

Importing Apex Sketches and Images

Questions? From within BS&A, 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 team. Questions for our I.T. team may be submitted by phone (same number), or by emailing itsupport@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:
 - Leave Existing Sketch - This option will skip the incoming sketch if the import finds a sketch already exists on the parcel.
 - 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 Online.

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 Online.

1. Open the Parcels table.
2. Click Tools>Generate Sketch JPGs.
3. Select All Records as the Population.
4. Click Run.