

How do I change a WO's status?

help.fracttal.com/hc/en-us/articles/25019669728269-How-do-I-change-a-WO-s-status

Once a Work Order (WO) is generated, it is automatically placed in process to complete each of its tasks. Subsequently, when the WO reaches 100% progress, the next step is for it to be signed and rated (this signature and rating can be done by a person who validates the execution of the WO on-site). To do this, you must open the options menu located at the top right and click on "Send to Review WOs".

[←](#) Work Order

Save 

Jonas Campos

2025-03-27 00:30

OT-41-GR

0 %

Total cost: \$ MXN 0,00

Note

Work Management

Total: 1

{ ROB-0001 } ROBO - 0001

// WEBNAR ATUALIZAÇÕES 2024/ Montadora - Elias Corp/ ÁREA DE PRODUÇÃO/ USINAGEM DE MOTORES/ USINAGEM DE CABEÇOTES/

Asset Review

Priority: Medium

Task type: 00 Correctivo

Group 1: 10. MEJORA: GENERALIDADES, NO CONFORMIDAD, MEJORA

Group 2: 2022-2023 Mantenimiento Mayor

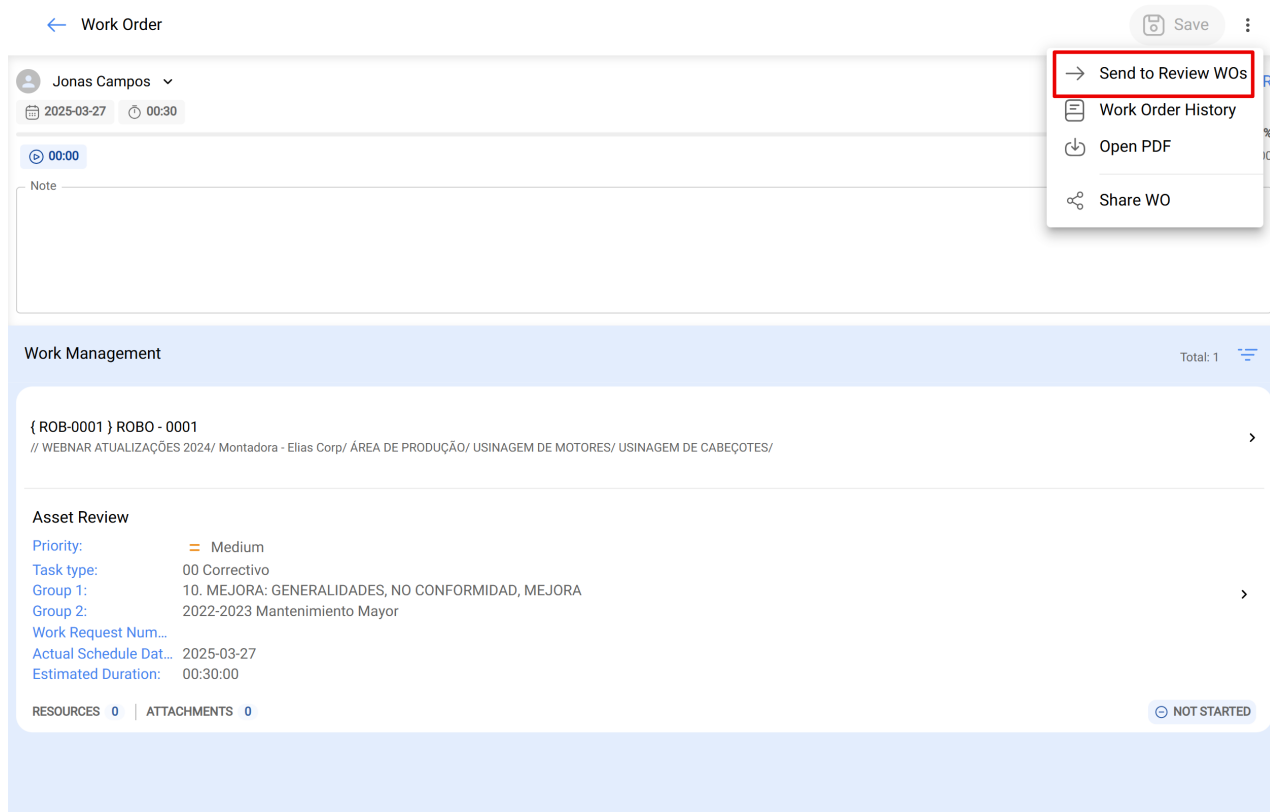
Work Request Num...

Actual Schedule Dat... 2025-03-27

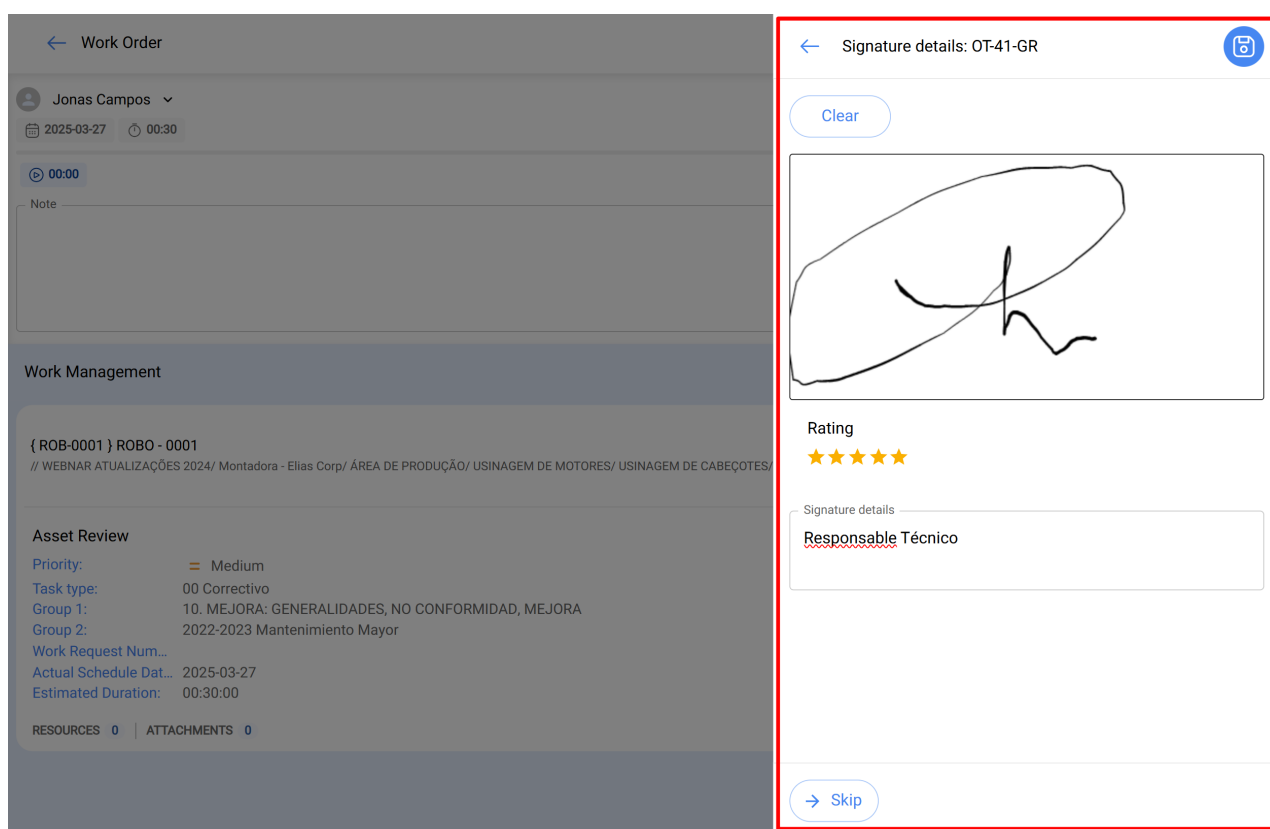
Estimated Duration: 00:30:00

RESOURCES 0 | ATTACHMENTS 0

NOT STARTED



When clicked, the system will open a window where it will ask for the WO to be rated and signed before being sent to the Review state.



Note: If the asset associated with the WO has any meter subject to task triggers, the system will always show the option to update all readings from these meters.

Update cumulative readings: OT-41-GR

Information

Please update cumulative readings.

Description Sensor / Meter...	Last value	Reading value at task time
 Horímetro - Acumulador	23 h	23 h
 Distancia recorrida - robo01	34600 MTS	34600 MTS

Showing 2 of 2

Once the previous steps are completed, the WO will automatically move to the Review state to be validated or verified by the responsible person before it is finalized. At this point, the printed format of the WO will be displayed, showing the signatures of both the person who rated it and the person responsible for the WO.

Work Management

View Kanban

000

📅

📋

📄

🔍

🏠

👤

🔗

📧

👤

Pending Tasks166

Asset: PROCESO { PROC-01 }

Task: EVALUACIÓN DE EQUIPO

00:102025-03-26

EVALUACION DE EQUIPO

Asset: { Robus-2 } INOVA TP 924

Task: FALLA DETECTADA

00:102025-03-25

UNPLANNED

Asset: { P0300701-ID101-FW-DV1-004 } VALVULA AUTOMATICA DE DILUVIO DV-113 VALVULA AUTOMATIC...

Task: INSPECCIÓN 5 AÑOS

00:102025-03-26

EVERY 5 YEAR(S)

WOs in Process2743

OT-39-GR

Created by Diego Vergara

Asset: { EQ.ECV-00 } GENERADOR

Task: CAMBIAR PARABRISA

00:302025-03-260%

VICTOR SILVA

OT-38-GR

Created by JOSÉ FERNANDO CRUZ MOSQUEDA

Asset: { AGRO-TRAC-001 } TRACTOR 1

Task: INSPECCION DE FUGAS

00:102025-03-260%

Miguel Mosqueda

OT-37-GR

Created by Diego Vergara

Asset1Work Management:2

{ EQ.ECV-03 } UNIDAD OLEOHIDRAULICA

00:202025-03-310%

VICTOR SILVA

OT-28-GR

Created by Ricardo Rangel

Asset: { EQUIPO-H-001 } RAYOS X MXT

Task: TRASLADO DE EQUIPO

02:002025-03-250%

Albert

WOs in Review216

OT-41-GR

Created by Jonas Campos

Asset: { ROB-0001 } ROBO - 0001

Task: Asset Review

00:302025-03-270%

Jonas Campos

OT-35-GR

Created by ALEXANDER SANCHEZ

Asset: { TRAC-ALEX-01 } TRACTOR ALEXANDER

Task: INSPECCION DE FUGAS

00:102025-03-28100%

Abelardo Perez

OT-24-GR

Created by JOSÉ FERNANDO CRUZ MOSQUEDA

Asset: { COMP-01 } COMPRESOR RECIPROCANTE 01 ZHONGHE 250 KG

Task: No enciende máquina

00:302025-03-25100%

Miguel Mosqueda

OT-18-GR

Created by ALEXANDER SANCHEZ

Asset: bomba diesel 01 { }

Task: INSPECCIÓN ANUAL PREVIO PRUEBA

00:102026-03-21100%

Juan Pablo Hidalgo

Closed WOs2422

OT-40-GR

Created by Jonas Campos

Asset: Fractal { ACTLOG-0001 }

Task: ANALISE DE EQUIPO

20:002025-03-27100%

Jonas Campos

OT-36-GR

Created by Jonas Campos

Asset: { ROB-0001 } ROBO - 0001

Task: Lectura

00:102025-03-26100%

Jonas Campos

OT-34-GR

Created by Elias Alves

Asset: { eixoX-0001 } Eixo X

Task: teste

00:102025-03-25100%

Adrian

OT-33-GR

Created by Elias Alves

Asset: { eixoZ-0001 } Eixo z

Task: Teste

00:102025-03-26100%

Alexander Fuentes



Date: 2025-03-27

Rating: 5

Activación Fractal - Español - 477 - N°: OT-41-GR

GENERAL DATA

Generated by: Jonas Campos Notes:

Estimated Duration: 00:30:00

Responsible: Jonas Campos

ASSETS

Description: (ROB-0001) ROBO - 0001

Group 1: ELECTRICO

Is part of: // WEBINAR ATUALIZAÇÕES 2024/ Montadora - Elias Corp/ ÁREA DE PRODUÇÃO/ USINAGEM DE MOTORES/ USINAGEM DE CABEÇOTES/

Group 2: mechanical

Type: ROBO

Cost center:

Priority: Very High

Barcode: 43534656542

UNPLANNED TASK

Description: Asset Review

Start Date and Time: _____

Actual Schedule Date: 2025-03-27

Completion Date and Time: _____

Type of job: 00 Correctivo

Time spent to complete the task: 00:00:00

Priority: Medium

Time out of service: 00:00:00

Trigger: Non Scheduled Tasks

Requested By: Jonas Campos

Group 1: 10. MEJORA: GENERALIDADES, NO CONFORMIDAD, MEJORA

Request Number:

Group 2: 2022-2023 Mantenimiento Mayor

Notes: ASSET REVIEW CONDITION

Event date: 2025-03-27 08:48

SUB TASKS

Group/Part	Procedure	Result
	Procedure	

Fault Type: 00-ELECTRICA

Fault Cause: Batena

Fault Detection Method: Analise Visual

Fault Severity: Medium

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It caused disruption of other assets?: 00:00:00

Type of damage: None

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It caused disruption of other assets?: 00:00:00

Type of damage: None

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Responsible Técnico	Jonas Campos
Accepted By	Validated By
	Performed By

After the WO is validated, the system provides two options: return the WO to Process again (in case any requirements are not met) or mark the WO as Completed directly (caution should be taken, as this process is irreversible).

← Work Order

Save

Jonas Campos

2025-03-27 00:30

00:00

Note

← Send To WO's in Process

✓ Send to Done WOs

Signature

Work Order History

Open PDF

Share WO

Work Management

Total: 1

{ ROB-0001 } ROBO - 0001

// WEBNAR ATUALIZAÇÕES 2024/ Montadora - Elias Corp/ ÁREA DE PRODUÇÃO/ USINAGEM DE MOTORES/ USINAGEM DE CABEÇOTES/

Asset Review

Priority: Medium

Task type: 00 Correctivo

Group 1: 10. MEJORA: GENERALIDADES, NO CONFORMIDAD, MEJORA

Group 2: 2022-2023 Mantenimiento Mayor

Work Request Num...

Actual Schedule Dat... 2025-03-27

Estimated Duration: 00:30:00

RESOURCES 0 | ATTACHMENTS 0

NOT STARTED

← Work Order

Save

Jonas Campos

2025-03-27 00:30

00:00

Note

← Send To WO's in Process

✓ Send to Done WOs

Signature

Work Order History

Open PDF

Share WO

Work Management

Total: 1

{ ROB-0001 } ROBO - 0001

// WEBNAR ATUALIZAÇÕES 2024/ Montadora - Elias Corp/ ÁREA DE PRODUÇÃO/ USINAGEM DE MOTORES/ USINAGEM DE CABEÇOTES/

Asset Review

Priority: Medium

Task type: 00 Correctivo

Group 1: 10. MEJORA: GENERALIDADES, NO CONFORMIDAD, MEJORA

Group 2: 2022-2023 Mantenimiento Mayor

Work Request Num...

Actual Schedule Dat... 2025-03-27

Estimated Duration: 00:30:00

RESOURCES 0 | ATTACHMENTS 0

NOT STARTED

Confirm

The WO OT-41-GR has a 0% completion. By closing this Work Order, the performed dates will be recalculated and will mark as pending the tasks not performed..

Once the confirmation is done, the state of the WO is irreversible. Do you want to continue?

No Yes

Work Management

View Kanban

Pending Tasks

167

Asset: { ROB-0001 } ROBO - 0001

Task: Asset Review

00:30

2025-03-27

UNPLANNED

Asset: PROCESO { PROC-01 }

Task: EVALUACIÓN DE EQUIPO

00:10

2025-03-26

EVALUACION DE EQUIPO

Asset: { Robus-2 } INOVA TP 924

Task: FALLA DETECTADA

00:10

2025-03-25

UNPLANNED

WOs in Process

2743

OT-39-GR

Created by Diego Vergara

Asset: { EQ.ECV-00 } GENERADOR

Task: CAMBIAR PARABRISA

00:30

2025-03-26

VICTOR SILVA

OT-38-GR

Created by JOSÉ FERNANDO CRUZ MOSQUEDA

Asset: { AGRO-TRAC-001 } TRACTOR 1

Task: INSPECCION DE FUGAS

00:10

2025-03-26

Miguel Mosqueda

OT-37-GR

Created by Diego Vergara

Asset: { EQ.ECV-03 } UNIDAD OLEOHIDRAULICA

Task: INSPECCION ANUAL PREVIO PRUEBA

00:20

2026-03-31

VICTOR SILVA

OT-28-GR

Created by Ricardo Rangel

Asset: { EQUIPO-H-001 } RAYOS X MXT

Task: TRASLADO DE EQUIPO

02:00

2025-03-25

Albert

WOs in Review

215

OT-35-GR

Created by ALEXANDER SANCHEZ

Asset: { TRAC-ALEX-01 } TRACTOR ALEXANDER

Task: INSPECCION DE FUGAS

00:10

2025-03-28

Abelardo Perez

OT-24-GR

Created by JOSÉ FERNANDO CRUZ MOSQUEDA

Asset: { COMP-01 } COMPRESOR RECIPROCANTE 01 ZHONGHE 250 KG

Task: No enciende máquina

00:30

2025-03-25

Miguel Mosqueda

OT-18-GR

Created by ALEXANDER SANCHEZ

Asset: bomba diesel 01 { }

Task: INSPECCIÓN ANUAL PREVIO PRUEBA

00:10

2026-03-21

Juan Pablo Hidalgo

Closed WOs

2423

OT-41-GR

Created by Jonas Campos

Asset: { ROB-0001 } ROBO - 0001

Task: Asset Review

00:30

2025-03-27

Jonas Campos

OT-40-GR

Created by Jonas Campos

Asset: Fractal (ACTLOC-0001)

Task: ANALISE DE EQUIPO

00:00

2025-03-27

Jonas Campos

OT-36-GR

Created by Jonas Campos

Asset: { ROB-0001 } ROBO - 0001

Task: Lectura

00:10

2025-03-26

Jonas Campos

OT-34-GR

Created by Elias Alves

Asset: { eixoX-0001 } Eixo X

Task: teste

00:10

2025-03-25

Adrian

Finally, once the WO is completed, the process is finished and it can be verified that the three associated signatures will appear on the printed format.

← Preview

Paper Size
Letter (8,5 x 11) pulg ▾

↓ Save

Print

Date: 2025-03-27

Rating: 5

Activación Fractal - Español - 477 - N°: OT-41-GR

GENERAL DATA

Generated by: Jonas Campos

Notes:

Estimated Duration: 00:30:00

Responsible: Jonas Campos

ASSETS

Description: [ROB-0001] ROBO - 0001

Is part of: // WEBINAR ATUALIZAÇÕES 2024/ Montadora - Elias Corp/ AREA DE PRODUÇÃO/ USINAGEM DE MOTORES/ USINAGEM DE CABEÇOTES/

Type: ROBO

Priority: Very High

Barcode: 43534856542

Group 1: ELECTRICO

Group 2: mechanical

Cost center:

UNPLANNED TASK

Description: Asset Review

Actual Schedule Date: 2025-03-27

Type of job: 00 Correctivo

Priority: Medium

Trigger: Non Scheduled Tasks

Group 1: 10. MEJORA: GENERALIDADES, NO CONFORMIDAD, MEJORA

Group 2: 2022-2023 Mantenimiento Mayor

Event date: 2025-03-27 08:48

Start Date and Time: _____

Completion Date and Time: _____

Time spent to complete the task: 00:00:00

Time out of service : 00:00:00

Requested By: Jonas Campos

Request Number:

Notes: ASSET REVIEW CONDITION

SUB TASKS

Group/Part	Procedure	Result
	Procedure	done

Fault Type: 00-ELECTRICA

Fault Cause: Bateria

Fault Detection Method: Analise Visual

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Fractal

Fault Severity: Medium

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It caused disruption of other assets?: 00:00:00
Type of damage: None

Responsable Técnico

Accepted By

Validated By

Jonas Campos

Performed By

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