

# All Systems Customer Information Report

**Menu Option:** Pub All Systems Customer Info

**Purpose:** This report is used to find customer information located in all the LR2000 systems: Case Recordation, Mining Claim Recordation, and Status. The report lists customer name alphabetically with address, city, state and zip code, customer id, customer category, interest relationship, case type, serial number, system id and case disposition by Administrative State.

**Selection Criteria:** The criteria input for the report is found in the Public All System Reports menu grouping from the Reporting Application This report allows you to search for specific customers in the LR2000 system by a combination of required and optional criteria.

The required criteria include system ID, administrative state, and customer name.

Additional criteria that can be used include geographic state, case type, case disposition, district, resource area, county, interest relationship, category, and/or customer ID.

## Procedure:

1. Select **Pub All Systems Customer Information** from the reporting menu.

PUB ALL SYSTEMS CUSTOMER INFO (LR2000 PUBLIC REPORTS)

Please Choose Which Criteria You Would Like to Filter On

**MANDATORY CRITERIA**

<input checked="" type="checkbox"/>	System ID *1
<input checked="" type="checkbox"/>	Admin State *2
<input checked="" type="checkbox"/>	Customer Name *3

**CHOOSE ANY OF THE FOLLOWING CRITERIA**

<input type="checkbox"/>	Geo State
<input type="checkbox"/>	Casetype
<input type="checkbox"/>	Case Disposition
<input type="checkbox"/>	District
<input type="checkbox"/>	Resource Area
<input type="checkbox"/>	County
<input type="checkbox"/>	Interest Relationship
<input type="checkbox"/>	Category
<input type="checkbox"/>	Customer ID

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 ALL SYSTEMS CUSTOMER INFO (LR2000 PUBLIC REPORTS)

Please Set the Limits You Would Like to Filter On

**MANDATORY CRITERIA**

Set System ID

Set Admin State

Set Customer Name

**OPTIONAL CRITERIA**

Set Geo State

Set Casetype

Set Case Disposition

Set District

Set Resource Area

Set County

Set Interest Relationship

Set Category

Set Customer ID

Reset Run Report

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

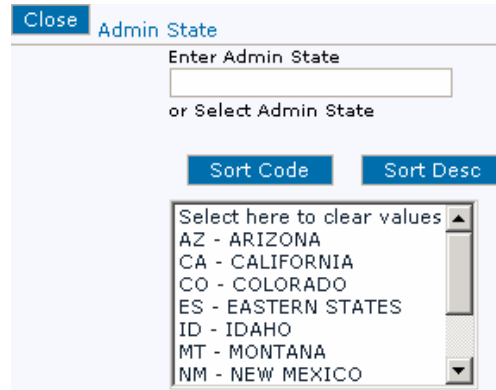
**TIP:** To select multiple values for a criterion, enter each code separated by a comma in the text field or use the ALT or Shift key and select multiple items in the list box. Click Close or click Set for another criterion to retain the search criteria.

***Identify the Required Information:***

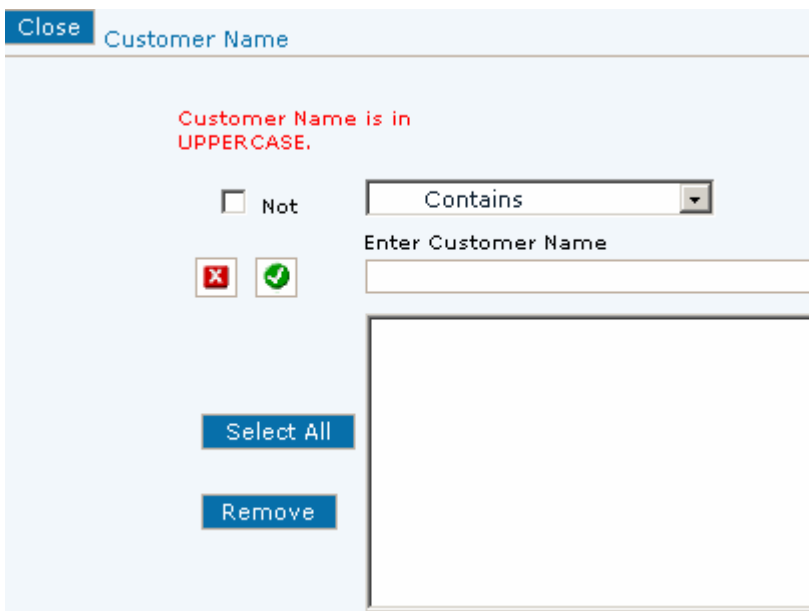
4. Click **Set** for **System ID** to specify the system associated with the customer.  
Enter the code in the text field or select from the list box.
  - CR for Case Recordation
  - MC for Mining Claims
  - ST for Status
5. Click **Set** for **Admin State** to specify the state in which the customer resides.

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

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



6. 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.

- Select the operator to change it from the “Contains” default”.
- Type the Customer Name in **CAPITAL** letters in the edit field.
- Click ✓ to place the name in the criteria list box, or X to remove the entered information from the text field.
- 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**

***Identify the Optional Information:***

7. Click **Set** for **Geo State** to specify the state in which the customer resides.

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 **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)  
181050 - PUBLIC LANDS LITIGATION  
181301 - TITLE RESOLUTION  
186001 - QUITCLAIM DEED BY GSA  
186004 - QUITCLAIM DEED  
186005 - QUITCLAIM DEED BY FS  
186006 - QUITCLAIM DEED PVT LAWS

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

Select “Begins With” from the scroll bar. In the “Enter Casetype Code” field type in one of the following codes. For this example, use 31 for O&G leases and agreements. Other case groups are:

- 28 – Rights-of-Way (communication, roads, etc)
- 29 – Use Leases and Permits – non-mineral (airports, storage, etc)
- 31 – Oil and Gas Leases and Agreements

- 32 – Geothermal Leases and Agreements
- 34 – Coal leases and Agreements
- 35 – Other solid mineral leases (phosphate, sulfur, potassium, gilsonite)
- 36 – Mineral Material (sand & gravel, community pits)
- 38 – Mining Claims

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.

9. Click **Set** for **Case Disposition**. The case dispositions for the selected System Id displays in the selection box.

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.

- If the required criterion for System ID is Case Recordation, select from Authorized, Cancelled, Closed, Expired, Pending, Rejected, Relinquished, Void and Withdrawn.
- If the required criterion for System ID is Mining Claims, select from Active, Closed, Pending, and Void.
- If the required criterion for System ID is Status, no case dispositions are applicable so click to place a checkmark in the 'Include NULL' box.

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

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

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

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

12. Click **Set** for **County** and narrow down the state search to one or more specific counties.

The counties within the selected admin state (and geographic state if identified) display in the list box.

Enter the County Code or County Text name OR select from the list box.

13. Click **Set** for **Interest Relationship** to select the interest relationship(s) for your report.

Use an operator (such as “begins with”), an optional not, (to state that the relationship does not “begin with” the entry) and a text field to enter all or part of the interest relationship code or text. Select multiple by placing a comma between the entries.

OR

Select the interest relationship in the list box. Select multiple by holding down the Ctrl key to select non-sequential criteria.

14. Click **Set** for customer **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 AND check the ‘Include Nulls’ box.

The acceptable categories are as follows:

A = Agency	C = Corporation
F – Forest Service	G – County
H - State	I – Bureau of Land Mgmt
J Fish and Wildlife	L – Department of Defense
M – United States of America	N = Not Determined
P = Private	Unknown

15. Click **Set** for **Customer ID**.

Selection for these criteria works the same way as the Customer Name criteria.

- Type the Customer ID 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.
- Click **Select All** to use all entries as criteria. (Click Remove to remove an entry from the list box.).

***Process Report:***

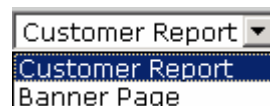
16. After selecting all criteria, click **Run Report**.

17. 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, The Customer Report displays.

Select from the drop down list on the tool bar above the report to switch between the report and the banner page.



***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.

RUN TIME: 07:55 AM

UNITED STATES DEPARTMENT OF INTERIOR  
BUREAU OF LAND MANAGEMENT  
CUSTOMER INFORMATION REPORT

RUN DATE:

Admin State : AZ

<u>Customer</u>	<u>Address</u>	<u>City</u>	<u>St</u>	<u>Zip</u>	<u>Cat</u>	<u>Int Rel</u>	<u>Case Type</u>	<u>Serial Number</u>	<u>Svs</u>
					P	GRANTOR	210013	AZA 032132	CR
					P	HOLDER/BILLEE	281001	AZA 029385	CR
					P	HOLDER/BILLEE	281001	AZA 018557	CR
					P	HOLDER/BILLEE	281001	AZA 016228	CR
					P	HOLDER/BILLEE	281001	AZA 016203	CR
					P	HOLDER/BILLEE	281001	AZA 017061	CR
					P	HOLDER/BILLEE	281001	AZA 029504	CR
					P	HOLDER/BILLEE	281001	AZA 028723	CR
					P	HOLDER/BILLEE	281001	AZA 021763	CR
					P	HOLDER/BILLEE	281001	AZA 020305	CR
					P	HOLDER/BILLEE	281001	AZA 022709	CR
					P	HOLDER/BILLEE	281001	AZA 029354	CR
					P	HOLDER/BILLEE	281001	AZA 012375	CR
					P	HOLDER/BILLEE	281001	AZA 023575	CR
					P	HOLDER/BILLEE	281001	AZA 024081	CR
					P	HOLDER/BILLEE	281001	AZA 027201	CR
					P	HOLDER/BILLEE	281001	AZA 028493	CR
					P	HOLDER/BILLEE	281001	AZA 030778	CR
					P	HOLDER/BILLEE	281001	AZA 017768	CR
					P	HOLDER/BILLEE	281001	AZA 020865	CR
					P	HOLDER/BILLEE	281001	AZA 030416	CR
					P	HOLDER/BILLEE	281001	AZA 011705	CR
					P	HOLDER/BILLEE	281001	AZA 029834	CR
					P	HOLDER/BILLEE	281001	AZA 023200	CR
					P	HOLDER/BILLEE	281001	AZA 029668	CR
					P	HOLDER/BILLEE	281001	AZA 028541	CR