

Task status filters within Work Orders

help.fracttal.com/hc/en-us/articles/33708561423501-Task-status-filters-within-Work-Orders

The advanced filter functionality in Fracttal One allows users to efficiently manage and visualize tasks within Work Orders (WO). This feature is particularly useful for quickly identifying the status of each task and making real-time decisions.

This article details how to apply advanced filters to organize and monitor tasks based on their progress status: Not Started, In Progress, Paused, and Completed.

STATUS FILTERS

Advanced filters allow categorization and visualization of WO tasks based on their current status, making it easier to track progress. This is essential for supervisors, technicians, and managers who need to prioritize actions and ensure that tasks are completed as planned.

As mentioned earlier, the possible statuses are:

Not Started: Tasks that have not yet begun.

{ EQ.ECV-03 } UNIDAD OLEOHIDRAULICA
// EMBALSE CONVENTO VIEJO/ SUBESTACION SECCIONADORA/

INSPECCION SEMANAL (LUNES)

Priority: = Medium
Task type: MANTENIMIENTO PREVENTIVO
Group 1: >
Group 2:
Work Request Num...
Actual Schedule Dat... 2025-03-31
Estimated Duration: 00:10:00

RESOURCES 0 | ATTACHMENTS 0

⊖ NOT STARTED

In Progress: Tasks that are currently being executed.

{ 080167.1 } MOTOR 1

// MOSQUEDA EMPRESA/ IDEAL/



CHECK LIST

Priority: = Medium

Task type: 06 Preventivo

Group 1:



Group 2:

Work Request Num...

Actual Schedule Dat... 2025-03-27

Estimated Duration: 00:10:00

RESOURCES 0

ATTACHMENTS 0

IN PROGRESS

Paused: Tasks temporarily stopped due to operational or technical reasons.

{ MON-FA-0001 } MONTADORA - FA

//



Inspeccion

Priority: = Medium

Task type: INSPECCION

Group 1:



Group 2:

Work Request Num...

Actual Schedule Dat... 2025-03-27

Estimated Duration: 00:30:00

RESOURCES 1

ATTACHMENTS 1

PAUSED

Completed: Tasks that have been finished.

{ MON-FA-0001 } MONTADORA - FA >
//

INSPECCION

Priority: = Medium
Task type: INSPECCIÓN
Group 1: >
Group 2:
Work Request Num...
Actual Schedule Dat... 2025-03-27
Estimated Duration: 00:10:00

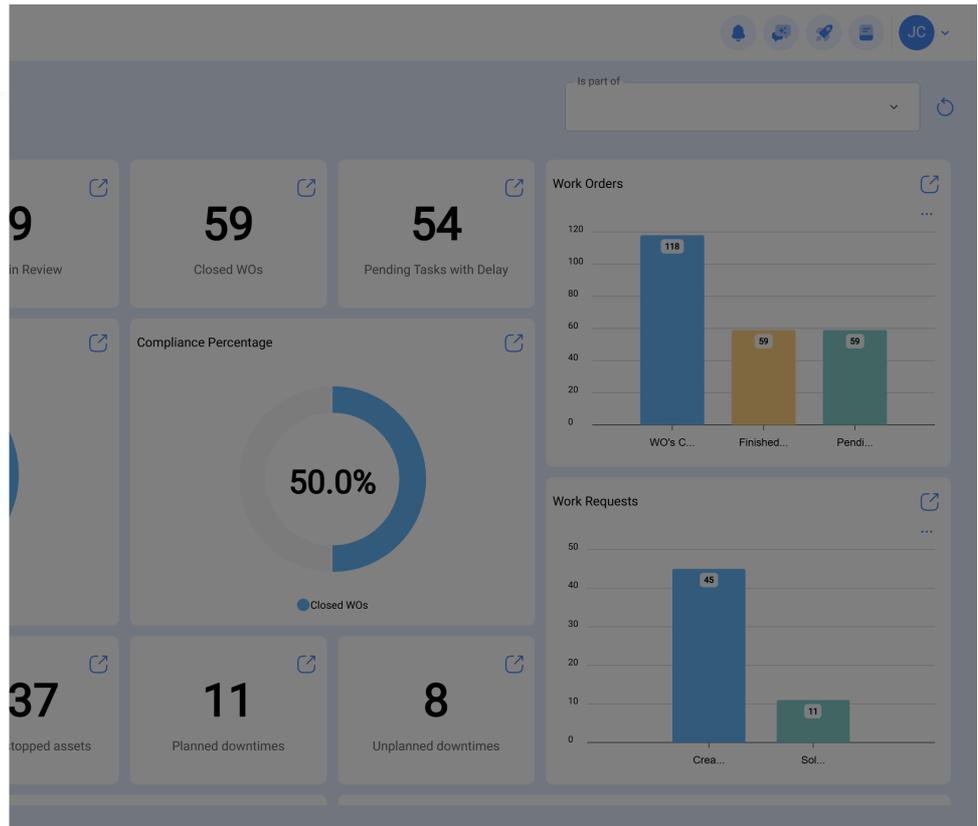
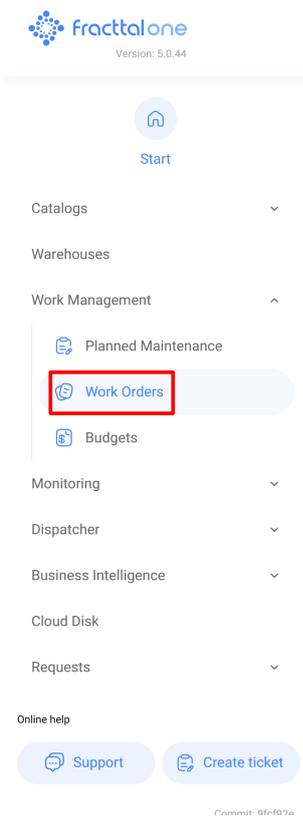
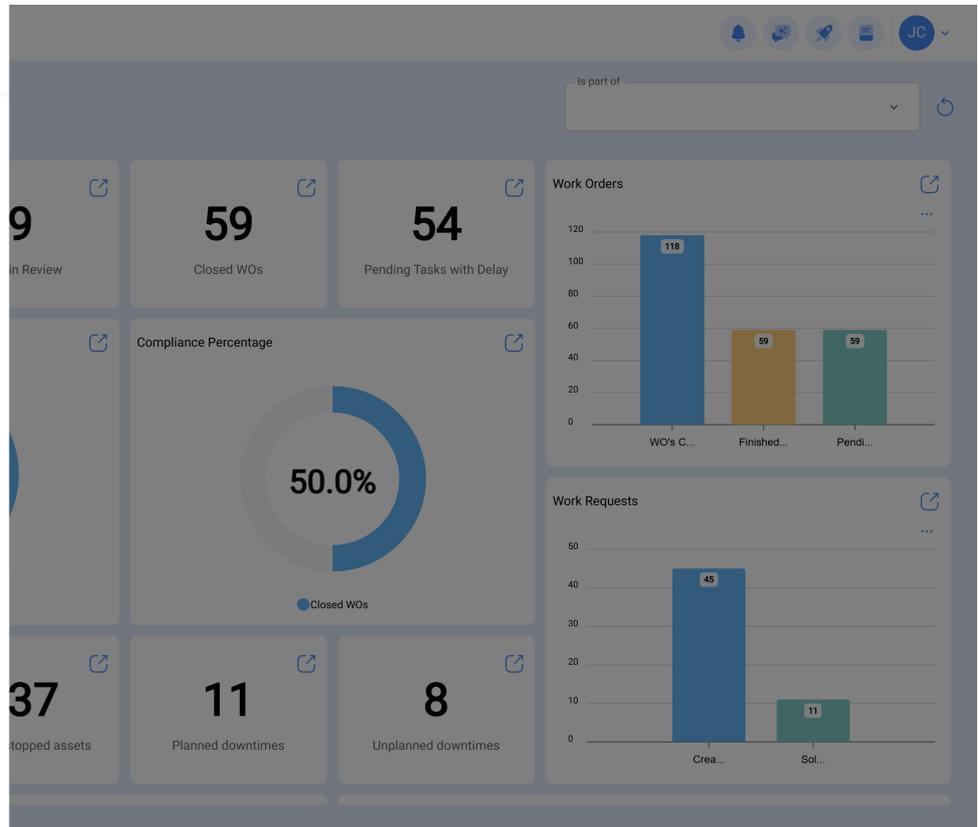
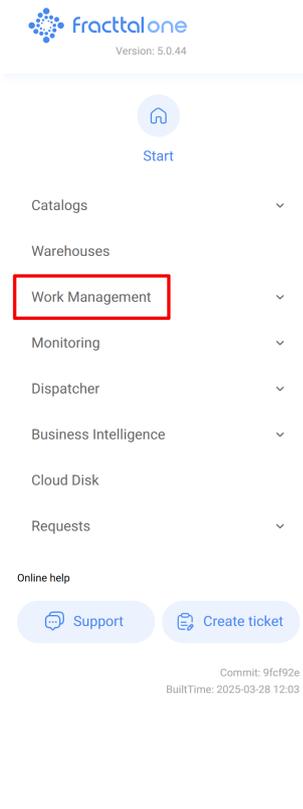
RESOURCES 0 | ATTACHMENTS 0

 **COMPLETED**

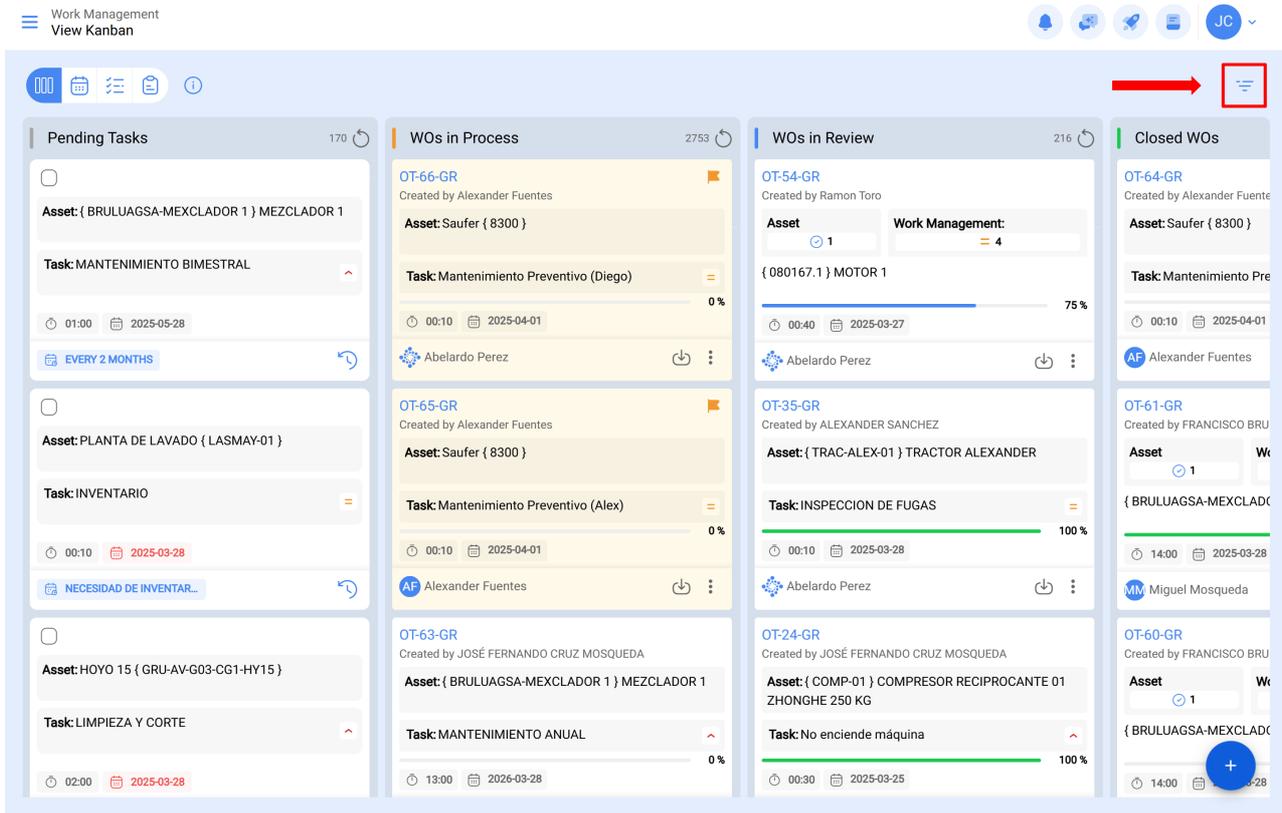
Note: It is crucial that each task includes time records, particularly the start date and end date.

APPLYING TASK STATUS FILTERS IN WORK ORDERS

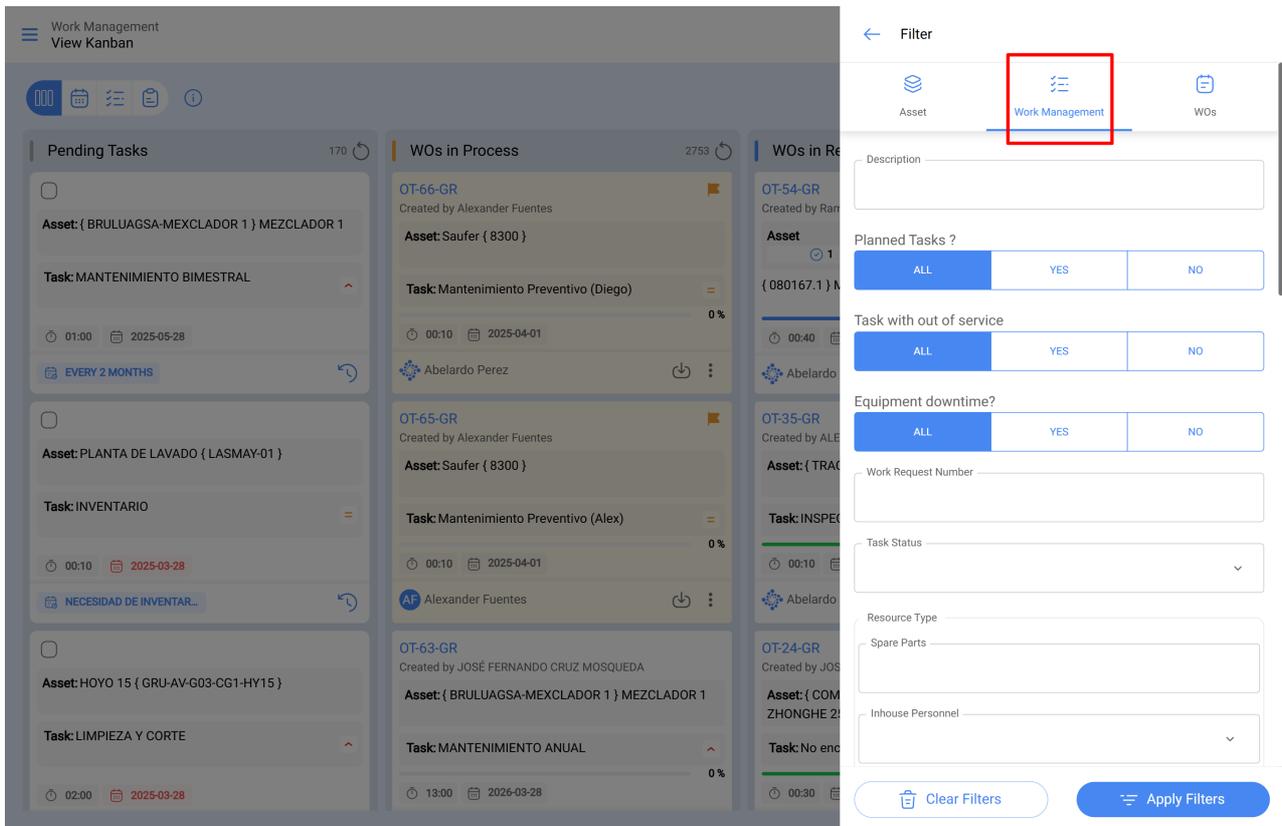
From the main menu in Fractal One, go to the Work Management > Work Orders module.



Within the module, regardless of the WO view (Kanban, calendar, or list), click the Advanced Filters button in the upper right corner of the screen.



At the top, select the Tasks tab.



Find and select the required filter, in this case, filtering by "Task Status."

Work Management
View Kanban

Pending Tasks 170

WOs in Process 2753

WOs in Re...

Asset: { BRULUAGSA-MEXCLADOR 1 } MEZCLADOR 1
Task: MANTENIMIENTO BIMESTRAL
01:00 2025-05-28
EVERY 2 MONTHS

Asset: PLANTA DE LAVADO { LASMAY-01 }
Task: INVENTARIO
00:10 2025-03-28
NECESIDAD DE INVENTAR...

Asset: HOYO 15 { GRU-AV-G03-CG1-HY15 }
Task: LIMPIEZA Y CORTE
02:00 2025-03-28

OT-66-GR
Created by Alexander Fuentes
Asset: Saufer { 8300 }
Task: Mantenimiento Preventivo (Diego)
00:10 2025-04-01
Abelardo Perez

OT-65-GR
Created by Alexander Fuentes
Asset: Saufer { 8300 }
Task: Mantenimiento Preventivo (Alex)
00:10 2025-04-01
AF Alexander Fuentes

OT-63-GR
Created by JOSÉ FERNANDO CRUZ MOSQUEDA
Asset: { BRULUAGSA-MEXCLADOR 1 } MEZCLADOR 1
Task: MANTENIMIENTO ANUAL
13:00 2026-03-28

OT-54-GR
Created by Ramon
Asset: { 080167.1 } M...
Task: INSPE...
00:40
Abelardo

OT-35-GR
Created by ALE...
Asset: { TRAC...
Task: INSPE...
00:10
Abelardo

OT-24-GR
Created by JOS...
Asset: { COM... ZHONGHE 2...
Task: No enc...
00:30

Filter

Asset Work Management WOs

Description

Planned Tasks ?
ALL YES NO

Task with out of service
ALL YES NO

Equipment downtime?
ALL YES NO

Work Request Number

Task Status

Resource Type
Spare Parts
Inhouse Personnel

Clear Filters Apply Filters

Work Management
View Kanban

Pending Tasks 170

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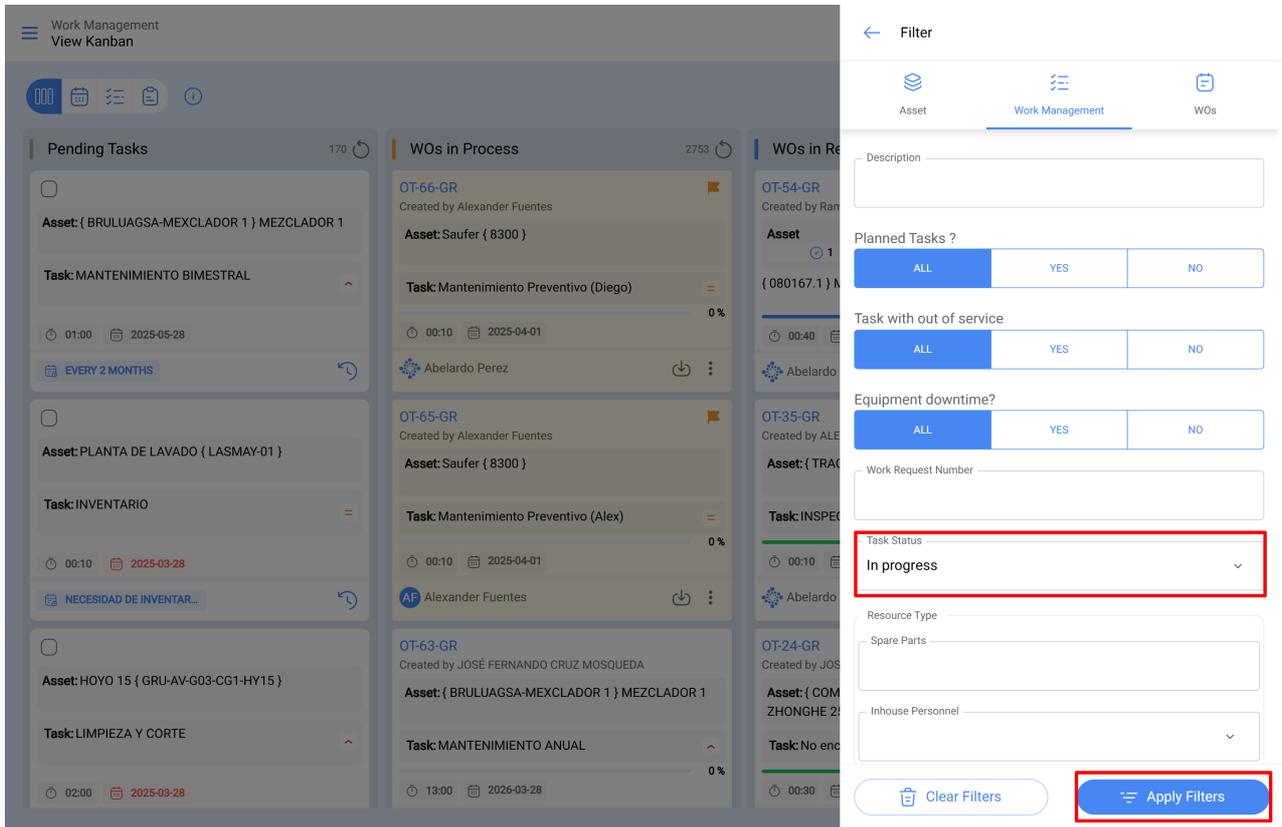
Equipment downtime?
ALL YES NO

Work Request Number

Task Status
None
Not Started
In progress
paused
Completed

Clear Filters Apply Filters

Apply filters.



The task status filtering functionality in Fractal One is an essential tool for optimizing task management within Work Orders. By enabling a clear and structured view of task progress, it helps prioritize activities and improve overall management efficiency.