Public CR Serial Register Page
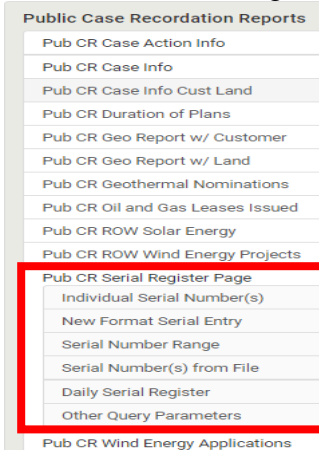
Menu Option: Pub CR Serial Register Page

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. The data is current only to the date of the last incremental update. The data in the Report Database is updated nightly.

Selection Criteria: The criteria input for the report is found in the Lands & Minerals System Report, under the Public Case Recordation Reports section. There are six criteria groups:

Individual Serial Number(s)	Requires the user to manually format the number, which means counting out the spaces between the Land Office, Prefix and the Serial Number.
New Format Serial Entry	Provides fields for the Geo State, Land Office, Prefix, Serial Number and Suffix.
Serial Number Range	Enables producing Serial Register Pages by entering a range of Serial Numbers.
Serial Number(s) from File	Uses a previously created file (the file must be created first) with a list of Serial Numbers to produce Serial Register Pages.
Daily Serial Register	Produces Serial Register Pages for cases entered or updated for a specific location within a specific date range. Selection criteria includes a combination of required and optional criteria.
Other Query Parameters	Provides a variety of selection options including Admin State, Geo State, Admin Agency, Case Type, Case Disposition, District or Field Office(s), County, Meridian, Township, Range, Section, Disposition Date, Action Date and Customer Name.

Procedure:

Select Pub CR Serial Register Page from the reporting menu.

Pub CR Serial Register Page: Individual Serial Number(s)

1. Enter the Serial Number(s) as shown in the "Serial Number Format" below, in the text box.

    - **Serial Number Format**: the format for entering case recordation serial numbers is as follows (ALL CAPS):

Geo State	Land Office	Number Prefix	Number	Suffix
2 characters	4 characters	1 number	6 numbers	2 characters/numbers

    - Use zero (0) in *Number* field *ONLY*; elsewhere use spaces.
      EXAMPLE:
      Display the SRP for COC 12345
      Type COC<space><space><space><space>012345 in the text box.

    - To select multiple values for a criterion, enter each Serial Number separated by a Semicolon in the text box.

2. Click "Apply" to run the Serial Register Page.

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

Pub CR Serial Register Page: New Format Serial Entry

1. Enter the Serial Number in the appropriate spaces:
    - Type the two-letter **Geo State** in ALL CAPS in the text box or select one from the list box.
    - Type the one to four-letter **Land Office** in All Caps in the text box or select one from the list box.
    - Enter a zero **Prefix**, if applicable.
    - Enter the 6-digit **Serial Number**.
    - Enter the 2-character or numeric code **Suffix**, if applicable.

2. Click "Apply" to run the Serial Register Page.

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

Pub CR Serial Register Page: Serial Number Range

Serial Number Between --Select Value-- ▼ - --Select Value-- ▼ Apply Reset ▼

1. Enter a **Serial Number** in each text box that comprise the outer range of numbers to be included in the report.

2. Enter the Serial Number in each text box as shown below or you may choose from the drop down list.

   - **Serial Number Format**: the format for entering case recordation serial numbers is as follows (ALL CAPS):

Geo State	Land Office	Number Prefix	Number	Suffix
2 characters	4 characters	1 number	6 numbers	2 characters/numbers

     Use zero (0) in *Number* field *ONLY*; elsewhere use spaces.
     EXAMPLE:
     Display the SRP for COC 12345
     Type COC<space><space><space><space>012345 in the text box.

3. Click "Apply" to run the Serial Register Pages.

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

Pub CR Serial Register Page: Serial Number(s) from File:

Serial Number(s) --Select Value-- ▼

Apply Reset ▼

1. **Prerequisite**: Create a file with Serial Numbers.
   Create a document in Word, Notepad or any word processing program that contains the Serial Numbers for the Serial Register Pages 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 Serial Register Page 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 Serial Register Page.

   - **Serial Number Format**: the format for entering case recordation serial numbers is as follows (ALL CAPS):
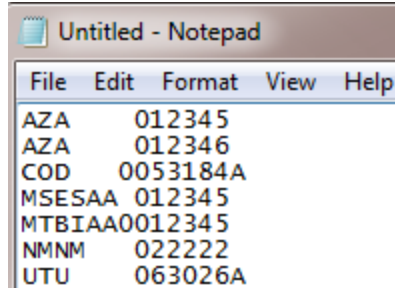
Geo State	Land Office	Number Prefix	Number	Suffix
2 characters	4 characters	1 number	6 numbers	2 characters/numbers

     Use zero (0) in *Number* field *ONLY*; elsewhere use spaces.
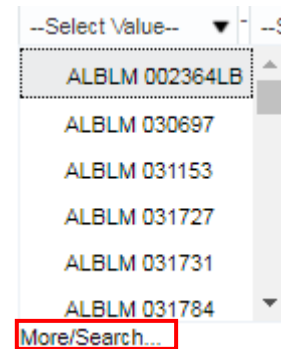   **EXAMPLE**:

Display the SRP for COC 12345
Type COC<space><space><space><space>012345
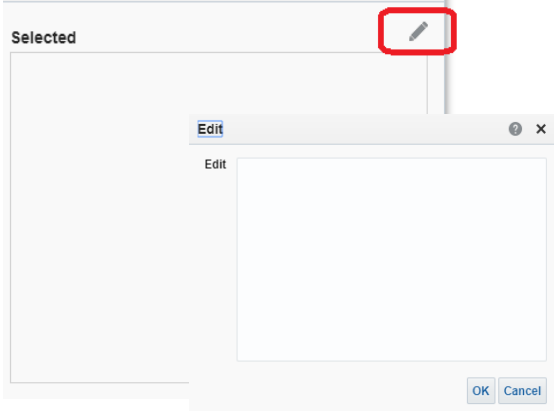
- ▪ The Serial Numbers should be entered vertically, one Serial Number per line and single spaced.   .

2. To import a file, click on the **Serial Number** drop down list and click on "More/Search" to bring up the "***Select Values"*** table.


3. From the "Select Value" table, go to the "Selected" area of this box and click on the Pencil icon in the upper right corner. This will launch a small "Edit" box.

From a Word document or Notepad, copy and paste the list of Serial Numbers. The Serial Numbers MUST be in the proper format.

Use the copy feature to copy the list of Serial Numbers. In your document, highlight the list and press Ctrl-C to copy. Place the cursor inside of the "Edit" box and press Ctrl-V to paste the list into the box. Click "OK" to place the list of Serial Numbers into the "Selected" column.

```
AZA      012345
AZA      012346
COD      0053184A
MSESAA 012345
MTBIAA0012345
NMNM     022222
UTU      063026A
```

```
Edit                                    ⊘  ✕

  Edit   AZA   012345
         AZA   012346
         COD   0053184A
         MSESAA 012345
         MTBIAA0012345
         NMNM  022222
         UTU   063026A




                                    OK   Cancel
```
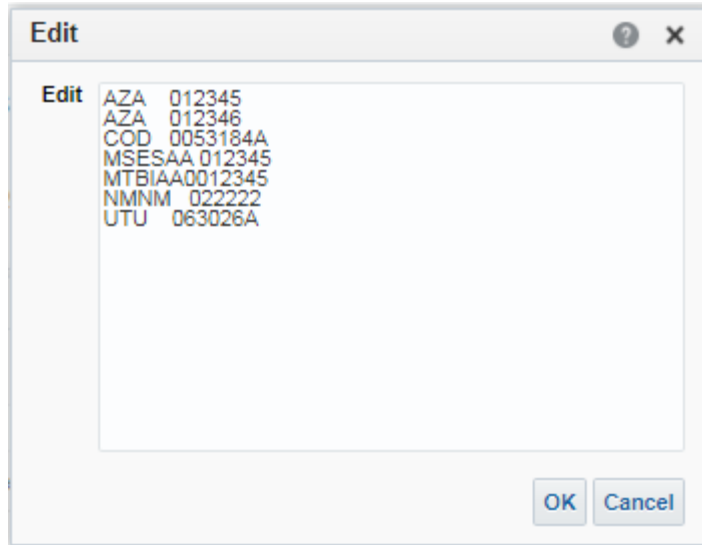
4. Once the list in the "Selected" column click "OK" to process the report.

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

NOTE: to see the Serial Register Pages Remarks; click on the "Remarks by Serial Number" tab at the top of the report.

Pub CR Serial Register Page: Daily Register

Admin State	All ▼
Daily Date From	🗓
Daily Date To	🗓
CR Casetype Lookup	All ▼
CaseType Condition	begins with ▼
Case Type	
To Case Type	

OK Cancel

Mandatory Criteria:

1. ***Admin State:** Select one or more from the drop down list.

2. ***Daily Date Range From and Daily Date To:** Type in the date (MM-DD-YYYY) in each text box or pick from the calendar icon. This is a range field; therefore if you are looking for Serial Register Pages entered or updated on one specific day, use the same date in both text boxes.

3. **Case Type Lookup:** Select one or more from the drop down list

4. **Case Type Condition and Case Type:** You may select Begins with, between or NULL in conjunction with the two (2) Case Type text boxes. In the text box, type in the part or all of the case type number.

5. Click "OK" to run the Serial Register Pages.

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

Pub CR Serial Register Page: Other Query Parameters

Admin State	All ▼
MTR1 08 0010N 0010W	
MTR2	
MTR3	
MTRS1 08 0010N 0010W 001	
MTRS2	
MTRS3	
Office	All ▼
CR Casetype Lookup	All ▼
CaseType Condition	begins with ▼
Case Type	
To Case Type	
Commodity	All ▼
Case Disp	All ▼
Disp Date	🕘
Geo State	All ▼
County	All ▼
Agency	
Action Code	All ▼
Action Date	🕘
Action Date End	🕘
Customer Name	
Case File Jurisdiction Text	All ▼

OK Cancel

Mandatory Criteria:

1. ***Admin State:** Type the two-letter state code in ALL CAPS in the text box or select one or more from the drop down list.

   To select multiple values for a criterion, enter each code separated by a Semicolon in the text box or use the drop down to open the list box and then select multiple items in the list box.

2. ***Meridian-Township-Range (MTR1, MTR2 and MTR3):**

   Type the MTR (ALL CAPS) in the text box. The
   MTR must be entered as 2 digits for Meridian,
   space, 5 digits for Township, space, 5 digits for
   Range; for example to enter to T1N, R1E in Idaho
   you would enter 08 0010N 0010E

   To select multiple values for a criterion, use
   MTR2 and MTR3 text boxes.

3. *** Meridian-Township-Range Section (MTRS1, MTRS2 and MTRS3):**

   Type the MTRS (ALL CAPS) in the text box. The
   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 to T1N, R1E section 1, in Idaho you would
   enter 08 0010N 0010E 001

   To select multiple values for a criterion, use the
   MTRS2 and MTRS3 text boxes.

4. **Office**: Select from the drop down list. When the admin state has been selected, only the offices for the states associated with the administrative state appear in the list.

Optional Criterial:

5. **Case Type Lookup:** Select one or more from the drop down list

6. **Case Type Condition and Case Type:** You may select Begins with, between or NULL in conjunction with the two (2) Case Type text boxes. In the text box, type in the part or all of the case type number.

7. **County:** Select from the drop down list. When the admin state has been selected, only the counties for the states associated with the administrative state appear in the list of counties.

8. **Admin Agency:** Type in the Admin Agency in all CAPITAL letters in the text box.

9. **Geo State:** Select from the drop down list. When the admin state has been selected, only the geographical states associated with the administrative state appear in the list of Geo States.

10. **Case Disposition:** Select one or more from the drop down list box.

    To select multiple values for a criterion, enter each Disposition separated by a Semicolon in the text box or use the drop down to open the list box and then select multiple items in the list box.

11. **Disposition Date:** Type in the Disposition Date (MM-DD-YYYY) in the text box or pick from the calendar icon.

12. **Action Date and Action Date End:** Type in the beginning Action Date (MM-DD-YYYY) in the text box or pick from the calendar icon. Type in the end Action Date (MM-DD-YYYY) in the text box or pic from the calendar icon.

13. **Action Code:** Select from the drop down list.

14. **Customer:** Type in the Customer Name in all CAPITAL letters in the text box.

15. **Commodity Code**: Select from the drop down list.

16. **Case File Jurisdiction Text**:

17. Click "OK" to run the Serial Register Pages.

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

Using the Select Values Table and Entering Data from a File:

1. Generally there are three (3) ways to enter criteria into the report prompts

   1. Type directly into the text box

   2. Select from the drop down list

   3. Use the Select Values table

   To open the "Select Values" table click on More/Search at the bottom of any drop down list.


   Meridian Township Range
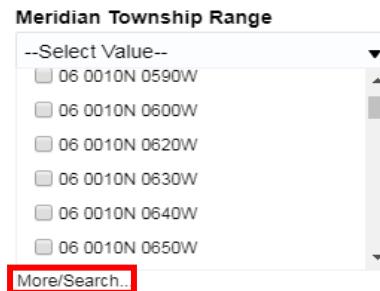
Several choices will be displayed at a time. To view more rows, click on the "More/Search" button to see the next set of choices. Use the scroll bar on the right side of the list to view all of the choices.

2. Click on a selection to highlight it. You can select one or more by holding the Ctrl key and clicking on the row(s) you would like; use the CLT key (for non-sequential items) or Shift key (for sequential items)
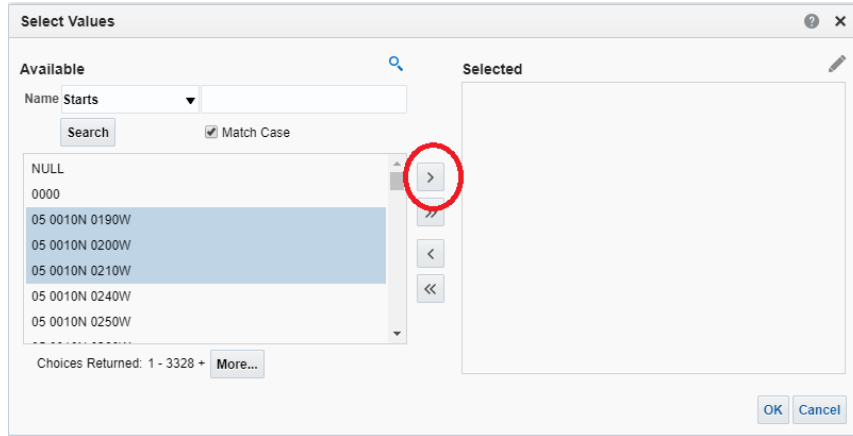
Click on the right arrow (>) to move your selection(s) to the "Selected" column.
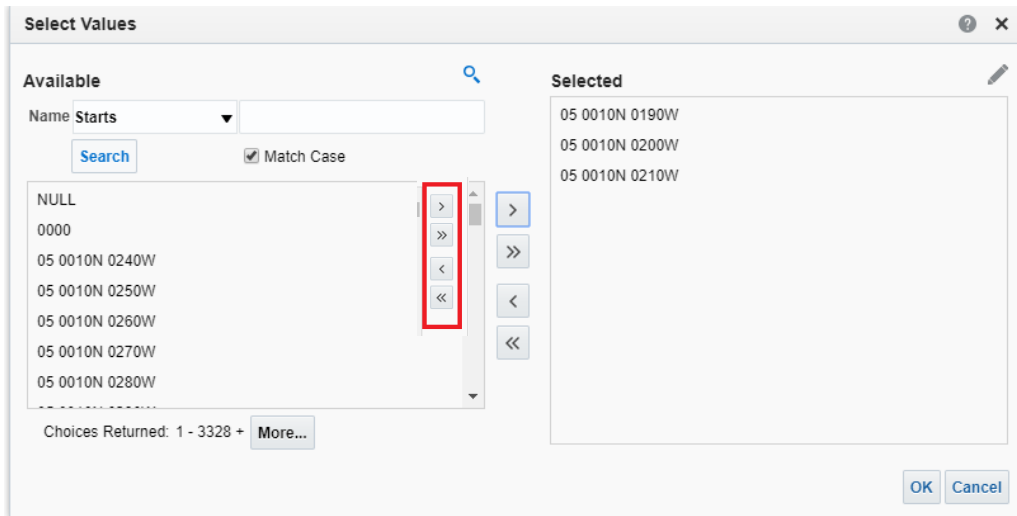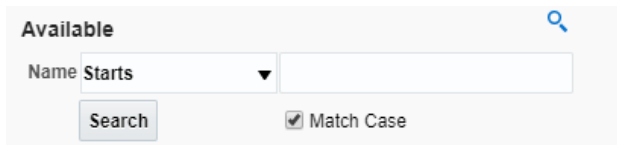

The single right arrow (>) moves the only the selected rows to the right.
The double right arrows (>>) move ALL rows to the "Selected" column on the right.

The single left arrow (<) moves only the selected rows in the "Selected" column back to the left side and they are no longer a part of the search.
The double left arrow (<<) moves ALL rows in the "Selected" column back to the left side.

You may also search for specific values. The default is to search with any values that "Starts" with a particular set of characters. Other options are:
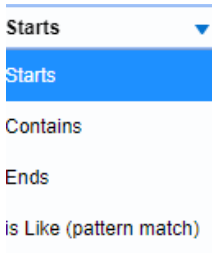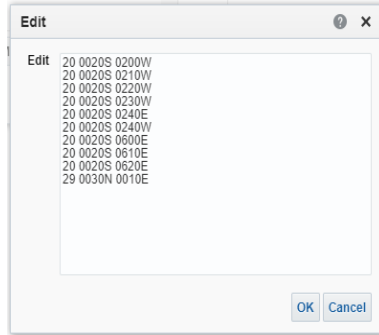
If you have a file, for example with the Meridian, Township, Range, (and Section), you may copy and paste the list into the "Selected" area of this search box. Click on the Pencil icon in the upper right corner.
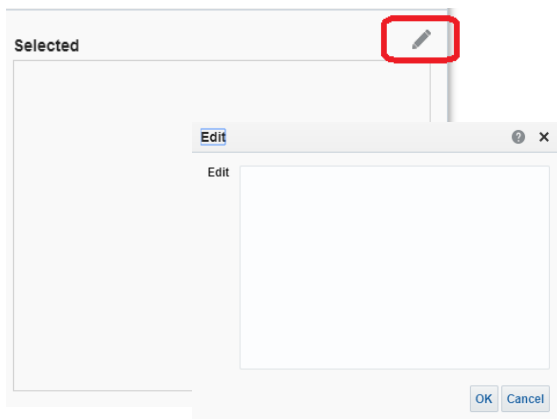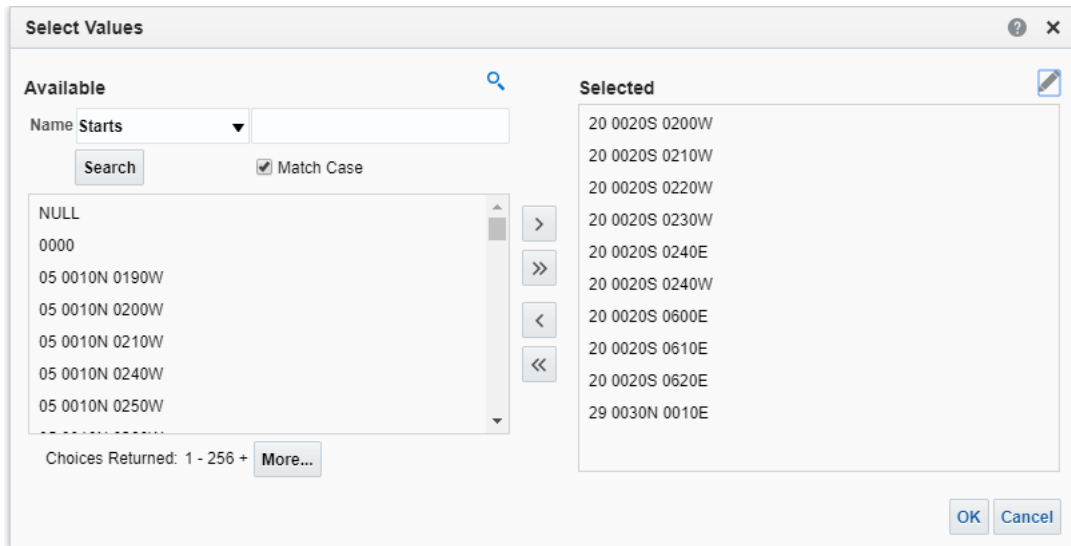
This launches a small "Edit" box. From a Word document or Notepad, copy the list of values. In your document, highlight the list and press Ctrl-C to copy. The values must be in the proper format, one Meridian, Township, Range, (and Section) per line, single spaced.

Then use the copy feature to copy the list of values. Place your cursor inside of the "Edit" box, and press Ctrl – V to paste the list into the box. Click OK.

20 0020S 0200W	**Edit** ⓘ ×
20 0020S 0210W	Edit
20 0020S 0220W	20 0020S 0200W 20 0020S 0210W
20 0020S 0230W	20 0020S 0220W 20 0020S 0230W
20 0020S 0240E	20 0020S 0240E 20 0020S 0240W
20 0020S 0240W	20 0020S 0600E 20 0020S 0610E
20 0020S 0600E	20 0020S 0620E 29 0030N 0010E
20 0020S 0610E	
20 0020S 0620E	
29 0030N 0010E	OK Cancel

This places the list of values into the "Selected" column.

Select Values ⓘ ×

Available 🔍   Selected ✎

Name Starts ▼ [   ]

[Search]   ☑ Match Case

NULL	>	20 0020S 0200W
0000		20 0020S 0210W
05 0010N 0190W	»	20 0020S 0220W
05 0010N 0200W		20 0020S 0230W
05 0010N 0210W	<	20 0020S 0240E
05 0010N 0240W		20 0020S 0240W
05 0010N 0250W	«	20 0020S 0600E
		20 0020S 0610E
		20 0020S 0620E
		29 0030N 0010E

Choices Returned: 1 - 256 + [More...]

OK Cancel

Process Report:

1. After selecting all criterion, click **OK** to process this report. You may also Reset the report and return to the previous screen by clicking "Reset". Select either: Reset to last applied values, Reset to default values or Clear All.

[Apply] [Reset ▼]

Reset to last applied values

Reset to default values

Clear All
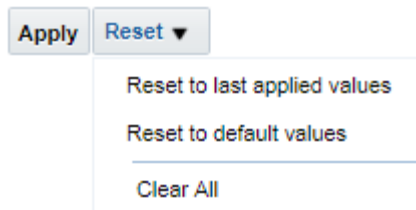
2. When processing has completed, the Serial Register Page will be displayed as shown below.
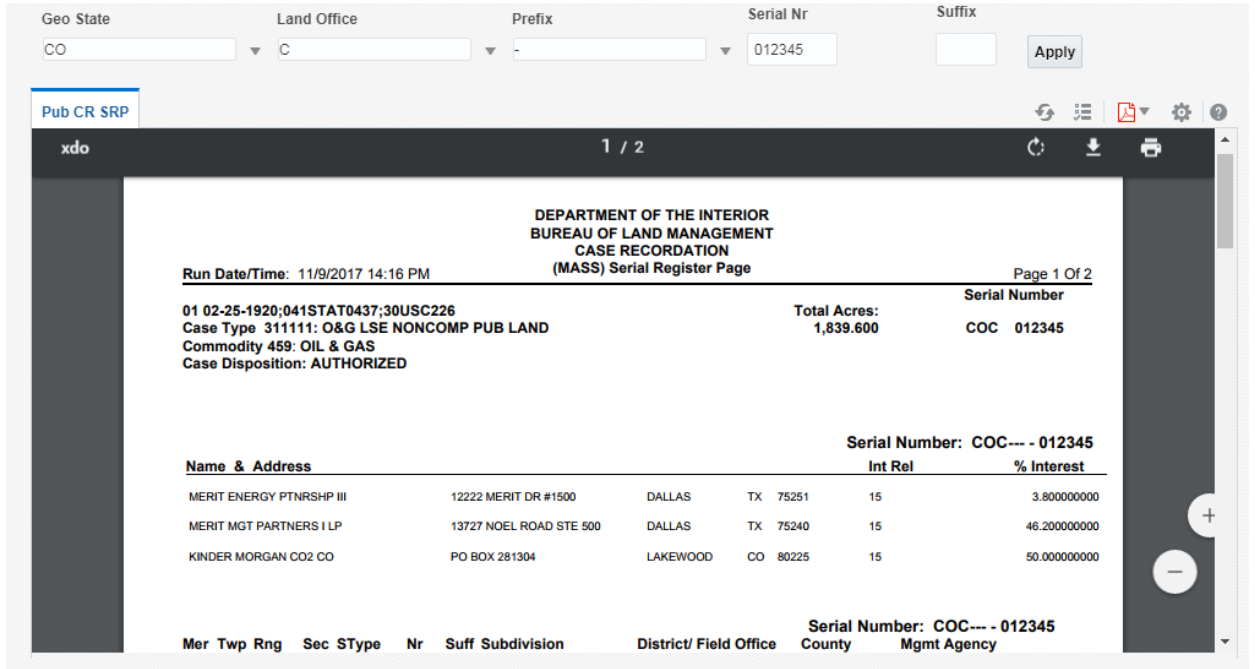
3. When the SRP is displayed, you may print it in pdf format. Click on the red Adobe icon in the upper left corner. Several options are available, but pdf is recommended.
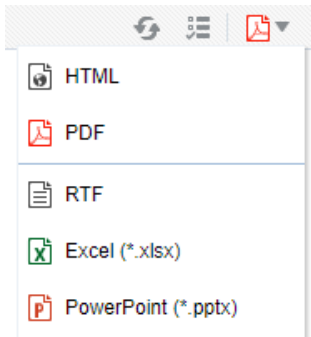
Print Serial Register Page:

Hover the cursor into the upper right corner. You will see the printer icon which allows you to print this SRP in hard copy or save to a pdf file.
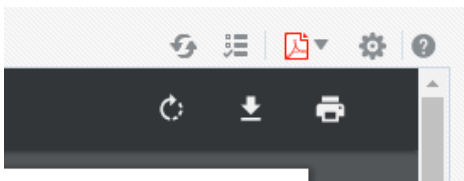
You may close this new page to return to the results.