



BUILDING + ONSITE DATA SOLUTIONS

SMART CITIES · SMARTER RESULTS

SmartView

Setup and User Guide

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Glossary

Glossary Terms

Breadcrumb Menu

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

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 are red in colour, and appear upon the SmartView map, unless aggregated within a Map Cluster.

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™

Expand Gesture

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

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 .

Map Cluster

A Google Maps feature that groups building pins within a certain geographical area together, and displays the number within the grouping both by a numeric display and by colouration (red, yellow, blue, pink or violet) that indicates within what numerical range the group falls.

Operating System

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

Operating System (OS)

OS

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.

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.

SmartCapture

An iOS-based CityScape Suite application that allows users to capture building information and images, and create detailed and customized pre-plans; these plans are then viewable using either the SmartView or SmartTrainer applications.

SmartCapture™

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.

About SmartView

SmartView is a browser-based application that allows users to securely access building information, collected using *SmartCapture™*, instantly at time of need. SmartView's default view presents information upon an interactive map, from which users view building information plans, real-time traffic information, turn-by-turn routing information, or create and share links to information in the database. SmartView is a *CityScape™* application.

System Requirements

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

Device Requirements

SmartView is a device-agnostic application; it can be used on devices running any of the modern browsers listed in *Browser Requirements*. Smart devices running SmartView must be able to connect to a wireless broadband network. Ideally, the device should be connected to a 3G or LTE network; however, SmartView can run on slower networks. Desktop devices must also be connected to a broadband network (wired or wireless) in order to use SmartView.

Browser Requirements

The following table outlines browser requirements for devices using SmartView, 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)



Attention: For use of SmartView on a Windows device, it is recommended that the Chrome or Firefox browsers be used. While the application will operate on Internet Explorer and Microsoft Edge, some offline functionality is not supported with these browsers.

Setting Up SmartView

Before SmartView can be used to access digital information—whether it be building information plans captured with SmartCapture, or routing/traffic information using the built-in Google Maps integration—a device must have a security certificate installed. This certificate acts as authentication when accessing SmartView, so users are not required to input any credentials when accessing the application.

It is also recommended that you set up browser bookmarks and/or desktop shortcuts (if applicable) to facilitate quick and easy SmartView access.

Topics covered in this section include installing SmartView certificates on Windows, iOS and Android devices, accessing SmartView using a modern browser, and creating SmartView shortcuts and browser bookmarks.

Installing SmartView on Windows

To install SmartView on a Windows device, a security certificate must be generated and then downloaded to the device.



Note: SmartView certificates are generated by APX. Please contact APX if you require certificates to be generated.

For Windows PCs or tablets, selecting a certificate will open the Windows Certificate Import Wizard. Completing the provided steps will install the certificate and allow SmartView access using any compatible modern browser ([see Browser Requirements](#)) except Mozilla Firefox. Installation of SmartView certificates for Mozilla Firefox has its own unique set of procedures.



Note: APX recommends using Google Chrome or Mozilla Firefox for using SmartView on Windows devices. While Microsoft Edge and Internet Explorer can be used, they may not perform at optimal levels.

SmartView Certificates are password protected. This password must be entered during certificate installation, and is provided to you by APX.

To Download a SmartView Certificate

This procedure details the steps in CityScape Admin for downloading a SmartView certificate.

1. If necessary, navigate to CityScape Admin
2. Select **SmartView**

*The SmartView **Active Certificates** list will appear.*

3. In the displayed list, select for the desired certificate

A SmartView certificate has been successfully downloaded. For Windows devices, the certificate will be in the Downloads folder (assuming default settings). For iOS and Android devices, the device settings will open.

To Install a SmartView Certificate on Windows (Chrome, Edge or IE11)

This procedure details the steps for installing a SmartView certificate on a Windows device, for use on either Google Chrome, Microsoft Edge or Internet Explorer 11 (IE11).

1. Select the downloaded certificate. The Certificate Import Wizard will open
2. Select **Next**
3. If necessary, select **Browse** and select the desired certificate



Note: If the import wizard was opened by selecting the desired certificate, it should be selected by default.

4. Select **Next**
5. In the presented Password Field, enter the certificate password



Tip: Please contact APX if you require a certificate password.

6. Select **Next**
7. Select a certificate store location



Note: The import wizard automatically chooses a store location based on the certificate type. To manually select the store location, select **Place all certificates in the following store** and then specify the store location.

8. Select **Next**
9. Select **Finish**

A SmartView certificate has been successfully installed on Windows for use with Google Chrome, Microsoft Edge, or IE 11.

To Install a SmartView Certificate on Windows (Mozilla Firefox)

This procedure details the steps for installing a SmartView certificate on a Windows device, for use with Mozilla Firefox.

1. Open Mozilla Firefox
2. In the address bar, navigate to <about:preferences#privacy>



Tip: You can also access advanced browser settings through the following steps: **Menu > Options > Privacy & Security**

Advanced browser settings will be presented.

3. Select **View Certificates**
4. Select **Import**

A Windows Explorer window will open.

5. select the desired certificate
6. Select **Open**
7. Enter the certificate password



Tip: Please contact APX if you require a certificate password.

8. Select **OK**

An alert will be presented.

9. Select **OK**

A SmartView certificate has been successfully installed on Windows for Mozilla Firefox.

Installing SmartView on iOS

Once a certificate has been downloaded to a device, it can be installed to allow access to SmartView. For iOS devices, downloading a certificate will automatically trigger installation. If the certificate is being accessed via the iOS Mail App, it can be downloaded by tapping on the file. If being accessed via the CityScape Admin interface, simply tap **Download**: this will trigger the download and open up the device settings.



Note: To use SmartView on iOS, the Safari browser must be used.

To Install a SmartView Certificate on iOS (iOS Mail App)

This procedure details the steps for installing a SmartView certificate on an iOS device through the iOS Mail App.

1. If necessary, navigate to the SmartView certificate within the iOS Mail App
2. Tap the certificate to open it

The device settings will open.

3. Tap **Install**

A warning message will appear. Users can ignore this message (see Note for details).



Note: This warning message states that the profile (certificate) is unsigned. Certificates are often signed by a recognized certificate authority. In this case, APX (rather than a certificate authority) has signed the certificate it has generated.

4. If the device has a passcode, enter the passcode

5. Tap **Install**

An iOS Action Sheet will be presented.

6. Tap **Install**

7. Enter the certificate password



Tip: Please contact APX if you require a certificate password.

8. Tap **Next**

9. Tap **Done**

A SmartView certificate has been successfully installed on iOS through the iOS Mail App.

To Install a SmartView Certificate on iOS (CityScape Admin)

This procedure details the steps for installing a SmartView certificate on an iOS device through the CityScape Admin application.

1. If necessary, navigate and sign in to CityScape Admin (<https://cityscape-suite.ca>)

2. Select **SmartView**

A list of SmartView certificates will appear.



Troubleshooting: Contact APX if the following message is presented: "You need to contact APX support to view the certificates you have."

3. In the list of certificates, select

An alert will appear.

4. Select **Allow**

The device settings will appear.

5. Tap **Install**

A warning message will appear. Users can ignore this message (see Note for details).



Note: This warning message states that the profile (certificate) is unsigned. Certificates are often signed by a recognized certificate authority. In this case, APX (rather than a certificate authority) has signed the certificate it has generated.

6. If the device has a passcode, enter the passcode

7. Tap **Install**

An iOS Action Sheet will be presented.

8. Tap **Install**

9. Enter the certificate password



Tip: Please contact APX if you require a certificate password.

10. Tap **Next**

11. Tap **Done**

A SmartView certificate has been successfully installed on iOS through the CityScape Admin application.

Installing SmartView Certificates on Android

Once a certificate has been downloaded to a device, it can be installed to allow access to SmartView. If the certificate is being accessed via email, it can be downloaded by tapping on the certificate's download button.



Note: On Android devices, a form of lock screen security—PIN, swipe pattern or password—is required in order to install a security certificate. Lock screen security settings are accessible by navigating to **Settings > Security > Screen Lock**.

To Install a SmartView Certificate on Android

This procedure details the steps for installing a SmartView certificate on an Android device.

1. If necessary, navigate to the SmartView certificate
2. Tap the **Download** button for the displayed certificate to download it
3. Navigate to the Downloads folder and tap the certificate

A password field will be presented.

4. Enter the certificate password



Tip: Please contact APX if you require a certificate password.

5. In the Certificate Name field, enter a certificate name
6. Tap **OK**

A SmartView certificate has been successfully installed on Android.

Accessing SmartView on Windows (Chrome)

Once a SmartView certificate has been installed on a Windows device, it can be accessed using Google Chrome at the following URL: <https://smartview.cityscape-suite.ca>.



Note: If a SmartView certificate is accessed and installed through the CityScape Admin application, the **Launch SmartView** button in the bottom-right of the certificate list can be used to access SmartView.

Once accessed, users can create a desktop shortcut to SmartView, providing easy access to the application. Alternatively, SmartView can also be bookmarked within the Chrome browser.

To Navigate to SmartView on Windows (Chrome)

This procedure details the steps for accessing SmartView on a Windows device using Google Chrome.

1. Open Google Chrome
2. In the browser's address field, enter the SmartView URL: <https://smartview.cityscape-suite.ca>
A certificate selector window will appear.
3. In the certificate selector window, select the installed certificate
4. Select **OK** to confirm selection of the certificate
5. If necessary, select **Allow Location Access**




Important: Location services are required for full SmartView functionality. To turn on Location services, navigate to **Settings > Advanced > Content Settings > Location**.

SmartView has been successfully navigated to on a Windows device using Google Chrome.

To Add a Shortcut to the Desktop on Windows (Chrome)

This procedure details the steps for creating a desktop shortcut on a Windows device using Google Chrome.

1. If necessary, navigate to SmartView

2. In the top right corner of the browser window, select the  **Settings** menu
3. In the Settings menu, navigate to **More Tools**
4. In the submenu, select **Add to Desktop**


A dialog box will be presented.

5. In the dialog box text field, enter a name for the shortcut
6. Select **Add** to add the shortcut to the device desktop

A SmartView desktop shortcut has been successfully added on a Windows device using Google Chrome.

To Add a Smartview Bookmark on Windows (Chrome)

This procedure details the steps for adding a bookmark for SmartView on a Windows device using Google Chrome.

1. If necessary, navigate to SmartView
2. To the right of the browser's address bar, select the  **Bookmark this page** button

A dialog box will be presented.

3. In the Name field, enter a name for the bookmark
4. Select a folder for the bookmark
5. Select **Done**

A SmartView bookmark has been successfully added on a Windows device using Google Chrome.

Accessing SmartView on Windows (Firefox)

Once a SmartView certificate has been installed on a Windows device, it can be accessed using Mozilla Firefox at the following URL: <https://smartview.cityscape-suite.ca>.



Note: If a SmartView certificate is accessed and installed through the CityScape Admin application, the **Launch SmartView** button in the bottom-right of the certificate list can be used to access SmartView.

Once accessed, users can create a desktop shortcut to SmartView, providing easy access to the application. In Firefox, a desktop shortcut can be added by selecting the icon to the left of the address bar (this icon is called a favicon) and dragging it to the desktop. Alternatively, a SmartView bookmark can be added to the Firefox browser.

To Navigate to SmartView on Windows (Firefox)

This procedure details the steps for accessing SmartView on a Windows device using Mozilla Firefox.

1. Open Mozilla Firefox
 2. In the browser's address field, enter the SmartView URL: <https://smartview.cityscape-suite.ca>
- A certificate selector window will appear.*
3. In the certificate selector, select the installed certificate
 4. Select **OK** to confirm selection of the certificate
 5. If necessary, select **Allow Location Access**



Important: Location services are required for full SmartView functionality. To turn on Location services, navigate to **Open Menu > Options > Privacy & Security > Permissions > Location Settings > .**

SmartView has been successfully navigated to on a Windows device using Mozilla Firefox.

To Add a Shortcut to the Desktop on Windows (Firefox)

This procedure details the steps for adding a desktop shortcut for Windows devices using Mozilla Firefox.

1. If necessary, navigate to SmartView

2. If necessary, resize the browser window so that the desktop is viewable
3. Select and hold the icon (called a favicon) directly to the left of the address bar
4. Drag the icon to the device desktop and release it

A SmartView desktop shortcut has been successfully added on Windows using Mozilla Firefox.

To Add a SmartView Bookmark on Windows (Firefox)

This procedure details the steps for adding a bookmark for SmartView on a Windows device using Mozilla Firefox.

1. If necessary, navigate to SmartView
2. To the right of the address bar, select the ☆ **Bookmark this page** button

A dialog box will open.

3. In the **Name** field, enter a name for the bookmark
4. Select a folder for the bookmark
5. Select **Done**

A SmartView bookmark has been successfully added on Windows using Mozilla Firefox.

Accessing SmartView on Windows (Internet Explorer 11)

Once a SmartView certificate has been installed on a Windows device, it can be accessed using Internet Explorer 11 (IE 11) at the following URL: <https://smartview.cityscape-suite.ca>.



Note: If a SmartView certificate is accessed and installed through the CityScape Admin application, the **Launch SmartView** button in the bottom-right of the certificate list can be used to access SmartView.

Once accessed, users can create a desktop shortcut to SmartView, providing easy access to the application. Alternatively, a SmartView bookmark can be added within the IE 11 browser.

To Navigate to SmartView on Windows (IE 11)

This procedure details the steps for accessing SmartView on Windows using IE 11.

1. Open the IE 11 browser
2. In the address field, enter the SmartView URL: <https://smartview.cityscape-suite.ca>
- A certificate selector window will appear.*
3. If prompted, select **Options for this Site** and then **Always Allow** to allow Location services



Important: Location services are required for full SmartView functionality. To turn on Location services, navigate to **Tools > Internet Options > Privacy > Location**. Then, confirm that **Never allow websites to request your physical location** is unchecked.

SmartView has been successfully accessed on Windows using IE 11.

To Add a Shortcut to the Desktop on Windows (IE 11)

This procedure details the steps for creating a desktop shortcut on a Windows device using IE 11.



Notice: The procedure below is for a desktop device running Windows. Behaviour may be different for a touch-based Windows device.

1. If necessary, navigate to SmartView
2. In the browser window, **Right-click** on an empty part of the page



Note: Empty refers to any part of the page that is not the browser menu bar or the SmartView map.

A menu will appear.

3. In the displayed menu, select **Create Shortcut**

A dialog box will appear.

4. Select **Yes** to create a desktop shortcut

A SmartView shortcut has been successfully added on a Windows device desktop using IE 11.

To Add a SmartView Bookmark on Windows (IE 11)

This procedure details the steps for adding a bookmark for SmartView on a Windows device using IE 11.

1. If necessary, navigate to SmartView
2. To the right of the address bar, select the ☆ button

A dialog box will appear.

3. Select **Add to Favorites**

A dialog box will appear.

4. In the Name field, enter a name for the bookmark
5. Select a folder for the bookmark
6. Select **Add**

A SmartView bookmark has been added on Windows using IE 11.

Accessing SmartView on Windows (Microsoft Edge)

Once a SmartView certificate has been installed on a Windows device, it can be accessed using Microsoft Edge at the following URL: <https://smartview.cityscape-suite.ca>.



Note: If a SmartView certificate is accessed and installed through the CityScape Admin application, the **Launch SmartView** button in the bottom-right of the certificate list can be used to access SmartView.

Once accessed, users can add a bookmark to the Edge browser, allowing easy access to the application.

To Navigate to SmartView on Windows (Microsoft Edge)

This procedure details the steps for accessing SmartView on Windows using Microsoft Edge.

1. Open Microsoft Edge
2. In the address field, enter the SmartView URL: <https://smartview.cityscape-suite.ca>

A certificate selector window will appear.

3. In the certificate selector, select **OK** to select the installed certificate

A Windows Security window will open.

4. In the Windows Security window, select **Allow** to allow use of the certificate

SmartView has been successfully accessed on Windows using the Microsoft Edge browser.

To Add a SmartView Bookmark on Windows (Microsoft Edge)

This procedure details the steps for adding a bookmark for SmartView on a Windows device using Microsoft Edge.

1. If necessary, navigate to SmartView
2. To the right of the address bar, select the ☆ **Bookmark this page** button

A dialog box will open.

3. In the Name field, enter a name for the bookmark
4. Select a folder for the bookmark
5. Select **Add**

A SmartView bookmark has been successfully added on Windows using Microsoft Edge.

Accessing SmartView on iOS

Once a SmartView certificate has been installed on an iOS device, it can be accessed using the Mobile Safari browser at the following URL: <https://smartview.cityscape-suite.ca>. Safari will automatically apply the installed certificate.



Note: If a SmartView certificate is installed through the CityScape Admin application, the **Launch SmartView** button in the bottom-right of the certificate list can be used to access SmartView.

Once accessed, users can create a Home Screen shortcut to SmartView, providing easy access to the application. Alternatively, SmartView can also be bookmarked within the Safari browser.

To Navigate to SmartView on iOS




This procedure details the steps for accessing SmartView on iOS.

1. Open Safari
2. In the address field, enter the SmartView URL: <https://smartview.cityscape-suite.ca>
3. Tap **OK**

SmartView has been successfully navigated to using Safari on iOS.

To Add a Home Screen Shortcut on iOS



This procedure details the steps for adding a Home Screen shortcut for SmartView on iOS.

1. If necessary, navigate to SmartView
2. To the right of the address bar, tap the  icon
A share sheet will appear.
3. Tap the  icon to add a shortcut to the Home Screen
4. Next to the  icon, tap the displayed name to change the shortcut name
5. Tap **Add**

A Home Screen shortcut has been successfully added on iOS.

To Add a SmartView Bookmark on iOS

This procedure details the steps for adding a SmartView Bookmark to Safari on iOS.

1. If necessary, navigate to SmartView
2. To the right of the address bar, tap the  icon
A share sheet will appear.
3. Tap the  icon to add a bookmark to the browser
4. Tap the displayed name to change the bookmark name
5. Tap the displayed location to change the bookmark folder
6. Tap **Save**

A SmartView bookmark has been successfully added on iOS.

Accessing SmartView on Android

Once a SmartView certificate has been installed on an Android device, it can be accessed using the Google Chrome browser at the following URL: <https://smartview.cityscape-suite.ca>. Upon navigating to SmartView on Android, the browser will prompt the user to allow use of the installed certificate as authentication.




Note: If a SmartView certificate is installed through the CityScape Admin application, the **Launch SmartView** button in the bottom-right of the certificate list can be used to access SmartView.

Once accessed, users can create a Home Screen shortcut to SmartView, providing easy access to the application. Alternatively, SmartView can also be bookmarked within the Safari browser.

To Navigate to SmartView on Android



This procedure details the steps for accessing SmartView on Android.

1. Open Google Chrome
2. In the address field, enter the SmartView URL: <https://smartview.cityscape-suite.ca>
A certificate selector window will appear.
3. In the displayed dialog box, tap the appropriate  to select the installed certificate
4. Tap **Allow** to allow use of the certificate during authentication with SmartView

SmartView has been successfully navigated to using Google Chrome on Android.

To Add a Home Screen Shortcut on Android



This procedure details the steps for adding a Home Screen shortcut for SmartView on Android.

1. If necessary, navigate to SmartView
2. In the top right of the browser window, select the  button
3. In the Settings menu, tap **Add to Home Screen**
A dialog box will appear.
4. Next to the  icon, tap the displayed name to change the shortcut name
5. Tap **Add**

A SmartView shortcut has been successfully added to the Home Screen on Android.

To Add a SmartView Bookmark on Android

This procedure details the steps for adding a SmartView Bookmark to Google Chrome on Android.

1. If necessary, navigate to SmartView
2. In the top right of the browser window, select the  button
3. In the top of the Settings menu, tap the  icon

A SmartView bookmark has been successfully added to the browser on Android.

Using SmartView

SmartView allows real-time, authenticated access to the building information collected by an organization using SmartCapture. By default, SmartView is setup to present collected buildings upon a map view, with the buildings represented by pins on the map. SmartView can also be configured to present a building list view, and the application allows toggling between the two views. Either view can be used to quickly find and access building information plans, all within a couple clicks/taps.

SmartView can also be used to get directions to any building in the database, to zoom to your current location, and to access integrated Google Maps features like real-time traffic and Street View.

SmartView can also be used to send Share Links to people outside of your organization: these links are sent as URLs via email or SMS, and have a set expiration time configurable by APX.

Topics covered in this section include navigating and using the SmartView map, generating directions to buildings, accessing and viewing building information plans, and creating/sending Share Links to building information plans.

Using the SmartView Map

When SmartView is accessed, users are brought to the SmartView map. The map displays all buildings within an organization's database: buildings are represented as pins placed on the map. Depending on the zoom level of the map and the number of pins, pins may either appear in their specific building location or be aggregated into coloured, enumerated clusters.

Map Clusters

Building pins are grouped into clusters when the map is zoomed out. Tapping on a cluster will zoom in on that location. The number of pins within a cluster is displayed numerically, and clusters are also color-coded in the following manner:

- Blue: 2-9 buildings
- Yellow: 10-99 buildings
- Red: 100-999 buildings
- Pink: 1000-9999 buildings
- Violet: 10,000 buildings or more


Familiar Google Maps features like toggling between map/satellite views, real-time traffic, and Street View are also available in SmartView. If location services are enabled, users can get directions to any building in the database.

To Navigate the Map


This procedure details the steps for navigating the SmartView map.

1. If necessary, open SmartView



Tip: If a shortcut has been added to the Desktop or Home Screen, it can be used to open SmartView. For Android and iOS devices, the shortcut is represented by the  icon.



Troubleshooting: If you do not see the SmartView map, you may be in the Building List. To switch views, select the  button in the top right, and select **Map** to switch to the Map view.

2. Click and drag—or swipe—upon the map to pan around

3. Use the  buttons to zoom in and out on the map



Tip: For touch devices, the pinch/expand gestures can be used to zoom in and out of the map.

4. Select the  toggle to switch between Map and Satellite views

5. In the top right of the window, select the  tool icon

6. Select the  traffic icon to toggle real-time traffic

7. Select a map cluster to zoom in on that location and set of pins


The SmartView map has been successfully navigated.

To Access Google Street View from the SmartView Map


This procedure details the steps for accessing Google Street View from the SmartView map.


1. If necessary, open SmartView



Tip: If a shortcut has been added to the Desktop or Home Screen, it can be used to open SmartView. For Android and iOS devices, the shortcut is represented by the  icon.



Troubleshooting: If you do not see the SmartView map, you may be in the Building List. To switch views, select the  button in the top right, and select **Map** to switch to the Map view.

2. In the bottom right corner, select and hold the  icon


3. Drag the icon to the desired location on the map

4. Release the icon

The screen will zoom into the selected location.

5. Select and drag on the screen/window to pan around




Tip: Select the  icon to toggle device-based orientation. Street View will pan based on the device's current orientation.

6. Select the displayed arrows to move around in SmartView

7. Select the  icon to return to the SmartView map



Troubleshooting: If the  icon is not visible, it may be above the current viewing area. Swipe or scroll up to reveal the icon.


Google Street View has been successfully accessed from the SmartView map.

To Generate Directions to a Building


This procedure details the steps for generating directions to a building in SmartView.

1. If necessary, open SmartView



Tip: If a shortcut has been added to the Desktop or Home Screen, it can be used to open SmartView. For Android and iOS devices, the shortcut is represented by the  icon.



Troubleshooting: If you do not see the SmartView map, you may be in the Building List. To switch views, select the  button in the top right, and select **Map** to switch to the Map view.

2. Using the SmartView Map, navigate to the desired building



Tip: The SmartView search bar can also be used to find a building. Enter the building name or address in the search bar, then select the displayed result to navigate to that building.

3. If necessary, select the pin for the desired building

A label will appear above the pin.

4. Select 

Directions from the user's current location to the selected building will be provided.



Note: Both visual directions (a blue line highlighting the route) and turn-by-turn textual directions are provided.


Directions to a building have been successfully generated using SmartView.

To Move the SmartView Map to Current Location


This procedure details the steps to move the SmartView map to the device's current location.

1. If necessary, open SmartView



Tip: If a shortcut has been added to the Desktop or Home Screen, it can be used to open SmartView. For Android and iOS devices, the shortcut is represented by the  icon.



Troubleshooting: If you do not see the SmartView map, you may be in the Building List. To switch views, select the  button in the top right, and select **Map** to switch to the Map view.

2. In the top right of the window, select the tool icon

3. Select the icon

The map will zoom to the current location, which is indicated by the .



Important: Device location services must be enabled in order to find the user's current location.

The SmartView map has been successfully moved to the user's current location.

Accessing and Navigating Building Information Plans

SmartView allows users to quickly find and pull up building information plans captured using SmartCapture. These information plans provide all textual information and photos captured for that building, in an easily navigable, shareable format. Building information plans can be searched for using either the Map or Building List. Using the search bar, both building names and addresses can be entered as search terms. The SmartView Map and Building List can also each be refreshed to show any newly-created buildings.

Opening a building information plan presents the user with building information that can be easily navigated by using the hyperlink menus, by swiping through displayed photos, or by using hyperlinked icons annotated upon site plans, floorplans or other images. By default, the building information plan will open to the site plan section. Any photos can be viewed and zoomed upon, and user can swipe between photos if within a photo gallery.


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 photos 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  icon. 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 Access a Building Information Plan Using the SmartView Map


This procedure details the steps for accessing a building information plan from the SmartView Map.

1. If necessary, open SmartView



Tip: If a shortcut has been added to the Desktop or Home Screen, it can be used to open SmartView. For Android and iOS devices, the shortcut is represented by the  icon.



Troubleshooting: If you do not see the SmartView map, you may be in the Building List. To switch views, select the  button in the top right, and select **Map** to switch to the Map view.

2. In the top of the window, select the search bar



Tip: A building can also be accessed by panning and zooming the map to find the desired pin.

3. Enter the address or building name

A drop-down list of search results will appear. This list will filter as more search information is entered.





Note: If no buildings in the database match the search terms, no drop-down will appear.

4. In the search result list, select the desired building

The map will zoom to the selected building location.



Tip: If no search results appear, select the  icon in the  menu to re-drop the building pins, and then repeat steps 1-4. The map will automatically refresh the building pins every 10 minutes.

5. If necessary, tap the building pin to bring up the pin's label

6. Select 


A building information plan has been successfully accessed using the SmartView Map.

To Access a Building Information Plan Using the SmartView Building List


This procedure details the steps for accessing a building information plan from the SmartView Building List.

1. If necessary, open SmartView



Tip: If a shortcut has been added to the Desktop or Home Screen, it can be used to open SmartView. For Android and iOS devices, the shortcut is represented by the  icon.



Troubleshooting: If you do not see the SmartView Building List, you may be in the Map. To switch views, select the  button in the top right, and select **List** to switch to the List view.

2. In the top of the window, select the search bar



Tip: A building can also be searched for by scrolling down through the building list.

3. Enter the address or building name

The Building List automatically filters based on the entered search term

4. In the Building List, select either the building name or address to open the building information plan

A building information plan has been successfully accessed using the SmartView Building List.

To Navigate a Building Information Plan

This procedure outlines the steps in SmartView for navigating a building information plan .

1. If necessary, open the desired building information plan

The plan will open in a new browser window.

2. 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 the number of pagination dots displayed below the current image.

3. 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.

4. To navigate to other sections within the plan, select a section from the main hyperlink menu



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.

5. 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.

6. To close the plan, select the icon for the building plan's browser window/tab

A building information plan has been successfully navigated using SmartView.

Generating Building Information Plan Share Links

SmartView allows users to generate and send Share Links for building information plans. These links can be sent to individuals outside of an organization, and are sent via email or SMS message. The button is located at the bottom of the building information plan menu. Generated Share Links are time-limited, and expire after a period of time specified in the SmartView settings (expiry times are configurable by APX). The share function is unavailable to any individual accessing the plan using a share link.

To Generate a Building Information Share Link

This procedure details the steps for generating a Share Link for a building information plan.

1. If necessary, open a building information plan

The selected plan will open in a new window or browser tab.

2. Below the main Smartview menu, select

A Share window will be presented.



Troubleshooting: If the main menu is not displayed, it may be minimized. To expand the menu, select the button.

3. In the **Recipients** text field, enter an Email address or phone number to which the Share Link should be sent

4. Select to add the Email address or phone number as a recipient



Tip: To remove an Email address or phone number added to the recipients list, select the next to the desired contact.

5. Select to send a Share Link to the provided Email(s) or phone number(s)

A confirmation alert window will appear.



Note: If a link fails to send to any of the intended recipients, the alert will inform the user.

A building information plan has been successfully shared using SmartView.

Reference Information

This section contains supplementary information about using the SmartView 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 SmartView. These screenshots cover the installation, setup and use of the application.

SmartView Certificate Installation (Windows)

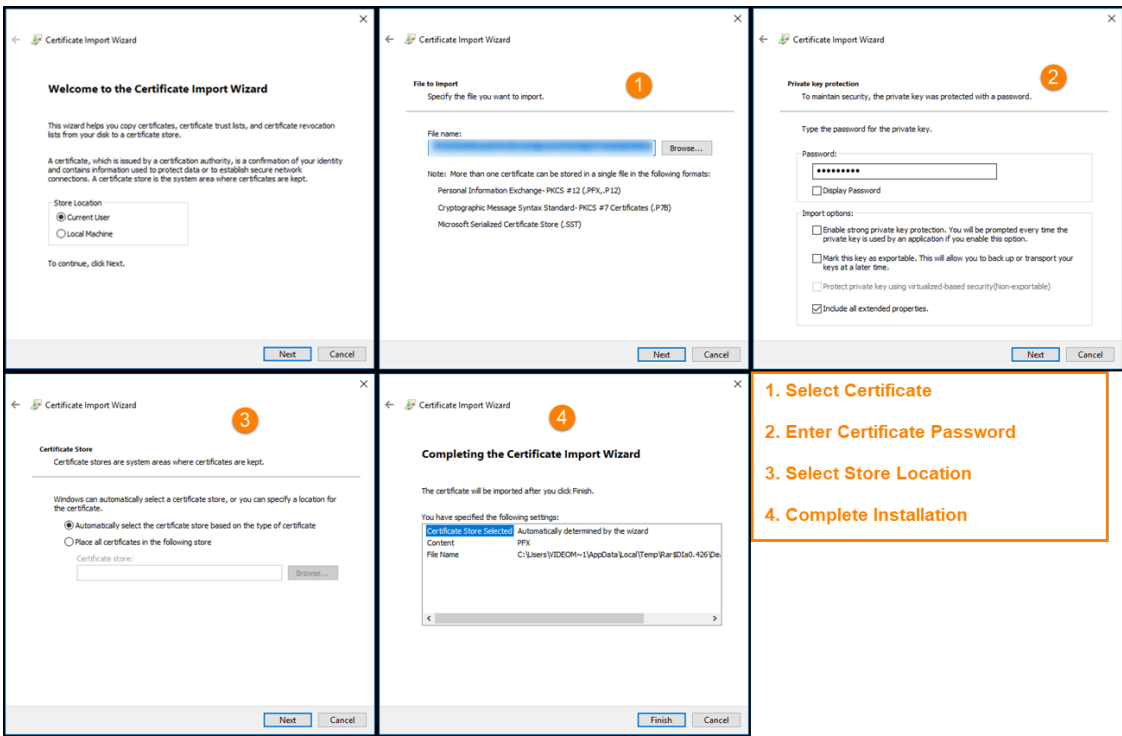


Figure 1: SmartView Certificate Installation (Windows)

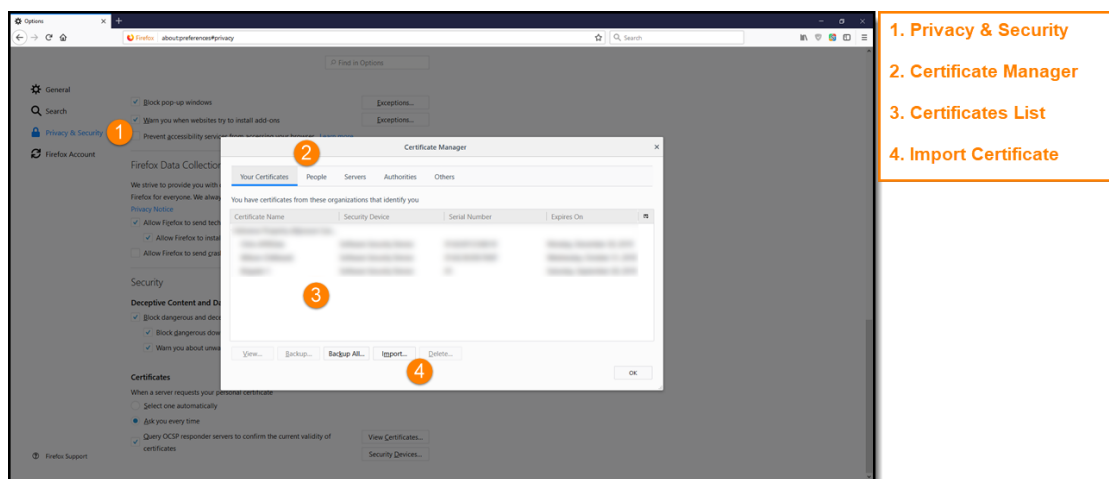


Figure 2: SmartView Certificate Manager (Mozilla Firefox)

SmartView Certificate Installation (iOS)

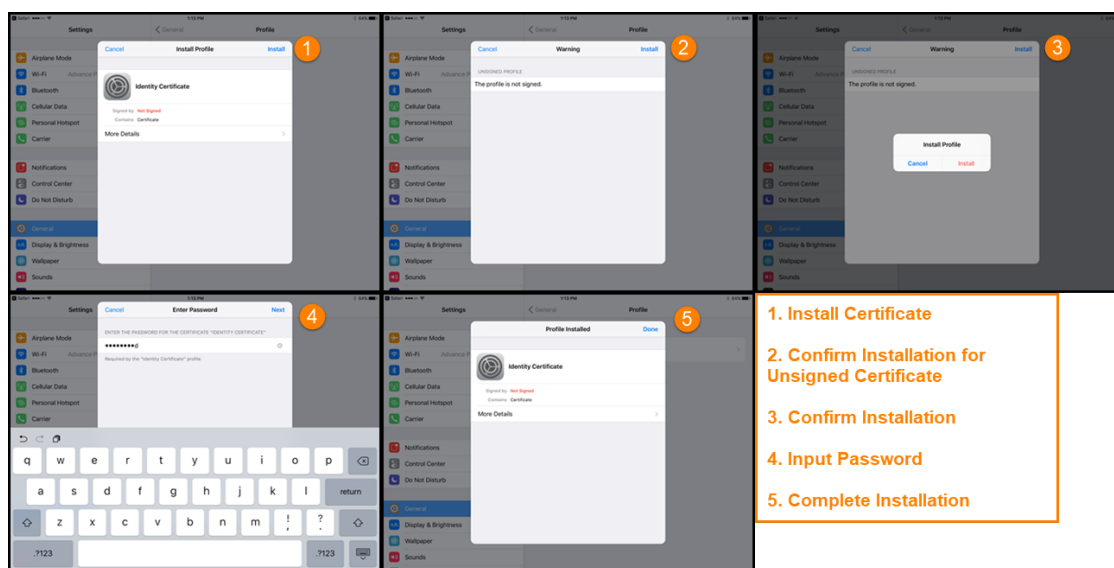


Figure 3: Certificate Installation (iOS)

SmartView Certificate Installation (Android)

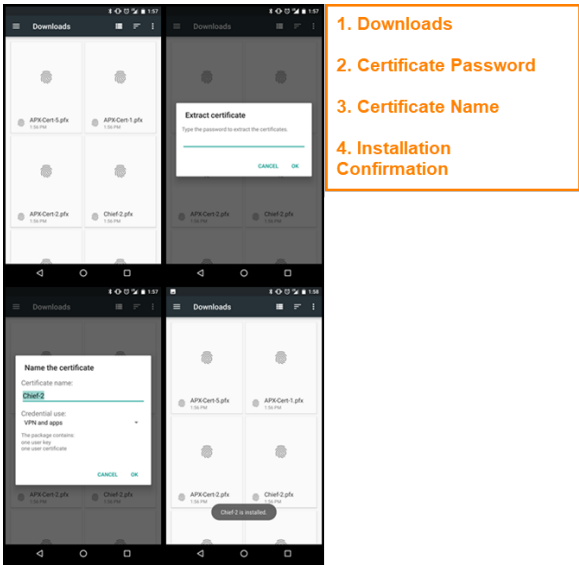


Figure 4: Certificate Installation (Android)

SmartView Shortcuts and Bookmarks (Windows)



Figure 5: Shortcuts and Bookmarks (Windows)

SmartView Shortcuts and Bookmarks (iOS)

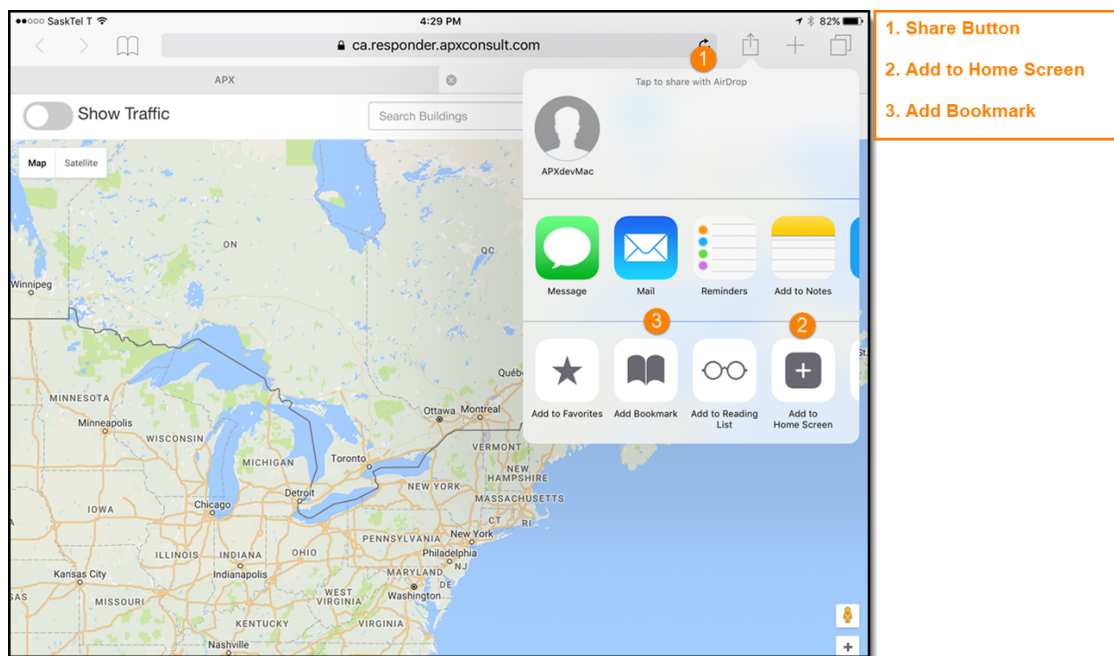


Figure 6: Shortcuts and Bookmarks (iOS)

SmartView Shortcuts and Bookmarks (Android)

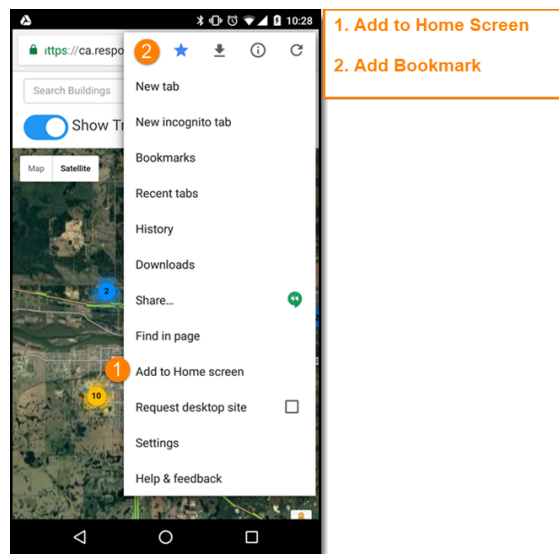


Figure 7: Shortcuts and Bookmarks (Android)

SmartView Map

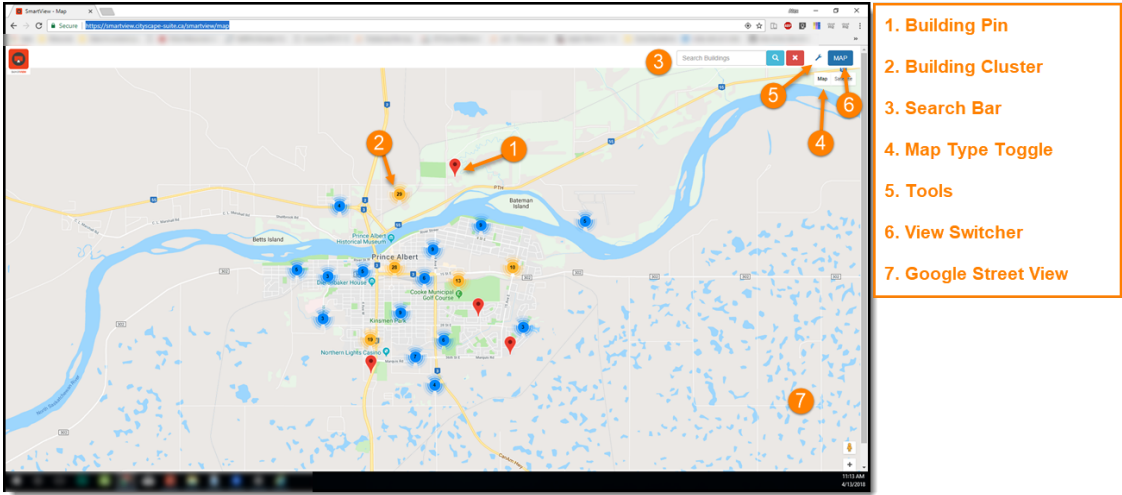


Figure 8: SmartView Map

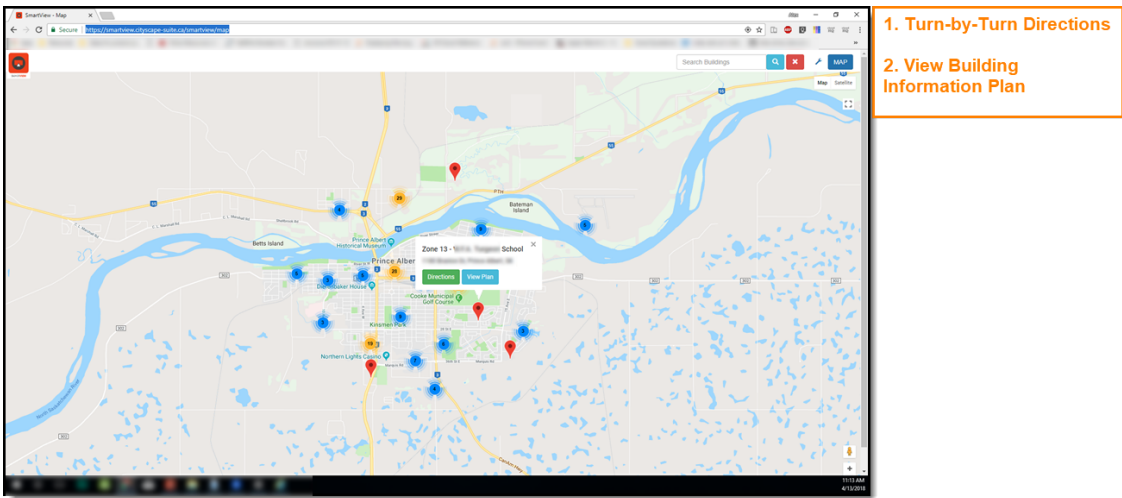


Figure 9: Building Pin Label Options

SmartView Building List

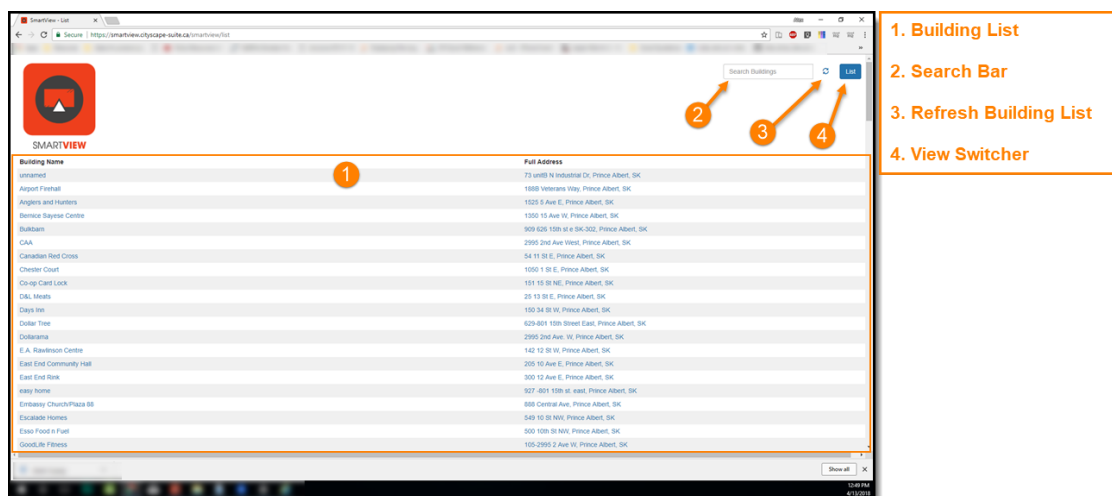


Figure 10: SmartView Building List

Navigating SmartView Building Plans

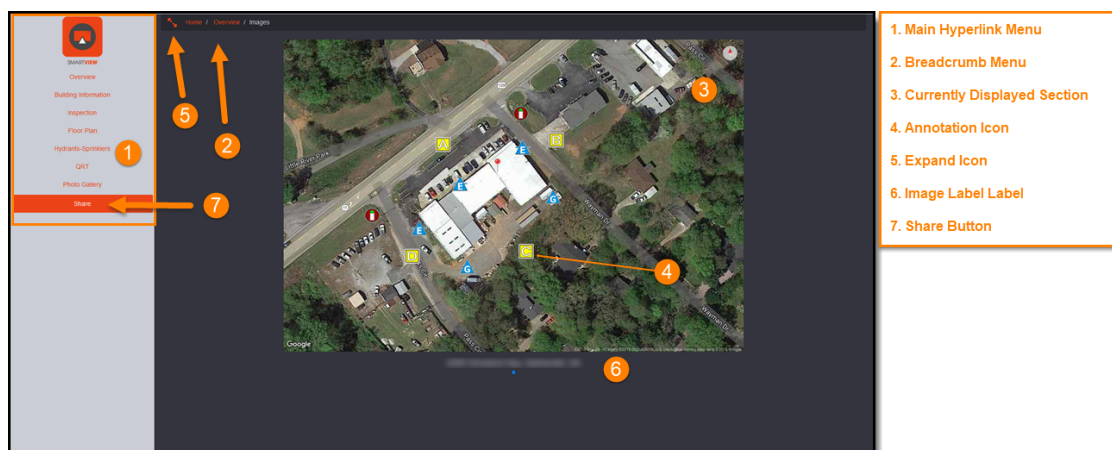


Figure 11: Navigating SmartView Building Plan - Image Gallery

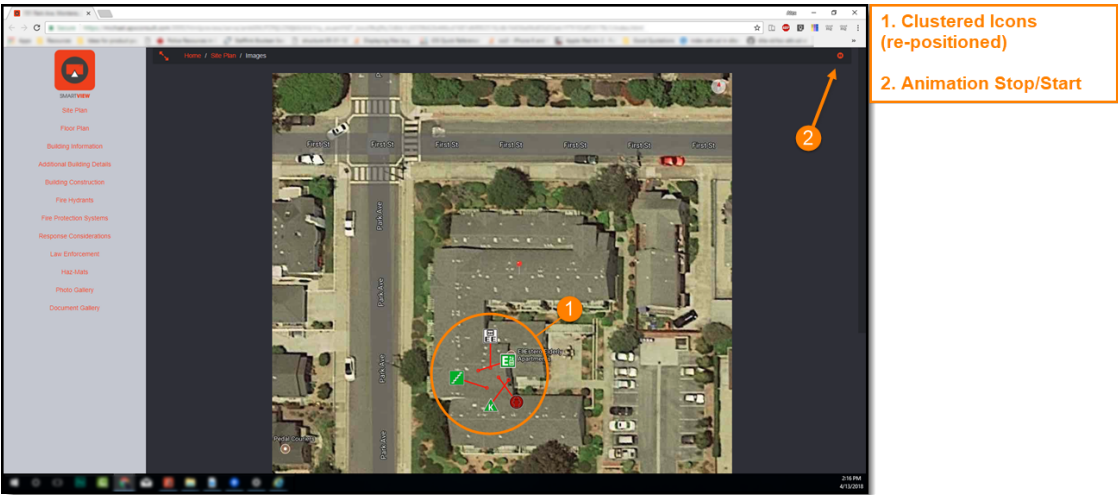


Figure 12: Navigating SmartView Building Plan - Clustered Icons

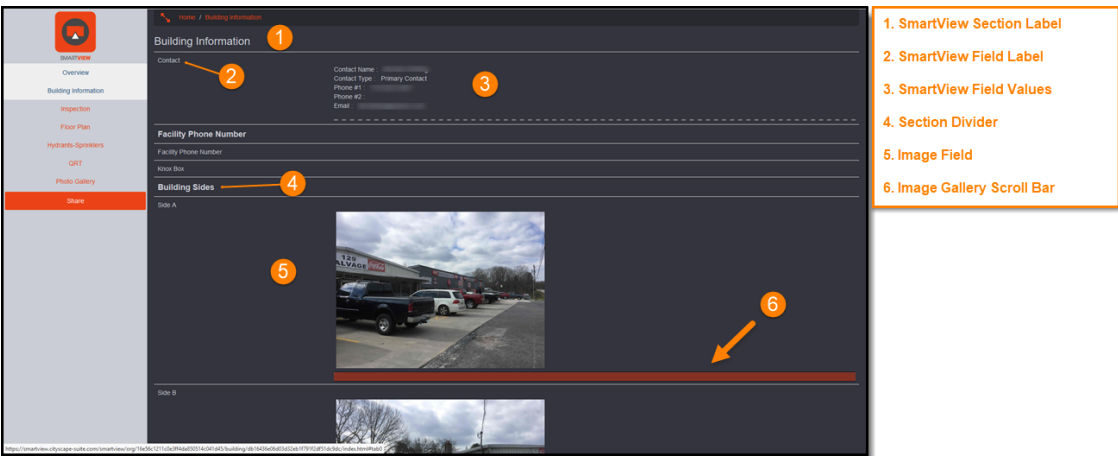


Figure 13: SmartView Building Plan - Section

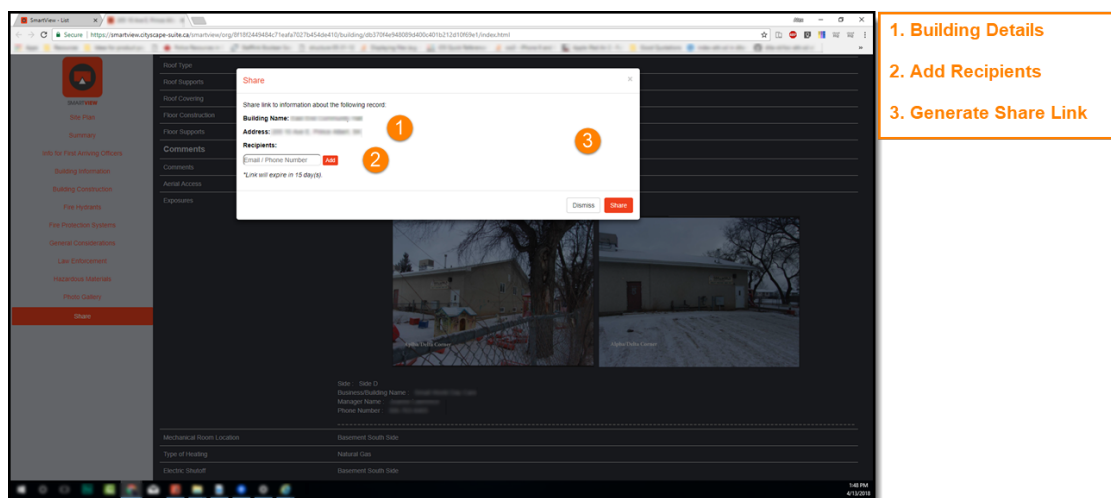




Figure 14: SmartView Share Link Generation

Technical Support Contact Information

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

	support@apxdata.com
	613-262-2601 ext.108

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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