

Calendar in work orders

help2.fractal.com/hc/en-us/articles/24887367738765-Calendar-in-work-orders

The calendar view in the work order module gives us a comfortable overview of our activities, such as:

Pending Tasks

Pending Tasks with Delay

Next maintenance

WOs in Process

WOs in Review

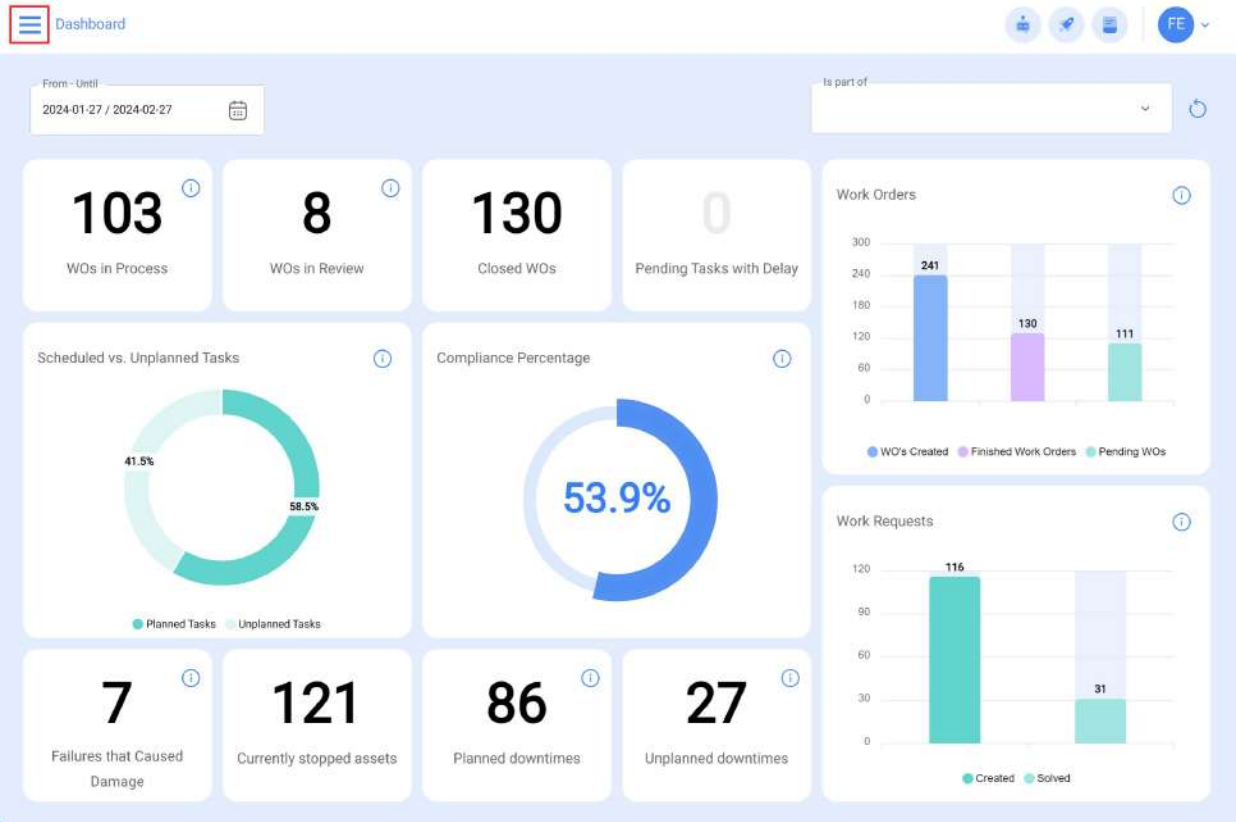
Closed WOs

In this display, we can see both the assigned activities and those that are still pending assignment, together with their different statuses identified by colors.

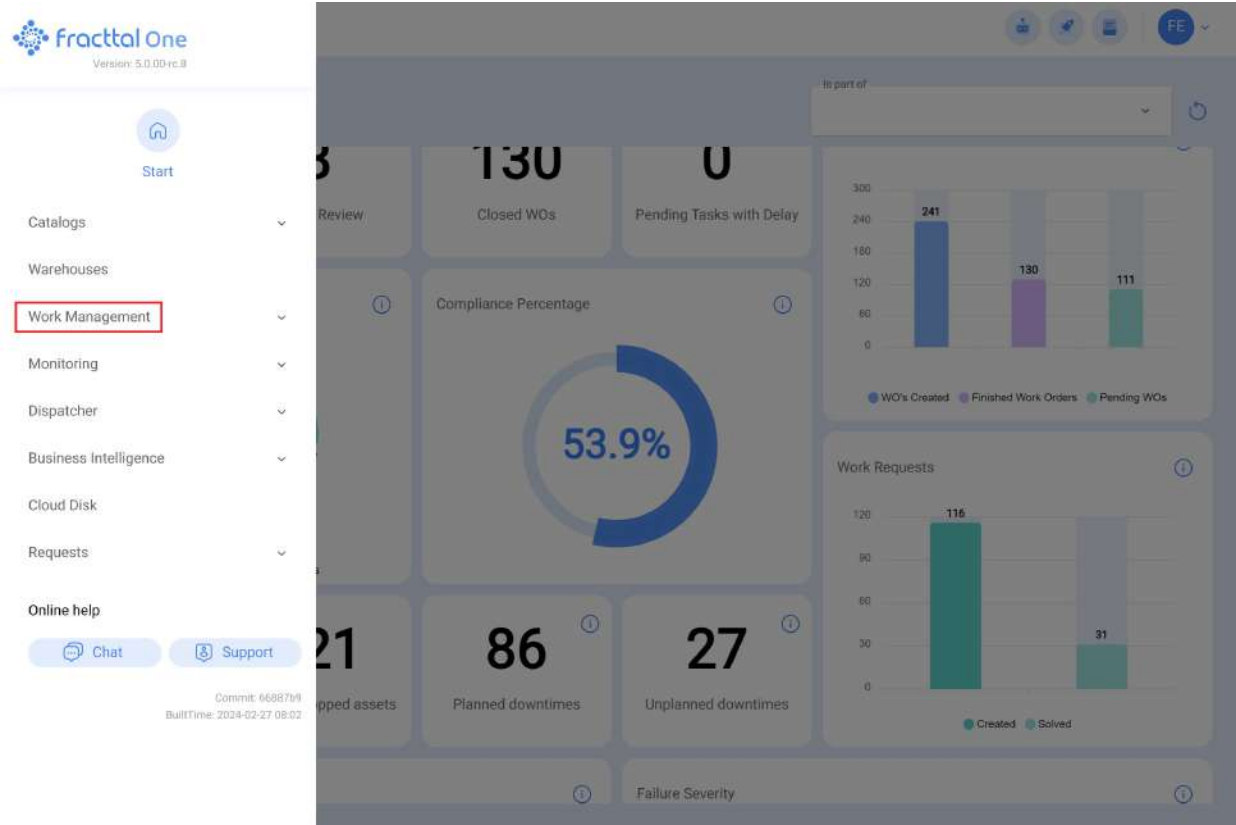
How to enter the calendar interface of the work order module?

To access the calendar interface in the work order module, follow these steps:

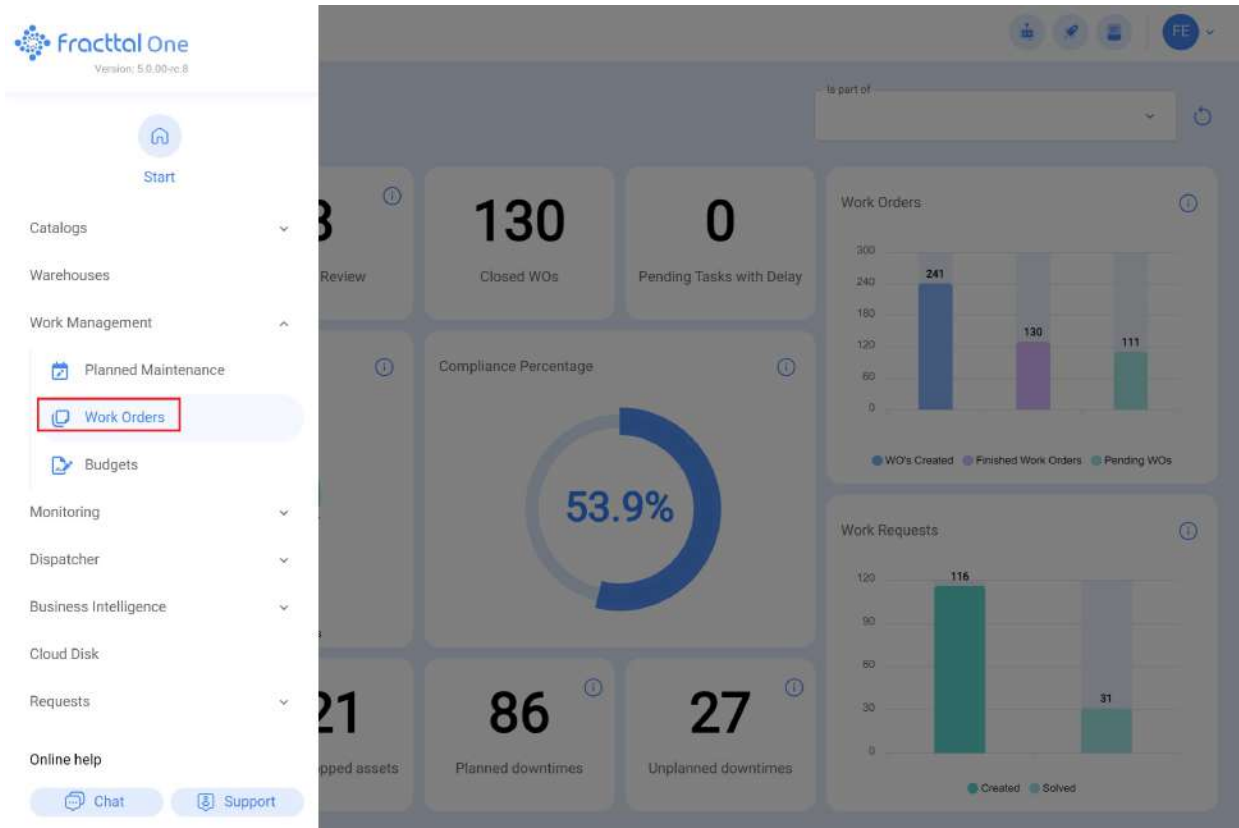
1. In Fractal One 5.0, go to the top left menu.



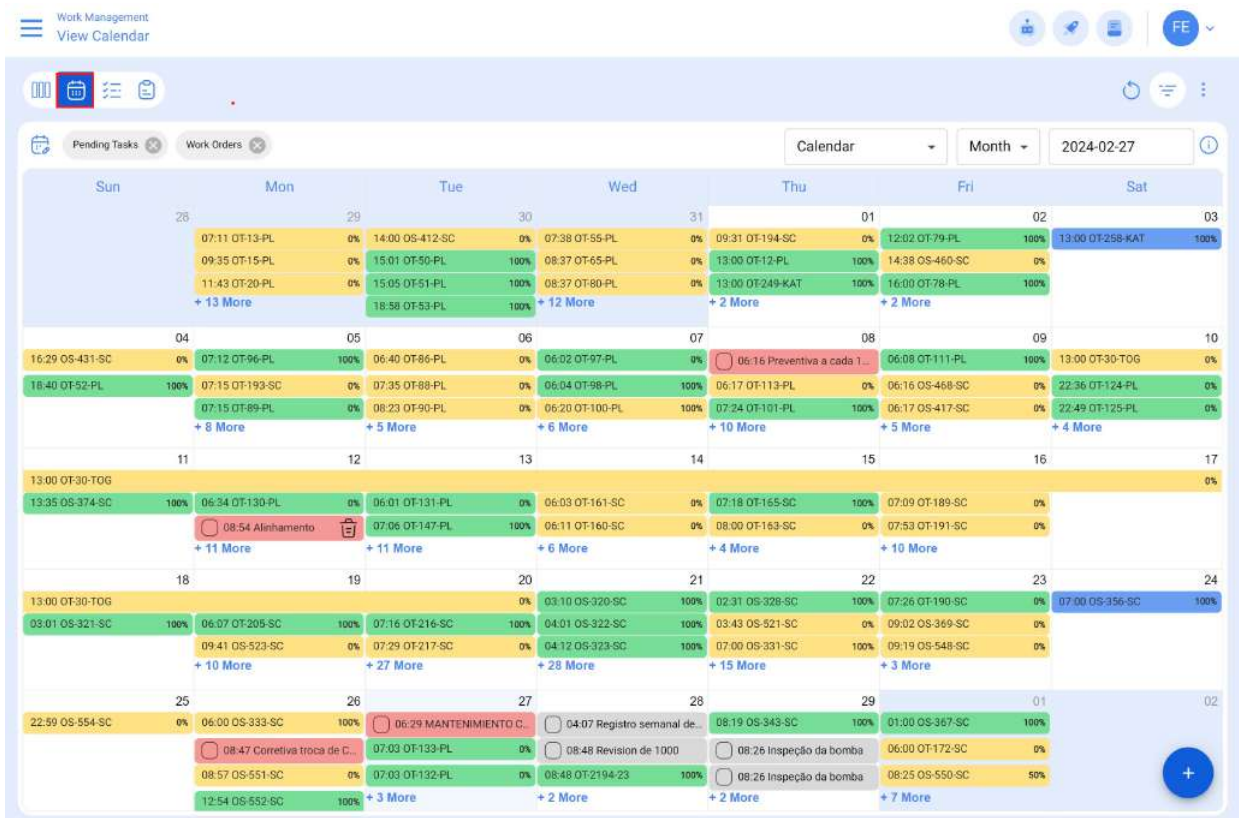
2. Click on the "Tasks" module.



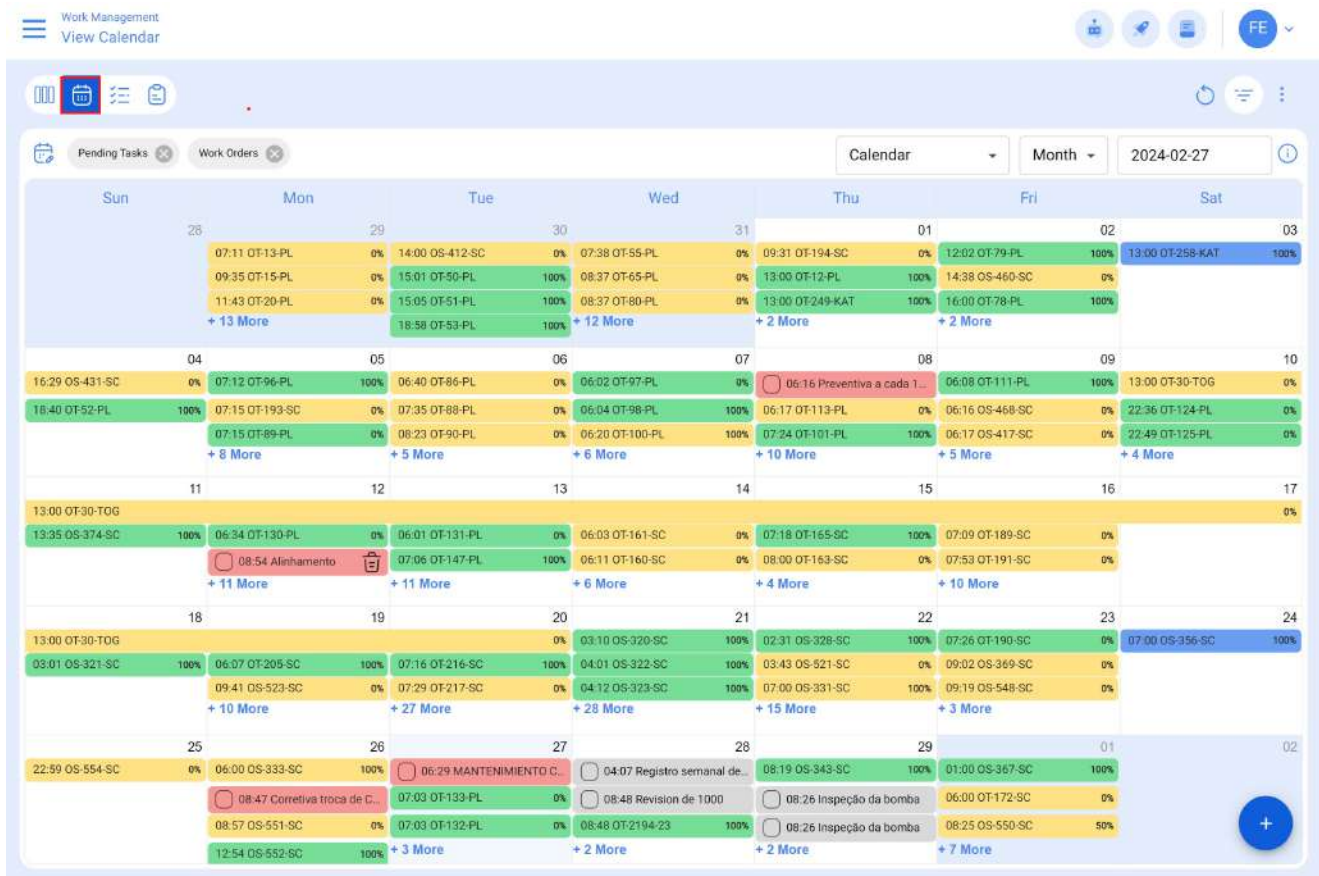
3. Click on "work orders".



4. Once you are in the interface, click on the icon as follows



5. Here you will find the work order calendar interface.



What can I find inside the calendar in the work order module?

Calendar" view

It is an interface that provides a visual representation of events and activities distributed over time (Month, Week, Day). In this view, events are organized according to dates, allowing users to have an overview of their commitments, schedules and events.

Work Management
View Calendar

Calendar

Month

Month

Week

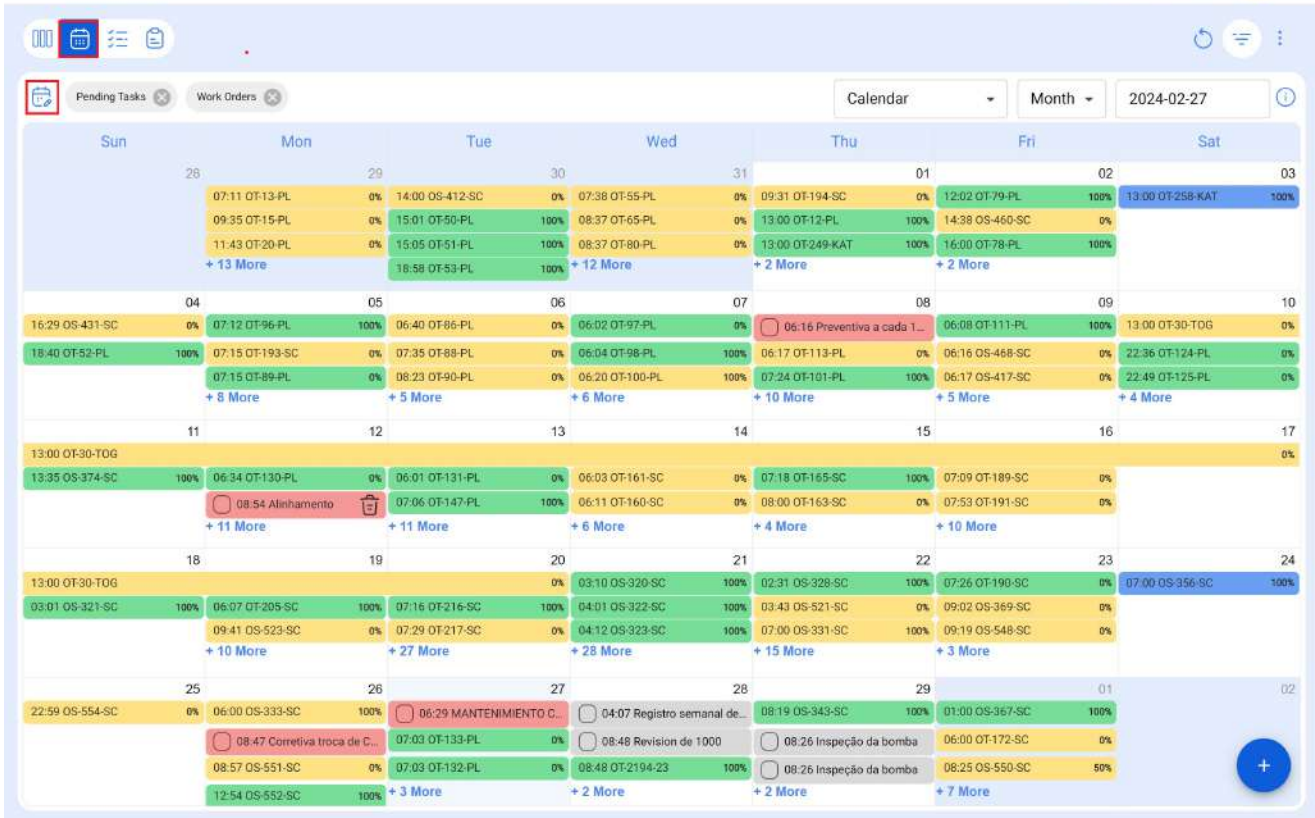
Day

2024-02-27

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	01	02	03
07:11 OT-13-PL 0%	14:00 OS-412-SC 0%	07:38 OT-55-PL 0%	09:31 OT-194-SC 0%	12:02 OT-79-PL 0%		13:00 OT-258-KAT 100%
09:35 OT-15-PL 0%	15:01 OT-50-PL 100%	08:37 OT-65-PL 0%	13:00 OT-12-PL 100%	14:38 OS-46-PL 0%		
11:43 OT-20-PL 0%	15:05 OT-51-PL 100%	08:37 OT-80-PL 0%	13:00 OT-249-KAT 100%	16:00 OT-78-PL 100%		
+ 13 More	18:58 OT-53-PL 100%	+ 12 More	+ 2 More	+ 2 More		
04	05	06	07	08	09	10
16:29 OS-431-SC 0%	07:12 OT-96-PL 100%	06:40 OT-86-PL 0%	06:02 OT-97-PL 0%	05:16 Preventiva a cada 1... 0%	06:08 OT-111-PL 100%	13:00 OT-30-TOG 0%
18:40 OT-52-PL 100%	07:15 OT-193-SC 0%	07:35 OT-88-PL 0%	06:04 DT-98-PL 100%	06:17 OT-113-PL 0%	06:16 OS-468-SC 0%	22:36 OT-124-PL 0%
	07:15 OT-89-PL 0%	08:23 OT-90-PL 0%	06:20 OT-100-PL 100%	07:24 OT-101-PL 100%	06:17 OS-417-SC 0%	22:49 OT-125-PL 0%
	+ 8 More	+ 5 More	+ 6 More	+ 10 More	+ 5 More	+ 4 More
11	12	13	14	15	16	17
13:00 OT-30-TOG 0%						
13:35 OS-374-SC 100%	06:34 OT-130-PL 0%	06:01 OT-131-PL 0%	06:03 OT-161-SC 0%	07:18 OT-165-SC 100%	07:09 OT-189-SC 0%	
	08:54 Alinhamento 0%	07:06 OT-147-PL 100%	06:11 OT-160-SC 0%	08:00 OT-163-SC 0%	07:53 OT-191-SC 0%	
	+ 11 More	+ 11 More	+ 6 More	+ 4 More	+ 10 More	
18	19	20	21	22	23	24
13:00 OT-30-TOG 0%			03:10 OS-320-SC 100%	02:31 OS-328-SC 100%	07:26 OT-190-SC 0%	07:00 OS-356-SC 100%
03:01 OS-321-SC 100%	06:07 OT-205-SC 100%	07:16 OT-216-SC 100%	04:01 OS-322-SC 100%	03:43 OS-521-SC 0%	09:02 OS-369-SC 0%	
	09:41 OS-523-SC 0%	07:29 OT-217-SC 0%	04:12 OS-323-SC 100%	07:00 OS-331-SC 100%	09:19 OS-548-SC 0%	
	+ 10 More	+ 27 More	+ 28 More	+ 15 More	+ 3 More	
25	26	27	28	29	01	02
22:59 OS-554-SC 0%	06:00 OS-333-SC 100%	06:29 MANTENIMIENTO C... 0%	04:07 Registro semanal de... 0%	08:19 OS-343-SC 100%	01:00 OS-367-SC 100%	
	08:47 Corretiva troca de C. 0%	07:03 OT-133-PL 0%	08:48 Revisão de 1000 0%	08:26 Inspeção da bomba 0%	06:00 OT-172-SC 0%	
	08:57 OS-551-SC 0%	07:03 OT-132-PL 0%	08:48 DT-2194-23 100%	08:26 Inspeção da bomba 0%	08:25 OS-550-SC 50%	
	12:54 OS-552-SC 100%	+ 3 More	+ 2 More	+ 2 More	+ 7 More	

Calendar options:

In this option, you can focus the information of your tasks or work orders according to your search needs.



Each selection you make here will be predetermined by a color, which will be displayed on the calendar to highlight specific dates. Remember that when you select the option of your interest, you must click on the "Save" button located at the top right.

Work Management
View Calendar

CALENDAR OPTIONS

Select the types of tasks and schedules to see on the calendar

- Pending Tasks
- Work Orders
- Work orders by assets
- Work orders by responsible
- Teams

Next maintenance

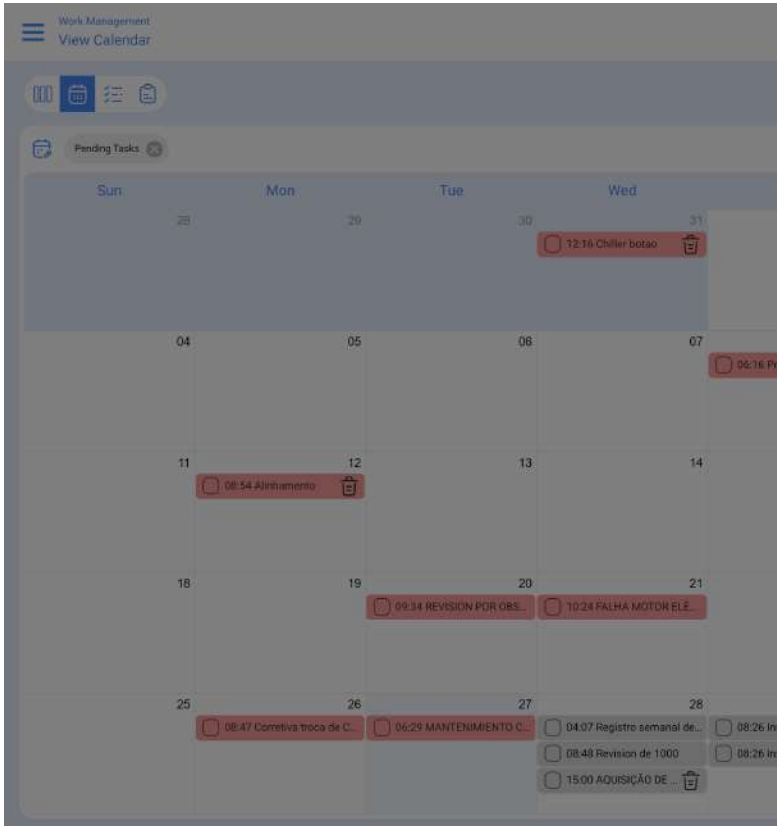
- By date trigger
- By reading trigger

Estimated Task Schedule

- año 2024
2024-01-01 - 2025-01-01

The calendar options you can focus on are:

1. Pending tasks



← CALENDAR OPTIONS

Select the types of tasks and schedules to see on the calendar

- Pending Tasks
- Work Orders
- Work orders by assets
- Work orders by responsible
- Teams

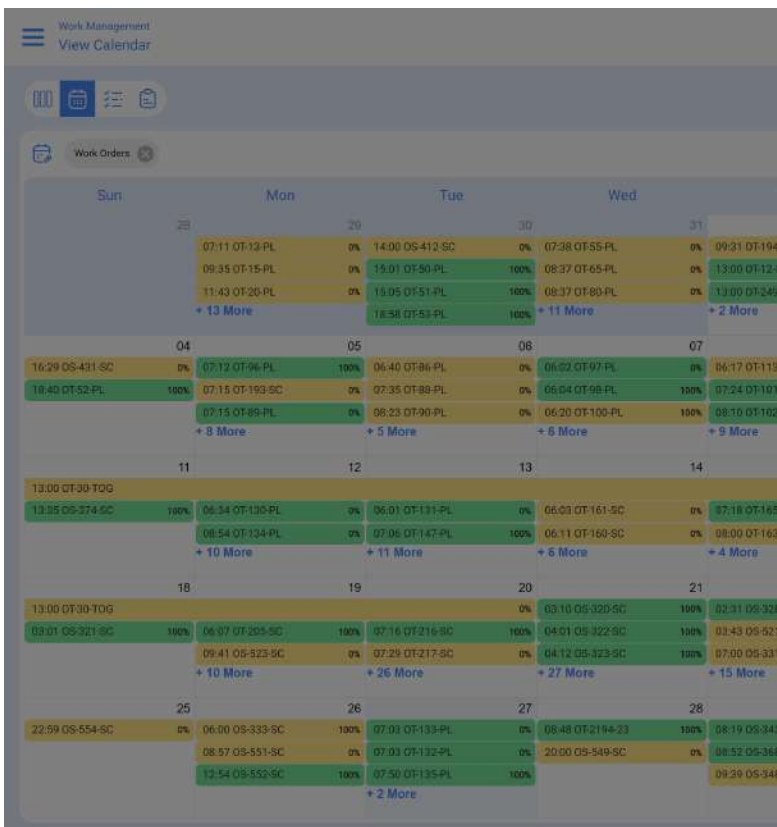
Next maintenance

- By date trigger
- By reading trigger

Estimated Task Schedule

- año 2024
2024-01-01 - 2025-01-01

2. Work orders



← CALENDAR OPTIONS

Select the types of tasks and schedules to see on the calendar

- Pending Tasks
- Work Orders
- Work orders by assets
- Work orders by responsible
- Teams

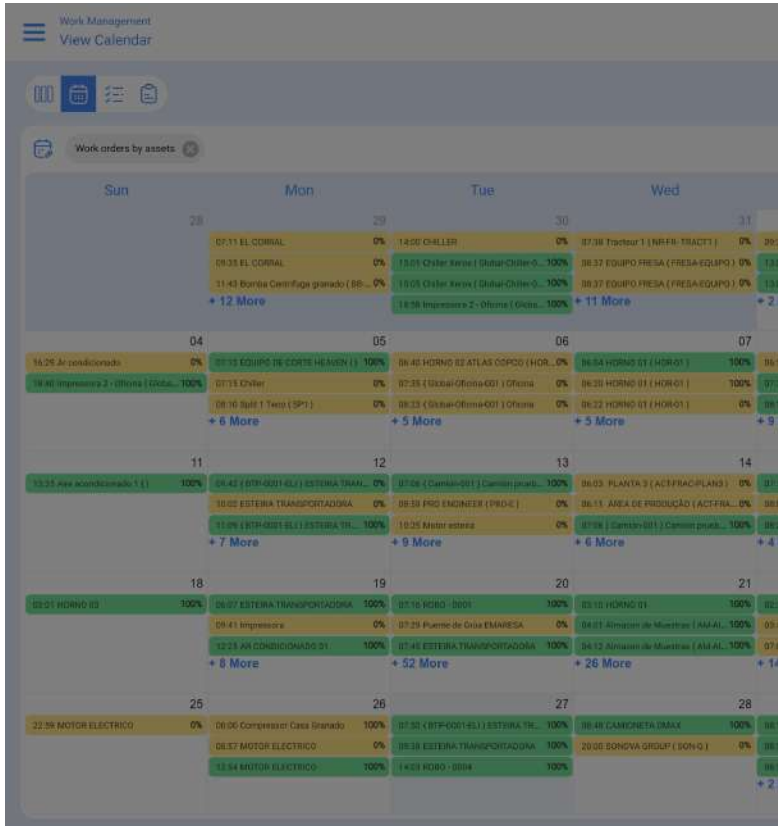
Next maintenance

- By date trigger
- By reading trigger

Estimated Task Schedule

- año 2024
2024-01-01 - 2025-01-01

3. Work orders by asset



CALENDAR OPTIONS

Select the types of tasks and schedules to see on the calendar

- Pending Tasks
- Work Orders
- Work orders by assets
- Work orders by responsible
- Teams

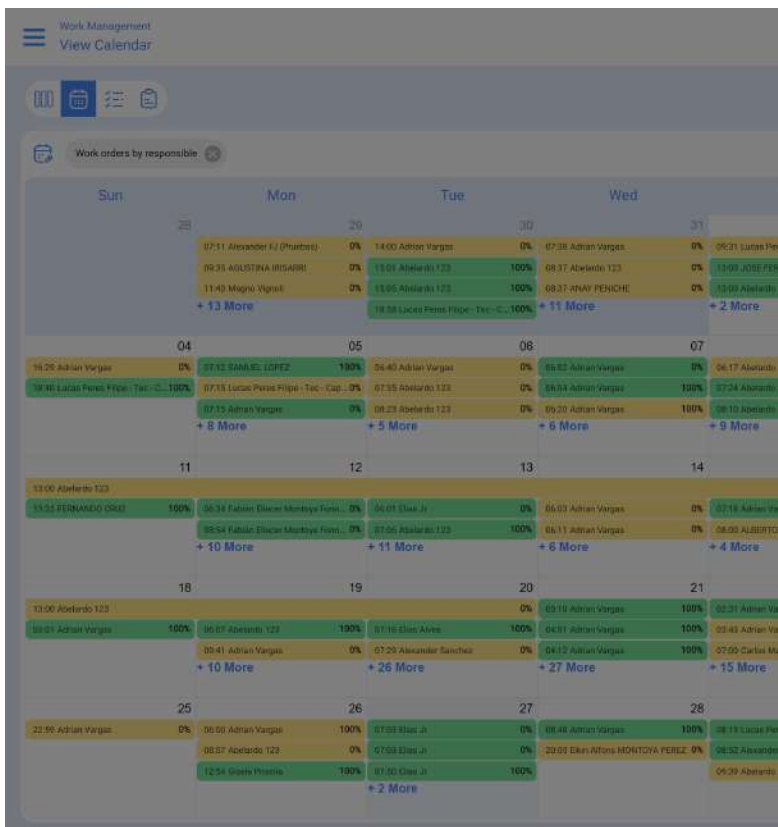
Next maintenance

- By date trigger
- By reading trigger

Estimated Task Schedule

- año 2024
2024-01-01 - 2025-01-01

4. Work orders by responsible



CALENDAR OPTIONS

Select the types of tasks and schedules to see on the calendar

- Pending Tasks
- Work Orders
- Work orders by assets
- Work orders by responsible
- Teams

Next maintenance

- By date trigger
- By reading trigger

Estimated Task Schedule

- año 2024
2024-01-01 - 2025-01-01

5. Teams

Work Management
View Calendar

Teams

Sun Mon Tue Wed

04 05 06 07

11 12 13 14

18 19 20 21

25 26 27 28

CALENDAR OPTIONS

Select the types of tasks and schedules to see on the calendar

- Pending Tasks
- Work Orders
- Work orders by assets
- Work orders by responsible
- Teams

Next maintenance

- By date trigger
- By reading trigger

Estimated Task Schedule

- año 2024
2024-01-01 - 2025-01-01

6. Upcoming maintenance by date trigger

Work Management
View Calendar

By date trigger

Sun Mon Tue Wed

04 05 06 07

11 12 13 14

18 19 20 21

25 26 27 28

CALENDAR OPTIONS

Select the types of tasks and schedules to see on the calendar

- Pending Tasks
- Work Orders
- Work orders by assets
- Work orders by responsible
- Teams
- By date trigger
- By reading trigger

Next maintenance

- By date trigger
- By reading trigger

Estimated Task Schedule

- año 2024
2024-01-01 - 2025-01-01

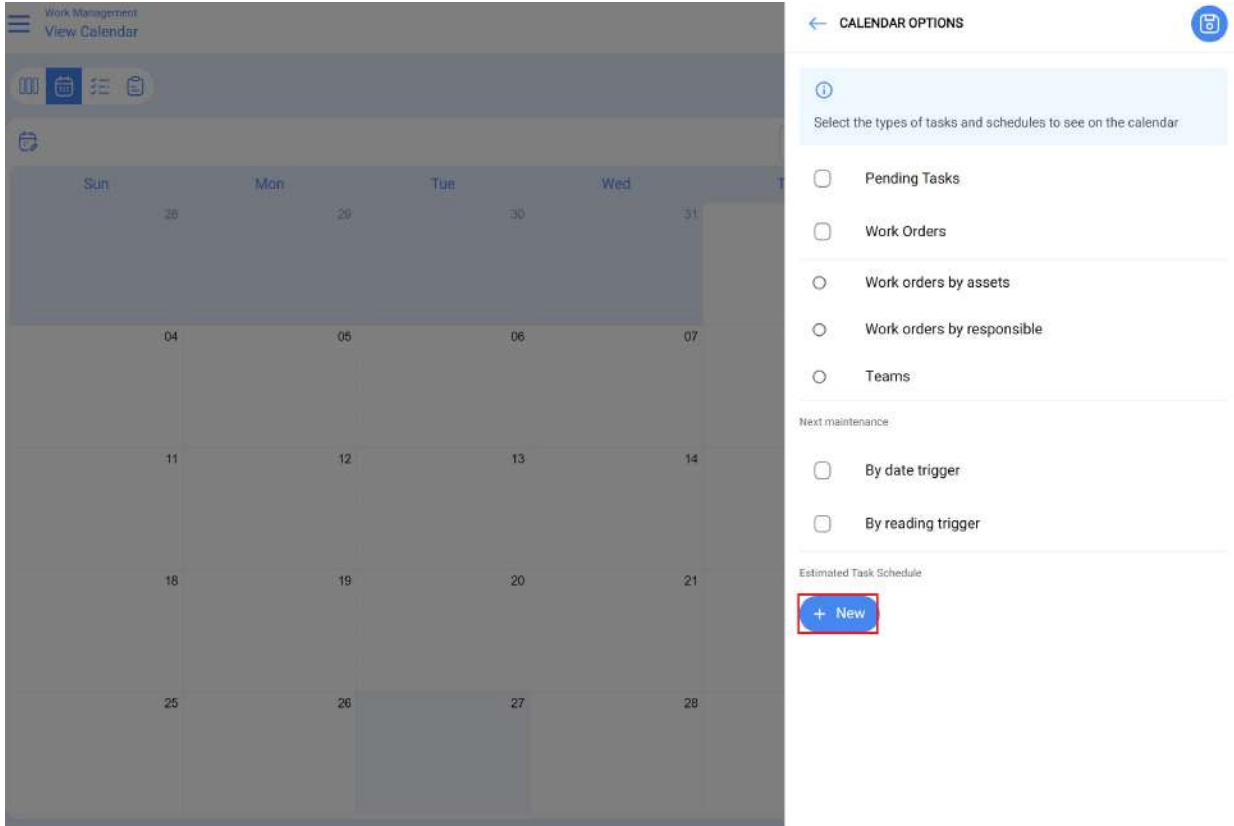
7. Upcoming maintenance by reading activator (meters)

The screenshot displays a 'View Calendar' interface for 'Work Management'. The main calendar area shows a grid of dates from Sunday to Thursday. Maintenance tasks are represented by purple bars with text such as '18:25 MANTENIMIENTO DE 25...', '03:36 MANTENIMIENTO DE M...', '18:25 MANTENIMIENTO DE 25...', '12:40 Mantenimiento 500 h', '04:04 Cambio de banda', and '03:36 MANTENIMIENTO DE M... 12:40 Mantenimiento 500 h'. A sidebar on the right, titled 'CALENDAR OPTIONS', contains several sections: a header with a back arrow and a calendar icon; an information box with a question mark icon and the text 'Select the types of tasks and schedules to see on the calendar'; a list of task types with radio buttons: 'Pending Tasks', 'Work Orders', 'Work orders by assets', 'Work orders by responsible', and 'Teams'; a 'Next maintenance' section with radio buttons for 'By date trigger' and 'By reading trigger' (which is selected); and an 'Estimated Task Schedule' section with a radio button for 'año 2024' (2024-01-01 - 2025-01-01) and a trash icon.

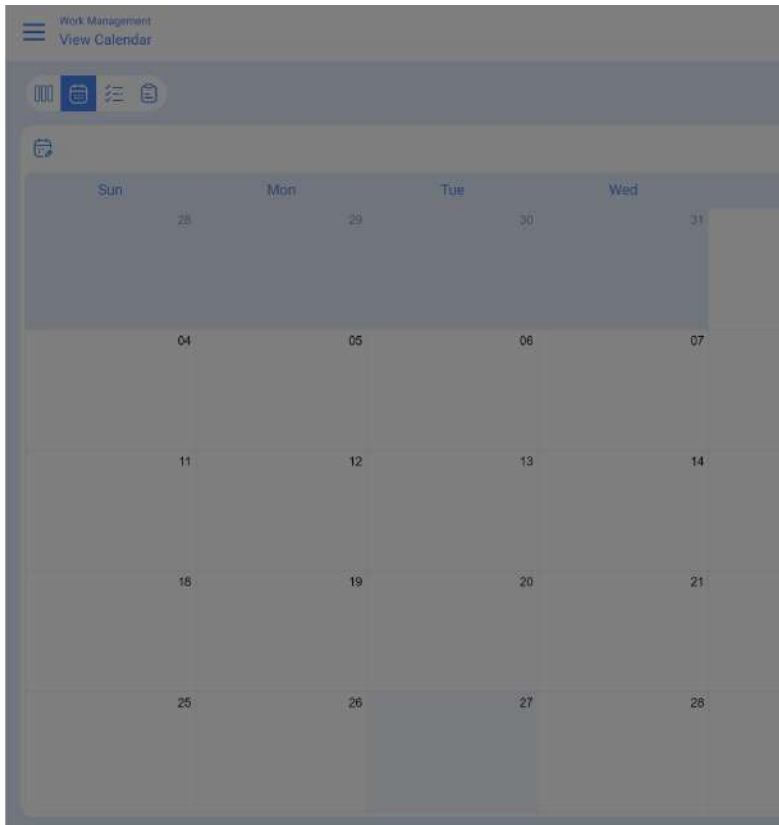
8. Estimated task scheduling function:


You can project the activities of the necessary period and save it in one or more static calendars which can be reproduced when needed.


To generate it, click on 'new' to start creating the static calendar.



Then add a description for the view you want to save, select the time interval and finally click the "Save" button.



← ESTIMATED SCHEDULE 

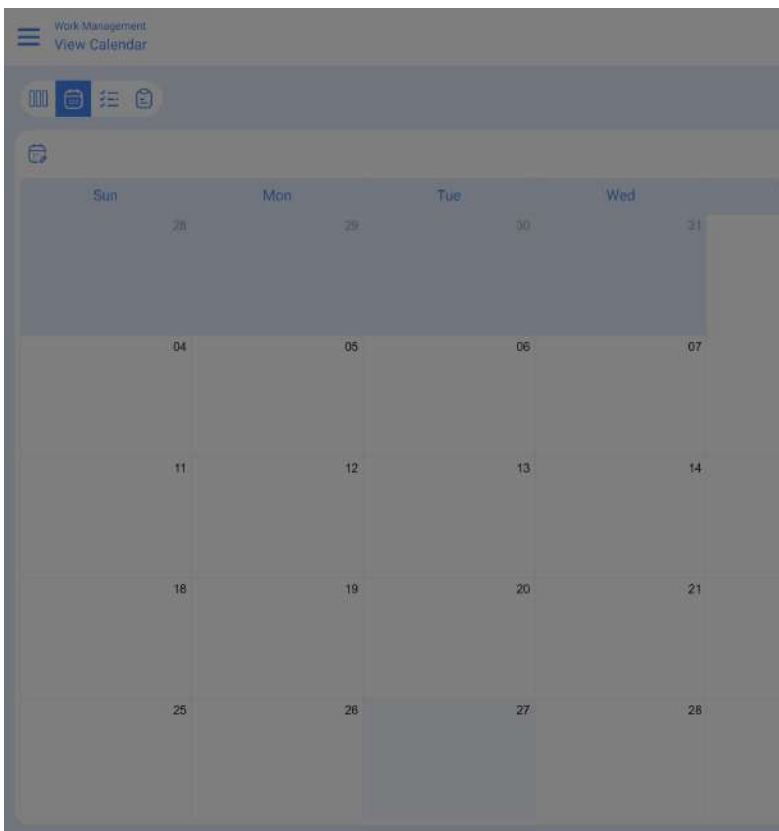
 In this option, a new calendar is created containing the estimated schedules of your tasks in the plans for the selected time range


Description


Start date

End Date

Then click on the triangle (calculate)



← CALENDAR OPTIONS 

 Select the types of tasks and schedules to see on the calendar

Pending Tasks

Work Orders

Work orders by assets

Work orders by responsible



Teams

Next maintenance:

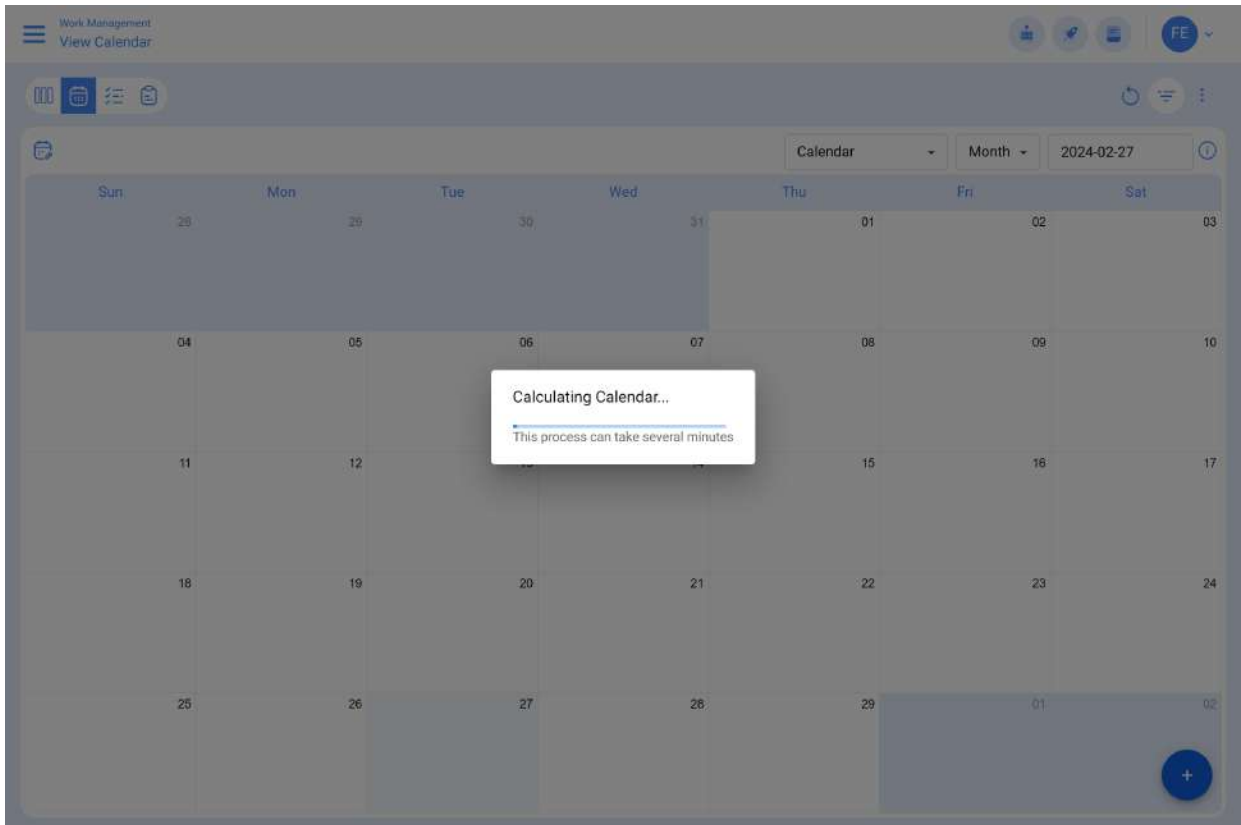
By date trigger

By reading trigger

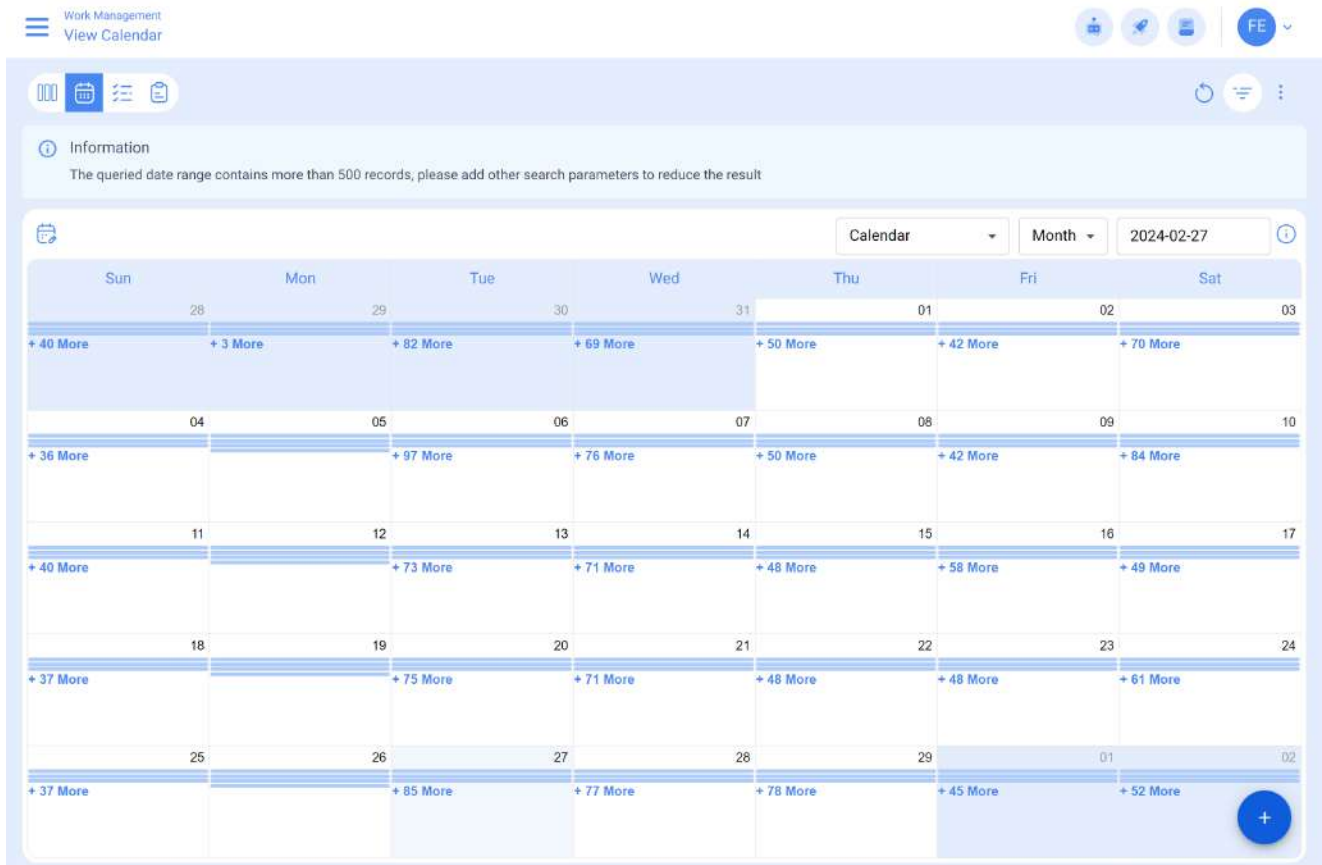
Estimated Task Schedule

First half 2024
2024-01-01 - 2024-07-01  

Then, a box will be displayed informing you that it is recalculating the calendar according to the indication provided.



Then, it will present the information as follows, showing you the total number of activities per day within the established range



Timeline Options.

The screenshot displays a 'Work Management View Calendar' interface. At the top, there's a navigation bar with 'Work Management View Calendar' and a user profile 'FE'. Below this, an 'Information' banner states: 'The queried date range contains more than 500 records, please add other search parameters to reduce the result'. The main area is a calendar grid for February 2024, showing tasks with their start times, durations, and completion percentages. A dropdown menu is open in the top right, showing options for 'Month', 'Week', and 'Day'. A red arrow points to the 'Month' option.

Month: Displays an overview of the calendar for the current month, allowing you to view events and activities throughout the month at a glance.

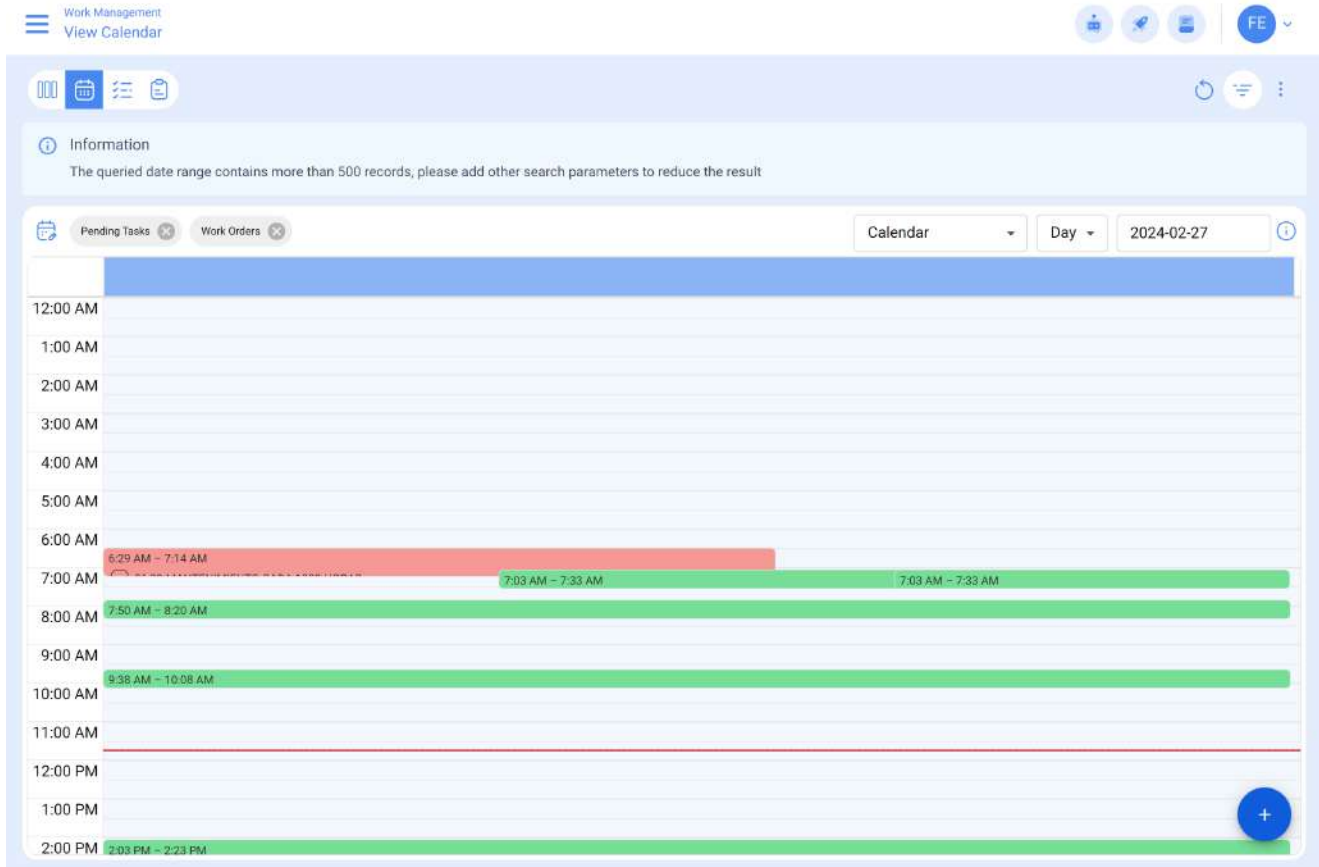
Information
The queried date range contains more than 500 records, please add other search parameters to reduce the result

Pending Tasks Work Orders

Calendar Month 2024-02-27

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	01	02	03
07:11 OT-13-PL 0%	14:00 OS-412-SC 0%	07:38 OT-55-PL 0%	09:31 OT-194-SC 0%	12:02 OT-79-PL 100%	13:00 OT-258-KAT 100%	
09:35 OT-15-PL 0%	15:01 OT-50-PL 100%	08:37 OT-65-PL 0%	13:00 OT-12-PL 100%	14:38 OS-460-SC 0%		
11:43 OT-20-PL 0%	15:05 DT-51-PL 100%	08:37 OT-80-PL 0%	13:00 OT-249-KAT 100%	16:00 OT-78-PL 100%		
+ 13 More	18:58 DT-53-PL 100%	+ 12 More	+ 2 More	+ 2 More		
04	05	06	07	08	09	10
16:29 OS-431-SC 0%	07:12 OT-96-PL 100%	06:40 DT-86-PL 0%	05:02 OT-97-PL 0%	06:16 Preventiva a cada 1... 0%	06:08 OT-111-PL 100%	13:00 OT-30-TOG 0%
18:40 OT-52-PL 100%	07:15 OT-193-SC 0%	07:35 OT-88-PL 0%	06:04 OT-98-PL 100%	06:17 OT-113-PL 0%	06:16 OS-468-SC 0%	22:36 OT-124-PL 0%
	07:15 OT-89-PL 0%	08:23 DT-90-PL 0%	06:20 OT-100-PL 100%	07:24 OT-101-PL 100%	06:17 OS-417-SC 0%	22:49 OT-125-PL 0%
+ 8 More	+ 5 More	+ 6 More	+ 10 More	+ 5 More	+ 4 More	
11	12	13	14	15	16	17
13:00 OT-30-TOG 0%						
13:35 OS-374-SC 100%	06:34 OT-130-PL 0%	06:01 OT-131-PL 0%	06:03 OT-161-SC 0%	07:18 OT-165-SC 100%	07:09 OT-189-SC 0%	
	08:54 Alinhamento 0%	07:06 OT-147-PL 100%	06:11 OT-160-SC 0%	08:00 OT-163-SC 0%	07:53 OT-191-SC 0%	
+ 11 More	+ 11 More	+ 6 More	+ 4 More	+ 10 More		
18	19	20	21	22	23	24
13:00 OT-30-TOG 0%			03:10 OS-320-SC 100%	02:31 OS-328-SC 100%	07:26 OT-190-SC 0%	07:00 OS-356-SC 100%
03:01 OS-321-SC 100%	06:07 OT-205-SC 100%	07:16 DT-216-SC 100%	04:01 OS-322-SC 100%	03:43 OS-521-SC 0%	09:02 OS-369-SC 0%	
	09:41 OS-523-SC 0%	07:29 DT-217-SC 0%	04:12 OS-323-SC 100%	07:00 OS-331-SC 100%	09:19 OS-548-SC 0%	
+ 10 More	+ 27 More	+ 28 More	+ 15 More	+ 3 More		
25	26	27	28	29	01	02
22:59 OS-554-SC 0%	06:00 OS-333-SC 100%	06:29 MANTENIMIENTO C... 0%	04:07 Registro semanal de... 0%	08:19 OS-343-SC 100%	01:00 OS-367-SC 100%	
	08:47 Corretiva troca de C... 0%	07:03 OT-133-PL 0%	08:48 Revisão de 1000 0%	08:26 Inspeção da bomba 0%	06:00 OT-172-SC 0%	
	08:57 OS-551-SC 0%	07:03 DT-132-PL 0%	08:48 OT-2194-23 100%	08:26 Inspeção da bomba 0%	08:25 OS-550-SC 50%	

Week: Provides a detailed overview of the current week, facilitating the planning and organization of short-term events.



Agenda View

This view provides a detailed and structured representation of your scheduled events and activities. Each entry in the agenda is organized in rows, with columns that provide crucial information for your daily planning.

- **Date:** The date column indicates the day on which each event is scheduled, allowing you to quickly locate the activities on the calendar.
- **Time:** In the time column, the scheduled time range for each event is displayed, from the start time to the end time. This gives you a clear view of the duration of each activity.
- **Event:** The third column describes the current event, providing essential information about its nature and purpose. In addition, a color-coded system is used to represent the status or progress of the event, facilitating quick identification of its current state.

This agenda view is designed to optimize time management and the organization of your daily activities, providing a complete overview of your day.

Information
The queried date range contains more than 500 records, please add other search parameters to reduce the result

Pending Tasks Work Orders

Agenda 2024-02-27

Date	Hour	Event	Progress
Tue Feb 27	6:29 am - 7:14 am	06:29 MANTENIMIENTO CADA 1000 HORAS	
	7:03 am - 7:33 am	07:03 OT-133-PL	0%
	7:03 am - 7:33 am	07:03 OT-132-PL	0%
	7:50 am - 8:20 am	07:50 OT-135-PL	100%
	9:38 am - 10:08 am	09:38 OT-169-SC	100%
	2:03 pm - 2:23 pm	14:03 OS-313-SC	100%
Wed Feb 28	4:07 am - 4:17 am	04:07 Registro semanal de temperatura	
	8:48 am - 8:58 am	08:48 Revision de 1000	
	8:48 am - 8:58 am	08:48 OT-2194-23	100%
	3:00 pm - 3:10 pm	15:00 AQUISIÇÃO DE NOVO EQUIPAMENTO	
	8:00 pm - 8:30 pm	20:00 OS-549-SC	0%
Thu Feb 29	8:19 am - 9:19 am	08:19 OS-343-SC	100%
	8:26 am - 9:26 am	08:26 Inspeção da bomba	
	8:26 am - 9:26 am	08:26 Inspeção da bomba	
	8:52 am - 9:32 am	08:52 OS-368-SC	100%
Fri Mar 01	1:00 am - 4:00 am	01:00 OS-367-SC	100%

Color legend "Agenda" view

Work Management
View Kanban

Pending Tasks Work Orders

Sun Mon Tue Wed

28 29 30 31

07:11 OT-13-PL 0% 14:00 OS-412-SC 0% 07:38 OT-55-PL 0% 09:31 OT-194-S

09:35 OT-15-PL 0% 15:01 OT-50-PL 100% 08:37 OT-65-PL 0% 13:00 OT-12-PL

11:43 OT-20-PL 0% 15:05 OT-51-PL 100% 08:37 OT-86-PL 0% 13:00 OT-249-A

+ 13 More 18:58 OT-53-PL 100% + 12 More + 2 More

04 05 06 07

16:29 OS-431-SC 0% 07:12 OT-96-PL 100% 06:40 OT-88-PL 0% 06:02 OT-97-PL 0% 06:16 Plan

18:40 OT-52-PL 100% 07:15 OT-193-SC 0% 07:35 OT-88-PL 0% 06:04 OT-88-PL 100% 06:17 OT-113-P

07:15 OT-89-PL 0% 08:23 OT-90-PL 0% 06:20 OT-100-PL 100% 07:24 OT-101-P

+ 8 More + 5 More + 6 More + 10 More

11 12 13 14

13:00 OT-30-TOG

13:35 OS-274-SC 100% 06:34 OT-138-PL 0% 06:01 OT-131-PL 0% 06:03 OT-161-SC 0% 07:18 OT-165-S

08:54 Alinhamento 0% 07:06 OT-147-PL 100% 06:11 OT-160-SC 0% 08:00 OT-163-S

+ 11 More + 11 More + 6 More + 4 More

18 19 20 21

13:00 OT-30-TOG

03:01 OS-321-SC 100% 06:07 OT-205-SC 100% 07:16 OT-216-SC 100% 04:01 OS-322-SC 100% 03:43 OS-521-S

09:41 OS-523-SC 0% 07:29 OT-217-SC 0% 04:12 OS-323-SC 100% 07:00 OS-331-S

+ 10 More + 27 More + 28 More + 15 More

25 26 27 28

22:59 OS-554-SC 0% 06:00 OS-333-SC 100% 06:29 MANTENIMIENTO C... 0% 04:07 Registro semanal de... 0% 08:19 OS-343-S

08:47 Correiva troca de C... 0% 07:03 OT-133-PL 0% 08:48 Revision de 1000 0% 08:26 Insp

08:57 OS-551-SC 0% 07:03 OT-132-PL 0% 08:48 OT-2194-23 100% 08:26 Insp

12:54 OS-552-SC 100% + 3 More + 2 More + 2 More

← INFORMATION ABOUT COLORS

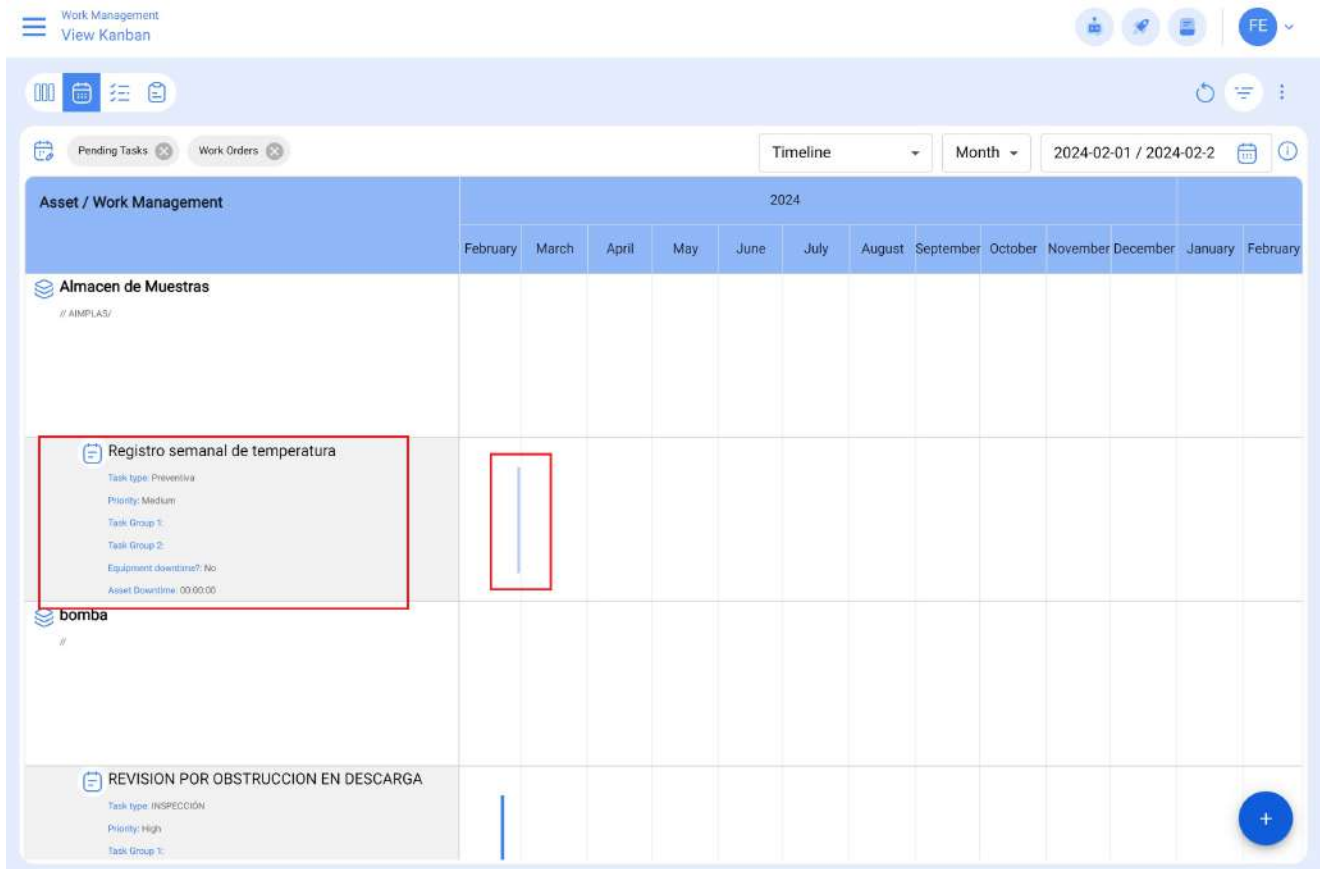
- Pending Tasks
- Pending Tasks with Delay
- Next maintenance
- WOs in Process
- WOs in Review
- Closed WOs

Timeline" view

The "Timeline" is a visual tool that presents in a clear and structured way the maintenance schedule for various equipment. The interface is composed of an initial column that lists the equipment requiring maintenance, providing detailed information such as:

- Type of task.
- Priority.
- Task classifications.
- Equipment status

The main component of the interface consists of several additional columns, representing day, week or month (depending on the period selected). Each cell in these columns reflects a line indicating the maintenance task schedule for a specific piece of equipment in a given period. The width of the lines can vary, indicating the intensity or duration of the maintenance task, as well as their color according to their status.



Color legend "Timeline

Work Management
View Kanban

Pending Tasks Work Orders Timeline

Asset / Work Management

2024

	February	March	April	May	June	July	August	September	October
Almacén de Muestras									
Registro semanal de temperatura									
bomba									
REVISION POR OBSTRUCCION EN DESCARGA									

← INFORMATION ABOUT COLORS

- Scheduled task
- Scheduled task, with downtime
- Unscheduled task
- Unscheduled task, with out of service
- Task for average meter reading
- Task for average meter reading, with downtime