Creating a User Account in APX



How to create a new user account in the APX platform.

1 Select the Accoun	ts tab.	_	_	_
		APX Sales	Admin	
Admin				
	ACCOUNTS	unts.	SMARTVIEW	SMARTINSPECT
	SMARTINVESTIGATE	SMARTREPORT	SMARTCHECK	

2 Select **Create Account**. A pop-up will be presented.

Cityscape	• × +		
→ C	→ C ts cityscape-suite.com/app.html#/manageaccount/594db0e86f49449109acacf4d45e6c1f		
		Accounts	
Admin / A	Accounts&Invitations		
Create Account		Search Reset/Clear	
Accounts	Pending Activation		
Name Ora Admin	Account	User Type	
Name Org Admin Test	Account alexorgadmin@apxdata.com apxedit@apxdata.com	User Type ["organizationAdmin","CertList","user"] ["Inspector","Investigator"]	
Name Org Admin Test APXSales Dev	Account alexorgadmin@apxdata.com apxedit@apxdata.com apxsalesdev@apxdata.com	User Type [*OrganizationAdmin*,*CertList*,*user*] [*Inspector*,*Investigator*] [*OrganizationAdmin*,*CertList*,*user*,*clerk*,*Inspector*,*InspectorManager*,*OrgList*,*Investigator*,*APXAdmin*]	
Name Org Admin Test APXSales Dev Belal Kassem	Account alexorgadmin@apxdata.com apxedit@apxdata.com apxsalesdev@apxdata.com belal.kassem@apxdata.com	User Type [*OrganizationAdmin*,*CertList*,*user*] [*Inspector*,*Investigator*] [*OrganizationAdmin*,*CertList*,*user*,*clerk*,*Inspector*,*Inspector*Manager*,*OrgList*,*Investigator*,*APXAdmin*] [*CertCreate*,*CertEdit*,*APXAdmin*,*AgencyList*,*AgencyCreate*,*AgencyEdit*,*OrgCreate*,*OrgList*,*OrganizationAdmin*,*user*,*clerk*,*Inspector*	
Name Org Admin Test APXSales Dev Belal Kassem Brycer PSO1 Test	Account alexorgadmin@apxdata.com apxedit@apxdata.com apxsalesdev@apxdata.com belal.kassem@apxdata.com	User Type [*OrganizationAdmin*,*CertList*,*user*] [*Inspector*,*Investigator*] [*OrganizationAdmin*,*CertList*,*user*,*clerk*,*Inspector*,*InspectorManager*,*OrgList*,*Investigator*,*APXAdmin*] [*CertCreate*,*CertEdit*,*APXAdmin*,*AgencyList*,*AgencyCreate*,*AgencyEdit*,*OrgCreate*,*OrgList*,*OrganizationAdmin*,*user*,*clerk*,*Inspector*,*Inspector*,*ApxAdmin*] [*OrgList*,*APXAdmin*]	
Name Org Admin Test APXSales Dev Belal Kassem Brycer PSO1 Test Jeff	Account alexorgadmin@apxdata.com apxedit@apxdata.com belal.kassem@apxdata.com brycer@apxdata.com	User Type ['OrganizationAdmin',*CertList*,"user"] ['Inspector*,"Investigator"] ['OrganizationAdmin',*CertList*,"user*,"clerk*,"Inspector*,"InspectorManager*,"OrgList*,"Investigator*,"APXAdmin*] ['CertCreate*,*CertEdit*,"APXAdmin*,"AgencyList*,*AgencyCreate*,"AgencyEdit*,"OrgCreate*,"OrgList*,"OrganizationAdmin*,"user*,*clerk*,"Inspector*,"Inspector*,"AgencyEdit*,"OrgCreate*,"OrgList*,"OrganizationAdmin*,"user*,*clerk*,"Inspector*,"Inspector*,"Investigator*] ['OrgList*,"APXAdmin*] ['OrganizationAdmin*,"CertList*,"user*,*clerk*,"Inspector*,"InspectorManager*,"Investigator*]	
Name Org Admin Test APXSales Dev Belal Rassem Brycer pSO1 Test Jeff Williamson mergeTest	Account alexorgadmin@apxdata.com apxedit@apxdata.com belal.kassem@apxdata.com brycer@apxdata.com jeff.williamson@apxdata.com	User Type ['OrganizationAdmin','CertList','user'] ['Inspector','Investigator'] ['OrganizationAdmin','CertList','user','clerk','Inspector','InspectorManager','OrgList','Investigator','APXAdmin'] ['CertCreate','CertEdit','APXAdmin','AgencyList','AgencyCreate','AgencyEdit','OrgCreate', 'OrgList','OrganizationAdmin','user','clerk','Inspector','InspectorManager','Investigator'] ['OrganizationAdmin','CertList','user','clerk','Inspector','InspectorManager','Investigator'] ['OrganizationAdmin','CertList','user','clerk','Inspector','InspectorManager','Investigator']	

3

Enter an email or phone number to be used as the Account ID.

		Account ID	Email/Phone Number	←	-
		Account Name	Bill Ding]	
		Employee Id	1234		
n		Passwo	rd 🔽 Auto-Generate		
	User Type		Roles		
ata.com	["OrganizationAdmin","CertList","user"]	<u>SmartCapture</u> : 🔽 User Orga	anization Admin Organizat	tion Form Editor	
m	["Inspector","Investigator"]	SmartInspect : Cle	rk Inspector InspectorM	lanager	
ta.com	["OrganizationAdmin","CertList","user","clerk	Smartinve	stigate : Investigator		
ita.com	["CertCreate","CertEdit","APXAdmin","Agend	SmartReport :	Incident Reporting Officer	r	,"clerk","Inspector","InspectorManager","Investigator","
n	["OrgList","APXAdmin"]	SmartCh SmartCommunity	eck : Check Officer	cer	
data.com	["OrganizationAdmin","CertList","user","clere	SmartHydr	rant : Hydrant Officer		
.com	["OrganizationAdmin","CertList","user","clere				
	["user"]				
a.com	["CertCreate", "CertEdit", "APXAdmin", "Agenc				"clerk","Inspector","InspectorManager","Investigator",
kdata.com	["OrganizationAdmin", "CertList", "user", "clerk	"Inspector", "InspectorManager", "In	nvestigator","Community	ancel Create	
	["OrganizationAdmin","CertList","user","clerk	"Inspector", "Investigator", "NfirsOff	ficer","CheckOfficer","FireCor	mmunityOfficer"]	

4	Enter an Account Name
-	

		Account ID	Email/Phone Number	
		Account Name	Bill Ding	-
		Employee Id	1234	
n		Passwo	rd VAuto-Generate	
	User Type		Roles	
ata.com	["OrganizationAdmin","CertList","user"]	SmartCapture : 🗸 User Org;	anization Admin Organization Form Editor	
m	["Inspector","Investigator"]	SmartInspect : Cle	rk Inspector Inspector Manager	
ta.com	["OrganizationAdmin", "CertList", "user", "cleri	SmartInve	stigate : Investigator	
ita.com	["CertCreate","CertEdit","APXAdmin","Agence	SmartReport : [Incident Reporting Officer	","clerk","Inspector","InspectorManager","Investigator","
ו	["OrgList","APXAdmin"]	<u>SmartCh</u>	eck : Check Officer	
data.com	["OrganizationAdmin","CertList","user","clerk	SmartHydr	ant : Hydrant Officer	
.com	["OrganizationAdmin","CertList","user","clere			
	["user"]			
a.com	["CertCreate", "CertEdit", "APXAdmin", "Agenc			", "clerk", "Inspector", "InspectorManager", "Investigator", "
kdata.com	["OrganizationAdmin", "CertList", "user", "clerk",	"Inspector", "Inspector Manager", "In	nvestigator","Community, Cancel Le Create	
	["OrganizationAdmin","CertList","user","clerk",	"Inspector", "Investigator", "NfirsOf	ficer", "CheckOfficer", "FireCommunityOfficer"]	

Optional - Enter an Employee ID. This is used as an identifier within certain modules.

		Account ID	Email/Phone Number		
		Account Name	Bill Ding		
		Employee Id	1234	←	-
n		Password	✓Auto-Generate		
	User Type		Roles		
ata.com	["OrganizationAdmin","CertList","user"]	<u>SmartCapture :</u> 🗸 User 🗌 Organi	ization Admin Organiza	tion Form Editor	
m	["Inspector","Investigator"]	SmartInspect : Clerk		lanager	
a.com	["OrganizationAdmin","CertList","user","clere	SmartInvesti	g <u>ate :</u> Investigator		
ita.com	["CertCreate", "CertEdit", "APXAdmin", "Agend	SmartReport :	Incident Reporting Office	r	","clerk","Inspector","InspectorManager","Investigator","
1	["OrgList","APXAdmin"]	SmartCheck SmartCommunity :	<u>k:</u> Check Officer	cer	
data.com	["OrganizationAdmin","CertList","user","clere	SmartHydran	nt : Hydrant Officer		
.com	["OrganizationAdmin", "CertList", "user", "clerk				
	["user"]				
a.com	["CertCreate", "CertEdit", "APXAdmin", "Agenc			_	", "clerk", "Inspector", "Inspector Manager", "Investigator", "
kdata.com	["OrganizationAdmin", "CertList", "user", "clerk",	"Inspector","InspectorManager","Inve	estigator","Community	Create	
	["OrganizationAdmin","CertList","user","clerk",	"Inspector", "Investigator", "NfirsOffice	er","CheckOfficer","FireCo	mmunityOfficer*]	

6

Let APX auto-generate a password, or deselect "Auto-Generate" and create the user account password.

< +			
om/app.html#	#/manageaccount/594db0e86f49449109acacf4d45e6c		ው 🕁 🥶 🕻
		Accounts	Help About
		Create New Account With Password -	
ns		Account ID user@apxdata.com	
		Account Name User 1	
		Employee Id 1234	
tion		Password Vuto-Generate	
	User Type	Roles	
xdata.com	["OrganizationAdmin","CertList","user"]	SmartCapture : 🗸 User Organization Admin Organization Form Editor	
com	["Inspector","Investigator"]	SmartInspect : Clerk Inspector Inspector Manager	
data.com	["OrganizationAdmin","CertList","user","cleri	SmartInvestigate : Investigator	
:data.com	["CertCreate","CertEdit","APXAdmin","Agena	SmartReport: Incident Reporting Officer	","clerk","Inspector","InspectorManager","Investigator
om	["OrgList","APXAdmin"]	SmartCommunity.: Smart Community Officer	
oxdata.com	["OrganizationAdmin","CertList","user","cleri	SmartHydrant : Hydrant Officer	
ita.com	["OrganizationAdmin","CertList","user","clerk		
m	["user"]		

7 Use the checkboxes to select which roles the new user account should have for each available module.

		Create New Account	With Password 🗸
&Invitations		Account ID user@apxdata.c	com
nt		Account Name User 1	
		Employee Id 1234	
ing Activation		Password Auto-Gene	rate
t	User Type	password123!	
admin@apxdata.com	["OrganizationAdmin","CertList","user"]	password123!	
@apxdata.com	["Inspector","Investigator"]	Roles	
sdev@apxdata.com	["OrganizationAdmin","CertList","user","clerk	SmartCapture : User Organization Admin	Organization Form Editor
ssem@apxdata.com	["CertCreate","CertEdit","APXAdmin","Agena	SmartInspect : Clerk Inspector	InspectorManager ","clerk","Inspector","InspectorManager","I
apxdata.com	["OrgList","APXAdmin"]	SmartInvestigate : Inves	rting Officer
amson@apxdata.com	["OrganizationAdmin","CertList","user","clerk	SmartCheck : Check O	fficer
est@apxdata.com	["OrganizationAdmin","CertList","user","clere	SmartCommunity : Smart Com	munity Officer
apxdata.com	["user"]	SmartHydrant : Hydrant	Officer
artin@apxdata.com	["CertCreate", "CertEdit", "APXAdmin", "Agend		","clerk","Inspector","InspectorManager","I
rgiienko@apxdata.com	["OrganizationAdmin", "CertList", "user", "cleri		
ipxdata.com	["OrganizationAdmin","CertList","user","clerk	"Inspector", "Investigator", "NfirsOfficer", "CheckOffic	cer, Fire Cancel Create

	Employee III 1254	
	Password Auto-Generate	
	password123!	
CertList","user"]	password123!	
or"]	Roles	
CertList", "user", "cler	SmartCapture : User Organization Admin Organization Form Editor	
","APXAdmin","Ageno	SmartInspect: Clerk Inspector Inspector Manager	","clerk","Inspector","InspectorManager","Investigator","CommunityOutreachManager","Or
	SmartReport : Incident Reporting Officer	
CertList", "user", "clerk	SmartCheck : Check Officer	
CertList","user","clerk	SmartCommunity : Smart Community Officer	
	SmartHydrant : Hydrant Officer	
","APXAdmin","Ageno		""clerk", "Inspector", "Inspector Manager", "Investigator", "Community Outreach Manager", "Or
CertList", "user", "cler		
CertList","user","clerk","	"Inspector","Investigator","NfirsOfficer","CheckOfficer","Fire	
Q 56	earch 🦋 🖬 🚱 🐂 💽 💼 🤮 💴 🔯 🔮	12:29 PM 5/27/202

The new user account has been created, and the credentials can be sent to the new user. Select **Dismiss** to close the confirmation pop-up.

tml#/manageaccount/594db0e86f49449109acacf4d4Se6c1f				
		Accounts	Help About 📕 al	
		Account Creation Successful ×		
		Account ID: user@apxdata.com Password Show Password		
		Receiver (If different from the Phone Number/Email you entered)		
	User Type	Dismiss Send Account Info		
m	["OrganizationAdmin","CertList","user"]			
	["Inspector","Investigator"]			
	["OrganizationAdmin","CertList","user","clea	k", "Inspector", "Inspector Manager", "OrgList", "Investigator", "APXAdmin"]		
h	["CertCreate","CertEdit","APXAdmin","AgencyList","AgencyCreate","AgencyEdit","OrgCreate","OrgList","OrganizationAdmin","user","Clerk","Inspector","InspectorManager","Investigator","Co			
	["OrgList","APXAdmin"]			
m	["OrganizationAdmin","CertList","user","cler	k","Inspector","InspectorManager","Investigator"]		
	["OrganizationAdmin","CertList","user","clea	k","Inspector","InspectorManager","Investigator"]		
	["user"]			
	["CertCreate", "CertEdit", "APXAdmin", "Agen	cyList", "AgencyCreate", "AgencyEdit", "OrgCreate", "OrgList", "OrganizationAdmin", "user	,"clerk","Inspector","InspectorManager","Investigator","Comm	