Native Bulk Download of Work Orders

help.fracttal.com/hc/en-us/articles/32663287743373-Native-Bulk-Download-of-Work-Orders

The native bulk download functionality for Work Orders allows for the simultaneous export of multiple documents in PDF format. This feature facilitates the generation of organized reports, ready to be shared with teams, clients, or for audits.

How to download Work Orders in bulk?

1. To start the process, first go to the Tasks module > Work Orders > Task List view.

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2. Select the records you want to download.

Note: Remember that the records correspond to tasks associated with work orders, so the number of documents generated may be less than the total number of records selected.

3. Click on the options menu > "Download Work Orders." Once the process begins, a notification will appear indicating that document generation has started.

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Note: Download time may vary depending on the number of selected records.

4. Once the process is complete, you will receive an email at the address associated with your user account. This email will include a link with a "Download File" button, allowing you to obtain a compressed file containing all the selected work orders in PDF format.

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Bulk download of work orders	
Hello Jonas Campos	
The bulk download of the work orders you requested has been succ completed. In total, 10 work orders were generated with 10 associa You can download the file from the following link:	essfully ited tasks.
Generated Files Download file 1	
If you have any questions, write to us at <u>soporte@fracttal.com</u> .	
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A notification regarding the download of the OTs will appear in the notification center once the action has been completed.



Important Considerations

- This functionality is only available in the Work Orders list view, which shows all tasks associated with the work orders.
- Selecting multiple records does not imply that the same number of work orders will be generated. A single work order may contain multiple tasks grouped into a single document.
- This functionality is only available for companies with the "Batch Download of Work Orders" add-on enabled.
- Only one bulk download can be processed at a time. If you attempt to start another process while one is in progress, a message will appear informing you that a process is already queued. To start a new process, you must first receive the email corresponding to the ongoing batch download.
- For greater efficiency in the download and email delivery of records, it is recommended to select a maximum of 500 records per download

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