

# How To Report Work In iMaQs

And Request to Use Assay Credits

Manual on how to report work, request to use assay credits and use the assessment search functions.

**5/18/2012**

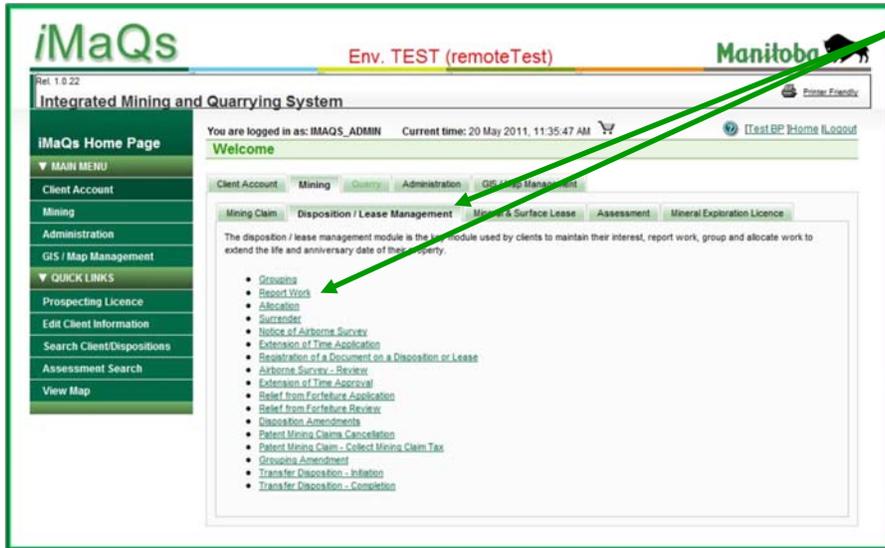
Available in alternate formats upon request.

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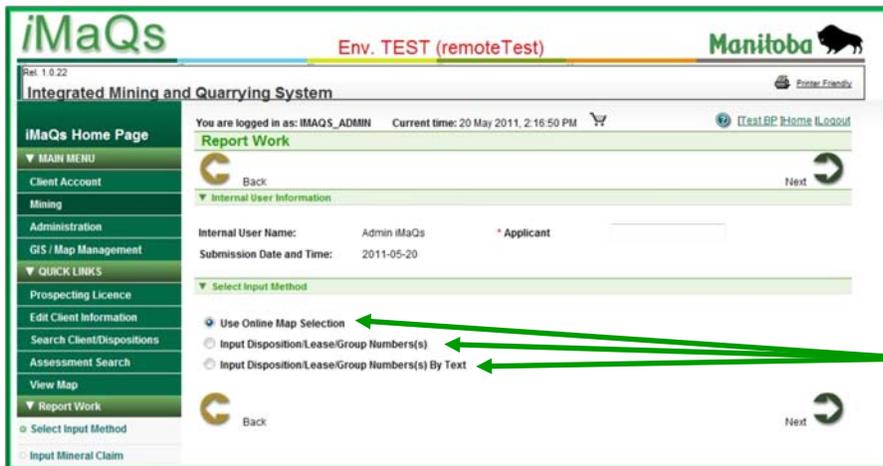
# Reports of Work

## Report of Work Data Entry



Under the Mining and Disposition/Lease Management tab select Report Work.

Please note: some of the screens shown in this manual are from the administrative side of iMaQs and not all of the choices seen under the various tabs will be seen by you as a client.



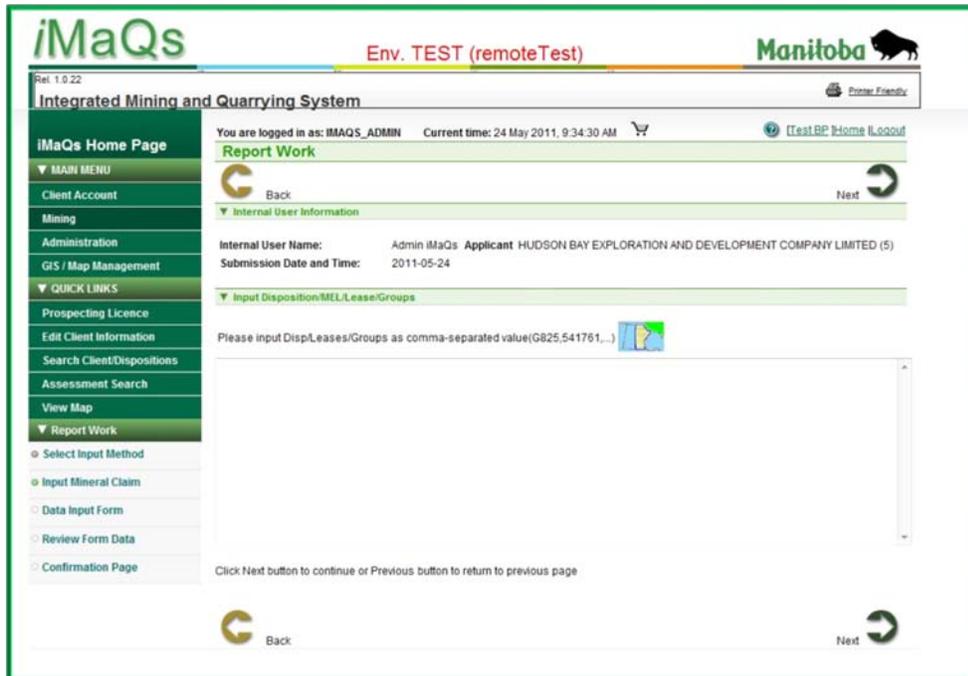
On the Select Input Method screen begin typing your name into the Applicant field and a list of possible choices will display. Select your name from the list. The system fills in the field with your iMaQs Certification Number. If you know your number, enter it directly then select an input option.



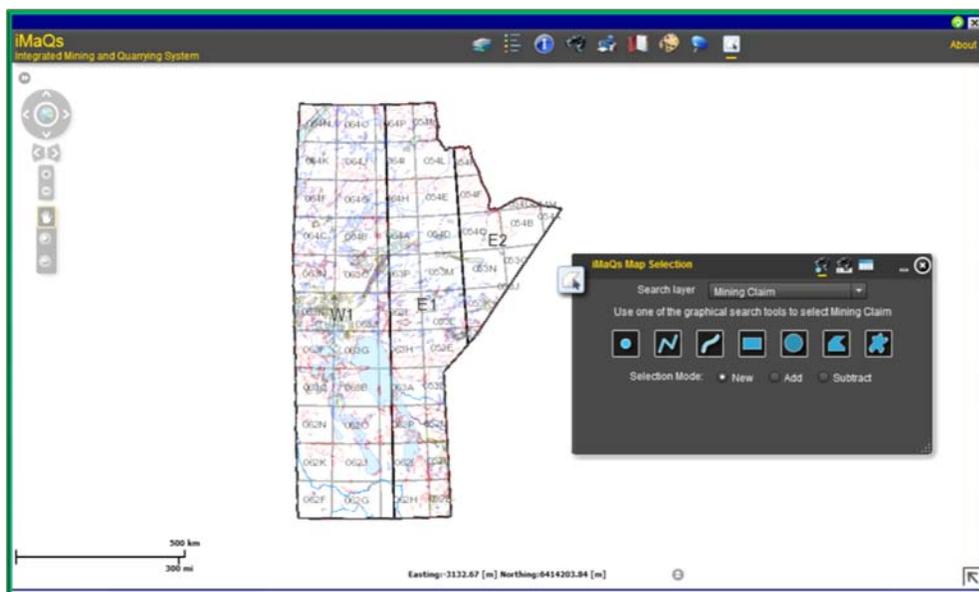
Click the Next button at the top right or bottom right of the screen to proceed with entering the disposition numbers.

There are three choices for entering the disposition/lease numbers work is being reported on and will be discussed separately.

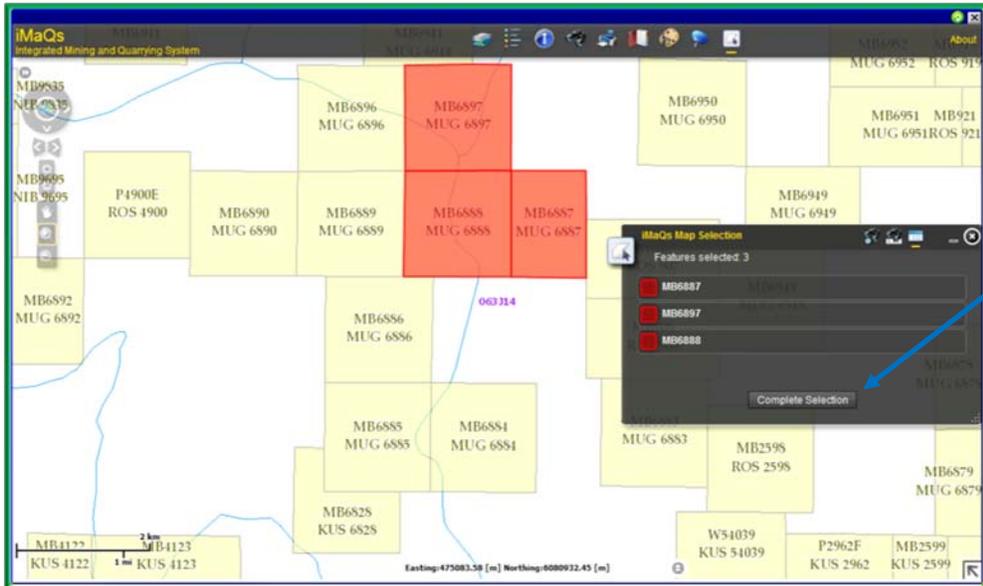
## Use Online Map Selection Option



After selecting the Use Online Map Selection option the Input Mineral Claim screen opens. Click the  to open the Map Viewer.

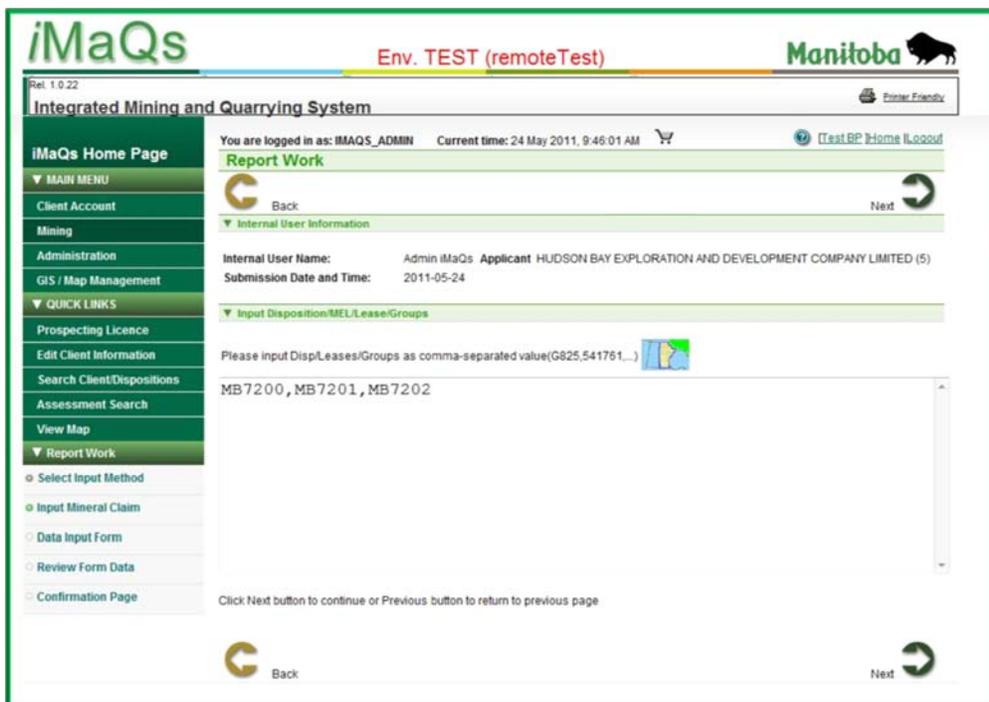


Navigate to the dispositions and make your selection. Instructions on how to use the Map Viewer to select your dispositions can be found in Appendix I.



Three claims selected to report work on.

Click Complete Selections to continue.



The claim numbers are automatically entered into the appropriate field. Click Next.

The Data Input Form opens which spans about three screen monitor lengths.

Rel: 1.0.22  
 Integrated Mining and Quarrying System  
 You are logged in as: IMAQS\_ADMIN Current time: 20 May 2011, 11:48:38 AM  
 Report Work  
 Internal User Information  
 Internal User Name: Admin iMaQs Applicant HUDSON BAY EXPLORATION AND DEVELOPMENT COMPANY LIMITED (5)  
 Submission Date and Time: 2011-05-20  
 Work Details  
 Work Start Date: 2010-05-03  
 Work End Date: 2010-09-15  
 Project Name: Reed Author Name: Jim Payne Co-Author Name: Commodities Sought: Base Metals  
 Geographic Location(Nearest Geographical Feature i.e. Lake): Reed Lake  
 Head Office Amount: \$ 7450 Depreciation Amount: \$ 0.00  
 [x] Geological Survey  
 Map Scale: 1: 50000 Area (sq km): 5 Survey Cost: \$ 2000  
 [Add] [Del]  
 [x] Prospecting  
 Total Line Kms: 15 Survey Cost: \$ 1000  
 [Add] [Del]

This form captures all the details about the work i.e. type of work, amount of work and how much it cost to do the work. Fill in the applicable fields.

Most of the fields are mandatory and if you miss one, the system will warn you and tell you which field is missing information. You cannot proceed until the required information is entered.

[x] Line Cutting  
 Total Re-established Line Kms :  
 Total New Line Kms : 150 Survey Cost : \$ 4000  
 [x] Trenching  
 Number of Trenches : 2 Survey Cost : \$ 3000  
 [Add] [Del]  
 [x] Geochemical Survey  
 Geochemical Type : Soil Number of Samples : 100 Survey Cost : \$ 2000  
 [Add] [Del]  
 [x] Ground Geophysical Survey  
 Type : Electromagnetic Total Line Kms : 10 Line Spacing : 100 Survey Cost : \$ 1500  
 [Add] [Del]  
 [x] Airborne Geophysical Survey  
 Survey Start Date : 2010-05-25 Survey End Date : 2010-05-31 Airborne Notification Number :  
 Type : Electromagnetic Total Line Kms : 2000 Line Spacing : 200 Survey Cost : \$ 6000  
 [Add] [Del]  
 [x] Borehole Geophysics  
 Type : IP Total Metres : 1500 Survey Cost : \$ 5000  
 [Add] [Del]

**Tip: For Airborne Surveys - the actual survey start and end dates must be entered.**

Drilling

Core

Size of Core	Number of Holes	Total Distance(m)	Survey Cost
BQ	10	1000	50000

Other

Type of Drilling	Number of Holes	Total Distance(m)	Survey Cost
PERCUSSION	5	500	5000

If drilling was done under the authority of a Borehole Licence enter the licence number

Borehole Licence Number:

When reporting drilling, click the expansion arrow in the Size of Core field and a dropdown list of core sizes is revealed. Select the core size and fill in the required information. For Other, click the arrow and select the appropriate type of drilling from the list. If the drilling was conducted under a Borehole Licence, enter the licence number.

drilling from the list. If the drilling was conducted under a Borehole Licence, enter the licence number.

**Attachment**

You may attach a PDF work report, Note: large files including raw data files should be transferred using the Mines Branch FTP. Please contact the Mines Branch Assessment Geologist to coordinate this transfer.

If you are submitting a paper copy you are advised to do so at your earliest convenience.

Work reported is available as credit immediately upon submission. Work amounts will be audited by the Assessment Geologist.

Enter the path to the file or click **Browse** to the file location. Click **Add Attachment** to attach the file.

Attached Files:

You can attach a report of work as a PDF file as well as any of the other required data files by clicking the Browse button and navigating to where they are stored on your computer. Click the

Add button to attach it to the record. Files larger than 10 MB cannot be attached due to file size restrictions. To submit these large files clients can send the files to the Assessment Geologist on a CD/DVD/USB and they will be uploaded by the iMaQs administrator.

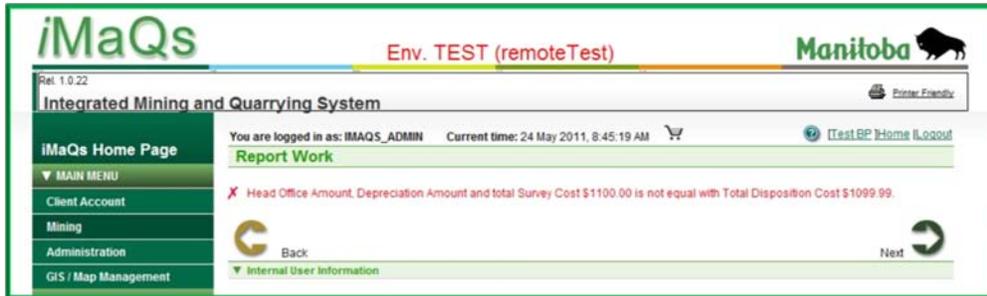
Ground Geophysical Survey

Type : Electromagnetic	Total Line Kms : 55	Line Spacing : 100	Survey Cost : \$ 2500
Type : Magnetic	Total Line Kms : 55	Line Spacing : 100	Survey Cost : \$ 2400

If you have more than one type of survey to enter under an activity, click the Add button. The screen refreshes and adds another entry line.

Do this as many times as needed. Conversely, if a line is not needed, make sure you have clicked on the unnecessary line and click the Del button.

The final step is to fill in the amount of money spent on each claim and the total amount spent in the appropriate fields as shown above. Click the Next button to continue.



The system checks to see whether the amounts entered in the work details areas and amounts per claim add up to the total cost reported. If there is an error, a message appears at the top of the screen.

Find the error, correct it and continue by clicking the Next button.

This opens the Review Form Data screen. This gives you a chance to review the information. If it needs editing click the Back button, make your correction and return to this screen. If everything is ok, click the Next button.



**Tip:** To see where you are in the process look along the left side of the page. Under Report Work at the bottom of the green area is a list of forms or screens that represent the various stages in the process. The form or screen you are on is indicated by a filled in circle to the left of each name.

### Common issues

- Calculation error either in one of the work fields, the total, or the credit allocation to dispositions
- Having a field "checked" without any entry
- Having another row for drilling data, but not filled out
- Occasionally errors occur due to which web browser is being used. iMaqs is idealized for Windows Explorer and will occasionally have issues with submissions when using Chrome, Firefox, Safari, etc.



The report is now in iMaQs and the Confirmation screen summarizes what was entered. iMaQs automatically assigns a report number to the report. In this case, this report was assigned 63J1182 as its number. The number is made up of the following: The first three characters are the NTS the report covers, the next two characters represent the year in which the report was submitted and the remaining characters represent a sequential number. This number, 63J1182, tells you the work was done in 63J, the report was submitted in 2011 and it is the 82<sup>nd</sup> report entered into iMaQs.

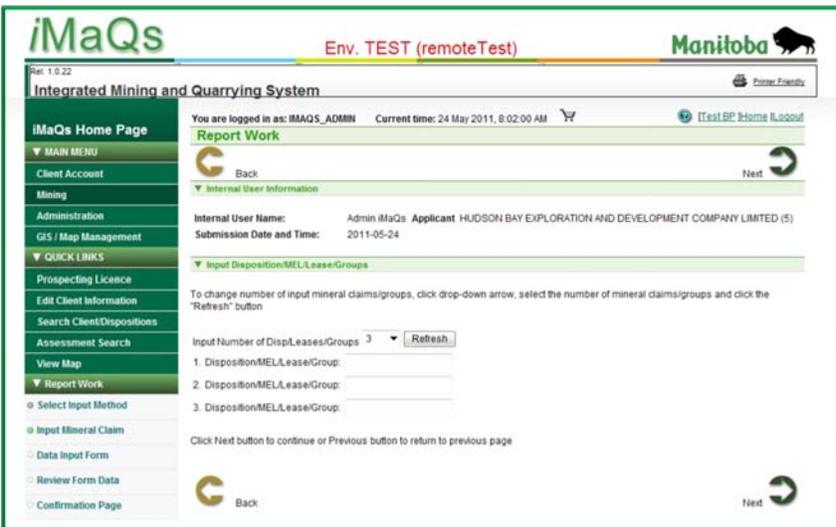
iMaQs sends an email notification to the email address on record letting you know the report was successfully submitted.

The process is completed when the Assessment Geologist reviews the report and accepts it. When accepted, another notification email is sent indicating the report was accepted.

### Input Disposition/Lease/Group Number(s) Option



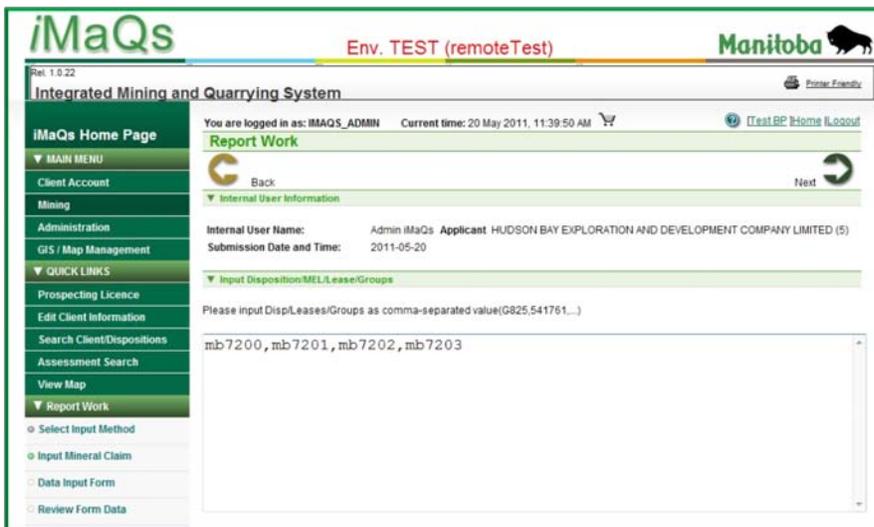
When the screen first opens, there is only one field in which to enter a disposition/lease number. If you have more than one number to enter, click the expansion arrow to reveal a list of numbers. Select the number that corresponds to the number of dispositions you are entering e.g. if you have three dispositions to report work on, click the number three then click the Refresh button.



The screen refreshes and adds two additional fields. You can add as many fields as you need by selecting the appropriate number from the list and clicking the Refresh button. Enter the disposition numbers and click the Next button to open the Data Input Form discussed previously.

### Input Disposition/Lease/Group Number(s) By Text Option

Selecting this option opens the following screen where you simply type in the disposition/lease numbers separated by a comma. **Do not add a space after each comma.**

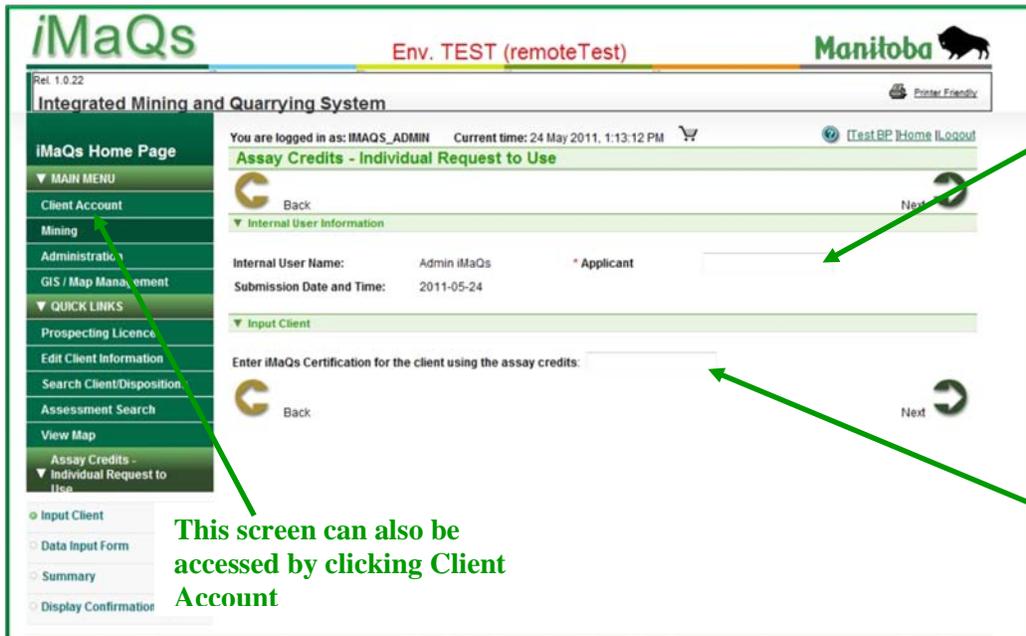
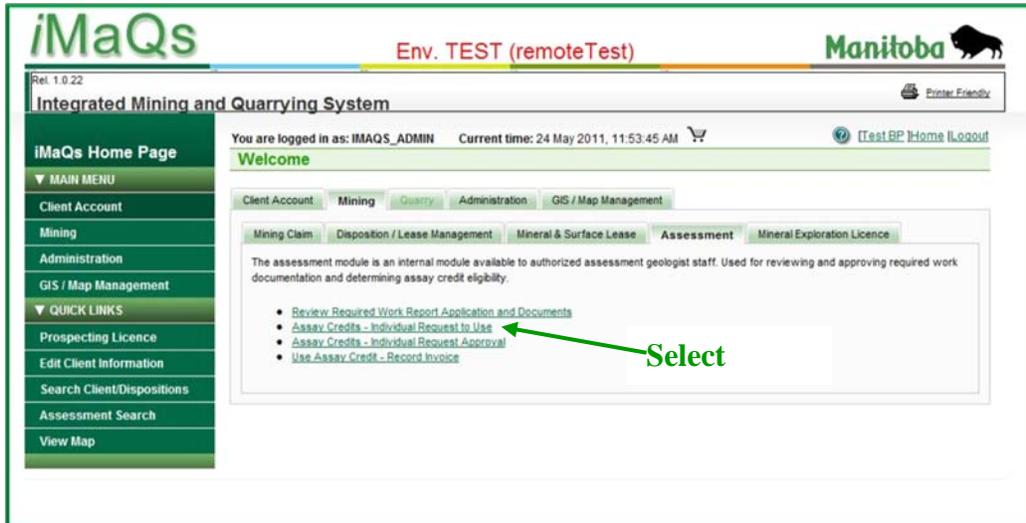


When you have finished listing the dispositions click the Next button to open the Data Input Form discussed previously.

**Tip: You can copy the numbers from another document like an Excel spreadsheet or Word document and paste them into the input area. Remember to make sure they are comma delimited (commas after each number and no spaces).**

## Assay Credits Request to Use

Select Assay Credits – Individual Request to Use under the Assessment tab.



Begin typing your name into the Applicant field and a list of possible choices will display. Select your name from the list. The system fills in the field with your iMaQs Certification Number. If you know your number, enter it directly.

This screen can also be accessed by clicking Client Account

Enter your iMaQs Certification Number in this field. Click Next.

Rel: 1.0.22  
Integrated Mining and Quarrying System

You are logged in as: IMAQS\_ADMIN PM Current time: 24 May 2011, 1:17:03

**Assay Credits - Individual Request to Use**

Back Next

Internal User Information

Internal User Name: Admin iMaQs Applicant  
Submission Date and Time: 2011-05-24

Assay Credit Available

Coupon Id	Issue Date	Expiry Date	Credit Issued	Credit Used	Previously requested credits
16	2011-03-30		15,253.00	0.00	25.00

Credit Balance: 15,228.00

Data Input Form

Assay:  Yes  No

Type of Element	Number of samples

Add Del

Other Geochemical Analysis:  Yes  No

Lab to be used: Activation Laboratories Ltd.

Comments: Comments may be up to 4000 characters long. 4000 characters left

Back Next

If the request is for assaying, click the Yes radial button, select the element from the drop down list under Type of Element and enter the number of samples being assayed for that element. To add another element, click the Add button, select the element and enter the number of samples. Do this as many times as needed. Select the lab the samples will be sent to for assaying. Enter any comments you feel are necessary to

clarify the request. If the request is for an analysis other than an assay, click the Yes radial button under Other Geochemical Analysis. Clicking Yes refreshes the screen and a text field opens. In this field information about what type of analysis and the number of samples being submitted can be entered. When complete, click the Next button to go to the Summary screen.

Rel: 1.0.22  
Integrated Mining and Quarrying System

You are logged in as: IMAQS\_ADMIN Current time: 24 May 2011, 1:26:39 PM

**Assay Credits - Individual Request to Use**

Back Next

Internal User Information

Internal User Name: Admin iMaQs Applicant STEPHEN J. LESAVAGE (1015)  
Submission Date and Time: 2011-05-24

Assay Credit Available

Coupon Id	Issue Date	Expiry Date	Credit Issued	Credit Used	Previously requested credits
16	2011-03-30		15,253.00	0.00	25.00

Credit Balance: 15228.0

Data Input Form

Assay:

Type of Element	Number of samples
GOLD --- Credit Required (5)	5
COPPER --- Credit Required (5)	5

Other Geochemical Analysis: 30 MMI samples  
Lab to be used: Activation Laboratories Ltd. Laboratory Code: 2

Amount of credits to be used is directly proportional to the cost of the assay. The amount deducted from your assay credit balance will be determined following receipt of the invoice from the Lab.

Comments: N/A

Back Next

### Summary Page

If everything is correct, click Next to go to the Confirmation Page.

Rel: 1.0.22  
**iMaQs** Env. TEST (remoteTest) **Manitoba**

Integrated Mining and Quarrying System

You are logged in as: iMAQS\_ADMIN Current time: 24 May 2011, 12:41 PM [iTestBP Home IL0204](#)

**Assay Credits - Individual Request to Use**

Back

**Event Info**

Event ID: 194726

**Assay Credits - Individual Request to Use Confirmation Detail**

The Assay Credits - Individual Request to Use has been approved. notified once the request has been approved.

Submitter: STEPHEN J. LESAVAGE (1015)  
 Recording Date: 2011-05-24  
 Status: Pending

**Credit Withdraw Detail**

Withdrawal Id: 1863

Type of Element	Number of samples
GOLD — Credit Required (5)	5
COPPER — Credit Required (5)	5

Other Geochemical Analysis: 30 MMI samples  
 Lab to be used: Activation Laboratories Ltd. Laboratory Code: 2  
 Credit Requested Amount: 50.00  
 Your Credit Balance Remaining: 15178.0

Back

Confirmation page.

The Assessment Geologist reviews the request and either accepts or rejects the request. When accepted you are free to send the samples to the lab for analysis. If rejected, any costs will

## Assessment Search

**iMaQs** **Manitoba**

Integrated Mining and Quarrying System

**iMaQs** Integrated Mining and Quarrying System

Mines Branch Contact  
 E-mail or call us at 1-909-223-5215

**iMaQs Home Page**

- Mines Branch (Regulatory)
- GIS Map Gallery
- Mining Search
- Quarry Search
- Assessment Search**
- Mining Map
- Quarry Map

Welcome to iMaQs, Manitoba's Integrated Mining and Quarrying system. iMaQs is an internet-based system for regulated Mines Branch clients to submit applications and manage their mining and quarrying dispositions online, anywhere, anytime.

Begin your session by selecting an activity from the list below

**Launch iMaQs** **Mining Maps iMaQs** **Quarry Maps iMaQs**

**About iMaQs** About iMaQs : This section provides an overview of iMaQs, Manitoba's Integrated Mining and Quarrying System. It will explain the requirements for an individual or a company to carry out mining activities in Manitoba. Regulatory requirements and changes under iMaQs are found in this section. Tutorials for iMaQs can be found [here](#).

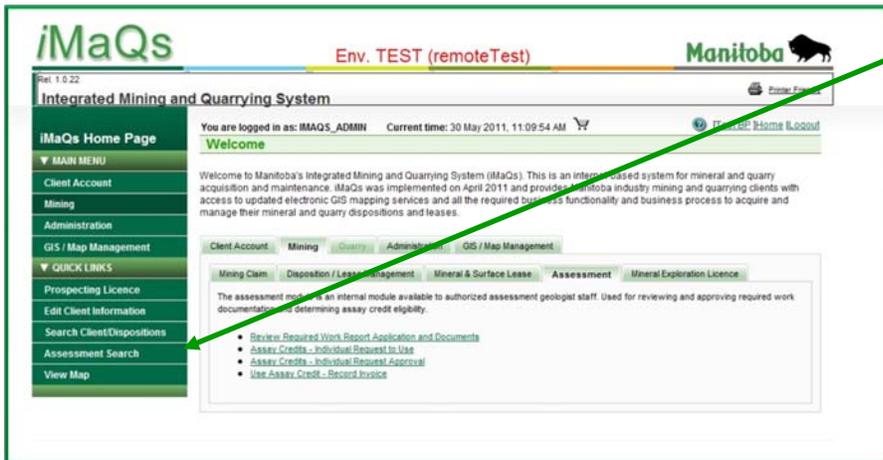
**Help iMaQs** **Help:** Provides detailed step-by-step instructions and [tutorials](#) for various iMaQs transactions.

**Related Links**

[Frequently Asked Questions:](#) Find answers to common questions that have already been raised. If you would like to submit a question, please send us an email at [iMaqs@gov.mb.ca](mailto:iMaqs@gov.mb.ca)

iMaQs Release Versions & record of iMaQs versions and brief

To do a search for reports of work in iMaQs there are two ways to reach the search screen. When you go to the iMaQs log in screen you can get to the search screen by selecting Assessment Search from the activities on the left hand side of the screen.



Or log into iMaQs and select Assessment Search.



On the search screen you can use any of the fields to enter search criteria.

Wildcards can be used to enhance the search. Use an underscore `_` to substitute for a single character or use `%` to substitute for multiple characters.

Here is an example of when to use a single character substitution - to search for all reports in the south half of an NTS map sheet use the following:

64C15S\_ all reports in the south half of 64C15 will be displayed.

Here is an example of when to use a multiple character substitution - to search for all reports in a specific NTS map sheet use the following:

64C15% all reports in 64C15 will be displayed.

These types of substitutions can be used in all of the text type fields with the exception of the Report Number and Disposition Number fields.

When setting search criteria for fields with a drop down list click on the expansion arrow and make your selection. If what you are looking for is not on the list then it does not exist in the database.

Report Number	Company Name	Work Type	Location
70097	10146 2791341 HANITOKA, LTD	Geological/Geometrical/Grind Geophysical	84C15NE
70097	10146 2791341 HANITOKA, LTD 140371 CARLEBIL GOLDFIELDS LIMITED	Grind Geophysical	84C15SW
71123	B-HUDSON BAY EXPLORATION AND DEVELOPMENT COMPANY LIMITED	Grind Geophysical	84C15NE 84C15NW
71128	10146 2791341 HANITOKA, LTD	Grind Geophysical	84C15NE
71229	12801 RUD-HEWANS 140111 ROCKCLIFF RESOURCES INC 11022 PETER G DUNLOP 10438 B-HERRITT GOLDMINES LIMITED	Airborne Geophysical	63A15NW 63A15SW 84C15SW
71231	140371 CARLEBIL GOLDFIELDS LIMITED 10146 2791341 HANITOKA, LTD	Drilling	84C15SE
71232	10146 2791341 HANITOKA, LTD	Grind Geophysical	84C15NE
71233	B-HUDSON BAY EXPLORATION AND DEVELOPMENT COMPANY LIMITED 140371 CARLEBIL GOLDFIELDS LIMITED 11021 HANITOKA MINERAL RESOURCES LTD 11006 HERISTONE GOLD INC	Geological/Geometrical/Grind Geophysical/Drilling	84C15NE 84C15SE 84C15NW 84C15SE
71234	10146 2791341 HANITOKA, LTD 140371 CARLEBIL GOLDFIELDS LIMITED	Grind Geophysical	84C15SE 84C15SW
71235	140371 CARLEBIL GOLDFIELDS LIMITED 10146 2791341 HANITOKA, LTD	Grind Geophysical	84C15W
71237	140371 CARLEBIL GOLDFIELDS LIMITED	Drilling	84C15SW

To see the results of your search, click Next. A list of report numbers showing holder, work type, dispositions in report and the NTS map sheets the report covers is generated.

Click on the report number to see more details about the report.

If the search returns a large number of reports, click the page number at the bottom of the screen to see the reports on that page. You can advance one page at a time by clicking the single forward arrow or go backward by clicking the single back arrow. If you want to go to the last page, click the double forward arrow or to go back to the first page, click the double back arrow.

Clicking Print will print the page you are

currently viewing.

You are logged in as: IMAQS\_ADMIN Current time: 30 May 2011, 11:19:46 AM

**Assessment Search**

Back New Search Print

**Summary**

Report Status: Report Reviewed  
 Work Report Number : 70097

**Display Work Details**

Work Report Date : 1981-07-16  
 Work Start Date : 1981-01-01  
 Work End Date : 1981-12-31  
 Report Confidentiality End Date : 1984-07-16

Project Name : BARRINGTON LAKE Author Name : Bradish, L Co-Author Name :  
 Geographic Location(Nearest Geographical Feature i.e. Lake) : TULLINE L (64C15) Commodities Sought : Base Metals  
 Head Office Amount : \$0.00 Depreciation Amount : \$0.00

**Geological Survey**

Map Scale : 1 : N/A Area (sq km) : 4.0 Survey Cost : \$1,500.00

**Ground Geophysical Survey**

Type : Electromagnetic Total Line Kms : 11.0 Line Spacing : 100.0 Survey Cost : \$5,000.00  
 Type : Magnetic Total Line Kms : 9.0 Line Spacing : 100.0 Survey Cost : \$3,500.00

**Attachment**

EXT 70097.pdf

**List of Dispositions**

Group Number	Disposition Lease Number	Disposition Name	Existing Work Credit	Amount Reported	Amended Amount	NTS/Mapsheet
G2496	CB6728	ALF	\$0.00	\$0.00	\$0.00	64C15NE
G2496	CB6729	ROSE	\$0.00	\$0.00	\$0.00	64C15NE
	CB6734	CB6734	\$0.00	\$0.00	\$0.00	
	CB6729	CB6729	\$0.00	\$0.00	\$0.00	

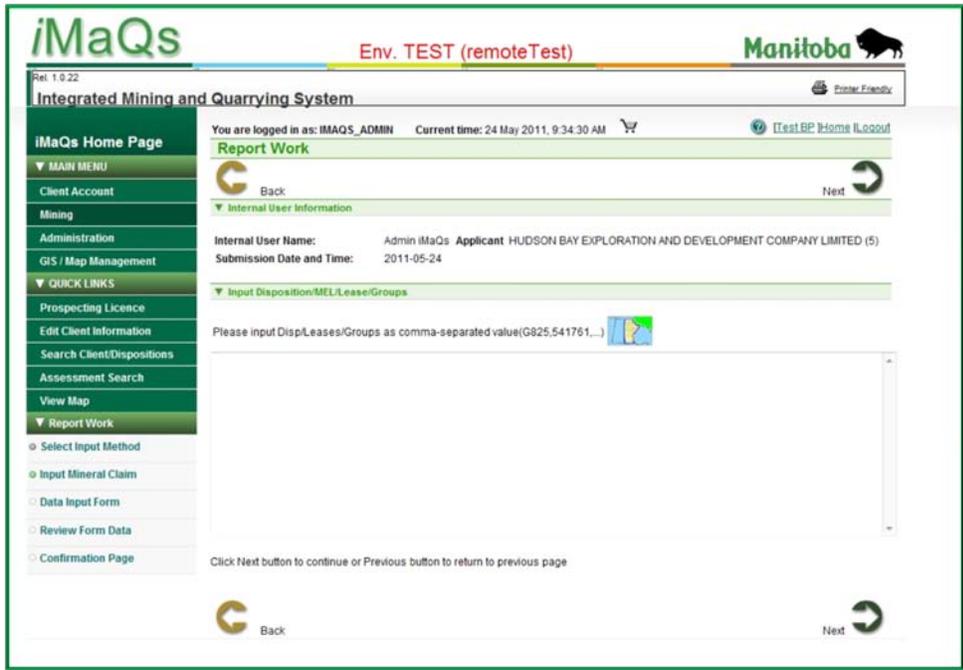
Total Cost: \$10,854.00

Clicking a report number opens a screen which summarizes when the work was done, the date the report was submitted, when the report became open to the public to view, what kind and the amounts of work done.

To start a new Search click, New Search. All fields are blank and ready for your input. If you want to modify your search, click the Back button. All the information and choices you made in your original search will be there. Modify the search criteria and click the Next button to continue.

# Appendix I

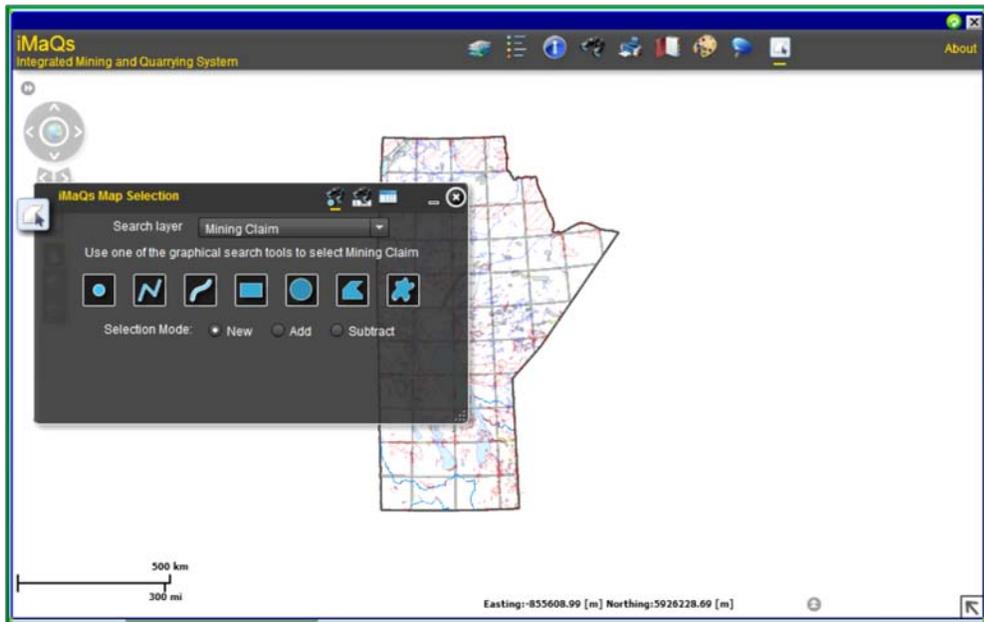
## Using The Map Viewer to Select Dispositions to Report Work



To get to the map to make your selections click the

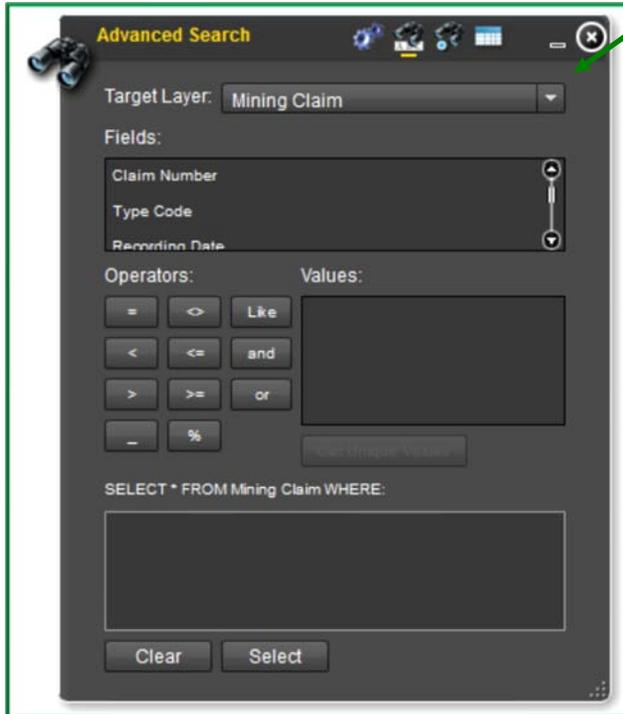


map icon.



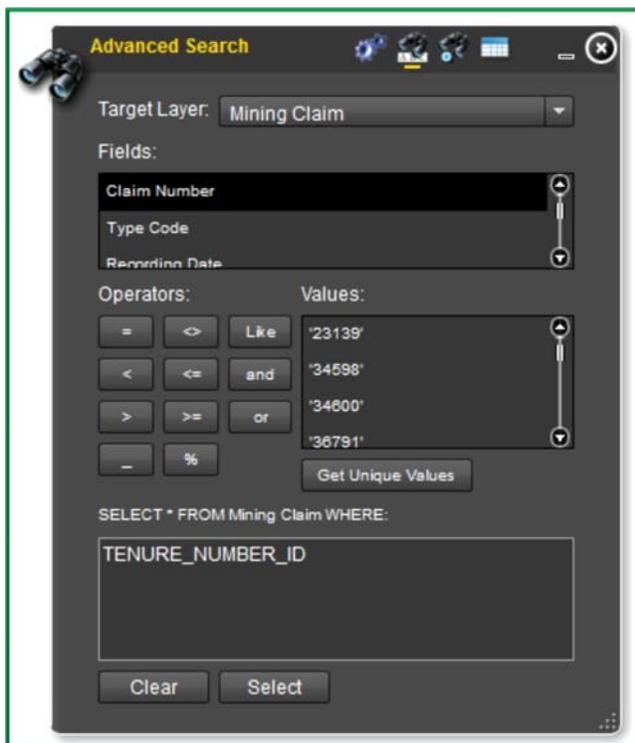
With the map open, if you do not know where the disposition is you can use the Advanced Search tool



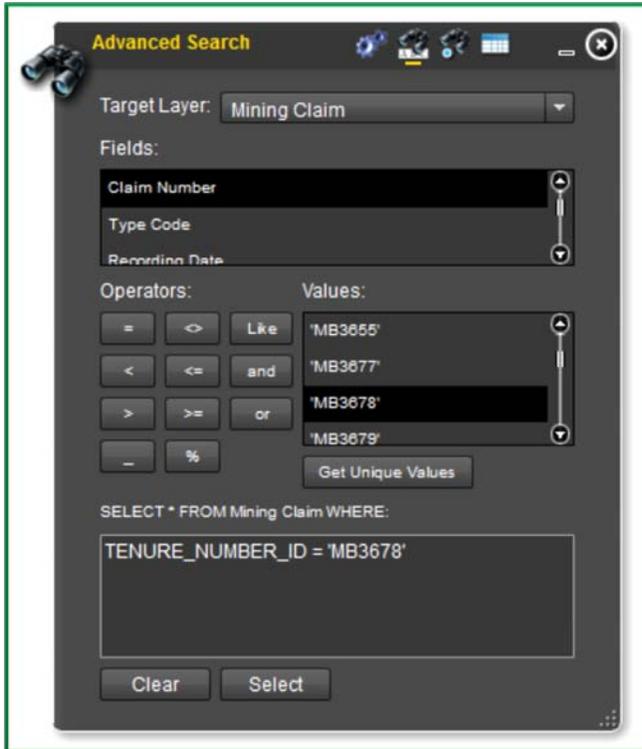


Click on the expansion arrow to reveal a list of searchable layers and select one.

Scroll through the field names and select one by double clicking.

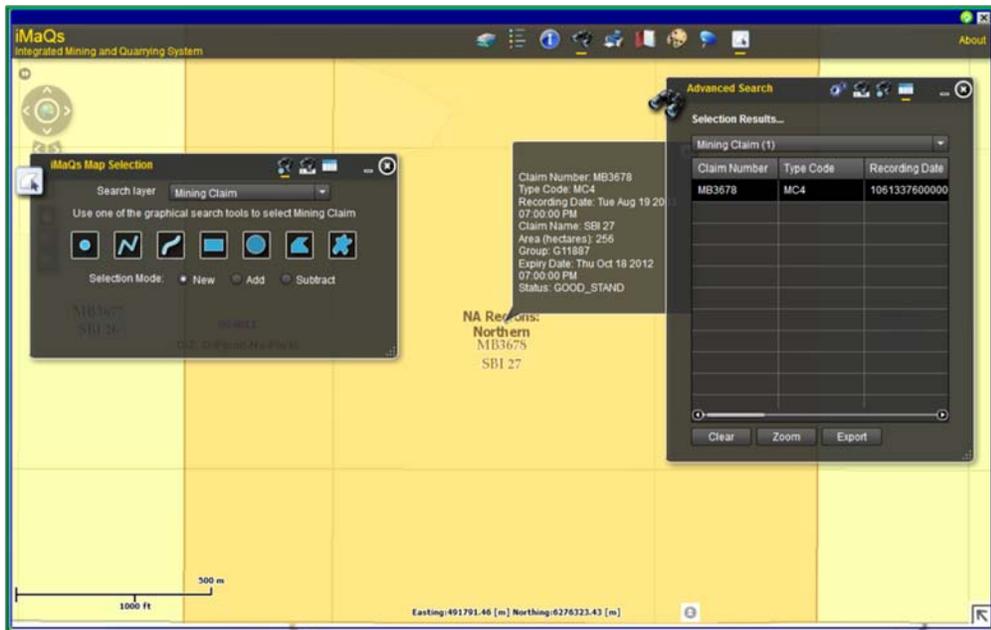


The selected field appears in the box at the bottom of the window. At the same time, the Values box is populated by the program. You can select a value directly from that box by double clicking on the selected value or type it directly into the SELECT box where you set the criteria for the search. Note: the value must be enclosed with single quotes.

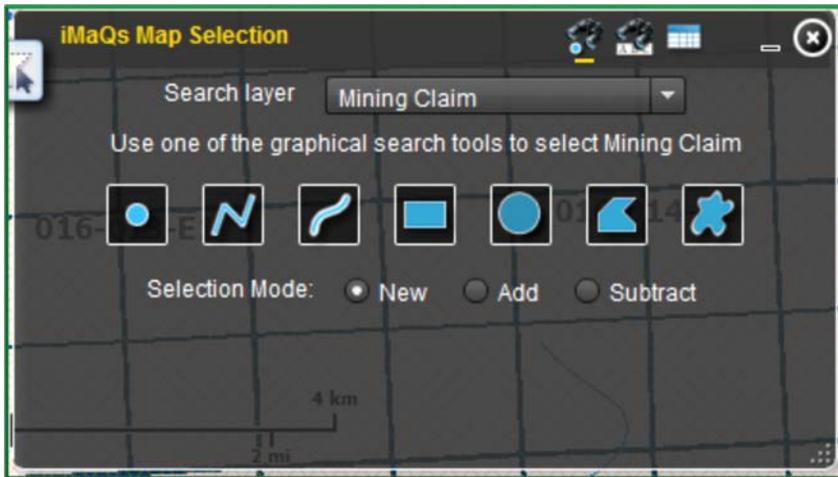


The SELECT\*FROM WHERE box is where you set the criteria for the search by clicking on one of the operator buttons then selecting or entering a value. The target layer name appears between FROM and WHERE.

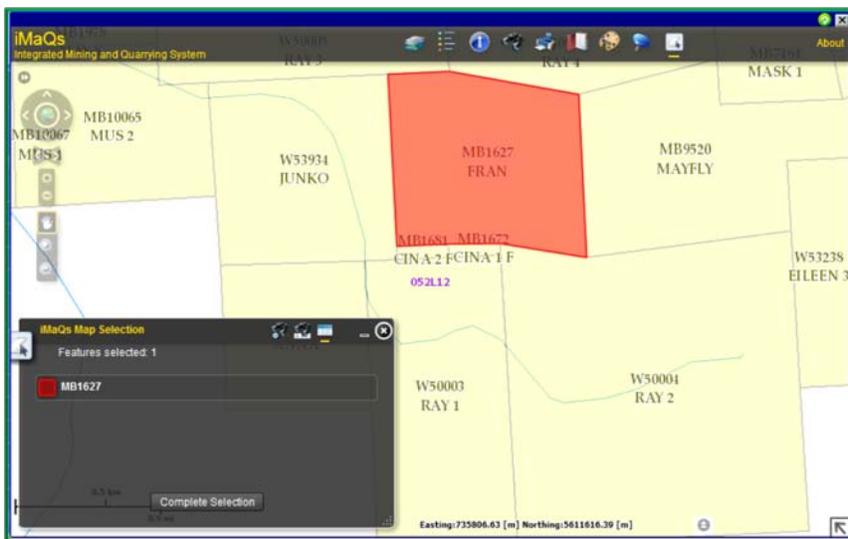
Once all of the criteria have been set, click the Select button.



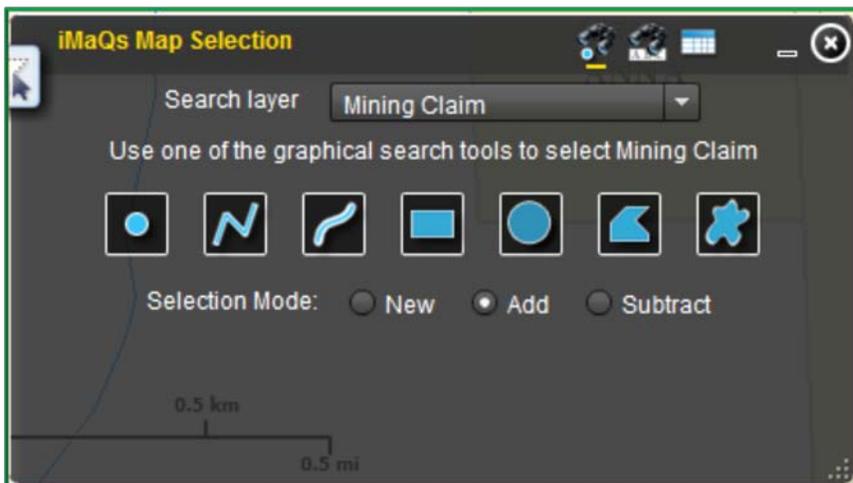
The query executes and the map viewer zooms in on the searched claim. Close the Advanced Search window and start the selection process.



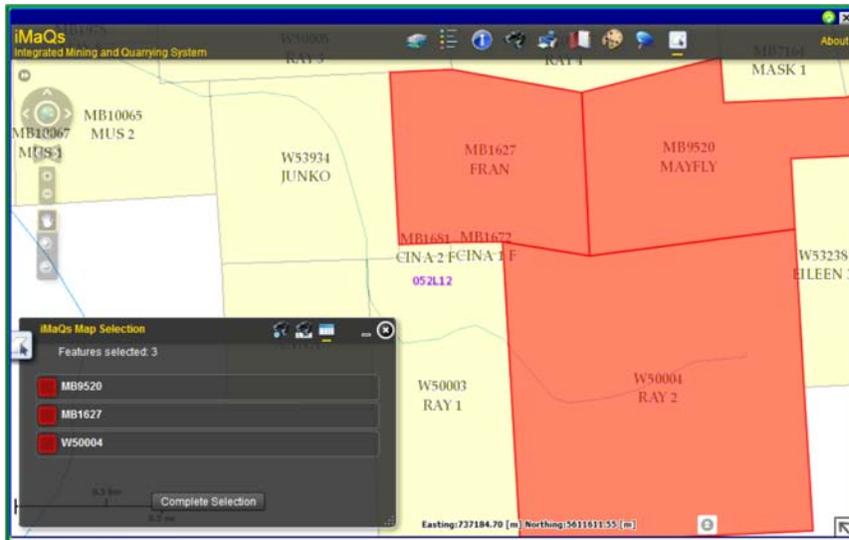
Zoom out so you can see more of the surrounding claims. Select the type of disposition you want from the dropdown list in Search Layer. Select the type of tool you want to use to do the selection. The most common tool and the easiest for scattered dispositions is the Draw Point tool.



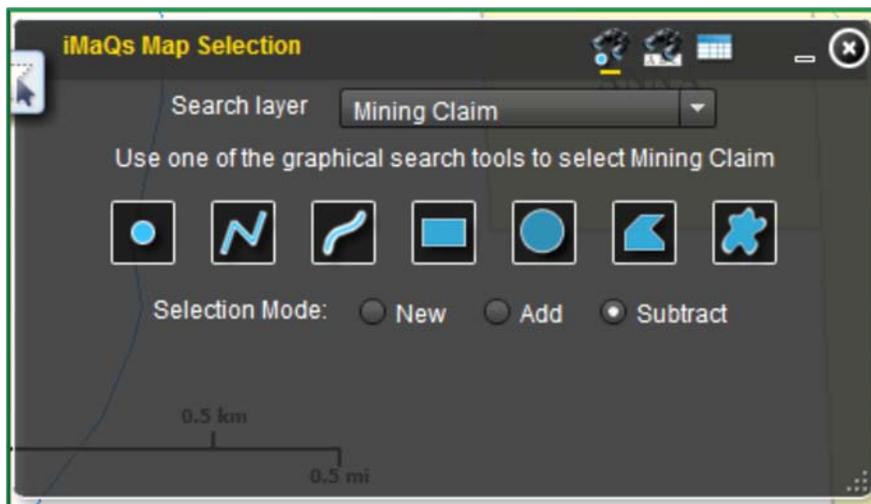
Click the Draw Point tool  and move your cursor onto the map. Click on a disposition you want to select. It will change colour to orange, indicating it has been selected.



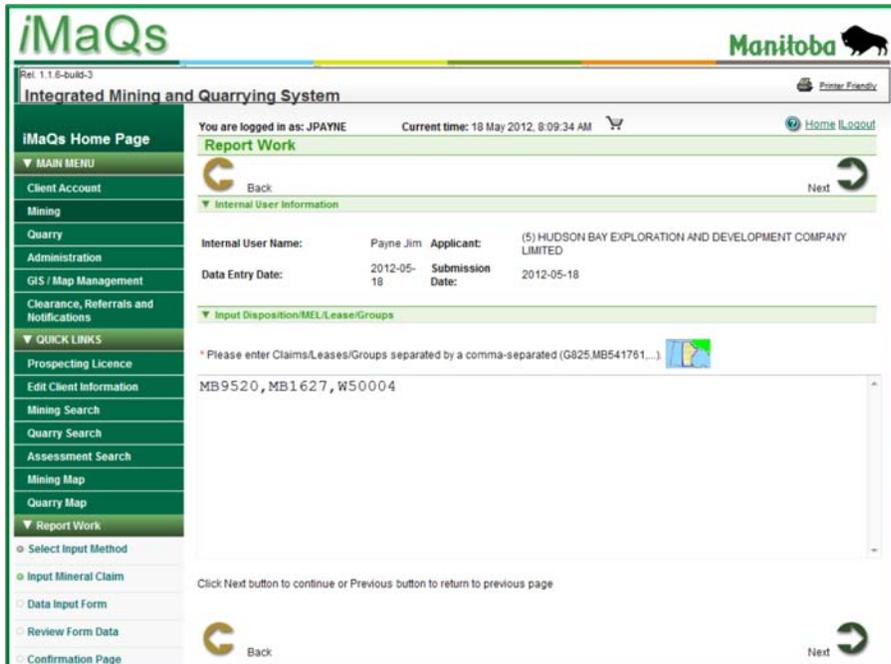
To select another claim, click  to go back to the tools menu. Click the Add radial button, click the Draw Point tool again and click on a claim you want to add to your selection. Continue in this manner until all of the claims you want to select have been highlighted orange.



When you have selected all the dispositions you want, click Complete Selection.

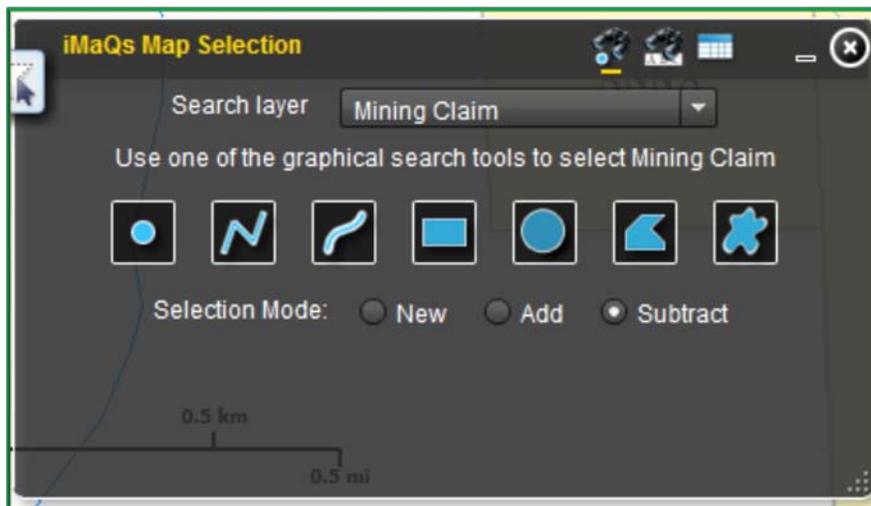


If a disposition was selected by mistake, click the Draw Point tool, click the Subtract radial button and click on the disposition you want to remove from the selection.



You are taken back to the Input Mineral Claim form and all of the disposition numbers you selected will be listed on the form.

If a disposition was included by mistake, simply delete the disposition number from the list before proceeding.



Another useful method for selecting multiple claims at one time is to use the Draw Rectangle

tool . If all the dispositions are in a block, click the Rectangle tool and move the cursor onto the map. Position the cursor within a disposition at one corner of the block of dispositions being selected. Press the left mouse button and drag your mouse diagonally away from the anchor point. This action starts the

outline of a rectangle. Every disposition that falls within or is touched by the line of the rectangle will be selected. When all of the dispositions you want to select are within or touched by the rectangle, release the mouse button. Those dispositions change colour to orange and are selected.

Another method to is to use the Draw Line tool . It works like the rectangle tool but instead of drawing a rectangle, it draws a line. Any disposition touched by the line is selected.