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Lease Sale





CHAPTER ONE:

Lease Sale Data

Premier’s Studio Lease Sale Data application provides users with easy access to parcels of land auctioned by the BLM and the state government. The Lease Sale data includes those parcels that will be available for sale at the next sale date, as well as those that have been recently sold. Studio’s Lease Sale Data makes it easy for users to identify leases that have not yet been bid on. Premier makes this data available in a variety of different outputs so that customers can assess the results of each sale or what is coming up for sale.

Update Matrix

The matrix below contains information on the data updates for each state.

	CO BLM	CO State	MT BLM	MT State	NM BLM	NM State
Number of Sales per Year	4	4	6	4	4	12
Number of Updates per Sale	2	2	3	3	2	2
Preliminary Sale Data	N	N	N	Y	N	N
Non-Competitive Results	Y	Y	Y	N	N	N
Beginning Date	2-10-2000	2-17-2000	3-28-2000	3-7-2000	4-19-2000	3-21-2000
States included in Database	CO	CO	MT,ND,SD	MT	NM, AZ KS,OK,TX	NM

	ND State	UT BLM	UT State	WY BLM	WY State
Number of Sales per Year	4	3	3	6	3 (varies on year)
Number of Updates per Sale	2	2	2	4	2
Preliminary Sale Data	N	N	N	Y	N
Non Competitive Results	N	N	N	Y	N
Beginning Date	5-2-2000	2-28-2000	5-30-2000	10-3-1995	12-8-1999
States included in Database	ND	UT	UT	WY,NE	WY

Goals of This Workbook

When you have completed the Lease Sale section of Studio training you will understand:

- ❖ How to use all of the functions of the Lease Sale Data application.
- ❖ How to use each selection in the Lease Sale Data application.
- ❖ How to query for specific sales and how to view specific reports.
- ❖ How to export data into an Excel spreadsheet for further manipulation and analysis.
- ❖ How to export the data to create a sale map.

After logging into www.pdsstudio.com, click on *Lease Sale Data* under PDS Studio Applications.



CHAPTER TWO: Lease Sale Data

Studio Applications Screen

After logging into www.pdsstudio.com, click on *Lease Sale Data* under PDS Studio Applications.

Home Your Account All Data Outputs Report Prices Support Help

Welcome back, you are currently logged in as dan.

[Log Off PDS Studio](#)

PDS Studio Applications

Name	Description
BLM Case Decisions	This database contains federal case authorizations for the United States.
BLM Land Status	This database contains federal land status information for the United States.
BLM Mining Claims	This database contains federal mining claim information for the western United States.
Lease Tract Lookup	This database contains allotment appraisal for lot and tract locations for the western United States.
State & BLM Lease Sales	This database contains federal and state Oil and Gas lease sale information for Wyoming, Colorado, Montana, New Mexico, and Utah.

System News

HYG001 - Your selection criteria is now included at the end of all reports. You can choose not to include the selection criteria by unchecking the "Include Selection" checkbox when entering your report description.

NEW USERS - If you just created an account and would like to demo PDS Studio applications, then simply select an application and then select the "Try Sample Database" link.

We can change your account to monthly billing by contacting Steve Drugg at (808) 329-7302.

Lease Sale Data Screen

The Lease Sale Data Screen lists the BLM and state databases that are available. It is organized alphabetically by state name. Each line describes what is included in the database, when it was updated and the subscription "valid through" date.

Home Your Account All Data Outputs Report Prices Support Help

State & BLM Lease Sales

Name	Description	Updated Date	Subscription
California BLM Lease Sale	November Final Notice and Amendment	Oct-16-2001	Valid thru Jan-01-2005
California State Lease Sale	November Final Notice	Nov-07-2001	Valid thru Jan-01-2005
Colorado State Lease Sale	Lease Sale Sample Data (Colorado)	July-11-2001	Free until Dec-31-2004
Montana BLM Lease Sale	November Final Notice	Oct-26-2001	Valid thru Jan-01-2005
Montana State Lease Sale	December Preliminary Notice	Oct-26-2001	Valid thru Jan-01-2005
New Mexico BLM Lease Sale	October Results	Nov-02-2001	Valid thru Jan-01-2005
New Mexico State Lease Sale	October Results and November Final Notice	Oct-29-2001	Valid thru Jan-01-2005
North Dakota State Lease Sale	August Final Notice	Jul-16-2001	Valid thru Jan-01-2005
Utah BLM Lease Sale	November Final Notice	Oct-16-2001	Valid thru Jan-01-2005
Utah State Lease Sale	October Results	Nov-07-2001	Valid thru Jan-01-2005
Wyoming BLM Lease Sale	October Results, December Final Notice, February Preliminary Notice	Oct-16-2001	Valid thru Jan-01-2005
Wyoming State Lease Sale	October Results	Oct-31-2001	Valid thru Jan-01-2005

Click on the database name to search that database. If you have a subscription to that database you will be able to generate reports and downloads at no additional cost. If you do not have a subscription, each report and download will have a cost based on the number of records in the current selection. To avoid these additional charges you can purchase a subscription. To purchase a subscription click on the column labeled "Subscription" for the database you are interested in.

The menu bar at the top of the Lease Sale Screen lists 6 different choices as follows:



Home- Clicking on this accesses the home page of www.pdsstudio.com.

Your Account- Lists the current information on your account, subscription information and allows you to update the data.

All Data Outputs- A list of all outputs you have produced including information such as application, data source, description, date created, the status, time to process, date it will be automatically deleted, report receipt and an option to delete now.

Report Prices- A list of report and export prices for each application.

Support- Send an e-mail instantly to the support staff at Premier Data Services for assistance.

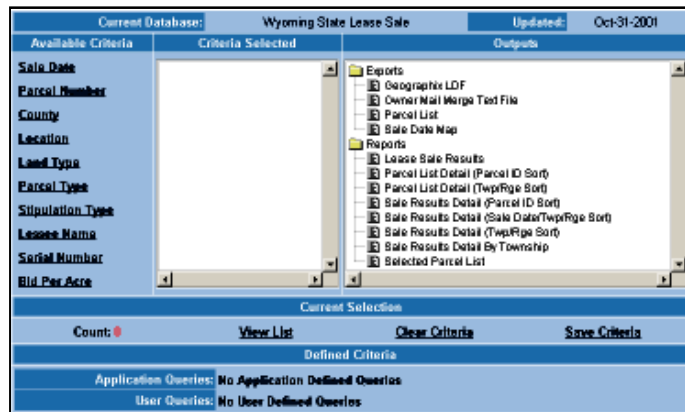
Help- Click on the Help button at anytime for context sensitive information throughout www.pdsstudio.com. If you are in the Help screen and need to look at another area, click on the PDS Studio contents to see a list of the Table of Contents.



CHAPTER THREE: *Lease Sale Data*

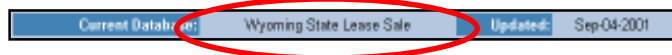
Lease Sale Data Home

This screen enables you to define very specific selections and research criteria. The feature rich search engine enables you to mix and match selection criteria to identify specific sale parcels.

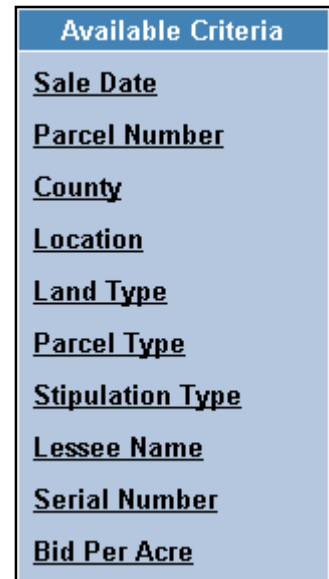


The *Lease Sale Data Home* screen contains several sections:

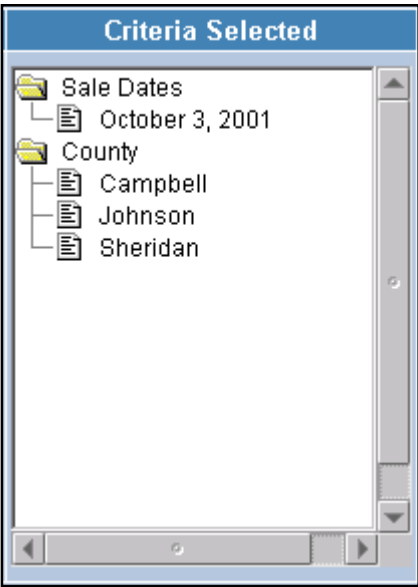
The top section of *the Lease Sale Data Home* screen lists the current database and update date that you are using.



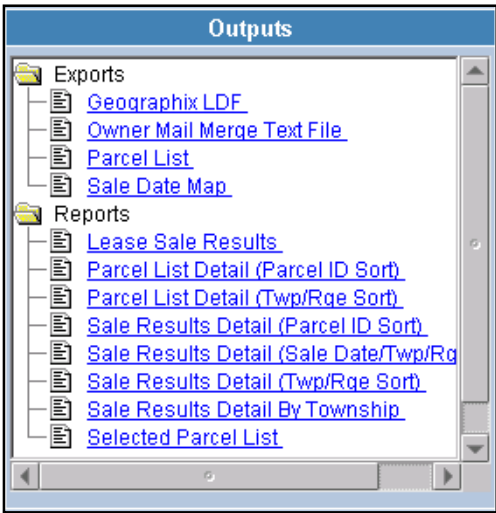
The left section, *Available Criteria*, features a list of criteria that can be used to define a specific search and identify sale parcels that meet those criteria.



When selections are made in *Available Criteria* or a *Defined Criteria* query is used, the *Selected Criteria* section lists the selections in a tree control format. The tree format contains a folder for the selected criteria and the corresponding selections within that folder.

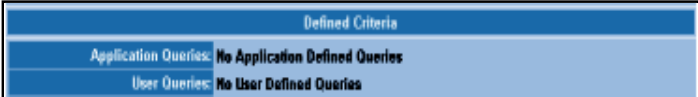


The *Outputs* section on the right are reports or exports that can be selected after the search criteria are populated and processed. Once the data is retrieved it can be output to a report or export.



Outputs appearing in blue underline are available to print or export. If the output appears in black, it means that the parcel count is either zero or it is too large. Parcel counts can be lowered by adding additional search criteria that will narrow the search scope and focus.

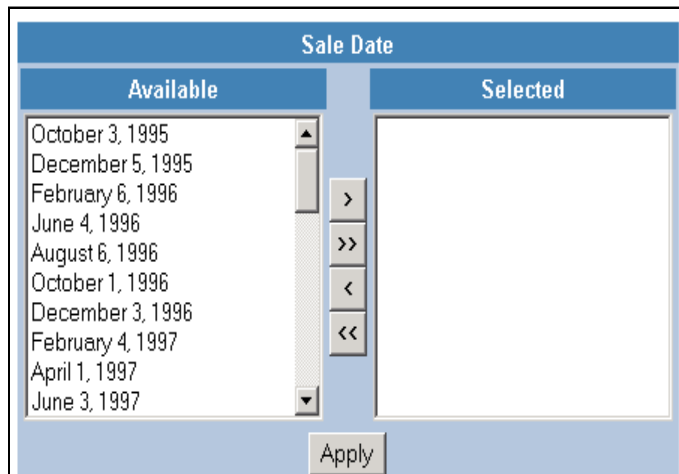
The *Defined Criteria* lower section of the indow contains *Application Queries* and *User Queries*. *Application Queries* are predefined queries provided by Premier that are commonly used to research Lease Sale Data. *User Criteria* is where you can store queries that you create. The advantage to storing your queries here is that they are accessible any time you use *PDS Studio*, from any location or computer.



Available Criteria

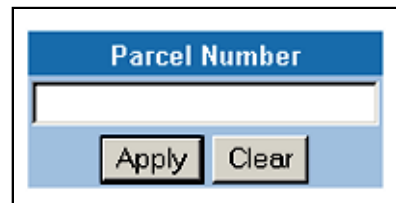
When you click on any of the *Available Criteria* options you will see a new dialog box. The selections available are:

Sale Date- This is a key search criterion that lists specific sale dates. This allows you to see parcels that are coming up for sale and parcels that were recently sold. Click on the desired sale date to highlight and use the right arrow to move it to *Selected*. You can bring over multiple dates by holding down the shift key while clicking on the appropriate items, then use the single arrow key to move them. Once you make your selections, click *Apply*.



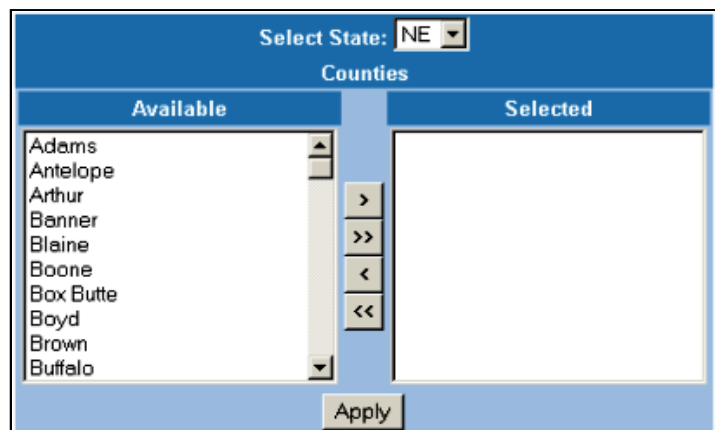
In many of the *Available Criteria* windows, when choosing criteria you can use the single right arrow button to move items to the *Selected* window one at a time or you can use the double right arrow button to move every data element from the *Available* to the *Selected* window. Use the left arrow buttons to remove selected items. Once you have made the appropriate selections, use the *Apply* button to return to the *Lease Sale Data Home*.

Parcel Number- This is the number assigned to identify a specific parcel of land. Use this selection if you know the parcels you want to view. For multiple parcels, use a comma between the numbers, such as “12, 13, 14”. For a range of parcels, use a dash between the first and last number, such as “20-30”. Click *Apply*.



County- This selection option allows you to select parcels in one or more counties. The list displays all counties that are available in the state that is selected. The arrows work the same as in *Sale Date*. Click *Apply*.

Hint: If the county list does not contain the name you are looking for, check that the correct State appears in the “Select State” window. Some BLM offices administer lands in more than one state.



Location- Lets you to search the database for parcels within a specific township and range or block of townships. You can search an individual township by typing a specific township and range in the *Min Value* line of the *Location* dialog box. A block of contiguous townships can be specified by entering the minimum and maximum values for a specific township and range window. You can also search for data in a specific section.

When entering township and range information pay attention to the direction indicators. They can be changed by typing in the direction or clicking on the down arrows. An error message will appear if the number format is incorrect. Use the Tab key to move around the window. Click *Apply*.

The *Exclusive* check box clips the legal descriptions that fall outside of the township and range. It is used as an aid to create a clean map and should be used only for creating Sale Date Map export files.

When researching an area of land that crosses a Base Line (i.e. the directions of your chosen townships are not the same), enter the southern township as your *Min Value* and the northern township as your *Max Value*. When researching an area that crosses a Meridian (i.e. the directions of your chosen ranges are not the same), enter the eastern range as your *Min Value* and the western range as your *Max Value*.

Land Type- Refers to either public domain or acquired lands. Use the arrow keys to select and deselect land types. Click *Apply*.

Note: Wyoming is the only State in which Land Type is valid.

Parcel Type- The default is always ALL parcels if this is not selected. Select a parcel type if you want to search for open or leased parcels of land. Click *Apply*.

Open Parcels are parcels that did not receive a pre-sale offer, did not receive a bid at auction, and were not taken the day after sale. Therefore, open parcels are potentially available Over the Counter (OTC). Parcels acquired OTC are not included in Leased Parcels. Keep in mind that BLM and state sale procedures differ.

Stipulation Type- Use this if you want to search for parcels with or without stipulations. Click *Apply*.

Stipulations are available for the following databases: CO BLM, CO state, MT BLM, MT state, NM BLM, NM state, UT BLM, WY BLM and WY state.

Lessee Name- There are two ways to select a specific Lessee. The drop down menu provides a list of winning bidders for the selected database. A more efficient method is to type in the desired company name. When typing in a name, always use a % sign at the end of the name. This will pull up all variation of the name. For example, Yates% would find every lease with the name Yates in it. You may also search on multiple names by separating the names with an “or” (e.g. Barrett% or Williams%). Click *Apply*.

Serial Number- If you know the serial number of a parcel, enter it here. Wildcards (%) can also be used here. For example, %191% finds all parcels that contain 191 in the serial number. Keep in mind that serial numbers are typically not issued until after the sale. Click *Apply*.

Bid per Acre- This selection is a good tool to search for parcels at a certain price or within a price range. This can help define opportunities and understand the historical price of the land in an area. Enter a range of numbers by using a dash between the numbers, such as “1 - 100”. Click *Apply*.

If you want to find all parcels sold for over \$200 per acre, type in 200-99999.

Current Selection

The *Current Selection* section links are as follows:

Current Selection			
Count: 0	View List	Clear Criteria	Save Criteria

Count - The *Count* number represents the total number of unique parcels in your selected database.

View List -Lists detail for all parcels including Sale Date, Record I.D., Parcel Number, Type and Acres. Clicking on the Record I.D. link will allow you to produce a Parcel Detail Report. The *Record I.D. / Parcel I.D.* is made up of the state, year, month, and parcel number. *Type* is either an F for Final Listing or a P for Preliminary Listing.

Clear Criteria- Clears all selections previously made.

Save Criteria - Once you have made the appropriate selections, you can save them for future use. The advantage to saving your criteria is that they are accessible any time you use *PDS Studio*, from any location or computer.

Defined Criteria

The *Defined Criteria* section allows you to use previously defined data to query the case recordation database. The buttons are as follows:

Defined Criteria	
Application Queries:	No Application Defined Queries
User Queries:	No User Defined Queries

Application Queries - The *Application Queries* drop down box provides you with predefined queries that are commonly used to research the Case Recordation database. They are designed to help you understand the data and to assist you in getting started using this application. Click the *Recall* button to process the selected query.

User Queries - The *User Queries* drop down box lists queries that you have saved using the *Save Criteria* button. Click the *Recall* button to process the selected query. Click the *Delete* button to delete any unwanted queries.



CHAPTER FOUR: *Lease Sale Data*

Overview of Output

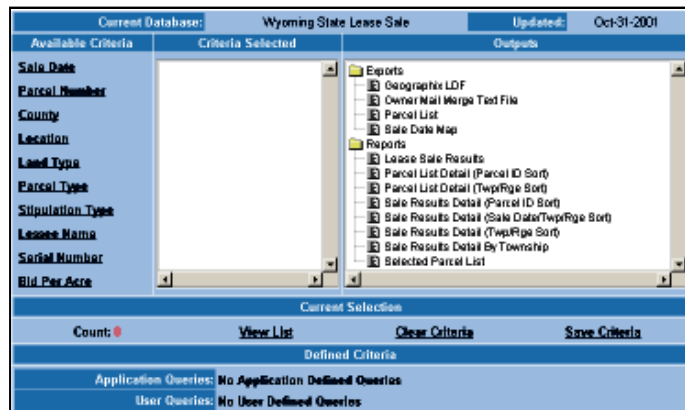
After selections have been made, the data can be viewed under *Outputs* as Data Exports, Map Exports or Reports.

The Owner Mail Merge Text File creates a comma delimited text file that can be used as a mail merge file with Microsoft Word.

The Parcel List selection creates a *.txt file that can be loaded into Excel for further use.

The map export function exports data to a Premier *.exp file that can be used in CartéView, Premier's mapping product or a *.ldf file for GeoGraphix.

There are also several predefined reports available to view. To view reports you must download Adobe Acrobat Reader if it is not already installed on your system. See the Introduction Section for more information on downloading Adobe Acrobat.



REPORTS

Lease Sale Results - A one line report showing who won the bid, how much they paid, and the parcel ID. The parcel number is assigned by the BLM. The parcel ID is assigned by Premier and it shows the year and month of the sale and parcel number. This report can be easily loaded into Excel for further evaluation. The data elements included are listed below:

- Parcel ID
- Serial Number
- Name
- Address
- City, State, Zip
- Bid
- Acres
- Total Bid

Parcel List Detail Report - This is a list of parcels that includes the data elements listed below. The parcel will be listed more than once if it is in multiple sections. The final list will show how many stipulations there are. This report is listed twice because you can view it two different ways. Parcel ID Sort displays the report with the sale date and the parcels listed in numerical order based on Parcel I.D. Twp/Range Sort displays the report according to the Township and Range, listing the parcels in ascending numerical township order.

- Parcel ID
- Parcel
- Total Acres
- Township, Range, Section
- Legal Description
- Survey Number and Suffix
- Land Type
- County
- State
- Stipulation (number of stips only, no text)

Note: A parcel will be listed multiple times if it is located in multiple townships.

Sale Results Detail Report - The Sales Results Detail report can be viewed in four different sorts. The Sales Results Detail report displays the detail results of the lease sale data selected. The *Parcel ID Sort* lists the sales results sorted by the parcel ID number which will group the results by sale and then by parcel number. The *Sale Date/Twp/Rge Sort* lists the sales results sorted by the date of the sale and then the parcels are sorted by township and range. The *Twp/Rge Sort* lists the parcels sorted by the township and range in which the parcel is located. The *Sales Results Sort* shows detail by Township.

All four of the above formats list the following information:

- Parcel ID
- Parcel
- Sale Type
- Serial Number
- Lessee Information
- Bid Per Acre
- Total Bid
- Rental (an amount appears here in lieu of the bid price for parcels that receive pre-sale or day-after filings)
- Total Acres
- Township, Range, Section
- Legal Description
- Survey Number and Suffix
- County
- State
- Land Type
- Stipulations (number of stipulations only, not text)

Selected Parcel List - This report is helpful when you are interested in the total number of acres and parcel ID. It will give you a quick screenshot of what happened at a particular sale. You can also view the report information by clicking on “View List” under “Current Selection.” The report includes the following fields:

- Sale Date
- Parcel ID
- Parcel Number
- Total Acres
- Record Type

EXPORTS

Geographix LDF - This export includes land descriptions that can be processed into maps. The data is ready to map and can be read by LeaseMap. Note that you must own a copy of LeaseMap and other associated software to use this file. For information about LeaseMap contact:

GeoGraphix
1860 Blake Street
Denver, CO 80202
303-296-0596
303-292-1143 (fax)
Info@geographix.com (email)
www.geographix.com (internet)

Owner Mail Merge Text File

This export is a zipped comma delimited text file. The file includes the Lessee’s Name, Address, City, State, and Zip. After the file is unzipped by WinZip, it can be imported into Microsoft Word or other programs to create a mailing list, labels, etc.

Parcel List

This export is a zipped comma delimited text file. The file includes the Record ID, Parcel Number, Township, Range, and Acres. After the file is unzipped, this data can be imported into other programs for analysis.

Sale Date Map

This format creates a comma delimited Premier export (*.exp) file that can be read by Premier Data Services’ LotFinder and CartéView mapping application. CartéView is a desktop, map enabled, legal land processor. It automatically processes a variety of legal land descriptions to display on a map. This means that properly formatted land databases with township, range, section and subsection (and surveys when used in conjunction with Premier’s LotFinder product) data can be quickly and conveniently mapped. This allows the user to create sale date maps and sale price maps to facilitate lease sale evaluation and preparation.

Note: Always put a check for Substitute Lots when using the Sale Date Map



CHAPTER FIVE: *Lease Sale Data*

Foundation Exercises

The following exercises will help you better understand the basic foundations of the software; how to look for historical and future lease sale data. For detailed information about each report, refer to *Help* within *PDS Studio- Lease Sale Data*.

Exercise A: Creating a Parcel List Detail Report

This exercise will show you how to research future lease sales for available parcels in your area of interest.

Step 1:

Sale Date- From *Lease Sale Data Home*, select and move to the right the lease sales that you want to research. Click *Apply*.

Sale Date	
Available	Selected
December 8, 1999	April 4, 2001
April 5, 2000	
June 7, 2000	
October 4, 2000	
December 6, 2000	
June 6, 2001	
October 3, 2001	
<input type="button" value="Apply"/>	

Step 2:

County- Select and move to the right the county or counties that represent your area of interest. Click *Apply*.

You can also use *Location* to enter the township and range for your area of interest.

Select State: WY	
Counties	
Available	Selected
Albany	Carbon
Big Horn	Lincoln
Campbell	Sublette
Converse	Sweetwater
Crook	Uinta
Fremont	
Goshen	
Hot Springs	
Johnson	
Laramie	
<input type="button" value="Apply"/>	

Step 3:

Count- Under *Current Selection*, *Count* displays the total number of parcels available in the upcoming sale in red.



Step 4:

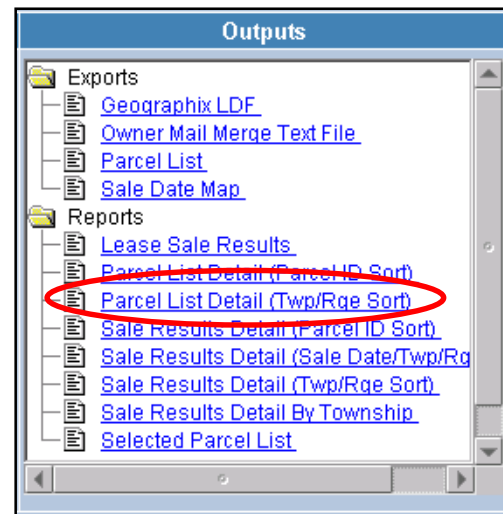
Save Criteria- Save the query using the *Save Criteria* link. This will save the query in *User Criteria* to be used later when we create map exports to use in CarteView.

Name the query “Available Parcels” and add the date of the sale.

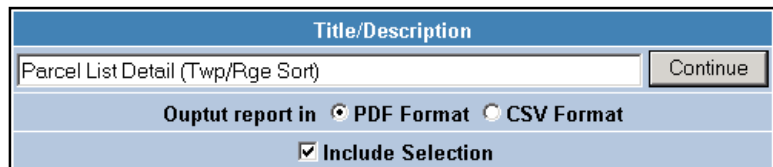


Step 5:

Output-Parcel List Detail (Twp/Rge Sort)- This report shows you the available parcels in geographic order.

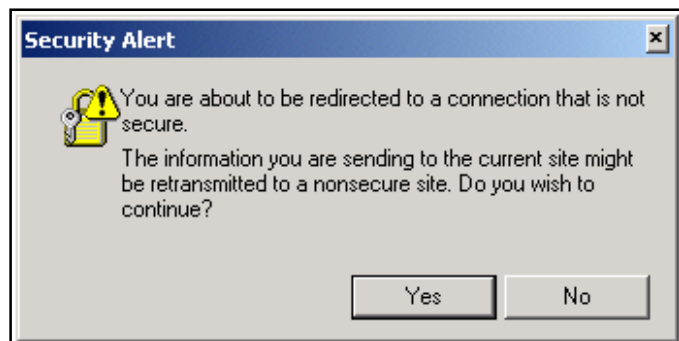


Once you click on the report, the *Title/Description* window will appear. You can change the name of your report here, if you so choose. You can select your output to be either *PDF* or *CSV* format.



A check in *Include Selection* will list your query criteria on the report. Click *Continue*.

You may get a *Security Alert* window. You will need to click *OK* before you can view the report.



Once the *Report Status* displays *Completed* you can click on the Report's *Description* to view it.

Completed Outputs - Click on Description to View								
Application	Data Source	Description	Date Created	Status	Time to Process	Delete Date	Type	
Lease Sale Data	Wyoming BLM Lease Sale	Parcel List Detail (Twp/Rge Sort)	Oct-17-2001	Completed	0.0:6	Nov-16-2001	Reports	View Receipt Delete

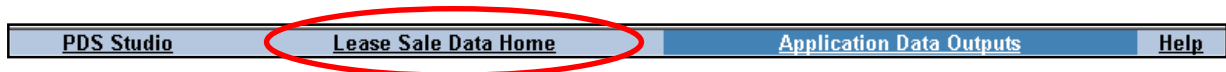
Parcel List Detail (Twp/Rge Sort)												
Feb-27-2005												
Record ID	Parcel	Acres	Twp	Rge	Sec	Legal Description	Survey		Land Type	County	State	Stipulations
							Number	Suffix				
WY-200604-081	81	40.000	12N	91W	15	N85W,			WY FD	Carbon	WY	None
WY-200604-178	178	1,280.380	12N	118W	2	1-4,			WY FD	Uinta	WY	None
WY-200604-178	178	1,280.380	12N	118W	2	S2N2,S2,			WY FD	Uinta	WY	None
WY-200604-178	178	1,280.380	12N	118W	12	ALL,			WY FD	Uinta	WY	None
WY-200604-179	179	1,864.220	12N	118W	14	ALL,			WY FD	Uinta	WY	None
WY-200604-179	179	1,864.220	12N	118W	22	1-4,			WY FD	Uinta	WY	None
WY-200604-179	179	1,864.220	12N	118W	22	N2,N2S2,			WY FD	Uinta	WY	None
WY-200604-179	179	1,864.220	12N	118W	24	1-4,			WY FD	Uinta	WY	None
WY-200604-179	179	1,864.220	12N	118W	24	N2,N2S2,			WY FD	Uinta	WY	None
WY-200604-084	84	588.850	16N	92W	17	4-7,			WY FD	Carbon	WY	None
WY-200604-084	84	588.850	16N	92W	20	1-8,			WY FD	Carbon	WY	None
WY-200604-084	84	588.850	16N	92W	20	W2NW,SW,			WY FD	Carbon	WY	None
WY-200604-085	85	640.000	16N	92W	32	ALL,			WY FD	Carbon	WY	None
WY-200604-148	148	80.000	17N	101W	2	S2SE,			WY FD	Sweetwater	WY	None
WY-200604-151	151	319.760	17N	102W	2	1-4,			WY FD	Sweetwater	WY	None

Exercise B: Sale Results Detail

This exercise will show you how to research your area of interest to find historical parcel purchases and price per acre paid.

Step 1:

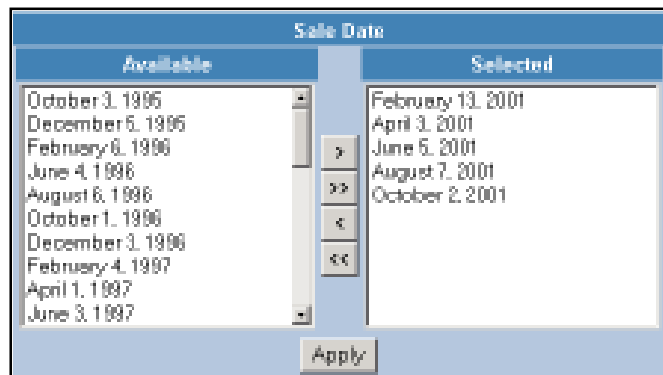
Lease Sale Data Home - If you are still in the *Parcel List Detail* Report, exit the report by clicking the *Back* button and then *Lease Sale Data Home*.



This will return you to the *Lease Sale Data Home* page. Your original query created in Exercise A should still be selected. If not, you will need to follow Exercise A to make the appropriate selections.

Step 2:

Sale Date- Move the sale dates that you selected in Exercise A back over to the left. Determine how far back historical sale dates are relevant for your research. Highlight those dates and move them over to the right. Click *Apply*.



Step 3:

Count- Under *Current Selection*, *Count* displays in red the total number of parcels sold in the dates that you selected.



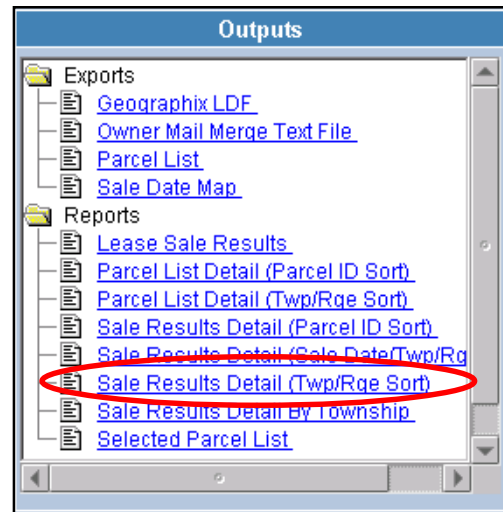
Step 4:

Save Criteria- Save the query using the *Save Criteria* link. This will save the query in *User Criteria* to be used later when we create map exports to use in CarteView.

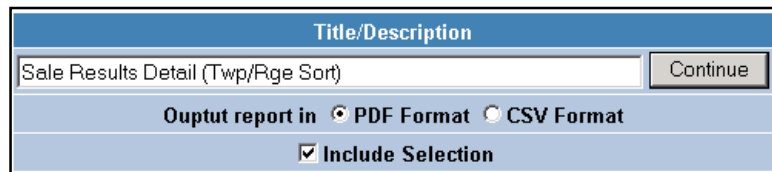
Name the query with dates.



Step 5:
Output-Sales Results Detail (Twp/Rge Sort)- This report shows you the leased parcels in geographic order.

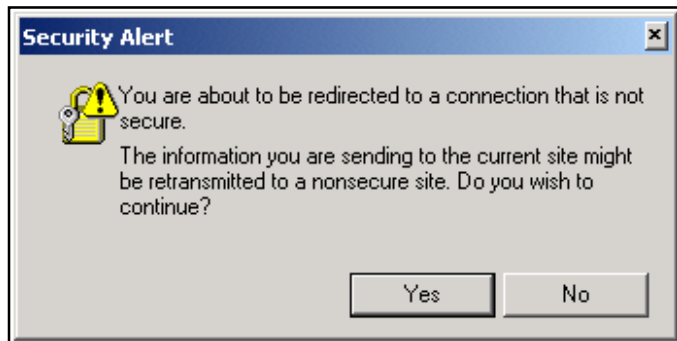


Once you click on the report, the *Title/Description* window will appear. You can change the name of your report here, if you so choose. You can select your output to be either *PDF* or *CSV* format.



A check in *Include Selection* will list your query criteria on the report. Click *Continue*.

You may get a *Security Alert* window. You will need to click *OK* or *YES* before you can view the report.



Once the *Report Status* displays *Completed* you can click on the Report's *Description* to view it.

Completed Outputs - Click on Description to View									
Application	Data Source	Description	Date Created	Status	Time to Process	Delete Date	Type		
Lease Sale Data	Wyoming BLM Lease Sale	Sale Results Detail (Twp/Rge Sort)	Oct-17-2001	Completed	0:0:52	Nov-16-2001	Reports	View Receipt	Delete

Sale Results Detail (Twp/Rge Sort)
Feb-21-2006

Twp: 12N Rge: 95W

Record ID: WY-199912-157 Sale Date: 1996-12-03

Parcel: 187	Lessee: Yates Petro Corp	Bid Per Acre: \$10.00
Sale Type: Competitive	105 S 4th St	Total Bid: \$5,200.00
Serial #: WYWI40896	Artesia, NM 88210	Rental: \$0.00
		Total Acres: 320.000

Twp	Rge	Sec	Legal Description	Survey		County	State	Land Type	Stipulation
				Number	Suffix				
12N	95W	11	W2			Sweetwater	WY	WY PD	Yes (3)

Twp: 14N Rge: 90W

Record ID: WY-199912-146 Sale Date: 1996-12-03

Exercise B, Part 2: Lease Sale Results, CSV format

This exercise will show you how to export the information in the *Lease Sale Results* report to a CSV file that can be opened in most spreadsheet programs, including MicroSoft Excel. You can use the spreadsheet analysis tools to research the average price paid per acre.



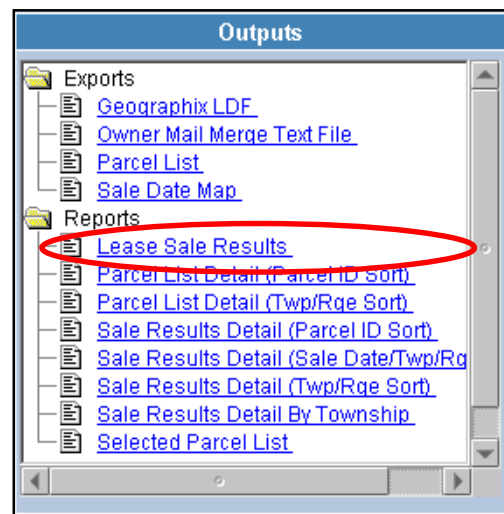
Step 1:

Lease Sale Data Home- If you are still in the *Parcel List Detail* Report, exit the report by clicking the *Back* button and then *Lease Sale Data Home*.

This will return you to the *Lease Sale Data Home* page. Your query created in Exercise B should still be selected. If not, you will need to make the appropriate selections.

Step 2:

Output-Lease Sale Results- This is a one line report that shows who won the bid, how much they paid, plus parcel ID and parcel number. In this example, we will output to a CSV file and open it in MicroSoft Excel to find the average price per acre.

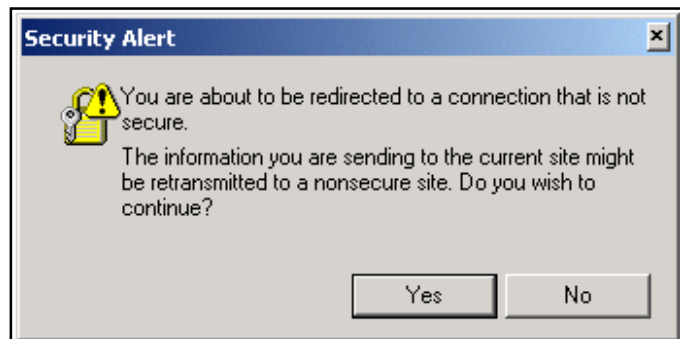


Once you click on the report, the *Title/Description* window will appear. You can change the name of your report here, if you so choose. Select your output to be *CSV* format.

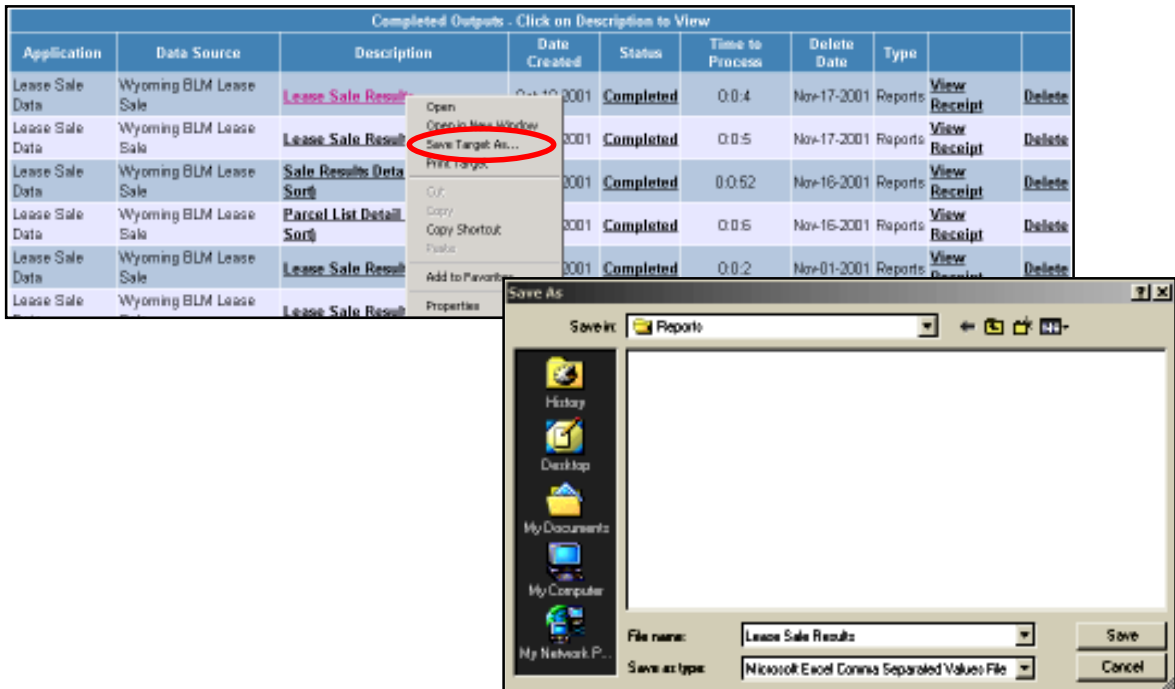


A check in *Include Selection* will list your query criteria on the report. Click *Continue*.

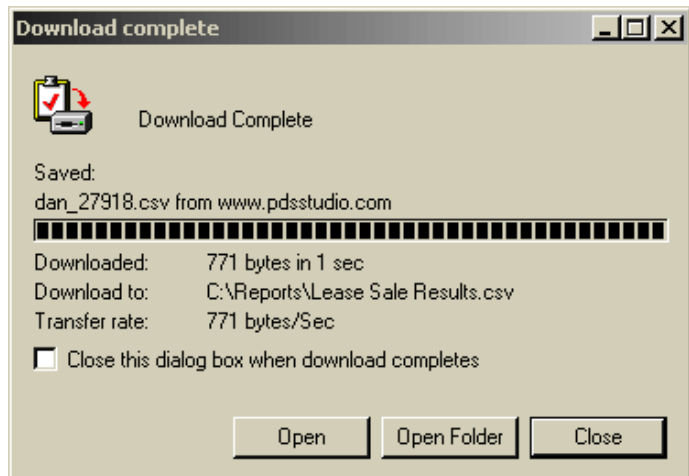
You may get a *Security Alert* window. You will need to click *OK* or *YES* before you can view the report.



Once the *Report Status* displays *Completed* you can **right** click on the Report's *Description*. This will bring up a pop up context menu where you can select *Save Target As...* giving you a Browse window where you can name and save your file.

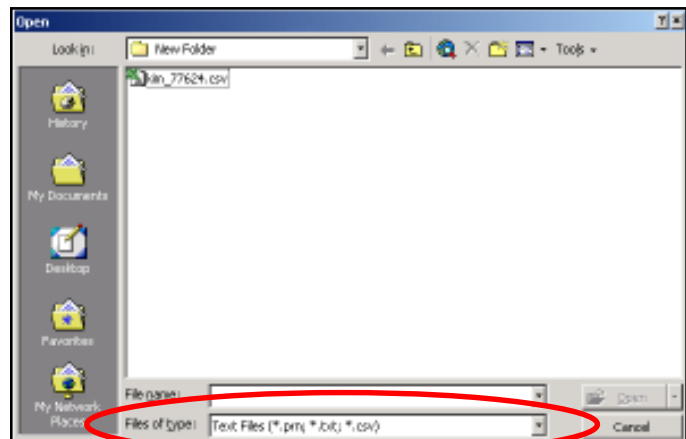


When the download has finished processing, the message will read "Download Complete". Click the *Close* button.



If you click the *Open* button, the report will open in Excel but will not be formatted correctly.

Now open Microsoft Excel and browse to your file to open it. You may have to change your "File of type:" in order to see it.



Exercise C: Sale Results Detail

This exercise will show you how to find the “hot areas” in a state. It will show you where the parcels are commanding the highest bid per acre.



Step 1:

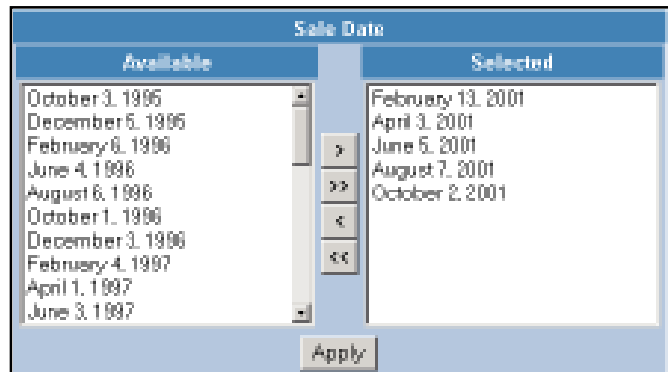
Lease Sale Data Home- If you are still in the *Parcel List Detail* Report, exit the report by clicking the *Back* button and then *Lease Sale Data Home*.

This will return you to the *Lease Sale Data Home* page, your query created in Exercise B should still be selected. Click *Clear Criteria* to clear the last query.



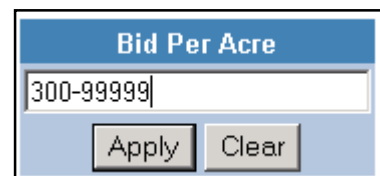
Step 2:

Sale Date- Determine how far back historical sale dates are relevant for your research. Highlight those dates and move them over to the right. Click *Apply*.



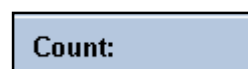
Step 3:

Bid Per Acre- Determine the amount you want to see, and type in your numbers without dollar signs. Click *Apply*.



Step 4:

Count- Under *Current Selection*, *Count* displays in red the total number of parcels sold in your bid per acre range.



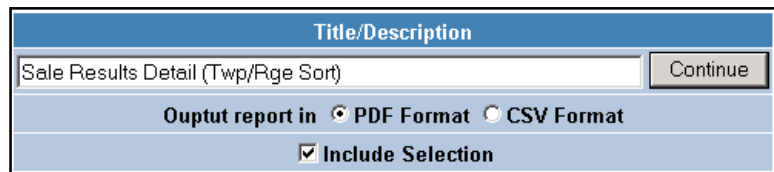
Step 5:

Output-Sales Results Detail (Twp/Rge Sort)- This report shows you the leased parcels in geographic order.

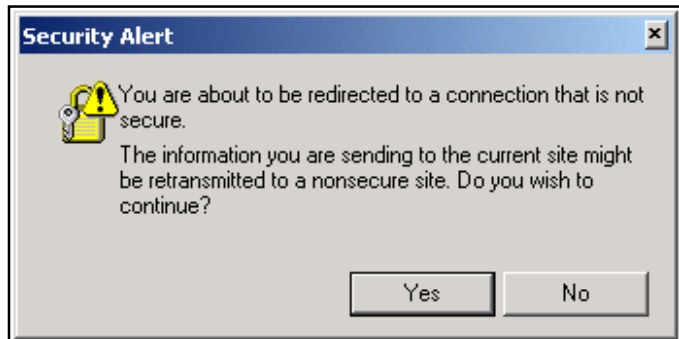


Once you click on the report, the *Title/Description* window will appear. You can change the name of your report here, if you so choose. You can select your output to be either *PDF* or *CSV* format.

A check in *Include Selection* will list your query criteria on the report. Click *Continue*.



You may get a *Security Alert* window,. You will need to click *OK* or *YES* before you can view the report.



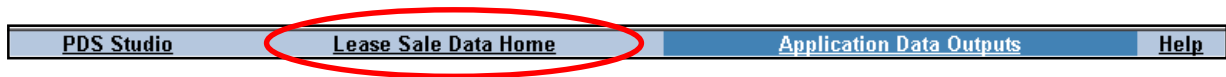
Once the *Report Status* displays *Completed* you can click on the Report's *Description* to view it.

Completed Outputs - Click on Description to View									
Application	Data Source	Description	Date Created	Status	Time to Process	Delete Date	Type		
Lease Sale Data	Wyoming BLM Lease Sale	Sale Results Detail (Twp/Rge Sort)	Oct-17-2001	Completed	0:0:52	Nov-16-2001	Reports	View Receipt	Delete

Sale Results Detail (Twp/Rge Sort)									
Oct-28-2001									
Period ID: WY-200104130		Sale Date: 2001-02-11							
District: 128		Lessee: COLEMAN O&G INC		Dist. Fee Assoc: 875.00					
Sale Type: Competitive		PO BOX 1327		Total Bid: 550,000.00					
Serial #: WYR132712		FARMINGTON, NM 87401		Rental: 0.00					
				Total Assoc: 875.00					
Twp	Rge	Sec	Legal Description	Survey		State	Land Type	Settlement	
				Number	Section				
17N	04W	12	ALL;			Switzerland	WT	WT PD	Yes (1)
Period ID: WY-200104104		Sale Date: 2001-04-03							
District: 104		Lessee: KENNEDY MOORE		Dist. Fee Assoc: 650.00					
Sale Type: Competitive		700 W GILLET		Total Bid: 5215,020.00					
Serial #: WYR131101		GILLETTE, WY 82714		Rental: 0.00					
				Total Assoc: 653.00					
Twp	Rge	Sec	Legal Description	Survey		State	Land Type	Settlement	
				Number	Section				
21N	07W	35	1-4;			Switzerland	WT	WT PD	Yes (1)
21N	07W	35	52,52B2;			Switzerland	WT	WT PD	Yes (1)
Period ID: WY-200106112		Sale Date: 2001-06-05							
District: 112		Lessee: HANSON & STRAIN INC		Dist. Fee Assoc: 500.00					
Sale Type: Competitive		PO BOX 3320		Total Bid: 525,000.00					
Serial #: WYR15611		CHEYENNE, WY 82003-0320		Rental: 0.00					
				Total Assoc: 500.00					

Exercise D: Lease Sale Results

This exercise will show you how to find all bids won by a particular company.



Step 1:

Lease Sale Data Home- If you are still in the *Sales Results Detail* Report, exit the report by clicking the *Back* button and then *Lease Sale Data Home*.

This will return you to the *Lease Sale Data Home* page. Your query created in Exercise C should still be selected. If not you will need to enter the sale dates that you want to research.

Step 2:

Bid Per Acre- Remove the amount so the screen is blank. Click *Apply*.

The screenshot shows a small window titled 'Bid Per Acre'. It has a text input field that is currently empty. Below the input field are two buttons: 'Apply' and 'Clear'.

Step 3:

County- Select and move to the right the county or counties that represent your area of interest. Click *Apply*.

You can also use *Location* to enter the township and range for your area of interest.

The screenshot shows a window titled 'Counties'. At the top, there is a dropdown menu for 'Select State:' with 'WY' selected. Below this is a table with two columns: 'Available' and 'Selected'. The 'Available' column lists counties: Albany, Big Horn, Campbell, Converse, Crook, Fremont, Goshen, Hot Springs, Johnson, and Laramie. The 'Selected' column lists counties: Carbon, Lincoln, Sublette, Sweetwater, and Uinta. Between the columns are four arrow buttons: '>', '>>', '<', and '<<'. At the bottom of the window is an 'Apply' button.

Step 4:

Lessee Name- Type in the name of the lessee whom you want to research, adding a "%" to search for any parcel with the name in it.

The screenshot shows a window titled 'Lessee'. It has a text input field with 'Yates%' entered. Below the input field is a dropdown menu with 'None' selected. At the bottom of the window are two buttons: 'Apply' and 'Clear'.

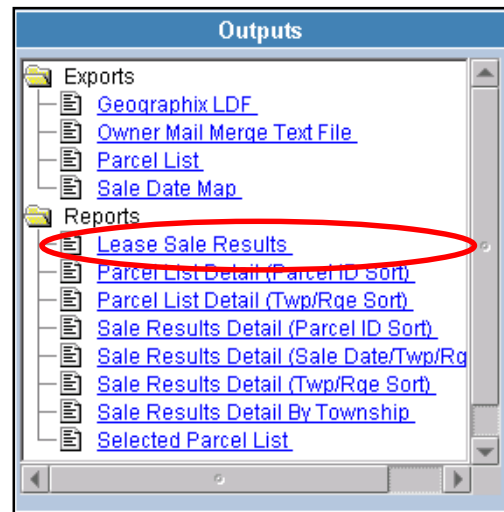
Step 5:

Count- Under *Current Selection*, *Count* displays in red the total number of parcels in your AOI with Yates on the lease.

The screenshot shows a small window titled 'Count:'. It contains the text 'Count:' in a bold, black font.

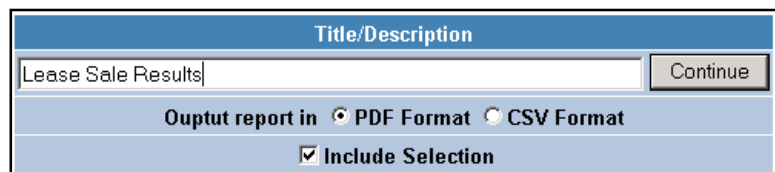
Step 6:

Output-Lease Sale Results- This is a one line report that shows who won the bid, how much they paid, plus the parcel ID and parcel number.

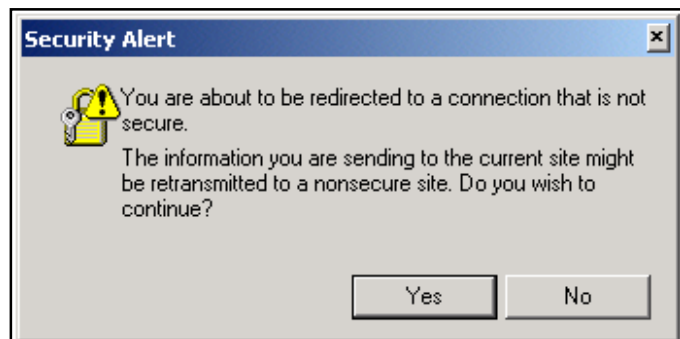


Once you click on the report, the *Title/Description* window will appear. You can change the name of your report here, if you so choose. You can select your output to be either *PDF* or *CSV* format.

A check in *Include Selection* will list your query criteria on the report. Click *Continue*.



You may get a *Security Alert* window. You will need to click *OK* or *YES* before you can view the report.



Once the *Report Status* displays *Completed* you can click on the Report's *Description* to view it.

Completed Outputs - Click on Description to View									
Application	Data Source	Description	Date Created	Status	Time to Process	Delete Date	Type		
Lease Sale Data	Wyoming BLM Lease Sale	Sale Results Detail (Twp/Range Sect)	Oct-17-2001	Completed	0:0:52	Nov-16-2001	Reports	View Receipt	Delete

Lease Sale Results										
Feb-21-2006										
Record ID	Parcel #	Serial #	Name	Address	City	State	Zip	Acres	Bid	Total Bid
WY-199612-001	1	WYW140730	Yates Petro Corp	105 S 46 th St	Artesia	NM	88210	880.000	\$2.00	\$1,760.00
WY-199612-002	2	WYW140731	Lockridge John P	1801 Broadway #1250	Denver	CO	80202	1,520.000	\$2.00	\$3,040.00
WY-199612-003	3	WYW140732	Lockridge John P	1801 Broadway #1250	Denver	CO	80202	960.000	\$2.00	\$1,920.00
WY-199612-004	4	WYW140733	Aspect Resources LLC	535 16th St #820	Denver	CO	80202	79.840	\$2.00	\$160.00
WY-199612-005	5	WYW140734	Aspect Resources LLC	535 16th St #820	Denver	CO	80202	760.000	\$10.00	\$7,600.00
WY-199612-006	6							240.000	\$0.00	\$0.00
WY-199612-007	7	WYW141012	HUTTMANN ROBERT	BOX 4138	HIGHLAND PARK	NJ	08904	80.000	\$0.00	\$0.00
WY-199612-008	8	WYW140735	Hanson & Stokes Inc	Box 3020	Cheyenne	WY	82003	480.000	\$2.00	\$960.00
WY-199612-009	9							720.000	\$0.00	\$0.00
WY-199612-010	10	WYW140736	Burr O&G Inc	Deaver 50	Farmington	NM	87401	40.000	\$31.00	\$1,240.00
WY-199612-011	11	WYW140737	Bechtold G D	1641 California #412	Denver	CO	80202	80.000	\$2.00	\$160.00
WY-199612-012	12	WYW140738	Hooten James II	10961 El Powers Dr	Englewood	CO	80111	160.000	\$6.00	\$960.00
WY-199612-013	13	WYW140739	Brown Bonnie J	614 S Greeley Hwy	Cheyenne	WY	82007	680.920	\$2.00	\$1,362.00
WY-199612-014	14	WYW140740	High Plains Assoc	1600 Broadway #1565	Denver	CO	80202	40.000	\$17.00	\$680.00
WY-199612-015	15	WYW140741	High Plains Assoc	1600 Broadway #1565	Denver	CO	80202	240.000	\$20.00	\$4,800.00
WY-199612-016	16	WYW140742	Brown Bonnie J	614 S Greeley Hwy	Cheyenne	WY	82007	240.000	\$11.00	\$2,640.00

