

# What does the Work Orders module contain?

[help.fractal.com/hc/en-us/articles/25019373589261-What-does-the-Work-Orders-module-contain](https://help.fractal.com/hc/en-us/articles/25019373589261-What-does-the-Work-Orders-module-contain)

The Work Orders module centralizes the management of planned and unplanned maintenance activities through the issuance, tracking, and control of work orders. Upon entering the module, you will find four main tabs:

The screenshot shows the Work Orders module interface. At the top, there is a navigation bar with 'Work Management' and 'View Kanban'. Below this, there are four numbered tabs: 1 (Kanban), 2 (Calendar View), 3 (Pending Tasks View), and 4 (Work Orders View). The main content area is divided into three columns: 'Pending Tasks' (177 items), 'WOs in Process' (2762 items), and 'WOs in Review' (219 items). Each column contains several work order cards. Each card displays the asset name, task description, duration, and status. For example, in the 'WOs in Process' column, there is a card for 'WO-1017INAC' with the task 'SOLICITUD PASA A OT' and a 0% completion status. In the 'WOs in Review' column, there is a card for 'WO-1008INAC' with the task 'Fuga de agua en Baño de Caballeros - cambi...' and a 100% completion status.

1. **Kanban:** Workflow visualization that shows the stages a task goes through during its management in a work order.
2. **Calendar View:** Calendar format representation of registered tasks, with their statuses and associated durations.
3. **Pending Tasks View:** Detailed table with information on pending tasks and their corresponding times.
4. **Work Orders View:** Detailed table with information on active work orders and their corresponding times.

# Kanban View

Here you will find the different statuses a task can have, as listed below:

The screenshot displays a Kanban board interface for Work Management. The board is divided into four columns, each representing a different task status:

- Pending Tasks (177):** Contains three task cards. Each card shows an asset (e.g., 'Cuarto de Caldera # 1'), a task (e.g., 'Mantenimiento de instalación sanitaria'), a due date (2025-07-02), and a frequency of 'EVERY 6 MONTHS'.
- WOs in Process (2762):** Contains three task cards. Each card shows a work order ID (e.g., WO-1017INAC), an asset (e.g., 'CLERIS { SAT-M-TRAC.A-002 }'), a task (e.g., 'SOLICITUD PASA A OT'), a due date (2025-04-07), and a progress bar at 0%.
- WOs in Review (219):** Contains three task cards. Each card shows a work order ID (e.g., WO-1008INAC), an asset (e.g., 'Baño de Caballeros de Albercas'), a task (e.g., 'Fuga de agua en Baño de Caballeros - cambi...'), a due date (2025-04-04), and a progress bar at 100%.
- Closed WOs:** Contains three task cards. Each card shows a work order ID (e.g., WO-1015INAC), an asset (e.g., '{ BANDA-2 } BANDA'), a task (e.g., 'Falla'), a due date (2025-04-07), and a progress bar at 100%.

**Pending Tasks:** The prior status of a task before being executed as a work order.

The screenshot shows a Kanban board with four columns:

- Pending Tasks (177):** Contains three cards for maintenance tasks on boiler assets. The first card is highlighted with a red border. Each card shows the asset name, task description, a timer (01:00), a date (2025-07-02), and a frequency of 'EVERY 6 MONTHS'.
- WOs in Process (2762):** Contains three cards for work orders. Each card shows the work order ID, creator, asset name, task, a progress bar (0%), a timer (00:10), and a date (2025-04-07). Assignees include Adrian and JIMMY.
- WOs in Review (219):** Contains three cards. The first card shows a 100% progress bar and a timer of 02:00. The second card shows a 100% progress bar and a timer of 00:10. The third card shows a 0% progress bar and a timer of 00:30.
- Closed WOs:** Contains three cards for completed work orders, showing asset names, tasks, and dates.

**In Progress:** Initial stage of a work order that has already been assigned to a technician and is currently being executed.

The image shows a Kanban board with four columns representing different stages of work order (WO) management:

- Pending Tasks (177):** Contains three cards for maintenance tasks like 'Mantenimiento de instalación sanitaria', 'Mantenimiento de impermeabilización', and 'Mantenimiento Iluminación'. Each card includes asset details and a 'EVERY 6 MONTHS' recurrence.
- WOs in Process (2762):** Contains three cards for work orders in progress, such as 'WO-1017INAC', 'WO-1016INAC', and 'WO-1014INAC'. Each card shows the creator, asset, task, and progress bar (0%).
- WOs in Review (219):** Contains three cards for work orders under review, such as 'WO-1008INAC', 'OT-76-GR', and 'OT-68-GR'. Each card shows the creator, asset, task, and progress bar (100%).
- Closed WOs:** Contains three cards for completed work orders, such as 'WO-1015INAC', 'WO-1012INAC', and 'WO-1007INAC'. Each card shows the creator, asset, task, and completion date.

**Under Review:** Stage in which the work order has been executed and is under review before being finalized.

The screenshot displays a Kanban board with four columns: Pending Tasks (177 items), WOs in Process (2762 items), WOs in Review (219 items), and Closed WOs. The 'WOs in Review' column is highlighted with a red border. Each card in the board shows details for a specific work order, including its ID, creator, asset name, task name, progress bar, due date, and assigned person.

Column	Item ID	Creator	Asset	Task	Progress	Due Date	Assignee
Pending Tasks	WO-1017INAC	JOSÉ FERNANDO CRUZ MOSQUEDA	CLERIS { SAT-M-TRAC.A-002 } ffoopp VV9101050MB286048	SOLICITUD PASA A OT	0%	2025-04-07	Adrian
Pending Tasks	WO-1016INAC	Alexander Fuentes	Obra 01 { OBRA-01 }	Preventivo mensual-Obra 01	0%	2025-04-01	JIMMY
Pending Tasks	WO-1014INAC	JOSÉ FERNANDO CRUZ MOSQUEDA	Norton { Motor-0002 } Motor 3421423	ESTO ES UN EJEMPLO DE PLANIFICADOR ...	0%	2025-04-07	
WOs in Review	WO-1008INAC	JOSÉ FERNANDO CRUZ MOSQUEDA	Baño de Caballeros de Albercas { Baño de Caballeros de Albercas }	Fuga de agua en Baño de Caballeros - cambi...	100%	2025-04-04	EMILIO BOSQUES
WOs in Review	OT-76-GR	Alexander Fuentes	{ SAI-01 } SAI 01	Correctivo por alta temperatura	100%	2025-04-03	Adrian
WOs in Review	OT-68-GR	DIEGO VERGARA	{ EQ.ECV-00 } GENERADOR	INSPECCION SEMANAL	0%	2025-03-26	
Closed WOs	WO-1015INAC	Ramon Toro	{ BANDA-2 } BANI	Falla		2025-04-07	Abelardo Perez
Closed WOs	WO-1012INAC	Imène Chakroun				2025-04-01	Adrian
Closed WOs	WO-1007INAC	EMILIO BOSQUES	Cuarto de Caldera	Mantenimiento cua		2025-04-04	

**Closed WOs:** Final stage where the work order is considered concluded. This process is irreversible, as once completed, the system generates the next scheduling for that task and calculates the associated management indicators.

Work Management  
View Kanban

The screenshot displays a Kanban board with four columns:

- Pending Tasks (177):** Contains four task cards for maintenance of boiler #1, including tasks like 'Mantenimiento de instalación sanitaria' and 'Mantenimiento impermeabilización'.
- WOs in Process (2762):** Contains four work order cards with tasks such as 'SOLICITUD PASA A OT', 'Preventivo mensual-Obra 01', and 'Preventivo mensual-Obra 02'.
- WOs in Review (219):** Contains four work order cards with tasks like 'Fuga de agua en Baño de Caballeros', 'Correctivo por alta temperatura', 'INSPECCION SEMANAL', and 'Mantenimiento preventivo'.
- Closed WOs (2453):** This column is highlighted with a red border and contains four closed work order cards, including 'Falla', 'Mantenimiento cuarto de máquinas', and 'MANTENIMIENTO BIMESTRAL'.

**Information:** By clicking this icon, you will have access to a visual representation of the priorities and various active statuses present in this interface. This information is presented intuitively through symbols and colors, allowing you to quickly understand the importance and status.

The Kanban board is divided into four columns:

- Pending Tasks (177):** Contains three cards for maintenance tasks like 'Mantenimiento de instalación sanitaria', 'Mantenimiento de impermeabilización', and 'Mantenimiento Iluminación'.
- WOs in Process (2762):** Contains three cards for work orders in progress, such as 'WO-1017INAC' (SOLICITUD PASA A OT) and 'WO-1016INAC' (Preventivo mensual-Obra 01).
- WOs in Review (219):** Contains three cards for work orders under review, including 'WO-1008INAC' (Fuga de agua en Baño de Caballeros) and 'OT-76-GR' (Correctivo por alta temperatura).
- Closed WOs:** Contains three cards for completed work orders, such as 'WO-1015INAC' (Falla) and 'WO-1012INAC' (Multiple assets).

The background shows the same Kanban board as above, but it is dimmed. A settings panel is overlaid on the right side.

← Priorities and Assets status

**Task priority**

- 🔥 Very high priority
- 🔥 High priority
- 🟡 Medium priority
- 🔵 Low priority
- 🔵 Very low priority

**Assets status**

- 🟢 Asset in service
- 🔴 Asset out of service

# Calendar View

Displays the registered tasks with their statuses and durations, organized according to the selected calendar option (day, week, or month). From this view, it is also possible to reschedule tasks and manage work orders directly.

Work Management  
View Calendar

Calendar | Month | 2025-04-08

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	01	02	03	04	05
	12:00 OT-37-GR 100%	03:00 OT-65-GR 0%	08:19 OT-73-GR 0%	10:39 OT-76-GR 100%	18:42 WO-1006INAC 0%	
	12:00 OT-52-GR 0%	03:00 OT-66-GR 100%	12:35 OT-74-GR 100%	14:35 WO-1001INAC 33%	18:51 WO-1007INAC 100%	
	+ 2 More	+ 9 More		+ 3 More	19:36 WO-1008INAC 100%	
06	07	08	09	10	11	12
<input type="checkbox"/> 17:07 CAMBIO DE BANDA	<input type="checkbox"/> 12:00 INSPECCION SEM/					
	13:20 WO-1014INAC 0%					
	+ 4 More					
13	14	15	16	17	18	19
	10:46 OT-2444-IMP 0%				<input type="checkbox"/> 05:28 1 year task	<input type="checkbox"/> 08:33 MANTENIMIENTO
					05:56 OT-44-ELE 0%	08:33 OT-155-FRIG 100%
					<input type="checkbox"/> 07:26 REGISTRO DE MED	
20	21	22	23	24	25	26
<input type="checkbox"/> 16:19 Mantenimiento me	14:00 OT-17-GR 0%	<input type="checkbox"/> 17:00 MANTENIMIENTO				
		<input type="checkbox"/> 17:25 MANTENIMIENTO				
27	28	29	30	01	02	03
			11:41 OT-58-GR 0%	15:00 OT-58-FER 100%	03:00 WO-1003INAC 33%	
			12:03 OT-2317-FRA 100%		<input type="checkbox"/> 09:00 MANTENIMIENTO	
			<input type="checkbox"/> 14:34 Verificação de Gás		+ 2 More	

# Pending Tasks View

This table allows you to see detailed information about all pending tasks, their times, and also enables you to generate work orders.

<input type="checkbox"/>	Code	Asset	Task	Trigger	Delay	Planned Maintenance
<input type="checkbox"/>	LASMAY-01	PLANTA DE LAVADO { LAS...	INVENTARIO	Event NECESIDAD DE INVEN...	10	01. PLAN MANTTO. HPU BO...
<input type="checkbox"/>	GRU-AV-G03...	HOYO 15 { GRU-AV-G03-CG1...	LIMPIEZA Y CORTE	Date Every 1 Day(s)	10	PLAN DE TAREAS PARA HO...
<input type="checkbox"/>	PROC-01	PROCESO { PROC-01 }	EVALUACIÓN DE EQUIPO	Event EVALUACION DE EQUI...	12	PLAN DE MTTO EQUIPO DE ...
<input type="checkbox"/>	Robus-2	XYZ Carton Machinery Ltd. {...	FALLA DETECTADA	Non Scheduled Tasks	13	
<input type="checkbox"/>	P0300701-I...	{ P0300701-ID101-FW-DV1-...	INSPECCIÓN TRIMESTRAL	Date Every 3 Months	286	Protocolo R6451-05 Sistem...
<input type="checkbox"/>	P0300701-I...	{ P0300701-ID101-FW-DV1-...	INSPECCIÓN MENSUAL	Date Every 1 Months	347	Protocolo R6451-05 Sistem...
<input type="checkbox"/>	EQ.ECV-03	{ EQ.ECV-03 } UNIDAD OLEO...	INSPECCION SEMANAL (MI...	Date Every 1 Wednesday	12	PLAN REAL ECV (EQUIPO 1)
<input type="checkbox"/>	EQ.ECV-03	{ EQ.ECV-03 } UNIDAD OLEO...	INSPECCION SEMANAL (LU...	Date Every 1 Monday	0	PLAN REAL ECV (EQUIPO 1)
<input type="checkbox"/>	EQ.ECV-03	{ EQ.ECV-03 } UNIDAD OLEO...	INSPECCION SEMANAL (VIE...	Date Every 1 Friday	10	PLAN REAL ECV (EQUIPO 1)
<input type="checkbox"/>	GR12	{ GR12 } 401	Mantenimiento por horas	Reading Each 500 Hora (Hr) ...	14	Locomotoras GR12

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## Work Orders View

Table that consolidates detailed information of work orders and their associated times. From this view, it is also possible to edit work orders directly.



<input type="checkbox"/>	WO's ID	Status	Code	Asset	Out of Service	Task
<input type="checkbox"/>	WO-1017INAC	● Open WO's	SAT-M-TRAC.A-002	CLERIS { SAT-M-TRAC.A-002 } ffoopp VV910...	No	SOLIT
<input type="checkbox"/>	WO-1016INAC	● Open WO's	OBRA-01	Obra 01 { OBRA-01 }	No	Preve
<input type="checkbox"/>	WO-1015INAC	● Closed	BANDA-2	{ BANDA-2 } BANDA TRANSPORTADORA 2	No	Falla
<input type="checkbox"/>	WO-1014INAC	● Open WO's	Motor-0002	Norton { Motor-0002 } Motor 3421423	No	ESTO
<input type="checkbox"/>	WO-1013INAC	● Open WO's	OBRA-02	Obra 02 { OBRA-02 }	No	Preve
<input type="checkbox"/>	WO-1012INAC	● Cancelled	Cuarto de Caldera # 1	Cuarto de Caldera # 1 { Cuarto de Caldera # ...	No	Mant
<input type="checkbox"/>	WO-1012INAC	● Cancelled	OBRA-01	Obra 01 { OBRA-01 }	No	Preve
<input type="checkbox"/>	WO-1012INAC	● Cancelled	OBRA-02	Obra 02 { OBRA-02 }	No	Preve
<input type="checkbox"/>	WO-1011INAC	● Open WO's	BOM-57	PUMPX { BOM-57 } BOMBA CENTRIFUGA 56	No	Proto
<input type="checkbox"/>	WO-1011INAC	● Open WO's	M0227	Wala Barcelona { M0227 }	No	Revis

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