

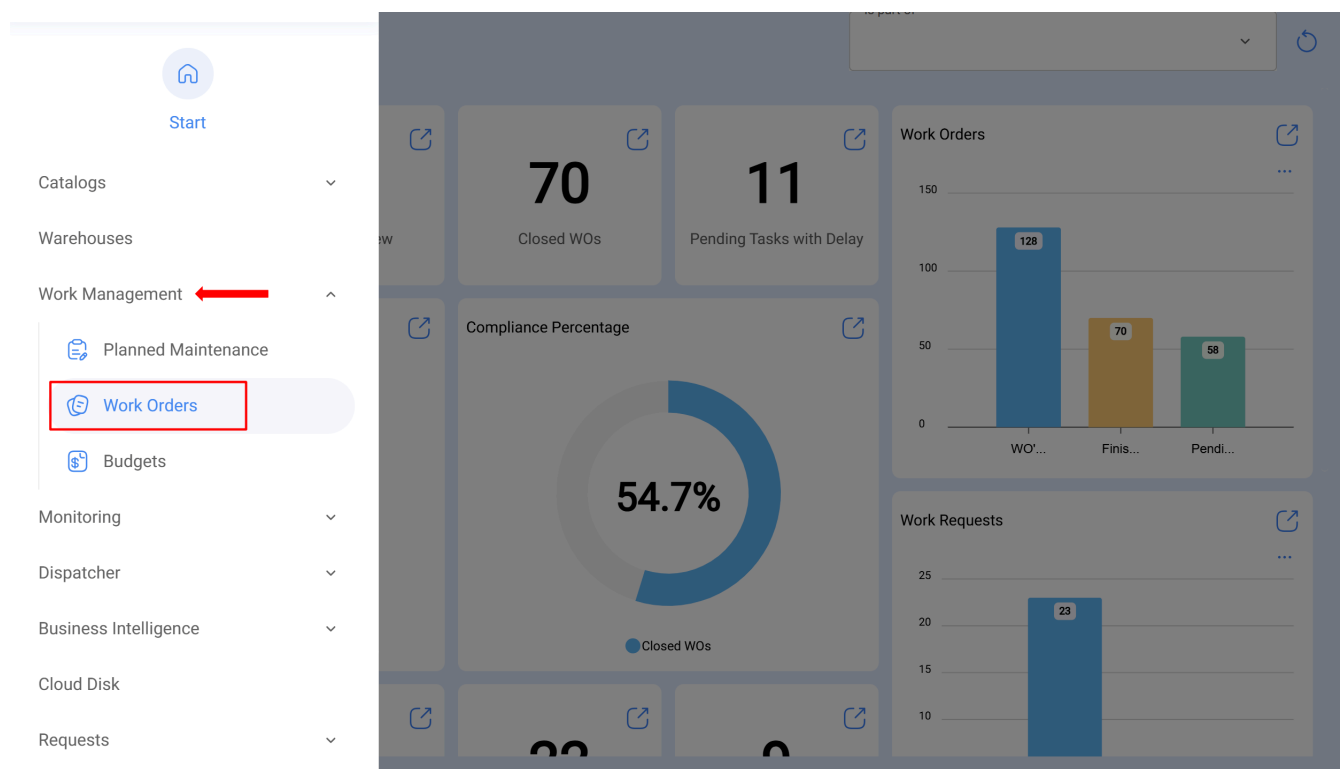
Bulk Download of WOs

help.fractal.com/hc/en-us/articles/32663287743373-Bulk-Download-of-WOs

The batch download feature for Work Orders allows you to export multiple documents simultaneously in PDF format. This function facilitates the generation of organized reports, ready to be shared with teams, clients, or for audits.

How to Download WOs in Bulk?

1. To start the process, first go to the Tasks module > Work Orders > Task list view.



3. Click on the options menu > "Download Work Orders". When the process begins, a notification will appear indicating that the document generation has started.

Note: The download time may vary depending on the amount of data selected.

4. Once the process is complete, you will receive an email at the address associated with your user account. This message will include a link with the "Download file" button, allowing you to obtain a compressed file with all the work orders in PDF format for the previously selected tasks.



Bulk download of work orders

Hello [Jonas Campos](#)

The bulk download of the work orders you requested has been successfully completed. In total, 10 work orders were generated with 10 associated tasks. You can download the file from the following link:

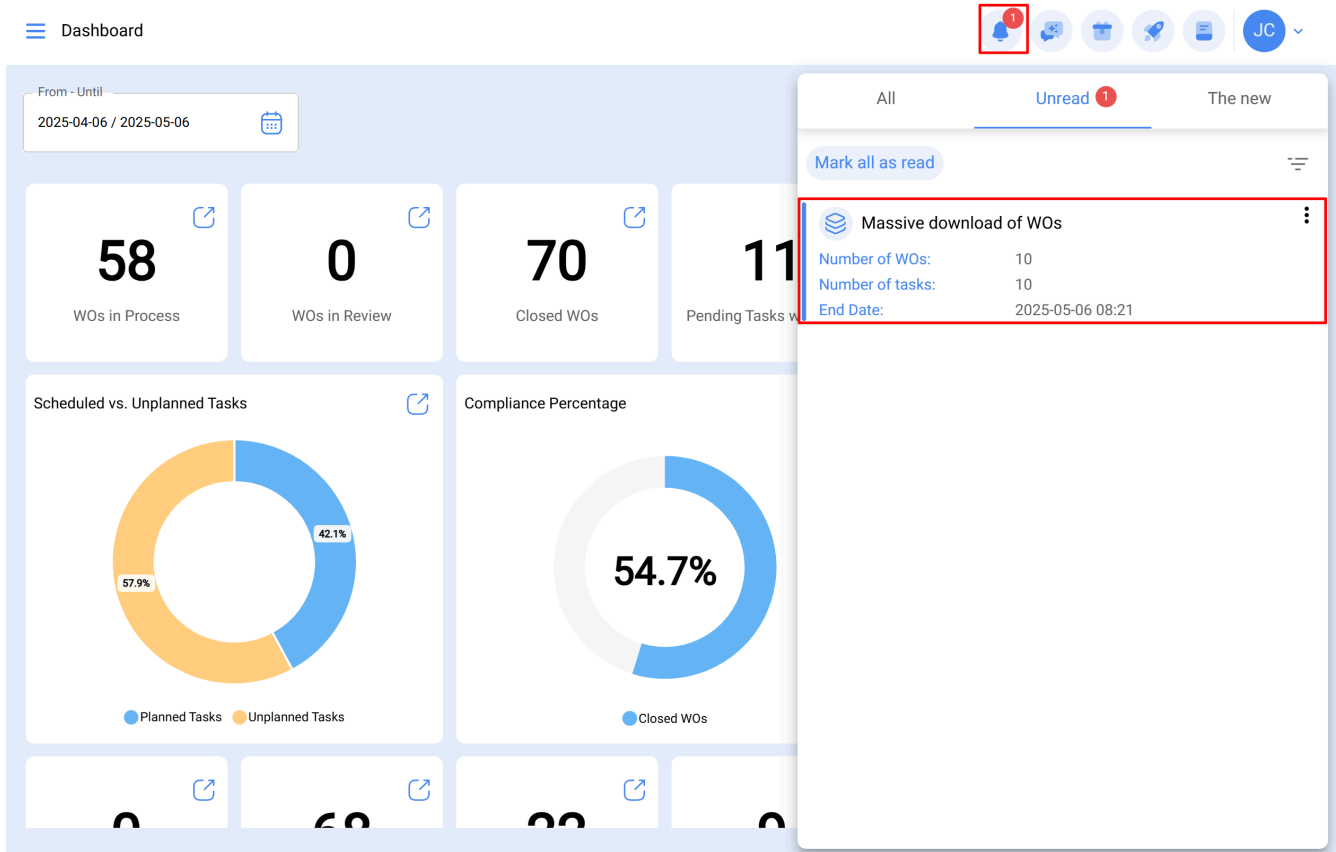
Generated Files

[Download file 1](#)

If you have any questions, write to us at soporte@fractal.com.



A notification regarding the WO download will appear in the notification center once the action has been completed.



Important Considerations

- The functionality is only available in the Work Orders list view, which shows all tasks associated with the WOs.
- Selecting multiple records does not mean the same number of WOs will be generated. A single WO can include multiple tasks grouped into one document.
- This functionality is enabled only for companies that have the “Bulk WO Download” add-on activated.
- Only one bulk download can be performed at a time. If you try to start another process while one is ongoing, a message will inform you that a process is already queued. To start a new process, you must first receive the email corresponding to the current bulk download.
- For greater efficiency in downloading and sending the email with the records, it is recommended to select a maximum of 500 records per download.