

SmartCapture Web - Changing the Selected Preplan Form



1 Select Actions.

Buildings					Help About alex.craib@apxdata.com	
Search Buildings					+ New Building	Export
Address	Status	Last Update Time	Is Inspect Only?	Actions		
7790 61st St, Pinellas Park, FL	Completed	10/26/2026, 11:50:28 AM	—	Edit Actions		
Pinecrest Park, 2240 Torquay Ave, Ottawa, ON K2C 2Y4, Canada	Incomplete	10/26/2026, 10:54:27 AM	—	Edit Actions		
2685 Woodward Drive, Ottawa, ON	Incomplete	10/24/2026, 2:38:36 PM	Yes	Edit Actions		
51 St Michael's Rd, Cardiff, Wales	Incomplete	10/23/2026, 3:19:53 PM	—	Edit Actions		
372 Gilmour St, Ottawa, ON	Incomplete	10/23/2026, 2:42:14 PM	—	Edit Actions		
7 Sentinel Ct, Cardiff, Wales	Incomplete	10/23/2026, 2:36:57 PM	—	Edit Actions		
123 MAIN STREET, Ottawa, ON	Completed	10/23/2026, 2:34:59 PM	—	Edit Actions		
555 Somerset St W, Ottawa, ON	Incomplete	10/22/2026, 4:10:00 PM	—	Edit Actions		
101 N Main St, Harrisonburg, VA	Incomplete	10/22/2026, 12:00:00 PM	—	Edit Actions		
1837 Woodward Dr, Ottawa, ON	Incomplete	10/21/2026, 11:40:59 AM	—	Edit Actions		
2390 Monroe Ave, Ottawa, ON	Incomplete	10/21/2026, 10:26:40 AM	—	Edit Actions		
200 Gregory St, Black Hawk, CO	Incomplete	10/20/2026, 3:56:06 PM	—	Edit Actions		
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		
1755 woodward drive ottawa ON	Completed	10/15/2026, 4:00:17 PM	—	Edit Actions		

2

Select **Change Form**.

A window will appear displaying the currently selected preplan form.

Buildings

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Search Buildings

+ New Building Export

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Pinecrest Park, 2240 Torquay Ave, Ottawa, ON K2C 2Y4, Canada	Incomplete	10/26/2026, 10:54:27 AM	—	History Attach Change Form Export Delete
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1755 Woodward drive, Ottawa, ON	Completed	10/15/2026, 4:00:17 PM	—	Edit Actions

3

Use the drop-down to select a form.

Buildings

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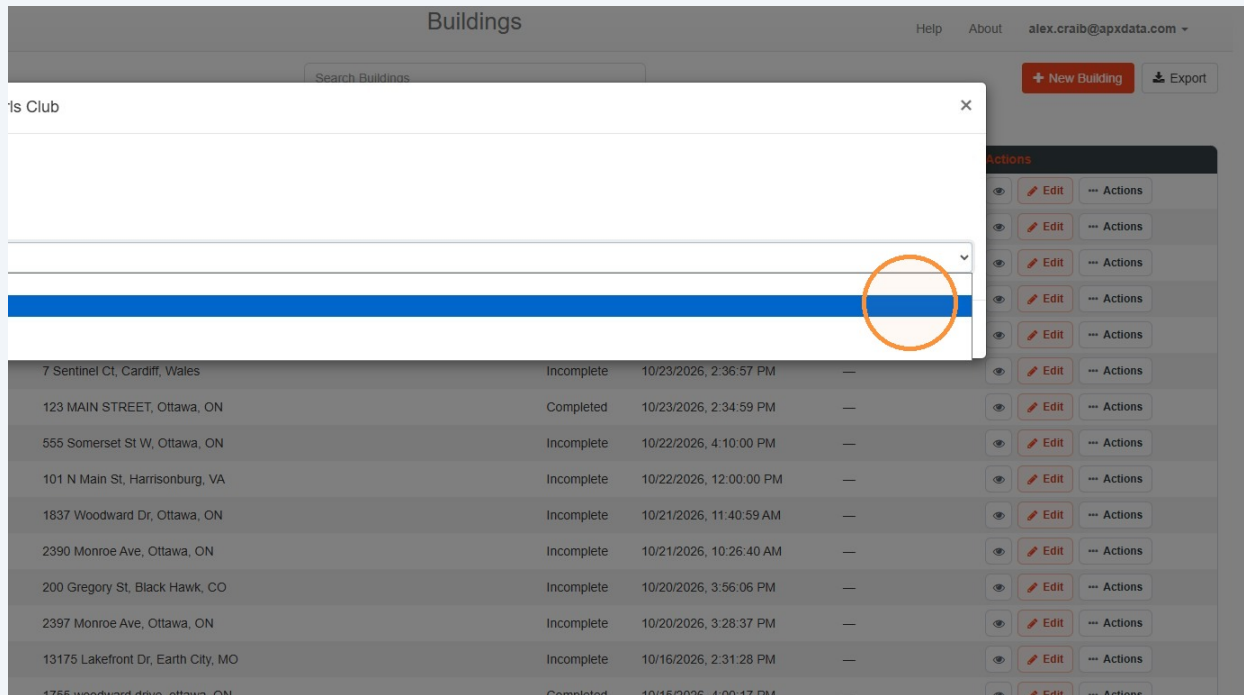
Search Buildings

+ New Building Export

is Club

Cancel Save

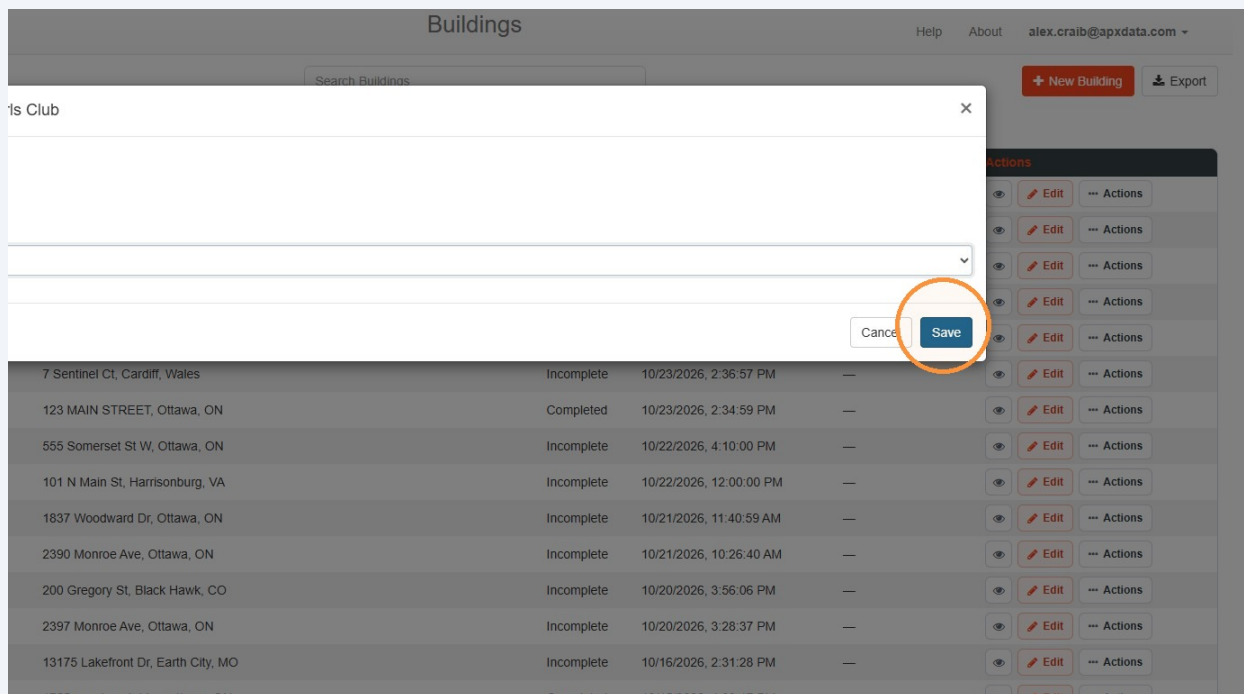
7 Sentinel Ct, Cardiff, Wales Incomplete | 10/23/2026, 2:36:57 PM | — | Edit Actions || 123 MAIN STREET, Ottawa, ON | Completed | 10/23/2026, 2:34:59 PM | — | Edit Actions |
555 Somerset St W, Ottawa, ON	Incomplete	10/22/2026, 4:10:00 PM	—	Edit Actions
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Select **Save**.

4

The change will be saved, and the user will be redirected to the newly selected preplan form.



s form

ng Record Photo

📍 Capture Site plan

📁 Choose Files



7790 61st St, Pinellas
Park, FL

Remove



7790 61st St, Pinellas
Park, FL

Remove

te Plan