

HELPFUL HINTS & TRICKS

LR2000 uses pop-ups. You must allow pop-ups from this site (www.blm.gov), temporarily allow pop-ups, or disable your pop-up blocker. Use Internet Explorer, not Netscape.

Selection Criteria

Select all the optional criteria you might need. You won't have to start all over again if you forget to pick one.

When you 'Set' your criteria, you don't have to 'Close' each option. Just click 'Set' on the next selection you want and it will automatically close the one before.

All entry is done with upper case alphabetic characters.

Verify the 'Operator' is what you want (e.g., Equal, Begins With, Between, etc.). 'Begins With' works well with customer names, especially if you don't know how it is exactly entered.

For Casetype - Select "Begins With" from the scroll bar. In the "Enter Casetype Code" field type in one of the following codes. For this example, use 31 for O&G leases and agreements. Other case groups are:

- 28 – Rights-of-Way (communication, roads, etc)
- 29 – Use Leases and Permits – non-mineral (airports, storage, etc)
- 31 – Oil and Gas Leases and Agreements
- 32 – Geothermal Leases and Agreements
- 34 – Coal leases and Agreements
- 35 – Other solid mineral leases (phosphate, sulfur, potassium, gilsonite)
- 36 – Mineral Material (sand & gravel, community pits)
- 38 – Mining Claims

Enter dates as MM/DD/YYYY (2 digits for month, 2 digits for day, 4 digits for year).

Selecting the operator 'Between' 1/1/2000 and 12/31/2000 will select all dates between and including the beginning and ending date (e.g., all dates for year 2000).

To highlight more than one selection on pick list: hold down the **Ctrl** key while you click on selections to highlight multiple non-contiguous selections; to highlight a continuous range, click the first selection then hold down the **Shift** key and click the last selection you want.

To type in multiple selections, separate each entry with a comma. Use the green check mark to enter.

To enter multiple lines of similar information (e.g., multiple sections for the same township and range):

- Type the first entry and click green check mark.
- Now double-click on that line you just entered in the value box to copy it back into the Edit field.
- Next, click on the blank row (the first line) in the value box to remove the highlight from the original line of data (or else it will overwrite that entry).
- Change the entry as needed (e.g., section number) in the Edit field and click the green check mark again. Now both entries are in the value box.
- Repeat as often as necessary until all of the desired lines of data are in the box.
- Click 'Select All' to highlight all of the entries before you run the report.

(This method can be used whenever multiple lines of data are added with minor changes from line to line.)

Reports

The report will appear in a new window. To view the next page of the report, click the down arrow from the menu bar (click up arrow to go back one page). Shift click down arrow will go to last page, shift click up arrow will go to first page.

To easily view your report, select '**Export to PDF**' icon. Then you can scroll through your report and print it

(click the printer icon to print).

You can save the report in PDF format and then email it as an attachment (e.g., to your client.)

If there is more than one report format available (i.e., different outputs or sort orders), you may select a different format from the pull down menu, then click 'GO'.

If the banner page appears (which shows what you selected), you need to select the report from the pull down menu and click 'GO.'

If you get a blank report, select the banner page (and click 'GO') to verify it states 'Total Rows Returned = 0' (or blank). Either no data exists, or there's a problem with your selection criteria (you should always verify it again). If unsuccessful, try widening your criteria (e.g., if you selected a section, change it to the township; if you selected only Authorized, change it to all Case Dispositions).

If you want to document the criteria you selected for the report (e.g., Geographic Report for a particular area), print the Banner Page for future reference. This will also help when you want to run the report again.

If a report is taking a long time and you want to cancel it, hold down both the Alt key and End key at the same time for up to two minutes.

When you are done with the report, close the PDF window and close the window with the original report format before you run another report (or else you will have multiple windows open).

To run the same report again with different criteria, just change the limits on the criteria (click the 'Set' and enter your new selection) and run the report again. If you need different items in your criteria, click on 'Return to Criteria Selection' to select them. Follow the steps required to run the report.

To run a different report, click on 'Return to Report Menu.' Select the desired report from the Report Menu. Then follow the steps required to run the report.

Advanced Topics

You can export the report to Excel spreadsheet format. Then you can copy information you need and incorporate into your documents.

If you generate a report that has a list of Serial Numbers (e.g., CR Case Information Report) and you don't want to retype all the serial numbers to generate Serial Register Pages:

- export the list of Serial Numbers to Excel (click the 'Export to XLS' button),
- copy the column with the serial numbers
- paste it into an ASCII text file (e.g., plain text in Word), and save it
- Return to Report Menu
- select CR Pub Serial Register Page
- select 'Serial Number(s) from File' option
- click 'Select Criteria'
- click 'Browse'
- navigate to your file and select it

click 'Run Report', click 'OK'