



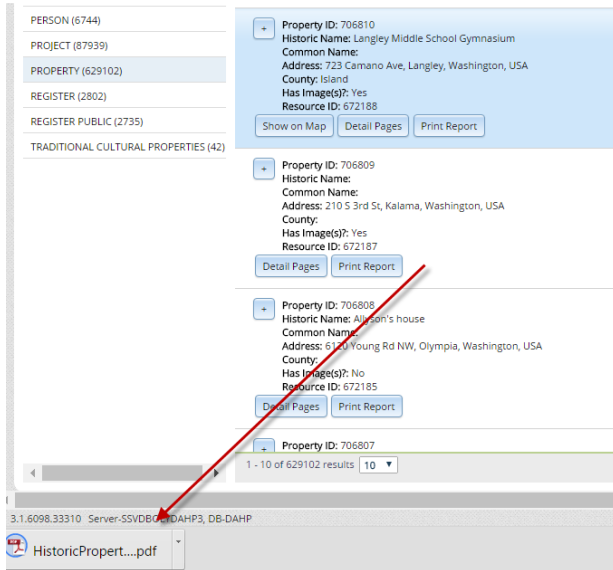
The PRINT button appears on the Inventory form and on the *Search* page.

To locate a Property on the Search page:

Select the *Category* for the *Resource* you want to Print. Then use the *Filter Search* button to locate it by number or address or name.

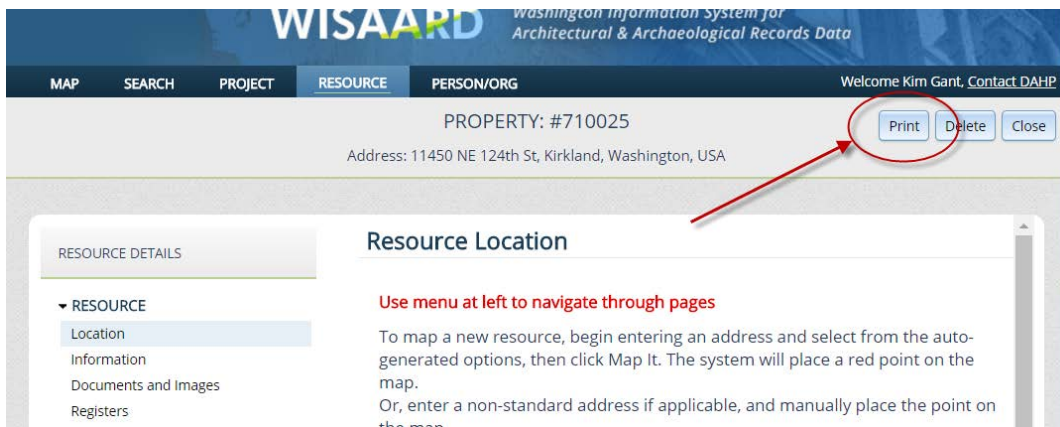
When you click the *Print Report* button the system will automatically create a PDF and the document will download to your computer.

There may not be an indication that the report is being created so just give it a second and you should see the PDF download appear at the bottom of your screen. We hope to add a spinning wheel soon so you will be able to tell when it is working.

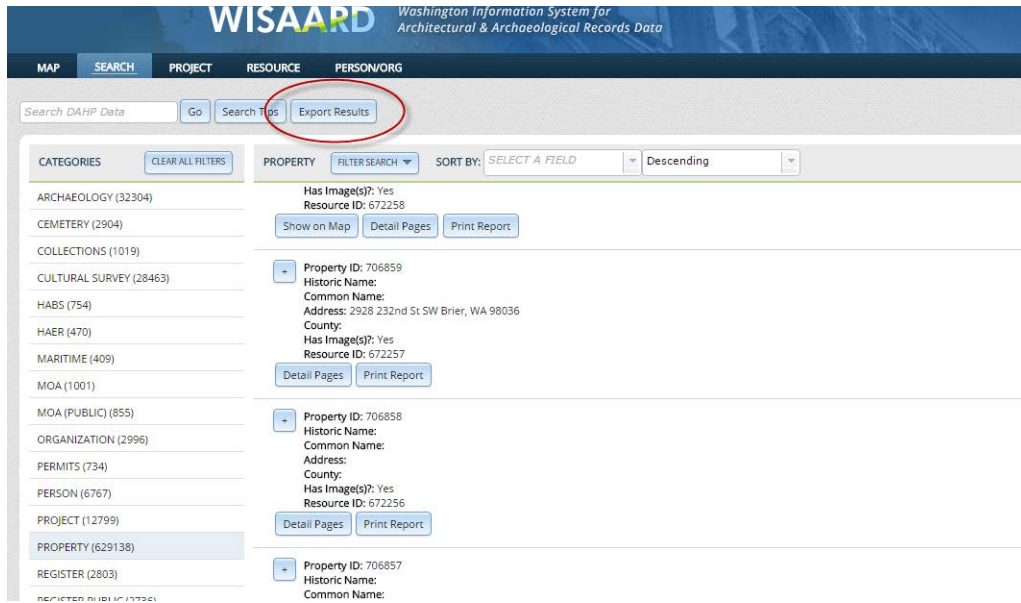


**TIP:** The printed report is formatted to print show certain data fields all the time and certain things only when they are populated with data. If you notice a field that is on the actual digital form that does not print out, it is because it is not populated with data.

You can also print an individual Property form from the Detail Pages:

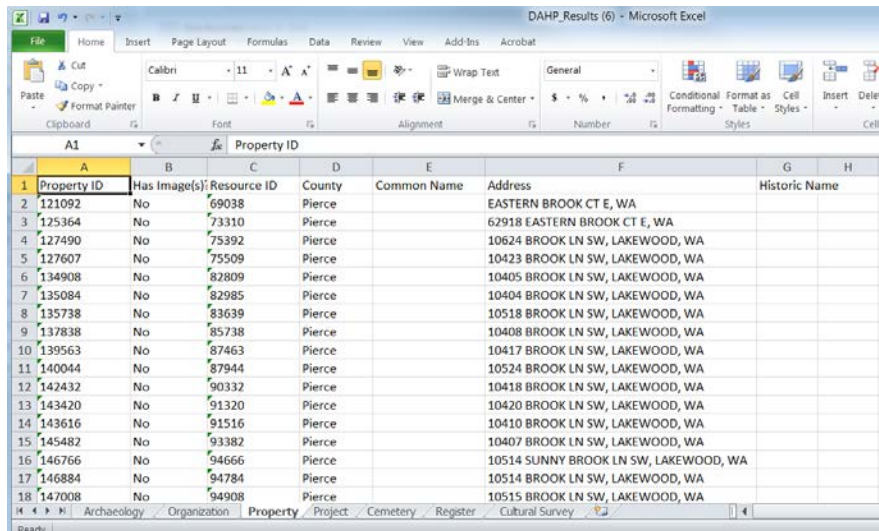


**Exporting Results:** You can export search results. You cannot export results of an individual category. You will have to sort using the Search DAHP Data box or the Select Data Tool on the map. When you have the results you want, simply press the Export Results button. You will be prompted to select an Excel file or a PDF. The data in the export is the same that is represented in the results fields.



You may export to Excel or to a PDF. They look like this:

**EXCEL:** Each category is represented by a tab at the bottom. These tables may be manipulated once the file is downloaded to your computer.



**PDF:** Each category is printed in a different table. These tables cannot be manipulated.

Property						
Property ID	Has Image(s)?	Resource ID	County	Common Name	Address	Historic Name
121092	No	69038	Pierce		EASTERN BROOK CT E, WA	
125364	No	73310	Pierce		62918 EASTERN BROOK CT E, WA	
127490	No	75392	Pierce		10624 BROOK LN SW, LAKEWOOD, WA	
127607	No	75509	Pierce		10423 BROOK LN SW, LAKEWOOD, WA	
134908	No	82809	Pierce		10405 BROOK LN SW, LAKEWOOD, WA	
135084	No	82985	Pierce		10404 BROOK LN SW, LAKEWOOD, WA	
135738	No	83639	Pierce		10518 BROOK LN SW, LAKEWOOD, WA	
137838	No	85738	Pierce		10408 BROOK LN SW, LAKEWOOD, WA	
139563	No	87463	Pierce		10417 BROOK LN SW, LAKEWOOD, WA	