

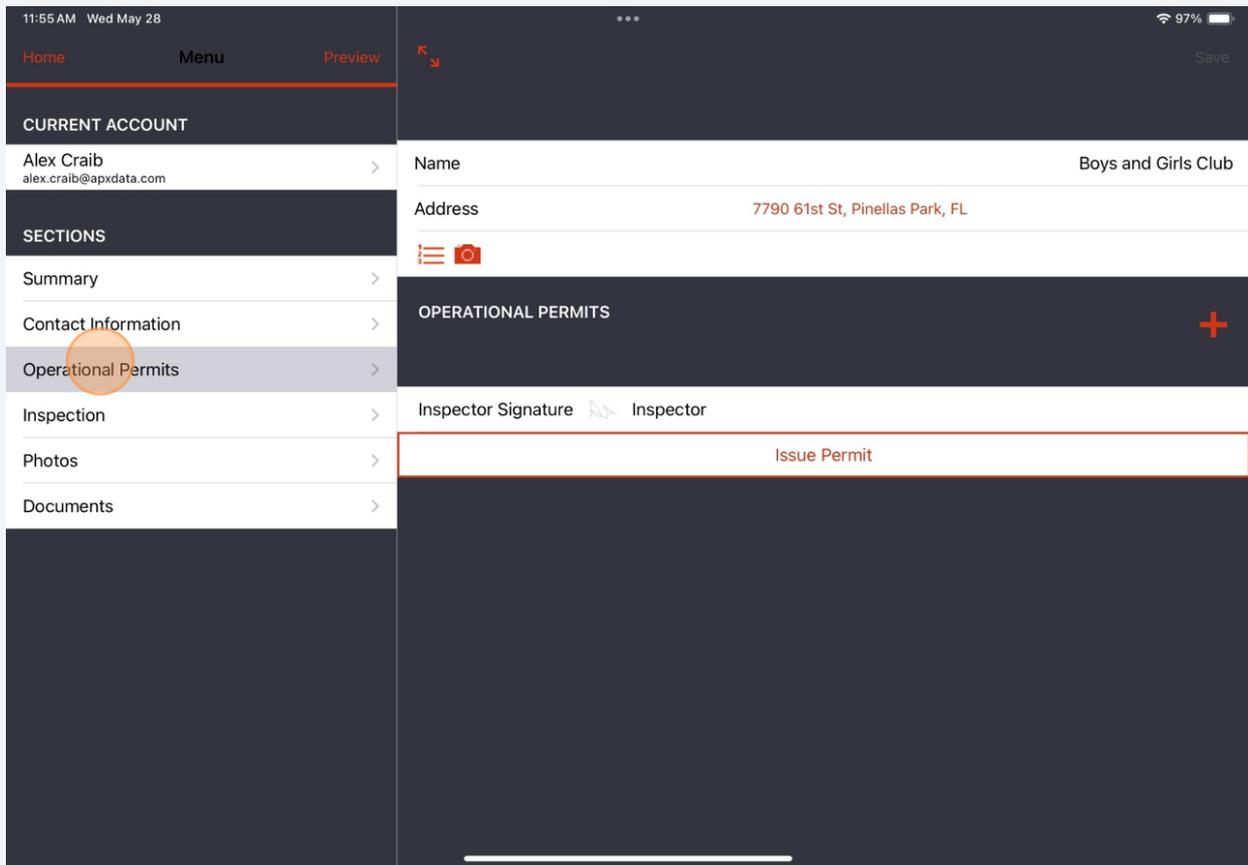
Generating a Permit on the APX SmartCapture App



The following outlines how to generate a permit within the APX SmartCapture app, assuming Permitting is enabled in the SmartInspect module.

1

Within your inspection form in the Inspections module, tap **Operational Permits**. Your permitting section may be labelled differently depending on your form setup.



2

Tap the + button to add a new operational permit. You can add multiple permits by selecting the + button again.

11:56 AM Wed May 28

Home Menu Preview Save

CURRENT ACCOUNT

Alex Craib alex.craib@apxdata.com >

SECTION

Summary >

Contact Information >

Operational Permits >

Inspection >

Photos >

Documents >

Name Boys and Girls Club

Address 7790 61st St, Pinellas Park, FL

OPERATIONAL PERMITS +

Type

Issued Date

Effective Date

Notes

Do Not Add To Invoice

Inspector Signature Inspector

Issue Permit

3

Enter the required information for the permit. Depending on your form, the required fields may differ from this example.

11:56 AM Wed May 28 97%

Home Menu Preview Save

CURRENT ACCOUNT

Alex Craib
alex.craib@apxdata.com

SECTIONS

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

OPERATIONAL PERMITS

Name Boys and Girls Club

Address 7790 61st St, Pinellas Park, FL

OPERATIONAL PERMITS

Type Compressed Gases

Issued Date May 28, 2025

Effective Date May 28, 2025

Notes

Do Not Add To Invoice

Inspector Signature Inspector

Issue Permit

4

Tap **Issue Permit** to generate the permit email and PDF. An email composition window will open.

The screenshot shows a mobile application interface with a dark theme. On the left is a navigation menu with options: Home, Menu, and Preview. Below this are sections for 'CURRENT ACCOUNT' (Alex Craib), 'SECTIONS' (Summary, Contact Information, Operational Permits, Inspection, Photos, Documents), and 'OPERATIONAL PERMITS' (with a plus and minus icon). The main content area shows details for a permit: Name (Boys and Girls Club), Address (7790 61st St, Pinellas Park, FL), Type (Compressed Gases), Issued Date (May 28, 2025), and Effective Date (May 28, 2025). There are also fields for Notes, a 'Do Not Add To Invoice' toggle, and an 'Inspector Signature' field. At the bottom, an 'Issue Permit' button is highlighted with an orange circle.

5

In the email window, confirm the content and contacts. Then, tap the **Send** button to email the permit and complete the process. You will be returned to the inspection record, and a success message will appear.

Cancel

Permits For: Boys and Girls Club - 7790 61st St, Pinellas Park, FL



To: Alex Craib

Cc/Bcc, From: alex.craib@apxdata.com

Subject: Permits For: Boys and Girls Club - 7790 61st St, Pinellas Park, FL

To Whom It May Concern,

Please see the attached document for the permits issued today. The fee for permits issued today will be detailed on the inspection report sent separately.

For questions, contact the APX Fire Department at (613) 262-2601.

Thank you,

APX Fire Department
1755 Woodward Drive
Ottawa, ON

Permit Certificate

Current Date: 5/28/2025
Business Name: Boys and Girls Club
Address: 7790 61st St, Pinellas Park, FL
Phone:



The following permits

Home

Menu

Success Report added to the database. now

Save

CURRENT ACCOUNT

Alex Craib
alex.craib@apxdata.com

Name Boys and Girls Club

Address 7790 61st St, Pinellas Park, FL

SECTIONS

Summary

Contact Information

Operational Permits

Inspection

Photos

Documents

OPERATIONAL PERMITS

Type Compressed Gases

Issued Date May 28, 2025

Effective Date May 28, 2025

Notes

Do Not Add To Invoice

Inspector Signature Inspector

Issue Permit