

Importing Apex Sketches and Images

Questions? From your BS&A program, go to **Help>Contact Customer Support** and select **Request Support Phone Call** or **Email Support**. Or, you may call us at (855) 272-7638 and ask for the appropriate support department. Questions for our I.T. department may be submitted by phone (same number), or by emailing tech@bsasoftware.com.

Import>Apex Sketch Import

This import is designed to bring in sketches created in a separate installation of Apex. Separate imports will need to be run for each Sketch Type: Residential Building; Agricultural Building; Commercial Building; Land.

1. Go to **File>Import>Apex Sketch Import**.
2. Select the **Sketch Type** (defaults to Residential Building).
3. Enter or browse to the **Sketch Directory**.
4. If applicable, enter or browse to the **Image Directory** (this is rare; feel free to contact Support for assistance).
5. Select the **Existing Sketch Option** - use caution:
 - o Leave Existing Sketch - This option will skip the incoming sketch if the import finds a sketch already exists on the parcel.
 - o Overwrite Existing Sketch - This option will overwrite any existing sketch found on the parcel.
6. Click **Ok** and follow the prompts.
7. If you need to bring in another Sketch Type, repeat these instructions.
8. If images were not provided, you may run a separate utility to convert the sketches to .JPGs (next set of instructions). Sketches must be in .JPG format to show up on record cards and/or to be displayed on BS&A AMG/Internet Services.

Generate Sketch JPGs

This tool is used for two scenarios: to convert from your Pervasive version of Assessing (if you did not already do so in your Pervasive version), or after importing sketches from a separate installation of Apex. Sketches must be in .JPG format to show up on record cards and/or to be displayed on BS&A AMG/Internet Services.

1. Open the Parcels table.

2. Click  > **Generate Sketch JPGs.**

3. Select All Records as the **Population.**

4. Click **Run.**