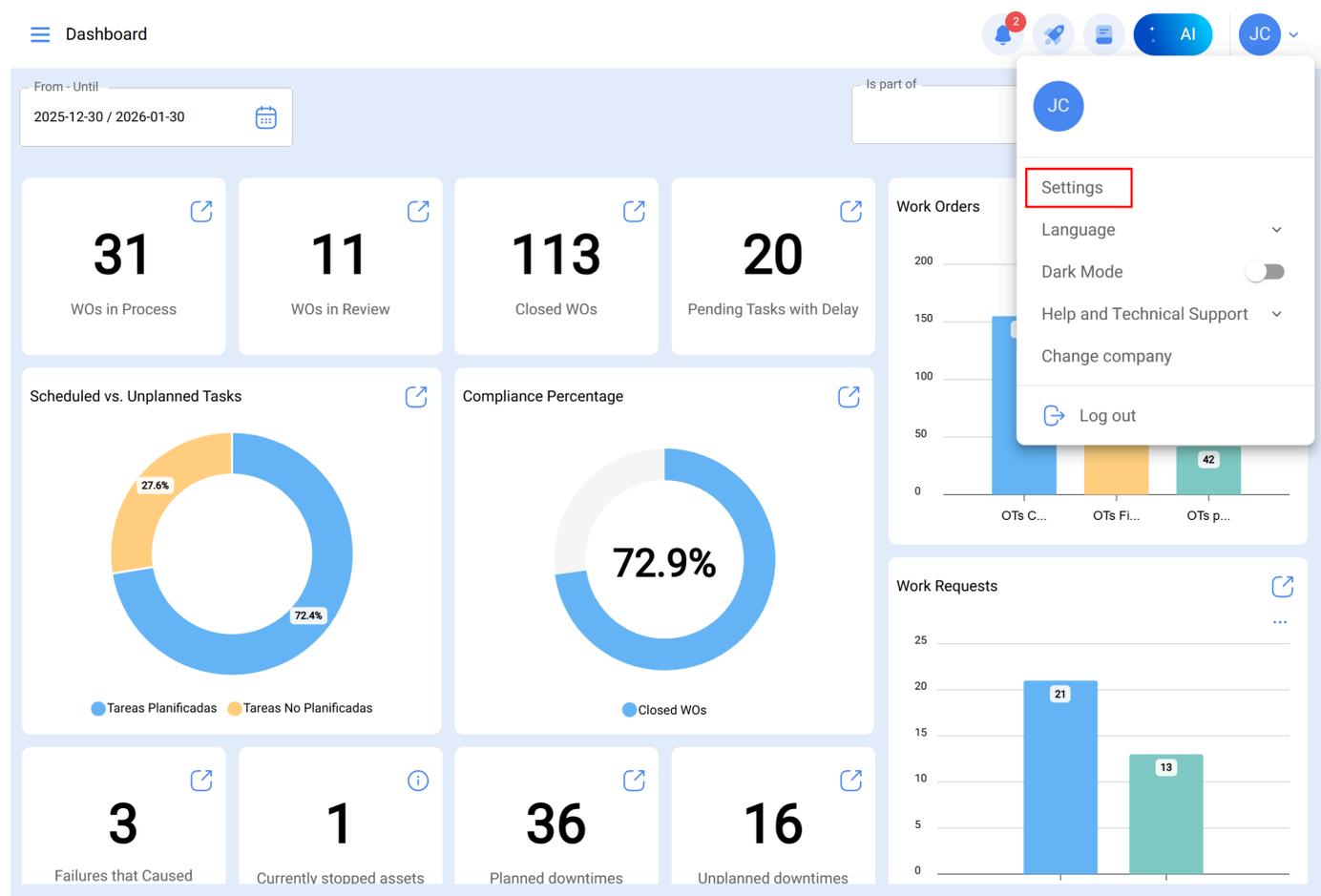


Personalização de formatos de impressão de OTs – Centro de ajuda

help.fractal.com/hc/pt-pt/articles/43106097233037-Personalização-de-formatos-de-impressão-de-OTs



O submódulo **Impressões de OTs** dentro do módulo de Configuração permite aos utilizadores do Fractal One criar, editar e personalizar os formatos de impressão das ordens de trabalho. Esta ferramenta proporciona a flexibilidade necessária para ajustar os documentos gerados pelo sistema, adaptando-os aos requisitos específicos de cada empresa.

Requisitos prévios

Para aceder e operar esta funcionalidade, o utilizador deve:

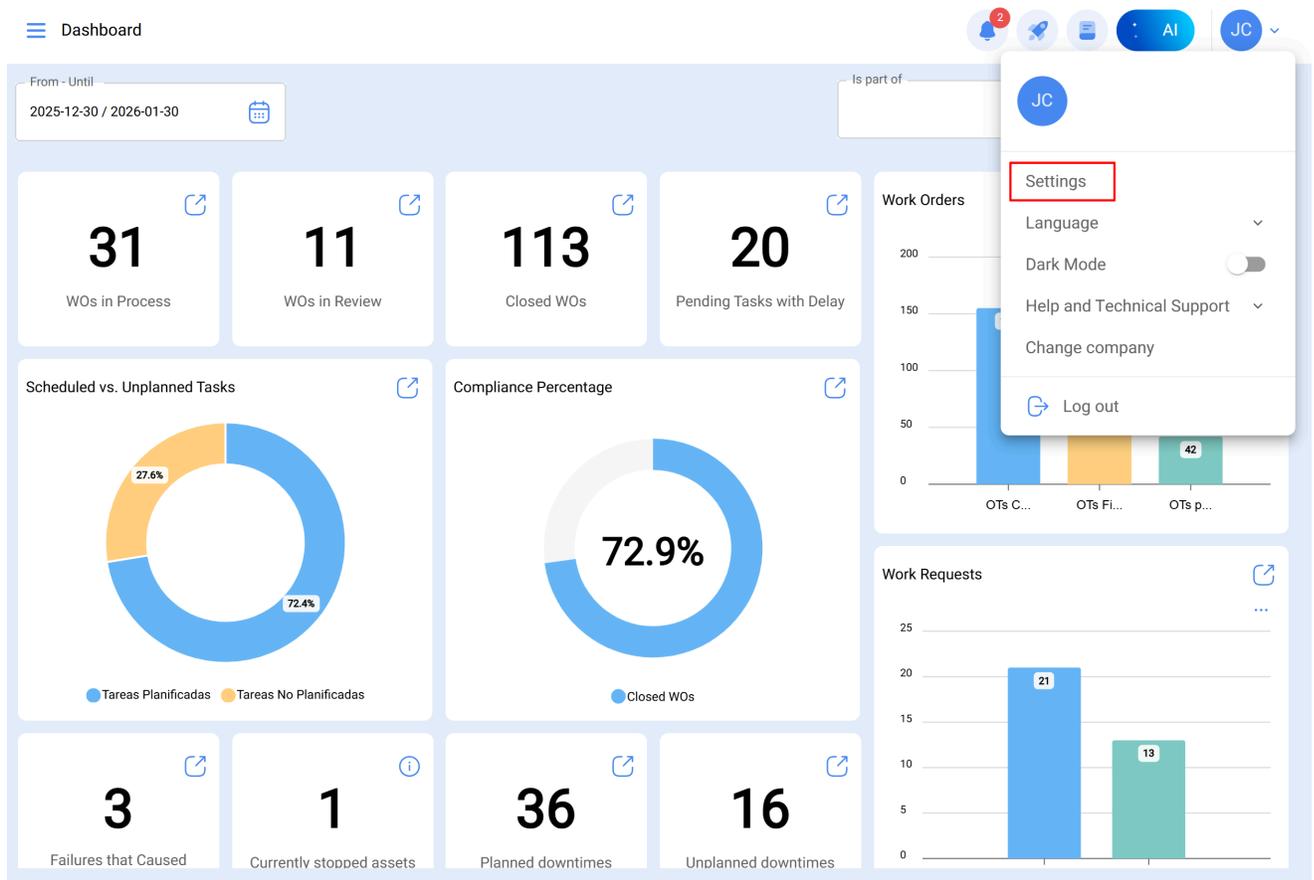
- Ter acesso ao módulo Configuração
- Ser um perfil administrador
- Dispor do addon

Configuração e execução de formatos personalizados em Impressões de OTs

Para começar a configurar e personalizar os formatos de impressão de ordens de trabalho (OT), segue os seguintes passos dentro do Fractal One:

Aceder ao submódulo Impressões de OTs

1. Inicia sessão no **Fractal One** e dirige-te ao módulo **Configuração** no menu principal.



2. Dentro de **Configuração**, seleciona o menu Impressões de OTs para aceder ao submódulo que permite criar e editar os formatos de impressão das OTs.

Settings 2

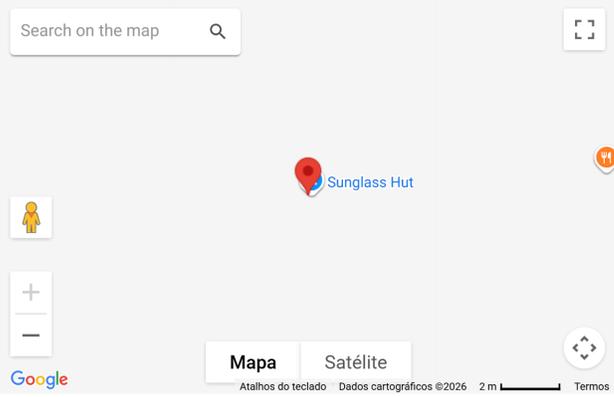
Save

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


 RF Activación Fractal
 Chilean Peso (.) The character used is a p

 Medellín
 Antioquia
 Colombia

 America/Bogota 18,220833 -66,59015



Atalhos do teclado Dados cartográficos ©2026 2 m [Termos](#)

Settings

Activación Fractal - Español - 477

Print format: Formato RT

Save Edit

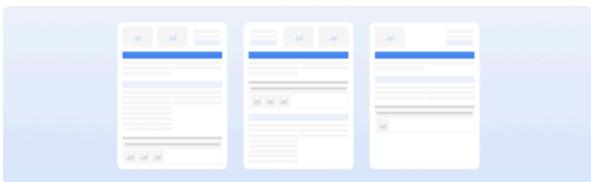
Date: 2024-01-14
Rating: 2
KEY-DEMO
REV-001

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

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



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](#)

Criar um formato personalizado

1. Uma vez dentro do submódulo Impressões de OTs, clica no ícone (+) para criar Formato Personalizado.

The screenshot shows a web application interface for creating a custom print format. On the left is a navigation sidebar with categories like General, User Accounts, Business Calendar, Modules, Financial, Auxiliary Catalogs, Document Management, Transactions Log, Security, API Connections, Guest Portal, and Account. The main content area displays a preview of a work order printout for 'Demo Company' (FRACCTAL). The printout includes fields for 'GENERATED BY', 'ESTIMATED DURATION', 'WORK ORDER PARENT', 'RESPONSIBLE', and 'NOTES'. Below this is an 'ASSETS' section with a table listing various fields and their values. A red box highlights a blue '+' icon in the bottom right corner of the preview area, indicating the button to create a new custom format.

Settings

Print format: Format 1

Save

Information: You have pending changes to save!

Edit

General

User Accounts

Business Calendar

Modules

Financial

Auxiliary Catalogs

Document Management

Transactions Log

Security

API Connections

Guest Portal

Account

FRACCTAL

Demo Company

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

00123
Work Order

GENERATED BY: Demo User
ESTIMATED DURATION: 00:05:00
WORK ORDER PARENT: WO-12340

RESPONSIBLE: Technician C
NOTES: This is a demo work order for printing purposes.

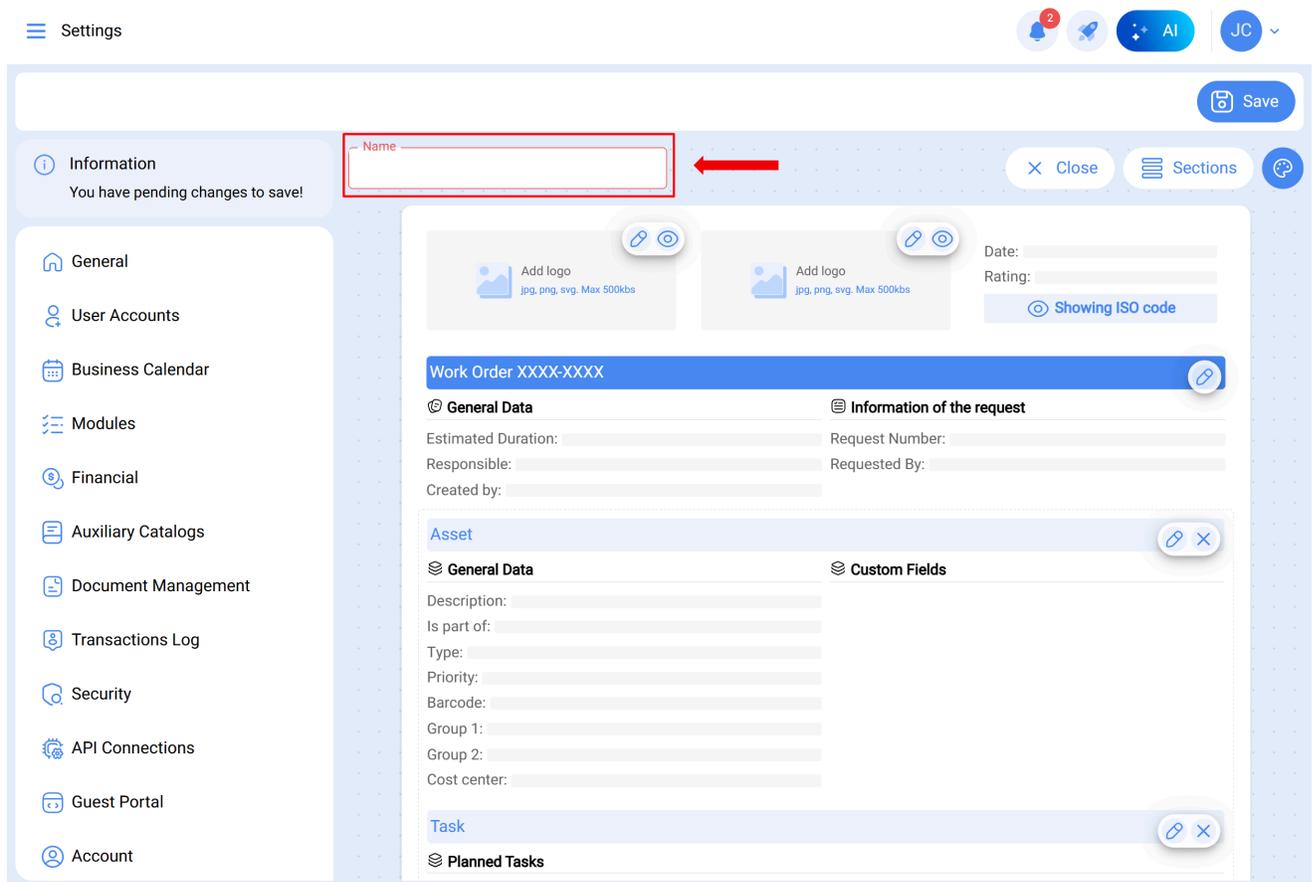
ASSETS

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"/>
	Multiline

2. Irá aparecer uma janela onde poderás atribuir um nome ao novo formato de impressão. Este nome será utilizado para identificar o formato dentro do sistema.



Seleção de modelo

Após atribuir o nome, será apresentada uma versão predefinida do documento com um modelo básico que inclui todos os campos padrão.

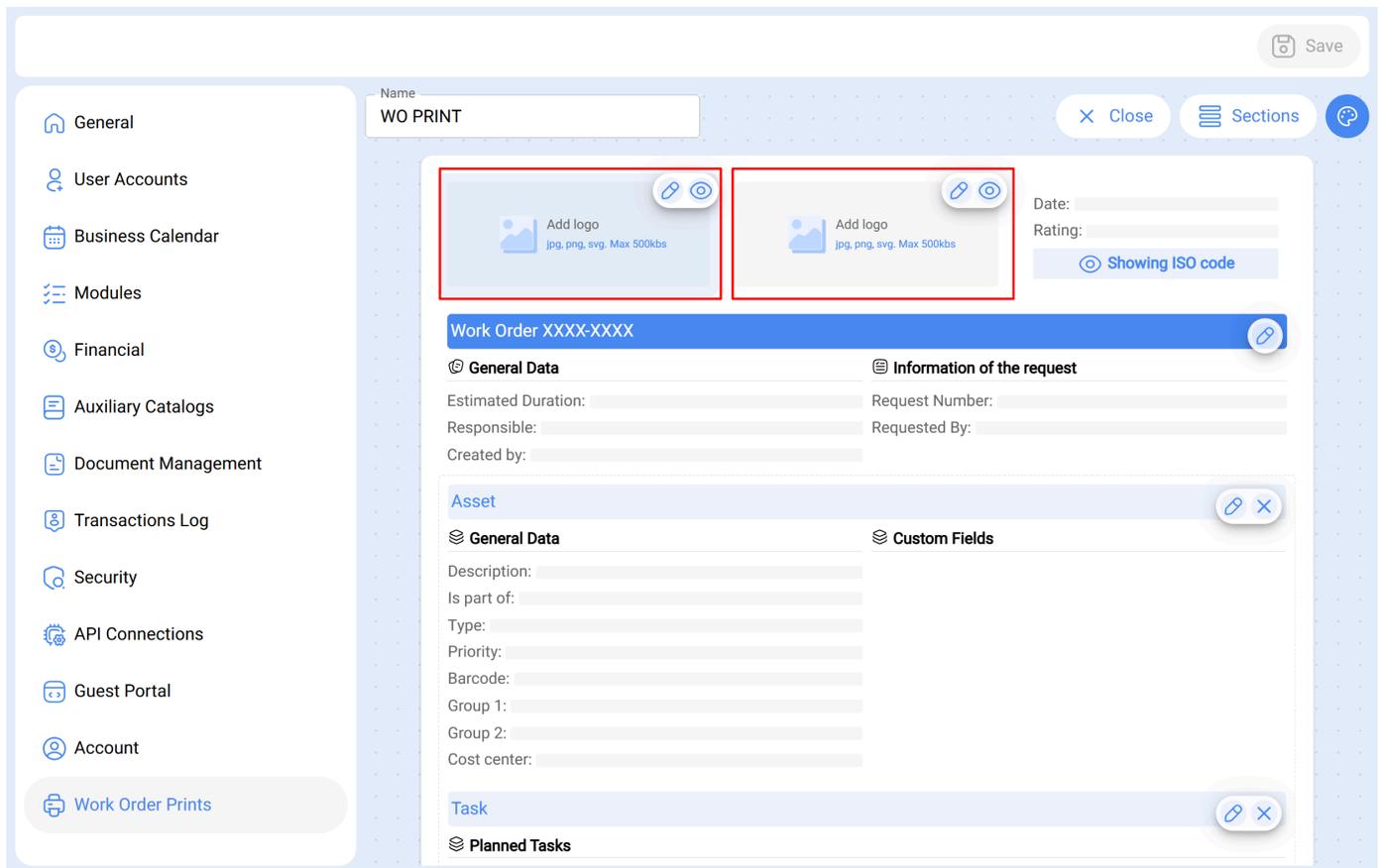
The screenshot shows a software interface for creating a Work Order (WO) document. The interface is divided into a sidebar on the left and a main content area. The sidebar contains navigation options: General, User Accounts, Business Calendar, Modules, Financial, Auxiliary Catalogs, Document Management, Transactions Log, Security, API Connections, Guest Portal, Account, and Work Order Prints. The main content area displays a form for 'WO PRINT'. The form has a header section with two 'Add logo' buttons (jpg, png, svg, Max 500kbs) and a 'Showing ISO code' button. Below this is a section titled 'Work Order XXXX-XXXX' with a sub-section 'General Data' and 'Information of the request'. The 'General Data' section includes fields for Estimated Duration, Responsible, and Created by. The 'Information of the request' section includes fields for Request Number and Requested By. Below this is an 'Asset' section with a sub-section 'General Data' and 'Custom Fields'. The 'General Data' section includes fields for Description, Is part of, Type, Priority, Barcode, Group 1, Group 2, and Cost center. Below this is a 'Task' section with a sub-section 'Planned Tasks'. The interface also features a 'Settings' menu in the top left, a 'Save' button in the top right, and a user profile 'JC' in the top right corner.

A partir deste modelo, poderás começar a personalizar os diferentes elementos que compoõem o documento da OT.

Personalização dos campos

Uma das opções de personalização mais destacadas é a adição do **logótipo** da tua empresa na parte superior do documento. O sistema permite mover o logótipo, oferecendo flexibilidade para o adaptar à estética e design corporativo.

1. **Logótipo:** Podes adicionar até dois logótipos na parte superior do documento. O sistema permitirá mover o logótipo para a localização que desejares, adaptando-o ao design da tua empresa.



Name:

Close Sections

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:

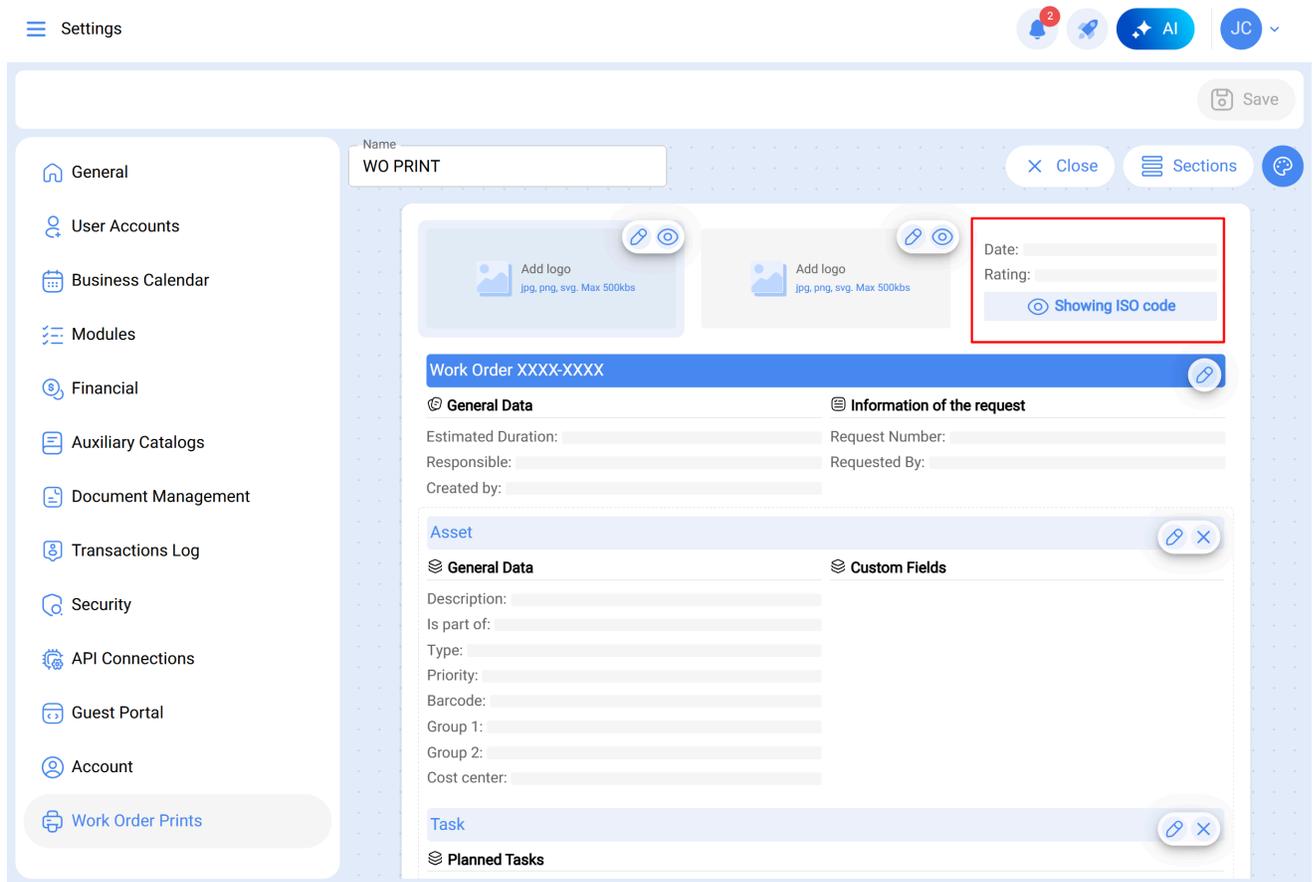
Cost center:

Task

Planned Tasks

Se em algum momento desejares **remove** a imagem, também poderás fazê-lo facilmente. Além disso, o logótipo pode ser ocultado, se preferires, clicando no ícone de visibilidade.

2. **Código ISO:** Dependendo das necessidades normativas ou internas, o código ISO pode ser ativado para visualização.



3. Campos personalizados: Poderão ser definidos os campos que aparecerão no documento, tais como:

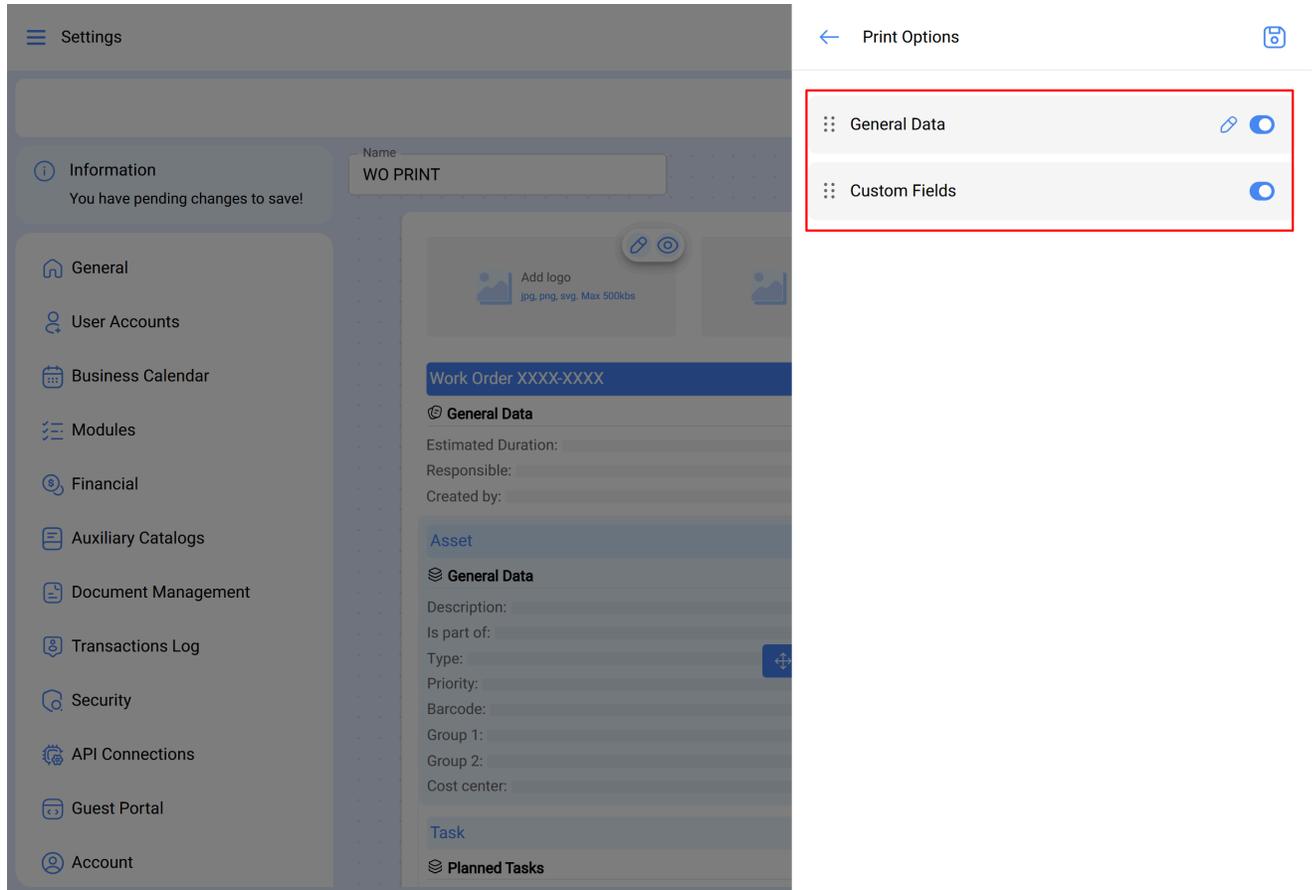
The screenshot shows a software interface for creating a work order. The top navigation bar includes a 'Settings' menu, a notification bell with '2' alerts, an 'AI' button, and a user profile 'JC'. The main content area is titled 'WO PRINT' and has a 'Save' button in the top right. A left sidebar lists various system modules like 'General', 'User Accounts', 'Business Calendar', etc. The main form is divided into several sections:

- 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 red border, containing fields for Description, Is part of, Type, Priority, Barcode, Group 1, Group 2, and Cost center.
- Custom Fields:** A section for defining additional fields.
- Task:** A section for defining task details.
- Planned Tasks:** Fields for Description, Actual Schedule Date, Task type, Group 1, Group 2, and Start Date and Time.
- Signatures:** Fields for Accepted By, Performed By, and Validated By.

- o **Dados gerais:** Informação básica da OT como número, data e prioridade.
- o **Informação da solicitação:** Detalhes da solicitação de trabalho, incluindo descrição e responsável.
- o **Detalhes da tarefa:** Inclui subtarefas, recursos atribuídos e datas de execução.
- o **Anexos:** Poderás adicionar os anexos correspondentes à tarefa ou à solicitação de trabalho, e estes serão mostrados no formato de impressão.
- o **Assinaturas:** Podem ser incluídos campos para assinaturas eletrônicas ou físicas, dependendo dos requisitos do processo.

Organização das secções

1. As secções dentro do documento são totalmente personalizáveis. Podes reorganizar as secções de dados gerais, informação da solicitação e detalhes da tarefa conforme as necessidades da tua empresa.



The image shows a software interface with a sidebar on the left containing various settings categories: Information, General, User Accounts, Business Calendar, Modules, Financial, Auxiliary Catalogs, Document Management, Transactions Log, Security, API Connections, Guest Portal, and Account. The main area displays a document titled 'WO PRINT' with sections for 'General Data', 'Asset', 'Task', and 'Planned Tasks'. A 'Print Options' menu is overlaid on the right, listing 'General Data' and 'Custom Fields' with toggle switches. The 'General Data' toggle is highlighted with a red box.

Settings

Information
You have pending changes to save!

Name
WO PRINT

Add logo
jpg, png, svg, Max 500kbs

Work Order XXXX-XXXX

General Data
Estimated Duration:
Responsible:
Created by:

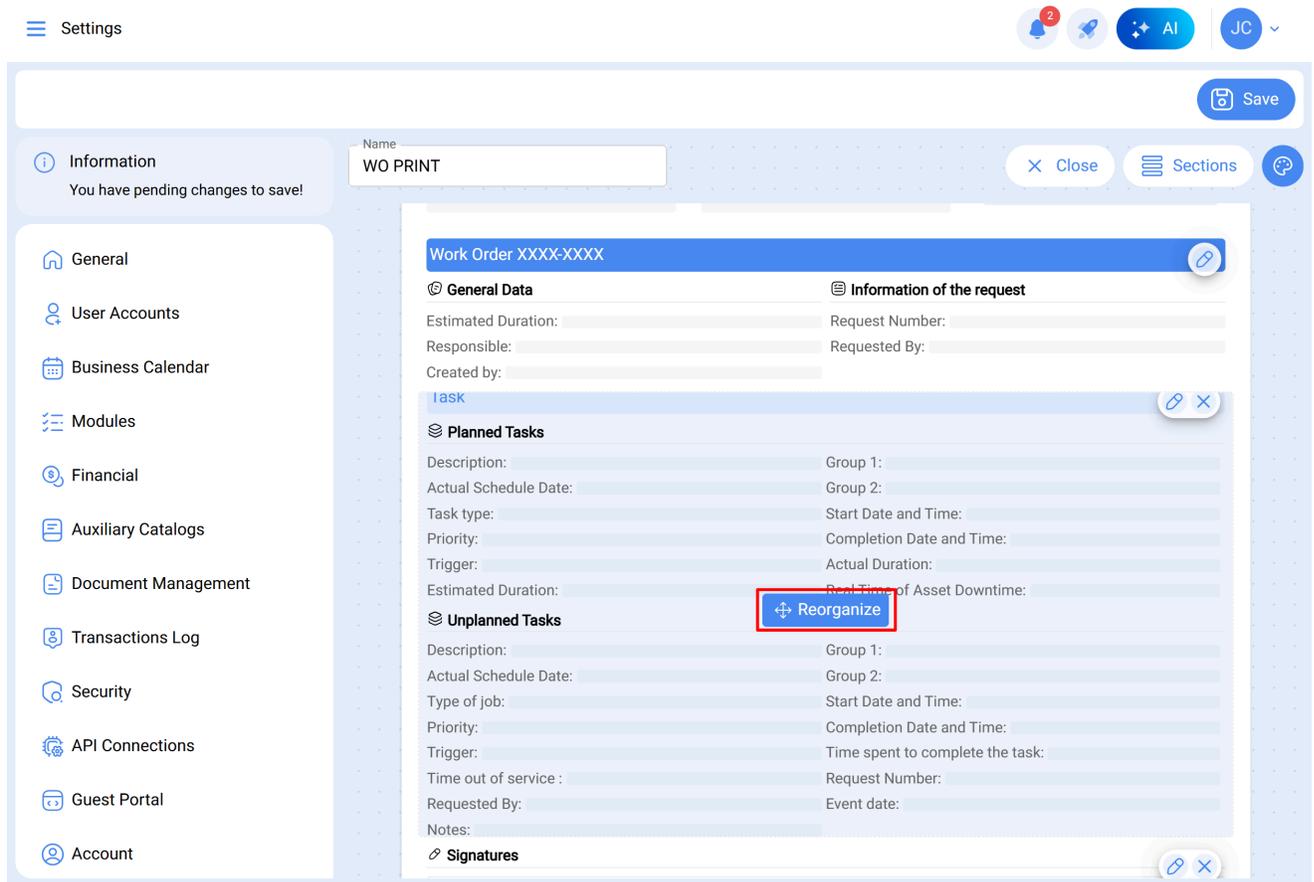
Asset
General Data
Description:
Is part of:
Type:
Priority:
Barcode:
Group 1:
Group 2:
Cost center:

Task
Planned Tasks

Print Options

- General Data
- Custom Fields

2. As secções também podem ser agrupadas em blocos, e a ordem de apresentação pode ser personalizada, exceto a secção de **Ordem de Trabalho**, que permanece numa localização predefinida.



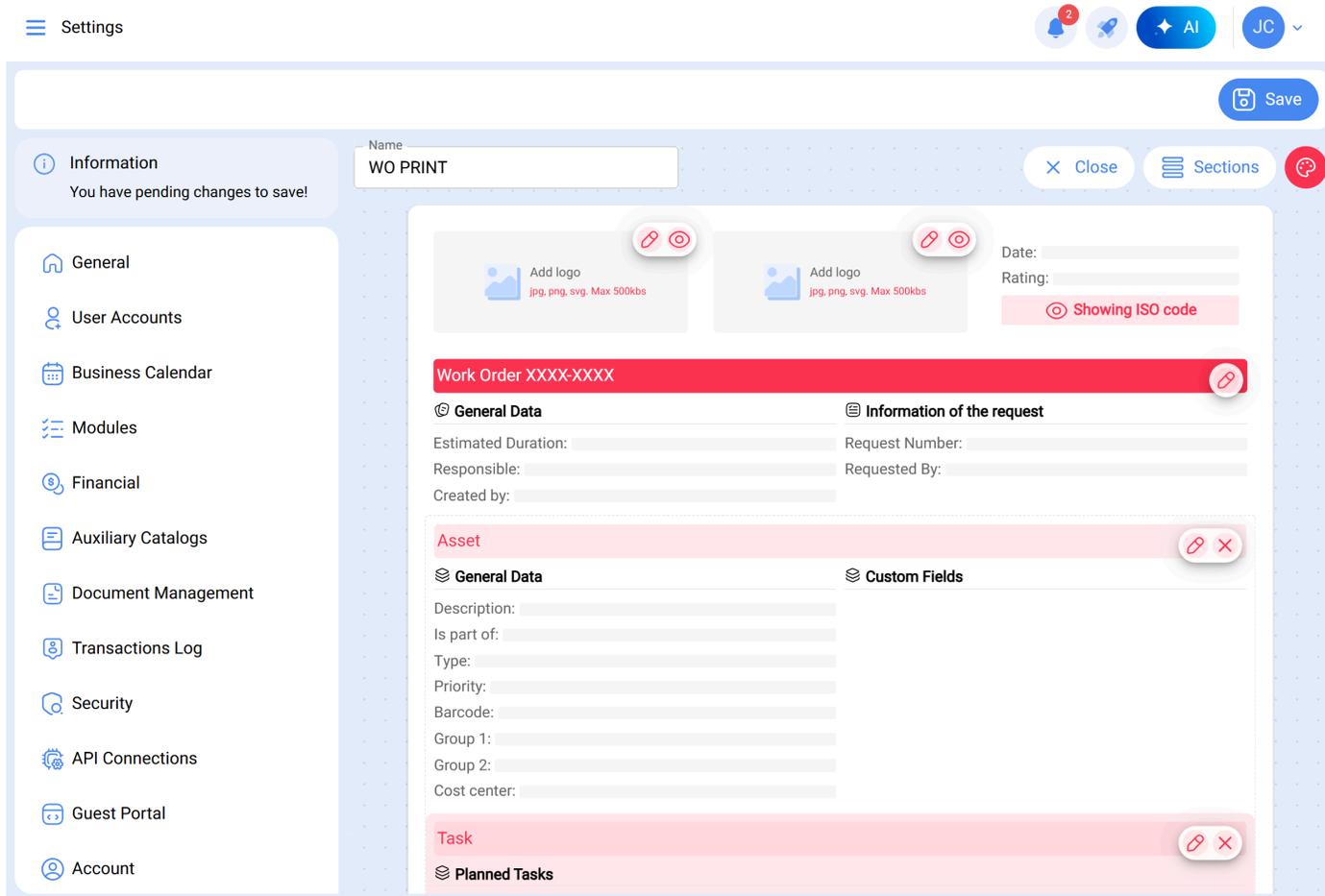
Personalização de cores

Cada secção pode ser destacada através do uso de **cores personalizadas**.

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

- Information:** A notification at the top left states "You have pending changes to save!".
- Navigation Sidebar:** Located on the left, it includes options such as "General", "User Accounts", "Business Calendar", "Modules", "Financial", "Auxiliary Catalogs", "Document Management", "Transactions Log", "Security", "API Connections", "Guest Portal", and "Account".
- Main Form Area:** The central part of the screen contains several data entry sections:
 - General Data:** Fields for "Estimated Duration:", "Responsible:", and "Created by:".
 - Information of the request:** Fields for "Request Number:" and "Requested By:".
 - Asset:** A sub-section with fields for "Description:", "Is part of:", "Type:", "Priority:", "Barcode:", "Group 1:", "Group 2:", and "Cost center:".
 - Planned Tasks:** 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".
- Color Selection:** A vertical palette of colored circles is located on the right side of the main form area, enclosed in a red box. It includes colors like blue, red, purple, grey, pink, brown, dark blue, green, orange, yellow, and light blue.

Podes escolher cores, tornando o documento visualmente mais organizado e de acordo com a identidade da tua empresa.



Gestão de Assinaturas

O formato de impressão permite ainda a incorporação de até 6 assinaturas. Para cada assinatura, o utilizador pode:

- Adicionar ou eliminar blocos de assinatura.
- Definir a descrição ou etiqueta associada à assinatura (por exemplo: Técnico Responsável, Supervisor, Cliente, etc.).
- Ordenar a posição das assinaturas dentro do formato. As assinaturas configuradas serão mostradas na pré-visualização conforme a estrutura definida, permitindo validar a sua correta disposição antes de guardar o formato.

Finalização e geração do formato

Uma vez que tenhas realizado todas as personalizações, clica em **Guardar** para salvar o formato.



Information
You have pending changes to save!

Name: **WO PRINT**

Close **Sections**

General
Add logo (jpg, png, svg, Max 500kbs) **Date:**
Add logo (jpg, png, svg, Max 500kbs) **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

O sistema processará o formato e estará pronto para uso.

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

Notas:

- Os formatos predefinidos não podem ser editados.
- As alterações realizadas afetam apenas a apresentação visual do documento.
- O acesso e as ações disponíveis para o utilizador administrador.