

SmartCapture Web - Exporting a record to PDF



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

Buildings					Help About alex.craib@apxdata.com	
Search Buildings					+ New Building	Export
S	Status	Last Update Time	Is Inspect Only?	Actions		
1st St, Pinellas Park, FL	Completed	10/23/2026, 2:09:06 PM	—	Edit Actions		
merset St W, Ottawa, ON	Incomplete	10/22/2026, 4:10:00 PM	—	Edit Actions		
lain St, Harrisonburg, VA	Incomplete	10/22/2026, 12:00:00 PM	—	Edit Actions		
Idell Ave N, Ottawa, ON	Incomplete	10/22/2026, 11:33:59 AM	—	Edit Actions		
oodward Drive, Ottawa, ON	Incomplete	10/21/2026, 11:53:29 AM	Yes	Edit Actions		
oodward Dr, Ottawa, ON	Incomplete	10/21/2026, 11:40:59 AM	—	Edit Actions		
onroe Ave, Ottawa, ON	Incomplete	10/21/2026, 10:26:40 AM	—	Edit Actions		
rgory St, Black Hawk, CO	Incomplete	10/20/2026, 3:56:06 PM	—	Edit Actions		
onroe Ave, Ottawa, ON	Incomplete	10/20/2026, 3:28:37 PM	—	Edit Actions		
lakefront Dr, Earth City, MO	Incomplete	10/16/2026, 2:31:28 PM	—	Edit Actions		
oodward drive, ottawa, ON	Completed	10/15/2026, 4:00:17 PM	—	Edit Actions		
oodward Dr, Ottawa, ON	Incomplete	10/8/2026, 4:03:05 PM	—	Edit Actions		
onroe Ave, Ottawa, ON	Incomplete	10/8/2026, 10:46:10 AM	—	Edit Actions		
onroe Ave Ottawa ON	Incomplete	10/7/2026, 12:15:46 PM	—	Edit Actions		
ntral St, Chester NS	Completed	10/7/2026, 12:07:46 PM	—	Edit Actions		

2 Select **Export**.

Buildings

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Search Buildings

+ New Building Export

S	Status	Last Update Time	Is Inspect Only?	Actions
1st St, Pinellas Park, FL	Completed	10/23/2026, 2:09:06 PM	—	Edit ... Actions
merset St W, Ottawa, ON	Incomplete	10/22/2026, 4:10:00 PM	—	History
lain St, Harrisonburg, VA	Incomplete	10/22/2026, 12:00:00 PM	—	Attach
idell Ave N, Ottawa, ON	Incomplete	10/22/2026, 11:33:59 AM	—	Change Form
oodward Drive, Ottawa, ON	Incomplete	10/21/2026, 11:53:29 AM	Yes	Export
oodward Dr, Ottawa, ON	Incomplete	10/21/2026, 11:40:59 AM	—	Delete
onroe Ave, Ottawa, ON	Incomplete	10/21/2026, 10:26:40 AM	—	Edit ... Actions
agory St, Black Hawk, CO	Incomplete	10/20/2026, 3:56:06 PM	—	Edit ... Actions
onroe Ave, Ottawa, ON	Incomplete	10/20/2026, 3:28:37 PM	—	Edit ... Actions
akefront Dr, Earth City, MO	Incomplete	10/16/2026, 2:31:28 PM	—	Edit ... Actions
oodward drive, ottawa, ON	Completed	10/15/2026, 4:00:17 PM	—	Edit ... Actions
oodward Dr, Ottawa, ON	Incomplete	10/8/2026, 4:03:05 PM	—	Edit ... Actions
onroe Ave, Ottawa, ON	Incomplete	10/8/2026, 10:46:10 AM	—	Edit ... Actions
onroe Ave Ottawa ON	Incomplete	10/7/2026, 12:15:46 PM	—	Edit ... Actions
ntral St, Chester, MS	Completed	10/7/2026, 12:07:46 PM	—	Edit ... Actions

3 In the export window, select **Export** for the desired form or select **Export all**.

Buildings

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Search Buildings

+ New Building Export

Club

Export

Export

Not filled

Export

Cancel Export all

onroe Ave, Ottawa, ON	Incomplete	10/20/2026, 3:28:37 PM	—	Edit ... Actions
akefront Dr, Earth City, MO	Incomplete	10/16/2026, 2:31:28 PM	—	Edit ... Actions
oodward drive, ottawa, ON	Completed	10/15/2026, 4:00:17 PM	—	Edit ... Actions
oodward Dr, Ottawa, ON	Incomplete	10/8/2026, 4:03:05 PM	—	Edit ... Actions
onroe Ave, Ottawa, ON	Incomplete	10/8/2026, 10:46:10 AM	—	Edit ... Actions
onroe Ave Ottawa ON	Incomplete	10/7/2026, 12:15:46 PM	—	Edit ... Actions
ntral St, Chester, MS	Completed	10/7/2026, 12:07:46 PM	—	Edit ... Actions

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The selected property record form will be downloaded to PDF.

