ACCOUNTABILITY
CLARITY
RESULTS

VECTOR
WORKFLOW

What we need to set up your plant

Send what you have by text or email. Anything that isn't ready yet, we'll fill in together on the kickoff call, with the setup wizard open. The first section is what we need to switch you on. The second makes the move to Vector Workflow smoother.

NEEDED TO SET UP

Required before your people sign in

- [ ] **Your company and plant**
  Legal company name, the plant's name and address, and any other buildings it uses.
- [ ] **Billing contact**
  Who gets the payment link: name and email (whoever pays for your subscription).
- [ ] **Your teams**
  Each team (Machining, Weld, Tool design, Maintenance), its supervisor, and which teams handle material or check quality.
- [ ] **Dates**
  Your start date. We set up your 45-minute kickoff with you.
- [ ] **Your admin**
  The person who runs Vector Workflow day to day: name, work email and mobile number.
- [ ] **Your people**
  For each person: name, work email, job title, team, and who they report to. Everyone who signs in counts toward your plan.
- [ ] **Who leads**
  Leaders route any request anywhere and see the whole plant. Name them, and who may see costs.
- [ ] **Email that gets through**
  Ask IT to allow email from vectorxpro.com so invitations and late-work emails don't land in junk.

HELPS THE MOVE TO VECTOR WORKFLOW

Optional, but it saves setup time

- [ ] **Machines and stations**
  A list per building: name, a short code for the traveler, and what each one does.
- [ ] **Vendors**
  The outside shops you send work to (heat treat, coating, grinding).
- [ ] **Bays, racks and storage**
  Where kits and assemblies are staged and built, and the racks parts sit in.
- [ ] **Request types and codes**
  The kinds of request people send, your project codes, and capital numbers if you use them.

WHAT HAPPENS NEXT

1. **We set you up**
   We build your plant in Vector Workflow with you and send your admin an invitation.
2. **Kickoff call**
   45 minutes with your admin and supervisors, set up with you: sign in, first request, first scan.
3. **Free trial**
   30 days free, then your founding price for the first two years.