

WOMS

User manual — Work Order Maintenance System



Version V3.1.1 · 13 October 2026

Hans Tandt

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How to use this manual

WOMS keeps the maintenance work of a plant: who asks for work, who does it, what was done, which parts were used and what must be done again next month. This manual shows each task step by step.

You are	Read
Everybody	Chapter 1: start, log in, the window
Requester (you ask for work)	Chapters 2 and 10
Technician	Chapters 3 and 10
Chief	Chapters 4, 5, 7 and 10
Storekeeper	Chapters 6 and 10
Administrator	Chapters 8, 9 and 11

- Every task has numbered steps. Do them in this order.
- TIP, NOTE and TRAP boxes give a better way, extra context or a risk.
- The pictures show fictitious demo data. You can try every screen with it (section 1.2).

1. Start, log in and find your way

1.1 Start the program

1. Unzip WOMS_V3.1.1.zip to a folder you can write to, for example your Desktop or Documents. Not Program Files.
2. Open that folder and double-click WOMS.exe.
3. Choose your language, read the terms of use and click I accept. This is asked once per PC.



TRAP — Windows protected your PC

Windows can show this blue window because the program is not signed. Click More info, then Run anyway.

1.2 Try it with the demo data

At the first start WOMS opens a fictitious packaging plant with lines, machines, people and work orders. Log in with one of these user IDs; the password is demo123 for all of them.

User ID	Who	What you see
admin	Ann Admin	Administration: sites, lines, users
chief	Chris Chief	Team status, views, plans, statistics
tech1, tech2	Tom and Tina Technician	My tasks, the report back, checklists
prod	Paul Production	My requests: asking for work
store	Sam Store	Spare parts, order list



NOTE — Your own data

When you are ready, click Use my own folders in the demo window, or choose them later in Settings → Folders. The demo data stays where it is; your own database starts empty.

1.3 Log in

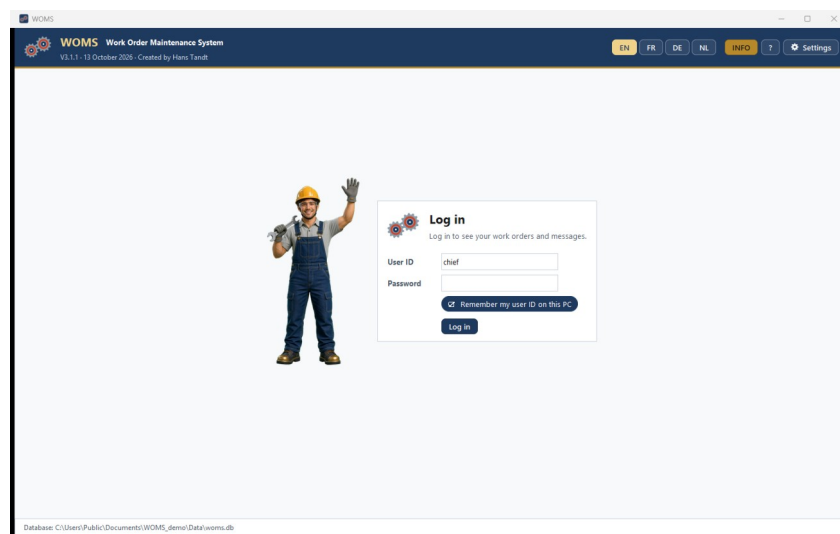


Figure 1. Log in with your own user ID and password.

1. Type your user ID and your password.
2. Tick Remember my user ID on this PC if this is your own PC.
3. Click Log in. Your home page opens.



NOTE — A starting password

If the administrator gave you a starting password, WOMS asks you to choose your own at once (at least 6 characters). Nobody can read a password back, not even the administrator.

1.4 The main window

WOMS Work Order Maintenance System
V3.1.1 - 13 October 2026 - Created by Hans Tandt

Messages (5) Log out Chris Chief (demo) Chief EN FR DE NL INFO ? Settings

Work orders Preventive maintenance Spare parts Documentation Team Messages Scan / number Site Example packaging plant (demo)

Hello Chris Chief (demo)
13 October 2026 · Chief · Example packaging plant (demo)

Messages (5 new)

Team status My requests

Team status
One row per technician. Click a technician to see his open work orders below.

Technician	Today	To do	Started	Waiting	Over limit	Finished this month	Last report
Tina Technician (demo) (TECH2)	D	2	1	1	-	-	13/10/2026
Tom Technician (demo) (TECH1)	N	2	3	-	1	3	13/10/2026

Open work orders of Tina Technician (demo) (TECH2)

WO	Prio	Date	Limit	Line / machine	Urgency	Situation	Asked by	Work
WO-0007	4	09/10/2026	16/10/2026	Packing line (demo) · Shrink wrapper (demo)	Normal	Started (75 %)	Paul Production (demo)	Shrink wrapper light curtain gives false stops (demo)
WO-0002	10	12/10/2026	18/10/2026	Filling line 1 (demo) · Bottle filler (demo)	Very urgent	To do (0 %)	Chris Chief (demo)	Filler motor trips on overload: check the motor (demo)
WO-0003	6	07/10/2026	23/10/2026	Packing line (demo) · Case packer (demo)	Normal	Waiting (parts / others) (25 %)	Paul Production (demo)	Carton feed belt runs off-track (demo)
WO-0008	3	11/10/2026	25/10/2026	Filling line 1 (demo) · Labeller (demo)	Normal	To do (0 %)	Chris Chief (demo)	Replace the encoder of the labeller drive (demo)

Example packaging plant (demo) · Chris Chief (demo) (chief) · Database: C:\Users\Public\Documents\WOMS_demo\Data\woms.db

Figure 2. Everything starts from the bar at the top and your home page.

1. Top bar: Messages (the number = new ones), Log out, your name (click it to change your password), the screen language, INFO (this manual), ? (About) and Settings.
2. Menu bar: Work orders, Preventive maintenance, Spare parts, Documentation, Team and Messages. You only see what your rights allow.
3. Scan / number: scan a QR label, or type a machine code, a part number or a work-order number and press Enter. Ctrl+K jumps here.
4. Site: the plant you work on, when there is more than one.
5. Home page: your tasks, your requests or the team status, depending on your rights.



TIP — Shared PC in the workshop

Click Log out when you leave. The next person logs in with their own user ID, so every change carries the right name.

2. Ask for work (requester)

Anyone with the right May ask for work can make a work order: production, the chief, the storekeeper.

2.1 Make a new work order

New work order

Asked by Chris Chief (demo) · 13/10/2026 · Example packaging plant (demo)

To do · 0 % The number is given when you save.

The request

Short title *

Work to do *

Line *

Machine

Type

Urgency ☒ Normal ☐ Urgent ☐ Very urgent

Moment

Limit date Pick... dd/mm/yyyy

Repeat every ... days (preventive work); empty = once

Safety ☐ Safety risk

Prio ☒ ~4 ☐ Low impact ☐ Medium impact ☐ High impact ☐ Hard ☐ Medium ☐ Easy

Technicians

Tick who does the work. Only the technicians of the chosen line are offered.
Choose a line first (or no technician works on this line yet).

The report

Close Save

Figure 3. The request: what, where, how urgent and how risky.

1. Click Work orders → New work order....
2. Write a Short title and the Work to do: what you see, where, since when.
3. Choose the Line, then the Machine.
4. Choose the Type and the Urgency. Urgent and very urgent work needs a Limit date.
5. Choose the Moment when the work can be done, for example Day, Night or Line stop.
6. If there is a risk, tick Safety risk and click the safety sign that fits.
7. Choose the impact and the ease for the Prio (section 4.4). Leave them empty if you do not know.
8. Tick the technicians if you know who must do it. Only the technicians of the chosen line are offered.
9. Click Save. WOMS gives the number, for example WO-0012.



TIP — Photos say more

After the first Save you can add photos: Add photos..., or Paste (Ctrl+V) a screenshot made with Win+Shift+S.



TIP — From the machine

Scan the QR label on the machine (section 6.5): the machine card opens with New work order for this machine, line and machine already filled in.

2.2 Follow your requests

Your home page shows My requests: the work orders you asked for that are not finished. WOMS sends you a message when a technician changes the situation or a chief cancels the request, with the reason.



NOTE — Who changes what

The request can only be changed by the requester or a chief. The report is filled in by the technicians of the work order.

3. Do the work (technician)

3.1 My tasks

The screenshot shows the WOMS interface for a technician. The header includes the system name, version, and user information. The main content area is titled 'Hello Tom Technician (demo)' and displays a list of tasks. The tasks are shown in a table with columns for WO, Prio, Date, Limit, Line / machine, Urgency, Situation, Asked by, and Work. The table lists five tasks, with the first two having a red background indicating they are over the limit date.

WO	Prio	Date	Limit	Line / machine	Urgency	Situation	Asked by	Work
WO-0001	6	04/10/2026	11/10/2026	Filling line 1 (demo) · Bottle conveyor (demo)	Urgent	Started (50 %)	Chris Chief (demo)	Replace the worn conveyor drive chain (demo)
WO-0011	~4	13/10/2026	16/10/2026	Filling line 1 (demo) · Palletiser (demo)	Normal	Started (50 %)	Chris Chief (demo)	Grease the palletiser bearings (demo)
WO-0009	3	08/10/2026	17/10/2026	Filling line 1 (demo) · Palletiser (demo)	Urgent	Started (25 %)	Paul Production (demo)	Measure the lift chain tension of the palletiser (demo)
WO-0002	10	12/10/2026	18/10/2026	Filling line 1 (demo) · Bottle filler (demo)	Very urgent	To do (0 %)	Chris Chief (demo)	Filler motor trips on overload: check the motor and the wiring (demo)
WO-0006	~4	13/10/2026	09/11/2026	Utilities (demo) · Cooling water (demo)	Normal	To do (0 %)	Chris Chief (demo)	Monthly check of the cooling water circuit (demo)

Figure 4. My tasks: the open work orders given to you. Red = over the limit date.

Double-click a row to open the work order. Click the Prio heading to put the highest Prio first.

3.2 Report back

WO-0001 · Replace the worn conveyor drive chain (demo)

WO-0001 · Replace the worn conveyor drive chain (demo)
 Asked by Chris Chief (demo) · 04/10/2026 · Example packaging plant (demo)

Started · 50 % The request can only be changed by the requester or a chief.

The request

Short title * Replace the worn conveyor drive chain (demo)
 Work to do * Replace the worn conveyor drive chain (demo)
 Line * Filling line 1 (demo)
 Machine Bottle conveyor (demo)
 Type Mechanical
 Urgency Urgent
 Moment Line stop
 Limit date 11/10/2026
 Repeat —
 Safety —
 Prio **6** High impact × Medium

Technicians

Tom Technician (demo)
 Tina Technician (demo): Off 11/10/2026

The report

Situation ☐ To do ☒ Started ☐ Waiting (parts / others) ☐ Finished

Progress ☐ 0 % ☐ 25 % ☒ 50 % ☐ 75 % ☐ 100 %

Date of execution 05/10/2026 dd/mm/yyyy

Figure 5. The report: situation, progress, dates and what was done.

1. Open the work order.
2. Choose the Situation: To do, Started, Waiting (parts / others) or Finished.
3. Choose the Progress: 0, 25, 50, 75 or 100 %.
4. Fill in the Date of execution (the day you started) and, when finished, the Date of realisation.
5. Write What was done, the Downtime in hours and any Other cost.
6. Click Save. Every change goes into the history with your name and the time.



TRAP — Finished needs everything

Finished needs 100 %, both dates and an answer on every checklist line.
 Waiting needs a comment: what is the work waiting for?



NOTE — Someone is away

A red line under Technicians says when a chosen technician is off or away on the work-order dates (from the absence list, chapter 7).

3.3 Answer the checklist

WO-0011 · Grease the palletiser bearings (demo)
 Asked by Chris Chief (demo) · 13/10/2026 · Example packaging plant (demo)

Parts used

Part	Place	Quantity	Unit	Price	Total
1863-0001 Grease cartridge EP2 400 g (demo)	Hall 2 · H2-01	2	pieces	7.5 €	15 €

+ Add part... **Parts 15 € · Other cost 0 € · Total 15 €**

Checklist

- Oil level of the central lubrication** ☒ OK ☐ Not OK ☐ Not applicable
 Tom Technician (demo), 13/10/2026
- Grease points 1-6** ☐ OK ☒ Not OK ☐ Not applicable **Make a work order of this**
 Tom Technician (demo), 13/10/2026
 Point 4 blocked: no grease goes in
- Lift chain tension (mm)** ☐ OK ☐ Not OK ☐ Not applicable Value:
- Leaks around the lift** ☐ OK ☐ Not OK ☐ Not applicable

Photos
 No photos yet.
 + Add photos... Paste (Ctrl+V) Photos are stored at once. Click a photo to enlarge it, right-click to change the caption or delete it.

History
 13/10/2026 18:34 · Tom Technician (demo): part 1863-0001 Grease cartridge EP2 400 g (demo): 0 → 2
 13/10/2026 18:34 · Tom Technician (demo): checklist "Grease points 1-6": Not OK Point 4 blocked: no grease goes in
 13/10/2026 18:34 · Tom Technician (demo): checklist "Oil level of the central lubrication": OK
 13/10/2026 18:34 · Tom Technician (demo): situation: To do → Started

Message about this work order... Print... Documents of this machine (2) Close Save

Figure 6. A work order made by a maintenance plan carries its checklist.

1. Answer every line: OK, Not OK or Not applicable.
2. Write the value when the line asks for one, for example a pressure.
3. A Not OK line needs a note. Click Make a work order of this when it needs a repair: WOMS makes a new corrective work order for the same line and technicians.

3.4 Parts used

WO-0004 · Hydraulic hose leak on the palletiser lift (demo)

Asked by Chris Chief (demo) · 01/10/2026 · Example packaging plant (demo)

Situation ☐ To do ☐ Started ☐ Waiting (parts / others) ☒ Finished

Progress ☐ 0 % ☐ 25 % ☐ 50 % ☐ 75 % ☒ 100 %

Date of execution dd/mm/yyyy

Date of realisation dd/mm/yyyy

Comment
Hose replaced, no more leak.

What was done
Hose replaced, no more leak.

Downtime (hours)

Other cost

Parts used

Part	Place	Quantity	Unit	Price	Total	
3671-0001 O-ring kit hydraulics (demo)	Store A · R05-2	1	set	64 €	64 €	X
5641-0001 Hydraulic hose DN12 1 m (demo)	Hall 2 · H2-02	1	pieces	54 €	54 €	X

Parts 118 € · Other cost 0 € · Total 118 €

Photos

No photos yet.

Photos are stored at once. Click a photo to enlarge it, right-click to change the caption or delete it.

History

Documents of this machine (2)

Figure 7. The parts taken from the store go on the work order.

1. Click Add part... The parts of this machine are shown first, in bold.
2. Scan the bin label or type the part number, give the quantity and press Enter.
3. Click Save. Only then the stock goes down.



TIP — Gave a part back?

Remove the line, or lower its quantity, and save. The stock goes up again.

3.5 Print the work-order sheet

Work-order sheet WO-0011 · 13 October 2026

WO-0011

Grease the palletiser bearings (demo)

Example packaging plant (demo) · Filling line 1 (demo) · Palletiser (demo)

Situation	Started (50 %)	Urgency	Normal
Type	Mechanical	Moment	Day
Date	13/10/2026	Limit date	16/10/2026
Asked by	Chris Chief (demo)	Technicians	Tom Technician (demo) (TECH1)

Work to do

Grease points 1-6 with the blue grease gun, 2 strokes each.

Checklist

#	Check	OK	Not OK	Not applicable	Value / note
1	Oil level of the central lubrication	☒	☐	☐	
2	Grease points 1-6	☐	☒	☐	Point 4 blocked: no grease goes in
3	Lift chain tension (mm)	☐	☐	☐	
4	Leaks around the lift	☐	☐	☐	

Parts used

Number	Name	Place	Quantity	Total
1863-0001	Grease cartridge EP2 400 g (demo)	Hall 2 - H2-01	2 pieces	15 €

Notes

History

13/10/2026 WOMS made by the plan "Grease the palletiser bearings (demo)"

13/10/2026 Tom Technician (demo) date of execution: -- → 13/10/2026

13/10/2026 Tom Technician (demo) progress: 0 % → 50 %

13/10/2026 Tom Technician (demo) situation: To do → Started

13/10/2026 Tom Technician (demo) checklist "Oil level of the central lubrication": OK

13/10/2026 Tom Technician (demo) checklist "Grease points 1-6": Not OK Point 4 blocked: no grease goes in

13/10/2026 Tom Technician (demo) part 1863-0001 Grease cartridge EP2 400 g (demo): 0 → 2

Technician (name, date, signature)

Requester: accepted (name, date, signature)

Prio

~4

Example packaging plant (demo) · Work-order sheet WO-0011 · made with WOMS V3.1.1 Page 1 / 1

Figure 8. One page for the workshop: request, checklist, parts, lines to write on and two signatures.

Click Print... at the bottom of a work order. WOMS makes a Word file, and a PDF when that is switched on (Settings → Folders).

3.6 Messages

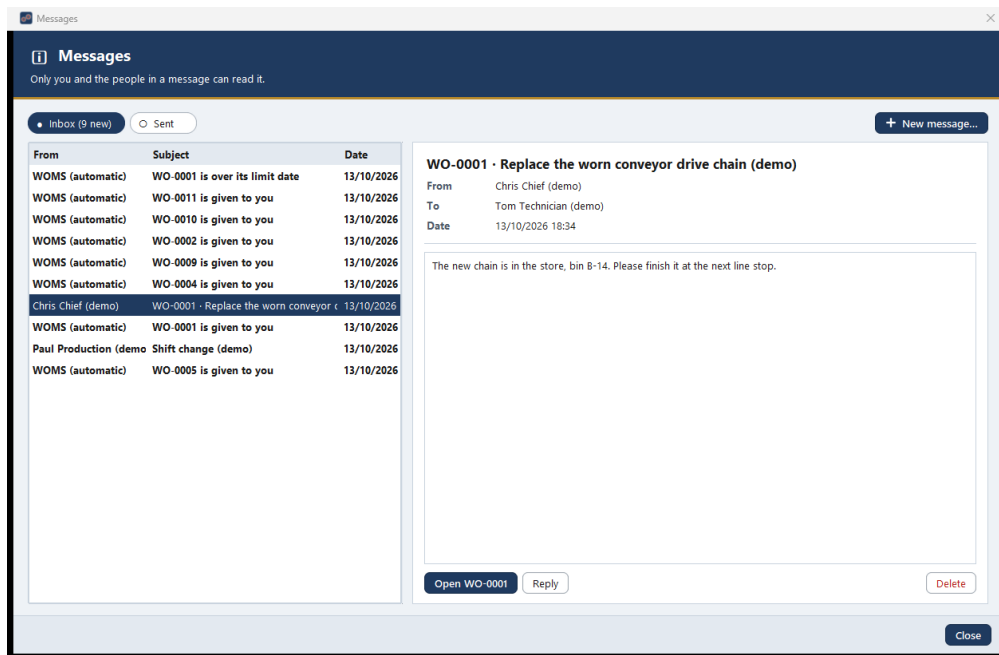


Figure 9. Messages from people and from WOMS itself.

- WOMS writes to you when a work order is given to you or goes over its limit date.
- Message about this work order... in a work order writes to the people of that work order.
- Only you and the people in a message can read it. WOMS checks for new messages every minute.

4. Lead the team (chief)

4.1 The team status

The chief's home page (Figure 2) has one row per technician: today's absence code, To do, Started, Waiting, Over limit, Finished this month and the date of the last report. Click a technician to see their open work orders below.

4.2 The views

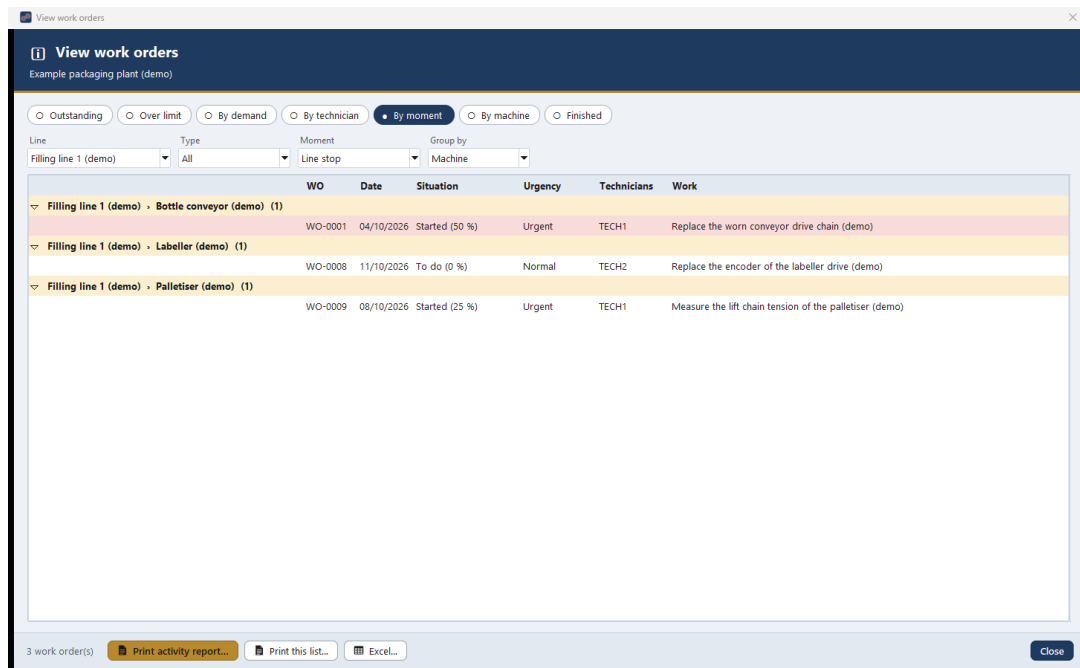


Figure 10. The seven views, here By moment.

1. Click Work orders → View work orders.
2. Choose the view: By moment, By demand, By machine, By technician, Outstanding, Over limit or Finished.
3. Narrow it with the line, the month or the year.
4. Click Print this list... or Excel... to take it along.

4.3 The activity report

LINE STOP — activity report — Filling line 1 (demo) · 13 October 2026

LINE STOP — activity report — Filling line 1 (demo)

Example packaging plant (demo)
Line: Filling line 1 (demo)
Type: All
Moment: Line stop
13 October 2026

Paul Production (demo) Shift leader production	Chris Chief (demo) Maintenance chief	Ann Admin (demo) Maintenance office

WO	Date	Situation	Urgency	Technicians	Work	Remarks
Filling line 1 (demo) > Bottle conveyor (demo)						
WO-0001	04/10/2026	Started (50 %)	Urgent	TECH1	Replace the worn conveyor drive chain (demo)	
Filling line 1 (demo) > Labeller (demo)						
WO-0008	11/10/2026	To do (0 %)	Normal	TECH2	Replace the encoder of the labeller drive (demo)	
Filling line 1 (demo) > Palletiser (demo)						
WO-0009	08/10/2026	Started (25 %)	Urgent	TECH1	Measure the lift chain tension of the palletiser (demo)	

Total: 3 work order(s)

Example packaging plant (demo) · LINE STOP — activity report — Filling line 1 (demo) · made with WOMS V3.1.1

Page 1 / 1

Figure 11. The sheet for the technical meeting, signed by the people of the line.

1. In View work orders choose By moment and one line.
2. Click Print activity report....
3. WOMS writes the work of that moment, grouped by machine, with the signature boxes of the line (Administration → Lines and machines → Edit → Signatures).

4.4 Prio: what first?

Prio = impact × ease, plus 1 for very urgent and plus 1 for a safety risk. It goes from 1 to 11; the higher, the sooner.

	Hard (1)	Medium (2)	Easy (3)
Low impact (1)	1	2	3
Medium impact (2)	2	4	6
High impact (3)	3	6	9



NOTE — ~4 is a guess

A Prio with ~ in front means impact or ease is not chosen yet. WOMS guesses it from the urgency. Choose both to make it real.

Work orders → Prio report prints the open work orders with the highest Prio first.

4.5 Statistics

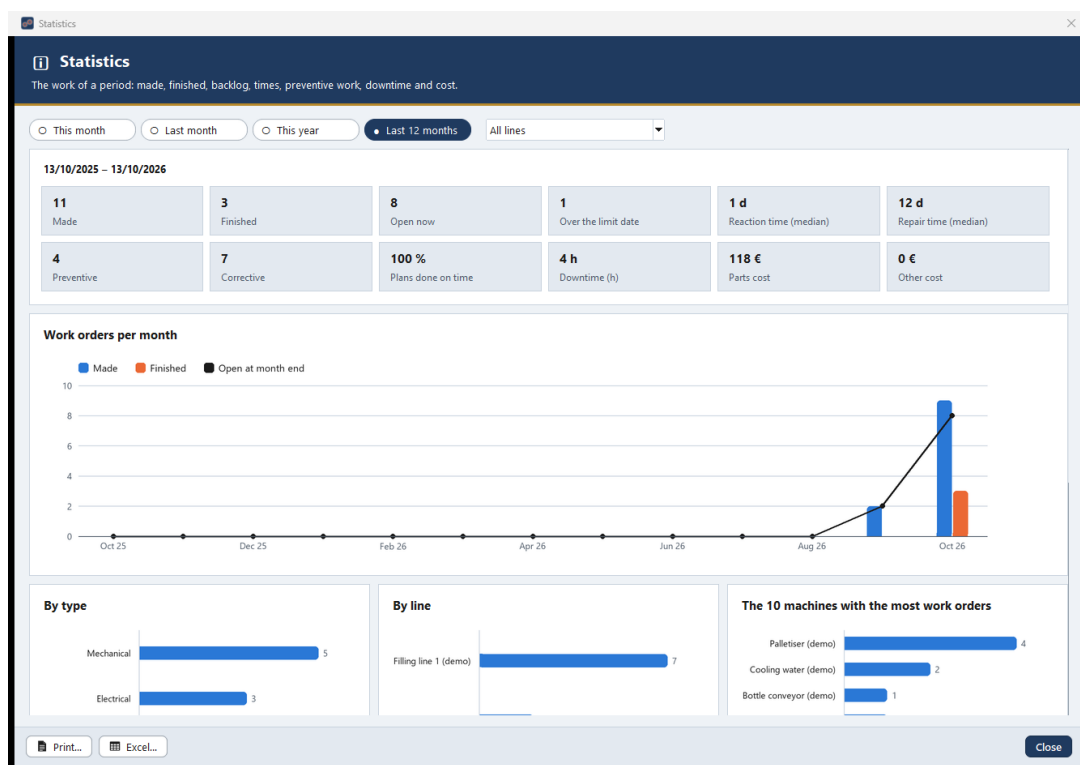


Figure 12. The work of a period in figures and charts.

1. Click Work orders → Statistics.
2. Choose the period with the chips at the top.
3. Read the summary: made, finished, open, reaction and repair time, downtime and cost.
4. Click Print... for the report with charts, or Excel... for the figures.



NOTE — No names in Excel

The workload per technician is only on the screen and in the printed report, with initials. An Excel export never contains person names.

5. Preventive maintenance

A maintenance plan is a job that comes back: greasing every week, a safety check every year. WOMS makes its work order by itself, a chosen number of days before it is due.

5.1 Make a plan

Maintenance plans
WOMS makes the work order of a plan by itself, the chosen number of days before it is due.

Plan	Every	Next
▼ Filling line 1 (demo)		
Grease the palletiser bearings (demo)	every 1 week(s)	16/10/2026
▼ Packing line (demo)		
Safety check of the shrink wrapper light curtain (demo)	every 12 month(s)	12/12/2026
▼ Utilities (demo)		
Monthly check of the cooling water circuit (demo)	every 1 month(s)	09/11/2026

Active — next due 16/10/2026 Open WO-0011 Pause

Last done: 02/10/2026

Plan

Short title * Grease the palletiser bearings (demo)

Instructions Grease points 1-6 with the blue grease gun, 2 strokes each.

Line * Filling line 1 (demo)

Machine Palletiser (demo)

Type Mechanical

Moment Day

Every * 1 ☐ days ☒ weeks ☐ months

Schedule ☒ Fixed (on the calendar) ☐ From the last time

Next due date * 16/10/2026 Pick... the first time: when it is first due

Make it ... days before 3 the work order appears that many days before the due date

Estimated hours 1.5

Safety ☐ Safety risk

Technicians ☒ Tom Technician (demo) ☐ Tina Technician (demo)

Checklist

+ New plan Delete

Close

Figure 13. A plan: what, where, how often and who.

1. Click Preventive maintenance → Plans... and New plan.
2. Fill in the Short title, the Instructions, the Line and the Machine.
3. Give Every: a number and days, weeks or months.
4. Choose the Schedule. Fixed keeps the calendar dates; From the last time counts from the day the last job was finished.
5. Give the Next due date and Make it ... days before.
6. Add the Estimated hours and tick the technicians.
7. Add the checklist lines. Tick asks a value when a measurement must be written down.
8. Click Save this plan.



TIP — Not now

Pause stops a plan without losing it. Make it now makes the next work order at once, for example before a line stop.



NOTE — Nobody there

When every technician of the plan is off on the due date, WOMS still makes the work order and sends the chiefs a message: give it to someone else or move the date.

5.2 Due soon and Done on time

Plan	Due	Machine	Every	Work order	Technicians	Hours
Week of 12 October 2026 · 1.5 h						
Grease the palletiser bearings (demo)	16/10/2026	Palletiser (demo)	every 1 week(s)	WO-0011 Started (50 %)	TECH1 (AL)	1.5
Week of 9 November 2026 · 2 h						
Monthly check of the cooling water circuit (demo)	09/11/2026	Cooling water (demo)	every 1 month(s)	WO-0006 To do (0 %)	TECH1	2
Week of 7 December 2026 · 4 h						
Safety check of the shrink wrapper light curtain (demo)	12/12/2026	Shrink wrapper (demo)	every 12 month(s)	—	TECH2	4

Figure 14. Due soon: the plans of the coming weeks with their hours.

- Due soon groups the coming plans by week, line or moment, with the hours: plan the line stops with it.
- Done on time shows, per line, how many plan work orders were finished by their limit date.

6. Spare parts and QR labels (storekeeper)



NOTE — Switched off?

If you do not see the Spare parts menu, it is switched off on this PC: Settings → Display → Show spare parts.

6.1 The class list comes first

A part number is the class (4 digits, the type of part) and a serial (4 digits): 3824-0012 is the twelfth needle bearing. An administrator imports the class list once.

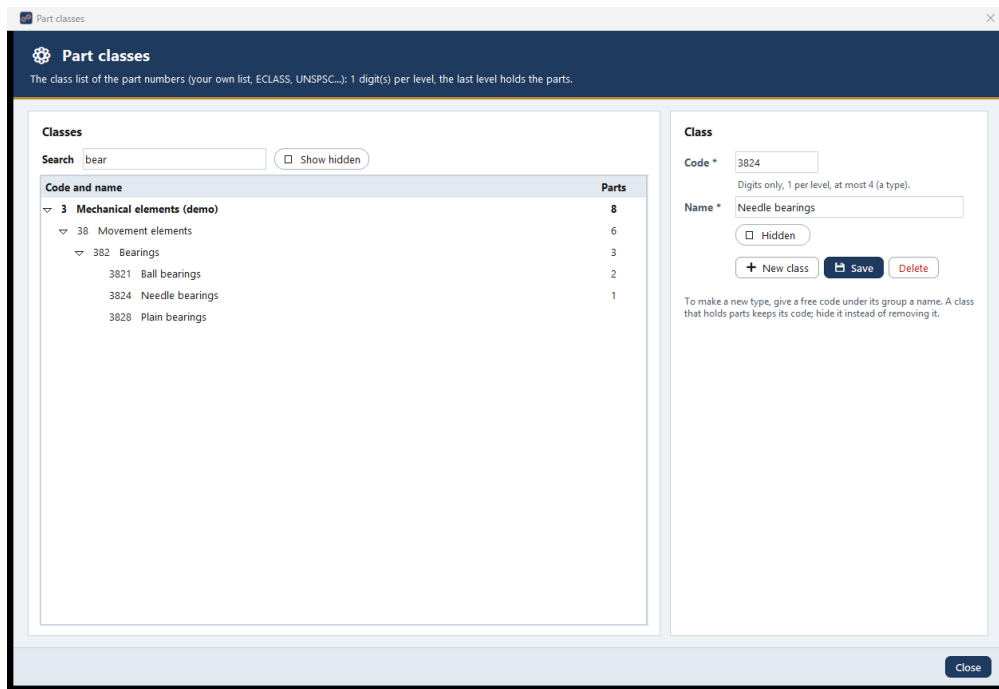


Figure 15. The class list: one digit per level, the last level holds the parts.

1. Click Spare parts → Part classes....
2. Click Import a list (CSV / Excel)... and choose a file with two columns, code and name: your own list, or an ECLASS or UNSPSC list.
3. Check the counts and click Yes. Nothing is deleted; new classes are added.



NOTE — Own numbers

A site can also use its own part numbers, with or without a class: Administration → Sites → Part numbers.

6.2 Add a part

Spare parts
The catalogue of the site: number, place, stock, minimum and maximum. The stock only changes through work orders, Received and Count.

Parts

Search:

All classes: All buildings: ☐ Below minimum ☐ Inactive too

Number	Name	Place	Stock	Min / max
1863-0001	Grease cartridge EP2 400 g (demo)	Hall 2 · H2-01	16 pieces	12 / 48
3671-0001	O-ring kit hydraulics (demo)	Store A · R05-2	0 set	1 / 3
3673-0001	Shaft seal 40x62x8 (demo)	Store A · R05-1	12 pieces	6 / 24
3811-0001	V-belt SPA 1250 (demo)	Store A · R03-1	3 pieces	2 / 6
3812-0001	Conveyor belt 400 x 2620 (demo)	Hall 2 · H2-07	6 pieces	10 / 30
3815-0001	Roller chain 16B-1, 5 m (demo)	Store A · R03-4	2 m	5 / 15
3821-0001	Ball bearing 6205-2RS (demo)	Store A · R01-2	8 pieces	4 / 12
3821-0002	Ball bearing 6310-2Z (demo)	Store A · R01-3	2 pieces	2 / 6
3824-0001	Needle bearing HK2016 (demo)	Store A · R01-4	10 pieces	4 / 20
4511-0001	Inductive sensor M18 PNP (demo)	Store A · R08-1	5 pieces	3 / 8
4513-0001	Light curtain receiver 600 mm (demo)	Store A · R08-3	0 pieces	1 / 2
4515-0001	Encoder 1024 ppr (demo)	Store A · R08-4	0 pieces	1 / 2
4521-0001	Fuse 16 A gG (demo)	Store A · R09-1	4 box	2 / 8
5111-0001	Solenoid valve 5/2 G1/4 (demo)	Store A · R10-2	2 pieces	1 / 4
5641-0001	Hydraulic hose DN12 1 m (demo)	Hall 2 · H2-02	1 pieces	2 / 6

15 part(s)

+ New part Delete Labels of this list... Excel...

Part

Stock: **6 pieces** min 10 · max 30
at or below the minimum: on the order list

+ Received... Count... Mark as ordered

Class * **3812 Flat and conveyor belts**

Part number * **3812-0001**

Name *

Description

Unit *

Supplier

Supplier's number

Manufacturer's number

Place (building) Rack:

Min / max stock / at the minimum it goes on the order list

Price €

Notes

☒ Active

Where used

Edited: 1

Close

Figure 16. The catalogue: number, place, stock, minimum and maximum.

1. Click Spare parts → Parts... and New part.
2. Click Choose the class... and pick a type. WOMS gives the next serial.
3. Fill in the name, the unit, the supplier and their number.
4. Give the place: building and rack.
5. Give Stock now and the Min / max stock.
6. Add the machines under Where used, and a photo.
7. Click Save the part.



TRAP — The stock moves by itself

After the start the stock only changes through work orders, Received... and Count.... Every move is kept with the name and the time.

6.3 Order and receive

Number	Name	Supplier's number	Place	Stock	Min	Max	To order	Price	Amount	Ordered
Demo Bearings Ltd										
3821-0002	Ball bearing 6310-2Z (demo)	6310-2Z-D	Store A - R01-3	2	2	6	4 pieces	24,5 €	98 €	
Demo Belting										
3812-0001	Conveyor belt 400 x 2620 (demo)	CB-400-2620	Hall 2 - H2-07	6	10	30	24 pieces	41 €	984 €	
Demo Seals										
3671-0001	O-ring kit hydraulics (demo)	ORK-HYD-1	Store A - R05-2	0	1	3	3 set	64 €	192 €	
Example Transmission										
3815-0001	Roller chain 168-1, 5 m (demo)	1681-5M	Store A - R03-4	2	5	15	13 m	18,5 €	240,5 €	
Hydraulic Demo										
5641-0001	Hydraulic hose DN12 1 m (demo)	HH-DN12-1000	Hall 2 - H2-02	1	2	6	5 pieces	54 €	270 €	
Sensor Demo GmbH										
4513-0001	Light curtain receiver 600 mm (demo)	LC-R600	Store A - R08-3	0	1	2	2 pieces	690 €	1380 €	
4515-0001	Encoder 1024 ppr (demo)	ENC-1024	Store A - R08-4	0	1	2	2 pieces	245 €	490 €	13/10/2026

7 part(s) to order : 3654,5 € Ordered / not ordered + Received... Print this list... Excel... Close

Figure 17. The order list: what is at or below its minimum, per supplier.

1. Click Spare parts → Order list. To order = up to the maximum.
2. Order the parts yourself (WOMS does not order), then click Ordered / not ordered.
3. When they arrive, open the part and click Received..., give the quantity. The stock goes up and the ordered mark goes away.

Spare parts → Used parts shows the parts used in a period, per machine, with their cost.

6.4 The catalogue in Excel

In Parts..., the Excel... button exports the catalogue, or imports new parts from a file with the same columns. An import never changes a stock.

6.5 QR labels

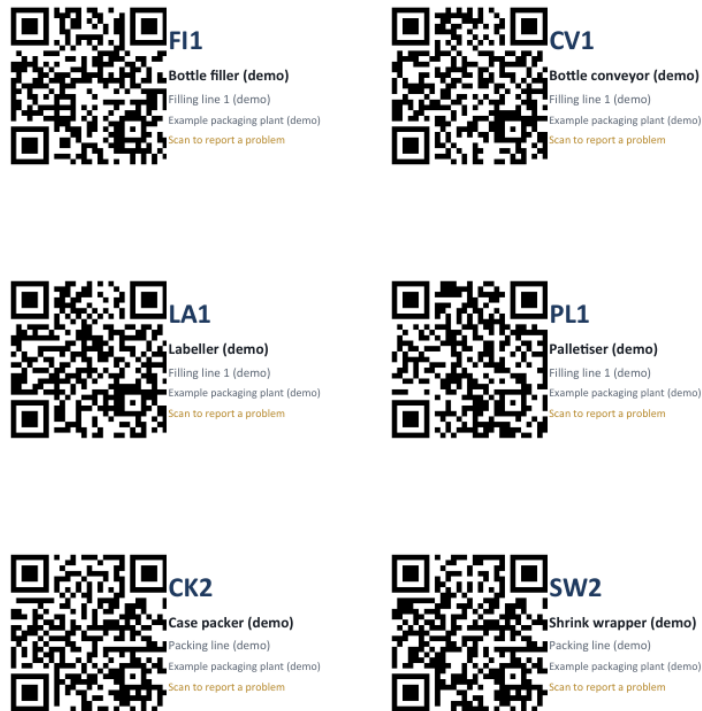


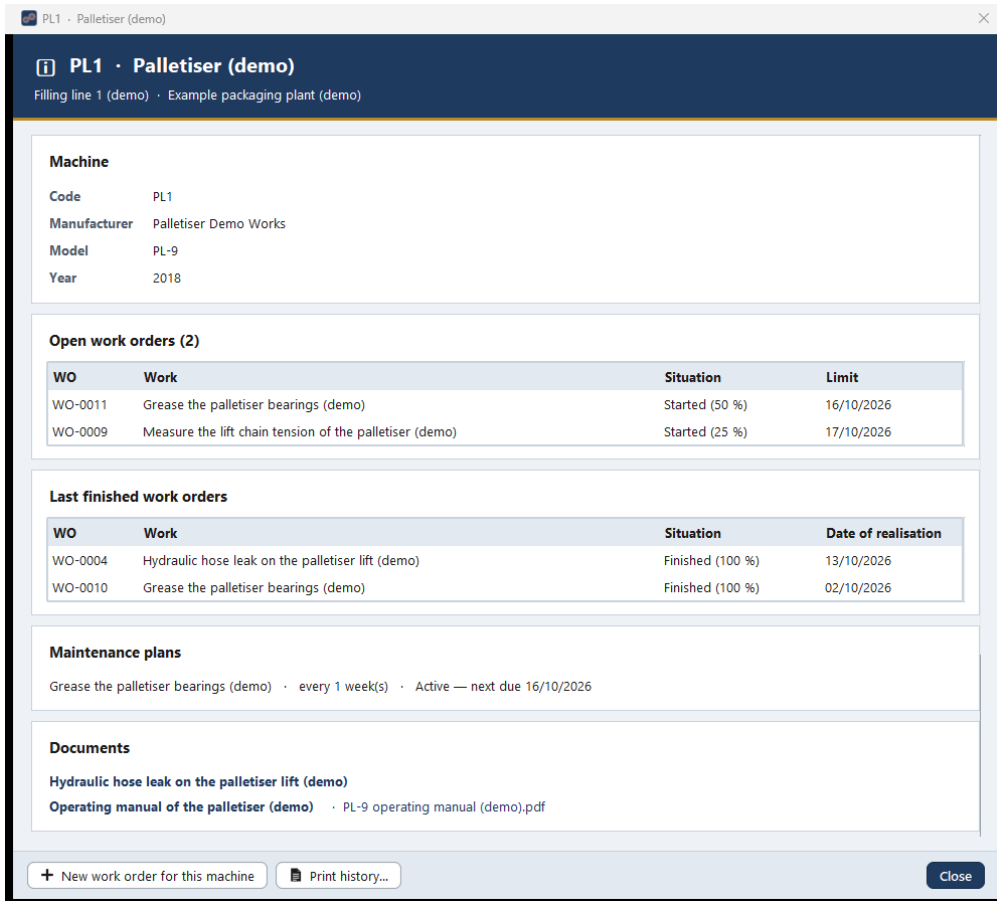
Figure 18. Labels on A4 label sheets. Scanned, a label opens the machine or the part.

1. Machines: Administration → Lines and machines... → Print labels.... Parts: Labels of this list... in Parts....
2. Choose the label size and the place of the first label (1 = top left), so a half-used sheet can be used up.
3. Click Make the labels and print the Word or PDF file at 100 %.



TRAP — Agree the QR address with IT first

A label holds the address of the future WOMS server (Administration → Sites → QR address). Choose it with IT before you print: a label stuck on a machine must keep working later.



PL1 · Palletiser (demo)
Filling line 1 (demo) · Example packaging plant (demo)

Machine

Code	PL1
Manufacturer	Palletiser Demo Works
Model	PL-9
Year	2018

Open work orders (2)

WO	Work	Situation	Limit
WO-0011	Grease the palletiser bearings (demo)	Started (50 %)	16/10/2026
WO-0009	Measure the lift chain tension of the palletiser (demo)	Started (25 %)	17/10/2026

Last finished work orders

WO	Work	Situation	Date of realisation
WO-0004	Hydraulic hose leak on the palletiser lift (demo)	Finished (100 %)	13/10/2026
WO-0010	Grease the palletiser bearings (demo)	Finished (100 %)	02/10/2026

Maintenance plans

Grease the palletiser bearings (demo) · every 1 week(s) · Active — next due 16/10/2026

Documents

Hydraulic hose leak on the palletiser lift (demo)

Operating manual of the palletiser (demo) · PL-9 operating manual (demo).pdf

+ New work order for this machine Print history... Close

Figure 19. The machine card: open work orders, plans, parts and documents of one machine.

Scanning a machine label in the Scan / number box opens its machine card. Print history... prints everything of that machine.

7. Team: absence list, documentation, address book

7.1 The absence list

The screenshot shows the 'Absence list' window for October 2026. It displays a calendar grid where each day is assigned a code for two technicians: Tina and Tom. The codes include 'D' (Day shift), 'N' (Night shift), 'OFF' (Off), 'AL' (Annual leave), 'OC' (On call), 'LL' (Long leave), 'PL' (Periodic leave), 'S' (Sick), 'P' (Permission), and 'U' (Absent without notice). The interface includes a 'Put on the selected days' section with buttons for each code type, a 'Clear' button, and a 'Continue last month's rotation' button. At the bottom, there are buttons for 'Print this month...' and 'Excel...', and a 'Close' button.

Figure 20. One code per day per technician: shifts, off, leave.

1. Click Team → Absence list.
2. Select days: drag, Shift for a range, Ctrl for one more day.
3. Click a code and Put on the selected days.
4. Continue last month's rotation fills the empty days with last month's shift pattern.



NOTE — Private codes

A code marked Private (for example sick) is only shown to chiefs and administrators. Others see absent.

An administrator sets the codes and the holidays of the site: Administration → Absence codes and holidays....

7.2 Technical documentation

Technical documentation

What was seen and what fixed it, with files (manuals, drawings, photos) and links, per machine.

Documents

Search

All machines ☐ Outdated too

Title	Machine	Files	Changed
Light curtain: false stops (demo)	Shrink wrapper (demo)		13/10/2026
Hydraulic hose leak on the palletiser lift (demo)	Palletiser (demo)		13/10/2026
Operating manual of the palletiser (demo)	Palletiser (demo)	1	13/10/2026

Document

Title * Operating manual of the palletiser (demo)

Machine Filling line 1 (demo) - Palletiser (demo)

Type Mechanical

Problem

Solution The maker's manual: start-up, lift chain tension, greasing points.

Keywords manual, lift chain, grease

Links (one per line)

Written by Chris Chief (demo) on 13/10/2026

Files

PL-9 operating manual (demo).pdf (86 kb)

+ Add files...

Save the document Delete

Close

Figure 21. What was seen and what fixed it, per machine, with files and links.

1. Click Documentation → New document... or open a finished work order and click Make a document of this.
2. Write the Problem, the Solution and keywords.
3. Add files (manuals, drawings, photos) and links.
4. Click Save the document. The next technician finds it with the search, or with Docs in a work order of that machine.

7.3 The address book

Team → Address book shows the employees (from the users) and keeps suppliers, the doctor, the hospital and others. Home address and home phone are only seen by an administrator and the person themselves.

8. Administration

Only an administrator sees this menu. The first start of an empty database asks for the first administrator; the home page then shows the steps to set up WOMS.

8.1 Sites

Sites

Saved at once in the database when you click Save.

Sites

- Example packaging plant (demo)
- Exemple brasserie (d mo)

Site

Name * Example packaging plant (demo)

Location Example town

Currency €

Document language ☒ English ☐ French ☐ German ☐ Dutch

Logo

Notes

Lines and machines are managed in the main window, on the left.

QR labels and spare parts

QR address <https://woms.example.local>

The address of the future WOMS server, e.g. <https://woms.company.local> — agree it with IT before printing labels: a label printed now must keep working with the browser version.

Figure 22. A site: name, logo, document language, buildings and part numbers.

Administration → Sites...: the name, the logo and the language of the printed documents, the buildings of the store, the part numbering and the QR address. Click Save.

8.2 Lines and machines

Lines and machines

Site: Example packaging plant (demo)

Line / machine	Open
▼ L1 · Filling line 1 (demo)	5
FI1 · Bottle filler (demo)	1
CV1 · Bottle conveyor (demo)	1
LA1 · Labeller (demo)	1
PL1 · Palletiser (demo)	2
▼ L2 · Packing line (demo)	2
CK2 · Case packer (demo)	1
SW2 · Shrink wrapper (demo)	1
▼ UT · Utilities (demo)	1
CW · Cooling water (demo)	1
GE · Generator set (demo)	.

Figure 23. The lines of the site with their machines and the open work orders.

1. Click Administration → Lines and machines....
2. Click + Line, then select it and + Machine. Give each machine a short code, for example PL1: it goes on the QR label.
3. Edit a line to set the people who sign its activity report.



NOTE — Nothing is lost

A line or machine that has work orders is archived instead of deleted. Show archived and Restore bring it back.

8.3 Users and rights

Users
Everybody who logs in: rights, lines and contact data. Save stores one person at once.

People

Name (user ID)	Rights	Last login
Ann Admin (demo) (admin)	Admin	2026-10-13 18:35 MSI-Wor
Chris Chief (demo) (chief)	Requester, Chief	2026-10-13 18:34 MSI-Wor
Paul Production (demo) (prod)	Requester	
Sam Store (demo) (store)	Requester, Store	
Tina Technician (demo) (tech2)	Technician	
Tom Technician (demo) (tech1)	Technician	2026-10-13 18:35 MSI-Wor

Person

User ID *

Name *

Function

E-mail

Phone office

Mobile phone

Phone home

Address

Notes

Language ☒ English ☐ French ☐ German ☐ Dutch

Rights

May ask for work: makes work orders. Technician: gets work orders and reports back. Chief status of every technician. Administrator: sites, lines, machines and users.

☐ May ask for work
 ☒ Technician
 ☐ Chief (team status)

☐ Administrator
 ☐ Store (spare parts)
 ☒ Active (may log in)

+ Add Delete Starting password... Close

Figure 24. Every person who logs in, with rights and lines.

Right	May
May ask for work	make work orders
Technician	get work orders and report back
Chief	see the team, the views, plans, statistics; change any request
Store	manage the spare parts
Administrator	sites, lines, machines, users, codes, the database

1. Click Administration → Users... and Add.
2. Fill in the user ID, the name and the language; tick the rights and the lines.
3. Click Set password..., or select several people and Starting password... to give them one password that each must change at the first login.
4. Click Save this person.



TRAP — At least one administrator

WOMS keeps at least one active administrator. A person named on work orders is made inactive instead of deleted.

9. The company server



NOTE — Preview in V3.1.1

The company server works and is tested on PostgreSQL 16, but it is not yet accepted on a real company server. Try it first with a test server; keep using a local database for daily work until then.

9.1 One PC or a team

On one PC the database is a file in the data folder. For a team, every PC uses one PostgreSQL database on a company server; people still log in with their own user ID. IT prepares the server with the WOMS_Server_Guide in the Manuals folder.

Settings

Changes are applied when you click Save.

Folders Display Start

Make a backup now Open the backups folder

Where is the database?

One PC: a file in the data folder. A team: one database on the company server (PostgreSQL), the same for every PC. People still log in to WOMS with their own user ID.

☐ Local (this PC) ☒ Company server (PostgreSQL)

Company server

Server: server01.company.local

Port: 5432

Database: woms

Database account: woms_app

Password:

Stored encrypted for this Windows user, never as plain text.

☐ Use SSL

Test the connection Move this PC's database to the server...

Connected: a WOMS database (schema 9).

IT: the server guide is in the Manuals folder (WOMS_Server_Guide_EN).

Cancel Save

Figure 25. Settings → Folders: where the database is.

1. Open Settings → Folders and scroll to Where is the database?.
2. Choose Company server (PostgreSQL).
3. Fill in the server, port, database, database account and password that IT gives you.
4. Click Test the connection.
5. On the first PC only: Move this PC's database to the server... copies everything to the empty server database. The local file is kept.
6. Click Save. Do the same on every PC (without moving).



TRAP — Same version everywhere

All PCs must run the same WOMS version. A newer WOMS asks to upgrade the server; after that an older WOMS is refused.



TIP — Try it on one PC first

IT can try WOMS on one PC first, before a real server: the server guide, section 6, shows how in a few steps.

10. WOMS on the phone

With WOMS Web the work at the machine happens on the phone: see your tasks, report back, take photos, book the parts from the shelf and ask for work where you stand.



NOTE — Needs the company server

WOMS on the phone works when IT has installed WOMS Web next to the company server (WOMS Web guide). It is a preview in V3.1. Everything you do on the phone is at once in WOMS on the PCs, and the other way round.

10.1 Open WOMS on your phone

1. Scan the QR label of a machine with the phone's camera, or open the address IT gives you, for example <https://woms.company.local>.
2. Log in with your own user ID and password — the same as on the PC.
3. On your own phone, tick Stay logged in on this phone (30 days).



TIP — WOMS on the home screen

In the browser menu, choose Add to home screen: WOMS gets its own icon, like an app.

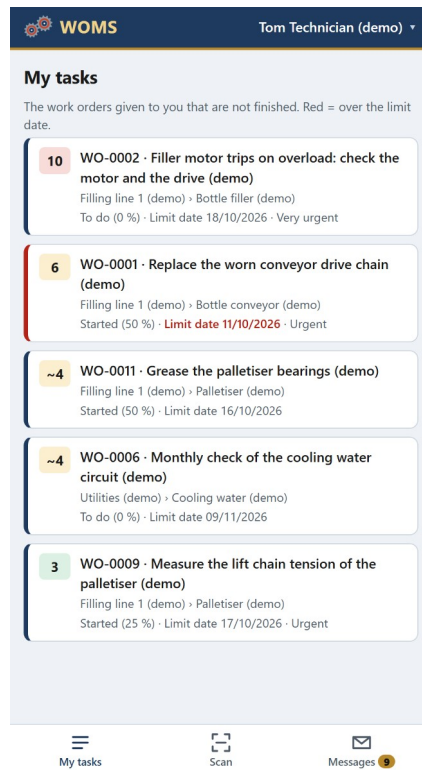


Figure 26. My tasks on a phone: the highest Prio first, red = over the limit date.

The bar at the bottom: My tasks (or My requests), Scan, New and Messages. Tap your name at the top for the language, your password and Log out.

10.2 Report back

WOMS Tom Technician (demo) ▾

WO-0011 · Grease the palletiser bearings (demo)

Asked by Chris Chief (demo) · 13/10/2026 · Example packaging plant (demo)

Started · 50 % **Prio ~4**

The report

Situation

To do **Started** Waiting (parts / others)

Finished

Progress

0 % 25 % **50 %** 75 % 100 %

Date of execution

13/10/2026 Today

Date of realisation

dd/mm/yyyy Today

What was done

Downtime (hours)

Other cost

Comment

Checklist

1. Oil level of the central lubrication

OK Not OK Not applicable

A note: required when the line is Not OK

2. Grease points 1-6

OK **Not OK** Not applicable

Point 4 blocked: no grease goes in

Make a work order of this

3. Lift chain tension (mm)

OK Not OK Not applicable

Value

A note: required when the line is Not OK

4. Leaks around the lift

OK Not OK Not applicable

A note: required when the line is Not OK

Save

My tasks Scan Messages

Figure 27. The report on the phone: situation, progress, dates, what was done and the checklist.

1. Open the work order from My tasks.
2. Tap the situation and the progress.
3. Tap Today next to a date to fill it in.
4. Write what was done, the downtime and a comment.
5. Answer the checklist. A Not OK line needs a note.
6. Tap Save.

10.3 Photos and parts

WOMS Tom Technician (demo) ▾

WO-0011 · Grease the palletiser bearings (demo)

Asked by Chris Chief (demo) · 13/10/2026 · Example packaging plant (demo)

Started · 50 % **Prio ~4**

Parts used

Part	Quantity	
1863-0001 Grease cartridge EP2 400 g (demo) Hall 2 · H2-01	2 pieces	Delete

Part number

Scan

Quantity

1 Add

Photos

No photos yet.

Take or add photos

My tasks Scan Messages 9

Figure 28. Parts used and photos: scan the bin label, take the photo, done.

- Take or add photos opens the camera. Each photo is stored at once.
- Parts used: tap Scan and point the camera at the bin label, or type the number. Give the quantity and tap Add: the stock goes down at once.
- Delete next to a part gives it back to the stock.

10.4 Scan a machine and ask for work

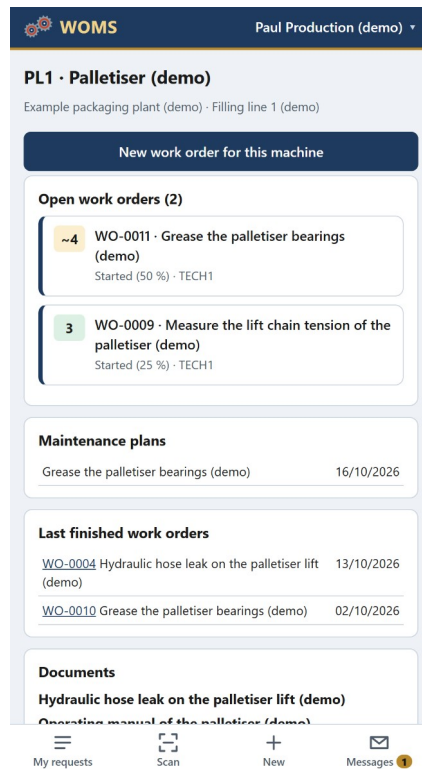


Figure 29. The machine page after a scan: open work orders, plans, last finished work, documents.

1. Scan the label on the machine (Scan in the bar, or the phone's camera).
2. Read what is open and what was done lately; open the documents of the machine.
3. Tap New work order for this machine. Line and machine are filled in.
4. Write the title and the work, choose urgency and moment, add photos, tap Save.

 **WOMS**

Paul Production (demo) ▾

New work order

Short title *

Work to do *

Line / machine *

Filling line 1 (demo) ▾ PL1 · Palletiser (demo) ▾

Type

— ▾

Urgency

Normal

Urgent

Very urgent

Moment

— ▾

Limit date

dd/mm/yyyy 

☐ Safety risk



Prio

Low impact

Medium impact

High impact

Hard

Medium

Easy

Prio = impact × ease (+1 very urgent, +1 safety risk), from 1 to 11.
~ = a guess: impact or ease not chosen yet.

Take or add photos

Save

The number is given when you save.

 My requests

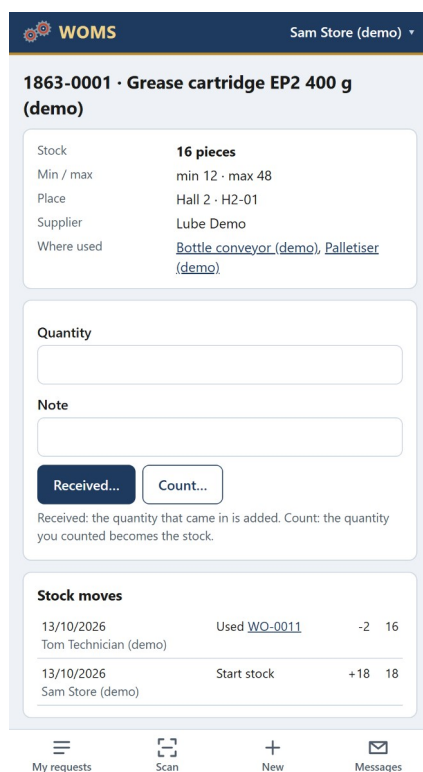
 Scan

 New

 Messages 

Figure 30. A new work order on the phone, with photos from the camera.

10.5 The storekeeper: stock on the phone



WOMS Sam Store (demo) ▾

1863-0001 · Grease cartridge EP2 400 g (demo)

Stock	16 pieces
Min / max	min 12 · max 48
Place	Hall 2 · H2-01
Supplier	Lube Demo
Where used	Bottle conveyor (demo) , Palletiser (demo)

Quantity

Note

Received... **Count...**

Received: the quantity that came in is added. Count: the quantity you counted becomes the stock.

Stock moves

13/10/2026 Tom Technician (demo)	Used WO-0011	-2	16
13/10/2026 Sam Store (demo)	Start stock	+18	18

My requests Scan New Messages

Figure 31. The part page after scanning a bin label: stock, minimum and maximum, place, moves.

Scan a bin label: the part page shows the stock, the minimum and maximum and the place. Received... adds what came in; Count... makes the counted quantity the stock. Every move is kept with your name.

10.6 No network?



TRAP — The red bar: no connection

Without network WOMS sends nothing and says so in a red bar. What you typed stays on the page: tap Save again when the network is back.

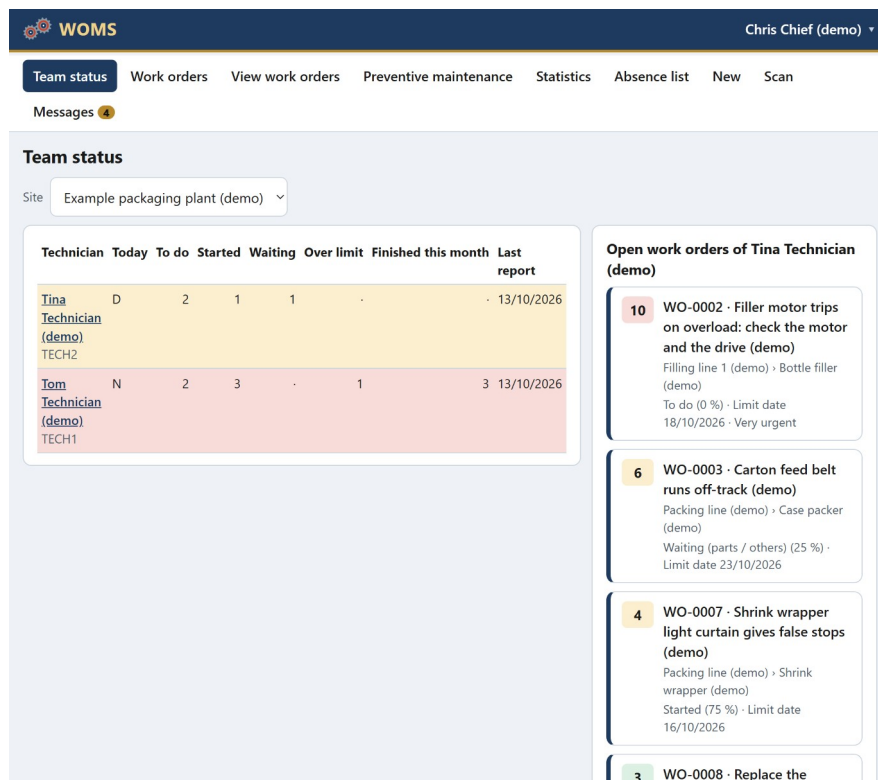


NOTE — Desk work stays on the PC

Plans, the views, statistics, labels, Excel and administration are in WOMS on the PC.

10.7 The chief in the browser

A chief (and an administrator) gets the daily desk work in the browser too, on a tablet in the workshop or on any PC without WOMS installed. On a wide screen the menu is at the top, as in WOMS on the PC; on a phone it is the bar at the bottom with Team, Work orders and Menu.



Team status

Site: Example packaging plant (demo) ▾

Technician	Today	To do	Started	Waiting	Over limit	Finished this month	Last report
Tina Technician (demo) TECH2	D	2	1	1	-	-	13/10/2026
Tom Technician (demo) TECH1	N	2	3	-	1	3	13/10/2026

Open work orders of Tina Technician (demo)

- 10** WO-0002 · Filler motor trips on overload: check the motor and the drive (demo)
Filling line 1 (demo) · Bottle filler (demo)
To do (0 %) · Limit date 18/10/2026 · Very urgent
- 6** WO-0003 · Carton feed belt runs off-track (demo)
Packing line (demo) · Case packer (demo)
Waiting (parts / others) (25 %) · Limit date 23/10/2026
- 4** WO-0007 · Shrink wrapper light curtain gives false stops (demo)
Packing line (demo) · Shrink wrapper (demo)
Started (75 %) · Limit date 16/10/2026
- 3** WO-0008 · Replace the

Figure 32. Team status in the browser: tap a technician to see the open work orders below.

1. Team status: today's absence code and the work of every technician.
2. Work orders: all open work orders with filters; tick several and print their sheets.
3. Open a work order and use Change the request · give to technicians: only the technicians of the line are offered, with today's absence code. They get the message at once.
4. Cancel (with the reason) or Reopen at the bottom of the work order.

The screenshot shows the WOMS web interface. At the top, there's a navigation bar with 'Team status', 'Work orders', 'View work orders', 'Preventive maintenance', 'Statistics', 'Absence list', 'New', and 'Scan'. Below this is a 'Messages' section with a notification icon. The main content area displays a work order titled 'WO-0011 · Grease the palletiser bearings (demo)'. It includes a status bar showing 'Started - 50 %' and 'Prio --4'. The form has several sections: 'Change the request · give to technicians' with a 'Short title' field containing 'Grease the palletiser bearings (demo)'; 'Work to do' field containing 'Grease points 1-6 with the blue grease gun, 2 strokes each.'; 'Line / machine' dropdown showing 'Filling line 1 (demo) · PL1 · Palletiser (demo)'; 'Technicians' section with checkboxes for 'Tina Technician (demo) (D)' and 'Tom Technician (demo) (N)', where 'Tom Technician' is selected; a note 'Tick who does the work. Only the technicians of the chosen line are offered.'; 'Type' dropdown showing 'Mechanical'; 'Urgency' section with buttons for 'Normal' (selected), 'Urgent', and 'Very urgent'; 'Moment' dropdown showing 'Day'; 'Limit date' field showing '16/10/2026'; and a 'Safety risk' checkbox which is unchecked. At the bottom, there are seven yellow warning triangle icons and the label 'Prio'.

Figure 33. Give a work order to technicians from the browser.

- View work orders: the seven views with Word, PDF and Excel; By moment with one line gives the activity report with the signature boxes.
- Preventive maintenance: pause a plan, start it again, make its work order now; Due soon and Done on time.
- Statistics: the figures and the charts of a period, as Word, PDF or Excel.
- Absence list: the month of the team, to read.

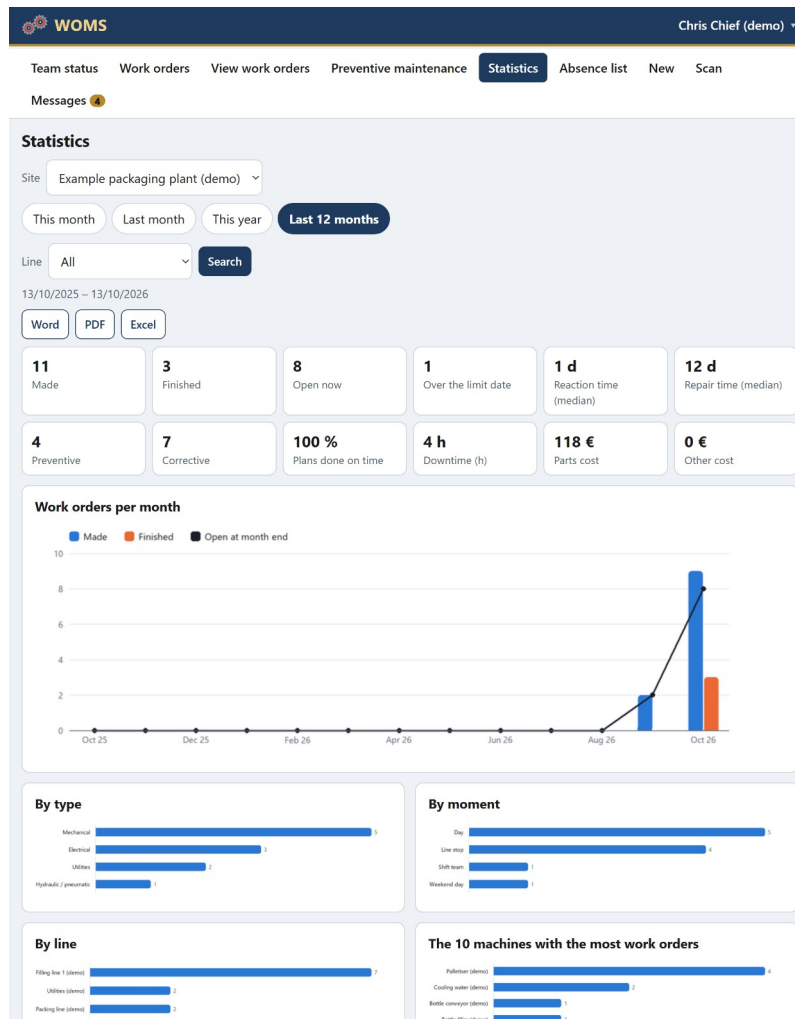


Figure 34. Statistics in the browser, with the downloads at the top.



NOTE — Documents come from the server

Word, PDF and Excel files are made on the server in the language of the site and downloaded at once. PDF needs LibreOffice on the server; without it the PDF button is not shown.



TIP — Setting up stays on the PC

Making and changing plans, filling in the absence list, the parts catalogue and administration are done in WOMS on the PC.

11. Settings, backups and what to do when...

11.1 Settings

Tab	What you set
Folders	the data folder, the report folder, Also make a PDF, backups, the database
Display	the colour set, the mascot, Show spare parts
Start	the screen language and the site at start

Changes are applied when you click Save.

11.2 Backups

- A local database: WOMS makes a backup at the first start of each day and keeps the last 7. Make a backup now and Open the backups folder are in Settings → Folders.
- A company server: IT makes the backups. Administration → Save a copy of the database... writes a copy into one file.
- Copy the backups folder to another disk now and then.

11.3 What to do when...

When	Do this
I forgot my password	Ask an administrator for a new one (Users → Set password...).
A menu is missing	You lack the right: ask an administrator. Spare parts: Settings → Display.
“changed by someone else”	Someone saved the same record first. The screen shows the latest version: make your change again.
The server cannot be reached	Check the network, then click Try again, or ask IT.
“Update WOMS on this PC”	The database is from a newer WOMS: install the same version as the other PCs.
No PDF is made	Install LibreOffice (free) or Microsoft Word; the Word file is always made.
The database cannot be opened	Check the data folder in Settings → Folders. The daily backups are in the backups sub-folder.
Something went wrong	The message names the log file. Click ? → Copy and send the diagnostics with the log.

11.4 Words

Word	Meaning
Work order (WO)	one job: the request, the technicians and the report back
Line	a production line or area of a site
Moment	when the work can be done: day, night, line stop...
Limit date	the date the work must be finished by
Over limit	open after its limit date
Plan	a job that comes back; WOMS makes its work orders
Prio	impact × ease (+1 very urgent, +1 safety): 1 to 11
Class	the type of part, the first 4 digits of its number