Case Recordation Oil and Gas Leases Issued

Menu Option: CR Oil and Gas Leases Issued

Purpose: This report lists serial numbers for oil & gas leases issued within the time frame selected. The report identified the serial number, lessee name, acres leased, lease issued date, effective date and field office.

Selection Criteria: This report allows you to search on a combination of mandatory and optional criteria.

Mandatory Criteria: Admin State and Action Date

Optional Criteria: Field Office

Procedure:
1. Select CR Oil and Gas Leases Issued from the reporting menu.

2. Click Select Criteria to specify search criteria values.
Note: Entry into text fields MUST be in upper case.

TIP: To select multiple values for a criterion, enter each code separated by a comma in the text field or use the ALT key (for non-sequential items) or Shift key (for sequential items) and select multiple items in the list box. Click Close or click Set for another criterion to retain the search criteria.

Identify the Mandatory Information:
3. Click Set for Admin State to specify the state(s) in which to report information.
   Type the two-letter state code in the text field or select it from the list.
4. Click Set for Action Date to specify the date range.
   Identify the beginning date and the ending date separated by a comma.

Identify the Optional Information:
5. Click Set for Field Office if you wish to limit by field office
   Type the field office code, field office text or select it from the list.

Note: To change criteria selection, click Return to Criteria Selection.

Process Report:
6. After selecting all criteria, click Run Report.
7. Click OK to confirm the report criteria.

EXAMPLE:
Query: How many Oil & Gas leases were issued in WY in FY10?
Set Admin State
   Type “WY” into the edit field or select “WY” in the list box.
Set Action Date
   Type “10/01/2009, 09/30/2010” into the edit field and click the green checkmark
Click “Run Report”
When the processing has completed, the cursor will change from an hourglass back to an arrow and the Oil and Gas Leases Issued by Serial Number will be displayed.
Oil and Gas Leases Issued By Serial Number

This report lists the serial number, lessee name, acres leased, lease issued date, effective date and field office for those Oil & Gas leases that were issued within the timeframe selected. The data is sorted by serial number.

Oil and Gas Leases Issued by Field Office

This report lists the Oil & Gas leases issued within the timeframe selected. The data is sorted by Field Office.