

# Status Serial Register Page Report

**Menu Option:** Pub ST Serial Register Page

**Purpose:** This report returns all the data for a Status case. The Serial Register Page Report offers the capability to request Serial Register Pages with two options.

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

**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:

|   |   |
|---|---|
| <a href="#">Individual Serial Number(s)</a> | requires the user to manually format the number, which means counting out the spaces between the prefix and the number  |
| <a href="#">New Format Serial Entry</a>     | provides fields for the Geo State, Land Office, Prefix, Serial Number, and suffix   |
| <a href="#">Other Query Parameters</a>      | 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<br>2 characters | Land Office<br>4 characters | Prefix<br>1 number | Number<br>6 numbers | Suffix<br>2 characters<br>/numbers | Case Part<br>2 characters<br>/numbers |
|---------------------------|-----------------------------|--------------------|---------------------|------------------------------------|---------------------------------------|

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.

Return to Report Menu

## PUB ST SERIAL REGISTER PAGE (LR2000 PUBLIC REPORTS)

### Please Choose Which Criteria You Would Like to Filter On

---

Individual Serial Number(s)

---

New Format Serial Entry

---

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)

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

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)

---



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**Run Report**      **Reset**

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

#### *Identify Report Criteria:*

4. Click **Set** for **Serial Number(s)**.

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

**INDIVIDUAL SERIAL NUMBER(S)**

Close
Serial Number(s)

Format:  
WYW----147541

COD 0027614

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). See Serial Number Format on the last two pages of this document.

***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.

**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.

**NEW FORMAT SERIAL ENTRY**

GEO STATE

LAND OFFICE

PREFIX

Serial Number

SUFFIX

CASE PART

---

**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.

**MANDATORY CRITERIA**

Admin State

---

Casetype

---

**MUST CHOOSE ONE AND ONLY ONE OF THE FOLLOWING CRITERIA**

County

---

----- OR -----

---

Meridian Township Range

---

----- OR -----

---

Meridian Township Range Section

---

**CHOOSE ANY OF THE FOLLOWING CRITERIA**

Geo State

---

District

---

Field Office

---

Customer Name

---

Admin Agency

---

Action Code

---

Action Date

---

Document Category

---

Document Number

---

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"/>   | Field Office      |
| <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="Run Report"/> <input type="button" value="Reset"/> |                   |

***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 Text

Select here to clear values

- 000000 - PUBLIC LAND (NO ACTION)
- 008501 - SEC AGRC RULES & REGS
- 008502 - SEC AGR REG U & L REGS
- 008503 - AUTHORITY NOT KNOWN
- 008504 - DEPT OF INT WDL(EO10355)
- 008508 - SPEC USE PERMIT ACTS
- 008510 - AUTH UNDEF IN INSTRUMENT

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 Meridian Township Range Section

MTRS Format:  
06 0010S 0980W 001

Meridian:

Township:  Fraction:  Direction:

Range:

Section:

08 0010N 0010E 001 (OPTION 2)

08 0010N 0010E 001

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 **Field Office**.

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.

Close Customer Name

Not

Begins With

Enter Customer Name

JONES

Select All

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 in ALL CAPS

OR

Select the category from the list box.

Close Document Category Limit(s) Selected: (PA)

Not

= Equal

Enter Document Category

PA

or Select Document Category

Sort Code Sort Text

OO - OTHER ORDER  
OS - ORDER SOLICITORS  
PA - PATENT  
PC - POWER SITE CL ORDER  
PI - PERMIT  
PL - PUBLIC LAW  
PO - PUBLIC LAND ORDER  
PP - PRES PROCLAMATION

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**.

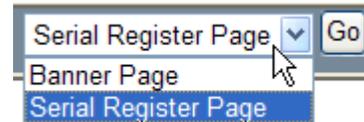
Enter the exact document number and check the green checkmark to place it in the selection box. If multiple document numbers are specified, click Select All to use all of them as search criteria.

19. Click **Run Report**.

20. 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.

To switch between the report and banner page, select from the drop-down list on the tool bar above the report and click on the GO button.



**Scrolling Reports:**

If there is more than one page, you will notice a little shadow of white by the down arrow. To scroll, click on the down arrow to see the remaining pages. Another option is to convert the document to .pdf. Once in .pdf format you can scroll through the document. It is recommended to always print report from .pdf format versus HTML.



**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.

# Example of the Status Serial Register Page Report:

| DEPARTMENT OF THE INTERIOR<br>BUREAU OF LAND MANAGEMENT<br>STATUS<br>(MASS) Serial Register Page |                     |               |           |                 |       |      |   |                 |            |                          |                |
|--|---------------------|---------------|-----------|-----------------|-------|------|---|-----------------|------------|--------------------------|----------------|
| Run Date/Time: 12/28/12 11:37 AM   |                     |               |           |                 |       |      |   | Page 1 of 94    |            |                          |                |
| 01 05-20-1862;012STAT0392;43USC161   |                     |               |           |                 |       |      |   | Serial Number   |            |                          |                |
| Case Type 251101: HE ORIGINAL  |                     |               |           |                 |       |      |   | IDB--- 0 001564 |            |                          |                |
| Mer  | Twp                 | Rng           | Sec       | SType           | SurNr | Suff | NE NW SW SE<br>NNSS NNSS NNSS NNSS<br>EWWW EWWW EWWW EWWW | Acreage         | County     | District/Field Office    | Mgmt<br>Agency |
| 08   | 0010N               | 0010E         | 006       | A               |       |      | --XX -----  | 80.000 ADA      |            | FOUR RIVERS FIELD OFFICE | 60             |
| 08   | 0010N               | 0010E         | 006       | L               | 1     |      | X-----  | 41.800 ADA      |            | FOUR RIVERS FIELD OFFICE | 60             |
| 08   | 0010N               | 0010E         | 006       | L               | 2     |      | -X-----   | 41.490 ADA      |            | FOUR RIVERS FIELD OFFICE | 60             |
|  |                     |               |           |                 |       |      |   | 163.290         |            |                          |                |
| Document Category  |                     | Doc ID        |           | Geographic Name |       |      |   |                 |            |                          |                |
| PATENT   |                     | 286080        |           |                 |       |      |   |                 |            |                          |                |
| Agency   |                     | Agency Text   |           |                 |       |      |   |                 |            |                          |                |
|  |                     |               |           |                 |       |      |   |                 |            |                          |                |
| US Rights Cd   | US Rights Txt       |               | Exception |                 |       |      |   |                 |            |                          |                |
| 942  | DITCHES OR CANALS   |               |           |                 |       |      |   |                 |            |                          |                |
| Data Element No 1  | Supplemental Data 1 |               |           | Data Element 2  |       |      | Supplemental Data 2                                       |                 |            |                          |                |
|  |                     |               |           |                 |       |      |   |                 |            |                          |                |
| Act Date   | Act Code            | Action Txt    |           | Action Remarks  |       |      |   |                 |            |                          |                |
| 07/25/1912   | 879                 | PATENT ISSUED |           |                 |       |      |   |                 |            |                          |                |
| Name   | Address             |               |           | City            | State | Zip  | Interest  | Relationship    | % Interest |                          |                |
| JEROME ELLEN   |                     |               |           | XX              |       |      |   | PATENTEE        | 0.0000000  |                          |                |

## 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.**

| <b>STATUS SERIAL NUMBER FORMAT</b> |                     |                                      |
|------------------------------------|---------------------|--------------------------------------|
| ^ 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 |