



# Medjil General User Guide

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## **1. Introduction**

Medjil is a survey instrumentation calibration portal (Medjil Portal) developed by Landgate (the Western Australian Land Information Authority) in collaboration with the Intergovernmental Committee on Surveying and Mapping (ICSM). It allows rigorous calibration and reporting of:

- Barcode staff using staff calibration range facilities
- Staff ranges (only available to verifying authority<sup>1</sup> users)
- EDM Instrumentation (EDMI; EDM and prism) using standardised EDM Baselines
- EDM Baselines using standardised instruments (only available to verifying authority<sup>1</sup> users)

establishing legal traceability of user's instruments to the national standard of length provided by the National Measurement Institute (NMI).

This user guide provides a quick reference on the functionality and operation of the Medjil Portal. For more detailed documentation on mathematical procedures, please refer to the [Medjil technical manuals](#) for EDMI Calibration and Staff Calibration.

Location specific guides on the following topics are also available for each participating jurisdiction.

- Site calibration – EDM Baseline<sup>1</sup>
- EDMI Calibration
- Site calibration – Staff Range<sup>1</sup>
- Barcode Staff Calibration Guide

Users interested in reviewing or contributing to Medjil's development are requested to contact Landgate [geodesy@landgate.wa.gov.au](mailto:geodesy@landgate.wa.gov.au) to access the source code on GitHub. Only users with GitHub account will be provided access to the source code due to security concerns.

**Access Medjil here: <https://medjil0.lb.landgate.wa.gov.au>**

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<sup>1</sup>Verifying authority users have additional permissions when using the Medjil portal. Please contact a Landgate staff member to enable these permissions. (email [geodesy@landgate.wa.gov.au](mailto:geodesy@landgate.wa.gov.au))

## 2. Medjil Home Page

The Medjil home page (see Figure 2.1) allows direct access to the portal's main functions enabling instrument calibrations and management of all related information. Before using the full functionality of Medjil, users need to sign up and login (see section 3).

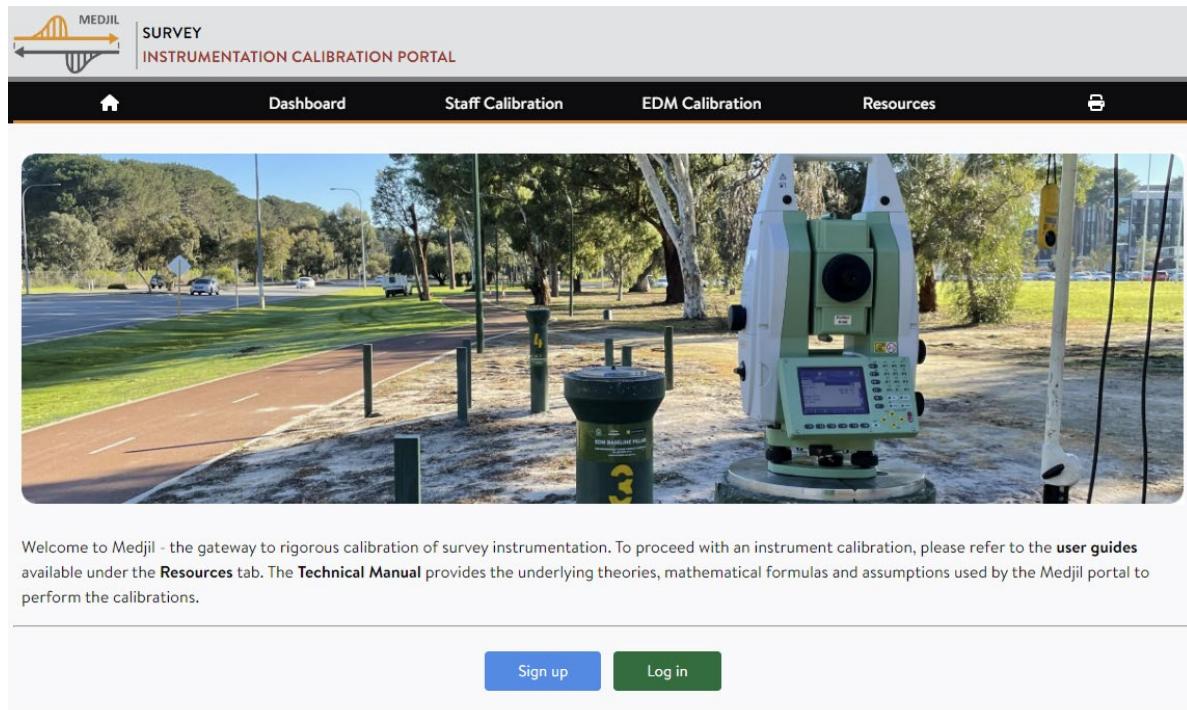


Figure 2.1: Medjil home page.

### Main menu options on Medjil's home page

- Home** Home button to return to Medjil's home page.
- Dashboard** Access the *Instrument Register* and *Accreditation Calibrations* of your company and list of available *Calibration Sites* (see section 4).
- Staff Calibration** Perform levelling *Staff Calibrations* and access the *Levelling Staff Registry* containing calibration records of your company (see section 5)
- EDM Calibration** Perform *EDM Instrumentation Calibrations* and *Interlaboratory Comparisons* of calibration results, input *Uncertainty Budgets* and customise *Report Endnotes* included in calibration reports (see section 6).
- Resources** Access *Calibration User Guides* and *Technical Manuals* (see section 7).
- Print** Print the current screen view or reports.

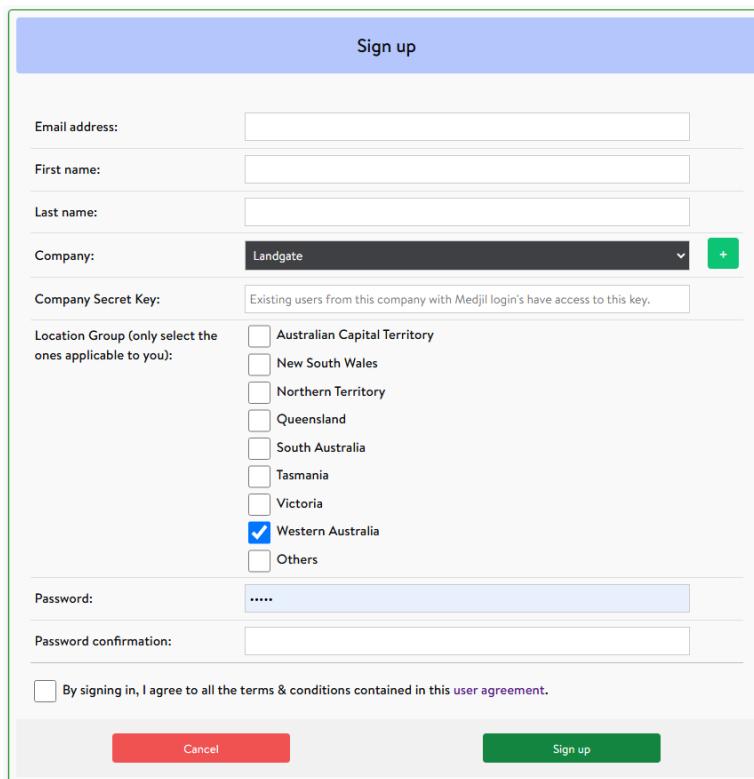
### **3. Sign up, Login and User Profile**

#### **3.1. Sign up**

##### **Step 1:**

New users of the Medjil Portal need to sign up (register) before being able to use its full functionality. Existing users of Medjil as well as users that previously signed up to Landgate's Online Staff Calibration portal can directly login (see section 3.2).

To sign up, select **Sign up** on Medjil's home page, which opens the interface shown in Figure 3.1 below.



The screenshot shows the 'Sign up' interface. At the top is a blue header bar with the word 'Sign up'. Below it is a form with the following fields:

- Email address:
- First name:
- Last name:
- Company:  (with a dropdown arrow and a '+' button)
- Company Secret Key:  (with a note: "Existing users from this company with Medjil login's have access to this key.")
- Location Group (only select the ones applicable to you):
  - Australian Capital Territory
  - New South Wales
  - Northern Territory
  - Queensland
  - South Australia
  - Tasmania
  - Victoria
  - Western Australia
  - Others
- Password:
- Password confirmation:
- By signing in, I agree to all the terms & conditions contained in this user agreement.

At the bottom are two buttons: a red 'Cancel' button and a green 'Sign up' button.

**Figure 3.1: Sign up interface.**

On the sign up form complete the following information:

<b>Email address:</b>	Enter your e-mail address associated to your account.
<b>First and last name:</b>	Enter your first and last name.
<b>Company:</b>	Select your company from the drop-down list if already registered. You will need to enter your <i>Company Secret Key</i> issued at first sign up.  Otherwise, select <b>+</b> and enter your company's name and a short abbreviation. Your <i>Company Secret Key</i> will automatically be generated for you.
<b>Company secret key</b>	Only required if you are joining an existing company. The company secret key is randomly generated on the creation of the company. Users who want to join an existing company can ask for the key from existing Medjil company members. (See Section 3.3)

**Password & confirmation:** Create and confirm a password for your user account.

Before submission, confirm that you read and agree to the terms & conditions, which can be viewed following the *user agreement* link (see Figure 3.1).

### Step 2:

After successful submission of your sign up details an e-mail is sent to the nominated e-mail address containing an activation link to confirm your registration. To complete the sign up click the link to activate your account. After successful activation you will be directed to the Login interface.

**Note:** During your first login you will need to setup Multi Factor Authentication (MFA) using the Authenticator App (see section 3.2).

## 3.2. Login

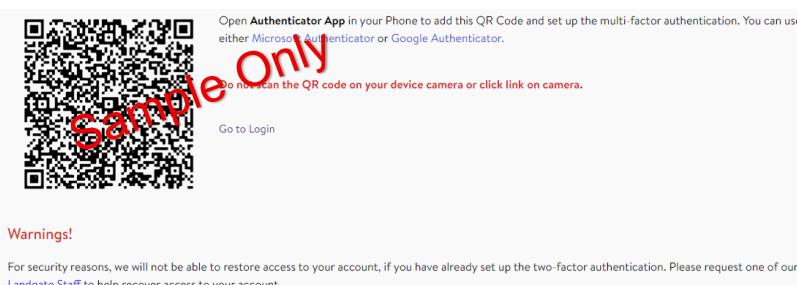
To login as a registered user select **Login** on Medjil's home page to open the interface shown in Figure 3.2 and enter your e-mail address and password used to sign up.

**Figure 3.2:** Login interface.

Use the *Forgot your password* link to reset your password. You will be prompted to enter the e-mail address used to sign up, which will sent an e-mail containing a link to reset your password.

## First Time Login – Setting up MFA

During first time login you will be presented with a QR code and instructions to set up MFA (see Figure 3.3). For the setup, open an Authenticator App (either Microsoft Authenticator or Google Authenticator), select add a new account and scan the QR code. This will create a new account called Medjil – Survey Instrument Calibration linked to your nominated e-mail address. Important, do not scan the QR on your device camera and click the link but use the Authenticator App.



**Figure 3.3:** Example of QR code to setup MFA.

Once MFA has been setup go back to the login interface either selecting the link next to the QR code or [Login](#) on Medjil's home page for a normal login using MFA (see below).

## Login – Using MFA

After submission of your user details through the login interface (see Figure 3.2) you will be prompted to enter a One Time Password (OTP) code (see Figure 3.4) created through the Authenticator App. To access the OTP code open the Authenticator App and select the Medjil account. Use the generated OTP code to complete your login.

Figure 3.4: OTP input interface.

### 3.3. User Profile

Once logged in, your first name will be shown as the current user in the top-right corner of the webpage (see Figure 3.5). Expand the drop-down menu to view or edit your user profile details (e-mail, company) or view the list of all company users (see Figure 3.5 below). Use the action button to edit your user profile. The company secret key is visible to all members of the company. This key can be shared within the company to add additional members or change your company membership.

**Note:** Any change requires confirmation with the company secret key to assure confidentiality.

The screenshot shows the INSTRUMENTATION CALIBRATION PORTAL interface. The top navigation bar includes links for Dashboard, Staff Calibration, EDM Calibration, Resources, and a User Profile section. The User Profile section is currently active, as indicated by the red background. The main content area displays 'User Profile Details' with a message 'OTP verified successfully!' and a table of user information. The table columns are Name, Company, Company Secret Key, Email, Last login, and Action. The table shows one row for Michael Kuhn. The 'Action' column for Michael Kuhn contains a pencil icon, which is annotated with 'edit your user profile'. The 'Company Secret Key' column is annotated with 'company secret key'. The 'User Profile' tab in the navigation bar is annotated with 'user profile tab'. The 'list of company users tab.' is annotated with 'list of company users tab.'. The 'user drop-down menu' is annotated with 'user drop-down menu'. The 'Logout' link in the top right is annotated with 'Logout'.

Figure 3.5: User profile details.

## 4. Dashboard



Figure 4.1: Dashboard drop-down menu

The *Dashboard* manages your company's instrument register, stores EDM accreditation certificates and provides information on available calibration sites. Any instrument used during a calibration must first be added to the instrument register and relevant specifications defined. Use the dashboard drop-down menu (see Figure 4.1) to access the following areas:

- |                                   |  |
|-----------------------------------|--|
| <b>Instrument Register</b>        | Repository of your company's instrument records and related calibration certificates (see section 4.1).  |
| <b>Accreditation Certificates</b> | Repository of EDM accreditation certificates for selection during EDM baseline calibrations (see section 4.2). This functionality is only utilised by verifying authority users. |
| <b>Calibration Sites</b>          | Repository of information on all available EDM calibration baselines and staff range calibration sites (see section 4.3).  |

### Transfer of existing records:

Users of Landgate's Online Staff Calibration portal will have records migrated to Medjil.

Records from the Baseline.exe suite of software can be transferred to the dashboard with the assistance of Landgate staff. Please contact one of our Landgate staff to request assistance. [geodesy@landgate.wa.gov.au](mailto:geodesy@landgate.wa.gov.au)

## 4.1. Instrument Register

The *Instrument Register* menu allows the creation and management of the instrument types listed in the left-hand menu shown in Figure 4.2. For each instrument type up to three tabs can be selected to add or edit records of the model and its manufacturer specifications, instrument and related calibration certificate.

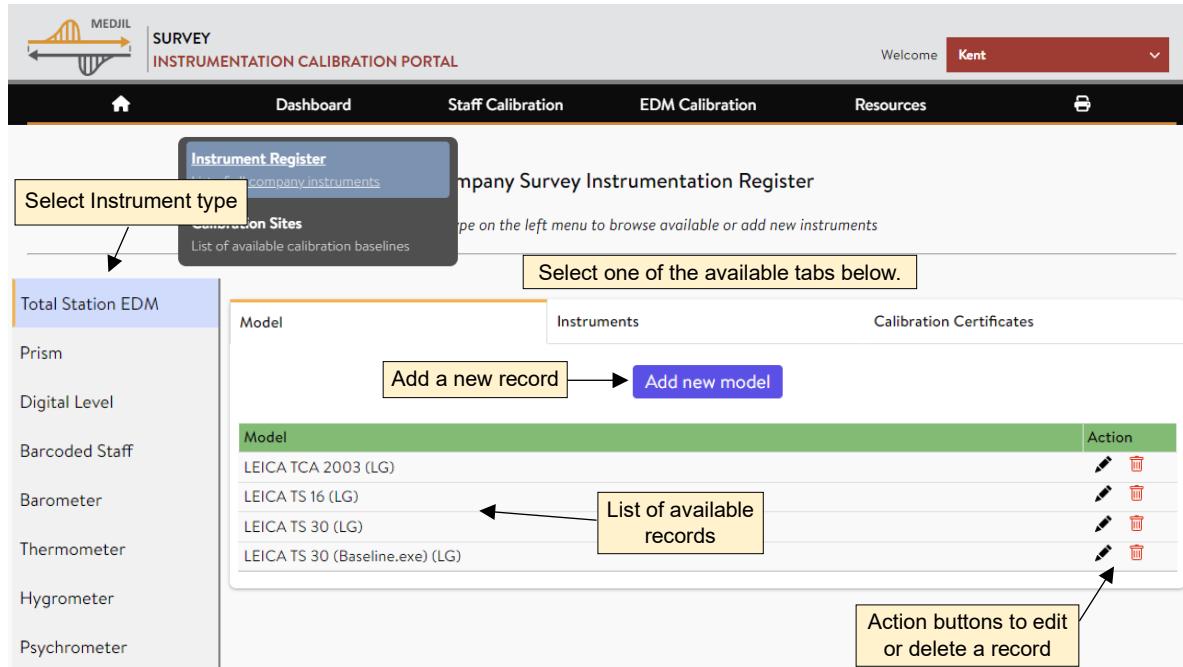


Figure 4.2: Example of a company total station EDM register.

To add or edit a record in the instrument register, select the instrument type from the left-hand menu, then select one of the available tabs and specify the following information.

### Model

Use the **Add new model** button to open the input interface to create a new record. Specify make (manufacturer), model and owner (custodian). For each model provide the manufacturer specifications. Note, for EDM instruments a look-up table can be used to extract common manufacturer specifications. For more detailed information use the information button  to refer to the technical manual.

### Instruments

Use the **Add new instrument** button to open the input interface to create a new record. For each instrument select the model (once added), specify the instrument number (e.g. serial number) and owner (custodian). You can also upload a photo for each instrument. Note, if the model has not been specified you can use the add button  to directly go to the “Add new model” interface (see above).

### Calibration Certificates

Use the **Add new certificate** button to open the input interface to create a new record for calibration certificates issued from external sources. When an instrument has been successfully calibrated in Medjil, a record of the calibration certificate with the icon  will automatically be added to this list.

Once a successful calibration of an instrument has been performed the generated calibration certificate can be uploaded to the company's repository. Use the

Under each tab a list of existing records is displayed (see Figure 4.2). Use the action buttons  and  to edit or delete a record.

## 4.2. Calibration Sites

The *Calibration Sites* menu provides information on all EDM Baselines and Staff Calibration Ranges currently available (see Figure 4.4).

Select location or state

Select a location or State: WA

Lists of EDM baselines and staff calibration ranges

List of Instrument Calibration Sites

Select location on the left menu to display available calibration sites

EDM Baselines

Name	Pillars	Address	State	Operator	Access Plan	Booking Sheet	Updated	Status	Action
Curtin	11	Bentley 6102	WA	Landgate			22/02/2025	Open	
Curtin 12 Pillar	12	Bentley 6102	WA	Landgate			22/02/2025	Open	
Busselton	6	Busselton-Vasse 6280	WA	Landgate			22/02/2025	Open	
Kalgoorlie	8	Kalgoorlie-Boulder 6430	WA	Landgate			22/02/2025	Open	

Staff Calibration Ranges

Name	Pins	Address	State	Operator	Access Plan	Booking Sheet	Updated	Status	Action
Boya	21	Boya 6056	WA	Landgate			22/02/2025	Open	

Figure 4.4: List of Instrument Calibration Sites.

Use the drop-down menu on the left-hand side to select a location or state to list all available calibration sites. For each calibration site an access sketch and booking sheet is provided. You should check the current status (see last column of the lists) before visiting any calibration site.

**Note:** Only verifying authority users can add, edit and delete calibration sites while 'normal' users can only view the details of each calibration site.

## 5. Staff Calibration



Figure 5.1: Staff Calibration drop-down menu

The *Staff Calibration* area is used to perform calibrations of barcoded leveling staffs and store company staff calibration certificates. Use the *Staff Calibration* drop-down menu (see Figure 5.1) to access the following areas:

<b>Staff Calibration</b>	Start a new barcoded leveling staff calibration or access your company's list of staff calibration records (see section 5.1).
<b>Calibration Range Parameters</b>	Repository of information on all available staff calibration ranges (see section 4.3). Note: This menu is only accessible to verifying authority users.
<b>Leveling Staff Registry</b>	Repository of your company's staff calibration certificates (see section 5.3).

### 5.1. Staff Calibration

The *Staff Calibration* menu allows to perform a new barcoded staff calibration and lists records of all successful calibrations together with the calibration reports (see Figure 5.2).

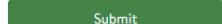
List of Staff Calibrations								
<p>For more information about Barcode Staff Calibration, please refer to the technical manual <a href="#">①</a></p>								
List of available records		Start a new calibration		Start new calibration		Access calibration reports		Action buttons to edit or delete a record
Job Number	Calibration Date	Staff Number	Level Number	Observer	Owner	Report	Action	
JN20172297	17/03/2020	222	702272	Vanessa Ung	Landgate	<a href="#">②</a>		
JN20172297	17/03/2020	210	702272	Vanessa Ung	Landgate	<a href="#">②</a>		
JN20172297	17/03/2020	212	702272	Vanessa Ung	Landgate	<a href="#">②</a>		
JN20172297	17/03/2020	213	702272	Vanessa Ung	Landgate	<a href="#">②</a>		
JN20172297	17/03/2020	209	702272	Vanessa Ung	Landgate	<a href="#">②</a>		

Figure 5.2: List of staff calibrations.

To perform a new staff calibration, use the **Start new calibration** button to open the *Barcode Staff Calibration Details* interface shown in Figure 5.3 and enter the following information:

<b>Calibration Site</b>	From the drop-down menu select the staff calibration range.
<b>Job Number</b>	Enter a job number to uniquely identify the calibration.

<b>Staff Number</b>	From the drop-down menu select the used staff by its number. If the staff is not available, use the  button to add it to your company's barcoded staff register (see instrument register in section 4.1).
<b>Level Number</b>	From the drop-down menu select the used digital level instrument by its instrument number. If the digital level is not available, use the  button to add it to your company's digital register (see instrument register in section 4.1).
<b>Start and End Temperatures</b>	Enter the start and end temperatures present during the field observations.
<b>Field Data</b>	Attach the ASCII file generated by the digital level instrument containing all observations.
<b>Field Book</b>	Attach the field book(s) created during the fieldwork.
<b>Observer</b>	Either confirm if you are the observer or enter the observer's name.
<b>Calibration data</b>	Enter the date when observations were taken.

 Submit

Barcode Staff Calibration Details

Calibration Site:	<input type="button" value="--- Select one ---"/> 
Select the staff calibration range. Please contact Landgate, if it does not exist.	
Job Number:	<input type="text"/>
Enter a job number, e.g., JN20222511	
Staff Number:	<input type="button" value="--- Select one ---"/> 
Select staff.	
Level Number:	<input type="button" value="--- Select one ---"/> 
Select level.	
Start temperature:	<input type="text"/>
Temperature at the start of observation.	
End temperature:	<input type="text"/>
Temperature at the end of observation.	
Field Data:	<input type="button" value="Choose File"/> No file chosen Upload the ASCII file generated by the level instrument
Field Book:	<input type="button" value="Choose File"/> No file chosen Upload the field book in pdf/jpg/tif format
I am the Observer:	<input type="checkbox"/>
Observer:	<input type="text"/>
Calibration date:	<input type="text"/> dd/mm/yyyy 
Date of observation/measurement taken.	
 Submit	

Figure 5.3: Barcode Staff Calibration Details interface

Use the  button to perform the calibration. After successful completion you will be presented with the calibration report. The report is also added to your company's list of

staff calibrations (see Figure 5.2). Use the action buttons  and  to edit or delete a record. If you edit a calibration record you will be able to change the input information and perform the calibration again. Note, the previous calibration report will be retained in the list while the new report will be added.

For detailed information on field procedures, mathematical models used and report outputs refer to the user guides and technical manuals available under the resources option on the home page or following information button .

## 5.2. Leveling Staff Registry

The *Leveling Staff Registry* provides all current (most recent) and historical barcoded staff calibration records including their certificates (calibration reports) (see Figure 5.4).

List of Levelling Staves Calibration Certificates									
Contains the most recent calibration certificates									
Add new certificate									
Current Staff Calibration Certificates									
Job Number	Instrument No	Model	Type	Scale Factor	Field Book	Calibration Date	Certificate	Action	
JN20172297	209	GKNL4F (LEICA)	Fiberglass	0.999820		March 17, 2020			
JN001	210	GKNL4F (LEICA)	Fiberglass	0.999779		Aug. 15, 2024			
JN20172297	212	GKNL4F (LEICA)	Fiberglass	0.999900		March 17, 2020			
JN20172297	213	GKNL4F (LEICA)	Fiberglass	0.999920		March 17, 2020			
JN20172297	222	GKNL4F (LEICA)	Fiberglass	1.000030		March 17, 2020			

**Figure 5.4:** List of Current Staff Calibration Certificates.

Use the  button to open the input interface to create a new barcoded staff certificate record.

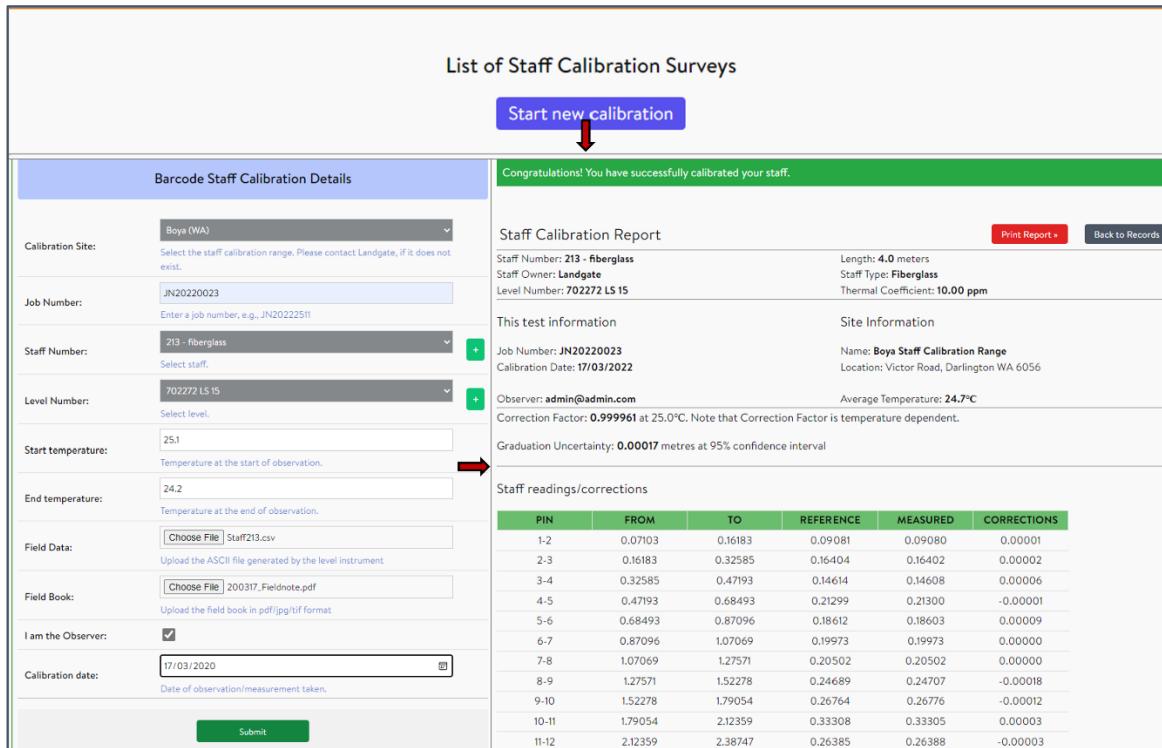
## 5.3. Staff Calibration Procedures

**Step 1:** To start a new Staff Calibration, click on the **Staff Calibration > Staff Calibration**.

**Step 2:** Click on the **Start new calibration** button.

- **Job Number:** enter a **Job Number** with a ten-digit alphanumeric code.
- **Calibration Site:** select **Boya** from the dropdown.
- **Staff Number:** select the staff number or enter a new one by clicking on the + button. When entering (or creating) a new staff, a new window will pop up and users are advised to enter all the known fields - Make, Model, Owner, Staff Number, Type, Length and CoE. If the staff has been previously **calibrated**, users can tick the **Is Calibrated** box. A new window will appear to provide information about the calibration details.
- **Level Number:** select the digital level (number) or enter a new one by clicking on the + button.
- **Start temperature:** Temperature at the beginning of measurement.
- **End temperature:** Temperature at the end of measurement.
- **Field Data:** Click the **Choose File** button to select the csv file.
- **Field Book:** Click the **Choose File** button to select the field book (in pdf format).
- Enter an **Observer** name or tick the **I am the Observer**, if the observer is same as the person performing this procedure.

- **Calibration date:** Choose a calibration date.
- Click the **Submit** button.
- **Note:**
  - Form errors will be shown in red text to help correctly fill the form.
  - Test data is provided [here](#) with the corresponding [Field Book](#) to assist with the Staff Calibration procedure.



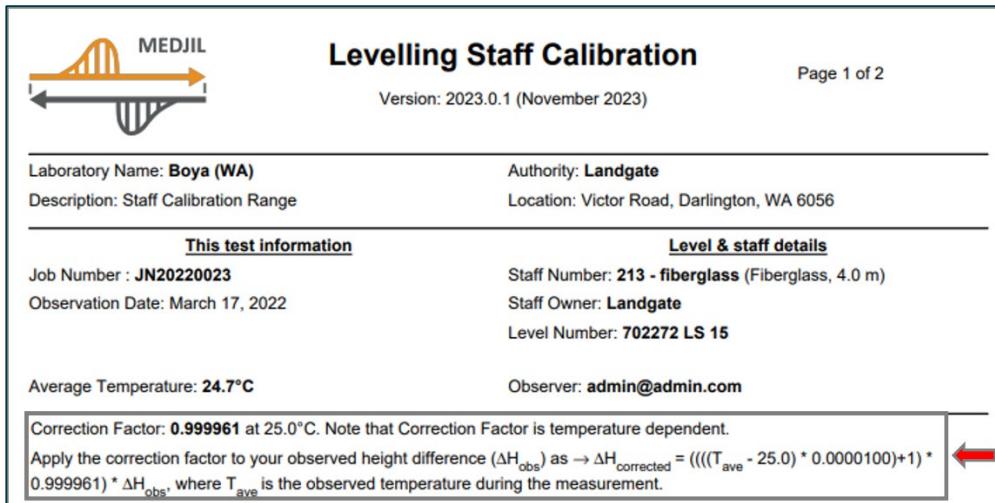
The screenshot shows a web-based application for staff calibration. At the top, a green banner says 'Congratulations! You have successfully calibrated your staff.' Below this, the 'Barcode Staff Calibration Details' section contains fields for Calibration Site (Boya (WA)), Job Number (JN20220023), Staff Number (213 - fiberglass), Level Number (702272 LS15), Start temperature (25.1), and End temperature (24.2). It also includes sections for Field Data (Choose File: Staff213.csv) and Field Book (Choose File: 200317.Fieldnote.pdf). A checkbox 'I am the Observer' is checked. A 'Calibration date' field contains '17/03/2020'. A red arrow points from the 'Start new calibration' button at the top to the 'Submit' button at the bottom of the form. To the right, the 'Staff Calibration Report' section displays staff details (213 - fiberglass, Staff Owner: Landgate, Level Number: 702272 LS15), site information (Name: Boya Staff Calibration Range, Location: Victor Road, Darlington WA 6056), and a table of staff readings and corrections. The table has columns: PIN, FROM, TO, REFERENCE, MEASURED, and CORRECTIONS. The data is as follows:

PIN	FROM	TO	REFERENCE	MEASURED	CORRECTIONS
1-2	0.07103	0.16183	0.09080	0.09080	0.00001
2-3	0.16183	0.32585	0.16404	0.16402	0.00002
3-4	0.32585	0.47193	0.14614	0.14608	0.00006
4-5	0.47193	0.68493	0.21299	0.21300	-0.00001
5-6	0.68493	0.87096	0.18612	0.18603	0.00009
6-7	0.87096	1.07069	0.19973	0.19973	0.00000
7-8	1.07069	1.27571	0.20502	0.20502	0.00000
8-9	1.27571	1.52278	0.24689	0.24707	-0.00018
9-10	1.52278	1.79054	0.26764	0.26776	-0.00012
10-11	1.79054	2.12359	0.33308	0.33305	0.00003
11-12	2.12359	2.38747	0.26385	0.26388	-0.00003

**Figure 5.5:** Staff Calibration Procedure.

**Step 3:** By submitting the form in **Step 2**, the files will be read and processed to calibrate the staff. The Staff Calibration Report will be displayed in the next window - tabulating the Correction Factor (a multiplicative scale factor) and the graduation uncertainty at 95% confidence level at 25°C, staff readings and corrections, the correction factors/errors at various temperatures. *If the temperature exceeds +55°C or -10°C at Correction Factor = 1, users are advised to check for possible errors in metadata information provided. Wooden staves generally exceed this limit and are generally used for high precision levelling.*

**Step 4:** Click on the **Print Report >>** to print in a pdf format. The report has three pages. A formula is provided in Page 1 just below the **Correction Factor** on how to apply it to the future height differences (see below).



**Levelling Staff Calibration**  
Page 1 of 2  
Version: 2023.0.1 (November 2023)

Laboratory Name: <b>Boya (WA)</b>	Authority: <b>Landgate</b>
Description: Staff Calibration Range	Location: Victor Road, Darlington, WA 6056
<b>This test information</b>	
Job Number : <b>JN20220023</b>	Staff Number: <b>213 - fiberglass</b> (Fiberglass, 4.0 m)
Observation Date: March 17, 2022	Staff Owner: <b>Landgate</b>
	Level Number: <b>702272 LS 15</b>
Average Temperature: <b>24.7°C</b>	Observer: <b>admin@admin.com</b>
<p>Correction Factor: <b>0.999961</b> at 25.0°C. Note that Correction Factor is temperature dependent.</p> <p>Apply the correction factor to your observed height difference (<math>\Delta H_{obs}</math>) as <math>\rightarrow \Delta H_{corrected} = (((T_{ave} - 25.0) * 0.0000100) + 1) * 0.999961) * \Delta H_{obs}</math>, where <math>T_{ave}</math> is the observed temperature during the measurement.</p>	

**Figure 5.6:** Staff Calibration Certificate.

**Step 5:** Staff Calibration Record – The staff calibration records are automatically stored in a database. Calibration reports can be retrieved from the **Levelling Staff Registry** under the **Staff Calibration** tab.

Users are also able to **add** previous calibration record (s) here by clicking the **Add new calibration certificate**. However, the form only accepts staffs calibrated at Boya Staff Calibration Range and it is also important to note that previous calibration has no impact on the current calibration as they are independent of each other.

## 6. EDM Calibration



Figure 6.1: EDM Calibration drop-down menu

The *EDM Calibration* area is used to perform and manage calibrations of EDM Instrumentation (EDMI; EDM and Prism), refine uncertainty budgets and create customized calibration report endnotes. Use the *Staff Calibration* drop-down menu (see Figure 6.1) to access the following areas:

### EDMI Calibration

Start a new EDMI calibration or access your company's list of EDMI calibration records (see section 6.1).

### Interlaboratory Comparisons

Compare EDMI Calibration results (see section 6.2).

### Uncertainty Budgets

Definition of a customised (e.g. instrument- or company-specific) uncertainty budget (see section 6.3).

### Report Endnotes

Create a customised (e.g. company-specific) endnote to be included in calibration reports.

## 6.1. EDMI Calibration

The *EDMI Calibration* menu allows to perform a new EDMI calibration and lists records of all EDMI calibrations to either edit or delete. Successful EDMI calibrations will display as icon link to the html calibration report and certificate (see Figure 6.2).

List of EDMI Calibrations						
For more information about EDMI Calibration, please refer to the technical manual <a href="#">🔗</a>						
Start a new calibration		Action buttons to edit or delete a record				
Report icon link						Certificate icon
EDM	Prism	Survey Date	Site	Observed By	Job Number	Action
LEICA TS 16 - 3879861	LEICA GPR 121 - 8915536	June 25, 2025	Curtin (WA)		None	
LEICA TS 16 - 3879966	LEICA GPR 121 - 8813710	Sept. 12, 2025	Curtin (WA)		20250912 KFR	

Figure 6.2: List of EDMI calibrations.

To perform a new EDMI calibration, use the **Start new calibration** button to open the *EDMI Calibration Details* interfaces shown in Figures 6.3 to 6.5 (input is done in three steps) and enter the following information:

### **Step 1 of 3:**

#### **Calibration Site**

From the drop-down menu select the EDMI calibration site. Tick the “*Auto select corresponding calibration of this baseline*” box to automatically detect the calibration date of the baseline, e.g. commensurate with the observation date. Alternatively select the calibrated baseline.

#### **Survey Date**

Specify the date field observations were taken.

#### **Observer**

Specify the observer.

#### **Weather**

From the drop-down menu select the weather conditions during the field observations.

#### **Job Number**

Optional, Enter a job or reference number to uniquely identify the calibration.

#### **Comment**

Optional, Enter any comment.

**Next**

Click next to enter details in step 2.

**EDMI Calibration Details**

[Step 1 of 3](#)  ⓘ

Site:	-----
<input checked="" type="checkbox"/> Auto select corresponding calibration of this baseline	
Survey date:	dd/mm/yyyy
Observer:	
Weather:	-----
Job Number/Reference:	
Comment:	

**Cancel** **Next**

**Figure 6.3:** EDMI Calibration Detail interface (Step 1 of 3).

**Step 2 of 3:****EDM**

From the drop-down menu select the EDM instrument used. If the EDM instrument is not available, use the  button to add it to your company's Total Station EDM register (see instrument register in section 4.1).

**Prism**

From the drop-down menu select the prism used. If the prism is not available, use the  button to add it to your company's Prism register (see instrument register in section 4.1).

**Atmospheric corrections**

Tick if atmospheric corrections have been applied to the EDM observations prior to import. Unticking this box will make Medjil apply the first velocity correction to the imported data.

**Thermometer, Barometer and Hygrometer**

From the drop-down menus select the thermometer, barometer and hygrometer used. If the instruments are not available, use the  button to add them to your company's instrument register (see section 4.1). (Hygrometer is Optional)

**Meteorological corrections**

Tick the respective boxes if thermometer, barometer or hygrometer calibration corrections are applied. Unticking these boxes will result in calibration corrections being applied to the imported records. The calibration is selected according to the survey date and the register of calibration certificates for specified instruments

 Next

Click next to enter details in step 3 or click back to return to step 1.

Instrumentation Details

[Step 2 of 3 !\[\]\(e79e225107fe89348b90f87979310109\_img.jpg\)](#)

EDM:	<input type="text" value="-----"/>	
Prism:	<input type="text" value="-----"/>	
<input checked="" type="checkbox"/> Atmospheric corrections applied to EDM data		
Thermometer:	<input type="text" value="-----"/>	
Barometer:	<input type="text" value="-----"/>	
Hygrometer:	<input type="text" value="-----"/>	
<input checked="" type="checkbox"/> Thermometer calibration corrections applied		
<input checked="" type="checkbox"/> Barometer calibration corrections applied		
<input checked="" type="checkbox"/> Hygrometer calibration corrections applied		

Back

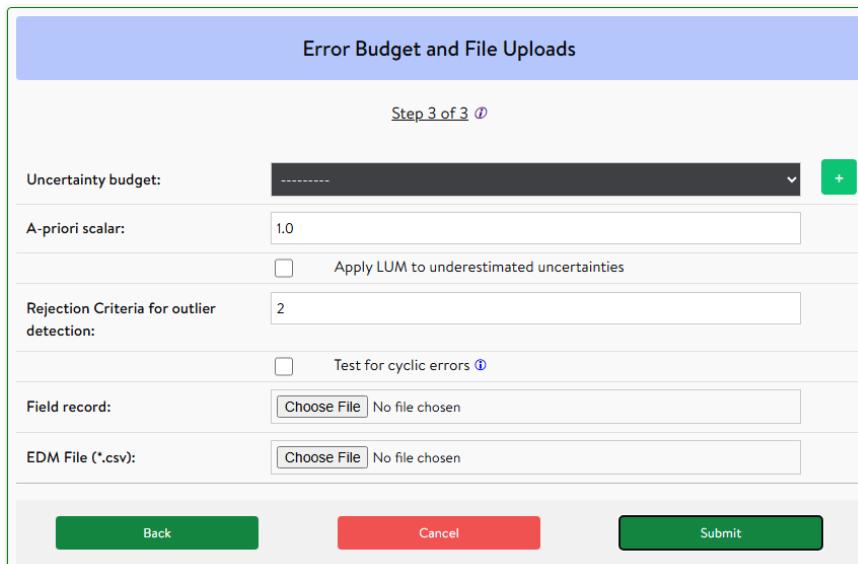
Cancel

Next

**Figure 6.4:** EDMI Calibration Detail interface (Step 2 of 3).

**Step 3 of 3:**

- Uncertainty budget** From the drop-down menu select either the default uncertainty budget or a customised uncertainty. Use the  button to add a customised uncertainty budget (see section 6.3).
- Apply LUM** Specify if the Least Uncertainty of Measurement defined in the company's accreditation is applied if a-posteriori uncertainties are less than LUM.
- A-priori scalar** Specify the a-priori scalar (factor) or use the default of 1.0. Entering a value other than 1.0 will result in all a-priori uncertainties being multiplied by this factor.
- Rejection criteria** Specify the rejection criteria for outlier detection or use the default of 2.0. Outliers based on this criterion will be flagged in the calibration report.
- Cyclic errors** Tick if cyclic errors should be determined and tested for significance during the calibration processing. Cyclic errors cannot be determined for instruments with no specified unit length.
- Scanned fieldnotes** Attach any fieldnotes.
- EDM File (\*.csv)** Attach the total station generated observation file (\*.csv). Refer to this [sample dataset](#) for the required data format.



Step 3 of 3 

Uncertainty budget:  

A-priori scalar: 1.0

Apply LUM to underestimated uncertainties

Rejection Criteria for outlier detection: 2

Test for cyclic errors 

Field record:  No file chosen

EDM File (\*.csv):  No file chosen

**Figure 6.5:** EDM Calibration Detail interface (Step 3 of 3).

Use the  button to start the EDM calibration. After the EDM observations have been successfully imported you will be presented with a list of all observations (see Figure 6.6). From the list select/deselect the observations to be used to estimate the EDM instrument corrections. See information button  for more information. Then use the  button at the bottom of the observation list to perform the calibration. Alternatively use the  button to change any of the input information (see steps 1 to 3) or cancel the calibration by using the  button.

Imported EDM Observations									
The pillar survey observations are to be used to estimate the EDM instrument correction ⓘ Please select/deselect the observations in the following table to use for the estimation of instrument correction.									
* Click the table headers to sort table									
Scroll to bottom ▾									
Obs #	From Pillar	To Pillar	Instrument Height (m)	Target Height (m)	Slope Distance (m)	Raw Temperature (°C)	Raw Pressure (mBar)	Raw Humidity (%)	Select Observation
001	1	2	0.235	0.240	20.4012	15.0	1015.8	46.2	<input checked="" type="checkbox"/>
002	1	2	0.235	0.240	20.4012	15.0	1015.8	45.4	<input checked="" type="checkbox"/>
:									
040	2	6	0.235	0.240	489.5724	14.1	1016.0	46.8	<input checked="" type="checkbox"/>
<a href="#">Back</a>			<a href="#">Cancel</a>			<a href="#">Process</a>			

**Figure 6.6:** List of imported EDM observations (extract).

After a successful calibration you will be presented with the calibration report. At the bottom of the report enter the approval details. Once saved the report will be added to your company's list of EDM calibrations (see Figure 6.2). To view the report, use the icon link . Use the action buttons  and  to edit or delete a record. If you edit a calibration record you will be able to change the input information and perform the calibration again. Note, the previous calibration report will be retained in the list while the report is being recalculated.

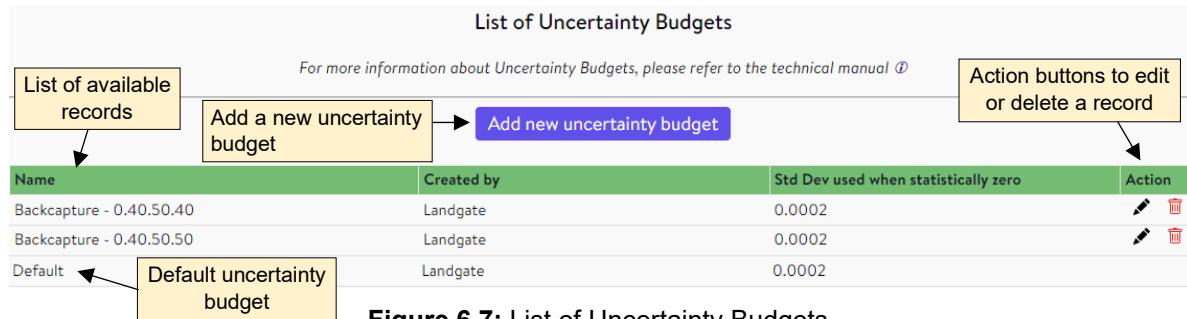
For detailed information on field procedures, mathematical models used and report outputs refer to the user guides and technical manuals available under the resources option on the home page or following information button .

## 6.2. Interlaboratory Comparisons

As a requirement in accordance with ISO 17025:2017, the *Interlaboratory Comparisons* menu allows to perform comparisons between calibrated baselines (reference laboratory) to confirm they deliver the same results. For more information follow the information button .

### 6.3. Uncertainty Budgets

Through the *Uncertainty Budgets* menu, you will be able to create and edit a customised (e.g. company specific) uncertainty budgets (see Figure 6.8) to be used for a calibration instead of Medjil's default values.



The screenshot shows a table titled 'List of Uncertainty Budgets'. At the top, there is a button 'Add a new uncertainty budget'. The table has columns: 'Name', 'Created by', 'Std Dev used when statistically zero', and 'Action'. There are three rows in the table:

- Backcapture - 0.40.50.40, Landgate, 0.0002, edit/delete
- Backcapture - 0.40.50.50, Landgate, 0.0002, edit/delete
- Default, Landgate, 0.0002, edit/delete

A callout box highlights the 'Default' row and is labeled 'Default uncertainty budget'.

Figure 6.7: List of Uncertainty Budgets.

The Default uncertainty budget may not suit all users and companies are encouraged to create their own default uncertainty budget. Settings for an uncertainty budget that does not require calibration certificates in the instrument register are shown in Figure 6.8. To create a new uncertainty budget, use the **Add new uncertainty budget** button to open the *Create Custom Uncertainty Budget* interface shown in Figures 6.8.

The uncertainty budget comprises of the following sources:

- Instrument-related uncertainties** that are specified through the *Instrument Register* (see section 4.1) and will be sourced during computations.
- Derived uncertainties** that are computed during the calibration based on observations.
- Custom uncertainties** a user can define to be used for the calibration.

Use the drop-down menu to select one of the following custom uncertainty sources (see Figure 6.8).

- EDM scale factor
- EDMI measurement
- EDM LS zero offset
- Temperature
- Pressure
- Humidity
- Certified distances
- EDMI calibration
- Centring (instrument and prism)
- Heights (instrument and prism)
- Offsets

Use the **+ Add new uncertainty** link to add a new uncertainty source or  to delete an existing uncertainty source.

For each uncertainty source specify the unit, uncertainty type, statistical distribution type, uncertainty value, coverage factor K and degree of freedom. For more detailed information refer to the technical manual available under the resources option on the home page or follow the information button  on the *Create Custom Uncertainty Budget* interface (see Figure 6.8).

Apart from the custom uncertainties listed above you can also specify the numerical value used when a standard deviation is statistically zero (default value is 0.00029).

Once completed, use the **Save** button to save your customized uncertainty budget which will be added to list of uncertainty budgets (see Figure 6.7). Use the action buttons **-pencil** and **-trash** to edit or delete a record.

Enter name and select your company.

Select/deselect an uncertainty source.

**Create Custom Uncertainty Budget**

For more information about creating Custom Uncertainty Budget, please refer to the technical manual [①](#)

Name:	<input type="text" value="Default (LG)"/>
Company:	<b>Landgate</b>
Std Dev Used When Statistically Zero (m):	0.00029
Specify value for 'zero' Std. Dev.	

Access more detailed information here.

**Instrument Register Record - Uncertainty Budget Sources**

Select	Group	Description	Units	Type	Distribution	Uncertainty	K	Dof
<input checked="" type="checkbox"/>	EDMI Scale factor	EDMI Reg13 Scale correction factor (Baseline Only)	a.x	B	N	Values sourced during computations.		
<input checked="" type="checkbox"/>	EDMI Scale factor	EDMI Scale correction factor drift over time (Baseline Only)	a.x	B	N			
<input checked="" type="checkbox"/>	EDMI measurement	Distance Instrument rounding	m	B	R			
<input type="checkbox"/>	Humidity	Hygrometer calibrated correction factor	%	B	N			
<input type="checkbox"/>	Humidity	Hygrometer rounding	%	B	R			
<input type="checkbox"/>	Pressure	Barometer calibrated correction factor	hPa	B	N			
<input type="checkbox"/>	Pressure	Barometer rounding	hPa	B	R			
<input type="checkbox"/>	Temperature	Thermometer calibrated correction factor	°C	B	N			
<input type="checkbox"/>	Temperature	Thermometer rounding	°C	B	R			

**Derived - Uncertainty Budget Sources**

Select	Group	Description	Units	Type	Distribution	Uncertainty	K	Dof
<input checked="" type="checkbox"/>	Certified distances	Pillar distances survey, processed uncertainty (EDMI Only)	m	B	N	Values derived during computations.		
<input checked="" type="checkbox"/>	EDMI measurement	Linear regression on EDM distance standard deviations	m	B	N			
<input checked="" type="checkbox"/>	Heights	Pillar certified height differences	m	B	N			
<input checked="" type="checkbox"/>	Other	Pillar distances survey, processed uncertainty	m	B	N			

**Custom - Uncertainty Budget Sources**

Group	Description	Units	Type	Distribution	Uncertainty	K	Dof	Action
Temperature	Expected variation along measured dist.	°C	B	Normal	1.0	2.0	10	
Pressure	Expected variation along measured dist.	hPa	B	Normal	1.0	2.0	10	
Centring	Instrument Centring	m	B	Normal	0.0004	2.0	30	
Centring	Prism Centring	m	B	Normal	0.0004	2.0	30	
Heights	Measuring of Instrument Height	m	B	Normal	0.001	2.0	30	
Heights	Measuring of Reflector Height	m	B	Normal	0.001	2.0	30	

[+ Add new uncertainty](#)

**Add a new uncertainty source.**

**Delete an uncertainty source.**

**Cancel**

**Save**

**Figure 6.8:** Custom Uncertainty Budget interface.

## 6.4. Report Endnotes

The *Report Endnotes* menu allows to create or edit customised endnotes and lists records of your company's existing endnotes (see Figure 6.9). These company specific endnotes will be included in addition to those created by the verifying authority in both EDMI and Baseline calibration reports.

Company	Note Type	Note
Landgate	M	The uncertainty stated in this Report has been calculated in accordance with the ...

**Figure 6.9:** List of Calibration Report Endnotes.

To create a new customised endnote, use the **Add new endnote** button to open the *Create Report Endnote* interface shown in Figure 6.10. Leaving the 'Site' field blank will apply the endnote to all company reports. Selecting a specific 'Site' from the options will only apply the endnote to Company reports associated with that site.

**Create Report Endnote**

End Notes are filtered and applied to all reports with a relation to the specified fields.

Company: Landgate

Site: -----

Report Note:

Enter your customised endnote here.

Cancel Save

**Figure 6.10:** Create Report Endnote interface.

Once created, use the **Save** button to save your customized endnote which will be added to the list of calibration report endnotes (see Figure 6.9).

## 7. Resources

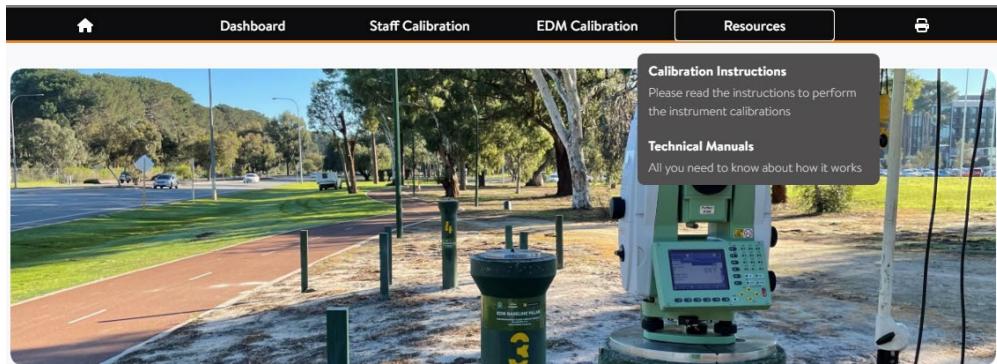


Figure 7.1: Resources drop-down menu

The *Resources* area provides access to all calibration instructions and technical manuals. Use the *Resources* drop-down menu (see Figure 7.1) to access the following information:

**Calibration Instructions** **Access to Staff and EDMI calibration user guides.**

*Site Calibration*

*Provides information on the procedure used for the calibration of either a staff range or a EDM Instrumentation baseline.*

*Instrument Calibration*

*Provides information on observation and field procedures used to calibrate either a barcoded staff or EDMI calibration.*

**Technical Manuals**

**Access to Staff and EDMI technical manuals.**

*Staff Calibration*

*Provides information on the Boya (WA) staff calibration range, mathematical models used for staff calibration including the computation of a correction factor for barcoded staff.*

*EDMI Calibration*

*Provides general information on baseline design, mathematical models used for baseline and EDMI calibrations, corrections, modelling of uncertainties, EDMI correction, least squares adjustment and statistical tests.*

## **8. Medjil Release Notes**

Medjil Version 2025.12.3 was deployed on the 28<sup>th</sup> November 2025. Software changes included in this release include the following.

- EDMI calibration certificates
  - The ordering of the repeat observations for a pillar bay have been sorted to display in order of observation.
  - Instrument calibrations that use an uncertainty budget that requests calibration certificates for meteorological instruments will now give warnings rather than errors when no calibration certificates are provided.
  - The ordering of headings in the table 'Summary of Distance Reductions' have been corrected.
  - Improved formatting when printing.
  - Corrected significance testing of cyclic errors.
  - The Chi-squared test of the variance factor has been corrected. The upper and lower limits bound the ideal variance factor of 1.000 rather than the adjustment variance factor.
  - Uncertainties are round up and printed to two significant figures rather than simple rounding.
  - Distances used for ISO 17123:4 Test A can be customized by calibration site operator.
- An icon has been added to the EDMI Calibrations list to link the EDMI Certificate.
- Prism constant added to definition of prism model. Option to apply constant added to EDMI Calibration forms.
- Barcoded Staff Calibration
  - Option to add joints (or breaks) on Levelling Staves to enable better visualisation of Errors along the Staff Readings.
  - Staff error diagram now presents the errors as per the given table, which as previously cut at +0.1 mm.
- Version control added with traceability to GitHub repository history.
- Contact us links have been added for each location selected in user profile.
- The requirement for Calibration site operators to supply access diagrams and booking sheets has been changed to optional.
- Minor bug fixes.

### **Issues:**

Landgate welcomes any positive feedback the user experience. Please log issues to [geodesy@landgate.wa.gov.au](mailto:geodesy@landgate.wa.gov.au).