



100 S Harbor Drive  
Venice, Florida 34285  
(941) 486-2626



**VUSPEX GO**

The City of Venice Building Department now offers VuSpex, a virtual building inspections tool that provides inspection services to contractors remotely with the use of any electronic device. With Vuspex, contractors can schedule a virtual inspection from their eTRAKiT dashboard or schedule an offline field report using the VuspexGO app.

Due to the impacts of hurricane Ian, the City strongly encourages the use of the Vuspex virtual inspection tools. Use of these tools will eliminate travel time for City inspectors. Thereby allowing staff to perform more inspections per day.

For virtual inspections, see the attached Vuspex Virtual Inspections User Guide.

For offline field reports, see the attached Vuspex Offline Field Report User Guide.

**PLEASE NOTE: Now Mandatory - All Reroof and Window/Door Replacement inspections must be scheduled and performed using the Offline Field Report.** For further instructions, see the attached Vuspex Offline Field Report User Guide.

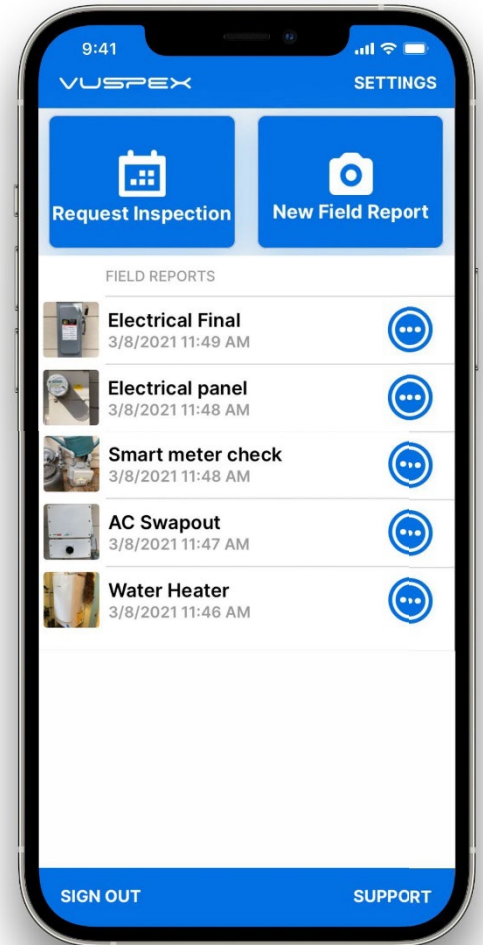


## VIRTUAL INSPECTION USER GUIDE

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

- Schedule a virtual inspection from your eTRAKiT dashboard.
- Accept an invite from an Inspector and connect to a live virtual inspection video call.

VuSpex is compatible with TRAKiT integrated Inspections—based solution.





# Virtual Inspection

How does a virtual inspection work with VuSpex GO?

No need to download an app, simply

1. **Schedule a virtual inspection from your eTRAKiT dashboard. Enter an estimated time frame in the notes section.**
2. **The Inspector will send you a text message invite near the scheduled time.**

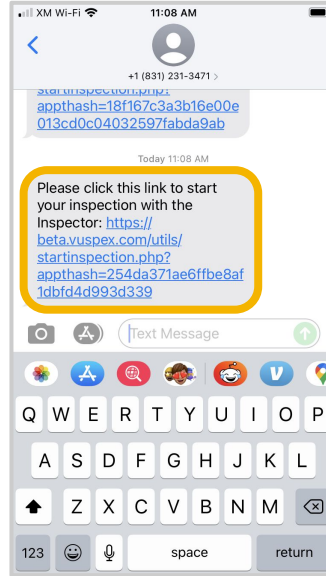
*Note: The Contractor **does not** start the inspection. Look for the text message invite from the Inspector to begin.*

# Virtual Inspection Connect - iOS

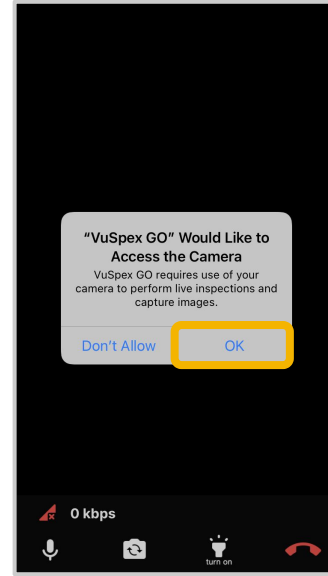
1. Tap the link in the text message to launch the App
2. Tap OK to allow permissions
3. Wait a moment to connect



The Inspector sends a text message invite near the scheduled time.



1. Tap the link



2. Allow permissions



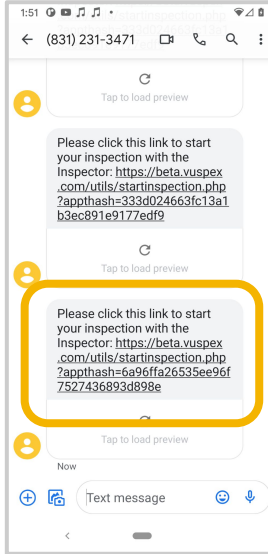
3. Wait to connect

# Virtual Inspection Connect - Android

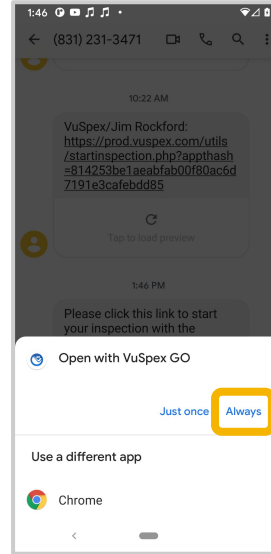
1. Tap the link in the text message to launch the App
2. Open with VuSpex GO: Tap on 'Always'
3. Tap OK to allow permissions
4. Wait a moment to connect



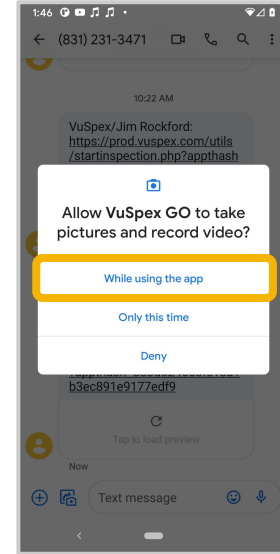
The Inspector sends a text message invite near the scheduled time.



1. Tap the link



2. Open with VuSpex GO



3. Allow permissions



4. Wait to connect

## User Interface Features

## Virtual Inspection



### VIDEO & AUDIO

Displays a live stream of HD video to the Inspector. The Inspector can hear you and you can hear the Inspector.

### BANDWIDTH

Real-time update of your bandwidth (kbps) with quality indicator icons as you navigate the inspection site.

### MUTE

Toggle your audio ON/OFF. When mute is enabled the screen will display an indicator to both parties.

### CAMERA

Toggle the BACK and FRONT camera.

### PRO-TIP - AUDIO

Use headphones with a mic so you can hear the Inspector and they can hear you better.

### END CALL

Tap this icon when you are finished with the virtual inspection. The Inspector can also end the call.

### FLASHLIGHT

Toggle the flashlight ON/OFF. The Inspector can also toggle the flashlight from their dashboard.





# VUSPEX **SUPPORT - LINKS**



## **VuSpex GO Support**

<https://vuspex.com/support/go/>

**FAQ** (use the filter for 'GO')

<https://vuspex.com/support/faq/>

## **Troubleshooting**

<https://vuspex.com/support/troubleshooting/#go>



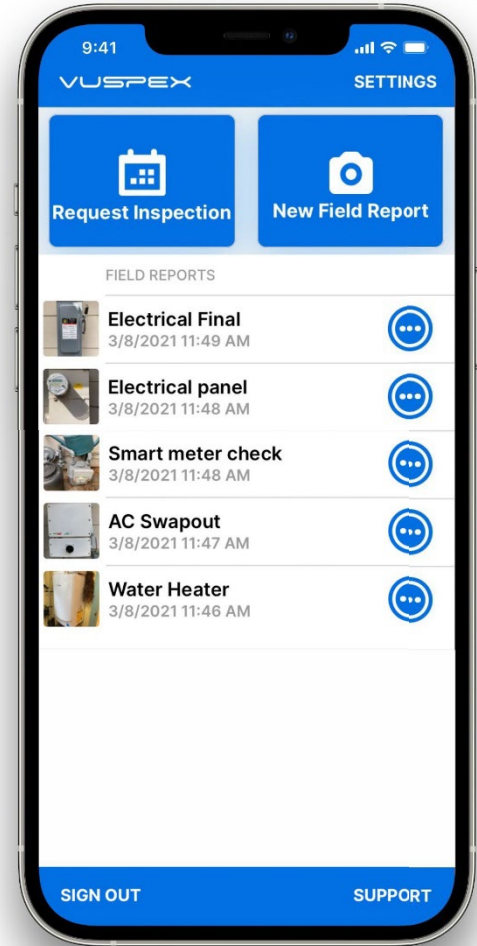
# VUSPEX GO

## 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

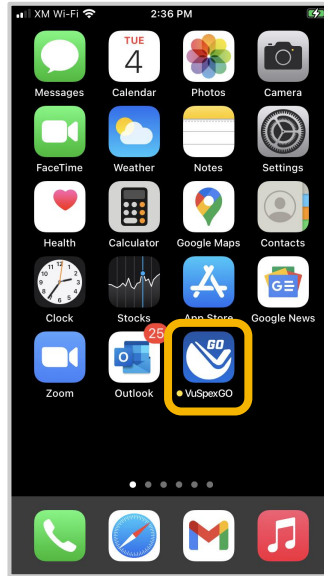
- Tap the icon

## 2. Sign-in

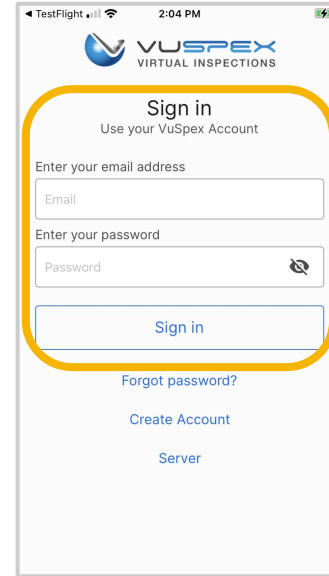
- Enter your VuSpex Contractor account credentials

## 3. Allow permissions

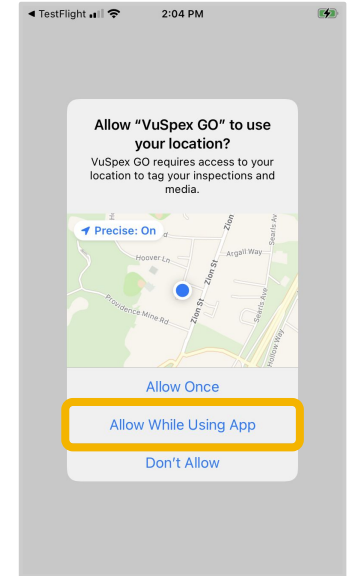
- Tap 'Allow While Using App'



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**

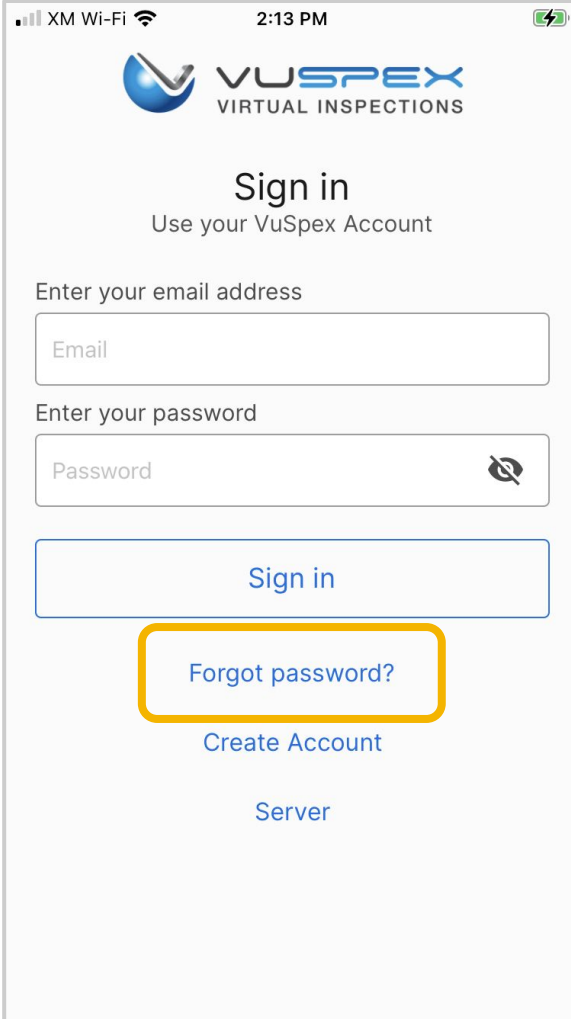
Server




# 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

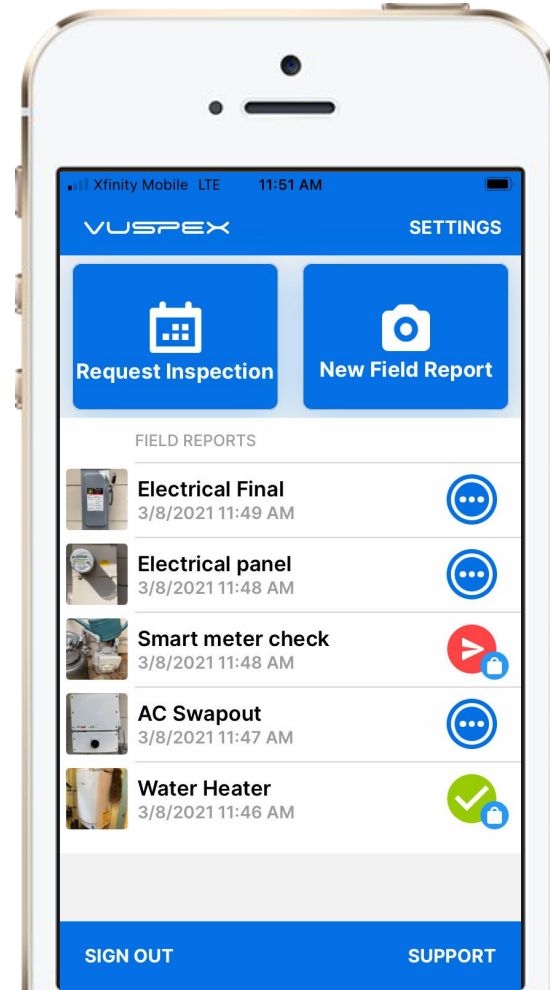




# Main Menu Screen

## 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***

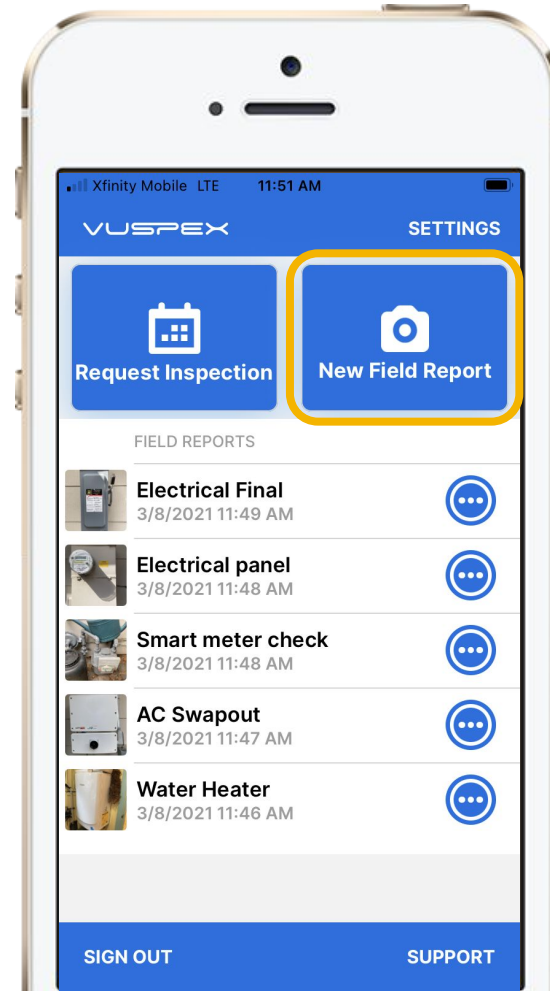
**A variation of a virtual inspection that does not require an Inspector's real-time participation. The Contractor independently submits a form containing inspection media.**

**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.

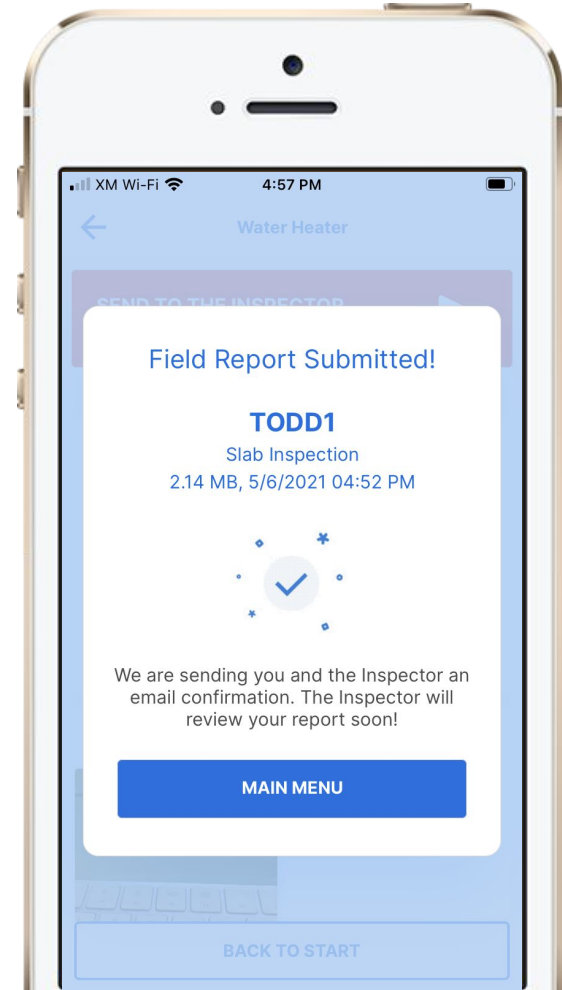
**Step 4 - SAVE:** Finalizing the report locks it from being edited. Then send the Field Report to the Inspector when you have a good internet connection.

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

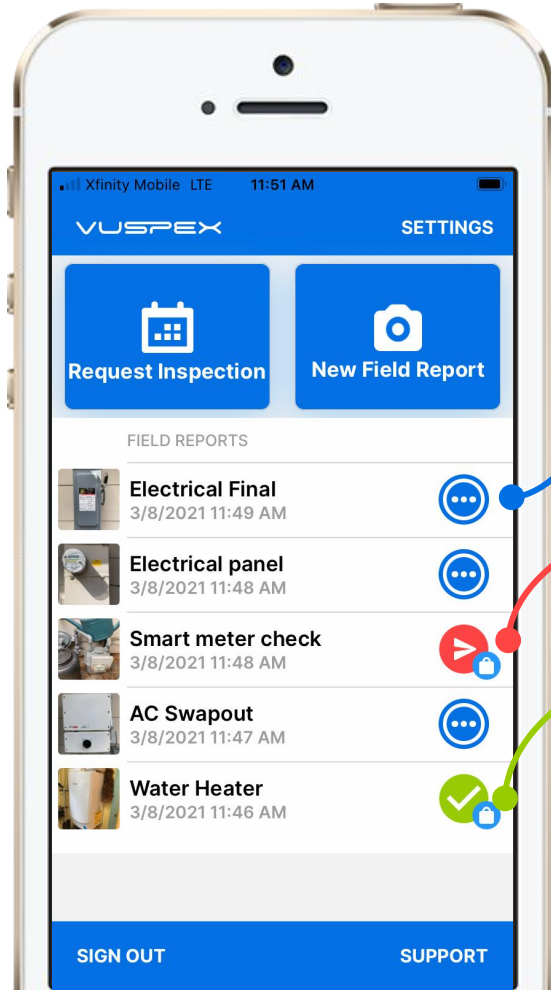
- Ask your Inspector about scheduling a Field Report
- Works for many inspection types
- Automatically saves as you go
- Create the report without an internet connection
- Your permit number is required to send
- Send the report at a location with a good cellular or WiFi internet connection





# 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

