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.

11:11 AM Wed May 28			***	
Home	Menu	Preview		
CURRENT AC	COUNT			
Alex Craib alex.craib@apxda	ta.com	>		
SECTIONS				
Summary		>		
Contact Info	mation	>		
Operational I	Permits	>		
Inspection		>		
Photos		>		
Documents		>		

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.

11:11AM Wed May 28	•••	중 100% 🔲
Home Menu Preview		Save
		+
CURRENT ACCOUNT	CONTACTS	•
Alex Craib alex.craib@apxdata.com		_
SECTIONS	Contact Name	Mandy Burnette
Summary	Contact Type	Emergency Contact
Contact Information	Phone Number	865-414-5245
Operational Permits	Email	
Inspection		_
Photos	Contact Name	Janette Arnold
Documents	Contact Type	Emergency Contact
	Phone Number	813-598-7437
	Email	Jarnold@bgcsun.org
		_
	Contact Name	Mora McCabe
	Contact Type	Emergency Contact
	Phone Number	4438788006
	Email	

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).

11:11 AM Wed May 28		•••• 🗢 🗘 🖬
Home Menu		Save Save
		INSPECTION DETAILS
CURRENT ACCOUNT		Alex Craib
Alex Craib alex.craib@apxdata.com	>	Email Report
SECTIONS		HOUSE KEEPING/GENERAL VIOLATIONS
Summary	>	
Contact Information	>	Pass Fail N/A
Operational Permits	>	
Inspection	>	Lock Box/Knox Box Gate Key
Photos	>	Pass Fail N/A
Documents	>	
		Notes
		Storage 24 Inches From Ceiling In Nonsprinklered Areas Of Buildings
		Pass Fail N/A
		Notes
		Storage 18 Inches From Ceiling In Sprinklered Areas Of Buildings
		Pass Fail N/A

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**.

11:11 AM Wed May 28		•••		중 100% ■
Home Menu		х Ч		
CURRENT ACCOUNT		1		
Alex Craib alex.craib@apxdata.com	>	No Open Slots Inside Pa	nel	
			Pass Fail	N/A
SECTIONS				
Summary	>	Cover Plates On All Boxe	s And Devices	
Contact Information	>		Pass Fail	N/A
Operational Permits	How wo	uld you like to select an image?	_	
Inspection		Camera		
Photos		Library	Pass Fail	N/A
Documents Buil		Iding Record Image		
		Browse	ords/Power Strips	N/A
		ELECTRICAL NOTES		

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.



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

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Home Menu P	Preview	Save
CURRENT ACCOUNT		Pass Fail N/A
Alex Craib alex.craib@apxdata.com	>	
		ELECTRICAL NOTES
SECTIONS		
Summary	>	
Contact Information	>	
Operational Permits	>	GENERAL VIOLATION
Inspection	>	THIRD PARTY INSPECTION REPORTS
Photos	>	HISTORICAL INSPECTION REPORTS
Documents	>	+
		Signature 🎊 Inspector
		ADDITIONAL INFORMATION - INSPECTION
		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.

11:13 AM Wed May 28			•••			중 100% 🔲
INSPECTION FAILED						
Schedule Next						Re-inspect Recurring
			June 2025			
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
			Apply			
			Арріу			

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



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

11:13 AM Wed May 28	*** 🗢 🗢
	GENERAL MOLATION
	Preview THIRD PC Continue report generation, or cancel
	report generation?
	Continue Cancel

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.

11:13 AM Wed May 28 ***	🗢 100% 🔳
Cancel	
Inspection Request For 7790 61st St, Pinellas Park, FL	
To: buildingcontact@apxdata.com	(+)
Cc/Bcc, From: alex.craib@apxdata.com	
Subject: Inspection Request For 7790 61st St, Pinellas Park, FL	
2025-05-28 Boys and Girls Club 7790 61st St Pinellas Park, FL	
Dear Business,	
This is to advise you that the Kansas State Fire Marshal has conducted a Fire Safety Inspection of your business in accordar Kansas Fire Code. The attached report shows your business was compliant with the Kansas Fire Code and needs to take no actions. If you have any additional questions with your inspection please contact the Kansas State Fire Marshal's Office. Fir always first.	ice with the further e safety is
Additional Inspection Info:	
pdf report.pdf 387 KB	EN Ý

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

