

How do I change a WO's status?

help2.fractal.com/hc/en-us/articles/25019669728269-How-do-I-change-a-WO-s-status

Work orders can have the following statuses:

- **WO in Process:** Work orders whose tasks have not yet been completed
- **WO in Review:** Work orders that have all the tasks completed but have not yet been reviewed and signed off
- **Closed WOs:** work orders that have been reviewed, validated and signed off as completed and closed

Once a WO is generated, the work order progress percentage is automatically adjusted during the process of completing each of its tasks. Subsequently, when the WO achieves a progress percentage of 100%, the next step is for it to be signed and qualified (this signature and qualification can be carried out by a person who validates the execution of the WO on-site).

The Kanban view displays each WO at its current status. Work orders can be edited and its status changed from this view.

To change the WO status from **WO in Process** to **WO in Review**, do the following:

1. In the Kanban view, select the WO from the “WO in Process” column
2. In the work order edit window, open the “Additional Options” menu
3. Select the “Send to Review WOs” option

 Administrador local costa wtw
 00:10:00 2024-04-08

WO-711-2024

00:00:00 Total cost: \$ COP 0,00

Note

Work Management

Total: 1

 TRUCK { PILJ89 }
// shopping center/

maintenance once a month

Task type: PREVENTIVE

Group 1:

Group 2:

Work Request Numb...

Actual Schedule Date: 2024-04-08

Estimated Duration: 00:10:00

RESOURCES 0 | ATTACHMENTS 0

MEDIUM PRIORITY

 Administrador local costa wtw
 00:10:00 2024-04-08

00:00:00

Note

-  Send to Review WOs
-  Work Order History
-  Open PDF
-  Share WO

Work Management

Total: 1

 TRUCK { PILJ89 }
// shopping center/

maintenance once a month

Task type: PREVENTIVE

Group 1:

Group 2:

Work Request Numb...

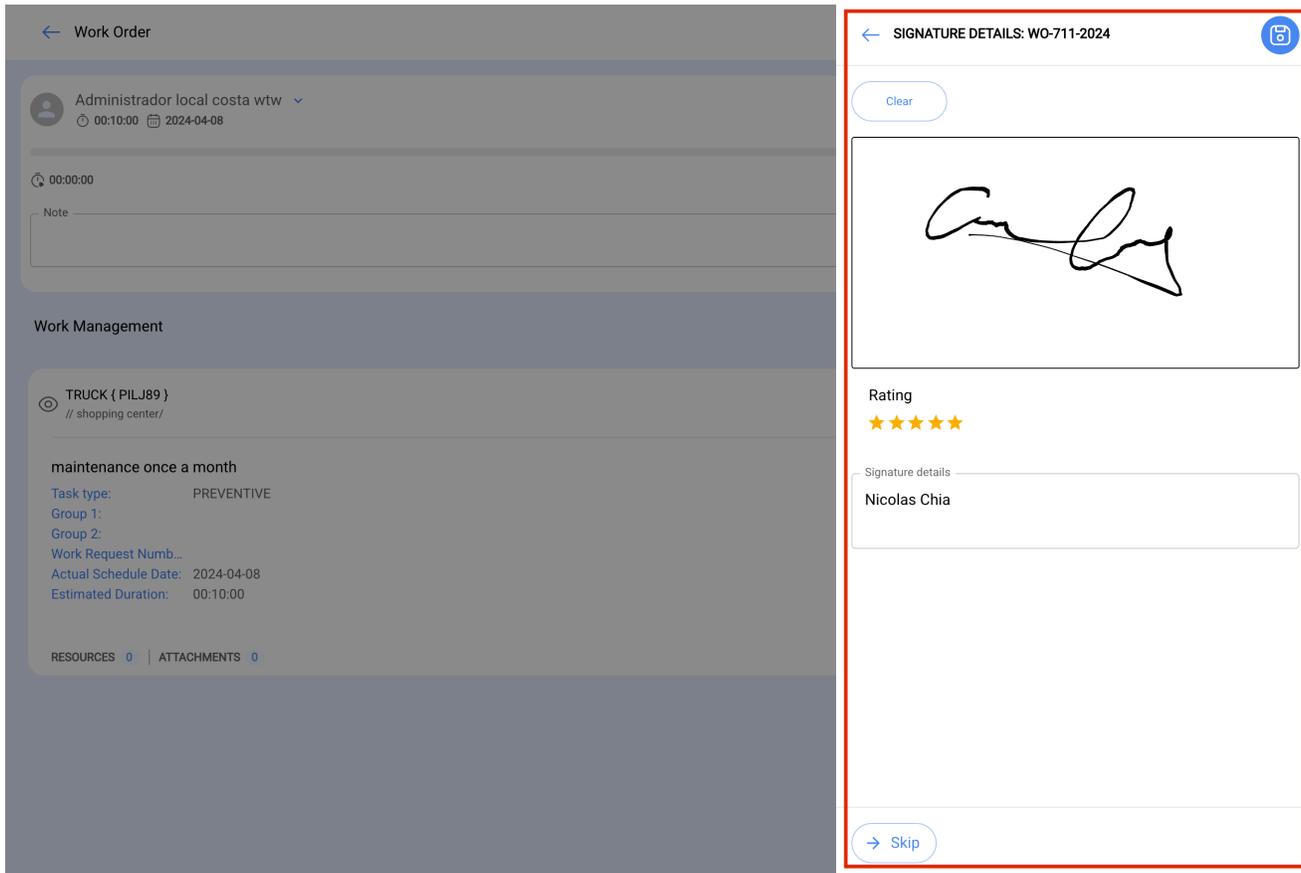
Actual Schedule Date: 2024-04-08

Estimated Duration: 00:10:00

RESOURCES 0 | ATTACHMENTS 0

MEDIUM PRIORITY

- The system will open a window where you will be asked to rate and sign the WO before it is sent to Review status.
- Click “Save” to save changes
- Note: steps 4-5 are not mandatory. To avoid adding a signature or a rating, click the “Skip” button



Note: If the asset associated with the WO has a meter subject to task triggers, the system will show the option to update all the readings of the meters.

- Click on the meter to update the meter readings
- Once completed, click the “Save” button to save the changes and send the work order to the WOs in Review status.

← Update cumulative readings: WO-711-2024 

 Information
Please update cumulative readings.

| Description Sensor / Meter... | Last value | Reading value at task time |
|---|------------|----------------------------|
|  KMS METER | 0 KM | 0 KM |

Showing 1 of 1

The work order status has now changed from **WOs in Process** to **WOs in Review** and will appear in the “WOs in Review” Kanban column.

The screenshot displays a Kanban board with the following columns and cards:

- Pending Tasks (437):**
 - Plan de mantenimiento mensual (HIGH PRIORITY)
 - MAINTENANCE EVERY 250 KILOMETERS (COPY) (MEDIUM PRIORITY)
 - Solicitud prueba Veolia (MEDIUM PRIORITY)
 - Solicitud prueba estado OT (MEDIUM PRIORITY)
- WOs in Process (778):**
 - WO-710-2024 (ASSET: 1, TASK: 1)
 - WO-709-2024 (ASSET: 1, TASK: 1)
 - WO-708-2024 (ASSET: 1, TASK: 1)
 - WO-707-2024 (ASSET: 1, TASK: 1)
- WOs in Review (507):**
 - WO-711-2024 (ASSET: 1, TASK: 1) - **Highlighted with a red border.** Task: TRUCK { PILJ89 }, 100% progress, assigned to Administrador local costa...
 - WO-680-2024 (ASSET: 1, TASK: 1)
 - WOAA-678-2024 (ASSET: 1, TASK: 1)
 - WOAA-676-2024 (ASSET: 1, TASK: 1)
- Closed WOs (9247):**
 - WO-705-2024 (ASSET: 1, TASK: 1)
 - WO-703-2024 (ASSET: 1, TASK: 1)
 - WO-701-2024 (ASSET: 1, TASK: 1)
 - WO-700-2024 (ASSET: 1, TASK: 1)

Upon completion of the above steps, the work order will automatically move over to the **WO's in Review** Kanban column to be validated or verified by the responsible person, before being finalized. At this point, the printed format of the WO is available for display. Here the signatures of both the person who qualified it, as well as that of the person responsible for the WO will appear.

Fractal Demo

06430232751

Work Order

N°: WO-711-2024

Date: 2024-03-11

Rating: 5

DMM-191

1

INFORMATION OF THE REQUEST

| | |
|---------------------------------------|--|
| REQUESTED BY: N/A | RESPONSIBLE: Administrador local costa wtv |
| DESCRIPTION: maintenance once a month | REQUEST NUMBER: N/A |
| ESTIMATED DURATION: 00:10:00 | EVENT DATE: N/A |
| NOTES: | |

ASSETS

| | |
|---------------------------------|----------------|
| DESCRIPTION: TRUCK (PIL89) | SERIAL NUMBER: |
| IS PART OF: // shopping center/ | GROUP 1: |
| TYPE: | GROUP 2: |
| PRIORITY: | COST CENTER: |
| BARCODE: | |
| NOTE (WO): | |

PLANNED TASKS

| | |
|------------------------------|--|
| TASK TYPE: PREVENTIVE | ACTUAL SCHEDULE DATE: 2024-04-08 |
| PRIORITY: Medium | START DATE AND TIME: 2024-03-11 08:58 |
| TRIGGER: Date Every 1 Months | COMPLETION DATE AND TIME: 2024-03-11 08:58 |
| GROUP 1: | ESTIMATED DURATION: 00:10:00 |
| GROUP 2: | REAL TIME OF ASSET DOWNTIME: 00:00:00 |

IS TASK EXECUTED? YES NO WHY?:

METERS

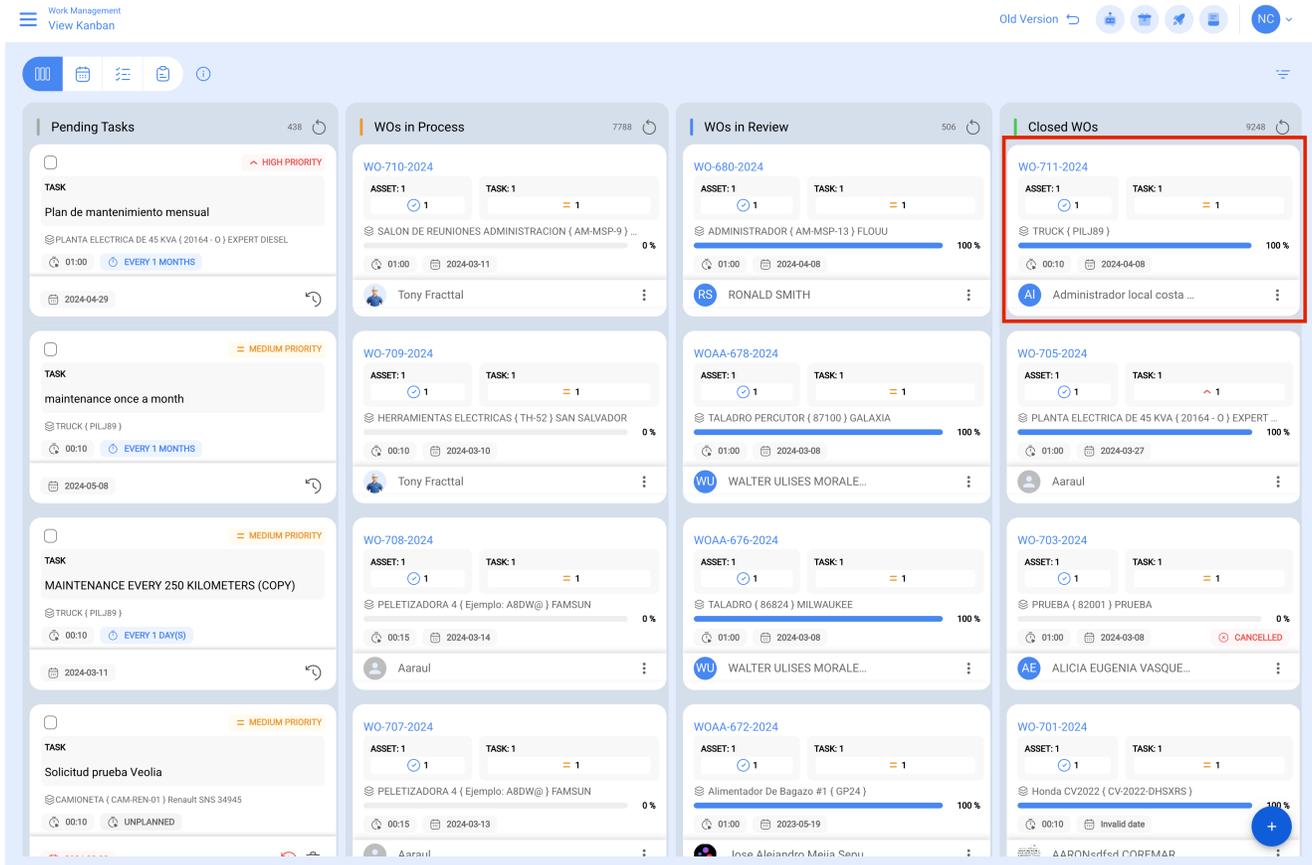
METERS

| Description | Unit | Serial | Is A Counter / Accumulator | Value / Accumulated Value |
|-------------|-------------|--------|----------------------------|---------------------------|
| KMS METER | KILOMETRAJE | | Yes | 0 |


 Nicolas Chia Administrador local costa wtv
 Accepted By Validated By Performed By

After the WO has been validated, the system will allow two options, to return the WO into Process (if it hasn't met a requirement) or to qualify the WO as Closed (consider that this process is irreversible).

The screenshot displays a 'Work Order' management interface. At the top left, there is a back arrow and the text 'Work Order'. On the top right, there is a 'Save' button and a three-dot menu icon. A dropdown menu is open from the three-dot icon, listing several actions: 'Send To WO's in Process' (highlighted with a red border), 'Send to Done WOs' (checked), 'Signature', 'Work Order History', 'Open PDF', and 'Share WO'. Below the menu, the user profile 'Administrador local costa wtw' is shown with a clock icon for '00:10:00' and a calendar icon for '2024-04-08'. A blue progress bar is visible. Below the bar, there is a 'Rating' section with five stars and a 'Note' text area. The main section is titled 'Work Management' and shows a 'Total: 1' indicator. A card for 'TRUCK { PILJ89 }' is displayed, with a sub-note '// shopping center/'. The card details include 'maintenance once a month', 'Task type: PREVENTIVE', 'Group 1:', 'Group 2:', 'Work Request Numb...', 'Actual Schedule Date: 2024-04-08', and 'Estimated Duration: 00:10:00'. A green 'Completed' status is shown. At the bottom of the card, it says 'RESOURCES 0 | ATTACHMENTS 0' and 'MEDIUM PRIORITY'.



To change the WO status from **WO in Review** to **Closed WOs**, do the following:

1. Select the appropriate WO from the WOs in review Kanban Column
2. In the work order edit window, open the “Additional Options” menu
3. Select the “Send to Done WOs” option

The Kanban board is divided into four columns: Pending Tasks (437 items), WOs in Process (778 items), WOs in Review (507 items), and Closed WOs (9249 items). Each card represents a work order with details such as task name, asset, task progress, and assigned personnel. The 'WOs in Review' column has a red box highlighting a card for 'WO-713-2024' assigned to 'Administrador local costa ...'.

← Work Order

Save

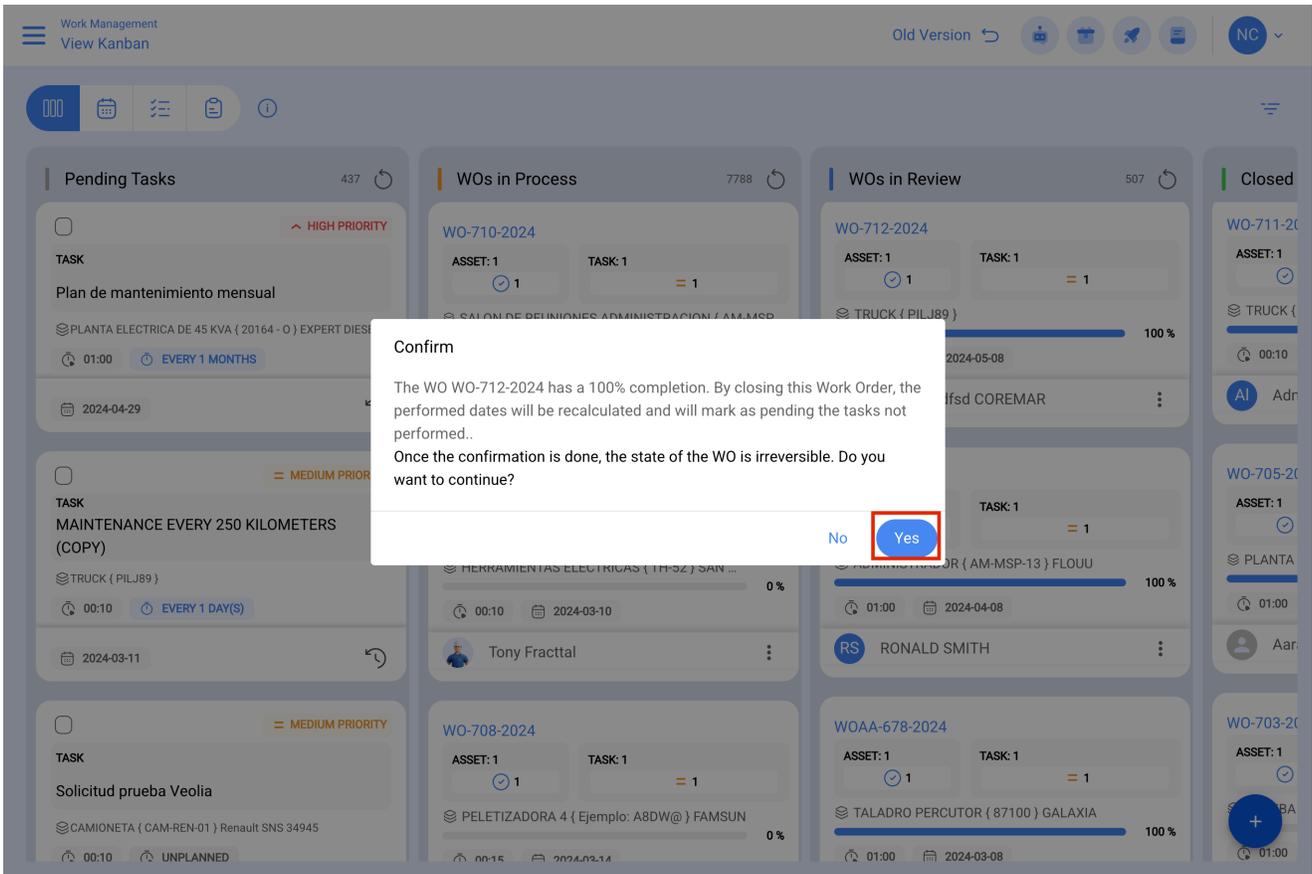
The detailed view shows the work order 'AARONsd fsd COREMAR' with a due date of 2024-05-08. It includes a progress bar, a rating of 5 stars, and a note field. A dropdown menu is open, showing options: 'Send To WO's in Process', 'Send to Done WOs' (highlighted with a red box), 'Signature', 'Work Order History', 'Open PDF', and 'Share WO'.

Work Management

Total: 1

The task view for 'TRUCK { PILJ89 }' shows it is a 'maintenance once a month' task of 'PREVENTIVE' type. It lists 'Group 1' and 'Group 2', and provides 'Actual Schedule Date: 2024-05-08' and 'Estimated Duration: 00:10:00'. The task status is 'Completed'. At the bottom, it shows 'RESOURCES 0 | ATTACHMENTS 0' and a 'MEDIUM PRIORITY' indicator.

4. A confirmation notification is displayed to make sure that you want to close the Work Order (this step is irreversible). Click the “Yes” button to confirm.



The process is now complete, the **WO Status** has changed from **WOs in Review** to **Closed WOs**. The WO tile will now appear in the Closed WOs Kanban column.

| Pending Tasks | WOs in Process | WOs in Review | Closed WOs |
|--|--|--|---|
| <p>Plan de mantenimiento mensual PLANTA ELECTRICA DE 45 KVA (20164 - 0) EXPERT DIESEL EVERY 1 MONTHS 2024-04-29</p> | <p>WO-710-2024 ASSET: 1 TASK: 1 SALON DE REUNIONES ADMINISTRACION (AM-MSP-9) ... 01:00 2024-03-11 0% Tony Fractal</p> | <p>WO-680-2024 ASSET: 1 TASK: 1 ADMINISTRADOR (AM-MSP-13) FLOOU 01:00 2024-04-08 100% RONALD SMITH</p> | <p>WO-712-2024 ASSET: 1 TASK: 1 TRUCK (PILJ89) 00:10 2024-05-08 100% AARONsdfsd COREMAR</p> |
| <p>maintenance once a month TRUCK (PILJ89) EVERY 1 MONTHS 2024-06-10</p> | <p>WO-709-2024 ASSET: 1 TASK: 1 HERRAMIENTAS ELECTRICAS (TH-52) SAN SALVADOR 00:10 2024-03-10 0% Tony Fractal</p> | <p>WOAA-678-2024 ASSET: 1 TASK: 1 TALADRO PERCUTOR (87100) GALAXIA 01:00 2024-03-08 100% WALTER ULISES MORALE...</p> | <p>WO-711-2024 ASSET: 1 TASK: 1 TRUCK (PILJ89) 00:10 2024-04-08 100% Administrador local costa ...</p> |
| <p>MAINTENANCE EVERY 250 KILOMETERS (COPY) TRUCK (PILJ89) EVERY 1 DAY(S) 2024-03-11</p> | <p>WO-708-2024 ASSET: 1 TASK: 1 PELETIZADORA 4 (Ejemplo: ABDW@) FAMSUN 00:15 2024-03-14 0% Aaraul</p> | <p>WOAA-676-2024 ASSET: 1 TASK: 1 TALADRO (86824) MILWAUKEE 01:00 2024-03-08 100% WALTER ULISES MORALE...</p> | <p>WO-705-2024 ASSET: 1 TASK: 1 PLANTA ELECTRICA DE 45 KVA (20164 - 0) EXPERT ... 01:00 2024-03-27 100% Aaraul</p> |
| <p>Solicitud prueba Veolia CAMIONETA (CAM-REN-01) Renault SNS 34945 UNPLANNED 2024-03-11</p> | <p>WO-707-2024 ASSET: 1 TASK: 1 PELETIZADORA 4 (Ejemplo: ABDW@) FAMSUN 00:15 2024-03-13 0% Aaraul</p> | <p>WOAA-672-2024 ASSET: 1 TASK: 1 Alimentador De Bagazo #1 (GP24) 01:00 2023-05-19 100% Insa Alejandro Mejia Senu</p> | <p>WO-703-2024 ASSET: 1 TASK: 1 PRUEBA (82001) PRUEBA 01:00 2024-03-08 0% ALICIA FIGUEROA VASQUEZ</p> |

| Pending Tasks | WOs in Process | WOs in Review | Closed WOs |
|--|--|--|---|
| <p>Plan de mantenimiento mensual PLANTA ELECTRICA DE 45 KVA (20164 - 0) EXPERT DIESEL EVERY 1 MONTHS 2024-04-29</p> | <p>WO-710-2024 ASSET: 1 TASK: 1 SALON DE REUNIONES ADMINISTRACION (AM-MSP-9) ... 01:00 2024-03-11 0% Tony Fractal</p> | <p>WO-680-2024 ASSET: 1 TASK: 1 ADMINISTRADOR (AM-MSP-13) FLOOU 01:00 2024-04-08 100% RONALD SMITH</p> | <p>WO-712-2024 ASSET: 1 TASK: 1 TRUCK (PILJ89) 00:10 2024-05-08 100% AARONsdfsd COREMAR</p> |
| <p>maintenance once a month TRUCK (PILJ89) EVERY 1 MONTHS 2024-06-10</p> | <p>WO-709-2024 ASSET: 1 TASK: 1 HERRAMIENTAS ELECTRICAS (TH-52) SAN SALVADOR 00:10 2024-03-10 0% Tony Fractal</p> | <p>WOAA-678-2024 ASSET: 1 TASK: 1 TALADRO PERCUTOR (87100) GALAXIA 01:00 2024-03-08 100% WALTER ULISES MORALE...</p> | <p>WO-711-2024 ASSET: 1 TASK: 1 TRUCK (PILJ89) 00:10 2024-04-08 100% Administrador local costa ...</p> |
| <p>MAINTENANCE EVERY 250 KILOMETERS (COPY) TRUCK (PILJ89) EVERY 1 DAY(S) 2024-03-11</p> | <p>WO-708-2024 ASSET: 1 TASK: 1 PELETIZADORA 4 (Ejemplo: ABDW@) FAMSUN 00:15 2024-03-14 0% Aaraul</p> | <p>WOAA-676-2024 ASSET: 1 TASK: 1 TALADRO (86824) MILWAUKEE 01:00 2024-03-08 100% WALTER ULISES MORALE...</p> | <p>WO-705-2024 ASSET: 1 TASK: 1 PLANTA ELECTRICA DE 45 KVA (20164 - 0) EXPERT ... 01:00 2024-03-27 100% Aaraul</p> |
| <p>Solicitud prueba Veolia CAMIONETA (CAM-REN-01) Renault SNS 34945 UNPLANNED 2024-03-11</p> | <p>WO-707-2024 ASSET: 1 TASK: 1 PELETIZADORA 4 (Ejemplo: ABDW@) FAMSUN 00:15 2024-03-13 0% Aaraul</p> | <p>WOAA-672-2024 ASSET: 1 TASK: 1 Alimentador De Bagazo #1 (GP24) 01:00 2023-05-19 100% Insa Alejandro Mejia Senu</p> | <p>WO-703-2024 ASSET: 1 TASK: 1 PRUEBA (82001) PRUEBA 01:00 2024-03-08 0% ALICIA FIGUEROA VASQUEZ</p> |

Note, The Closed WO will have the 3 associated validation signatures appear in the printed format of the work order.

← Preview

Paper Size

Letter (8,5 x 11) pulg ▾

↓ Save

Print

Fractal Demo

06430232751

Work Order

Nº: WO-712-2024

Date: **2024-03-11**

Rating:

DMM-191

1

INFORMATION OF THE REQUEST

REQUESTED BY: N/A

RESPONSIBLE: AARONsd fsd COREMAR

DESCRIPTION: maintenance once a month

REQUEST NUMBER: N/A

ESTIMATED DURATION: 00:10:00

EVENT DATE: N/A

NOTES:

ASSETS

DESCRIPTION: TRUCK (PILJ89)

IS PART OF: // shopping center/

TYPE:

PRIORITY:

BARCODE:

NOTE (WO):

SERIAL NUMBER:

GROUP 1:

GROUP 2:

COST CENTER:

PLANNED TASKS

TASK TYPE: PREVENTIVE

ACTUAL SCHEDULE DATE: 2024-05-08

PRIORITY: Medium

START DATE AND TIME: 2024-03-11 09:10

TRIGGER: Date Every 1 Months

COMPLETION DATE AND TIME: 2024-03-11 09:10

GROUP 1:

ESTIMATED DURATION: 00:10:00

GROUP 2:

REAL TIME OF ASSET DOWNTIME: 00:00:00

IS TASK EXECUTED?

YES : NO : WHY? :

METERS

| Description | Unit | Serial | Is A Counter / Accumulator | Value / Accumulated Value |
|-------------------|---------|--------|----------------------------|---------------------------|
| Horometro Pelet 4 | Horas 3 | HP104 | Yes | 55 |

Nicolas

Accepted By

Nicolas Chia Representante de soporte

Validated By

Aaraul

Performed By