

How to Create an Unplanned Task within a Work Order?

help.fractal.com/hc/en-us/articles/38072585693069-How-to-Create-an-Unplanned-Task-within-a-Work-Order

During the execution of a Work Order (WO), it is common to encounter unforeseen events or additional activities that were not included in the initial planning. To maintain a complete record and traceability of these actions, Fractal One allows you to register these **findings** directly in the ongoing WO.

When reporting a finding, the system offers you two options:

- **Create an Unplanned Task:** Ideal for actions that need to be executed immediately as part of the same Work Order.
- **Create a Work Request:** Perfect for issues that require review, approval, or more detailed planning in the future, independently of the current WO.

The screenshot displays the Fractal One interface for a Work Order. On the left, a sidebar shows the user 'Jonas Campos', the date '2025-07-10', and a timer '00:10'. Below this is a 'Note' section and a 'Work Management' section containing details for a specific work order: '{ MON-FA-0001 } MONTADORA - FA FRUNIV 22222.0111.07 110v // Fractal/'. The main panel on the right shows the 'Findings' section. It includes dropdown menus for 'Fault Detection Method', 'Fault Severity' (set to 'Medium'), and 'Type of damage' (set to 'None'). There is a text input for 'It caused disruption of other assets?' with the value '00:00'. A checkbox labeled 'Should this task also be terminated in order for the asset to re-enter service?' is present. Below these is a 'Findings' section with a checked checkbox 'Has any finding been identified that you would like to report?'. At the bottom of this section, two buttons are visible: 'Unplanned Task' and 'Work Request'. The 'Unplanned Task' button is highlighted with a red rectangular box. At the very bottom of the main panel, there are 'Start' and 'Log' buttons.

Note: This article focuses on the first case: creating an unplanned task.

Step-by-Step Procedure

1. Access the Work Order

- From the **Work Orders** module, enter a WO in *Open* or *In Progress* status.
- Select the order where you want to add the task.

2. Identify the option to register an unplanned task

Once inside the details of the task linked to the WO, locate the button with the findings section titled *“Have any findings been identified that you wish to report?”*

The screenshot displays the 'Work Order' details page. On the left, a sidebar shows the user 'Jonas Campos', the date '2025-07-10', and a timer '00:10'. Below this is a 'Note' section and a 'Work Management' section containing task details: '{ MON-FA-0001 } MONTADORA - FA FRUNIV 22222.0111.07 110v // Fractal/'. The task is labeled 'correctivo' with a 'Priority: Medium' and 'Task type: 00 Correctivo'. Other details include 'Group 1:', 'Group 2:', 'Work Request Num...', 'Actual Schedule Dat... 2025-07-10', and 'Estimated Duration: 00:10:00'. At the bottom of the sidebar are 'RESOURCES 0' and 'ATTACHMENTS 0'. The main content area on the right has a top bar with a back arrow, the task ID '{ MON-FA-0001 } MONTADORA - FA FRUNI...', and a document icon. Below this is a navigation bar with 'Task', 'Sub Tasks', 'Resources', and 'Attachments'. The 'Task' section contains several dropdown menus: 'Failures Causes', 'Fault Detection Method', 'Fault Severity' (set to 'Medium'), and 'Type of damage' (set to 'None'). There is also a text field for 'It caused disruption of other assets?' with the value '00:00'. A checkbox question asks 'Should this task also be terminated in order for the asset to re-enter service?'. The 'Findings' section, highlighted with a red box, contains a checkbox and the text 'Has any finding been identified that you would like to report?'. At the bottom of the main area are 'Start' and 'Log' buttons.

This question enables the option to register directly from the task. By answering affirmatively, the system allows you to convert the finding into:

- A new **unplanned task** addition
- Or a **work request** pending review

← Work Order

Jonas Campos

2025-07-10 00:10

00:00

Note

Work Management

{ MON-FA-0001 } MONTADORA - FA FRUNIV 2222.0111.07 110v
// Fractal/

correctivo
Priority: Medium
Task type: 00 Correctivo
Group 1:
Group 2:
Work Request Num...
Actual Schedule Dat... 2025-07-10
Estimated Duration: 00:10:00
RESOURCES 0 ATTACHMENTS 0

← { MON-FA-0001 } MONTADORA - FA FRUNI...

Task Sub Tasks Resources Attachments

Fault Detection Method
Fault Severity: Medium
Type of damage: None
It caused disruption of other assets?: 00:00
☐ Should this task also be terminated in order for the asset to re-enter service?
Findings
☒ Has any finding been identified that you would like to report?

Unplanned Task
Work Request

Start Log

3. Complete the task fields

A form will open, where you must complete the following fields:

- **Assets:** Information associated with the asset and its status.
- **Task:** Information associated with the unplanned task.
- **Subtasks:** A list of subtasks or checklists (step by step) that must be completed satisfactorily to finish the task.
- **Resources:** Resources to be used in the execution and completion of the task.

Click the save button to register the task within the WO.

✓
Asset

✓
Task

✓
Sub Tasks

✓
Resources

Qty	Unit	Description	Type	Unit Cost	Total cost	Resource Source
-----	------	-------------	------	-----------	------------	-----------------

[< Back](#)
[Finish >](#)

+

← Work Order

Jonas Campos ▾

2025-07-10 00:10

00:00

Note

Work Management

{ MON-FA-0001 } MONTADORA - FA FRUNIV 22222.0111.07 110v
// Fractal/

correctivo

Priority: Medium

Task type: 00 Correctivo

Group 1:

Group 2:

Work Request Num...

Actual Schedule Dat... 2025-07-10

Estimated Duration: 00:10:00

RESOURCES 0 | ATTACHMENTS 0

← { MON-FA-0001 } MONTADORA - FA FRUNIV...

Task
Sub Tasks
Resources
Attachments

Fault Detection Method ▾

Fault Severity ▾
Medium

Type of damage ▾
None

It caused disruption of other assets? ▾
00:00

☐ Should this task also be terminated in order for the asset to re-enter service?

Findings

☒ Has any finding been identified that you would like to report? ⓘ

[Unplanned Task](#)

[Work Request](#)

✓
A new pending task has been generated

▶
Start

📄
Log

Once created, this task will appear in the list alongside the unplanned tasks.

Pending Tasks

206



Asset: { MON-FA-0001 } MONTADORA - FA FRUNIV
22222.0111.07 110v

Task: task description

🕒 00:10 📅 2025-07-15

📅 UNPLANNED



Asset: { BOIX-002-EQC } EQUIPO DE COLA NORDSON

Task: REVISION GENERAL ANUAL

🕒 01:00 📅 2026-07-08

📅 EVERY 1 YEAR(S)



Asset: { eqcol-005 } EQUIPO DE COLA NORDSON

WOs in Process

2881

🕒 00:10 📅 2025-07-10

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