Admin - Accessing Completed Inspection Reports





2 Select the **Inspection History** tab.

3



Within the Inspection History list, select **Show Inspection Report** for an occupancy. A pop-up will appear.

Note: You can also use the search bar to search for an occupancy by name, address, date or inspector.

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| Yarmand | 1642 Woodward Dr, Ottawa, ON | 2025-02-19 | Alex Craib - alex craib@apxdata.com | 1 | • • | |
| Central Fire Station | 701 St Francis St, Mobile, AL | 2025-02-05 | Alex Craib - alex.craib@apxdata.com | × | 💿 🧿 💽 - | |
| Barboursville Fire Department | 721 Central Avenue, Barboursville, WV | 2025-01-23 | Paul Martin paul.martin@apxdata.com | × | ی 💿 💿 | |
| Athens Fire Rescue | 616 S Prairieville St, Athens, TX | 2025-01-14 | Alex Craib - alex.craib@apxdata.com | × | ۰ 💿 💿 | |
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| | | 2024-10-18 | Alex Craib - alex craib@apxdata.com | × | O O | |
| Qualicum Community Building | 48 Nanaimo Dr, Ottawa, ON | 2024-10-08 | Alex Craib alex.craib@apxdata.com | × | O O | |
| Cenovus Energergy Ohio Plant - Building 20129 | 4001 Cedar Point Rd, Oregon, OH | 2024-10-03 | Paul Martin paul.martin@apxdata.com | × | • 0 6- | |
| Peachtree Fire Department | 105 N Peachtree Pkwy, Peachtree City, GA | 2024-10-02 | Alex Craib alex.craib@apxdata.com | × | O O | |
| Boys and Girls Club | 7790 61st St, Pinellas Park, FL | 2024-09-19 | Shreya Taneja shreya.taneja@apxdata.com | × | O O | |
| | 9 Smith St E, Yorkton, SK | 2024-09-16 | Alex Craib alex.craib@apxdata.com | × | Image: Image: Ima | |

4 Within the pop-up, select **Report Summary** to view the inspection letter emailed along with the inspection report. Select **Report Detail** to view the inspection report. To download the inspection report, select the Download button in the top right of the PDF preview.



To access report history for an occupancy, select **Report History** within the Inspection History list. A pop-up will appear showing you a history of all inspections at that occupancy.

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