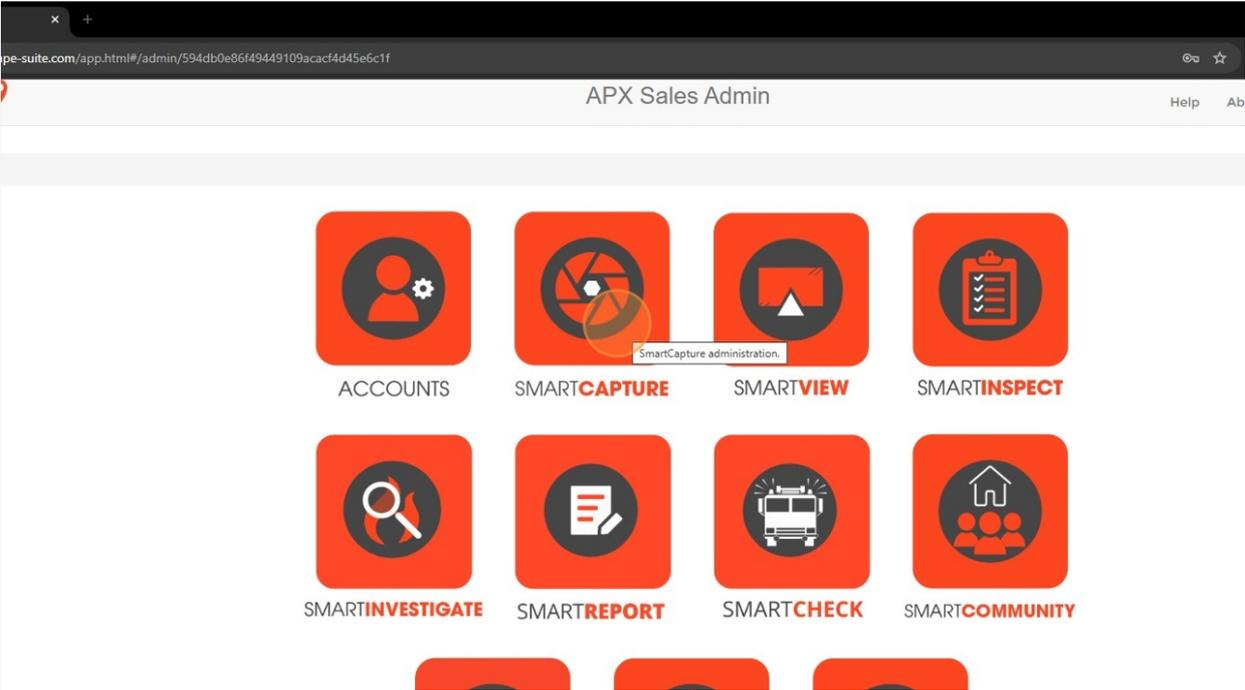


Admin - Exporting Occupancy Information



This guide details how to export occupancy information out of APX.

1 Select the **SmartCapture** tab.



2

To export a single record to PDF, select the orange **Export** button for the desired occupancy.

Map View

Search Buildings Reset/Clear *Most recent update 25 buildings.

	Last Update Time	Is Inspect Only?	Actions
Chetwynd, BC	Thu, 22 May 2025, 14:32:31		Update History Import Export Delete
Chetwynd, BC	Thu, 22 May 2025, 14:12:13		Update History Import Export Delete
Ottawa, ON	Wed, 21 May 2025, 13:32:36		Update History Import Export Delete
Perry, FL	Wed, 21 May 2025, 13:31:27		Update History Import Export Delete
#104, Topeka, KS	Wed, 21 May 2025, 12:12:19		Update History Import Export Delete
., Topeka, KS	Wed, 21 May 2025, 11:29:00		Update History Import Export Delete
y, Jupiter, FL	Thu, 15 May 2025, 15:38:57		Update History Import Export Delete
Scott, KS	Thu, 15 May 2025, 15:38:25		Update History Import Export Delete
., ON	Fri, 9 May 2025, 15:18:27		Update History Import Export Delete
2, Ottawa, ON	Fri, 9 May 2025, 14:54:18		Update History Import Export Delete
Amarillo, TX	Thu, 8 May 2025, 10:10:52		Update History Import Export Delete
., Calgary, AB	Thu, 1 May 2025, 15:46:18		Update History Import Export Delete
gary, AB	Thu, 1 May 2025, 15:44:03		Update History Import Export Delete

3

Select the green **Export** button to generate a bulk export.

CitySCAPE APX Sales SmartCapture

Admin / SmartCapture

APX Sales---SmartCapture

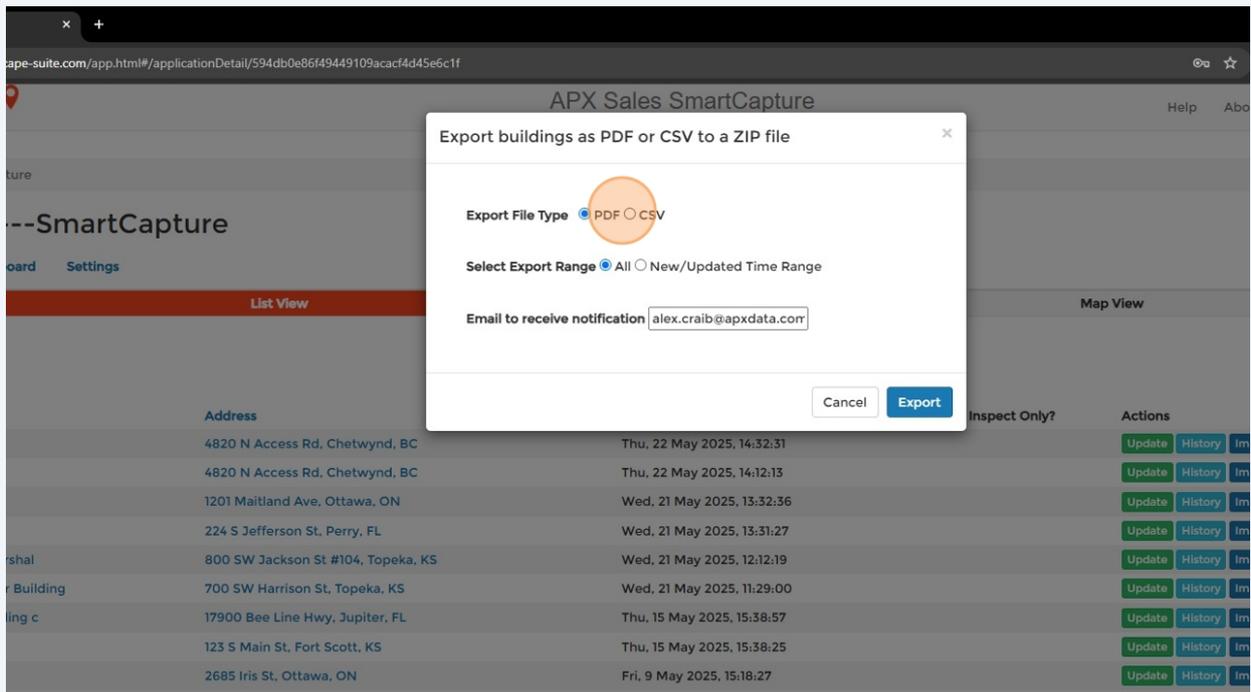
[Buildings](#) [Dashboard](#) [Settings](#)

List View

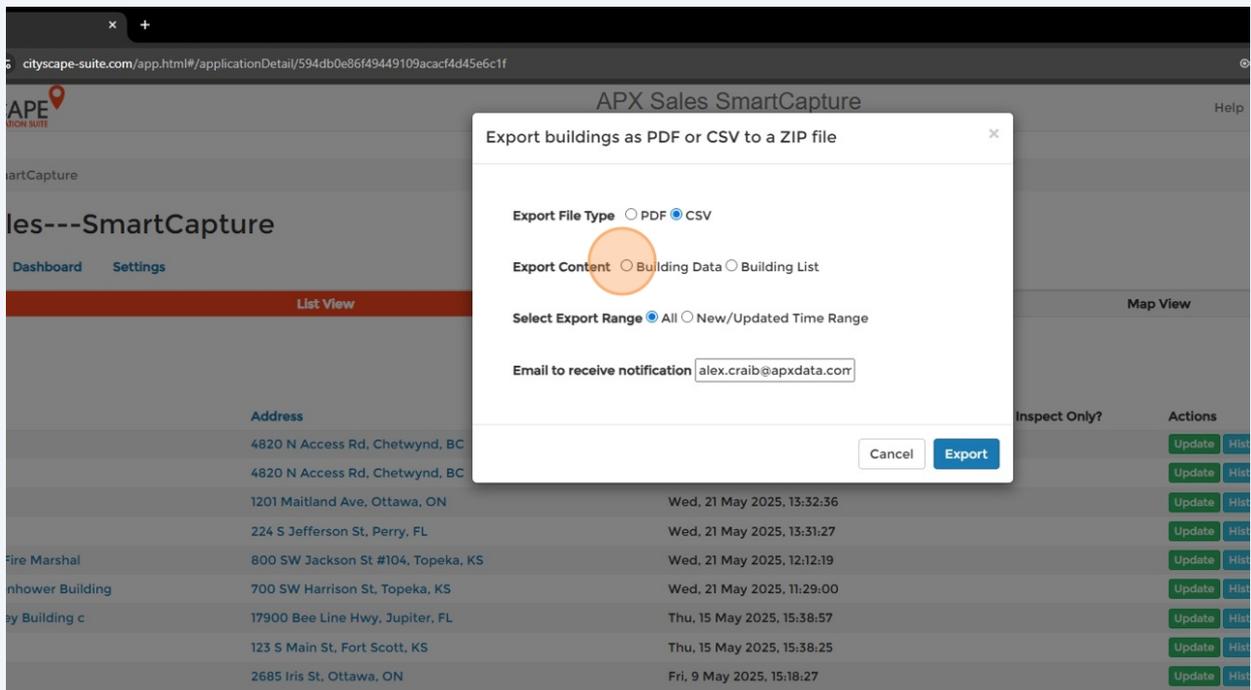
[Export](#) Search Buildings Reset/Clear

Title	Address	Last Update Time	Is Inspect Only?
Lakeview Inn	4820 N Access Rd, Chetwynd, BC	Thu, 22 May 2025, 14:32:31	
Lakeview Inn	4820 N Access Rd, Chetwynd, BC	Thu, 22 May 2025, 14:12:13	
Paul's Garage	1201 Maitland Ave, Ottawa, ON	Wed, 21 May 2025, 13:32:36	
Perry Fire Hall	224 S Jefferson St, Perry, FL	Wed, 21 May 2025, 13:31:27	
Kansas State Fire Marshal	800 SW Jackson St #104, Topeka, KS	Wed, 21 May 2025, 12:12:19	
Dwight D Eisenhower Building	700 SW Harrison St, Topeka, KS	Wed, 21 May 2025, 11:29:00	
Pratt & Whitney Building c	17900 Bee Line Hwy, Jupiter, FL	Thu, 15 May 2025, 15:38:57	
City Hall	123 S Main St, Fort Scott, KS	Thu, 15 May 2025, 15:38:25	
IKEA	2685 Iris St, Ottawa, ON	Fri, 9 May 2025, 15:18:27	
Alex test ?	2397 Morris Ave #2, Ottawa, ON	Fri, 9 May 2025, 14:54:18	

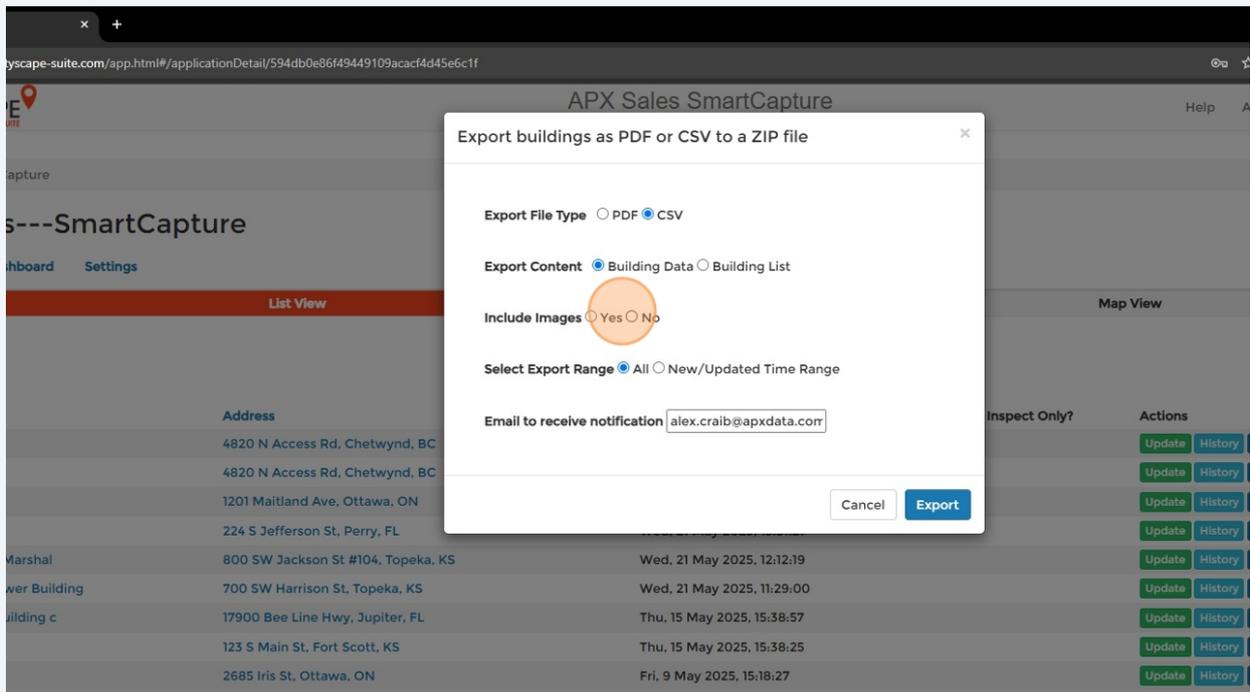
4 In the pop-up select PDF or CSV under file type.



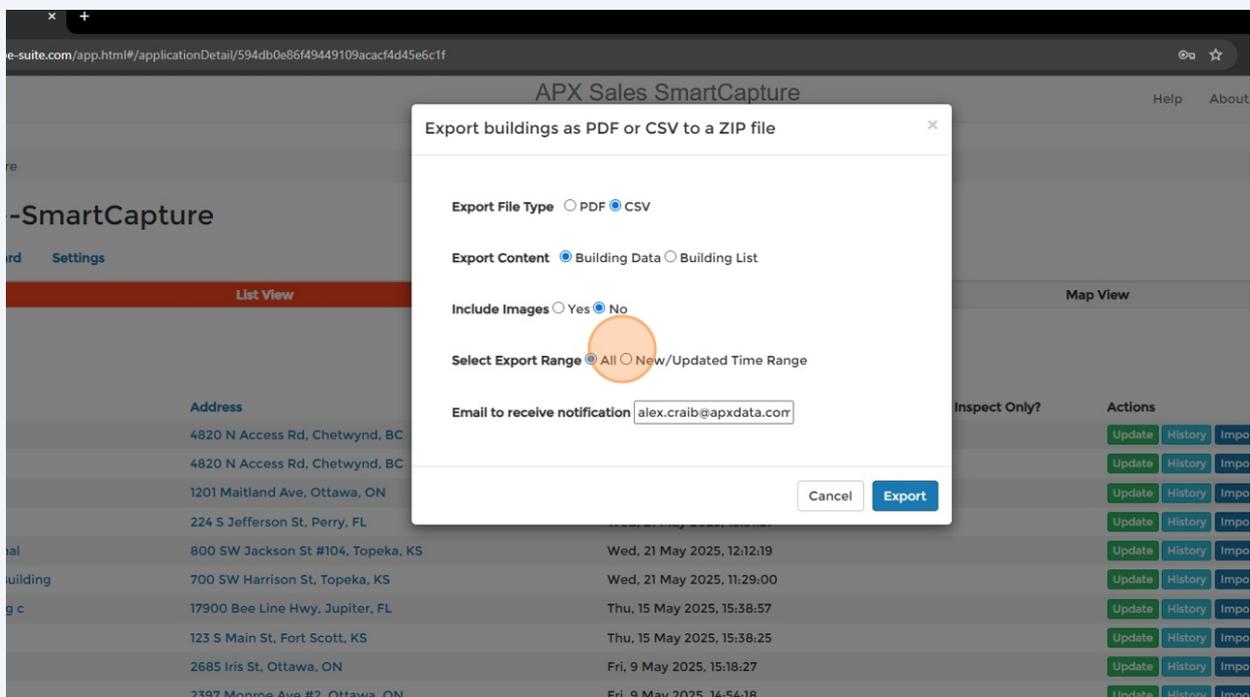
5 If CSV was selected, under Export Content select Building Data (all data) or Building List (a list of all occupancies in APX, including name, address, coordinates, and unique URL).



6 If Building Data is selected, select Yes or No for Include Images.



7 Under Select Export Range, select All to export all occupancies, or New/Updated Time Range to select occupancies created or updated over a defined range.



8

Under Email to receive notification, enter an email address to receive a download link for the export.

Export File Type PDF CSV

Export Content Building Data Building List

Include Images Yes No

Select Export Range All New/Updated Time Range

Email to receive notification alex.craib@apxdata.com

Cancel Export

Address	
4820 N Access Rd, Chetwynd, BC	
4820 N Access Rd, Chetwynd, BC	
1201 Maitland Ave, Ottawa, ON	
224 S Jefferson St, Perry, FL	
800 SW Jackson St #104, Topeka, KS	Wed, 21 May 2025, 12:12:19
700 SW Harrison St, Topeka, KS	Wed, 21 May 2025, 11:29:00
17900 Bee Line Hwy, Jupiter, FL	Thu, 15 May 2025, 15:38:57
123 S Main St, Fort Scott, KS	Thu, 15 May 2025, 15:38:25
2685 Iris St, Ottawa, ON	Fri, 9 May 2025, 15:18:27
2397 Monroe Ave #2, Ottawa, ON	Fri, 9 May 2025, 14:54:18
601 S Buchanan St, Amarillo, TX	Thu, 8 May 2025, 10:10:52
1234 14 Ave SW #2A, Calgary, AB	Thu, 1 May 2025, 15:46:18
1234 14 Ave SW, Calgary, AB	Thu, 1 May 2025, 15:44:03
1234 14 Ave SW #2, Calgary, AB	Thu, 1 May 2025, 14:37:55

9

Select **Export** to generate the bulk export. A download link will be emailed to the provided email address once the export is ready.

Export File Type PDF CSV

Export Content Building Data Building List

Include Images Yes No

Select Export Range All New/Updated Time Range

Email to receive notification alex.craib@apxdata.com

Cancel Export

Address	
4820 N Access Rd, Chetwynd, BC	
4820 N Access Rd, Chetwynd, BC	
1201 Maitland Ave, Ottawa, ON	
224 S Jefferson St, Perry, FL	
800 SW Jackson St #104, Topeka, KS	Wed, 21 May 2025, 12:12:19
700 SW Harrison St, Topeka, KS	Wed, 21 May 2025, 11:29:00
17900 Bee Line Hwy, Jupiter, FL	Thu, 15 May 2025, 15:38:57
123 S Main St, Fort Scott, KS	Thu, 15 May 2025, 15:38:25
2685 Iris St, Ottawa, ON	Fri, 9 May 2025, 15:18:27
2397 Monroe Ave #2, Ottawa, ON	Fri, 9 May 2025, 14:54:18
601 S Buchanan St, Amarillo, TX	Thu, 8 May 2025, 10:10:52
1234 14 Ave SW #2A, Calgary, AB	Thu, 1 May 2025, 15:46:18
1234 14 Ave SW, Calgary, AB	Thu, 1 May 2025, 15:44:03
1234 14 Ave SW #2, Calgary, AB	Thu, 1 May 2025, 14:37:55