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

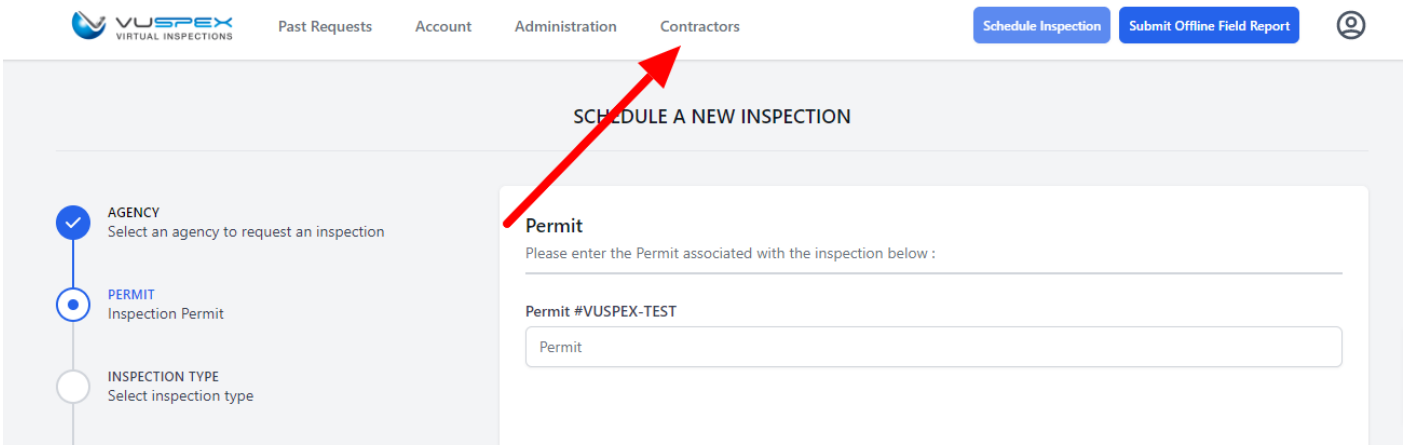
Wait for VuSpex to confirm the configuration is complete.

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

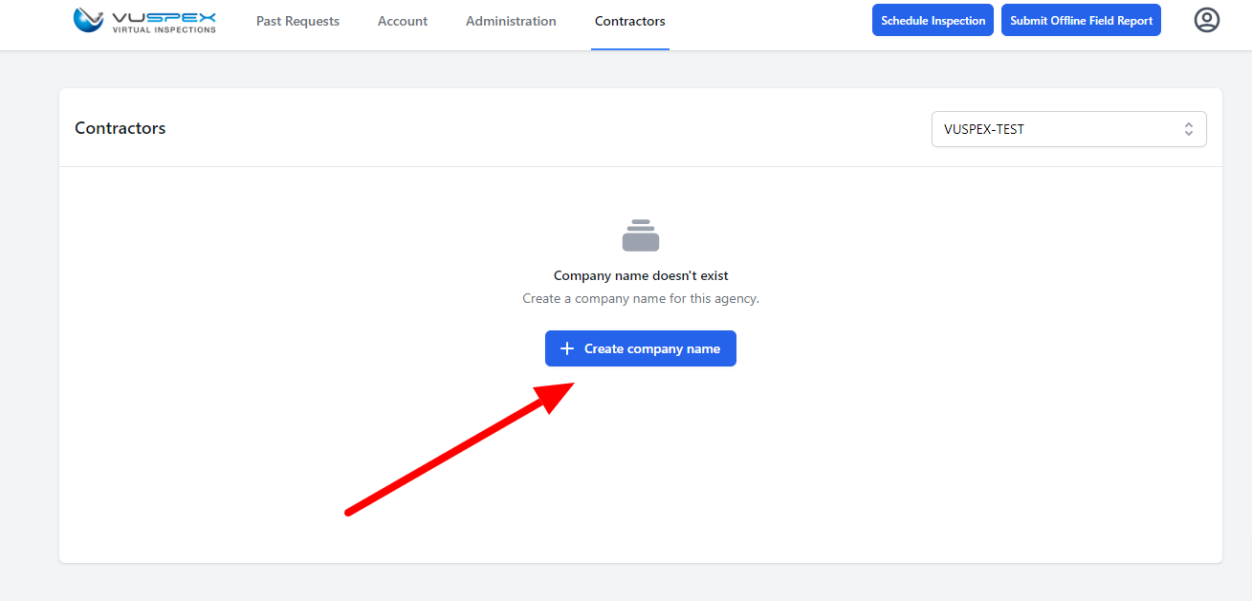
Second, click on "Contractors"



Setting up your business entity name

Step 2.3

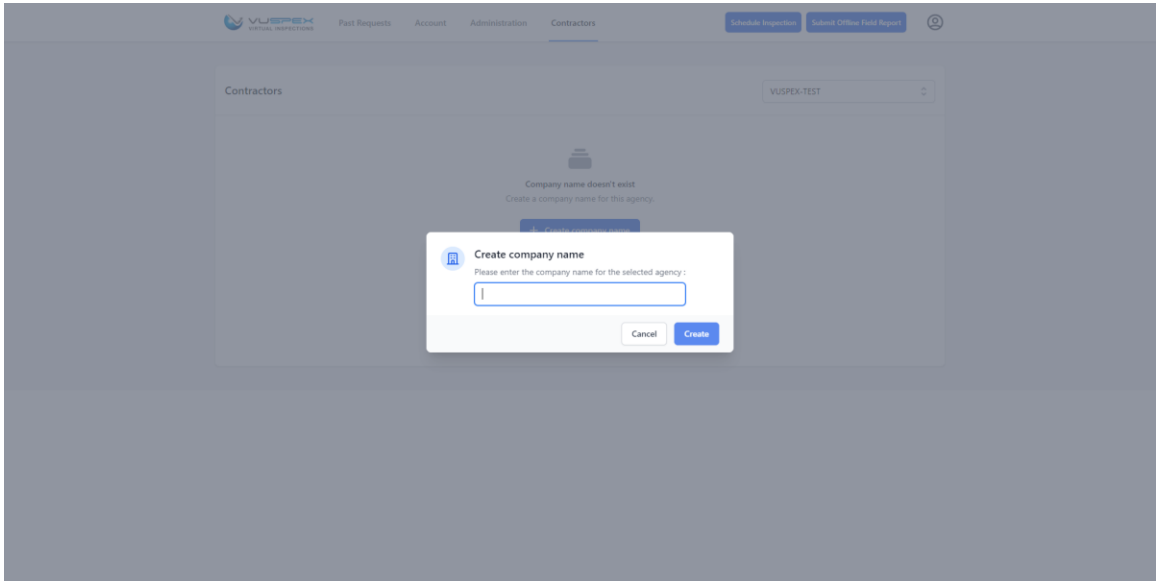
Click on + "Create company name"



Setting up your business entity name

Step 2.4

Enter your company name and click "Create"

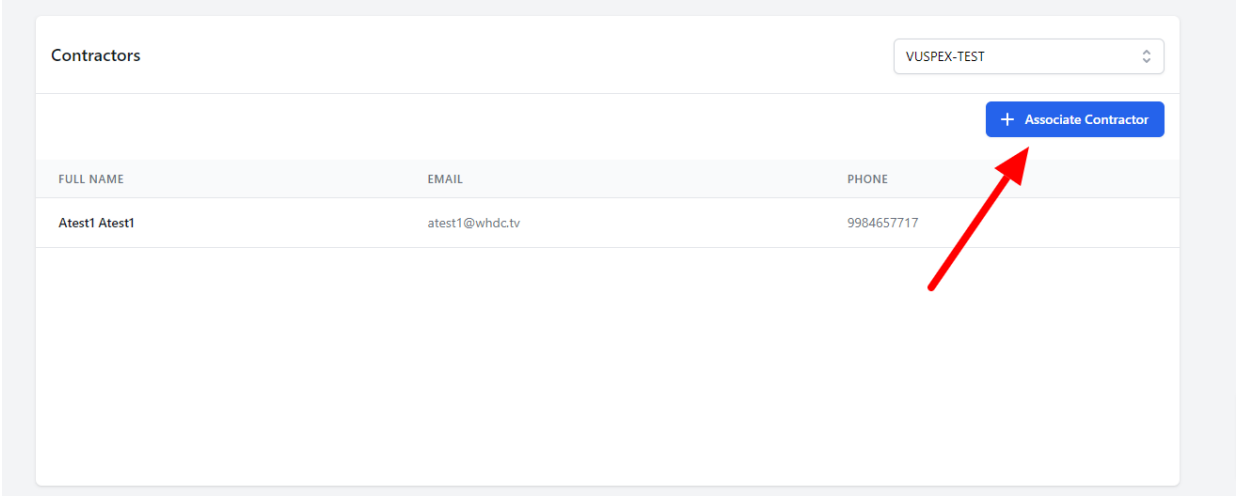


Setting up your business entity name

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.

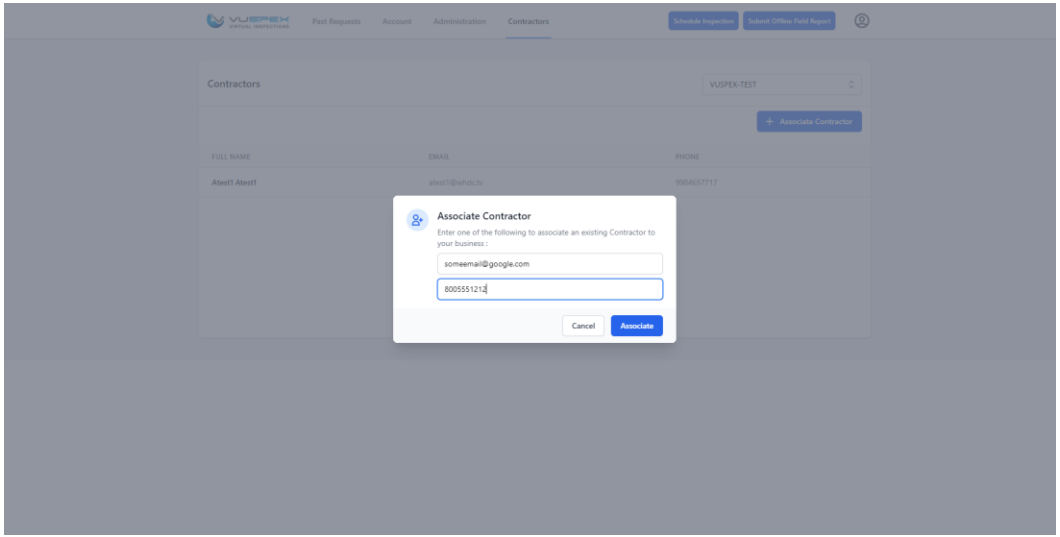
Click the "Associate Contractor" button.



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.

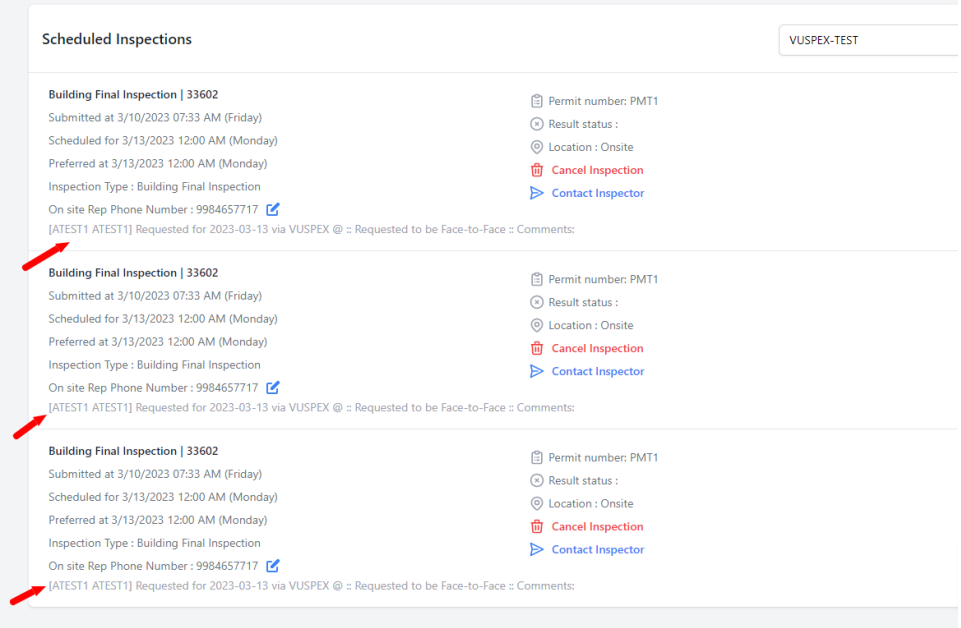


Viewing Contractor Work (Scheduling)

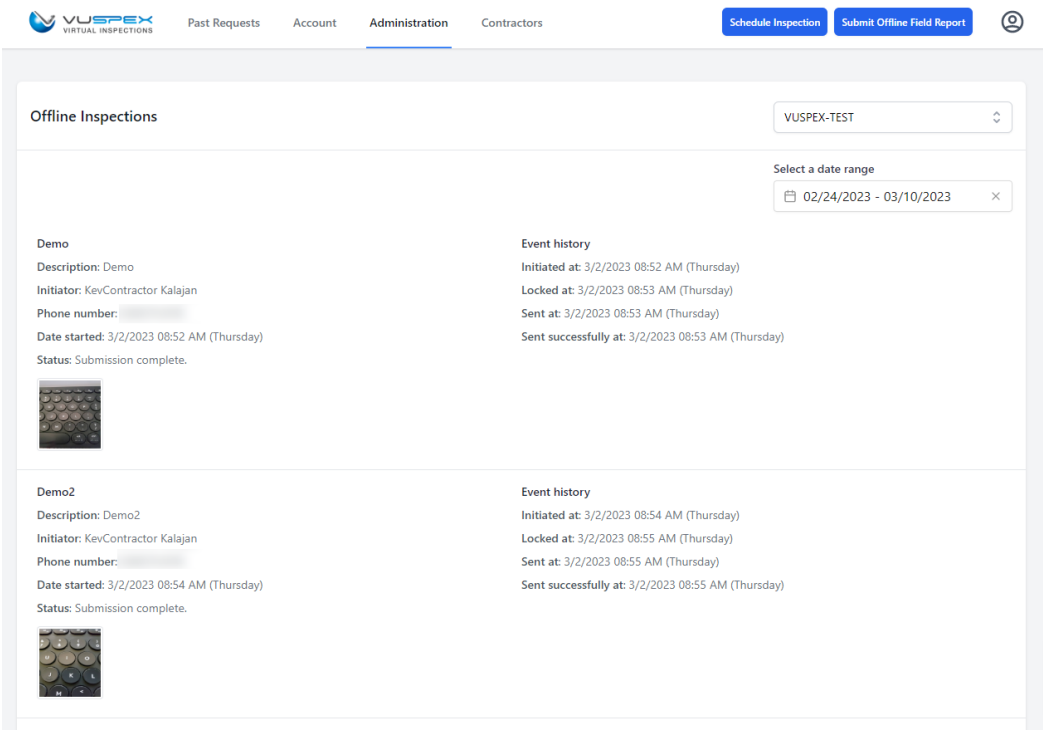
Step 3

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.



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.