

Runtime categorization in Work Orders

 help.fractal.com/hc/en-us/articles/46163368459533-Runtime-categorization-in-Work-Orders

In Fractal One, each task within a Work Order records execution times in individual blocks, each classified according to the type of activity performed: effective work, travel, or break. This categorization allows for precise identification of how time is distributed in a maintenance task and directly feeds into the OT performance reports.

How does the categorization work?

Within a task, each activity period appears as a separate block. Each block shows:

- The category of the recorded time (for example, Travel or Work)
- The technician responsible for that period
- The Total Time calculated for that interval
- The status of the block (for example, Completed)
- The timeline with the events of the interval: start date and time, intermediate breaks with their reason, and activity completion.

The execution time categorization must be enabled in the Work Orders module settings. To activate it:

1. Go to **Settings > Modules > Work Orders**
2. Enable the option **Execution time categorization in tasks**
3. Save the changes.

Save

Information

You have pending changes to save!

General

User Accounts

Business Calendar

Modules

Financial

Auxiliary Catalogs

Document Management

Transactions Log

Security

Type

Work Orders

Options and permissions

Work order ID

Description

☐

Allow automatic WO generation to be triggered by the scheduled date

☐

Allow mandatory signature in Compliance and Security forms

☐

Allow advanced cancellation options for work orders

☐

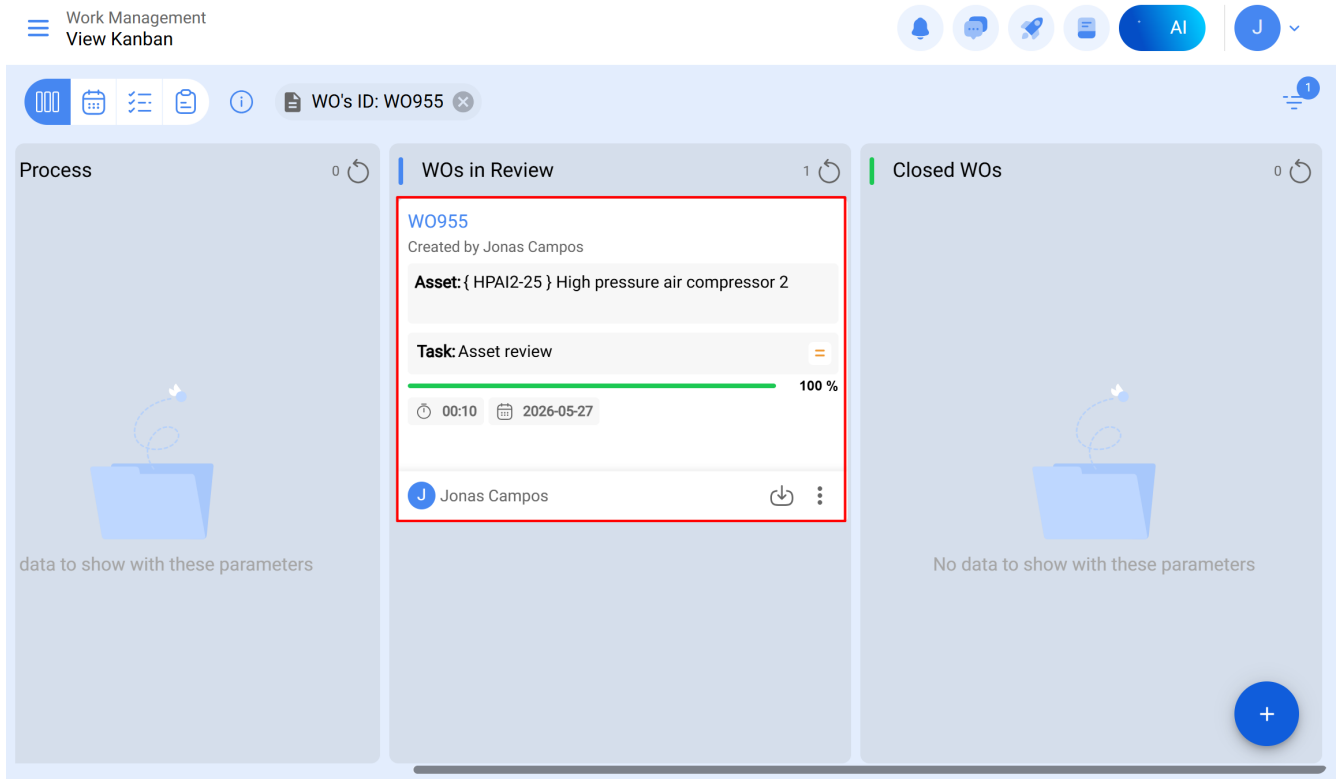
Analyze compliance without monthly restriction☒Enable runtime categorization☒Automatically generate link to share all WO☐Restrict entry of simultaneous time on multiple tasks.☐Assign dependent auxiliary catalogs

Once activated, the option to categorize time will be available to all users performing tasks within Work Orders.

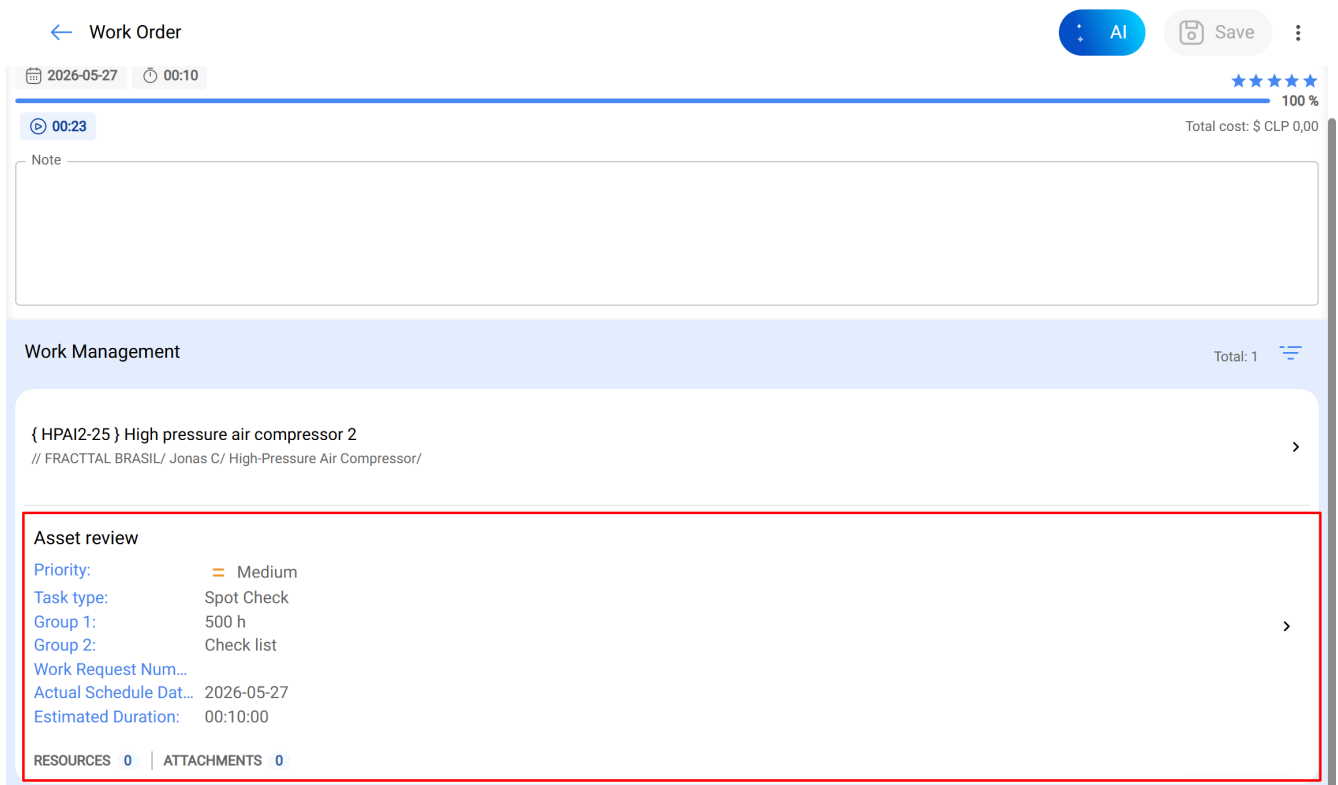
Step by Step

View categorized execution times of a task

1. Open the **Work Order** you want to check.



2. Access the **task** within the WO.



When starting a task, a right side menu will open so you can choose the type of activity. If the type is not yet categorized, you can add it using the (+) icon.

← Work Order

Jonas Campos

2026-06-26 00:10

00:00

Note

Work Management

STRING 04

// Fracttal Brasil - Gisele/

review

Advance measurem...

All subtasks

Priority: Medium

Task type: Inspeção

Group 1:

Group 2:

Work Request Num...

Actual Schedule Dat... 2026-06-26

Estimated Duration: 00:10:00

← Activity Type

Task

review

Start Time

2026-08-13 16:05

Activity Type

▼

Note

← Work Order

Jonas Campos

2026-06-26 00:10

00:00

Note

Work Management

STRING 04

// Fracttal Brasil - Gisele/

review

Advance measurem...

All subtasks

Priority: Medium

Task type: Inspeção

Group 1:

Group 2:

Work Request Num...

Actual Schedule Dat... 2026-06-26

Estimated Duration: 00:10:00

← Activity Type

Activity start

Showing 1 of 1

+

3. In the log section, you will see the time blocks, each identified with its category (**Travel**, **Work**, etc.), the technician's name, and the **Total Time** accumulated for that interval.

← Work Order

Jonas Campos

2026-05-27 00:10

00:23

Note

Work Management

{ HPAI2-25 } High pressure air compressor 2
// FRACTTAL BRASIL/ Jonas C/ High-Pressure Air Compressor/

Asset review

Priority: Medium

Task type: Spot Check

Group 1: 500 h

Group 2: Check list

Work Request Num...

Actual Schedule Dat... 2026-05-27

Estimated Duration: 00:10:00

← { HPAI2-25 } High pressure air compressor 2

Task Sub Tasks Resources Attachments

Time

Estimated Duration: 00:10:00

Start Date: 2026-05-26 12:15:16

End Date: 2026-05-26 16:00:34

Actual Duration: 00:23:22

Estimated asset downtime: 00:00:00

Real Time of Asset Downtime

001:10

Trigger

Date Every 1 Day(s)

Findings

☐ Has any finding been identified that you would like to report?

Start Log

← Work Order

Jonas Campos

2026-05-27 00:10

00:23

Note

Work Management

{ HPAI2-25 } High pressure air compressor 2
// FRACTTAL BRASIL/ Jonas C/ High-Pressure Air Compressor/

Asset review

Priority: Medium

Task type: Spot Check

Group 1: 500 h

Group 2: Check list

Work Request Num...

Actual Schedule Dat... 2026-05-27

Estimated Duration: 00:10:00

← Task: Asset review

Jonas Campos

CLOSED

Total Time: 00:00:40

Activity Finished 2026-05-26 16:00:34

paused - FALTA DE MATERIAL 2026-05-26 15:49:57

In progress 2026-05-26 15:49:32

paused - Almuerzo 2026-05-26 15:38:16 almuerzo

Activity Started 2026-05-26 15:38:03

Inicio de actividad

Jonas Campos

CLOSED

Total Time: 00:00:51

Activity Finished 2026-05-26 12:15:16 - 2026-05-26 12:16:07

If any modification to the activity is needed, select the corresponding option and record the reason for the change again.

← Work Order

Jonas Campos

2026-06-26 00:10

00:00

Note

Work Management

STRING 04

// Fractal Brasil - Gisele/

review

Advance measurem... All subtasks

Priority: Medium

Task type: Inspeção

Group 1:

Group 2:

Work Request Num...

Actual Schedule Dat... 2026-06-26

Estimated Duration: 00:10:00

← STRING 04

Task Sub Tasks Resources Attachments

Time

Estimated Duration: 00:10:00

Start Date: 2026-08-13 16:15:55

End Date: ---

Actual Duration: 00:00:00

Time out of service : 00:00:00

Trigger

Non Scheduled Tasks

Event date

2026-06-26 10:13

Failures Information

☐ Has the asset failed?

Findings

Has any finding been identified that you would like to

Activity start 00:00:05

Change Activity

Stop

Pause

4. Review the **timeline** of each block to see event details: when the activity started, if there were intermediate breaks and their reasons, and when it ended.

← Work Order

Jonas Campos

2026-05-27 00:10

00:23

Note

Work Management

{ HPAI2-25 } High pressure air compressor 2

// FRACTTAL BRASIL/ Jonas C/ High-Pressure Air Compressor/

Asset review

Priority: Medium

Task type: Spot Check

Group 1: 500 h

Group 2: Check list

Work Request Num...

Actual Schedule Dat... 2026-05-27

Estimated Duration: 00:10:00

← Task: Asset review

Jonas Campos

CLOSED

Total Time: 00:00:40

Activity Finished

2026-05-26 16:00:34

paused - FALTA DE MATERIAL

2026-05-26 15:49:57

In progress

2026-05-26 15:49:32

paused - Almuerzo

2026-05-26 15:38:16

almuerzo

Activity Started

2026-05-26 15:38:03

Inicio de actividad

CLOSED

Jonas Campos

Total Time: 00:00:51

Activity Finished

2026-05-26 12:15:16 - 2026-05-26 12:16:07

Edit an execution block

1. Locate the block you want to modify.

← Work Order

Jonas Campos

2026-05-27 00:10

00:25

Note

Work Management

{ HPAI2-25 } High pressure air compressor 2
// FRAC T T A L B R A S I L / J o n a s C / H i g h - P r e s s u r e A i r C o m p r e s s o r /

Asset review

Priority: Medium

Task type: Spot Check

Group 1: 500 h

Group 2: Check list

Work Request Num...

Actual Schedule Dat... 2026-05-27

Estimated Duration: 00:10:00

← Task: Asset review

Jonas Campos

CLOSED

Total Time: 00:00:40

Activity Finished
2026-05-26 16:00:34

II paused - FALTA DE MATERIAL
2026-05-26 15:49:57

▶ In progress
2026-05-26 15:49:32

II paused - Almuerzo
2026-05-26 15:38:16
almuerzo

▶ Activity Started
2026-05-26 15:38:03

Inicio de actividad

Jonas Campos

CLOSED

Total Time: 00:00:51

Activity Finished
2026-05-26 12:15:16 - 2026-05-26 12:16:07

+

2. Adjust the date and time of the block as needed.

← Work Order

Jonas Campos

2026-05-27 00:10

00:25

Note

Work Management

{ HPAI2-25 } High pressure air compressor 2
// FRAC T T A L B R A S I L / J o n a s C / H i g h - P r e s s u r e A i r C o m p r e s s o r /

Asset review

Priority: Medium

Task type: Spot Check

Group 1: 500 h

Group 2: Check list

Work Request Num...

Actual Schedule Dat... 2026-05-27

Estimated Duration: 00:10:00

← Edit Task:

Task

Asset review

User

Jonas Campos

Start Date

2026-05-26 15:38

End Date

2026-05-26 16:05

← Work Order

Jonas Campos

2026-05-27 00:10

00:25

Note

Work Management

{ HPAI2-25 } High pressure air compressor 2
// FRACTAL BRASIL/ Jonas C/ High-Pressure Air Compressor/

Asset review

Priority: = Medium

Task type: Spot Check

Group 1: 500 h

Group 2: Check list

Work Request Num...

Actual Schedule Dat... 2026-05-27

Estimated Duration: 00:10:00

✓ Action Done

← Task: Asset review

Jonas Campos

CLOSED

Total Time: 00:00:40

✓ Activity Finished
2026-05-26 16:00:34

⏸ paused - FALTA DE MATERIAL
2026-05-26 15:49:57

▶ In progress
2026-05-26 15:49:32

⏸ paused - Almuerzo
2026-05-26 15:38:16
almuerzo

▶ Activity Started
2026-05-26 15:38:03

Inicio de actividad

CLOSED

Jonas Campos

Total Time: 00:00:51

✓ Activity Finished
2026-05-26 12:15:16 - 2026-05-26 12:16:07

+

The **total** time of the block is recalculated automatically.