Kickoff call agenda

45 minutes with your admin and supervisors, set up with you before your start date. By the end, everyone is signed in, the first request is routed, and the first part has been scanned.

AGENDA 45 minutes

Time	What	Who leads
0:00–0:05	**Why Vector** One path for every job, from request to hand-back. Where's my part answered before anyone asks. What changes on Monday.	Craig
0:05–0:15	**Everyone signs in** Each person opens their invitation email, chooses a password and signs in at vectorxpro.com/workflow/app. Anyone stuck gets sorted on the call.	Everyone
0:15–0:28	**First request, routed** Someone sends a real request. Its team's supervisor triages it, and the team opens a work order: parts list, routes, release.	Customer admin and a supervisor
0:28–0:38	**First scan, and the boards** Print a traveler, scan it at a machine, report a problem and close it. Late work, the morning emails and a shop screen.	Craig
0:38–0:45	**Questions and next steps** What's left on the admin checklist, who owns it, and the 30-day check-in booked before we hang up.	Craig and customer admin

BEFORE THE CALL

- [ ] **Invitations sent**
  Everyone on the call has their invitation email (check junk if not).
- [ ] **One real job**
  A request that's really coming in this week, with a parts list.
- [ ] **The plant built**
  Buildings, teams and supervisors, machines and bays in Plant setup or the setup wizard.
- [ ] **A printer and a phone**
  To print a traveler and scan it, with a phone camera or a plug-in scanner.

After the call. Your 30-day free trial runs while you settle in. We check in at 30 days to see what's working, and what to change.