



Apex Sketch Integration

Table of Contents

OVERVIEW	2
STEP BY STEP	3

OVERVIEW

The first phase of integration between CAI Property and Apex's sketching software has been completed and released. Integration between the two programs allows users to create new and/or open existing sketches in Apex and have them import directly into CAI Property. The original sketch file is saved in Apex format, and an image file is created and passed back to Property.

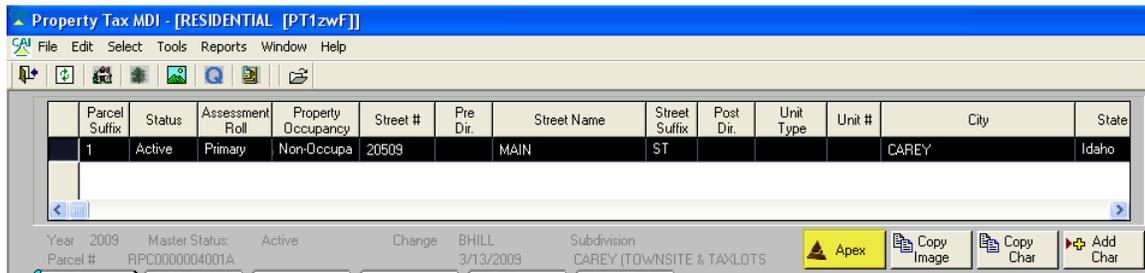
In order to use this option, users must have version four (or higher) of the Apex software. To find the version number, open Apex, click About and find the version number. If it is an older version, an upgrade will be required before this will function properly. Counties can purchase upgraded versions and annual maintenance through Computer Arts, usually at a lower price than direct through Apex. Contact CAI for pricing information.

Note: For technical support on use of the Apex program, please contact Apex directly. Contact CAI Support for help with importing the sketch into Property.

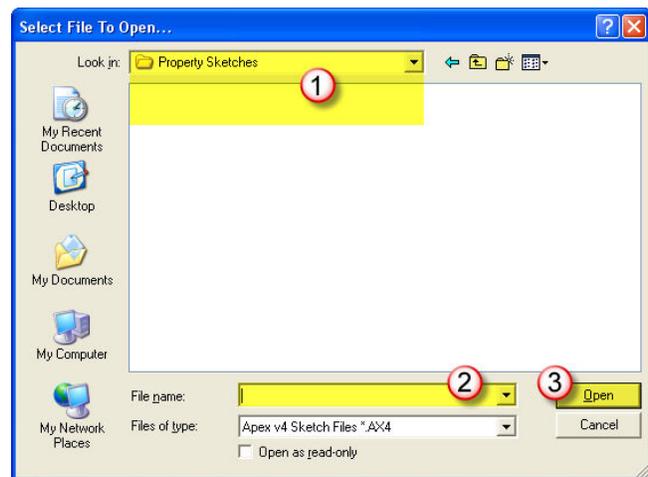
STEP BY STEP

From an improvement characteristic screen:

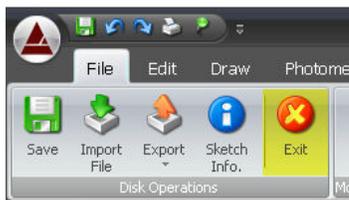
1. Click the Apex button below the characteristics list (the characteristic screen cannot be closed while Apex is open)



2. A file selection window will open
 - a. Select one of the following two options
 - i. If there is an existing Apex sketch to modify, navigate to the folder containing the sketch and highlight the file to open
 - ii. To create a new sketch, enter the name to save the sketch as



- b. Click Open to open Apex with either an existing sketch or a blank sketch window
3. Work on the sketch as needed, then save changes
 4. Click Exit to close Apex and return to Property



5. Click Yes to save the sketch to the parcel currently open
6. If there are any sketches already existing on the parcel, users will be prompted to either save the current sketch as an additional sketch or to replace an existing one