

SMART CITIES · SMARTER RESULTS

SmartCapture

Setup and User Guide

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Glossary

Glossary Terms

Annotation Canvas

An image view in SmartCapture that allows users to mark up captured images with icons. These icons can then be linked to additional information within the building information plan. When building information plans are accessed using SmartView, these icons allow users to quickly navigate to the linked information.

Application Switcher

An iOS[®] tool that allows the user to quickly scroll and switch between applications that are currently open.

Background

An operational state of a smartphone application in which the application is running but is not currently visible in the device window.

Breadcrumb Menu

A navigational aid that presents a user's location within an application or webpage structure.

Building Index

A list of the basic information for all buildings captured using SmartCapture. The information for each building includes the building name, civic addressing, and geographic coordinates.

Building Pin

A map marker that indicates a building/location stored in an organization's database, or a location selected and available for adding a building to an organization database.

Building pins can appear in a number of different colours. Red pins indicate buildings already added to an organization. Green pins indicate the device's current location. Purple pins indicate a user-selected location.

CityScape

A Smart City building and onsite data solutions suite developed by APX. It includes the data capture application SmartCapture, the real-time data access application SmartView, the inspection application SmartInspect, and the training application SmartTrainer.

CityScape™

CityScape Admin

The browser-based administrative application for the CityScape Suite. Applications that can be managed from CityScape Admin include SmartCapture, SmartView, and SmartInspect.

Expand Gesture

A touchscreen gesture. Users drag two fingertips apart from one another. This gesture typically results in a zoom behaviour on the screen.

Files Browser

An iOS app (available with iOS 11 and newer) that allows users to browse files stored on the device.

Foreground

An operational state of a smartphone application in which the application is running and is currently open in the device window.

Hyperlink Menus

A navigational tool within a SmartView plan that allows a user to navigate between sections of the plan. In SmartView, this includes the main menu and the breadcrumb menu.

Icon Annotations

An image, layered on top of building information plan photos, that acts as a link to—or indicates the presence of—an object of interest. Icon annotations are added to photos using SmartCapture.

Operating System

Software that manages a device's hardware (e.g. iOS 10.0.3).

Operating System (OS)

os

Organization Admin

An adminstrative-level user role within the CityScape Suite that can be applied to any user account. Organization Admins are able to use CityScape Admin to manage user accounts and CityScape applications.

Pinch Gesture

A touchscreen gesture. Users drag two spaced out fingers inwards towards each other. This gesture typically results in a zoom-out behaviour on the screen.

SmartTrainer

A Moodle-based CityScape Suite application that allows administrators to build training courses based off of information captured using SmartCapture. Users can then review each of these plans, with course progression tracked and visible to users.

SmartView

A browser-based CityScape Suite application that allows users to access—at time of need—building information captured using SmartCapture. Users can also access real-time traffic, turn-by-turn directions, and send share links for building plans.

SmartView™

Swipe Gesture

A touchscreen gesture. Users interface with the device by dragging a fingertip along the surface of the screen. This gesture typically results in a scrolling or switching between options behaviour.

User Interface

A component of software with which users interact with the software.

About SmartCapture

SmartCapture is a digital capture tool designed to allow efficient collection of digital building information. It is a component of *CityScape™*, a smart urban platform designed by APX to improve the efficiency and effectiveness of Public Safety agencies. With SmartCapture, first responders can use iOS[®] devices to quickly capture data and photos, which are used to automatically generate digital building plans. By default, the fully customizable SmartCapture forms are NFPA 1620-compliant, and high-quality photos—including floorplans, shutoff locations, fire hydrants and more—can be captured using the built-in smart device camera, or by being pulled from third-party mapping tools like Pictometry, ESRI, or Google Maps.

Upon completion, the building information plans are automatically uploaded to the CityScape cloud server if the user is within network coverage. If not, SmartCapture saves the plan locally, and uploads it once network connectivity returns. Once synced, the pre-incident plans are instantly accessible for mission-critical use by applications like *SmartView*.

System Requirements

This section outlines the system requirements for a device running SmartCapture.

Browser Requirements

The following table outlines browser requirements for devices using SmartCapture, listed by Operating System (OS).

| Device OS | Browser Requirements |
|-----------|---|
| Android | Devices should be using a recent version of Chrome. As of 11/2018, the most recent version is 70. |
| iOS | Devices should be using a recent version of Safari®. As of 11/2018, the most recent version is 12. |
| Windows | Devices should be using the most recent version of the following browsers (latest version as of 11/2018): Google Chrome (70), Mozilla Firefox (63), Internet Explorer 11, Microsoft Edge (42) |

Smart Device Requirements

Smart Device (OS)

Mobile devices must be running iOS 11 or newer. System information can be accessed on the device through the following steps: **Settings** > **General** > **About**.

Smart Device

iOS smartphones compatible with SmartCapture include iPhone[®] 6 or newer. Compatible tablets include iPad® Air 2, iPad Mini 4, or newer iPad models. The mobile device used must have zoom and pan functionality and be touch-enabled. SmartCapture is not currently compatible with Android devices.

In order to be used online, mobile devices running SmartCapture must be able to connect to a wireless broadband network. Ideally, the device should be 3G or LTE-enabled; however, SmartCapture will work on slower networks. Devices should also be provisioned to run on an existing broadband network.

Device Provisioning

In order to use SmartCapture, an account must be created by an Organization Admin user, or an account activitation link must be sent. These actions are completed through *CityScape Admin*. For information on account creation or account activation link generation, see *Creating SmartCapture Accounts* on page 9.

Setting Up SmartCapture

SmartCapture is an iOS application designed to enhance the collection of building data. This section will outline how to set up the SmartCapture application on an iOS device. The SmartCapture application must first be installed from the App Store. An account must then be created using *CityScape Admin*. Users can then sign in to SmartCapture using the created account credentials.

Topics covered in this section include installing the application, creating SmartCapture accounts, and signing in and out of the application.

Installing SmartCapture

The SmartCapture application can be installed from the iOS App Store. SmartCapture is a free application, but requires an Organization Admin user to create a user account or generate an account activation link. SmartCapture can be installed by selecting GET and then Once the application has been installed, it can be accessed from the device's home screen.



Tip: The installed application can also be accessed from the App Store by selecting OPEN.

To Install SmartCapture

This procedure details the steps for installing the SmartCapture application.

- 1. Tap A to open the iOS App Store
- 2. In the search bar, enter SmartCapture
- 3. Tap Search
- 4. Beside the 0, tap 000



Note: SmartInspect is accessed through the SmartCapture application.

An install window will appear.

5. Tap Install

Installation will begin. Installation progress is indicated by the .



Note: When installation is complete, the SmartCapture icon will appear on the device Home Screen. SmartCapture can be opened by selecting this icon, or by selecting from within the App Store.

The SmartCapture application has been successfully installed on an iOS device.

Creating SmartCapture Accounts

A SmartCapture account is required in order to use the application. To create SmartCapture accounts, an Organization Admin user must use the browser-based CityScape Admin application. When creating SmartCapture accounts, an Admin must generate for users an Account ID, Account Name, and Account Password. Alternatively, Admins can generate and send an activation link to an Email or Phone Number: this link can then be used by recipients to create Account Credentials, and expires after 72 hours. The message sent to recipients contains a link that directs new users to create a password for their new account. The Account ID is the Email or Phone Number to which the link was sent (unless the link is sent to an Account Receiver).

Account ID

An Account ID is the unique identifier used when signing in to SmartCapture. An Account ID can be either an Email Address or a Phone Number. The ID chosen must be unique and not used for another SmartInspect (or SmartCapture) account.



Note: When creating an account, an email address or phone number other than the one used as the Account ID can be selected as the receiver of account credentials. Using the Receiver feature, newly created account credentials can be sent to a common email address and then distributed to individual devices.

iPads only: LTE or 3G-enabled iPads are not able to receive SMS messages. If the phone number associated with an iPad's SIM card is selected as the Account ID, use the Receiver feature to send the account info to a different phone number or email.

Account Name

An Account Name must be provided for SmartCapture accounts, and is used mainly for administrative purposes, such as organizing accounts by vehicle (e.g. Engine 1 iPad). Account Names are not used during the sign-in process.

Passwords

Passwords are generated when creating SmartCapture accounts. This password must be entered during sign-in. Passwords must be at least 8 characters and contain a combination of lowercase letters, uppercase letters, numbers and symbols. Passwords can be manually generated or auto-generated.

To Access CityScape Admin

This procedure details the steps for accessing CityScape Admin.

- 1. Open a compatible browser
 - Note: For a list of compatible browsers, see Browser Requirements on page 7.
- 2. In the browser's address field, enter the CityScape URL: https://cityscape-suite.ca.
- 3. Navigate to the CityScape Admin page
- 4. In the Phone Number/Email Address field, enter an Account ID
 - Note: The user account used to access CityScape Admin must have the Organization Admin role. Contact APX for assistance in adding this role to a particular user account.
- 5. In the Password field, enter the password for the Account ID entered in Step 4
- 6. Select Sign in

CityScape Admin has been successfully accessed.

To Create a New User Account

This procedure details the steps in CityScape Admin for creating a new SmartCapture account.

- 1. If necessary, navigate to CityScape Admin
- 2. Select Accounts
- 3. Select CrusteAccount

An account creation window will open.

- 4. If necessary, change the drop-down list in the top-right of the window to With Password
- 5. In the Account ID field, enter an Email address or phone number
 - **Note:** The provided Email address or phone number must be unique, and not used by any other CityScape user account.

- 6. In the Account Name field, enter an account name
- 7. To auto-generate a password, ensure the dis selected
 - **Tip:** To specify the account password, uncheck the checkbox. Then, enter and re-enter a password in the provided fields. Passwords must be at least 8 characters, and contain three of the following characters: lowercase letter, uppercase letter, numeric digit, or special character.
- 8. Under Roles, check the for SmartCapture
- 9. Select contract
 - Attention: Select Show Password to display the account's password. This will be the only time you can access this information. Passwords can be reset from the User Accounts list.

A new SmartCapture account has been successfully created in CityScape Admin. Select uses to close the window.

Tip: To send the account info to the Email or phone number provided as the Account ID, select [500/Count]

To Generate an Account Activation Link

This procedure details the steps in CityScape Admin for generating an account activation link.

- 1. If necessary, navigate to CityScape Admin
- 2. Select Accounts
- 3. Select CrustoAccount

An account creation window will open.

- 4. If necessary, change the drop-down list in the top-right of the window to With Activation
- 5. In the Account ID field, enter an Email address or phone number
 - Note: The provided Email address or phone number must be unique, and not used by any other user account.
- 6. In the Account Name field, enter an account name
- 7. Under Roles, check all the 🗹 for the roles to which you want to assign the new account
- 8. Select seed

A confirmation window will appear. The page will refresh, and the account activation link will appear under **Pending Activation**.

Tip: To send the account info to an Email address different than the Account ID, select the **☑** next to **Send Link To**, then enter the Email address.

An account activation link has been successfully sent in CityScape Admin.

To Create a SmartCapture Account from an Activation Link

These procedures details the steps for creating a SmartCapture account from an activation link.

- 1. Open the Email or SMS message containing the activation link
- 2. Select the activation URL link

You will be navigated to an account activation page.

- In the Account Name field, enter a name for the account
 - **Note:** The Account Name is used to identify the account for administrative purposes. It is different from the Account ID (which is the Email or phone number to which the activation link was sent).
- 4. In the Password field, enter an account password
 - **Tip:** Passwords must be at least 8 characters, and contain three of the following characters: lowercase letter, uppercase letter, numeric digit, or special character.
- 5. In the Confirm Password field, enter the password provided in the Password field

6. Optional - In the Phone Number and Email Address fields, enter appropriate alternate contact information



Note: Additional contact information is only used if APX needs to contact the user about their SmartCapture account.

7. Select Activate to complete account activation

A SmartCapture Account has been successfully created using an Activation Link.

Logging In/Out of SmartCapture

Valid account credentials are required to log in to SmartCapture. Accounts remain logged in unless explicitly logged out through Settings, which is accessible from the SmartCapture map.

Multi-User Login

SmartCapture can be configured to allow multiple user accounts to be logged in to the same device. To do so, a regular login for one account must be completed. Once this is complete, additional accounts can be logged in to the device through the **Settings** menu.



Note: For Multi-User Login functionality, please contact APX.

To Log In to SmartCapture

This procedure details the steps for logging in to SmartCapture.

1. Tap 🔯

The SmartCapture application will open.

- 2. In the Region selector, select the appropriate region
- 3. Tap Login
- 4. In the account id field, enter the Account ID
- 5. In the password field, enter the Account Password
- 6. Tap Done
- A SmartCapture account log in has been successfully completed.

To Log Out of SmartCapture

This procedure details the steps for logging out of SmartCapture.

1. If necessary, navigate to the SmartCapture map



Tip: If the application is not in the foreground of the device, tap the icon to open SmartCapture. If SmartCapture is open to a building information plan, tap ...

- 2. Tap Settings
- 3. Under Account, tap the displayed Account ID
- 4. Tap Logout

An alert will be presented.

5. Tap Logout

A SmartCapture account log out has been successfully completed.

Using SmartCapture

SmartCapture facilitates the efficient capture and creation of detailed building information plans. With the built-in application map, users can quickly select a location for a new building, access existing building information plans, and re-position map pins as needed.

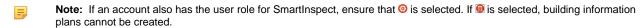
The form-based plans are easily navigated, with data captured using simple tap gestures; satellite views (for use as a site plan) and other images can be instantly captured from within the application. Annotations can be added to captured images, enhancing the value and usability of pushed information. PDF documents can be attached for reference to any building information plan. Any data conflicts when creating or updating a building information plan are automatically surfaced for user-based resolution. Created plans can be instantly reviewed using the Preview capability, which generates a representation of the record as it would appear in SmartView.

Topics covered in this section include selecting and managing map pins, syncing building information, navigating SmartCapture building information plans, adding information to a plan, annotating photos, adding documents, resolving change conflicts, and previewing records.

Using the SmartCapture Map

To collect information using SmartCapture, a location must be selected: each building information plan must have a unique address. Users can navigate the map (see SmartCapture Map on page 36 on p.36) using swipe and pinch/expand touch gestures. The built-in map displays a green pin representing the user's current location, while red pins represent all created plans. Lastly, a purple represents a user-defined location, and will be presented when using the map's search bar or by long tapping on a map location. Tapping the label for a green pin or purple pin will open a dialog box for users to enter any necessary building information. Tapping will confirm the location of the new building information plan, and the plan will open.

A new building pin can be created using the current location or by using a user-defined location, and existing plans can be modified by selecting that building's * red pin.



To Switch to SmartCapture from SmartInspect

This procedure details the steps for switching to SmartCapture from SmartInspect.

1. If necessary, tap 0

SmartCapture will open to the application map.

- Tip: If you already have a building information plan open in the foreground, tap we to return to the application map.
- 2. Tap 6 to switch to the pre-plan view.
 - Note: If the account in use also has the user role for SmartInspect, ensure that ③ is selected. If ⑥ is selected, new building information plans cannot be created.

Switching to SmartCapture from SmartView has been successfully completed.

To Create a New Building Pin Using the Current Location

This procedure details the steps in SmartCapture for creating a new building pin using the device's current location.

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Note: Ensure that SmartInspect is open, and is the selected view. If necessary, see To Switch to SmartCapture from SmartInspect on page 13.

- 1. If necessary, zoom the map out so that the * green pin identifying the device's current location is visible
- 2. Tap the * green pin

A label with the selected address will appear.

3. Tap the displayed label

A building details window will appear.

- **Troubleshooting:** If a building information plan opens, there is already a plan at this location. Navigate back to the map and long tap on the map to drop a * user-defined location pin.
- If any of the pop-up's text fields do not auto-populate, enter the necessary information
 - **Note:** The pop-up has five text fields: Building Name, Street Number, Street Name, City Name, and Province. Typically, information will only have to be entered for the Building Name.
- 5. Tap Submit

A new building pin will be created. Building creation takes around 3-5 seconds in good network conditions. SmartCapture provides user feedback during this process.

A building pin has been successfully created at the user's current location. The new building information plan will open upon successful building pin creation.

To Create a New Building Pin Using a User-Defined Location

This procedure details the steps in SmartCapture for creating a new building pin using a user-defined location.

- **Note:** Ensure that SmartInspect is open, and is the selected view. If necessary, see To Switch to SmartCapture from SmartInspect on page 13.
- 1. In the address bar above the application map, enter the address of the desired location
 - Note: When entering address information in the search bar, provide the street number, street name, and city name.
 - Tip: A user-defined location can also be selected by long tapping upon a desired location on the map.
- 2. Tap return

A purple pin will drop on the selected location.

⚠

Troubleshooting: If a message titled "Over Query Limit" appears, wait 2-3 seconds and then tap Retry.

- 3. Tap the 🦒 purple pin
 - **Tip:** Purple pins can be moved if they are dropped in an incorrect location. See To Re-Position a User-Defined Location Pin on page 16.

An address label will appear.

4. Tap the displayed label

A building details window will appear.

- 5. If any of the pop-up's text fields do not auto-populate, enter the necessary information
 - **Note:** The pop-up has five text fields: Building Name, Street Number, Street Name, City Name, and Province. Typically, information will only have to be entered for the Building Name.
- 6. Tap Submit

A new building pin will be created. Building creation takes around 3-5 seconds in good network conditions. SmartCapture provides user feedback during this process.

A building pin has been successfully created at a user-defined location. The new building information plan will open upon successful building pin creation.

To Select an Existing Building Plan Pin

This procedure details the steps in SmartCapture for selecting an existing building information plan pin.



Note: Ensure that SmartInspect is open, and is the selected view. If necessary, see To Switch to SmartCapture from SmartInspect on page 13.



Tip: An existing building information plan can also be selected by entering search criteria into the search bar above the SmartCapture map, and then selecting the desired result from the displayed drop-down list.

- 1. If necessary, zoom the map out so that the desired * red pin is visible
- 2. Tap the 🔭 red pin

A label will appear above the pin.

3. Tap the label

The building information plan will be synced down, and will open automatically.



Note: A sync spinner will indicate that the sync task is ongoing, and a progress bar will appear above the map.

An existing building information plan pin has been successfully selected.

Syncing Building Information Plans

SmartCapture syncs down the digital form and building locations each time the application is started. The real-time sync status is displayed in the top left corner of the SmartCapture Map. This icon will be of for a completed sync, or for an uncompleted sync. A spinner will appear while the sync is in progress.

When adding information to a SmartCapture building information plan, the application automatically syncs the plan on the device with the copy saved on the CityScape server each time **Save** is selected, assuming the device is within coverage. If out of coverage, changes are saved locally on the device. In this case, changes can be manually synced up to the server once back in coverage by accessing the **Sync Status** menu of the **Settings** menu (top right of the SmartCapture Map). From here, users can view the sync status for each building synced down to the device, as well as the sync status for the *Building Index*. If the sync status is unknown, a convenience of icon will be displayed. Tapping the appropriate convenience icon will manually sync the selected building or the building index database.



Note: The **②** icon will change to **○** when synced successfully.

To Check the Current Sync Status

This procedure details the steps in SmartCapture for checking the current sync status of the building index.



Note: Ensure that SmartInspect is open, and is the selected view. If necessary, see To Switch to SmartCapture from SmartInspect on page 13.

- 1. If you already have a building information plan open in the foreground within SmartCapture, tap Mo to return to the application map.
- 2. At the map, view the sync status icon in the top left to determine current sync status



Note: The sync status will be

for a completed sync,

for a failed sync, and will display a spinner if the sync is in progress.

The current sync status of the building index has been successfully checked.

To Manually Sync Up a Building Record OR Sync Down the Building Index

This procedure details the steps in SmartCapture for manually syncing up a building record or syncing down the building index.

1. If you already have a building information plan open in the foreground within SmartCapture, tap to return to the application map.

SmartCapture will open to the application map.

2. At the application map, tap Settings

The settings menu will open.

3. Tap Sync Status

The sync status menu will open.

- 4. For the desired building plan, check the sync status icon to determine the sync status
 - Note: The sync status for a building plan will be ⊚ if synced, and ⊚ if unsynced. The building index database will always initially display the ③ unknown status icon.
- 5. For the desired plan, or the building index database, tap the $^{\circ}$ icon to sync with the CityScape server
 - Tip: Tap to sync up all unsynced changes, and sync down the building index.

A manual sync has been successfully completed.

Re-Positioning Map Pins

Incorrectly placed pins can be re-positioned by dragging the pin to the correct location. Both user-defined location pins and existing record pins can be re-positioned. User-defined location pins can be moved by simply long pressing on the pin from the map screen, and then dragging it to the correct location. Existing building information plans can be re-positioned by tapping located next to the building pin's coordinates, tapping and dragging the pin to the desired new location, and then tapping located.



Note: Since SmartCapture sections and fields can be customized, the section containing the GPS coordinates can vary. By default, it is located within the **Summary** section. (See a detailed screenshot on page 36.)

To Re-Position a User-Defined Location Pin

This procedure details the steps in SmartCapture for re-positioning a user-defined location pin.

- 1. If necessary, use the search bar to choose a pin location
 - Note: When searching for a location using the search bar, enter a street number, street name, and city.
 - Tip: User-defined location pins can also be moved by long-pressing on a location on the map.
- 2. Tap and hold the * to select it for re-positioning
- 3. Drag the pin to the desired location on the map
- 4. Release the pin

A user-defined location pin has been successfully re-positioned.

To Re-Position an Existing Building PlanInspection Pin

This procedure details the steps in SmartCapture for re-positioning an existing building plan pin.

- 1. If necessary use the search bar to choose an existing building pin
 - **Note:** When searching for a location using the search bar, enter a street number, street name, and city, and then select a result from the drop-down list.

1

Tip: Existing building pins can also be selected by tapping on them from the map and then tapping the label that appears.

The building information plan will open.

2. Within the plan, use the menu to navigate to the section containing the GPS coordinates field



Note: Since SmartCapture sections and fields can be customized, the section containing the GPS coordinates can vary. By default, it is located within the **Summary** section.

3. Tap Update Pin Position

An application map will open.

- 4. Tap and hold the * to select it for re-positioning
- **5.** Drag the pin to the desired location
- 6. Release the pin
- 7. Tap Update
- 8. Tap Save

An existing building plan pin has been successfully re-positioned.

Navigating a Building Information Plan in SmartCapture

SmartCapture's building information plans are presented in a form-based layout, and are designed to be quickly and simply navigated. All collected information is broken down into sections that contain form fields that allow for data to be captured easily. A section menu allows users to switch between sections easily.

Sections and Form Fields

SmartCapture sections facilitate easy access to any required information. Within a given section, users can quickly tap form fields to add textual information, photos, or attach PDF documents.

Building Information Plan Menu

The building information plan menu allows users to quickly switch between sections. When using SmartCapture on an iPad, the menu appears left of the current section. On iPhone, the menu opens as the default screen, and can be accessed from any section by tapping .



Tip: If the building information plan is set to full screen on iPad, the menu can be accessed by tapping

Photos Section

The Photos section displays all the images added to the building information plan. Images are displayed according to their assigned image type(s). From this section, images can be viewed, image names can be changed, annotations can be added, and images can be deleted from the record. Unlinked images can also be added from the Photos section, and are given the **Other** image type.

The view, name change, annotate and delete functions can also be accessed from the image fields within each section. Images added from a section field are given the image type associated with that field. Tapping an image will open up a Swiper view, inside which you can swipe through all images added to that field.

Help Text

SmartCapture has customizable help text that can be accessed within the application. This help text can be used to provide additional information to explain the field, or to specify how information should be collected. Help text can be identified by the ① indicator, and can appear within a form field (text field, numeric field, choice-list, table or multi-line text field) or within certain menus or alerts of the application.

To Navigate a Building Information Plan

This procedure details the steps in SmartCapture for navigating a building information plan.

- 1. In the information plan menu, swipe up or down (if necessary) to view all available sections
- 2. Tap a desired section

The current section will switch to the selected section.

- 3. Swipe up or down within the current section to navigate the section fields
- 4. Tap a form field to select it
- 5. Tap any displayed images to open a Swiper View



Note: The Swiper View allows users to swipe through all images added to the selected field. Users can also change Photo Names, delete images, and access the Annotation Canvas (from which icon annotations can be added) from the Swiper View.

Navigating a building information plan has been successfully completed.

To Access and Navigate the Image Swiper View

This procedure details the steps in SmartCapture for accessing and navigating a Swiper View within an image field or within the Photos section.

- 1. If necessary, use the section menu to navigate to the desired section or the Photos section
- 2. Tap the desired section

The selected section will open.

- 3. Swipe up or down to navigate to the desired image field or image type
- 4. Tap a displayed image to select it

The selected image will open into a Swiper View.



Tip: The number of image thumbnails a photo field can display is dependent on the device screen size. You can swipe within image fields to reveal any additional images.

- 5. Swipe left or right to view all the images within the image field
- 6. Tap (to return to the section

A Swiper View for an image field or within the Photos section has been successfully accessed and navigated.

To Access Help Text

This procedure details the steps in SmartCapture for accessing help text.



Note: The help text in SmartCapture is fully customizable. To add help text to a SmartCapture form, please contact APX for assistance.

- 1. If necessary, use the information plan menu to navigate to a section with help text
- 2. In the form field or divider with the desired help text, tap the 0 help icon

A help text alert will appear.

3. When finished using the help text, tap ×

The alert will close.

Help text has been successfully accessed.

To Navigate Back to the Map

This procedure details the step in SmartCapture for navigating back to the map from a building information plan.

• In the top left corner, tap Map

Navigating back to the application map has been successfully completed.

Adding Information to a Building Information Plan

The main function of SmartCapture is to facilitate the efficient capture of critical building information (e.g. information collected during the creation of a pre-incident plan or an inspection). Textual information can be captured using the device keyboard or choice-lists. High-quality photos can be instantly added to the created plan, either by capturing a photo with the device camera or uploading a photo saved to the device or a cloud storage provider.

Site Plan Capture

A satellite image can be captured from within the application, allowing the creation of a site plan that can then be annotated with linkable icons. Form fields that allow a site plan will open up a satellite view when the site plan option is selected. Users can navigate to the desired position and capture the satellite image.

Searching for Images with the iOS Files Browser (requires iOS 11 or newer)

Devices running iOS 11 or newer can browse for images using the iOS Files Browser. When is selected, will open the Files application. Users can then search for images stored to the iOS device and import them into SmartCapture.

Re-using Images in SmartCapture

Images captured in SmartCapture (either using the device camera, device Photo Library, or the site plan capture capability) can be re-used by tapping [Building Record Image]; all images that have been used within the current plan or inspection can be re-used in another field (e.g. lock box location). When **Building Record Image** is selected, a library similar to the Photos Section will be presented, from which a user can select an image for re-use.

Site Plan Capture

A satellite image can be captured from within the application, allowing the creation of a site plan that can then be annotated with linkable icons. Form fields that allow a site plan will open up a satellite view when the site plan option is selected. Users can navigate to the desired position and capture the satellite image.

Tables

For some buildings, there may be several items of the same type (e.g. Hydrants, Shutoffs), for each of which separate information must be entered. In SmartCapture, tables can be used to input one or more of the same type of object. Selecting the will add a new table row containing a complete set of the table's fields: selecting the for a particular table row will delete the row.

Documents

PDF documents can be added to added to building information plans using a document field. For more information, see Adding PDF Documents to a Building Information Plan on page 26.

Saving Changes

To prevent accidental or unwanted changes, SmartCapture requires users to save form changes. To save changes made within a section, users must tap save upon completion of the section. Navigating away from a section without saving will present an alert prompting users to save or piccard any changes.



Note: Images and PDF documents are automatically saved when added to a building information plan.

Managing Building Information Plans

Created plans can be viewed, exported to PDF, or deleted using the browser-based *CityScape Admin* application. For information on use of this application, see the CityScape Admin online user documentation available here: https://cityscape-suite.ca/cityscape-admin-help/.

To Add Text Information to a Building Information Plan

This procedure details the steps in SmartCapture for adding text information to a building information plan.

- 1. If necessary, select the desired section from the building information plan menu
- 2. In the selected section, tap the desired form field
 - Tip: For a SmartCapture table, tap to drop a new set of table fields. Then, tap the desired form field. To remove a set of table fields, tap ■.

The selected field's input method will appear.

- 3. Depending on the field's input method, complete the following:
 - Text Field (Alphabetic) Use the alphabetic keyboard to enter the required information. If necessary, tap 2023 to switch to the numeric keyboard.
 - Text Field (Numeric) Use the numeric keyboard to enter the required information. If necessary, tap to switch to the alphabetic keyboard.
 - Choice-List Swipe up or down in the displayed list to select an option.
- 4. Tap on a divider or another field within the section to dismiss the current input method
 - Tip: For the alphabetic and numeric keyboards, you can also tap to dismiss the keyboard.
 - Caution: Failing to save changes will result in a loss of all unsaved data. Switching away from the current section will present an alert requiring you to either see or located any changes.
- 5. Tap Save

Text information has been successfully added to a building information plan.

To Add an Image to a Building Information Plan (Camera)

This procedure details the steps in SmartCapture for using the device camera to add an image to a building information plan.

- 1. If necessary, select the desired section from the building information plan menu
- 2. In the selected section, tap <a> <a>

A menu will appear.

3. Tap Camera

The device camera will open.

4. Tap 🔘

A shutter animation will occur, and the captured image will be presented.

5. Tap Use Photo

The camera will close and an alert will appear.



Tip: To discard the current image and return to the camera to capture a new photo, tap [Record]

- 6. In the alert, enter a name for the image
- **7.** Tap **OK**

An image captured using the device camera has been successfully added to a building information plan.

To Add an Image to a Building Information Plan (Device Photo Library)

This procedure details the steps in SmartCapture for using the device's Photo Libary to add an image to a building information plan.

- 1. If necessary, select the desired section from the building information plan menu
- 2. In the selected section, tap

A menu will appear.

3. Tap Library

The device's Photo Library will open.

- 4. Swipe through the Photo Library to navigate to the desired photo album
- **5.** Tap the album to select it

The selected album will open.

- 6. Swipe through the selected album to find the desired image
- 7. Tap the image to select it

The Photo Library will close and an alert will appear.

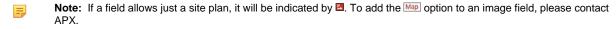
- 8. In the alert, enter a name for the image
- **9.** Tap **OK**

An image from the device's Image Library has been successfully added to a building information plan.

To Add an Image to a Building Information Plan (Site Plan)

This procedure details the steps in SmartCapture for adding a site plan image to a building information plan.

- 1. If necessary, select the desired section from the building information plan menu
- 2. In the selected section, tap



A menu will appear.

3. Tap Map

A satellite view will open.

- 4. Using swipe and pinch/expand gestures, pan and/or zoom the image to the desired position
 - Note: By default, the satelllite view will be centered over the plan's GPS coordinates.

Troubleshooting: If the pin displayed in the satellite view is in the incorrect location, the plan's GPS coordinates will have to be updated. For re-positioning pins, see To Re-Position an Existing Building PlanInspection Pin on page 16.

5. Tap Take Photo

The satellite image will be captured, and an alert will appear.

- 6. In the alert, enter a name for the image
 - Note: By default, the address will be set as the name.
- **7**. Tap **OK**

A site plan image has been successfully added to a building information plan.

To Add an Image to a Building Information Plan (Files Browser)

This procedure details the steps in SmartCapture for adding an image to a building information plan using the iOS Files browser.



Note: The Files browser is only available in iOS 11 or later.

- 1. If necessary, select the desired section from the building information plan menu
- 2. In the selected section, tap

A menu will appear.

3. Tap Browse

The iOS Files browser will open.

- 4. Use the Files browser to locate the desired image
- 5. Tap the desired image to select it

The Files browser will close and an alert will appear.

- 6. In the alert, enter a name for the image
- 7. Tap OK

An image accessed using the iOS Files browser has been successfully added to a building information plan.

To Re-Use an Image from a Building Information Plan

This procedure details the steps in SmartCapture for re-using an image already added to a building information plan.

- 1. If necessary, select the desired section from the building information plan menu
- 2. In the selected section, tap <a> <a>

A menu will appear.

3. Tap Building Record Image

A library of images used in the current building information plan will appear.

- 4. Swipe through the library to find the desired image
- 5. Tap the desired image to select it

An image from the current building information plan has been successfully re-used.

Modifying Image Names and Image Ordering

Images added to a building information plan can be modified by changing their names, changing their ordering within a field, or by adding annotations. For information on adding Annotations, see Adding Icon Annotations on page 23.

Image Names

Images can be labeled to provide additional information or to facilitate image ordering. Names can be added to an image by tapping it to open the Photos Swiper View, and then adding a name to the **Photo Name** text field below the image.

Image Ordering

Image ordering within an image field can be changed in SmartCapture by tapping . If images should appear in a particular order (e.g. building sides appearing as Alpha, Bravo, Charlie, Delta), they can be re-arranged by tapping and dragging the images. These changes affect how the collected information is displayed when accessed through *SmartView*.

長

Note: Images cannot be re-ordered within the Photos section. The ordering within this section is determined by their order within the building information plan.

To Modify an Image Name

This procedure details the steps in SmartCapture for modifying an image name.

- 1. If necessary, select the desired section from the building information plan menu
- 2. In the selected section, tap the desired image

An Image Swiper View will appear.

- 3. Below the image, tap Photo Name
- 4. Use the device keyboard to enter a new image name
 - Caution: Failing to save changes will result in a loss of all unsaved data. Switching away from the current section will present an alert requiring you to either or Discord any changes.
- 5. Tap Save

You will be returned to the current section.

An image name has been successfully modified.

To Modify Image Field Ordering

This procedure details the steps in SmartCapture for modifying the image ordering for an image field.

- 1. If necessary, select the desired section from the building information plan menu
- In the selected section, tap in the desired image field An Image Ordering View will appear.
- 3. For a desired image, tap and hold

The background of the selected image row will turn white.

- 4. Drag the selected image to the desired ordering position
- 5. Release the photo
 - Caution: Failing to save changes will result in a loss of all unsaved data. Switching away from the current section will present an alert requiring you to either or located any changes.
- 6. Tap Save

An image field's ordering has been successfully modified.

Adding Icon Annotations

SmartCapture allows users to enhance captured images by adding icon annotations. These icons can be used to indicate an item's location or an item of interest (e.g. hydrant, main alarm panel), and can be linked to additional information within the building information plan. When the plan is accessed using SmartView, these icons act as hyperlinks, allowing users to quickly navigate to the linked information.

Annotation Canvas

The annotation canvas allows icons to be added/moved/deleted. It can be accessed by tapping Annotate. An icon can then be selected from the Icon List :; the selected icon will appear in the middle of the image. Selected icons are displayed with a yellow frame around the icon. The icon can then be positioned by tapping and dragging the icon to the desired position.

Icon List

The annotation canvas's Icon List displays all available icons. It can be accessed by tapping \blacksquare . The available icons can be viewed by swiping up and down through the list, and icons can be selected by tapping the desired icon.

Annotation Info

Icons can be linked to additional information within a building information plan. The linked (or linkable) information fields can be accessed from the Annotation Canvas (when the desired icon is selected) by tapping <code>Edit Icon</code>. Linked information can be edited from this view, or within the building information plan section containing the linked fields.



Note: To modify or add linked information fields, please contact APX.

To Add an Icon Annotation to an Image

This procedure details the steps in SmartCapture for adding an icon annotation to an image.

- 1. If necessary, select the desired section from the building information plan menu
- 2. In the selected section, tap the desired image

An Image Swiper View will appear.

3. Below the displayed image, tap Annotate

The Annotation Canvas will open.

4. In the top right corner, tap ±

The Icon List will open.

- 5. Swipe up or down in the Icon List to navigate to the desired icon
- 6. Tap the desired icon

The icon will be placed in the centre of the image.



Note: The selected icon will have a yellow frame around it.

- 7. Tap and drag the icon to re-position it
 - Note: To make icon placement easier, the icon will hover above your finger while you drag it into position.
- 8. Release the icon
- 9. Tap Save

An icon annotation has been successfully added to an image.

To Delete an Icon Annotation

This procedure details the steps in SmartCapture for deleting an icon annotation.

- 1. If necessary, select the desired section from the building information plan menu
- 2. In the selected section, tap the desired image

An Image Swiper View will appear.

3. Below the displayed image, tap Annotate

The Annotation Canvas will open.

4. Tap the desired icon

A yellow frame will appear around the selected icon.

5. Tap the 2 above the icon

The icon will be removed.

An icon annotation has been successfully deleted.

To Add Information Links to an Icon Annotation

This procedure details the steps in SmartCapture for adding to an icon annotation linkages to additional building information plan fields.

- If necessary, select the desired section from the building information plan menu
- 2. In the selected section, tap the desired image

An Image Swiper View will appear.

Below the displayed image, tap Annotate

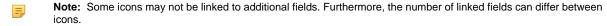
The Annotation Canvas will open.

4. Tap the desired icon

A yellow frame will appear around the selected icon.

5. Tap Edit Icon

The fields linked to that icon will appear.



- 6. Tap the desired field
- 7. Depending on the field's input method, complete the following:
 - Text Field (Alphabetic) Use the alphabetic keyboard to enter the required information. If necessary, use the 1922 to switch to the numeric keyboard.
 - Text Field (Numeric) Use the numeric keyboard to enter the required information. If necessary, use the to switch to the alphabetic keyboard.
 - Choice-List Swipe up or down in the displayed list to select an option.
- 8. Tap on a divider or another field within the section to dismiss the current input method
 - Tip: For the alphabetic and numeric keyboards, you can also tap

 to dismiss the keyboard.
 - Caution: Failing to save changes will result in a loss of all unsaved data. Switching away from the current section will present an alert requiring you to either or Decard any changes.
- If linked to a table, use the Select field to choose between linking to all table rows, or one specific table row

10.Tap Save

A building information plan field has been successfully linked to an icon annotation.

Tip: Tap to return to the annotation canvas.

Deleting Images

Images can be deleted from any building information plan collected with SmartCapture. This capability is accessible from the Image Swiper View, by tapping Delete. If the image is used in more than one field, you can select one or more instances from which you would like to remove the image. If all instances of the image are selected for deletion, the image will be permanently deleted from the building information plan: an alert will be presented that asks the user to confirm this action.

To Delete an Image

This procedure details the steps in SmartCapture for deleting an image from a building information plan.

- 1. If necessary, select the desired section from the building information plan menu
- 2. In the selected section, tap the desired image

An Image Swiper View will appear.

3. Tap Delete

A deletion menu will appear.

- 4. Tap the displayed options to select one or more instances of the image for deletion
 - Note: A ✓ identifies images selected for deletion.
- 5. Tap Oddte
 - Note: If all instances of the image are selected, an alert will appear. Tap Yes to confirm deletion.

An image has been successfully deleted from a building information plan.

Adding PDF Documents to a Building Information Plan

SmartCapture allows users to import documents—saved in PDF format—and attach them to a building information plan: users can quickly add reference documents (e.g. MSDS documents) to a building plan. In iOS 11, users can import documents stored to the device, or to a cloud storage service like iCloud or Google Drive, using the Files browser. PDF documents can also be imported into SmartCapture from the Safari browser using the Share Sheet. Documents can also be imported from most Cloud Storage providers like Dropbox, Google Drive, OneDrive, or from Email attachments, using the Share Sheet.

Documents can be attached to any Top to choose a document of the Files browser, documents can be added directly to the field. If imported using the Share Sheet, the document will be placed in the Document Gallery. The Document Gallery displays all of the documents and document fields within the entire building plan. These documents can be attached to a Top to choose a document of the document. Form field by tapping The selecting Building Record Document, and then tapping the desired document.

To Import and Attach a Document Using the Files Browser

This procedure details the steps in SmartCapture for importing and attaching a document using the Files browser.

- Note: To access the Files browser, the iOS device must be running iOS 11 or newer.
- 1. If necessary, open the building information plan into which a document should be imported
- 2. If necessary, use the menu to navigate to the desired section
- 3. In the selected field, tap + Tap to choose a document

A menu will appear.

- 4. Tap Browse
- 5. Use the iOS Files browser to locate the desired document
 - **Note:** The document can be one that is saved locally to the device, or one that is saved on a compatible cloud storage provider like iCloud or Google Drive.
- **6.** Tap the desired document

The Files browser will close and an alert will appear.

- 7. Enter a document name
- 8. Tap **OK**

A document has been successfully imported and attached, using the Files browser, to a building information plan.

To Import a Document from Safari

This procedure details the steps for importing a document from the Safari browser into a building information plan.

- 1. Open Safari
- 2. Using the browser, navigate to the desired PDF document
- 3. In the top-right of the browser window, tap 👛

A Share Sheet menu will appear.



Tip: Devices running iOS 10 or older should tap the document itself to reveal an **Open in "SmartCapture** option. Select this option.

4. In the Share Sheet menu, tap Copy to SmartCapture

A SmartCapture Import window will open.

5. Select Import

A list of currently synced-down buildings will appear.



Troubleshooting: If the desired building is not in the displayed list, it may not be synced down. Exit the import process and re-open SmartCapture. Then, sync down the desired building before re-trying the document import.

6. In the displayed list, tap the desired building

A dialog will appear.

7. Tap Yes

A document name field will appear.

- 8. Enter a document name
- **9.** Tap **OK**

A document has been successfully imported into a building information plan from the Safari browser.

Related Tasks

To Attach An Imported Document to a Document Field on page 30

To Import a Document from an Email Attachment

This procedure details the steps in SmartCapture for importing a document from an Email attachment in the iOS Mail App into a building information plan.

- 1. If necessary, open iOS Mail App to the desired message
- Tap the Email attachment

The attachment will open.

3. In the top-right, tap 😃

A Share Sheet menu will appear.

4. In the Share Sheet menu, tap Copy to SmartCapture

A SmartCapture Import window will open.

5. Select Import

A list of currently synced-down buildings will appear.



Troubleshooting: If the desired building is not in the displayed list, it may not be synced down. Exit the import process and re-open SmartCapture. Then, sync down the desired building before re-trying the document import.

6. In the displayed list, tap the desired building

A dialog will appear.

7. Tap Yes

A document name field will appear.

- 8. Enter a document name
- 9. Tap OK

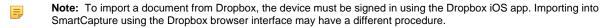
A document has been successfully imported into a building information plan from an Email attachment.

Related Tasks

To Attach An Imported Document to a Document Field on page 30

To Import a Document from Dropbox

This procedure details the steps in SmartCapture for importing a document from Dropbox into a building information plan.



1. In Dropbox, select the desired file

The selected file will open.

- 2. In the top-right, tap
- 3. In the displayed menu, tap 11

A Share Sheet will appear.

4. Tap 🚳

A second Share Sheet will appear.

5. Tap Copy to SmartCapture

A SmartCapture Import window will open.

6. Select Import

A list of currently synced-down buildings will appear.



Troubleshooting: If the desired building is not in the displayed list, it may not be synced down. Exit the import process and re-open SmartCapture. Then, sync down the desired building before re-trying the document import.

7. In the displayed list, tap the desired building

A dialog will appear.

8. Tap Yes

A document name field will appear.

- 9. Enter a document name
- 10._{Tap} OK

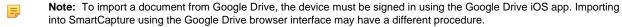
A document has been successfully imported into a building information plan from Dropbox.

Related Tasks

To Attach An Imported Document to a Document Field on page 30

To Import a Document from Google Drive

This procedure details the steps in SmartCapture for importing a document from Google Drive into a building information plan.



1. In Google Drive, select the desired file

The selected file will open.

2. In the top-right, tap

A Google Drive menu will open.

3. In the displayed menu, tap 值

A Share Sheet will appear.

4. Tap Copy to SmartCapture

A SmartCapture Import window will open.

5. Select Import

A list of currently synced-down buildings will appear.



Troubleshooting: If the desired building is not in the displayed list, it may not be synced down. Exit the import process and re-open SmartCapture. Then, sync down the desired building before re-trying the document import.

6. In the displayed list, tap the desired building

A dialog will appear.

7. Tap Yes

A document name field will appear.

- 8. Enter a document name
- **9.** Tap **OK**

A document has been successfully imported into a building information plan from Google Drive.

Related Tasks

To Attach An Imported Document to a Document Field on page 30

To Import a Document from OneDrive

This procedure details the steps in SmartCapture for importing a document from OneDrive into a building information plan.



Note: To import a document from OneDrive, the device must be signed in using the OneDrive iOS app. Importing into SmartCapture using the OneDrive browser interface may have a different procedure.

1. In OneDrive, select the desired file

The selected file will open.

2. In the top-right, tap 🔢

A OneDrive menu will open.

3. Tap Open In Another App

A Share Sheet will appear.

4. Tap Copy to SmartCapture

A SmartCapture Import window will open.

5. Select Import

A list of currently synced-down buildings will appear.



Troubleshooting: If the desired building is not in the displayed list, it may not be synced down. Exit the import process and re-open SmartCapture. Then, sync down the desired building before re-trying the document import.

6. In the displayed list, tap the desired building

A dialog will appear.

7. Tap Yes

A document name field will appear.

8. Enter a document name

9. Tap OK

A document has been successfully imported into a building information plan from OneDrive.

Related Tasks

To Attach An Imported Document to a Document Field on page 30

To Attach An Imported Document to a Document Field

This procedure details the steps in SmartCapture for attaching an imported document to a document field.

- 1. If necessary, open the building information plan into which a document has been imported
- 2. If necessary, use the menu to navigate to the desired section
- 3. Tap + Tap to choose a document

In iOS 10 or older, the Document Gallery will open. In iOS 11, a menu will appear.

4. If necessary, tap Building Record Document

In iOS 11, the Document Gallery will open.

5. Tap the desired document

The document will be attached to the selected field.

A document has been successfully attached to a document field.

Resolving Data Conflicts

SmartCapture allows multiple users to work on a building information plan. If two users change the value of the same field, a dialog will be presented automatically to the second user. The user will then have to choose between two options: Theirs will choose the other user's value, while Mine will override their change.



Note: Change conflict dialogs will appear once changes have been synced with the CityScape server. The length of time between when changes are made and a change conflict dialog is presented can vary based off of network conditions.

To Resolve a Data Conflict

This procedure details the steps in SmartCapture for resolving a data conflict in a building information plan.



Troubleshooting: If another user is making changes simultaneously to the same building, their changes will not sync in real-time. To view their changes, navigate back to the map and then re-sync the building information plan.

1. Tap one after completing changes to a building information plan

An alert will appear if there is a data conflict.



Note: The alert will detail in which field there is a conflict.

- 2. Tap one of the following:
 - Theirs Select data entered by other user
 - Mine Override data entered by other user

A data conflict has been successfully resolved.

Previewing a Building Information Plan

SmartCapture lets users preview how collected information and photos will appear in *SmartView*. Previews open the building information plan to the first Site Plan image, and are complete with hyperlink menus and icon annotations. (See a detailed screenshoton page 41.)

Hyperlink Menus

Within the building information plan, there are two hyperlink menus that assist users in navigating the plan: the main menu and the breadcrumb menu. The main menu shows each record section; tapping a section will navigate to that section. The breadcrumb menu is a navigational aid that identifies a user's position within a record, and appears above the currently displayed section. Users can use the breadcrumb menu to navigate backwards up the building plan's hierarchy.

Active Icon Annotations

If a building information plan has images annotated with hyperlinked icons, the icons can be used to navigate the plan. Selecting an icon will navigate the user to the linked information.

Clustered Icons

Icon positioning is determined by SmartCapture users during data collection. To avoid icon overlap, SmartView automatically detects any overlapping icons, and animates these icons to fade in and out; this animation can be paused using the con. If a group of animated icons is selected, each overlapped icon will be re-positioned to allow selection, and a line will be drawn to the icon's original position. Selecting a re-positioned icon will pull up any linked information, while selecting any other part of the image will restore the original icon positioning.

To Preview a Building Information Plan

This procedure details the steps in SmartCapture for previewing a building information plan.

- If necssary, tap the * for the desired plan
 - A label will appear above the pin.
- 2. Tap the label

The building information plan will be synced down, and will open automatically.

- Note: A sync spinner will indicate that the sync task is ongoing, and a progress bar will appear above the map.
- 3. In the top left, tap Preview

The preview will open to the first Site Plan image.

- 4. On displayed images, swipe left or right to navigate between images in the selected gallery
 - **Tip:** On a desktop device, swipe between images by clicking and dragging left or right.
 - Note: The number of images in a gallery is indicated by pagination dots displayed below the current image.
- **5.** If the displayed image has active (hyperlinked) *Icon Annotations*, select an icon to navigate to the linked annotation info
 - Tip: If any icons are overlapping, they will be animated to fade in and out. Tapping any of these icons will cause the pins to re-position, with lines drawn to indicate their original position. Selecting one of these icons will present any linked information, while selecting any other part of the image will restore the original icon positioning. The icon in the top-right of the window stops/starts the animation.
- 6. To navigate to other sections within the plan, select a section from the main hyperlink menu

- 1
- **Troubleshooting:** If the main menu is not displayed, it may be minimized. To expand the main menu on iPad or a desktop device, select the button. To expand the menu on iPhone or other smartphones, tap the icon.
- 7. To navigate within a plan section, swipe/scroll up or down to view the collected information
 - **Tip:** The breadcrumb menu, located directly above the displayed section, provides a navigable hierarchy view. Using this menu, you can navigate upwards through the directory structure of the building plan.
- 8. To return to SmartCapture, tap

A building information plan has been successfully previewed within SmartCapture.

Managing SmartCapture

Users are able to manage SmartCapture accounts from within the application, or from *CityScape Admin*. Account management options include the changing and resetting of account passwords, and deleting accounts. Account deletion can only be completed from CityScape Admin.

Topics covered in this section include changing/resetting account passwords using either SmartCapture or CityScape Admin, and deleting accounts using CityScape Admin.

Changing SmartCapture Account Passwords

Users are able to change and reset account passwords from within SmartCapture. Passwords can be changed from the **Settings** menu, accessible from the SmartCapture map: users must enter the existing password before entering a new one. SmartCapture account passwords can be reset from the sign-in screen: a reset message can be generated and sent to the account email.

Lost or forgotten passwords can also be reset by an Organization Admin using CityScape Admin.

To Change a SmartCapture Account Password

This procedure details the steps in SmartCapture for completing an account password change.

- 1. If necessary, navigate to the SmartCapture Map
 - Note: If not signed in to the application, sign in and the map will open by default. If within a building information plan, tap
- 2. Tap Settings
- 3. Under Account, tap the displayed Account ID

The Account ID and password for the signed in account will be displayed.

- 4. Under Password, tap Change Password
- 5. In the Current Password field, enter the current account password
- 6. In the New Password field, enter a new account password
 - **Note:** Passwords must be at least 8 characters and contain three of the following: lowercase letters, uppercase letters, numbers, and symbols.
- 7. In the Re-enter Password field, re-enter the new account password
- 8. Tap Done

A SmartCapture account password has been successfully changed from within SmartCapture.

To Reset a SmartCapture Account Password

This procedure details the steps in SmartCapture for resetting an account password.

- Note: The Forgot Password geature cannot be used if the device is an iPad AND the Account ID is a phone number. In this case, the password must be changed using CityScape Admin.
- 1. From the SmartCapture sign-in page, use the region selector to select the appropriate region
- 2. Tap Login
- 3. Tap Forgot Password
- 4. In the displayed text field, enter the Account's Email or phone number
- 5. Tap Send

An alert will appear.

6. Tap **○**K

An email containing a recovery code will be sent to the account email or phone number.

- 7. In the stext field, enter the received recovery code
- 8. In the 📵 text field, enter a new account password
 - Note: Passwords must be at least 8 characters and contain three of the following: lowercase letters, uppercase letters, numbers, and symbols.
- 9. In the 🕙 text field, re-enter the new account password
- 10.Tap Done

An account password has been successfully reset.

To Change a User Account Password using CityScape Admin

This procedure details the steps in CityScape Admin for changing the Account Password for a user account.

- 1. If necessary, navigate to CityScape Admin
 - Note: The user account used during login must have the Organization Admin role. For assistance, please contact APX.
- 2. Select Accounts
- 3. In the displayed user account list, select Manage for the desired user account Account details for the selected user account will open.
- 4. In the Account Password text field, enter a new password
 - Note: Account passwords must be at least 8 characters, and contain at least three of the following: lowercase letter, uppercase letter, numeric digit or special character.
- 5. Select See

A user account's password has been successfully changed in CityScape Admin.

Deleting SmartCapture Accounts

SmartCapture accounts can be deleted from CityScape Admin by users with the Organization Admin role. SmartCapture accounts cannot be deleted from the SmartCapture application. To delete a SmartCapture account, users must log in to CityScape Admin and then navigate to Accounts. Users accounts can then be deleted by selecting for the desired account(s).

To Delete a User Account

This procedure details the steps in CityScape Admin for deleting a SmartCapture account.

- 1. If necessary, navigate to CityScape Admin
 - Note: To sign into CityScape Admin, a user account with the Organization Admin role must be used.
- 2. Select Accounts
- 3. In the displayed user account list, select Manage for the desired user account Account details for the selected user account will open.
- 4. Select Odds

A confirmation alert will appear.

- 5. Select ox
- A SmartCapture account has been successfully deleted in CityScape Admin.

Reference Information

This section contains supplementary information about using the SmartCapture application. Subsections within this section include contact information for technical support, and resources for additional smart device information.

Detailed Screenshots

This section contains detailed screenshots of SmartCapture that cover the setup and use of the application.

SmartCapture Login/Logout

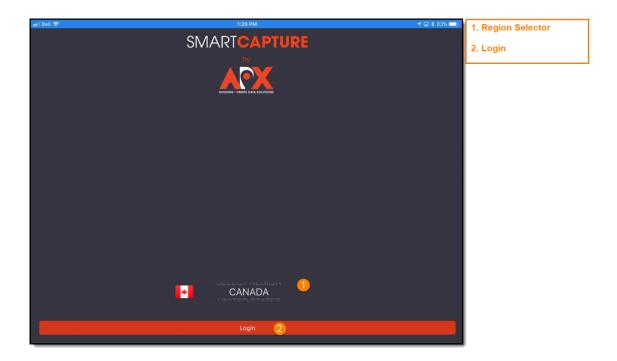


Figure 1: SmartCapture Login



Figure 2: SmartCapture Logout

SmartCapture Map

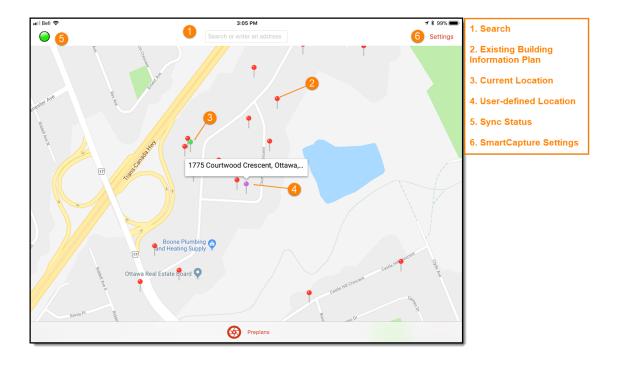


Figure 3: SmartCapture Map

Building Information Plan

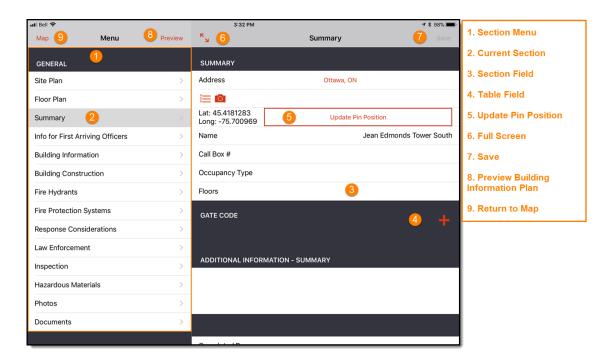


Figure 4: Building Information Plan Section

Adding/Managing Images

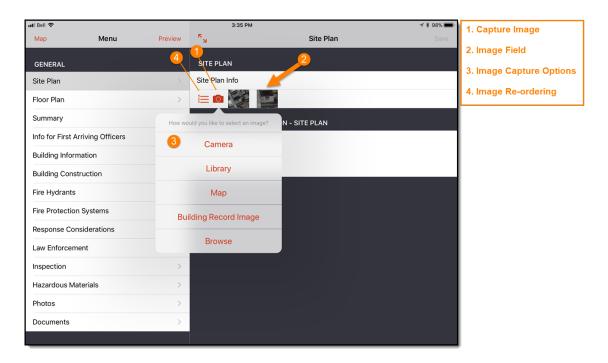


Figure 5: Image Field Options



Figure 6: Site Plan Capture

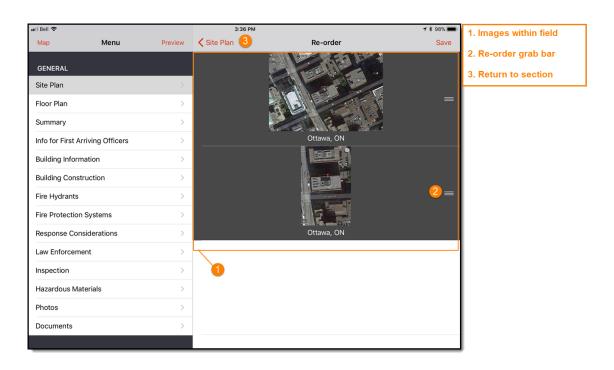


Figure 7: Image Re-ordering

Icon Annotations and Links

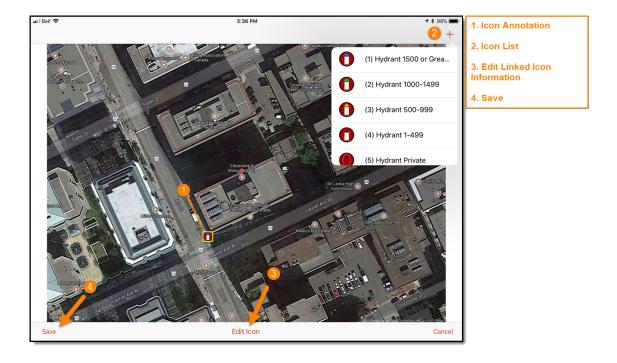


Figure 8: Annotation Canvas

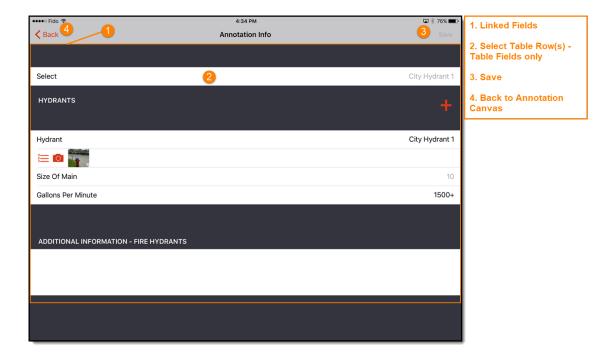


Figure 9: Annotation Information - Linked to Icon

Document Importing

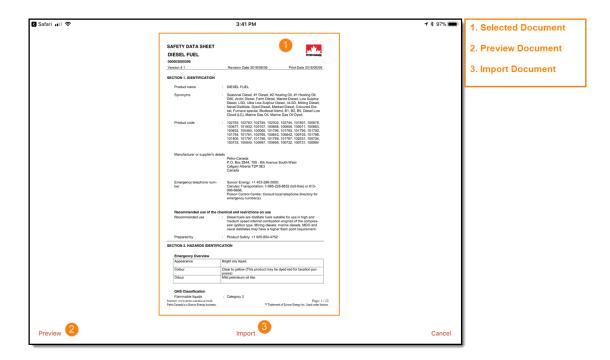


Figure 10: Document Importing

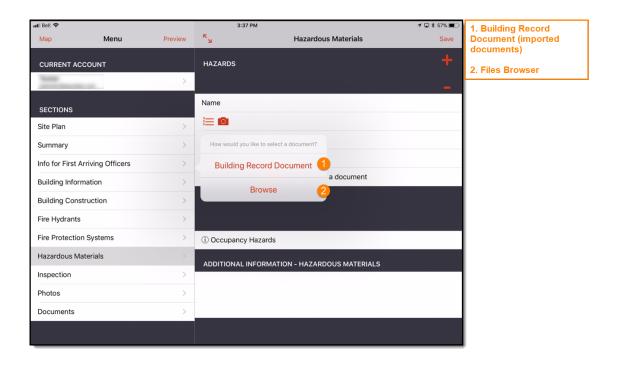


Figure 11: Document Attaching

SmartView Preview



Figure 12: SmartView Preview

SmartCapture Settings



Figure 13: SmartCapture Settings Menu

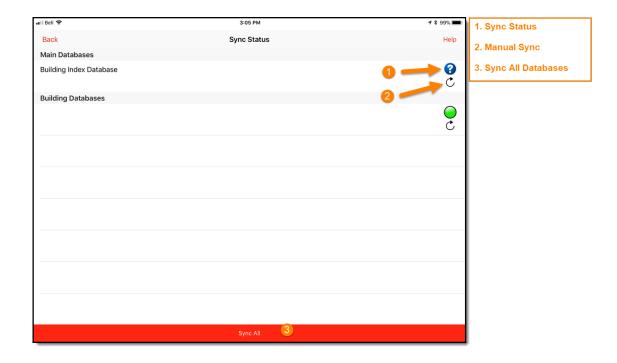
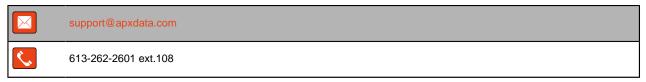


Figure 14: Sync Status Menu

Technical Support Contact Information

If you are experiencing issues with SmartCapture that you have not been able to solve using this guide, please contact APX Technical Support.



Additional Smart Device Information Resources

- Compare Cellular: A Canadian online resource of smart device user guides in digital copy.
 Available at www.comparecellular.ca
- iOS® Online Manuals: Apple's online resource of device user manuals. Available at https://support.apple.com/manuals/
- Manuals Online: An online resource of user guides in digital copy for over 700,000 products. Available at www.manualsonline.com

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