

¿Cómo cancelar Órdenes de Trabajo masivamente con Fractal Hub? – Centro de Ayuda

 help.fracttal.com/hc/es-es/articles/40705020015757--Cómo-cancelar-Órdenes-de-Trabajo-masivamente-con-Fractal-Hub

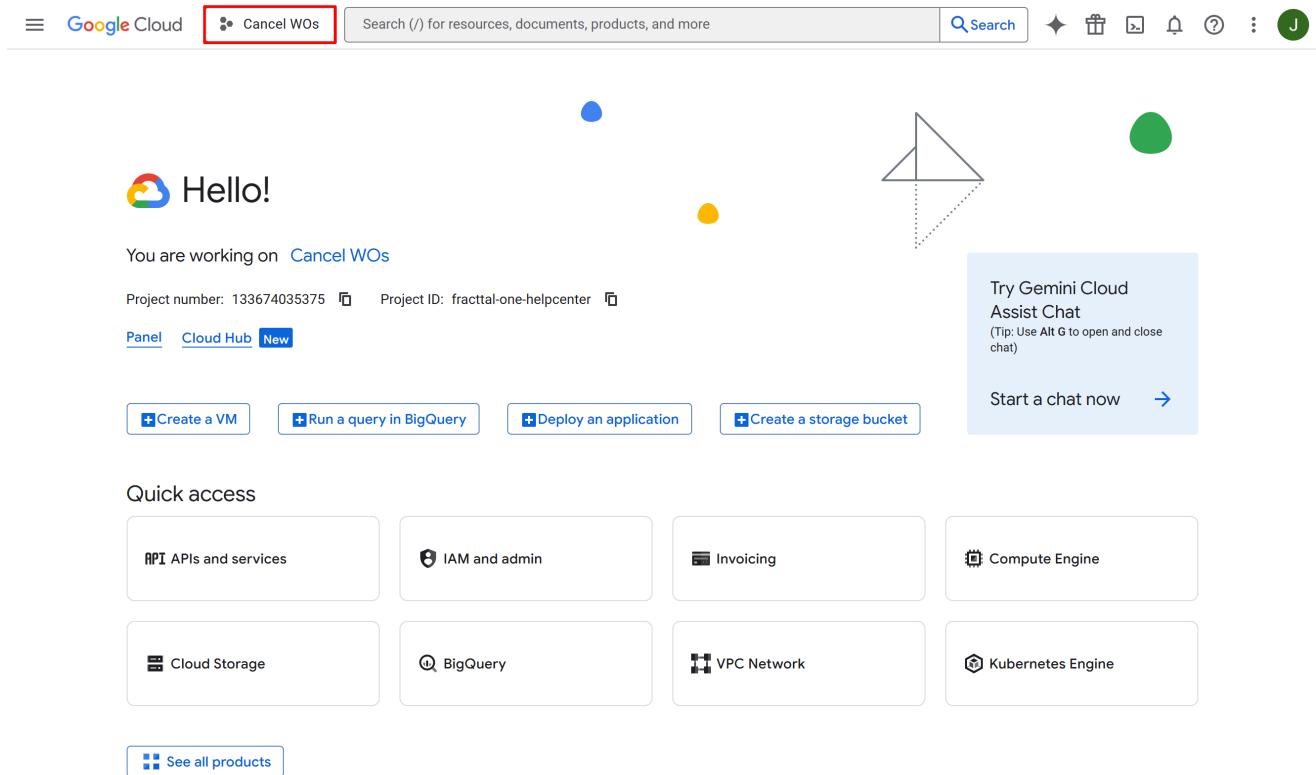
Con Fractal Hub, es posible automatizar la cancelación masiva de Órdenes de Trabajo (OTs) integrando tu instancia de Fracttal con Google Sheets. Esta funcionalidad es ideal para optimizar la gestión y ahorrar tiempo al desactivar OTs que ya no serán ejecutadas.

Esta guía práctica te muestra cómo configurar y ejecutar este proceso en tres fases: configuración en Google Cloud, conexión en Fracttal y preparación de la hoja de cálculo para la ejecución del flujo.

Fase 1: Configuración en Google Cloud Platform (GCP)

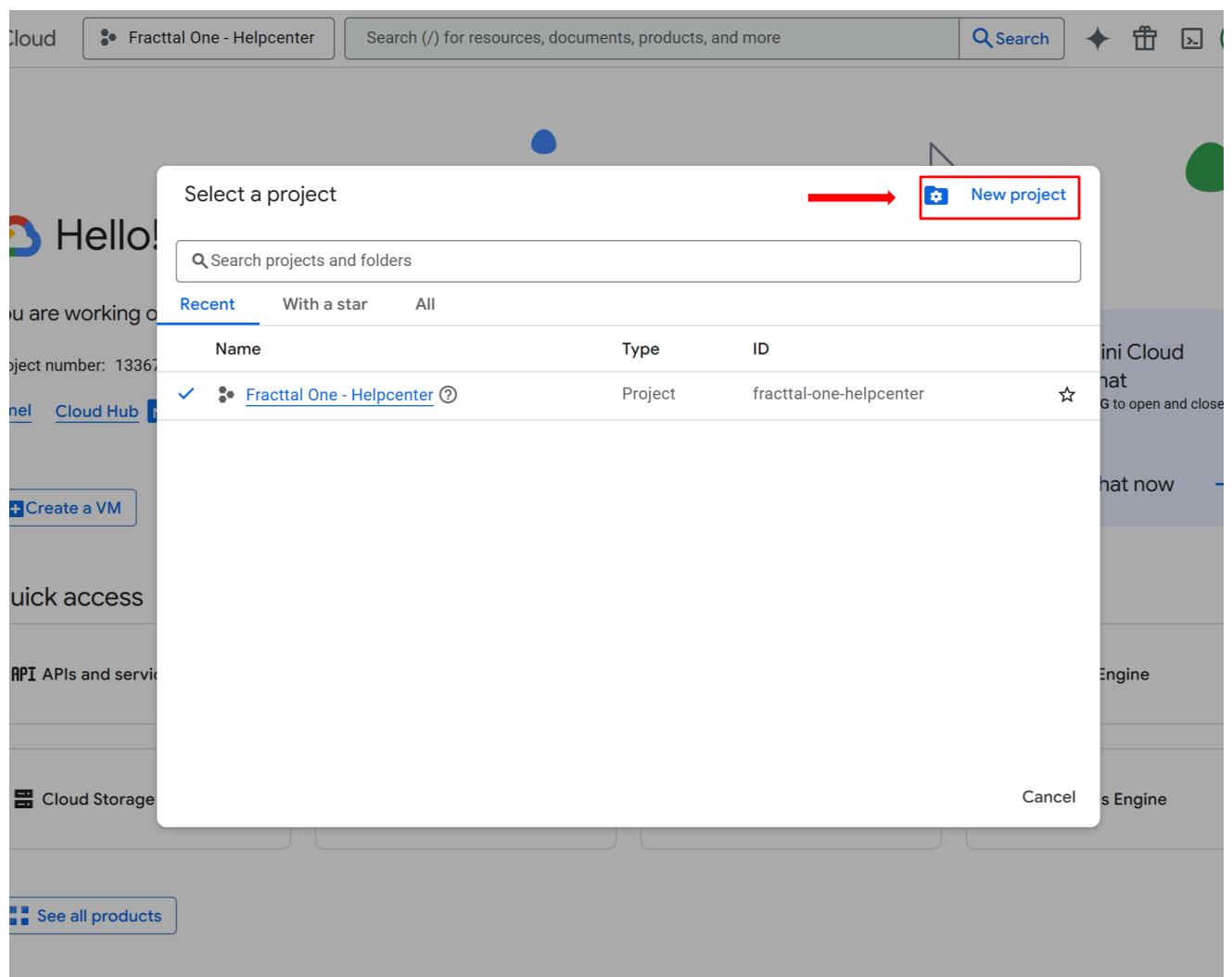
Antes de interactuar con Fracttal, es necesario configurar el entorno en Google Cloud para autorizar el acceso a Google Sheets.

1. Accede a la **GCP** con tu cuenta de Google y haz clic en el selector de proyectos en la barra superior junto al logo.



The screenshot shows the Google Cloud Platform (GCP) interface. At the top, there's a navigation bar with the Google Cloud logo, a search bar, and several icons. Below the bar, a large "Hello!" message is displayed, followed by the text "You are working on Cancel WOs". Project details are shown: "Project number: 133674035375" and "Project ID: fracttal-one-helpcenter". There are buttons for "Create a VM", "Run a query in BigQuery", "Deploy an application", and "Create a storage bucket". A "Quick access" section contains links to "API APIs and services", "IAM and admin", "Invoicing", "Compute Engine", "Cloud Storage", "BigQuery", "VPC Network", and "Kubernetes Engine". At the bottom, a button says "See all products". On the right side, there's a "Try Gemini Cloud Assist Chat" section with a "Start a chat now" button.

2. Si no tienes un proyecto, haz clic en "**Proyecto nuevo**". Asígnale un nombre descriptivo (ej. cancelar OTs) y haz clic en "**Crear**".



New project

⚠ You have 11 projects remaining in your quota. Request an increase or delete projects. [Learn more](#)

[Manage Quotas](#)

Project name * ?

Cancel WOs

Project ID: core-yew-476613-u4. It cannot be changed afterwards. [Edit](#)

Location * To search for

Nenhuma organização

Parent folder or organization

To create Cancel

Debes habilitar las APIs que permitirán a Fracttal leer y escribir en los servicios de Google Drive y Sheets.

1. En el buscador principal, ve a "**APIs y servicios**".

The screenshot shows the Google Cloud Platform homepage. At the top, there is a navigation bar with the Google Cloud logo, a "Cancel WOs" button, a search bar containing "Search (/) for resources, documents, products, and more", a "Search" button, and some icons. Below the navigation bar, there is a decorative graphic of three colored dots (blue, yellow, and orange) connected by dashed lines forming a triangle. To the right of the dots is a light blue sidebar with the text "Try Gemini C", "Assist Chat", and "(Tip: Use Alt G to o chat)". Below the sidebar is a "Start a chat" button. In the center, there is a "Hello!" message with a cloud icon, followed by the text "You are working on Cancel WOs". Below this, it shows "Project number: 133674035375" and "Project ID: fractal-one-helpcenter". There are three tabs: "Panel" (underlined), "Cloud Hub", and "New". Below these tabs are four buttons: "+Create a VM", "+Run a query in BigQuery", "+Deploy an application", and "+Create a storage bucket". Under the "Quick access" heading, there are eight cards arranged in two rows of four. The first card, "API APIs and services", is highlighted with a red border. Other cards include "IAM and admin", "Invoicing", "Compute Engine", "Cloud Storage", "BigQuery", "VPC Network", and "Kubernetes Eng". At the bottom left, there is a "See all products" button.

2. Haz clic en el botón "+ HABILITAR APIs Y SERVICIOS".

The screenshot shows the Google Cloud APIs and services dashboard. At the top, there is a navigation bar with the Google Cloud logo, a 'Cancel WOs' button, a search bar, and a 'Search' button. Below the navigation bar, the main header reads 'APIs and services' with a bell icon, and there is a red box highlighting the '+ Enable APIs and Services' button. On the left side, a sidebar titled 'Enabled APIs and Services' lists 'Library', 'Credentials', 'OAuth Permission Screen', and 'Page usage agreements'. The main content area displays three cards: 'Traffic' (No data available for the selected period), 'Errors' (No data available for the selected period), and 'Median latency' (No data available for the selected period). At the bottom, there is a 'Filter' section and a table with columns: Name, Requests, Errors (%), Latency, median (ms), and a sorting column labeled '95%'. The table currently has no data.

3. Utiliza la barra de búsqueda para encontrar y habilitar las siguientes APIs, una por una:

The screenshot shows the Google Cloud API Library interface. A red arrow points from the search bar to the search term 'DRIVE'. The search results page displays 10 results for 'DRIVE'. On the left, there are filters for 'Visibility' (Public) and 'Category' (Analysis, Big Data, Databases, Maps, DevOps, Health and biological sciences, Google Enterprise APIs, Developer stacks, Storage, Google Workspace). The results list includes:

- Drive Labels API** (Google)
Description: Use the Drive Labels API to define custom metadata taxonomies to organize, find, enforce policy, and more.
- Google Drive API** (Google Enterprise API)
Description: With the Google Drive API, you can access resources from Google Drive to create files, manage file, and more.
- Google Drive Activity API** (Google Enterprise API)
Description: With the Google Drive Activity API, you can retrieve information about a user's Google Drive activity. functionality on top of the Google Drive API for your app to display activity on a user's files, track changes, alert a user to new comments or changes to files.
- Eventarc API** (Google Enterprise API)
Description: Eventarc lets you asynchronously deliver events from Google services, SaaS, and your own apps so they can react to state changes. Eventarc requires no infrastructure management – you can optimize production and development environments independently.

- Google Drive API
- Drive Labels API
- Google Drive Activity API
- Google Sheets API

4. Para cada una, selecciónala en los resultados y haz clic en el botón "**Habilitar**".

The screenshot shows the Google Cloud Platform interface. At the top, there's a navigation bar with the Google Cloud logo, a 'Cancel WOs' button, and a search icon. Below the navigation bar, a back arrow and the text 'Product details' are visible. The main content area features a section for the 'Drive Labels API' from 'Google'. It includes a brief description: 'Define label taxonomies for your organization.' Below this are two buttons: 'Activate' (which is highlighted with a red box) and 'Test this API'. Underneath these buttons, there are three tabs: 'Overview' (which is underlined and highlighted with a blue box), 'Support', and 'Productos relacionados'. The 'Overview' tab contains a section titled 'Overview' with a description: 'Use the Drive Labels API to define custom metadata taxonomies to organize, find, enforce policy, and support business processes on Google Drive files and folders.' It also includes a 'Learn more' link. To the right of this, under the heading 'Additional details', are several pieces of information: 'Type: SaaS & APIs', 'Last product update: October 27, 2022', 'Category: Google Workspace', and 'Service name: drivelabels.googleapis.com'. The 'Support' tab contains a link to 'Drive Labels API Developer Documentation' and a 'Learn more' link.

La cuenta de servicio actuará como un "usuario robot" que Fracttal utilizará para acceder a tu hoja de cálculo de forma segura.

1. Dentro de "**APIs y servicios**", ve a la sección "**Credenciales**" en el menú izquierdo.

The screenshot shows the Google Cloud Platform interface for managing credentials. The left sidebar has a menu with "APIs and services" selected, and "Credentials" is highlighted with a red arrow. The main content area is titled "Credentials" and includes a "Create credentials" dropdown menu with options: "API Key" (selected), "OAuth client ID", "Service account", and "Help me choose". Below this is a section for "API Keys" with a "Name" input field. The "OAuth 2.0 Client IDs" and "Service accounts" sections are also visible, both showing no items to display. The top navigation bar includes "Google Cloud", "Cancel WOs", a search bar, and "Search" buttons.

API APIs and services

Enabled APIs and Services

Library

Credentials ←

OAuth Permission Screen

Page usage agreements

Credentials

+ Create credentials

API Key

OAuth client ID

Service account

Help me choose

No API key to display.

OAuth 2.0 Client IDs

Name Date of creation Type

No OAuth clients to be displayed.

Service accounts

E-mail Name

No service account to display.

2. Haz clic en "+ CREAR CREDENCIALES" y selecciona "Cuenta de servicio".

The screenshot shows the Google Cloud Platform (GCP) interface for managing credentials. The left sidebar has a 'Credentials' section selected. The main area displays options for creating credentials, including 'API Key', 'OAuth client ID', and 'Service account'. The 'Service account' option is highlighted with a red box. Below it, there's a 'Help me choose' section and a note about using bot accounts for app-level authentication. The 'OAuth 2.0 Client IDs' and 'Service accounts' sections are also visible but empty.

API APIs and services

Enabled APIs and Services

Library

Credentials

OAuth Permission Screen

Page usage agreements

credentials

+ Create credentials

API Key

OAuth client ID

Service account

Help me choose

No API key to display.

OAuth 2.0 Client IDs

Service accounts

9/38

3. Asigna un nombre a la cuenta de servicio (ej. cancelar-ots). El ID se generará automáticamente.

The screenshot shows the Google Cloud IAM and admin / Service accounts / Create a service account interface. On the left, there is a sidebar with various navigation options: IAM, PAM, Main access limit, Organizations, Identity and organization, Policy Troubleshooter, Policy Analyzer, Organizational policies, Service accounts (which is selected and highlighted in blue), Workload Identity Fede..., Employee Identity Fede..., Labels, Tags, Settings, Privacy and security, Identity-Aware Proxy, Papers, Manage resources, and Release Notes. At the top right, there is a search bar and a 'Search' button. The main content area is titled 'Create a service account'. Step 1, 'Create a service account', is currently active. It contains fields for 'Service account name' (set to 'CANCEL WO'), 'Display name for this service account' (empty), 'Service account ID *' (set to 'cancel-wo'), and an 'Email address' field (set to '<id>@cancel-wos.iam.gserviceaccount.com'). Step 2, 'Permissions(optional)', and Step 3, 'Main points with access(optional)', are shown below. At the bottom, there are 'Completed' and 'Cancel' buttons.

4. Haz clic en "**Crear y continuar**" y luego en "**Listo**".

Google Cloud Cancel WOs Search (/) for resources, documents, products, and more Search

IAM and admin / Service accounts / Create a service account

Create a service account

1 Create a service account

Service account name: CANCEL WO

Display name for this service account

Service account ID *: cancel-wo X C

Email address: <id>@cancel-wos.iam.gserviceaccount.com Info

Service account description

Describe how the service account will be used.

Create and continue ←

2 Permissions(optional)

3 Main points with access(optional)

Completed Cancel

5. De vuelta en la lista de "Cuentas de servicio", haz clic en la que acabas de crear. Ve a la pestaña "CLAVES".

The screenshot shows the Google Cloud IAM and admin interface. On the left, there's a sidebar with various navigation options like IAM, PAM, Main access limit, Organizations, Identity and organization, Policy Troubleshooter, Policy Analyzer, Organizational policies, and Service accounts. The 'Service accounts' option is highlighted with a red arrow and a red border around the 'Keys' tab in the main content area. The main content area has tabs for Details, Permissions, Keys (which is active), Metric, Records, and Main points with access. Below these tabs, there's a section for 'Service Account Details' with fields for Name (set to 'CANCEL WO'), Description, E-mail (set to 'cancel-wo@cancel-wos.iam.gserviceaccount.com'), Unique ID (set to '110176955530315689159'), and a 'Save' button. Under 'Service account status', it says 'Deactivating the account allows you to preserve the policies without having to delete it.' with an 'Activated' checkbox checked and a 'Deactivate service account' button. At the bottom, there's a 'Advanced settings' section with a dropdown arrow.

6. Haz clic en "AGREGAR CLAVE" y selecciona "Crear clave nueva".

The screenshot shows the Google Cloud IAM interface. On the left, there's a sidebar with various service account management options. The main area is titled 'Keys' under 'Service account: 110176955530315689159'. It includes sections for 'Details', 'Permissions', 'Keys' (which is selected), 'Metric', 'Records', and 'Main points with access'. A prominent yellow warning box states: 'Service account keys can pose a security risk if compromised. We recommend avoiding downloading service account keys from public repositories. Learn more about Identity Federation.' Below it, another message says: 'Google automatically disables service account keys detected in public repositories. This behavior can be customized via organization policy "iam.serviceAccountKeyExposureResponse". Learn more'.

Add a new key pair or upload a public key certificate for the existing pair.

Block service account key creation using [organization policies](#) Learn more about configuring organization policies for service accounts.

Add key ▾ Create new key Upload a current key

Key	Date of creation	Expiration date
ibida		

7. Asegúrate de que el tipo de clave sea **JSON** (opción recomendada) y haz clic en "**Crear**".

The screenshot shows a modal dialog box titled "Create private key for 'CANCEL WO'". The dialog includes a warning message about the security risk of downloading service account keys, a note about using Workfront Cloud instead, and instructions for customizing the key name. It features two radio buttons for "Key type": "JSON" (selected and highlighted with a red box) and "P12" (disabled). At the bottom right are "Cancel" and "To create" buttons, with "To create" also highlighted with a red box.

Service account keys can pose a security risk if compromised. We recommend avoiding downloading service account keys. Instead, use Workfront Cloud .

Create private key for "CANCEL WO"

A file containing the private key will be downloaded. Store the file securely because this key cannot be recovered if lost.

Key type

JSON
Recommended

P12
For backward compatibility using code in P12 format.

Cancel **To create**

```
{
  "type": "service_account",
  "project_id": "fracttal-one-helpcenter",
  "private_key_id": "7883df46cbe890dab39a08ca04b9dee90beea55b",
  "private_key": "-----BEGIN PRIVATE KEY-----\nMIIEvQIBADANBgkqhkiG9w0BAQ\nTlnuExutniehbH4NUWz xvOPeXGUDVdivvgCZPMCEzwtKyUQwh4sxxj6HkN22E0F\nm1Vv\nQanks vQI1VbxcknKyIaPN6DI7+Z0UV000gx D/sX0BbqcQkKNCn uAey s1h1jMT/Ca\nnh1HE\nAQY9pkEzwyH3St4+1jo54pi3N6PYLSL3d31ItHoqhsYE5Vbi67pJWOLH/Q3fi8DQ\niZlu\nIKZ91dn6wRGCSee6keV1AYEgxpU/4ZpUusRJoI8TTHY2Feg9/d0s0s6dIdEv+ZyF\nFuF0\nT8d30xTyW59sUJEs87E6wW/1A9AN3cVygR0vNokOvKhC3sS4SF1YD36gmQe0cTkA\nnqthY\nnzyjCj0ezZ06N0x5G1dLYAgx1EzK65P0vKdbu1LiLcQKBgQD4fz5GPHHKCavPCE+v\nnn7FM\nnZ1ibRocGfE1AUoG98TdLUhoKwuhXq5sbi+Dx2IyI4qVisjMPrPZuIQkrnyhR/x\nnxwTf\nn5JsBF87XuX55Rjon/TD/HVBjGZ1ywVN7h1zsxrkl sCnbVVCzvREnR9P7NK/b1F\nnfkDA\nD1wVtc5gLwKBgQDAhCv11Cw/31A42/KIWErOtI4IbnCMY2W0brVgHoASEEWLmNRK/nC2sw\nDmlHSa/cskZKZrP78FP7yASwOnIZrSBrv08aLFBidCiwgBKqUBFOKhMmKQKBgHod\nnFhw\nnftkcupNrh8taGa4hFscrwLR9Cm282i0jUM0u6NDqha9nMCIr5f1bh+t8hV0AY21H\nnrBzZ\nnfx0xk4STFdGnu4HY0wYYvGRt0x19mAxrAuH2Dp0Lj0FhgyZjLyoFU10na/DFc2g\nnYpgZ\nnfc1G/xZKKvDWsy5aAMuow9Q=\n-----END PRIVATE KEY-----\n",
  "client_email": "crear-medidores@fracttal-one-helpcenter.iam.gserviceaccount.com",
  "client_id": "109485397999581941586",
  "auth_uri": "https://accounts.google.com/o/oauth2/auth",
  "token_uri": "https://oauth2.googleapis.com/token",
  "auth_provider_x509_cert_url": "https://www.googleapis.com/oauth2/v1/certs",
  "client_x509_cert_url": "https://www.googleapis.com/robot/v1/metadata/\nhelpcenter.iam.gserviceaccount.com",
  "universe_domain": "googleapis.com"
}
```

Nota: Se descargará automáticamente un archivo .json en tu computador. Este archivo contiene las credenciales privadas y es crucial para la conexión. Guárdalo en un lugar seguro, ya que no podrás volver a descargarlo.

Fase 2: Configuración en Fracttal One

Ahora, configuraremos la conexión dentro de Fracttal para que pueda utilizar las credenciales de Google.

- En tu instancia de **Fractal One**, ve a **Configuración Catálogos Auxiliares Conexiones** y haz clic en (+) para añadir una nueva conexión.

The screenshot shows the Fractal One application interface. On the left, there is a sidebar with various menu items: General, User Accounts, Business Calendar, Modules, Financial, Auxiliary Catalogs (which is selected and highlighted with a red arrow), Document Management, Transactions Log, Security, API Connections, Guest Portal, and Account. The main area is titled 'Configuración Catálogos Auxiliares Conexiones'. It features a search bar at the top with the placeholder 'Type' and the word 'Connections'. Below the search bar is a table listing connections. The columns are 'Description ↑' and 'Type'. The table contains the following rows:

Description ↑	Type
ACTUALIZAR CODIGOS GLOBE	Google Sheet (Service Account)
Actualizar equipos globe Fabian	Google Sheet (Service Account)
AFJ CONEXION GOOGLE SHEET	Google Sheet (Service Account)
AFJ - Notificaciones 09.06.2025	WhatsApp
ASOCIAZ ACTIVOS A MTTO_PRUEBA	Google Sheet (Service Account)
cancel wo	Google Sheet (Service Account)
Conexion con GoogleSheet Fabian	Google Sheet (Service Account)
Conexion google sheet	Google Sheet (Service Account)
Conexión Google Sheet	Google Sheet (Service Account)

At the bottom right of the main area, there is a large blue button with a white plus sign (+). The status bar at the bottom indicates 'Showing 26 of 26'.

- En el campo "Tipo", selecciona **Google Sheet (Service Account)**.

Type: Google Sheet (Service Account)

Description:

Type: service_account

project_id *

private_key_id *

private_key *

client_email *

client_id *

- Completa los campos del formulario utilizando la información del archivo .json que descargaste en el paso anterior.

The screenshot shows the Fracttal software interface with the following details:

- Left Sidebar:** Shows various settings categories: General, User Accounts, Business Calendar, Modules, Financial, Auxiliary Catalogs (highlighted), Document Management, Transactions Log, Security, API Connections, Guest Portal, and Account.
- Top Bar:** Shows "Activación Fracttal - Español - 477".
- Connections Page:**
 - Type:** Google Sheet (Service Account)
 - Description:** cancel wo (highlighted with a red box)
 - Type:** service_account
 - project_id *:** fracttal-one-helpcenter
 - private_key_id *:** (redacted)
 - private_key *:** (redacted)
 - client_email *:** cancel-wo@fracttal-one-helpcenter.iam.gserviceaccount.com
 - client_id *:** 108638941031353961356
 - client_x509_cert_url *:** https://www.googleapis.com/robot/v1/metadata/x509/canc...

- Haz clic en **"Guardar"**.

El usuario API que ejecutará el flujo necesita permisos para modificar OTs.

1. Navega a **Configuración > Conexiones API > Consumidores / OAuth**.
2. Asegúrate de tener un consumidor creado. Este consumidor debe estar asociado a un **Grupo de Permisos** que tenga la capacidad de editar OTs. Consulta el artículo: [Crear consumidores OAuth](#)
3. Para verificar los permisos, ve a **Configuración > Cuentas de Usuarios > Permisos**.
4. Selecciona el grupo de permisos correspondiente y asegúrate de que en el módulo **Tareas > Órdenes de Trabajo > En Proceso**, la casilla de "Editar" esté marcada.

Este permiso es el que permite cambiar el estado de una OT a "Cancelado".

Fase 3: Preparación y ejecución del proceso

Con las configuraciones listas, el último paso es preparar los datos y ejecutar el flujo.

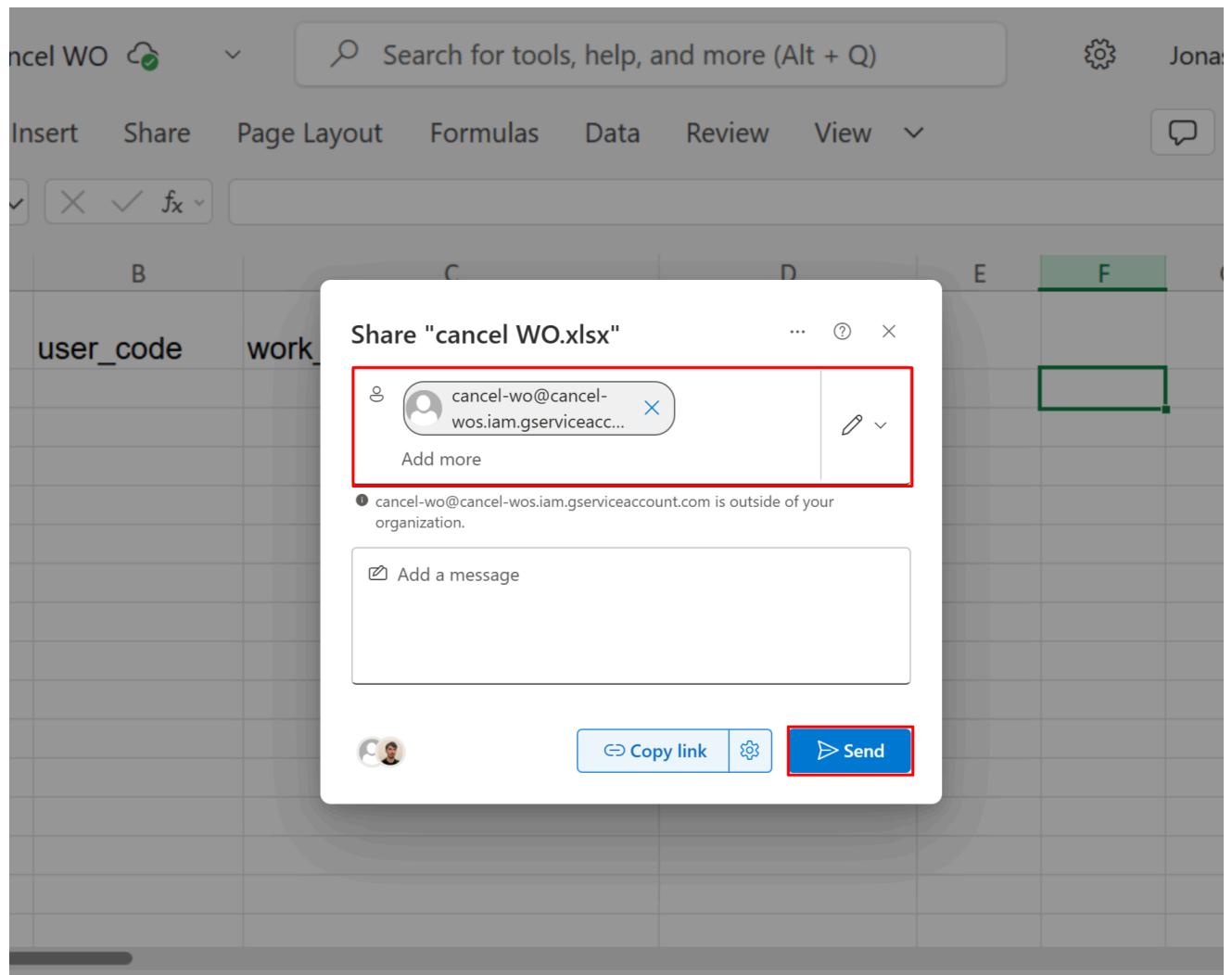
1. Crea una nueva hoja de cálculo en **Google Sheets**.
2. Nómbrala de forma descriptiva (ej. Cancelar OTs).

3. En la primera fila de la hoja, crea las siguientes columnas:

- **A: folio**: Aquí irán los IDs de las OTs a cancelar.
- **B: user_code**: El código del usuario en Fracttal que registrará la cancelación.
- **C: work_orders_status_cancel**: El motivo de la cancelación. Debe coincidir exactamente con un motivo existente en tu catálogo de Fracttal.
- **D: note**: Una nota opcional para la cancelación.

F2	A	B	C	D
1	folio	user_code	work_orders_status_cancel	note
2				
3				
4				

- 4. Paso Crítico:** Haz clic en el botón "**Compartir**" y añade el correo electrónico de la cuenta de servicio (el campo client_email de tu archivo .json). Asígnale el rol de "**Editor**". Esto es fundamental para que Fracttal pueda leer y escribir en la hoja.



Para evitar errores, solo debes intentar cancelar OTs que cumplan con los requisitos.

1. En Fracttal One, ve a **Plan de Tareas > Órdenes de Trabajo** y cambia a la vista de lista.
2. Aplica los siguientes filtros para encontrar OTs elegibles para cancelación:

Estado: En Proceso

Work Management
Work Orders

ID del Estado: En Proceso Estado de la Tarea: No Iniciada

ID de Orden de Trabajo	Estado	Código	Activo
OT1873MTTO	● Open WO's	001-CF07	{ 001-CF07 } CAMIO
OT1864MTTO	● Open WO's	ACT.LOC-0022	BCI { ACT.LOC-0022 }
OT1858MTTO	● Open WO's	ACT.LOC-0020	BCI { ACT.LOC-0020 }
OT1857MTTO	● Open WO's	ACT.LOC-0019	BCI { ACT.LOC-0019 }
OT1856MTTO	● Open WO's	ACT.LOC-0018	BCI { ACT.LOC-0018 }
OT1855MTTO	● Open WO's	ACT.LOC-0017	BCI { ACT.LOC-0017 }
OT1854MTTO	● Open WO's	ACT.LOC-0016	BCI { ACT.LOC-0016 }
OT1853MTTO	● Open WO's	ACT.LOC-0015	BCI { ACT.LOC-0015 }
OT1851MTTO	● Open WO's	ACT.LOC-0013	BCI { ACT.LOC-0013 }
OT1850MTTO	● Open WO's	ACT.LOC-0012	BCI { ACT.LOC-0012 }

Showing 200 of 3005

Status
 Open WO's

Open WO's

Complete WO's

Closed

Cancelled

WO Closure date
— / —

Date WO in Review
— / —

Labels

Percentage of Completion
Value %

Clear Filters

Apply Filters

Porcentaje de Avance: = a 0

Work Management
Work Orders

ID del Estado: En Proceso Estado de la Tarea: No Iniciada

ID de Orden de Trabajo	Estado	Código	Activo
OT1873MTTO	● Open WO's	001-CF07	{ 001-CF07 } CAMIO
OT1864MTTO	● Open WO's	ACT.LOC-0022	BCI { ACT.LOC-0022 }
OT1858MTTO	● Open WO's	ACT.LOC-0020	BCI { ACT.LOC-0020 }
OT1857MTTO	● Open WO's	ACT.LOC-0019	BCI { ACT.LOC-0019 }
OT1856MTTO	● Open WO's	ACT.LOC-0018	BCI { ACT.LOC-0018 }
OT1855MTTO	● Open WO's	ACT.LOC-0017	BCI { ACT.LOC-0017 }
OT1854MTTO	● Open WO's	ACT.LOC-0016	BCI { ACT.LOC-0016 }
OT1853MTTO	● Open WO's	ACT.LOC-0015	BCI { ACT.LOC-0015 }
OT1851MTTO	● Open WO's	ACT.LOC-0013	BCI { ACT.LOC-0013 }
OT1850MTTO	● Open WO's	ACT.LOC-0012	BCI { ACT.LOC-0012 }

Showing 200 of 3005

Creation Date
— / —

WO Closure date
— / —

Date WO in Review
— / —

Labels

Percentage of Completion
Value %

Note

Work Order Parent

Created by

Rating

Clear Filters

Apply Filters

Estado de la Tarea: No Iniciada

The screenshot shows a list of work orders on the left and a filter panel on the right. The filter panel includes fields for Description, Planned Tasks, Task with out of service, Equipment downtime, Work Request Number, Task Status (with 'Not Started' selected), and Resource Type. Buttons for 'Clear Filters' and 'Apply Filters' are at the bottom.

ID de Orden de Trabajo	Estado	Código	Activo
OT1873MTTO	● Open WO's	001-CF07	{ 001-CF07 } CAMIO
OT1864MTTO	● Open WO's	ACT.LOC-0022	BCI { ACT.LOC-0022 }
OT1858MTTO	● Open WO's	ACT.LOC-0020	BCI { ACT.LOC-0020 }
OT1857MTTO	● Open WO's	ACT.LOC-0019	BCI { ACT.LOC-0019 }
OT1856MTTO	● Open WO's	ACT.LOC-0018	BCI { ACT.LOC-0018 }
OT1855MTTO	● Open WO's	ACT.LOC-0017	BCI { ACT.LOC-0017 }
OT1854MTTO	● Open WO's	ACT.LOC-0016	BCI { ACT.LOC-0016 }
OT1853MTTO	● Open WO's	ACT.LOC-0015	BCI { ACT.LOC-0015 }
OT1851MTTO	● Open WO's	ACT.LOC-0013	BCI { ACT.LOC-0013 }
OT1850MTTO	● Open WO's	ACT.LOC-0012	BCI { ACT.LOC-0012 }

Showing 200 of 3005

Filter Options:

- Only view pending tasks
- Description: _____
- Planned Tasks ?

ALL	YES	NO
-----	-----	----
- Task with out of service

ALL	YES	NO
-----	-----	----
- Equipment downtime?

ALL	YES	NO
-----	-----	----
- Work Request Number: _____
- Task Status: **Not Started** (highlighted with a red box)
- Resource Type: _____

Clear Filters **Apply Filters**

Haz clic en "**Aplicar Filtros**".

Exporta los resultados a un archivo .xlsx o .csv utilizando la opción "**Exportar masivamente**".

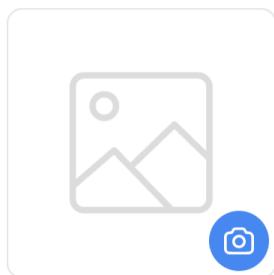
Estado	Código	Activo	Fuera de servicio	Tarea
● Open WO's	001-CF07	{ 001-CF07 } CAMIONETA-SUV (FU)	No	Mtto ciclico (mtt)
● Open WO's	ACT.LOC-0022	BCI { ACT.LOC-0022 }	No	MANTENIMIENTO
● Open WO's	ACT.LOC-0020	BCI { ACT.LOC-0020 }	No	MANTENIMIENTO
● Open WO's	ACT.LOC-0019	BCI { ACT.LOC-0019 }	No	MANTENIMIENTO
● Open WO's	ACT.LOC-0018	BCI { ACT.LOC-0018 }	No	MANTENIMIENTO
● Open WO's	ACT.LOC-0017	BCI { ACT.LOC-0017 }	No	MANTENIMIENTO
● Open WO's	ACT.LOC-0016	BCI { ACT.LOC-0016 }	No	MANTENIMIENTO
● Open WO's	ACT.LOC-0015	BCI { ACT.LOC-0015 }	No	MANTENIMIENTO
● Open WO's	ACT.LOC-0013	BCI { ACT.LOC-0013 }	No	MANTENIMIENTO
● Open WO's	ACT.LOC-0012	BCI { ACT.LOC-0012 }	No	MANTENIMIENTO

Abre el archivo exportado y copia los IDs de las OTs en la columna **folio** de tu Google Sheet.

A	B	C	D
1 folio	user_code	work_orders_status_cancel	note
2 OT1864MTTO			
3 OT1858MTTO			
4 OT1857MTTO			
5 OT1856MTTO			
6 OT1855MTTO			
7 OT1854MTTO			
8 OT1853MTTO			
9 OT1851MTTO			
10 OT1850MTTO			
11 OT1849MTTO			
12 OT1848MTTO			

¿Dónde encontrar el user_code?

[←](#) Jonas Campos



Enabled

General

Custom Form

Assignment

Attachments

Document Management

Teams

Names _____
Jonas
Last Name _____
Campos

Code _____
PV-AN-001
Email _____

Group 1 _____
▼
Group 2 _____

Address _____
City _____
State _____
Country _____
Brasil

Encuéntralo en el catálogo de **Recursos Humanos**: busca al usuario y copia el valor de su campo **Código**.

Rellena las columnas **user_code**, **work_orders_status_cancel** y **note** para todas las filas correspondientes. Puedes arrastrar los valores si son los mismos para todas las OTs.

	A	B	C	D
1	folio	user_code	work_orders_status_cancel	note
2	OT1864MTTO	PV-AN-001	Error de lectura	ok
3	OT1858MTTO	PV-AN-001	Error de lectura	ok
4	OT1857MTTO	PV-AN-001	Error de lectura	ok
5	OT1856MTTO	PV-AN-001	Error de lectura	ok
6	OT1855MTTO	PV-AN-001	Error de lectura	ok
7	OT1854MTTO	PV-AN-001	Error de lectura	ok
8	OT1853MTTO	PV-AN-001	Error de lectura	ok
9	OT1851MTTO	PV-AN-001	Error de lectura	ok
10	OT1850MTTO	PV-AN-001	Error de lectura	ok
11	OT1849MTTO	PV-AN-001	Error de lectura	ok
12	OT1848MTTO	PV-AN-001	Error de lectura	ok

Fase 4: Configurar y ejecutar el flujo en Fractal Hub

Con la hoja de cálculo lista y los datos preparados, el paso final es construir la automatización en Fractal Hub.

Ve a **Fractal Hub** y crea un nuevo flujo. Asígnale una descripción clara.

Search...

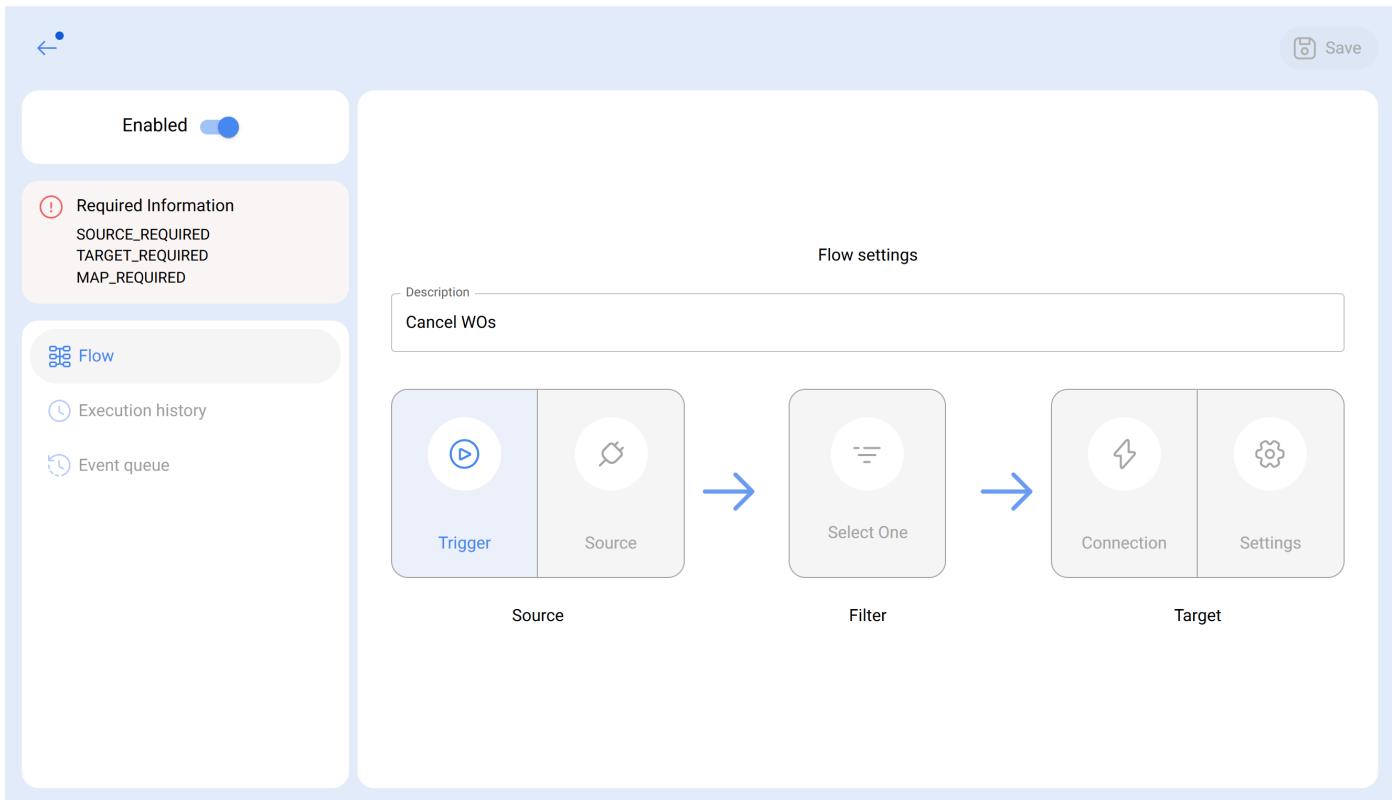
AI

J ▾



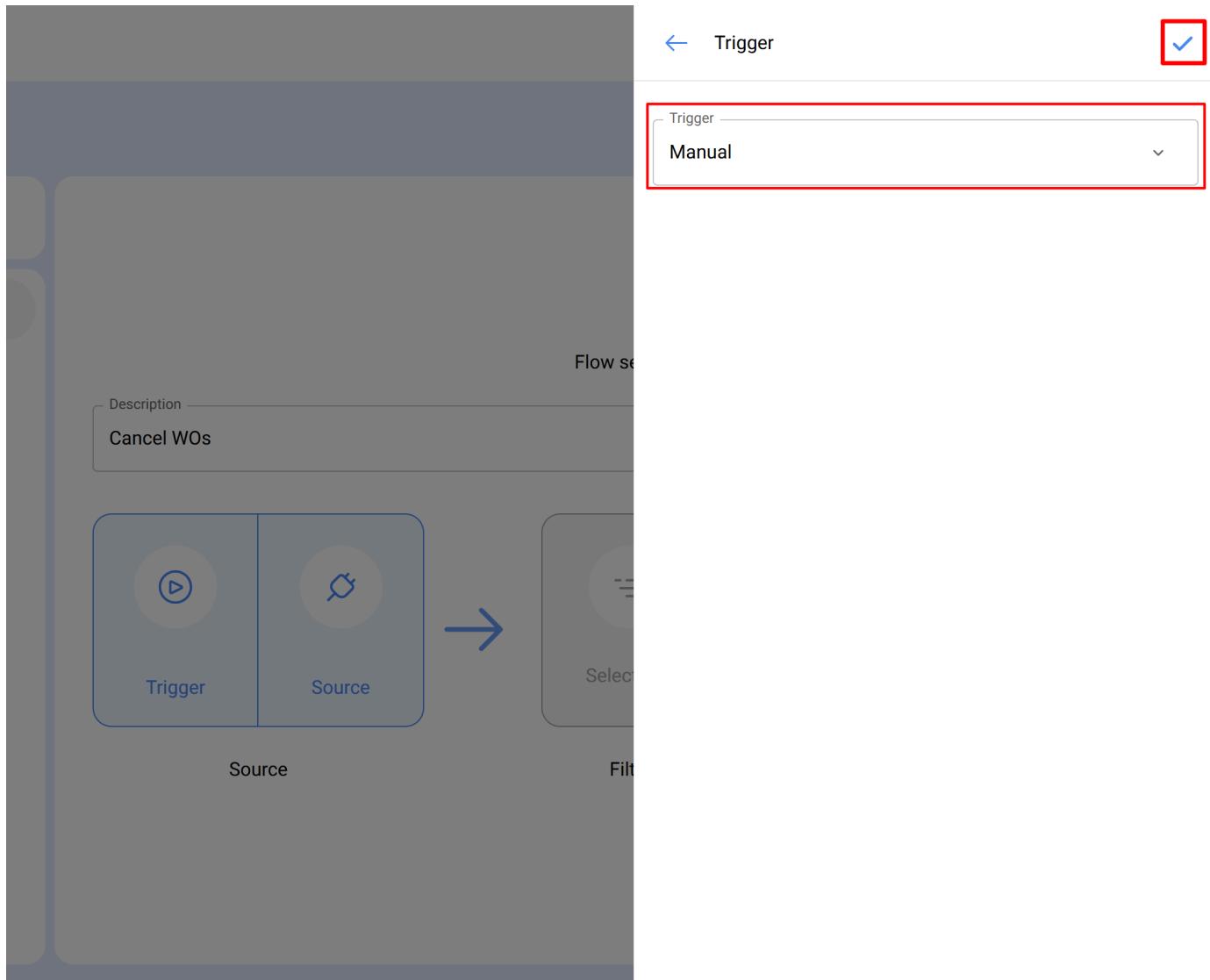
	Last Date	Trigger
de horometro	2024-11-22 18:15	Schedule
n Fractal One	2024-09-05 21:53	Event
le nuevas órdenes de servicio de Whatsapp (P...	2025-07-02 12:54	Event
RUEBA WHATSAPP_SEBASTIAN O	2025-10-09 13:41	Event
WhatsApp - Jonas 12082025	2025-08-12 14:01	Event
E ACTIVO_GOOGLE SHEET_PUEBA_001	2025-10-01 21:33	Manual
I25. Conex. Wpp	2025-06-09 09:57	Event
:5 ACTUALIZAR Y CREAR ACTIVOS.	2025-09-01 10:51	Manual
	2024-12-17 23:06	Manual
'O_PRUEBA	2023-03-22 17:51	Manual
DORES_PRUEBA	2025-09-24 03:36	Manual





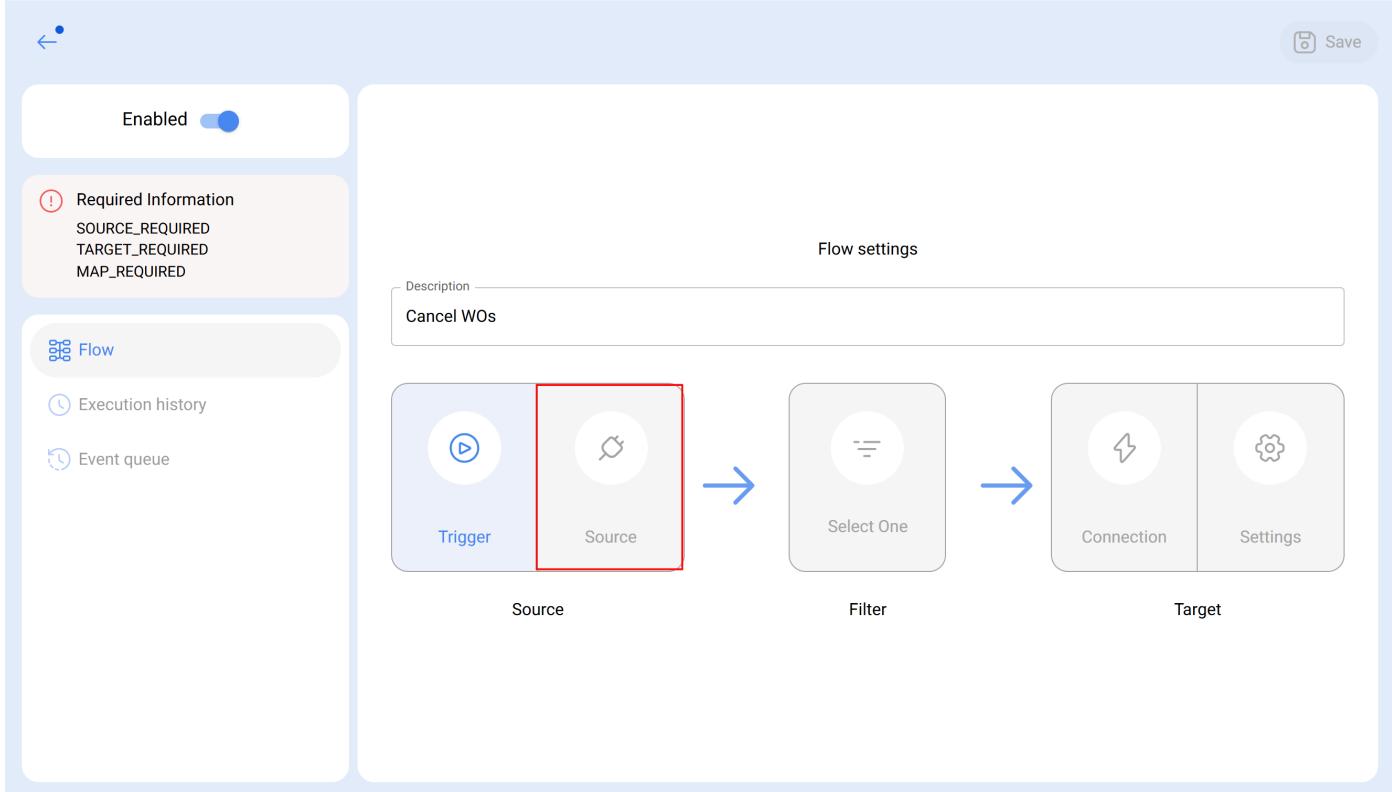
Configurar el activador:

Pulsa en el **Activador** y, a continuación, en el menú de la derecha, selecciona el **Evento** como Manual y guarda los cambios.



Configurar Fuente (Source):

Haz clic en el nodo **Fuente**.



- En el campo **Módulo**, selecciona GoogleSheet.
- En **Conexión**, elige la conexión que creaste en el Paso 4 (Cancelar OT).
- La **Acción** será Leer.
- En el campo **spreadsheet_id**, debes pegar el ID de tu hoja de cálculo.

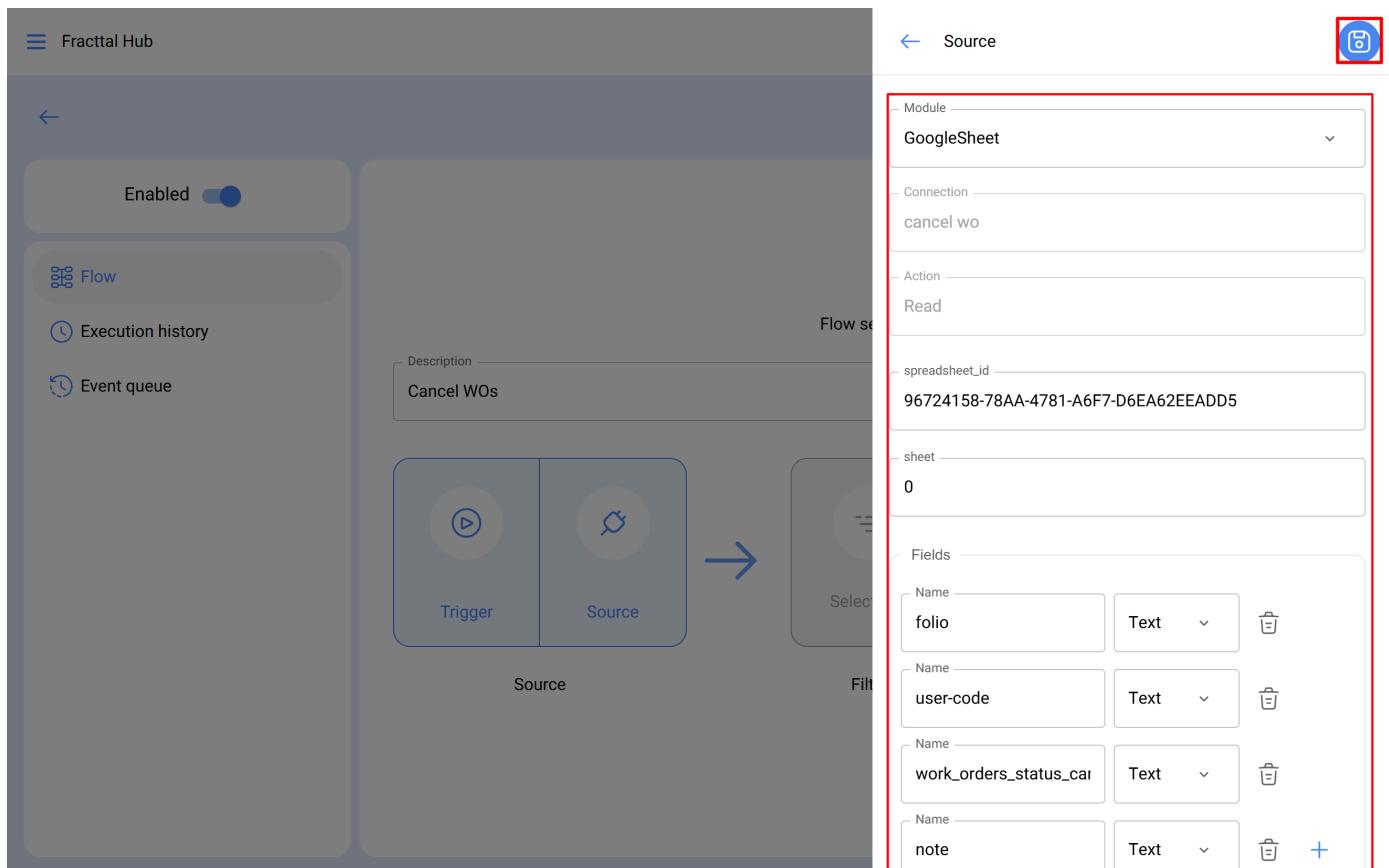
¿Dónde encontrar el spreadsheet_id?

Abre tu Google Sheet y mira la URL en el navegador. El ID es la larga cadena de caracteres que se encuentra entre /d/ y /edit.

.../spreadsheets/d/[ESTE ES EL ID QUE DEBES COPIAR]/edit...

- En el campo **sheet**, escribe 0 (para indicar que leerá la primera pestaña de la hoja).

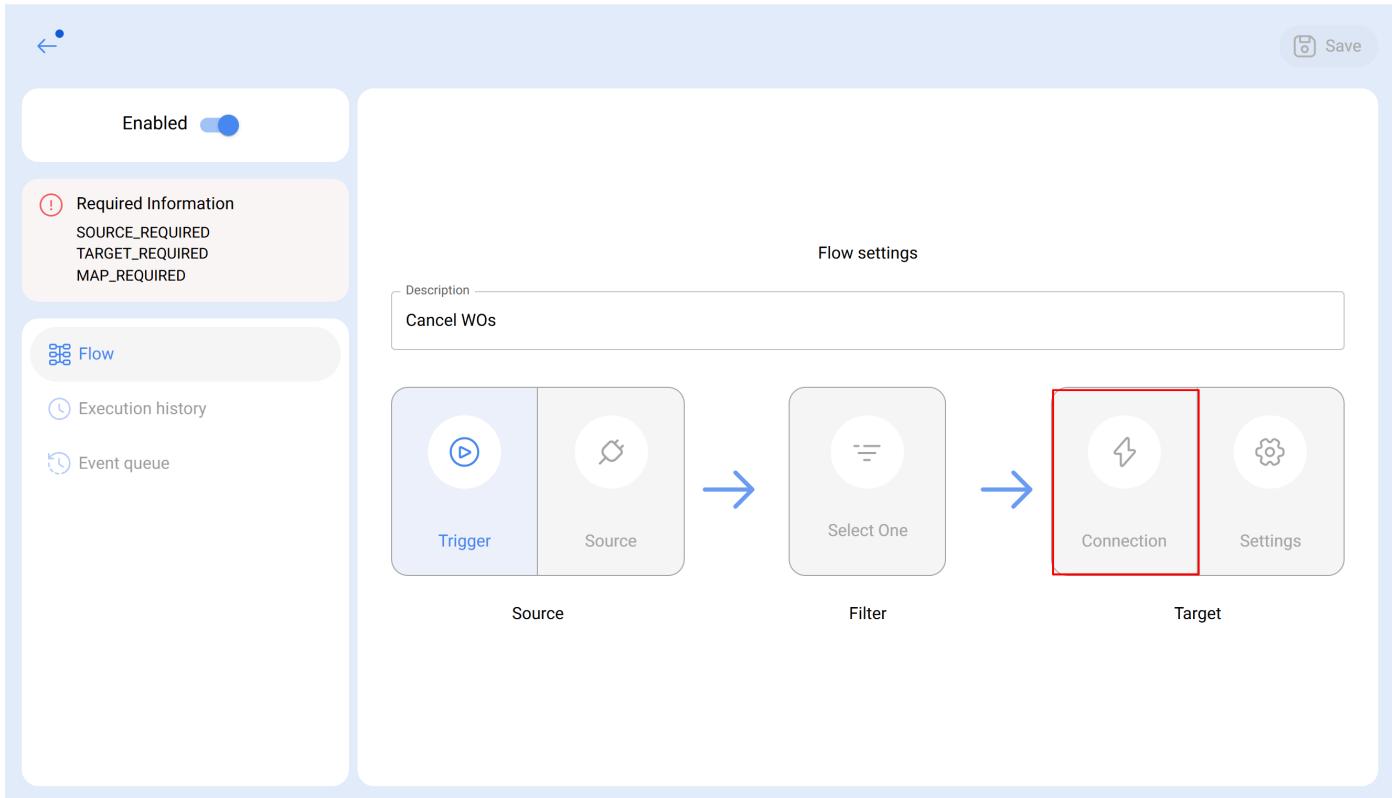
- En la sección **Campos**, debes replicar exactamente los nombres de las columnas de tu Google Sheet. Agrega los siguientes campos, asegurándote de que el tipo sea **Texto**:
 - folio
 - user_code
 - work_orders_status_cancel
 - note



Guarda la configuración de la fuente.

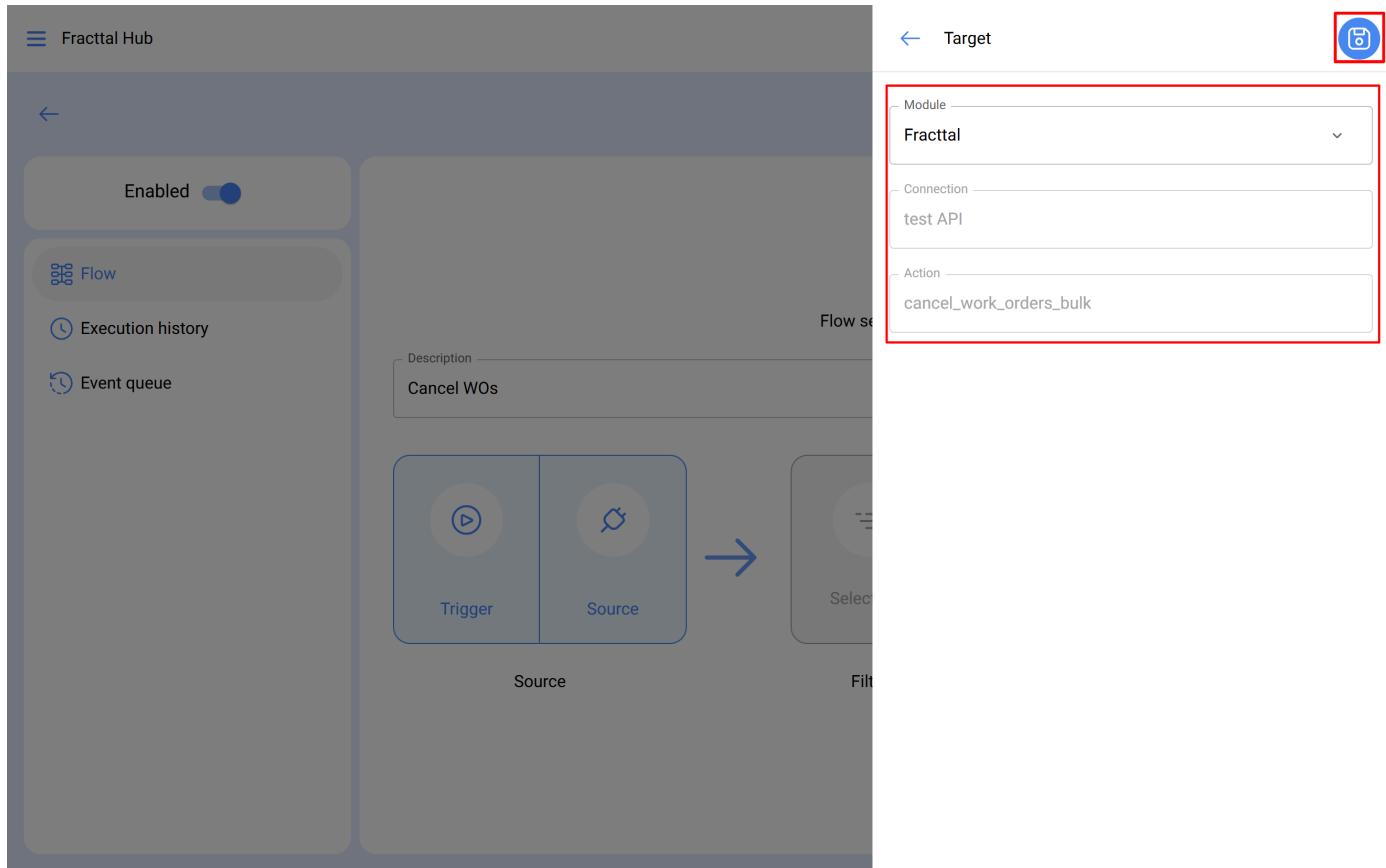
Configurar Conexión (Target):

Haz clic en el nodo de Conexión.



- En el campo **Módulo**, selecciona Fractal.
- En **Conexión**, elige el consumidor OAuth que tiene los permisos necesarios.
- En **Acción**, busca y selecciona **cancel_work_orders_bulk**.

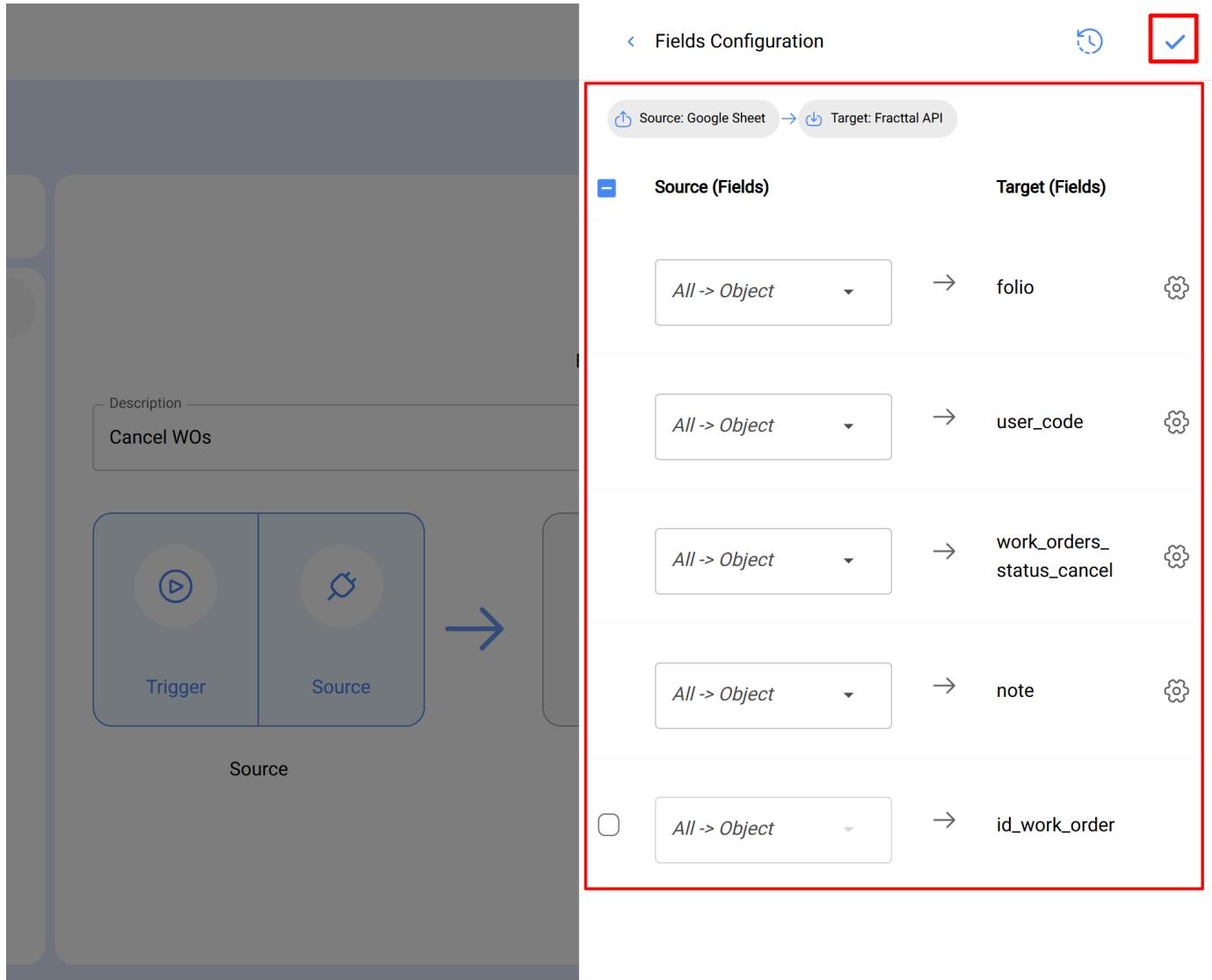
Guarda la configuración del destino.



Configurar el mapeo de campos:

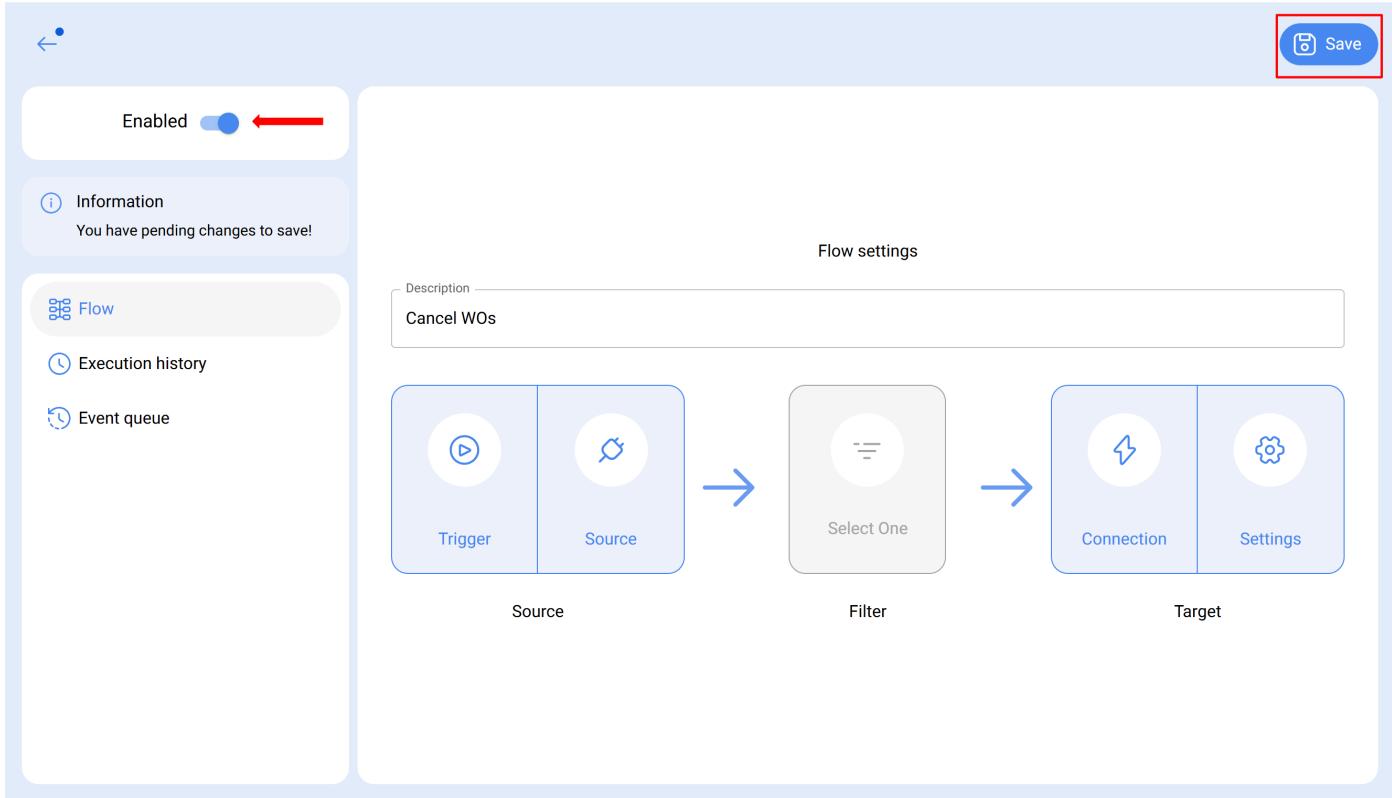
- Una vez seleccionada la acción, haz clic en el nodo de **Configuración**.
- Se abrirá la pantalla de "Configuración de Campos". Aquí debes conectar los datos de la Fuente (Google Sheet) con los campos que espera el Destino (Fracttal). Mapea los campos de la siguiente manera:
 - **folio** (Destino) → **folio** (Fuente)
 - **user_code** (Destino) → **user_code** (Fuente)
 - **work_orders_status_cancel** (Destino) → **work_orders_status_cancel** (Fuente)
 - **note** (Destino) → **note** (Fuente)

Guarda el mapeo.



Guardar y habilitar el flujo:

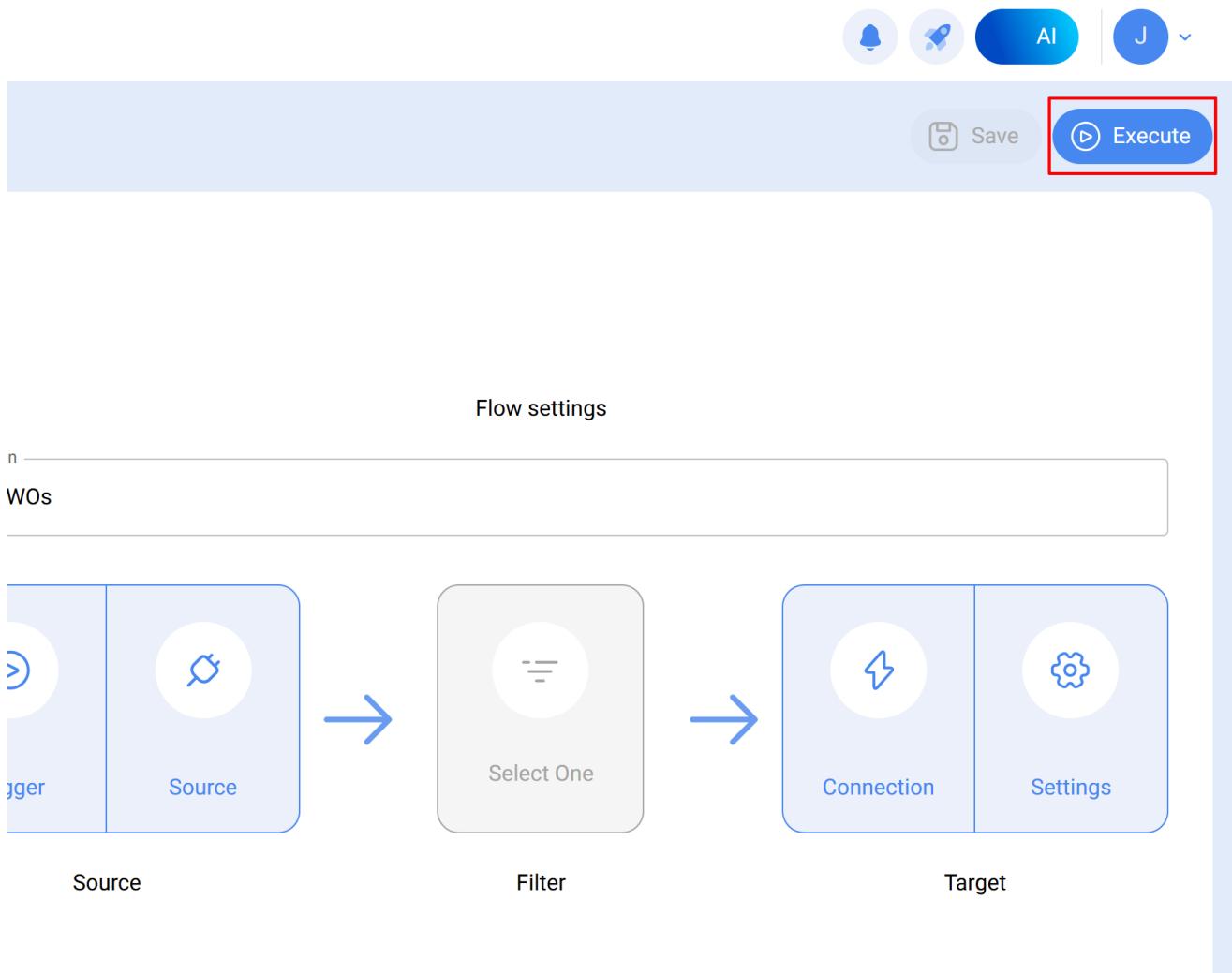
- En la esquina superior derecha, haz clic en **Guardar**.
- Activa el interruptor **Habilitado** en la parte superior izquierda.



Paso 9: Ejecutar y verificar el resultado

Con el flujo completamente configurado y habilitado, ya puedes proceder con la cancelación masiva.

1. En la pantalla principal del flujo, haz clic en el botón **Ejecutar**.



2. Para monitorear el progreso, navega a las siguientes secciones en el menú izquierdo de Fractal Hub:

- **Cola de eventos:** Aquí verás el estado del flujo, que pasará de En cola a Procesando y finalmente a Finalizado.
- **Historial de Ejecución:** Una vez finalizado, podrás ver un registro detallado. Un proceso exitoso mostrará Sí en las columnas de Extracción, Transformación y Carga, con un mensaje 200 (código de éxito).



Enabled

Flow

Execution history

Event queue

Creation Date	Type	Extraction	Transformation	Load
2025-09-18 16:36	Action Done	Yes	Yes	Yes

Showing 1 of 1

Verificación final en Fracttal One:

- Regresa a tu instancia de **Fracttal One**, en la vista de lista de Órdenes de Trabajo.
- Las OTs que estaban en tu hoja de cálculo ya no deberían aparecer en la lista, ya que su estado ha sido cambiado a "Cancelado".