Mining Claims Action Code Report


Purpose: This report is used to list all the case files related to a specific action code. It lists all claims within an administrative state, county, district and/or resource area for any specified action code. This report counts unique serial numbers and not the number of action codes. The report is in serial number order and also lists claim name, geographic information (meridian, township, range, section, subdivision), claimant(s), casetype, action code and date. The end of the report lists the total number of claims/serial numbers listed.

Selection Criteria: The criteria input for the report is found in the Public Mining Claims Reports menu grouping from the Reporting Application. This report allows you to search by a combination of required and optional criteria.

The required criteria include administrative state, action code, and case disposition.

Additional criteria that can be used include geographic state, county, district, resource area, casetype, administrative agency, action date, and receipt number.

Notes: To get a listing by serial number for all claims in a particular county, district, or resource area, click the appropriate button and select the codes from the pick list.

Remember this report counts unique serial numbers and not total action codes. If you want the total number of action codes, use the MC Mass Action Codes report.

Procedure:
1. Select Pub MC Action Code from the reporting menu.

2. Click to place a checkmark by the optional criteria you want to include in the search.

3. Click Select Criteria to specify search criteria values.
Note: To change criteria selection, click Return to Criteria Selection.

TIP: To select multiple values for a criterion, enter each code separated by a comma in the text field or hold the Ctrl or Shift key while selecting multiple items in the list box.

Select multiple values by holding down the Ctrl key to select non-sequential criteria or holding down the Shift key and selecting sequential criteria.

Click Close or click Set for another criterion to retain the search criteria.

Identify the Required Information:

4. Click Set for Admin State to specify the state.
Type the two-letter state code in ALL CAPS in the text field or select it from the list.

Click Sort Code of Sort Desc to sort or reverse the sort order based on the code or description of the items in the list box.

5. Click Set for Action Code.

Selection of the action code works the same as for admin state. Enter the comma delimited three-digit code(s) in the text box or select the desired action code(s) for the report by highlighting it in the list box.

6. Click Set for Case Disposition.

Select the desired case disposition(s). Select multiples by holding down the Ctrl key to select non-sequential criteria or holding down the Shift key and selecting sequential criteria.

To search for current claims, select “Active”.

Identify the Optional Information:

7. Click Set for Geo State to limit the reporting on the admin state to a smaller area.

If an Admin State has been selected, only the geographical states associated with the administrative 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.

8. Click Set for County and 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).
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 county code or county text name. Select multiple by placing a comma between the entries.

OR

Select the county 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 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.

Use 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 code or district text. Select multiple by placing a comma between the entries.

OR

Select the District 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 Field Office.

Selection for these criteria works the same way as the County criteria.

11. Click Set for Casetype to identify one or more case types.

The following are common Case Types for mining claims:
384101 = lode claim
384201 = placer claim
384301 = tunnel site
384401 = mill 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.

12. Click Set for Admin Agency.

Selection for these criteria works the same way as the County criteria.

13. Click Set for Action Date to identify a particular date or date range.
This type of criteria selection uses an operator (such as “between”) and a text field to enter a date.

a. Enter a 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 additional dates, as needed.

d. Click Select All to use all entries as criteria. (Click Remove to remove an entry from the list box.)

14. Click Set for Receipt Number to identify a particular receipt number.

Process Report:

15. After selecting all criteria, click Run Report.

16. 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 processing has completed, the Action Code report displays.
To switch between the report, the report formatted based on the action code by claimant, and the banner page, select from the drop-down list on the tool bar above the report and click on **GO**.

**Links to Serial Register Page (SRP)**

The report is displayed in HTML format. Note: The serial number is displayed in blue. If you would like all the details for this specific case you can click on the blue link. This is only accessible in the HTML format. Once the document is converted to .pdf or Excel the link disappears.

**Scrolling Reports:**

If there is more than one page, you will notice a little shadow of white by the down arrow. To scroll, click on the down arrow to see the remaining pages. Another option is to convert the document to .pdf. Once in .pdf format you can scroll through the document. It is recommended to always print reports from .pdf format versus the HTML.

**Print 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.

**Example:**

The attached report sample shows results obtained by requesting active claims in Eastern States, case type 384101, action code 395, date range 5/10/1872 to 8/26/1999.

**Action Code Report:**
### Action Code by Claimant:

<table>
<thead>
<tr>
<th>Set No</th>
<th>Claim Name</th>
<th>Mur Top Peg</th>
<th>Sec</th>
<th>Subdiv</th>
<th>Claimant(s)</th>
<th>Case Type</th>
<th>Action Code</th>
<th>Action Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESMC1</td>
<td>CLEARDWATER</td>
<td>05 0040N 0270W</td>
<td>061</td>
<td>SE</td>
<td>ADAM EARL</td>
<td>204101</td>
<td>395</td>
<td>12/30/1099</td>
</tr>
<tr>
<td>ESMC4</td>
<td>LOGAN GAP #24</td>
<td>05 0030S 0230W</td>
<td>063</td>
<td>NE</td>
<td>ALBRECHT RITA</td>
<td>10/31/1093</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To view the Banner Page, click on **Banner Page** in the drop-down list menu.