

DNR Business Reporting System

Alaska Department of Natural Resources

User Guide

Version 3.0 - January 2010

Contents

Introduction	5
What is DBRS?	5
About This User Guide.....	5
What’s New in DBRS	5
New Design Features	6
System Requirements	7
Supported Browsers.....	7
Recommendations for Best Performance	7
Getting Started	8
Accessing DBRS	8
Logging Out.....	8
Getting Help	8
Quick Start Guide to Generating a Report	10
DBRS Basics	11
Navigation Links.....	11
Processing Requests	11
Huge Dataset Return Warning.....	12
Available Reports Page	14
Reports List	15
Map Icon	15
New Report Icon	15
Viewing Report Functional Categories and Subcategories.....	15
Interactive Screen	17
Query Parameters Section	17
Alaska QuickMap Section	17
Result Set Section	17
Query Parameters	19
Required Fields	19
Selecting Query Parameters.....	19
Result Set.....	20
Running the Report.....	21

DNR Business Reporting System User Guide

Resetting the Form 21

Tips on Entering Criteria 22

Text Boxes 22

Wild Card Search..... 22

List Boxes..... 23

Date Ranges 24

MTR (Meridian, Township, Range)..... 25

Navigate To Auto-Fill 26

Dependencies 27

Spatial Queries 28

About the Integration of DBRS and Alaska QuickMap 28

An Overview of Querying in Alaska QuickMap..... 28

Map Drawing Tools 30

Navigate To an Area of Interest..... 36

Manipulate Alaska QuickMap Screen..... 39

Map Views 40

Base Layer..... 40

Overview Map 41

Report Display Page 42

Paging Options..... 43

Rows Per Page 43

Moving from Page to Page 43

Sorting the Report..... 43

Exporting the Report..... 43

Save to Excel 43

Save to PDF 43

Report Information 43

Special Links..... 44

Hyperlinks 44

Smart Links 44

Viewing Features 46

Appendix A About Townships and Sections..... 47

Appendix B Tips for Selecting Features within Alaska QuickMap..... 48

List of Figures

Figure 1 – Getting Help	9
Figure 2 – Navigation Links	11
Figure 3 – Processing Request Page.....	12
Figure 4 – Huge Dataset Return Warning	13
Figure 5 – Available Reports	14
Figure 6 – Viewing Report Functional Categories and Subcategories	16
Figure 7 – Interactive Screen.....	18
Figure 8 – Query Parameters Header Bar	19
Figure 9 – Getting the Results Set	20
Figure 10 – Example of a Text Box	22
Figure 11 – Example of a List Box	23
Figure 12 – Examples of a Date Range Field and Calendar.....	24
Figure 13 – Examples of a Township Text Box and Section List Box	26
Figure 14 – Navigate To Auto-Fill Functionality.....	27
Figure 15 – Query Parameter Dependency.....	27
Figure 16 – Error Displaying Results	30
Figure 17 – No Features Were Selected.....	31
Figure 18 – Draw Point Map Tool Zoomed Out Selection	32
Figure 19 – Draw Line Map Tool	33
Figure 20 – Draw Polygon Map Tool	34
Figure 21 – Manipulate the Buffer Map Tool	35
Figure 22 – Navigate To Section.....	36
Figure 23 – Navigate To Selection	38
Figure 24 – Navigate To Use Feature Button	39
Figure 25 – Report Display Page	42
Figure 26 – Report Information Window	44
Figure 27 – Smart Link	45
Figure 28 – Show Feature	46

Introduction

What is DBRS?

The Alaska Department of Natural Resources (DNR) Business Reporting System (DBRS) is a web-based application that creates reports from databases maintained by the Information Resource Management Section and other divisions within the 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, saved as an Adobe PDF document or printed to a specified printer.

DBRS output can also be generated utilizing spatial techniques. Through integration with the "Alaska QuickMap" 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 QuickMap", you can then view the selected items in the map screen in the "Result Set" section.

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 website anytime an MTRS designation is included in a report so that you can search land records associated with that area.

About This User Guide

This user guide serves as a reference to the features and functions of the DBRS.

What's New in DBRS

DBRS version 3.0 includes the following enhancements:

- Available Reports screen view contains two panes side by side; the left side conveniently shows all main report categories and subcategories together in a hierarchical list that can be collapsed and expanded and the right side pane shows corresponding reports and map data (signified by an Alaska map icon). See "Available Reports Page" on page 14 for details.
- Report detail screen contains three panels on one screen; two are side by side (left and right of the screen), and one is along the bottom of the screen spanning the width of the two panels. See "New Design Features" on page 6 for details.
 - The left side displays "Query Parameters" for the selected report and are presented in collapsible and expandable accordion style windows. Running queries with an "Alaska QuickMap" interface will refresh the map view to show all data associated with the criteria queried.
 - The right side displays the "Alaska QuickMap", an image of state of Alaska with selectable features on the map as it pertains to the report. The default map display shows all data associated with the report without any query parameters entered.
 - The reported data is shown in a third section, the "Result Set", that spans the bottom of the screen. The data is displayed in a column format which can be sorted in ascending or descending order.
- Resize the "Alaska QuickMap" screen to move beyond default docking position and make larger. See "Manipulate Alaska QuickMap Screen" on page 39 for details.

DNR Business Reporting System User Guide

- Drill down data available in report result sets and ability to resize and move their windows. See "Smart Links" on page 44 for details.
- Results screen can be manipulated to show a defined number of rows per page, there is a "Go to Page" function which will allow for easier browsing of the data as well as **Previous** and **Next** buttons to scroll through the report pages more easily.
- Improved mapping functional tools based on modern widgets and specialized functions.
- Interchangeable base map interfaces to allow a different base map view against features being researched. Alternate base maps are utilized from the University of Alaska's Geographic Information Network of Alaska (GINA) and other Alaska imagery like the Statewide Data Mapping Initiative Best Data Layer (SDMI BDL).
- Result sets can be saved and exported to MS Excel or Adobe PDF. Additionally, a printer-friendly format is provided that sends the report to a specified printer. Last, the Information icon, allows the user to view information about the result set.
- XY (latitude/longitude) coordinates always display in the "Alaska QuickMap" header.
- Panning and zooming within a map is more intuitive and efficient.
- The zoom tool is remodeled to choose pre-selected zooms (e.g. on a slider scale).
- "Result Set" will provide a means to zoom to features at the mapping interface in "Alaska QuickMap" from selected records in the "Result Set" section.
- Hover over hyperlinked text and information "i" icons, , for tips on every data entry or data selectable item.

Query and Report Interface (DBRS)

The services (location component) provide a good handshake with the DBRS Query Engine (Reports) and vice versa, and all effort will be made to address smooth communication between these two software models.

New Design Features

The project has taken a step forward in developing a flexible map interface to accommodate a user-friendly design and provide needed spatial services to identified users, and the public in general. The interface is thin-client web driven and facilitates spatial queries and improved user-friendly access to the spatially-driven datasets.

An integral piece of the new DBRS was to introduce a single webpage screen from which to query and obtain results. Once a report is selected, all queries, map views, and drill down data from and to the map view are available on one screen. All navigation within the screen is dynamic, refreshing the map as new results are compiled. The three sections on the screen that make this possible are described below:

1. "Query Parameters" is the left section of the screen that displays the various criteria available for the selected report. Criteria can be selected and created to narrow down the "Result Set" and to focus on specific data being requested. This cuts down on the time spent searching for information needed on various screens.
2. The "Alaska QuickMap" is the right section of the screen that extends the functionality of the "Query Parameters" section by displaying the state of Alaska as an interactive map interface. The map tools allow the user to manipulate data displayed on the map and allows user to conduct more advanced searches based on the map view. Both the "Query Parameters" and "Alaska QuickMap" section

DNR Business Reporting System User Guide

functionality can be combined to create a powerful and dynamic tool for retrieving and analyzing data.

3. The "Results Set" spans the bottom of the left and right sections to display data in a tabular format based on the selections made in the "Query Parameters" and "Alaska QuickMap" sections. The "Result Set" can be exported, saved, and printed in a variety of file formats (Excel, Adobe PDF, and HTML). Each item in the "Result Set" may contain drill down data; accessible through hyperlinks. Additionally, the "Result Set" and "Alaska QuickMap" are closely integrated so that map views can be keyed off of "Result Set" items. These "Result Set" items are attributes (drill down data) of the features (criteria filters) selected in the "Query Parameters" and "Alaska QuickMap" sections.

These three sections make the DBRS a powerful tool with full functionality available with the click of a mouse on one screen.

The primary beneficiaries will be DNR staff; the secondary beneficiaries are the public. The broad service functions include:

1. Use of a visual map interface
2. Attribute and spatial queries that run off the Oracle and Oracle Spatial databases respectively
3. Use of Web Map and Web Feature Services to integrate reports and mapping components onto one interface

Desired raster layers (e.g. satellite imagery and NOAA nautical charts) are available as a background layer and this raster concept should not be confused with vector layers. Vector layers need a lot of computational manipulation before they can deliver spatial results and when a layer is large it can complicate the processing time involved for editing purposes. A raster map coastline serving as a background layer will have no problems.

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, and
- Adobe Acrobat Reader browser plug-in.

Getting Started

Accessing DBRS

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

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 disable your session after 45 minutes of inactivity. You will have to login again.

Getting Help

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

- On the Available Reports page, you can hover your pointer over the report names to view tool tips that define the reports fields. See Figure 1.
- On the “Query Parameters” section, you’ll find on-screen instructions for running a report.
- Click the Help icon  next to the report title to view the DNR Business Reporting System Help Form. This page explains how to enter and select information to generate a query that returns report data.
- Click on the information icon  next to a data entry field on the Report Search 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 Help 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 Available Reports page.

DNR Business Reporting System User Guide

Figure 1 – Getting Help

The screenshot shows the 'Available Reports' page for the Geologic Materials Center. A callout box with a blue border and white background contains the text: "These three links allow you to access the Public Information Center, User Help Guide, or DBRS Support/FAQ pages." The callout points to a small icon in the footer area of the page.

At the bottom of the page, the following text is visible: "DNR Business Reporting System v3.0.0 (10/07/2009). Site only view 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 Guide. For additional help or support, please view the DBRS Support/FAQ." The "User Help Guide" and "DBRS Support/FAQ" links are circled in yellow.

DBRS Form Help Page

The screenshot shows the 'DBRS Form Help' page. A callout box with a blue border and white background contains the text: "Clicking on this icon will display the DNR Business Reporting System Form Help page." The callout points to a small icon in the top right corner of the page.

The page content includes a table with the following data:

Feature	Description	Example
List Box	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: 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.	Case Type 101 - GENERAL GRANT 102 - COMMUNITY GRANT 103 - NATL FOREST COMM GRANT 104 - MINERAL ESTATE 105 - FEDERAL GRANT Try it above!
	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. There are multiple search methods that can be used with text boxes. These methods include:	Customer JOHN SMITH Wildcard after input:

Quick Start Guide to Generating 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 14 for more information.
2. Click the name of the report you wish to run. The "Query Parameters" section displays. For more information about this page, see "Interactive Screen" on page 17.
3. From the "Query Parameters" section, 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 Criteria" on page 22.

Note: A spatial query can be done for reports with map icons. More information about this feature can be found in "Spatial Queries" on page 28.

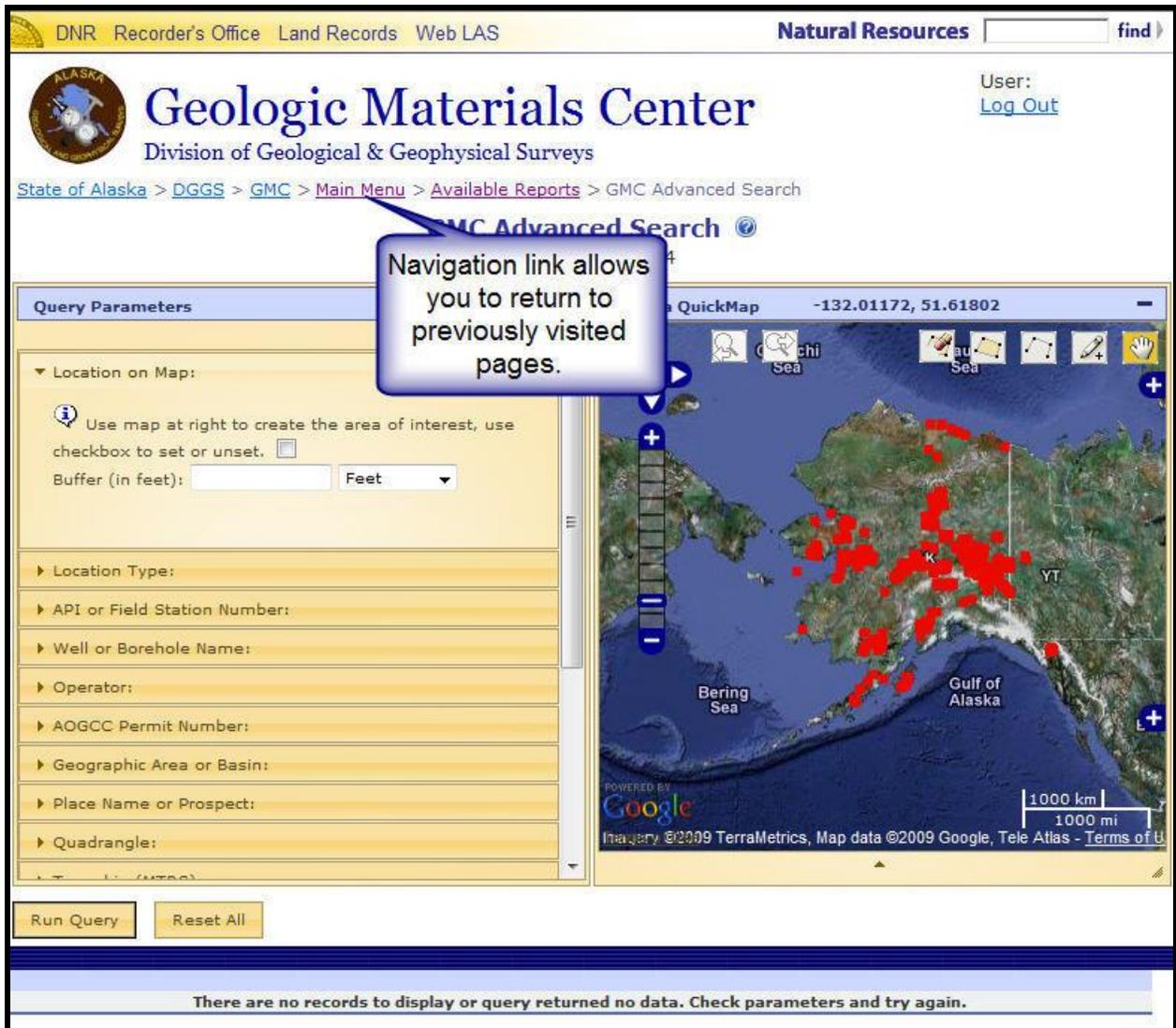
4. Click **Run Query**. The system generates the report using the specified criteria and displays it on the bottom of the same page. More information about this feature can be found in "Report Display Page" on page 42.
5. From the Report Display, organize the report by sorting the columns as you see fit. See "Sorting the Report" on page 43 for instructions.
6. If desired, export the report to an Excel spreadsheet, PDF file or print to specified printer. See "Exporting the Report" on page 43.

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.

Figure 2 – Navigation Links

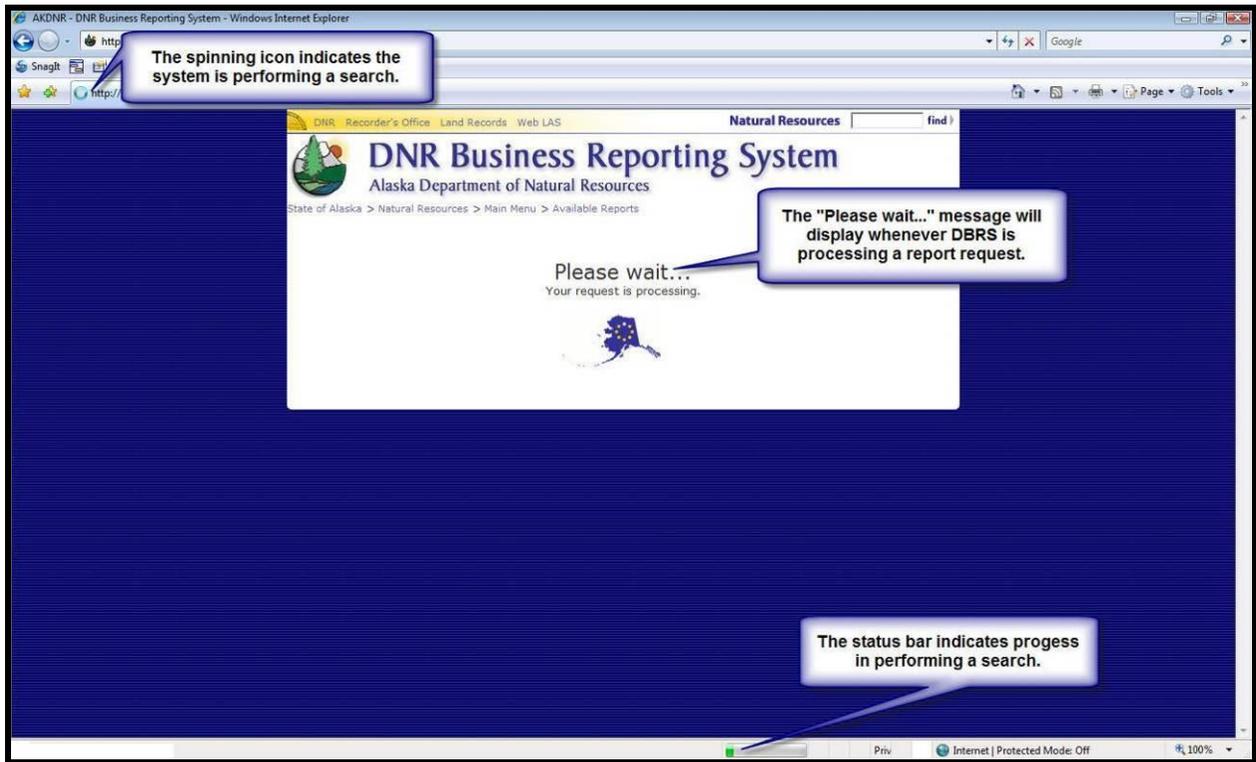


Note: For best performance, use these navigation links instead of your browser’s **Back** button.

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 10,000 records, you will see the warning in an error message as seen in Figure 4. The query will not run if the returned dataset has more than 25,000 records.

Figure 4 – Huge Dataset Return Warning



This message cautions you to refine your search in order to receive a smaller, more manageable dataset. 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" section, click **Cancel**.
- To run the report anyway, click **OK**.

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 summarizes the features explained in the following sections.

Figure 5 – Available Reports

The screenshot shows the 'Available Reports' page for the Geological Materials Center. The page includes a navigation menu, a list of report categories with counts, and a table of specific reports. Callouts provide the following information:

- Report Header identifies Functional Categories.** (Points to the 'Geological Materials Center' header)
- List of Report Categories.** (Points to the left-hand category list)
- List of Reports in the Selected Category.** (Points to the report table)
- Report counts vary depending on your privileges.** (Points to the counts in the category list)
- Map icon indicates spatial query capability.** (Points to a map icon in the report table)
- Click on Report link to open Query Parameters page.** (Points to a report link in the table)

Report ID	Report Name
00373	NEW! - - GMC Basic Search
00374	NEW! - - GMC Advanced Search
00375	NEW! - - GMC Internal - Oil and Gas
00376	NEW! - - GMC Internal - Surface Samples and Mineral Core
00377	NEW! - GMC Internal - Processed Samples

DNR Business Reporting System v3.0.0 (10/07/2009). Site optimized for Netscape 7, IE 6 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 Guide](#).
 For additional help or support, please view the [DBRS Support/FAQ](#).

State of Alaska | Natural Resources | Copyright | Privacy | System Status

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” section, which is used to fine-tune the selection criteria that will be used to generate the report. For more information, see “Interactive Screen” on page 17.

Tip: Expand the **Show Descriptions** hyperlink above the report names to display a report description.

Map Icon

An Alaska map icon  next to a report name signifies that the report offers spatial query capability. For details on this function, see “Spatial Queries” on page 28.

New Report Icon

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

Viewing Report Functional 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:

- 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.

Figure 6 illustrates these options.

Figure 6 – Viewing Report Functional Categories and Subcategories

The screenshot displays the DNR Business Reporting System interface. At the top, there is a navigation bar with links for DNR, Recorder's Office, Land Records, and Web LAS. The main header includes the DNR logo and the text "DNR Business Reporting System" and "Alaska Department of Natural Resources". Below the header, there is a breadcrumb trail: "State of Alaska > Natural Resources > Main Menu > Available Reports".

On the left side, there is a "User:" section with a "Log Out" link. Below this is a list of report categories with counts in parentheses. A callout box points to the "Expand All" link above the list, stating: "Click Expand All to show all subcategories." Another callout box points to the "Collapse All" link, stating: "Click Collapse All to hide all subcategories." A third callout box points to the plus sign next to "DMLW Performance Measures (40)", stating: "Click the plus (+) sign to show subcategories."

On the right side, there is a section titled "Geological Materials Center" with a "Show Descriptions" link. Below this is a table of reports:

Report ID	Report Name
00373	NEW! - GMC Basic Search
00374	NEW! - GMC Advanced Search
00375	NEW! - GMC Internal - Oil and Gas
00376	NEW! - GMC Internal - Surface Samples and Mineral Core
00377	NEW! - GMC Internal - Processed Samples

At the bottom of the page, there is a footer with the following text: "DNR Business Reporting System v3.0.0 (10/07/2009). Site optimized for Netscape 7, IE 6 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 Guide. For additional help or support, please view the DBRS Support/FAQ." Below the footer are links for "State of Alaska", "Natural Resources", "Copyright", "Privacy", and "System Status".

Interactive Screen

The Interactive Screen displays the fields that are used to create the report and allows you to specify criteria that narrow down the report results. It consists of three sections. See Figure 7 on the next page.

Query Parameters Section

The left panel is also known as the "Query Parameters" section. This section of the screen allows users to input search criteria (aka query parameters) by entering and selecting text. See Query Parameters on page 19 for details on how to manipulate the "Query Parameters" section.

Alaska QuickMap Section

The right panel is also known as the "Alaska QuickMap" section. This section of the screen allows the user to input query parameters by using the interactive map tools. See Spatial Queries on page 28 for details on how to manipulate the "Alaska QuickMap" section.

Result Set Section

The bottom panel is also known as the "Result Set" section. This section of the screen displays the results from the queries run. See Result Set on page 20 for details on how to manipulate the "Result Set" section.

Figure 7 – Interactive Screen

The screenshot shows the 'GMC Basic Search' interface. At the top, there is a navigation bar with 'DNR Recorder's Office Land Records Web LAS' and 'Natural Resources'. The main header includes the Alaska Department of Natural Resources logo and the text 'Geologic Materials Catalog Division of Geological & Geophysical Surveys'. The search title is 'GMC Basic Search' with 'Report ID: 00373'. On the right, there is a 'User:' field with a 'Log Out' link.

The interface is divided into several sections:

- Query Parameters:** A form on the left with fields for 'Location on Map: Selected', 'Location Type: SURFACE OUTCROP', 'API or Field Station Number', 'Well or Borehole Name', 'Operator', 'Place Name or Prospect', 'Quadrangle: BIG DELTA', 'Township (MTRS)', and 'Sample Material'. A dropdown menu for 'API or Field Station Number' is open, showing options: 'BEAVER', 'BENDELEBEN A-4', 'BENDELEBEN C-4', 'BENDELEBEN D-4', and 'BETTLES'. A yellow vertical line highlights this section.
- Alaska QuickMap:** A map on the right showing the state of Alaska with a red polygon drawn over a region. The map includes navigation controls (pan, zoom, home) and a 'Base Layer' menu with options like 'Google Hybrid', 'Google Streets', 'Google Satellite', 'Google Physical', 'SDM BDL', 'NOAA Charts', 'USGS Topo', and 'Report Data'. An 'Overview map' is also visible in the bottom right of the map area.
- Buttons:** 'Run Query' and 'Reset All' buttons are located at the bottom of the query form.
- Results Section:** A table at the bottom displays search results. The table has columns: 'Show Feature', 'Location Type', 'API or Field Station Number', 'Well or Borehole Name', 'Sample Collector', 'Latitude', 'Longitude', and 'Accuracy'. There are 51 rows in total, with 6 pages shown.

Callouts provide additional instructions:

- 'Click the Help icon for tips on entering criteria.' (points to a help icon in the top right)
- 'Base Map Layer options.' (points to the 'Base Layer' menu)
- 'Pan out to State view.' (points to the map navigation controls)
- 'Draw Polygon search area.' (points to the red polygon on the map)
- 'Sub-menu options.' (points to the dropdown menu)
- 'Click Reset All to remove all criteria you have specified.' (points to the 'Reset All' button)
- 'Overview map.' (points to the overview map)
- 'Query Parameter field names.' (points to the query form fields)
- 'Result Set section.' (points to the results table)

Show Feature	Location Type	API or Field Station Number	Well or Borehole Name	Sample Collector	Latitude	Longitude	Accuracy
	surface outcrop	91KC01			64.6981	-145.563	
	surface outcrop	91KC02	Land Selection		64.7414	145.45399	
	surface outcrop	91KC03	1991 Land Selection		64.7414	145.45399	
	surface outcrop	91KC05	1991 Land Selection		64.8895	-145.533	
	surface outcrop	91KC06	1991 Land Selection		64.8908	-145.543	

Query Parameters

The "Query Parameters" section provides the user with the ability to enter and select criteria to refine the "Result Set". The layout of the Query Parameter section varies among the different reports, as each report has its own requirements.

Note: Some reports do not require you to enter criteria query parameter to refine search results. 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.

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.

Selecting Query Parameters

The "Query Parameters" for a report allow the user to target report results to specific criteria. Each of the headers under the "Query Parameters" section is expandable by clicking on the header menu bar to reveal available data that can be selected to narrow down search results. Once the criteria are identified the **Run Query** button will return the "Result Set" matching the criteria entered and the "Alaska QuickMap" view will update to include the criteria selected under the "Query Parameters" section.

Note: As selections are made in the "Query Parameters" section the items selected will appear next to the header bar for each query parameter. For example, by selecting "OIL AND GAS WELL" from the "Location Type" header bar the following displays.

Figure 8 – Query Parameters Header Bar



Result Set

After the query is run the bottom of the screen will display the "Result Set" of the query in tabular format. Within the "Result Set" each column heading is able to be sorted in ascending or descending order. A corresponding arrow (up and down) indicates whether the column is sorted in ascending or descending order. Additionally, the "Result Set" can be exported in Microsoft Excel or Adobe Acrobat (PDF). Each of the exports will open in a pop-up window as a file download allowing the user to open it in a separate screen or save the result as the respective file type. Selecting the Print icon will generate a report in a printer friendly format. Selecting the Information icon will provide report information, parameters, and the SQL statement used to execute the "Result Set". See Figure 9 to view the various actions and results when running a query using the "Query Parameters."

Note: If there is not an arrow under the column heading in the "Result Set" then the column is not sorted.

Figure 9 – Getting the Results Set

The screenshot displays the Geologic Materials Center interface. On the left, the 'Query Parameters' section includes fields for 'Location on Map', 'Location Type', 'API or Field Station Number', 'Well or Borehole Name', 'Operator', 'Place Name or Prospect', 'Quadrangle', 'Township (MTRS)', and 'Sample Material'. A 'Run Query' button is visible below these fields. In the center, an 'Alaska QuickMap' shows a map of Alaska with a red location marker. On the right, a 'Results' table is displayed with columns: 'Show Feature', 'Location Type', 'API or Field Station Number', 'Well or Borehole Name', 'Operator', 'Well Permit Number', 'Project', 'Sample Collector', 'Latitude', 'Longitude', and 'Accuracy'. The table contains six rows of data for 'surface outcrop' samples. At the bottom right, a toolbar contains icons for Excel, PDF, Print, and Information. Callouts provide instructions: 'Click on the Header menu bar to expand the selected criteria.' (pointing to the 'Location on Map' dropdown), 'Click Run Query to submit your request for data.' (pointing to the 'Run Query' button), 'Click on any result column to sort data in ascending or descending order (an arrow appears indicating sort order).' (pointing to the 'API or Field Station Number' column header), 'Click on one of these icons to view the report in a different file format. Selecting the Excel or PDF icon will export the report into the specified format. Selecting the Print icon will generate a report in a printer friendly format. Selecting the Information icon will provide report information and parameters.' (pointing to the toolbar icons), and 'View Result Set here.' (pointing to the results table).

Show Feature	Location Type	API or Field Station Number	Well or Borehole Name	Operator	Well Permit Number	Project	Sample Collector	Latitude	Longitude	Accuracy
	surface outcrop	91KC01				1991 Land Selection		64.6981	-145.563	
	surface outcrop	91KC02				1991 Land Selection		64.7414	145.45399	
	surface outcrop	91KC03				1991 Land Selection		64.7414	145.45399	
	surface outcrop	91KC05				1991 Land Selection		64.8895	-145.533	
	surface outcrop	91KC06				1991 Land Selection		64.8908	-145.543	

Running the Report

Once you have entered the report criteria and selected the desired field names, click **Run Query** 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 10,000 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 All** button returns the page to its default display. All information entered or selected in the fields is erased.

Note: The **Reset All** button clears all selections in "Query Parameters", "Alaska QuickMap", and "Navigate To".

Tips on Entering Criteria

The fields that you use to specify criteria on the “Query Parameters” section 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.

Figure 10 – 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:

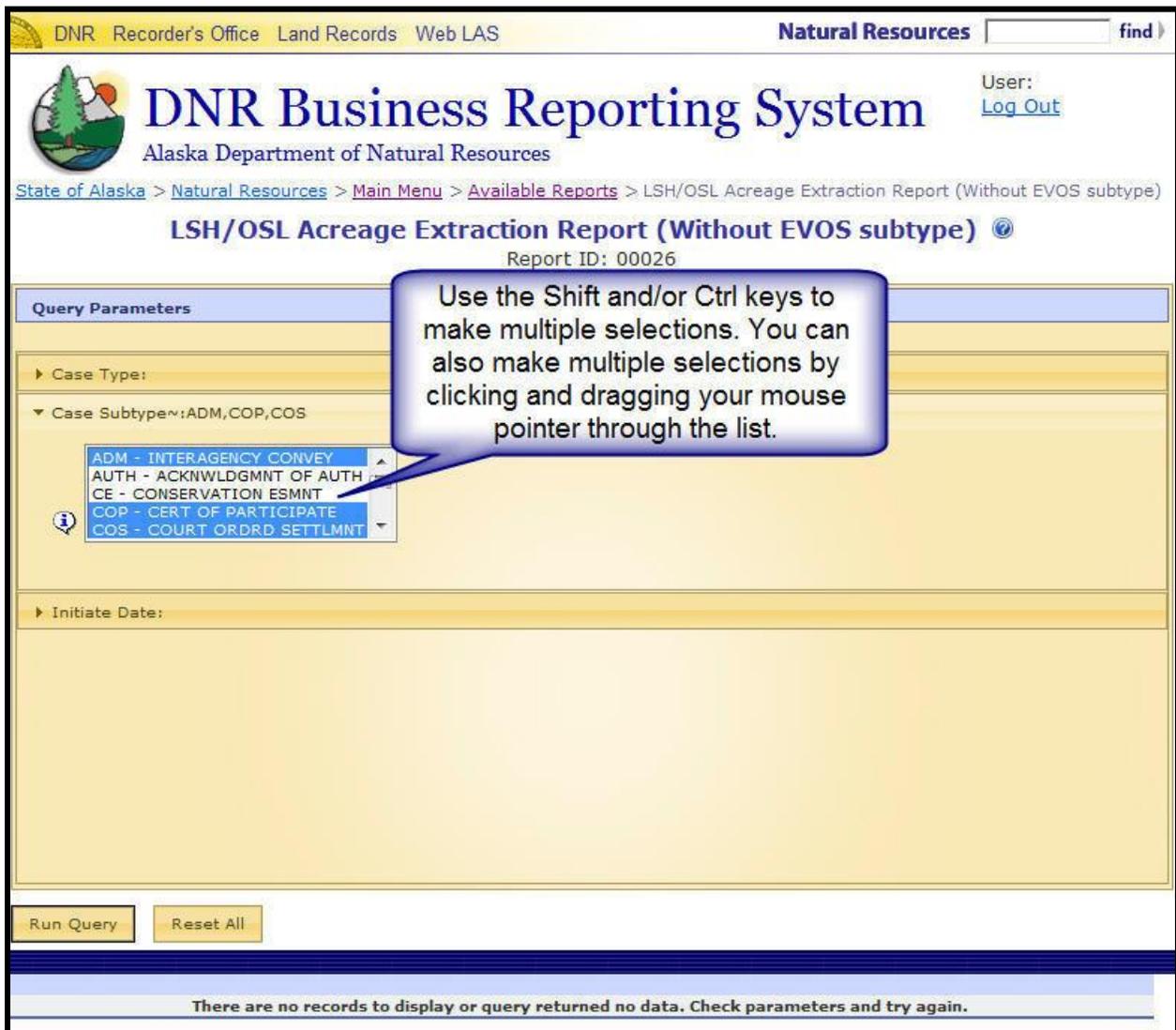
Query Text	Result
<ul style="list-style-type: none"> JOHN (no wildcard) 	<ul style="list-style-type: none"> Search for records that contain <i>only</i> the word “JOHN”. For example, the record “JOHNS” would not be returned.
<ul style="list-style-type: none"> %JOHN 	<ul style="list-style-type: none"> Search for every record that <i>ends</i> with “JOHN”.
<ul style="list-style-type: none"> JOHN% 	<ul style="list-style-type: none"> Search for every record that <i>begins</i> with “JOHN”.
<ul style="list-style-type: none"> %JOHN% 	<ul style="list-style-type: none"> Search for every record that <i>contains</i> “JOHN”. For example, “JOHN SMITH” and “MARK JOHN WALTERS” would be returned.
<ul style="list-style-type: none"> JOHN%SMITH% 	<ul style="list-style-type: none"> 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.

Query Text	Result
<ul style="list-style-type: none">• %JOHN%SMITH%	<ul style="list-style-type: none">• 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 11 – 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.

DNR Business Reporting System User Guide

- To select multiple consecutive values, click on a value and drag the mouse pointer through the list.
- 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 value is currently selected hover the pointer over the icon at the bottom right of the list box.

Date Ranges

Figure 12 – Examples of a Date Range Field and Calendar

The screenshot displays the DNR Business Reporting System interface. At the top, there is a navigation bar with "DNR Recorder's Office Land Records Web LAS" and "Natural Resources" with a search box. The main header includes the DNR logo, "DNR Business Reporting System", and "Alaska Department of Natural Resources". A user login area shows "User: [blank] Log Out". The breadcrumb trail is "State of Alaska > Natural Resources > Main Menu > Available Reports > LSH/OSL Acreage Extraction Report (Without EVOS subtype)". The main title is "LSH/OSL Acreage Extraction Report (Without EVOS subtype)" with "Report ID: 00026".

The "Query Parameters" section is expanded to show "Initiate Date: 11/01/2009 -". A tooltip indicates "(From - To) format: MM/DD/YYYY". A date range field shows "11/01/2009" followed by a calendar icon. A calendar pop-up is displayed for November 2009, showing days from 1 to 30. The calendar has a header with "Su Mo Tu We Th Fr Sa" and a footer with "Nov 2009".

At the bottom of the query parameters section, there are "Run Query" and "Reset All" buttons. A message bar at the bottom of the page states: "There are no records to display or query returned no data. Check parameters and try again."

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.

DNR Business Reporting System User Guide

To select a date for the **From** or **To** field, click inside the calendar icon next to the date entry field 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.

You can also change the year on the calendar using your keyboard. To do so, enter a date in the date entry field in MM/DD/YYYY format and hit the **Enter** or **Return** key. Selecting the **Run Query** button generates data in the "Result Set" section.

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)

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 (MTRS)** 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.
• 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).

Figure 13 – Examples of a Township Text Box and Section List Box



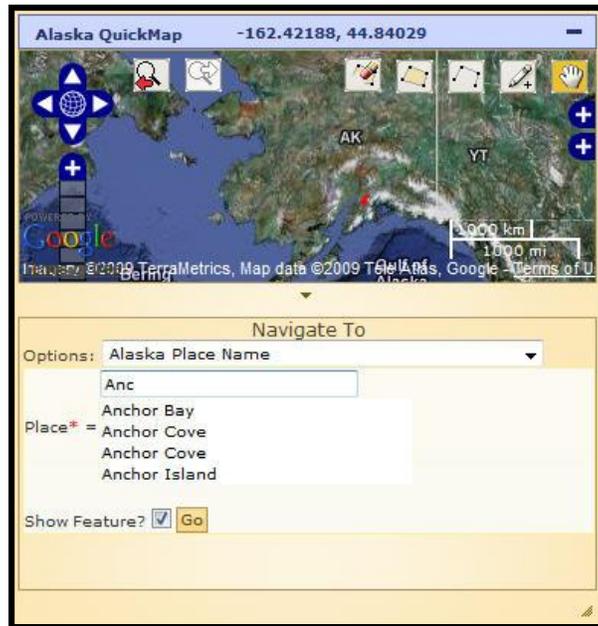
Example of a Section List Box



Navigate To Auto-Fill

When using the “Navigate To” functionality the DBRS will display a distinct set of criteria for each area of interest. These criteria are a searchable component for each area of interest. The selection criteria will consist of drop down boxes and data entry fields. Some data entry fields provide an auto-fill function that is initiated by the first three characters you type in (for example, you will see this functionality when you “Navigate To” the “Alaska Place Names” drop down item). If you are interested in Anchorage you can type in the first three letters (Anc) and the DBRS will match the letters entered to provide a pick list to choose from. The more letters you enter in the more exact the matches become, see Figure 14.

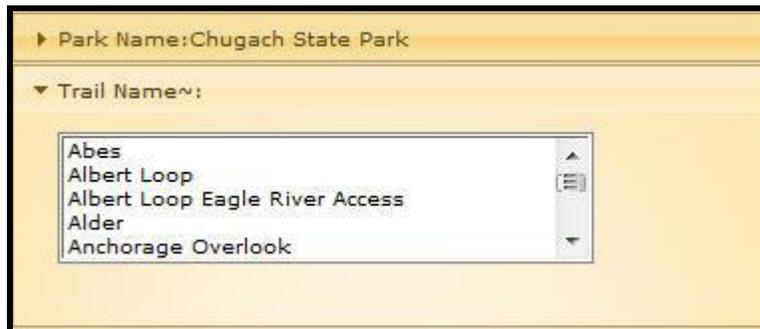
Figure 14 – Navigate To Auto-Fill Functionality



Dependencies

Some reports have "Query Parameters" that are dependent on one another. The "Query Parameter" that is the dependent is signified by a "~" next to the query parameter header title. The query parameter header bar directly above the dependent is the parent of the criteria. For example, when a Park Name has been chosen the trails in the list box will change corresponding to the trails that are within the chosen park.

Figure 15 – Query Parameter Dependency



Spatial Queries

About the Integration of DBRS and Alaska QuickMap

DBRS’s integration with “Alaska QuickMap” allows you to execute a spatial query—a search of data that is organized according to its geographic location—using this powerful GIS interface presented in DBRS.

When you select a report category that contains an Alaska map  icon in the Available Reports screen in DBRS, “Alaska QuickMap” will load and display the map that is appropriate for the type of report you have selected.

Note: When viewing map data with extensive data points the default map view will not show any feature points; this is so the map face is not congested visually. The features will display at a higher zoom level (use the zoom slider bar to zoom in).

The “Alaska QuickMap” interface acts as the right side section of the screen while the “Query Parameters” and “Result Set” are, respectively, the left section and bottom section. See the section titled “Interactive Screen” on page 17 for more information about the single screen interface for DBRS.

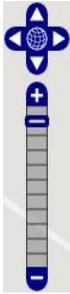
Using the “Alaska QuickMap” map tools, you can make selections (based on the type of map tool you are using) to interact with and manipulate data directly on the map. All manipulation on the map can be used in conjunction with the “Query Parameters” section to narrow down your report “Result Set”. This connectivity with the DBRS and “Alaska QuickMap” is to enhance the user experience and interface so that dynamic spatial and tabular interactivity can take place on the map.

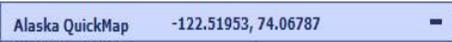
An Overview of Querying in Alaska QuickMap

The “Alaska QuickMap” interface provides several tools to manipulate and query the data on the map interface. The following table describes the “Alaska QuickMap” tools and what they do.

Icon	Name	Description
	Previous View	Goes to the previous or last map extent viewed.
	Next View	Goes to the subsequent map extent viewed if viewing the previous map extent.
	Clear Features	Removes all visually drawn spatial features from the map.
	Draw Polygon	Creates a many-sided area (feature), selecting all the points inside it. Double-click the left mouse button to stop drawing.
	Draw Line	Creates one or more lines (feature), selecting all the points within range of the line(s). Double-click the left mouse button to stop drawing. Takes a few seconds to show the area.

DNR Business Reporting System User Guide

Icon	Name	Description
	Draw Point	Creates a point (feature), selecting all the points within range of the point. Takes a few seconds to show the area.
	Pan	Lets you click on the map and drag it around, altering the part of the map that is viewed.
	View Tools	These buttons alter how the map is viewed. Arrow buttons move the map in that direction. The circle in the middle of the arrows returns the map to the default view. The plus button zooms in, the minus button zooms out and the blue marker between the plus and minus buttons shows the level of zoom currently at and can be clicked and dragged to zoom in or out.
<p> - click to expand; expanded view shown below:</p> 	Map View (top right) – Base Layer	This tab button exposes or hides the base map layer. Click the minus (-) button to collapse the screen.
<p> - click to expand; expanded view shown below:</p> 	Map View (lower right) – Overview Map	This tab button exposes or hides a map overview. Moving the rectangle changes the area displayed on the base map. Click the minus (-) button to collapse the screen.
	Show Feature	This button is shown in the “Result Set” section and when selected, the map will zoom to that specific feature.
	Reset	The Minimize button in the upper right corner

Icon	Name	Description
	Window	of the map window will return the map to its default size and place.
	Navigate To	<ul style="list-style-type: none"> • The up arrow at the bottom of the map hides more tools and selectors. • The arrow pointing down and to the side allows the user to expand the map view to be larger or smaller.
	Alaska QuickMap header bar	<ul style="list-style-type: none"> • The numbers at the top of the map are the latitude/longitude. • The map window can be made bigger, like any other window, and can be dragged to another spot on the screen.

Map Drawing Tools

The map tools can be used in collaboration with the “Query Parameter” selections; using both provides a robust environment from which to work in.

How to select map tools is described below.

- In order to use the **Draw Point, Draw Line, Draw Polygon,** and **Clear Feature** map tools there must be a feature available to select on the map. A feature will show up on the map as a red dot and is initiated by running queries with the “Query Parameters” section. If no features are on the map the following pop-up message will appear.

Figure 16 – Error Displaying Results



- Once a map tool is selected it will highlight in orange.
 - This is how the pan map tool looks when it is not selected .
 - This is how the pan map tool looks when it is selected .
- As each map tool is selected the mouse pointer does not change to look like the icon in the map tool. The mouse pointer mimics the functionality of the map tool selected.
- The map tools; **Draw Polygon, Draw Line,** and **Draw Point** are interactive tools to select features. As feature becomes selected it has two actions: (1) the action is blue

DNR Business Reporting System User Guide

while the selection is being made, and; (2) the action turns orange when the selection is completed. Double-clicking with the left mouse button ends the action.

- Only one map tool can be used at a time.
- When the map tools: **Draw Polygon**, **Draw Line**, and **Draw Point** are initiated the "Location on Map:Selected" automatically enters a 100 foot buffer. This is described more in "Location on the Map/Buffer Map Tool" on page 35.
- Select the **Run Query** button to view the "Result Set" of the map tool selections. If no selections are made and the **Run Query** button is clicked the following pop-up will appear.

Figure 17 – No Features Were Selected



Pan Map Tool

The pan map tool is used to move the map around. In addition to using the mouse pointer to move the map, the mouse scroll bar can be used to zoom in and out of the map view. Scrolling up with the mouse scroll bar will zoom the map into a closer view and the view tools slider bar will correspond with the appropriate level of zoom that was created with the mouse scroll bar.

Note: The faster you scroll the faster the map will zoom in or out. Additionally, the previous zoom and next zoom tools will remember the last level zoomed into.

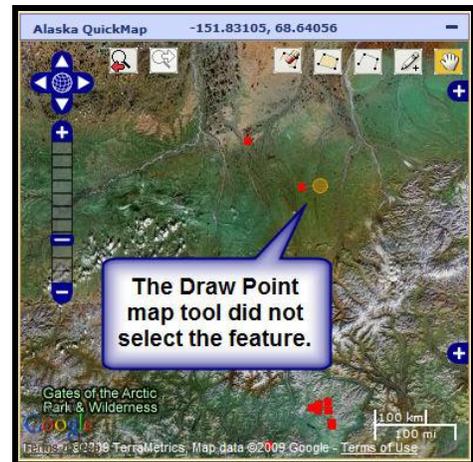
Draw Point Map Tool

The **Draw Point** map tool is used to select a single feature on the map. When using the **Draw Point** map tool do not initiate the action from a zoomed out view. It will look like you have selected a feature but upon zooming in the **Draw Point** map tool will be off the mark. Figure 18 illustrates this on the next page.

Figure 18 – Draw Point Map Tool Zoomed Out Selection



Example of the Image Zoomed In



Draw Line Map Tool

The **Draw Line** map tool is used to select features on a map that are in a line. The action to draw a line is initiated by clicking on the map; corners are created by clicking the left mouse button once, and when the line is drawn double click the left mouse button to complete the action.

Figure 19 – Draw Line Map Tool

The screenshot shows the Alaska State Parks Trails web application. The top navigation bar includes 'DNR Recorder's Office Land Records Web LAS' and 'Natural Resources'. The main header features the Alaska State Parks logo and 'Alaska State Parks Trails Division of Parks and Outdoor Recreation'. Below the header is a search bar and a 'Log Out' link. The search results show 'Search State Park Trails' with 'Report ID: 00451'.

The 'Query Parameters' section includes a 'Location on Map: Selected' checkbox, a 'Buffer (in feet): 100' dropdown, and several expandable fields for 'Park Name', 'Trail Name', 'Entrance', 'Difficulty', 'Uses', and 'Length'. The 'Run Query' and 'Reset All' buttons are at the bottom of this section.

The 'Alaska QuickMap' section shows a satellite map of Chugach State Park with a red line drawn across it. A callout box points to this line, stating: 'The orange line is where the Draw Line map tool was created.'

The results table below the map displays the following data:

Show Feature	Park Name	Trail Name	View Trail	Entrance	Difficulty	Uses	Length (miles)	View PDF
	Chugach State Park	Powerline	link to more info	Glen Alps Trailhead or Indian Trailhead	Easy to Moderate	Hike, Bike, Ski, Snowmobile	14	link to more info
	Chugach State Park	Rabbit Lake	link to more info	End of Canyon Road	Easy	Hike, Bike	4.3	link to more info
	Chugach State Park	Williwaw Lakes	link to more info	Prospect Heights or Glen Alps Trailhead	Easy to Moderate	Hike	3.6	link to more info
	Chugach State Park	Ballpark	link to more info	Glen Alps Trailhead	Moderate	Hike	2.5	link to more info
	Chugach State Park	Ptarmigan Pass	link to more info	Glen Alps or Rabbit Lake Trailhead	Difficult	Hike, Bike	1.7	link to more info
	Chugach State Park	Prospect Heights	link to more info	Prospect Heights				link to more info

It is difficult to see in the above figure but the orange line has a blue dotted line around it and is the default buffer.

Draw Polygon Map Tool

The **Draw Polygon** map tool is used to create an area from which multiple features are selected. The action to draw a polygon is initiated by clicking on the map. The area is drawn

DNR Business Reporting System User Guide

like a rubber band snapping to the perimeter points by clicking with the left mouse button once, and when the polygon is drawn double click the left mouse button to complete the action.

Note: Using the **Draw Polygon** map tool from a zoomed out view may capture too many features to return a "Result Set" on. To avoid this zoom in closer on the map view.

Figure 20 – Draw Polygon Map Tool

The screenshot displays the Geologic Materials Center (GMC) Advanced Search interface. The top navigation bar includes "DNR Recorder's Office Land Records Web LAS" and "Natural Resources". The main header features the "Geologic Materials Center" logo and "Division of Geological & Geophysical Surveys". The breadcrumb trail is "State of Alaska > DGGS > GMC > Main Menu > Available Reports > GMC Advanced Search". The page title is "GMC Advanced Search" with a "Report ID: 00374".

The interface is divided into several sections:

- Query Parameters:** A sidebar on the left with a "Location on Map: Selected" section. It includes a checkbox "Use map at right to create the area of interest, use checkbox to set or unset." (checked), a "Buffer (in feet): 100" input field, and a "Feet" dropdown menu. Below are expandable sections for "Location Type", "API or Field Station Number", "Well or Borehole Name", "Operator", "AOGCC Permit Number", and "Geographic Area or Basin".
- Alaska QuickMap:** A map view on the right showing a topographic map of Denali State Park. A yellow polygon is drawn on the map, highlighted in orange. A blue callout box points to this area with the text: "The orange highlighted area is where the Draw Polygon map tool was used."
- Results:** A table at the bottom showing 13 results across 2 pages. The table has columns for "Show Feature", "Location Type", "API or Field Station Number", "Well or Borehole Name", "Operator", "Well Permit Number", "Project", "Sample Collector", "Latitude", "Longitude", and "Accuracy".

A blue callout box points to the "Show Feature" column header with the text: "The Result Set displays the features that are within or touch the polygon."

Show Feature	Location Type	API or Field Station Number	Well or Borehole Name	Operator	Well Permit Number	Project	Sample Collector	Latitude	Longitude	Accuracy
	surface outcrop	918T151				1991 Land Selection		63.0306	-149.269	
	surface outcrop	918T152				1991 Land Selection		63.0376	149.22501	
	surface outcrop	918T153				1991 Land Selection		63.0376	-149.224	
	surface outcrop	918T155				1991 Land Selection		63.0632	149.22301	
	surface outcrop	918T156				1991 Land Selection		63.0632	149.22301	

Clear Feature Map Tool

The **Clear Feature** map tool clears the map tool selections. It clears only the map tool selections and not the "Query Parameters" selections. It also deletes the buffer since the buffer is used when the **Draw Point**, **Draw Line**, or **Draw Polygon** map tools are used.

DNR Business Reporting System User Guide

Location on the Map/Buffer Map Tool

The map tools: **Draw Point**, **Draw Line**, **Draw Polygon** automatically get a buffer added around them. The buffer appears as a blue dotted line and is viewable depending on the size of the buffer and the extent of the map view. The closer the zoom level the clearer the view of the buffer.

The buffer can be increased to capture features around it. Using the same point in Figure 18, the zoomed in view, the buffer increased to capture the feature next to it.

Note: The buffer only appears when a feature is selected with the map drawing tools.

To manipulate the buffer:

1. Enter a numerical value in the date field next to "Buffer (in feet):"
Note: You can also use the "mile" unit of measure from the drop down options. Use caution when executing a buffer in miles. It can return a very large result set which may slow down the performance of the report.
2. Press **Tab** on your keyboard so that the units of measure drop down box is highlighted in blue. This is to initiate the extent of the buffer
3. Press **Enter (or Return)** on your keyboard to redraw the buffer to the number entered.
4. Click on the **Run Query** button to view the "Result Set" from the selection. Figure 21 shows the results of this step.

Figure 21 – Manipulate the Buffer Map Tool

Figure 21 is a screenshot of the Geologic Materials Center web application. The interface shows a 'Query Parameters' section on the left and a map on the right. The 'Query Parameters' section includes a 'Buffer (in feet): 100000' field and a 'Run Query' button. A callout points to a checkbox labeled 'Use map at right to create the area of interest, use checkbox to set or unset' which is checked. Another callout points to the map showing a green buffer around a point, with the text 'Buffer is highlighted in blue.' A third callout points to the 'Run Query' button with the text 'Result Set captures the feature within the buffer.' The map shows a satellite view of a landscape with a green buffer around a point. The 'Run Query' button is highlighted in blue. Below the map, there is a table with the following data:

Show Feature	Location Type	API or Field Station Number	Well or Borehole Name	Operator	Well Permit Number	Project	Sample Collector	Latitude	Longitude
	oil and gas well	50223200100000	AUFEIS UNIT 1	AMOCO PRODUCTION CO	1740010			69.14993	149.57191

Navigate To an Area of Interest

The “Navigate To” section appears on reports with a map interface. The “Navigate To” section is a way to quickly navigate to an area of interest on the map interface. When entering search criteria in the “Navigate To” section you are able to extend the search capabilities by utilizing the criteria identified under “Query Parameters” and combining those search results with the criteria selected (or entered) in the “Navigate To” section.

Clicking on the arrow at the bottom of the “Alaska QuickMap” screen will expand the “Navigate To” section with several drop down selections (see Figure 22). Selecting a drop down item will direct you to data entry parameters that pertain to that selection (similar to entering criteria for “Query Parameters”). Once an area of interest and its criteria are selected, clicking the **Run Query** button will refresh the “Alaska QuickMap” to display the area of interest with all of the criteria entered under the “Navigate To” and “Query Parameters” sections. See “Spatial Queries” on page 28 for additional instructions.

Figure 22 – Navigate To Section



The “Navigate To” section in “Alaska QuickMap” is the same as locating an area of interest on the map. Popular areas of interest are:

- **Alaska Place Names** – Select this option from the “Navigate To” drop down list, enter a place name (e.g., “Juneau”, “Kenai River” or “Knik Glacier”) and

DNR Business Reporting System User Guide

click the **Go** button to navigate to the location entered. See "Navigate To Auto-Fill" on page 26 for a tip on entering data.

- **DNR Case (File Type and Number)** – Select this option from the "Navigate To" drop down list, select a file type and enter a file number and click the **Go** button to navigate directly to the case on the map.
- **DOT Centerline Milepost** – Select this option from the "Navigate To" drop down list, a route name and milepost number and click the **Go** button to navigate directly to that milepost.
- **Latitude and Longitude Decimal (WGS84)** – Select this option from the "Navigate To" drop down list, enter a latitude and longitude and click the **Go** button to navigate directly to those specific map coordinates.

Note: Latitude and Longitude accept up to five decimal places. Additionally, longitude accepts negative numbers.

- **Meridian, Township, Range, and Section (MTRS)** – Select this value from the "Navigate To" drop down list, enter an MTRS designation, select a section number and click **Go** button to navigate directly to a township.

Note: The **Address Geocoding (2004 TIGER/Line)** data is in progress of being updated. Currently it is utilizing data from 2004.

The "Navigate To" functionality is extended by highlighting the features that are found within the criteria entered for the area of interest.

- The "Show Feature" checkbox indicates whether or not the "Navigate To" criteria are highlighted. If the checkbox is checked the criteria will be highlighted in a yellow. Figure 23 shows an example of this.
- Clicking the **Go** button refreshes the map to display the criteria selected.
- After the map is redrawn select the "Navigate To" arrow to expand the criteria entered and select the features within or touching the criteria selected (appears when the "Show Feature" checkbox is checked as shown in Figure 23).
- Click on the **Use Feature** button to use the selected criteria identified in the "**Navigate To**" section (highlighted in yellow) in order to run a query against it. See Figure 23 for an example.
 - Once the **Use Feature** button is selected the criteria will change from yellow to orange and a "Result Set" will be able to be generated from it by clicking on the **Run Query** button.

Note: Clicking the **Use Feature** button turns the action into a **Draw Polygon** map tool and a default buffer is set.

Figure 23 – Navigate To Selection

The screenshot displays the DNR Business Reporting System interface. At the top, there are navigation links for "DNR Recorder's Office", "Land Records", and "Web LAS", along with a search bar for "Natural Resources" and a "find" button. The main header includes the DNR logo and the text "DNR Business Reporting System" and "Alaska Department of Natural Resources". A user login area shows "User: [Name]" and a "Log Out" link. The breadcrumb trail reads: "State of Alaska > Natural Resources > Main Menu > Available Reports > List of Water Files". The page title is "List of Water Files" with a report ID of "00003".

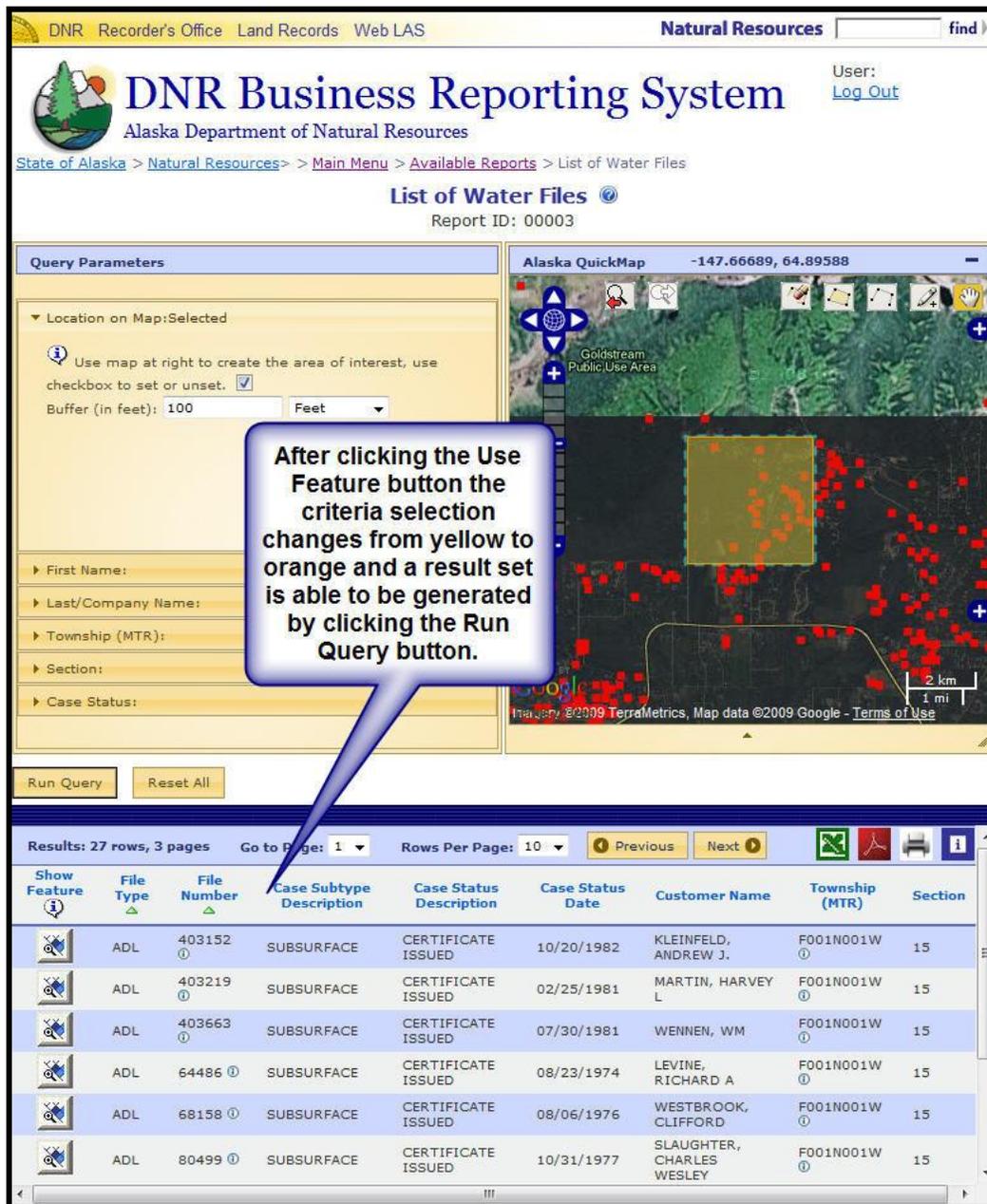
The interface is divided into several sections:

- Query Parameters:** Includes a "Location on Map" section with a "Use map at right to create" checkbox and a "Buffer (in feet)" input field. Below this are expandable sections for "First Name:", "Last/Company Name:", "Township (MTR):", "Section:", and "Case Status:".
- Alaska QuickMap:** A map view showing a grid of red dots representing water files. A dashed yellow box highlights a specific area. The map includes navigation controls and a scale bar (2 km / 1 mi).
- Navigate To:** A section with a dropdown menu set to "Meridian, Township, Range and Section (MTRS)". It contains input fields for "MTR" (value: "F001N001W") and "Section*" (value: "15"). There is a "Show Feature?" checkbox (checked) and a "Go" button next to it, along with a "Use Feature" button.

A callout box with a blue border and white background points to the "Go" button. The text inside the callout reads: "Click on the Go button to view the selection made by the criteria entered for MTRS."

At the bottom of the page, there are "Run Query" and "Reset All" buttons. A blue banner at the very bottom contains the message: "There are no records to display or query returned no data. Check parameters and try again."

Figure 24 – Navigate To Use Feature Button



Manipulate Alaska QuickMap Screen

The "Alaska QuickMap" section is by default docked to the right hand panel of the screen.

To Manipulate the Alaska QuickMap Screen:

1. Click on the "Alaska QuickMap" header bar and move the "Alaska QuickMap" section wherever desired.
2. Hover the mouse pointer over the arrow pointing down and to the side, , in the bottom right corner of the "Alaska QuickMap" section (next to the "Navigate To" arrow). The mouse pointer will turn into a double pointed arrow which can be used to expand and contract the "Alaska QuickMap" section.

DNR Business Reporting System User Guide

- To re-dock the "Alaska QuickMap" section, select the minimize button in the top right of the "Alaska QuickMap" header bar, .

For more information on how the spatial query retrieves data from features, see Appendix B

Map Views

The base map can be changed by selecting the plus signs, , to the right of the Alaska QuickMap interface. To minimize the screens select the minimize button. See "An Overview of Querying in Alaska QuickMap" on page 28 for screenshots.

Base Layer

There are seven different base maps that can be used interchangeably on the "Alaska QuickMap" screen as shown below. Select the top right plus sign to see the different base layer options. Deselecting the **Report Data** overlay checkbox removes the features from the map display but they are still selectable if a query is run. You cannot see them on the map but the data still exists.

Note: Some base maps may be limited on how far it can zoom in and when they reach their limit the base map images do not display. However, the features are still selectable and able to be queried.

Base Layer Options	Description	Data feeds provided by
Google Hybrid	A hybrid of the satellite and roadmap image, showing a transparent layer of major streets and place names on the satellite image.	Google
Google Streets	A standard roadmap image, as is normally shown on the Google Maps website	Google
Google Satellite	A satellite image.	Google
Google Physical	A physical relief image, showing terrain and vegetation.	Google
SDMI BDL	Alaska Statewide Digital Mapping Initiative (SDMI) Best Data Layer (BDL) provides the best available imagery base layer that covers the entire state of Alaska.	GINA
NOAA Charts	National Oceanic and Atmospheric Administration (NOAA) nautical charts that cover the coastal waters of Alaska.	GINA
USGS Topos	U.S. Geological Survey (USGS) topographic maps that show and name prominent natural and cultural features, with contours to show the shape and elevation of the terrain.	GINA

DNR Business Reporting System User Guide

Overview Map

Selecting the bottom plus sign to the right of the “Alaska QuickMap” interface displays the overview map. Moving the rectangle with the mouse pointer changes the area displayed on the “Alaska QuickMap” screen.

To minimize the screens select the minimize button.

Report Display Page

The Report Display page displays the results of your query.

Figure 25 – Report Display Page

Query Parameters

Case Type: 521

- 521 - SUBDIVISION SALE COMP
- 522 - AGRICULTURAL SALE COMP
- 523 - ODDLOT SALE COMP
- 529 - OTHER SALE COMP
- 531 - SUBDIVISION SALE NON-COMP

Case Status: ▾

Township (MTR): ▾

Run Query Reset All

Results: 2176 rows, 218 pages Go to Page: 1 Rows Per Page: 10 Previous Next

File Type	File Number	Case Type	Case Type Description	Case Status	Case Status Description	Case Status Date	Reason Closed	Township (MTRS)
ADL	101327	521	SUBDIVISION SALE COMP	80	CLOSED	02/28/200		C059S079E15
ADL	102182	521	SUBDIVISION SALE COMP	80	CLOSED	01/0		C071S084E33
ADL	103875	521	SUBDIVISION SALE COMP	80	CLOSED	03/2		C076S091E02
ADL	103876	521	SUBDIVISION SALE COMP	80	CLOSED	06/2		C076S091E11
ADL	103876	521	SUBDIVISION SALE COMP	80	CLOSED	06/25/1991		C076S091E02
ADL	103877	521	SUBDIVISION SALE COMP	80	CLOSED	08/08/1986		C076S091E03
ADL	103877	521	SUBDIVISION SALE COMP	80	CLOSED	08/08/1986		C076S091E02
ADL	103878	521	SUBDIVISION SALE COMP	80	CLOSED	01/14/1991		C076S091E11

Click to view report information; including parameters and the SQL statement used to retrieve the records.

Click to save report as a PDF.

Click to view report in a printer friendly format.

Click to save report in Excel format.

Drop down to change the number of rows displayed per page.

Drop down to go to a different page of report results.

Click to view Next or Previous

Sort on column by selecting the column header.

Click Information icon to open case abstract in LAS.

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 25 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 25,000 records, an alert pop-up will appear saying that the report size needs to be smaller. However, the report will still export; it will take several minutes (maybe longer) to export. The pop-up exists to avoid performance problems.

Save to PDF

The **Save to PDF** button is used to open and save the report in a PDF format (this format may take longer than the others). If you have the appropriate Adobe software, this document can be edited as you see fit. If the search results include more than 25,000 records, an alert pop-up will appear saying that the report size needs to be smaller. However, the report will still export; it will take several minutes (maybe longer) to export. The pop-up exists 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" section. This can serve as a

DNR Business Reporting System User Guide

useful record of how the report was generated. It can also assist technical support staff in solving any data problems you may experience.

Figure 26 – Report Information Window

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	
<pre>SELECT FILE_TYPE, FILE_NUMBER, CASE_TYPE, CASE_TYPE_DESC, CASE_STATUS, CASE_STATUS_DESC, STATUS_DATE, MISC_VALUE_DESC, MTRS FROM DBRS.MV_DBR_S_LANDSALES_AVAILABLE WHERE CASE_TYPE IN ('521') AND SECTION IN ('03', '04') ORDER BY FILE_TYPE ASC, FILE_NUMBER ASC</pre>	

Special Links

The values in certain columns of the report results will sometimes display as hyperlinks and smart links that, when clicked, display useful information or connect you to other DNR systems.

Hyperlinks

Following are some examples of the hyperlinks:

Column	Result of Clicking a Value in the Column
• File Number	<ul style="list-style-type: none">You will be directed to the Land Administration System (LAS), which will display the case abstract that applies to that particular file number.
• MTRS	<ul style="list-style-type: none">You will be directed to the Alaska Land Records website, where you can search state and federal land records related to that township designation.
• Case Type	<ul style="list-style-type: none">A window will display a definition of that particular case type.
• Case Subtype	<ul style="list-style-type: none">A window will display a definition of that particular case subtype.
• View Trail	<ul style="list-style-type: none">A window will display information about that particular trail.
• View PDF	<ul style="list-style-type: none">A window will display information about that particular trail in PDF format.

Smart Links

There are two icons that look alike. One of them is the information icon,  and the other is the smart link icon, . Unlike the information icon the smart link icon does not have a tail

DNR Business Reporting System User Guide

on the bubble around the "i". Additionally, the smart link icon opens a different application from which more information is displayed or more searches can be conducted. Figure 27 shows an example of clicking on the smart link icon from the "Result Set" section.

Note: The smart link only appears in the "Result Set" section.

Figure 27 – Smart Link

The screenshot shows the DNR Business Reporting System interface. At the top, there are navigation links for 'DNR Recorder's Office', 'Land Records', 'Web LAS', and 'Natural Resources'. The main header reads 'DNR Business Reporting System' and 'Alaska Department of Natural Resources'. Below this is a breadcrumb trail: 'State of Alaska > Natural Resources > Main Menu > Available Reports > List of Water Files'. The current page title is 'List of Water Files' with a report ID of 00003.

On the left, there are 'Query Parameters' including 'Location on Map: Selected', 'First Name', 'Last/Company Name', 'Township (MTR)', 'Section', and 'Case Status'. A 'Run Query' button is at the bottom of this section.

On the right, there is an 'Alaska QuickMap' showing a satellite view of a location with a yellow rectangle highlighting a specific area. The map coordinates are -147.70088, 64.90680.

Below the map is a table with 27 rows and 3 pages. The table has the following columns: Show Feature, File Type, File Number, Case Subtype Description, Case Status Description, Case Status Date, Customer Name, Township (MTR), and Section. The first row is highlighted, and a callout bubble points to the 'i' icon in the 'File Number' column of this row.

Show Feature	File Type	File Number	Case Subtype Description	Case Status Description	Case Status Date	Customer Name	Township (MTR)	Section
	ADL	403152	SUBSURFACE	CERTIFICATE ISSUED	10/20/1982	KLEINFELD, ANDREW J.	F001N001W	15
	ADL	403219	SUBSURFACE	CERTIFICATE ISSUED	02/25/1981	MARTIN, HARVEY L.	F001N001W	15
	ADL	403663	SUBSURFACE	CERTIFICATE ISSUED	07/30/1981	WENNEN, WM	F001N001W	15
	ADL	64486	SUBSURFACE	CERTIFICATE ISSUED	08/23/1974	LEVINE, RICHARD A.	F001N001W	15
	ADL	68158	SUBSURFACE	CERTIFICATE ISSUED	08/06/1976	WESTBROOK, CLIFFORD	F001N001W	15
	ADL	80499	SUBSURFACE	CERTIFICATE ISSUED	10/31/1977	SLAUGHTER, CHARLES WESLEY	F001N001W	15

A callout bubble with a blue border and white background contains the text: 'The i icons below are smart links. They link to a separate application to show more details about the data in the result set.'

Example of Separate Application

The screenshot shows the 'Alaska DNR Case Abstract' application. The title bar reads 'Value Information' and 'Alaska Mapper Land Records/Status Plats Recorder's Search State Cabins Natural Resources'. The main heading is 'Alaska DNR Case Abstract'.

At the top, there are fields for 'File Type: ADL' and 'File Number: 403152'. There is a 'Printable Case File Abstract' link and a 'New Search' button. Below these are radio buttons for 'See Township, Range, Section and Acreage?' with 'Yes' selected.

There are navigation links: 'LAS Menu | Case Summary | Case Detail | Land Abstract | Water Rights Information'. Below this is a search bar with 'File: ADL 403152' and a 'Search for Status Plat Updates' button. The date 'As of 12/01/2009' is shown.

The main content area displays the following information:

- Customer: 000161896
- KLEINFELD, ANDREW J.
- 200 N. CUSHMAN ST. SUITE 201
- FAIRBANKS AK 99701
- Case Type: 801 WATER RIGHTS
- DNR Unit: 800 WATER
- File Location: WFBX WATER MGT-FAIRBANKS
- Case Status: 36 CERTIFICATE ISSUED
- Status Date: 10/20/1982
- Total Acres: 0.000
- Date Initiated: 08/24/1983
- Office of Primary Responsibility: WFBX WATER MGT-FAIRBANKS
- Last Transaction Date: 02/20/2009
- Case Subtype: SUB SUBSURFACE

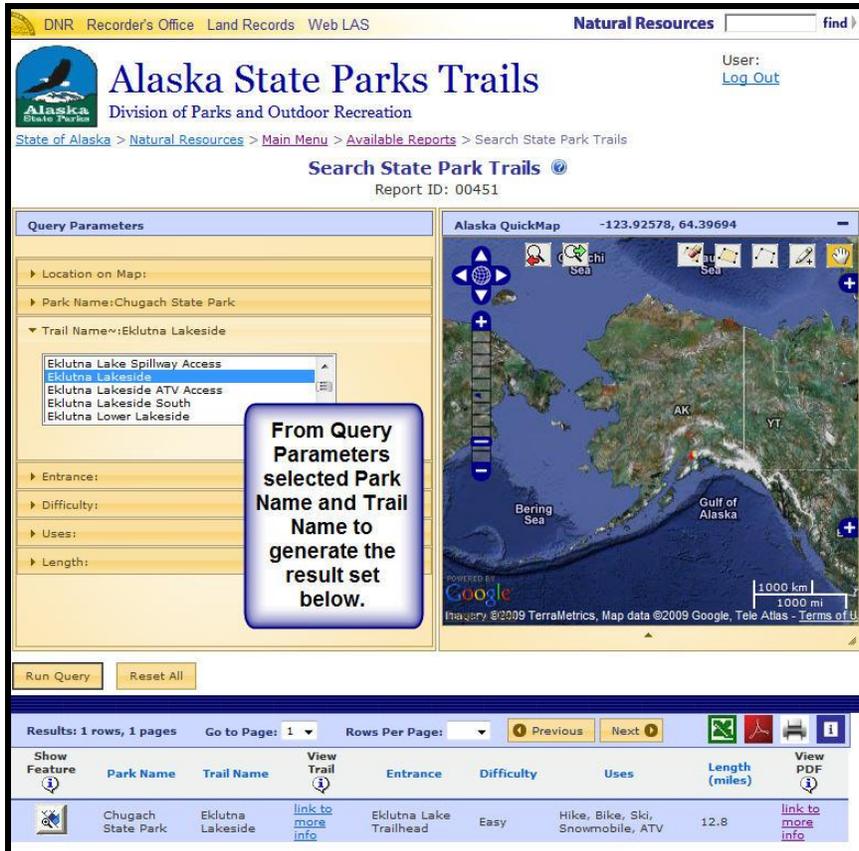
DNR Business Reporting System User Guide

Note: Smart link windows can be resized and moved around in the same manner as the “Alaska QuickMap” section explained on page 39.

Viewing Features

Reports that have an “Alaska QuickMap” interface generate a “Result Set” that includes a column called **Show Feature**, . Clicking on the **Show Feature** button will zoom the map view in and highlight the exact spot of the selected feature as show in Figure 28.

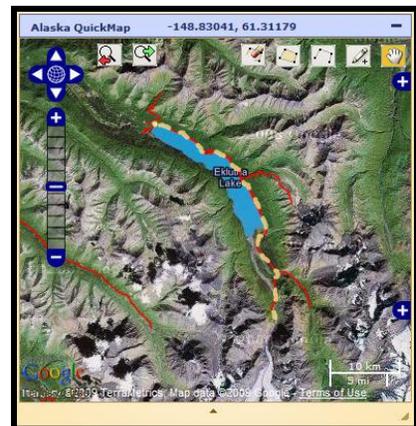
Figure 28 – Show Feature



The screenshot shows the Alaska State Parks Trails web application. The page title is "Alaska State Parks Trails" and it is part of the "Division of Parks and Outdoor Recreation". The user is logged in and can click "Log Out". The page shows search results for "Chugach State Park" with a trail named "Eklutna Lakeside". A callout box states: "From Query Parameters selected Park Name and Trail Name to generate the result set below." The map shows the location of the trail in Alaska. Below the map is a table of results.

Show Feature	Park Name	Trail Name	Entrance	Difficulty	Uses	Length (miles)	View PDF
	Chugach State Park	Eklutna Lakeside link to more info	Eklutna Lake Trailhead	Easy	Hike, Bike, Ski, Snowmobile, ATV	12.8	link to more info

Example When Click on Show Feature

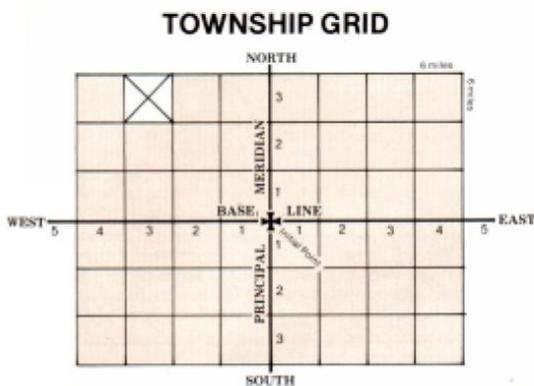


Appendix A About Townships and Sections

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.

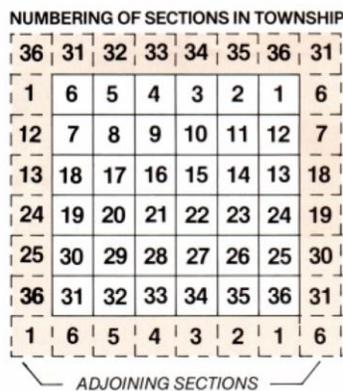
The descriptors "township" and "range" indicate the horizontal and vertical coordinates of a township unit. Townships, are north and south of the base line, ranges are east and west of the meridian line. For example, Township 3 North, Range 3 West, Fairbanks Meridian (usually written T.3N, R.3W, F.M.)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



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 Tips for Selecting Features within Alaska QuickMap

This list of tips should not be used to substitute functionality described in the body of the DBRS User Guide but rather provide a quick reference guide when selecting features on "Alaska QuickMap". There are additional tips and notes throughout the body of the document, with a section dedicated to "Tips on Entering Criteria" on page 22.

[Why can't I see any features on the map?](#)

[How do the features become selected allowing results to populate in the "Result Set" section?](#)

[How do I resize and move the "Alaska QuickMap" screen?](#)

[How do I zoom to a feature on the map from the "Result Set"?](#)

[Why can't I use 2 map tools at the same time?](#)

[How does the buffer get drawn?](#)

[Can I zoom in and out of the map with my mouse scroll bar?](#)

[Why didn't the **Draw Point** map tool return data in the "Result Set" section?](#)

[Can I use the **Draw Line** map tool to return results on multiple map features?](#)

[Can I use the **Draw Polygon** map tool to return results on multiple map features?](#)

[How do I use the **Show Feature** checkbox and the **Use Feature** button in the "Navigate To" section?](#)

[Why can't I see any features on the map?](#)

When viewing map data with extensive data points the default map view will not show any features; this is so the map face is not congested visually.

The fix is to zoom in on the map.

[How do the features become selected allowing results to populate in the "Result Set" section?](#)

"Alaska QuickMap" 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.

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

Following are descriptions of the search types:

DNR Business Reporting System User Guide

Search Type	Description
<ul style="list-style-type: none">• Point	<ul style="list-style-type: none">• When you are using the Draw Point map tool, the point must be fully contained in the feature for the feature to be selected.
<ul style="list-style-type: none">• Line	<ul style="list-style-type: none">• When you are using the Draw Line map tool, the line must touch or cross the feature for it to be selected.
<ul style="list-style-type: none">• Polygon	<ul style="list-style-type: none">• When you are using the Draw Polygon map tool or buffer in the "Query Parameters" section, a feature must be fully contained within the query boundary to be included in the search results.

"Alaska QuickMap" conducts searches based on the features selected on the map. The searches on "Alaska QuickMap" should be used to further refine search criteria when running queries. The more criteria provided the more focused the "Result Set" will become. As searches are completed the map display will refresh to update with the criteria selection. Please refer to Section "Spatial Queries" to learn more about conducting spatial queries with the "Alaska QuickMap" interface.

How do I resize and move the "Alaska QuickMap" screen?

By default the "Alaska QuickMap" screen is docked to the right of the DBRS screen. To resize and move it select the "Alaska QuickMap" header bar so that the mouse pointer shows four points (pointed North, East, South, and West). You can move the screen when the four points are showing. To make the "Alaska QuickMap" screen larger and smaller select the arrow pointing down and to the side, , in the bottom right corner of the "Alaska QuickMap" section (next to the "**Navigate To**" arrow). The mouse pointer will turn into a double pointed arrow which can be used to expand and contract the "Alaska QuickMap" section. To re-dock the "Alaska QuickMap" screen, select the minimize button in the top right of the "Alaska QuickMap" header bar. This is described more in the "Manipulate Alaska QuickMap Screen" on page 39.

How do I zoom to a feature on the map from the "Result Set"?

Within the "Result Set" section is a *Show Feature* column heading. By clicking the **Show Feature** icon for in the "Result Set" the map will refresh to show a focused view on the feature selected from the "Result Set". It is only available on reports that have an "Alaska QuickMap" interface.

Why can't I use 2 map tools at the same time?

Only one map tool can be used at a time.

DNR Business Reporting System User Guide

How does the buffer get drawn?

The buffer is drawn when the map tools: **Draw Polygon**, **Draw Line**, and **Draw Point** are activated. The "Location on Map:Selected" automatically enters a 100 foot buffer. This is described more in "Location on the Map/Buffer Map Tool" on page 35.

Can I zoom in and out of the map with my mouse scroll bar?

Yes. With the **Pan** tool selected you can use the mouse scroll bar to act as the zoom in and zoom out buttons on the zoom slider bar. The faster you scroll the faster the map will zoom in or out. Additionally, the previous zoom and next zoom tools will remember the last level zoomed into. The section "Pan Map Tool" on page 31 describes this functionality.

*Why didn't the **Draw Point** map tool return data in the "Result Set" section?*

The **Draw Point** map tool is used to select a single feature on the map. When using the **Draw Point** map tool do not initiate the action from a zoomed out view. It will look like you have selected a feature but upon zooming in the **Draw Point** map tool will be off the mark. See Figure 18 for an example of this.

To avoid this you can use the **Draw Polygon** map tool to capture multiple points. See Figure 20 for a screenshot of this functionality.

*Can I use the **Draw Line** map tool to return results on multiple map features?*

Yes. The **Draw Line** map tool can be used to intersect with existing features. A common way to use it is to intersect with multiple lines which will return results on all of the lines the **Draw Line** map tool touches. This functionality is illustrated in Figure 19.

*Can I use the **Draw Polygon** map tool to return results on multiple map features?*

Yes. This is the recommended method for returning results on different features (points and lines). As long as the polygon touches or encompasses the feature it will return data about it. However, using the **Draw Polygon** map tool from a zoomed out view may capture too many features to return a "Result Set" on. To avoid this zoom in closer on the map view.

*How do I use the **Show Feature** checkbox and the **Use Feature** button in the "Navigate To" section?*

The **Show Feature** checkbox and **Use Feature** button are part of the "Navigate To" functionality and are used to run queries in the "Navigate To" section. The **Show Feature** checkbox should not be confused with the **Show Feature** icon in the "Result Set" – they have difference purposes.

The "Navigate To" functionality is extended by highlighting the features that are found within the criteria entered for the area of interest.

- The "Show Feature" checkbox indicates whether or not the "Navigate To" criteria are highlighted. If the checkbox is checked the criteria will be highlighted in a yellow. Figure 23 shows an example of this.
- Clicking the **Go** button refreshes the map to display the criteria selected.

DNR Business Reporting System User Guide

- After the map is redrawn select the "Navigate To" arrow to expand the criteria entered and select the features within or touching the criteria selected (appears when the "Show Feature" checkbox is checked as shown in Figure 23).
- Click on the **Use Feature** button to use the selected criteria identified in the **"Navigate To"** section (highlighted in yellow) in order to run a query against it. See Figure 23 for an example (no results will be returned until the features are selected with the **Use Feature** button).
 - Once the **Use Feature** button is selected the criteria will change from yellow to orange and a "Result Set" will be able to be generated from it by clicking on the **Run Query** button.

Note: Clicking the **Use Feature** button turns the action into a **Draw Polygon** map tool and a default buffer is set.