This tutorial will teach users how to enter a new above ground **building** or update an existing building record in PA-SHARE. This tutorial does not explain how to submit bridges, cemeteries, or a collection of resources as part of a historic district or survey.

Users may also find the *Guidelines for Documenting Buildings in Pennsylvania* and its companion worksheet helpful to review before beginning to enter a new building or updating an existing building record 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.

Contents

Overview

Above ground resources are cultural resources that are visible on the landscape and include buildings, non-buildings (structures and objects), and cemeteries. This tutorial provides direction on how to add a new building to PA-SHARE or update an existing record for a building.

Before PA-SHARE was launched in February 2021, above ground resources like buildings were recorded and submitted to the PA SHPO using the Historic Resource Survey Form (HRSF). The HRSF was retired when PA-SHARE launched. While PA SHPO no longer uses the HRSF, the same information is collected through PA-SHARE. Individual buildings are added to PA-SHARE in one of three ways:

- To request a Determination of Eligibility (DOE) for listing in the National Register of Historic Places. This is done through the Determination of Eligibility wizard on the Submit page.
- To add the building to Pennsylvania's statewide inventory, which is maintained in PA-SHARE, without a DOE. This is done through the Inventory Form wizard on the Submit page.
- As part of an Environmental Review project that affects buildings 45 years in age or older. This is done through the Environmental Review wizard on the Submit page.

Typically, records for buildings already documented in PA-SHARE will need to be updated as part of a Determination of Eligibility request or Environmental Review project. In both cases, updates are made through the respective wizards.

Regardless of how users reach the building resource data entry screens in the above scenarios, the data fields, requirements, and instructions are the same. PA SHPO has also developed *Guidelines for Documenting and Evaluating Buildings in Pennsylvania* which includes guidance for collecting the necessary information for recording building and a companion worksheet to help users organize resource information prior to entering it into PA-SHARE.

Please note:
- On screen help is available for most sections and data fields. Additional assistance for completing the data fields can be found in *Guidelines for Documenting and Evaluating Buildings in Pennsylvania.*

- Three actions buttons will always be visible at the lower right corner of your screen. They will be anchored here even as you scroll down the screen.
    - Close allows you to close the screen without saving your work.
    - Save and Continue allows you to save your work as you go along. NOTE: Your session will timeout after several minutes of inactivity and any unsaved changes will be discarded. Save the information you enter after completion of each section.
    - Save and Close should be used when you are finished entering resource information.

- Those fields required to save a resource are marked by a red asterisk (*).

Adding a Building through the PA-SHARE Wizards

The steps to get to reach the building resource data entry screens are slightly different in each of the PA-SHARE wizards.

Determination of Eligibility (DOE) Wizard

This wizard includes sections for Contact Information, Request Overview and Resources to be Evaluated. Scroll down to the bottom of the page and click "Add Resource" to open the data entry screen. See the separate instructions, Submitting a New Request for a DOE Project, to submit a Determination of Eligibility (DOE) request.

Inventory Form Wizard

This wizard includes the section for Contact Information and Resource Information. After the contact information is entered, the "Add Resource" button in the Resource Information section will be active. Click to open the data entry screen.

Environmental Review Wizard

This wizard includes sections for Contact Information, Project Overview, Agencies, Project Location and Resources within the Project Area; you will need to scroll down to find this Resources section. After the contact information is entered, the "Add Resource" button in the Newly-Identified Resources within the Project Area section will be active. Click to open the data entry screen.

Add Resource Button

In all of the wizards described above, resources are added to PA-SHARE through the "Add Resource" button.
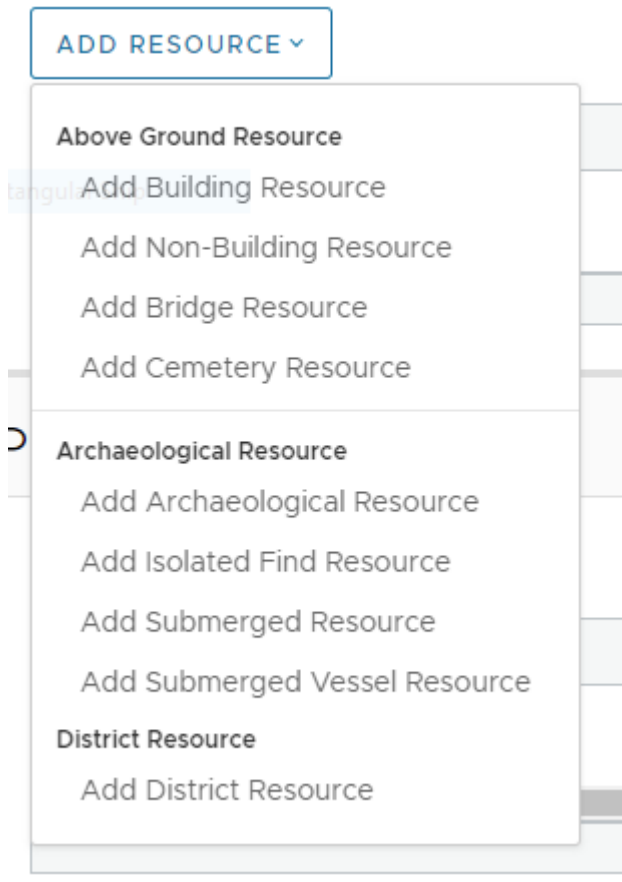
Click "Add Resource". You will be presented with a list of options.

Click on the type of above ground resource you would like to enter:

- Building
- Non-Building (landscape and structures other than bridges)
- Bridge
- Cemetery

This tutorial specifically addresses adding a building to PA-SHARE.

NOTE: If you are entering a historic district, choose "Add District Resource" not an above ground resource.

NOTE: If you are entering information for an archaeological resource, see the "Adding an Archaeological Resource to PA-SHARE" tutorial.

Identification Section

You will begin data entry by completing those fields associated with Identification level documentation. This is the basic level of information required for a resource to be data entered into PA-SHARE and the SHPO's inventory. Identification level documentation includes four sections:

- Mapping
- Photographs
- Location Information
- Summary Information

Building Resource Details ⬅

ⓘ All fields with a red asterisk * are required.

∨ Identification: Enter this information to create or update resource information.

Mapping

Can you identify the location using an address?   NO   YES

Location Description

e.g. On a knoll on the north bank of the Allegheny River, north of railroad bridge

1000 characters remaining

Mapping

Begin by mapping the resource location.

Mapping Can you identify the location using an address? NO YES	Click the Yes or No button to indicate whether or not you have a street address for the resource you are data entering. Blue indicates the active option. In this example, "Yes" is clicked.

	If yes, click "Add An Address" to enter the street address for the resource.
	Add the resource address and click on the Save button. The address grid will display the address you entered. NOTE: Note that the map will snap to the entered address when you add or change the primary address. If the address search fails, click the home icon in the upper left of the map to return to the original map extent, then pan and zoom to the desired location.
	If no, you will be required to provide a location description. In this example, the resource is described as located at the southeast corner of the intersection of Conodoguinet Creek and Burnt Mill Road.

After entering the address or location description, you will then need to add the resource's historic boundary. You can do this by drawing it on the map or uploading a shapefile. If you are not aware of the historic boundary of the resource, use the current tax parcel as the boundary. If you do not know the current tax parcel boundary, draw what you believe are the limits of the property boundary.
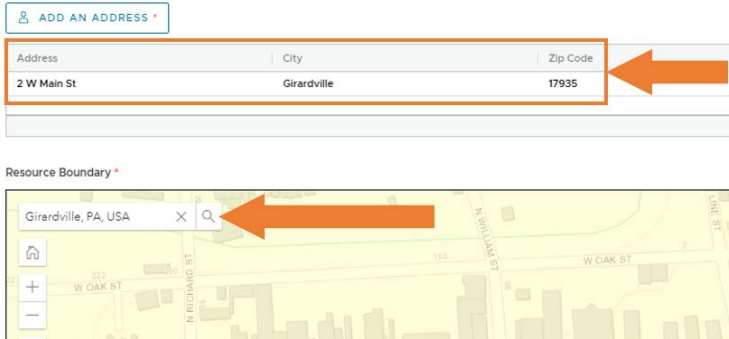
If you entered an address: The map will automatically locate the address if one was entered (top arrow).

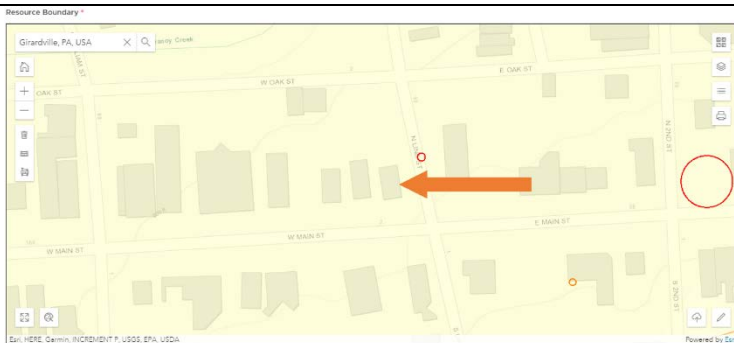**If you did not enter an address**: If you do not have an address for your project, you will need to search for a nearby location using the box in the upper left-hand corner of the map. Type in a municipality and click the magnifying glass icon (bottom arrow).

In this example, a boundary needs to be drawn around the building at 2 W. Main Street in Girardville, PA, 17935.

Once the building is located, zoom the map in so the extent of the resource is visible and can be easily drawn.

In this example, the map is zoomed and centered to the property, which looks to be bounded by W. Main Street to the south, N. Line Street to the east, and W. Oak Street to the north.
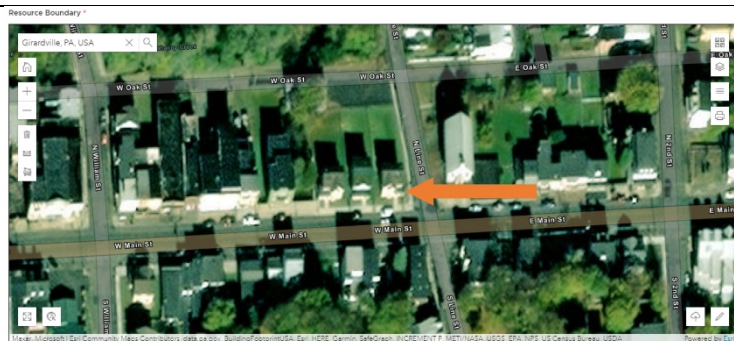
Changing the base map to the Imagery Hybrid layer and turning off any other visible layers can make it easier to draw the boundary as streets, rooflines, property lines, landscaping/vegetation, and other features and structures are easier to see. The map remains zoomed to the same location.
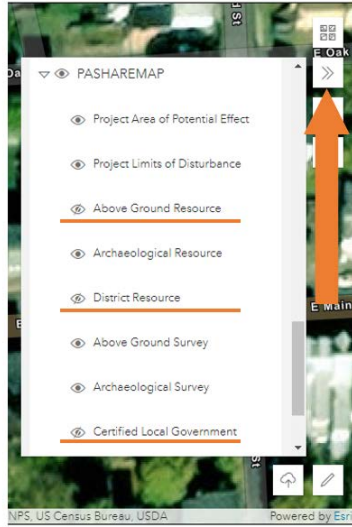
In this example, the different base map and removed layers shows that the property does not extend to W. Oak Street as it appeared to on the default base map.
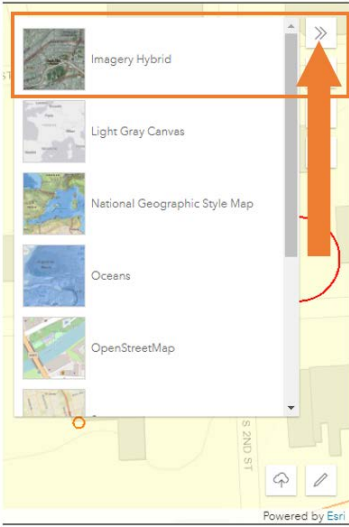
To change the basemap, click the first icon in the upper right corner of the map. Click "Imagery Hybrid" (left image).

To turn off visible layers, click the second icon in the upper right corner of the map. Scroll down the list to "PASHAREMAP". Click "eye" icon to turn layers on or off. In this example, the Above Ground Resource, District Resource, and Certified Local Government layers are off (right image).
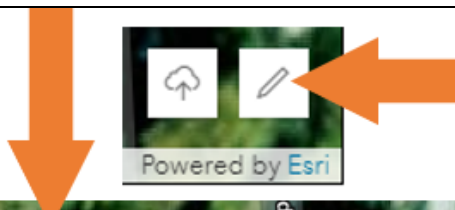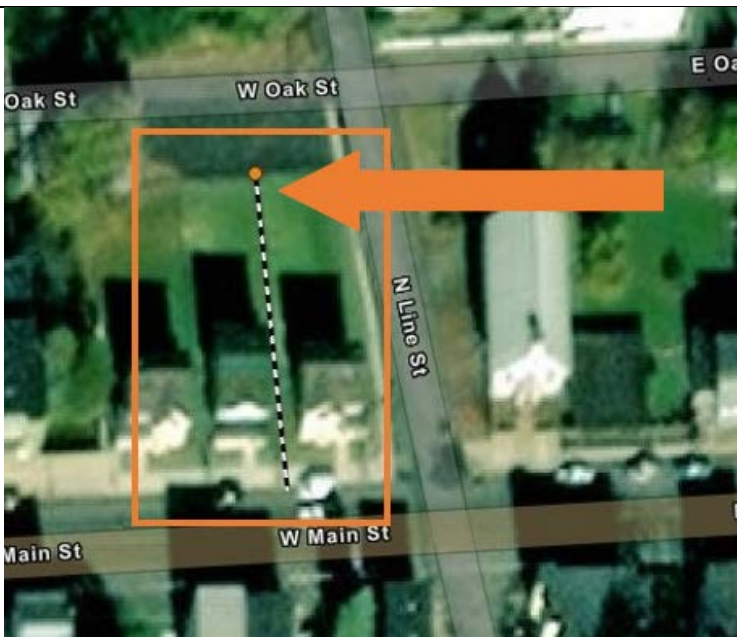

To being drawing the boundary, click on the pencil icon in the lower right corner of the screen to open the drawing tools. If you have a shapefile of the resource boundary to upload, click the cloud icon.

This example will use the drawing tools.

Select the "Draw a polygon" tool. When moving the cursor over the map, it will now be a "+".

To draw the boundary, click on the map to place the first point. Each additional time you click on the map will create a new point and connecting line. Double click on the last point to close the polygon.

As you are drawing the polygon, the point will be orange and the line of the polygon you are drawing will be black and white.

In this example, the first point for the boundary was placed at the northwest corner of the property and the second was placed at the southwest corner of the property.

NOTE: If you do not know the historic boundary of the resource, use the current tax parcel. If you do not know the current tax parcel boundary, draw what you believe are the limits of the property boundary.

When complete, the resource boundary will appear as a black shaded box on the map.

Photographs

Upload at least one current, clear, color photo of the building. Additional photos should be uploaded as a pdf of photo pages with captions in the Attachments section at the very end of the Building Resource Details screen.
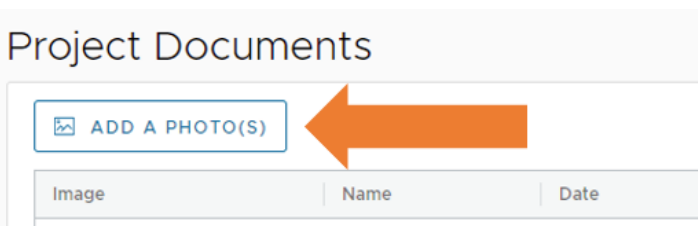
Click the Add A Photo(s) button to begin.

The Photo Detail window will open.

All of the fields on the Photo Detail screen are required.

Direction for uploading photos is provided in the help on the right side of the screen.

NOTE: The maximum file size is 70MB.

Photo Source *
File from Local Disk ∨

Name/Title *
Name/Title
200 characters remaining

Description *
Description
1000 characters remaining

Photo Date *
Photo Date
1000 characters remaining

Select files...   Drop files here to upload

Photo Source: Select photos source. Always choose "File from Local Disk" to upload a file from your computer (or shared network like SharePoint or common server).

Name/Title: Provide a general descriptive name for the photo indicating what is shown, such as House, Exterior.

Description: Provide a more detailed description of what is shown in the photo, such as south elevation.

Photo Date: Provide the date the photo was taken. If the exact date is not known, provide an approximate date.

Once the last field is completed, the Select Files button at the bottom of the Photo Detail window will be activated.

Select files...   Drop files here to upload

1 w main st.JPG   ✕
22.63 KB

Upload

Click the Select Files button to select the location of the file to be uploaded from your computer.

Once the photo has been selected, the photo name and size will show in the space below.

🖼 ADD A PHOTO(S)   VIEW   EDIT   DELETE

Image	Name	Date	Date Created	Description
	house	1.2020	02/11/2021	south elevation

Photos: 1

Once a photo is uploaded, it will appear as a thumbnail with the name, date of the photo, date the record was created, and description of the photo.

Repeat the same process to add additional photos.

Location Information

Location Information Municipalities Containing the Resource Municipality — Girardville ⟷ County — Schuylkill	The first section, Municipalities Containing the Resource, is populated automatically based on the resource mapping. If the resource spans multiple municipalities and/or counties, all will be shown. In this example, PA-SHARE automatically entered "Girardville" for the municipality and "Schuylkill" for the county.
Boundary Description Describe the boundary of resource on the landscape 1000 characters remaining	The Boundary Description is not required. This is an opportunity to provide a written description of the extent of the resource boundary. Include street names and delineating landscape features (tree lines, bodies of water, etc.) as necessary.
Boundary Justification Reasoning for the delineation of the Resource boundary 1000 characters remaining	The Boundary Justification is not required. This is commonly used for explaining the extent of the boundary that was mapped and how a boundary decision was made. The Boundary Justification is useful for justifying the boundary of resources determined to be eligible for or listed in the National Register of Historic Places. Historic mapping, deeds, etc. can be referenced.

Summary Information

The Summary Information section collects information about the resource's function, appearance, and basic history. Most of the fields in this section are required as part of the PA SHPO's minimum record. These fields are marked with a red asterisk (*).

With the exception of Resource Classification and Owner Category fields, which are simple dropdown menus, the fields in this section are in table format, which allows for multiple entries in each table. The table format follows a standard process that can be repeated as often as needed: click the "Add" button, enter and/or select the applicable choices from a dropdown menu, and click "Save". All table entries can be edited and deleted as needed *before* submitting to the PA SHPO.

Help text for these fields are located within the tables and will be visible once the "Add" button is clicked.

Resource Name: Click "Add Resource Names" to open the table.

Enter the resource name. Select the type of name: current or historic.

If there are no known historic or current names, include the building type and the street address, i.e., Dwelling, 123 Main Street as the current name.

Repeat to add additional resource names. All known historic and current names should be added.

NOTE: If multiple names are added, one name must be designated as the primary. Select the name from the table and click "Make Primary" in the upper right corner of the table.

Approximate Number of Resources: Enter the exact or approximate number of resources located within the resource boundary. This field is not required.

Resource Classification: Choose Building or Structure from the Resource Classification dropdown.

Buildings were constructed with the intention of housing human activity. Structures differ from buildings, in that they are meant to be used for purposes other than sheltering human activity, such as a grain elevator.

Historic Function: Select the known historic function from the category/subcategory dropdown menu. Where possible, select the most specific option. Scroll to see all options.

In the Particular Use field provide clarifying information. For example, if the category and subcategory selected are "Domestic/ Multiple Dwelling," then a particular use could be Apartment Building.

NOTE: Houses are generally characterized as Domestic/Single Family Dwelling.

Current Function: Select the known historic function from the category/subcategory dropdown menu. Where possible, select the most specific option. Scroll to see all options.

Particular Use: Provide clarifying information. For example, if the category and subcategory selected are "Domestic/ Multiple Dwelling," then a particular use could be Apartment Building.

NOTE: Houses are generally characterized as Domestic/Single Family Dwelling.

Add A Foundation/Wall/Roof Material: These are three separate tables. Select the material from the dropdown menu. Where possible, select the most specific option. Scroll to see all options.

Foundation: If the foundation is not visible, choose Unknown. If the building does not have a foundation, choose None.

Wall: Enter only those wall materials visible from the exterior of the building. If there are multiple wall materials, choose the most predominant ones first. If you are unsure of the material, choose Unknown.

Roof: If you are unsure of the material or if the roof is not visible, choose Unknown.

Add An Architectural Style: Select the predominant architectural style from the dropdown menu. Scroll to see all options.

NOTE: If you are unsure of the style, choose Unknown. If no specific style is apparent, choose No Style.

Owner Category: Select the type of owner from the dropdown menu.

Add A Year Built: Provide information about the date of the building. Add additional dates as needed for major additions, alterations, etc.

Year Built: Enter one year or a date range.

Date Type: Select the type of date from the dropdown menu.

Basis for Dating: Note the information that led to the date determination (date stone, historic mapping, etc.).

In this example, the building was constructed about 1900 based on historic Sanborn maps.

Tax Parcel Number * _____ 50 characters remaining **Tax Parcel Year** Tax Parcel Year _____ 4 characters remaining	**Add A New Tax Parcel Number**: Enter the tax parcel number and corresponding year if known. NOTE: This field is not required. The red asterisk (*) indicates that the number is required only if entering a Tax Parcel Year.
Stories Number Stories Enter Amount **Bays** Number Bays Enter Amount **Rooms Deep** Depth Enter Amount	**Stories/Bays/Rooms Deep**: Enter the number of stories, bays, and rooms deep for the building.
Building Window Type * Choose value ▾ Select a type **Window Material** Choose value ▾ Select a type	**Add A Window Type**: Select the predominant type of window from the dropdown menu. Select the material for that window type. Add additional window types as needed. NOTE: This field is not required. The red asterisk (*) indicates that the window type is required only if selecting a window material.
Above Ground Designer * Choose value ▾ Select a type **Designer *** Designer 100 characters remaining	**Add A Designer**: Select the type of designer (architect, engineer, firm, etc.) for the building. Enter the individual or company name. Add additional designers as needed. NOTE: This field is not required. The red asterisk (*) indicates that both of these fields are required to add this information.
Builder * Builder 100 characters remaining	**Add a Builder**: Enter the name of the contractor or craftsperson (individual or firm) who built the building. Add additional builders as needed. NOTE: This field is not required. The red asterisk (*) indicates that something must be entered to add this information.

Small Scale Feature * Choose value ∨ Select a type	**Add a Small Scale Features**: Select the type of small scale feature found within the resource boundary. More than one small scale feature may be added. NOTE: This field is not required. The red asterisk (*) indicates that something must be entered to add this information.
Outbuilding Type * Brooder House ∨ Select a type ☐ Is Contributing Select true or false Description one-story frame roof with vertical board siding 953 characters remaining **Year Built** * 1910 46 characters remaining **Date Type** * Circa ∨ Select a type Predominant Material Wood - Weatherboard ∨ Select a type	**Add Outbuilding**: Provide information about outbuildings located within the resource boundary. Repeat steps for each outbuilding. Outbuilding Type: Select the type of outbuilding from the dropdown menu. Is Contributing: If the resource is being recommended as eligible for the National Register, check the box to indicate that the outbuilding contributes to the resource. If the outbuilding does not contribute, leave the box unchecked. Description: Provide a brief description of the outbuilding's appearance. Year Built: Enter one year or a date range. Date Type: Select the type of date from the dropdown menu. Predominant Material: Select the outbuilding's predominant material. In this example, the outbuilding is a one-story wood Brooder House built around 1910 and that does not contribute to the farm complex. NOTE: The outbuilding field is not required unless submitting a farm complex. The red asterisk (*) indicates that something must be entered to add any outbuilding information.
Landscape Features * Choose value ∨ Select a type	**Add A Landscape Feature:** Select the type of landscape feature found within the resource boundary. More than one landscape feature may be added. NOTE: This field is not required. The red asterisk (*) indicates that something must be entered to add this information.

Building Floorplan Type Choose value ⌄ Select a type	**Building Floorplan Type:** Select the type of building floorplan. NOTE: This field is not required.
Building Roof System Choose value ⌄ Select a type	**Building Roof System:** Select the type of building roof system. NOTE: This field is not required.
Recording Reason * Choose value Select a type **Recording Date** MM/dd/yyyy 📅 Select a date **Date Type** Choose value ⌄ Select a type **Recorder Recommendation** Recommendation 100 characters remaining **Justification** Justification 2000 characters remaining **Recorder Contact *** 👤 Add Recorder Contact	**Add A Recorder**: Recorder contact information and recording reason are required. Date and recommendation are optional. Recording Reason: Select the reason the resource is being documented from the dropdown menu. Recording Date: Enter the date the resource was recorded or select from the calendar widget Date Type: Select the type of date from the dropdown menu. Recorder Recommendation: Indicate if the resource is recommended eligible or not eligible for individual listing in the National Register. If the recommendation is "eligible," also complete the Evaluation Section of the Building Resource Details screen. Justification: Briefly indicate why the resource is or is not recommended as eligible for individual listing in the National Register. For example, a recommendation of "eligible" could be justified as a good representative example of a building type or style or an association with a significant event or theme, like education or Black history. A recommendation of "not eligible" could be a lack of significance or loss of integrity. Recorder Contact: Click on the person icon to add contact information. Some information will auto-populate from the PA-SHARE user profile.

Comments Comments 1000 characters remaining	**Comments:** Include any additional information that you will not be providing in attachments, up to 1000 characters in length. Information can be copied and pasted from a Word document using the Ctrl+V function.

Evaluation Section

The Evaluation level documentation section needs to be completed if the resource requires, or you are requesting, a Determination of Eligibility. Evaluation level documentation includes two sections:

- Significance
- Attachments

Building Resource Details

Evaluation: If you are seeking a determination of eligibility for this resource, this information is required.

Significance

Summary of Significance

Summary of Significance

1000 characters remaining

Criteria

☐ A   ☐ B   ☐ C   ☐ D

Select true or false

Significance Help

Further guidance on National Register requirements and standards can be found in National Register Bulletin 16a and as part of the PA SHPO's Guidelines for National Register Submissions. Add multiple entries to the following tables as necessary to provide all relevant information. If you do not have enough information to make an evaluation of significance you may leave these fields blank.

Significance

Provide information about the significance of the resource using the National Register criteria and categories.

Summary of Significance Summary of Significance 1000 characters remaining	**Summary of Significance**: Enter a Summary of Significance statement into the text box. You can copy and paste from a Word document using the Ctrl+V function.
Criteria ☐ A ☐ B ☐ C ☐ D	**Criteria**: Click in the box next to the applicable criterion or criteria. You may select more than one criterion.

ADD AN AREA OF SIGNIFICANCE	**Add An Area of Significance**: Select the resource's Area of Significance from the dropdown menu.
Area of Significance * — Choose value: Choose value / Agriculture / Archaeology / Archaeology Historic Aboriginal / Archaeology Historic Non-Aboriginal / Archaeology Prehistoric / Architecture / Art / Commerce — CANCEL SAVE	More than one Area of Significance can be added.
ADD A PERIOD OF SIGNIFICANCE	**Add A Period of Significance**: Provide the National Register Period of Significance.
Period Significance * — periodSignificance — 100 characters remaining	Period Significance: Enter one date or date range.
	Date Type: Select the type of date from the dropdown menu.
ADD A LEVEL OF SIGNIFICANCE	**Add A Level of Significance**: Select the National Register Level of Significance from the dropdown menu.
Level Significance * — Choose value: Choose value / Local / State / National	Only one level may be chosen.
Criteria Consideration — ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G	**Criteria Consideration**: Click in the box next to the applicable criterion consideration or criteria considerations.
	You may select more than one criterion consideration.
ADD ASSOCIATED EVENT	**Add Associated Event**: Enter the associated event.
Associated event * — associatedEvent — 100 characters remaining	List only one event per entry. Additional events may be added.

[ADD AN ASSOCIATED INDIVIDUAL] ⬅️	**Add Associated Individual**: Enter the associated individual.
Associated individual * associatedIndividual 100 characters remaining	List only one individual per entry. Additional individuals may be added.
[ADD A CULTURAL AFFILIATION] ⬅️	**Add A Cultural Affiliation**: Enter the associated cultural affiliation.
Cultural Affiliation * culturalAffiliation 100 characters remaining	List only one affiliation per entry. Additional affiliations may be added.

Attachments

Additional information about the resource can be provided in the Attachments section. Common types of attachments include:

- Site plans with photo key. For resources with multiple buildings or features, a site plan showing building and feature locations is required.
- Physical Description. If you are seeking a determination of eligibility, provide a narrative describing the physical appearance of the resource(s).
- Historical Narrative/National Register Eligibility Evaluation. If you are seeking a determination of eligibility, provide a history of the property and narrative assessment of National Register eligibility. Include in the historic narrative a brief assessment of the resource's eligibility as part of a larger resource or historic district.
- Additional photographs of the resource with captions compiled in one PDF document. These photographs are in addition to the single photograph uploaded in the above section.
- Bibliography as one PDF document.

The following types of attachments can be uploaded to PA-SHARE:

• .pdf	• .doc	• .docx	• .ppt	• .pptx	• .xls
• .xlsx	• .rtf	• .txt	• .bmp	• .gif	• .jpe
• .jpg	• .jpeg	• .png	• .tif	• .zip	

	Click the "Add An Attachment" button to begin. More than one attachment may be added.
	The Attachment Detail window will open. The attachment's name or title is required. Direction for uploading attachments is provided in the help on the right side of the screen. NOTE: The maximum file size is 70MB.
	Attachment Source: Select attachment source. Always choose "File from Local Disk" to upload a file from your computer (or shared network like SharePoint or common server). **Name/Title**: Provide a general descriptive name for the attachment. **Select An Attachment Type**: Select the type of attachment from the dropdown menu. Typical attachment types that you would include are Map, Photographs, Site Plan, and Narrative. If you are unsure which option to choose, use "Document". **Description**: Provide a more detailed description of what is included in the attachment or what information the attachment provides. Once the last field is completed, the Select Files button at the bottom of the Attachment window will be activated.
	Click the "Select Files" button to select the location of the file to be uploaded from your computer. Once the file has been selected, the name and size will show in the space below. Click "Upload" to add the attachment.

| Attachments				
ADD AN ATTACHMENT			VIEW EDIT DELETE	
Attachment Type	Attachment Name	Date Created	Description	
Document	Test	06/21/2021		
				Attachments: 1

Once the attachment is uploaded, it will appear in the attachments grid. Select the attachment to view, edit, or delete.

Bibliographical References

The Bibliographical References table lists published or unpublished materials about the resource, its history and/or its significance. The purpose of this information is to point researchers toward materials that contain more detailed information about a resource. Examples include journal articles, books, and websites.

For above-ground resources, a single PDF of the entire bibliography should be uploaded as an attachment instead of entering individual bibliographical references.

Bibliographical References

ADD BIBLIOGRAPHICAL REFERENCES
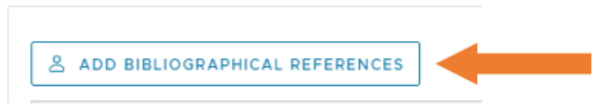
Click the "Add Bibliographical References" button to begin.

More than one bibliographical reference may be added.

Reference Type *
Choose value ⌄
Select a type

Author
Author
100 characters remaining

Year
Year
100 characters remaining

Title
Title
250 characters remaining

Journal
Journal
100 characters remaining

Publication Info
Publication Info
100 characters remaining

Pages
Pages
100 characters remaining

Website Links
Website Links

Reference Type: Select the type of reference from the dropdown list.

Author: Enter the author first and last name.

Year: Enter year of reference's publication.

Title: Enter the title of the reference.

Journal: Enter the name of the journal, in applicable.

Publication Info: Enter publisher, etc.

Pages: If reference is an article or book chapter, provide pages numbers.

Website Links: Provide URL to reference if it is available online. Please make sure website links are active and not restricted.

Updating a Building Record through the PA-SHARE Wizards

The steps to get to reach the building resource data entry screens are slightly different in each of the PA-SHARE wizards.

If you are seeking a determination of eligibility for a previously identified resource or a previously identified resource is within an Environmental Review project Area of Potential Effect (APE), you will need to update the building record in PA-SHARE.

Determination of Eligibility (DOE) Wizard

	At the bottom of the "Request Overview" section, you will be asked if you will be updating an existing resource. Check the box for yes; leave unchecked for no.
	If checked, another grid will appear with resource information. Click "Associate" to begin.
	Select the appropriate Resource Type from the drop-down list: Above Ground, Archaeological, or District. If you know the Resource Number or the full or partial Resource Name, you may enter it here to search. Click "Search Resources". In this example, the search is based on a partial name, "Smith". Select the resource from the list and click "Save." This will open the Building Resource Details screen.

Environmental Review Wizard

Once the project's Area of Potential Effect (APE) is drawn in the Environmental Review wizard, any above ground and archaeological resources already documented in PA-SHARE that are located within the APE will be automatically listed in PA-SHARE.

If a previously identified resource has the potential to be affected by the project (rehabilitation, demolition, etc.), you will need to update this resource.

Click on the Update Info icon at the left side of the results screen, which will open the Building Resource Details window.

Updating in Building Resource Details Screen

When updating the existing record for a building already documented in PA-SHARE, you are required to:

- provide a photograph and recorder information;
- update those fields for which no information exists for the original resource record; and
- update those fields where changes have been made since the original resource record.

Once the window opens, it will look like this screenshot.

Most of the window is arranged in two columns:

- The one on the left is for you to add new/updated information and is identified by the "Add A…" button.
- The one on the right shows what information, if any, is already included in PA-SHARE for this resource. This column is identified with the word "Original," as in what was originally entered in PA-SHARE for this resource.

Remember to routinely click "Save and Continue" as you update the building record.

Required Photos and Recorder Information

	To add a photograph, click the Add A Photo(s) button and follow the instructions.
	To add a recorder, scroll down through the screen until you see the Add a Recorder button. Click the button to add this information.

The Recording Reason field and the Recorder Contact information is required.

Make selections from the dropdown menus to provide information on the recordation of the resource, including recording reason, recorder eligibility recommendation, and date.

If an eligibility recommendation is being made, it should be captured in the recorder recommendation field with further explanation provided in the justification field.

Add multiple entries to the table as necessary.

Click the person icon button at the bottom of the window to automatically add your contact information. Click save to return to the main screen.

Updating Missing Fields

Update missing fields to add information that was not included in the earlier documentation or to update existing information with new information.

In the below example, updating the record for the Joseph Barr House, the following information is required because the original field is blank:

- Current Function
- Historic Function
- Foundation Material

You would not be required to add a wall or roof material since those fields contain information. You would only need to update those fields if the wall or roof material is now different that it was when the Joseph Barr House was first recorded.

When finished updating building record, click "Save and Close" to save any updates in PA-SHARE.