Can I edit or reopen a completed WO?

help2.fracttal.com/hc/en-us/articles/25225022277645-Can-I-edit-or-reopen-a-completed-WO

Due to our commitment that the work orders can be 100% auditable is that when sending a WO to closed status we are confirming that all the data provided therein are verified and correct. This is why we have the WO in Review status to confirm this information, so that the data already confirmed cannot be modified as suggested by the alert that appears when the WO is sent to the Finished status.

In the case where the resources have not been added or some are missing, we do have the option and you can do it by following these steps:

1. Enter the settings module and then enter the User Accounts sub-module, going to the PERMISSIONS tab:

2. Select the permission group that will be granted the option to add resources when the WO is closed as shown in the following image

← Edit Group Permissions   💾 Save

Description
maintenance team

Note

☐ Read Only.   ☐ Select / Unselect All.

	Module	Submodule	See	Add	Edit	Remove	Report...
☐	Work Management	Human resources in WOs under review	☐	☐	☐	☐	
☐	Work Management	Resources services in WOs under review	☐	☐	☐	☐	
☐	Work Management	Inventory resources (not catalogued) in WOs under review	☐	☐	☐	☐	
☐	Work Management	Service resources (not catalogued) in WOs under review	☐	☐	☐	☐	
☐	Work Management	Inventory resources in finished WOs	☑	☑			
☐	Work Management	Human Resources in completed WOs	☑	☑			
☐	Work Management	Services resources in completed WOs	☑	☑			
☐	Work Management	Inventories resources (not catalogued) in finished WOs	☑	☑			
☐	Work Management	Service resources (not catalogued) in finished WOs	☑	☑			
☐	Work Management	Task logs in WO from other users	☐		☐	☐	

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Finally, the changes are saved and you will be able to enter new or more resources in a closed WO.