Mining Claims Serial Number Index

Menu Option: Pub MC Serial Number Index.

Purpose: This index is used to produce a list of claims in serial number order, sorted by county. This report is sorted by county. Report also includes serial number, case type, claim name/number, claimant(s), geographic information (meridian township, range, section and subdivision), county code, district code, lead file number, location date, last assessment year, county book/page, and case closed date when applicable.

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 and either specific serial numbers or a range of serial numbers.

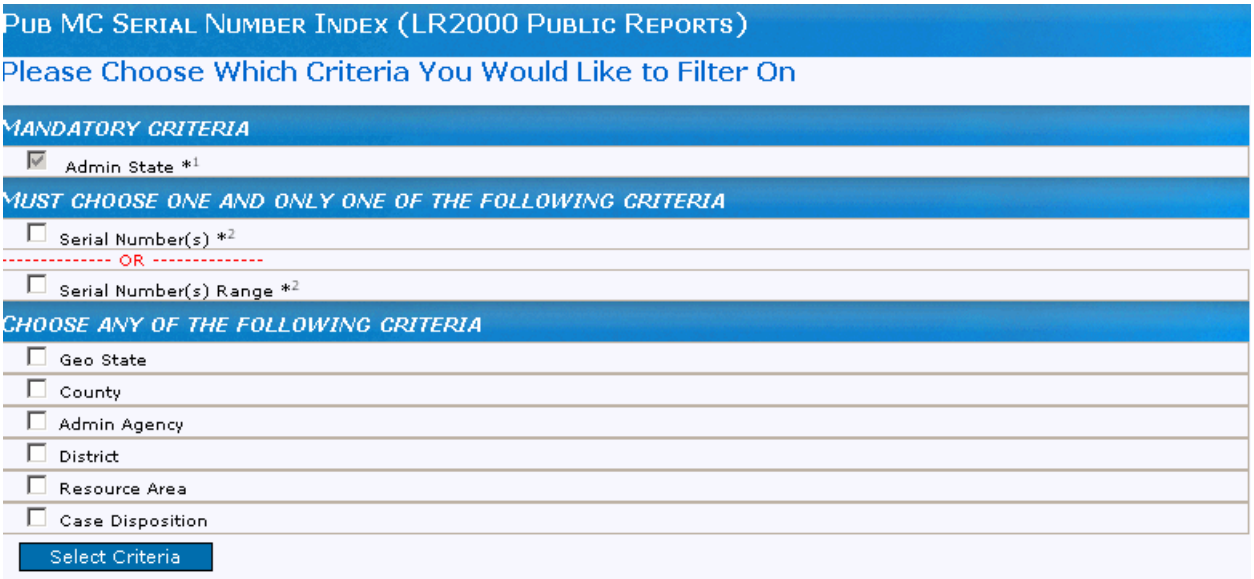
Additional criteria that can be used include geographic state, county, district, resource area, case disposition, and administrative agency. Choose your selection criteria carefully when building reports. Asking for too much information (e.g., all claims in your state) will tie up the LR2000 system, your own computer, and the printer for a long time.

Notes: If you want a listing by serial number for all 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.

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.

Procedure:

1. Select **Pub MC Serial Number Index** from the reporting menu.



2. Click to place a checkmark by one of the required **Serial Number** of **Serial Number(s) Range** criteria.
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.

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

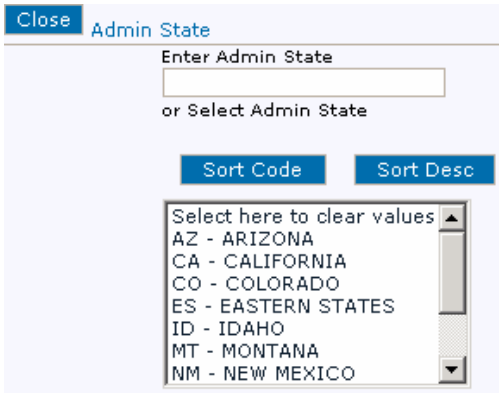
TIP: To select multiple values for a criterion, enter each code separated by a comma in the text field or use the ALT or Shift key and select multiple items in the list box. Click Close or click Set for another criterion to retain the search criteria.

Identify the Required Information:

5. 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.



6. Click **Set** for either the required **Serial Number(s)** or **Serial Number(s) Range** criterion.
   a. Using the **Serial Number(s)** criterion for one or more serial numbers, enter full serial number(s) including the prefix of the claims and add it to the list box by clicking the green arrow.

      For example, to select a serial number in Oregon, type: ORMC34567.

      To select three Serial Numbers enter: ORMC34567,IMC12345,WMC7894 (all CAPITALS and no spaces).

      Click **Select All** to use all entries as criteria. (Click Remove to remove an entry from the list box.).
   b. Using the **Serial Number(s) Range** criterion, enter the beginning number and the ending number that constitutes the serial number range.

      Click **Select All** to use all entries as criteria.

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 geographical states associated with the administrative state appear in the Geo State selection box. If the Admin State has not been selected yet, all states appear in the selection box.

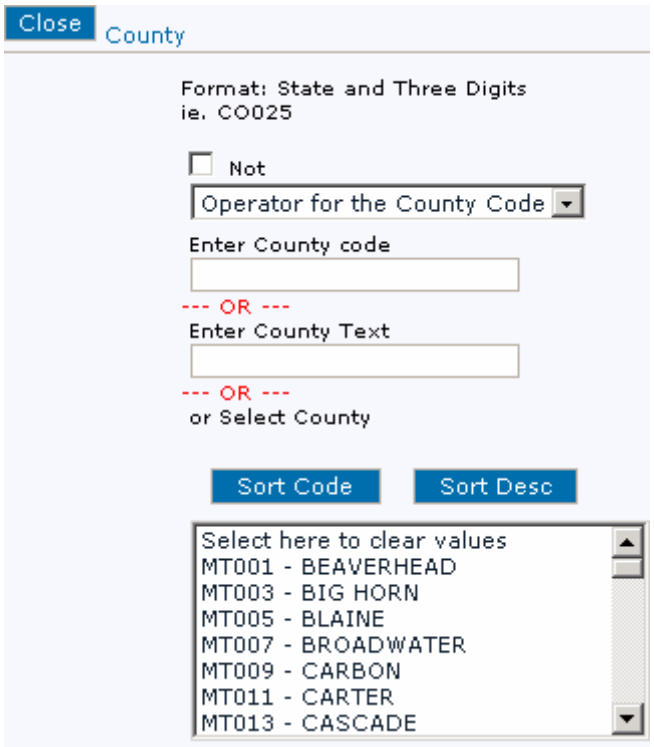
   Enter the two-letter state code(s) in the text field or select from the list box.
8. Click **Set** for **County** and narrow down the state search to one or more specific counties.

   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.



9. Click **Set** for **Admin Agency**.

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

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.

    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 County criteria.

12. 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.”

Process Report:

13. After selecting all criteria, click **Run Report**.
14. 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.

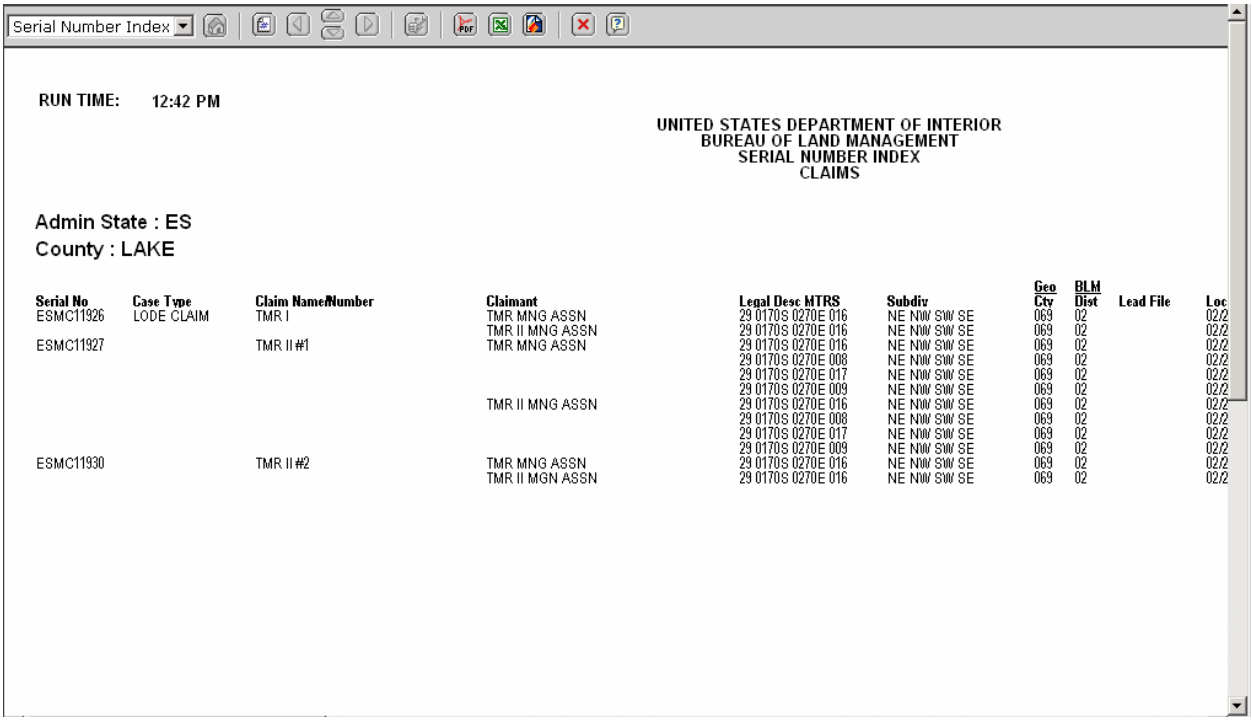
Print Report:

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.



Serial No	Case Type	Claim Name/Number	Claimant	Legal Desc MTRS	Subdiv	Geo Cty	BLM Dist	Lead File	Loc
ESMC11926	LODE CLAIM	TMR I	TMR MNG ASSN	29 0170S 0270E 016	NE NW SW SE	069	02		02/2
			TMR II MNG ASSN	29 0170S 0270E 016	NE NW SW SE	069	02		02/2
ESMC11927		TMR II #1	TMR MNG ASSN	29 0170S 0270E 016	NE NW SW SE	069	02		02/2
				29 0170S 0270E 008	NE NW SW SE	069	02		02/2
				29 0170S 0270E 017	NE NW SW SE	069	02		02/2
				29 0170S 0270E 009	NE NW SW SE	069	02		02/2
			TMR II MNG ASSN	29 0170S 0270E 016	NE NW SW SE	069	02		02/2
				29 0170S 0270E 008	NE NW SW SE	069	02		02/2
				29 0170S 0270E 017	NE NW SW SE	069	02		02/2
				29 0170S 0270E 009	NE NW SW SE	069	02		02/2
ESMC11930		TMR II #2	TMR MNG ASSN	29 0170S 0270E 016	NE NW SW SE	069	02		02/2
			TMR II MGN ASSN	29 0170S 0270E 016	NE NW SW SE	069	02		02/2

To access the banner page, click on Banner Page drop-down list button above the report.

RUN TIME: 12:43 PM RUN DATE: 05/06/2005

UNITED STATES DEPARTMENT OF INTERIOR
BUREAU OF LAND MANAGEMENT
Selection Criteria for Serial Number Index Report

System Id = MC

Blm Adm St = ES

Geo State =

Geost County Cd =

County Txt =

Adm Agency =

Adm Agency Txt =

Admst Dist Ra Cd =

District Txt =

Ra Txt =

Case Disp Txt =

Serial Nr Full = ESMC11926, ESMC11927, ESMC11930