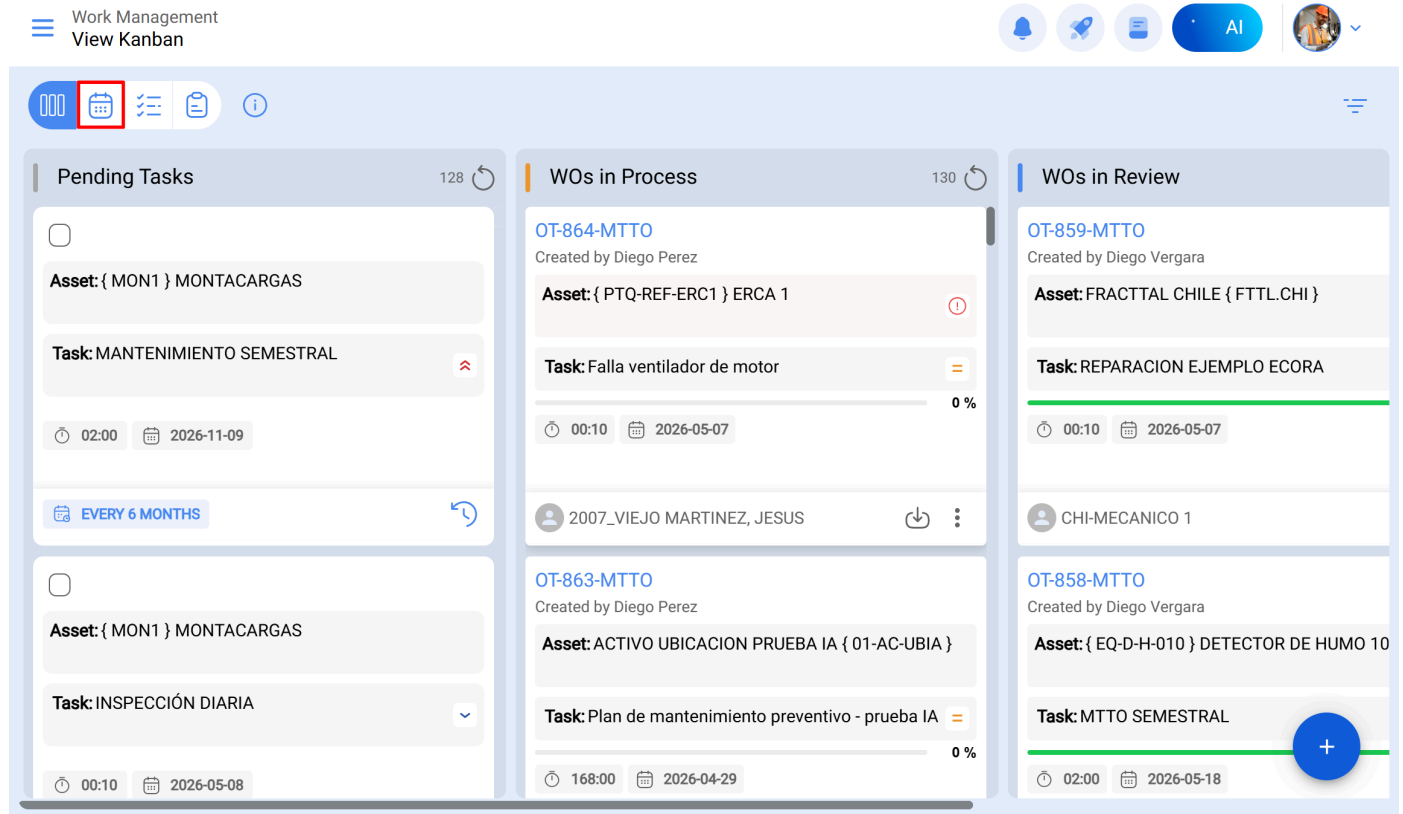


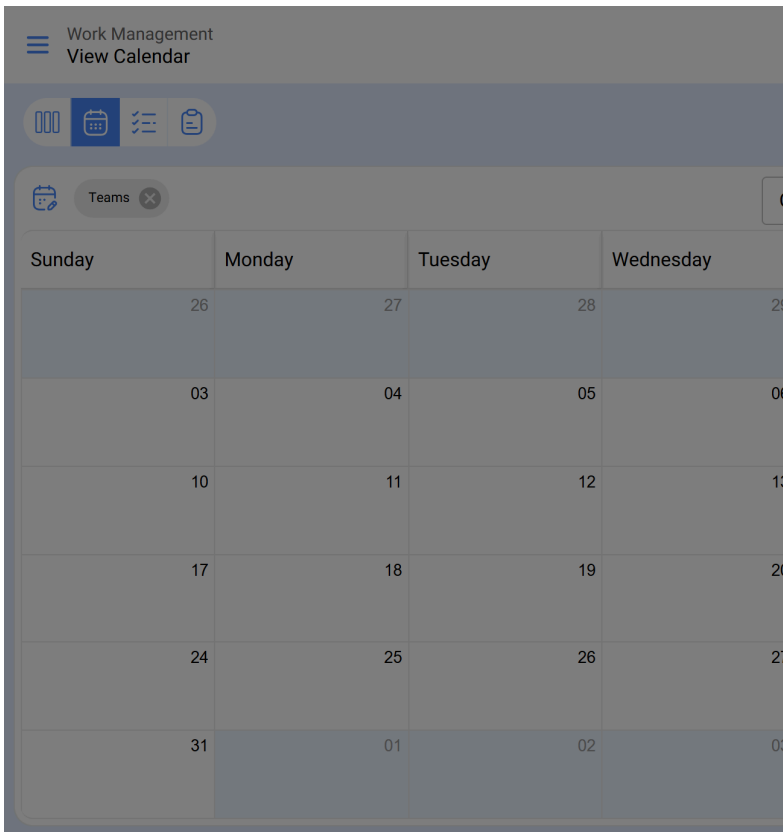
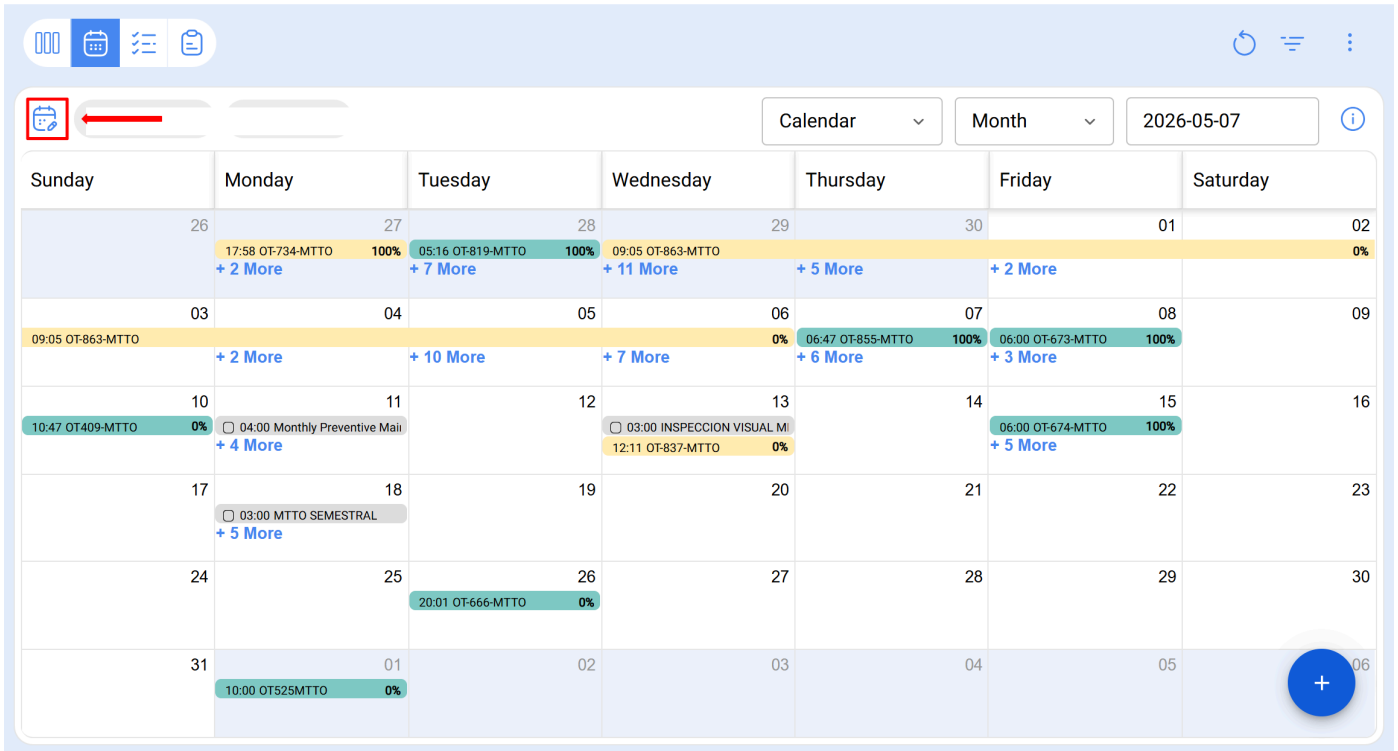
How to view all scheduled tasks in teams on a calendar?

help.fracttal.com/hc/en-us/articles/25190703974925-How-to-view-all-scheduled-tasks-in-teams-on-a-calendar

It is possible to view a global calendar that includes all activities related to team management. To do this, you only need to access the calendar view of the Work Orders (WO).



Then, you must select the calendar options and enable the display of teams' schedules.



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

Once this option is selected, you will be able to see all the activities that have been scheduled through 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 OT-834-MTTO ALEJANDRO RAUL		
03	04	05	06	07	08	09
				OT-859-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

+

Note: If necessary, it is possible to further customize the appearance of the calendar using the filters available on the platform.