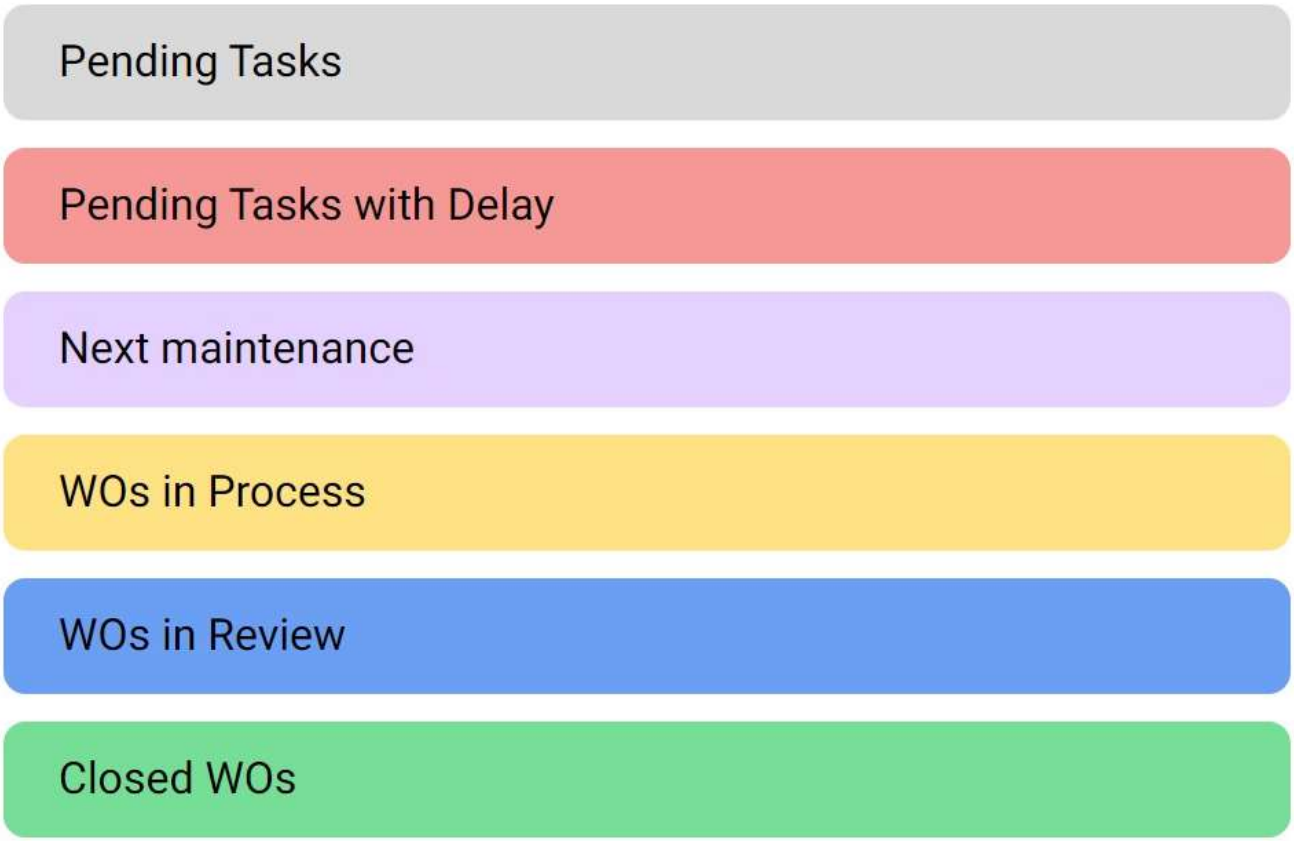
Calendar in work orders

help2.fracttal.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:

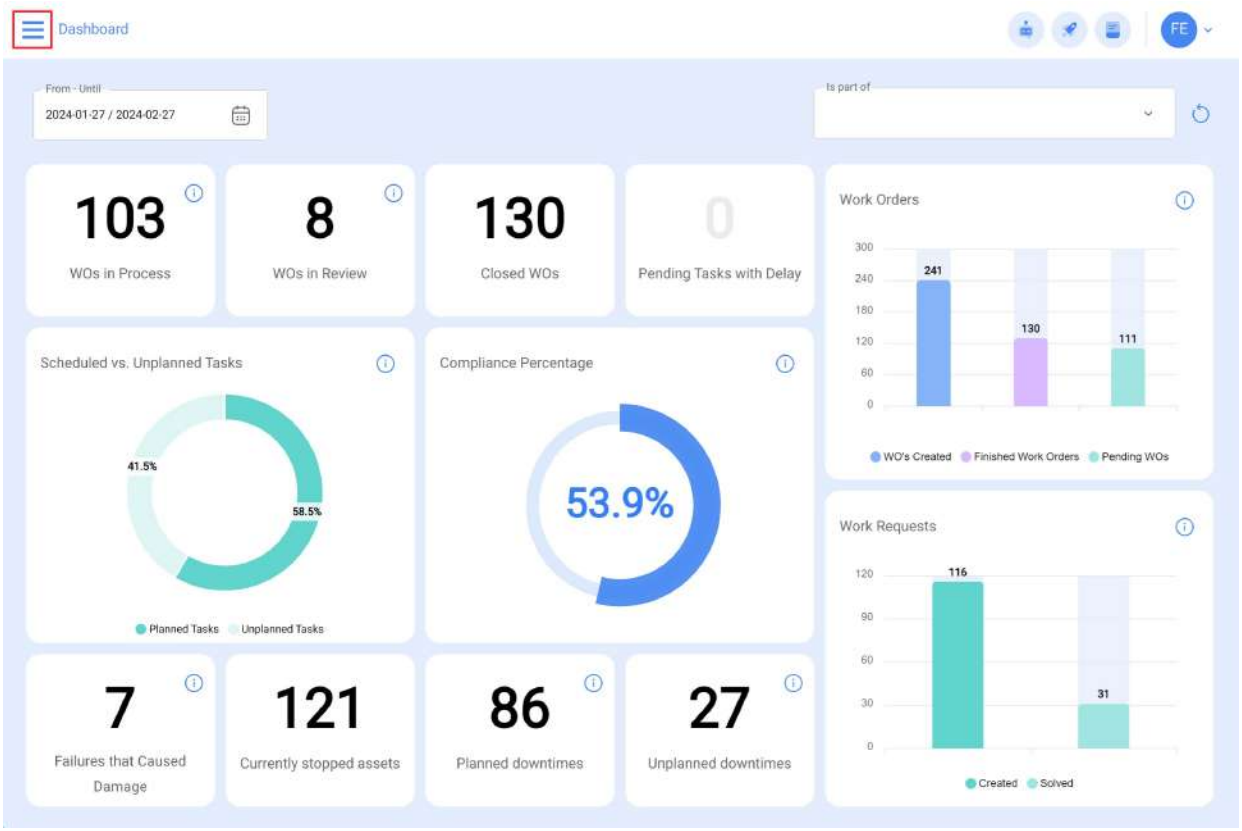


In this display, we can see both the assigned activities and those that are still pending assignment, together with their different statuses identified by colors.

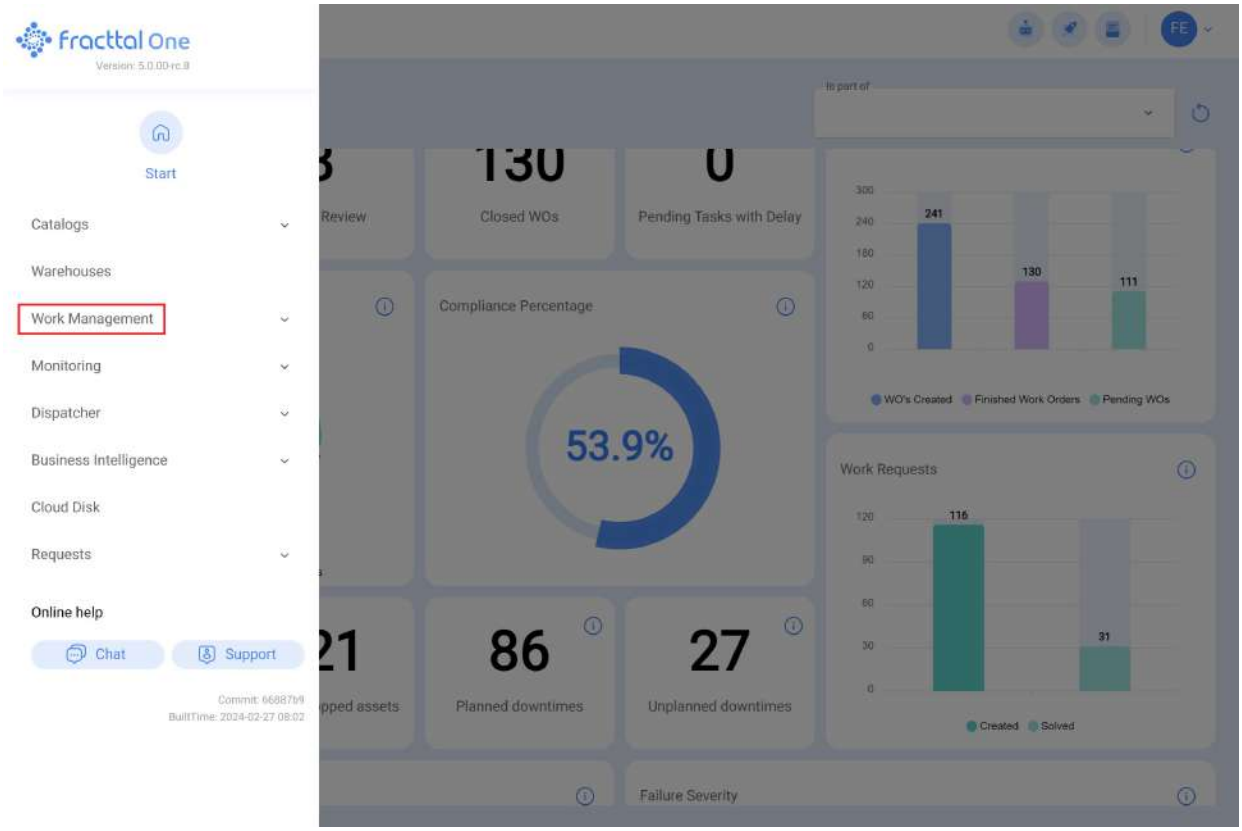
How to enter the calendar interface of the work order module?

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

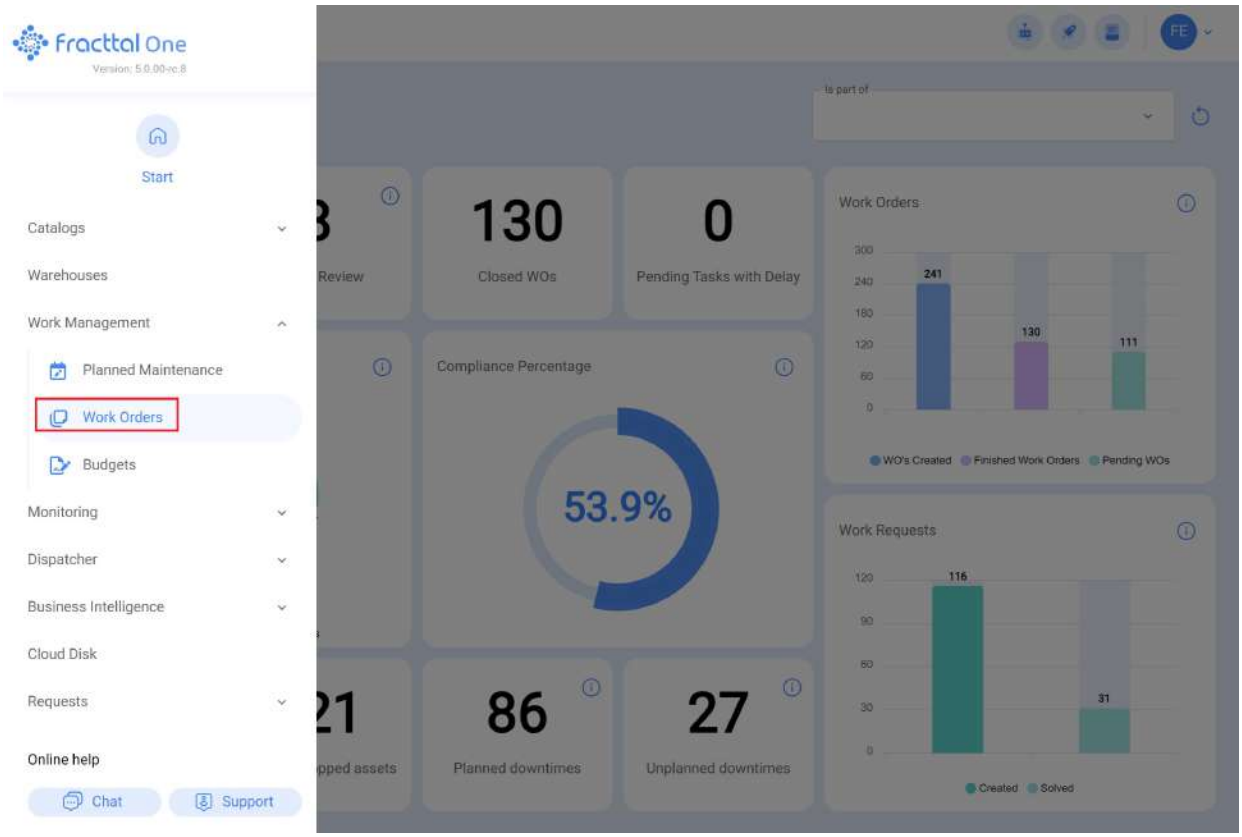
1. In Fracttal One 5.0, go to the top left menu.



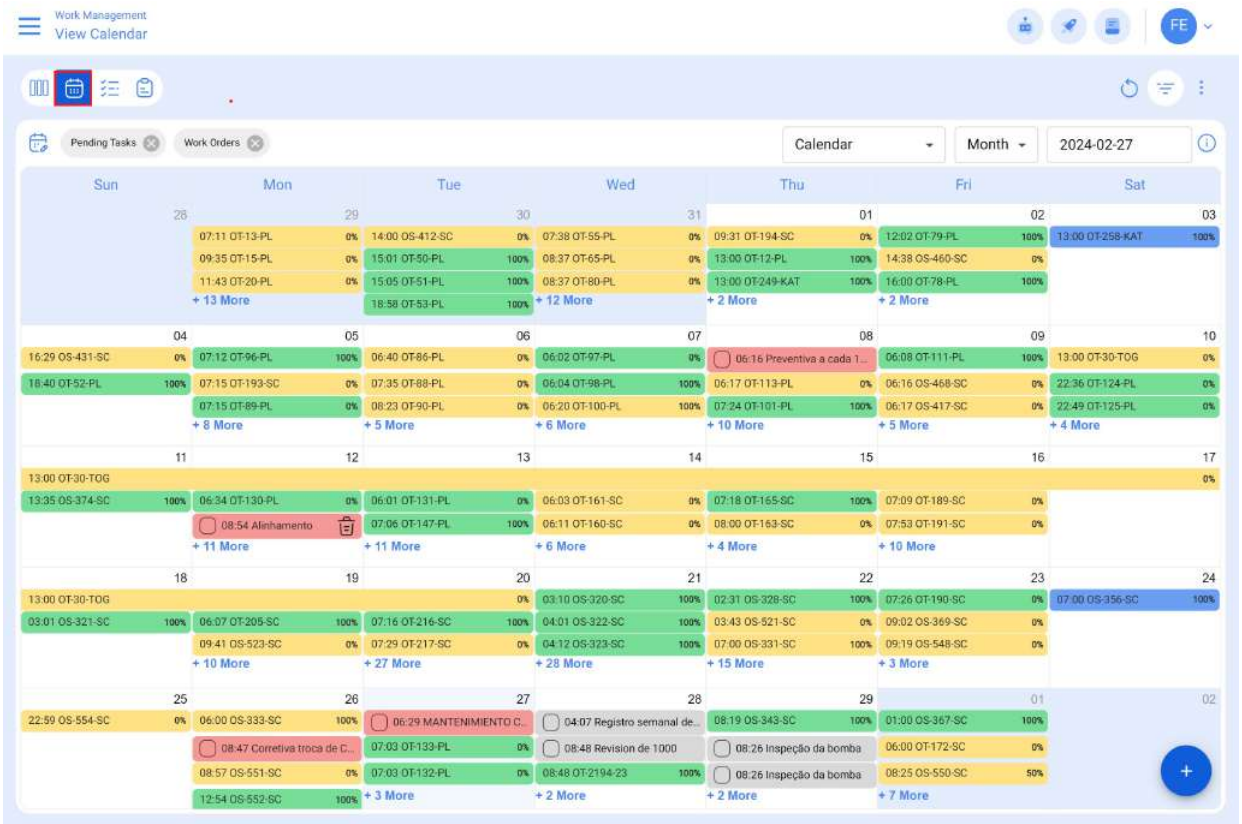
2. Click on the "Tasks" module.



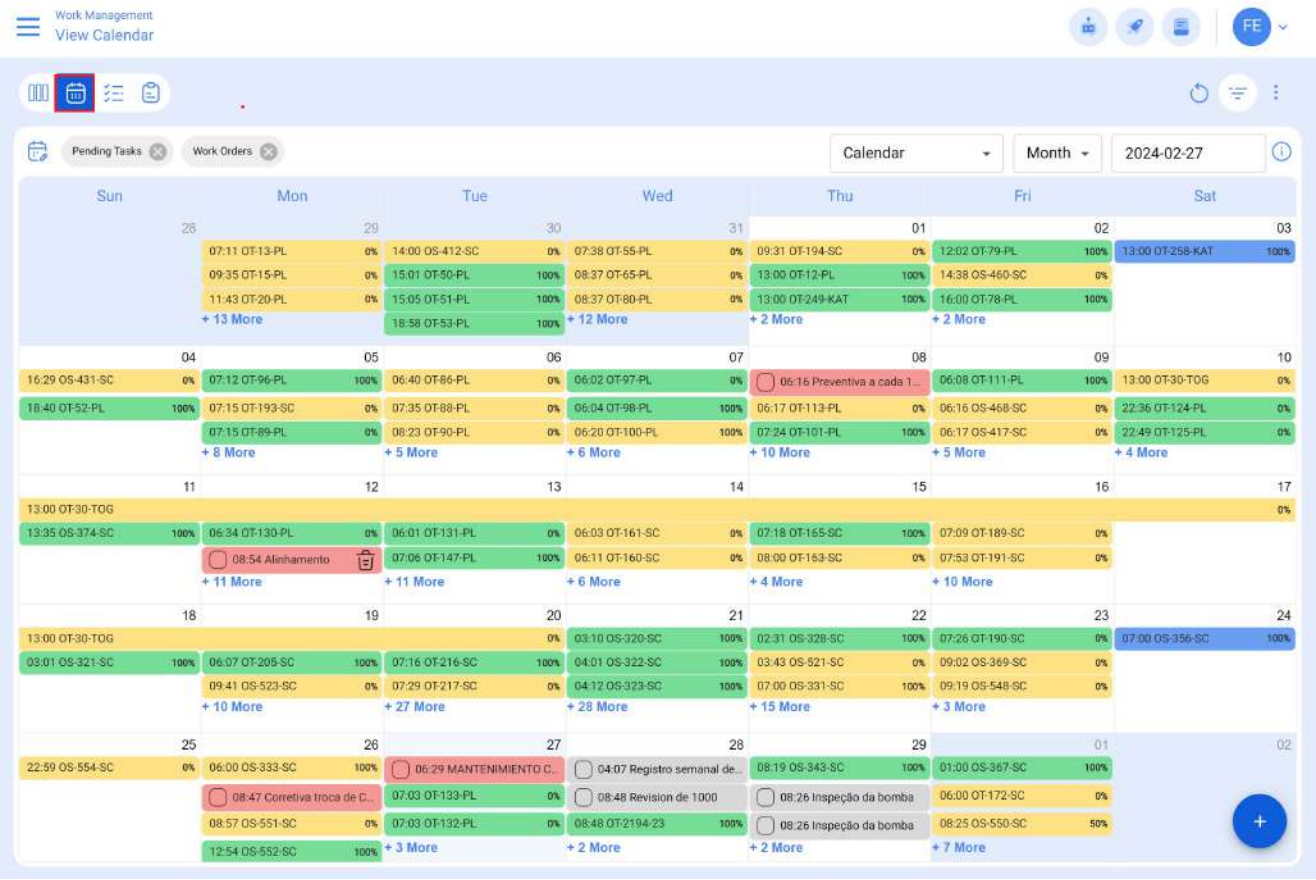
3. Click on "work orders".



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



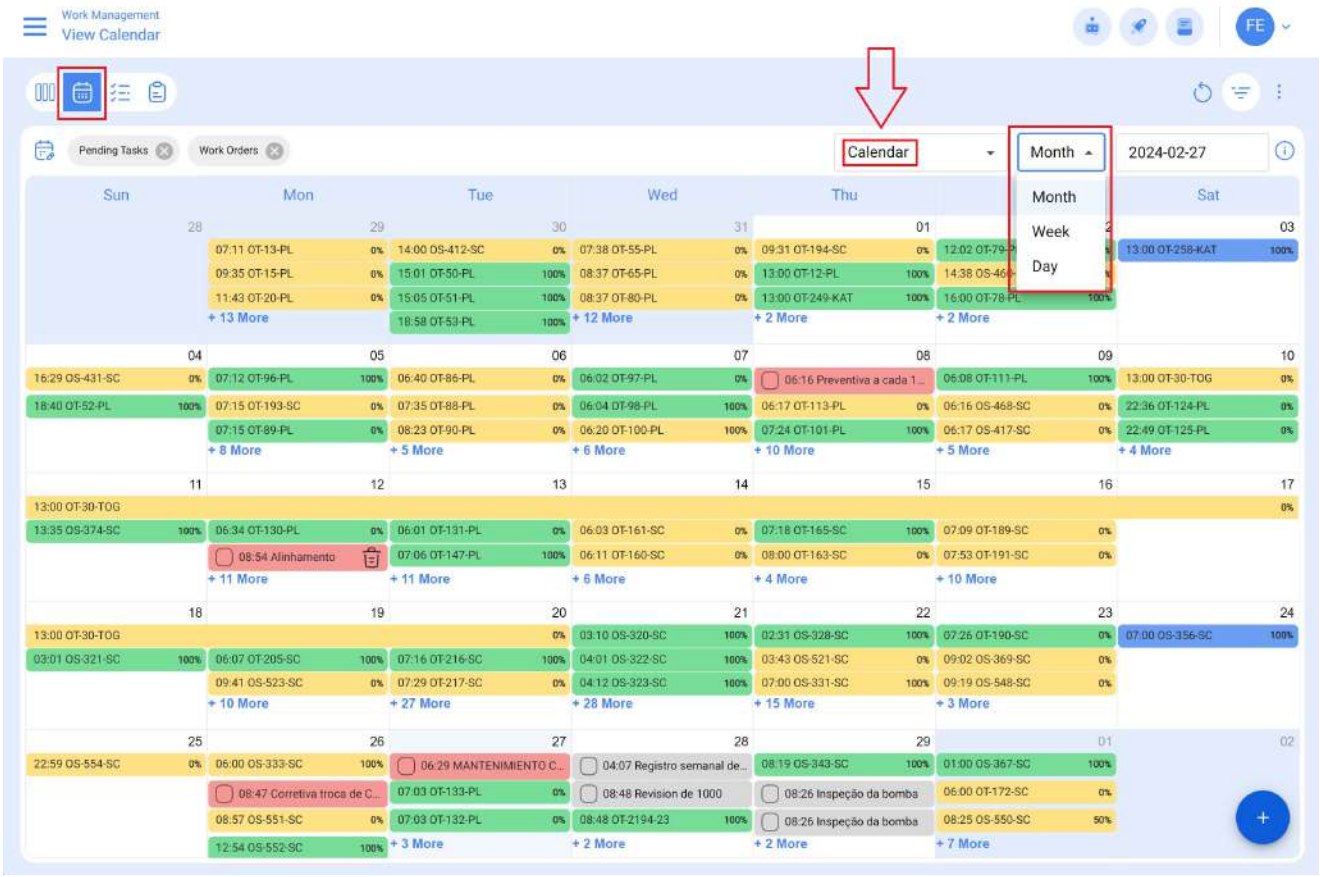
5. Here you will find the work order calendar interface.



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

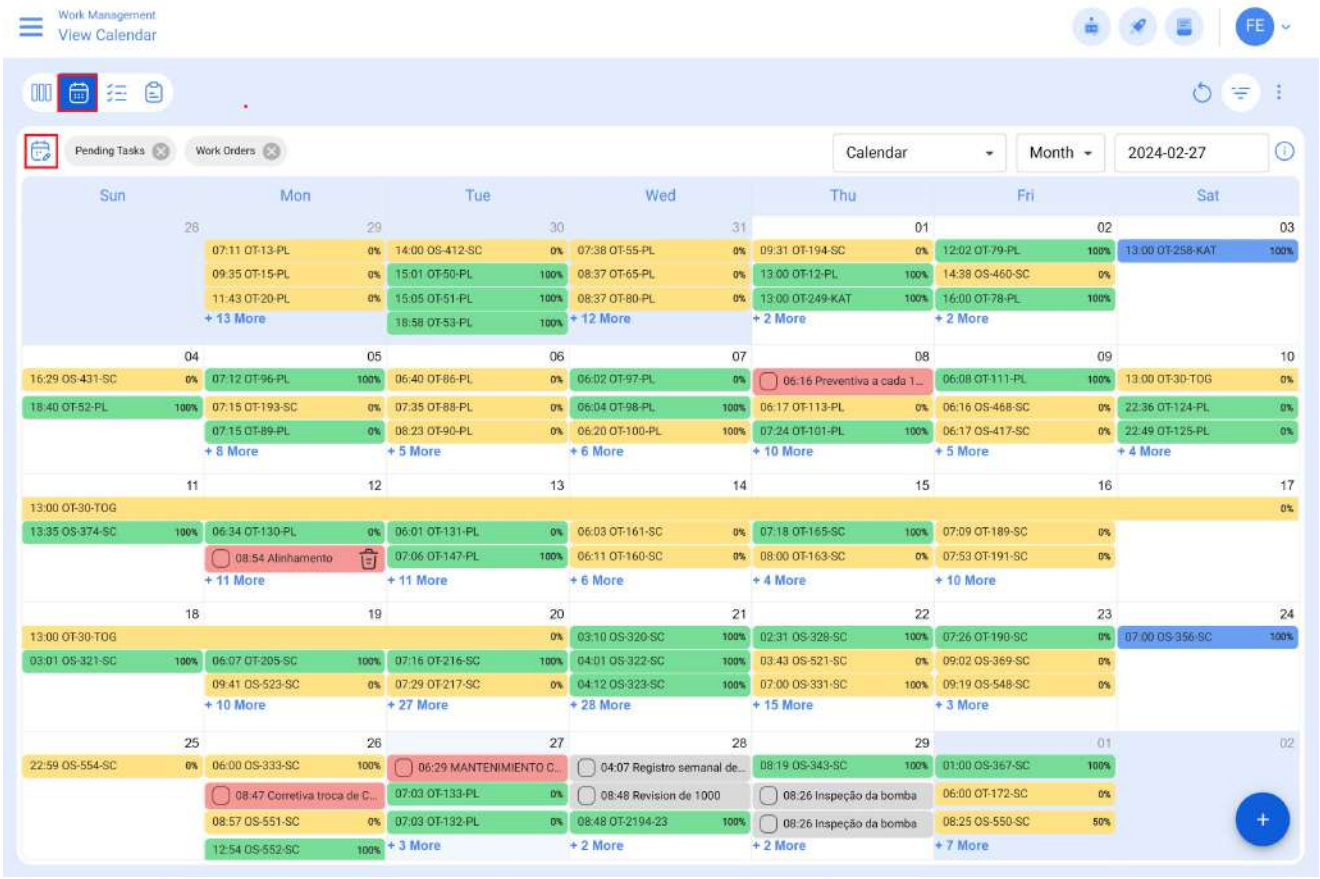
Calendar" view

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.

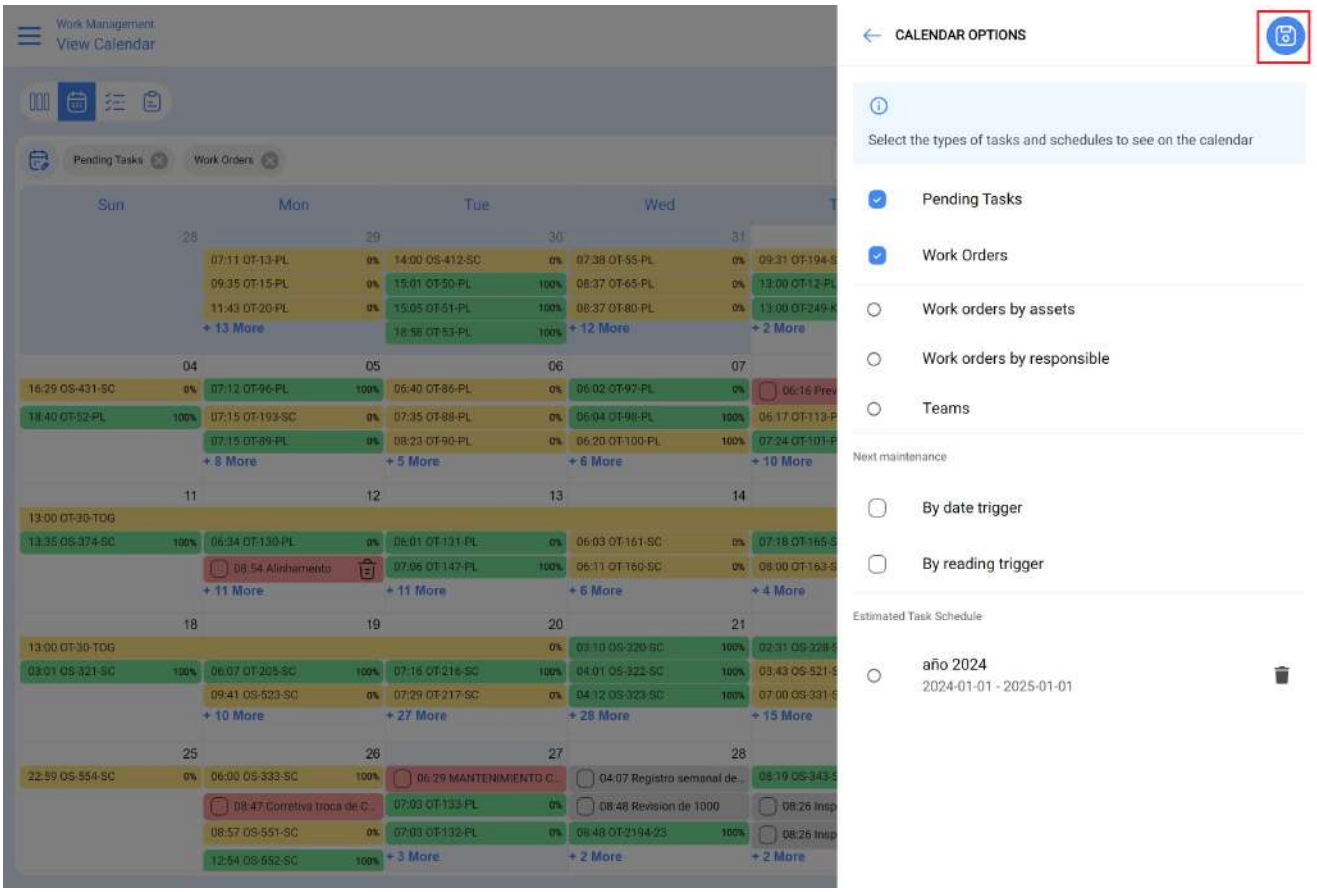


Calendar options:

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

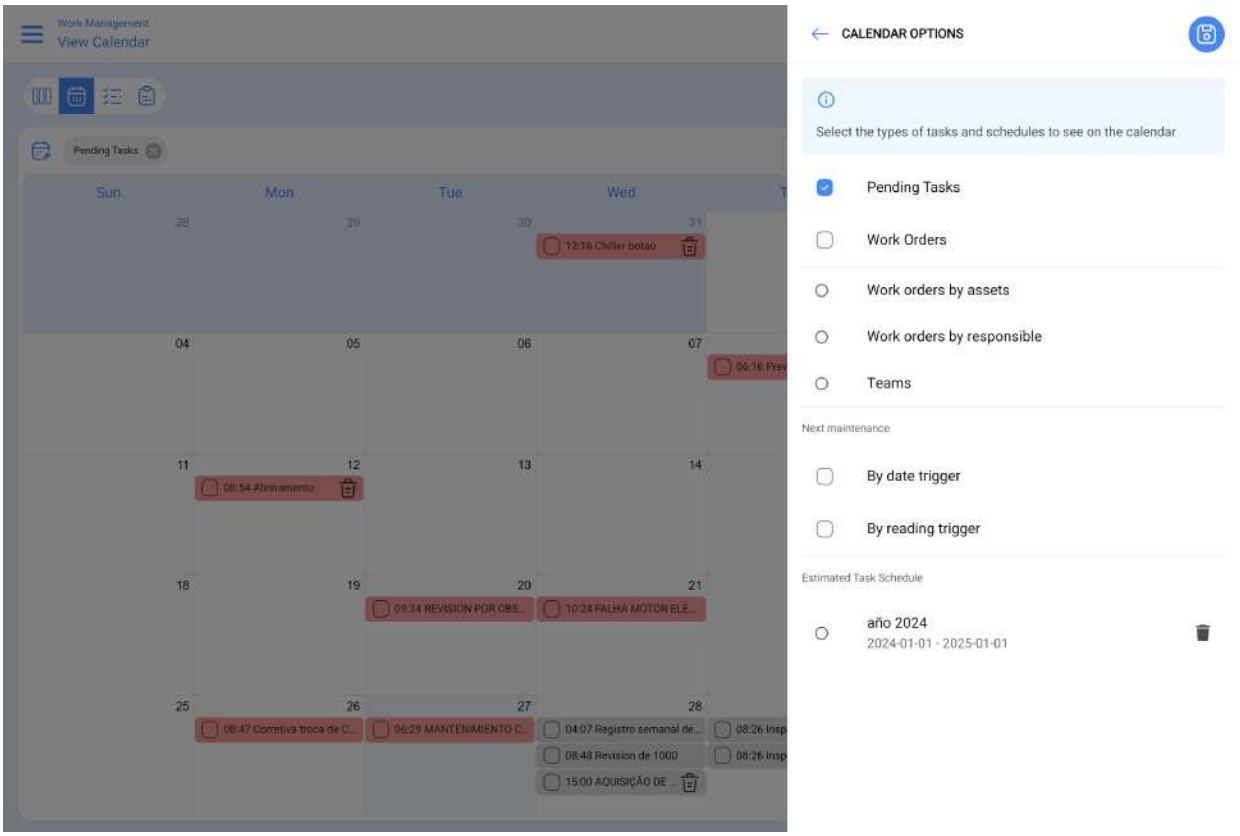


Each selection you make here will be predetermined by a color, which will be displayed on the calendar to highlight specific dates. Remember that when you select the option of your interest, you must click on the "Save" button located at the top right.

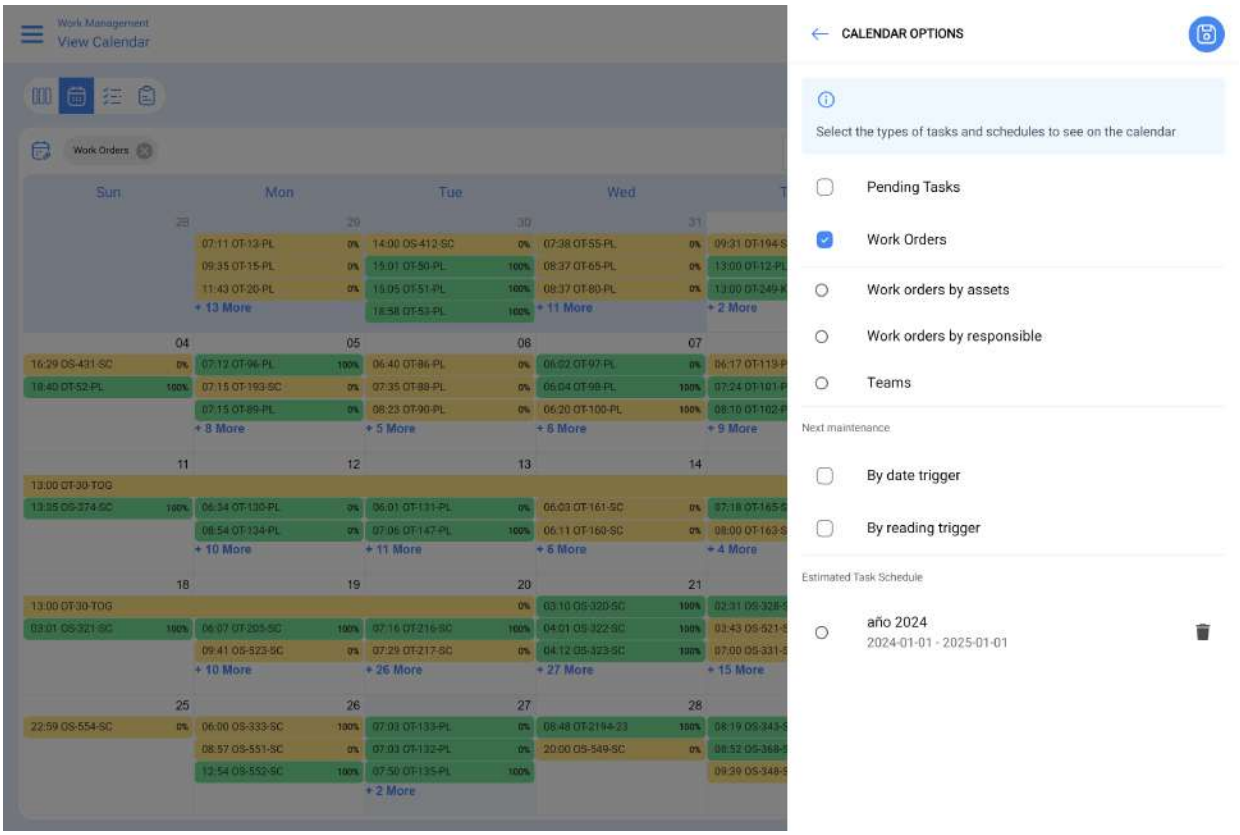


The calendar options you can focus on are:

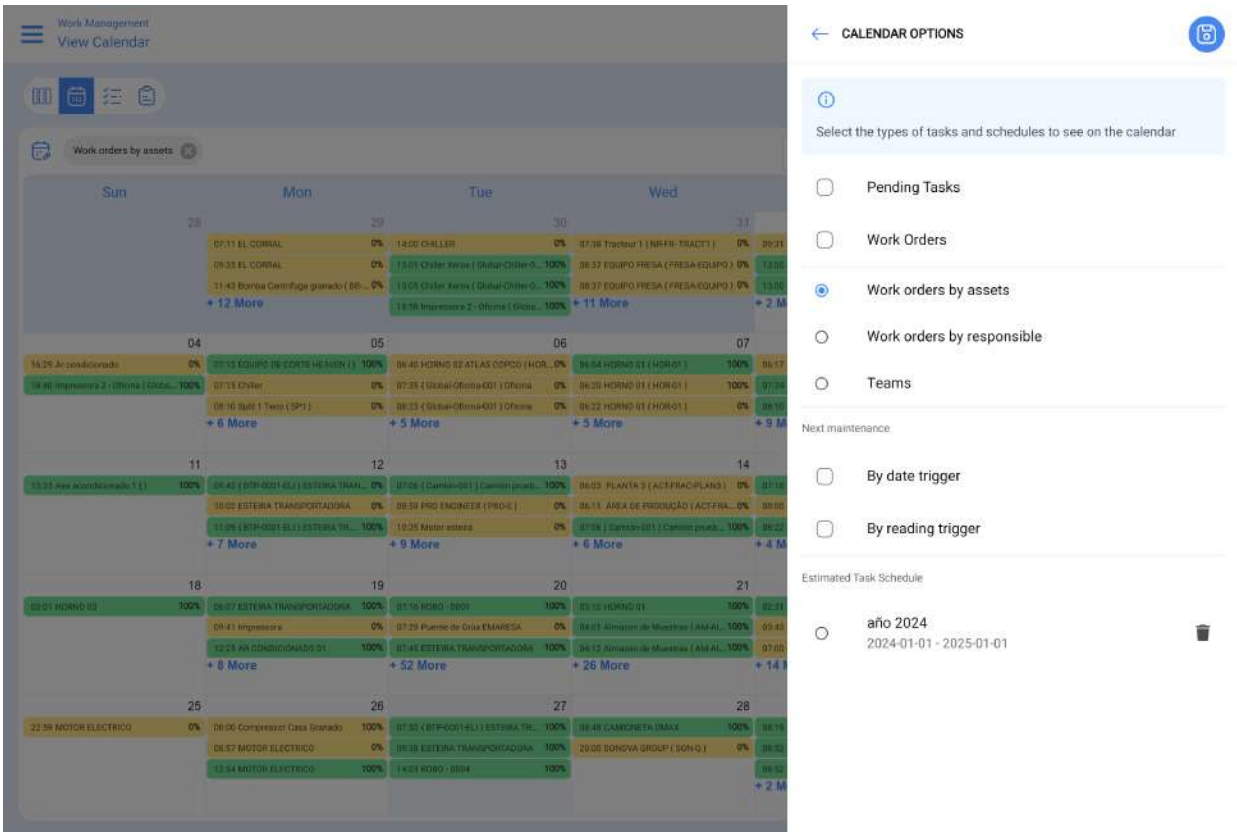
1. **Pending tasks**



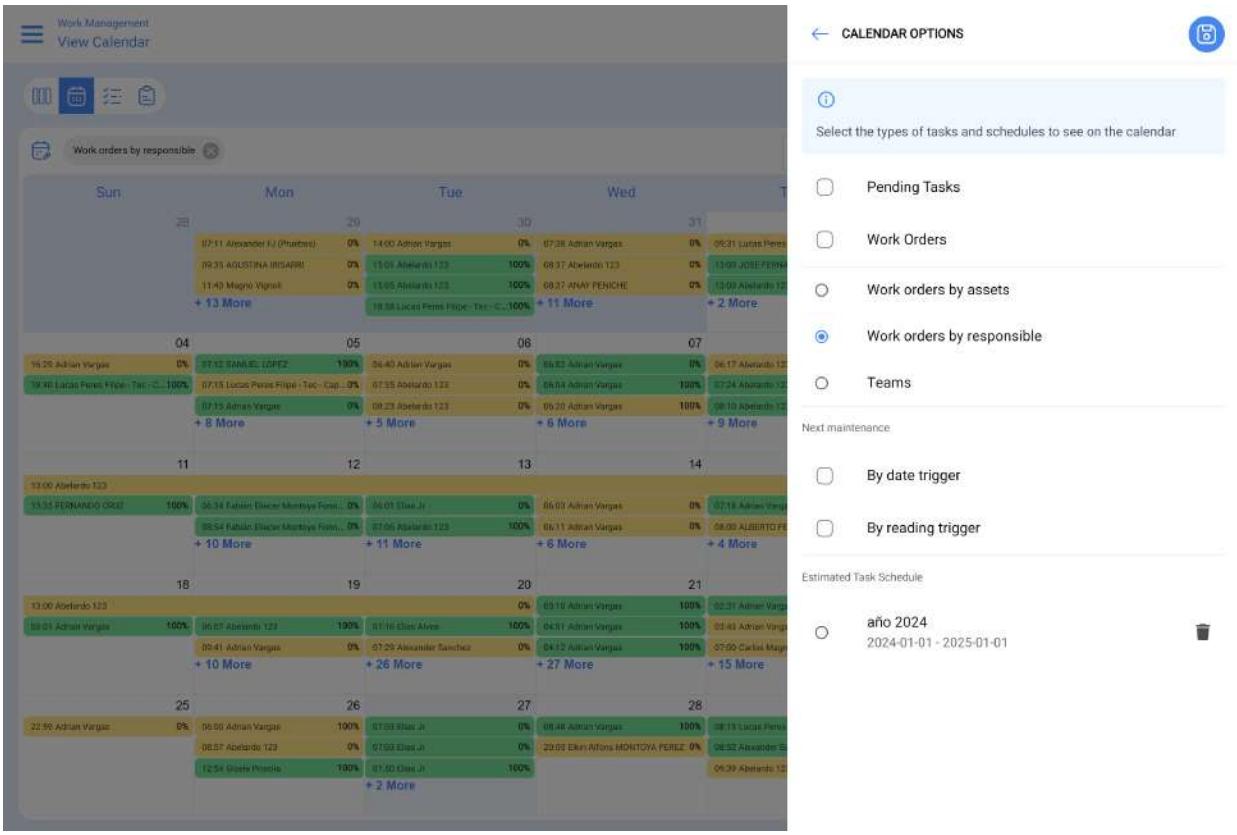
2. **Work orders**



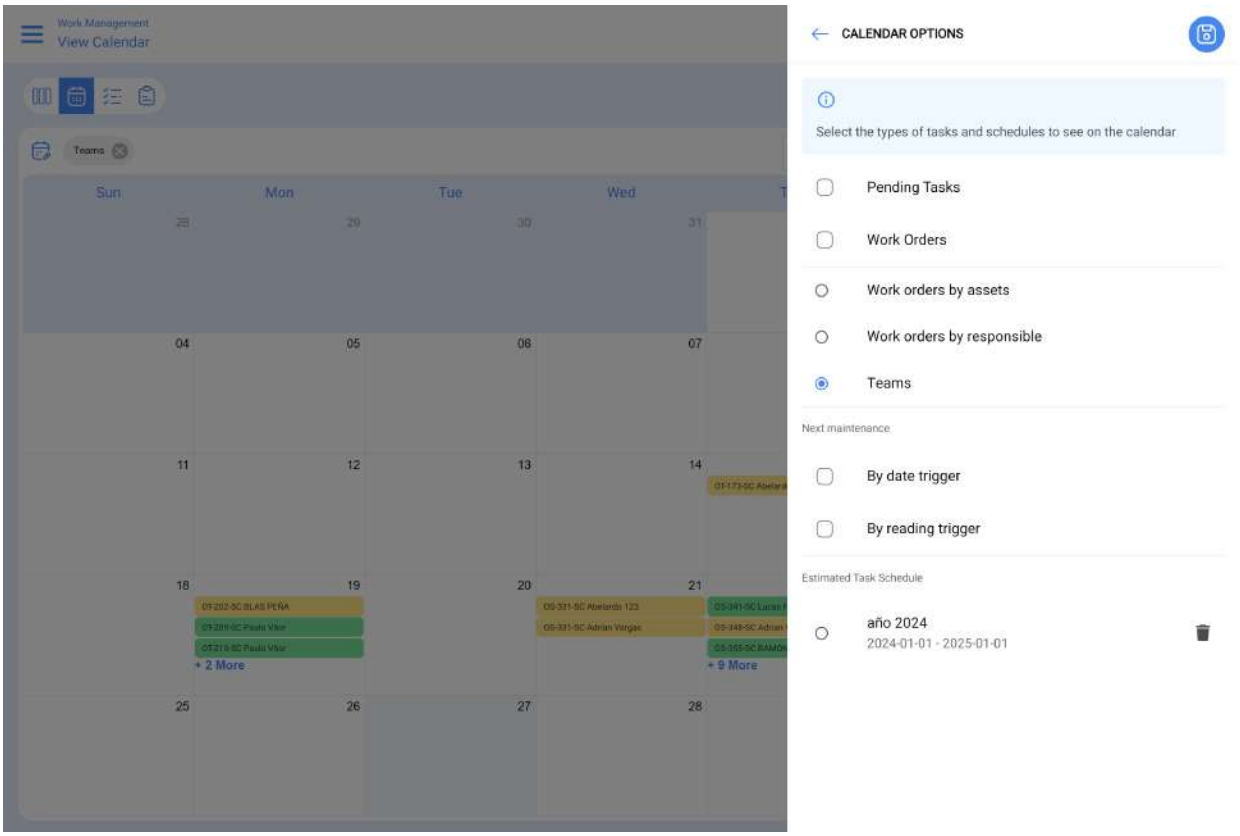
3. **Work orders by asset**



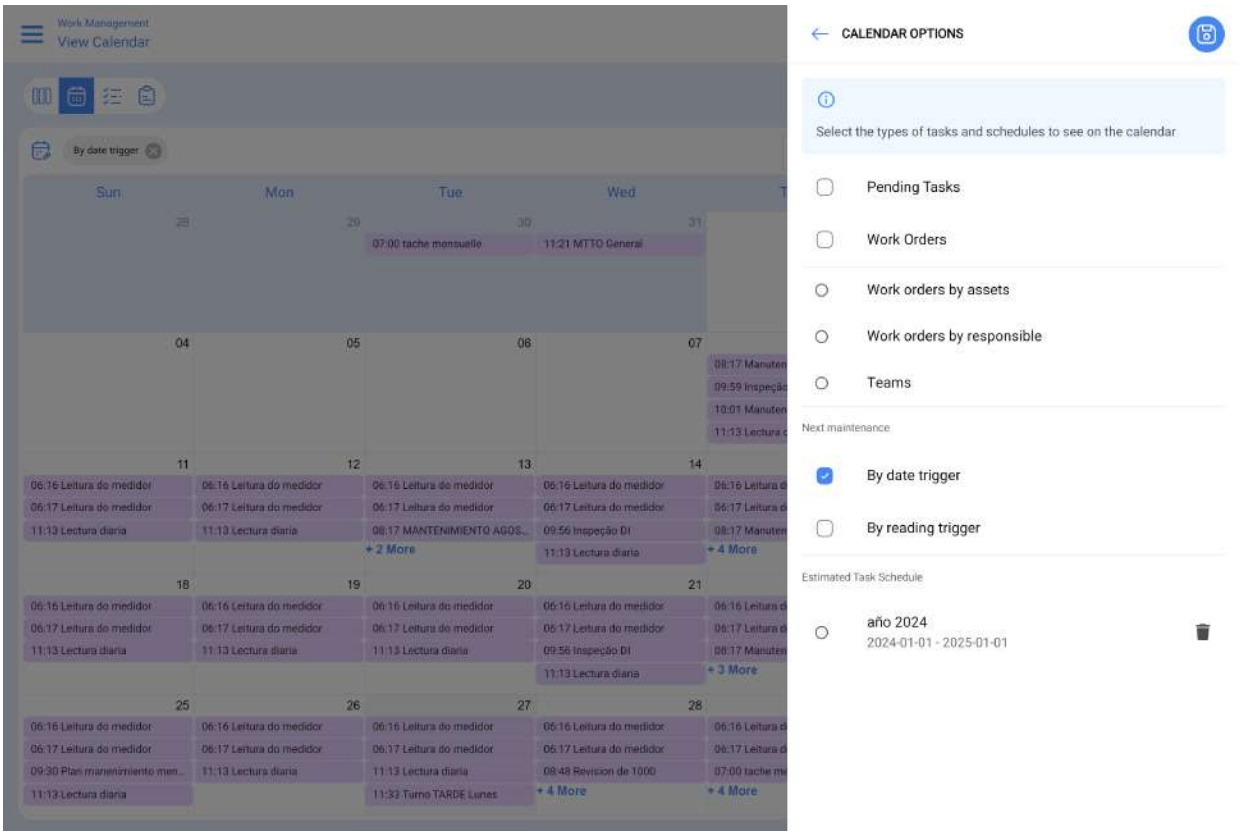
4. **Work orders by responsible**



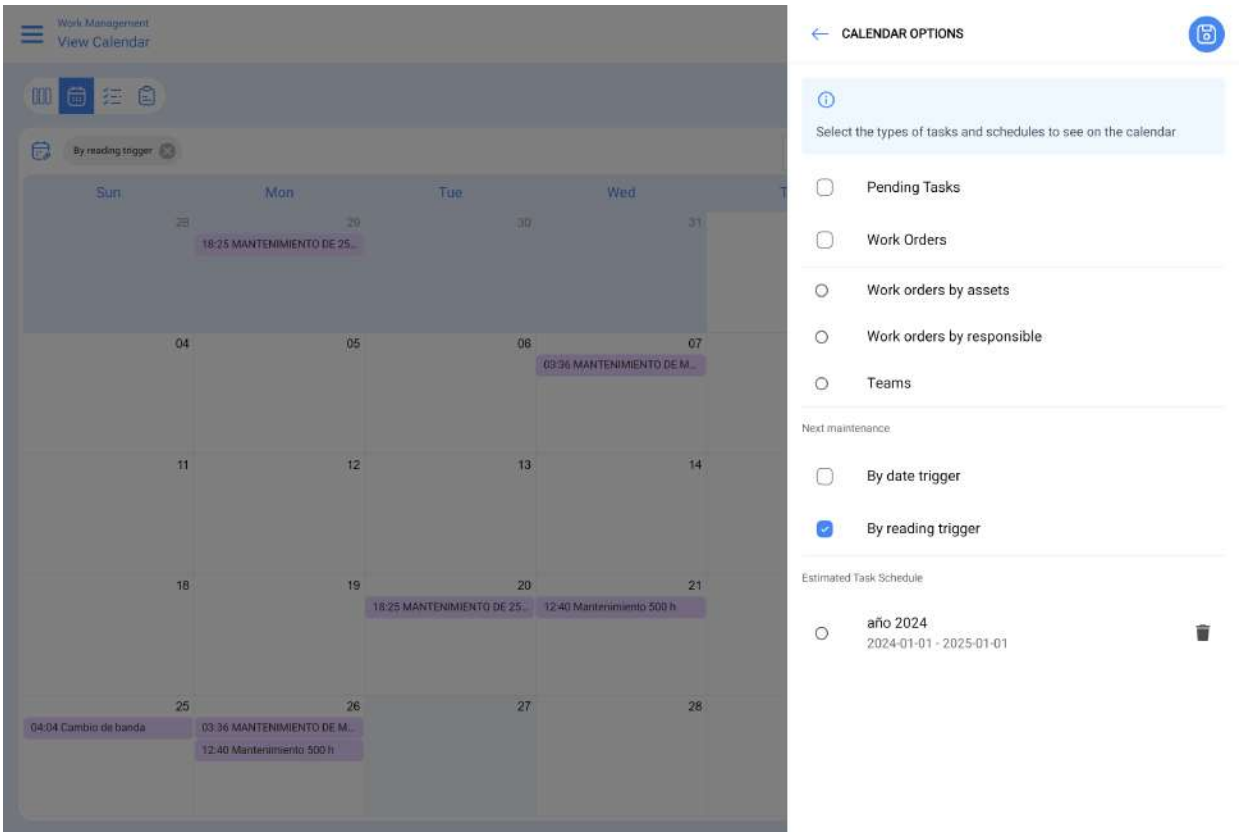
5. **Teams**



6. **Upcoming maintenance by date trigger**



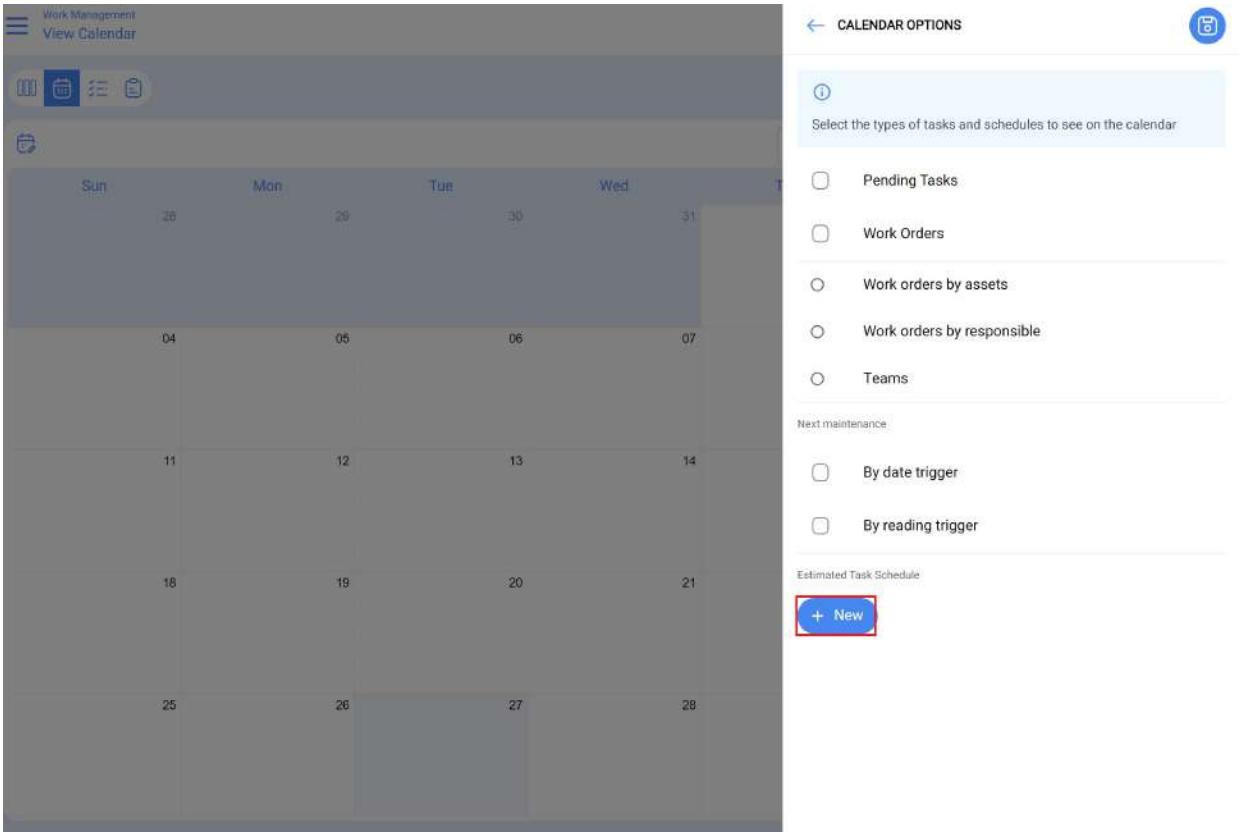
7. **Upcoming maintenance by reading activator (meters)**



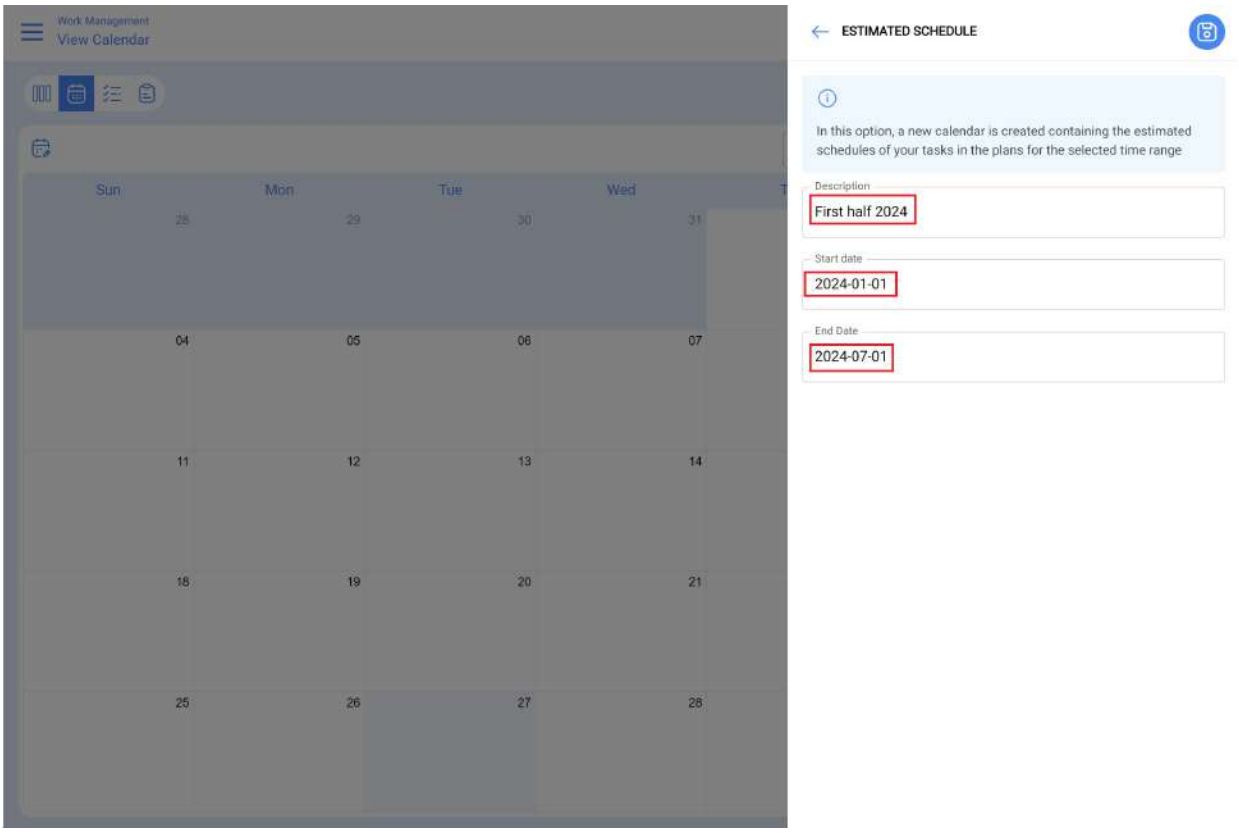
8. **Estimated task scheduling function:**

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

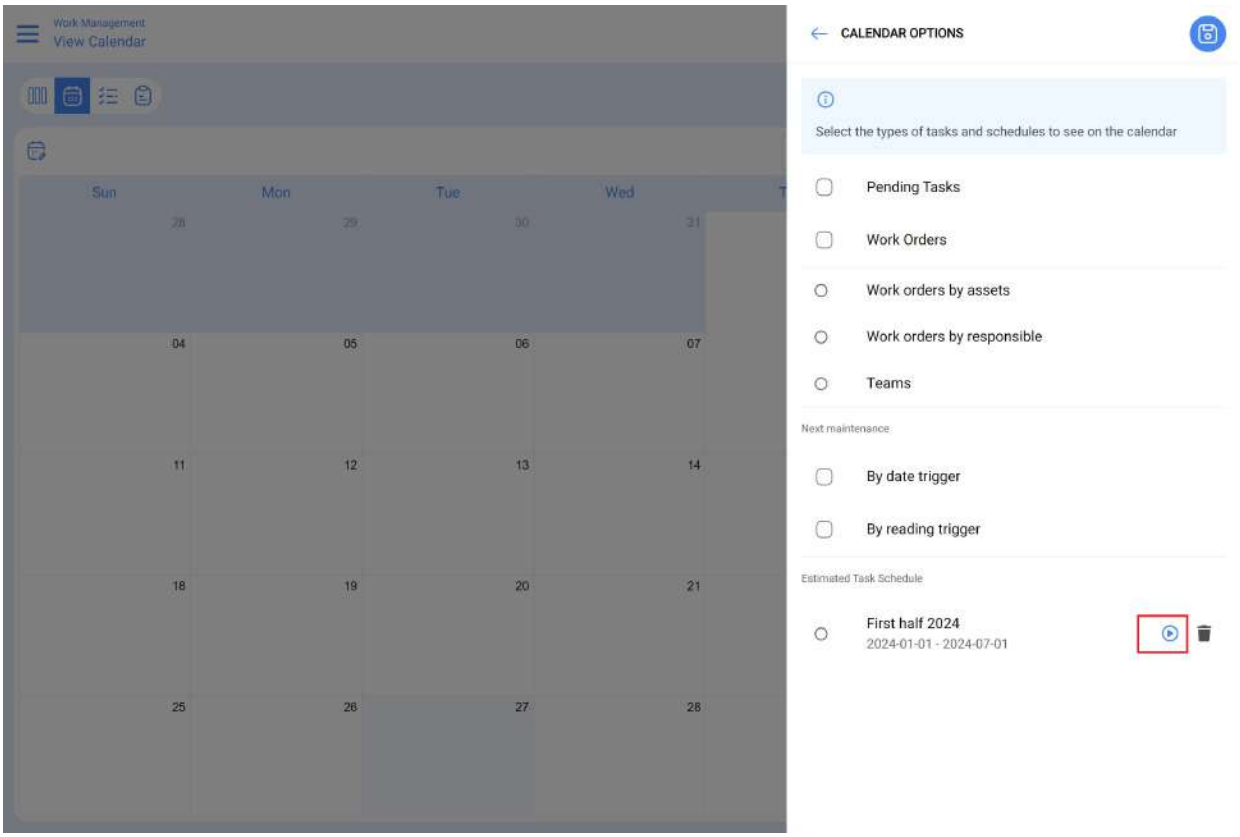
   To generate it, click on 'new' to start creating the static calendar.



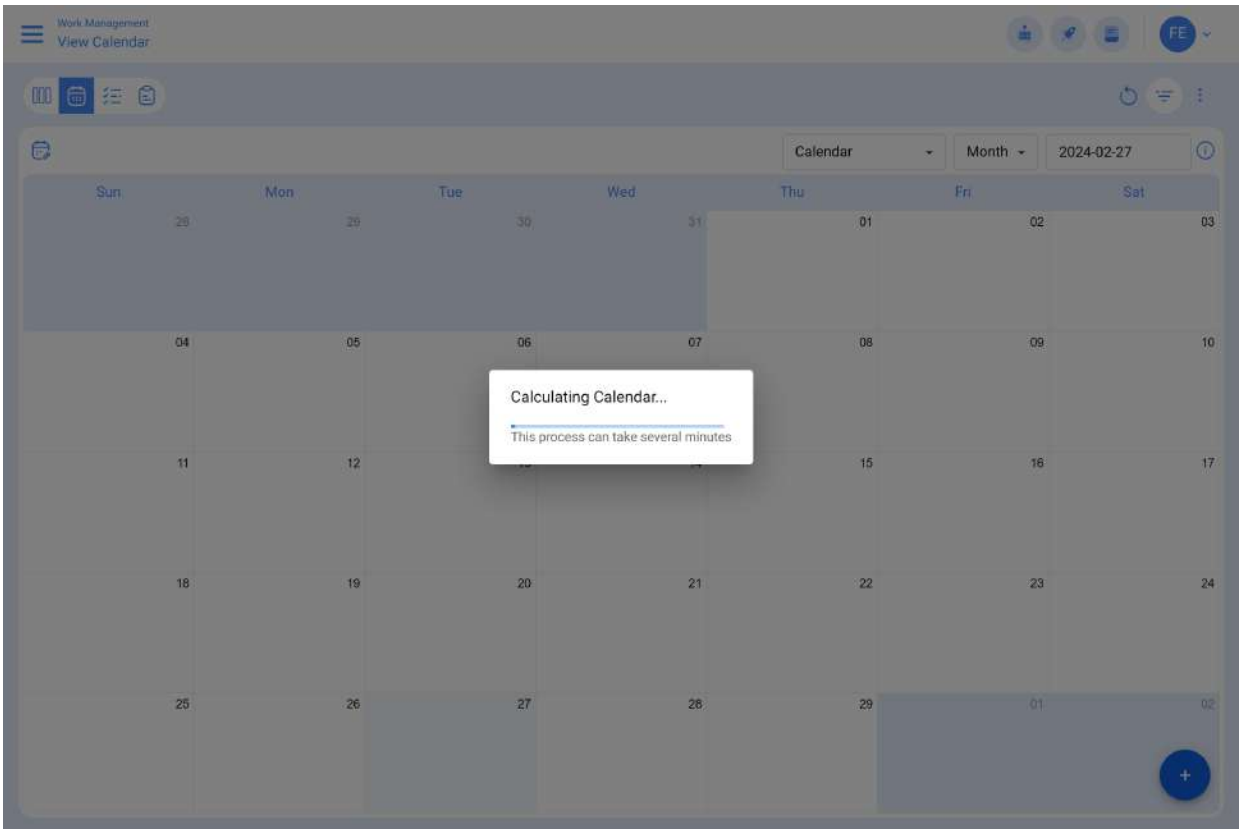
   Then add a description for the view you want to save, select the time interval and finally click the "Save" button.



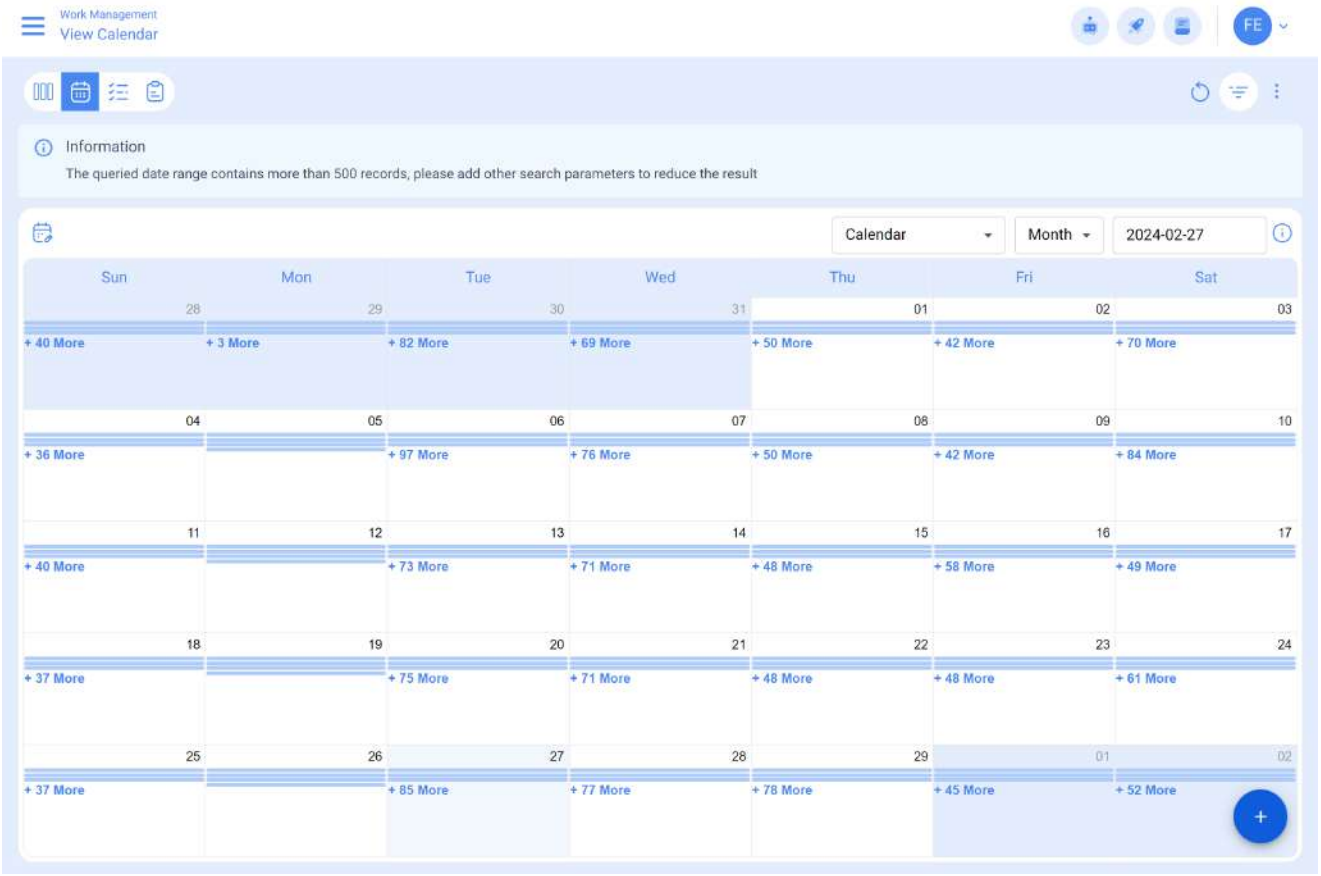
Then click on the triangle (calculate)



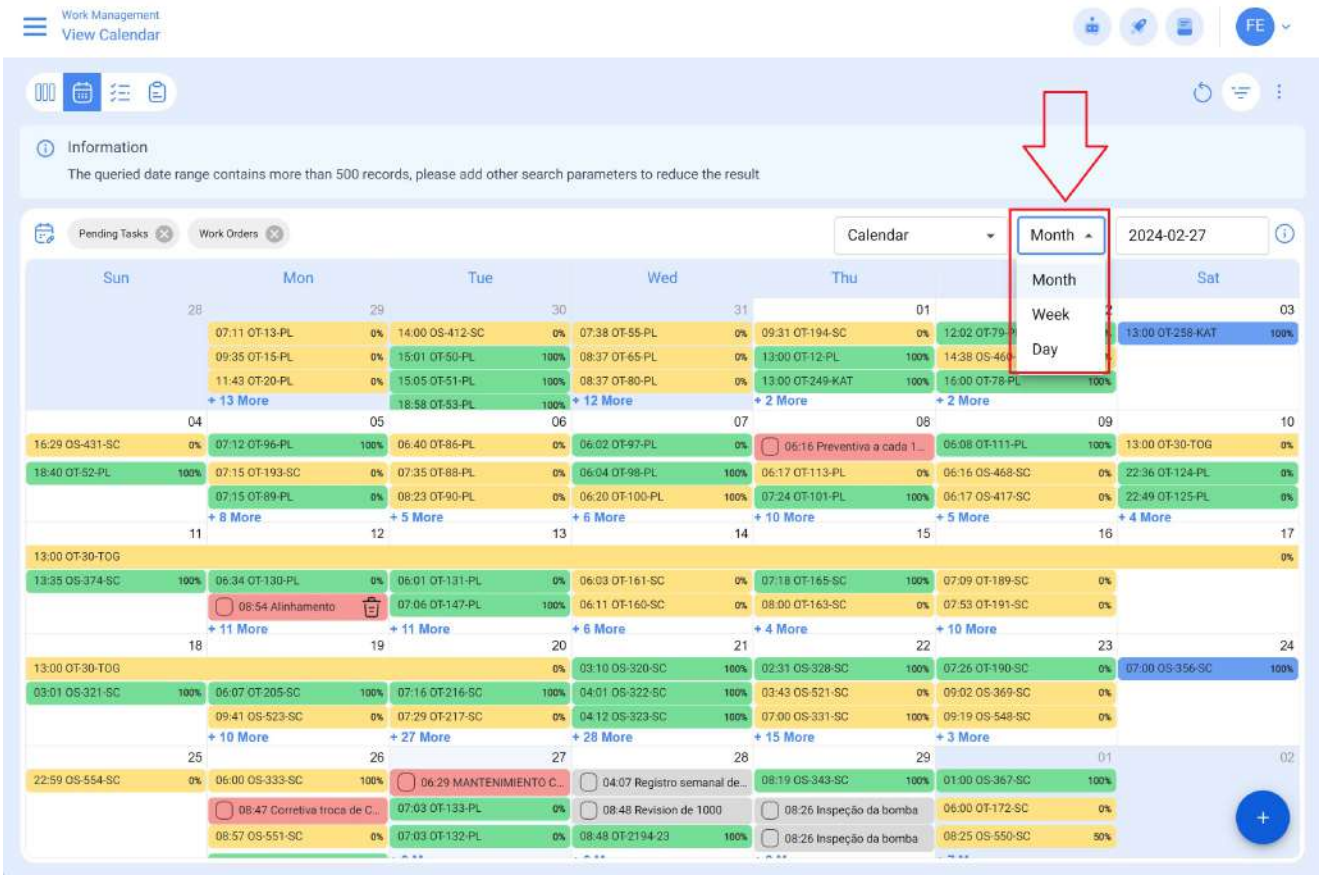
Then, a box will be displayed informing you that it is recalculating the calendar according to the indication provided.



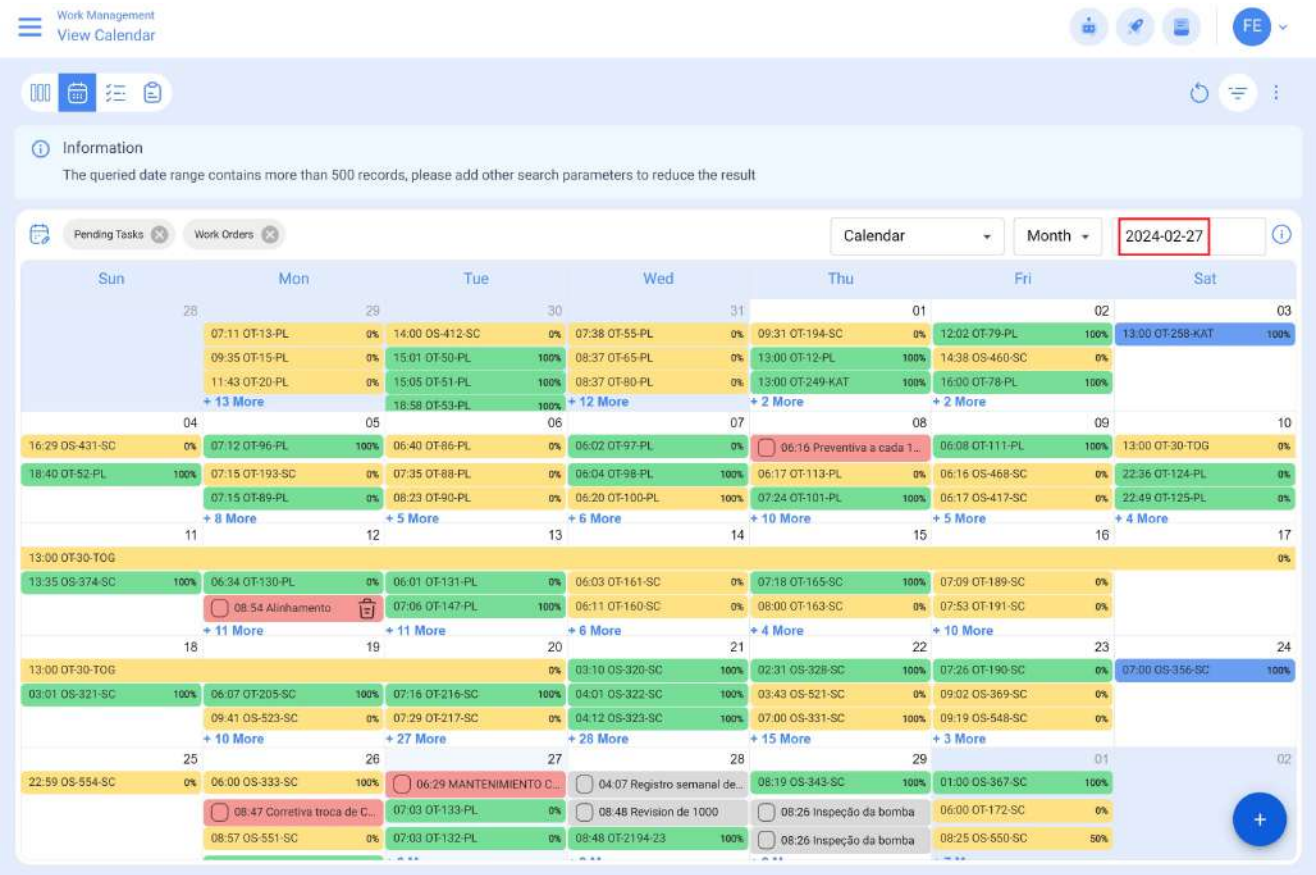
Then, it will present the information as follows, showing you the total number of activities per day within the established range



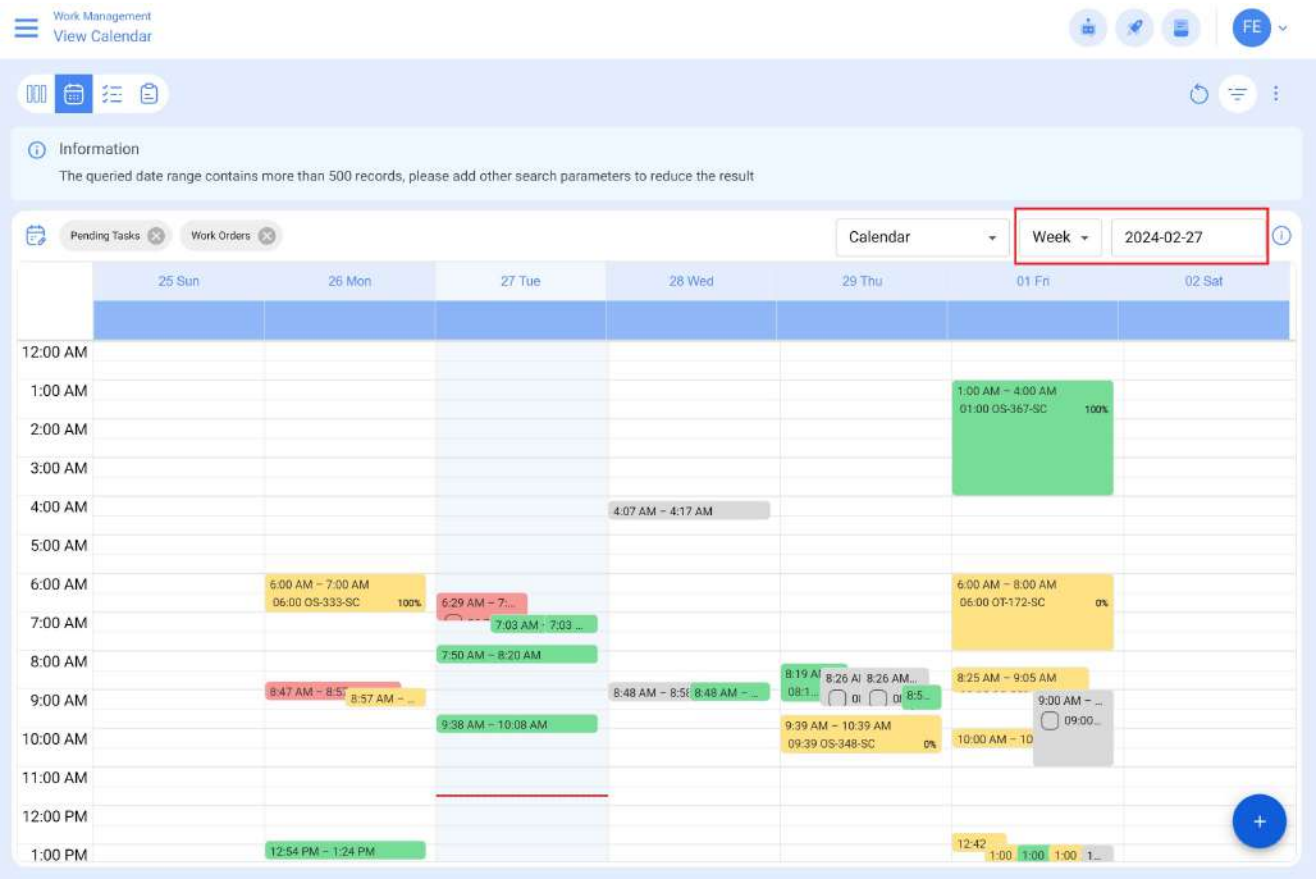
Timeline Options.



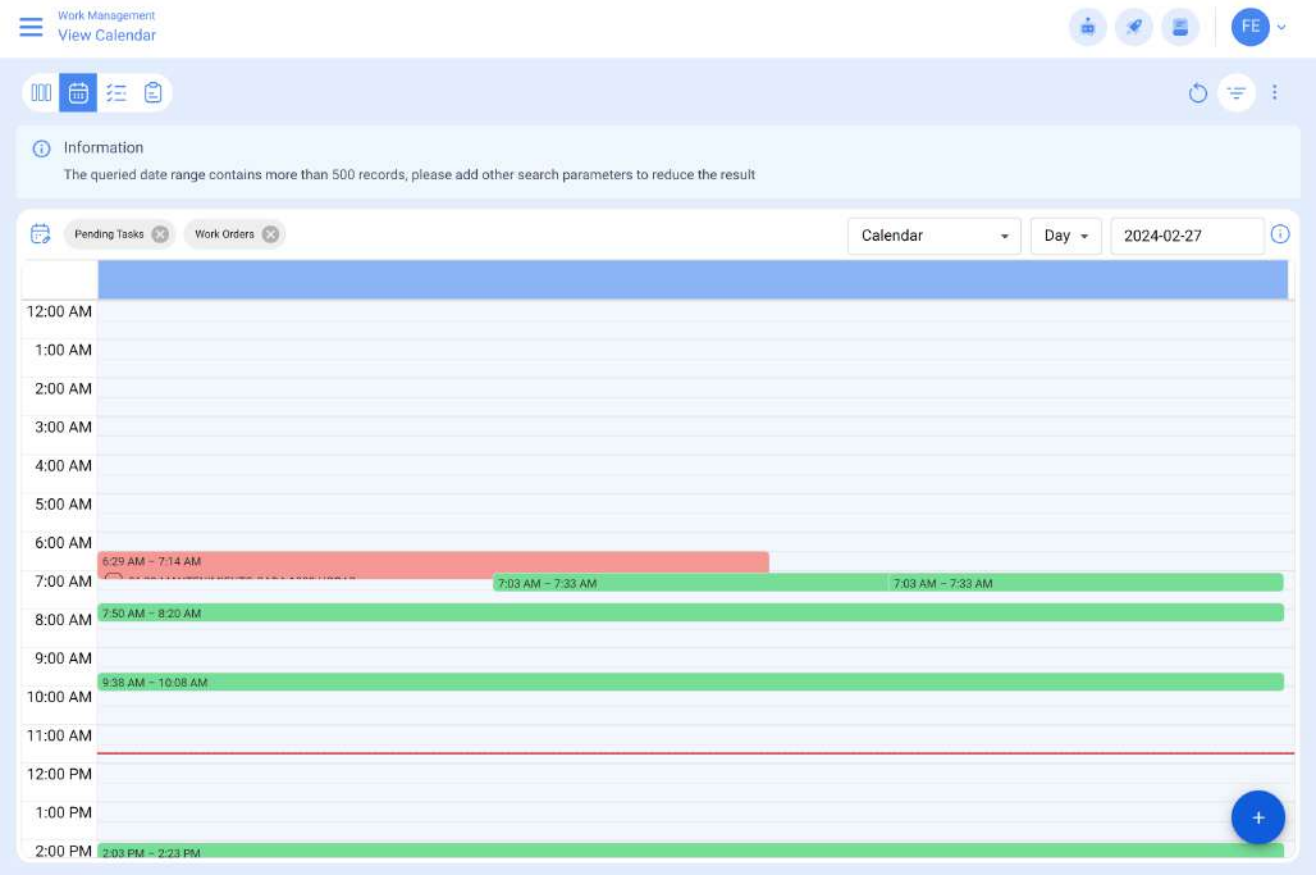
Month: Displays an overview of the calendar for the current month, allowing you to view events and activities throughout the month at a glance.



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



Day: Allows you to focus on the details of a specific day, showing a detailed breakdown of the events and tasks scheduled for that particular day.

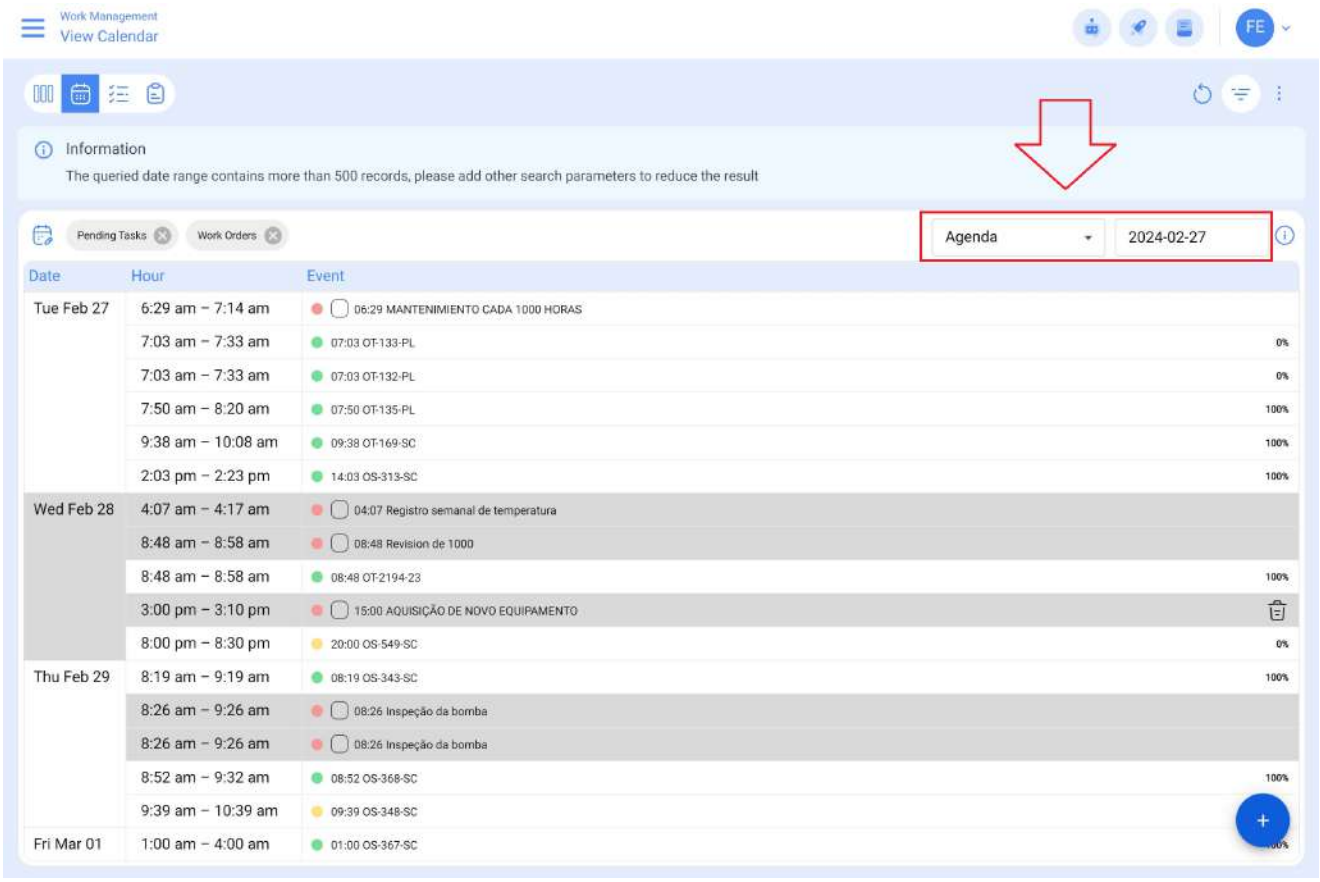


Agenda View

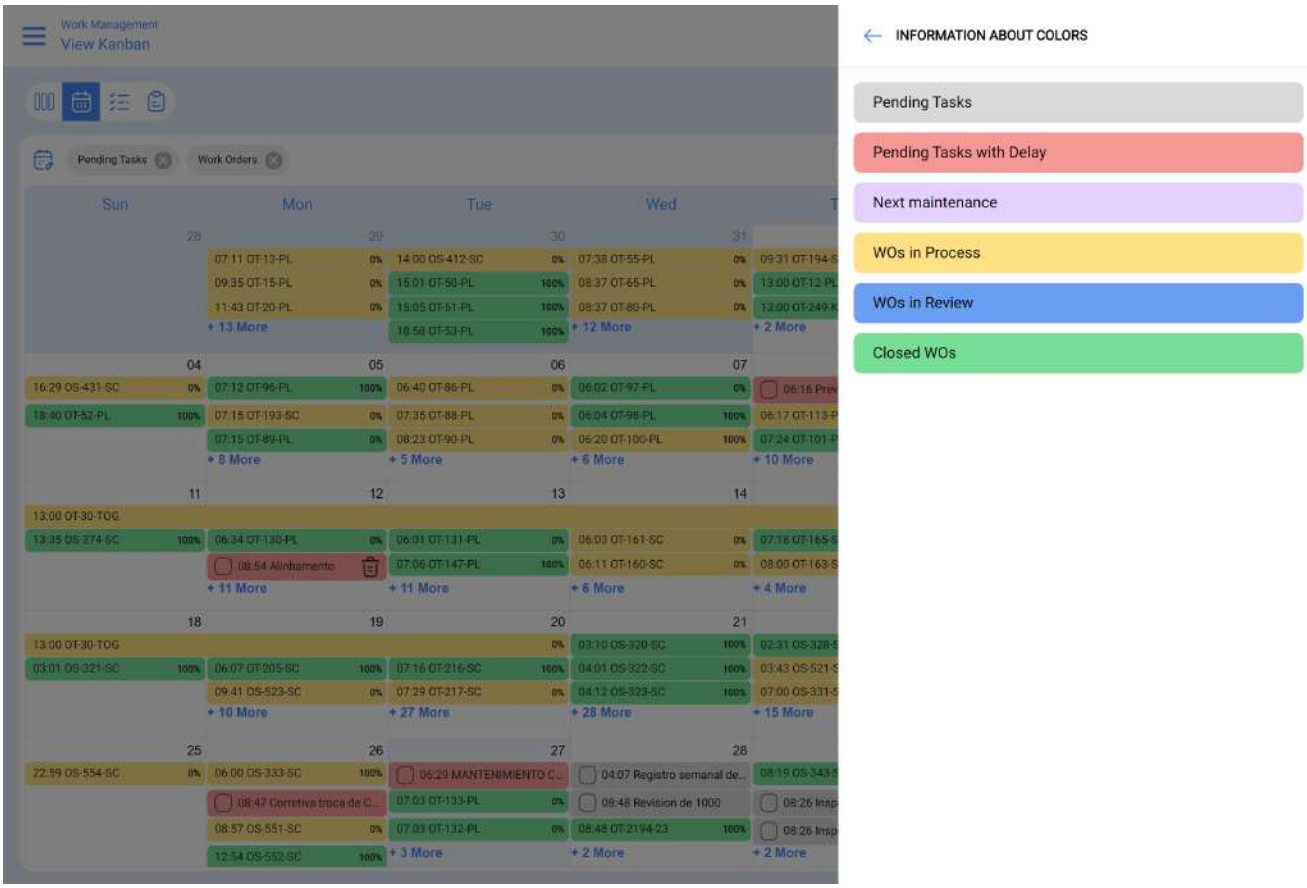
This view provides a detailed and structured representation of your scheduled events and activities. Each entry in the agenda is organized in rows, with columns that provide crucial information for your daily planning.

- **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.



Color legend "Agenda" view

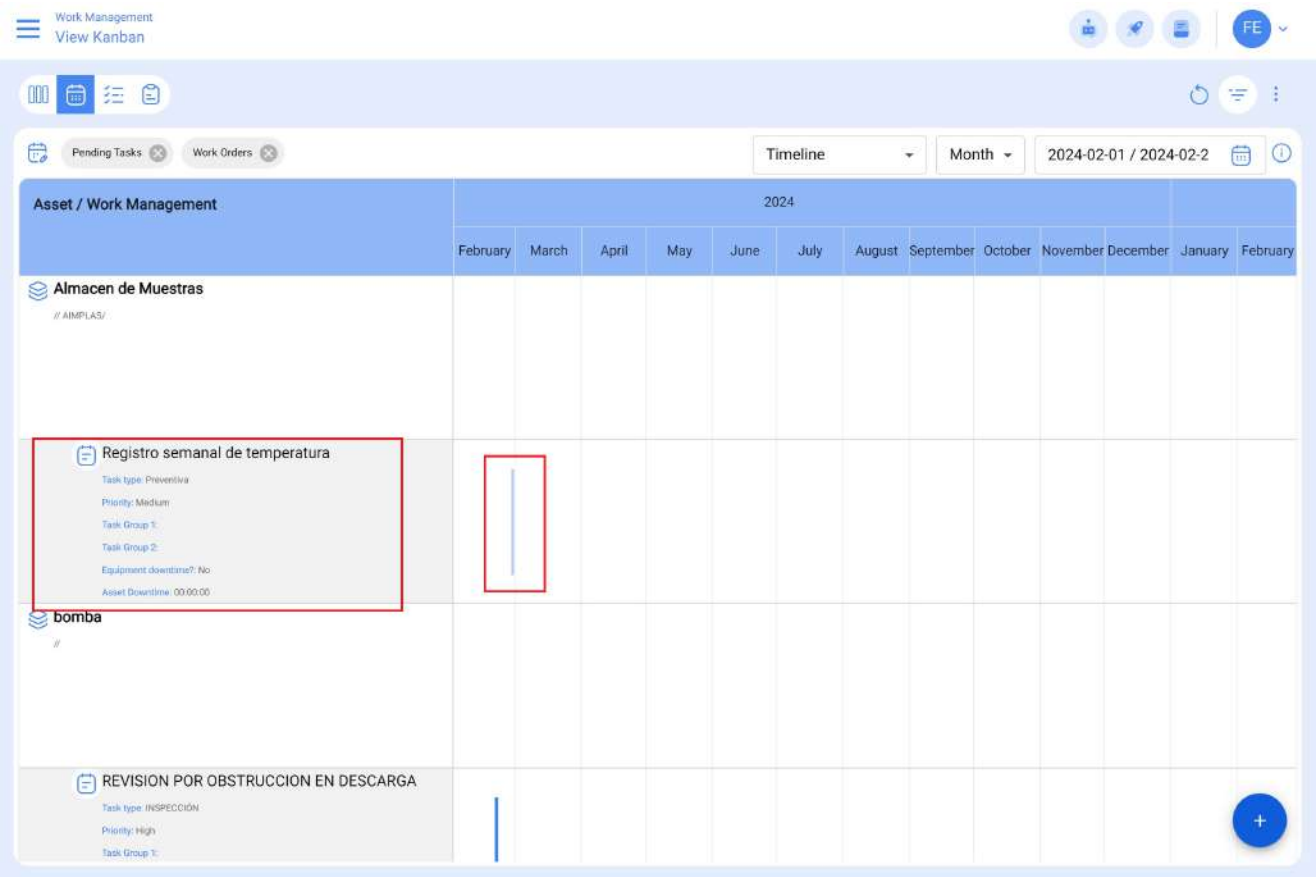


Timeline" view

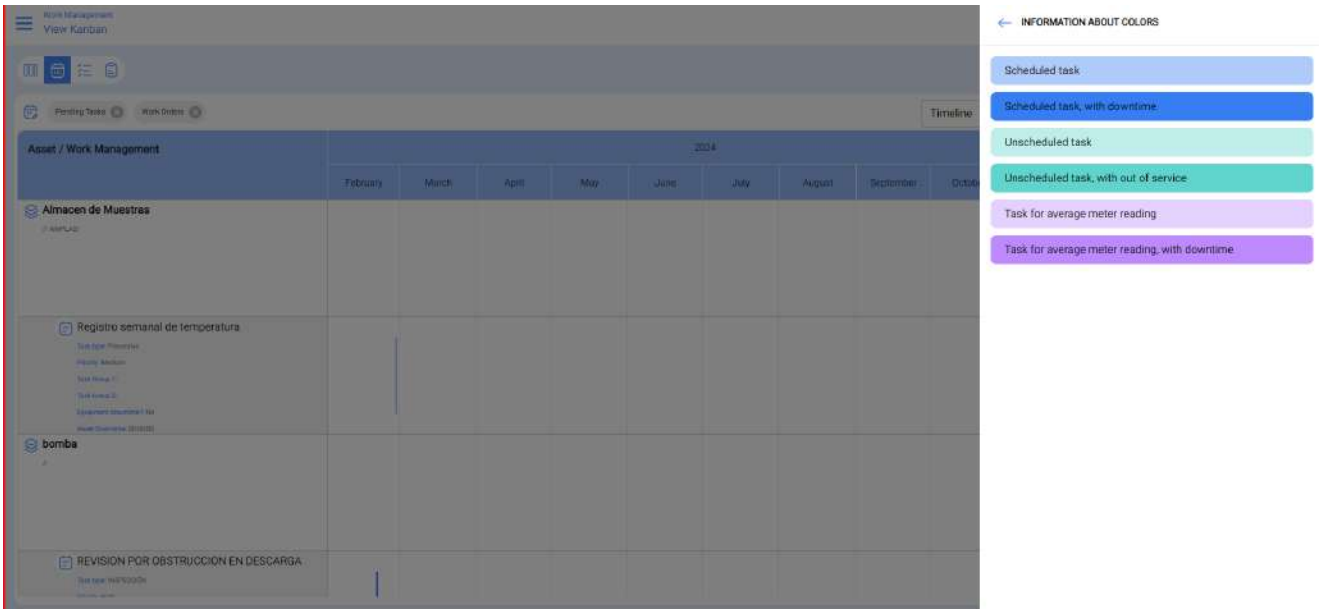
The "Timeline" is a visual tool that presents in a clear and structured way the maintenance schedule for various equipment. The interface is composed of an initial column that lists the equipment requiring maintenance, providing detailed information such as:

- 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
Timeline
Asset / Work Management
2024
February
March
April
May
June
July
August
September
Almacen 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