

How to complete a WO from a mobile device?

help.fractal.com/hc/en-us/articles/25290650724621-How-to-complete-a-WO-from-a-mobile-device

We must first navigate to the main menu.



From - Until

2024-09-01 / 2024-10-01



26

WOs in Process



2

WOs in Review



62

Closed WOs



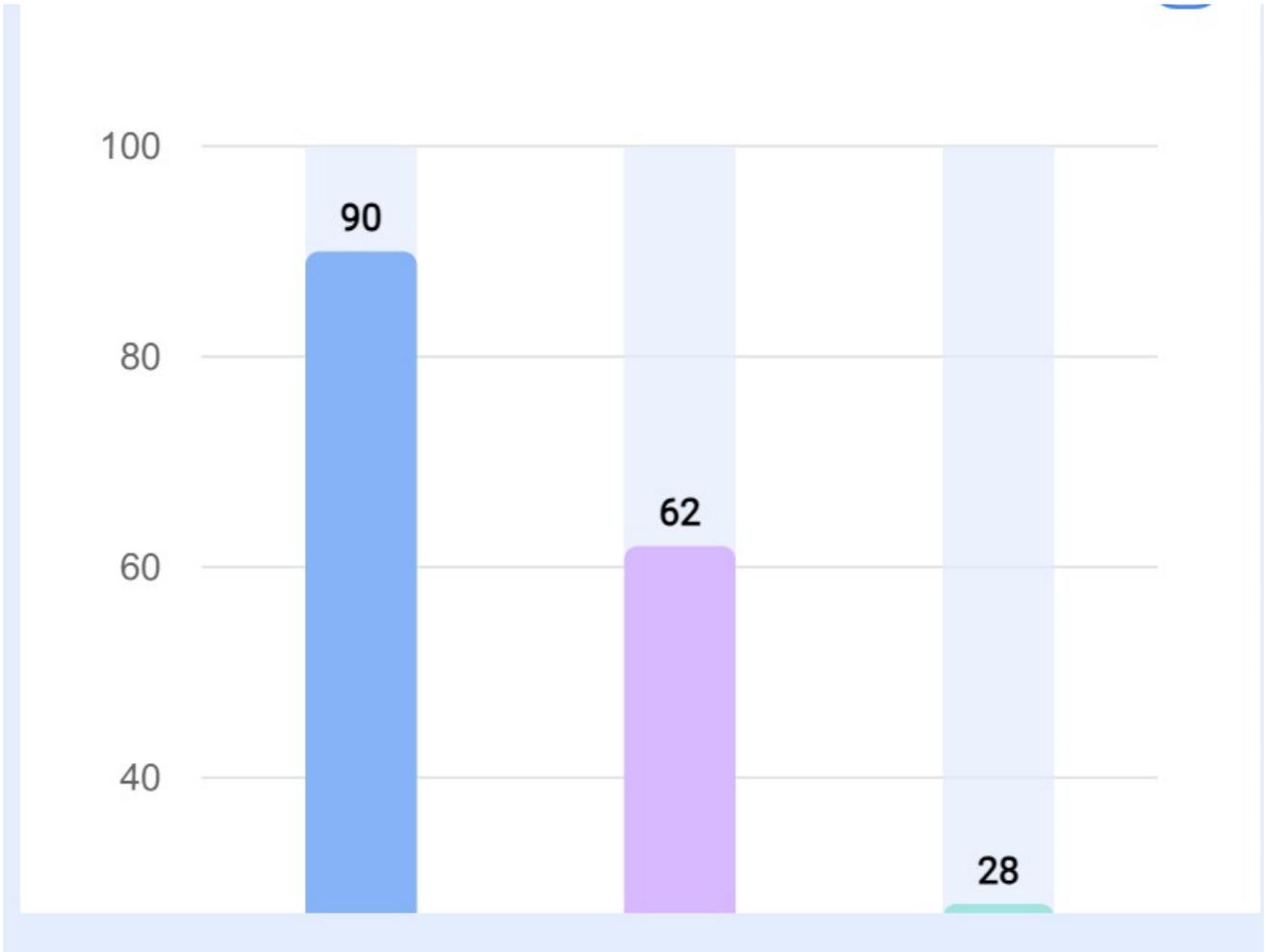
23

Pending Tasks with Delay



Work Orders





Then, we will enter the Tasks > Work Orders module.



Catalogs



Warehouses

Work Management

Planned Maintenance

**Work Orders**

Budgets

Monitoring



Dispatcher



W



Delay



Dispatcher



Business Intelligence



Cloud Disk

Requests



Online help



Support



Create ticket

Now, we'll select the WO we want to work on.



WOs in Process

2427

OT-10-MEX

Created by Fabián Eliecer Montoya Fonnegra

Asset: VOLCADOR 2 { VOLC-002 }

Task: MANTENIMIENTO MENSUAL

0 %



01:30



2024-10-26



Elkin Alfons MONTOYA PEREZ



OT-3-MEX

Created by Alexander Sanchez

Asset: VOLCADOR 2 { VOLC-002 }

Task: CAMBIO DE RODAMIENTOS

0 %

🕒 01:00 📅 2024-10-01

AÁ ADRIÁN ÁVALOS HAL  

OT-1052-24
Created by Lucas Peres Filipe

Asset: { ELCO-ELTE-01 } EL CORRAL

Task: Teste GVP 

🕒 00:50 📅 2024-09-... 

We will then click on the arrow-shaped button to access the different options and begin our WO task.



Elkin Alfons MONTROY... ▾

OT-10-MEX

2024-10-26

01:30

00:00

0 %

Total cost: \$ MXN 0.00

Note

Work Management

Total: 1



VOLCADOR 2 { VOLC-002 }

// AMA TIME/ JUGOS RETAIL/ JUGO NARANJA/



MANTENIMIENTO MENSUAL

Priority:

High

Task type:

MANTENIMIENTO PREVENTIVO

Group 1:

REQUIERE PERMISO DE TRABAJO

Group 2:

Work Request Num...

Actual Schedule Dat... 2024-10-26

Estimated Duration: 01:30:00

RESOURCES 0 | ATTACHMENTS 1



Once we enter, we will see the tabs we'll have to complete on our work order. We must click on the start button on the lower left so it can begin to register the execution time automatically.



Navigation bar with icons and labels: TASK, SUB TASKS, RESOURCES, ATTACHMENTS (with a red notification bubble containing '1').

General

MANTENIMIENTO MENSUAL

Task type:	MANTENIMIENTO PREVENTIVO
Actual Schedule Date:	2024-10-26
Priority:	High
Group 1:	REQUIERE PERMISO DE TRABAJO EN ALTURA
Group 2:	---

Time

Estimated Duration:	01:30:00
Start Date:	2024-10-02 13:10:10
End Date:	---
Actual Duration:	00:00:00
Estimated asset downtime:	01:30:00

Real Time of Asset Downtime

001:30

Trigger

Date Every 1 Months



00:04:36

The sub-task tab will show us the activity check list with the different steps to follow in order to complete the work order.



TASK



SUB TASKS



RESOURCES



ATTACHMENTS

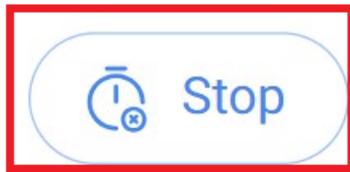


Describe el estado general del equipo - Adjunte foto del equipo *

functional



0 Attachments 



00:05:38

In the resources tab we can add the different types of resources that were used to complete the tasks by clicking on the plus symbol on the lower right part of our device.



TASK



SUB TASKS



RESOURCES



ATTACHMENTS

1



Material requisitions



Total cost: \$ MXN 11,126.06

■ ACEITE 20 W 50 { ACE-001 }

Type: Inventory
Source: Tonillos M6x100
Unit cost: \$ MXN 11,126.06
Total cost: \$ MXN 11,126.06
Creation Date: 2024-10-02 13:17:18
Qty: 1
Issued Qty: 0
Real Used Qty: 0

Showing 1 of 1



00:07:07

Remember the different types of resources we can add to a work order:

- **Inventory:** Resources within our warehouses.
- **Inhouse Personnel:** Inhouse Personnel with a detail of the value of ordinary hours.
- **Services:** Those services provided by a third party
- **Inventory (Non-Catalogued):** Resources that are not registered in our warehouses.
- **Service (Non-Catalogued):** Services that are not registered in our third parties.



Resource Type

Inventory

Inventory

Inhouse Personnel

Services

Inventory (Not Cataloged)

Service (No Cataloged)



We will also have the attachments tab where we can upload files, photos, notes, and reference links by clicking on the plus symbol on the lower right.



VOLCADOR 2 { VOLC-002 }



TASK



SUB TASKS



RESOURCES



ATTACHMENTS



MANUAL-MOTOR.pdf

Description:

Planned Maintenanc

Creation Date:

2024-09-26 12:26:0

Showing 1 of 1



00:09:21

When using the attach document option, we will see a button with the phrase “Drag files or click to Browser”; clicking that option will display a menu to select whether we want to upload a photo from our gallery, take a photo with our camera, or search for a document within our device.



VOLCADOR 2 { VOLC-002 }



TASK



SUB TASKS



RESOURCES



ATTACHMENTS



MANUAL-MOTOR.pdf

Description:

Planned Maintenanc

Creation Date:

2024-09-26 12:26:0

Showing 1 of 1



00:10:18

Once the image has been attached, the phrase “Add a description” will appear on the right, together with a pencil icon. Click on the icon to enter a description of the uploaded image.



VOLCADOR 2 { VOLC-002 }



TASK



SUB TASKS



RESOURCES



ATTACHMENTS



MANUAL-MOTOR.pdf

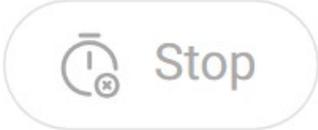
Description:

Planned Maintenanc

Creation Date:

2024-09-26 12:26:0

Showing 1 of 1



00:10:18

15:44



Generator 01 { UTK-001-GN-EM001 } EXT-YRD



TASK



SUB TASKS



RESOURCES



ATTACHMENTS

Total: 1



Screenshot_2022-07-22-15-41-15-



Edit Description

Description

Task done.

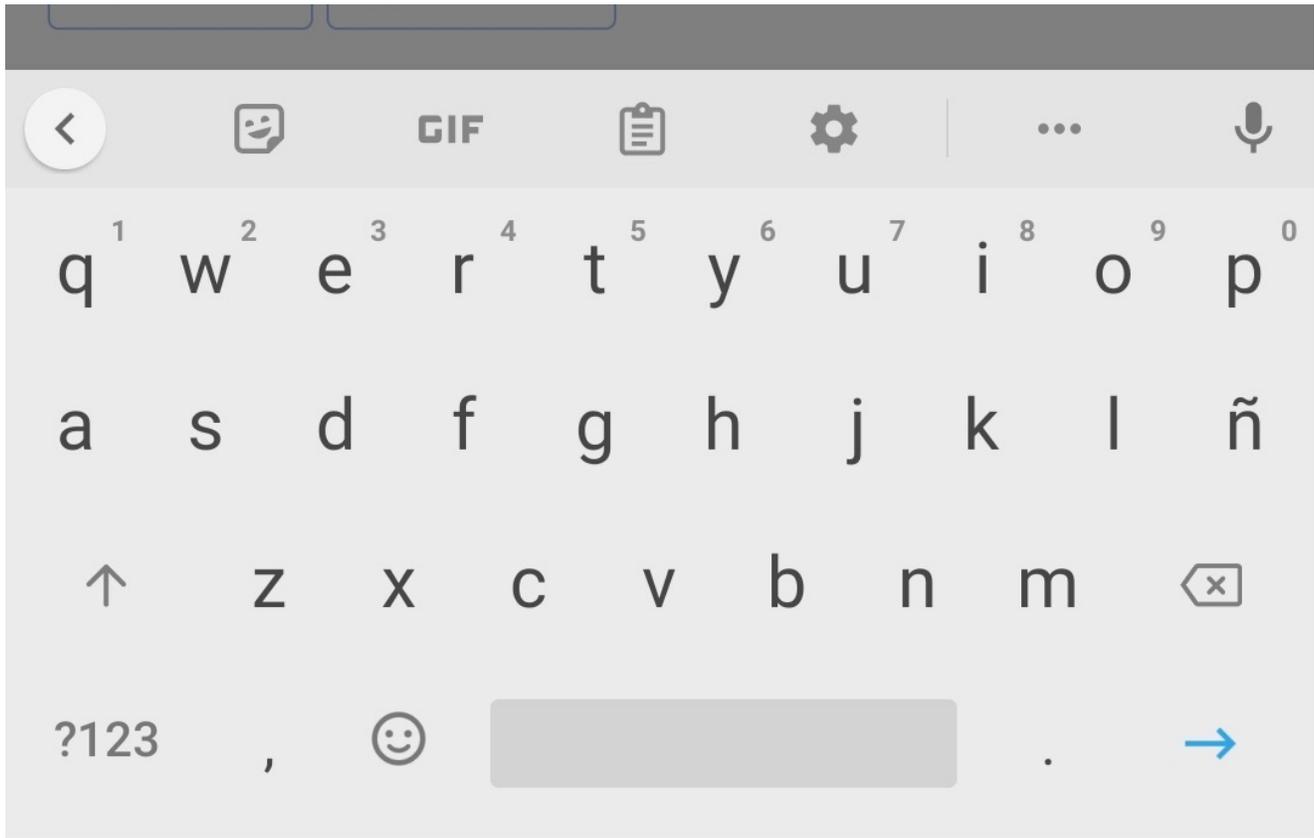
CANCEL

SAVE

STOP

PAUSE

00:03:07



When the work order has been completed, stop the timer on the lower left. We can also see that the time taken to execute the work order, is shown on the right. Then, click on the arrow on the top left to return to the beginning of the WO.



VOLCADOR 2 { VOLC-002 }



TASK



SUB TASKS



RESOURCES



ATTACHMENTS



MANUAL-MOTOR.pdf

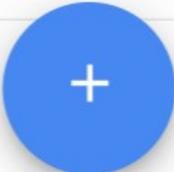
Description:

Planned Maintenanc

Creation Date:

2024-09-26 12:26:0

Showing 1 of 1



00:10:18

The application will show a confirmation message stating that the WO has a 100% progress rate and will ask if we want to send it for review. If the order is complete, click on "YES".



Elkin Alfons MONTROY... ▾

OT-10-MEX

2024-10-26 01:30 00:15

100 %

Total cost: \$ MXN 0.00

Note

Work Management

Total: 1

Confirm

The WO has 100% of progress. Do you want to move it to WOs to Review?

No

Yes

Group 1: REQUIERE PERMISO DE TRABAJO

Group 2:

Work Request Num...

Actual Schedule Dat... 2024-10-26

Estimated Duration: 01:30:00

RESOURCES 1

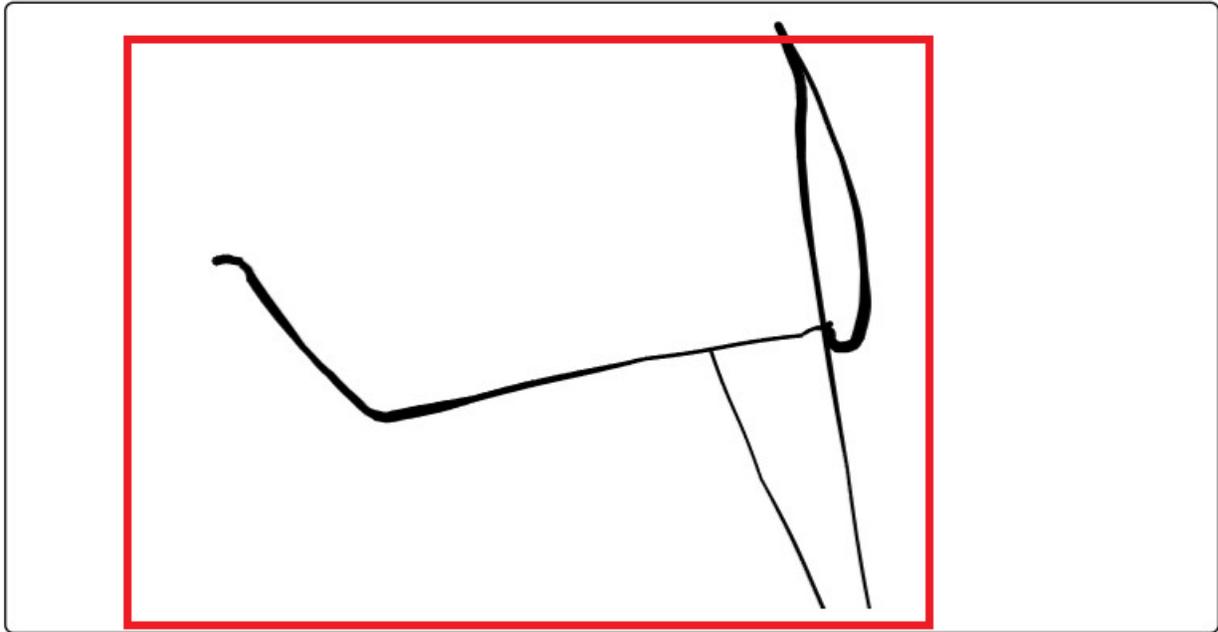
ATTACHMENTS 2



A window will open prompting for a signature, rating and details of the signer accepting the work on the order.



Clear



Rating



Signature details

Operation



The work order will pass to WO in review and it will be the supervisor or administrator's duty to check if the work order was fulfilled correctly.



WOs in Review

177

OT-10-MEX

Created by Fabián Eliecer Montoya Fonnegra

Asset: VOLCADOR 2 { VOLC-002 }

Task: MANTENIMIENTO MENSUAL



100 %

01:30

2024-10-26



Elkin Alfons MONTOYA PEREZ



OT-1140-FRA

Created by Alexander Sanchez

Asset: CENTRIFUGA 02

Task: MANTENIMIENTO MENSUAL



100 %



01:30



2024-09-20



Alexander Sanchez



OT-1050-FRA

Created by Alexander Sanchez

Asset: ROUTER { EC0000 }



Action Done



00:10



2024-09-





WOs in Review

177 ↻

OT-10-MEX

Created by Fabián Eliecer Montoya Fonnegra

Asset: VOLCADOR 2 { VOLC-002 }

Task: MANTENIMIENTO MENSUAL



100 %

🕒 01:30

📅 2024-10-26

👤 Elkin Alfons MONTOYA PEREZ



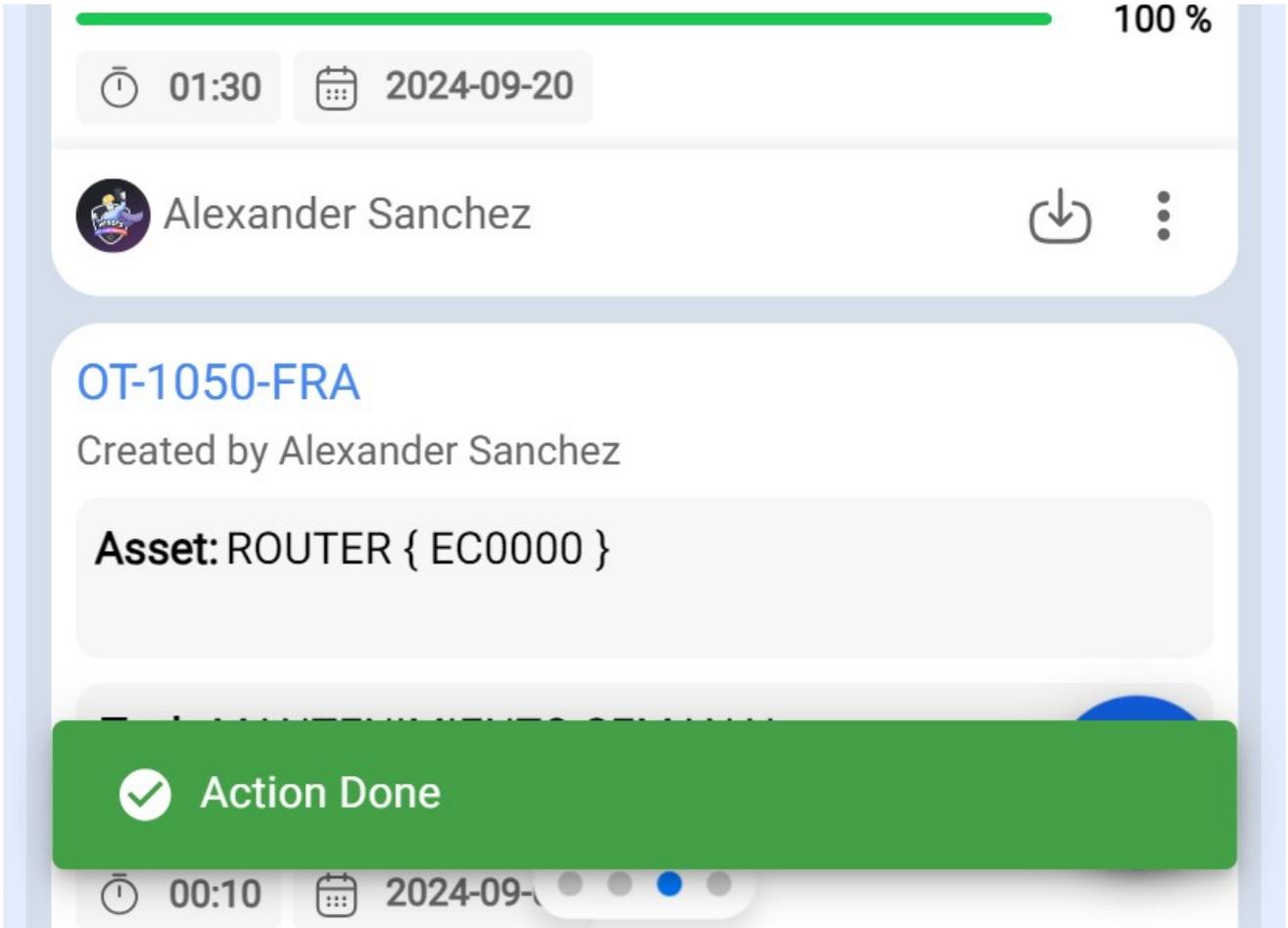
OT-1140-FRA

Created by Alexander Sanchez

Asset: CENTRIFUGA 02

Task: MANTENIMIENTO MENSUAL





Once the work order has been validated, press the three dots on the top right and in the displayed menu, click Send to completed WO's.



 Elkin Alfons MON

 2024-10-26  01:30



Note

← Send To WO's in Process

Send to Done WOs

 Signature

 Work Order History

 Open PDF

 Share WO

Work Management

VOLCADOR 2 { VOLC-002 }

// AMA TIME/ JUGOS RETAIL/ JUGO NARANJA/ >

MANTENIMIENTO MENSUAL

Priority: ^ High

Task type: MANTENIMIENTO PREVENTIVO

Group 1: REQUIERE PERMISO DE TRABAJO >

Group 2:

Work Request Num...

Actual Schedule Dat... 2024-10-26

Estimated Duration: 01:30:00

RESOURCES 1 | ATTACHMENTS 2



Finally, it will show us a message indicating the order has a 100% percentage, and when closing this work order, the dates of the new tasks will be recalculated and those that are yet to be completed will be marked as pending. In order to continue

and set the work order as Done, the prompt must be confirmed with a YES.



WOs in Review

177

OT-10-MEX

Created by Fabián Eliecer Montoya Fonnegra

Asset: VOLCADOR 2 { VOLC-002 }

Confirm

The WO OT-10-MEX has a 100% completion. By closing this Work Order, the performed dates will be recalculated and will mark as pending the tasks not performed..

Once the confirmation is done, the state of the WO is irreversible. Do you want to continue?

No

Yes

01:30 2024-09-20



Alexander Sanchez



OT-1050-FRA

Created by Alexander Sanchez

Asset: ROUTER { EC0000 }

Task: MANTENIMIENTO SEMANAL



00:10 2024-09-

