

Customization of Work Order print formats

 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:

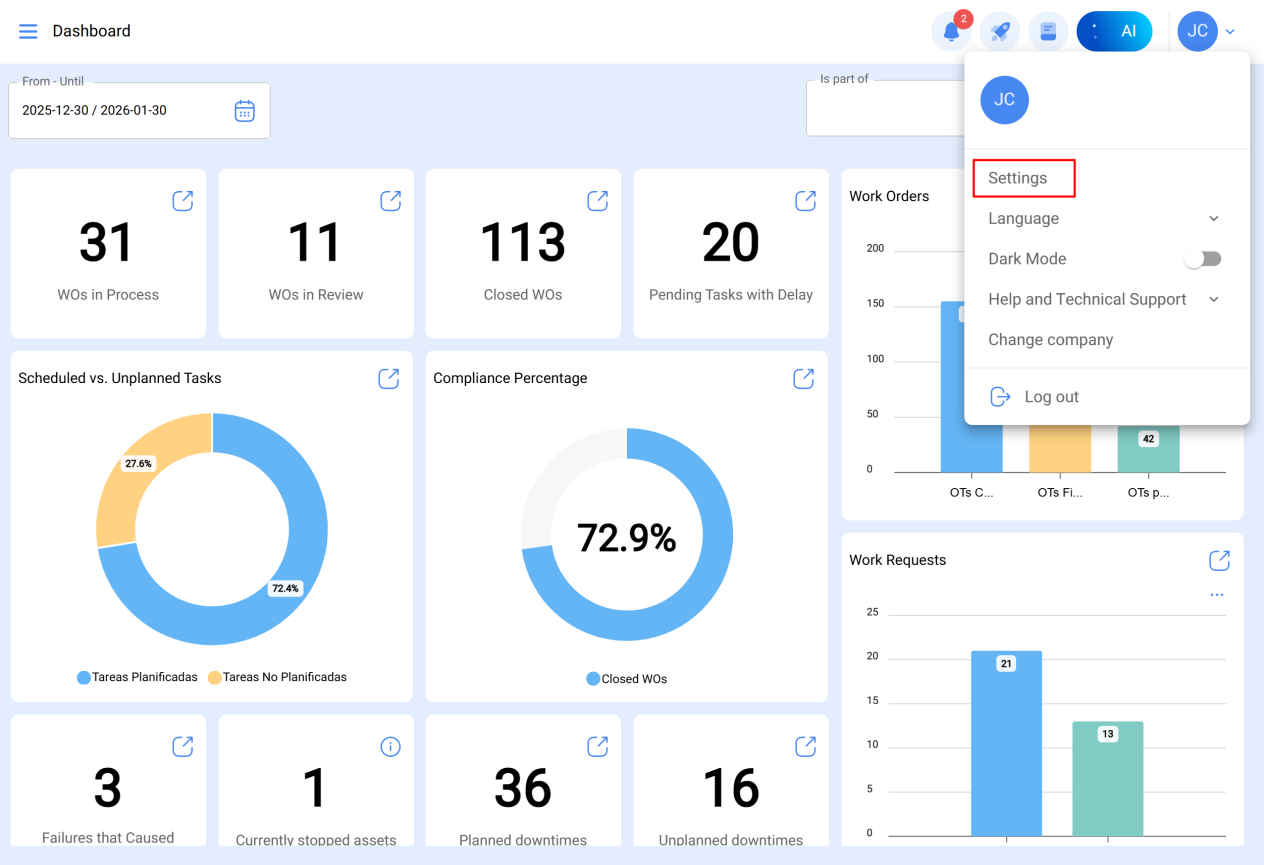
- **Have access to the Configuration module**
- **Be an administrator profile**
- **Have the addon**

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

Save

General

User Accounts

Business Calendar

Modules

Financial

Auxiliary Catalogs

Document Management

Transactions Log

Security

API Connections

Guest Portal

Account

Work Order Prints

FRACTAL

Code
RF

Name
Activación Fractal

Email

Currency
Chilean Peso

Thousands separator
(.) The character used is a p

Address

City
Medellin

State
Antioquia

Country
Colombia

Zip code

Search on the map

Sunglass Hut

Mapa Satélite

Atalhos do teclado Dados cartográficos ©2026 2 m Termos

Time zones UTC
America/Bogota

Latitude
18,220833

Longitude
-66,59015

Settings

Activación Fractal - Español - 477

Save

General

User Accounts

Business Calendar

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Account

Work Order Prints

Print format

Formato RT

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

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

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Create a custom format

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

Settings

2

AI

JC

Save

Information

You have pending changes to save!

Print format

Format 1

Edit

General

User Accounts

Business Calendar

Modules

Financial

Auxiliary Catalogs

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API Connections

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Account

FRACTAL

Demo Company

00123

Work Order

N°: WO-DEMO-8084

Date: 2024-01-14

Rating: 2

KEY-DEMO

REV-001

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	☒
	Multiline

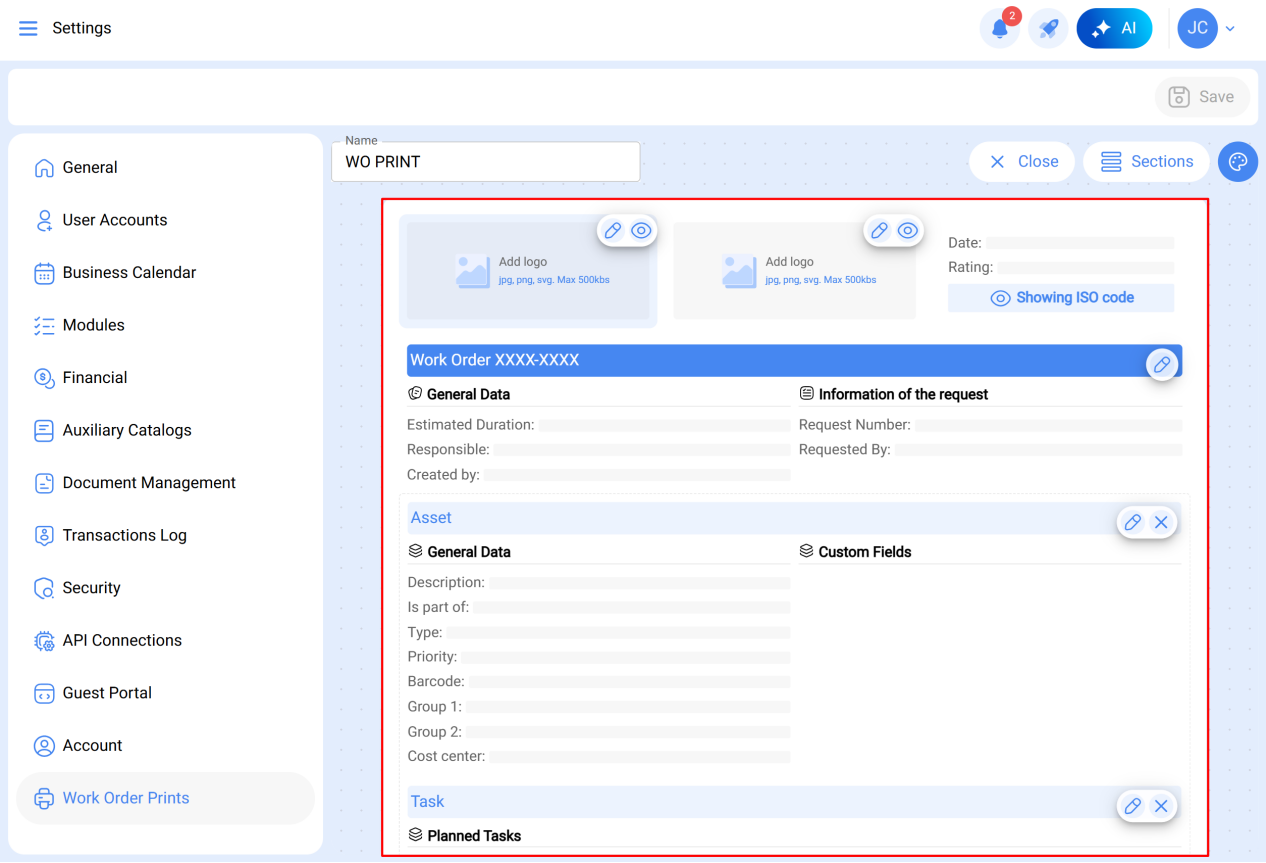
+

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.

The screenshot shows a software interface for creating a new print format. At the top, there's a 'Settings' header and a user profile 'JC'. A 'Save' button is in the top right. A red box highlights the 'Name' input field, with a red arrow pointing to it. The interface has a sidebar with various settings categories: General, User Accounts, Business Calendar, Modules, Financial, Auxiliary Catalogs, Document Management, Transactions Log, Security, API Connections, Guest Portal, and Account. The main content area is divided into sections: 'Work Order XXXX:XXXX' (with a 'Showing ISO code' button), 'General Data' (with fields for Estimated Duration, Responsible, and Created by), 'Information of the request' (with fields for Request Number and Requested By), 'Asset' (with fields for Description, Is part of, Type, Priority, Barcode, Group 1, Group 2, and Cost center), 'Task', and 'Planned Tasks'. There are also 'Add logo' buttons and a 'Close' button in the top right of the main content area.

Template selection

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



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.

 Save

General

User Accounts

Business Calendar

Modules

Financial

Auxiliary Catalogs

Document Management

Transactions Log

Security

API Connections

Guest Portal

Account

Work Order Prints

Name

WO PRINT

 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

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

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.

Settings

2

AI

JC

Save

General

User Accounts

Business Calendar

Modules

Financial

Auxiliary Catalogs

Document Management

Transactions Log

Security

API Connections

Guest Portal

Account

Work Order Prints

Name

WO PRINT

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

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

The screenshot shows a software interface for creating a Work Order (WO) printout. The main form is titled "WO PRINT" and is divided into several sections, each with a red border. The sections are:

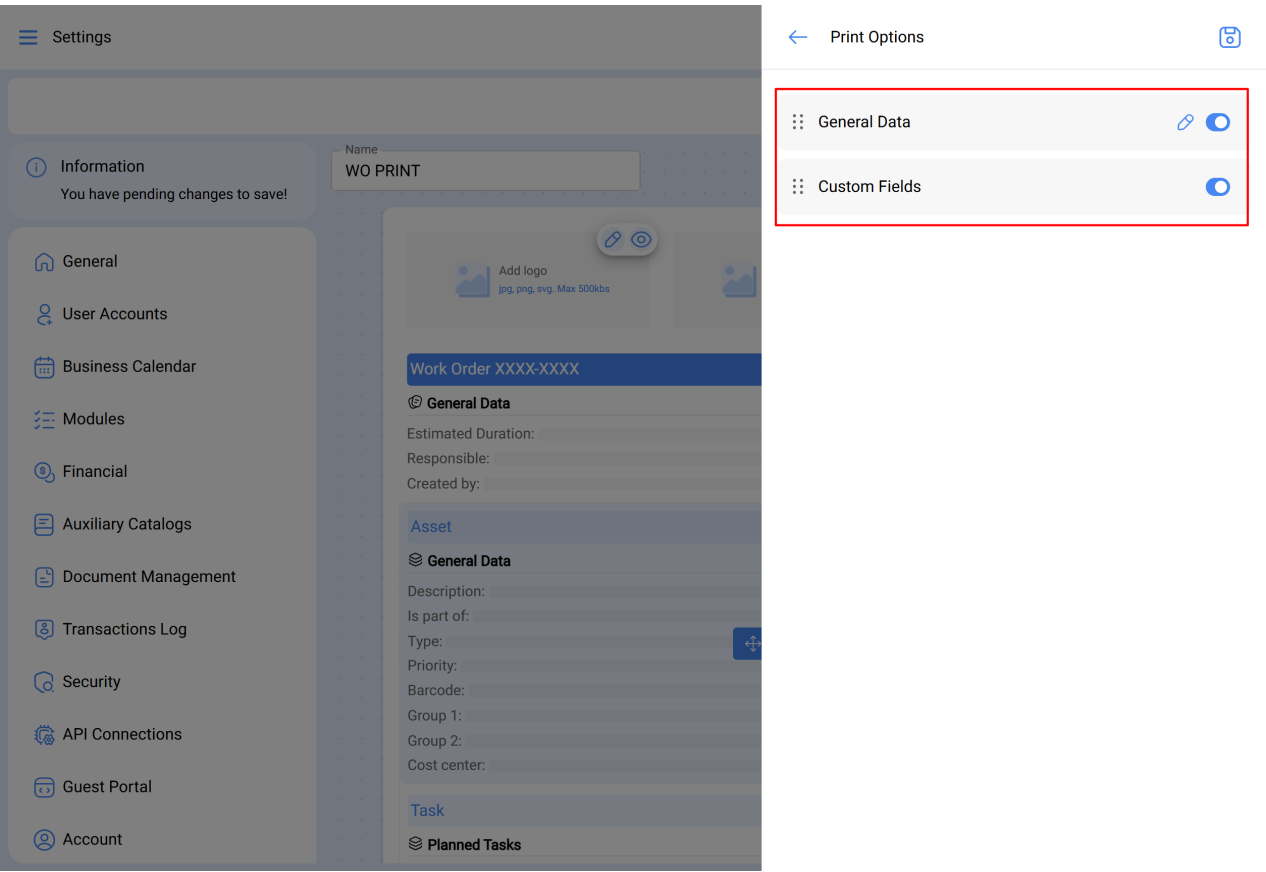
- General Data:** Includes fields for Estimated Duration, Responsible, and Created by.
- Information of the request:** Includes fields for Request Number and Requested By.
- Asset:** Includes fields for Description, Is part of, Type, Priority, Barcode, Group 1, Group 2, and Cost center.
- Custom Fields:** A section for defining custom fields, currently empty.
- Task:** Includes fields for Description, Group 1, Group 2, and Start Date and Time.
- Planned Tasks:** Includes fields for Description, Group 1, Group 2, and Task type.
- Signatures:** Includes fields for Accepted By, Performed By, and Validated By.

The form is titled "WO PRINT" and has a "Save" button in the top right corner. The left sidebar contains a menu with various settings and information options.

- **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:** You can add additional signature fields to the format. These fields print as blank spaces for a handwritten signature on the printed Work Order; they are not filled in electronically during execution.

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.

The screenshot shows the 'Settings' application interface. On the left is a sidebar with a menu containing: Information (with a sub-item 'You have pending changes to save!'), 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 form titled 'Work Order XXXX:XXXX'. The form has a header bar with 'WO PRINT' and a 'Save' button. Below the header, there are two tabs: 'General Data' and 'Information of the request'. The 'General Data' tab is active, showing fields for 'Estimated Duration:', 'Responsible:', 'Created by:', 'Request Number:', and 'Requested By:'. Below these fields is a 'Task' section with a 'Reorganize' button highlighted by a red box. The 'Task' section also includes fields for 'Description:', 'Actual Schedule Date:', 'Task type:', 'Priority:', 'Trigger:', 'Estimated Duration:', 'Group 1:', 'Group 2:', 'Start Date and Time:', 'Completion Date and Time:', 'Actual Duration:', and 'Real Time of Asset Downtime:'. Below the 'Task' section is an 'Unplanned Tasks' section with fields for 'Description:', 'Actual Schedule Date:', 'Type of job:', 'Priority:', 'Trigger:', 'Time out of service:', 'Request Number:', 'Event date:', and 'Notes:'. At the bottom of the form is a 'Signatures' section.

Color customization

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

Settings

2

AI

JC

Save

Information

You have pending changes to save!

General

User Accounts

Business Calendar

Modules

Financial

Auxiliary Catalogs

Document Management

Transactions Log

Security

API Connections

Guest Portal

Account

Name

WO PRINT

Close

Sections

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:

Actual Schedule Date:

Task type:

Group 1:

Group 2:

Start Date and Time:

Signatures

Accepted By

Performed By

Validated By

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

Settings

2

AI

JC

Save

Information

You have pending changes to save!

Name

WO PRINT

Close

Sections

General

User Accounts

Business Calendar

Modules

Financial

Auxiliary Catalogs

Document Management

Transactions Log

Security

API Connections

Guest Portal

Account

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

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

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.

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Save

Information

You have pending changes to save!

Name

WO PRINT

Close

Sections

General

User Accounts

Business Calendar

Modules

Financial

Auxiliary Catalogs

Document Management

Transactions Log

Security

API Connections

Guest Portal

Account



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

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

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

Jonas Campos

2025-12-12 00:10

00:00

Note

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

Work Management

Total: 1

High pressure air compressor 2 { HPAI2-25 }

// FRACTTAL 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
 Group 1: ---
 Actual Schedule Date: 2025-12-12
 Group 2: ---
 Type of job: CORRECTIVO
 Start Date and Time: 2025-12-12 09:06

Trigger: Non Scheduled Tasks
 Time spent to complete the task: 00:00:07
 Time out of service : ---
 Request Number: ---
 Requested By: Jonas Campos
 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.