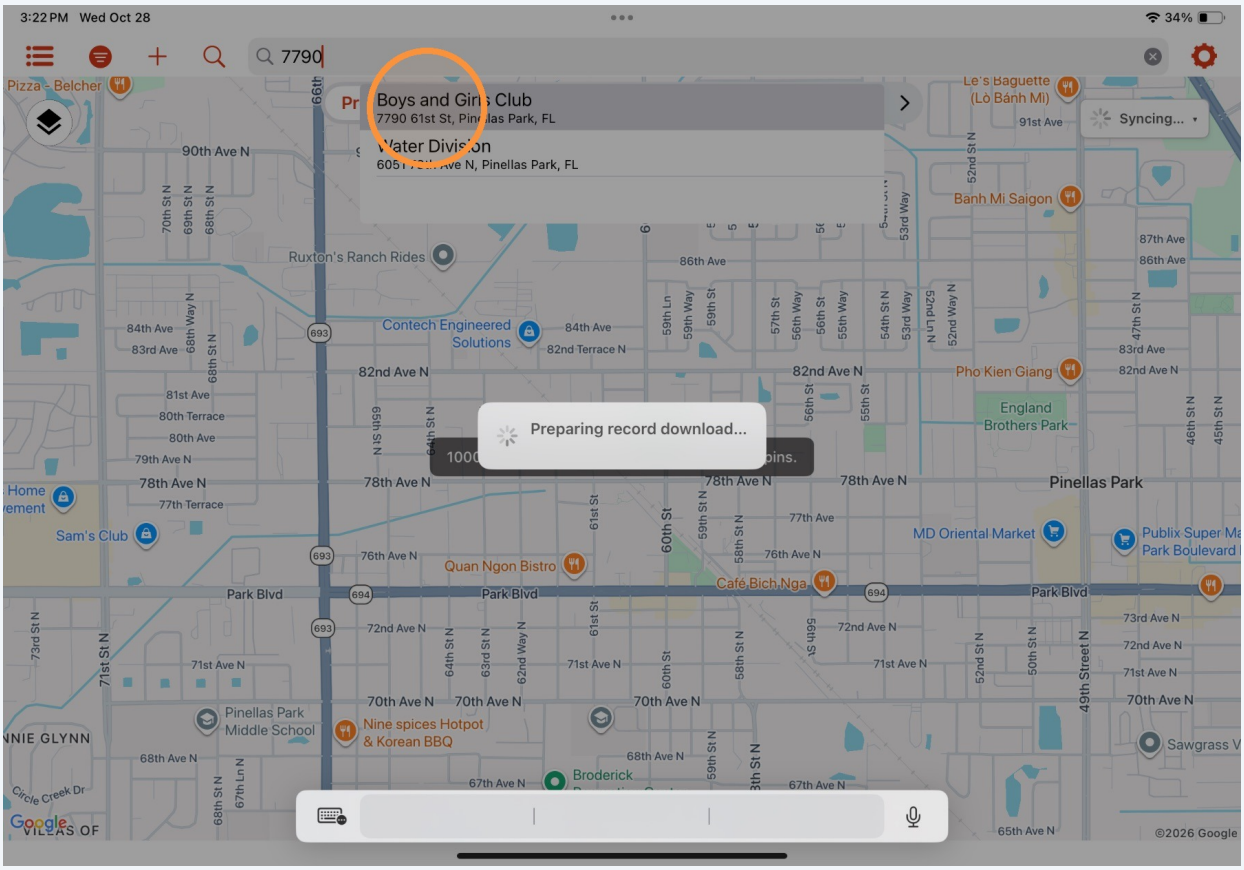
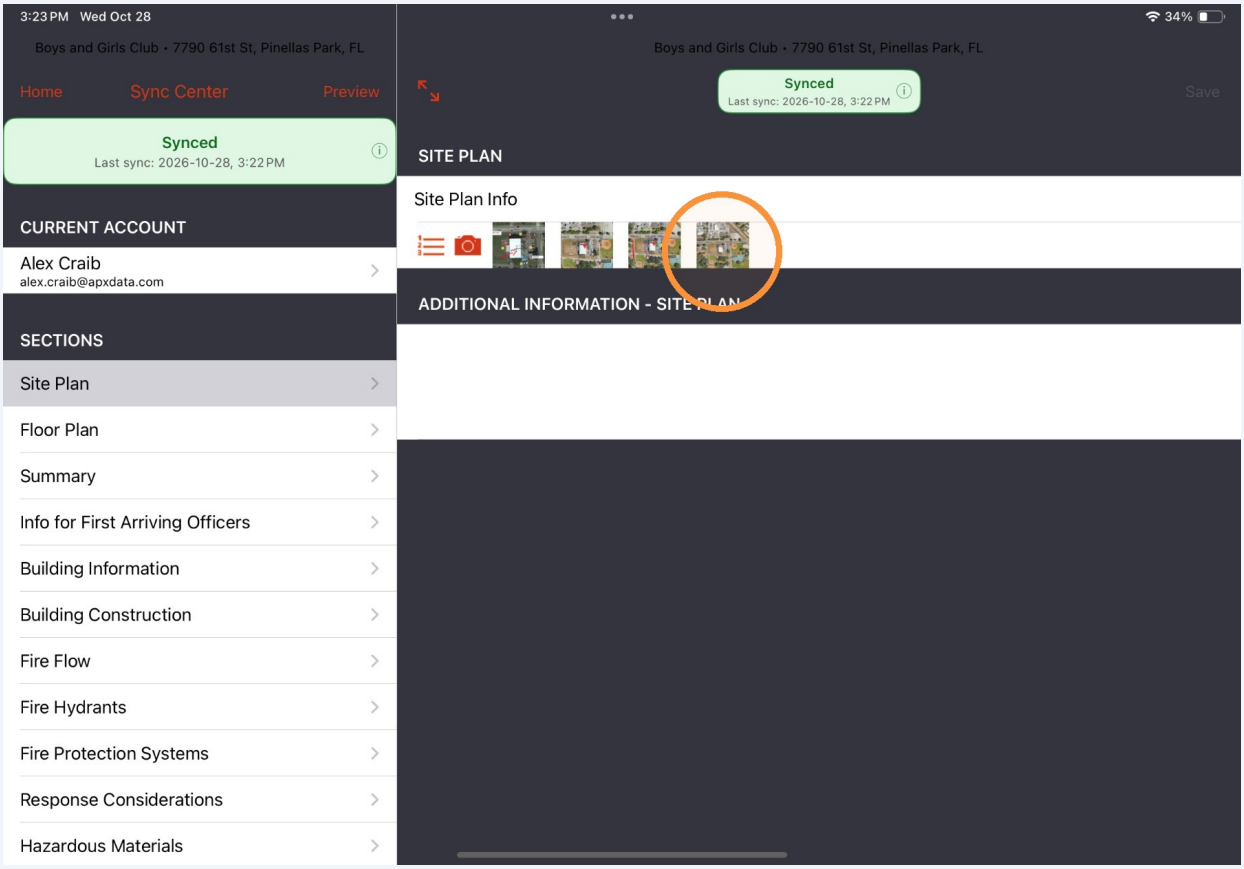
SmartCapture iOS - Adding Annotations

1 From the Home View, open a property record.



2 Navigate to the desired image and tap the thumbnail.

The image annotation mode will open.



3

To enter the Shapes annotation mode, select the **Shapes** button.

To use the Shapes annotation mode:

1. Select the + button
2. Select either **Symbol** or one of the default shapes.
    1. If **Symbol** is selected, a list of available options will appear
        1. Select a symbol to add it to the image
        2. Tap and drag the symbol to position it on the image
        3. Tap and drag the size handle to resize the symbol
        4. Tap and drag the rotate handle to rotate the symbol
        5. Select the **Linked Fields** button to edit preplan form fields linked to the icon
        6. Select the **Delete** button to delete a selected symbol
    2. If a default shape is selected, it will appear in the center of the image
        1. Tap and drag the shape to position it on the image
        2. Tap and drag the size handle to resize the shape
        3. Tap and drag the rotate handle to rotate the shape
        4. Select the color button to change the color of the selected shape
        5. Select the **Delete** button to delete a selected shape
3. Select the layer button to switch between different shapes on the image.
   If you're in the Shapes annotation mode, you can also tap a shape to select it.

3:23 PM Wed Oct 28
34%
Powell Property Maintenance
Harrington Air Conditioning
Simpson Auto repair
Pinellas Park Public Works Service facility
Pinellas Park Water Division
62nd Way N
62nd St N
78th Ave N
Boys & Girls Clubs of the Suncoast |...
61st St
Davis Field
Temporarily closed
Girls Incorporated of Pinellas
Google
7790 61st St, Pinellas Park, FL

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Harrington Air Conditioning
Simpson Auto repair
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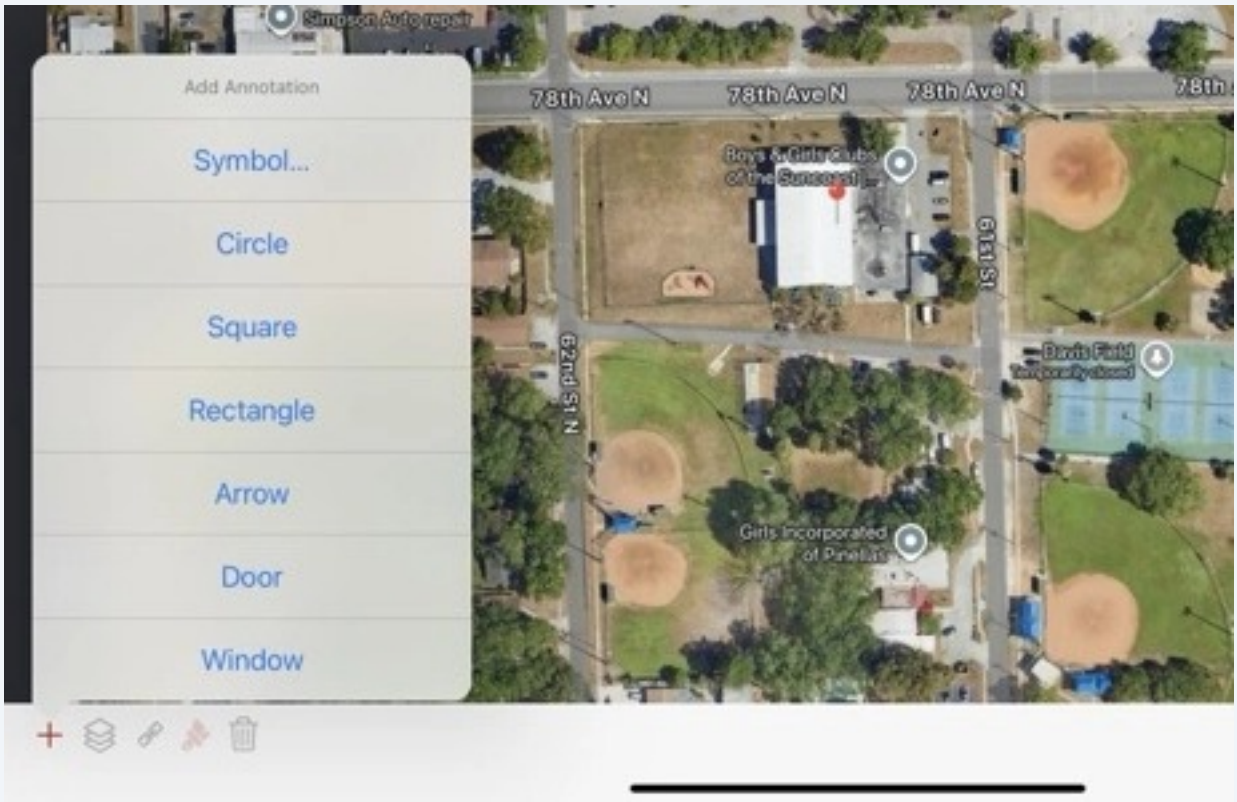
Add Annotation
Symbol...
Circle
Square
Rectangle
Arrow
Door
Window
78th Ave N
78th Ave N
78th Ave N
61st St
62nd St N
Girls Incorporated of Pinellas

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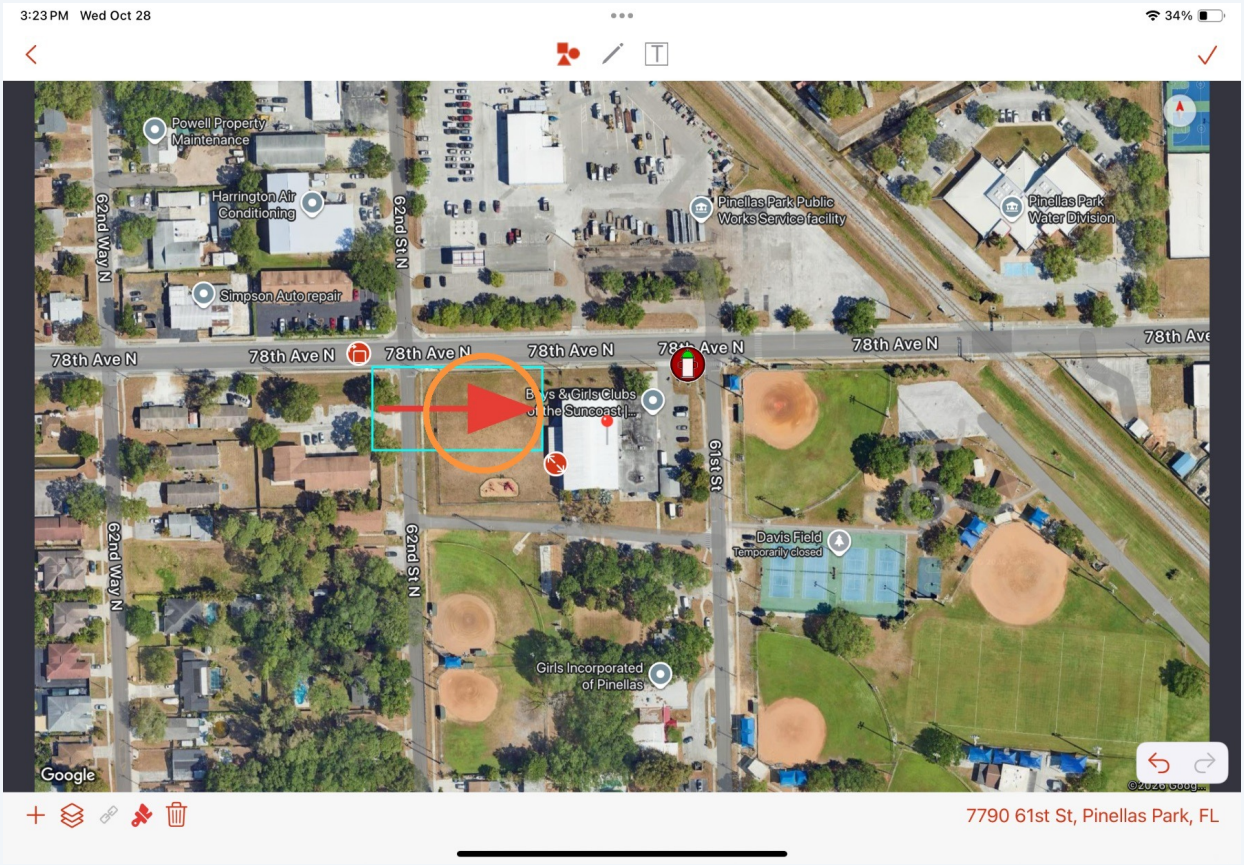

4

To enter the Drawing annotation mode, select the **Draw** button.

To use the Draw annotation mode:

1. Select Free Hand or Straight
2. Select the color button to set a line color
3. Select the size button to change line thickness
4. Tap and drag on the image to draw a line
5. To erase a draw annotation, select **Erase** and then tap and drag over the draw annotation

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Free Hand
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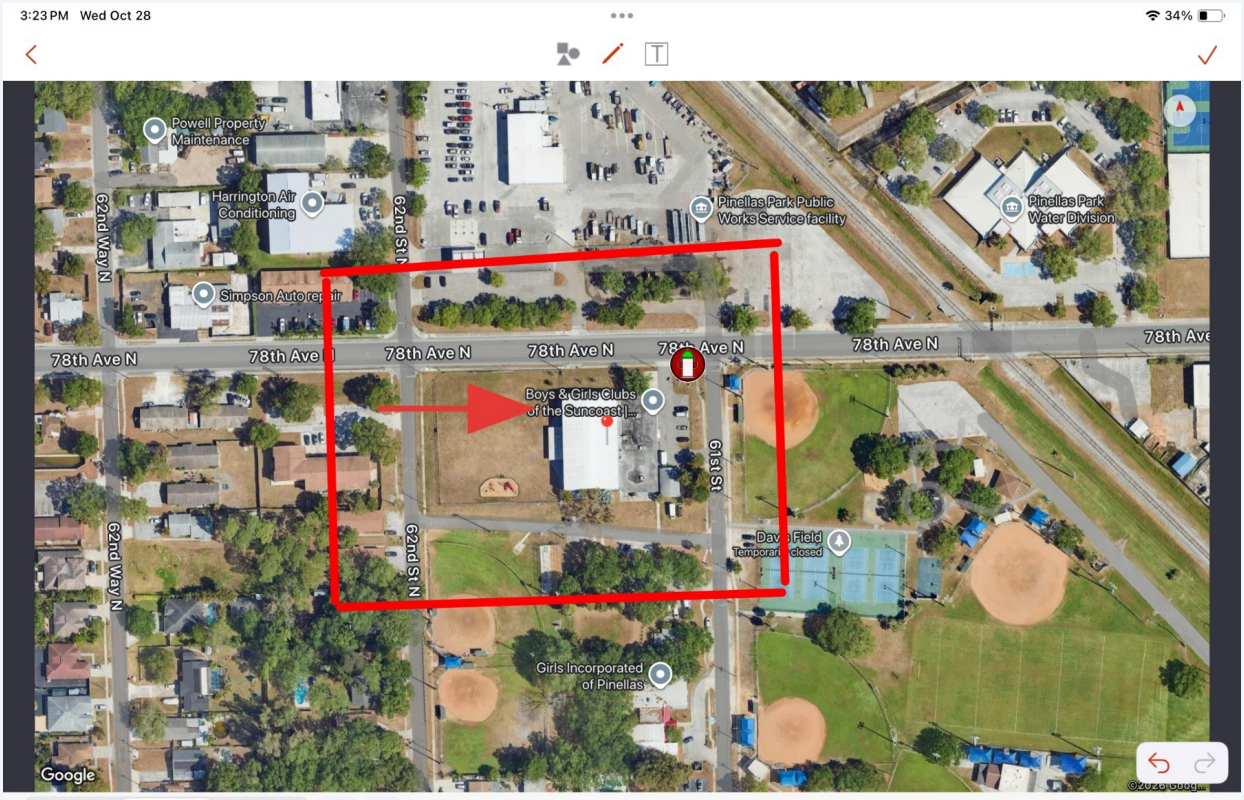
Erase
7790 61st St, Pinellas Park, FL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Girls Incorporated of Pinellas
Google
Free Hand
Straight
Erase
7790 61st St, Pinellas Park, FL

5 To enter the Text annotation mode, select the **Text** button.

To use the Text annotation mode:

1. Select the + button
   A text box will be placed on the image.
2. Tap and drag on the image to position the text box
3. Tap into the text box and type to add text
4. Tap and drag the size handle to resize the text box
5. Tap and drag the rotate handle to rotate the text box
6. Select the color button to set a line color
7. Select the text size button to change the text size
8. Select the text box background button to toggle the background on/off

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Powell Property Maintenance
Harrington Air Conditioning
62nd Way N
62nd St N
Simpson Auto repair
Pinellas Park Public Works Service facility
Pinellas Park Water Division
Text Example
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78th Ave N
78th Ave N
Boys & Girls Clubs of the Suncoast |...
61st St
62nd Way N
62nd St N
Girls Incorporated of Pinellas
Google
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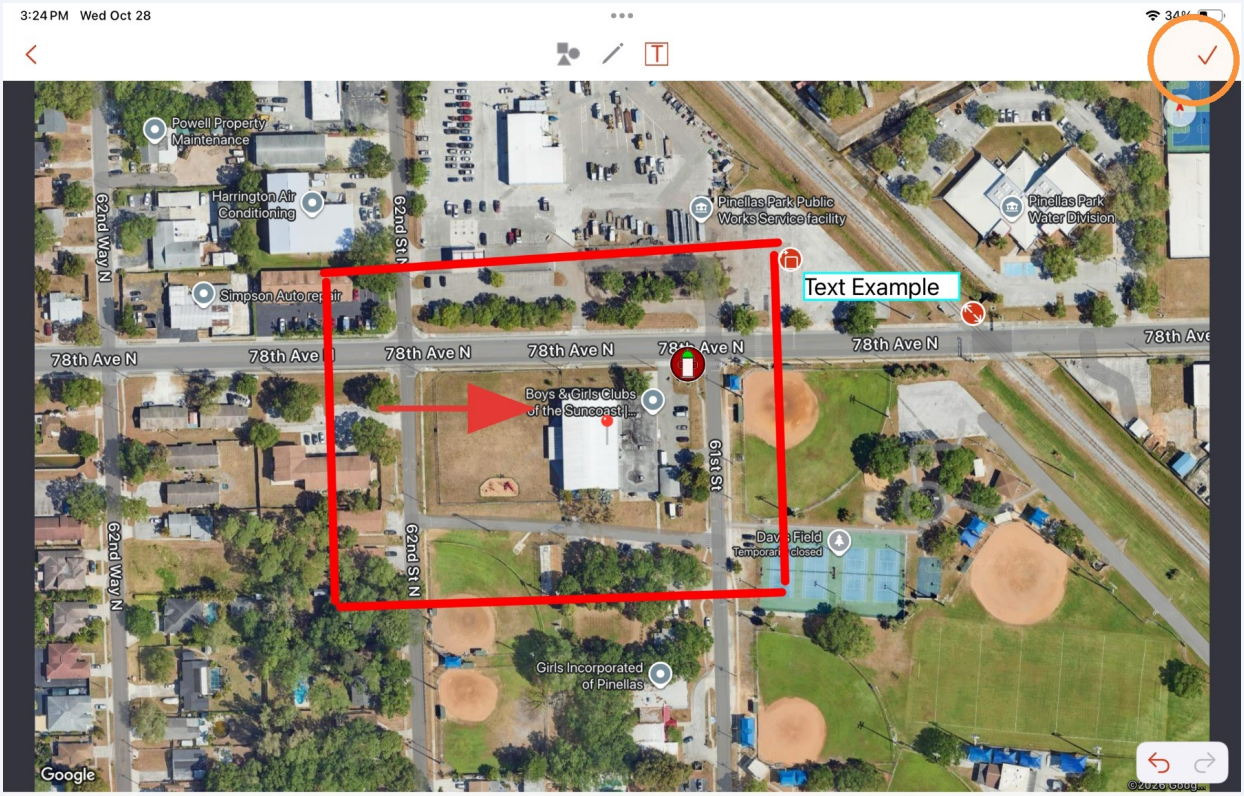
"Example"
Examples
7790 61st St, Pinellas Park, FL

6 In any annotation mode, use the Undo/Redo buttons to remove/re-add changes.

7 Select **Save** to save changes to the image.

8 Select **Back** to exit the annotation mode.

The app will navigate back to the section. The image thumbnail will update to include any annotations.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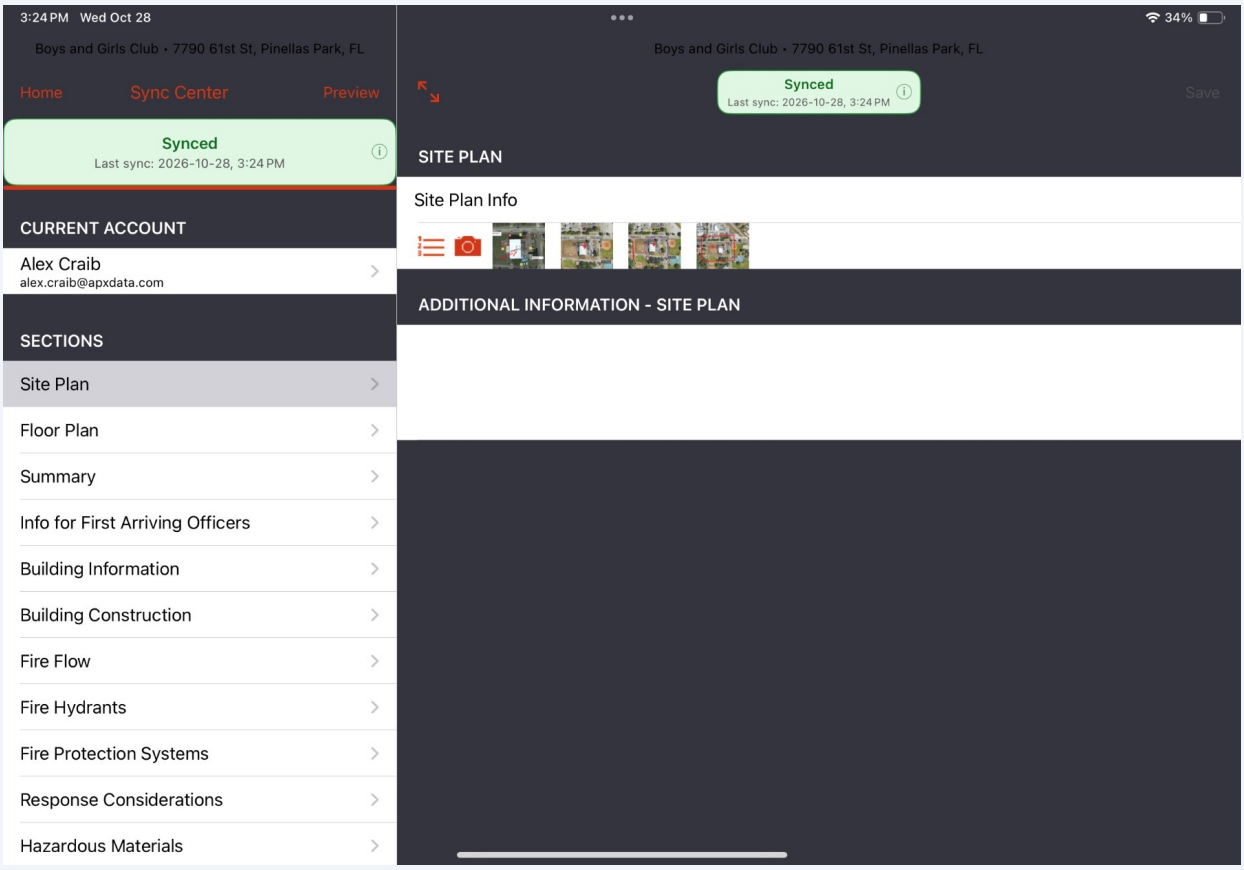
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Home
Sync Center
Preview
Synced
Last sync: 2026-10-28, 3:24 PM
CURRENT ACCOUNT
Alex Craib
alex.craib@apxdata.com
SECTIONS
Site Plan
Floor Plan
Summary
Info for First Arriving Officers
Building Information
Building Construction
Fire Flow
Fire Hydrants
Fire Protection Systems
Response Considerations
Hazardous Materials
34%
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Synced
Last sync: 2026-10-28, 3:24 PM
Save
SITE PLAN
Site Plan Info
ADDITIONAL INFORMATION - SITE PLAN