OFFICE OF MINERAL RESOURCES
SONRIS/2000
Document Access Procedures

1. Go to the Department of Natural Resources home page at www.dnr.state.la.us. Click on the SONRIS/2000 portal button in the top right-hand corner of the page. You can skip this extra step by going directly to the SONRIS/2000 home page at www.sonris.com
2. The SONRIS/2000 page will appear. Click on Document Images under Document Access on the left side of the screen. Right click on Document Images to open in a new window.
3. Once the search screen comes up, choose Office of Mineral Resources or the office you need under the office drop down menu.
4. It is easiest to search by state lease number, but you may also search by company name, date, document type or any other search fields. To narrow the search for large state leases (for example State Lease 340), enter more search fields.
5. Enter the state lease number and click on Execute Search on the top right hand side. NOTE: The State Lease number must be 5 digits. Add zero's to the beginning of any number that is not 5 digits.
6. All imaged documents found should appear below. If all you see is blank white space at the bottom, you can resize the bottom screen by placing the mouse on the horizontal line that separates the two screens. Drag the line up about an inch. To widen the screen displaying the document list, place the mouse pointer on the vertical line separating the two boxes at the bottom of the screen and drag it all the way to the right. You should see the list of documents imaged. For example: STATE LEASE, ASSIGNMENT, RELEASE, BID FORM, etc.
7. Click on the blue icon to the left of the document to bring up the actual imaged document.
8. The Panagon IDM viewer will appear. Maximize the screen for easier viewing.
9. There are two scroll bars on the right hand side of the screen. Move the scroll bar on the extreme right to see the printer and other icons at the top. Move to the bottom of the screen to navigate through the pages. The other scroll bar allows you to move up and down the selected page.
10. There are several more icons to help you manipulate the pages. You can rotate any page with the green rotate buttons. You can zoom in or out with the blue magnifying plus or minus icons. The orange buttons allow you to fit to height, width or window.
11. To print the document, click on the purple printer icon. NOTE: This is the only way to print the document. The standard toolbar print icon will print blank pages. The paper size defaults to letter. You can change your paper size to legal under the printer "properties." You must select the "PAGES" option in print range to print selected pages. If not, all the pages in the document will be printed. Press OK.
12. Contact Records Management at (225) 342-4614 if you have any questions.