# Calendar in work orders

help2.fracttal.com/hc/en-us/articles/24887367738765-Calendar-in-work-orders

The calendar view in the work order module gives us a comfortable overview of our activities, such as:



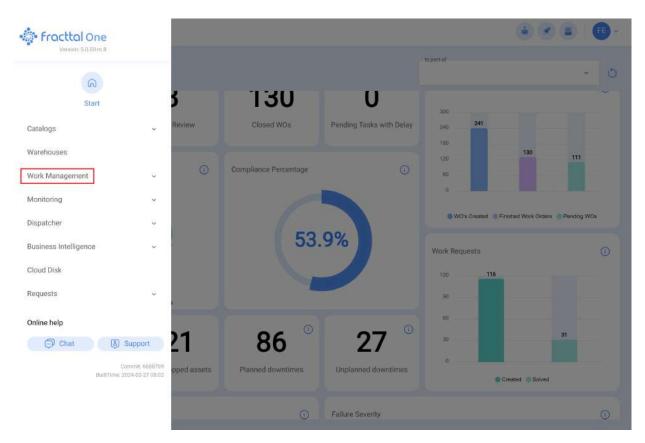
In this display, we can see both the assigned activities and those that are still pending assignment, together with their different statuses identified by colors.

#### How to enter the calendar interface of the work order module?

To access the calendar interface in the work order module, follow these steps:

- E Dashboard ÷ 🗶 🔳 From - Until is part of 2024-01-27 / 2024-02-27 Ó ų 0 0 103 0 8 130 Work Orders 300 WOs in Process Closed WOs Pending Tasks with Delay 241 WOs in Review 240 180 130 111 120 Scheduled vs. Unplanned Tasks 0 Compliance Percentage 0 60 0 WO's Created 
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- 1. In Fracttal One 5.0, go to the top left menu.

2. Click on the "Tasks" module.



3. Click on "work orders".

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4. Once you are in the interface, click on the icon as follows

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5. Here you will find the work order calendar interface.

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# What can I find inside the calendar in the work order module?

## Calendar" view

It is an interface that provides a visual representation of events and activities distributed over time (Month, Week, Day). In this view, events are organized according to dates, allowing users to have an overview of their commitments, schedules and events.

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# Calendar options:

In this option, you can focus the information of your tasks or work orders according to your search needs.

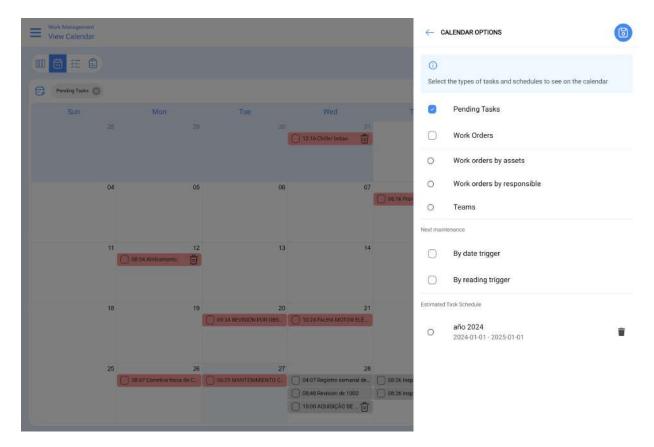
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Each selection you make here will be predetermined by a color, which will be displayed on the calendar to highlight specific dates. Remember that when you select the option of your interest, you must click on the "Save" button located at the top right.

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The calendar options you can focus on are:

#### 1. Pending tasks



#### 2. Work orders

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← 0	ALENDAR OPTIONS
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## 3. Work orders by asset

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#### 4. Work orders by responsible

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#### 5. **Teams**

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#### 6. Upcoming maintenance by date trigger

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7. Upcoming maintenance by reading activator (meters)

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25	26	27	28			
04:04 Cambio de banda	03.36 MANTENIMIENTO DE M 12.40 Mantenimiento 500 h					

#### 8. Estimated task scheduling function:

You can project the activities of the necessary period and save it in one or more static calendars which can be reproduced when needed.

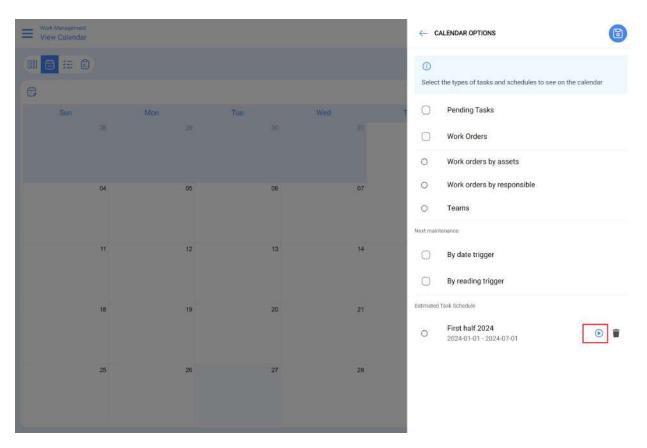
View Calendar				← CALENDAR OPTIONS	6
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n	12	13	14	By date trigger	
				By reading trigger	
18	19	20	21	Estimated Task Schedule	
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To generate it, click on 'new' to start creating the static calendar.

Then add a description for the view you want to save, select the time interval and finally click the "Save" button.

Work Management View Calendar					
					In this option, a new calendar is created containing the estimated schedules of your tasks in the plans for the selected time range
Cø Sun	Mon 28	Tue 29	Wed 30	31	Description First half 2024 Start date 2024-01-01
	04	05	06	07	End Date 2024-07-01
	11	12	13	14	
	16	19	20	21	
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Then click on the triangle (calculate)



Then, a box will be displayed informing you that it is recalculating the calendar according to the indication provided.

Work Management View Calendar						
						Q (=) :
C				Calendar -	Month - 2	2024-02-27
Sun	Mon Tue			Thu	Fri	Sat
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Then, it will present the information as follows, showing you the total number of activities per day within the established range

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ē,				Calendar	✓ Month ✓	2024-02-27
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04	05	06	07	08	09	;
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11	12	13	14	15	16	
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18	19	20	21	22	23	
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25	26	27	28	29	01	
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# Timeline Options.

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			1	A CONTRACTOR OF	164			O voizo mapeção ua	Noting.				-

**Month:** Displays an overview of the calendar for the current month, allowing you to view events and activities throughout the month at a glance.

Work Managemen View Calenda													FE
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**Week:** Provides a detailed overview of the current week, facilitating the planning and organization of short-term events.

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11:00 AM 12:00 PM					-					
1:00 PM		12:54 PM - 1:24 PM					12:42	1:00 1:00 1_		÷

**Day:** Allows you to focus on the details of a specific day, showing a detailed breakdown of the events and tasks scheduled for that particular day.

Work Management View Calendar	🧯 💌 🔳 👎 🗉
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Information The queried date range contains more than 500 records, please add other search parameters to reduce the result	
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938 AM - 10:08 AM 10:00 AM	
11:00 AM	
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1:00 PM	
2:00 PM 2:03 PM - 2:23 PM	

### Agenda View

This view provides a detailed and structured representation of your scheduled events and activities. Each entry in the agenda is organized in rows, with columns that provide crucial information for your daily planning.

- **Date:** The date column indicates the day on which each event is scheduled, allowing you to quickly locate the activities on the calendar.
- **Time:** In the time column, the scheduled time range for each event is displayed, from the start time to the end time. This gives you a clear view of the duration of each activity.
- **Event:** The third column describes the current event, providing essential information about its nature and purpose. In addition, a color-coded system is used to represent the status or progress of the event, facilitating quick identification of its current state.

This agenda view is designed to optimize time management and the organization of your daily activities, providing a complete overview of your day.

Work Manag View Cale			😐 💌 🔳 👎 ~
00 🖨 🗵	: E		0 ∉ :
Informat     The queri		e than 500 records, please add other search parameters to reduce the result	
Pending T	asks 🛞 Work Orders 🙆		Agenda + 2024-02-27 ()
Date	Hour	Event	
Tue Feb 27	6:29 am - 7:14 am	6 🗍 06:29 MANTENIMIENTO CADA 1000 HORAS	
	7:03 am - 7:33 am	07:03 OT-133-PL	0%
	7:03 am - 7:33 am	07:03 0T-132-PL	0%:
	7:50 am - 8:20 am	07:50 0T-135-PL	100%
	9:38 am - 10:08 am	09:38 OT-169-SC	100%
	2:03 pm - 2:23 pm	14:03 OS-313-SC	100%
Wed Feb 28	4:07 am - 4:17 am	04:07 Registro semanal de temperatura	
	8:48 am - 8:58 am	🥌 🕕 08:48 Revision de 1000	
	8:48 am - 8:58 am	08:48 0T-2194-23	100%
	3:00 pm - 3:10 pm	IS:00 AQUISIÇÃO DE NOVO EQUIPAMENTO	Ē
	8:00 pm - 8:30 pm	🥯 20:00 OS-549-SC	0%
Thu Feb 29	8:19 am - 9:19 am	08:19 OS-343-SC	100%
	8:26 am - 9:26 am	🧶 💭 08:26 inspeção da bomba	
	8:26 am - 9:26 am	🧧 🗍 08:26 Inspeção da bomba	
	8:52 am - 9:32 am	08:52 OS-368-SC	100%
	9:39 am - 10:39 am	🤴 09:39 OS-348-SC	
Fri Mar 01	1:00 am - 4:00 am	01:00 OS-367-SC	

# Color legend "Agenda" view

View Kanban								
<b>n 🖶</b> 🕾 🖨								
Ponding Tasks 🔘	Work Order	. 0						
		Mon		Tue		Wed		
	07:11.0	IT-13-PL	0%	14 00 05-412-SC	.0%	07.38 0T-55-PL	09:31 0	THE
	09:35 0	T-15-PL	0%	15:01 07:50-PL	100%	08:37 07:65-PL	13:00.0	17-12
	11:43 0	T-20-PL	.0%	15:05 0T-51-PL	100%	08:37 07:80-PL	13:00 0	11-24
	+:13.Mc	ice:		10.58 07-53-PL	1005	+ 12 More	+ 2 Mor	0
	04		05		06		07	
16:29 09:431-SC	0% 07:320	T-96 FL	100%	05:40 0T-86-PL			01 06	3163
18:40 07:52-PL 1	07:15 C	rt-193-SC	0%	07.35 OT-88-PL	175		06-17 0	
	07:15:0	F89-PL	0%	08:23 07-90 PL	0%	06:20 07-100-PL 10	0% 07.24 C	
	+ 8 Mor	e /		+ 5 More		+ 6 More	+ 10 Mc	ore
	11		12		13		14	
13:00 OT 30-TOG			100					
13 35 05 374 SC 1	06:34 0	T-130-PL	05	06:01:07:131-PL	0%	05:03 07-161-SC	07180	an u
	08	54 Alighamento	音	07.06-07-147-PL	100%	06:11 07-160-SC	08.00 0	)ŦN
	+ 11 Mo	re		+ 11 More		+ 6 Mare	+ 4 Mor	e
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13:00 07-30-TOG	10		10				02:31 0	
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		IS-523-SC		07:29 (JT-217-SC		04/12 05-323-50 10		
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22:59 OS-554-6C	25	P 313 PC	26		27		28	
And Andrews	05 00 0					04:07 Registro semanal de		
				07.03 (01-133-PL		08:48 Revision de 1000	00	
	08:57 0	S-551-SC		07.03 0T-132-PL	. 0%	08.48 OT-2194-23 10	67 🗍 G8	261
	12:54 0	S-552-50	100%	+ 3 More		+ 2 More	+ 2 Mor	e.

#### - INFORMATION ABOUT COLORS

#### Pending Tasks

Pending Tasks with Delay

Next maintenance

WOs in Process

WOs in Review

Closed WOs

#### Timeline" view

The "Timeline" is a visual tool that presents in a clear and structured way the maintenance schedule for various equipment. The interface is composed of an initial column that lists the equipment requiring maintenance, providing detailed information such as:

- Type of task.
- Priority.
- Task classifications.
- Equipment status

The main component of the interface consists of several additional columns, representing day, week or month (depending on the period selected). Each cell in these columns reflects a line indicating the maintenance task schedule for a specific piece of equipment in a given period. The width of the lines can vary, indicating the intensity or duration of the maintenance task, as well as their color according to their status.

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Pending Tasks 🛞 Work Orders 🚫						Timeline		+ Mo	nth -	2024-02	-01 / 2024	-02-2	
sset / Work Management	2024												
	February	March	April	May	June	July	August	September	October	November	December	January	Februa
Almacen de Muestras													
Registro semanal de temperatura Task type Préventiva Priority: Modum Task Group 2 Explorement downtime?: No Asset Downtime (000000)													
} bomba ∥													
REVISION POR OBSTRUCCION EN DESCARGA Task type INSPECCIÓN Psiony: High	Ť												+

# **Color legend "Timeline**

E View Kantun									- INFORMATION ABOUT COLORS
	Scheduled task								
C temetres O surgeme O	Scheduled task, with downtime								
Asset / Work Management 2004									Unscheduled task
	Tobruary	Munch	April	M00	Jane	Unity	August	Gerander Octo	Unscheduled task, with out of service
Almacen de Muestres									Task for average meter reading
									Task for average meter reading, with downtime
Pegiption semanal de temperatura      Pegiption semanal de temperatura      Pegiption semanal      Pegiption									
E REVISION POR OBSTRUCCION EN DESCARGA	1								