



**This tutorial will teach users how to use the Search function to look for resources and other types of information in PA-SHARE.**

Review the complete tutorial or navigate to a specific section by hovering over an entry in the Table of Contents and following the instructions.

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## Overview

PA SHPO has collected information on thousands of buildings, structures, objects, sites, and districts throughout the Commonwealth of Pennsylvania. These records, as well as any documentation and photographs, are available for you to search in PA-SHARE.

Users can perform three different types of searches in PA-SHARE:

- **Criteria:** Criteria Search allows users to search PA SHPO records by text, categories, dates, and other descriptive criteria to find projects, resources, surveys, reports, and historical markers.
- **Coordinate:** Search by UTM or other geocoordinates.
- **Spatial:** Spatial Search involves drawing an area on the map interface using a widget to locate records.

Search results are returned in a grid at the bottom of the search screen. From here users can browse, sort, and download the results, view a record in greater detail, or zoom to a record location on the map.

Search tools are available to all users. However, the amount of information available in search results will be different depending on the user's level of access. Guest and Basic users will see abbreviated attribute tables and some attachments, like National Register nominations. Pro and Business users will see full attribute tables and all attachments available through PA-SHARE.

In addition to these instructions, the [Understanding the Map Interface in PA-SHARE](#) explains the map tools referenced in this tutorial.

## Navigating to Search Screen

The Search screen can be accessed in two ways from the "Welcome to PA-SHARE" home screen.

Users can click the word "Search" in the ribbon at the top of the page or click the search icon (a magnifying glass) in the middle of the screen. Both options are indicated by arrows in the image below.

The screenshot shows the PA-SHARE home interface. At the top, a blue navigation ribbon contains the PA-SHARE logo, 'Home', 'Submit', and 'Search' links. An orange arrow points to the 'Search' link. Below the ribbon, the main content area is titled 'Welcome to PA-SHARE' and features a grid of blue tiles. The first tile on the left is titled 'Search the PA-SHARE database for:' and lists search criteria. An orange arrow points to the magnifying glass icon in this tile. Other tiles include 'Submit to the PA-SHARE database', 'Connect with the PA SHPO to:', 'Subscribe to PA-SHARE', 'Access your "My Projects" dashboard:', 'Access your organization's dashboard:', and 'Learn more about PA-SHARE:'.

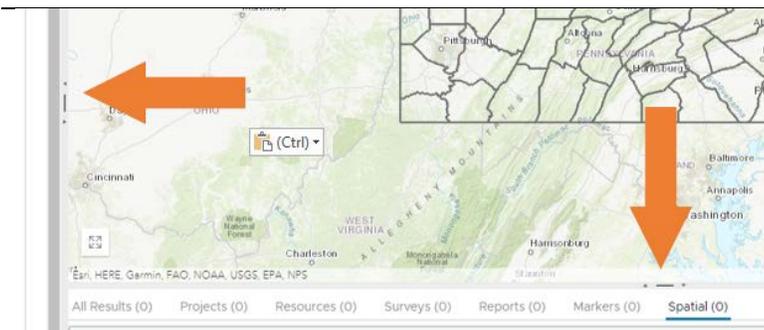
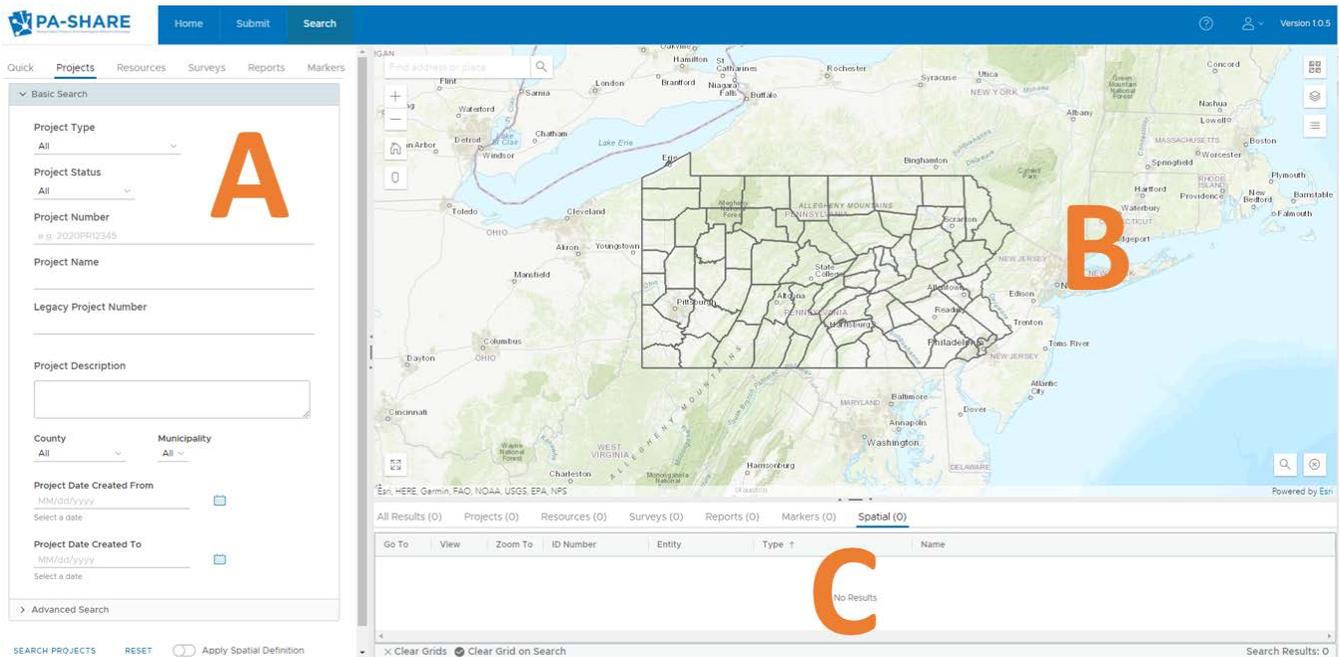


## Understanding the Search Screen

This section will explain the main parts of the search screen.

The search screen is divided into three sections, or windows:

- A. Criteria Search
- B. Map Interface
- C. Results Grid



Sliding controls are provided between the different panes, allowing for search criteria, the Map, or the Results to be prioritized in the application.

One sliding control is located in the center of the horizontal line between panes A and B.

One sliding control is located in the center of the vertical line between panes B and C.

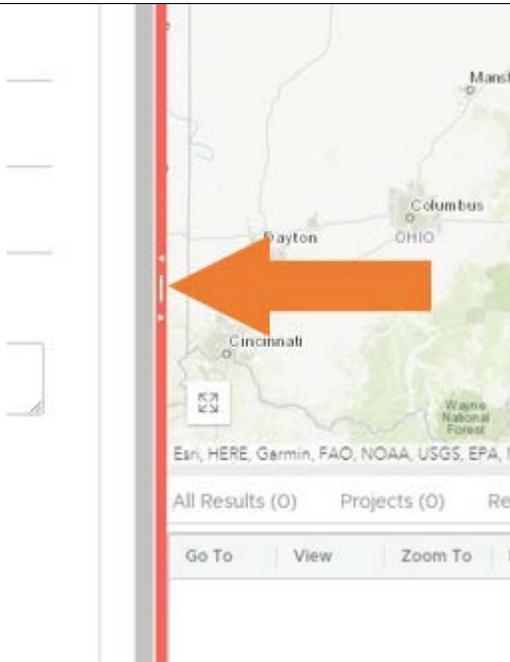


## PA-SHARE Tutorial: Searching for Resources and Other Information in PA-SHARE

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The sliding controls appear as a dot-dash-dot.



To adjust the size of pane A or pane C, hover over the sliding control icon (shown above).

When you hover over the icon, your cursor will change from a white arrow to a line with arrows on either side.

Click and hold on the sliding control icon. This will highlight the line you are moving in red.

Move your mouse left and right to change the horizontal line and up and down to change the vertical line.

Release your mouse once you have placed the line in your desired location.



## Criteria Search - Overview

This section will explain the Criteria Search pane. The Criteria Search pane is located on the left side of the Search screen. This is marked as “A” in the image above.

Criteria searches are keyword searches. They are performed by entering a word or phrase or selecting one from a dropdown menu in the data fields you want to search. Searches can be broad, meaning you search in one data field, or specific, meaning you search multiple fields in the same query. Broad searches will return a broad range of results - for example, all records that include the word “Barn” in the title – while specific searches – for example, all records that include the word “Barn” in the title in Adams County that are listed in the National Register of Historic Places – will return a smaller number of records. The more restrictive the search, the fewer results will be returned. PA SHPO recommends that users start with broader searches to be certain the results reflect what is available in PA-SHARE.

The Projects, Resources, Surveys, Reports, and Markers criteria search screens are each divided into two sections: Basic Search and Advanced Search. The Basic and Advanced fields by which you can search PA-SHARE are different for each record type.

- Basic Search is the default set of search criteria. This is located at the top of the Criteria Search pane. The search fields in Basic Search are designed to give you quick access to common search parameters.
- Advanced Search allows you to select more specific search parameters based on the type of data collected in PA-SHARE. This is located near the bottom of the Criteria Search pane.

All search results are returned in the Results grid at the bottom of the screen (Section C in the above graphic).

PA-SHARE  
Pennsylvania State Historic Preservation Office

Home Submit Search

Quick Projects Resources Surveys Reports Markers

Project Number

Project Name

Resource Number

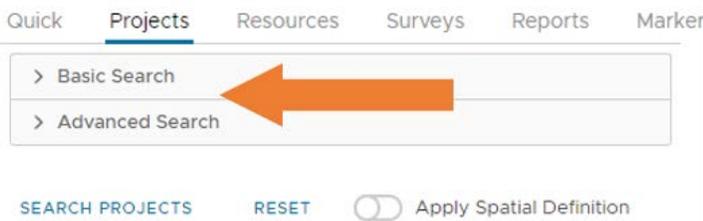
Criteria search is organized by the five different record types:

- Quick: Search for a record by its unique alphanumeric code or name.
- Projects: Search for projects that have been reviewed by SHPO or are currently under review.
- Resources: Search for buildings, structures, objects, sites, and districts.
- Surveys: Search for surveys of built resources or archaeological investigations.
- Reports: Search the body of Reports curated by PA SHPO.
- Markers: Search for an Historical Marker within the Commonwealth of Pennsylvania.



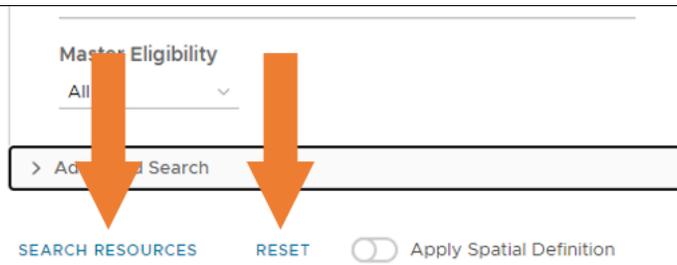
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Each type is opened by clicking on its corresponding tab. These tabs are located along the top of the Criteria search pane.



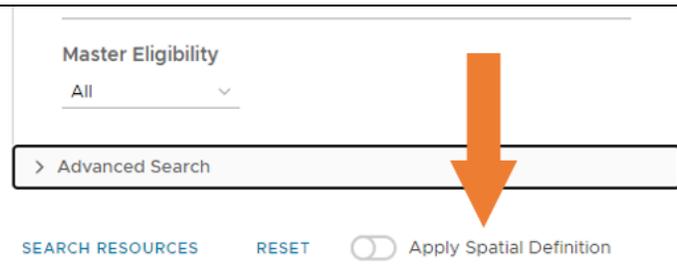
Open or close the Basic or Advanced Search windows by clicking the words “Basic Search” or “Advanced Search”.

For more information on specific types of searches, see the following sections.



After completing one or more search fields, click “Search Resource.” This will return any results in the Results Grid.

To clear all search fields and the results grid, click “Reset.”



Criteria searches can also be performed along with a spatial search using the “Apply Spatial Definition” tool.

**This tool is only available after a spatial search area has been drawn on the map.**

For instructions, see the “Apply Spatial Definition” tool section at the end of this document.



## Quick Criteria Search

Quick Projects Resources Surveys Reports Markers

Project Number

Project Name

Resource Number

Other Resource Number (Key)

Resource Name

PASS Number

Report Number

SEARCH RESET

### Quick Search:

Navigate to the Quick Search screen by clicking on the “Quick” tab at the top of the Criteria Search pane.

Enter information into one or more fields:

- **Project Number:** Search by a PA-SHARE project number. The project number is the alphanumeric code that starts with 4 numbers for the year the project was initiated with the PA SHPO, the letters “PR”, and up to five more numbers. For example, “2018PR00001”.
- **Project Name:** Search by a word in a project’s name. For example, “Stream”.
- **Resource Number:** Search by a PA-SHARE resource number. The resource number is the alphanumeric code that starts with 4 numbers for the year the resource was entered in PA\_SHARE, the letters “RE”, and up to five more numbers. For example, “2018RE00001”.
- **Other Resource Number (Key):** Search by the former numbering system for resources, the six-digit Key No. For example, “000508”.
- **Resource Name:** Search by a word in a resource’s name. For example, “Miller’s”.
- **PASS Number:** Search specifically for an archaeological resource by the unique site number that begins with the numbers “36”.
- **Report Number:** Search by a PA-SHARE report number. The report number is the alphanumeric code that starts with 4 numbers for the year the resource was entered in PA\_SHARE, the letters “RP”, and up to five more numbers. For example, “2018RP00001”.

Click “Search” at the bottom of the pane to search.



## Projects Criteria Search

Quick **Projects** Resources Surveys Reports Markers

Basic Search

County: All Municipality: All

Project Type: All

Project Number: e.g. 2020PR12345

Project Name: \_\_\_\_\_

Legacy Project Number: \_\_\_\_\_

Project Description: \_\_\_\_\_

Project Date Created From: MM/dd/yyyy Select a date

Project Date Created To: MM/dd/yyyy Select a date

Advanced Search

Select a valid "Project Type" to begin crafting your advanced search query.

SEARCH PROJECTS RESET  Apply Spatial Definition

### Projects Search - BASIC:

Navigate to the Project Search screen by clicking on the "Projects" tab at the top of the Criteria Search pane.

Enter information into one or more fields. These fields are the same for all Project Types.

- **County and Municipality:** Choose the county and municipality you want to search in. To search in all counties and municipalities, select "All". To search all municipalities in one county, select the county and select "All" for municipality.
- **Project Type:** Select the type of project you are searching for. NOTE: the advanced search options are dependent of the type of project you select.
- **Project Number:** Search by a PA-SHARE project number. The project number is the alphanumeric code that starts with 4 numbers for the year the project was initiated with the PA SHPO, the letters "PR", and up to five more numbers. For example, "2018PR00001".
- **Project Name:** Search by a word in a project's name. For example, "Stream".
- **Legacy Project Number:** Search by old project number, such as the ER number for Environmental Review projects (i.e., 2020-0052-042).
- **Project Description:** Use this box to search for specific keywords related to the project.
- **Project Date Created:** Enter a date range to narrow the search to a specific period of time.

If you only want to perform the Basic search, click "Search Projects" at the bottom of the window.



Project Date Created To  
MM/dd/yyyy   
Select a date

▼ Advanced Search 

Project Status  
All ▼

Project City  
\_\_\_\_\_

Agency  
All ▼

Agency Program/Permit Name  
\_\_\_\_\_

Agency Project/Permit/Tracking Number  
\_\_\_\_\_

 **SEARCH PROJECTS**    **RESET**     Apply Spatial Definition

**Projects Search - ADVANCED:**

To search for a project using the Advanced fields, select a Project Type in the Basic section. This will automatically expand the “Advanced Search” to show the additional fields.

In this example, an Environmental Review project was chosen as Project Type. For Environmental Review, Project Status (Closed, Open, or Under Review), Project City, Agency, Agency Program/Permit Name, and Agency Project/Permit/Tracking Number are advanced search fields.

Complete any of the Advanced fields as desired, either on their own or in conjunction with fields in the Basic section.

Click “Search” at the bottom of the pane to search. The results will be returned in the Results Grid at the bottom center of the screen (Section C in the diagram on page 3).



## Resources Criteria Search

PA-SHARE  
Resources Search & Environmental Research Exchange

Home Submit Search

Quick Projects **Resources** Surveys Reports Markers

Basic Search

County: All  
Municipality: All

Resource Type: All

Resource Classification: All

Resource Number: \_\_\_\_\_

Resource Name: \_\_\_\_\_

Other Resource Number (key): \_\_\_\_\_

Master Eligibility: All

Advanced Search

SEARCH RESOURCES RESET Apply Spatial Definition

### Resources Search – BASIC:

Navigate to the Resources Search screen by clicking on the “Resources” tab at the top of the Criteria Search pane.

The search options in Basic are the same for all Resource Type categories. Enter information into one or more fields.

- **County and Municipality:** Choose the county and municipality you want to search in. To search in all counties and municipalities, select “All”. To search all municipalities in one county, select the county and select “All” for municipality.
- **Resource Type:** Select the type of resource you are searching for. NOTE: Additional Advanced Search fields will appear if you select any Resource Type other than the default “All”.
- **Resource Classification:** Select one of the resource classifications.
- **Resource Number:** Search by a PA-SHARE resource number. The resource number is the alphanumeric code that starts with 4 numbers for the year the resource was entered in PA\_SHARE, the letters “RE”, and up to five more numbers. For example, “2018RE00001”.
- **Resource Name:** Search by a word in a resource’s name. For example, “Miller’s”.
- **Other Resource Number (Key):** Search by the former numbering system for resources, the six-digit Key No. For example, “000508”.
- **Master Eligibility:** Select a National Register eligibility status.

If you only want to perform the Basic search, click “Search Resources” at the bottom of the window.



Advanced Search

Area of Significance  
All

Period of Significance

Significant Event

Significant Person

Significant Date  
MM/dd/yyyy

Significant Date Type  
All

Cultural Affiliation

Ethnic Affiliation

Level of Significance

Summary of Significance

Eligibility Status  
All

Individual Eligibility  
All

**Resources Search - ADVANCED:**

Advanced search fields are available by clicking on Advanced Search at the bottom of the Criteria Search window.

Complete any of the Advanced fields as desired, either on their own or in conjunction with fields in the Basic section. Resource Types and Subtypes will have additional Advanced fields to choose from.

The following Advanced fields are available for all resource types and subtypes:

- Area of Significance: Select one Area from the dropdown list. NOTE: only one area of significance can be selected at one time.
- Significance Date and Date Type: Enter a date as MM/DD/YYYY or select from the calendar widget. Specify type of date from the dropdown menu.
- All other fields related to significance and affiliation are keyword fields. Enter a search word or phrase.
- Eligibility Status: Select one of these options if you need to narrow your search by the way a Determination of Eligibility was reached.
- Individual Eligibility: Select from the National Register eligibility status options.

Click "Search" at the bottom of the pane to search.

Basic Search

County  
All

Municipality  
All

Resource Type  
Above Ground

Resource Classification  
All

**To search for buildings, bridges, cemeteries, and non-buildings** (structures, objects, etc.), choose "Above Ground" as the Resource Type in the Basic Search.



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Advanced Search

Based on your **resource type** selection of **Above Ground** above, you can choose a "Resource Subtype" to expose more fields.

Resource Subtype  
All

- All
- Bridge
- Building
- Cemetery
- Non-Building

Select the desired "Resource Subtype" from the dropdown list.

Complete any of the related Advanced fields, either on their own or in conjunction with fields in the Basic section.

Basic Search

County: All

Municipality: All

Resource Type: Archaeological

Resource Classification

**To search for archaeological sites, submerged sites, and submerged vessels, choose "Archaeological" as the Resource Type in the Basic Search.**

Advanced Search

Based on your **resource type** selection of **Archaeological** above, you can choose a "Resource Subtype" to expose more fields.

Resource Subtype  
All

- All
- Submerged
- Submerged Vessel

Select the desired "Resource Subtype" from the dropdown list.

Complete any of the related Advanced fields, either on their own or in conjunction with fields in the Basic section.

Basic Search

County: All

Municipality: All

Resource Type: District

Resource Classification: All

**To search for National Register or Certified Local historic districts, choose "District" as the Resource Type in the Basic Search.**

NOTE: If you select "Above Ground" for the Resource Type and "District" for the Resource Classification, you will not get results for historic districts. Searches for historic districts must be set as "District" in the Resource Type.

Individual Eligibility: All

Is Demolished: Yes

**To search for resources that have been demolished, select "Yes" for the "Is Demolished" field at the bottom of the Advanced Search section.**



## Surveys Criteria Search

Quick Projects Resources **Surveys** Reports Markers

Basic Search

County: All

Municipality: All

Survey Type: All

Survey Subtype: All

Survey Number: e.g. 2020SR00001

Survey Name: \_\_\_\_\_

Survey Date Completed From: MM/dd/yyyy  
Select a date

Survey Date Completed To: MM/dd/yyyy  
Select a date

> Advanced Search

SEARCH SURVEYS    RESET     Apply Spatial Definition

### Surveys Search – BASIC:

Navigate to the Surveys Search screen by clicking on the “Surveys” tab at the top of the Criteria Search pane.

The search options in Basic are the same for all Survey categories. Enter information into one or more fields.

- County and Municipality: Choose the county and municipality you want to search in. To search in all counties and municipalities, select “All”. To search all municipalities in one county, select the county and select “All” for municipality.
- Survey Type: Select the type of survey.
- Survey Subtype: Select one of the subtypes.
- Survey Number: Search by a PA-SHARE survey number. The survey number is the alphanumeric code that starts with 4 numbers for the year the survey was conducted, the letters “SR”, and up to five more numbers. For example, “2018SR00001”.
- Survey Name: Search by a word in a survey’s name. For example, “Watershed.”
- Survey Date Completed: Enter a date range to narrow the search.

If you only want to perform the Basic search, click “Search Surveys” at the bottom of the window.

Advanced Search

Survey Reason: All

Survey Sponsor Type: All

Survey Agency Sponsor: All

Survey Methodology: All

### Surveys Search - ADVANCED:

Complete any of the Advanced fields as desired, either on their own or in conjunction with fields in the Basic section.

There are no additional Advanced search fields based on survey type or subtype.

Click “Search Surveys” at the bottom of the pane to search.



## Reports Criteria Search

Quick Projects Resources Surveys **Reports** Markers

Basic Search

County: All Municipality: All

Report Number: e.g., 2020RP12345

Report Title

Report Author: e.g., Jane Doe

Report Type: All

Advanced Search

SEARCH REPORTS RESET

### Reports Search – BASIC:

Navigate to the Reports Search screen by clicking on the “Reports” tab at the top of the Criteria Search pane.

The search options in Basic are the same for all Report Type categories. Enter information into one or more fields.

- **County and Municipality:** Choose the county and municipality you want to search in. To search in all counties and municipalities, select “All”. To search all municipalities in one county, select the county and select “All” for municipality.
- **Report Number:** Search by a PA-SHARE report number. The report number is the alphanumeric code that starts with 4 numbers for the year the resource was entered in PA\_SHARE, the letters “RP”, and up to five more numbers. For example, “2018RP00001”.
- **Report Title:** Search by a word in a report’s name. For example, “Watershed.”
- **Report Author:** Search by a first or last author name.
- **Report Type:** Select the type of report you are searching for.

If you only want to perform the Basic search, click “Search” at the bottom of the pane to search.

Advanced Search

Report Legacy Number

Date Report From: MM/dd/yyyy Select a date

Date Report To: MM/dd/yyyy Select a date

Report Author Organization

### Reports Search - ADVANCED:

Complete any of the Advanced fields as desired, either on their own or in conjunction with fields in the Basic section.

There are no additional Advanced search fields based on report type.

Click “Search Reports” at the bottom of the pane to search.



## Markers Criteria Search

Quick Projects Resources Surveys Reports **Markers**

Basic Search

County  
All

Historical Marker Number  
e.g. 2020HM12345

Historical Marker Title

Historical Marker Keyword

> Advanced Search

SEARCH MARKERS RESET  Apply Spatial Definition

### Markers Search – BASIC:

Navigate to the Pennsylvania Historical Markers Search screen by clicking on the “Markers” tab at the top of the Criteria Search pane.

Enter information into one or more fields.

- **County:** Choose the county you want to search in. To search in all counties, select “All”.
- **Historical Marker Number:** Search by a PA-SHARE marker number. The marker number is the alphanumeric code that starts with 4 numbers for the year the marker was dedicated, the letters “HM”, and up to five more numbers. For example, “2018HM00001”.
- **Historical Marker Title:** Search by a word in a marker’s title. For example, “Gettysburg.”
- **Historical Marker Keyword:** Search by a word in a marker’s text. For example, “Gettysburg.”

If you only want to perform the Basic search, click “Search Markers” at the bottom of the window.

Advanced Search

Historical Marker Type  
All

Historical Marker Date Dedicated From  
MM/dd/yyyy   
Select a date

Historical Marker Date Dedicated To  
MM/dd/yyyy   
Select a date

Historical Marker Location Description

Historical Marker Is Missing  
All

### Markers Search - ADVANCED:

Complete any of the Advanced fields as desired, either on their own or in conjunction with fields in the Basic section.

Click “Search Markers” at the bottom of the pane to search.



## Search by Map Coordinates

Users can search PA-SHARE using standard geocoordinates. This is done through the “View Coordinates” widget in the lower left corner of the search map screen.

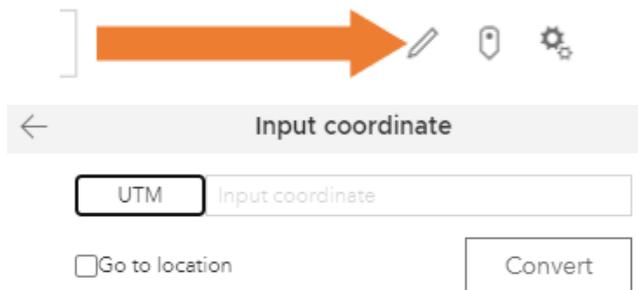
Coordinate options are:

- Basemap
- DD – Decimal degrees
- DDM – Degrees and decimal minutes
- DMS – Degrees, minutes, seconds
- XY – Latitude and longitude
- MGRS – Military Grid Reference System
- USNG – United States National Grid
- UTM – Universal Transverse Mercator



**View Coordinates (circle):** Click to open widget to search by coordinates.

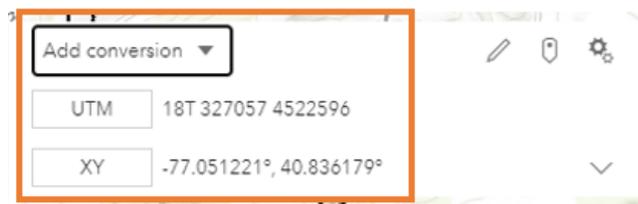
This icon is located in the lower left corner of the map.



**Input coordinate:** Click the pencil icon in the upper right corner of the coordinate display to search for a specific coordinate.

Click in the coordinate type box to select the coordinate type for the search. Enter the coordinates. Click “Go to location” to automatically zoom to the coordinates.

Click “Convert”.



**Add conversion:** Click on “Add conversion” to add another type of coordinates to the widget. In this example, UTM coordinates are added to the standard XY coordinates.

To remove conversion, hover over line and click the “X”.



## Spatial Search Overview

This section will explain the Spatial Search pane. The Spatial Search is included as part of the map interface on the Search screen.



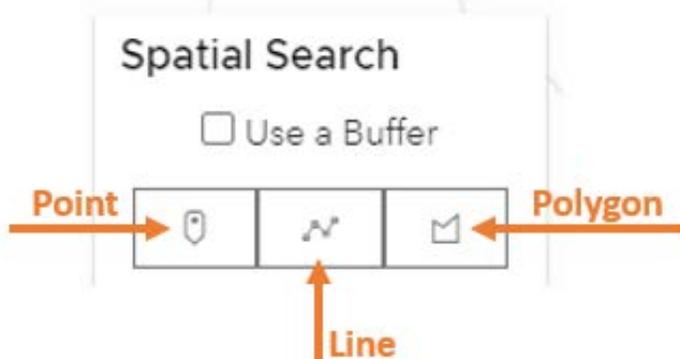
## Spatial Search Tools

Spatial searches are performed by drawing a boundary (a shape) on the map using one of the Spatial Search tools.



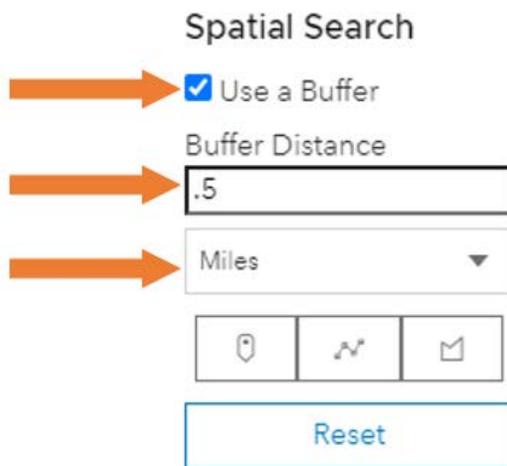
Tools for the spatial search are located in the lower right corner of the map interface.

These tools automatically open when you navigate to the Search screen. You can also access them by clicking on the magnifying glass icon.



Three drawing tools are available for Spatial Search: point (icon at left), line (icon at center), and polygon (icon at right).

There is also the option to use a buffer with these three drawing tools.



Users can add a buffer (area) to a search point, line or polygon using a specified distance.

Turn buffer search on or off by clicking in Use a Buffer box. Turning on buffer opens the fields for buffer distance and buffer measurement. Meters, feet, miles, yards, and nautical miles are measurement options.

**NOTE:** It is easiest if the buffer feature is turned on before drawing on the map with one of the drawing tools.



Once you provide the buffer, map the point, line, or polygon that you wish to buffer on.

The buffered area will appear as a heavy black border with light shading inside.



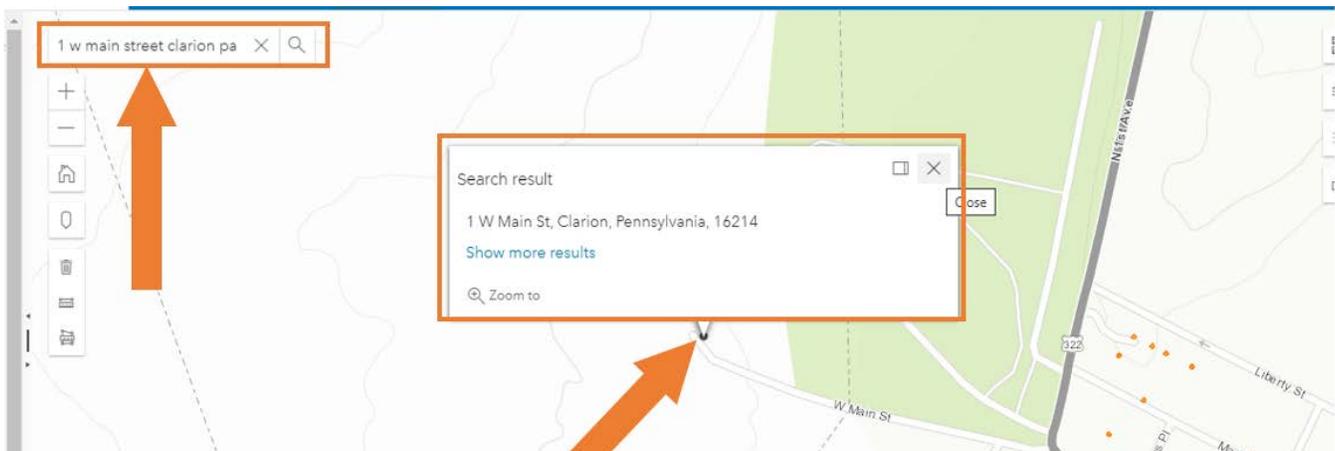
If you are carrying out a spatial search and need to clear spatial searches on map and in results, use the Reset button found at the bottom of the Spatial Search window.

### Search by Zoom to Project Location

To begin a spatial search, it is often easiest to begin by focusing the map on the area you want to search. You can do this using the address bar in the upper left corner of the map.

Enter a set of coordinates, place name, or full or partial address. Press Enter or click the magnifying glass icon, and the map will zoom to that location, with a pop-up box and black point indicating the location.

NOTE: The option for 'Use Current Location' will only work on a GPS enabled device, such as a tablet.

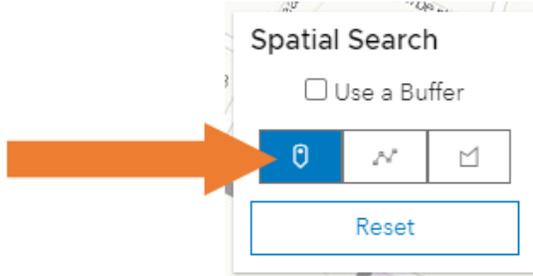




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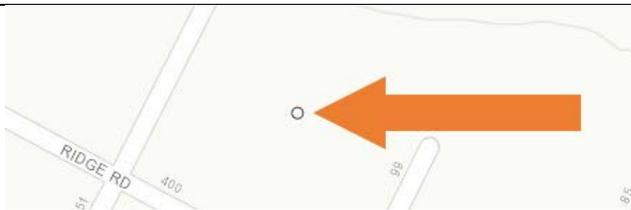
## Search by Point

Search by point can be used on its own or with a buffer. The buffer tool should be turned on before placing the point on the map.



To search by point, click the point icon in the Spatial Search box.

Move your cursor to the point on the map you want to search. Right click to drop the point on the map. The point will appear as a circle.



The point will look like a small circle on the map.

If you drop the point within a mapped feature, that feature will be highlighted in blue and show in the results grid below the map.

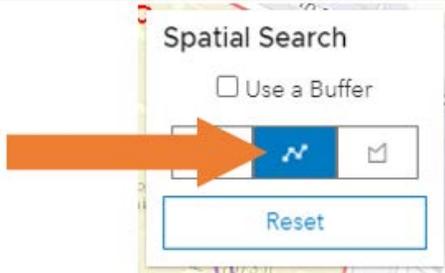
Go To	View	Zoom To	ID Number	Entity	Type	Name
			1979RE00564	Spatial	Above Ground Resource	Clarion County Courthouse & Jail



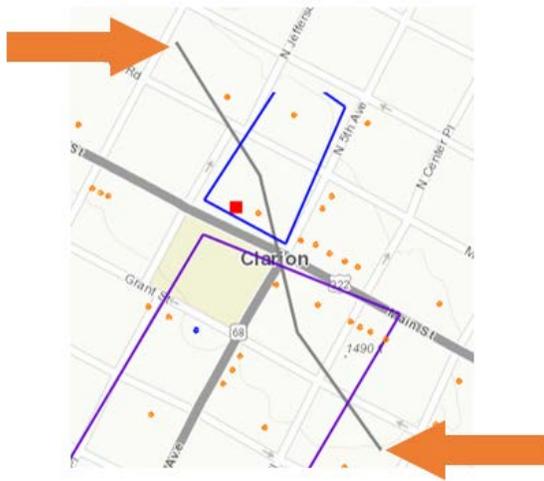
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## Search by line

Search by line includes single or segmented lines and each can be used on its own or with a buffer. The buffer tool should be turned on before placing the line on the map.



To search by a line, click the line icon in the Spatial Search box.



Move your cursor to the starting point on map. Move cursor in any direction to place next point. Each click on the map will set a new point on the line to create a segmented line.

As you draw the line, the line will appear as a light blue dotted line. When finished, the line will be gray.

Double click over a point to set as line end point.

Any mapped features that intersect with the line or fall within the buffer will be shown in the results grid.

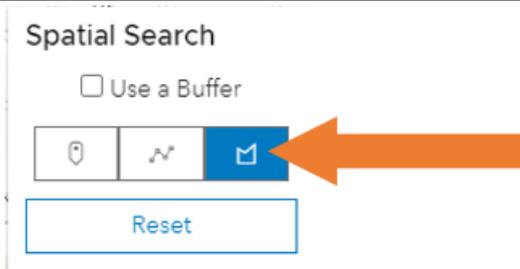
Go To	View	Zoom To	ID Number	Entity	Type	Name
			1979RE00564	Spatial	Above Ground Resource	Clarion County Courthouse & Jail
			2007SR00231	Spatial	Archaeological Survey	Phase IA Investigation, SR 0068, Section 372 (I-80 to Main Street) Project, Clarion Borough and Clarion and Monro...



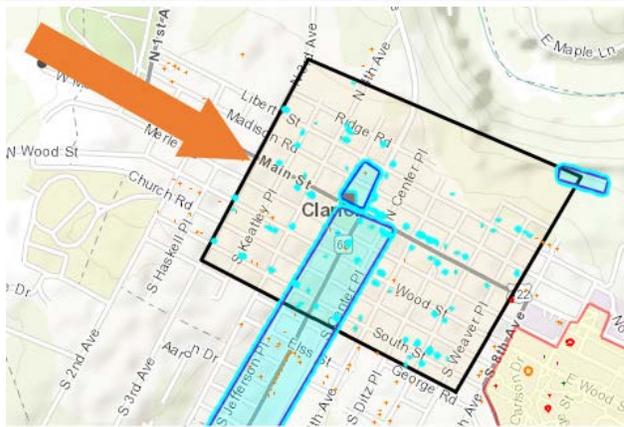
# PA-SHARE Tutorial: Searching for Resources and Other Information in PA-SHARE

## Search by a polygon

Search by polygon allows you to draw a shape and search with that shape. A buffer can also be added to a polygon spatial search and should be turned on before placing the polygon on the map.



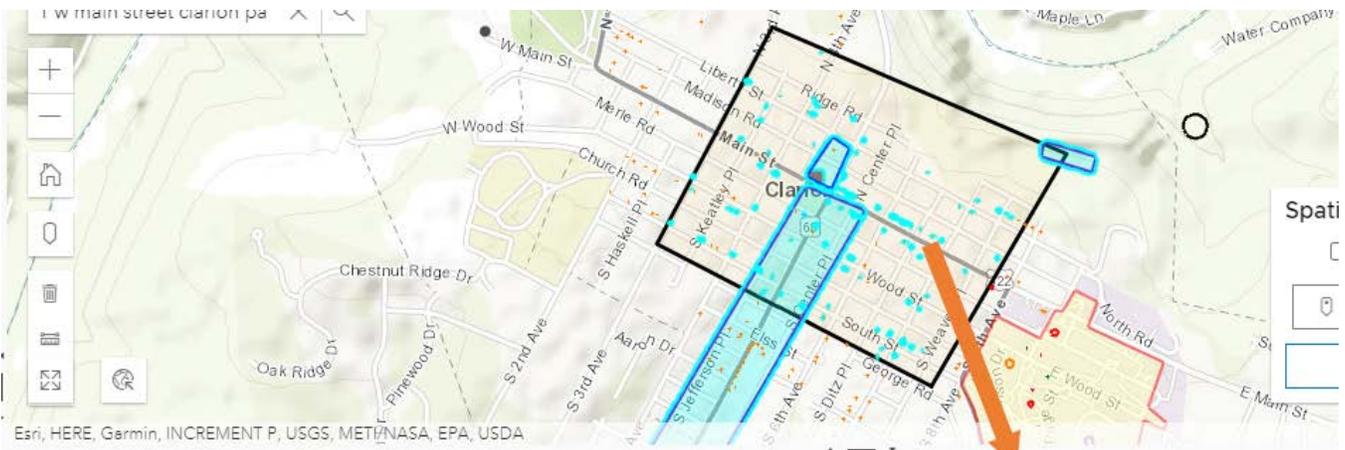
To search by a polygon, click the polygon icon in the Spatial Search box.



Move your cursor in any direction to place the next point. Each click on the map will set a new corner of the polygon boundary. As you draw the line, the line will appear as a light blue dotted line.

Double-click at the last corner of the polygon boundary (before the first point you drew) to complete it. The drawing tool will automatically connect the last point you draw to the first one.

Any mapped features that intersect with the polygon or fall within its buffer will be highlighted in blue and shown in the results grid.



Go To	View	Zoom To	ID Number	Entity	Type	Name
<a href="#">17 w main street clarion pa</a>			1979RE00564	Spatial	Above Ground Resource	Clarion County Courthouse & Jail
			1982HM00018	Spatial	Historical Marker	Clarion County



## Results Grid - Overview

All search results, whether from a Criteria Search or a Spatial Search, will display in the Results Grid. The results grid is located in the bottom portion of the Search screen, below the map and to the right of the Criteria search window.

The Results Grid is organized by a series of tabs (A) and columns (B). Results are organized by rows in the results grid (C). Functions related to using the Results Grid are located in the lower left corner. Tabs (A): The tabs correspond to the different Criteria Search options (projects, resources, surveys, reports, and markers) and Spatial search. Each tab will have a specific set of columns (B).



**Search Results:** All of the results for a search will be returned in the first tab, "All Results." The total number of results returned will display next to All Results at the upper left corner and lower right corners of the grid.



**Grid sizing:** The overall grid area can be resized by moving the sliding control above or to the left. Moving the bar up will show additional rows and moving it left will increase the size of the columns.

Project Num...	Type	Name
1976PR00003	Tax Credit - Federal	50 W. M
1977PR00059	Tax Credit - Federal	J. Henry
1979PR00055	Tax Credit - Federal	Barbehe

Within the grid, on any tab, the width of each of the data columns in the results grid can be resized by grabbing the vertical line between column headers.



ID Number	Entity	Type
1976PR00003		Credit - Fe
1977PR0000		Credit - Fe
1979PR00055	Project	Tax Credit - Fe

Contains  
Filter...

**Sorting and Searching Results:** To sort search results in a column, click the title word in column header. An up arrow will appear for an ascending order and a down arrow will appear for a descending order.

To search within a column for a specific entry, hover over the column header and click on the three lines in the right side of the box. This will allow you to filter results by contains, not contains, equals, not equal, starts with, ends with.

Clear Grids
  Download CSV
  Clear Grid on Search

**Clear Grids:** Click to remove all search results from the Results Grid.

**Download CSV:** Click to download a .csv file of the Results Grid. **NOTE:** This tool is only available to Pro and Business users.

**Clear Grid on Search:** This setting clears the Results Grid each time you click "Search" in a Criteria search. This setting is ON when the circle is filled and OFF when the circle is empty.

All Results (1,336)			Projects (1,336)
Go To	View	Zoom To	ID
			19
			19
			19
			19
			19
			19
			19
			19

**Go To, View and Zoom To columns:** Each row in the results grid will have three tools for providing more information. This is the same for all tabs. **NOTE:** Guest and Basic users only have access to limited data.

**Go To:** Click the box with arrow icon to open the record associated with the search result. This will open in the same window. Use your browser's back arrow to return to your search.

**View:** Click the eye icon to open a quick view record associated with the search result. This will open as a pop-up window. Click "Close" to return to search.

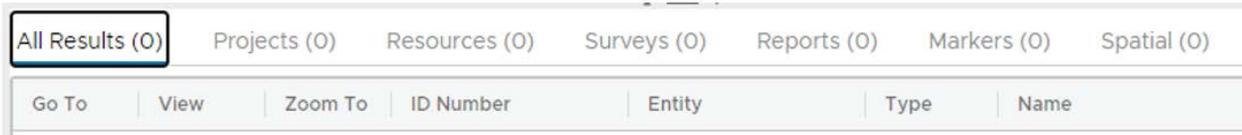
**Zoom to:** Click the magnifying glass icon to zoom to the location of the search result (except Reports) on the map. **NOTE:** this function only works for results that have spatial data (polygons) associated with the record. An orange warning banner at the top of the screen will alert you if there is no associated spatial data.



# PA-SHARE Tutorial: Searching for Resources and Other Information in PA-SHARE

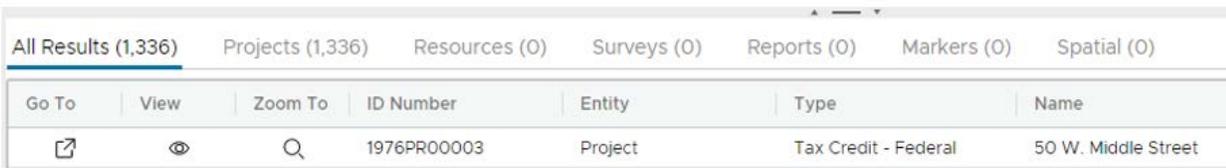
## Results Tabs

Criteria search results will be returned in two tabs: All Results and the tab associated with the particular search type. Click on each tab to access specific information related to a particular criteria search.



**All Results tab:** All of the results for a search will be returned in the first tab, “All Results.” This tab includes the following columns of information:

- ID number: The unique PA-SHARE project, resource, survey, report, or historical marker number
- Entity: Type of record, either project, resource, survey, report, or historical marker
- Type: Specific type of entity. For projects, this is the type of project. For resources, this is the type of resource.
- Name: Primary record name recorded in PA-SHARE.



**Projects tab:** The results of a Project criteria search will be returned in this tab. This tab includes the following columns of information:

- Project number: The unique PA-SHARE “PR” Project number
- Type: Specific type of Project.
- Name: Project name recorded in PA-SHARE.
- Address: Address associated with the Project in PA-SHARE.
- Counties: Counties in which Project is located.
- Municipalities: Municipalities in which Project is located.





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**Resources tab:** The results of a Resources criteria search will be returned in this tab. This tab includes the following columns of information:

- Resource number: The unique PA-SHARE “RE” Resource number
- PASS Number: PASS number for archaeological resources.
- Type: Specific type of Resource.
- Name: Resource name recorded in PA-SHARE.
- Address: Address associated with the Resource in PA-SHARE.
- Municipalities: Municipalities in which Resource is located.
- Counties: Counties in which Resource is located.
- Eligibility Status: National Register status for Resource.

Go To	View	Zoo...	Resource...	PASS Number	Type	Name	Address	Municipalities	Counties	Eligibility Status
			1938RE000...		Above Ground	Barn, Structure 002		Warwick Township, ...	Chester, Berks, Mult...	Listed
			1938RE000...		Above Ground	Nathan Care Barn, ...		Warwick Township, ...	Chester, Multi-Coun...	Listed
			1938RE00021		Above Ground	John Church Barn, ...		Warwick Township, ...	Chester, Berks, Mult...	Listed
			1959RE000...	36AL0053	Archaeological	Barn		Upper St. Clair Tow...	Allegheny	Undetermined
			1961RE00090		Above Ground	Forsythe Barn and ...	1601 Brintons Bridg...	Chadds Ford Towns...	Delaware, Chester, ...	NHL
			1965RE00212		Above Ground	Tavern Barn	14th St., PA	Ambridge Borough	Beaver	Listed
			1965RE00382	36GR0035	Archaeological	Old Bushrod Barnha...		Cumberland Towns...	Greene	Undetermined
			1966RE000...		Above Ground	Eisenhower Farm B...		Cumberland Towns...	Adams	Listed

**Surveys tab:** The results of a Surveys criteria search will be returned in this tab. This tab includes the following columns of information:

- Survey number: The unique PA-SHARE “SR” Survey number
- Name: Survey name recorded in PA-SHARE.
- Type: Type of Survey.
- Subtype: Specific type of Survey.
- Counties: Counties in which Survey is located.
- Municipalities: Municipalities in which Survey is located.
- Date Completed: Date Survey completed.

Go To	View	Zoom...	Survey Nu...	Name	Type	Subtype	Counties	Municipalities	Date Completed
			2018SR00284	Demolished and Non-Demolished ...	Above Ground	Identification - Geographic Area	Allegheny	Multi-Municips	2018-02-22
			2019SR00058	Identification of Historic Propertie...	Above Ground	Identification - Geographic Area	Allegheny	Pittsburgh City	2019-09-01
			2020SR00033	ALLISON PARK WATER POLLUTI...	Above Ground	Identification - Geographic Area	Allegheny	Hampton Township	2020-02-02
			2020SR00237	Bellevue Borough, Allegheny Cou...	Above Ground	Identification - Geographic Area	Allegheny	Bellevue Borough	2020-12-31
			1967SR00001	Archaeological Survey, Chartiers ...	Archaeological	Phase I	Allegheny, Washington	Upper St. Clair Townshi...	1967-11-01
			1977SR00002	Rpt.: Excav. At Woodville (36AL29...	Archaeological	Phase II	Allegheny	Collier Township	1977-05-01
			1977SR00003	Arch. Surv., L.R. 1021, Sect. 4.5,6, I...	Archaeological	Phase I	Allegheny	Franklin Park Borough	1977-01-01



# PA-SHARE Tutorial: Searching for Resources and Other Information in PA-SHARE

**Reports tab:** The results of a Reports criteria search will be returned in this tab. This tab includes the following columns of information:

- Report number: The unique PA-SHARE “RP” Report number
- Title: Report title recorded in PA-SHARE.
- Author: Author(s) of Report.
- Type: Specific type of Report.
- Counties: Counties referenced in Report.
- Municipalities: Municipalities referenced in Report.

Go To	View	Report Num...	Title	Author	Type	Counties	Municipalities
		1977RP00003	Determination Of Need For Arch. Surv. For Hanover-McS...	F. Kinsey		Adams	Cumberland Township, Mount ...
		1977RP00026	Excavations at Robert Owings/Mass House	Gardner, W. and Stewart, R.		Adams	Conewago Township
		1978RP00004	Archaeological And Historical Site Survey Of Water Distri...	F. Kinsey		Adams	Cumberland Township
		1978RP00008	Adams County Historic Sites Survey: Preliminary Researc...			Adams	Unknown
		1978RP00036	Arch. Surv. For The Hanover-McSherrytown 201 Plan	F. Kinsey		Adams, York	McSherrytown Borough, Penn...
		1979RP00018	Determination of Need For The Gettysburg 201 Plan, Ada...	F. Kinsey		Adams	Cumberland Township, Mount ...
		1979RP00026	Adams County Historic Sites Survey: Final and Data Anal...	Unknown		Adams	Unknown
		1989RP00037	General Office of Adams, Cumberland and Perry Count...	Zachary Susan M...		Adams, Cumberland, Ber...	Multi-Municipal, Multi-Municipal

**Markers tab:** The results of a Markers criteria search will be returned in this tab. This tab includes the following columns of information:

- Marker number: The unique PA-SHARE “HM” Marker number
- Title: Marker title.
- County: County in which Marker is located.
- Municipality: Municipality in which Marker is located.
- Category: Specific Category(ies) related to Marker
- Text: Full text of Marker

Go To	View	Zoom To	Marker Number	Title	County	Municipa...	Category	Text
			1952HM00003	Fraser Tavern	Bedford	Unknown	Buildings & Architecture, Business & I...	Site of lots on which John Fraser and his wife establish...
			1963HM00002	Gettysburg Campaign	Bedford	Unknown	Civil War, Military	Entrenchments still visible by the roadsides were prep...
			1964HM00003	Capt. Phillips' Rangers Mem...	Bedford	Unknown	American Revolution, Military, Native ...	Graves of ten of Capt. Phillips' militia killed by Indians, ...
			1966HM00001	Phillips' Rangers	Bedford	Unknown	American Revolution, Military, Native ...	Capt. William Phillips and 11 men of his militia company ...
			1972HM00001	Fort Bedford	Bedford	Unknown	Forts, French & Indian War, Military	First known as Raystown and built during the summer ...
			1974HM00001	Old Log Church	Bedford	Unknown	Buildings & Architecture, Religion	On land granted by John Schell for the purpose of ere...
			1982HM00005	Bedford County	Bedford	Unknown	Forts, French & Indian War, Governm...	Formed on March 9, 1771 from Cumberland County, it fl...
			1989HM00001	Rural Electrification	Bedford	Unknown	Agriculture, Business & Industry	In 1936 seventy-five percent of Pennsylvania farms had...

**Spatial tab:** When conducting a spatial search, those projects, resources, surveys, reports, and makers within the area of spatial search *and* that touch the spatial search boundary will show on the results grid in the All Results and Spatial search tabs.



# PA-SHARE Tutorial: Searching for Resources and Other Information in PA-SHARE

NOTE: Archaeological sites are not included in the results of a spatial search unless you are a registered archaeological user.

All Results (124) Projects (0) Resources (0) Surveys (0) Reports (0) Markers (0) Spatial (124) 

Go To	View	Zoom To	ID Number	Entity	Type	Name
			1979RE00564	Spatial	Above Ground Resource	Clarion County Courthouse & Jail
			1982HM00018	Spatial	Historical Marker	Clarion County
			1985RE00737	Spatial	Above Ground Resource	Ross Memorial Library
			1987RE00201	Spatial	Above Ground Resource	Clarion U.S. Post Office
			1987RE00202	Spatial	Above Ground Resource	Ditz Hardware