

Case Recordation Geo Report with Customer

Menu Option: Pub CR Geo Report W/Customer

Purpose: This report produces a geographic listing of case information based on retrieval by Meridian/Township/Range and/or section. 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.

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

The required criteria include Admin State and either Meridian/Township/Range or Meridian/Township/Range/Section.

Additional criteria that can be used include: Geo State, Case Disposition, and Casetype.

Procedure:

1. Select **CR Geo Report W/Customer** from the reporting menu.

The screenshot shows a web form titled "PUB CR GEO REPORT W/CUSTOMER (LR2000 PUBLIC REPORTS)". Below the title is a blue header with the text "Please Choose Which Criteria You Would Like to Filter On". The form is divided into three main sections:

- MANDATORY CRITERIA:** A blue header followed by a single row with a checked checkbox and the text "Admin State *1".
- MUST CHOOSE ONE AND ONLY ONE OF THE FOLLOWING CRITERIAS:** A blue header followed by two rows. The first row has an unchecked checkbox and "Mer Twp Rng *2". Below this row is a red dashed line with the text "OR" in red. The second row has an unchecked checkbox and "MTRS *2".
- CHOOSE ANY OF THE FOLLOWING CRITERIAS:** A blue header followed by three rows, each with an unchecked checkbox and a criterion: "Geo State", "Case Disposition", and "Casetype".

At the bottom of the form is a blue button labeled "Select Criteria".

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

Return to Application Menu Return to Report Menu Return to Criteria Selection
PUB CR GEO REPORT W/CUSTOMER (LR2000 PUBLIC REPORTS)
Please Set the Limits You Would Like to Filter On
MANDATORY CRITERIA
<input type="button" value="Set"/> Admin State
<input type="button" value="Set"/> Mer Twp Rng
OPTIONAL CRITERIA
<input type="button" value="Set"/> Geo State
<input type="button" value="Set"/> Case Disposition
<input type="button" value="Set"/> Casetype
SELECT REPORT FORMAT
<input checked="" type="radio"/> Sort on Serial Number
<input type="radio"/> Sort on MTRS
<input type="button" value="Reset"/> <input type="button" value="Run Report"/>

Note: To change report criteria, click Return to Criteria Selection.

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.

Identify the Required Information:

5. Click **Set** for **Admin State** to specify the state in which the legal land description is located.
6. Click **Set** for **Mer Twp Rng** or **MTRS**. There are two options for entering legal land descriptions. Option 1 is the easiest method to use.

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

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.

Identify the Optional Information:

7. Click **Set** for **Geo State** to limit the reporting of the administrative 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.

8. Click **Set** for **Case Disposition**.

Enter the numeric case disposition code or select the desired case disposition(s). Select multiple by holding down the Ctrl key to select non-sequential criteria or holding down the Shift key and selecting sequential criteria.

9. 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

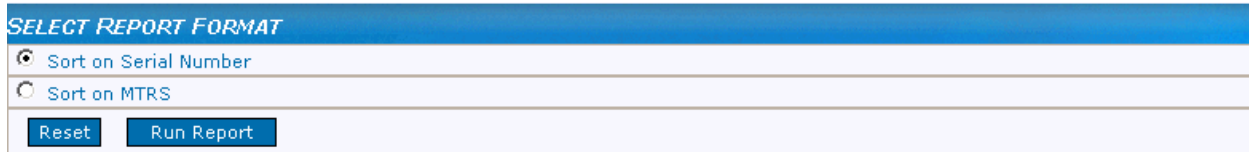
This type of criteria selection provides the option between using an operator (such as “begins

with”), an optional not, (to state that the code does not “begin with” the entry) and two text fields to enter 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.

Select Report Format:



10. Select the report format for the initial display of the run report.

Process Report:

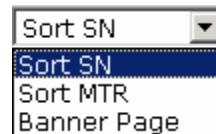
11. After selecting all criteria, click **Run Report**.

12. 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 report has finished processing, reporting based on the selected format displays. You have the following format options in which to view additional report information.

Select from the dropdown list at the top of the report to select report information :



Print 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.

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 - Set Criteria

Set **Admin State**.

Type "UT" into the edit field *or* select 'UT-Utah' from the list box.

Set Mer Twp Rng

Type "26 0230S 0190E" into the edit field and click the green ✓.

Set Case Disposition.

Select 'AUTHORIZED' from the list box.

Step 2 - Select Report Format

Select Sort on Serial Number.

Step 3 - Process Report

Click **Run Report**.

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

Sort by Serial Number

Run Date: 03/31/2005	UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT GEOGRAPHIC CROSS REFERENCE Sorted by Serial Number	Run Time: 09:50 A Page 1 of 9					
Admin State: UT							
Geo State: UT							
<u>Serial Number</u> UTSL 0062620	<u>Casetype</u> 282105	<u>Disposition</u> AUTHORIZED	<u>Actn Code</u> 307	<u>Actn Txt</u> ROW GRANTED-ISSUED	<u>Date</u> 05/03/1939	<u>Action Remarks</u>	Total Acres = 727.541
FED HIGHWAY ADMIN	2520 W 4700 S # 9-A			SALT LAKE CITY	8411 UT		100.00000 HOLDER
<u>MER</u>	<u>Township</u>	<u>Range</u>	<u>Section</u>	<u>Sur Nr</u>	<u>Suff</u>	<u>Typ</u>	<u>Aliquot Part</u>
26	0230S	0190E	003			LOTS	1;
26	0230S	0190E	011			ALIQ	E2SE,W2NE,SENE;
26	0230S	0190E	012			ALIQ	SWSW;
26	0230S	0190E	013			ALIQ	W2SE,NESW,NW;
26	0230S	0190E	024			ALIQ	N2NE,SENE,NESE;
<u>Serial Number</u> UTU 010657	<u>Casetype</u> 285003	<u>Disposition</u> AUTHORIZED	<u>Actn Code</u> 304	<u>Actn Txt</u> AUTH AMENDED/MODIFIE	<u>Date</u> 12/06/1995	<u>Action Remarks</u>	Total Acres = 2,051.241
PACIFICORP DBA UPL	1407 W N TEMPLE			SALT LAKE CITY	8414 UT		100.00000 HOLDER

Note: To view the report sorted by MTR, select **Sort MTR** from the drop-down button above the report.

Sort By MTR

Run Date: 03/31/2005

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
GEOGRAPHIC CROSS REFERENCE
Sorted by Meridian Township Range

Run Time: 09:51 AM
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Admin State: UT
Geo State: UT

Mer/Twp/Range: 26 0230S 0190E

<u>Serial Number</u>	<u>Casetype</u>	<u>Disposition</u>	<u>Actn Code</u>	<u>Actn Txt</u>	<u>Date</u>	<u>Actn Remark</u>	
UTSL 0062620	282105	AUTHORIZED	307	ROW GRANTED-ISSUED	05/03/1939		Total Acres = 727.54
FED HIGHWAY ADMIN		2520 W 4700 S # 9-A		SALT LAKE CITY	UT 841181847	100.00000 HOLDER	

<u>Section</u>	<u>Sur Nr</u>	<u>Sur Suffix</u>	<u>TYP</u>	<u>Aliquot Part</u>
003			LOTS	1;
024			ALIQ	N2NE,SENE,NESE;
013			ALIQ	W2SE,NESW,NW;
012			ALIQ	SWSW;
011			ALIQ	E2SE,W2NE,SENE;

<u>Serial Number</u>	<u>Casetype</u>	<u>Disposition</u>	<u>Actn Code</u>	<u>Actn Txt</u>	<u>Date</u>	<u>Actn Remark</u>	
UTU 010657	285003	AUTHORIZED	304	AUTH AMENDED/MODIFIED	12/06/1995		Total Acres = 2051.2
PACIFICORP DBA UPL		1407 W N TEMPLE		SALT LAKE CITY	UT 84140	100.00000 HOLDER	

<u>Section</u>	<u>Sur Nr</u>	<u>Sur Suffix</u>	<u>TYP</u>	<u>Aliquot Part</u>
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