

# Como cancelar Ordens de Serviço em massa com o Fracttal Hub? – Central de Ajuda

 [help.fracttal.com/hc/pt-br/articles/40705020015757-Como-cancelar-Ordens-de-Serviço-em-massa-com-o-Fracttal-Hub](https://help.fracttal.com/hc/pt-br/articles/40705020015757-Como-cancelar-Ordens-de-Serviço-em-massa-com-o-Fracttal-Hub)

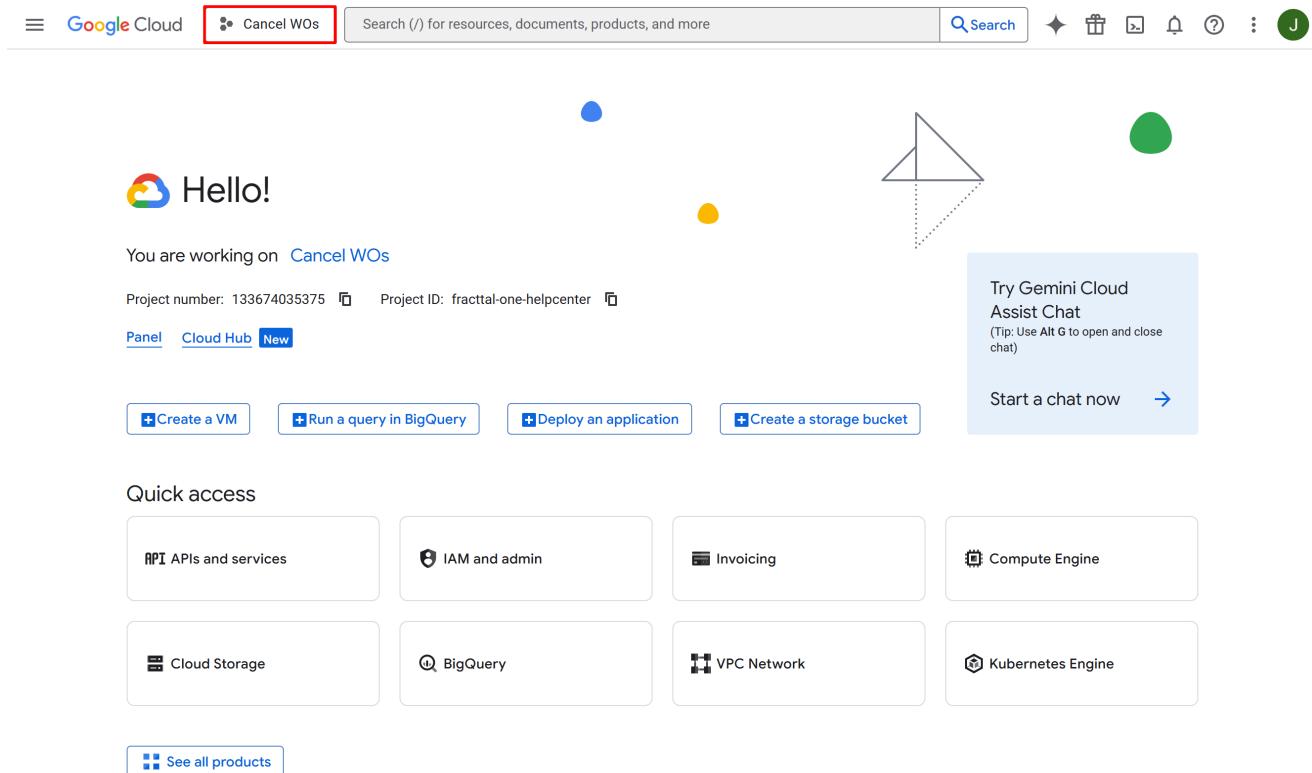
Com o **Fracttal Hub**, é possível automatizar o **cancelamento em massa de Ordens de Serviço (OSs)** por meio da integração da sua instância do Fracttal com o **Google Sheets**. Essa funcionalidade é ideal para otimizar a gestão e economizar tempo ao desativar OSs que não serão mais executadas.

Este guia prático mostra como configurar e executar esse processo em três fases: configuração no Google Cloud, conexão no Fracttal e preparação da planilha para a execução do fluxo.

## Fase 1: Configuração no Google Cloud Platform (GCP)

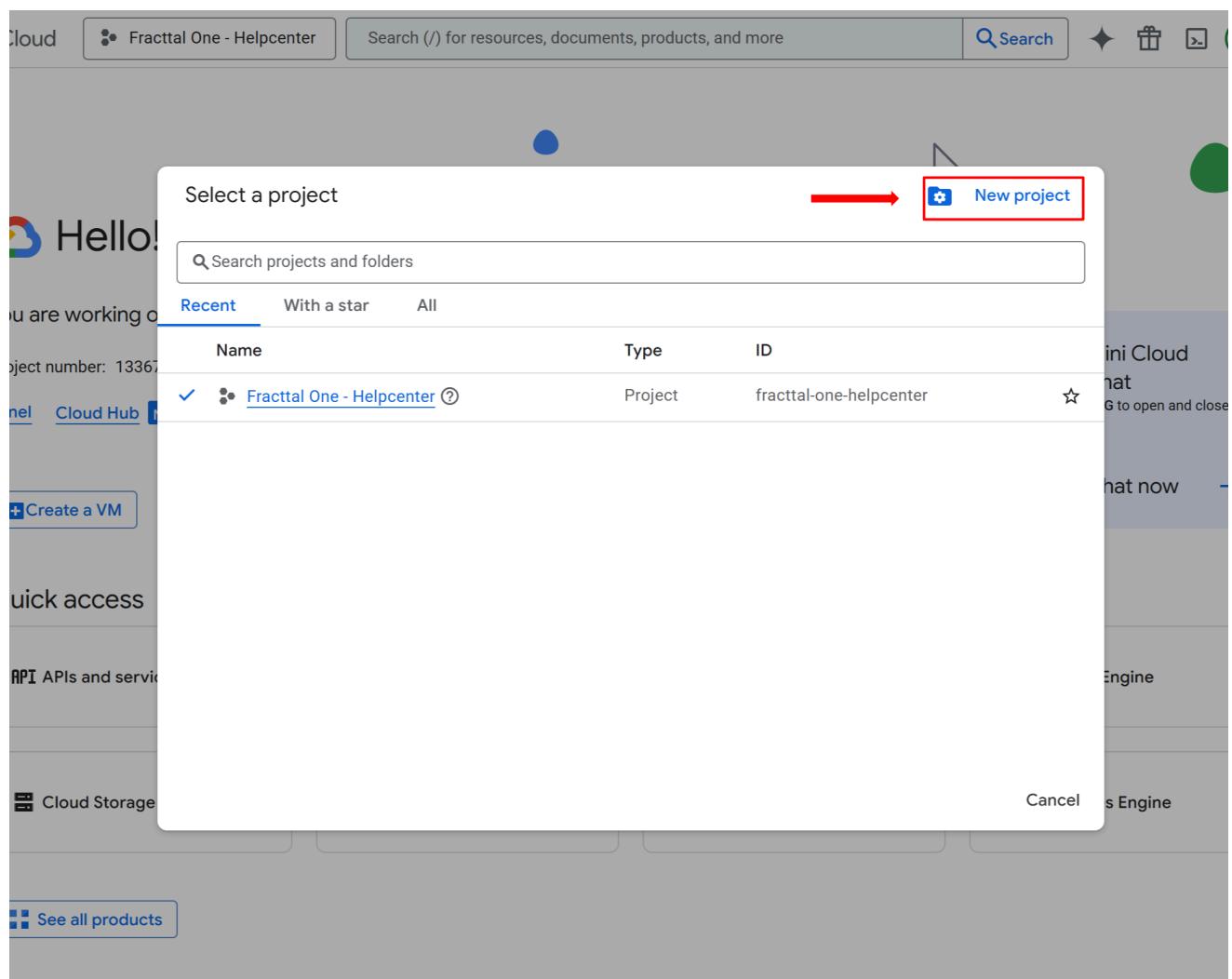
Antes de interagir com o Fracttal, é necessário configurar o ambiente no Google Cloud para autorizar o acesso ao Google Sheets.

1. Acesse o **GCP** com sua conta Google e clique no seletor de projetos na barra superior, ao lado do logotipo.



The screenshot shows the Google Cloud Platform homepage. At the top, it says "Hello!" with a Google Assistant icon. Below that, it says "You are working on Cancel WOs". It shows project details: "Project number: 133674035375" and "Project ID: fracttal-one-helpcenter". There are buttons for "Panel", "Cloud Hub", and "New". A "Search (/) for resources, documents, products, and more" bar is at the top right, with a "Search" button. To the right, there's a "Try Gemini Cloud Assist Chat" section with a "Start a chat now" button. Below the search bar, there's a "Quick access" section with links to "API APIs and services", "IAM and admin", "Invoicing", "Compute Engine", "Cloud Storage", "BigQuery", "VPC Network", and "Kubernetes Engine". At the bottom, there's a "See all products" button.

2. Se você não tiver um projeto, clique em “Novo projeto”, atribua um nome descritivo (ex.: cancelar OSs) e clique em “Criar”.



## 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](#)

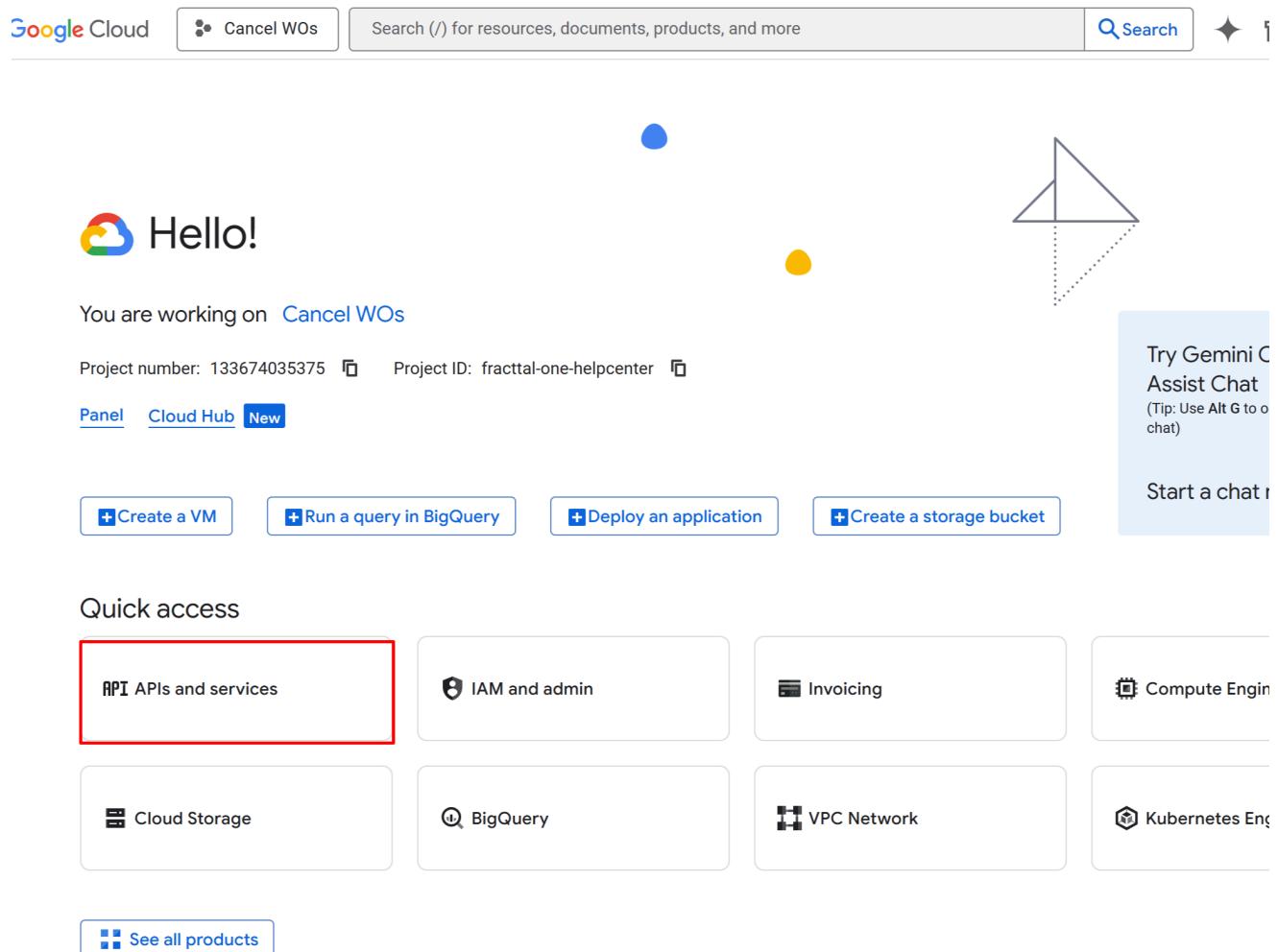
Parent folder or organization

[To create](#)

[Cancel](#)

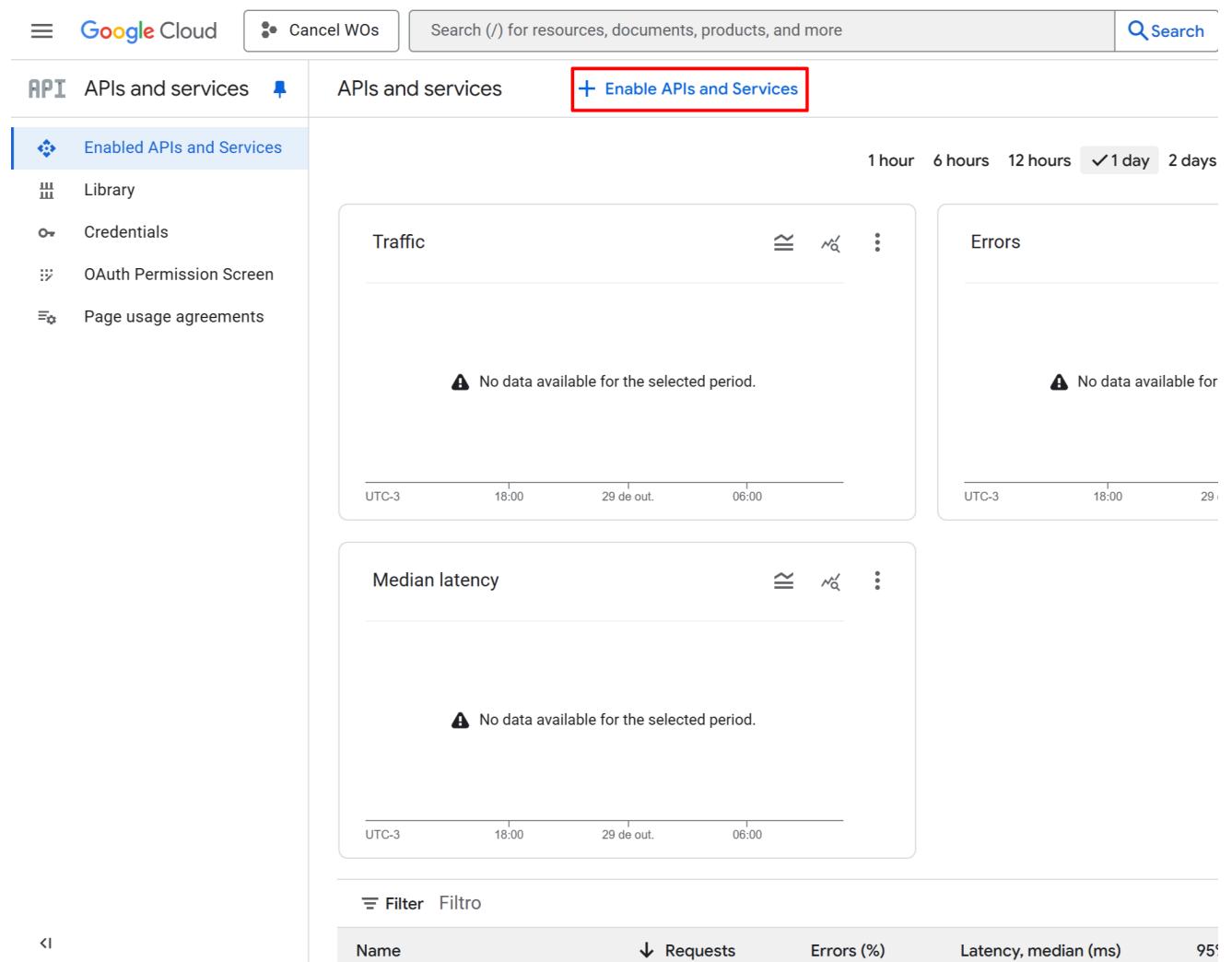
É necessário habilitar as APIs que permitirão ao Fracttal ler e gravar dados nos serviços do Google Drive e Google Sheets.

1. Na barra de pesquisa principal, acesse “**APIs e serviços**”.



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, and a 'Search' button. Below the navigation bar, there is a decorative graphic of three colored dots (blue, yellow, and orange) and a triangle. The main content area starts with a 'Hello!' message and a 'Cloud Storage' icon. Below this, it says 'You are working on [Cancel WOs](#)'. It displays project information: 'Project number: 133674035375' and 'Project ID: fractal-one-helpcenter'. There are navigation tabs for 'Panel', 'Cloud Hub', and 'New'. On the right side, there is a 'Try Gemini C' button with a sub-note '(Tip: Use Alt G to o chat)', a 'Start a chat' button, and a 'Cloud Storage' button. The 'API APIs and services' button is highlighted with a red box. Other buttons in the 'Quick access' section include 'IAM and admin', 'Invoicing', 'Compute Engine', 'Cloud Storage', 'BigQuery', 'VPC Network', and 'Kubernetes Eng'. A 'See all products' button is also present.

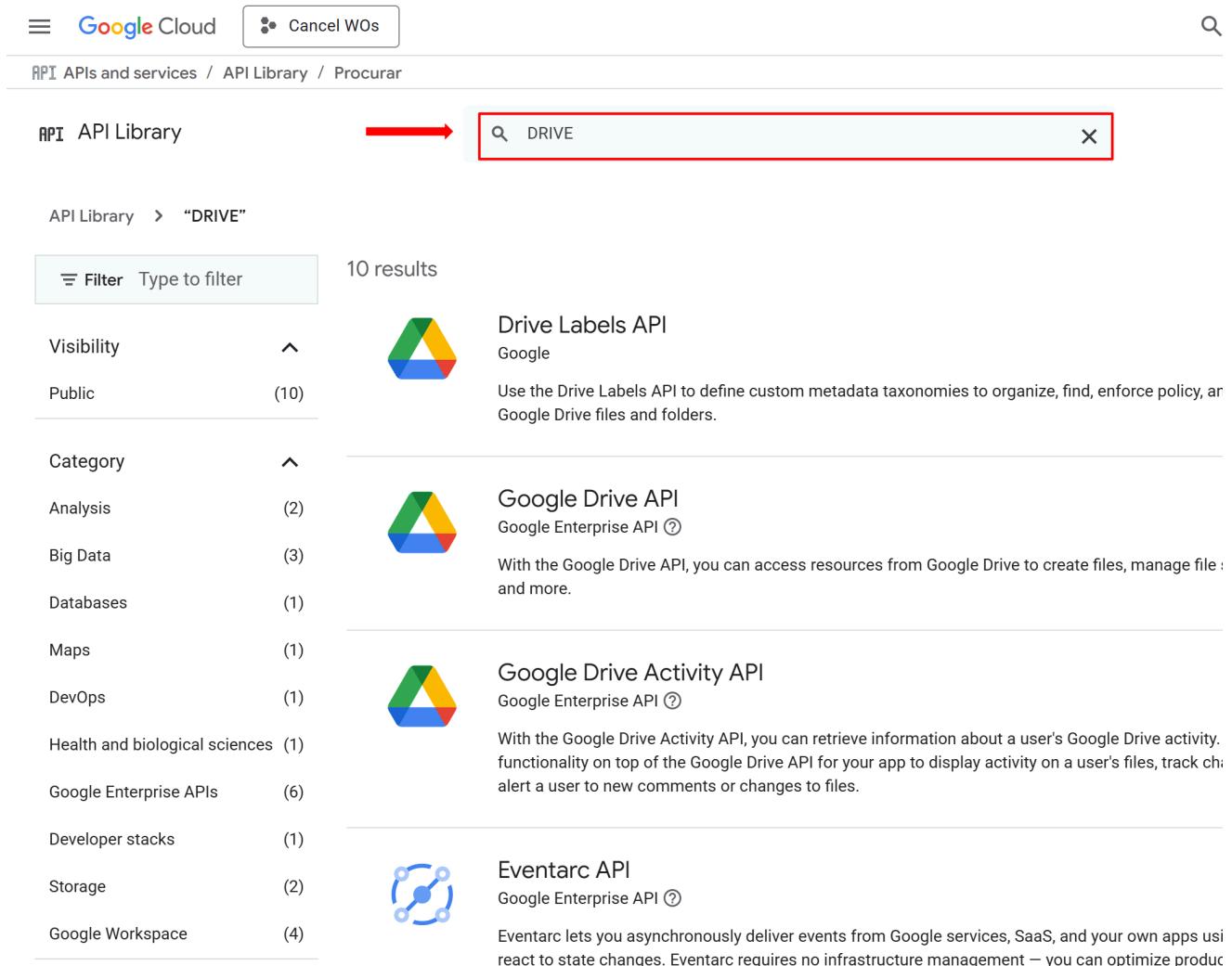
## 2. Clique no botão “+ ATIVAR APIs E SERVIÇOS”..



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 title 'APIs and services' is followed by a bell icon and 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 a single row with a red box highlighting the 'Name' column.

Name	Requests	Errors (%)	Latency, median (ms)	95%

### 3. Utilize a barra de pesquisa para localizar e habilitar as seguintes APIs, uma a uma:

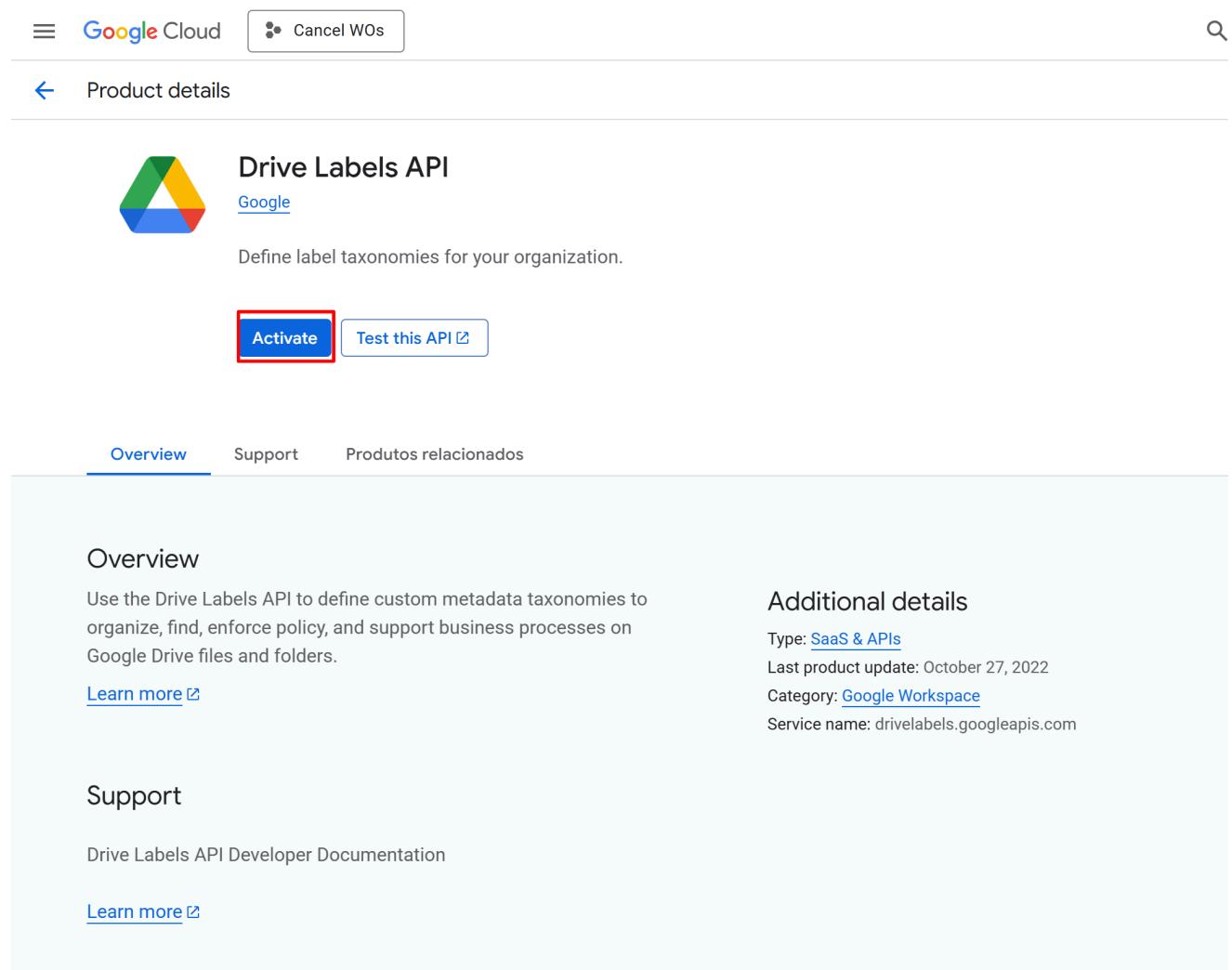


The screenshot shows the Google Cloud API Library interface. A red arrow points from the search bar to the search term 'DRIVE'. The search results are for 'DRIVE' and show 10 results. The results are as follows:

- Drive Labels API**  
Google  
Use the Drive Labels API to define custom metadata taxonomies to organize, find, enforce policy, and more.
- Google Drive 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. Para cada uma, selecione-a nos resultados e clique no botão “Ativar”.



The screenshot shows the Google Cloud Platform interface with the following details:

- Header:** Google Cloud, Cancel WOs, Search icon.
- Page Title:** Product details
- Product Section:**
  - Icon:** Google Drive logo.
  - Name:** Drive Labels API
  - Provider:** Google
  - Description:** Define label taxonomies for your organization.
  - Actions:** **Activate** (button highlighted with a red box), **Test this API**.
- Navigation:** Overview (underlined), Support, Produtos relacionados.
- Overview Section:**
  - Section Title:** Overview
  - Description:** Use the Drive Labels API to define custom metadata taxonomies to organize, find, enforce policy, and support business processes on Google Drive files and folders.
  - Link:** [Learn more](#)
- Additional Details Section:**
  - Section Title:** Additional details
  - Type:** [SaaS & APIs](#)
  - Last product update:** October 27, 2022
  - Category:** [Google Workspace](#)
  - Service name:** drivelabels.googleapis.com
- Support Section:**
  - Section Title:** Support
  - Description:** Drive Labels API Developer Documentation
  - Link:** [Learn more](#)

A conta de serviço atuará como um “usuário robô” que o Fracttal utilizará para acessar sua planilha de forma segura.

1. Dentro de “APIs e serviços”, acesse a seção “Credenciais” no menu lateral esquerdo.

Google Cloud

Cancel WOs

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

Search

≡ API APIs and services

Enabled APIs and Services

Library

Credentials ←

OAuth Permission Screen

Page usage agreements

Credentials

+ Create credentials

API Key

OAuth client ID

Service account

Help me choose

Remember

No API key to display.

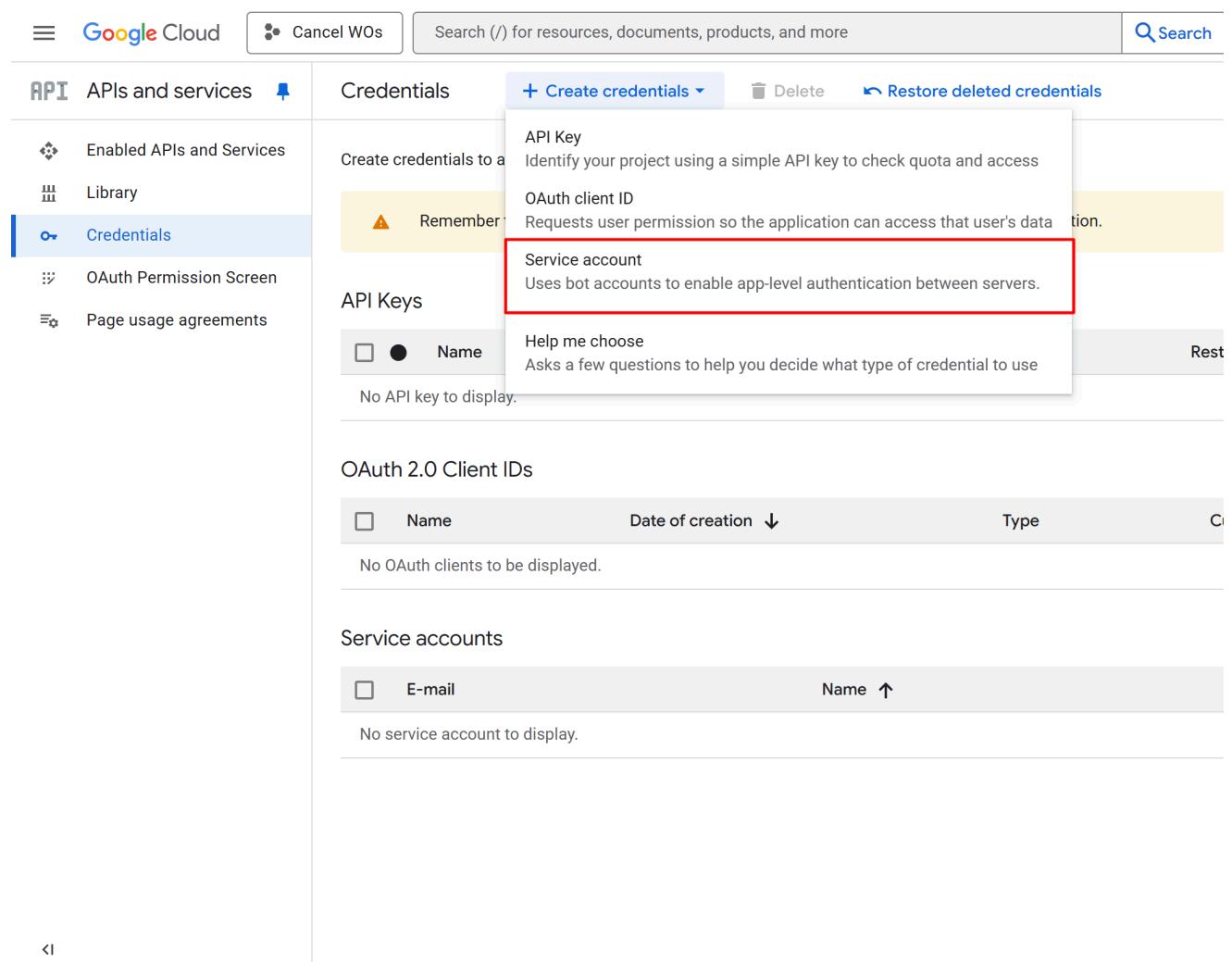
OAuth 2.0 Client IDs

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

Service accounts

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

2. Clique em “+ CRIAR CREDENCIAIS” e selecione “Conta de serviço”.



The screenshot shows the Google Cloud Platform (GCP) interface for managing credentials. The left sidebar is titled 'APIs and services' and includes 'Enabled APIs and Services', 'Library', and 'Credentials' (which is selected and highlighted with a blue background). The main content area is titled 'Credentials' and shows a 'Create credentials to a' dropdown with 'Remember me' checked. Below this are three options: '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), and 'Service account' (Uses bot accounts to enable app-level authentication between servers). The 'Service account' option is highlighted with a red box. Below these are sections for 'API Keys' (with a 'Help me choose' button) and 'OAuth 2.0 Client IDs' (with a note: 'No OAuth clients to be displayed'). The 'Service accounts' section is also present but empty. The top navigation bar includes 'Google Cloud', 'Cancel WOs', a search bar, and a 'Search' button.

3. Atribua um nome à conta de serviço (ex.: cancelar-oss). O ID será gerado automaticamente.

Google Cloud

Cancel WOs

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

Search

IAM and admin / Service accounts / Create a service account

**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

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

Service account description

Describe how the service account will be used.

**Create and continue**

2 Permissions(optional)

3 Main points with access(optional)

Completed

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

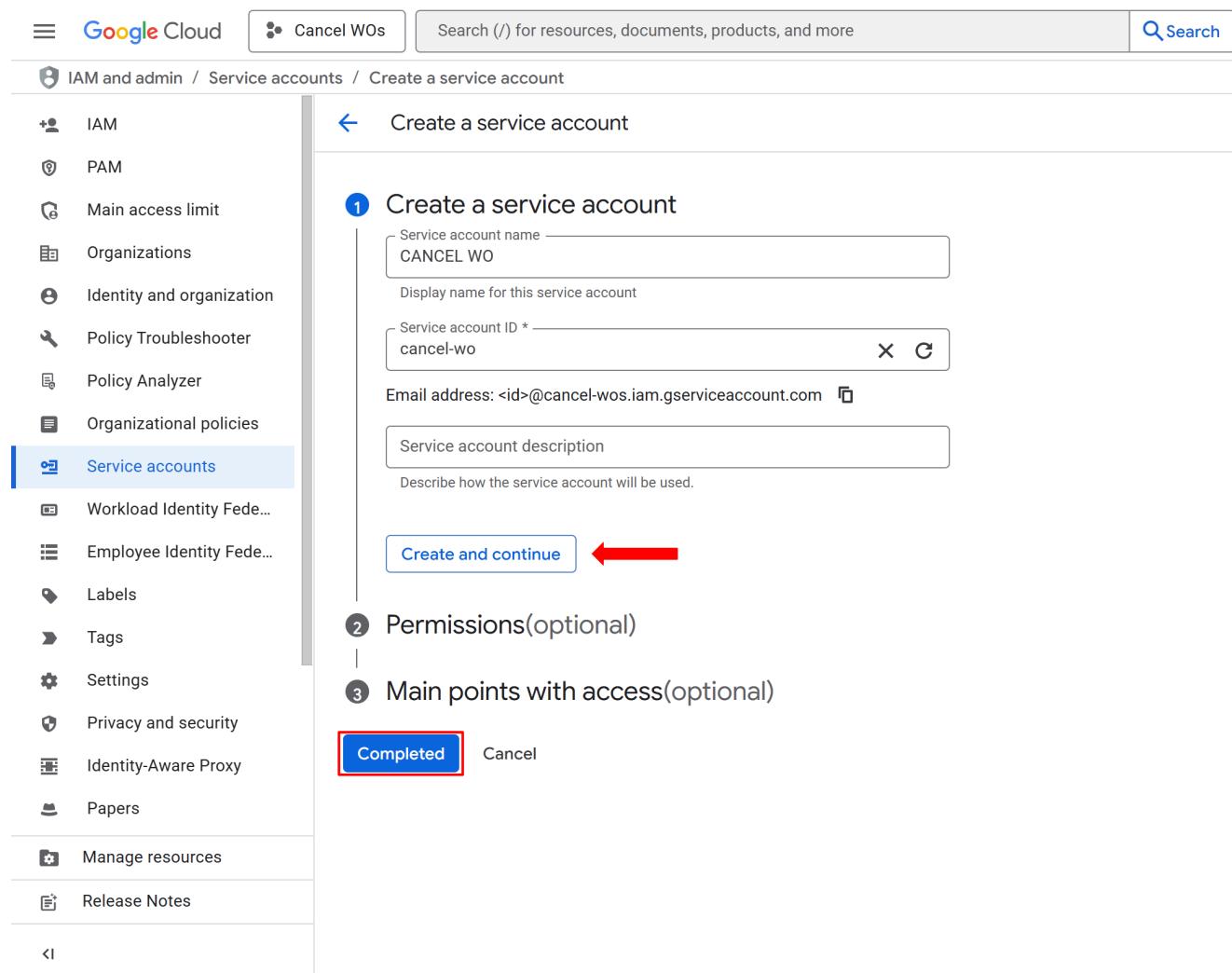
Identity-Aware Proxy

Papers

Manage resources

Release Notes

4. Clique em “Criar e continuar” e depois em “Concluir”.



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

IAM and admin / Service accounts / Create a service account

**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.

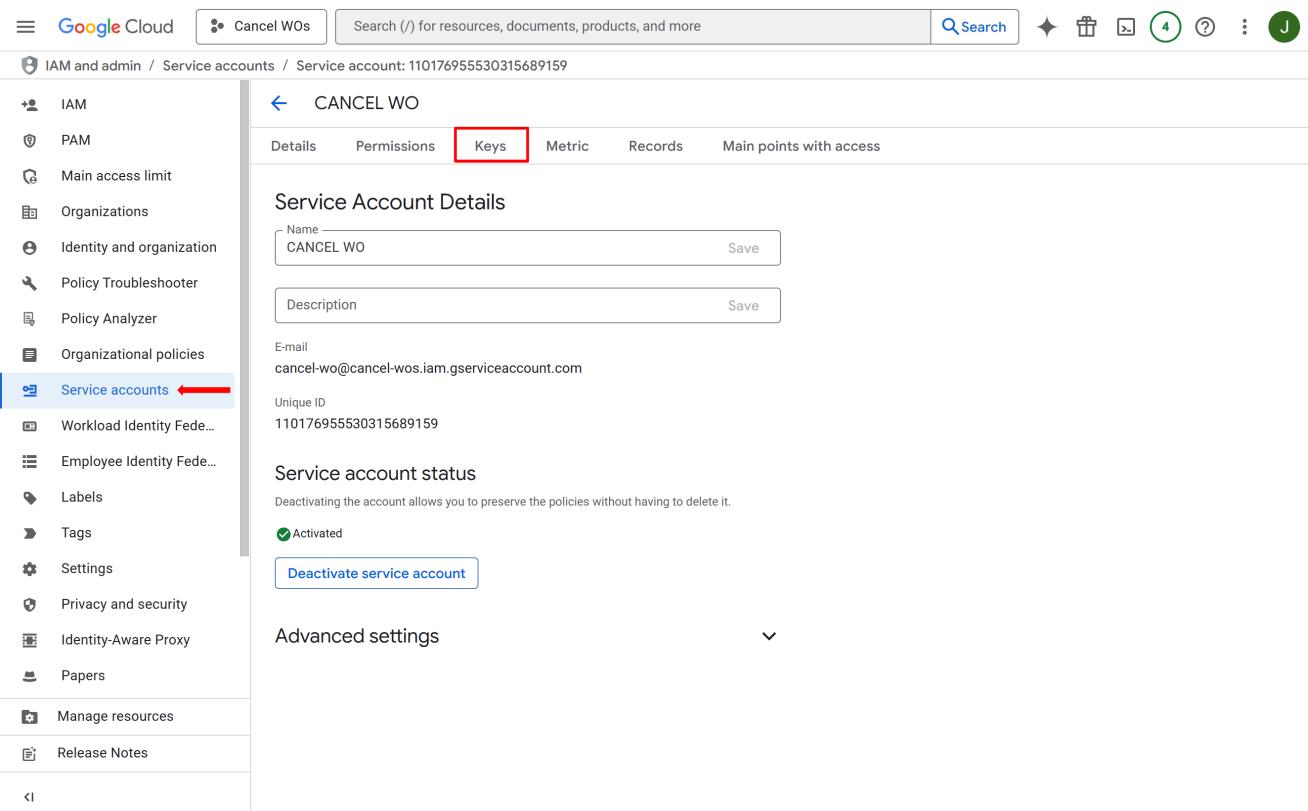
**Create and continue** ←

**2 Permissions(optional)**

**3 Main points with access(optional)**

**Completed** Cancel

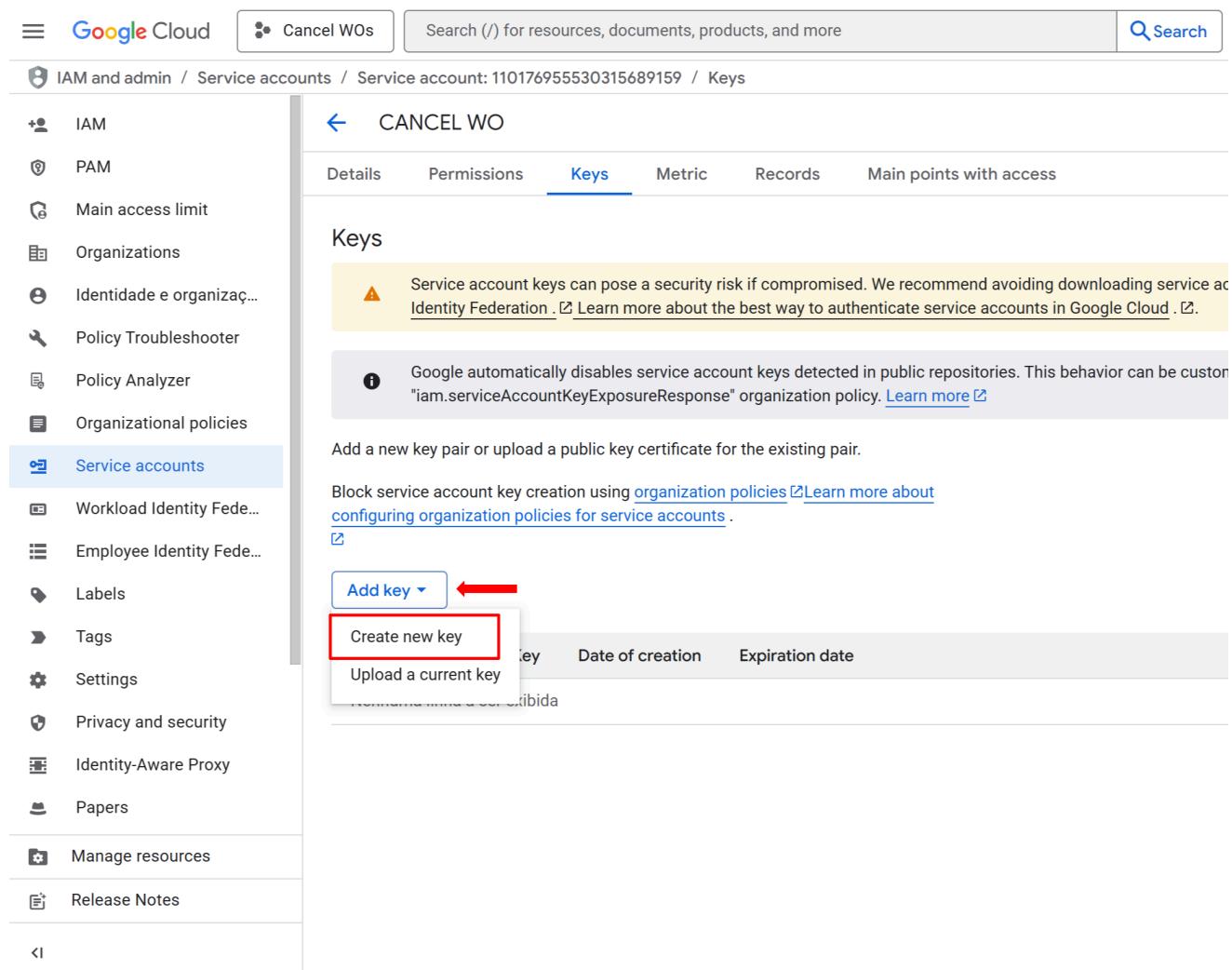
5. De volta à lista de Contas de serviço, clique na conta que acabou de criar e acesse a aba “CHAVES”.



The screenshot shows the Google Cloud IAM and admin / Service accounts page. The service account 'CANCEL WO' is selected. The 'Keys' tab is highlighted with a red box. The page displays the following details:

- Service Account Details:**
  - Name: CANCEL WO
  - Description: (empty)
  - E-mail: cancel-wo@cancel-wos.iam.gserviceaccount.com
  - Unique ID: 110176955530315689159
- Service account status:** Activated (checked). A 'Deactivate service account' button is present.
- Advanced settings:** A dropdown menu.

6. Clique em “ADICIONAR CHAVE” e selecione “Criar nova chave”.



Google Cloud 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. [Identity Federation](#) [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 using the organization policy "iam.serviceAccountKeyExposureResponse". [Learn more](#)

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

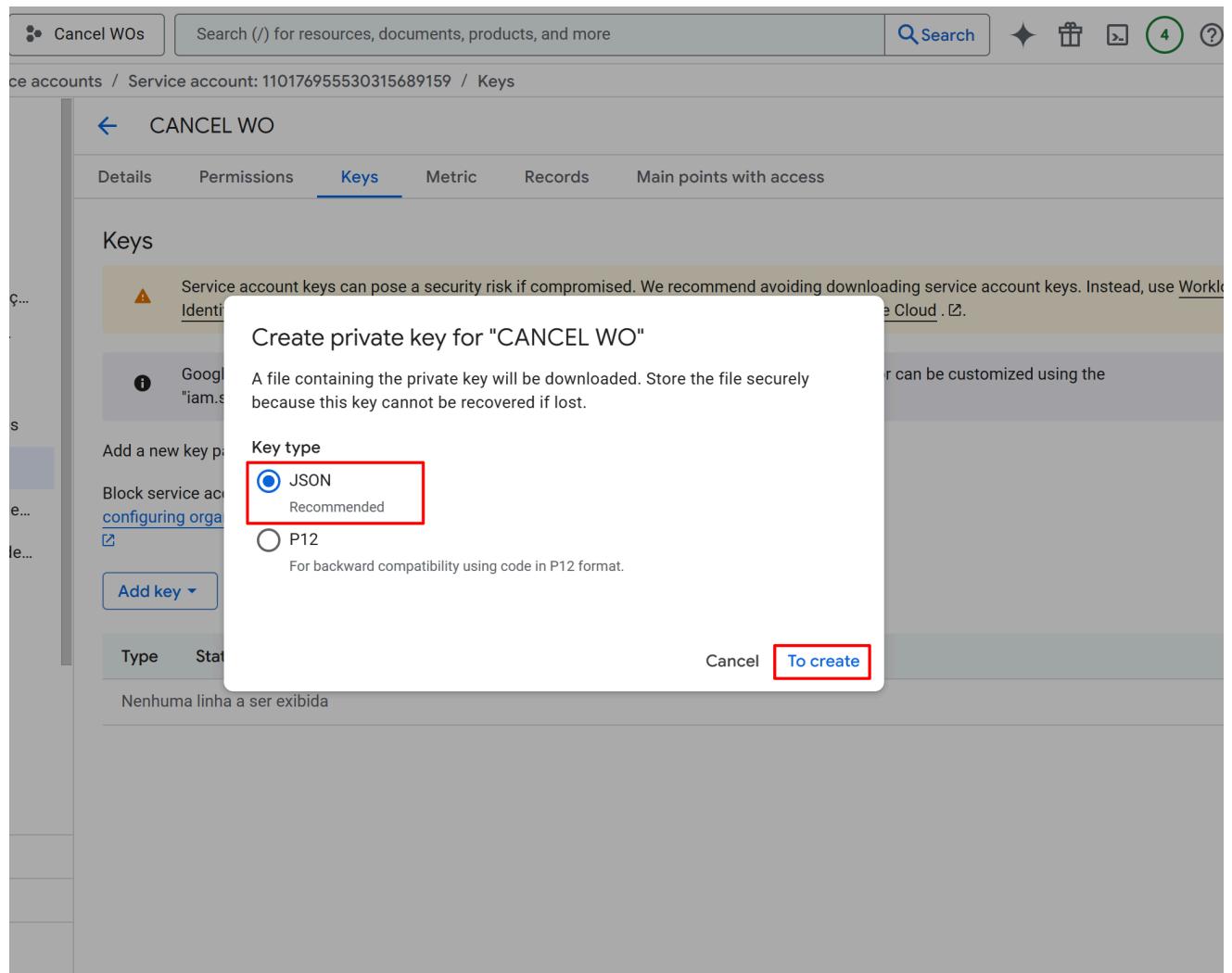
Block service account key creation using [organization policies](#) [Learn more about configuring organization policies for service accounts](#).

**Add key** ↗

Create new key

Key	Date of creation	Expiration date
ibida		

7. Certifique-se de que o tipo de chave seja JSON (opção recomendada) e clique em “Criar”.



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

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 Workfront Cloud.

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.

Cancel **To create**

Nenhuma linha a ser exibida

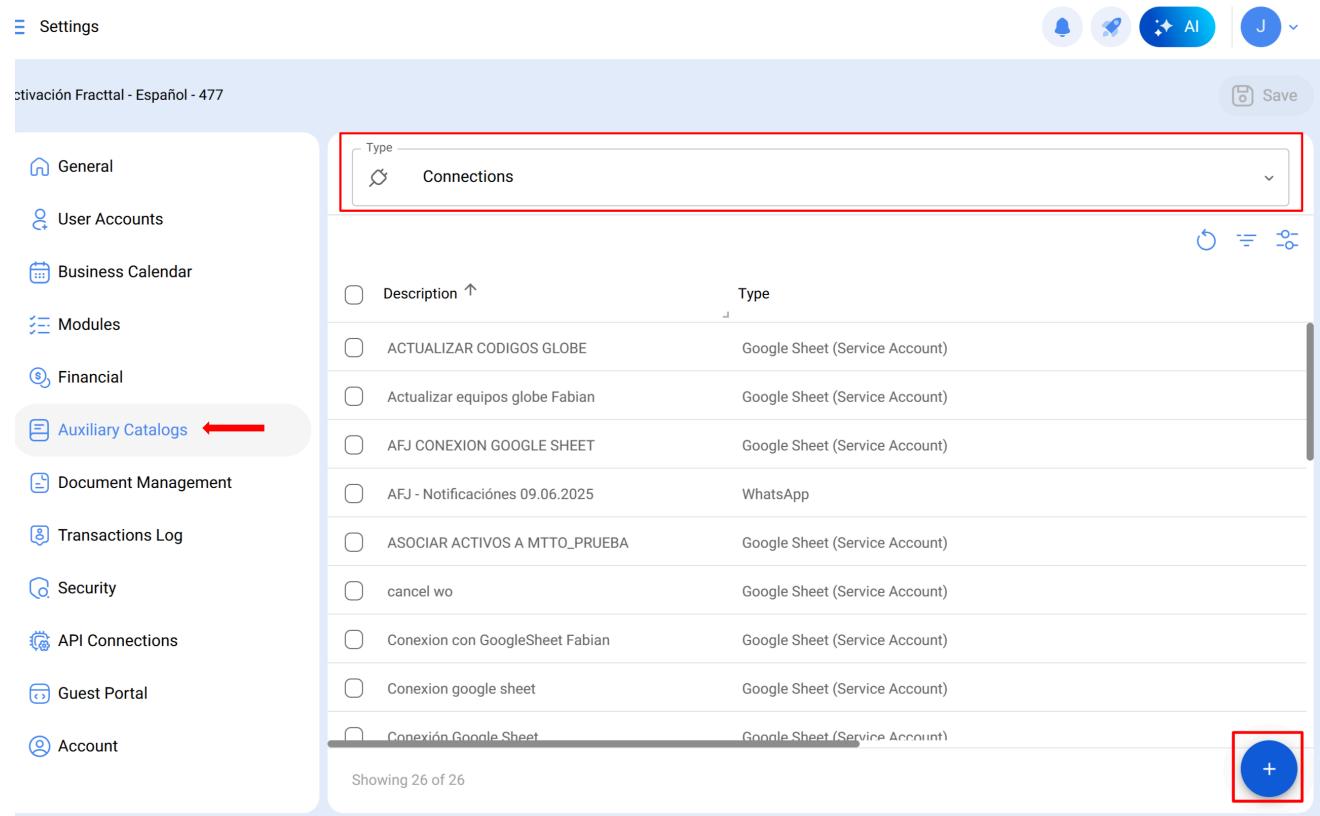
```
{  
  "type": "service_account",  
  "project_id": "fracttal-one-helpcenter",  
  "private_key_id": "7883df46cbe890dab39a08ca04b9dee90beea55b",  
  "private_key": "-----BEGIN PRIVATE KEY-----\nMIIEvQIBADANBgkqhkiG9w0BAQ\nTlnuExutniehbH4NUWz xvOPeXGUDVdivvgCZPMCEzwtKyUQwh4sxxj6HkN22EQ0F\nnm1Vv\nQanksvQI1VbxcknKyIaPN6DI7+Z0UV000gx D/sX0BbqcQkKNCnuAeys1h1jMT/Ca\nnh1HE\nAQY9pkEzwyH3St4+1jo54pi3N6PYLSL3d31ItHoqhsYE5Vbi67pJW0LH/Q3fi8DQ\nniZlu\nIKZ91dn6wRGCSee6keV1AYEgxpU/4ZpUusRJoI8TTHY2Feg9/d0s0s6dIdEv+ZyF\nnFuF0\nT8d30xTyW59sUJEs87E6wW/1A9AN3cVygR0vNok0vKhC3sS4SF1YD36gmQe0cTkA\nnqthY.\nzyjCj0ezZ06N0x5G1dLYAgx1EzK65P0vKdbu1LiLcQKBgQD4fz5GPHHKCavPCE+v\nnn7FM\n2Z1ibRocGFE1AUoG98TdLUhoKwuhXq5sbi+Dx2IyI4qVisjMPrPZuIQkrnyhR/xf\nnxwTf\n5JsBF87XuX55Rjon/TD/HVBjGZ1ywVN7h1zsxrkl sKcnbVVCzvREnR9P7NK/b1F\nnfkDA\nD1wVtc5gLwKBgQDAhCv11Cw/31A42/KIWEr0tI4IbnCMY2W0brVgHoASEEWLmNRK\nnC2sw\nDmlHSa/cskZKZrP78FP7yASwOnIZrSBrv08aLFBidCiwgBKqUBFOKhMmKQKBgHod\nnFhw\nftkcupNrh8taGa4hFscrwLR9Cm282i0jUM0u6NDqha9nMCIr5f1bh+t8hV0AY21H\nnrBzZ\nfx0xk4STFdGnu4HY0wYYvGRt0x19mAxrAuH2Dp0Lj0Fyhg yZjLyoFU10na/DFc2g\nnYpgZ\nf1G/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/https://fracttal-one-helpcenter.iam.gserviceaccount.com",  
  "universe_domain": "googleapis.com"
```

**Nota: Um arquivo .json será baixado automaticamente para o seu computador. Esse arquivo contém credenciais privadas e é essencial para a conexão. Guarde-o em um local seguro, pois não será possível baixá-lo novamente.**

## Fase 2: Configuração no Fracttal One

Agora, vamos configurar a conexão dentro do Fracttal para que ele possa utilizar as credenciais do Google.

- Na sua instância do Fractal One, acesse Configurações ▶ Catálogos Auxiliares ▶ Conexões e clique em ( + ) para adicionar uma nova conexão.



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

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

+

- No campo “Tipo”, selecione Google Sheet (Service Account).

Type: Google Sheet (Service Account)

Description: Description no puede estar en blanco

Type: service\_account

project\_id \*

private\_key\_id \*

private\_key \*

must have required property 'private\_key'

client\_email \*

must have required property 'client\_email'

client\_id \*

must have required property 'client\_id'

- Preencha os campos do formulário utilizando as informações do arquivo **.json** baixado na etapa anterior.

The screenshot shows the Fracttal software interface. On the left, a sidebar lists various settings and modules. The 'Connections' module is selected, showing a list of connections. One connection, 'cancel wo', is highlighted and shown in a detailed view on the right. The detailed view includes fields for Type (Google Sheet (Service Account)), Description (cancel wo), and several sensitive fields (project\_id, private\_key\_id, client\_email, client\_id, client\_x509\_cert\_url) which are highlighted with a red box. The top right of the detailed view has a save icon with a checkmark.

- Clique em “Salvar”.

The screenshot shows the Fracttal software interface. On the left, a sidebar lists various settings and modules. The 'Connections' module is selected, showing a list of connections. One connection, 'cancel wo', is highlighted and shown in a detailed view on the right. The detailed view includes fields for Type (Google Sheet (Service Account)), Description (cancel wo), and several sensitive fields (project\_id, private\_key\_id, client\_email, client\_id, client\_x509\_cert\_url) which are highlighted with a red box. The top right of the detailed view has a save icon with a checkmark.

O usuário da API que executará o fluxo precisa ter permissões para modificar OSs.

1. Acesse Configurações ▶ Conexões API ▶ Consumidores / OAuth.
2. Certifique-se de que existe um consumidor criado. Esse consumidor deve estar associado a um Grupo de Permissões que permita editar OSs. Consulte o artigo: [Criar consumidores OAuth](#).
3. Para verificar as permissões, acesse Configurações ▶ Contas de Usuários ▶ Permissões.
4. Selecione o grupo de permissões correspondente e verifique se, no módulo Tarefas ▶ Ordens de Serviço ▶ Em Processo, a opção “Editar” está marcada.

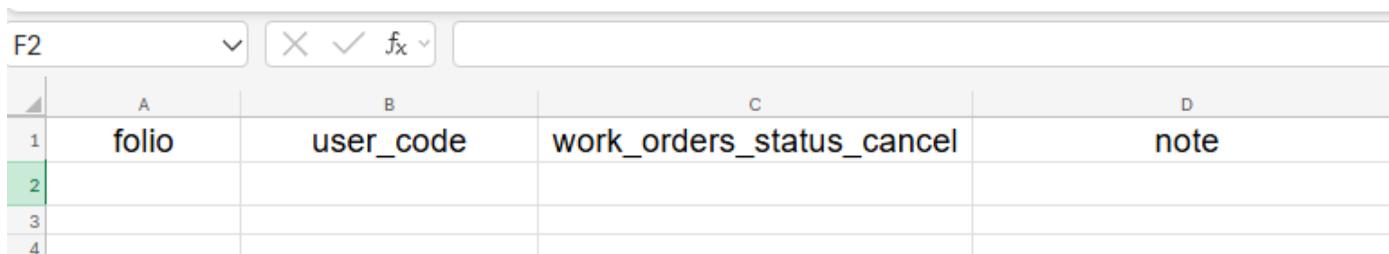
Essa permissão é a que permite alterar o status de uma OS para “Cancelada”.

## Fase 3: Preparação e execução do processo

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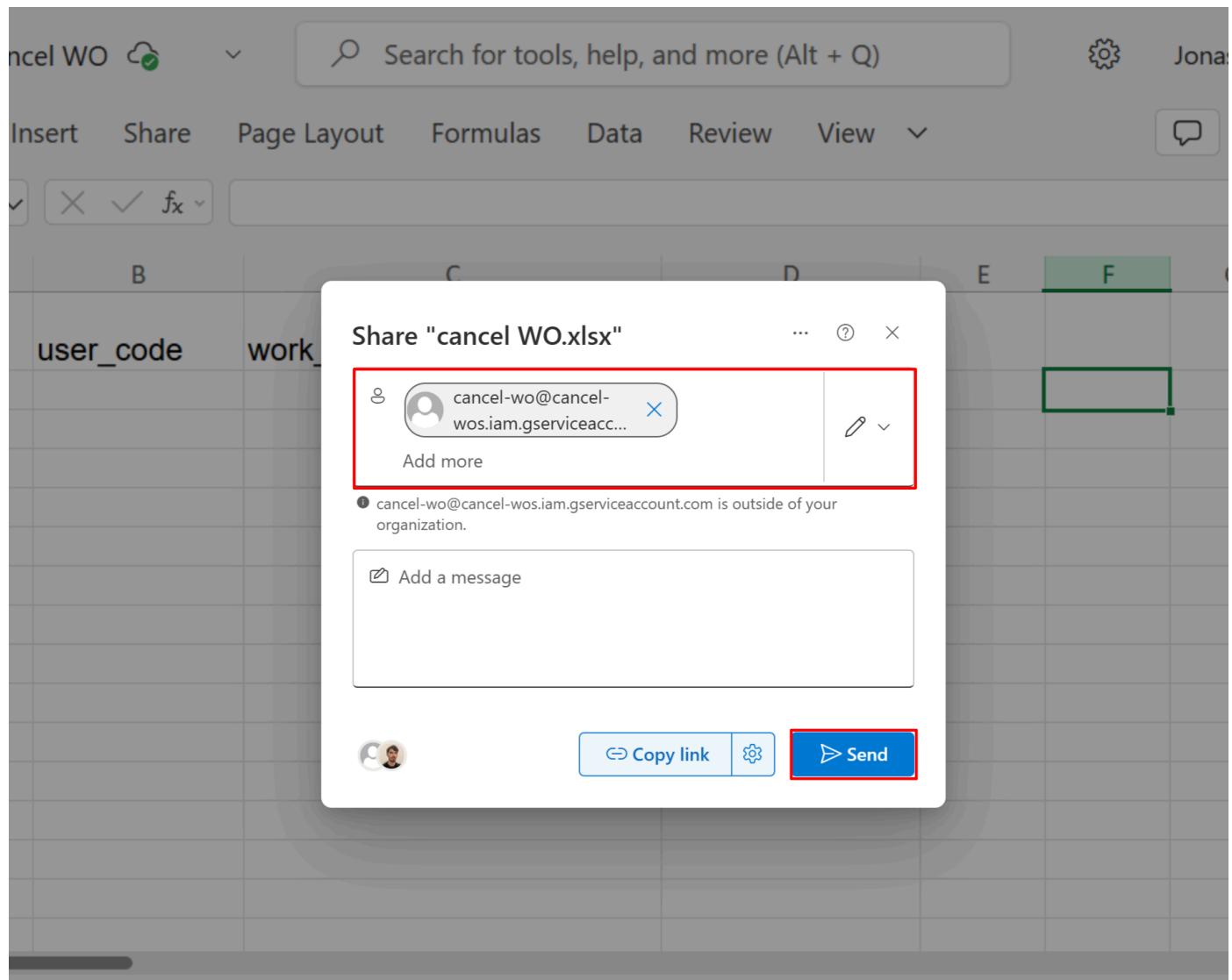
Com as configurações prontas, o último passo é preparar os dados e executar o fluxo.

1. Crie uma nova planilha no Google Sheets.
2. Dê a ela um nome descritivo (ex.: Cancelar OSs).
3. Na primeira linha da planilha, crie as seguintes colunas:
  - **A: folio** — IDs das OSs a serem canceladas
  - **B: user\_code** — Código do usuário no Fracttal que registrará o cancelamento
  - **C: work\_orders\_status\_cancel** — Motivo do cancelamento (deve corresponder exatamente a um motivo existente no catálogo do Fracttal)
  - **D: note** — Nota opcional para o cancelamento



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

Clique no botão “Compartilhar” e adicione o e-mail da conta de serviço (campo `client_email` do arquivo `.json`). Atribua a ela o papel de Editor. **Esse passo é fundamental para que o Fracttal consiga ler e escrever na planilha.**



Para evitar erros, apenas tente cancelar OSs que atendam aos requisitos.

1. No Fractal One, acesse Plano de Tarefas ▶ Ordens de Serviço e altere para a visualização em lista.
2. Aplique os seguintes filtros para encontrar OSs elegíveis para cancelamento:

**Status: Em Processo**

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

## Percentual de Avanço: = 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

## Status da Tarefa: Não Iniciada

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. 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**
- Resource Type

Clique em “Aplicar filtros”.

Exporte os resultados para um arquivo .xlsx ou .csv utilizando a opção “Exportação em massa”.

Estado: En Proceso Estado de la Tarea: No Iniciada

3
...

Export
Bulk export data

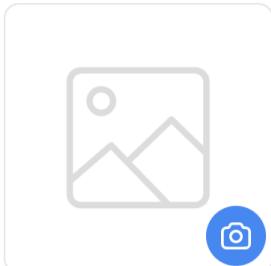
Estado	Código	Activo	Fuera de servicio	Tarea
● Open WO's	001-CF07	{ 001-CF07 } CAMIONETA-SUV (FU)	No	Mtto ciclico (mtto)
● Open WO's	ACT.LOC-0022	BCI { ACT.LOC-0022 }	No	MANTENIMIENTO
● Open WO's	ACT.LOC-0020	BCI { ACT.LOC-0020 }	No	MANTENIMIENTO
● Open WO's	ACT.LOC-0019	BCI { ACT.LOC-0019 }	No	MANTENIMIENTO
● 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

Abra o arquivo exportado e copie os IDs das OSs para a coluna folio da sua planilha do Google Sheets.

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

## Onde encontrar o user\_code?

← Jonas Campos



Enabled

Names

Last Name

Code

Email

Group 1

Group 2

Address

City

State

Country



Search on the map

Brasil

General

Custom Form

Assignment

Attachments

Document Management

Teams

Localize-o no catálogo de Recursos Humanos: procure o usuário e copie o valor do campo Código.

Preencha as colunas user\_code, work\_orders\_status\_cancel e note para todas as linhas correspondentes. Você pode arrastar os valores caso sejam iguais para todas as OSs.

	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

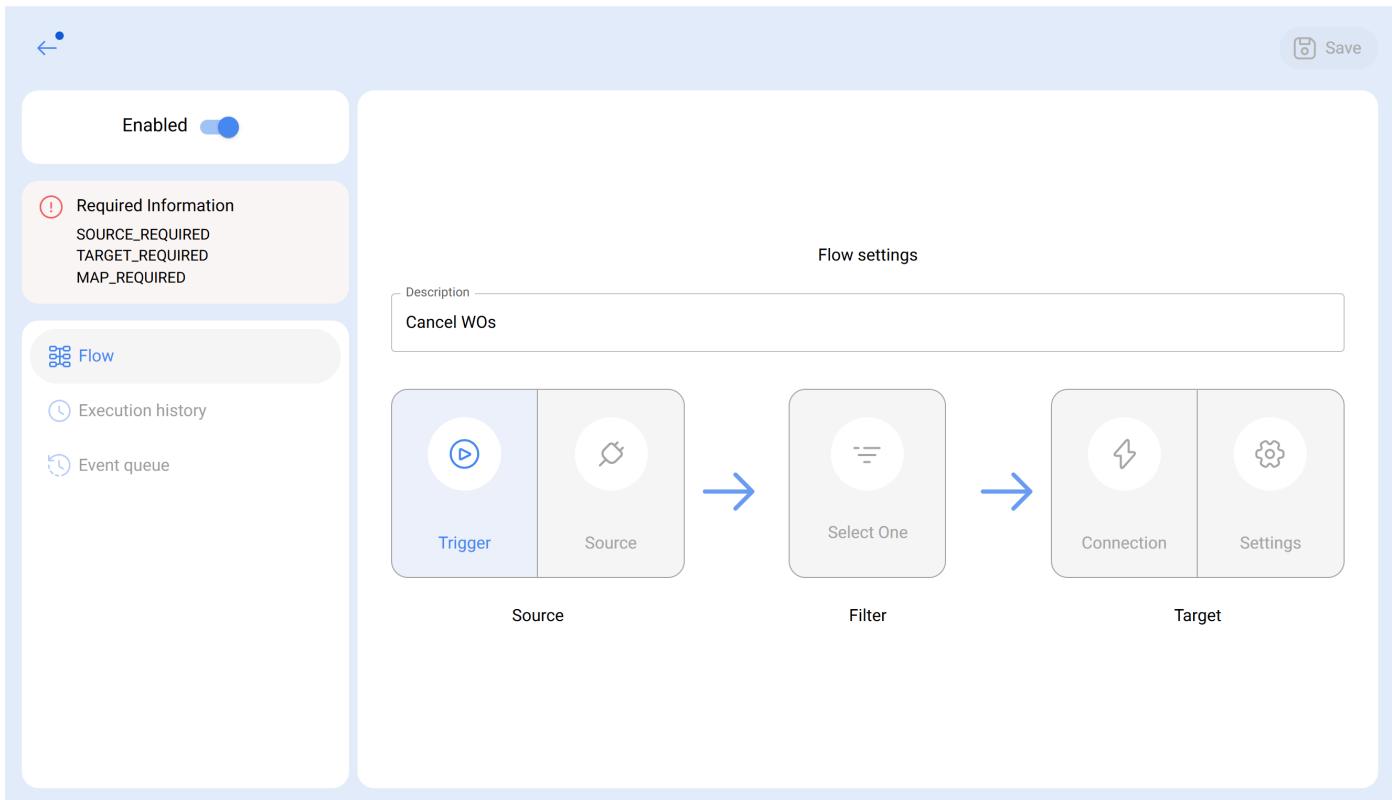
## Fase 4: Configurar e executar o fluxo no Fracttal Hub

Com a planilha pronta e os dados preparados, o passo final é construir a automação no Fracttal Hub.

Acesse o Fracttal Hub e crie um novo fluxo. Atribua uma descrição clara.

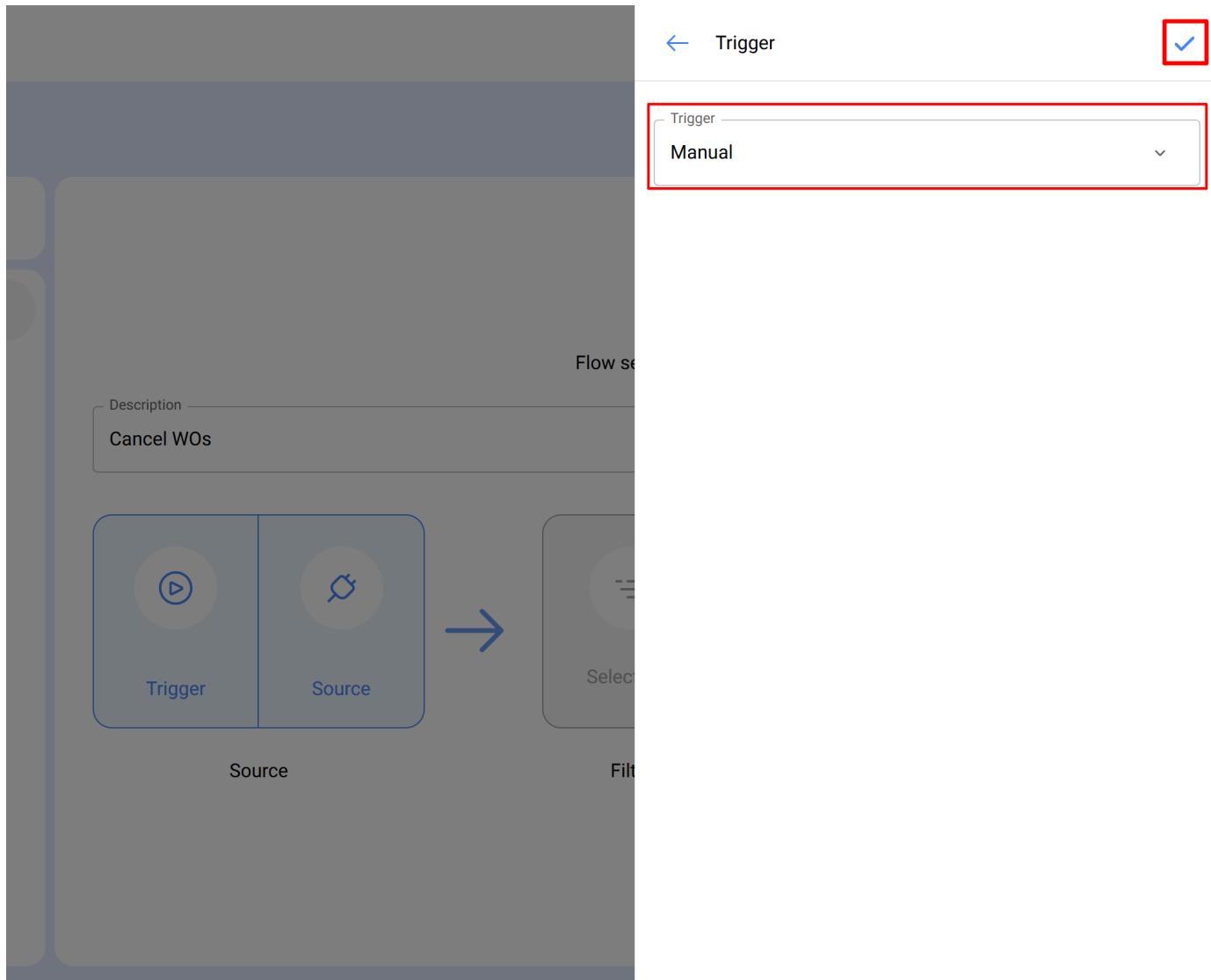
Last Date	Trigger
de horometro	2024-11-22 18:15
n Fractal One	2024-09-05 21:53
le nuevas órdenes de servicio de Whatsapp (P...	2025-07-02 12:54
RUEBA WHATSAPP_SEBASTIAN O	2025-10-09 13:41
WhatsApp - Jonas 12082025	2025-08-12 14:01
ACTIVO_GOOGLE SHEET_PUEBA_001	2025-10-01 21:33
25. Conex. Wpp	2025-06-09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





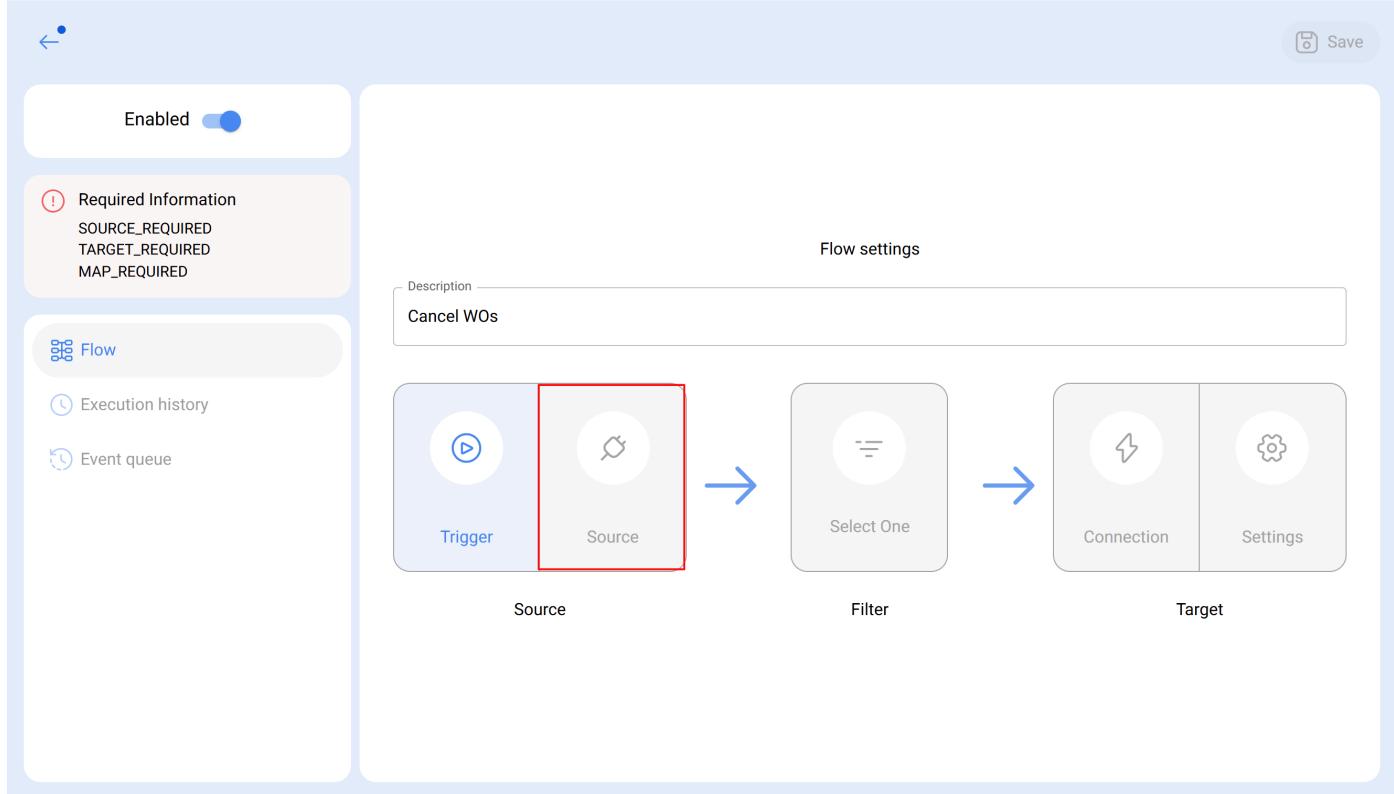
## Configurar o acionador

Clique no Acionador e, em seguida, no menu à direita, selecione Manual como Evento e salve as alterações.



## Configurar a Fonte (Source):

Clique em Fonte.



- No campo **Módulo**, selecione GoogleSheet.
- Em **Conexão**, escolha a conexão criada anteriormente (Cancelar OSs).
- A **Ação** será Ler.
- No campo **spreadsheet\_id**, cole o ID da sua planilha.
- **Onde encontrar o spreadsheet\_id:**  
 Abra sua planilha do Google Sheets e observe a URL no navegador. O ID é a longa sequência de caracteres localizada entre /d/ e /edit.  
 .../spreadsheets/d/[ESTE É O ID QUE DEVE COPIAR]/edit...
- No campo **sheet**, informe **0** (para indicar que será lida a primeira aba da planilha).
- Na seção **Campos**, replique exatamente os nomes das colunas da planilha. Adicione os seguintes campos, garantindo que o tipo seja Texto:
  - folio
  - user\_code
  - work\_orders\_status\_cancel
  - note

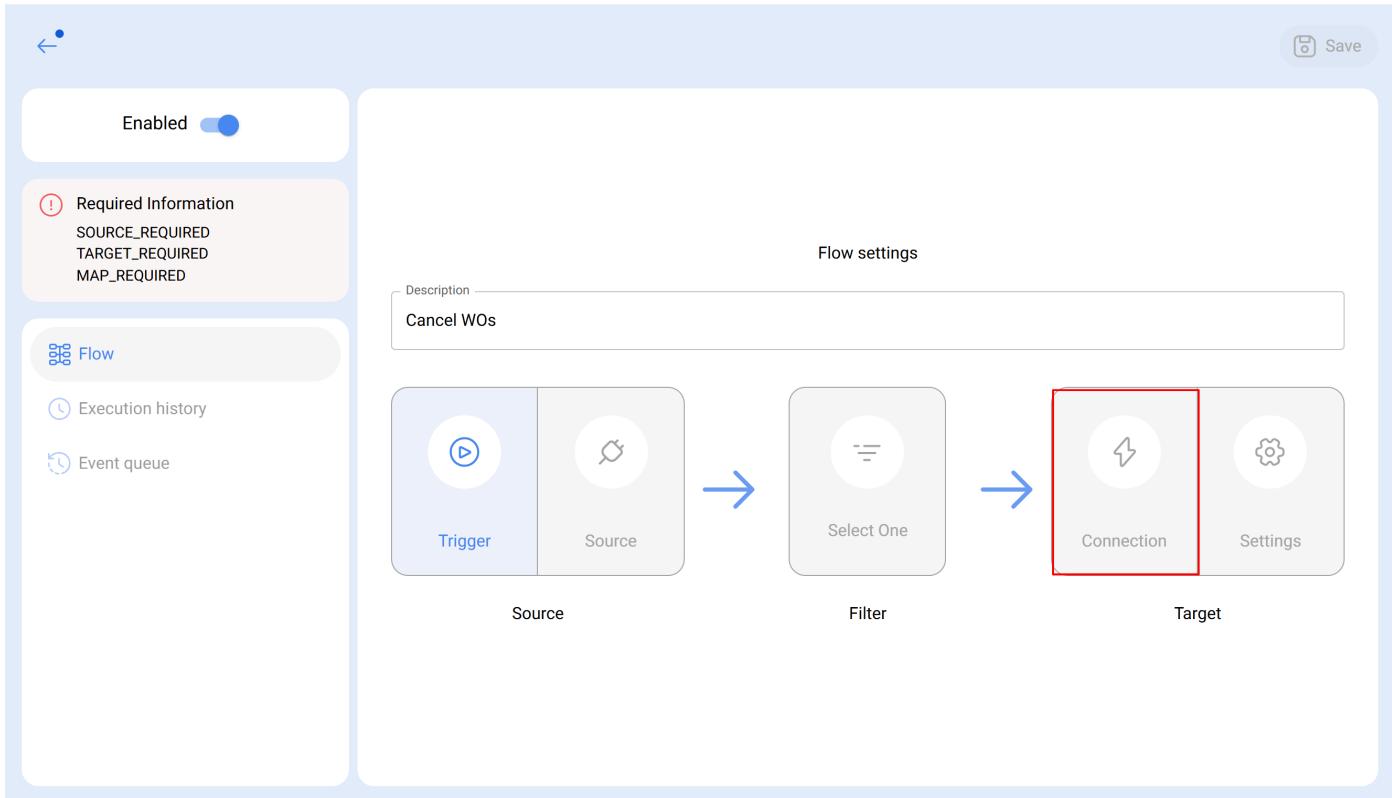
The screenshot shows the Fractal Hub interface with a flow configuration. The flow is titled "Cancel WOs" and is described as "Cancel WOs". The flow consists of a "Trigger" and a "Source" block. The "Source" block is highlighted with a red box and contains the following configuration:

- Module: GoogleSheet
- Connection: cancel wo
- Action: Read
- spreadsheet\_id: 96724158-78AA-4781-A6F7-D6EA62EEADD5
- sheet: 0
- Fields:
  - Name: folio, Type: Text
  - Name: user-code, Type: Text
  - Name: work\_orders\_status\_car, Type: Text
  - Name: note, Type: Text

Salve a configuração da fonte.

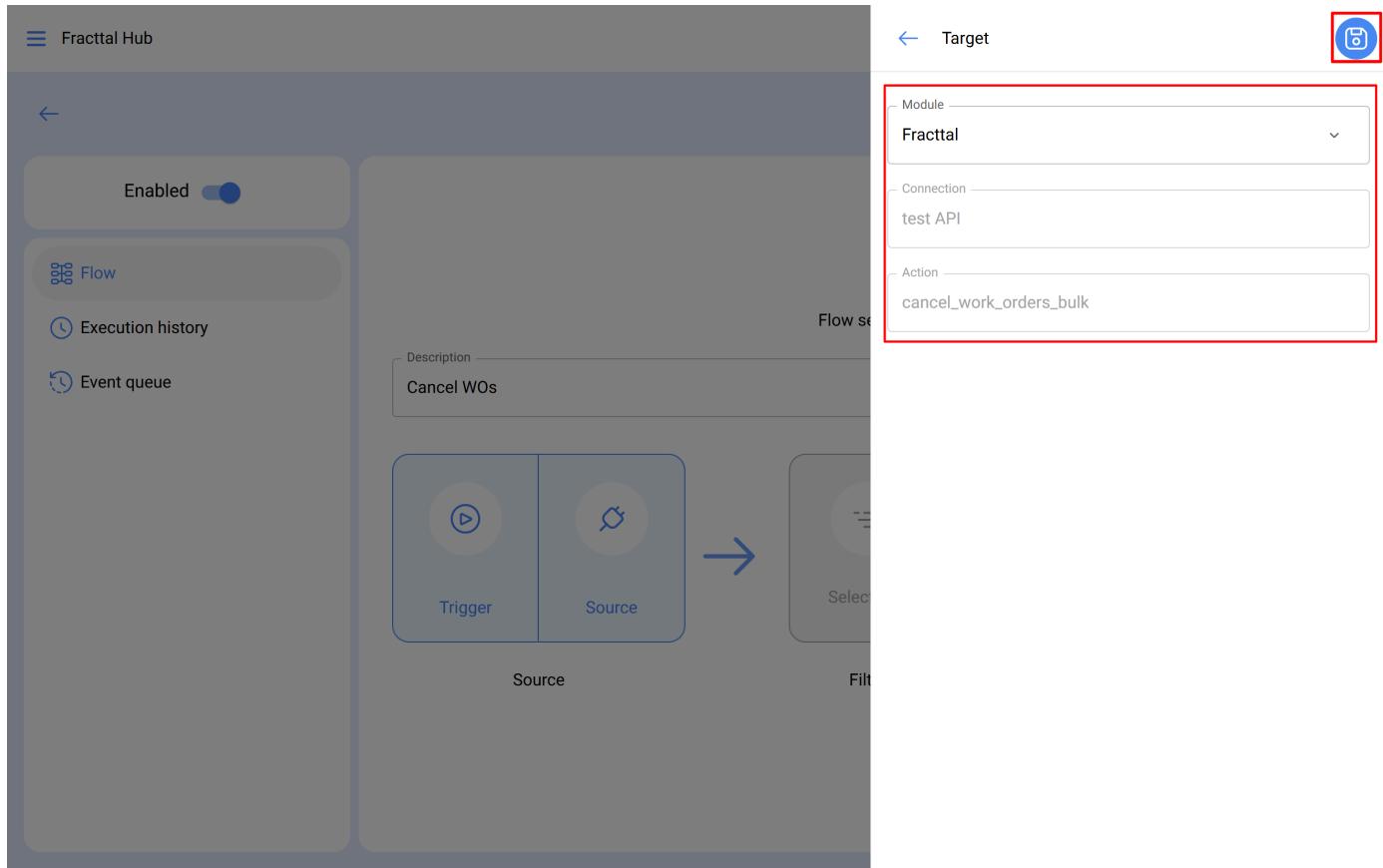
## Configurar a Conexão (Target)

Clique em Conexão.



- No campo **Módulo**, selecione Fracttal.
- Em **Conexão**, escolha o consumidor OAuth que possui as permissões necessárias.
- Em **Ação**, procure e selecione cancel\_work\_orders\_bulk.

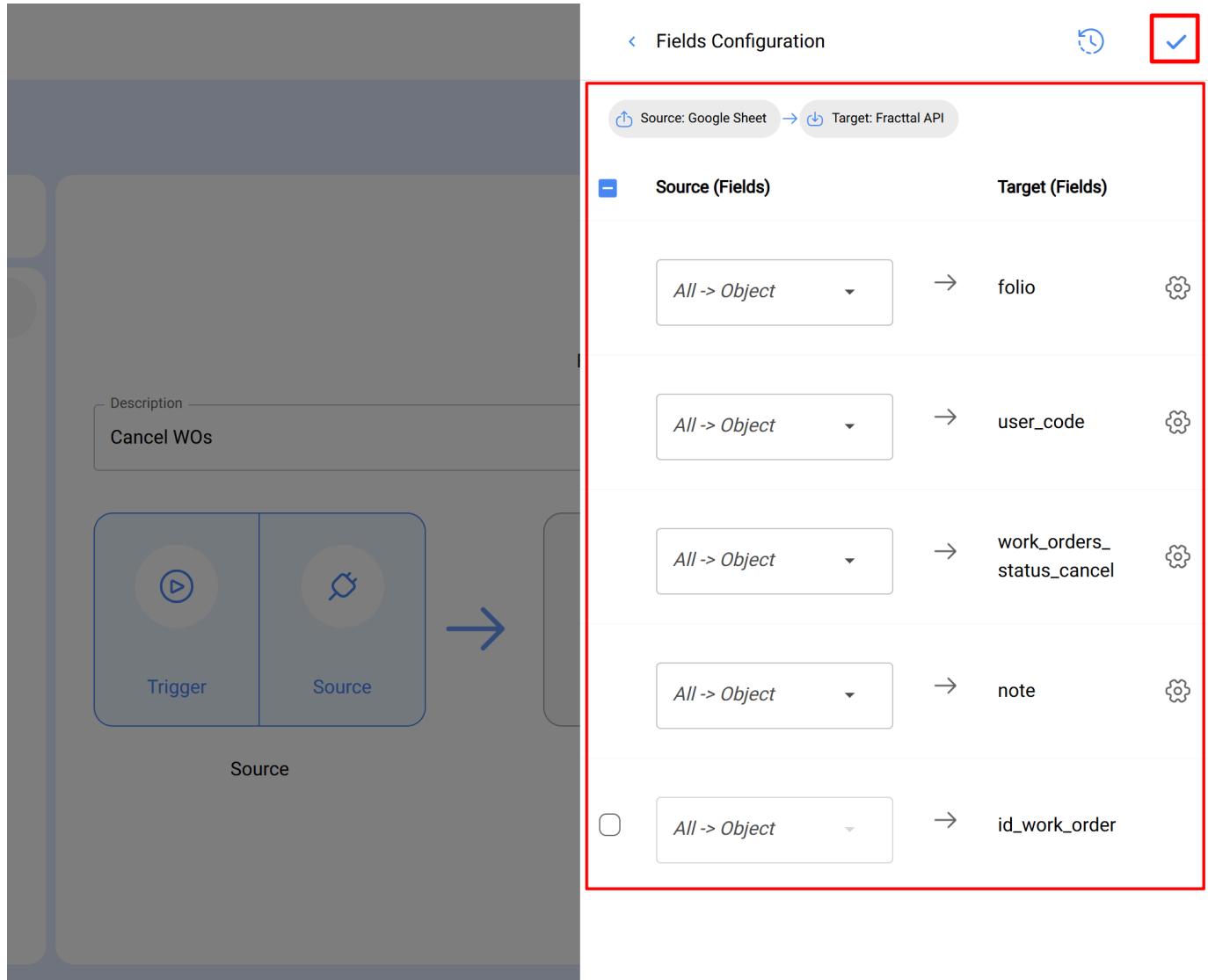
Salve a configuração do destino.



## Configurar o mapeamento de campos

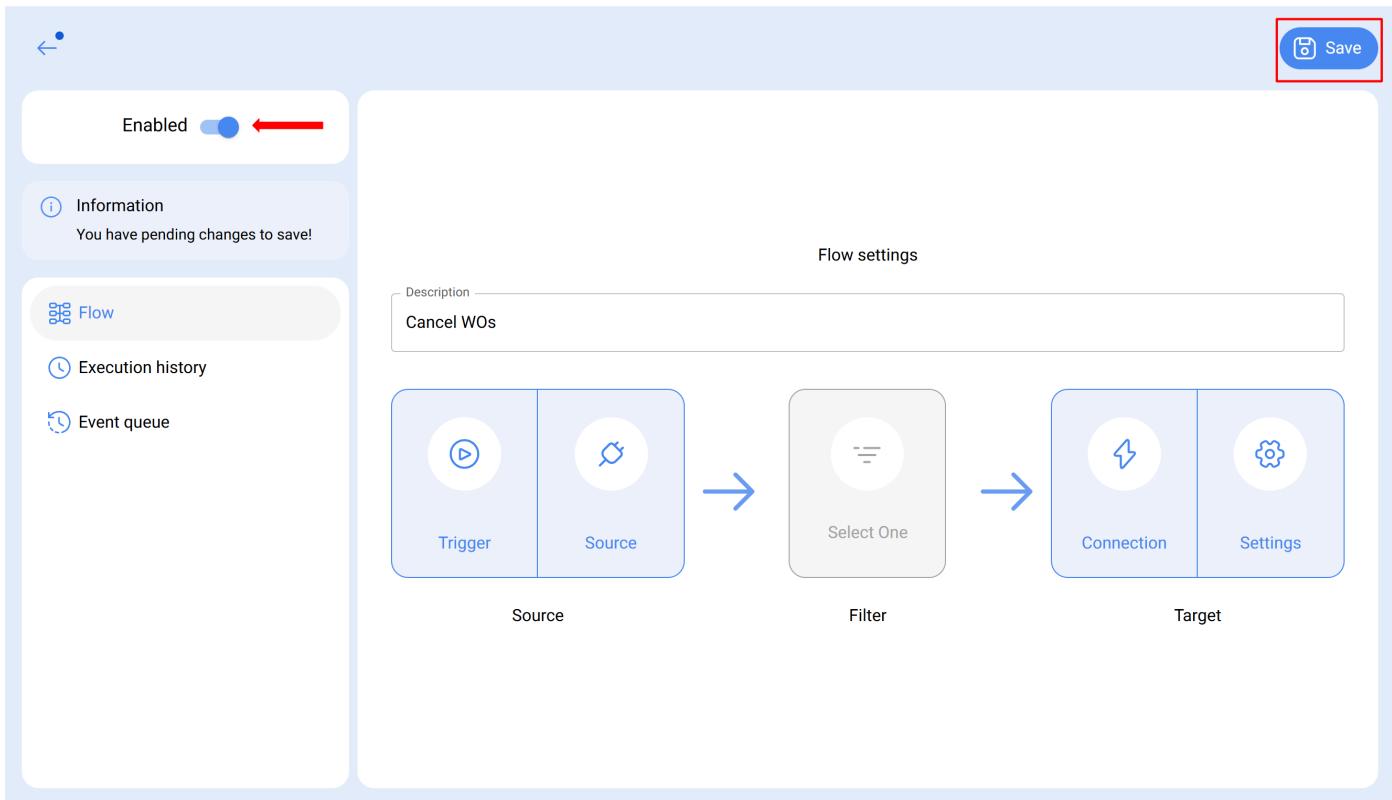
- Após selecionar a ação, clique no nó Configuração.
- A tela de Configuração de Campos será aberta. Nela, conecte os dados da Fonte (Google Sheets) com os campos esperados pelo Destino (Fracttal). Faça o mapeamento da seguinte forma:
  - **folio (Destino) → folio (Fonte)**
  - **user\_code (Destino) → user\_code (Fonte)**
  - **work\_orders\_status\_cancel (Destino) → work\_orders\_status\_cancel (Fonte)**
  - **note (Destino) → note (Fonte)**

Salve o mapeamento.



## Salvar e ativar o fluxo

- No canto superior direito, clique em Salvar.
- Ative o interruptor Habilitado no canto superior esquerdo.



## Passo 9: Executar e verificar o resultado

Com o fluxo totalmente configurado e habilitado, você já pode prosseguir com o cancelamento em massa.

1. Na tela principal do fluxo, clique no botão Executar.

Flow settings

WOS

Trigger

Source

Select One

Filter

Connection

Settings

Target

2. Para acompanhar o progresso, acesse as seguintes seções no menu lateral do Fracttal Hub:

- Fila de eventos: você verá o status do fluxo mudar de Em fila para Processando e, por fim, Finalizado.
- Histórico de Execução: após a conclusão, será exibido um registro detalhado. Um processo bem-sucedido mostrará Sim nas colunas Extração, Transformação e Carga, com a mensagem 200 (código de sucesso).

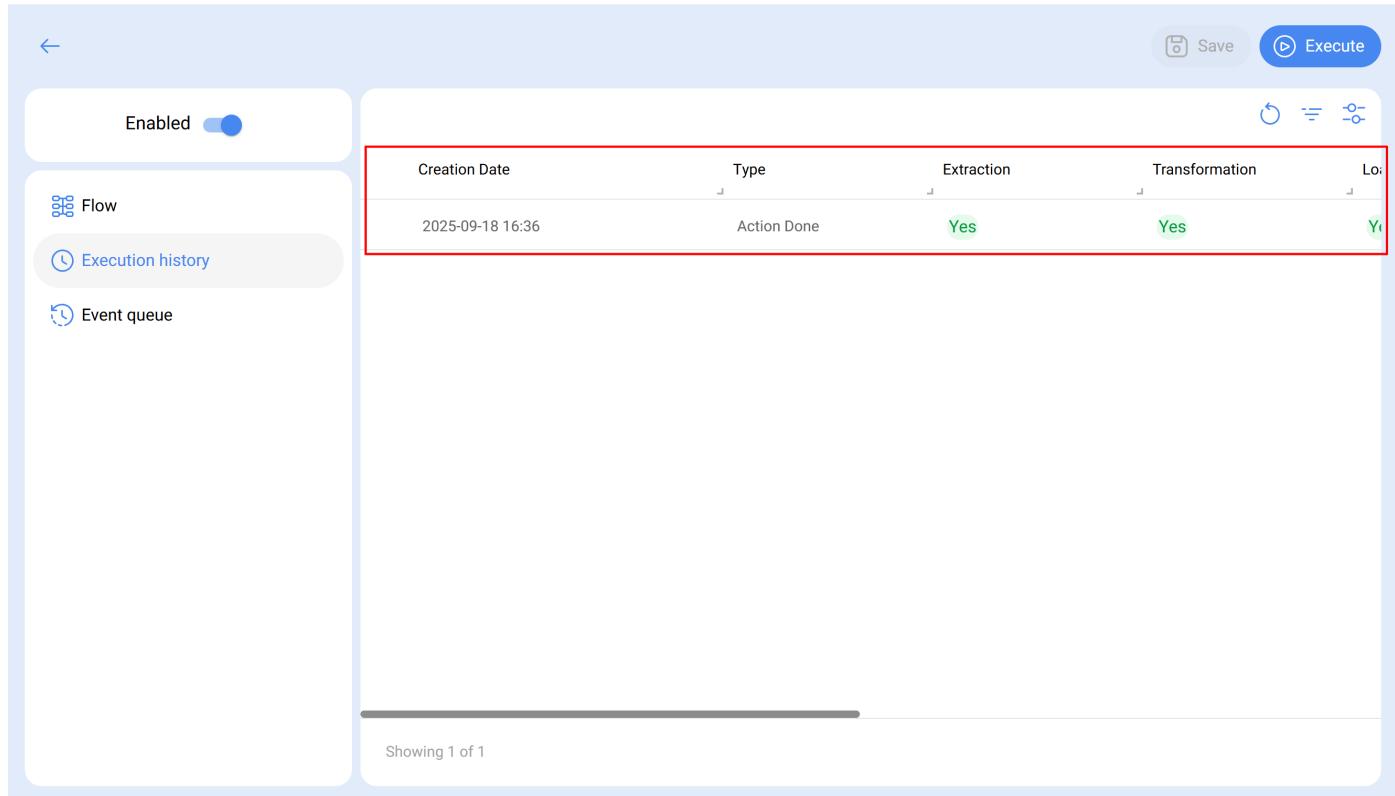


Enabled

 Flow

 Execution history

 Event queue



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

Showing 1 of 1

## Verificação final no Fracttal One

- Retorne à sua instância do Fracttal One, na visualização em lista de Ordens de Serviço.
- As OSs que estavam na planilha não deverão mais aparecer na lista, pois seu status foi alterado para “Cancelada”.