



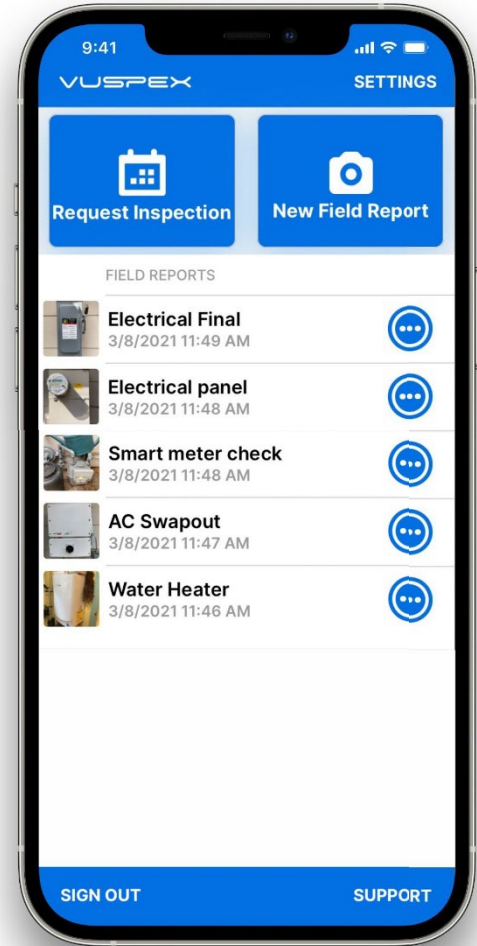
# VUSPEX GO

## OFFLINE FIELD REPORT USER GUIDE

iOS & Android mobile app for Contractors and Field Agents located at the inspection site.

- Create an offline field report and send to the Inspector.

VuSpex GO is compatible with TRAKIT integrated Inspections—based solution.





**Who uses  
VUSPEX GO?**



# Contractors & Field Agents

**Sorry Inspectors, VuSpex GO is not for you.**

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

# 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 techie help you.



# Sign in

## 1. Launch the VuSpex GO app

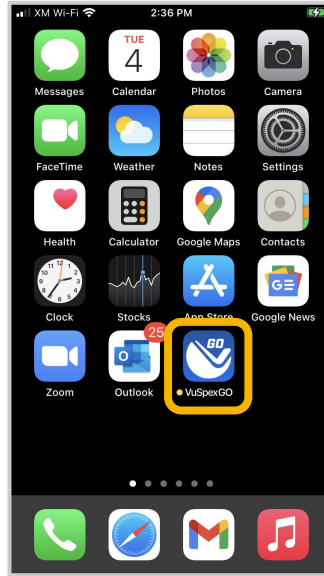
- Tap the icon

## 2. Sign-in

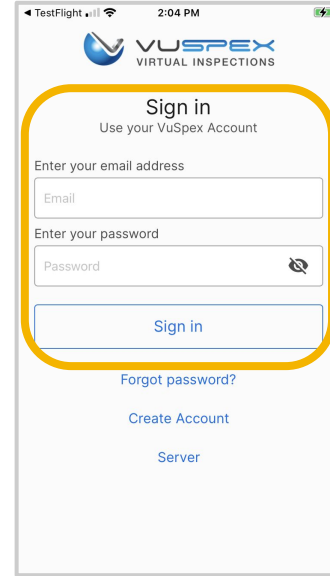
- Enter your VuSpex Contractor account credentials

## 3. Allow permissions

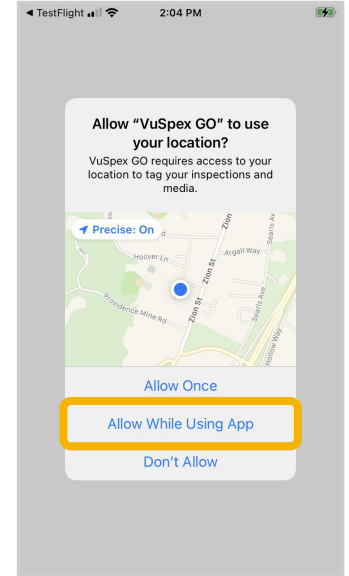
- Tap 'Allow While Using App'



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

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

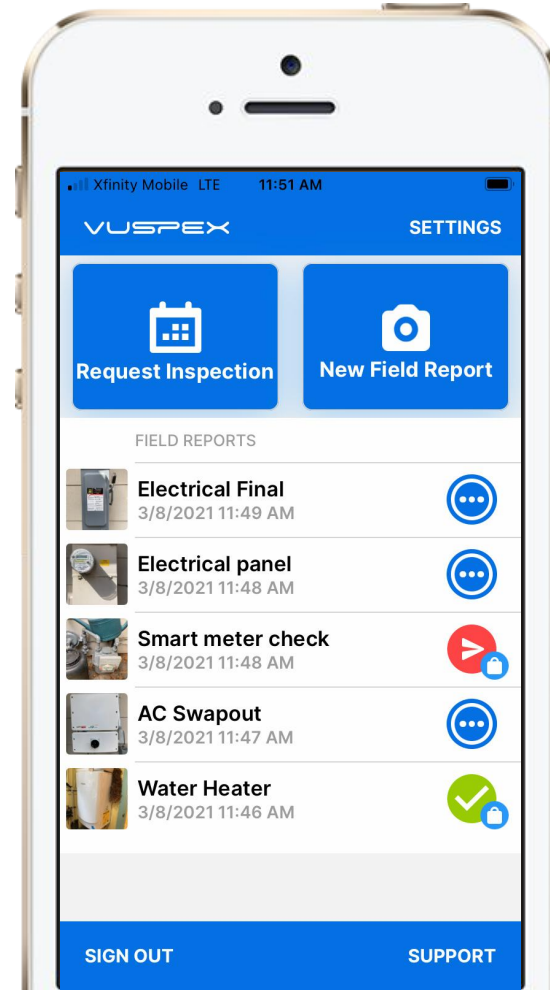




# Main Menu Screen

## VuSpex GO features:

- Virtual Inspection
- Schedule / Request Inspection
- Create a New Field Report
- Saved Field Report Status
- Settings menu
- Support





# Field Report

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.**

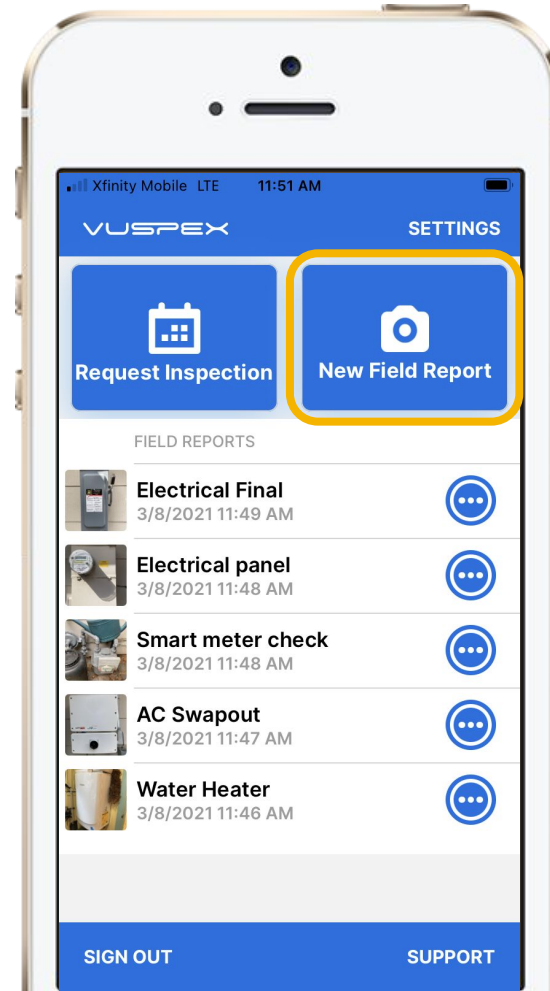
**An inspection report is automatically generated and uploaded to the permit record for the Inspector to review and result the virtual inspection.**



# 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 app for GPS verification.





# Field Report

## 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.

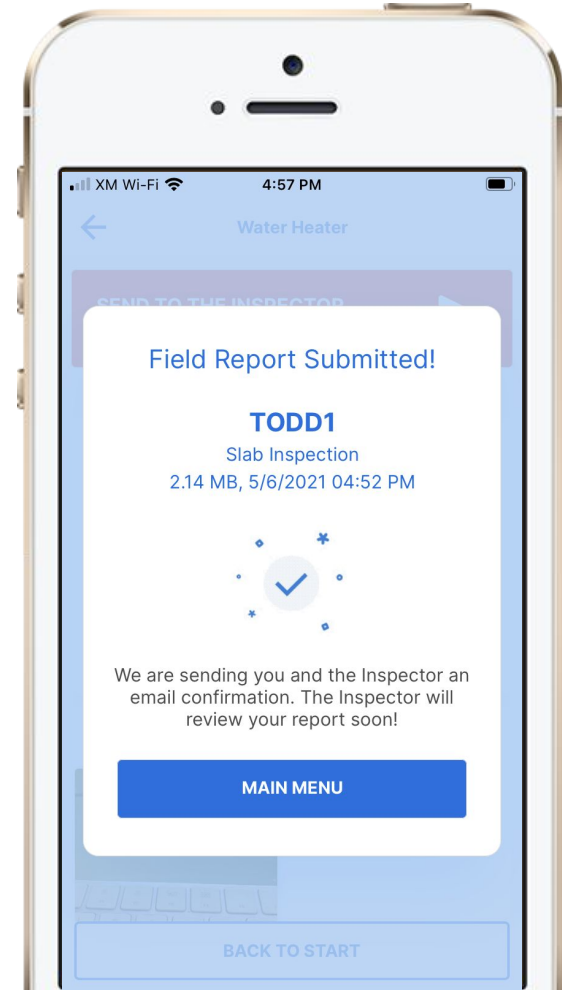
**Step 4 - SAVE:** Finalizing the report locks it from being edited. Then send the Field Report to the Inspector when you have a good internet connection.

A smartphone screen showing a mobile application interface for a field report. The screen displays a progress bar with four steps: MEDIA, COMMENT, PERMIT, and SAVE. Below the progress bar is a 'FIELD REPORT SUMMARY' section with the following details: PERMIT: TODD1; INSPECTION TYPE: Offline AC Mechanical Change Out; WORKSITE ADDRESS: 800 Lindley Ave, Nevada City, CA 95959 (with a 'TAP TO EDIT' link); DESCRIPTION: Test comments. At the bottom, there is a 'REPORT MEDIA' section showing a photo of a computer keyboard with a red 'X' icon in the top right corner. Two buttons are visible at the bottom: 'BACK TO START' and 'SAVE & FINALIZE'. The status bar at the top shows 'XM Wi-Fi', '11:16 AM', and a battery icon.

# Field Report

## How-To Basics

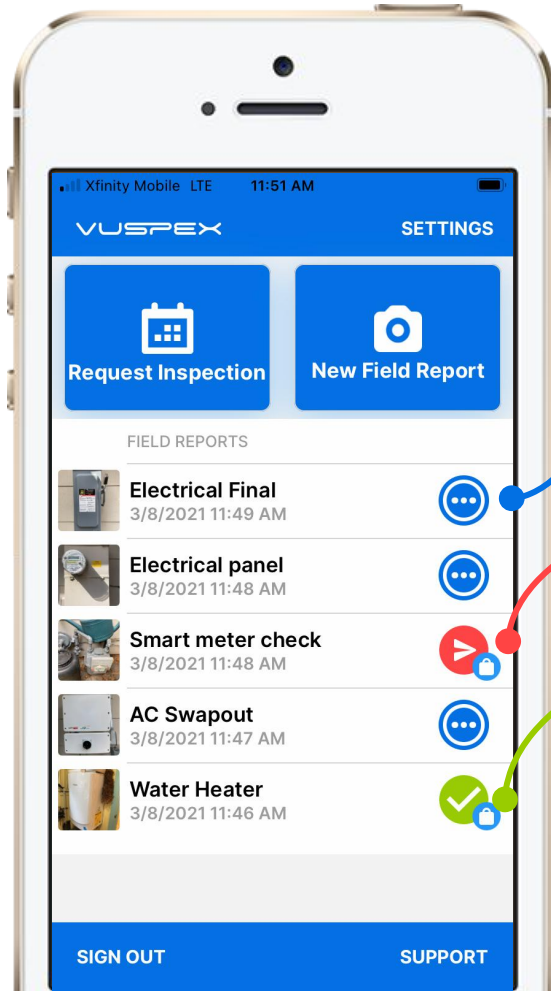
- Ask your Inspector about scheduling a Field Report
- Works for many inspection types
- Automatically saves as you go
- Create the report without an internet connection
- Your permit number is required to send
- Send the report at a location with a good cellular or WiFi internet connection





# 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

