



# *LotFinder*



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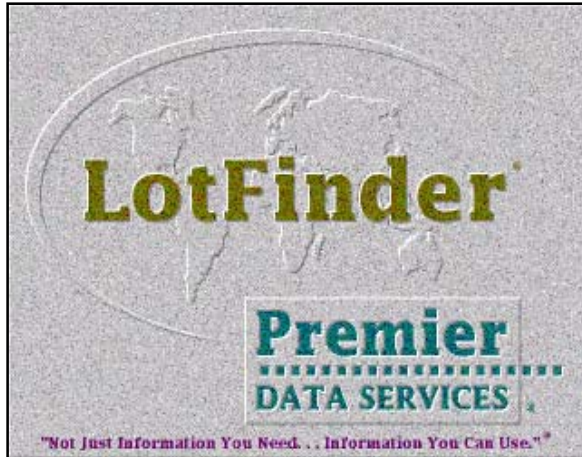
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## CHAPTER ONE:

# LotFinder



**LotFinder** is a software program designed to accomplish three things. First, to provide a research and reporting mechanism to review various types of survey acreages and their nominal locations. Second, to provide a way to substitute resurvey lots, tracts and other government surveys with their nominal locations (quarter quarters) so they can be mapped. Third, to provide a means of exporting desired surveys into a Premier export file so you can create a quick reference map utilizing Premier's CarteView software. LotFinder does not provide precise survey coordinates; instead, it contains a substitution table that approximates an individual survey by describing it as a square block equal to a quarter quarter of a section.

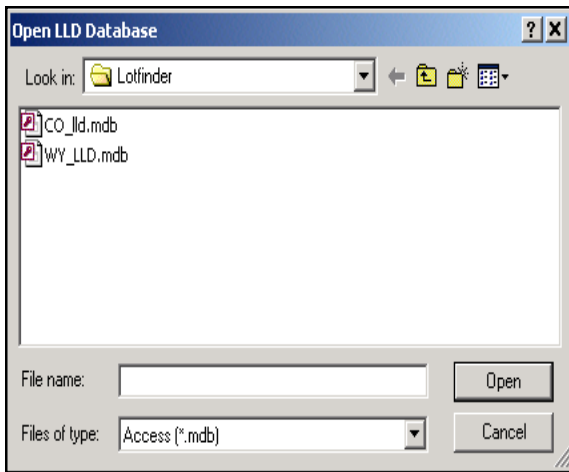
When you have completed the LotFinder section of the training you will understand:

- ❖ Each button within the LotFinder Software.
- ❖ How to connect to the correct LotFinder database.
- ❖ How to research lots, tracts and other survey types to find their nominal location and exact acreage size.
- ❖ How to process a Premier export file, including exports from LeaseFinder, through LotFinder which will substitute the appropriate nominal locations or quarter quarters for the survey making the surveys mappable.
- ❖ How to create an export file to map the nominal location of lots, tracts and other survey types.



### Logging on to LotFinder

Simply double click the **LotFinder** shortcut on your desktop or go to the **Start** menu, Programs, LotFinder.



## Database Setup

When connecting for the first time, you will need to connect to a database before you can open the program. At the “Open LLD Database” window, use the drop down menu to navigate to where your LotFinder databases are stored and highlight the state that you want to view.

If you need to change databases, go to the File menu, Set Database Location to open the “Open LLD Database” window. At the window, use the drop down menu to navigate to where your LotFinder databases are stored and highlight the state you want to view.

**My PDS LotFinder data is stored on:**

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## Tool Buttons

There are six tool buttons along the top of the “Premier Data Services LotFinder” window: Browse, Convert, Export, Print, Help and Stop. The first three buttons will be covered in Chapters 1 - 3. The final three buttons/functions will be reviewed in Chapter 5.





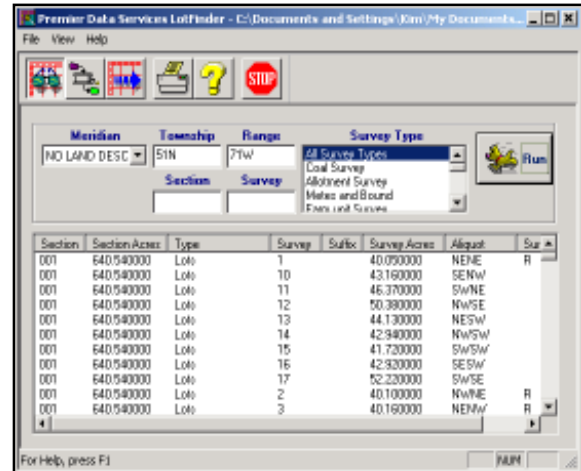
## CHAPTER TWO: *LotFinder*

### Using the Browse Feature

The system always opens up with the browse tool (sunglasses icon) button selected. This screen allows you to enter a township and range (the only mandatory fields) and any other optional field, to research all of the surveyed lands in this area. You can narrow the search by filling in the section, survey or survey type along with the township and range.

At the top of the display window is a blue bar showing which database LotFinder is connected to. It is a good idea to always check this bar when opening LotFinder to ensure that you are connected to the correct state. LotFinder databases always have a .MDB file extension;

this is a standard Microsoft Access database extension. Files are labeled with the state abbreviation and “LLD” for Legal Land Description, separated by an underscore. The fields and buttons located on the Browse screen are as follows:



**Township**    **Range**

#### Township and Range

Allows you to research the LotFinder database in a township. These are the only mandatory fields.

**Meridian**

#### Meridian

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.

**Hint:** Utah has more than one meridian with identical townships and ranges in each. Wyoming has more than one meridian but the township and range numbers are unique to each meridian. See pages 49-51 in LeaseFinder section for detailed information on Meridians and Base Lines.

**Section**

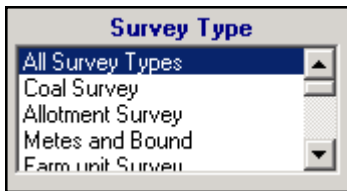
#### Section

Fill in this field to narrow your search to an individual section.

**Survey**

#### Survey

If you have the survey number, you can pull just that specific survey.



### Survey Type

You can limit your search to certain survey types by selecting one from the list. The default is All Survey Types.



### Run

Once you have filled in the fields click the Run (Aliquot, the dog) button. This button will research the lots, tracts and other survey types and then fill in the display window with the nominal location, displayed by the quarter/quarter aliquot description.

The display window contains the following information:

#### Section

Displays the number of the section in which the survey is located.

#### Section Acres

Displays the official BLM acreage for the listed section.

#### 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.

Section	Section Acres	Type	Survey	Suffix	Survey Acres	Aliquot	Sur
001	640.540000	Lots	1		40.050000	NENE	R
001	640.540000	Lots	10		43.160000	SEnw	
001	640.540000	Lots	11		46.370000	SwNE	
001	640.540000	Lots	12		50.380000	NwSE	
001	640.540000	Lots	13		44.130000	NESw	
001	640.540000	Lots	14		42.940000	NwSw	
001	640.540000	Lots	15		41.720000	SWSw	
001	640.540000	Lots	16		42.920000	SESw	
001	640.540000	Lots	17		52.220000	SwSE	
001	640.540000	Lots	2		40.100000	NwNE	R
001	640.540000	Lots	3		40.160000	NENw	R

**Note:** Tracts are typically larger than lots, so they may be described as multiple quarter quarters.

#### Survey Note

An “R” means the survey has been replaced. Usually a lot has been replaced when a resurvey results in a size change. You can sort the data in the display window by column types by clicking the column header. Clicking on the column header a second time will switch the sort from ascending to descending order.

**Hint:** To sort by section, click on the Section header. To then sort by the survey within a section, click next on the Survey header.

# Exercise

## Using the Browse Screen

### Step 1:

**Township and Range**-Enter the township and range numbers of the area you want to research.

**My township and range are:** \_\_\_\_\_.

The screenshot shows a software interface with several dropdown menus and a button. The 'Meridian' dropdown is set to 'NO LAND DESC'. The 'Township' dropdown is set to '51N'. The 'Range' dropdown is set to '7W'. The 'Survey Type' dropdown is open, showing options: 'All Survey Types', 'Coal Survey', 'Allotment Survey', 'Water and Bound', and 'Fossil Fuel Survey'. A 'Run' button with a yellow horse icon is visible on the right side of the interface.

### Step 2:

**Meridian**- Enter if needed.

**The meridian (optional) is:** \_\_\_\_\_.

### Step 3:

**Run**- Click the **Run** button; the display window below it will populate with lots.



### Step 4:

**Sort**- Click on the Section header to first sort by sections, then click the Survey header to sort by survey within a section.

Section	Section Acres	Type	Survey	Suffix	Survey Acres	Alias	Status
001	640.540000	Lots	1		40.050000	NENE	R
001	640.540000	Lots	2		40.160000	NENE	R
001	640.540000	Lots	3		40.160000	NENW	R
001	640.540000	Lots	4		40.230000	NWNW	R
001	640.540000	Lots	5		44.530000	NENE	
001	640.540000	Lots	6			NENE	
001	640.540000	Lots	7			NENW	
001	640.540000	Lots	8		44.770000	NWNW	
001	640.540000	Lots	9		43.400000	SWNW	
001	640.540000	Lots	10		43.160000	SENW	
001	640.540000	Lots	11		46.370000	SWNE	

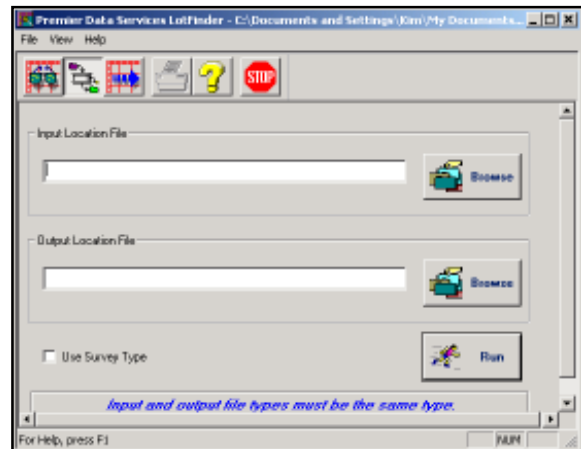
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## CHAPTER THREE: *LotFinder*

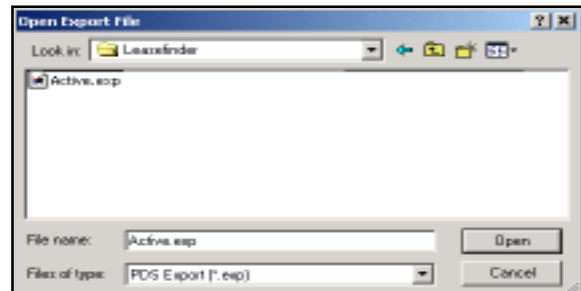
### Using the Convert Feature

This screen allows you to take existing PDS export files (created in LeaseFinder, LeaseSale or LandLink), that contain lot, tract or other survey data and create an output file. The LotFinder output file substitutes lots and tracts with their nominal quarter quarters using the LLD database, making the data mappable. Without this lookup and substitution, lots and tracts cannot be mapped. The following functions are available in the Convert screen:



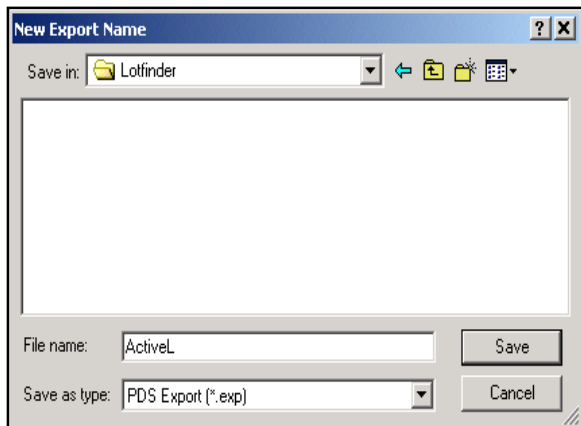
### Input Location File

Use the **Browse** button to the right of the Input Location File field to navigate to the export file you wish to substitute in the nominal locations for the surveys. Typically the input file is an export file from another program, such as LeaseFinder.



### Output Location File

Again use the **Browse** button to the right of the Output Location File field to navigate to where you want to store your export file. Type in the export file name including the file “extension.exp”. If you are storing the output file in the same location as the input file simply re-select the input file and use the hint below. Typically this export file is used to create a map.



**Hint:** When naming your export file from LotFinder, add an “L” to the end of the file name to distinguish that the file has had lot substitution.

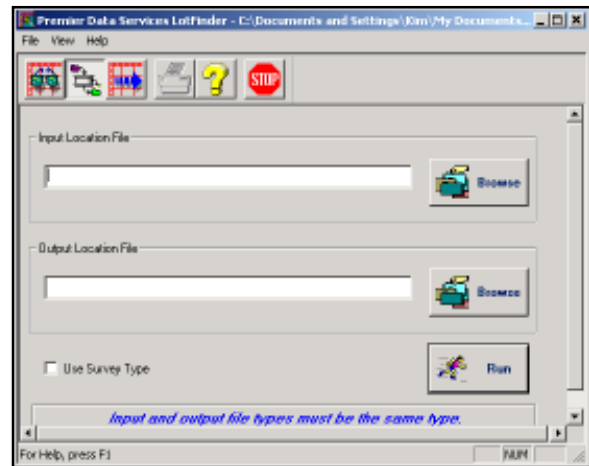


## Run

Clicking the **Run** button starts the process of substituting lot and tract data from the input file to the output file.

## Use Survey Type

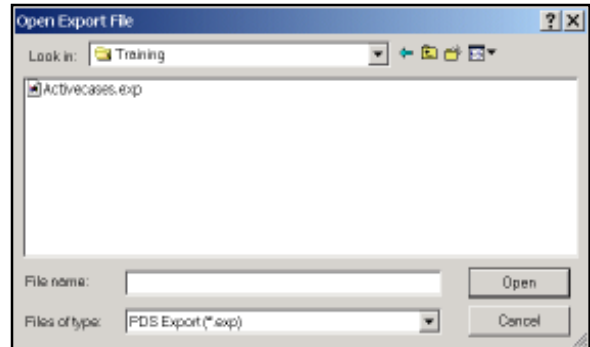
If this box is checked, LotFinder will look at the export file and retrieve those records whose survey types match the survey types of the records in the LLD database. As a general rule, due to inconsistencies between the LLD database and the BLM Case Recordation database, leave this box unchecked.



## *Exercise* - Converting a file

### Step 1:

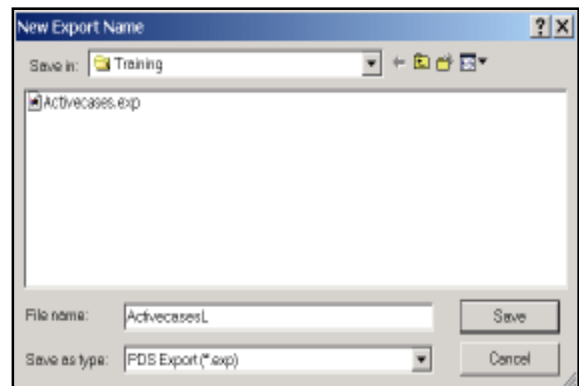
**Input Location File**-click the “**Browse**” button, navigate to your export file stored in the “**Training**” folder and click “**Open**”.



### Step 2:

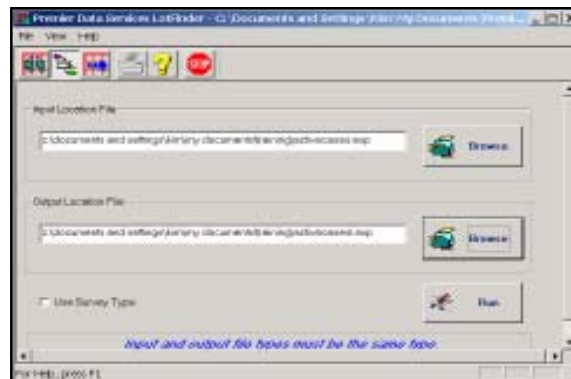
**Output Location File**- name your export file, click the “**Browse**” button, navigate to the “**Training**” folder, and click “**Save**”.

*Hint: Don't forget to type an “L” in the file name to indicate that lot substitution has been performed.*



### Step 3:

**Run**-Click the “**Run**” button.







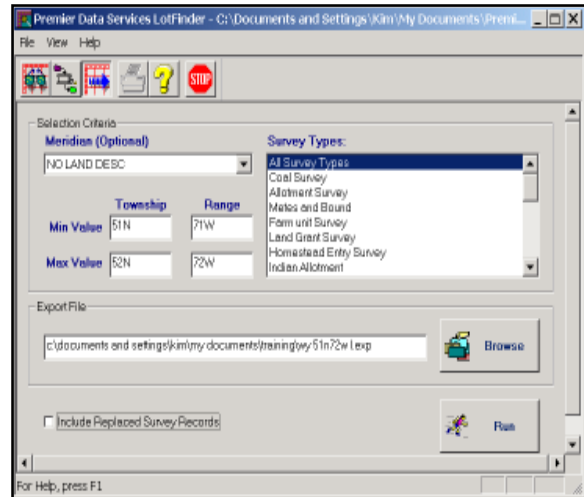
# CHAPTER FOUR:

## LotFinder

### Using the Export Feature

The export tool will allow you to create a Premier Data export file of 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 areas can be mapped in CarteView. Mapping various survey types can be helpful to use as a quick reference instead of looking up the Master Title Plat.

The fields and buttons located on the Browse screen are as follows:



	Township	Range
Min Value	<input type="text"/>	<input type="text"/>
Max Value	<input type="text"/>	<input type="text"/>

### Township and Range

Allows you to search the database within a township boundary. You can search an individual township or a block of contiguous townships using the min and max values.

### Meridian (optional)

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, such as Utah.

**Meridian (Optional)**

### Survey Type

You can limit your export to certain survey types by selecting one from the list. The default is All Survey Types.

**Survey Types:**

- All Survey Types
- Coal Survey
- Allotment Survey
- Metes and Bound
- Farm unit Survey
- Land Grant Survey
- Homestead Entry Survey
- Indian Allotment

## Export File

Either type in the field or use the **Browse** button to the right of the Export File field to navigate to where you want to store your export file. Typically you will use this export file to create a map.



The image shows a user interface element titled "Export File". It consists of a rectangular box with a light gray background. On the left side of the box is a text input field. On the right side of the box is a button with a folder icon and the word "Browse" next to it.

*Hint:* When naming your export file from LotFinder, add an "L" to the end of the file name to distinguish that the file has lot substitution.



## Run

Clicking the **Run** button starts the process of creating an export file that contain the nominal locations and acreages or the selected survey types for the desired geographic area.

## Include Replaced Survey Records

Including replacements will give you over-posting or overlap so your map may be cluttered.

Include Replaced Survey Records

# Exercise

## Exporting a File

### Step 1:

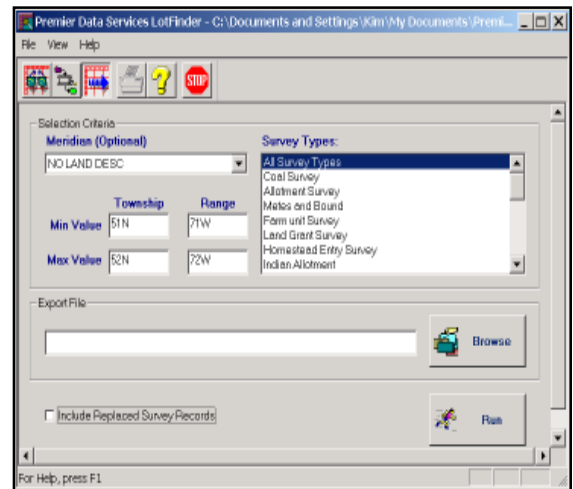
**Township and Range**-Enter the township and range numbers of the area you want to research.

**My township and range are:** \_\_\_\_\_.

### Step 2:

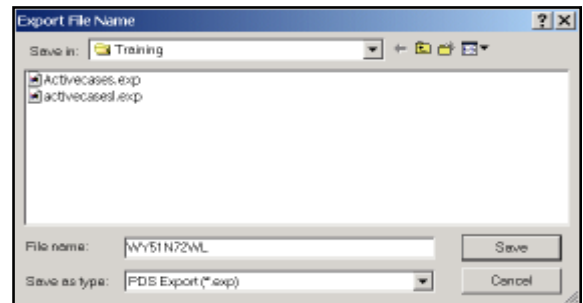
**Meridian**- Enter if necessary.  
**The meridian (optional) is:**

---



### Step 3:

**Export File**- name your export file, click the “**Browse**” button, navigate to the “**Training**” folder, and click “**Save**”.



### Step 4:

**Run**-Click the “**Run**” button.



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# CHAPTER FIVE:

## LotFinder

### The Remaining Button Functions



#### Print

The **Print** button is only available in the **Browse Screen**. If selected, the Print window appears. Click “**OK**” to print the report.



#### Help

Clicking this button activates the on-line help for LotFinder. This context sensitive program appears on every screen so that you can access information that pertains specifically to the screen or topic you are viewing.



#### Stop

This button will exit you out of the software. You can also click the “**X**” in the upper right corner of the window or select “**Exit**” from the **File** menu to close LotFinder.