

Mining Claims Customer Information Report

Menu Option: Pub MC Customer Info Rpt.

Purpose: This report is used to find claims related to a specific customer. This report lists all claims that are associated with a claimant's name within an administrative state, county, district and/or resource area. The report lists claimants alphabetically with address, city, state, and zip, customer ID and all serial numbers.

Selection Criteria: The criteria input for the report is found in the Public Mining Claims Reports menu grouping from the Reporting Application. This report allows you to search by a combination of required and optional criteria.

The required criteria include administrative state, customer name, and case disposition.

Additional criteria that can be used include geographic state, county, district, resource area, and administrative agency.

Note: Data stored in our database is in **CAPITAL LETTERS**. You must use **CAPITAL LETTERS** in the Selection Criteria or you will not receive any data on your report.

If you want a listing by customer name for claims in a particular County or district/resource area, click the appropriate button and enter the county or district/resource area codes from the Data Element Dictionary.

Procedure:

1. Select **Pub MC Customer Info Rpt** from the reporting menu.

The screenshot shows a web form titled "PUB MC CUSTOMER INFO RPT (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 two sections: "MANDATORY CRITERIA" and "CHOOSE ANY OF THE FOLLOWING CRITERIA".

MANDATORY CRITERIA	
<input checked="" type="checkbox"/>	Admin State *1
<input checked="" type="checkbox"/>	Customer Name *2
<input checked="" type="checkbox"/>	Case Disposition *3

CHOOSE ANY OF THE FOLLOWING CRITERIA	
<input type="checkbox"/>	Geo State
<input type="checkbox"/>	County
<input type="checkbox"/>	District
<input type="checkbox"/>	Resource Area
<input type="checkbox"/>	Admin Agency

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

2. Click to place a checkmark by the optional criteria you want to include in the search.

3. Click **Select Criteria** to specify search criteria values.

Return to Application Menu | Return to Report Menu | Return to Criteria Selection

PUB MC CUSTOMER INFO RPT (LR2000 PUBLIC REPORTS)

Please Set the Limits You Would Like to Filter On

MANDATORY CRITERIA

Set Admin State

Set Customer Name

Set Case Disposition

OPTIONAL CRITERIA

Set Geo State

Set County

Set District

Set Resource Area

Set Admin Agency

Reset Run Report

Note: To change criteria selection, 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 or Shift key 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:

- Click **Set** for **Admin State** to specify the state.

Type the two-letter state code in the text field or select it from the list.

Click Sort Code of Sort Desc to sort or reverse the sort order based on the code or description of the items in the list box.

- Click **Set** for **Customer Name**.

This type of criteria selection uses an operator (such as “begins with”), an optional not, (to state that the code does not “begin with” the entry) and a text field to enter all or part of the customer’s name.

- a. Select the operator to change it from the “Contains” default.”
- b. Enter all or part of the Customer Name in **CAPITAL** letters into the edit field.
- c. Click ✓ to place the name in the criteria list box, or X to remove the entered information from the text field.
- d. Click **Select All** to use all entries as criteria. (Click Remove to remove an entry from the list box).

TIP: The Customer Name operator is defaulted to “Contains”. Type a portion of the customer name(s) 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 to receive all names/companies with DOE in the name
DOE JOHN to receive all names for JOHN DOE
DOE JOHN J to 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

6. Click **Set** for **Case Disposition**.

Enter the 1-character 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.

To search for current claims, select “Active.”

Identify the Optional Information:

7. Click **Set** for **Geo State** to limit the report to a smaller area within the admin state.

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 digit state code(s) in the text field or select from the list box.

8. Click **Set** for **County** and 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).

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 county code or county text name. Select multiple by placing a comma between the entries.

OR

Select the county 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 County

Format: State and Three Digits
ie. CO025

Not

Operator for the County Code

Enter County code

--- OR ---

Enter County Text

--- OR ---
or Select County

Sort Code Sort Desc

Select here to clear values
MT001 - BEAVERHEAD
MT003 - BIG HORN
MT005 - BLAINE
MT007 - BROADWATER
MT009 - CARBON
MT011 - CARTER
MT013 - CASCADE

9. 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.

Use 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 code or district text. Select multiple by placing a comma between the entries.

OR

Select the District 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.

10. Click **Set** for **Resource Area**.

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

11. Click **Set** for **Admin Agency**.

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

Process Report:

12. After selecting all criteria, click **Run Report**.
13. 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 processing has completed, the report displays the Index with Legal report format.

To switch between the different formats of the report (Index with Legal, Index without Legal, Index by County and a Summary) and the banner page, select from the drop-down list on the tool bar above the report.



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:

This report example had the following selection criteria: Admin State = **AZ**, Customer Name Contains – **HOPE**.

This is an example of the Index with Legal report format.

DEPARTMENT OF THE INTERIOR
 BUREAU OF LAND MANAGEMENT
 MINING CLAIMS
 Customer Information - WITH Legal Description

ACTIVE, CLOSED CLAIMS

Run Date: 03/31/2005 02:22 PM

Page 1 of 10

Admin State: AZ
 Geo State: AZ

HOPE LIMITED INT-REL: CLAIMANT CUSTOMER ID: 33923
 4527 E HORSESHOE RD
 PHOENIX, AZ 85028

<u>Serial No</u>	<u>Claim Name/Number</u>	<u>County</u>	<u>D Claim Type</u>	<u>Last</u> <u>A Yr</u>	<u>Mc</u>	<u>Loc</u>	<u>Dt</u>	<u>Mr</u>	<u>Twn</u>	<u>Rng</u>	<u>Sec</u>	<u>Subdivi</u>
AMC31608	HOPE #1	MARICOPA	C LODE CLAIM	1985	12/18/1978	14	0040N	0070W	031			SE
AMC31609	HOPE #2	MARICOPA	C LODE CLAIM	1985	12/18/1978	14	0040N	0070W	031			NE SE
AMC31610	HOPE #3	MARICOPA	C LODE CLAIM	1985	12/18/1978	14	0040N	0070W	031			NE
AMC31611	HOPE #4	MARICOPA	C LODE CLAIM	1985	12/18/1978	14	0040N	0070W	030			SE
	HOPE #4	MARICOPA	C LODE CLAIM	1985	12/18/1978	14	0040N	0070W	031			NE
AMC31612	HOPE #5	MARICOPA	C LODE CLAIM	1985	12/18/1978	14	0040N	0070W	030			SE
AMC31613	HOPE #6	MARICOPA	C LODE CLAIM	1985	12/18/1978	14	0040N	0070W	030			NE SE
AMC31614	HOPE #7	MARICOPA	C LODE CLAIM	1985	12/18/1978	14	0040N	0070W	030			NE
AMC31615	HOPE #8	MARICOPA	C LODE CLAIM	1985	12/18/1978	14	0040N	0070W	030			NE
AMC31616	HOPE #9	MARICOPA	C LODE CLAIM	1985	12/18/1978	14	0040N	0070W	030			NE SE
AMC31617	HOPE #10	MARICOPA	C LODE CLAIM	1985	12/18/1978	14	0040N	0070W	030			SE
AMC31618	HOPE #11	MARICOPA	C LODE CLAIM	1985	12/18/1978	14	0040N	0070W	030			SE
	HOPE #11	MARICOPA	C LODE CLAIM	1985	12/18/1978	14	0040N	0070W	031			NE
AMC31619	HOPE #12	MARICOPA	C LODE CLAIM	1985	12/18/1978	14	0040N	0070W	031			NE
AMC31620	HOPE #13	MARICOPA	C LODE CLAIM	1985	12/18/1978	14	0040N	0070W	031			NE SE
AMC31621	HOPE #14	MARICOPA	C LODE CLAIM	1985	12/18/1978	14	0040N	0070W	031			SE
AMC31622	HOPE #15	MARICOPA	C LODE CLAIM	1985	12/18/1978	14	0040N	0070W	031			SE

This is an example of the Index without Legal format.

DEPARTMENT OF THE INTERIOR
 BUREAU OF LAND MANAGEMENT
 MINING CLAIMS
 Customer Information - WITH OUT Legal Description

ACTIVE, CLOSED CLAIMS

Run Date: 03/31/2005 02:23 PM

Page 1 of 10

Admin State: AZ
 Geo State: AZ

HOPE LIMITED INT-REL: CLAIMANT CUSTOMER ID: 33923
 4527 E HORSESHOE RD
 PHOENIX, AZ 85028

<u>Serial No</u>	<u>Claim Name/Number</u>	<u>County</u>	<u>Disposition</u>	<u>Int Rel</u>
AMC31608	HOPE #1	MARICOPA	CLOSED	CLAIMANT
AMC31609	HOPE #2	MARICOPA	CLOSED	CLAIMANT
AMC31610	HOPE #3	MARICOPA	CLOSED	CLAIMANT
AMC31611	HOPE #4	MARICOPA	CLOSED	CLAIMANT
AMC31612	HOPE #5	MARICOPA	CLOSED	CLAIMANT
AMC31613	HOPE #6	MARICOPA	CLOSED	CLAIMANT
AMC31614	HOPE #7	MARICOPA	CLOSED	CLAIMANT
AMC31615	HOPE #8	MARICOPA	CLOSED	CLAIMANT
AMC31616	HOPE #9	MARICOPA	CLOSED	CLAIMANT
AMC31617	HOPE #10	MARICOPA	CLOSED	CLAIMANT
AMC31618	HOPE #11	MARICOPA	CLOSED	CLAIMANT
AMC31619	HOPE #12	MARICOPA	CLOSED	CLAIMANT
AMC31620	HOPE #13	MARICOPA	CLOSED	CLAIMANT
AMC31621	HOPE #14	MARICOPA	CLOSED	CLAIMANT
AMC31622	HOPE #15	MARICOPA	CLOSED	CLAIMANT
AMC31623	HOPE #16	MARICOPA	CLOSED	CLAIMANT
AMC31624	HOPE #17	MARICOPA	CLOSED	CLAIMANT

This is an example of the Index by County.

DEPARTMENT OF THE INTERIOR
 BUREAU OF LAND MANAGEMENT
 MINING CLAIMS
 Customer Information - By County

Run Date: 03/31/2005 02:24 PM

ACTIVE, CLOSED CLAIMS

Page 1

Admin State: AZ

Geo State: AZ

County: MARICOPA

<u>Claimant(s)</u>	<u>Address</u>	<u>City/State/Zip</u>	<u>Serial No</u>	<u>Claim Name/Number</u>	<u>MrTwnRngSec</u>	<u>Subdivisio</u>
HOPE LIMITED	4527 E HORSESHOE RD	PHOENIX, AZ 85028	AMC31608	HOPE #1	14 0040N 0070W 031	SE
HOPE LIMITED	4527 E HORSESHOE RD	PHOENIX, AZ 85028	AMC31609	HOPE #2	14 0040N 0070W 031	NE SE
HOPE LIMITED	4527 E HORSESHOE RD	PHOENIX, AZ 85028	AMC31610	HOPE #3	14 0040N 0070W 031	NE
HOPE LIMITED	4527 E HORSESHOE RD	PHOENIX, AZ 85028	AMC31611	HOPE #4	14 0040N 0070W 031	NE
HOPE LIMITED	4527 E HORSESHOE RD	PHOENIX, AZ 85028	AMC31611	HOPE #4	14 0040N 0070W 030	SE
HOPE LIMITED	4527 E HORSESHOE RD	PHOENIX, AZ 85028	AMC31612	HOPE #5	14 0040N 0070W 030	SE
HOPE LIMITED	4527 E HORSESHOE RD	PHOENIX, AZ 85028	AMC31613	HOPE #6	14 0040N 0070W 030	NE SE
HOPE LIMITED	4527 E HORSESHOE RD	PHOENIX, AZ 85028	AMC31614	HOPE #7	14 0040N 0070W 030	NE
HOPE LIMITED	4527 E HORSESHOE RD	PHOENIX, AZ 85028	AMC31615	HOPE #8	14 0040N 0070W 030	NE
HOPE LIMITED	4527 E HORSESHOE RD	PHOENIX, AZ 85028	AMC31616	HOPE #9	14 0040N 0070W 030	NE SE
HOPE LIMITED	4527 E HORSESHOE RD	PHOENIX, AZ 85028	AMC31617	HOPE #10	14 0040N 0070W 030	SE
HOPE LIMITED	4527 E HORSESHOE RD	PHOENIX, AZ 85028	AMC31618	HOPE #11	14 0040N 0070W 031	NE

This is an example of the Summary

DEPARTMENT OF THE INTERIOR
 BUREAU OF LAND MANAGEMENT
 MINING CLAIMS
 Customer Information - SUMMARY of Active Claims ONLY

Run Date: 03/31/2005 02:24 PM

ACTIVE Claims:

<u>Number of Claims Per Claimant</u>	<u>Number of Claimants</u>
001_010	$\frac{2}{2}$

This is an example of the Banner Page.

**BUREAU OF LAND MANAGEMENT
MINING CLAIMS
Customer Information**

Run Date 03/31/2005 02:24 PM

Page: 1

Total Rows Returned: 314

Limiting Criteria:

System Id = MC

Admin State = AZ

Geo State =

Case Disp Txt =

Geost County Cd =

County Txt =

Admst Dist Ra Cd =

District Txt =