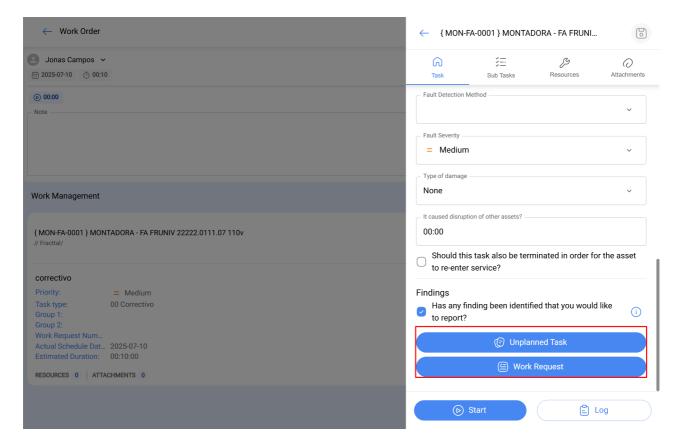
How to Create an Unplanned Task within a Work Order?

help.fracttal.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, Fracttal 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.



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

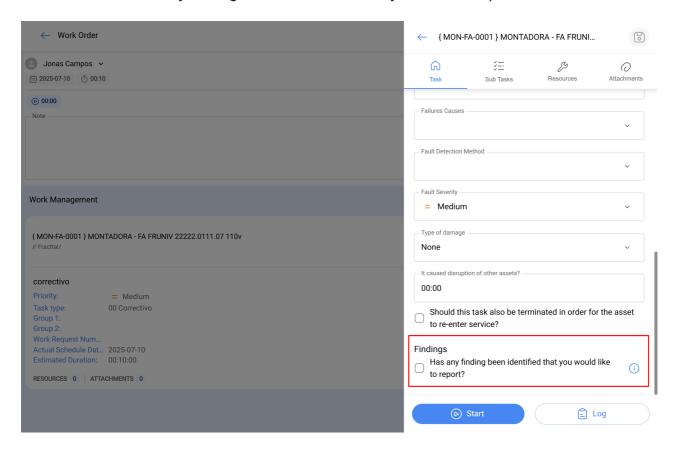
Step-by-Step Procedure

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.

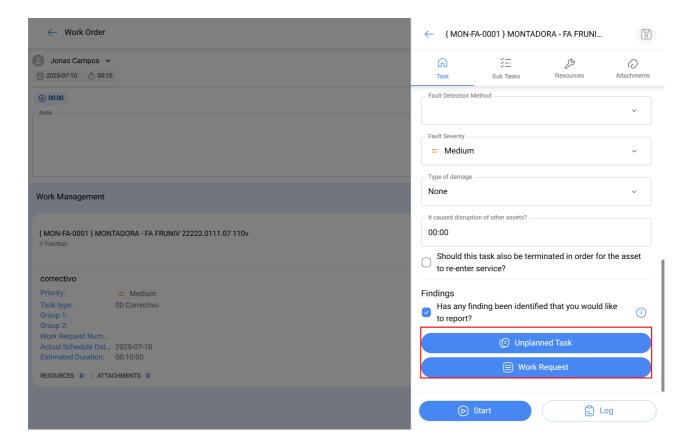
2. Identify the option to register an unplanned task

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?"



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

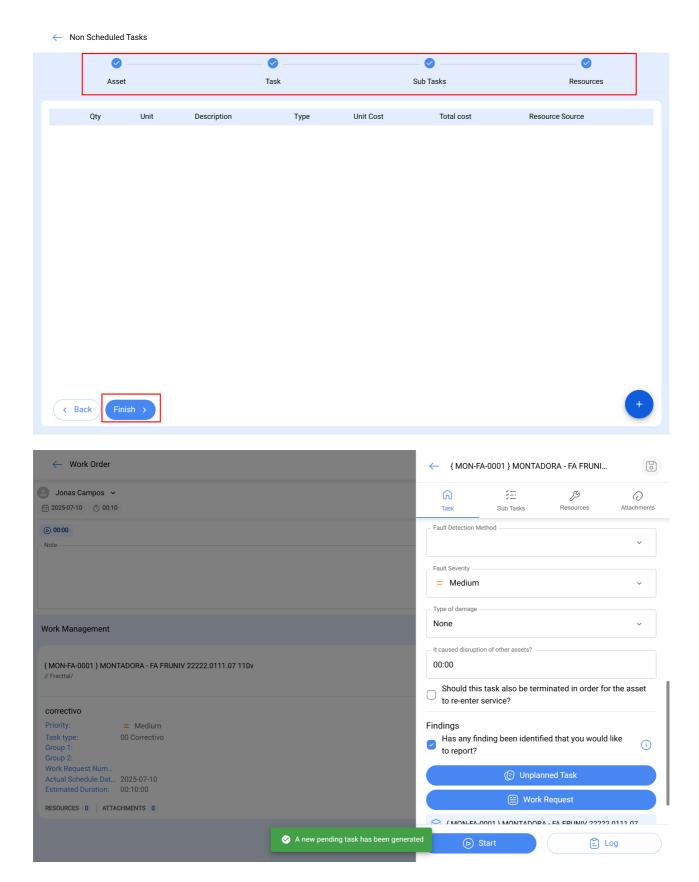


3. Complete the task fields

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.



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

