

## All Systems Customer Information Report

Use: This report is used to find customer information located in all the LR2000 systems; Case Recordation, Mining Claim Recordation and Status. The report is found in the All System folder.

Selection Criteria: This report allows you to search for specific customers in the LR2000 system by system ID and/or a combination of any of the following criteria: administrative state, geographic state, county, district, and resource area, case type, case disposition, category, interest relationship, and/or customer name. It is recommended that you, at a minimum, select a Customer Name.

The reports lists customer name alphabetically with address, city, state and zip code and customer id, customer category, interest relationship, casetype, serial number, system id and case disposition by Administrative State.

NOTE: The report will automatically default to all systems if a system id is not selected. System ids are CR for Case Recordation, MC for Mining Claims and ST for Status.

Procedure:

1. After selecting the All System folder, select **Customer Information Report** from the list.
2. Click “Reset Selection Criteria”. Then click “Admin State”.
3. Select the desired administrative state(s) by typing the two-letter state code in the edit field, or by highlighting it from the list. Click **“OK”**.
4. Use this same process for selecting Geographic State, District, Resource Area, and County.
5. Select a Case Disposition. Click **“Case Disposition”**.

**NOTE:** When selecting a case disposition keep in mind the differences between the three systems. Status does not have a case disposition but if you want a report on all systems and you want to select a case disposition for mining claims and case recordation, then you also need to check the “Include Nulls” box for Status or no status cases will show in the report. Case Recordation has Authorized, Cancelled, Closed, Expired, Pending, Rejected, Relinquished, Void and Withdrawn. Mining Claims has Active, Closed and Void.

Select the desired case disposition(s) for your report by highlighting it from the list, and click **“OK”**.

6. Select a Customer Category. Click **“Category”**.

**NOTE:** When selecting a customer category keep in mind that the customers in Mining Claims did not have a customer category in the legacy system but may have one in LR2000. If you want to use category as a selection criteria for mining claims then you need to select the category as well as check the “Include Nulls” box. The list of acceptable categories is as follows:

A = Agency

C = Corporation

N = Not Determined

P = Private

7. Select the desired category(s) for your report by highlighting it from the list, and click **“OK”**. Select an Interest Relationship. Click **“Interest Relationship”**.

8. Select the desired interest relationship(s) for your report by highlighting it from the list, and click **“OK”**.

9. Click **“Customer”**.

10. Type the Customer Name in **CAPITAL** letters in the edit field, and click **“OK”**.

**TIP:** The Customer Name operator is defaulted to “Begins With”. Type the customer name(s) beginning with last name then first name using **CAPITAL** letters. You may also type in just a part of the last name or company. For example you are looking for John J Doe the following are the options you can type:

**DOE** you will receive all names/companies beginning with DOE

**DOE JOHN** you will receive all names for JOHN DOE

**DOE JOHN J** you will receive all names for JOHN J DOE

If you are looking for a company type the company’s name in **CAPITAL** letters. For example

**HOPE MINING CO**

11. Once all criteria has been selected, click **“Process Report”**.