How to Complete a Work Order from Fracttal GO?

Fracttal GO makes it easier for technicians to manage work orders, allowing them to update and document the process with observations, records, and attachments. All of this can be done in real-time and directly from the mobile device.

Below are the steps to complete a WO in Fracttal GO:

1. Open the Fracttal GO app and go to the Work Orders section.

   A list of WOs with status **in Review:** will be displayed:

Work orders

WO's in Review 244 ⟲

OT1116MTO
Created by Jonas Campos

Asset: 05011142 22222.0111.07 MONTADORA - FA

Task: Corrección de montadora =

━━━━━━━━━━━━━━━ **100%**

⏱ **00:10:00**   📅 **2025-07-02**

👤 Jonas Campos ⋮

OT1115MTO
Created by Jonas Campos

Asset: 05011142 22222.0111.07 MONTADORA - FA

Task: Corrección de montadora =

100%

2. Select the corresponding WO to continue:

⏱ **00:10:00**   📅 **2025-07-02**

👤 Jonas Campos ⋮

Work orders

WO's in Process 2854 ↺

OT1116MTO
Created by Jonas Campos

Asset: 05011142 22222.0111.07 MONTADORA - FA

Task: Corrección de montadora =

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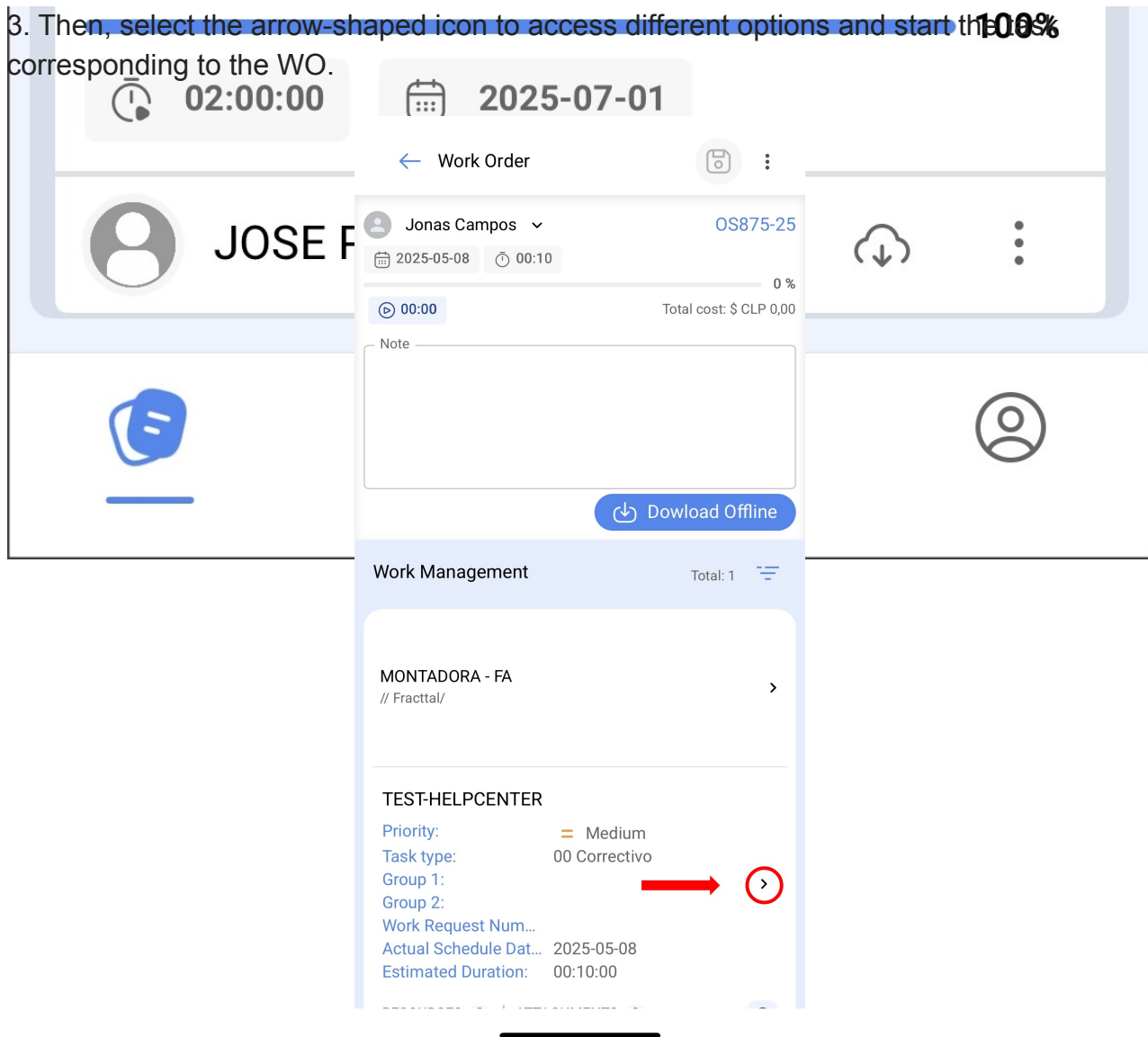🕐 00:10:00 📅 2025-07-02

👤 Jonas Campos ⬇ ⋮

OT1113MTO
Created by Ricardo Rangel

Asset: TANQUE DE GAS

Task: MTTO BOMBAS ︿

3. Then, select the arrow-shaped icon to access different options and start the job corresponding to the WO.

4. Once inside the order, the sections that must be completed will be presented. The execution time will start counting upon activating the **Start** option at the bottom left.

General

TEST-HELPCENTER

Task type: 00 Correctivo
Actual Schedule Date: 2025-05-08
Priority: Medium
Group 1: ---
Group 2: ---

Task note
TEST-HELPCENTER

Time

Estimated Duration: 00:10:00
Start Date: ---
End Date: ---
Actual Duration: 00:00:00
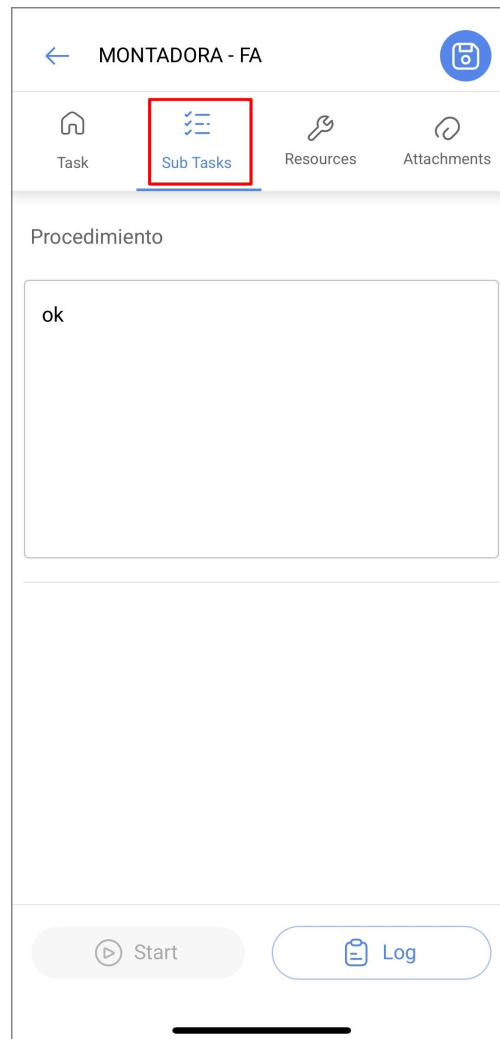Time out of service : 00:01:38

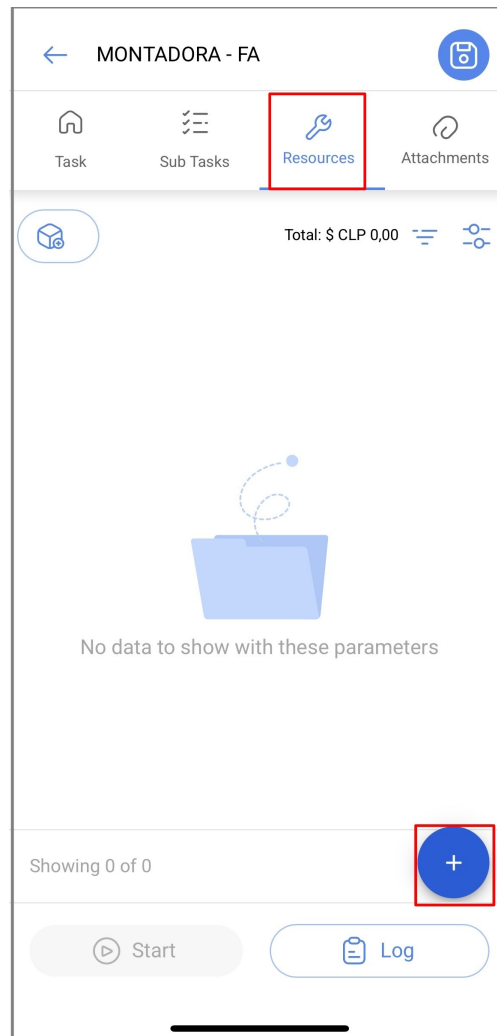**Trigger**

Non Scheduled Tasks

Event date
2025-05-08 10:26

5. In the Sub tasks, you will find the list of activities with the different steps we must follow to complete the work order.

6. In the resources tab, we can add the different types of resources used to complete the execution of the tasks. To do this, just click on the plus symbol located at the bottom right of the screen.

Types of resources for a work order:

- **Inventory:** Resources in warehouses.
- **Inhouse Personnel:** Personnel with hourly cost.
- **Services:** Third-party services.
- **Inventory (Not cataloged):** Resources not registered in warehouses.
- **Service (No cataloged):** Services not registered with third parties.

7. There is also an Attachments tab, where it is possible to upload files, notes, links, or evidence. To add content, use the "**+**" icon located at the bottom right.
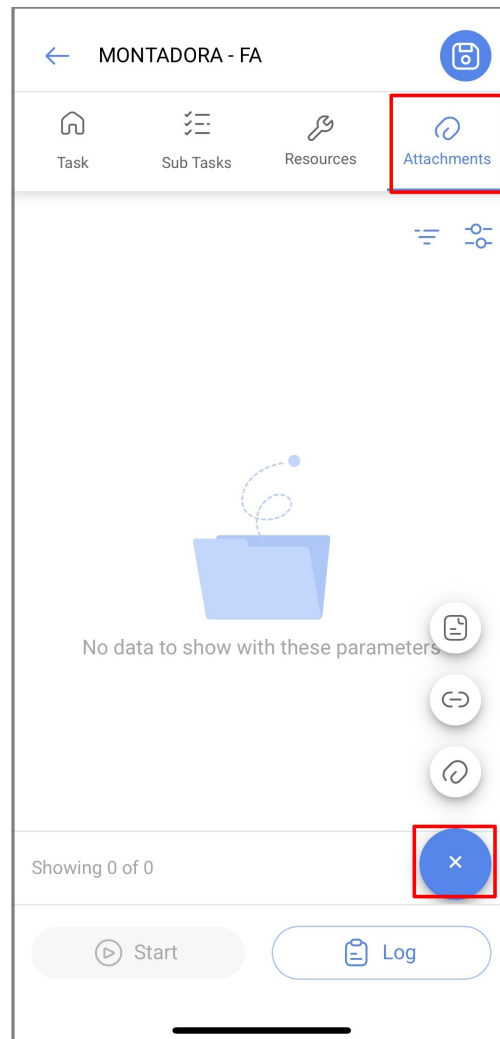
When attaching a file, a button that says "Drag or click to browse" will appear. When clicked, a menu will open to choose between uploading a photo from the gallery, taking a photo with the camera, or searching for a file on the device. The ability to upload images will depend on the user group permissions. If you do not see the option, contact your account administrator to validate your access level.

Drag Files or Click to Browse

⊘ Maximum upload file size: 80MB
The files you upload are your sole
responsibility. Make sure they do not
contain malicious content

Drag Files or Click to Browse

Photo Library

Take Photo or Video

Choose Files
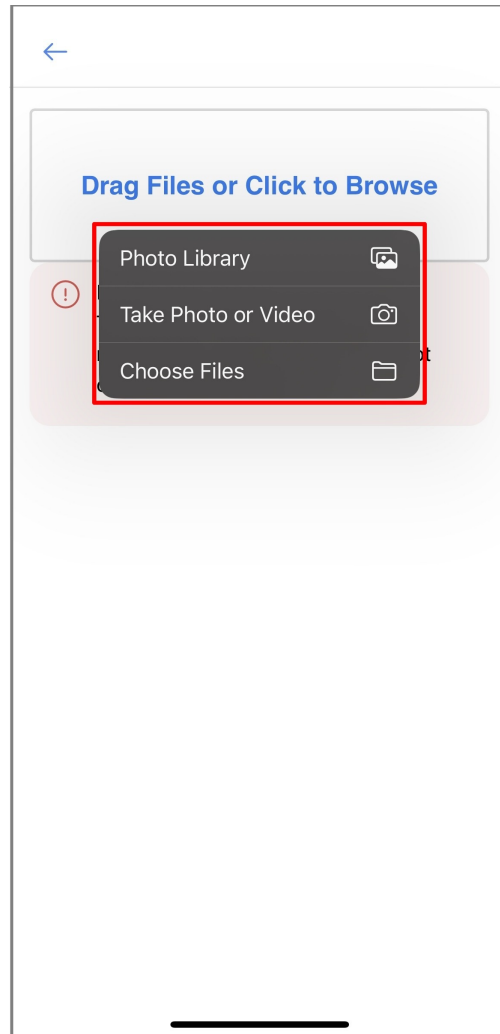
8. Once the work order is completed, it is necessary to stop the time recording from the bottom left. At the same time, the total execution time will be displayed on the right side of the screen.

Task | Sub tasks | Resources | Attachments

General

Corrección de montadora

Task Type:	00 Correctivo
Actual Schedule Date:	2025-07-02
Priority:	Medium
Group 1:	10. MEJORA: GENERALIDAD…
Group 2:	---

Time

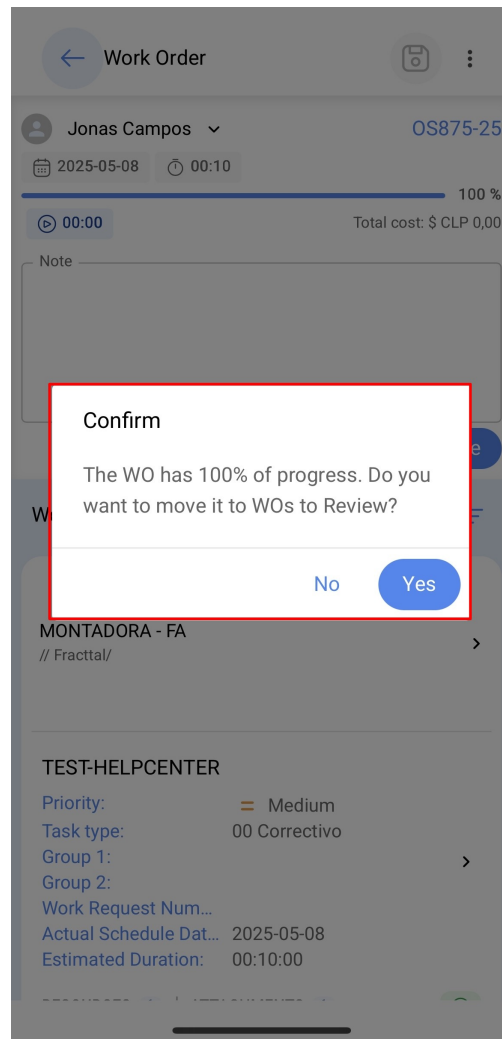|	
Estimated Duration:	00:10:00
Start Date:	---
End Date:	---
Actual Duration:	00:00:00
Time out of service:	00:00:00

Trigger

Non Scheduled Tasks

Event Date
2025-07-02 09:35

Failures Information

Has the asset failed?

MONTADORA - FA

Task	Sub Tasks	Resources	Attachments

Stop

00:00:03

1746711103650-0-photo.jpg

Description: Test
Creation Date: 2025-05-08 10:3

Showing 1 of 1

Start   Log

✓ Action Done
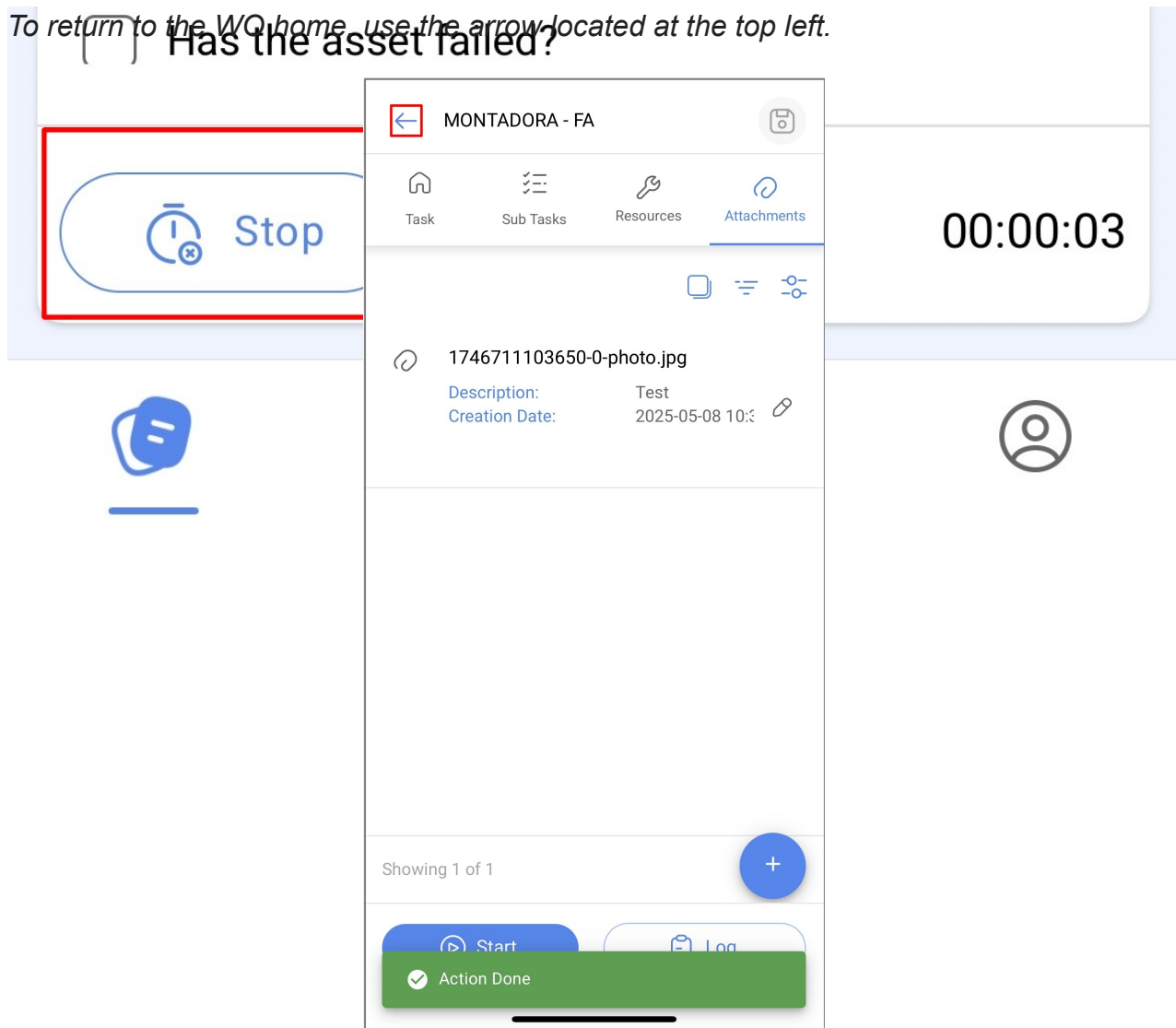
9. Then, the app will show a confirmation message indicating that the WO has a progress percentage of 100% and will ask if we want to send it for review. If we have finished our WO, simply click on the "**YES**" option.

Work Order

Jonas Campos ⌄   OS875-25

📅 2025-05-08   ⏱ 00:10

100 %

▶ 00:00   Total cost: $ CLP 0,00

Note

Confirm

The WO has 100% of progress. Do you want to move it to WOs to Review?

No   Yes

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// Fracttal/   ›

TEST-HELPCENTER

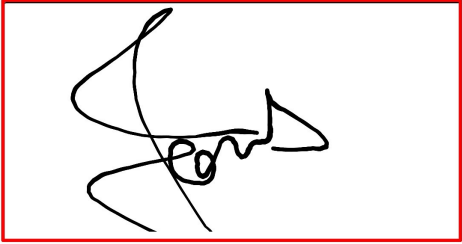|	
Priority:	= Medium
Task type:	00 Correctivo
Group 1:	›
Group 2:	
Work Request Num…	
Actual Schedule Dat…	2025-05-08
Estimated Duration:	00:10:00

10. Next, a window will open asking for the signature, rating, and details of the person accepting the work performed in the work order.
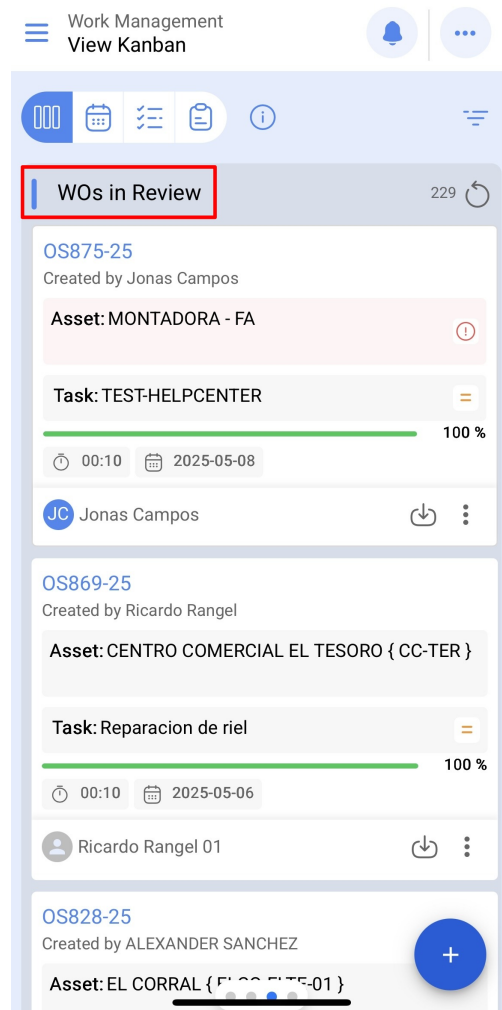
Signature details: OS875-25

Clear

Rating
★★★★★

Signature details
Ok

Skip

The work order will move to WO under review, and it will be the supervisor's or administrator's turn to check that the work order has been properly completed.

*The order will automatically move to the **WOs in Review** status and will be ready for the supervisor to validate it.*

After reviewing and validating the entered data, the WO will be classified as **Completed** and will move to the system's closed orders history.
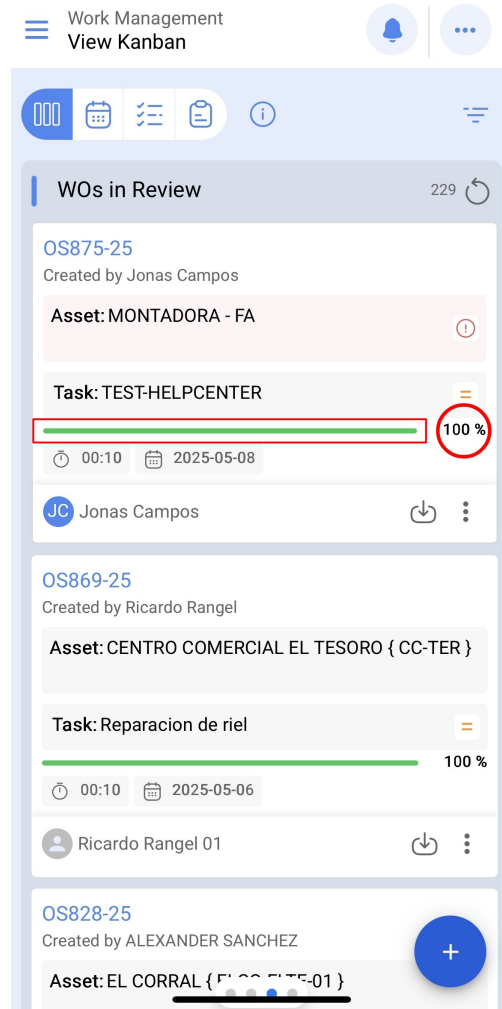
Note: To access advanced features such as dynamic checklists, custom forms, or approval workflows, it is recommended to use the full mobile version or the web environment.