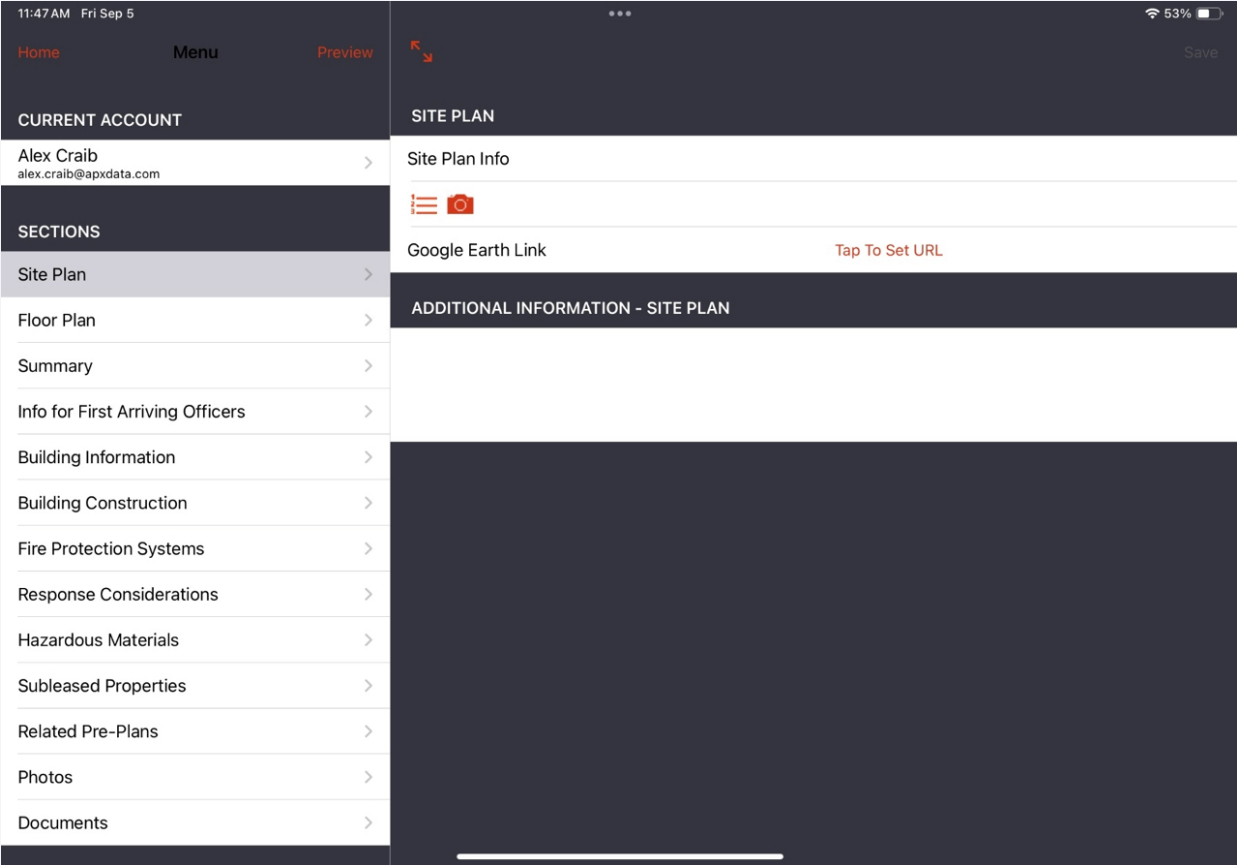


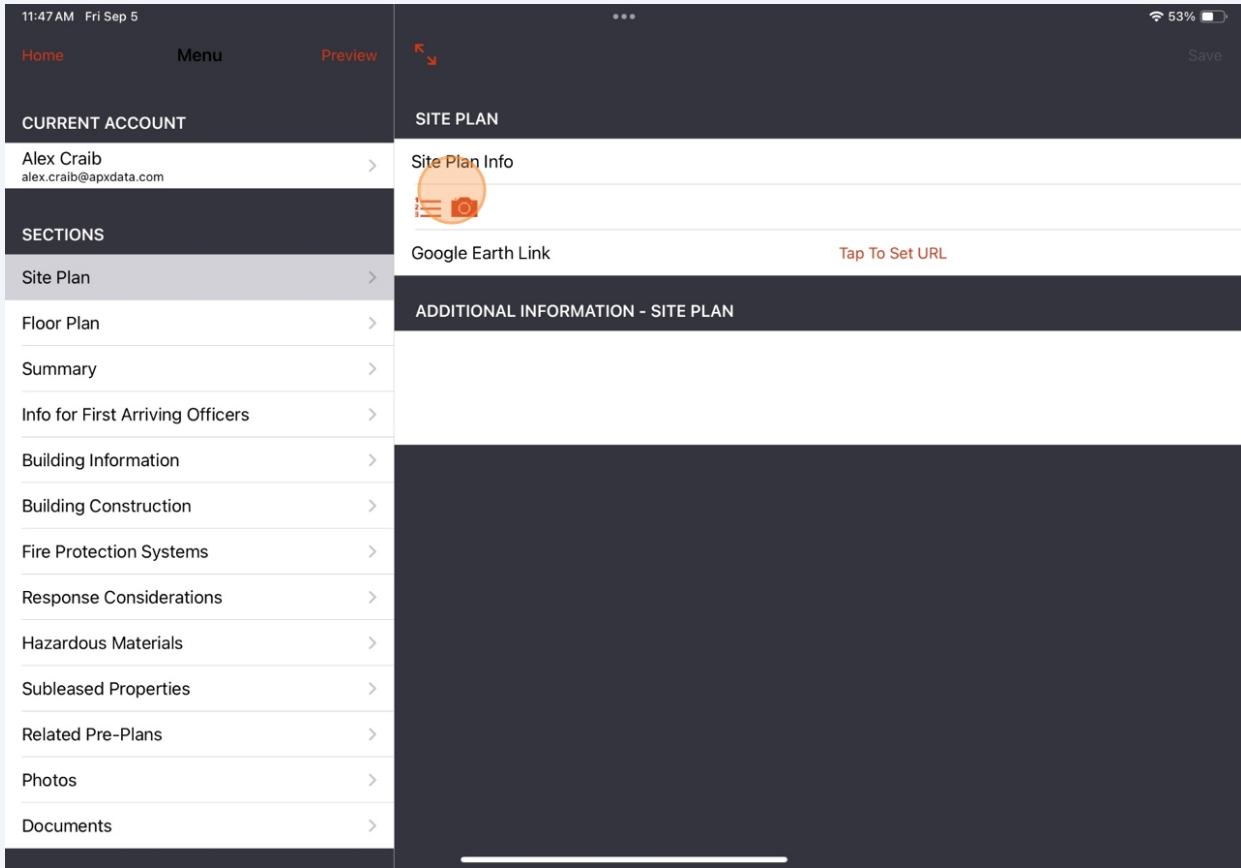
# Adding Information to an Occupancy on the APX SmartCapture App



1 Open an occupancy record to an available form (e.g. Preplan form). The form menu will be presented (on the left hand side on iPad, full screen on iPhone).

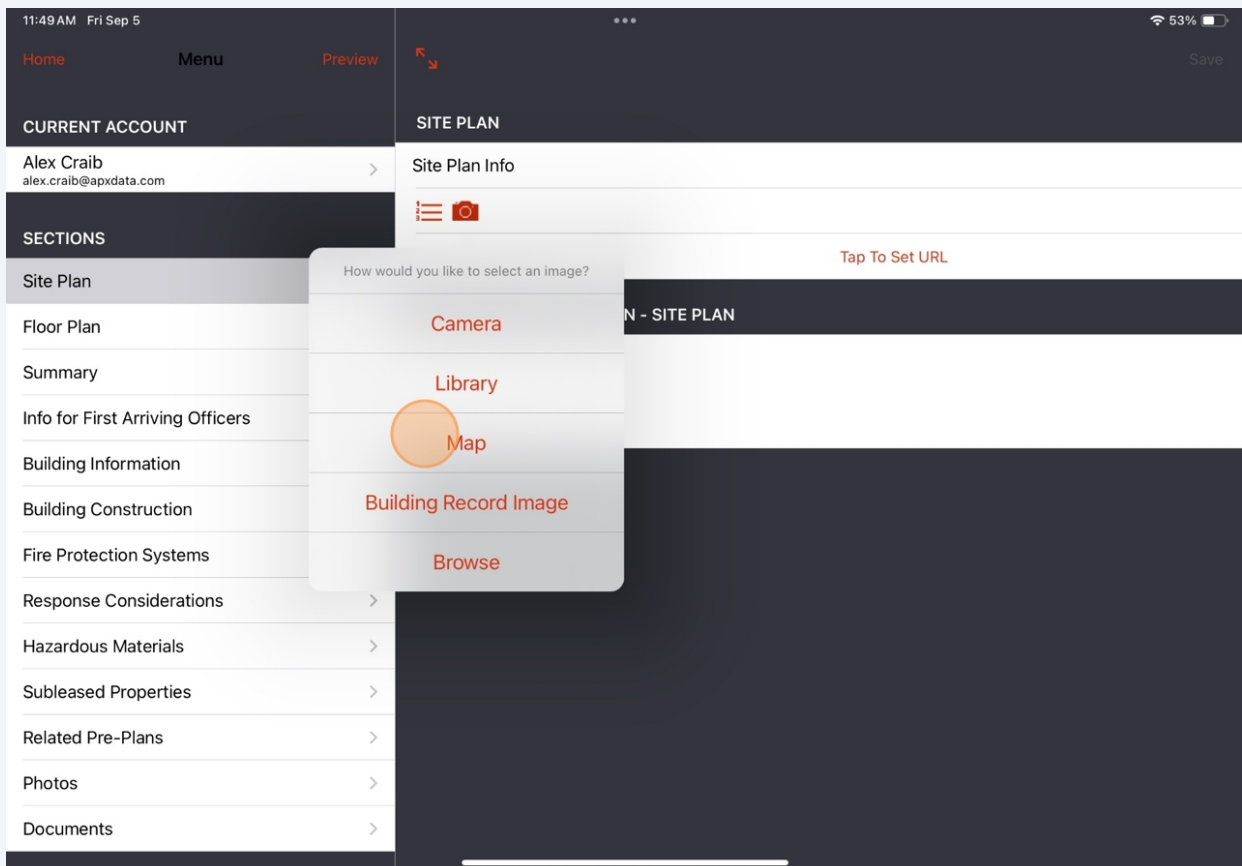


2 To add an image, select the Camera icon.



### 3 Select how you'd like to add an image:

- Camera - Use the device camera to upload an image
- Library- Upload an image from the device photo library
- Map - Capture a map image or satellite image to use as a site plan
- Building Record Image - Re-use an image added to another field



4 If capturing a site plan, toggle between a satellite or map view. Rotate, pan, or zoom the image as desired, then tap **Take Photo** to scan the image and use it as a site plan.

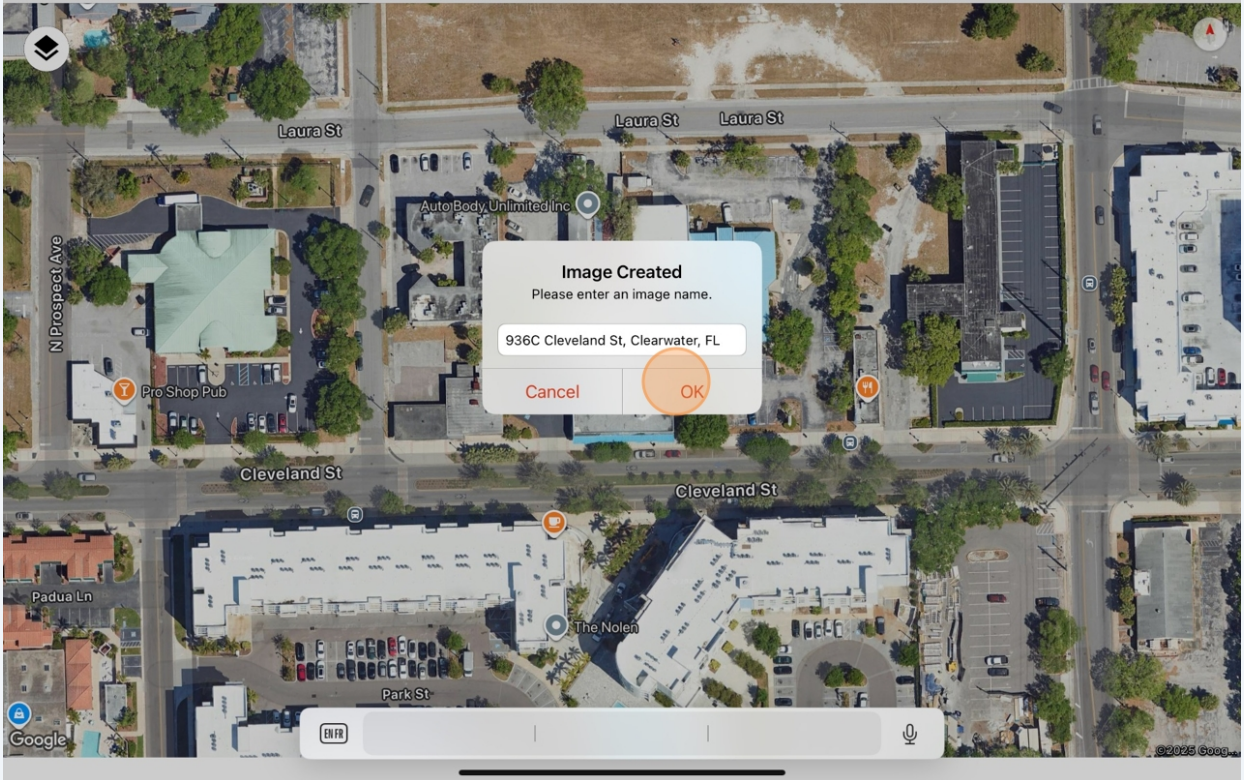
Cancel

Site Plan



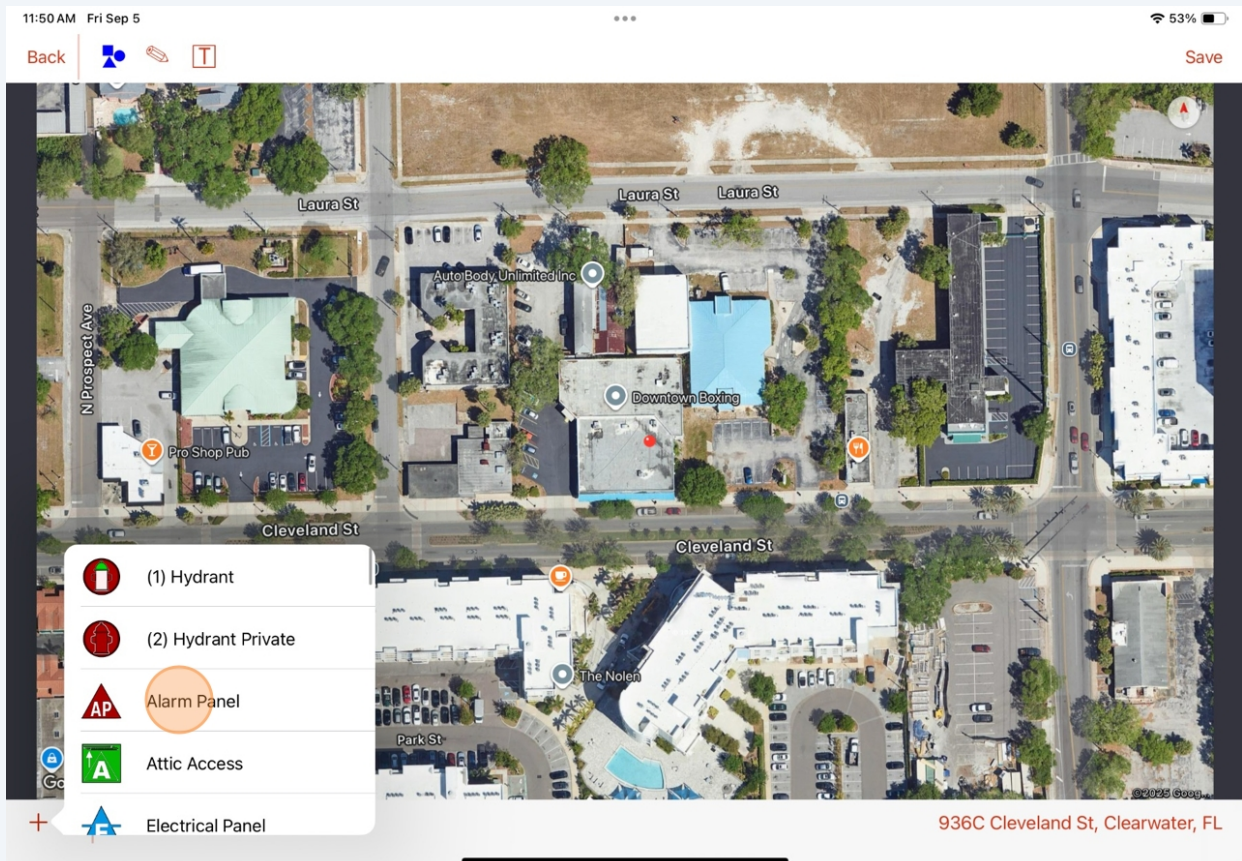
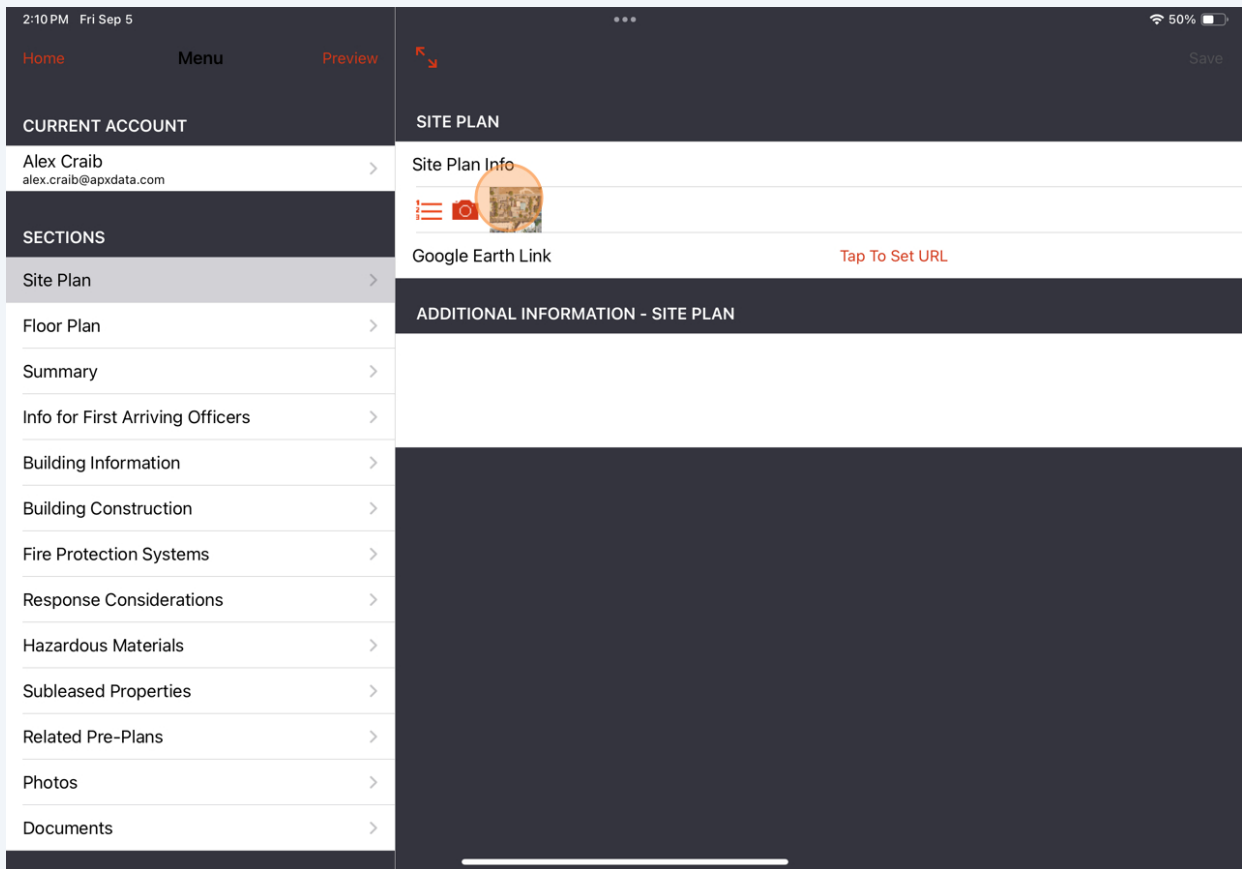
Cancel

Site Plan



5

Select an image thumbnail to add markup like icons, drawing and text.





936C Cleveland St, Clearwater, FL



936C Cleveland St, Clearwater, FL



For information on marking up images, see [Marking up Images on the APX SmartCapture App](#).

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To add information to the property, use the different fields, such as text fields, quick-choice buttons, choice-lists, tables, and more.

The screenshot displays the APX SmartCapture App interface. On the left is a navigation menu with sections: CURRENT ACCOUNT (Alex Craib, alex.craib@apxdata.com), SECTIONS (Site Plan, Floor Plan, Summary, Info for First Arriving Officers, Building Information, Building Construction, Fire Protection Systems, Response Considerations, Hazardous Materials, Subleased Properties, Related Pre-Plans, Photos, Documents), and GATE CODE. The main area shows a SUMMARY form with the following fields:

- Address: 936C Cleveland St, Clearwater, FL
- ZIP Code: [Field with a toggle switch]
- High Risk or Low Risk: [High Risk] [Low Risk]
- Lat: 27.96581076640466, Long: -82.79300697147848, with an Update Pin Position button
- Name: [Field] (New Preplan)
- Zone: [Field]
- Is This An ALF, Nursing/Foster/Group Home, Daycare, School, Hospital Or State License Facility? [Yes] [No]
- Call Box #
- Occupancy Type
- Floors
- GATE CODE

11:53 AM Fri Sep 5 52%

Home Menu Preview Save

**CURRENT ACCOUNT**

Alex Craib  
alex.craib@apxdata.com

**SECTIONS**

- Site Plan
- Floor Plan
- Summary
- Info for First Arriving Officers
- Building Information
- Building Construction
- Fire Protection Systems

Lat: 27.96581076640466  
Long: -82.79300697147848 Update Pin Position

High Risk Low Risk

Name New Preplan

Zone

Is This An ALF, Nursing/Foster/Group Home, Daycare, School, Hospital Or State License Facility?

Yes No

Call Box #

Occupancy Type Commercial

Floors

GATE CODE

ADDITIONAL INFORMATION - SUMMARY

Assembly  
Residential  
**Commercial**  
Residential/Commercial Mixed  
Educational  
Health Care

11:54 AM Fri Sep 5 52%

Home Menu Preview Save

**CURRENT ACCOUNT**

Alex Craib  
alex.craib@apxdata.com

**SECTIONS**

- Site Plan
- Floor Plan
- Summary
- Info for First Arriving Officers
- Building Information
- Building Construction
- Fire Protection Systems
- Response Considerations
- Hazardous Materials
- Subleased Properties
- Related Pre-Plans
- Photos
- Documents

**HAZARDS**

Name Diesel

Quantity

Note

MSDS Document Diesel SDS

Hazard Link Tap To Set URL

Occupancy Hazards

ADDITIONAL INFORMATION - HAZARDOUS MATERIALS

7

Select **Save** to save changes to the record.

