

## **Entering Specialized Data Into LR2000**

BLM National Training Center Knowledge Resource Center

This training resource includes the following 12 videos:

Introduction [7 minutes]

Demo 1: Accessing the Corporate Metadata Repository (CMR) [20 minutes]

Demo 2: Entering Case Data [28 minutes]

Demo 3: Resolving Duplicate Legal Land Descriptions [11 minutes]

Demo 4: Tying Actions to Specific Pieces of Land or All Lands in a Case [15 minutes]

Demo 5: Updating Existing Cases [15 minutes]

Demo 6: Shortcuts to Updating Existing Cases [12 minutes]

Demo 7: Tracking Mining Plans and Notices [14 minutes]

Demo 8: Entering Wind and Solar Information on Rights-of-Way Cases [16 minutes]

Demo 9: Resolving CBS Interface Errors, Part 1 and Part 2 [17 minutes]

Demo 10: Reading 3-sets and B-sets in the Status database [8 minutes]

Conclusion [6 minutes]

### **ADDITIONAL INFORMATION**

#### **Demo 1: Accessing the Corporate Metadata Repository**

<http://web.blm.gov/CMR/>

Hint: add this to your Favorites in your IE browser.

#### **Lands and Realty Data Standards**

The Lands and Realty Program Data Standards referenced in the demo are out of date. WO IM 2011-190 contains the current consolidated Lands and Realty Data Standards. You will notice it is now on the list under subject code 2000 and most Realty subject codes under 2000. As new standards are developed in the Lands and Realty program area, the document linked in this IM will be updated so it is always current and complete.

#### **CMR Abbreviations and Glossary**

To quickly look up an abbreviation, from the CMR home page, use the link to the "Metadata Browser."

Select "Abbreviations and Glossary"

Using the pull-down menu, select "BLM Standard Abbreviations" or "BLM Standard Glossary"

For Abbreviations, you may sort the list by the name of the word(s) you are abbreviating, or by the standard abbreviation.

Click on the letter of the alphabet to display the listing.

Hint: to change the sort order of the abbreviations, select the sort order you want and click on the letter of the alphabet again.

## Domain Codes

To quickly look up an Action Code, Case Type, Interest Relationship, or other commonly used coded Data Element in LR2000, from the CMR home page, use the link “Domain Values.”

Select the Data Element you want (e.g., Action Codes, Case Recordation).

Scroll down the list to the action code you want and click on “details” to display the extended description or definition of the domain value.

## Organization Codes

Use the link [http://web.blm.gov/data\\_mgt/fpps\\_org\\_codes.htm](http://web.blm.gov/data_mgt/fpps_org_codes.htm) to access the current list of organizational codes in a spreadsheet format.

## **Demo 2: Entering Case Data**

The demo states to enter 100 for the Percent Interest for an Applicant so it would tally up to 100% in all cases. Since an Applicant has no interest in the case, the correct Percent Interest would be 0%. Be sure to update the case when it is authorized with the proper Interest Relationship(s) and Percent Interest(s). For all customers in a case, Percent Interest should total either 0% (usually only for Pending cases) or 100% (for Authorized cases).

For entering legal descriptions, you may also type in the Meridian, Township, and Range instead of selecting it from the pick lists. Just be sure to type it in correctly (e.g., T.10S., is entered as 0100S, not 0010S).

## **Demo 6: Shortcuts to Updating Existing Cases**

The “Renumber” function is limited to select users. Contact your local or State LR2000 User Support person for assistance.

## **Demo 8: Entering Wind and Solar Information on Rights-of-Way Cases**

When entering Action Code 047 – Forecasted Date, for the proper Action Date, as instructed in the Lands and Realty Data Standards, “Enter future date environmental or other decision document is estimated to be complete.” Do not enter the date the application is received as it appears in the demo. Since forecasted dates of the various environmental and other decision documents are going to be different, you would add a separate future action date for each one, so it would be rare to have more than one environmental document listed on the same action date as mentioned in the demo.