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

Work Management View Kanban						Old Version 🕤 🚊	* * E NC ·
(2) Selected							5 + New WO
Pending Tasks	438 💍	WOs in Process 7788	🖒 📔 WOs in Re	view	506 ()	Closed WOs	9247 ()
TASK maintenance once a month STRUK (PILJ99) C O(10 C EVERY 1 MONTHS 2024-04-08		WO-710-2024 ASSET: ○ 1 = 1 © SALON DE REUNIONES ADMINISTRACION (AM-MSP-9) © 01:00	WO-680-2022 ASSET: 1 ⊙ 1 ⊙ 01:00 E	TASK 1 = 1 ADOR (AM-MSP-13) FLOUU 2024-04-08 LD SMITH	100 %	W0-705-2024 ASSET: 1 ⓒ 1 ⓒ PLANTA ELECTRICA ⓒ 01:00	TASK:1 1 DE 45 KVA (20164-0) EXPERT_ 100% 3927 :
TASK MAINTENANCE EVERY 250 KILON TRUCK (PILUB9) 0 0010 0 EVERY 1 DAY(5) 202409-11	E MEDIUM PRIORITY	WO-709-2024 ASSET: 1 TASK: 1 ③ 1 = 1 ◎ HERRAMIENTAS ELECTRICAS (TH-52) SAN SALVADOR ③ 00:10 2024:03:10 ▲ Tony Fracttal	WOAA-678-22 ASSET: 1 ⊙ 1 ⊗ TALADRO P ⊙ 0% ⋮ WW	224 TASK: 1 = 1 ERCUTOR { 87100 } GALAXIA ☐ 2024-03-08 ER ULISES MORALE	100 %	W0-703-2024 ASSET: 1 ⊙ 1 ⊗ PRUEBA (82001) PP ⓒ 01:00	TASK: 1 = 1 UUEBA 0% 0308 O CANCELED IIA VASQUE
TASK Solicitud prueba Veolia @CAMIONETA (CAM-REN01) Renauft SNS @ 00:10 @ UNPLANNED	= MEDIUM PRIORITY 34945	WO-708-2024 SSET: 1 TASC 1 ○ 1 = 1 ○ PELETIZADORA 4 (Ejemplo: ABDW@) FAMSUN ○ 00:15 ≧ 2024/03:14 ○ Aaraul	WOAA-676-22 ASSET: 1 ⊙ 1 ⊗ TALADRO (© 01:00 ⋮ WO AA-676-22	124 TASK 1 = 1 86824) MILWAUKEE 2024-03-08 ER ULISES MORALE	100 %	W0-701-2024 ASSET: 1 ⓒ 1 ⓒ Honda CV2022 (CV- ⓒ 00:10 ⓒ Invalid MARONSdfsd 1	TASK: 1 = 1 2022-DHSXRS) 100 % idate 200REMAR :
CALMONETA (CAMRENO 1) Renault SNS C 00:10 (UNPLANNED	= MEDIUM PRIORITY	WO-707-2024 ASSET: 1 TASC 1 Image: 1 Image: 1	WOAA-672-22 ASSET: 1 ⊙ 1 ⊗ Alimentado 05 0 0	224 TASK:1 = 1 r De Bagazo #1 (GP24) @ 2023-05-19	100 %	W0-700-2024 ASSET: 1 ⓒ 1 ⓒ Honda CV2022 (CV- ⓒ 00:10	TASK: 1 = 1 2022-DHSXRS) 0% 33-08 O CANCELED



From the Calendar view

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02
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100%
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Work Management View Calendar					← RESCHEDULE TASK
< (3) Selected			Selected Tasks		
				ſ	5
Pending Tasks 🕥 W	fork Orders				- New Date
Sun	Mon	Tue	Wed	т	2024-03-11 08:50
					- Responsible -
20:10 WO-114-2024 100%	10:00 WOAA-526-2024 0%	07:07 WOAA-619-2024 0%	07:07 WOAA-616-2024 0%	01:30 WOAA-57	Nicolas Chia Representante de soporte
	10:00 WOAA-531-2024 100%	07:07 WOAA-617-2024 0%	07:22 WOAA-428-2024 100%	07:07 WOAA-62	·····
	11:10 tarea recursos	07:07 WOAA-615-2024 0%	07:36 WOAA-430-2024 100%	12:15 WOAA-44	Cause of task rescheduling
03	04	05	06		~
21:24 WOAA-600-2024 0%	06:12 WOAA-605-2024 0%	07:07 WOAA-627-2024 0%	15:44 SOLICITO PER	11:30 Bitac	
	06:13 WOAA-601-2024 0%	07:07 WOAA-624-2024 0%	16:44 WOAA-644-2024 100%	07:00 WOAA-39	Cause of task rescheduling can't be blank
	07:30 WOAA-581-2024 50%	10:20 WOAA-625-2024 0%	17:27 WOAA-648-2024 100%	07:00 WOAA-37	
10	11	12	13		Note
11:30 Bitacoras mantenim	10:00 Semanal	10:00 Inspección día Mart	10:00 WO-707-2024 0%	02:16 WO-6310	
16:41 WO-709-2024 0%	10:00 Inspección día Lune	10:00 WOAA-675-2024 100%		10:00 WO-708-	
	10:47 WO-317-2024 100%	10:00 WOAA-674-2024 0%		10:00 WO-706-	
17	18	19	20		
	10:00 WO-6903-2024 100%	14:33 OT-5403-2024 100%			
		14:33 01-5293-2024 100%			
		14.33 01-5265-2024 0%			
24	25	26	27		
	13:23 Mantenimiento de S	17:32 CHECK LIST 2	09:16 WUAA-543-2024 0%	10:52 WOAA-58	
		17:32 CHECK LIST 1	15:44 OT-1589-2024 0%		
		17:32 CHECK LIST 1	17:30 WO-705-2024 100%		
31	01	02			
	10:01 WOAA-476-2024 0%	15:00 WO-282-2024 0%		17:00 tarea	
	10:01 WOAA-475-2024 100%				
					() Reschedule

From List view

Work Management Pending Tasks				Q Search		Old Version			NC ~
(2) Selected								5) + Ne	ew WO
	Code	Asset	Task		Trigger	D	elay	Planned N	laintenance
0 🕚	PILJ89	TRUCK { PILJ89 }	MAINTENANCE EVERY 25	50 KILOMETERS (Date Every 1 D	ay(s)	0	TRUCK (A	CH)
_ © \	CAM-REN-01	CAMIONETA { CAM-REN-01	Solicitud prueba Veolia		Non Schedule	d Tasks	4		
0 ◎ 5 €	CAM-REN-01	CAMIONETA { CAM-REN-01	Solicitud prueba estado C	т	Non Schedule	d Tasks	4		
0 🔍	HB M3 OF	Oficina { HB M3 OF }	Test diario		Date Every 1 D	ay(s)	6	Plan diaric)
$\bigcirc \bigcirc \bigcirc$	НВ МЗ ТЕ	Terraza { HB M3 TE }	PRUEBA FERIADO		Date Every 1 D	ay(s)	6	PRUEBA F	ERIADO
0 ◎ 5 €	SLWESTLAND	SOLICITANTES WESTLAND	SOLICITO PERMISO PARA	HACER UNA RE	Non Schedule	d Tasks	4		
$\bigcirc \bigcirc \bigcirc$	Ejemplo: A8	PELETIZADORA 4 { Ejemplo:	Inspección día Lunes Mai	ĭana	Event Cumplin	niento de Mtto	0	Plan de M	antenimiento de P.
0 0 0	Ejemplo: A8	PELETIZADORA 4 { Ejemplo:	Inspección día Martes Ta	rde	Date Every 1 T	uesday	0	Plan de M	antenimiento de P.
0 0 0	Ejemplo: A8	PELETIZADORA 4 { Ejemplo:	Inspección día Lunes Taro	le	Date Every 1 N	londay	0	Plan de M	antenimiento de P.
0 0 3	Ejemplo: A8	PELETIZADORA 4 { Ejemplo:	Semanal		Date Every 1 N	londay	0	Plan de M	antenimiento de P.
$\bigcirc \bigcirc \bigcirc$	Ejemplo: A8	PELETIZADORA 4 { Ejemplo:	Inspección día Miercoles	Mañana	Event Cumplin	niento de Mtto	0	Plan de M	antenimiento de P.
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$\bigcirc \bigcirc \bigcirc$	ROCIO 1	EQUIPO DEMO ROCIO { ROC	TAREA DEMO DIA ROCIO	1	Date Every 1 D	ay(s)	6	PLAN DEM	IO PRUEBA ROCIO

Showing 50 of 396

<	(2) Sel	ected				_ ^s 2
			Code	Asset	Task	Trigger
	٢	0	UTK-001	Generator 01 { UTK-001	Shaft replacement	Non Schedulec
	0	0	UTK-001	Fire Pump 01 { UTK-001	Daily Inspection - Diesel	Date Every 1 D
~	0	0	UTK-001	Fire Pump 01 { UTK-001	Weekly PM - Diesel Forklift	Date Every 1 W
~	٥	0	UTK-001	AC-SP02 { UTK-001-AC-S	Quarterly PM - HVAC Spli	Date Every 3 M
	٢	0	UTK-001	AC-SP01 { UTK-001-AC-S	Quarterly PM - HVAC Spli	Date Every 3 M
	0	0	UTK-001	Generator 01 { UTK-001	Monthly PM - Generators	Date Every 1 M

<	Reschedule Task Task
- Selec	ted Tasks
New I	Date2-07-08 09:43
Note	3
Notes	s can't he blank

C RESCHEDULE TASK

Then, upon clicking the reschedule option 5, 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.