# How to generate a corrective WO?

help.fracttal.com/hc/en-us/articles/25200015086093-How-to-generate-a-corrective-WO

To generate a corrective Work Order (WO), it is possible to add an unplanned task from any of the following views in the work orders modules: **Kanban**, **Calendar**, and **Pending Tasks**. This option is useful when a corrective intervention needs to be performed on an unscheduled basis.

In the selected view, click the "Add" button located in the lower-right corner to create the unplanned task.

Work Management View Kanban				ø	- JC -
					Ŧ
Pending Tasks	171 💍	WOs in Process	2747 🖒	WOs in Review 216	Closed WOs
0		OT-56-GR Created by JOSÉ FERNANDO CRUZ MOSOUEDA		OT-54-GR Created by Ramon Toro	OT-57-GR Created by JOSÉ FERNANDC
Asset: PLANTA DE LAVADO { LASMAY-01 }		Asset: { HOR-01 } HORNO 01		Asset Work Management:	Asset: CENTRO COMERC
Task: INVENTARIO	=	Task: solicitud de baja de activo	=	{080167.1 } MOTOR 1	Task: FALLO DE CADENA
Ŏ 00:10		O 00:10  2025-03-28	0%	Ō         00:40         m 2025-03-27         75 %	O 00:10 = 2025-03-28
B NECESIDAD DE INVENTAR	5	Miguel Mosqueda	⊕ :	I Abelardo Perez	💠 Abelardo Perez
0		OT-55-GR Created by DIEGO VERGARA		OT-35-GR Created by ALEXANDER SANCHEZ	OT-51-GR Created by DIEGO VERGARA
Asset: HOYO 15 { GRU-AV-G03-CG1-HY15 }		Asset: { EQ.AC-M303 } MODULO 303-1		Asset: { TRAC-ALEX-01 } TRACTOR ALEXANDER	Asset: SALA 1 { EQ.AC-1(
Task: LIMPIEZA Y CORTE	•	Task: CAMBIO DE MODULO 303	=	Task: INSPECCION DE FUGAS =	Task: MANTENCION SAL
O 02:00 2025-03-28		· 00:10 iii 2025-03-28	0%	· 00:10	① 01:00
EVERY 1 DAY(S)	5	Adrian	⊕ :	<ul> <li>Abelardo Perez</li> <li>Image: Second Sec</li></ul>	DV DIEGO VERGARA
0		OT-53-GR Created by DIEGO VERGARA		OT-24-GR Created by JOSÉ FERNANDO CRUZ MOSQUEDA	OT-49-GR Created by Alexander Fuente
Asset: PROCESO { PROC-01 }		Asset: SALA 303 { EQ.AC-S303 }		Asset: { COMP-01 } COMPRESOR RECIPROCANTE 01 ZHONGHE 250 KG	Asset: { COMPRE-01 } CC
Task: EVALUACIÓN DE EQUIPO	*	Task: MANTENCION SALA	*	Task: No enciende máquina	Task: Comprehación
Ŏ 00:10		O 01:00  2025-03-28	0 %		<sup>™</sup> 00:10 (± + 28

## Kanban view

### **Calendar View**

Work Management View Calendar												B 🔗 昌	JC ~
00 🛱 🚝 🖹												0 -	<b>≓</b> :
Pending Tasks 🛞	Wo	k Orders 🚫							Calendar	~ Month	~	2025-03-28	i
Sun		Mon		Tue		Wed		т	hu	Fri		Sat	
	23		24		25		26		27		28		01
		13:54 OT-2374-FRA					0%	06:44 OT-2387-II	MP 0%	03:00 OT-2392-IMP	0%	05:00 OT-2328-FRA	100%
		11:46 PAUTA DE MANT	ENIMIE	09:34 OT-2376-FRA	0%	13:53 OT-2380-IMP	100%	11:45 OT-2386-II	MP 100%	06:35 Registro de te	mperatura	08:00 MANTENIM	IENTO ANU
		12:00 OT-2371-FRA	100%	10:23 ANALISIS DE A	CEITE DE	13:54 OT-2381-IMP	100%	13:00 OT-2388-I	MP 100%	06:35 Registro de te	mperatura	08:00 MANTENIM	IENTO ANU
		+ 3 More		+ 4 More		+ 3 More		+ 5 More		+ 12 More		+ 5 More	
	02		03		04		05		06		07		08
		03:00 OT-2311-FRA	0%	13:32 OT-1116-FRA	100%	15:55 OT-2294-FRA	100%	11:00 OT-2422-II	MP				100%
		05:24 OT-2404-IMP	100%	14:48 Troca dos parat	fusos da			10:06 OT-2409-II	MP 100%	20:43 OT-2416-IMP			100%
		06:24 0T-2407-IMP	0%	14:48 Troca dos parat	fusos da			13:13 OT-2412-II	MP 0%	16:52 OT-2402-IMP	0%		
		+ 5 More		+ 2 More				+ 5 More		+ 2 More			
11-00 070400 040	09		10		11		12		13		14		15
T1:00 01-2422-IMP				00.54.07.0400 IN ID	01			O			100*	O	100%
		11:53 Mantenimiento S	emestr	08:54 01-2423-IMP	0%	12:00 103-Mantenin	niento Trin	09:33 MAN	I ENIMIENTO MEN	09:24 01-2454-IMP	100%	07:26 REGISTRO D	E MEDIDOR
		11:53 CENIN100024	0%	15:00 OT-2424-IMP	100%	12:00 OT-2309-FRA	0%	09:35 Revis	ión de estado de fi	12:00 OT-2442-IMP	100%	15:24 PREV_HID_0	3-ANUAL
		+ / More		15:03 OT-2426-IMP	100%	+ 11 More		+ 8 More		+ / More		+ 5 More	
	16		17		18		19		20		21		22
11:00 OT-2422-IMP		0	_										100%
		08:35 INSPECCIÓN ME	NSUAL	07:26 0T-2355-FRA	100%	10:46 OT-5-2025	100%	10:10 OT-2449-II	MP 100%			15:00 OT-15-GR	100%
		12:00 OT-2432-IMP	100%	09:43 OT-2460	0%	13:39 OT-2445-IMP	0%	15:52 OT-8-GR	100%				
	22	+ S MOLE	24	το more	25	+ 4 more	26	τ ο More	07		29		20
11:00 OT-2422-IMP	23		24		20		20		21		20		100%
COLOR COLOR				06:51 0T-21-GR	100%	08-16 OT-1041-24	100%	08:50 OT-40-GR			100%		
				09:41 Mantenimiento	nor hore	08:32 OT-1042-24	0%	08:58 OT-41-GR	0%	06:38 OT-50-GR	0%		
				+ 17 More	por nora	+ 10 More	2.4	+ 11 More	0.0	+ 10 More			
	30		31		01		02		03		04		+
11:00 OT-2422-IMP													

## Pending Tasks (List view)

≡ P	′ork Management ending Tasks					Q Se	earch	<b>%</b> E	JC ~
000	🛱 🗐 🕄	Actual	Schedule Date: Mar 31/2025	8				<b>_</b>	
								Filter	-0- -0-
Ο		Code	Asset	Task	Trigger	Delay	Planned Maintenance	Auto Schedule Date	Actua
Ο	0	LASMAY-01	PLANTA DE LAVADO { LAS	INVENTARIO	Event NECESIDAD DE INVEN	0	01. PLAN MANTTO. HPU BO	2025-03-28 11:53	2025
$\bigcirc$	0 3	GRU-AV-G03	HOYO 15 { GRU-AV-G03-CG1	LIMPIEZA Y CORTE	Date Every 1 Day(s)	0	PLAN DE TAREAS PARA HO	2025-03-28 13:00	2025
$\bigcirc$	0 3	PROC-01	PROCESO { PROC-01 }	EVALUACIÓN DE EQUIPO	Event EVALUACION DE EQUI	1	PLAN DE MTTO EQUIPO DE	2025-03-26 19:15	2025
$\bigcirc$	0 5 5	Robus-2	{ Robus-2 } INOVA TP 924	FALLA DETECTADA	Non Scheduled Tasks	2		2025-03-25 20:51	2025
Ο	0 3	P0300701-I	{ P0300701-ID101-FW-DV1	INSPECCIÓN TRIMESTRAL	Date Every 3 Months	275	Protocolo R6451-05 Sistem	2024-06-25 20:05	2024
Ο	0 3	P0300701-I	{ P0300701-ID101-FW-DV1	INSPECCIÓN MENSUAL	Date Every 1 Months	336	Protocolo R6451-05 Sistem	2024-04-25 20:05	2024
Ο	$\odot$	EQ.ECV-00	{ EQ.ECV-00 } GENERADOR	INSPECCION SEMANAL	Date Every 1 Week(s)	2	PLAN DE TAREAS 'ACTIVO 1'	2025-03-26 12:00	2025
Ο	0 3	EQ.ECV-03	{ EQ.ECV-03 } UNIDAD OLEO	INSPECCION SEMANAL (MI	Date Every 1 Wednesday	2	PLAN REAL ECV (EQUIPO 1)	2025-03-26 12:00	2025
Ο	$\odot$	EQ.ECV-03	{ EQ.ECV-03 } UNIDAD OLEO	INSPECCION SEMANAL (VIE	Date Every 1 Friday	0	PLAN REAL ECV (EQUIPO 1)	2025-03-28 12:00	2025
Ο	0 3	GR12	{GR12}401	Mantenimiento por horas	Reading Each 500 Hora (Hr)	3	Locomotora GR12	2025-03-25 09:41	2025
Ο	0 5 1	ELCO-ELTE-01	EL CORRAL { ELCO-ELTE-01 }	El molino 1 no funciona	Non Scheduled Tasks	8		2025-03-20 17:00	2025
$\bigcirc$	0 5 5	GRU-AV-G03	HOYO 17 { GRU-AV-G03-CG1	HOYO INUNDADO	Non Scheduled Tasks	8		2025-03-20 16:58	2025
$\cap$	$\bigcirc$	SIDA		ςεμαναι (100 μοράς)	Nate Every 1 Week(s)	Q	ΡΙ ΔΝ ΝΕ ΜΔΝΤΕΝΙΜΙΕΝΤΟ	2025-03-19 20-10	2021
Sho	wing 50 of 105								+

Once you click on the "Add" option, we begin creating the **Work Order (WO)** by filling in the relevant fields associated with the asset.

← Non Scheduled Tasks

0	②		
Asset	Task	Sub Tasks	Resources
			Filter
Asset			~
Asset can't be blank			
Incident date		Requested By	
2025-03-28 17:02		Jonas Campos	
As the asset failed?			
Next >			

#### ← Non Scheduled Tasks

Asset	Task	3 Sub Tasks		Resources
Asset 💮 {MON-FA-0001 } MONTADORA - FA				~ ×
Incident date 2025-03-28 17:02		- Requested By		
✓ Has the asset failed?				
ELETRICA ~ X	Fault Cause Bateria	~ X	Fault Detection Method display	~ X
Fault Severity	Type of damage None	~	It caused disruption of other assets?	
Asset out of service	Since when			
Next >				

After registering the information related to the asset, we will proceed by including the fields associated with the task.

← Non Scheduled Tasks

Ø			3		- 0
Asset		Task	Sub Tasks		Resources
					Filter
TAKEA CORRECTIVA					
- Note					
Task type		- Group 1		Group 2	
CORRECTIVA	~ ×		~		~
Priority Modium		Estimated Duration		Request Number	
☐ Has this task already been completed?					
Options:					
● Send to pending tasks ○ Send To WO's in	Process				
Actual Schedule Date					
2025-03-28 17:12					
< Back Next >					

In the next step, we will define the information related to the subtasks included in the **Work Order (WO)**.

← Non	Schedule	ed Tasks					
					Suit	3	0 Recurres
		Asset		1928	30	J 105K5	Resources
		Order	Description	Туре	Group/Part	Required	Attachment Required
0	Ē	1	Procedure	Text		No	No
0	Ē	2	TEST	Number		No	No
0	Ē	3	TEST2	Verification		No	No
0	Ē	4	DATE	Date and time		No	Νο
< Bac							<b>(</b> +)
, bac							-

Next, we will associate the resources required to complete the WO and finalize its creation.

### ← Non Scheduled Tasks

	<ul> <li>✓</li> <li>Asset</li> </ul>				<b>⊘</b> Task		Sub Tasks		Resources	
ſ			Qty	Unit	Description	Туре	Unit Cost	Total cost	Resource Source	
	0	Ē	1	LITROS	DETERGENTE { DET-001 }	Inventory	\$ MXN 0,00	\$ MXN 0,00		
	0	Ē	1	UNIDAD	CABLE AWG 6 { CAB-0001 }	Inventory	\$ MXN 0,00	\$ MXN 0,00		
L										

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