# How to cancel a Work Order in Fracttal One?
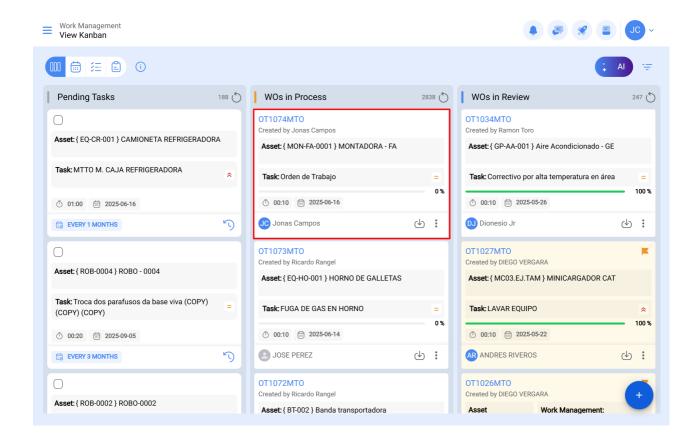
In Fracttal One, canceling Work Orders can be done easily while the WO is in progress. In this article, we explain how to perform this action step by step within the platform.

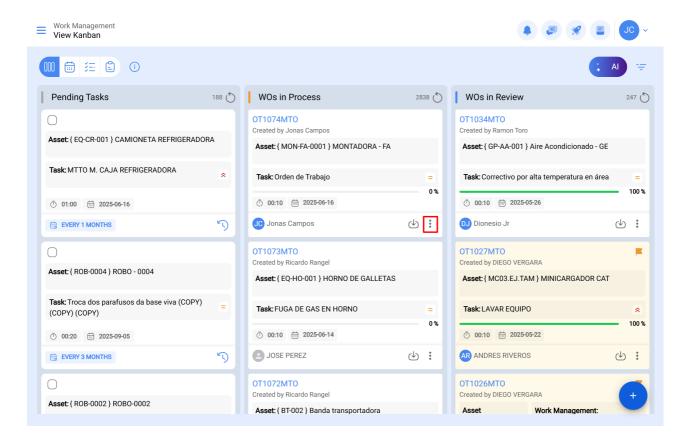**1.** Enter the **Tasks module** from the main menu and select the **Work Orders submodule**.
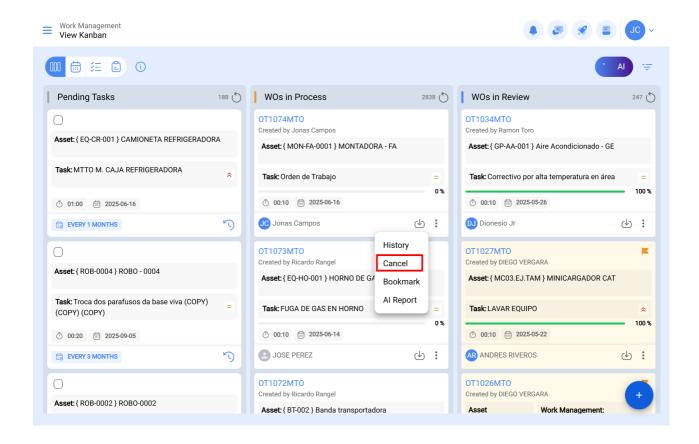


## 2. Select the WO to cancel

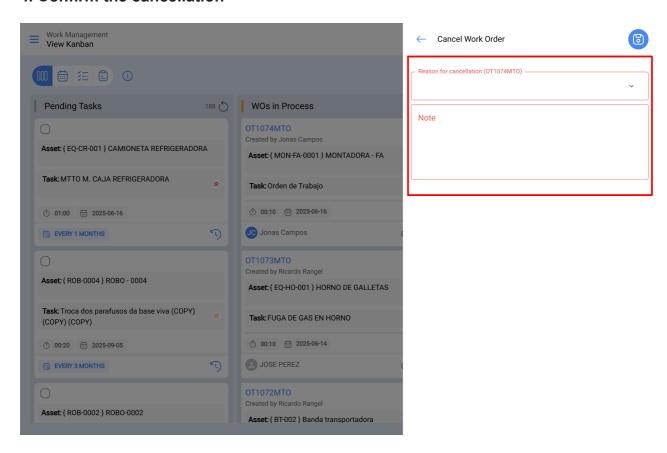Find the Work Order you wish to cancel. Click on the **three dots** next to the selected WO.
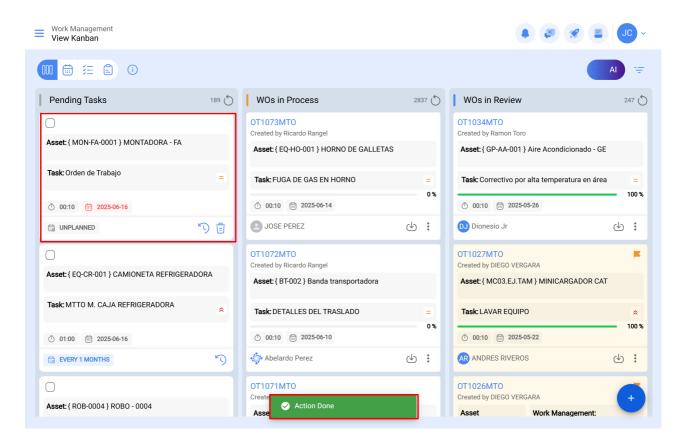
## 3. Cancel the WO

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.



**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 Fracttal Hub?](How to link an asset to a maintenance plan from Fracttal Hub?)