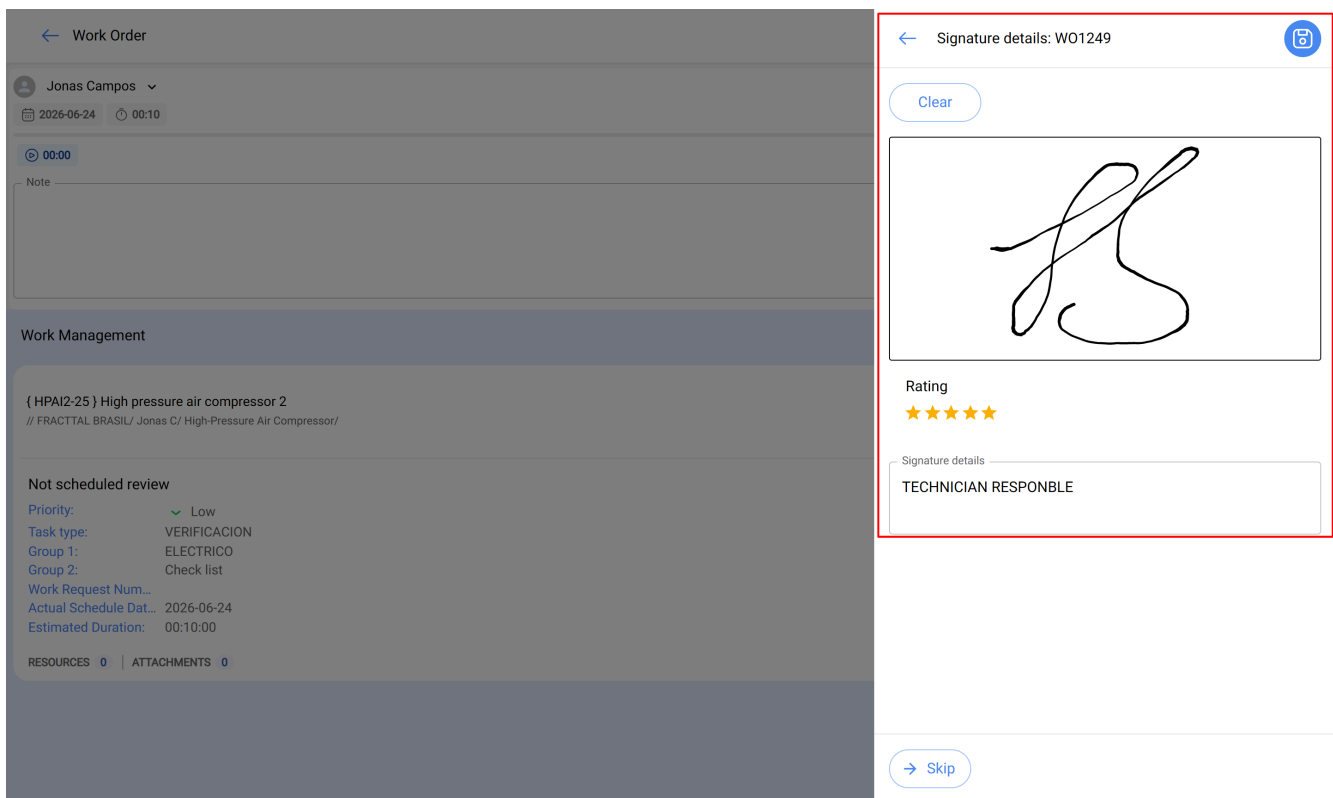


How to change the status of a Work Order?

help.fractal.com/hc/en-us/articles/25019669728269-How-to-change-the-status-of-a-Work-Order

Once a Work Order (WO) is created, it is automatically set to **In Progress** so that each of its tasks can be completed. When the WO reaches 100% progress, the next step is for it to be signed and rated — this action can be performed by the person validating the execution on site. To do this, open the options menu located at the top right and click **Send to WOs Under Review**.

When you click, the system will open a window where you will be asked to rate and sign the WO before it is sent to the Review status.



Note: If the asset associated with the WO has meters linked to task triggers, the system will show the option to update the readings of those meters.

← Update cumulative readings: OT-41-GR 📄

Information
Please update cumulative readings. 🔄 ☰ ⚙️

Description Sensor / Meter...	Last value	Reading value at task time
📏 Horímetro - Acumulador	23 h	23 h
📏 Distancia recorrida - robo01	34600 MTS	34600 MTS

Showing 2 of 2

After completing the above steps, the WO will automatically change to **Under Review** so that it can be validated by the appropriate person before being finalized. At this point, the printed WO form is displayed, showing the signatures of both the person who rated it and the person responsible for the WO.

Pending Tasks 138

WOs in Process 178

WOs in Review 71

Closed WOs

WO1249
Created by Jonas Campos

Asset: { HPAI2-25 } High pressure air compressor 2

Task: Not scheduled review

🕒 00:10 📅 2026-06-24 0%

👤 Jonas Campos

WO1248
Created by JONATHAN ORELLANA

Asset: { 01-AC-UBIA } ACTIV

Task: Plan de mantenimien

🕒 168:00 📅 2026-04-29

👤 JONATHAN ORELLANA

WO1247
Created by MIZAEAL ALONSO

Asset: { E004 } CAT 336D -

Task: Manutenção Preventi

🕒 00:01 📅 2026-06-23

👤 ALEXANDER MIGUEL FA

WO1246
Created by Sebas

Asset Work

← Preview

Paper Size

Letter (8,5 x 11) pulg

Save

Print



Activación Fractal - Español - 477

RFC10829120
Work Order

Nº: WO1249
Date: 2026-06-24

Rating: 5
EOS GLOBAL

INFORMATION OF THE REQUEST

REQUESTED BY: Jonas Campos	RESPONSIBLE: Jonas Campos
DESCRIPTION: Not scheduled review	REQUEST NUMBER: N/A
ESTIMATED DURATION: 00:10:00	EVENT DATE: 2026-06-24 13:15
NOTES: This review wasn't scheduled	

ASSETS

DESCRIPTION: { HPAI2-25 } High pressure air compressor 2

IS PART OF: // FRACTAL BRASIL/ Jonas C/ High-Pressure Air Compressor/

TYPE: COMPRESOR

PRIORITY: Low

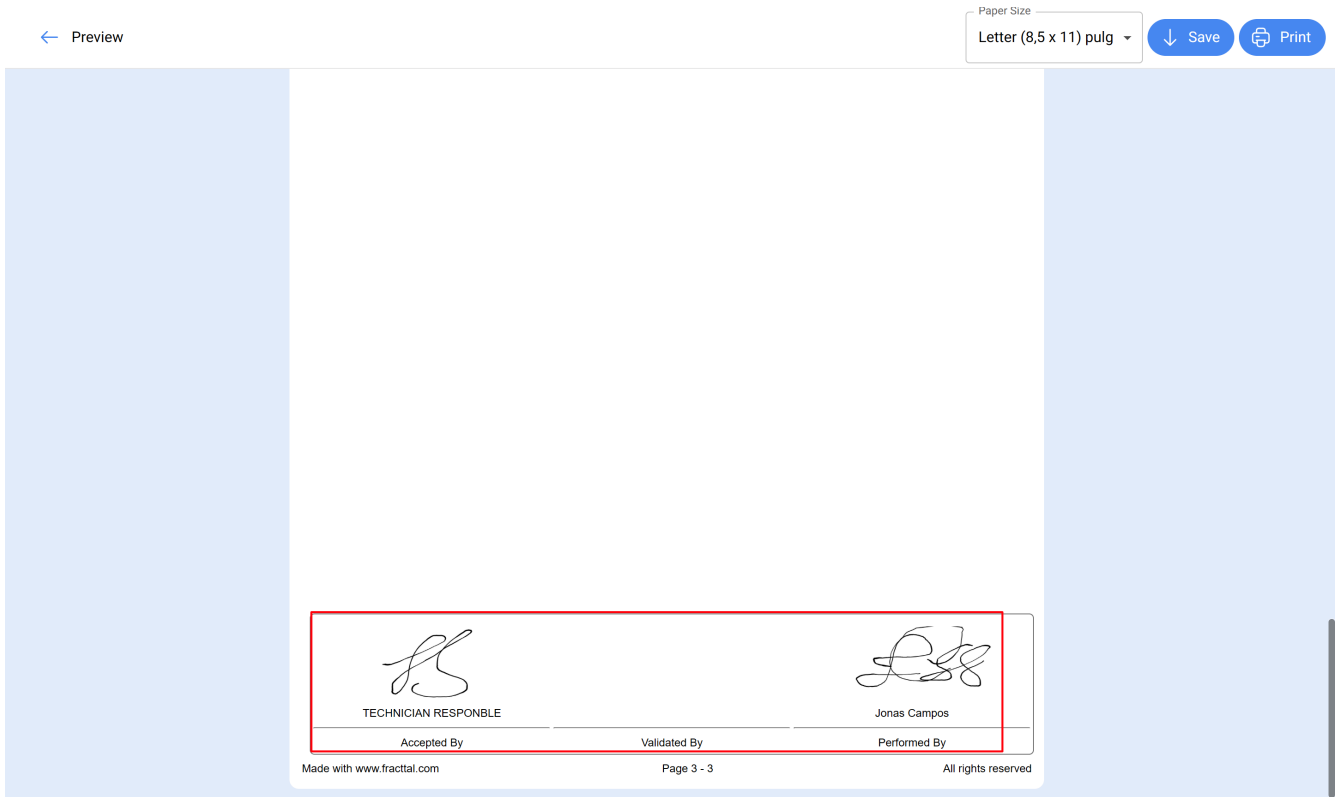
BARCODE:

NOTE (WO):

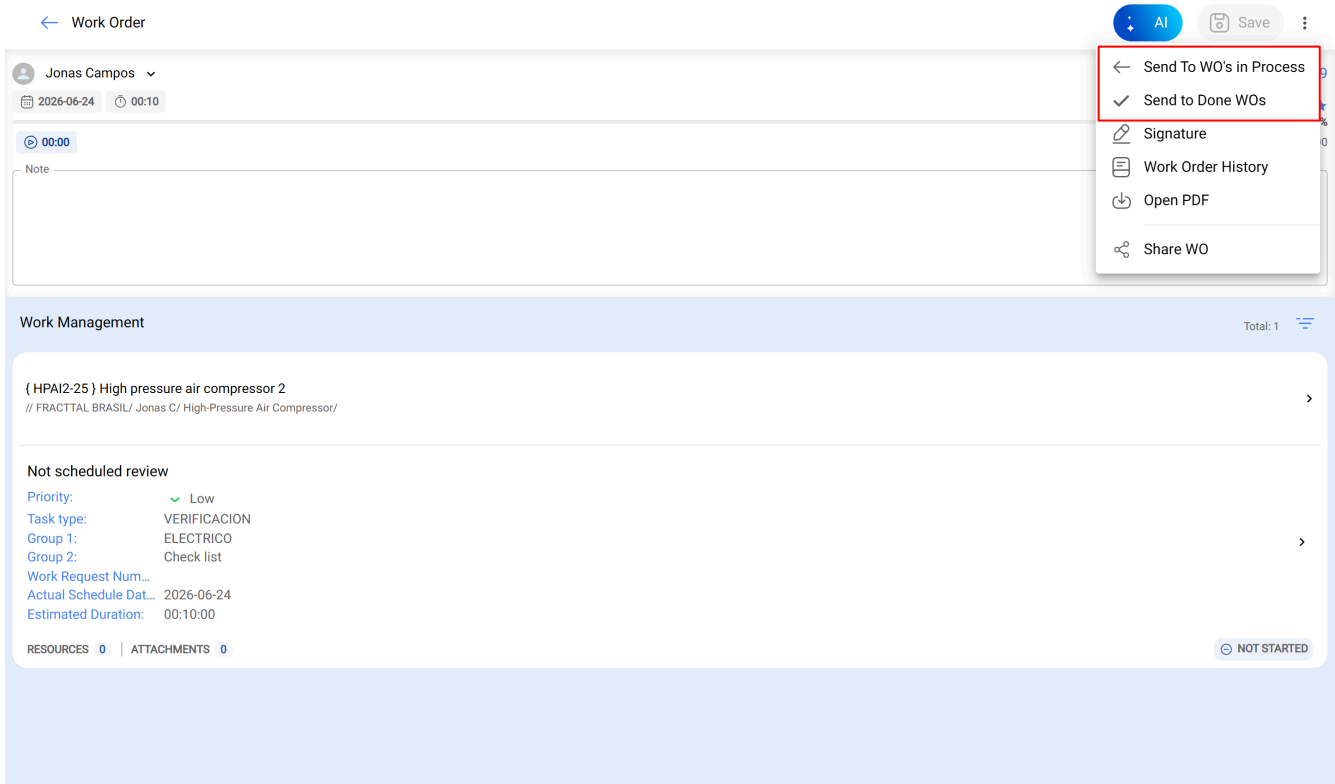
Field Name	Value
Label	
Label	null %
Label	\$ CLP 0,00
Label	

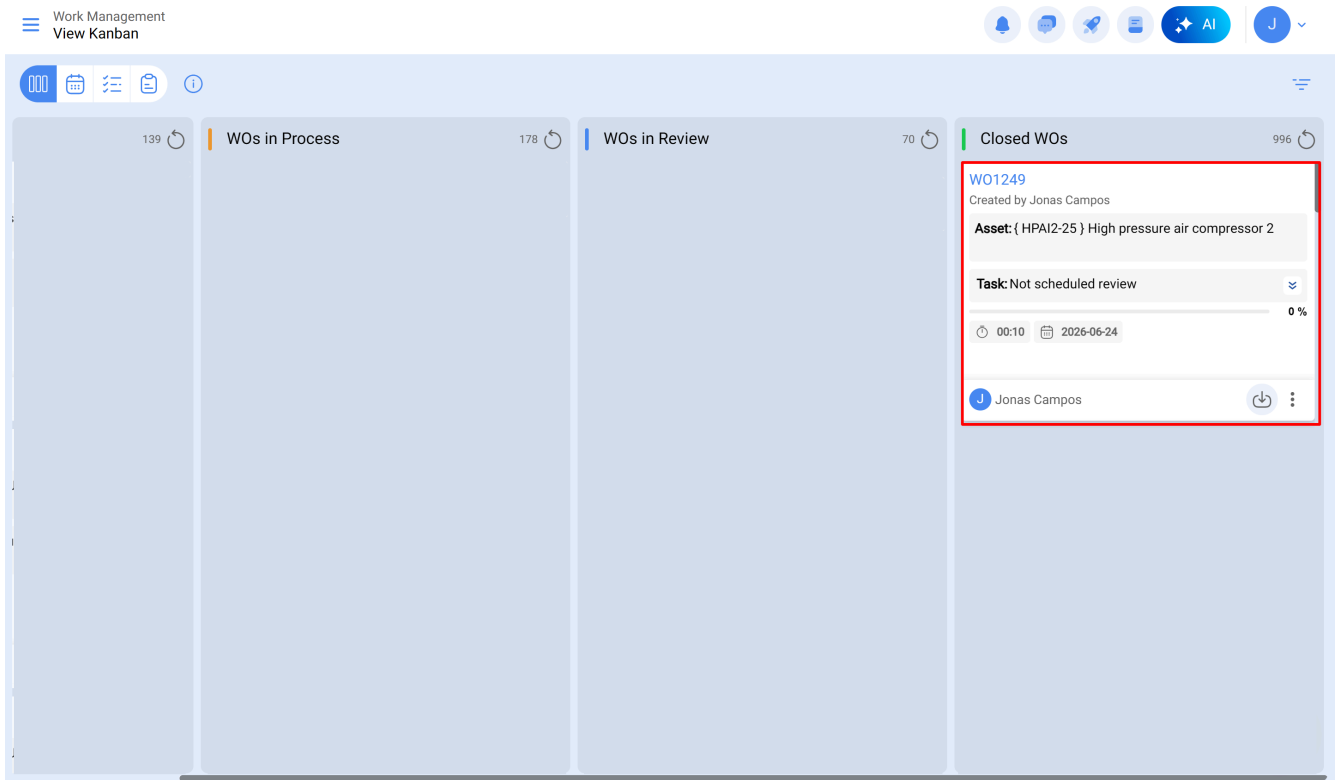
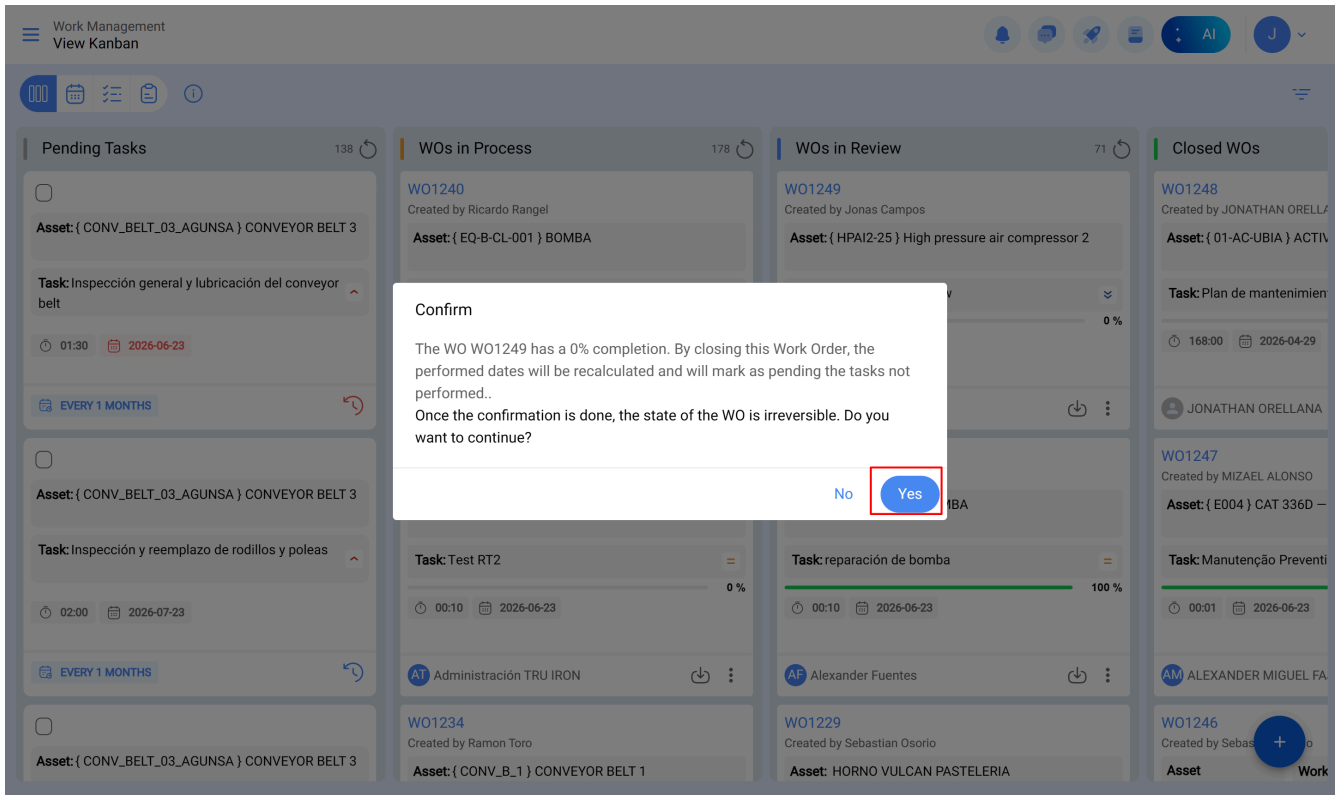
UNPLANNED TASK

TYPE OF JOB: VERIFICACION	ACTUAL SCHEDULE DATE: 2026-06-24
PRIORITY: Low	START DATE AND TIME: _____
TRIGGER: Non Scheduled Tasks	COMPLETION DATE AND TIME: _____
GROUP 1: ELECTRICO	TIME SPENT TO COMPLETE THE TASK: 00:00:00






Once the validation is done, the system offers two options: return the WO to **In Progress** (if it does not meet some requirement) or move it directly to **Completed**.





Finally, with the WO completed, the process is concluded, and the printed form will display the **three signatures** associated with the life cycle of the WO.

		
TECHNICIAN RESPONBLE	Jonas Campos	Jonas Campos
Accepted By	Validated By	Performed By