

Work Order Tagging

help.fracttal.com/hc/en-us/articles/38892121166477-Work-Order-Tagging

The **tags** feature in Work Orders allows you to create, assign, and manage custom tags to visually and easily classify and organize WOs. These tags can be pre-configured in the Auxiliary Catalogs module or directly at the time of assigning them to a WO, including description and color to facilitate identification and segmentation of information.

Creating tags

1. Access the **Auxiliary Catalogs** module.

The screenshot displays the Fracttal system's Auxiliary Catalogs module. On the left, a sidebar menu lists various system components: General, User Accounts, Business Calendar, Modules, Financial, Auxiliary Catalogs (highlighted with a red box), Document Management, Transactions Log, Security, API Connections, Guest Portal, and Account. The main content area is titled 'Activación Fracttal - Español - 477' and features a 'Type' dropdown menu set to 'Work Orders'. Below this, there are three tabs: 'Reason for cancellation', 'Reason for the pause', and 'Labels'. The 'Reason for cancellation' tab is active, showing a list of tags with checkboxes and descriptions. The tags include: '0. Plan modificado', 'Activo Incorrecto', 'Condiciones de seguridad', 'EQUIVOCACION', 'EQUIVOCACIÓN DE ACTIVO', 'Fallo con Permit to work', 'falta cotizacion', and 'FALTA DE ELEMENTOS DE PROTECCION'. A red arrow points to the 'Settings' link in the top navigation bar. The bottom of the list indicates 'Showing 22 of 22' items, and a blue circular button with a plus sign is located at the bottom right.

Type	Reason for cancellation	Reason for the pause	Labels
	<input type="checkbox"/>		Description ↑
	<input checked="" type="checkbox"/>		0. Plan modificado
	<input checked="" type="checkbox"/>		Activo Incorrecto
	<input checked="" type="checkbox"/>		Condiciones de seguridad
	<input checked="" type="checkbox"/>		EQUIVOCACION
	<input checked="" type="checkbox"/>		EQUIVOCACIÓN DE ACTIVO
	<input checked="" type="checkbox"/>		Fallo con Permit to work
	<input checked="" type="checkbox"/>		falta cotizacion
	<input checked="" type="checkbox"/>		FALTA DE ELEMENTOS DE PROTECCION

2. Go to the **Type** field and select **Work Orders**, then access the **Tags** section.

Settings

Activación Fractal - Español - 477

Save

General

User Accounts

Business Calendar

Modules

Financial

Auxiliary Catalogs

Document Management

Transactions Log

Security

API Connections

Guest Portal

Account

Type

Work Orders

Reason for cancellation

Reason for the pause

Labels

Description ↑

<input type="checkbox"/>	<input checked="" type="checkbox"/>	0. Plan modificado
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ativo Incoreto
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Condiciones de seguridad
<input type="checkbox"/>	<input checked="" type="checkbox"/>	EQUIVOCACION
<input type="checkbox"/>	<input checked="" type="checkbox"/>	EQUIVOCACIÓN DE ACTIVO
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fallo con Permit to work
<input type="checkbox"/>	<input checked="" type="checkbox"/>	falta cotizacion
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CAI TA DE ELEMENTOS DE PROTECCION

Showing 22 of 22

+

3. Select the **Add tag** option.

Settings

Activación Fractal - Español - 477

Save

General

User Accounts

Business Calendar

Modules

Financial

Auxiliary Catalogs

Document Management

Transactions Log

Security

API Connections

Guest Portal

Account

Type

Work Orders

Reason for cancellation

Reason for the pause

Labels

Description ↑

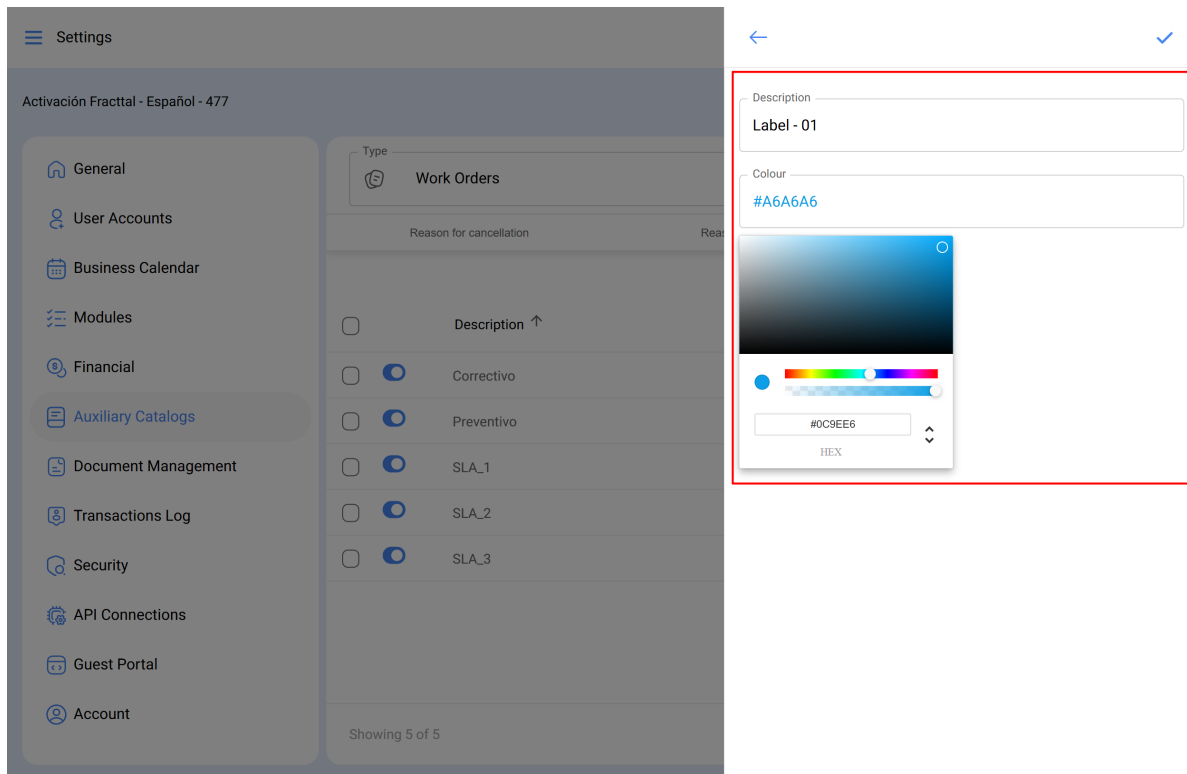
Colors

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Correctivo	●
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Preventivo	●
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SLA_1	●
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SLA_2	●
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SLA_3	●

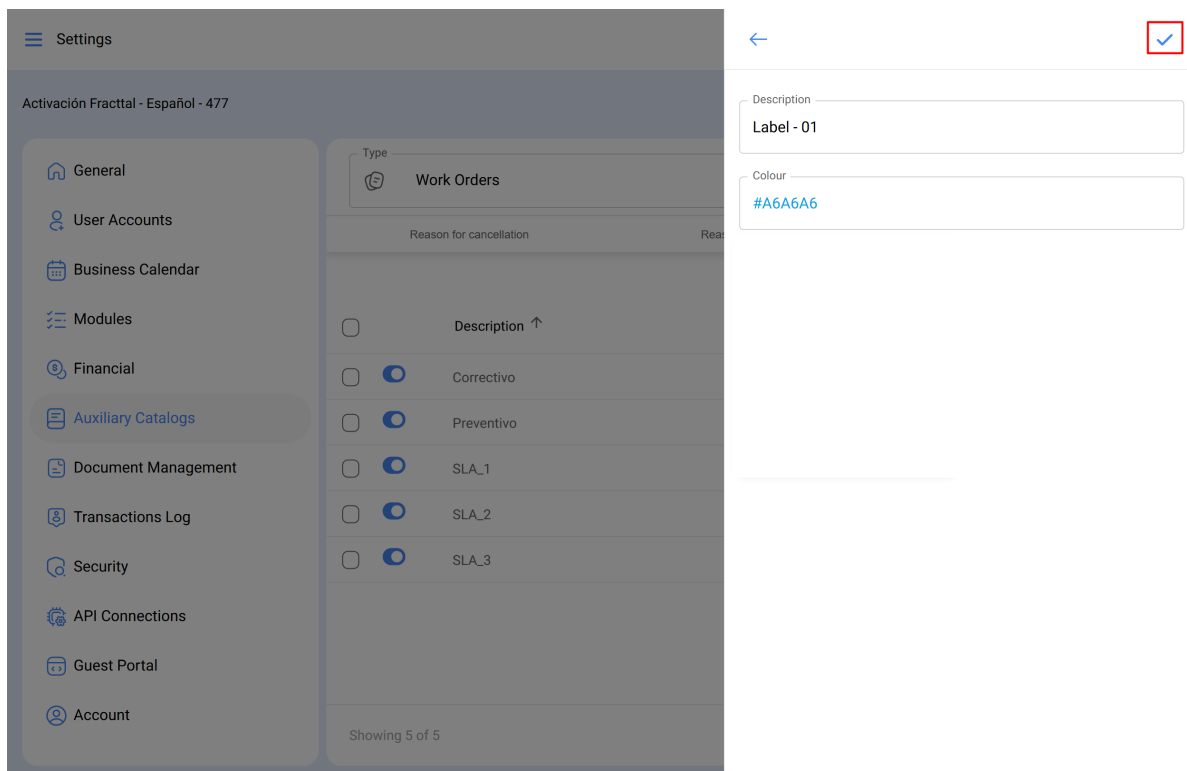
Showing 5 of 5

+

4. Define a **description** and a **color**.



5. Save the changes to make the tag available.



Managing tags

- **Editing:** it is possible to modify the name, color, or description of a tag from **Auxiliary Catalogs**.
- **Deletion:** tags can be deleted, making them unavailable for new assignments.

Note: You can only delete tags that are not being used in the WO module.

Settings

Activación Fractal - Español - 477

Save

General

User Accounts

Business Calendar

Modules

Financial

Auxiliary Catalogs

Document Management

Transactions Log

Security

API Connections

Guest Portal

Account

Type: Work Orders

Reason for cancellation Reason for the pause Labels

(1) Selected

Description ↑ Colors

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Catering	●
<input type="checkbox"/>	<input type="checkbox"/>	Correctivo	●
<input type="checkbox"/>	<input type="checkbox"/>	FM	●
<input type="checkbox"/>	<input type="checkbox"/>	Preventivo	●
<input type="checkbox"/>	<input type="checkbox"/>	SLA_1	●
<input type="checkbox"/>	<input type="checkbox"/>	SLA_2	●
<input type="checkbox"/>	<input type="checkbox"/>	SLA_3	●

Showing 7 of 7

Assigning tags to WOs

- From the **Kanban** view, select a WO.

Work Management

View Kanban

Pending Tasks 232

WOs in Process 2923

WOs in Review 252

Closed WOs

Asset: 010 CH PLAZA DEL ZAPATO León Guanajuato

Task: MTTO X TEM ALTA

00:10 2025-08-14

TEMPERATURA ANORMAL

Asset: Equipo plan globe { equip.plan-g }

Task: TAREA MENSUAL

00:50 2025-09-15

EVERY 1 MONTHS

Asset: scoop st030 { s1030 }

Task: SISTEMA ELECTRICO

OT1273MTTO

Created by Jonas Campos

Asset: MOTOR TRIFASICO { 0001092025 }

Task: correctivo

00:10 2025-08-18

100 %

Jonas Campos

OT1272MTTO

Created by ALEJANDRO

Asset: PAN ANTUCO

Task: BARRERAS EN FALLA

00:00 2025-08-18

0 %

ALEJANDRO FRACCT

OT1270MTTO

Created by Ricardo Rangel

Asset: CHILLER 00001 { CH-00001 }

OT1264MTTO

Created by Marcelo Alarcon

Asset: HORNO 01 { HOR-01 }

Task: Fallo en la luz interior

00:10 2025-08-14

100 %

Abelardo Perez

OT1248MTTO

Created by DIEGO VERGARA

Asset: CENTRO COMERCIAL EL TESORO

Task: fuga de aceite

00:10 2025-08-07

100 %

ANDRES RIVEROS

OT1230MTTO

Created by Juana María Marin Cotillas (IDOM)

Asset: CentroPruebasIDOM

OT1276MTTO

Created by Alexander Fuente

Asset: HORNO 01 { HOR-01 }

Task: CAMBIO DE LAMPY

00:10 2025-08-19

Adalbert

OT1275MTTO

Created by Elayne

Asset: CORTADORA DE C

Task: REVISION DE CUCH

00:45 2022-02-14

Jonas Campos

OT1274MTTO

Created by Ramon Toro

Asset: Banda t

- Use the assign **tag** option to link one or more previously created tags.

Work Management
View Kanban

232 2923 252

Pending Tasks

Asset: 010 CH PLAZA DEL ZAPATO León Guanajuato

Task: MTTO X TEM ALTA

00:10 2025-08-14

TEMPERATURA ANORMAL

Asset: Equipo plan globe { equip.plan-g }

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00:50 2025-09-15

EVERY 1 MONTHS

Asset: scoop st030 { s1030 }

Task: SISTEMA ELECTRICO

WOs in Process

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Created by Jonas Campos

Asset: MOTOR TRIFASICO { 0001092025 }

Task: correctivo

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OT1272MTTO
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Asset: PAN ANTUCO

Task: BARRERAS EN FALLA

00:00 2025-08-18

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Task: fuga de aceite

00:10 2025-08-07

ANDRES RIVEROS

OT1230MTTO
Created by Juana María Marin Cotillas (IDOM)

Asset: CentroPruebasIDOM

Closed WOs

OT1276MTTO
Created by Alexander Fuente

Asset: HORNO 01 { HOR-01 }

Task: CAMBIO DE LAMP

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Created by Elayne

Asset: CORTADORA DE C

Task: REVISION DE CUCH

00:45 2022-02-14

Jonas Campos

OT1274MTTO
Created by Ramon Toro

Asset: Banda t

History
Cancel
Bookmark
Label

Work Management
View Kanban

232 2923 252

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WOs in Process

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OT1274MTTO
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Asset: Banda t

Select Labels

☐ Catering

☒ Correctivo

☐ FM

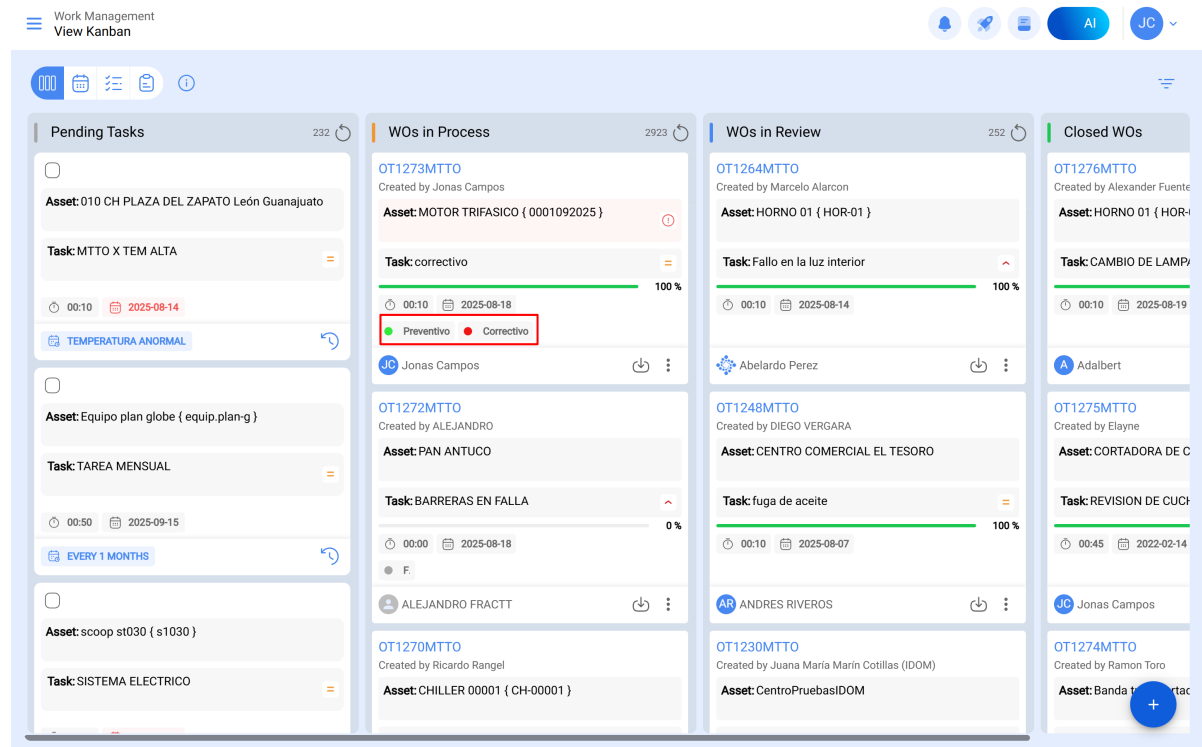
☒ Preventivo

☐ SLA_1

☐ SLA_2

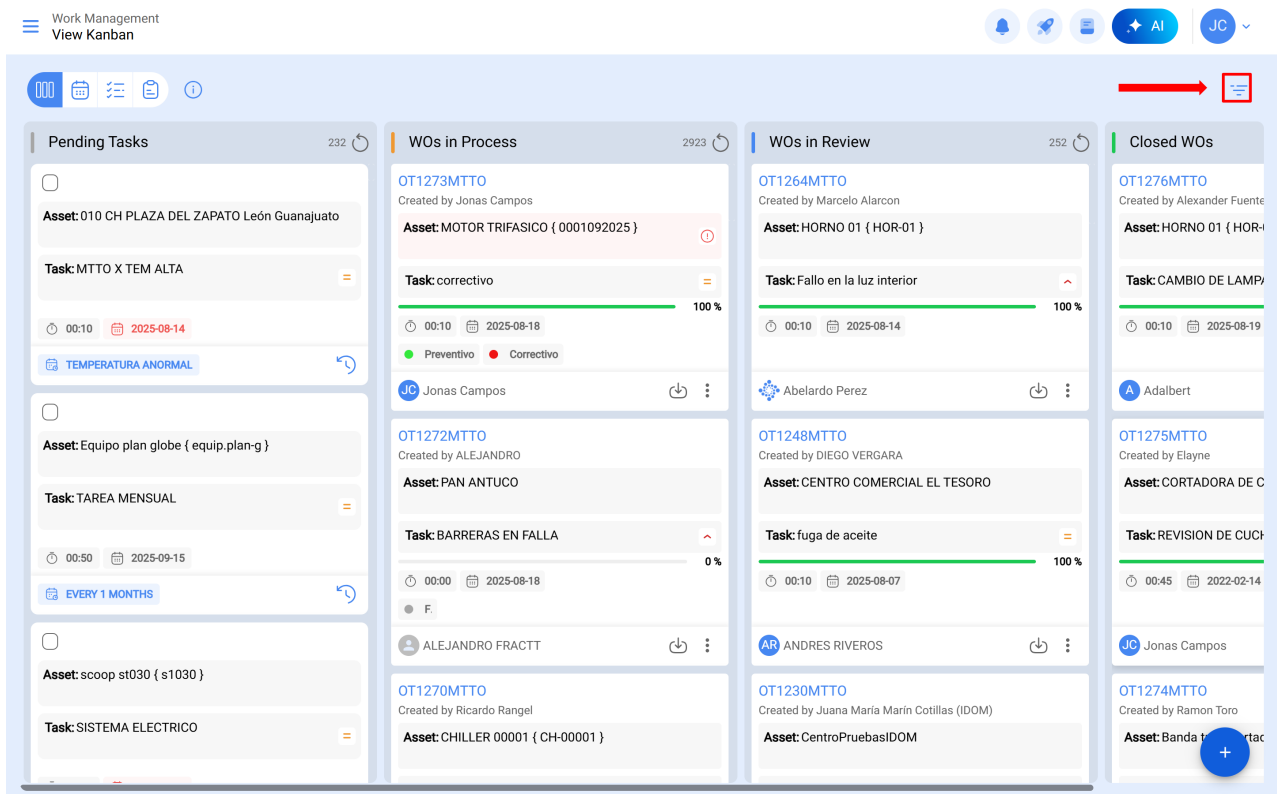
☐ SLA_3

- The assigned tags will be displayed directly on the WO cards, improving visibility in daily management.



Search and filtering

WOs can be filtered by specific tags to segment information according to criteria defined by the user.



The image shows a 'Work Management View Kanban' interface. The main area displays three columns: 'Pending Tasks' (232 items), 'WOs in Process' (2923 items), and 'WOs in Re' (partially visible). Each column contains task cards with details like asset names, tasks, dates, and status. A 'Filter' overlay is open on the right, showing tabs for 'Asset', 'Work Management', and 'WOs' (the last one is highlighted with a red box). The filter form includes fields for Status, WO's ID, Type of employee, Order, Date, Creation Date, WO Closure date, Date WO in Review, Labels (highlighted with a red box), Percentage of Completion, and Value %. At the bottom of the filter are 'Clear Filters' and 'Apply Filters' buttons.

This allows for more efficient identification of work groups, priorities, or other classifications relevant to operations.

Related to

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