

Customization of Work Order print formats – Help Center

 help.fractal.com/hc/en-us/articles/43106097233037-Customization-of-Work-Order-print-formats

The **Work Order prints** submodule within the Configuration module allows Fractal One users to create, edit, and customize the print formats of work orders. This tool provides the necessary flexibility to adjust the documents generated by the system, tailoring them to the specific requirements of each company.

Prerequisites

To access and operate this functionality, the user must:

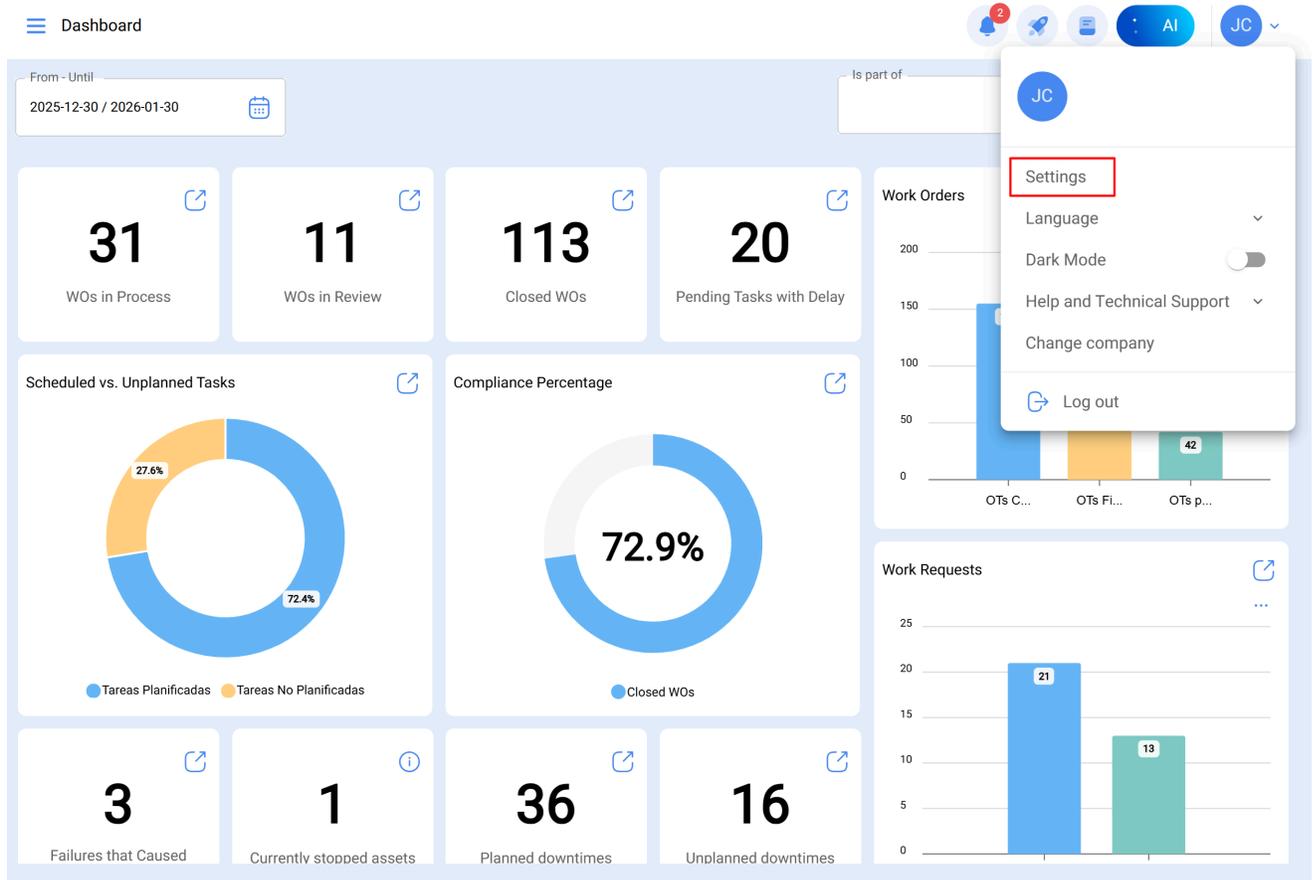
- **Have access to the Configuration module**
- **Be an administrator profile**
- **Have the addon**

Configuration and execution of custom formats in Work Order Prints

To start configuring and customizing work order (WO) print formats, follow the steps below within Fractal One:

Access the Work Order Prints submodule

1. Log in to **Fractal One** and go to the **Configuration** module in the main menu.



2. Within **Configuration**, select the Work Order Prints menu to access the submodule that allows you to create and edit WO print formats.

Settings 2

Save

General

User Accounts

Business Calendar

Modules

Financial

Auxiliary Catalogs

Document Management

Transactions Log

Security

API Connections

Guest Portal

Account

Work Order Prints




Code: RF Name: Activación Fractal

Email: Currency: Chilean Peso Thousands separator: (.) The character used is a p

Address: Search on the map:

City: Medellín

State: Antioquia

Country: Colombia

Zip code:

Time zones UTC: America/Bogota Latitude: 18,220833 Longitude: -66,59015

Mapa Satélite

Atalhos do teclado Dados cartográficos ©2026 2 m

Settings

Activación Fractal - Español - 477

Print format: Formato RT

Save Edit

General
User Accounts
Business Calendar
Modules
Financial
Auxiliary Catalogs
Document Management
Transactions Log
Security
API Connections
Guest Portal
Account
Work Order Prints

Date: 2024-01-14
Rating: 2
KEY-DEMO
REV-001

request
or D

Group 2: Group 2
Task

Planned Tasks
Description: Check and clean filters
Group 1: Maintenance
Actual Schedule Date: 2024-01-19
Group 2: Preventive
Priority: Very High
Completion Date and Time: 2024-01-19 19:00
Trigger: Date Every 3 Week(s)
Actual Duration: 00:08:00

2 AI JC



Customize your print formats

You can now design your own WO formats!

Create, organize, and quickly adjust the information you want to display in your reports. You'll be able to create all the formats you need in just a few steps.

Do not show again

[Understood](#) [Create my custom format](#)

Create a custom format

1. Once inside the Work Order Prints submodule, click the (+) icon to create a Custom Format.

Settings

Information
You have pending changes to save!

Print format
Format 1

Save

Edit

General

User Accounts

Business Calendar

Modules

Financial

Auxiliary Catalogs

Document Management

Transactions Log

Security

API Connections

Guest Portal

Account

FRACTAL

Demo Company

Nº: WO-DEMO-8084
Date: 2024-01-14
Rating: 2
KEY-DEMO
REV-001

00123
Work Order

GENERATED BY: Demo User
RESPONSIBLE: Technician C
ESTIMATED DURATION: 00:05:00
NOTES: This is a demo work order for printing purposes.
WORK ORDER PARENT: WO-12340

ASSETS

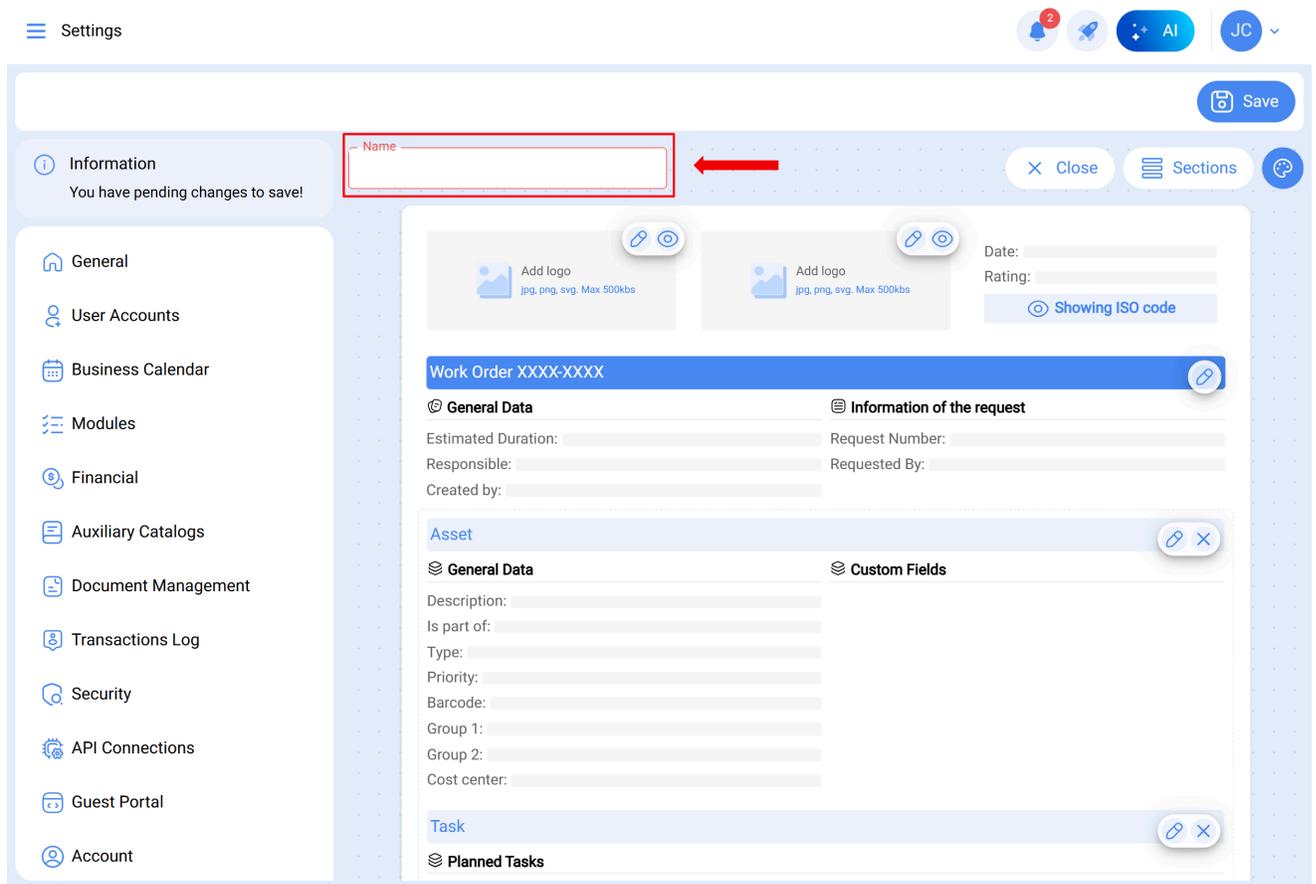
DESCRIPTION: Air Conditioner Model X
IS PART OF: Parent Asset
TYPE: Main Group
PRIORITY: High
BARCODE: 1234567890123

GROUP 1: Group 1
GROUP 2: Group 2
COST CENTER: HVAC Department

Field Name	Value
Text field	Text value
Date field	2025-07-11
Currency field	\$ USD 150.00
Decimal number field	75.5
Number field	125
List field	Option 1
Interval field	31 %
Yes/No field	<input checked="" type="checkbox"/>
	Multiple

+

2. A window will appear where you can assign a name to the new print format. This name will be used to identify the format within the system.



Template selection

After assigning the name, a default version of the document will be presented with a basic template that includes all standard fields.

The screenshot displays a software interface for creating a Work Order (WO) document. The main area shows a form titled "WO PRINT" with a "Name" field. The form is divided into several sections: "General Data" (Estimated Duration, Responsible, Created by), "Information of the request" (Request Number, Requested By), "Asset" (Description, Is part of, Type, Priority, Barcode, Group 1, Group 2, Cost center), and "Task" (Planned Tasks). There are also two "Add logo" buttons at the top of the form area. The interface includes a sidebar with navigation options like "General", "User Accounts", "Business Calendar", "Modules", "Financial", "Auxiliary Catalogs", "Document Management", "Transactions Log", "Security", "API Connections", "Guest Portal", "Account", and "Work Order Prints". The top bar shows "Settings", "AI", and "JC" buttons, along with a "Save" button and a "Close" button.

From this template, you can begin customizing the different elements that will compose the WO document.

Field customization

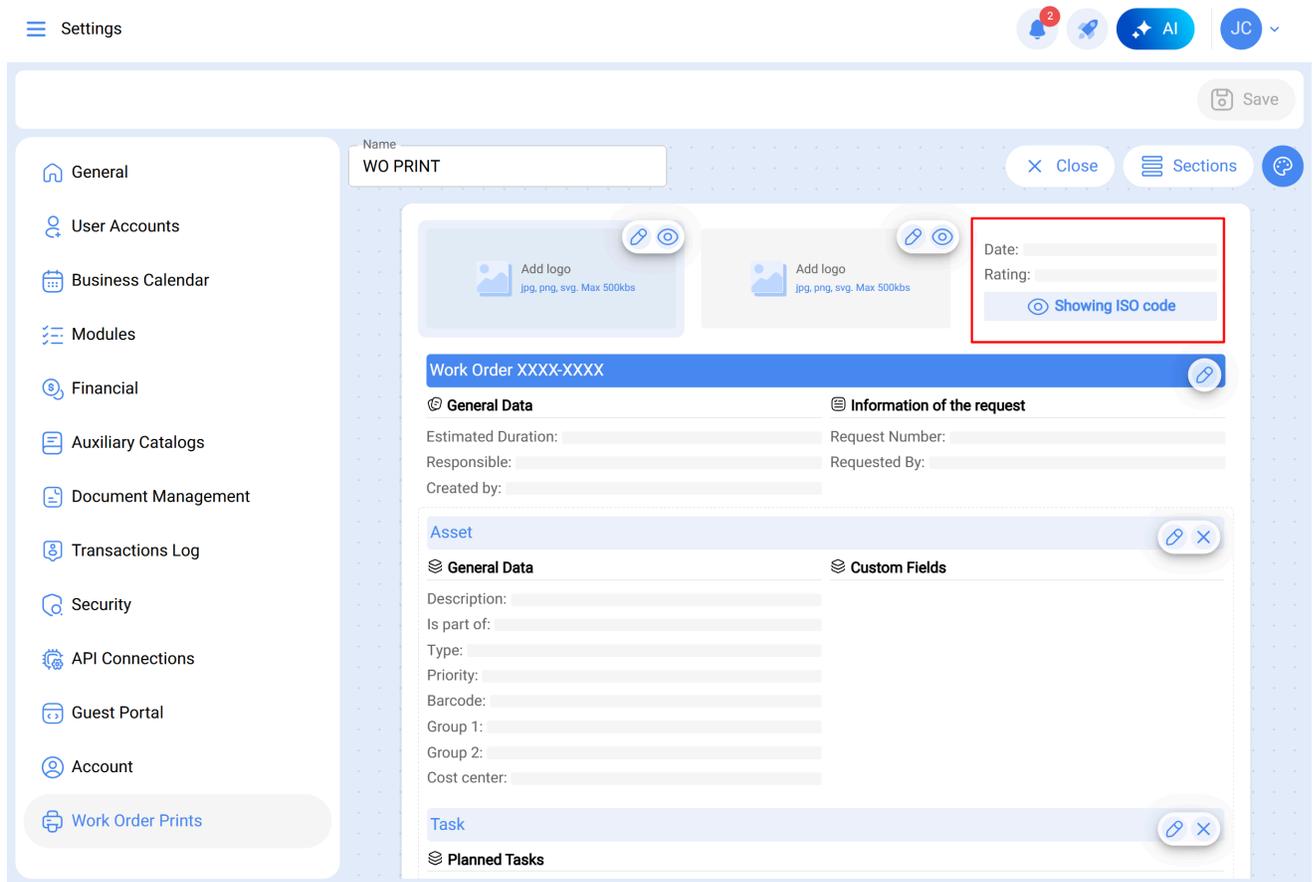
One of the most notable customization options is the addition of your company's **logo** at the top of the document. The system allows you to move the logo, providing flexibility to adapt it to your corporate aesthetics and design.

1. **Logo:** You can add up to two logos at the top of the document. The system will allow you to move the logo to the desired location, adapting it to your company's design.

The screenshot shows a software interface for 'WO PRINT'. On the left is a sidebar with menu items: General, User Accounts, Business Calendar, Modules, Financial, Auxiliary Catalogs, Document Management, Transactions Log, Security, API Connections, Guest Portal, Account, and Work Order Prints. The main area has a header with 'Name WO PRINT', 'Close', 'Sections', and 'Save' buttons. Below the header are two 'Add logo' buttons, each with a visibility icon, highlighted by red boxes. To the right of these buttons are 'Date:' and 'Rating:' fields, and a 'Showing ISO code' button. The main content area is divided into sections: 'Work Order XXXX-XXXX', 'General Data' (with fields for Estimated Duration, Responsible, Created by), 'Information of the request' (with fields for Request Number, Requested By), 'Asset' (with fields for Description, Is part of, Type, Priority, Barcode, Group 1, Group 2, Cost center), and 'Task' (with a 'Planned Tasks' section).

If at any time you wish to **remove** the image, you can also do so easily. Additionally, the logo can be hidden if you prefer, by clicking the visibility icon.

2. **ISO Code:** Depending on regulatory or internal needs, the ISO code can be enabled for display.



3. Custom fields: You can define the fields that will appear in the document, such as:

The screenshot shows a software interface with a 'Settings' menu on the left and a 'WO PRINT' form in the center. The form is divided into several sections, with the 'Asset' section highlighted by a red box. The 'Signatures' section includes fields for 'Accepted By', 'Performed By', and 'Validated By'.

General Data

Estimated Duration: _____
Responsible: _____
Created by: _____

Information of the request

Request Number: _____
Requested By: _____

Asset

General Data

Description: _____
Is part of: _____
Type: _____
Priority: _____
Barcode: _____
Group 1: _____
Group 2: _____
Cost center: _____

Custom Fields

Task

Planned Tasks

Description: _____ Group 1: _____
Actual Schedule Date: _____ Group 2: _____
Task type: _____ Start Date and Time: _____

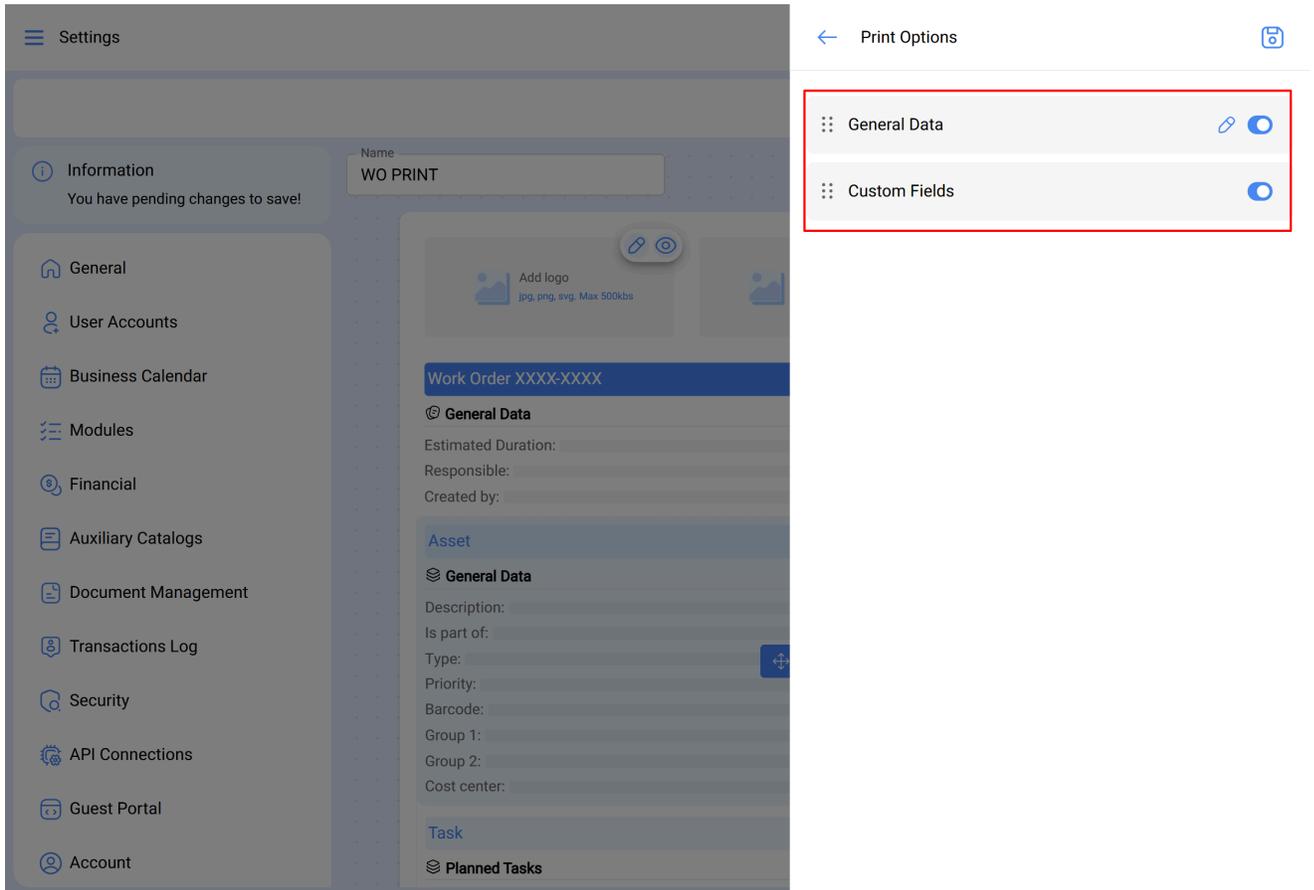
Signatures

Accepted By _____ Performed By _____ Validated By _____

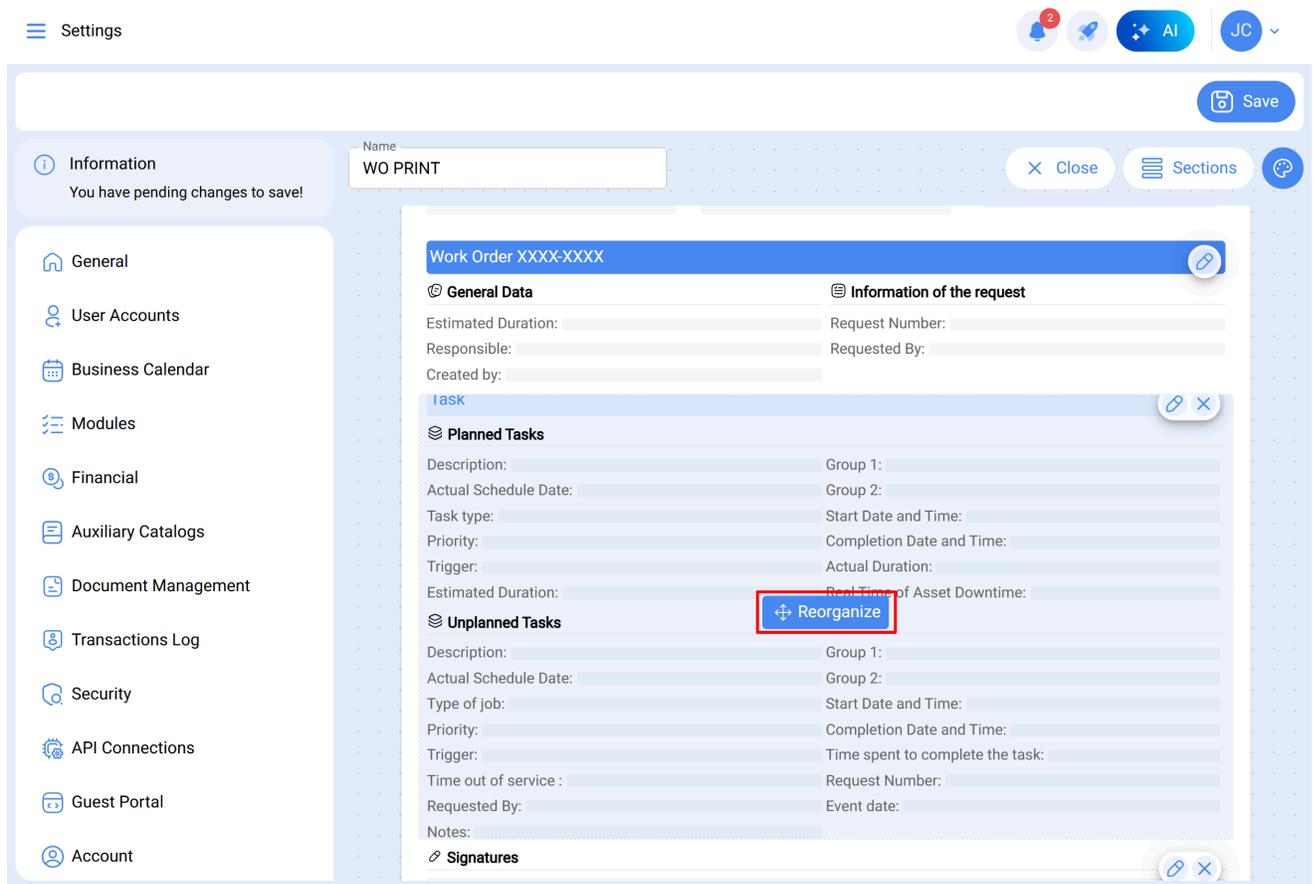
- **General data:** Basic WO information such as number, date, and priority.
- **Request information:** Details of the work request, including description and responsible party.
- **Task details:** Includes subtasks, assigned resources, and execution dates.
- **Attachments:** You can add attachments related to the task or work request, and these will be shown in the print format.
- **Signatures:** Fields for electronic or physical signatures can be included, depending on process requirements.

Section organization

1. The sections within the document are fully customizable. You can rearrange the sections of general data, request information, and task details according to your company's needs.



2. Sections can also be grouped into blocks, and the presentation order can be customized, except for the **Work Order** section, which remains in a predetermined location.



Color customization

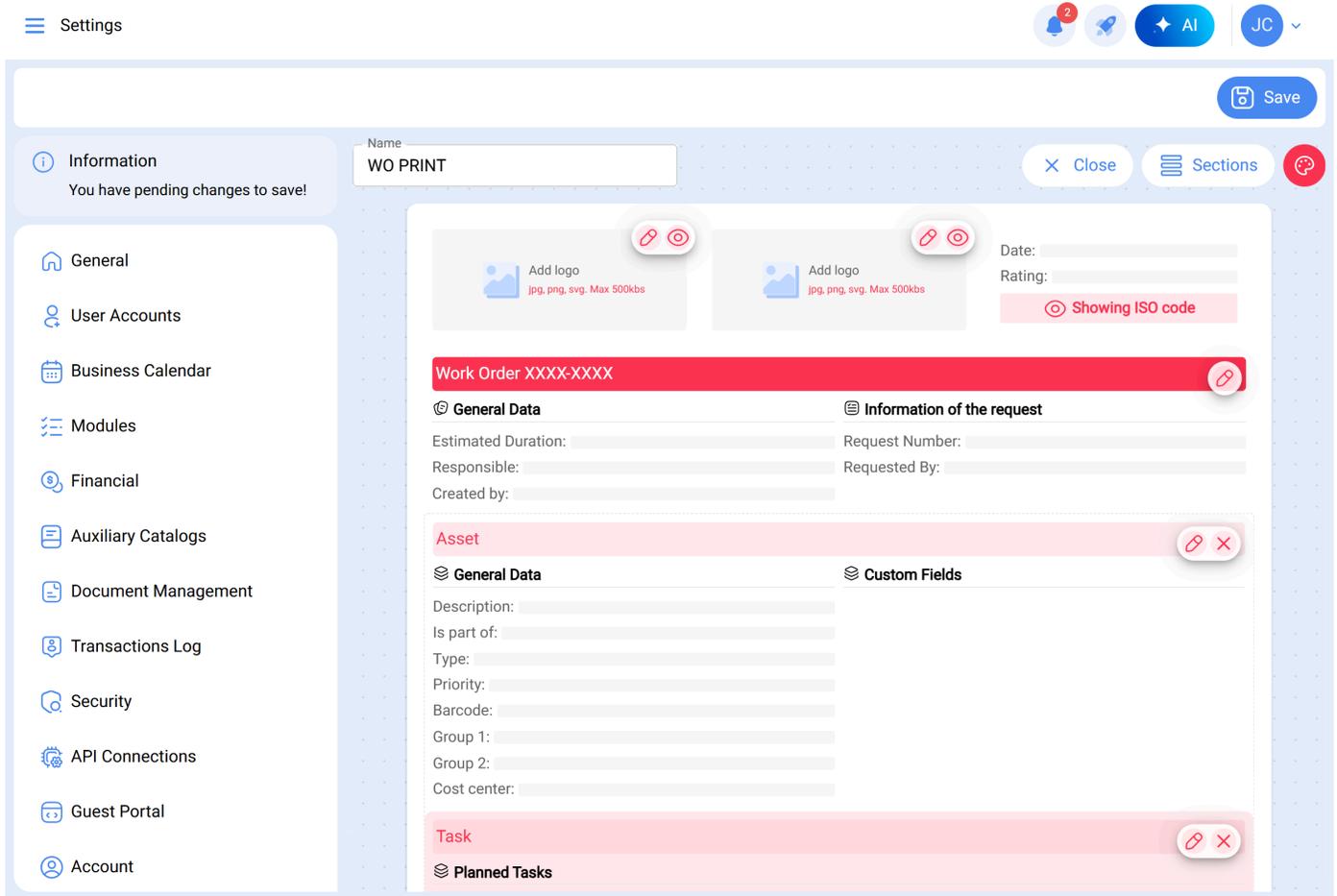
Each section can be highlighted using **custom colors**.

The screenshot shows a software interface for creating a document titled "WO PRINT". The interface is divided into several sections:

- Information:** A notification at the top left states "You have pending changes to save!".
- General Data:** Fields for "Estimated Duration:", "Responsible:", and "Created by:".
- Information of the request:** Fields for "Request Number:" and "Requested By:".
- Asset:** A section with a sub-section for "General Data" containing fields for "Description:", "Is part of:", "Type:", "Priority:", "Barcode:", "Group 1:", "Group 2:", and "Cost center:". There is also a "Custom Fields" section.
- Task:** A section with a sub-section for "Planned Tasks" containing fields for "Description:", "Actual Schedule Date:", "Task type:", "Group 1:", "Group 2:", and "Start Date and Time:".
- Signatures:** A section with three signature boxes labeled "Accepted By", "Performed By", and "Validated By".

A color selection palette is located on the right side of the main area, highlighted with a red box. It contains 12 colored circles: blue, red, purple, black, pink, brown, dark blue, green, orange, yellow, light blue, and cyan.

You can choose colors, making the document visually more organized and aligned with your company's identity.



Signature management

The print format also allows the inclusion of up to 6 signatures. For each signature, the user can:

- Add or remove signature blocks.
- Define the description or label associated with the signature (for example: Responsible Technician, Supervisor, Client, etc.).
- Arrange the position of the signatures within the format. Configured signatures will be shown in the preview according to the defined structure, allowing you to validate their correct placement before saving the format.

Completion and format generation

Once you have made all customizations, click **Save** to save the format.



Information
You have pending changes to save!

Name: **WO PRINT**

Close **Sections**

General
Add logo (jpg, png, svg, Max 500kbs) | Add logo (jpg, png, svg, Max 500kbs) | Date: | Rating: | Showing ISO code

Work Order XXXX-XXXX

General Data | **Information of the request**

Estimated Duration: | Request Number: | Responsible: | Requested By: | Created by:

Asset

General Data | **Custom Fields**

Description: | Is part of: | Type: | Priority: | Barcode: | Group 1: | Group 2: | Cost center:

Task

Planned Tasks

The system will process the format and it will be ready for use.

AI Save

- ← Send To WO's in Process
- ✓ Send to Done WOs
- ✍ Signature
- 📄 Work Order History
- 📄 Open PDF**
- 🔗 Share WO

Jonas Campos ▾

📅 2025-12-12 ⌚ 00:10

🕒 00:00

Note

Work Management

Total: 1

High pressure air compressor 2 { HPAI2-25 }

// FRACCTAL BRASIL/ Jonas C/ High-Pressure Air Compressor/

Asset review

Priority: = Medium
Task type: CORRECTIVO
Group 1:
Group 2:
Work Request Num...
Actual Schedule Dat... 2025-12-12
Estimated Duration: 00:10:00

RESOURCES 0 | ATTACHMENTS 0

🟢 COMPLETED



Date: 2025-12-12

Rating: 5

ISO 5500

4

Work Order OT98-MTTO

📄 General Data

Estimated Duration: 00:10:00
Responsible: Jonas Campos
Created by: Jonas Campos

📄 Information of the request

Request Number: ---
Requested By: Jonas Campos

Asset

📄 General Data

Description: High pressure air compressor 2 { HPAI2-25 }
Is part of: // FRACTTAL BRASIL/ Jonas C/ High-Pressure Air Compressor/
Type:
Priority:
Barcode:
Group 1:
Group 2:
Cost center:

Task

📄 Unplanned Tasks

Description: Asset review	Trigger: Non Scheduled Tasks
Group 1: ---	Time spent to complete the task: 00:00:07
Actual Schedule Date: 2025-12-12	Time out of service : ---
Group 2: ---	Request Number: ---
Type of job: CORRECTIVO	Requested By: Jonas Campos
Start Date and Time: 2025-12-12 09:06	Event date: 2025-12-12 09:03

Notes:

- Predefined formats cannot be edited.
- Changes made only affect the visual presentation of the document.
- Access and actions are available only to the administrator user.