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LandList™

Users Manual

v1.4

By

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February 12, 2008

Introduction

LandList™ is a web-based solution to land management problems. The application uses the speed and convenience of the Internet to enhance the flow of information. By shortening the time between the development of information to the delivery of information, more informed and therefore better solutions to management issues can be implemented.

Additionally, LandList™ offers a standard process for data entry and review. This standardization enables all users, from data entry personnel through final archiving efforts, to know exactly where to go to find what they are looking for regardless of the source.

Map Tract Number Assignment

Each tract must have a unique identifier. LandList™ uses the Map Tract Number to associate owner data and comments to a particular piece of land or to a particular piece of oil, gas, mineral, or coal ownership that has been severed from the surface owner. Although the preferred method is discussed below, other methods may be adopted. See the Map Number Matrix link on the web site for a full listing. The basic format of the identifier is:

AABB.CCDD-XXXX.YY

The first portion, "**AA**," designates the state. The U.S. postal service's two letter identifier is used: Pennsylvania = PA, Ohio = OH, West Virginia = WV, etc.

The next part, "**BB**," designates the county in which the tract of land exists. The counties are assigned a unique number that is pre-designated and may be obtained from the Crew Chief or by contacting the Help Desk. Leading zeros are required. For instance, in Pennsylvania, Washington County has been designated "02"therefore the BB portion of the Map Tract Number should use "02" and the first part of the number would be "PA02."

The next part, "**CC**," is used to denote the township or borough in which the tract of land exists. Each township or borough is given a unique two digit identifier within each county. This number is pre-designated and may be obtained from the Crew Chief or by contacting the Help Desk. Leading zeros are required. If unknown at the time of entry, use two zeros. South Strabane Township has been designated township "20." So, if a tract is in Pennsylvania, Washington County, South Strabane Township, the Map Tract Number would begin with "PA02.20"

The next part, "**DD**," is used to denote the section of the township in which the tract of land exists.

Again, this number is pre-designated and may be obtained from the Crew Chief or by contacting the Help Desk. Leading zeros are required. Not all areas have this designation. If unknown or undesignated, use two zeros. So, if a tract is in Pennsylvania, Washington County, South Strabane Township, seventh district, then the Map Tract Number would begin with "PA02.2007."

Next is the unique tract identifier, "**XXXX**."

Note: This portion is separated from the previous portion using a dash or hyphen "-" and *not* a period.

A unique number is give to each tract within an area. This number is usually pre-assigned by a Crew Chief, or a Crew Chief may ask someone to label a surface assigning a unique number to each tract of land. Leading zeros are required. So, if a tract is in Pennsylvania, Washington County, South Strabane Township, seventh district, and been given the unique tract identifier of 154, then the Map Tract Number would begin with "PA02.2007-0154."

The final part of the Map Tract Number is "**YY**." This is to help distinguish surface owners from oil and gas owners, if different from the surface owners. Generally, if the surface owner (Grantor) and the oil and gas owner (Lessor) are the same, this will be given the value of two zeros ("00"). If the Grantor and Lessor are different, then the Lessor is given the designation of "00" and the Grantor given the designation of zero-one ("01"). If there are *undivided* interests in either of the ownerships, each unique *undivided* owner is given a unique two digit identifier in subsequent order (.00, .01, .02, .03,…) So, if a tract is in Pennsylvania, Washington County, South Strabane Township, seventh district, been given the unique tract identifier of 154, and the Grantor and the Lessor are the same, then the final Map Tract Number would "PA02.2007-0154.00"

Data Entry

Associates will require internet access in order to utilize LandList™. The computer is used to enter new tract data, update tract data, access reports, access maps, and to submit a daily report. Each of these areas will be covered below. First, general access procedures will be explained.

1. Associate General Access

After turning on the computer, gain access to the internet and go to www.mwgary.com Click on the red box next to "LandList" on the left side. Then click on the green "Agent Access" link. You will be prompted for your "Username" and "Password." Enter your information and then click on the "Login" button. If you have not been provided with a "Username" or "Password," contact your Crew Chief to obtain them. If you are not assigned to a Crew Chief, contact the help desk (helpdesk@mwgary.com). Safeguard your Password. Do not share your Password with anyone, not even the Help Desk. The Help Desk has access to your Password already. If you forget your Password, contact the Help Desk to have a new one assigned.

The default page that opens is the Daily Expense. Near the top of each page, there are red hyperlinks that allow access to the other pages:

- Daily Expense
- Lessor Acquisition Report
- Grantor Acquisition Report
- New Tract
- Update Tract
- Detailed Search
- Original Tax Maps
- Map Status
- Forms
- Review Submitted Expenses
- Logout

On the left side banner, there are links that will take you to additional pages:

- Home Page – *Master login page.*
- Tract Number Matrix – *Shows the first part of a Map Tract Number for a given geographic region.*
- LandList Users' Manual – *A *.pdf version of this manual for on-line assistance and reference.*
- Glossary – *A summary of frequently used "land" words and their associated definitions in alphabetical order.*
- Conversion Chart – *Shows two tables that may be used for conversions between measurements. Both linear and area units are covered.*
- Land Forum – *A link to an on-line forum for the free exchange of ideas, questions, problems, and assistance. To log-in, use your assigned LandList™ username and password. Use at your own risk.*
- Legal – *This will show all legal agreements and conditions users agree to abide by when using the mwgary.com web site.*
- Contact Us – *Use this to find out how to contact us by phone, fax, or e-mail.*

These links are accessible from almost all pages at any time.

2. Daily Expense

The Daily Expense form should be filled out for every day, even if only expenses are charged. This is the default page shown immediately after logging into the application.

Typically, this form should be filled out and submitted at the end of the day after all activity and meetings are completed. All associates participating in LandList™ are required to fill-in a Daily Expense report for every day worked as well as for each day of expenses only.

The information submitted using this form is stored in a database and used to compute productivity of each associate and crew. It is important that the information be complete, accurate, and submitted daily on time. If, after submission, a correction is required, send an e-mail to your Crew Chief explaining the necessary correction and he will coordinate with the database administrator to correct the discrepancy. All items with an asterisk (“*”) are required to be filled-in while the other items may be left blank.

The top section of the report requires the user to fill in various information that helps identify where the expenses should be booked.

Date Worked* - The date can be entered either manually using the format mm/dd/yyyy or by clicking on the small calendar to the right of the box and clicking on the date from the small calendar that appears.

Position Worked* - This item is selected from the pull down menu that appears when the down arrow on the right side of the box is clicked. Simply click on the position you wish to enter into the report.

Client Number* - Use the pull down menu to select the appropriate number. You should have been given this information form your Crew Chief.

Project Number* - Use the pull down menu to select the appropriate number. You should have been given this information form your Crew Chief.

Prospect Name* - The name of the prospect in which the days worked supported should be entered here. You should have been given this information form your Crew Chief.

Area Name – This field is optional. If used, obtain the correct information from your Crew Chief.

Crew* - Use the pull down menu to select the appropriate number. You should have been given this information form your Crew Chief.

Amount Worked* - Use the pull down menu to select the appropriate entry. Typically, Sundays will be “Expenses Only.”

Mileage* - Here the number of miles driven for the day are entered. Use only numbers in this box. Do not use periods or commas.

Lodging* - In this box, you may enter a decimal point and numbers but do not use a dollar sign nor commas. For example, if you need to enter $1,234.52, it should be entered as: 1234.52

Food* - As in the Lodging box, you may enter a decimal point and numbers but do not use a dollar sign nor commas.

The next section is where miscellaneous expenses are entered. No dollar signs or commas are to be used. Just use numbers and a decimal point. For each type of miscellaneous expense, enter the amount in the appropriate box. If an expense does not fit in one of the listed categories, enter the amount in the box labeled "Miscellaneous."

Next is a text box labeled **Tracts Worked**. In this box, enter the Map Tract Number, Last Name, and acreage of each tract that action was taken that day. DO NOT USE THE RETURN KEY OR HIT ENTER – this will cause problems with your Expense Report later. Use spaces to separate the information. Nor should any comments be entered in this section. All comments should be entered in the comments section of each particular tract (see below).

The next four boxes are used to report basic productivity. It is imperative these be filled out every day to ensure accuracy of the production report.

Number Leases Taken – Enter the number of leases signed for the day of this report. The entry should be just a number without any decimal point or symbols.

Number Title Completed – Enter the number of titles completed for the day of this report. The entry should be just a number without any decimal point or symbols.

Acres Acquired – Enter the number of acres acquired (leased) based on the number of leases taken. This entry may use a decimal point in addition to numbers but do not use a comma. Be exact. For example, enter 73.4588, not 73.5.

Consideration Paid – Enter the amount of consideration paid based on the number of leases taken for the day. This entry may use a decimal point in addition to numbers but do not use a comma or the dollar sign. This amount should be equal to the bonus amount (not rentals) or the paid-up amount.

Below this boxes appear two buttons: "New Tract" and "Update Tract." Click on either of these buttons to go to their respective pages. These pages are also accessible by using the links at the top of each web page. For a more detailed explanation of their use, see their sections below.

The next to last entry is a **Comment** box. This is for general purpose comments only *not* for tract information or updates. It should be rarely used.

The final entry is the e-mail address to which the report is sent. This is based on your Username that you use to log-in to LandList. The first letter of the entry is ALWAYS a "z" followed by your Username. Then all addresses will end with "**@mwgary.com**" For example, Bob Smith has a Username of "bsmith" Therefore, he would enter the following in the e-mail address box: zbsmith@mwgary.com This is a proxy address from which the report is automatically forwarded to the appropriate people, including you, the user.

Once all of the appropriate information has been entered, the final step is to click on the "Submit" button. After submission, you will be brought to a web page that has only links available. If you are done, simply click on the "Logout" link. If you need to conduct other work on the site, click on the appropriate link.

For security purposes, always remember to click on the "Logout" button when you are finished using the application.

3. New Tract

The New Tract page is used to enter a tract into the database for the first time. A tract cannot be entered into the database until a unique Map Tract Number has been assigned (see section 2 above). <u>Immediately after entering a new tract into the database, the "Update Tract" link should be used (see section 4 below) to enter a New Comment stating that the tract has been entered.</u> This is necessary since several reports search on comments and, if there is no comment associated with a tract, the tract does not appear in the report. But, a comment cannot be added until the Tract has been added and the tract can only be added using the New Tract page.

This page can be accessed by either using the New Tract link at the top of every web page, or by using the New Tract button near the bottom of the Daily Expense form. It makes no difference which one is used.

When this page opens, the first box to be filled-in is the **Map Tract Number**. This is a required field and it should follow the format described above in section 2.

Line Number – This is only used for surface tracts and to designate to which gathering line the tract belongs.

Map Tract Line Number – This is only to be used for surface tracts to designate the unique tract along a gathering pipeline.

Crew – Click on the pull down arrow to select the Crew to which this tract is assigned. Usually, this is the same Crew to which you, the user, is assigned.

Client Number – This number is four digits and used to identify the Client that has requested the work be done on this tract of land. Your Crew Chief will supply this number.

Project Number – This is a two digit number and used to identify for which project of the Client this tract is a part. Clients typically have numerous projects occurring at the same time.

Prospect – This is the name given to the prospect in which the tract exists and will be provided by the Crew Chief.

Area – If additional description location information is required (i.e. the Prospect is rather large), then this will be used to further describe the tract location. It is not always used.

Surface Tax ID – This is a number (usually a series of digits, dashes, or decimal points) that the court house uses to identify the tract of land.

Coal Tax ID – This number may be similar to the Surface Tax ID and used to identify the coal tract. In some instances the owner of the coal is not the same as the owner of the surface due to the coal ownership being severed at some time in the past.

Source Deed – This is the deed from which the current Grantor and or Lessor information was taken. In may take the form of a deed book and page or a long number. If it is from a deed book and page, enter the book number, then a slash, then the page number of the first page of the deed (for example: 425/2114). If it is a number, just enter the number.

Note: For the next two boxes, at least one must be checked. Typically, when the Lessor and the Grantor are the same, both boxes are to be checked.

Lessor Data – This check box must be checked IF the information and tract contain the owner information of the oil and gas. The same person(s) may own both the oil & gas and the surface. In this case the Grantor and the Lessor are the same. When this Lessor box is checked, it enables the Lessor information to appear in the Lessor Acquisition Status Report (see below). If the box is not checked, the Lessor information will not appear in the report.

Grantor Data – This check box must be checked IF the information and tract contain the owner information of the surface. The same person(s) may own both the oil & gas and the surface. In this case the Grantor and the Lessor are the same. When this Grantor box is checked, it enables the Grantor information to appear in the Grantor Acquisition Status Report (see below). If the box is not checked, the Grantor information will not appear in the report.

Grantor Name, Address, Phone – In the next series of boxes, the Grantor data is to be entered. This information is used by the Acquisition folks to establish and maintain contact in order to negotiate a lease. This information will appear on the Grantor Acquisition Report. Not all information may be know at the time the New Tract is entered into the database; just enter what information is available or provided. If the Grantor and Lessor are the same, the information still needs to be entered in both places since the Lessor and Grantor Acquisition Reports are generated using the information in the different locations.

If the Grantor is not a person (such as a company, trust, or partnership), put the entire company/trust/partnership name in the Last Name box and leave the First Name box empty.

If the Grantor is two people with the same last name, enter the last name in the Last Name box and then enter both first names in the First Name box.

If more than two people are the Grantors, enter the last name of the first person whose name appears first on the deed in the Last Name box and in the First Name box, enter their first name followed by the appropriate et. al., et. ex.

Lessor Name, Address, Phone – In the next series of boxes, the Lessor data is to be entered. This information is used by the Acquisition folks to establish and maintain contact in order to negotiate a lease. This information will appear on the Lessor Acquisition Report. Not all information may be know at the time the New Tract is entered into the database; just enter what information is available or provided. If the Grantor and Lessor are the same, the information still needs to be entered in both places since the Lessor and Grantor Acquisition Reports are generated using the information in the different locations.

If the Lessor is not a person (such as a company, trust, or partnership), put the entire company/trust/partnership name in the Last Name box and leave the First Name box empty.

If the Lessor is two people with the same last name, enter the last name in the Last Name box and then enter both first names in the First Name box.

If more than two people are the Lessors, enter the last name of the first person whose name appears first on the deed in the Last Name box and in the First Name box, enter their first name followed by the appropriate et. al., et. ex.

County – Enter the name of the county in which the tract is located.

Township – If applicable, enter the name of the Township in which the tract is located.

Borough – If applicable, enter the name of the Borough in which the tract is located.

Title Assigned – Enter the date the title was assigned. The date may be entered by either clicking on the small calendar to the right of the box, and then clicking on the date, or it may be entered directly using the format mm/dd/yyyy.

Title Searched From – Enter the earliest date for which the title search was conducted on this tract. The date may be entered by either clicking on the small calendar to the right of the box, and then clicking on the date, or it may be entered directly using the format mm/dd/yyyy.

Title Searched Through – Enter the most recent date for which the title search was conducted on this tract. The date may be entered by either clicking on the small calendar to the right of the box, and then clicking on the date, or it may be entered directly using the format mm/dd/yyyy.

Title Agent Name – Enter the full name of the person who conducted the title.

Title Comments – Enter any amplifying information pertaining to the title. For example, a broken chain of title or Held By Production (HBP).

Gross Acre – Enter the gross acre amount. This is equal to the total amount of acres covered by the tract. Use only numbers and decimal points. Do not use commas.

Net Acre – Enter the net acre amount. Typically, this is the same as the Gross Acre but may be different if there exists undivided interests. If there are undivided interests, then a separate tract must be created for each interest. The sum of the divided interest must equal the Gross Acre amount. Use only numbers and decimal points. Do not use commas.

Footage – Enter the footage amount. This is typically only used for gathering lines. Use only numbers and decimal points. Do not use commas.

Short Status – Click on the down arrow on the right side of the box to view the pull down menu. Click on the appropriate status. The list, from top to bottom, goes in the general order in which the tract changes conditions.

Date Lease Expires – If an oil & gas lease currently exists, then enter the date that the lease expires.

Agent Assigned To – Enter the appropriate person's Username (first initial plus fill last name). Contact your Crew Chief or the Help Desk if you do not know to whom the tract should be assigned. Spelling counts. Every tract needs to be assigned to someone so that updates and comments may be made.

Acquisition Crew Chief – Enter the appropriate Acquisition Crew Chief's Username (first initial plus full last name). Contact your Crew Chief or the Help Desk if you have any questions. Spelling counts.

Title Crew Chief – Some areas are large and may require the use of a Title Crew Chief. If none has been assigned this may be left empty. Contact your Crew Chief or the Help Desk if you have any questions. Spelling counts.

Finally, after all of the available information is entered, click on the "Submit" button. If any required fields are missing, you will receive an error message and asked to enter the appropriate information. The fields will be marked by a red X. Upon successful submission, a screen will appear stating that the submission was successful. By using the red hyperlinks at the top of the page, you may then continue your work or log out.

If, after entering a new tract, you find that the information you entered was incorrect, notify either the person to whom you assigned the tract or your Crew Chief of the correct information to be entered and they should correct it.

4. Update Tract

The Update Tract page is used to update tract information for a tract that already exists in the database. A tract may not be updated until after it has been entered into the database using the New Tract page. You may only update tracts that are presently assigned to you.

To update information concerning a tract and to add a New Comment, select the link "Update Tract." After this is selected, a page will appear with a box requesting that you enter a tract number. The number must be entered exactly. Use capital letters for the first part (state). Ensure the decimal points and dash are in the correct place. You may only update tracts that are presently assigned to you. If you get an error message stating that "No records found," try re-entering the Map Tract Number. If still unable to access the tract, contact your Crew Chief to ensure you are assigned to the tract. If not, ask the Crew Chief to assign the tract to you. If the Crew Chief believes you have been assigned the tract, and you believe you are entering the tract correctly, then contact the Help Desk for further assistance.

Upon successful entry of a Map Tract Number for a tract that is assigned to you, a page will appear that is chock-full of information about that particular tract. All information except for the Map Tract Number and Client Number may be changed, updated, or added.

The top section is devoted to location information and basic tract information such as tax IDs, acreage, and footage. Not all boxes need to be filled. Only update, change, or add boxes for which you have information.

The next section contains the Grantor and Lessor contact information including name, address, and phone numbers.

The third section contains boxes into which committed information may be entered. This is used to indicate the pending signing of a lease.

The fourth section is used to enter the particular acquisition information after a lease has been signed. In the Acres and Footage boxes, use only numbers and decimal points; do not use commas. In the Money Spent boxes, use only numbers and decimal points; do not use a dollar sign or commas.

The next section offers a place to update the Short Status. It is important to keep this current since this selection, and the date it was updated, appears on the acquisition reports. Additionally, any time this status is changed, **a new comment** should be added to the database by using the New Comment link button immediately below the Last Offered box. The information in the Last Offered box also appears in the acquisition reports. It should contain the following information:

- bonus amount,
- rental amount,
- lease length,
- royalty fraction, and
- lease type

It should take the shorthand form of:

- $30/ac bonus, $10/ac rental, 5 yr term, 1/8 royalty: Non-Surf Development Oil & Gas Lease

The last section is the tract comment section. Contained here, is a chronological history of all comments made associated with the particular tract. The New Comment button should be used to enter additional comments any time the status changes, contact is attempted, contact is made, the tract is re-assigned to someone else, or for any other relevant reason that may be helpful. Use the first of the two buttons, the one outside the box.

When the New Comment button is clicked, an additional small screen will appear in which you may make your comment. Comments should be kept to facts only, not opinions. Also they should be kept brief and to the point with only necessary information provided. The fact that a dog barked when you rang the door bell is not important. After typing your comment, click on the Submit button. You should see a message stating that your submission was successful. Close this small window. When you are done updating the tract information, click on the Update button and a note will appear stating the update was successfully submitted. At this point you may use the red links to take the next action.

Reports

Various reports exist to assist in the flow of information. These consist of Lessor Acquisition Contact Status Reports, Grantor Acquisition Contact Status Reports, Detailed Searches, Tax Map searches, Forms search, and Expense Report Data. Each is discussed in detail below.

5. Lessor Acquisition Contact Status Report

The Lessor Acquisition Contact Status Report is a report that presents basic data for each tract of land. Only those tracts assigned to an individual will appear on that individual's report. The Crew Chief, however, will not only see those tracts assigned to them but also all of the tracts assigned to folks working under them. The report is designed to fit on legal size paper, landscape (sideways) style when printed.

To access the report, click on the red link near the top of the web page that reads: "Lessor Acquisition Report." The length of the report may be reduced by limiting the search. This is accomplished by entering a specific Project Number, Prospect name, or Area name. If these are left blank, then all tracts assigned will appear. To access the information and have the report displayed, click on the "Search" button.

After a few moments, the report will appear. The report is initially sorted from lowest to highest (ascending) according to the Map Tract Numbers. The column headings appear across the top in blue. By clicking on any of the column headings, the report can be re-sorted according to that column. Initially the report will sort in ascending order. If you wish to reverse the order (to display in descending order), simply click the same column heading again. The order of the current sort is indicated by the small black triangle within the column that was used to sort. By default, the report is initially sorted according to the Tract Number column.

Various identifying information is displayed for each tract with one row for each tract. In order to see all of the information, you need to scroll the page to the right. In the last column, there is a link in red titled "View Comments." When this link is clicked, you will be taken to a new page that shows all of the comments that have been made that are associated with that Map Tract Number. When finished reading the comments, simply close the page and you will again be taken to the report. If only the words "No records found" appear, then no comments have been made regarding this tract and you should use the Update Tract link to access this tract, scroll to the bottom, and click on the gray "New Comment" button to add a comment stating the status.

At the bottom of the report there is a Total line. The totals for "Gross Acres", "Net Acres", "Net Acres Acquired", and "Net Acres Acquisition Cost" are displayed. If any of the columns show anything but numbers or a decimal point, then at least one tract has erroneous information entered. Typically it is either a comma (",") or a dollar sign ("$"). To correct this, review the report for entries in the column with the error. Determine which tract has the incorrectly formatted information. Use the Update Tract link at the top of the page to go to that tract's information and, once there, correct the entry.

Additionally, below the Totals line, the number of "Records" is displayed. This is equal to the amount of tracts assigned.

A copy of the report may be printed without all of the web-based distractions. To do this, click on the red link near the top left of the report labeled "Print Report." You will be taken to a web page that requests you to re-enter your search criteria. Do this and then click on the Submit button. To print, go to the Windows Explorer menu at the top of your screen and click on "File." Then click on "Page Set-Up." In the Paper Size box, ensure "Legal" appears. In the Footer section, delete whatever is there and type the current date (any format). In the Orientation Section, ensure the radio button for Landscape is selected. For the Margins, ensure all are set to 0.25 inches. Then click the OK button. To print a hard copy of the report, go to the Windows Explorer menu at the top of the screen, click on "File" and then click on "Print…" then click the "Print" button. Ensure you have enough legal size paper loaded in your printer before clicking on the Print button. If you want to see what it will look like before you print, you can go to the Windows Explorer menu at the top of your screen, click "File", and then click "Print Preview…" From here you can either click "Print" or "Close."

Alternately, if you wish to print a soft copy to (to a file) be printed at a later time and you have Adobe Acrobat installed, you may click on the Adobe icon near the top of your screen. Then click on "Convert Web Page to PDF." Choose a location and a file name, and then click the Save button.

Once done printing, click you Window's Explorer "Back" button near the top left corner of the screen to return to the web-based report. From here you may continue on to other work or, if finished, click on the Log Out link to end the session.

6. Grantor Acquisition Contact Status Report

The Grantor Acquisition Contact Status Report is very similar to the Lessor Acquisition Contact Status Report with only minor differences. It is accessed by clicking on the red link near the top of the web page labeled Grantor Acquisition Report.

The first difference can be seen immediately after the Grantor Acquisition Report link is selected. In addition to being able to narrow the search by Project Number, Prospect, and Area, you may also specify a Line Number. If nothing is specified, all Grantors assigned to the user will be shown in the report.

The format for this report is the same as for the Lessor Acquisition Report. The report's initial view shows the tracts sorted by Tract Number in ascending order. The user can sort by any column and in either ascending or descending order. The sorted column will contain a small black triangle next to the column name indicating the sorted order.

In addition to a Surface Tax ID number being shown, the Map Tract Line Number is also shown. Instead of the Lessor contact information (name, address, phone) being shown, the Grantor's contact information is shown. Instead of Net Acres being shown, ROW Footage information is shown.

As with the Lessor report, a history of the tract specific comments may be seen by clicking on the red link at the far right side of the report labeled "View Comments." Also, at the bottom of the report, totals are provided for Gross Acre and ROW information. If a non-number appears in the total, use the same troubleshooting approach as described above on section five.

Printing the report is done the same way as for the Lessor Acquisition Report; see section five above.

7. Detailed Search

The detailed search is a way to view either comments for all assigned tracts over a period of specified time or to view tract specific comments.

To view comments for all assigned tracts over a period of time, dates need to be specified. In the box labeled "Acquisition Comment Date (from)" enter a date by either clicking on the small calendar to the right of the box and clicking on the specific date, or by entering the date directly in the format: mm/dd/yyyy. This is the oldest date you wish to search. In the box labeled "Acquisition Comment Date (to)" enter a date by either clicking on the small calendar to the right of the box and clicking on the specific date, or by entering the date directly in the format: mm/dd/yyyy. This is the most recent date you wish to search. Then click the "Search" button. This box may be left empty and it will default to the current date.

To view all comments for a specific tract, simply enter the Map Tract Number into the box labeled "Tract Number" and click on the "Search" button. NOTE: In order to function correctly, the exact Map Tract Number format must be used (e.g. AABB.CCDD-XXXX.YY)

After the "Search" button is selected, a table will be shown containing Tract Number, Prospect, Comment Date, Comment, and a blue Details link. The information may be sorted using any columns and in either ascending or descending order simply by clicking on the blue column name. The small black triangle show which column and in what order the information is sorted at any given time.

If more detailed information about a particular tract is required, click on the blue "Details" link at the far right of the report. This will take the user to a page that displays all of the tract's information in an un-editable format. If updates are required, the Update Tract link at the top of the page should be used.

When done reviewing the information, work may be continued by using the red links at the top of the page or, if done with the application, selecting the Log Out link.

8. Original Tax Maps

Copies of the original tax maps for various areas are available on line. These maps are in Adobe Acrobat (.pdf) format. To view what is available, click on the red link at the top labeled “Original Tax Maps.” For security purposes, you mayl be required to re-enter your User Name and Password again.

The selection of maps to view may be narrowed by specifying any, all, or none of the following: State, County, or Township. The more narrow the search, the fewer map selections that will appear. When ready, click on the “Search” button.

Initially, the maps will be displayed according to State in ascending order. The user may sort by any column in either ascending or descending order and the current sort will be indicated by a small black triangle in one of the column headings.

Information displayed about each map include: State, County, Township, and Map Name. The column furthest to the right contains a blue link which, when selected, will allow the user to either view the map or download and save a copy of the map for later use.

When finished with this page, simply continue using the application by clicking on one of the red links at the top of the page, or selecting the Log Out link to end the session.

9. Map Status

This link allows users to access copies of maps depicting the status of various tracts. Only those users who have the required permissions may view the maps. Upon selecting the link, the user may enter a state, county, or township to narrow the search. After entering the information (or leaving it all blank to show all available maps), click the “Search” button.

The results page will depict all available and authorized maps sorted initially by state. All column headings may be used as the primary sort simply by clicking on the blue column heading. To view a map, click on the blue link under the “File” column. All maps are Adobe Acrobat files.

10. Forms

Various forms are available on-line as well. Such items as leases, approved addendums, affidavits, and others are available. To access the most up to date approved forms, click on the red hyperlink at the top of any page labeled “Forms.” This will bring you to a page wherein you can limit your search to a particular state. To do this, enter the two letter abbreviation for the state you wish to view (e.g. “PA” for Pennsylvania). If this box is left blank, then all available forms for which you have permission to view will be displayed. When ready, click the gray “Search” button.

The results will be displayed in tabular form listing the form name, the file name, and the state. All columns may be sorted by clicking on the column heading. To view or save a copy of a form, click on the blue form link and a new small window will be displayed asking what you’d like to do. Click the appropriate button “Open” or “Save.”

Crew Chiefs

Crew Chiefs have access to the same reports, maps, and forms as do the Agents they supervise. However, one big difference is that the information that is shown for a Crew Chief spans the data for all Agents they supervise whereas Agents are limited to see only information pertaining to the tracts assigned to them. A Crew Chief may log-in and use the Agents section but will be limited to the searches and reports contained in that section.

The red links at the top of each page are broken into three categories. These are: Both, Title Crew Chief, and Acquisition Crew Chief. The links in the "Both" category provide exactly the same results whether a Title or Acquisition Crew Chief uses them. Due to the nature of the database, it may be necessary to enter your username and password a second time when accessing some of these pages.

Although the links for the Title and Acquisition Crew Chiefs appear the same, they will produce different results. If a *Title* Crew Chief were to use the Lessor Report link on the *Acquisition* Crew Chief row, the results will be "No records found" because they are a *Title* Crew Chief, not an *Acquisition* Crew Chief.

The use of a Title Crew Chief along with an Acquisition Crew Chief is necessary in some instances wherein there are a large number of tracts and Agents, and the flow of information is large. If no Title Crew Chief is assigned, then the use of the Acquisition Crew Chief alone is sufficient.

11. Activity Report

This report is designed to provide the Crew Chief with the ability to quickly ascertain the activity of Agents assigned under them for a particular time period. The time period can be a day or span the entire time period of the project.

The report is based on the comments entered by Agents for each Tract they work. This is why it is important for Agents to enter information on a daily basis for every tract they worked.

The search can be narrowed by entering in criteria for any of the boxes shown. If nothing is entered into the boxes to narrow the search, then all applicable data will be shown. In particular, search criteria may be entered for:

Prospect – Enter the name of a prospect for which activity is desired. For example, a prospect name might be West Lake. The name must match exactly.

Project Number – Enter the two digit number of the project for which activity is desired.

Area – Enter the name of the area within a project for which activity is desired. Spelling counts. Use upper case for the first letter of each word and lower case for the others.

Agent – Enter the User ID for an agent whose activity is desired. Typically, the User ID will be the first letter of their first name followed by their full last name. For example, the User ID for John Smith would be JSmith. For ease of use, a pull-down list is provided.

Date (from) – Enter the beginning/oldest date that you wish to search for activity. Use the format of "mm/dd/yyyy." Alternately, you can click on the small calendar icon to the right of the box and then click on the date you want to use.

Date (to) – Enter the ending/most-recent date that you wish to search for activity. Use the format of "mm/dd/yyyy." Alternately, you can click on the small calendar icon to the right of the box and then click on the date you want to use. If left empty, the date will default to the current date.

After all of the desired fields are filled in, left click on the "Search" button to view the results. The results are shown in a table format with columns showing the Associate's User Name, Map Tract Number, Gross Acres, Net Acres, Footage, Comment Date, and Comment. Initially, the table is sorted by Map Tract Number in ascending order. However, the table may be sorted on any column by simply left clicking on the column header. To reverse the order, click the same column heading again.

Client

Clients will require internet access in order to utilize LandList™. The computer is used to access reports, access maps, and to view data. Each of these areas will be covered below. First, general access procedures will be explained.

12. Client General Access

After turning on the computer, gain access to the internet and go to www.mwgary.com Click on the red box next to the LandList link on the left side. Then click on the "Client Access" link in green letters. You will be prompted for your "Client Number" and "Client Password." Enter your information and then click on the "Login" button. If you have not been provided with a "Client Number" and "Client Password," contact the help desk (helpdesk@mwgary.com). Safeguard your Password. Do not share your Password with anyone, not even the Help Desk. The Help Desk has access to your Password already. If you forget your Password, contact the Help Desk to have a new one assigned.

The default page that opens is the Daily Activity Report. Near the top of each page, there are red hyperlinks that allow access to the other pages:

- Daily Activity
- Lessor Acquisition Report
- Grantor Acquisition Report
- Project Expense (under construction)
- Original Tax Map Search
- Map Status
- Forms
- Logout

On the left side banner, there are links that will take you to additional pages:

- Home Page – *Master login page.*
- Tract Number Matrix – *Shows the first part of a Map Tract Number for a given geographic region.*
- LandList Users' Manual – *A *.pdf version of this manual for on-line assistance and reference.*
- Glossary – *A summary of frequently used "land" words and their associated definitions in alphabetical order.*
- Conversion Chart – *Shows two tables that may be used for conversions between measurements. Both linear and area units are covered.*
- Land Forum – *A link to an on-line forum for the free exchange of ideas, questions, problems, and assistance. To log-in, use your assigned LandList™ username and password. Use at your own risk.*

- Legal – *This will show all legal agreements and conditions users agree to abide by when using the mwgary.com web site.*
- Contact Us – *Use this to find out how to contact us by phone, fax, or e-mail.*

These links are accessible from almost all pages at any time.

13. Daily Activity

This is the default page that appears after logging in to the Client section. This allows Clients to view the activity based on a number of parameters. If nothing is entered into the boxes to narrow the search, then all applicable data will be shown. The search can be narrowed by entering in criteria for any of the boxes shown. In particular search criteria may be entered for:

Prospect – Enter the name of a prospect for which activity is desired. For example, a prospect name might be West Lake. The name must match exactly with appropriate capitals and spaces.

Project Number – Enter the two digit number of the project for which activity is desired.

Area – Enter the name of the area within a project for which activity is desired. Spelling counts. Use upper case for the first letter of each word and lower case for the others.

Agent – Enter the Username for an agent whose activity is desired. Typically, the Username will be the first letter of their first name followed by their full last name. For example, the Username for John Smith would be JSmith. For ease of use, a pull-down list is provided. If activity for all agents is desired, use the default "All" selection.

Date (from) – Enter the beginning/oldest date that you wish to search for activity. Use the format of "mm/dd/yyyy." Alternately, you can click on the small calendar icon to the right of the box and then click on the date you want to use.

Date (to) – Enter the ending/most-recent date that you wish to search for activity. Use the format of "mm/dd/yyyy." Alternately, you can click on the small calendar icon to the right of the box and then click on the date you want to use. If left empty, the date will default to the current date.

After all of the desired fields are filled in, left click on the "Search" button to view the results. The results are shown in a table format with columns showing the Associate's Username, Map Tract Number, Gross Acres, Net Acres, Footage, Comment Date, and Comment. Initially, the table is sorted by Map Tract Number in ascending order. However, the table may be sorted on any column by simply left clicking on the column header. To reverse the order, click the same column heading again.

14. Lessor Acquisition Report

The Lessor Acquisition Contact Status Report is a report that presents basic data for tracts of land. It is possible to view data on all tracts assigned to a Client or to narrow the search. The report is designed to fit on legal size paper, landscape (sideways) style when printed.

To access the report, click on the red link near the top of the web page that reads: "Lessor Acquisition." The number of tracts shown may be reduced by limiting the search by entering a specific Project Number, Prospect name, Area name, or Assigned To name. In order to use the Assigned To box, type the Agent's User ID in the box. For each box left empty, the default value is "all." After the search criteria has been entered, click on the "Search" button.

After a few moments, the report will appear. The report is initially sorted from lowest to highest (ascending) according to the Map Tract Numbers. The column headings appear across the top in blue. By clicking on the different column headings, the report can be re-sorted according to that column. Initially the report will sort in ascending order. If you wish to reverse the order (to descending order), simply click the same column heading again. The order of the current sort is indicated by the small black triangle within the column that was used to sort.

Various identifying information is displayed for each tract with one row for each tract. In order to see all of the information, you may need to scroll the page to the right. In the last column titled "View Comments," there is a link to access additional detail. When this link is clicked, you will be taken to a new page that shows all of the comments that have been made that are associated with that Map Tract Number. When finished reading the comments, simply close the page and you will again be taken to the Lessor Acquisition Contact Status Report.

At the bottom of the report there is a Total line. The totals for "Gross Acres", "Net Acres", "Net Acres Acquired", and "Net Acres Acquisition Cost" are displayed. If any of the columns show anything but numbers or a decimal point, then at least one tract has erroneous information entered. Typically it is either a comma (",") or a dollar sign ("$"). To correct this, review the report for entries in the column with the error. Determine which tract has the incorrectly formatted entry. Notify the Crew Chief responsible for this tract of the error and request that it be fixed.

A copy of the report may be printed without all of the web-based distractions. To do this, click on the red link near the top of the report labeled "Print Report." You will be taken to a web page that requests you to re-enter your search criteria. Do this and then click on the Submit button.

To ensure proper formatting when printed, the page must be set-up. Go to the Windows Explorer menu at the top of your screen and click on "File." Then click on "Page Set-

Up." In the Paper Size box, ensure "Legal" appears. In the Footer section, delete whatever is there and type the current date for (any format) for reference. In the Orientation Section, ensure the radio button for Landscape is selected. For the Margins, ensure all are set to 0.25 inches. Then click the OK button.

To print the report, go to the Windows Explorer menu at the top of the screen, click on "File" and then click on "Print…" then click the "Print" button. Ensure you have enough legal size paper loaded in your printer before clicking on the Print button. If you want to see what it will look like before you print, you can go to the Windows Explorer menu at the top of your screen, click "File", and then click "Print Preview…" From here you can either click "Print" or "Close."

Alternately, if you wish to print a soft copy to (to a file) and print it at a later time and you have Adobe Acrobat installed, you may click on the Adobe icon near the top of your screen. Then click on "Convert Web Page to PDF." Choose a location and a file name, and then click the Save button.

Once done printing, click you Window's Explorer "Back" button near the top left corner of the screen twice to return to the web-based report. From here you may continue on to other work or, if finished, click on the Log Out link to end the session.

15. Grantor Acquisition Report

The Grantor Acquisition Contact Status Report is very similar to the Lessor Acquisition Contact Status Report with only minor differences. It is accessed by clicking on the red link near the top of the web page labeled Grantor Acquisition.

The first difference can be seen immediately after the Grantor Acquisition Report link is selected. In addition to being able to narrow the search by Project Number, Prospect, and Area, you may also specify a Line Number. If nothing is specified, all Grantors will be shown in the report.

The layout for this report is the same as for the Lessor Acquisition Report. The report's initial view shows the tracts sorted by Map Tract Number in ascending order. The user can sort by any column and in either ascending or descending order. The sorted column will contain a small black triangle next to the column name indicating the sorted order.

In addition to a Surface Tax ID number being shown, the Map Tract Line Number is also shown. Instead of the Lessor contact information (name, address, phone) being shown, the Grantor's contact information is shown. Instead of Net Acres being shown, ROW Footage information is shown.

As with the Lessor report, a history of the tract specific comments may be seen by clicking on the red link at the far right side of the report labeled "View Comments." Also, at the bottom of the report, totals are provided for Gross Acre and ROW information. If a non-number appears in one the totals at the bottom of the page, use the same troubleshooting approach as described above on section eleven.

Printing the report is done the same way as for the Lessor Acquisition Report; see section eleven above.

16. Project Expense

The Project Expense Report is accessed by clicking on the red “Project Expense” link near the top of the page. Once clicked, you will be taken to a page with another red Project Expense Report link just below the usual ones at the top: Click on it. You are then asked for a Report Date. This date should be the date for which you would like to view the production. The date may be entered by either typing it in using the following format: mm/dd/yyyy, or clicking on the small calendar icon and navigating to the appropriate date and clicking that date. After the date has been entered, click the “Submit” button. The report will then open in a new window. The information used to generate this report comes from the daily submissions done by the agents in the field and noted at the bottom of their Daily Report each day. It is imperative for every agent to submit a Daily Report for every day in a timely fashion in order for this report to be as up to date and accurate as possible.

In this report, the information is segregated at the top level by Crew. Presently, up to ten crews can be displayed. Within each Crew, the report breaks down the information according to the position worked: Crew Chief, Landman, Abstractor, Analyst, and Secretary. The third and final level of detail shown is by individual within each position worked. At the bottom of the report, all crew information is aggregated into a top level summary for the Client.

At each level, numerous information is provided. Going left to right across the report, there is the Crew Number followed by the Type Agent which contains both the position worked and the agents User ID.

All but the last of the remaining columns are paired to show “Daily” information as well as “YTD” (Year-To-Date) information. The Man-Days Billed shows whether or not someone worked on the day for which the report is showing information. The YTP portion shows the total number of days worked from 01 January of the current year up to and including the day for which the report is showing information. For the position worked line (Crew Chief, Landmen, Abstractor, Analysts, and Secretary), it shows the total of the individuals.

Next, “Leases Taken” is shown. For people who worked as Landmen, this is the number of leases signed. For Abstracters, this is the number of titles completed. Both Daily and YTP information is shown. The position worked line shows the summation of the individuals.

The next pair of columns shows the quantity of "Acres Acquired." This pair is only applicable to the Crew Chiefs and to the Landmen since all others do not perform the task of acquiring leases. Again, the Crew Chief and Landmen line shows the sum of the individuals below that line.

Production Rate (Leases) is shown in the next pair of columns. For Crew Chief and for Landmen, this is calculated by taking the number of leases signed and dividing it by the number of days worked. This is calculated at both a daily rate and at a YTD rate. For Abstractors, the production rate is calculated by taking the number of titles completed and dividing by the number of days worked. At the position worked level, it *is not* a summation. Rather, it shows a weighted average. Although someone may have a high production rate, if they have only been working a short time, their effort will have less of an influence than someone else who has been working a long time with a lower production rate.

Similar to the previous pair, the next pair of columns shows a production rate as well. But this time it is for Acres and only applies to Crew Chiefs and to Landmen. All other positions will show a value of zero. The production rate (Acres) is calculated by taking the number of acres leased and dividing it by the number of days worked. Again this is shown at a daily and a YTD rate. Since this is a rate as well, on the Crew Chief and Landmen line, the number shown is not a total; it is a weighted average of the rates of the individuals.

For the next paired columns, Consideration Paid is shown. This is the total amount paid to the Grantor based on the lease agreement and due within ninety days of the lease being signed. The amount shown on the Crew Chief and Landmen lines are the sum of the individuals below that line.

The last set of paired columns is for Average Consideration Paid. These are also determined by a calculation and show a rate, not a total. The calculation performed takes the Consideration Paid and divides it by the number of Acres Acquired thus showing an average dollar per acre. As with earlier paired columns, these are only applicable to Crew Chiefs and to Landmen. Since this is a rate as well, on the Crew Chief and Landmen line, the number shown is not a total; it is a weighted average of the rates of the individuals.

The final column of the report, YTD Manpower cost per Acre, provides another method for tracking productivity and cost. It is calculated by taking *all costs* associated with an agent (including all miscellaneous expenses, food, lodging, mileage, and day rate) and dividing this number by the number of acres acquired. Only the Crew Chief and the Landmen use this column since they are the only ones who acquire acres. The other individuals working in other positions will always show zeros.

17. Original Tax Map Search

This page allows Clients to view *.pdf images of tax maps obtained from the various court houses. The selection of maps to view may be narrowed by specifying any, all, or none of the following: State, County, or Township. The more narrow the search, the fewer map selections that will appear. When ready, click on the "Search" button.

Initially, the maps will be displayed according to State in ascending order. The user may sort by any column in either ascending or descending order and the current sort will be indicated by a small black triangle in one of the column headings.

Information displayed about each map include: State, County, Township, and Map Name. The column furthest to the right contains a blue link which, when selected, will allow the user to either view the map or download and save a copy of the map for later use.

When finished with this page, simply continue using the application by clicking on one of the red links at the top of the page, or selecting the Log Out link to end the session.

18. Map Status Search

This link allows Clients to access copies of maps, supplied by the Client, depicting the status of tracts in areas they are working. Upon selecting the link, the Client may enter a state, county, or township to narrow the search. After entering the information (or leaving it all blank to show all available maps), click the "Search" button.

The results page will depict all available maps sorted initially by state. All column headings may be used as the primary sort simply by clicking on the blue column heading. To view a map, click on the blue link under the "File" column. All maps are Adobe Acrobat files.

19. Forms

All approved forms for use on the project and provided by the Client may be viewed by using this search. Such items as leases, approved addendums, affidavits, and others are available. To access the most up to date approved forms, click on the red hyperlink at the top of any page labeled "Forms." This will bring you to a page wherein you can limit your search to a particular state. To do this, enter the two letter abbreviation for the state you wish to view (e.g. "PA" for Pennsylvania). If this box is left blank, then all available forms for which you have permission to view will be displayed. When ready, click the gray "Search" button.

The results will be displayed in tabular form listing the form name, the file name, and the state. All columns may be sorted by clicking on the column heading. To view or save a copy of a form, click on the blue form link and a new small window will be displayed asking what you'd like to do. Click the appropriate button "Open" or "Save."

To update, replace, or remove a form, contact that help desk.

Help Desk

The Help Desk may be reached by phone or e-mail. The phone number is: 703.967.8212. The e-mail address is: helpdesk@mwgary.com.