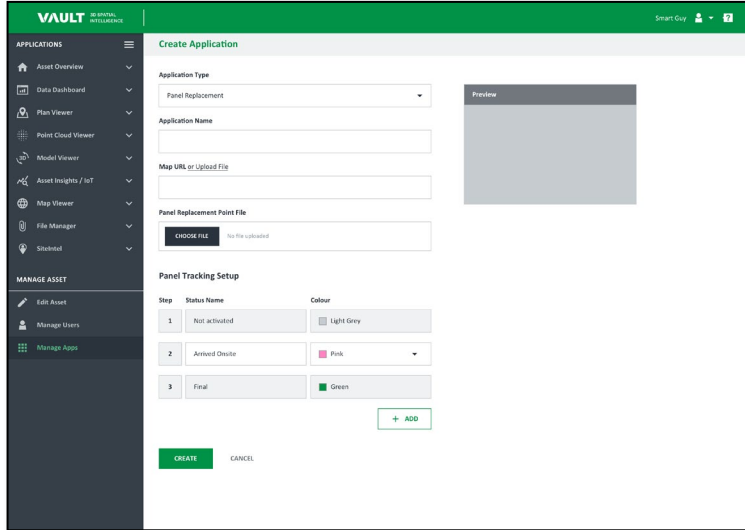## Introduction

The Vault Status Tracker enables the tracking of elements from manufacture to installation. Desktop and mobile screens are more-or-less identical, for this guide we use both.

> You will need access to the internet or mobile data when using this app with your camera.

Initial Tracker App Setup

Log in to your Vault account and choose Manage Apps in the left-hand menu. If you cannot see Manage Apps, your permissions level needs to be adjusted, please contact your Project Lead or Vault Support for assistance.

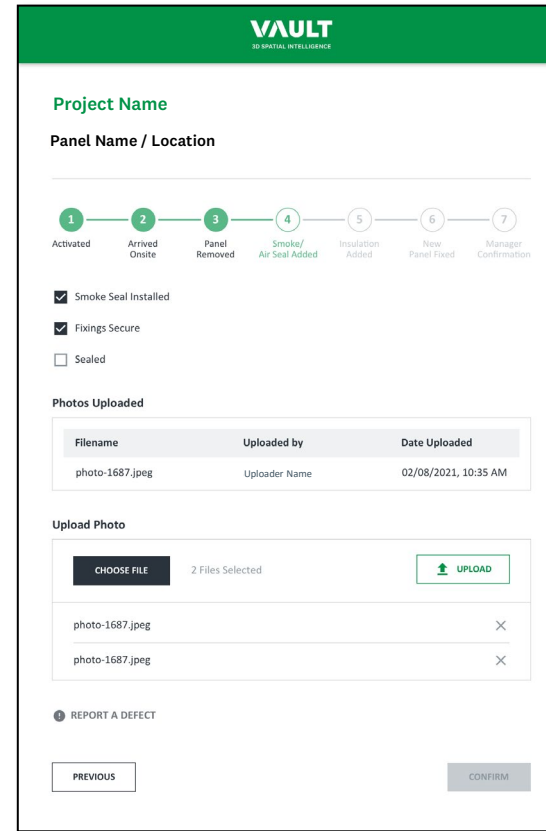Complete the details, including the required number of steps in your process.

Select Panel Replacement

Add the name of your choice

List all the steps your process requires.

Description of Sections

Each section of the tracking process has similar screens, a description of the key components for each is below.

Each stage aligns the construction sequencing process. This can be set or adjusted as required.

Check box criteria for each stage. These must be completed to move to the next stage.

Uploaded images stored with name, time and date for future reference.

Images waiting to be uploaded reside here. You can add/subtract files before uploading to Vault.
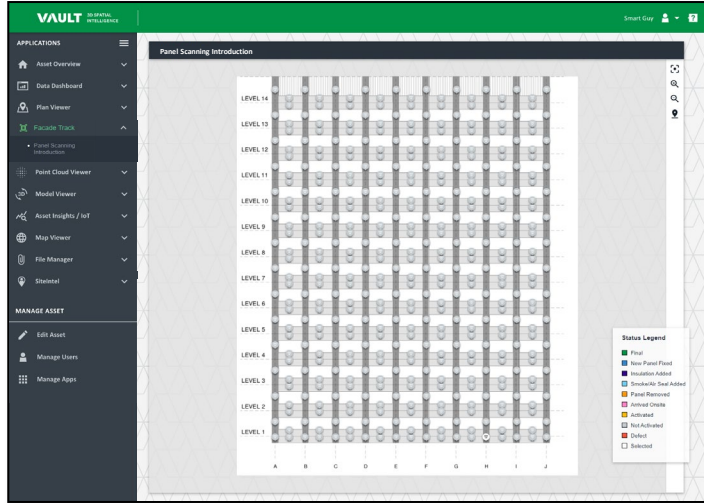
Defect reporting. By selecting this link, you will be able to log and comment on defects or issues discovered.

VAULT 3D SPATIAL INTELLIGENCE

Status screen

The main Vault screen is a dynamic reporting tool that updates as each stage of the Status Track process is completed.

The information on your mobile device during capture and replacement is replicated on the site desk-top computer or tablet.

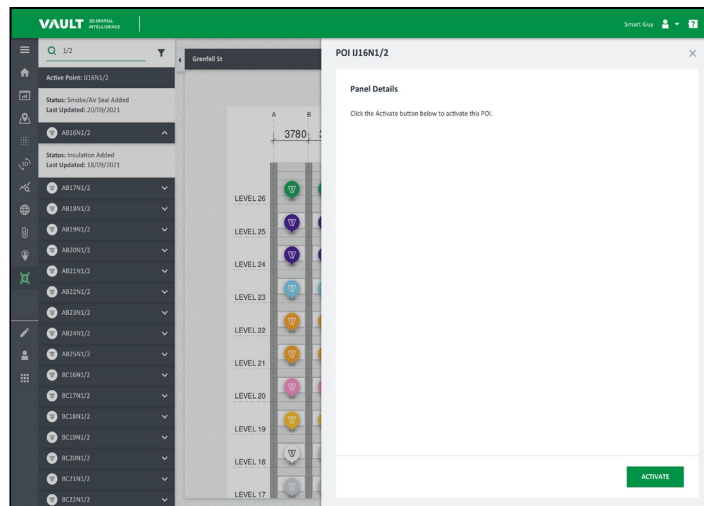The right-hand legend denotes the stage each panel is in the process.

1. Activate Your Tracker

The first stage is to activate your panel Status Tracking.

1. Scan QR Code with phone

2. Push 'Activate' button

3. Close window

The panel is now logged as Active on Vault. When it arrives on site, installation photos and comments can be added for tracking and reporting.

Vault State - YELLOW

2. Arrived Onsite

Scan the QR code again when receiving panels or loading them into the site lift for placement.

1. Scan QR Code with phone

2. Select 'Choose File' to take a photo

3. Take photo or load picture from file

4. Upload photo to Vault
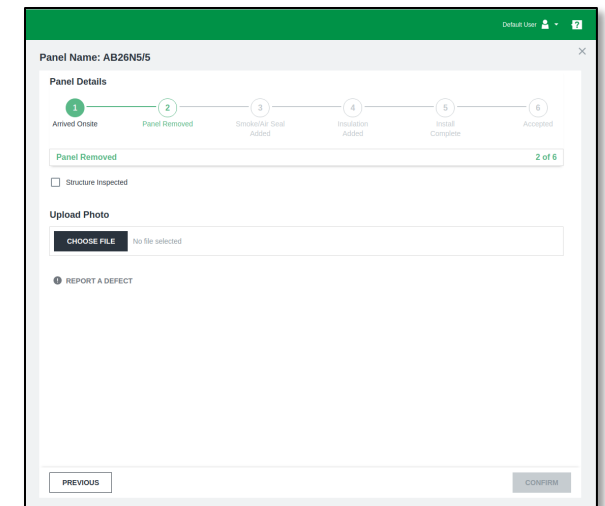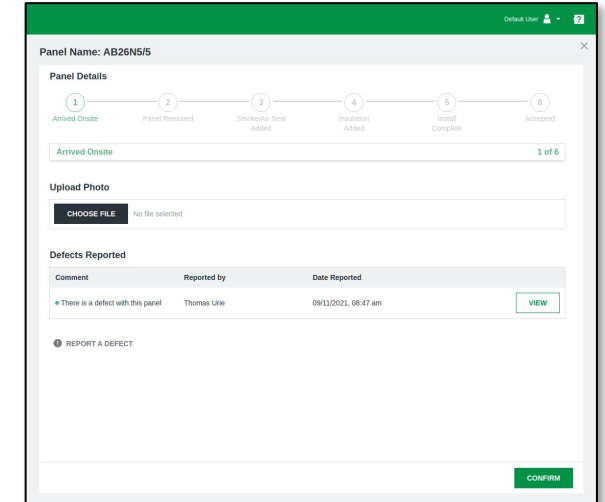
5. Click 'Confirm' to move to next stage

Vault State - PINK

3. Panel Removed

Once a panel is removed, a QR code should be attached to the structure. A photo of the structure and inspection must be taken for record keeping. Each stage can have multiple photos uploaded.

1. Remove panel

2. Affix QR code to structure

3. Check confirmation box

4. Take photo or load picture from file

5. Upload photo to Vault

6. Click 'Confirm' to move to next stage

Vault State - ORANGE

4. Smoke / Air Seal Added

Once the smoke seal or air seal are replaced, the QR code on the structure should be scanned and photos attached for records. Multiple photos can be logged into Vault at each stage.

1. Scan QR code

2. Check confirmation boxes

3. Take photo or load picture from file

2. Upload photo to Vault

3. Click 'Confirm' for the next stage

Vault State - LIGHT BLUE

5. Insulation Added

Once insulation is replaced, the structure QR code should be scanned, and photos attached for records. Multiple photos can be logged into Vault at each stage.

1. Scan QR code

2. Check confirmation box

3. Take photo or load picture from file

2. Upload photo to Vault

3. Click 'Confirm' for the next stage

Vault State - PURPLE

6. Install Complete

When installation is complete and all identified defects have been rectified, take a final photo of the finished panel for records. Multiple photos can be logged into Vault at each stage.

1. Check confirmation box

2. Take photo or load picture from file

2. Upload photo to Vault

3. Click 'Complete' to finish installation ready for acceptance.

Vault State - BLUE

7. Accepted

Once the install is complete and all identified defects have been rectified, Site Management will provide final sign off and acceptance.

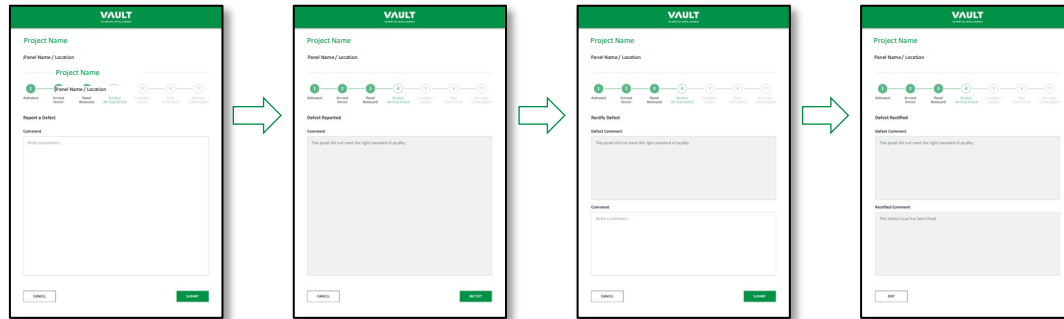Photos at each stage will be reviewed and accepted. All defects should have been rectified.

1. Review all stages and click 'Approve'

Vault State - GREEN

Reporting Defects

When reporting defects, simply open the **REPORT A DEFECT** link and begin typing. Defects always remain open until they have been approved by the relevant party.

Approval ability is indicated by your User Settings. If you cannot approve a defect, please talk with your Status Track administrator.
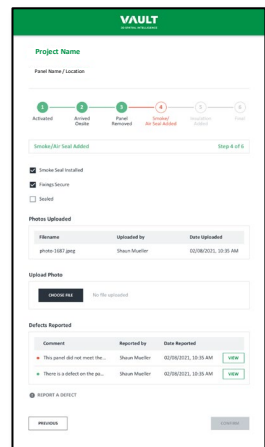

Defect comments added and submitted.

Box stays grey until Defect rectified.

Rectify comments added and submitted.

Rectified Defect remains open until approved.

Requesting Support

If you would like to **request support**, or encounter any problems while using Vault, click on the **icon** on the far right-hand side of the top navigation bar. Select the appropriate subject, detail your concern, and click the **Send** button.

The **Support Hub** option will take you through to our comprehensive **Knowledge Base**.

Defect Status

If a Defect is recorded, the Phase marker will change from GREEN to RED.

It will stay RED until the Defect is cleared.

Defect comments are shown at each stage where defect is recorded.

The Phase cannot be completed until each Defect is rectified and approved.

If necessary, you can proceed to the next Phase and revisit defect phase to complete.