



Quick Start Admin / Inspector Guide

Cheat Sheet for Admin/Inspector on Laptop/Desktop

REMEMBER!

Use a compatible web browser. Chrome, Firefox, Edge, Safari

- *Internet Explorer is not supported*

Sign in

1. Launch a [compatible web browser](#)
2. Go to: <https://prod.vuspex.com/login>
3. Enter your **email** and **password** for your VuSpex NOW account
4. Click Sign-in

A screenshot of a web browser window showing the sign-in page for VUSPEX NOW. The browser's address bar displays "prod.vuspex.com/utl/qa/login/index.php". The page content includes the VUSPEX logo (Virtual Inspections), the heading "Sign in", and the instruction "Use your VuSpex Account". Below this are two input fields: "Enter your email address" with a sub-label "Email" and "Enter your password" with a sub-label "Password". A blue "Sign in" button is positioned below the password field. At the bottom of the form area, there are two links: "Forgot password?" and "Create account". A "Privacy & Terms" link is located at the very bottom of the page.

Dashboard Zones

1. Header
2. Rows per page / Search bar
3. VuSpex user account information

First name	Last name	Role	Email	Password	Username	Active	Created	Phone	Last Login
Bryan	Stevens	Policy Holder	bryan_stevens314@yahoo.com	Hidden	bryan_stevens314@yahoo.com	<input checked="" type="checkbox"/>	2020-08-31 15:46:29	0001588910389387	2020-08-31 15:48:42
Foo		Policy Holder	foo@whdc.tv	Hidden	foo@whdc.tv	<input checked="" type="checkbox"/>	2020-08-31 14:08:58	0001588904538488	2020-08-31 15:29:37
James	Bekiel	Policy Holder	jimbekiel@whdc.tv	Hidden	jimbekiel@whdc.tv	<input checked="" type="checkbox"/>	2020-06-08 08:16:47	767676767	never
Jack	Bell	Policy Holder	contractorAdd16069550780446@vusex.com	Hidden	JBell1202	<input checked="" type="checkbox"/>	2020-12-02 17:24:38	5305758455	2020-12-30 18:16:51
Frank	Columbo	Inspector	frankcolumbo@whdc.tv	Hidden	frankcolumbo	<input checked="" type="checkbox"/>	2020-06-05 20:45:19	1939921929	never
adder	contractor	Policy Holder	addercontractor@whdc.tv	Hidden	addercontractor@whdc.tv	<input checked="" type="checkbox"/>	2020-08-31 10:41:33	1992993999499	never
Lawrence	Holcomb	Policy Holder	larryholcomb2@gmail.com	Hidden	larryholcomb2@gmail.com	<input checked="" type="checkbox"/>	2020-07-24 09:42:26	9167490403	2020-11-10 09:42:10
Sherlock	Holmes	Inspector	sherlockholmes@whdc.tv	Hidden	sherlockholmes	<input checked="" type="checkbox"/>	2020-06-09 17:29:50	9381928888	2020-12-19 09:54:00
Mtatest		Inspector	mtatestinspector@whdc.tv	Hidden	mtatestinspector	<input checked="" type="checkbox"/>	2020-06-22 14:29:37	0009991212	never
Kevin	Kalajan	Admin	stadiumwayadmin@whdc.tv	Hidden	stadiumwayadmin@whdc.tv	<input checked="" type="checkbox"/>	2020-06-05 20:43:05	1938822292	2020-12-31 12:33:30

Header Features

1. **Agency & Sub-Agency:** Select an Agency or create a Sub-Agency.
2. **Custom-Label:** Displays the custom brand logo of your choice.
3. **Add Inspector:** Create a new Inspector Account for VuSpex NOW.
4. **Add Field Agent:** Create a new Field Agent Account for VuSpex NOW.
5. **Customization:** Edit names of various fields to suit your naming conventions.
6. **Inspection Types:** Create an array of custom inspections and result types.
7. **Export Inspections:** Export a CSV file of inspections from a custom date range.
8. **Log Viewer:** Displays a list of user logins.
9. **Settings menu:** Opens the list of settings: modes, preferences, and much more!

The screenshot shows the VuSpex NOW Administration interface. At the top, there is a navigation bar with the VuSpex logo and several menu items: "Stadium Way Stations", "Add Inspector", "Add Policy Holder", "Customization", "Inspection Types", "Export Inspections", and "Log Viewer". Below the navigation bar is a search bar and a "Rows per page: 10" dropdown. The main content area is a table with the following columns: "First name", "Last name", "Role", "Email", "Password", "Username", "Active", "Created", "Phone", and "Last Login". The table contains 12 rows of user data. Nine numbered callouts (1-9) are overlaid on the table, pointing to various header features: 1 points to the "Rows per page" dropdown, 2 points to the search bar, 3 points to the "Add Inspector" button, 4 points to the "Add Policy Holder" button, 5 points to the "Customization" button, 6 points to the "Inspection Types" button, 7 points to the "Export Inspections" button, 8 points to the "Log Viewer" button, and 9 points to the user profile dropdown menu in the top right corner.

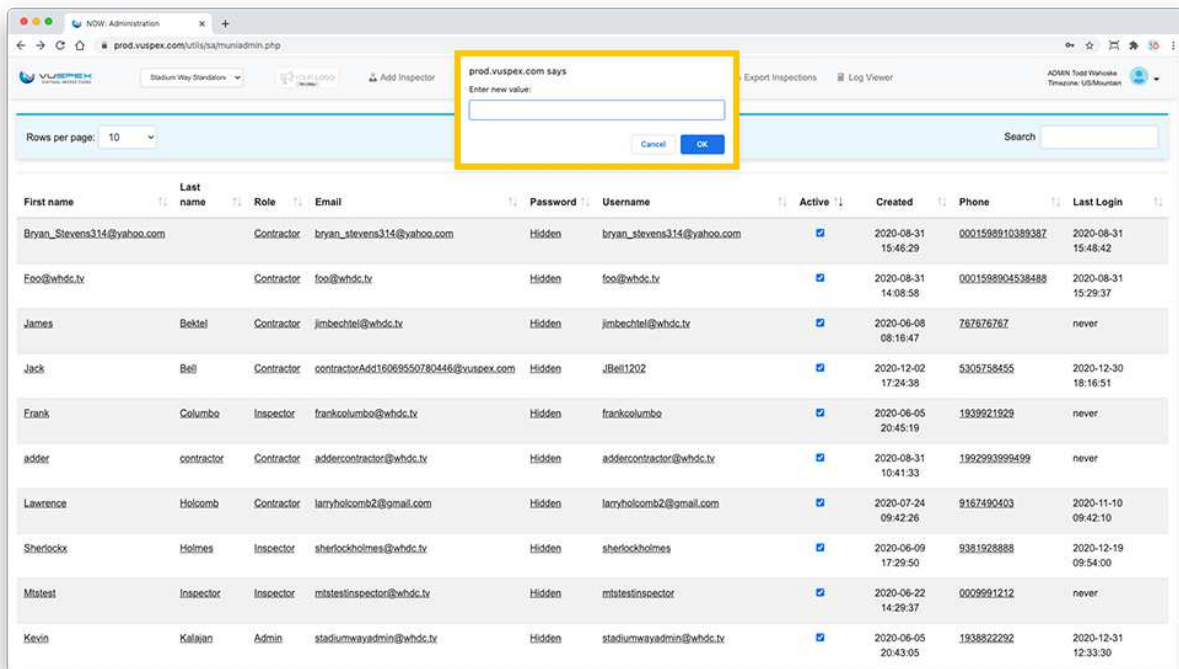
First name	Last name	Role	Email	Password	Username	Active	Created	Phone	Last Login
Bryan_	Stevens314@yahoo.com	Policy Holder	bryan_stevens314@yahoo.com	Hidden	bryan_stevens314@yahoo.com	<input checked="" type="checkbox"/>	2020-08-31 15:46:29	0001588910389387	2020-08-31 15:48:42
Foo	@whdc.tv	Policy Holder	foo@whdc.tv	Hidden	foo@whdc.tv	<input checked="" type="checkbox"/>	2020-08-31 14:08:58	0001588904538488	2020-08-31 15:29:37
James	Bektel	Policy Holder	jimbektel@whdc.tv	Hidden	jimbektel@whdc.tv	<input checked="" type="checkbox"/>	2020-06-08 06:16:47	767676767	never
Jack	Bell	Policy Holder	contractorAdd1608550780446@vuseex.com	Hidden	JBell1202	<input checked="" type="checkbox"/>	2020-12-02 17:24:38	5305758455	2020-12-30 18:16:51
Frank	Columbo	Inspector	frankcolumbo@whdc.tv	Hidden	frankcolumbo	<input checked="" type="checkbox"/>	2020-06-05 20:45:19	1939921928	never
adder	contractor	Policy Holder	addercontractor@whdc.tv	Hidden	addercontractor@whdc.tv	<input checked="" type="checkbox"/>	2020-08-31 10:41:33	1992993999499	never
Lawrence	Holcomb	Policy Holder	larryholcomb2@gmail.com	Hidden	larryholcomb2@gmail.com	<input checked="" type="checkbox"/>	2020-07-24 09:42:26	9167490403	2020-11-10 09:42:10
Sherlockx	Holmes	Inspector	sherlockholmes@whdc.tv	Hidden	sherlockholmes	<input checked="" type="checkbox"/>	2020-06-09 17:29:50	9381928888	2020-12-19 09:54:00
Mtatest	Inspector	Inspector	mtatestinspector@whdc.tv	Hidden	mtatestinspector	<input checked="" type="checkbox"/>	2020-06-22 14:29:37	0009981212	never
Kevin	Kalajan	Admin	stadiumwayadmin@whdc.tv	Hidden	stadiumwayadmin@whdc.tv	<input checked="" type="checkbox"/>	2020-06-05 20:43:05	1938822292	2020-12-31 12:33:30

Rows per page and search bar

- Select how many rows of users to display onscreen at a time
- Filter users by searching for keywords to display results

VuSpex user account information

- **Pro-tip:** Hover over a field of text to get a tip on what the field, button, or icon does
- Click on a field to edit the field and make changes to user-account information



The screenshot shows the VuSpex user management interface. At the top, there is a navigation bar with the VuSpex logo, a dropdown menu for "Stadium Way Stations", and an "Add Inspector" button. Below this is a search bar and a "Rows per page" dropdown set to "10". A modal dialog box is open, displaying the message "prod.vuspex.com says" and "Enter new value:" with a text input field and "Cancel" and "OK" buttons. The main content is a table of users with the following columns: First name, Last name, Role, Email, Password, Username, Active, Created, Phone, and Last Login.

First name	Last name	Role	Email	Password	Username	Active	Created	Phone	Last Login
Bryan	Stevens	Contractor	bryan_stevens314@yahoo.com	Hidden	bryan_stevens314@yahoo.com	<input checked="" type="checkbox"/>	2020-08-31 15:46:29	0001598910389387	2020-08-31 15:48:42
Foo		Contractor	foo@whdc.tv	Hidden	foo@whdc.tv	<input checked="" type="checkbox"/>	2020-08-31 14:08:58	0001598904538488	2020-08-31 15:29:37
James	Bektel	Contractor	jimbektel@whdc.tv	Hidden	jimbektel@whdc.tv	<input checked="" type="checkbox"/>	2020-06-08 08:16:47	767676767	never
Jack	Bell	Contractor	contractorAdd16069550780446@vuspex.com	Hidden	JBell1202	<input checked="" type="checkbox"/>	2020-12-02 17:24:38	5306758455	2020-12-30 18:16:51
Frank	Columbo	Inspector	frankcolumbo@whdc.tv	Hidden	frankcolumbo	<input checked="" type="checkbox"/>	2020-06-05 20:45:19	1939921929	never
adder		Contractor	addercontractor@whdc.tv	Hidden	addercontractor@whdc.tv	<input checked="" type="checkbox"/>	2020-08-31 10:41:33	199299399499	never
Lawrence	Holcomb	Contractor	larryholcomb2@gmail.com	Hidden	larryholcomb2@gmail.com	<input checked="" type="checkbox"/>	2020-07-24 09:42:26	9167490403	2020-11-10 09:42:10
Sherlockx	Holmes	Inspector	sherlockholmes@whdc.tv	Hidden	sherlockholmes	<input checked="" type="checkbox"/>	2020-06-09 17:29:50	9381928888	2020-12-19 09:54:00
Mtatest		Inspector	mtatestinspector@whdc.tv	Hidden	mtatestinspector	<input checked="" type="checkbox"/>	2020-06-22 14:29:37	0009991212	never
Kevin	Kalajan	Admin	stadiumwayadmin@whdc.tv	Hidden	stadiumwayadmin@whdc.tv	<input checked="" type="checkbox"/>	2020-06-05 20:43:05	1938822292	2020-12-31 12:33:30