

Como visualizar num calendário todas as tarefas programadas em teams?

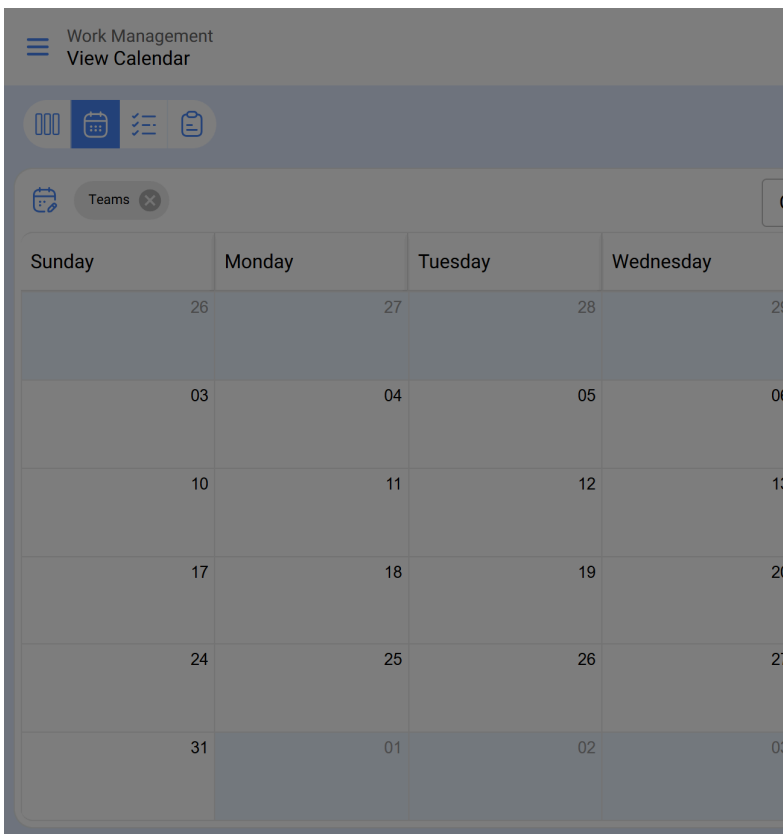
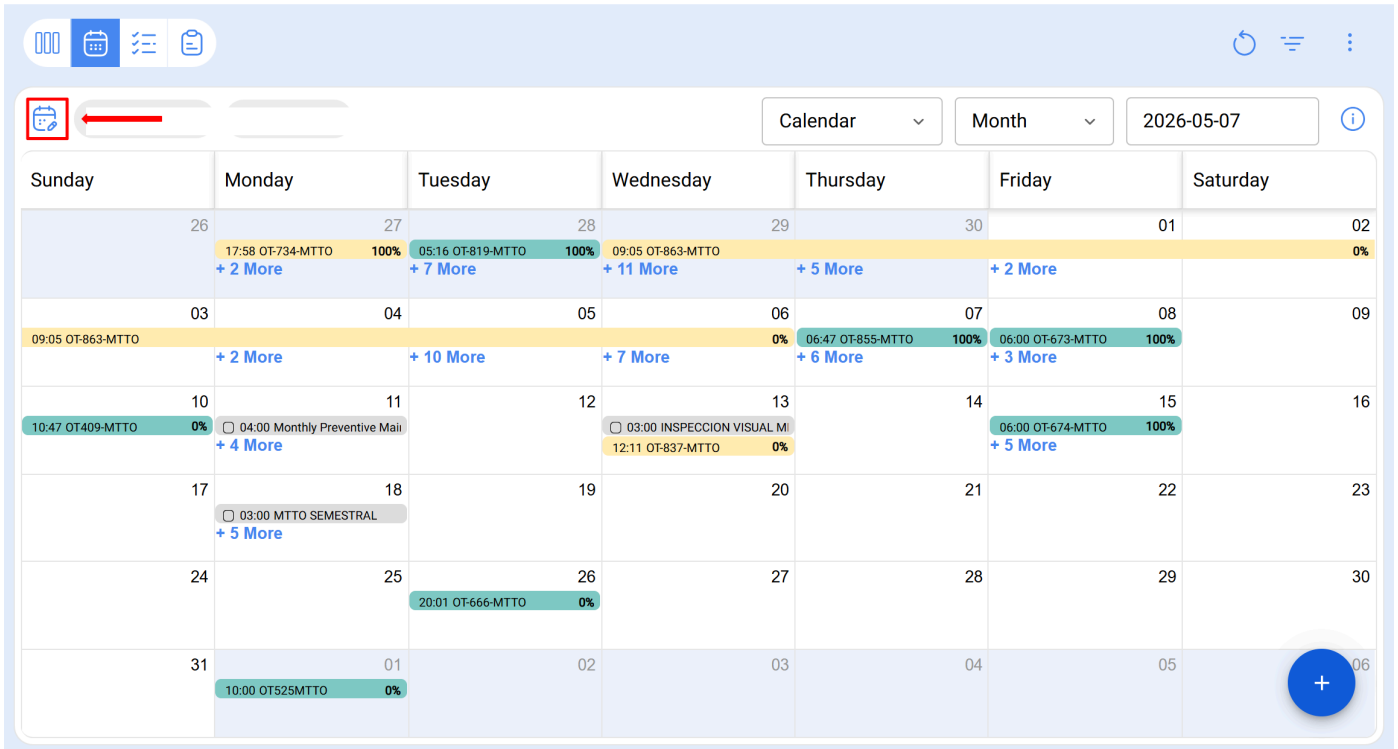
help.fracttal.com/hc/pt-pt/articles/25190703974925-Como-visualizar-num-calendário-todas-as-tarefas-programadas-em-teams

É possível visualizar de forma global um calendário que inclua todas as atividades relacionadas com a gestão de equipas. Para tal, é apenas necessário aceder à vista de calendários das Ordens de Serviço.

The screenshot displays the 'Work Management' interface in 'View Kanban' mode. At the top left, there are navigation icons, including a calendar icon highlighted with a red box. The main area is divided into three columns:

- Pending Tasks (128):** Contains two task cards. The first card is for 'Asset: { MON1 } MONTACARGAS' with the task 'MANTENIMIENTO SEMESTRAL' scheduled for 02:00 on 2026-11-09, repeating 'EVERY 6 MONTHS'. The second card is for the same asset with the task 'INSPECCIÓN DIARIA' scheduled for 00:10 on 2026-05-08.
- WOs in Process (130):** Contains two work order cards. The first is 'OT-864-MTTO' created by Diego Perez, for 'Asset: { PTQ-REF-ERC1 } ERCA 1', with the task 'Falla ventilador de motor' scheduled for 00:10 on 2026-05-07, assigned to '2007_VIEJO MARTINEZ, JESUS'. The second is 'OT-863-MTTO' created by Diego Perez, for 'Asset: ACTIVO UBICACION PRUEBA IA { 01-AC-UBIA }', with the task 'Plan de mantenimiento preventivo - prueba IA' scheduled for 168:00 on 2026-04-29.
- WOs in Review:** Contains two work order cards. The first is 'OT-859-MTTO' created by Diego Vergara, for 'Asset: FRACTAL CHILE { FTTL.CHI }', with the task 'REPARACION EJEMPLO ECORA' scheduled for 00:10 on 2026-05-07, assigned to 'CHI-MECANICO 1'. The second is 'OT-858-MTTO' created by Diego Vergara, for 'Asset: { EQ-D-H-010 } DETECTOR DE HUMO 10', with the task 'MTTO SEMESTRAL' scheduled for 02:00 on 2026-05-18.

De seguida, deve seleccionar as opções de calendário e ativar a visualização dos horários de teams.



← Calendar options

Select the types of tasks and schedules to see on the calendar

- Pending Tasks
- Work Orders
- Work orders by assets
- Work orders by responsible
- Teams**

Estimated Task Schedule

- Preventivos Programados
2025-12-31 - 2026-12-31
By date trigger
- PROGRAMACION 1ER SEMESTRE 2026
2026-01-01 - 2026-07-01
By date trigger

Uma vez selecionada esta opção, poderá visualizar todas as atividades que foram programadas através do Teams.

📅 Teams x

Calendar Month 2026-05-07 ⓘ

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	01	02
				OT486-MTTO Guillermo Trejos OT834-MTTO ALEJANDRO RAUL		
03	04	05	06	07	08	09
				OT859-MTTO ALEJANDRO CARF + 3 More		
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	01	02	03	04	05	06

+ (button)

Nota: Caso seja necessário, é possível personalizar ainda mais a aparência do calendário através dos filtros disponíveis na plataforma.