

How to bulk cancel Work Orders with Fracttal HUB? – Help Center

 help.fracttal.com/hc/en-us/articles/40705020015757-How-to-bulk-cancel-Work-Orders-with-Fracttal-HUB

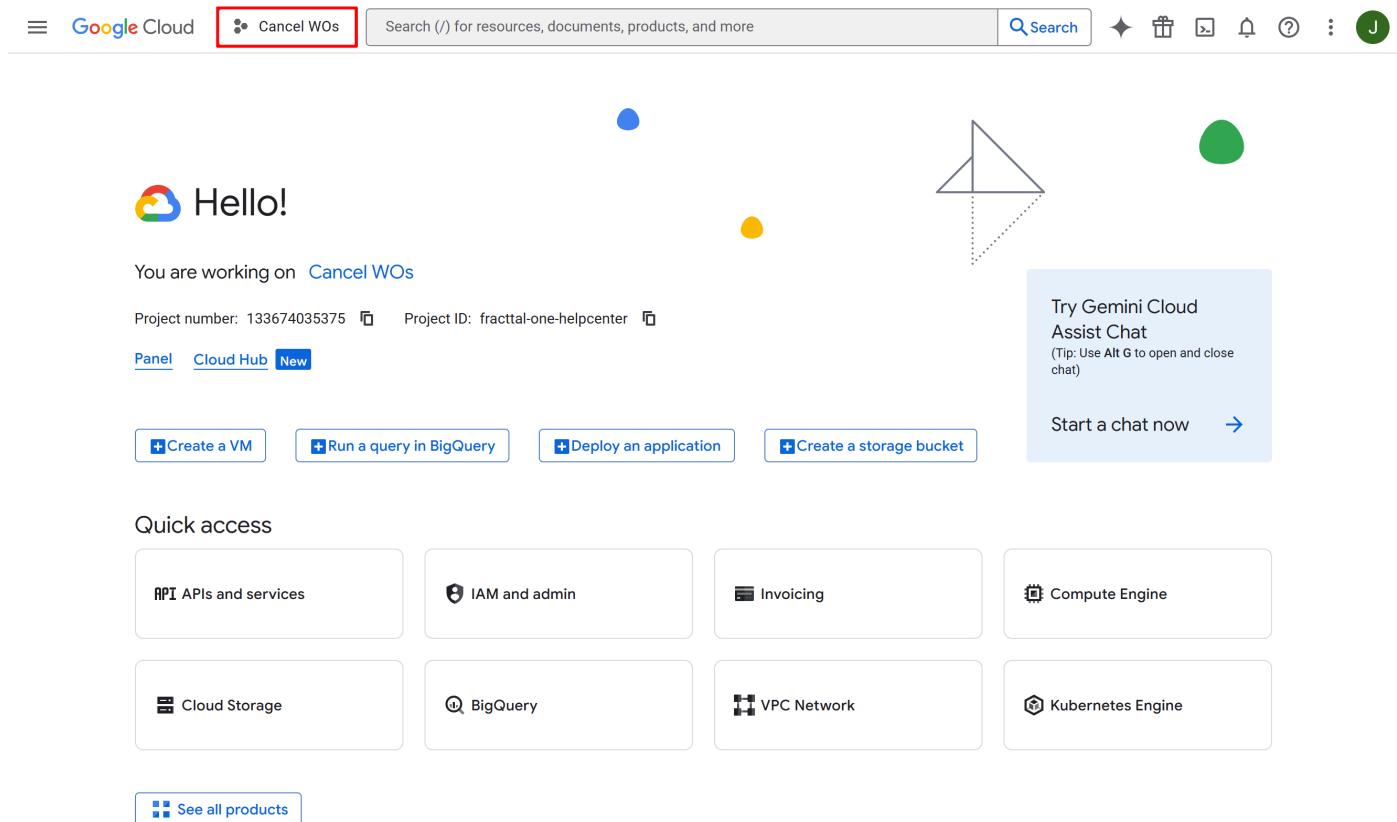
With **Fracttal Hub**, it is possible to automate the **bulk cancellation of Work Orders (WOs)** by integrating your Fracttal instance with **Google Sheets**. This functionality is ideal for optimizing management and saving time when deactivating WOs that will no longer be executed.

This practical guide shows how to configure and run this process in **four phases**: Google Cloud configuration, Fracttal configuration, spreadsheet preparation, and flow execution.

Phase 1: Google Cloud Platform (GCP) Configuration

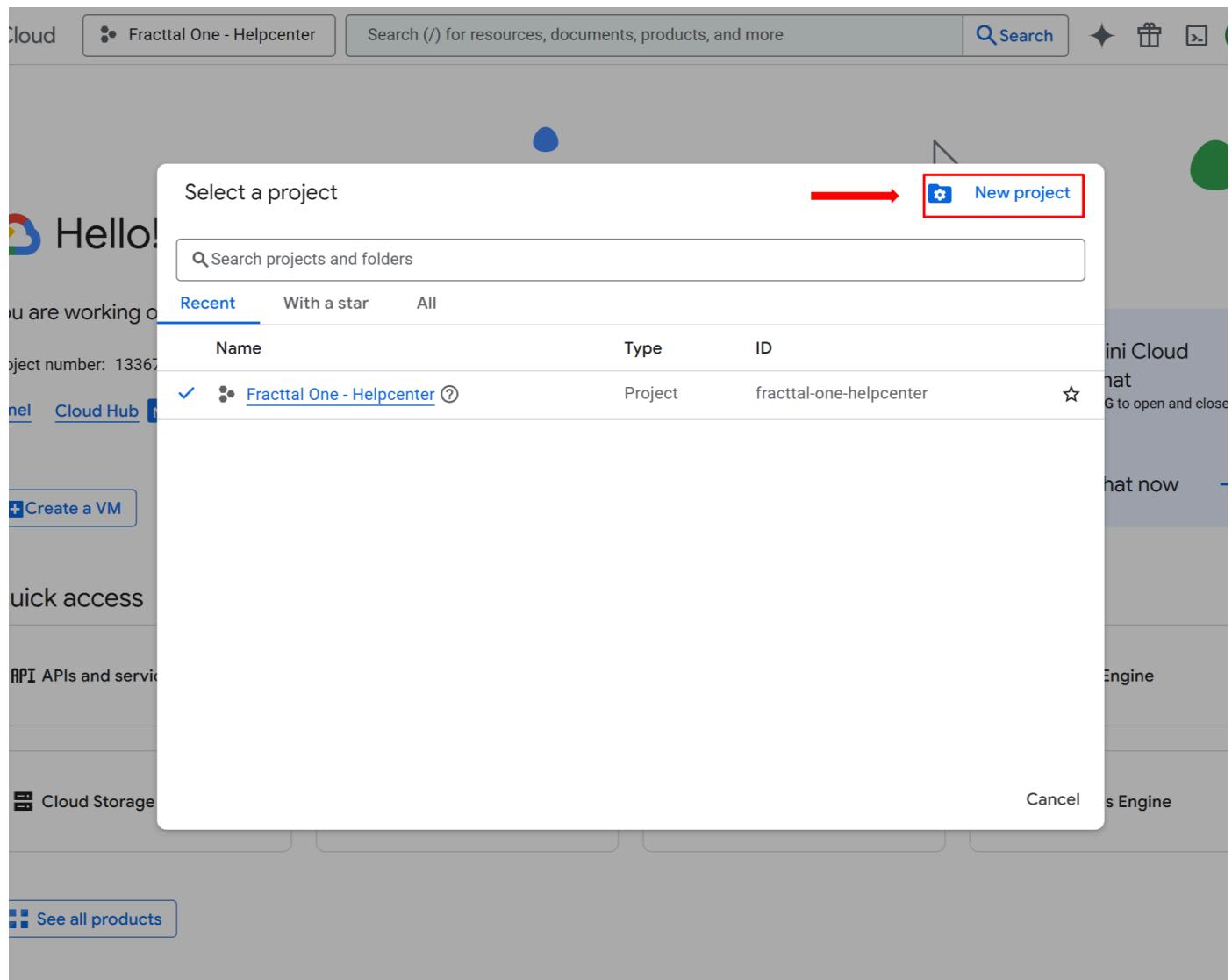
Before interacting with Fracttal, you must configure the Google Cloud environment to authorize access to Google Sheets.

1. Access **GCP** with your Google account and click the **project selector** in the top bar next to the log



The screenshot shows the Google Cloud Platform interface. At the top, there is a navigation bar with a 'Google Cloud' logo, a 'Cancel WOs' button (which is highlighted with a red box), a search bar, and several icons. The main area displays a 'Hello!' message and a 'You are working on Cancel WOs' status. It shows project details: 'Project number: 133674035375' and 'Project ID: fracttal-one-helpcenter'. Below this, there are buttons for 'Panel', 'Cloud Hub' (which is selected and highlighted in blue), and 'New'. A 'Try Gemini Cloud Assist Chat' box is visible on the right, with a 'Start a chat now' button. The 'Cloud Hub' section shows 'Quick access' with various service icons: API APIs and services, IAM and admin, Invoicing, Compute Engine, Cloud Storage, BigQuery, VPC Network, and Kubernetes Engine. A 'See all products' button is located at the bottom left of this section.

2. If you do not have a project, click “**New project**”, assign it a descriptive name (e.g., Cancel WOs), and click “**Create**.”



New project



You have 11 projects remaining in your quota. Request an increase or delete projects. [Learn more](#)

[Manage Quotas](#)

Project name * Cancel WOs

Project ID: core-yew-476613-u4. It cannot be changed afterwards. [Edit](#)

Location * [Nenhuma organização](#) [To search for](#)

Parent folder or organization

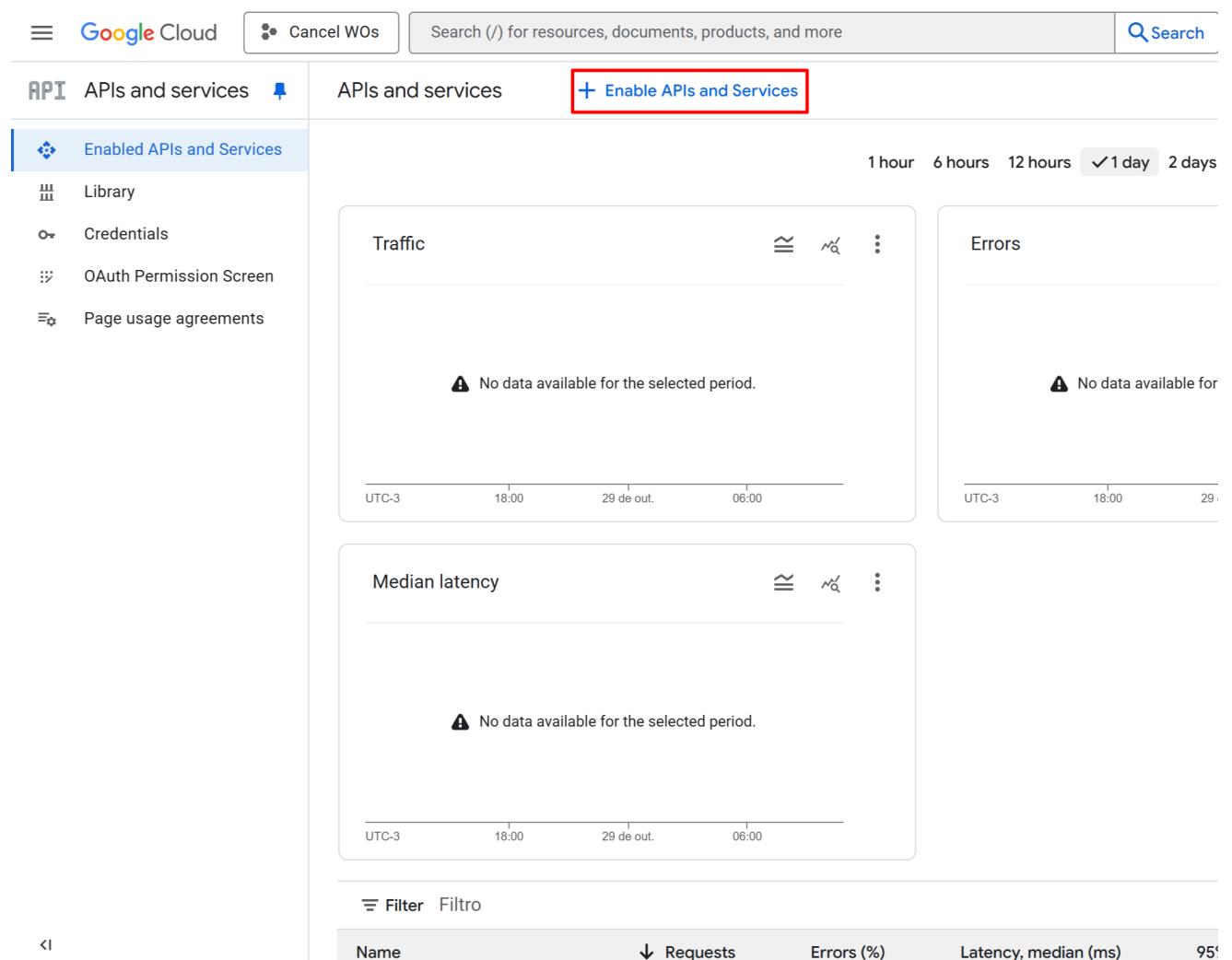
[To create](#) [Cancel](#)

You must enable the APIs that allow Fracttal to read and write data in Google Drive and Sheets.

1. In the main search bar, go to “**APIs & Services**.”

The screenshot shows the Google Cloud Platform homepage. At the top, there is a navigation bar with the Google Cloud logo, a "Cancel WOs" button, a search bar containing "Search (/) for resources, documents, products, and more", a "Search" button, and a gear icon. Below the navigation bar, a "Hello!" message with a cloud icon is displayed, followed by the text "You are working on Cancel WOs". Project information is shown: "Project number: 133674035375" and "Project ID: fractal-one-helpcenter". Below this, there are tabs for "Panel", "Cloud Hub", and "New", with "Cloud Hub" being the active tab. To the right, a sidebar offers "Try Gemini Chat", "Assist Chat" (with a tip: "Tip: Use Alt G to open chat"), and a "Start a chat" button. A "Quick access" section follows, featuring a grid of service icons. The "API APIs and services" icon is highlighted with a red box. Other icons include "IAM and admin", "Invoicing", "Compute Engine", "Cloud Storage", "BigQuery", "VPC Network", and "Kubernetes Engine". A "See all products" button is located at the bottom left of the grid.

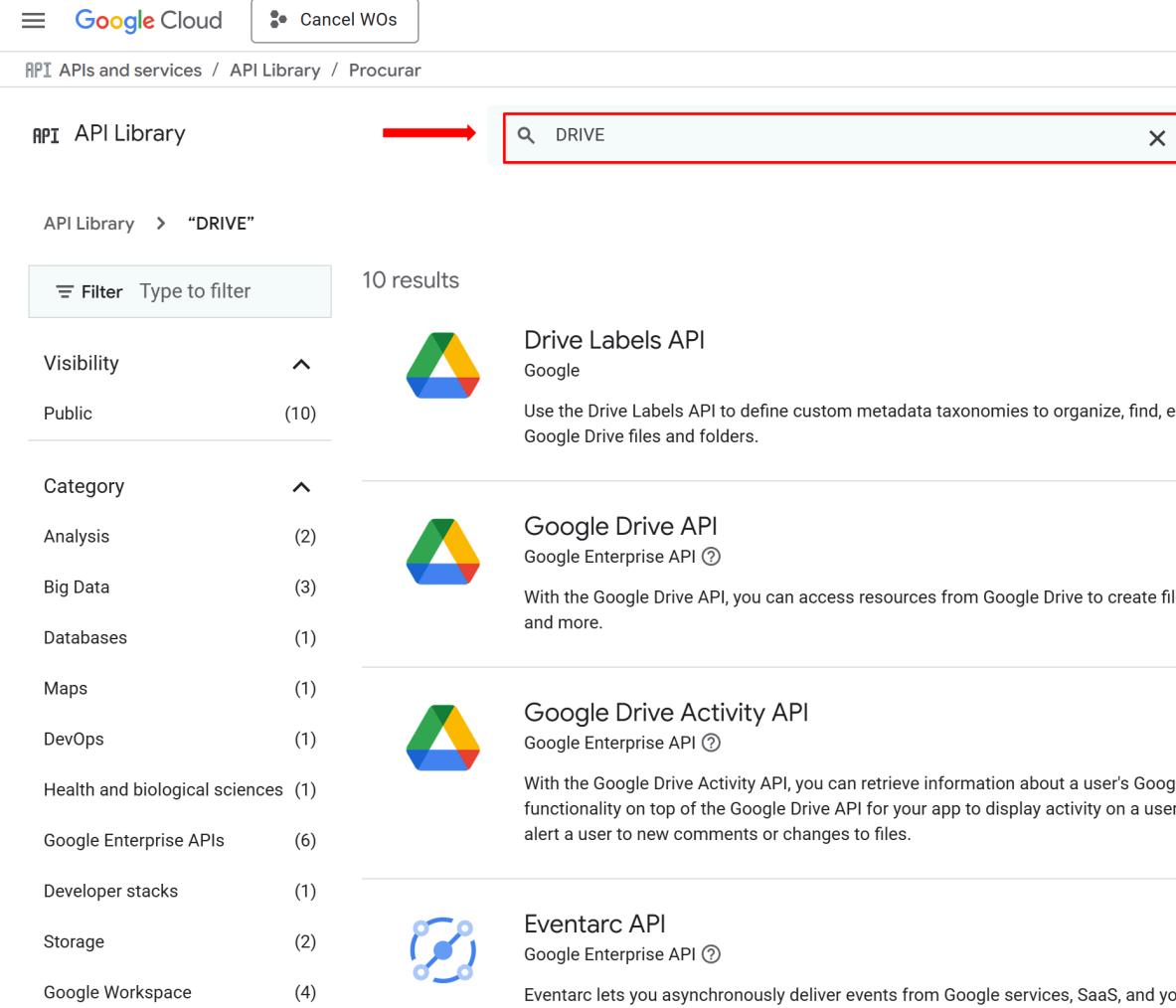
2. Click “+ ENABLE APIs AND SERVICES.”



The screenshot shows the Google Cloud APIs and services dashboard. At the top, there is a navigation bar with the Google Cloud logo, a 'Cancel WOs' button, a search bar, and a 'Search' button. Below the navigation bar, the main header reads 'APIs and services' with a bell icon, and there is a red box highlighting the '+ Enable APIs and Services' button. On the left, a sidebar titled 'Enabled APIs and Services' lists 'Library', 'Credentials', 'OAuth Permission Screen', and 'Page usage agreements'. The main content area displays three cards: 'Traffic' (No data available for the selected period), 'Errors' (No data available for the selected period), and 'Median latency' (No data available for the selected period). At the bottom, there is a 'Filter' section and a table with columns: 'Name', 'Requests', 'Errors (%)', 'Latency, median (ms)', and '95%'. The table has one row with a single entry: '95'.

| Name | ↓ Requests | Errors (%) | Latency, median (ms) | 95% |
|------|------------|------------|----------------------|-----|
| 95 | | | | |

3. Search for and enable the following APIs, one by one:

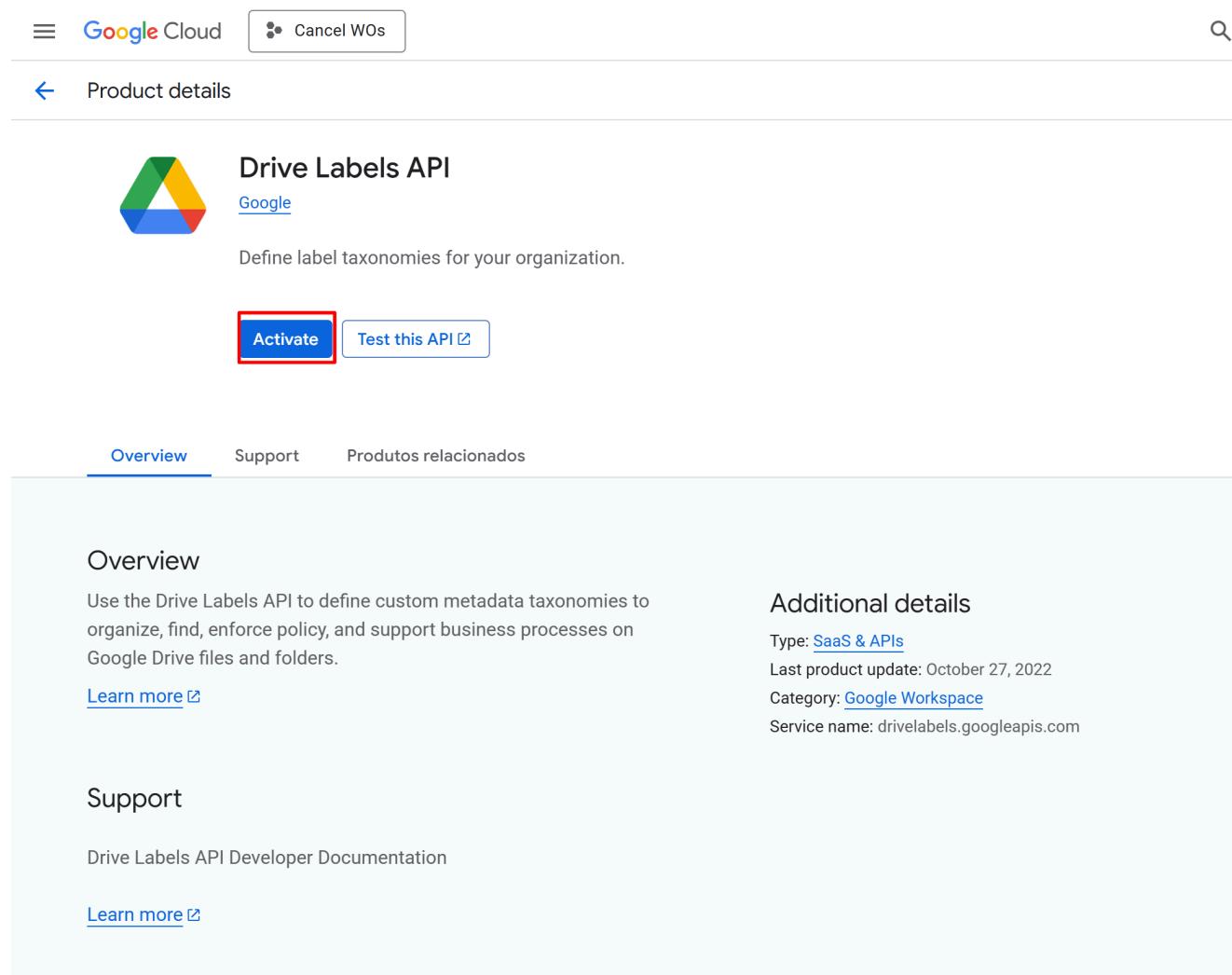


The screenshot shows the Google Cloud API Library interface. A red arrow points from the search bar to the search term 'DRIVE'. The search results page displays 10 results for 'DRIVE'. The results are as follows:

- Drive Labels API**
Google
Use the Drive Labels API to define custom metadata taxonomies to organize, find, enforce policy, and more Google Drive files and folders.
- Google Drive API**
Google Enterprise API (2)
With the Google Drive API, you can access resources from Google Drive to create files, manage file, and more.
- Google Drive Activity API**
Google Enterprise API (1)
With the Google Drive Activity API, you can retrieve information about a user's Google Drive activity. functionality on top of the Google Drive API for your app to display activity on a user's files, track changes, alert a user to new comments or changes to files.
- Eventarc API**
Google Enterprise API (1)
Eventarc lets you asynchronously deliver events from Google services, SaaS, and your own apps using them to react to state changes. Eventarc requires no infrastructure management – you can optimize production and development environments independently.

- Google Drive API
- Drive Labels API
- Google Drive Activity API
- Google Sheets API

4. For each API, select it from the results and click “**Enable**.”



The screenshot shows the Google Cloud API library interface. At the top, there is a navigation bar with a menu icon, the "Google Cloud" logo, a "Cancel WOs" button, and a search icon. Below the navigation bar, a breadcrumb trail shows "Product details". The main content area displays the "Drive Labels API" page. It features the Google Drive logo, the API name "Drive Labels API", and a brief description: "Define label taxonomies for your organization." Below the description are two buttons: "Activate" (which is highlighted with a red box) and "Test this API". Under the "Activate" button, there is a "Test this API" button with a blue border. At the bottom of the page, there are three tabs: "Overview" (which is underlined and highlighted with a blue box), "Support", and "Produtos relacionados". The "Overview" section contains a heading "Overview", a description of the API's purpose, and a "Learn more" link. The "Additional details" section includes fields for Type (SaaS & APIs), Last product update (October 27, 2022), Category (Google Workspace), and Service name (drivelabels.googleapis.com). The "Support" section contains a heading "Support", a link to Drive Labels API Developer Documentation, and a "Learn more" link.

The service account will act as a “robot user” that Fracttal uses to securely access your spreadsheet.

1. Under **APIs & Services**, go to **Credentials** in the left menu.

Google Cloud Cancel WOs Search (/) for resources, documents, products, and more Search

API APIs and services ↑ **Credentials** + Create credentials ▾ Delete Restore deleted credentials

Enabled APIs and Services

Library

Credentials ←

OAuth Permission Screen

Page usage agreements

Create credentials to a Remember

API Key
Identify your project using a simple API key to check quota and access

OAuth client ID
Requests user permission so the application can access that user's data

Service account
Uses bot accounts to enable app-level authentication between servers.

Help me choose
Asks a few questions to help you decide what type of credential to use

No API key to display.

OAuth 2.0 Client IDs

| <input type="checkbox"/> | Name | Date of creation ↓ | Type | Config |
|-----------------------------------|------|---------------------------------|------|--------|
| No OAuth clients to be displayed. | | | | |

Service accounts

| <input type="checkbox"/> | E-mail | Name ↑ |
|--------------------------------|--------|---------------------|
| No service account to display. | | |

2. Click “**+ CREATE CREDENTIALS**” and select **Service account**.

Google Cloud Cancel WOs Search (/) for resources, documents, products, and more Search

API APIs and services Cancel **Credentials** + Create credentials Delete Restore deleted credentials

Enabled APIs and Services Create credentials to a

Library

Credentials Remember

OAuth client ID Requests user permission so the application can access that user's data

Service account Uses bot accounts to enable app-level authentication between servers.

Help me choose Asks a few questions to help you decide what type of credential to use

No API key to display.

OAuth 2.0 Client IDs

| <input type="checkbox"/> | Name | Date of creation | Type | Config |
|-----------------------------------|------|------------------|------|--------|
| No OAuth clients to be displayed. | | | | |

Service accounts

| <input type="checkbox"/> | E-mail | Name | ↑ |
|--------------------------------|--------|------|---|
| No service account to display. | | | |

3. Assign a name to the service account (e.g., *cancel-wos*). The ID will be generated automatically.

Google Cloud Cancel WOs Search (/) for resources, documents, products, and more Search

IAM and admin / Service accounts / Create a service account

IAM PAM Main access limit Organizations Identity and organization Policy Troubleshooter Policy Analyzer Organizational policies Service accounts (selected) Workload Identity Fede... Employee Identity Fede... Labels Tags Settings Privacy and security Identity-Aware Proxy Papers Manage resources Release Notes

Create a service account

1 Create a service account

Service account name: CANCEL WO

Display name for this service account

Service account ID *: cancel-wo X C

Email address: <id>@cancel-wos.iam.gserviceaccount.com Open

Service account description

Describe how the service account will be used.

Create and continue

2 Permissions(optional)

3 Main points with access(optional)

Completed Cancel

4. Click “Create and continue”, then “Done.”.

Google Cloud Cancel WOs Search (/) for resources, documents, products, and more Search

IAM and admin / Service accounts / Create a service account

IAM PAM Main access limit Organizations Identity and organization Policy Troubleshooter Policy Analyzer Organizational policies Service accounts **Workload Identity Fede...** Employee Identity Fede... Labels Tags Settings Privacy and security Identity-Aware Proxy Papers Manage resources Release Notes

Create a service account

1 Create a service account

Service account name: CANCEL WO

Display name for this service account

Service account ID *: cancel-wo X C

Email address: <id>@cancel-wos.iam.gserviceaccount.com Open

Service account description

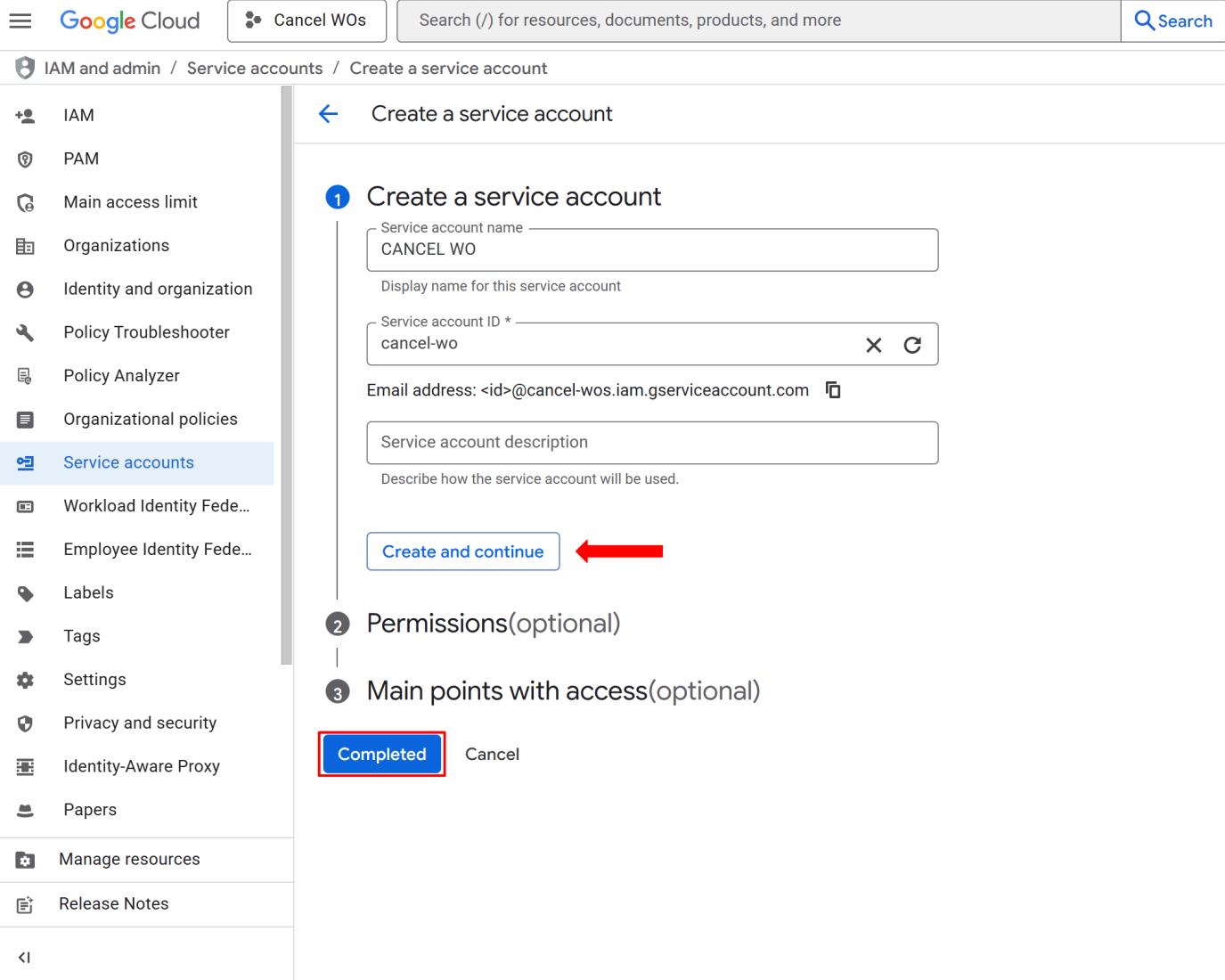
Describe how the service account will be used.

Create and continue ←

2 Permissions(optional)

3 Main points with access(optional)

Completed Cancel



5. Back in the **Service Accounts** list, click the account you just created and go to the **Keys** tab.

Google Cloud

Cancel WOs

Search (/) for resources, documents, products, and more

4

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J

IAM and admin / Service accounts / Service account: 110176955530315689159

IAM

PAM

Main access limit

Organizations

Identity and organization

Policy Troubleshooter

Policy Analyzer

Organizational policies

Service accounts ←

Workload Identity Fede...

Employee Identity Fede...

Labels

Tags

Settings

Privacy and security

Identity-Aware Proxy

Papers

Manage resources

Release Notes

Cancel WO

Details Permissions Keys Metric Records Main points with access

Service Account Details

Name: CANCEL WO Save

Description Save

E-mail: cancel-wo@cancel-wos.iam.gserviceaccount.com

Unique ID: 110176955530315689159

Service account status

Deactivating the account allows you to preserve the policies without having to delete it.

Activated ✓

[Deactivate service account](#)

Advanced settings ▼

6. Click “Add key” ▶ “Create new key.”

Google Cloud Cancel WOs Search (/) for resources, documents, products, and more Search

IAM and admin / Service accounts / Service account: 110176955530315689159 / Keys

CANCEL WO

Details Permissions **Keys** Metric Records Main points with access

Keys

⚠ Service account keys can pose a security risk if compromised. We recommend avoiding downloading service account keys from public repositories. [Learn more about the best way to authenticate service accounts in Google Cloud](#).

ℹ Google automatically disables service account keys detected in public repositories. This behavior can be customized by the "iam.serviceAccountKeyExposureResponse" organization policy. [Learn more](#)

Add a new key pair or upload a public key certificate for the existing pair.

Block service account key creation using [organization policies](#) [Learn more about configuring organization policies for service accounts](#).

Add key Create new key Upload a current key Key Date of creation Expiration date

ibida

7. Select **JSON** as the key type (recommended) and click “**Create**.”

Cancel WOs Search (/) for resources, documents, products, and more Search 4

ce accounts / Service account: 110176955530315689159 / Keys

← CANCEL WO

Details Permissions Keys Metric Records Main points with access

Keys

Service account keys can pose a security risk if compromised. We recommend avoiding downloading service account keys. Instead, use Workload Identity Federation.

Create private key for "CANCEL WO"

A file containing the private key will be downloaded. Store the file securely because this key cannot be recovered if lost.

Key type

JSON
Recommended

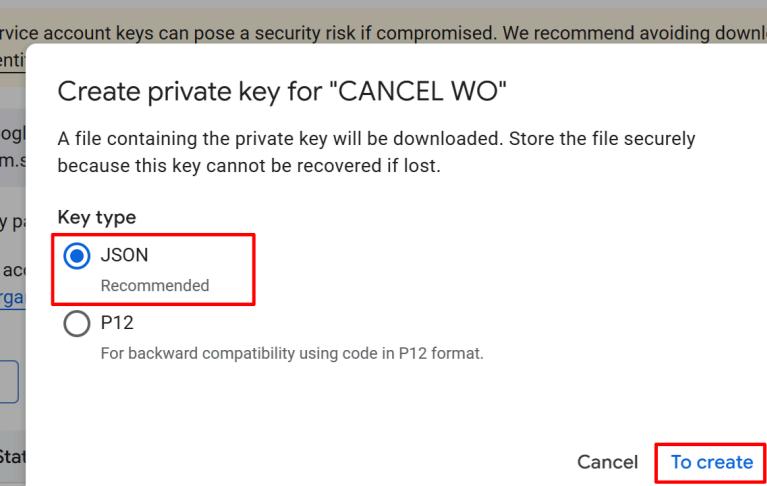
P12
For backward compatibility using code in P12 format.

Add key ▾

Type Status

Cancel **To create**

Nenhuma linha a ser exibida



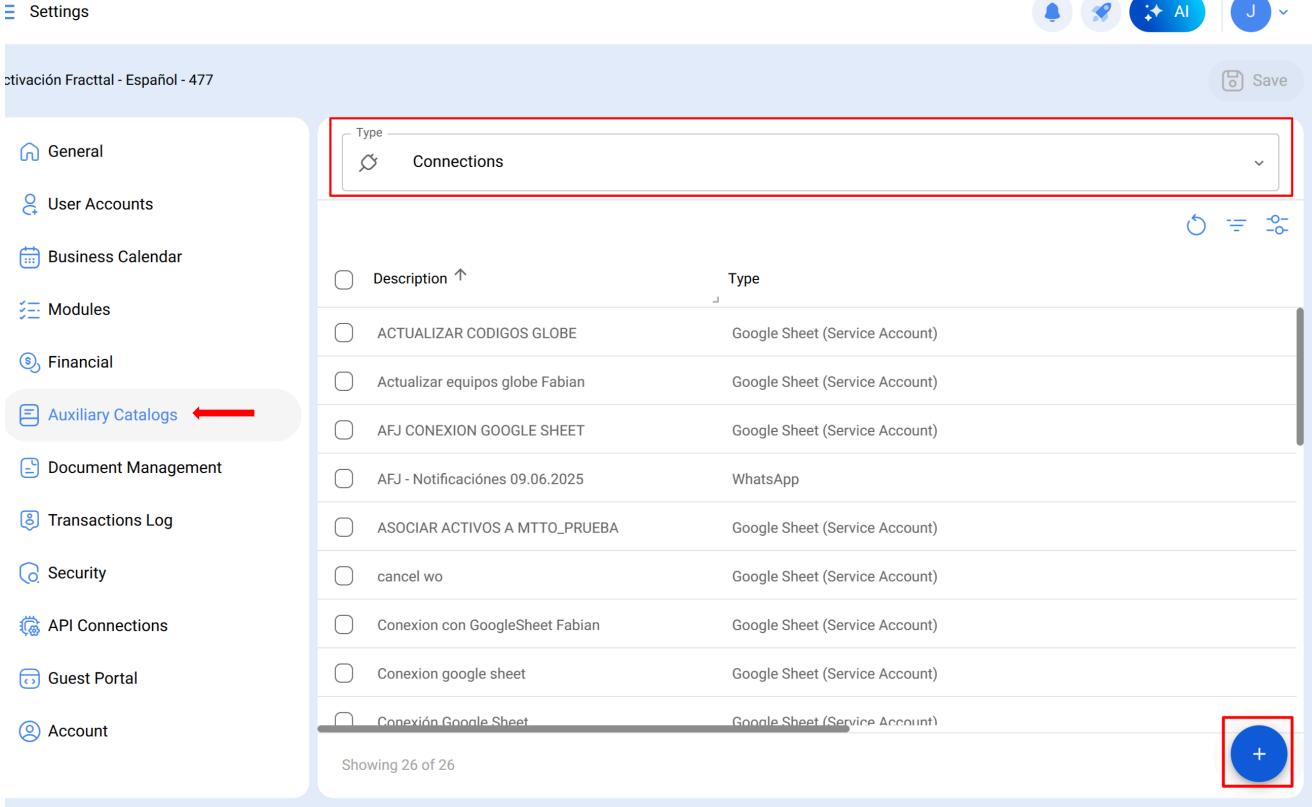
```
{  
  "type": "service_account",  
  "project_id": "fracttal-one-helpcenter",  
  "private_key_id": "7883df46cbe890dab39a08ca04b9dee90beea55b",  
  "private_key": "-----BEGIN PRIVATE KEY-----\nMIIEvQIBADANBgkqhkiG9w0BAQ\nTlnuExutniehbH4NUWzxvOPeXGUDVdivvgCZPMCEzwtKyUQwh4sxxj6HkN22EQ0F\nnmlVv\nQanksvQI1VbxcknKyIaPN6DI7+Z0UV000gxD/sXOBbqcQkKNCnuaEys1h1jMT/Ca\nnh1HE\nAQY9pkEzwyH3St4+1jo54pi3N6PYLSL3d3lItHoqhsYE5Vbi67pJWOLH/Q3fi8DQ\nniZlu\nIKZ91dn6wRGCSse6keV1AYEgxpU/4ZpUusRJoI8TTHY2Feg9/d0s0s6dIdEv+ZyF\nnFuF0\nT8d30xTyW59sUJEs87E6wW/1A9AN3cVygR0vNok0vKhC3sS4SF1YD36gmQe0cTkA\nnqthY\nnzyjCj0ezZ06N0x5G1dLYAgx1EzK65P0vKdbulliLcQKBgQD4fz5GPHHKCavPCE+v\nnn7FM\n2Z1ibRocGfE1AUoG98TdLUhoKWuhXq5sbi+Dx2IyI4qVisjMPzUQkrnyhR/xf\nnxwTf\n5jsBF87XuX55Rjon/TD/HVBjGZ1ywVN7h1zsxrklscNbVVCzvREnR9P7NK/b1F\nnfkDA\nD1wVtc5gLwKBgQDAhCv11Cw/31A42/KIWEr0tI4IbnCMY2W0brVgHoASEEWLmNRK\nnC2sw\nDmlHSa/cskZKzrP78FP7yASw0nIZrSBrv08aLFBidCiwgBKqUBF0KhMmKQKBgHod\nFhhw\nftkcupNrh8taGa4hFscrwLR9Cm282i0jUM0u6NDqha9nMCIr5f1bh+t8hV0AY21H\nnrBzZ\nnfx0xk4STFdGnu4HY0wYYvGRt0x19mAxrAuH2Dp0Lj0FyhgYZjLyoFU10na/DFc2g\nnYpgZ\nnfc1G/xZKKvDWsy5aAMuow9Q=\n-----END PRIVATE KEY-----\n",  
  "client_email": "crear-medidores@fracttal-one-helpcenter.iam.gserviceaccount.com",  
  "client_id": "109485397999581941586",  
  "auth_uri": "https://accounts.google.com/o/oauth2/auth",  
  "token_uri": "https://oauth2.googleapis.com/token",  
  "auth_provider_x509_cert_url": "https://www.googleapis.com/oauth2/v1/certs",  
  "client_x509_cert_url": "https://www.googleapis.com/robot/v1/metadata/  
helpcenter.iam.gserviceaccount.com",  
  "universe_domain": "googleapis.com"
```

Note: A `.json` file will be downloaded automatically. This file contains private credentials and is critical for the connection. Store it securely—you will not be able to download it again.

Phase 2: Fractal One Configuration

Now configure the connection in Fractal so it can use the Google credentials.

- In your **Fractal One** instance, go to **Settings ▶ Auxiliary Catalogs ▶ Connections** and click **(+)** to add a new connection.



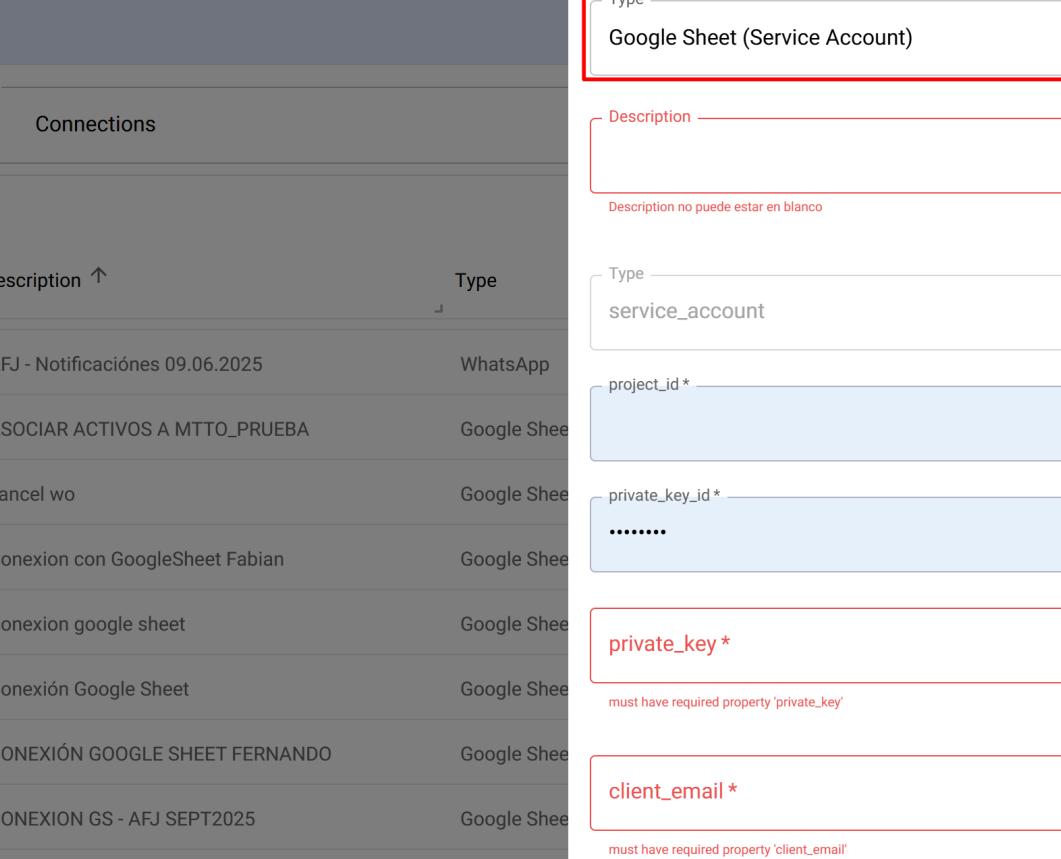
Fractal One Settings - Auxiliary Catalogs - Connections

Type: Connections

| Description ↑ | Type |
|---------------------------------|--------------------------------|
| ACTUALIZAR CODIGOS GLOBE | Google Sheet (Service Account) |
| Actualizar equipos globe Fabian | Google Sheet (Service Account) |
| AFJ CONEXION GOOGLE SHEET | Google Sheet (Service Account) |
| AFJ - Notificaciones 09.06.2025 | WhatsApp |
| ASOCIAZ ACTIVOS A MTTO_PRUEBA | Google Sheet (Service Account) |
| cancel wo | Google Sheet (Service Account) |
| Conexion con GoogleSheet Fabian | Google Sheet (Service Account) |
| Conexion google sheet | Google Sheet (Service Account) |
| Conexion Google Sheet | Google Sheet (Service Account) |

Showing 26 of 26

- In the **Type** field, select **Google Sheet (Service Account)**.



The image shows a mobile application interface with two main sections. On the left, a list of connections is displayed, each with a checkbox, a title, and a 'Type' column. On the right, a detailed view of a selected connection is shown, with fields for 'Type', 'Description', 'project_id', 'private_key_id', 'client_email', and 'client_id'. The 'private_key_id' and 'client_email' fields are highlighted with red boxes and error messages indicating required properties are missing.

| | Description | Type |
|--------------------------|---------------------------------|--------------|
| <input type="checkbox"/> | AFJ - Notificaciones 09.06.2025 | WhatsApp |
| <input type="checkbox"/> | ASOCIAZ ACTIVOS A MTTO_PRUEBA | Google Sheet |
| <input type="checkbox"/> | cancel wo | Google Sheet |
| <input type="checkbox"/> | Conexion con GoogleSheet Fabian | Google Sheet |
| <input type="checkbox"/> | Conexion google sheet | Google Sheet |
| <input type="checkbox"/> | Conexion Google Sheet | Google Sheet |
| <input type="checkbox"/> | CONEXIÓN GOOGLE SHEET FERNANDO | Google Sheet |
| <input type="checkbox"/> | CONEXION GS - AFJ SEPT2025 | Google Sheet |

Type: Google Sheet (Service Account)

Description: Description no puede estar en blanco

project_id *

private_key_id *

private_key *

must have required property 'private_key'

client_email *

must have required property 'client_email'

client_id *

Complete the form fields using the information from the `.json` file downloaded earlier.

The screenshot shows the Fractal application interface. On the left, a sidebar menu lists various settings categories: General, User Accounts, Business Calendar, Modules, Financial, Auxiliary Catalogs (which is selected and highlighted in blue), Document Management, Transactions Log, Security, API Connections, Guest Portal, and Account. The main content area is titled 'Activación Fractal - Español - 477'. It displays a 'Connections' list with 26 items, each with a checkbox, a description, and a type. The descriptions include 'AFJ - Notificaciones 09.06.2025' (WhatsApp), 'ASOCIAZ ACTIVOS A MTTO_PRUEBA' (Google Sheet), 'cancel wo' (Google Sheet), 'Conexion con GoogleSheet Fabian' (Google Sheet), 'Conexion google sheet' (Google Sheet), 'Conexión Google Sheet' (Google Sheet), 'CONEXIÓN GOOGLE SHEET FERNANDO' (Google Sheet), and 'CONEXION GS - AFJ SEPT2025' (Google Sheet). The type column shows 'WhatsApp', 'Google Sheet', 'Google Sheet', 'Google Sheet', 'Google Sheet', 'Google Sheet', 'Google Sheet', and 'Google Sheet' respectively. To the right of the list is a detailed view of a connection. The 'Type' is set to 'Google Sheet (Service Account)'. The 'Description' is 'cancel wo'. The 'Type' in the detailed view is 'service_account'. The 'project_id*' field is 'fracttal-one-helpcenter'. The 'private_key_id*' field contains a redacted value. The 'private_key*' field contains a redacted value. The 'client_email*' field is 'cancel-wo@fracttal-one-helpcenter.iam.gserviceaccount.com'. The 'client_id*' field is '108638941031353961356'. The 'client_x509_cert_url*' field is 'https://www.googleapis.com/robot/v1/metadata/x509/canc'. The top right of the detailed view has a blue save icon and a checked checkmark icon.

Click “Save.”

This screenshot is identical to the one above, showing the Fractal application interface. The sidebar menu is the same, with 'Auxiliary Catalogs' selected. The main content area shows the 'Connections' list with 26 items. The detailed view on the right shows the same connection configuration: Type 'Google Sheet (Service Account)', Description 'cancel wo', Type 'service_account', project_id* 'fracttal-one-helpcenter', private_key_id* (redacted), private_key* (redacted), client_email* 'cancel-wo@fracttal-one-helpcenter.iam.gserviceaccount.com', client_id* '108638941031353961356', and client_x509_cert_url* 'https://www.googleapis.com/robot/v1/metadata/x509/canc'. The top right of the detailed view has a blue save icon and a checked checkmark icon, which is highlighted with a red box.

The API user that will execute the flow must have permission to modify WOs.

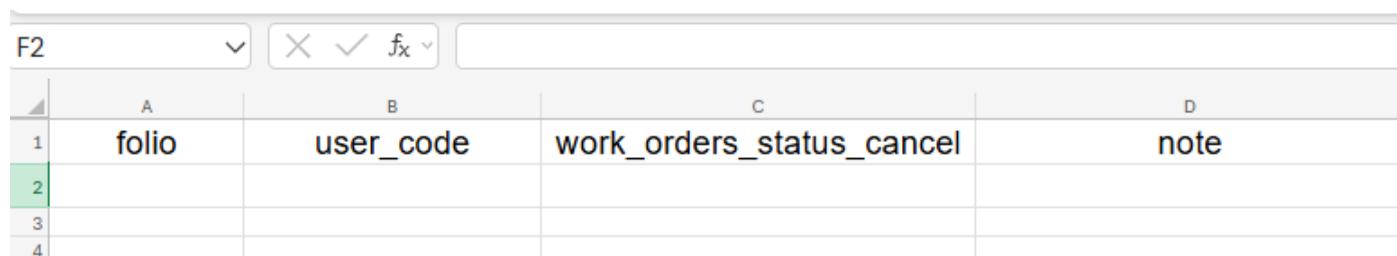
1. Go to **Settings** ▶ **API Connections** ▶ **Consumers / OAuth**.
2. Make sure you have a consumer created and associated with a **Permission Group** that allows editing WOs.
(See article: [Create OAuth consumers](#).)
3. To verify permissions, go to **Settings** ▶ **User Accounts** ▶ **Permissions**.
4. Select the corresponding permission group and ensure that under **Tasks** ▶ **Work Orders** ▶ **In Progress**, the **Edit** option is enabled.

This permission allows the WO status to be changed to **Canceled**.

Phase 3: Preparing and Executing the Process

With the configurations complete, the next step is preparing the data.

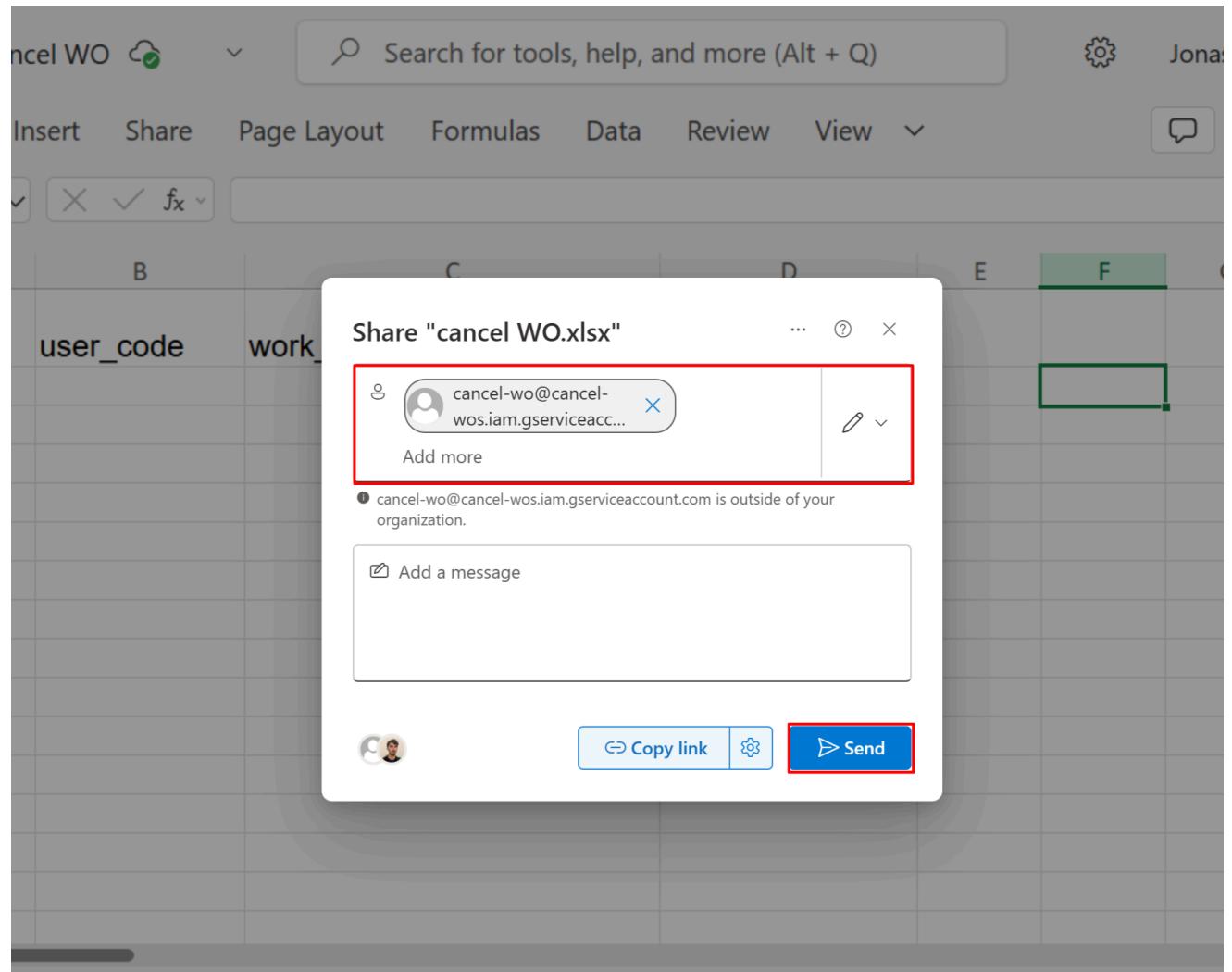
1. Create a new spreadsheet in **Google Sheets**.
2. Name it descriptively (e.g., *Cancel WOs*).
3. In the first row, create the following columns:
 - **A** : **folio** – WO IDs to be canceled
 - **B** : **user_code** – Fracttal user code that will register the cancellation
 - **C** : **work_orders_status_cancel** – Cancellation reason (must exactly match an existing reason in Fracttal)
 - **D** : **note** – Optional cancellation note



| | A | B | C | D |
|---|-------|-----------|---------------------------|------|
| 1 | folio | user_code | work_orders_status_cancel | note |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |

4. **Critical step:** Click “Share” and add the **service account email** (`client_email` from the `.json` file).
Assign it the **Editor** role.

This is mandatory for Fracttal to read and write to the sheet.



To avoid errors, only attempt to cancel WOs that meet the following criteria:

1. In **Fracttal One**, go to **Task Plan ▶ Work Orders** and switch to **List View**.
2. Apply these filters:

Status: In Progress

Work Management
Work Orders

Filter

CE ID del Estado: En Proceso CE Estado de la Tarea: No Iniciada

| ID de Orden de Trabajo | Estado | Código | Activo |
|------------------------|-------------|--------------|----------------------|
| OT1873MTTO | ● Open WO's | 001-CF07 | { 001-CF07 } CAMIO |
| OT1864MTTO | ● Open WO's | ACT.LOC-0022 | BCI { ACT.LOC-0022 } |
| OT1858MTTO | ● Open WO's | ACT.LOC-0020 | BCI { ACT.LOC-0020 } |
| OT1857MTTO | ● Open WO's | ACT.LOC-0019 | BCI { ACT.LOC-0019 } |
| OT1856MTTO | ● Open WO's | ACT.LOC-0018 | BCI { ACT.LOC-0018 } |
| OT1855MTTO | ● Open WO's | ACT.LOC-0017 | BCI { ACT.LOC-0017 } |
| OT1854MTTO | ● Open WO's | ACT.LOC-0016 | BCI { ACT.LOC-0016 } |
| OT1853MTTO | ● Open WO's | ACT.LOC-0015 | BCI { ACT.LOC-0015 } |
| OT1851MTTO | ● Open WO's | ACT.LOC-0013 | BCI { ACT.LOC-0013 } |
| OT1850MTTO | ● Open WO's | ACT.LOC-0012 | BCI { ACT.LOC-0012 } |

Showing 200 of 3005

Status Open WO's Open WO's Complete WO's Closed Cancelled

WO Closure date /

Date WO in Review /

Labels

Percentage of Completion Value % 0

Progress Percentage: = 0

Work Management
Work Orders

Filter

CE ID del Estado: En Proceso CE Estado de la Tarea: No Iniciada

| ID de Orden de Trabajo | Estado | Código | Activo |
|------------------------|-------------|--------------|----------------------|
| OT1873MTTO | ● Open WO's | 001-CF07 | { 001-CF07 } CAMIO |
| OT1864MTTO | ● Open WO's | ACT.LOC-0022 | BCI { ACT.LOC-0022 } |
| OT1858MTTO | ● Open WO's | ACT.LOC-0020 | BCI { ACT.LOC-0020 } |
| OT1857MTTO | ● Open WO's | ACT.LOC-0019 | BCI { ACT.LOC-0019 } |
| OT1856MTTO | ● Open WO's | ACT.LOC-0018 | BCI { ACT.LOC-0018 } |
| OT1855MTTO | ● Open WO's | ACT.LOC-0017 | BCI { ACT.LOC-0017 } |
| OT1854MTTO | ● Open WO's | ACT.LOC-0016 | BCI { ACT.LOC-0016 } |
| OT1853MTTO | ● Open WO's | ACT.LOC-0015 | BCI { ACT.LOC-0015 } |
| OT1851MTTO | ● Open WO's | ACT.LOC-0013 | BCI { ACT.LOC-0013 } |
| OT1850MTTO | ● Open WO's | ACT.LOC-0012 | BCI { ACT.LOC-0012 } |

Showing 200 of 3005

Creation Date /

WO Closure date /

Date WO in Review /

Labels

Percentage of Completion Value % 0

Note

Work Order Parent

Created by

Rating

Task Status: Not Started

The screenshot shows a Work Management application interface. On the left, a table lists 200 tasks out of 3005, with columns for ID, State, Code, and Active status. Two specific filters are applied: 'ID del Estado: En Proceso' (In Progress) and 'Estado de la Tarea: No Iniciada' (Task Status: Not Started). On the right, a filter sidebar is open, showing various filtering options. The 'Task Status' dropdown is set to 'Not Started' and is highlighted with a red box. Other filter options include 'Only view pending tasks', 'Planned Tasks?', 'Task with out of service', 'Equipment downtime?', 'Work Request Number', and 'Resource Type'. Buttons for 'Clear Filters' and 'Apply Filters' are at the bottom of the sidebar.

| ID de Orden de Trabajo | Estado | Código | Activo |
|------------------------|-------------|--------------|----------------------|
| OT1873MTTO | ● Open WO's | 001-CF07 | { 001-CF07 } CAMIO |
| OT1864MTTO | ● Open WO's | ACT.LOC-0022 | BCI { ACT.LOC-0022 } |
| OT1858MTTO | ● Open WO's | ACT.LOC-0020 | BCI { ACT.LOC-0020 } |
| OT1857MTTO | ● Open WO's | ACT.LOC-0019 | BCI { ACT.LOC-0019 } |
| OT1856MTTO | ● Open WO's | ACT.LOC-0018 | BCI { ACT.LOC-0018 } |
| OT1855MTTO | ● Open WO's | ACT.LOC-0017 | BCI { ACT.LOC-0017 } |
| OT1854MTTO | ● Open WO's | ACT.LOC-0016 | BCI { ACT.LOC-0016 } |
| OT1853MTTO | ● Open WO's | ACT.LOC-0015 | BCI { ACT.LOC-0015 } |
| OT1851MTTO | ● Open WO's | ACT.LOC-0013 | BCI { ACT.LOC-0013 } |
| OT1850MTTO | ● Open WO's | ACT.LOC-0012 | BCI { ACT.LOC-0012 } |

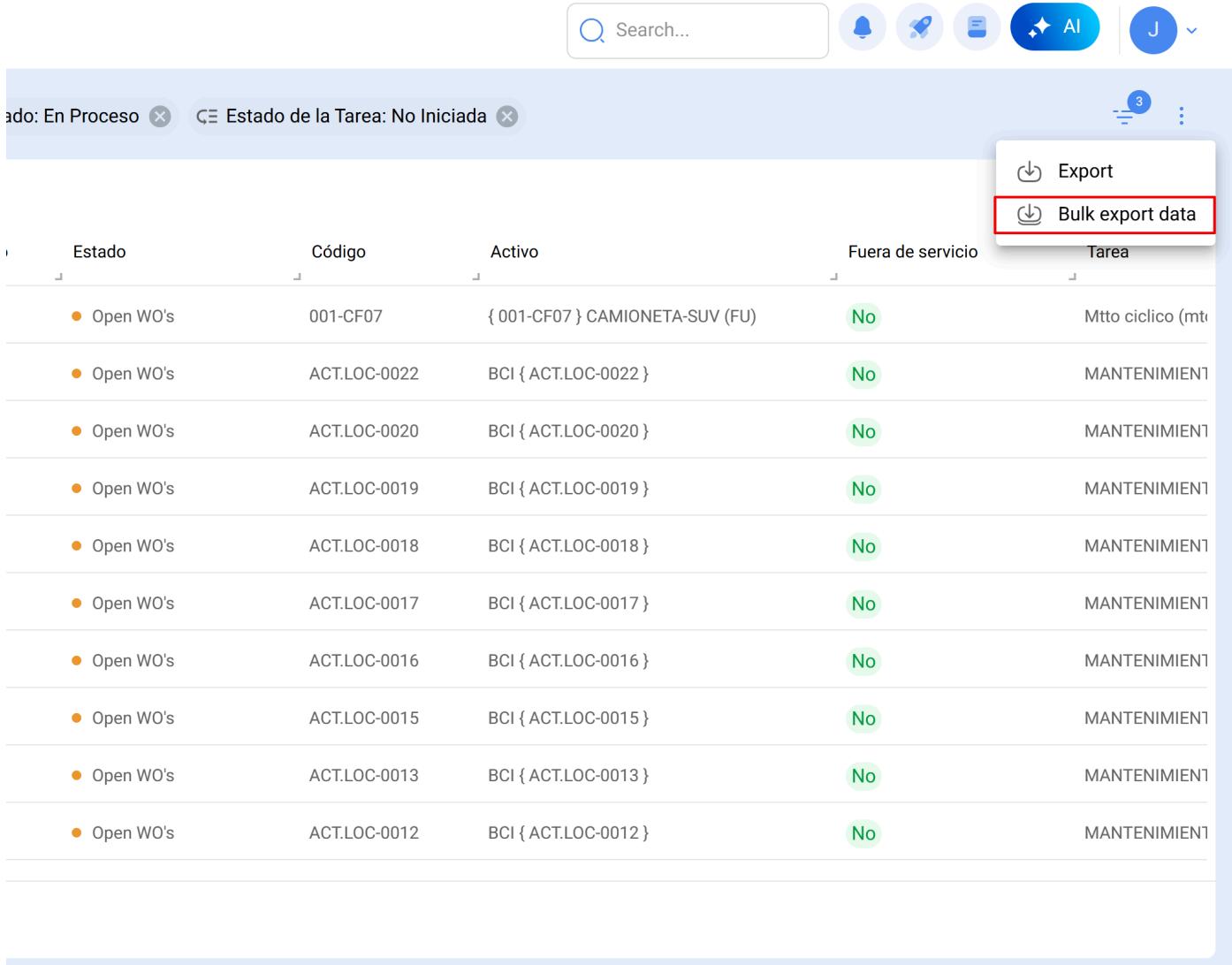
Showing 200 of 3005

Filter sidebar:

- Only view pending tasks
- Planned Tasks ?
- Task with out of service
- Equipment downtime?
- Work Request Number
- Task Status: **Not Started** (highlighted with a red box)
- Resource Type

Click **Apply Filters**.

Export the results using **Bulk Export data (.xlsx or .csv)**.



Estado: En Proceso X Estado de la Tarea: No Iniciada X

3 :

Export

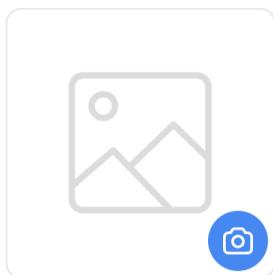
Bulk export data

| Estado | Código | Activo | Fuera de servicio | Tarea |
|-------------|--------------|---------------------------------|-------------------|--------------------|
| ● Open WO's | 001-CF07 | { 001-CF07 } CAMIONETA-SUV (FU) | No | Mtto ciclico (mtt) |
| ● Open WO's | ACT.LOC-0022 | BCI { ACT.LOC-0022 } | No | MANTENIMIENTO |
| ● Open WO's | ACT.LOC-0020 | BCI { ACT.LOC-0020 } | No | MANTENIMIENTO |
| ● Open WO's | ACT.LOC-0019 | BCI { ACT.LOC-0019 } | No | MANTENIMIENTO |
| ● Open WO's | ACT.LOC-0018 | BCI { ACT.LOC-0018 } | No | MANTENIMIENTO |
| ● Open WO's | ACT.LOC-0017 | BCI { ACT.LOC-0017 } | No | MANTENIMIENTO |
| ● Open WO's | ACT.LOC-0016 | BCI { ACT.LOC-0016 } | No | MANTENIMIENTO |
| ● Open WO's | ACT.LOC-0015 | BCI { ACT.LOC-0015 } | No | MANTENIMIENTO |
| ● Open WO's | ACT.LOC-0013 | BCI { ACT.LOC-0013 } | No | MANTENIMIENTO |
| ● Open WO's | ACT.LOC-0012 | BCI { ACT.LOC-0012 } | No | MANTENIMIENTO |

Copy the WO IDs into the **folio** column of your Google Sheet.

| A | B | C | D |
|---------------|-----------|---------------------------|------|
| 1 folio | user_code | work_orders_status_cancel | note |
| 2 OT1864MTTO | | | |
| 3 OT1858MTTO | | | |
| 4 OT1857MTTO | | | |
| 5 OT1856MTTO | | | |
| 6 OT1855MTTO | | | |
| 7 OT1854MTTO | | | |
| 8 OT1853MTTO | | | |
| 9 OT1851MTTO | | | |
| 10 OT1850MTTO | | | |
| 11 OT1849MTTO | | | |
| 12 OT1848MTTO | | | |

Where to find user_code



Enabled

General

Custom Form

Assignment

Attachments

Document Management

Teams

Names _____
Jonas _____
Last Name _____
Campos _____

Code _____
PV-AN-001 _____

Group 1 _____

Group 2 _____

Address _____

City _____

State _____

Country _____
Brasil _____



- Go to the **Human Resources** catalog.
- Search for the user and copy the value from the **Code** field.

Fill in the `user_code`, `work_orders_status_cancel`, and `note` columns for all rows.

| | A | B | C | D |
|----|------------|-----------|---------------------------|------|
| 1 | folio | user_code | work_orders_status_cancel | note |
| 2 | OT1864MTTO | PV-AN-001 | Error de lectura | ok |
| 3 | OT1858MTTO | PV-AN-001 | Error de lectura | ok |
| 4 | OT1857MTTO | PV-AN-001 | Error de lectura | ok |
| 5 | OT1856MTTO | PV-AN-001 | Error de lectura | ok |
| 6 | OT1855MTTO | PV-AN-001 | Error de lectura | ok |
| 7 | OT1854MTTO | PV-AN-001 | Error de lectura | ok |
| 8 | OT1853MTTO | PV-AN-001 | Error de lectura | ok |
| 9 | OT1851MTTO | PV-AN-001 | Error de lectura | ok |
| 10 | OT1850MTTO | PV-AN-001 | Error de lectura | ok |
| 11 | OT1849MTTO | PV-AN-001 | Error de lectura | ok |
| 12 | OT1848MTTO | PV-AN-001 | Error de lectura | ok |

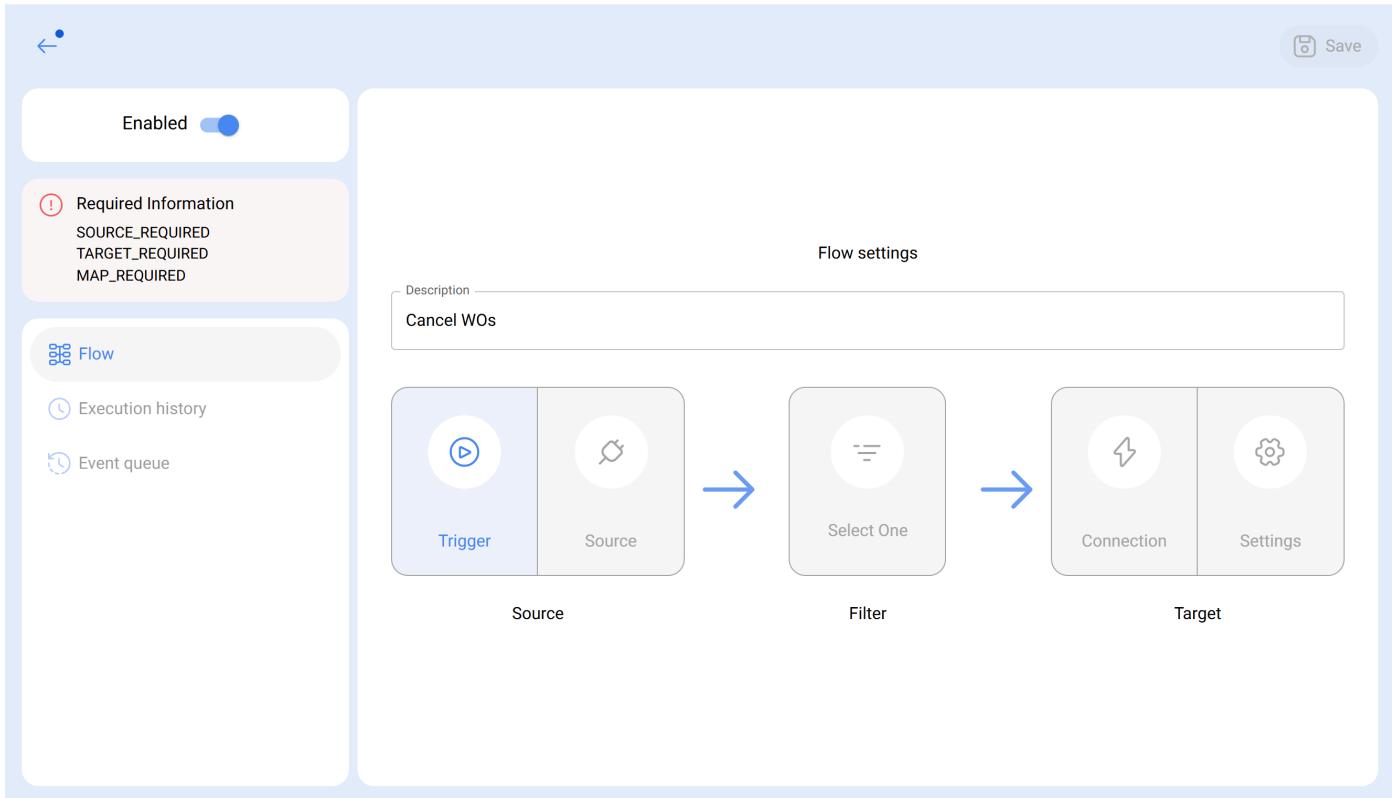
Phase 4: Configure and run the flow in Fracttal Hub

With the spreadsheet ready and the data prepared, the final step is to build the automation in Fracttal Hub.

Go to Fracttal Hub and create a new flow. Assign it a clear description.

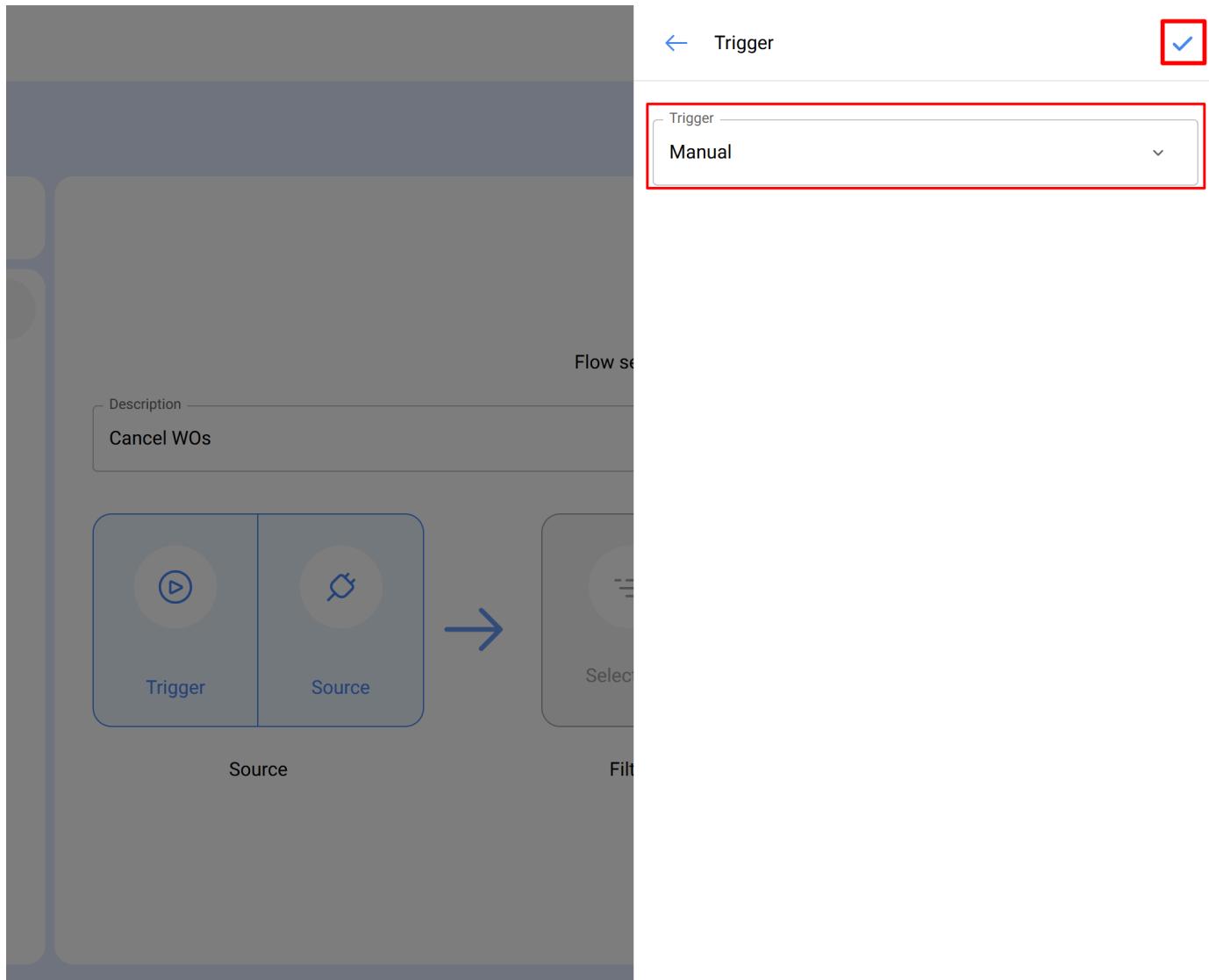
| | Last Date | Trigger |
|---|------------------|----------|
| de horometro | 2024-11-22 18:15 | Schedule |
| n Fractal One | 2024-09-05 21:53 | Event |
| le nuevas órdenes de servicio de Whatsapp (P... | 2025-07-02 12:54 | Event |
| RUEBA WHATSAPP_SEBASTIAN O | 2025-10-09 13:41 | Event |
| WhatsApp - Jonas 12082025 | 2025-08-12 14:01 | Event |
| ACTIVO_GOOGLE SHEET_PUEBA_001 | 2025-10-01 21:33 | Manual |
| 25. Conex. Wpp | 2025-06-09 09:57 | Event |
| :5 ACTUALIZAR Y CREAR ACTIVOS. | 2025-09-01 10:51 | Manual |
| | 2024-12-17 23:06 | Manual |
| 'O_PRUEBA | 2023-03-22 17:51 | Manual |
| DORES_PRUEBA | 2025-09-24 03:36 | Manual |





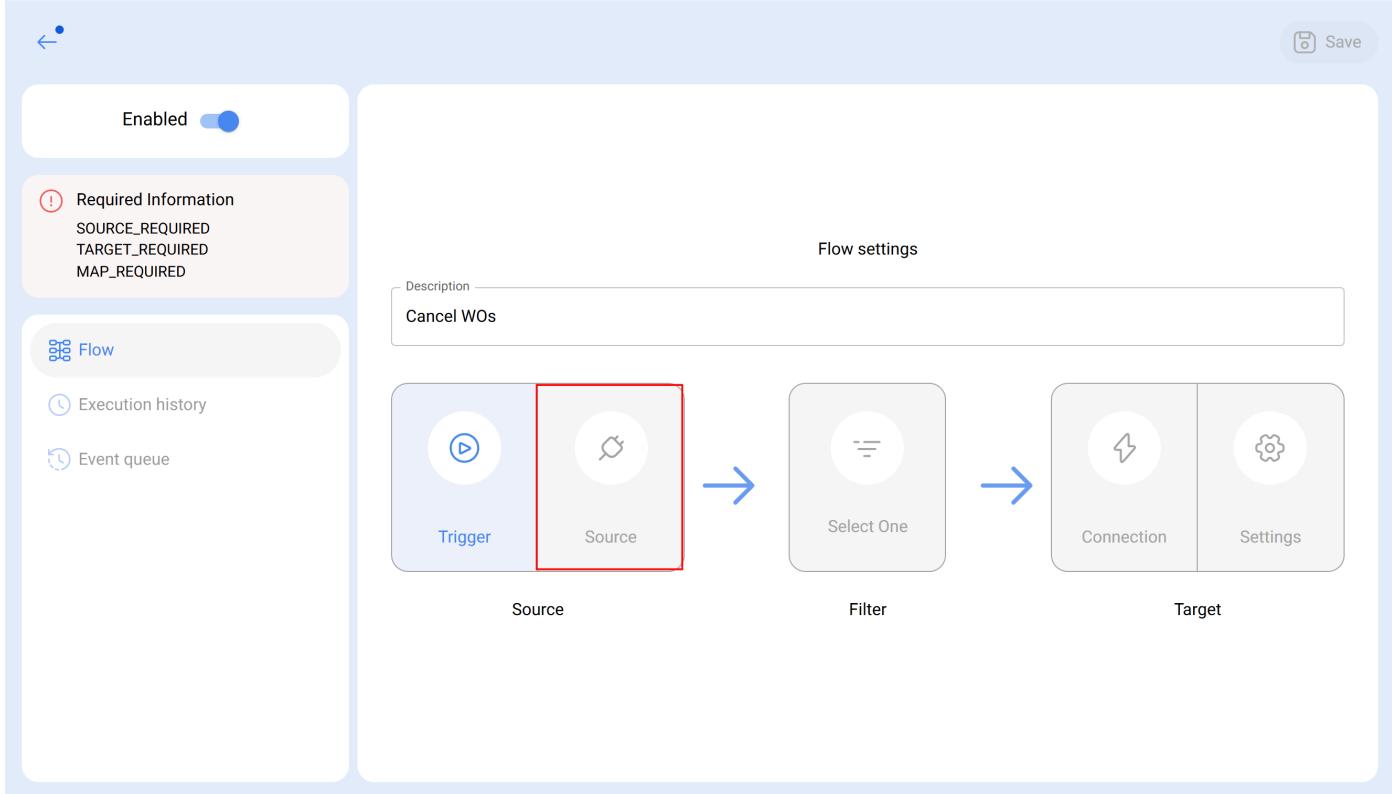
Configure the trigger

Click on the **Trigger**, then in the right-side menu, select **Manual** as the Event and save the changes.

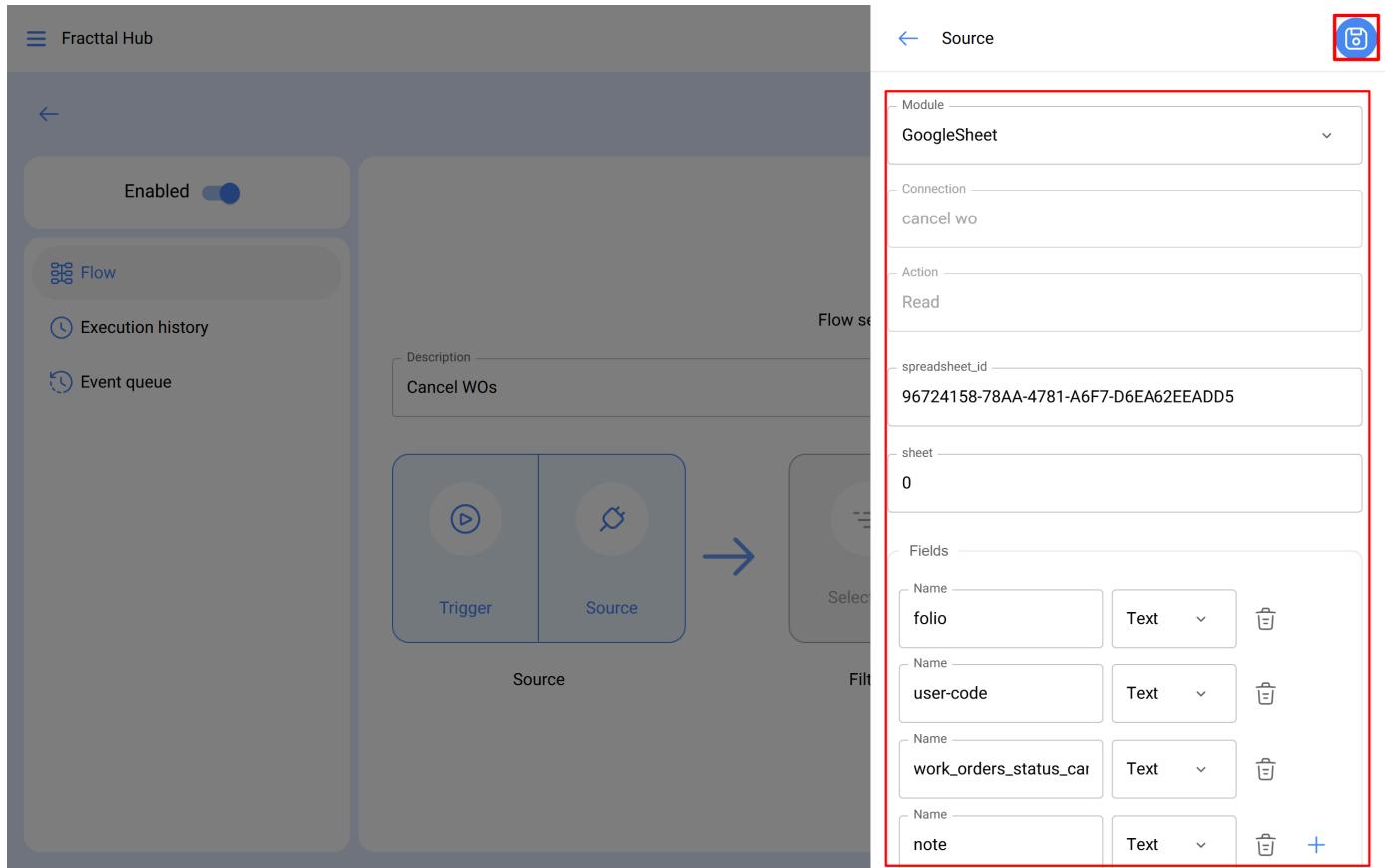


Configure Source

Click on the Source node.



- In the **Module** field, select GoogleSheet.
- In **Connection**, choose the connection you created in Phase 2 (Cancel WOs).
- The **Action** will be Read.
- In the **spreadsheet_id field**, paste the ID of your spreadsheet.
- **Where to find the spreadsheet_id:**
Open your Google Sheet and look at the browser URL. The ID is the long string of characters found **between /d/ and /edit**.
 - In the sheet field, enter 0 (to indicate that it will read the first tab of the sheet).
 - In the Fields section, you must replicate exactly the column names from your Google Sheet. Add the following fields, ensuring the type is Text:
 - folio
 - user_code
 - work_orders_status_cancel
 - note

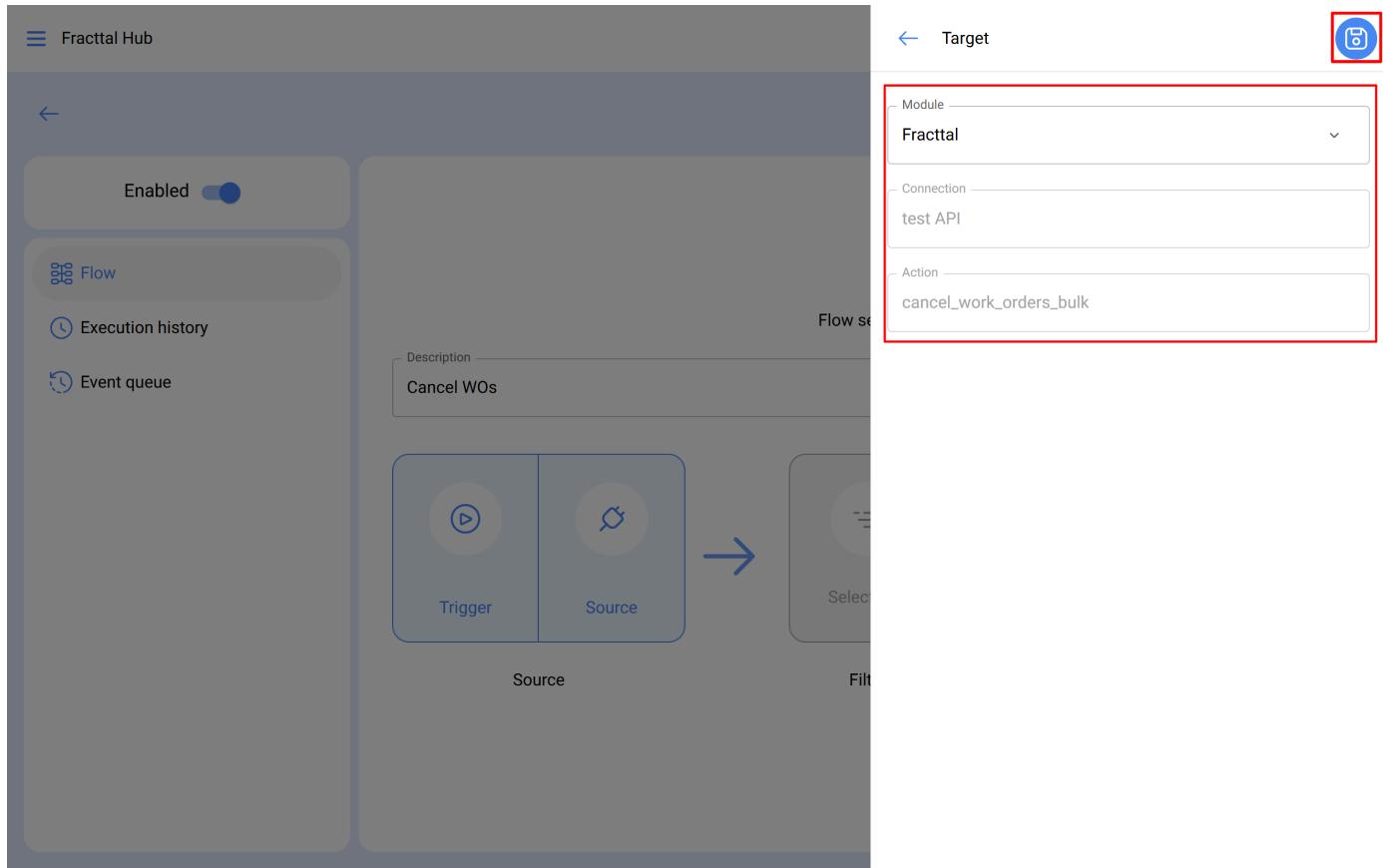


Save the source configuration.

Configure Target

Click on the Target node.

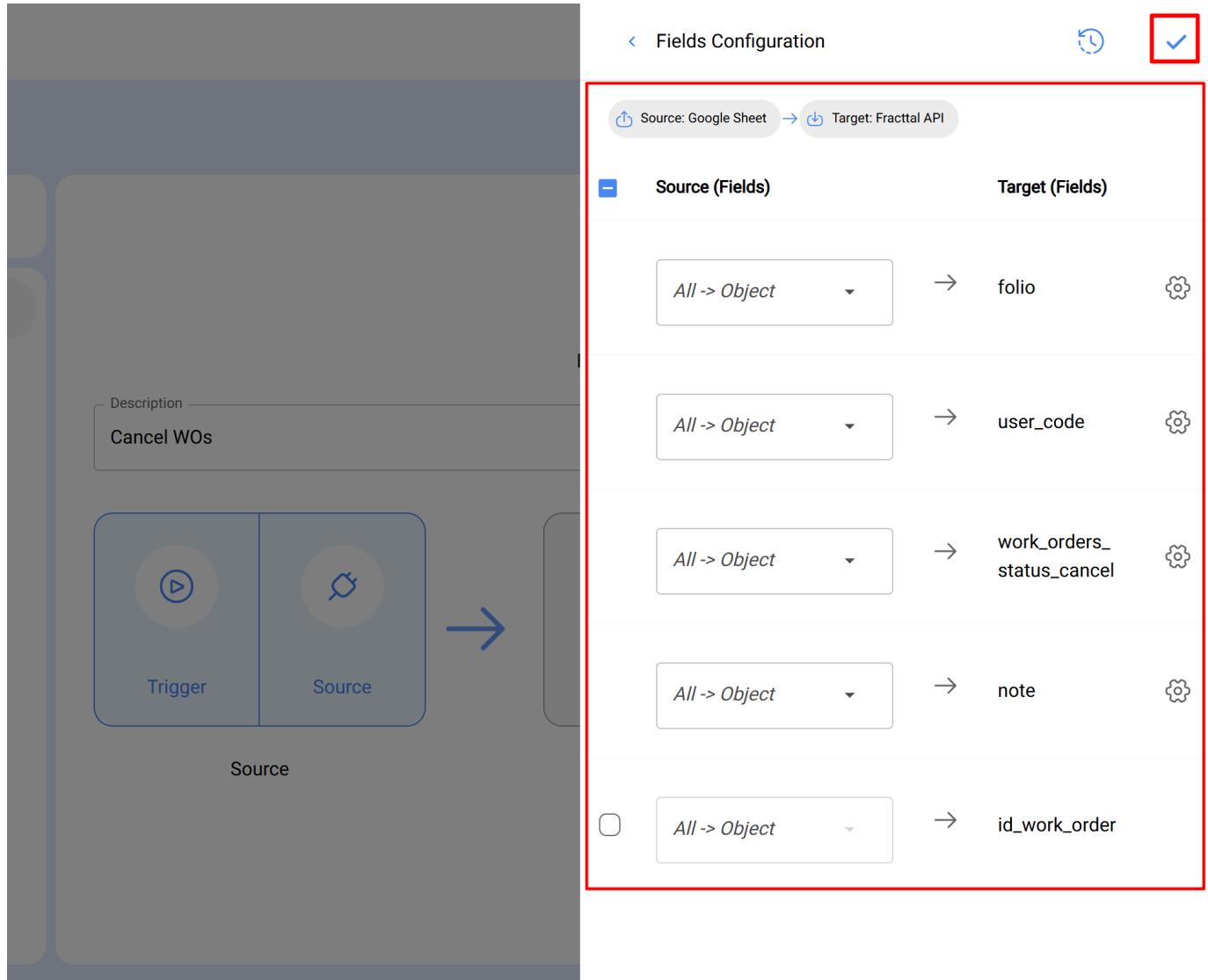
- In the **Module** field, select Fracttal.
- In **Connection**, choose the *OAuth* consumer that has the required permissions.
- In **Action**, search for and select **cancel_work_orders_bulk**.
- **Save** the target configuration.



Configure field mapping:

- Once the action is selected, click on the **Configuration** node.
- The **Field Configuration** screen will open. Here you must connect the **Source** data (Google Sheet) with the fields expected by the Target (Fracttal). Map the fields as follows:
 - folio (**Target**) → folio (**Source**)
 - user_code (**Target**) → user_code (**Source**)
 - work_orders_status_cancel (**Target**) → work_orders_status_cancel (**Source**)
 - note (**Target**) → note (**Source**)

Save the mapping.



Save and enable the flow

- In the top-right corner, click **Save**.
- Enable the **Enabled** toggle in the top-left corner.

Enabled

Information
You have pending changes to save!

Flow

Execution history

Event queue

Cancel WOs

Flow settings

Description: Cancel WOs

Source

Trigger

Source

Filter

Select One

Target

Connection

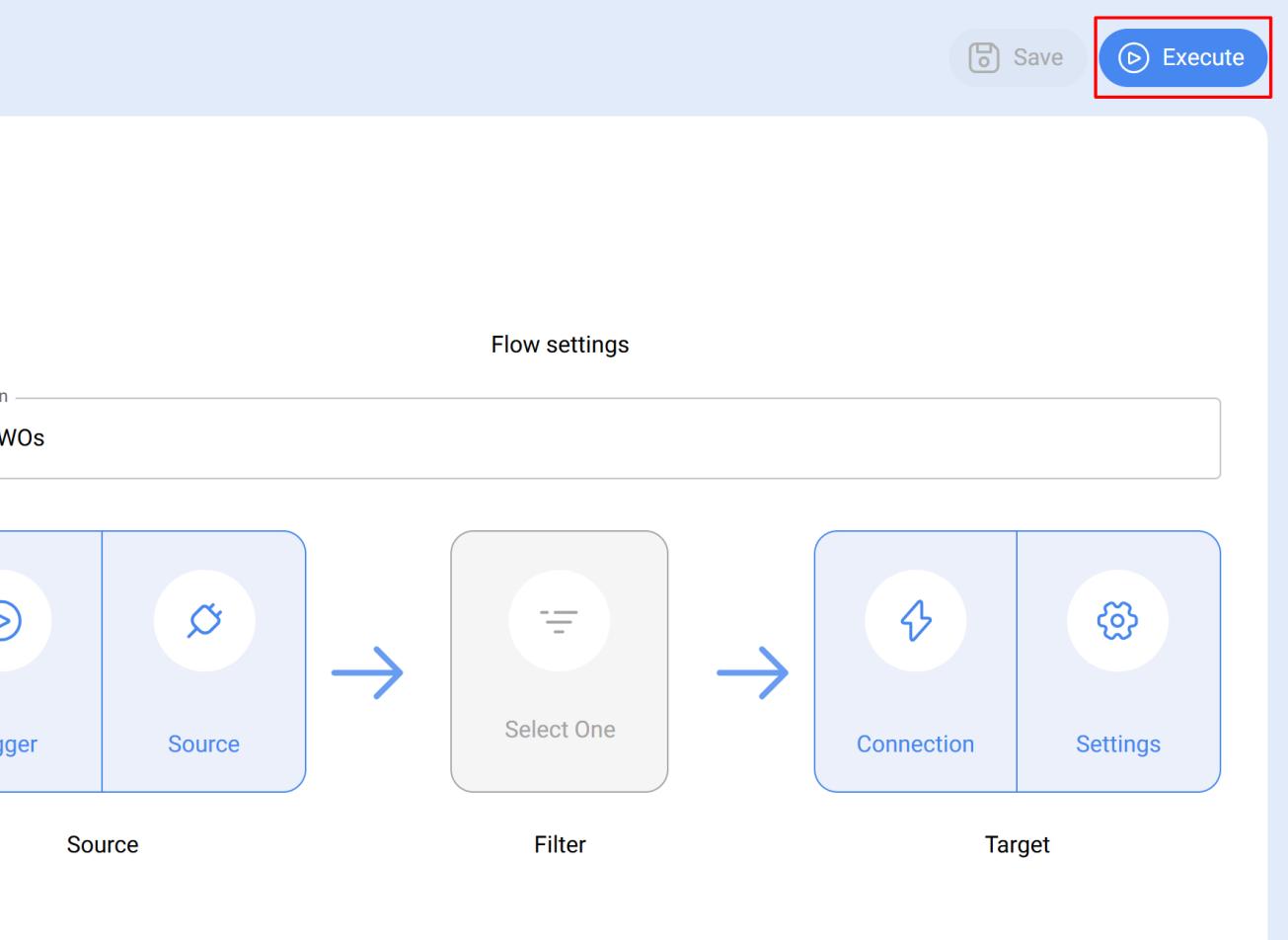
Settings

Save

Step 9: Execute and verify the result

With the flow fully configured and enabled, you can now proceed with the mass cancellation.

1. On the main flow screen, click the **Run** button.



The screenshot shows the Fractal Hub interface. At the top, there are several icons: a bell, a rocket, AI, and a user profile (J). Below the header, there are 'Save' and 'Execute' buttons, with 'Execute' being highlighted with a red box. The main area is titled 'Flow settings' and contains a 'WOs' input field. Below this is a flow diagram with three nodes: 'Source', 'Filter', and 'Target'. The 'Source' node has a 'Trigger' icon and a 'Source' icon. The 'Filter' node has a 'Select One' icon. The 'Target' node has a 'Connection' icon and a 'Settings' icon. Arrows connect the Source to the Filter and the Filter to the Target.

2. To monitor progress, navigate to the following sections in the left menu of Fractal Hub:

- **Event Queue:** You will see the flow status change from Queued to Processing and finally Completed.
- **Execution History:** Once completed, you will see a detailed log.

A successful process will show Yes in the Extract, Transform, and Load columns, with a 200 message (success code).

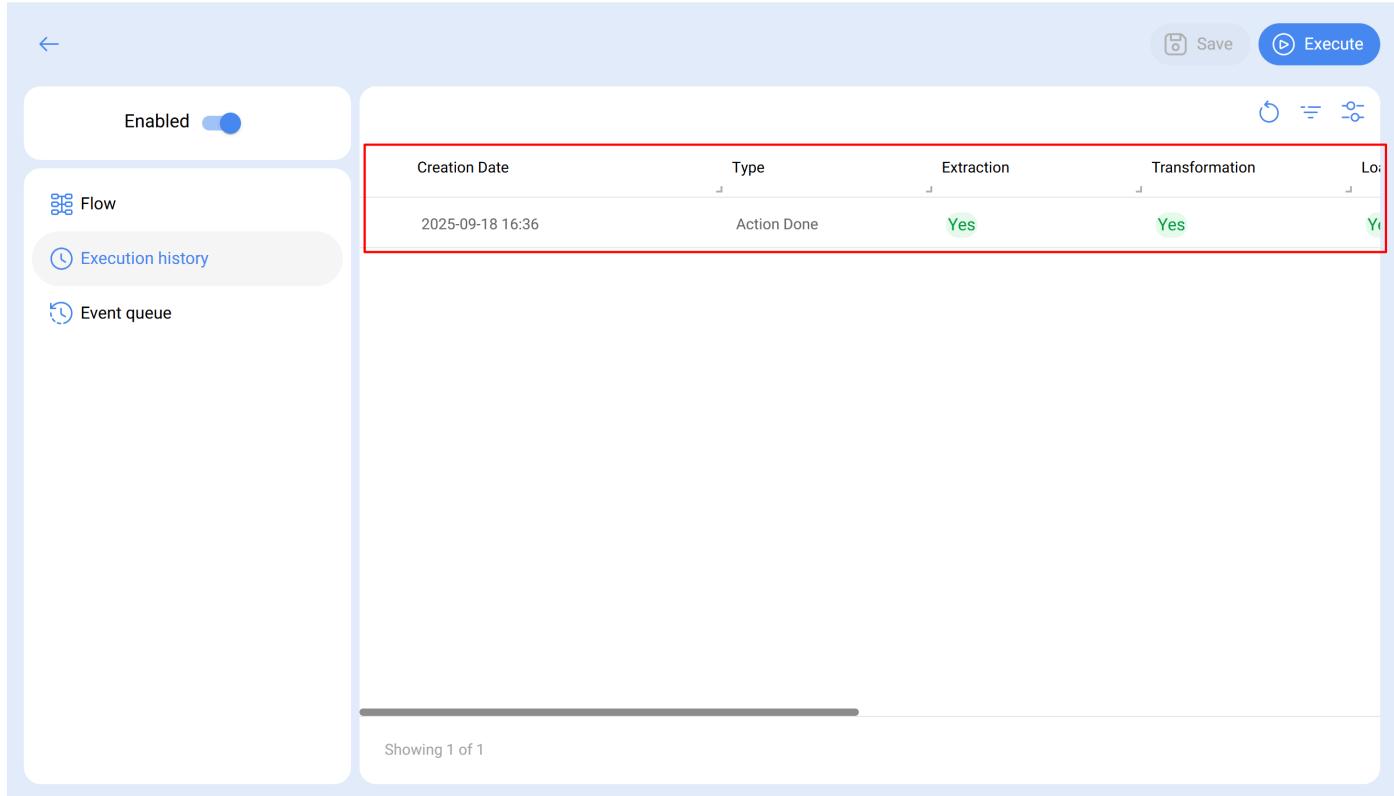


Enabled

 Flow

 Execution history

 Event queue



| Creation Date | Type | Extraction | Transformation | Location |
|------------------|-------------|------------|----------------|----------|
| 2025-09-18 16:36 | Action Done | Yes | Yes | Yes |

Final verification in Fracttal One

- Return to your Fracttal One instance, in the Work Orders list view.
- The WOs that were in your spreadsheet should no longer appear in the list, as their status has been changed to “Canceled.”