



Lot & Tract Lookup



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Table of Contents

CHAPTER ONE

<i>Lot & Tract Lookup Overview</i>	<i>1</i>
<i>Opening the Lot & Tract Lookup Application</i>	<i>1</i>
<i>Selectiong a Database</i>	<i>1</i>
<i>Databases Available Through Studio</i>	<i>2</i>
<i>To Purchase a Subscription</i>	<i>2</i>
<i>PDS Studio Home screen and Key Links</i>	<i>2</i>

CHAPTER TWO

<i>Lot & Tract Lookup Home Screen</i>	<i>5</i>
<i>Available Criteria Section</i>	<i>6</i>
<i>Current Selections Section</i>	<i>7</i>
<i>Defined Criteria Section.....</i>	<i>7</i>

CHAPTER THREE

<i>Exercise A: Researching a Township for Lots & Tracts</i>	<i>9</i>
<i>Exercise B: Exporting Files for Mapping</i>	<i>11</i>

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CHAPTER ONE:

Lot & Tract Lookup

Lot and Tract Lookup within PDS Studio, is an Internet tool designed to accomplish two things. First, to provide a research and reporting mechanism to review various types of survey acreages and their nominal locations described as quarter quarter or multiple quarter quarters of a section. Second, to provide a means of exporting desired surveys into a Premier export file so you can create a reference map utilizing Premier’s CartéView software.

Lots typically are corrections to the survey to account for non-standard sections that cannot be defined entirely by aliquot descriptions. Lots are typically smaller parcels of land that are wholly contained within a section. Tracts are parcels of land of no particular size that lie in more than one section. Tracts are numbered beginning with “37” or the next highest unused number to avoid confusion with section numbers. Tracts generally preexisted the formal survey.

When you have completed the Lot and Tract Lookup Internet training you will understand:

- ❖ Each link within the Lot and Tract Lookup Software.
- ❖ How to connect to the correct Lot and Tract database.
- ❖ How to research lots, tracts and other survey types to find their nominal location and exact acreage size.
- ❖ How to create an export file to map the nominal location of lots, tracts and other survey types.

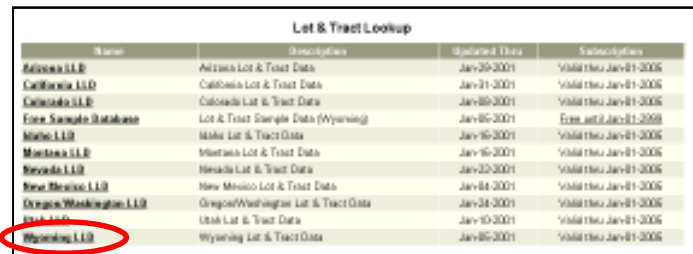


Opening up the Lot and Tract Lookup Application

Simply click on the Lot and Tract Lookup link to open the application. This will take you to the Lot and Tract Lookup Window, where you can select your database.

Selecting a Database

To open the LLD (Legal Land Description) database for the state that you want to research, click the link for the state under “Name”. This will take you to the Lot and Tract Lookup Home Page.



The two fields to the right of the database link display a description of the database and the date the database is updated through.

The final field in the Lot and Tract Lookup Window displays a date your subscription is valid through. If you have a subscription to a database you will be able to generate reports and export files 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 your selection.

Databases Available Through Studio

Premier Data Services updates LLD databases used in the Lot and Tract Lookup application annually. The following states are available:

- Arizona
- California
- Colorado
- Idaho
- Montana
- Nevada
- New Mexico
- Oregon/Washington
- Utah
- Wyoming

To Purchase a Subscription

To purchase a subscription, click on the “Click for Info” link displayed in the database selection table. Click on the “Click to Get Subscription Information” link and an e-mail will automatically be sent to Premier Data requesting information. A Premier representative will contact you with pricing details.

Name	Description	Updated Thru	Subscriptions
Arizona Lot Finder	Arizona LLD	Jan-29-2001	Click for info
California Lot Finder	California LLD	Jan-31-2001	Click for info
Colorado Lot Finder	Colorado LLD	Jan-05-2001	Click for info
Idaho Lot Finder	Wyoming LLD Data	Jan-05-2001	Click for info
Montana Lot Finder	Montana LLD	Jan-16-2001	Click for info
Nevada Lot Finder	Nevada LLD	Jan-22-2001	Click for info
New Mexico Lot Finder	New Mexico LLD	Jan-04-2001	Click for info
Oregon/Washington Lot Finder	Oregon/Washington LLD	Jan-24-2001	Click for info
Utah Lot Finder	Utah LLD	Jan-10-2001	Click for info
Wyoming Lot Finder	Wyoming LLD	Jan-05-2001	Click for info

PDS Studio Home

The top section of Studio Home screen (shown in PDS Studio Applications and Lot and Tract Lookup databases) features six links.

Home	Your Account	All Data Outputs	Report Prices	Support	Help
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Home - This link accesses the PDS Home page of www.pdsstudio.com.

Your Account - Lists the current information on your account, plus subscription information. You can edit your account data or change your password at any time.

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 the report.

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

Support - This link allows you to type an e-mail to the Premier Data Services support staff for assistance.

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

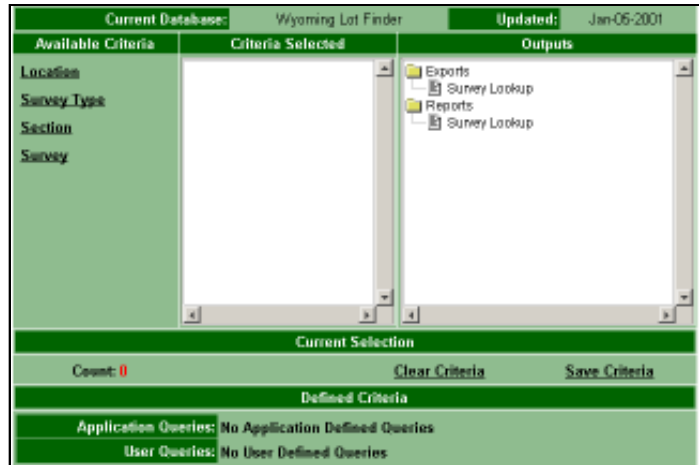
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CHAPTER TWO: *Lot & Tract Lookup*

Lot and Tract Lookup Home

This screen allows you to examine lot and tract data using various research criteria. The Lot and Tract Lookup application allows you to use, build and save defined criteria queries. Data can be retrieved by a township, blocks of townships, survey type, section number or survey number.

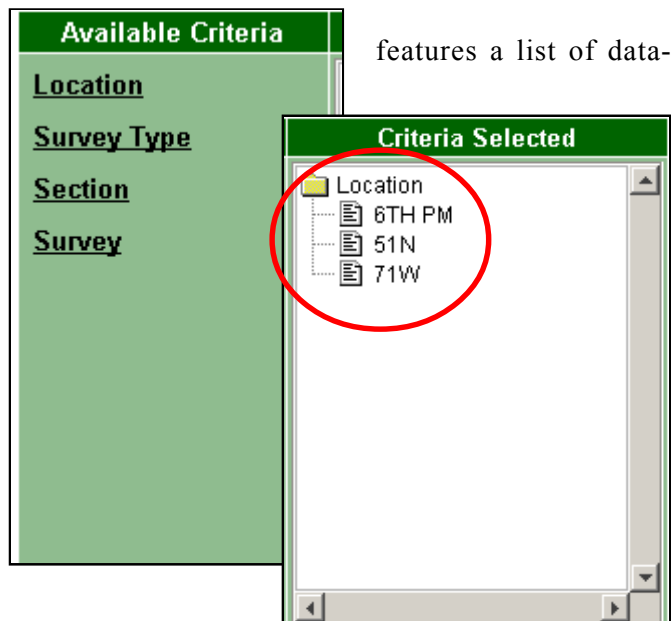


The Lot and Tract Lookup Home screen contains several sections:



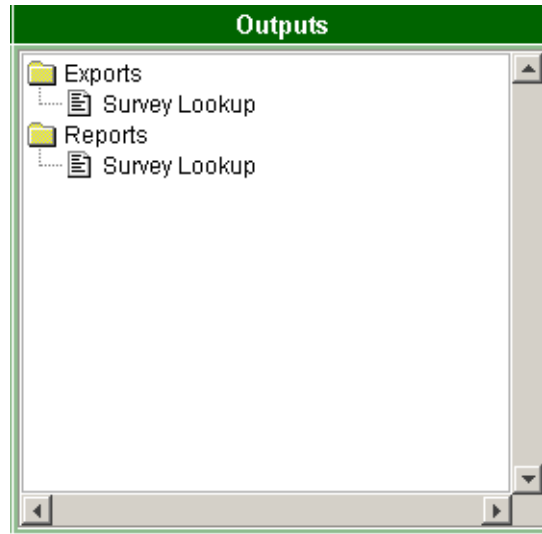
The top section of the Lot and Tract Lookup Home screen lists the current database and update date that you are using.

The left middle section, “Available Criteria”, search categories.



features a list of data-

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



Once the data has been retrieved it can be output to an *export* or a *report* as shown in the far right middle section.

The lower section of the window, *Defined Criteria*, features “Application Queries” and “User Queries”. Application Queries are predefined queries provided by Premier. Currently there are none listed. User queries is where you can store queries that you create. Saving them allows you to use them again in the future without having to recreate them.



Available Criteria

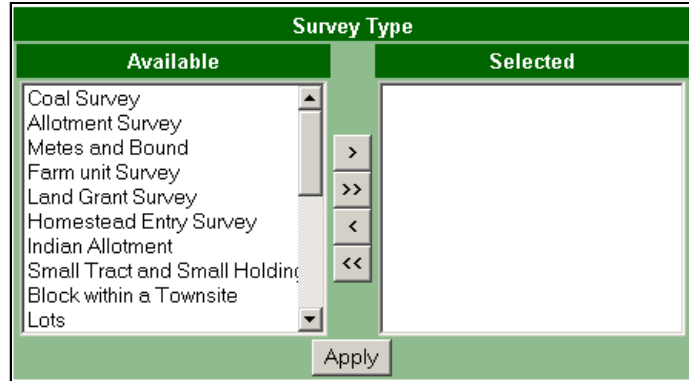
When you click on any of the “Available Criteria” options, you will see a new dialog box. Once you make the appropriate selections, click the “Apply” button to return to the main Lot and Tract Lookup screen. The following selections are available.

Location- Allows you to search the database for Lots and Tracts within a township and range window or a specific area of interest. You can search an individual township by typing a specific township and range reference in the “min value” line. A block of contiguous townships can be specified by entering the minimum and maximum values for a specific township and range window. Type in the direction or use the drop down box to select it. You can use the Tab key to move from box to box.

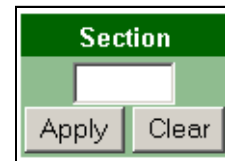


The Meridian drop down edit box lists all meridian codes in the country. Use this when you are working in a state with more than one meridian and there are identical numbered townships in both meridians.

Survey Type- You can limit your search to certain survey types by selecting one from the list. The default is All Survey Types. When choosing criteria from Available you can use the single right arrow button to move items to the Selected window. The double right arrow buttons will move every data element from the “Available” window to the “Selected” window.



Section- Use this to narrow your search to an individual section. You are limited to searching one section at a time.



Survey- If you have the survey number, you can pull just that specific survey. The survey number is the same as the lot number. You may also enter tract numbers.



Current Selection

The Current Selection section links are as follows:

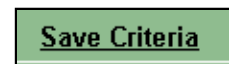
Case Count- The Case Count number represents the total number of unique surveys that match the criteria selected.



Clear Criteria- Clears all criteria selected.



Save Criteria- Once you have made the appropriate selections, you can save them for future use. Saving your queries provides a quick and easy way to retrieve your criteria selected. It is also 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 Legal Land Description database. The buttons are as follows:



Application Queries - The Application Queries drop down box provides you with predefined queries from Premier Data Services. At this time Premier has not added any predefined queries to this application.

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

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CHAPTER THREE:

Lot & Tract Lookup

Foundation Exercises

The following exercises will help you to understand the basic functionality and use of the software.

Exercise A: Reseaching a Township for Lots andTtracts.

Step 1:

Location-From the Lot and Tract Lookup Home screen select “Location”. Enter the township and range numbers of the area that you want to research. Be sure to select the correct direction indicator (N,S,E,W). Remember the Meridian is only needed in states that have more than one meridan with identical townships and ranges. A geographic location is the only required information needed.

Meridian (optional)	ETHPM												
	<table border="1"> <tr> <th colspan="2">Township</th> <th colspan="2">Range</th> </tr> <tr> <td>Min Value:</td> <td>51</td> <td>N</td> <td>71</td> </tr> <tr> <td>Max Value:</td> <td></td> <td>N</td> <td>E</td> </tr> </table>	Township		Range		Min Value:	51	N	71	Max Value:		N	E
Township		Range											
Min Value:	51	N	71										
Max Value:		N	E										
		Apply	Clear										

Step 2:

Output-Report-Survey Lookup-This report gives us the nominal location, displayed by the quarter quarter aliquot description for all lots, tracts and other survey types for the designated geographic area, along with the section acreage, survey acres and survey notes.

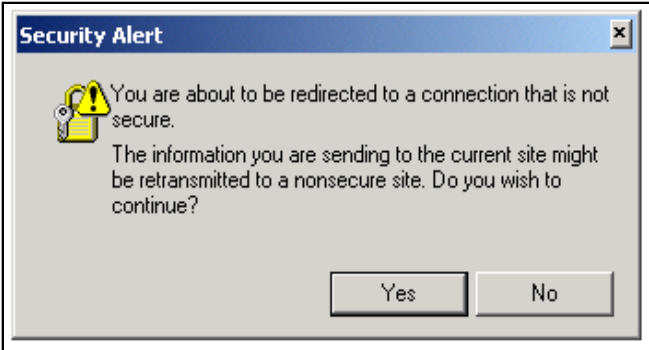
Once you click on the report, the Title/Description window will appear. You can change the name of your report here if you so choose or use the default name.

A check in “Include Selection” will list your query criteria on the report.

You can select your output to be either PDF or CSV format. The default is PDF and all output reports are formatted to PDF. A PDF file is an Adobe Acrobat file that can be read with Acrobat Reader. CSV is a file type that can be read in Microsoft Excel. CSV files can be opened as a spreadsheet in Excel or as a Comma Delimited file in any word processing program.

Note: Remember you must have Adobe Acrobat Reader in order to view a PDF file. See the Introduction for instructions on downloading.

Depending on how your preferences are set, you may get a Security Alert window. You will need to click “OK” or “Yes” before you can review the report.



The Security Alert window simply indicates that your output is being sent from Premier’s secured server to a non-secure machine (your PC).

Once the Report Status reads “Completed” you can click on the Report Description to view it.

Completed Outputs - Click on Description to View										
Application	Data Source	Description	File Name	Date Created	Status	Time to Process	Delete Date	Type	View Receipt	Delete
Lot & Tract Lookup	Wyoming Lot Finder	Sanvey Lookup	san_2748	Nov-07-2001	Completed	0:0.4	Dec-07-2001	Reports	View Receipt	Delete
Lot & Tract Lookup	Wyoming Lot Finder	Sanvey Lookup	san_81047	Nov-07-2001	Completed	0:0.4	Dec-07-2001	Reports	View Receipt	Delete

Delete All Completed Outputs

Survey Lookup						
Nov-07-2001						
Meridian:	6	6TH PM	Township:	0510N	Range:	0710W
Section:	001		Section Acres:	640.540		
	Survey Type	Survey	Suffix	Survey Acres	Aliquot	Survey Note
Lot		1		40,850	NENE	R
Lot		10		43,160	SENE	
Lot		11		46,370	SENE	
Lot		12		50,380	NENE	
Lot		13		44,130	NENE	
Lot		14		42,940	NENE	
Lot		15		41,720	NENE	
Lot		16		42,920	SENE	
Lot		17		52,220	SENE	
Lot		2		40,100	NENE	R
Lot		3		40,160	NENE	R

The top of the report lists the Meridian, Township, Range, Section and Section Acres. Under each Section lists the following information:

Type- Displays the type of survey: lot, tract or otherwise.

Survey- Displays the survey number.

Suffix- Displays the survey suffix identifier.

Survey Acres- Displays the official BLM acreage for the listed survey.

Aliquot- Displays the approximate or nominal location of the survey via a quarter quarter description.
Note: Tracts are typically larger than lots, so they may be described as multiple quarter quarters.

Survey Note- An “R” means that the survey has been replaced. Usually a lot has been replaced when a resurvey results in a size change.

Exercise B: Exporting Lots and Tracts for Mmapping.

You can use the Survey Lookup “Export” (under Outputs), to export a single township and range or a block of townships and ranges. This will export the survey types that are selected so that the resurveyed area can be mapped in CartéView. Mapping various survey types can be helpful to use as a quick reference instead of looking up the Master Title Plat.

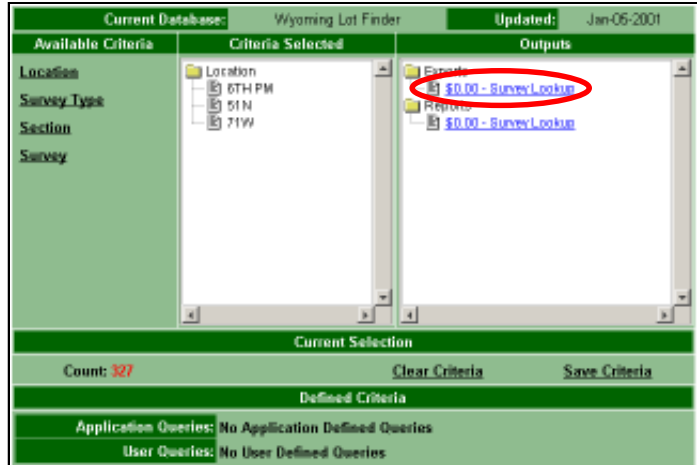
Step 1:

Location-Enter the township and range numbers of the area that you want to map. Remember the Meridian is only needed in states that have more than one meridian with identical townships and ranges.

A geographic location is the only required information needed.

Step 2:

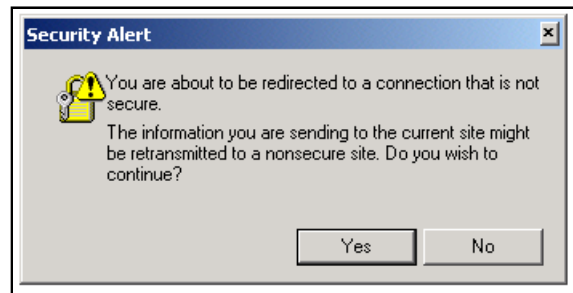
Output-Export-Survey Lookup-This export gives us the nominal location, displayed by the quarter quarter aliquot description for all lots, tracts and other survey types for the designated geographic area. You can use this export file to create a map in Carte View.



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. Or, you can use the default name that automatically appears.



Again, you may get a Security Alert window. You will need to click “OK” or “Yes” before you can review the report.



Once the Report Status reads “Completed” you can click on the Report Description to export it.

Completed Outputs - Click on Description to View										
Application	Data Source	Description	File Name	Date Created	Status	Time to Process	Delete Date	Type		
Lot & Tract Lookup	Wyoming Lot Finder	Survey Lookup	dan_53553	Nov-07-2001	Completed	0:0:1	Dec-07-2001	Exports	View Receipt	Delete

Note: Remember, all export files are store in WinZip, you will need to have WinZip or a similar program in order to export these reports. All PDS University export exercises use WinZip.

Step 3:

Export the file to your hard drive- You can either “Open” the zipped file to save to your hard drive, or “Save” the zipped file to your hard drive to open later. In this example, we will open (unzip) the zip file and save it to the hard drive.

Click “Open”. The file will compress to a temporary file in the background and WinZip will open. Depending on your preferences, you will either get the main WinZip Classic window or the WinZip Wizard.

Highlight the export file, click the “Extract” button and browse to where you want to store the unzipped file. We recommend that you create a “Map Data” or “Map Projects” folder to which you can save your export files. Extracting will unzip the file and save it locally on your hard drive. This file can then be opened and mapped in CartéView.

