

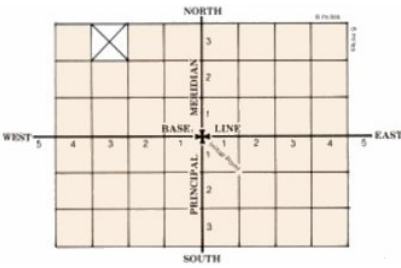


DNR Business Reporting System Form Help

Feature	Description	Example
List Box	<p>Fields that include a list box allow you to select any number of values displayed in the list box using any of the following methods:</p> <ol style="list-style-type: none"> 1. To select multiple consecutive values, click on the first value, press and hold the Shift key, and click the last value you would like to include in your selection. 2. To select multiple nonconsecutive values, click on the first value, press and hold the Ctrl key, and click any other values you would like to include in your selection. 3. To deselect a field, press and hold the Ctrl key and click the selected field. 	<div> <div>Case Type</div> <div> 101 - GENERAL GRANT 102 - COMMUNITY GRANT 103 - NATL FOREST COMM GRANT 104 - MINERAL ESTATE 105 - FEDERAL GRANT </div> </div> <p style="text-align: center;">Try it above!</p>
Text Box	<p>Fields that include a text box allow you to enter text to reduce the results for the given report. You may enter from 1 to 50 characters.</p> <p>There are multiple search methods that can be used with text boxes. These methods include:</p> <ol style="list-style-type: none"> 1. Wildcards <p>This method of search can be highly effective if used properly. By using a percent sign (%) you can search the beginning, end, and/or the whole record for an input value. By placing the percent sign after the input, this will search the beginning of the record for the input. By placing the percent sign before the input, this will search the end of the record for the input. By surrounding the input with percent signs, this will search for records that contain the input.</p> 	<div> <div>Customer</div> <div>JOHN SMITH</div> </div> <p>Wildcard after input:</p> <div> <div>Customer</div> <div>JOHN%</div> </div> <p>Wildcard before input:</p> <div> <div>Customer</div> <div>%JOHN</div> </div> <p>Wildcards surrounding input:</p> <div> <div>Customer</div> <div>%JOHN%</div> </div>
Date Range	<p>Fields that include a date range allow you to specify a range of dates using a pop-up calendar. The calendar must be used to select dates, as manual input in these fields has been disabled.</p> <p>To select a date for the "From" or "To" date, click inside the corresponding text box and select the</p>	<div> <div>Status Date (From - To)</div> <div> <div></div> <div>-</div> <div></div> </div> </div>

	<p>desired date from the calendar. Use the left (<) and right (>) arrows to navigate through months and/or years. Click "Current Month" to jump to the current month.</p>	 <p>Calendar for May 2008. Days of the week: S M T W T F S. Dates: 27 28 29 30 1 2 3, 4 5 6 7 8 9 10, 11 12 13 14 15 16 17, 18 19 20 21 22 23 24, 25 26 27 28 29 30 31. A link 'Current Month' is at the bottom.</p>																																																																
<p>Map Search</p>	<p>Fields that include a map icon below their name allow you to perform a search using the Alaska Mapper. For help using the search features of the Alaska Mapper, please refer to the user guide.</p>																																																																	
<p>Township (MTR) and Section Search</p>	<p>The township field (MTR) and the Section should be considered a single unit of information. The section should be selected only if necessary. The township (MTR) has a consistent pattern and works best if entered correctly at the outset. You may note the DBRS system does check for patterns and reorganizes the entry into a standard format. The list of acceptable patterns is described below:</p> <ol style="list-style-type: none"> 1. F003N003W (valid MTR) 2. Foo3Noo3W (lower case oohhs will get converted to zeros) 3. F3N3W (number will get padded to 3 decimal places) 4. F0030N0020W (numbers will truncated to 3 digits 0030==>030) 5. F10030N10020W (numbers will truncated to 3 digits 10030==>030) <p>Depending on the information you enter into the text field, the township is regenerated into the standard format that the database understands and produces the results of your requested query.</p>	<p>Township and Section Fields:</p> <p>Township(MTR) F003N003W</p> <p>Section</p> <ul style="list-style-type: none"> 1 2 3 4 5 <p>Township Grid:</p>  <p>Section Layout:</p> <table border="1" data-bbox="964 1297 1247 1583"> <tr> <td>36</td><td>31</td><td>32</td><td>33</td><td>34</td><td>35</td><td>36</td><td>31</td> </tr> <tr> <td>1</td><td>6</td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>6</td> </tr> <tr> <td>12</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>7</td> </tr> <tr> <td>13</td><td>18</td><td>17</td><td>16</td><td>15</td><td>14</td><td>13</td><td>18</td> </tr> <tr> <td>24</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>19</td> </tr> <tr> <td>25</td><td>30</td><td>29</td><td>28</td><td>27</td><td>26</td><td>25</td><td>30</td> </tr> <tr> <td>36</td><td>31</td><td>32</td><td>33</td><td>34</td><td>35</td><td>36</td><td>31</td> </tr> <tr> <td>1</td><td>6</td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>6</td> </tr> </table> <p>ADJOINING SECTIONS</p>	36	31	32	33	34	35	36	31	1	6	5	4	3	2	1	6	12	7	8	9	10	11	12	7	13	18	17	16	15	14	13	18	24	19	20	21	22	23	24	19	25	30	29	28	27	26	25	30	36	31	32	33	34	35	36	31	1	6	5	4	3	2	1	6
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