

¿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.

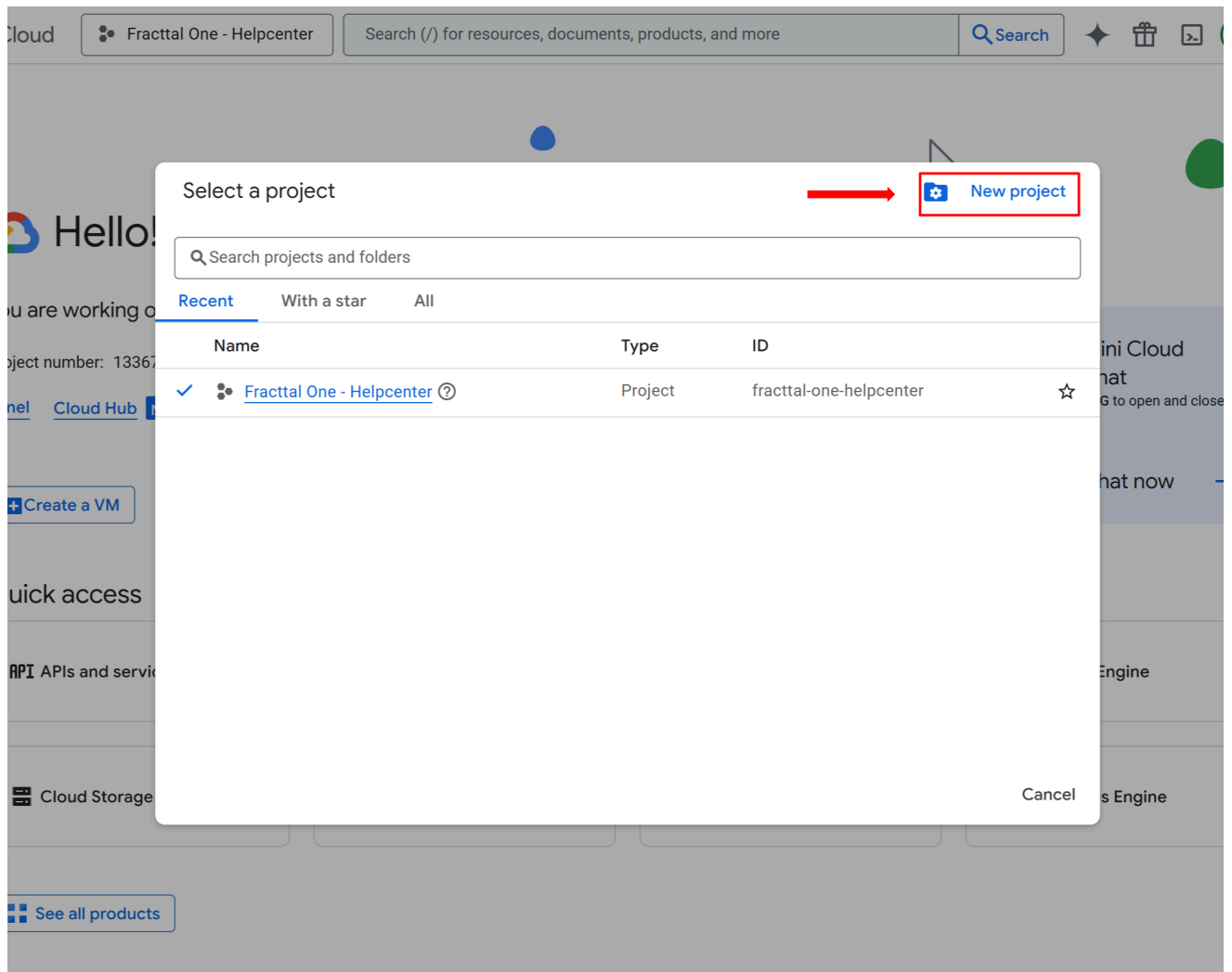
Fase 1: Configuración en Google Cloud Platform (GCP)

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) console interface. At the top, there is a navigation bar with the Google Cloud logo, a project selector dropdown menu (highlighted with a red box) showing 'Cancel WOs', a search bar, and various utility icons. Below the navigation bar, the main content area displays 'Hello!' and 'You are working on Cancel WOs'. It shows project details like 'Project number: 133674035375' and 'Project ID: fracttal-one-helpcenter'. There are several quick action buttons: 'Create a VM', 'Run a query in BigQuery', 'Deploy an application', and 'Create a storage bucket'. A 'Quick access' section contains tiles for 'API APIs and services', 'IAM and admin', 'Invoicing', 'Compute Engine', 'Cloud Storage', 'BigQuery', 'VPC Network', and 'Kubernetes Engine'. A 'Try Gemini Cloud Assist Chat' panel is visible on the right side.

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 *
Nenhuma organização [To search for](#)

Parent folder or organization



[To create](#) Cancel

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

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

 Hello!

You are working on [Cancel WOs](#)

Project number: 133674035375  Project ID: fracttal-one-helpcenter 

[Panel](#) [Cloud Hub](#) [New](#)

[+ Create a VM](#)

[+ Run a query in BigQuery](#)

[+ Deploy an application](#)


[+ Create a storage bucket](#)


Try Gemini C
Assist Chat
(Tip: Use Alt G to o
chat)


Start a chat r


Quick access

API APIs and services

 IAM and admin


 Invoicing

 Compute Engin

 Cloud Storage

 BigQuery

 VPC Network

 Kubernetes Eng

[See all products](#)

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

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

API APIs and services + Enable APIs and Services

Enabled APIs and Services 1 hour 6 hours 12 hours 1 day 2 days

- Library
- Credentials
- OAuth Permission Screen
- Page usage agreements

Traffic

No data available for the selected period.

UTC-3 18:00 29 de out. 06:00

Errors

No data available for

UTC-3 18:00 29 de out. 06:00

Median latency

No data available for the selected period.

UTC-3 18:00 29 de out. 06:00

Filter Filtro

Name	Requests	Errors (%)	Latency, median (ms)	95th
------	----------	------------	----------------------	------

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

Google Cloud Cancel WOs Q





API APIs and services / API Library / Procurar

API API Library →

API Library > "DRIVE"

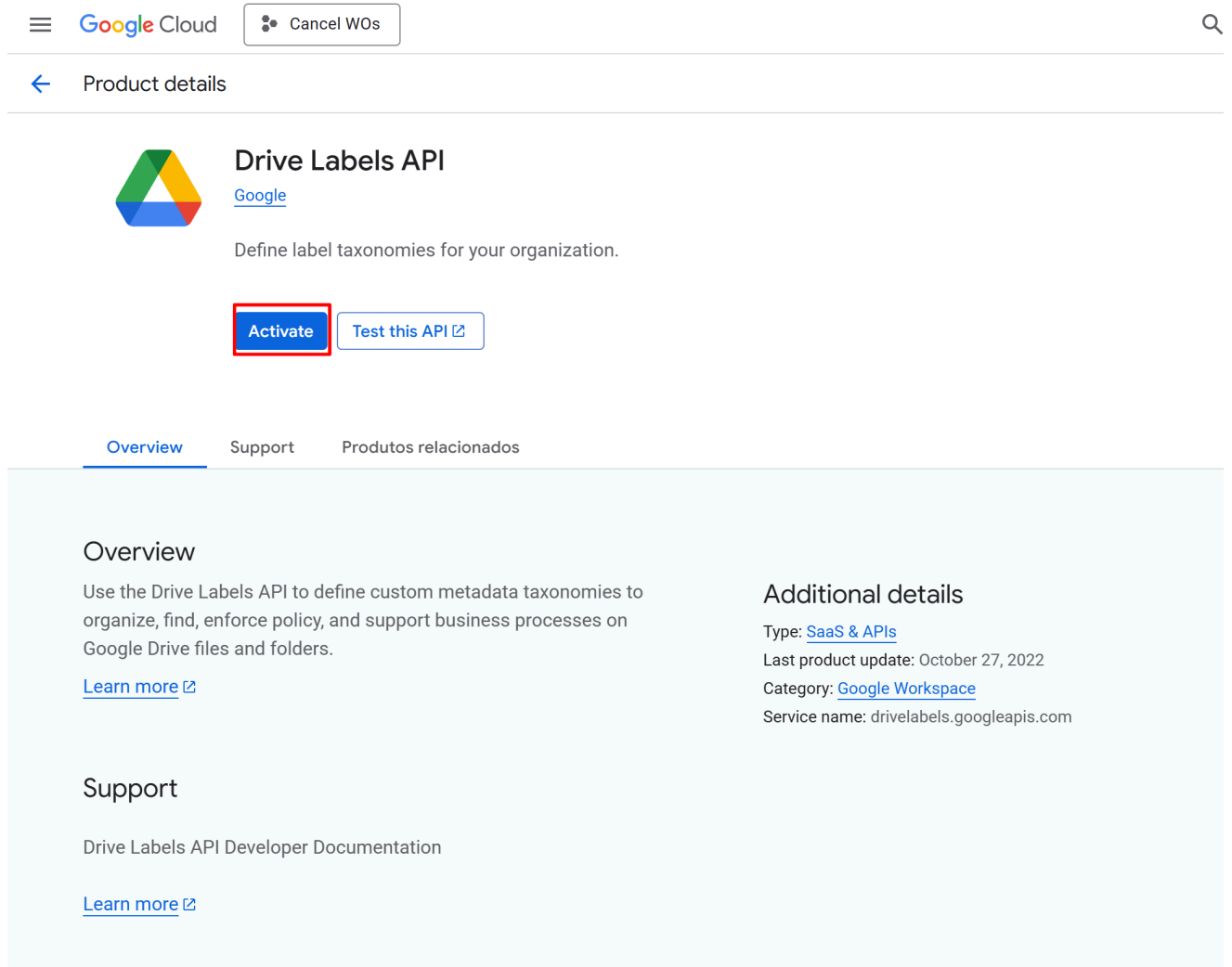
Filter Type to filter

10 results

Visibility ^		Drive Labels API Google Use the Drive Labels API to define custom metadata taxonomies to organize, find, enforce policy, ar Google Drive files and folders.
Public (10)		
Category ^		
Analysis (2)		Google Drive API Google Enterprise API ? With the Google Drive API, you can access resources from Google Drive to create files, manage file : and more.
Big Data (3)		
Databases (1)		
Maps (1)		
DevOps (1)		Google Drive Activity API Google Enterprise API ? 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 ch: alert a user to new comments or changes to files.
Health and biological sciences (1)		
Google Enterprise APIs (6)		
Developer stacks (1)		
Storage (2)		Eventarc API Google Enterprise API ? Eventarc lets you asynchronously deliver events from Google services, SaaS, and your own apps usi react to state changes. Eventarc requires no infrastructure management – you can optimize produc
Google Workspace (4)		

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

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



Google Cloud Cancel WOs Q

Product details

Drive Labels API

Google

Define label taxonomies for your organization.

Activate [Test this API](#)

[Overview](#) [Support](#) [Productos relacionados](#)

Overview

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.

[Learn more](#)

Support

Drive Labels API Developer Documentation

[Learn more](#)

Additional details

Type: [SaaS & APIs](#)
Last product update: October 27, 2022
Category: [Google Workspace](#)
Service name: drivelabels.googleapis.com

La cuenta de servicio actuará como un "usuario robot" que Fractal 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 console interface. At the top, there is a search bar and a 'Cancel WOs' button. The left sidebar contains a menu with 'APIs and services' selected, and 'Credenciales' highlighted with a red arrow. The main content area is titled 'Credenciales' and includes a '+ Create credentials' button (highlighted with a red box), a 'Delete' button, and a 'Restore deleted credentials' link. A dropdown menu is open from the '+ Create credentials' button, listing four options: 'API Key' (Identify your project using a simple API key to check quota and access), 'OAuth client ID' (Requests user permission so the application can access that user's data), 'Service account' (Uses bot accounts to enable app-level authentication between servers), and 'Help me choose' (Asks a few questions to help you decide what type of credential to use). Below the dropdown, there are sections for 'API Keys', 'OAuth 2.0 Client IDs', and 'Service accounts', each with a table header and a 'No ... to display' message.

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

The screenshot shows the Google Cloud console interface. At the top, there is a search bar and a 'Cancel WOs' button. The left sidebar shows the navigation menu with 'APIs and services' selected. The main content area is titled 'Credentials' and includes a '+ Create credentials' dropdown menu. The dropdown menu is open, showing four options: 'API Key', 'OAuth client ID', 'Service account' (highlighted with a red box), and 'Help me choose'. Below the dropdown, there are sections for 'API Keys', 'OAuth 2.0 Client IDs', and 'Service accounts', each with a table header and a message indicating that no items are currently displayed.

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

API APIs and services 📌

Enabled APIs and Services

Library

Credentials

OAuth Permission Screen

Page usage agreements

Credentials + Create credentials ▾ Delete Restore deleted credentials

Create credentials to a

Remember ⚠️ Requests user permission so the application can access that user's data tion.

API Keys

Name Help me choose Rest
Asks a few questions to help you decide what type of credential to use

No API key to display.

OAuth 2.0 Client IDs

<input type="checkbox"/>	Name	Date of creation ↓	Type	C
No OAuth clients to be displayed.				

Service accounts

<input type="checkbox"/>	E-mail	Name ↑
No service account to display.		

<|

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

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 ↺

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

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

<1

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

The screenshot shows the Google Cloud IAM and admin console interface. At the top, there is a navigation bar with the Google Cloud logo, a search bar, and a 'Cancel WOs' button. Below the navigation bar, the breadcrumb trail reads 'IAM and admin / Service accounts / Create a service account'. On the left side, there is a sidebar menu with various IAM and admin options, with 'Service accounts' highlighted in blue. The main content area displays the 'Create a service account' wizard. The first step, '1 Create a service account', is active and contains several input fields: 'Service account name' (filled with 'CANCEL WO'), 'Display name for this service account', 'Service account ID *' (filled with 'cancel-wo'), 'Email address: <id>@cancel-wos.iam.gserviceaccount.com', and 'Service account description'. Below these fields is a 'Create and continue' button, which is highlighted with a red arrow. The second step, '2 Permissions(optional)', and the third step, '3 Main points with access(optional)', are visible but not active. At the bottom of the wizard, there is a 'Completed' button (highlighted with a red box) and a 'Cancel' button.

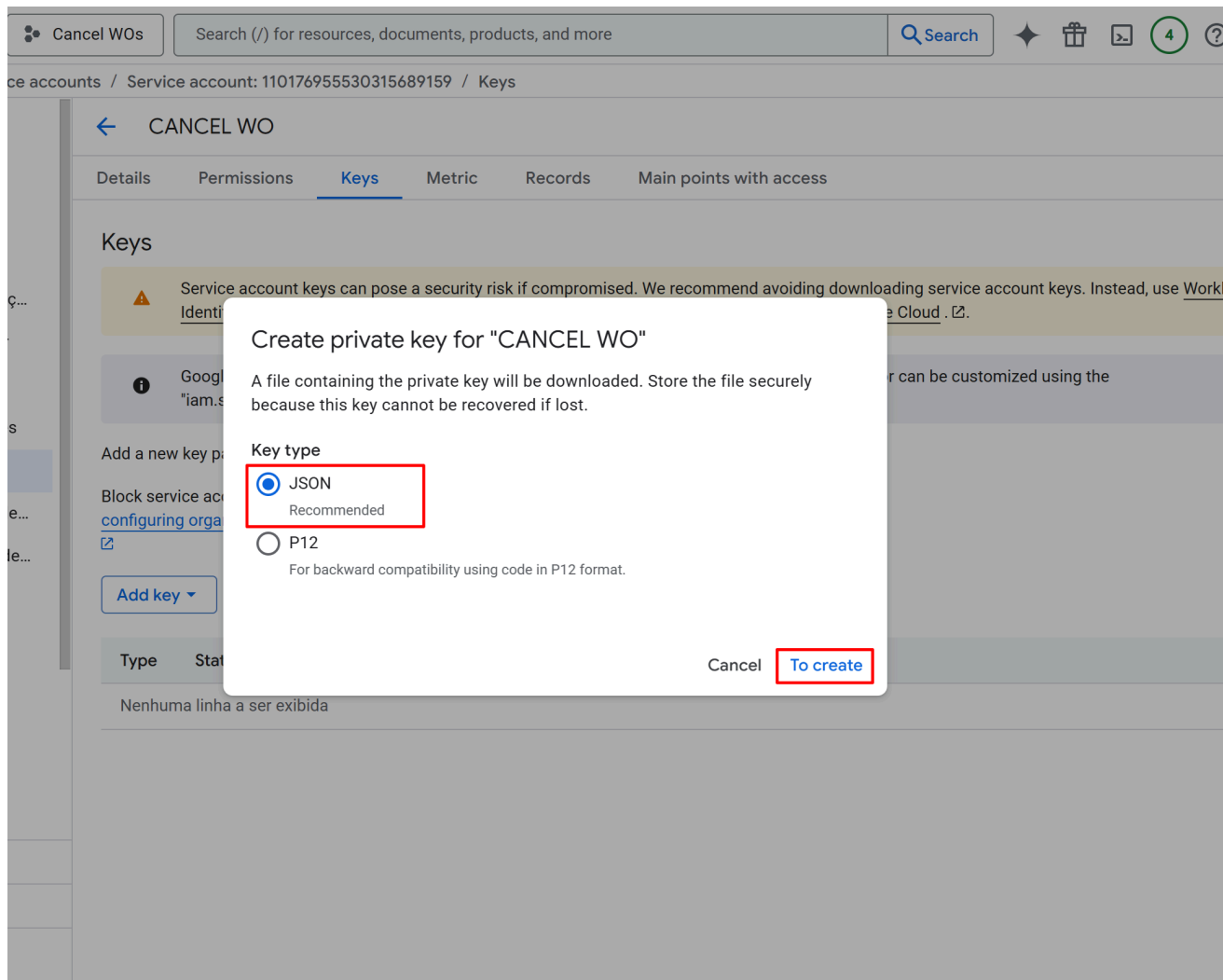
5. De vuelta en la lista de "Cuentas de servicio", haz clic en la que acabas de crear. Ve a la pestaña "CLAVES".

The screenshot shows the Google Cloud IAM and admin console interface. At the top, there is a navigation bar with the Google Cloud logo, a search bar, and a user profile icon. Below the navigation bar, the breadcrumb trail reads: IAM and admin / Service accounts / Service account: 110176955530315689159. On the left side, there is a sidebar menu with various options, including 'Service accounts', which is highlighted with a red arrow. The main content area is titled 'CANCEL WO' and has several tabs: 'Details', 'Permissions', 'Keys' (highlighted with a red box), 'Metric', 'Records', and 'Main points with access'. Under the 'Keys' tab, there is a section for 'Service Account Details' with input fields for 'Name' (containing 'CANCEL WO') and 'Description', each with a 'Save' button. Below this, the 'E-mail' is listed as 'cancel-wo@cancel-wos.iam.gserviceaccount.com' and the 'Unique ID' is '110176955530315689159'. The 'Service account status' section shows a green checkmark and the text 'Activated', with a 'Deactivate service account' button. At the bottom, there is a section for 'Advanced settings' with a downward arrow.

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

The screenshot shows the Google Cloud IAM and admin console interface. The top navigation bar includes the Google Cloud logo, a search bar, and a 'Cancel WOs' button. The breadcrumb trail indicates the current location: IAM and admin / Service accounts / Service account: 110176955530315689159 / Keys. The left sidebar contains a list of navigation items, with 'Service accounts' selected. The main content area is titled 'CANCEL WO' and has tabs for 'Details', 'Permissions', 'Keys', 'Metric', 'Records', and 'Main points with access'. The 'Keys' tab is active, displaying a warning message about security risks and a note about automatic key disabling. Below these messages, there is a section for adding a new key pair. The 'Add key' button is highlighted with a red box, and a red arrow points to it. The dropdown menu is open, showing 'Create new key' and 'Upload a current key' options, with 'Create new key' also highlighted by a red box. Below the dropdown, a table header is visible with columns for 'Key', 'Date of creation', and 'Expiration date'.

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



```

{
  "type": "service_account",
  "project_id": "fractal-one-helpcenter",
  "private_key_id": "7883df46cbe890dab39a08ca04b9dee90beea55b",
  "private_key": "-----BEGIN PRIVATE KEY-----\nMIIEvQIBADANBgkqhkiG9w0BAQ
\nTlnuExutniehbH4NUWzXvOPeXGUDVdivvgCZPMCEzwtKyUQwh4sxxj6HkN22EQ0F\nnm1Vv
\nQanksvQI1VbxcknKyIaPN6DI7+Z0UV000gxD/sX0BbqcQkKNCnuAeys1h1jMT/Ca\nnh1HE
\nAQY9pkEzwyH3St4+1jo54pi3N6PYLSL3d31ItHoqhsYE5Vbi67pJWOLH/Q3fi8DQ\nniZLu
\nIKZ91dn6wRGCSee6keV1AYEgxpU/4ZpUusRJoI8TTHY2Feg9/d0s0s6dIdEv+ZyF\nnFuF0
\nT8d30xTyW59sUJEs87E6wW/1A9AN3cVygR0vNok0vKhC3sS4SF1YD36gmQe0cTkA\nnqthY
\nzyjCj0ezZ06NOx5G1dLYAgx1EzK65P0vKdbuLiLcQKBgQD4fz5GPHHKCavPCE+v\nn7FM
\n2Z1ibRocGfE1AUoG98TdLUhoKWuhXq5sbi+Dx2IyI4qVisjMPPrZuIQkrnyhR/xf\nnxwTf
\n5JsBF87XuX55Rjon/TD/HVBjGZ1ywwVN7h1zsxrklSCKnbVVCzvREnR9P7NK/b1F\nnfkDA
\nD1wVtc5gLwKBgQDAhCv11Cw/31A42/KIWErOtI4IbnCMY2W0brVgHoASEEWLmNRK\nnC2sw
\nDm1HSa/cskZKZrP78FP7yASwOnIZrSBrv08aLFBidCiwgBKqUBFOKhMmKQKBgHod\nnFHhw
\nftkcupNrh8taGa4hFscrwLR9Cm282i0jUMOu6NDqha9nMCIr5f1bh+t8hV0AY21H\nnrBzZ
\nfx0xk4STFdGnu4HY0wYYvGRt0x19mAxrAuH2DpOLjOFyhgyZjLyoFU10na/DFc2g\nnYpgZ
\nfc1G/xZKKvDwsy5aAMuow9Q=\n-----END PRIVATE KEY-----\n",
  "client_email": "crear-medidores@fractal-one-helpcenter.iam.gservicea
  "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/c
  "client_x509_cert_url": "https://www.googleapis.com/robot/v1/metadata/a
helpcenter.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 Fractal One

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

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

The screenshot shows the 'Settings' page for 'Activación Fracttal - Español - 477'. The left sidebar contains various settings categories, with 'Auxiliary Catalogs' highlighted and a red arrow pointing to it. The main content area is titled 'Connections' and features a table with columns for 'Description' and 'Type'. A red box highlights the 'Type' dropdown menu at the top, which is currently set to 'Connections'. At the bottom right of the table, a blue circular button with a white plus sign is highlighted with a red box, indicating the 'Add' button. The table contains 26 entries, with the following visible rows:

Description ↑	Type ↓
<input type="checkbox"/> ACTUALIZAR CODIGOS GLOBE	Google Sheet (Service Account)
<input type="checkbox"/> Actualizar equipos globe Fabian	Google Sheet (Service Account)
<input type="checkbox"/> AFJ CONEXION GOOGLE SHEET	Google Sheet (Service Account)
<input type="checkbox"/> AFJ - Notificaciones 09.06.2025	WhatsApp
<input type="checkbox"/> ASOCIAR ACTIVOS A MTTTO_PRUEBA	Google Sheet (Service Account)
<input type="checkbox"/> cancel wo	Google Sheet (Service Account)
<input type="checkbox"/> Conexion con GoogleSheet Fabian	Google Sheet (Service Account)
<input type="checkbox"/> Conexion google sheet	Google Sheet (Service Account)
<input type="checkbox"/> Conexión Google Sheet	Google Sheet (Service Account)

Showing 26 of 26

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

The image shows a mobile application interface. On the left, a list of connections is displayed with columns for 'Description' and 'Type'. The 'Type' column shows various Google Sheet connections. On the right, a detailed view of a connection is shown. The 'Type' field is highlighted with a red box and contains the text 'Google Sheet (Service Account)'. Below this, the 'Description' field is empty, with a red error message 'Description no puede estar en blanco'. The 'Type' field is set to 'service_account'. The 'project_id *' field is empty. The 'private_key_id *' field contains a masked value '.....'. The 'private_key *' field is empty, with a red error message 'must have required property 'private_key''. The 'client_email *' field is empty, with a red error message 'must have required property 'client_email''. The 'client_id *' field is empty, with a red error message 'must have required property 'client_id''.

Description	Type
AFJ - Notificaciones 09.06.2025	WhatsApp
ASOCIAR ACTIVOS A MTTO_PRUEBA	Google Sheet
cancel wo	Google Sheet
Conexion con GoogleSheet Fabian	Google Sheet
Conexion google sheet	Google Sheet
Conexión Google Sheet	Google Sheet
CONEXIÓN GOOGLE SHEET FERNANDO	Google Sheet
CONEXION GS - AFJ SEPT2025	Google Sheet

Showing 26 of 26

Type: Google Sheet (Service Account)

Description: Description no puede estar en blanco

Type: service_account

project_id *

private_key_id *

private_key * must have required property 'private_key'

client_email * must have required property 'client_email'

client_id * must have required property 'client_id'

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

The image shows a settings interface for 'Activación Fractal - Español - 477'. On the left is a sidebar with menu items: General, User Accounts, Business Calendar, Modules, Financial, Auxiliary Catalogs, Document Management, Transactions Log, Security, API Connections, Guest Portal, and Account. The main area displays a 'Connections' table with columns for 'Description' and 'Type'. A red box highlights a specific connection entry: 'cancel wo' of type 'Google Sheet (Service Account)'. To the right, a detailed form for this connection is shown, with the same red box highlighting the 'Description' field containing 'cancel wo' and the 'client_email' field containing 'cancel-wo@fractal-one-helpcenter.iam.gserviceaccount.com'. Other visible fields include 'Type' (service_account), 'project_id' (fractal-one-helpcenter), 'private_key_id' (masked with dots), 'private_key' (masked with dots), 'client_id' (108638941031353961356), and 'client_x509_cert_url' (https://www.googleapis.com/robot/v1/metadata/x509/cancel-wo@fractal-one-helpcenter.iam.gserviceaccount.com).

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

The screenshot shows the 'Settings' page for 'Activación Fractal - Español - 477'. On the left is a navigation menu with 'Auxiliary Catalogs' selected. The main area is divided into two panels. The left panel, titled 'Connections', shows a table of API connections:

Description ↑	Type
AFJ - Notificaciones 09.06.2025	WhatsApp
ASOCIAR ACTIVOS A MTTO_PRUEBA	Google Sheet
cancel wo	Google Sheet
Conexion con GoogleSheet Fabian	Google Sheet
Conexion google sheet	Google Sheet
Conexión Google Sheet	Google Sheet
CONEXIÓN GOOGLE SHEET FERNANDO	Google Sheet
CONEXION GS - AFJ SEPT2025	Google Sheet

The right panel shows the configuration for the 'cancel wo' connection. It includes a dropdown for 'Type' set to 'Google Sheet (Service Account)', a 'Description' field with 'cancel wo', and several required fields for service account configuration:

- Type: Google Sheet (Service Account)
- Description: cancel wo
- Type: service_account
- project_id *: fracttal-one-helpcenter
- private_key_id *:
- private_key *:
- client_email *: cancel-wo@fractal-one-helpcenter.iam.gserviceaccount.com
- client_id *: 108638941031353961356
- client_x509_cert_url *: https://www.googleapis.com/robot/v1/metadata/x509/cancel-wo@fractal-one-helpcenter.iam.gserviceaccount.com

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".

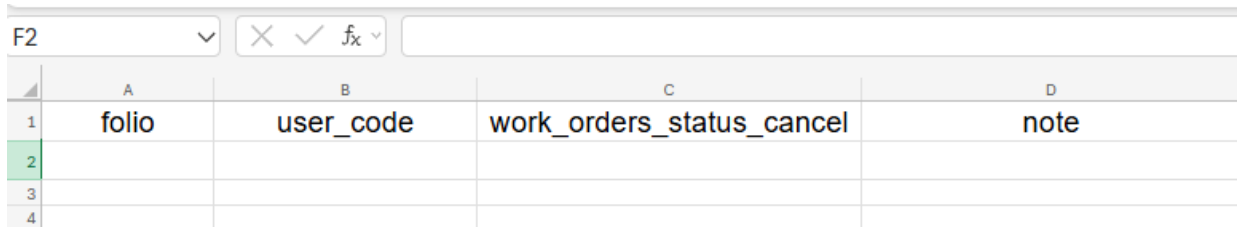
Fase 3: Preparación y ejecución del proceso

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:

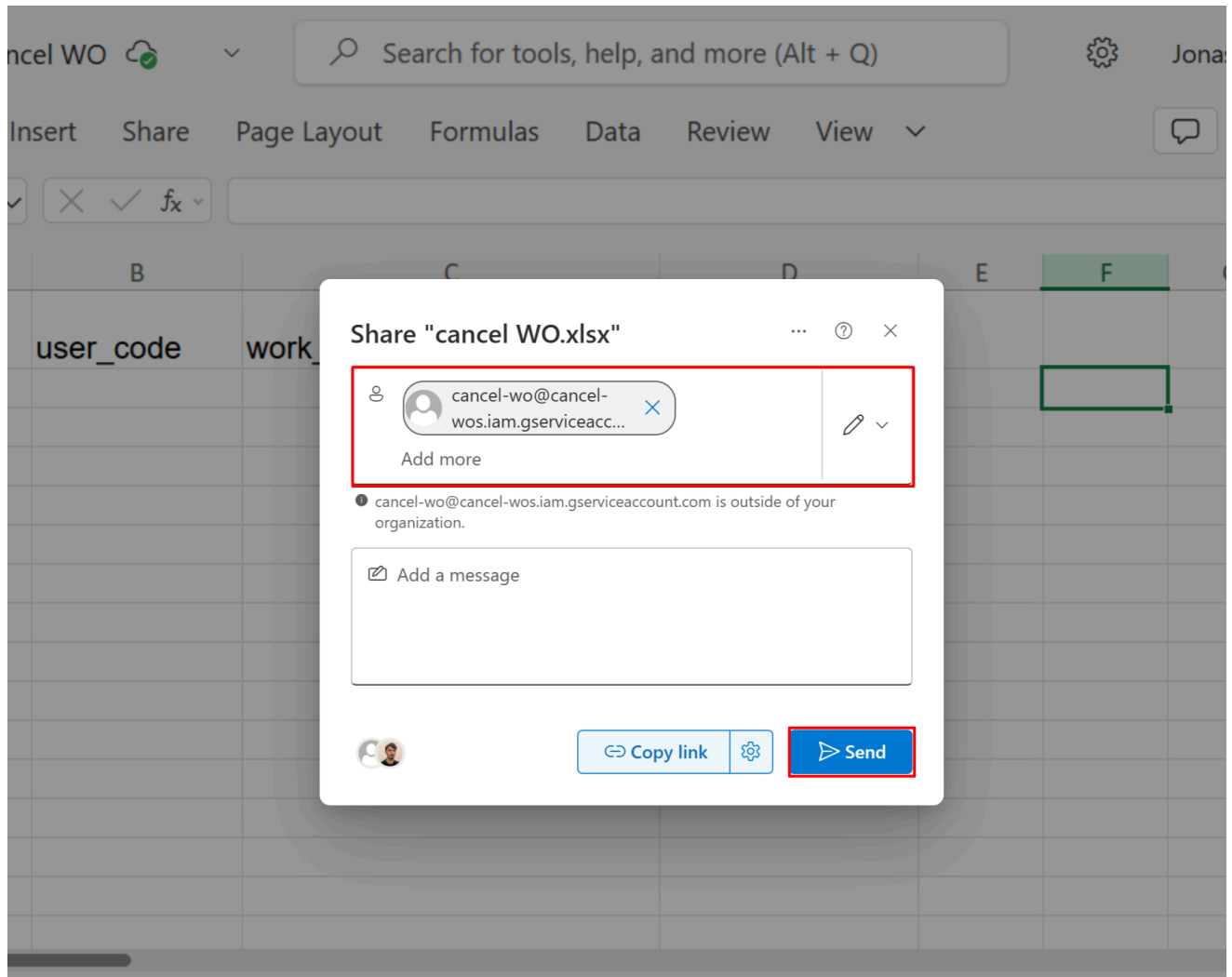
- **A: folio:** Aquí irán los IDs de las OTs a cancelar.
- **B: user_code:** El código del usuario en Fractal que registrará la cancelación.
- **C: work_orders_status_cancel:** El motivo de la cancelación. Debe coincidir exactamente con un motivo existente en tu catálogo de Fractal.
- **D: note:** Una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



The image shows a screenshot of an Excel spreadsheet. The active cell is F2. The spreadsheet has a header row (row 1) with four columns labeled A, B, C, and D. The cells in row 1 contain the text 'folio', 'user_code', 'work_orders_status_cancel', and 'note' respectively. Rows 2, 3, and 4 are empty. The cell '2' in row 2, column A is highlighted in green.

	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 Fractal pueda leer y escribir en la hoja.



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

1. En Fractal 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 ☒

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

Showing 200 of 3005

Filter

Asset Work Management WOs

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 ☒

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

Showing 200 of 3005

Filter

Creation Date

--- / ---

WO Closure date

--- / ---

Date WO in Review

--- / ---

Labels

Percentage of Completion

=

Value %

0

Note

Work Order Parent

Created by

Rating

Clear Filters Apply Filters

Estado de la Tarea: No Iniciada

The screenshot displays a 'Work Management' interface with a 'Work Orders' section. The main area shows a table of work orders, and a 'Filter' panel is open on the right. The filter panel includes a 'Task Status' dropdown menu, which is highlighted with a red box and set to 'Not Started'. Below the filter panel are 'Clear Filters' and 'Apply Filters' buttons.

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 Panel:

- Only view pending tasks
- Description
- Planned Tasks ?
- Task with out of service
- Equipment downtime?
- Work Request Number
- Task Status
- Resource Type
-

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

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

Estado: En Proceso  Estado de la Tarea: No Iniciada 

 Export

 Bulk export data

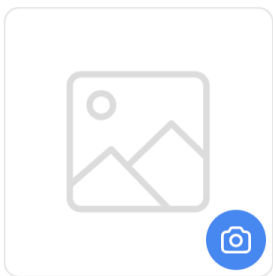
Estado	Código	Activo	Fuera de servicio	Tarea
● Open WO's	001-CF07	{ 001-CF07 } CAMIONETA-SUV (FU)	No	Mtto ciclico (mt
● Open WO's	ACT.LOC-0022	BCI { ACT.LOC-0022 }	No	MANTENIMIEN1
● Open WO's	ACT.LOC-0020	BCI { ACT.LOC-0020 }	No	MANTENIMIEN1
● Open WO's	ACT.LOC-0019	BCI { ACT.LOC-0019 }	No	MANTENIMIEN1
● Open WO's	ACT.LOC-0018	BCI { ACT.LOC-0018 }	No	MANTENIMIEN1
● Open WO's	ACT.LOC-0017	BCI { ACT.LOC-0017 }	No	MANTENIMIEN1
● Open WO's	ACT.LOC-0016	BCI { ACT.LOC-0016 }	No	MANTENIMIEN1
● Open WO's	ACT.LOC-0015	BCI { ACT.LOC-0015 }	No	MANTENIMIEN1
● Open WO's	ACT.LOC-0013	BCI { ACT.LOC-0013 }	No	MANTENIMIEN1
● Open WO's	ACT.LOC-0012	BCI { ACT.LOC-0012 }	No	MANTENIMIEN1

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

	A	B	C	D
	folio	user_code	work_orders_status_cancel	note
1				
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

Code

Group 1

Address

City

State


Country

Last Name

Email

Group 2

Search on the map



Encuétralo 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.

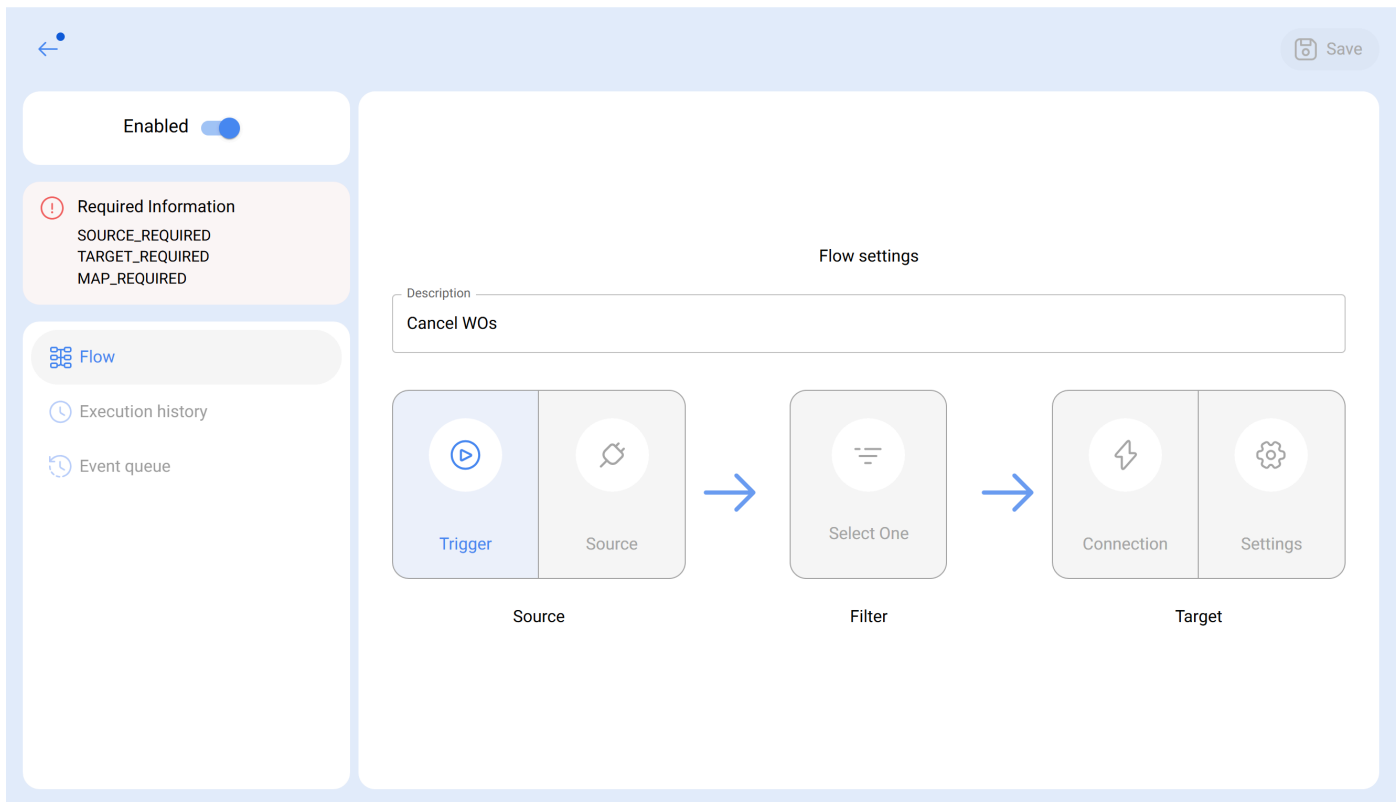
Ve a **Fractal Hub** y crea un nuevo flujo. Asígnale una descripción clara.

Search...



	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
≡ ACTIVO_GOOGLE SHEET_PUEBA_001	2025-10-01 21:33	Manual
25. 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

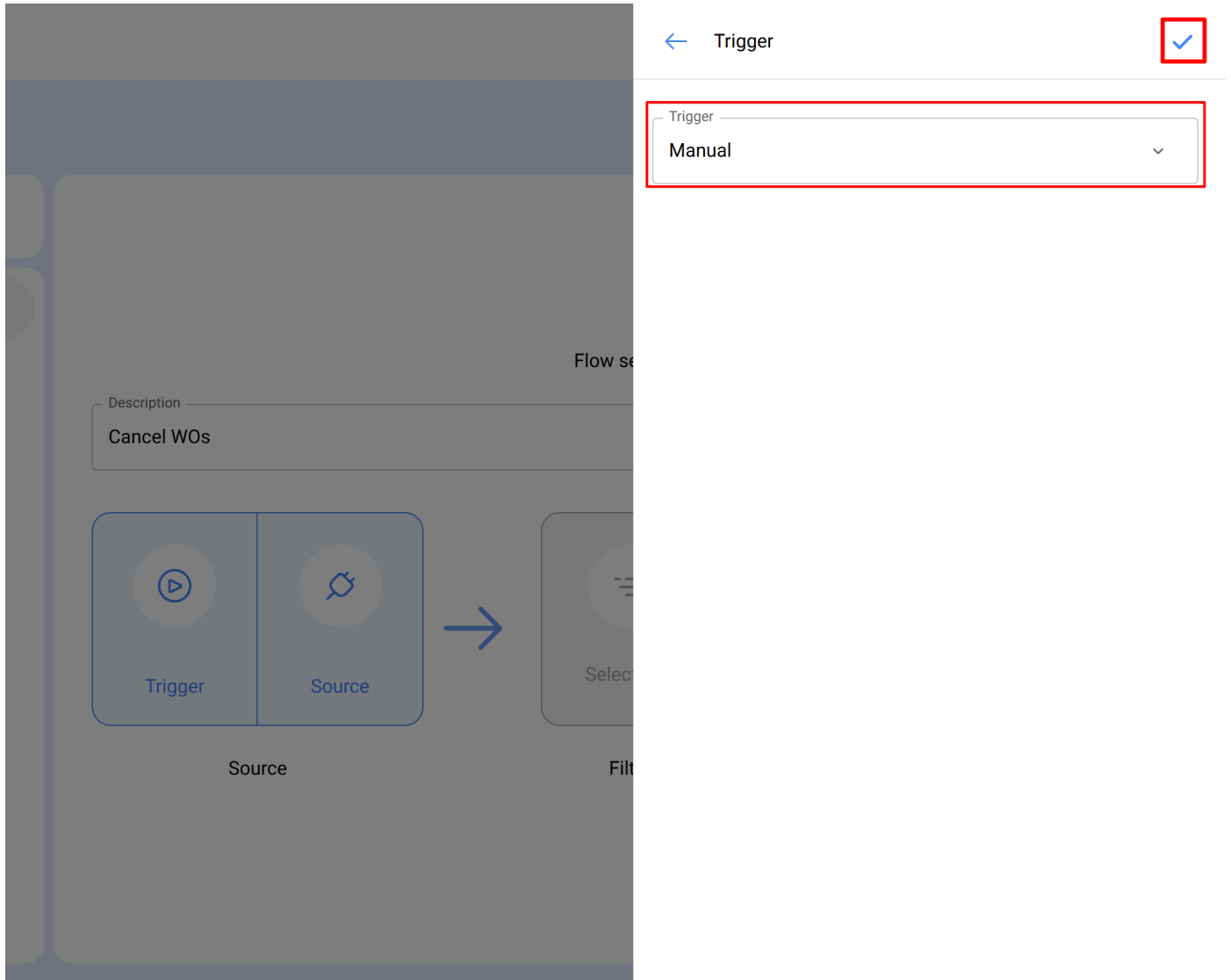




The screenshot displays the 'Flow settings' configuration page in Fractal Hub. On the left sidebar, there is a toggle for 'Enabled' (checked), a 'Required Information' section listing 'SOURCE_REQUIRED', 'TARGET_REQUIRED', and 'MAP_REQUIRED', and a 'Flow' menu with options for 'Flow', 'Execution history', and 'Event queue'. The main area shows a flow diagram with three stages: 'Source', 'Filter', and 'Target'. The 'Source' stage includes 'Trigger' and 'Source' components. The 'Filter' stage includes a 'Select One' component. The 'Target' stage includes 'Connection' and 'Settings' components. A description box at the top of the main area contains the text 'Cancel WOs'. A 'Save' button is located in the top right corner of the main area.

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**.

The screenshot shows the 'Flow settings' interface in Fractal Hub. On the left, there is a sidebar with an 'Enabled' toggle, a 'Required Information' section listing 'SOURCE_REQUIRED', 'TARGET_REQUIRED', and 'MAP_REQUIRED', and a 'Flow' section with options for 'Execution history' and 'Event queue'. The main area is titled 'Flow settings' and contains a 'Description' field with the text 'Cancel WOs'. Below this is a flow diagram with three stages: 'Source', 'Filter', and 'Target'. The 'Source' stage has two options: 'Trigger' and 'Source', with 'Source' highlighted by a red box. The 'Filter' stage has one option: 'Select One'. The 'Target' stage has two options: 'Connection' and 'Settings'.

- 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

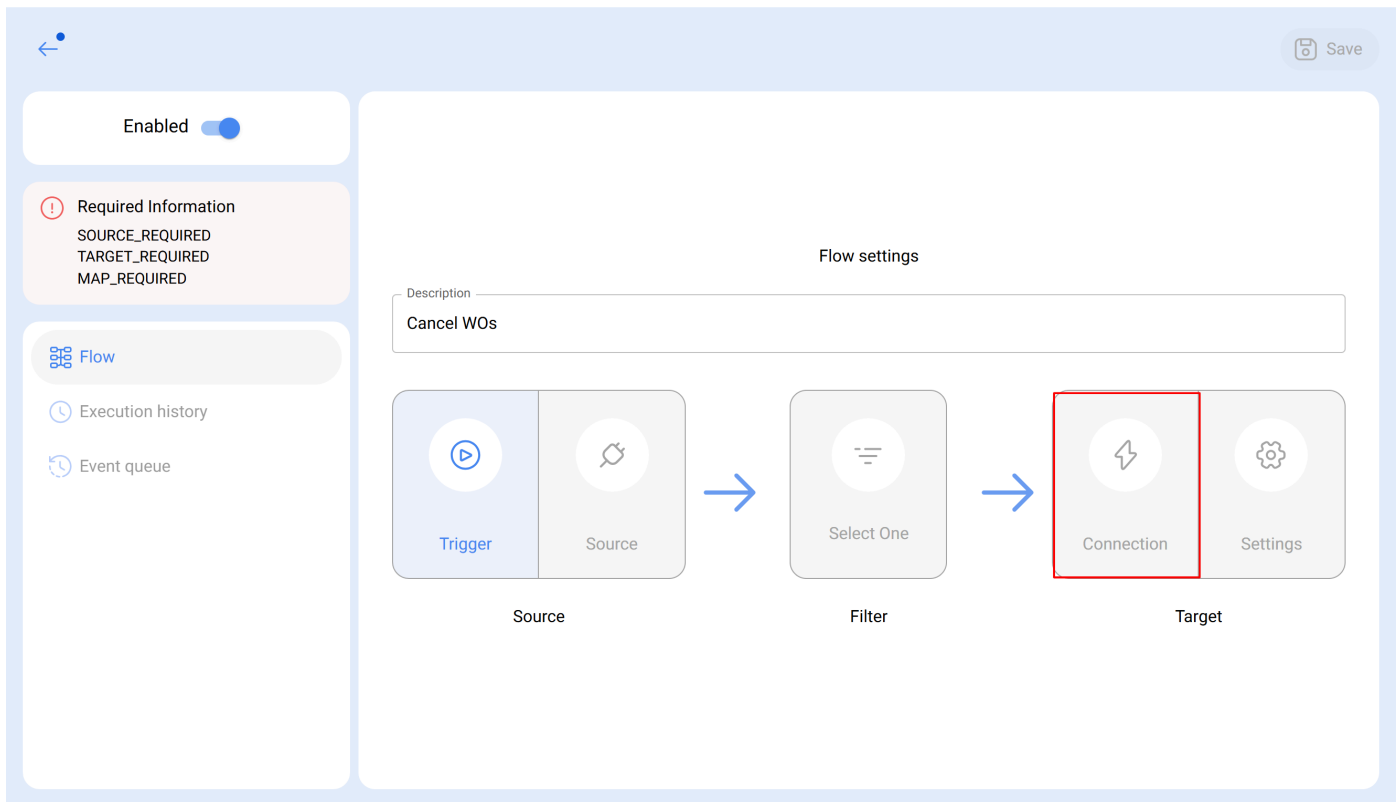
The screenshot displays the Fractal Hub interface. On the left, there is a sidebar with options: 'Enabled' (checked), 'Flow', 'Execution history', and 'Event queue'. The main area shows a flow diagram with a 'Source' node. A configuration panel for the 'Source' node is open on the right, showing the following settings:

- Module: GoogleSheet
- Connection: cancel wo
- Action: Read
- spreadsheet_id: 96724158-78AA-4781-A6F7-D6EA62EEADD5
- sheet: 0
- Fields:
 - Name: folio, Type: Text
 - Name: user-code, Type: Text
 - Name: work_orders_status_car, Type: Text
 - Name: note, Type: Text

Guarda la configuración de la fuente.

Configurar Conexión (Target):

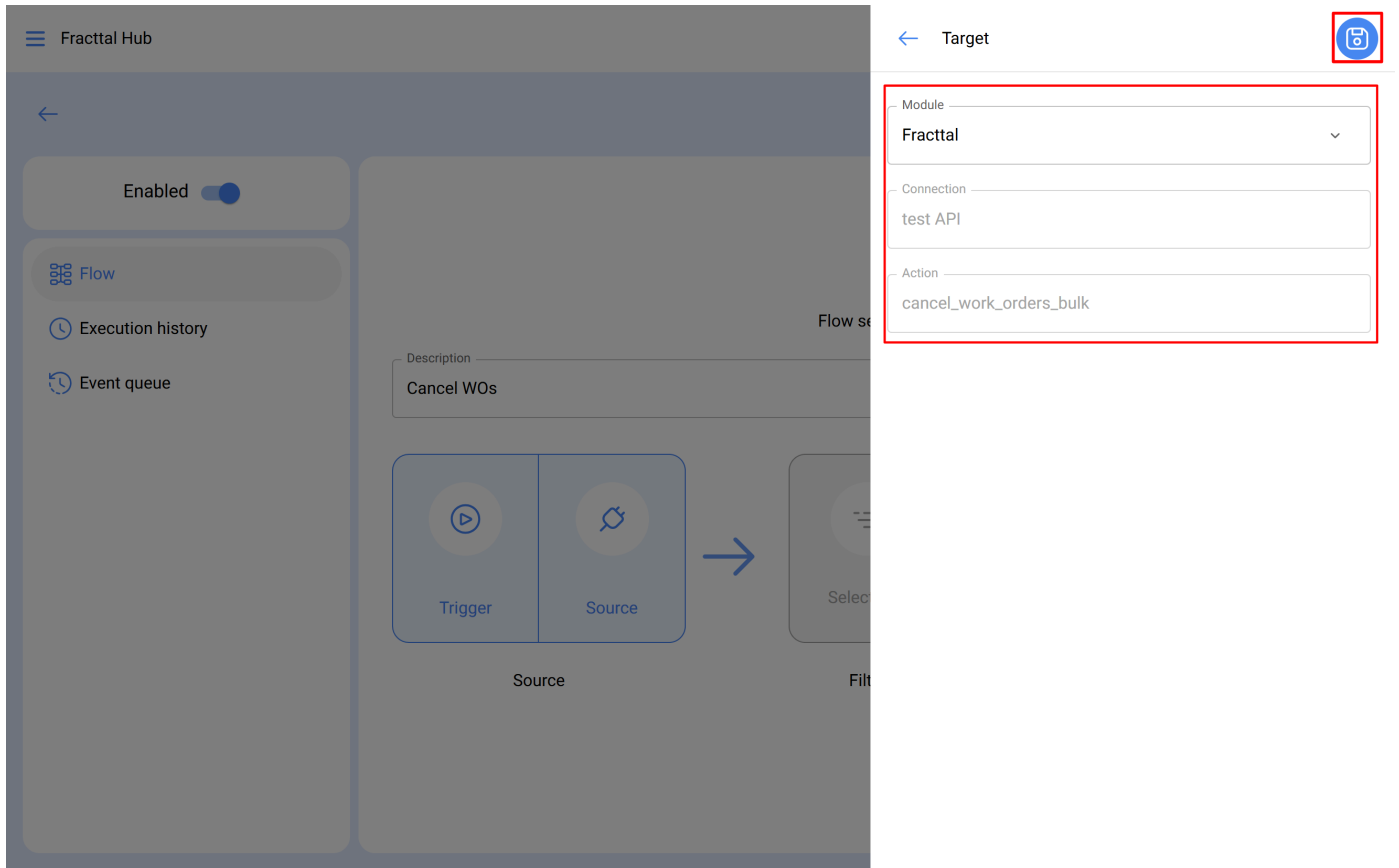
Haz clic en el nodo de Conexión.



The screenshot displays the 'Flow settings' configuration page in Fractal Hub. On the left sidebar, there is a toggle for 'Enabled' (checked), a 'Required Information' section listing 'SOURCE_REQUIRED', 'TARGET_REQUIRED', and 'MAP_REQUIRED', and a 'Flow' section with options for 'Execution history' and 'Event queue'. The main area shows a flow diagram with three stages: 'Source', 'Filter', and 'Target'. The 'Source' stage includes 'Trigger' and 'Source' components. The 'Filter' stage includes 'Select One'. The 'Target' stage includes 'Connection' and 'Settings' components, with the 'Connection' component highlighted by a red box. The description field contains the text 'Cancel WOs'. A 'Save' button is located in the top right corner.

- 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 (Fractal). 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.

< Fields Configuration  

Source: Google Sheet → Target: Fractal API

Source (Fields)	Target (Fields)
All -> Object	folio
All -> Object	user_code
All -> Object	work_orders_status_cancel
All -> Object	note
<input type="checkbox"/> All -> Object	id_work_order

Guardar y habilitar el flujo:

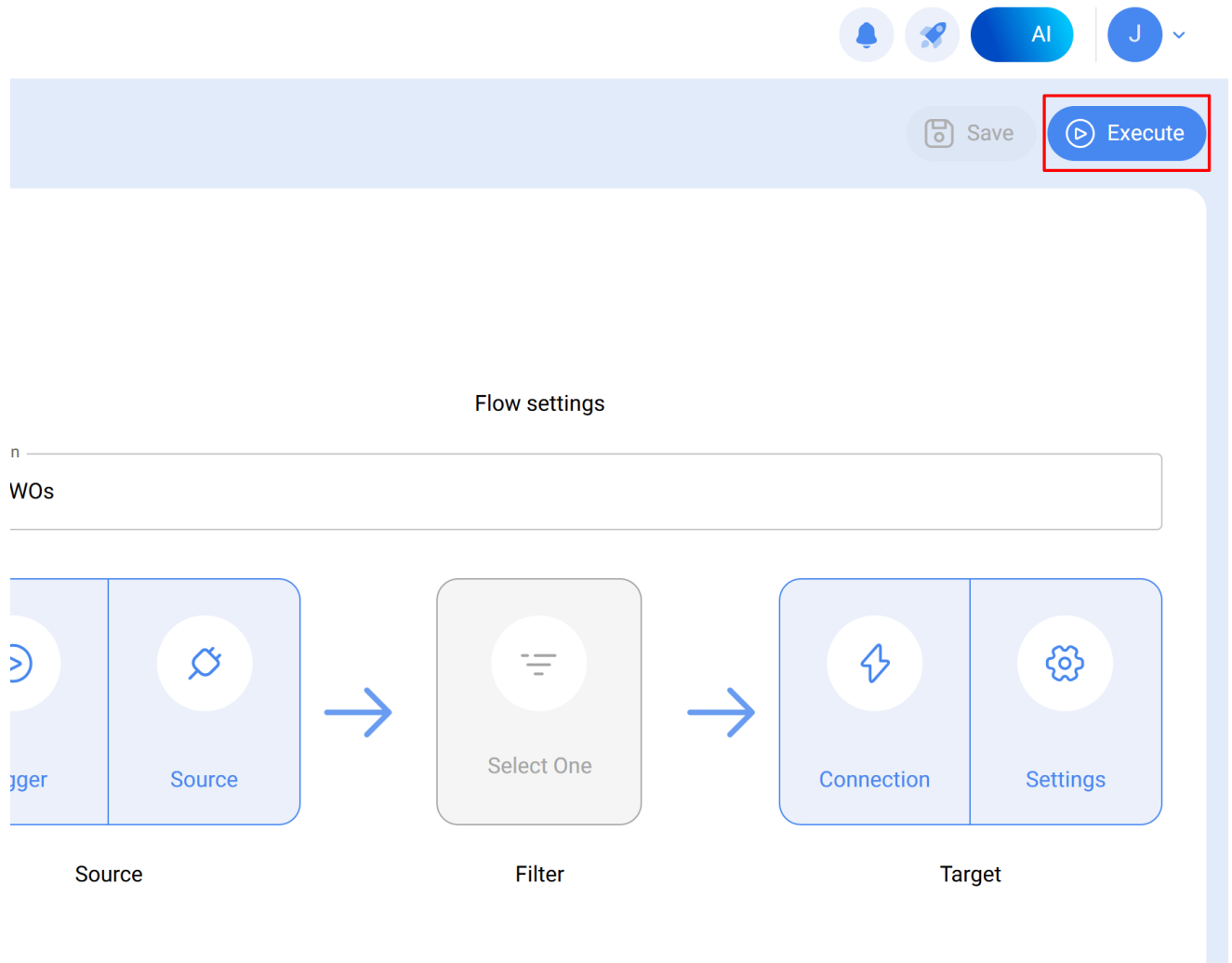
- En la esquina superior derecha, haz clic en **Guardar**.
- Activa el interruptor **Habilitado** en la parte superior izquierda.

The screenshot displays the Fractal Hub interface. At the top left, there is a navigation menu icon and the text 'Fractal Hub'. At the top right, there are several user profile icons, including a blue circle with 'AI' and a blue circle with 'J' and a dropdown arrow. A red box highlights a 'Save' button in the top right corner. On the left side, there is a sidebar with a back arrow, an 'Enabled' toggle switch (currently turned on), an 'Information' section with the text 'You have pending changes to save!', and a 'Flow' section with options for 'Flow', 'Execution history', and 'Event queue'. The main area is titled 'Flow settings' and contains a 'Description' field with the text 'Cancel WOs'. Below this, there is a flow diagram with three stages: 'Source', 'Filter', and 'Target'. The 'Source' stage has two options: 'Trigger' and 'Source'. The 'Filter' stage has one option: 'Select One'. The 'Target' stage has two options: 'Connection' and 'Settings'. Arrows indicate the flow from Source to Filter to Target.

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).

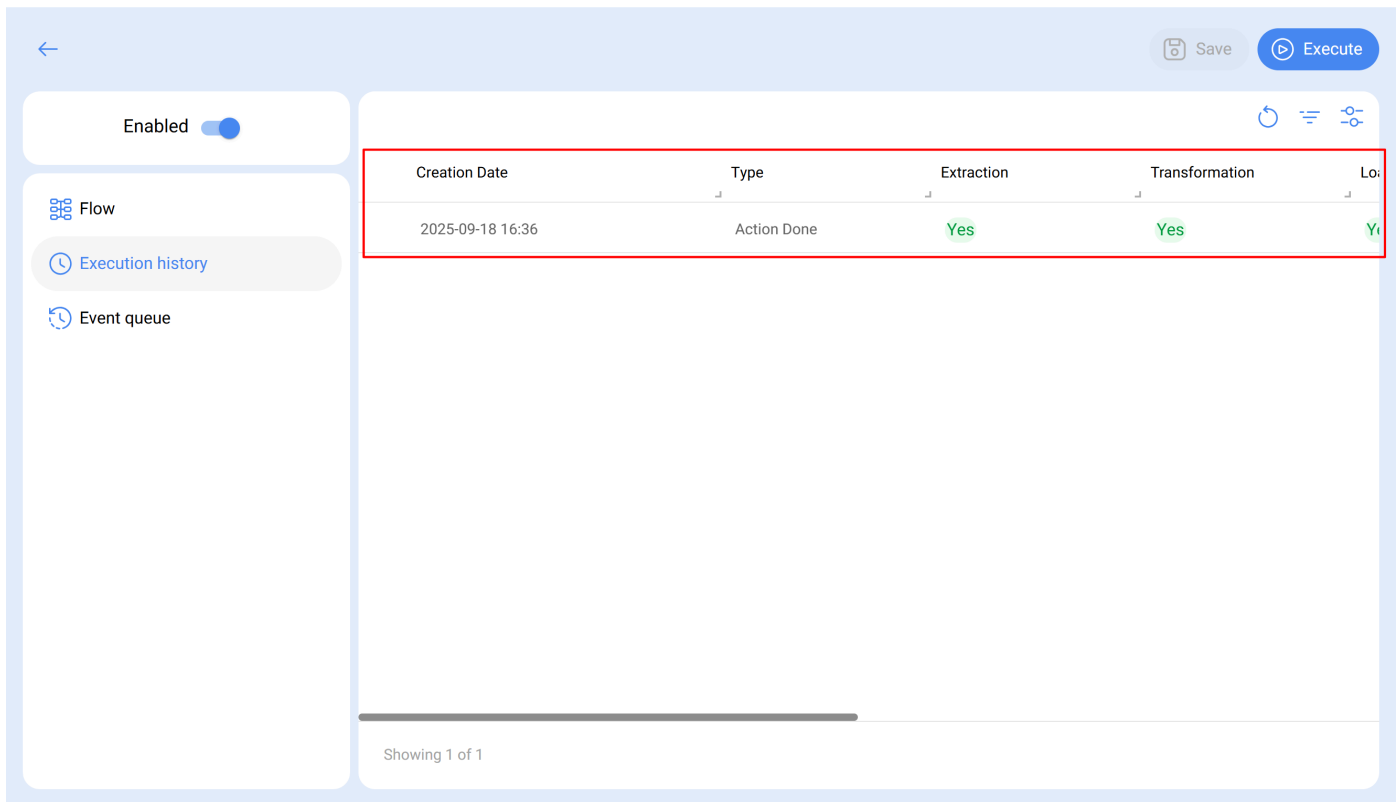


Enabled

 Flow

 Execution history

 Event queue



The screenshot shows the Fractal Hub interface. On the left, there is a sidebar with a toggle switch labeled "Enabled" (turned on), and three menu items: "Flow", "Execution history", and "Event queue". The main area displays a table with the following data:

Creation Date	Type	Extraction	Transformation	Lo.
2025-09-18 16:36	Action Done	Yes	Yes	Yr

At the bottom of the table area, it says "Showing 1 of 1".

Verificación final en Fractal One:

- Regresa a tu instancia de **Fractal 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".