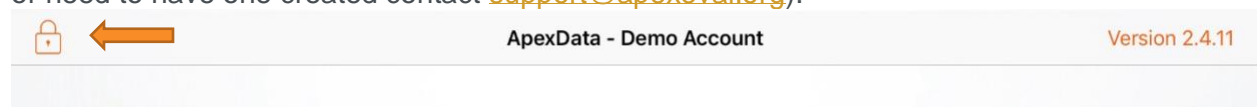


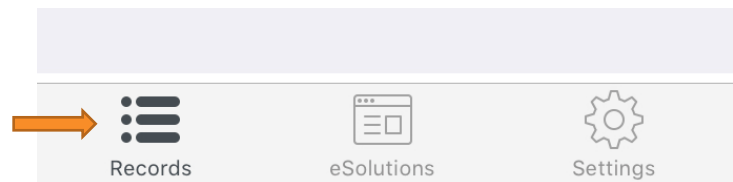
UPLOAD REPORT TO BOX

Note: Before you can connect to Box you must first have at least one completed report. If you have never connected to Box before you will need to email support@apexeval.org to have a folder created and shared to you. You will need to create a free Box account, and you can email support for assistance with that if needed.

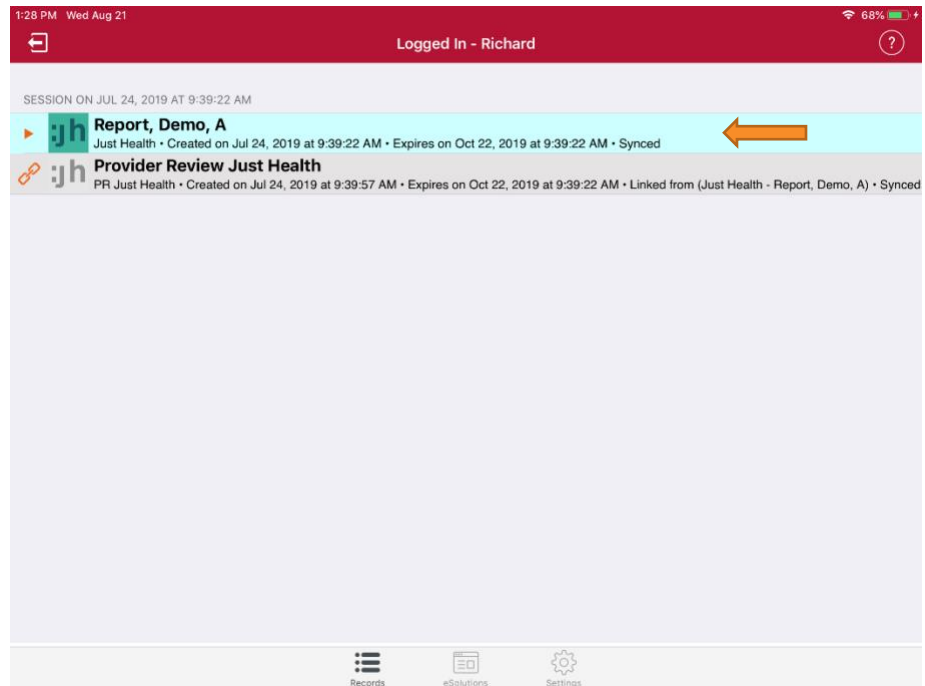
Open the Apex Data application on the iPad and access the admin page by tapping on the orange lock at the top left of the screen, and entering your PIN (If you have forgotten your PIN or need to have one created contact support@apexeval.org):



On this screen make sure “Records” is selected on the bottom of the page”



Tap on the report you want to upload to Box, and select to view the report:



At the top left of the page tap on the box and arrow icon and select “Send PDF to Box” or “Send JPG to Box” (this is just personal preference. The report will look the same with either selection):

