How do I change a WO's status?

help2.fracttal.com/hc/en-us/articles/25019669728269-How-do-I-change-a-WO-s-status

Work orders can have the following statuses:

- WO in Process: Work orders whose tasks have not yet been completed
- WO in Review: Work orders that have all the tasks completed but have not yet been reviewed and signed off
- **Closed WOs:** work orders that have been reviewed, validated and signed off as completed and closed

Once a WO is generated, the work order progress percentage is automatically adjusted during the process of completing each of its tasks. Subsequently, when the WO achieves a progress percentage of 100%, the next step is for it to be signed and qualified (this signature and qualification can be carried out by a person who validates the execution of the WO onsite).

The Kanban view displays each WO at its current status. Work orders can be edited and its status changed from this view.

To change the WO status from WO in Process to WO in Review, do the following:

- 1. In the Kanban view, select the WO from the "WO in Process" column
- 2. In the work order edit window, open the "Additional Options" menu
- 3. Select the "Send to Review WOs" option

← Work Order	🐻 Save 🚦
Administrador local costa wtw ~ © 00:10:00 🛱 2024-04-08	W0-711-2024
्रि 00:00:00	0 % Total cost: \$ COP 0,00
Note	
Work Management	Total: 1
TRUCK { PILJ89 } // shopping center/	
maintenance onCe a month Task type: PREVENTIVE Group 1: Group 2: Work Request Numb Actual Schedule Date: Actual Schedule Date: 2024-04-08 Estimated Duration: 00:10:00	,
RESOURCES 0 ATTACHMENTS 0	= MEDIUM PRIORITY
← Work Order	$\bigcirc \text{ Save } :$ $\rightarrow \text{ Send to Review WOs}$
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← Work Order Administrador local costa wtw ~ O 00:10:00 = 202404-08 C 00:00:00	
← Work Order Administrador local costa wtw ~ O 00:10:00 2024-04-08 Note	→ Send to Review WOs Work Order History C Open PDF c ^o _o Share WO
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4. The system will open a window where you will be asked to rate and sign the WO before it is sent to Review status.

5. Click "Save" to save changes

6. Note: steps 4-5 are not mandatory. To avoid adding a signature or a rating, click the "Skip" button

← Work Order	← SIGNATURE DETAILS: WO-711-2024
Administrador local costa wtw v Ō 00:10:00 🛱 2024-04-08	Clear
© 00:00:00 Note	and
Work Management	
TRUCK { PILJ89 }	Rating ★★★★★
maintenance once a monthTask type:PREVENTIVEGroup 1:-Group 2:-Work Request NumbActual Schedule Date:2024-04-08Estimated Duration:00:10:00	- Signature details
RESOURCES 0 ATTACHMENTS 0	→ Skip

Note: If the asset associated with the WO has a meter subject to task triggers, the system will show the option to update all the readings of the meters.

7. Click on the meter to update the meter readings

8. Once completed, click the "Save" button to save the changes and send the work order to the WOs in Review status.

Information Please update cumulative readings.	
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Description Sensor / Meter Last value Reading value at task time	
[%] KMS METER 0 KM 0 KM	

Showing 1 of 1

The work order status has now changed from **WOs in Process** to **WOs in Review** and will appear in the "WOs in Review" Kanban column.

Work Management View Kanban			0ld Version 🕤 🧯 🗯 🗶 📳 🛛 🔍 👻
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Pending Tasks 43	WOs in Process 7788 💍	WOs in Review 507 🖒	Closed WOs 9247
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 ☐ 202403-11 ☐ meDium PR 	STY W0-708-2024	RS RONALD SMITH :	AE ALICIA EUGENIA VASQUE :
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Example 2 Example 2	WO-707-2024 ASSET: 1 TASK: 1 ⊙ 1 = 1 SPELETIZADORA 4 (Ejemplo: ABDW@) FAMSUN	W0AA-676-2024 ASSET:1 TASK 1 ⊙ 1 = 1 © T = 1	WO-700-2024 ASSET:1 TASIC 1 ⊙ 1 = 1 ⊗ Honda CV2022 (CV-2022-DHSXRS)
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Upon completion of the above steps, the work order will automatically move over to the **WO's in Review** Kanban column to be validated or verified by the responsible person, before being finalized. At this point, the printed format of the WO is available for display. Here the signatures of both the person who qualified it, as well as that of the person responsible for the WO will appear.

Preview

			Fraction Day		N°: WO-711-2024		
			Fracttal Demo		Date: 2024-03-11		
			06430232751		reaung: 5		
			Work Order		uwwi-191		
	INFORMATION OF TH	E REQUEST					
	REQUESTED BY: N/A		RESPONS	BLE: Administrador	ocal costa wtw		
	DESCRIPTION: maintenant	ce once a month	REQUEST	NUMBER: N/A			
	ESTIMATED DURATION: 0	00:10:00	EVENT DA	TE: N/A			
	NOTES:						
	ASSETS						
	DESCRIPTION: TRUCK { P	1LJ89 }					
	IS PART OF: // shopping cer	nter/	SERIAL NU	IMBER:			
	TYPE:		GROUP 1:				
	PRIORITY:		GROUP 2:				
	BARCODE:		COST CEN	TER:			
	NOTE (WO):						
	PLANNED TASKS						
	TASK TYPE: PREVENTIVE		ACTUAL S	CHEDULE DATE: 2	24-04-08		
	PRIORITY: Medium		START DA	TE AND TIME: 2024	03-11 08:58		
	TRIGGER: Date Every 1 Mo	onths	COMPLET	ON DATE AND TIM	: 2024-03-11 08:58		
	GROUP 1:		ESTIMATE	D DURATION: 00:10	.00		
	GROUP 2:		REAL TIME	OF ASSET DOWN	TIME: 00:00:00		
	IS TASK EXECUTED?		YES : <u>X</u> N	IO : WHY? :			
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After the WO has been validated, the system will allow two options, to return the WO into Process (if it hasn't met a requirement) or to qualify the WO as Closed (consider that this process is irreversible).

← Work Order	Save :
Administrador local costa wtw ∽ ⊙ 00:10:00	 ← Send To WO's in Process ✓ Send to Done WOs <i>Q</i> Signature <i>E</i> Work Order History <i>ψ</i> Open PDF
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Work Management	Total: 1
TRUCK { PILJ89 } // shopping center/	
maintenance once a month Task type: PREVENTIVE Group 1: Group 2: Work Request Numb Actual Schedule Date: 2024-04-08 Estimated Duration: .00:10:00	,
Completed RESOURCES 0 ATTACHMENTS 0	

Work Management View Kanban			0ld Version 🕤 🧯 🖀 🖉 🗐 💦 ~
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Pending Tasks 438	WOs in Process 7788 💍	WOs in Review 506	Closed WOs 9248
KIGH PROORTY TASK Plan de mantenimiento mensual PLANTA ELECTRICA DE 45 KVA (20164 - 0) EXPERT DIESEL DIGO DIGO EVERY 1 MONTHS 20246423	W0-710-2024 ASSET: 1 TASK: 1 ○ 1 = 1 ○ SALON DE REUNIONES ADMINISTRACION (AM-MSP-9) - 0% ○ 01:00 © 2024:03-11 Tony Fracttal ::	WO-680-2024 ASSET: 1 TASK 1 Image: 1 Image: 1 I	WO-711-2024 ASSET: 1 O 1 Image: 1 <td< td=""></td<>
	W0-709-2024 Asse::1 Task:1 ○1 =1 ○ HERRAMIENTAS ELECTRICAS (TH-52) SAN SALVADOR 0% ○ 00:10 © 2024/03-10 Tony Fracttal ;	WOAA-678-2024 ASSE: 1 Image: 1	WO-705-2024 ASSET: 1 TASK: 1 C 1 1 1 PLANTA ELECTRICA DE 45 KVA (20164 - 0) EXPERT 100% 0 1:00 🗁 2024-03-27 Aaraul ::
	W0-708-2024 ASSET: 1 TASK: 1 ○ 1 = 1 ○ PELETIZADORA 4 { Ejemplo: ABDW@} FAMSUN ○ 00:15	WOAA-676-2024 ASSET: 1 TASK 1 Image: 1 Image: 1	W0-703-2024 ASSET: 1 TASK 1 ○ 1 = 1 ○ PRUEBA (82001) PRUEBA 0% ○ 01:00
TASK Solicitud prueba Veolia CAMONETA (CAM-RENO1) Remail: SNIS 34945 CAMONETA (CAM-RENO1) Remail: SNIS 34945 C 0010 UNPLANNED	WO-707-2024 ASSET: 1 ② 1 = 1 ◎ PELETIZADORA 4 { Ejemplo: A8DW@} FAMSUN ③ 00:15 2024-03-13 ○ 0%	WOAA-672-2024 ASSET: 1 TASK: 1 = 1 ⓒ 1 = 1 ⓒ Alimentador De Bagazo #1 (GP24) 100 %	WO-701-2024 ASSET: 1 TASIC: 1 ○ 1 = 1 ○ Honda CV2022 (CV-2022-DHSXRS) 100 % ○ 00:10 Inveilid date +
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To change the WO status from **WO in Review** to **Closed WOs**, do the following:

- 1. Select the appropriate WO from the WOs in review Kanban Column
- 2. In the work order edit window, open the "Additional Options" menu
- 3. Select the "Send to Done WOs" option

Work Managemen View Kanban Old Version 🕤 💼 👕 🖪 📳 0 🖨 🕾 🖨 0 WOs in Review 507 🖒 Closed WOs Pending Tasks 437 🖒 WOs in Process 7788 🖒 9249 ∧ HIGH PRIORITY WO-710-2024 WO-713-2024 WO-712-2024 ASSET: 1 TASK: 1 ASSET: 1 ASSET: 1 TASK: 1 TASK TASK: 1 = 1 Plan de mantenimiento mensual SALON DE REUNIONES ADMINISTRACION (AM-MSP-9) ... STRUCK { PILJ89 } STRUCK { PILJ89 } SPLANTA ELECTRICA DE 45 KVA (20164 - 0) EXPERT DIESEL . 0% 100 % 100 % © 01:00 © EVERY 1 MONTHS O:10 2024-06-10 ③ 00:10 🖶 2024-05-08 Tony Fracttal Al Administrador local costa ... AARONsdfsd COREMAR : 5 ÷ : 2024-04-29 W0-711-2024 ASSET:1 TASK 1 ⊙ 1 = 1 = MEDIUM PRIORITY WO-680-2024 WO-709-2024 ASSET: 1 TASK: 1 ASSET: 1 TASK: 1 TASK = 1 MAINTENANCE EVERY 250 KILOMETERS (COPY) ☺ HERRAMIENTAS ELECTRICAS { TH-52 } SAN SALVADOR @ ADMINISTRADOR { AM-MSP-13 } FLOUU STRUCK { PILJ89 } 0% 100 % 100 % © 00:10 © EVERY 1 DAY(S) Q 00:10 2024-04-08 👗 Tony Fracttal RS RONALD SMITH Al Administrador local costa ... 5 : : 2024-03-11 = MEDIUM PRIORITY WOAA-678-2024 ASSET: 1 TASK: 1 (2) 1 = WO-708-2024 WO-705-2024 ASSET: 1 TASK: 1 TASK ASSET: 1 TASK: 1 = 1 Solicitud prueba Veolia PELETIZADORA 4 { Ejemplo: A8DW@ } FAMSUN STALADRO PERCUTOR (87100) GALAXIA S PLANTA ELECTRICA DE 45 KVA { 20164 - 0 } EXPERT CAMIONETA (CAM-REN-01) Renault SNS 34945 0% 100 % 100 % 01:00 2024-03-08 G 00:10 G UNPLANNED 00:15 2024-03-14 2024-03-14 5 Ē 혽 Aaraul : WU WALTER ULISES MORALE : 🔼 Aaraul : 2024-03-09 = MEDIUM PRIORITY WO-707-2024 WO-703-2024 WOAA-676-2024 ASSET: 1 TASK: 1 ASSET: 1 TASK: 1 ASSET: 1 TASK: 1 TASK = 1 Solicitud prueba estado OT PELETIZADORA 4 { Ejemplo: A8DW@ } FAMSUN S TALADRO (86824) MILWAUKEE © PRUEBA (82001) PRUEBA CAMIONETA (CAM-REN-01) Renault SNS 34945 0% 100 % O1:00 D2024-03-08 D 💮 00:10 💮 UNPLANNED 00:15 2024-03-13 Δaraul <u>م</u>

← Work Order	Save :
AARONsdfsd COREMAR ~ ⊘ 00:0:00 ⊕ 2024:05:08 © 00:00:00 Rating ☆ ☆ ☆ ☆ Note	 ← Send To WO's in Process ✓ Send to Done WOs ⊘ Signature ≅ Work Order History ↔ Open PDF ⇔ Share WO
Work Management TRUCK (PILJ89) // shopping center/	Total: 1 📻
maintenance once a month Task type: PREVENTIVE Group 1: Group 2: Work Request Numb Actual Schedule Date: 2024-05-08 Estimated Duration: 00:10:00	>
RESOURCES 0 ATTACHMENTS 0	= MEDIUM PRIORITY

4. A confirmation notification is displayed to make sure that you want to close the Work Order (this step is irreversible). Click the "Yes" button to confirm.



The process is now complete, the WO Status has changed from WOs in Review to Closed

WOs. The WO tile will now appear in the Closed WOs Kanban column.

View Kanban			Old Version 🕤 🍙 👕 🖋 📳 № -
			Ŧ
Pending Tasks 438 Č	WOs in Process 7788	WOs in Review 506	Closed WOs 9249 💍
HIGH PRIORITY TASK Plan de mantenimiento mensual @PLANTA ELECTRICA DE 45 KVA (20164 - 0) EXPERT DIESEL @ 01:00 EVERY 1 MONTHS	W0-710-2024 ASSET: 1 TASK: 1 ⊙ 1 = 1 ⓒ SALON DE REUNIONES ADMINISTRACION (AM-MSP-9) 0% ⓒ 01:00 ⓒ 2024-08-11	W0-680-2024 ASSET: 1 TASK: 1 ⊙ 1 = 1 ⊜ ADMINISTRADOR (AM-MSP-13) FLOUU ○ 0100 ⊕ 20240408 100 %	WO-712-2024 ASSET: 1 TASK 1 = 1 ☺ TRUCK (PILJS9) 100 % © 00:10
2024-04-29 EMEDIUM PRIORITY TASK maintenance once a month TRUCK (PILJB9)	Iony Fracttal : W0-709-2024 ASSET: 1 TASK: 1 Image: 1 Image: 1 Image: 1 Image: 2 Image: 1 Image: 1 Image: 1 <td>WOAA-678-2024 ASSET: 1 O 1 I I I I I I I I I I I I I III IIII IIIII</td> <td>ARUNSOTIS CUREMAR : WO-711-2024 ASSET: 1 TASK: 1 © 1 = 1 © TRUCK (PILJ89) 100 %</td>	WOAA-678-2024 ASSET: 1 O 1 I I I I I I I I I I I I I III IIII IIIII	ARUNSOTIS CUREMAR : WO-711-2024 ASSET: 1 TASK: 1 © 1 = 1 © TRUCK (PILJ89) 100 %
C 00:10 O EVERY MONTHS	© 00:10 🖻 2024-03-10	Image: Orizon Image: Orizon Image: Orizon I	Q 00:10 20240408 Al Administrador local costa
	WO-708-2024 ASSET: 1 TASK 1 = 1 © 1 = 1 © PELETIZADORA 4 (Ejemplo: A8DW@) FAMSUN © 00.15 © 202409-14 C Aaraul :	W0AA-676-2024 ASSET: 1 TASK: 1 Image: 1 Image: 1 <tr< td=""><td>WO-705-2024 ASSET: 1 TASK 1 1 © 1 1 1 © PLANTA ELECTRICA DE 45 KVA (20164 - 0) EXPERT 100 € 01:00</td></tr<>	WO-705-2024 ASSET: 1 TASK 1 1 © 1 1 1 © PLANTA ELECTRICA DE 45 KVA (20164 - 0) EXPERT 100 € 01:00
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Work Management View Kanban Old Version 🕤 🗯 🗯 룾 📳 NC 0 🛱 🚝 🖨 0 Pending Tasks 438 🖒 WOs in Process 7788 🖒 WOs in Review 506 🖒 Closed WOs 9249 🖒 A HIGH PRIORITY W0-710-2024 ASSET: 1 TASK: 1 ⊙ 1 = 1 WO-680-2024 ASSET: 1 TASK: 1 () 1 = 1 W0-712-2024 ASSET: 1 TASK: 1 ② 1 = 1 TASK Plan de mantenimiento mensual SALON DE REUNIONES ADMINISTRACION (AM-MSP-9) ... ADMINISTRADOR (AM-MSP-13) FLOUU CRUCK (PILJ89) ◎ PLANTA ELECTRICA DE 45 KVA { 20164 - 0 } EXPERT DIESEL 0% 100 % 100 % © 01:00 © EVERY 1 MONTHS Ö 01:00 2024-04-08 Ø O:10 2024-05-08 O 1:00 O 2024-03-11 O 👗 Tony Fracttal : RS RONALD SMITH AARONsdfsd COREMAR : ÷ 2024-04-29 5 Open PDF = MEDIUM PRIORITY WO-709-2024 WOAA-678-2024 WO-711-2024 History ASSET: 1 TASK: 1 ASSET: 1 TASK: 1 TASK ASSET: 1 TASK: 1 = 1 maintenance once a month STALADRO PERCUTOR (87100) GALAXIA © TRUCK { PILJ89 } ©TRUCK { PILJ89 } 0% 100 % 100 % © 00:10 © EVERY 1 MONTHS O1:00 Q 00:10 D0:10 WU WALTER ULISES MORALE ... Al Administrador local costa ... 5 👗 🛛 Tony Fracttal : : : 2024-06-10 = MEDIUM PRIORITY WOAA-676-2024 ASSET: 1 TASK: 1 O 1 = 1 W0-705-2024 ASSET: 1 TASK: 1 ⊘ 1 ^ 1 TASK MAINTENANCE EVERY 250 KILOMETERS (COPY) PELETIZADORA 4 { Ejemplo: A8DW@ } FAMSUN STALADRO (86824) MILWAUKEE STRUCK { PILJ89 } 0% 100 % O1:00 () 00:10 () EVERY 1 DAY(S) O:15 2024-03-14 2024-03-14 C O1:00 D1:00 D2024-03-08 D Aaraul WU WALTER ULISES MORALE ... 🔼 Aaraul : 5 ÷ : 2024-03-11 = MEDIUM PRIORITY W0-707-2024 ASSET: 1 TASK: 1 ⊘ 1 = 1 WOAA-672-2024 ASSET: 1 TASK: 1 ① 1 = 1 WO-703-2024 TASK ASSET: 1 TASK: 1 = 1 Solicitud prueba Veolia PELETIZADORA 4 { Ejemplo: A8DW@ } FAMSUN Alimentador De Bagazo #1 { GP24 } © PRUEBA (82001) PRUEBA CAMIONETA { CAM-REN-01 } Renault SNS 34945 01:00 2023-05-19 ③ 00:10 ③ UNPLANNED 00:15 2024-03-13 2024-03-13 O1:00 🛱 2024-03-08 ⊗ 0 Iose Δleiandro Meiia Senu ∽ ▲ Δaraul

Note, The Closed WO will have the 3 associated validation signatures appear in the printed format of the work order.

← Preview				Paper Size) pulg 👻	↓ Save 🛱 Print
		Fracttal Demo 06430232751 Work Order	N*: WO-712-2024 Date: 2024-03-11 Rating: DMM-191 1			
	INFORMATION OF THE REQUEST REQUESTED BY: N/A DESCRIPTION: maintenance once a month ESTIMATED DURATION: 00:10:00 NOTES:	RESPONSIBLE: AARON REQUEST NUMBER: N/ Event date: N/A	isdfsd COREMAR			
	ASSETS DESCRIPTION: TRUCK { PILJ89 } IS PART OF: // shopping center/ TYPE: PRIORITY:	SERIAL NUMBER: GROUP 1: GROUP 2:				
	BARCODE: NOTE (WO): PLANNED TASKS TASK TYPE: PREVENTIVE PRIORITY: Medium	COST CENTER: ACTUAL SCHEDULE D/ START DATE AND TIME	ATE: 2024-05-08 :: 2024-03-11 09:10			
	TRIGGER: Date Every 1 Months GROUP 1: GROUP 2: IS TASK EXECUTED?	COMPLETION DATE AN ESTIMATED DURATION REAL TIME OF ASSET I YES : X NO : WHY	ID TIME: 2024-03-11 09:10 I: 00:10:00 DOWNTIME: 00:00:00 ? :			



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METERS					
Description Unit Serial Is A Counter / Accumulator Value / Accumulated Value	e				
Horometro Pelet 4 Horas 3 HP104 Yes 55	7				
Call Galt					
Nicolas Nicolas Chia Representante de soporte Aaraul					
Accepted By Validated By Performed By					
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