VP Locate™ - Quick Start Guide



VP Locate - Quick Start Guide

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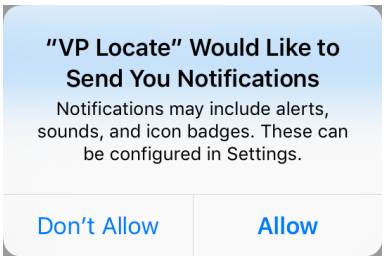
Welcome to VP Locate. VP Locate is an application available for download to your tablet or smart phone that provides detailed information on your order and delivery in real time. View inbound shipments, truck manifest, or search for parts, packages or package contents. The app includes a scanning tool and map functions to help locate materials on your jobsite. The 3D part display option will aid in staging materials to speed the installation process. The communication options allow for easy coordination with your VP Project Manager via phone or email with pictures from your jobsite.

Access VP Locate

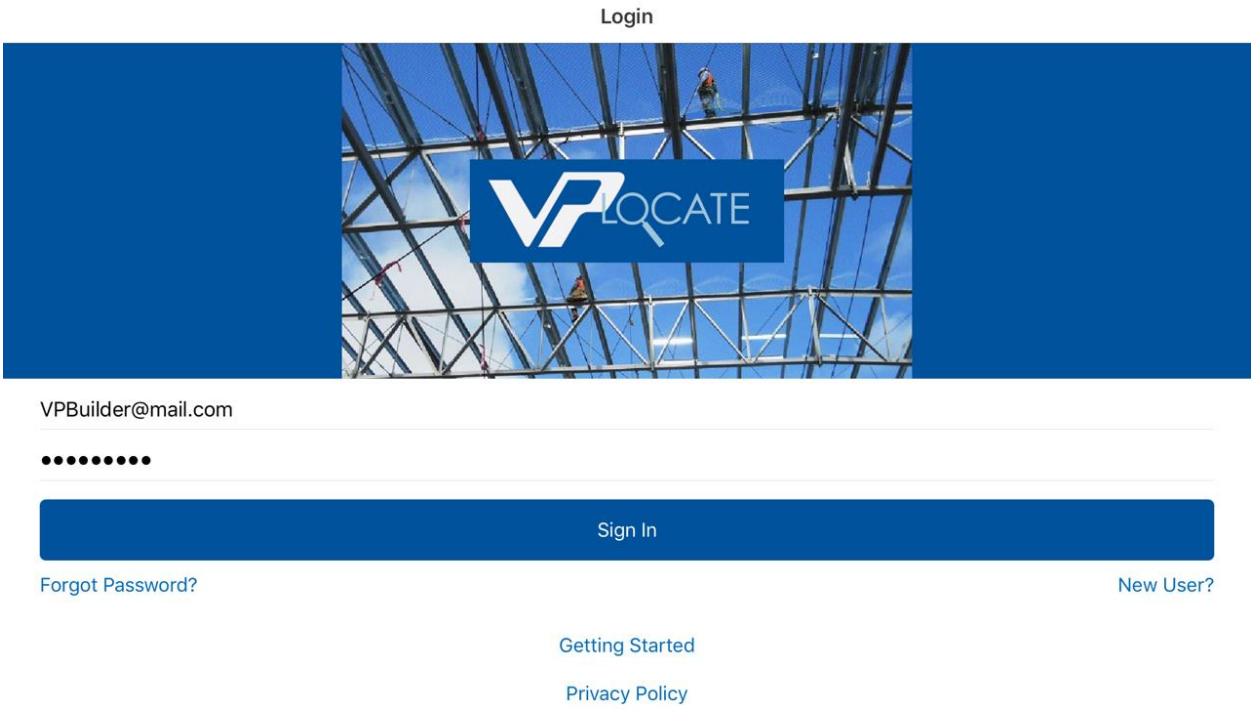
Open the Application on your device.

Login Screen

For iOS devices, the first time the app is opened a message will appear to allow VP Locate to send notifications. Select Allow to receive notifications of shipments. You can turn this on/off in General Settings under the App at any time.



For Android devices, the ability to allow the app to send you notifications is set during the initial installation of VP Locate.



From the login screen, existing users input their login and password to enter the application, new users should select "New User" (reference pg 3 for more instructions).

View "Getting Started" to view helpful video tutorials as well as a list of frequently asked question.

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New User Registration

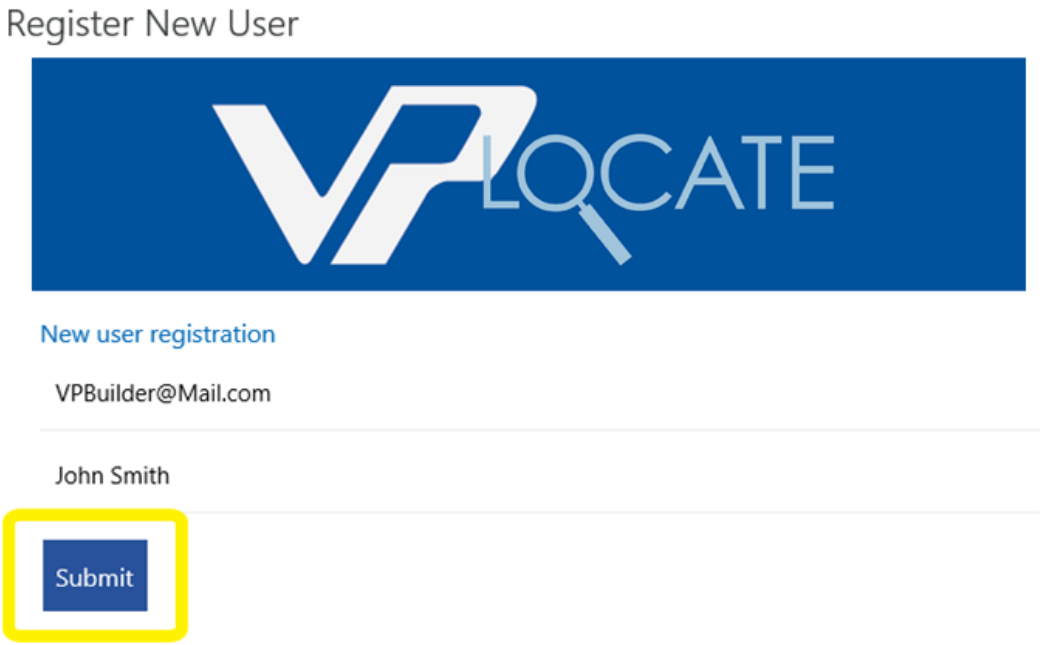
Select “New User?” to register a new user with the app.



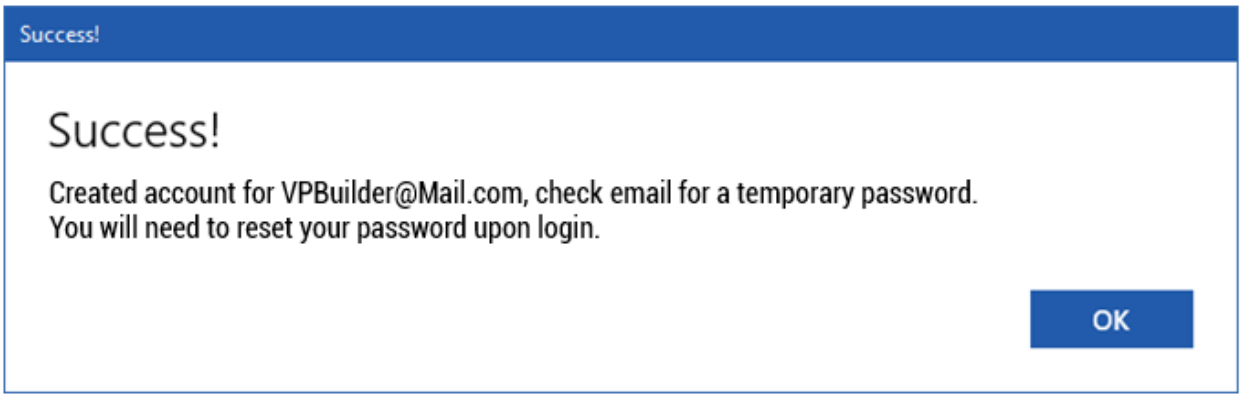
VP Builders enter their MyAccount email address, enter desired user name, and select “Submit”.

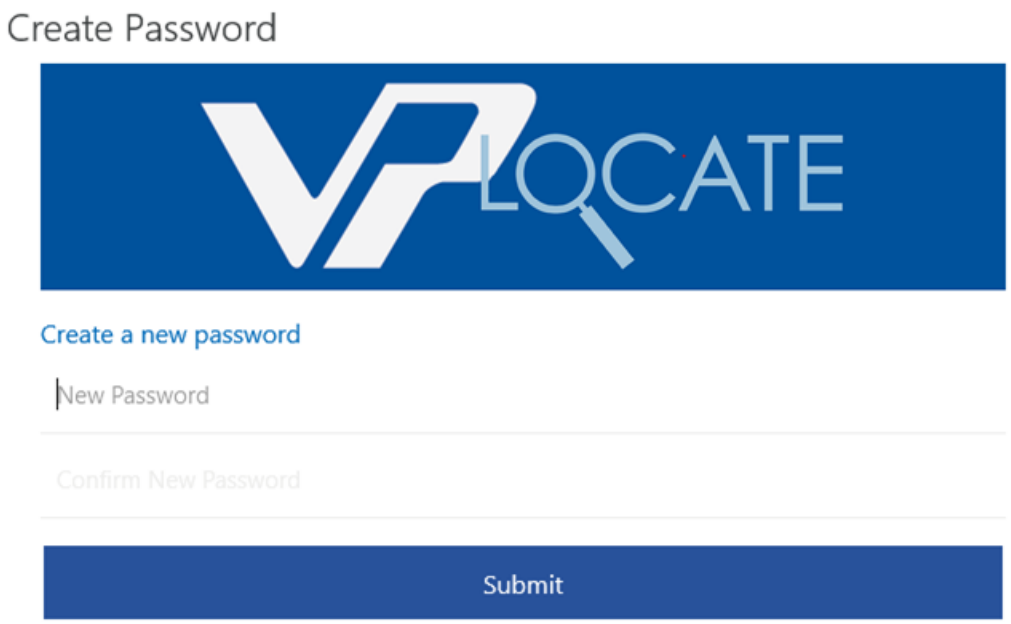
Other authorized users, within Buildership or a subcontractor such as an erector should enter any valid email, enter desired user name, and select “Submit”.

Note: The user name will be used throughout the application for communications & notifications.



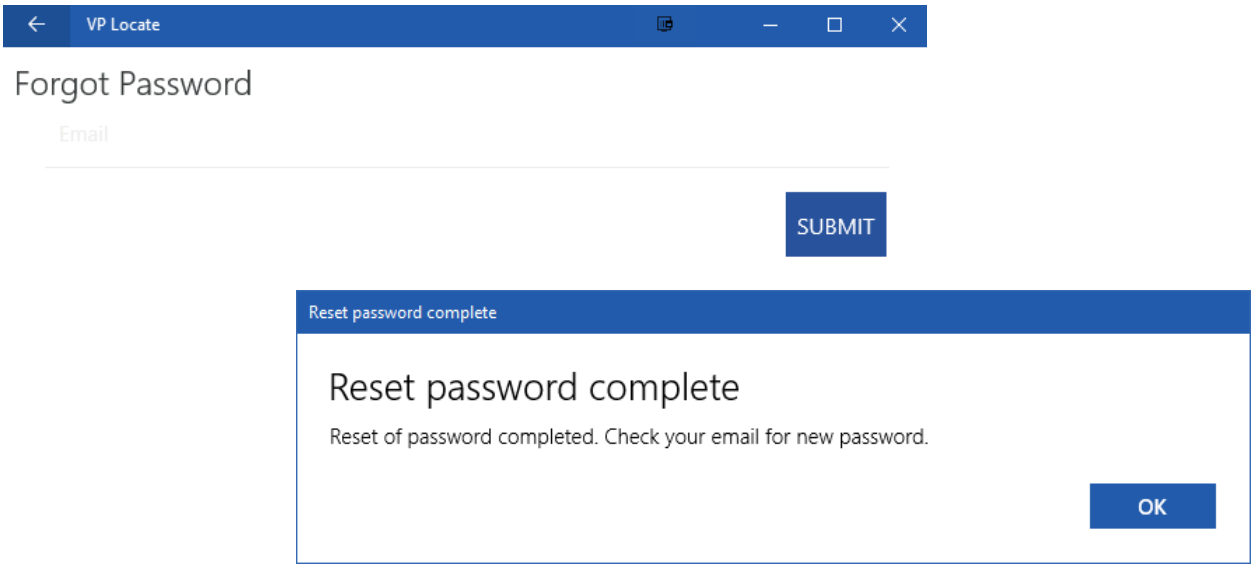
Once submitted, an email will be sent to the email address used for registration. The email will contain a temporary password. Use the temporary password to login into the app. Once in the app the user will be prompted to create a new password.





Reset Password

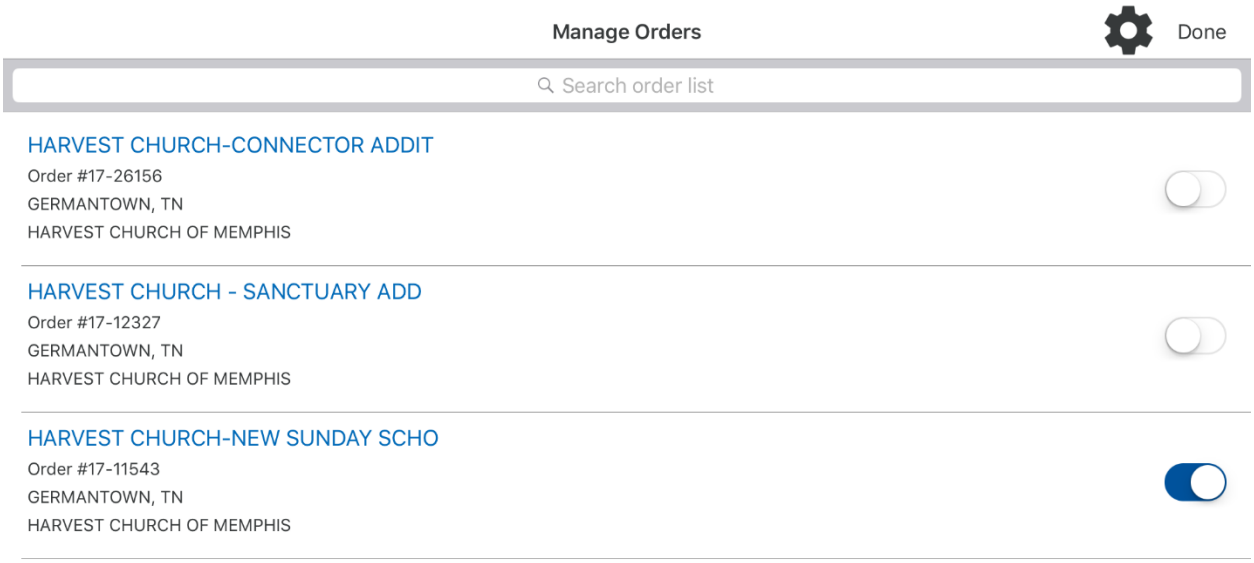
Select “Forgot Password?” and then enter the user’s email address to receive a temporary password via email to enter the site. Once the email is received and used to login the application the user will be prompted to create a new password.



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Manage Orders

The Manage Orders screen will provide a list of available orders for the user to activate. Use the Search bar to enter a partial order name, order number, or city to filter your list. To subscribe or unsubscribe to an order use the toggle button on the right side of the screen. When complete, select “Done”.



Icons and Tools

 Search by order name, order number, or location.

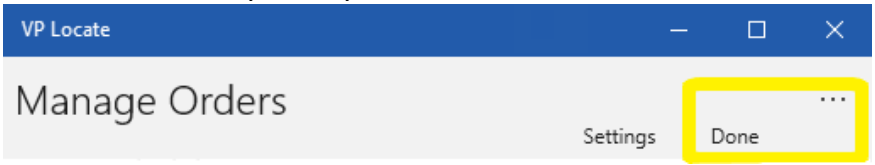
 Order is active

 Order is not active

 Opens the Settings screen

Done Complete changes

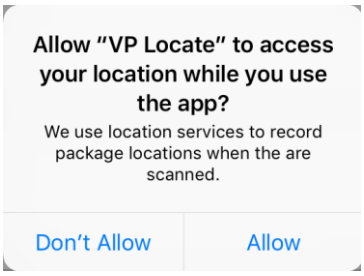
Note for Windows 10 devices you may need to select the more icon and then select “Done”



VP Builders will have a list of all accessible orders. VP Builders also control the available orders for their designees. (click here for the Other Authorized User Setup and Management overview)

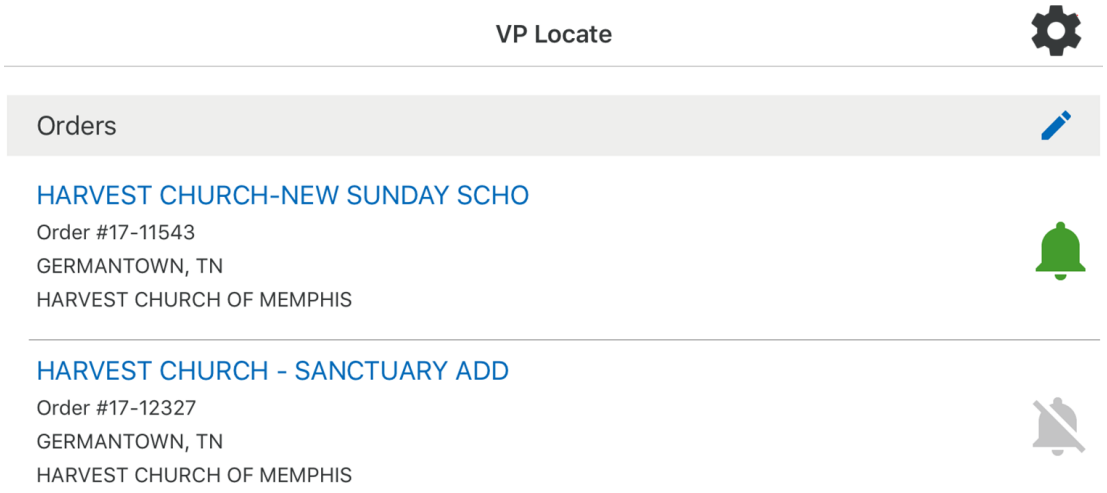
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Orders List



For iOS devices, after you open any order for the first time, a message will appear requesting the use of location data. By selecting "Allow" you will be able to use the GPS mapping feature when scanning. This allows the Map Location function to be used to see where material was last scanned.

The Orders screen will include all active orders. To manage shipping notifications, select the bell icon as needed. To view order information, select the desired order. To add or remove orders select the Edit Icon to be taken to the Manage Orders screen. To remove an order, you may also swipe any order to the right and select "Remove".



Icons and Tools



Edit Orders – This will open the Manage Orders screen



Notifications on – User will receive email notifications of shipments

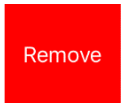


Notification off



Settings will open the Settings window (click here to go to the Settings overview)

For iOS devices, swipe any order to the left to activate the "Remove" option. This will remove that order from the active Orders List. (Note: This only removes the order from the device. The order information will remain in the cloud).



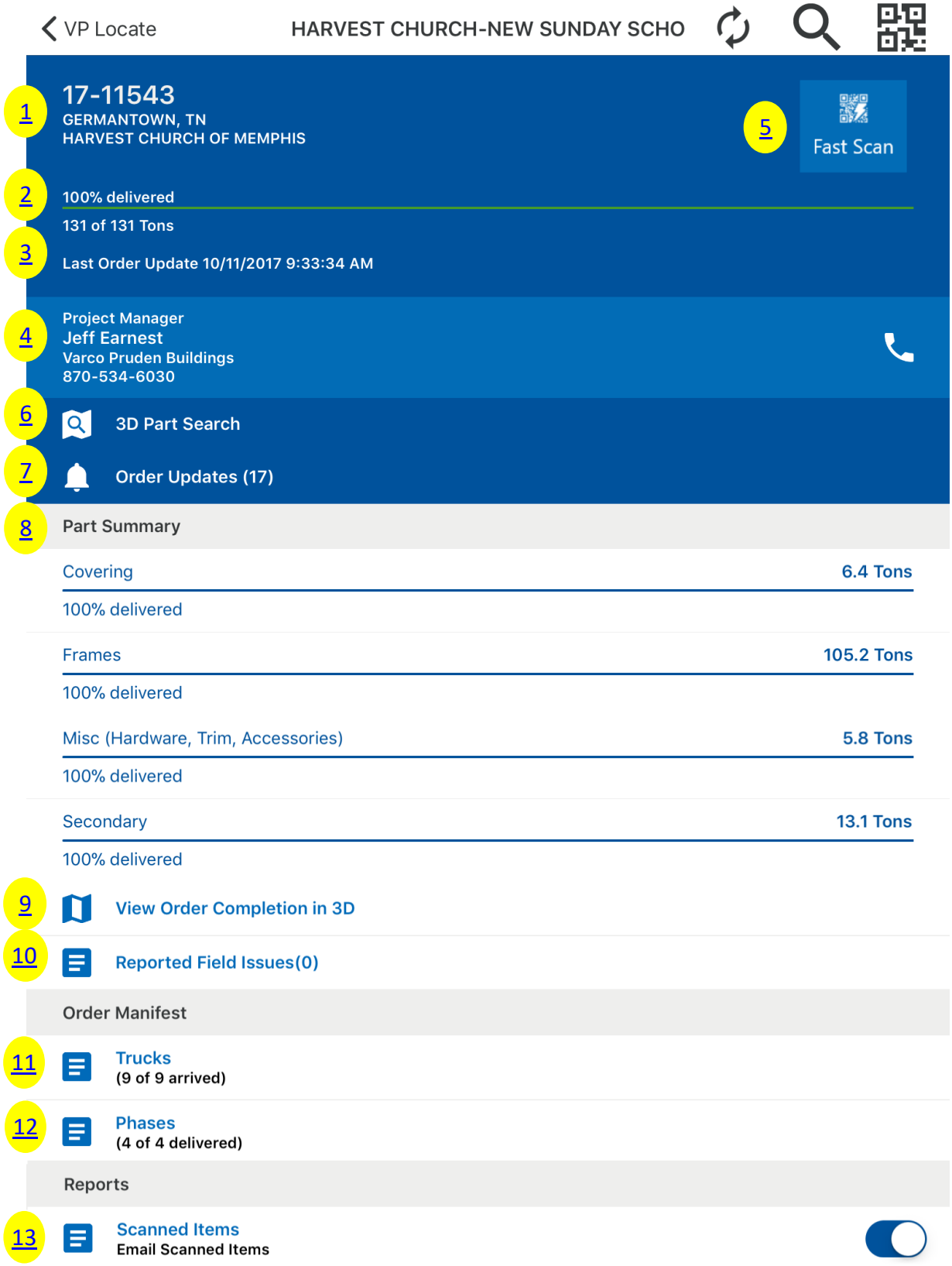
For Android devices, press and hold an order to view the "Remove" option shown at the header of the app.



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Order Information

The Order Information provides detailed order, delivery information, and job-site support.



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Icons and Tools

VP Locate Return to Order Screen

Refresh – Manually updates data to sync with cloud

Search – Search using part number, erection number, package number, or part description

Search using Barcode scanning

Activates device phone to contact VP Project Manager

Header Information 1 2 3 4

Order Header – Order Number, Location, and Order Name
Status of Order (percentage delivered and delivered tonnage)
Date of the last update of the order data
VP Project Manager contact information

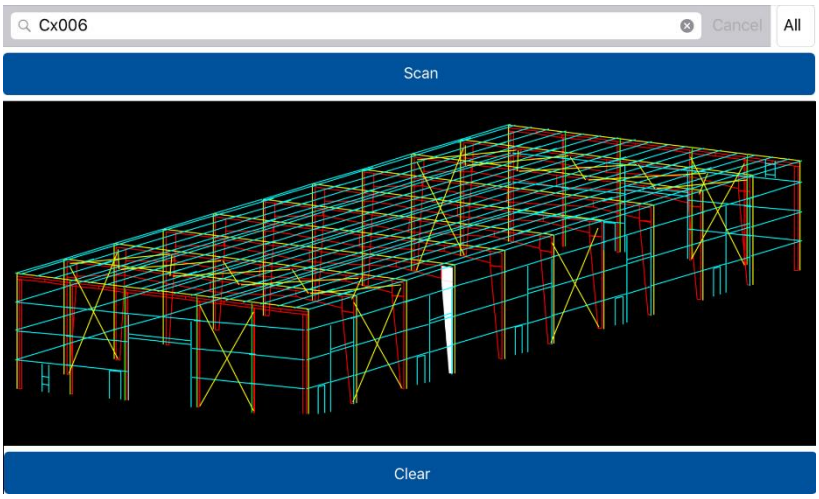
Fast Scan 5

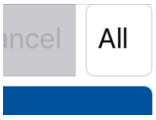
Fast Scan allows you to scan multiple items quickly. The scanning function uses the device's camera. After each successful scan, the device notifies the user with a beep or sound. Scanning the same bar code multiple times will not be a problem.

If a part tag is not scannable there is an option to manually mark a package as located here from the Part/Package screen. (Select here to view the Detailed Part/Package Information overview on PG:12)

3D Parts Search 6

Input a part mark or use the Scan option to identify where a part is located on the 3D building model. Note VP Locate allows the use Bluetooth scanning. VP recommends the WASP WWS450 scanner.



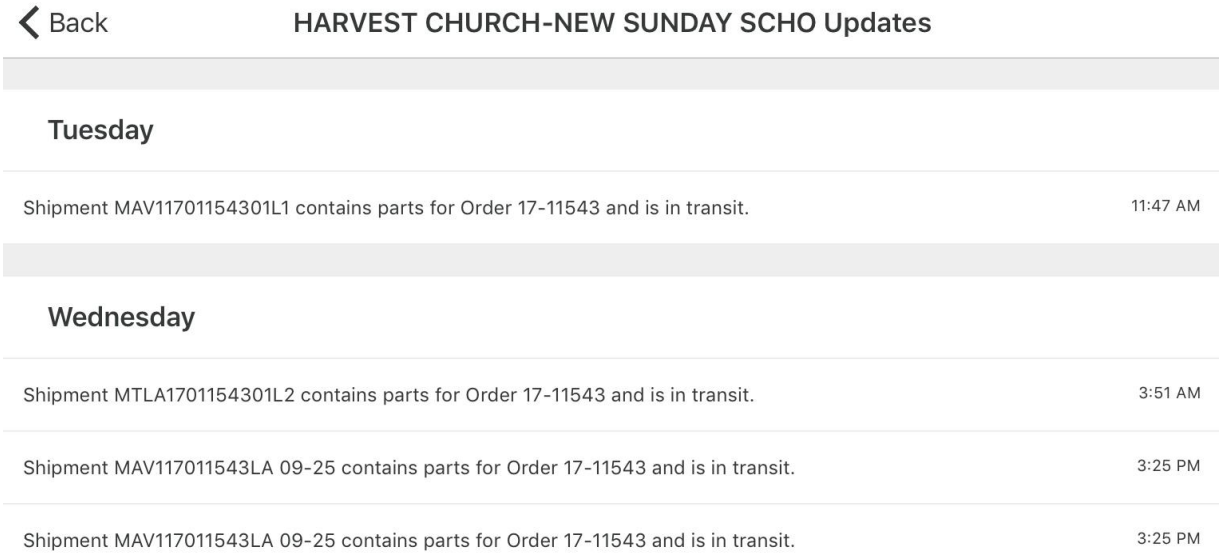


Use the "Filter" in the top right corner of the 3D Display window to view "All" phases combined or select a specific phase of the 3D building model to view.

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Order Updates 7

Lists shipping notification updates for the order

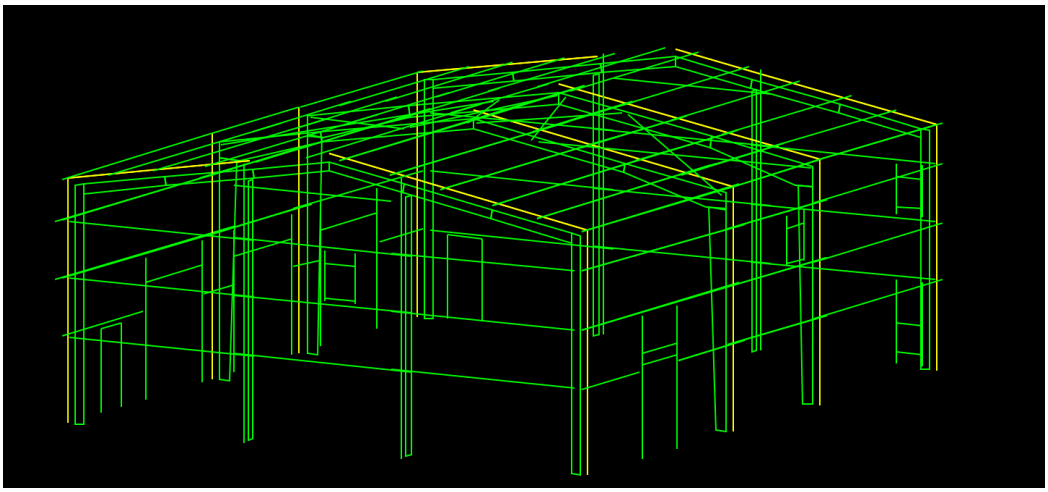


Part Summary 8

Status of material and weight by product family

View Order Completion in 3D 9

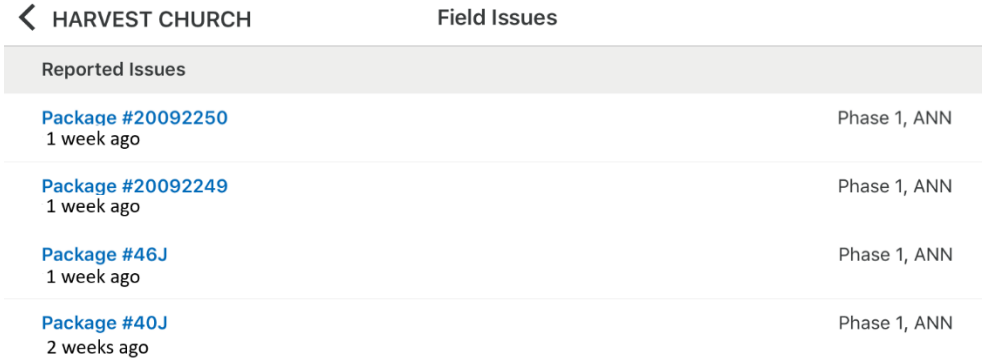
3D model shows delivered materials highlighted in green and material not delivered highlighted in white



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Reported Field Issues 10

List all reported field issues with the approximate age of the reported issue, the phase number for the part/package, and the manufacturing plant abbreviation. (click here for more information on Viewing and Emailing Report Field Issues)



Order Manifest 11

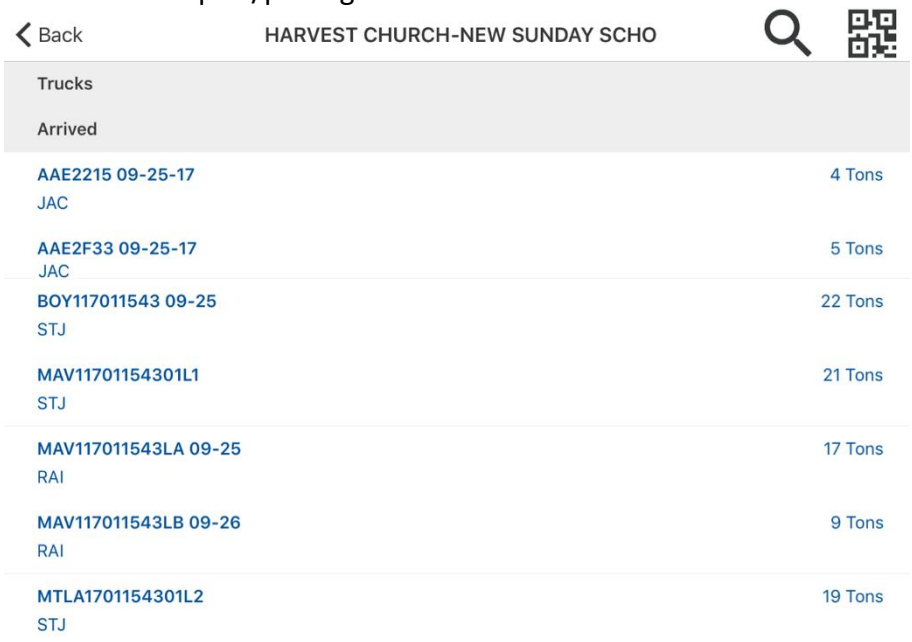
Detailed Truck information and truck manifest as well as the number of order Phases and manifest by phase.

Trucks (Load Information and Manifest)

The Trucks screen will show the status, truck ID, plant location, and weight of all loaded trucks for an order.

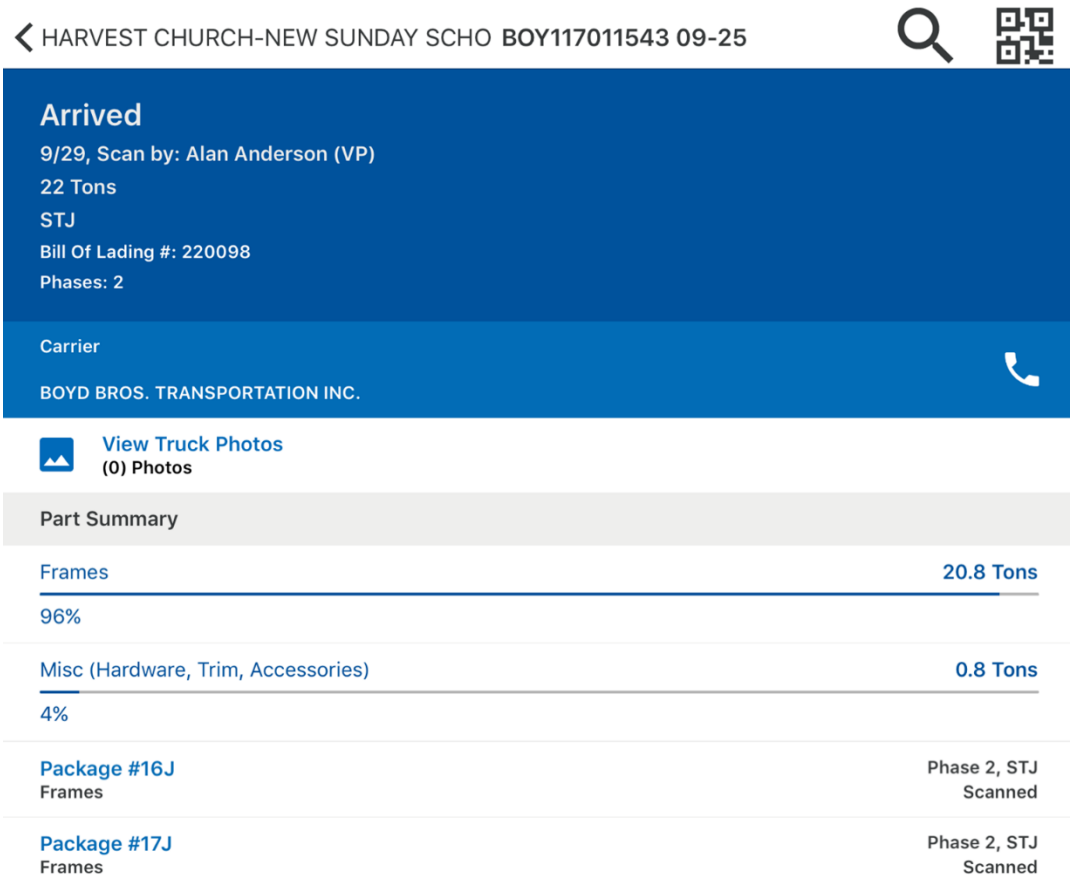
Trucks Status Definition

- Loaded: Truck is loaded at the manufacturing plant
- In Transit: Truck has shipped from the manufacturing plant. Trucks in transit will include an estimated arrival time.
- Arrived: Truck has delivered material to the destination and the BOL has been scanned or a part/package from the load has been scanned



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Detailed Load Information – Select any truck ID from the Trucks screen to view detailed information including the load status, most recent scan data, Bill of Lading, phase number, carrier information, truck photos at the manufacturing plant, and truck manifest.



Load Status Definition

- Loaded: Truck is loaded at the manufacturing plant
- In Transit: Truck has shipped from the manufacturing plant
- Arrived: Truck has delivered material to the destination and the BOL has been scanned or a part/package from the load has been scanned



Search – Search using part number, erection number, package number, or part description. You can also select the scan button to scan bar code.



Scan individual parts and packages using the device's camera



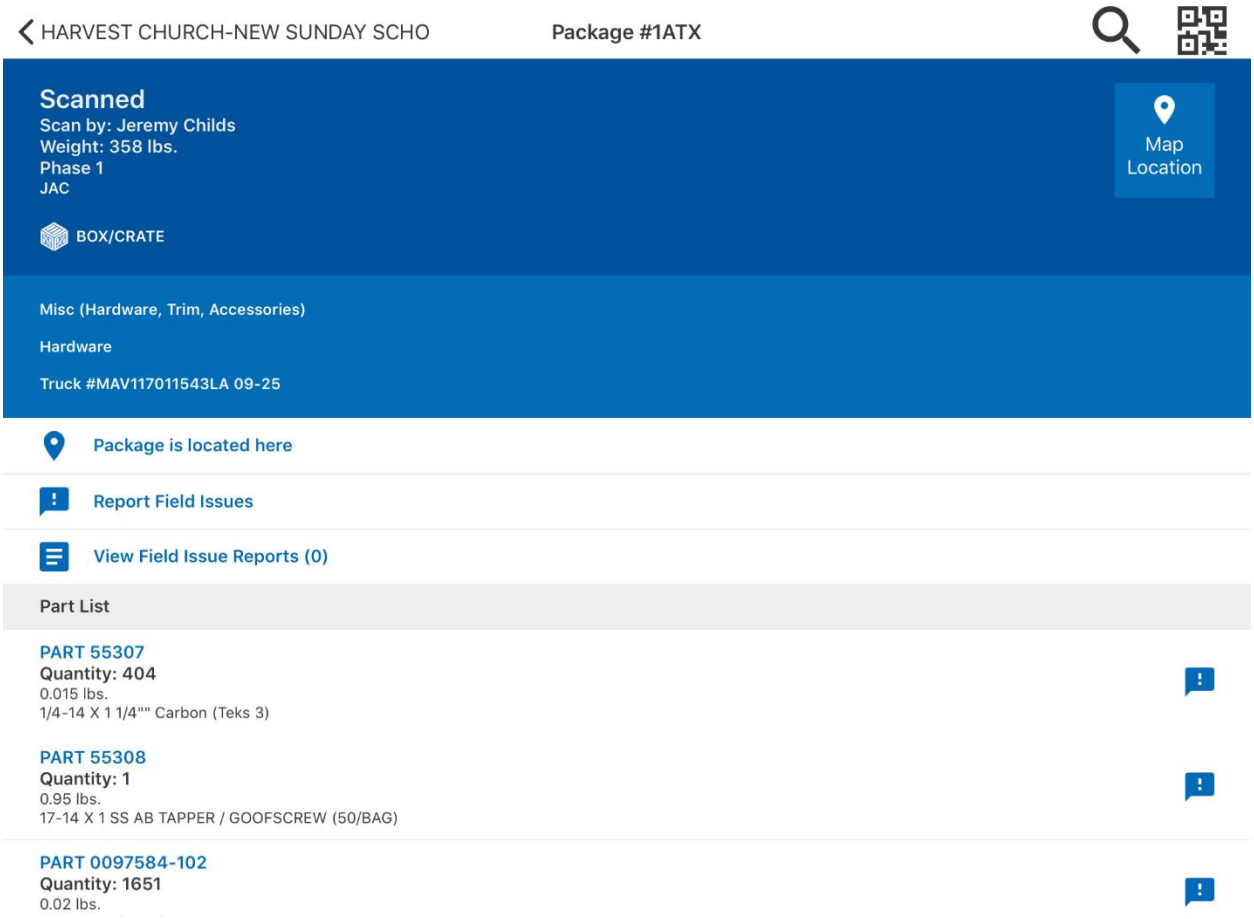
View photos of the load at the manufacturing plant



Activates device phone to contact Carrier

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Detailed Part/Package Information – Select any package from the Detailed Load Information screen to view the most recent scan data, phase number, Manufacturing Plant, Map Location, and Truck ID. The parts that make up the package are listed under Parts List.



Material Icons

LARGE PART – Frame Parts such as a Column and Rafter

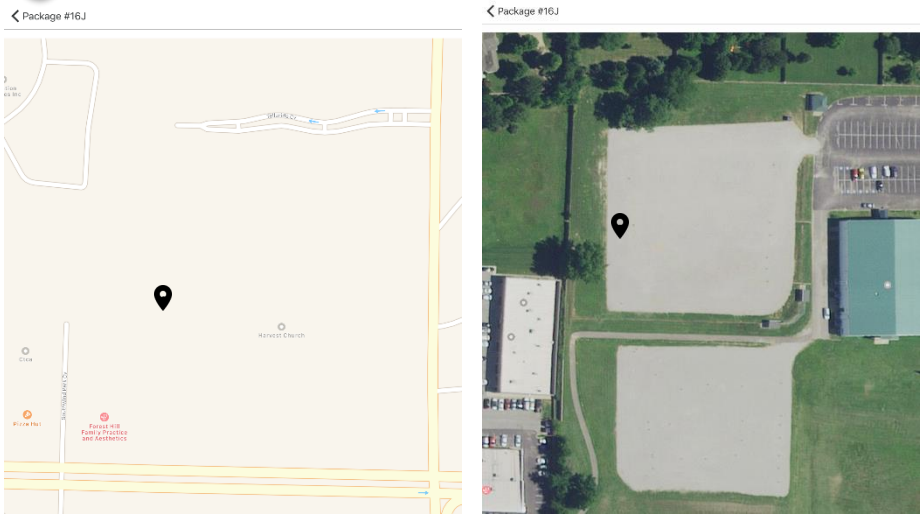
BUNDLE – Material such as Panels, Girts, and Purlins

BOX/CRATE – Boxed or Crated material such as trim, closures, selant, and fasteners

Package is Located Here – Manually mark a package are “located here” when the part tag is not scannable. The part status will change to “Scanned”, and the GPS coordinates will be captured for use with the Map feature.

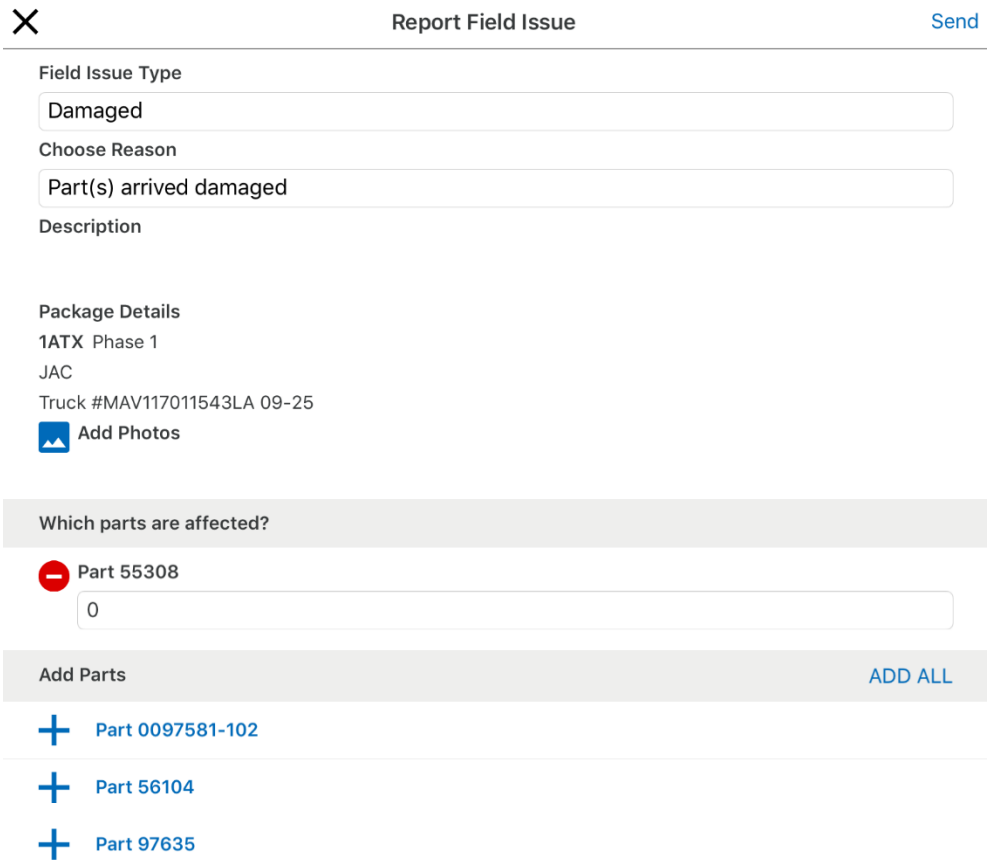
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Map Location – If the "Location" data has been allowed by the app, the Map Location will open a map to indicate GPS location from latest scan data. Your location will be shown with ● and the package location is shown with a 📍.



Report Field Issues – Use this option to create a record or a field issue that can be sent to the user as an email. This email can be forwarded as needed including the VP Project Manager.

Selecting "Report Field Issues" will open a form to be completed and submitted by selecting "Send".

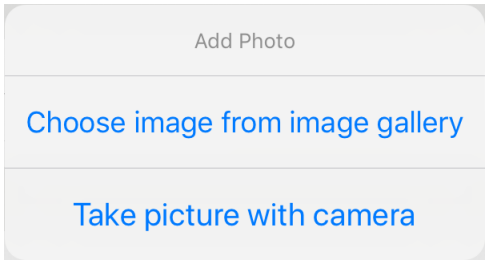


Field Issue Type Selections	Choose Reason Selections
Missing	Part(s) missing upon delivery Lost onsite (replacement request)
Damaged	Parts(s) arrived damaged Damaged onsite (replacement request)
Fit Up Issue	NA

Description: Add desired text as needed

Package Details: Package Number, Phase, Manufacturing Plant, and Truck ID

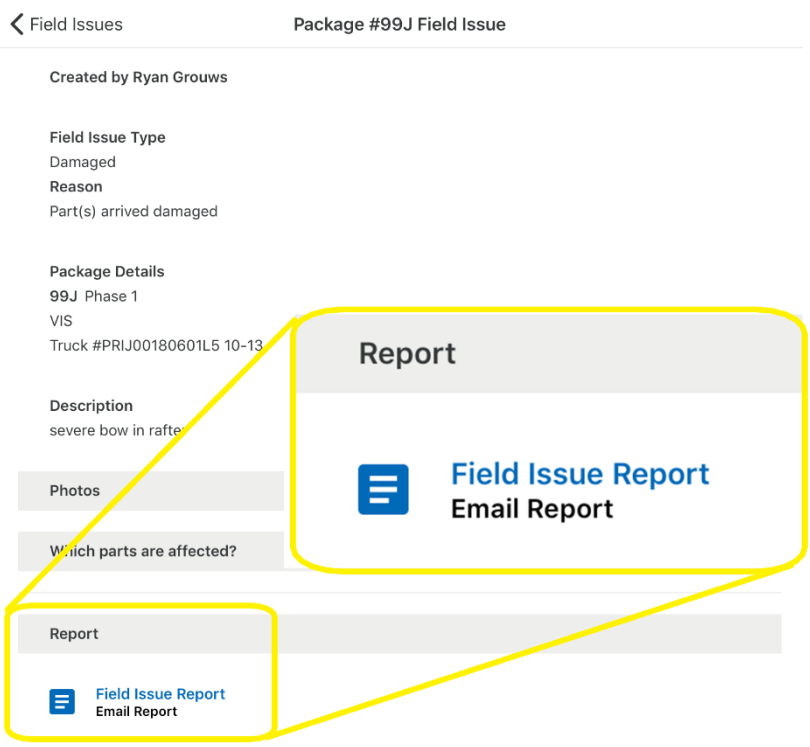
Add Photos: Recommended for any Damaged or Fit Up Issue. When selected your device will give the option to select an existing image or take a new picture.



Add Parts: Select + to add Parts to the affected parts. Select ADD ALL to add all parts in the selected package to the affected parts.

Which parts are affected?: Once parts have been added you can input a specific quantity. To remove parts from the affected parts select ⊖.

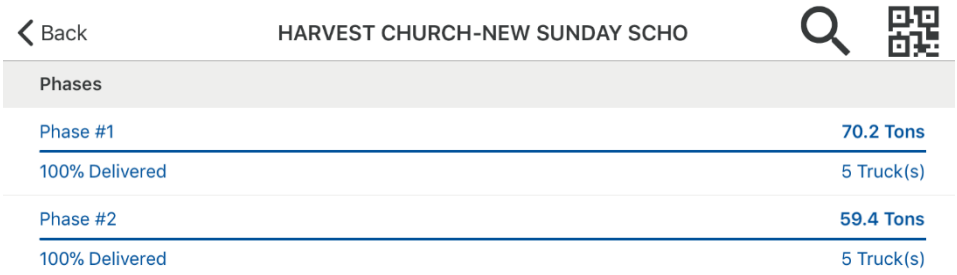
Viewing Reported Field Issues – To view and email a field reported filed issue select "Reported Field Issues" from the Orders screen, or Order Detail screen. You can then select "Email Report" as shown below. The email will be sent as a pdf attachment to the email address of the User logged in to VP Locate.



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Phases (Phase Information and Manifest) 12

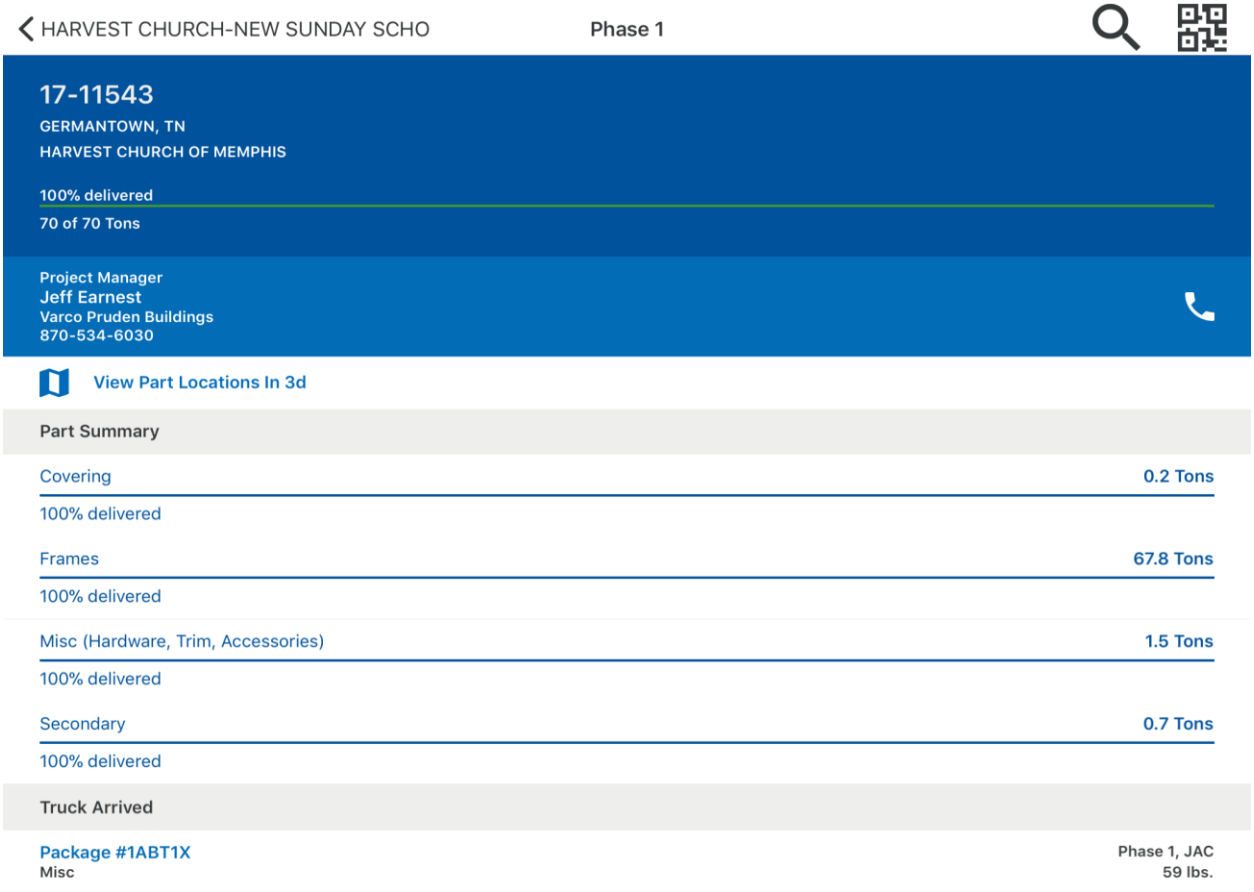
The Phases screen will show the number of phases, percent delivered, weight, and number of trucks.



Detailed Phase Information – Select any Phase to view detailed information including the phase status, part summary, and phase manifest.

Packages will be sorted based on the truck status.

- Loaded: Truck is loaded at the manufacturing plant
- In Transit: Truck has shipped from the manufacturing plant
- Arrived: Truck has delivered material to the destination and the BOL has been scanned



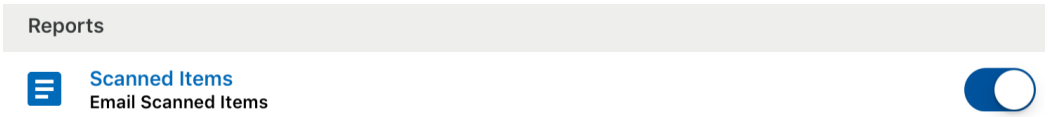
Select "View Part Locations in 3D" to view a 3D building model for the particular phase.

(Select here to view the 3D Parts Search information on PG:8)

Detailed Part/Package Information – Select any package from the Detailed Phase Information screen to view the most recent scan data, package contents and weight, phase number, Manufacturing Plant, Map Location, and Truck ID. (Select here to view the Detailed Part/Package Information overview on PG:12)

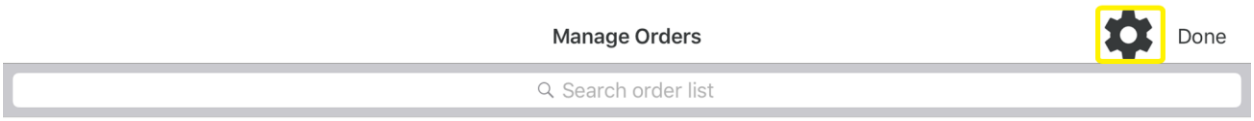
Reports 13

Emails the user a list of all scanned items or all un-scanned items in .csv format. Toggle the switch on ( ) to view all scanned items and switch off ( ) to view all items not scanned. (Note: A .csv file can be open in excel)

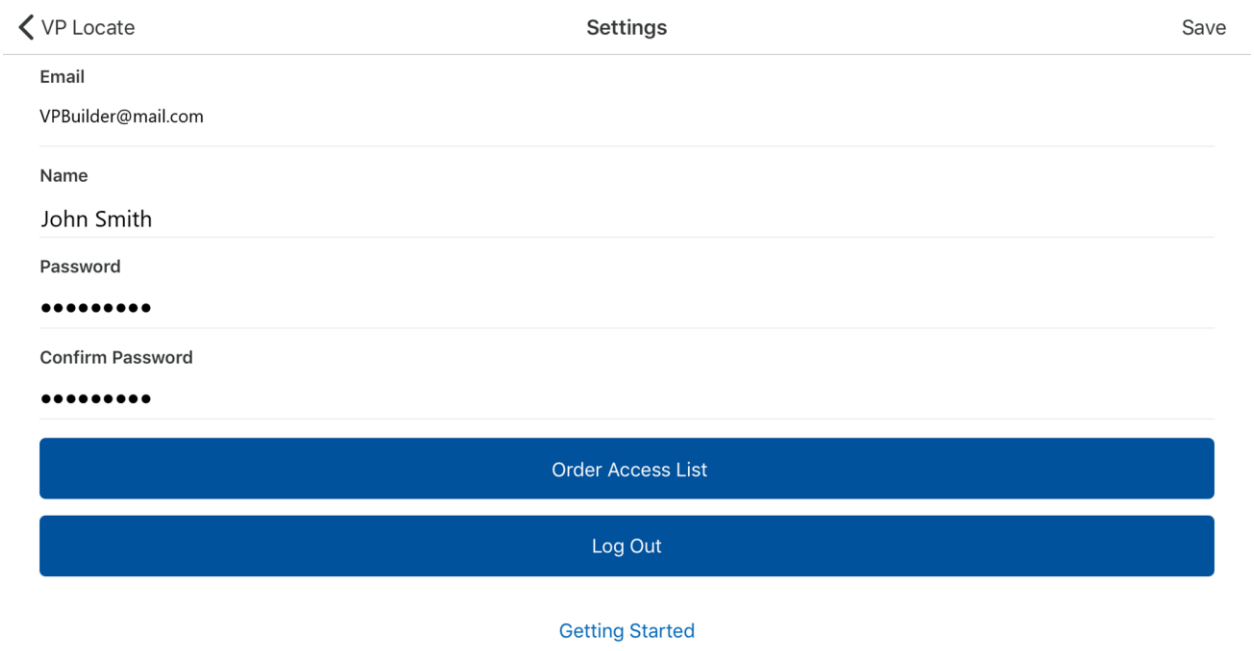


User Settings

Access the Settings from the Manage Orders or Orders List screen.

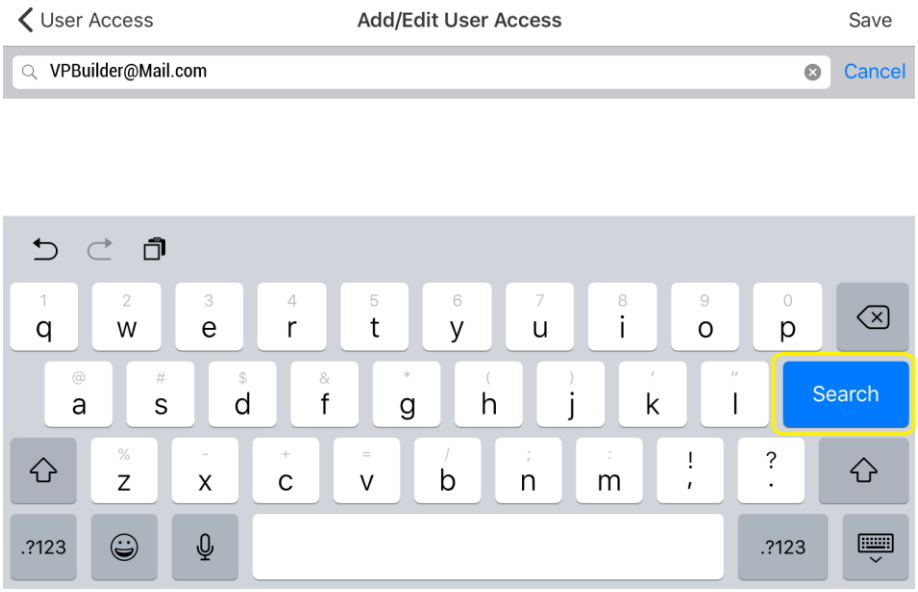


VP Builders can allow a registered user to view all or individual orders. Select the “Order Access List”

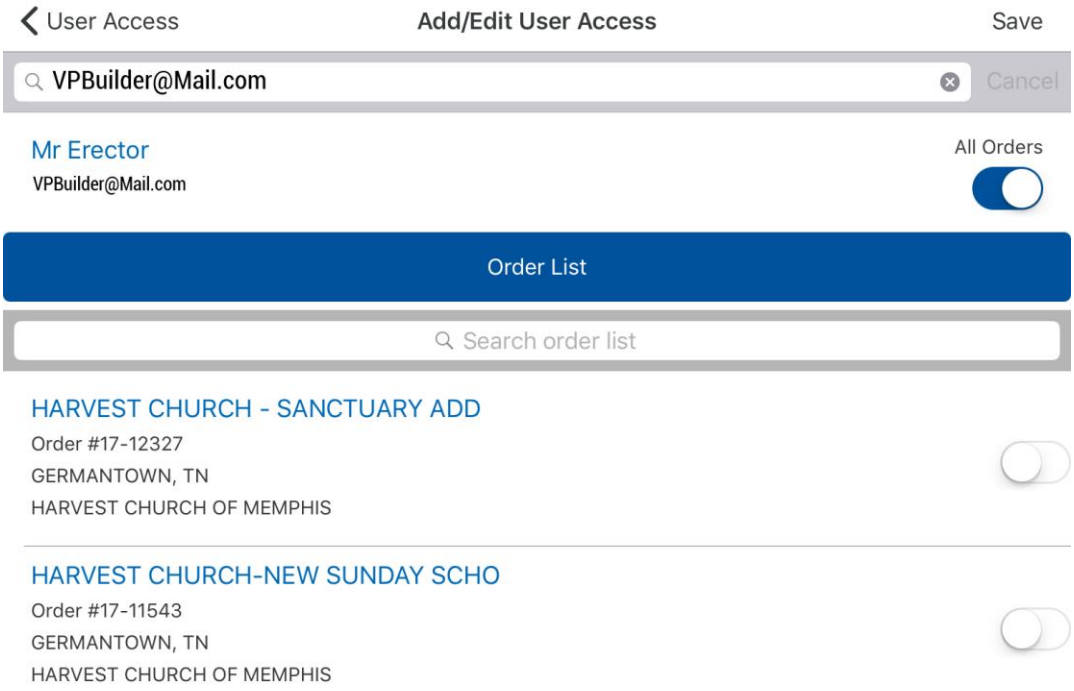


Order Access List

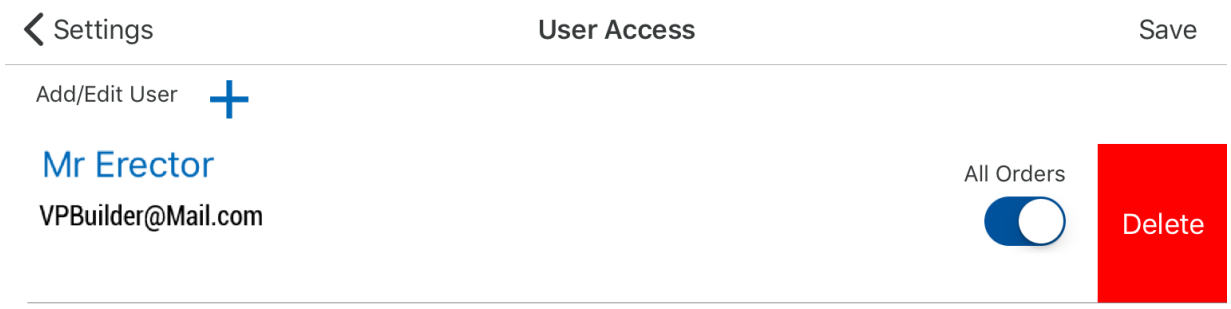
VP Builders can allow a registered user to view all or individual orders. Select the “Order Access List” and input the registered user’s email address. Select Enter/Search. (Note the email address entered must match exactly with the address used to register the user)



The registered user’s information should appear in the User Access list. Use the toggles to allow access to all orders or allow access for individual orders.



To remove a User in iOS swipe to the right and select Delete.



For Android and Windows press or select the User and then select Remove.



Support

Direct any questions or comments to 877-874-3579 or Software@VP.com.