**Video 11: Delete an Authorization in LRAM**

**Slide 1: Deleting an “Authorization” Record in LRAM**

**Slide 2:** When a case is “closed” in LR2000 or the “Holder” is exempt from paying rent, the “Authorization” record needs to be deleted in LRAM. If the “Authorization” record is deleted in error or the “Holder’s” exemption status changes, the “Serial #” can be re-entered into LRAM.

**Slide 3:** The purpose of this video is to provide users with a step-by-step guide to deleting the “Authorization” record in LRAM.

**Slide 4:**  **Demonstration – Navigation**

“Log” into LRAM through the BLM Application Security System (BASS): <https://web.bass.blm.doi.net:8601/bass2/login.do?dispatch=preparePage>

Enter you network user login and password.

Select the appropriate LRAM application – UAS-LRAM Production or UAS-LRAM Training

LRAM Production is the “live” system – LRAM Training is the “practice” system

Select “continue” to get into the system Check the “Admin Office” to make sure you’re working in the correct office.

Hover over the “Authorizations” button and click on the “Authorization Search” button.

Enter the “Serial #” and click the “Search” button.

The “Authorization Search” screen appears and shows the “Authorization” “grid.

Click on the “Delete” “Trash Can icon”

A pop-up appears checking to make sure this is the “Serial #” you want to delete. If so, click “OK”.

If you click “OK” the “Authorization Information” screen appears with a “Warning” message.

If you want to delete the record, select a reason from the “Reason” “drop down” and click the “Delete” button.

The “Authorization” record is deleted with all schedules and land information; however, any billing data that had been processed will still be available in LRAM’s “Bill Search” and in the CBS.

**Slide 5: Conclusion**

The purpose of this videowas to show you how to delete an “Authorization” record in LRAM.

Now that you know how to delete the “Authorization” record, I’ll introduce you to the Collections & Billing System.