All Systems Geographic Report

Menu Option: Pub All Systems Geo Report

Purpose: This report is used to find case serial numbers by legal land description within all the LR2000 systems; Case Recordation, Mining Claim Recordation and Status. The report lists the system, legal land description, case type (Oil & Gas, Right of Way), serial number, case disposition, (active, closed, authorized, pending) the action (lease issued, row granted) that set the case disposition, and case acres.

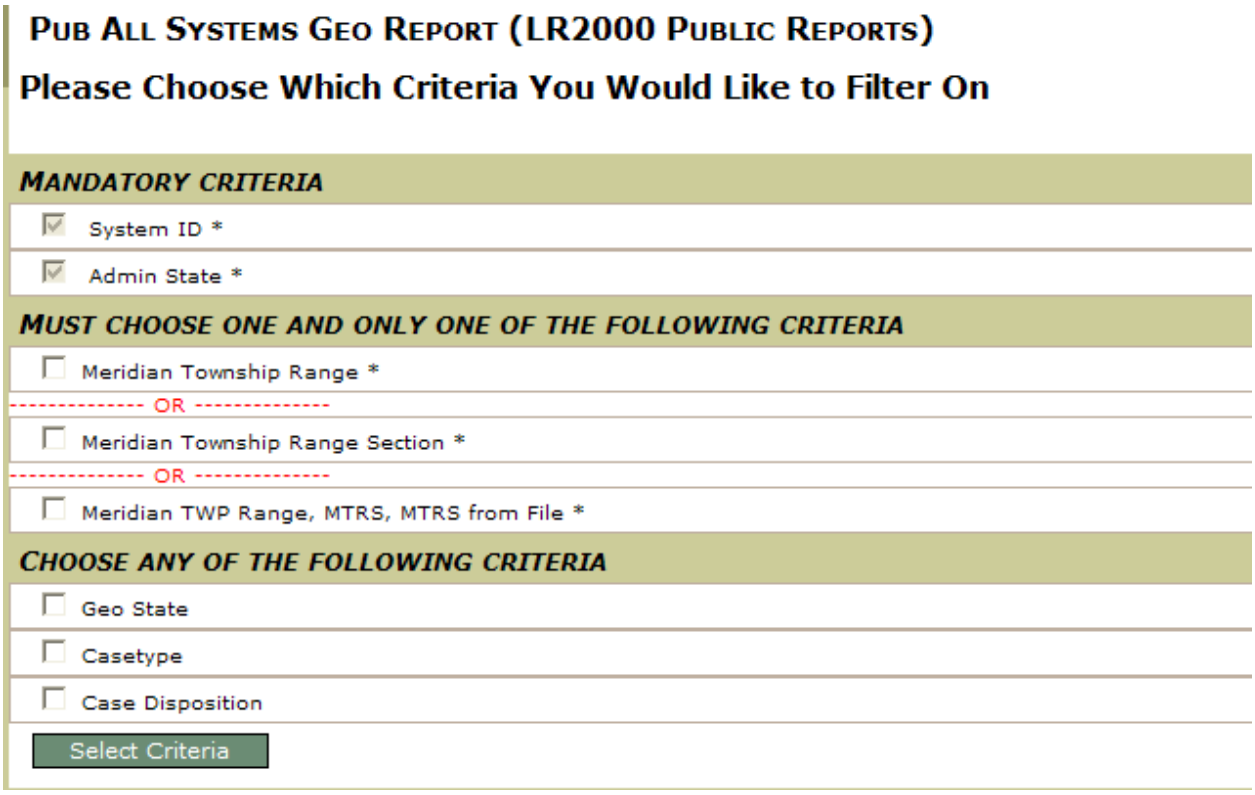
Selection Criteria: The criteria input for the report is found in the Public All System Reports menu grouping from the Reporting Application. This report allows you to search for cases in the LR2000 system by system ID and/or a combination of any of the following criteria.

The required criteria include system ID, administrative state, and either the combination of meridian, township, and range (MTR), or their combined meridian, township, range and section (MTRS) designation. Another option is to import the MTR or MTRS from a saved text file.

Additional criteria that can be used include geographic state, case type, and/or case disposition.

Procedure:

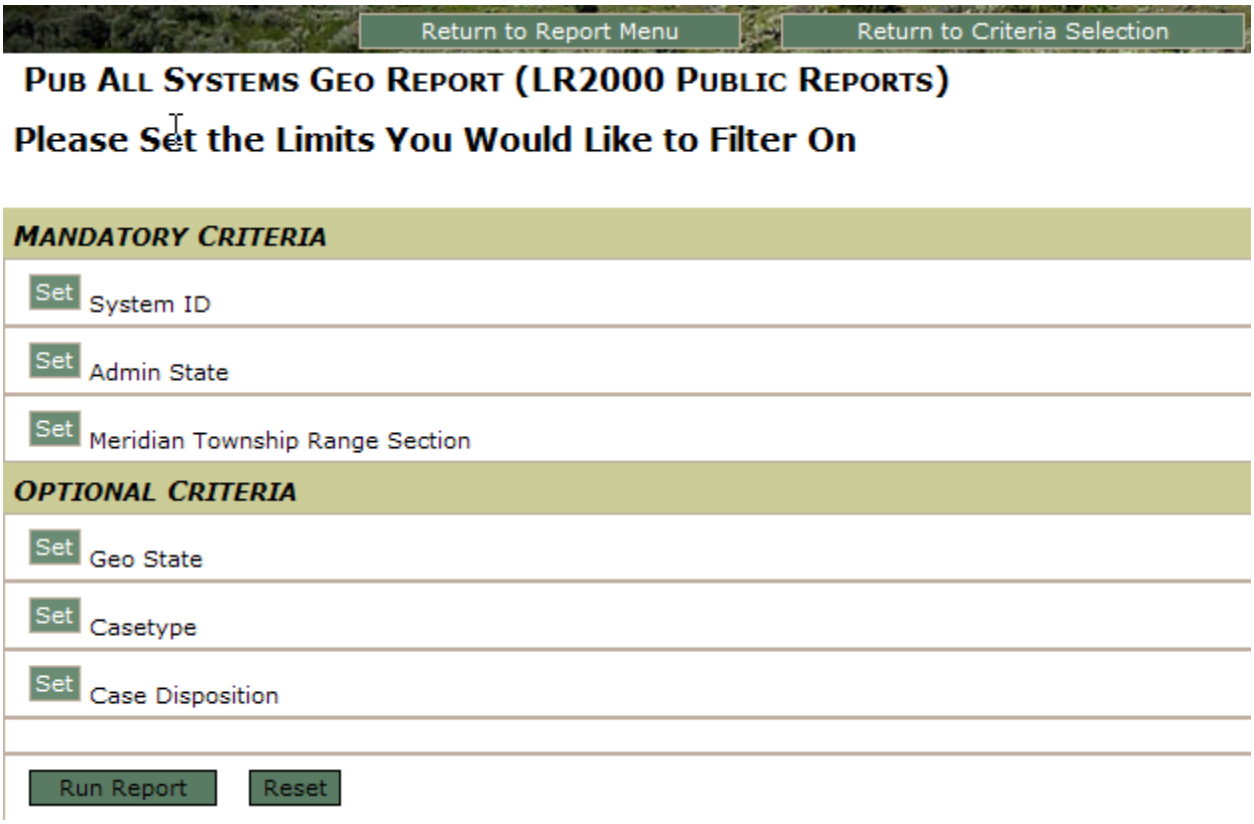
1. Select **Pub All Systems Geo Report** from the reporting menu.



2. Select either the MTRS criteria or one of the Meridian, Township, or Range criteria options. This information is required; therefore, by selecting one selects all criteria above the –OR– line.

   If you want all the sections for a township, click **Mer Twp Rng**. If you want only a section or specific sections within a township, click **MTRS.** If you have legal description saved in a text file, then you can import the **MTR/MTRS** from a file. See step 8 below showing the proper format for this function to work.

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 **System ID** to specify the system associated with the customer.

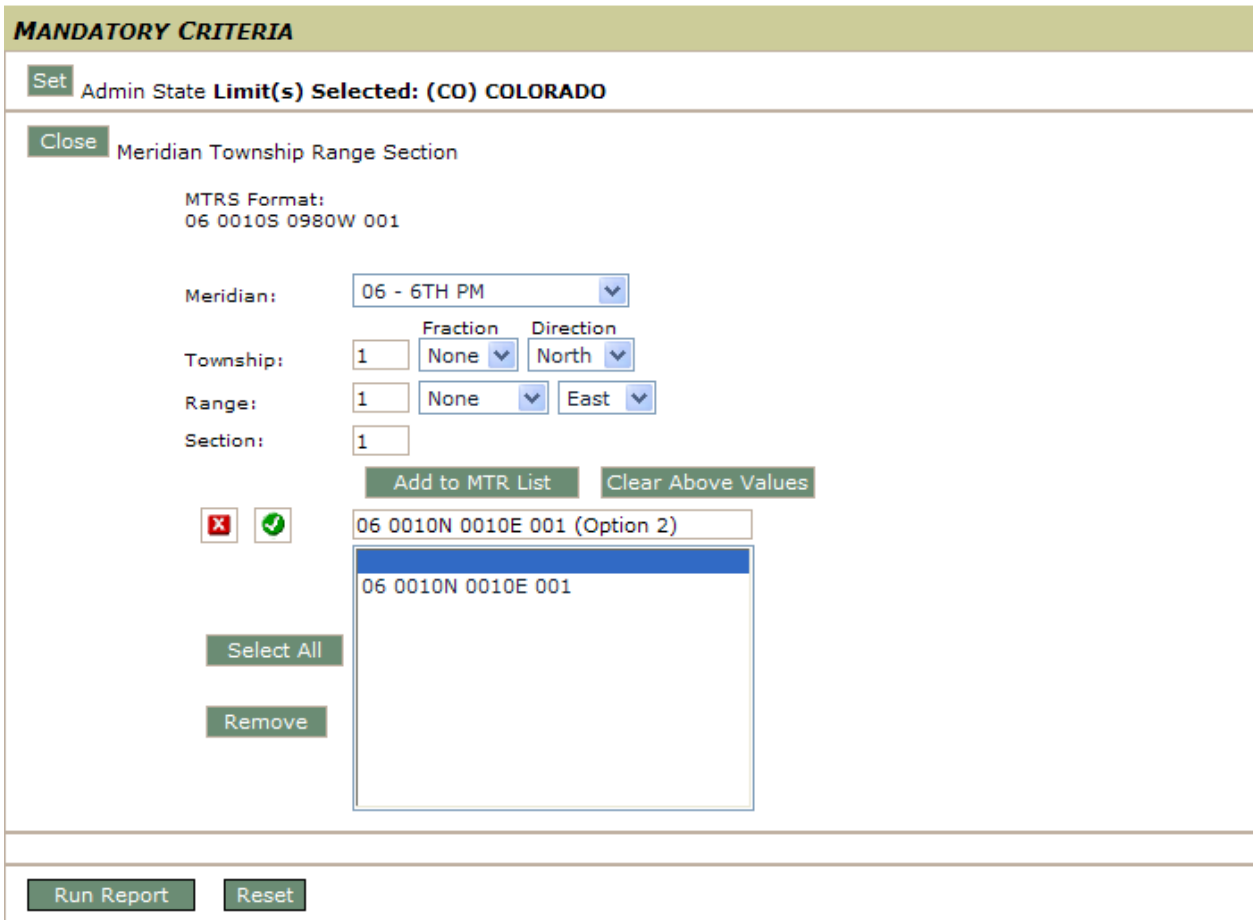
   Enter the code (in upper case) in the text field or select from the Select system ID box.

   - CR for Case Recordation

- MC for Mining Claims
- ST for Status

6. Click **Set** for **Admin State** to specify the state in which the customer resides.

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



7. Click **Set** for **Mer Twp Rng** or **MTRS.** There are two options for entering the Mer Twp Rng or MTRS. Option 1 if 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.

8. Click Set for Meridian TWP Range, MTRS from a file. This option allows you to import a legal description from a file instead of typing the legal description in the criteria. The imported list can include MTR, meridian, township, range, MTRS, meridian, township range, section, or a combination of MTR and MTRS. The list must be a text file or an Excel.csv file and must be in the LR2000 format as described below:

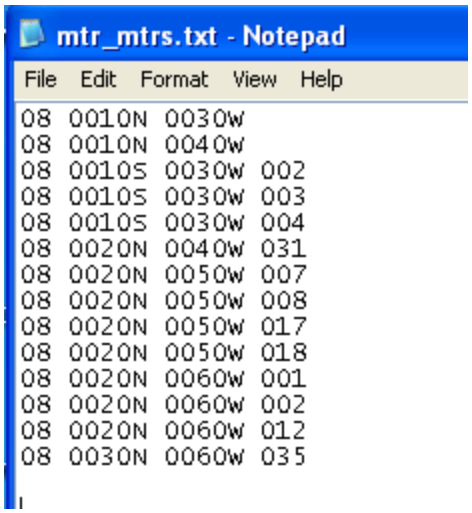
   MTR must be entered as:

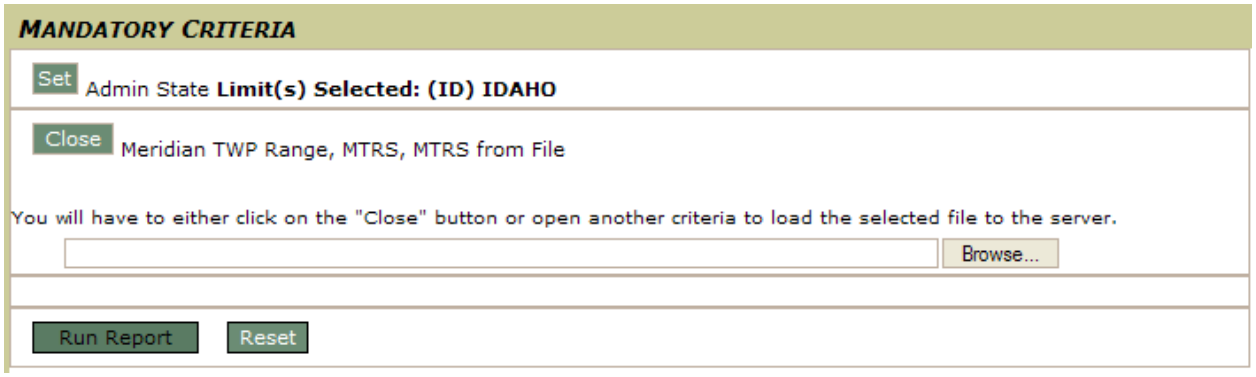
   2 digits for Meridian Space 5 digits for Township Space 5 digits for Range. For example to enter T1N, R1E in Idaho, you would enter 08 0010N 0010E.

   MTRS must be entered as:

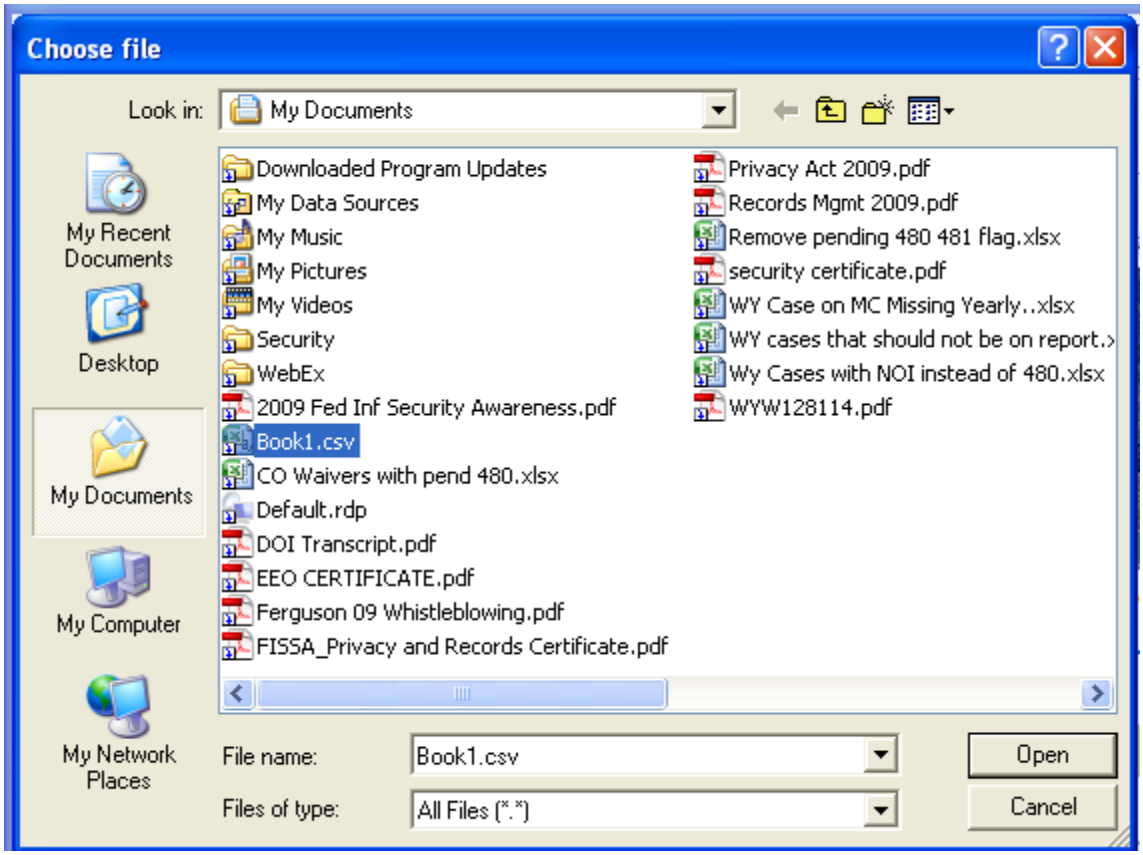
   2 digits for Meridian Space 5 digits for Township Space 5 digits for Range Space 3 digits for section. For example to enter T1N, R1E, section 1, in Idaho, you would enter 08 0010N 0010E 001.

   EXAMPLE OF A TEXT FILE





9. Click on Browse….



10. Scroll to where your saved file is, highlight the file and click Open.

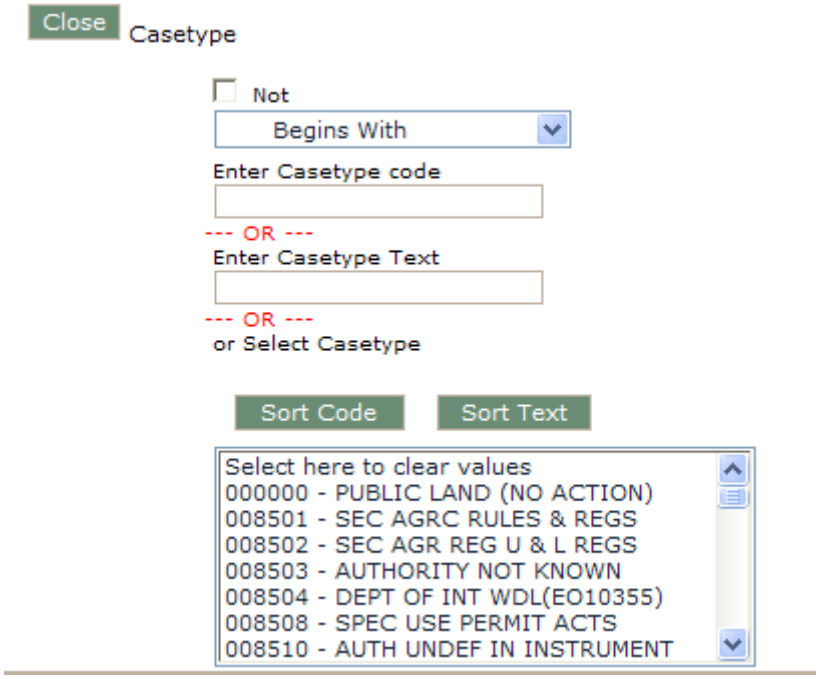
Identify the Optional Information:

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

    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.

9. Click **Set** for **Casetype** to identify one or more case types.



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.

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.

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

    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.

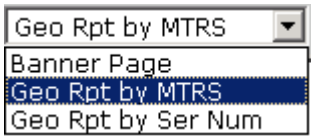
Process Report:

13. With all criteria selected, 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 the report has finished processing, The Geographic Report by MTRS displays.

Select from the drop down list on the tool bar above the report to switch between the report formatted by MTRS, formatted by serial number, and the banner page.



- Geo Rpt by MTRS - Sorts the report by meridian, township, range and section within a system. (Case Recordation, Mining Claims, Statue).
- Geo Rpt by Serial Number - Sorts the report by serial number within a system.

Links to Serial Register Page (SRP)

The report is displayed in HTML format. Note: The serial number is displayed in blue. If you would like all the details for a specific case, click on the blue link and the serial register page will be automatically generated. This is only accessible in the HTML format. Once the document is converted to .pdf or Excel the link disappears.

Scrolling Reports:

If there is more than on 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 verses 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 All Systems Geographic Report:

Geo Rpt by Ser Num Go

Run Time: 02:47 PM

UNITED STATES DEPARTMENT OF INTERIOR
BUREAU OF LAND MANAGEMENT

Run Date: 12/28/2012

Page 1 of ?

GEOGRAPHIC REPORT
(CASE RECORDATION, MINING CLAIM, STATUS)
BY Serial Number

Sys	Mer	Twn	Rng	Sec	Sur Typ	Sur Nr	Suff	Subdivision	Case Type	Serial Num	Case Disp	Disp Act Cd	Case Acres
CR	08	0010N	0010E	001	ALIQ			SWNW,NWSW,S2SW,SWSE;	287101	IDB 0023693	CLOSED	970	1.515
CR	08	0010N	0010E	001	LOTS			3,4;	287101	IDB 0023693	CLOSED	970	1.515
CR	08	0010N	0010E	002	ALIQ			S2NE,NWSW,SE;	287101	IDB 0023693	CLOSED	970	1.515
CR	08	0010N	0010E	003	ALIQ			SWNE;	287101	IDB 0023693	CLOSED	970	1.515
CR	08	0010N	0010E	003	LOTS			1,2;	287101	IDB 0023693	CLOSED	970	1.515
CR	08	0010N	0010E	001	ALIQ		01	S2SW,SWSE;	287101	IDBL 0041667	CLOSED	970	1.515
CR	08	0010N	0010E	001	ALIQ		02	SWNW,NWSW;	287101	IDBL 0041667	CLOSED	970	1.515
CR	08	0010N	0010E	001	LOTS			3,4;	287101	IDBL 0041667	CLOSED	970	1.515
CR	08	0010N	0010E	002	ALIQ			S2NE,NWSW,SE;	287101	IDBL 0041667	CLOSED	970	1.515
CR	08	0010N	0010E	003	ALIQ			SWNE;	287101	IDBL 0041667	CLOSED	970	1.515
CR	08	0010N	0010E	003	LOTS			1,2;	287101	IDBL 0041667	CLOSED	970	1.515
CR	08	0010N	0010E	002	ALIQ			S2SW;	284200	IDI 001045	AUTHORIZED	307	2,450.614
CR	08	0010N	0010E	003	ALIQ			SW,S2SE;	284200	IDI 001045	AUTHORIZED	307	2,450.614
CR	08	0010N	0010E	004	ALIQ			S2N2,NESE;	284200	IDI 001045	AUTHORIZED	307	2,450.614
CR	08	0010N	0010E	004	LOTS			3,4;	284200	IDI 001045	AUTHORIZED	307	2,450.614
CR	08	0010N	0010E	005	LOTS			1;	284200	IDI 001045	AUTHORIZED	307	2,450.614
CR	08	0010N	0010E	011	ALIQ		01	N2NE;	284200	IDI 001045	AUTHORIZED	307	2,450.614
CR	08	0010N	0010E	011	ALIQ		02	NENW;	284200	IDI 001045	AUTHORIZED	307	2,450.614
CR	08	0010N	0010E	011	RSDL			NESWSE;	284200	IDI 001045	AUTHORIZED	307	2,450.614
CR	08	0010N	0010E	012	ALIQ			S2NW,NESW,N2SE;	284200	IDI 001045	AUTHORIZED	307	2,450.614
CR	08	0010N	0010E	015	ALIQ			S2SW,SWSE;	285002	IDI 002506	AUTHORIZED	307	4.156
CR	08	0010N	0010E	022	ALIQ			NENE;	285002	IDI 002506	AUTHORIZED	307	4.156
CR	08	0010N	0010E	007	ALIQ			SENW,E2SW,SE;	231145	IDI 003823	AUTHORIZED	705	483,918.670
CR	08	0010N	0010E	007	LOTS			2-4;	231145	IDI 003823	AUTHORIZED	705	483,918.670
CR	08	0010N	0010E	007	RSDL		01	W2E2NWNE,W2E2SWNE;	231145	IDI 003823	AUTHORIZED	705	483,918.670
CR	08	0010N	0010E	007	RSDL		02	W2NWNE,W2SWNE;	231145	IDI 003823	AUTHORIZED	705	483,918.670
CR	08	0010N	0010E	008	ALIQ			NE,S2;	231145	IDI 003823	AUTHORIZED	705	483,918.670