

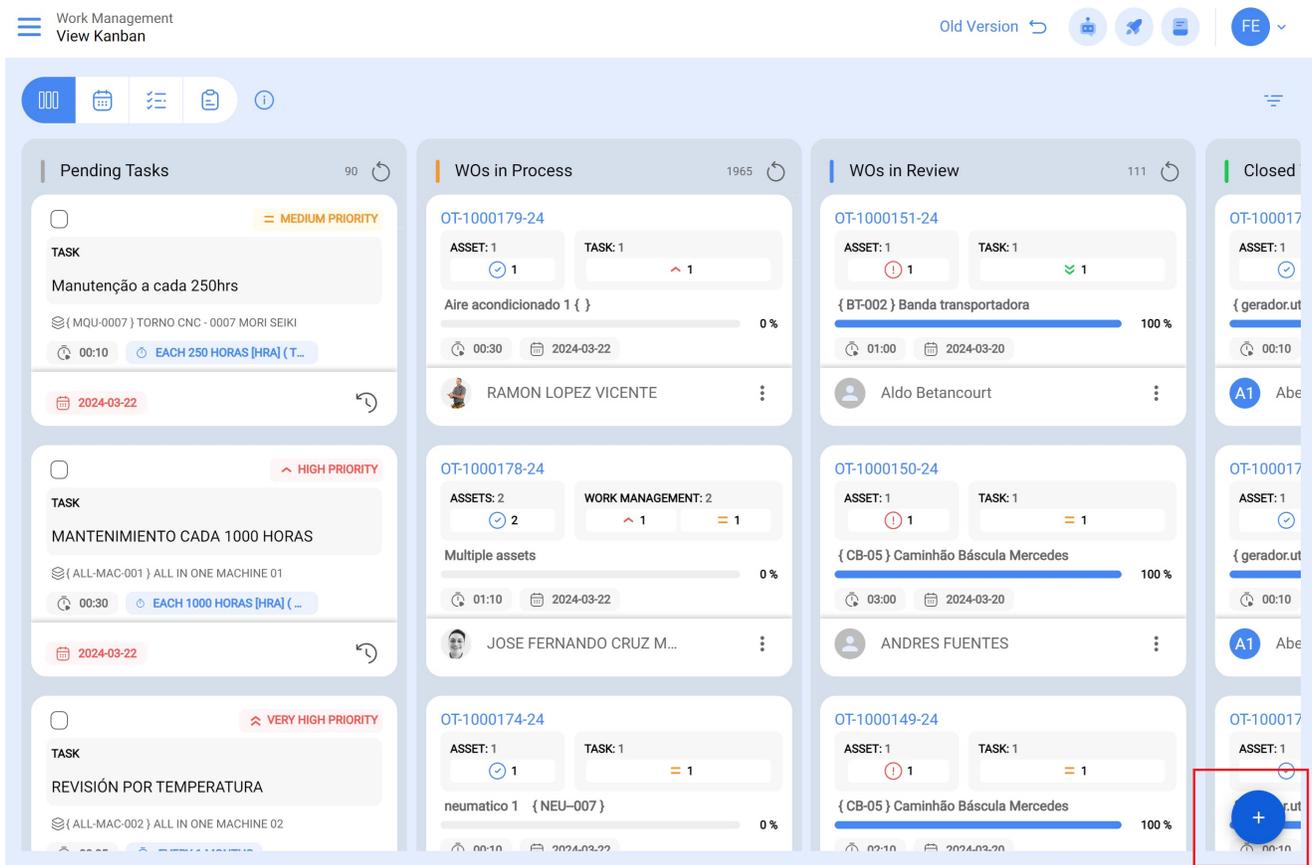
How to add an Unplanned Task from the Work Order module?

help2.fracttal.com/hc/en-us/articles/25200015086093-How-to-add-an-Unplanned-Task-from-the-Work-Order-module

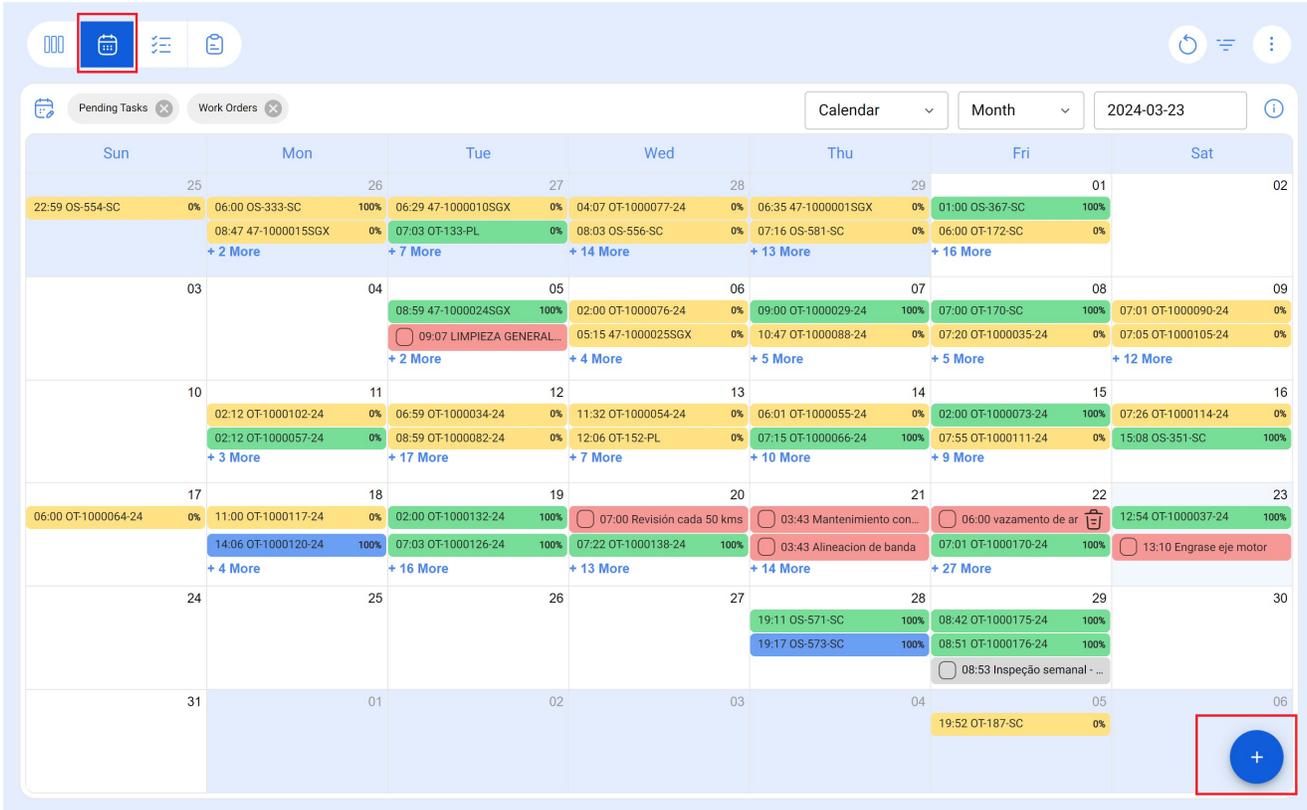
An Unplanned Task can be added from any of the following Work Order modules views (Kanban, Calendar, and Work Queues)

1. Click the “Add” button located in the bottom right hand-side of the preferred view to add an unplanned task:

Kanban view



Calendar View



Work Queues (List view)

	Code	Asset	Task	Trigger	Delay	Planned Maintenance	Auto Sched
<input type="checkbox"/>	MQU-0007	{ MQU-0007 } TORNO CNC - ...	Manutenção a cada 250hrs	Reading Each 250 HORAS [...]	1	Plano de manutenção 250 h...	2024-03-2
<input type="checkbox"/>	ALL-MAC-001	{ ALL-MAC-001 } ALL IN ON...	MANTENIMIENTO CADA 10...	Reading Each 1000 HORAS [...]	1	PLAN ALL IN ONE MACHINE	2024-03-2
<input type="checkbox"/>	gerador.utili...	{ gerador.utilid-0001 } Gerad...	Inspeção semanal - Gerador...	Date Every 1 Week(s)	0	Plano Gerador - Frango Esse	2024-03-2
<input type="checkbox"/>	CA-001	{ CA-001 } Caminhão Axor	Inspeção diária - Caminhão ...	Date Every 1 Day(s)	1	Plano de manutenção - Cam...	2024-03-2
<input type="checkbox"/>	CMT-0008	{ CMT-0008 } CAMIONETA 0...	Inspeção diária de Caminhão	Date Every 1 Day(s)	1	Plano de manutenção - Cam...	2024-03-2
<input type="checkbox"/>	CB-139	{ CB-139 } Caminhão Arocs	Inspeção diária de Caminhão	Date Every 1 Day(s)	1	Plano de manutenção - Cam...	2024-03-2
<input type="checkbox"/>	MQU-0008	{ MQU-0008 } TORNO CNC - ...	Manutenção por variação d...	Reading When CENTIGRAD...	0	Manutenção camera fria	2024-03-2
<input type="checkbox"/>	CB-05	{ CB-05 } Caminhão Bâscula...	vazamento de ar	Non Scheduled Tasks	1		2024-03-2
<input type="checkbox"/>	Moto 150324	{ Moto 150324 } Moto 150324	Revisión cada 50 kms	Date Every 1 Day(s)	3	Plan de mantenimiento Mot...	2024-03-2
<input type="checkbox"/>	PUENTE-000...	{ PUENTE-00001 } PUENTE ...	MANTENIMIENTO CADA 10...	Reading Each 1000 Hora [h] ...	0	PLAN PARA PUENTES GRUA	2024-03-2
<input type="checkbox"/>	NEU-003	neumatico 3 MICHELLIN { N...	INSPECCION SEMANAL	Date Every 1 Week(s)	4	PLAN PARA NEUMATICOS ...	2024-03-1
<input type="checkbox"/>	NEU-003	neumatico 3 MICHELLIN { N...	REVISION O CAMBIO POR D...	Reading When MILIMETROS...	0	PLAN PARA NEUMATICOS	2024-03-2

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2. A “Non Scheduled Tasks” window will open. In this window, complete the **4 step process** (Asset, Task, Sub Task, Resource) required for completing the unplanned task.

← Non Scheduled Tasks

1 Asset 2 Task 3 Sub Tasks 4 Resources

Asset

Asset can't be blank

Incident date Requested By

Has the asset failed?

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1 Asset 2 Task 3 Sub Tasks 4 Resources

Asset (EQ-EM-BT-001) Banda transportadora FU ADAPTEC

Incident date: 2024-03-24 00:01 Requested By: Fabián Eliecer Montoya Fonnegra

Has the asset failed?

Fault Type: PLC Fault Cause: COURT-CIRCUIT Fault Detection Method: display

Fault Severity: Medium Type of damage: None It caused disruption of other assets?: 000:00

Should this task also be terminated in order for the asset to re-enter service? Start date of out of service: 2022-07-14 13:00

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After logging the asset information, we will continue with the task-related fields

1 Asset 2 Task 3 Sub Tasks 4 Resources

Task Description: conveyor belt without voltage

Note:

Task type: Corrective. Group 1: Emergency power Group 2: Work

Priority: Very High Estimated Duration: 000:10 Request Number:

Has this task already been completed?

Options: Send to pending tasks Send To WO's in Process

Actual Schedule Date: 2024-03-24 00:11

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In the next step we will define the information associated with the sub-tasks included in the work order

← Non Scheduled Tasks

Asset Task Sub Tasks Resources

Order	Description	Type	Group/Part	Required	Attachment Required
  1	Procedure	Text		No	No

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We will then associate the resources needed to complete the WO and finalize its creation.

