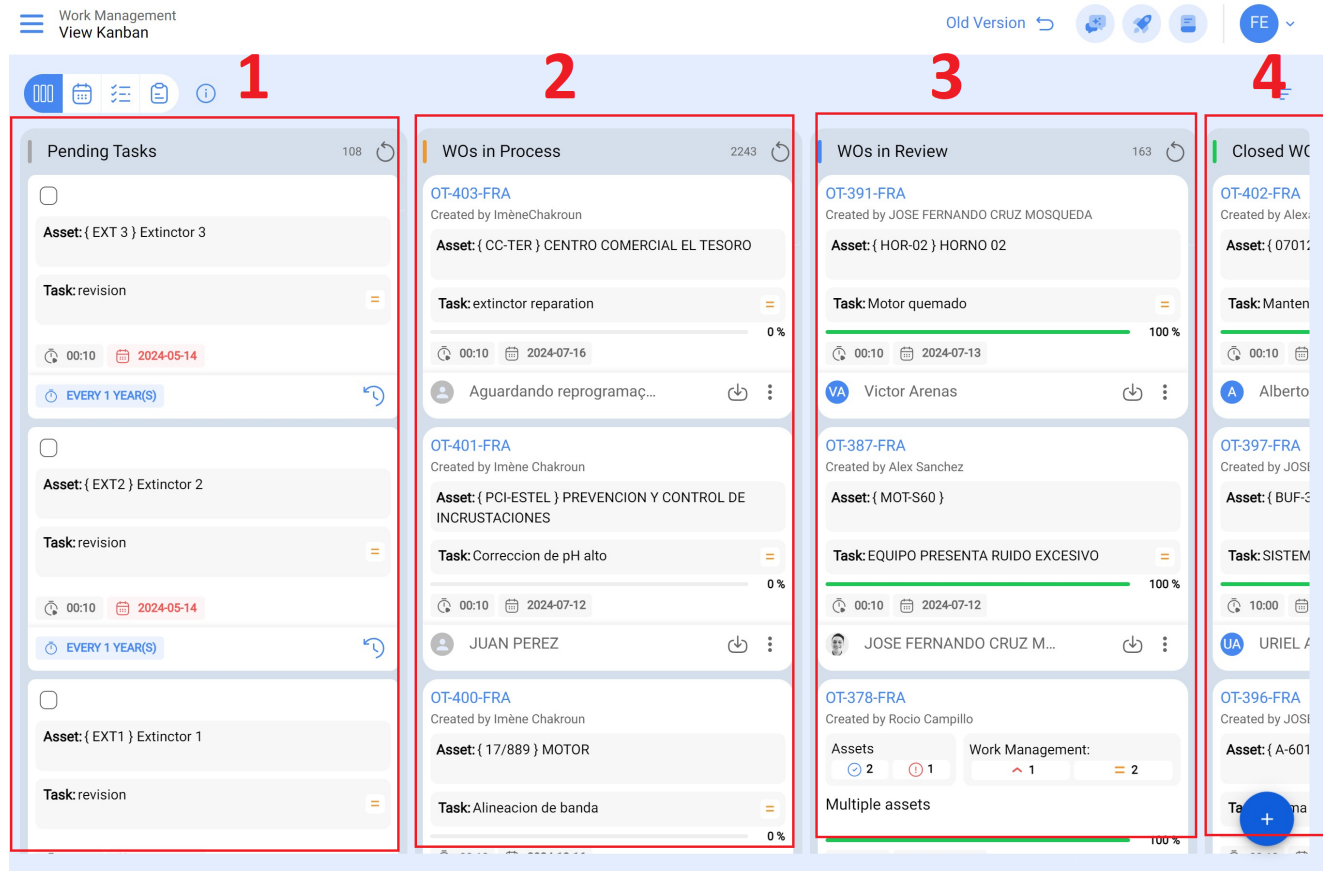


Kanban View in Work Orders

help2.fractal.com/hc/en-us/articles/24887834276237-Kanban-View-in-Work-Orders

Kanban view, a powerful tool for organizing and tracking tasks, is presented as a visual dashboard that organizes work orders into different states through columns. This article breaks down how to get the most out of this intuitive interface.



Understanding the Kanban Structure

The Kanban view divides work orders into four key columns:

1. Pending Tasks
2. Work Orders in Process
3. Work Orders in Review
4. Work Orders Completed

Exploring the Different Task Statuses

In the Kanban view, each task is classified into one of the following states, providing a clear view of the progress and current status:

1. Pending Tasks

Pre-execution state, where the task is waiting to be assigned as a work order.

The screenshot displays a Kanban board interface for 'Work Management' in 'View Kanban' mode. The board is divided into four columns: 'Pending Tasks' (108 items), 'WOs in Process' (2243 items), 'WOs in Review' (163 items), and 'Closed WC'. The 'Pending Tasks' column is highlighted with a red border and contains three task cards. Each card shows an asset name (e.g., 'Asset: { EXT 3 } Extintor 3'), a task name ('Task: revision'), a duration of '00:10', and a due date of '2024-05-14'. A recurring task icon indicates 'EVERY 1 YEAR(S)'. The other columns show work orders in progress or review, with details like asset names, tasks, and progress bars. The interface includes a top navigation bar with 'Old Version' and user profile 'FE', and a bottom toolbar with various icons.

Iconography of pending tasks:

Pending Tasks



Asset: { EXT 3 } Extincter 3 **2**

Task: revision **3**



5  00:10

 2024-05-14 **6**

 EVERY 1 YEAR(S) **7**



- 1. Checkbox:** A checkbox that can be selected; once activated, options such as mass rescheduling or creating a Work Order are enabled.
- 2. Asset Description:** Describes the asset to be intervened.
- 3. Task Description:** Explains the requested execution, providing details about the nature of the task.
- 4. Task Priority:** This icon shows the priority of the task, which can be: very high, high, medium, low or very low.
- 5. Estimated Duration:** Indicates the time estimated by the planners for the intervention of the asset.
- 6. Assignment Date:** For unplanned tasks, it refers to the date on which the incident was reported. For planned tasks, it indicates the date the task was scheduled.
- 7. Frequency according to trigger:** Mentions the frequency with which the activity is performed according to the trigger of the task. In the case of an unplanned task, the word "Unplanned" will appear.
- 8. Reschedule:** Allows to reschedule the task. To do so, a cause for rescheduling, the new scheduling date of the activity and an explanatory note must be added.

2. Work Orders in process

Initial stage of a work order assigned to a technician, indicating that execution is in progress.

The screenshot displays a Kanban board for Work Management, titled "View Kanban". The board is divided into four columns: "Pending Tasks" (108 items), "WOs in Process" (2243 items), "WOs in Review" (163 items), and "Closed WO" (partially visible). The "WOs in Process" column is highlighted with a red border and contains three work orders:

- OT-403-FRA**: Created by ImèneChakroun. Asset: { CC-TER } CENTRO COMERCIAL EL TESORO. Task: extintor reparation. Progress: 0%. Status: "Aguardando reprogramaç...".
- OT-401-FRA**: Created by Imène Chakroun. Asset: { PCI-ESTEL } PREVENCION Y CONTROL DE INCRUSTACIONES. Task: Correccion de pH alto. Progress: 0%. Assigned to: JUAN PEREZ.
- OT-400-FRA**: Created by Imène Chakroun. Asset: { 17/889 } MOTOR. Task: Alineacion de banda. Progress: 0%.

Other work orders in the "WOs in Review" column include:

- OT-391-FRA**: Created by JOSE FERNANDO CRUZ MOSQUEDA. Asset: { HOR-02 } HORNO 02. Task: Motor quemado. Progress: 100%. Assigned to: Victor Arenas.
- OT-387-FRA**: Created by Alex Sanchez. Asset: { MOT-S60 }. Task: EQUIPO PRESENTA RUIDO EXCESIVO. Progress: 100%. Assigned to: JOSE FERNANDO CRUZ M...
- OT-378-FRA**: Created by Rocio Campillo. Assets: 2 (blue), 1 (red). Work Management: 1 (red), 2 (blue). Task: Multiple assets. Progress: 100%.

The interface includes a top navigation bar with "Old Version" and "FE" dropdown, and a left sidebar with icons for home, calendar, list, and help.

Iconography work order in process:

WOs in Process

OT-391-FRA **1**

Created by ImèneChakroun **2**

Asset: { CC-TER } CENTRO COMERCIAL EL TESORO **3**

4 Task: extingtor reparation

5 =

6 100 %

7  00:10  2024-07-13 **8**

11



Victor Arenas **9**

10 

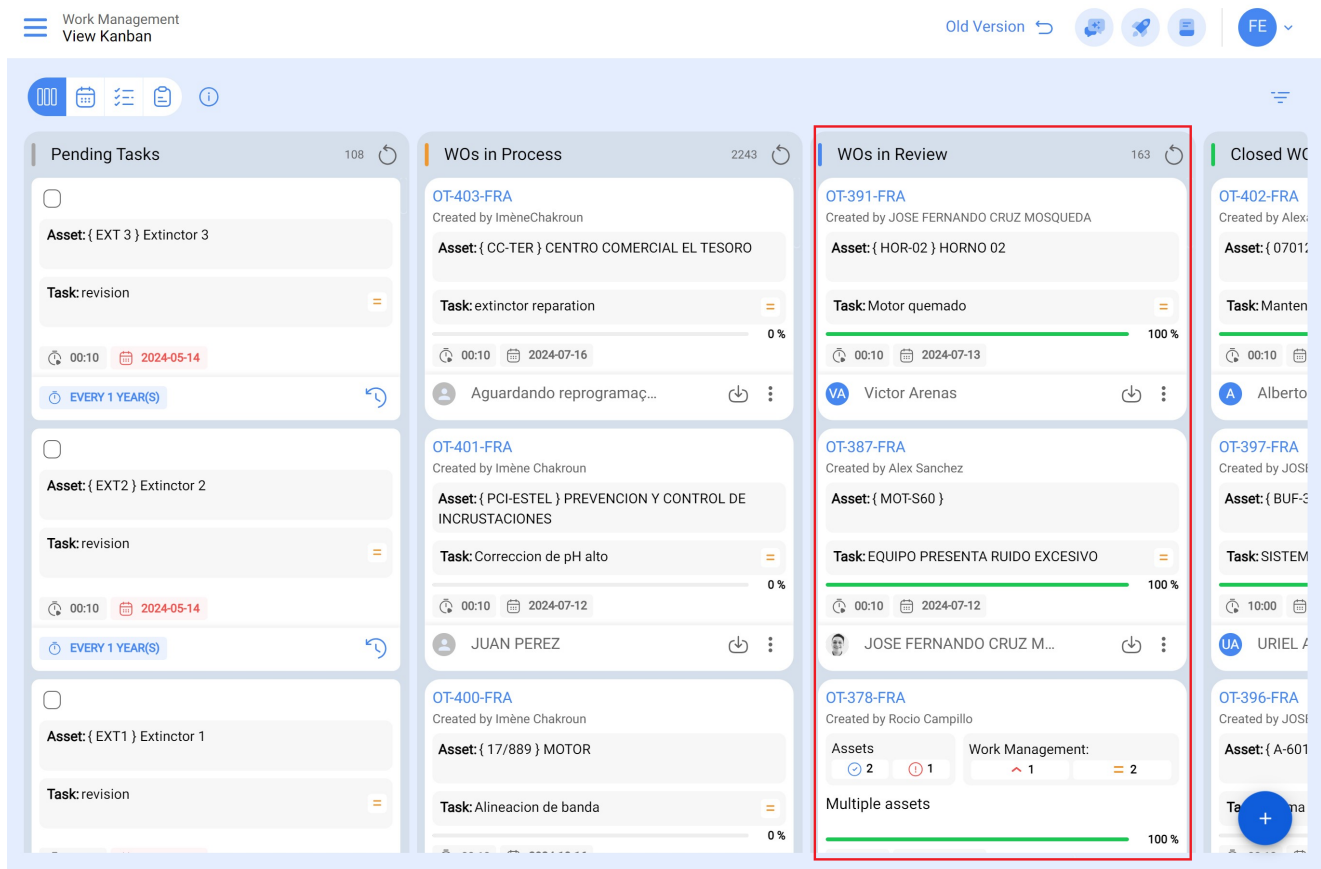


- 1. Work Order Consecutive:** Displays the number of your work order, according to the prefix and suffix previously assigned from the configuration module.
- 2. Work Order Creator:** Indicates the name of the person who has converted the task (planned or unplanned) into a work order in process and assigned the technician responsible for its execution.
- 3. Asset Description:** Describes the asset to be intervened.
- 4. Task Description:** Explains the requested execution, providing details on the nature of the task.
- 5. Task Priority:** This icon shows the priority of the task, which can be very high, high, medium, low or very low.
- 6. Progress Bar:** Indicates the progress of the task according to the completion of each of the subtasks requested in the work order.
- 7. Estimated Duration:** Indicates the time estimated by the planners for the intervention of the asset.
- 8. Assignment Date:** For unplanned tasks, it refers to the date on which the incident was reported. For planned tasks, it indicates the date the task was scheduled.
- 9. Responsible:** Shows the name of the technician responsible for the intervention in the work order.

10. **PDF:** When clicked, redirects to a detailed PDF of the work order, where the information can be printed and/or downloaded.
11. **Options:** In this section, you will find various functionalities to interact with the WO:
 - **History:** Shows the traceability of the work order, including start dates and times, pause, etc. (Accessible only to people with specific permissions).
 - **Cancel:** Allows you to cancel the work order; a reason for cancellation and a note are required. The work order will return to the to-do list.
 - **Mark:** Marks the work order, highlighting it with yellow color and a flag at the top right, making it easy to identify it among the other tasks.

3. Work Orders under review

Phase in which the work order has been executed and is subject to review prior to completion.



Work Orders Iconography under review:

WOs in Review

OT-391-FRA **1**

Created by ImèneChakroun **2**

Asset: { CC-TER } CENTRO COMERCIAL EL TESORO **3**


4 Task: extincotor reparation

5 =

6 100 %

7  00:10  2024-07-13 **8**

11

 Victor Arenas **9**

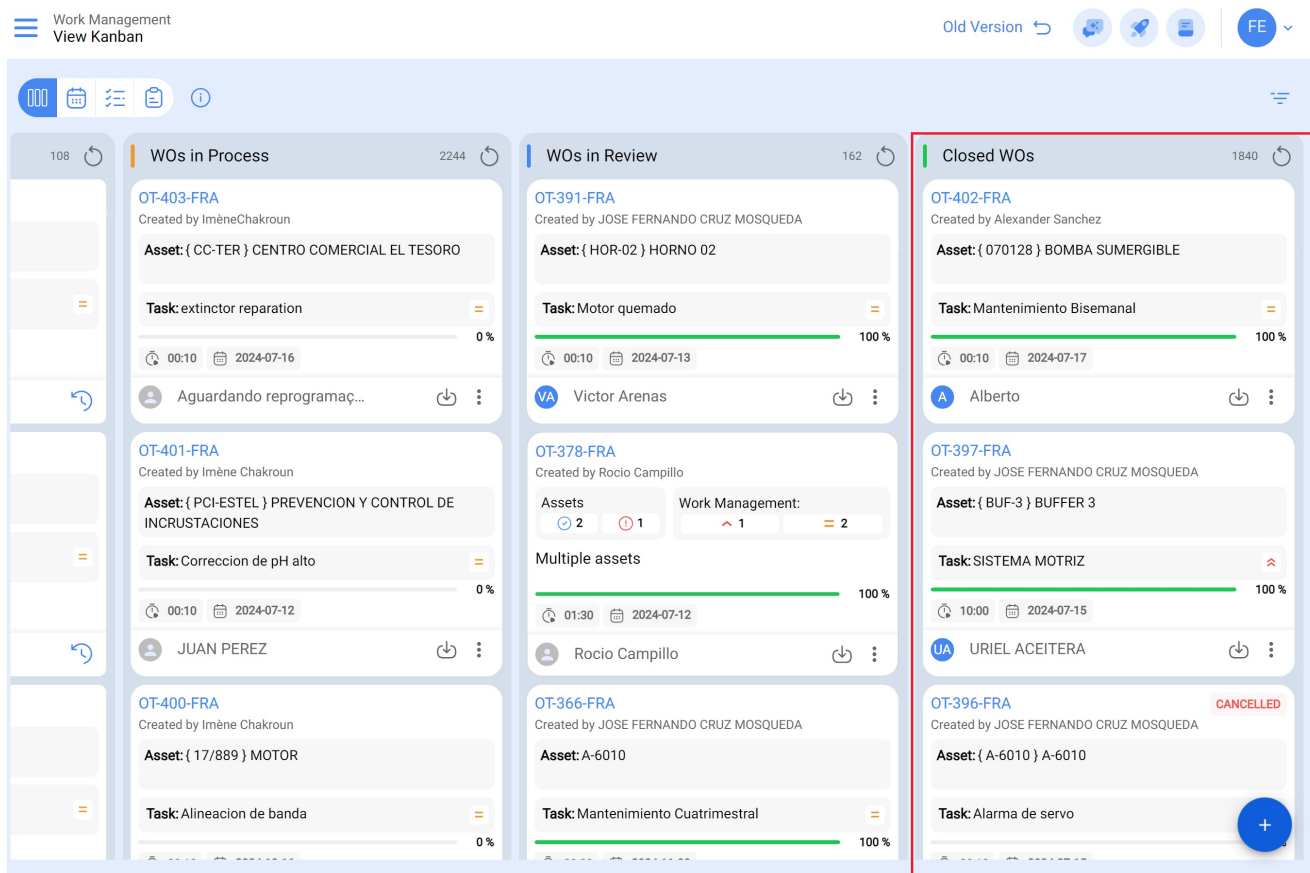
10  

- 1. Work Order Consecutive:** Displays the number of your work order, according to the prefix and suffix previously assigned from the configuration module.
- 2. Work Order Creator:** Indicates the name of the person who has converted the task (planned or unplanned) into a work order in process and assigned the technician responsible for its execution.
- 3. Asset Description:** Describes the asset to be intervened.
- 4. Task Description:** Explains the requested execution, providing details on the nature of the task.
- 5. Task Priority:** This icon shows the priority of the task, which can be very high, high, medium, low or very low.
- 6. Progress Bar:** Indicates the progress of the task according to the completion of each of the subtasks requested in the work order.
- 7. Estimated Duration:** Indicates the time estimated by the planners for the intervention of the asset.
- 8. Assignment Date:** For unplanned tasks, it refers to the date on which the incident was reported. For planned tasks, it indicates the date the task was scheduled.
- 9. Responsible:** Shows the name of the technician responsible for the intervention in the work order.

10. **PDF:** When clicked, redirects to a detailed PDF of the work order, where the information can be printed and/or downloaded.
11. **Options:** In this section, you will find various functionalities to interact with the WO:
 - **History:** Shows the traceability of the work order, including start dates and times, pause, etc. (Accessible only to people with specific permissions).
 - **Cancel:** Allows you to cancel the work order; a reason for cancellation and a note are required. The work order will return to the to-do list.
 - **Mark:** Marks the work order, highlighting it with yellow color and a flag at the top right, making it easy to identify it among the other tasks.

4. Completed Work Orders

Last step, marking the conclusion of the work order. This step triggers the generation of the next schedule for the task and the calculation of the associated management indicators.



Iconography Work order closed:

Closed WOs

OT-391-FRA **1**

Created by ImèneChakroun **2**

Asset: { CC-TER } CENTRO COMERCIAL EL TESORO **3**

4 Task: extingtor reparation

5 =

6  100 %

7  10:00  2024-07-15 **7**

10

 URIEL ACEITERA **8**

9 



- 1. Work Order Consecutive:** Displays the number of your work order, according to the prefix and suffix previously assigned from the configuration module.
- 2. Work Order Creator:** Indicates the name of the person who has converted the task (planned or unplanned) into a work order in process and assigned the technician responsible for its execution.
- 3. Asset Description:** Describes the asset to be intervened.
- 4. Task Description:** Explains the requested execution, providing details on the nature of the task.
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- 6. Progress Bar:** Indicates the progress of the task according to the completion of each of the subtasks requested in the work order.
- 7. Estimated Duration:** Indicates the time estimated by the planners for the intervention of the asset.
- 8. Assignment Date:** For unplanned tasks, it refers to the date on which the incident was reported. For planned tasks, it indicates the date the task was scheduled.

9. **Responsible:** Shows the name of the technician responsible for the intervention in the work order.
10. **PDF:** When clicked, redirects to a detailed PDF of the work order, where the information can be printed and/or downloaded.
11. **Options:** In this section, you will find various functionalities to interact with the WO:
 - **History:** Shows the traceability of the work order, including start dates and times, pause, etc. (Accessible only to people with specific permissions).
 - **Cancel:** Allows you to cancel the work order; a reason for cancellation and a note are required. The work order will return to the to-do list.
 - **Mark:** Marks the work order, highlighting it with yellow color and a flag at the top right, making it easy to identify it among the other tasks.

5. Access to detailed information

The screenshot displays a Kanban board interface for 'Work Management'. The board is organized into three columns: 'WOs in Process' (2244 items), 'WOs in Review' (162 items), and 'Closed WOs' (1840 items). Each column contains several work order cards. Each card shows the work order ID (e.g., OT-403-FRA), the creator's name, the asset name, the task description, a progress bar, the start time, the due date, and the responsible person's name. A red box highlights an information icon in the top navigation bar. The interface also includes a top navigation bar with 'Work Management' and 'View Kanban' options, and a bottom navigation bar with various icons.

To get detailed information on priorities and active statuses, you can click on the information icon. This action will provide you with an easy-to-understand visual representation, using symbols and colors, to quickly understand the importance and status of the tasks present in the Kanban interface.

This Kanban view not only provides an effective way to organize tasks, but also offers quick access to crucial details, allowing you to optimize the management of your projects and resources.

The image shows a Kanban view in a 'Work Management' application. The interface is divided into two columns: 'WOs in Process' and 'WOs in Review'. Each column contains several work order cards. Each card displays the work order ID (e.g., OT-403-FRA), the creator's name, the asset name, the task name, a progress bar (all at 0%), and the assigned user. A legend on the right side, titled 'Priorities and Assets status', provides a key for the icons used in the cards. The legend is divided into two sections: 'Task priority' and 'Assets status'. The 'Task priority' section includes five levels: Very high priority (red flame), High priority (red triangle), Medium priority (yellow square), Low priority (blue square), and Very low priority (blue square with a downward arrow). The 'Assets status' section includes two states: Asset in service (blue checkmark) and Asset out of service (red exclamation mark).

Work Management
View Kanban

108 | WO in Process | 2244 | WO in Review

OT-403-FRA
Created by ImèneChakroun
Asset: { CC-TER } CENTRO COMERCIAL EL TESORO
Task: extingtor reparation
00:10 | 2024-07-16 | 0 %
Aguardando reprogramaç...

OT-391-FRA
Created by JOSE FERNANDO CRUZ MOSQUEDA
Asset: { HOR-02 } HORNO 02
Task: Motor quemado
00:10 | 2024-07-13 |
Victor Arenas

OT-401-FRA
Created by Imène Chakroun
Asset: { PCI-ESTEL } PREVENCIÓN Y CONTROL DE INCRUSTACIONES
Task: Correccion de pH alto
00:10 | 2024-07-12 | 0 %
JUAN PEREZ

OT-378-FRA
Created by Rocio Campillo
Assets: 2 | 1 | Work Management: 1
Multiple assets
01:30 | 2024-07-12 |
Rocio Campillo

OT-400-FRA
Created by Imène Chakroun
Asset: { 17/889 } MOTOR
Task: Alineacion de banda
0 %

OT-366-FRA
Created by JOSE FERNANDO CRUZ MOSQUEDA
Asset: A-6010
Task: Mantenimiento Cuatrimestral
0 %

Priorities and Assets status

Task priority

- Very high priority
- High priority
- Medium priority
- Low priority
- Very low priority

Assets status

- Asset in service
- Asset out of service