

How to register the usage date of a resource in work orders?

help.fracttal.com/hc/change_language/en-us

When a resource is assigned to a task within a work order that is in progress or under review, the default recorded usage date corresponds to the creation date of the entry. To ensure accurate and up-to-date tracking, it is possible to modify this date and register the actual usage date of the resource.

Steps to register the resource usage date

Locate and access the work order (WO) where you wish to register the information.

The screenshot displays the Fracttal Work Management interface in Kanban view. The top navigation bar includes a hamburger menu, 'Work Management', 'View Kanban', and a user profile 'JC'. The main area is divided into four columns: 'Pending Tasks' (176 items), 'WOs in Process' (2750 items), 'WOs in Review' (218 items), and 'Closed WOs'. Each column contains several work order cards. The 'WOs in Process' column is highlighted with a red box around the 'OT-69-GR' card, which is created by Jonas Campos and assigned to him. The card details include the asset '{ MON-FA-0001 } MONTADORA - FA', the task 'Solicitud', a due date of 2025-04-01, and a progress bar at 0%. Other cards in the 'WOs in Process' column include 'OT-73-GR' and 'OT-65-GR'. The 'WOs in Review' column shows cards like 'OT-76-GR' and 'OT-68-GR'. The 'Closed WOs' column shows cards like 'OT-75-GR' and 'OT-74-GR'. A blue circular button with a plus sign is visible in the bottom right corner of the interface.

Within the work order, click on the desired task located at the bottom of the screen.

← Work Order

Save

Jonas Campos

2025-04-01 00:10

OT-69-GR

00:00

Total cost: \$ MXN 0,00

Note

Work Management

Total: 1

{ MON-FA-0001 } MONTADORA - FA

// Fractal/

Solicitud

Priority: Medium

Task type: 00 Correctivo

Group 1:

Group 2:

Work Request Num... 1257

Actual Schedule Dat... 2025-04-01

Estimated Duration: 00:10:00

RESOURCES 0 | ATTACHMENTS 0

NOT STARTED

The task details sidebar will appear on the right side. Select the **"Resources"** option and then click **"Add Resource."**

← Work Order

Jonas Campos

2025-04-01 00:10

00:00

Note

Work Management

{ MON-FA-0001 } MONTADORA - FA

// Fractal/

Solicitud

Priority: Medium

Task type: 00 Correctivo

Group 1:

Group 2:

Work Request Num... 1257

Actual Schedule Dat... 2025-04-01

Estimated Duration: 00:10:00

RESOURCES 0 | ATTACHMENTS 0

← { MON-FA-0001 } MONTADORA - FA

Task Sub Tasks Resources Attachments

General

Work Request Number 1257

Solicitud

Task type: 00 Correctivo

Actual Schedule Date: 2025-04-01

Priority: Medium

Group 1: ---

Group 2: ---

Task note

Solicitud - test

Time

Estimated Duration: 00:10:00

Start Date: ---

End Date: ---

Actual Duration: 00:00:00

Time out of service: 00:00:00

Trigger

Non Scheduled Tasks

Event date

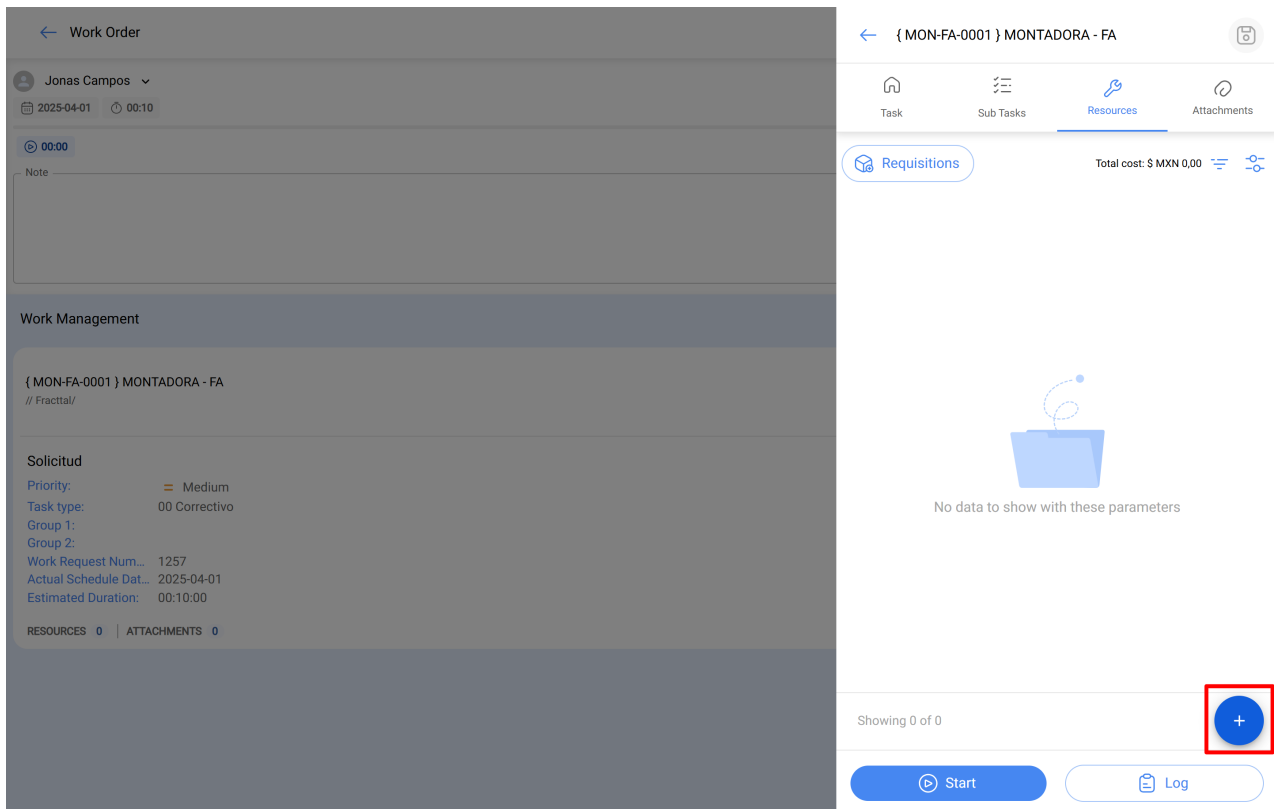
2025-03-31 15:52

Failures Information

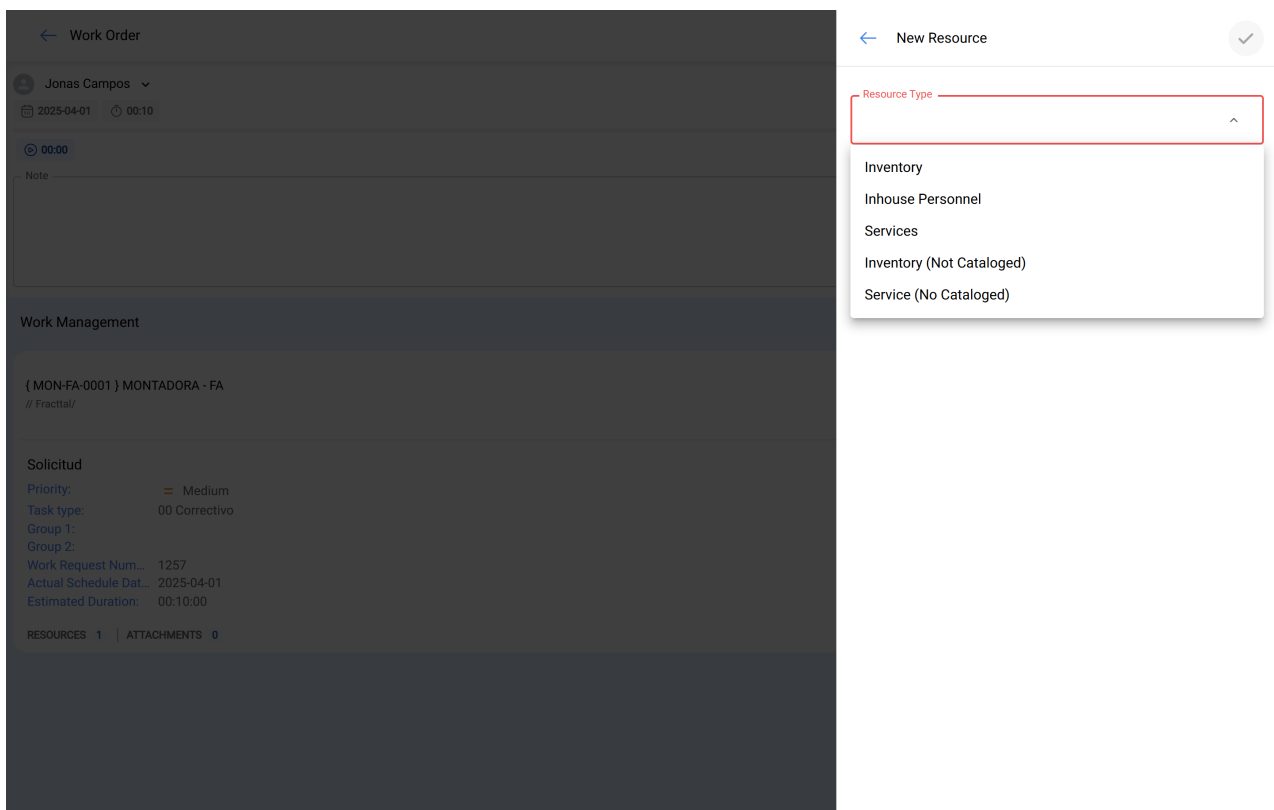
☒ Has the asset failed?

Start

Log



At this step, select the type of resource you want to add. Available options may include "Inventory," "Human Resources," "Services," among others, depending on the type of resource you wish to register.



Choose the corresponding resource and the necessary quantity.

← Work Order

Jonas Campos

2025-04-01 00:10

00:00

Note

Work Management

{ MON-FA-0001 } MONTADORA - FA

// Fractal/

Solicitud

Priority: Medium

Task type: 00 Correctivo

Group 1:

Group 2:

Work Request Num.: 1257

Actual Schedule Dat.: 2025-04-01

Estimated Duration: 00:10:00

RESOURCES 0

ATTACHMENTS 0

Search by Assets

✕

DETERGENTE { DET-001 }

Type: Spare Parts

Code: DET-001

Priority:

Location: //

✕

ACEITE 20 W 50 { ACE-001 }

Type: Spare Parts

Code: ACE-001

Priority:

Location: // CERT. FRAC/ EMPRESA ENSAMBLADOF

✕

CABLE AWG 6 { CAB-0001 }

Type: Spare Parts

Code: CAB-0001

Priority:

Location: //

✕

GRASA DE LITIO { GRL-001 }

Type: Spare Parts

Code: GRL-001

Priority:

Location: // AGRORENTAL v1/

✕

ACEITE MINERAL GEAR OIL MOTORREDUCTORES { 0001010000100066 }

Showing 25 of 6241

Select the source warehouse for the resource and click "Save."

← Work Order

Jonas Campos

2025-04-01 00:10

00:00

Note

Work Management

{ MON-FA-0001 } MONTADORA - FA

// Fractal/

Solicitud

Priority: Medium

Task type: 00 Correctivo

Group 1:

Group 2:

Work Request Num.: 1257

Actual Schedule Dat.: 2025-04-01

Estimated Duration: 00:10:00

RESOURCES 0

ATTACHMENTS 0

New Resource

Resource Type

Inventory

Tool / Spare Parts and Supplies

DETERGENTE { DET-001 }

✕

Warehouse Resource Source

WAREHOUSE

✕

Unit

LITROS

Qty

1

Unit Cost

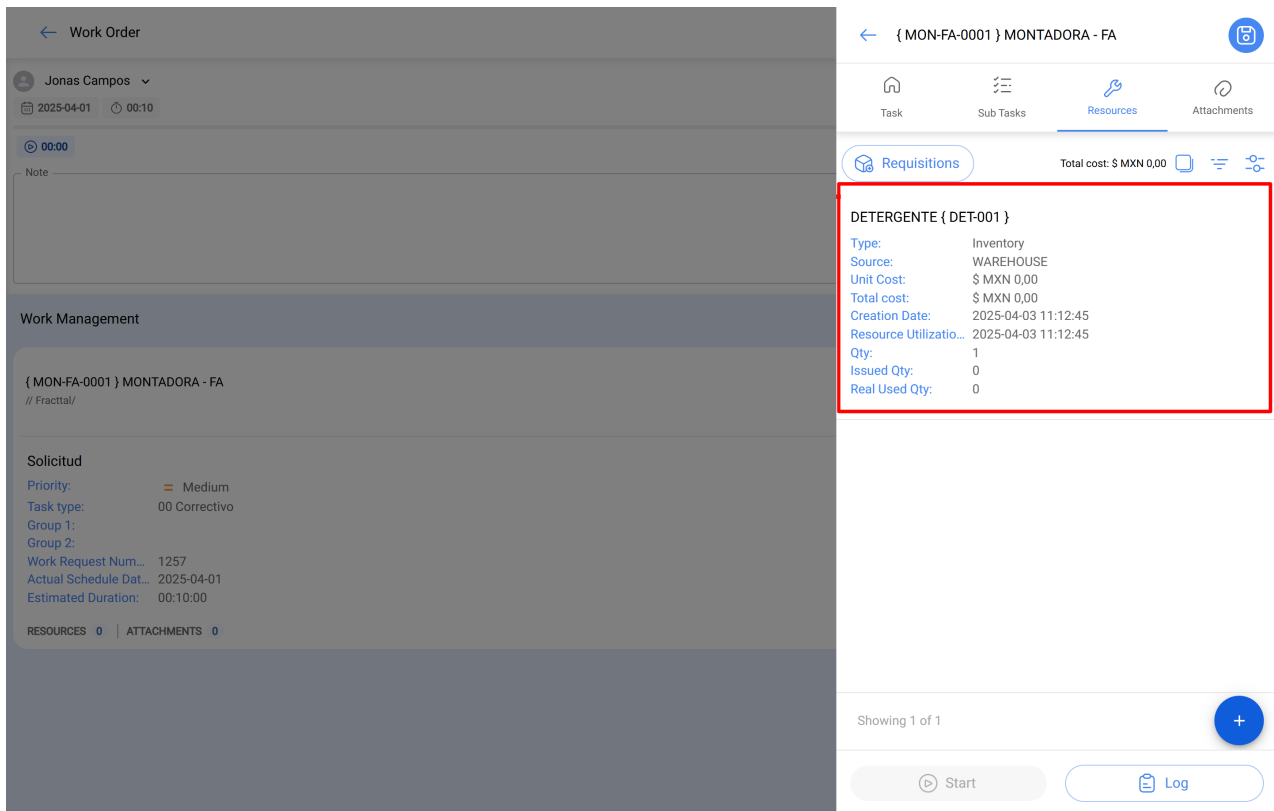
\$ MXN 0

Total cost

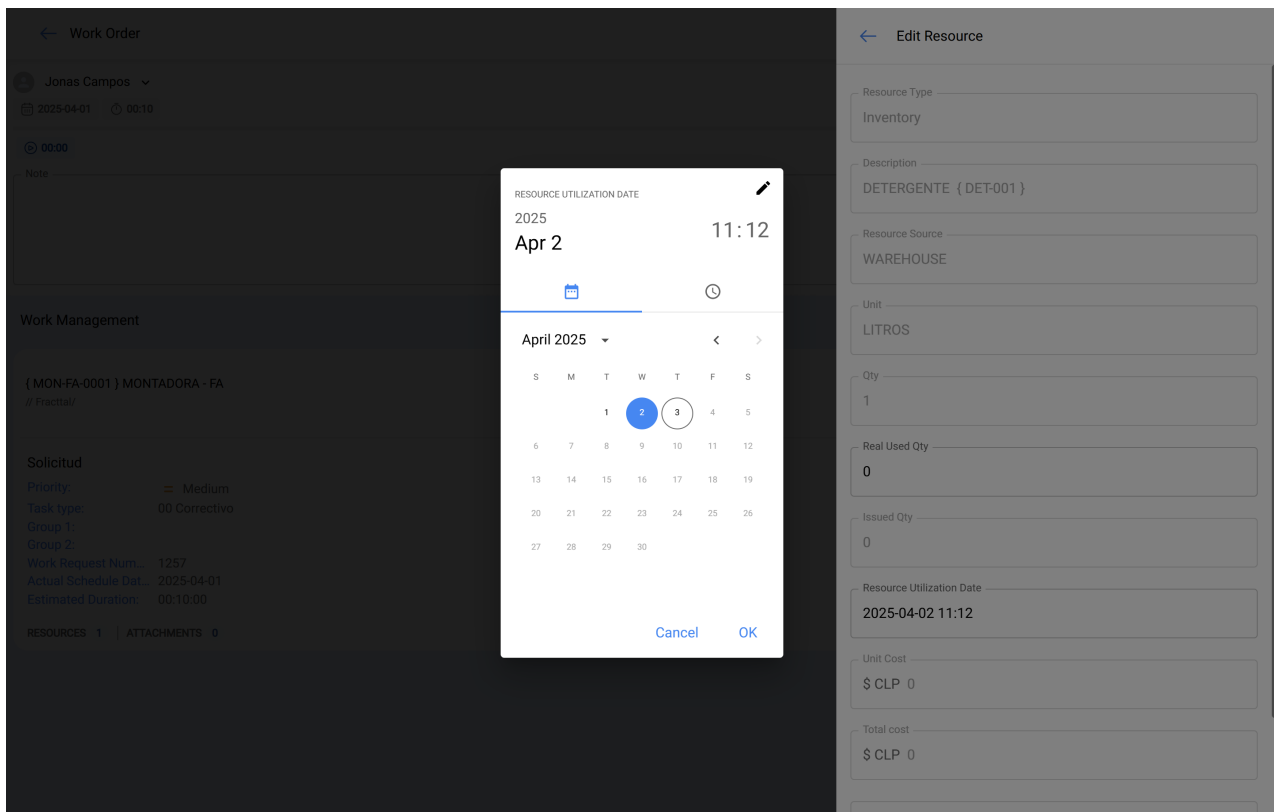
\$ MXN 0,00

Notes

After saving, the resource overview will be displayed, including the creation date and the usage date. By default, both dates will be the same, reflecting the moment of the resource's registration.



In the details panel, locate the "Usage Date" field and click on it. A calendar will open.



Select the actual date when the resource was used in the work order.

← Work Order

Jonas Campos

2025-04-01 00:10

00:00

Note

Work Management

{ MON-FA-0001 } MONTADORA - FA

// Fractal/

Solicitud

Priority: Medium

Task type: 00 Correctivo

Group 1:

Group 2:

Work Request Num... 1257

Actual Schedule Dat... 2025-04-01

Estimated Duration: 00:10:00

RESOURCES 1 | ATTACHMENTS 0

Action Done

← Edit Resource

Resource Type
Inventory

Description
DETERGENTE { DET-001 }

Resource Source
WAREHOUSE

Unit
LITROS

Qty
1

Real Used Qty
0

Issued Qty
0

Resource Utilization Date
2025-04-02 11:12

Unit Cost
\$ CLP 0

Total cost
\$ CLP 0

After selecting the correct date, confirm the change to ensure the usage is properly recorded.

← Work Order

Jonas Campos

2025-04-01 00:10

00:00

Note

Work Management

{ MON-FA-0001 } MONTADORA - FA

// Fractal/

Solicitud

Priority: Medium

Task type: 00 Correctivo

Group 1:

Group 2:

Work Request Num... 1257

Actual Schedule Dat... 2025-04-01

Estimated Duration: 00:10:00

RESOURCES 0 | ATTACHMENTS 0

← { MON-FA-0001 } MONTADORA - FA

Task

Sub Tasks

Resources

Attachments

Requisitions

Total cost: \$ MXN 0,00

DETERGENTE { DET-001 }

Type: Inventory

Source: WAREHOUSE

Unit Cost: \$ MXN 0,00

Total cost: \$ MXN 0,00

Creation Date: 2025-04-03 11:12:45

Resource Utilization... 2025-04-03 11:12:45

Qty: 1

Issued Qty: 0

Real Used Qty: 0

Showing 1 of 1

Start

Log

This process allows for more precise control over the resources used in work orders, ensuring that both the warehouse team and technicians have access to detailed and updated information.

Note: If the resource was registered at the time of its usage, no change is necessary, as the information will be consistent with the context. Changing the usage date is mainly recommended for records made after the resource has been used.