

How to reschedule a Task?

help.fracttal.com/hc/en-us/articles/24947744886925-How-to-reschedule-a-Task

In Fracttal there are different options in which one or several tasks can be rescheduled at the same time, either to attend to an overdue or an overdue task. To do this, simply enter the TOs sub-module and select the pending tasks to be rescheduled from any of the available views (Kanban, TimeLine and List) to enable the editing bar, where the reschedule option will appear.

From the Kanban view

The screenshot displays the 'Work Management' interface in 'View Kanban' mode. The top navigation bar includes a hamburger menu, 'Work Management', 'View Kanban', and user profile 'JC'. Below the navigation, there are four columns: 'Pending Tasks' (171 items), 'WOs in Process' (2752 items), 'WOs in Review' (217 items), and 'Closed WOs'. The 'Pending Tasks' column contains three task cards, each with a blue checkmark icon in the top-left corner. The first card is for 'Asset: (BRULUAGSA-MEXCLADOR 1) MEZCLADOR 1' with task 'BISAGRA OXIDADA'. The second card is for 'Asset: (BRULUAGSA-MEXCLADOR 1) MEZCLADOR 1' with task 'MANTENIMIENTO BIMESTRAL'. The third card is for 'Asset: PLANTA DE LAVADO (LASMAY-01)' with task 'INVENTARIO'. In the top-right corner, a blue circular icon with a curved arrow (reschedule) is highlighted with a red box, next to a '+ New WO' button.

Work Management
View Kanban

(3) Selected

Pending Tasks 171

- Asset: (BRULUAGSA-MEXCLADOR 1) MEZCLADOR 1
- Task: BISAGRA OXIDADA
- 00:10 2025-03-28
- UNPLANNED
- Asset: (BRULUAGSA-MEXCLADOR 1) MEZCLADOR 1
- Task: MANTENIMIENTO BIMESTRAL
- 01:00 2025-05-28
- EVERY 2 MONTHS
- Asset: PLANTA DE LAVADO (LASMAY-01)
- Task: INVENTARIO
- 00:10 2025-03-28

WOs in Process 2752

- Task: solicitud de baja de activo
- 00:10 2025-03-28
- Miguel Mosqueda
- OT-55-GR
- Created by DIEGO VERGARA
- Asset: (EQ.AC-M303) MODULO 303-1
- Task: CAMBIO DE MODULO 303
- 00:10 2025-03-28
- Adrian
- OT-53-GR
- Created by DIEGO VERGARA
- Asset: SALA 303 (EQ.AC-S303)
- Task: MANTENCION SALA
- 01:00 2025-03-28
- AGUSTINA IRISARRI

WOs in Re...

- OT-67-GR
- Created by Jon...
- Asset: (MON...
- Task: Manter...
- 00:30
- Jonas Ca...
- OT-54-GR
- Created by Ran...
- Asset
- { 080167.1 } A...
- 00:40
- Abelardo
- OT-35-GR
- Created by ALE...
- Asset: (TRAC...
- Task: INSPEC...
- 00:10

Reschedule Task

Selected Tasks
3

New Date
2025-03-31 15:18

Responsible
Jonas Campos

Cause of task rescheduling
Cause of task rescheduling can't be blank

Note

Reschedule

From the Calendar view

Work Management
View Calendar

+ New WO

Calendar Month 2025-03-31

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	01
	13:54 OT-2374-FRA	09:34 OT-2376-FRA	13:53 OT-2380-IMP	06:44 OT-2387-IMP	03:00 OT-2392-IMP	05:00 OT-2328-FRA
	11:46 PAUTA DE MANTENIMIE	14:48 Troca dos parafusos da			06:35 Registro de temperatura	08:00 MANTENIMIENTO ANU/
	+ 4 More	+ 5 More	+ 4 More	+ 6 More	+ 13 More	+ 6 More
02	03	04	05	06	07	08
	03:00 OT-2311-FRA	13:32 OT-1116-FRA	15:55 OT-2294-FRA	11:00 OT-2422-IMP	10:06 OT-2409-IMP	20:43 OT-2416-IMP
	05:24 OT-2404-IMP					
	+ 6 More	+ 3 More		+ 6 More	+ 3 More	
09	10	11	12	13	14	15
	11:53 Mantenimiento Semestri	08:54 OT-2423 IMP	12:00 T03-Mantenimiento Trin	09:33 MANTENIMIENTO MEN	09:24 OT-2454-IMP	07:26 REGISTRO DE MEDIDOR
	+ 8 More	+ 2 More	+ 12 More	+ 9 More	+ 8 More	+ 6 More
16	17	18	19	20	21	22
	08:35 INSPECCIÓN MENSUAL	07:26 OT-2355-FRA	10:46 OT-5-2025	10:10 OT-2449-IMP		15:00 OT-15-GR
	+ 4 More	+ 7 More	+ 5 More	+ 9 More		
23	24	25	26	27	28	29
		06:51 OT-21-GR	08:16 OT-1041-24	08:50 OT-40-GR		
		+ 18 More	+ 11 More	+ 12 More	+ 15 More	
30	31	01	02	03	04	05
	12:00 OT-37-GR	03:00 OT-66-GR				
	+ 3 More	+ 3 More				
						16:10 INSPECCION SEMANAL

Work Management
View Calendar

Pending Tasks Work Orders

← Reschedule Task

Selected Tasks
2

New Date
2025-03-31 15:18

Responsible
Jonas Campos

Cause of task rescheduling
Cause of task rescheduling can't be blank

Note

Reschedule

From List view

Work Management
Pending Tasks

Search... [Icons]

+ New WO

← (2) Selected

	Code	Asset	Task	Trigger	Delay	Planned Maintenance	Auto Schedule Date...	Actual
<input checked="" type="checkbox"/>	BRULUAGSA...	{ BRULUAGSA-MEXCLADOR ...	BISAGRA OXIDADA	Non Scheduled Tasks	2		2025-03-28 20:09	2025
<input checked="" type="checkbox"/>	LASMAY-01	PLANTA DE LAVADO { LAS...	INVENTARIO	Event NECESIDAD DE INVEN...	3	01. PLAN MANTTO. HPU BO...	2025-03-28 11:53	2025
<input type="checkbox"/>	GRU-AV-G03...	HOYO 15 { GRU-AV-G03-CG1...	LIMPIEZA Y CORTE	Date Every 1 Day(s)	3	PLAN DE TAREAS PARA HO...	2025-03-28 13:00	2025
<input type="checkbox"/>	PROC-01	PROCESO { PROC-01 }	EVALUACIÓN DE EQUIPO	Event EVALUACION DE EQUI...	4	PLAN DE MTTTO EQUIPO DE ...	2025-03-26 19:15	2025
<input type="checkbox"/>	Robus-2	{ Robus-2 }	INOVA TP 924	FALLA DETECTADA	5		2025-03-25 20:51	2025
<input type="checkbox"/>	P0300701-I...	{ P0300701-ID101-FW-DV1-...	INSPECCIÓN TRIMESTRAL	Date Every 3 Months	278	Protocolo R6451-05 Sistem...	2024-06-25 20:05	2024
<input type="checkbox"/>	P0300701-I...	{ P0300701-ID101-FW-DV1-...	INSPECCIÓN MENSUAL	Date Every 1 Months	339	Protocolo R6451-05 Sistem...	2024-04-25 20:05	2024
<input type="checkbox"/>	EQ.ECV-00	{ EQ.ECV-00 }	GENERADOR	INSPECCION SEMANAL	5	PLAN DE TAREAS 'ACTIVO 1'...	2025-03-26 12:00	2025
<input type="checkbox"/>	EQ.ECV-03	{ EQ.ECV-03 }	UNIDAD OLEO...	INSPECCION SEMANAL (MI...	5	PLAN REAL ECV (EQUIPO 1)	2025-03-26 12:00	2025
<input type="checkbox"/>	EQ.ECV-03	{ EQ.ECV-03 }	UNIDAD OLEO...	INSPECCION SEMANAL (VIE...	3	PLAN REAL ECV (EQUIPO 1)	2025-03-28 12:00	2025
<input type="checkbox"/>	GR12	{ GR12 } 401	Mantenimiento por horas	Reading Each 500 Hora (Hr) ...	6	Locomotora GR12	2025-03-25 09:41	2025
<input type="checkbox"/>	ELCO-ELTE-01	EL CORRAL { ELCO-ELTE-01 }	El molino 1 no funciona	Non Scheduled Tasks	10		2025-03-20 17:00	2025

Showing 50 of 105

The screenshot shows the 'Work Management Pending Tasks' interface. On the left, a list of tasks is displayed with columns for Code, Asset, Task, Trigger, and Delay. Two tasks are selected, indicated by a '(2) Selected' header and checkmarks. On the right, a 'Reschedule Task' modal is open, containing the following fields:

- Selected Tasks:** 2
- New Date:** 2025-03-31 15:19
- Responsible:** Jonas Campos
- Cause of task rescheduling:** A dropdown menu with a red border and a red error message below it: 'Cause of task rescheduling can't be blank'.
- Note:** A text area for additional information.

At the bottom right of the modal, there is a 'Reschedule' button.

Then, upon clicking the reschedule option  , a window will emerge where you can enter the date and the reason why the task is being rescheduled.

Finally, upon making the edits, you'll just need to click on Reprogram to save the changes made.

Note: Please note that if we reschedule a task, the calculated date will not be changed. The calculated date will remain the same according to the task type, as follows:

- For “fixed date” type events, it generally corresponds to the initial scheduling date that has been established in the task list.
- For “NOT fixed date” events, the calculated date corresponds to the day on which the next maintenance plan will be triggered.
- For maintenance plans with triggers such as “every”, “when” or “event”, the calculated date also corresponds to the day the event is triggered, meaning the same day the task appears in the pending tasks column.
- For corrective maintenance, the calculated date also corresponds to the day the event is triggered, meaning the same day the task appears in the pending tasks column.