ACCOUNTABILITY
CLARITY
RESULTS

VECTOR
WORKFLOW

Your first day with Vector Workflow

Vector Workflow runs the work inside your shop: a request comes in, the right team plans it, and every part is scanned as it moves. Everyone can see where their work stands without walking the floor. Fifteen minutes today gets you going.

GET IN On a computer or your phone's browser

1. Open the newest invitation email from notifications@vectorxpro.com and choose **Choose your password**. Type a password of at least 8 characters twice and press **Accept and choose password**. The link works once, within an hour.
2. Sign in at **vectorxpro.com/workflow/app** with the same email and password. Keep the page as a bookmark. The phone app (iPhone or Android) signs in the same way.

ASK THE SHOP New Request

- [ ] **Send a request**
  Pick the kind, a short title, the details, the project code and the day you need it. Add photos or drawings.
- [ ] **Where's my part**
  Each part on your requests, the step it's at and when it's expected. A red date is behind.
- [ ] **A request's page**
  Its files, its parts and its whole history. Notes go to everyone on it.
- [ ] **Supervisors: Triage**
  New requests for your team. Set the priority and send each to the team that will do it.

ON THE FLOOR Floor, then Scan

- [ ] **Scan the traveler**
  Camera or typed code (WO-0001-03), then the one button: Start, Finish, Send, Arrived, Out or Back.
- [ ] **Report a problem**
  Say what's wrong, add a photo. The part is held until the problem is closed.
- [ ] **Your queue**
  Each machine and bay shows what's running, ready and coming, your team's first.
- [ ] **Time**
  Scans count machine and bay hours. Log the rest in quarter-hours, against a work order or code.

Help. Every screen, step by step: **vectorxpro.com/workflow/help**, or Help in the menu. Stuck? Ask your supervisor or your plant's Vector Workflow admin, or write to **support@vectorxpro.com**, read by a person.