

Bulk download of OTs in batch

help.fractal.com/hc/en-us/articles/32663287743373-Bulk-download-of-OTs-in-batch

The native bulk download functionality for Work Orders allows for the simultaneous export of multiple documents in PDF format. This feature facilitates the generation of organized reports, ready to be shared with teams, clients, or for audits.

How to download Work Orders in bulk?

1. To start the process, first go to the Tasks module > Work Orders > Task List view.

The screenshot displays the Fractal One Work Management interface. On the left, a sidebar menu shows 'Work Orders' highlighted under 'Work Management'. The main dashboard features several widgets: 'Closed WOs' (70), 'Pending Tasks with Delay' (11), 'Compliance Percentage' (54.7%), and 'Work Requests'. Below the dashboard, a table lists work orders with columns for selection, ID, status, code, active status, service status, and name. The table shows 10 records, with the first 9 being 'Open WOs' and the last one being 'Closed'.

	ID de Orden de Trabajo	Estado	Código	Activo	Fuera de servicio	Tarea
<input type="checkbox"/>	WO-7403-2025	Open WOs	EUE17F	Motocicleta (EUE17F)	No	Mant
<input type="checkbox"/>	WO-7402-2025	Open WOs	EUE17F	Motocicleta (EUE17F)	No	Tarea
<input type="checkbox"/>	WO-7401-2025	Open WOs	EUE17F	Motocicleta (EUE17F)	No	Tarea
<input type="checkbox"/>	WO-7400-2025	Open WOs	EUE17F	Motocicleta (EUE17F)	No	Tarea
<input type="checkbox"/>	WO-7399-2025	Open WOs	B-01	Sistema Mecánico (B-01)	No	pruet
<input type="checkbox"/>	WO-7398-2025	Open WOs		MOTOR BOMBA ESPASA B-01-MOT01	No	Pruef
<input type="checkbox"/>	WO-7397-2025	Closed		MOTOR BOMBA ESPASA B-01-MOT01	No	pruet
<input type="checkbox"/>	WO-7396-2025	Closed	EQ-00313	Caixa de Som (EQ-00313)	No	Verif
<input type="checkbox"/>	WO-7395-2025	Open WOs	EQUI EMBU 002	televisão 55 (EQUI EMBU 002)	No	Verif
<input type="checkbox"/>	WO-7394-2025	Open WOs	EQUI EMBU 002	televisão 55 (EQUI EMBU 002)	No	teste

2. Select the records you want to download.

This screenshot shows the same Work Orders table as the previous one, but with the first 9 records selected. A red box highlights the selection bar on the left, and a status bar at the top of the table indicates '10 Selected'.

	ID de Orden de Trabajo	Estado	Código	Activo	Fuera de servicio	Tarea
<input checked="" type="checkbox"/>	WO-7403-2025	Open WOs	EUE17F	Motocicleta (EUE17F)	No	Mant
<input checked="" type="checkbox"/>	WO-7402-2025	Open WOs	EUE17F	Motocicleta (EUE17F)	No	Tarea
<input checked="" type="checkbox"/>	WO-7401-2025	Open WOs	EUE17F	Motocicleta (EUE17F)	No	Tarea
<input checked="" type="checkbox"/>	WO-7400-2025	Open WOs	EUE17F	Motocicleta (EUE17F)	No	Tarea
<input checked="" type="checkbox"/>	WO-7399-2025	Open WOs	B-01	Sistema Mecánico (B-01)	No	pruet
<input checked="" type="checkbox"/>	WO-7398-2025	Open WOs		MOTOR BOMBA ESPASA B-01-MOT01	No	Pruef
<input checked="" type="checkbox"/>	WO-7397-2025	Closed		MOTOR BOMBA ESPASA B-01-MOT01	No	pruet
<input checked="" type="checkbox"/>	WO-7396-2025	Closed	EQ-00313	Caixa de Som (EQ-00313)	No	Verif
<input checked="" type="checkbox"/>	WO-7395-2025	Open WOs	EQUI EMBU 002	televisão 55 (EQUI EMBU 002)	No	Verif
<input checked="" type="checkbox"/>	WO-7394-2025	Open WOs	EQUI EMBU 002	televisão 55 (EQUI EMBU 002)	No	teste

Note: Remember that the records correspond to tasks associated with work orders, so the number of documents generated may be less than the total number of records selected.

3. Click on the options menu > "Download Work Orders." Once the process begins, a notification will appear indicating that document generation has started.

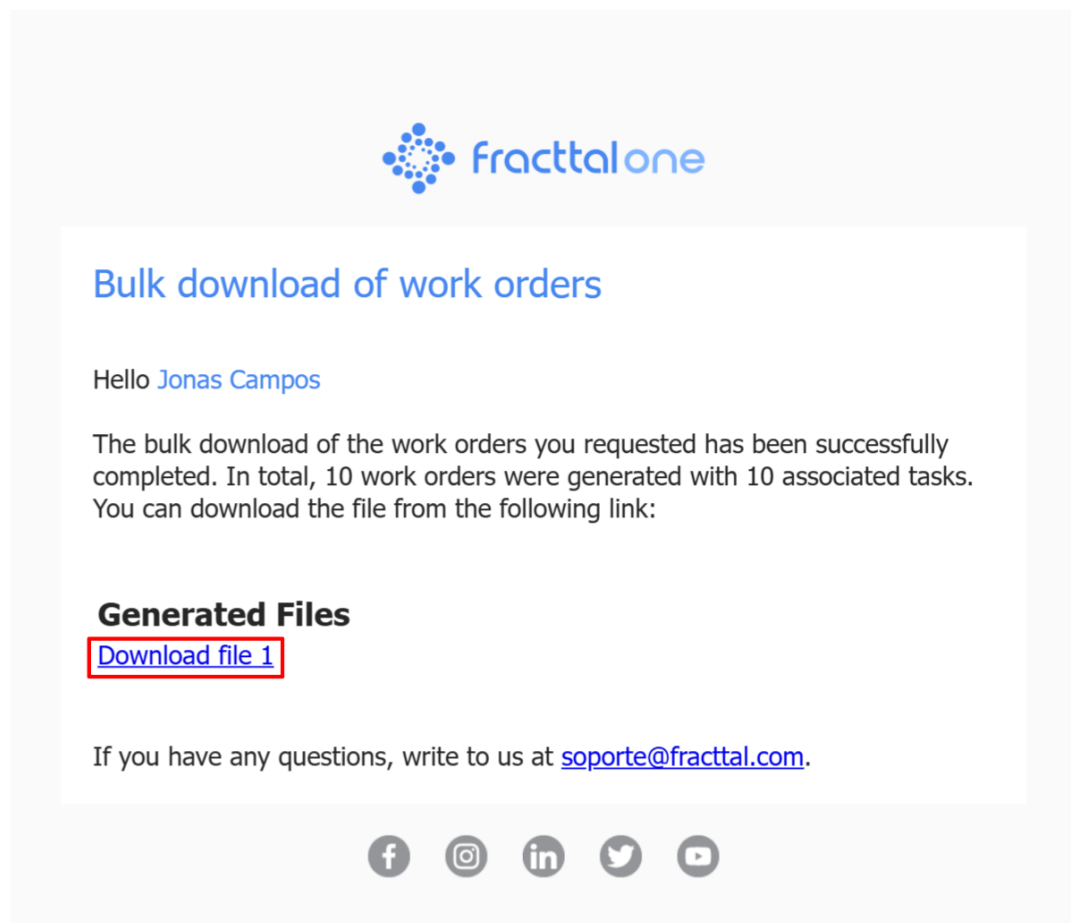
The top screenshot shows the 'Work Management' application interface with a table of work orders. The 'Download Work Orders' option is highlighted in the export menu.

ID de Orden de Trabajo	Estado	Código	Activo	
WO-7403-2025	Open WO's	EUE17F	Motocicleta (EUE17F)	No
WO-7402-2025	Open WO's	EUE17F	Motocicleta (EUE17F)	No
WO-7401-2025	Open WO's	EUE17F	Motocicleta (EUE17F)	No
WO-7400-2025	Open WO's	EUE17F	Motocicleta (EUE17F)	No
WO-7399-2025	Open WO's	B-01	Sistema Mecánico (B-01)	No
WO-7398-2025	Open WO's		MOTOR BOMBA ESPASIA B-01-MOT-01	No
WO-7397-2025	Closed		MOTOR BOMBA ESPASIA B-01-MOT-01	No
WO-7396-2025	Closed	EQ-00313	Caixa de Som (EQ-00313)	No
WO-7395-2025	Open WO's	EQ-00313	televisão 55 (EQ-00313)	No
WO-7394-2025	Open WO's	EQ-00313	televisão 55 (EQ-00313)	No

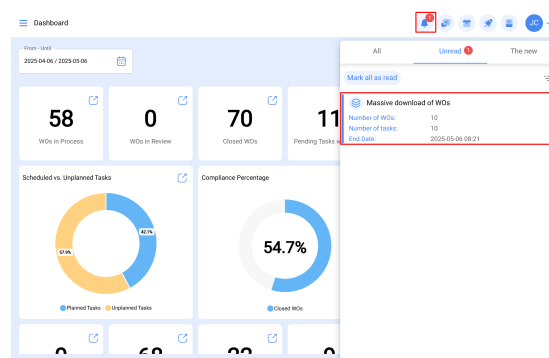
The bottom screenshot shows a confirmation dialog box with the text: "Download Work Orders. Your request will be processed, and your file will be sent by email to @fractal.com. Are you sure you want to download the selected work orders?" with 'No' and 'Yes' buttons.

Note: Download time may vary depending on the number of selected records.

4. Once the process is complete, you will receive an email at the address associated with your user account. This email will include a link with a "Download File" button, allowing you to obtain a compressed file containing all the selected work orders in PDF format.



A notification regarding the download of the OTs will appear in the notification center once the action has been completed.



Important Considerations

- This functionality is only available in the Work Orders list view, which shows all tasks associated with the work orders.
- Selecting multiple records does not imply that the same number of work orders will be generated. A single work order may contain multiple tasks grouped into a single document.

- This functionality is only available for companies with the “Batch Download of Work Orders” add-on enabled.
- Only one bulk download can be processed at a time. If you attempt to start another process while one is in progress, a message will appear informing you that a process is already queued. To start a new process, you must first receive the email corresponding to the ongoing batch download.
- For greater efficiency in the download and email delivery of records, it is recommended to select a maximum of 500 records per download

[Tour](#)