

SmartCapture Web - Editing a Preplan



1 From the SmartCapture Home View, select **Edit**.

Buildings					Help About alex.craib@apxdata.com	
<div>Search Buildings</div>					<div>+ New Building</div>	<div>Export</div>
Address	Status	Last Update Time	Is Inspect Only?	Actions		
1636 Woodward Dr, Ottawa, ON K1Z 5A6, Canada	Incomplete	10/27/2026, 12:09:34 PM	—	<div><div>👁</div><div>Edit</div><div>⋮ Actions</div></div>		
7790 61st St, Pinellas Park, FL	Completed	10/27/2026, 12:05:40 PM	—	<div><div>👁</div><div>Edit</div><div>⋮ Actions</div></div>		
51 St Michael's Rd, Cardiff, Wales	Incomplete	10/27/2026, 10:56:47 AM	—	<div><div>👁</div><div>Edit</div><div>⋮ Actions</div></div>		
1755 Woodward Dr, Ottawa, ON	Incomplete	10/27/2026, 10:42:46 AM	—	<div><div>👁</div><div>Edit</div><div>⋮ Actions</div></div>		
5141 78th Ave N, Pinellas Park, FL 33781, USA	Incomplete	10/26/2026, 3:41:19 PM	—	<div><div>👁</div><div>Edit</div><div>⋮ Actions</div></div>		
Pinecrest Park, 2240 Torquay Ave, Ottawa, ON K2C 2Y4, Canada	Incomplete	10/26/2026, 10:54:27 AM	—	<div><div>👁</div><div>Edit</div><div>⋮ Actions</div></div>		
2685 Woodward Drive, Ottawa, ON	Incomplete	10/24/2026, 2:38:36 PM	Yes	<div><div>👁</div><div>Edit</div><div>⋮ Actions</div></div>		
372 Gilmour St, Ottawa, ON	Incomplete	10/23/2026, 2:42:14 PM	—	<div><div>👁</div><div>Edit</div><div>⋮ Actions</div></div>		
7 Sentinel Ct, Cardiff, Wales	Incomplete	10/23/2026, 2:36:57 PM	—	<div><div>👁</div><div>Edit</div><div>⋮ Actions</div></div>		
123 MAIN STREET, Ottawa, ON	Completed	10/23/2026, 2:34:59 PM	—	<div><div>👁</div><div>Edit</div><div>⋮ Actions</div></div>		
555 Somerset St W, Ottawa, ON	Incomplete	10/22/2026, 4:10:00 PM	—	<div><div>👁</div><div>Edit</div><div>⋮ Actions</div></div>		
101 N Main St, Harrisonburg, VA	Incomplete	10/22/2026, 12:00:00 PM	—	<div><div>👁</div><div>Edit</div><div>⋮ Actions</div></div>		
1837 Woodward Dr, Ottawa, ON	Incomplete	10/21/2026, 11:40:59 AM	—	<div><div>👁</div><div>Edit</div><div>⋮ Actions</div></div>		
2390 Monroe Ave, Ottawa, ON	Incomplete	10/21/2026, 10:26:40 AM	—	<div><div>👁</div><div>Edit</div><div>⋮ Actions</div></div>		
200 Grenov St Black Hawk CO	Incomplete	10/20/2026, 3:56:06 PM	—	<div><div>👁</div><div>Edit</div><div>⋮ Actions</div></div>		

2 Select **Open**.

Buildings

Help About testdaf@apxdata.com

List View

Building - 7790 61st St, Pinellas Park, FL

Occupancy

Building Title

Boys and Girls Club

Street Number

7790

Street Name

61st St

Unit/Apt/#

City/District

Pinellas Park

State

FL

Is Inspect Only?

☐ Yes ☒ No

District Zone

Zone 4

Open Save

Building Name	Address	Status	Last Update	Actions
Boys and Girls Club				Edit Actions
daf test friday october 23				Edit Actions
daf test *				Edit Actions
rhodri test				Edit Actions
Test pin location				Edit Actions
City Hall				Edit Actions
Wildland Urban Interface				Edit Actions
Silk Wax Bar				Edit Actions
Daf 2 test October				Edit Actions
APX NEW				Edit Actions
Daf test cafe 444				Edit Actions
Harrisonburg Public Safe				Edit Actions
Test Nipa 2018				Edit Actions
fonoj949f4v(000) - Fire				Edit Actions
JKQ BBQ				Edit Actions
Alex Test daf 223232	2397 Monroe Ave, Ottawa, ON	Incomplete	10/20/2026, 3:28:37 PM	Edit Actions
—	13175 Lakefront Dr, Earth City, MO	Incomplete	10/16/2026, 2:31:28 PM	Edit Actions
BelaMay6Test12	1755 woodward drive, ottawa, ON	Completed	10/15/2026, 4:00:17 PM	Edit Actions

3 Within the preplan, use the menu to navigate between sections, or use the **Previous Section** or **Next Section** buttons.

Back To Buildings

Preplan @ 7790 61st St, Pinellas Park, FL (Boys and Girls Club)

Search values in this form

Site Plan

Site Plan Info

Photos

Link Existing Building Record Photo Capture Site plan Choose Files

ATTACHED PHOTOS

7742 61st St, Pinellas Park, FL Remove

7790 61st St, Pinellas Park, FL Remove

7790 61st St, Pinellas Park, FL Remove

Additional Information - Site Plan

Comments

- Site Plan
- Floor Plan
- Summary
- Info for First Arriving Officers
- Building Information
- Building Construction
- Fire Flow
- Fire Hydrants
- Fire Protection Systems
- Response Considerations
- Hazardous Materials
- Photos
- Documents

Back To Buildings

Site Plan

Floor Plan

Summary

Info for First Arriving Officers

Building Information

Building Construction

Fire Flow

Fire Hydrants

Fire Protection Systems

Response Considerations

Hazardous Materials

Photos

Documents

Search values in this form

Summary

Preplan Completed

☒ Yes ☐ No

Address

BUILDING DETAILS

7790 61st St, Pinellas Park, FL

Photos

Link Existing Building Record Photo

Draw floor plan

Choose Files

ZIP Code

33781

District

To switch between preplan forms, use the dropdown. This dropdown only appears if multiple preplan forms are configured.



Pinellas Park, FL

[Remove](#)



7790 61st St, Pinellas Park, FL

[Remove](#)



7790 61st St, Pinellas Park, FL

[Remove](#)

Section 1 of 13

Site Plan

Preplan2

Next

5

Select a field to edit the field value. There are a number of different field types available, including (but not limited to):

- text fields
- drop-downs
- multi-selects
- read-only
- function (calculated)
- document
- url

In this example, Occupancy Type's value will be changed from "Educational" to "Assembly".

Back To Buildings

Preplan @ 7790 61st St, Pinellas Park, FL (Boys and Girls Club)

Search values in this form

Building Occupancy

Occupancy Type

Educational

Occupancy Hazards ⓘ

Hydrants

ROW 1
Hydrants

Hydrant

Hydrant North side of 78th st

Photos

Link Existing Building Record Photo Choose Files

Preplan @ 7790 61st St, Pinellas Park, FL (Boys and Girls Club)

Back To Buildings

Site Plan

Floor Plan

Summary

Info for First Arriving Officers

Building Information

Building Construction

Fire Flow

Fire Hydrants

Fire Protection Systems

Response Considerations

Hazardous Materials

Photos

Documents

Search values in this form

Building Occupancy

Occupancy Type

Educational

Assembly

Business

Educational

Factory

Hazard

Institutional

Mercantile

Residential

Storage

Utility

ROW 1

Hydrants

Hydrant

Hydrant North side of 78th st

Photos

Link Existing Building Record Photo

Choose Files

6

Tables allow for multiple entries of the same category to be added (e.g. Contacts). In this example, a building entrance is being added. Select **Add Row** to add a new row to the Building Entrances table.

s form

0 rows + Add Row

0 rows + Add Row

2 rows + Add Row

Remove Row

Summary

Info for First Arriving Officers

Building Information

Building Construction

Fire Flow

Fire Hydrants

Fire Protection Systems

Response Considerations

Hazardous Materials

Photos

Documents

Building Entrance

ROW 1
Building Entrance

Entrance Description

Main Entrance

Building Side

Side A

Side B

Side C

Side D

Fire Exit

Additional Entrance Information

7

To add an image, select **Choose Files**, then select the image to upload it to the preplan.

Info for First Arriving Officers

Building Information

Building Construction

Fire Flow

Fire Hydrants

Fire Protection Systems

Response Considerations

Hazardous Materials

Photos

Documents

Building Entrance

ROW 1
Building Entrance

Entrance Description

Main Entrance

Building Side

Side A

Photos

Link Existing Building Record Photo

Choose Files

Fire Exit

Additional Entrance Information

Preplan @ 7790 61st St, Pinellas Park, FL (Boys and Girls Club)

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Back To Buildings

Search values in this form

Entrance Description
Main Entrance

Building Side
Side A

Photos
Link Existing Building Record Photo Choose Files

ATTACHED PHOTOS
main entrance.jpg Remove

Fire Exit

Save Preplan Preview Fill Visible Section

SECTION 4 OF 13
Info for First Arriving Officers
Preplan2

Previous Section Next Section



Users can also select **Link Existing Building Record Photo** to re-use an image used in another field.

8

To upload a PDF document, select **Choose PDF**. A file explorer will open, allowing users to select PDF for upload.

Floor Plan Summary

Info for First Arriving Officers

Building Information Building Construction Fire Flow Fire Hydrants Fire Protection Systems Response Considerations Hazardous Materials Photos Documents

Photos
Link Existing Building Record Photo Choose Files

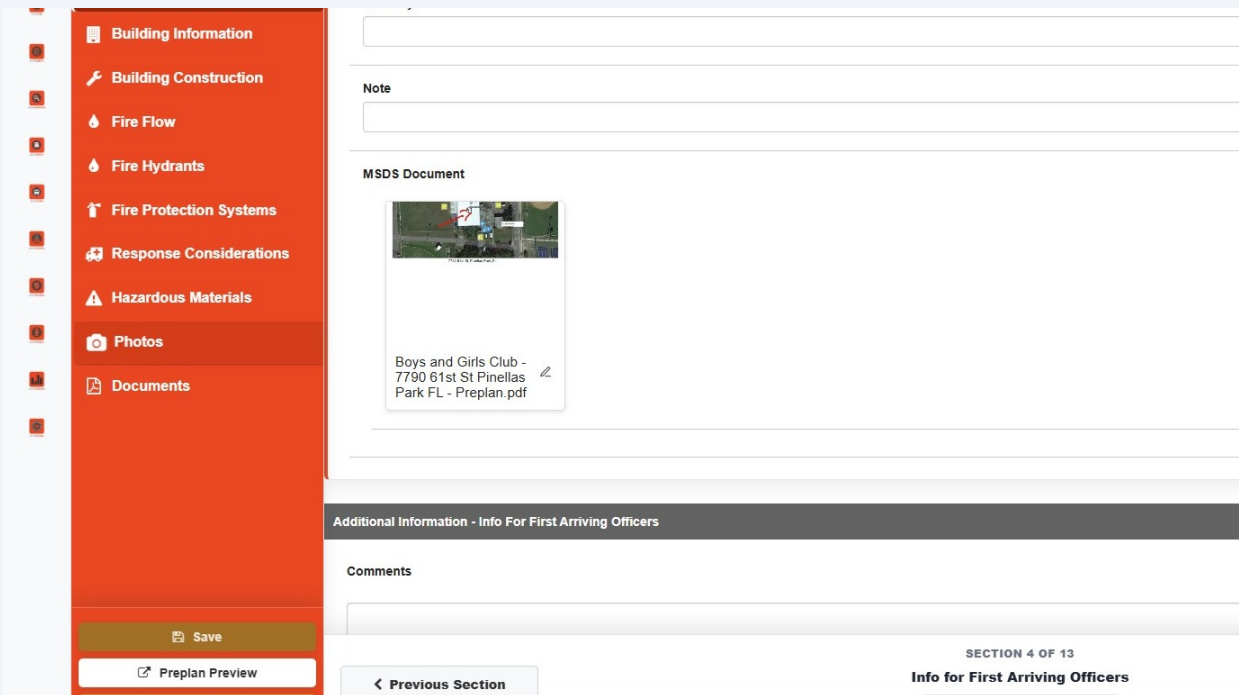
Quantity

Note

MSDS Document
Choose PDF

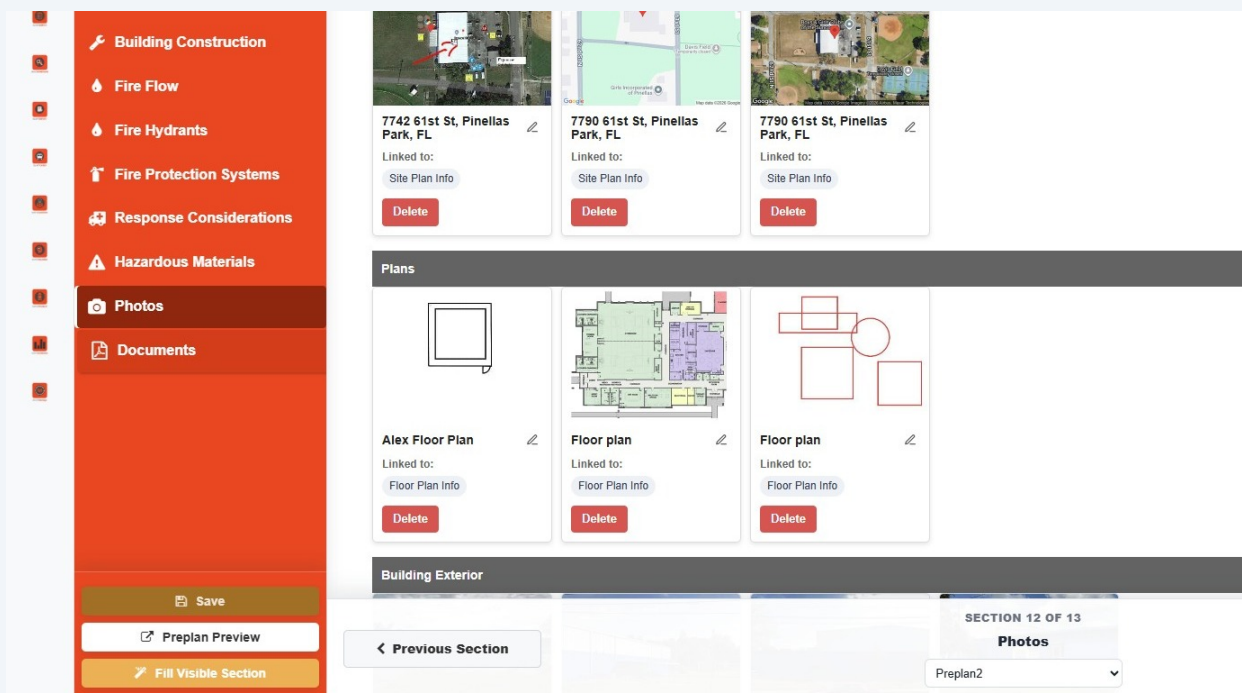
Additional Information - Info For First Arriving Officers

Comments



9

Select the Photos or Documents sections to view photos or PDF documents uploaded to the preplan.



10

Select **Save** to save changes to the preplan.

Building Construction

Fire Flow

Fire Hydrants

Fire Protection Systems

Response Considerations

Hazardous Materials

Photos

Documents

Save

Preplan Preview

Fill Visible Section

Entrance Description

Main Entrance

Building Side

Side A

Photos

Link Existing Building Record Photo

Choose Files

Fire Exit

Additional Entrance Information

Lock Box

SECTION 4 OF 13

Info for First Arriving Officers

Preplan2

Previous Section

dev.cityscapesuite.org says
Changes Saved Successfully!

OK

g Entrance

1 row

Entrance

ce Description

Entrance

ng Side

A

otos

Link Existing Building Record Photo

Choose Files

xit

onal Entrance Information