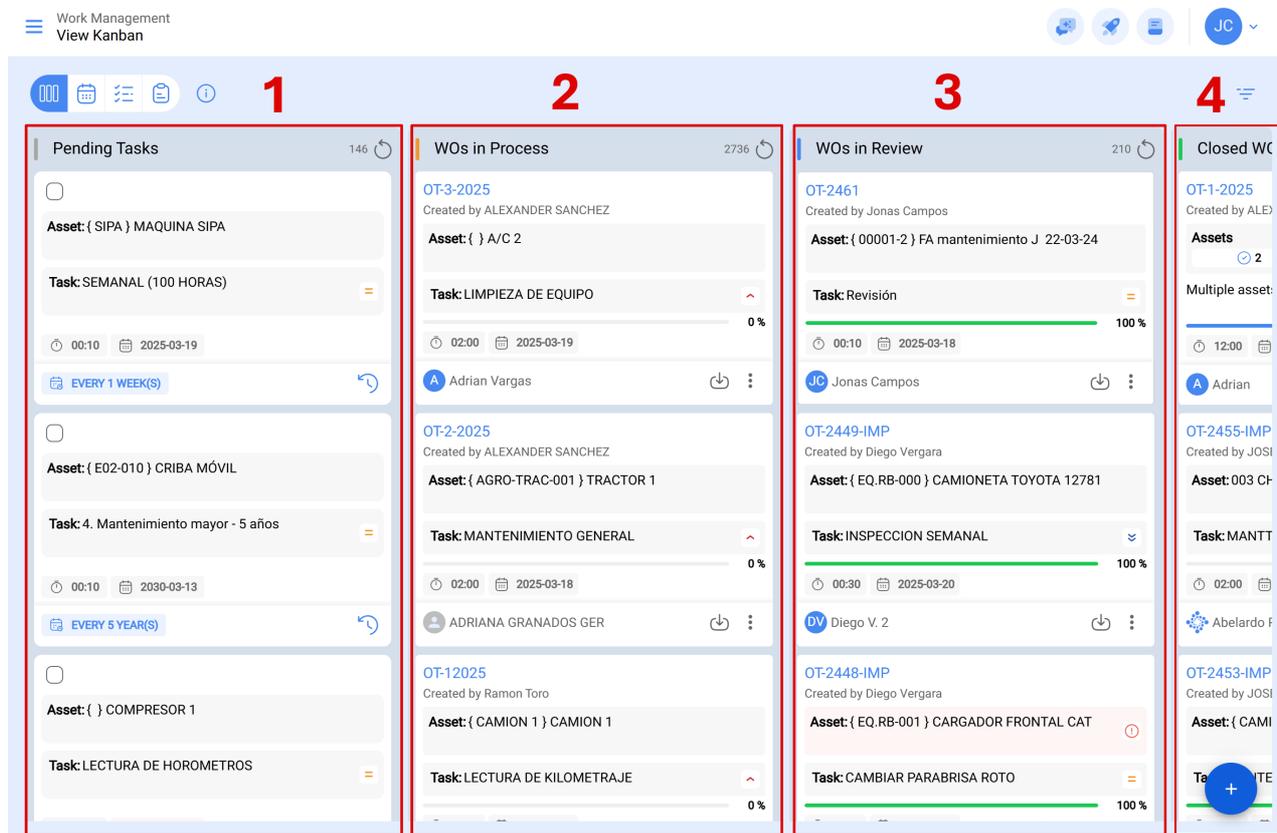


Kanban view in Work Orders

help.fracttal.com/hc/en-us/articles/24887834276237-Kanban-view-in-Work-Orders

Kanban view, a powerful tool for organizing and tracking tasks, is presented as a visual dashboard that organizes work orders into different states through columns. This article breaks down how to get the most out of this intuitive interface.



Understanding the Kanban Structure

The Kanban view divides work orders into four key columns:

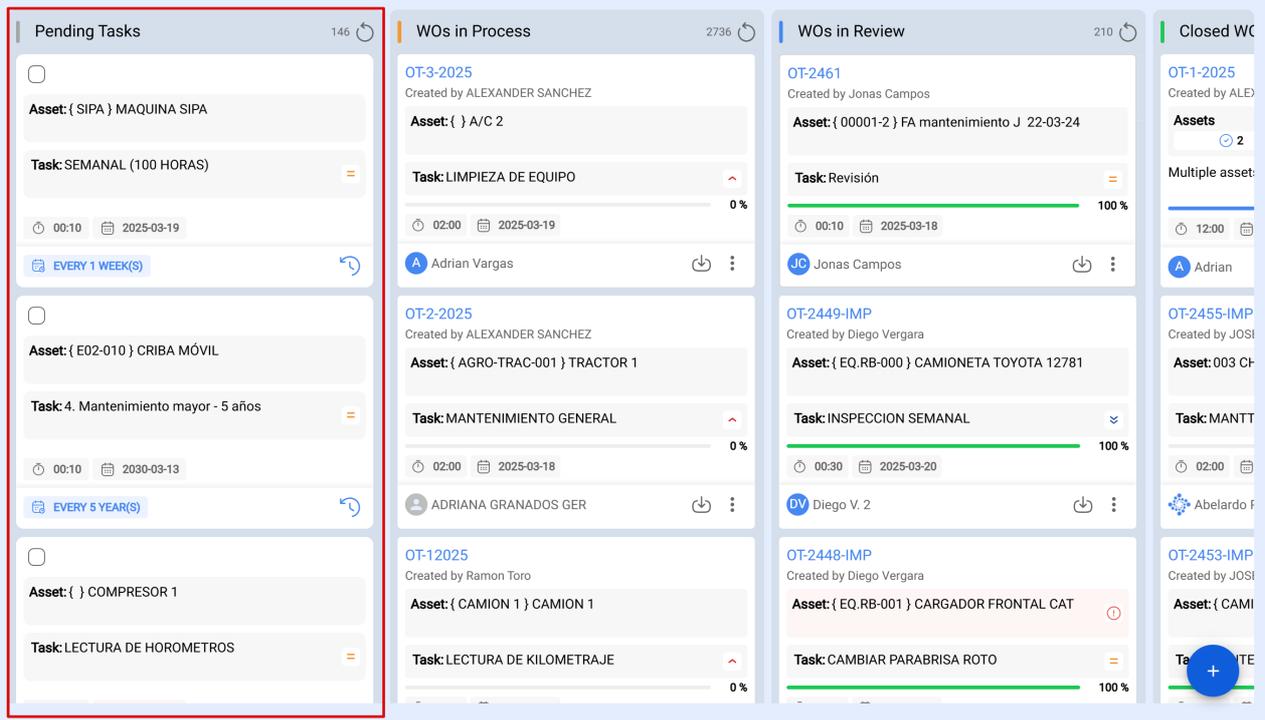
1. Pending Tasks
2. Work Orders in Process
3. Work Orders in Review
4. Work Orders Completed

Exploring the Different Task Statuses

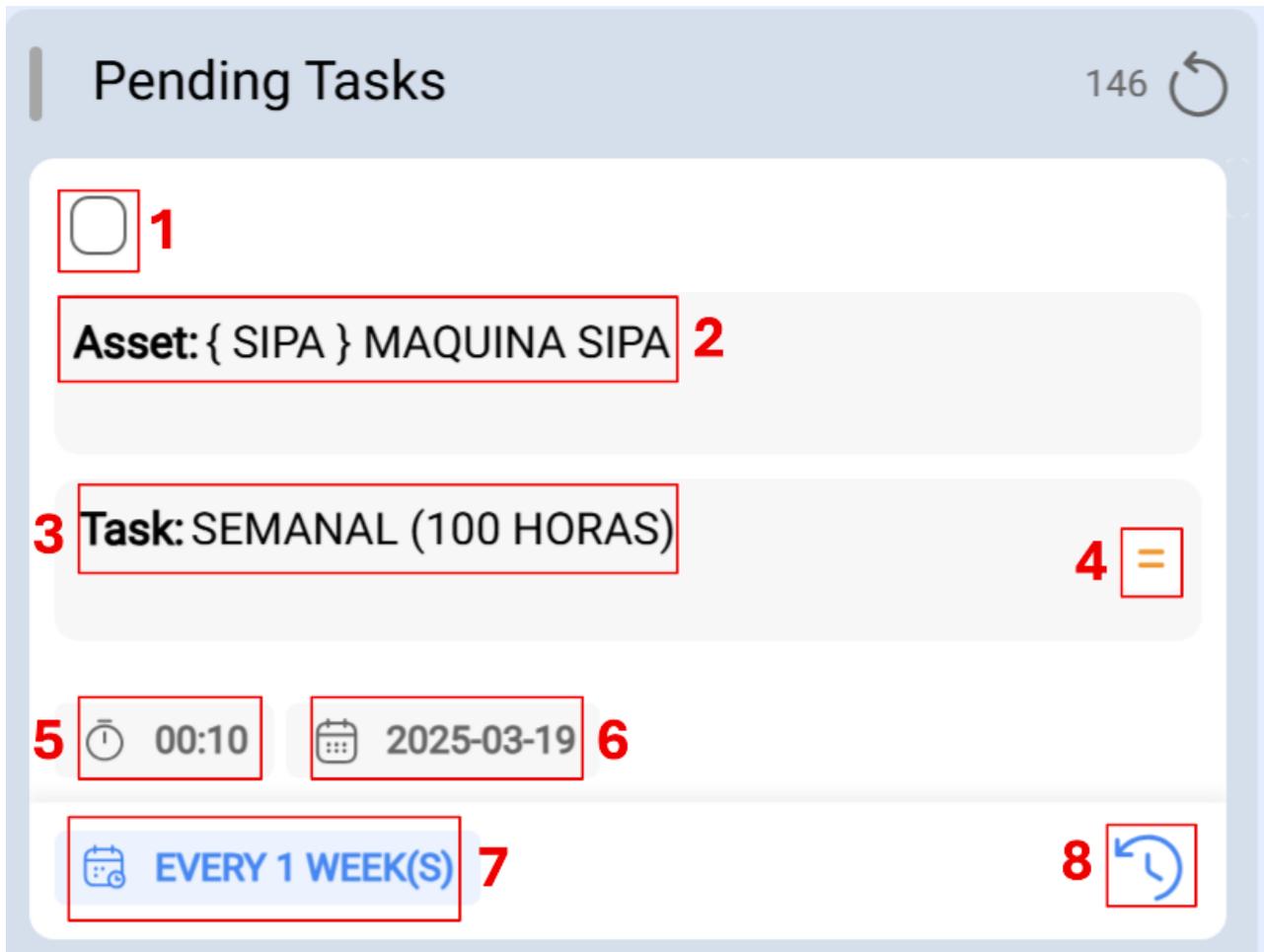
In the Kanban view, each task is classified into one of the following states, providing a clear view of the progress and current status:

1. Pending Tasks

Pre-execution state, where the task is waiting to be assigned as a work order.



Iconography of pending tasks:



1. **Checkbox:** A checkbox that can be selected; once activated, options such as mass rescheduling or creating a Work Order are enabled.
2. **Asset Description:** Describes the asset to be intervened.
3. **Task Description:** Explains the requested execution, providing details about the nature of the task.
4. **Task Priority:** This icon shows the priority of the task, which can be: very high, high, medium, low or very low.
5. **Estimated Duration:** Indicates the time estimated by the planners for the intervention of the asset.
6. **Actual Schedule Date::** For unplanned tasks, it refers to the date on which the incident was reported. For planned tasks, it indicates the date the task was scheduled.
7. **Frequency according to trigger:** Mentions the frequency with which the activity is performed according to the trigger of the task. In the case of an unplanned task, the word "Unplanned" will appear.
8. **Reschedule:** Allows to reschedule the task. To do so, a cause for rescheduling, the new scheduling date of the activity and an explanatory note must be added.

2. Work Orders in process

Initial stage of a work order assigned to a technician, indicating that execution is in progress.

The screenshot displays a Kanban board for Work Management, showing four columns: Pending Tasks (146), WOs in Process (2736), WOs in Review (210), and Closed WC. The 'WOs in Process' column is highlighted with a red box and contains three work orders:

- OT-3-2025:** Created by ALEXANDER SANCHEZ. Asset: { } A/C 2. Task: LIMPIEZA DE EQUIPO. Status: 0%. Assigned to Adrian Vargas.
- OT-2-2025:** Created by ALEXANDER SANCHEZ. Asset: { AGRO-TRAC-001 } TRACTOR 1. Task: MANTENIMIENTO GENERAL. Status: 0%. Assigned to ADRIANA GRANADOS GER.
- OT-12025:** Created by Ramon Toro. Asset: { CAMION 1 } CAMION 1. Task: LECTURA DE KILOMETRAJE. Status: 0%.

Other work orders in the 'WOs in Review' column include OT-2461 (Task: Revisión, 100%), OT-2449-IMP (Task: INSPECCION SEMANAL, 100%), and OT-2448-IMP (Task: CAMBIAR PARABRISA ROTO, 100%).

Iconography work order in process:

WOs in Process

2736 

OT-3-2025 **1**

Created by ALEXANDER SANCHEZ **2**

Asset: { } A/C **2** **3**

Task: LIMPIEZA DE EQUIPO **4**

5 

6 **0 %**

7  02:00

 2025-03-19 **8**

10 **11**

 Adrian Vargas **9**

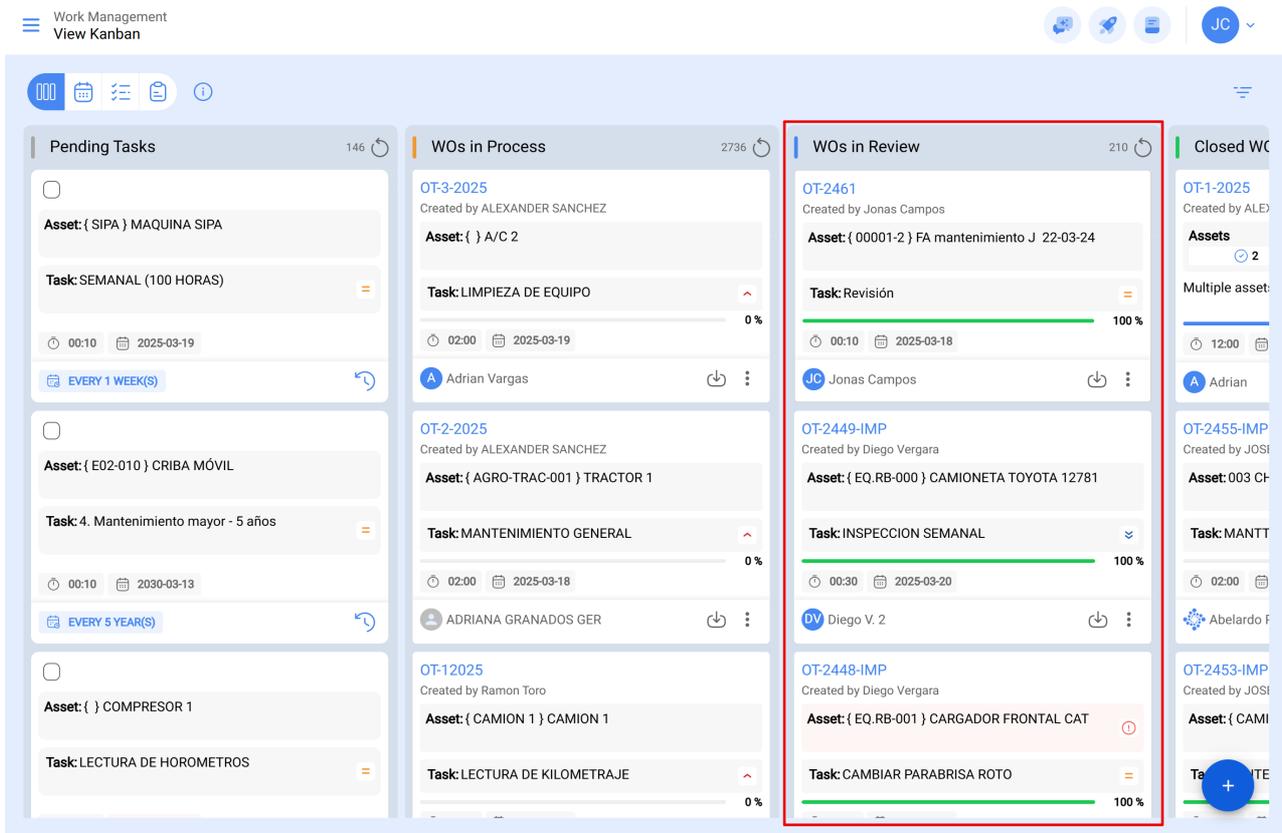


- 1. Work Order Consecutive:** Displays the number of your work order, according to the prefix and suffix previously assigned from the configuration module.
- 2. Work Order Creator:** Indicates the name of the person who has converted the task (planned or unplanned) into a work order in process and assigned the technician responsible for its execution.
- 3. Asset Description:** Describes the asset to be intervened.
- 4. Task Description:** Explains the requested execution, providing details on the nature of the task.
- 5. Task Priority:** This icon shows the priority of the task, which can be very high, high, medium, low or very low.
- 6. Progress Bar:** Indicates the progress of the task according to the completion of each of the subtasks requested in the work order.
- 7. Estimated Duration:** Indicates the time estimated by the planners for the intervention of the asset.
- 8. Actual Schedule Date:** For unplanned tasks, it refers to the date on which the incident was reported. For planned tasks, it indicates the date the task was scheduled.
- 9. Responsible:** Shows the name of the technician responsible for the intervention in the work order.
- 10. PDF:** When clicked, redirects to a detailed PDF of the work order, where the information can be printed and/or downloaded.
- 11. Options:** In this section, you will find various functionalities to interact with the WO:

- **History:** Shows the traceability of the work order, including start dates and times, pause, etc. (Accessible only to people with specific permissions).
- **Cancel:** Allows you to cancel the work order; a reason for cancellation and a note are required. The work order will return to the to-do list.
- **Mark:** Marks the work order, highlighting it with yellow color and a flag at the top right, making it easy to identify it among the other tasks.

3. Work Orders under review

Phase in which the work order has been executed and is subject to review prior to completion.



Work Orders Iconography under review:

OT-2461 **1**

Created by Jonas Campos **2**

Asset: { 00001-2 } FA mantenimiento J 22-03-24 **3**

Task: Revisión **4**

5 

 **6** 100%

7  00:10

 2025-03-18 **8**

 Jonas Campos **9**

10  **11** 

1. **Work Order Consecutive:** Displays the number of your work order, according to the prefix and suffix previously assigned from the configuration module.
2. **Work Order Creator:** Indicates the name of the person who has converted the task (planned or unplanned) into a work order in process and assigned the technician responsible for its execution.
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8. **Actual Schedule Date:** For unplanned tasks, it refers to the date on which the incident was reported. For planned tasks, it indicates the date the task was scheduled.
9. **Responsible:** Shows the name of the technician responsible for the intervention in the work order.
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4. Completed Work Orders

Last step, marking the conclusion of the work order. This step triggers the generation of the next schedule for the task and the calculation of the associated management indicators.

The screenshot displays a Kanban board for 'Work Management' in 'View Kanban' mode. It features four columns representing different stages of work orders:

- ks:** 146 items. Contains cards for 'IAQUINA SIPA' and 'CRIBA MÓVIL'.
- WOs in Process:** 2736 items. Contains cards for 'OT-3-2025' (Task: LIMPIEZA DE EQUIPO) and 'OT-2-2025' (Task: MANTENIMIENTO GENERAL).
- WOs in Review:** 210 items. Contains cards for 'OT-2461' (Task: Revisión) and 'OT-2449-IMP' (Task: INSPECCION SEMANAL).
- Closed WOs:** 2397 items. This column is highlighted with a red border. It contains two cards:
 - 'OT-1-2025': Created by ALEXANDER SANCHEZ. Assets: 2, Work Management: 1. Multiple assets: 50%.
 - 'OT-2455-IMP': Created by JOSÉ FERNANDO CRUZ MOSQUEDA. Status: CANCELLED. Asset: 003 CH PLAN DE SAN LUIS { T-3 }. Task: MANTTO MEC CORTE AUTOMATIC GERBER. Status: 0%.

Iconography Work order closed:

Closed WOs

2397 

OT-2453-IMP 1

Created by JOSÉ FERNANDO CRUZ MOSQUEDA 2

Asset: { CAMION 1 } CAMION 1 3

Task: MANTENIMIENTO 30,000 KM (M1) 4

5 

100 %

6  08:00  2025-03-13 7

 Miguel Mosqueda 8

9  10 

1. **Work Order Consecutive:** Displays the number of your work order, according to the prefix and suffix previously assigned from the configuration module.
2. **Work Order Creator:** Indicates the name of the person who has converted the task (planned or unplanned) into a work order in process and assigned the technician responsible for its execution.
3. **Asset Description:** Describes the asset to be intervened.
4. **Task Description:** Explains the requested execution, providing details on the nature of the task.
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7. **Estimated Duration:** Indicates the time estimated by the planners for the intervention of the asset.
8. **Actual Schedule Date:** For unplanned tasks, it refers to the date on which the incident was reported. For planned tasks, it indicates the date the task was scheduled.
9. **Responsible:** Shows the name of the technician responsible for the intervention in the work order.
10. **PDF:** When clicked, redirects to a detailed PDF of the work order, where the information can be printed and/or downloaded.
11. **Options:** In this section, you will find various functionalities to interact with the WO:

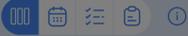
- **History:** Shows the traceability of the work order, including start dates and times, pause, etc. (Accessible only to people with specific permissions).
- **Cancel:** Allows you to cancel the work order; a reason for cancellation and a note are required. The work order will return to the to-do list.
- **Mark:** Marks the work order, highlighting it with yellow color and a flag at the top right, making it easy to identify it among the other tasks.

5. Access to detailed information

The screenshot shows a Kanban board interface for 'Work Management' in 'View Kanban' mode. The board is divided into four columns: 'Pending Tasks' (146 items), 'WOs in Process' (2736 items), 'WOs in Review' (210 items), and 'Closed WC'. Each column contains several work order cards. Each card displays the following information: a title (e.g., 'OT-3-2025'), creator (e.g., 'ALEXANDER SANCHEZ'), asset details (e.g., '{ } A/C 2'), task name (e.g., 'LIMPIEZA DE EQUIPO'), due date (e.g., '2025-03-19'), and progress status (e.g., '0 %'). A red circle highlights an information icon in the top right corner of the 'Pending Tasks' column.

To get detailed information on priorities and active statuses, you can click on the information icon. This action will provide you with an easy-to-understand visual representation, using symbols and colors, to quickly understand the importance and status of the tasks present in the Kanban interface.

This Kanban view not only provides an effective way to organize tasks, but also offers quick access to crucial details, allowing you to optimize the management of your projects and resources.



Pending Tasks 146

Asset: { SIPA } MAQUINA SIPA

Task: SEMANAL (100 HORAS)

00:10 2025-03-19

EVERY 1 WEEK(S)

Asset: { E02-010 } CRIBA MÓVIL

Task: 4. Mantenimiento mayor - 5 años

00:10 2030-03-13

EVERY 5 YEAR(S)

Asset: { } COMPRESOR 1

Task: LECTURA DE HOROMETROS

WOs in Process 2736

OT-3-2025

Created by ALEXANDER SANCHEZ

Asset: { } A/C 2

Task: LIMPIEZA DE EQUIPO

02:00 2025-03-19

Adrian Vargas

OT-2-2025

Created by ALEXANDER SANCHEZ

Asset: { AGRO-TRAC-001 } TRACTOR 1

Task: MANTENIMIENTO GENERAL

02:00 2025-03-18

ADRIANA GRANADOS GER

OT-12025

Created by Ramon Toro

Asset: { CAMION 1 } CAMION 1

Task: LECTURA DE KILOMETRAJE

← Priorities and Assets status

Task priority

- Very high priority
- High priority
- Medium priority
- Low priority
- Very low priority

Assets status

- Asset in service
- Asset out of service