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Congratulations on reviewing the demonstrations in the NTC knowledge resource center; the training resource for entering specialized data into LR2000. The purpose for this training resource was to provide an online tool to assist the users with entry of program specific data into LR2000, to share the data entry shortcuts and very specific guidelines for some of the more detailed data that is entered into LR2000. We also wanted to emphasize why it is so important to have accurate and timely entry of data into LR2000. Since there's so many outside entities that rely on our data for decision making; it is very important that our data is entered as timely and accurate as possible. I am sure after reviewing the demonstrations you will agree that the timely entry of accurate data into LR2000 is very important, not only to BML but also to our public users. We hope you are comfortable with accessing the CMR to retrieve data entry standards, entering program specific data into case recordation and you'll be able to use the data entry shortcuts during your daily work to save you time with your data entry.

I would like to take a few minutes to highlight some key points that were covered in the demonstrations

You started with learning how to access the Corporate Meta-Data Repository. The Corporate Meta-Data Repository, also known as the CMR, stores BLM's national meta-data. The CMR is a valuable tool that contains important information that will assist you in the entry of program specific data into LR2000. You learned how to access the CMR, how to use the CMR to locate data entry

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standards for specific programs. Using the correct codes according to the data standards insures quality data and reliable reports for internal and external users. How to look up data elements that contain the code and definition used for the various data entry fields, such as actions codes, case types and commodity codes.

Next we showed you how to enter data into case recordation. We explained the process of entering a new case into LR2000 including generating a serial number, entry of case type and case acres in the header record, entry of customer information and how to select the proper name and address from the customer database, entry of the legal description for the case, entry of action information that describes the various actions that happen within a case.

In the actions to land tie demonstration we identified which action codes can be tied to land, how to tie actions to specific lands or all lands in the case, that tying action codes to land will help in determining land status and how to disconnect an action to land tie. Taking the extra step in tying the actions to lands when you are entering the data will assist BLM down the road when we begin to determine land status.

In the resolving boundary splits you learned how to resolve boundary splits using the MTP and or case file, why it is important for a case to reflect the accurate geopolitical information, how to lock geopolitical data after it has been corrected

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so it isn't mistakenly overwritten. By correcting boundary splits in a case; you are insuring that the legal description in the case accurately represents the location of the parcel.

In updating existing cases some of the key points are 700 lands are lands that were once part of a case but for various reasons are no longer part of the case. We keep all lands associated with the case for historical purposes, 700 the lands out that are no longer part of the case, use the alpha tie with actions and general remarks when you need more space to enter data associated with an action code. It is important to keep the data as up to date as possible so our records show accurate information.

Some of the short cuts for updating existing cases are you can copy and existing case with similar land and data then renumber the case to save time and data entry. You can update multiple cases for entry of action code information, enter the action information one time and update it to multiple cases; using these shortcuts can make data entry faster and more efficient.

Some of the key points from the mining plans and notices demonstration were the entry of the data creates a timeline for the bond review and duration of time reports, entry of the document number associated with action codes creates that timeline; it is important that the data be entered correct so the timelines are correctly reflected in our reports.

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Key points for entering wind and solar information are; renewable energy is a priority for the Department of Interior, correct entry and formatting of data are important to allow the Washington office lands and realty program leads to track projects and actions; use the wind and solar resource and environment screens for entry of renewable energy data.

In the demonstration for resolving CBS interface errors we learned that communication between account techs and land and mineral staffs is the key to avoiding errors in the interface, we showed you how to use case recordation and the collection and billing system to research the errors. Use the CMS import report in LR2000 to review successful transactions and transactions that failed. There are differences in terminology used between CBS and LR2000; make sure you keep open communication with your account tech, and it will help cut down the errors in the interface.

In the demo for reading B sets and 3 sets we showed you out to determine Alocuit parts of division for B set or 3 set legal description. You learned the difference between B land, B pairs, B sets and 3 sets. We showed you how to use the LLD summary report as a tool in determining how a legal description should be coded in status.

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In closing I hope you have found this training resource to be a valuable tool that can be used to accomplish many aspects of your job. If you feel you need a refresher; the material in this training resource will always be available to you on the knowledge resource center or the KRC. Thank you for your time and have a great day.