

Case Recordation Serial Register Page Report

Menu Option: Pub CR Case Serial Register Page

Purpose: The six criteria groupings for the Serial Register Page (SRP) Report offer the capability to request Serial Register Pages with a variety of selection options.

Notes: This report differs from the CR Serial Register Page (Live Data) Report in that the data is current only to the date of the last incremental update. The data in the Report Database is updated nightly.

Printing a 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.

Selection Criteria: The criteria input for the report is found in the Public Case Recordation Reports menu grouping from the Reporting Application.

The report criteria are set up under six groupings:

Individual Serial Number(s)	requires the user to manually format the number, which means counting out the spaces between the prefix and the number
New Format Serial Entry	provides fields for the Geo State, Land Office, Prefix, Serial Number, and suffix
Serial Number Range	enables producing SRPs by entering a range of serial numbers
Serial Number(s) from File	uses a previously created file with a list of Serial Numbers to produce Serial Register Pages (The file must have been previously created)
Daily Serial Register	produces Serial Register Pages (SRPs) for cases entered or updated for a specific location within a specific date range. Selection criteria include: a combination of required and optional criteria Required criteria include Admin State, Daily Date Range, Casetype and either Meridian/Township/Range or Meridian/Township/Range/Section or County.
Other Query Parameters	provides a variety of selection options including Admin State, Geo State, Admin Agency, Case Type, Case Disposition, District and/or Resource Area, County, Meridian, Township and Range, Mer/Twp/Rng Multiple Sections, Disposition Date, Action Date 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 2 characters	Land Office 4 characters	Number Prefix 1 number	Number 6 numbers	Suffix 2 characters/numbers
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Use zero (0) in Number field only; elsewhere use Spaces.

Procedure:

Select Criteria Grouping:

1. Select **Pub CR Serial Register Page** from the reporting menu.

PUB CR SERIAL REGISTER PAGE (LR2000 PUBLIC REPORTS)

Please Choose Which Criteria You Would Like to Filter On

- Individual Serial Number(s)
- New Format Serial Entry
- Serial Number Range
- Serial Number(s) from File
- Daily serial register
- 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 numbers.
3. Click **Select Criteria** to specify search criteria values.

PUB CR SERIAL REGISTER PAGE (LR2000 PUBLIC REPORTS)

Please Set the Limits You Would Like to Filter On

INDIVIDUAL SERIAL NUMBER(S)

Set Serial Number(s)

Reset Run Report

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.)

Process Report:

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.

EXAMPLE:

Query: *Display the SRP for UTU 65055.*

Set Individual Serial Number Serial Number(s)

Type “**UTU<space><space><space><space>065055**” into the edit field and click the green ✓.

Note: See Appendix B for guide on entering Serial Numbers. Once the serial numbers are entered, each one has to be highlighted before running the report. Select the serial numbers by left mouse clicking the first serial number, then <Ctrl> right mouse click the remaining serial numbers or <Shift> right mouse click the last serial number of a contiguous list of serial numbers.

Hint: It may be easier to remove any existing serial numbers before entering more serial numbers, and then click “**Select All.**”

Click **Run Report**.

When the processing has completed, the report will appear in the report frame.

DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
CASE RECORDATION
(MASS) Serial Register Page

RunDate/Time: 03/31/05 10:21 AM

Page 1 of 1

01 02-25-1920;041STAT0437;30USC185 SEC. Total Acres
Case Type 288100: ROW-O&G PIPELINES 10.910 Serial Number
Commodity 969: OIL & GAS FACILITIES UTU--- - 065055
Case Disposition: PENDING

Serial Number: UTU--- - 065055

Name & Address	Int	Rel	% Interest
NW PIPELINE CORP 2 FORESIGHT CIRCLE GRAND JUNCTION CO 81501	HOLDER		100.00000000

Serial Number: UTU--- - 065055

Mer	Twp	Rng	Sec	STyp	SHr	Suff	Subdivision	District/Resource Area	County	Mgmt Agency
26	0300S	0240E	019	ALIQ			SENE,NWSE;	MOAB FIELD OFFICE	SAN JUAN	BUREAU OF LAND MGMT
26	0300S	0240E	020	ALIQ			S2NW,NESW,N2SE;	MONTICELLO FIELD OFFICE	SAN JUAN	BUREAU OF LAND MGMT
26	0300S	0240E	021	ALIQ			N2S2;	MONTICELLO FIELD OFFICE	SAN JUAN	BUREAU OF LAND MGMT
26	0300S	0240E	022	ALIQ			NW3SW;	MONTICELLO FIELD OFFICE	SAN JUAN	BUREAU OF LAND MGMT

Serial Number: UTU--- - 065055

Act Date	Code	Action	Action Remark	Pending Office
09/05/1989	124	APLN RECD		
01/24/1990	065	COST RECOV (MON) RECD	\$75;	
01/24/1990	971	COST RECOV (PROC) RECD	\$300;	
06/04/1990	111	RENTAL RECEIVED	\$289;	
06/21/1990	307	ROW GRANTED-ISSUED		
06/21/1990	503	LENGTH IN MILES	3;	
06/21/1990	504	WIDTH IN FEET (TOTAL)	30;	
06/21/1990	505	DIAMETER OF PIPE	10;	

Use the scroll bars to view the rest of the SRP.

To view the Banner Page, select it from the drop-down button above the report.

New Format Serial Entry

2. Click the New Format Serial Number radio button to identify the serial numbers by entering the code for each unit within the number.
3. Click **Select Criteria** to specify search criteria values.

Selection of this radio button enables the following criteria identification.

PUB CR SERIAL REGISTER PAGE (LR2000 PUBLIC REPORTS)
Please Set the Limits You Would Like to Filter On

NEW FORMAT SERIAL ENTRY

GEO STATE: CA CALIFORNIA [v] [Clear All]

LAND OFFICE: CA [v]

PREFIX: []

Serial Number: 12345

SUFFIX: []

[Enter Value] [Clear]

[Run Report] [Reset]

Identify Report Criteria:

Enter the serial number in the appropriate spaces.

4. Select the two-character **Geo State** in the first field.
5. Select the **Land Office** in the second field.
6. Enter a zero Prefix, if applicable.
7. Enter the **Serial Number**. (Preceding zeros will automatically be filled when enter value is selected).
8. Enter the alpha numeric code for the **Suffix**, if applicable.
9. Click **Enter Value** to validate the entry of the serial number.
If an error was made on entry, click OK and fix the field that is identified in the error box.
If the entries are valid, click OK 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.

Serial Number Range

2. Click the Serial Number Range radio button to enter the code for each unit within the serial numbers that comprise the outer range of numbers to include in the report.
3. Click **Select Criteria** to specify search criteria values.

Selection of this radio button enables the following criteria identification to run SRPs by entering a range of numbers.

The screenshot shows a web interface for the 'PUB CR SERIAL REGISTER PAGE (LR2000 PUBLIC REPORTS)'. The main heading is 'Please Set the Limits You Would Like to Filter On'. Below this is a section titled 'SERIAL NUMBER RANGE'. The form contains the following fields and controls:

- GEO STATE:** A dropdown menu set to 'CA CALIFORNIA' with a 'Clear All' button to its right.
- LAND OFFICE:** A dropdown menu set to 'CA'.
- PREFIX:** An empty text input field.
- Serial Number:** A text input field containing '12345'.
- Through:** A text input field containing '12350'.
- SUFFIX:** An empty text input field.
- Buttons: 'Enter Value' and 'Clear' are located below the input fields. A 'Run Report' button and a 'Reset' button are located at the bottom of the form.

Identify Report Criteria:

Enter the range of serial number in the appropriate spaces.

4. Select the two-character **Geo State** in the first field.
5. Select the **Land Office** in the second field.
6. Enter the zero for **Prefix**, if applicable.
7. Enter the beginning serial number of the range in the **Serial Number** field. (Preceding zeros will automatically fill when enter value is selected).
8. Enter the ending serial number of the range in the **Through** field. (Preceding zeros will automatically fill when enter value is selected).
9. Enter the alpha numeric code for the **Suffix**.
10. Click **Enter Value** to validate the entry of the serial number.
 - If an error was made on entry, click OK and fix the field that is identified in the error box.
 - If the entries are valid, click OK to add the number to the list box.
11. Click **Run Report**.
12. 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.

Serial Number(s) from File

2. Click the Serial Number(s) from File radio button to use a file with a list of Serial Numbers to produce the report.

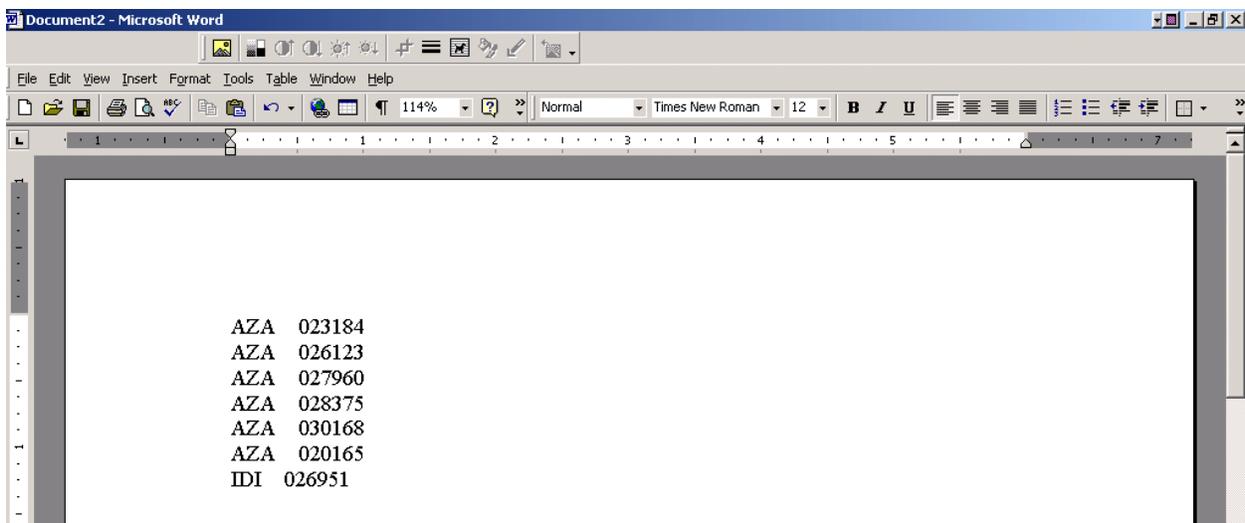
Prerequisite – Create a file with Serial Numbers

Create a document in Word, or any word processing program, that contains the serial numbers for Serial Register Pages (SRPs) to be displayed. The serial numbers **must** be entered in the proper format and include no more than 60 serial numbers in each file. If any of the serial numbers are entered in an incorrect format, the report will not produce a SRP for that serial number.

There are no error messages to identify serial numbers entered incorrectly. The software has no way of knowing if the serial number is valid; it searches the database for the serial number entered and if it is not found, it does not display a SRP.

NOTE: See “LR2000 Serial Number Format for Reports” in the Appendix B of this guide for guidance on serial number format.

The serial numbers should be entered vertically as shown below.



Save the file.

Enter the file name. For this example this file is being saved as “AZS03.txt”

Select “down arrow” next to file type. Highlight “Text Only (*.txt)”



IMPORTANT NOTE: The file **MUST** be saved in “Text Only (*.txt)” format, no other format will work for this report.

Close file and exit Word.

IMPORTANT: It is important to remember the name and location of the file. File must be closed for the report to process. If it is open, an error message will be received when the report is processed.

Identify Report Criteria:

3. Click **Select Criteria** to specify search criteria values.

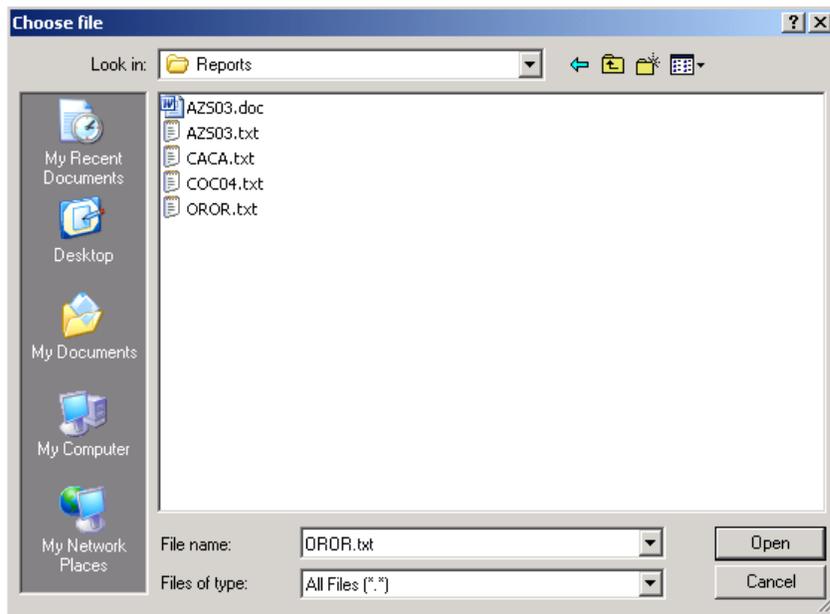
Selection of the Serial Number(s) from file radio button enables the following criteria identification.



4. Enter the path and file name of the text files containing serial numbers

OR

Click Browse to locate and select the file.



5. Select the file where the serial numbers are located (i.e. U:\Reports\AZS03.txt).

6. Click **Open**.

7. Click **Run Report**.

8. 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 has completed, the report will appear in the report frame.

Daily Serial Register

2. Click the Daily Serial Register radio button to produce the report based on cases entered or updated for a specific location within a specific date range.
3. Click **Select Criteria** to specify search criteria values.

Selection of this radio button enables the following criteria identification to run SRPs by identifying a specific location, case type, and a specific date range.

PUB CR SERIAL REGISTER PAGE (LR2000 PUBLIC REPORTS)

Please Choose Which Criteria You Would Like to Filter On

MANDATORY CRITERIA

Admin State *¹

Daily Date Range *²

Casetype *³

MUST CHOOSE ONE AND ONLY ONE OF THE FOLLOWING CRITERIA

Mer Twp Rng *⁴

-----OR-----

MTRS *⁴

-----OR-----

County *⁴

CHOOSE ANY OF THE FOLLOWING CRITERIA

Geo State

Case Disposition

Admin Agency

Disposition Date

Dist/RA Codes

District

Resource Area

Action Date

Action Code

Select Criteria

4. Click to select one of the required criteria groups that are separated by the --OR-- lines.
5. Click to place a checkmark by the optional criteria you want to include in the search.
6. Click **Select Criteria** to specify search criteria values.

PUB CR SERIAL REGISTER PAGE (LR2000 PUBLIC REPORTS)

Please Set the Limits You Would Like to Filter On

DAILY SERIAL REGISTER

<input type="button" value="Set"/>	Admin State
<input type="button" value="Set"/>	Geo State
<input type="button" value="Set"/>	Casetype
<input type="button" value="Set"/>	Case Disposition
<input type="button" value="Set"/>	MTRS
<input type="button" value="Set"/>	Admin Agency
<input type="button" value="Set"/>	Disposition Date
<input type="button" value="Set"/>	Dist/RA Codes
<input type="button" value="Set"/>	District
<input type="button" value="Set"/>	Resource Area
<input type="button" value="Set"/>	Action Date
<input type="button" value="Set"/>	Action Code
<input type="button" value="Set"/>	Daily Date Range
<input type="button" value="Reset"/>	<input type="button" value="Run Report"/>

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.

7. 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.
8. Click **Set** for **Daily Date Range** of when serialized cases were entered or updated.

Close Daily Date Range

Example:
03/22/1999,04/21/1999
**(Do NOT use dates prior to
March 22, 1999)**

Select All

Remove

- a. Enter the beginning date 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 the ending date and click ✓ to place it in the criteria list box.
 - d. Click **Select All** to use all entries as criteria. (Click Remove to remove an entry from the list box).
9. 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)
000445 - CONTEST-PRIVATE
000900 - PWRKS PERMIT-LEASE-ESMT
007500 - MISC NON-COUNT
007502 - ACQUIRED EASEMENT
009999 - TO BE DEFINED
161000 - RESOURCE MGT PLANNING

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 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.

10. Click **Set** for **Mer Twp Rng** or **MTRS**.

The screenshot shows the MTRS software interface. At the top, there is a 'Close' button and the text 'MTRS'. Below this, the 'MTRS Format' is displayed as '06 0010S 0980W 001'. The interface includes several input fields: 'Meridian' with a dropdown menu set to '06 - 6TH PM', 'Township' with a text box containing '1' and a dropdown for 'Fraction' set to 'Any', 'Range' with a text box containing '1' and a dropdown for 'Direction' set to 'North', and 'Section' with a text box containing '1'. There are two buttons: 'Add to MTR List' and 'Clear Above Values'. Below these is a list box containing '08 0010N 0010E 001 (Option 2)'. A mouse cursor is pointing at the list box. Below the list box are buttons for 'Select All' and 'Remove'. At the bottom of the interface are buttons for 'Run Report' and 'Reset'.

- e. Setting **Mer Twp Rng** or **MTRS**. There are two options for entering the legal land description. Option 1 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.

f. Setting **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:

11. Click **Set** for **Geo State** to specify the geographic state.

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.

12. Click **Set** for **Case Disposition**.

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.

13. Click **Set** for **Admin Agency**.

Selection for these criteria works the same way as the Resource Area criteria.

14. Click **Set** for **Disposition Date** to identify the date range for the disposition.

Selection for these criteria works the same way as the Daily Date Range criteria.

15. 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.

16. Click **Set** for **Resource Area**.

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

17. 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.

18. 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.

Process Report:

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.

When the processing has completed, the report will appear in the report frame. Pull the scroll bar down to see all of the SRPs.

DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
CASE RECORDATION
(MASS) Serial Register Page

RunDate/Time: 05/11/05 10:29 AM Page 1 of 7

Case Type	Total Acres	Serial Number
01 10-21-1976;090STAT2776;43USC1761	1.320	IDI--- - 020137
Case Type 285003: ROW-POWER TRAN-FLPMA		
Commodity 970: OTHER ENERGY FACILITIES		
Case Disposition: AUTHORIZED		

Name & Address	Serial Number: IDI---	Int Rel	% Interest
PACIFICORP PROPERTY MANA 825 NE MULTNOMAH #1000 PORTLAND OR 97232	IDI--- - 020137		100.000000000

Mer Twp Rng Sec Styp Sldr Suff Subdivision	District/Resource Area	County	Mgmt Agency
08 0070N 0400E 001 LOTS 19,20;	IDF UPPER SNAKE FIELD OFF	FREMONT	BUREAU OF LAND MGMT

Act Date Code Action	Action Remark	Pending Office
02/24/1983 124 APLN RECD		
05/02/1983 307 ROW GRANTED-ISSUED		
05/02/1983 502 LENGTH IN FEET	1918;	JF
05/02/1983 504 WIDTH IN FEET (TOTAL)	30;	JF
05/02/1983 506 POWERLINE VOLTAGE	69;	JF
07/13/1984 950 COMPLIANCE APPROVED		
05/02/1983 444 DENIAL RECEIVED		

Other Query Parameters

2. Click the Other Query Parameters radio button to create the report based on information associated with the serial numbers.
3. Click **Select Criteria** to specify search criteria values.

Selection of this radio button enables the following criteria identification to run SRPs.

PUB CR SERIAL REGISTER PAGE (LR2000 PUBLIC REPORTS)

Please Choose Which Criteria You Would Like to Filter On

MANDATORY CRITERIA

Admin State *1

Casetype *2

MUST CHOOSE ONE AND ONLY ONE OF THE FOLLOWING CRITERIA

County *3

-----OR-----

Mer Twp Rng *3

-----OR-----

MTRS *3

CHOOSE ANY OF THE FOLLOWING CRITERIA

Geo State

County

Admin Agency

Case Disposition

Disposition Date

District

Resource Area

Action Date

Action Code

Select Criteria

The only difference between this criteria grouping and the Daily Serial Register is that Daily Date Range is not required criteria.

4. Click to select one of the required criteria groups that are separated by the --OR-- lines.
5. Click to place a checkmark by the optional criteria you want to include in the search.
6. Click **Select Criteria** to specify search criteria values.

PUB CR 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"/>	Mer Twp Rng
<input type="button" value="Set"/>	Geo State
<input type="button" value="Set"/>	County
<input type="button" value="Set"/>	Admin Agency
<input type="button" value="Set"/>	Case Disposition
<input type="button" value="Set"/>	Disposition Date
<input type="button" value="Set"/>	District
<input type="button" value="Set"/>	Resource Area
<input type="button" value="Set"/>	Action Date
<input type="button" value="Set"/>	Action Code
<input type="button" value="Reset"/>	<input type="button" value="Run Report"/>

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.

7. 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.

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)

000445 - CONTEST-PRIVATE

000900 - PWRKS PERMIT-LEASE-ESMT

007500 - MISC NON-COUNT

007502 - ACQUIRED EASEMENT

009999 - TO BE DEFINED

161000 - RESOURCE MGT PLANNING

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 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.

9. Click **Set** for **Mer Twp Rng** or **MTRS**

The screenshot shows the MTRS software interface. At the top left, there is a 'Close' button and the text 'MTRS'. Below this, the 'MTRS Format' is displayed as '06 0010S 0980W 001'. The main input area includes:

- Meridian:** A dropdown menu set to '06 - 6TH PM'.
- Township:** A text input field containing '1', followed by a 'Fraction' dropdown set to 'Any' and a 'Direction' dropdown set to 'North'.
- Range:** A text input field containing '1', followed by a 'Fraction' dropdown set to 'Any' and a 'Direction' dropdown set to 'East'.
- Section:** A text input field containing '1'.

 Below the input fields are two buttons: 'Add to MTR List' and 'Clear Above Values'. To the left of these buttons are two small icons: a red 'X' and a green checkmark. Below the icons are two buttons: 'Select All' and 'Remove'. A large text area contains the text '08 0010N 0010E 001 (Option 2)' and '06 0010N 0010E 001'. At the bottom of the interface are two buttons: 'Run Report' and 'Reset'.

- a. Setting **Mer Twp Rng or MTRS**. There are two options for entering the legal description. Option 1 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:

10. Click **Set** for **Geo State** to specify the geographic state.

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.

11. Click **Set** for **County**.

If County is used as required criteria, this option is not available. Selection for these criteria works as described above in step 11.

12. Click **Set** for **Admin Agency**.

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

13. Click **Set** for **Case Disposition**.

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.

14. Click **Set** for **Disposition Date** to identify the date range for the disposition.

Selection for these criteria works the same way as the Daily Date Range criteria.

15. 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.

16. Click **Set** for **Resource Area**.

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

17. 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.

18. 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.

Process Report:

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.

When the processing has completed, the report will appear in the report frame. Pull the scroll bar down to see all of the SRPs.

EXAMPLE:

Query: *Serial register pages for authorized oil and gas cases in T 30 S R 24 E Salt Lake Meridian, Utah*

Set Admin State.

Type “**UT**” into the edit field and click the green ✓ or, select ‘**UT-UTAH**’ from the selection box.

Set Case Type

Select “**Begins with**” from the operator field.

Type “**31**” into the edit field and click the green ✓.

Set Meridian Township Range.

Type “**26 0300S 0240E**” into the edit field and click the green ✓.

Set Case Disposition.

Select ‘**AUTHORIZED**’ in the pull-down values field.

Click **Run Report**.

When the process has completed the report will appear in the report frame.

DEPARTMENT OF THE INTERIOR
 BUREAU OF LAND MANAGEMENT
 CASE RECORDATION
 (MASS) Serial Register Page

RunDate/Time: 05/11/05 10:36 AM

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01 02-25-1920;041STAT0437;30USC226

Total Acres
 920.000

Serial Number
 UTSL-- 0 070008A

Case Type 311111: O&G LSE NONCOMP PUB LAND

Commodity 459: OIL & GAS L

Case Disposition: AUTHORIZED

Name & Address		Serial Number: UTSL-- 0 070008A		
		Int Rel	%	Interest
ENCANA OIL & GAS (USA) INC	370 17TH ST # 1700	DENVER CO 80202	LESSEE	100.000000000

Serial Number: UTSL-- 0 070008A									
Mer Twp	Rng	Sec	S Typ	Sflr	Suff	Subdivision	District/Resource Area	County	Mgmt Agency
26	0300S	0240E	011		ALIQ	W2NE;SENE,W2,SE;	MONTICELLO FIELD OFFICE	SAN JUAN	BUREAU OF LAND MGMT
26	0300S	0240E	011		ALIQ	W2NE;SENE,W2,SE;	MOAB FIELD OFFICE	SAN JUAN	BUREAU OF LAND MGMT
26	0300S	0240E	014		ALIQ	N2;	MONTICELLO FIELD OFFICE	SAN JUAN	BUREAU OF LAND MGMT

Relinquished/Withdrawn Lands							Serial Number: UTSL-- 0 070008A		
Mer Twp	Rng	Sec	S Typ	Sflr	Suff	Subdivision	District/Resource Area	County	Mgmt Agency
26	0300S	0240E	7		ALIQ	NENE;	MONTICELLO FIELD OFFICE	SAN JUAN	BUREAU OF LAND M
26	0300S	0240E	7		ALIQ	NENE;	MOAB FIELD OFFICE	SAN JUAN	BUREAU OF LAND M
26	0300S	0240E	7		ALIQ	N2S2,SWSW,S2SE;	MONTICELLO FIELD OFFICE	SAN JUAN	BUREAU OF LAND M

Act Date Code Action							Serial Number: UTSL-- 0 070008A		
Act Date	Code	Action					Action Remark	Pending Office	
07/21/05	051	007	CASE ESTABLISHED						