

Native Bulk Download of Work Orders

 help.fractal.com/hc/en-us/articles/32663287743373-Native-Bulk-Download-of-Work-Orders

The native bulk download functionality for Work Orders allows for the simultaneous export of multiple documents in PDF format. This feature facilitates the generation of organized reports, ready to be shared with teams, clients, or for audits.

How to download Work Orders in bulk?

1. To start the process, first go to the Tasks module > Work Orders > Task List view.

The screenshot displays the Fractalone Work Orders interface. On the left is a navigation menu with 'Work Orders' highlighted. The main dashboard features several widgets: 'Closed WOs' (70), 'Pending Tasks with Delay' (11), 'Compliance Percentage' (54.7%), 'Work Orders' bar chart, and 'Work Requests' bar chart. Below the dashboard is a search bar and a table of work orders.

ID de Orden de Trabajo	Estado	Código	Activo	Fuera de servicio	Tarea
WO-7403-2025	Open WO's	EUE17F	Motocicleta { EUE17F }	No	Mant
WO-7402-2025	Open WO's	EUE17F	Motocicleta { EUE17F }	No	Taree
WO-7401-2025	Open WO's	EUE17F	Motocicleta { EUE17F }	No	Taree
WO-7400-2025	Open WO's	EUE17F	Motocicleta { EUE17F }	No	Taree
WO-7399-2025	Open WO's	B-01	Sistema Mecánico { B-01 }	No	pruet
WO-7398-2025	Open WO's		MOTOR BOMBA ESPIASA B-01-MOT-01	No	Pruet
WO-7397-2025	Closed		MOTOR BOMBA ESPIASA B-01-MOT-01	No	pruet
WO-7396-2025	Closed	EQ-00313	Caixa de Som { EQ-00313 }	No	Verifi
WO-7395-2025	Open WO's	EQUI EMBU 002	televisão 55 { EQUI EMBU 002 }	No	Verifi
WO-7394-2025	Open WO's	EQUI EMBU 002	televisão 55 { EQUI EMBU 002 }	No	teste

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2. Select the records you want to download.

Work Management
Work Orders

Search...

(10) Selected

	ID de Orden de Trabajo	Estado	Código	Activo	Fuera de servicio	Tarea
<input checked="" type="checkbox"/>	WO-7403-2025	Open WO's	EUE17F	Motocicleta { EUE17F }	No	Mant
<input checked="" type="checkbox"/>	WO-7402-2025	Open WO's	EUE17F	Motocicleta { EUE17F }	No	Taree
<input checked="" type="checkbox"/>	WO-7401-2025	Open WO's	EUE17F	Motocicleta { EUE17F }	No	Taree
<input checked="" type="checkbox"/>	WO-7400-2025	Open WO's	EUE17F	Motocicleta { EUE17F }	No	Taree
<input checked="" type="checkbox"/>	WO-7399-2025	Open WO's	B-01	Sistema Mecánico { B-01 }	No	pruet
<input checked="" type="checkbox"/>	WO-7398-2025	Open WO's		MOTOR BOMBA ESPIASA B-01-MOT-01	No	Pruet
<input checked="" type="checkbox"/>	WO-7397-2025	Closed		MOTOR BOMBA ESPIASA B-01-MOT-01	No	pruet
<input checked="" type="checkbox"/>	WO-7396-2025	Closed	EQ-00313	Caixa de Som { EQ-00313 }	No	Verifi
<input checked="" type="checkbox"/>	WO-7395-2025	Open WO's	EQUI EMBU 002	televisão 55 { EQUI EMBU 002 }	No	Verifi
<input checked="" type="checkbox"/>	WO-7394-2025	Open WO's	EQUI EMBU 002	televisão 55 { EQUI EMBU 002 }	No	teste

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Note: Remember that the records correspond to tasks associated with work orders, so the number of documents generated may be less than the total number of records selected.

3. Click on the options menu > "Download Work Orders." Once the process begins, a notification will appear indicating that document generation has started.

The screenshot shows the 'Work Management' interface with a search bar and navigation icons. A table of work orders is displayed, with 10 items selected. A context menu is open over the table, showing options: 'Export', 'Bulk export data', and 'Download Work Orders' (highlighted with a red box). The table columns are: ID de Orden de Trabajo, Estado, Código, Activo, and a final column with values like 'Mant', 'Taree', 'pruet', and 'Verifi'.

ID de Orden de Trabajo	Estado	Código	Activo	
WO-7403-2025	Open WO's	EUE17F	Motocicleta { EUE17F }	No Mant
WO-7402-2025	Open WO's	EUE17F	Motocicleta { EUE17F }	No Taree
WO-7401-2025	Open WO's	EUE17F	Motocicleta { EUE17F }	No Taree
WO-7400-2025	Open WO's	EUE17F	Motocicleta { EUE17F }	No Taree
WO-7399-2025	Open WO's	B-01	Sistema Mecánico { B-01 }	No pruet
WO-7398-2025	Open WO's		MOTOR BOMBA ESPIASA B-01-MOT-01	No Pruet
WO-7397-2025	Closed		MOTOR BOMBA ESPIASA B-01-MOT-01	No pruet
WO-7396-2025	Closed	EQ-00313	Caixa de Som { EQ-00313 }	No Verifi
WO-7395-2025	Open WO's	EQUI EMBU 002	televisão 55 { EQUI EMBU 002 }	No Verifi
WO-7394-2025	Open WO's	EQUI EMBU 002	televisão 55 { EQUI EMBU 002 }	No teste

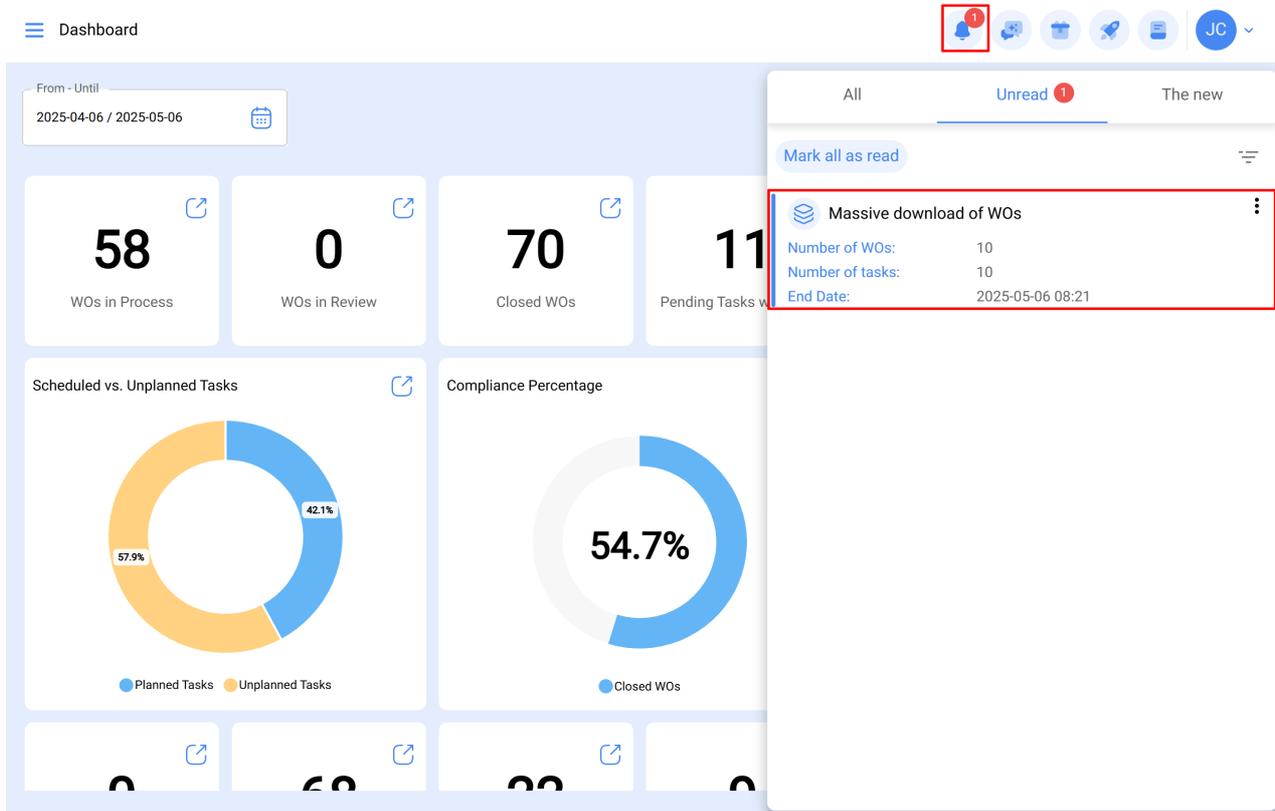
The screenshot shows the same interface as above, but with a confirmation dialog box overlaid. The dialog box contains the text: 'Download Work Orders', 'Your request will be processed, and your file will be sent by email to @fractal.com.', and 'Are you sure you want to download the selected work orders?'. There are 'No' and 'Yes' buttons at the bottom of the dialog. The 'Download Work Orders' option in the context menu is still visible in the background.

Note: Download time may vary depending on the number of selected records.

4. Once the process is complete, you will receive an email at the address associated with your user account. This email will include a link with a "Download File" button, allowing you to obtain a compressed file containing all the selected work orders in PDF format.



A notification regarding the download of the OTs will appear in the notification center once the action has been completed.



Important Considerations

- This functionality is only available in the Work Orders list view, which shows all tasks associated with the work orders.
- Selecting multiple records does not imply that the same number of work orders will be generated. A single work order may contain multiple tasks grouped into a single document.
- This functionality is only available for companies with the “Batch Download of Work Orders” add-on enabled.
- Only one bulk download can be processed at a time. If you attempt to start another process while one is in progress, a message will appear informing you that a process is already queued. To start a new process, you must first receive the email corresponding to the ongoing batch download.
- For greater efficiency in the download and email delivery of records, it is recommended to select a maximum of 500 records per download

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