

## PIRS Table View Navigation

Table View is how your search results display when you run a PIRS search and is similar in many ways to a spreadsheet. In this tutorial we'll take a look at how to navigate, sort and filter through your search results while in Table View .

1. First, we'll define the search criteria. For this example, we're selecting a Landuse type of Single Family Residential and a Just Market Value of between \$300,000 and \$310,000. Then we'll click on Search.

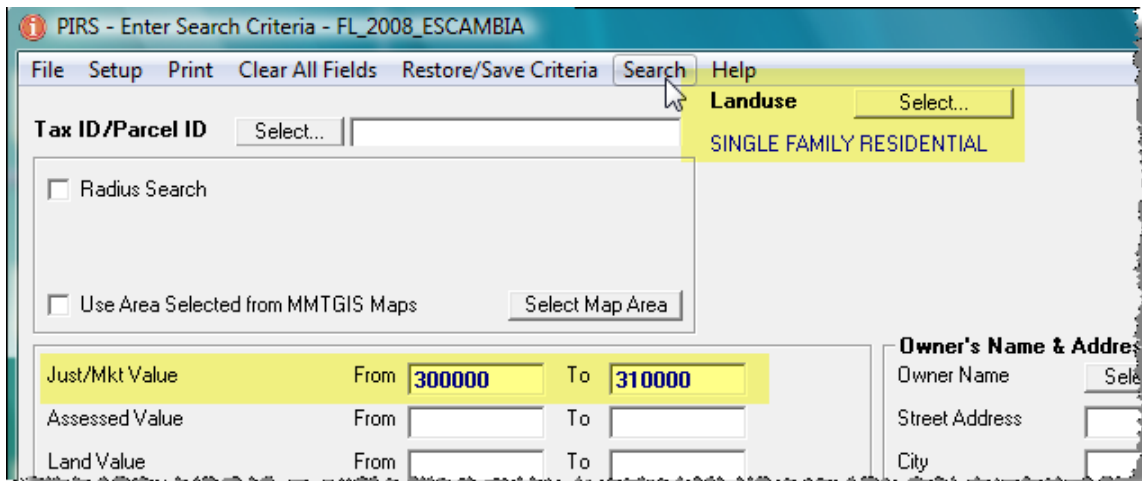


Figure 1

2. The Table-View Screen with the search results will display as follows:

TaxID	Cert Owner Name	Cert Owner Addr 1	Cert O
010048560	DUNHAM FRANCES Y	10177 NORIEGA LN	PENSACOLA
010067000	MACKY BAY DEVELOPMENT COMPANY	4878 N MAGNOLIA AVE	CHICAGO
010090505	FOWLER RONALD F & JANET S	9401 SCENIC HWY	PENSACOLA
010101000	VISTA JUEVOS LLC	4141 PINE FOREST RD	CANTONMENT
010317467	KAHN HARRY D JR	4520 TRADEWINDS PL	PENSACOLA
010772555	THOMPSON RICHARD A & DAWN M	7400 CAMALE DR	PENSACOLA
010772560	WILLIAMS MOSES F	7402 CAMALE DR	PENSACOLA
011188000	HAYES THOMAS J & LYNN	5122 GULL POINT RD	PENSACOLA
011306128	CLOSE BRADLEY C	35 HASE RD	PENSACOLA
011306424	GONSALVES ROSS C	4781 TERRASANTA	PENSACOLA
011927541	FRANKS JAIME HORAN	6492 ALVARADO RD	PENSACOLA
012298526	DOMINGUEZ SHAWN C & TARA M	4340 DEVEREUX DR	PENSACOLA
012307125	ROGERS PAULA S	6210 DUNLIETH PL	PENSACOLA
012307270	BRISCOE JOHN R & MELISSA S	PO BOX 9886	PENSACOLA
012323010	HENNESSEY SHAWN C & CHERI N	4625 AVENIDA MARINA	PENSACOLA
012487002	GROSS MINNIE W	4840 VELASQUEZ ST	PENSACOLA
012487006	LONGLEY RUSSELL & KRISTIN	1742 KINSMON CV	MARIETTA

Figure 2

- In Table View, there is one row for every parcel record that displays from your search results. By default the top record, or row, is highlighted meaning it is “selected”. The total number of records found is shown in the lower left corner of Table View and as you can see in Figure 3, our current search results yielded **275** records.

012748015	BECKFORD CASEY	3461 OAKMONT
012828100	KRANJEC MLADEN SIMIC	2523 BAYVIEW
013047125	MONROE JOHN P JR	223 BAYOU BLVD
013645120	DAY GERALD G	6 SWEETWATER
013645145	CLIPPER ROBERT W JR & DEBORAH	3408 APPLGATE
013645265	STRAZIK WILLIAM F & JOANNE F	3513 BAYSWATER
013645285	ZARAHN EDWARD A	3425 RIVER GARDEN
013645415	BALINK-WHITE PHILIP A	3430 RIVER GARDEN

Selected Records: 275

Figure 3

- The columns that display are the data fields of information. You can navigate the records horizontally to see additional data columns by using the scroll bar located at the bottom of the screen, or the right and left arrow keys located on your keyboard. To navigate vertically through the rows of records, use the scroll bar located on the right side of the spreadsheet, or the up and down arrow keys located on your keyboard.
- An individual parcel record can be displayed in Full-View mode by double-clicking on a selected row or by clicking on a record and selecting “Show Full Info” from the top menu bar. In this tutorial, we’ll double-click the fourth row down to display the individual parcel information in Full View mode.

PIRS - Full View Parcel Information - FL\_2008\_ESCAMBIA

File Setup Export Print Show Map Sales History Lis Pendens History Previous Next Extra Features Refresh from Search Help

**Current Owner/Address Info**

Name: VISTAJUEVOS LLC Addr 1: 4141 PINE FOREST RD Addr 2:   
 Addr 3: City: CANTONMENT State: FL Zip: 32533   
 Country:

**Certified Owner/Address Info**

Name: VISTAJUEVOS LLC Addr 1: 4141 PINE FOREST RD Addr 2:   
 Addr 3: City: CANTONMENT State: FL Zip: 32533   
 Country:

**Assessment Info**

Legal: BEG AT NW COR OF SEC 5 N 86 DEG E ALG N LI OF SEC Tax ID: 010101000   
 Mkt/Just: \$301,704.00 Land: \$142,272.00 Map No: 041S291002000002   
 SqFt Eff: 4824 Yr Bldg Eff: 1965 Yr Blt Act: 1965 # of Bldgs: 1 # of Res Units: 0   
 SqFt H/C: 4720 Sub Code: 041S291002 Subdiv:   
 STR: 00401S29W Hmstd Ex: N Other Exmpt:   
 Assess Sch: \$301,704.00 Deter/SOH: \$0.00 Taxes: \$4,653.94 Tax Auth: MSTU-COUNTY   
 Landuse: SINGLE FAMILY RESIDENTIAL Landsize: 150 FrontFeet GIS Acres: 0.99 Water Front: RES. WATER

**Historical Sale Info**

Bk/Pg: 6229/1216 Inst: Date: 2007/10 V/L: Improved Price: \$24,900.00   
 Bk/Pg: 4545/1992 Inst: Date: 2000/03 V/L: Improved Price: \$100.00

**Additional Info**

Parcel Address: 8844 SCENIC HWY City: PENSACOLA   
 State: FL Zip: 32514-8267

Figure 4

- While in Full View mode you can navigate between records by clicking on the “Next” or “Previous” button on the top menu bar.
- Table View is designed to let you easily sort and filter parcel records. By default, the records in Table View are sorted by Tax ID. For this tutorial, we want to sort the parcel records by Certified Owner Name, so we’ll right-click anywhere in the Certified Owner Name column to display the sort and filter menu and select to sort in ascending order.

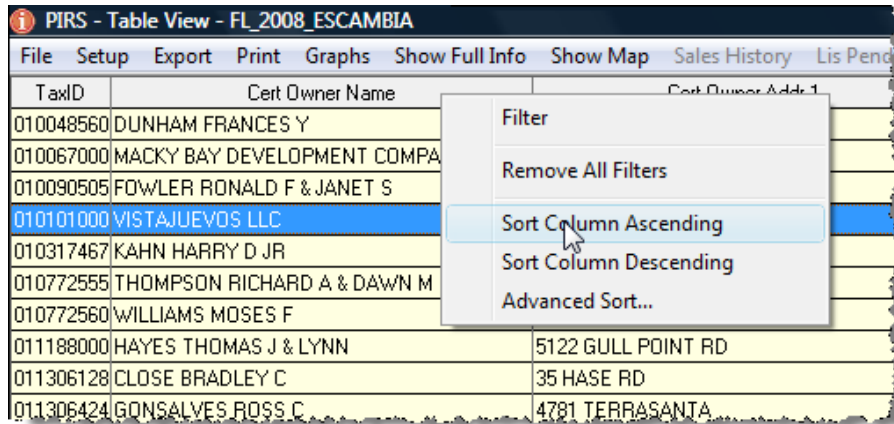


Figure 5

- By selecting Advanced Sort, we have the ability to sort table-view by up to 3 levels. In this example, the records will first sorted by current owner’s state, then within each state, the records will sort by subdivision name and then sort by square footage.

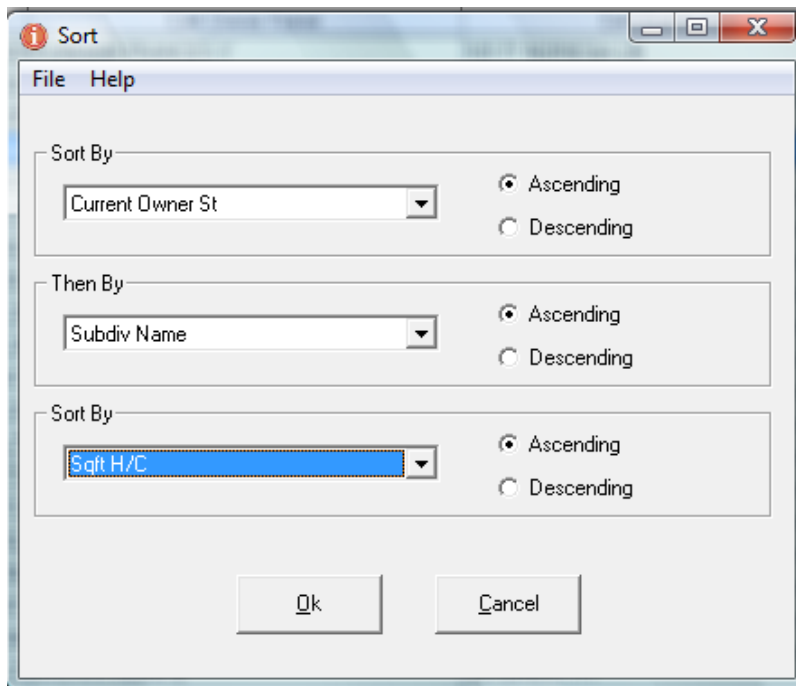


Figure 6

- You can select any number of records in the Table View. We're going to print the details of three records, so to select all three rows we'll click on the first row, then press the Control (Ctrl) key and click on each additional row. To select rows in a series we can simply highlight the top row, then hold the Shift key down and click on the bottommost row.

TaxID	Cert Owner Name	Cert D
010048560	DUNHAM FRANCES Y	10177 NORIEGA LN
010067000	MACKY BAY DEVELOPMENT COMPANY	4878 N MAGNOLIA A
010090505	FOWLER RONALD F & JANET S	9401 SCENIC HWY
010101000	VISTA JUEVOS LLC	4141 PINE FOREST P
010317467	KAHN HARRY D JR	4520 TRADEWINDS

Figure 7

- We can easily filter out property records or remove selected records from our search results. For this tutorial, we want to identify owners who have lived in their homes for 4 years or longer. One way to identify these owners is to look in the Date of Sale 1 column as this indicates the most recent sale of the parcel. We'll scroll over to the DOS1 column, then right-click on the column heading and select to sort the records in descending order.

Price 1	DOS 1
279,900	2008/
310,000	2008/
355,000	2008/
179,500	2008/
479,900	2008/
100	2008/
12,800	2008/01
493,000	2008/01
100	2007/12
380,000	2007/11

Figure 8

- Since we want to remove any record that have a sales date after 2005, we'll highlight the top record and scroll down to the last record with a 2006 date and press SHIFT/click to highlight the records in between. Then we'll press the DELETE key on my keyboard to remove these records from my search results.

100	2006/05	5925	1128
419,900	2006/04	5896	267
377,000		58	333
100		72	850
382,900	2006/02	5846	1515
100	2006/02	5848	1557
100	2006/01	5865	1070
470,200	2005/12	5801	1672
460,000	2005/12	5793	905
399,000	2005/11	5777	702

Figure 9

12. Notice, the counter in the bottom left corner is now updated to reflect the number of records that remain.

Y	02	I	377,000	2003/03
Y	02,35	I	336,000	2003/03
Y	02	I	100	2003/03
Y	02	V	100	2003/03

Selected Records: 210

Figure 10

13. Deleting the records only removes them from my current search results and not from the database. If we wanted to see the delete records again, we can always select "Refresh From Search" from the top menu bar.

Price 1	DOS 1	Book 1	Age	Instrument # 1	VI 2	Price 2	DOS 2	Book 2
100	2004/12	5552	282		I	100	2004/1	5552
405,000	2004/11	5533	1526		I	100	2004/C	5333
60,000	2004/11	5526	163			0	0000/C	

Figure 11

14. You can also filter your search results to just display only the records that meet certain qualifying conditions. For this type of filtering, you right-click on a column and select "Filter".

TaxID	Cert Owner Name	Cert Owner Addr 1
010048560	DUNHAM FRANCES Y	
010067000	MACKY BAY DEVELOPMENT COMPA	
010090505	FOWLER RONALD F & JANET S	
010101000	VISTAJUEVOS LLC	
010317467	KAHN HARRY D JR	
010772555	THOMPSON RICHARD A & DAWN M	
010772560	WILLIAMS MOSES F	
011188000	HAYES THOMAS J & LYNN	5122 GULL POINT RD
011206128	CLOSE BRADLEY C	35 HASE RD

Figure 12

15. The filter screen displays allowing you to select a qualifier and value to use in filtering this column's data. For this example, we want to display only records with a Certified Owner's last name that starts with Brewton, so we'll choose the qualifier of "begins with" and a value of Brewton\*. (Note: the asterisk (\*) is a wildcard character that tells the system to find all matches that begin with Brewton).

Filter

File Help

Show rows where:

Cert Owner Name: equals

Value: BREWTON\*

Use ? to represent any single character

Use \* to represent any series of characters

Ok Cancel

Figure 13

16. When we click OK, the following screen displays showing only records that meet our filter criteria.

TaxID	Cert Owner Name	Cert Owner Addr 1
035001110	BREWTON ROBERT R & MARCIA H	1005 RUE CANNES
090727288	BREWTON ROBERT S & VICTORIA	2433 VILLANOVA DR

Figure 14

17. The screen below displays the qualifiers you can choose from when filtering a data field value:

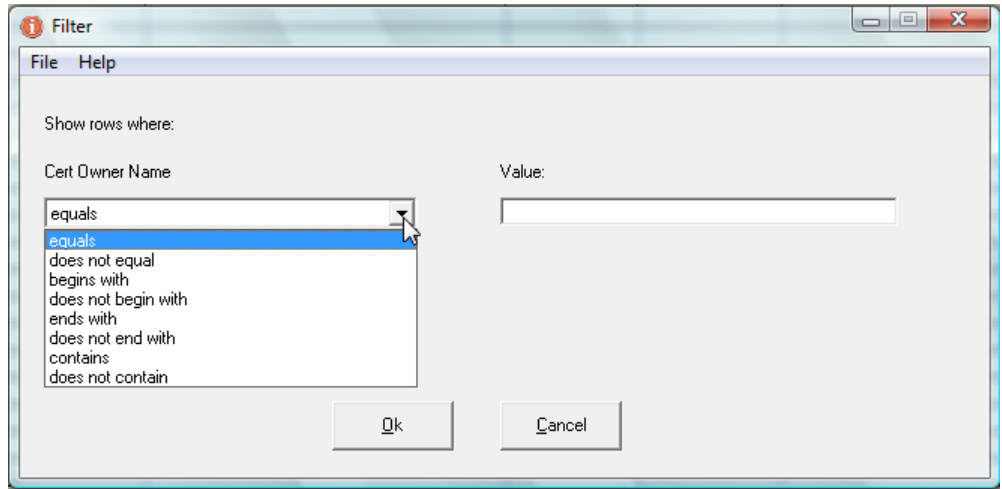


Figure 15

18. To return to the original table view screen, right-click again and select Remove All Filters.

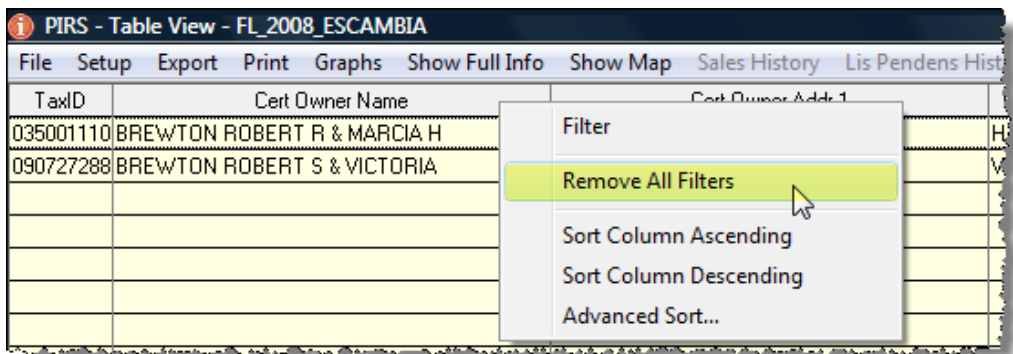


Figure 16

19. Once you're satisfied with your search results in table-view, you can view parcel records on-screen, export the records into another database, print reports or mailing labels as well as view or print the results in a bar or line graph or a pie chart. Also note that you can change table view setup of the data field columns by removing, adding or rearranging columns. Details on all these functions are covered in separate tutorials.