

Table of Contents

Creating Users.....	1
Your Account.....	3
Managing Land Activities.....	5
Activity Type: No Activity	6
Location Information	7
Document Details.....	8
Adjustments.....	9
Editing Location Data	10
Exporting Existing Data	11



Please fill out the Authorization form before you begin. We will send you a user name and password. [Authorization Form](#)

Log In

Please enter your Username and Password to Login.


User name	<input type="text"/>	The User name field is required.
Password	<input type="password"/>	The Password field is required.
PIN	<input type="text"/>	
	<input type="button" value="Log in"/>	

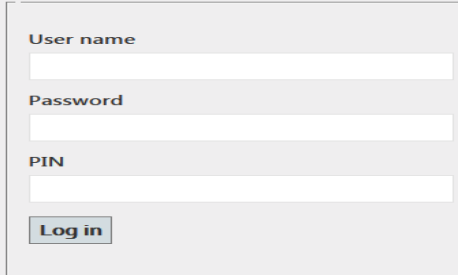
[if you don't have an account?](#)

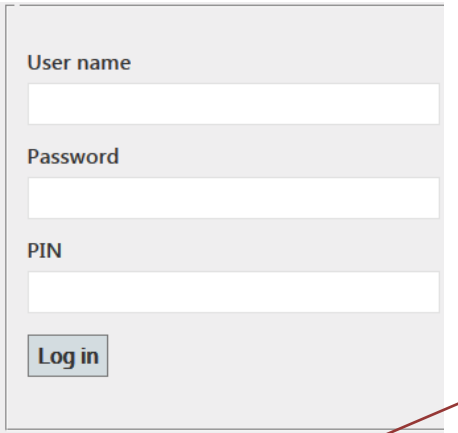
[Can't access your account?](#)

[User Guide](#)

Uniform Real Property Reporting System (URPRS) – User Guide

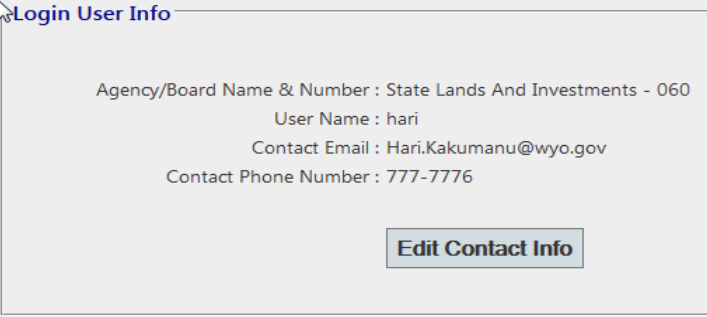
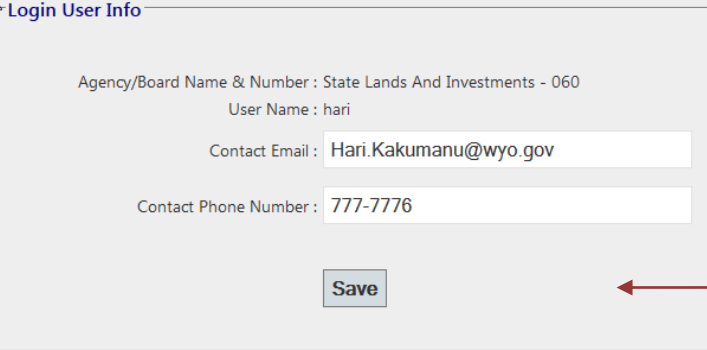
Creating Users		
<p>User name <input type="text"/></p> <p>Password <input type="password"/></p> <p>PIN <input type="text"/></p> <p><input type="button" value="Log in"/></p> <p>if you don't have an account?</p> <p>Can't access your account?</p> <p>User Guide</p>		<p>Click on the Create User link, located below the PIN box.</p>
<p>Agency/Board Name <input type="text" value="-- Select --"/></p>		<p>Select your agency.</p>
<p>Agency/Board Number <input type="text"/></p>		<p>Enter your Agency Number.</p>
<p>PIN <input type="text"/></p>		<p>Enter the PIN – Provided by the Agency's Administrator for URPRS</p>
<p>User Name <input type="text"/></p>		<p>Choose a user name.</p>
<p>Password <input type="password"/></p>		<p>Choose a password.</p>
<p>Confirm password <input type="password"/></p>		<p>Retype your password.</p>
<p>First Name <input type="text"/></p>		<p>Enter name.</p>
<p>Email ID <input type="text"/></p>		<p>Enter your email address.</p>
<p>Phone Number <input type="text"/></p> <p><input type="button" value="Create User"/></p>		<p>Enter your phone number.</p>
<p>Note :</p> <p>Your account has not yet been approved. You cannot login until an administrator has approved your account. Please contact your administrator for approval.</p>		

<i>Logging into your account</i>		
 <p>User name <input type="text"/> Password <input type="password"/> PIN <input type="text"/> <input type="button" value="Log in"/></p> <p>if you don't have an account? Can't access your account? User Guide</p>		Enter the user name, password used to create your account, then enter the PIN assigned to you by Agency's Administrator for URPRS
<p>Login User Info</p> <p>Agency/Board Name & Number : State Lands And Investments - 060 User Name : hari Contact Email : Hari.Kakumanu@wyo.gov Contact Phone Number : 777-7776</p> <input type="button" value="Edit Contact Info"/>		Review the Login User Info Screen and be sure the information is valid.

<i>Forgot Your Password?</i>	
 <p>User name <input type="text"/> Password <input type="password"/> PIN <input type="text"/> <input type="button" value="Log in"/></p> <p>if you don't have an account? Can't access your account? User Guide</p>	Click on the "Can't access your account?"

Uniform Real Property Reporting System (URPRS) – User Guide

<p>Forgot Password</p> <p>User Name <input type="text"/></p> <p>Contact Email: <input type="text"/></p> <p><input type="button" value="Send Password"/> <input type="button" value="Cancel"/></p>	<p><i>Enter your user name and email address associated with your account to have your password emailed to you.</i></p>
<p>Note: If you have forgotten your user name please contact the Agency's Administrator for URPRS .</p>	

<h2>Editing Contact Info</h2>	
 <p>Login User Info</p> <p>Agency/Board Name & Number : State Lands And Investments - 060 User Name : hari Contact Email : Hari.Kakumanu@wyo.gov Contact Phone Number : 777-7776</p> <p><input type="button" value="Edit Contact Info"/></p>	<p>Click on the 'Edit Contact Info' button, located below the Contact Phone Number.</p>
 <p>Login User Info</p> <p>Agency/Board Name & Number : State Lands And Investments - 060 User Name : hari Contact Email : <input type="text" value="Hari.Kakumanu@wyo.gov"/> Contact Phone Number : <input type="text" value="777-7776"/></p> <p><input type="button" value="Save"/></p>	<p>You will now see two textboxes where you will be able to make changes to the Email Address and Phone Number.</p> <p>Click the Save button when you have completed edits.</p>

Uniform Real Property Reporting System (URPRS) – User Guide

<h2>Agency Information</h2>	
	<p>Enter the Agency-Specific Statutory Authority to Acquire/Dispose Real Property [Example : WS 36-1-100]</p> <p>Click the Save button when you have completed edits.</p>

<h2>Managing Land Activities</h2>	
<p>Note: Be sure to have the supporting documentation before entering the land data. Land data will not be saved unless there has been a document uploaded to the system.</p>	
	<p>Click on the “Manage Land Activity” Link Located in the blue menu bar above the Login User Info Screen</p>
	<p>Your agency name is already entered for you.</p>
<h3>Activity Information</h3>	
<p>Activity Type : <input type="text" value="-- Select --"/></p>	<p>Select the appropriate Activity Type from the Drop Down List (Acquisition, Disposal, Adjustment or No Activity).</p>
<p>Activity Type Method : <input type="text"/></p>	<p>Select what method was used to initiate the activity selected in the previous choice.</p>
<p>Acquisition Date : <input type="text"/></p>	<p>Enter the date using MM/DD/YYYY format.</p>
<p>Location Type : <input type="text"/></p>	<p>Select the location description of your activity</p>
<p>Is this on a previously entered location in this system or do you want to create a new location?</p>	

Uniform Real Property Reporting System (URPRS) – User Guide

<input type="radio"/> Create New Location <input type="radio"/> Use Existing Location <input type="radio"/> No Locations
After selecting the Location Type the required fields for the Transaction Information will be highlighted in green.

Activity Type: No Activity – Agency does not own land	
This option is used in one of two situations:	
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Activity Type : <input type="text" value="No Activity"/></p> <p>Activity Type Method : <input type="text"/></p> <p>Acquisition Date : <input type="text" value="01/29/2014"/></p> <p>Location Type : <input type="text"/></p> <p>Is this on a previously entered location in this system or do you want to create a new location?</p> <p><input type="radio"/> Use Existing Location <input type="radio"/> No Locations</p> </div>	<p>1. If your agency does not own land you would select No Activity in the Activity Type then you would select No Locations.</p>

Transaction Information	
LocationID : <input type="text"/>	The LocationID will be entered for you automatically, only applies when using “Existing Location”
Term : <input type="text" value="0"/>	Enter the term in YEARS. If term is in perpetuity then enter 99
Fair Market Value : <input type="text" value="0"/>	<p>If the Activity Type Method is 'DONATION', enter the Fair Market Value at the time of the Donation.</p> <p>If the Activity Type Method is 'EXCHANGE', enter the book value of the asset surrendered plus the sum of cash paid (if any). You will also need to record the disposal part of the exchange.</p> <p>If the Activity Type Method is 'LEGISLATIVE TRANSFER', record the Fair Market Value at the time of the transfer</p>
Selling Price : <input type="text" value="0"/>	For Disposals – Enter amount land was sold for minus any seller paid closing costs

Uniform Real Property Reporting System (URPRS) – User Guide

<i>Location Information (New)</i>	
Fund Name : -- Select --	Select the appropriate Fund Number/Name to reflect the Fund that OWNS and maintains the property, NOT where the funding came from.
Mineral Rights : -- Select --	Select the Rights that the state owns for this land. After your selection, the correct Mineral Types that are associated with your selection will appear in the Mineral Types drop-down list.
Mineral Types :	Select the correct Type for this land (e.g. coal, timber, solar access, etc)
County Name : -- Select --	Select the County where the land is located.
Township :	Select the correct Township from the drop-down list. If Township and Range cross several Townships and Ranges, please enter 'See Conveyance Document' in Legal Description box.
Range :	Select the correct Range from the drop-down list. If Township and Range cross several Townships and Ranges, please enter 'See Conveyance Document' in Legal Description box.
First Division Type : <input type="radio"/> Section <input type="radio"/> Tract <input type="radio"/> Lot	Selection of Section, Tract, or Lot will generate a proper drop-down list which you will select from in First Division.
First Division :	Select the proper First Division corresponding to the previous selection
Legal Description :	Enter a Legal Description in this format. SENE:NESE or N2:N2S2 A quarter-quarter would be entered this way. NE2NE2. If you entered 'See Conveyance Document' as instructed for multiple Townships and Ranges, no more description is necessary
Total Surface Acres :	Total surface acres of the land.
Total Mineral Acres :	Total mineral acres of the land.
Property Name :	If applicable. Agency-specific unique identifier. [Example: Spencer WHMA]
Physical Address :	Use if physical address is available or if the property is located within city limits.
Remarks :	Optional field. Additional information regarding the Land/Lease, etc.

Uniform Real Property Reporting System (URPRS) – User Guide

Location Information (Select From Existing)

LocationID	Township	Range	FirstDivision	Legal Description	Property Name	Physical Address	Total Surface Acres
107	20	60	16	All	State Property	Capital Ave	640
118	18	70	48	nene	Name	Address	100
122	16	73	16	NEN2	Bob	1234	50

Once you have selected the land, the Transaction Information will populate with the existing data on file with URPRS make the necessary changes to the data and continue to the next step (“Document Details”).

Transaction Information for Disposal

LocationID :

Selling Price :

Surface Acres Disposed :

SubSurface Acres Disposed :

Disposed Legal Description :

Disposal Remarks :

Document Details

Document is Verified and Signed?

Check to make sure the supporting Document is verified AND signed. The uploaded **Document must be in .pdf format.**

Acquisition/Disposal Document : No file selected. (Must be .pdf)

After your information is added to the database, you will be directed to add your documents. Select the ‘Browse’ button, browse to the location of your document, select the document you wish to add and click the “Save’ button.

Note: If the Save button is grayed out a required field may be missing.

Note: Be sure to have the supporting documentation before entering the land data. Land data will not be saved unless there has been a document uploaded to the system.

Once you have completed uploading your document you may continue adding additional data or use the blue menu bar to “View Records of Activities”

Uniform Real Property Reporting System (URPRS) – User Guide

Adjustments

NOTE: Adjustments are used to adjust the value of land. To make edits to the location data use the View Records of Activities Screen.

Activity Type : -- Select --	Select "Adjustments"																																
Acquisition Date : 	Enter the date using MM/DD/YYYY format.																																
Is this on a previously entered location in this system or do you want to create a new location?	When performing an Adjustment always select " <u>Use Existing Location</u> "																																
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th>LocationID</th> <th>Township</th> <th>Range</th> <th>FirstDivision</th> <th>Legal Description</th> <th>Property Name</th> <th>Physical Address</th> <th>Total Surface Acres</th> </tr> </thead> <tbody> <tr> <td>107</td> <td>20</td> <td>60</td> <td>16</td> <td>All</td> <td>State Property</td> <td>Capital Ave</td> <td>640</td> </tr> <tr> <td>118</td> <td>18</td> <td>70</td> <td>48</td> <td>nene</td> <td>Name</td> <td>Address</td> <td>100</td> </tr> <tr> <td>122</td> <td>16</td> <td>73</td> <td>16</td> <td>NEN2</td> <td>Bob</td> <td>1234</td> <td>50</td> </tr> </tbody> </table>	LocationID	Township	Range	FirstDivision	Legal Description	Property Name	Physical Address	Total Surface Acres	107	20	60	16	All	State Property	Capital Ave	640	118	18	70	48	nene	Name	Address	100	122	16	73	16	NEN2	Bob	1234	50	Select the appropriate location from the table.
LocationID	Township	Range	FirstDivision	Legal Description	Property Name	Physical Address	Total Surface Acres																										
107	20	60	16	All	State Property	Capital Ave	640																										
118	18	70	48	nene	Name	Address	100																										
122	16	73	16	NEN2	Bob	1234	50																										

Once you have selected the land, the Transaction Information for Adjustments will populate with the existing data on file with URPRS.

Transaction Information for Disposal

LocationID : _____

Selling Price : 0

Surface Acres Disposed :

SubSurface Acres Disposed :

Disposed Legal Description :

Disposal Remarks :

NOTE: When adjusting Fair Market Value, Additional Associated Costs, or Price, Use only the difference of the original value. (E.g. The original Fair Market Value was \$100.00, the present value is now \$200.00 **the adjustment value to be entered** into the Fair Market Value field would be 100.00, If The original Fair Market Value was \$100.00, the present value is now \$25.00 **the adjustment value to be entered** into the Fair Market Value field would be -75.00 **be sure to use the minus sign(-) to decrease the value) If there are no changes enter 0.00.**

Editing Location Data

Agency Info
User Management
Contact Info
Manage Land Activity
View Records of Activities

LocationID	Agency Number	Agency Name	User Name	Fund Code	Fund Name	Location Type	Activity Type	Activity Type Method	Activity Date
107	060	State Lands And Investments		009	Foundation Program	Easement > 3 Years	Acquisition	Purchase	06/06/2011
107	060	State Lands And Investments		009	Foundation Program	Easement > 3 Years	Adjustment		

Location Details

Location ID: 188

Location Type: Separated Rights

Township: 34

Range: 81

First Division Type: Section

First Division: 28

County: Laramie

Mineral Separated Exception: Only

Mineral Types: Timber in Perpetuity

Total Surface Acres: 0

Total Subsurface Acres: 35.75

Legal Description: nne

Property Name: _____

Address: _____

Update Notes: _____

Click on the "View Records of Activities" Link

Click on the row you wish to edit.

Make the necessary changes and click the "Save" button.

Exporting Existing Data

←

LocationID	Agency Number	Agency Name	User Name	Fund Code	Fund Name
107	060	State Lands And Investments		009	Foundation Program
107	060	State Lands And Investments		009	Foundation Program

Click the Export to Excel button.

Acquisition Date	Disposal Type	Disposal Date	Fund ID	County	Township	Range	First Division	Sur AC
1/1/2000		12:00:00 AM						

File Download

Do you want to open or save this file?

Name: Grid.xls
 Type: Microsoft Office Excel 97-2003 Worksheet, 6.09KB
 From: 060itaphett7c

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Select the Open, Save or Cancel button. All rows will be exported and all the functionality of Excel will be available for your convenience.

NOTE: If you make changes in Excel, they will **NOT** be saved in the Land Inventory System.

Using the functionality of Excel you will be able to check for duplicate entries.