

Introduction to LR2000 Reporting

LR2000 Public Reports consists of nationally-centralized databases accessed through the Internet using a browser. Data in the reports is current as of the previous workday.

Overview

LR2000 consists of 4 systems Case Recordation (CR), Mining Claims (MC), Status (ST), and Legal Land Description (LLD). You must know what system to use before you can run a report.

The screenshot shows the BLM Reporting Application interface. At the top, it says "U.S. DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT Reporting Application (Pub Test)". Below this, it states "THIS SYSTEM IS AVAILABLE FROM 4:00 AM THROUGH 12:00 MIDNIGHT MOUNTAIN TIME DAILY". The main menu is titled "REPORTS MENU FOR LR2000 PUBLIC REPORTS" and lists several categories of reports. Callouts provide detailed instructions for each category:

- PUBLIC ALL SYSTEMS REPORTS**: Use **All Systems** if you want to query more than one system. For example search for all cases in MC and CR for a particular customer than use all systems reports.
- PUBLIC CASE RECORDATION REPORTS**: Use **CASE RECORDATION** for oil, gas, geothermal, coal, and other mineral leasing, rights-of-way, and mineral sales. Also, land and mineral title documents, withdrawals and classifications issued **after** 1984.
- PUBLIC LEGAL LAND DESCRIPTION REPORTS**: Use **Legal Land Description** if you want to determine the acreage, the county, or the BLM District Office for a specific legal description.
- PUBLIC MINING CLAIMS REPORTS**: Use **MINING CLAIM** for all **unpatented** mining claims. Mineral patents are in Status **before** 1984 and in CR if issued **after** 1984.
- PUBLIC STATUS REPORTS**: Use **STATUS** for all historical land and mineral title documents, withdrawals, and land classifications issued **before** 1984.

LR2000 is not simple but it is very powerful. Please read the **Report Summaries** and the **Report User Guide** on LR2000 before you run a report.

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Quick Report Summaries

Use **Serial Register pages** to get all of the information about a mining claim, oil, gas, coal, or any other lease, permit, contract, etc. The serial page will give you the serial number, acres, customer (claimant, lessee, permittee, patentee, grantor, etc), status of the case (pending, authorized, closed) authorized lands, relinquished lands, and all of the actions on the authorizations such as dates (effective, expiration, location date, etc.), assessments paid, rental fees, transfer of interest, and any other actions on the case record. Not all information from the case file is in the automated system. Example: Get the serial register pages for my mining claim WMC 456432 through WMC 456442 or get a serial register page for a coal lease.

Use the **Geographic reports** to get a listing of all or selected authorizations (leases, permits, contract, etc.), mining claims, land and mineral title (conveyance documents), etc. that occur within a specific geographic area. The report may also include serial number, acreage, authorized land, customer info, federal agency, authorization type and disposition (active, closed, pending, etc). Statistical reports for an area can also be run. Example: List all of the active mining claims in Colorado for Township 24 South, Range 15 East or list all of the oil leases in Wyoming in Township 12 North, Range 17 East.

Use **Action reports** to query specific actions in an authorization. Example: List all oil and gas cases that will be expiring in the next 30 days. Find what the recent oil and gas leases were sold for – bid/acre.

Please read the Report Summaries and the Report User Guide on LR2000 before you run a report.

Key Concepts

General

Choose selection criteria very carefully when building reports. Asking for too much information (i.e. all claims in a state, all oil & gas leases for all states) will tie up the LR2000 system, your computer, and the printer for a long time. It is best to limit your queries to no more than two or three states at a time.

Use **UPPERCASE** letters for entry of all alpha data. Using lowercase letters will result in failure of the report.

Serial Numbers

Use Serial Register Page report option "Serial Entry (New Format)". MC does not require spaces or leading zeros.

Legal Description

Land description: MTR is the abbreviation for Meridian, Township, Range. MTRS stands for Meridian, Township, Range, and Section.

Enter MTR land descriptions as Meridian (two numbers) <space> Township (four numbers and one letter) <space> Range (four numbers and one letter). For example, the Principle Meridian, Montana, Township 4 North, Range 12 East is written as 20 0040N 0120E.

Enter MTRS land descriptions as Meridian (two numbers) <space> Township (four numbers and one letter) <space> Range (four numbers and one letter) <space> Section (three numbers). The same legal description, with the addition of Section 8, is written as 20 0040N 0120E 008.

You now have two options for entering legal descriptions on many of the reports.

The screenshot shows a software interface for entering MTRS (Meridian Township Range Section) data. At the top, there's a title bar with a 'Close' button and the text 'MTRS'. Below that, the current 'MTRS Format' is displayed as '06 0010S 0980W 001'. The main form consists of several input fields: 'Meridian:' with a dropdown menu showing '08 - BOISE MER'; 'Township:', 'Range:', and 'Section:' each with a numeric input field (all containing '1') and a dropdown menu for 'Fraction' (all set to 'None') and 'Direction' (Township set to 'North', Range set to 'East'). Below these fields are two buttons: 'Add to MTR List' and 'Clear Above Values'. To the left of a text input field containing '08 0010N 0010E 001' are a red 'X' icon and a green checkmark icon. Below the text input field are two buttons: 'Select All' and 'Remove'.

Option 1 - Manual Entry: If you choose to manually enter the data as described in the above two paragraphs, you will enter the data in the field next to the green check mark. After you have entered the MTR or MTRS, then click on the green check mark and the data will appear in the box below.

Option 2 - Automated Entry: If you want the system to put the data in the proper string, then select your meridian, enter your township number in the township field, select the township direction (North, South), enter the range number in the range field, select your range direction (East, West), enter you section number in the Section Field. (Note that the section does not need to be zero filled). Click on the Add to MTR List button and the MTR or MTRS will appear in the box below. If you need to add other sections, or townships just change the numbers in the appropriate fields and click on the Add to MTR List button again.

Fractional and/or duplicate Townships

The zero before the direction letter (N, S, E, W) is used for fractional townships. A number 1 in this field indicates $\frac{1}{4}$ Township or Range, 2 indicates $\frac{1}{2}$ and 3 indicates $\frac{3}{4}$. See data elements 1695 - Township and 1699 - Range. For example township 1 $\frac{1}{2}$ would be entered as follows: 08 0012N 0010E. If you use the automated method select you fraction by clicking on the down arrow button next to the fraction. Duplicate townships are entered by entering an A or B in the zero before the range direction. For example a duplicate township would be entered as 08 0010N 001AE. If you use the automated method select your duplicate (A,B) by clicking on the down arrow button next to range entry field and select A or B as needed. Note - there are not a lot of duplicate townships for BLM.

Dates

Use two digits each for the month and day, and four digits for the year (MM/DD/YYYY). Include slashes with the date: 08/13/1999.

Customer reports

Options to broaden selection of a customer name:

Use an operator (e.g., Begins With, Contains, etc.) and type in part of the name (using "Begins With" and typing SM would result in a report containing any names starting with SM such as Smith, Smithe or Smythe).

The Reporting Menu

REPORTS MENU FOR LR2000 PUBLIC REPORTS	
Please Choose a Report	
<i>PUBLIC ALL SYSTEMS REPORTS</i>	
Pub All Systems Customer Info	
Pub All Systems Geo Report	
Pub All Systems Geo Supp Report	
<i>PUBLIC CASE RECORDATION REPORTS</i>	
Pub CR Case Action Info	
Pub CR Case Info	
Pub CR Case Info Cust Land	
Pub CR Duration Of Plans	
Pub CR Geo Report W/Customer	
Pub CR Geo Report w/Land	
Pub CR Serial Register Page	
<i>PUBLIC LEGAL LAND DESCRIPTION REPORTS</i>	
Pub LLD Acreage Report	
Pub LLD Summary Report	
<i>PUBLIC MINING CLAIMS REPORTS</i>	
Pub MC Action Code	
Pub MC Claim Name/Number Index	
Pub MC Customer Info Rpt	
Pub MC Geo Index	
Pub MC Geo Report	
Pub MC Mass Action Code	
Pub MC Serial Number Index	
Pub MC Serial Register Page	
<i>PUBLIC STATUS REPORTS</i>	
Pub ST Serial Register Page	

Figure 1: LR2000 Public Reports Menu

The Menu lists the available reports. Select a report by clicking on a report name.

Report names begin with PUB then the initials that represent the system against which a report is run.

CR - Case Recordation (oil, gas, geothermal, coal and other mineral leasing, land title (issued after 1984), rights-of-ways, mineral material permits, land classifications (issued after 1984), land withdrawals (issued after 1984), etc.)

LLD - Legal Land Description – land descriptions and geopolitical information

MC - Mining Claims -Unpatented Mining Claims

ST – Status - historical land and mineral title documents, land classification, land withdrawals issued before 1984

Use the scroll bar on the right side of the menu to view additional menu options.

The "**Zoom**" option allows for changing the size of the report on the screen. Some reports default to 150%.

Note: Zooming to a smaller size could result some of data being suppressed on the screen.

Important Note: Click means click on left mouse button. If the right mouse is needed it will be indicated.

To Run a Report

Step 1 - Choose the criteria you want and click “Select Criteria.”

Step 2 - Set the limiting criteria required for the report.

Note: It is not necessary to set limiting criteria for every button on the screen, except for mandatory items.

Step 3 - Select the report format to view. This step appears if there is an option to view the report in multiple formats. For some reports the formats appear on a separate screen.

Step 4 - Run Report

Note: Reports having a single format will appear on the screen when the processing has completed. Either the report or the banner page will appear, and then the other can be selected for view.

Identifying the Report Limiting Criteria

Each report uses different criteria to generate the report. All reports have mandatory criteria that must be set to create a report. Additional criteria may be set to further limit the information provided on the report.

Selecting the Criteria

Selecting a report from the Reports Menu displays the criteria selection window. The window contains navigation buttons to choose another report, the title of the report and the criteria that is available for the report.

Please Choose Which Criteria You Would Like to Filter On

MANDATORY CRITERIA

System ID *

Admin State *

MUST CHOOSE ONE AND ONLY ONE OF THE FOLLOWING CRITERIA

Mer Twp Rng *

-----OR-----

MTRS *

CHOOSE ANY OF THE FOLLOWING CRITERIA

Geo State

Casetype

Case Disposition

Select Criteria

Figure 2: Criteria Selection for a Report

- The mandatory criteria are automatically selected.
- Some reports provide the user options as to which mandatory criteria to use for the report. These criteria are provided under the “MUST CHOOSE ONE AND ONLY ONE OF THE FOLLOWING CRITERIA.” The criteria are separated by the red ----OR--- line. When a grouping contains more than one criterion, such as the Meridian/Township/Range group that is shown in the above graphic, selecting any one of the criteria selects them all.
- Optional criteria are provided to further delimit the information returned in the report.

After clicking in the checkbox to select the report criteria, click the Select Criteria button to enable the identification of the criteria values.

Please Choose Which Criteria You Would Like to Filter On

MANDATORY CRITERIA

System ID *

Admin State *

MUST CHOOSE ONE AND ONLY ONE OF THE FOLLOWING CRITERIA

Mer Twp Rng *

-----OR-----

MTRS *

CHOOSE ANY OF THE FOLLOWING CRITERIA

Geo State

Casetype

Case Disposition

Select Criteria

Figure 3: Criteria Entry window

To access the limiting criteria information:

Click the **Set** button beside the name of the criterion. The window refreshes to display the value selection information.

Click the **Set** button for another criterion or click the **Close** button for the current criterion to save the criteria values. Clicking another Set button closes the current criterion and opens the corresponding criterion.

Criteria That Uses Text Entry Fields

Values that are to be used to generate the report are inserted into the values list box.

The entry must be the exact value in the database.

Clicking the Enter Value is required to place the combination of entries into the values box.

The screenshot shows a form titled "NEW FORMAT SERIAL ENTRY" with a light green header. It contains several text entry fields: "GEO STATE" (a dropdown menu showing "AL ALABAMA"), "LAND OFFICE" (a dropdown menu), "PREFIX" (a text box), "Serial Number" (a text box), "SUFFIX" (a text box), and "CASE PART" (a text box). To the right of these fields is a large empty rectangular box representing the values list. At the bottom of the form are two buttons: "Enter Value" and "Clear". A "Clear All" button is located to the right of the "GEO STATE" dropdown. Arrows from the text on the left point to the "Enter Value" button and the values list box.

Figure 4: Individual Text Fields & Values List Box

The entry must be the exact value in the database.

Clicking the green checkmark is required to place the entry into the values box.

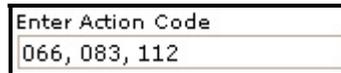
Click the Select All button to select all values for use in the search.

The screenshot shows a window titled "Edit Field and Values List Box". At the top left is a checkbox labeled "Not". To its right is a dropdown menu showing "Contains". Below this is a text entry field labeled "Enter Customer Name" containing the text "Jack". To the left of the text entry field are two icons: a red "X" and a green checkmark. Below the text entry field is a list box containing the text "TREND MINING", which is highlighted in blue. At the bottom of the window are two buttons: "Select All" and "Remove".

Figure 5: Edit Field and Values List Box

Entering Multiple Selections

Type selections in the edit field by separating each value with a comma but no spaces.

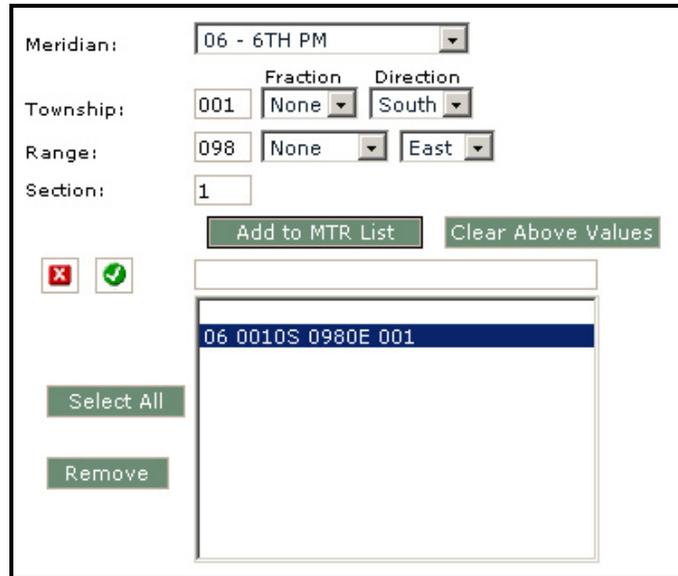


Enter Action Code
066, 083, 112

Figure 6: Multiple Entries

OR

1. Fill out the appropriate fields and click Add to MTR List to place it in list.
2. Double click the entry in the box to place it back in the edit field.
3. Click in the empty space above the 1st entry in the selection box to deselect the item.
4. Modify the edit field and add the new entry to the value field.
5. Repeat for additional entries.
6. Click Select All to use all values as report criteria.



Meridian: 06 - 6TH PM
Township: 001 Fraction: None Direction: South
Range: 098 Fraction: None Direction: East
Section: 1
Add to MTR List Clear Above Values
Select All Remove
06 0010S 0980E 001

Figure 7: Using Existing Value to Create New One

Note: To enter multiple sections for the same township/range, first type a legal description into the Edit field and click green check mark to place the data in the Values field. Then double-click on the same line to copy it back into the Edit field. Next, click on a blank area of the Values field to remove the highlight from the original line of data. Change the section number for the legal description in the Edit field and click the green check mark again. Now both legal descriptions are in the Value field. Repeat as often as necessary until all of the desired legal descriptions are in the Values field. This method can be used whenever multiple lines of data are added with minor changes from line to line.

Changing Information in the Values Field

Double click the item you want to change with the left mouse button. This will move it from the values field to the edit field.

Change the item in the edit field and click the green checkmark. This is especially helpful in correcting typographical errors (e.g. serial numbers, legal descriptions).

Criteria Using Simple Entry OR Selection of Values

Some criteria provides the user with the option between text field entry OR a selection box. This type of criteria enables entry of the code in the edit field or selection of the code & description from the selection box.

Sort buttons enable sorting the contents of the selection box.

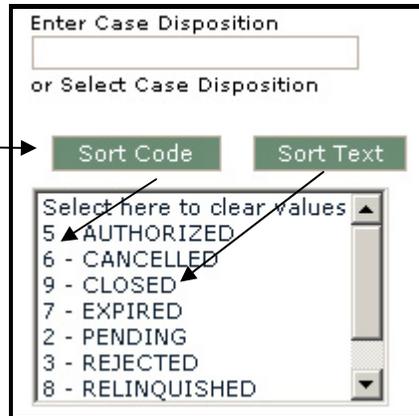


Figure 8: Sort, Enter, Select Options

To change the order of the contents in the selection box: click the Sort Code or Sort Text button. The list will be sorted in ascending order and the button changes to Sort Code – Up or Sort Text – Up. To reverse the order in the box, click the button again.

Entry into the text disables selection of a value in the box. You must first delete the text to enable selecting a value in the selection box.

Likewise, selection of a value disables entry into the text field. You must first click the text “Select here to clear values” that appears at the beginning of the selection list in the box.

Single Selection Limiting Criteria

Type the limiting value into the edit field

OR

Click on the desired value in the list box.

The selection will be highlighted in the values field.



Figure 9: Simple Entry or Selection

Multiple Selection Limiting Criteria

Contiguous selections

Click on the first selection, hold the <Shift> key down, and click on the last selection in the group. Selections will be highlighted.

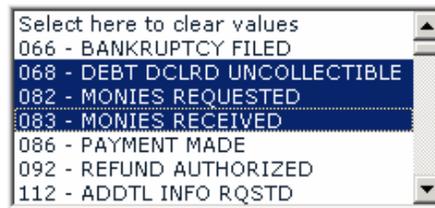


Figure 10: Contiguous Selection

Non-Contiguous selections

Click on the first non-contiguous selection; hold the <Ctrl> key and click on all additional selections. Selections will be highlighted.



Figure 11: Non-Contiguous Selection

Criteria That Uses Operators

Some criteria use the following type of value specification. This sets or limits the criteria for that item. This type of criteria selection uses an operator and a text field to enter the value.

Operator Field Details:

Operators help refine the limiting criteria and are selected from the pick list.

Below are a few examples of how the operators can be used:

Operator	Example	Result
=Equal	311211	all values equal case type 311211.
<>Not Equal	MT	all states except MT.
<Less Than	03/12/1999	dates before 03/12/1999.
<=Less or Equal	03/12/1999	dates before and including 03/12/1999.
>Greater Than	03/12/1999	dates after 03/12/1999.
>=Greater or Equal	03/12/1999	dates after and including 03/12/1999.
Begins With	CA	all values beginning with the character set CA.
Contains	AZ	all values with the character set AZ appearing in any position.
Ends With	NM	all values ending with the character set NM.
Between	10/01/2003 9/30/2004	all dates between 10/01/2003 and 09/30/2004 (requires two selections). All occurrences of dates between the date ranges are retrieved, including the beginning and ending dates selected. This would select dates for FY04.

Note: Check the “Not” box to have the reverse effect of an operator, i.e. clicking the “Not” with the “Begins With” is the same as “Does Not Begin With.” (Example - A report is requested for all case types that do not begin with “3”).

Criteria Using Entries that are Moved into a Values List Box

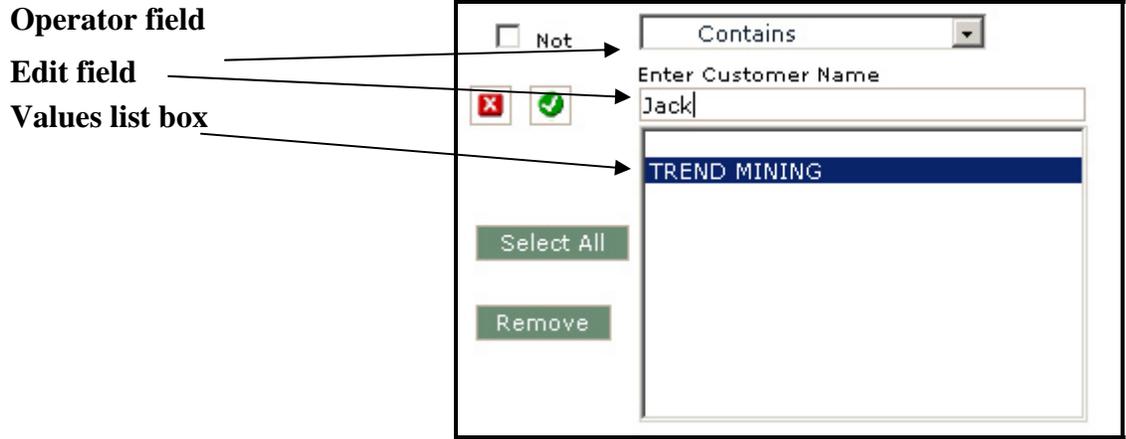


Figure 12: Operator + Entry

This will typically include:

- Operator field** - Specifies the type of comparison to make for the values requested.
See Operator Field Details for a description of the most common operators and how they are used.
- Not box** - Reverses the effect of an operator, i.e. clicking the “Not” box with an operator of “Equal” is the same as “Does Not Equal.”
- Edit field** - Use this field to enter values or edit selected values.
- Green Checkmark** - Moves the entries from the edit field to the values field and highlights them. Items, which had been highlighted in the values field, will no longer be highlighted.
- Red X** - Removes all data from the edit field.
- Values List Box** - Contains items or values, which have been or can be selected. Selected items will be highlighted.
- Select All** - Select all items in the value field.

To identify values:

1. Select an operator, such as Begins With.
2. Enter all or part of the value in the text field (using UPPER CASE). Select multiple by placing a comma between the entries.
3. Click in the optional ‘Not’ checkbox to state that the code does not “begin with” the entry.
4. Click the green checkmark to place the value(s) in the values list box.
5. Click Select All if all entries are not already selected.

Criteria Using Operators with Entry or Selection Values

Operator field →

Edit field →

Selection list box →

Not

Operator for the Action Code ▾

Enter Action Code

--- OR ---

Enter Action Code Text

--- OR ---

or Select Action Code

Sort Code Sort Text

Select here to clear values

- 002 - EA INITIATED
- 003 - EIS INITIATED
- 004 - NEPA ANALYSIS INITIATED
- 005 - NEPA ANALYSIS APPROVED
- 006 - CX INITIATED
- 007 - CX DETERMINED
- 008 - EA APPROVED

Figure 13: Operator + Entry or Selection

This type of criterion enables the use of the operator with either the entered or selected values. Using the edit field to identify the value(s) requires the selection of the operator. Selection from the list box enables just the selection of the values that you want to use for the report or the additional use of an operator and/or the Not checkbox.

To enter values:

1. Select an operator, such as Begins With.
2. Enter all or part of the value in the code or text field (using UPPER CASE for the text). Select multiple by placing a comma between the entries (such as 000,010,013).
3. Click in the optional 'Not' checkbox to state that the code does not “Begin With” the entry.

To select values:

1. Select one or more values within the selection list box.
2. Select an operator that applies to the selected values. For example, select two values in the list box and use the operator “Between” to return report information on the codes between the two selected code values.
3. Click in the optional 'Not' checkbox to use all values that are not selected as report criteria or use the Not in conjunction with the operator to reverse instruction. Using the example in step two and using the 'Not' would return report information on all codes except for those between the two selected code values.

Reviewing the Limiting Criteria

After criteria are set, they appear beside the criteria names.

To edit/correct the criteria, click **Set** to re-display the selection criteria.

- Double-click on a value in values box and it will appear in the data entry field. Edit the entry in the data entry field, and click the green checkmark.
- Re-select items in a list box or select and type over the values in text fields.

Removing Information from the Selection Area

Click **Select All** to all items in the value field for a single criterion. Click **Remove** to clear the information. If there is a **Remove All** button, it will clear the list box.

Click “**Reset**” to remove selection from all criteria.

Processing the Report

After setting the criteria limits, click **Run Report**. The system verifies that all mandatory criteria have been assigned values. A prompt then appears either stating the required criteria that must have values or confirming the criteria values for the reports. After confirming the criteria values, the cursor changes to an hourglass while the report is processing. Using the “Run Report” button returns the report in Brio insight.

Canceling a Report

Press and hold the <Alt> and <End> keys for up to two minutes. The Brio Insight Processing Error dialog box appears with the "Query Canceled" message. It may take several minutes before the dialog box appears.

The Report Results

When processing has completed, the report will appear in another window.

The report window also contains the following components:

Scroll Bars

Use the scroll bars to view the report when the report is wider or longer than the report frame.

Report Formats

The options in this area vary according to the report that is processed. Click on Report Format title from pull-down menu and click “GO” to view banner page and/or different report formats.

Banner Page

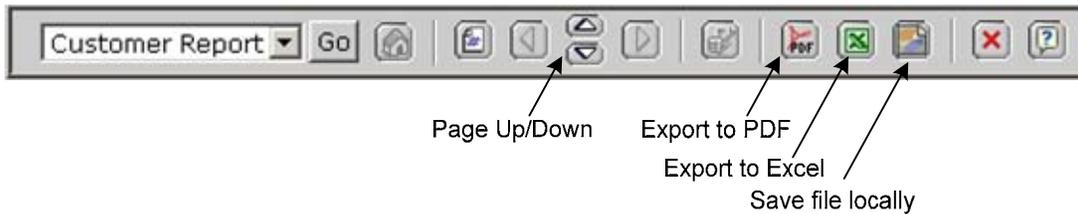
Each report has a banner page containing important information related to the report to be run, and includes a *disclaimer*. All automated records printed, displayed or distributed by BLM must be affixed with the proper disclaimer statement (BLM Manual 1278).

The banner page lists the number of rows returned. This is particularly helpful to validate that no items were returned for a selection.

To display the Banner page, select the Banner Page from the pull-down menu and click “GO”.

Menu Options

The toolbar above the report provides instruction for the display of the report.



Note: The Save File Locally button enables saving the file in PDF format only.

Printing a Banner Page and Report

Click on the PDF icon. This will open Adobe Acrobat Reader in a new window with the report. To print, click on Printer icon. The Print window will appear. Verify printer selection, the print range and the number of copies. If these settings are correct, click "OK" and print the report.

Run the Same Report Again (with new or corrected limiting criteria)

Close the PDF window, if applicable, and close the report window. Set your new criteria and run the report again. If you need different selections in your criteria click on the "**Return to Criteria Selection**" link at the top of the window to change criteria selection. Follow the steps required to run the report.

Run a Different Report

Click on "**Return to Report Menu**" link at the top of the criteria selection window to select a new report. Select the desired report from the Report Menu. Then follow the steps required to run the report.

Exit Reporting Database

To exit the Reporting Database, select "Close" or "Exit" from the File menu, or click on the "X" at top right of the screen.

The "Exit" command closes **every** open window. The "Close" or "X" command closes the **active window** only.