# **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. Only stairway chairlift and residential vertical platform lift (VPL) 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.

DLI has expanded its use of OFRs to include VPLs. This marks a shift from the traditional on-site inspections, where both the installer and inspector had to coordinate their schedules to meet in person. Now, similar to stairway chairlift inspections, installers can perform these inspections virtually using the VuSpex Go app.

#### 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**

Install the application by visiting the app store on your IOS or Android device and searching for "VuSpex Go".



## **Conducting the inspection**



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.

The remaining screens take you through the workflow for completing the inspection.

Click the "Add photos & videos" button to start capturing content for the inspection.

During this process you will be required to allow access to the camera for photos and video as well as the microphone for video.

You must capture the photos and videos specified in the <u>residential vertical platform lift OFR</u> <u>checklist</u>.

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.

Note that videos are limited to 15 seconds in length.

Up to 15 photos and 10 videos may be attached to each OFR. These limits are sufficient to complete the requirements of the Stairway Chairlift Inspection Checklist or the Residential Vertical Platform Lift Checklist.





When you capture a photo or video, you are prompted with options to:

- save the photo or video and return to the • capture screen (green check)
- add a comment to go along with the • photo or video (pencil)
- or remove the photo or video and try • again (red x)

If you choose to add a comment, you are prompted with an edit window.

You may be prompted to allow access to your photo and video library to save images during the session.

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.

Make sure that the media you have captured shows or demonstrates all required items from the Stairway Chairlift Inspection Checklist or Residential Vertical Platform Lift Checklist.

Once you have captured all required photos and videos for the inspection, click the "Next Step" button.



COMMENT

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Once you have confirmed the permit, it asks you to confirm the inspection.	Confirm your inspection         Tap your inspection & confirm         Acceptance Inspection
Provide final confirmation of the permit number and inspection type by clicking Next Step.	✓ Stair Chair inspection     ✓ Stair Chair inspection     ✓ ✓     MEDIA COMMENT   PERMIT SAVE   Select the Agency   ✓ ✓   Enter your Permit Number, then Search   Internet is required Q   Select the Inspection Type ✓   Acceptance Inspection   ✓ ✓   BACK TO START   Xett State ✓

![](_page_6_Picture_1.jpeg)

Click the "send" icon to lock the OFR in preparation for upload.	Stair Chair inspection     SEND TO THE INSPECTOR   This has not been sent yet.     FIELD REPORT SUMMARY     PERMIT   ELV-P2404-0307   INSPECTION TYPE   Acceptance Inspection   CURRENT ESTIMATED   LOCATION   791 Lady Luck Dire, Hinkley MN 55037   DESCRIPTION   Stair Chair inspection   BECRIPTION   Stair Chair inspection   ISTER TEAL   I.TG MB   I.TG MB   I.TG MB   I.TG MB
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 ECV-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

![](_page_8_Figure_1.jpeg)

You will receive a text confirmation as well as a confirmation email.	Today 8:40 AM
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.	(State of Minnesota) Permit: ELV-P2404-0307 Inspection type: Offline Field Report // Your submission has been sent to the appropriate personnel.
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.	