ACCOUNTABILITY
CLARITY
RESULTS

VECTOR WORKFLOW

Admin checklist

For your plant's Vector Workflow admin. Tick these off in order, on the web at **vectorxpro.com/workflow/app**. The setup wizard (Settings, then Setting up) walks the plant part in nine short steps.

Before you invite anyone

- [ ] **Managers on the org chart**
  Every person has the right manager. Late-work emails climb the org chart.
- [ ] **Leaders and cost viewers**
  Who routes anything anywhere, and who sees costs.

Your plant

- [ ] **Buildings**
  Your main building and any others; which ones keep parts.
- [ ] **Teams and supervisors**
  Each team's supervisor gets its requests, problems and late-work emails.
- [ ] **Machines, bays and storage**
  Short codes for the traveler; bays where kits and assemblies are built; racks.

Requests

- [ ] **Request types**
  The kinds of request, and the team each one goes to first.
- [ ] **Codes**
  Project codes, and capital numbers if your plant uses them.

People

- [ ] **Invite your people**
  Settings, then People: invite one, or paste a list. Everyone who signs in counts toward your plan.
- [ ] **Everyone accepted**
  Send the invitation again to anyone still waiting.
- [ ] **Workflow switched on**
  People, then Workflow, for each person who uses it.

Rules and screens

- [ ] **Late-work timing**
  Plant setup, Rules: working hours, slack, and when the manager is emailed.
- [ ] **Shop screens**
  Name a screen for each shop TV and pick its boards.

The first job

- [ ] **Request sent and routed**
  Triaged by the right supervisor.
- [ ] **Work order released**
  Parts list, where each part comes from, and every made part routed.
- [ ] **Travelers printed**
  And the first part scanned at its first machine.