

How to Make an Attachment Required in a WO

 help.fractal.com/hc/en-us/articles/25289749008141-How-to-Make-an-Attachment-Required-in-a-WO

Is it possible to make an attachment mandatory in a WO?

Yes, this option is available in Fractal One. To use it, we are sharing the process you need to follow. Remember that this step must be performed directly in the task.

Planned Tasks

For planned tasks, you must follow these steps directly in the task, within the respective task plan.

1. Go to the **Task Plan** module and open the corresponding maintenance plan.

The screenshot displays the Fractal One software interface. On the left, a sidebar menu includes 'Start', 'Fractal AI', 'Catalogs', 'Warehouses', 'Work Management' (highlighted with a red arrow), 'Planned Maintenance' (highlighted with a red box), 'Work Orders', 'Budgets', 'Compliance and Security', and 'Monitoring'. The main area shows a table of 'Planned Maintenance' tasks for '01.AIR COMPRESSOR'. The table has columns for 'Description', 'Configured...', and 'Priority'. One task is listed: 'Mantenimiento Mensual' with a status of 'Yes' and a priority of 'Very High'. The bottom of the screen shows 'Showing 1 of 1' and a '+ Add' button.

Description	Configured...	Priority
Mantenimiento Mensual	Yes	Very High

2. Open the task that requires the mandatory attachment, and then go to the **Subtasks** tab.

The screenshot displays the 'Work Management Planned Maintenance' interface. On the left, a sidebar shows the task hierarchy: '01.AIR COMPRESSOR' is selected, with sub-items 'General', 'Task Plans', and 'Assets Linked'. The 'Task Plans' item is highlighted. The main area shows the 'Sub Tasks' tab, which is circled in red. This tab lists three tasks:

- 1. Verificación de aceite**
Type: Verification
Group/Part: ---
Required: No
Iterations: ---
- 2. Limpieza de equipo**
Type: Yes/No
Group/Part: ---
Required: No
Iterations: ---
- 3. Verificación de PH**
Type: Number
Group/Part: ---
Required: No
Iterations: ---

At the bottom of the main area, there is a blue circular button with a white plus sign. The status bar at the bottom indicates 'Showing 3 of 3'.

3. Select the subtasks that require a mandatory attachment and check the **Mandatory Attachment.** option. Then, save the changes.

Work Management
Planned Maintenance

← 01.AIR COMPRESSOR

General

Task Plans

Assets Linked

Showing 1 of 1

← Edit Subtask

☐ Required ☒ Attachment Required ☐ Support attachment

Order
1

Type
Verification

Group/Part

Description
Verificación de aceite

This way, when executing the planned task in a WO, the subtasks configured with a mandatory attachment must be answered according to the type of subtask, and an image must also be attached.

Unplanned Tasks

For unplanned tasks, you must follow these steps when creating the pending task:

1. Follow the steps to create an unplanned task, as shown in this article: [How to Create UNPLANNED WOs?](#)

2. When you reach step 3, create the subtask as usual:

← Non Scheduled Tasks

✓
Asset

✓
Task

3
Sub Tasks

4
Resources

Save time creating subtasks with Fracttal AI

Automatically generate subtasks and procedures based on the selected task and asset. You can edit them before saving.

Generate with AI

Procedure

Type: Text
Required: No
Attachment Required: No

+

Back

Next

3. For the **subtasks** that require a mandatory attachment, check the Mandatory Attachment option and continue creating the subtask as usual.

← Non Scheduled Tasks

✓
Asset

✓
Task

Save time creating subtasks with Fracttal AI

Automatically generate subtasks and procedures based on the selected task and asset. You can edit them before saving.

Procedure

Type: Text
Required: No
Attachment Required: No

← Add Subtask

Required

✓

Attachment Required

Order

1

▼

Type

Text

▼

Group/Part

▼

Description

Procedure