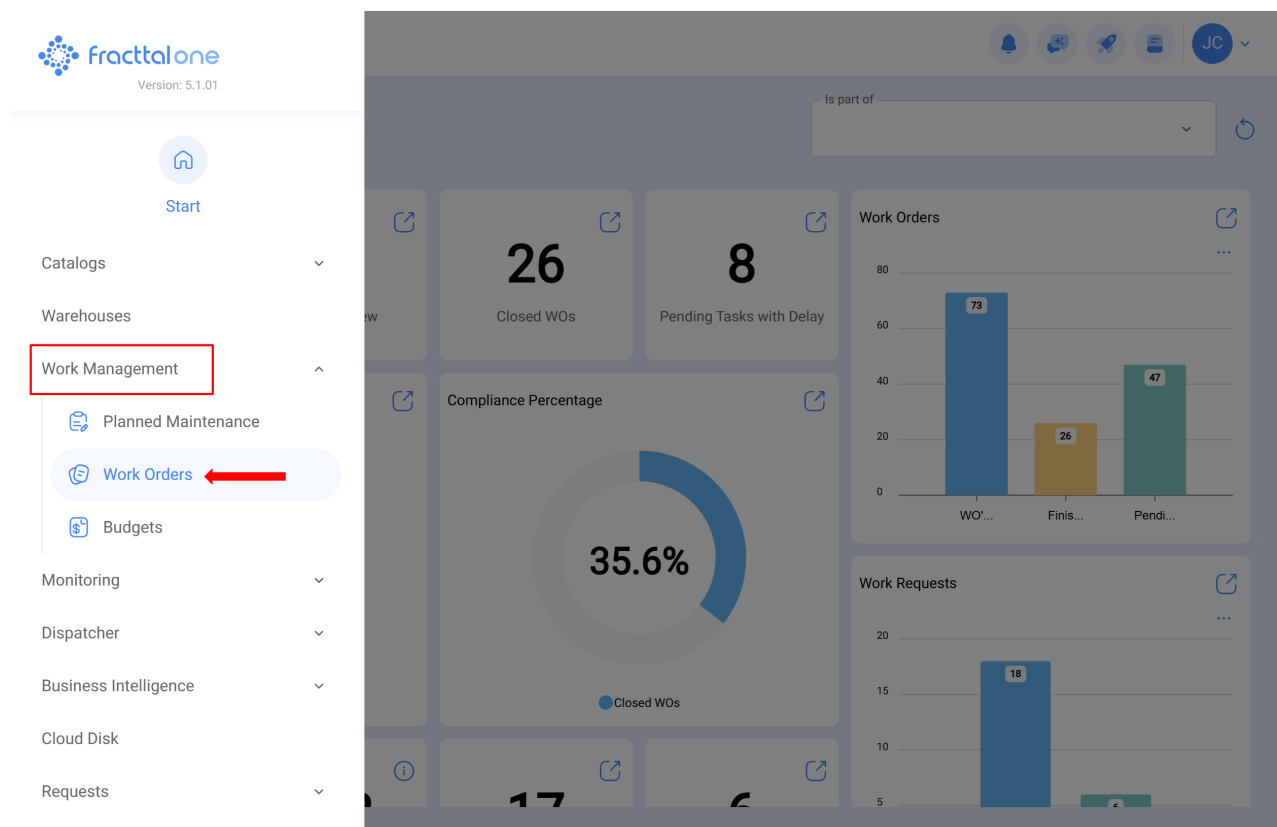


How to cancel a Work Order in Fractal One?

help.fractal.com/hc/en-us/articles/37438325429005-How-to-cancel-a-Work-Order-in-Fractal-One

In Fractal One, canceling Work Orders can be done easily while the WO is in progress. In this article, we explain how to perform this action step by step within the platform.

1. Enter the **Tasks module from the main menu and select the **Work Orders** submodule.**



2. Select the WO to cancel

Work Management
View Kanban

000 [Calendar] [List] [Kanban] [Info] [AI] [JC]

Pending Tasks188

Asset: { EQ-CR-001 } CAMIONETA REFRIGERADORA

Task: MTTO M. CAJA REFRIGERADORA

01:00 2025-06-16

EVERY 1 MONTHS

Asset: { ROB-0004 } ROBO - 0004

Task: Troca dos parafusos da base viva (COPY) (COPY) (COPY)

00:20 2025-09-05

EVERY 3 MONTHS

Asset: { ROB-0002 } ROBO-0002

WOs in Process2838

OT1074MTO
Created by Jonas Campos

Asset: { MON-FA-0001 } MONTADORA - FA

Task: Orden de Trabajo

00:10 2025-06-16

JC Jonas Campos

OT1073MTO
Created by Ricardo Rangel

Asset: { EQ-HO-001 } HORNO DE GALLETAS

Task: FUGA DE GAS EN HORNO

00:10 2025-06-14

JOSE PEREZ

OT1072MTO
Created by Ricardo Rangel

Asset: { BT-002 } Banda transportadora

WOs in Review247

OT1034MTO
Created by Ramon Toro

Asset: { GP-AA-001 } Aire Acondicionado - GE

Task: Correctivo por alta temperatura en área

00:10 2025-05-26

DJ Dionesio Jr

OT1027MTO
Created by DIEGO VERGARA

Asset: { MC03.EJ.TAM } MINICARGADOR CAT

Task: LAVAR EQUIPO

00:10 2025-05-22

AR ANDRES RIVEROS

OT1026MTO
Created by DIEGO VERGARA

Asset Work Management:

Find the Work Order you wish to cancel. Click on the **three dots** next to the selected WO.

3. Cancel the WO

Work Management
View Kanban

000 [Calendar] [List] [Kanban] [Info] [AI] [JC]

Pending Tasks188

Asset: { EQ-CR-001 } CAMIONETA REFRIGERADORA

Task: MTTO M. CAJA REFRIGERADORA

01:00 2025-06-16

EVERY 1 MONTHS

Asset: { ROB-0004 } ROBO - 0004

Task: Troca dos parafusos da base viva (COPY) (COPY) (COPY)

00:20 2025-09-05

EVERY 3 MONTHS

Asset: { ROB-0002 } ROBO-0002

WOs in Process2838

OT1074MTO
Created by Jonas Campos

Asset: { MON-FA-0001 } MONTADORA - FA

Task: Orden de Trabajo

00:10 2025-06-16

JC Jonas Campos

OT1073MTO
Created by Ricardo Rangel

Asset: { EQ-HO-001 } HORNO DE GALLETAS

Task: FUGA DE GAS EN HORNO

00:10 2025-06-14

JOSE PEREZ

OT1072MTO
Created by Ricardo Rangel

Asset: { BT-002 } Banda transportadora

WOs in Review247

OT1034MTO
Created by Ramon Toro

Asset: { GP-AA-001 } Aire Acondicionado - GE

Task: Correctivo por alta temperatura en área

00:10 2025-05-26

DJ Dionesio Jr

OT1027MTO
Created by DIEGO VERGARA

Asset: { MC03.EJ.TAM } MINICARGADOR CAT

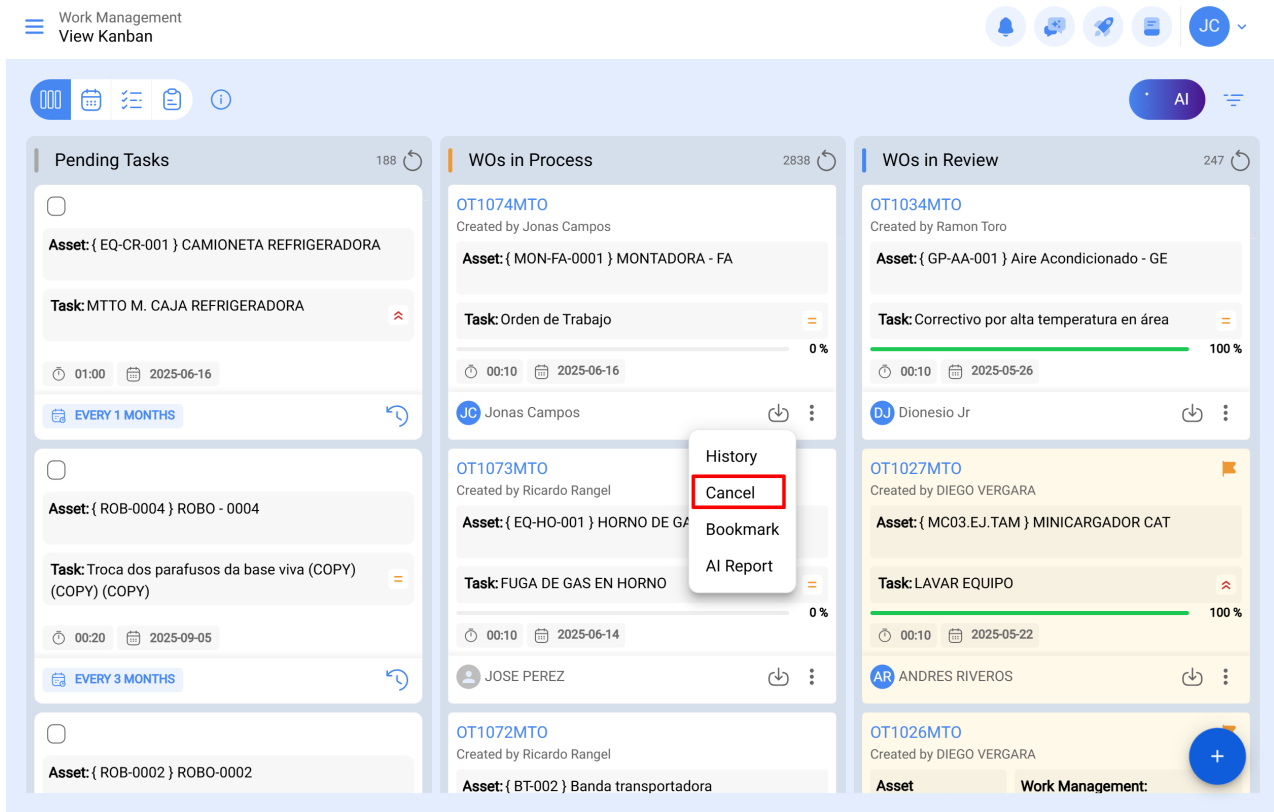
Task: LAVAR EQUIPO

00:10 2025-05-22

AR ANDRES RIVEROS

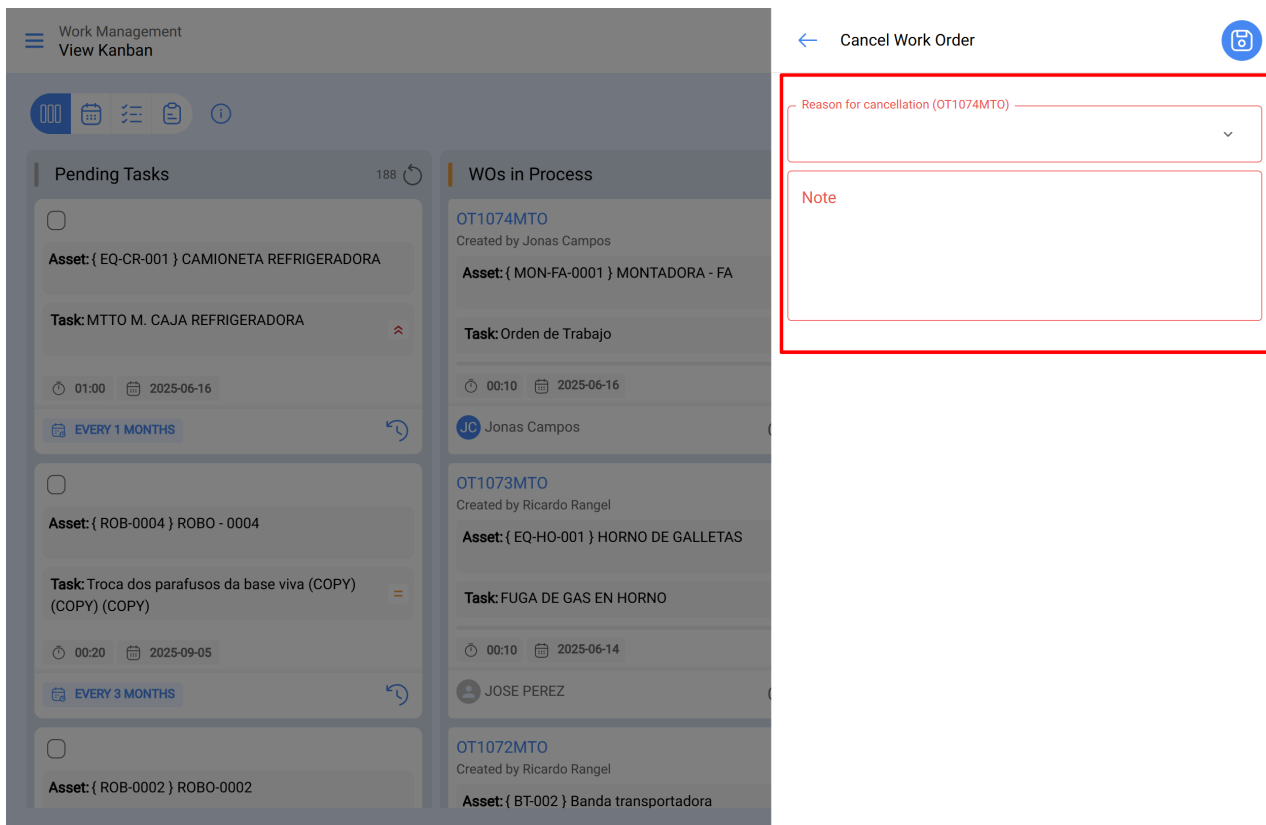
OT1026MTO
Created by DIEGO VERGARA

Asset Work Management:



In the dropdown menu, select the "Cancel" option.

4. Confirm the cancellation



After this, a side menu will appear where you must enter the reason for the cancellation and an explanatory note. Then, you just need to save the action to complete the process.

Once the action is completed, the WO will be canceled and the associated Task will return to the **Pending Tasks** column.

Work Management
View Kanban

AI

Pending Tasks 189

WOs in Process 2837

WOs in Review 247

Asset: { MON-FA-0001 } MONTADORA - FA
Task: Orden de Trabajo
00:10 2025-06-16
UNPLANNED

Asset: { EQ-CR-001 } CAMIONETA REFRIGERADORA
Task: MTTO M. CAJA REFRIGERADORA
01:00 2025-06-16
EVERY 1 MONTHS

Asset: { ROB-0004 } ROBO - 0004

OT1073MTO
Created by Ricardo Rangel
Asset: { EQ-HO-001 } HORNO DE GALLETAS
Task: FUGA DE GAS EN HORNO
00:10 2025-06-14
JOSE PEREZ

OT1072MTO
Created by Ricardo Rangel
Asset: { BT-002 } Banda transportadora
Task: DETALLES DEL TRASLADO
00:10 2025-06-10
Abelardo Perez

OT1071MTO
Created by Ricardo Rangel
Asset: { BT-002 } Banda transportadora
Task: DETALLES DEL TRASLADO
00:10 2025-06-10
Abelardo Perez

OT1034MTO
Created by Ramon Toro
Asset: { GP-AA-001 } Aire Acondicionado - GE
Task: Correctivo por alta temperatura en área
00:10 2025-05-26
Dionesio Jr

OT1027MTO
Created by DIEGO VERGARA
Asset: { MC03.EJ.TAM } MINICARGADOR CAT
Task: LAVAR EQUIPO
00:10 2025-05-22
ANDRES RIVEROS

OT1026MTO
Created by DIEGO VERGARA
Asset: { MC03.EJ.TAM } MINICARGADOR CAT
Task: LAVAR EQUIPO
00:10 2025-05-22
ANDRES RIVEROS

Action Done

Note: Canceling a WO is only possible when they are in the **"In Progress"** or **"Under Review"** states.

Related articles

[How to link an asset to a maintenance plan from Fractal Hub?](#)