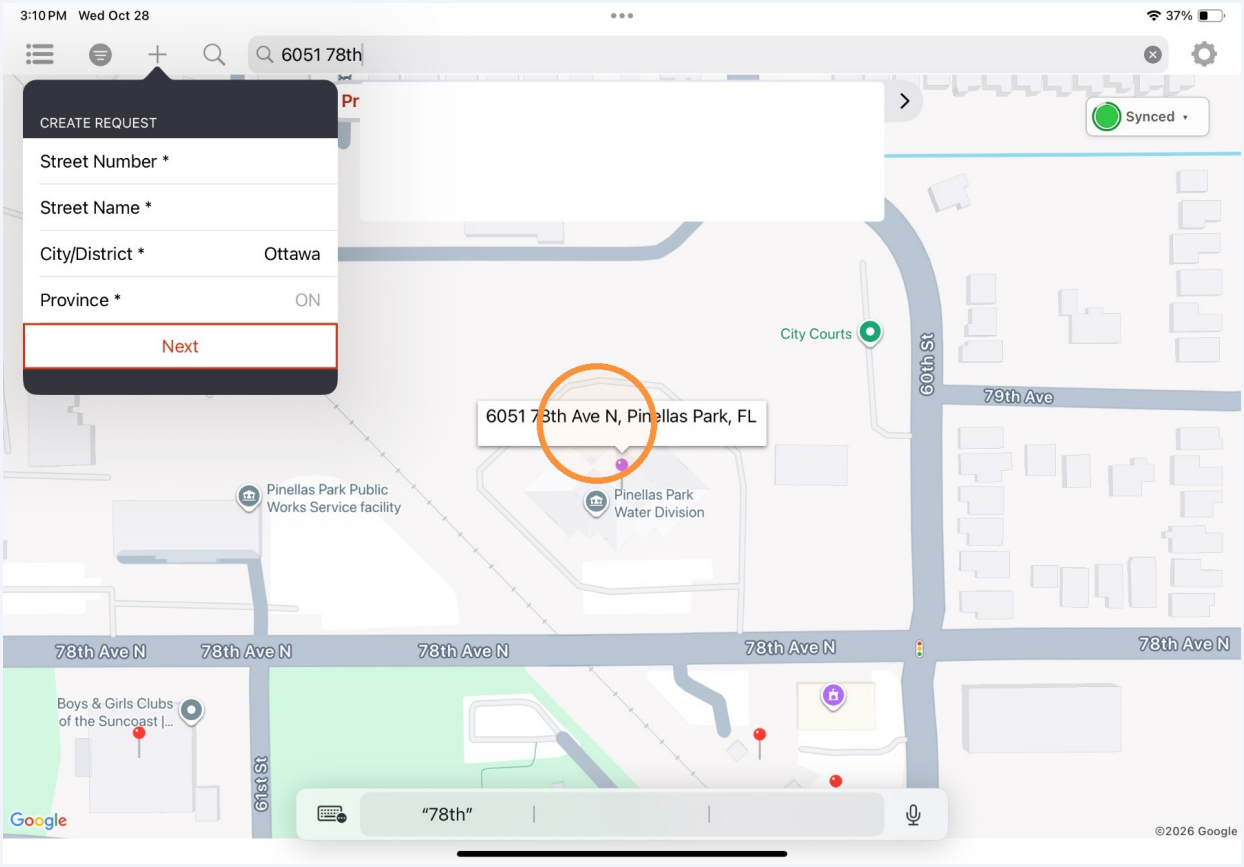
SmartCapture iOS - Creating a New Property Record

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

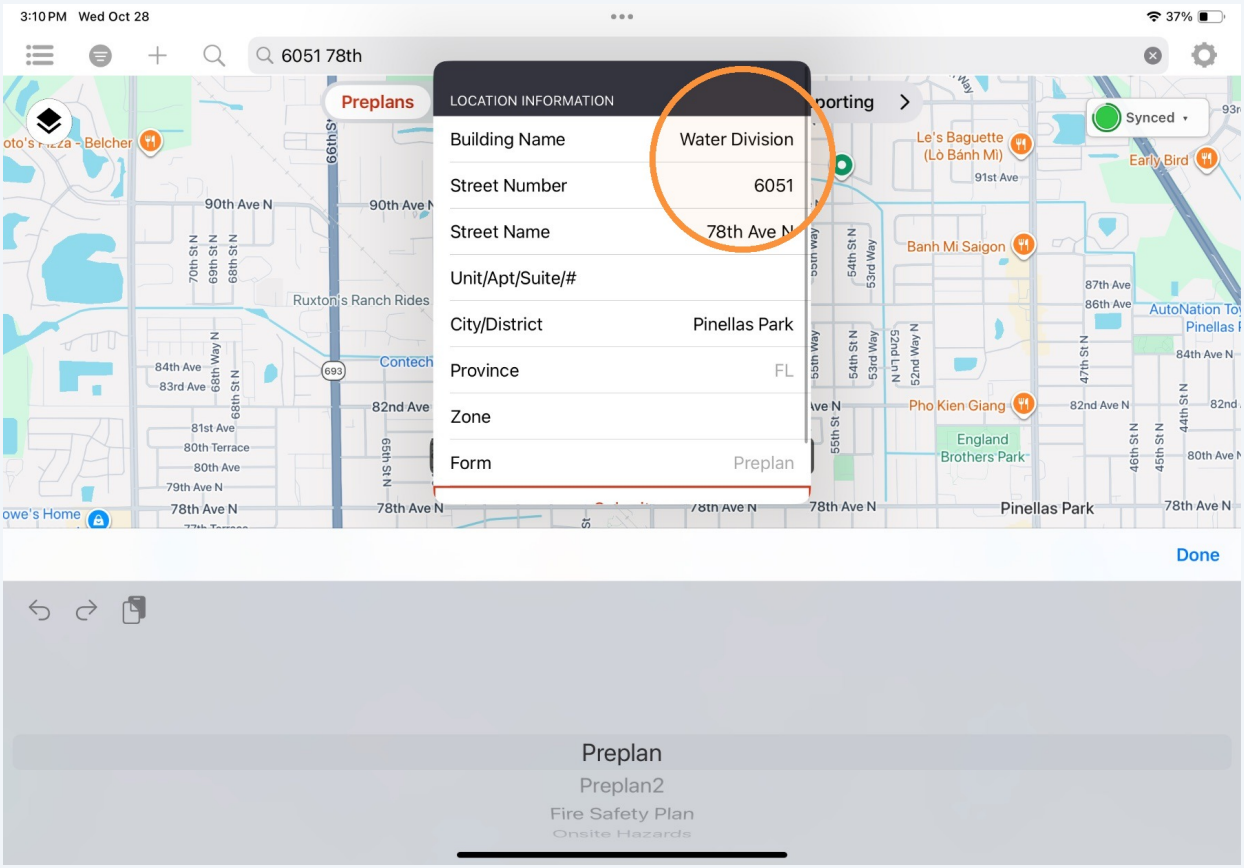
1. Tap and hold on a location on the map.
2. Select **New+** (fill out the address information, then select **Next**)
3. Use the Search bar

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

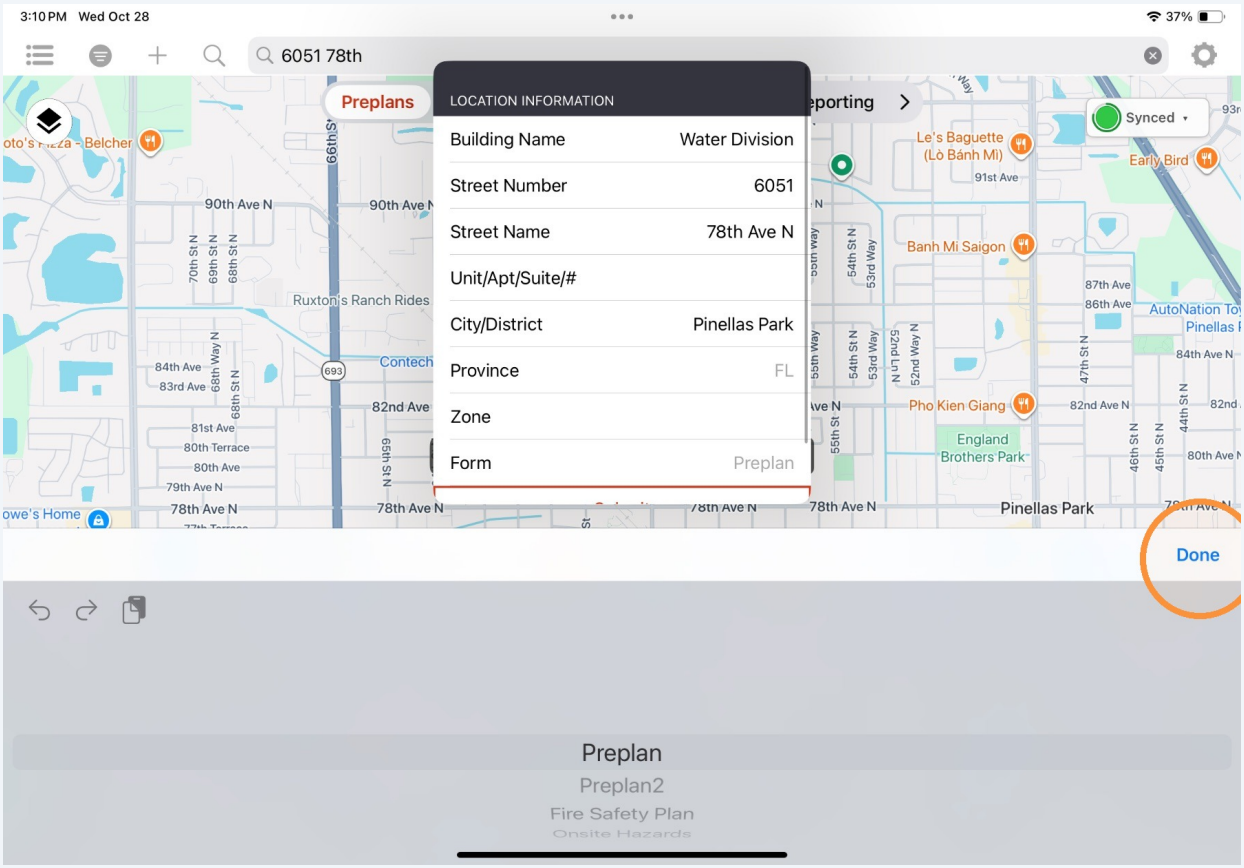
Note: To create a new occupancy from the List View, select **+New**.



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

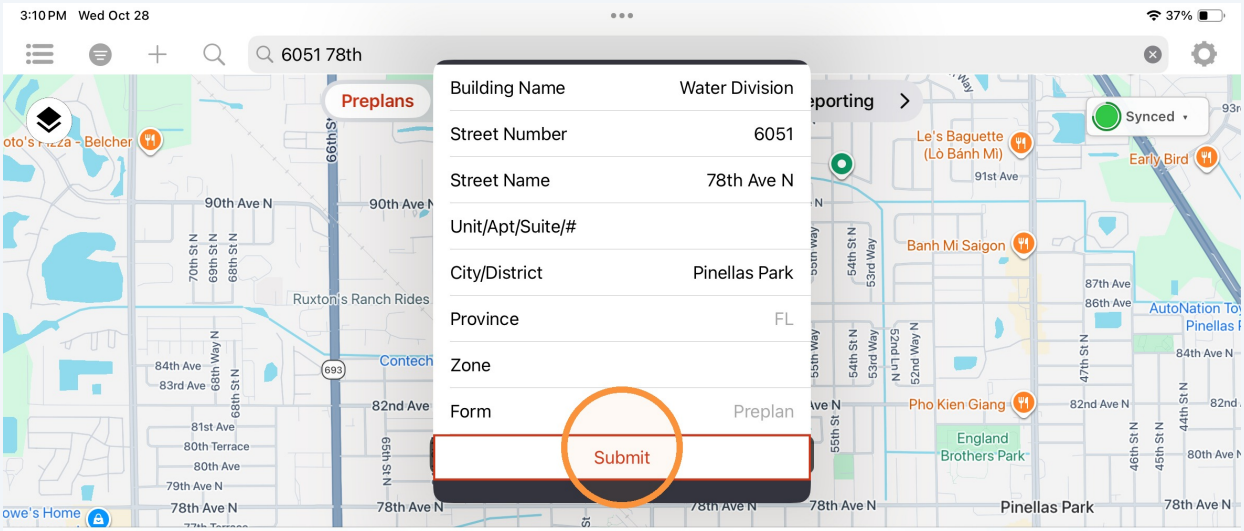


3 If multiple forms exist for the current module, use the **Form** selector to select a form to use, then select **Done**.

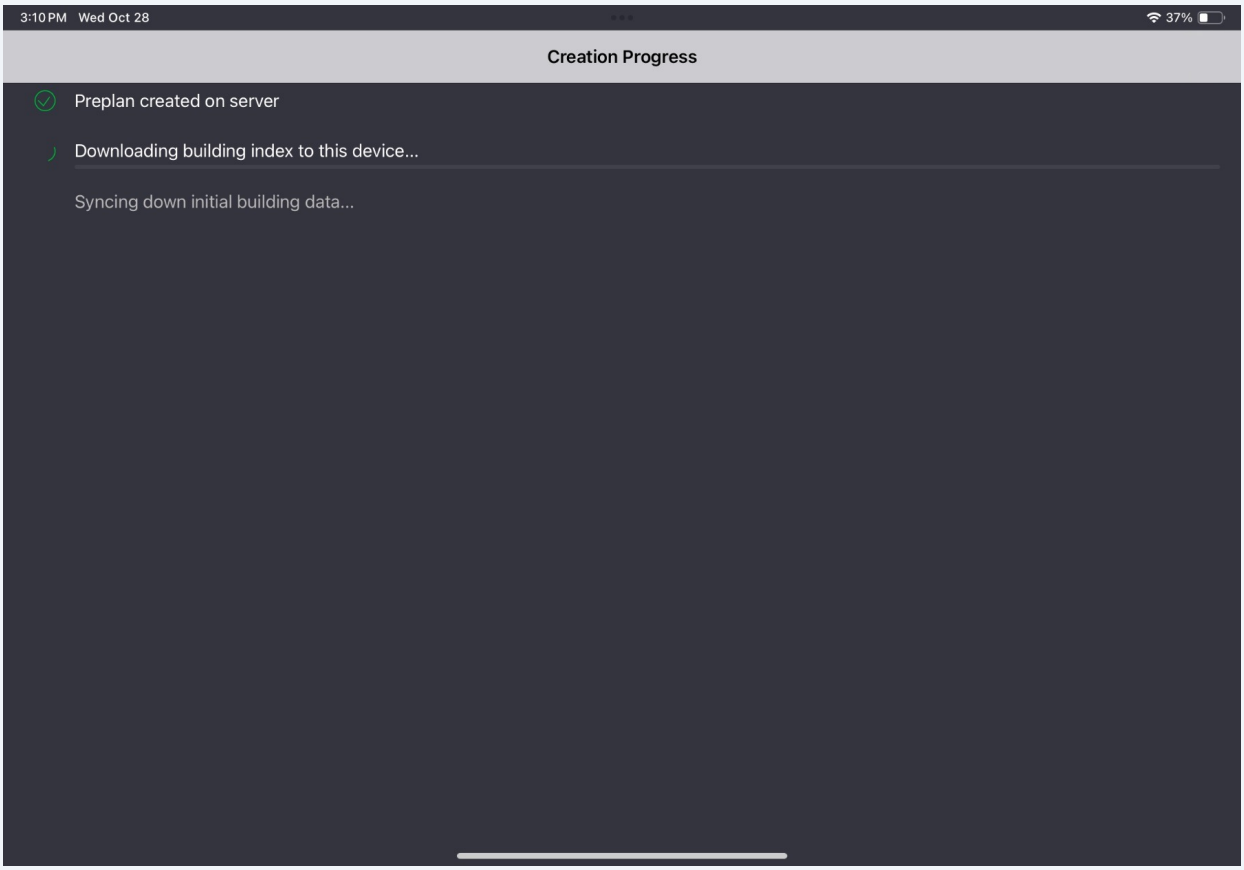


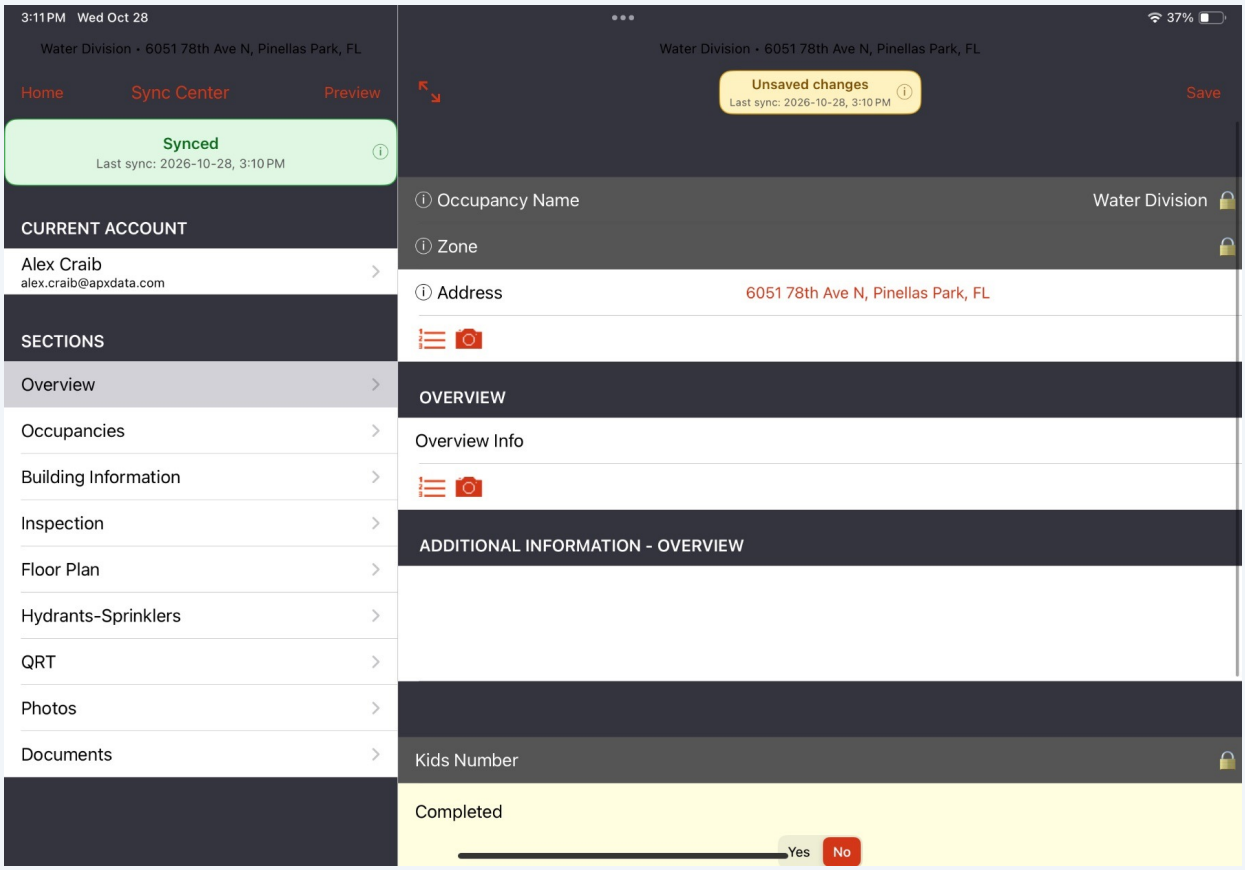
4 Select **Submit** to submit the new property record.

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


3:10 PM Wed Oct 28
37%
6051 78th
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
Synced
Done

Preplan
Preplan2
Fire Safety Plan


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
Home
Sync Center
Preview
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
37%
Water Division • 6051 78th Ave N, Pinellas Park, FL
Unsaved changes
Last sync: 2026-10-28, 3:10 PM
Save
Occupancy Name
Water Division
Zone
Address
6051 78th Ave N, Pinellas Park, FL
OVERVIEW
Overview Info
ADDITIONAL INFORMATION - OVERVIEW
Kids Number
Completed
Yes
No