

Como visualizar em um calendário todas as tarefas programadas no teams?

help.fracttal.com/hc/pt-br/articles/25190703974925-Como-visualizar-em-um-calendário-todas-as-tarefas-programadas-no-teams

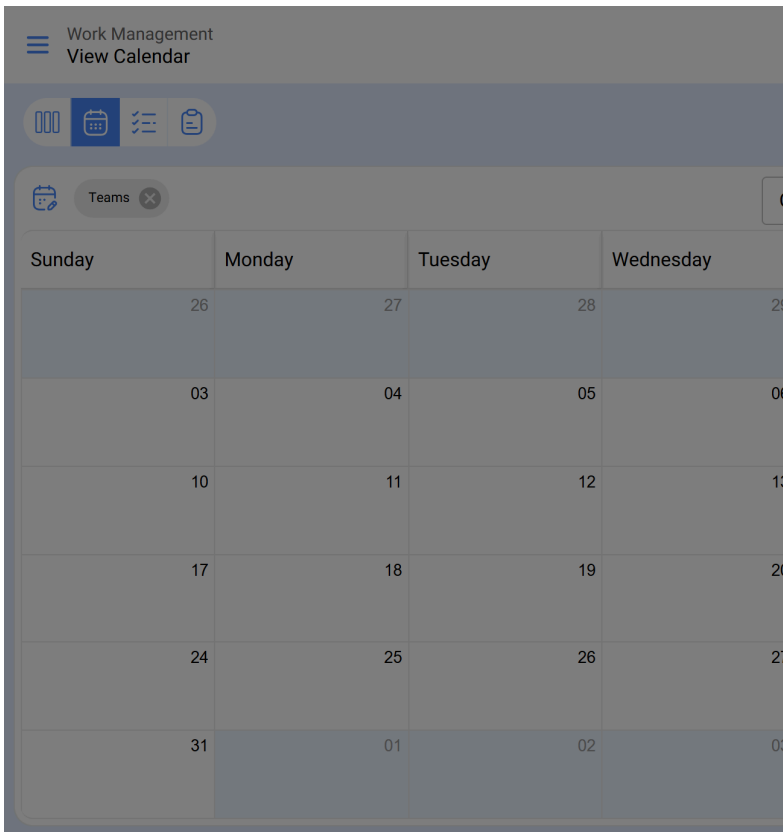
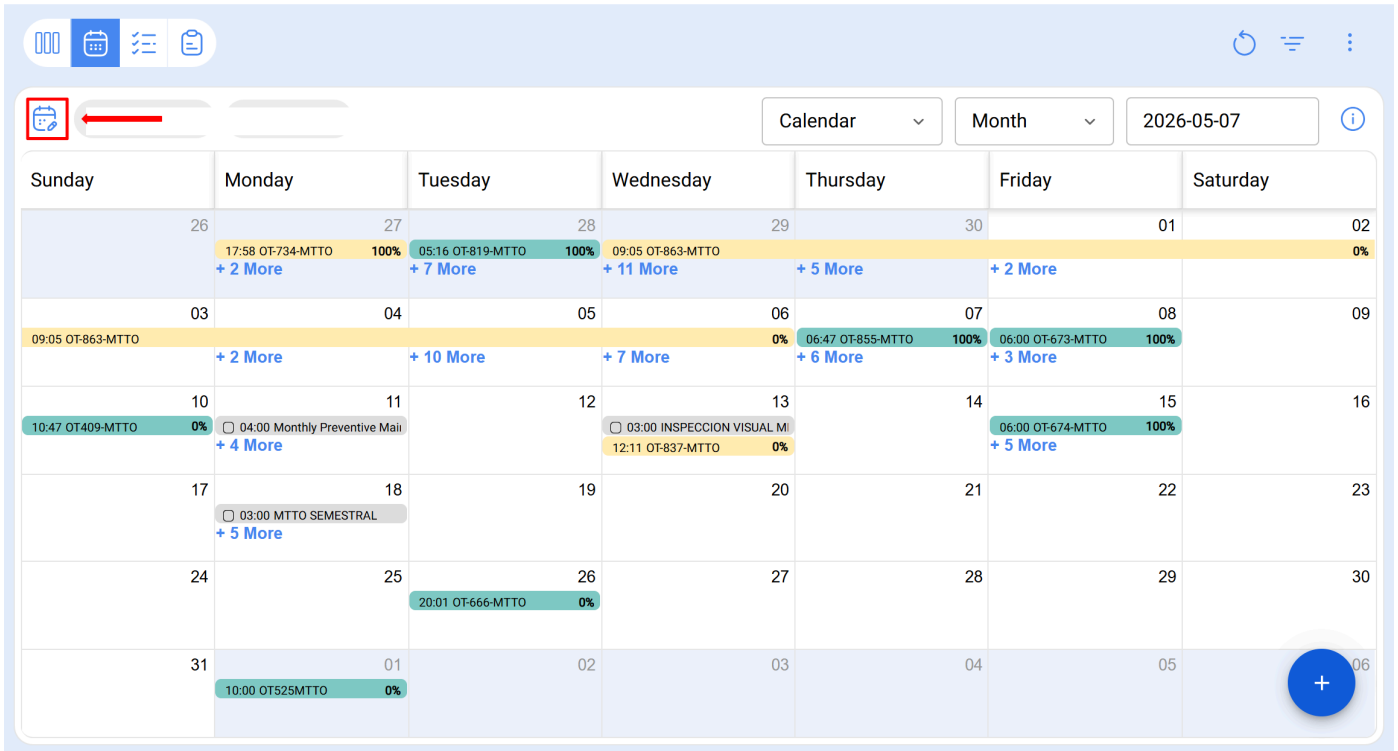
É possível visualizar de forma global um calendário que inclua todas as atividades relacionadas à gestão de equipes. Para isso, é necessário apenas acessar a visualização de calendários das Ordens de Serviço (OS).

The screenshot displays the 'Work Management' interface in 'View Kanban' mode. The top navigation bar includes a hamburger menu, the text 'Work Management View Kanban', and several icons: a bell, a rocket, a mail icon, a blue 'AI' button, and a user profile icon. Below the navigation bar, the main workspace 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' (due 2026-11-09, 02:00). The second card is for 'Asset: { MON1 } MONTACARGAS' with the task 'INSPECCIÓN DIARIA' (due 2026-05-08, 00:10). A blue button labeled 'EVERY 6 MONTHS' is visible below the first card.
- 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 task 'Falla ventilador de motor' (due 2026-05-07, 00:10). The second is 'OT-863-MTTO' (Created by Diego Perez) for 'Asset: ACTIVO UBICACION PRUEBA IA { 01-AC-UBIA }' with task 'Plan de mantenimiento preventivo - prueba IA' (due 2026-04-29, 168:00).
- 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 task 'REPARACION EJEMPLO ECORA' (due 2026-05-07, 00:10). The second is 'OT-858-MTTO' (Created by Diego Vergara) for 'Asset: { EQ-D-H-010 } DETECTOR DE HUMO 10' with task 'MTTO SEMESTRAL' (due 2026-05-18, 02:00).

A red box highlights the calendar icon in the top navigation bar. A blue plus sign is visible in the bottom right corner of the 'WOs in Review' column.

Em seguida, deve-se selecionar as opções de calendário e habilitar a visualização dos horários do 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 essa 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

+

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

Artigos visualizados recentemente
