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# **Description of the Permit Schedule Information Report**

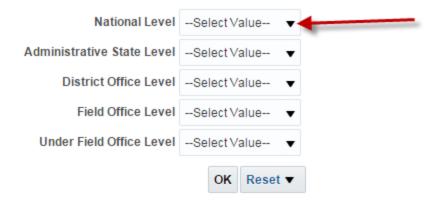
This report consists of a list of all grazing authorizations (grazing permit, grazing lease, grazing exchange-of-use agreement) in the selected office and includes data from the grazing authorization and schedule. Data consists of:

Column Heading	Description/Definition
Office Cd	A 10 character code assigned to identify each BLM office. The BLM administrative state is identified by the third and fourth letters of the
	code.
FO Name	The name of a BLM Office, most commonly a field office
Auth No	A BLM-wide unique 7 character code assigned to a grazing
	authorization
Pmt Lse Eff Dt	The Permit/Lease Effective Date printed on the grazing authorization
Pmt Lse Exp Dt	The Permit/Lease Expiration Date printed on the grazing
	authorization
Permit Status	<ul> <li>FLPMA 402(c)(2)/Approp Act: The authorization was issued under the provisions of an act of congress authorizing the Secretary of the Interior to issue grazing permits or leases that have not been fully processed. Authorizations issued prior to December 19, 2014 were issued under an annual Appropriation Act. Authorizations issued on or after December 19, 2014 are issued under Section 3023 in Public Law 113-291, National Defense Authorization Act (NDAA), 2015 that amended Section 402 of the Federal Land Policy and Management Act of 1976 (FLPMA).</li> <li>Fully Processed: The authorization is fully processed</li> <li>Decision-Stayed: A judicial decision has been issued that specifies that operations are to be conducted under the provisions of the previous permit.</li> </ul>
Allotment Num	A BLM-wide unique 7 character code assigned to a grazing allotment
Allotment Name	The allotment name
Livestock Number	The number of livestock shown on an authorization grazing schedule line
Livestock Kind	The kind of livestock shown on an authorization grazing schedule line
Period Begin Date	The date on which grazing may begin as shown on an authorization grazing schedule line
Period End Date	The last day when grazing may occur as shown on an authorization grazing schedule line
Type Use	<ul> <li>The type of grazing use authorized:         <ul> <li>Active: Normal grazing</li> <li>Custodial: The calculated AUMS on this grazing schedule line may be over- ridden</li> <li>Exchange-of-Use: Allowed only on exchange-of-use</li> </ul> </li> </ul>

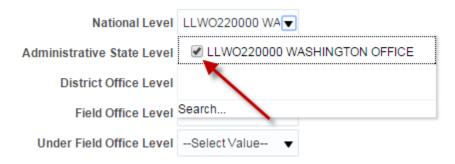
	<ul> <li>agreements</li> <li>Navajo Free: Allowed only for the Farmington District. There would be no fee.</li> <li>Ephemeral: 43 CFR 4100.0-5</li> <li>Adaptive: The calculated AUMS on this grazing schedule line may be over- ridden</li> </ul>
Public Lnd Pct	The percent of the forage derived from BLM administered public lands
AUMs	A month's use and occupancy of range by a grazing animal as defined at 43 CFR 4130.8-1(c)

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

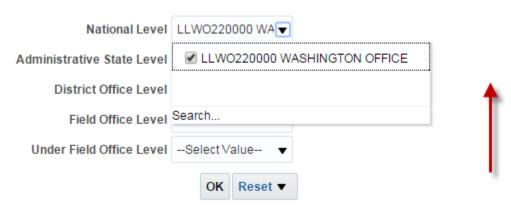
1.) Click the drop-down arrow to open up the selection list.



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**

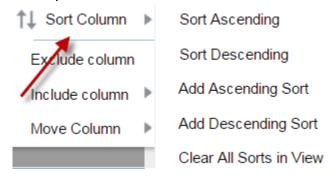
1.) To sort a column, hover over the column title. An upward and downward arrow will become visible.



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.



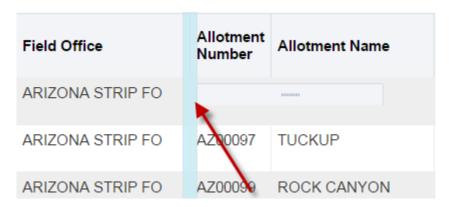
Clicking the 'Add Ascending Sort' would allow you to sort by COLUMN A and then COLUMN B.

#### **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:

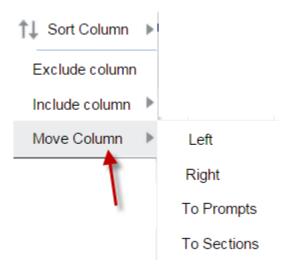


2.) When the cursor is changed to a icon, you may drag and drop the column. To do this, click and hold the column title. Then, move the column until a solid light-blue line appears.



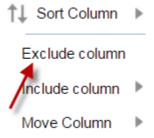
3.) Release the mouse. The example above would move the Allotment Name column in between the Field Office and Allotment Number columns.

4.) You may also RIGHT-CLICK a column, click "Move Column", and then select where you want to move the column to.

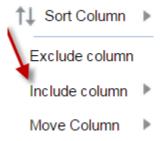


#### **Excluding and Including Columns**

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

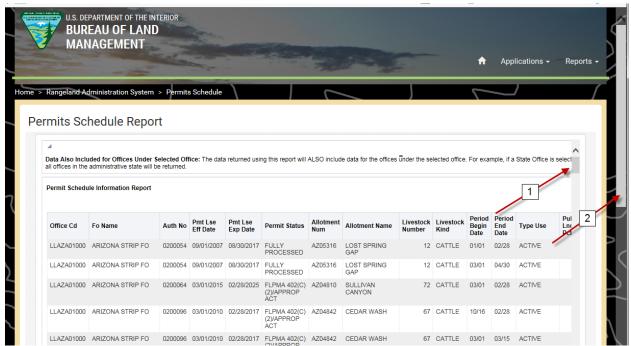


2.) To include a column, you my RIGHT-CLICK any column in the table. Click on "Include column" and then select the column you want included.



#### 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.

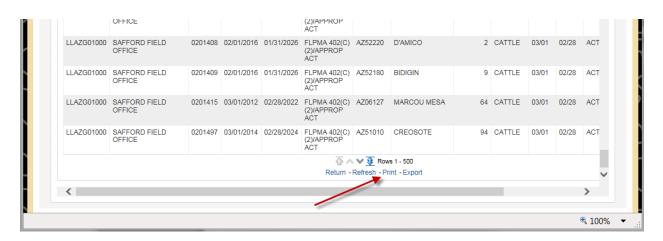


- i. To scroll down the report use #1 scroll bar
- ii. To scroll down the browser page use #2 scroll bar

#### **Printing and Exporting**

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

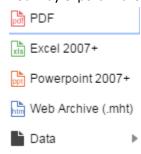
1) Scroll to the bottom of the report and look for the Print or Export links:



#### 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 \$\mathbf{9}\$ to show all rows. –

