

Status Serial Register Page Report


Menu Option: Pub ST Serial Register Page

Purpose: The Serial Register Page Reports offers the capability to request Serial Register Pages with two options.

Notes: The data in the Report Database is updated nightly.

Printing a Report

To print the report, the report must first be converted into a pdf. Printing from the original display of the report will just print the information displayed in the report window.

1. Click the  (pdf) icon on the tool bar.
The system converts the information to Adobe Reader format, showing an hour glass while the conversion is processing.
2. When the pdf displays, click the printer icon or select File > Print.

Selection Criteria: The criteria input for the report is found in the Public Status Reports menu grouping from the Reporting Application.

The report criteria are set up under three groupings:

Individual Serial Number(s)	requires the user to manually format the number, which means counting out the spaces between the prefix and the number
New Format Serial Entry	provides fields for the Geo State, Land Office, Prefix, Serial Number, and suffix
Other Query Parameters	provides a variety of selection options including Admin State, Case Type, County, Meridian/Township/Range, Mer/Twp/Rng Multiple Sections, Geo State, District, Resource Area, customer Name, Admin Agency, Action Code, Action Date, Document Category, Document Number, and Customer Name can be used to request Serial Register Pages for this report

Serial Number Format: The format for entering case recordation serial numbers is as follows.

Geo state 2 characters	Land Office 4 characters	Prefix 1 number	Number 6 numbers	Suffix 2 characters /numbers	Case Part 2 characters /numbers
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Use zero (0) in Number field only; elsewhere use Spaces. Refer to more detailed serial number information on [page 10](#).

Procedure:

Select Criteria Grouping:

1. Select **ST Serial Register Page** from the reporting menu.

PUB ST SERIAL REGISTER PAGE (LR2000 PUBLIC REPORTS)

Please Choose Which Criteria You Would Like to Filter On

<input type="radio"/>	Individual Serial Number(s)
<input type="radio"/>	New Format Serial Entry
<input type="radio"/>	Other Query Parameters

Select Criteria

Note: Criteria identification procedures for each grouping are provided under headings in the order that they appear in the radio button list.

Individual Serial Number(s)

- Click the Individual Serial Number(s) radio button to enter the exact serial number.
- Click **Select Criteria** to specify search criteria values.

[Return to Application Menu](#) | [Return to Report Menu](#) | [Return to Criteria Selection](#)

PUB ST SERIAL REGISTER PAGE (LR2000 PUBLIC REPORTS)

Please Set the Limits You Would Like to Filter On

INDIVIDUAL SERIAL NUMBER(S)

Set Serial Number(s)

Reset **Run Report**

Note: Click Return to Criteria Selection to select another report criteria grouping.

Identify Report Criteria:

- Click **Set** for **Serial Number(s)**.
 - Enter a number in the text field.
 - Click ✓ to place the name in the criteria list box, or X to remove the entered information from the text field.
 - Add additional serial numbers, as needed.
 - Click **Select All** to use all entries as criteria. (Click Remove to remove an entry from the list box).

Close Serial Number(s)

Format:
WYW----147541

Select All

Remove

(You must enter the letter in all caps as that is how the data is stored in our data base. You must also zero fill the number field to the left so that it equals 6 numbers).

Process Report:

EXAMPLE:

Query: Display the SRP for COD 0 027614.

Set Individual Serial Number(s)

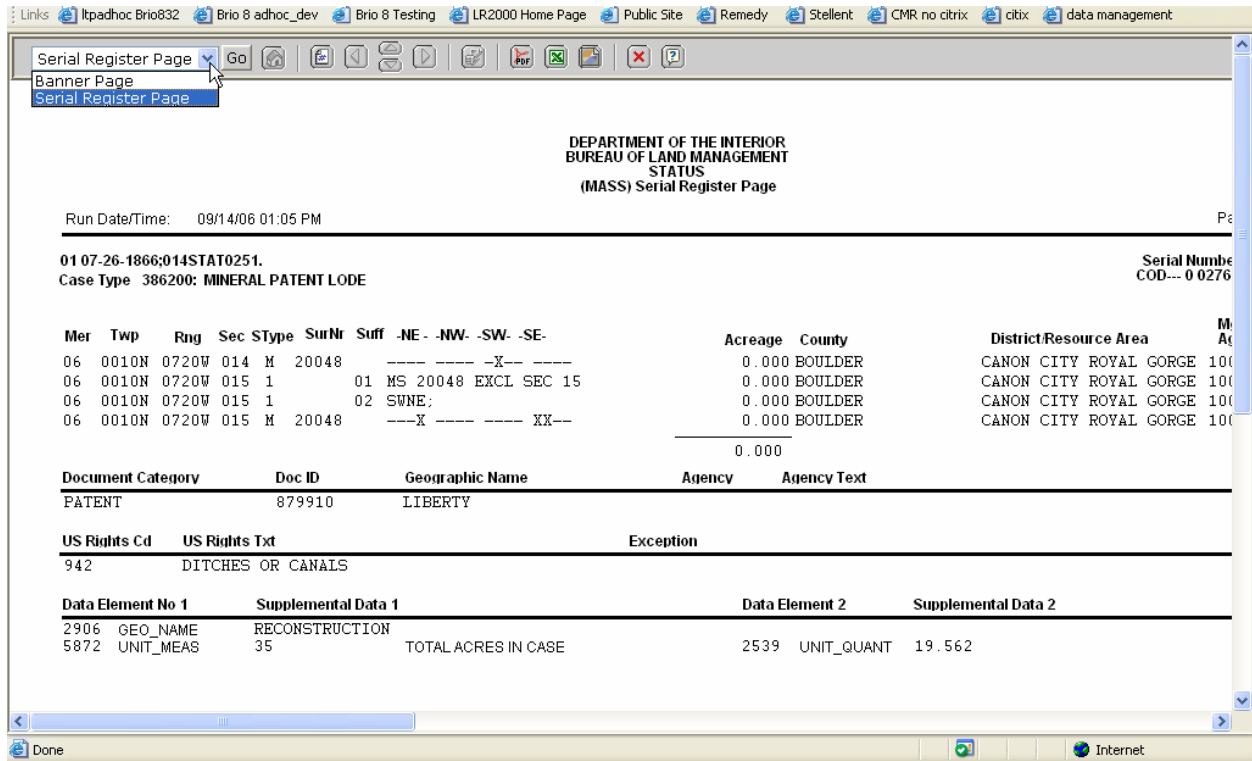
Type “**COD<space><space><space><0>027614**” into the edit field and click the green ✓.

Hint: It may be easier to remove any existing serial numbers before entering more serial number, then click “**Select All.**”

- 5. Click **Run Report.**
- 6. Click **OK** to confirm the report criteria.

If all required criteria have not been identified, a message specifies the criteria that must be set. Click OK, identify criteria values and run the report again.

When the processing has completed, the report will appear in the report frame.



To view the Banner Page, select it from the drop-down button above the report and click on GO.

New Format Serial Entry

1. Click the New Format Serial Number radio button to enter the number by format codes.
2. Click **Select Criteria** to specify search criteria values.

Selection of this radio button enables the following criteria identification.

The screenshot shows a web interface for entering search criteria. At the top, a blue banner reads "PUB ST SERIAL REGISTER PAGE (LR2000 PUBLIC REPORTS)" and "Please Set the Limits You Would Like to Filter On". Below this is a section titled "NEW FORMAT SERIAL ENTRY". The form contains several input fields: "GEO STATE" is a dropdown menu set to "CO COLORADO"; "LAND OFFICE" is a dropdown menu set to "D"; "PREFIX" is a text box containing "0"; "Serial Number" is a text box containing "27614"; "SUFFIX" and "CASE PART" are empty text boxes. To the right of these fields is a large empty rectangular box. Below the input fields are two buttons: "Enter Value" and "Clear". To the right of the "Clear All" button is another "Clear All" button. At the bottom of the form are two buttons: "Run Report" and "Reset".

Note: Click Return to Criteria Selection to select another report criteria grouping.

Identify Report Criteria: Picture is an example of how to enter COD 0 027614.

Enter the serial number in the appropriate spaces.

3. Select the two-character **Geo State** in the first field.
4. Select the **Land Office** in the second field.
5. Enter a zero in the **Prefix**. (if applicable).
6. Enter the **Serial Number**. (preceding zeros will automatically be filled).
7. Enter the 2-alpha numeric code for the **Suffix**. (if applicable).
8. Enter the 2-alpha numeric code for the **Case part**. (if applicable).
9. Click **Enter Value** to validate the entry of the serial number.

If an error was made on entry, click OK at the prompt and fix the field that is identified in the error box.

If the entries are valid, click OK at the prompt to add the number to the list box.

10. Click **Run Report**.
11. Click **OK** to confirm the report criteria.

If all required criteria have not been identified, a message specifies the criteria that must be set. Click OK, identify criteria values and run the report again.

When the processing is complete, the report will appear in the report frame.

Other Query Parameters

1. Click the Other Query Parameters radio button to identify information associated with the serial number.
2. Click **Select Criteria** to specify search criteria values.

Selection of this radio button enables the following criteria identification to run SRPs.

[Return to Application Menu](#) | [Return to Report Menu](#)

PUB ST SERIAL REGISTER PAGE (LR2000 PUBLIC REPORTS)

Please Choose Which Criteria You Would Like to Filter On

MANDATORY CRITERIA

<input checked="" type="checkbox"/> Admin State * ¹
<input checked="" type="checkbox"/> Casetype * ³

MUST CHOOSE ONE AND ONLY ONE OF THE FOLLOWING CRITERIA

<input type="checkbox"/> County * ²
----- OR -----
<input type="checkbox"/> Mer Twp Rng * ²
----- OR -----
<input type="checkbox"/> MTRS * ²

CHOOSE ANY OF THE FOLLOWING CRITERIA

<input type="checkbox"/> Geo State
<input type="checkbox"/> District
<input type="checkbox"/> Resource Area
<input type="checkbox"/> Customer Name
<input type="checkbox"/> Admin Agency
<input type="checkbox"/> Action Code
<input type="checkbox"/> Action Date
<input type="checkbox"/> Document Category
<input type="checkbox"/> Document Number
<input type="checkbox"/> Geographical Name

Select Criteria

3. Click to select one of the required criteria groups that are separated by the --OR-- lines.
4. Click to place a checkmark by the optional criteria you want to include in the search.
5. Click **Select Criteria** to specify search criteria values.

PUB ST SERIAL REGISTER PAGE (LR2000 PUBLIC REPORTS)

Please Set the Limits You Would Like to Filter On

OTHER QUERY PARAMETERS

<input type="button" value="Set"/>	Admin State
<input type="button" value="Set"/>	Casetype
<input type="button" value="Set"/>	County
<input type="button" value="Set"/>	Geo State
<input type="button" value="Set"/>	District
<input type="button" value="Set"/>	Resource Area
<input type="button" value="Set"/>	Customer Name
<input type="button" value="Set"/>	Admin Agency
<input type="button" value="Set"/>	Action Code
<input type="button" value="Set"/>	Action Date
<input type="button" value="Set"/>	Document Category
<input type="button" value="Set"/>	Document Number
<input type="button" value="Set"/>	Geographical Name
<input type="button" value="Reset"/>	<input type="button" value="Run Report"/>

Identify Required Report Criteria:

TIP: To select multiple values for a criterion, enter each code separated by a comma in the text field or use the ALT key (for non-sequential items) or Shift key (for sequential items) and select multiple items in the list box. Click Close or click Set for another criterion to retain the search criteria.

6. Click **Set** for **Admin State** to specify the state in which to report information.
Type the two-letter state code in the text field or select it from the list.
7. Click **Set** for **Casetype** to identify one or more case types.

Close Casetype

Not

Begins With

Enter Casetype code

OR

Enter Casetype Text

OR

or Select Casetype

Sort Code Sort Desc

Select here to clear values
000000 - PUBLIC LAND (NO ACTION)
000445 - CONTEST-PRIVATE
000900 - PWRKS PERMIT-LEASE-ESMT
007500 - MISC NON-COUNT
007502 - ACQUIRED EASEMENT
009999 - TO BE DEFINED
161000 - RESOURCE MGT PLANNING

This type of criteria selection provides the option between using an operator (such as “begins with”), an optional not, (to state that the code does not “begin with” the entry) and two text fields to enter of all or part of the casetype code or text name. Select multiple by placing a comma between the entries.

OR

Select the casetype value from the list box. Select multiple by holding down the Ctrl key to select non-sequential criteria or holding down the Shift key and selecting sequential criteria.

Close MTRS

MTRS Format:
06 0010S 0980W 001

Meridian: 06 - 6TH PM

Township: 1 Fraction Any Direction North

Range: 1 Any East

Section: 1

Add to MTR List Clear Above Values

08 0010N 0010E 001 (Option 2)

06 0010N 0010E 001

Select All

Remove

Run Report Reset

8. Click **Set** for **Mer Twp Rng** or **MTRS**.

a. Setting **Mer Twp Rng** or **MTRS**. There are two options for entering Mer Twp Rng or MTRS. Option one is the easiest method to use.

Option 1 for Setting : Mer Twp Rng or MTRS.

Click on the arrow next to meridian and select the meridian.

Click in Township and enter the township number.

Click on the arrow for Direction and select North or South.

Click on Range and enter the range number.

Click on the arrow for Direction and select East or West.

Click on Section and enter the section number.

Click on the ADD To MTR List.

You can add more townships and ranges or sections by double clicking in the appropriate field, typing in the new description, and clicking on the ADD to MTR List button.

If you need to enter a 1/2 township use the fraction button next to township. If you need to select a duplicate township use the fraction button next to range to select Dup A or Dup B.

Option 2 for Setting Mer Twp Rng or MTRS.

Click in the field next to the green check mark and enter your description as shown below. Once you have entered the data, click on the green check mark.

MTR must be entered as:

2 digits for Meridian Space 5 digits for Township Space 5 digits for Range.
For example to enter T1N, R1E in Idaho, you would enter 08 0010N 0010E.

MTRS must be entered as:

2 digits for Meridian Space 5 digits for Township Space 5 digits for Range Space 3 digits for section. For example to enter T1N, R1E, section 1, in Idaho, you would enter 08 0010N 0010E 001.

ALWAYS USE UPPERCASE LETTERS AS THIS IS HOW THE DATA IS STORED. IF YOU USE LOWERCASE LETTERS, YOU WILL NOT GET ANY DATA RETURNED.

b. Set **County** to narrow down the state search to one or more specific counties.

The counties that display in the list box are those associated with the selected admin state and geographic state (if identified).

Selection for these criteria works the same way as the Casetype criteria. Enter the County code or County Text OR Select the County value from the list box.

Identify the Optional Information:

9. Click **Set** for **Geo State** to limit the admin state to a smaller area.

If an Admin State has been selected, only the geo states associated with the admin state appear in the Geo State selection box. If the Admin State has not been selected yet, all states appear in the selection box.

Enter the two-letter state code(s) in the text field or select from the list box.

10. Click **Set** for **District**.

The values displayed in the selection box are based on the selected administrative state and geographic state codes. Selection for these criteria works the same way as the County criteria. Enter the District code or textual name OR Select the district(s) from the list box

11. Click **Set** for **Resource Area**.

Selection for these criteria works the same way as the District criteria.

12. Click **Set** for **Customer Name**.

- a. Select the operator to change it from the “Begins With” default.”
- b. Type the Customer Name in **CAPITAL** letters in the edit field.
- c. Click ✓ to place the name in the criteria list box.
- d. Click **Select All** to use all entries as criteria.

The screenshot shows a window titled "Customer Name" with a "Close" button. Inside, there is a "Not" checkbox, a dropdown menu currently set to "Begins With", a text input field labeled "Enter Customer Name", a list box, and two buttons: "Select All" and "Remove".

13. Click **Set** for **Admin Agency**.

Selection for these criteria works the same way as the Casetype and County criteria.

14. Click **Set** for **Action Date** to identify the range in which the action took place.

Selection for these criteria works the same way as the Daily Date Range criteria.

15. Click **Set** for **Action Code** to identify the action codes to include in the report.

Selection for these criteria works the same way as the Casetype criteria.

Identify the operator and enter the action code(s) or textual name for the action in the text field OR select the action code(s) from the list box.

16. Click **Set** for **Document Category**.

Enter all or part of the two character document category code

OR

Select the category from the list box.

The screenshot shows a window titled "Document Category" with a "Close" button. Inside, there is a "Not" checkbox, a dropdown menu set to "= Equal", a text input field labeled "Enter Document Category", a list box with document category codes, and two buttons: "Sort Code" and "Sort Text".

17. Click **Set** for **Document Number**.

Enter the exact document number and check the green checkmark to place it in the selection box. If multiple document numbers are specified, click **Select All** to use all of them as search criteria.

18. Click **Set** for **Geographical Name**.

Enter the exact document number and check the green checkmark to place it in the selection box. If multiple document numbers are specified, click Select All to use all of them as search criteria.

LR2000 Serial Number Format for Reports

To enter a serial number when running reports or a Serial Register page in the Reports Database, remember there are up to **six (6) fields to be addressed**:

Geo State Prefix: (alphabetic 2 character field) **State prefix** is entered in positions **1** and **2**.

Land Office-prefix: (alphabetic 4 character field) **State prefix** is entered with **spaces filling any unused positions**.

Numeric-prefix: (numeric 1 character field) position 7 of the Serial Number. Enter **zero** or a **space** if none. If the serial number does have a number prefix it is always a zero.

Number: (numeric 6 character field) **left zero fill any unused positions**.

Suffix: (alphanumeric 2 character field) enter **alpha character** or **number** or **leave blank if none**.

Case-part: (alphanumeric 2 character field) enter **alpha character** or **number** or **leave blank if none**.

NOTE: For Status cases use zero (0) in the Number field ONLY; elsewhere use SPACES.

STATUS SERIAL NUMBER FORMAT		
^ Represents a space		
CR/Status Serial Number	Entered into LR2000	Comments
AZA 12345	AZA^^^^012345	Serial Number without prefix
COC 0 4	COC^^^^0000004	Serial Number with prefix
UTSL 0 12345	UTSL^^0012345	Serial Number with prefix
UTSL 0 123456	USTL^^0123456	Serial Number with prefix
MTM 12345 FD	MTM^^^^012345FD	Serial Number with alpha suffix
CACA 12345 01	CACA^^^^01234501	Serial Number with numeric suffix
OROR 12345 09	OROR^^^^012345^^09	Serial Number with numeric case part
IDI 12345 AA	IDI^^^^012345^^AA	Serial Number with alpha case part

STATUS SERIAL NUMBER

New Format

(17 SPACES)

GEO		LAND		OFFICE NO		SERIAL NUMBER					SUFFIX		CASE		
ST	Prefix	Prefix									NO	Part #			
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
A	Z	A					0	1	2	3	4	5			
C	O	C				0	0	0	0	0	0	4			
U	T	S	L			0	0	1	2	3	4	5			
U	T	S	L			0	1	2	3	4	5	6			
M	T	M					0	1	2	3	4	5	F	D	
C	A	C	A				0	1	2	3	4	5	0	1	
O	R	O	R				0	1	2	3	4	5			0 9
I	D	I					0	1	2	3	4	5			A A