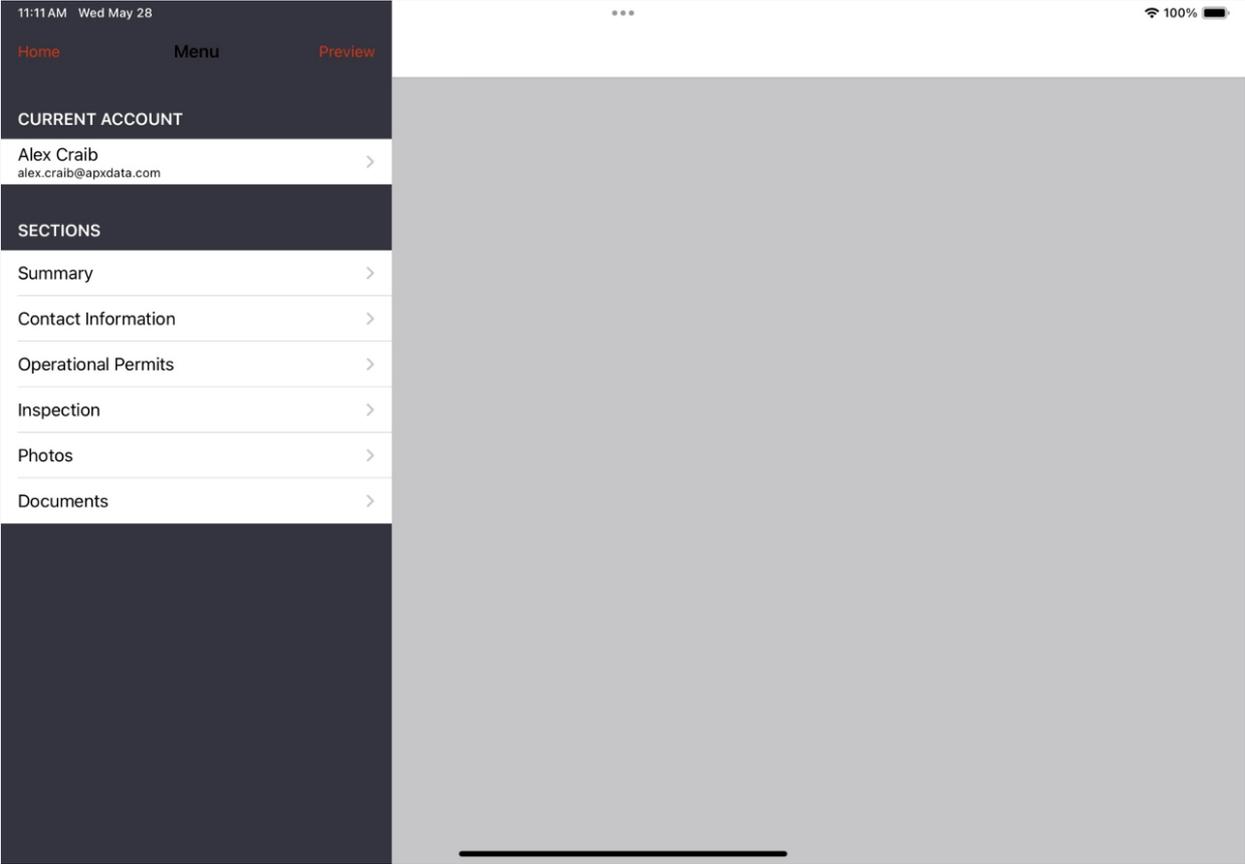


Completing Inspections on the APX SmartCapture App

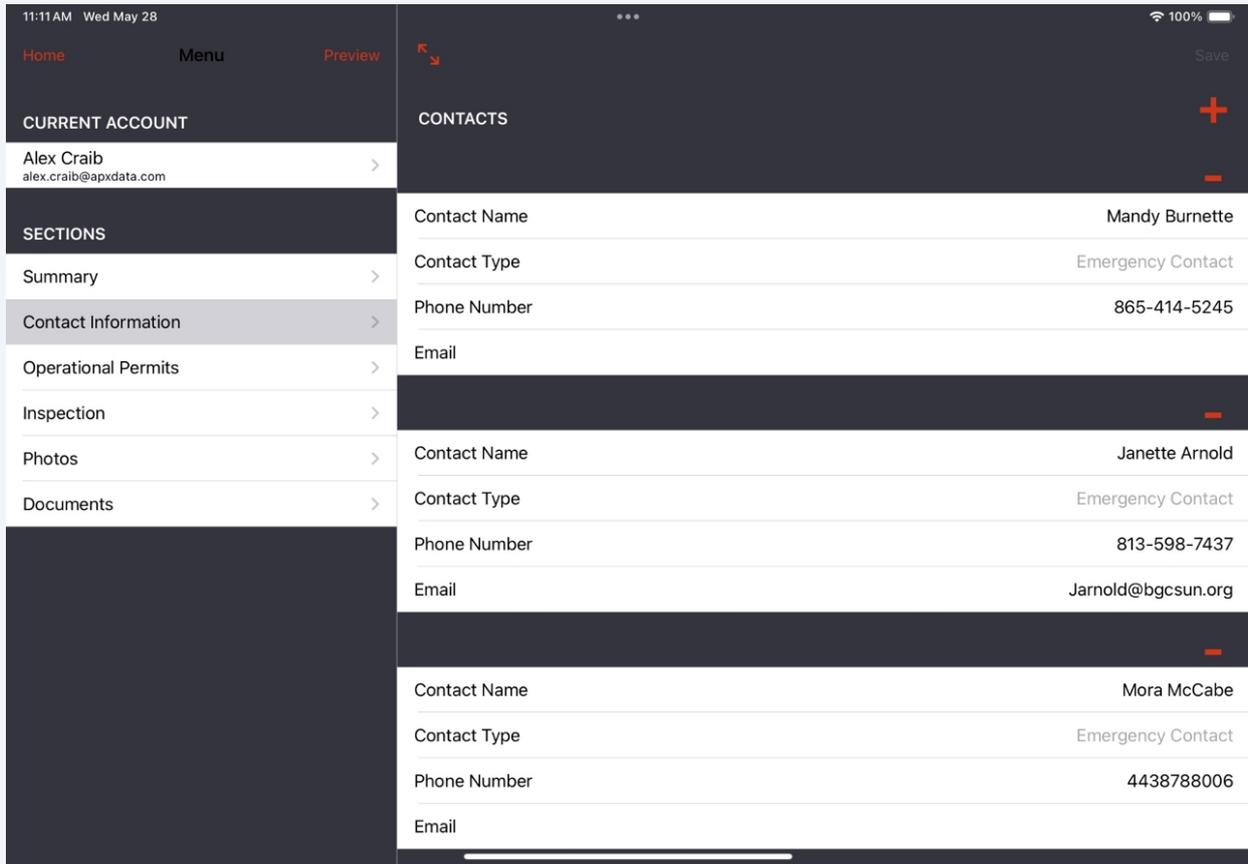


1 Open the inspection from the Home View of the APX SmartCapture app. The inspection is typically within the Inspection section.



2

Add contact information so that the inspection can be emailed out upon completion. Contact information is typically found within the Contact Information section. Use the + button to add one or more contacts to the inspection record.



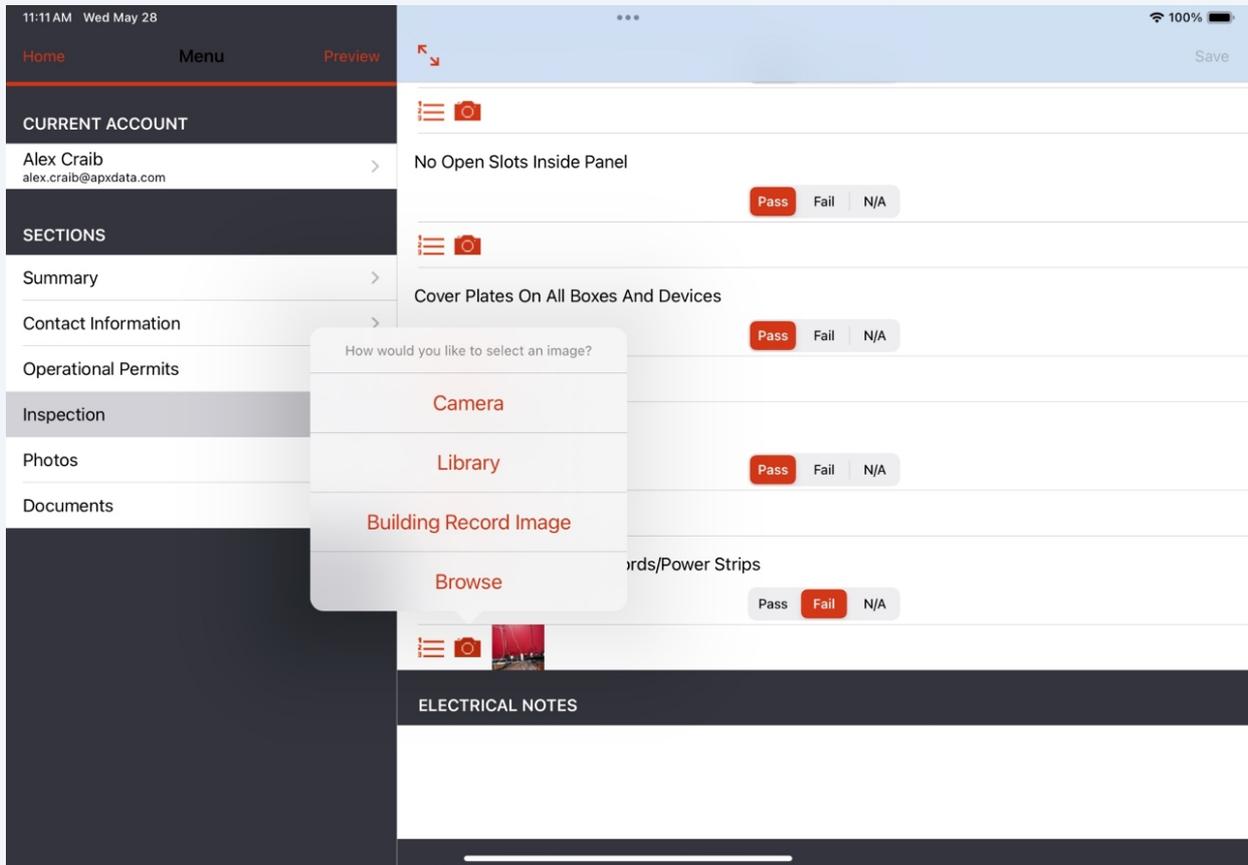
3

To complete the inspection, fill out all inspection items. Typically, inspection items are laid out as quick-choice buttons, but your form may differ. Each inspectable item needs to have a value entered (e.g. Pass, Fail, or N/A).

The screenshot shows a mobile application interface for an inspection. On the left is a dark sidebar menu with the following sections: 'CURRENT ACCOUNT' (Alex Craib, alex.craib@apxdata.com), 'SECTIONS' (Summary, Contact Information, Operational Permits, Inspection, Photos, Documents), and a large dark redacted area at the bottom. The main content area is titled 'INSPECTION DETAILS' and shows the user 'Alex Craib' with an email address. Below this is an 'Email Report' button. The main section is 'HOUSE KEEPING/GENERAL VIOLATIONS'. It contains three items, each with a 'Pass', 'Fail', or 'N/A' button: 'Lock Box/Knox Box Gate Key', 'Storage 24 Inches From Ceiling In Nonsprinklered Areas Of Buildings', and 'Storage 18 Inches From Ceiling In Sprinklered Areas Of Buildings'. Each item also has a camera icon for adding photos. The top of the screen shows the time '11:11 AM Wed May 28' and battery status '100%'. A 'Save' button is in the top right corner.

4

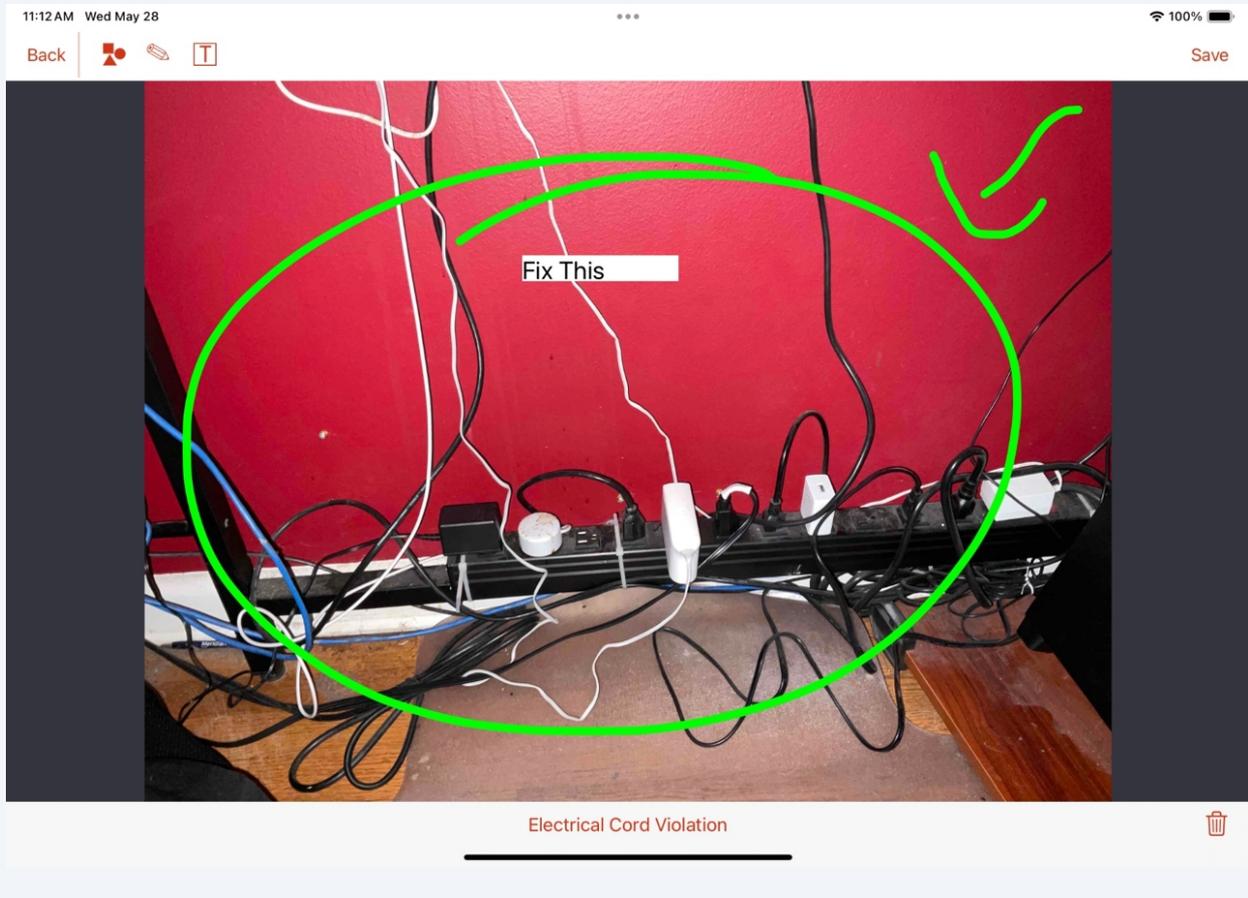
To add a photo to an inspection item, tap the Camera button. You can take images using the device camera, or import images from the device library using the **Library** option. You can also re-use images across fields (select **Building Record Image**) or use the device's file browser by selecting **Browse**.



5

Tap an image thumbnail to access editing options. You can draw on the image by tapping the **Pencil** button, or add Text by tapping the **Text** button.

Note: You can also add icons to an image for an inspection, though these are more often used for creating preplans.



6

If your form requires a signature, you can tap the + button next to Signature to add a signature.

Note: You can choose to Clear or Delete a captured signature by tapping on the thumbnail of the signature image.

11:12 AM Wed May 28 100%

Home Menu Preview Save

CURRENT ACCOUNT

Alex Craib
alex.craib@apxdata.com >

SECTIONS

- Summary >
- Contact Information >
- Operational Permits >
- Inspection >
- Photos >
- Documents >

Pass **Fail** N/A

ELECTRICAL NOTES

GENERAL VIOLATION +

THIRD PARTY INSPECTION REPORTS +

HISTORICAL INSPECTION REPORTS +

Signature + Tap to add a signature

ADDITIONAL INFORMATION - INSPECTION

Email Report

11:12 AM Wed May 28 100%

Cancel Title Save

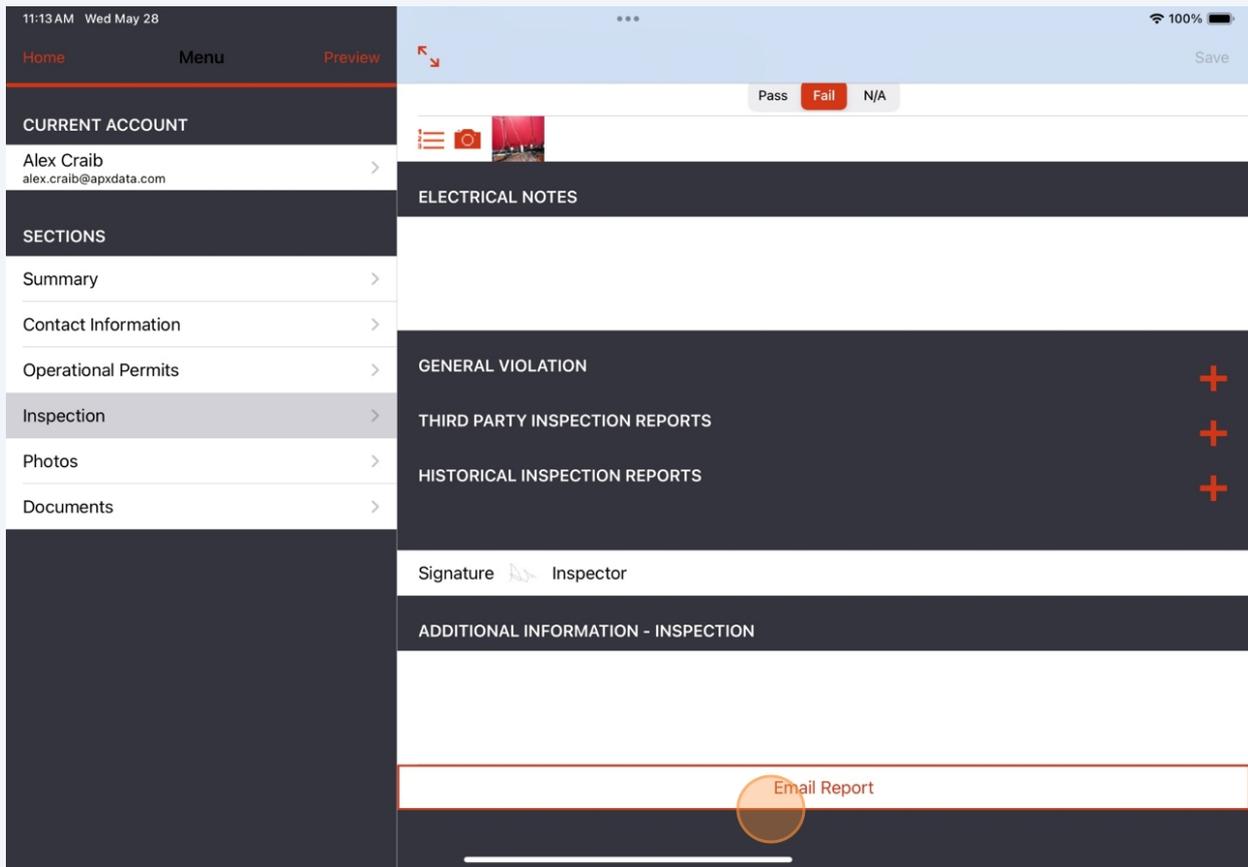
Sign Here



Clear

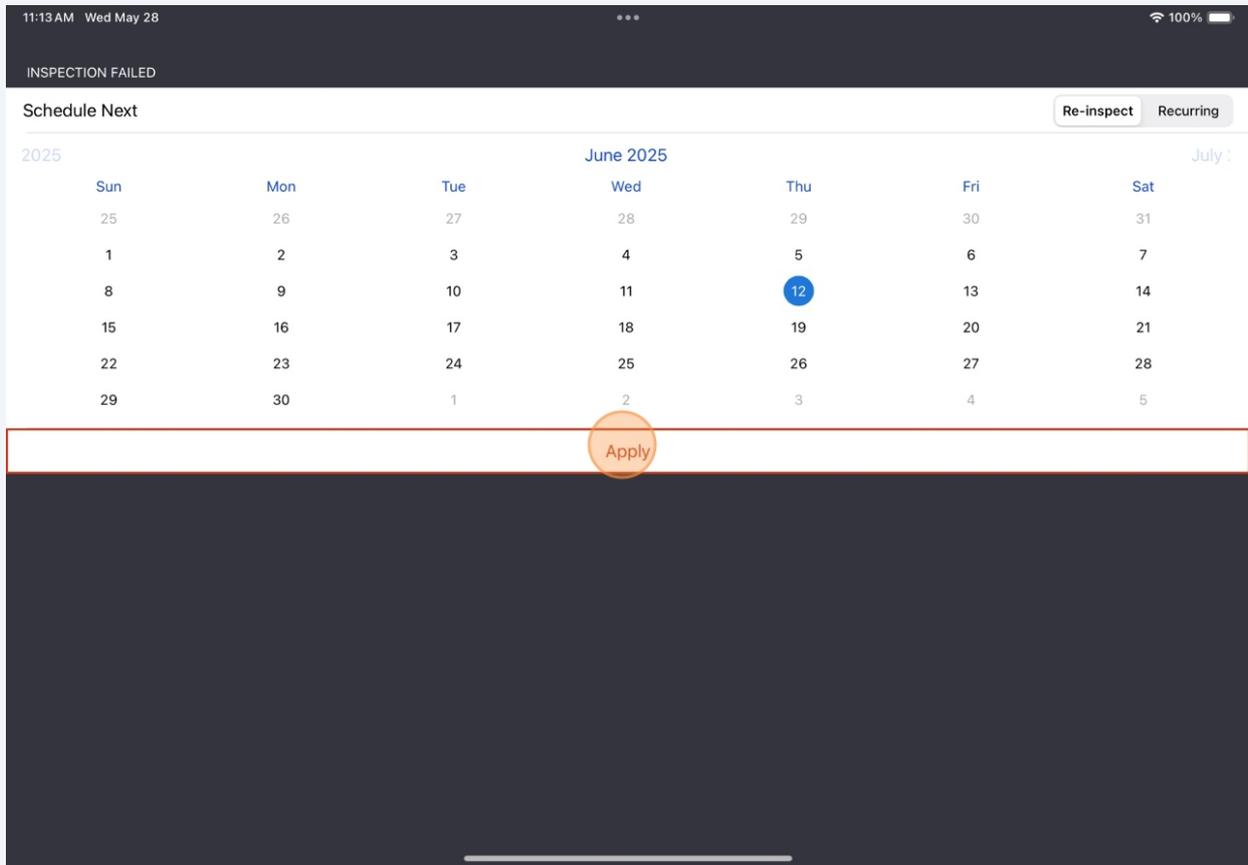
7

To complete the inspection and email it out, tap **Email Report**.



8

Select a date and then tap **Apply** to confirm the date of the next inspection. Depending on the result of the inspection, the Re-inspect or Recurring calendar will be selected. The date that is preselected is dependent on your organization settings and the inspection frequency tied to that occupancy.



9

Review the completed inspection report. Select **Done** when you are ready to move to the next step.

11:13 AM Wed May 28

pdf_one

7790 61st St, Pinellas Park, FL

Date: 2025-05-28



Kansas State Fire Marshal
800 SW Jackson Street
Topeka, KS 66612
Phone 785-296-3401

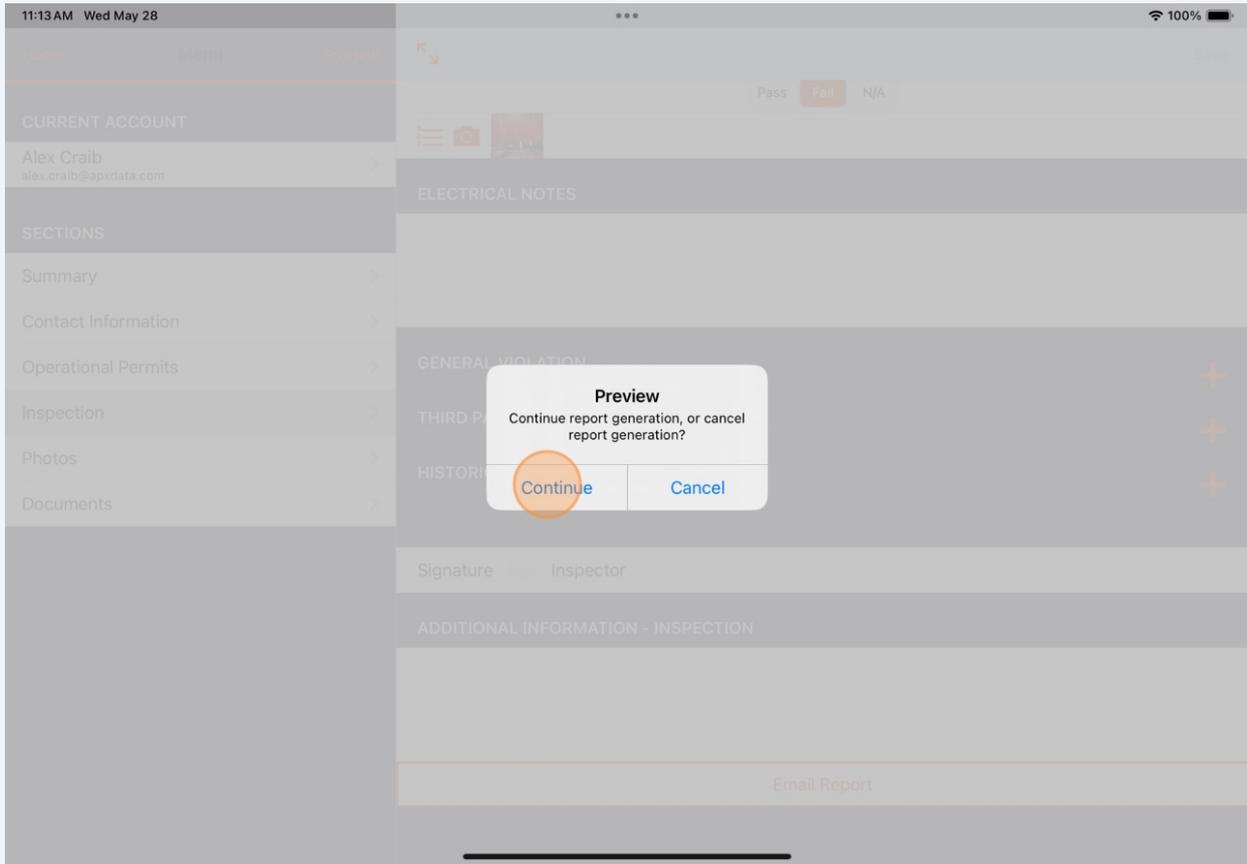
KSFM Inspection Report

Basic Info

Name	Boys and Girls Club
Address	7790 61st St, Pinellas Park, FL
Inspector Name	Alex Craib
Completion Date	2025-05-28
Status	Failed
Next Inspection Date	2025-06-12

10

If you want to continue to the email, tap **Continue**. Tap **Cancel** to return to the inspection.



11

Review the email body, adding any additional content or contacts that are required.

Note: Any information added to the email body at this point will not be reflected in the email shown in Inspection History.



12

Tap the send button to send the inspection email and attached report.

