# How to add an Unplanned Task from the Work Order module?

help2.fracttal.com/hc/en-us/articles/25200015086093-How-to-add-an-Unplanned-Task-from-the-Work-Order-module

An Unplanned Task can be added from any of the following Work Order modules views (Kanban, Calendar, and Work Queues)

1. Click the "Add" button located in the bottom right hand-side of the preferred view to add an unplanned task:

#### Kanban view

Work Management View Kanban		Old Version 🕤 🧯 🗶 🖀	FE ~
			Ŧ
Pending Tasks 90 💍	WOs in Process	WOs in Review	Closed
	OT-1000179-24 ASSET: 1 TASK: 1 ○ 1 ^ 1 Aire acondicionado 1 { } ⓒ 00:30	OT-1000151-24         ASSET: 1       TASK: 1         ① 1       ≥ 1         (BT-002) Banda transportadora       100 %         ③ 01:00       ≅ 2024-03-20         ▲       Aldo Betancourt       :	OT-100017 ASSET: 1 @ { gerador.ut @ 00:10 A1 Abe
HIGH PRIORITY  TASK  MANTENIMIENTO CADA 1000 HORAS      (ALL-MAC-001) ALL IN ONE MACHINE 01      0030 • EACH 1000 HORAS [HRA] (	OT-1000178-24 ASSETS: 2 2 2 1 1 1 Multiple assets 0% 01:10 2024-03-22 ↓ JOSE FERNANDO CRUZ M 1	OT-1000150-24 ASET: 1 TASK: 1 = 1 { CB-05 } Caminhão Báscula Mercedes 100 % © 03:00 🛱 2024-03-20 ANDRES FUENTES :	0T-100017 ASSET: 1 ⓒ ( gerador.ut ⓒ 00:10 ▲1 Abe
VERY HIGH PRIORITY TASK REVISIÓN POR TEMPERATURA S(ALL-MAC-002) ALL IN ONE MACHINE 02	OT-1000174-24 ASSET: 1 TASK: 1 ○ 1 = 1 neumatico 1 {NEU-007} 0%	OT-1000149-24 ASSET: 1 TASK: 1 1 = 1 ( CB-05 ) Caminhão Báscula Mercedes 100 %	0T-100017 ASSET: 1 () () () () () () () () () () () () ()

### **Calendar View**

Work Management View Calendar							Old Version 🕤 💼	<b># E •</b>
	Ē							0 = 1
Pending Tasks 🛞 🕔	Work Orders					Calendar	~ Month ~	2024-03-23
Sun	Mon		Tue	Wed		Thu	Fri	Sat
25		26	27		28	29	01	02
22:59 OS-554-SC 0%	06:00 OS-333-SC	100%	06:29 47-1000010SGX 0%	04:07 OT-1000077-24	0%	06:35 47-1000001SGX 0%	01:00 OS-367-SC 100%	
	08:47 47-1000015SGX	0%	07:03 OT-133-PL 0%	08:03 OS-556-SC	0%	07:16 OS-581-SC 0%	06:00 OT-172-SC 0%	
	+ 2 More		+ 7 More	+ 14 More		+ 13 More	+ 16 More	
03		04	05		06	07	08	09
			08:59 47-1000024SGX 100%	02:00 OT-1000076-24	0%	09:00 OT-1000029-24 100%	07:00 OT-170-SC 100%	07:01 OT-1000090-24 0%
			09:07 LIMPIEZA GENERAL	05:15 47-1000025SGX	0%	10:47 OT-1000088-24 0%	07:20 OT-1000035-24 0%	07:05 OT-1000105-24 0%
			+ 2 More	+ 4 More		+ 5 More	+ 5 More	+ 12 More
10		11	12		13	14	15	16
	02:12 OT-1000102-24	0%	06:59 OT-1000034-24 0%	11:32 OT-1000054-24	0%	06:01 OT-1000055-24 0%	02:00 OT-1000073-24 100%	07:26 OT-1000114-24 0%
	02:12 OT-1000057-24	0%	08:59 OT-1000082-24 0%	12:06 OT-152-PL	0%	07:15 0T-1000066-24 100%	07:55 0T-1000111-24 0%	15:08 OS-351-SC 100%
	+ 3 More		+ 17 More	+ 7 More		+ 10 More	+ 9 More	
17		18	19		20	21	22	23
06:00 OT-1000064-24 0%	11:00 OT-1000117-24	0%	02:00 OT-1000132-24 100%	07:00 Revisión cada 50 kr	ms	03:43 Mantenimiento con	06:00 vazamento de ar 🗐	12:54 OT-1000037-24 100%
	14:06 OT-1000120-24	100%	07:03 OT-1000126-24 100%	07:22 OT-1000138-24 10	00%	03:43 Alineacion de banda	07:01 OT-1000170-24 100%	13:10 Engrase eje motor
	+ 4 More		+ 16 More	+ 13 More		+ 14 More	+ 27 More	
24		25	26		27	28	29	30
						19:11 OS-571-SC 100%	08:42 OT-1000175-24 100%	
						19:17 OS-573-SC 100%	08:51 OT-1000176-24 100%	
							08:53 Inspeção semanal	
31		01	02		03	04	05	06
							19:52 OT-187-SC 0%	+

## Work Queues (List view)

Work Mar Pending	nagement Tasks				Q Search	Old Version	5	FE ~
	() 第三	🖹 🔝 Actu	ual Schedule Date: Mar 31/2	024 😒				<b>•</b>
							(	5 <del>6</del> - C
0		Code	Asset	Task	Trigger	Delay	Planned Maintenance	Auto Schec
0 0 5	9	MQU-0007	{ MQU-0007 } TORNO CNC	Manutenção a cada 250hrs	Reading Each 250 HORAS [	1	Plano de manutenção 250 h.	. 2024-03-2
$\bigcirc$	9	ALL-MAC-001	{ ALL-MAC-001 } ALL IN ON	MANTENIMIENTO CADA 10	Reading Each 1000 HORAS [	1	PLAN ALL IN ONE MACHINE	2024-03-2
	9	gerador.utili	{ gerador.utilid-0001 } Gerad	Inspeção semanal - Gerador	Date Every 1 Week(s)	0	Plano Gerador - Frango Esse	2024-03-2
$\bigcirc$	9	CA-001	{ CA-001 } Caminhão Axor	Inspeção diária - Caminhão	Date Every 1 Day(s)	1	Plano de manutenção - Cam.	2024-03-2
$\bigcirc$	0	CMT-0008	{ CMT-0008 } CAMIONETA 0	Inspeção diária de Caminhão	Date Every 1 Day(s)	1	Plano de manutenção - Cam.	2024-03-2
$\bigcirc$	0	CB-139	{ CB-139 } Caminhão Arocs	Inspeção diária de Caminhão	Date Every 1 Day(s)	1	Plano de manutenção - Cam.	2024-03-2
0 0 3	0	MQU-0008	{ MQU-0008 } TORNO CNC	Manutenção por variação d	Reading When CENTIGRAD	0	Manutenção camera fria	2024-03-2
$\bigcirc$	9 6	CB-05	{ CB-05 } Caminhão Báscula	vazamento de ar	Non Scheduled Tasks	1		2024-03-2
$\bigcirc$	0	Moto 150324	{ Moto 150324 } Moto 150324	Revisión cada 50 kms	Date Every 1 Day(s)	3	Plan de mantenimiento Mot	2024-03-2
$\bigcirc$	0	PUENTE-000	{ PUENTE-00001 } PUENTE	MANTENIMIENTO CADA 10	Reading Each 1000 Hora [h]	0	PLAN PARA PUENTES GRUA	2024-03-2
0 0 3	0	NEU003	neumatico 3 MICHELLIN { N	INSPECCION SEMANAL	Date Every 1 Week(s)	4	PLAN PARA NEUMATICOS	2024-03-1
0 0 3	0	NEU003	neumatico 3 MICHELLIN { N	REVISION O CAMBIO POR D	Reading When MILIMETROS	0	PLAN PARA NEUMATICOS	2024-03-2.
Showing 25 o	of 25							+

2. A "Non Scheduled Tasks" window will open. In this window, complete the **4 step process** (Asset, Task, Sub Task, Resource) required for completing the unplanned task.

$\leftarrow$ Non Scheduled Tasks			
0	2	3	0
Asset	Task	Sub Tasks	Resources
Asset			
			· ·
Asset Calif De Malik			
2024-03-24 00:01		Fabián Eliecer Montoya Fonnegra	
☐ Has the asset failed?			
Next >			

← Non Scheduled Tasks				
0	2	3		0
Asset	Task	Sub Tasks		Resources
Asset				
(O) { EQ-EM-B1-001 } Banda transportadora FU ADAPTEC	;			~ (×)
- Incident date		Requested By		
2024-03-24 00:01		Fabián Eliecer Montoya Fon	negra	
Has the asset failed?				
Fault Type	Fault Cause		- Fault Detection Method	
PLC ~ ×	COURT-CIRCUIT	~ 🛞	display	~ 🛞
- Fault Severity	Type of damage		┌─ It caused disruption of other assets? —	
= Medium ~	None	~	000:00	
Should this task also be terminated in order for the	Start date of out of service			
asset to re-enter service?	2022-07-14 13:00			
Next >				
_				

## After logging the asset information, we will continue with the task-related fields

← Non Scheduled Tasks			
Ø ———	2	3	0
Asset	Task	Sub Tasks	Resources
Task Description			
Task type Corrective. ~ 🛞	Group 1 Emergency power	<ul> <li>✓ Sroup 2</li> <li>Work</li> </ul>	~ >
Priority Very High ~	Estimated Duration 000:10	- Request Number	
<ul> <li>Has this task already been completed?</li> <li>Options:</li> <li>Send to pending tasks Send To WO's in Process</li> <li>Actual Schedule Date</li> <li>2024-03-24 00:11</li> <li>Kext &gt;</li> </ul>			

In the next step we will define the information associated with the sub-tasks included in the work order

← Non	Schedule	ed Tasks						
		Ø		<b>O</b>		3		
	Þ	Asset		Task		Sub Tasks	Resources	
				_				
	-	Order	Description	Туре	Group/Part	Required	Attachment Required	
0	Ē	1	Procedure	Text		No	No	
< Ba	ck	Next >						+

We will then associate the resources needed to complete the WO and finalize its creation.

← Non Scheduled Tasks

Ø			- 📀		<b>⊘</b>	●		
	Asse	et		Task		Sub Tasks	Resources	
	Qty	Unit	Description	Туре	Unit cost	Total cost	Resource Source	
<i>.</i>	Rack Finit	sh )						÷
C		SIL						