

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. Use when copying and pasting already formatted serial numbers.
New Format Serial Entry	Provides fields for the Geo State, Land Office, Prefix, Serial Number, and suffix. Use when typing in a serial number.
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

[Help](#)

<input checked="" type="radio"/> Individual Serial Number(s)
<input type="radio"/> New Format Serial Entry
<input type="radio"/> Serial Number Range
<input type="radio"/> Serial Number(s) from File
<input type="radio"/> Daily serial register
<input type="radio"/> Other Query Parameters

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.

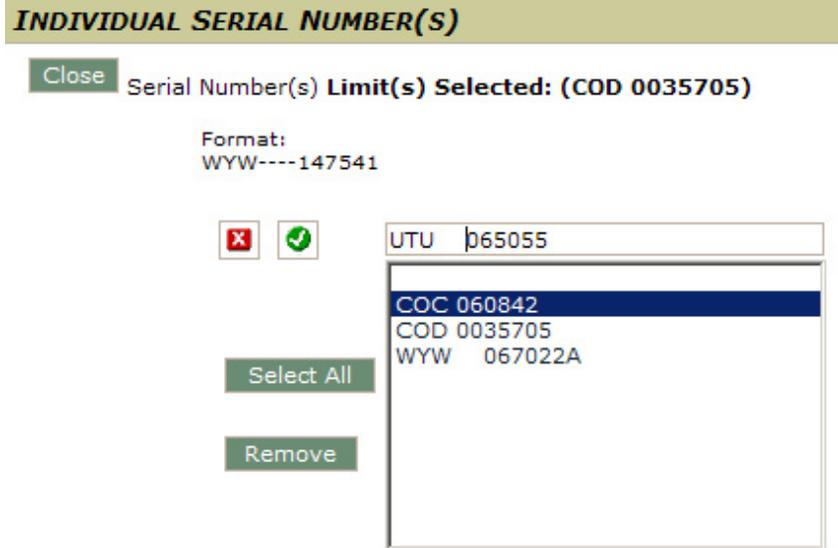
INDIVIDUAL SERIAL NUMBER(S)

Serial Number(s)

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 number, then click “**Select All**”.

Click **Run Report**.

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

Intelligence iServer - Pub_cr_serial_register_page_mass.bqy - Windows Internet Explorer

http://www.blm.gov/Hyperion/ihhtml/OpenDoc?DocInstanceID=9&DocUUID=000001096

File Edit View Favorites Tools Help

Serial Register Page

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

RunDate/Time: 04/01/08 08:46 AM Page 1 of ?

01 12-22-1987;101STAT1330;30USC181 ET SE Total Acres
 Case Type 312021: O&G LSE COMP PD -1987 1,282.700 Serial Number
 Commodity 459: OIL & GAS L COC--- - 060842
 Case Disposition: AUTHORIZED

Name & Address Serial Number: COC--- - 060842
Int Rel % Interest

EXXON MOBIL OIL CORP	296 W GREENS ROAD	HOUSTON TX 77067	LESSEE	100.000000000
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Serial Number: COC--- - 060842

Mer Twp	Rng	Sec	STyp	SNr Suff	Subdivision	District/Resource Area	County	Mgmt Agency
06 0010N	0990W	025	LOTS	1-16;		CRAIG WHITE RIVER	RIO BLANCO	BUREAU OF LAND MGMT
06 0010N	0990W	026	ALIQ	NENW;		CRAIG WHITE RIVER	RIO BLANCO	BUREAU OF LAND MGMT
06 0010N	0990W	026	LOTS	1-15;		CRAIG WHITE RIVER	RIO BLANCO	BUREAU OF LAND MGMT

Serial Number: COC--- - 060842

Act Date	Code	Action	Action Remark	Pending Office
06/30/1997	387	CASE ESTABLISHED	PARCEL 60842;	
08/14/1997	143	BONUS BID PAYMENT RECD	\$2566.00; MIN	
08/14/1997	191	SALE HELD		
08/14/1997	267	BID RECEIVED	\$8981.00; \$7/AC	
08/28/1997	143	BONUS BID PAYMENT RECD	\$6415.00; BAL	
09/16/1997	237	LEASE ISSUED		
09/16/1997	974	AUTOMATED RECORD VERIF		MLM
10/01/1997	496	FUND CODE	05; 145003	
10/01/1997	530	RLTY RATE - 12 1/2%		

Local intranet 100%

Use the down arrows on the top toolbar to view the next page of the report.

To view a summary of the report, select the Banner Page from the drop-down menu 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.

NEW FORMAT SERIAL ENTRY

GEO STATE

LAND OFFICE

PREFIX

Serial Number

SUFFIX

Identify Report Criteria:

Enter the serial number in the appropriate spaces.

4. Enter the first 1-2 letters in the full serial number in the **Geo State** field.
5. Enter 1-4 letters that follow the state into the **Land Office** field,
6. Leave the **Prefix** field blank unless there is more than 6 numbers in the Serial Number.
7. Enter the stream of 1-6 numbers in the **Serial Number** field. The leading zeros must be entered.
8. Leave the **Suffix** field blank unless there are 1-2-letters following the serial number.
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

- 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.
- 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.

SERIAL NUMBER RANGE

GEO STATE	<input type="text" value="CO COLORADO"/>	<input type="button" value="Clear All"/>				
LAND OFFICE	<input type="text" value="C"/>	<table border="1"><tr><td>COC</td><td>060842</td></tr><tr><td>COC</td><td>060852</td></tr></table>	COC	060842	COC	060852
COC	060842					
COC	060852					
PREFIX	<input type="text"/>					
Serial Number	<input type="text" value="060842"/>					
Through	<input type="text" value="060852"/>					
SUFFIX	<input type="text"/>					
<input type="button" value="Enter Value"/> <input type="button" value="Clear"/>						

<input type="button" value="Run Report"/>	<input type="button" value="Reset"/>
---	--------------------------------------

Identify Report Criteria:

Enter the range of serial number in the appropriate spaces.

- Enter the first 1-2 letters in the full serial number in the **Geo State** field.
- Enter 1-4 letters that follow the state into the **Land Office** field,
- Leave the **Prefix** field blank unless there is more than 6 numbers in the Serial Number.
- Enter the stream of 1-6 numbers that begin the range in the **Serial Number** field. The leading zeros must be entered.
- Enter the stream of 1-6 numbers that end the range in the **Serial Number** field. The leading zeros must be entered.
- Leave the **Suffix** field blank unless there are 1-2-letters following the serial number.
- 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.
- Click **Run Report**.
- 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.

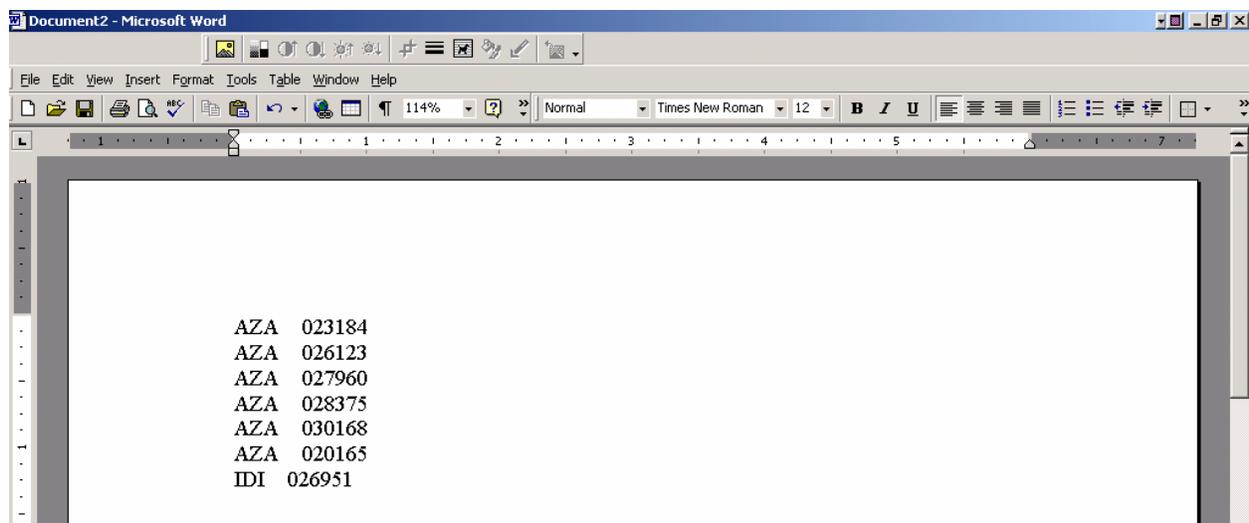
Prerequisite – Create a file with Serial Numbers

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.

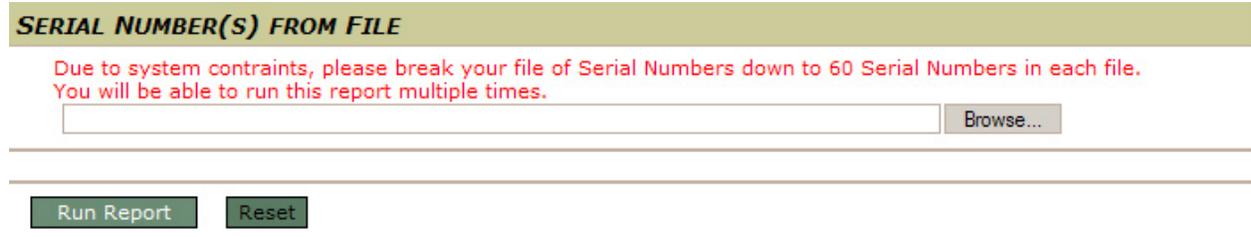
Close file and exit Word.

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.

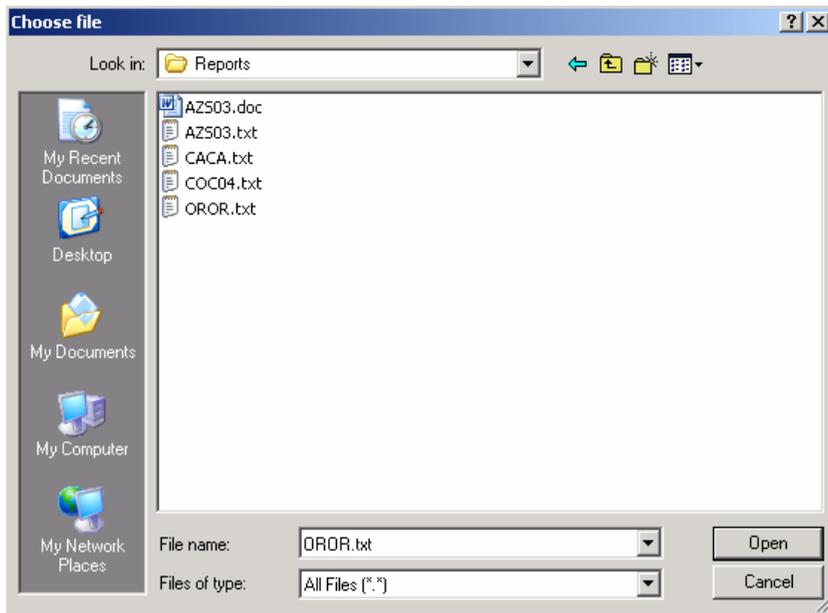
Selection of the Serial Number(s) from file radio button enables the following criteria identification.



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

[Help](#)

MANDATORY CRITERIA
<input checked="" type="checkbox"/> Admin State
<input checked="" type="checkbox"/> Daily Date Range
<input checked="" type="checkbox"/> Casetype
MUST CHOOSE ONE AND ONLY ONE OF THE FOLLOWING CRITERIA
<input type="checkbox"/> County
----- OR -----
<input type="checkbox"/> Mer Twp Rng
----- OR -----
<input type="checkbox"/> MTRS
----- OR -----
<input type="checkbox"/> Admin Agency
CHOOSE ANY OF THE FOLLOWING CRITERIA
<input type="checkbox"/> Geo State
<input type="checkbox"/> County
<input type="checkbox"/> Admin Agency
<input type="checkbox"/> Case Disposition
<input type="checkbox"/> Disposition Date
<input type="checkbox"/> District Text
<input type="checkbox"/> Resource Area
<input type="checkbox"/> Action Date
<input type="checkbox"/> Action Code
<input type="button" value="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.

DAILY SERIAL REGISTER

<input type="button" value="Set"/>	Admin State
<input type="button" value="Set"/>	Casetype
<input type="button" value="Set"/>	Daily Date Range
<input type="button" value="Set"/>	MTRS
<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 Text
<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="Run Report"/> <input type="button" value="Reset"/>	

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:
03/22/2000,04/21/2000
(Do NOT use dates prior to
March 22, 1999)

02/01/2005,02/29/2005

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 Text

Select here to clear values

- 000000 - PUBLIC LAND (NO ACTION)
- 000013 - HAWAII-1898
- 000445 - CONTEST-PRIVATE
- 000900 - PWRKS PERMIT-LEASE-ESMT
- 007500 - MISC NON-COUNT
- 007502 - ACQUIRED EASEMENT
- 007507 - STATE SCHOOL SITE

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** or **County**.

e. Setting **Mer Twp Rng** or **MTRS**

Setting these criteria is basically the same for each except that MTRS also includes the section code.

Enter the exact code for the meridian, township, range, and section (if applicable) and click the green arrow to place it in the selection box.

Enter as many codes as desired. Click Select All to use all codes as criteria.

Close MTRS

MTRS Format:
06 0010S 0980W 001

Meridian: 08 - BOISE MER

Township: 001 Fraction: None Direction: North

Range: 001 Fraction: None Direction: East

Section: 001

Add to MTR List Clear Above Values

Select All Remove

08 0010N 0010E 001

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.

EXAMPLE:

Set Admin State.

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

Set Case Type

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

Type “**28**” into the edit field and click the green ✓.

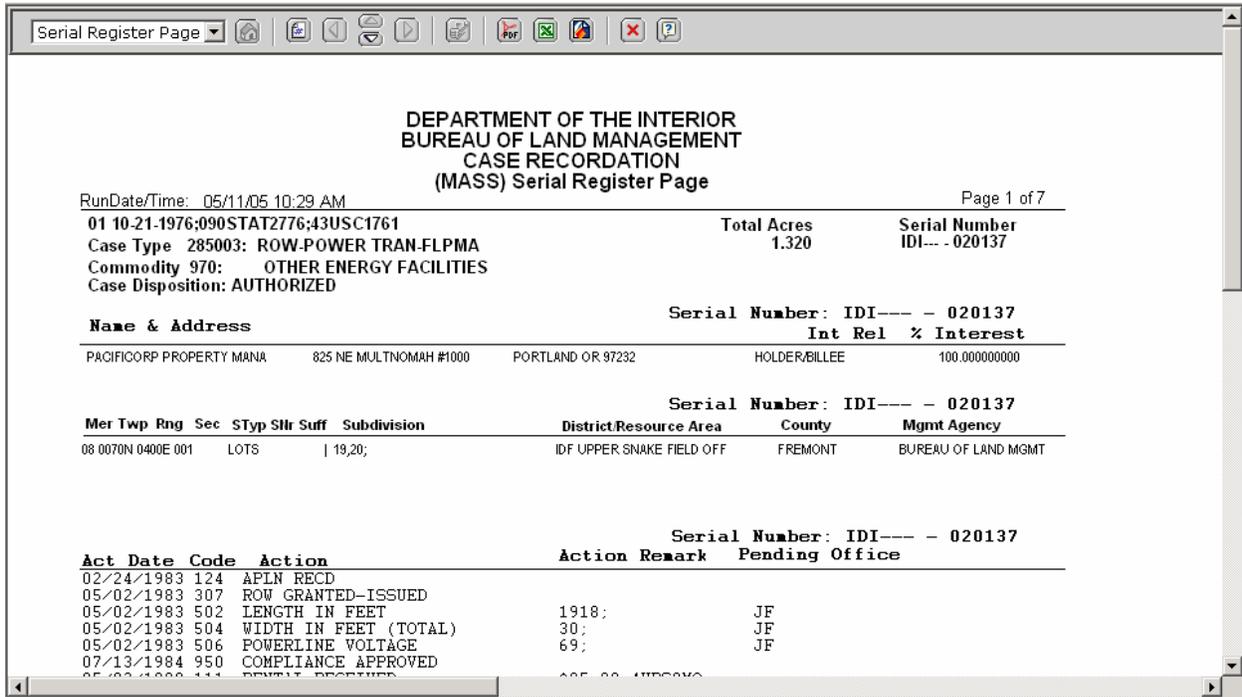
Set Daily Date Range.

Type “**01/01/2003,04/20/2003**” into the edit field and click the green ✓.

Set County.

Select ‘**FRANKLIN** and **FREMONT**’ in the list box.

Click Run Report.



Other Query Parameters

- Click the Other Query Parameters radio button to create the report based on information associated with the serial numbers.
- 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

[Help](#)

MANDATORY CRITERIA	
<input checked="" type="checkbox"/>	Admin State
<input checked="" type="checkbox"/>	Casetype
MUST CHOOSE ONE AND ONLY ONE OF THE FOLLOWING CRITERIA	
<input type="checkbox"/>	County
----- OR -----	
<input type="checkbox"/>	Mer Twp Rng
----- OR -----	
<input type="checkbox"/>	MTRS
----- OR -----	
<input type="checkbox"/>	Admin Agency
CHOOSE ANY OF THE FOLLOWING CRITERIA	
<input type="checkbox"/>	Geo State
<input type="checkbox"/>	County
<input type="checkbox"/>	Admin Agency
<input type="checkbox"/>	Case Disposition
<input type="checkbox"/>	Disposition Date
<input type="checkbox"/>	District
<input type="checkbox"/>	Resource Area
<input type="checkbox"/>	Action Date
<input type="checkbox"/>	Action Code
<input type="checkbox"/>	Customer Name
<input type="checkbox"/>	Commodity Code
<input type="button" value="Select Criteria"/>	

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

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

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="Set"/> Customer Name
<input type="button" value="Set"/> Commodity Code
<input type="button" value="Run Report"/> <input type="button" value="Reset"/>

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 Text

Select here to clear values

- 000000 - PUBLIC LAND (NO ACTION)
- 000013 - HAWAII-1898
- 000445 - CONTEST-PRIVATE
- 000900 - PWRKS PERMIT-LEASE-ESMT
- 007500 - MISC NON-COUNT
- 007502 - ACQUIRED EASEMENT
- 007507 - STATE SCHOOL SITE

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** or **County**.

a. Set Mer Twp Rng or MTRS

Setting these criteria is basically the same for each except that MTRS also includes the section code.

Enter the exact code for the meridian, township, range, and section (if applicable) and click the green arrow to place it in the selection box.

Enter as many codes as desired. Click Select All to use all codes as criteria

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**.

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

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	S Hr	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	S Hr	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,S1WS1W,S2SE;	MONTICELLO FIELD OFFICE	SAN JUAN	BUREAU OF LAND M

Act Date Code Action

02/21/05 001 002 CASE ESTABLISHED

Serial Number: UTSL-- 0 070008A
Action Remark Pending Office