

Contractor Company Setup

This new features allows administrators to see the activity of their Contractors/Technicians:

- View schedule requests
- View Offline Field Reports

Step 1

Email VuSpex your Administrators

- Determine the email addresses of your Admins
- Ensure they create a VuSpex Contractor Account
- Create a support ticket to VuSpex to request the users be set as Admins (Email support@vuspex.com with the information)

Setting up your business entity name

Step 2.1

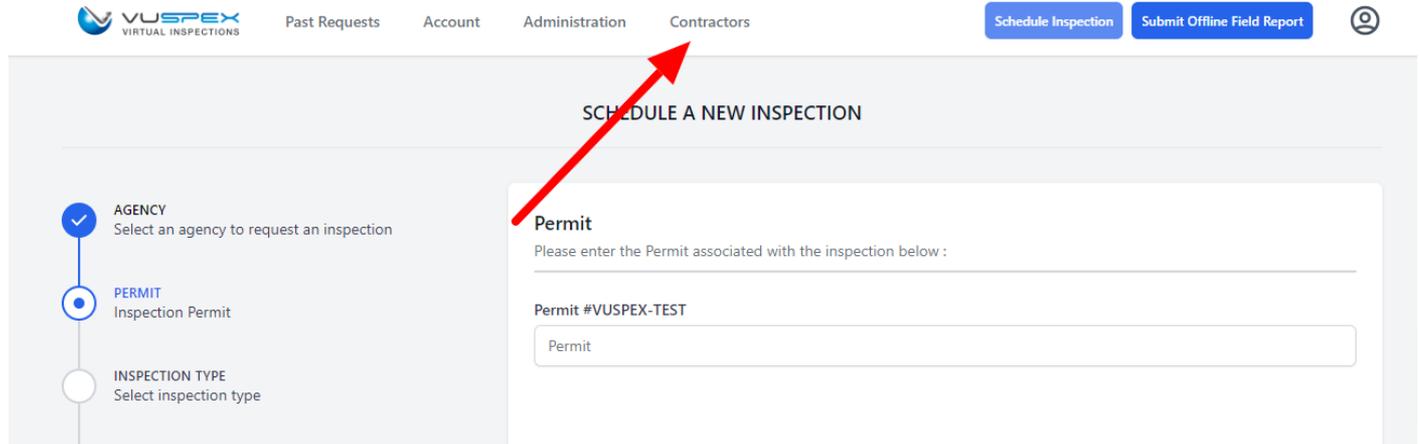
Wait for VuSpex to confirm the configuration is complete.

Then, select one of your Admin accounts (after VuSpex has indicated the setup is complete) and login with that account (<https://prod.vuspex.com/vue/dist/login>)

Setting up your business entity name

Step 2.2

Second, click on "Contractors"



The screenshot displays the VUSPEX Virtual Inspections web application interface. At the top left is the VUSPEX logo. The navigation menu includes 'Past Requests', 'Account', 'Administration', and 'Contractors', with a red arrow pointing to 'Contractors'. On the right side of the navigation bar are two buttons: 'Schedule Inspection' and 'Submit Offline Field Report', along with a user profile icon. The main content area is titled 'SCHEDULE A NEW INSPECTION'. On the left, there is a vertical progress indicator with three steps: 'AGENCY' (selected with a checkmark), 'PERMIT' (selected with a circle), and 'INSPECTION TYPE' (not selected). The 'PERMIT' step is expanded to show a form with the following fields:

- AGENCY**
Select an agency to request an inspection
- PERMIT**
Inspection Permit
- INSPECTION TYPE**
Select inspection type

Permit
Please enter the Permit associated with the inspection below :

Permit #VUSPEX-TEST

Permit

Setting up your business entity name

Step 2.3

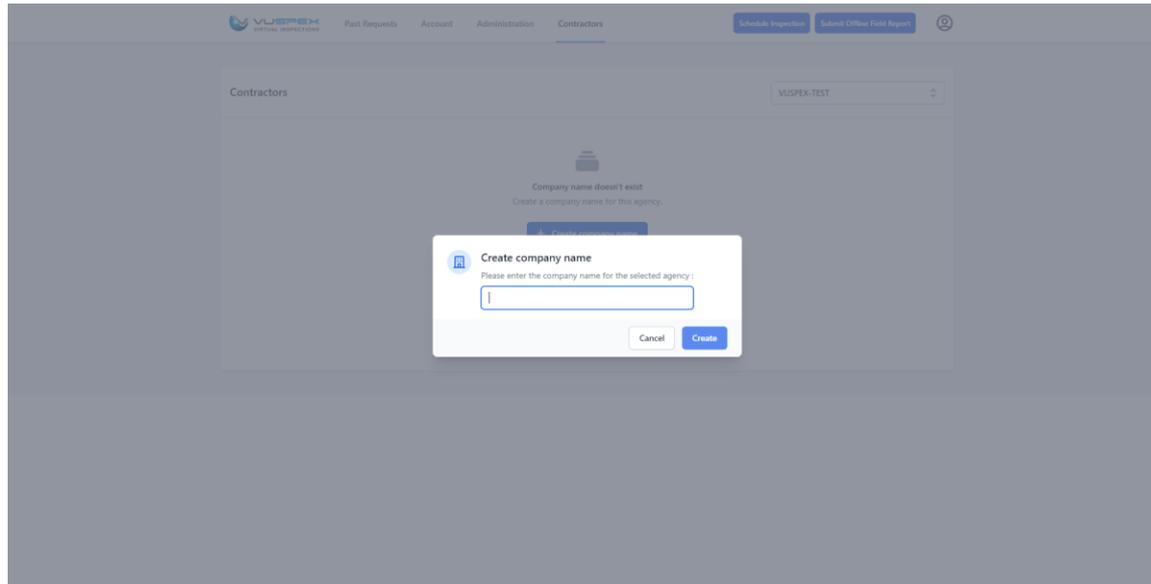
Click on + "Create company name"

The screenshot shows the VUSPEX Virtual Inspections web application interface. At the top, there is a navigation bar with the VUSPEX logo and the text 'VIRTUAL INSPECTIONS'. To the right of the logo are links for 'Past Requests', 'Account', 'Administration', and 'Contractors'. Further right are two buttons: 'Schedule Inspection' and 'Submit Offline Field Report', and a user profile icon. Below the navigation bar, the main content area is titled 'Contractors' and has a dropdown menu showing 'VUSPEX-TEST'. In the center of the page, there is a message: 'Company name doesn't exist' followed by 'Create a company name for this agency.' Below this message is a blue button with a white plus sign and the text '+ Create company name'. A red arrow points to this button.

Setting up your business entity name

Step 2.4

Enter your company name and click "Create"



The screenshot displays the VUSPEX web application interface. At the top, the navigation bar includes the VUSPEX logo, 'Fast Requests', 'Account', 'Administration', and 'Contractors' tabs. On the right, there are buttons for 'Schedule Inspection' and 'Submit Office Field Report'. The main content area is titled 'Contractors' and shows a dropdown menu with 'VUSPEX-TEST' selected. Below this, a message states 'Company name doesn't exist' and 'Create a company name for this agency.' A modal dialog box titled 'Create company name' is open, prompting the user to 'Please enter the company name for the selected agency:' with an input field and 'Cancel' and 'Create' buttons.

Setting up your business entity name

Step 2.5

Now associate your contractors with your Company – they must already have created a VuSpex account. You can also associate the other Admins if you have more than one.

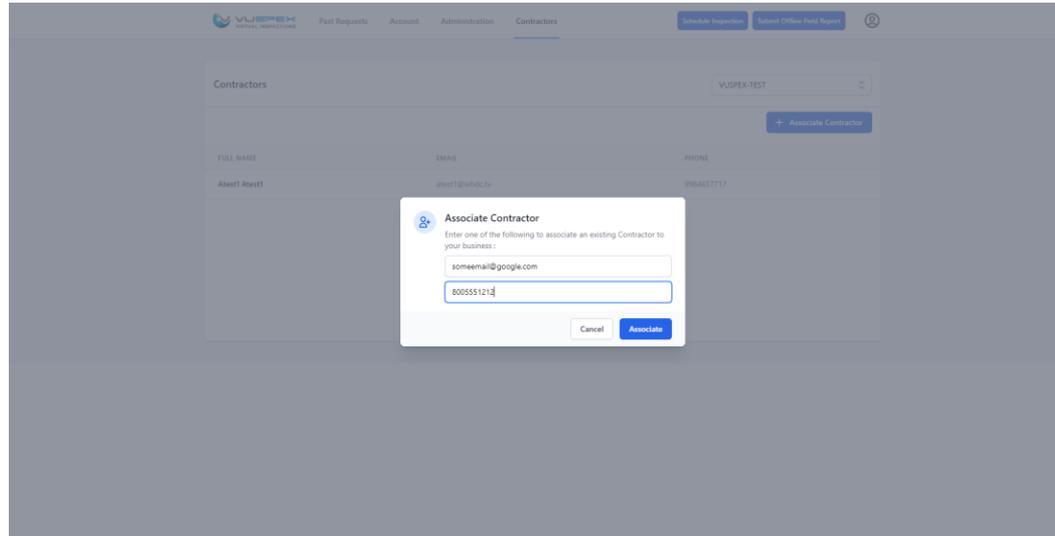
Click the "Associate Contractor" button.

FULL NAME	EMAIL	PHONE
Atest1 Atest1	atest1@whdc.tv	9984657717

Setting up your business entity name

Step 2.6

You must know both the email address and the phone number they used to signup. Repeat this process for each Contractor. If you had new Contractors later on or more signup with VuSpex later, this step can be done at any time in the future.



The screenshot displays the VuSpex web application interface. At the top, there is a navigation bar with the VuSpex logo and menu items: 'Post Requests', 'Account', 'Administration', and 'Contractors'. A search bar contains 'VUSPEX-TEST' and a '+ Associate Contractor' button is visible. Below the navigation, a table lists contractors with columns for 'FULL NAME', 'EMAIL', and 'PHONE'. One contractor is listed: 'Alex1 Alex1' with email 'alex1@vuspex.com' and phone '98482717'. A modal dialog box titled 'Associate Contractor' is open in the foreground. It prompts the user to 'Enter one of the following to associate an existing Contractor to your business:' and provides two input fields: one for an email address (containing 'someemail@google.com') and one for a phone number (containing '8005551212'). 'Cancel' and 'Associate' buttons are at the bottom of the dialog.

Viewing Contractor Work (Scheduling)

Step 3

You can review both Offline Field Reports submitted by all your Contractors as well as Schedule Requests that are made. Each jurisdiction may or may not enable both or either of these features.

Click "Past Requests" to view their schedule requests. The Contractor's first and last name appear in the last row for each request surrounded by brackets.

Scheduled Inspections VUSPEX-TEST

Building Final Inspection | 33602
Submitted at 3/10/2023 07:33 AM (Friday)
Scheduled for 3/13/2023 12:00 AM (Monday)
Preferred at 3/13/2023 12:00 AM (Monday)
Inspection Type : Building Final Inspection
On site Rep Phone Number : 9984657717 [🔗](#)
[ATEST1 ATEST1] Requested for 2023-03-13 via VUSPEX @ = Requested to be Face-to-Face = Comments:

📄 Permit number: PMT1
🕒 Result status :
📍 Location : Onsite
🗑️ **Cancel Inspection**
▶️ **Contact Inspector**

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Viewing Contractor Work (OFR's)

Step 4

Click "Administration" menu item and set the timeframe to view Offline Field Reports in a selected window of time.

The screenshot displays the VUSPEX Virtual Inspections web application interface. The top navigation bar includes the VUSPEX logo, a user profile icon, and menu items for 'Past Requests', 'Account', 'Administration' (which is highlighted), and 'Contractors'. On the right side of the navigation bar, there are two buttons: 'Schedule Inspection' and 'Submit Offline Field Report'. Below the navigation bar, the main content area is titled 'Offline Inspections'. A dropdown menu is set to 'VUSPEX-TEST'. A date range selector is set to '02/24/2023 - 03/10/2023'. The main content area displays two inspection entries, each with a description, initiator, phone number, date started, status, and event history. The first entry is labeled 'Demo' and the second is labeled 'Demo2'. Both entries show a status of 'Submission complete.' and an event history with timestamps for initiation, locking, sending, and successful submission.

Offline Inspections VUSPEX-TEST

Select a date range
02/24/2023 - 03/10/2023

Demo
Description: Demo
Initiator: KevContractor Kalajan
Phone number: [REDACTED]
Date started: 3/2/2023 08:52 AM (Thursday)
Status: Submission complete.

Event history
Initiated at: 3/2/2023 08:52 AM (Thursday)
Locked at: 3/2/2023 08:53 AM (Thursday)
Sent at: 3/2/2023 08:53 AM (Thursday)
Sent successfully at: 3/2/2023 08:53 AM (Thursday)

Demo2
Description: Demo2
Initiator: KevContractor Kalajan
Phone number: [REDACTED]
Date started: 3/2/2023 08:54 AM (Thursday)
Status: Submission complete.

Event history
Initiated at: 3/2/2023 08:54 AM (Thursday)
Locked at: 3/2/2023 08:55 AM (Thursday)
Sent at: 3/2/2023 08:55 AM (Thursday)
Sent successfully at: 3/2/2023 08:55 AM (Thursday)