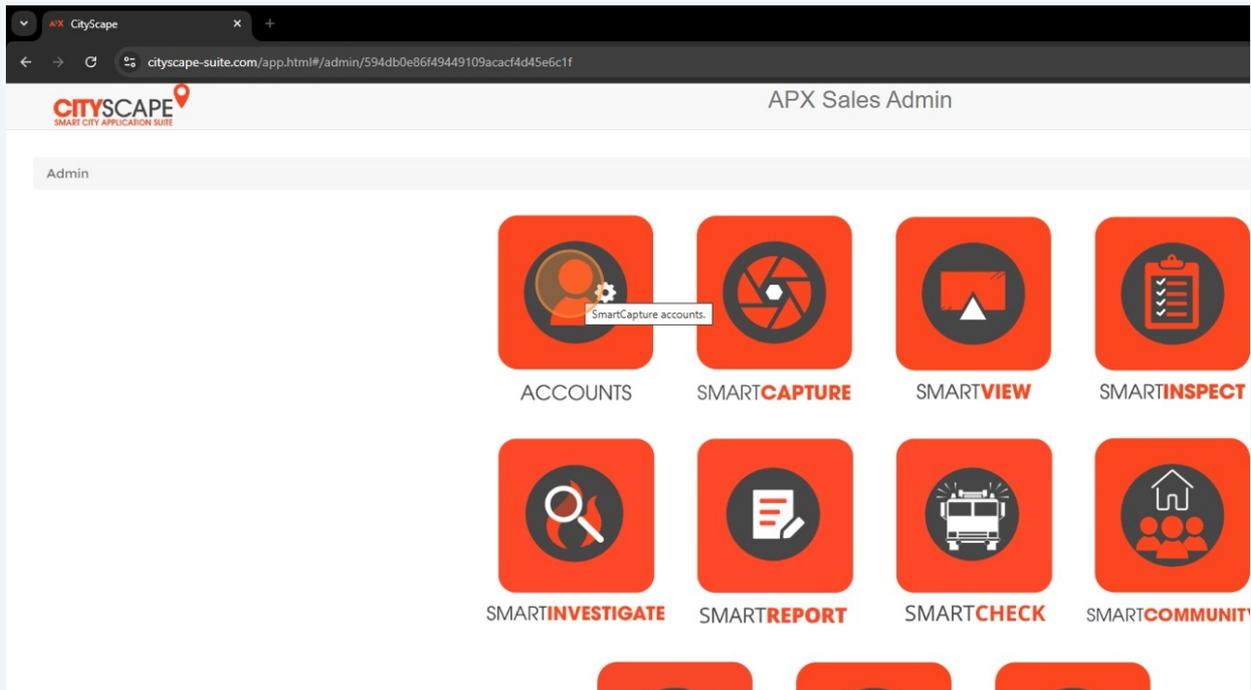


# Creating a User Account in APX

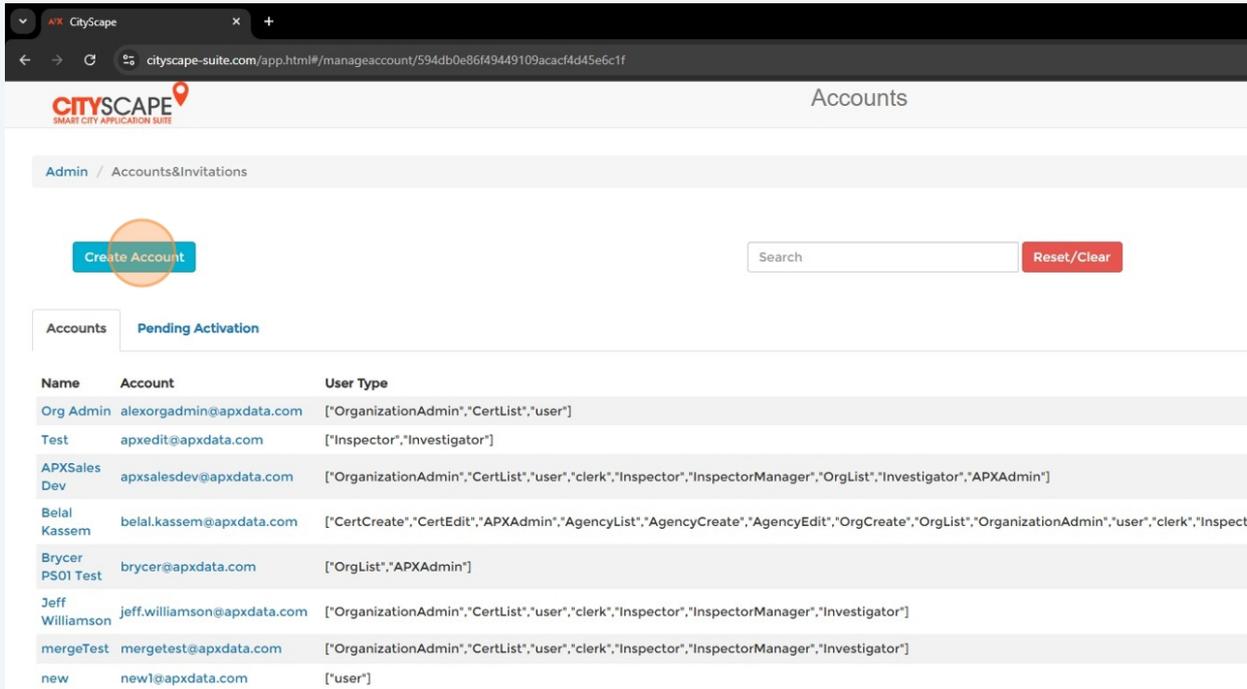


How to create a new user account in the APX platform.

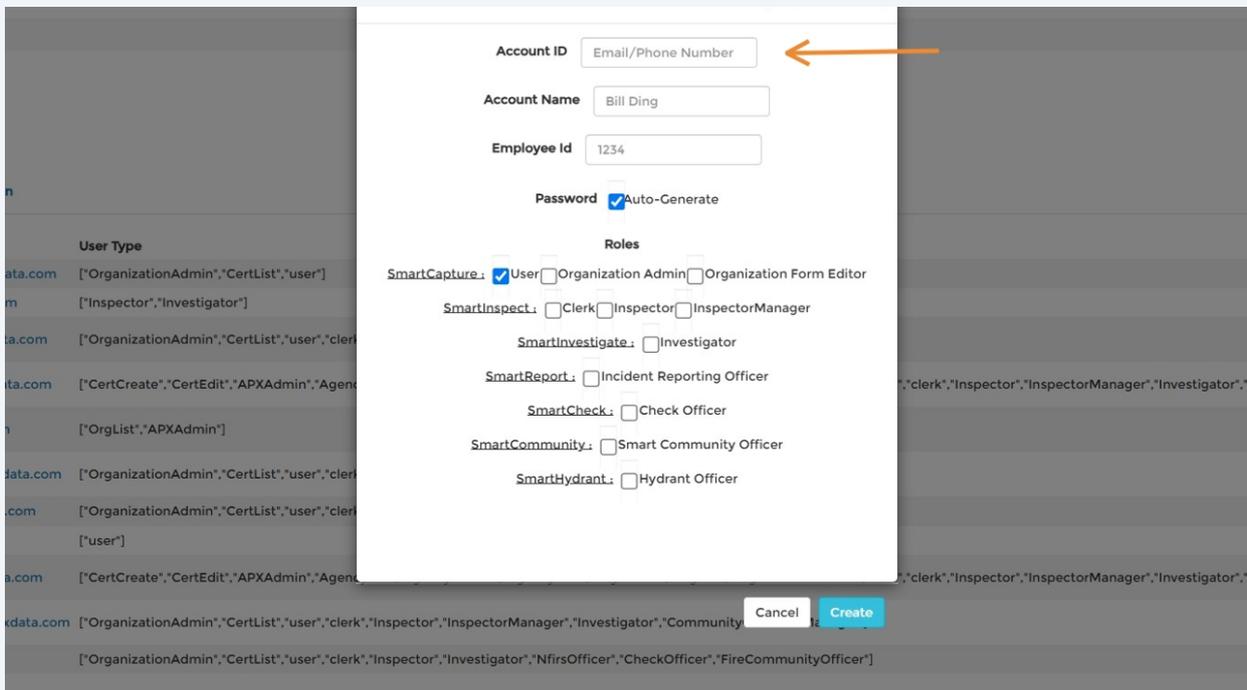
1 Select the **Accounts** tab.



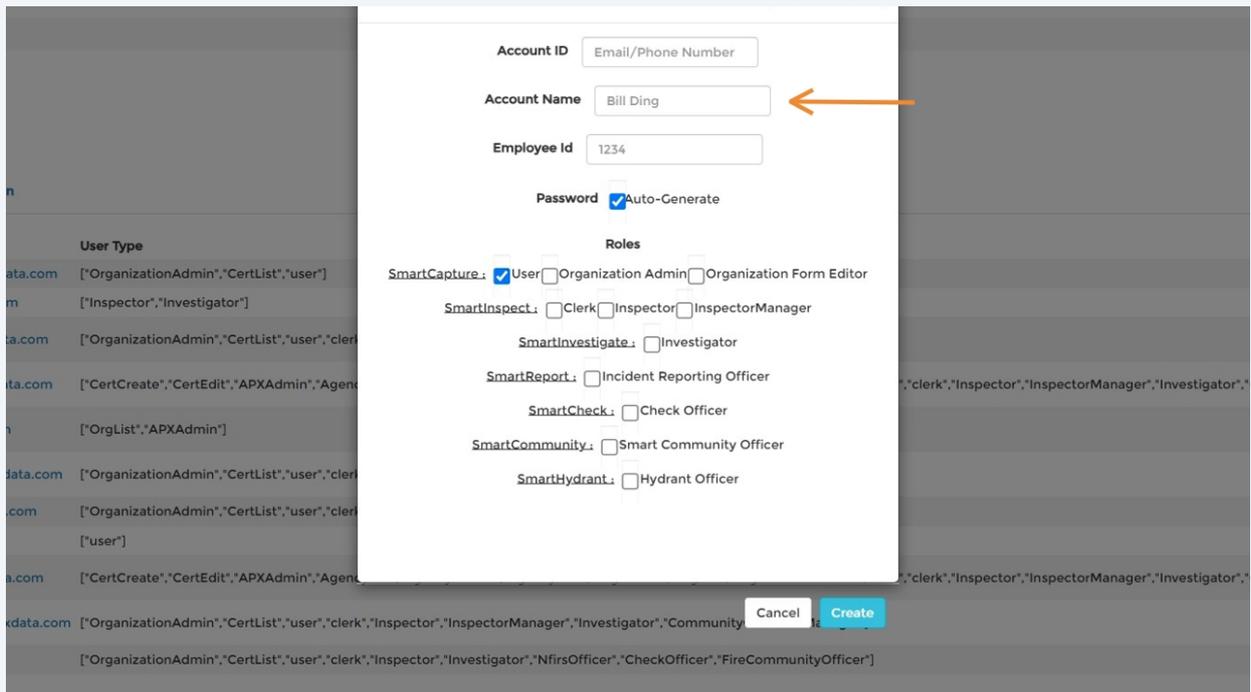
2 Select **Create Account**. A pop-up will be presented.



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



#### 4 Enter an Account Name

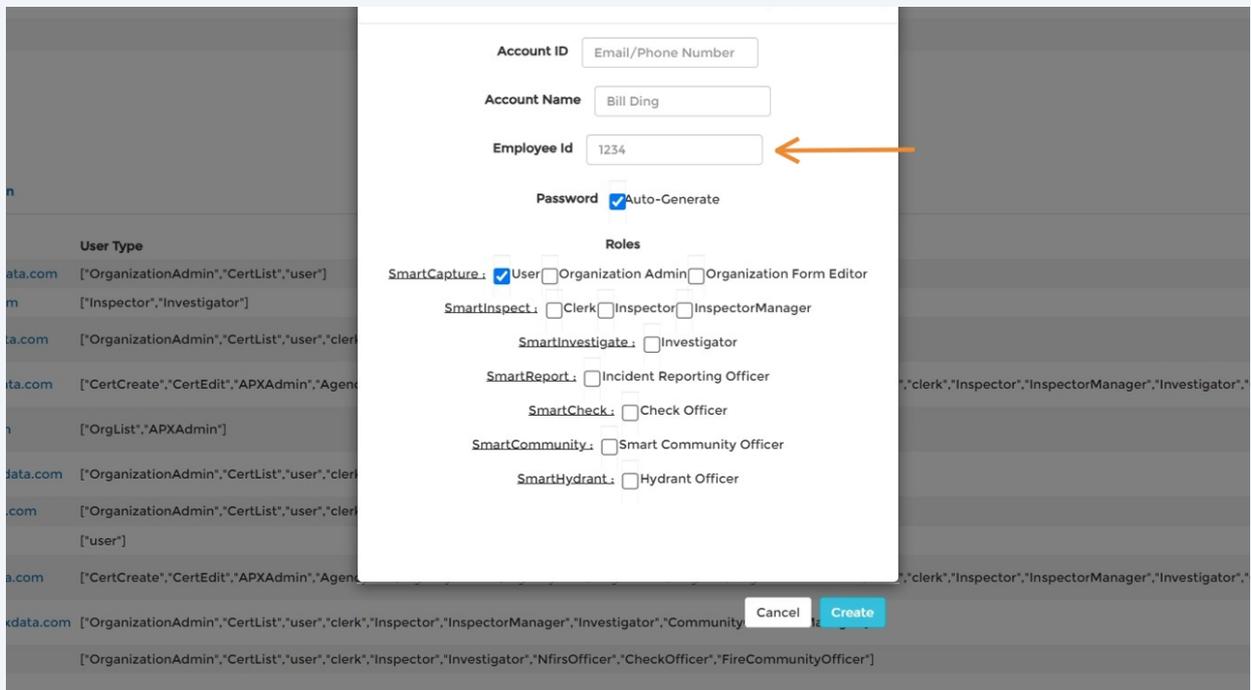


The screenshot shows a user creation form with the following fields and options:

- Account ID:
- Account Name:  (indicated by an orange arrow)
- Employee Id:
- Password:  Auto-Generate
- Roles:
  - SmartCapture:  User  Organization Admin  Organization Form Editor
  - SmartInspect:  Clerk  Inspector  InspectorManager
  - SmartInvestigate:  Investigator
  - SmartReport:  Incident Reporting Officer
  - SmartCheck:  Check Officer
  - SmartCommunity:  Smart Community Officer
  - SmartHydrant:  Hydrant Officer

At the bottom, there are "Cancel" and "Create" buttons.

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



The screenshot shows the same user creation form as in step 4, but with an orange arrow pointing to the Employee Id field, which contains the value "1234".

6

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

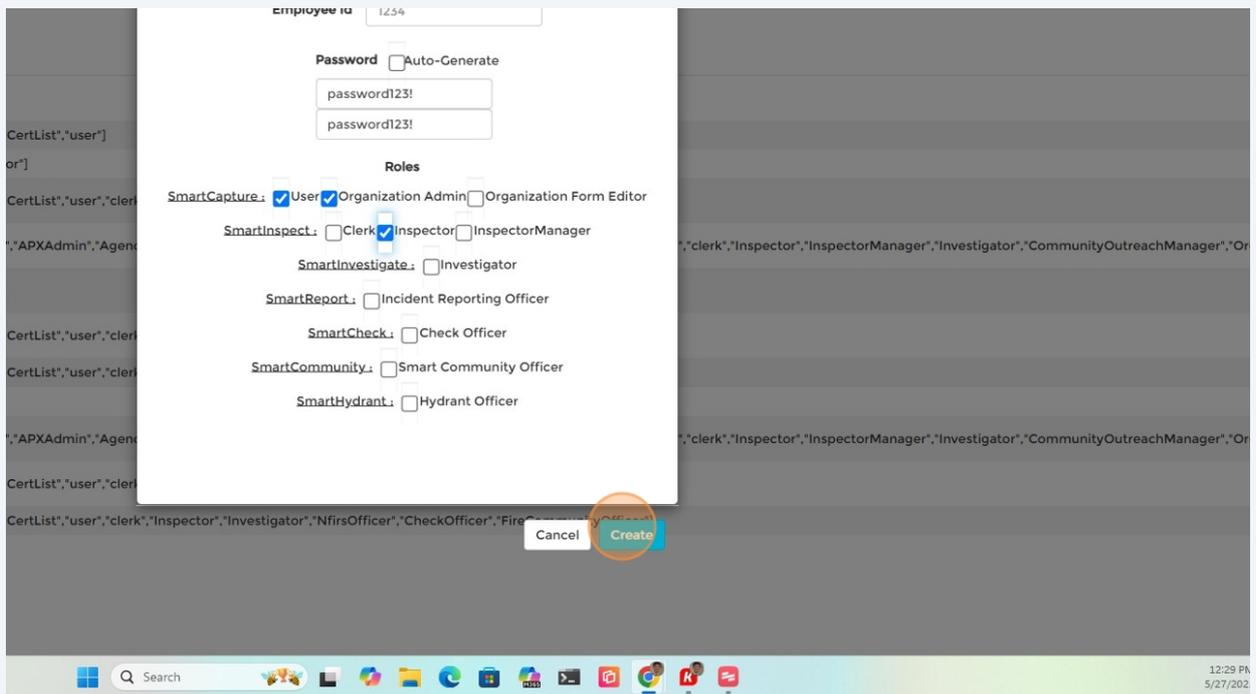
The screenshot shows a web browser window with a modal dialog titled "Create New Account" overlaid on a "Accounts" management page. The dialog has a "With Password" dropdown menu in the top right corner. The form fields are: "Account ID" (user@apxdata.com), "Account Name" (User 1), and "Employee Id" (1234). Under the "Password" section, the "Auto-Generate" checkbox is checked and highlighted with an orange circle. Below this is a "Roles" section with several groups of checkboxes: "SmartCapture" (User checked), "SmartInspect" (Clerk, Inspector, InspectorManager), "SmartInvestigate" (Investigator), "SmartReport" (Incident Reporting Officer), "SmartCheck" (Check Officer), "SmartCommunity" (Smart Community Officer), and "SmartHydrant" (Hydrant Officer). The background shows a table of existing accounts with columns for "User Type" and "Roles".

7

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

The screenshot shows the same "Create New Account" dialog box, but now the "Auto-Generate" checkbox is unchecked. The password fields are filled with "password123!". The "Roles" section is the same as in the previous screenshot, with the "User" role under "SmartCapture" checked. The "Create" button is highlighted in blue at the bottom right of the dialog. The background table of accounts is visible, showing various user types and their associated roles.

8 Select **Create** to create the new user account.



9 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.

