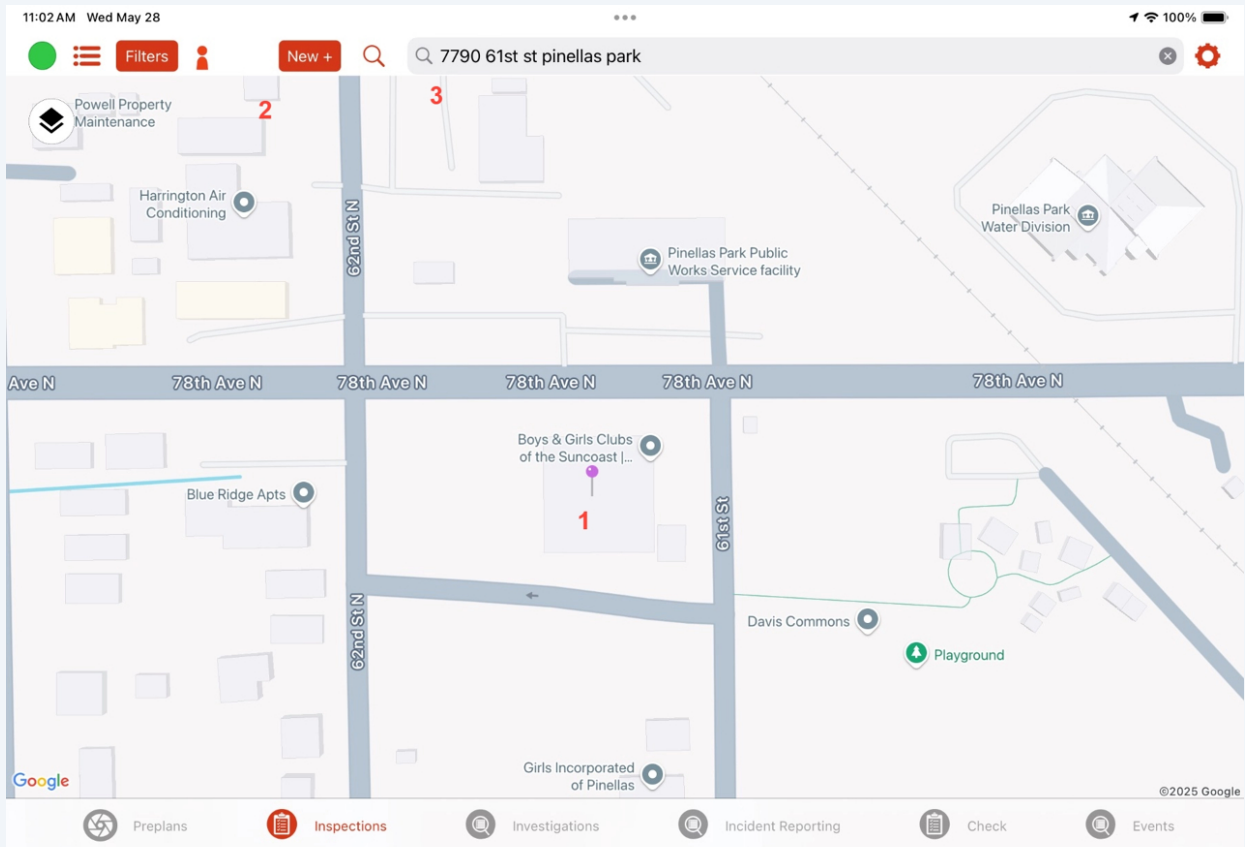


# Scheduling Inspections on the APX SmartCapture App

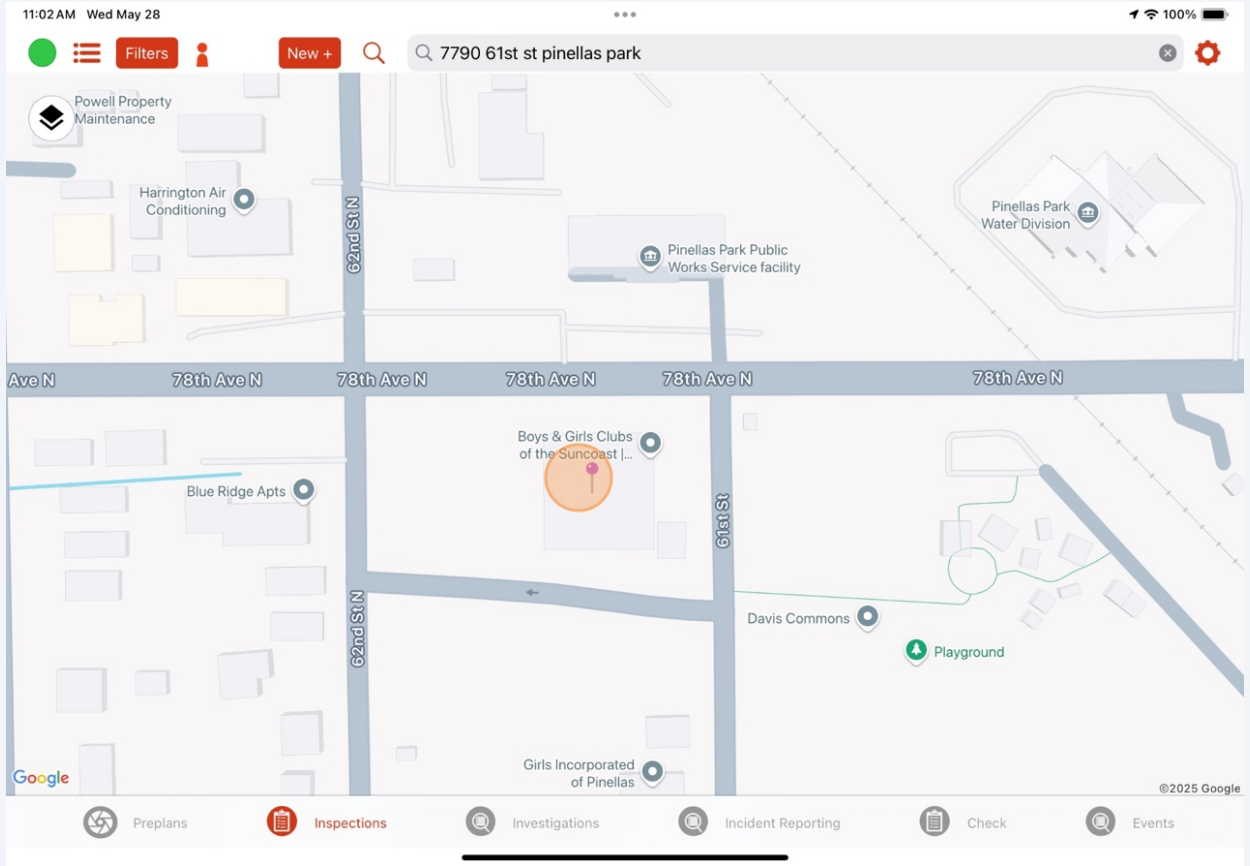


1

[[To select a new location for an inspection, you can either tap and hold on a location on the map [1], select **New + (fill out the address information, then select Next** [2], or use the search bar [3]. A purple pin will be dropped on the location. ]]



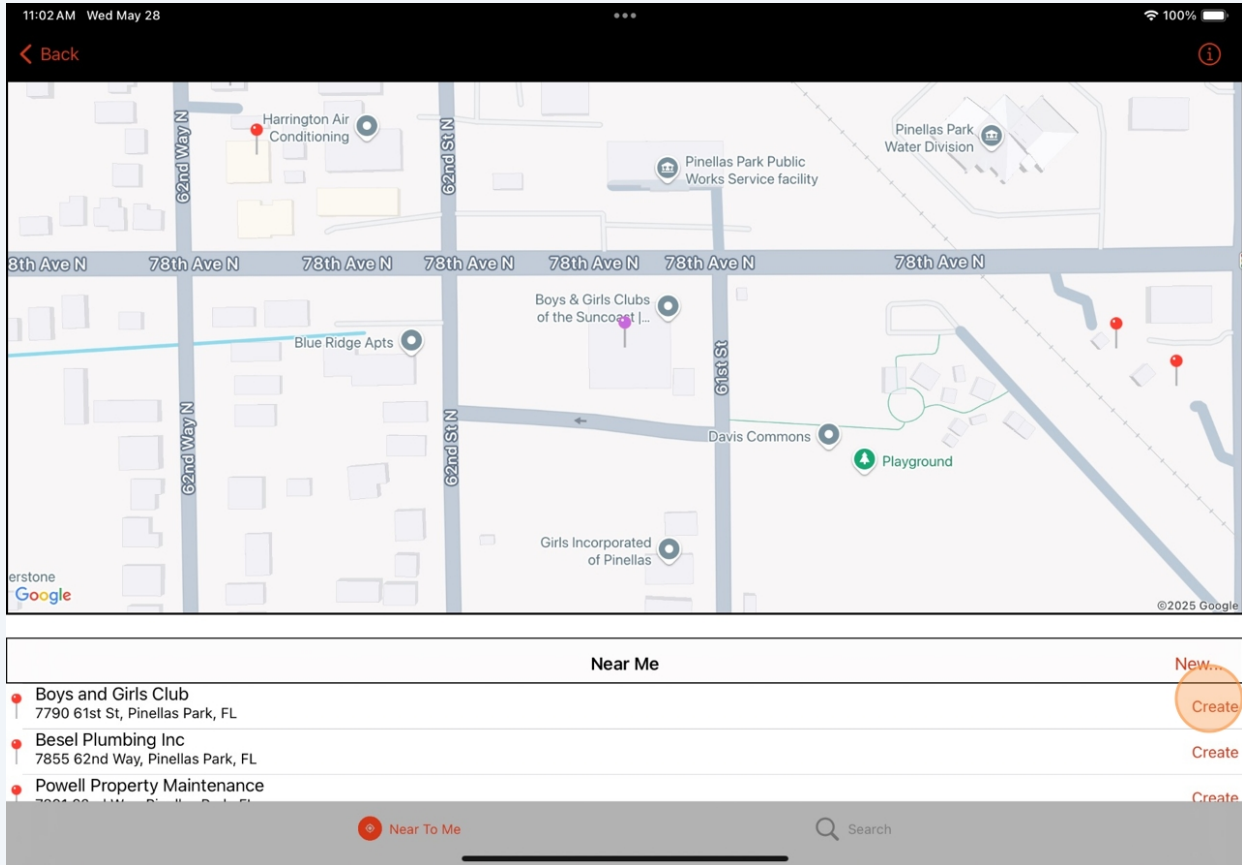
## 2 Tap the purple pin.



3

If you want to create a new inspection at the selected location, tap **New**. If you want to create a new inspection at an existing location, tap **Create** next to the location in the Near Me list. In either case, the Inspection Request creation window will open.

**Tip: You can also use the Search tab to search for an existing location to schedule an inspection.**



4

Within the Inspection Request Creation window, fill out an Inspection Type, Date, and Frequency. If your organization has multiple inspection forms, select a form.

The screenshot shows a mobile application interface for creating an inspection request. At the top, the status bar displays '11:02 AM Wed May 28' and '100%' battery. Below the status bar is a navigation bar with a back arrow and the text 'Inspection Request'. The main content area is titled 'INSPECTION REQUEST INFORMATION' and contains the following fields:

- Address: 7790 61st St, Pinellas Park, FL
- Type: Routine
- Date: May 28, 2025 >
- Comments: (empty)
- Inspection Frequency(Months): 12
- Form: Routine

Below the form fields is a white button with the text 'Submit'. Underneath the button is a dark grey bar. At the bottom of the screen, there is a light grey bar with navigation icons (back, forward, and a document icon) and a selection bar. The selection bar is currently set to 'Routine' with the sub-label 'Occupancy-Based'.

5

Tap **Submit** to generate the new inspection request.

The screenshot shows a mobile application interface for creating an inspection request. At the top, the status bar displays '11:02 AM Wed May 28' and '100%' battery. Below the status bar is a navigation bar with a back arrow and the text 'Inspection Request'. The main content area is titled 'INSPECTION REQUEST INFORMATION' and contains the following fields:

- Address: 7790 61st St, Pinellas Park, FL
- Type: Routine
- Date: May 28, 2025 >
- Comments: (empty field)
- Inspection Frequency(Months): 12
- Form: Routine

A red rectangular box highlights the 'Submit' button, which is a circular orange button with the text 'Submit' inside. Below the form fields is a dark grey bar with navigation icons (back, forward, and a document icon). At the bottom of the screen, there is a grey bar with the text 'Routine' and 'Occupancy-Based' below it.