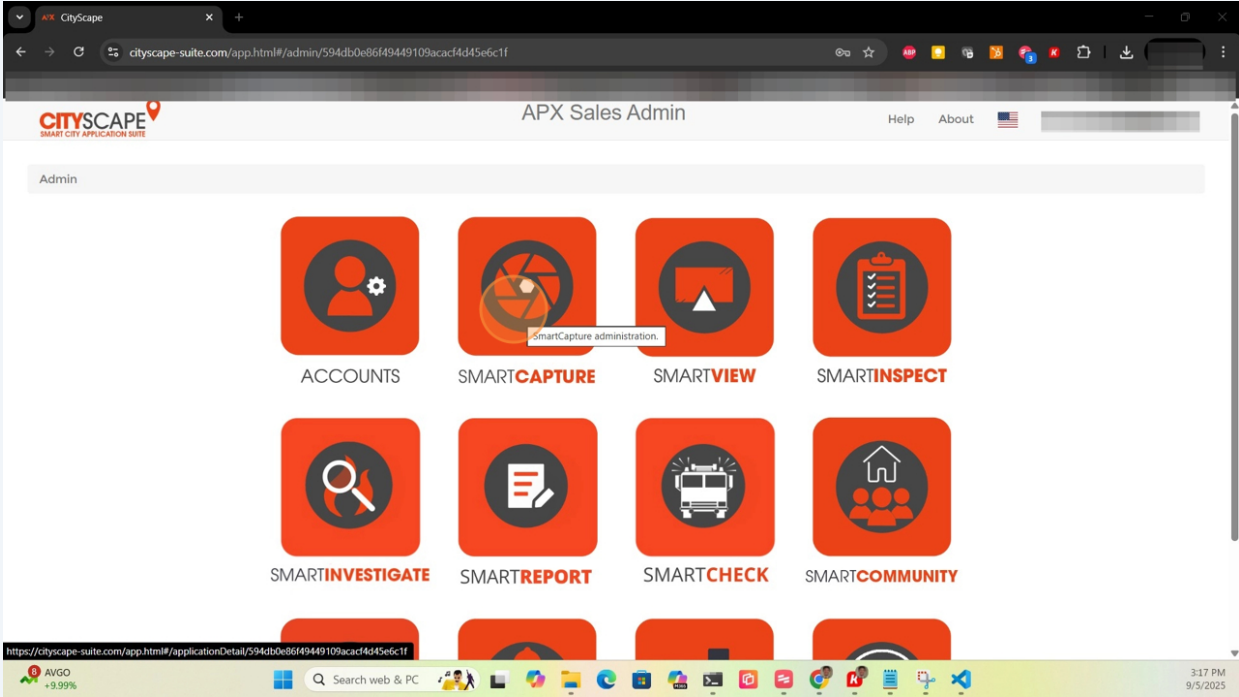


Admin - Using the PDF Image Import Tool



1 Select the **SmartCapture** tab.



2 Use the List View, Map View, or Search bar to search for the desired occupancy.

The screenshot shows the APX Sales SmartCapture application interface. The 'List View' tab is selected, and the 'Import' button in the Actions column is highlighted. The table displays the following data:

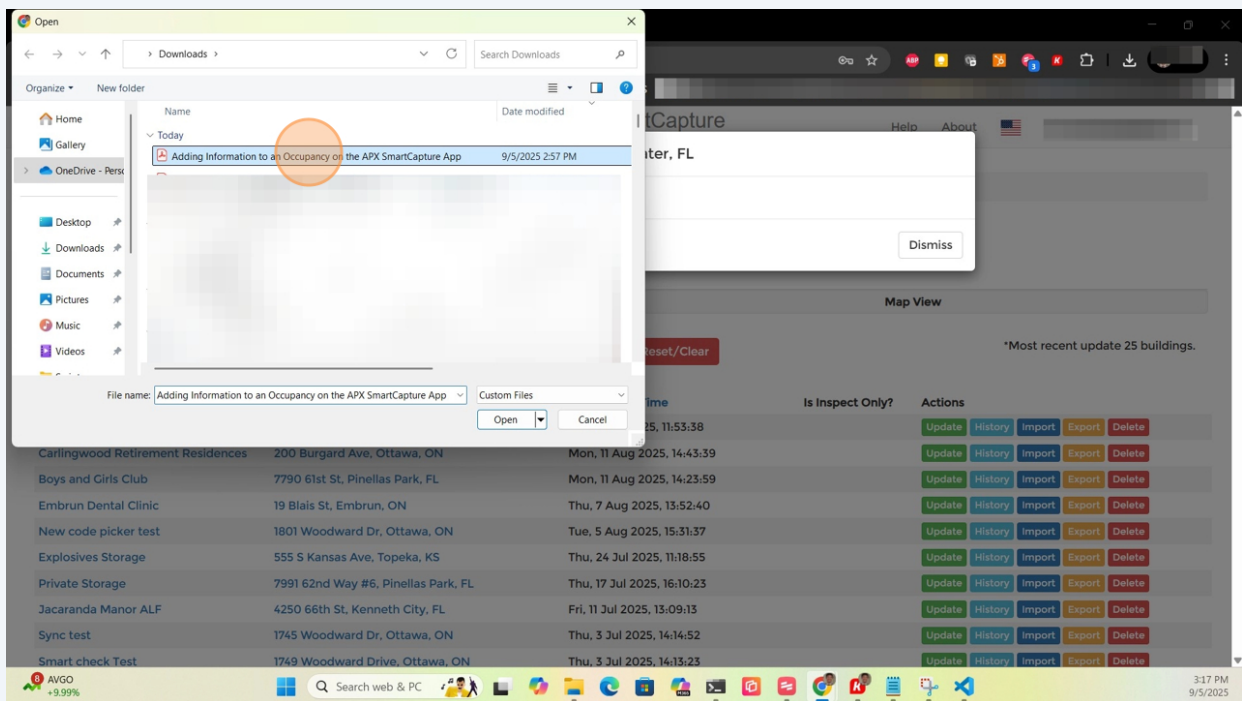
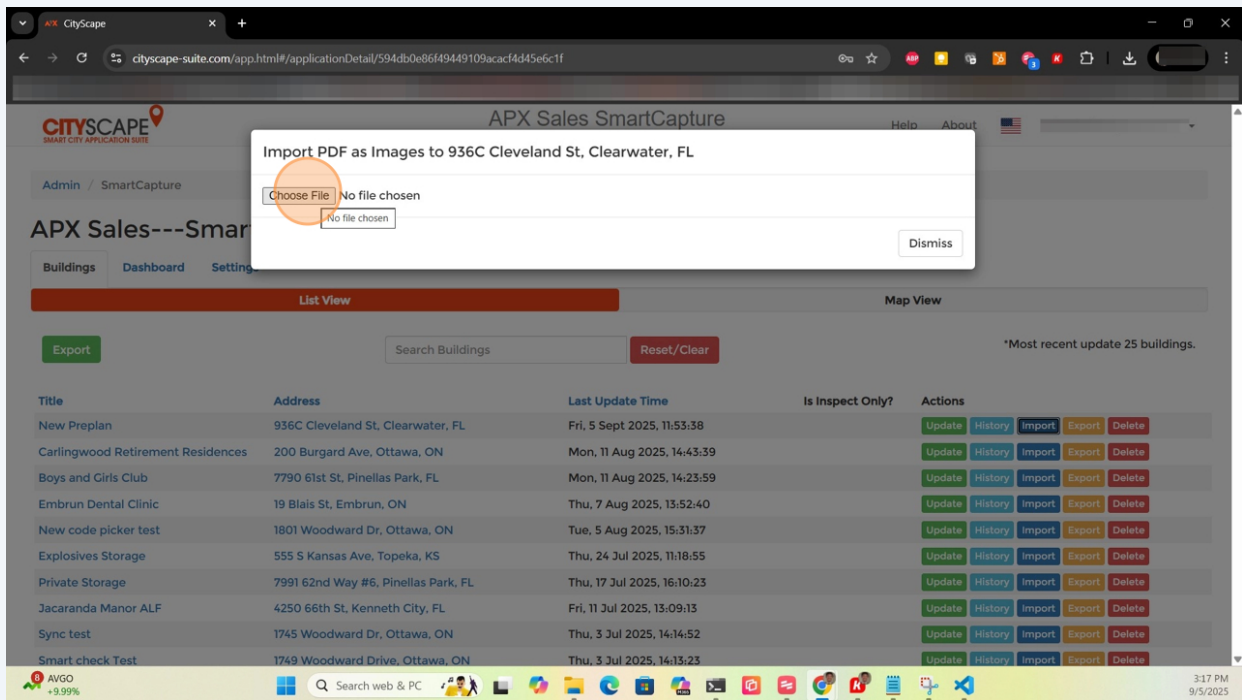
Title	Address	Last Update Time	Is Inspect Only?	Actions
New Preplan	936C Cleveland St, Clearwater, FL	Fri, 5 Sept 2025, 11:53:38		Update History Import Export Delete
Carlingwood Retirement Residences	200 Burgard Ave, Ottawa, ON	Mon, 11 Aug 2025, 14:43:39		Update History Import Export Delete
Boys and Girls Club	7790 61st St, Pinellas Park, FL	Mon, 11 Aug 2025, 14:23:59		Update History Import Export Delete
Embrun Dental Clinic	19 Blais St, Embrun, ON	Thu, 7 Aug 2025, 13:52:40		Update History Import Export Delete
New code picker test	1801 Woodward Dr, Ottawa, ON	Tue, 5 Aug 2025, 15:31:37		Update History Import Export Delete
Explosives Storage	555 S Kansas Ave, Topeka, KS	Thu, 24 Jul 2025, 11:18:55		Update History Import Export Delete
Private Storage	7991 62nd Way #6, Pinellas Park, FL	Thu, 17 Jul 2025, 16:10:23		Update History Import Export Delete
Jacaranda Manor ALF	4250 66th St, Kenneth City, FL	Fri, 11 Jul 2025, 13:09:13		Update History Import Export Delete
Sync test	1745 Woodward Dr, Ottawa, ON	Thu, 3 Jul 2025, 14:14:52		Update History Import Export Delete
Smart check Test	1749 Woodward Drive, Ottawa, ON	Thu, 3 Jul 2025, 14:13:23		Update History Import Export Delete

3 In the Actions column, select **Import**.

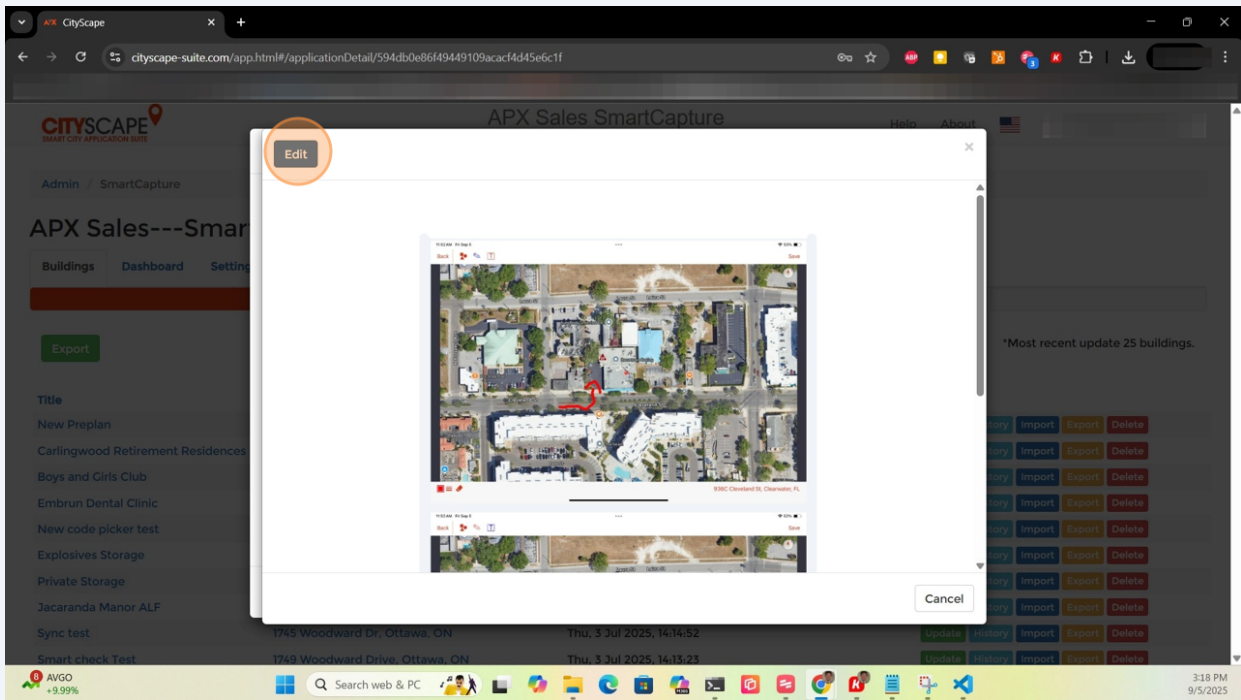
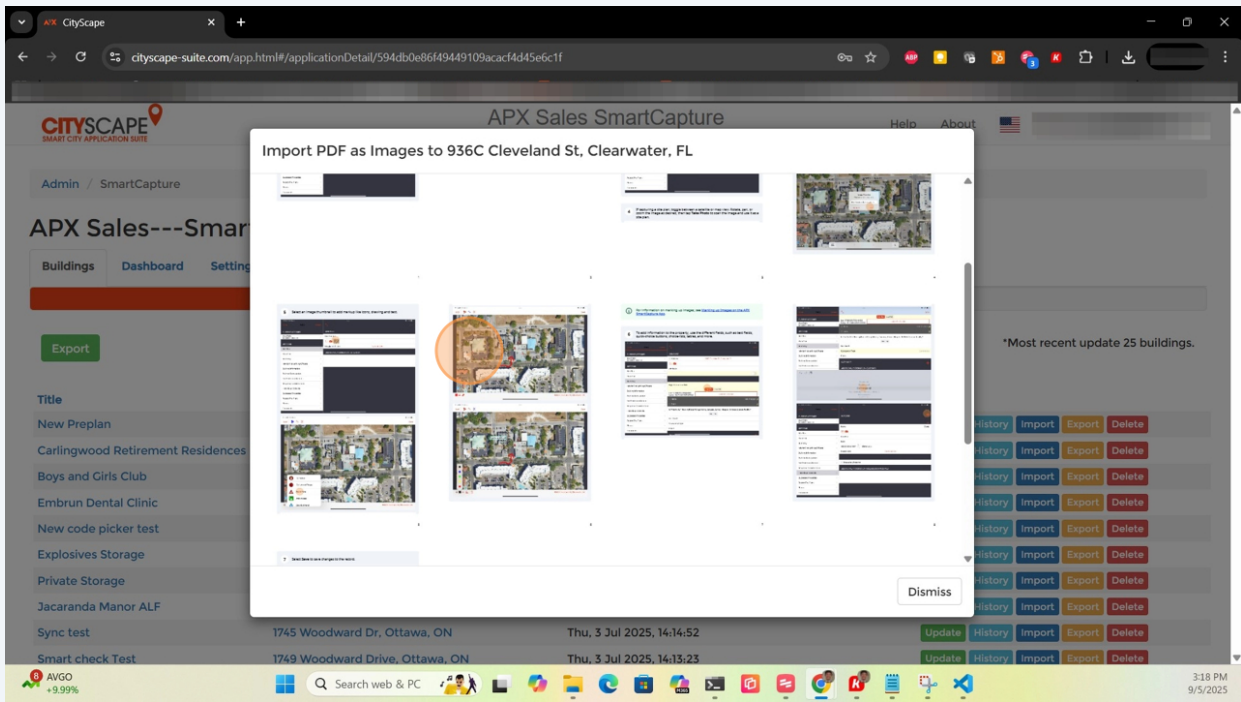
The screenshot shows the APX Sales SmartCapture application interface. The 'List View' tab is selected, and the 'Import' button in the Actions column is highlighted with a red circle. The table displays the following data:

Title	Address	Last Update Time	Is Inspect Only?	Actions
New Preplan	936C Cleveland St, Clearwater, FL	Fri, 5 Sept 2025, 11:53:38		Update History Import Export Delete
Carlingwood Retirement Residences	200 Burgard Ave, Ottawa, ON	Mon, 11 Aug 2025, 14:43:39		Update History Import Export Delete
Boys and Girls Club	7790 61st St, Pinellas Park, FL	Mon, 11 Aug 2025, 14:23:59		Update History Import Export Delete
Embrun Dental Clinic	19 Blais St, Embrun, ON	Thu, 7 Aug 2025, 13:52:40		Update History Import Export Delete
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Sync test	1745 Woodward Dr, Ottawa, ON	Thu, 3 Jul 2025, 14:14:52		Update History Import Export Delete
Smart check Test	1749 Woodward Drive, Ottawa, ON	Thu, 3 Jul 2025, 14:13:23		Update History Import Export Delete

4 Use the **Choose File** button to find and select the PDF file.

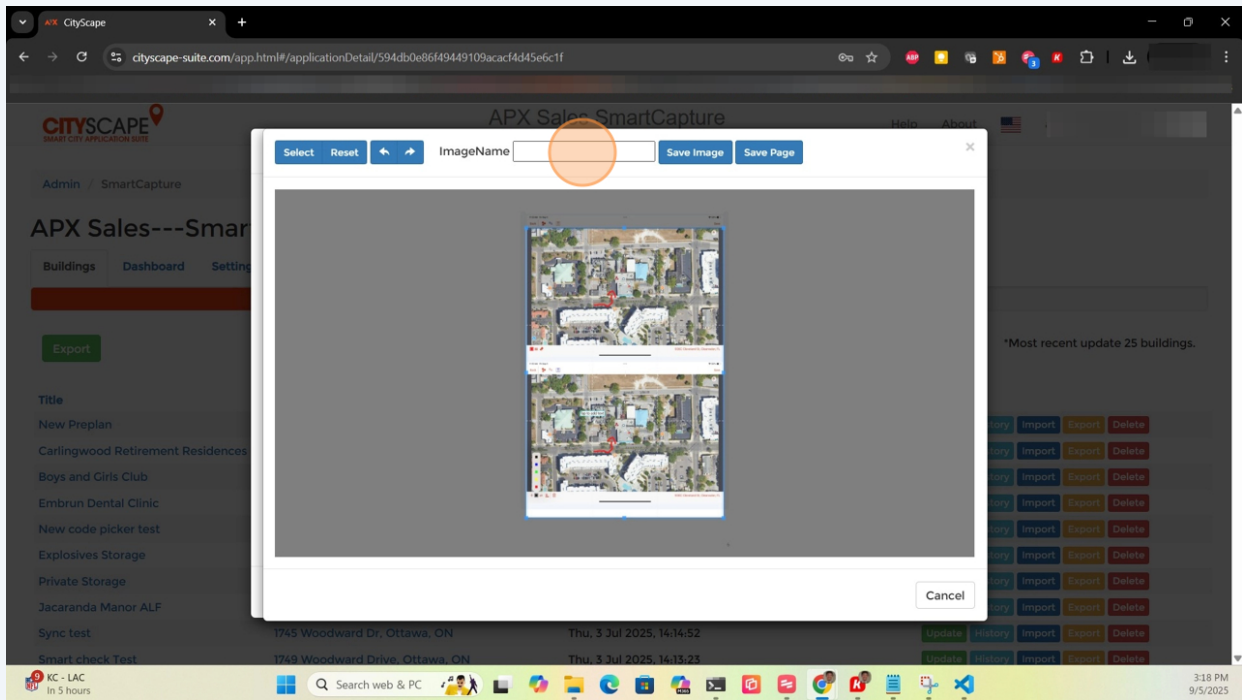


5 In the Import Window, select a page of the PDF, then select **Edit**.



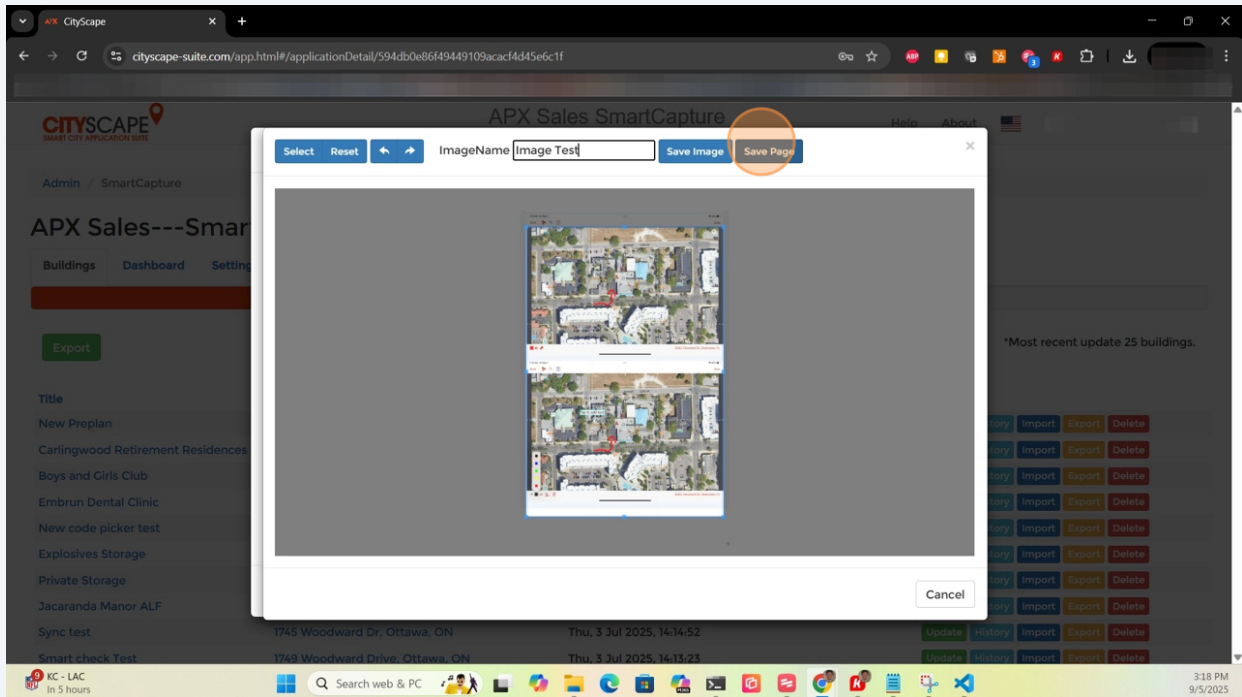
6 In the image editing window, edit the image in the following ways:

- Use the cropping tool to select only a portion of an image.
- Use the image rotation tool to rotate the image.
- Use the ImageName field to provide the new image with a name



7

Once you've made your selection, select either **Save Image** (to save your image based on the selection window) or **Save Page** (to save the entire page as an image).



8

To close the import window, select **Cancel** and then **Dismiss**.

