

Como encontrar uma Ordem de Trabalho?

help.fractal.com/hc/pt-pt/articles/24904728348685-Como-encontrar-uma-Ordem-de-Trabalho

As ordens de trabalho no Fractal One são geridas a partir do módulo de **Tarefas**, na secção **Ordens de Trabalho**. A partir daí, podes consultar, filtrar e aceder a qualquer OT registada no sistema.

Uma vez aí, poderás procurar a ordem usando os diferentes filtros disponíveis:

The screenshot displays the 'Work Management View Kanban' interface. It features a top navigation bar with a menu icon, 'Work Management View Kanban', and user profile 'JC'. Below the navigation bar is a toolbar with icons for home, calendar, list, and help. The main area is a Kanban board with four columns: 'Pending Tasks' (171 items), 'WOs in Process' (2747 items), 'WOs in Review' (216 items), and 'Closed WOs'. Each column contains task cards with details such as 'Asset', 'Task', progress bars, and assigned users. A red arrow points to a filter icon in the top right corner of the board.

Podes aplicar os filtros consoante o ativo associado, as tarefas ou a informação da própria Ordem de trabalho que desejas.

Quando preencheres os campos no menu, aplica o filtro correspondente para veres a OT.

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...

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

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

0%

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

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

Work Management
View Kanban

WO's ID: OT-46-GR

Pending Tasks 171

WOs in Process 1

WOs in Review 0

Closed WOs

OT-46-GR
Created by Jonas Campos

Asset: 1 Work Management: 2

{ MON-FA-0001 } MONTADORA - FA

100%

00:40 2025-03-27

Jc Jonas Campos

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

No data to show with these parameters

No data to show

+

Finalmente, só tens de completar os dados requeridos dentro das tarefas que compõem a ordem de trabalho.

Se quiseres saber mais sobre o processo de execução, podes consultar este artigo onde é explicado passo a passo como completar uma ordem de trabalho: [Como editar e completar uma OT?](#)