

SmartCapture Web - Completing Bulk Exports



1 Select **Export**.

Buildings

HelpAboutalex.craib@apxdata.com

Search Buildings

+ New Building

Export

Export buildings as PDF or CSV

	Status	Last Update Time	Is Inspect Only?	Actions
1781, USA	Incomplete	10/26/2026, 3:41:19 PM	—	<div><div></div>Edit<div>...</div>Actions</div>
	Incomplete	10/26/2026, 2:56:13 PM	—	<div><div></div>Edit<div>...</div>Actions</div>
	Completed	10/26/2026, 2:19:43 PM	—	<div><div></div>Edit<div>...</div>Actions</div>
tawa, ON K2C 2Y4, Canada	Incomplete	10/26/2026, 10:54:27 AM	—	<div><div></div>Edit<div>...</div>Actions</div>
	Incomplete	10/24/2026, 2:38:36 PM	Yes	<div><div></div>Edit<div>...</div>Actions</div>
	Incomplete	10/23/2026, 2:42:14 PM	—	<div><div></div>Edit<div>...</div>Actions</div>
	Incomplete	10/23/2026, 2:36:57 PM	—	<div><div></div>Edit<div>...</div>Actions</div>
	Completed	10/23/2026, 2:34:59 PM	—	<div><div></div>Edit<div>...</div>Actions</div>
	Incomplete	10/22/2026, 4:10:00 PM	—	<div><div></div>Edit<div>...</div>Actions</div>
	Incomplete	10/22/2026, 12:00:00 PM	—	<div><div></div>Edit<div>...</div>Actions</div>
	Incomplete	10/21/2026, 11:40:59 AM	—	<div><div></div>Edit<div>...</div>Actions</div>

2

In the export window, select between PDF and CSV.

PDF will export all property records to PDF for the selected range. The export will be sent via a download link.

CSV will present the option of Building Data or Building List. Building Data will be the most recent data collected for selected properties as part of preplans or inspections, with the option to include images. This export will come via an emailed download link. Building List will be a list of all occupancies, and will be downloaded directly.

The screenshot shows a web application interface with a 'Buildings' title and a modal dialog for exporting data. The dialog has the following fields and options:

- Export File Type:** Radio buttons for **PDF** (selected) and **CSV**.
- Select Export Range:** Radio buttons for **All** (selected) and **New/Updated Time Range**.
- Email to receive notification:** A text input field with the placeholder text 'Email'.
- Buttons:** 'Cancel' and 'Export' (highlighted in blue).

The background shows a table of buildings with columns for Name, Address, and Last Update Time. The table lists various locations like 'Girls Club', 'Urban Interface', and 'Bar', along with their addresses and update times.

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To export to PDF, complete the following:

1. Select PDF
2. Select your range (All or a custom range)
3. Enter an email to receive a download link
4. Select **Export**

Buildings

View Map View

7054 buildings

Name	Address	Last Update Time
	5141 78t	26/2026, 3:41:19 PM
	51 St Mic	26/2026, 2:56:13 PM
Girls Club	7790 61s	26/2026, 2:19:43 PM
Urban Interface	Pinecres	26/2026, 10:54:27 AM
Bar	2685 Wo	24/2026, 2:38:36 PM
October	372 Gilm	23/2026, 2:42:14 PM
day october 23	7 Sentinel Ct, Cardiff, Wales	Incomplete 10/23/2026, 2:36:57 PM
V	123 MAIN STREET, Ottawa, ON	Completed 10/23/2026, 2:34:59 PM
afe 444	555 Somerset St W, Ottawa, ON	Incomplete 10/22/2026, 4:10:00 PM
urg Public Safety Building	101 N Main St, Harrisonburg, VA	Incomplete 10/22/2026, 12:00:00 PM
2018	1837 Woodward Dr, Ottawa, ON	Incomplete 10/21/2026, 11:40:59 AM

Export buildings as PDF or CSV to a ZIP file

Export File Type ☒ PDF ☐ CSV

Select Export Range ☒ All ☐ New/Updated Time Range

Email to receive notification

Email

Cancel Export

Buildings

View Map View

7054 buildings

Name	Address	Last Update Time
	5141 78t	26/2026, 3:41:19 PM
	51 St Mic	26/2026, 2:56:13 PM
Girls Club	7790 61s	26/2026, 2:19:43 PM
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Export buildings as PDF or CSV to a ZIP file

Export File Type ☒ PDF ☐ CSV

Select Export Range ☒ All ☐ New/Updated Time Range

Email to receive notification

Email

Cancel Export

Buildings

View Map View

es 7054 buildings

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Export buildings as PDF or CSV to a ZIP file

Export File Type ☒ PDF ☐ CSV

Select Export Range ☒ All ☐ New/Updated Time Range

Email to receive notification

Email

Cancel Export

4

To export Building Data to CSV, complete the following:

1. Select **CSV**
2. Select **Building Data**
3. Choose to include images or not
4. Select a date range
5. Enter an email to receive the download link
6. Select **Export**

Buildings

Map View

7054 buildings

Address

5141 78			
51 St Mi			
Club	7790 61s		
Interface	Pinecres		
2685 Wo			
372 Gilm			
October 23	7 Sentin		
123 MAI			
555 Som			
Public Safety Building	101 N Main St, Harrisonburg, VA	Incomplete	10/22/2026, 12:00:00 PM
1837 Woodward Dr, Ottawa, ON		Incomplete	10/21/2026, 11:40:59 AM

Export buildings as PDF or CSV to a ZIP file

Export File Type ☐ PDF ☒ CSV

Export Content ☒ Building Data ☐ Building List

Include Images ☒ Yes ☐ No

Select Export Range ☒ All ☐ New/Updated Time Range

Email to receive notification

Email

Cancel Export

Buildings

Map View

7054 buildings

Address

5141 78			
51 St Mi			
7790 61s			
Interface	Pinecres		
2685 Wo			
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er 23	7 Sentin		
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Public Safety Building	101 N Main St, Harrisonburg, VA	Incomplete	10/22/2026, 12:00:00 PM
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Export buildings as PDF or CSV to a ZIP file

Export File Type ☐ PDF ☒ CSV

Export Content ☒ Building Data ☐ Building List

Include Images ☒ Yes ☐ No

Select Export Range ☒ All ☐ New/Updated Time Range

Email to receive notification

Email

Cancel Export

Buildings

Map View

7054 buildings

Address

5141 78			26/2026, 3:41:19 PM
51 St Mi			26/2026, 2:56:13 PM
7790 61s			26/2026, 2:19:43 PM
Pincrest			26/2026, 10:54:27 AM
2685 Wo			24/2026, 2:38:36 PM
372 Gilm			23/2026, 2:42:14 PM
7 Sentin			23/2026, 2:36:57 PM
123 MAI			23/2026, 2:34:59 PM
555 Som			22/2026, 4:10:00 PM
Safety Building	101 N Main St, Harrisonburg, VA	Incomplete	10/22/2026, 12:00:00 PM
1837 Woodward Dr, Ottawa, ON		Incomplete	10/21/2026, 11:40:59 AM

Export buildings as PDF or CSV to a ZIP file

Export File Type ☐ PDF ☒ CSV

Export Content ☒ Building Data ☐ Building List

Include Images ☒ Yes ☐ No

Select Export Range ☒ All ☐ New/Updated Time Range

Email to receive notification

Email

Cancel Export

Buildings

Map View

7054 buildings

Address

5141 78			26/2026, 3:41:19 PM
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1837 Woodward Dr, Ottawa, ON		Incomplete	10/21/2026, 11:40:59 AM

Export buildings as PDF or CSV to a ZIP file

Export File Type ☐ PDF ☒ CSV

Export Content ☒ Building Data ☐ Building List

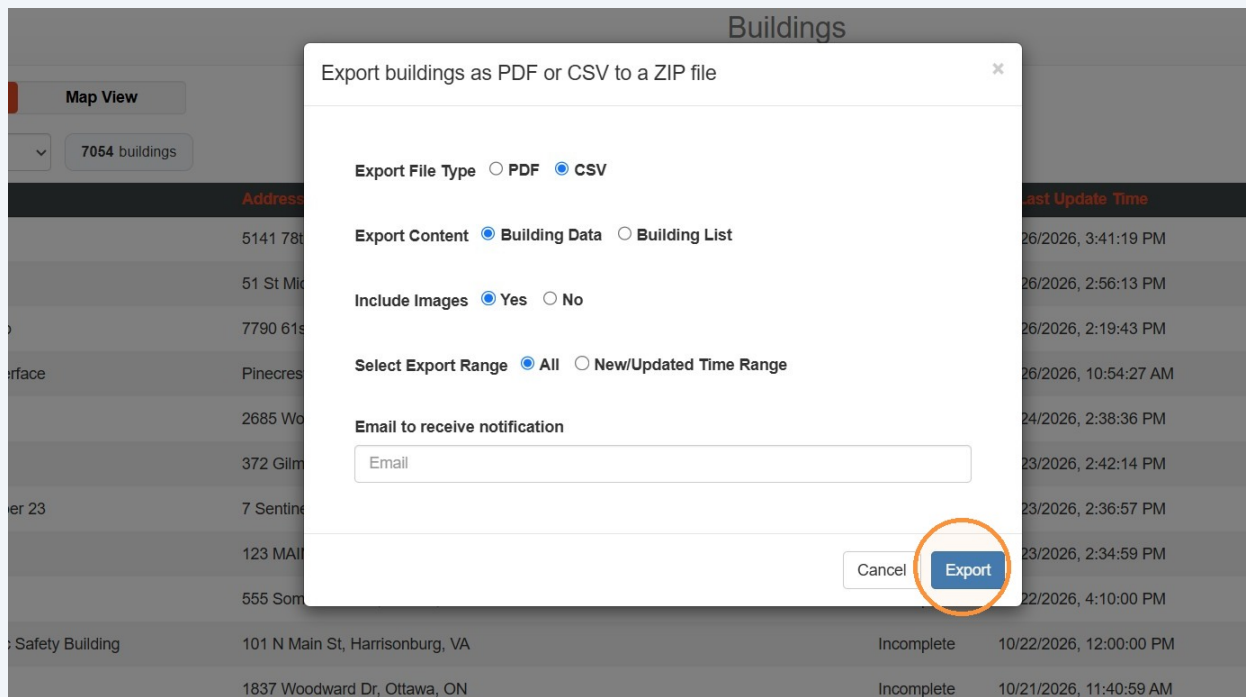
Include Images ☒ Yes ☐ No

Select Export Range ☒ All ☐ New/Updated Time Range

Email to receive notification

Email

Cancel Export



5

To export the Building List to CSV, complete the following:

1. Select **CSV**
2. Select **Building List**
3. Select a date range
4. Select **Export**

