

## VuSpex Go – Offline field report guide

The Minnesota Department of Labor and Industry (DLI) has deployed a new technology that will be used to virtually inspect specific types of projects. Initially, only stairway chairlift installations will be inspected using this technology. The type of virtual inspection being offered is called an offline field report (OFR), which is conducted by the installer and reviewed online by a state inspector after submission. The technology was developed by VuSpex and their OFR product is called VuSpex Go.

### Benefits of virtual inspections

OFRs will be completed by the installer at the completion of the installation. There is no need to coordinate the timing of the inspection with a state inspector. OFRs can be completed after business hours and on weekends. A state inspector will review the OFR during their normal work hours.

To date, stairway chairlift inspections have been inspected using Apple Face Time or Google Meet session between the installer and inspector. This required inspectors and installers to coordinate these inspections. Going forward, stairway chairlift inspections will be completed by the installer using the VuSpex Go application and the [Stairway Chairlift Inspection Checklist](#).


### How OFR inspections work

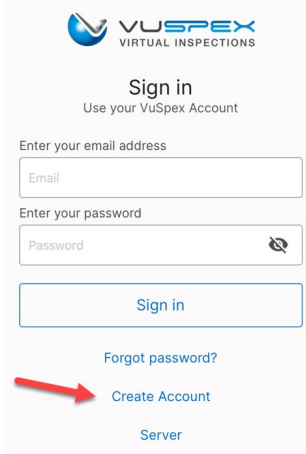
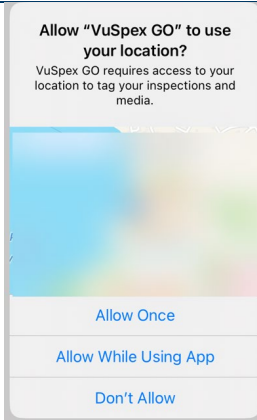
The installer that will be performing the inspections will need to install the VuSpex Go application on their smartphone. IOS and Android devices are supported. The app is used to capture pictures and video, identify the permit and inspection, and submit the offline field report to the department.

A VuSpex account is required to use VuSpex Go. Creating an account is part of the setup process.

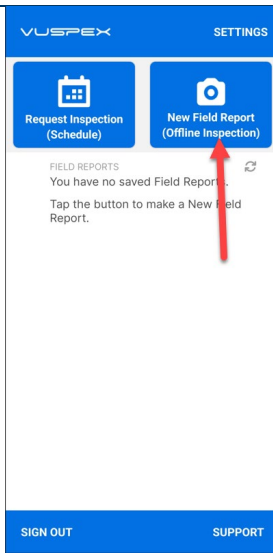
Below are instructions for installing and setting up VuSpex Go.


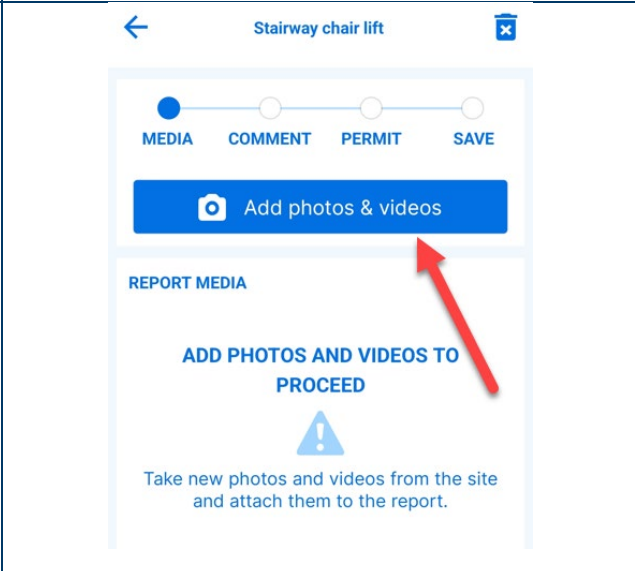
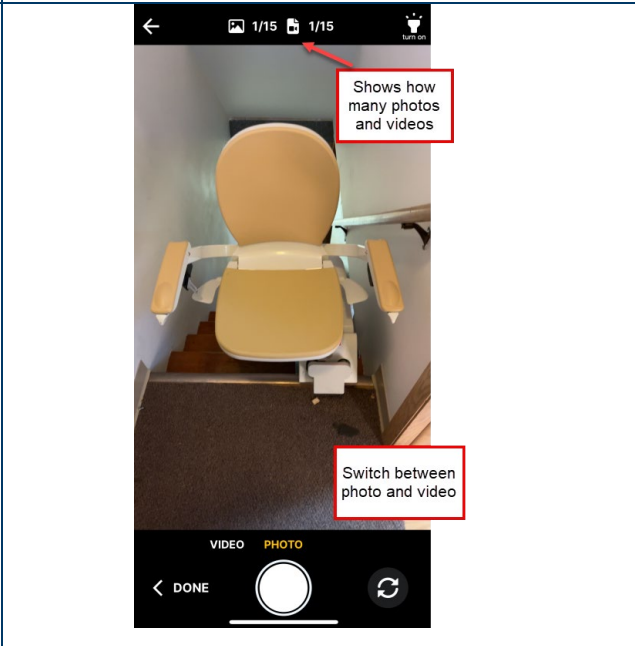
### Initial setup

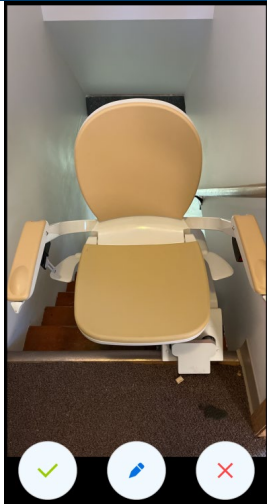
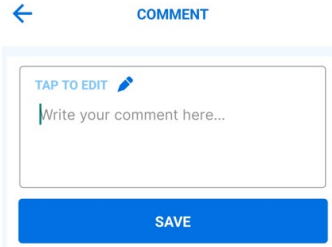
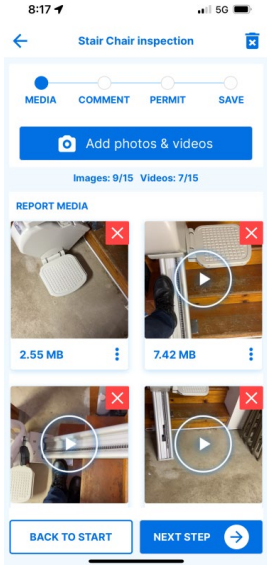
<p>Install the application by visiting the app store on your IOS or Android device and searching for “VuSpex Go”.</p>	
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<p>Launch VuSpex Go and click the “Create Account” link on the sign in page.</p> <p>Follow the instructions to create a VuSpex account.</p> <p>The phone number entered should be the cell phone number associated with your smartphone.</p> <p>Note that the password must have a at least one special character.</p> <p>An internet connection is required when creating an account.</p>	
<p>After logging in with your new account, you will need to allow access to the location services on your device.</p> <p>Note that the prompts may differ on your device.</p>	

## Conducting the inspection

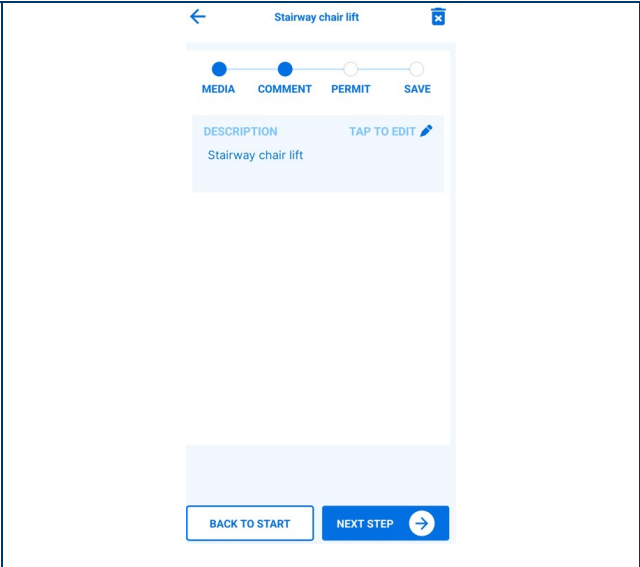
<p>After completing the steps above, you should see the VuSpex Go main screen.</p> <p>From here you can begin an offline inspection by clicking the “New Field Report” button.</p> <p>The initial steps for completing an Offline Field Report (OFR) involve taking pictures and video and do not require an internet connection.</p>	
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<p>You will be prompted to provide a name for this field report. You can enter the type of inspection, the permit number, an address, or some other value that will help you keep track of your OFRs. This value is not important to the state inspector.</p>	
<p>The remaining screens take you through the workflow for completing the inspection.</p> <p>Click the “Add photos &amp; videos” button to start capturing content for the inspection.</p> <p>During this process you will be required to allow access to the camera for photos and video as well as the microphone for video.</p> <p>You must capture the photos and videos specified in the <a href="#">Stairway Chairlift Inspection Checklist</a>.</p>	
<p>The interface for capturing photos and video is very simple. When you are finished capturing photos and videos, click the “Done” link at the bottom left.</p> <p>Note that videos are limited to 15 seconds in length.</p> <p>Up to 15 photos and 10 videos may be attached to each OFR. These limits are sufficient to complete the requirements of the <a href="#">Stairway Chairlift Inspection Checklist</a>.</p> <p><b>Limit videos to those required to complete the checklist. Extra videos will substantially increase the time it takes to submit your inspection.</b></p>	

<p>When you capture a photo or video, you are prompted with options to:</p> <ul style="list-style-type: none"> <li>• save the photo or video and return to the capture screen (green check)</li> <li>• add a comment to go along with the photo or video (pencil)</li> <li>• or remove the photo or video and try again (red x)</li> </ul>	
<p>If you choose to add a comment, you are prompted with an edit window.</p> <p>You may be prompted to allow access to your photo and video library to save images during the session.</p>	
<p>After taking photos and video you return to the Media page, which shows all the content that will be submitted as part of the OFR. From here you can remove content or add additional photos and video.</p> <p>Make sure that the media you have captured shows or demonstrates all required items from the <a href="#">Stairway Chairlift Inspection Checklist</a>.</p> <p>Once you have captured all required photos and videos for the inspection, click the “Next Step” button.</p>	

You are offered another chance to add more descriptive text to the name you added at the beginning of the inspection. You are not required to make any changes to the name.

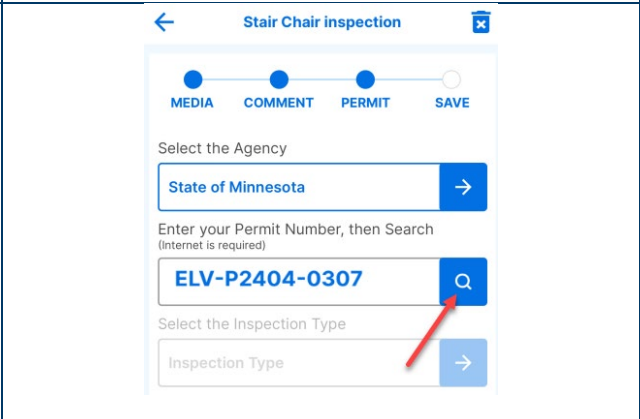
Click "Next Step" to proceed.



The steps above do not require an internet connection and can be performed at a project site without cellular data or wi-fi access.

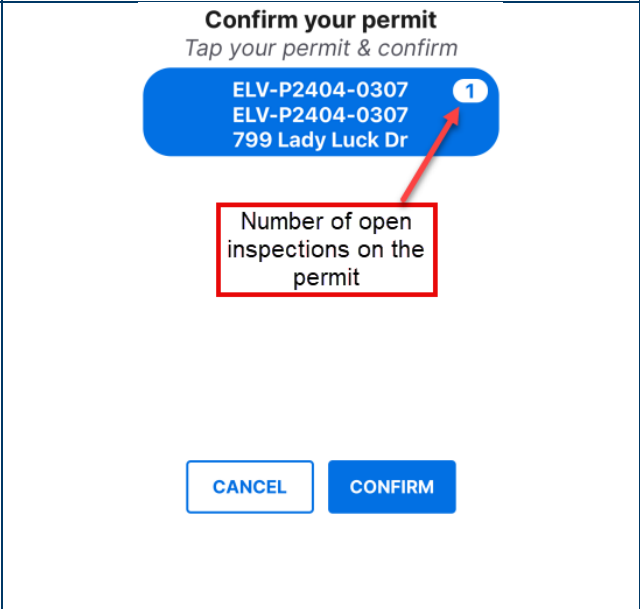
This and the remaining steps require a cellular or wi-fi data connection.

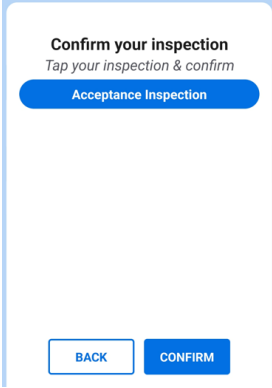
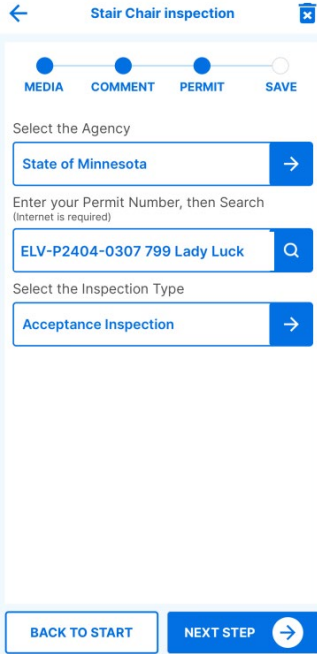
Enter the permit number and click the search icon. This step will verify that the permit in the department's iMS system exists and is eligible for an OFR.



VuSpex Go will search iMS for the permit number entered. If found, it returns with the site address for confirmation. It also checks for an open inspection on the permit. VuSpex will not allow you to submit an OFR on a permit that does not have an open inspection.

If everything looks correct, click "Confirm".

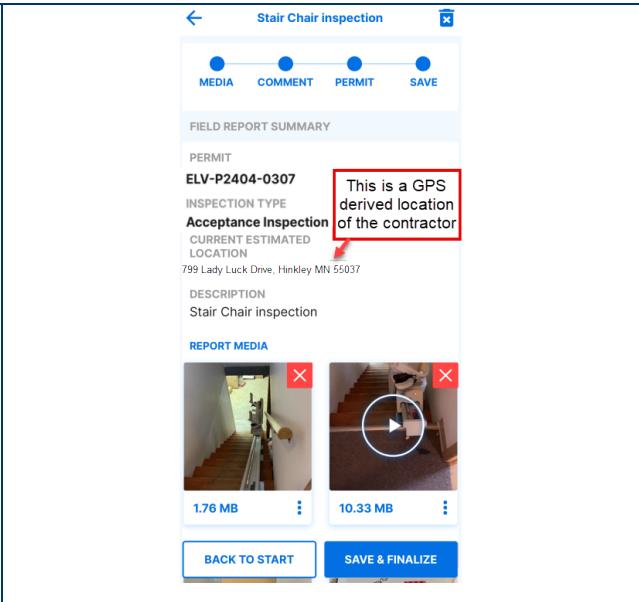


<p>Once you have confirmed the permit, it asks you to confirm the inspection.</p>	
<p>Provide final confirmation of the permit number and inspection type by clicking Next Step.</p>	

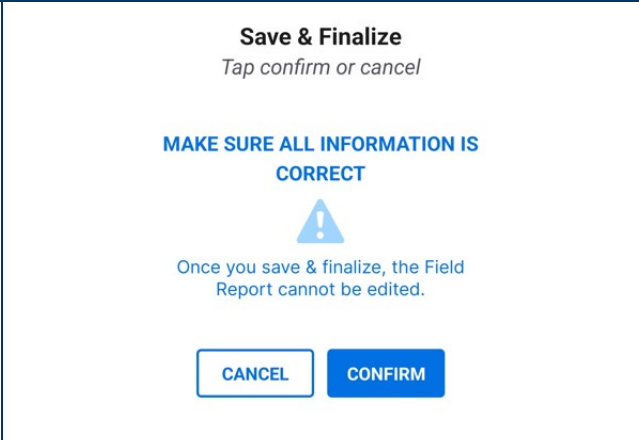
You are provided with a summary of the permit details and all the media that will be included with the OFR.

Note that this also displays where the pictures and videos were taken by the contractor.

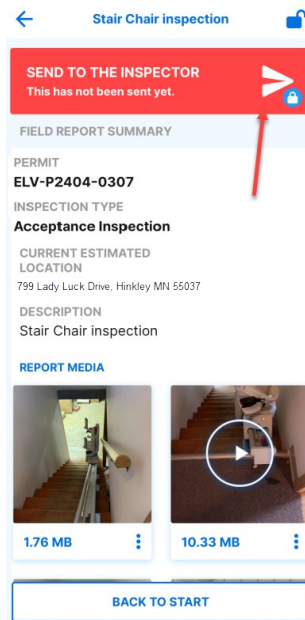
If all looks good, then scroll down and click “Save & Finalize”.



Confirmation that the OFR is finalized and ready to submit to the department.



Click the “send” icon to lock the OFR in preparation for upload.



This step requires a high-speed cellular or wi-fi data connection. Offline field reports may take several minutes to upload.

Keep the VuSpex Go application open until the upload is complete.

You may begin the upload of your OFR at this time or come back to upload it later when you have a high-speed cellular or wi-fi data connection.

Send to the Inspector



**ELV-P2404-0307**

Acceptance Inspection

76.2 MB, Mar 28, 2024 07:32 AM

**INTERNET REQUIRED!**

Please make sure you have a strong Wi-Fi or cell connection when sending. If you do not, then select 'Send Later'.

SEND NOW

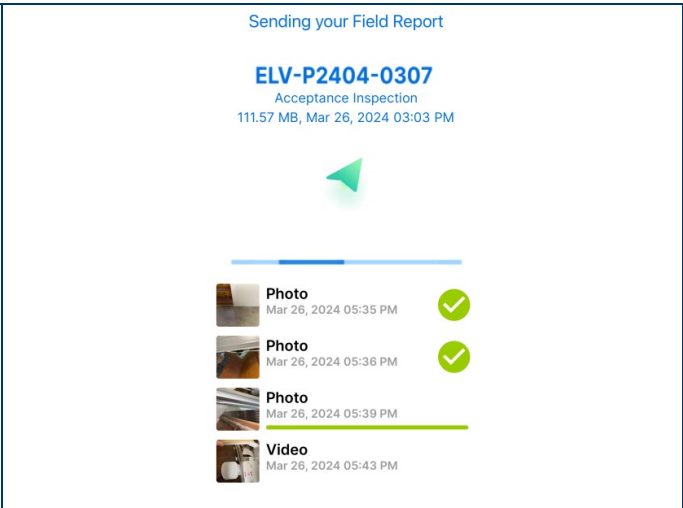
SEND LATER



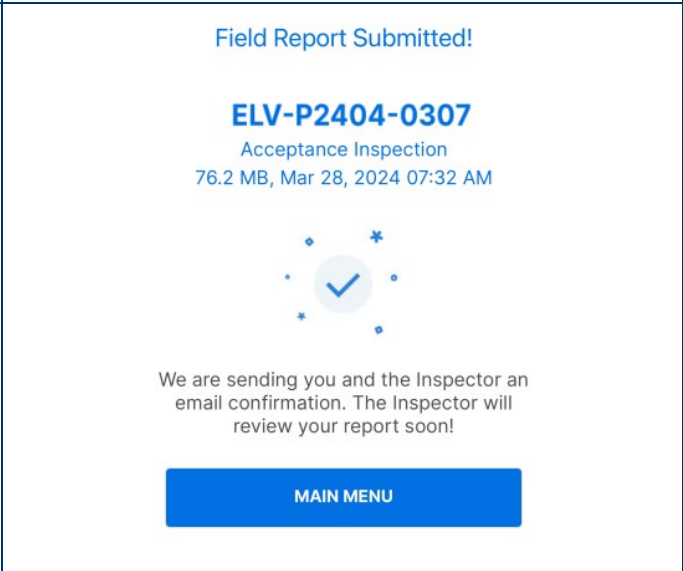
When you send the OFR, you will see a progress indicator as each photo and video is uploaded.

**Keep the VuSpex Go application open until all photos and videos have been sent.**

**If you navigate away from this screen, you may have to re-start the upload step the next time you open VuSpex Go. Your inspection information will not be lost but your report will not have been received by the department until this step completes.**



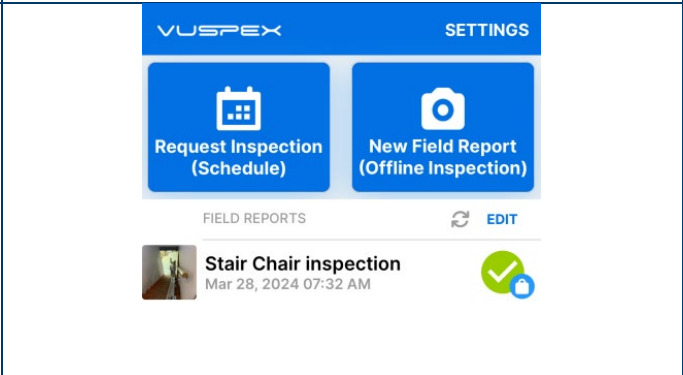
You will see a confirmation screen after all media have been successfully uploaded.



Completed OFR inspections stay in VuSpex Go for future reference.

You may remove OFR inspections when they are no longer needed using the "EDIT" link found above the Field Report list.

Removing an inspection from the VuSpex Go app does not remove it from iMS, the department's permitting system.



You will receive a text confirmation as well as a confirmation email.

This indicates a successful submission of your OFR for this permit. A state inspector will be notified that the OFR has been submitted and is ready to review. The inspector will review the OFR during normal business hours.

After the OFR has been reviewed, the permit applicant and elevator contractor associated with the permit will receive an email with the results of the inspection.

Today 8:40 AM

(State of Minnesota) Permit:  
ELV-P2404-0307 Inspection  
type: Offline Field Report //  
Your submission has been sent  
to the appropriate personnel.