

SmartCapture Web - Importing Images from a PDF



1 Select **Actions**.

Buildings					Help About alex.craig@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		
Main 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		
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 NS	Completed	10/7/2026, 12:07:46 PM	—	Edit ... Actions		

2

Select **Attach**.

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
Somerset St W, Ottawa, ON	Incomplete	10/22/2026, 4:10:00 PM	—	History Attach Change Form Export Delete
Main St, Harrisonburg, VA	Incomplete	10/22/2026, 12:00:00 PM	—	Edit ... Actions
Riddell Ave N, Ottawa, ON	Incomplete	10/22/2026, 11:33:59 AM	—	Edit ... Actions
Woodward Drive, Ottawa, ON	Incomplete	10/21/2026, 11:53:29 AM	Yes	Edit ... Actions
Woodward Dr, Ottawa, ON	Incomplete	10/21/2026, 11:40:59 AM	—	Edit ... Actions
Monroe Ave, Ottawa, ON	Incomplete	10/21/2026, 10:26:40 AM	—	Edit ... Actions
Gregory St, Black Hawk, CO	Incomplete	10/20/2026, 3:56:06 PM	—	Edit ... Actions
Monroe 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
Woodward drive, ottawa, ON	Completed	10/15/2026, 4:00:17 PM	—	Edit ... Actions
Woodward Dr, Ottawa, ON	Incomplete	10/8/2026, 4:03:05 PM	—	Edit ... Actions
Monroe Ave, Ottawa, ON	Incomplete	10/8/2026, 10:46:10 AM	—	Edit ... Actions
Monroe Ave Ottawa ON	Incomplete	10/7/2026, 12:15:46 PM	—	Edit ... Actions
Central St, Chester, NS	Completed	10/7/2026, 12:07:46 PM	—	Edit ... Actions

3

Select **Choose Files**

Buildings

List View Map View

All Statuses 7050 buildings

Building Name	Address	Status	Last Update Time
Boys and Girls Club	7790 61st St, Pinellas	Incomplete	10/21/2026, 11:53:29 AM
Daf test cafe 444	555 Somerset St W, C	Incomplete	10/21/2026, 11:40:59 AM
Harrisonburg Public Safety Building	101 N Main St, Harris	Incomplete	10/21/2026, 10:26:40 AM
Test create preplan	915 Riddell Ave N, Ot	Incomplete	10/20/2026, 3:56:06 PM
Silk Wax Bar	2685 Woodward Drive, Ottawa, ON	Incomplete	10/20/2026, 3:28:37 PM
Test Ntpa 2018	1837 Woodward Dr, Ottawa, ON	Incomplete	10/20/2026, 3:28:37 PM
fononj949f4v(000) - Fire - 2026-10-07	2390 Monroe Ave, Ottawa, ON	Incomplete	10/20/2026, 3:28:37 PM
JKQ BBQ	200 Gregory St, Black Hawk, CO	Incomplete	10/20/2026, 3:28:37 PM
Alex Test daf 223232	2397 Monroe Ave, Ottawa, ON	Incomplete	10/20/2026, 3:28:37 PM
—	13175 Lakefront Dr, Earth City, MO	Incomplete	10/16/2026, 2:31:28 PM
BelalMay6Test12	1755 woodward drive, ottawa, ON	Completed	10/15/2026, 4:00:17 PM
Auto clear test	1825 Woodward Dr, Ottawa, ON	Incomplete	10/8/2026, 4:03:05 PM
Alex Test	2397 Monroe Ave, Ottawa, ON	Incomplete	10/8/2026, 10:46:10 AM
Alex Test	2397 Monroe Ave Ottawa ON	Incomplete	10/7/2026, 12:15:46 PM
Lordly House Museum	133 Central St, Chester, NS	Completed	10/7/2026, 12:07:46 PM

Attach to Boys and Girls Club

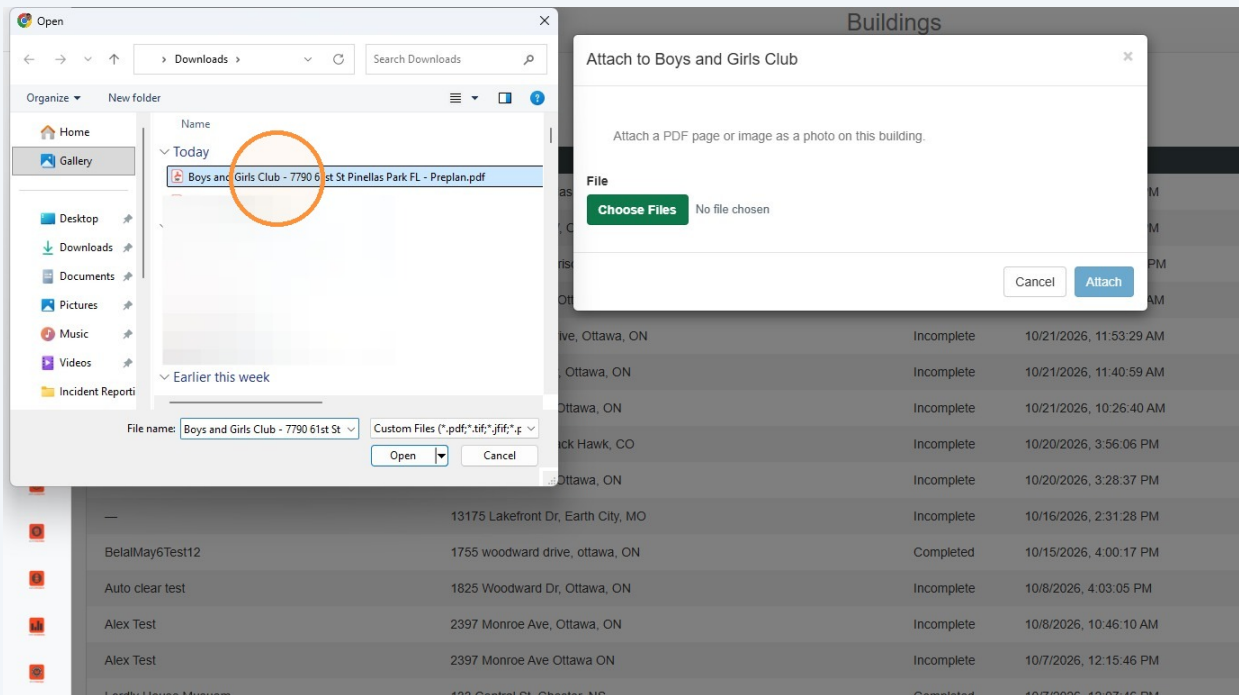
Attach a PDF page or image as a photo on this building.

File

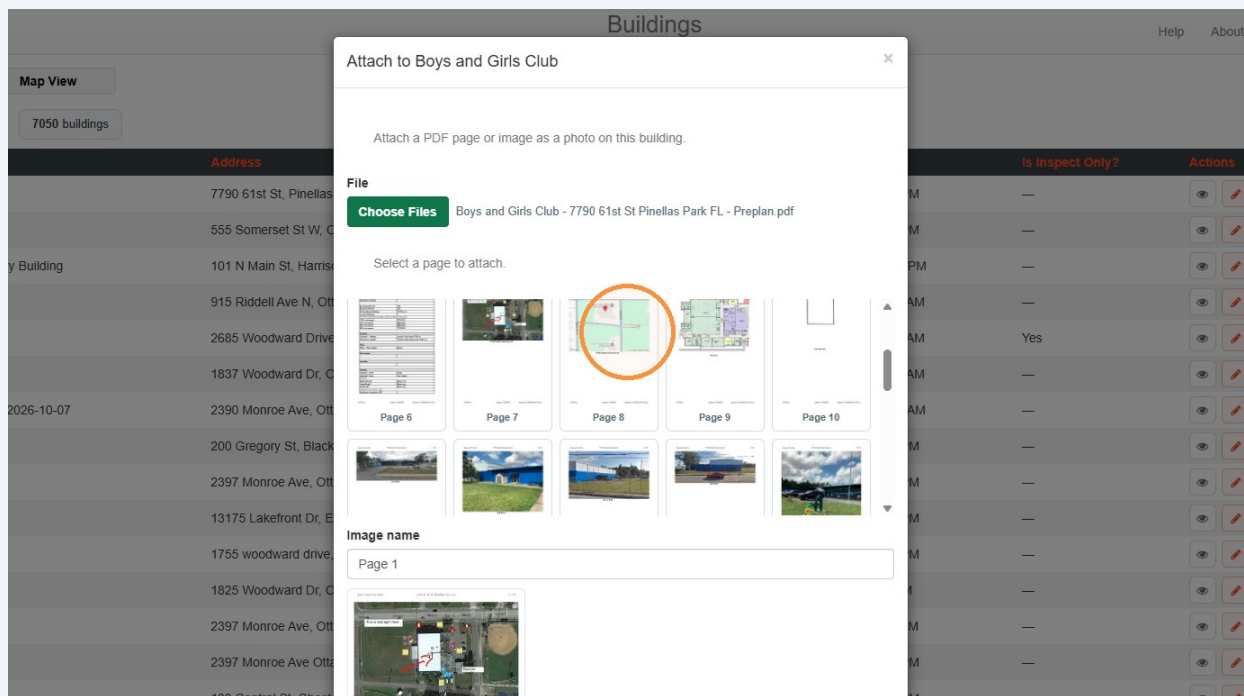
Choose Files No file chosen

Cancel Attach

4 Use the file explorer to locate the desired PDF file.



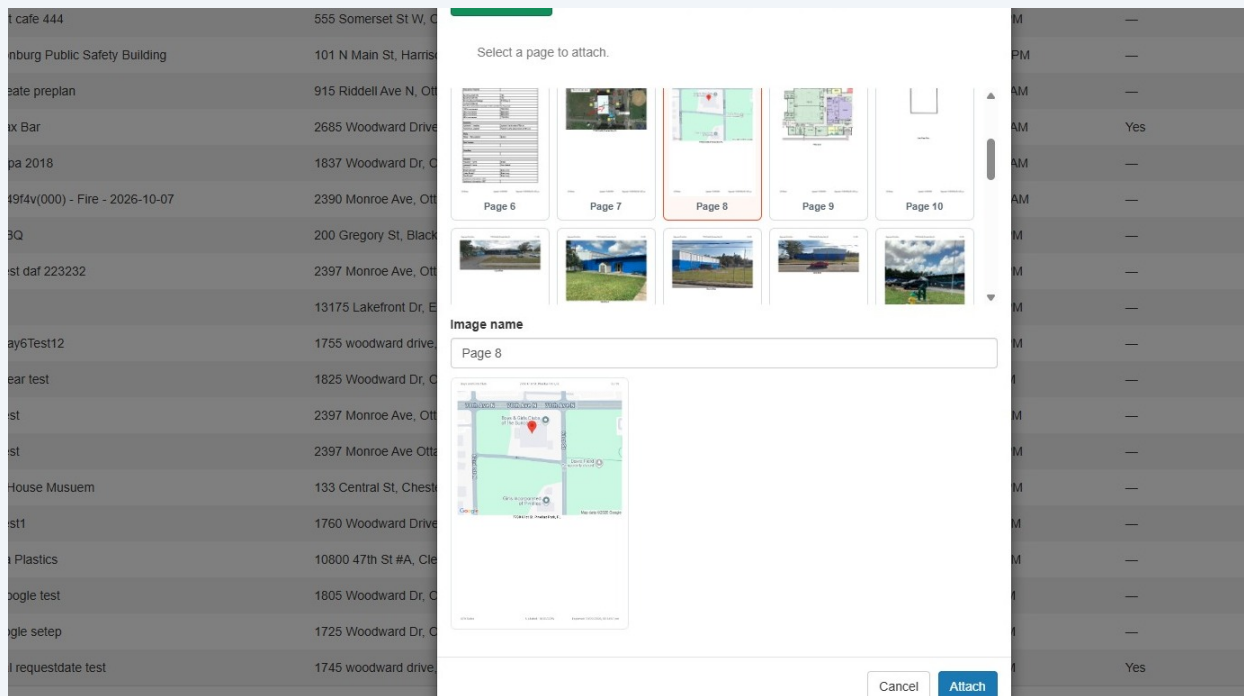
5 In the selection window, select the page of the PDF that should be imported as an image.



6

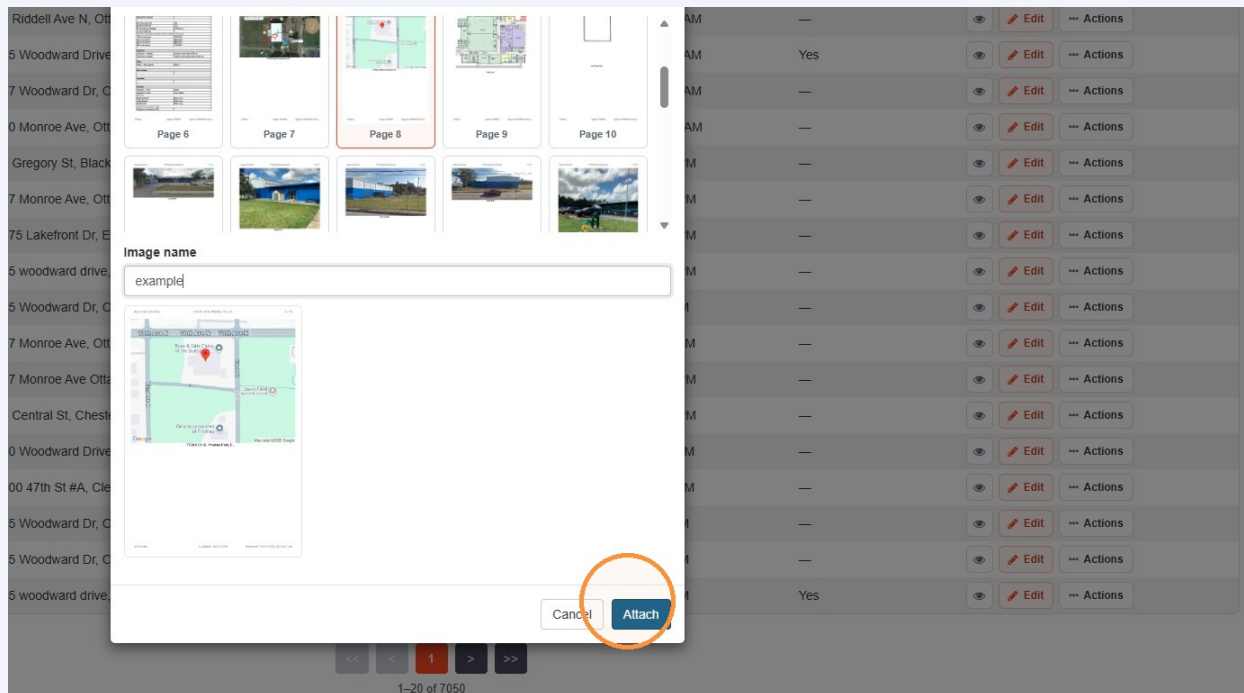
If required, update the name of the image to be imported.

By default, the page number will be used as the name.

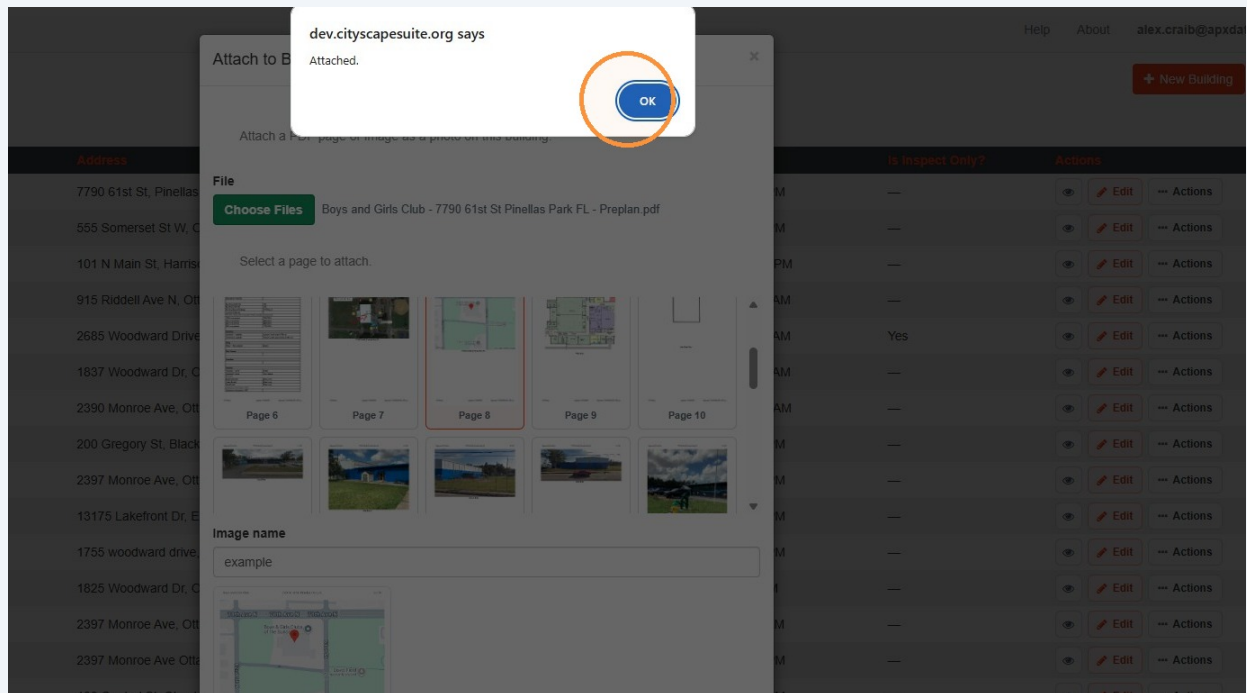


7

Select **Attach** to add the selected page as an image to the property record.



8 Select **OK**.



The photo will be uploaded and placed in the "Other" photo section.

9 Below shows the example photo uploaded and displayed within the SmartMAP preview.

