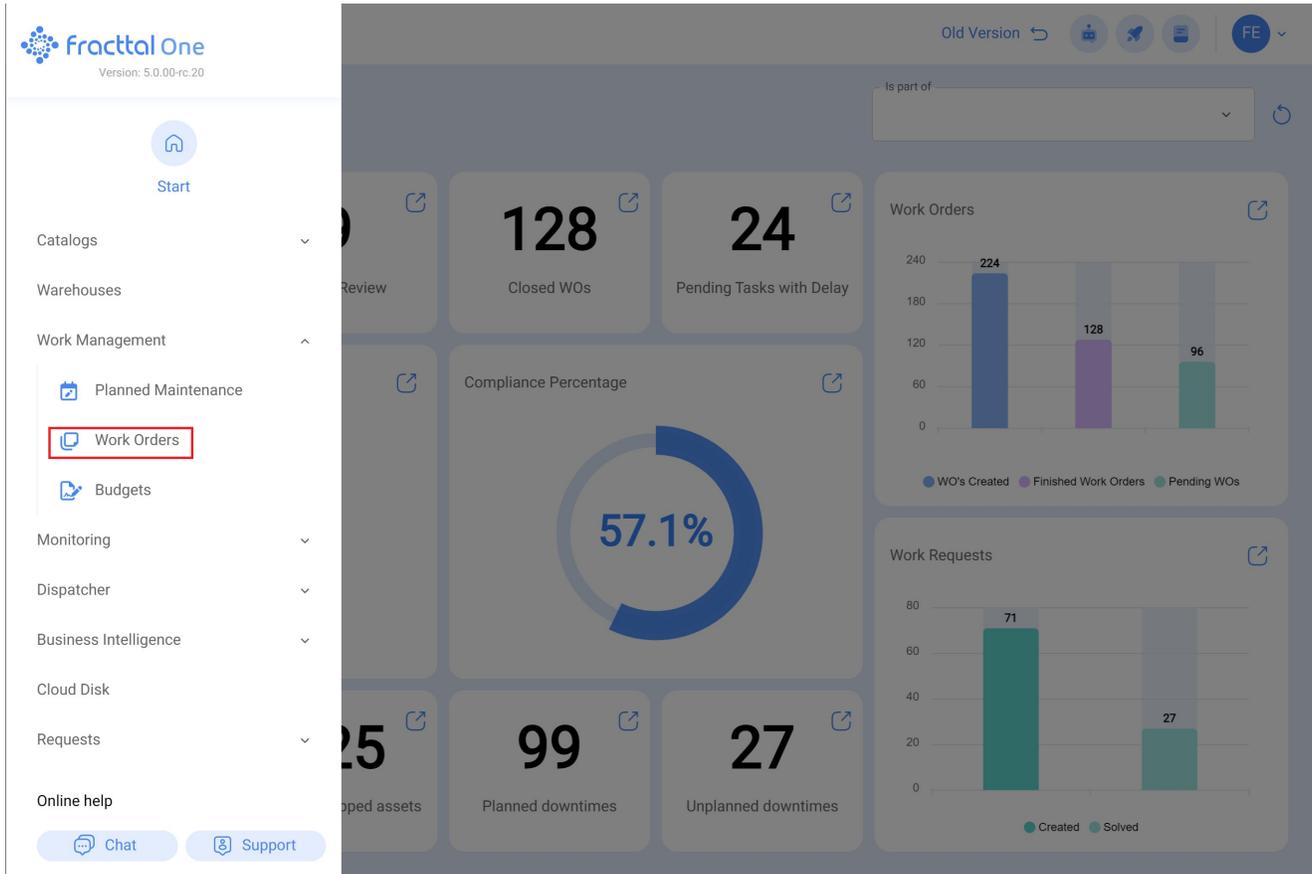


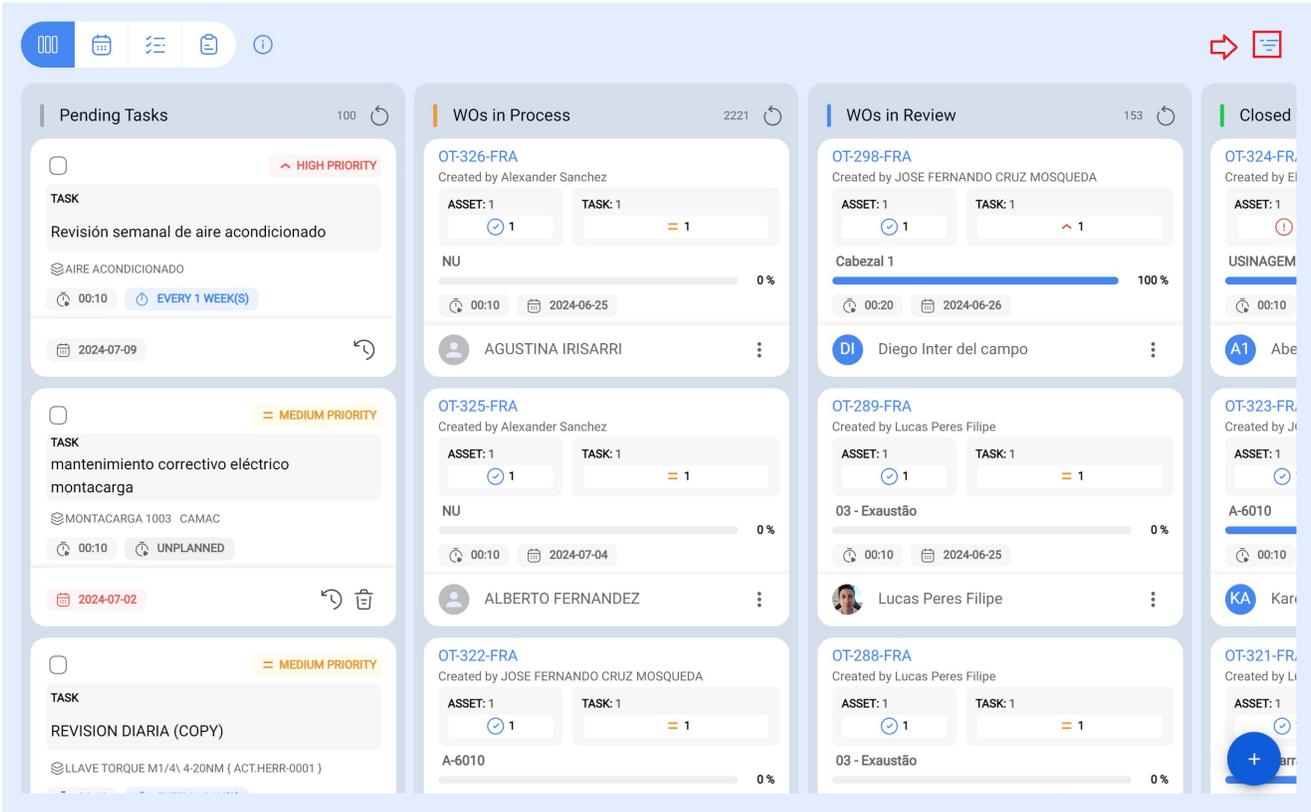
How to find a work order?

help2.fractal.com/hc/en-us/articles/24904728348685-How-to-find-a-work-order

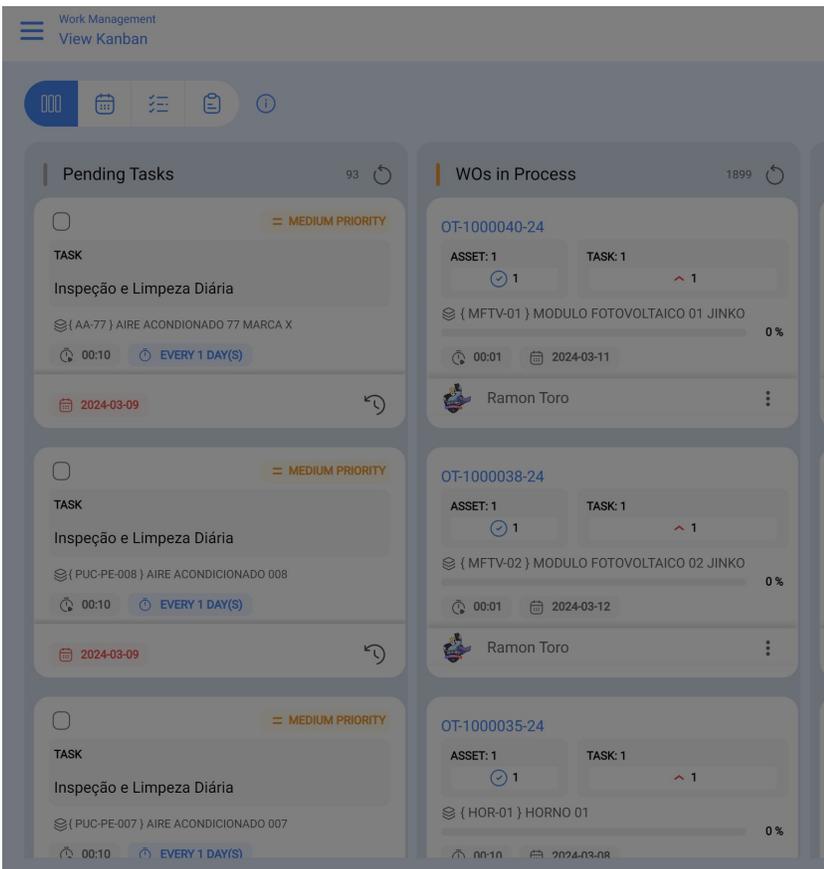
A work order is executed by navigating to the work management module and entering then work orders, as shown:



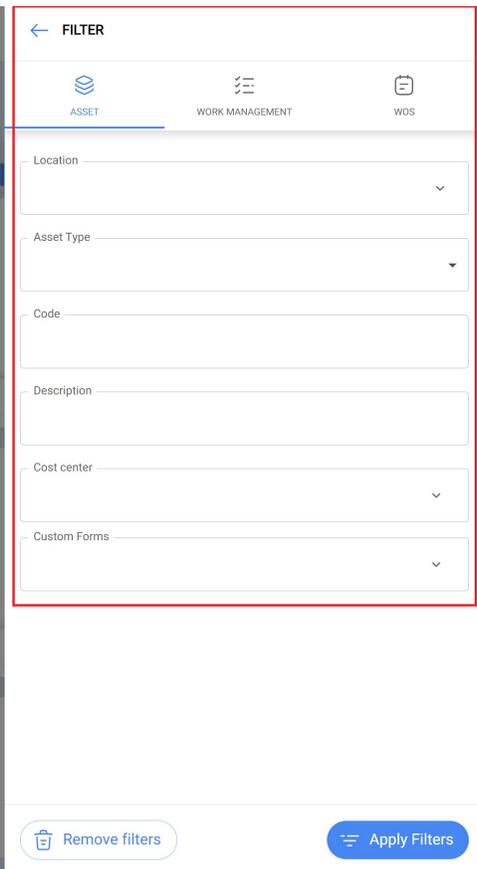
Once entered, we can search for the order using different existing filters.



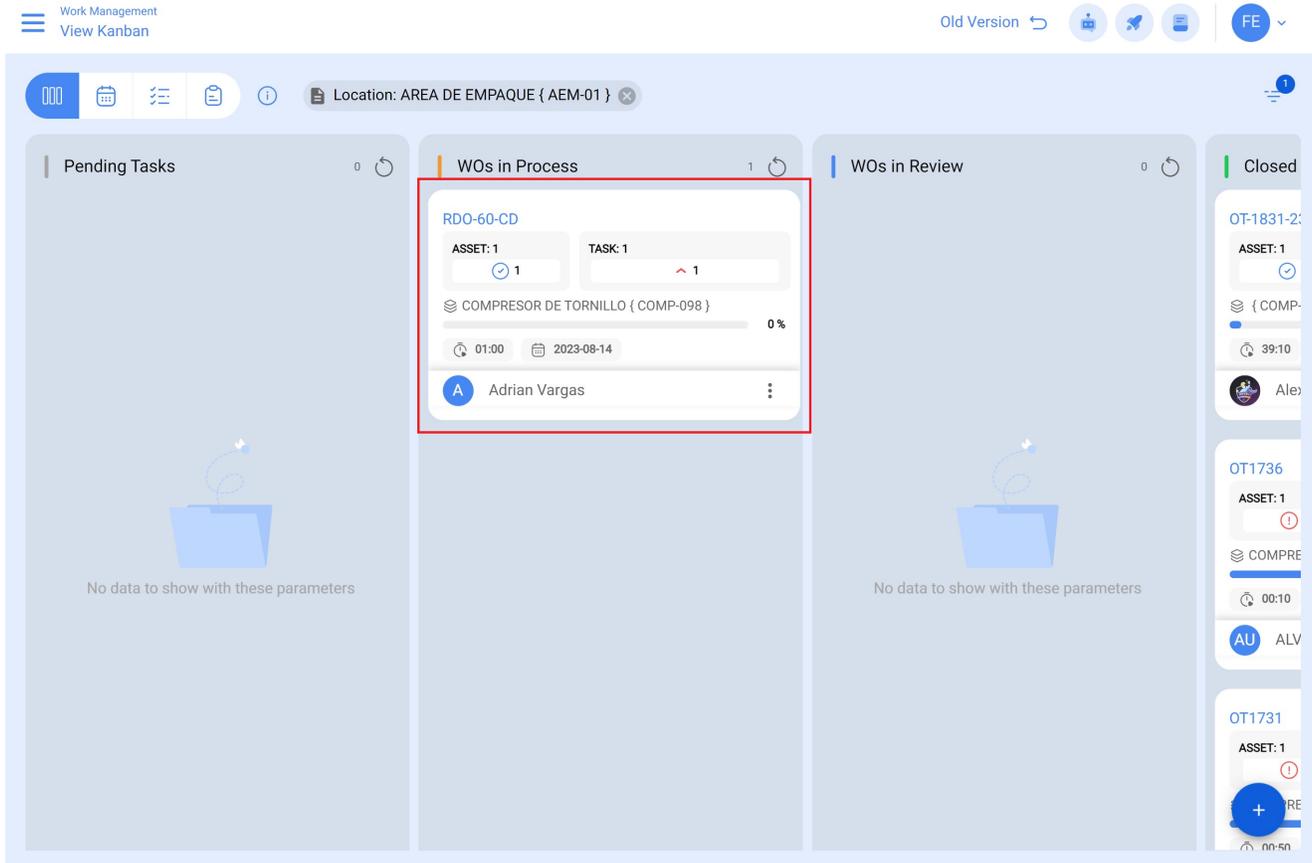
The main Kanban board is divided into four columns: Pending Tasks (100 items), WOs in Process (2221 items), WOs in Review (153 items), and Closed. Each column contains task cards with details such as priority (High, Medium), task name, asset information, and progress bars. For example, in the 'Pending Tasks' column, there are three cards: 'Revisión semanal de aire acondicionado' (High Priority), 'mantenimiento correctivo eléctrico montacarga' (Medium Priority), and 'REVISION DIARIA (COPY)' (Medium Priority). The 'WOs in Process' column shows cards like 'OT-326-FRA' and 'OT-325-FRA'. The 'WOs in Review' column shows 'OT-298-FRA' and 'OT-289-FRA'. The 'Closed' column shows 'OT-324-FRA' and 'OT-323-FRA'.



This is a dark-themed version of the Kanban board. It shows the 'Pending Tasks' column with three cards for 'Inspeção e Limpeza Diária' (Medium Priority) and the 'WOs in Process' column with three cards for 'OT-1000040-24', 'OT-1000038-24', and 'OT-1000035-24'. The interface includes navigation icons at the top and a filter panel on the right.



The filter panel is titled 'FILTER' and contains several dropdown menus: Location, Asset Type, Code, Description, Cost center, and Custom Forms. At the bottom, there are two buttons: 'Remove filters' and 'Apply Filters'.



Finally, only work-order-related data must be completed.

For further information on the execution process, you can visit the following article, where you will find a detailed step by step on how to complete a work order:

[How to edit and complete a WO?](#)