Creating an Investigation on the APX Web App





2 Select the **Investigations** tab.

3



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

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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

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New	Investigation Form		Help alex.craib@apxdata.co
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	1755		
	Street Name		
	✓ Woodward Drive		
	Unit/Apt/#		
	City/District		
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		1755	
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	New Investigation Form
	Search Address Reset
vestigation Name	Street Number
Structure Fire Test	1755
vestigator	Street Name
	Voodward Drive
Unassigned	Unit/Apt/#
Alex Craib-alex craib@apxdata.com	101
APXSales Devapxsalesdev@apxdata.com	
Belal Kassembelal.kassem@apxdata.com	City/District
Jeff Williamsonjeff.williamson@apxdata.com	Ottawa
Paul Martinpaul.martin@apxdata.com	Province/State
Taras Serglienkotaras.serglienko@apxdata.com	ON
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Vestigation Name Structure Fire Test Vestigator Alex Craib-alex craib@apxdata.com	Search Address

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Investigation Name			Street Number
Structure Fire Test			1755
Investigator			Street Name
Alex Craibalex.craib@apxdata.com	~		Woodward Drive
Туре			Unit/Apt/#
Structure Fire	~		101
Form			City/District
	~		Ottawa
Structure Fire Investigation			Province/State
Haystack Fire Investigation			ON
Illegal Burn Investigation			Zone
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5 Select **Submit Request**. A pop-up confirming creation will appear.

	Street Name	
~	Woodward Drive	
	Unit/Apt/#	
~	101	
	City/District	
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		Submit Request