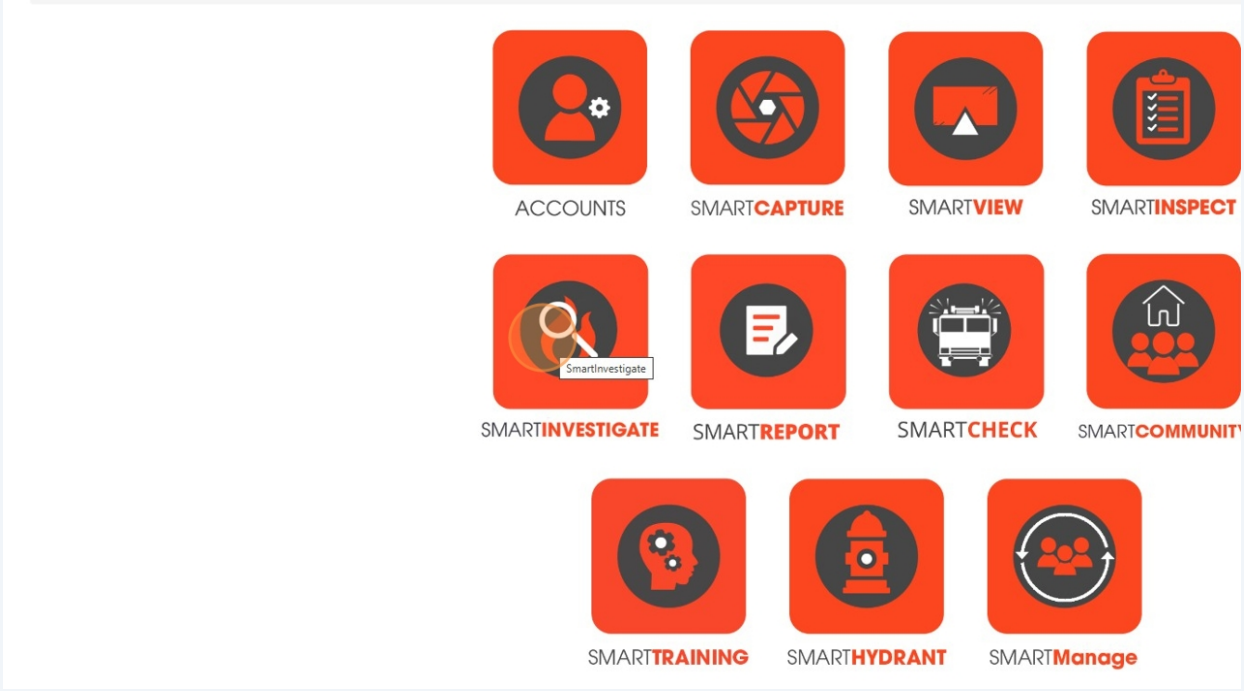
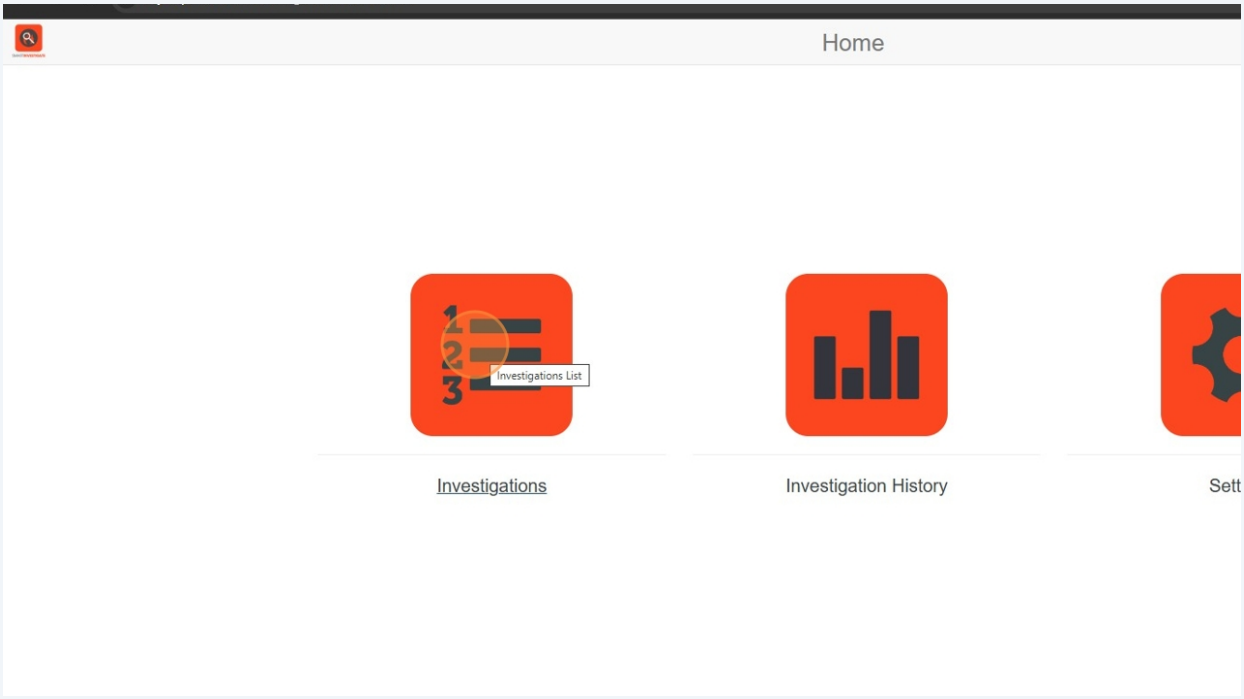
Creating an Investigation on the APX Web App

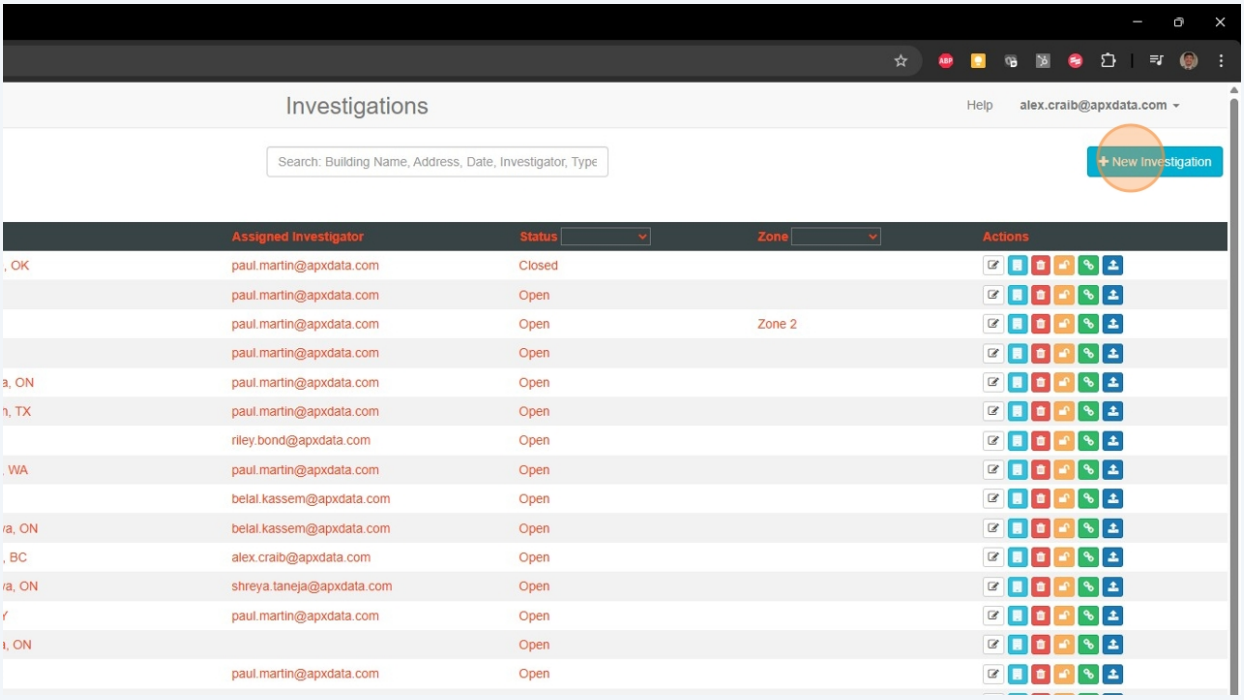
1 Select the **SmartInvestigate** tab.



2 Select the **Investigations** tab.

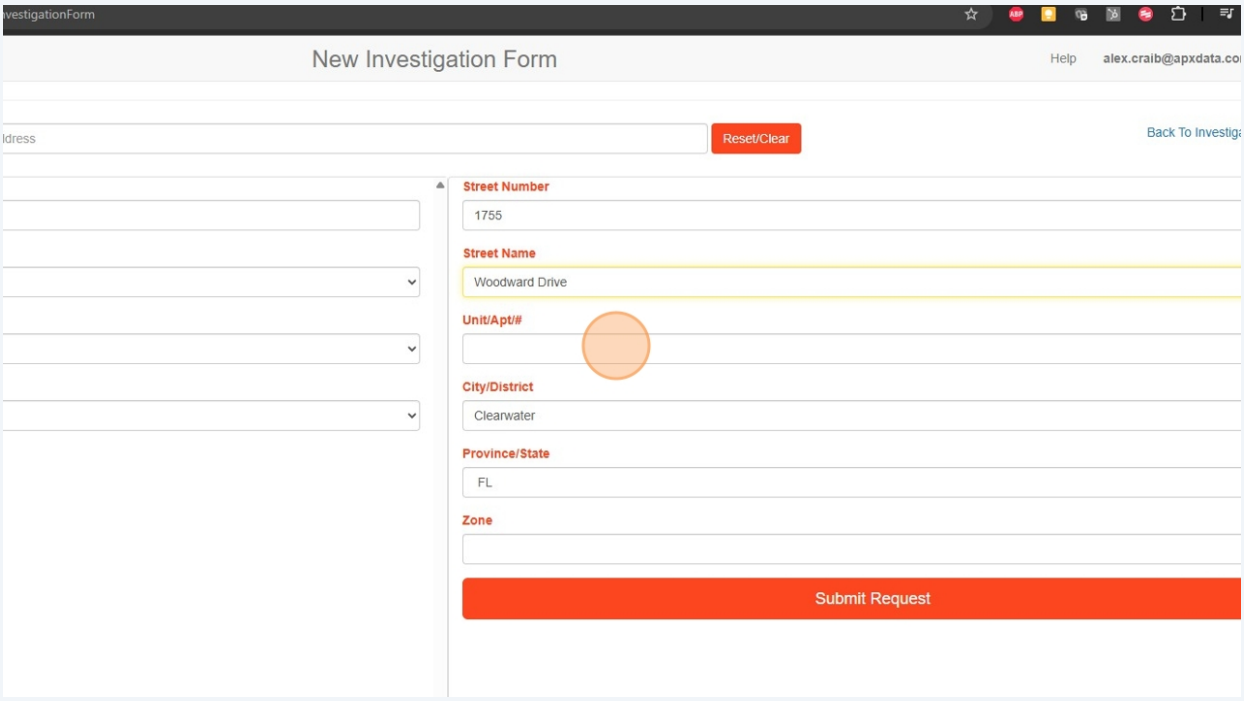


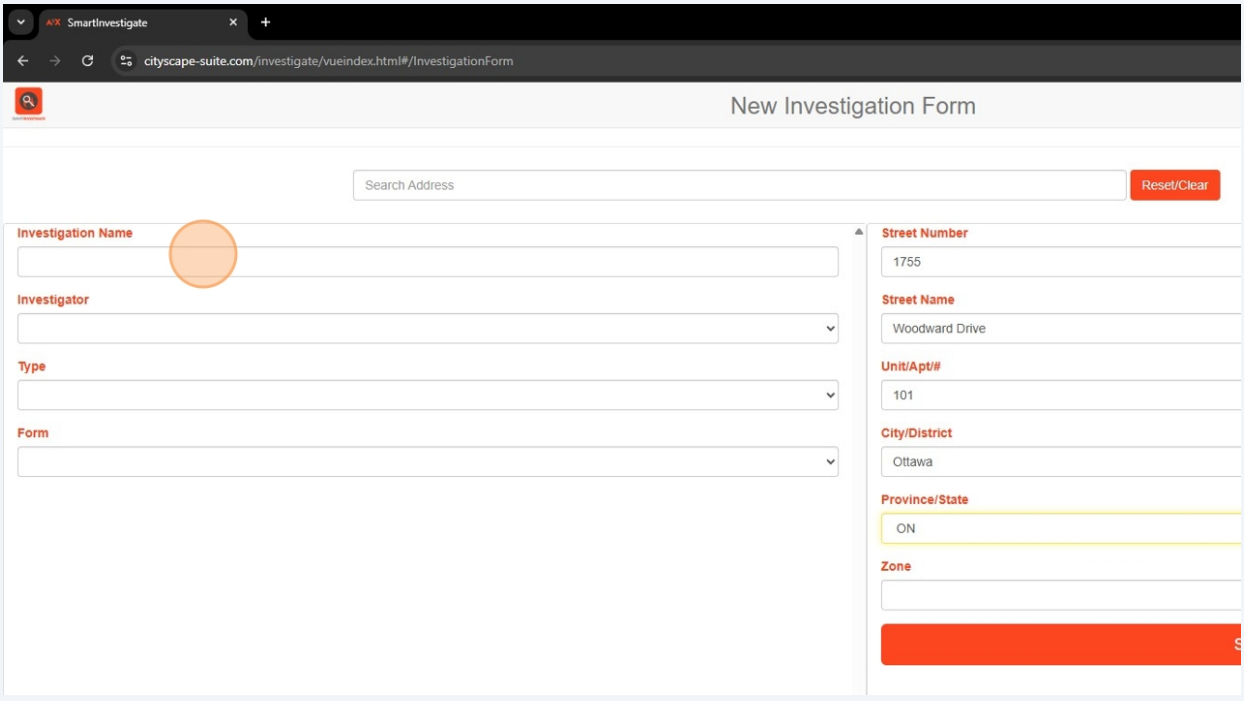
3 In the top right, select **New Investigation**. A window will be presented to create the new investigation.

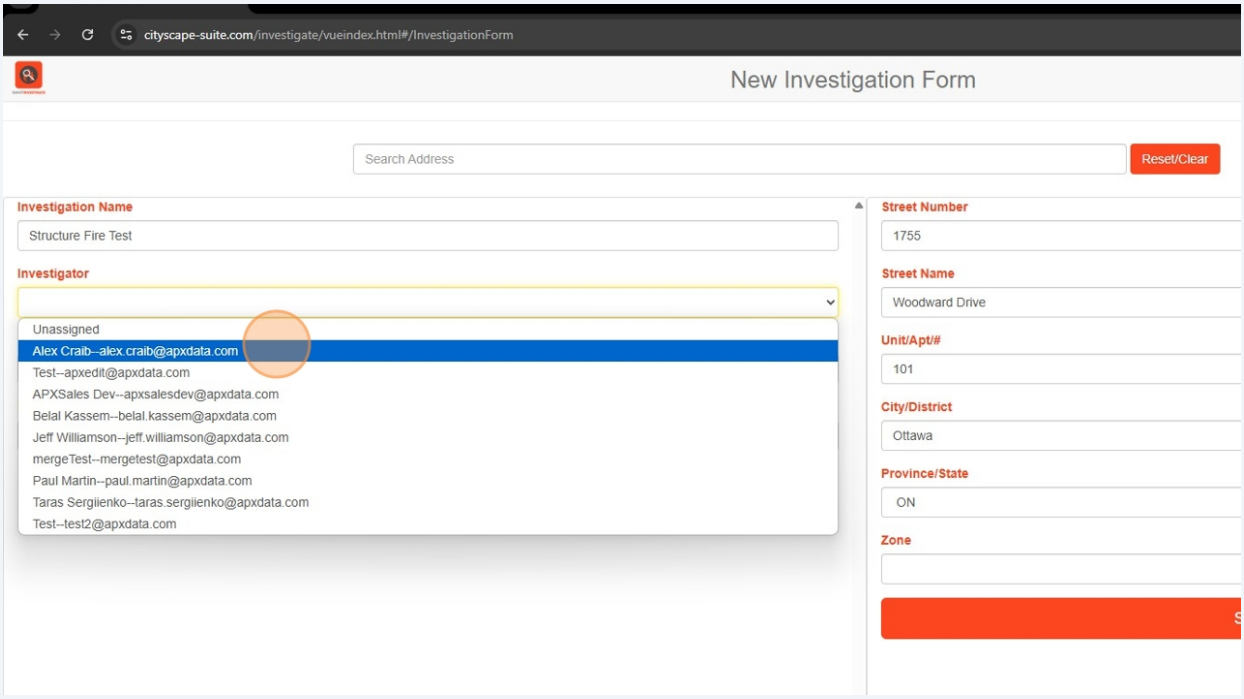


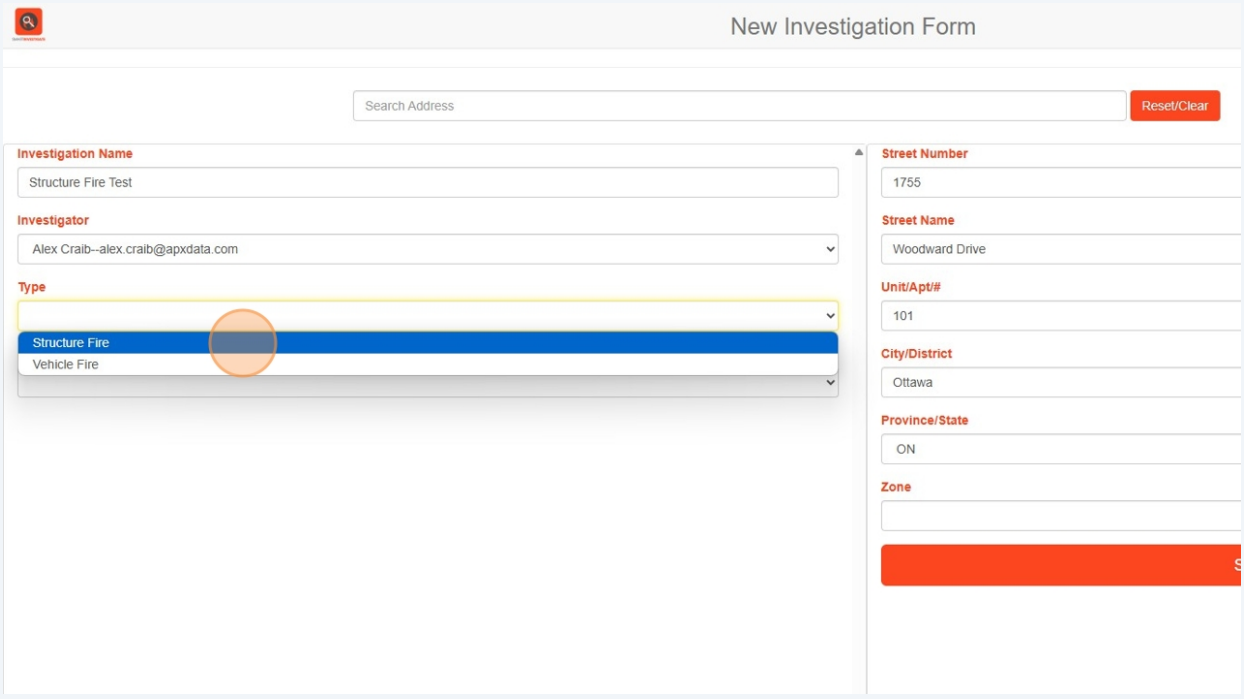
4 For the new investigation, enter the following information:

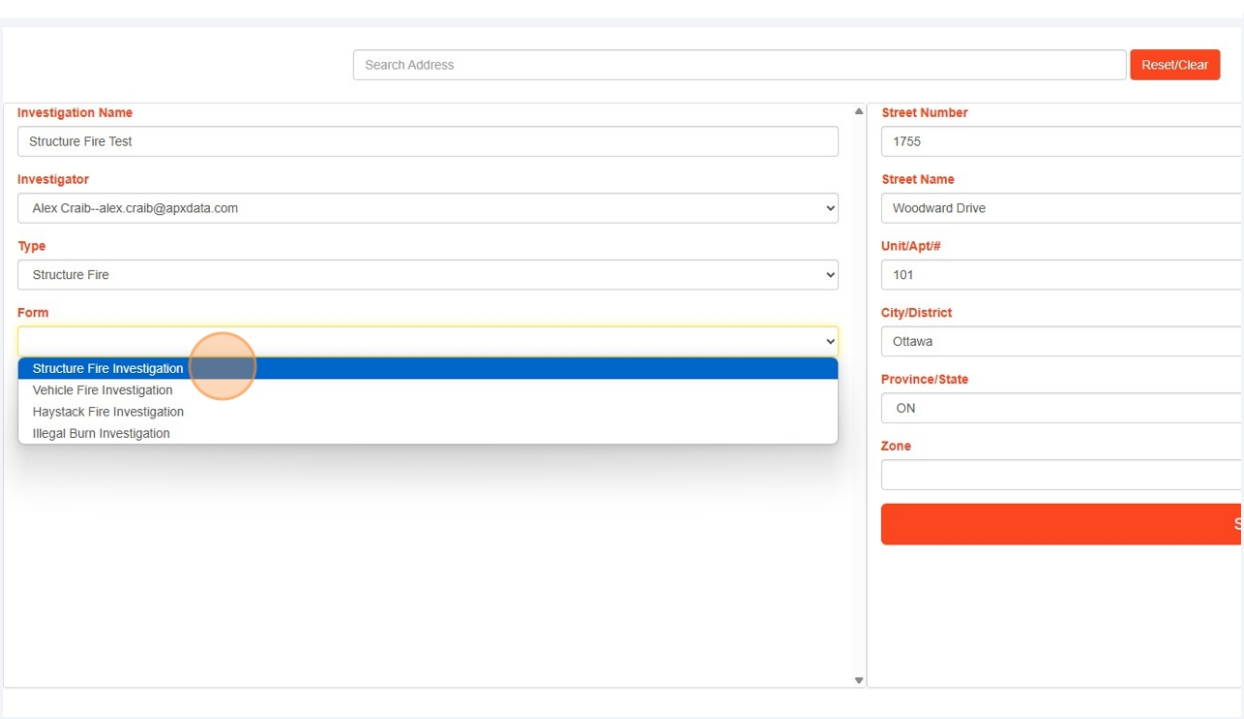
- Address (Street Number, Street Name, Unit if applicable, City, and Province or State)
- Investigation Name
- Investigator
- Incident Type
- Form Type



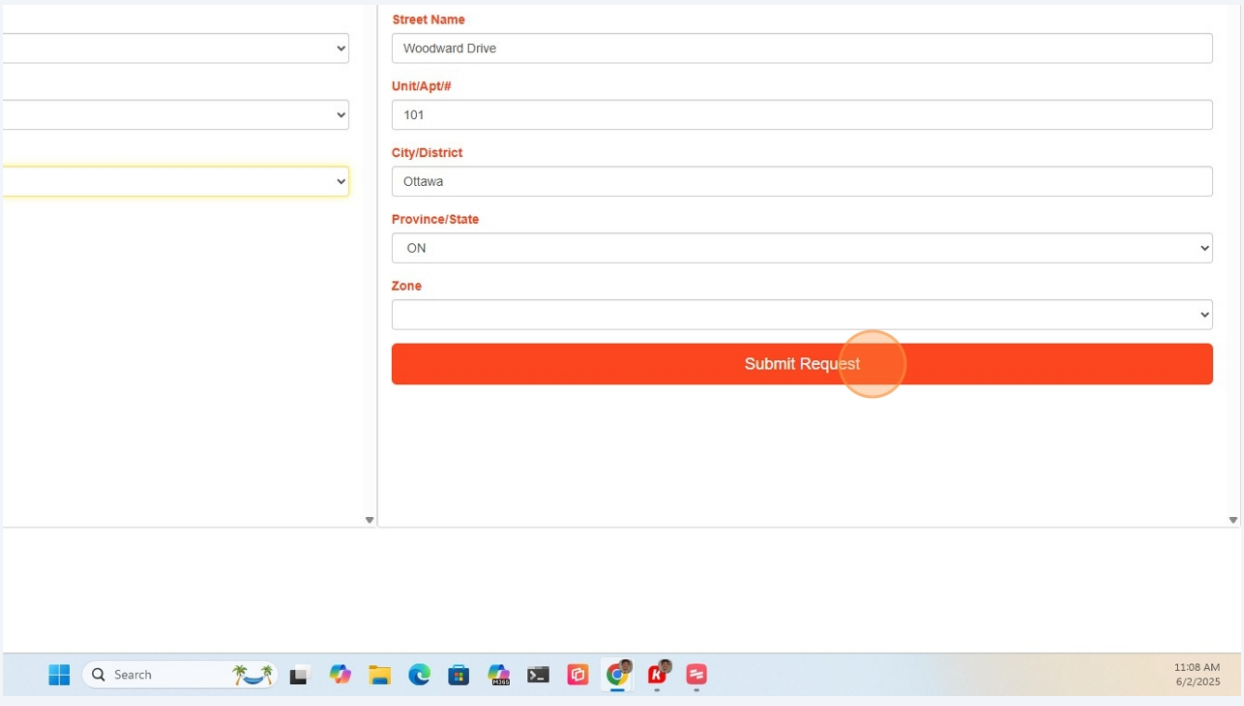


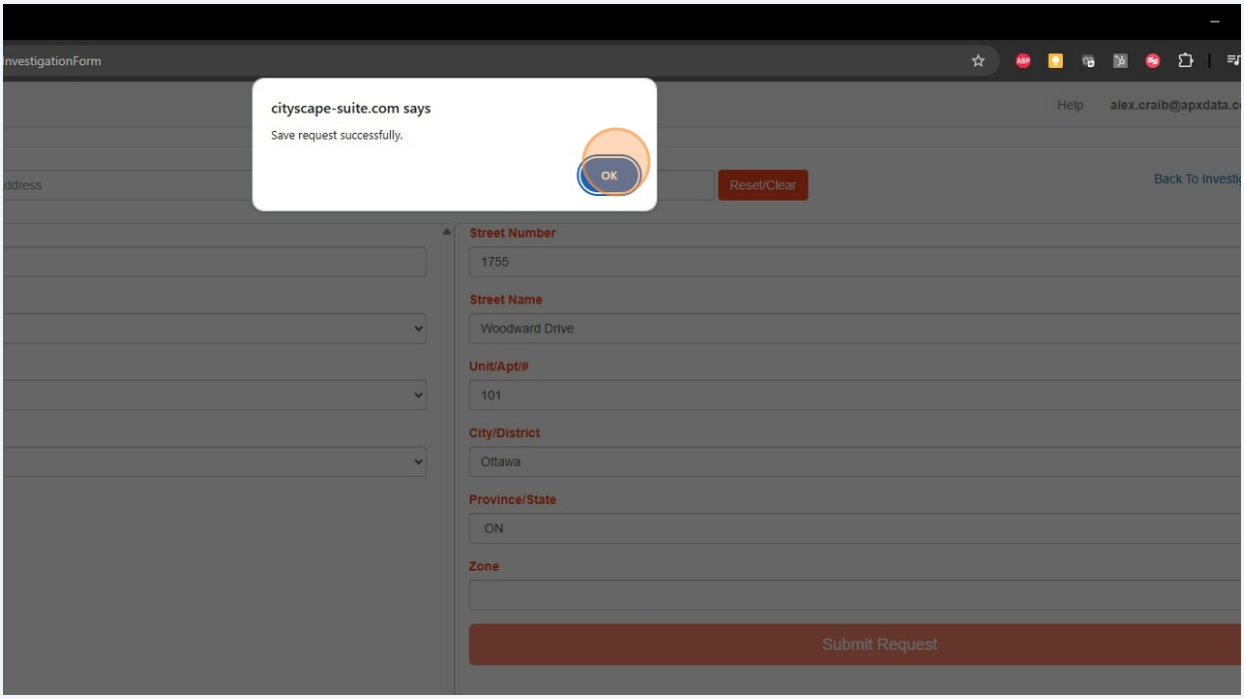

cityscape-suite.com/investigate/vueindex.html#/InvestigationForm
New Investigation Form
Search Address
Reset/Clear
Investigation Name
Structure Fire Test
Investigator
Unassigned
Alex Craib--alex.craib@apxdata.com
Test--apxedit@apxdata.com
APXSales Dev--apxsalesdev@apxdata.com
Belal Kassem--belal.kassem@apxdata.com
Jeff Williamson--jeff.williamson@apxdata.com
mergeTest--mergetest@apxdata.com
Paul Martin--paul.martin@apxdata.com
Taras Sergiienko--taras.sergiienko@apxdata.com
Test--test2@apxdata.com
Street Number
1755
Street Name
Woodward Drive
Unit/Apt/#
101
City/District
Ottawa
Province/State
ON
Zone


New Investigation Form
Search Address
Reset/Clear
Investigation Name
Structure Fire Test
Investigator
Alex Craib--alex.craib@apxdata.com
Type
Structure Fire
Vehicle Fire
Street Number
1755
Street Name
Woodward Drive
Unit/Apt/#
101
City/District
Ottawa
Province/State
ON
Zone



5 Select **Submit Request**. A pop-up confirming creation will appear.




cityscape-suite.com says
Save request successfully.
OK
Reset/Clear
Help
Back To Investi
Street Number
1755
Street Name
Woodward Drive
Unit/Apt/#
101
City/District
Ottawa
Province/State
ON
Zone
Submit Request