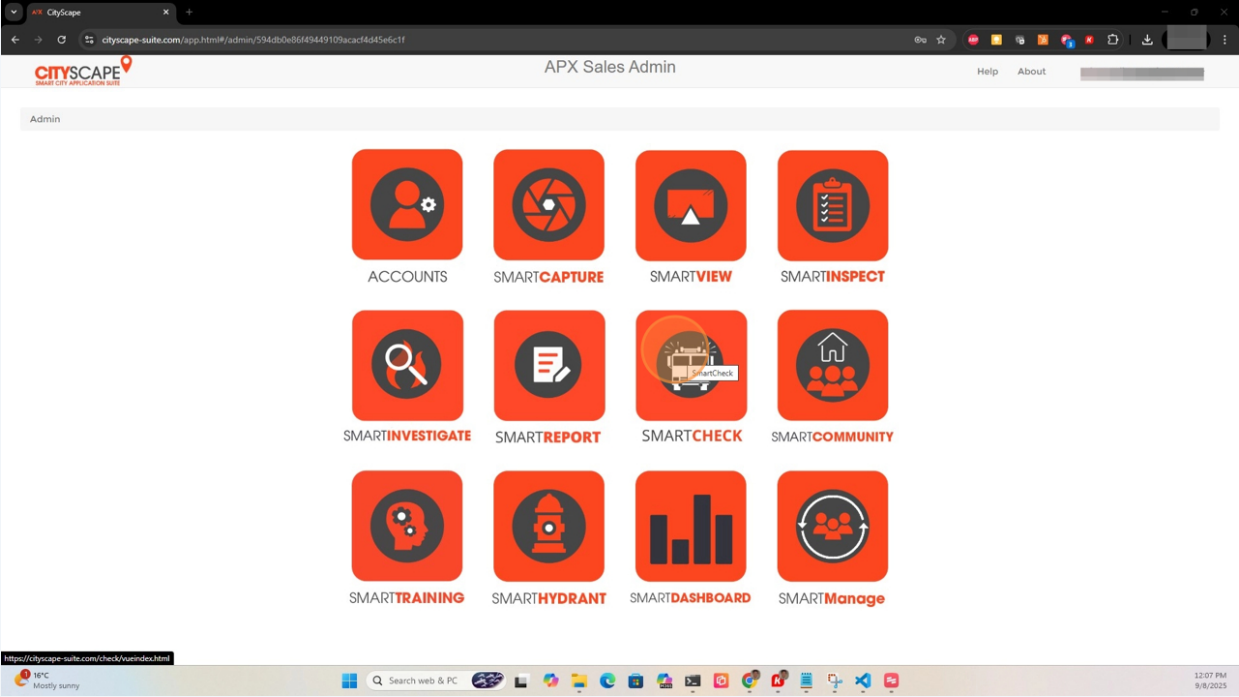


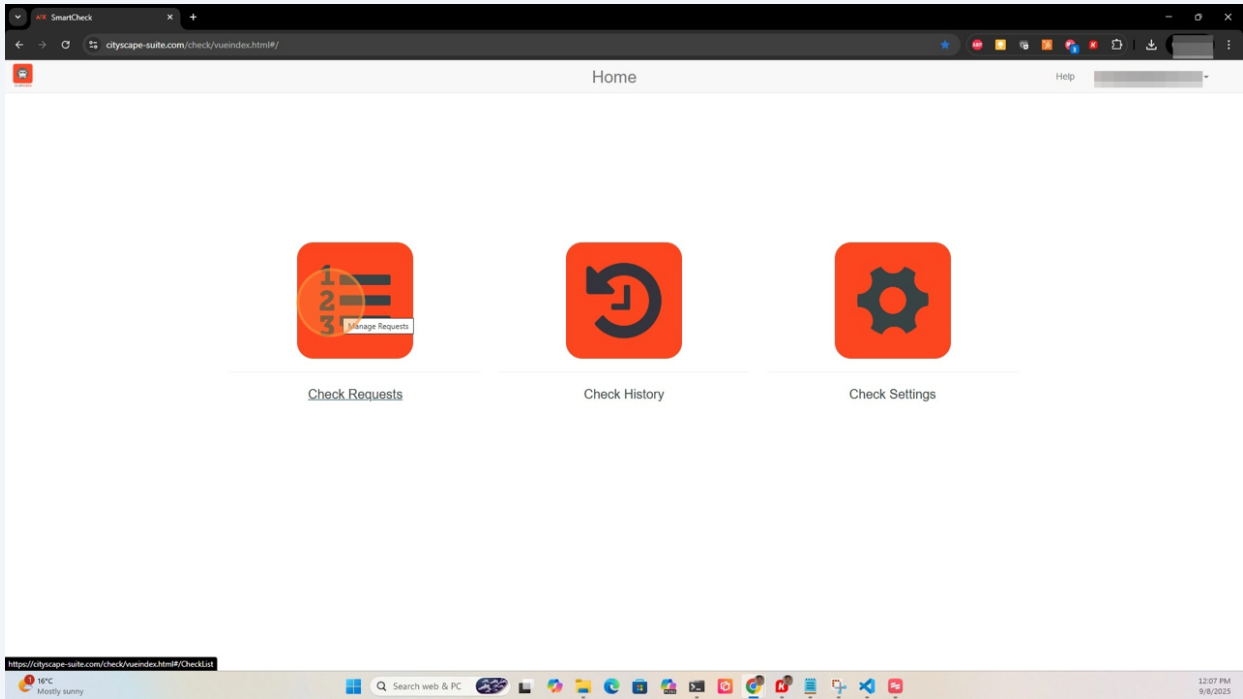
Creating a new Scheduled Check on the APX Web App



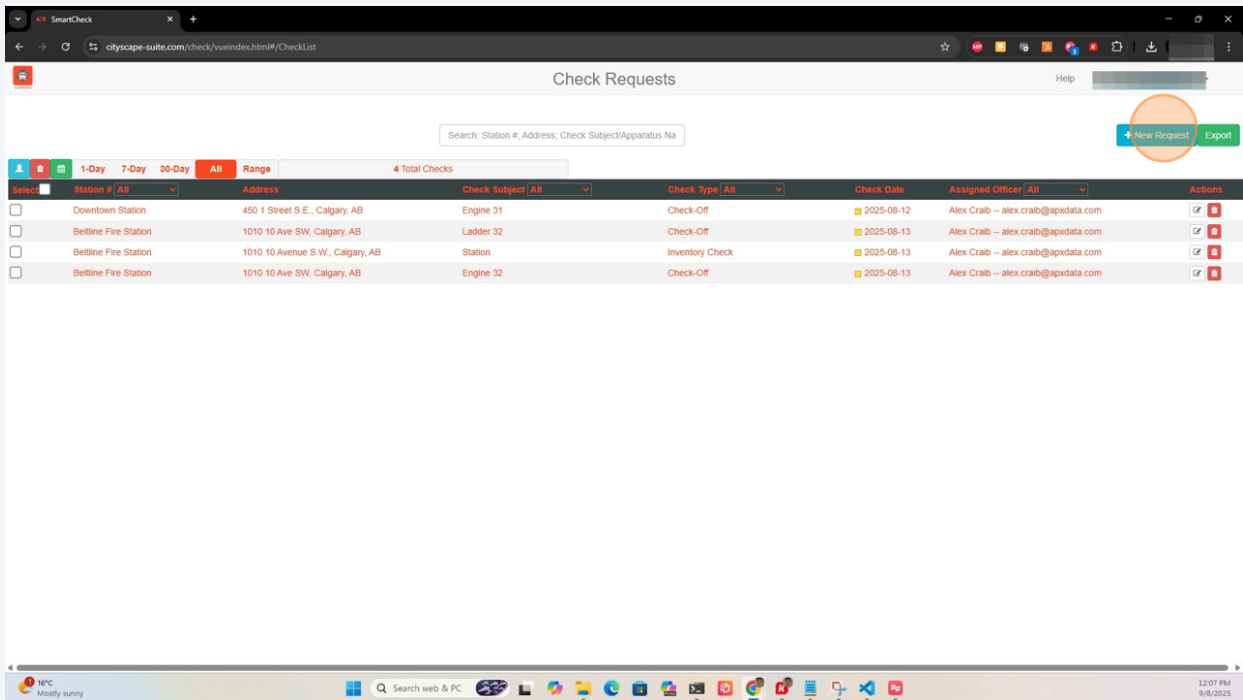
1 Select the **SmartCheck** tab.



2 Select Check Requests.



3 Select New Request.



4 In the Check Request Form, select a Station.

SmartCheck
cityscape-suite.com/check/vseindex.html#/CheckForm

Check Request Form

Station #

Check Subject

Check Type

Requested Check Date
mm/dd/yyyy

Check Frequency (Days)

Check Officer
Unassigned

Submit Request

Street Number

Street Name

Unit/Apt#

City/District
Clearwater

Province/State
FL

Postal Code (Optional)

Back To Check List

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SmartCheck
cityscape-suite.com/check/vseindex.html#/CheckForm

Check Request Form

Station #

- Beltline Fire Station
- Downtown Station
- East City Station
- OFS West City Station

Requested Check Date
mm/dd/yyyy

Check Frequency (Days)

Check Officer
Unassigned

Submit Request

Street Number

Street Name

Unit/Apt#

City/District
Clearwater

Province/State
FL

Postal Code (Optional)

Back To Check List

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5 Select a Check Subject.

SmartCheck

cityscape-suite.com/check/vueindex.html#/CheckForm

Check Request Form

Help

Back To Check List

Station #
Bettline Fire Station

Check Subject

Check Type

Requested Check Date
mm/dd/yyyy

Check Frequency (Days)

Check Officer
Unassigned

Submit Request

Street Number
1010

Street Name
10 Avenue S.W.

Unit/Apt#

City/District
Calgary

Provincial/State
AB

Postal Code (Optional)

SmartCheck

cityscape-suite.com/check/vueindex.html#/CheckForm

Check Request Form

Help

Back To Check List

Station #
Bettline Fire Station

Check Subject
Station
Ladder 32

Check Type

Requested Check Date
mm/dd/yyyy

Check Frequency (Days)

Check Officer
Unassigned

Submit Request

Street Number
1010

Street Name
10 Avenue S.W.

Unit/Apt#

City/District
Calgary

Provincial/State
AB

Postal Code (Optional)

6 Select a Check Type.

SmartCheck
cityscape-suite.com/check/vueindex.html#/CheckForm

Check Request Form

Help

[Back To Check List](#)

Station #
Bettline Fire Station

Check Subject
Ladder 32

Check Type

Requested Check Date
mm/dd/yyyy

Check Frequency (Days)

Check Officer
Unassigned

Street Number
1010

Street Name
10 Avenue S.W.

Unit/Apt#

City/District
Calgary

Provincial/State
AB

Postal Code (Optional)

Submit Request

SmartCheck
cityscape-suite.com/check/vueindex.html#/CheckForm

Check Request Form

Help

[Back To Check List](#)

Station #
Bettline Fire Station

Check Subject
Ladder 32

Check Type
Check-Off
Monthly Check-Off
mm/dd/yyyy

Requested Check Date
mm/dd/yyyy

Check Frequency (Days)

Check Officer
Unassigned

Street Number
1010

Street Name
10 Avenue S.W.

Unit/Apt#

City/District
Calgary

Provincial/State
AB

Postal Code (Optional)

Submit Request

7 Select a date for the check.

SmartCheck

cityscape-suite.com/check/vuiindex.html#/CheckForm

Check Request Form

Help

Back To Check List

Station #
Bettline Fire Station

Check Subject
Ladder 32

Check Type
Check-Off

Requested Check Date
mm/dd/yyyy

Check Frequency (Days)
1

Check Officer
Unassigned

Submit Request

Street Number
1010

Street Name
10 Avenue S.W.

Unit/Apt#

City/District
Calgary

Province/State
AB

Postal Code (Optional)

SmartCheck

cityscape-suite.com/check/vuiindex.html#/CheckForm

Check Request Form

Help

Back To Check List

Station #
Bettline Fire Station

Check Subject
Ladder 32

Check Type
Check-Off

Requested Check Date
mm/dd/yyyy

September 2025

Su	Mo	Tu	We	Th	Fr	Sa
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	6	7	8	9	10	11

Submit Request

Street Number
1010

Street Name
10 Avenue S.W.

Unit/Apt#

City/District
Calgary

Province/State
AB

Postal Code (Optional)

8 Optional:

- Adjust the frequency of the check (each check type has a default frequency set)
- Assign the check to a user (can be unassigned)

SmartCheck | cityscape-suite.com/check/vuiindex.html#/CheckForm | Help

Check Request Form

[Back To Check List](#)

Station # Beltline Fire Station	Street Number 1010
Check Subject Ladder 32	Street Name 10 Avenue S.W.
Check Type Check-Off	Unit/Apt#
Requested Check Date 09/08/2025	City/District Calgary
Check Frequency (Days) 1	Provincial/State AB
Check Officer Unassigned	Postal Code (Optional)

Submit Request

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SmartCheck | cityscape-suite.com/check/vuiindex.html#/CheckForm | Help

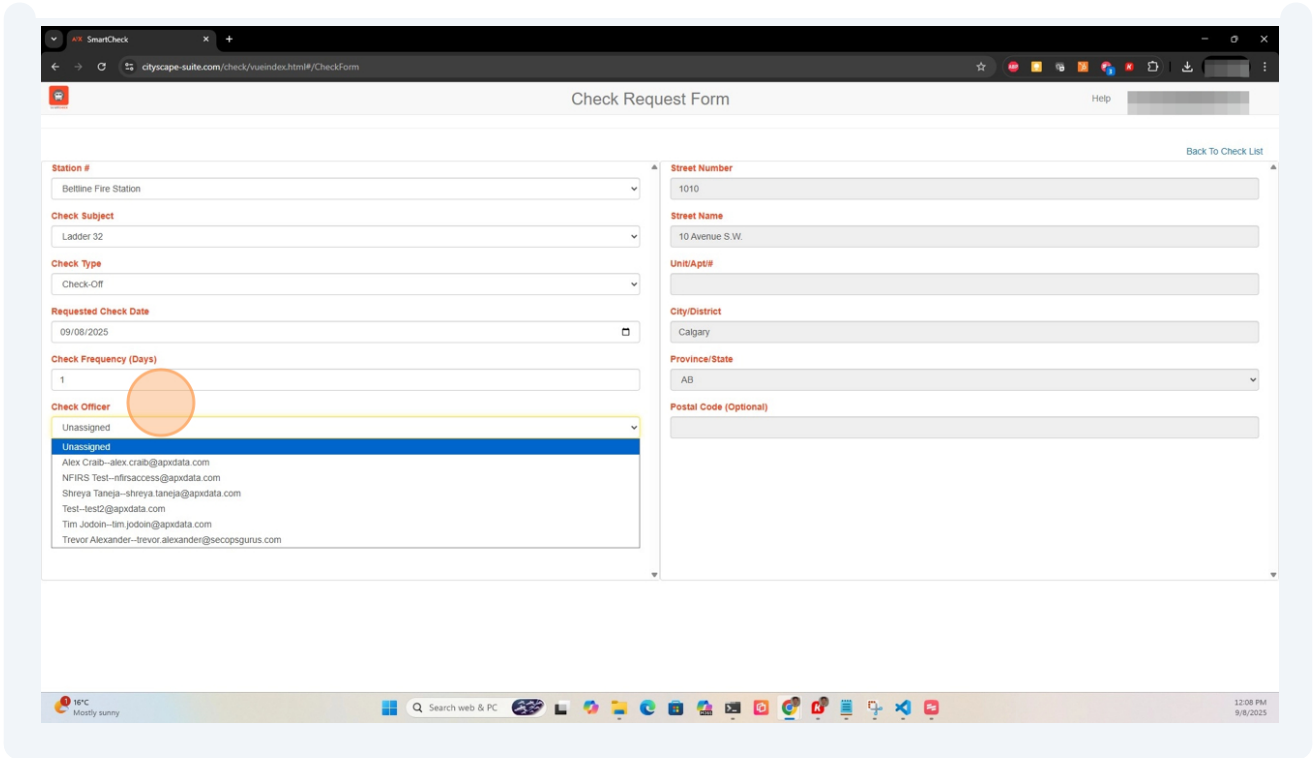
Check Request Form

[Back To Check List](#)

Station # Beltline Fire Station	Street Number 1010
Check Subject Ladder 32	Street Name 10 Avenue S.W.
Check Type Check-Off	Unit/Apt#
Requested Check Date 09/08/2025	City/District Calgary
Check Frequency (Days) 1	Provincial/State AB
Check Officer Unassigned	Postal Code (Optional)

Submit Request

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9 Select **Submit Request**.

