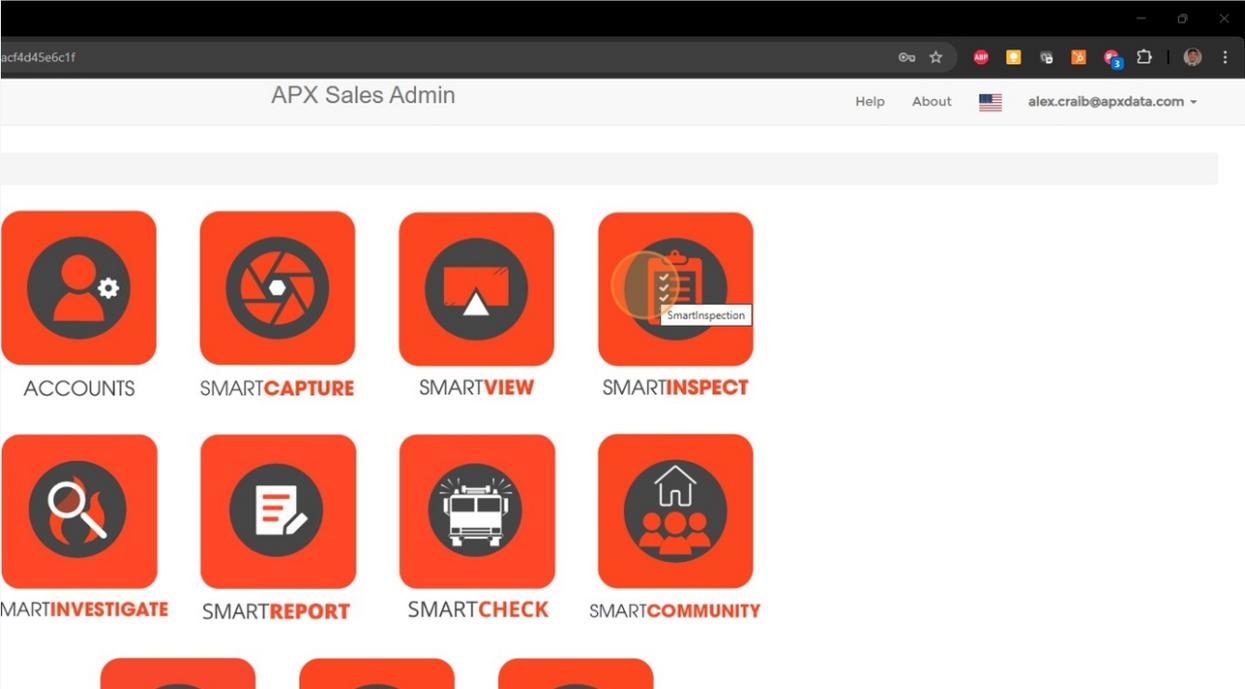


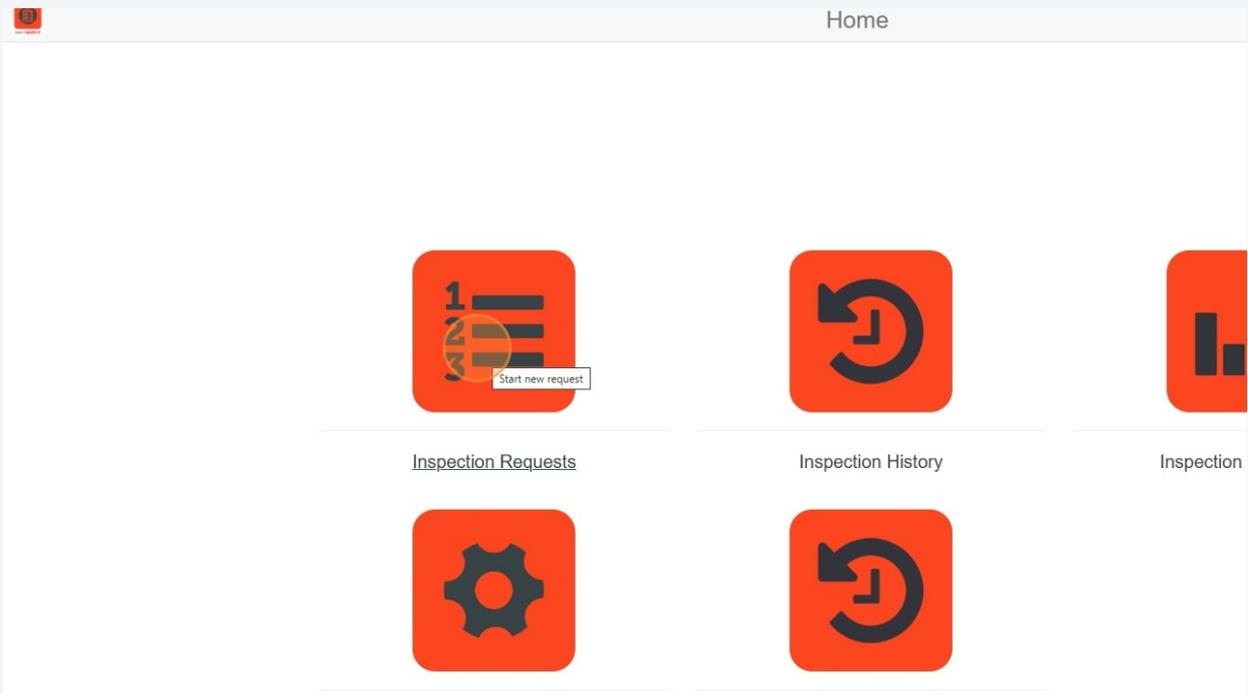
Completing Inspections on the APX Web App



1 Select the **SmartInspect** tab.



2 Select Inspection Requests.



3 Within the Inspection Requests list, use the Search bar or the different filters to search for an inspection. Select **Edit Inspection** to open the Inspection Details window.

The screenshot shows the 'Inspection Requests' page with a search bar and filters. A table lists various inspections with columns for location, date, inspector, type, and zone. The 'Actions' column for the 'Greensboro, NC' row is highlighted, showing an 'Edit Inspection' button.

	Requested Completion Date	Assigned Inspector	Alex Craib -- alex.craib@apxdata.com	Inspection Type	All	Zone	All	Actions
Ilas Park, FL	2021-04-01	Alex Craib -- alex.craib@apxdata.com		Routine				[Check] [Delete]
Ilas Park, FL	2021-04-01	Alex Craib -- alex.craib@apxdata.com		Routine				[Check] [Delete]
e, Spokane, WA	2021-06-16	Alex Craib -- alex.craib@apxdata.com		Routine				[Check] [Delete]
on, MT	2021-06-24	Alex Craib -- alex.craib@apxdata.com		Routine				[Check] [Delete]
Greensboro, NC	2021-06-30	Alex Craib -- alex.craib@apxdata.com		Routine				[Check] [Delete] [Edit Inspection]
ke Dr, Roscommon, MI	2021-07-06	Alex Craib -- alex.craib@apxdata.com		Routine				[Check] [Delete]
Hartford, CT	2021-07-09	Alex Craib -- alex.craib@apxdata.com		Re-inspect				[Check] [Delete]
Springfield, IL	2021-07-15	Alex Craib -- alex.craib@apxdata.com		Routine				[Check] [Delete]
nellas Park, FL	2021-07-21	Alex Craib -- alex.craib@apxdata.com		Routine				[Check] [Delete]
ederal Way, WA	2021-07-24	Alex Craib -- alex.craib@apxdata.com		Re-inspect				[Check] [Delete]
Fort Wayne, IN	2021-07-28	Alex Craib -- alex.craib@apxdata.com		Re-inspect				[Check] [Delete]
ple, TX	2021-08-05	Alex Craib -- alex.craib@apxdata.com		Routine				[Check] [Delete]
i, Waukesha, WI	2021-11-06	Alex Craib -- alex.craib@apxdata.com		Re-inspect				[Check] [Delete]
ad, Roseburg, OR	2021-12-05	Alex Craib -- alex.craib@apxdata.com		Re-inspect				[Check] [Delete]
lexandria, LA	2021-12-15	Alex Craib -- alex.craib@apxdata.com		Routine				[Check] [Delete]

4

Within the Inspection Details window, select **Open** to open the Inspection for editing. The inspection will open.

Note: To edit inspections from the web application, a user must have the "Organization Form Editor" role. This role can be added to a user account by any Admin user.

The screenshot shows the 'Inspection Details' window in the SmartInspect application. On the left is a sidebar with a list of buildings, each with a checkbox and a name. The main area contains several form fields: 'District Zone', 'Inspection Type' (set to 'Routine'), 'Request Completion Date' (set to '06/24/2021'), 'Inspection Frequency', 'Comments', 'Inspector' (set to 'Alex Craib--alex.craib@apxddata.com'), and 'Email To (Optional)'. Below these fields is a section labeled 'Form' containing a dropdown menu set to 'Routine'. At the bottom of the form are two large orange buttons: 'Open' and 'Save'. The 'Open' button is highlighted with a red circle. The Windows taskbar is visible at the bottom of the screen.

5

Use the different fields (e.g. text fields, choice-list fields, quick-choice fields) to enter information into the inspection.

The screenshot shows the 'Form' section of the SmartInspect web application. The left sidebar has a 'Save' button and a 'Text' field highlighted with a red arrow. The main area contains several form fields: 'ZIP Code', 'Grid Number', 'Position', 'Name', 'Occupancy Type' (set to 'Commercial'), 'Completed' (radio buttons for 'Yes' and 'No'), and 'Completed By'. The 'Occupancy Type' dropdown menu is highlighted with a yellow box. The Windows taskbar is visible at the bottom of the screen.

6

Within the Contact Information section (or wherever contacts are stored in your form) select + **Add New Row** to add a contact, including at least a Contact Name and Email.

Note: To complete inspections from the APX Web App, at least one contact must be entered in the contacts table.

APX

Edit Inspection Form

Inspection Info

Summary

Contact Information

Inspection

Photos

Email Inspection

Save

Contact Information

Contacts

+ Add New Row

Contact Name

Business Contact

Contact Type

Phone Number

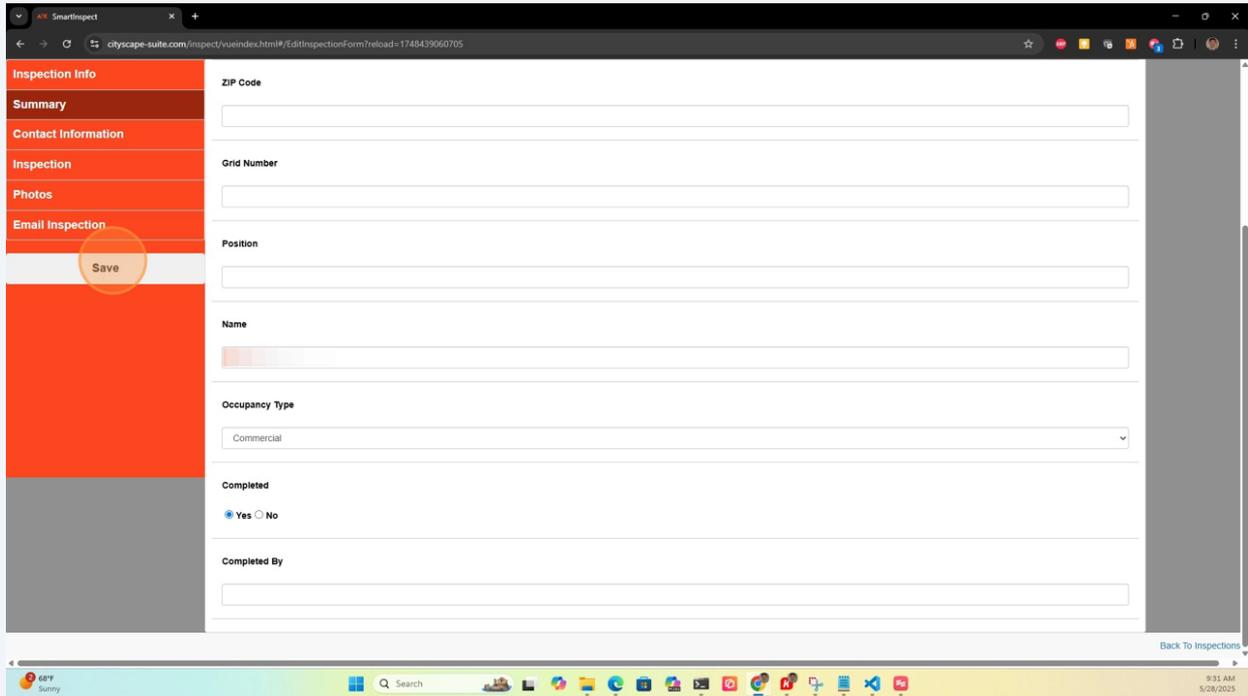
Email

contact@apxdata.com

Remove

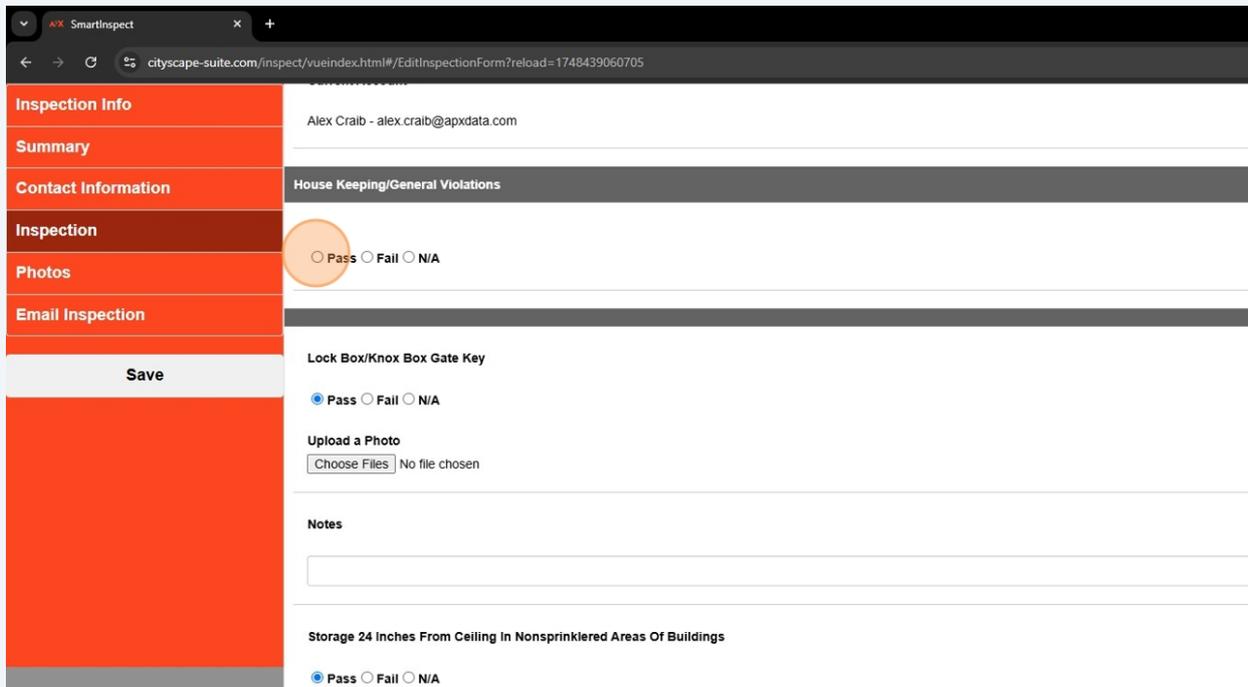
7

Select **Save** to save any changes made to the inspection. A pop-up will appear confirming the Save was made successfully.



8

Within the Inspection section, fill out the inspection items (typically quick-choice fields). Select **Choose Files** below an inspection item to upload photos, or use the Notes field (if available) to add notes for the inspection item.



9

If the inspection form requires a signature, use the signature box to enter your signature, and then provide a name for the signature.

Important: Be sure to select Save below the signature field. If the signature image appears below the Save and Clear buttons, it has been saved successfully.

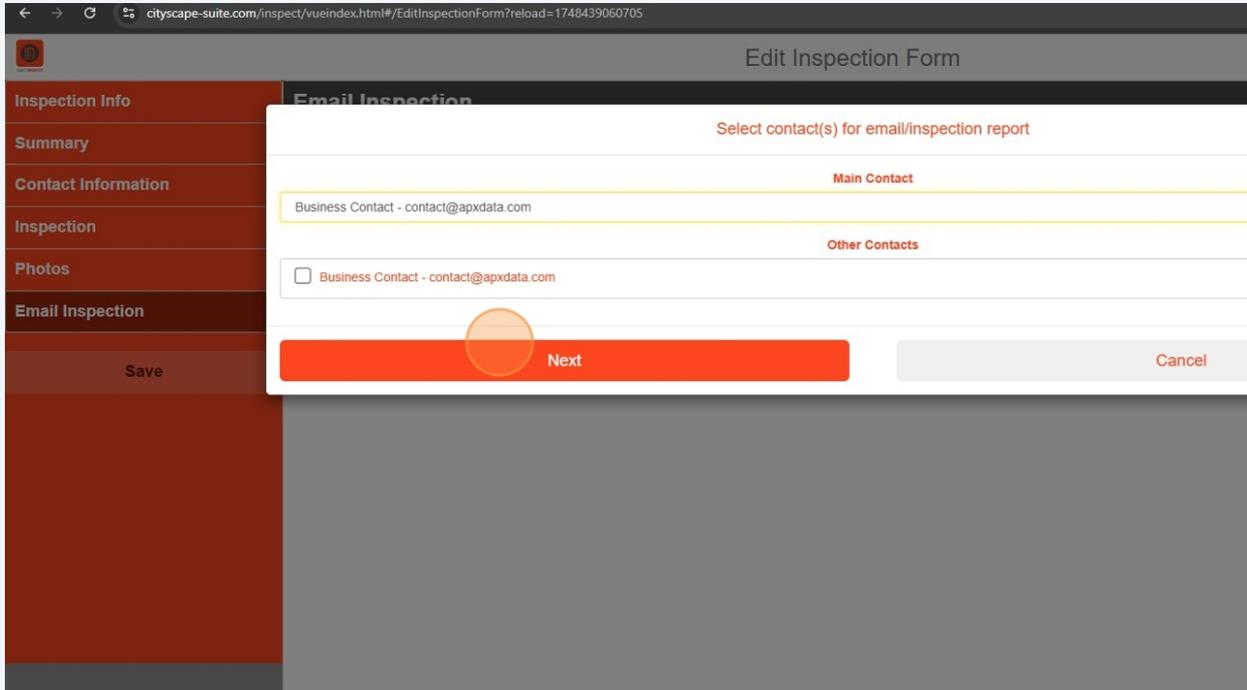
The screenshot shows a web application interface for 'Email Inspection'. On the left is a sidebar with a 'Save' button. The main content area has a 'Signature' section with a large text input field containing a handwritten signature. Below the signature field are 'Clear' and 'Save' buttons, with the 'Save' button circled in orange. A name input field below contains the text 'Alex'. Below the signature section is an 'Additional Information - Inspection' section with a large empty text area. At the top right, there is a '+ Add New Row' button. The browser's taskbar at the bottom shows the text '1 inch of rain'.

10

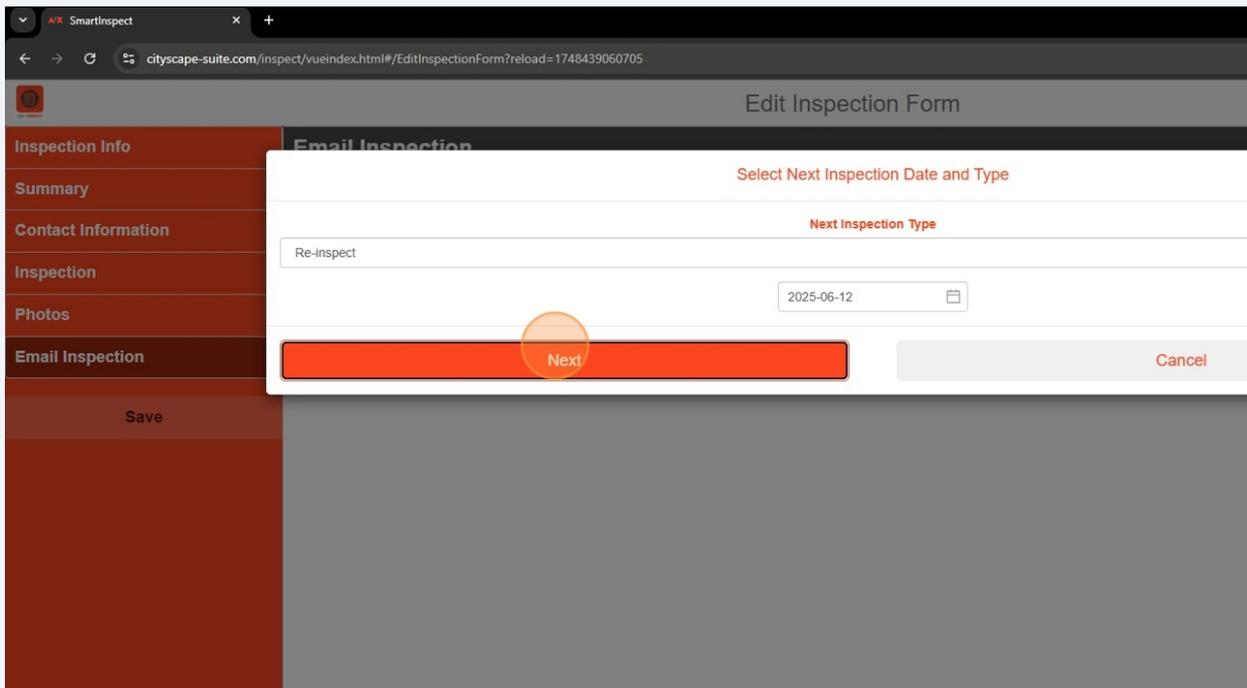
To email and complete the inspection, select **Email Inspection** within the **Email Inspection** section. A window will pop-up for contact selection.

The screenshot shows a web browser window with the URL 'cityscape-suite.com/inspect/vueindex.html#/EditInspectionForm?reload=1748439060705'. The page title is 'Edit Inspection Form'. On the left is a sidebar with menu items: 'Inspection Info', 'Summary', 'Contact Information', 'Inspection', 'Photos', 'Email Inspection', and 'Save'. The 'Email Inspection' item is highlighted. The main content area has a 'Submit' label above a large orange button labeled 'Email Inspection', which is circled in orange.

11 Select at least one contact, then select **Next**.



12 If the inspection requires follow-up (or if the inspection is on a recurring frequency), select a date for the next inspection. You can also update the inspection type if required. Then select **Next**.



13

Review the inspection report output. Select **Accept** to complete inspection report generation and email the inspection report. You will receive a confirmation that the inspection report has been sent. To cancel the inspection report generation, select the **X** in the top right corner of the window.

