

GeoRecords Plus+ Borehole Ordering Facility User Guide

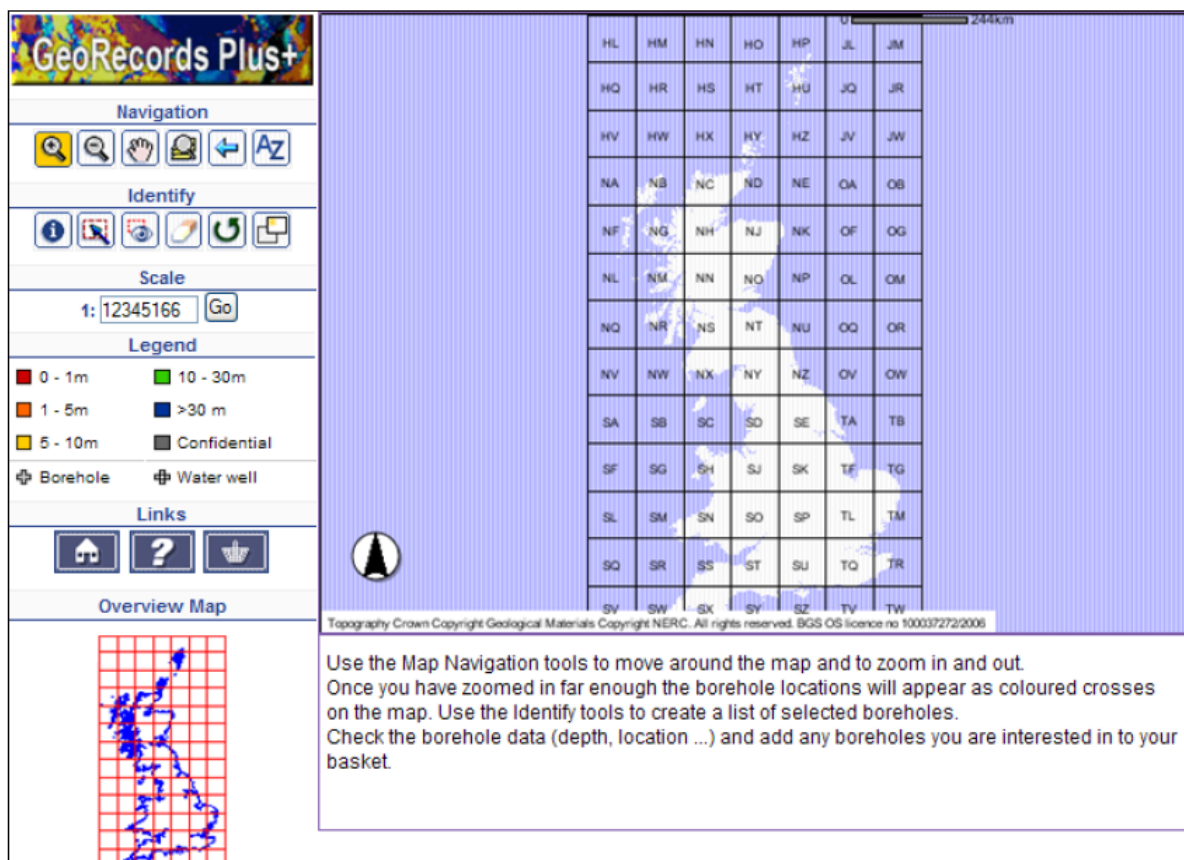
The following is intended to provide a guide to using our GeoRecords Plus+ Borehole Ordering facility. However, if you experience any problems please do not hesitate to contact the Enquiry Service.

Tel: (0115) 9363143 or E-mail: enquiries@bgs.ac.uk

The upgraded borehole ordering facility 'GeoRecords Plus+' is accessed via the BGS Website www.bgs.ac.uk

- Select '**Online shops**' from the BGS homepage Quick Links.
- Then select '**GeoRecords Plus+**'

You can look at an example of the additional Borehole Data Pack that now accompanies the borehole records you have selected via the link on the GeoRecords Plus+ homepage. Once you are on the GeoRecords Plus+ homepage, use the '**Open the GeoRecords+ Browser**' button to display a map of the UK along with numerous tool keys to the left of the screen.



GeoRecords Plus+

Navigation

Navigation icons: Home, Search, Hand, Rotate, Back, Forward, AZ

Identify

Identify icons: Info, Identify, Refresh, Print, Copy

Scale

Scale: 1: 12345166 Go

Legend

0 - 1m	10 - 30m
1 - 5m	>30 m
5 - 10m	Confidential

Borehole Water well

Links

Home ? Home

Overview Map




Overview Map: A small map of the UK with a red grid overlay.

Map Grid (UK Postcodes):



HL	HM	HN	HO	HP	JL	JM
HQ	HR	HS	HT	HU	JQ	JR
HV	HW	HX	HY	HZ	JV	JW
NA	NB	NC	ND	NE	OA	OB
NF	NG	NH	NJ	NK	OF	OG
NL	NM	NN	NO	NP	OL	OM
NQ	NR	NS	NT	NU	OO	OR
NV	NW	NX	NY	NZ	OV	OW
SA	SB	SC	SD	SE	TA	TB
SF	SG	SH	SJ	SK	TF	TG
SL	SM	SN	SO	SP	TL	TM
SQ	SR	SS	ST	SU	TQ	TR
SV	SW	SX	SY	SZ	TV	TW

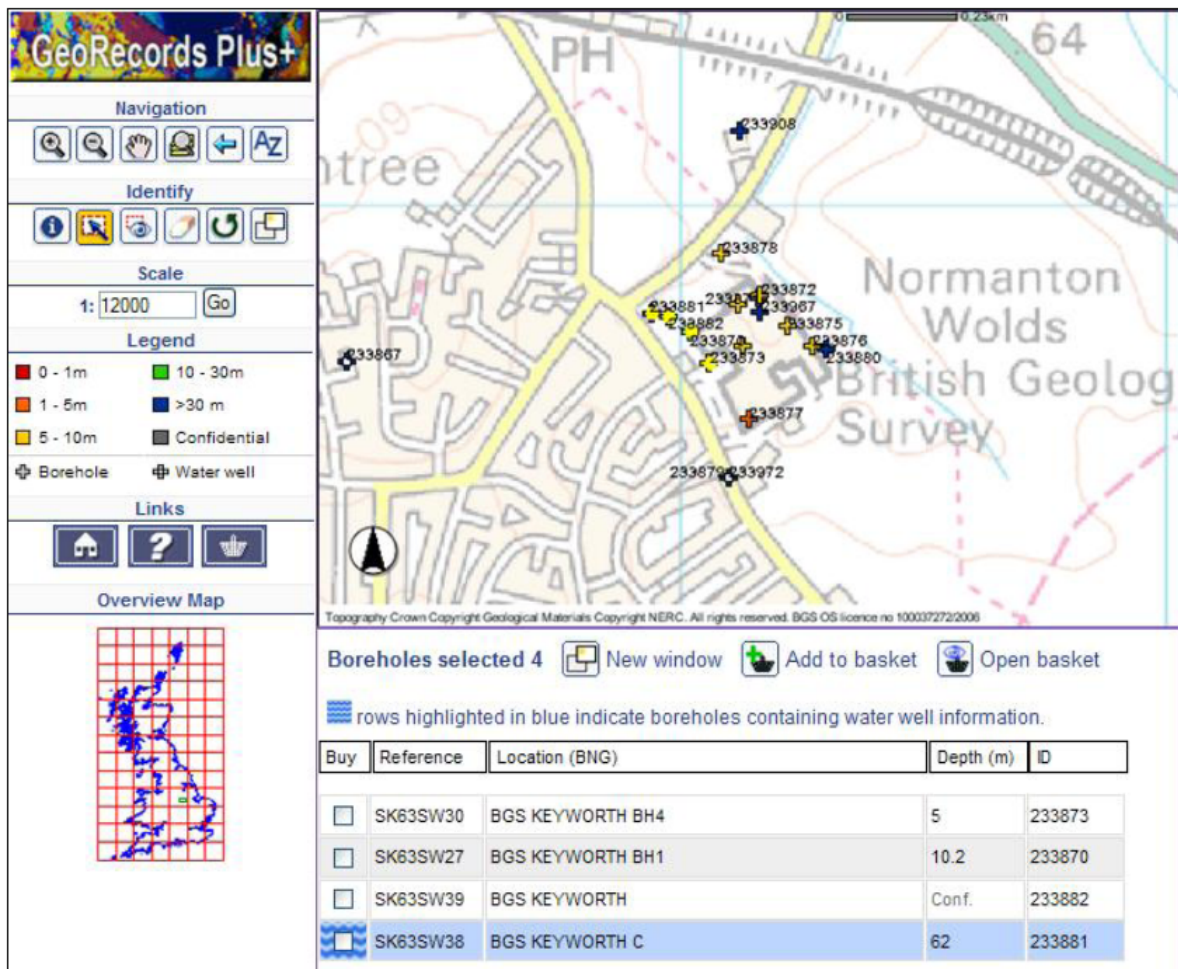
Topography Crown Copyright Geological Materials Copyright NERC. All rights reserved. BGS OS licence no 10003272/2006

Use the Map Navigation tools to move around the map and to zoom in and out. Once you have zoomed in far enough the borehole locations will appear as coloured crosses on the map. Use the Identify tools to create a list of selected boreholes. Check the borehole data (depth, location ...) and add any boreholes you are interested in to your basket.

The tool keys under the title '**Navigation**' are used to help locate your required site. You have the option to zoom in  and out  or use the Gazetteer  facility to find your site. You will have to zoom into a required scale before the boreholes will start to appear on


screen in the form of coloured crosses. A legend is displayed to explain the symbols and colours.

In order to obtain further information in relation to the boreholes displayed for your site, you will need to use the tool keys under the title 'Identify'. You can click on the identify key  and then on each individual borehole for information or, the most practical method is 'select by rectangle'  as this allows you to click and drag a box over a group of boreholes. A list will then appear below the map giving you details for each borehole within your selection.



The screenshot shows the GeoRecords Plus+ interface. On the left is a navigation and tool panel with sections for Navigation, Identify, Scale (1:12000), Legend (depth ranges: 0-1m, 1-5m, 5-10m, 10-30m, >30m, Confidential; symbols for Borehole and Water well), Links, and Overview Map. The main map area displays a topographic map of Normanton Wolds with several boreholes marked by colored crosses. Below the map, a table lists the selected boreholes. The table has columns for 'Buy', 'Reference', 'Location (BNG)', 'Depth (m)', and 'ID'. The row for SK63SW38 is highlighted in blue, indicating it contains water well information.

Buy	Reference	Location (BNG)	Depth (m)	ID
<input type="checkbox"/>	SK63SW30	BGS KEYWORTH BH4	5	233873
<input type="checkbox"/>	SK63SW27	BGS KEYWORTH BH1	10.2	233870
<input type="checkbox"/>	SK63SW39	BGS KEYWORTH	Conf.	233882
<input checked="" type="checkbox"/>	SK63SW38	BGS KEYWORTH C	62	233881

You can then select the boreholes you require by ticking the 'buy' box alongside each borehole. Boreholes that contain water well information are clearly highlighted in blue if your main interest is water information rather than geology. When you are happy with your selection, click on the 'Add to basket'  icon at the top of your list.

Your GeoRecords Plus+ basket		View basket on a map		GeoRecords Plus+	
Reference	Description	Remove	Cost		
3 Boreholes available to buy					
SK63SW30	BGS KEYWORTH BH4 + Borehole 233873 5.00m at 462065,331675 (± metre) BNG		£15.00		
SK63SW27	BGS KEYWORTH BH1 + Borehole 233870 10.20m at 462025,331740 (± metre) BNG		£15.00		
SK63SW38	BGS KEYWORTH C + Water Well 233881 62.00m at 461945,331777 (± metre) BNG		£15.00		
Totals			£45.00 + £9.00 VAT = £54.00		
Close / cancel			Order Form		

The content of your basket is then displayed for you to check. Boreholes not required can be removed from the basket at this stage. If all is correct, click on 'order form' to proceed.

GeoRecords Plus+ Ordering Options

GeoRecords ordering options

These boreholes are available to buy			GeoRecords Plus+	
Reference	Description	Cost		
SK63SW30	BGS KEYWORTH BH4	£15.00		
SK63SW27	BGS KEYWORTH BH1	£15.00		
SK63SW38	BGS KEYWORTH C	£15.00		
Totals	3 borehole records	£45.00 + £9.00 VAT = £54.00		
Notes:				
<p>1. For standard customers, who are pre-paying, please: submit order and print your confirmation then ring Enquiries on +44 (0)115 936 3143 to provide submitted order number and card details. Invoiced orders will be automatically submitted to GeoRecords with your PO number. For standard orders a minimum of two borehole records are required to meet our minimum charge of £30.00 (+VAT). We are currently working towards online payment.</p> <p>2. Quid Pro Quo customers, enter your *username, *password and contact details before proceeding with your order. *These can be obtained from enquiries@bgs.ac.uk. For Quid Pro Quo orders a minimum of ten borehole records are required to meet our minimum charge of £30.00 (+VAT).</p> <p>3. Please see the GeoRecords help pages if you would like to enter into a Quid Pro Quo agreement with BGS.</p>				
Back to basket		Standard order form (1)		QPQ order form (2)

You are then presented with a screen that shows your boreholes selected and gives you the option of opening a 'Standard Order Form' or a 'QPQ Order Form'. Please note, only Customers with a signed Quid Pro Quo Agreement can use the QPQ Order form option. For more details about QPQ agreements, please contact enquiries@bgs.ac.uk

Standard Order Form

For standard Customers, please select this order form. You will then be asked for your delivery, service and payment options before selecting 'continue'. Please note that we can only raise invoices for orders above £100 (ex vat). Card payments will need to be submitted for all orders below this amount by contacting the Enquiry Service and quoting the BH order

code provided on your order confirmation after submitting. The next screen then asks for your payment/delivery address. When you have completed this screen, your order will be submitted to BGS after selecting '**continue**'. Your completed order form with summary of costs etc will be e-mailed to you for your records and a copy is also sent direct to Enquiries for processing. A VAT receipt is sent to confirm card payments.

QPQ Order Form

For Customers with a signed QPQ agreement, please select this order form. You will be requested to enter a QPQ username and password. If your office does not already have these details, please request them from enquiries@bgs.ac.uk providing us with your full office contact details in order to register you on the system and verify that your Company has an official signed agreement with BGS. Individual offices within your Company will have their own username and password with the relevant office details recorded on our system.

Next, please select your service and delivery options before selecting '**continue**'.

The following screen will ask for your payment choice, please note that if you have selected invoice payment the total amount of your order excluding VAT must be over £100 as this is our lower invoice limit. A PO number must be inserted in order to proceed with the invoice request order. Once you have completed the payment choice details, you must select '**confirm order**'.

Card payments will need to be submitted for all orders below £100 (ex VAT) by contacting the Enquiry Service and quoting the BH order code provided on your order confirmation after submitting. We will send a VAT receipt to confirm the transaction.

You will then be presented with a QPQ order summary, giving a full breakdown of costs with QPQ discount applied.

If all is correct, select '**create order form**'. This will then generate a completed order form for your records, a copy of which is sent directly to Enquiries for processing.

Mail

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