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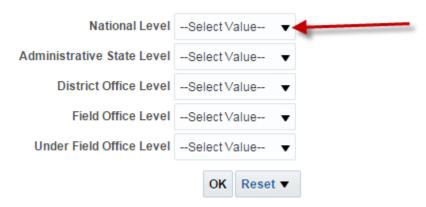
## **Description of the Allotment Information Report**

**Description:** This report consists of a list of all allotments within the selected office and includes the following data.

Column Heading	Description/Definition
Admin State	A two character code assigned to identify each BLM
	Administrative State
Admin Office	A 10 character code assigned to identify each BLM office.
	The BLM administrative state is identified by the second and
	third letters of the code.
Field Office	The name of a BLM Office
Allotment Number	A BLM-wide unique 7 character code assigned to a grazing
	allotment.
Allotment Name	The allotment name
Available for Grazing	Y or N: If N then a reason will be displayed in the Grazing
	Decision column
Grazing Decision	The reason an allotment is not available for grazing:
J	Closed – LUP Decision (LUP = Land Use Plan)
	Closed – NLCS Proc (NLCS = National Land Conservation
	System)
	TNR Allotment – TNR = Temporary Non-Renewable use only
	Other
Public Acres	The number of acres of BLM administered public land that
	lie within the allotment
AMP Text	The type of activity plan that has been or will be
	implemented for the allotment:
	N/A – no activity plan has been proposed, written, or
	implemented for the allotment
	AMP (Allotment Management Plan) Implemented
	AMP/CMP Implemented
	CMP (Coordinated Management Plan) Implemented
	AMP Written – prepared but not yet implemented
	AMP Proposed – proposed but not yet written or
	implemented
AMP Implement Date	The date on which the activity plan was implemented
Authorization Number	A BLM-wide unique 7 character code assigned to a grazing
	authorization
Permitted AUMS	The number of permitted (active) AUMS adjudicated to
	permit or lease holders for the allotment
Suspended AUMS	The number of historical permitted AUMS that have been
	suspended and may only be removed from suspension
	under the provisions of the grazing regulations at 43 CFR
	4100.3-1.
Susp Use Temp	The number of permitted AUMS that have been temporarily
	suspended due to drought, treatment recovery needs, wild
	fire recovery needs, etc.

# Running the Allotment Information, Operator Information or Permit Schedule Report

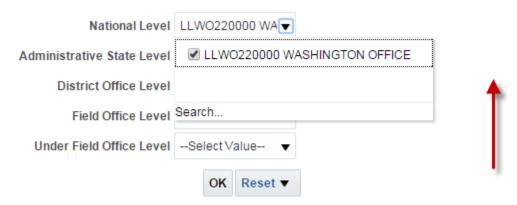
1.) Click the drop-down arrow to open up the selection list.



2.) Click a field to select it. The 'check mark' indicates the field is selected.



3.) Once finished selecting desired fields, click anywhere outside of the selection list to close the selection tab.



4.) Once you have selected the criteria you want, click OK to run the report.



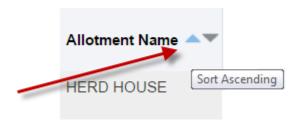
## Sorting, Re-arranging, and Excluding Columns

## **Sorting a Column**

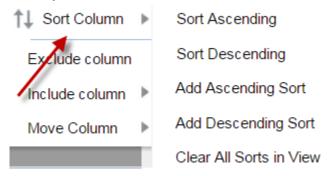
1.) To sort a column, hover over the column title. An upward and downward arrow will become visible.



2.) Click the upward arrow to sort in ascending order and the downward arrow to sort in descending order.



3.) You may also RIGHT-CLICK the column. Click "**Sort Column**" and then click on select one of the options.



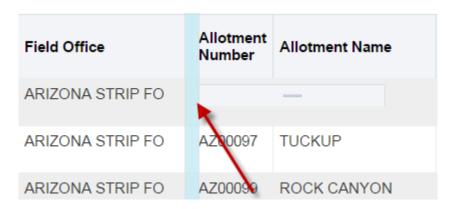
Clicking the 'Add Ascending Sort' would allow you to sort by COLUMN A and then COLUMN B.

#### **Re-Arranging a Column**

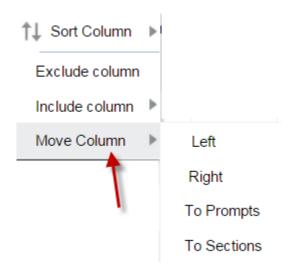
1.) To re-arrange a column, hover over the column title. A cursor will change to a four-directional arrow. Please see below:



2.) When the cursor is changed to a icon, you may drag and drop the column. To do this, click and hold the column title. Then, move the column until a solid light-blue line appears.

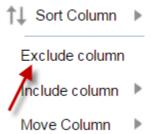


- 3.) Release the mouse. The example above would move the Allotment Name column in between the Field Office and Allotment Number columns.
- 4.) You may also RIGHT-CLICK a column, click "Move Column", and then select where you want to move the column to.

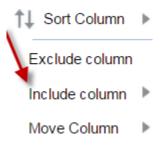


#### **Excluding and Including Columns**

1.) To exclude a column, RIGHT-CLICK a column and then select **"Exclude column"**.

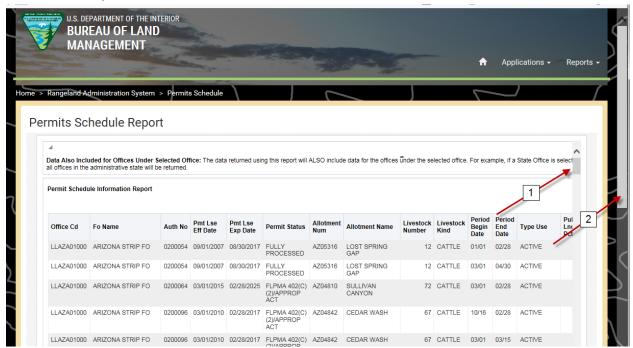


2.) To include a column, you my RIGHT-CLICK any column in the table. Click on "Include column" and then select the column you want included.



#### Scrolling

1.) Notice that there may be two different scroll bars. One of them is to scroll within your report (the reports may be hundreds of pages long) and the other is the browser (i.e. Internet Explorer, Google Chrome, Firefox) scroll bar.

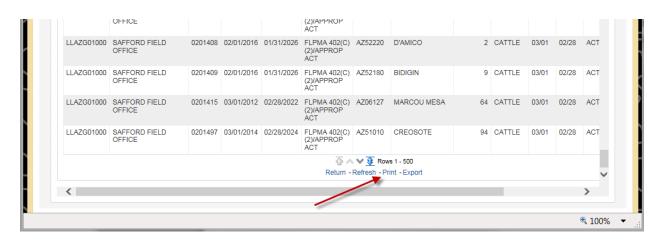


- i. To scroll down the report use #1 scroll bar
- ii. To scroll down the browser page use #2 scroll bar

#### **Printing and Exporting**

Printing and Exporting the *Allotment Information, Operator Information, and Permits*Schedule Reports

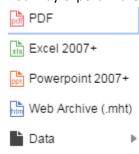
1) Scroll to the bottom of the report and look for the Print or Export links:



#### You may print in the following format:



#### You may export in the following format:



\*\* Please note that this will only print the displayed results. For instance, given the example above, the printable PDF would only display rows 1-25. If you wanted to print the full results, you would either need to a) export the results and then print, or b) click the expand all button  $\mathfrak{F}$  to show all rows. -

