Task status filters within Work Orders

help.fracttal.com/hc/en-us/articles/33708561423501-Task-status-filters-within-Work-Orders

The advanced filter functionality in Fracttal One allows users to efficiently manage and visualize tasks within Work Orders (WO). This feature is particularly useful for quickly identifying the status of each task and making real-time decisions.

This article details how to apply advanced filters to organize and monitor tasks based on their progress status: Not Started, In Progress, Paused, and Completed.

STATUS FILTERS

Advanced filters allow categorization and visualization of WO tasks based on their current status, making it easier to track progress. This is essential for supervisors, technicians, and managers who need to prioritize actions and ensure that tasks are completed as planned.

As mentioned earlier, the possible statuses are:

Not Started: Tasks that have not yet begun.



In Progress: Tasks that are currently being executed.

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Priority:	Medium	
Task type:	06 Preventivo	
Group 1:		>
Group 2:		
Work Request Num		
Actual Schedule Dat	2025-03-27	
Estimated Duration:	00:10:00	
RESOURCES 0 ATTA	CHMENTS 0	IN PROGRESS

Paused: Tasks temporarily stopped due to operational or technical reasons.



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Completed: Tasks	s that have	been finished.
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Group 2:		
Work Request Num		
Actual Schedule Dat.	2025-03-27	
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Note: It is crucial that each task includes time records, particularly the start date and end date.

APPLYING TASK STATUS FILTERS IN WORK ORDERS

From the main menu in Fracttal One, go to the Work Management > Work Orders module.



Within the module, regardless of the WO view (Kanban, calendar, or list), click the Advanced Filters button in the upper right corner of the screen.

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Find and select the required filter, in this case, filtering by "Task Status."

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The task status filtering functionality in Fracttal One is an essential tool for optimizing task management within Work Orders. By enabling a clear and structured view of task progress, it helps prioritize activities and improve overall management efficiency.