## 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

Work Management 🌲 🚙 🔗 🔳 🔟 🖶 🚍 🗊 🕕 2750 🖒 🛛 WOs in Review Pending Tasks 176 🖒 🛛 WOs in Process 218 🖒 🕴 Closed WOs OT-73-GR OT-76-GR OT-75-GR Created by Nicolas Chia Soporte eated by Alexander Euente Created by Alexander Fue Asset: { SAI-01 } SAI 01 Asset: { TRAC-ALEX-01 } TRACTOR ALEXANDER Asset: { SAI-01 } SAI 01 Asset: { SAI-01 } SAI 01 Task: Mantenimiento Semestral Task: sdsadas Task: Correctivo por alta temperatura Ξ Task: Mantenimiento Ser 0 % 100 % O 2:00 2025-10-03
 O 00:10 
 2025-04-02
 00:10 2025-04-03 02:00 2025-04-01 ADRIANA GRANADOS GER A Adrian A Adrian B EVERY 6 MONTHS 5 ; ⊘ ⊕ : OT-69-GR OT-68-GR 0T-74-GR eated by Jonas Campos Created by DIEGO VERGARA Created by Alexander Fuente Asset: { AC-01 } AIRE ACONDICIONADO 01 Asset: { MON-FA-0001 } MONTADORA - FA Asset: { EQ.ECV-00 } GENERADOR Asset: ATLAS COPCO { H Task: REVISION DIARIA (COPY) Task: INSPECCION SEMANAL Task: Solicitud Task: Tarea x -0% 0% 00:30 and 2025-03-26 0:10 a 2025-04-02 00:10
 2025-04-03
 DV DIEGO VERGARA A- Abraham - Triarc 5 JC Jonas Campos ⇒ : (↓) EVERY 1 DAY(S) OT-65-GR ĸ 0T-67-GR 0T-72-GR Created by JOSÉ FERNANDC Created by Alexander Fuentes Created by Jonas Campos Asset: { AC-01 } AIRE ACONDICIONADO 01 Asset: { MON-FA-0001 } MONTADORA - FA Asset: Saufer { 8300 } Asset: { BRULUAGSA-ME Task: REVISION DIARIA Task: Mantenimiento Preventivo (Alex) Task: Mantenimiento preventivo Task: MANTE + 0% 100 % ------------

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

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

← Work Order	Save :
Sonas Campos ↓	0T-69-GR
© 00:00	0 % Total cost: \$ MXN 0,00
Note	
Work Management	Total: 1
{ MON-FA-0001 } MONTADORA - FA // Fracttal/	,
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	← { MON-FA-0	6		
🕒 Jonas Campos 👻	ົດ	i.	ß	0
<u>⊜</u> 2025-04-01 © 00:10	Task	Sub Tasks	Resources	Attachments
© 00:00				
C Note	General	Work	< Request Nur	nber 1257 >
	Solicitud			
	Task type: Actual Schedule Dat	00 Corre e: 2025-04		
	Priority:	Medium		
	Group 1: Group 2:			
Work Management				
	Task note			
{ MON-FA-0001 } MONTADORA - FA	Solicitud - test			
// Fracttal/	Time			
	Estimated Duration:		0:10:00	
Solicitud	Start Date: End Date:			
Priority: = Medium	Actual Duration:		0:00:00	
Task type: 00 Correctivo Group 1:	Time out of service	00	):00:00	
Group 2: Work Request Num 1257	Trigger			
Actual Schedule Dat 2025-04-01	Non Scheduled Ta			
Estimated Duration: 00:10:00	- Event date			
RESOURCES 0 ATTACHMENTS 0	2025-03-31 15:5	2		
	Failures Informat	ion		
	✓ Has the asset failed?			
	🕞 Sta	rt	Ē	Log

- Work Order	← {MON-FA			
S Jonas Campos 🐱	â	ξΞ.	ß	$\bigcirc$
<u> </u>	Task	Sub Tasks	Resources	Attachments
© 00.00	Requisitions	.)	Total cost: \$ MY	N 0,00 😑 🏤
> Note	( Nequisition	9	Iotal Cost. 5 MA	-0-
Work Management				
{ MON-FA-0001 } MONTADORA - FA				
// Fracttal/				
Solicitud Priority: = Medium				
Task type: 00 Correctivo	No	data to show wi	th these parameter	'S
Group 1: Group 2:				
Work Request Num 1257 Actual Schedule Dat 2025-04-01				
Estimated Duration: 00:10:00				
RESOURCES 0 ATTACHMENTS 0				
	Showing 0 of 0			+
	▶ \$	tart		og

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.

← Work Order	← New Resource
<ul> <li>■ Jonas Campos ~</li> <li>■ 2025-04-01</li></ul>	Resource Type
© 00:00 Note	Inventory Inhouse Personnel Services Inventory (Not Cataloged)
Work Management	Service (No Cataloged)
{ MON-FA-0001 } MONTADORA - FA // Practial/	
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	

Choose the corresponding resource and the necessary quantity.

- Work Order	←	O Searc	ch by Assets
Jonas Campos →                ☐ 20250401 0 0010			÷ 2:
Note	X	DETERGEN Type: Code: Priority: Location:	ITE { DET-001 } Spare Parts DET-001
Work Management (MON-FA-0001 ) MONTADORA - FA	*	ACEITE 20 Type: Code: Priority: Location:	W 50 { ACE-001 } Spare Parts ACE-001 // CERT. FRAC/ EMPRESA ENSAMBLADOF
// Fracttat/ Solicitud Priority: = Medium Task type: 00 Correctivo Group 1: Group 2:	X	CABLE AW Type: Code: Priority: Location:	<b>/G 6 { CAB-0001 }</b> Spare Parts CAB-0001 //
Work Request Num 1257 Actual Schedule Dat 2025-04-01 Estimated Duration: 00:10:00 RESOURCES 0 ATTACHMENTS 0	X	GRASA DE Type: Code: Priority: Location:	LITIO { GRL-001 } Spare Parts GRL-001 // AGRORENTAL v1/
	Showi		NERAL GEAR OIL MOTORREDUCTORES 000100066 }

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

- Work Order	← New Resource
<ul> <li>■ Jonas Campos ~</li> <li>■ 2025-04-01</li></ul>	Resource Type
© 0000 Note	Tool / Spare Parts and Supplies
	Warehouse Resource Source VAREHOUSE v X
Work Management	UnitLITROS
{ MON-FA-0001 } MONTADORA - FA // Fractial/	0ty1
Solicitud Priority: = Medium Task type: 00 Correctivo Group 1: Group 2: Work Request Num 1257 Actual Schedule Dat 2025-04-01	Unit Cost \$ MXN 0 Total cost \$ MXN 0,00 Notes
Estimated Duration: 00:10:00 RESOURCES 0 ] ATTACHMENTS 0	

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.

← Work Order	← {MON	← {MON-FA-0001} MONTADORA - FA						
🥑 Jonas Campos 🐱	Â	šΞ.	ß	0				
☐ 2025-04-01	Task	Sub Tasks	Resources	Attachments				
© 00.00	Requisit	ione	Total cost: \$ MXN 0,00					
_ Note			10101 0001. 0 11/11 0,00	9				
	DETERGENTE { DET-001 }							
	Type: Source:	Inventory WAREHOUSE						
	Unit Cost: Total cost:	\$ MXN 0,00 \$ MXN 0,00						
Work Management	Creation Date: Resource Utiliz	2025-04-03 11 atio 2025-04-03 11						
	Qty: Issued Qty:	1 0						
{ MON-FA-0001 } MONTADORA - FA // Fractal/	Real Used Qty:							
Solicitud								
Priority: = Medium Task type: 00 Correctivo								
Group 1: Group 2:								
Vork Request Num 1257 Actual Schedule Dat 2025-04-01								
Estimated Duration: 00:10:00								
RESOURCES 0 ATTACHMENTS 0								
	01							
	Showing 1 of	1						
		) Start		pol				
		, otart						

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

← Work Order								
	· · · · ·							
		resource 2025 Apr 2		TION D	ATE		11	1:12
			Ē				()	
		April 2	2025	•			<	
		S	М	т 1	W 2	т 3	F 4	<b>S</b>
		6			9			
		13 20				17		
			28					
						Cance		ОК

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

- Work Order	← Edit Resource
<ul> <li>■ Jonas Campos ~</li> <li>■ 2025-04-01</li></ul>	Resource Type
Note	Description DETERGENTE { DET-001 } Resource Source WAREHOUSE
Work Management	Unit LITROS
{ MON-FA-0001 } MONTADORA - FA // Fracttal/	Qty
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	Real Used Qty           0           Issued Qty           0           Resource Utilization Date           2025-04-02 11:12
C Action Done	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	← { Mon-fa-0	← {MON-FA-0001} MONTADORA - FA			
S Jonas Campos ↓	G Task	; =: Sub Tasks	Resources	() Attachments	
© 00:00	Requisitions		Total cost: \$ MXN	0,00 🗍 😑 🍣	
	DETERGENTE { DE Type: Source: Unit Cost:	Inventory WAREHOUSE \$ MXN 0,00			
Work Management	Total cost: Creation Date: Resource Utilizatio Qty:	\$ MXN 0,00 2025-04-03 11 2025-04-03 11			
{ MON-FA-0001 } MONTADORA - FA // Fracttal/	Qty: Issued Qty: Real Used Qty:	0			
Solicitud       Priority:     = Medium       Task type:     00 Correctivo       Group 1:     00 Correctivo       Work Request Num     1257       Actual Schedule Dat     2025-04-01       Estimated Duration:     00:10:00					
RESOURCES 0 ATTACHMENTS 0					
	Showing 1 of 1			+	
	State	rt		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.