

# Mining Claims Customer Information Report

**Menu Option:** Pub MC Customer Info Rpt.

**Purpose:** This report is used to find claims related to a specific customer. This report lists all claims that are associated with a claimant's name within an administrative state, county, district and/or resource area. The report lists claimants alphabetically with address, city, state, and zip, customer ID and all serial numbers.

**Selection Criteria:** The criteria input for the report is found in the Public Mining Claims Reports menu grouping from the Reporting Application. This report allows you to search by a combination of required and optional criteria.

The required criteria include administrative state, customer name, and case disposition.

Additional criteria that can be used include geographic state, county, district, resource area, and administrative agency.

Note: Data stored in our database is in **CAPITAL LETTERS**. You must use **CAPITAL LETTERS** in the Selection Criteria or you will not receive any data on your report.

If you want a listing by customer name for claims in a particular County or district/resource area, click the appropriate button and enter the county or district/resource area codes from the Data Element Dictionary.

## Procedure:

1. Select **Pub MC Customer Info Rpt** from the reporting menu.

The screenshot shows a web form for selecting search criteria. It is divided into two main sections: 'MANDATORY CRITERIA' and 'CHOOSE ANY OF THE FOLLOWING CRITERIA'. The 'MANDATORY CRITERIA' section has three rows, each with a checked checkbox and a label: 'Admin State \*', 'Customer Name \*', and 'Case Disposition \*'. The 'CHOOSE ANY OF THE FOLLOWING CRITERIA' section has eight rows, each with an unchecked checkbox and a label: 'Meridian Township Range', 'Meridian Township Range Section', 'Geo State', 'County', 'District', 'Field Office', 'Admin Agency', and 'Casetype'. At the bottom of the form is a green button labeled 'Select Criteria'.

2. Click to place a checkmark by the optional criteria you want to include in the search.

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

### MANDATORY CRITERIA

**Set** Admin State

**Set** Customer Name

**Set** Case Disposition

### OPTIONAL CRITERIA

**Set** Meridian Township Range

**Set** Meridian Township Range Section

**Set** Geo State

**Set** County

**Set** District

**Set** Field Office

**Set** Admin Agency

**Set** Casetype

**Run Report**

**Reset**

**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:***

4. Click **Set** for **Admin State** to specify the state.

Type the two-letter state code in ALL CAPS in the text field or select it from the list.

Click Sort Code or Sort Desc to sort or reverse the sort order based on the code or description of the items in the list box.

**Close** Admin State

Enter Admin State

or Select Admin State

**Sort Code** **Sort Text**

Select here to clear values

- AZ - ARIZONA
- CA - CALIFORNIA
- CO - COLORADO
- ES - EASTERN STATES
- ID - IDAHO
- MT - MONTANA
- NM - NEW MEXICO

5. Click **Set** for **Customer Name**.

This type of criteria selection uses an operator (such as “begins with”), an optional not, (to state that the code does not “begin with” the entry) and a text field to enter all or part of the customer’s name.

The screenshot shows a software interface for setting search criteria. At the top left, a green button labeled 'Close' has a mouse cursor over it. Below it is the text 'Customer Name'. To the right is a dropdown menu currently showing 'Begins With'. Below the dropdown is a text input field labeled 'Enter Customer Name' containing the text 'FERGUSON'. To the left of the input field are two small icons: a red 'X' and a green checkmark. Below the input field is a list box containing the name 'DOE'. To the left of the list box are two green buttons: 'Select All' and 'Remove'.

- Select the operator to change it from the “Contains” default.”
- Enter all or part of the Customer Name in **CAPITAL** letters into the edit field.
- Click ✓ to place the name in the criteria list box, or X to remove the entered information from the text field.
- Click **Select All** to use all entries as criteria. (Click Remove to remove an entry from the list box).

**TIP:** The Customer Name operator is defaulted to “Contains”. Type a portion of the customer name(s) using **CAPITAL** letters. You may also type in just a part of the last name or company. For example you are looking for John J Doe the following are the options you can type:

**DOE** to receive all names/companies with DOE in the name  
**DOE JOHN** to receive all names for JOHN DOE  
**DOE JOHN J** to receive all names for JOHN J DOE

If you are looking for a company, type the company’s name in **CAPITAL** letters. For example:

**HOPE MINING CO**

6. 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.

To search for current claims, select “Active.”

**Identify the Optional Information:**

- 7. Click **Set** for **Geo State** to limit the report to a smaller area within the admin state.

If an Admin State has been selected, only the 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.

- 8. Click **Set** for **County** and narrow down the state search to one or more specific counties.

The counties that display in the list box are those associated with the selected admin state and geographic state (if identified).

This type of criteria selection provides the option between using an operator (such as “begins with”), an optional not, (to state that the code does not “begin with” the entry) and two text fields to enter all or part of the county code or county text name. Select multiple by placing a comma between the entries.

OR

Select the county from the list box. Select multiple by holding down the Ctrl key to select non-sequential criteria or holding down the Shift key and selecting sequential criteria.

Close County

Format: State and Three Digits  
ie. CO025

Not

Operator for the County

Enter County code

--- OR ---

Enter County Text

--- OR ---

or Select County

Sort Code Sort Text

Select here to clear values

- AL001 - AUTAUGA
- AL003 - BALDWIN
- AL005 - BARBOUR
- AL007 - BIBB
- AL009 - BLOUNT
- AL011 - BULLOCK
- AL013 - BUTLER

- 9. Click **Set** for **District**.

The values displayed in the selection box are based on the selected administrative state and geographic state codes. Selection for these criteria works the same way as the County criteria.

Use an operator (such as “begins with”), an optional not, (to state that the code does not “begin with” the entry) and two text fields to enter all or part of the code or district text. Select multiple by placing a comma between the entries.

OR

Select the District value from the list box. Select multiple by holding down the Ctrl key to select non-sequential criteria or holding down the Shift key and selecting sequential criteria.

- 10. Click **Set** for **Field Offic**.

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

11. Click **Set** for **Admin Agency**.

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

**Process Report:**

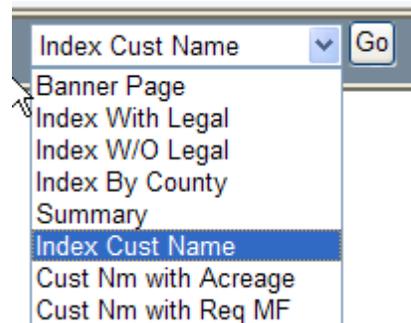
12. After selecting all criteria, click **Run Report**.

13. Click **OK** to confirm the report criteria.

If all required criteria have not been identified, a message specifies the criteria that must be set. Click OK, identify criteria values and run the report again.

When processing has completed, the report displays the Index Customer Name report format.

To switch between the different formats of the report (Index with legal description, Index without legal description, Index by County, Summary, Index by Name with acreage, Index by name with required maintenance fee amount, and the banner page) select from the drop-down list on the tool bar above the report and click on **GO**



**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 this specific case you can click on the blue link. 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 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 reports from .pdf format versus the 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:**

This report example had the following selection criteria: Admin State = **AZ**, Customer Name Contains – **HOPE**.

This is an example of the Index with Legal report format.

DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
MINING CLAIMS  
Customer Information - WITH Legal Description

ACTIVE, CLOSED CLAIMS

Run Date: 03/31/2005 02:22 PM

Page 1 of 1

Admin State: AZ  
Geo State: AZ

HOPE LIMITED  
4527 E HORSESHOE RD  
PHOENIX, AZ 85028

INT-REL: CLAIMANT

CUSTOMER ID: 33923

Serial No	Claim Name/Number	County	D Claim Type	Last A Yr	Mc Loc Dt	Mr Twn Rng Sec	Subdivi
AMC31608	HOPE #1	MARICOPA	C LODE CLAIM	1985	12/18/1978	14 0040N 0070W 031	SE
AMC31609	HOPE #2	MARICOPA	C LODE CLAIM	1985	12/18/1978	14 0040N 0070W 031	NE SE
AMC31610	HOPE #3	MARICOPA	C LODE CLAIM	1985	12/18/1978	14 0040N 0070W 031	NE
AMC31611	HOPE #4	MARICOPA	C LODE CLAIM	1985	12/18/1978	14 0040N 0070W 030	SE
	HOPE #4	MARICOPA	C LODE CLAIM	1985	12/18/1978	14 0040N 0070W 031	NE
AMC31612	HOPE #5	MARICOPA	C LODE CLAIM	1985	12/18/1978	14 0040N 0070W 030	SE
AMC31613	HOPE #6	MARICOPA	C LODE CLAIM	1985	12/18/1978	14 0040N 0070W 030	NE SE
AMC31614	HOPE #7	MARICOPA	C LODE CLAIM	1985	12/18/1978	14 0040N 0070W 030	NE
AMC31615	HOPE #8	MARICOPA	C LODE CLAIM	1985	12/18/1978	14 0040N 0070W 030	NE
AMC31616	HOPE #9	MARICOPA	C LODE CLAIM	1985	12/18/1978	14 0040N 0070W 030	NE SE
AMC31617	HOPE #10	MARICOPA	C LODE CLAIM	1985	12/18/1978	14 0040N 0070W 030	SE
AMC31618	HOPE #11	MARICOPA	C LODE CLAIM	1985	12/18/1978	14 0040N 0070W 030	SE
	HOPE #11	MARICOPA	C LODE CLAIM	1985	12/18/1978	14 0040N 0070W 031	NE
AMC31619	HOPE #12	MARICOPA	C LODE CLAIM	1985	12/18/1978	14 0040N 0070W 031	NE
AMC31620	HOPE #13	MARICOPA	C LODE CLAIM	1985	12/18/1978	14 0040N 0070W 031	NE SE
AMC31621	HOPE #14	MARICOPA	C LODE CLAIM	1985	12/18/1978	14 0040N 0070W 031	SE
AMC31622	HOPE #15	MARICOPA	C LODE CLAIM	1985	12/18/1978	14 0040N 0070W 031	SE

This is an example of the Index without Legal format.

DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
MINING CLAIMS  
Customer Information - WITH OUT Legal Description

ACTIVE, CLOSED CLAIMS

Run Date: 03/31/2005 02:23 PM

Page 1 of 10

Admin State: AZ  
Geo State: AZ

HOPE LIMITED  
4527 E HORSESHOE RD  
PHOENIX, AZ 85028

INT-REL: CLAIMANT

CUSTOMER ID: 33923

<u>Serial No</u>	<u>Claim Name/Number</u>	<u>County</u>	<u>Disposition</u>	<u>Int Rel</u>
AMC31608	HOPE #1	MARICOPA	CLOSED	CLAIMANT
AMC31609	HOPE #2	MARICOPA	CLOSED	CLAIMANT
AMC31610	HOPE #3	MARICOPA	CLOSED	CLAIMANT
AMC31611	HOPE #4	MARICOPA	CLOSED	CLAIMANT
AMC31612	HOPE #5	MARICOPA	CLOSED	CLAIMANT
AMC31613	HOPE #6	MARICOPA	CLOSED	CLAIMANT
AMC31614	HOPE #7	MARICOPA	CLOSED	CLAIMANT
AMC31615	HOPE #8	MARICOPA	CLOSED	CLAIMANT
AMC31616	HOPE #9	MARICOPA	CLOSED	CLAIMANT
AMC31617	HOPE #10	MARICOPA	CLOSED	CLAIMANT
AMC31618	HOPE #11	MARICOPA	CLOSED	CLAIMANT
AMC31619	HOPE #12	MARICOPA	CLOSED	CLAIMANT
AMC31620	HOPE #13	MARICOPA	CLOSED	CLAIMANT
AMC31621	HOPE #14	MARICOPA	CLOSED	CLAIMANT
AMC31622	HOPE #15	MARICOPA	CLOSED	CLAIMANT
AMC31623	HOPE #16	MARICOPA	CLOSED	CLAIMANT
AMC31624	HOPE #17	MARICOPA	CLOSED	CLAIMANT

This is an example of the Index by County.

DEPARTMENT OF THE INTERIOR  
 BUREAU OF LAND MANAGEMENT  
 MINING CLAIMS  
 Customer Information - By County

ACTIVE, CLOSED CLAIMS

Run Date: 03/31/2005 02:24 PM

Page 1

Admin State: AZ  
 Geo State: AZ

County: MARICOPA

<u>Claimant(s)</u>	<u>Address</u>	<u>City/State/Zip</u>	<u>Serial No</u>	<u>Claim Name/Number</u>	<u>MrTvnRngSec</u>	<u>Subdivisio</u>
HOPE LIMITED	4527 E HORSESHOE RD	PHOENIX, AZ 85028	AMC31608	HOPE #1	14 0040N 0070W 031	SE
HOPE LIMITED	4527 E HORSESHOE RD	PHOENIX, AZ 85028	AMC31609	HOPE #2	14 0040N 0070W 031	NE SE
HOPE LIMITED	4527 E HORSESHOE RD	PHOENIX, AZ 85028	AMC31610	HOPE #3	14 0040N 0070W 031	NE
HOPE LIMITED	4527 E HORSESHOE RD	PHOENIX, AZ 85028	AMC31611	HOPE #4	14 0040N 0070W 031	NE
HOPE LIMITED	4527 E HORSESHOE RD	PHOENIX, AZ 85028	AMC31611	HOPE #4	14 0040N 0070W 030	SE
HOPE LIMITED	4527 E HORSESHOE RD	PHOENIX, AZ 85028	AMC31612	HOPE #5	14 0040N 0070W 030	SE
HOPE LIMITED	4527 E HORSESHOE RD	PHOENIX, AZ 85028	AMC31613	HOPE #6	14 0040N 0070W 030	NE SE
HOPE LIMITED	4527 E HORSESHOE RD	PHOENIX, AZ 85028	AMC31614	HOPE #7	14 0040N 0070W 030	NE
HOPE LIMITED	4527 E HORSESHOE RD	PHOENIX, AZ 85028	AMC31615	HOPE #8	14 0040N 0070W 030	NE
HOPE LIMITED	4527 E HORSESHOE RD	PHOENIX, AZ 85028	AMC31616	HOPE #9	14 0040N 0070W 030	NE SE
HOPE LIMITED	4527 E HORSESHOE RD	PHOENIX, AZ 85028	AMC31617	HOPE #10	14 0040N 0070W 030	SE
HOPE LIMITED	4527 E HORSESHOE RD	PHOENIX, AZ 85028	AMC31618	HOPE #11	14 0040N 0070W 031	NE

This is an example of the Summary

DEPARTMENT OF THE INTERIOR  
 BUREAU OF LAND MANAGEMENT  
 MINING CLAIMS  
 Customer Information - SUMMARY of Active Claims ONLY

Run Date: 03/31/2005 02:24 PM

ACTIVE Claims:

<u>Number of Claims Per Claimant</u>	<u>Number of Claimants</u>
001-010	$\frac{2}{2}$

This is an example of the Banner Page.

**BUREAU OF LAND MANAGEMENT  
MINING CLAIMS  
Customer Information**

Run Date 03/31/2005 02:24 PM

Page: 1

**Total Rows Returned: 314**

**Limiting Criteria:**

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**System Id = MC**

**Admin State = AZ**

**Geo State =**

**Case Disp Txt =**

**Geost County Cd =**

**County Txt =**

**Admst Dist Ra Cd =**

**District Txt =**