

Calendar in work orders

help.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

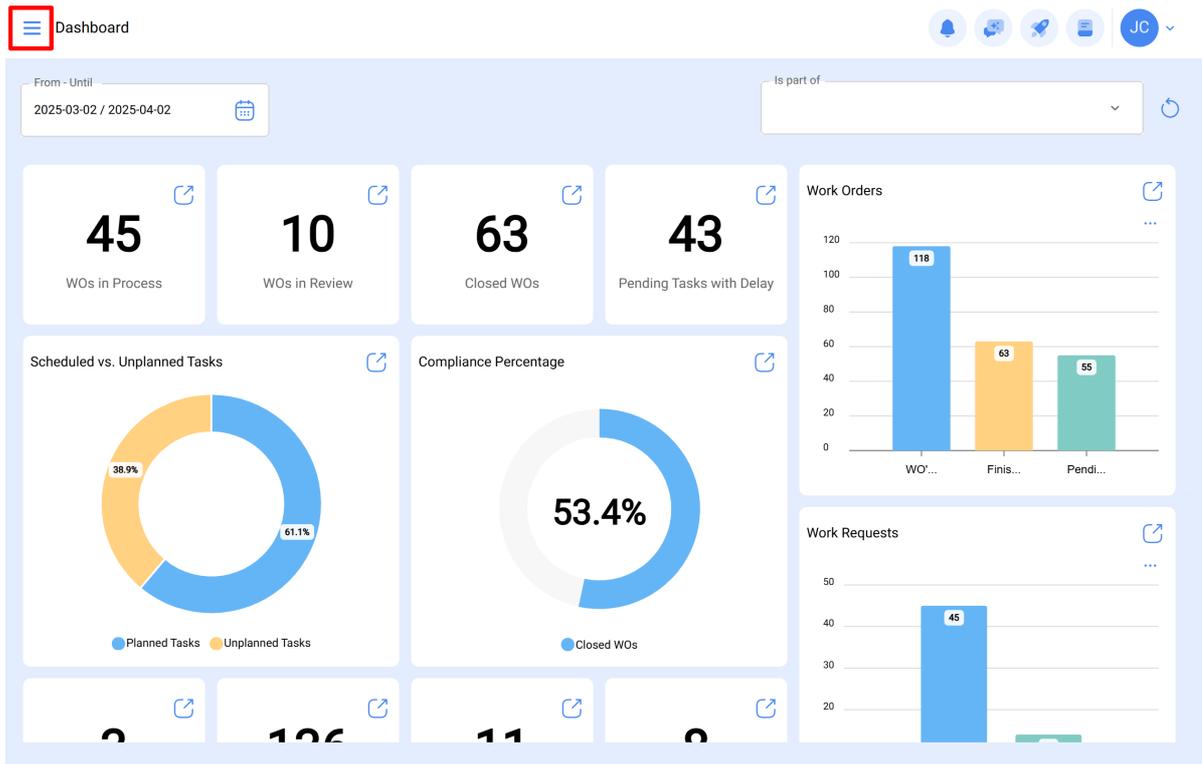
Closed WOs

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.

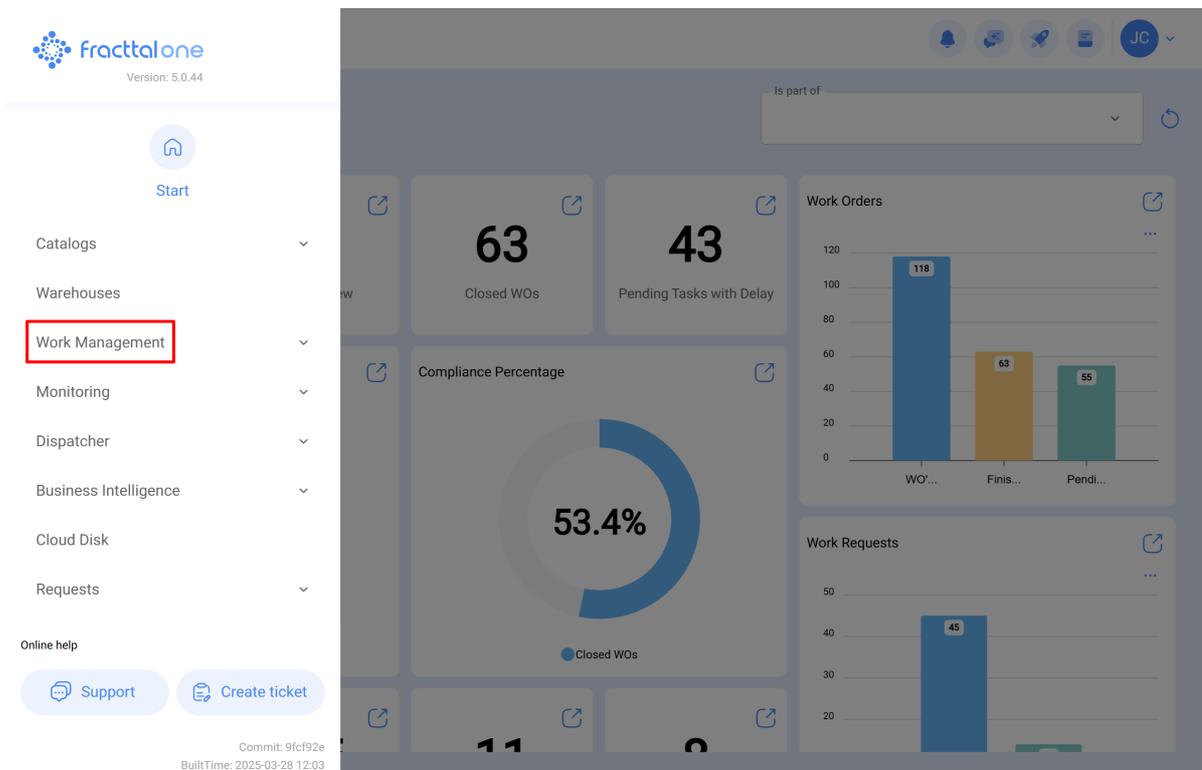
How to enter the calendar interface of the work order module?

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

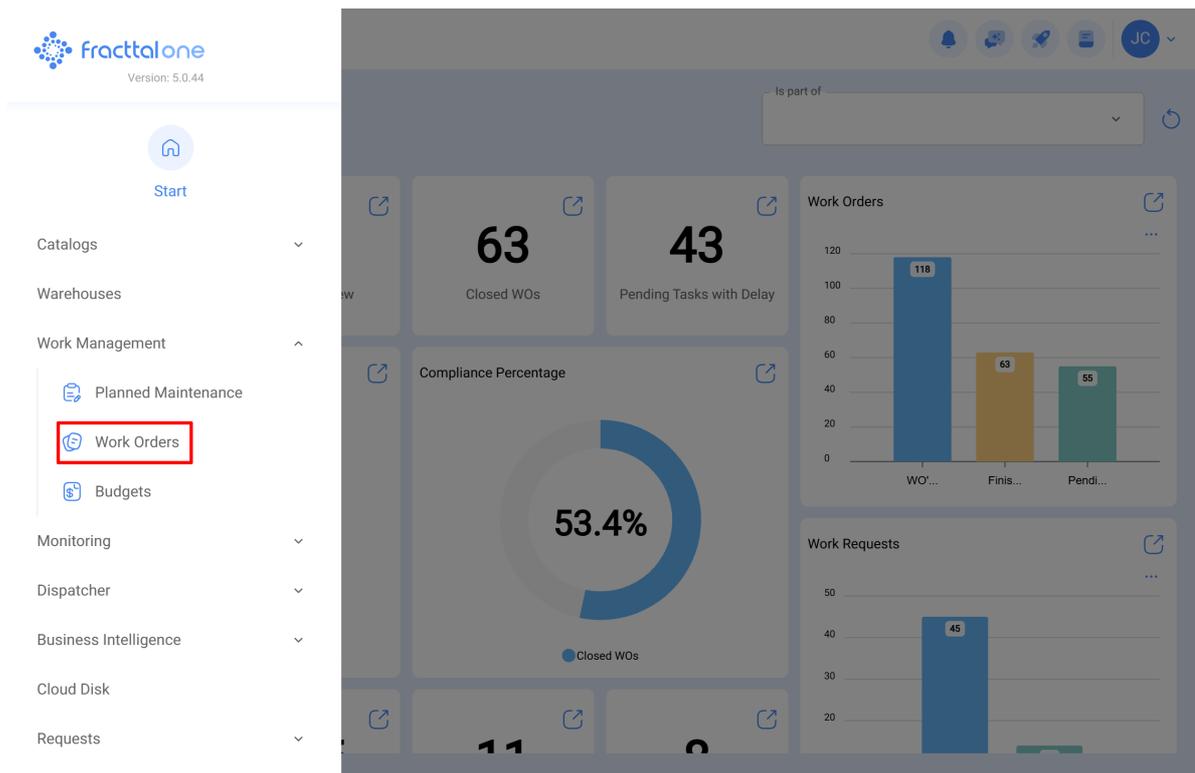
1. In Fractal One 5.0, go to the top left menu.



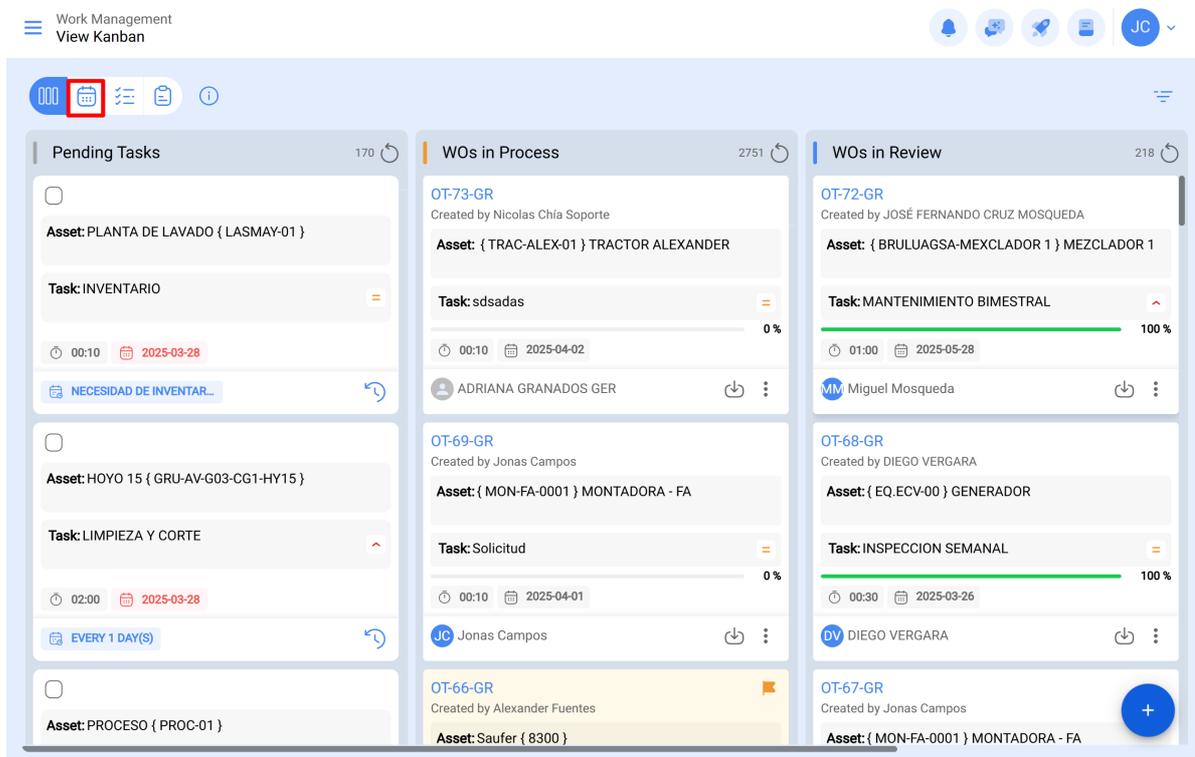
2. Click on the "Tasks" module.



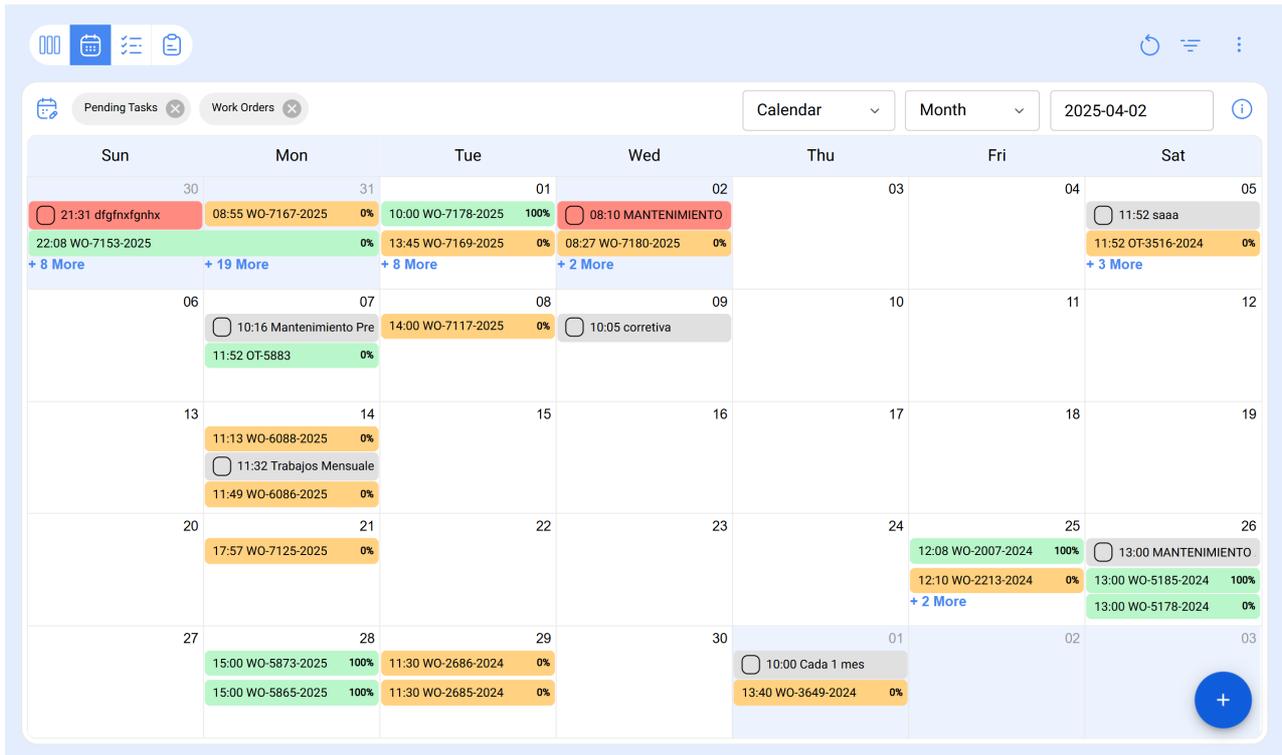
3. Click on "work orders".



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.

Calendar

Month

Month

Week

Day

2025-04-02

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	01	02	03	04	05
21:31 dfgfnxfgnhx 22:08 WO-7153-2025 + 8 More	08:55 WO-7167-2025 0% + 19 More	10:00 WO-7178-2025 100% 13:45 WO-7169-2025 0% + 8 More	08:10 MANTENIMIENTO 08:27 WO-7180-2025 0% + 2 More			11:52 saaa 11:52 OT-3516-2024 0% + 3 More
	06	07	08	09	10	11
	10:16 Mantenimiento Pre 11:52 OT-5883 0%	14:00 WO-7117-2025 0%	10:05 correctiva			
	13	14	15	16	17	18
	11:13 WO-6088-2025 0% 11:32 Trabajos Mensuale 11:49 WO-6086-2025 0%					
	20	21	22	23	24	25
	17:57 WO-7125-2025 0%				12:08 WO-2007-2024 100% 12:10 WO-2213-2024 0% + 2 More	13:00 MANTENIMIENTO 13:00 WO-5185-2024 100% 13:00 WO-5178-2024 0%
	27	28	29	30	01	02
	15:00 WO-5873-2025 100% 15:00 WO-5865-2025 100%	11:30 WO-2686-2024 0% 11:30 WO-2685-2024 0%		10:00 Cada 1 mes 13:40 WO-3649-2024 0%		

Calendar options:

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

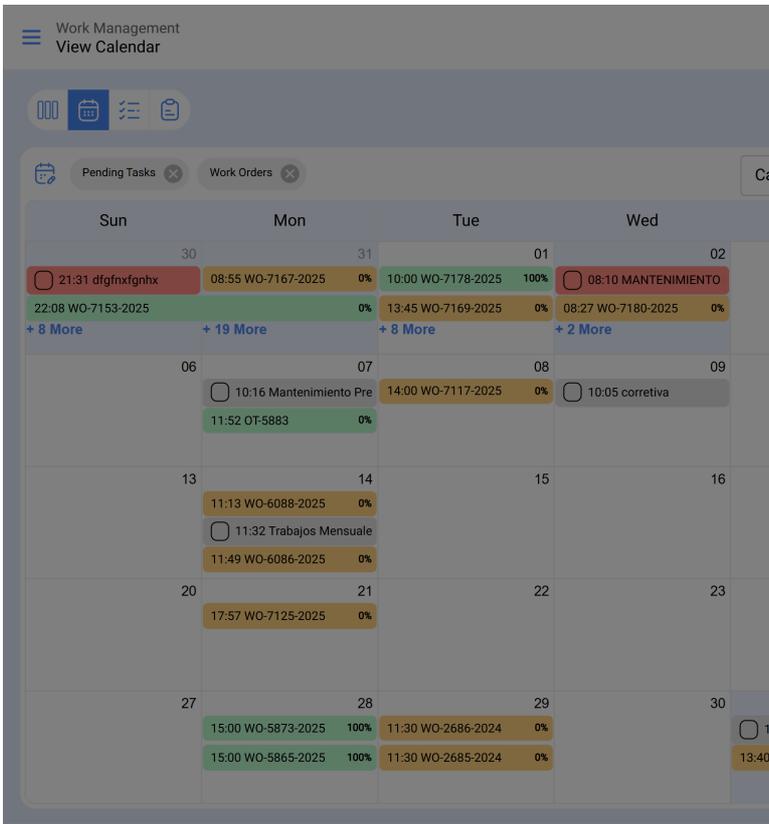
Calendar

Month

2025-04-02

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	01	02	03	04	05
21:31 dfgfnxfgnhx 22:08 WO-7153-2025 + 8 More	08:55 WO-7167-2025 0% + 19 More	10:00 WO-7178-2025 100% 13:45 WO-7169-2025 0% + 8 More	08:10 MANTENIMIENTO 08:27 WO-7180-2025 0% + 2 More			11:52 saaa 11:52 OT-3516-2024 0% + 3 More
	06	07	08	09	10	11
	10:16 Mantenimiento Pre 11:52 OT-5883 0%	14:00 WO-7117-2025 0%	10:05 correctiva			
	13	14	15	16	17	18
	11:13 WO-6088-2025 0% 11:32 Trabajos Mensuale 11:49 WO-6086-2025 0%					
	20	21	22	23	24	25
	17:57 WO-7125-2025 0%				12:08 WO-2007-2024 100% 12:10 WO-2213-2024 0% + 2 More	13:00 MANTENIMIENTO 13:00 WO-5185-2024 100% 13:00 WO-5178-2024 0%
	27	28	29	30	01	02
	15:00 WO-5873-2025 100% 15:00 WO-5865-2025 100%	11:30 WO-2686-2024 0% 11:30 WO-2685-2024 0%		10:00 Cada 1 mes 13:40 WO-3649-2024 0%		

Each selection you make here will be predetermined by a color, which will be displayed on the calendar to highlight specific dates.



← 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

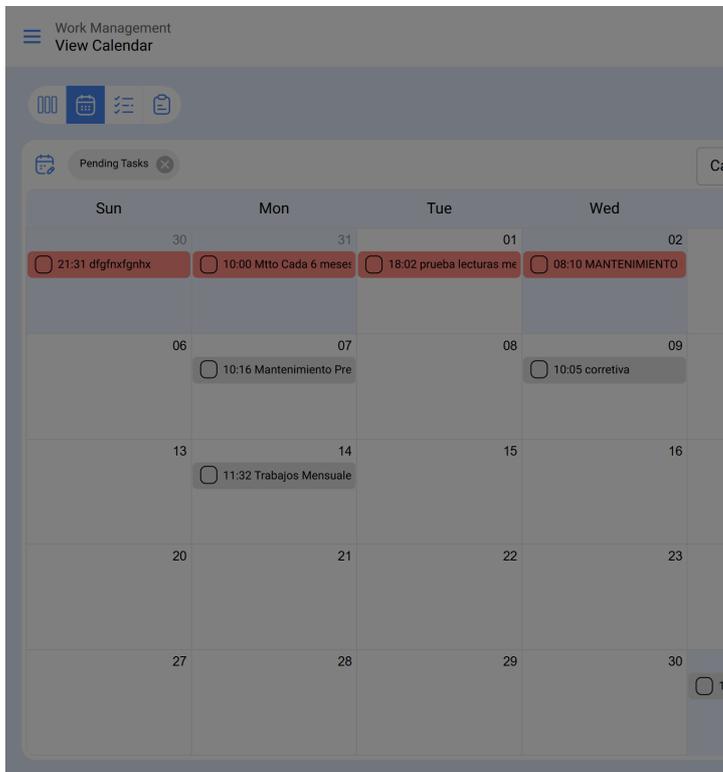
Estimated Task Schedule

- Prueba 2
2025-04-01 - 2025-05-01
By date trigger



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

Estimated Task Schedule

- Prueba 2
2025-04-01 - 2025-05-01
By date trigger



2. Work orders

The screenshot shows the 'Work Management View Calendar' interface. The main calendar view displays work orders across a week from Sunday to Wednesday. The 'Work Orders' filter is selected in the 'Calendar options' panel on the right. The calendar shows various work orders with their start times and completion percentages.

Sun	Mon	Tue	Wed
30 22:08 WO-7153-2025 0% 22:08 WO-7159-2025 + 7 More	31 22% + 18 More	01 10:00 WO-7178-2025 100% 13:45 WO-7169-2025 0% + 7 More	02 08:27 WO-7180-2025 0% 16:36 WO-1661-2024 0% 23:00 WO-5866-2025 100%
06	07 11:52 OT-5883 0%	08 14:00 WO-7117-2025 0%	09
13	14 11:13 WO-6088-2025 0% 11:49 WO-6086-2025 0%	15	16
20	21 17:57 WO-7125-2025 0%	22	23
27	28 15:00 WO-5873-2025 100% 15:00 WO-5865-2025 100%	29 11:30 WO-2686-2024 0% 11:30 WO-2685-2024 0%	30 13:40

Calendar options:

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

Estimated Task Schedule:

- Prueba 2
2025-04-01 - 2025-05-01
By date trigger

3. Work orders by asset

The screenshot shows the 'Work Management View Calendar' interface. The main calendar view displays work orders across a week from Sunday to Wednesday, filtered by asset. The 'Work orders by assets' filter is selected in the 'Calendar options' panel on the right. The calendar shows various work orders with their start times and completion percentages, grouped by asset.

Sun	Mon	Tue	Wed
30 22:08 02 - Climatização (BFW-KCB-C) 22:08 02 - Climatização (BFW-KCB-C) + 202 More	31 08:55 Oficina central (121.) 0% 09:48 Motocicleta (EUE17F) 100% + 8 More	01 10:00 Motocicleta (EUE31F) 100% 13:45 aire acondicionado (RTOP J0) + 7 More	02 08:27 televisão 55 (EQUI EMBU 002) 16:36 Depositos (HB M3 DE) 0% 23:00 VE KTM-500 (1Q2E700355)1C
06	07 14:00 BALCAO RECEPCAO (RBKTER)	08	09
13	14 11:13 Prueba Fractal Go (Frtti-Go)0 11:49 prueba 2 Fractal go (pr-frctGo)	15	16
20	21 17:57 Telehandler (TH-328.001) 0%	22	23
27	28 14:17 10024155 (LC00041257) 0% 15:00 VE KTM-500 (1Q2E700355)1C	29 11:30 TUNELES (NORTE-TUNELES-U) 11:30 TUNELES (NORTE-TUNELES-U)	30 13:40

Calendar options:

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

Estimated Task Schedule:

- Prueba 2
2025-04-01 - 2025-05-01
By date trigger

4. Work orders by responsible

The screenshot shows the 'Work Management View Calendar' interface. The calendar is filtered to show 'Work orders by responsible'. The calendar grid displays tasks for the week of April 30 to May 6, 2025. Tasks are color-coded by responsible person: green for Tony Tecnico, brown for Carlos Mario de Fractal, and orange for Carlos Alfredo de Fractal. The 'Calendar options' panel on the right is open, and 'Work orders by responsible' is selected with a red box around it. Other options include Pending Tasks, Work Orders, Work orders by assets, and Teams. Below the options is an 'Estimated Task Schedule' section showing a task named 'Prueba 2' scheduled from 2025-04-01 to 2025-05-01, triggered by date.

Sun	Mon	Tue	Wed
30 22:08 Tony Tecnico 0% 22:08 Elayne Tec. 22% + 7 More	31 10:00 Tony Tecnico 100% 13:45 Carlos Mario de Fractal 0% + 7 More	01 08:27 Carlos Alfredo de Fractal 0% 16:36 Melissa Trujillo 0% 23:00 Karen Saldaña 100%	02
06 11:52 Mateo Cano 0%	07 14:00 Carlos Alfredo de Fractal 0%	08	09
13 11:13 Vero Avalos 0% 11:49 Mirley Londoño 0%	14	15	16
20 17:57 Santiago Fractal 0%	21	22	23
27 15:00 TÉCNICO 100% 15:00 Kloras 100%	28 11:30 Alfredo Sandoval 0%	29 11:30 Alfredo Sandoval 0%	30 13:40

5. Teams

The screenshot shows the 'Work Management View Calendar' interface. The calendar is filtered to show 'Teams'. The calendar grid is currently empty. The 'Calendar options' panel on the right is open, and 'Teams' is selected with a red box around it. Other options include Pending Tasks, Work Orders, Work orders by assets, and Work orders by responsible. Below the options is an 'Estimated Task Schedule' section showing a task named 'Prueba 2' scheduled from 2025-04-01 to 2025-05-01, triggered by date.

Estimated task scheduling function:

It is possible to schedule activities for the desired period and store them in one or more static calendars, which can be accessed when needed.

To create a static calendar, click on "New" to begin creating the static calendar.

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

Estimated Task Schedule

- Prueba 2
2025-04-01 - 2025-05-01
By date trigger

+ (highlighted in red box)

Add a description for the calendar you want to save. Select the time interval to schedule the activities and choose between the display options: **Upcoming maintenance by date trigger** or **Upcoming maintenance by reading trigger (meters)**, depending on your needs. Finally, click the "Save" button to complete the process.

Work Management
View Calendar

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
test-25

Start date
2025-01-01

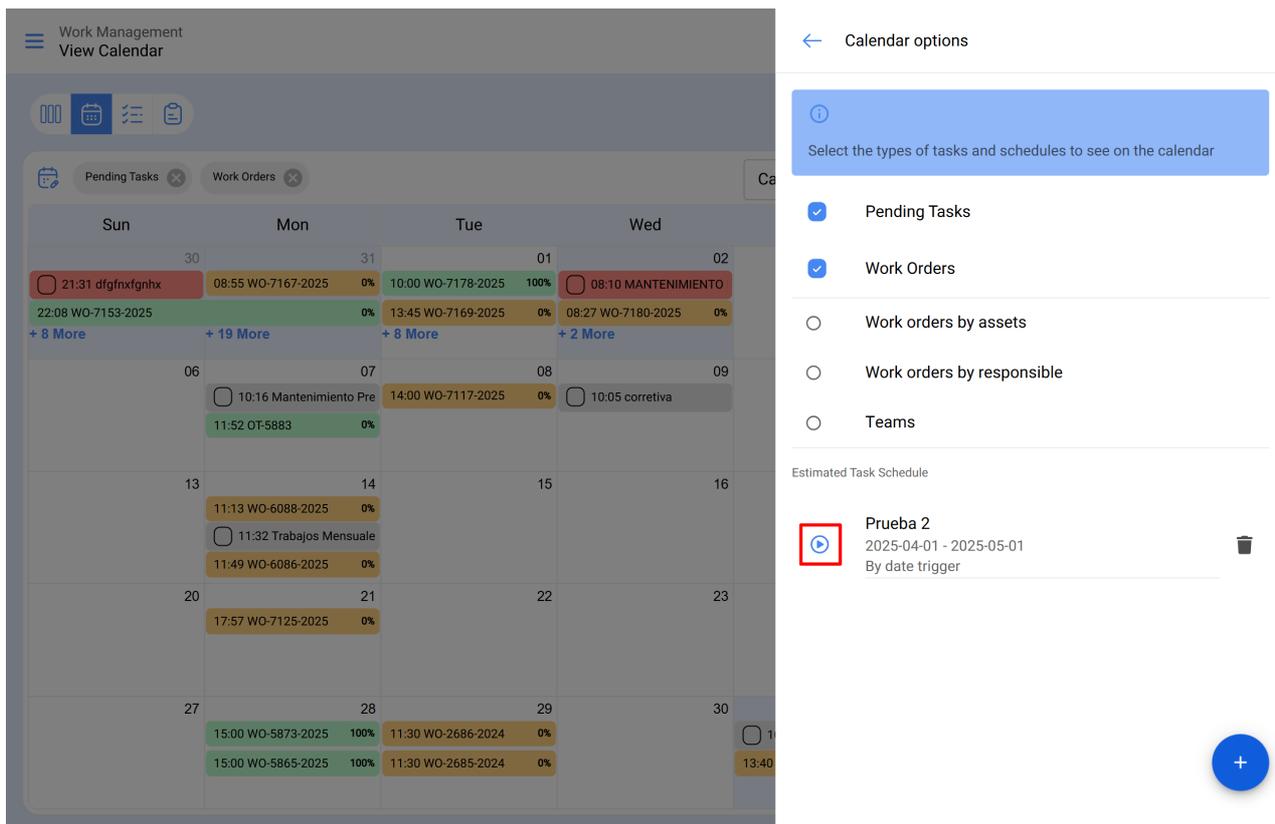
End Date
2025-12-31

Trigger Type

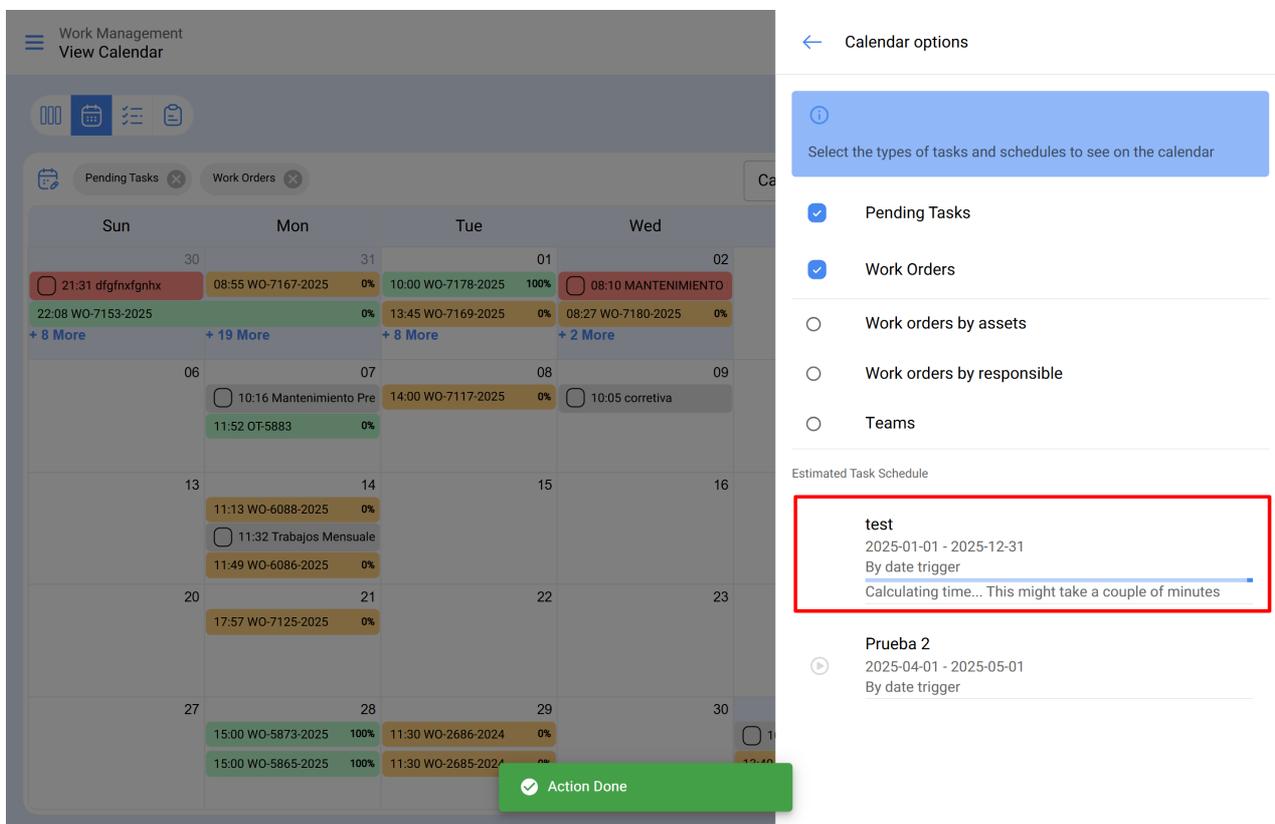
- By date trigger
- By reading trigger

+ (highlighted in red box)

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

📅 Información
El rango de fechas consultado contiene más de 500 registros, por favor agregar otros parámetros de búsqueda para reducir el resultado

📅 Programación estimada de Tareas ✕ Calendario Mes 2025-04-02 📄

lun.	mar.	mié.	jue.	vie.	sáb.	dom.
31	01	02	03	04	05	06
Prueba	Prueba	Prueba	Prueba	Prueba	MANTENIMIENTO MENSUAL	
Week check list	Inspeccion rutinaria de condiciones de turb	REVISION DIARIA	Registro de kilometraje	REVISION DIARIA	Prueba	
REVISION DIARIA	REVISION DIARIA	Rutina diaria	REVISION DIARIA	Rutina diaria	REVISION DIARIA	
Rutina diaria	Rutina diaria	Iteraciones	Rutina diaria	Revision semanal de VRF	Rutina diaria	
+ 62 Más	+ 61 Más	+ 45 Más	+ 57 Más	+ 63 Más	+ 43 Más	
07	08	09	10	11	12	13
Prueba	Prueba	Prueba	Prueba	Prueba	Prueba	
Week check list	Inspeccion rutinaria de condiciones de turb	REVISION DIARIA	Registro de kilometraje	REVISION DIARIA	REVISION DIARIA	
MANTENIMIENTO MENSUAL	REVISION DIARIA	Rutina diaria	REVISION DIARIA	Rutina diaria	Rutina diaria	
REVISION DIARIA	Rutina diaria	Iteraciones	Rutina diaria	Revision semanal de VRF	Iteraciones	
+ 106 Más	+ 61 Más	+ 41 Más	+ 82 Más	+ 68 Más	+ 41 Más	
14	15	16	17	18	19	20
MTTO MENSUAL	Prueba	Prueba	Prueba	Prueba	Prueba	
Prueba	Inspeccion rutinaria de condiciones de turb	REVISION DIARIA	Registro de kilometraje	REVISION DIARIA	REVISION DIARIA	
Week check list	REVISION DIARIA	Rutina diaria	REVISION DIARIA	Rutina diaria	Rutina diaria	
REVISION DIARIA	Rutina diaria	Iteraciones	Rutina diaria	Revision semanal de VRF	Iteraciones	
+ 88 Más	+ 61 Más	+ 43 Más	+ 69 Más	+ 56 Más	+ 42 Más	
21	22	23	24	25	26	27
Prueba	Prueba	Prueba	MTTO MENSUAL	Prueba	Prueba	
Week check list	Inspeccion rutinaria de condiciones de turb	REVISION DIARIA	Prueba	REVISION DIARIA	REVISION DIARIA	
REVISION DIARIA	REVISION DIARIA	Rutina diaria	Registro de kilometraje	Limpieza del inversor (diurno)	Rutina diaria	
Rutina diaria	Rutina diaria	Iteraciones	REVISION DIARIA	Rutina diaria	Iteraciones	
+ 76 Más	+ 68 Más	+ 41 Más	+ 62 Más	+ 54 Más	+ 42 Más	
28	29	30	01	02	03	04
MANTENIMIENTO MENSUAL	Prueba	Prueba		Prueba	Prueba	
CAMBIO DE FILTRO DE AIRE	Inspeccion rutinaria de condiciones de turb	Mantenimiento cada 6 meses		Registro de kilometraje	REVISION DIARIA	
Prueba	REVISION DIARIA	Inspección anual reglamentaria		REVISION DIARIA	Rutina diaria	
Revision trimestral del telar.	Rutina diaria	REVISION DIARIA		Mantenimiento Preventivo Semestral	Iteraciones	
+ 137 Más	+ 59 Más	+ 44 Más		+ 70 Más	+ 42 Más	

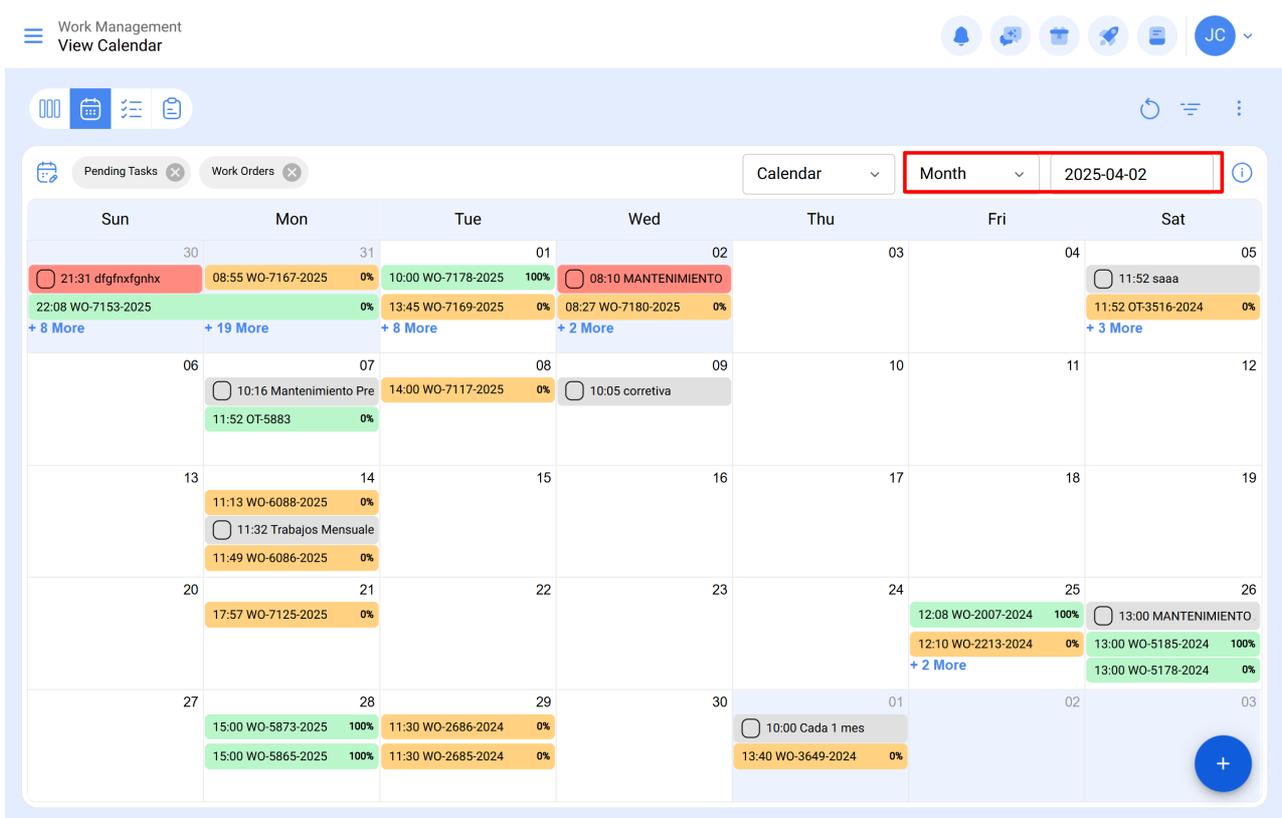
Timeline Options.

📅 Pending Tasks ✕ Work Orders ✕ Calendar Month 2025-04-02 📄

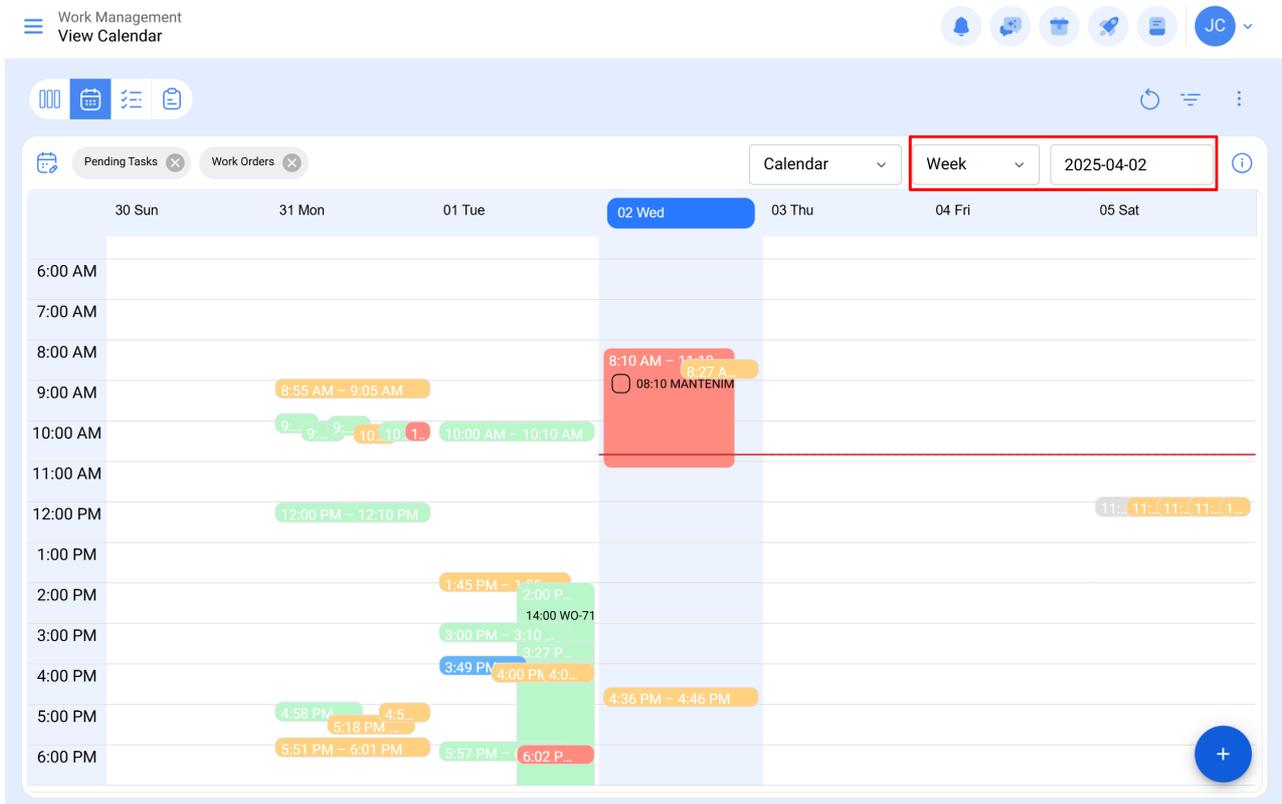
Month
Month
Week
Day

Sun	Mon	Tue	Wed	Thu	Sat
30	31	01	02	03	04
21:31 dfgfnxgnhx	08:55 WO-7167-2025 0%	10:00 WO-7178-2025 100%	08:10 MANTENIMIENTO		11:52 saaa
22:08 WO-7153-2025		13:45 WO-7169-2025 0%	08:27 WO-7180-2025 0%		11:52 OT-3516-2024 0%
+ 8 More	+ 19 More	+ 8 More	+ 2 More		+ 3 More
06	07	08	09	10	11
	10:16 Mantenimiento Pre	14:00 WO-7117-2025 0%	10:05 correctiva		
	11:52 OT-5883 0%				
13	14	15	16	17	18
	11:13 WO-6088-2025 0%				
	11:32 Trabajos Mensuale				
	11:49 WO-6086-2025 0%				
20	21	22	23	24	25
	17:57 WO-7125-2025 0%				12:08 WO-2007-2024 100%
					12:10 WO-2213-2024 0%
					+ 2 More
27	28	29	30	01	02
	15:00 WO-5873-2025 100%	11:30 WO-2686-2024 0%		10:00 Cada 1 mes	13:00 MANTENIMIENTO
	15:00 WO-5865-2025 100%	11:30 WO-2685-2024 0%		13:40 WO-3649-2024 0%	13:00 WO-5185-2024 100%
					13:00 WO-5178-2024 0%

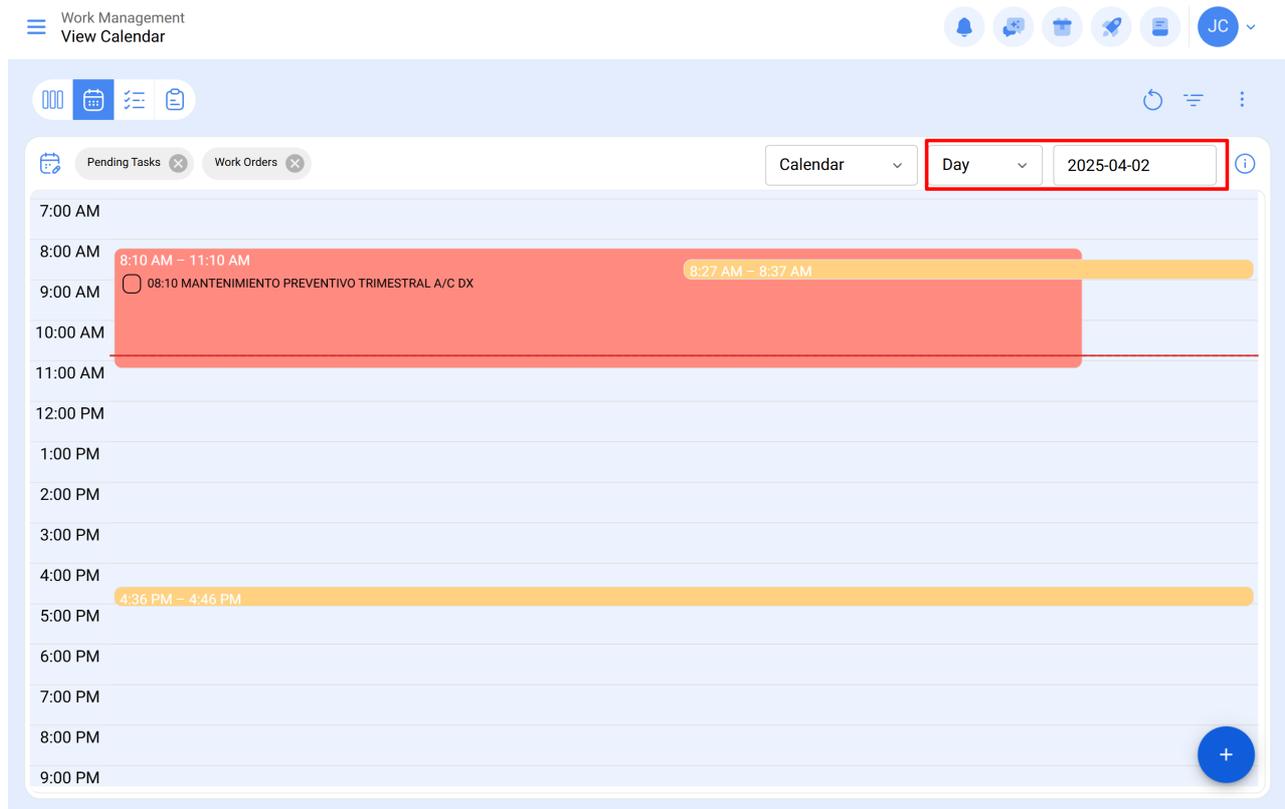
Month: Displays an overview of the calendar for the current month, allowing you to view events and activities throughout the month at a glance.



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.

Agenda 2025-04-02

Date	Hour	Event	Progress
Wed Apr 02	8:10 am – 11:10 am	08:10 MANTENIMIENTO PREVENTIVO TRIMESTRAL A/C DX	
	8:27 am – 8:37 am	08:27 WO-7180-2025	0%
	4:36 pm – 4:46 pm	16:36 WO-1661-2024	0%
	11:00 pm – 11:10 pm	23:00 WO-5866-2025	100%
Sat Apr 05	11:52 am – 12:02 pm	11:52 saaa	
	11:52 am – 12:02 pm	11:52 OT-3516-2024	0%
	11:52 am – 12:02 pm	11:52 OT-3122-2024	0%
	11:52 am – 12:02 pm	11:52 OT-3091-2024	0%
	11:52 am – 12:02 pm	11:52 OT-3087-2024	0%
Mon Apr 07	10:16 am – 12:16 pm	10:16 Mantenimiento Preventivo Semestral	
	11:52 am – 12:02 pm	11:52 OT-5883	0%
Tue Apr 08	2:00 pm – 10:00 pm	14:00 WO-7117-2025	0%
Wed Apr 09	10:05 am – 10:15 am	10:05 correctiva	
Mon Apr 14	11:13 am – 12:43 pm	11:13 WO-6088-2025	0%
	11:32 am – 1:32 pm	11:32 Trabajos Mensuales	
	11:49 am – 1:19 pm	11:49 WO-6086-2025	

Color legend "Agenda" view

Work Management
View Calendar

Pending Tasks Work Orders

Date	Hour	Event
Wed Apr 02	8:10 am – 11:10 am	08:10 MANTENIMIENTO PREVENTIVO TRIMESTRAL A/C DX
	8:27 am – 8:37 am	08:27 WO-7180-2025
	4:36 pm – 4:46 pm	16:36 WO-1661-2024
	11:00 pm – 11:10 pm	23:00 WO-5866-2025
Sat Apr 05	11:52 am – 12:02 pm	11:52 saaa
	11:52 am – 12:02 pm	11:52 OT-3516-2024
	11:52 am – 12:02 pm	11:52 OT-3122-2024
	11:52 am – 12:02 pm	11:52 OT-3091-2024
	11:52 am – 12:02 pm	11:52 OT-3087-2024
Mon Apr 07	10:16 am – 12:16 pm	10:16 Mantenimiento Preventivo Semestral
	11:52 am – 12:02 pm	11:52 OT-5883
Tue Apr 08	2:00 pm – 10:00 pm	14:00 WO-7117-2025
Wed Apr 09	10:05 am – 10:15 am	10:05 correctiva
Mon Apr 14	11:13 am – 12:43 pm	11:13 WO-6088-2025
	11:32 am – 1:32 pm	11:32 Trabajos Mensuales
	11:49 am – 1:19 pm	11:49 WO-6086-2025

← Information about colors

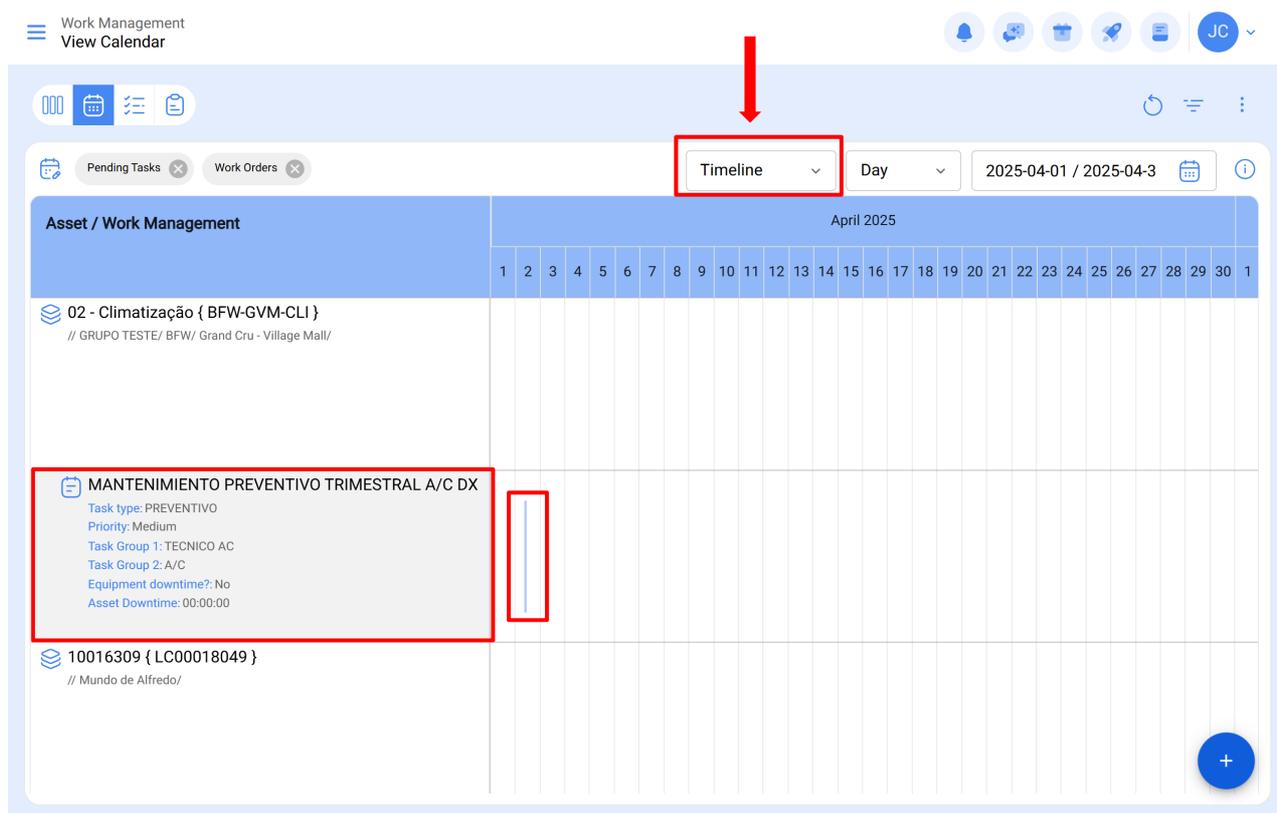
- Pending Tasks
- Pending Tasks with Delay
- Next maintenance
- WOs in Process
- WOs in Review
- Closed WOs

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 Calendar

Pending Tasks Work Orders Timeline

Asset / Work Management

	1	2	3	4	5	6	7	8	9	10	11	12
02 - Climatização { BFW-GVM-CLI } // GRUPO TESTE/ BFW/ Grand Cru - Village Mall/												
MANTENIMIENTO PREVENTIVO TRIMESTRAL A/C DX Task type: PREVENTIVO Priority: Medium Task Group 1: TECNICO AC Task Group 2: A/C Equipment downtime?: No Asset Downtime: 00:00:00												
10016309 { LC00018049 } // Mundo de Alfredo/												

← 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