

SmartCapture iOS - Creating a New Property Record

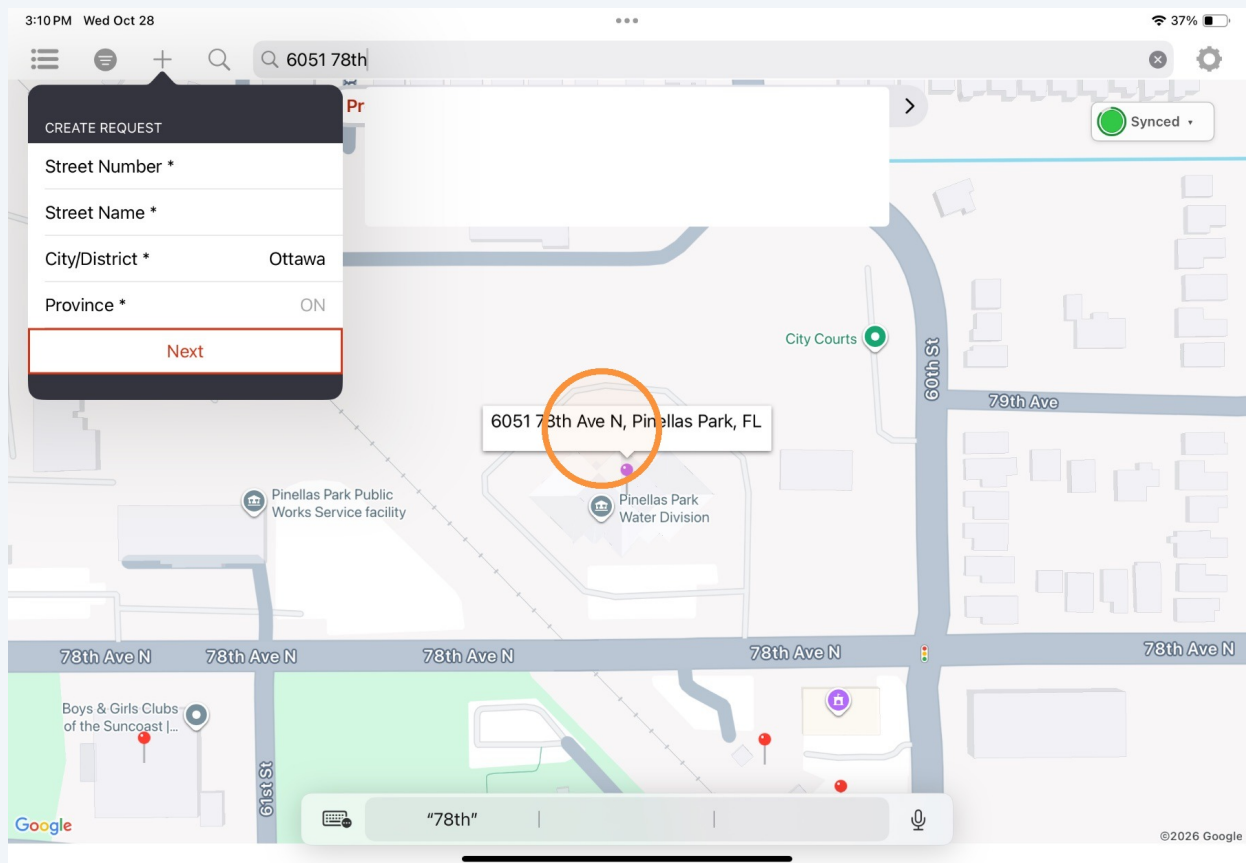
1

To select a new location to create a property record, complete one of the following:

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

In the dialog box that opens, enter a Building Name, edit the address information if required, and enter any additional details.

3:10 PM Wed Oct 28 6051 78th

Preplans

LOCATION INFORMATION

Building Name	Water Division
Street Number	6051
Street Name	78th Ave N
Unit/Apt/Suite/#	
City/District	Pinellas Park
Province	FL
Zone	
Form	Preplan

Done

Preplan
Preplan2
Fire Safety Plan
Onsite Hazards

3

If multiple forms exist for the current module, use the **Form** selector to select a form to use, then select **Done**.

The screenshot shows a mobile app interface with a map in the background. A search bar at the top contains the text "6051 78th". A "Preplans" button is visible on the map. A "LOCATION INFORMATION" form is overlaid on the map. The form fields are as follows:

Building Name	Water Division
Street Number	6051
Street Name	78th Ave N
Unit/Apt/Suite/#	
City/District	Pinellas Park
Province	FL
Zone	
Form	Preplan

At the bottom of the screen, there is a "Done" button circled in orange. Below the map, there is a list of items: "Preplan", "Preplan2", "Fire Safety Plan", and "Onsite Hazards".

4

Select **Submit** to submit the new property record.

The app will provide feedback during creation, and then the new record will open.

3:10 PM Wed Oct 28

6051 78th

37%

Preplans

Building Name

Water Division

Street Number

6051

Street Name

78th Ave N

Unit/Apt/Suite/#

City/District

Pinellas Park

Province

FL

Zone

Form

Preplan

Submit

Done

Preplan

Preplan2

Fire Safety Plan

Onsite Hazards

3:10 PM Wed Oct 28

37%

Creation Progress

✓

Preplan created on server

⌋

Downloading building index to this device...

Syncing down initial building data...

3:11 PM Wed Oct 28

Water Division - 6051 78th Ave N, Pinellas Park, FL

HomeSync CenterPreview

Synced
Last sync: 2026-10-28, 3:10 PM

CURRENT ACCOUNT

Alex Craib
alex.craib@apxdata.com

SECTIONS

Overview

Occupancies

Building Information

Inspection

Floor Plan

Hydrants-Sprinklers

QRT

Photos

Documents

Water Division - 6051 78th Ave N, Pinellas Park, FL

Unsaved changes
Last sync: 2026-10-28, 3:10 PM

Save

Occupancy NameWater Division

Zone

Address6051 78th Ave N, Pinellas Park, FL

OVERVIEW

Overview Info

ADDITIONAL INFORMATION - OVERVIEW

Kids Number

Completed

YesNo