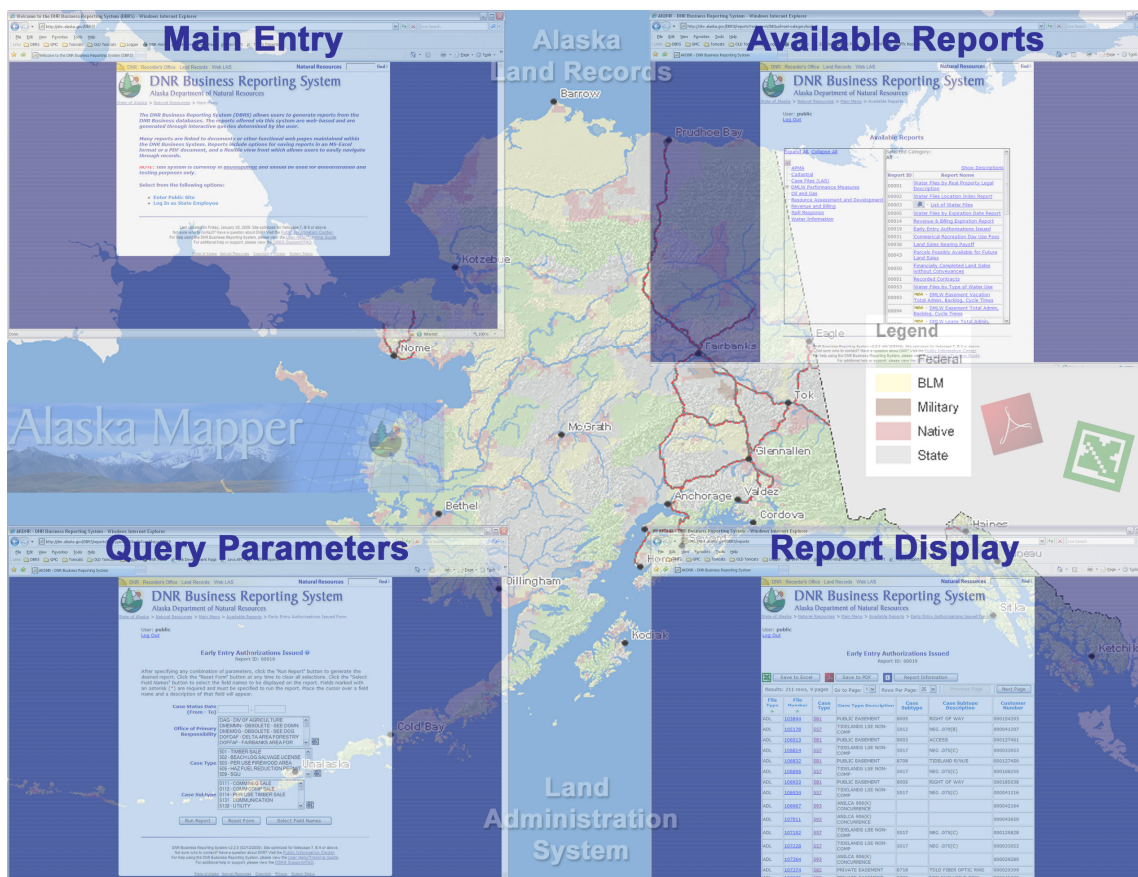




DNR Business Reporting System

Alaska Department of Natural Resources



User Guide

Version 2.1.1 –February 2009

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Introduction

About This User Guide

This user guide serves as a reference to the features and functions of the DNR Database Reporting System (DBRS). It is meant to be used in conjunction with the DBRS Training Guide (available in HTML(coming soon) and [PDF](#) formats), which contains exercises that further demonstrate the system's capabilities.

What's New in DBRS

DBRS version 2.1.1 includes the following enhancements:

- The Available Reports menu now conveniently shows all report categories and subcategories together in a hierarchical list that can be collapsed and expanded. See "Available Reports Page" on page 12 for details.
- A report can now be sorted by up to three different columns, allowing you greater control over the format of the output. See "Sorting the Report" on page 22 for more information.

What is DBRS?

The DNR Business Reporting System (DBRS) is a Web-based application that creates reports from databases maintained by the Land Records Information Section and other divisions within the Alaska Department of Natural Resources (DNR). DBRS's versatile user interface allows you to create precise queries and then flexibly navigate and sort the results. If desired, the results can be exported to a Microsoft Excel spreadsheet or saved as an Adobe PDF document.

DBRS output can also be generated utilizing spatial techniques. Through integration with the Alaska Mapper system, you can navigate to an area of interest and perform spatial queries using a mapping interface. After you have selected map features using Alaska Mapper, you can then return to DBRS to view the selected items in a report format.

After generating a report, you can take advantage of interactive report features to obtain additional information about particular items returned by your query. For example, whenever a case-file number appears in a report, it will provide a hyperlink to the appropriate case-file abstract found in the Land Administration System (LAS). Reports also provide hyperlinks to the Alaska Land Records Web Site anytime an MTRS designation is included in a report so that you can search land records associated with that area.

System Requirements

Supported Browsers

DBRS is compatible with Internet Explorer versions 5.5.x, 6.x and 7.x.

Recommendations for Best Performance

For best performance, we recommend that your system have the following:

- Screen resolution of at least 1024 x 768 pixels
- Ability to display at least 24-bit color video
- Adobe Acrobat Reader browser plugin

Getting Started

Accessing DBRS

To access DBRS, direct your Web browser to <http://reports.dnr.alaska.gov/>.

You may then select one of the following options:


- **Enter Public Site** – The public account is not yet available. At a future date, this account will provide access to reports that have been made available to the general public.
- **Log in as State Employee** – Registered user accounts are available only to employees of the State of Alaska. All state employees automatically have a registered user account. The user ID and password are the same as those for your e-mail account. If you are unable to log in, contact your local computer support personnel or the Department of Administration. The DNR is considering a policy that will permit non-state employees to have registered user accounts.

Logging Out

When finished with the application, you should log out by clicking the **Log Out** link found in the upper-left portion of the page. Logging out closes the current session and helps eliminate the chance of someone tampering with your account. DBRS will automatically log you out after 12 hours of inactivity and return you to the login screen.

Getting Help

There are various ways you can get help with using DBRS:

- The DBRS Training Guide provides specific examples of query usage designed to help you with the report generation process. You can access the training guide [here](#).
- On the Query Parameters page, you can hover your pointer over the field names to view tool tips that define the fields.
- On the Query Parameters page, you'll find on-screen instructions for running a report.
- Click the Help icon  next to a report name on the Query Parameters page to view explanations and tips for entering report criteria in fields such as text boxes, list boxes and date fields.

Additional help is provided through three important links located at the bottom of DBRS pages. These links are to the **Public Information Center**, the **User Help Guide** and **DBRS Support/FAQ**. At the Public Information Center link you can find answers to general questions related to DNR. The User/Training Guide link offers this guide in PDF format. The DBRS Support/FAQ page contains answers to frequently asked questions and provides a link that allows you to submit a request for help. If your issue concerns a particular report, please include the report ID and report name in your message.

Figure 1 illustrates the ways you can obtain help on the Query Parameters page.

DNR Business Reporting System User Guide


The screenshot shows the DNR Business Reporting System interface. At the top, there is a navigation bar with links: DNR, Recorder's Office, Land Records, Web LAS, and Natural Resources. A search bar is on the right. The main header features the DNR logo and the text "DNR Business Reporting" and "Alaska Department of Natural Resources". Below this is a breadcrumb trail: State of Alaska > Natural Resources > Main Menu > Available Reports > DMLW Summary. The user is logged in as "eerdmann" with a "Log Out" link. The current report is "DMLW Summary for Miscellaneous" with Report ID: 00080. A callout box points to a "Help" icon, stating: "Click the Help icon to view tips on entering report criteria." Another callout box points to a field name, stating: "Hover the pointer over a field name to see a description of the field." A third callout box points to three links at the bottom: "Public Information Center", "DBRS User/Training Guide", and "DBRS Support/FAQ", stating: "These three links allow you to access the Public Information Center or open the DBRS User/Training Guide or DBRS Support/FAQ page." The interface includes a "Fiscal Year" dropdown menu with options 2009, 2008, 2007, 2006, and 2005. Below the dropdown are three buttons: "Run Report", "Reset Form", and "Select Field Names". At the bottom, there is a footer with version information and links to the Public Information Center, User Help/Training Guide, and DBRS Support/FAQ.

DNR Recorder's Office Land Records Web LAS Natural Resources find

DNR Business Reporting
Alaska Department of Natural Resources

State of Alaska > Natural Resources > Main Menu > Available Reports > DMLW Summary

User: eerdmann
[Log Out](#)

DMLW Summary for Miscellaneous 
Report ID: 00080

of parameters, click the "Run Report" button to generate the
form" button at any time to clear all selections. Click the "Select
field names to be displayed on the report. Fields marked with
must be specified to run the report. Place the cursor over a field
field will appear.

Click the Help icon to view tips on entering report criteria.

Hover the pointer over a field name to see a description of the field.

Fiscal Year
2009
2008
2007
2006
2005

These three links allow you to access the Public Information Center or open the DBRS User/Training Guide or DBRS Support/FAQ page.

[Public Information Center](#)
[DBRS User/Training Guide](#)
[DBRS Support/FAQ](#)

Run Report Reset Form Select Field Names

DNR Business Reporting System v2.1.1 (01/06/2009). Site optimized for Netscape 7.0 or above.
Not sure who to contact? Have a question about DNR? Visit the [Public Information Center](#).
For help using the DNR Business Reporting System, please view the [User Help/Training Guide](#).
For additional help or support, please view the [DBRS Support/FAQ](#).

Figure 1 – Getting Help

Quick Start Guide to Running a Report

Following is a high-level overview of what it takes to run a report in DBRS. For more specific information, refer to the sections that are referenced within these steps.

To run a report:

1. From the Available Reports page, select the category to which the report belongs from the left column. All reports belonging to that category display in the right column. See "Available Reports Page" on page 12 for more information.
2. Click the name of the report you wish to run. The Query Parameters page displays. For more information about this page, see "Query Parameters Page" on page 14. (**Note:** The Query Parameters page will not display for certain reports that do not require parameters. Instead, you will be taken directly to the Report Display page, and you can skip ahead to step 6).
3. From the Query Parameters page, fine tune the report by specifying selection criteria. Each report has its own set of criteria. For tips on entering data in these fields, see "Tips on Entering Report Criteria" on page 17.
Note: If the report provides the **Area of Interest** parameter, you can click the map icon to open Alaska Mapper and conduct a spatial query. For more information, see "Spatial Queries" on page 20.
4. Format your report by clicking the **Select Field Names** button and selecting the fields that you want to appear in the report. For details see "Selecting Field Names" on page 15.
5. Click **Run Report**. The system generates the report using the specified criteria and displays it on the Report Display page. More information about this page can be found in "Report Display Page" on page 22.
6. From the Report Display page, organize the report by sorting the columns as you see fit. See "Sorting the Report" on page 22 for instructions.
7. If desired, export the report to an Excel spreadsheet or PDF file. See "Exporting the Report" on page 23.

DBRS Basics

Navigation Links

Throughout the report generation process, DBRS provides navigation links (Figure 2), often called “breadcrumbs”, that allow you to quickly return to previously visited pages. These links show a history of the pages that were visited prior to the current page. To return to a previously visited page, click the appropriate link in the breadcrumb trail.

The screenshot shows the DNR Business Reporting System interface. At the top, there are navigation links: [DNR](#), [Recorder's Office](#), [Land Records](#), [Web LAS](#), and [Natural Resources](#). Below these is the system title "DNR Business Reporting System" and the subtitle "Alaska Department of Natural Resources". A breadcrumb trail is displayed: [State of Alaska](#) > [Natural Resources](#) > [Main Menu](#) > [Available Reports](#). The user is identified as "User: eerdmann" with a [Log Out](#) link. A callout box points to the breadcrumb trail with the text: "Navigation links allow you to return to previously visited pages." Below the callout, there are buttons for "Save to Excel", "Save to PDF", and "Report Information". A table shows the results of a report with 2 rows and 1 page. The table has columns: Fiscal Year, # Received/Initiated, # Issued, Percentage, and Median Cycle Time (months). The data rows are for the years 1999 and 2000. At the bottom, there is a footer with contact information and a copyright notice.

Navigation links allow you to return to previously visited pages.

Fiscal Year	# Received/Initiated	# Issued	Percentage	Median Cycle Time (months)
1999	37	46	124.32	44.33
2000	2	8	400	66.53

Figure 2 – Navigation Links

Note: For best performance, use these navigation links instead of your browser’s **Back** button.

Processing Requests

Whenever DBRS is processing a request, you will see the message in Figure 3.

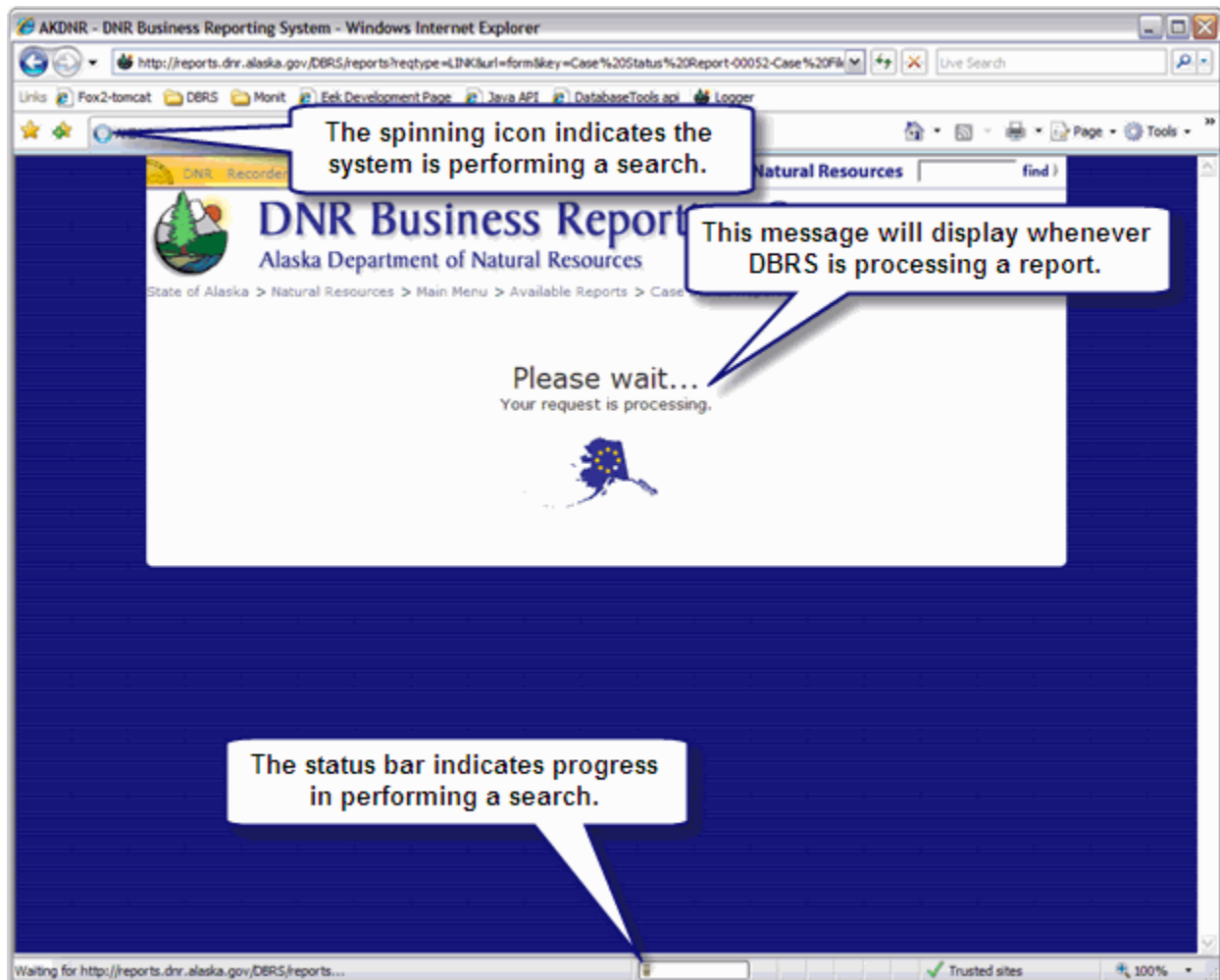


Figure 3 – Processing Request Page

When you see this page, please be patient, as some reports may take some time to load.

Along with the Processing Request page, your browser will display a spinning icon to indicate that a request is processing. Additionally, relative progress is indicated via the Status Bar at the bottom of the browser window. If it seems your request is not being processed, please check for these features. Depending on the current system load, DBRS may take a bit of time to process a request. If you do not see the spinning icon or status bar indicators, try submitting the request again at another time; if the problem persists, please [submit a help request](#).

Note: The spinning icon and status bar may differ slightly among different browser versions.

Huge Dataset Return Warning

Whenever a report query has returned more than 5,000 records, you will see the warning in Figure 4.

The screenshot shows the DNR Business Reporting System interface. At the top, there is a navigation bar with links: DNR, Recorder's Office, Land Records, Web LAS, and Natural Resources. Below this is the system logo and title: "DNR Business Reporting System" and "Alaska Department of Natural Resources". A breadcrumb trail reads: "State of Alaska > Natural Resources > Main Menu > Available Reports > List of Water Files Form". The main heading is "List of Water Files" with a report ID of "00003". A paragraph of instructions explains how to use the "Run Report", "Reset Form", and "Select Field Names" buttons. A large warning box with a yellow triangle icon contains the message: "Query returned 36,984 records. For optimal performance, please limit queries to 5,000 records. Click the 'Cancel' button to refine your search now, or click the 'Continue' button to run the report with the current parameters specified. If you choose to continue you may experience long wait times for the report to complete." Below the warning box are "Continue" and "Cancel" buttons. At the bottom, there is a footer with version information and links to the Public Information Center, User Help/Training Guide, and Webmaster.

Figure 4 – Huge Dataset Return Warning

This message cautions you to refine your search in order to receive a smaller, more manageable data set. You can make the result set more manageable by selecting additional criteria or narrowing the range of your search.

You have two options when a search returns such a large number of records:

- To return to the Query Parameters page, click **Cancel**.
- To run the report anyway, click **Continue**.

Note: If you choose to continue, you may experience long wait times for the report to run.

Available Reports Page

The *Available Reports* page provides a categorized list of all available reports based on their functional use within DNR. Figure 5 summarizes the features explained in the following sections.

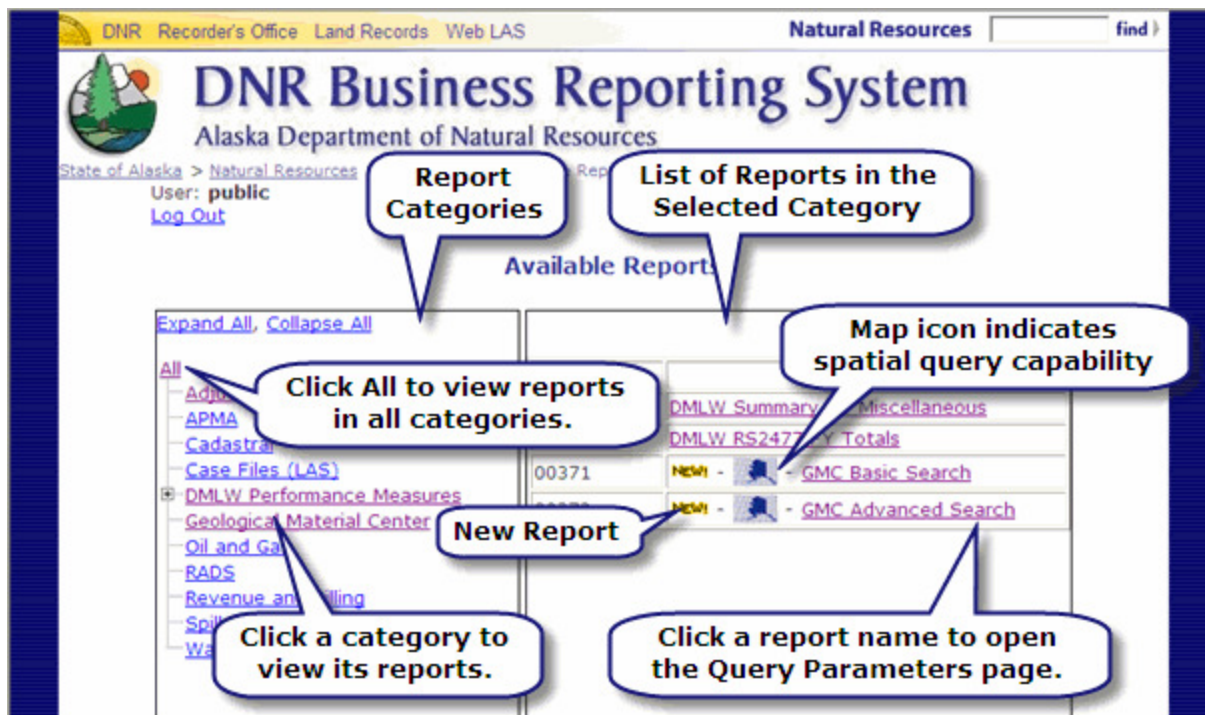


Figure 5 – Available Reports


Reports List

The list of reports displays two columns, **Report ID** and **Report Name**. Report names are displayed as hyperlinks. Clicking a report name will open the Query Parameters page, which is used to fine-tune the selection criteria that will be used to generate the report. For more information, see "Query Parameters Page" on page 14.

Descriptions

To view the descriptions for all reports click **Show Descriptions** located on the top right of the report list.

Map Icon

An Alaska map icon  next to a report name signifies that the report offers spatial query capability using the [Alaska Mapper](#) application. For details on this function, see "Spatial Queries" on page 20.

New Report Icon

The **NEW!** icon highlights reports added to the system within the last 60 days.

Viewing Report Categories and Subcategories

In the left column of the Available Reports page, you see a list of all categories to which you have access. Following are some tips on using this list:

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- Some categories may be further divided into subcategories, which you can view by clicking the plus sign (+) to the left of the category name to *expand* the list.
- When a category is expanded, a minus sign (-) will appear next to its name. To hide the subcategories again, click the minus sign (-) to *collapse* the list.
- Click **Expand All** to show all report subcategories.
- Click **Collapse All** to collapse all nodes on the list.
- Note that the selected category name appears at the top of the report list.

Figure 6 illustrates these options.



Figure 6 – Viewing Report Categories and Subcategories

Query Parameters Page

The Query Parameter page displays the fields that are used to create the report and allows you to specify criteria that narrow down the report results. The layout of the Query Parameter page varies among the different reports, as each report has its own requirements.

Note: Some reports do not require you to enter criteria. Whenever you select one of these reports from the list, the Query Parameter page will not display. Instead, you will be taken directly to the report results.

The screenshot shows the 'LAS Expiration Report' page with the following elements and callouts:

- Field Name:** Points to the 'Case Type' dropdown menu.
- Input Box:** Points to the 'Case Subtype' dropdown menu.
- Hover the pointer over this icon to view values you have selected from the input box.** Points to a small icon next to the 'Case Subtype' dropdown.
- Click the Help icon for tips on entering criteria.** Points to a small icon in the top right corner.
- Click to remove all criteria you have specified.** Points to the 'Reset Form' button.
- Click to select fields to include in report.** Points to the 'Select Field Names' button.
- Click to run report.** Points to the 'Run Report' button.
- Required Field:** Points to the 'LAS Expiration Date*' field.

The page also includes a breadcrumb trail: [State of Alaska](#) > [Natural Resources](#) > [Main Menu](#) > [Available Reports](#) > [LAS Expiration Report](#). The title bar shows 'DNR Business Reporting System' and 'Alaska Department of Natural Resources'. The report ID is '00049'. The 'Case Type' dropdown lists: 450 - LAND USE LICENSE, 451 - LAND LEASE, 452 - LAND SALE, 455 - EASEMENT, 459 - TRESPASS. The 'Case Subtype' dropdown lists: 4501 - TLO AUTHORIZATION, 4502 - TLO ENTRY LETTER, 4901 - DNR AUTHORIZATION, 4501 - TLO AUTHORIZATION, 4502 - TLO ENTRY LETTER. The 'Office of Primary Responsibility' dropdown lists: DAG - DENALI, DMEMM - DENALI, DMEMO - DENALI, DOFDAF - DELTA AREA FORESTRY, DOFFAF - FAIRBANKS AREA FOR.

Figure 7 – Query Parameter Page

Specifying Report Criteria

You can use any of the fields on the Query Parameter page to specify criteria for the report. For the report shown in Figure 7, for example, if you wanted to view all LAS Expiration Reports that apply to case type 455, you would select '455 – EASEMENT' from the **Case Type** list box. You could further refine the report by specifying a date range in the **LAS Expiration Date** fields. When you run the report, only the records that match the criteria you entered in the **Case Type** and **LAS Expiration Date** fields would be returned.


Tip: The more criteria you specify, the sooner your results will appear when you run the report.

See “Tips on Entering Report Criteria” on page 17 for an explanation of the different types of fields found on the Query Parameter page.

Required Fields

A red asterisk (*) beside a field name indicates that the field is required. You cannot run the report unless information is entered in this field.

Area of Interest

The **Area of Interest** field, along with a map icon , will appear on the Query Parameters page for reports that offer spatial query capability. Clicking this icon will direct you to the Alaska Mapper application, where you can run a query using a GIS interface. See “Spatial Queries” on page 20 for instructions.

Selecting Field Names

Prior to running your report, click the **Select Field Names** button to select the fields that you want to appear in the columns of the report results. A separate window will display, allowing you to specify which fields will be included (all fields are selected by default).

Following are some tips on selecting fields:

- To select multiple consecutive fields, hold down the **Shift** key, click the first field name, and then click the last field name in the series that you want to select. All fields between those two will automatically be selected.
- To select multiple nonconsecutive fields, hold down the **Ctrl** key while selecting them one at a time.
- To select all fields, click the **Select All** link.
- After selecting the appropriate fields, click **Submit**.

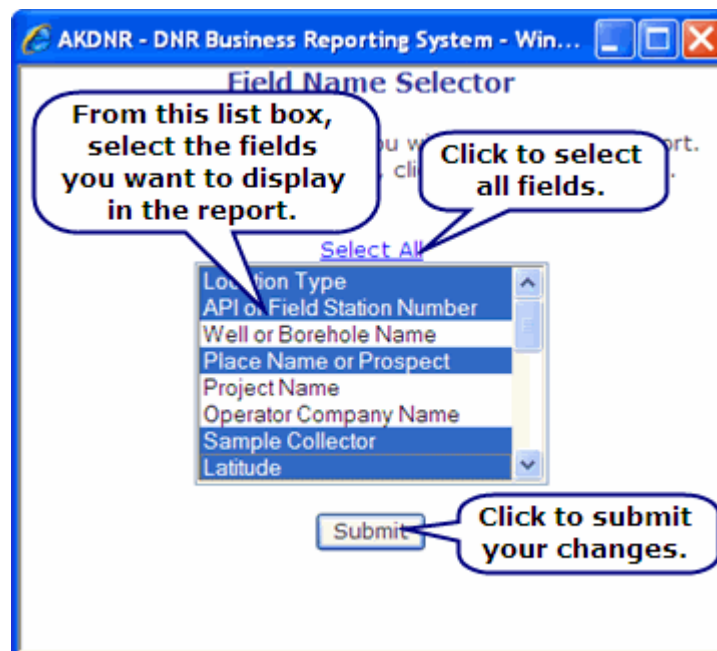


Figure 8 – Field Name Selector

Running the Report

Once you have entered the report criteria and selected the desired field names, click **Run Report** to submit your query. DBRS searches for matches to the requested information and displays the results. Please be patient, as it may take some time to retrieve the results.

Note: If more than 5,000 records are returned by your query, DBRS will warn you that the query may take a long time to complete and give you the option to either continue or cancel the query.

Resetting the Form

The **Reset Form** button returns the page to its default display. All information entered or selected in the fields is erased.

Tips on Entering Report Criteria

The fields that you use to specify criteria on the Query Parameters page come in a variety of types. The following sections describe those field types and offer tips on how to use them.

Text Boxes

Fields that include a text box allow you to enter text to narrow down the report results. You may enter up to 50 characters in a text box. Text searches are not case sensitive. If you enter "john" in a text field and there is a record "JOHN" for that field, this record will turn up in the report results.

You can either enter the exact text for which you are searching or use wildcards to broaden your search. Wildcards are explained in the following section.

Customer

Figure 9 – Example of a Text Box

Wild Card Search

The most important aspect of the text search method is the use of the wildcard percent character (%). This method of search can be highly effective if used properly. If you do not use a wildcard in your search text, only the records that are exact matches with your input text will be returned. However, the percent sign allows you to search for records that contain your input text at the beginning, end or anywhere else within the record.

If you place the percent sign after the input, the query will search the beginning of each record for your text. If you place the percent sign before the input, the query will search the end of the record for the text. If you place percent signs before and after the input text, the query will return records that contain the text anywhere within the field.

The following table illustrates how a wildcard search works:

Query Text	Result
JOHN (no wildcard)	Search for records that contain <i>only</i> the word "JOHN". For example, the record "JOHNS" would not be returned.
%JOHN	Search for every record that <i>ends</i> with "JOHN".
JOHN%	Search for every record that <i>begins</i> with "JOHN".
%JOHN%	Search for every record that <i>contains</i> "JOHN". For example, "JOHN SMITH" and "MARK JOHN WALTERS" would be returned.
JOHN%SMITH%	Search for every record that <i>begins</i> with "JOHN" and <i>contains</i> "SMITH". For example, "JOHN DAVID SMITH" and "JOHN SMITH DAVID" would be returned, but "DAVID JOHN SMITH" would not.
%JOHN%SMITH%	Search for every record that <i>contains</i> both "JOHN" and "SMITH" in that order. For example, "JOHN DAVID SMITH" and "DAVID JOHN SMITH" would be returned, but "SMITH JOHN" would not.

List Boxes

List box fields allow you to search for one or more values by selecting them from a list of values.

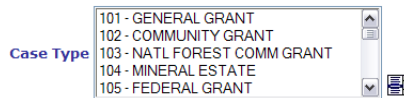


Figure 10 – Example of a List Box

Following are some tips on selecting values from a list box:

- 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.
- 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.
- To deselect a field, press and hold the **Ctrl** key and click the selected field.

Note: To see which values are currently selected, hover the pointer over the icon at the bottom right of the list box.

Sometimes the values in one list box are dependent on which values are selected from a different list box. For example, the values that are available in the **Case Status Code** list box may vary depending on which case type is selected from the **Case Type** list box. This will cause the screen to refresh each time you select a different case type so that the values available in the **Case Status Code** list box can be updated.

Date Ranges



Figure 11 – Examples of a Date Range Field and Calendar

Fields that include a date range allow you to specify a range of dates using a pop-up calendar, which will display when you click in one of these fields.

To select a date for the **From** or **To** field, click inside the corresponding box and select the desired date from the calendar. Use the left (<) and right (>) arrows at the top of the calendar to navigate through months and years. Click **Current Month** to jump to the current month.

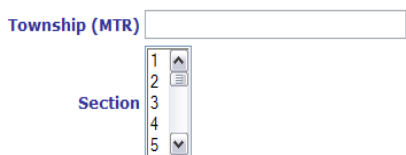
You can also change the year on the calendar using your keyboard. To do so, click the year displayed at the top of the calendar, and type a new value (e.g., 1964 or 2020) and hit the **Enter** key. The calendar will position itself to the year you've chosen.

Following are some tips on entering dates:

- If you enter a date only in the **From** field on the left, the system returns results from that date to any date beyond (depending on how far the data extends in time).
- If you enter a date only in the **To** field on the right, the system returns results before that date.
- Enter the same date in both fields to return results only for that given day.

- If a date range is a required field, you must enter a date in both the **From** box and **To** box.

MTR (Meridian, Township, Range, Section)




The image shows a web form for MTR (Meridian, Township, Range, Section). It features a text input field labeled "Township (MTR)" and a dropdown menu labeled "Section". The dropdown menu is open, showing a list of numbers from 1 to 5, with a small map icon at the top and a small 'x' icon at the bottom.

Figure 12 – Examples of a Township Text Box and Section List Box

Townships (abbreviated as “MTR”, which is short for “meridian/township/range”) are 6x6-mile sections of land defined by DNR to identify exact plots of land at specific locations. The **Township (MTR)** field and the **Section** field should be considered a single unit of information. The section should be selected only if necessary. The township (MTR) designation has a standard format and works best if entered correctly at the outset. Note that DBRS can recognize slight deviations from the standard MTR format and translate them into the standard format. The list of acceptable patterns is described below:

Pattern	Description
F003N003W	Standard MTR format
Foo3Noo3W	Each letter “o” will get converted to a zero. Note that case does not matter.
F3N3W	Numbers will get padded to 3 decimal places (3 becomes 003).
F0030N0020W	Numbers will be truncated to 3 digits (0030 becomes 030).
F10030N10020W	Numbers will be truncated to 3 digits (10030 becomes 030).

Area of Interest

Whenever you see the **Area of Interest** Field on the Query Parameters page, you can click the map icon  to select an area of interest using [Alaska Mapper](#). This powerful tool allows you to restrict your query to a particular geographic area. See “Spatial Queries” on page 20 for more information.

For help using the search features of Alaska Mapper, please refer to the user guide, available in [HTML](#) and [PDF](#) formats.

Spatial Queries

About the Integration of DBRS and Alaska Mapper


DBRS's integration with Alaska Mapper allows you to execute a spatial query—a search of data that is organized according to its geographic location—using a powerful GIS interface.

When you click the map icon on the Query Parameter page in DBRS, Alaska Mapper will launch and display the map that is appropriate for the type of report you have selected. Using Alaska Mapper's search tools, you can outline a particular geographic area, and all map features that fall within that area will be selected. You can then return to DBRS to view the items selected from the map in a report format.

An Overview of Querying in Alaska Mapper

Tip: The following steps provide only a brief explanation of Alaska Mapper's querying capabilities. We highly recommend that you complete the spatial-query exercises in the DBRS Training Guide (in HTML(coming soon) and [PDF](#) formats) and read the Alaska Mapper User Guide (in [HTML](#) and [PDF](#) formats) before using the system.

To conduct a spatial query:

1. From the Query Parameters page in DBRS, click the map icon  under the **Area of Interest** field name. **Note:** This icon is not available in every report.
2. Once Alaska Mapper launches and the map is open, click the **Go To Area of Interest** link located at the top of the Tools menu. The Map Navigation window opens.
3. In the Map Navigation window, you have multiple options for navigating to the geographic area you are interested in querying. The most popular options are as follows:
 - **Alaska Place Names** – Select this option from the **Navigate To** list box, enter a place name (e.g., "Juneau", "Kenai River" or "Knik Glacier") and click **Go USGS-PLACE**.
 - **Latitude and Longitude Coordinates** – Enter values in these boxes in the upper-right corner of the window and click **Go Lat/Long** to navigate to specific map coordinates.
 - **DOT Centerline Milepost** – Select this option from the **Navigate To** list box, select a route name and milepost number and click **Go DOT-MILEPOST** to navigate directly to that milepost.
 - **MTR** – Select this value from the **Navigate To** list box, enter an MTR designation and click **Go MTR** to navigate directly to a township.
 - **MTRS** – Select this value from the **Navigate To** list box, enter an MTR designation, select a section number and click **Go MTR** to navigate directly to a township.

A number of other navigation options are available in the **Navigate To** list box.

4. Once the map is redrawn, select one of the search tools (**Point**, **Radius** or **Rectangle**) found under the "Query Active Layers" heading on the Tools menu.
5. Using the search tool, specify the area on the map that you wish to query. For more information on using these tools, see Appendix B on page 27. If any features are

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located within the search area that you specify, they will be selected, and the number of selected features will display at the bottom of the map window.

Tip: For best performance, try to limit your selection to fewer than 200 features.

6. To return to DBRS and view the records selected by your spatial query, click the **View Report** button at the bottom of the map window.

Figure 13 illustrates the features explained in the steps for conducting a spatial query.

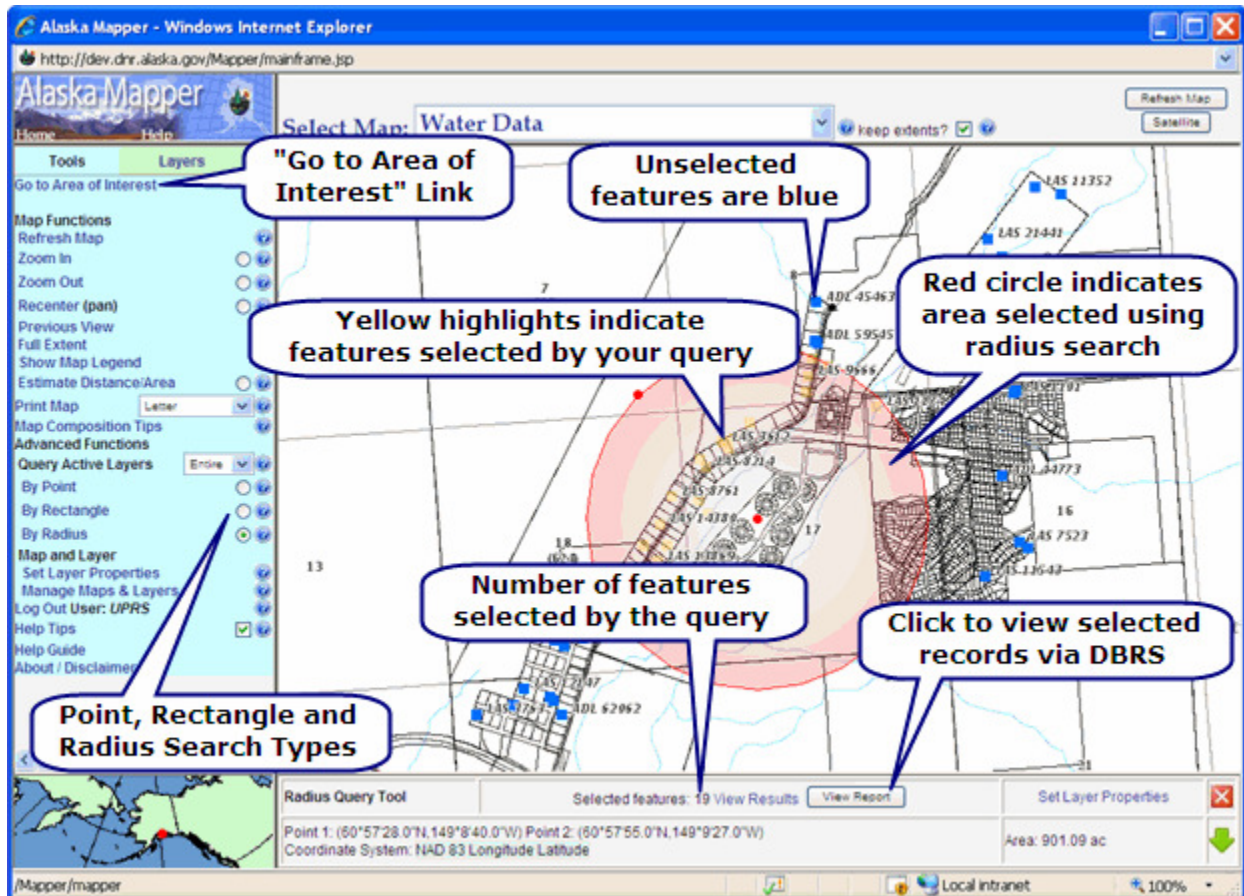


Figure 13 – Spatial Query in Alaska Mapper

Report Display Page

The Report Display page displays the results of your query. The columns that appear on this page correspond to the fields that you selected using the **Select Field Names** function.

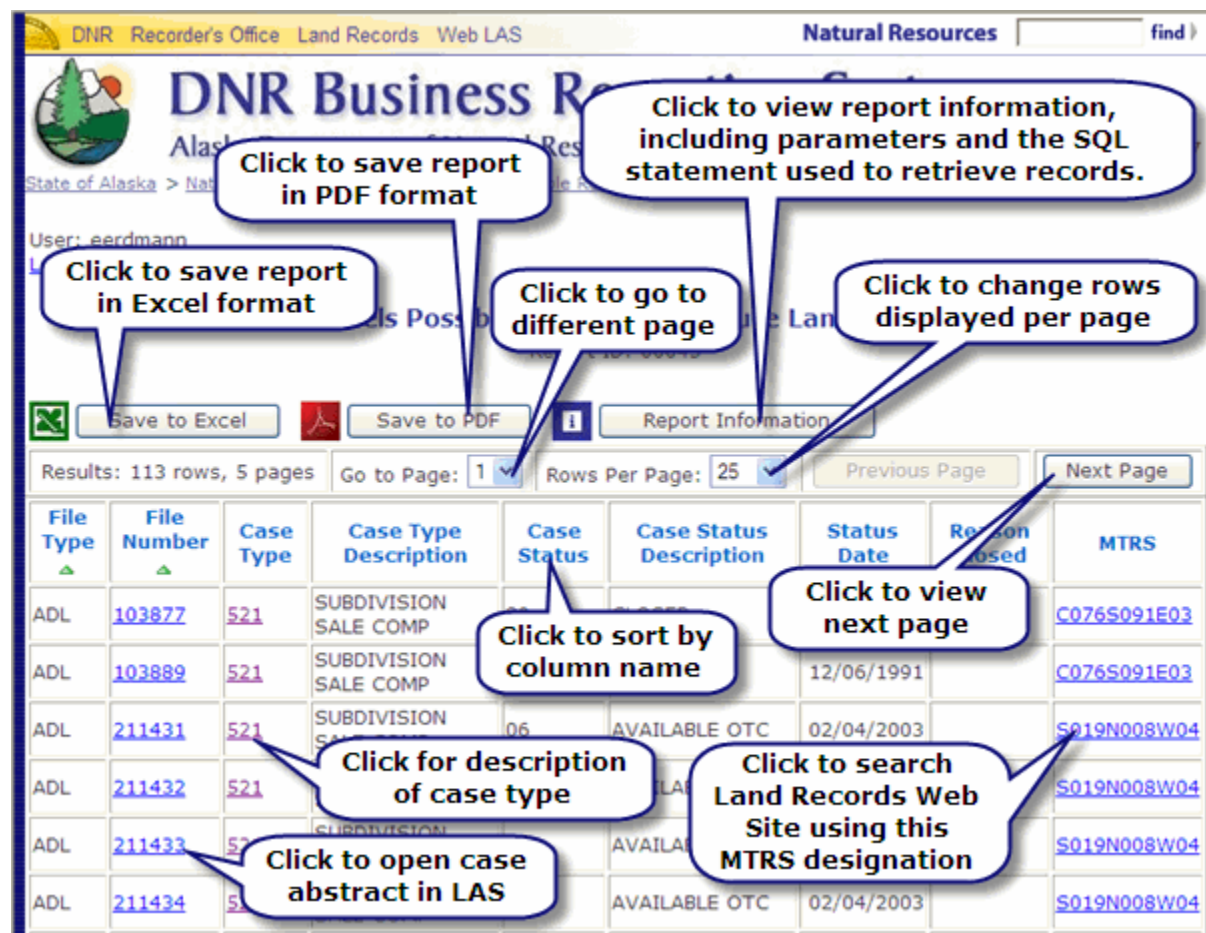


Figure 14 – Report Display Page

Paging Options

Rows Per Page

The **Rows Per Page** selector allows you to limit the number of rows that will display on each page of the report. To change this number, click the **Rows Per Page** dropdown and select a value.

Moving from Page to Page

If there is more than one page of results, you can step back and forth through the pages one by one using the **Next Page** and **Previous Page** buttons. You can also navigate directly to a specific page by clicking the **Go to Page** selector and choosing the page that interests you.

Sorting the Report

To sort the results by a particular column, click that column's header. For example, to sort the report by status date, you would click the **Status Date** column header, and the results would be sorted in ascending order (as indicated by a green triangle under the column

header). Clicking the column header a second time would result in a descending sort order (indicated by an upside-down green triangle). Clicking the header a third time would remove the sorting (no triangle).

You may specify up to three levels of sorting. For example, the report in Figure 14 is sorted by the **File Type** and **File Number** columns, both in ascending order. Because **File Type** is to the left of **File Number**, the primary sort is applied to **File Type**, and the secondary sort is applied to **File Number**. This means that the report is first sorted by **File Type**, and then the rows that fall under each unique file type are then sorted by **File Number**.

Clicking the **Case Type** header would apply a third, or tertiary, ascending sort to that column as well. When you use multiple sort levels, the sort order of the columns is always from left to right. That is, the report is sorted by the leftmost sort column first, followed by the next sort column found to the right of the first, followed by the next sort column found to the right of the second.

Exporting the Report

Save to Excel

The **Save to Excel** button is used to open and save the report in a Microsoft Excel spreadsheet format. This spreadsheet can be edited as you see fit. If the search results include more than 5,000 records, this option will be disabled to avoid performance problems.

Save to PDF

The **Save to PDF** button is used to open and save the report in a PDF format. If you have the appropriate Adobe software, this document can be edited as you see fit. If the search results include more than 5,000 records, this option will be disabled to avoid performance problems.

Report Information

When you click the **Report Information** button, a new window will display information about the parameters you chose on the Query Parameters page. This can serve as a useful record of how the report was generated. It can also assist technical support staff in solving any data problems you may experience.

Parcels Possibly Available for Future Land Sales

Report Information	
Report ID	00043
Report Date	Feb 2, 2009 1:33 PM
# of Records	113

Report Parameters	
CASE_TYPE	521
CASE_STATUS	
MTR	
SECTION	03, 04

SQL Statement	
SELECT FILE_TYPE, FILE_NUMBER, CASE_TYPE, CASE_TYPE_DESC, CASE_STATUS, CASE_STATUS_DESC, STATUS_DATE, MISC_VALUE_DESC, MTRS FROM DBRS.MV_DBRS_LANDSALES_AVAILABLE WHERE CASE_TYPE IN ('521') AND SECTION IN ('03', '04') ORDER BY FILE_TYPE ASC, FILE_NUMBER ASC	

Figure 15 – Report Information Window

Special Links

The values in certain columns of the report results will sometimes display as hyperlinks that, when clicked, display useful information or connect you to other DNR systems. Following are some examples of these special links:

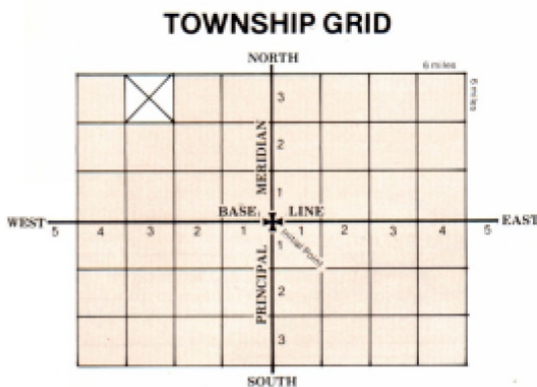
Column	Result of Clicking a Value in the Column
File Number	You will be directed to the Land Administration System (LAS), which will display the case abstract that applies to that particular file number.
MTRS	You will be directed to the Alaska Land Records Web site, where you can search state and federal land records related to that township designation.
Case Type	A window will display a definition of that particular case type.
Case Subtype	A window will display a definition of that particular case subtype.

Appendix A About Townships and Sections

In land-description nomenclature, the word "township", also known as an MTR, is used both to describe a unit of land and as a guide to the location of a specific piece of land.

The descriptors "township" and "range" indicate the horizontal and vertical coordinates of a township unit. Townships, are north and south of the base line, ranges are east and west of the meridian line. For example, Township 3 North, Range 3 West, Fairbanks Meridian (usually written T.3N, R.3W, F.M.) will be the third township north of the initial point and in the third range west of the same point in the Fairbanks Meridian. For use in DBRS the township will be written as F003N003W.

The X on the township grid pictured here shows the location of the township described above, and would be in the identical position in any of the meridians.



A township measures six miles by six miles and therefore contains 36 square miles. Each square mile is known as a section (640 acres), with numbers from 1 to 36 to designate the location of each section in the township.

The sections are numbered 1 – 36 in sequence beginning at the northeast corner of the township and moving to the left across the top tier of that township; then dropping to the tier below with section 7 directly south of section 6; then moving to the right. This method is shown in the picture below.



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If this township were the township F003N003W, it would be the non-colored numbers. The colored numbers surrounding the township are the sections of the adjacent townships.

Appendix B Search Types in Alaska Mapper

Alaska Mapper offers three search types that govern how features are selected when you set the query boundary. You can select the search type from the list box next to the **Query Active Layers** label in the menu frame.

Following are descriptions of the search types:

Search Type	Description
Entire	When you are using the Rectangle or Radius tool, a feature must be fully contained within the query boundary to be included in the search results. When you are using the Point tool, the point must be fully contained in the feature for the feature to be selected. This is the default search type and is the most accurate of the three.
Partial	If a feature interacts (touches or falls within) the query boundary at all, it is selected.
MBR	A minimum bounding rectangle (MBR) is the smallest rectangle required to fully enclose a feature. With this search type, Alaska Mapper examines each feature's MBR to determine if it intersects the search boundary. This search type is a quick approximation that simplifies the features (reduces a feature to a simple rectangle) to allow much faster comparisons. This will often result in a large number of search results. This search type is the least accurate but can be useful when a more precise boundary is not known.

Using a Search Tool to Specify the Query Boundary

A query is based on a geographic boundary, which is the area on the map to which the query applies. Alaska Mapper offers three options for specifying a query boundary: point, rectangle and radius.


Search Tool	Instructions
By Point	To specify a boundary with the Point search tool, simply click once on the map. The status frame displays the latitude and longitude, and after the map redraws, the selected location is annotated with a red dot. Because of its specificity, the Point tool is most useful when you are seeking a single feature, and you know exactly where that feature resides.
By Rectangle	<p>The Rectangle search tool allows you to define a query boundary by drawing a rectangle.</p> <p>To use the Rectangle search tool:</p> <ol style="list-style-type: none">1. Click a point and hold down the mouse button.2. Drag the pointer until the rectangle is the desired size.3. Release the mouse button to complete the rectangle.

Search Tool	Instructions
By Radius	<p>The Radius search tool allows you to draw a circular query boundary by specifying its radius. You have two options for doing this:</p> <p>Option 1:</p> <ol style="list-style-type: none">1. Click on the map to indicate the center of the search area. The status frame will display the location in latitude and longitude of the point.2. Click again to indicate the radius of the search area. A query of active layers is performed and the map is redrawn with two points and a circle annotation in red. <p>Option 2:</p> <ol style="list-style-type: none">1. Click on the map to indicate the center of the radius. The status frame will display the location of the point in latitude and longitude.2. Enter the radius length in the field provided in the status frame.3. Press the Enter or the Tab key to execute the query.

Selected Features

Features that are selected during a query will be highlighted yellow in the map image. After a query is performed, the total number of selected features is displayed in the Status Area below the map.

Cancel Tool

After you specify a query boundary, clicking the **Cancel Tool** icon  in the lower-right corner of the window will clear your selection and redraw the map. **Note:** You do not need to click **Cancel Tool** before selecting a new query boundary.