

Case Recordation Reports

Report Name: **Pub CR Geographic Report with Customer**

This report produces a geographic listing of case information based on retrieval by Meridian/Township/Range. This report format will display the customer name, interest, percentage of interest as well as serial number, case type, disposition, disposition date, acreage and legal description sorted in Serial Number or MTR order.

NOTE: When entering selection criteria **always use UPPERCASE**, or you will get no data returned for your reports. Data is stored in uppercase in the database.

Limiting criteria include Admin State, Geo State, Case Type, Case Disposition, Township, and MTRS.

EXAMPLE:

Query: *What lands in authorized cases are in T 23S R 19 E Salt Lake Meridian, Utah, and who has an interest in them?*

Step 1 - Clear All Selection Criteria

Click "**Reset Selection Criteria**"

Important Note: **This step must always be performed before running a report. You will not receive any message confirming that the selection criteria has been reset.**

Step 2 - Set All Limiting

Click "**Admin State**" (A limit dialog box will appear).

Type "**UT**" into the edit field and click the green $\sqrt{\quad}$, *or*, select "**UT**" in the pull-down values field.

Click "**OK**"

Click "**Case Disposition**".

Select "**AUTHORIZED**" in the pull-down values field.

Click "**OK**"

Click **“MTR”** (A limit dialog box will appear).

Type **“26 0230S 0190E”** into the edit field and click the green **√**.

Click **“OK”**.

Step 3 - Process Report

Click **“Process Report”**

When the processing has completed, the cursor will change from an hourglass back to an arrow. To display results:

Click the **“Sort By Serial Number”** button. The report will appear in the report frame.

Note: To view the report sorted by MTR, click the **“Main Menu”** button in the **“Sections Area”** then click the **“Sort by MTR”** button. Click the **“Sort by MTR”** button.