

How to reschedule a Task?

help2.fracttal.com/hc/en-us/articles/24947744886925-How-to-reschedule-a-Task

In Fracttal there are different options in which one or several tasks can be rescheduled at the same time, either to attend to an overdue or an overdue task. To do this, simply enter the TOs sub-module and select the pending tasks to be rescheduled from any of the available views (Kanban, TimeLine and List) to enable the editing bar, where the reschedule option will appear.

From the Kanban view

The screenshot displays the Fracttal Kanban view for Work Management. The interface is divided into four main columns: Pending Tasks (438 items), WOs in Process (7788 items), WOs in Review (506 items), and Closed WOs (9247 items). A red box highlights the 'Reschedule' icon (a circular arrow) located in the top right corner of the 'Pending Tasks' column. The 'Pending Tasks' column contains four task cards, each with a 'TASK' header, a title, an asset name, a task name, a priority level (MEDIUM PRIORITY), and a due date. The first two cards have a blue checkmark in the top left corner, indicating they are selected. The 'WOs in Process' column contains four cards, each with a 'WO' header, a title, an asset name, a task name, a priority level, and a due date. The 'WOs in Review' column contains four cards, each with a 'WO' header, a title, an asset name, a task name, a priority level, and a due date. The 'Closed WOs' column contains four cards, each with a 'WO' header, a title, an asset name, a task name, a priority level, and a due date. The interface also includes a top navigation bar with a hamburger menu, the text 'Work Management View Kanban', a 'Old Version' link, and a 'New WO' button. A '(2) Selected' indicator is visible in the top left corner of the Kanban view.

Work Management
View Kanban

(2) Selected

Pending Tasks 438

WOs in Process 778

Task 1: maintenance once a month
MEDIUM PRIORITY
TRUCK { PILJ89 }
00:10 EVERY 1 MONTHS
2024-04-08

Task 2: MAINTENANCE EVERY 250 KILOMETERS (COPY)
MEDIUM PRIORITY
TRUCK { PILJ89 }
00:10 EVERY 1 DAY(S)
2024-03-11

Task 3: Solicitud prueba Veolia
MEDIUM PRIORITY
CAMIONETA { CAM-REN-01 } Renault SNS 34945

WO-710-2024
ASSET: 1 TASK: 1
SALON DE REUNIONES ADMINISTRACION { AM-MSP... }
01:00 2024-03-11 0%
Tony Fractal

WO-709-2024
ASSET: 1 TASK: 1
HERRAMIENTAS ELECTRICAS { TH-52 } SAN ...
00:10 2024-03-10 0%
Tony Fractal

WO-708-2024
ASSET: 1 TASK: 1
PELETIZADORA 4 { Ejemplo: A8DW@ } FAMSUN
00:15 2024-03-14 0%
Tony Fractal

RESCHEDULE TASK

Selected Tasks
2

New Date
2024-03-11 08:47

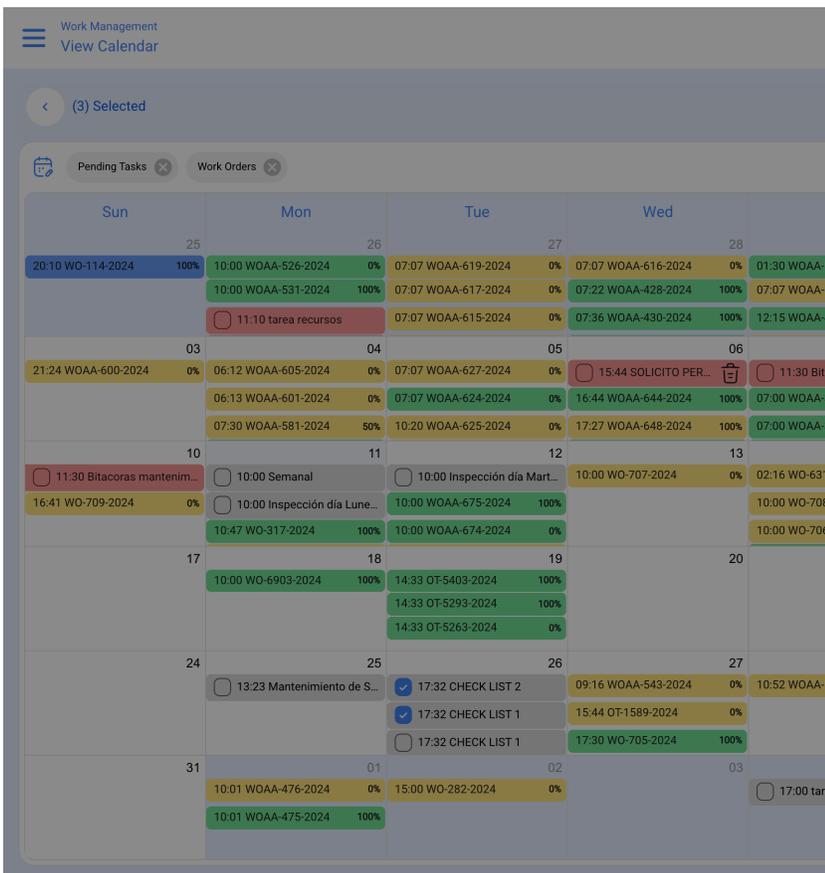
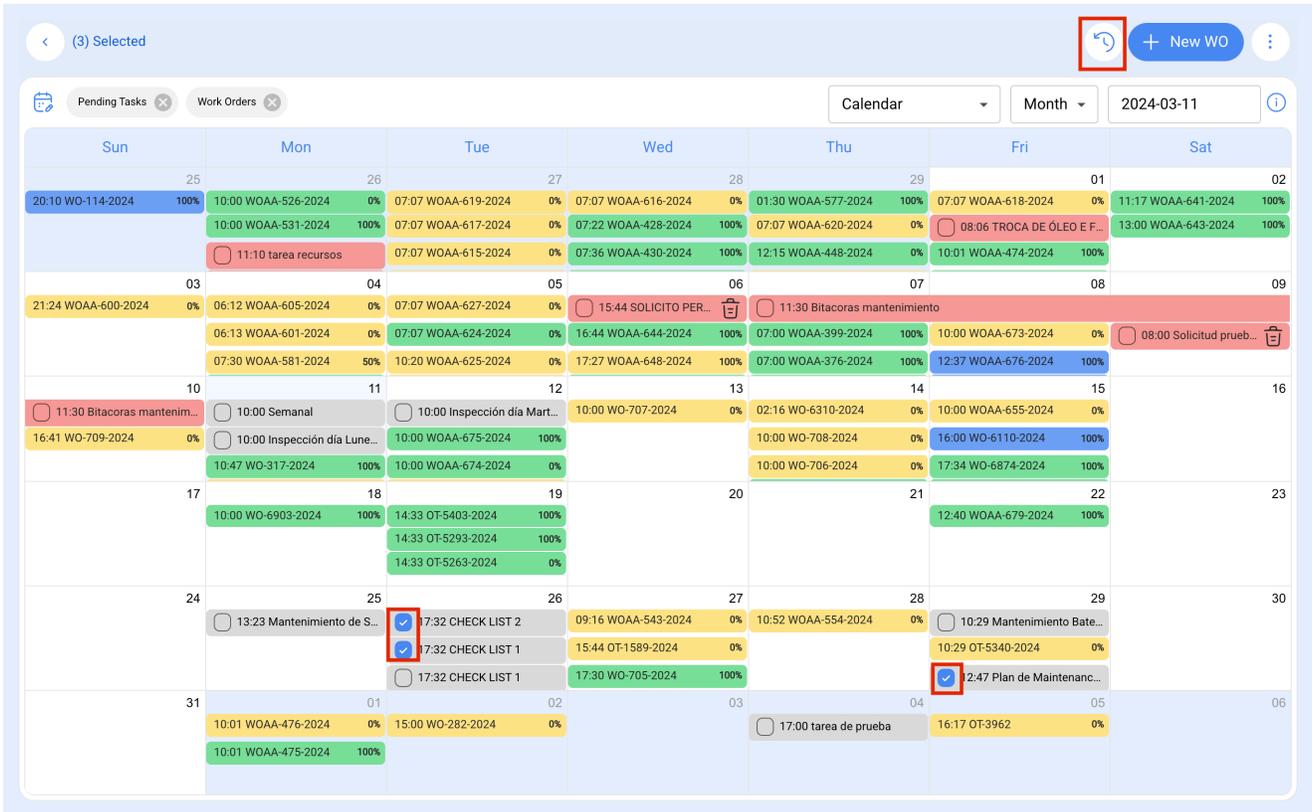
Responsible
Nicolas Chia Representante de soporte

Cause of task rescheduling
Cause of task rescheduling can't be blank

Note

Reschedule

From the Calendar view



← RESCHEDULE TASK

Selected Tasks
3

New Date
2024-03-11 08:50

Responsible
Nicolas Chia Representante de soporte

Cause of task rescheduling

Cause of task rescheduling can't be blank

Note

Reschedule

From List view

(2) Selected

+ New WO

	Code	Asset	Task	Trigger	Delay	Planned Maintenance
<input checked="" type="checkbox"/>	PILJ89	TRUCK { PILJ89 }	MAINTENANCE EVERY 250 KILOMETERS (...)	Date Every 1 Day(s)	0	TRUCK (ACH)
<input type="checkbox"/>	CAM-REN-01	CAMIONETA { CAM-REN-01 ...	Solicitud prueba Veolia	Non Scheduled Tasks	4	
<input type="checkbox"/>	CAM-REN-01	CAMIONETA { CAM-REN-01 ...	Solicitud prueba estado OT	Non Scheduled Tasks	4	
<input checked="" type="checkbox"/>	HB M3 OF	Oficina { HB M3 OF }	Test diario	Date Every 1 Day(s)	6	Plan diario
<input type="checkbox"/>	HB M3 TE	Terraza { HB M3 TE }	PRUEBA FERIADO	Date Every 1 Day(s)	6	PRUEBA FERIADO
<input type="checkbox"/>	SLWESTLAND	SOLICITANTES WESTLAND ...	SOLICITO PERMISO PARA HACER UNA RE...	Non Scheduled Tasks	4	
<input type="checkbox"/>	Ejemplo: A8...	PELETIZADORA 4 { Ejemplo:...	Inspección día Lunes Mañana	Event Cumplimiento de Mtto	0	Plan de Mantenimiento de P.
<input type="checkbox"/>	Ejemplo: A8...	PELETIZADORA 4 { Ejemplo:...	Inspección día Martes Tarde	Date Every 1 Tuesday	0	Plan de Mantenimiento de P.
<input type="checkbox"/>	Ejemplo: A8...	PELETIZADORA 4 { Ejemplo:...	Inspección día Lunes Tarde	Date Every 1 Monday	0	Plan de Mantenimiento de P.
<input type="checkbox"/>	Ejemplo: A8...	PELETIZADORA 4 { Ejemplo:...	Semanal	Date Every 1 Monday	0	Plan de Mantenimiento de P.
<input type="checkbox"/>	Ejemplo: A8...	PELETIZADORA 4 { Ejemplo:...	Inspección día Miercoles Mañana	Event Cumplimiento de Mtto	0	Plan de Mantenimiento de P.
<input type="checkbox"/>	ROCIO 1	EQUIPO DEMO ROCIO { ROC...	TAREA DEMO DIA ROCIO 2	Date Every 1 Day(s)	6	PLAN DEMO PRUEBA ROCIO
<input type="checkbox"/>	ROCIO 1	EQUIPO DEMO ROCIO { ROC...	TAREA DEMO DIA ROCIO 1	Date Every 1 Day(s)	6	PLAN DEMO PRUEBA ROCIO

Showing 50 of 396

Work Management
Work Queues

(2) Selected

	Code	Asset	Task	Trigger
<input checked="" type="checkbox"/>	UTK-001...	Generator 01 { UTK-001-...	Shaft replacement	Non Scheduled
<input type="checkbox"/>	UTK-001...	Fire Pump 01 { UTK-001-...	Daily Inspection - Diesel ...	Date Every 1 D
<input checked="" type="checkbox"/>	UTK-001...	Fire Pump 01 { UTK-001-...	Weekly PM - Diesel Forklift	Date Every 1 W
<input checked="" type="checkbox"/>	UTK-001...	AC-SP02 { UTK-001-AC-S...	Quarterly PM - HVAC Spli...	Date Every 3 M
<input type="checkbox"/>	UTK-001...	AC-SP01 { UTK-001-AC-S...	Quarterly PM - HVAC Spli...	Date Every 3 M
<input type="checkbox"/>	UTK-001...	Generator 01 { UTK-001-...	Monthly PM - Generators	Date Every 1 M

Reschedule Task Task

Selected Tasks
2

New Date
2022-07-08 09:43

Note

Notes can't be blank

RESCHEDULE TASK

Then, upon clicking the reschedule option  , a window will emerge where you can enter the date and the reason why the task is being rescheduled.

Finally, upon making the edits, you'll just need to click on Reprogram to save the changes made.