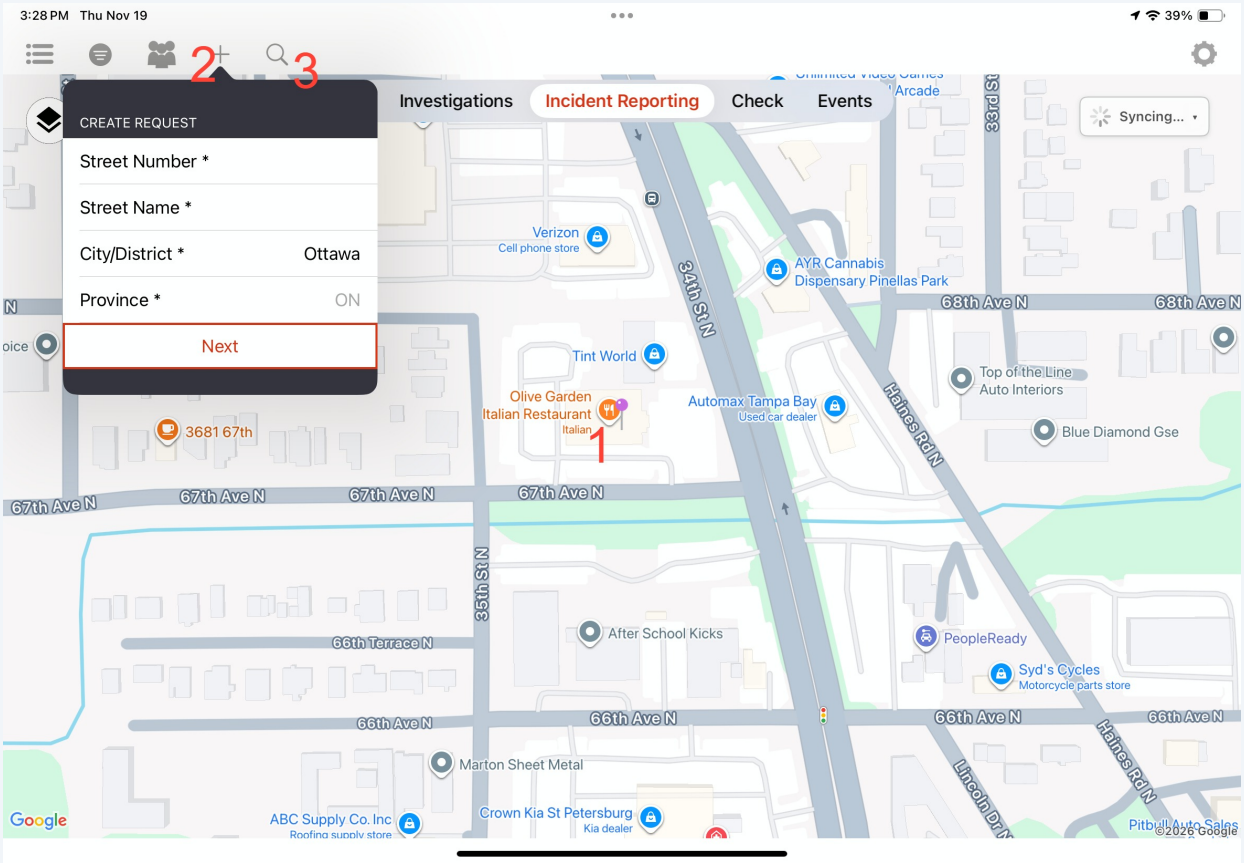
Creating a New Incident on the APX SmartCapture App

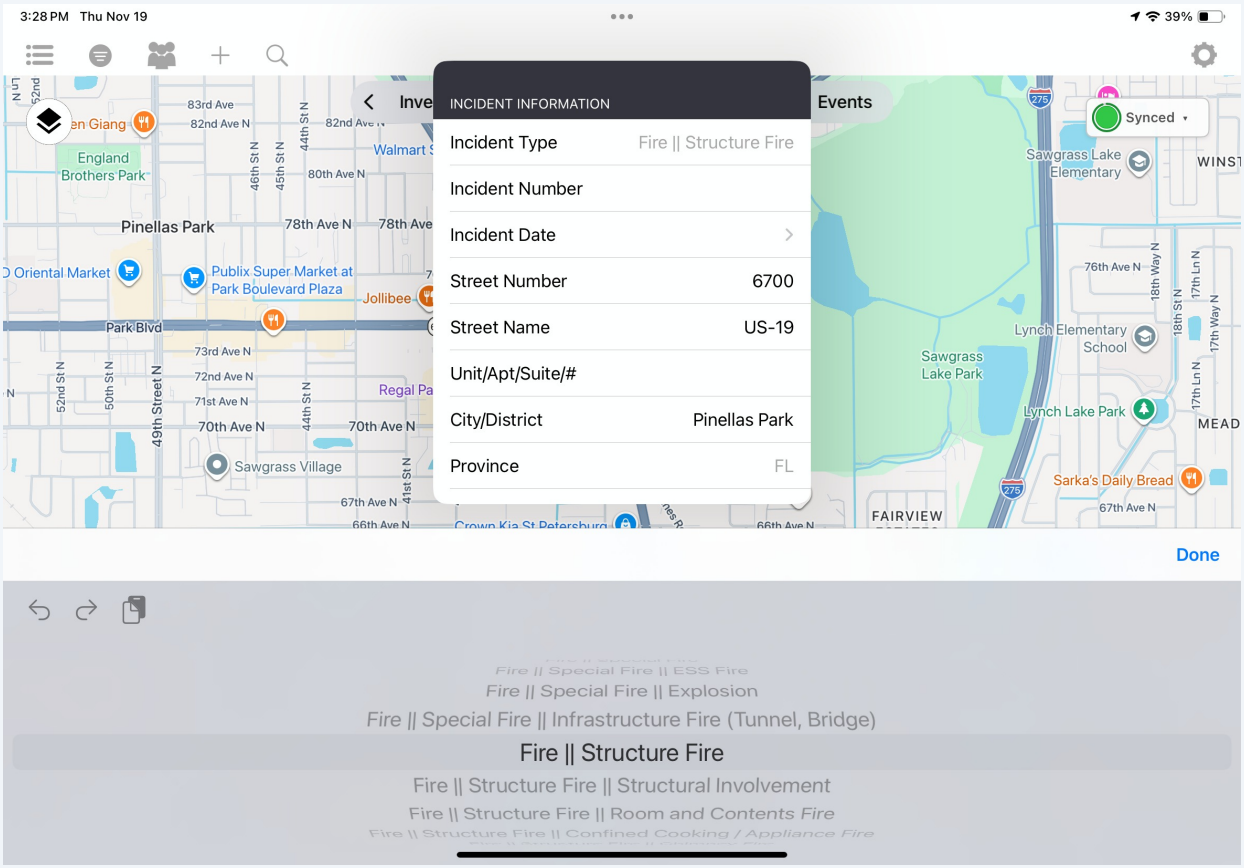
1

To select a new location for an inspection, 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



2 Fill out the incident information, including Incident Type, Incident Number, and Incident Date.



3 Tap **Submit** to generate the new incident.

The new incident record will be created, and will open on the device.