



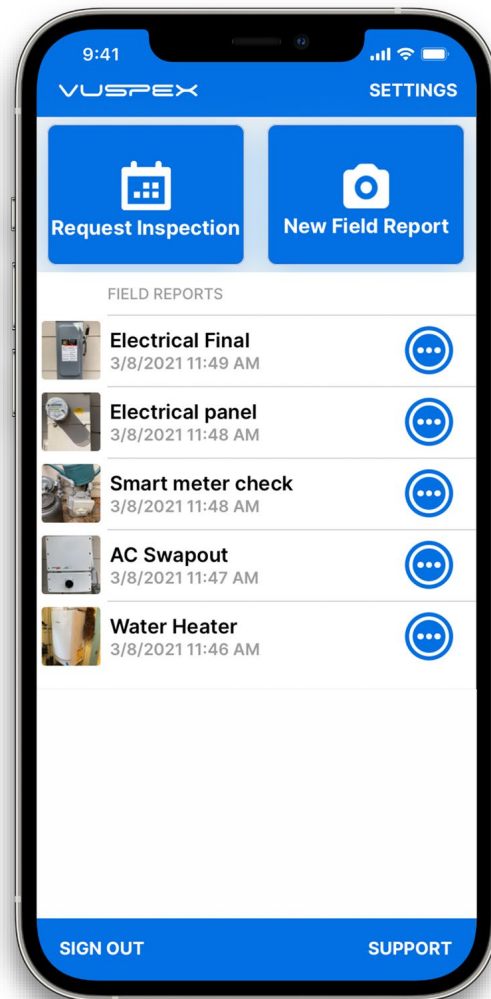
VUSPEX GO

USER GUIDE for CONTRACTORS and HOMEOWNERS

VuSpex GO is an iOS & Android mobile app for Contractors and customers located at the inspection site. The app enables you to:

- Create an offline field report (Offline Report) and send it to the inspector.

VuSpex GO is compatible with VuSpex AC, our Accela integrated Inspector-based solution.





Who uses VUSPEX GO?

Contractors & Homeowners

Inspectors may use VuSpex GO for training and testing purposes

- For VuSpex (integrated) customers
- Used by permit applicants & homeowners
- Mobile users located at the inspection site



Before Getting Started

Things to know

- Download the VuSpex GO app to your phone.
- Create a VuSpex Contractor account.
 - From the VuSpex GO app
 - From the User portal

Get VuSpex GO on your device

iOS (iPhone, iPad)

- Tap the App Store icon
- Search for 'VuSpex GO'
- Tap the GET button



Android (Smartphone)

- Tap the Play Store icon
- Search for 'VuSpex GO'
- Tap the Install button



Use the app store on your phone to get the app.



App Store icon



Google Play Store icon

Not sure how to do this?

- Talk to your IT Department or have a technical person help you.



Sign in

1. Launch the VuSpex GO app

- Tap the icon

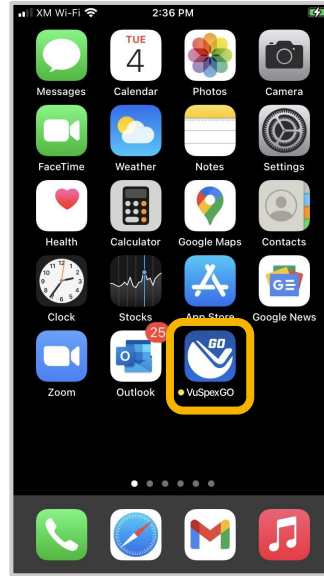
2. Sign -in

- Enter your VuSpex Contractor account

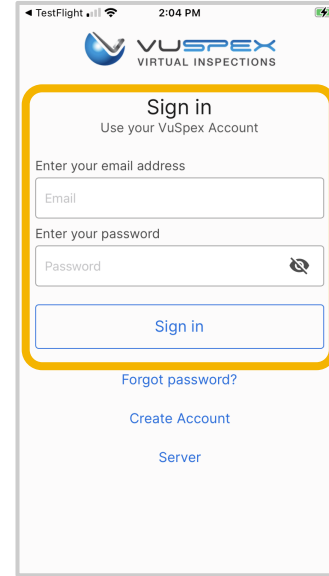
credentials. Same as the VuSpex APP.

3. Allow permissions

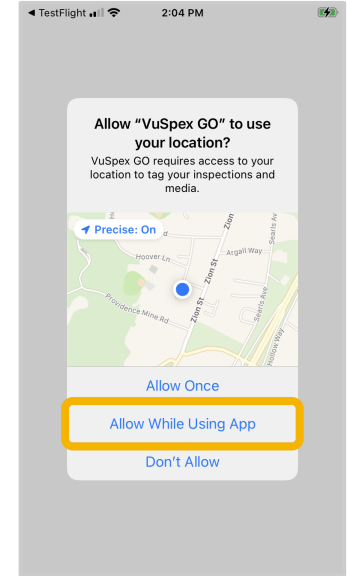
- Tap 'Allow While Using App'



1. Launch App



2. Sign in




3. Allow permissions

Create an Account

If you do not already have a VuSpex Contractor Account:

- Tap 'Create Account'
- Follow the steps to create a new account
- Sign in

XM Wi-Fi 2:13 PM

 **VUSPEX**
VIRTUAL INSPECTIONS

Sign in
Use your VuSpex Account

Enter your email address

Email

Enter your password

Password

Sign in

[Forgot password?](#)

Create Account

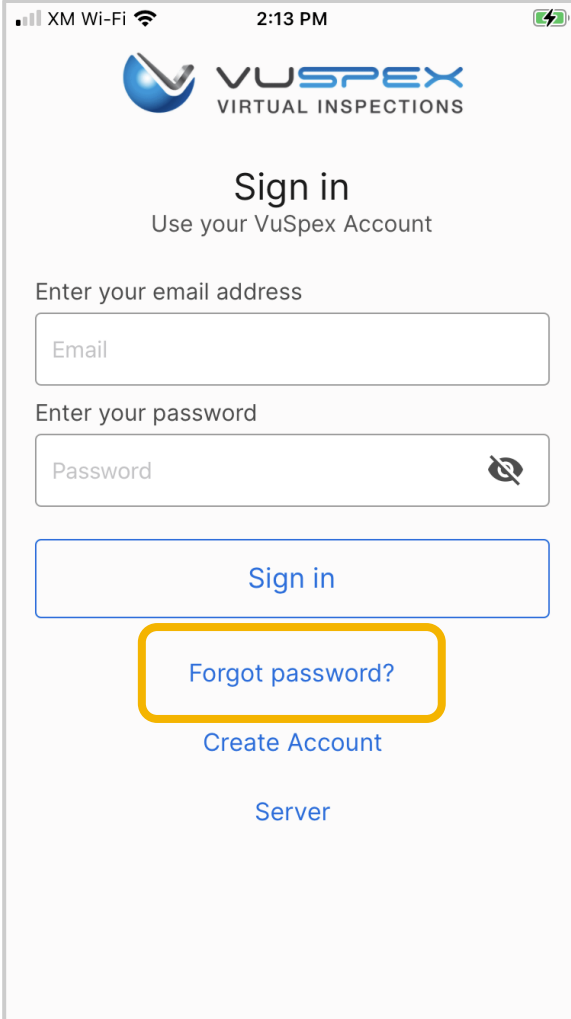
Server




Forgot password?

If you have a VuSpex Contractor Account, but forgot your password:

- Tap 'Forgot password'
- Enter the phone number for your VuSpex Account
- Enter the 'One time code'
- Enter the new password
- Confirm the password
- Tap 'Reset Password'
- Sign in



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 **VUSPEX**
VIRTUAL INSPECTIONS

Sign in
Use your VuSpex Account

Enter your email address

Email

Enter your password

Password

[Sign in](#)

[Forgot password?](#)

[Create Account](#)

Server

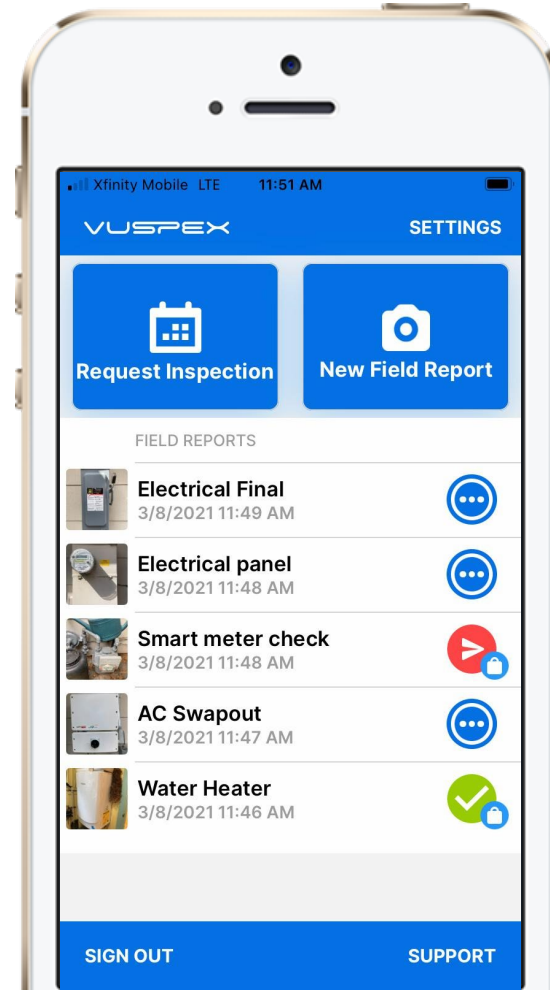




Main Menu Screen

VuSpex GO features:

- Offline Field Report (OFR)
- Field Report Status / History
- Settings menu
- Support





Offline Field Report (OFR)

Send inspection media to the Inspector
at any time.

- Rural or congested areas with network connection issues
- Limited or no internet connection at the inspection site.

*Note: Your Permit number is required to
send a Field Report*

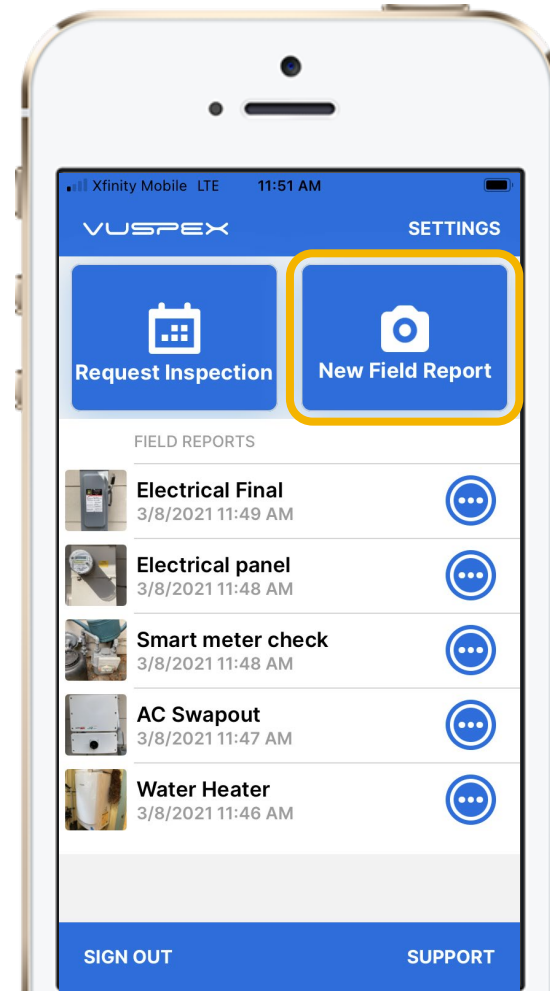
A variation of a virtual inspection that does not require an Inspector's real-time participation. The Contractor independently submits a form containing inspection media.

An inspection report is automatically generated and uploaded to the permit record for the Inspector to review and result the virtual inspection.

Create a New Field Report

On the Main Menu

- Tap the 'New Field Report' button at the inspection location.
- Note: Your **Permit number** is required to send a Field Report.
- You must take photos & videos with the GO app for guaranteed GPS verification.





Offline Field Report (OFR)

Fill out the step -by -step form

Step 1 - MEDIA: Add photos & videos with comments.

Step 2 - COMMENT: Add a description.

Step 3 - PERMIT: Agency, permit, & inspection type.

Step 4 - SAVE: Finalizing the report locks it from being edited. Then send the Field Report to the Inspector when you have a good internet connection.

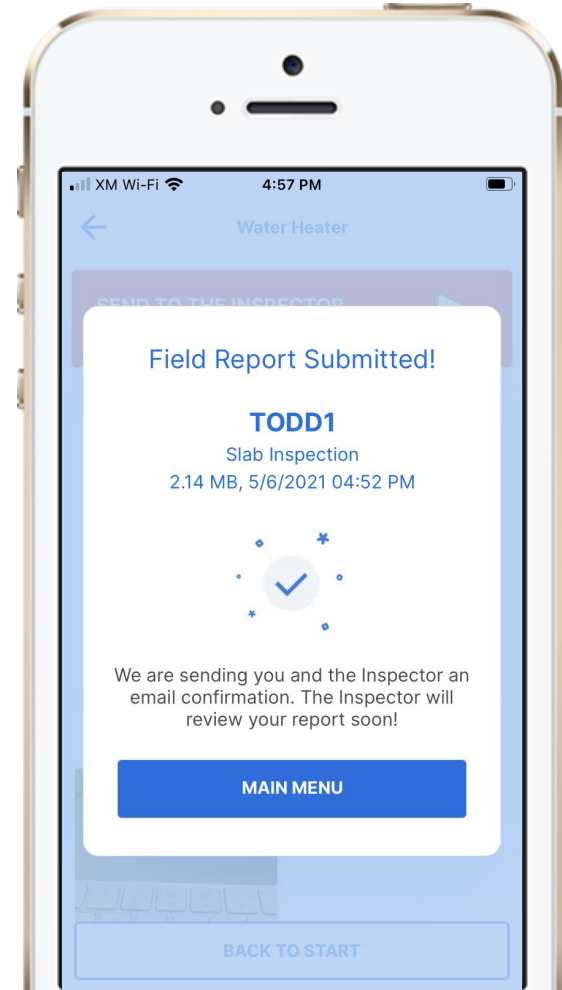
A smartphone screen displaying a mobile application interface for creating a field report. The screen shows a progress bar with four steps: MEDIA, COMMENT, PERMIT, and SAVE. The 'PERMIT' step is currently active. Below the progress bar, the form contains the following sections: 'FIELD REPORT SUMMARY' with fields for 'PERMIT' (TODD1), 'INSPECTION TYPE' (Offline AC Mechanical Change Out), 'WORKSITE ADDRESS' (800 Lindley Ave, Nevada City, CA 95959), and 'DESCRIPTION' (Test comments). At the bottom, there is a 'REPORT MEDIA' section with a photo thumbnail and a red 'X' icon. Two buttons are visible at the bottom: 'BACK TO START' and 'SAVE & FINALIZE'.



Offline Field Report

How - To Basics

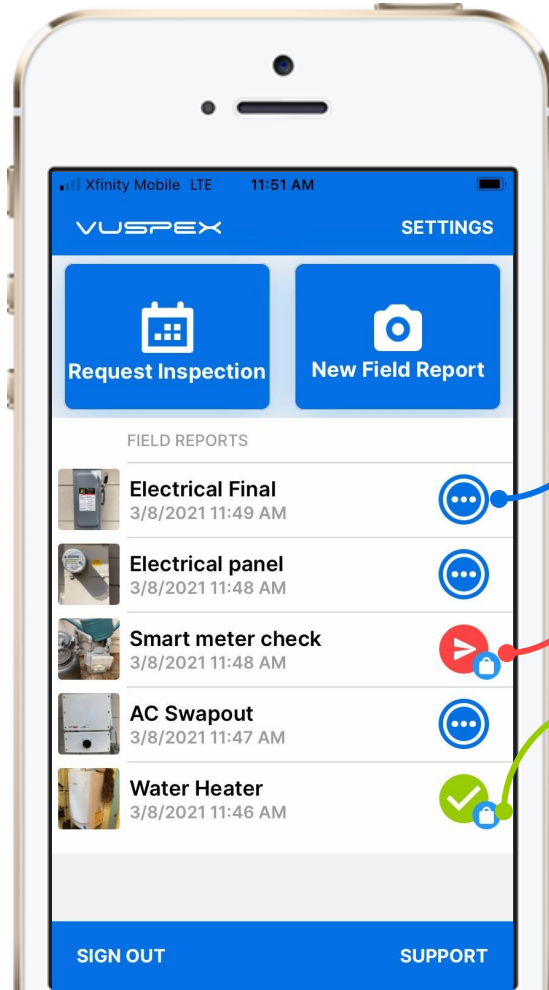
- Ask your Inspector about Offline Field Reports
- Works for many inspection types
- Automatically saves as you go
- Begin the report **without** an internet connection
- Your permit number is required to send
- Send the report at a location with a good cellular or WiFi internet connection





Saved Field Report Status

Field Reports are saved and listed on the Main Menu



Blue dots icon: Saved work-in-progress. Can be edited.

Red send icon: Saved and finalized but has not been sent to the Inspector yet. Cannot be edited.

Green check icon: Saved and finalized and sent to the Inspector. Good to go!



Field Report Summary

Automatically notifies and uploads to the Inspector

- PDF format
- GPS coordinate verification
- Date and timestamp
- Permit information
- Inspection type
- Inspector information
- Inspection Media: Photos, video links, comments
- Stored in VuSpex CLOUD

Inspection Summary Report

Inspection ID:	13683
Assigned Inspector:	Todd Wahoske
Permit:	TODD1
Inspection Type(s):	Submitted Garage Door
Contractor:	Jack Bell
Contractor Phone:	5305758455
Contractor Email:	testios@vuspex.info
Inspection Date:	2021-05-11 14:29:22
Permit Address:	800 Lindley Ave, Nevada City CA 95959
Comments:	Water heater





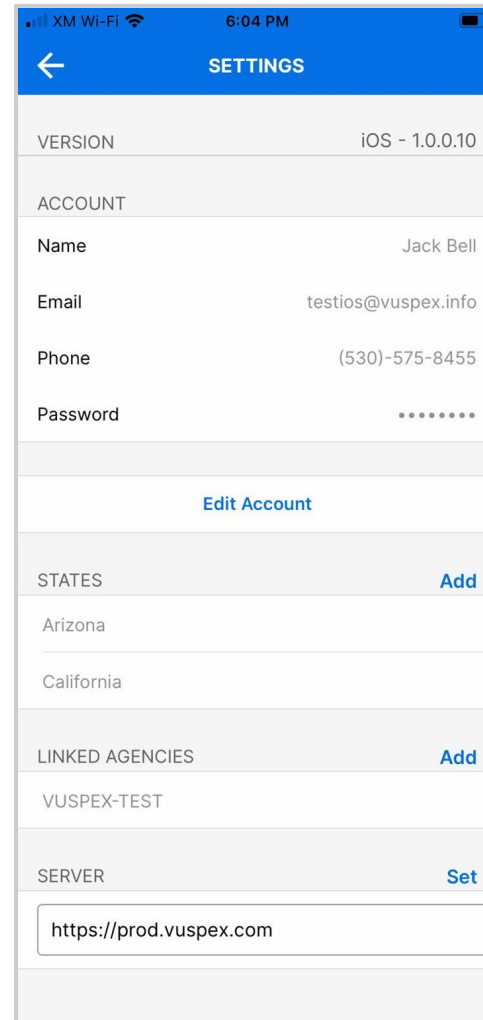
Settings Menu

Tap the 'Settings' link in the upper - right corner to open.

- Adjust your Account information.
- Link a new Agency where you work.

Settings Menu

- App Version
- Account information
- Edit Account button
- States (where you work)
- Linked Agencies (State, County, City, Company)
- Server: prod.vuspex.com (do not change this setting)





VUSPEX SUPPORT - CONTACT



MONDAY - FRIDAY

Hours: 11 AM to 8 PM EASTERN

Email: support@vuspex.com

Phone: (844) 288 -7739 ext. 2 (leave a detailed voicemail)

Online: <https://vuspex.com/support/> (visit our support page)



VUSPEX SUPPORT - LINKS



VuSpex GO Support

<https://www.vuspex.com/support.html>