

SmartCapture Web - Accessing SmartCapture Settings



1

Select **Settings**.

Only Admin-level users can access these settings.

APPS <

Accounts

SmartCapture ^

Preplans

Dashboard

Settings

SmartView

SmartMap

SmartInspect v

SmartInvestigate v

SmartReport v

SmartCheck v

SmartCommunity v

Building

List View

Map View

All Statuses v

7054 buildings

Search Buildings

Building Name	Address
City Hall	5141 78th Ave N, Pinellas Park, FL 33781, USA
rhodri test	51 St Michael's Rd, Cardiff, Wales
Boys and Girls Club	7790 61st St, Pinellas Park, FL
Wildland Urban Interface	Pinecrest Park, 2240 Torquay Ave, Ottawa, ON K2C 2Y4, Canada
Silk Wax Bar	2685 Woodward Drive, Ottawa, ON
Daf 2 test October	372 Gilmour St, Ottawa, ON
daf test friday october 23	7 Sentinel Ct, Cardiff, Wales
APX NEW	123 MAIN STREET, Ottawa, ON
Daf test cafe 444	555 Somerset St W, Ottawa, ON
Harrisonburg Public Safety Building	101 N Main St, Harrisonburg, VA
Test Nfpa 2018	1837 Woodward Dr, Ottawa, ON

2

In settings, Admin users can configure activity reports to be sent. Configurations include the frequency, the timezone (which affects when the report will send), and the email addresses that should receive the report.

Settings

SmartCapture Activity Report Settings

Receive the report email: ☒ Daily ☐ Weekly ☐ Monthly ☐ Yearly

Your timezone is:

Your email address:

3

To set the frequency, select one or more of the displayed options.

Settings

SmartCapture Activity Report Settings

Receive the report email: ☒ Daily ☐ Weekly ☐ Monthly ☐ Yearly

Your timezone is:

Your email address:

4 Use the dropdown to select the appropriate timezone.

Settings

SmartCapture Activity Report Settings

Receive the report email: ☐ Daily ☐ Weekly ☐ Monthly ☐ Yearly

Your timezone is: Canada/Atlantic

Your email address: Canada/Central Canada/East-Saskatchewan Canada/Eastern Canada/Mountain Canada/Newfoundland Canada/Pacific Canada/Saskatchewan Canada/Yukon US/Alaska US/Aleutian US/Arizona US/Central US/East-Indiana US/Eastern +

Save

5 In email address, enter an email address as a recipient. Use the "+" button to add additional recipients.

Settings

SmartCapture Activity Report Settings

Receive the report email: ☐ Daily ☐ Weekly ☐ Monthly ☐ Yearly

Your timezone is: Canada/Atlantic

Your email address: +

Save

Settings

SmartCapture Activity Report Settings

Receive the report email: ☐ Daily ☐ Weekly ☐ Monthly ☐ Yearly

Your timezone is:

Canada/Atlantic

Your email address: +

Save

SmartCapture Activity Report Settings

Receive the report email: ☐ Daily ☐ Weekly ☐ Monthly ☐ Yearly

Your timezone is:

Canada/Atlantic

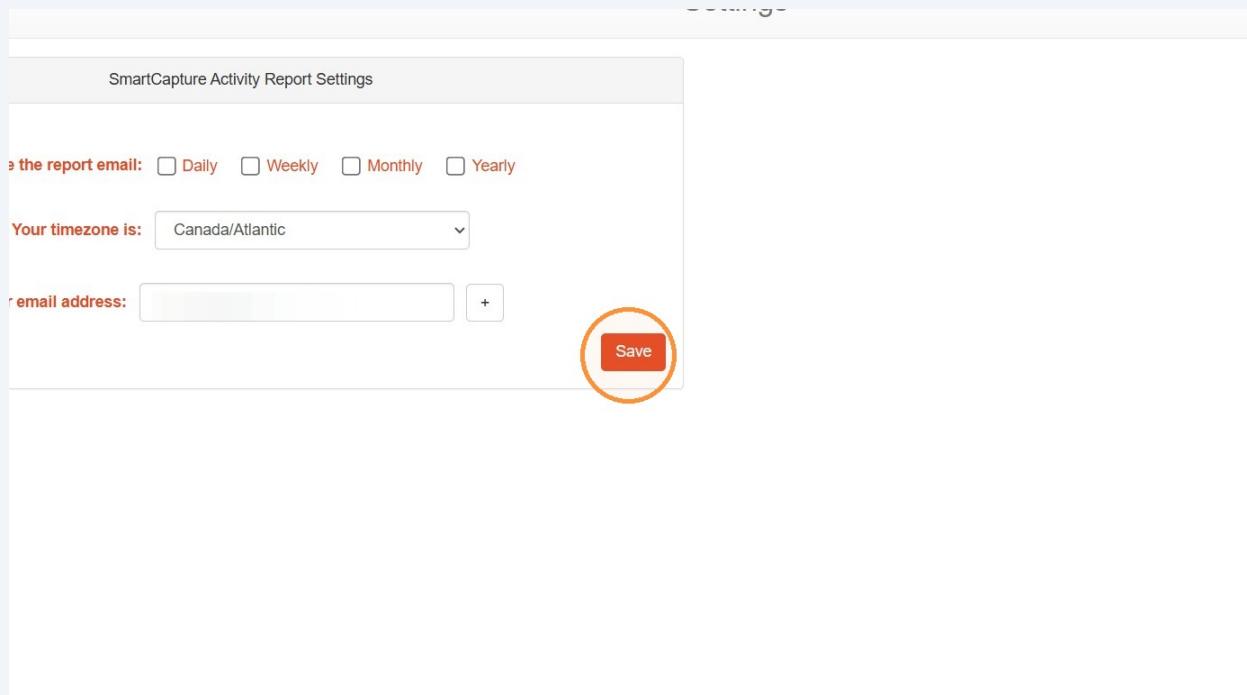
Your email address: +

Your email address: -

Save

6

Select **Save** to save changes.



SmartCapture Activity Report Settings

Send the report email: ☐ Daily ☐ Weekly ☐ Monthly ☐ Yearly

Your timezone is:

Email address: +

Save