Admin - Exporting Occupancy Information



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



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

		Ma	ap View
Search Buildi	ings Reset/Clear		*Most recent update 25 buildings.
	Last Update Time	Is Inspect Only?	Actions
hetwynd, 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
erry, 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
, Jupiter, FL	Thu, 15 May 2025, 15:38:57		Update History Import Export Delete
cott, 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
, Ottawa, ON	Fri, 9 May 2025, 14:54:18		Update History Import Export Delete
marillo, 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
ary, AB	Thu, 1 May 2025, 15:44:03		Update History Import Export Delete
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3 Select the green **Export** button to generate a bulk export.

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	APX Sales SmartCapture				
Admin / SmartCapture					
APX SalesSmartCap	oture				
Buildings Dashboard Settings					
	List View				
Export		Search Buildings Reset/Clear			
Title	Address	Last Update Time Is In:	spect 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	S 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			
Alay tast ?	2307 Monroe Ave #2 Ottawa ON	Fri 9 May 2025 14-54-18			

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

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		Export buildings as PDF or CSV to a ZIP file	×			
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SmartCapture		Export File Type PDF CSV				
oard Settings		Select Export Range All New/Updated Time Rang	e			
List View		Frankler sankle a shiftashian alay avails@aavalata.aam		1	Map View	
	Address		Cancel Export	Inspect Only?	Actions	
	4820 N Access Rd, Chetwynd, BC	Thu, 22 May 2025, 14:32:31			Update Histo	ry Im
	4820 N Access Rd, Chetwynd, BC	Thu, 22 May 2025, 14:12:13			Update Histo	ry Im
	1201 Maitland Ave, Ottawa, ON	Wed, 21 May 2025, 13:32:36			Update Histo	ry Im
	224 S Jefferson St, Perry, FL	Wed, 21 May 2025, 13:31:27			Update Histo	ny Im
rshal	800 SW Jackson St #104, Topeka, K	S Wed, 21 May 2025, 12:12:19			Update Histo	ry Im
r Building	700 SW Harrison St, Topeka, KS	Wed, 21 May 2025, 11:29:00			Update Histo	ry Im
ling c	17900 Bee Line Hwy, Jupiter, FL	Thu, 15 May 2025, 15:38:57			Update Histo	ry Im
	123 S Main St, Fort Scott, KS	Thu, 15 May 2025, 15:38:25			Update Histo	ry Im
	2685 Iris St, Ottawa, ON	Fri, 9 May 2025, 15:18:27			Update Histo	ry Im

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).

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APF		APX Sales SmartCapture		Help	
ATION SUITE		Export buildings as PDF or CSV to a ZIP file	×		
artCapture					
lesSmartCaptu	ire	Export File Type OPDF CSV			
Dashboard Settings		Export Content OBuilding Data OBuilding List			
List View		Select Export Range All New/Updated Time Range	ge		Map View
		Email to receive notification alex.craib@apxdata.com			
	Address			Inspect Only?	Actions
	4820 N Access Rd, Chetwynd, BC		Cancel Export		Update Hist
	4820 N Access Rd, Chetwynd, BC				Update Hist
	1201 Maitland Ave, Ottawa, ON	Wed, 21 May 2025, 13:32:36			Update Hist
	224 S Jefferson St, Perry, FL	Wed, 21 May 2025, 13:31:27			Update Hist
Fire Marshal	800 SW Jackson St #104, Topeka, KS	5 Wed, 21 May 2025, 12:12:19			Update Hist
nhower Building	700 SW Harrison St, Topeka, KS	Wed, 21 May 2025, 11:29:00			Update Hist
ey Building c	17900 Bee Line Hwy, Jupiter, FL	Thu, 15 May 2025, 15:38:57			Update
	123 S Main St, Fort Scott, KS	Thu, 15 May 2025, 15:38:25			Update Hist
	2685 Iris St, Ottawa, ON	Fri, 9 May 2025, 15:18:27			Update Hist

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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.

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	APX Sales SmartCapture	Help	About	
	Export buildings as PDF or CSV to a ZIP file			
re				
-SmartCapture	Export File Type O PDF CSV			
rd Settings	Export Content Building Data Building List			
List View	Include Images O Yes No Map View Select Export Range All O New/Updated Time Range			
Address	Email to receive notification alex.craib@apxdata.com	าร		
4820 N Access Rd, Chetwynd, B0	Upda	te Histor	y Impo	
4820 N Access Rd, Chetwynd, B0	Upda	te Histor	y Impo	
1201 Maitland Ave, Ottawa, ON	Cancel Export Updat	te Histor	y Impo	
224 S Jefferson St, Perry, FL	Upda	te Histor	y Impo	
al 800 SW Jackson St #104, Topeka	, KS Wed, 21 May 2025, 12:12:19 Upda	te Histor	y Impo	
uilding 700 SW Harrison St, Topeka, KS	Wed, 21 May 2025, 11:29:00 Upda	te Histor	y Impo	
g c 17900 Bee Line Hwy, Jupiter, FL	Thu, 15 May 2025, 15:38:57 Upda	te Histor	y Impo	
123 S Main St, Fort Scott, KS	Thu, 15 May 2025, 15:38:25 Updat	te Histor	y Impo	
2685 Iris St, Ottawa, ON	Fri, 9 May 2025, 15:18:27 Updat	te Histor	y Impo	
2397 Monroe Ave #2. Ottawa. Of	Fri. 9 May 2025, 14:54:18	te Histor	v I Impo	

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

artCapture	Export File Type O PDF CSV			
ttings	Export Content Building Data Building List			
List View	Include Images O Yes No		Map View	
	Select Export Range All New/Updated Time Range			*Mc
Address	Email to receive notification alex.craib@apxdata.com	Inspect Only?	Actions	
4820 N Access Rd, Chetwynd, BC			Update Histo	ry Import Export
4820 N Access Rd, Chetwynd, BC	T		Update Histo	ry Import Export
1201 Maitland Ave, Ottawa, ON	Cancel Expor	t	Update Histo	ry Import Export
224 S Jefferson St, Perry, FL			Update Histo	ry Import Export
800 SW Jackson St #104, Topeka, KS	Wed, 21 May 2025, 12:12:19		Update Histo	ry Import Export
700 SW Harrison St, Topeka, KS	Wed, 21 May 2025, 11:29:00		Update Histo	ry Import Export
17900 Bee Line Hwy, Jupiter, FL	Thu, 15 May 2025, 15:38:57		Update Histo	ry Import Export
123 S Main St, Fort Scott, KS	Thu, 15 May 2025, 15:38:25		Update Histo	ry Import Export
2685 Iris St, Ottawa, ON	Fri, 9 May 2025, 15:18:27		Update Histo	ry Import Export
2397 Monroe Ave #2, Ottawa, ON	Fri, 9 May 2025, 14:54:18		Update Histo	ry Import Export
601 S Buchanan St, Amarillo, TX	Thu, 8 May 2025, 10:10:52		Update Histo	ry Import Export
1234 14 Ave SW #2A, Calgary, AB	Thu, 1 May 2025, 15:46:18		Update Histo	ry Import Export
1234 14 Ave SW, Calgary, AB	Thu, 1 May 2025, 15:44:03		Update Histo	ry Import Export
1234 14 Ave SW #2, Calgary, AB	Thu, 1 May 2025, 14:37:55		Update Histo	ry Import Export

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 OPDF CSV		
	Export Content Building Data Building List		
v	Include Images O Yes No		Map View
	Select Export Range All New/Updated Time Range		*Most recent update 25 buildings.
	Email to receive notification alex.craib@apxdata.com	Inspect Only?	Actions
Rd, Chetwynd, BC			Update History Import Export Delete
Rd, Chetwynd, BC			Update History Import Export Delete
ve, Ottawa, ON	Cancel		Update History Import Export Delete
St, Perry, FL			Update History Import Export Delete
n St #104, Topeka, KS	Wed, 21 May 2025, 12:12:19		Update History Import Export Delete
n St, Topeka, KS	Wed, 21 May 2025, 11:29:00		Update History Import Export Delete
Hwy, Jupiter, FL	Thu, 15 May 2025, 15:38:57		Update History Import Export Delete
ort Scott, KS	Thu, 15 May 2025, 15:38:25		Update History Import Export Delete
awa, ON	Fri, 9 May 2025, 15:18:27		Update History Import Export Delete
ve #2, Ottawa, ON	Fri, 9 May 2025, 14:54:18		Update History Import Export Delete
St, Amarillo, TX	Thu, 8 May 2025, 10:10:52		Update History Import Export Delete
#2A, Calgary, AB	Thu, 1 May 2025, 15:46:18		Update History Import Export Delete
Calgary, AB	Thu, 1 May 2025, 15:44:03		Update History Import Export Delete
#2, Calgary, AB	Thu, 1 May 2025, 14:37:55		Update History Import Export Delete

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