

Creating a new Incident on the APX Web App



1 Select the **SmartReport** tab.



ACCOUNTS



SMARTCAPTURE



SMARTVIEW



SMARTMAP



SMARTINVESTIGATE



SMARTREPORT



SMARTCHECK



SMARTALERT

2 Select the **Incident Reports** tab.



Incident Reports List

Incident Reports



Incident Report History

3 Select **New Request**.

The screenshot shows a web browser window displaying the 'Incident Reports' application. The browser's address bar is empty, and the page title is 'Incident Reports'. The user is logged in as 'alex.craib@apxdata.com'. A search bar is present with the placeholder text 'Search: Incident Name, Address, Date, Type'. There are two buttons: a green 'Export to NFIRS' button and a blue '+ New Request' button. Below these is a table with the following columns: Exposure, Report Status, Nfirs Status, Exported Date, Zone, and Actions. The table contains four rows of data.

	Exposure	Report Status	Nfirs Status	Exported Date	Zone	Actions
r or other outside e fire	000	Not Submitted	Not Ready		All	[Edit] [Check] [Download] [Delete]
ehicle accident with	000	Approved	Exported	10/10/2024 13:06:12	All	[Edit] [Check] [Download] [Delete]
ire	000	Not Submitted	Not Ready		All	[Edit] [Check] [Download] [Delete]
or vehicle fire	000	Not Submitted	Not Ready		All	[Edit] [Check] [Download] [Delete]

4 Fill out the information about the incident.

The screenshot shows a web browser window with the URL `cityscape-suite.com/nfirs/vueindex.html#/NewIncidentRequest`. The page title is "NewIncidentRequest Form" and the user is logged in as "alex.craib@apxdata.com". The form is divided into two columns. The left column contains: "Incident Type" (dropdown menu with "111 - Building fire" selected), "Incident Date" (calendar icon with "06/13/2025" selected), "Incident Number" (text input with "123456"), and "Exposure Number" (text input with "000"). The right column contains: "Street Number" (text input with "1755"), "Street Name" (text input with "Woodward Drive"), "Unit/Apt/#" (text input with "101"), "City/District" (text input with "Ottawa"), "Province/State" (dropdown menu with "ON" selected), "Zone" (dropdown menu with "Zone 1" selected), and "Postal Code (Optional)" (text input). A red "Submit Request" button is at the bottom right. A "Back To Incident List" link is in the top right corner.

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

This close-up view shows the bottom portion of the form. It includes the "Province/State" dropdown menu with "ON" selected, the "Zone" dropdown menu with "Zone 1" selected, and the "Postal Code (Optional)" text input. The red "Submit Request" button is prominent, with a yellow circle highlighting it. A vertical scrollbar is visible on the left side of the form area.

quest



cityscape-suite.com says

Save request successfully.



Help

alex.crai

1755

Street Name

Woodward Drive

Unit/Apt/#

101

City/District

Ottawa