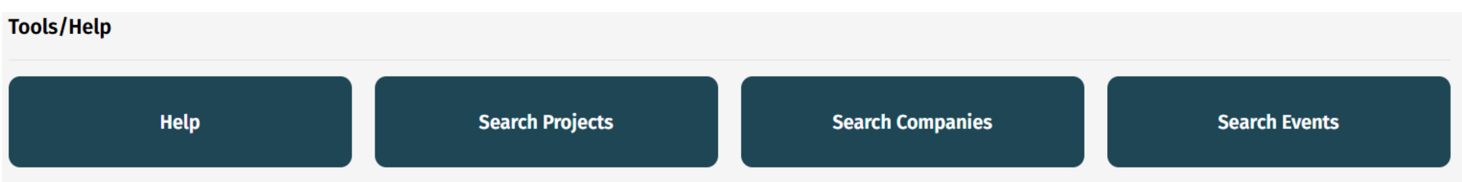
Shortcuts

This section offers **quick access buttons** for creating new records:

- **Create Project** – Entering details for a new critical minerals project.
- **Create Commodity** – Add a new mineral or resource to the system.
- **Create Company** – Register a new company involved in critical minerals.
- **Create Key Event** – Record a relevant event such as an announcement or milestone.

These buttons are designed for rapid data entry, helping analysts log information immediately at the point of discovery.

Tools/Help

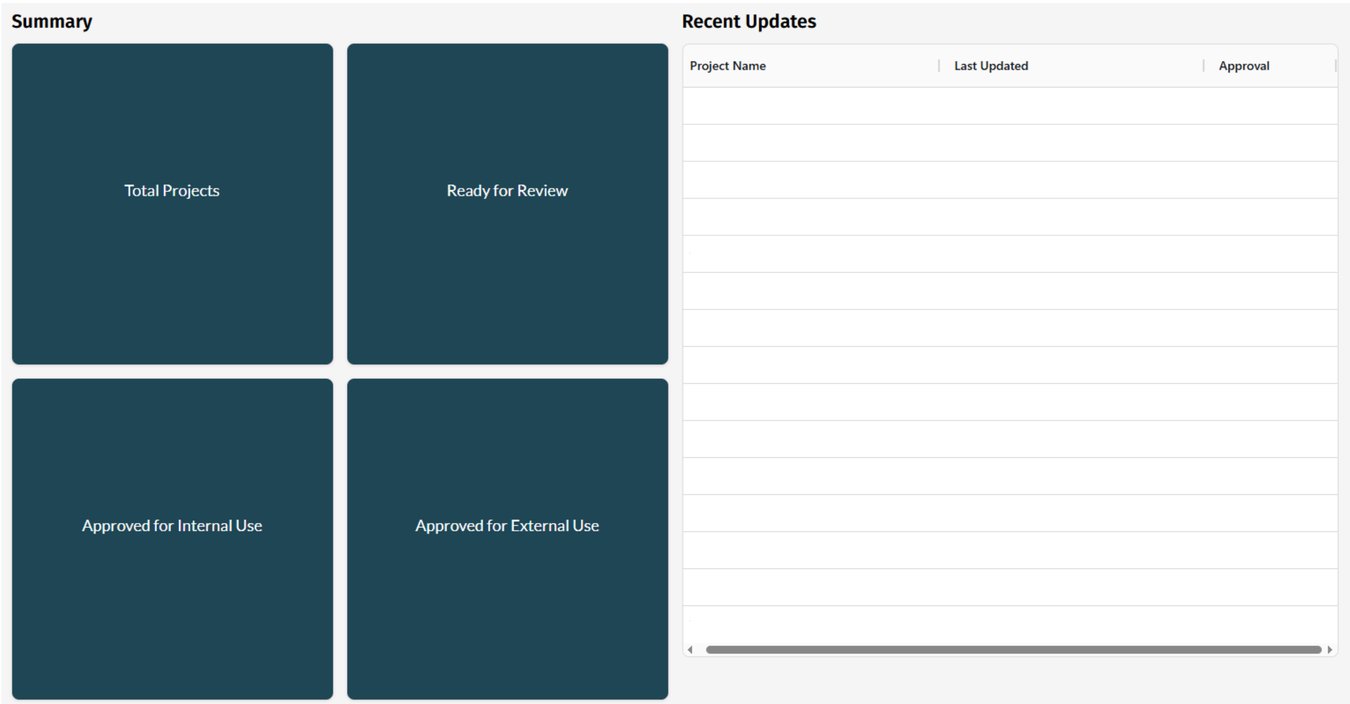


- **Help** – Opens tips and supporting documentation (this manual) to assist with using the system.
- **Search** – Allows users to search through records in the database, such as projects, companies, or events, using keywords or filters.

Productivity Section

At the bottom of the dashboard, there are two modules to showcase current productivity and recent activity within Prospector:

- **Summary** – Provides overview of figures that convey the number of projects created as well as the distribution of current approval status.
- **Last Updated** – Shows recently updated projects with the respective approval status.



Data Lists

In Prospector, there are several types of key data that can be entered and compiled into the platform. Each data list serves a different purpose, but together they create a connected and dynamic system for managing information related to critical minerals projects.

The data types include:

- Projects
- Companies
- Commodities
- Key Events

Each of these data lists are structured to support detailed record-keeping, filtering, linking, and reporting across the Prospector platform. In the following sections, we will walk through how to access, create, edit, and manage these different types of data.

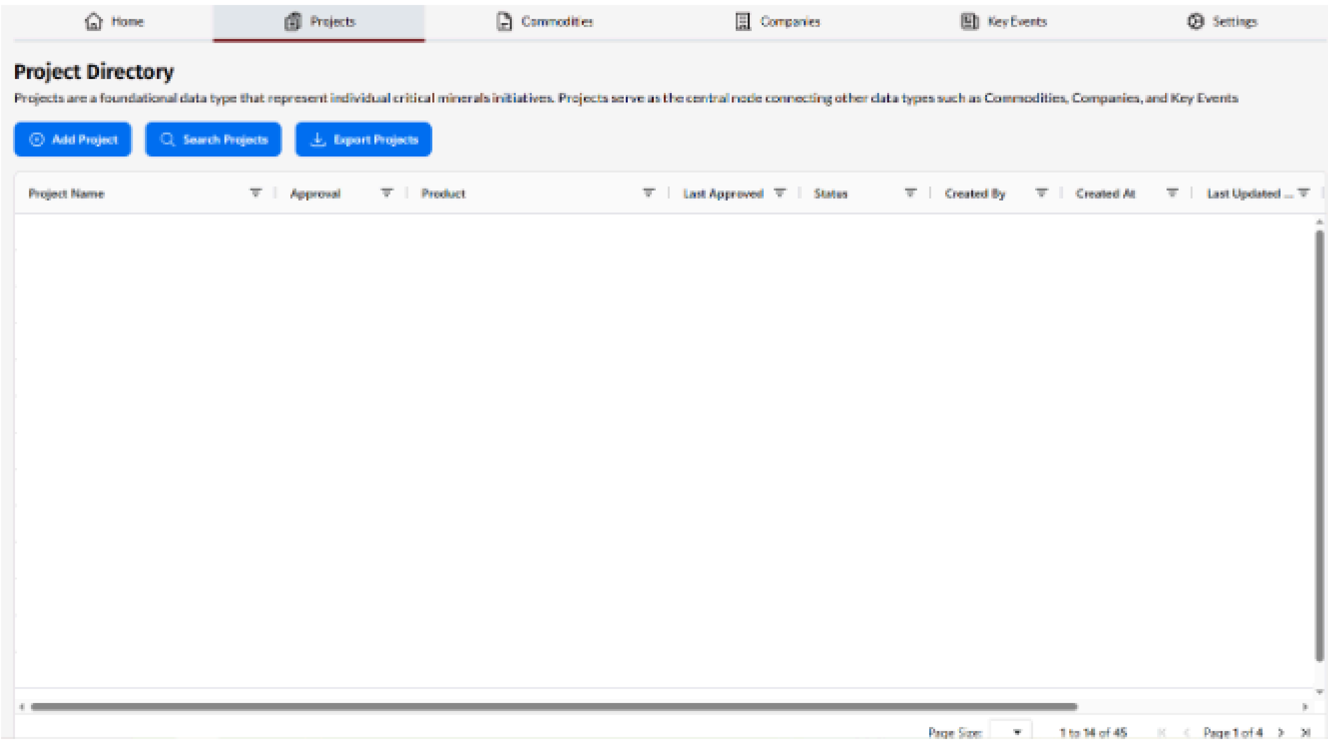
Workflow Disclaimer

It is important to note that in order to link the relevant companies, commodities and key events to a project, they must first be created in the respective creation pages. For example, a company can not be linked to the relevant project if the company doesn't exist in the database.

While all data types can be edited and altered, it is important to ensure that all other data types have been created first before creating the project. A project in the application serves as the main point of reference that a company, commodity or key event will belong to.

Projects

In Prospector, **Projects** are a foundational data type that represent an individual critical minerals initiative. Each project holds structured information related to its identity, location, material output, and approval status. The **Project Directory** allows users to view, filter, and manage these entries efficiently.



Accessing Projects

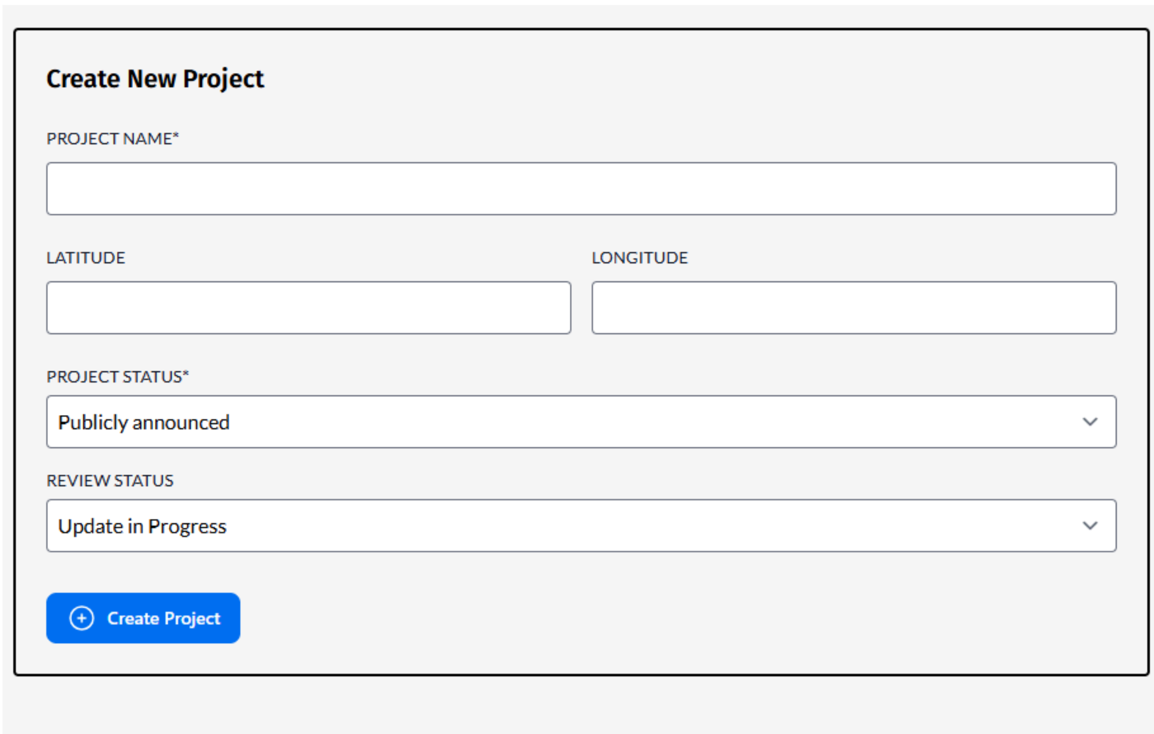
Navigate to the **Projects** tab from the navigation bar to open the **Project Directory**. This page lists all current projects in a tabular format, with tools for searching, filtering, and exporting data.

Projects serve as the central node connecting other data types such as Commodities, Companies, and Key Events, enabling cross-referencing and deeper analysis across the platform.

Adding Projects

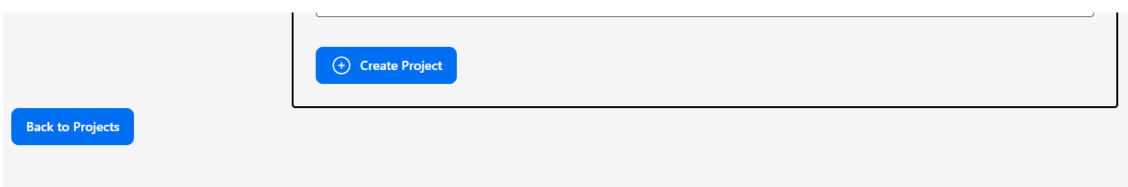
To create a new project:

1. From the **Projects** page, click the Add button.
2. You will be directed to the **Create New Project** form.



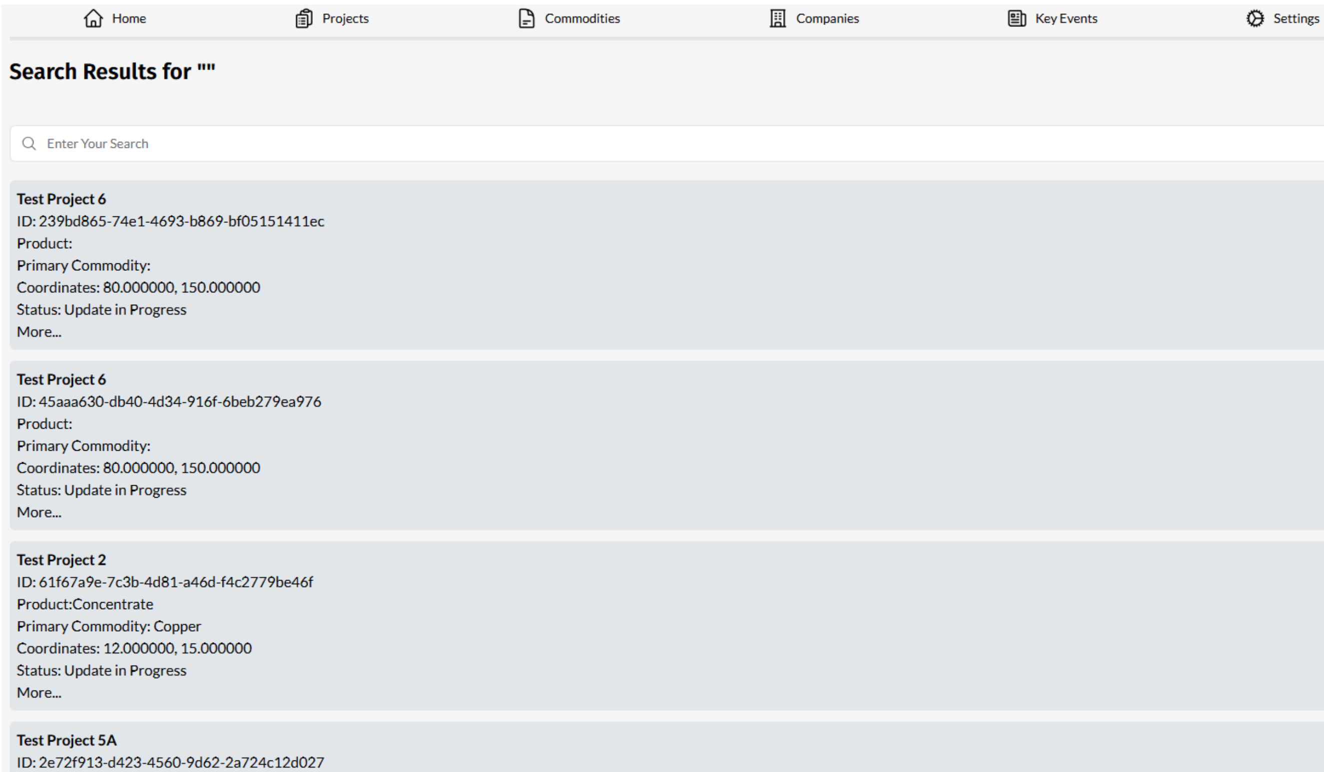
3. Fill out the required fields.
4. Click **Create Project** to save your entry.

If you wish to leave this form, simply click ‘Back to Projects’ at the bottom of the form.



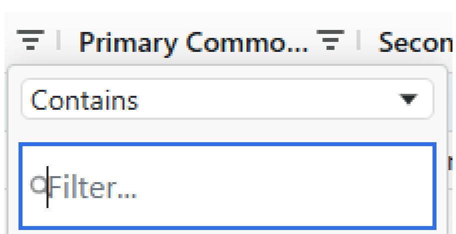
Searching Projects

The Projects Directory includes a **Search Projects** button which will redirect the user to a **Search Results Page** to quickly locate specific projects by name or related information.



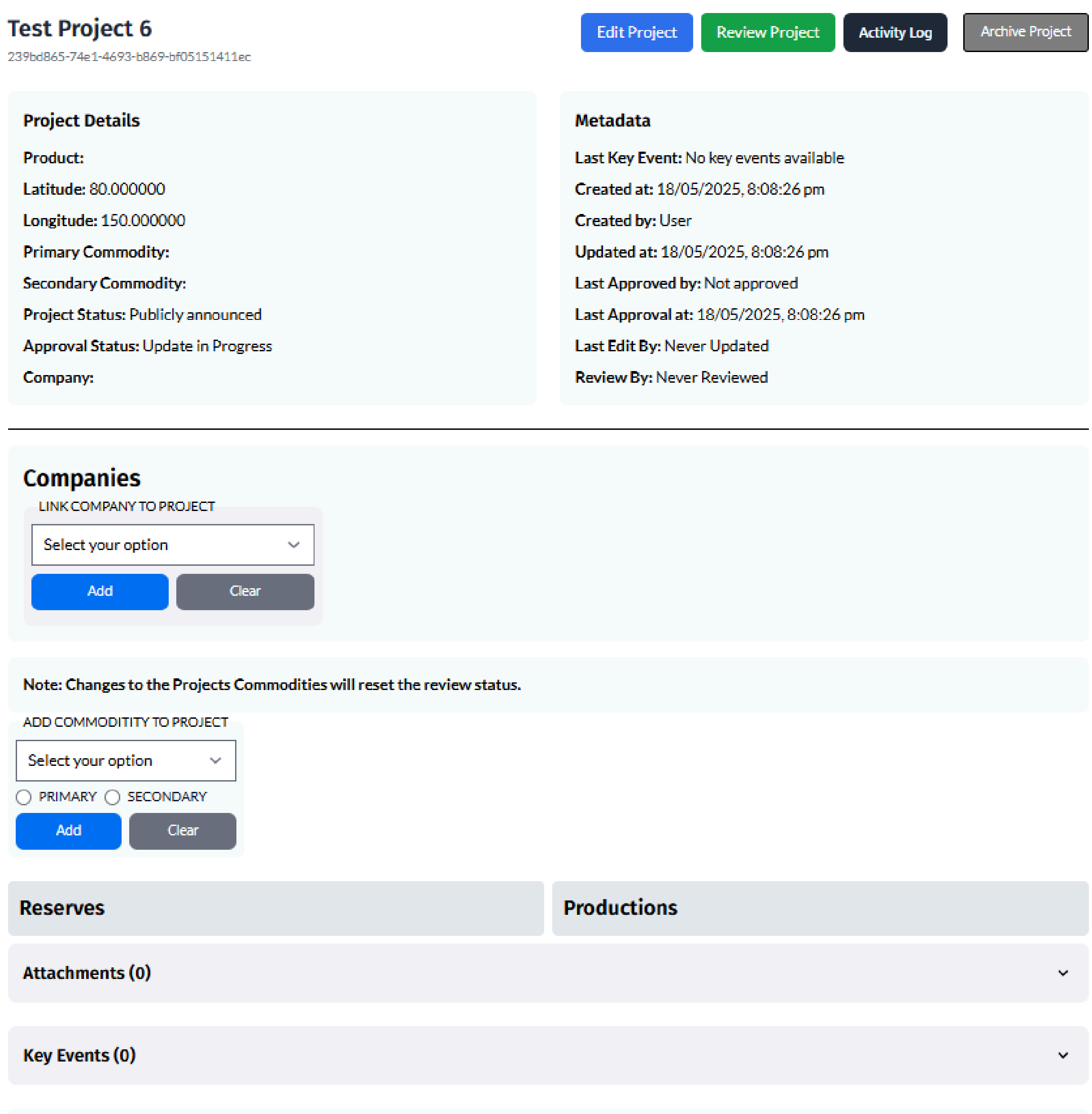
To access the project from the search results page, simply click on “More” for the respective project.

On the Project Directory, you can also filter results based on fields like product, commodity type and approval status.



Project Details Page

Once created, a project will have its own dedicated Project Page which can be accessed by locating the project on the project directory. This is where detailed information can be viewed and managed.



The Project Page includes:

- **Project Overview**: Displays key information such as project name, product, coordinates, primary and secondary commodities, project status and relevant metadata.

- **Editing/Reviewing Options**: The user will be able to update or review project details directly.

- **Associated Data:** Links to related Companies, Commodities, and Key Events tied to the project for easy navigation and deeper analysis.

- **Activity Log**: A record of major updates or changes made to the project entry.

- **Archive Project**: A function for relocating an old/unwanted project that no longer has relevance in the main directory. (Admin Only Functionality)

- **Navigation Controls**: Quick actions to return to the Project Directory, edit the current project, or add new related records.

Important Note: Learning how to create these other data objects will kept in their respective chapters.

The Project Page is designed to be the central point for managing all aspects of a specific critical minerals initiative, ensuring information remains organized, accessible, and easy to update as projects evolve.

Editing/Updating Projects

To edit or update an existing project:

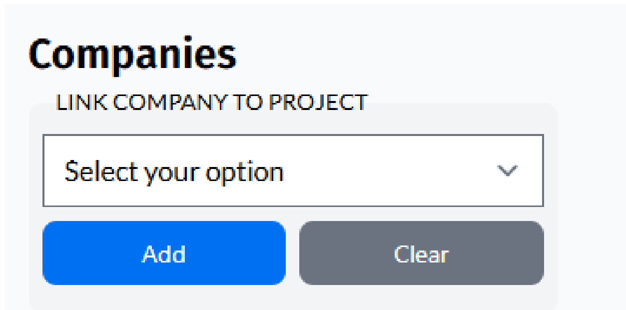
1. From the details page, select the **Edit** button to update project information.

2. Make the necessary changes and click **Update Project** to update the record.

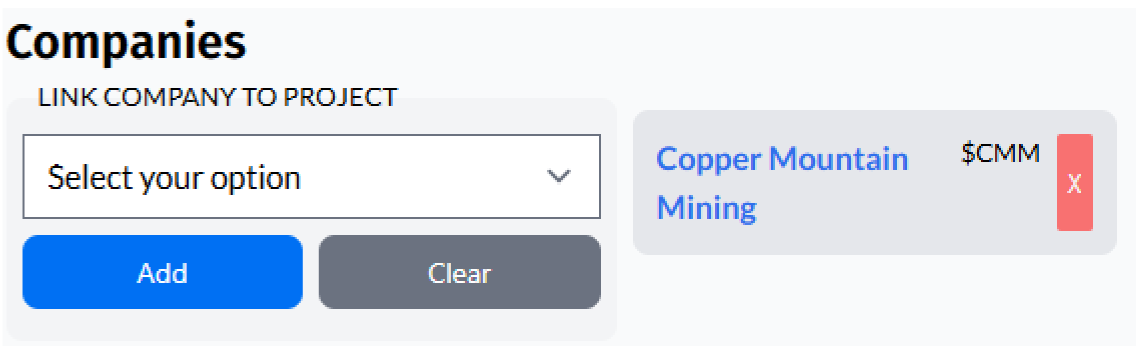
Linking Companies to a Project

To link a company to a project:

1. From the details page, go to the companies section and open the drop down to select the company.



2. Once a company has been selected, click and the company will appear. If you wish to deselect the linked company, simply click the red "X" to deselect.

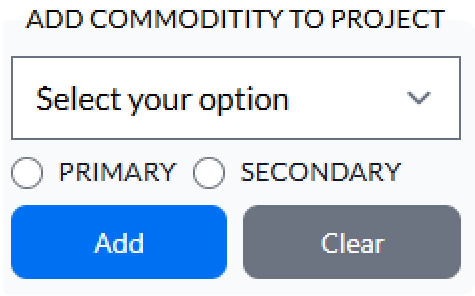


Important Note: You can only link a company that already exists in the database. If you are trying to link a company that doesn't exist yet, it needs to be created first. Further information on company creation will be available in the Companies chapter.

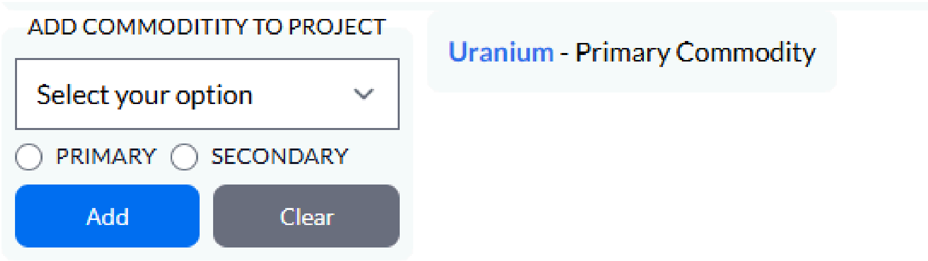
Linking Commodities to a Project

To link a company to a project:

1. From the details page, go to the commodities section and open the drop down to select the company.



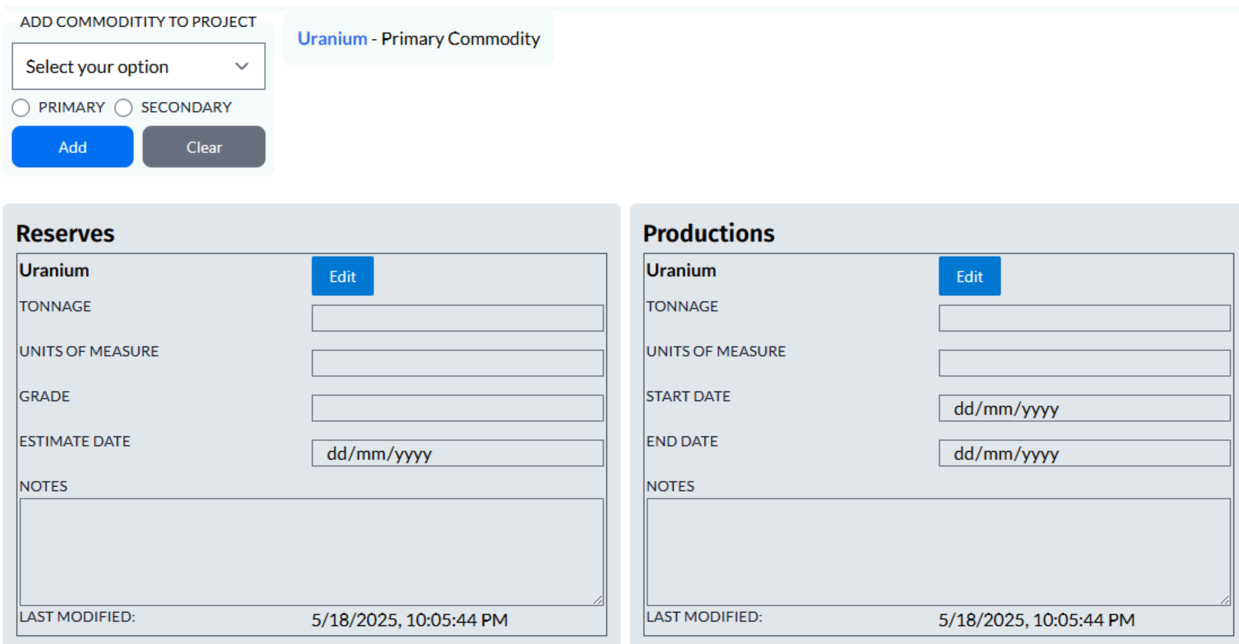
2. Once selected, select whether it is a primary or secondary commodity. You can not add the commodity without classifying it. Once selected, click Add.



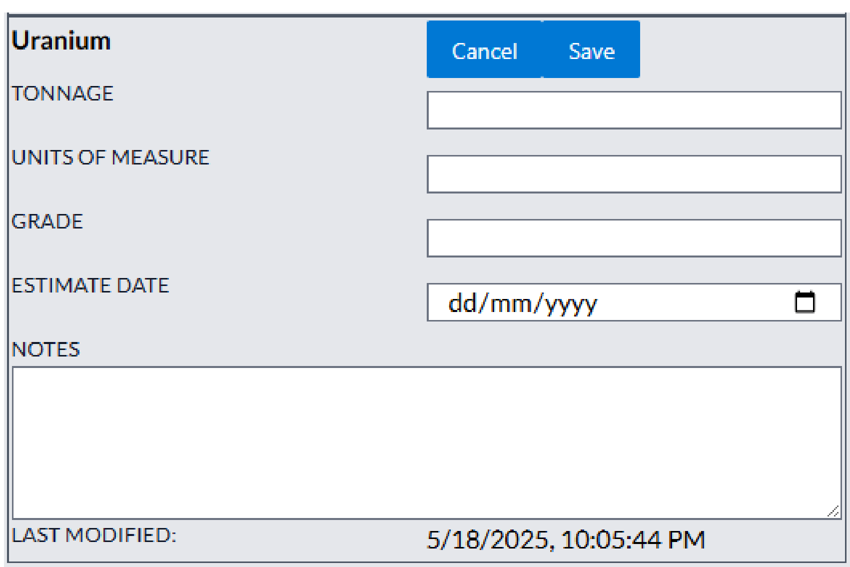
Important Note: You can only link a commodity that already exists in the database. If you are trying to link a commodity that doesn't exist yet, it needs to be created first. Further information on commodity creation will be available in the Commodities chapter.

Reserve and Production Details

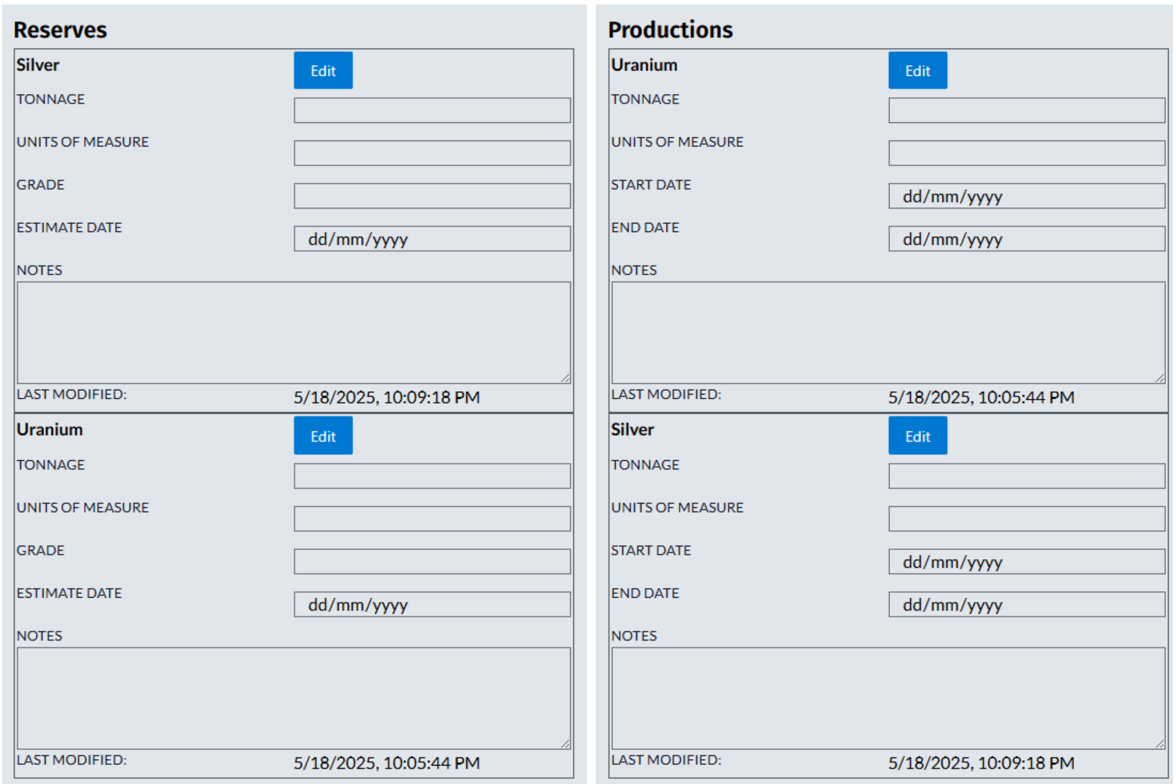
You will notice that upon linking a commodity to the project, a **Reserves** form and **Productions** form has also been created. These forms are related exclusively to the project containing details such as Tonnage, Units of Measure, Date Estimates and additional notes. It will also contain the metadata for the time and date that the forms were last modified.



To make edits, simply click the “Edit” button, enter/edit the relevant details, and click save.



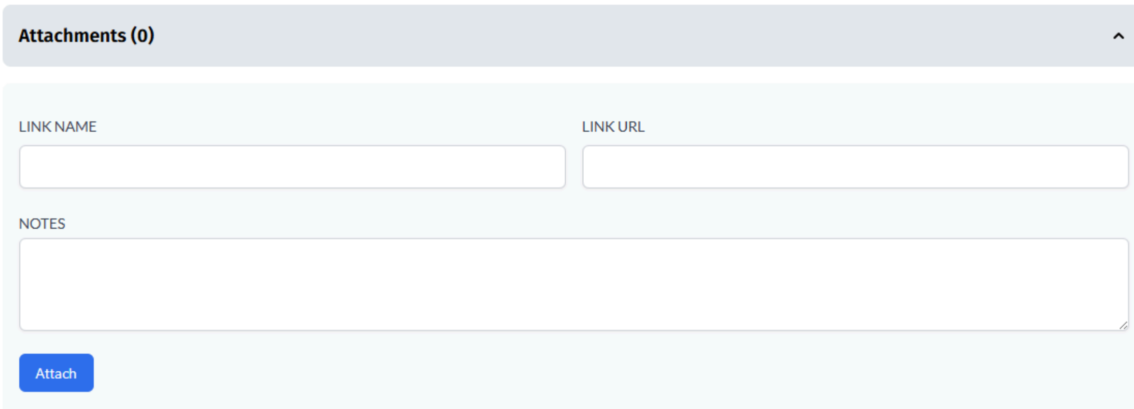
A new **Reserves** form and **Productions** form will be created for every new commodity that is created. As shown below, two commodities have been created with forms for each respective commodity. Note that changing the **Reserves** and **Productions** will reset the review status to **Ready for Review**.



Linking Attachments

To link an attachment or source that is relevant to the project:

1. From the details page, go to the attachments section and open the drop down to find the attachment form



2. Once the relevant fields have been filled, click attach and the attachment will append to the page.

Adding Comments

In the details page of every new project, a comments section has also been included to provide additional notes regarding the project that were not already covered by the available information. To make a comment:

1. Make an edit in the text field.
2. Click “Comment”.

Exporting Projects

Project data can be exported using the **Export Projects** button available at the top of the Project Directory. This allows users to export project lists for external analysis or reporting purposes. The projects that are exported can also be filtered using the filtering functionality.

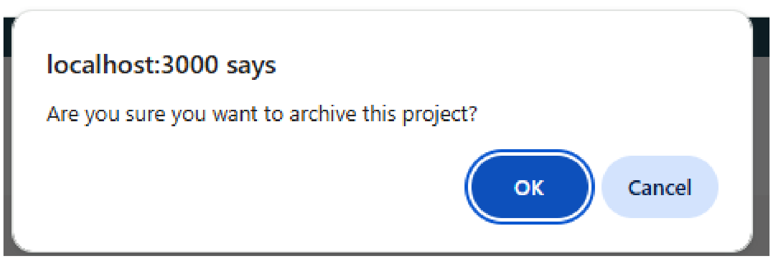
Archiving Projects (Administrator Privilege)

A unique feature that is only enabled under administrator privileges is the function of archiving projects. This function relocates an old/unwanted project that no longer has relevance in the main directory. This serves as a suitable alternative to deleting projects as it still provides the administrator with the ability to review old project data. It also ensures that anything linked to the project, such as companies, commodities and key events, remain within the database.

To archive a project:

1. Go to the project details page of the page that is to be archived.
2. Click on the “Archive Project” button.

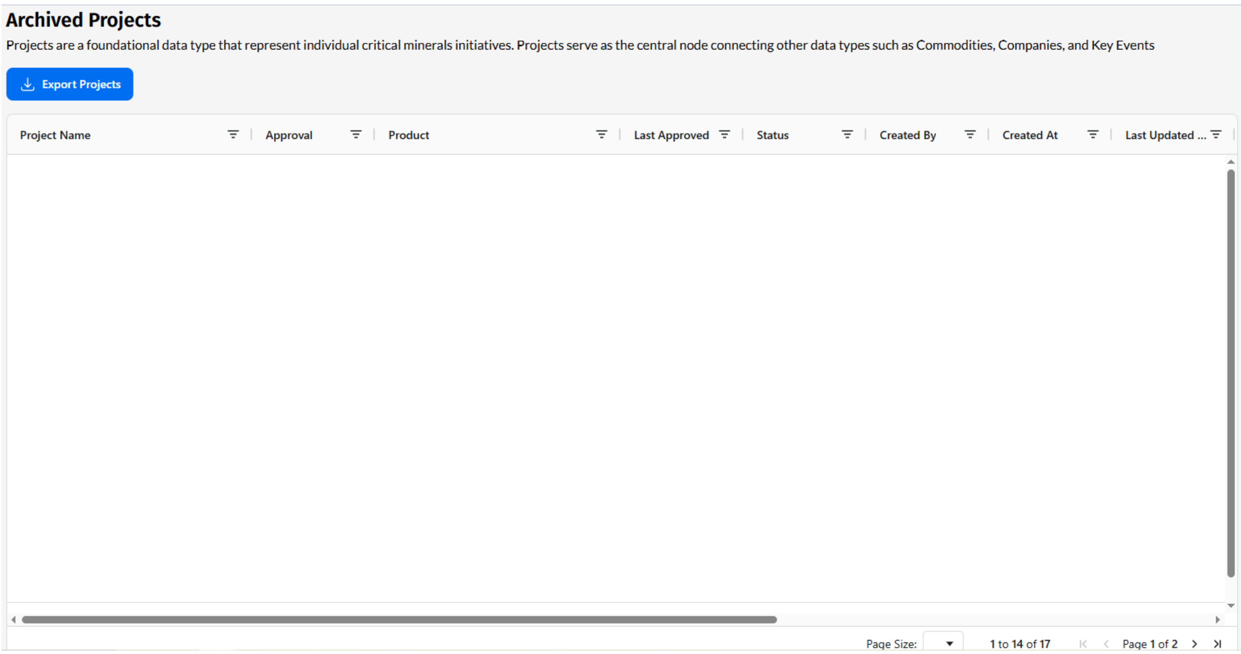
3. A prompt will appear to confirm the decision to archive the project. Click ‘Ok’ to proceed with archiving the project.



Important Note: Once a project is archived, it will be excluded from the Project Directory and will instead appear in a new directory called “Archived Projects”.

Archiving Projects Page (Administrator Privilege)

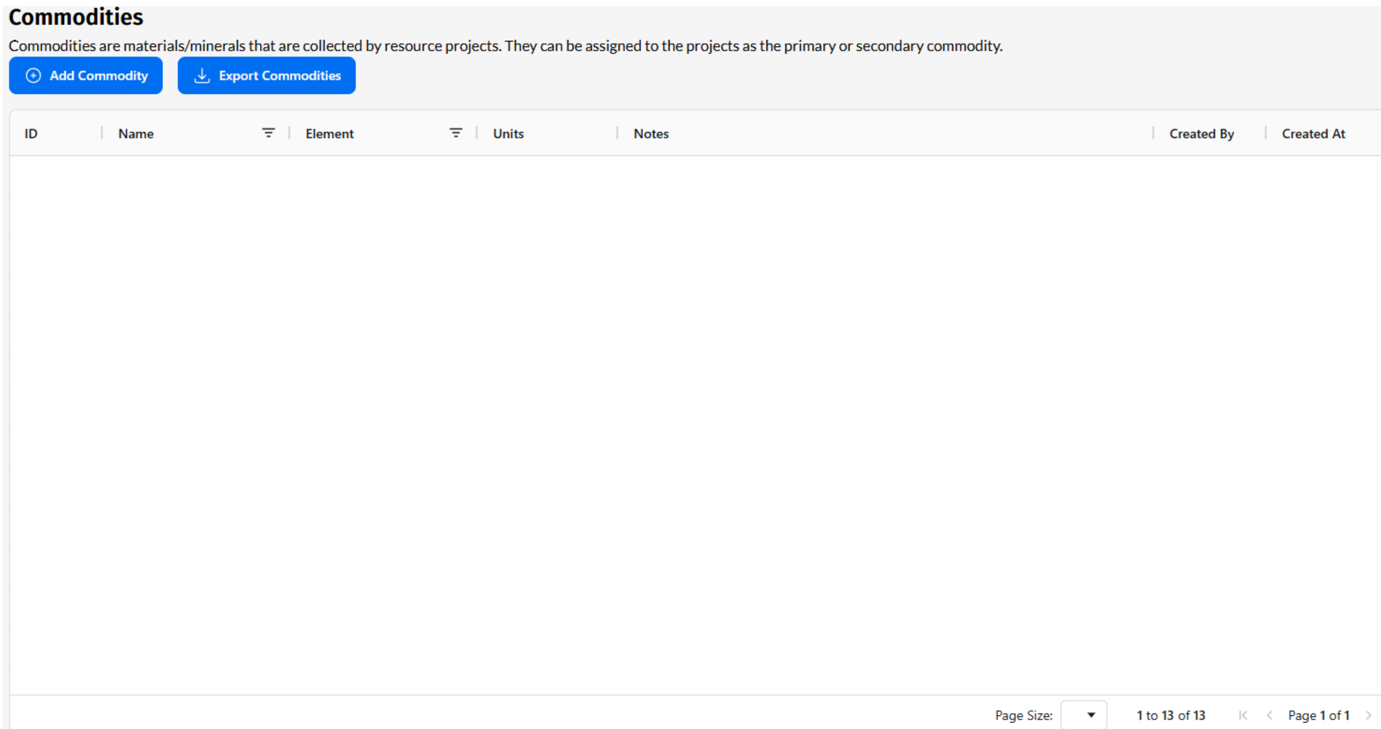
Once a project is archived, it will be redirected to the “Archived Projects” directory and the project will have a new status called ‘Archived’. While it will still have all the same functionality within the project details page as a typical project, it will simply be excluded from the main directory. This has been implemented to remove projects that are no longer relevant to the main directory while still keeping its data and metadata.



Accessing this page can be achieved by clicking the ‘Archived Projects’ button in Settings.

Commodities

In Prospector, **Commodities** represent the critical minerals and materials associated with projects and companies. Each commodity record includes structured information such as its name, units of measure, and key attributes.



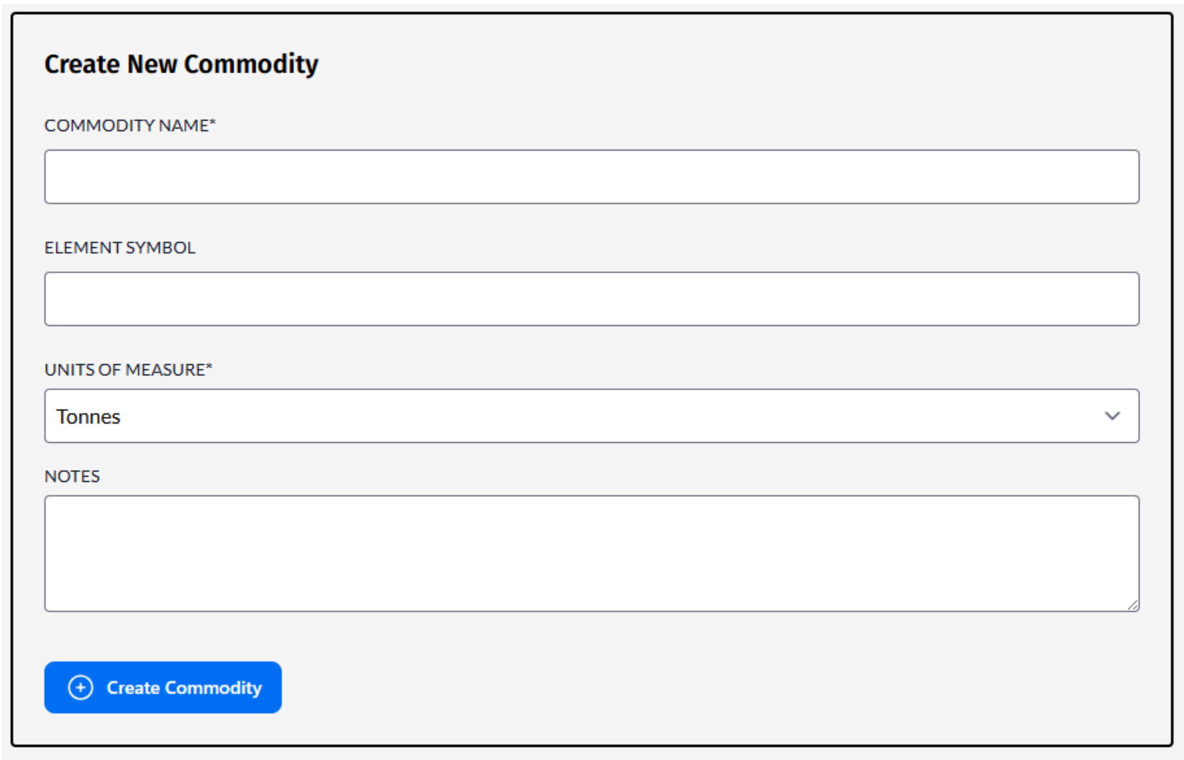
Accessing Commodities

Navigate to the **Commodities** tab from the navigation bar to open the **Commodity Directory**. This page lists all current commodities in a tabular format, with tools for filtering, and exporting data.

Adding Commodities

To create a new commodity:

1. From the **Commodities** page, click the **New Commodity** button.
2. You will be directed to the **Create New Commodity** form.

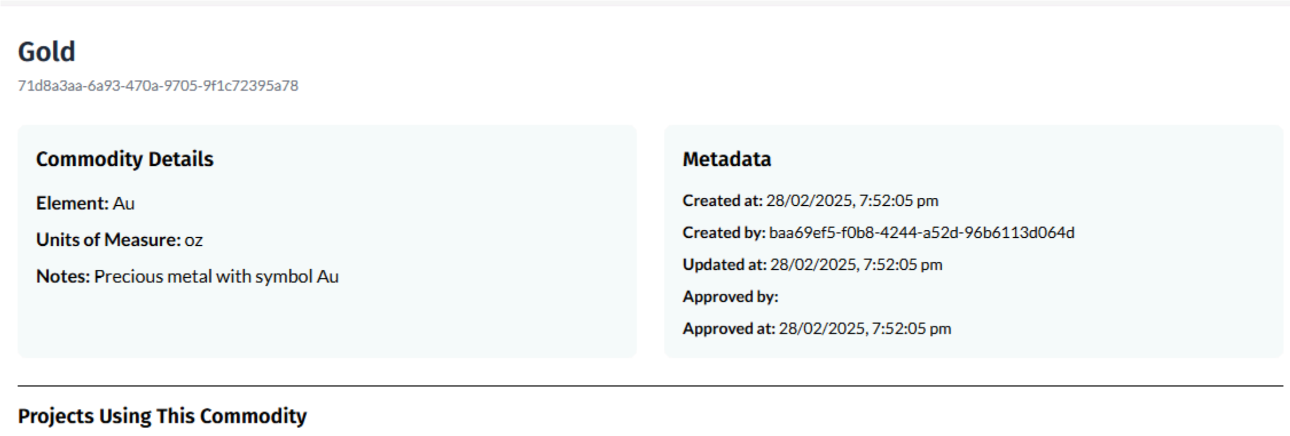


3. Fill out the required fields.
4. Click **Create Commodity** to save your entry.

If you wish to leave this form, simply click ‘Back to Commodities at the bottom of the form.

Commodity Page

Once created, a commodity will have its own dedicated Commodity Page where detailed information can be viewed.



The Commodity Page includes:

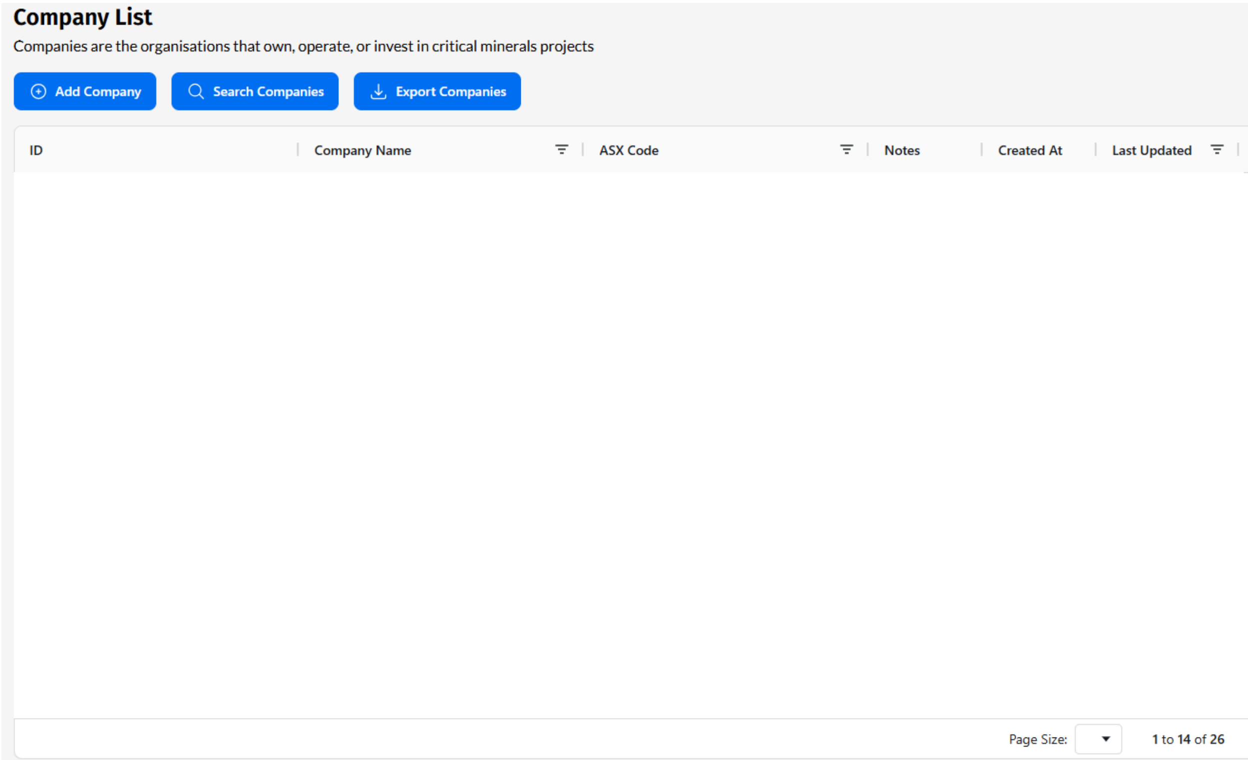
- **Commodity Overview**: Displays key information such as name, element, units of measure, notes, and the metadata.
- **Projects Using This Commodity**: This section displays all projects that have had this commodity linked to its project details page. This allows for easy navigation and deeper analysis. The section also displays which projects have this commodity as a primary or secondary item.

Exporting Commodities

Commodity data can be exported using the **Export Commodities** button available at the top of the Commodity Directory. This allows users to export commodities for external analysis or reporting purposes. The commodities that are exported can also be filtered using the filtering functionality.

Companies

In Prospector, **Companies** are the organisations that own, operate, or invest in critical minerals projects. Company records include structured information such as name and stock code.



Accessing Companies

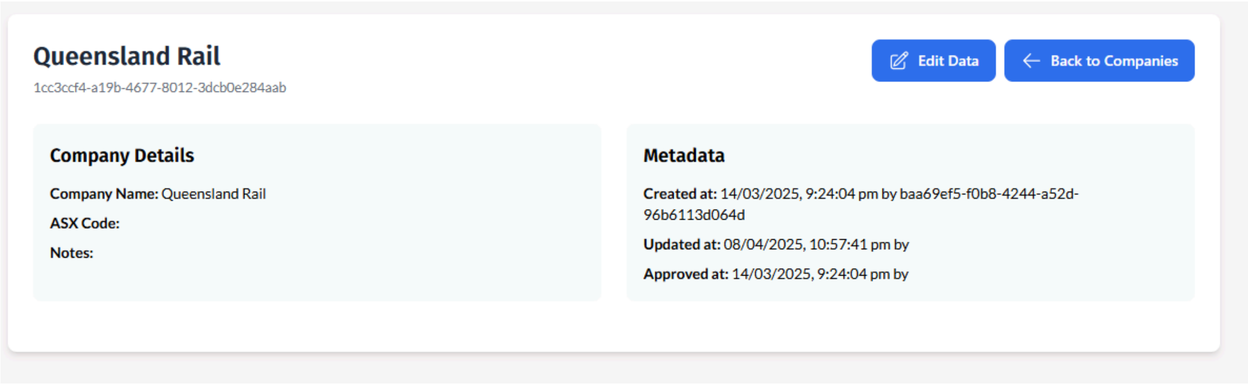
Navigate to the **Companies** tab from the navigation bar to open the **Companies List**. This page lists all current companies in a tabular format, with tools for filtering, and exporting data.

Searching Companies

The Company List includes a **Search Companies** button which will redirect the user to a **Search Results Page** to quickly locate specific companies by name or related information. To access the company from the search results page, simply click on “More” for the respective company. On the Company List, you can also filter results based on fields.

Company Details Page

Once created, a company will have its own dedicated Company Page which can be accessed by locating the company on the company list. This is where detailed information can be viewed and managed.



The Company Page includes:

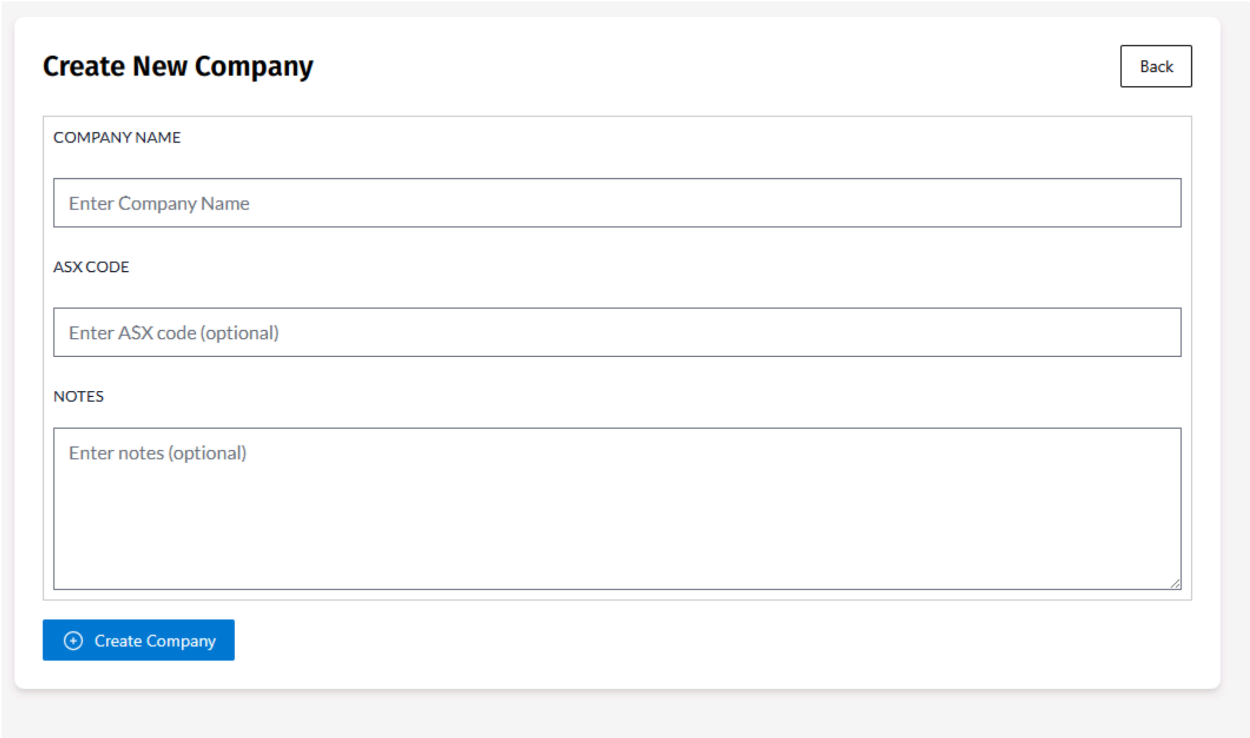
- **Company Overview**: Displays key information such as name, ASX code, notes and relevant metadata.

- **Editing Options**: The user will be able to update company details directly.

Adding Companies

To add a new company:

1. Navigate to the **Companies** tab.
2. Click the Add New button to open the **Create New Company** form.
3. Fill in the required fields.
4. Click **Create Company** to save.



Important Note: Once the company has been created, it is now available to be linked to relevant projects.

Editing/Updating Companies

To edit or update an existing company:

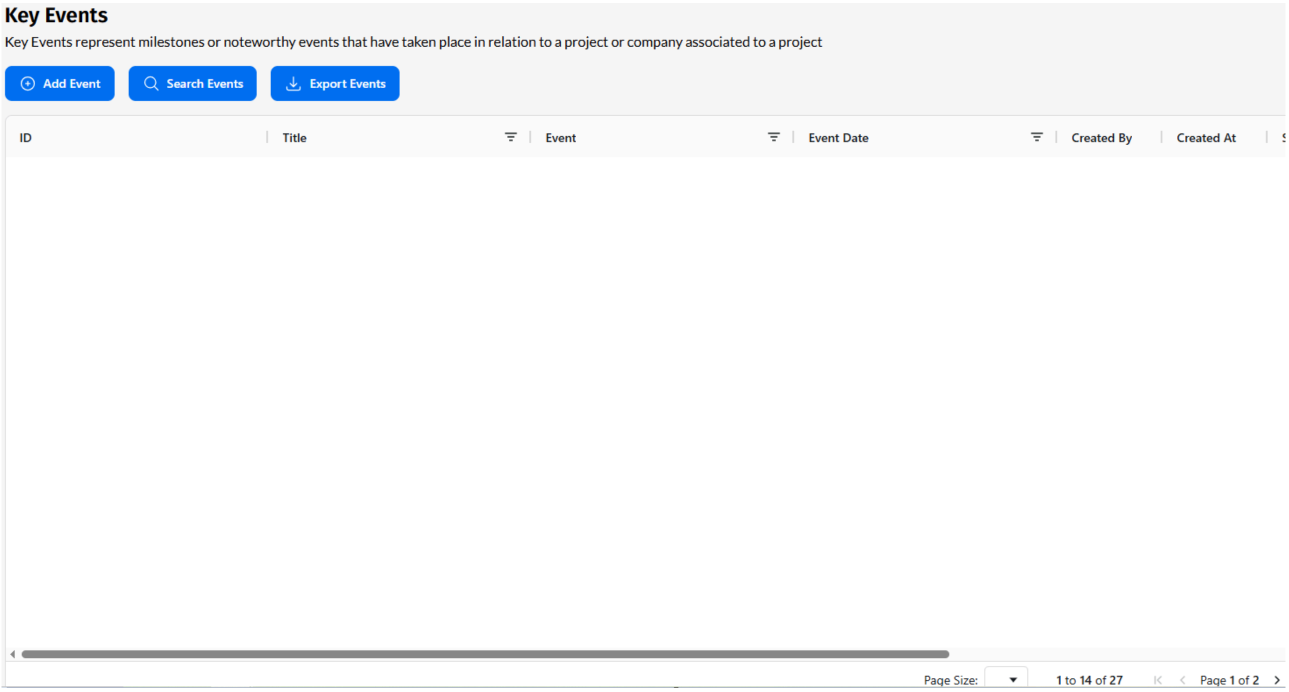
1. From the company details page, select the **Edit** button to update company information.
2. Make the necessary changes and click **Update Company** to update the record.

Exporting Companies

Company data can be exported using the **Export Companies** button available at the top of the Company List. This allows users to export companies for external analysis or reporting purposes. The companies that are exported can also be filtered using the filtering functionality.

Key Events

In Prospector, **Key Events** represent important milestones, announcements, or changes related to projects and companies. Examples include news articles and reports.



Accessing Key Events

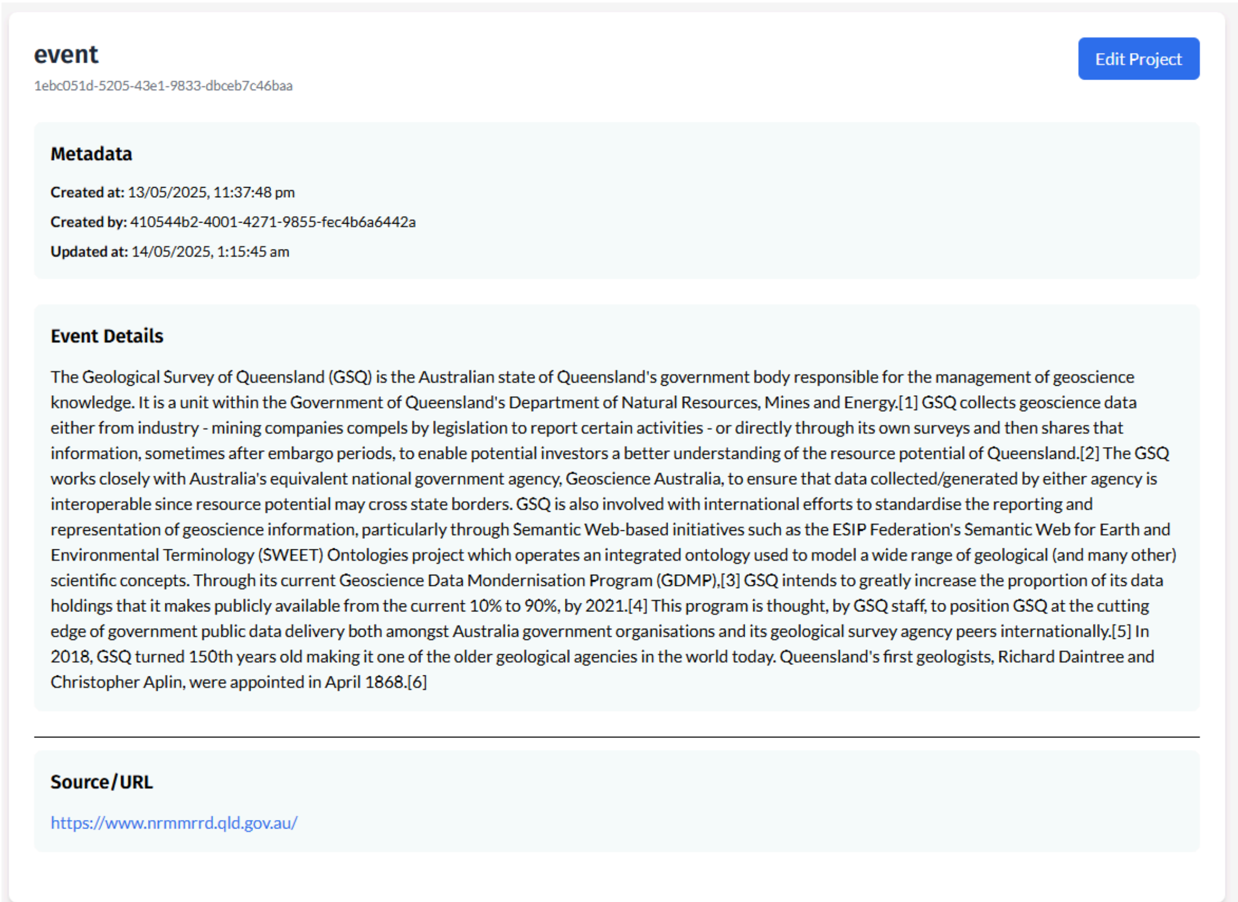
Navigate to the **Key Events** tab from the navigation bar to open the **Key Events List**. This page lists all current key events in a tabular format, with tools for filtering, and exporting data.

Searching Key Events

The Key Events List includes a **Search Key Events** button which will redirect the user to a **Search Results Page** to quickly locate specific events by name or related information. To access the key event from the search results page, simply click on “More” for the respective event. On the Key Event List, you can also filter results based on fields.

Key Events Details Page

Once created, a key event will have its own dedicated Key Event Page which can be accessed by locating the event on the Key Event list. This is where detailed information can be viewed and managed.



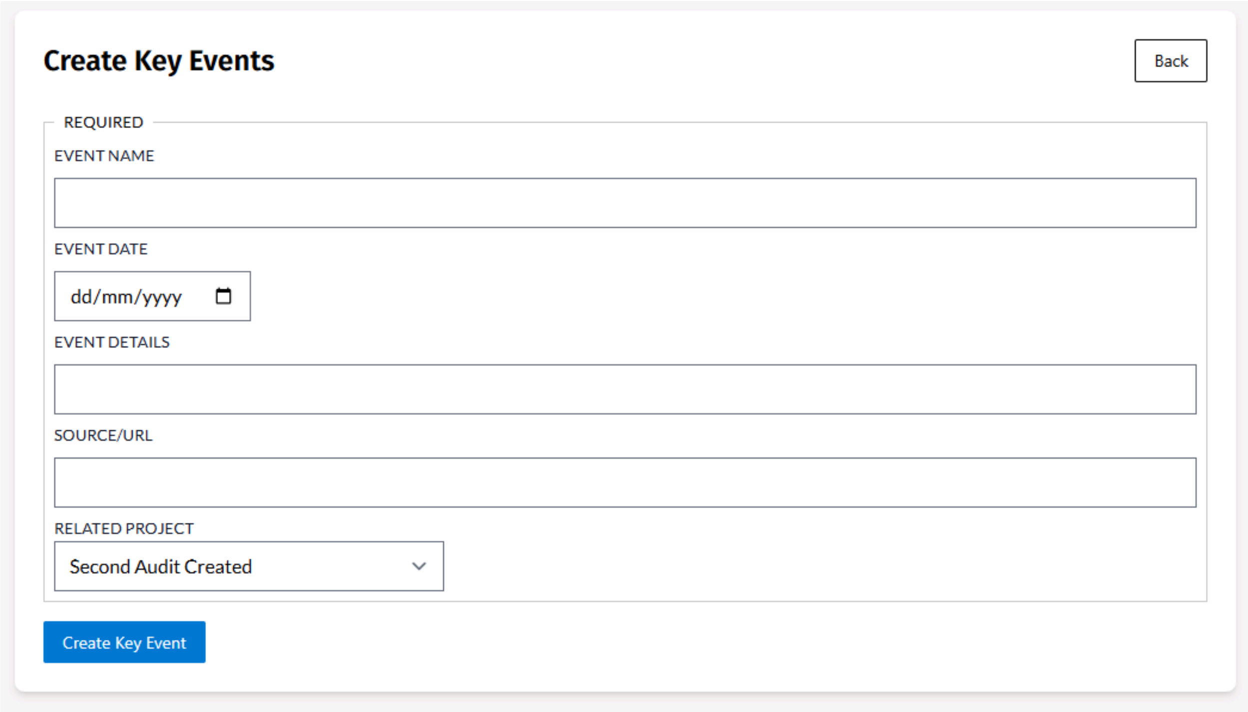
The Key Event Page includes:

- **Event Overview**: Displays key information such as name, details, Source/URL and relevant metadata.
- **Editing Options**: The user will be able to update key event details directly.

Adding Key Events

To add a new key event:

1. Navigate to the **Key Events** tab.
2. Click the Add New button to open the **Create New Key Event** form.
3. Complete the required fields.
4. Click **Create Key Event** to save.



Important Note: The event will be linked directly to the relevant project. This is the only field in a key event that can't be edited once selected in the form and created.

Editing/Updating Key Events

To edit or update an existing key event:

1. From the details page, select the **Edit** button to update event information.
2. Make the necessary changes and click **Update Key Event** to update the record.

Exporting Key Events

Event data can be exported using the **Export Events** button available at the top of the Key Event List. This allows users to export events for external analysis or reporting purposes. The events that are exported can also be filtered using the filtering functionality.

Reviewing Data

What is a Reviewer?

Reviewing data entries is one of the main processes undertaken in Prospector. Reviewers for Prospector are users with the ability to update data entry review statuses and essentially ‘sign-off’ on entries they designate as ‘Approved’ for usage. Reviewers ensure that the data submitted for approval is accurate and consistent with any data formatting practices employed by the organisation. Users can be assigned the Reviewer role by Administrators and Product Managers during user registration. Users that do not have the Reviewer role won’t have access to the ‘Review Project’ button in a project entry’s Details page.

What is an Approval Status?

Approval Statuses are key pieces of information associated with every Project Entry, selected from a set of categorical options. Approval statuses represent the current state of an entry as it progresses through the approval process, and help mitigate the chances of unapproved / unreviewed data usage occurring.

Important Note: The review process and assignment of approval status only takes place within the project data object

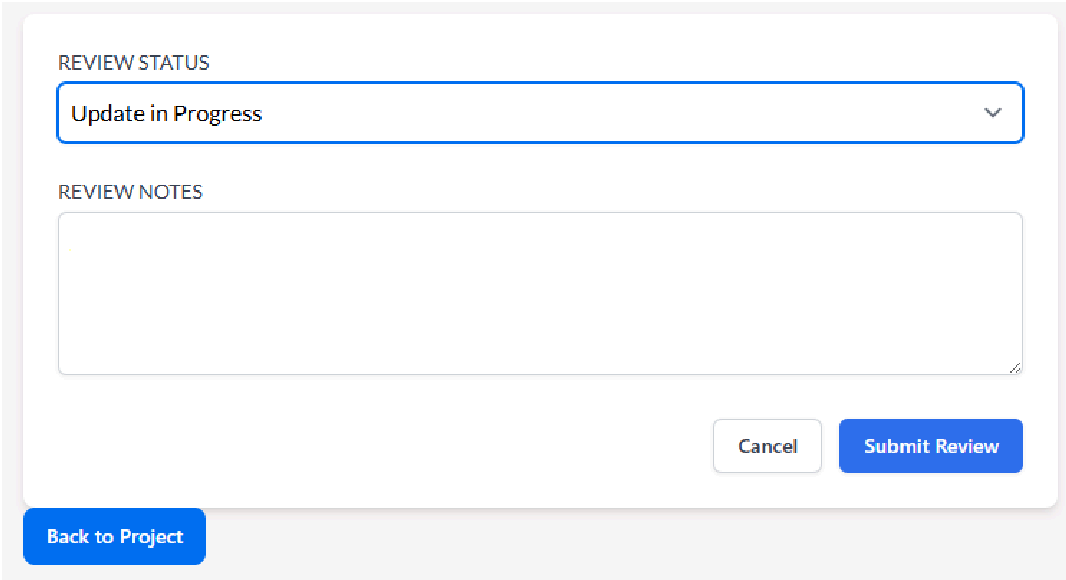
Approval Status Labels

Label	Description
Update in Progress	The editing lock on an entry is not engaged, permitting modification either by the entry creator or an administrator / product manager.
Ready for Review	The entry is ready for Reviewers to assess and
Under Review	The entry is undergoing assessment from a reviewer / user with review permissions.
Reviewed	Assessment has concluded and determined the entry is not fit for Internal or External usage yet.
Approved for Internal Use	Assessment has concluded and determined the entry is fit for Internal usage.
Approved for External Use	Assessment has concluded and determined the entry is fit for External usage.

Reviewing a Data Entry

Reviewing a project data entry is a multi-step process, initiated from a project entry's Details page.

The 'Review Project' button will open the dedicated review page where a Review Status can be selected from the six options available in the dropdown, and any notes or advice regarding the review can be documented in the 'Review Notes' text entry field below.



Reviewers should aim to set appropriate Review Statuses for the project entries they are reviewing - the explanation for each option can be found in the above section.

Once these fields have been filled, the 'Submit Review' button will store the review within the project entry metadata, and set the 'Approval Status' and 'Reviewer Notes' featured in the project entry's Details page to match.

Settings and Admin Controls and Privileges

What are Prospector Administrators?

Administrators (Admins) for Prospector are users with higher levels of system access and a larger array of management tools at their disposal. Admins ensure that the software is appropriately used by Analysts and Reviewers, among a variety of other managerial responsibilities. Users with the ‘Admin’ role should be knowledgeable with regards to Prospector and the tasks undertaken within it.

Administrator capabilities

Prospector Administrators have access to all Analyst and Reviewer tools, as well as a slew of tools and options that **users of other roles do not have**. This is to ensure that only specific users have the ability to alter the system in significant ways, for security and data integrity purposes. The specific tools and options that only Admins have access to are shown below:

Type of Capability	Capability	Description
User Management	Adding Users	Admins can add and register new users to the system using a unique name/email, password, and user role/s.
	Changing User Permissions	Admins can modify a non-admin user’s permissions.
Entry Management	Unlocking ‘Ready for Review’ Entries.	Admins can remove the entry lock created when an entry is set to ‘Ready for Review’, to ensure that entries do not remain permanently locked.
	Unrestricted editing permissions	Admins can edit any data entry.
	Unrestricted reviewing permissions	Admins can review any project entry.
	Unrestricted archiving permissions	Admins can archive any project entry.
	Unrestricted comment permissions	Admins can comment on any project.

Other User Types/Permissions within Prospector

Analysts

Users with the ‘Analyst’ role / Analysts are the main data contributors in Prospector, with the scope of their access confined to self-management, and the management of their own data entries as they exist in the database. Analysts have the lowest level of access and fewest associated permissions. Analysts are likely to compose the majority of Prospector’s user base.

Reviewers

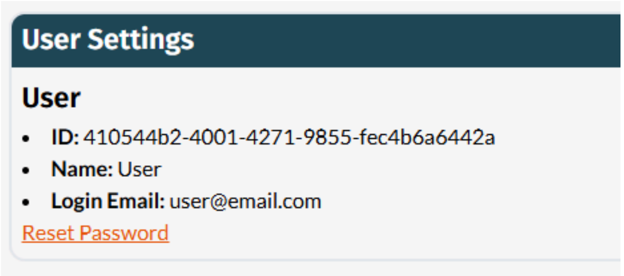
Users with the ‘Reviewer’ role / Reviewers ensure the integrity and accuracy of entered data through assessment of ‘Ready for Review’ entries, and the modification of entry review statuses.

Settings

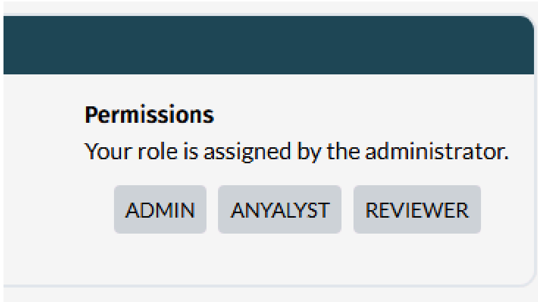
To access the Settings page, simply click ‘Settings’ on the navigation bar. Once clicked, the user will be redirected to the page where different features will appear, depending on the user privilege.

User Details

The base feature for any user on Prospector is the User Settings/Details section, a module that exists to display the user’s login details as well as the ability to reset their password.



The user will also be prompted with their permissions (as explained in the previous section).



An analyst or reviewer privileged user will not have the ability to adjust their own permissions and must request an admin user to conduct the change.

Creating Users (Administrator Privilege)

To create a user

1. Select ‘Settings’ from the navigation bar
2. Locate the ‘Add User’ Section
3. Fill in the relevant details as well as select the necessary permissions for the user
4. Click on ‘Create User’