

Department of Planning, Lands and Heritage

Aboriginal Cultural Heritage Inquiry System

User Guide

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1. About ACHIS

Welcome to the new Aboriginal Cultural Heritage Inquiry System (ACHIS). This system provides information concerning Aboriginal Cultural Heritage (ACH) in Western Australia.

The system has been built to support all systems (including smartphones and tablets), and all modern browsers (including Google Chrome, Microsoft Edge, Firefox and Safari).

Please be aware information relating to Aboriginal Cultural Heritage (ACH), Survey Reports, Management Plans, Local Aboriginal Cultural Heritage Services, Permits and Protected Areas is visible in this map viewer.

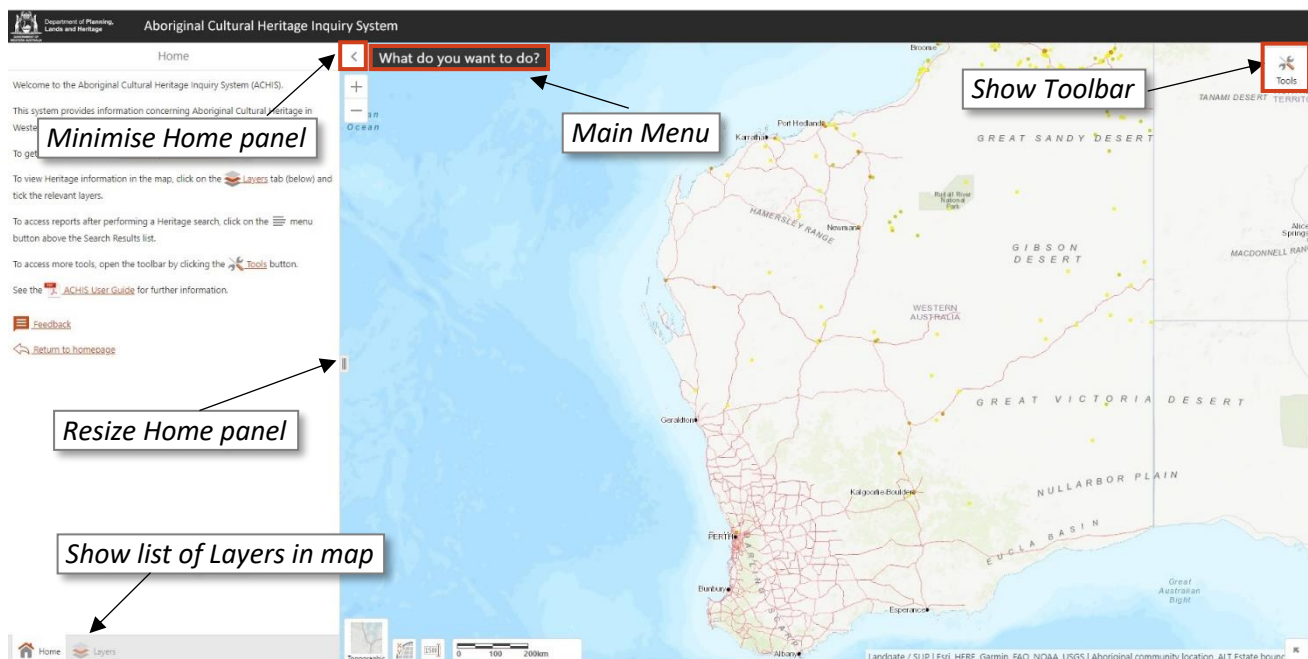
The search functions for Management Plans, Local Aboriginal Cultural Heritage Services (LACHS), Permits and Protected Areas are currently in development and will be available at a later date.

If further information is required regarding a specific record, please lodge an Advice request through the ACHknowledge portal and reference the information you require.

2. Overview of Features

The application window is divided into several sections that can be resized and minimised.

Initially the Home panel is shown on the left-hand side of the screen, and the list of Layers can be shown in this panel by clicking on the Layers tab. Search results and other information are also shown in this section.



2.1. Search Results

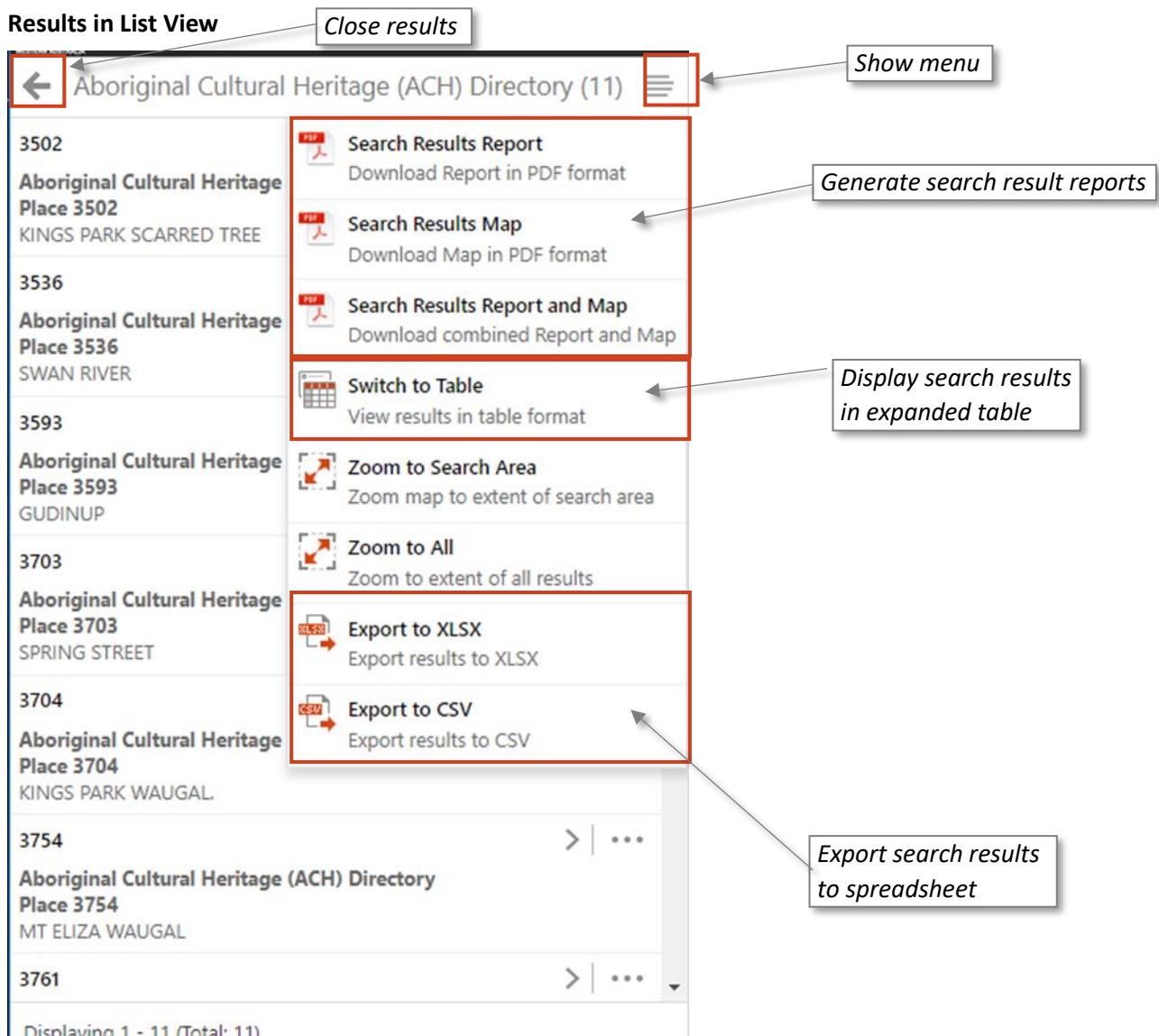
The **'What do you want to do?'** menu contains the most commonly used search functions. Search results are shown in the left panel and search reports are accessible via a menu in the search results.

Search reports can be generated in PDF format (with or without a map), and search results can also be exported to a spreadsheet in either .XLSX or .CSV format.

Search results can also be shown as an expanded table at the bottom of the screen via an option in this menu.

Additional information about each Heritage feature can also be shown by clicking on the feature in the search results list or in the map.

Results in List View



The screenshot shows the 'Aboriginal Cultural Heritage (ACH) Directory (11)' interface. A red box highlights the 'What do you want to do?' menu, which contains the following options:

- Search Results Report**: Download Report in PDF format
- Search Results Map**: Download Map in PDF format
- Search Results Report and Map**: Download combined Report and Map
- Switch to Table**: View results in table format
- Zoom to Search Area**: Zoom map to extent of search area
- Zoom to All**: Zoom to extent of all results
- Export to XLSX**: Export results to XLSX
- Export to CSV**: Export results to CSV

Callouts point to the following elements:

- Close results**: Points to the back arrow icon.
- Show menu**: Points to the menu icon (three horizontal lines).
- Generate search result reports**: Points to the 'Search Results Report', 'Search Results Map', and 'Search Results Report and Map' options.
- Display search results in expanded table**: Points to the 'Switch to Table' option.
- Export search results to spreadsheet**: Points to the 'Export to XLSX' and 'Export to CSV' options.

The left panel displays a list of search results, including:

- 3502 Aboriginal Cultural Heritage Place 3502 KINGS PARK SCARRED TREE
- 3536 Aboriginal Cultural Heritage Place 3536 SWAN RIVER
- 3593 Aboriginal Cultural Heritage Place 3593 GUDINUP
- 3703 Aboriginal Cultural Heritage Place 3703 SPRING STREET
- 3704 Aboriginal Cultural Heritage Place 3704 KINGS PARK WAUGAL
- 3754 Aboriginal Cultural Heritage (ACH) Directory Place 3754 MT ELIZA WAUGAL
- 3761

At the bottom, it indicates 'Displaying 1 - 11 (Total: 11)'.

Results in Expanded Table View

Search Results (11)

Aboriginal Cultural Heritage (ACH) Directory

ID	ACH Identifier	Name	Status	ACH Type
3502	ACH-00003502	KINGS PARK SCARRED TREE	ACH Directory	Place
3536	ACH-00003536	SWAN RIVER	ACH Directory	Place
3593	ACH-00003593	GUDINUP	ACH Directory	Place
3704	ACH-00003704	SPRING STREET	ACH Directory	Place
3754	ACH-00003754	KINGS PARK WAUGAL	ACH Directory	Place
3761	ACH-00003761	MT ELIZA WAUGAL	ACH Directory	Place
3787	ACH-00003787	KINGS PARK.	ACH Directory	Place
19837	ACH-00019837	MOUNTS BAY ROAD.	ACH Directory	Place
		Boojemalup	ACH Directory	Place


Sort column contents

Show menu

- Search Results Report
Download Report in PDF format
- Search Results Map
Download Map in PDF format
- Switch to List
View results in list format
- Zoom to All
Zoom to extent of all results
- Zoom to Search Area
Zoom map to extent of search area

Ritual / Ceremonial; Creation / ...

2.2. Toolbar

The toolbar contains additional tools and can be shown or hidden by clicking the  button. The tools are divided into several sections.

Tools tab

Navigation



Zoom In / Zoom Out: zoom map in or out, can also be done via mouse wheel (or via two fingers on touch-enabled device).



Pan: move map by clicking and dragging mouse (or by dragging finger on touch-enabled device).



Previous / Next Map Extent: zoom map to the extent it was previously set to. If this has been used then the next map extent tool is enabled.



Zoom to WA: zoom map to the extent of Western Australia.

Map Tools



Plot Coordinates: Manually enter coordinates in either GDA94 Longitude/Latitude degrees/minutes/seconds or MGA zone Eastings/Northings. *Note:* Once coordinates are entered they can be exported to a spreadsheet via the menu shown in the coordinates table, and then used for a coordinates-based Heritage search.



Identify: click or drag box on map to show details for the features in the map. *Note:* only layers that are visible in the map will be identified.



Measure Distance/Area: click on the map to define a line or shape and measure the corresponding distance or area.



Imagery Details: show details for the satellite images and aerial photos that are shown in the current extent of the map (in the Satellite base map and Aerial Photos layer). *Note:* The tool only becomes usable once the map is zoomed in.



Clear Search Results: Remove any search areas or search results currently shown in the map.

Search tab



Zoom to an area: zoom the map to an area of interest from a predefined list of features.

Search by Theme



Search for ACH Directory, ACH Pending, ACH Historic, or Heritage Surveys: Define an area of interest and then search for Heritage features that are within the area.

Specific Search

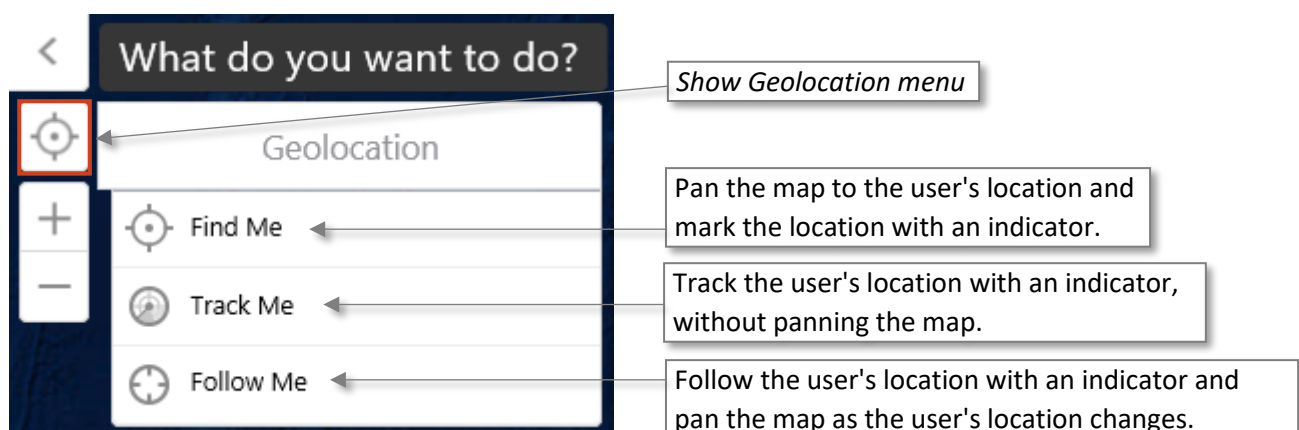


Find specific ACH Directory, ACH Pending, or ACH Historic: Search for Heritage features based on their ID, Name or Legacy ID.

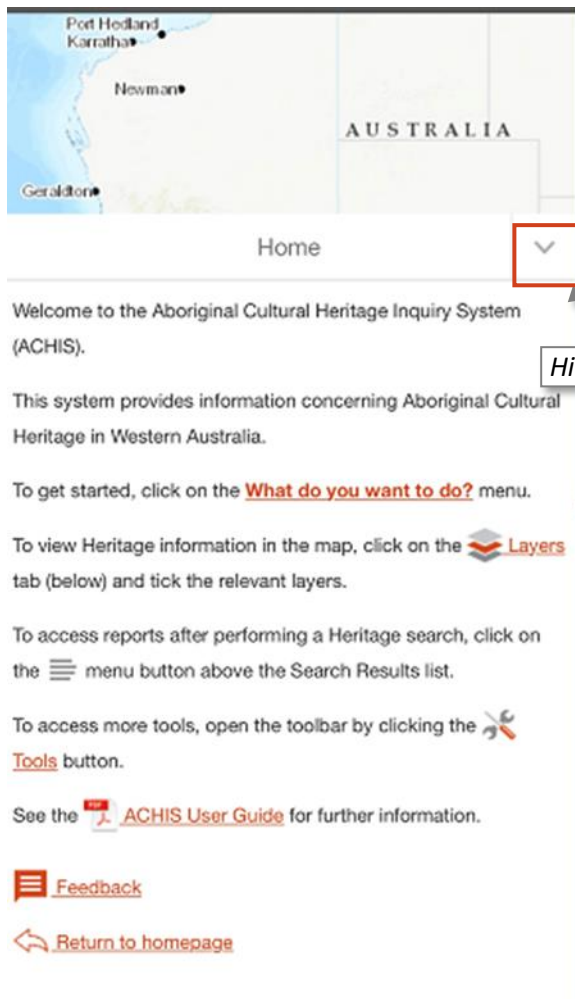
Find specific Surveys: Search for Heritage Surveys based on their Report ID, Title or Author.

2.3. Smartphone and Tablet Support

The website can also be viewed on smartphone and tablet devices. On these devices you can show your current location via the 'Geolocation' tool. When this is enabled your current location appears as a blue circle on the map. A larger surrounding circle indicates accuracy and the coordinates are shown in a status window.



On smartphones the interface is different to cater for smaller screen sizes, as shown below:

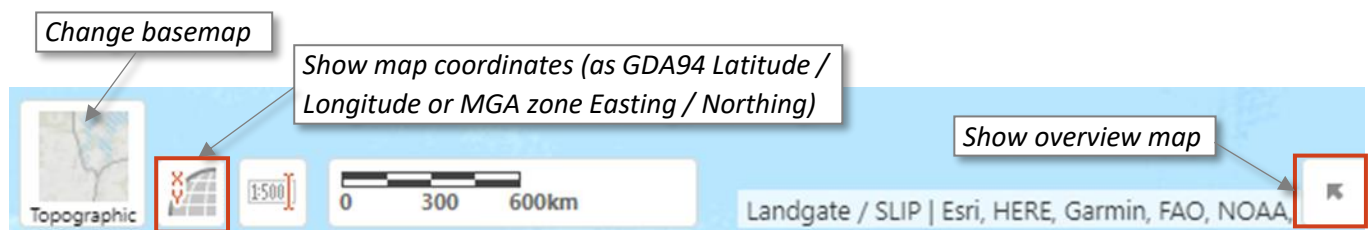


2.4. Other Features

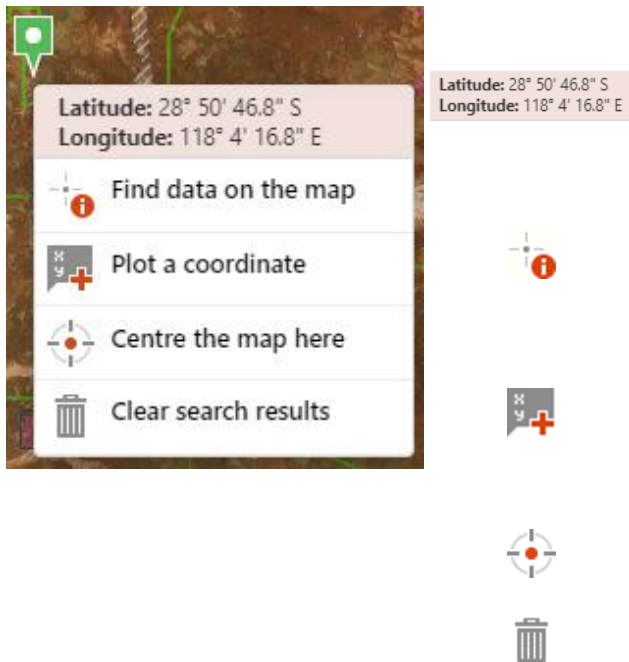
A base map button can be used to quickly switch between different base maps. *Note:* on smartphone devices this is accessible via the What do you want to do? Menu.

The map coordinates corresponding to the current mouse position can be shown by clicking on the button to the right of the base map button. *Note:* On tablet or smartphone devices, map coordinates can be accessed via a long press on the map and the coordinate format can be changed via the Plot Coordinates tool.

The overview map is now accessible via a standalone button in the bottom-right hand corner of the map.



Location-specific tools can be accessed by right-clicking on the map (or via a long press on a touch-enabled device):



The map coordinate corresponding to the clicked point, in either GDA94 Latitude-Longitude degrees-minutes-seconds or MGA zone Eastings-Northings. *Note:* The format is based on the one selected in the map coordinates display or Plot Coordinates tool.

Find data on the map (identify): show details for the features at the clicked point. *Note:* only layers that are visible in the map will be identified.

Plot a coordinate: Capture the map coordinate corresponding to the clicked point. *Note:* Once coordinates are captured they can be exported to a spreadsheet via the menu shown in the coordinates table, and then used for a coordinates-based Heritage search.

Centre the map here: pans the map so that the clicked point is in the centre.

Clear search results: Remove any search areas or search results currently shown in the map.

Shapefile searches

Shapefiles can be loaded into the map and searched on. Multiple shapefiles and shapefiles within .ZIP files can be loaded. *Note:* the viewer currently does not support shapefiles that use a GDA2020 projection. If your shapefile uses one of these projections, first convert it to a GDA94 projection before loading in the map.

Coordinate searches and custom search areas

Coordinates in a spreadsheet file can be loaded into the map and searched on. Coordinates can also be entered directly in the map via the Plot Coordinates tool, but to use them in a search you will first need to export to a spreadsheet. User-drawn custom search areas have been expanded to support points, lines and polygon areas in addition to rectangles.

Aerial photos

Switch to the aerial photo base map to view detailed aerial photography. These should be referred to (if available) in preference to the Satellite or Hybrid base maps as the aerial photos are more accurate and usually more detailed. *Note:* Some remote parts of Western Australia do not have aerial photo coverage; for these areas the Satellite base map can be used. Capture dates for both satellite images and aerial photos can be viewed using the Imagery Details tool on the toolbar.

Layer transparency

Use the sliders in the layer list to change the transparency of the main map layers. This can help make some map features more visible; e.g. aerial photography can be viewed underneath a topographic map by making the Topographic Maps (historical) layer more transparent (by moving the slider to the left).

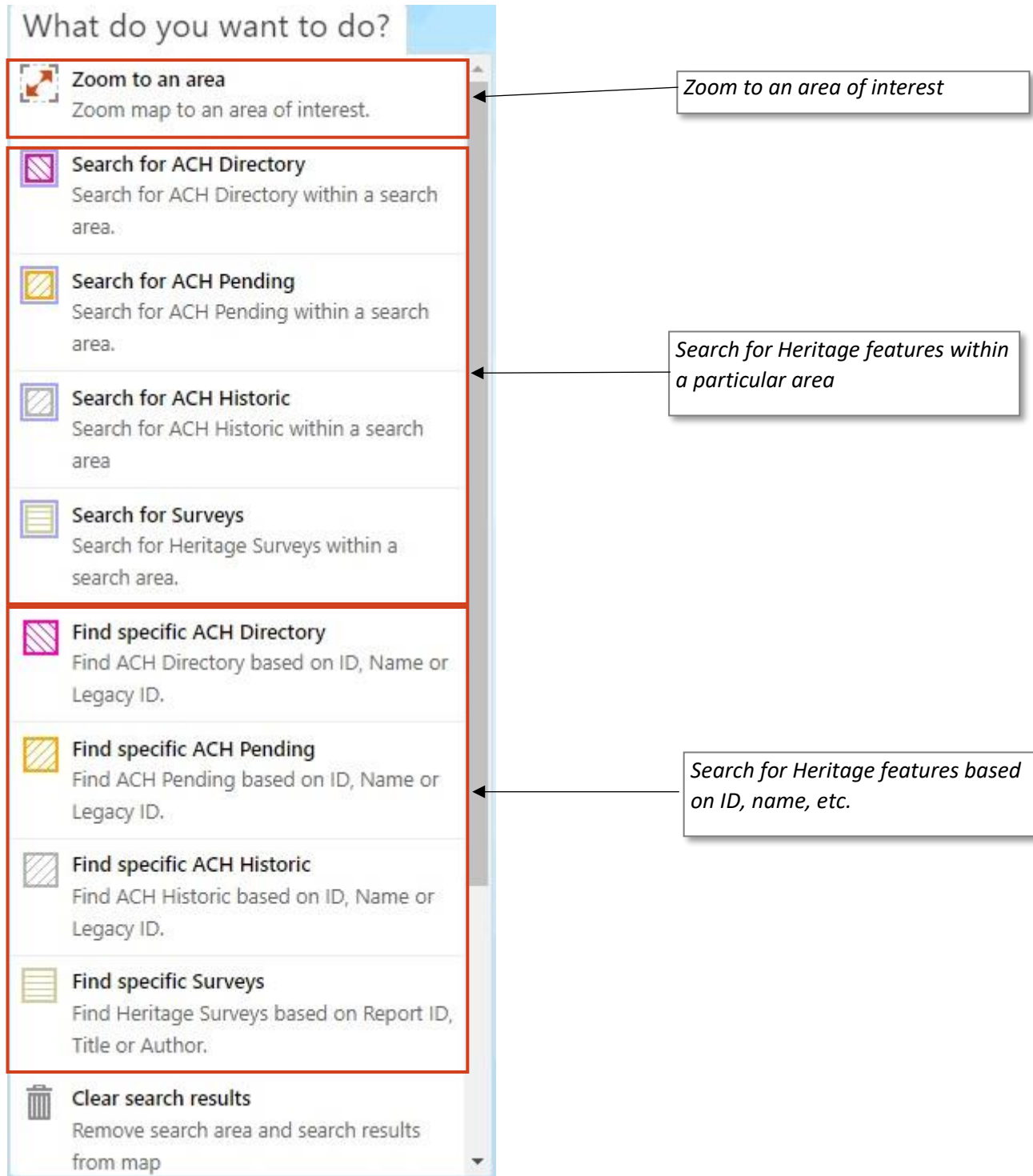
Search using same search area shortcut

When searching based on a search area, a shortcut is included to search based on the previous search area. This will make multiple heritage searches based on a single search area faster.

3. How to use “What do you want to do?”

“What do you want to do?” provides the ability to zoom to a particular area, search for Heritage features within a particular area, or search for specific Heritage features.

To start, click on the “What do you want to do?” menu and the following options will appear.



The screenshot shows a dropdown menu titled "What do you want to do?". The menu is divided into two sections by a horizontal line. The first section contains five options, and the second section contains four options. A red box highlights the first section, and a red box highlights the second section. Callouts point to specific options in the menu.

- Zoom to an area**
Zoom map to an area of interest.
- Search for ACH Directory**
Search for ACH Directory within a search area.
- Search for ACH Pending**
Search for ACH Pending within a search area.
- Search for ACH Historic**
Search for ACH Historic within a search area.
- Search for Surveys**
Search for Heritage Surveys within a search area.
- Find specific ACH Directory**
Find ACH Directory based on ID, Name or Legacy ID.
- Find specific ACH Pending**
Find ACH Pending based on ID, Name or Legacy ID.
- Find specific ACH Historic**
Find ACH Historic based on ID, Name or Legacy ID.
- Find specific Surveys**
Find Heritage Surveys based on Report ID, Title or Author.
- Clear search results**
Remove search area and search results from map

Callouts:

- Zoom to an area of interest
- Search for Heritage features within a particular area
- Search for Heritage features based on ID, name, etc.

3.1. Zoom to an Area

By clicking on Zoom to an area, the choices shown will appear in a drop-down list in the panel on the left-hand side of the screen.

Zoom to: *

Zoom to an area



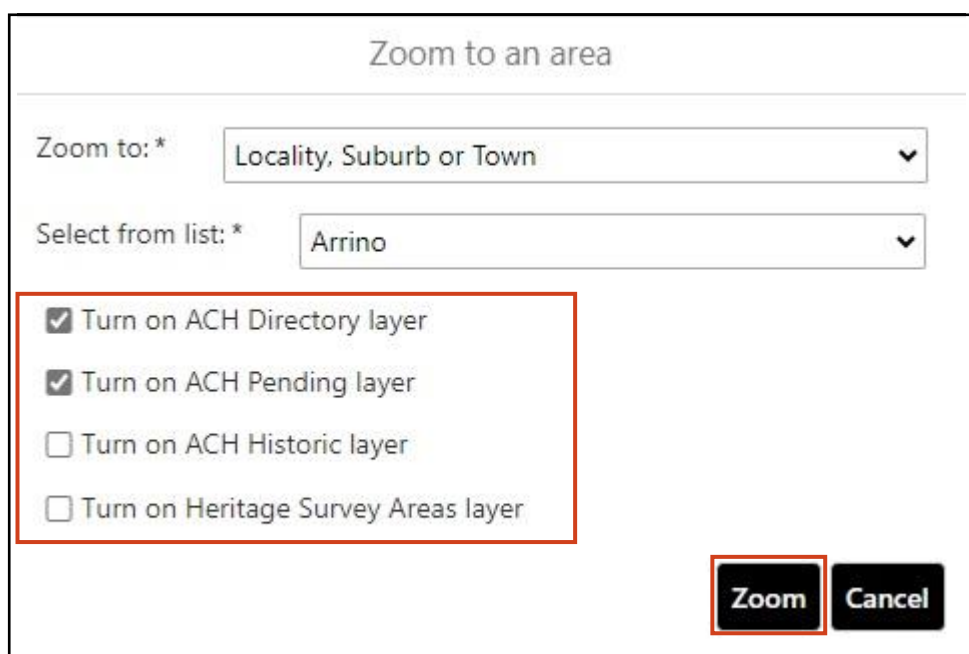
...

- Aboriginal Community
- Aboriginal Lands Trust (ALT) Estate
- Local Government Authority
- Locality, Suburb or Town
- Mining Tenement
- Native Title Application
- Native Title Determination
- Native Title ILUA
- Native Title SW Settlement ILUA
- Petroleum Pipeline
- Petroleum Application
- Petroleum Title
- Street Address
- Tenure
- 250k Map Sheet (name)
- 250k Map Sheet (number)

Once a selection is made additional selection criteria may be presented.

In this example, 'Locality, Suburb or Town' has been selected and a locality from the list of Locality/Suburb/Town areas has been selected. These search criteria will be discussed in more detail in a later section.

After selecting a particular feature, choose which Heritage layers you would also like to view in the map and click the 'Zoom' button to zoom to the feature.



Zoom to an area

Zoom to: * Locality, Suburb or Town

Select from list: * Arrino

☒ Turn on ACH Directory layer

☒ Turn on ACH Pending layer

☐ Turn on ACH Historic layer

☐ Turn on Heritage Survey Areas layer

Zoom Cancel

3.2. Search for Heritage Features

Aboriginal Cultural Heritage (ACH) Directory, ACH Pending, ACH Historic, and Heritage Surveys can be searched for, either based on a search area (using the Search for... option) or based on a text-based search (using the 'Find specific...' option).

Note: Searches in the south-west of Western Australia also display some information relating to the South West Settlement Indigenous Land Use Agreements (ILUAs), and users are required to acknowledge the information before the search results are displayed.

To search for Heritage features in a particular search area, click on the relevant 'Search for...' item in the 'What do you want to do?' menu. Then select the relevant type of feature to search within from the list, as shown.

The next steps will vary depending on which type of search criteria is chosen and these will be discussed in more detail in a later section.

Search for ACH Directory

Search for ACH Directory in: *

...

- ...
- Aboriginal Lands Trust (ALT) Estate
- Local Government Authority
- Locality, Suburb or Town
- Mining Tenement
- Native Title Application
- Native Title Determination
- Native Title ILUA
- Native Title SW Settlement ILUA
- Petroleum Pipeline
- Petroleum Application
- Petroleum Title
- Street Address
- Tenure
- 250k Map Sheet (name)
- 250k Map Sheet (number)

- Coordinates
- Shapefile
- Custom search area

To search for specific Heritage features based on ID, name or (in the case of Surveys) report author, click on the relevant 'Find specific...' item in the 'What do you want to do?' menu and select the search type, as shown.

Find specific ACH Directory

Select search type: *

...

- ...
- ID
- Name
- Legacy ID

Once the search type is chosen, a prompt will appear to enter the value to search for. After this is entered click the Search button.

Find specific ACH Directory

Select search type: *

Enter ID: *

Note: Text-based searches (i.e. Site/Place name or Survey report title/author) will find all records where the name/title/author contains the entered value, whereas numeric ID searches only find exact matches.

3.3. Commonly Utilised Search Features

There are several search criteria that are commonly used throughout the system:

- Aboriginal Lands Trust (ALT) Estate
- Local Government Authority
- Locality, Suburb or Town
- Mining Tenement
- Native Title Application
- Native Title Determination
- Native Title ILUA
- Native Title SW Settlement ILUA
- Petroleum Pipeline
- Petroleum Application
- Petroleum Title
- Street Address
- Tenure
- 250k Map Sheet (name)
- 250k Map Sheet (number)
- Coordinates
- Shapefile
- Custom Search Area

Once, you have clicked on the search criteria, additional choices may appear. Therefore, the following sections will provide details/definitions of these choices.

3.3.1. Aboriginal Lands Trust (ALT) Estate

Provides a list of Aboriginal Lands Trust (ALT) Estate properties to choose from. The property name is shown together with the land reference number in brackets. Land reference numbers are either reserve numbers (for ALT reserves), lease numbers (for ALT pastoral leases or ALT special leases) or certificate of title numbers (for ALT conditional or ALT freehold properties).

Search for ACH Directory

Search for ACH Directory in: *

Select from list: *

3.3.2. Local Government Authority and Locality, Suburb or Town

Provides a list of Local Government Authority (LGA) or Locality/Suburb/Town names to choose from. *Note:* The latter provides an easier and quicker way to search over an entire Locality, Suburb or Town compared with using the address search.

Search for ACH Directory

Search for ACH Directory in: *

Select from list: *

3.3.3. Mining Tenement

Provides the ability to search within a given mining tenement based on the tenement ID.

The tenement type prefix, district number and folio need to be entered, with a space after the prefix and a backslash between the district number and folio. Matching tenement IDs will appear as you type.

Search for ACH Directory

Search for ACH Directory in: *

Enter Tenement ID. A space between the tenement type and district number is required - e.g. M 20/293.

*Tenement ID:

3.3.4. Native Title Application, Determination and ILUA

Provides a list of Native Title areas to choose from.

For Native Title Applications, the application name is shown together with its status (e.g. registered, unregistered), National Native Title Tribunal (NNTT) number and Federal Court reference in brackets.

For Native Title Determinations, the determination name is shown together with the National Native Title Tribunal (NNTT) number and Federal Court reference in brackets.

For Indigenous Land Use Agreements (ILUAs), the agreement name is shown together with the National Native Title Tribunal (NNTT) number in brackets.

Search for ACH Directory	Search for ACH Directory	Search for ACH Directory
Search for ACH Directory in: * <input type="text" value="Native Title Application"/>	Search for ACH Directory in: * <input type="text" value="Native Title Determination"/>	Search for ACH Directory in: * <input type="text" value="Native Title ILUA"/>
Select from list: * <input type="text" value="..."/>	Select from list: * <input type="text" value="..."/>	Select from list: * <input type="text" value="..."/>
<input type="button" value="Search"/> <input type="button" value="Cancel"/>	<input type="button" value="Search"/> <input type="button" value="Cancel"/>	<input type="button" value="Search"/> <input type="button" value="Cancel"/>

3.3.5. Native Title SW Settlement ILUA

Provides a list of the six south-west settlement Indigenous Land Use Agreements (ILUAs) to choose from. *Note:* These are also shown in the main ILUA layer.

Search for ACH Directory

Search for ACH Directory in: *

Select from list: *

3.3.6. Petroleum Pipeline, Application and Title

Provides a list of Petroleum Pipeline, Application or Title IDs to choose from.

Search for ACH Directory	Search for ACH Directory	Search for ACH Directory
Search for ACH Directory in: * Petroleum Pipeline	Search for ACH Directory in: * Petroleum Application	Search for ACH Directory in: * Petroleum Title
Select from list: * ...	Select from list: * ...	Select from list: * ...
Search Cancel	Search Cancel	Search Cancel

3.3.7. Street Address

Provides the ability to search within a given address.

Either House number or Lot number addresses can be searched on by choosing the appropriate option from the 'Address Type' list.

At least a Road Name and Town need to be entered. When entering a Road Name, start typing and select from the list and include the Road Type (e.g. 'SMITH ST'). Once the road name is entered, the Town/Locality/Suburb list is populated based on the road name, so only those towns/localities/suburbs that have that road are included.

Occasionally an address may **not** be found. If this is the case, either manually search for Heritage features using the Search within Custom Area tool, or search across the entire street by only entering the Street Name and Town (e.g. instead of 'Number: 151, Street: Royal, Town: East Perth' try 'Street: Royal, Town: East Perth').

Search for ACH Directory

Search for ACH Directory in: *
Street Address

Choose either **House** or **Lot** search, then enter the address details.
Type the street name and street type (e.g. **Smith ST**), then select the Locality/Suburb name from the drop-down list.

House or Lot: House

Number:

Road Name: *

Town/Locality/Suburb: *

Search **Cancel**

3.3.8. Tenure

Provides the ability to search based on various types of land tenure.

First choose the tenure search type from the list, then enter the relevant details. Depending on the tenure search type, different details will be required.

Certificate of Title: Volume and Folio number

Crown Allotment: District/Town name, type (from list) and number

Crown Reserve, Marine Reserve, Timber Reserve: Reserve number

Lease new format: Lease type (from list) and lease number

Lease old format: Lease number 1 and 2

Lot on Survey: Survey type (from list), survey number and lot number

PIN: Parcel identification number

State Forest: State forest number

Search for ACH Directory

Search for ACH Directory in: *

Select tenure search type: *

- ...
- Certificate of Title
- Crown Allotment
- Crown Reserve
- Lease new format
- Lease old format
- Lot on Survey
- Marine Reserve
- Polygon Number (PIN)
- State Forest
- Timber Reserve

3.3.9. 250k Map Sheet name and number

Provides a list of 1:250,000 (250k) map sheet names or map sheet numbers to choose from, based on the 250k map sheet areas that cover Western Australia.

Search for ACH Directory

Search for ACH Directory in: * 250k Map Sheet (name) ▼

Select from list: * ... ▼

- ...
- AJANA
- ALBANY
- ANKETELL
- ASHTON
- AUGUSTA
- BALFOUR DOWNS
- BALLADONIA
- BARLEE
- BARROW ISLAND
- BEDOUT ISLAND
- BELELE
- BENCUBBIN
- BENTLEY
- BILLILUNA
- BOORABBIN
- BREMER BAY
- BROOME
- BROWNE
- BROWSE ISLAND

Search for ACH Directory

Search for ACH Directory in: * 250k Map Sheet (number) ▼

Select from list: * ... ▼

- ...
- SD5111
- SD5112
- SD5115
- SD5116
- SD5205
- SD5209
- SD5210
- SD5213
- SD5214
- SE5016
- SE5102
- SE5103
- SE5104
- SE5106
- SE5107
- SE5108
- SE5110
- SE5111
- SE5112

3.3.10. Coordinates

Provides the ability to search within an area based on a list of user-defined coordinates.

Coordinates can be uploaded from a file or entered on screen, in either MGA94 Easting/Northing metres format or GDA94 Longitude/Latitude degrees format. Coordinate-based search areas can be in the form of an area, line or point(s). If in line or point format, a search distance must be entered. This is the distance from the line or point(s) that will be searched within.

Note: the viewer currently does not support coordinates in a GDA2020 projection. If your coordinates use one of these projections, first convert them to a GDA94 projection before loading in the map.

3.3.11. Add Coordinates from File

When creating a spreadsheet file (e.g. in Microsoft Excel), ensure the following conditions are met:

- The coordinate data must be in the first worksheet.
- The first row must contain column names (e.g. 'Eastings', 'Northings').
- For GDA94 Longitude/Latitude coordinates, the values must be in decimal degrees and Latitude values must be negative (to show they are degrees south).
- The spreadsheet must be saved in either Excel .XLSX format or .CSV comma-delimited format.

For example, here are a set of Easting/Northing coordinates entered into a Microsoft Excel spreadsheet.

	A	B
1	Eastings	Northings
2	397537	6535367
3	397918	6536255
4	398005	6537391
5	398051	6538594
6	398061	6539570
7	398938	6539624
8	399952	6539588
9	400867	6539665
10	401608	6539604

To upload the coordinates file, click the 'Browse' or 'Choose file' button, then navigate to the .XLSX or .CSV file and click 'Open'.

Choose the correct spatial reference from the list (either GDA94 Longitude/Latitude or MGA Zone Easting/Northing), and the appropriate shape type (Area, Line or Point). If line or point are chosen, then also enter a search distance (in metres).

Click Search, then in the next screen confirm which columns in the spreadsheet contain the X (Easting or Longitude) and Y (Northing or Latitude) values and click Search.

Search for ACH Directory

Search for ACH Directory in: * Coordinates

Load a coordinates spreadsheet: *

Choose File No file chosen

Spatial Reference: * ...

Shape Type: * ...

Select the columns that contain the MGA50 Easting (X) and Northing (Y) coordinate values.

X column: * ...

Y column: * ...

Search Cancel

3.3.12. Enter Coordinates on Screen

To enter coordinates directly in AHIS requires a few additional steps:

1. Open the Plot Coordinates tool (available via the toolbar).
2. Select the coordinate system (either GDA94 Longitude/Latitude degrees or MGA Zone Easting/Northing metres).
3. Enter the coordinates by typing them in or clicking in the map. *Note:* GDA94 Longitude/Latitude coordinates need to be entered in degrees/minutes/seconds format.
4. Export the coordinates to an .XLSX or .CSV spreadsheet file via the menu in the Results table.
5. Load the spreadsheet file via the Search for... Coordinates tool (see previous section for details).

3.3.13. Shapefile

Provides the ability to search based on one or more shapefiles loaded from your PC.

To upload shapefile(s), click the 'Choose Files' or 'Browse' button, then navigate to the folder containing the shapefiles, select the relevant files and click Open. When selecting the files you need to select either a .ZIP file containing the shapefile or at least a .SHP, .DBF and .PRJ file (select multiple files by holding down your Shift key and then clicking each file).

Note: the viewer currently does not support shapefiles that use a GDA2020 projection. If your shapefile uses one of these projections, first convert it to a GDA94 projection before loading in the map.

Search for ACH Directory

Search for ACH Directory in: *

Load one or more shapefiles: * No file chosen

Notes:

- GDA2020 projection is not currently supported. If your shapefile dataset uses this projection please first convert it to GDA94 projection.
- Each shapefile must include a .DBF, .PRJ and .SHP file.
- All shapefiles must have the same geometry type.
- .ZIP files containing shapefiles can also be loaded.

3.3.14. Custom Search Area

Provides the ability to search based on a user-defined area drawn in the map.

Firstly click the Search button to open the drawing tools, then select one of the drawing tools and draw the search area on the map:

- Point
- Line
- Polygon
- Rectangle

Search for ACH Directory

Custom search area

Select a drawing tool and draw on the map, then click Search. Note: for points and lines, a search distance will also need to be entered.



A message near the top of the screen advises how to use each drawing tool. Point searches require a single click on the map, rectangle searches require a box to be drawn, while lines and polygons need to be drawn first and

then a double click (or tap) is required to complete the shape. For point and line searches, a prompt will appear to enter a search distance (in metres). This is the distance from the line or point that will be searched within.

Once the search area is drawn the Heritage search begins automatically. *Note:* If the area drawn is very large then the search will not run as it would potentially contain a very large number of results.