

Personalização de formatos de impressão de OTs

 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:

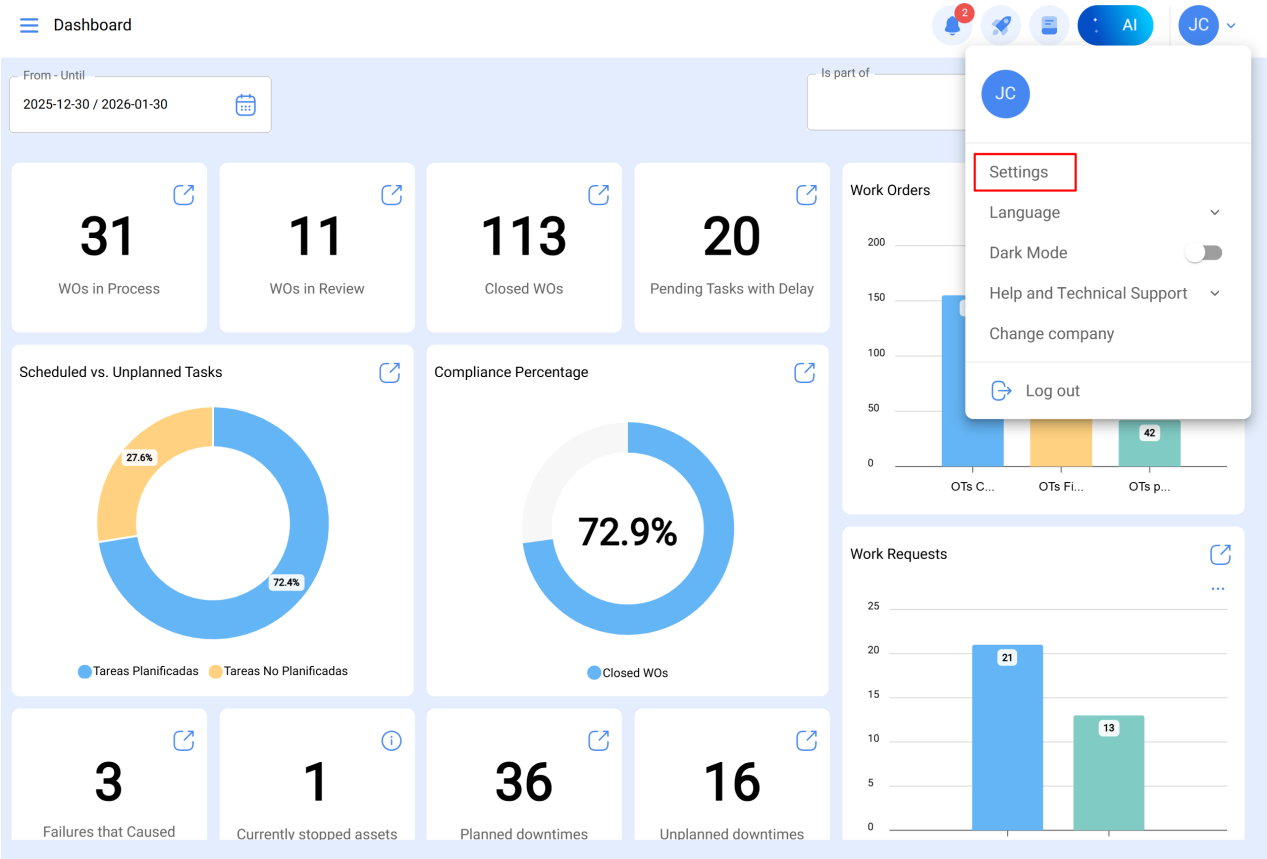
- Ter acesso ao módulo **Configuração**
- Ser um perfil administrador
- Dispor do addon

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

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 Medellín

State Antioquia

Country Colombia

Zip code

Search on the map

Sunglass Hut

Mapa Satélite

Time zones UTC America/Bogota

Latitude 18,220833

Longitude -66,59015

Settings

Activación Fractal - Español - 477

Save

General

User Accounts

Business Calendar

Modules

Financial

Auxiliary Catalogs

Document Management

Transactions Log

Security

API Connections

Guest Portal

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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Criar um formato personalizado

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

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

Document Management

Transactions Log

Security

API Connections

Guest Portal

Account

FRACTTAL

Demo Company

00123

Work Order

Nº: 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	☒
Multilines	

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.

The screenshot shows a web application interface for system settings. At the top, there's a 'Settings' header and a user profile 'JC'. A 'Save' button is in the top right. A sidebar on the left lists various system settings: 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 titled 'Information' and shows 'You have pending changes to save!'. A red box highlights the 'Name' input field, with a red arrow pointing to it. Below this, there are two 'Add logo' buttons. The main content area is divided into sections: 'Work Order XXXX:XXXX', 'Asset', and 'Task'. The 'Work Order' section has 'General Data' and 'Information of the request' tabs. The 'Asset' section has 'General Data' and 'Custom Fields' tabs. The 'Task' section has a 'Planned Tasks' tab.

Settings

Save

Information

You have pending changes to save!

Name

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

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

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 web application interface for creating a 'WO PRINT' (Work Order Print) document. On the left is a sidebar menu with options: General, User Accounts, Business Calendar, Modules, Financial, Auxiliary Catalogs, Document Management, Transactions Log, Security, API Connections, Guest Portal, Account, and Work Order Prints (highlighted). The main area displays a form titled 'WO PRINT' with a 'Name' field containing 'WO PRINT'. Below the title bar, there are two 'Add logo' buttons (jpg, png, svg, Max 500kbs) and a 'Date:' field. A red box highlights the main content area, which includes a 'Work Order XXXX-XXXX' header, a 'General Data' section with fields for Estimated Duration, Responsible, and Created by, and an 'Information of the request' section with fields for Request Number and Requested By. Below this is an 'Asset' section with fields for Description, Is part of, Type, Priority, Barcode, Group 1, Group 2, and Cost center. At the bottom, there is a 'Task' section with a 'Planned Tasks' field. The interface also includes a 'Settings' button in the top left, a 'Save' button in the top right, and a 'Close' button near the title.

A partir deste modelo, poderás começar a personalizar os diferentes elementos que compõem 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.

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

Save

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

Se em algum momento desejares **remover** 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.

The screenshot shows the 'Settings' interface for 'WO PRINT'. The left sidebar contains a list of settings categories: 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 is titled 'WO PRINT' and includes a 'Name' field. Below this, there are two 'Add logo' buttons. A red box highlights the 'Showing ISO code' toggle switch, which is currently turned on. Below the toggle, there are sections for 'Work Order XXXX:XXXX', 'General Data', 'Information of the request', 'Asset', 'Custom Fields', 'Task', and 'Planned Tasks'. The 'General Data' section includes fields for Estimated Duration, Responsible, Created by, Request Number, and Requested By. The 'Asset' section includes fields for Description, Is part of, Type, Priority, Barcode, Group 1, Group 2, and Cost center. The 'Task' section includes a 'Planned Tasks' field.

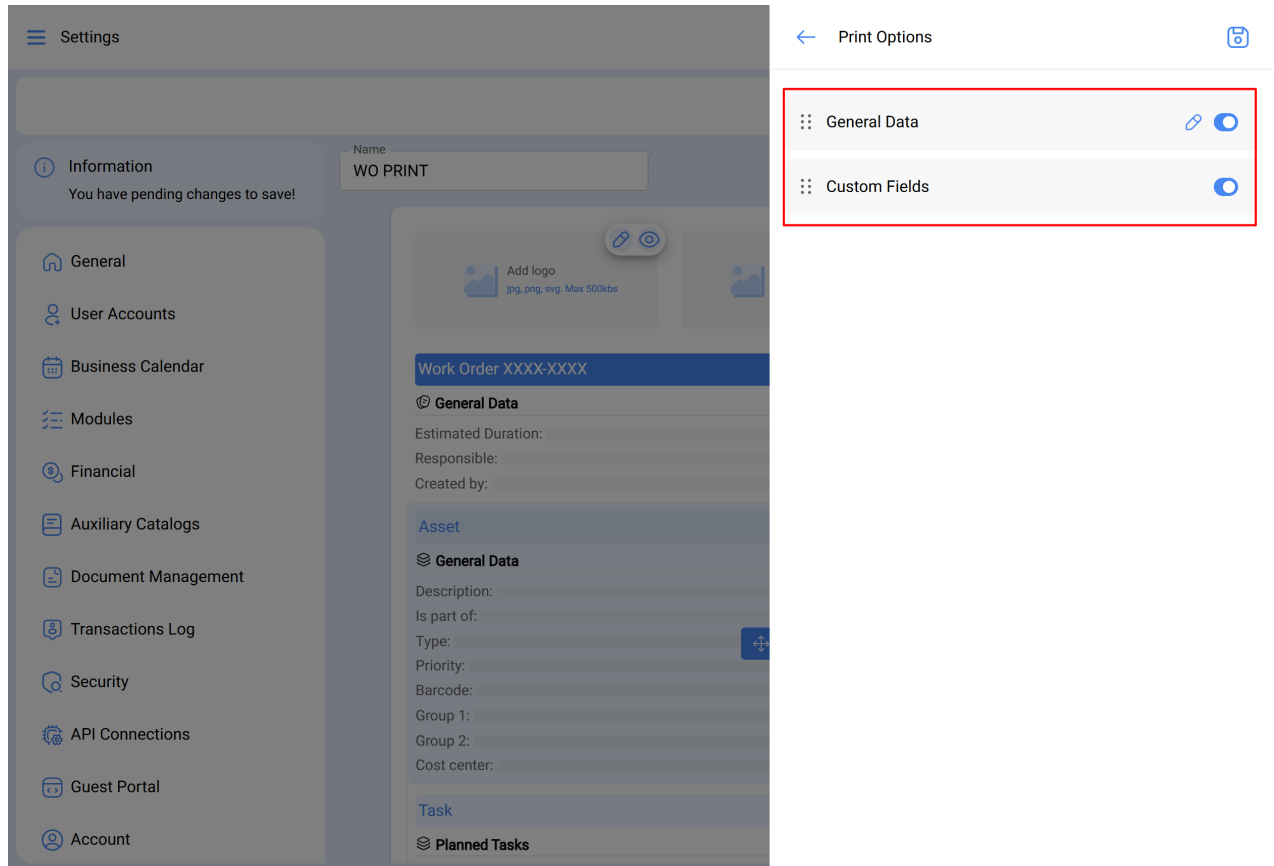
3. **Campos personalizados:** Poderão ser definidos os campos que aparecerão no documento, tais como:

The screenshot shows a software interface for creating a work order (WO). The main form is titled 'WO PRINT' and is divided into several sections. On the left, there is a sidebar with navigation links: General, User Accounts, Business Calendar, Modules, Financial, Auxiliary Catalogs, Document Management, Transactions Log, Security, API Connections, Guest Portal, and Account. The main form has a 'Name' field with the value 'WO PRINT'. Below this, there are two tabs: 'General Data' and 'Information of the request'. The 'General Data' tab is active and contains fields for 'Estimated Duration', 'Responsible', and 'Created by'. The 'Information of the request' tab contains fields for 'Request Number' and 'Requested By'. Below these tabs, there is an 'Asset' section with fields for 'Description', 'Is part of', 'Type', 'Priority', 'Barcode', 'Group 1', 'Group 2', and 'Cost center'. Below the 'Asset' section, there is a 'Task' section with fields for 'Description', 'Actual Schedule Date', 'Task type', 'Group 1', 'Group 2', and 'Start Date and Time'. At the bottom, there is a 'Signatures' section with fields for 'Accepted By', 'Performed By', and 'Validated By'. The form is highlighted with a red border.

- **Dados gerais:** Informação básica da OT como número, data e prioridade.
- **Informação da solicitação:** Detalhes da solicitação de trabalho, incluindo descrição e responsável.
- **Detalhes da tarefa:** Inclui subtarefas, recursos atribuídos e datas de execução.
- **Anexos:** Poderás adicionar os anexos correspondentes à tarefa ou à solicitação de trabalho, e estes serão mostrados no formato de impressão.
- **Assinaturas:** Pode adicionar campos de assinatura adicionais ao formato. Estes campos são impressos como espaços em branco para assinatura manual na Ordem de Trabalho impressa; não são preenchidos eletronicamente durante a execução.

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.



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.

The screenshot displays a software interface for managing work orders. On the left, a sidebar menu lists various sections: Information, General, User Accounts, Business Calendar, Modules, Financial, Auxiliary Catalogs, Document Management, Transactions Log, Security, API Connections, Guest Portal, and Account. The main area shows a 'Work Order XXXX:XXXX' form. The form has a header with the name 'WO PRINT' and a 'Save' button. Below the header, there are two main sections: '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 these sections, there are two task lists: 'Planned Tasks' and 'Unplanned Tasks'. Each task list has 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. A 'Reorganize' button is highlighted in a red box in the 'Unplanned Tasks' section. At the bottom of the form, there is a 'Signatures' section.

Personalização de cores

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

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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

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.

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

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

O sistema processará o formato e estará pronto para uso.

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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

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.