VECTOR
WORKFLOW

Quick card

What to do when you need the shop, or a part comes to you.

Two sides. Asking the shop, and moving parts on the floor.
Keep it in your pocket, or by the machine.

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You need something from the shop

Ask once, in writing. Then watch it, instead of chasing it.

Send a request

1. Tap **New Request**.
2. Pick the kind of request, and give it a short title and the details.
3. Pick the **project code** (and a capital number, or **No capital**, if your plant asks).
4. Set the day you need it, add photos or drawings, and tap **Send Request**.

> It goes to the supervisor of the right team, who routes it. Every step shows on the request's own page.

Where's my part?

My Requests, then **Where's my part**: each part, the step and place it's at now, and when it's expected. A **red date** means it is expected after the day it's due.

Supervisors: Triage

New requests for your team wait in **Triage**. Set the priority and send each to the team that will do it.

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On the floor

One scan at every hand-off. The plan follows the part.

Scan the traveler

1. Open **Floor**, then **Scan**.
2. Point the camera at the traveler's code, or type it (WO-0001-03).
3. Press the one button: **Start** or **Finish** at a machine, **Send** or **Arrived** for a move, **Out** or **Back** for a vendor.
4. After the last step, take it where the screen says: its kit, or its assembly's spot.

> Scanned the wrong one? **Undo My Last Scan** works for 15 minutes.

Something wrong with a part?

Tap **Report a problem**, say what's wrong and add a photo. The part is held until the problem is closed, and it goes to the supervisor of the team where it was found.

Time

Machine and bay hours come from the scans. Log everything else in **Time**, in quarter-hours, against a work order or project code.

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One path, every job

Every request goes the same way, from ask to hand-back.

1. **Request it**
   What's needed, the code, and the day
2. **Route it**
   The supervisor sends it to the right team
3. **Plan it**
   Work orders, parts and each part's route
4. **Make it**
   A scan at every machine, move and vendor
5. **Hand it back**
   Checked, built at the bay, delivered

> Every request, scan, problem and note stays on the record, with who did it and when. Late work is emailed to its owner the morning it happens.

Three things people ask

Held: a problem is open on that part; it moves again when it is closed. **Late**: past its due step date; the owner is emailed. **Staged**: the part's last scan put it in its assembly's spot.

When you need more than this card

In the app: Settings, then Help. Every screen explained.

vectorxpro.com/workflow/help
The same articles, on a laptop.

Stuck? **support@vectorxpro.com**

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