

Guideline

Lodging large files in Large File Exchange Service (LaFiX)

Large File Exchange Service

March 2024

Published by the Department of Regional NSW

Title: Lodging large files in Large File Exchange Service (LaFiX)

Subtitle: Large File Exchange Service

First published: June 2021

Department reference number: RDOC22/267140

Amendment schedule		
Date	Version	Amendment
June 2021	1.0	First published
March 2024	2.0	Administrative updates

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Preamble

All reports submitted under section 163C of the *Mining Act 1992* and section 97C of the *Petroleum (Onshore) Act 1991*, are required to be lodged in the Titles Management System (TMS) in formats specified within the guidelines:

- Exploration reporting: A guide for reporting on exploration and prospecting in New South Wales
- Exploration guideline: Onshore petroleum reporting and data submission

Some geoscientific reports contain data files that exceed the maximum file size limits for upload to TMS. These can be lodged in using the Large File Exchange service (LaFiX).

LaFiX is a secure and traceable way to submit large data files and eliminates the need to send these files on a CD/DVD/media or use unsecured file transfer systems. Files up to 11GB can be submitted if using the TML5 Uploader app, or 2GB if using the Simple Uploader app via the LaFiX web page.

This guide provides detailed instructions for using the large file lodgement functionality in LaFiX.

When submitting a report for large file submission to LaFiX, the report itself and all other relevant information is to be lodged in TMS. Only the accompanying large files are to be submitted to LaFiX.

A single lodgement can be made to LaFiX for multiple surveys or data types for the same authority (e.g., if 2 types of geophysical surveys are completed on the same authority in the reporting year, both surveys can be uploaded to the same LaFiX lodgement).

Contacts

Department of Regional NSW

Mining, Exploration and Geoscience

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Table 1: Links for further information.

Subject	Webpage and email
For further assistance with Titles Management System (TMS)	<p>www.resourcesregulator.nsw.gov.au/meg.site/mining-and-exploration/titles-management-system</p> <p>Contact: tms@regional.nsw.gov.au or raise a ticket using the 'Feedback' link (see TMS overview)</p>
For queries related to reporting requirements, group reporting, extensions and exemptions	<p>www.resourcesregulator.nsw.gov.au/meg.site/mining-and-exploration/compliance-and-reporting/exploration-reporting</p> <p>Contact: Mining and Exploration Assessment (MEA) via email mining.explorationassessment@regional.nsw.gov.au</p>
For queries related to large file submission and LaFix	<p>www.resourcesregulator.nsw.gov.au/meg.site/geoscience/products-and-data/company-exploration-reports/online-services/large-file</p> <p>Contact: Mining and Exploration Assessment (MEA) via email mining.explorationassessment@regional.nsw.gov.au</p>
For queries related to annual report release policy and report redaction	<p>www.resourcesregulator.nsw.gov.au/meg.site/mining-and-exploration/compliance-and-reporting/exploration-reporting</p> <p>Contact: redaction@regional.nsw.gov.au</p>

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LaFix overview

How LaFiX works

LaFiX has a secure 3-step process:

1. User completes an online application for a link to the website where the data files can be uploaded.
2. Department emails a link to the user for uploading the files.
3. Department reviews the files and emails the user acknowledging receipt of the files.

When to use LaFiX

Only the following files should be submitted via LaFiX:

- Files larger than 250MB that cannot be split into smaller files.
- Any missing or updated version of file (regardless of the file size and format) to be attached or replaced to an already existing report in DIGS® or other department archived systems.

Files that are under 250MB should be submitted with the relevant report via TMS where possible.

LaFiX limitations

- Acceptable standard file formats are outlined in the respective reporting guidelines.
 - DAT and LAS files need to be zipped before uploading.
 - A zip file can only include standard format files and the files should not be contained within folders or subfolders.
- In general, the maximum individual file size is 11GB if using HTML5 Uploader or 2GB if using Simple Uploader.
- In general, in addition to zip files, standard format files can also be uploaded in folders, using the latest versions of Chrome, Firefox or MS Edge.
- Please don't use Internet Explorer.

Using LaFix to lodge large files

Launch

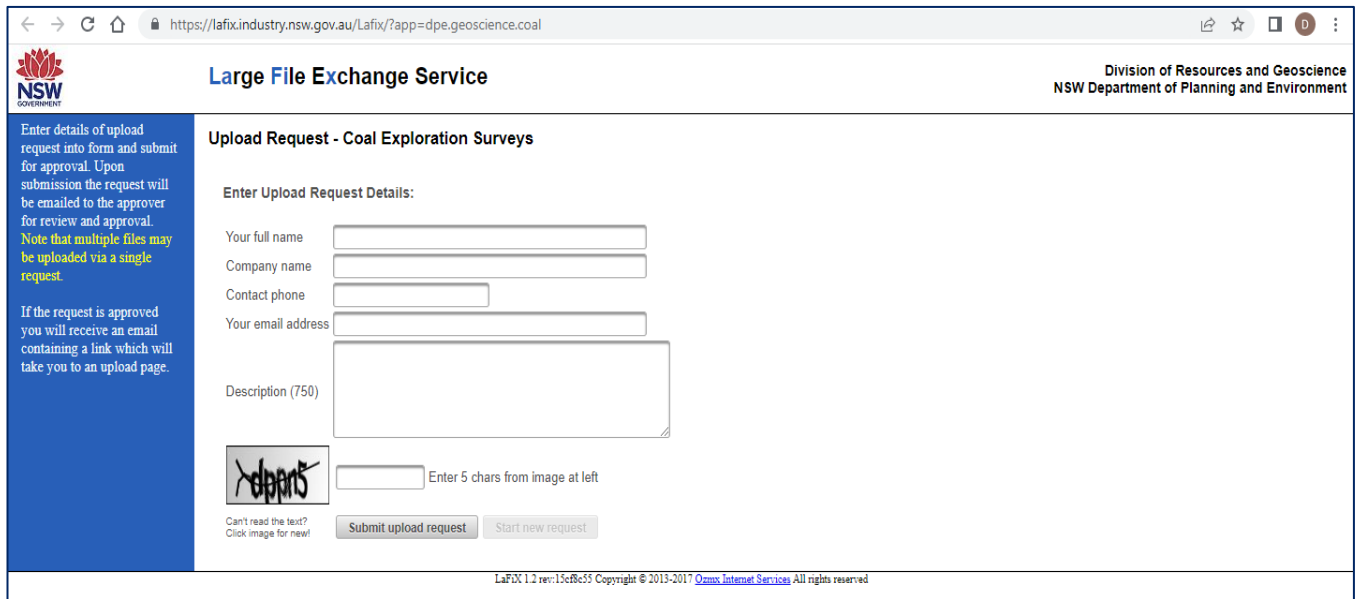
To launch LaFiX go to the DRNSW webpage:

www.resourcesregulator.nsw.gov.au/meg.site/geoscience/products-and-data/company-exploration-reports/online-services/large-file

Based on the type of report with which the upload is associated, select the correct link, either **coal** or **mineral** or **petroleum** data.

Request to upload

1. Once LaFiX is launched, enter your details and describe what you intend to upload (Figure 1).



The screenshot shows a web browser window with the URL <https://lafix.industry.nsw.gov.au/Lafix/?app=dpe.geoscience.coal>. The page title is "Large File Exchange Service" and it is from the "Division of Resources and Geoscience NSW Department of Planning and Environment". The main heading is "Upload Request - Coal Exploration Surveys".

On the left, a blue sidebar contains instructions: "Enter details of upload request into form and submit for approval. Upon submission the request will be emailed to the approver for review and approval. Note that multiple files may be uploaded via a single request. If the request is approved you will receive an email containing a link which will take you to an upload page." Below this is a CAPTCHA image with the text "Enter 5 chars from image at left".

The main form area is titled "Enter Upload Request Details:" and includes the following fields:

- Your full name
- Company name
- Contact phone
- Your email address
- Description (750)

At the bottom of the form are two buttons: "Submit upload request" and "Start new request". A footer at the very bottom reads "LaFiX 1.2 rev:15c8c55 Copyright © 2013-2017 [Omni Internet Services](#) All rights reserved".

Figure 1: LaFiX upload request form for uploading, showing an upload request for coal data as an example

2. Click the Submit upload request button, there will be a pop-up message (Figure 2).

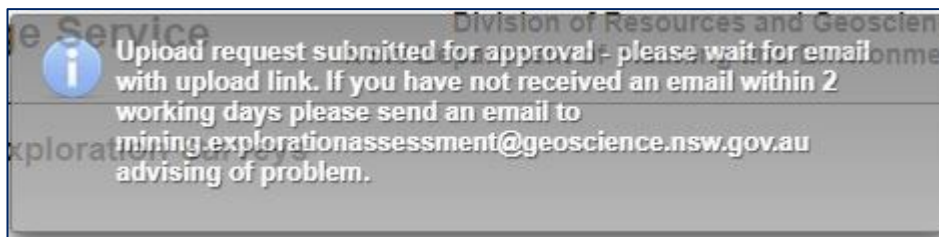
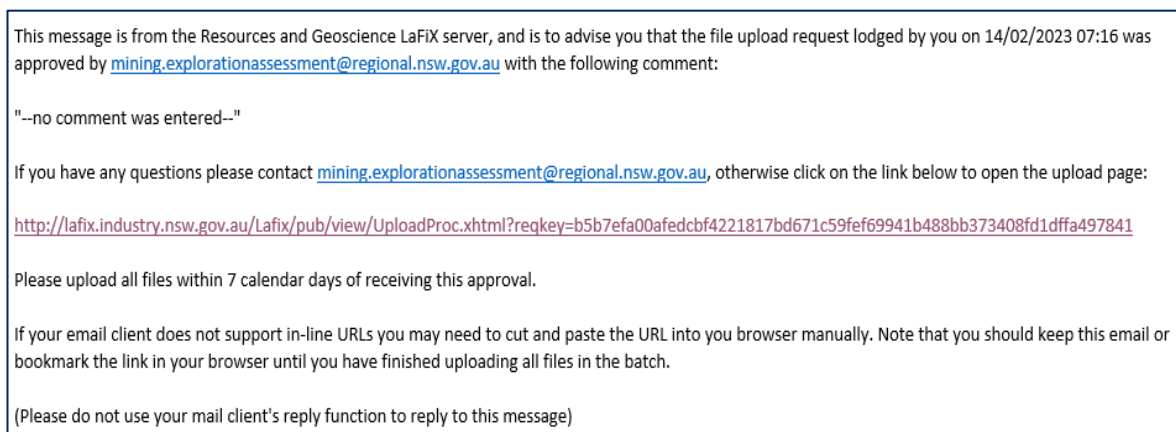


Figure 2: LaFiX upload request pop-up message

3. After submitting the upload request, a notification email will be sent to the department for approval. Once your upload request is approved, a link will be automatically generated for you to upload files and a notification email will be sent to you as shown in Figure 3.



This message is from the Resources and Geoscience LaFiX server, and is to advise you that the file upload request lodged by you on 14/02/2023 07:16 was approved by mining.explorationassessment@regional.nsw.gov.au with the following comment:

"--no comment was entered--"

If you have any questions please contact mining.explorationassessment@regional.nsw.gov.au, otherwise click on the link below to open the upload page:

<http://lafix.industry.nsw.gov.au/Lafix/pub/view/UploadProc.xhtml?reqkey=b5b7efa0afedcbf4221817bd671c59fef69941b488bb373408fd1dffa497841>

Please upload all files within 7 calendar days of receiving this approval.

If your email client does not support in-line URLs you may need to cut and paste the URL into you browser manually. Note that you should keep this email or bookmark the link in your browser until you have finished uploading all files in the batch.

(Please do not use your mail client's reply function to reply to this message)

Figure 3 LaFiX upload request approval email notification

Please note that an upload request only stays current for 14 days. If you have not received a notification email within 14 days, please contact the department.

Now LaFiX is ready for you to upload files. If you wish to allow the upload to proceed after receiving the notification email, please just click on the link provided. If your email does not support the URL you may need to manually copy and paste the received URL into your browser.

You have 30 days to upload the files after the request to upload has been approved.

Upload files

There are 2 upload options.

1. HTML5 Uploader (recommended).

- Provides stable multi-file uploads via the HTML5 File API.
- Maximum individual file size limit is set to 11GB.
- Resumable - Any interrupted upload will allow you to restart the upload at the point of interruption. This Resumable method should be used if your browser supports it.
- Browser compatibility:
 - **Windows:** Drag and drop of files and folders confirmed for latest versions of Chrome, Firefox, and MS Edge.
 - **Linux:** Drag and drop of files and folders confirmed for latest versions of Chrome, Firefox and MS Edge.
 - **Apple:** Drag and drop of files and folders confirmed for latest version of Chrome, however only files can be drag and dropped using Safari.

2. Simple Uploader

- Use Simple Uploader as an alternative if your browser does not support HTML5 or you are experiencing problems with the HTML5 Uploader.
- Any interrupted upload must be restarted from the beginning.
- Uploading larger (> 2GB) files is less reliable, but may work with the latest versions of Chrome, Firefox and MS Edge.

For detailed information on using either Uploader, just click the information icon after activating the Uploader tab (Figure 4).

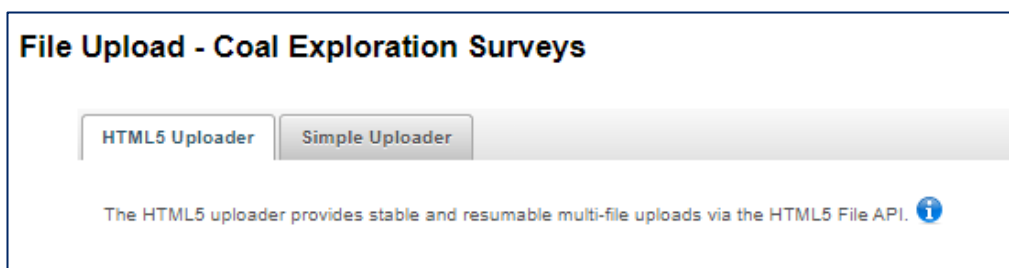


Figure 4: Use information icon to show detailed information on using uploader, showing coal data as an example

Upload files using HTML5 Uploader

1. Launch HTML5 Uploader
2. Click the HTML5 Uploader tab

3. Select files – To select the files to upload, you can open File Explorer (for Windows), Finder (for Apple) and select a folder, a file or multiple files and then drag and drop the folder or files to the dotted area. Alternatively, you can click on the *click here* button to select a folder, a file or multiple files from your computer and then click the *Open* button (Figure 5).

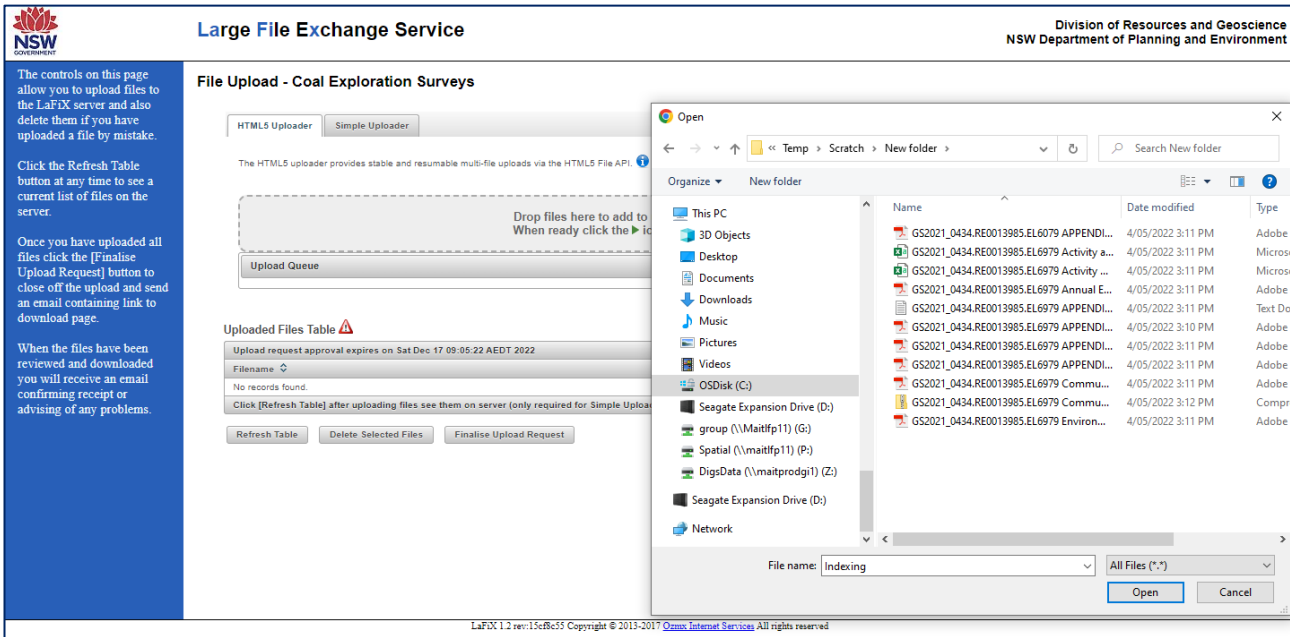


Figure 5: HTML5 Uploader – Select files, showing coal data as an example

4. Upload files - When files are ready to be uploaded, a list of files will be in the Upload Queue. Click the start icon (green arrow ▶) to start the upload, to a maximum file size of 11GB (Figure 6).

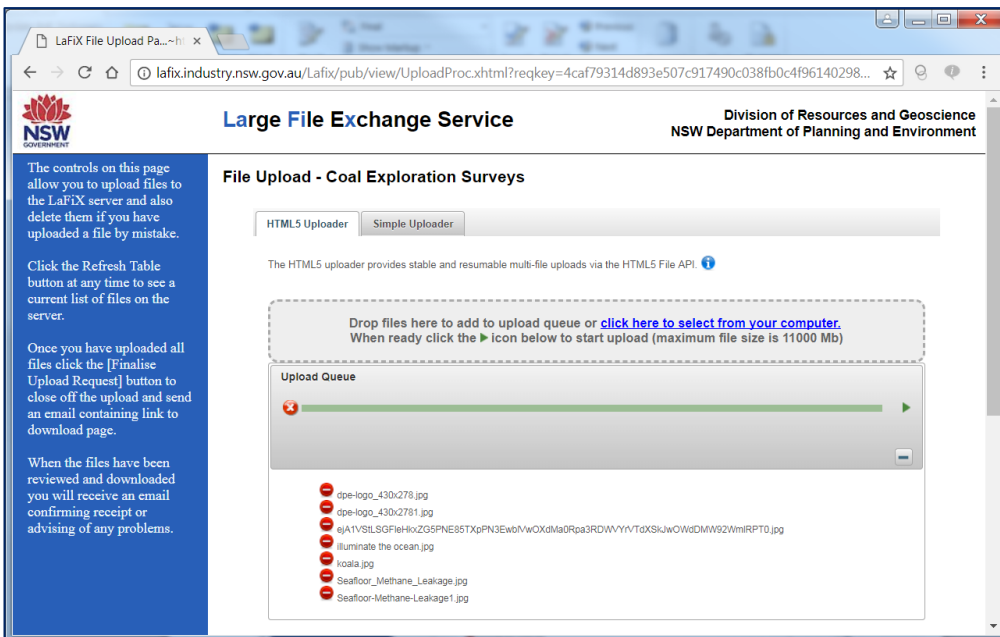



Figure 6: HTML5 Uploader – upload files, showing coal data as an example

5. View Uploaded File List - The Uploaded Files Table lists the files that have been uploaded. If the file size is zero (0), it indicates that the file is empty and was not uploaded properly. The file uploading status will be shown under Upload Queue (Figure 7).



Large File Exchange Service

Division of Resources and Geoscience
NSW Department of Planning and Environment

File Upload - Coal Exploration Surveys

HTML5 Uploader Simple Uploader

The HTML5 uploader provides stable and resumable multi-file uploads via the HTML5 File API.

Drop files here to add to upload queue or [click here to select from your computer](#).
When ready click the icon below to start upload (maximum file size is 11000 Mb)

Upload Queue

- ✔ GS2021_0434.RD0013985.EL6979.APPENDIX 4 Peer Review - Scope of Works - Feasibility Study 2020.pdf (completed)
- ✔ GS2021_0434.RD0013985.EL6979.Activity and Expenditure Table 2020.csv (completed)
- ✔ GS2021_0434.RD0013985.EL6979.Activity Completion Summary 2020.csv (completed)
- ✔ GS2021_0434.RD0013985.EL6979. Annual Exploration Report 2020.pdf (completed)
- ✔ GS2021_0434.RD0013985.EL6979.APPENDIX 1 Wind Speed 2020.txt (completed)
- ✔ GS2021_0434.RD0013985.EL6979.APPENDIX 2 Environmental Assessment Requirements Letter 2020.pdf (completed)
- ✔ GS2021_0434.RD0013985.EL6979.APPENDIX 3 Conceptual Project Development Plan 2020.pdf (completed)
- ✔ GS2021_0434.RD0013985.EL6979.APPENDIX 5 Power point presentation 2020.pdf (completed)
- ✔ GS2021_0434.RD0013985.EL6979. Community Consultation Report 2020.pdf (completed)
- ✔ GS2021_0434.RD0013985.EL6979. Community Consultation Report 2020.xls (completed)
- ✔ GS2021_0434.RD0013985.EL6979. Environmental and Rehabilitation Compliance Report 2020.pdf (completed)

Uploaded Files Table

Upload request approval expires on Sat Dec 17 09:05:22 AEDT 2022

Filename	Size	Upload Timestamp
GS2021_0434.RD0013985.EL6979.APPENDIX 4 Peer Review - Scope of Works - Feasibility Study 2020.pdf	1,851,490	Thu Nov 17 09:19:58 AEDT 2022
GS2021_0434.RD0013985.EL6979.APPENDIX 3 Conceptual Project Development Plan 2020.pdf	20,604,848	Thu Nov 17 09:20:04 AEDT 2022
GS2021_0434.RD0013985.EL6979.Activity Completion Summary 2020.csv	1,198	Thu Nov 17 09:19:58 AEDT 2022
GS2021_0434.RD0013985.EL6979. Community Consultation Report 2020.pdf	795,832	Thu Nov 17 09:20:00 AEDT 2022
GS2021_0434.RD0013985.EL6979. Annual Exploration Report 2020.pdf	1,683,181	Thu Nov 17 09:19:58 AEDT 2022
GS2021_0434.RD0013985.EL6979. Environmental and Rehabilitation Compliance Report 2020.pdf	847,072	Thu Nov 17 09:20:00 AEDT 2022
GS2021_0434.RD0013985.EL6979. Community Consultation Report 2020.xls	27,446,076	Thu Nov 17 09:20:06 AEDT 2022
GS2021_0434.RD0013985.EL6979.APPENDIX 2 Environmental Assessment Requirements Letter 2020.pdf	1,918,536	Thu Nov 17 09:19:59 AEDT 2022
GS2021_0434.RD0013985.EL6979.APPENDIX 5 Power point presentation 2020.pdf	1,299,760	Thu Nov 17 09:19:59 AEDT 2022
GS2021_0434.RD0013985.EL6979. Activity and Expenditure Table 2020.csv	2,404	Thu Nov 17 09:19:58 AEDT 2022
GS2021_0434.RD0013985.EL6979.APPENDIX 1 Wind Speed 2020.txt	19,168	Thu Nov 17 09:19:58 AEDT 2022

Click [Refresh Table] after uploading files see them on server (only required for Simple Uploader)

LaFiX 1.1 rev: 1c5c55 Copyright © 2012-2017 [Damon Internet Services](#). All rights reserved

Figure 7: HTML5 Uploader – View uploaded file list, showing coal data as an example

Troubleshooting the HTML5 Uploader

You may start/restart or pause a running upload at any time using the ► and || icons respectively. If an upload is interrupted for any reason (e.g., network glitch or a need to close browser) you may reselect the unfinished files in another session and restart the upload. The upload will restart at the point of interruption (but see important note about temporary files in next paragraph).

During the upload process files, are stored on the server with a .temp extension, which is removed after the entire file is uploaded. If a file upload is interrupted for any reason or an error occurs the temp file will remain on the server and will be listed in the Uploaded Files table, where it can be removed using the [Delete Selected Files] button. Note that you should only remove temp files if you do not wish to restart the file upload from its current state - removal of the temp file will result in the entire file being uploaded from the very start.

If you have problems with drag and drop from a File manager list, please use file selection link, or use the Simple Uploader.

Upload files using Simple Uploader

1. Launch Simple Uploader
2. Click the Simple Uploader tab
3. Select Files - To select the files to upload, click +choose and a pop-up window should appear. The pop-up window will help you to navigate to the files to be uploaded. Some Browsers may automatically block pop-ups so make sure popups are enabled. You may select one or multiple files to open (Figure 8).

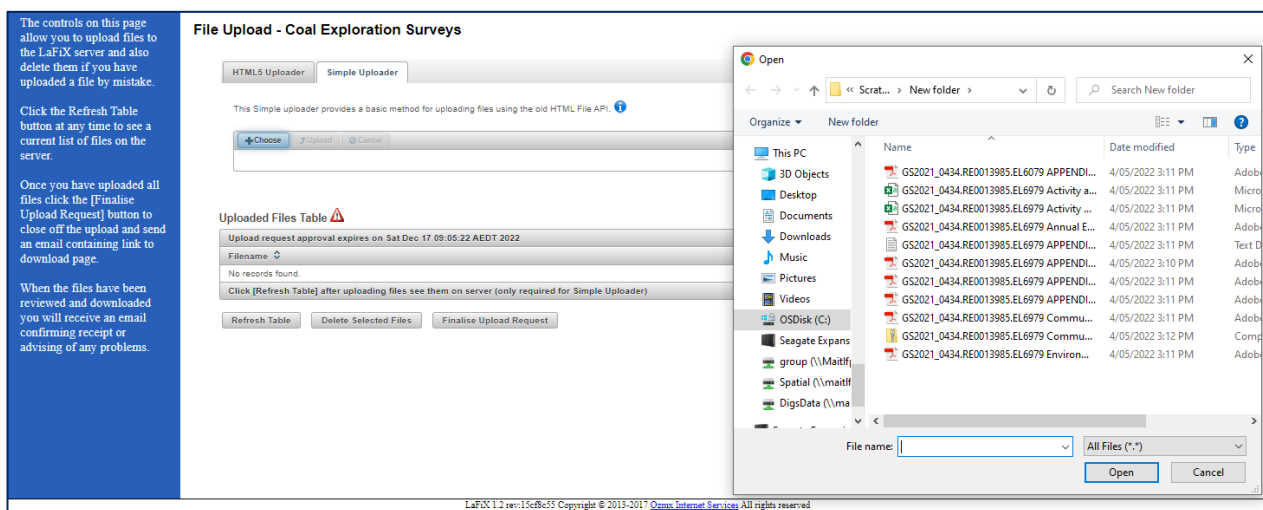


Figure 8: Simple Uploader – Select files, showing coal data as an example

4. Upload files - Click Upload to begin uploading the files to the server. If you wish to remove a file BEFORE you begin uploading, click the cross x next to the file (Figure 9).

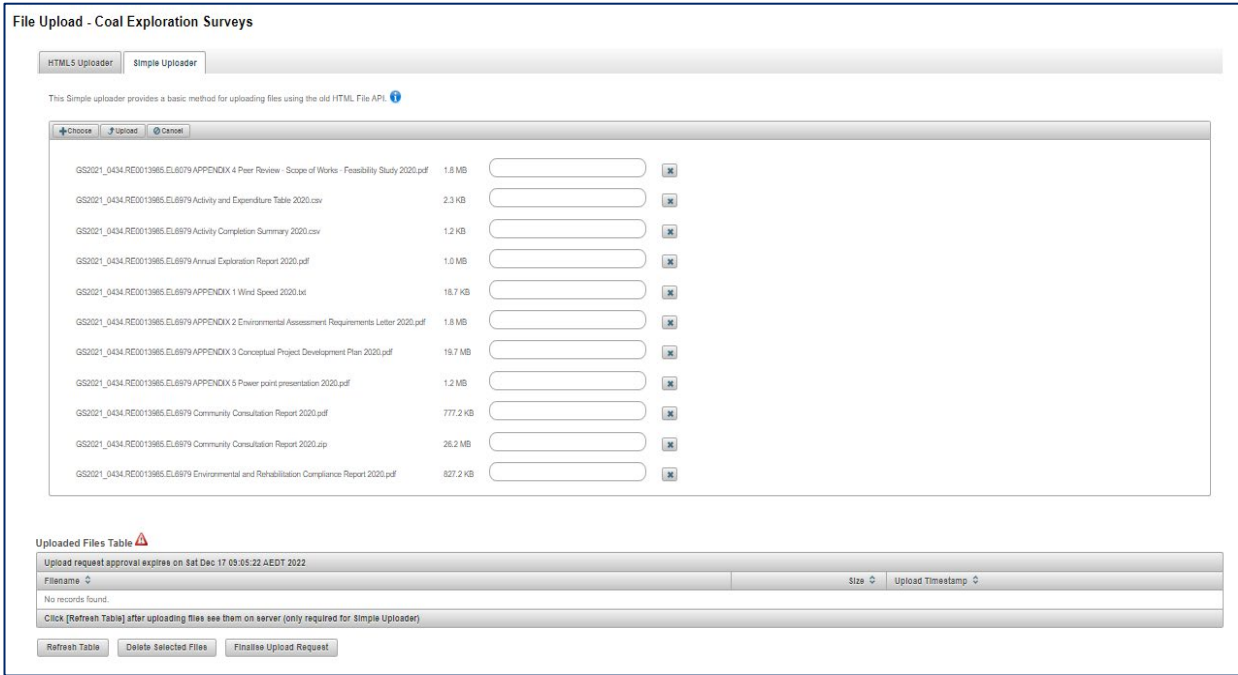


Figure 9: Simple Uploader – Upload files, showing coal data as an example

5. View Uploaded File List - The Uploaded Files Table lists the files that have been uploaded. You may need to click the Refresh Table button to display the list. If the file size is zero (0), it indicates that the file is empty and was not uploaded properly.

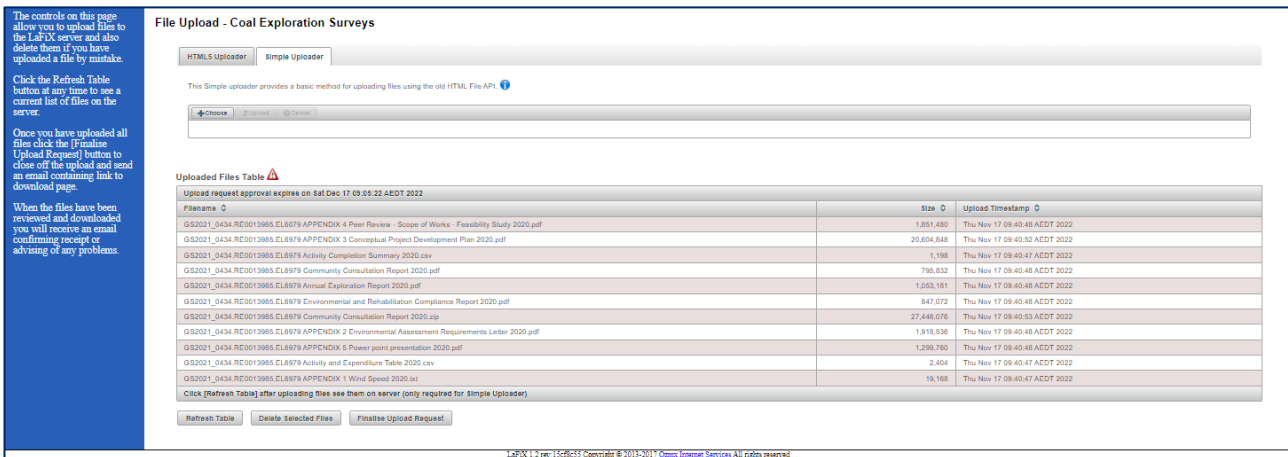


Figure 10: Simple Uploader – View uploaded file list, showing coal data as an example

Troubleshooting the Simple Uploader

Once started, a simple upload can only be cancelled by closing this page.

Multiple files may be uploaded in parallel (depends on browser support).

Delete files

If the files have not been uploaded properly or wrongly attached, select the file or files, then click on the Delete Selected Files button (Figure 11) to remove them. After clicking the button, you have the option to confirm whether you wish to delete the files or not (Figure 12).

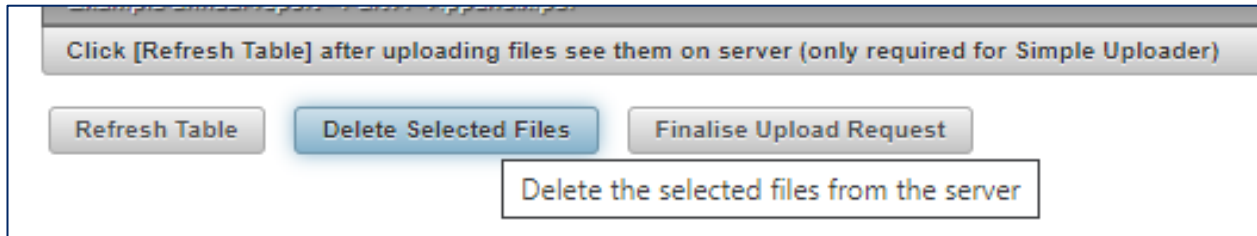


Figure 11: Delete selected files

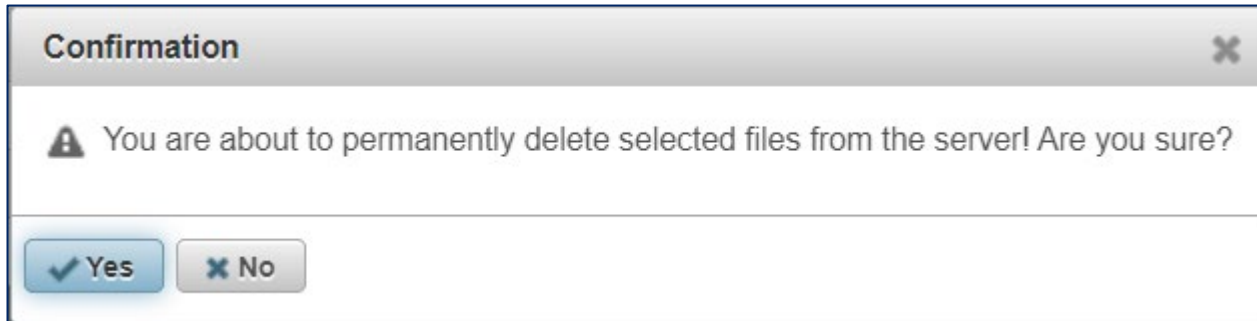


Figure 12: Delete selected files confirmation

Finalise upload request

1. After uploading all the files and removing any unnecessary ones, click on the Refresh Table button to review the file list. If there anything wrong, you may need to delete or upload the files again. If everything is OK, click on the Finalise Upload Request button to send the files to the department. You need to click on the Yes button (Figure 13) to confirm the request.

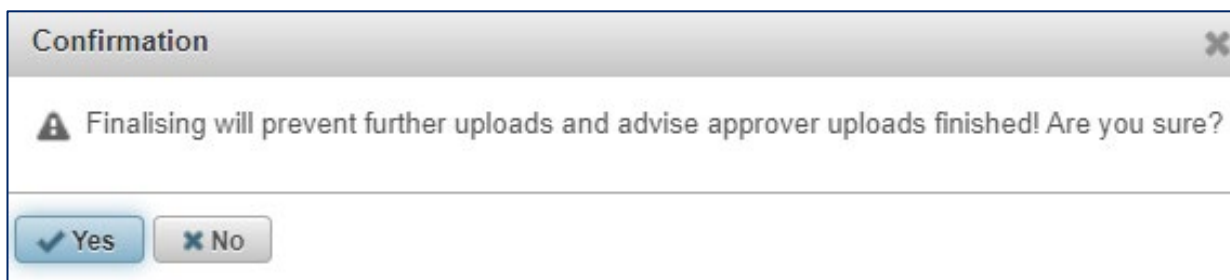


Figure 13: Finalise upload request – confirmation

2. At the Enter and submit data file details screen, enter relevant details (Figure 14):
 - *Tenement Name/Number* – Enter the authority (e.g. EL1234) to which the data upload relates. If there are multiple authorities, list all relevant authorities separated by a comma. This field is character-limited to 50 characters. If the full authority listing cannot be included, an abbreviated version is acceptable.
 - *Title Holder* - Enter the name of the authority holder. This field is character limited to 50 characters. If the whole authority holder name cannot be included, an abbreviated version is acceptable.
 - *Survey Contractor* – The survey contractor field is to include the name of the contractor who undertook the relevant geophysical survey(s). If there are multiple contractors, list all relevant contractors separated by a comma. If the data upload relates to drillhole data, this field can be left blank or include a 'N/A'. This field is character limited to 50 characters. If the full contractor listing cannot be included, an abbreviated version is acceptable.

- **Survey End Date** - The survey contractor field must include the end date of acquisition for the relevant geophysical survey. Only one date can be included. If there are multiple surveys, please use the latest date. If the data upload relates to drillhole data, this field can be left blank.
- **Survey Type** - The survey contractor field must include the type of geophysical survey(s) conducted. If there are multiple survey types, list all relevant types separated by a comma. If the data upload relates to drillhole data, this field can be left blank or include a 'N/A'. This field is character limited to 50 characters. If the full survey type listing cannot be included, an abbreviated version is acceptable.

The screenshot shows a web interface for the 'Large File Exchange Service'. At the top left is the NSW Government logo. The title is 'Large File Exchange Service' and the department is 'Division of Resources and Geoscience NSW Department of Planning and Environment'. The main heading is 'Enter and Submit Data File Details'. Below this is a brief instruction: 'Enter and submit data file details. Upon submission, the data file details, together with details of the original upload request and the list of uploaded files will be emailed to the department.' The form section is titled 'Enter Details:' and contains five input fields: 'Tenement Name/Number', 'Title Holder', 'Survey Contractor', 'Survey End Date', and 'Survey Type'. At the bottom of the form are two buttons: 'Submit' and 'Return to Upload'. A footer note reads: 'LaFiX 1.2 rev:15cf8c55 Copyright © 2013-2017 Ozmix Internet Services All rights reserved'.

Figure 14: Finalise upload request – Enter data file details

3. Once details are complete, click on the Submit button to finalise the upload request.
4. A confirmation window will appear (Figure 15). Where prompted, select Yes to confirm upload and finalise the submission. Select No to return to the 'Enter and submit data file details' screen.

The screenshot shows a 'Confirmation' dialog box with a close button (X) in the top right corner. The message inside reads: 'Submitting survey details will also finalise upload (preventing any further changes) and advise approver uploads are ready for download! Are you sure?'. At the bottom, there are two buttons: 'Yes' (with a checkmark icon) and 'No' (with an X icon).

Figure 15: Confirm upload

Acknowledgement of upload

Once the department has received the files, an acknowledgement email will be sent to you within 30 days. If an acknowledgement of upload has not been received within 30 days, please contact mining.explorationassessment@regional.nsw.gov.au.