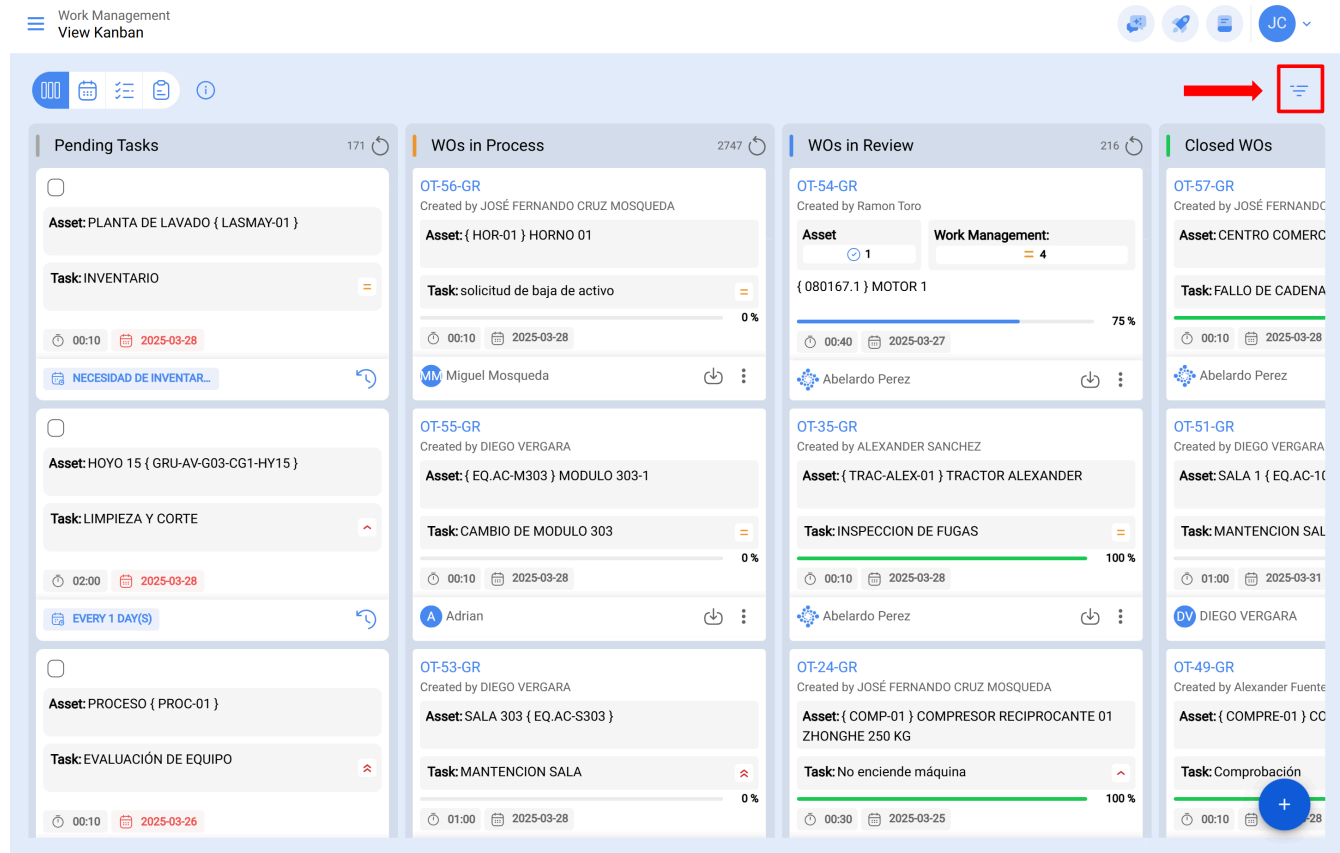


# How to find a Work Order?

[help.fractal.com/hc/en-us/articles/24904728348685-How-to-find-a-Work-Order](https://help.fractal.com/hc/en-us/articles/24904728348685-How-to-find-a-Work-Order)

Work orders in Fractal One are managed from the **Tasks** module, in the **Work Orders** section. From there, you can view, filter, and access any WO registered in the system.

Once there, you can search for the order using the different available filters:



You can apply filters based on the linked asset, the tasks, or the information of the work order itself that you want.

When you complete the fields in the menu, apply the corresponding filter to see the WO.

Work Management  
View Kanban

Pending Tasks 171

WOs in Process 2747

WOs in Re...

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

EVERY 1 DAY(S)

Asset: PROCESO { PROC-01 }

Task: EVALUACIÓN DE EQUIPO

00:10 2025-03-26

OT-56-GR  
Created by JOSÉ FERNANDO CRUZ MOSQUEDA

Asset: { HOR-01 } HORNO 01

Task: solicitud de baja de activo

00:10 2025-03-28

M Miguel Mosqueda

OT-55-GR  
Created by DIEGO VERGARA

Asset: { EQ.AC-M303 } MODULO 303-1

Task: CAMBIO DE MODULO 303

00:10 2025-03-28

A Adrian

OT-53-GR  
Created by DIEGO VERGARA

Asset: SALA 303 { EQ.AC-S303 }

Task: MANTENCION SALA

01:00 2025-03-28

OT-54-GR  
Created by Ramon

Asset

{ 080167.1 } M...

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

Location

Asset Type

Code

Description

Cost center

Custom Forms

Clear Filters

Apply Filters

Work Management  
View Kanban

Pending Tasks 171

WOs in Process 2747

WOs in Re...

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

EVERY 1 DAY(S)

Asset: PROCESO { PROC-01 }

Task: EVALUACIÓN DE EQUIPO

00:10 2025-03-26

Task: MANTENCION SALA

01:00 2025-03-31

A Adrian

OT-50-GR  
Created by Alexander Fuentes

Asset: { COMPRE-01 } COMPRESOR 01

Task: Comprobacion automatizado

00:10 2025-03-28

AF Alexander Fuentes

OT-46-GR  
Created by Jonas Campos

Asset

Work Management:

{ MON-FA-0001 } MONTADORA - FA

100%

00:40 2025-03-27

Jc Jonas Campos

OT-44-GR  
Created by JOSÉ FERNANDO CRUZ MOSQUEDA

00:30

OT-54-GR  
Created by Ramon

Asset

{ 080167.1 } M...

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

Status

WO's ID

OT-46-GR

Type of employee

Order

Date

Creation Date

WO Closure date

Date WO in Review

Percentage of Completion

Value %

Note

Clear Filters

Apply Filters

The screenshot displays a Kanban board for Work Management. The board is divided into four columns: Pending Tasks, WOs in Process, WOs in Review, and Closed WOs. The 'WOs in Process' column contains a single work order card for 'OT-46-GR', which is highlighted with a red border. This card shows the following details: 'Created by Jonas Campos', 'Asset: 1', 'Work Management: 2', and '{ MON-FA-0001 } MONTADORA - FA'. A progress bar indicates 100% completion, with a start time of 00:40 on 2025-03-27. The card is assigned to 'Jonas Campos'. The 'Pending Tasks' column shows three tasks: 'INVENTARIO' (due 2025-03-28), 'LIMPIEZA Y CORTE' (due 2025-03-28), and 'EVALUACIÓN DE EQUIPO' (due 2025-03-26). The 'WOs in Review' and 'Closed WOs' columns are currently empty, displaying 'No data to show with these parameters'.

Finally, you just need to fill in the required data within the tasks that make up the work order.

If you want to learn more about the execution process, you can check out this article where it explains step by step how to complete a work order: [How to Edit and Complete a WO?](#)