

O que contém o módulo Ordens de Trabalho?

help.fractal.com/hc/pt-pt/articles/25019373589261-O-que-contém-o-módulo-Ordens-de-Trabalho

O módulo de Ordens de Trabalho centraliza a gestão das atividades de manutenção planeadas e não planeadas através da emissão, acompanhamento e controlo das ordens de trabalho. Ao aceder ao módulo, encontrarás quatro separadores principais:

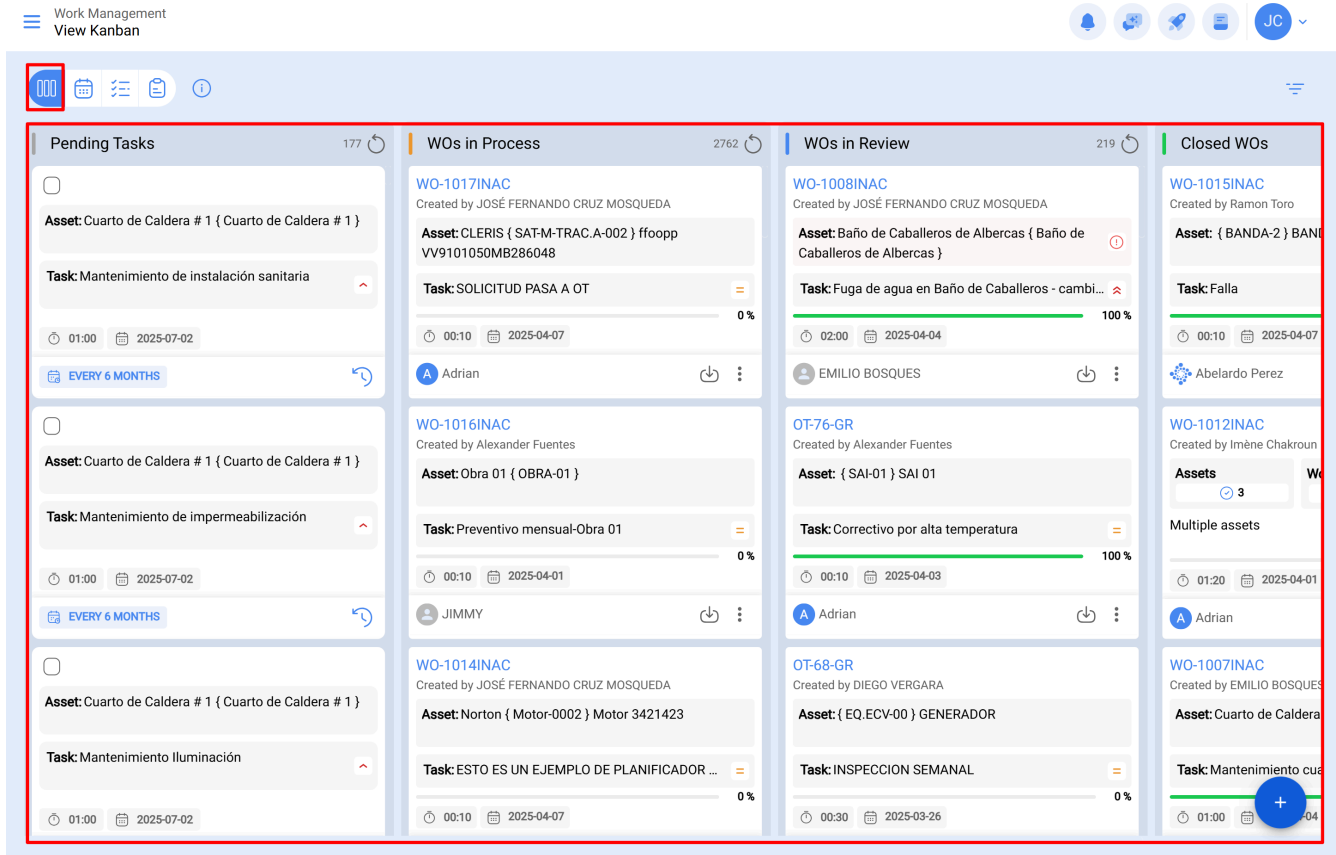
The screenshot displays the 'Work Management' interface. At the top, there's a navigation bar with 'Work Management' and 'View Kanban' options. Below this is a toolbar with four icons labeled 1, 2, 3, and 4. The main area is divided into four columns:

- Pending Tasks (177):** Shows two tasks for 'Cuarto de Caldera # 1'. Each task includes an asset name, a task description (e.g., 'Mantenimiento de instalación sanitaria'), a duration (01:00), a date (2025-07-02), and a frequency ('EVERY 6 MONTHS').
- WOs in Process (2762):** Shows three tasks. The first is 'WO-1017INAC' for 'CLERIS' with a task 'SOLICITUD PASA A OT' (0% progress). The second is 'WO-1016INAC' for 'Obra 01' with a task 'Preventivo mensual-Obra 01' (0% progress). The third is 'WO-1014INAC' for 'Norton'.
- WOs in Review (219):** Shows two tasks. The first is 'WO-1008INAC' for 'Baño de Caballeros' with a task 'Fuga de agua en Baño de Caballeros - cambi...' (100% progress). The second is 'OT-76-GR' for 'SAI 01' with a task 'Correctivo por alta temperatura' (100% progress).
- WO-68-GR:** A partially visible task for 'EQ.ECV-00' (GENERADOR).

1. **Kanban:** Visualização do fluxo de trabalho que mostra as fases pelas quais uma tarefa passa durante a sua gestão numa ordem de trabalho.
2. **Vista Calendário:** Representação em formato calendário das tarefas registadas, com os seus estados e tempos de duração associados.
3. **Vista Tarefas pendentes:** Tabela detalhada com a informação das tarefas pendentes e os seus tempos correspondentes.
4. **Vista Ordens de Trabalho:** Tabela detalhada com a informação das ordens de trabalho ativas e os seus tempos correspondentes.

Vista Kanban

Aqui encontrarás os diferentes estados em que uma tarefa pode estar, mencionados a seguir:



Tarefas Pendentes: Estado prévio de uma tarefa antes de ser executada como ordem de trabalho.

The screenshot displays a Kanban board with four columns representing different stages of work order (WO) completion:

- Pending Tasks (177):** This column contains three tasks, each with a checklist, asset name, task description, and a scheduled date. The first task is for 'Mantenimiento de instalación sanitaria' (Sanitary installation maintenance) on '2025-07-02'. The second is for 'Mantenimiento de impermeabilización' (Waterproofing maintenance) on '2025-07-02'. The third is for 'Mantenimiento Iluminación' (Lighting maintenance) on '2025-07-02'. A red box highlights this column.
- WOs in Process (2762):** This column shows three work orders currently being worked on. Each includes the WO ID, creator, asset name, task name, and progress bar. For example, WO-1017INAC is 0% complete, WO-1016INAC is 0% complete, and WO-1014INAC is 0% complete.
- WOs in Review (219):** This column shows two work orders that have been reviewed. WO-1008INAC is 100% complete, and OT-76-GR is 100% complete.
- Closed WOs:** This column shows three completed work orders, including WO-1015INAC, WO-1012INAC, and WO-1007INAC.

Em Processo: Fase inicial de uma ordem de trabalho que já foi atribuída a um técnico e cuja execução está em curso.

The screenshot displays a Kanban board with four columns representing different stages of work order (WO) completion:

- Pending Tasks (177):** Contains three WO cards. Each card lists an asset (e.g., 'Cuarto de Caldera # 1') and a task (e.g., 'Mantenimiento de instalación sanitaria').
- WOs in Process (2762):** Contains three WO cards. Each card lists an asset (e.g., 'CLERIS { SAT-M-TRAC.A-002 }') and a task (e.g., 'SOLICITUD PASA A OT'). A red box highlights this column.
- WOs in Review (219):** Contains three WO cards. Each card lists an asset (e.g., 'Baño de Caballeros de Albercas') and a task (e.g., 'Fuga de agua en Baño de Caballeros - cambi...').
- Closed WOs:** Contains three WO cards. Each card lists an asset (e.g., '{ BANDA-2 } BANI') and a task (e.g., 'Falla').

Each card includes details such as the creator's name, the asset name, the task name, a progress bar (0% or 100%), a due date, and the assigned user's name.

Em Revisão: Fase em que a ordem de trabalho já foi executada e está em processo de revisão antes de ser finalizada.

The screenshot shows 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 displays 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	Multiple assets			2025-04-01	Adrian
Closed WOs	WO-1007INAC	EMILIO BOSQUES	Cuarto de Caldera	Mantenimiento cua		2025-04-04	

Finalizadas: Última fase em que a OT é dada como concluída. Este processo é irreversível, pois uma vez finalizada o sistema gera a próxima programação para essa tarefa e calcula os indicadores de gestão associados.

Work Management
View Kanban

The Kanban board is organized into four columns:

- Pending Tasks (177):** Contains four cards for maintenance tasks on 'Cuarto de Caldera # 1'. Tasks include 'Mantenimiento de instalación sanitaria', 'Mantenimiento de impermeabilización', 'Mantenimiento Iluminación', and 'Mantenimiento cuarto de máquinas'. All are scheduled for 01:00 on 2025-07-02 with a 6-month frequency.
- WOs in Process (2762):** Contains four cards for various work orders (WO-1017INAC, WO-1016INAC, WO-1014INAC, WO-1013INAC). Tasks include 'SOLICITUD PASA A OT', 'Preventivo mensual-Obra 01', 'ESTO ES UN EJEMPLO DE PLANIFICADOR VIRTUAL', and 'Preventivo mensual-Obra 02'. Progress is 0%.
- WOs in Review (219):** Contains four cards (WO-1008INAC, OT-76-GR, OT-68-GR, OT-67-GR). Tasks include 'Fuga de agua en Baño de Caballeros', 'Correctivo por alta temperatura', 'INSPECCION SEMANAL', and 'Mantenimiento preventivo'. Progress ranges from 0% to 100%.
- Closed WOs (2453):** Contains four cards (WO-1015INAC, WO-1012INAC, WO-1007INAC, WO-1004INAC). Tasks include 'Falla', 'Mantenimiento cuarto de máquinas', and 'MANTENIMIENTO BIMESTRAL'. Progress is 100%.

A red box highlights the 'Closed WOs' column, and a blue plus icon is visible in the bottom right corner of the board.

Informação: Ao clicar neste ícone, terá acesso a uma representação visual das prioridades e dos diversos estados ativos presentes nesta interface. Esta informação é apresentada de forma intuitiva através de símbolos e cores, permitindo compreender rapidamente a importância e o estado.

The Kanban board is divided into four columns:

- Pending Tasks (177):** Contains three cards for maintenance tasks on 'Cuarto de Caldera # 1'. Tasks include 'Mantenimiento de instalación sanitaria', 'Mantenimiento de impermeabilización', and 'Mantenimiento Iluminación'. All are scheduled for 01:00 on 2025-07-02 with a frequency of 'EVERY 6 MONTHS'.
- WOs in Process (2762):** Contains three cards for work orders.
 - WO-1017INAC:** Asset: CLERIS { SAT-M-TRAC.A-002 } ffoopp VV9101050MB286048. Task: SOLICITUD PASA A OT. 0% progress. Assigned to Adrian.
 - WO-1016INAC:** Asset: Obra 01 { OBRA-01 }. Task: Preventivo mensual-Obra 01. 0% progress. Assigned to JIMMY.
 - WO-1014INAC:** Asset: Norton { Motor-0002 } Motor 3421423. Task: ESTO ES UN EJEMPLO DE PLANIFICADOR ... 0% progress.
- WOs in Review (219):** Contains three cards.
 - WO-1008INAC:** Asset: Baño de Caballeros de Albercas { Baño de Caballeros de Albercas }. Task: Fuga de agua en Baño de Caballeros - cambi... 100% progress. Assigned to EMILIO BOSQUES.
 - OT-76-GR:** Asset: { SAI-01 } SAI 01. Task: Correctivo por alta temperatura. 100% progress. Assigned to Adrian.
 - OT-68-GR:** Asset: { EQ.ECV-00 } GENERADOR. Task: INSPECCION SEMANAL. 0% progress. Assigned to Diego Vergara.
- Closed WOs:** Contains three cards for completed work orders, including 'WO-1015INAC' (Task: Falla) and 'WO-1012INAC' (Assets: 3).

The background shows the same Kanban board as above, but 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

Vista Calendário

Mostra as tarefas registadas com os seus estados e tempos de duração, organizadas conforme a opção de calendário selecionada (dia, semana ou mês). A partir desta vista também é possível reagendar tarefas e gerir ordens de trabalho diretamente.

The screenshot displays the 'View Calendar' interface for 'Work Management'. The calendar shows tasks for the week of April 27th to May 3rd, 2025. Tasks are color-coded by status: green for 100% complete, orange for 0% complete, and blue for 33% complete. Some tasks include checkboxes for scheduling or completion. The interface includes filters for 'Pending Tasks' and 'Work Orders', and a search bar for the date '2025-04-08'. A red box highlights the calendar grid area.

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	

Vista Tarefas Pendentes

Tabela onde poderás ver detalhadamente toda a informação sobre as tarefas pendentes, os tempos, e também poderás gerar OTs.

<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

Showing 50 of 112

Vista Ordens de Trabalho

Tabela que concentra a informação detalhada das ordens de trabalho e os seus tempos associados. A partir desta vista também é possível editar ordens de trabalho diretamente.



<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

Showing 50 of 5994