

Case Recordation Reports

Report Name:: **Pub CR Mass Serial Reg Page**

The four Serial Register Page Reports offer the capability to request Serial Register Pages with a variety of selection options.

Note: The data in this report is current only to the date of the last incremental update. The data in the Reporting Database is updated nightly.

NOTE: When entering selection criteria **always use UPPERCASE**, or you will get no data returned for your reports. The data is stored in uppercase.

The reports are:

1) **Individual Serial Number(s)**. Serial Numbers can be requested by two methods:

Selecting the “**Serial Number(s)**” button requires the user to manually format the number, which means counting out the spaces between the prefix and the number as illustrated in Appendix B.

Selecting the **Serial Entry (New Format)** button provides fields for the Geo State, Land Office, Prefix, Serial number, and Suffix.

2) **List of Serial Numbers from a file (File must have been previously created)**. This report uses a **previously created** file with a list of Serial Numbers to produce Serial Register Pages.

3) **Daily Serial Register Page (Do NOT use dates previous to March 22, 1999)**. This report produces Serial Register Pages (SRPs) for cases entered or updated within a specific date range. Selection criteria includes Admin State and date selection.

Note: Report will include cases modified on the beginning date but **WILL NOT** include cases modified on the ending date.

4) **Query Parameters**. 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, Disposition Date, and by Action Date can be used to request Serial Register Pages for this report.

MASS SERIAL REGISTER PAGE USING INDIVIDUAL SERIAL NUMBER(S)

EXAMPLE:

Query: *Display the SRP for UTU 65055.*

Step 1 - Clear All Selection Criteria

Click “**Reset**”

Important Note: **This step must always be performed before running a report. You will not receive any message confirming that the selection criteria has been reset.**

Step 2 - Set Desired Limiting Criteria

Click “**Individual Serial Number Serial Number(s)**”

Type “**UTU<space><space><space><space>065055**” into the edit field and click the green $\sqrt{\quad}$.

Note: See Appendix B for guide on entering Serial Numbers. Once the serial numbers are entered, each one has to be highlighted before clicking “**OK**”. 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, then click “**Select All**”.

Click “**OK**”

Step 3 - Process Report

Click “**Process Report**”

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

When viewed at 150% Zoom or printed, Section Numbers, Action Dates, Percent of Interest, etc. are displayed in their entirety.

MASS SERIAL REGISTER PAGE USING SERIAL ENTRY (NEW FORMAT)

Click “**Reset**”

Important Note: **This step must always be performed before running a report. You will not receive any message confirming that the selection criteria has been reset.**

Click **“Serial Entry (New Format)”**

Enter the serial number in the appropriate spaces.

The first block is for the two character Geo State. When this field is clicked, the words GEO STATE will display under Serial Number

When the next field is selected, the words LAND OFFICE will display under serial number. The words prefix will display in the next field, serial number in the next field, and suffix in the last field.

As with all reports, to enter a serial number, use CAPS LOCK.

Click **“Enter Value As a Limit”** once to view number. If the number is correct, Click **“Enter Value As A Limit”** again to put number in Current Selections window.

If the number is incorrect, Click **“Clear Entered Value”** and enter correct number. Click **“Enter Value As A Limit”** twice to move serial number to Current Selection Window.

Once the number has been entered as a selection, the Return to Main Menu Button changes to Process Query.

Click **“Process Query”** to process report.

Click **“Clear All Serial Number Limits”** to remove numbers from the Current Selections window.

When the processing is complete, the report will appear in the report frame.

Use the scroll bars to see the rest of the SRP. To Print the SRP, Click **“File, Print, OK.”**

In the Sections area:

Click on **“Banner Page”** to View the Banner Page. To print the Banner Page, Click **“File, Print, OK.”**

Click on **“Main Menu”** to return to the main menu.

MASS SERIAL REGISTER PAGE USING QUERY PARAMETERS

EXAMPLE :

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

Step 1 - Clear All Selection Criteria

Click “**Reset**”

Important Note: This step must always be performed before running a report. You will not receive any message confirming that the selection criteria has been reset.

Step 2 - Set Desired Limiting Criteria

Click “**Admin State**” (A limit dialog box will appear).

Type “**UT**” into the edit field and click the green $\sqrt{}$, *or*, select “**UT**” in the pull-down values field.

Click “**OK**”

Click “**Meridian Township Range**” (A limit dialog box will appear).

Type “**26 0300S 0240E**” into the edit field and click the green $\sqrt{}$.

Click “**OK**”.

Click “**Case Type**” (A limit dialog box will appear).

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

Type “**31**” into the edit field and click the green $\sqrt{}$.

Click “**Case Disposition**”.

Select “**AUTHORIZED**” in the pull-down values field.

Click “**OK**”

Step 3 - Process Report

Click “**Process Report**”

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

When viewed at 150% Zoom or printed, Section Numbers, Action Dates, Percent of Interest, etc. are displayed in their entirety. .

MASS SERIAL REGISTER PAGE USING SERIAL NUMBER(S) FROM A FILE

Step 1 - Create file with Serial Numbers

Create a document in WordPerfect, or any word processing program, that contains the serial numbers for Serial Register Pages (SRP's) to be displayed. The serial numbers **must** be entered in the proper format. If any of the serial numbers are entered in a incorrect format, the report will not produce a SRP for that serial number. There are no error messages to identify serial number entered incorrectly. The software has no way of knowing if the serial number is valid, it searches the database for the serial number entered, if it is not found it does not display a SRP.

The serial numbers should be entered vertically.

Step 2 -SAVE FILE

Select **“File”**

Select **“Save As”**

Select **“down arrow”** next to Save In column and select the drive and folder in which to 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 **“ ASCII DOS Text”**

IMPORTANT NOTE: The file **MUST** be saved in **ASCII DOS Text** format, no other format will work for this report.

Click **“Save”**

Close file and exit Word Perfect.

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

Step 3 - Running Report

Log into LR2000 Reports

Select “**CR Mass Serial Reg Page**” from the reports menu.

Step 4 - Clear All Selection Criteria

Click “**Reset**”

Important Note: This step must always be performed before running a report. You will not receive any message confirming that the selection criteria has been reset.

Step 5 - Set Desired Limiting Criteria

Select “**Serial Number(s) from File**”

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

Hint: If there are a lot of files in the directory, limiting it to File of Type “text(.txt)” may limit the selections displayed.

Click “**Open**”.

Step 6 - Process Report

Click “**Process Report**”

When the processing has completed, the report will appear in the report frame. Pull the scroll bar down to see all of the SRP’s. When viewed at 150% Zoom or printed, Section Numbers, Action Dates, Percent of Interest, etc. are displayed in their entirety. .

Step 7 - Printing Report

Click on Reports Window “**File**” button.

Select “**Print**”

Click “**OK**”

Note: May also click on Reports Window “**Printer Icon**”, then Click “**OK**”.

NOTE: At this time the serial register pages do not print in serial number order; they print in case id order.

MASS SERIAL REGISTER PAGE USING DAILY SERIAL REGISTER

EXAMPLE:

QUERY: *Which serialized cases in Idaho were updated on May 10, 2000.*

Step 1 - Clear All Selection Criteria

Click “**Reset Selection Criteria**”

Important Note: This step must always be performed before running a report. You will not receive any message confirming that the selection criteria has been reset.

Step 2 - Set Desired Limiting Criteria

Click “**Daily Serial Register**”
(A limit dialog box will appear).

Type “**ID**” into the edit field and click the green $\sqrt{}$, or, select “**ID**” in the pull-down values field.

Click “**OK**”

Type “**5/10/00,5/11/00**” into the edit field and click the green $\sqrt{}$.

Click “**OK**”.

Step 3 - Process Report

Click “**Process Report**”

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

