

Personalización de formatos de impresión de OTs – Centro de Ayuda

 help.fractal.com/hc/es-es/articles/43106097233037-Personalización-de-formatos-de-impresión-de-OTs

El submódulo **Impresiones de OTs** dentro del módulo de Configuración permite a los usuarios de Fractal One crear, editar y personalizar los formatos de impresión de las órdenes de trabajo. Esta herramienta proporciona la flexibilidad necesaria para ajustar los documentos generados por el sistema, adaptándolos a los requerimientos específicos de cada empresa.

Requisitos previos

Para acceder y operar esta funcionalidad, el usuario debe:

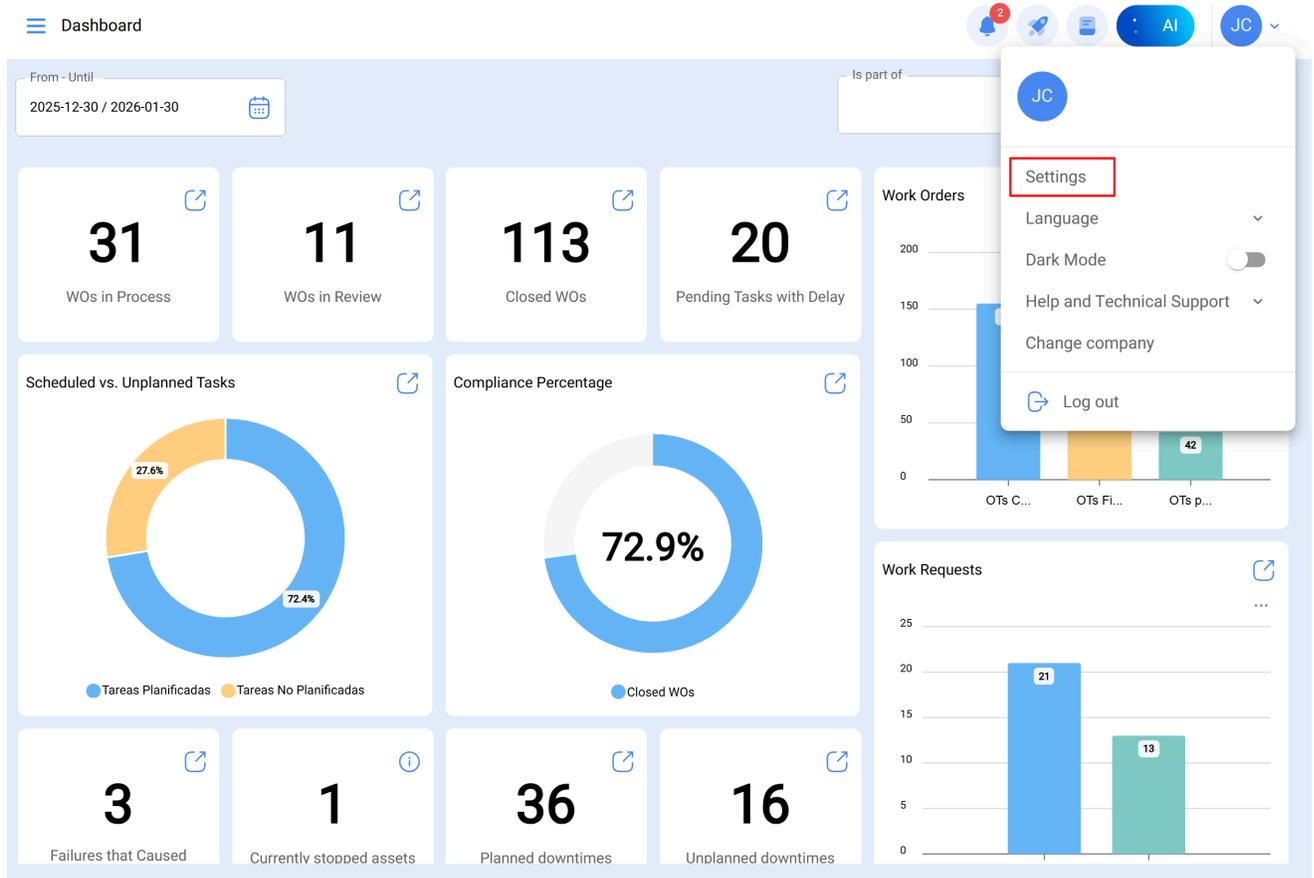
- **Tener acceso al módulo Configuración**
- **Ser un perfil administrador**
- **Contar con el addon**

Configuración y ejecución de formatos personalizados en Impresiones de OTs

Para comenzar a configurar y personalizar los formatos de impresión de órdenes de trabajo, sigue los siguientes pasos dentro de Fractal One:

Acceder al submódulo

1. Inicia sesión en **Fractal One** y dirígete al módulo **Configuración** en el menú principal.



2. Dentro de **Configuración**, selecciona el menú Impresiones de OTs para acceder al submódulo que permite crear y editar los formatos de impresión.

The screenshot displays the 'Settings' page of a web application. The top navigation bar includes a 'Settings' menu, a notification bell with a '2' badge, a '+ AI' button, and a user profile 'JC'. A 'Save' button is located in the top right corner of the main content area.

The left sidebar contains a list of settings categories: General, User Accounts, Business Calendar, Modules, Financial, Auxiliary Catalogs, Document Management, Transactions Log, Security, API Connections, Guest Portal, Account, and **Work Order Prints** (highlighted with a red box).

The main content area is titled 'FRACTAL' and contains the following configuration fields:

- Code:** RF
- Name:** Activación Fractal
- Email:** (empty)
- Currency:** Chilean Peso (dropdown menu)
- Thousands separator:** (.) The character used is a p
- Address:** (empty)
- City:** Medellín
- State:** Antioquia
- Country:** Colombia
- Zip code:** (empty)
- Time zones UTC:** America/Bogota (dropdown menu)
- Latitude:** 18,220833
- Longitude:** -66,59015

A map is embedded in the configuration, showing a location marked 'Sunglass Hut' in Medellín, Colombia. The map includes a search bar, a person icon, zoom controls, and map style options (Mapa, Satélite). The Google logo and copyright information are visible at the bottom of the map.

Settings

Activación Fractal - Español - 477

Print format: Formato RT

Save Edit

General
User Accounts
Business Calendar
Modules
Financial
Auxiliary Catalogs
Document Management
Transactions Log
Security
API Connections
Guest Portal
Account
Work Order Prints

Date: 2024-01-14
Rating: 2
KEY-DEMO
REV-001

request
or D

Group 2: Group 2
Task

Planned Tasks
Description: Check and clean filters
Group 1: Maintenance
Actual Schedule Date: 2024-01-19
Group 2: Preventive
Priority: Very High
Completion Date and Time: 2024-01-19 19:00
Trigger: Date Every 3 Week(s)
Actual Duration: 00:08:00

2 AI JC



Customize your print formats

You can now design your own WO formats!

Create, organize, and quickly adjust the information you want to display in your reports. You'll be able to create all the formats you need in just a few steps.

Do not show again

[Understood](#) [Create my custom format](#)

Crear un formato personalizado

1. Una vez dentro del submódulo Impresiones de OTs, haz clic en icono (+) para crear Formato Personalizado.

The screenshot shows a user interface for creating a custom print format. On the left is a sidebar with navigation items: Information, General, User Accounts, Business Calendar, Modules, Financial, Auxiliary Catalogs, Document Management, Transactions Log, Security, API Connections, Guest Portal, and Account. The main area displays a preview of a print format for a work order. The printout includes a logo for 'FRACTAL', company details for 'Demo Company', and various fields like 'GENERATED BY', 'ESTIMATED DURATION', 'WORK ORDER PARENT', 'RESPONSIBLE', and 'NOTES'. Below this is an 'ASSETS' section with a table of field names and values. A red box highlights a '+' icon in the bottom right corner of the printout area, indicating where to click to create a new format.

Settings

Print format: Format 1

Information: You have pending changes to save!

Save

Edit

FRACTAL

Demo Company

Nº: WO-DEMO-8084

Date: 2024-01-14

Rating: 2

00123

KEY-DEMO

Work Order

REV-001

GENERATED BY: Demo User

RESPONSIBLE: Technician C

ESTIMATED DURATION: 00:05:00

NOTES: This is a demo work order for printing purposes.

WORK ORDER PARENT: WO-12340

ASSETS

DESCRIPTION: Air Conditioner Model X

IS PART OF: Parent Asset

GROUP 1: Group 1

TYPE: Main Group

GROUP 2: Group 2

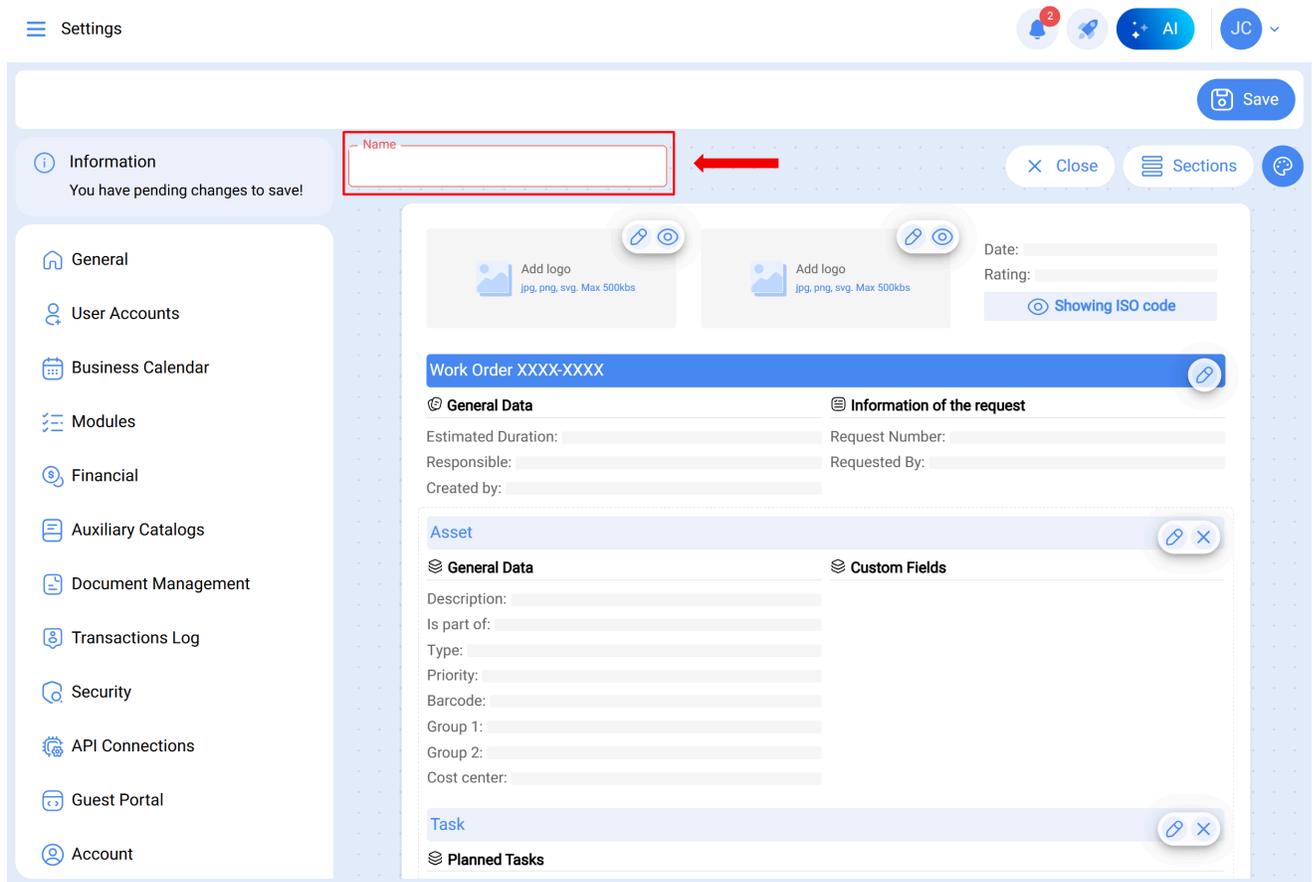
PRIORITY: High

COST CENTER: HVAC Department

BARCODE: 1234567890123

Field Name	Value
Text field	Text value
Date field	2025-07-11
Currency field	\$ USD 150.00
Decimal number field	75.5
Number field	125
List field	Option 1
Interval field	31 %
Yes/No field	<input checked="" type="checkbox"/>
	Multiline

2. Aparecerá una ventana donde podrás asignar un nombre al nuevo formato de impresión. Este nombre será utilizado para identificar el formato dentro del sistema.



Selección de plantilla

Tras asignar el nombre, se presentará una versión predeterminada del documento con una plantilla básica que incluye todos los campos estándar.

The screenshot shows a software interface for creating a Work Order (OT) document template. The interface is divided into a sidebar on the left and a main content area. The sidebar contains navigation options: General, User Accounts, Business Calendar, Modules, Financial, Auxiliary Catalogs, Document Management, Transactions Log, Security, API Connections, Guest Portal, Account, and Work Order Prints. The main content area displays a form titled "WO PRINT" with a "Name" field containing "WO PRINT". Below the name field are two "Add logo" buttons, each with a "jpg, png, svg, Max 500kbs" label. To the right of the logo buttons are fields for "Date:" and "Rating:", and a "Showing ISO code" button. Below these fields is a blue header "Work Order XXXX-XXXX" with a "Close" button. The form is divided into two columns: "General Data" and "Information of the request". The "General Data" column contains fields for "Estimated Duration:", "Responsible:", and "Created by:". The "Information of the request" column contains fields for "Request Number:" and "Requested By:". Below these columns is an "Asset" section with a "Close" button, containing "General Data" and "Custom Fields" sub-sections. The "General Data" sub-section contains fields for "Description:", "Is part of:", "Type:", "Priority:", "Barcode:", "Group 1:", "Group 2:", and "Cost center:". The "Custom Fields" sub-section is currently empty. Below the "Asset" section is a "Task" section with a "Close" button, containing a "Planned Tasks" sub-section.

A partir de esta plantilla, podrás comenzar a personalizar los diferentes elementos que compondrán el documento de la OT.

Personalización de los campos

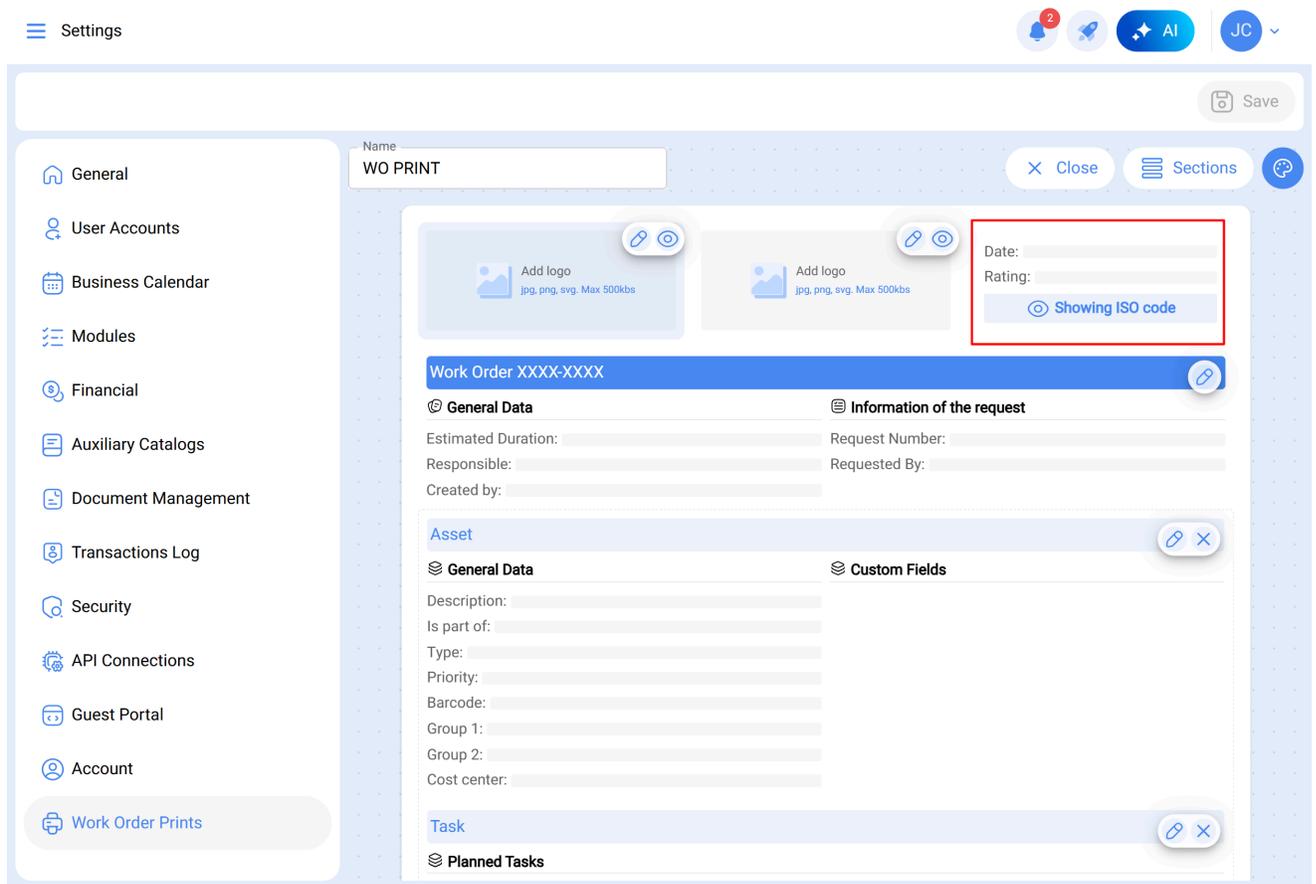
Una de las opciones de personalización más destacadas es la agregación del **logotipo** de tu empresa en la parte superior del documento. El sistema permite mover el logotipo, brindando flexibilidad para adaptarlo a la estética y diseño corporativo.

1. **Logotipo:** Puedes agregar hasta dos logotipos en la parte superior del documento. El sistema te permitirá mover el logotipo a la ubicación que desees, adaptándolo al diseño de tu empresa.

The screenshot shows a software interface for 'WO PRINT'. On the left is a sidebar with menu items: General, User Accounts, Business Calendar, Modules, Financial, Auxiliary Catalogs, Document Management, Transactions Log, Security, API Connections, Guest Portal, Account, and Work Order Prints. The main area has a header with 'Name WO PRINT', 'Close', 'Sections', and 'Save' buttons. Below the header are two 'Add logo' buttons, each with a red box around it and a visibility icon. To the right of these buttons are 'Date:' and 'Rating:' fields, and a 'Showing ISO code' button. The main content area is divided into sections: 'Work Order XXXX-XXXX', 'General Data' (with fields for Estimated Duration, Responsible, and Created by), 'Information of the request' (with fields for Request Number and Requested By), 'Asset' (with fields for Description, Is part of, Type, Priority, Barcode, Group 1, Group 2, and Cost center), and 'Task' (with a 'Planned Tasks' section).

Si en algún momento deseas **remove** la imagen, también podrás hacerlo fácilmente. Además, el logotipo puede ser ocultado, si lo prefieres, haciendo clic en el ícono de visibilidad.

2. **Código ISO:** Dependiendo de las necesidades normativas o internas, el código ISO puede ser activado para su visualización.



3. Campos personalizados: Se podrán definir los campos que aparecerán en el documento, tales como:

The screenshot displays a software interface for creating a work order. The main form is titled "WO PRINT" and is divided into several sections:

- General Data:** Includes fields for Estimated Duration, Responsible, and Created by.
- Information of the request:** Includes fields for Request Number and Requested By.
- Asset:** Includes fields for Description, Is part of, Type, Priority, Barcode, Group 1, Group 2, and Cost center.
- Custom Fields:** A section for defining custom fields.
- Task:** Includes fields for Description, Group 1, Group 2, Actual Schedule Date, Task type, and Start Date and Time.
- Planned Tasks:** Includes fields for Description, Group 1, and Group 2.
- Signatures:** Includes fields for Accepted By, Performed By, and Validated By.

- **Datos generales:** Información básica de la OT como número, fecha y prioridad.
- **Información de la solicitud:** Detalles de la solicitud de trabajo, incluyendo descripción y responsable.
- **Detalles de la tarea:** Incluye subtareas, recursos asignados, y fechas de ejecución.
- **Adjuntos:** Podrás añadir los adjuntos correspondientes a la tarea o la solicitud de trabajo, y estos se mostrarán en el formato de impresión.
- **Firmas:** Se pueden incluir campos para firmas electrónicas o físicas, dependiendo de los requerimientos del proceso.

Organización de las secciones

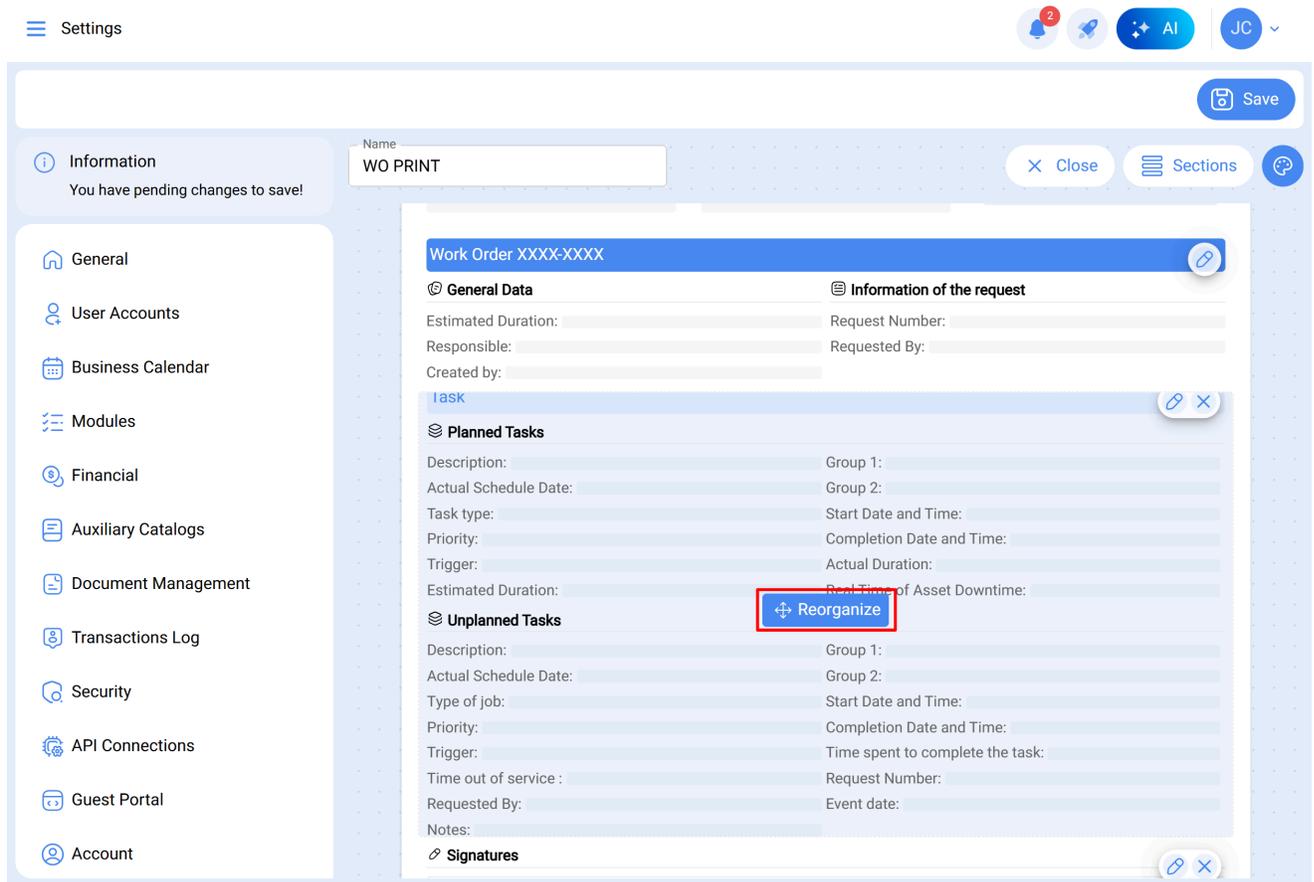
1. Las secciones dentro del documento son totalmente personalizables. Puedes reorganizar las secciones de datos generales, información de solicitud y detalles de la tarea según las necesidades de tu empresa.

The image shows a software interface with a settings menu on the left and a main content area. A 'Print Options' dialog is open on the right, highlighted with a red border. The dialog contains two items:

- General Data (with a drag handle, an edit icon, and a toggle switch)
- Custom Fields (with a drag handle and a toggle switch)

The background interface shows a settings menu with options like Information, General, User Accounts, Business Calendar, Modules, Financial, Auxiliary Catalogs, Document Management, Transactions Log, Security, API Connections, Guest Portal, and Account. The main content area displays a 'Work Order XXXX-XXXX' with sections for 'General Data', 'Asset', 'Task', and 'Planned Tasks'.

2. Las secciones también pueden ser agrupadas en bloques, y la orden de presentación puede ser personalizada, exceptuando la sección de **Orden de Trabajo**, que permanece en una ubicación predeterminada.



Personalización de colores

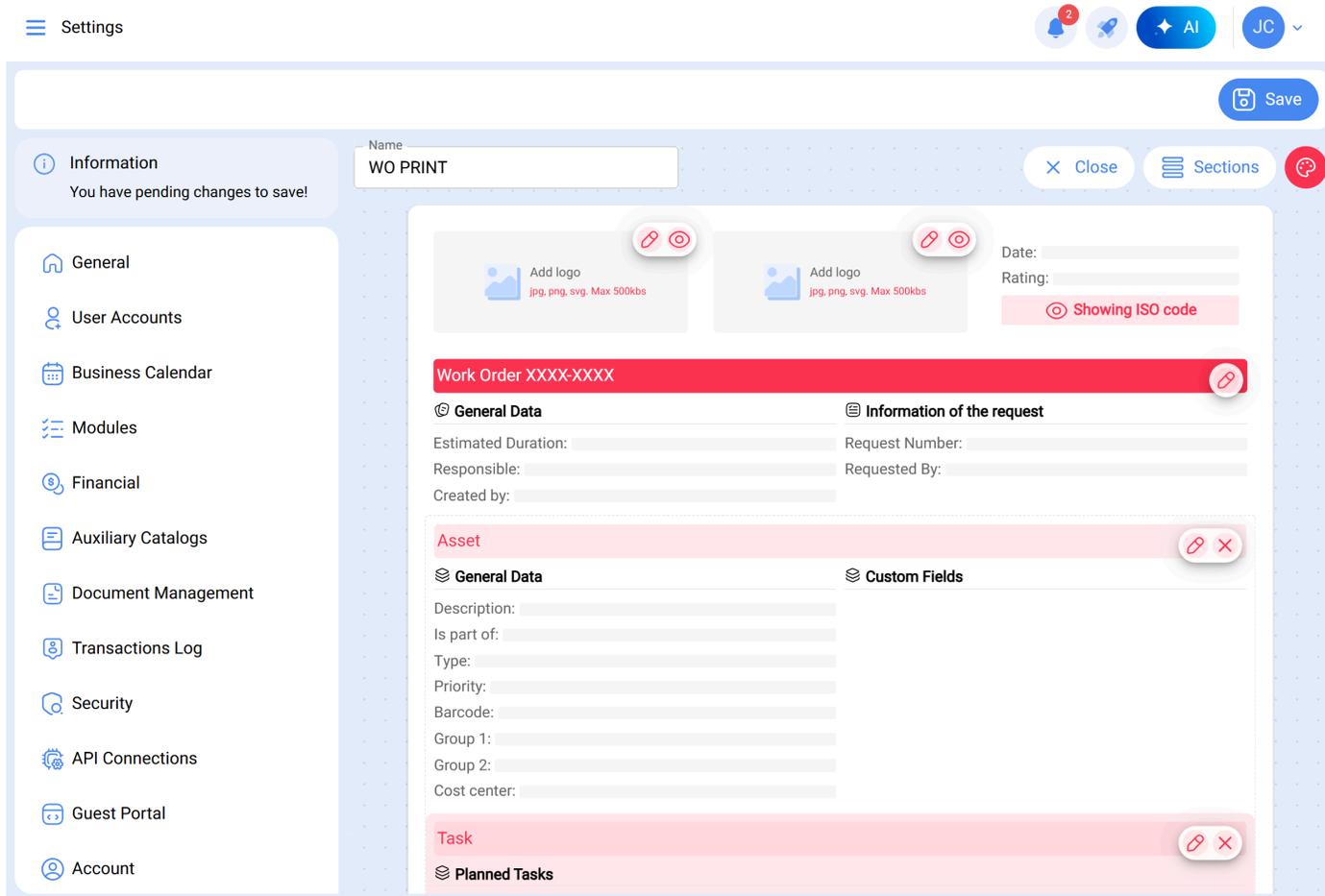
Cada sección puede ser destacada mediante el uso de **colores personalizados**.

The screenshot shows a software interface for creating a document titled "WO PRINT". The interface is divided into several sections:

- Information:** A notification at the top left states "You have pending changes to save!".
- General Data:** Fields for "Estimated Duration:", "Responsible:", and "Created by:".
- Information of the request:** Fields for "Request Number:" and "Requested By:".
- Asset:** A section with a sub-section for "General Data" containing fields for "Description:", "Is part of:", "Type:", "Priority:", "Barcode:", "Group 1:", "Group 2:", and "Cost center:". There is also a "Custom Fields" section.
- Task:** A section with a sub-section for "Planned Tasks" containing fields for "Description:", "Actual Schedule Date:", "Task type:", "Group 1:", "Group 2:", and "Start Date and Time:".
- Signatures:** A section with three signature boxes labeled "Accepted By", "Performed By", and "Validated By".

A color selection palette is located on the right side of the main area, highlighted with a red box. It contains 12 colored circles: blue, red, purple, black, pink, brown, dark blue, green, orange, yellow, light blue, and cyan.

Puedes elegir colores, haciendo que el documento sea visualmente más organizado y acorde con la identidad de tu empresa.



Gestión de Firmas

El formato de impresión permite además la incorporación de hasta 6 firmas. Para cada firma, el usuario puede:

- Agregar o eliminar bloques de firma.
- Definir la descripción o etiqueta asociada a la firma (por ejemplo: Técnico Responsable, Supervisor, Cliente, etc.).
- Ordenar la posición de las firmas dentro del formato. Las firmas configuradas se mostrarán en la vista previa conforme a la estructura definida, permitiendo validar su correcta disposición antes de guardar el formato.

Finalización y generación del formato

Una vez que hayas realizado todas las personalizaciones, haz clic en **Guardar** para guardar el formato.



Information
You have pending changes to save!

Name
WO PRINT

Close Sections

General
User Accounts
Business Calendar
Modules
Financial
Auxiliary Catalogs
Document Management
Transactions Log
Security
API Connections
Guest Portal
Account

Add logo
jpg, png, svg, Max 500kbs

Add logo
jpg, png, svg, Max 500kbs

Date: _____
Rating: _____
Showing ISO code

Work Order XXXX-XXXX

General Data Information of the request

Estimated Duration: _____ Request Number: _____
Responsible: _____ Requested By: _____
Created by: _____

Asset

General Data Custom Fields

Description: _____
Is part of: _____
Type: _____
Priority: _____
Barcode: _____
Group 1: _____
Group 2: _____
Cost center: _____

Task

Planned Tasks

El sistema procesará el formato y estará listo para su uso.

AI Save

- ← Send To WO's in Process
- ✓ Send to Done WOs
- ✍ Signature
- 📄 Work Order History
- 📄 Open PDF**
- 🔗 Share WO

Jonas Campos ▾

📅 2025-12-12 ⌚ 00:10

🕒 00:00

Note

Work Management

Total: 1

High pressure air compressor 2 { HPAI2-25 }

// FRACCTAL BRASIL/ Jonas C/ High-Pressure Air Compressor/

Asset review

Priority: = Medium
Task type: CORRECTIVO
Group 1:
Group 2:
Work Request Num...
Actual Schedule Dat... 2025-12-12
Estimated Duration: 00:10:00

RESOURCES 0 | ATTACHMENTS 0

🟢 COMPLETED



Date: 2025-12-12

Rating: 5

ISO 5500

4

Work Order OT98-MTTO

📄 General Data

Estimated Duration: 00:10:00
Responsible: Jonas Campos
Created by: Jonas Campos

📄 Information of the request

Request Number: ---
Requested By: Jonas Campos

Asset

📄 General Data

Description: High pressure air compressor 2 { HPAI2-25 }
Is part of: // FRACTTAL BRASIL/ Jonas C/ High-Pressure Air Compressor/
Type:
Priority:
Barcode:
Group 1:
Group 2:
Cost center:

Task

📄 Unplanned Tasks

Description: Asset review	Trigger: Non Scheduled Tasks
Group 1: ---	Time spent to complete the task: 00:00:07
Actual Schedule Date: 2025-12-12	Time out of service : ---
Group 2: ---	Request Number: ---
Type of job: CORRECTIVO	Requested By: Jonas Campos
Start Date and Time: 2025-12-12 09:06	Event date: 2025-12-12 09:03

Notas:

- Los formatos predefinidos no pueden ser editados.
- Los cambios realizados afectan únicamente la presentación visual del documento.
- El acceso y las acciones disponibles para el usuario administrador.