Robinson Manufacturing Company, Inc.
College Concepts, LLC.

Work Order Management System (WOMS)
http://lansa.robinsonmfg.com/woms

User Documentation
01-28-2015
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**Process Flow**

Cut planning or stock change work orders are issued by Robinson Manufacturing production planning. Work Order visibility in the WOMS website is immediate once a cut plan or stock change is released from planning.

Using the WOMS website plants fulfill work orders and provide shipment visibility to Robinson Manufacturing and College Concepts. Plant responsibilities include: maintain work order shipment data, create barcoded case labels, maintain shipping containers, print shipping manifest, and create ASN (Advance Shipment Notification) data.

The final step of the shipment process is closing the container. This step creates an ASN allowing receipt of the barcoded cases labels on the container. This transaction notifies Robinson Manufacturing distribution of the container information and provides necessary data for receiving.

**WOMS Checklist**

Step 1 – Login to WOMS and view Work Order details.

Step 2 – Verify case label quantities are correct and make necessary adjustments.

Step 3 – Print case labels and apply to cartons.

Step 4 – Scan case labels to a pallet.

Step 4 – Scan pallet to a container

Step 5 – View the details of the container and print the container manifest.

Step 6 – After ensuring all container information is correct, close the container.
Login

http://lansa.robinsonmfg.com/WOMS

The WOMS website requires a secure login. The login page displays User ID and Password. After providing this information, click the Login button. If you do not have a valid User ID or Password, please contact your supervisor.

Enter a valid User ID and Password then click the Login button.
WOMS Home

After successful login, the WOMS Home page is displayed. Notice the tabs (highlighted in red below).

From the WOMS Home page you can view and maintain work orders, pallets, containers, and plant units.
WO Inquiry

From the Work Orders tab on the WOMS Home page you can view WO details and maintain cases by entering a WO number and clicking search or by clicking the WO number link in the list.

Enter a WO number and click Search or click the WO link in the list.

Open Action Request

Print Work Order
Pallet Inquiry

From the Pallets tab on the WOMS Home page you can view pallet information. New pallets can be created by clicking the New Pallet button. Existing pallets can be maintained by clicking the pallet link in the list. The list only shows open pallets that have not been loaded onto a container. Pallets loaded onto containers can be viewed by displaying the container.
Container Inquiry

From the Containers tab on the WOMS Home page you can view Container information. New containers can be created by clicking the New Container button. Existing containers can be maintained by clicking the container link. Container manifests can be viewed by clicking the manifest image next to each container.
Plant Unit Inquiry

From the Units tab on the WOMS Home page you can view plant unit information.

<table>
<thead>
<tr>
<th>Plant Code</th>
<th>Plant Unit Code</th>
<th>Cmp.</th>
<th>Div.</th>
<th>Unit Name</th>
<th>Plant Unit Obs Dr</th>
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</thead>
<tbody>
<tr>
<td>RML</td>
<td>DTFP</td>
<td>01</td>
<td>10</td>
<td>Boys Boxer w/Exposed Elastic, button fly</td>
<td>2007/02/08</td>
</tr>
<tr>
<td>RML</td>
<td>CTOP</td>
<td>01</td>
<td>10</td>
<td>Relaxed Robe Reina</td>
<td>2007/02/08</td>
</tr>
<tr>
<td>RML</td>
<td>SPEE</td>
<td>01</td>
<td>10</td>
<td>Boys Palama Pant Exposed Elastic</td>
<td>2007/02/08</td>
</tr>
<tr>
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<td>10</td>
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<td>2007/02/08</td>
</tr>
<tr>
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<td>BPTEDC</td>
<td>01</td>
<td>10</td>
<td>Relaxed Robe Reina</td>
<td>2007/02/08</td>
</tr>
<tr>
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<td>BPTEP</td>
<td>01</td>
<td>10</td>
<td>Not Applicable</td>
<td>2007/02/08</td>
</tr>
<tr>
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<td>10</td>
<td>Boys Pant Top Elastic</td>
<td>2007/02/08</td>
</tr>
<tr>
<td>RML</td>
<td>BPTOP</td>
<td>01</td>
<td>10</td>
<td>Boys Pant Top</td>
<td>2007/02/08</td>
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<td>10</td>
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<tr>
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<td>01</td>
<td>10</td>
<td>Double J Fly w/ No Cap Feature</td>
<td></td>
</tr>
<tr>
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<td>ETPK</td>
<td>01</td>
<td>10</td>
<td>Men’s V-Leg Tapered Boxer Short</td>
<td>2007/02/08</td>
</tr>
<tr>
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<td>01</td>
<td>10</td>
<td>Football Top Finishing</td>
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<tr>
<td>RML</td>
<td>FHV</td>
<td>01</td>
<td>10</td>
<td>Regular Boxer-V Leg</td>
<td>2007/02/08</td>
</tr>
</tbody>
</table>
Work Order Details

The WO display page is used to show all the details of each Work Order. This page is accessed by selecting a Work Order from the WOMS home page.

**Notice the page has 2 tabs.** The first tab, WO Details shows all the items ordered on the Work Order. The second tab Cases will show all the case labels created for the Work Order.

Several quantity fields are displayed to show each specific quantity related to the Work Order:
- **Order Qty** = Work Order quantity ordered.
- **Receive Qty** = total quantity received by Robinson/College Concepts.
- **Shipped Qty** = total case quantity on closed containers.
- **Cancel Qty** = total quantity canceled by Robinson/College Concepts.
- **Total Case Qty** = total quantity of cases created by the vendor.
- **Balance Qty** = Ordered Qty – Total Case Quantity.

![Work Order Details](image-url)
Case Details

The Cases tab from the WO Display page provides all the case maintenance functionality.

The status of the WO can prohibit the maintenance functions on the WO Display page. The following message will be displayed if the WO is in a status with limited maintenance (complete or canceled).

*** Work Order status only permits case label re-printing ***

Several buttons exist to perform various maintenance functions. Also notice the checkbox next to each case. Individual cases can be selected, or the SelectAll checkbox can be used to select all cases.

Print – Cases can be printed by selecting the case(s) and clicking the Print button.
Save – Case quantity changes can be made for existing cases. Edit the case quantity using the Qty input box and click the save button to update the case(s).
If a single WO exceeds 1,000 cases the following “Case Navigation Control” will appear on the Case Detail tab.

This control will only be visible for WOs with more than 1,000 cases.

Explanation of the Case Navigation Control:
- Show First 1,000 cases
- Show Previous 1,000 cases
- Show Next 1,000 cases
- Show Last 1,000 cases
Action Request

Action request eliminate the need to email work order related issues. This allows all actions and issues for work orders to be tracked and reported on the production schedule book. New work order action request generated from the WOMS system will automatically be emailed to the production planner and mfg@robinsonmfg.com.

Several buttons exist to perform action request functions:

- **Add** – Create a new action request for the displayed work order.
- **Cancel** – Cancel entering a new action request.
- **Save/Send** – Save changes to a new or existing action request. This will also send an action request created/updated email to the production planner and mfg@robinsonmfg.com.
- **Complete** – Save an action request as completed. Action complete date and completed by will be updated.

Sample action request email

```
From: brayfield@robinsonmfg.com
To: brayfield@robinsonmfg.com
Cc: 
Subject: Work Order Action Requested for WO: 524511

The following action was requested by Brent Rayfield in the Lanza Work Order System:

WO Number: 524511

Action: Test 2

This is a test of the WO action request system.
```
Container Maintenance

Container Maintenance allows for new container creation and maintenance of existing containers.

To create a new container, first enter the container number. Next scan a case number and click the save button. The save button is the default button on the page: scanners can be setup to automatically insert carriage return (Enter) after each scan to automatically press the Save button.

It is **important** to note the radio buttons “Add Case” and “Remove Case” on the Container Maintenance page. By default the page will be in add case to container mode, but can be switched to allow cases to be removed from the selected container.

**Always verify the Total Label Count and check the Scan History Messages.**
Once cases are scanned to the container, the Container Maintenance page is updated to show the container information. Total Case Count is displayed to show how many cases have been scanned to the container. Scan History Messages are displayed at the bottom of the page.

The **Details** button can be clicked at any time to view the container manifest showing all case labels associated with the selected container.

**Case(s) can be added or removed from a container using the associated radio buttons.**
The container manifest page displays information about the container. The manifest can be printed using the **Print Manifest** button. Totals by WO, Pallet and case details are displayed at the bottom of the page.

Factory Invoice, Container Seal ID and Container Bill of Lading can be maintained at any time (**even after container closing**).

Ship Via and Container Export Case Count is required before containers can be closed. Use the dropdown boxes to select the correct ship via information. Container Export Case Count is important if multiple case labels are attached to a single carton, otherwise this should match the Total Case Label count for the container.
Closing Container

The final step of the container maintenance process is closing the container. This final step creates Advance Shipment Notifications for Robinson Manufacturing warehouse receiving.

To close a container, first ensure all information on the Container Manifest page is correct. Use the “Container Closed Date” calendar control to close the container (highlighted in red in the following screenshot).

Select the departure date for the container vessel.
The following message will be displayed to alert the user case scanning will be prohibited after the container is closed. Click “OK” to close the shipment.
Printer Setup

For barcoded case label printing, WOMS requires the use of a ZPL enabled label printer (www.zebra.com). It is important to install the printer using the Generic / Text Only printer driver. Installing the printer manufacturer’s software may render the printer unusable to the WOMS system.

Windows 7 users must install Windows 7 Hotfix 2584449 to fix an issue printing from Internet Explorer to a generic text printer. The hotfix can be found at http://support.microsoft.com/kb/2584449
Tips

Message Area – Important messages are posted to the message area of each page. Messages are important and may indicate issues causing associated updates to fail. Review all messages carefully and take appropriate action.

Add/Remove Case from a container – It is important to note the status of the radio buttons “Add Case” and “Remove Case” on the Container Maintenance screen. By default the container maintenance page will always be in Add Case to container mode. Users can switch the mode to remove cases from a container.
Case Maintenance – Maintenance is restricted for shipped cases. Once a container has been closed, case maintenance is prohibited. Labels can be reprinted at any time, but changes are restricted.

Windows 7 - Windows 7 users must install Windows 7 Hotfix 2584449 to fix an issue printing from Internet Explorer to a generic text printer. The hotfix can be found at http://support.microsoft.com/kb/2584449

WOMS Manifest Printing – Turn on “Print Background Colors and Images”. From the file menu of the browser choose Page Setup. This will make the Manifest printout more readable.

Navigation – The browser back button should not be used for navigation. All pages contain a Home button to return to the WOMS Home page.
Case Label Placement

Label should be crisp and clear with no visible defects.

Label should NOT be faded, torn, wrinkled, folded or smeared.
CASE LABEL PLACEMENT GUIDE

Approved label placement

INCORRECT label placement-
Label should be on long side of box at bottom, right corner.

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Label should be on long side of box at bottom, right corner.
CASE LABEL PLACEMENT GUIDE

Approved label placement

INCORRECT label placement- Labels should not be on multiple sides.

INCORRECT label placement- Labels should not be on multiple sides.
Approved label placement

Approved label placement - ONLY if labels do not fit on front side of box.

Approved label placement - ONLY if labels do not COMPLETELY fit on front side of box. Place label so barcode is completely visible on front and fold existing sticker underneath box.
INCORRECT label placement -
Labels should not be placed on top of box.

INCORRECT label placement -
Labels should never overlap each other.

INCORRECT label placement -
Labels should never fold over the edge of the box.