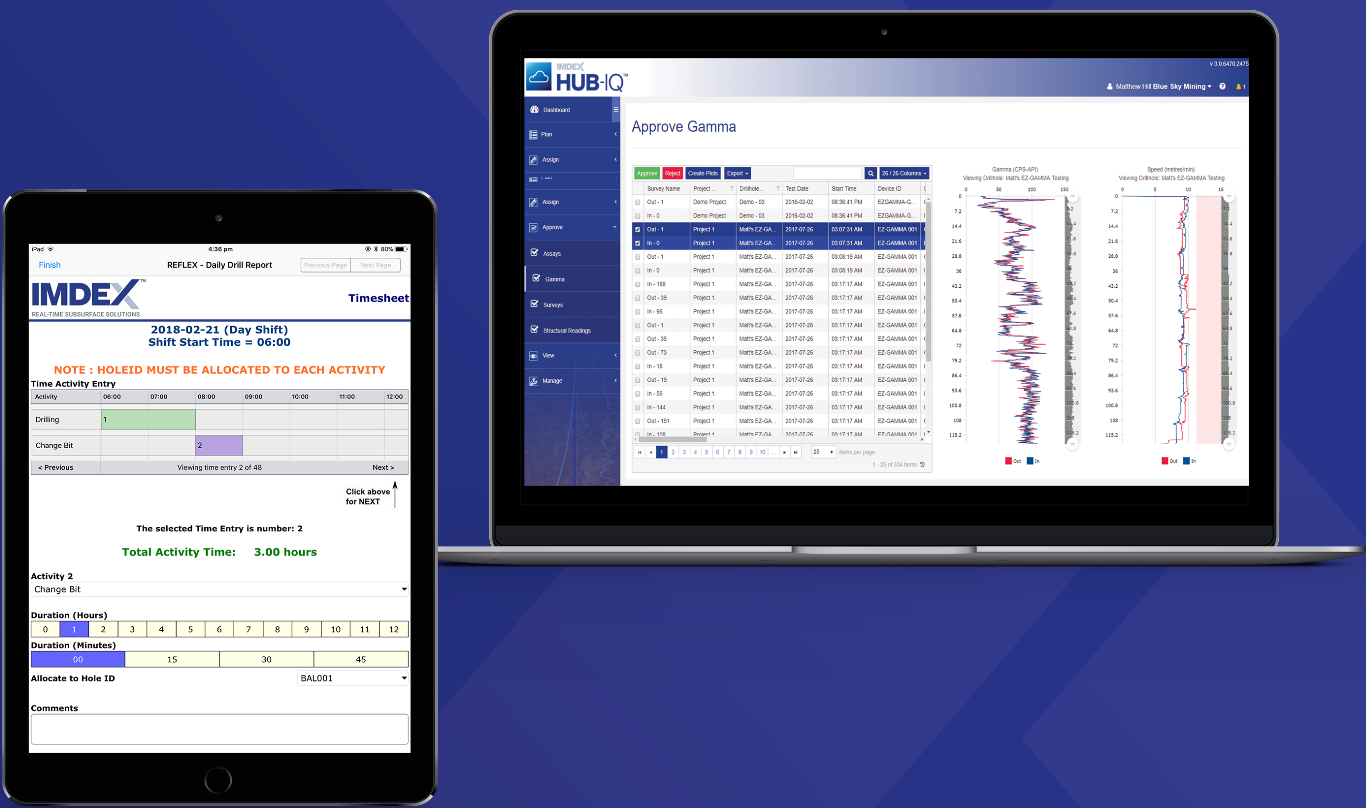
IMDEX™

REAL-TIME SUBSURFACE SOLUTIONS

IMDEX MOBILE™

User Guide



IMDEX™ is a company built on inspiration, innovation and a drive for excellence in service. We provide products for a range of industries including mining, construction, geotechnical engineering and exploration.

Visit our website for a complete list of all our products

www.imdexlimited.com

support@imdexlimited.com

Only IMDEX™ personnel or a IMDEX™ authorised agent is permitted to dismantle, repair or modify any part of IMDEX™ instruments or solutions.

This manual is controlled and to be used in accordance as follows:

Property	Value
Manual Number:	RTI-MAN-0575
Manual Version:	V3.0

Table of Contents

Table of Contents **3**
Overview **6**
7
What is IMDEX MOBILE™? 7
Workflow 8
Administration 8
Mobile App Operation 9
Mobile Status & Reports 9
Administration **11**
Devices 12
Overview 12
Device Requirements 13
Connect Device 14
Edit or Delete Device 19
Edit 19
Delete 19
Permissions 20
Manage Users 20
Add or Edit Users 20
Assign Lists 22
Remove List 23
Manage Mobile Forms 25
Add 26
Remove 27
IMDEX MOBILE™ Schedule 28
Associate 28
Manage Lists 30
Add Items 32
Manage Rates 34
Interface 34
Add Item 35
Manage Schedule 38
Summary 38
Add Schedule 38

Mobile App Operation **43**
Daily Drill Report 44
Summary 44
45
DDR Form Functions 45
Sync 45
Session 45
Projects 45
Daily Drill Report 45
Content 46
Summary 46
Supervisor 46
Client 46
Workflow Status 46
Daily Drill Report Sign Off Workflows 47
Driller Sign Off 47
Supervisor Sign Off 47
Client Sign Off 47
Supervisor Changes Items 48
Supervisor Changes Items on Client Tablet 48
Mobile Status & Reports **49**
Daily Forms 50
Filter and Search 50
To Search: 50
Results 51
Daily Forms Download 52
Daily Drill Report PDF 52
Generate Reports 54
Generate 54
Appendix **56**
Manage Lists 57
List Types 57
IQ-LOGGER Lists 57
Functions 58
View Data 59

Add Items 61
Edit Items 63
Delete Items 65
Export 66
Manage Users 67
Adding Users 69
Edit Users 72
Manage User Status 74
Activate User 74
Deactivate User 76
Unlock User 77
Resend Initial Password Email 78
Assign Permissions 79
Assign Permissions 79
Remove Permissions 81
Assign Projects 82
Add Projects 82
Remove Projects 83
Assign Lists 85
Assign Lists 85
Remove List 86

Overview

IMDEX MOBILE™ provides forms for in-field personnel to log time and resources so essential data is synchronised to IMDEXHUB-IQ™.

One of the forms, the Daily Drill Report (DDR) consists of data for shifts, consumables, and crew just to name a few. This information is logged daily by the driller to log time and resources for the operation. All forms are submitted, and the DDR is configured to be approved by a supervisor and client.

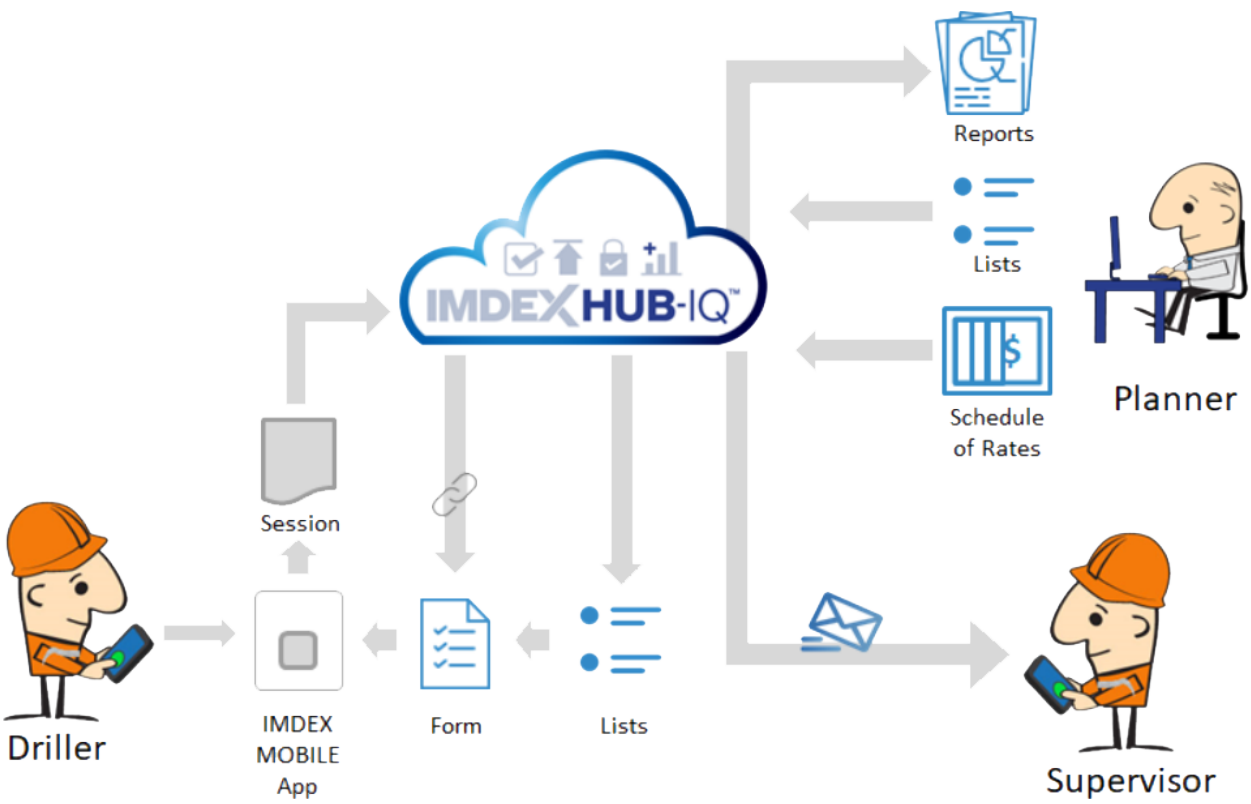
The forms are set up within the IMDEX MOBILE™ App which is free and available for both Android and iOS. For this reason, users are encouraged to bring their own device.

Tablets supplied with REFLEX™ instruments are reserved for the instrument app only.

What is IMDEX MOBILE™?

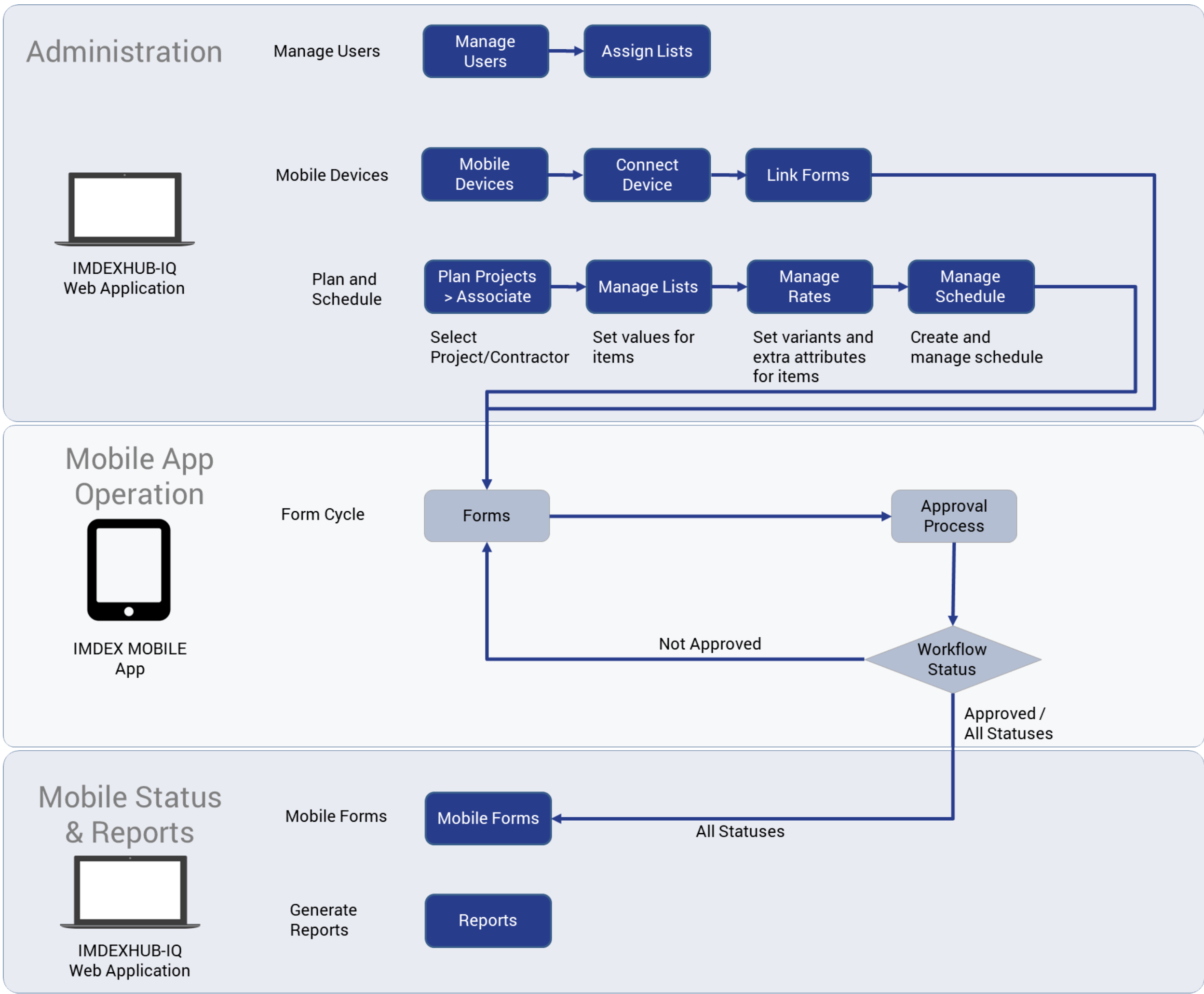
IMDEX MOBILE™ is the industry-preferred paperless reporting system for the collection of daily drill reports, safety forms, pre starts, survey information and more.

- **IMDEX MOBILE™ App** is available from the App Store and Google Play for use on the device.
- **Mobile Devices** need to be registered in IMDEXHUB-IQ™.
- **Forms** for daily drill reports, safety, and more are linked from within IMDEXHUB-IQ™.
- **Lists** contains items for the driller to fill in, and are set up by the planner, within IMDEXHUB-IQ™.
- **Session** is an instance of every time a driller fills in a form. The session then flows through an approval workflow.
- **Schedule of Rates** allows for variables and costs to be factored in for reporting.
- **Reports** provide results for management and stakeholders.



Workflow

The high level workflow shows three stages for IMDEX MOBILE™.



Administration

1. Set up permissions, including users and assign lists. See **Permissions** on page 20.

> These are the users that access the IMDEXHUB-IQ™ web application. The names of personnel that are used in IMDEX MOBILE™ App are set up in Manage Lists.

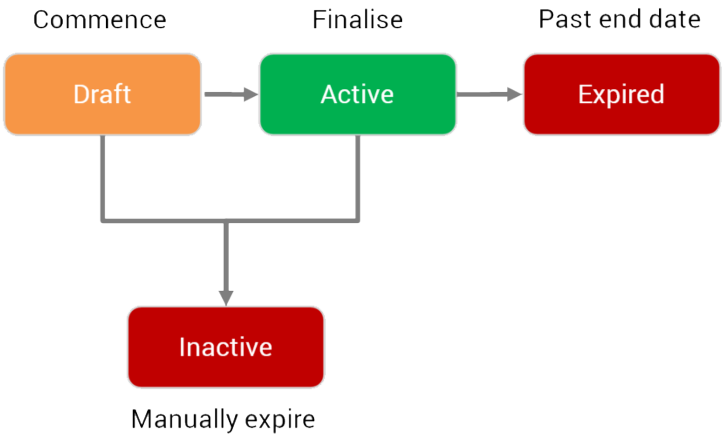
2. Set Up Lists and Schedules:
   a. First, associate the project or customer (See Plan Projects in the IMDEX Support™ portal)

b. Set up the values for the forms, these are the drop-down values drillers select when filling out a form. (See **Manage Lists** on page 57)

c. Set the prices. (See **Manage Rates** on page 34)

d. Create the schedule, set the dates and release the schedule. This will generate forms to queue in the IMDEX MOBILE™ App

The following workflow shows the cycle of statuses for the schedule:



3. Connect devices. All devices using IMDEX MOBILE™ will require to be connected to IMDEXHUB-IQ™ by QR code to distribute forms and dispatch sessions for approval.
   Once connected, the forms can be linked to the devices.

Mobile App Operation

1. Forms are linked to the device for use in the IMDEX MOBILE™ App and field items update upon synchronisation. Each instance of a form used is called a session.

   > Completed and submitted sessions become a report, such as the Daily Drill Report. These can be viewed from the Daily Forms module. (see **Daily Forms** on page 50

2. Users submit sessions for approval. Other users, such as supervisors or clients approve or reject sessions.
3. Sessions and their statuses are synced to IMDEXHUB-IQ™ upon submission.

Mobile Status & Reports

1. Existing and completed sessions are uploaded to IMDEXHUB-IQ™ and formatted for review:

- Sessions are presented by official form name and available as PDF reports.
- Details of activity is available in real time for monitoring, including workflow status, shift date, project and rig name.

2. Detailed reports can be generated using the Generate Reports module for further analysis.

Administration

The administration for IMDEX MOBILE™ requires the setup of devices, lists, rates and schedules within IMDEXHUB-IQ™.

The following is set up:

- Permissions on page 1
- Devices on page 1
- IMDEX MOBILE™ Schedule on page 28

Devices

Tablet and mobile devices are required to be connected to IMDEXHUB-IQ™ in order for the IMDEX MOBILE™ App to receive and submit sessions.

IMDEX MOBILE™ supports both Apple iOS and Android operating systems.

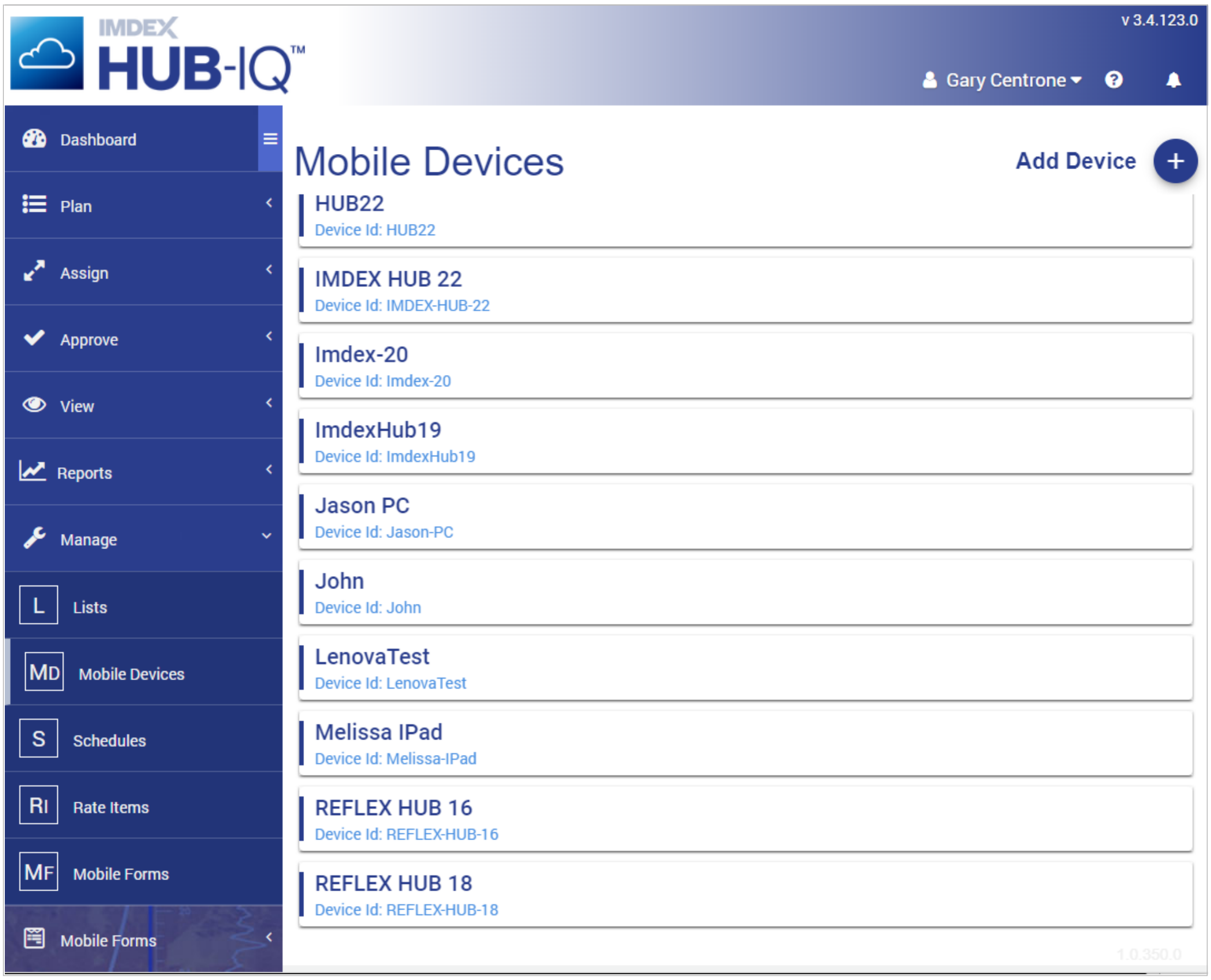
> For optimal experience, IMDEX™ recommends you use a tablet to take advantage of the screen real estate.

Overview

The Mobile Devices module has the following features:

- Search for a Device
- **Connect Device** on page 14
- **Edit or Delete Device** on page 19

The main interface:



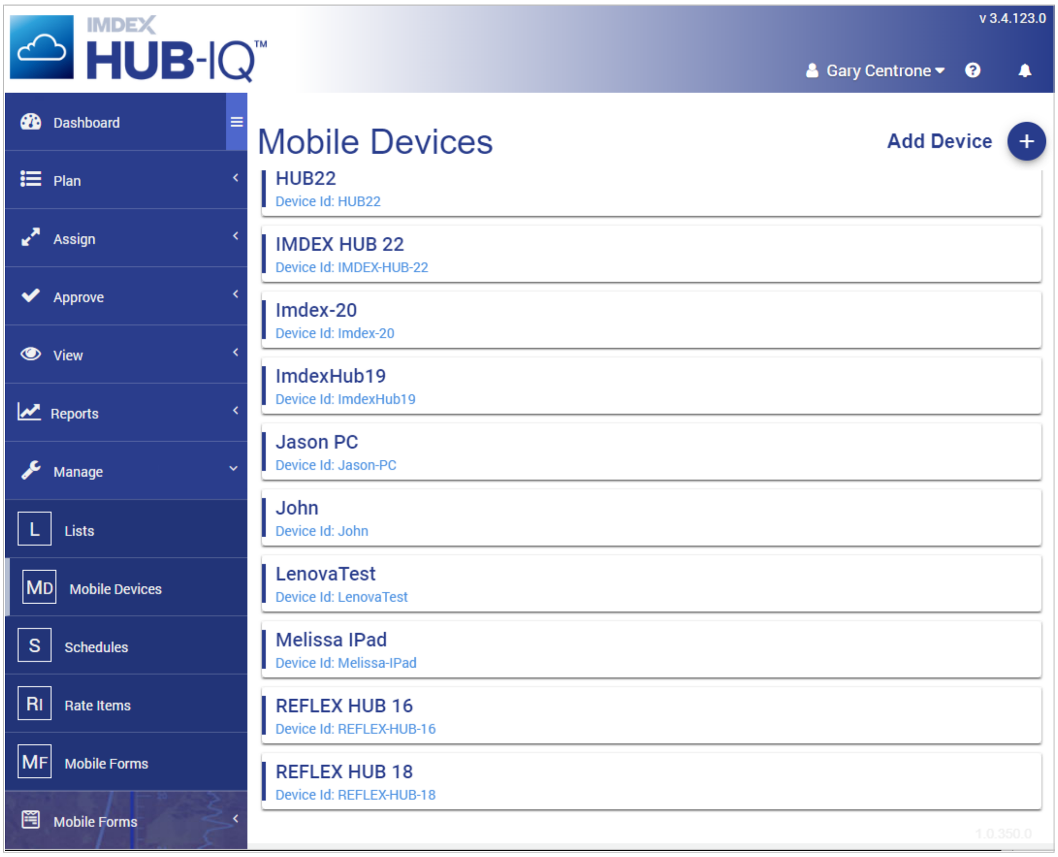
Device Requirements

Recommended	Apple	Android
Device	5th Generation iPad 6th Generation iPad	Samsung Galaxy Tab S2 Lenovo TAB 4 10 Plus
Operating System	iOS 11.1 or greater Memory – 2GB RAM	Android 6.0 (Marshmallow) or greater Memory – 2GB RAM
CPU	1.5GHz	1.3GHz Quad Core
Storage	32GB min	16GB min
Memory	2GB RAM	2GB RAM

Connect Device

> Ensure the IMDEX MOBILE™ App is installed on your device before proceeding.

1. From IMDEXHUB-IQ™, select Manage > Mobile Devices.



2. Check to see if the device is already on the list.
3. If the device does not exist, select **Add Device**.

   The **Add Device** window displays.
4. Create a name for the device.

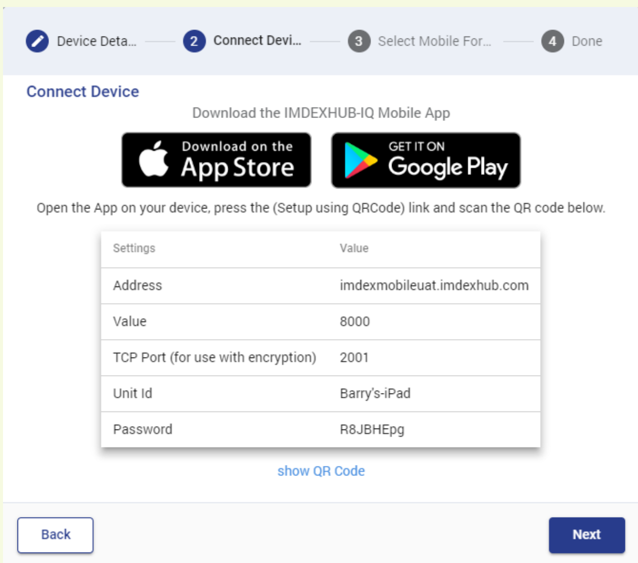
   The **Unit ID** auto populates with the same name.

On the tablet, launch the IMDEX MOBILE™ App, and select Settings to find the Unit ID.

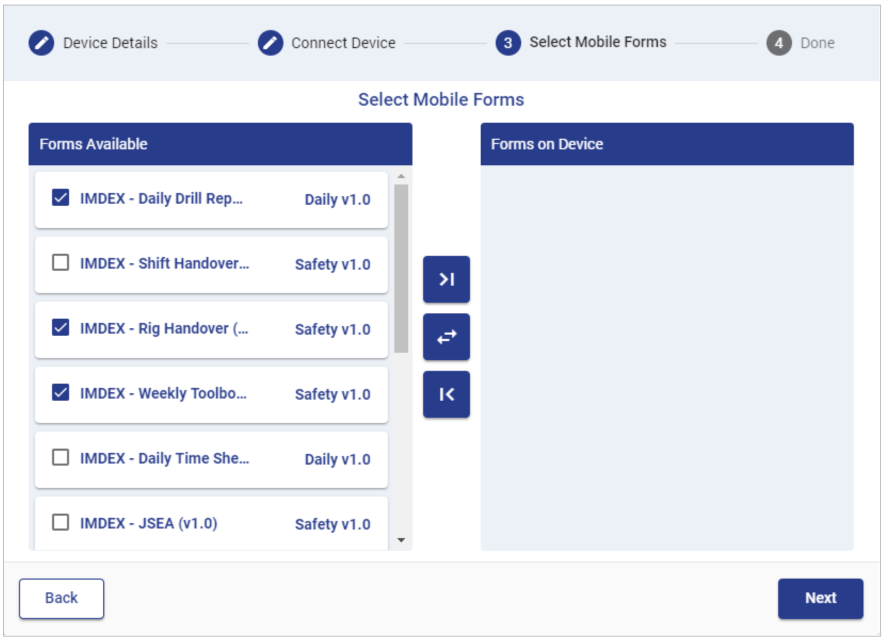
5. Select **Next**.

6. Use **QR Code** to connect

Alternatively, select **show manual settings**, and enter the **Unit Id** and **Password** into the iPad (under **Settings** in the IMDEX MOBILE™ App).

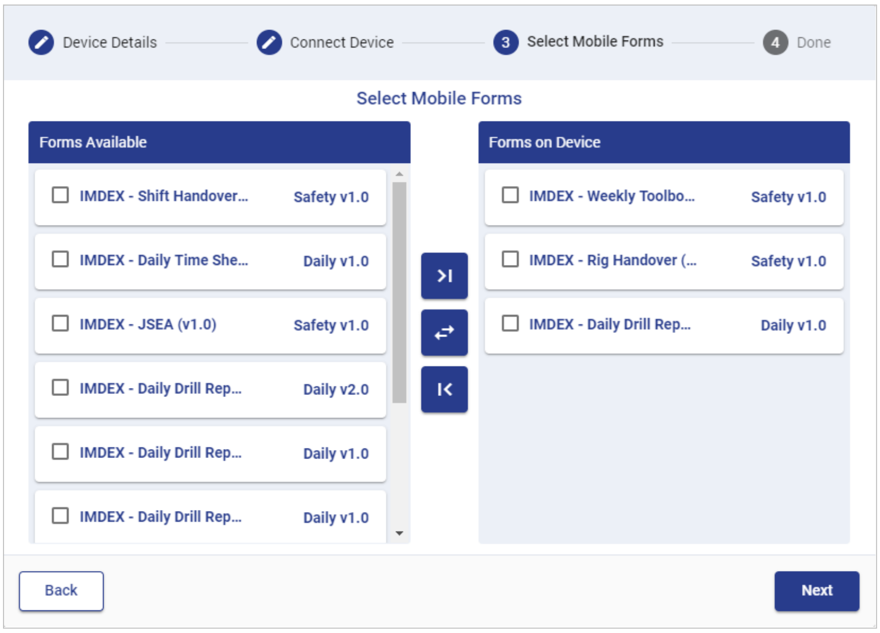


7. Select **Next**, and check required forms
    - **>|** Copy all forms to device
    - ⇆ Copy selected forms to device
    - **|<** Remove all forms from device



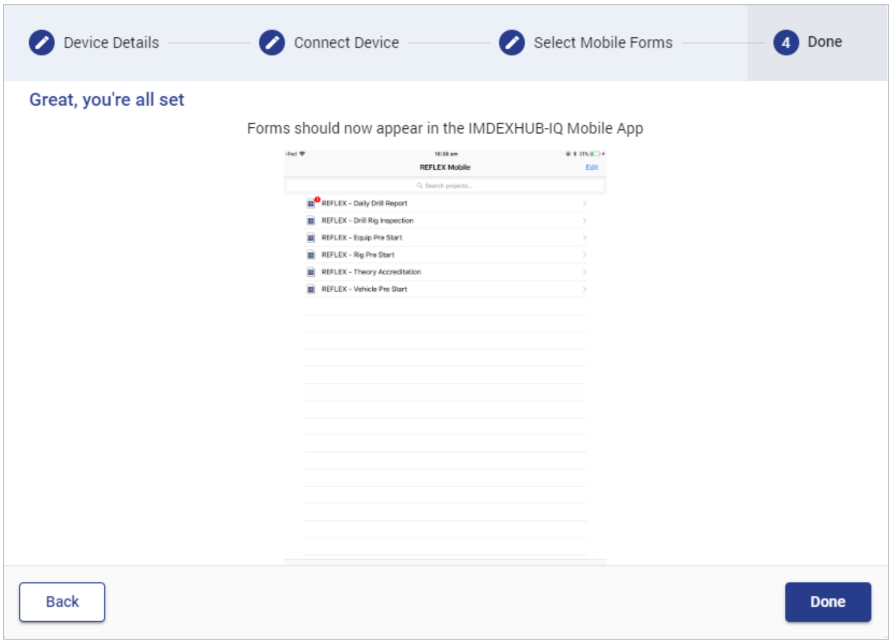
There may be more than one version of the form available. If you decide to use the latest version, ensure the latest version meets your requirements before deploying to all devices.

8. Select **Next**.



9. Select **Next**.

   The forms are added and IMDEX MOBILE™ displays a screenshot of the list of forms as they will appear on the device.



10. Check the forms are present on the device.

Edit or Delete Device

Edit

The name and unit id can be edited:

1. Select **Manage > Devices**.
2. To edit or remove forms:
    - ⇆ Copy selected forms to device
    - **>|** Copy all forms to device
    - **|<** Remove all forms from device
3. To edit the Device name
    a. Click Back to go to **Device Details**:
    b. Edit **Device Name**
    c. Click Next and Connect Device
4. Click **Next** > **Next** > **Next** > **Done**.

Delete

1. Select **Manage > Devices**.
2. Hover the mouse over onto the device to delete.
3. On the far right, select the following icon.

4. The following prompts:

Permissions

To access IMDEX MOBILE™ forms and connect devices, users require the correct permissions:

- Manage Schedules
- Manage Rate Items
- Manage Mobile Devices
- Manage Mobile Forms
- Mobile Daily Forms

Manage Users

The following is required:

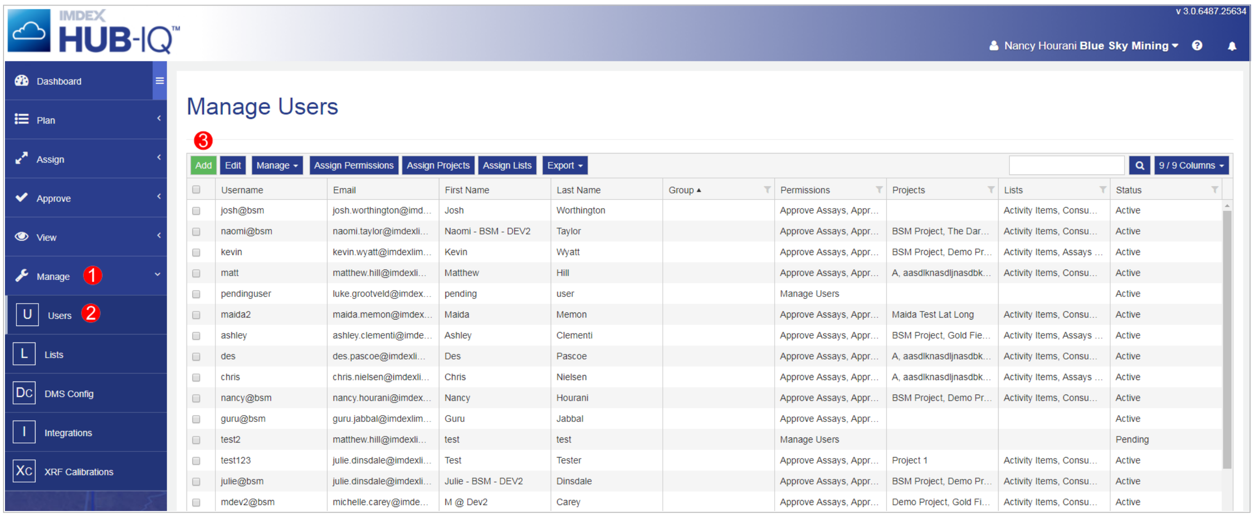
- **Add or Edit Users** below
- **Assign Lists** on page 22

Add or Edit Users

This is required to use the web-based functions for IMDEX MOBILE™.

To add users to IMDEXHUB-IQ™:

1. Navigate to the **Manage** menu.
2. Select **Users**.
3. Click **Add** from the toolbar.

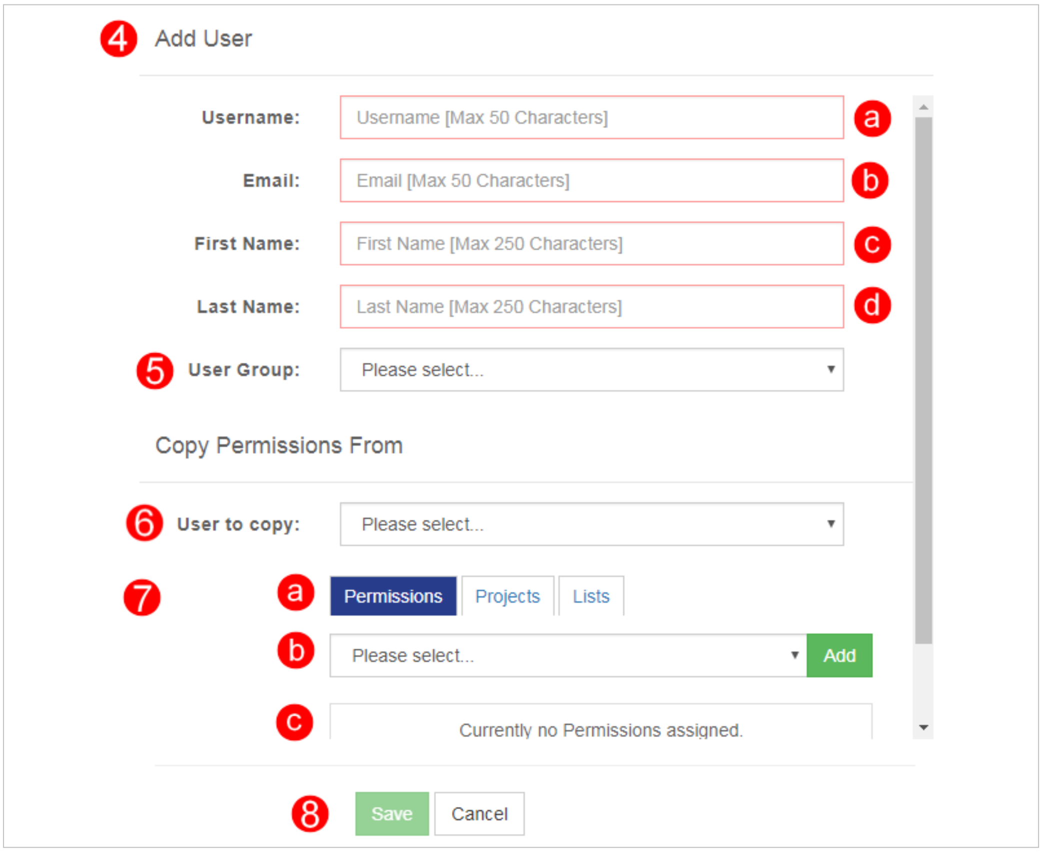


4. In the **Add User** dialog, enter in the required user details:
   a. Username - the name the user will use to log into IMDEXHUB-IQ™.
   b. Email - required so that IMDEXHUB-IQ™ can send out account set up instructions and notifications

   c. First Name
   d. Last Name
5. Enter in the User Group (optional).

> A user can only be included in one **User Group**.

6. User to Copy: Select from the list of existing users to copy their profile including permissions, projects and lists.
7. Customise parameters:
   a. Select a tab to access Permissions, Projects or Lists.
   b. Select Permissions/Projects or Lists from the drop-down list, or
   c. Review or remove current Permissions/Projects or Lists currently assigned
8. Click **Save**.



The user is added to IMDEXHUB-IQ™ and is now listed in **Manage Users** with a status of **Pending**.

An email is automatically sent to the email address specified in step 4 with a link to the **Create Password** screen. Once the user has set their password, the status changes to **Active**.

The Password link is valid for 5 days or until a new link is sent from IMDEXHUB-IQ™. Please follow **Resend Initial Password Email** process in **Manage Users Status** to resend a password link.

Project permissions need to be assigned for the user to have access to data within IMDEXHUB-IQ™.

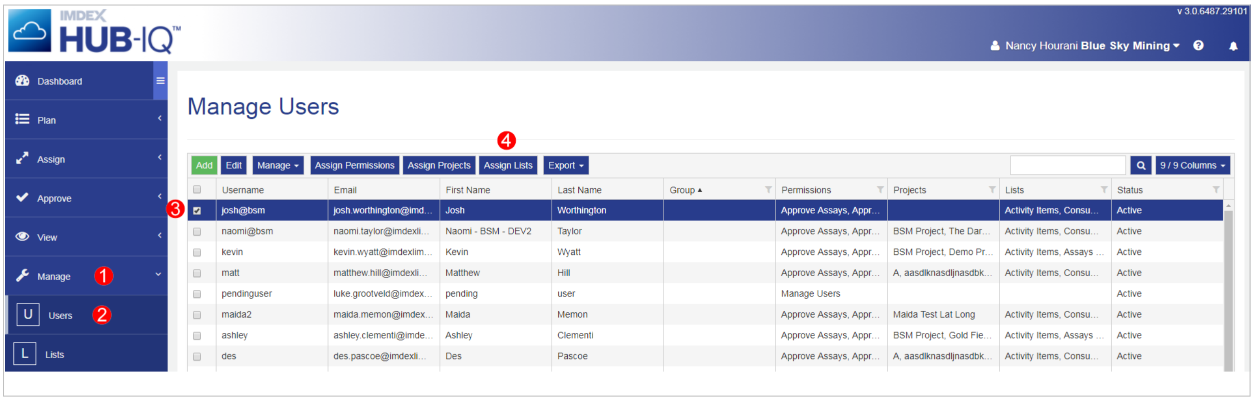
Assign Lists

The following lists are required for DDR:

- Supervisors
- Employees
- Rigs
- Activity Items
- Consumable Items
- Crew Items
- Drilling Items
- Equipment Rental Items
- Fuel Items
- Grouting Items
- Left in Hole Items
- Logging Items
- Logging Items
- Shift Items
- Survey Items
- Water Items

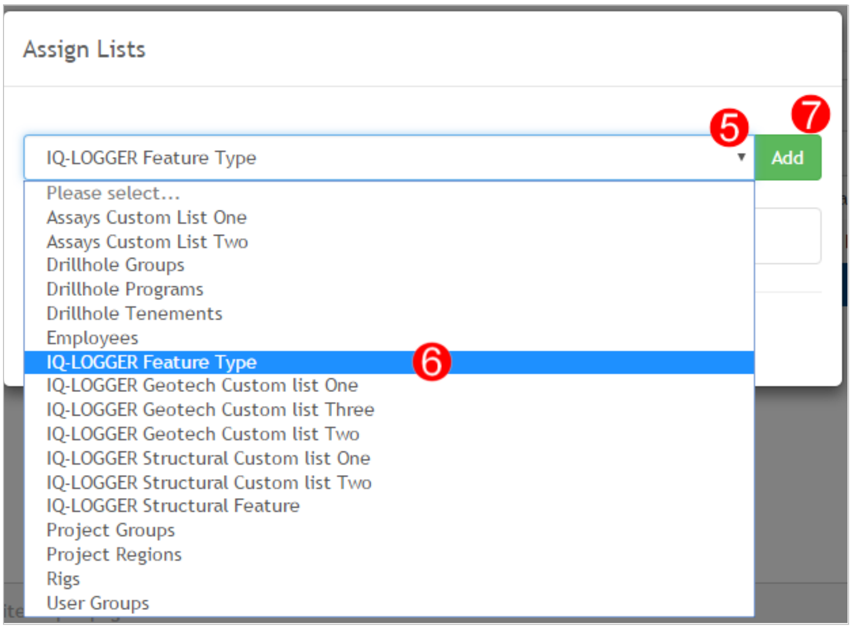
To assign list permissions to users:

1. Navigate to the **Manage** menu.
2. Select **Users**.
3. In the Manage Users table, select one or more users.
4. Click **Assign Lists** from the module toolbar.



5. In the **Assign Lists** dialog, click on the down arrow to show the available lists.
6. Select the name of the required list. It highlights blue.
7. Click the green **Add** button on the right-hand side of the of the Assign Project selection box.
8. Repeat steps 5 and 6 for all the **Lists** you wish to assign.
9. Click **Save**.

> If you select multiple users and a user already has permissions to a **List**, this process only adds the new **List**.



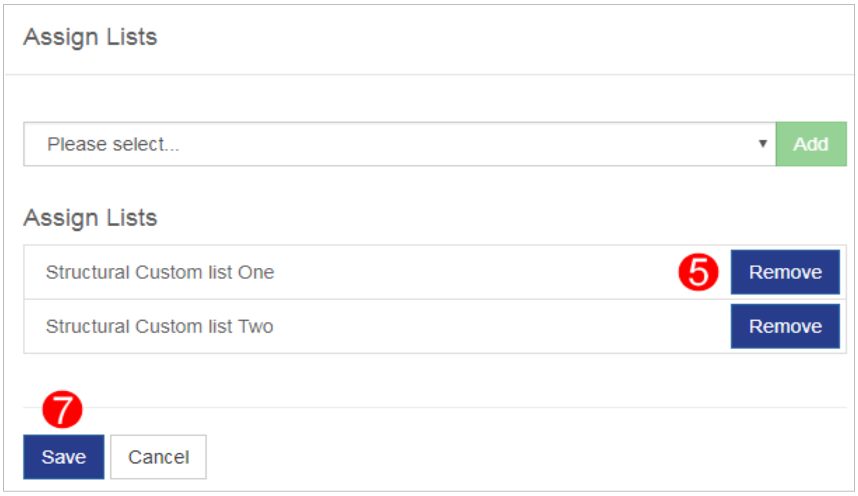
The user now has edit rights for the nominated **Lists**.

Remove List

To remove List permissions from users:

1. Navigate to the **Manage** menu.
2. Select **Users**.

3. In the Users table, select one or more users.
4. Click **Assign Lists** from the module toolbar.
5. In the Assign Lists dialog, click **Remove** located to the right-hand side of the Lists to be removed.



6. Repeat step 5 for all the **Lists** you wish to remove.
7. Click **Save**.

> You can remove **Lists** from only one user at a time.

The selected user no longer has edit permissions for the removed lists.

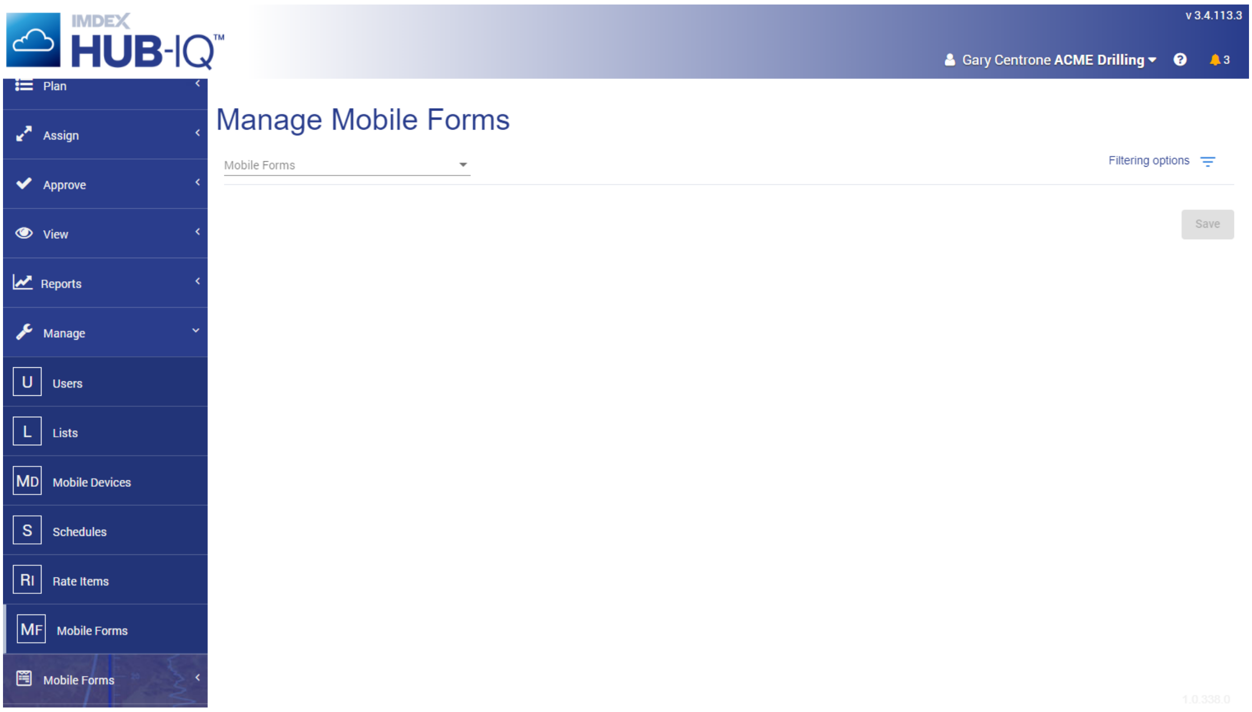
Manage Mobile Forms

This module provides the utility to set up extra recipients to receive email notifications when IMDEX MOBILE™ App sessions are pending approval or approved (once the session is "Sent").

Supervisors and clients are not set up here. These are set up in **Assign Lists** on page 22.

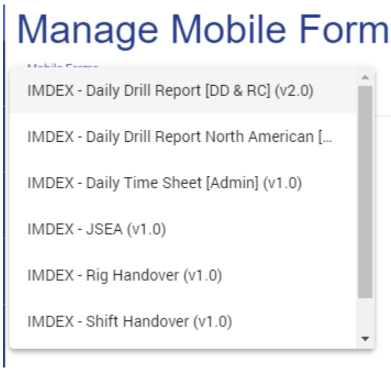
There are two options to choose from:

- **Email list distribution for all projects:** This option is for recipients to receive email notifications for all groups.
- **Email list distribution per project:** This option is for recipients to receive email notifications for specific projects only.

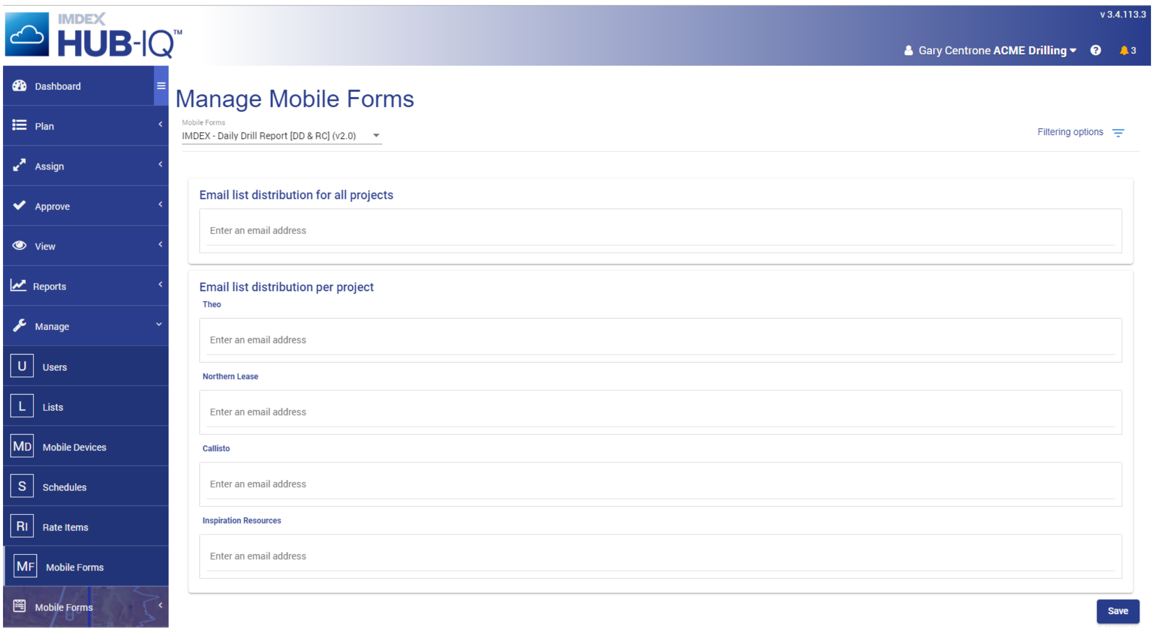


Add

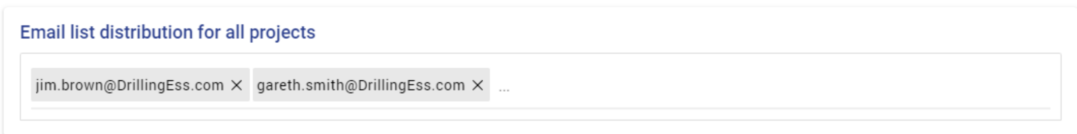
1. Select from the drop-down list of Mobile Forms



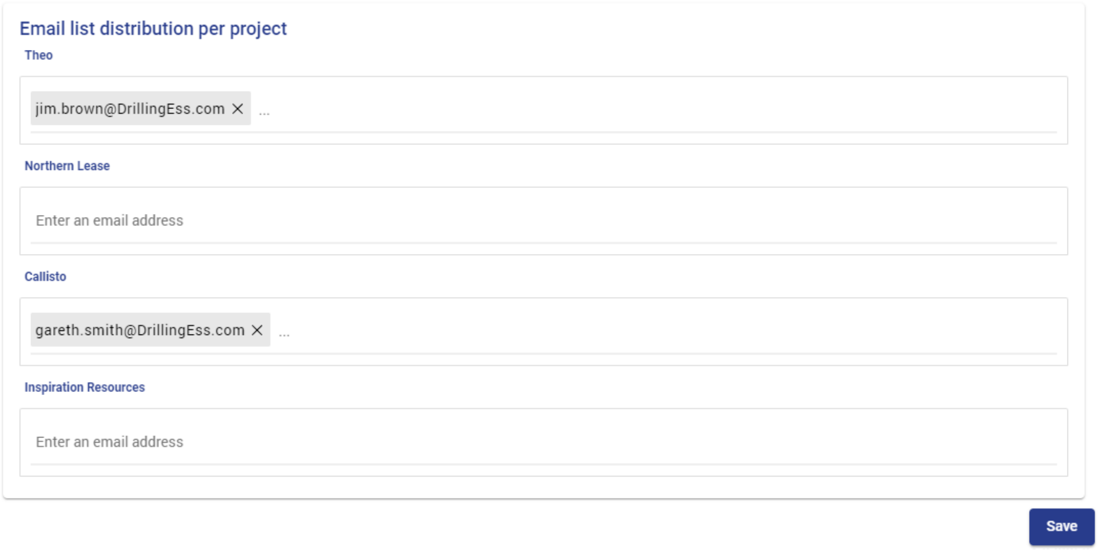
The following screen displays.



2. Enter an email address in either:
   - Email list distribution for all projects



- Email list distribution per project

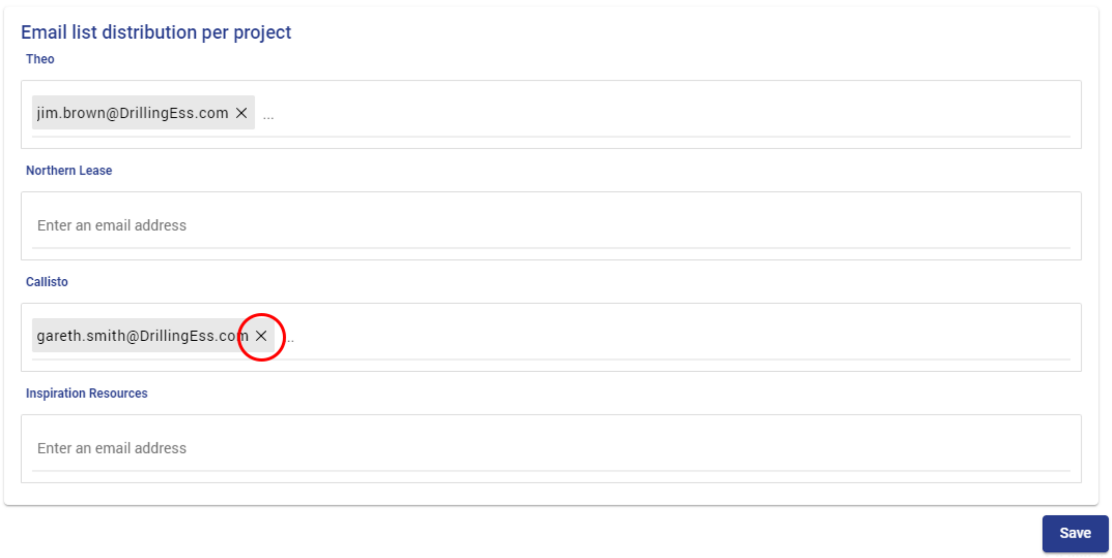


For multiple emails, press **Enter** on your keyboard to add continuously.

3. Select **Save**.

Remove

1. Select from the drop-down list of Mobile Forms.
2. Find the email, click the **X** to remove.



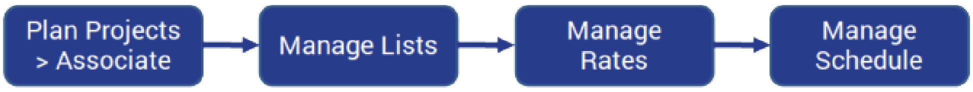
3. Select **Save**.

IMDEX MOBILE™ Schedule

This topic covers the process to set up lists, rates and schedule the contract.

Ensure you have the correct permissions before proceeding. See **Permissions** on page 20

The process is as follows:



Associate

Once a project and drillholes are planned in IMDEXHUB-IQ™, either the project or specific drillholes needs to be associated to a contractor, who will be using IMDEX MOBILE™ App.

Associate allows contractors to use IMDEX MOBILE™ App without having the project details shared or having their own IMDEXHUB-IQ™ client.

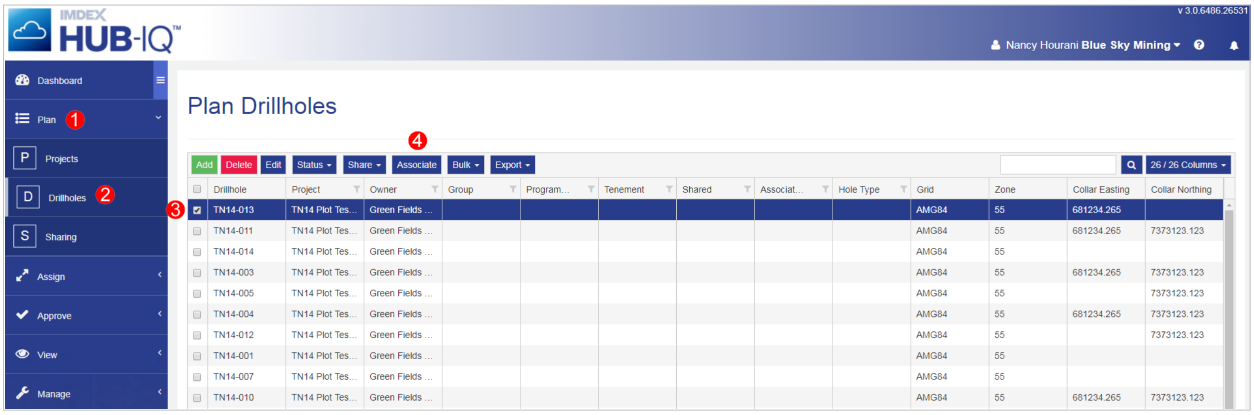
For planning projects and drillholes, see **Plan Projects** on page 1. To associate an entire project, see **Associate Projects** on page 1.

To associate a contractor with a drillhole in **IMDEXHUB-IQ™**:

1. Navigate to the **Plan** menu.
2. Select **Drillholes**.
3. In the Plan Drillholes table, select the **Drillholes** to associate with a company or companies.

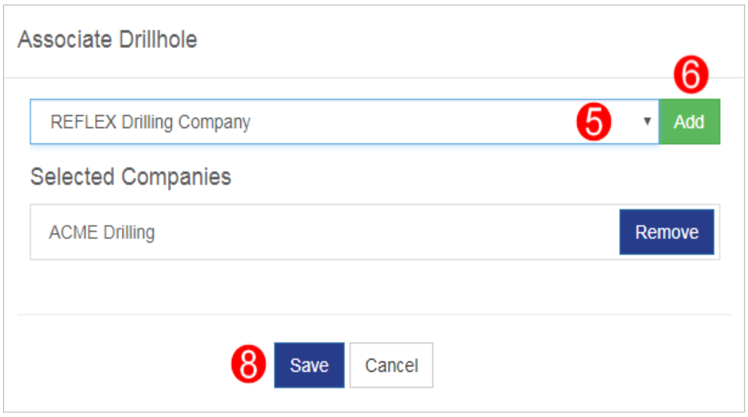
   Inactive or Pending **Drillholes** cannot have companies associated with them.

4. Click **Associate** from the module toolbar.



5. From the dropdown list, select the company/contractor to associate with the **Drillhole**.
6. Click **Add**.
7. Repeat steps 5 and 6 to associate more than one company.

8. Once all relevant companies are selected, click **Save**.



The selected companies show in the **Associated** column of your **Plan Drillholes** table.

You can associate the same company or companies to multiple **Drillholes** by selecting multiple **Drillholes** in step 3.

To add companies to the dropdown list, please send their details to support@imdexlimited.com.

Manage Lists

The lists contain the selected values users can choose when completing forms in IMDEX MOBILE™.

The lists are default, however the items within each list are custom.

Before items can be added, ensure all devices are connected to IMDEXHUB-IQ™ as the Unit ID is required for certain lists.

The following lists require items for IMDEX MOBILE™:

- Supervisors
- Employees
- Rigs
- Activity Items

- Consumable Items
- Crew Items
- Drilling Items
- Equipment Rental Items
- Fuel Items
- Grouting Items
- Left In Hole Items
- Logging Items
- Shift Items
- Survey Items
- Water Items

The items created in Manage Lists are the values that display in drop-down fields in the IMDEX MOBILE™ App.

EXAMPLE 1

Downhole tools may require a lubricant when assembling running gear.

However, the lubricant comes in different sizes and grades. Therefore, items need to be created for each, and are set up in **Lists**:

Item
Lubricant A1 2L
Lubricant A1 5L
Lubricant B1 2L
Lubricant B2 5L

EXAMPLE 2

For travel charges, a client has agreed to pay for a rate over one hour.

As travel is calculated based on time or distance, only a single item is created in Mange Lists:

Item
Travel

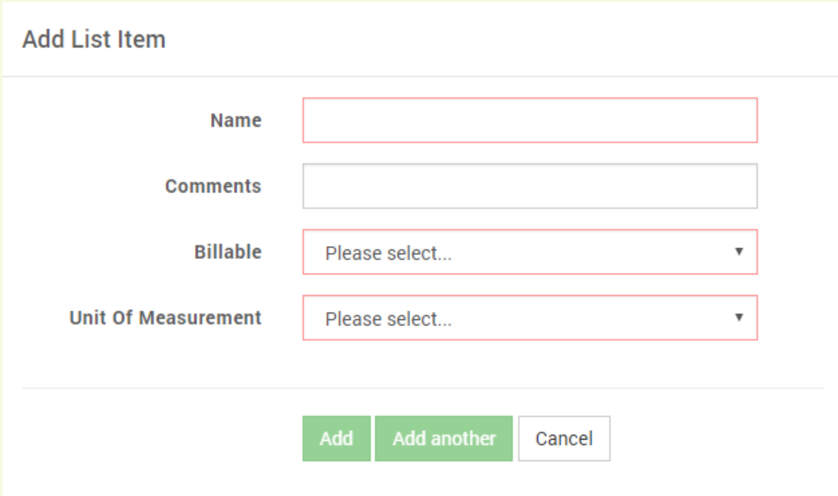
Add Items

For full instructions see **Add Items** on page 61.

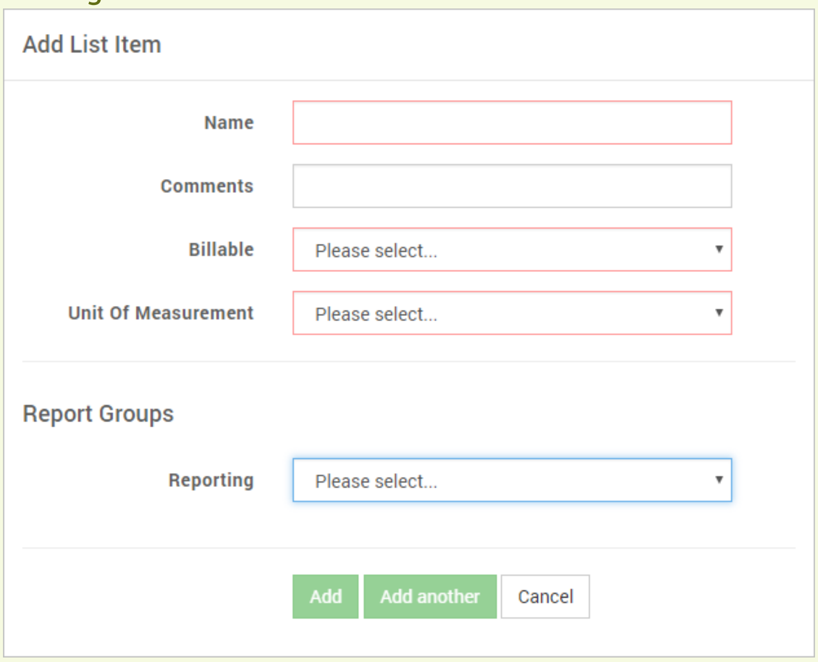
1. Select **Manage > Lists**.
2. Select a **List**.
3. Select **View Data**.

4. Use **Add** to create new items to the list.

Mobile list types are distinct with Billable and Unit of Measurement fields.



The **Activities Item** contains an extra field for **Reporting**. Selecting an item in this field allows IMDEX MOBILE™ to consolidate the data based on the item selected, such as Drilling Time.



Manage Rates

Manage Rates allows Mobile list items to have further properties set up unique for a specific customer, and distinct from each other, such as item codes, and supplier codes.

EXAMPLE 1

There are four lubricant items set up in Manage Lists:
Lubricant A1 2L
Lubricant A1 5L
Lubricant B1 2L
Lubricant B1 5L

For Lubricant A1 2L alone, four clients require this, and each have their own code and billing:

Item	Billing	Client Code
Lubricant A1 2L	Billing = Yes	FF02
Lubricant A1 2L	Billing = Yes	JAZ3
Lubricant A1 2L	Billing = Yes	444G
Lubricant A1 2L	Billing = Yes	521A3

EXAMPLE 2

There is one Travel item set up in Manage Lists.

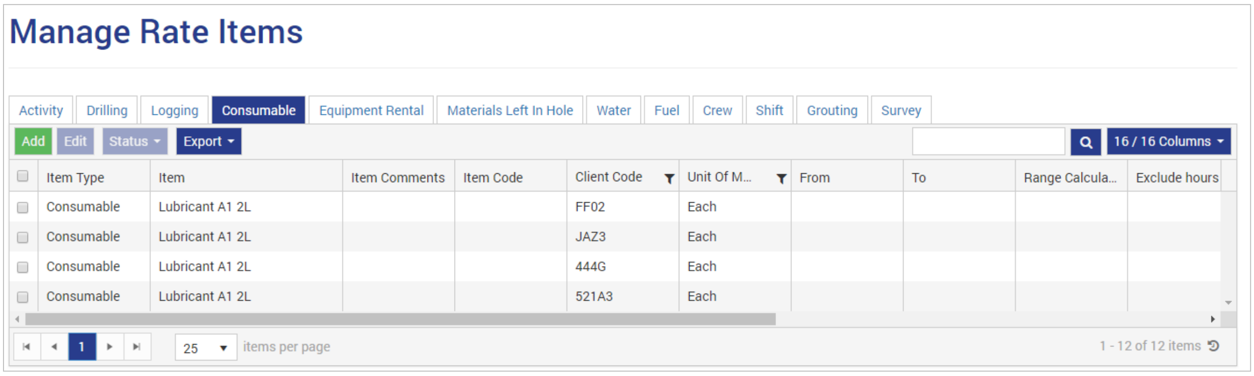
Some clients agree no charge for any travel,
Some agree to charge per hour after the first hour is free,
One also agrees to charge per hour after the first hour is free, and wants a client code:

Item	Billing	Range	Client Code
Travel	Billing = No	No charge	
Travel	Billing = Yes	> 1 hour charge	
Travel	Billing = Yes	> 1 hour charge	TR02

Interface

The tabs along the top represent each "Mobile" list type found in Manage Lists.

The Lubricant A1 2L items as they would in appear in Manage Rates.



Manage Rate Items

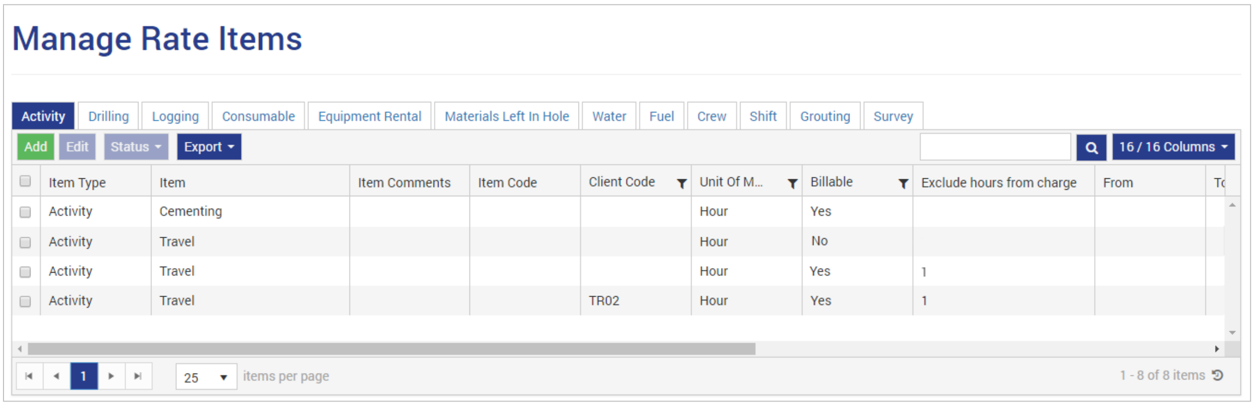
Activity | Drilling | Logging | Consumable | Equipment Rental | Materials Left In Hole | Water | Fuel | Crew | Shift | Grouting | Survey

Add | Edit | Status | Export | 16 / 16 Columns

Item Type	Item	Item Comments	Item Code	Client Code	Unit Of M...	From	To	Range Calcula...	Exclude hours
Consumable	Lubricant A1 2L			FF02	Each				
Consumable	Lubricant A1 2L			JAZ3	Each				
Consumable	Lubricant A1 2L			444G	Each				
Consumable	Lubricant A1 2L			521A3	Each				

1 | 25 items per page | 1 - 12 of 12 items

The Travel items as they would appear in Manage Rates.



Manage Rate Items

Activity | Drilling | Logging | Consumable | Equipment Rental | Materials Left In Hole | Water | Fuel | Crew | Shift | Grouting | Survey

Add | Edit | Status | Export | 16 / 16 Columns

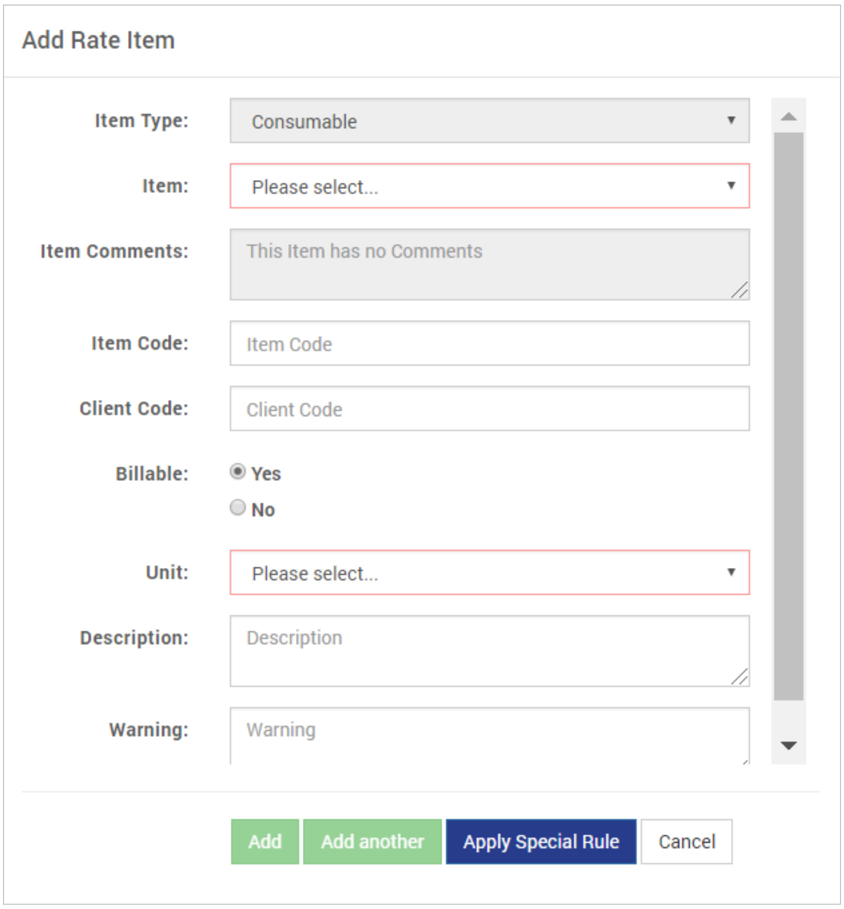
Item Type	Item	Item Comments	Item Code	Client Code	Unit Of M...	Billable	Exclude hours from charge	From	To
Activity	Cementing				Hour	Yes			
Activity	Travel				Hour	No			
Activity	Travel				Hour	Yes	1		
Activity	Travel			TR02	Hour	Yes	1		

1 | 25 items per page | 1 - 8 of 8 items

Add Item

1. Select **Manage > Manage Rates**.
2. Select one of the following tabs:
    - Activity
    - Drilling
    - Logging
    - Consumable
    - Equipment Rental
    - Materials Left In Hole
    - Water
    - Fuel
    - Crew
    - Shift
    - Grouting
    - Survey

3. Select **Add**.



4. Enter the following:
   a. **Item:** (Mandatory) Select the item as listed in Manage Lists.

   > If there are items set up in Manage Lists, there will be nothing to select from the drop-down field.

   b. **Item Comments:** (optional)
   c. **Item Code:** (optional) A product code or reference as used by your business.
   d. **Client Code:** (optional) Similarly, A product code or reference as used by the supplier.
   e. **Billable:** Yes or No. By selecting Yes, this will allow for a price to be set up in Manage Schedule.

   If Hour is selected, the following fields display:

   - Range From:
   - Range To:

- Exclude hours from charge
- Range Calculation:

f. **Unit:** Associated unit of measurement.

g. **Description:** (optional).

h. **Warning:** (optional).

5. Select **Add** or **Add Another**.

   The item displays in the Manage Rates list for the specific item (tab).

Apply Special Rule is a future option currently under development.

Manage Schedule

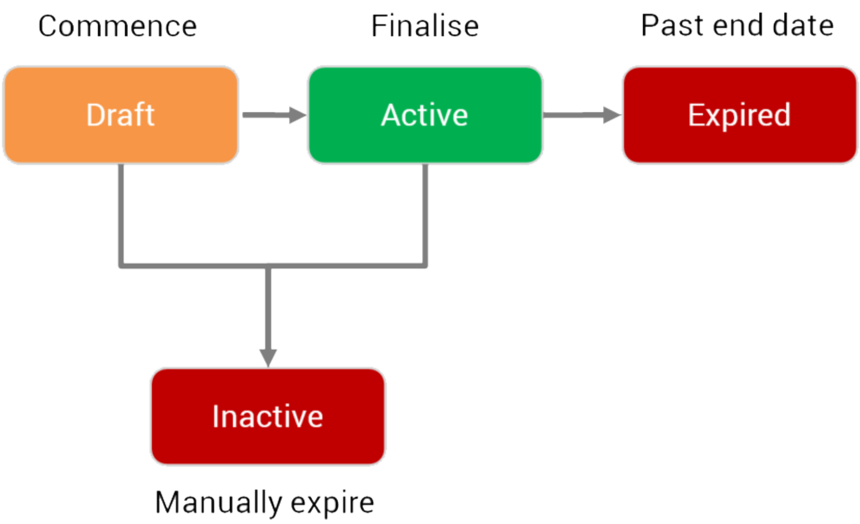
The final stage to deploying IMDEX MOBILE™ forms is creating a schedule.

Before a schedule can be created, the project needs to be associated to the (drilling) contractor (see , **Associate** on page 28) and items need to be set up (see **Manage Lists** on page 30 and **Manage Rates** on page 34).

Summary

- New schedules can be cloned from existing schedules.
- Schedules can be shared to other companies (with IMDEXHUB-IQ™).
- Schedules can be exported as CSV or xls.
- Schedules cannot be deleted.
- Items are added to schedules, and prices are optional.
- Items cannot be edited or deleted once the schedule is finalised.
- Dates cannot overlap for schedules with the same client and project.

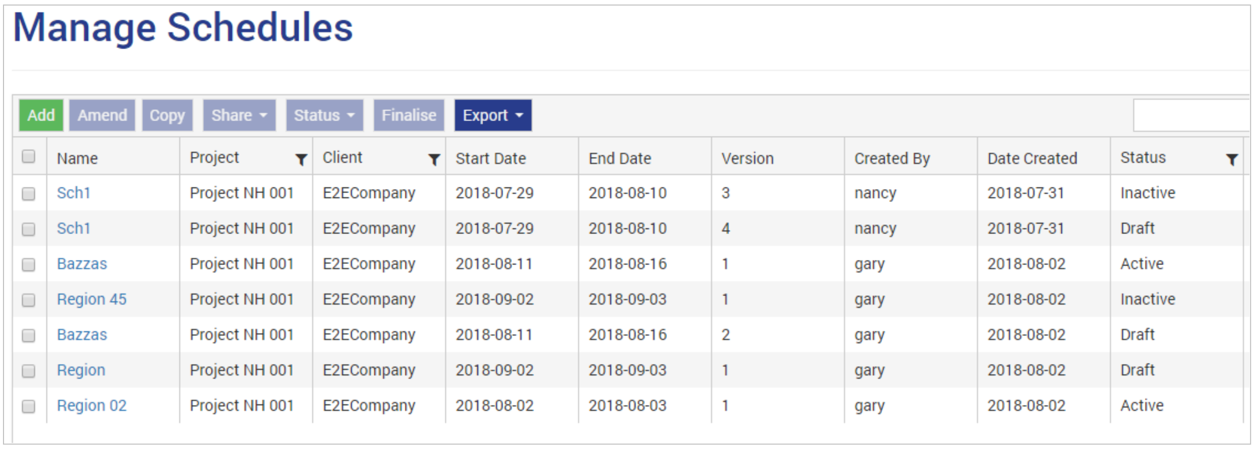
The cycle is as follows:



Set up master schedules and clone these schedules when making new ones. This will save time in setting up items and prices.

Add Schedule

1. Select **Manage > Schedules**.

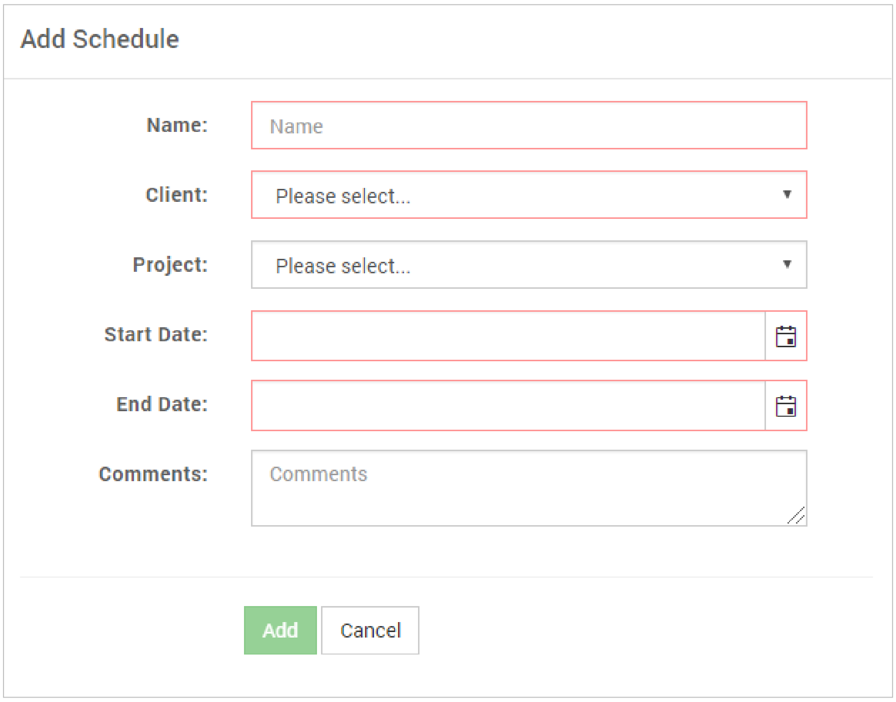


Manage Schedules

Add | Amend | Copy | Share | Status | Finalise | Export

	Name	Project	Client	Start Date	End Date	Version	Created By	Date Created	Status
	Sch1	Project NH 001	E2ECompany	2018-07-29	2018-08-10	3	nancy	2018-07-31	Inactive
	Sch1	Project NH 001	E2ECompany	2018-07-29	2018-08-10	4	nancy	2018-07-31	Draft
	Bazzas	Project NH 001	E2ECompany	2018-08-11	2018-08-16	1	gary	2018-08-02	Active
	Region 45	Project NH 001	E2ECompany	2018-09-02	2018-09-03	1	gary	2018-08-02	Inactive
	Bazzas	Project NH 001	E2ECompany	2018-08-11	2018-08-16	2	gary	2018-08-02	Draft
	Region	Project NH 001	E2ECompany	2018-09-02	2018-09-03	1	gary	2018-08-02	Draft
	Region 02	Project NH 001	E2ECompany	2018-08-02	2018-08-03	1	gary	2018-08-02	Active

2. Select **Add**.
3. Add **Schedule**.



4. Fill in Add Schedule.
   a. **Name:** Enter a unique schedule name
   b. **Client:** Select a client.
   c. **Project:** Select a project.

> If there is no client or project to select, this needs to be set up. See **Associate** on page 28.

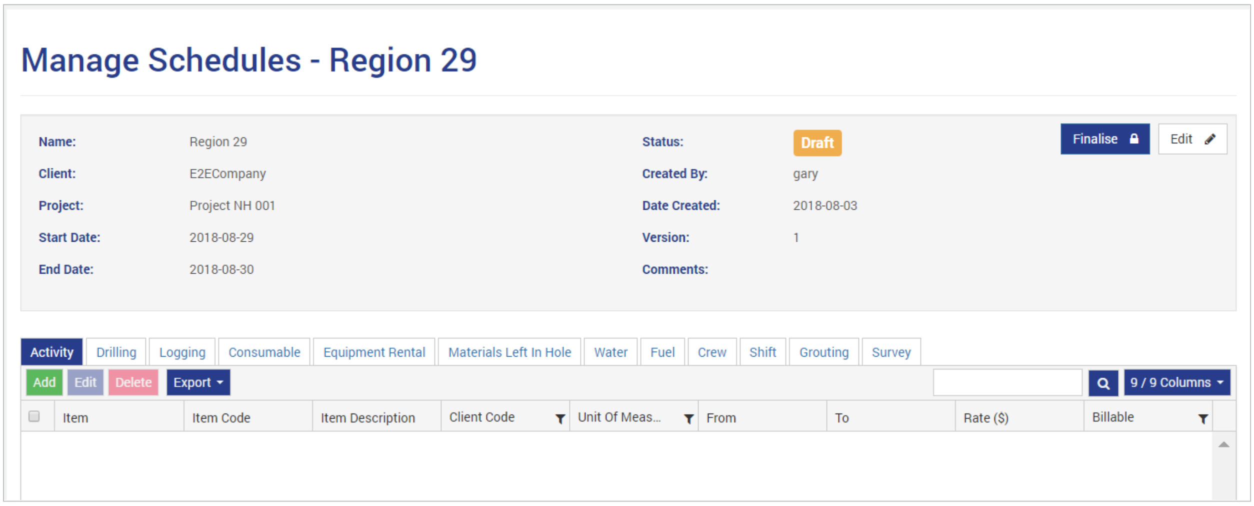
d. Start Date: Enter start date.

e. End Date: Enter end date.

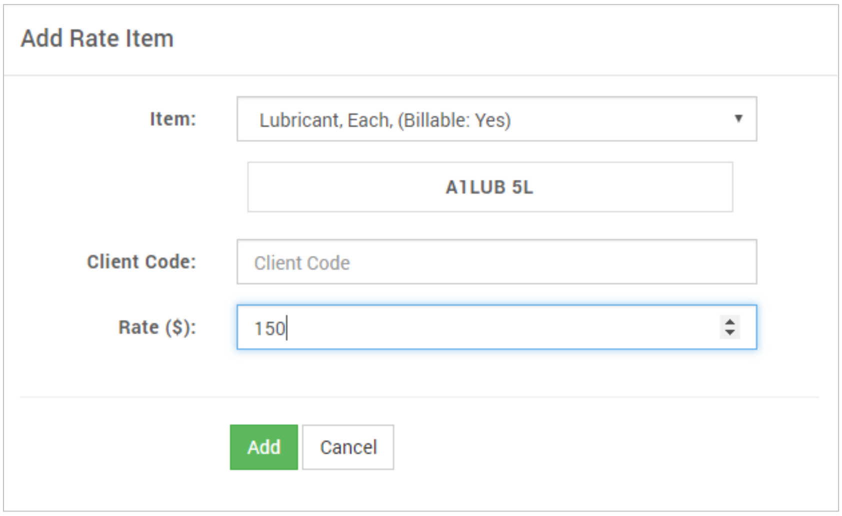
> Dates that overlap for other schedules for the same client and project cannot be set.

f. Comments: (Optional)

5. The details of the schedule displays.



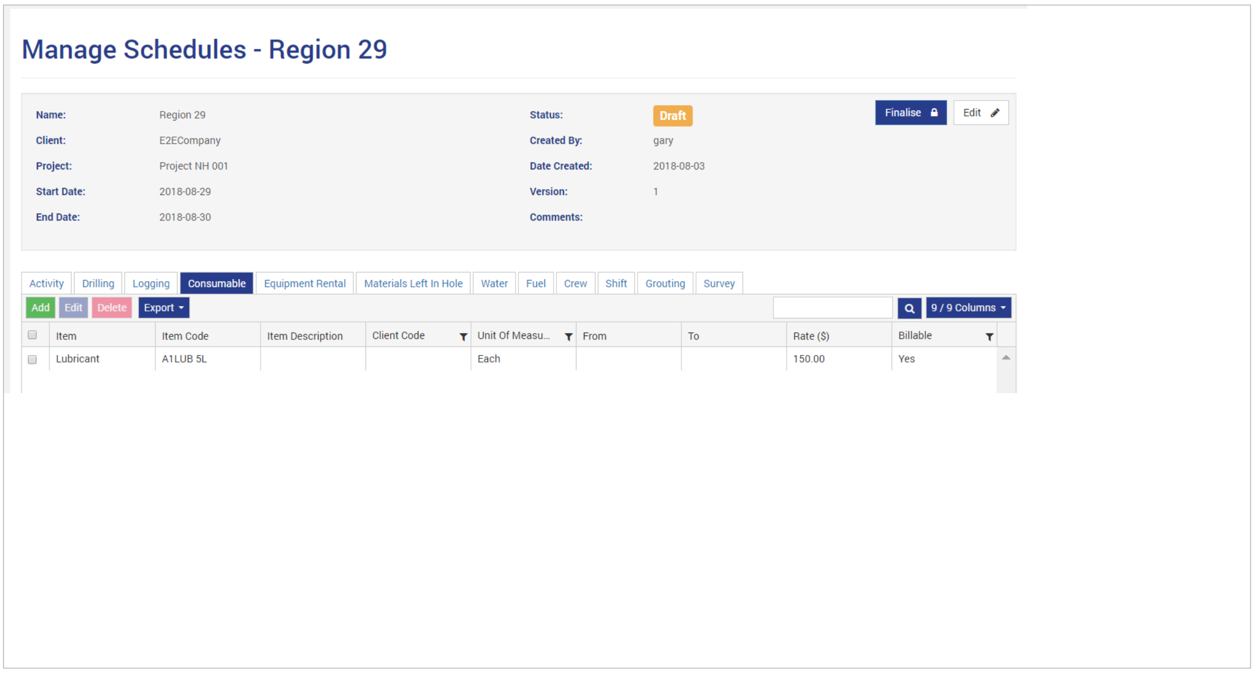
6. Do one or more of the following:
   a. Add items:
      - Select an item tab (Activity, Drilling, Logging, etc.).
      - Select **Add**.



      - **Item:** Select the item from the list. The item code displays in the box below.

At least one item from Activity and Drilling must be entered in order for the IMDEX MOBILE™ App to be valid for use.

      - **Client Code:** Enter a client code, or the default as set up in Manage Rates displays.
      - **Rate:** Enter a price.
      - Click **Add**.
      - The item displays in the schedule.



b. Add further items.

c. Edit schedule, the following can be changed:

- Name
- Client
- Project
- Start and End Dates
- Comments

7. Once complete, select **Finalise** to update the status from Draft to Active.

Once the status changes from Draft to Active, you can no longer:
- Edit the name, client, or project
- Add, edit, or delete items from the schedule

The **Amend Schedule Details** button only allows the Dates, and Comments to be edited.

The schedule allows you to **Export Schedule** as an xls file, or **Export** the list of active items per tab as a CSV or xls file during any phase of the schedule.

Mobile App Operation

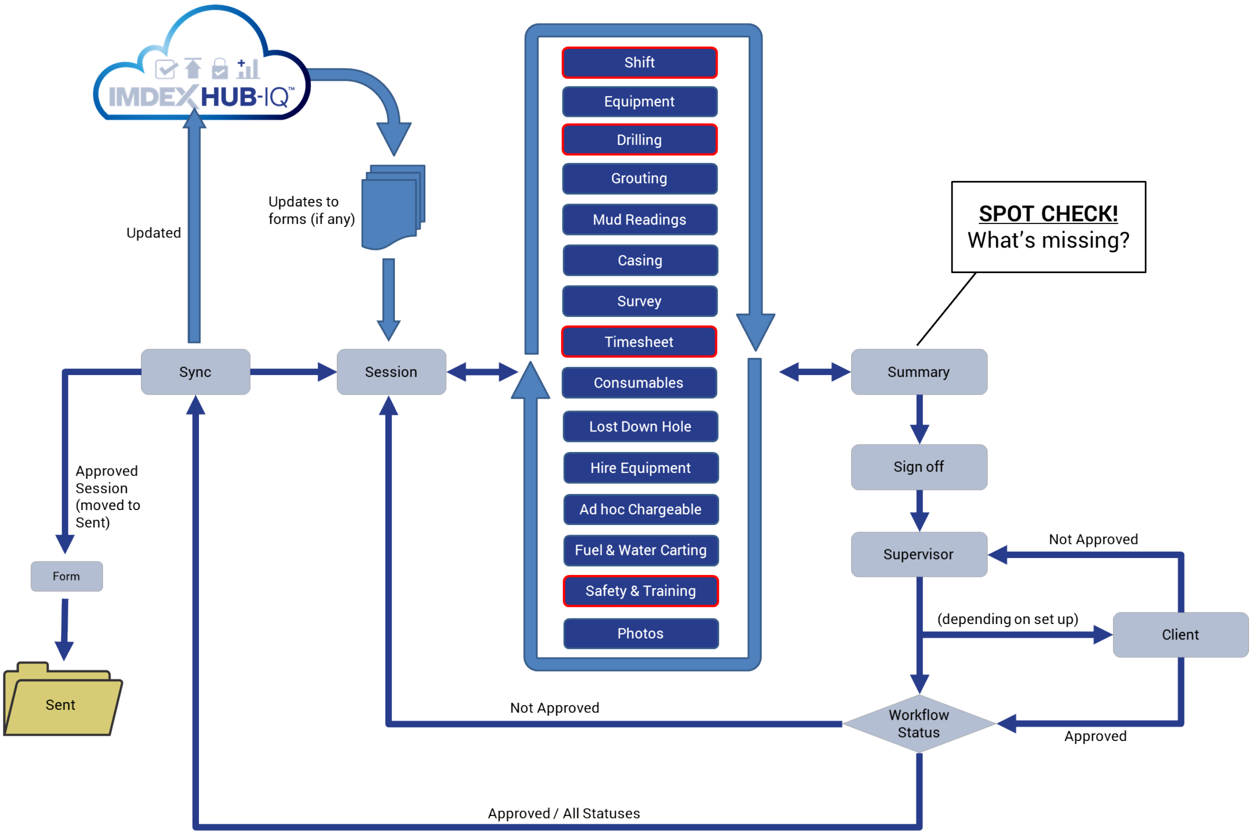
The IMDEX MOBILE™ App is available on iOS and Android tablets for contractors to log forms for time and resources.

The Daily Drill Report is logged typically by the driller and the form is submitted to a supervisor for approval and can also be approved by a client.

The app is downloaded and installed on your own device.

Daily Drill Report

The workflow for using the Daily Drill Report.



Summary

The process is as follows:

1. Synchronise to send any completed sessions.
2. Session: Either **Start New Session** or select an existing session from the **Active** tab.
3. Enter content into the session, i.e. Shift, Drilling. Equipment, etc..

Mandatory data is required in Shift, Drilling, Timesheet, and Safety and Training.

Use Summary to check outstanding mandatory items. This can be checked at any point while you are filling in the report. These are indicated in red.

4. Summary:
    a. Review items entered and outstanding.
    b. Sign Off: enter signature.
    c. Supervisor: enter signature and password.
    d. Client: enter signature and password.

DDR Form Functions

Sync

There are two commands to synchronise from the Daily Drill Report:

- **Synchronise:** To receive updates from IMDEXHUB-IQ™.
- **Menu > Send:** Submit completed forms to IMDEXHUB-IQ™.

> These commands are within the Daily Drill Report.

Session

The IMDEX MOBILE™ App consists of the **Projects** screen and the screen named after the form, such as **Daily Drill Report**:

Projects

- **Edit:** Delete sessions.
- **Connect to Server / Connected:** Connect to IMDEXHUB-IQ™.
- **Settings:** Set up address, TCP port, etc.
- **Project:** Select or search for a project.

Daily Drill Report

- **Active:** Existing sessions not completed.

> Approved Forms are removed and placed in sent.

- **Sent:** Completed sessions submitted.
- **Deleted:** Deleted sessions.

Content

Fill in the form data:

- Shift, Drilling, Timesheet, and Safety and Training are mandatory.
- As each section is completed, the form shows the next section to complete.

Summary

Use this as a spot check, to see which sections are outstanding, and to sign off once completed.

Supervisor

Supervisors require signature and password to complete.

Client

Clients require signature, password and check approval to complete.

Workflow Status

The status for the forms in order are as follows:

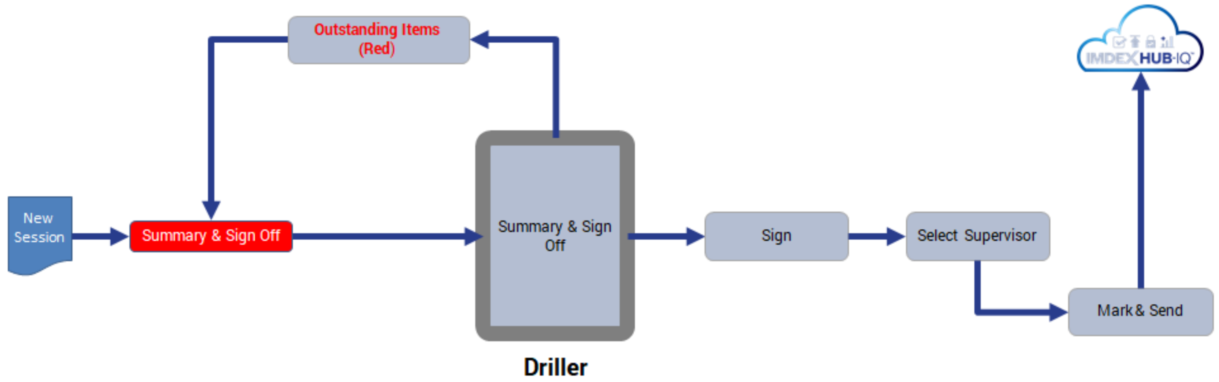
- Not Yet Approved.
- Pending.
- Approved.

> Not Yet Approved displays as either Sent To Supervisor or Sent To Client in IMDEXHUB-IQ™.

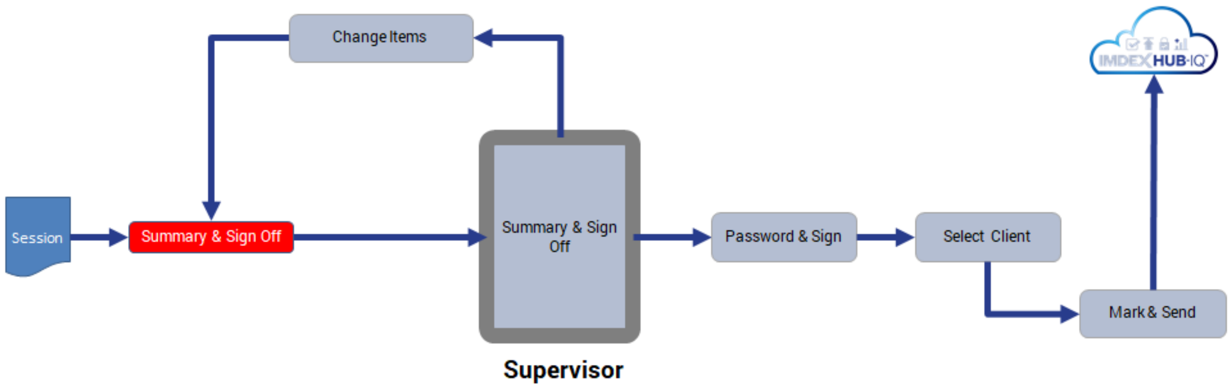
Daily Drill Report Sign Off Workflows

The workflows will differ depending on roles and how amendments are managed.

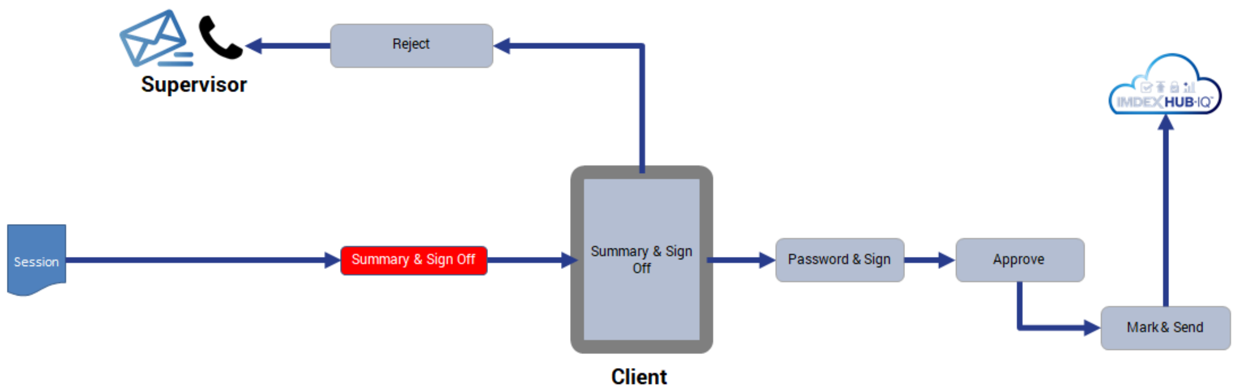
Driller Sign Off



Supervisor Sign Off

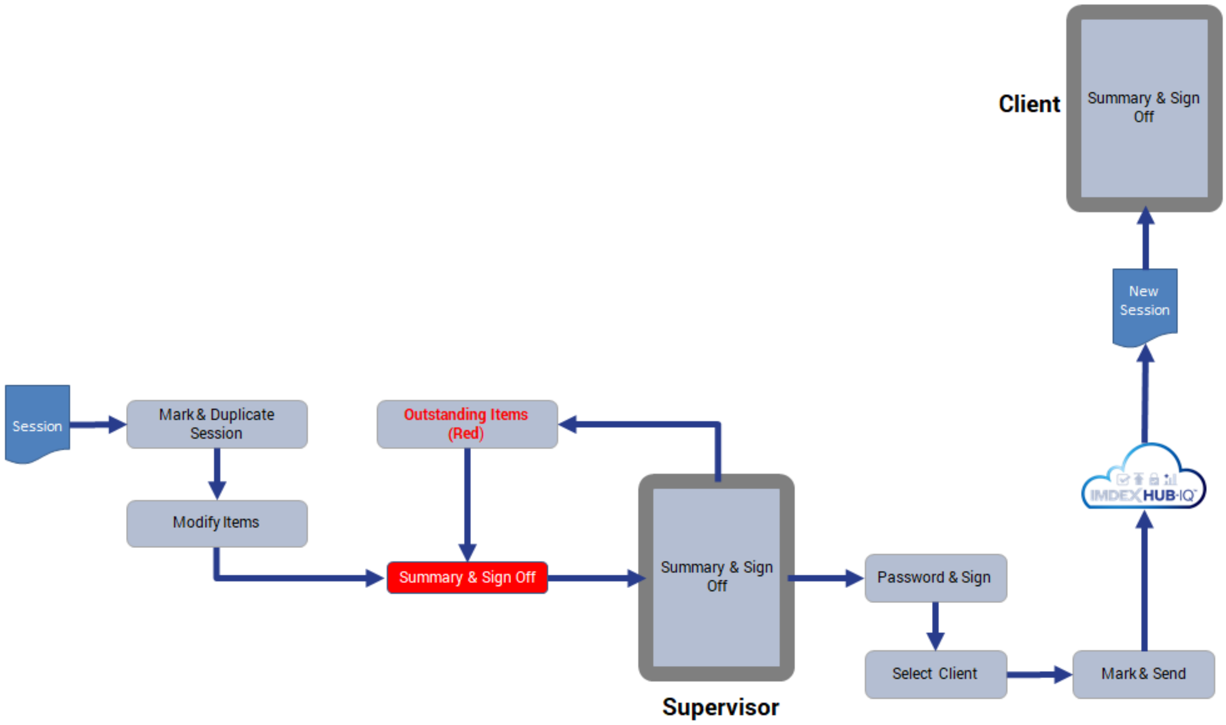


Client Sign Off



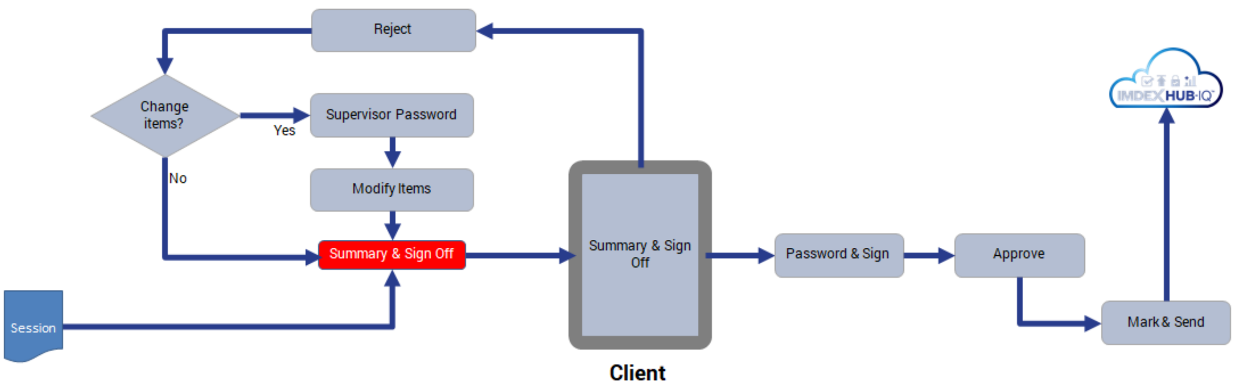
Supervisor Changes Items

The supervisor can duplicate the existing session, make changes and submit, and the client will receive a new session with the updated changes.



Supervisor Changes Items on Client Tablet

The supervisor with their password have the option to modify details using the client's tablet.



Mobile Status & Reports

IMDEX MOBILE™ provides an intuitive platform to view forms to check the current status or generate detailed reports.

Reporting is presented on three levels:

- Daily Forms to filter for specific forms and view the status
- Daily Forms allows for the form to be downloaded to view details
- Generate Reports provides detailed reports

Daily Forms

Daily Forms reports on the current status of IMDEX MOBILE™ forms. The interface is provided with the following:

- Filter and Search
- Results
- Download

Filter and Search

The following filters are available for searching forms.

- **Form Name:** The type of forms, such as Daily Drill Report
- **Projects:** Select one or multiple
- **Workflow Status:** Select one or multiple
- **Date:** Select one of the following:
  - Week to Date
  - Month to Date
  - Year to Date
  - Quarter to Date
  - Previous Week
  - Previous Month
  - Previous Quarter
  - Previous Year
  - Custom: Date range

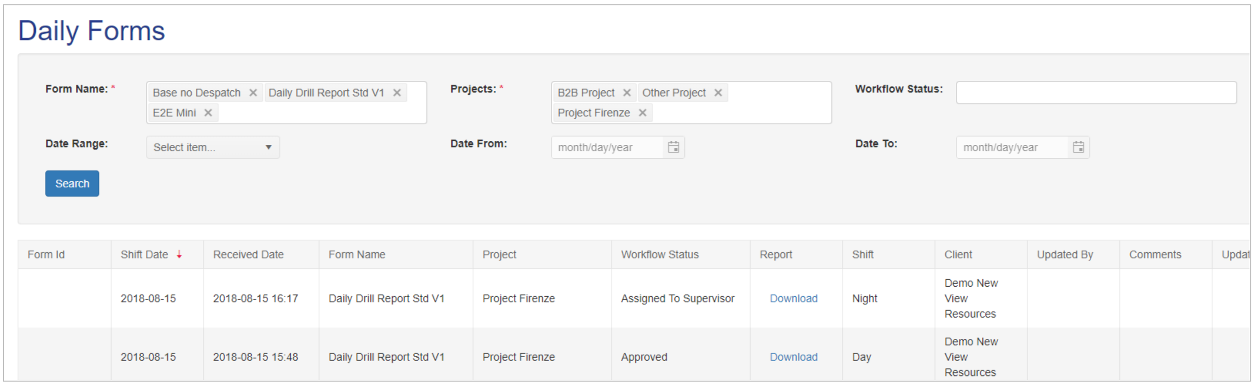
To Search:

1. Select **Daily Forms > Daily Forms**
2. Select one or multiple:
   a. **Form Name:**
   b. **Projects:**
3. Select optional fields:
   a. Workflow Status
   b. Date Range
4. Select **Search**.

Results

There are a range of columns. The following are of interest:

- Shift Date: Date of the shift
- Received Date: Date and time when the form was submitted
- Project
- Workflow Status
- Rig



The following columns can be sorted:

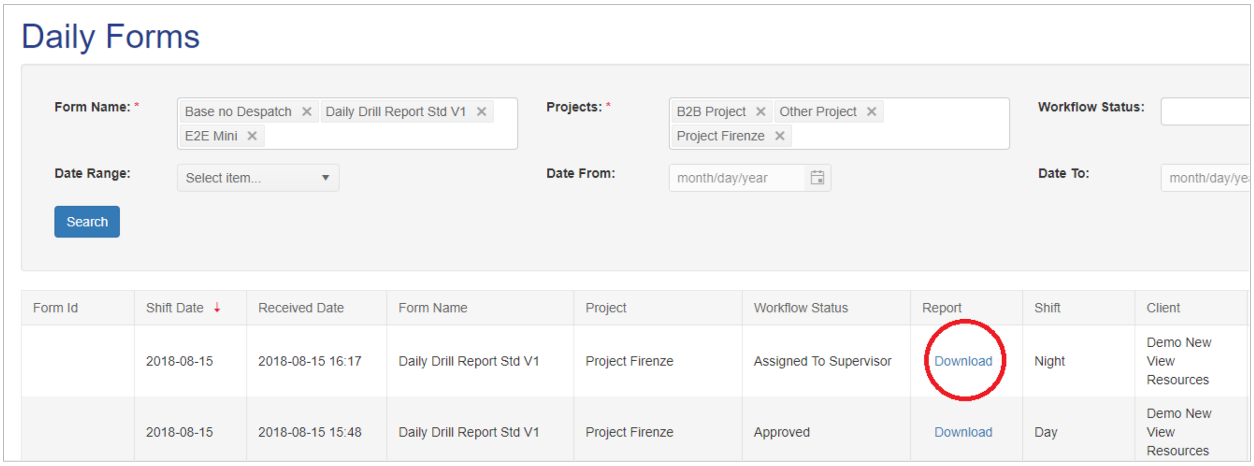
- Form ID
- Shift Date
- Updated Time

The workflow status differs to what is shown on the IMDEX MOBILE™ App. For reference, see the table below:

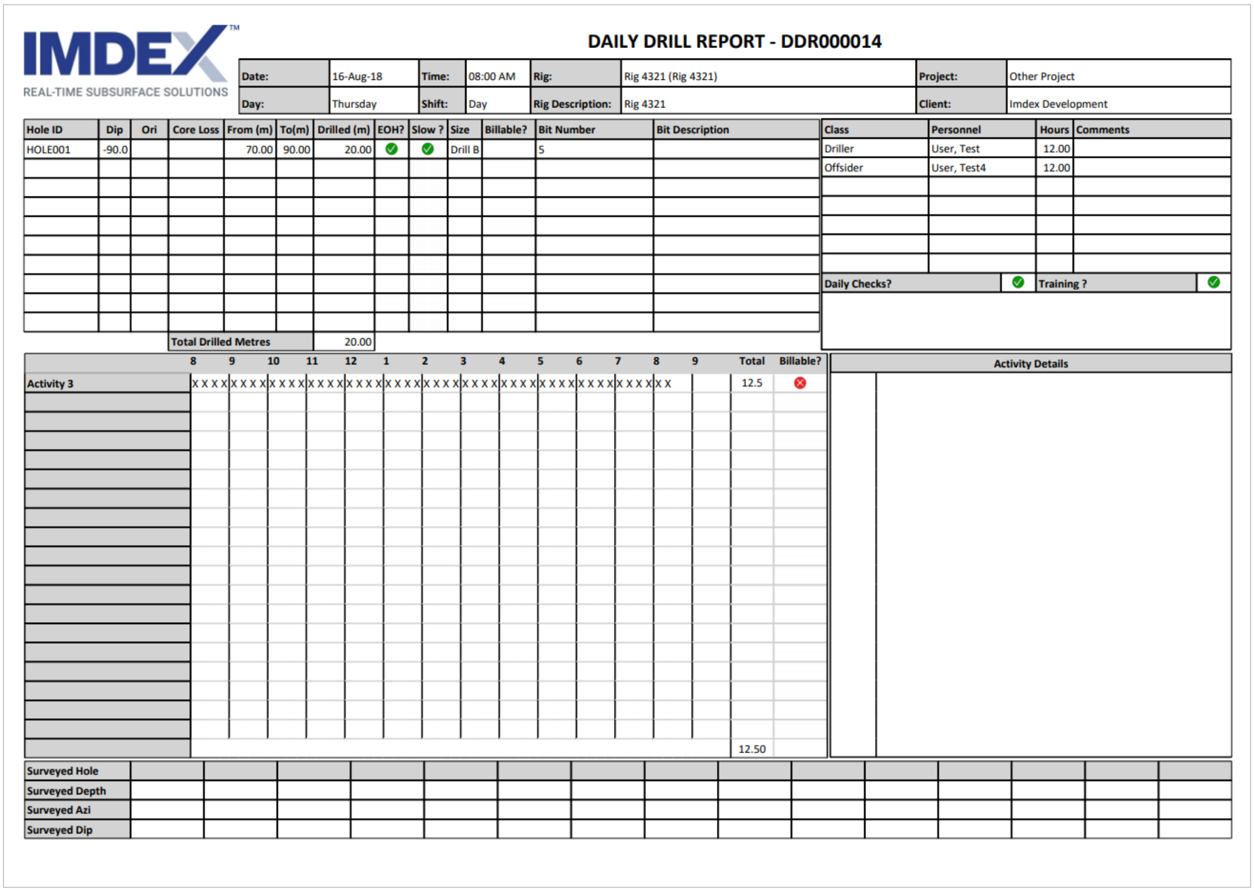
IMDEXHUB-IQ™ Status	IMDEX MOBILE™ App Status
Assigned to Client	Not Yet Approved
Assigned to Supervisor	Not Yet Approved
Approved	Approved

Daily Forms Download

The full Daily Drill Report can be downloaded as a PDF.



Daily Drill Report PDF



Water Cart				Fuel				Safety			
Loads		Hours		Loads		Hours		JSA	7	Inductions	6
Kms		Litres		Kms		Litres		Take 5"s	7	Haz Reps	4
Driver				Driver				Obs	7	Audits	5

Equip #	Type	Description	Start	Finish	Hours	Kms	Litres
LV (Distance)	Light Vehicle	LV					90.00

Consumable	Qty	Hole ID	Billable?

REMARKS	SUPERVISOR REMARKS	CLIENT REMARKS

User, Test	Bond, Jimmy	Centrone, Gary
	SUPERVISOR	CLIENT
SIGNATURE	SUPERVISOR SIGNATURE	CLIENT SIGNATURE

Generate Reports

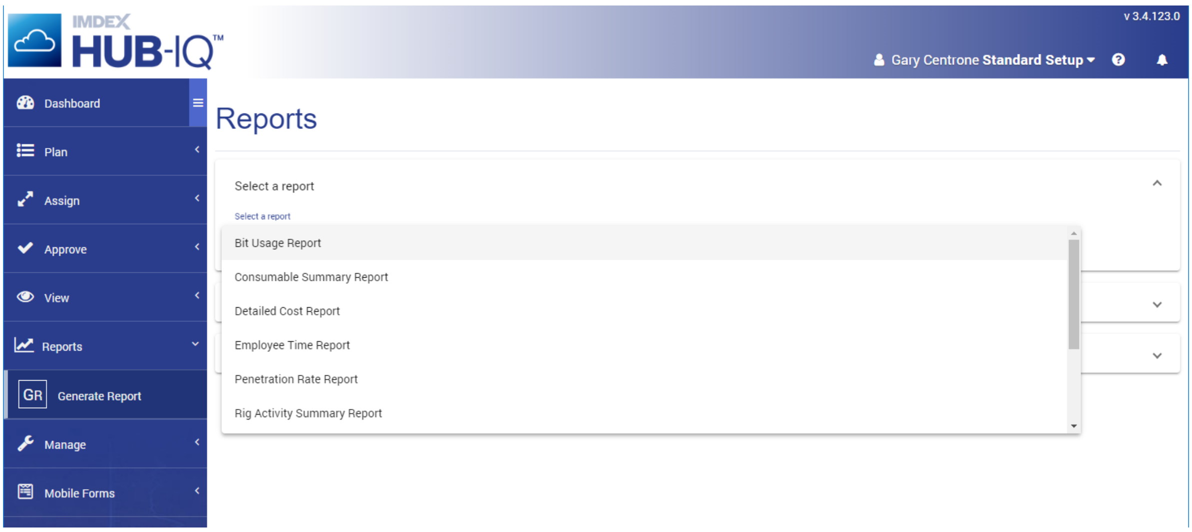
Generate Reports offers further detailed reports for analysis. The following reports are available:

Report	**Specific Parameter**
Bit Usage Report	Dates, Bit Num
Consumable Summary Report	Dates
Detailed Cost Report	Dates, Company, Projects, Rigs
Employee Time Report	Dates, Employee ID
Penetration Rate Report	Dates, Company, Projects, Rigs
Rig Activity Summary Report	Dates, Company, Rigs
Rig Production Report	Dates, Company, Rigs
Rig Summary Chart Report	Dates, Company, Rigs
Schedule Version History Report	Company, Schedule and Version
Summary Cost Report	Dates, Company, Projects, Rigs

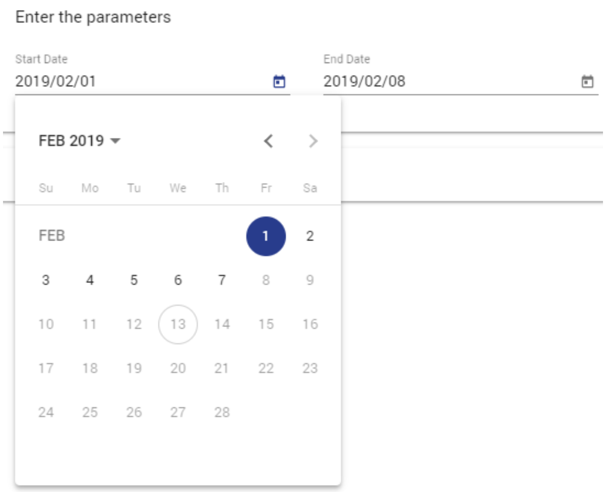
These reports are not the direct form submitted as a session by IMDEX MOBILE™ App users.

Generate

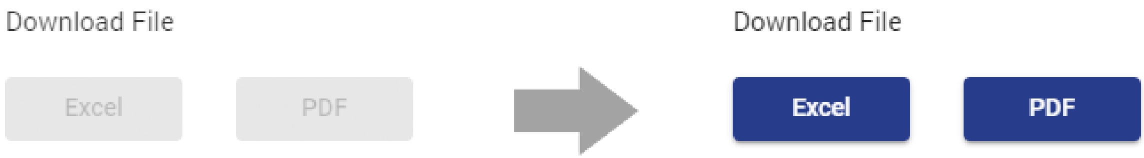
1. Select **Reports** > **Generate Reports**.
2. Select a report.



3. If required, select and set up parameters.



4. If data exists, the **Download File** options for either **Excel** and/or **PDF** become active, select to download report.



Appendix

The following appendix contains sections from the IMDEXHUB-IQ™ User Guide for reference:

- Manage Lists on the next page
- Manage Users on page 67

Manage Lists

The Manage Lists module is the administration function for geologists to modify lists of data.

A **list** provides the list of **items** a user selects from a field when filling in a form within the functions or pages of IMDEXHUB-IQ™ or REFLEX™ apps used on sites to conduct surveys.

For example, when adding a project, a user is required to select a Project Region. The user cannot enter a Project Region of their own, only select one from the list.

Not all lists are available to edit. For example, **Currency** is an inbuilt list that is part of the system.

List Types

There are three types of lists:

- App: lists of data for the REFLEX™ Instrument apps
- System: Lists within IMDEXHUB-IQ™
- customisable System: Not available

customisable System list type is a future option, and currently not in use.

IQ-LOGGER Lists

There are three types of lists that are required to be configured for the REFLEX IQ-LOGGER™:

- Structural Feature List
- Structural Custom List One
- Structural Custom List Two

For more information, see **IQ-LOGGER** on page 1.

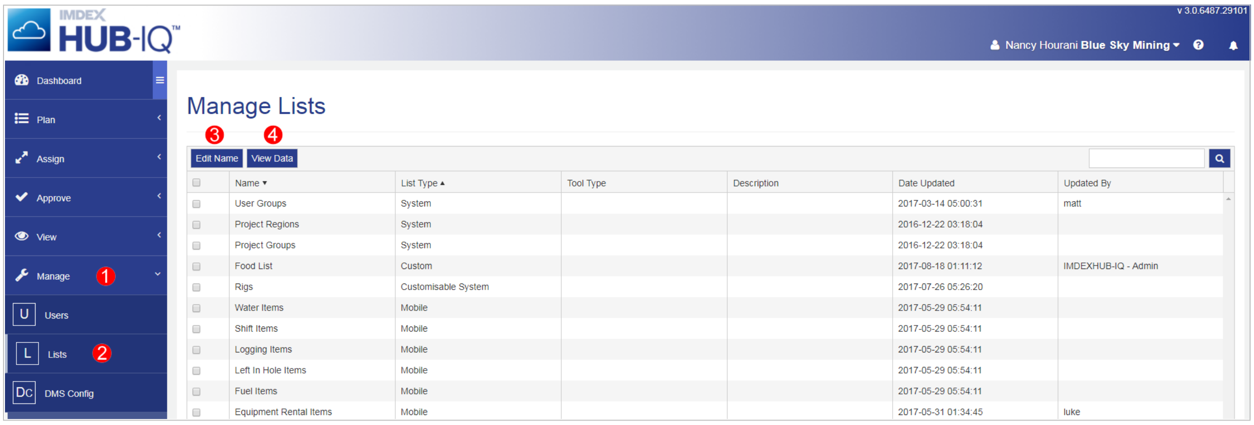
Functions

In summary:

1. Select **Manage**.
2. Select **Lists**.

The toolbar has the following options:

3. **Edit Name**: Change the name of an existing list.
4. **View Data**: View the existing items of the list, and then:
   - Add List Items
   - Edit List Items
   - Delete List Items



An administrator uses **Assign Lists** within **Manage Users** to set up users for access to specific lists within **Manage Lists**.

Users who have access to **Manage Lists** are able to edit all lists throughout that module.

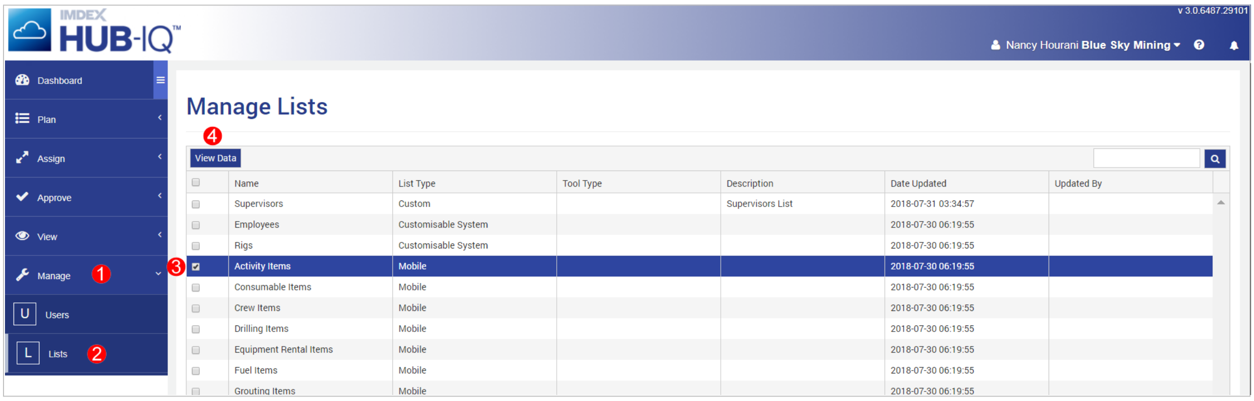
View Data

View Data is a function to add, edit or delete list items as used in IMDEXHUB-IQ™ and IMDEX MOBILE™.

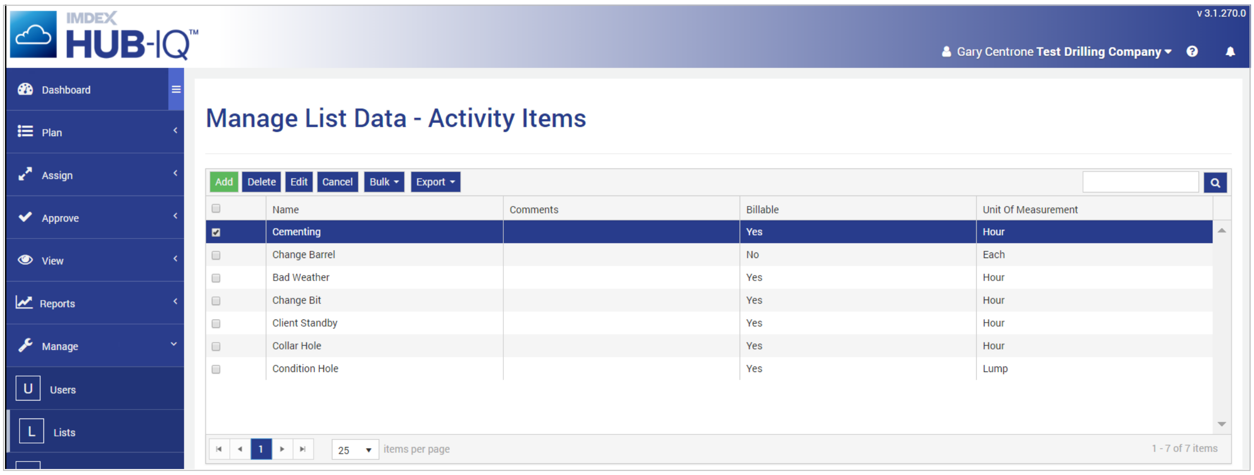
To view a specific list:

1. Navigate to **Manage**.
2. Then **Lists**.
3. Then choose the **list** from the selection box.

> Only one list can be viewed at a time.



4. Click **View Data**. The list displays.



5. Perform one of the following:
    - Add - see **Add Items** on the next page
    - Delete - see **Delete Items** on page 65
    - Edit - see **Edit Items** on page 63
    - Bulk - see **Bulk** on page 1
    - Export - see **Export** on page 66

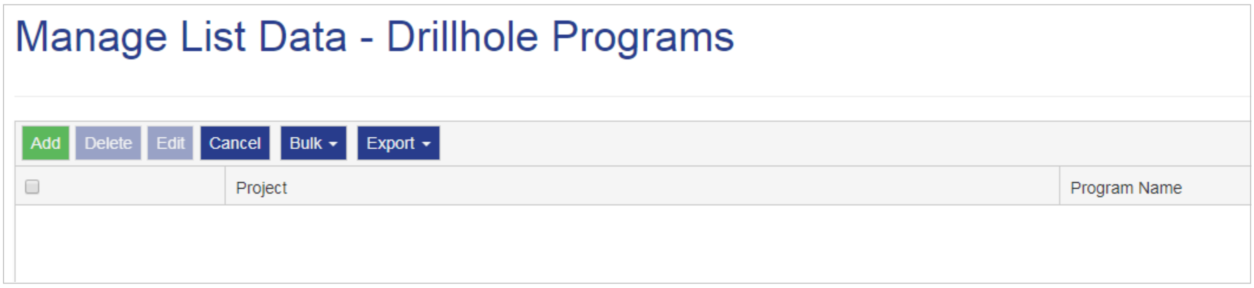
Add Items

The Add Items button provides the option to create new items to display in a list of data.

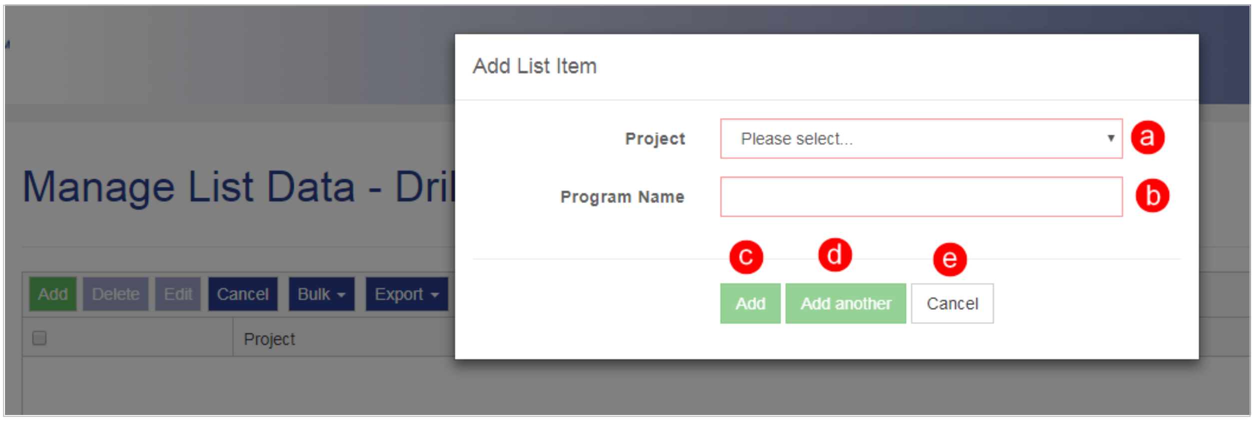
A **list** provides the list of **items** a user selects from a field when filling in a form within the functions or pages of IMDEXHUB-IQ™ or REFLEX™ apps used to conduct surveys.

To add an item to a List:

1. Navigate to **Manage**.
2. Then **Lists**.
3. Choose a **list** by clicking its selection box.
4. Click the **View Data** button. The properties of the list displays.



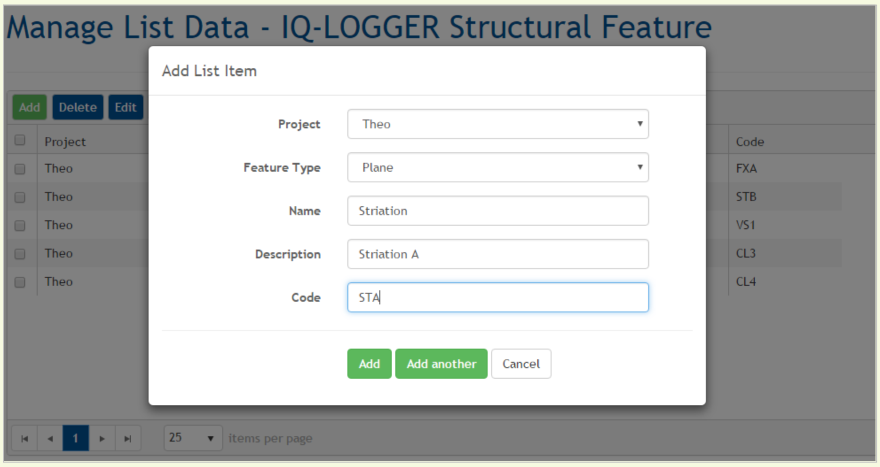
5. Click **Add**. The following screen displays.



   a. Select a **Project**, from the drop-down list
   b. Enter a name or value for the new item
   c. Select **Add** to save, or
   d. Select **Add Another**, to save, then continue to add an extra item, or

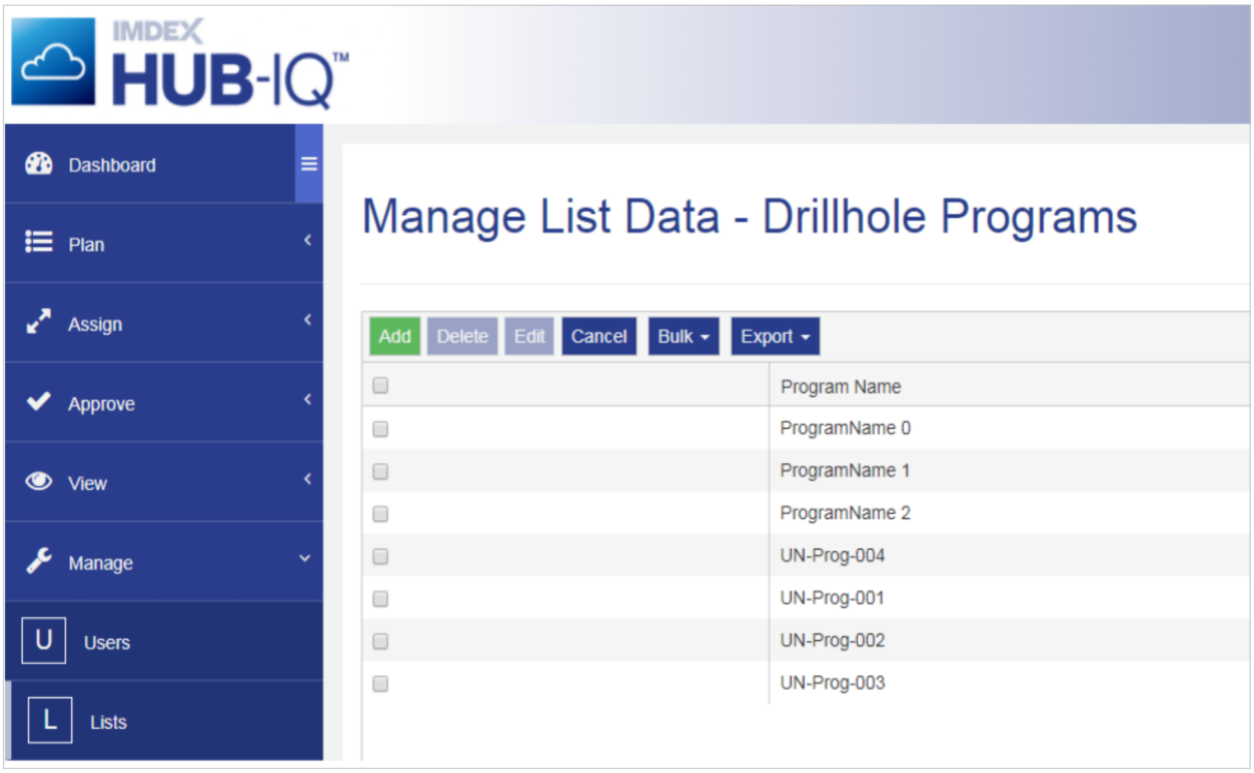
e. Select **Cancel** to discard

The number and type of fields varies between lists.



The REFLEX IQ-LOGGER™ Structural Features requires specific instructions to set up planars and lineations. See **IQ-LOGGER** on page 1.

6. The item displays.



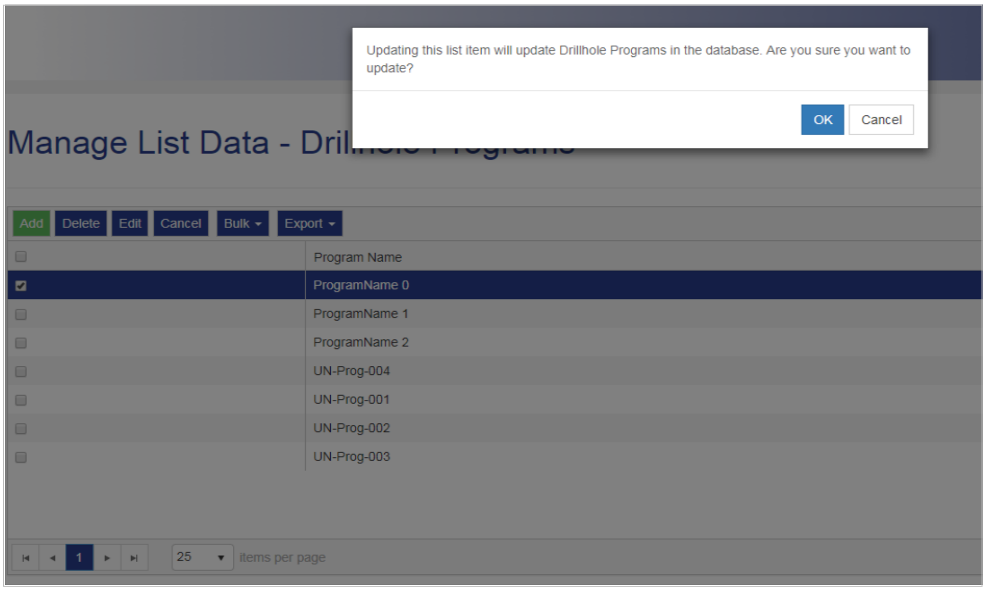
Edit Items

The Edit Items button provides the option to modify existing items that display in user selected lists.

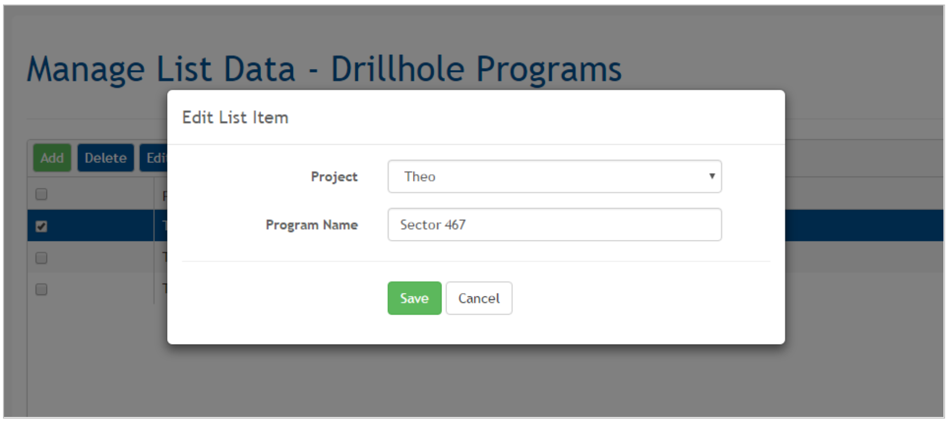
A **list** provides the list of **items** a user selects from a field when filling in a form within the functions or pages of IMDEXHUB-IQ™ or REFLEX™ apps used to conduct surveys.

To edit an item:

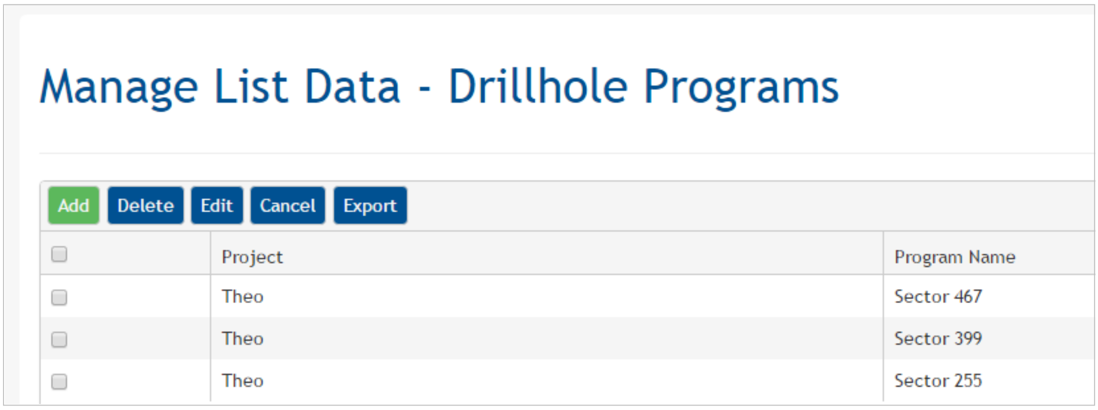
1. Navigate to **Manage**.
2. Then **Lists**.
3. Choose a **list** to edit by clicking the selection box.
4. Click **Edit**.
5. The following message displays. Select **OK** to proceed, else **Cancel**.



6. Make the edit and click **Save**.



The updated item displays.



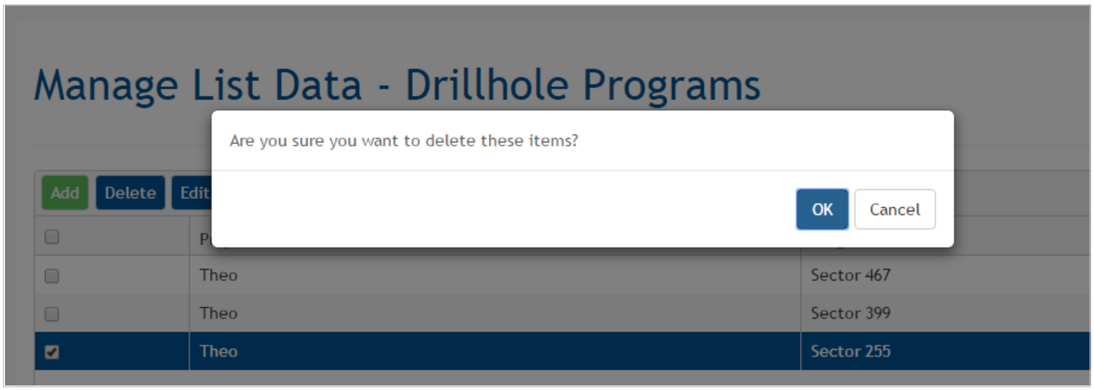
Delete Items

The Delete Items button provides the option to remove existing items that display in user selected lists.

A **list** provides the list of **items** a user selects from a field when filling in a form within the functions or pages of IMDEXHUB-IQ™ or REFLEX™ apps used to conduct surveys.

To delete an item:

1. Navigate to **Manage**.
2. Then **Lists**.
3. Choose a **list** by clicking the selection box.
4. Click **Edit**.
5. The following message displays, select **OK** to proceed, or **Cancel**.



The item is removed.

Export

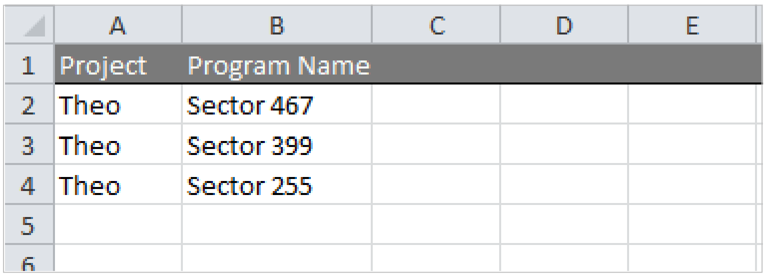
Export is a function to save a specific list in Manage Lists as an Excel file.

> A **list** provides the list of **items** a user selects from a field when filling in a form within the functions or pages of IMDEXHUB-IQ™ or REFLEX™ apps used to conduct surveys.

To export:

1. Navigate to **Manage**.
2. Then **Lists**.
3. Choose a **list** by clicking its selection box.
4. Click the **View Data** button. The properties of the list displays.

5. Click **Export**. IMDEXHUB-IQ™ generates an Excel or CSV file which opens with the Manage List data.



	A	B	C	D	E
1	Project	Program Name			
2	Theo	Sector 467			
3	Theo	Sector 399			
4	Theo	Sector 255			
5					
6					

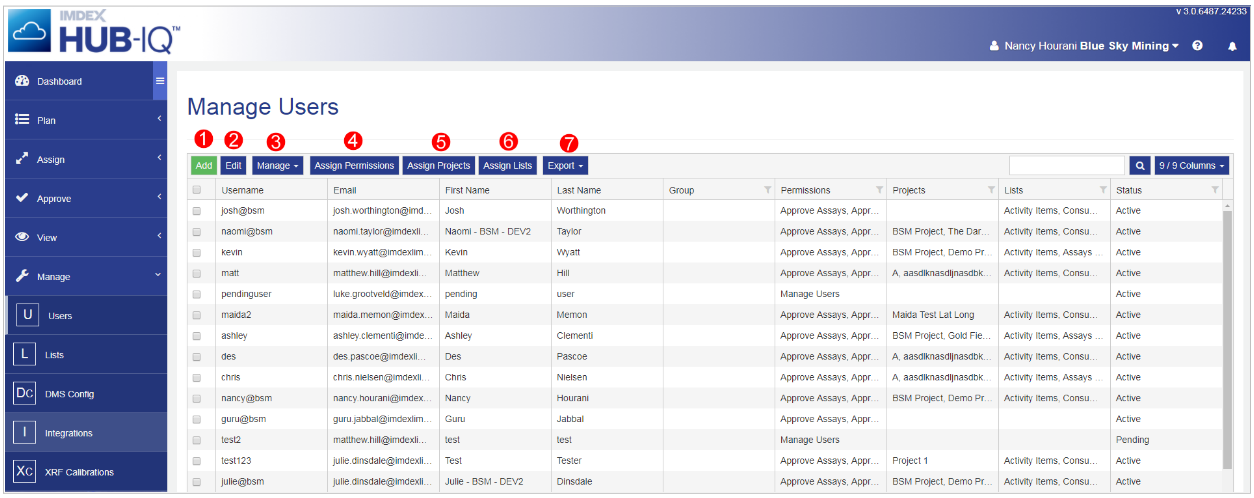
Manage Users

The **Manage Users** module is the administration function of IMDEXHUB-IQ™. It allows an administrator within their company to create and delete users, and enable existing users with the appropriate permissions. Manage Users essentially controls which functions and projects users have access to in IMDEXHUB-IQ™.

The toolbar in Manage Users has the following options:

In summary, Manage Users allows a user to:

1. **Add** new users.
2. **Edit** existing users details.
3. **Manage** existing users to:
   a. Deactivate Users
   b. Activate Users
   c. Unlock Users
   d. Resend initial password email to Users
4. **Assign Permissions** to users for access to specific functions in IMDEXHUB-IQ™
5. **Assign Projects** to users.
6. **Assign Lists** to users, which is access to further parameters or fields within specific functions.
7. **Export** selected user details to an MS Excel file, including the current table columns and data in Manage Users.



The IMDEXHUB-IQ™ team will set-up the initial nominated user with administrator rights.

In order to have access to the **Manage Users** function, an administrator must first be set up with the **Manage Users** permissions, found in the **Manage Users** module.

Remember, you can customise your table to show only the user details that you wish to see.

Adding Users

The **Add** function in **Manage Users** is to add new users to IMDEXHUB-IQ™.

The following fields are mandatory to set up new users in IMDEXHUB-IQ™:

- Username
- Email
- First Name
- Last Name

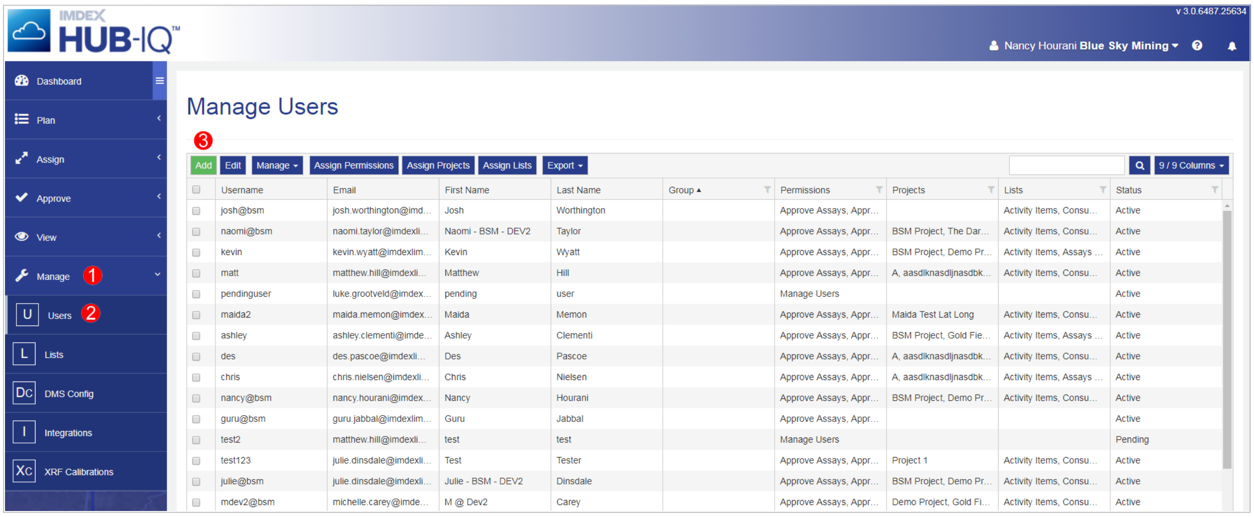
The other fields, are optional:

- User Group
- Copy Permission fields

> **User Groups** is a feature to manage and sort users. It is also set up in **Manage Users**. However, in order to assign new users to a User Group, it is necessary to create the User Groups first, before adding new users.

To add users to IMDEXHUB-IQ™:

1. Navigate to the **Manage** menu.
2. Select **Users**.
3. Click **Add** from the toolbar.

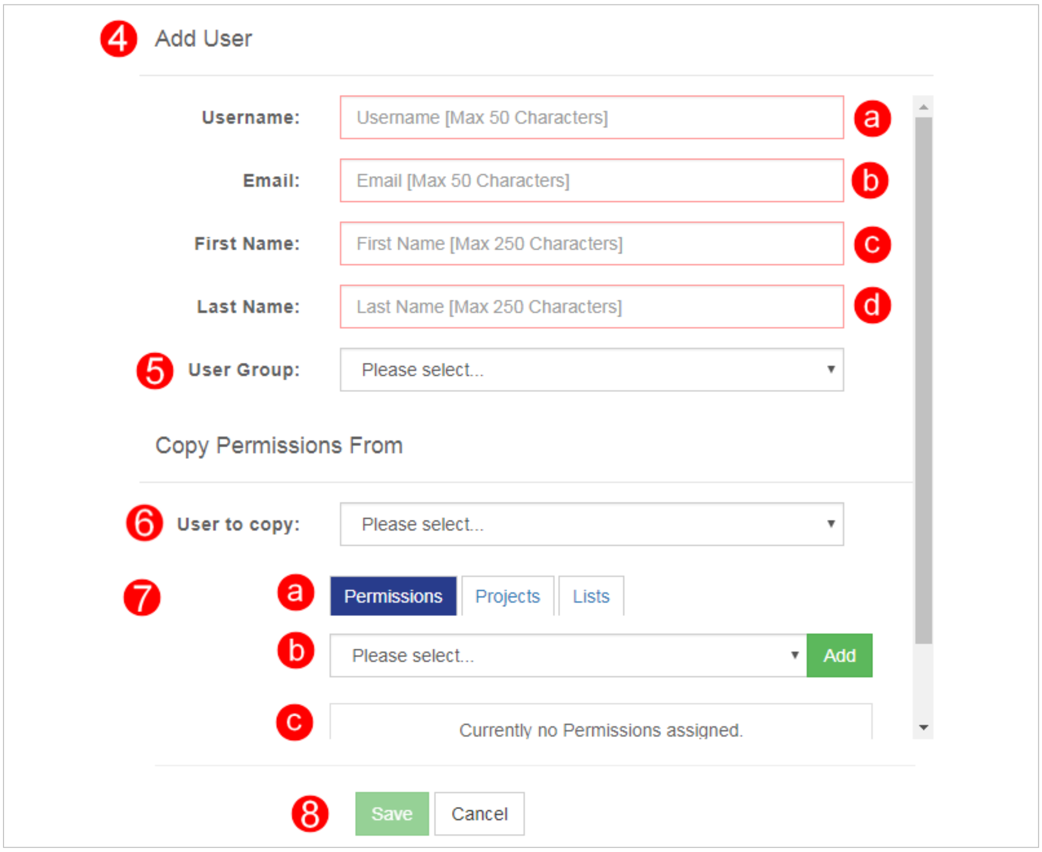


4. In the **Add User** dialog, enter in the required user details:
    a. Username - the name the user will use to log into IMDEXHUB-IQ™.
    b. Email - required so that IMDEXHUB-IQ™ can send out account set up instructions and notifications

   c. First Name
   d. Last Name
5. Enter in the User Group (optional).

> A user can only be included in one **User Group**.

6. User to Copy: Select from the list of existing users to copy their profile including permissions, projects and lists.
7. Customise parameters:
   a. Select a tab to access Permissions, Projects or Lists.
   b. Select Permissions/Projects or Lists from the drop-down list, or
   c. Review or remove current Permissions/Projects or Lists currently assigned
8. Click **Save**.



The user is added to IMDEXHUB-IQ™ and is now listed in **Manage Users** with a status of **Pending**.

An email is automatically sent to the email address specified in step 4 with a link to the **Create Password** screen. Once the user has set their password, the status changes to **Active**.

The Password link is valid for 5 days or until a new link is sent from IMDEXHUB-IQ™. Please follow **Resend Initial Password Email** process in **Manage Users Status** to resend a password link.

Project permissions need to be assigned for the user to have access to data within IMDEXHUB-IQ™.

Edit Users

The Edit function in Manage Users allows the edit of user account details in IMDEXHUB-IQ™.

The following information can be edited:

- Username
- Email
- First Name
- Last Name
- User Group

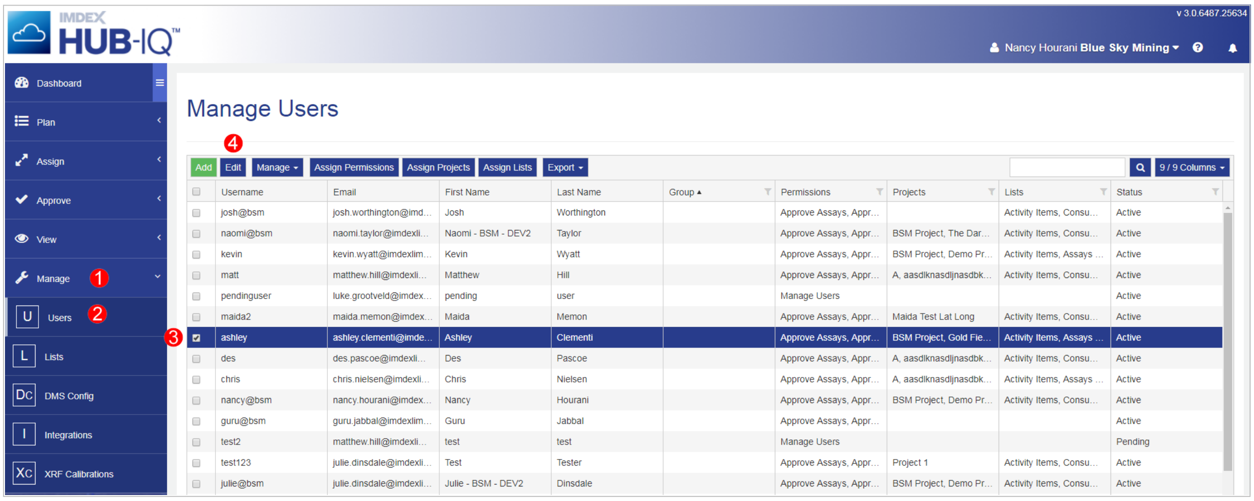
If the Username is edited, remember to **Resend Initial Email Password**, to provide the new username and reset their password.

To edit a user in IMDEXHUB-IQ™:

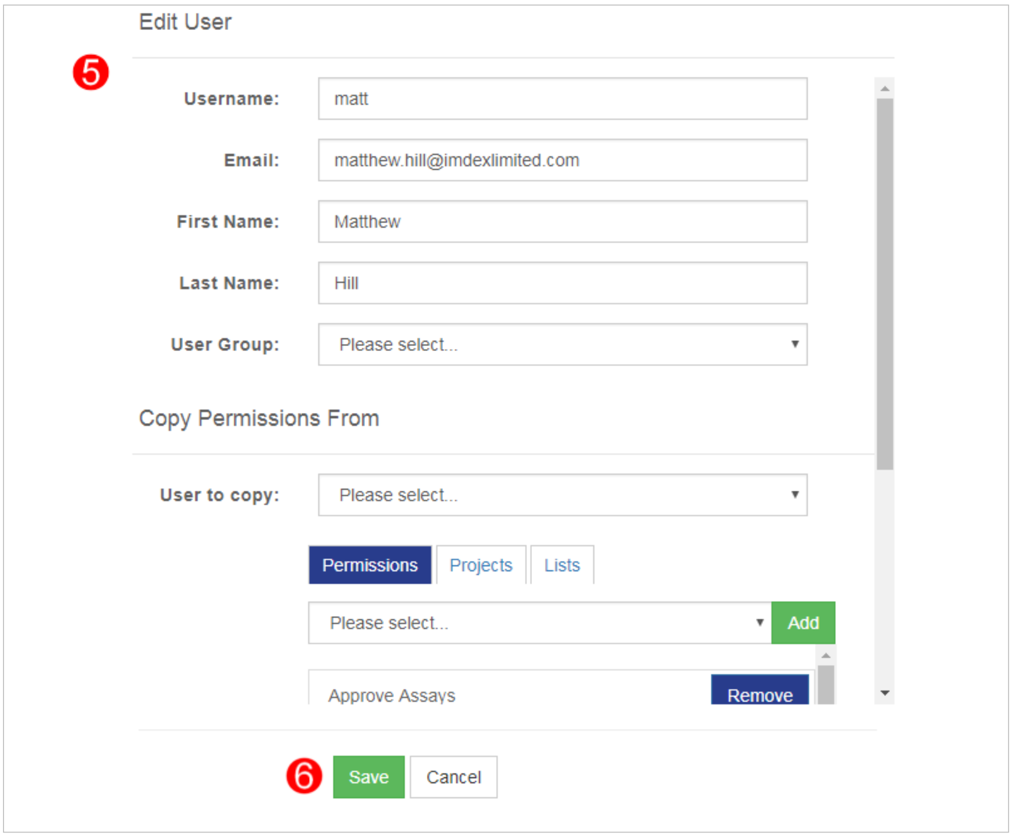
1. Navigate to the **Manage** menu
2. Select **Users**
3. In the grid, select the user to edit

Only one user can be edited at a time.

4. hen click **Edit** from the module toolbar



5. Update the User's details



6. Click **Save**

The changes display in the **Manage Users** grid.

Manage User Status

Manage Users provides a status on each user account to indicate if is either Pending, Active or Inactive. The **Manage** function includes the options to activate or deactivate accounts.

Users cannot be deleted from IMDEXHUB-IQ™.

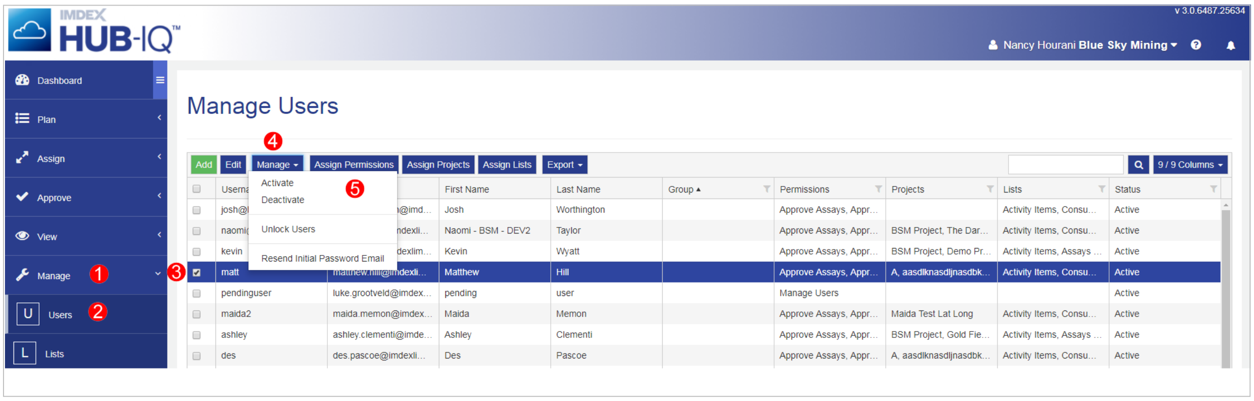
The categories are defined as follows:

- **Pending** - A user has a status of pending from when they are initially created until the user sets their password.
- **Active** - Users that are current are set to Active. This means the user is able to log into IMDEXHUB-IQ™ and perform actions on projects based on the permissions they have been assigned.
- **Inactive** - When a user has left the company or no longer requires access to IMDEXHUB-IQ™, their account is set to inactive. They will no longer be able to access IMDEXHUB-IQ™.

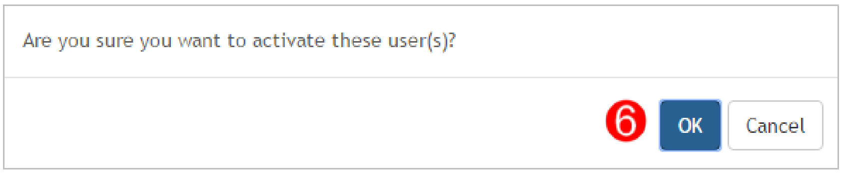
Activate User

To activate a user in IMDEXHUB-IQ™:

1. Navigate to the **Manage** menu.
2. Select **Users**.
3. In the users grid, select one or more users to activate.
4. Then click **Manage** from the toolbar.
5. Select **Activate** from the **Manage** menu.



6. The following message displays, click **OK** to proceed.



The **Status** field of the user(s) is changed to **Active**.

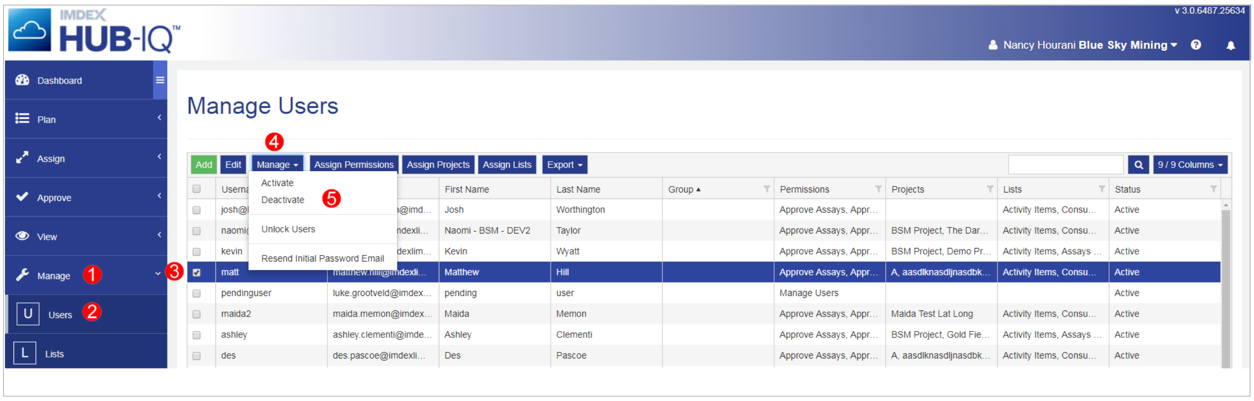
> Users have 24 hours to login, otherwise the account will need to be unlocked, by contacting your administrator. IMDEXHUB-IQ™ will allow up to nine attempts before locking your account.

> Deactivated Users can have their status restored to Active. The reactivated users will be re-instated with the same permissions, functionality and projects they had prior to being deactivated.

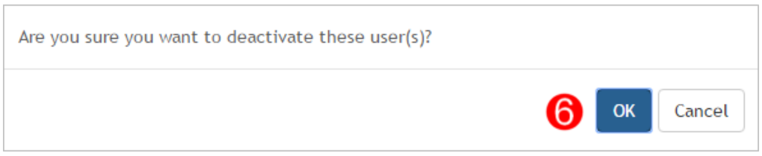
Deactivate User

To deactivate a user in IMDEXHUB-IQ™:

1. Navigate to the **Manage** menu.
2. Select **Users**.
3. In the users grid, select one or more users to deactivate.
4. Then click **Manage** from the toolbar.
5. Select **Deactivate** from the **Manage** menu.



6. The following message displays, click **OK** to proceed.



The **Status** field of the user(s) is changed to **Inactive**.

Remember, multiple users can be deactivated at one time by selecting all the required users.

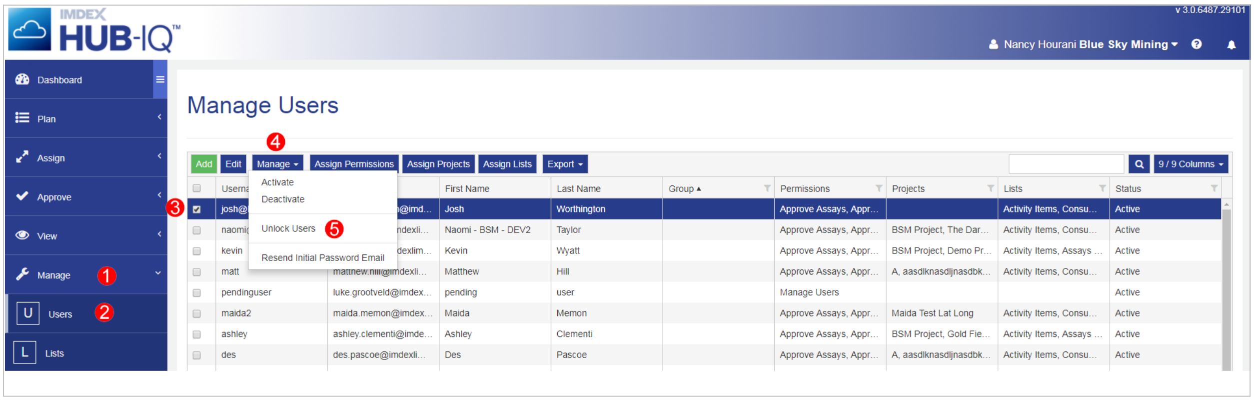
Unlock User

The Unlock User option is used when a user cannot log into account.

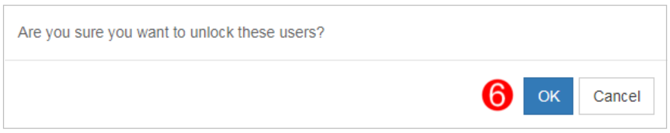
> IMDEXHUB-IQ™ allows up to nine attempts before the account is locked out.
>
> On the login page, users have a link to reset their password.

To unlock a user in IMDEXHUB-IQ™:

1. Navigate to the **Manage** menu.
2. Select **Users**.
3. In the users grid, select one or more users to unlock.
4. Then click **Manage** from the toolbar.
5. Select **Unlock Users** from the **Manage** menu.



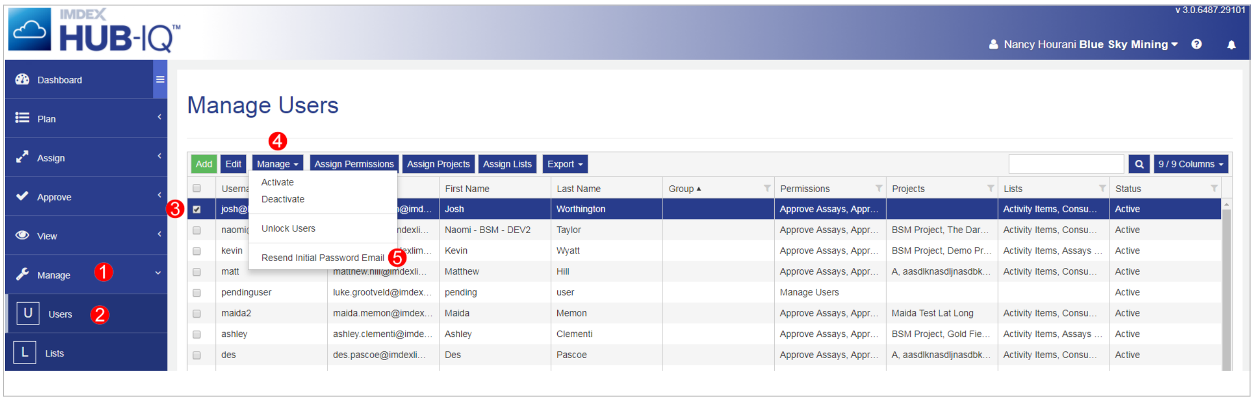
6. The following message displays, click **OK** to proceed.



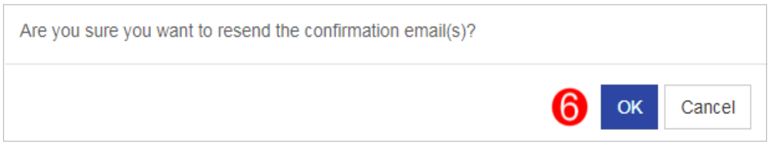
Resend Initial Password Email

To resend the initial password email to a **User** in IMDEXHUB-IQ™:

1. Navigate to the **Manage** menu
2. Select **Users**
3. In the Users grid, select one or more users
4. Then click **Manage** from the module toolbar
5. Then select **Resend Initial Password Email**



6. The following message displays, click **OK** to proceed.



You can only resend the password emails to users who are Pending. Users who have forgotten their password should click on the **Forgot Your Password** link on the login page.

Assign Permissions

The **Assign Permissions** button is the function to grant access to other modules in IMDEXHUB-IQ™. Assign Permissions is available in the Manage Users toolbar.

> The modules available to assign to users will vary depending on what products the company has. Check the product guide to see what modules need to be provided in order for users to complete their required tasks.

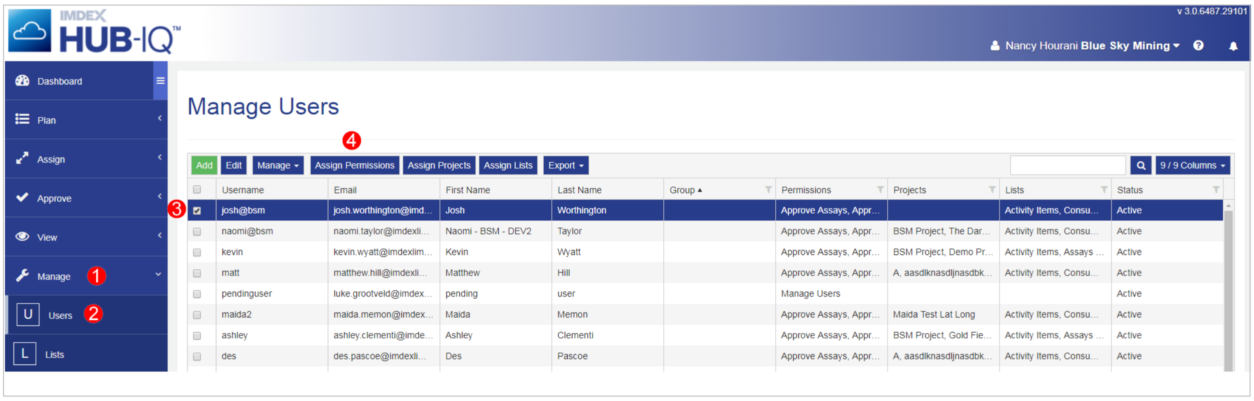
Modules common to most IMDEXHUB-IQ™ functions include:

- Plan Projects
- Plan Drillholes
- Plan Sharing
- Assign Assays
- Assign Gamma
- Assign Surveys
- View Data
- View Data Publish
- Manage Users
- Manage Lists
- Reassign

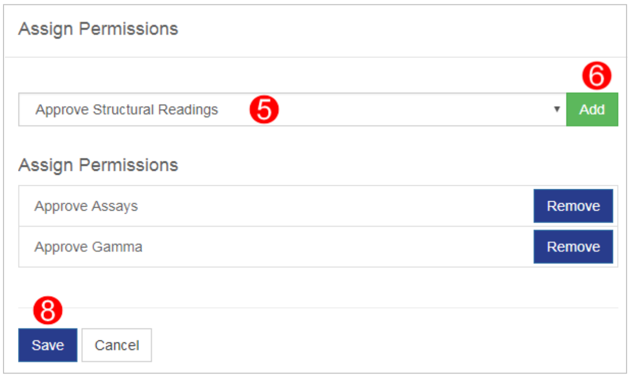
Assign Permissions

To assign permissions to users:

1. Navigate to the **Manage** menu.
2. Select **Users**.
3. In the Manage Users table, select the users to whom you wish to assign modules.
4. Click **Assign Permissions** from the toolbar.



5. In the **Assign Permissions** dialog, select the modules from the dropdown list to assign to the user.



6. Click the green **Add** button to the right-hand side of the Permissions selection box.
7. Repeat steps 5 and 6 for all the modules you wish to assign.

If you select multiple users and a user already has permissions to a module, this process adds only the new modules.

8. Click **Save**.

If the user is logged in to IMDEXHUB-IQ™ while you are adding permissions, they will need to refresh their screen to see the new permissions.

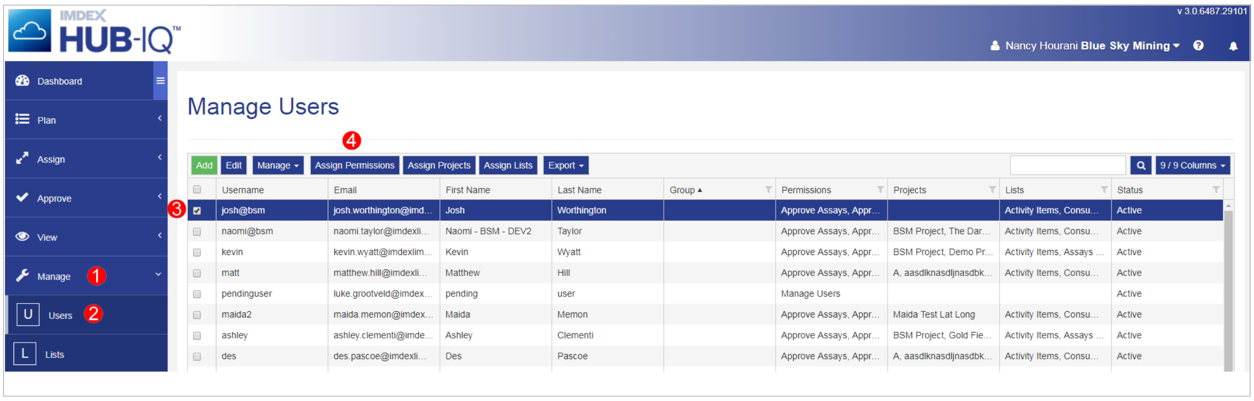
Remove Permissions

To remove permissions from users:

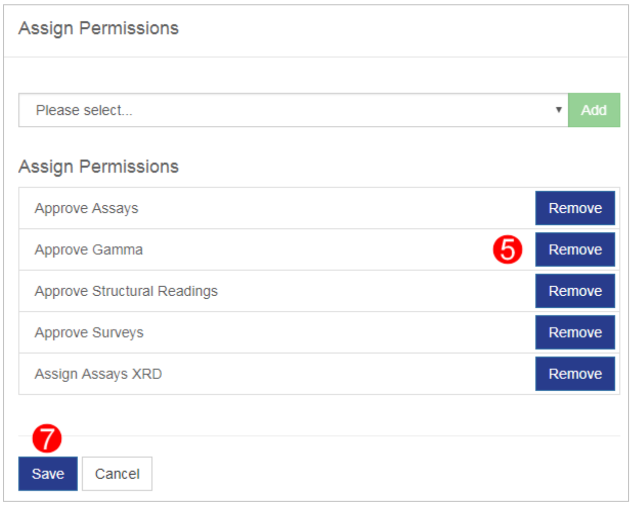
1. Navigate to the **Manage** menu.
2. Select **Users**.
3. In the Manage Users table, select the user.

Only one user at a time can have permissions removed.

4. Then click **Assign Permissions** from the module toolbar.



5. In the Assign Permissions dialog, click **Remove** located on the right-hand side of the modules listed under **Assign Permissions**.



6. Repeat step 5 if there is more than one module to remove.
7. Then click **Save**.

Assign Projects

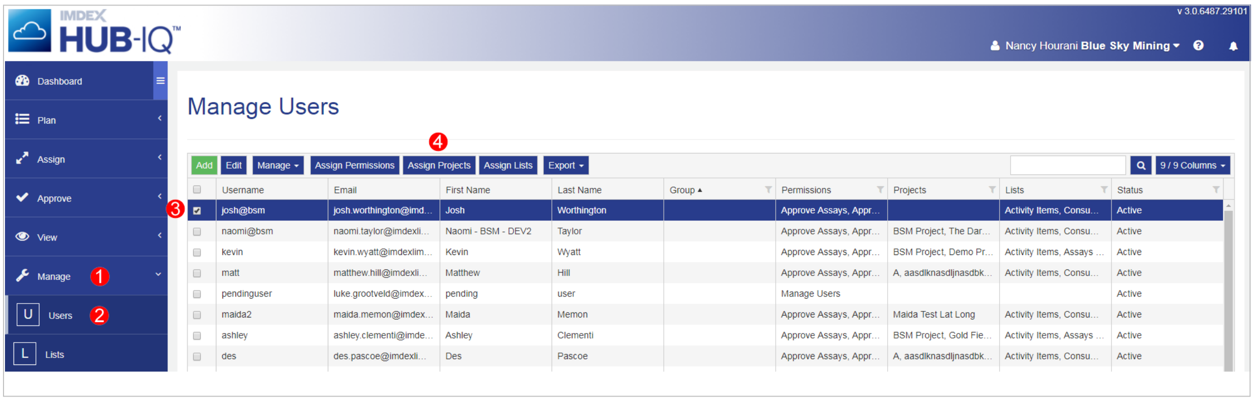
The **Assign Projects** function grants users access to see data from projects in IMDEXHUB-IQ™. Assign Projects is available in the Manage Users toolbar.

The status of a module determines if a user can see a **Project**. For example in **Plan Drillholes**, if a **Project** is not active, then it is not available for selection.

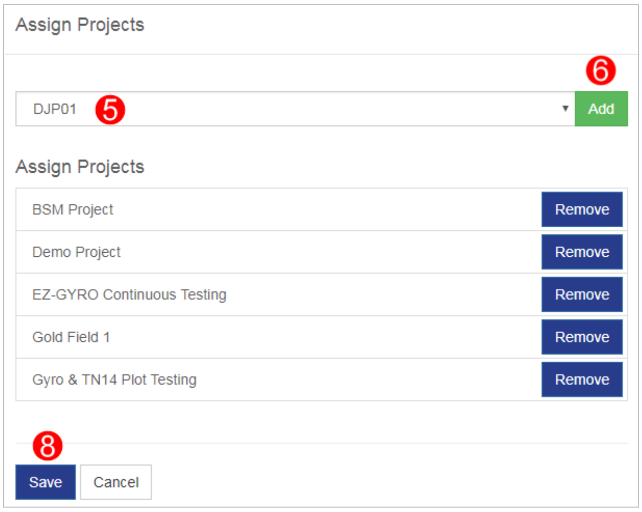
Add Projects

To assign project permissions to users:

1. Navigate to the **Manage** menu.
2. Select **Users**.
3. In the **Manage Users** table, select the user to whom you wish to assign **Project** permissions.
4. Click **Assign Projects** from the module toolbar.



5. In the **Assign Projects** dialog, select the Project from the drop-down list to assign to the user.



6. Click the green **Add** button to the right-hand side of the of the Assign Project selection box.
7. Repeat steps 5 and 6 for all the **Projects** you wish to assign.
8. Click **Save**.

> If you select multiple users and a user already has permissions to a **Project**, this process only adds the new **Projects**.

The user now has access to the data associated with that **Project**.

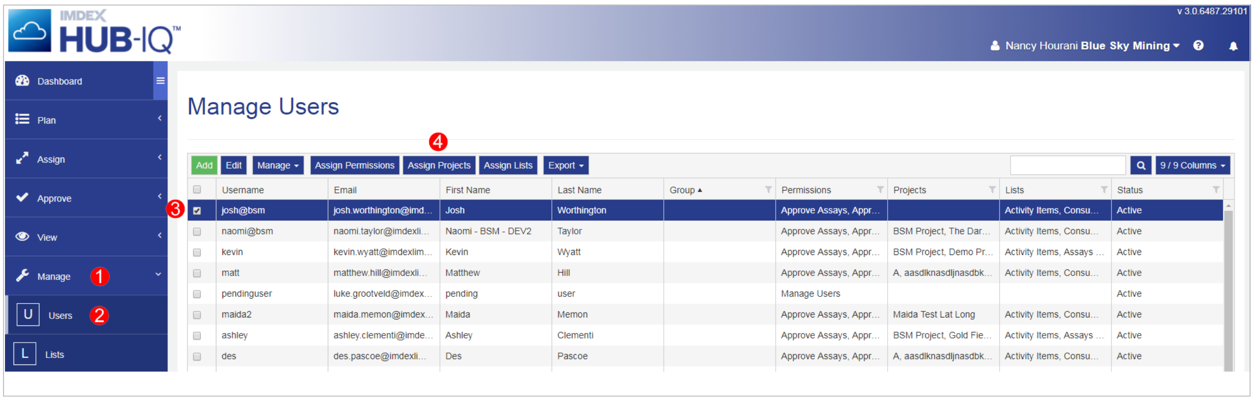
Remove Projects

To remove project permissions from users:

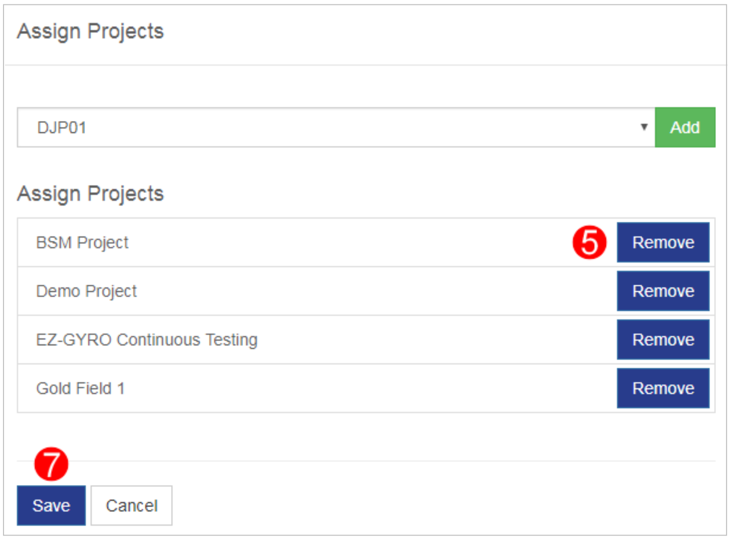
1. Navigate to the **Manage** menu.
2. Select **Users**.
3. In the Manage Users table, select a user.

> Projects can only be removed from one user at a time.

4. Click **Assign Projects** from the module toolbar.



5. In the Assign Projects dialog, click **Remove** located to the right-hand side of the Projects listed under **Assign Projects**.



6. Repeat step 5 for all the **Projects** you wish to remove.
7. Click **Save**.

Projects can only be removed from one user at a time.

The selected user no longer has access to data associated with the removed Projects.

Assign Lists

The **Assign Lists** function grants users permissions to specific lists in the Manage Lists module to add, edit or delete items. A List controls the list of items a user selects from a field when filling in a form within any of the functions or pages of IMDEXHUB-IQ™ or REFLEX™ apps used on sites to conduct surveys.

> For example, when adding a project, a user is required to select a Project Region. The user cannot enter a Project Region of their own, only select one from the list.

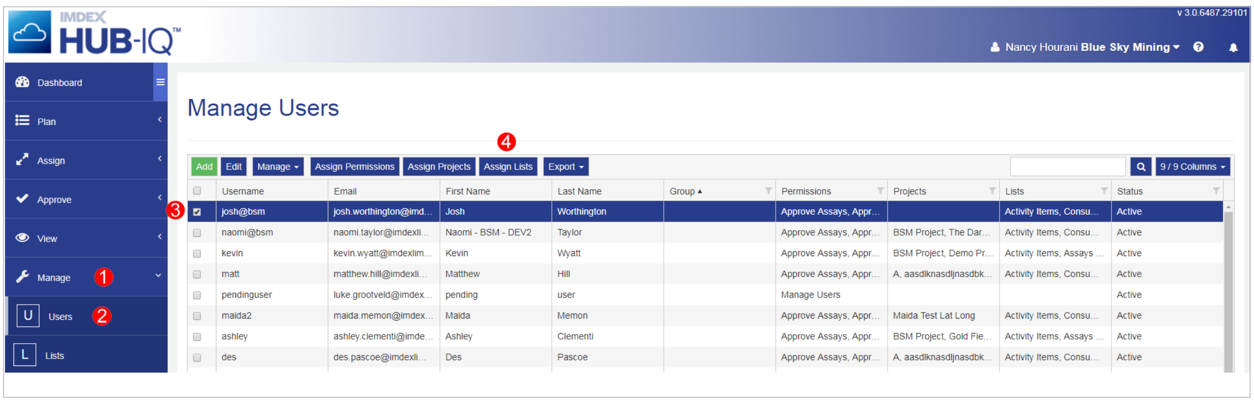
An administrator uses Assign Lists within Manage Users to set up users to access specific lists within Manage Lists.

> Not all lists are available to edit. For example, Currency is an inbuilt list that is part of the system.

Assign Lists

To assign list permissions to users:

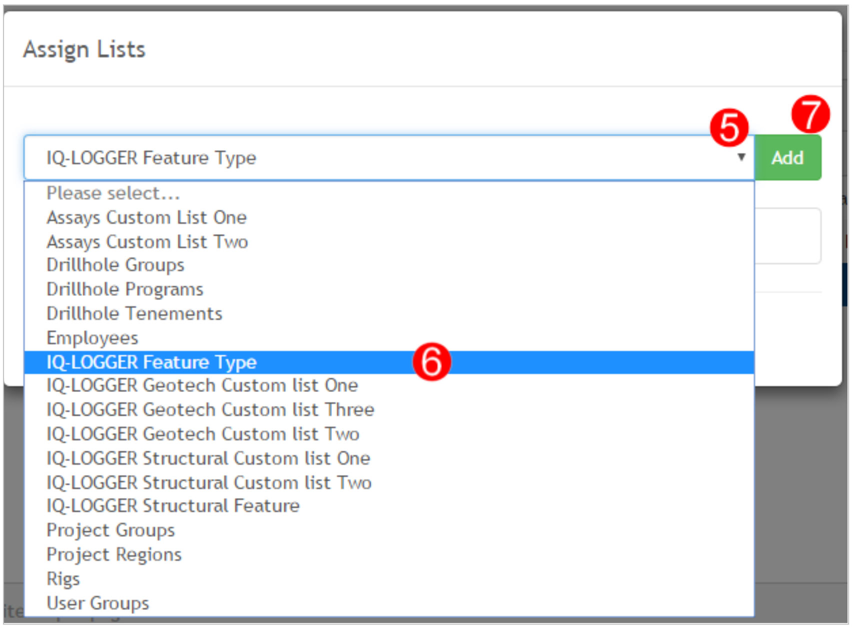
1. Navigate to the **Manage** menu.
2. Select **Users**.
3. In the Manage Users table, select one or more users.
4. Click **Assign Lists** from the module toolbar.



5. In the **Assign Lists** dialog, click on the down arrow to show the available lists.
6. Select the name of the required list. It highlights blue.
7. Click the green **Add** button on the right-hand side of the of the Assign Project selection box.
8. Repeat steps 5 and 6 for all the **Lists** you wish to assign.

9. Click **Save**.

If you select multiple users and a user already has permissions to a **List**, this process only adds the new **List**.

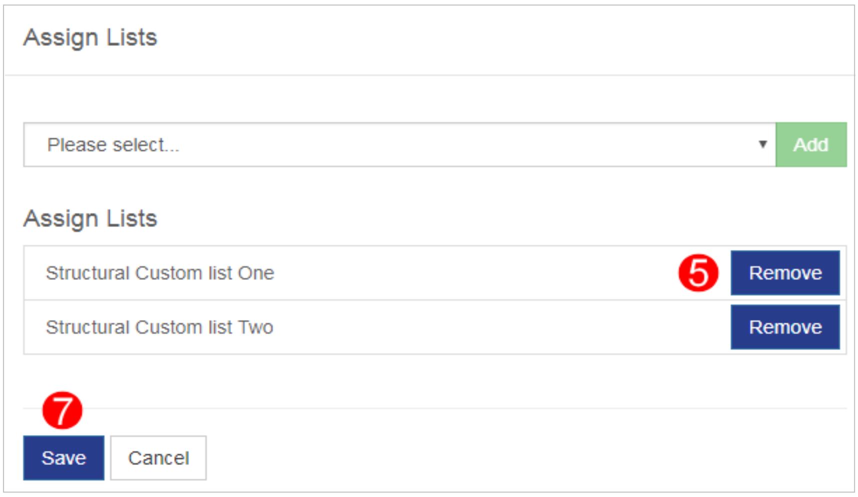


The user now has edit rights for the nominated **Lists**.

Remove List

To remove List permissions from users:

1. Navigate to the **Manage** menu.
2. Select **Users**.
3. In the Users table, select one or more users.
4. Click **Assign Lists** from the module toolbar.
5. In the Assign Lists dialog, click **Remove** located to the right-hand side of the Lists to be removed.



6. Repeat step 5 for all the **Lists** you wish to remove.
7. Click **Save**.

You can remove **Lists** from only one user at a time.

The selected user no longer has edit permissions for the removed lists.

REAL-TIME SUBSURFACE SOLUTIONS

support@imdexlimited.com

IMDEX HUB-IQ™

AMC™ DRILLING OPTIMISATION www.amcmud.com

REFLEX™ INTELLIGENCE ON DEMAND www.reflexnow.com