

Creating a New Occupancy on the APX SmartCapture App

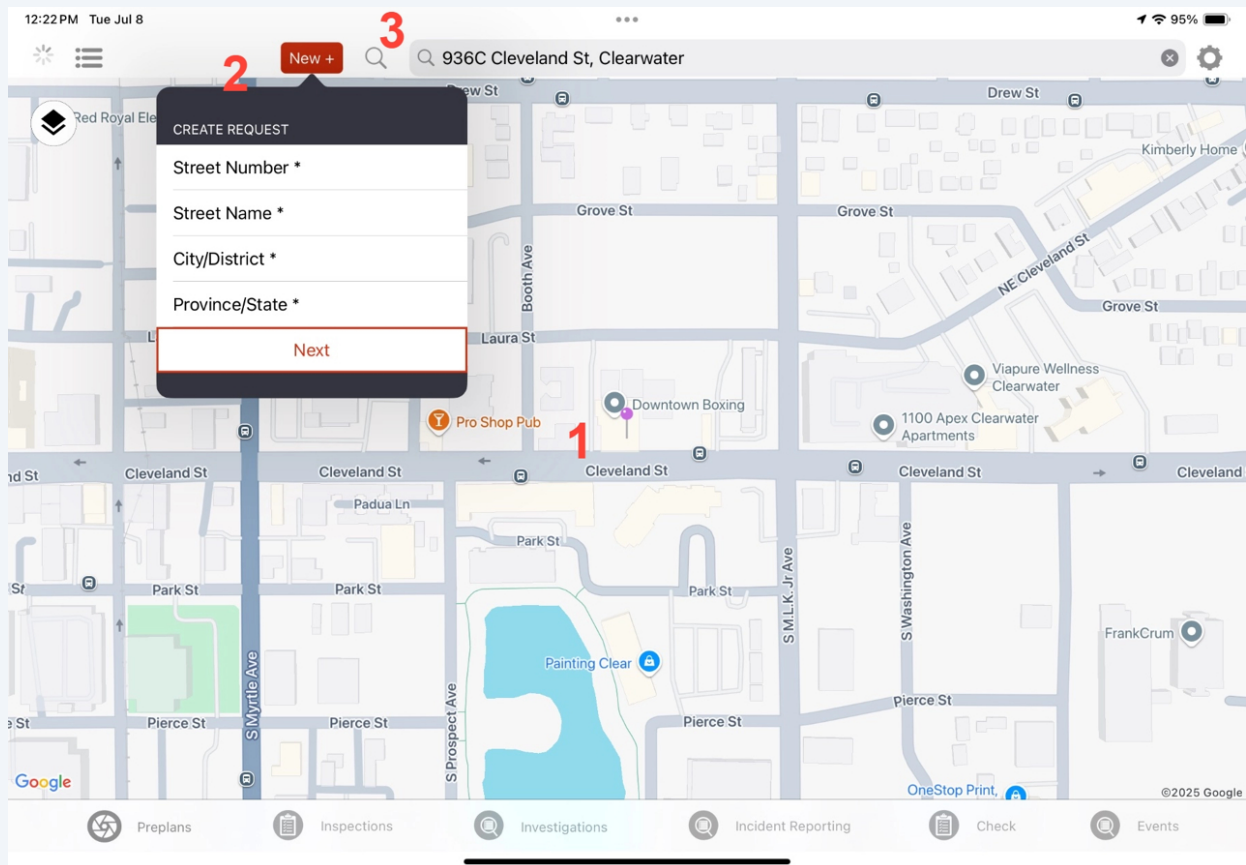


1 To select a new location for an occupancy, you can either:

1. Tap and hold on a location on the map.
2. Select **New+** (fill out the address information, then select **Next**)
3. Use the Search bar

A purple pin will appear on the map. Tap the purple pin, and then the label that appears, to present the occupancy creation window.

*Note: To create a new occupancy from the List View, select **+New**.*



2 Enter the occupancy details, then select **Submit**.

Note: If more than one occupancy form type exists, use the Form selector to define which form should be used.

A window showing occupancy creation progress will appear. Once the creation is complete, the occupancy record will open.
Tap here.

12:24 PM Tue Jul 8

New +

936C Cleveland St, Clearwater

Street Number 936C

Street Name Cleveland St

Unit/Apt/Suite/#

City/District Clearwater

Province/State FL

Zone

Form Preplan

Submit

Done

Preplan

Fire Safety Plan

Onsite Hazards

