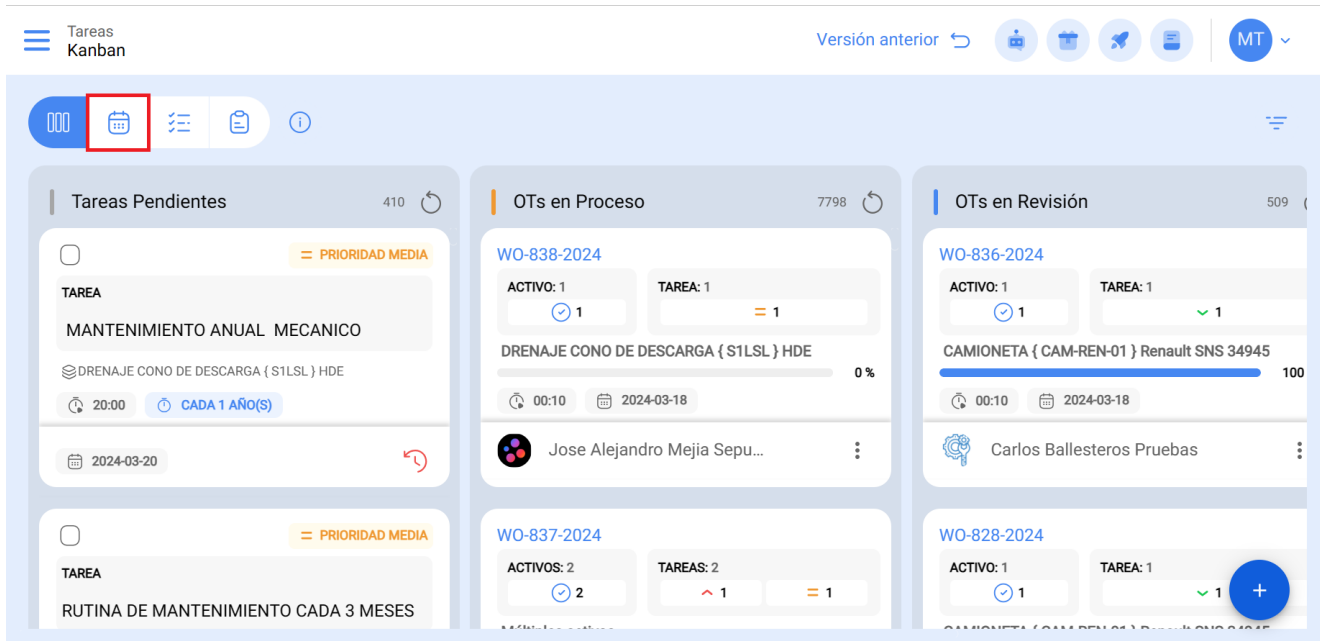


¿Cómo visualizar en un calendario todas las tareas programadas en teams?

help2.fractal.com/hc/es-es/articles/25190703974925--Cómo-visualizar-en-un-calendario-todas-las-tareas-programadas-en-teams

Una opción muy útil en la plataforma es poder visualizar de manera global un calendario con todas las actividades que han sido asociadas a la función de teams. Para ello, solo debemos ingresar a la vista calendarios de las OTs.



Luego, se deber seleccionar las opciones de calendario y habilitar la visualización de los horarios de teams.

Calendar view showing tasks for March 2024. The interface includes a header with navigation icons and a filter bar with 'Tareas Pendientes' and 'Órdenes de Trabajo'. The main area is a calendar grid with columns for days of the week (lun. to dom.) and rows for dates (26 to 31). Tasks are displayed as colored blocks with their start times, IDs, and completion percentages. For example, on March 26, there is a task '08:00 WAAA-526-2024' at 0% completion. On March 27, there is a task '05:07 WAAA-619-2024' at 0% completion. On March 28, there is a task '05:07 WAAA-616-2024' at 0% completion. On March 29, there is a task '05:07 WAAA-620-2024' at 0% completion. On March 30, there is a task '08:29 OT-5340-2024' at 0% completion. A red box highlights the calendar icon in the top left corner of the interface.

Calendar view with a sidebar menu open. The sidebar menu is titled 'Opciones calendario' and contains several options: 'Tareas Pendientes', 'Órdenes de Trabajo', 'Órdenes de trabajo por activo', 'Órdenes de trabajo por responsables', 'Teams', 'Próximo mantenimiento', 'Por activador de fecha', 'Por activador de lectura', and 'Programación estimada de Tareas'. The 'Teams' option is selected and highlighted with a red box. The main calendar area shows a grid of tasks for March 2024, with columns for days of the week (lun. to jue.) and rows for dates (26 to 28). Tasks are displayed as colored blocks with their start times, IDs, and completion percentages. For example, on March 26, there is a task '05:00 Bitacoras mantenimiento' at 0% completion. On March 27, there is a task '07:16 WAAA-543-2024' at 0% completion. On March 28, there is a task '08:52 WAAA-554-2024' at 0% completion.

Una vez seleccionada esta opción, podrás finalmente visualizar todas las actividades que han sido programadas por medio de teams.

lun.	mar.	mié.	jue.	vie.	sáb.	dom.
26	27	28 WAAA-549-2024 Ana Carolina Ra...	29	01	02	03
04	05	06	07	08	09	10
11 WO-680-2024 Tony Tecnico	12	13 WO-741-2024 Alejandro Tamayo	14	15	16	17
18 WO-707-2024 Adriana Enciso Agu...	19	20	21	22	23	24
25	26	27	28	29	30	31

Nota: En caso de ser necesario se puede personalizar aún más la visual del calendario por medio de los filtros de la plataforma.