

Como cancelar Ordens de Trabalho em massa com o Fracttal Hub? – Centro de ayuda

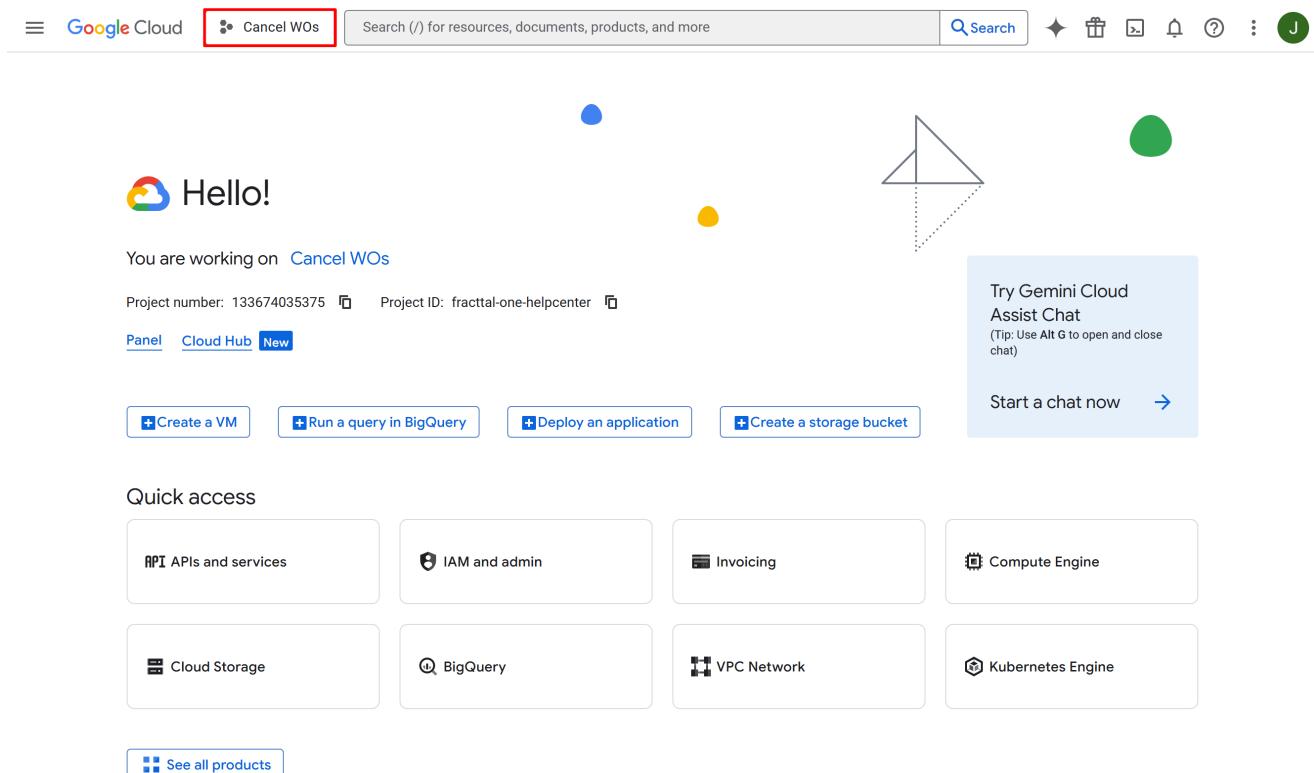
Com o **Fracttal Hub**, é possível automatizar o **cancelamento massivo de Ordens de Trabalho (OTs)** através da integração da sua instância do Fracttal com o **Google Sheets**. Esta funcionalidade é ideal para otimizar a gestão e poupar tempo ao desativar OTs que já não serão executadas.

Este guia prático mostra como configurar e executar este processo em três fases: configuração no Google Cloud, ligação no Fracttal e preparação da folha de cálculo para a execução do fluxo.

Fase 1: Configuração no Google Cloud Platform (GCP)

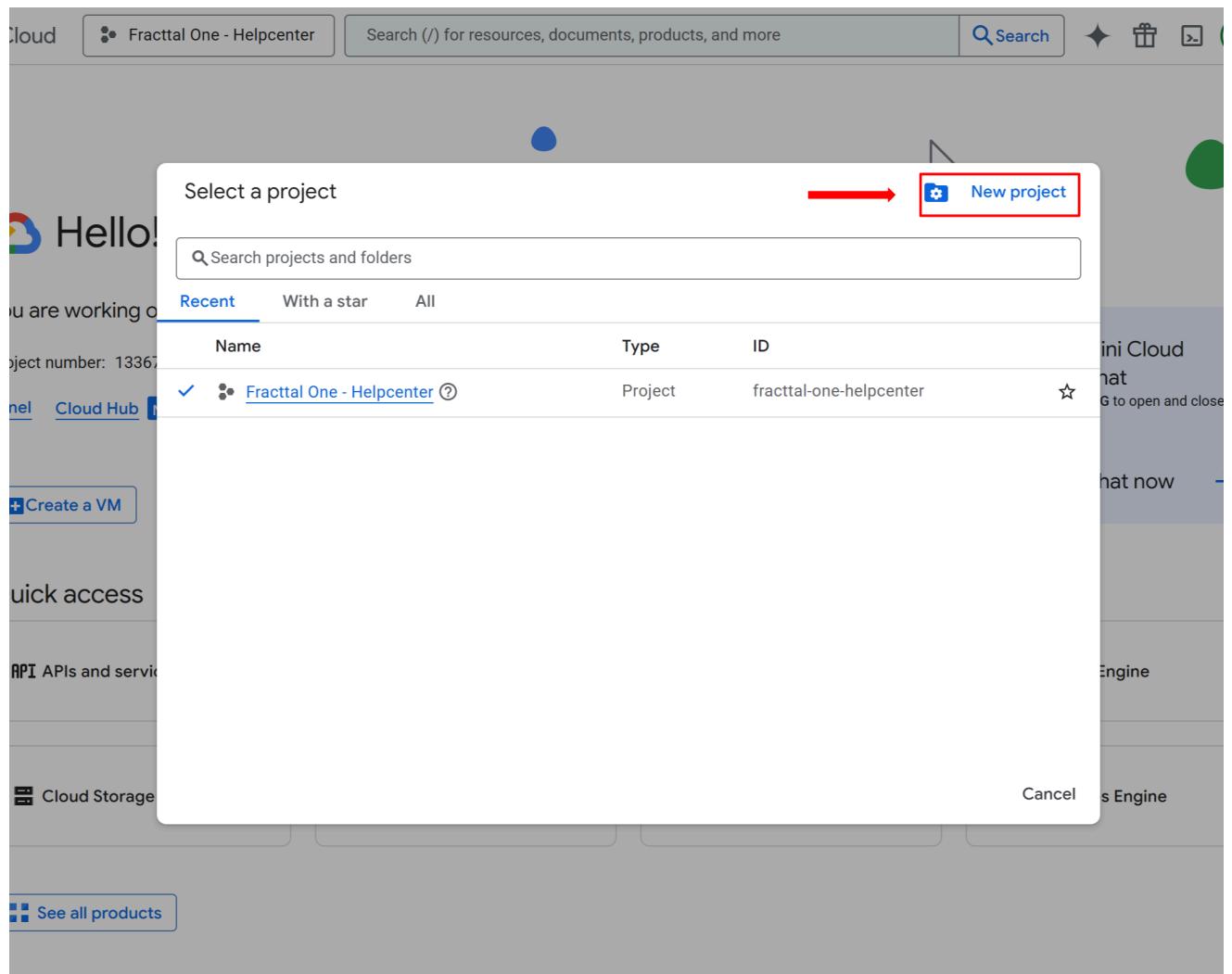
Antes de interagir com o Fracttal, é necessário configurar o ambiente no Google Cloud para autorizar o acesso ao Google Sheets.

1. Aceda ao GCP com a sua conta Google e clique no seletor de projetos na barra superior, junto ao logótipo..



The screenshot shows the Google Cloud Platform homepage. At the top, there is a navigation bar with the Google Cloud logo, a search bar containing 'Cancel WOs', and a 'Search' button. Below the navigation bar, a 'Hello!' message is displayed, followed by the text 'You are working on Cancel WOs'. Project details are shown: 'Project number: 133674035375' and 'Project ID: fracttal-one-helpcenter'. Below these, there are buttons for 'Panel', 'Cloud Hub', and 'New'. A 'Try Gemini Cloud Assist Chat' box is present, with a 'Start a chat now' button. The 'Quick access' section contains links to various Google Cloud services: 'API APIs and services', 'IAM and admin', 'Invoicing', 'Compute Engine', 'Cloud Storage', 'BigQuery', 'VPC Network', and 'Kubernetes Engine'. At the bottom, there is a 'See all products' button.

2. Se não tiver um projeto, clique em “Novo projeto”, atribua-lhe um nome descritivo (ex.: cancelar OTs) e clique em “Criar”.



New project

⚠ You have 11 projects remaining in your quota. Request an increase or delete projects. [Learn more](#) ↗

[Manage Quotas](#) ↗

Project name *

[Cancel WOs](#)

?

Project ID: core-yew-476613-u4. It cannot be changed afterwards. [Edit](#)

Location *

█ Nenhuma organização

[To search for](#)

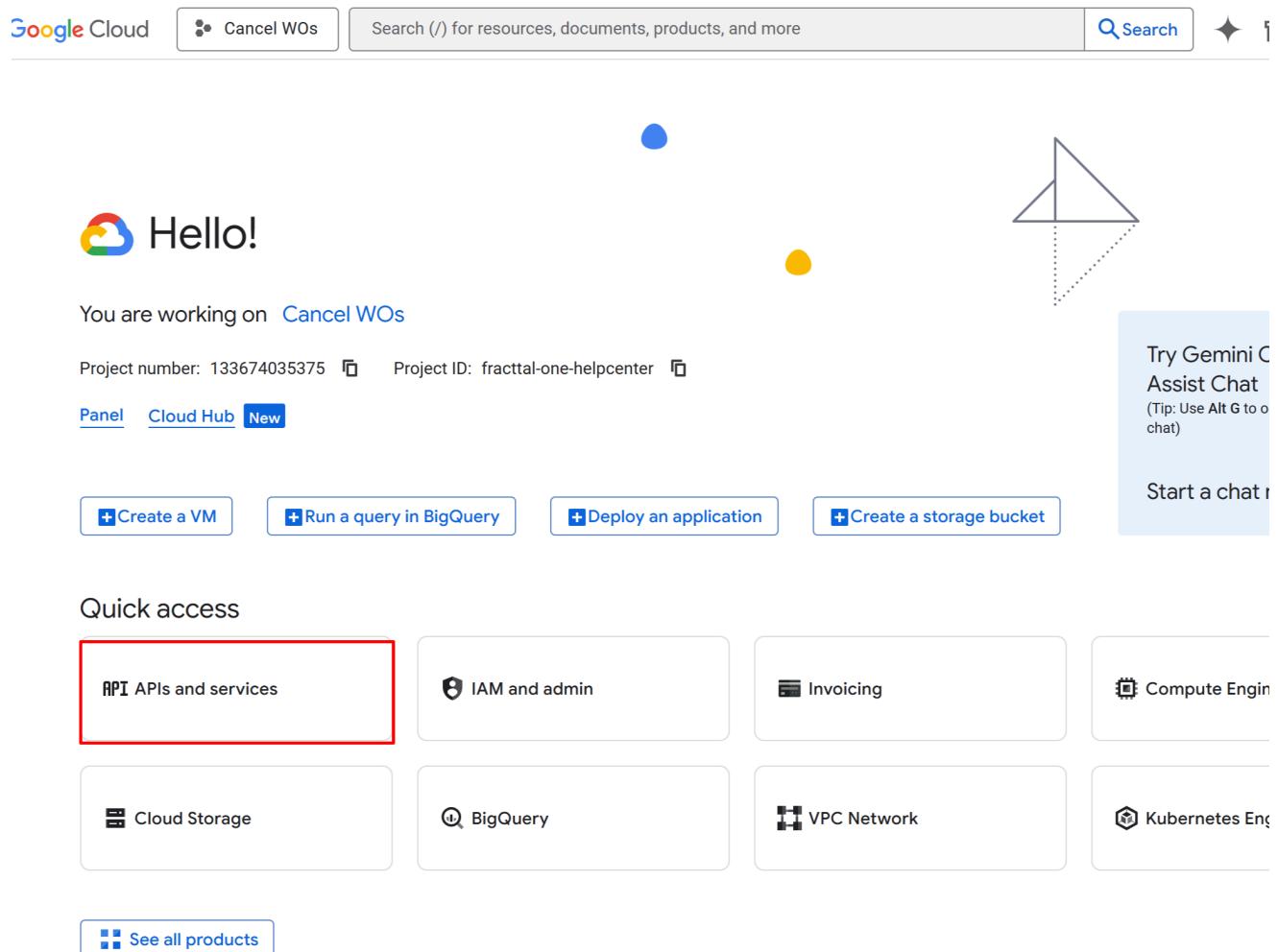
Parent folder or organization

[To create](#)

[Cancel](#)

É necessário ativar as APIs que permitirão ao Fracttal ler e escrever nos serviços do Google Drive e Google Sheets.

1. No campo de pesquisa principal, acesse a “APIs e serviços”.



Google Cloud Cancel WOs Search (/) for resources, documents, products, and more Search

Hello!

You are working on [Cancel WOs](#)

Project number: 133674035375 [Project ID: fractal-one-helpcenter](#)

[Panel](#) [Cloud Hub](#) [New](#)

[Create a VM](#) [Run a query in BigQuery](#) [Deploy an application](#) [Create a storage bucket](#)

Try Gemini C
Assist Chat
(Tip: Use Alt G to o
chat)

Start a chat

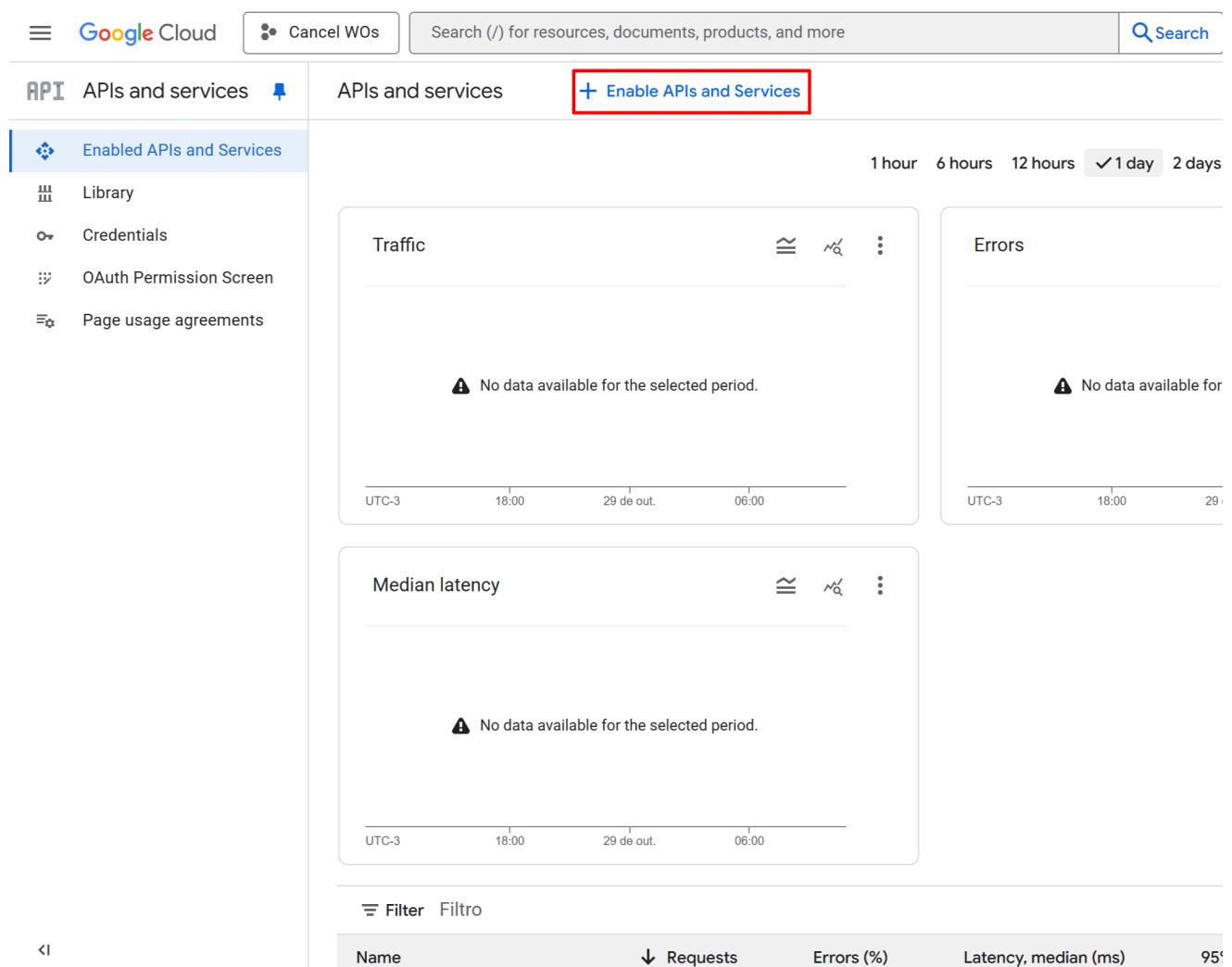
Quick access

[API APIs and services](#) [IAM and admin](#) [Invoicing](#) [Compute Engin](#)

[Cloud Storage](#) [BigQuery](#) [VPC Network](#) [Kubernetes Eng](#)

[See all products](#)

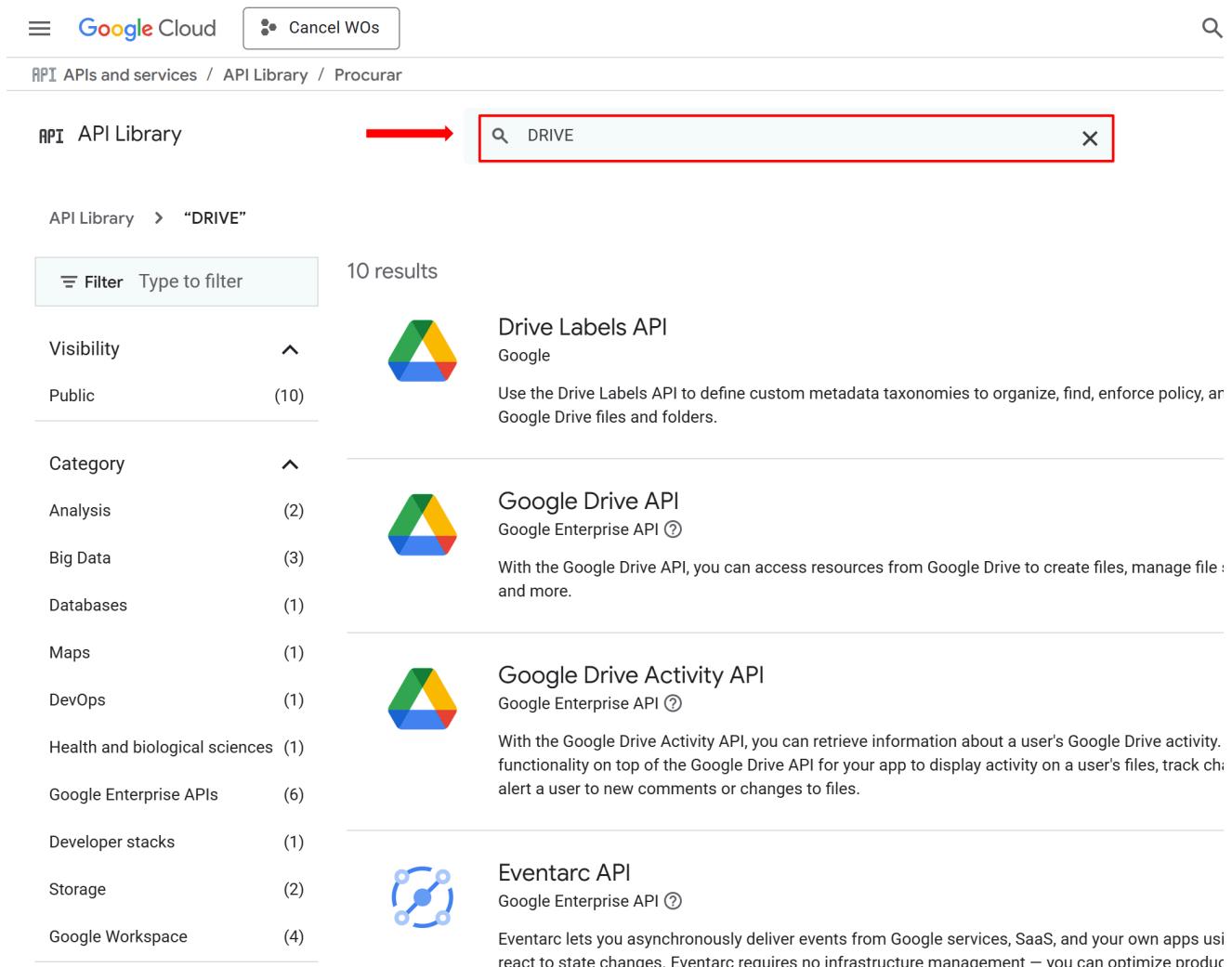
2. Clique no botão “+ ATIVAR APIs E SERVIÇOS”.



The screenshot shows the Google Cloud APIs and services dashboard. At the top, there is a navigation bar with the Google Cloud logo, a 'Cancel WOs' button, a search bar, and a 'Search' button. Below the navigation bar, the main header reads 'APIs and services' with a bell icon, and there is a red box highlighting the '+ Enable APIs and Services' button. On the left, a sidebar titled 'Enabled APIs and Services' lists 'Library', 'Credentials', 'OAuth Permission Screen', and 'Page usage agreements'. The main content area displays three cards: 'Traffic' (No data available for the selected period), 'Errors' (No data available for the selected period), and 'Median latency' (No data available for the selected period). At the bottom, there is a 'Filter' section and a table with columns: 'Name', 'Requests', 'Errors (%)', 'Latency, median (ms)', and '95%'. The table has one row with a single entry: '95'.

Name	↓ Requests	Errors (%)	Latency, median (ms)	95%
95				

3. Utilize a barra de pesquisa para localizar e ativar as seguintes APIs, uma a uma:

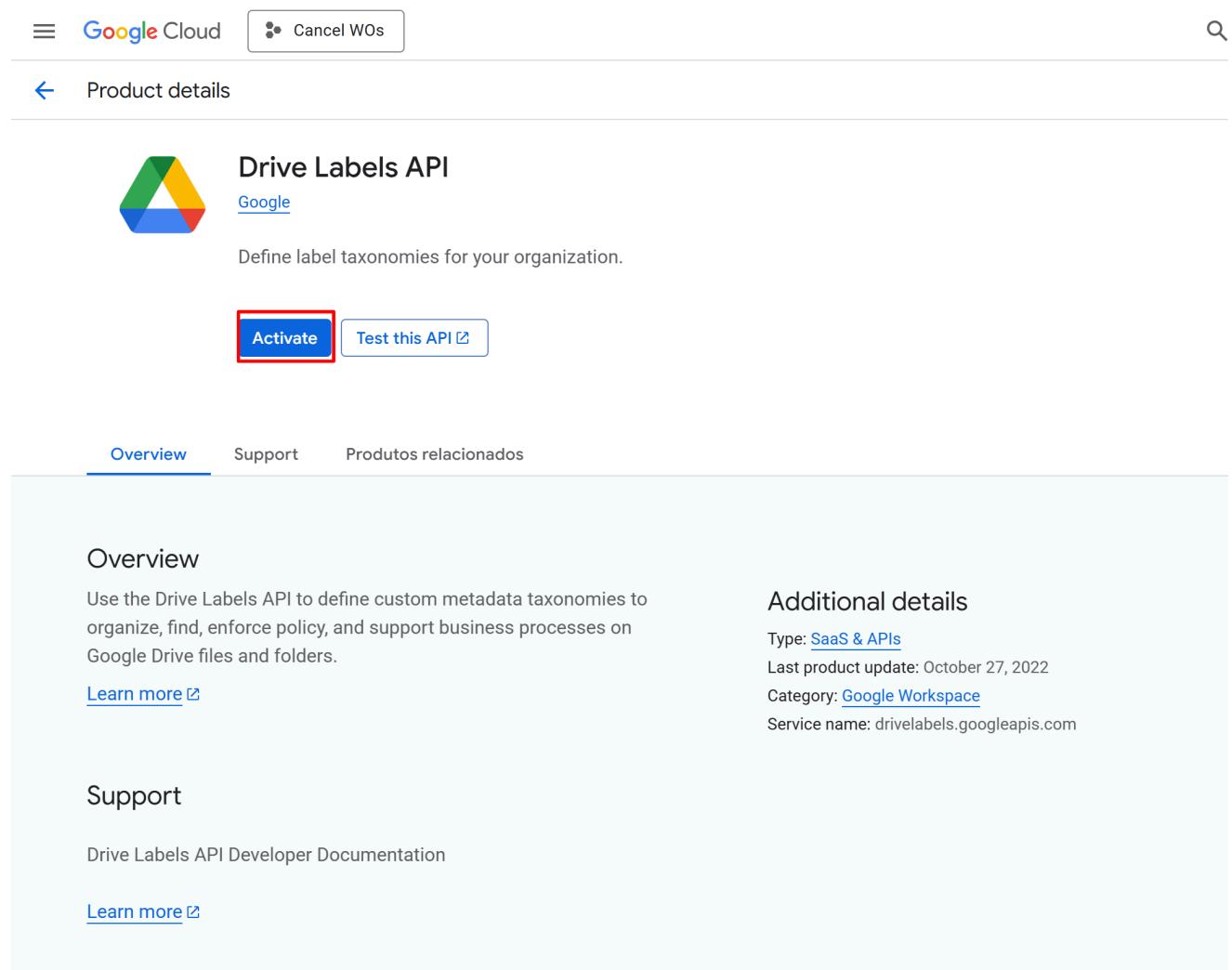


The screenshot shows the Google Cloud API Library interface. A red arrow points from the search bar to the search term 'DRIVE'. The search results are for 'DRIVE' and show 10 results. The results are as follows:

- Drive Labels API**
Google
Use the Drive Labels API to define custom metadata taxonomies to organize, find, enforce policy, and more.
- Google Drive API**
Google Enterprise API (2)
With the Google Drive API, you can access resources from Google Drive to create files, manage file, and more.
- Google Drive Activity API**
Google Enterprise API (1)
With the Google Drive Activity API, you can retrieve information about a user's Google Drive activity. functionality on top of the Google Drive API for your app to display activity on a user's files, track changes, alert a user to new comments or changes to files.
- Eventarc API**
Google Enterprise API (1)
Eventarc lets you asynchronously deliver events from Google services, SaaS, and your own apps using them to react to state changes. Eventarc requires no infrastructure management – you can optimize production and development environments independently.

- Google Drive API
- Drive Labels API
- Google Drive Activity API
- Google Sheets API

4. Para cada uma, selecione-a nos resultados e clique no botão “Ativar”.



The screenshot shows the Google Cloud Platform interface with the following details:

- Header:** Google Cloud, Cancel WOs, and a search icon.
- Page Title:** Product details
- Product Section:**
 - Icon:** Google Drive logo.
 - Name:** Drive Labels API
 - Provider:** Google
 - Description:** Define label taxonomies for your organization.
 - Buttons:** **Activate** (highlighted with a red box) and **Test this API**.
- Navigation:** Overview (underlined), Support, Produtos relacionados.
- Overview Section:**
 - Section Header:** Overview
 - Description:** Use the Drive Labels API to define custom metadata taxonomies to organize, find, enforce policy, and support business processes on Google Drive files and folders.
 - Link:** [Learn more](#)
- Additional details:**
 - Type: [SaaS & APIs](#)
 - Last product update: October 27, 2022
 - Category: [Google Workspace](#)
 - Service name: [drivelabels.googleapis.com](#)
- Support Section:**
 - Section Header:** Support
 - Description:** Drive Labels API Developer Documentation
 - Link:** [Learn more](#)

A conta de serviço irá atuar como um “utilizador robô” que o Fracttal utilizará para aceder de forma segura à sua folha de cálculo.

1. Dentro de “APIs e serviços”, aceda à secção “Credenciais” no menu lateral esquerdo.

Google Cloud

Cancel WOs

Search (/) for resources, documents, products, and more

Search

≡ API APIs and services

Enabled APIs and Services

Library

Credentials ←

OAuth Permission Screen

Page usage agreements

Credentials

+ Create credentials

API Key

OAuth client ID

Service account

Help me choose

Remember

No API key to display.

OAuth 2.0 Client IDs

Name Date of creation Type

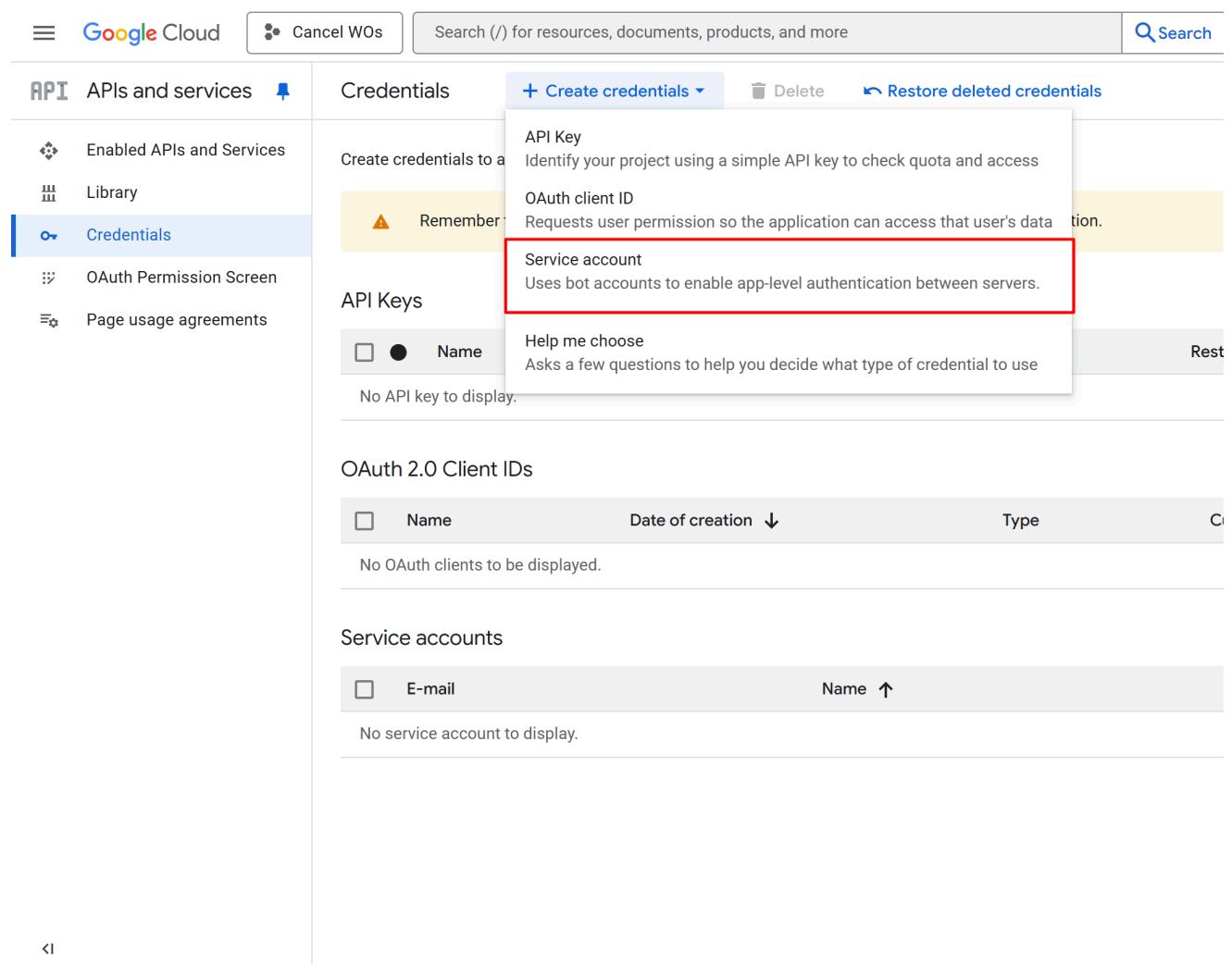
No OAuth clients to be displayed.

Service accounts

Name ↑

No service account to display.

2. Clique em “+ CRIAR CREDENCIAIS” e selecione “Conta de serviço”.



The screenshot shows the Google Cloud Platform (GCP) interface for managing credentials. The left sidebar is titled 'APIs and services' and includes 'Enabled APIs and Services', 'Library', and 'Credentials' (which is selected and highlighted with a blue background). The main content area is titled 'Credentials' and shows a 'Create credentials to a' dropdown with 'Remember me' checked. Below this are four options: 'API Key' (with a note about identifying the project using a simple API key), 'OAuth client ID' (with a note about requesting user permission for data access), 'Service account' (which is highlighted with a red box), and 'Help me choose' (with a note about asking questions to decide the credential type). Below these is a section for 'API Keys' with a note 'No API key to display.' At the bottom, there are sections for 'OAuth 2.0 Client IDs' (with a note 'No OAuth clients to be displayed.') and 'Service accounts' (with a note 'No service account to display.'). The top navigation bar includes the Google Cloud logo, 'Cancel WOs', a search bar, and a 'Search' button.

3. Atribua um nome à conta de serviço (ex.: cancelar-ots). O ID será gerado automaticamente.

Google Cloud

Cancel WOs

Search (/) for resources, documents, products, and more

Search

IAM and admin / Service accounts / Create a service account

Create a service account

1 Create a service account

Service account name — **CANCEL WO**

Display name for this service account

Service account ID * **cancel-wo**

Email address: <id>@cancel-wos.iam.gserviceaccount.com

Service account description

Describe how the service account will be used.

Create and continue

2 Permissions(optional)

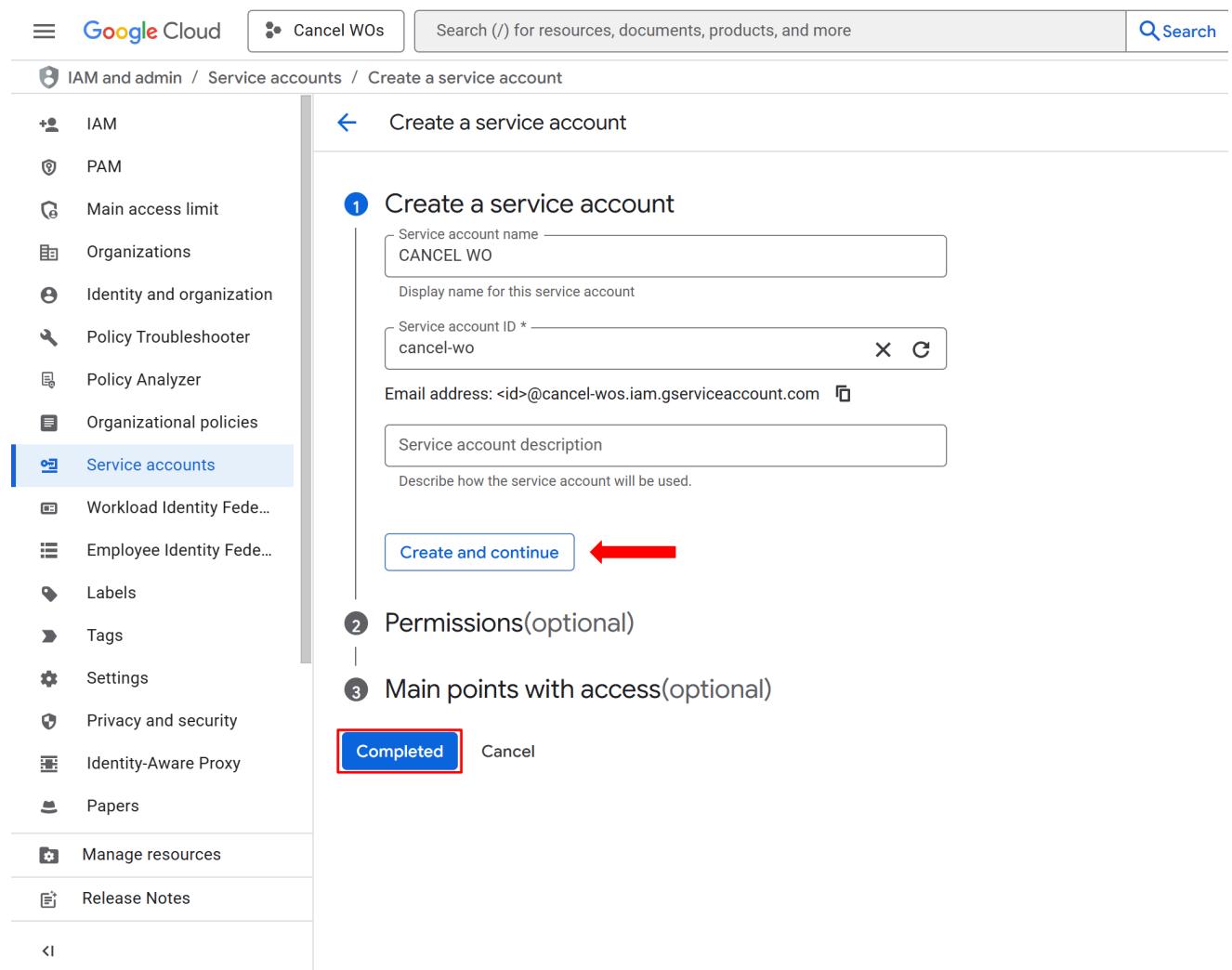
3 Main points with access(optional)

Completed

Service accounts

- IAM
- PAM
- Main access limit
- Organizations
- Identity and organization
- Policy Troubleshooter
- Policy Analyzer
- Organizational policies
- Service accounts**
- Workload Identity Fede...
- Employee Identity Fede...
- Labels
- Tags
- Settings
- Privacy and security
- Identity-Aware Proxy
- Papers
- Manage resources
- Release Notes

4. Clique em “Criar e continuar” e depois em “Concluir”.



Google Cloud Cancel WOs Search (/) for resources, documents, products, and more Search

IAM and admin / Service accounts / Create a service account

Create a service account

1 Create a service account

Service account name: CANCEL WO

Display name for this service account

Service account ID *: cancel-wo X C

Email address: <id>@cancel-wos.iam.gserviceaccount.com Open

Service account description

Describe how the service account will be used.

Create and continue ←

2 Permissions(optional)

3 Main points with access(optional)

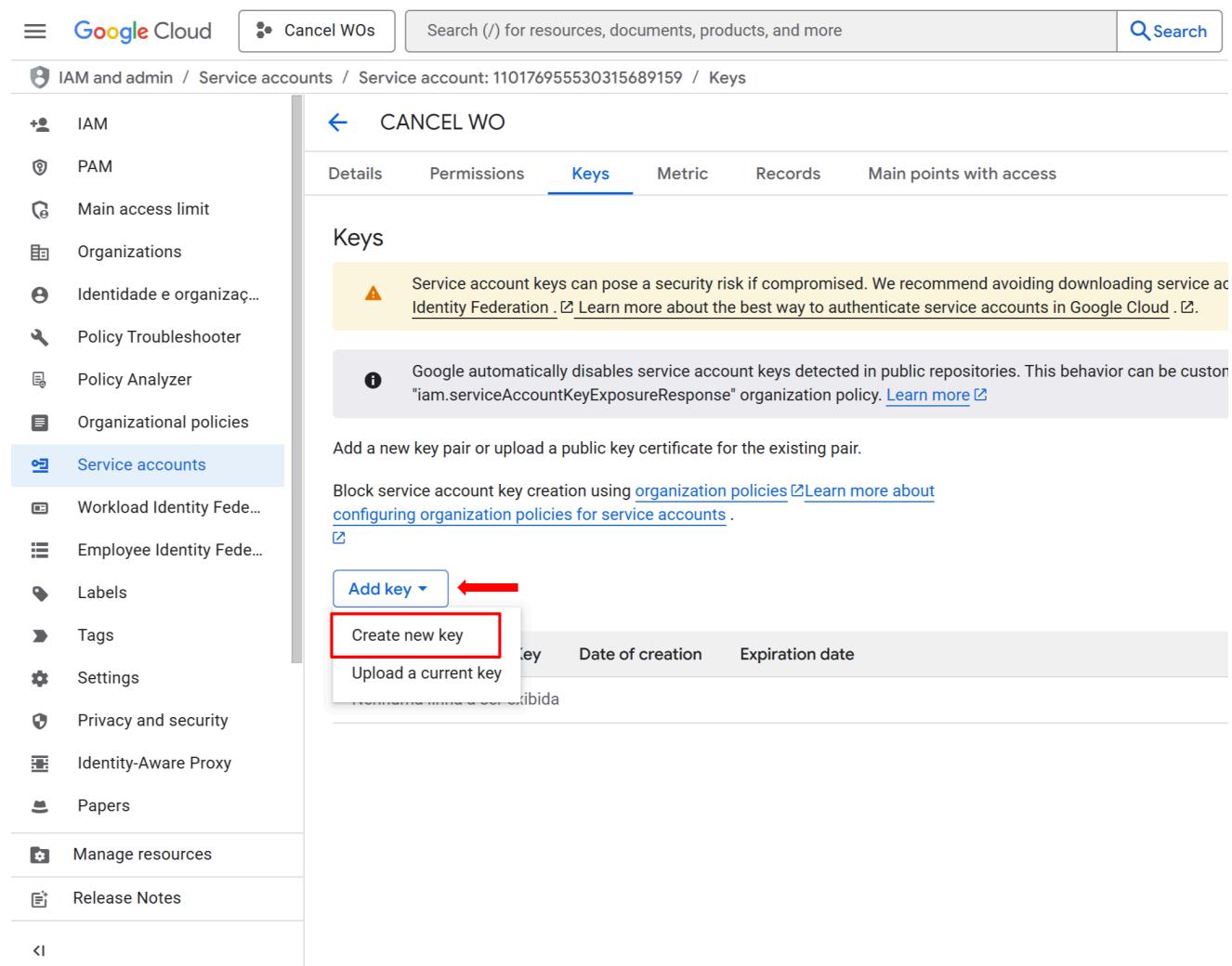
Completed Cancel

5. De volta à lista de Contas de serviço, clique na conta que acabou de criar e acesse ao separador “CHAVES”.

The screenshot shows the Google Cloud IAM and admin / Service accounts page. The service account '110176955530315689159' is selected. The 'Keys' tab is highlighted with a red box. The page displays the following details:

- Service Account Details:**
 - Name: CANCEL WO
 - Description: (empty)
 - E-mail: cancel-wo@cancel-wos.iam.gserviceaccount.com
 - Unique ID: 110176955530315689159
- Service account status:** Activated (checkbox checked). A 'Deactivate service account' button is present.
- Advanced settings:** A dropdown menu.

6. Clique em “ADICIONAR CHAVE” e selecione “Criar nova chave”.



Google Cloud Search / Cancel WOs Search (/) for resources, documents, products, and more Q Search

IAM and admin / Service accounts / Service account: 110176955530315689159 / Keys

CANCEL WO

Details Permissions **Keys** Metric Records Main points with access

Keys

⚠ Service account keys can pose a security risk if compromised. We recommend avoiding downloading service account keys from public repositories. [Identity Federation](#) [Learn more about the best way to authenticate service accounts in Google Cloud](#).

ℹ Google automatically disables service account keys detected in public repositories. This behavior can be customized by the organization policy "iam.serviceAccountKeyExposureResponse". [Learn more](#)

Add a new key pair or upload a public key certificate for the existing pair.

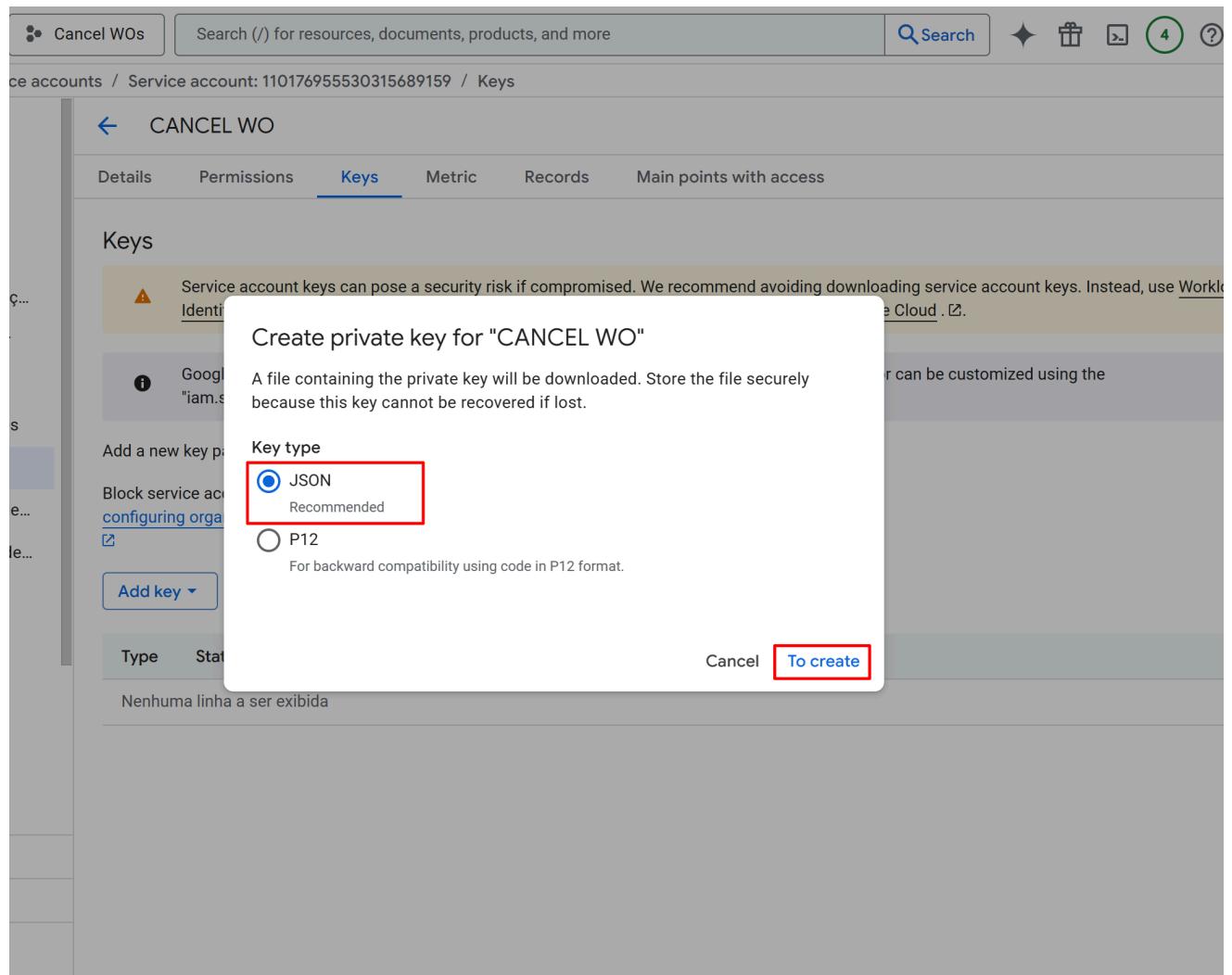
Block service account key creation using [organization policies](#) [Learn more about configuring organization policies for service accounts](#).

Add key ↗

Create new key

Key	Date of creation	Expiration date
ibida		

7. Certifique-se de que o tipo de chave é JSON (opção recomendada) e clique em “Criar”.



The screenshot shows a dialog box for creating a private key for a service account named "CANCEL WO". The dialog includes a warning about the security risk of downloading service account keys, a note about the private key being downloadable, and a key type selection section. The "JSON" option is selected and highlighted with a red box. The "To create" button is also highlighted with a red box.

Service account keys can pose a security risk if compromised. We recommend avoiding downloading service account keys. Instead, use Workload Identity Federation to access Google Cloud.

Create private key for "CANCEL WO"

A file containing the private key will be downloaded. Store the file securely because this key cannot be recovered if lost.

Key type

JSON
Recommended

P12
For backward compatibility using code in P12 format.

Cancel **To create**

```
{  
  "type": "service_account",  
  "project_id": "fracttal-one-helpcenter",  
  "private_key_id": "7883df46cbe890dab39a08ca04b9dee90beea55b",  
  "private_key": "-----BEGIN PRIVATE KEY-----\nMIIEvQIBADANBgkqhkiG9w0BAQ\nTlnuExutniehbH4NUWz xv0PeXGUDVdivvgCZPMCEzwtKyUQwh4sxxj6hK N22EQ0F\nnmlVv\nQanksvQI1VbxcknKyIaPN6DI7+Z0UV000gx D/sX0BbqcQkKNCnuAeys1h1jMT/Ca\nnh1HE\nAQY9pkEzwyH3St4+1jo54pi3N6PYLSL3d31ItHoqhsYE5Vbi67pJW0LH/Q3fi8DQ\nniZlu\nIKZ91dn6wRGCS ee6keV1AYEgxpU/4ZpUusRJoI8TTHY2Feg9/d0s0s6dIdEv+ZyF\nnFuF0\nT8d30xTyW59sUJEs87E6wW/1A9AN3cVygR0vNok0vKhC3sS4SF1YD36gmQe0cTkA\nnqthY\nnzyjCj0ezZ06N0x5G1dLYAgx1EzK65P0vKdbu1LlLcQKBgQD4fz5GPHHKCavPCE+v\nnn7FM\nn2Z1ibRocGFE1AUoG98TdLUhoKwuhXq5sbi+Dx2IyI4qVisjMPrPZuIQkrnyhR/xf\nnxwTf\nn5JsBF87XuX55Rjon/TD/HVBjGZ1ywVN7h1zsxrkl sKCnbWVCzvREnR9P7NK/b1F\nnfkDA\nnD1wVtc5gLwKBgQDAhCv11Cw/31A42/KIWEr0tI4IbnCMY2W0brVgHoASEEWLmNRK\nnC2sw\nnDm1HSa/cskZKZrP78FP7yASw0nIZrSBrv08aLFBidCiwgBKqUBFOKhMmKQKBgHod\nnFHW\nnftkcupNrh8taGa4hFscrwLR9Cm282i0jUM0u6NDqha9nMCIr5f1bh+t8hV0AY21H\nnrBzZ\nnfx0xk4STFdGnu4HY0wYYvGRT0x19mAxrAuH2Dp0Lj0Fyhg yZjLyoFU10na/DFc2g\nnYpgZ\nnfC1G/xZKKvDWsy5aAMuow9Q=\n-----END PRIVATE KEY-----\n",  
  "client_email": "crear-medidores@fracttal-one-helpcenter.iam.gserviceaccount.com",  
  "client_id": "109485397999581941586",  
  "auth_uri": "https://accounts.google.com/o/oauth2/auth",  
  "token_uri": "https://oauth2.googleapis.com/token",  
  "auth_provider_x509_cert_url": "https://www.googleapis.com/oauth2/v1/certs",  
  "client_x509_cert_url": "https://www.googleapis.com/robot/v1/metadata/https://fracttal-one-helpcenter.iam.gserviceaccount.com",  
  "universe_domain": "googleapis.com"
```

Nota: Será descarregado automaticamente um ficheiro .json para o seu computador. Este ficheiro contém credenciais privadas e é crucial para a ligação. Guarde-o num local seguro, pois não será possível descarregá-lo novamente.

Fase 2: Configuração no Fracttal One

Agora, iremos configurar a ligação dentro do Fracttal para que possa utilizar as credenciais do Google.

- Na sua instância do Fractal One, aceda a Configurações ▶ Catálogos Auxiliares ▶ Ligações e clique em (+) para adicionar uma nova ligação.

Activación Fractal - Español - 477

Save

General

User Accounts

Business Calendar

Modules

Financial

Auxiliary Catalogs ←

Document Management

Transactions Log

Security

API Connections

Guest Portal

Account

Type

Connections

Description ↑

Type

ACTUALIZAR CODIGOS GLOBE Google Sheet (Service Account)

Actualizar equipos globe Fabian Google Sheet (Service Account)

AFJ CONEXION GOOGLE SHEET Google Sheet (Service Account)

AFJ - Notificaciones 09.06.2025 WhatsApp

ASOCIAZ ACTIVOS A MTTO_PRUEBA Google Sheet (Service Account)

cancel wo Google Sheet (Service Account)

Conexion con GoogleSheet Fabian Google Sheet (Service Account)

Conexion google sheet Google Sheet (Service Account)

Conexion Google Sheet Google Sheet (Service Account)

Showing 26 of 26

+

- No campo “Tipo”, seleccione Google Sheet (Service Account).

Type: Google Sheet (Service Account)

Description: (empty)

Type: service_account

project_id *

private_key_id *

private_key *

client_email *

client_id *

- Preencha os campos do formulário utilizando as informações do ficheiro .json descarregado no passo anterior.

The screenshot shows the Fracttal software interface. On the left, a sidebar lists various settings categories: General, User Accounts, Business Calendar, Modules, Financial, Auxiliary Catalogs (which is selected), Document Management, Transactions Log, Security, API Connections, Guest Portal, and Account. The main area is titled 'Connections' and shows a list of 26 connections. One connection, 'cancel wo', is highlighted and shown in a detailed view on the right. The detailed view includes fields for Type (set to 'Google Sheet (Service Account)'), Description (set to 'cancel wo'), Type (set to 'service_account'), project_id (set to 'fracttal-one-helpcenter'), private_key_id (set to '.....'), private_key (set to '.....'), client_email (set to 'cancel-wo@fracttal-one-helpcenter.iam.gserviceaccount.com'), client_id (set to '108638941031353961356'), and client_x509_cert_url (set to 'https://www.googleapis.com/robot/v1/metadata/x509/canc').

- Clique em “**Guardar**”.

The screenshot shows the Fractal platform's configuration interface. The left sidebar has a 'Connections' section selected. The main area shows a list of connections, with 'cancel wo' highlighted. The right side shows the configuration details for this connection, including fields for Type (Google Sheet (Service Account)), Description (cancel wo), and various OAuth parameters like project_id, private_key_id, private_key, client_email, client_id, and client_x509_cert_url.

O utilizador da API que irá executar o fluxo necessita de permissões para modificar OTs.

1. Aceda a Configurações ▶ Ligações API ▶ Consumidores / OAuth.
2. Certifique-se de que existe um consumidor criado. Este consumidor deve estar associado a um Grupo de Permissões que tenha capacidade para editar OTs. Consulte o artigo: [Criar consumidores OAuth](#).
3. Para verificar as permissões, aceda a Configurações ▶ Contas de Utilizador ▶ Permissões.
4. Selecione o grupo de permissões correspondente e certifique-se de que, no módulo Tarefas ▶ Ordens de Trabalho ▶ Em Processo, a opção “Editar” está assinalada.

Esta permissão é a que permite alterar o estado de uma OT para “Cancelada”.

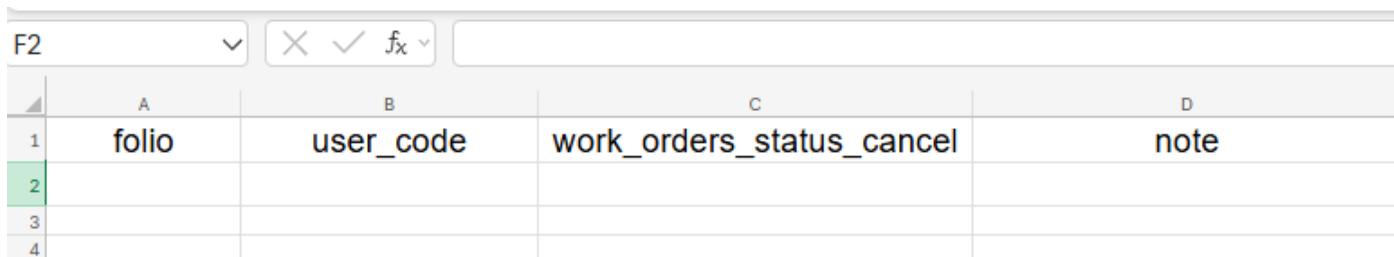
Fase 3: Preparação e execução do processo

Com as configurações concluídas, o último passo é preparar os dados e executar o fluxo.

1. Crie uma nova folha de cálculo no Google Sheets.
2. Atribua-lhe um nome descriptivo (ex.: Cancelar OTs).

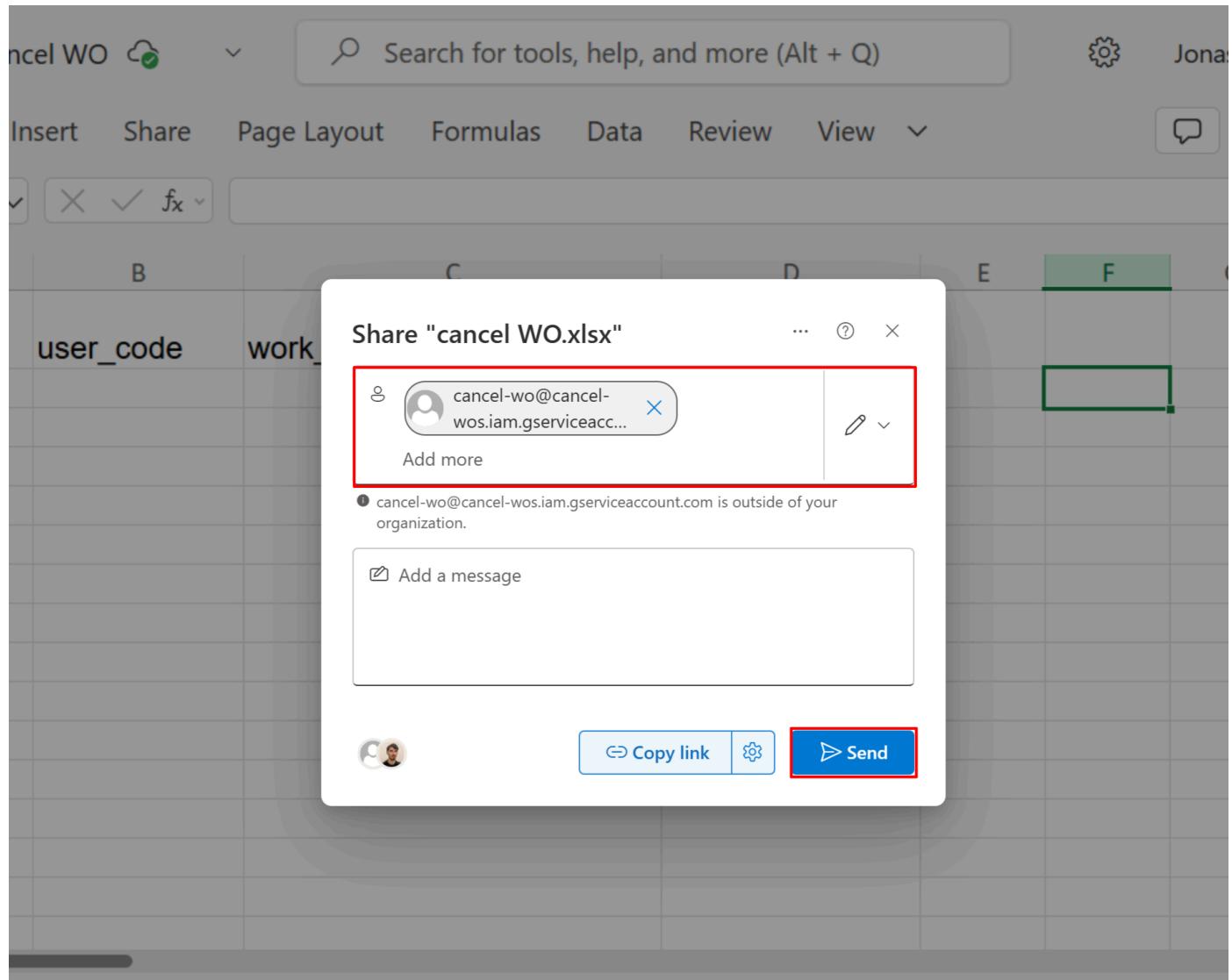
3. Na primeira linha da folha, crie as seguintes colunas:

- o **A: folio** — IDs das OTs a cancelar
- o **B: user_code** — Código do utilizador no Fracttal que irá registar o cancelamento
- o **C: work_orders_status_cancel** — Motivo do cancelamento (deve corresponder exatamente a um motivo existente no catálogo do Fracttal)
- o **D: note** — Nota opcional para o cancelamento



	A	B	C	D
1	folio	user_code	work_orders_status_cancel	note
2				
3				
4				

Passo crítico: Clique no botão “Partilhar” e adicione o endereço de e-mail da conta de serviço (campo `client_email` do ficheiro `.json`). Atribua-lhe o papel de Editor. Este passo é fundamental para que o Fracttal possa ler e escrever na folha.



Para evitar erros, apenas devem ser canceladas OTs que cumpram os requisitos.

1. No Fractal One, aceda a Plano de Tarefas ▶ Ordens de Trabalho e altere para a vista de lista.
2. Aplique os seguintes filtros para encontrar OTs elegíveis para cancelamento:

Estado: Em Processo

Work Management
Work Orders

Filter

CE ID del Estado: En Proceso CE Estado de la Tarea: No Iniciada

ID de Orden de Trabajo	Estado	Código	Activo
OT1873MTTO	● Open WO's	001-CF07	{ 001-CF07 } CAMIO
OT1864MTTO	● Open WO's	ACT.LOC-0022	BCI { ACT.LOC-0022 }
OT1858MTTO	● Open WO's	ACT.LOC-0020	BCI { ACT.LOC-0020 }
OT1857MTTO	● Open WO's	ACT.LOC-0019	BCI { ACT.LOC-0019 }
OT1856MTTO	● Open WO's	ACT.LOC-0018	BCI { ACT.LOC-0018 }
OT1855MTTO	● Open WO's	ACT.LOC-0017	BCI { ACT.LOC-0017 }
OT1854MTTO	● Open WO's	ACT.LOC-0016	BCI { ACT.LOC-0016 }
OT1853MTTO	● Open WO's	ACT.LOC-0015	BCI { ACT.LOC-0015 }
OT1851MTTO	● Open WO's	ACT.LOC-0013	BCI { ACT.LOC-0013 }
OT1850MTTO	● Open WO's	ACT.LOC-0012	BCI { ACT.LOC-0012 }

Showing 200 of 3005

Status Open WO's Open WO's Complete WO's Closed Cancelled

WO Closure date /

Date WO in Review /

Labels

Percentage of Completion Value % 0

Percentagem de Avanço: = 0

Work Management
Work Orders

Filter

CE ID del Estado: En Proceso CE Estado de la Tarea: No Iniciada

ID de Orden de Trabajo	Estado	Código	Activo
OT1873MTTO	● Open WO's	001-CF07	{ 001-CF07 } CAMIO
OT1864MTTO	● Open WO's	ACT.LOC-0022	BCI { ACT.LOC-0022 }
OT1858MTTO	● Open WO's	ACT.LOC-0020	BCI { ACT.LOC-0020 }
OT1857MTTO	● Open WO's	ACT.LOC-0019	BCI { ACT.LOC-0019 }
OT1856MTTO	● Open WO's	ACT.LOC-0018	BCI { ACT.LOC-0018 }
OT1855MTTO	● Open WO's	ACT.LOC-0017	BCI { ACT.LOC-0017 }
OT1854MTTO	● Open WO's	ACT.LOC-0016	BCI { ACT.LOC-0016 }
OT1853MTTO	● Open WO's	ACT.LOC-0015	BCI { ACT.LOC-0015 }
OT1851MTTO	● Open WO's	ACT.LOC-0013	BCI { ACT.LOC-0013 }
OT1850MTTO	● Open WO's	ACT.LOC-0012	BCI { ACT.LOC-0012 }

Showing 200 of 3005

Creation Date /

WO Closure date /

Date WO in Review /

Labels

Percentage of Completion Value % 0

Note

Work Order Parent

Created by

Rating

Estado da Tarefa: Não Iniciada

The screenshot shows a list of work orders on the left and a filter panel on the right. The filter panel includes options for task status, such as 'Not Started', which is highlighted with a red box.

ID de Orden de Trabajo	Estado	Código	Activo
OT1873MTTO	● Open WO's	001-CF07	{ 001-CF07 } CAMIO
OT1864MTTO	● Open WO's	ACT.LOC-0022	BCI { ACT.LOC-0022 }
OT1858MTTO	● Open WO's	ACT.LOC-0020	BCI { ACT.LOC-0020 }
OT1857MTTO	● Open WO's	ACT.LOC-0019	BCI { ACT.LOC-0019 }
OT1856MTTO	● Open WO's	ACT.LOC-0018	BCI { ACT.LOC-0018 }
OT1855MTTO	● Open WO's	ACT.LOC-0017	BCI { ACT.LOC-0017 }
OT1854MTTO	● Open WO's	ACT.LOC-0016	BCI { ACT.LOC-0016 }
OT1853MTTO	● Open WO's	ACT.LOC-0015	BCI { ACT.LOC-0015 }
OT1851MTTO	● Open WO's	ACT.LOC-0013	BCI { ACT.LOC-0013 }
OT1850MTTO	● Open WO's	ACT.LOC-0012	BCI { ACT.LOC-0012 }

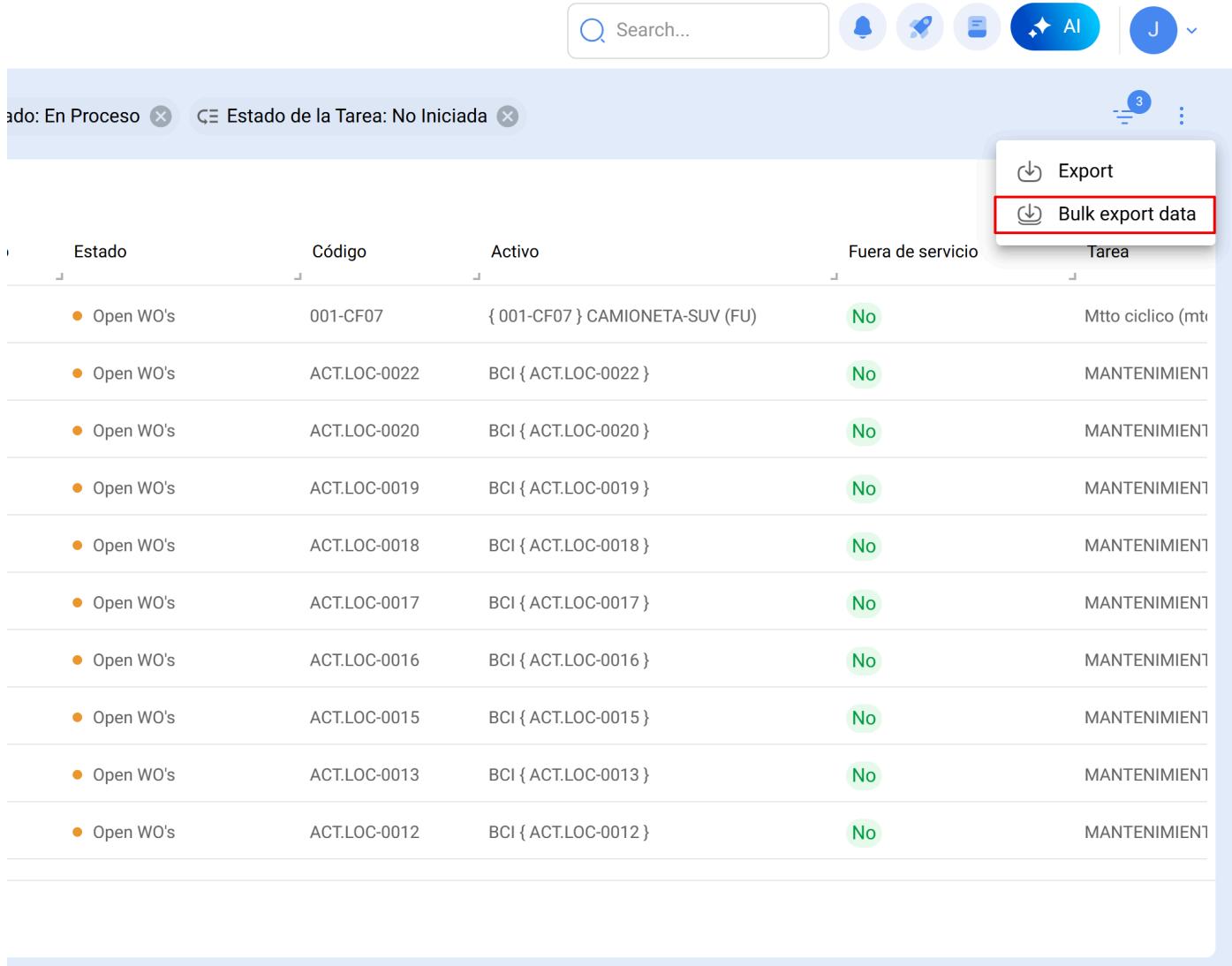
Showing 200 of 3005

Filter Options (Right):

- Only view pending tasks
- Description:
- Planned Tasks ?
ALL YES NO
- Task with out of service
ALL YES NO
- Equipment downtime?
ALL YES NO
- Work Request Number:
- Task Status: (highlighted with a red box)
- Resource Type:
-
-

Clique em “Aplicar filtros”.

Exporte os resultados para um ficheiro .xlsx ou .csv utilizando a opção “Exportar em massa”.



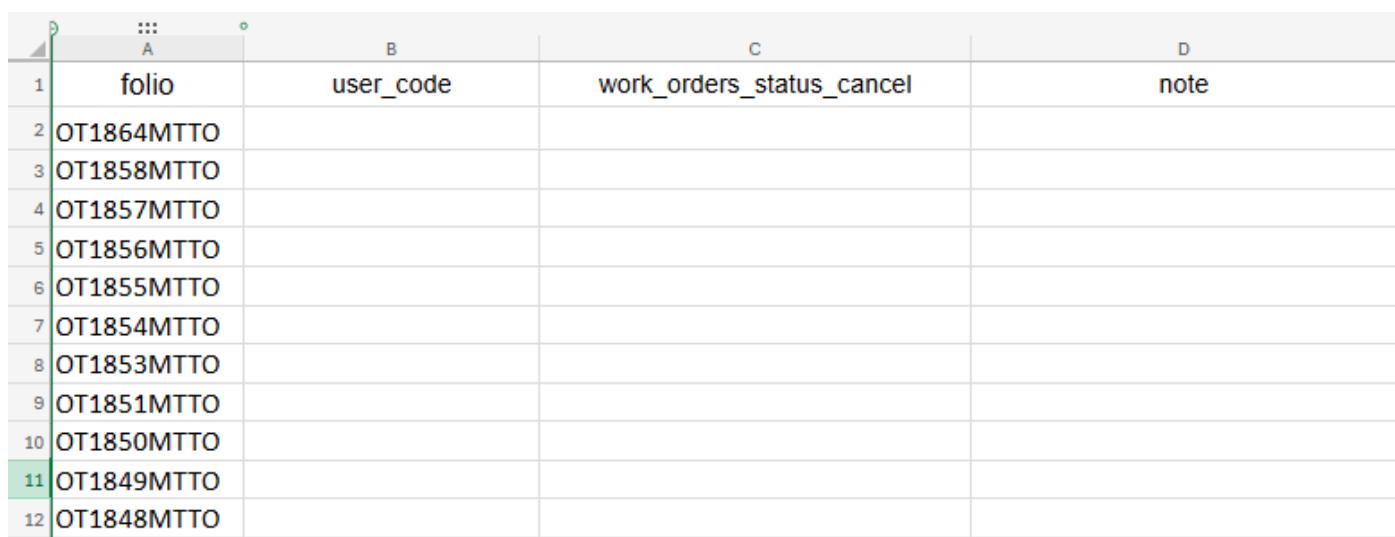
Estado: En Proceso X Estado de la Tarea: No Iniciada X

3 :

Bulk export data

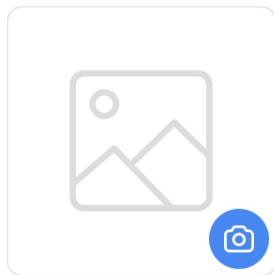
Estado	Código	Activo	Fuera de servicio	Tarea
● Open WO's	001-CF07	{ 001-CF07 } CAMIONETA-SUV (FU)	No	Mtto ciclico (mtt)
● Open WO's	ACT.LOC-0022	BCI { ACT.LOC-0022 }	No	MANTENIMIENTO
● Open WO's	ACT.LOC-0020	BCI { ACT.LOC-0020 }	No	MANTENIMIENTO
● Open WO's	ACT.LOC-0019	BCI { ACT.LOC-0019 }	No	MANTENIMIENTO
● Open WO's	ACT.LOC-0018	BCI { ACT.LOC-0018 }	No	MANTENIMIENTO
● Open WO's	ACT.LOC-0017	BCI { ACT.LOC-0017 }	No	MANTENIMIENTO
● Open WO's	ACT.LOC-0016	BCI { ACT.LOC-0016 }	No	MANTENIMIENTO
● Open WO's	ACT.LOC-0015	BCI { ACT.LOC-0015 }	No	MANTENIMIENTO
● Open WO's	ACT.LOC-0013	BCI { ACT.LOC-0013 }	No	MANTENIMIENTO
● Open WO's	ACT.LOC-0012	BCI { ACT.LOC-0012 }	No	MANTENIMIENTO

Abra o ficheiro exportado e copie os IDs das OTs para a coluna folio da sua folha do Google Sheets.



1	A	B	C	D
1	folio	user_code	work_orders_status_cancel	note
2	OT1864MTTO			
3	OT1858MTTO			
4	OT1857MTTO			
5	OT1856MTTO			
6	OT1855MTTO			
7	OT1854MTTO			
8	OT1853MTTO			
9	OT1851MTTO			
10	OT1850MTTO			
11	OT1849MTTO			
12	OT1848MTTO			

Onde encontrar o **user_code**?



Enabled

General

Custom Form

Assignment

Attachments

Document Management

Teams

Names _____
Jonas

Last Name _____
Campos

Code _____
PV-AN-001

Email _____

Group 1 _____

Group 2 _____

Address _____

City _____

State _____

Country _____
Brasil



Encontre-o no catálogo de Recursos Humanos: procure o utilizador e copie o valor do campo Código.

Preencha as colunas user_code, work_orders_status_cancel e note para todas as linhas correspondentes. Pode arrastar os valores caso sejam iguais para todas as OTs.

	A	B	C	D
1	folio	user_code	work_orders_status_cancel	note
2	OT1864MTTO	PV-AN-001	Error de lectura	ok
3	OT1858MTTO	PV-AN-001	Error de lectura	ok
4	OT1857MTTO	PV-AN-001	Error de lectura	ok
5	OT1856MTTO	PV-AN-001	Error de lectura	ok
6	OT1855MTTO	PV-AN-001	Error de lectura	ok
7	OT1854MTTO	PV-AN-001	Error de lectura	ok
8	OT1853MTTO	PV-AN-001	Error de lectura	ok
9	OT1851MTTO	PV-AN-001	Error de lectura	ok
10	OT1850MTTO	PV-AN-001	Error de lectura	ok
11	OT1849MTTO	PV-AN-001	Error de lectura	ok
12	OT1848MTTO	PV-AN-001	Error de lectura	ok

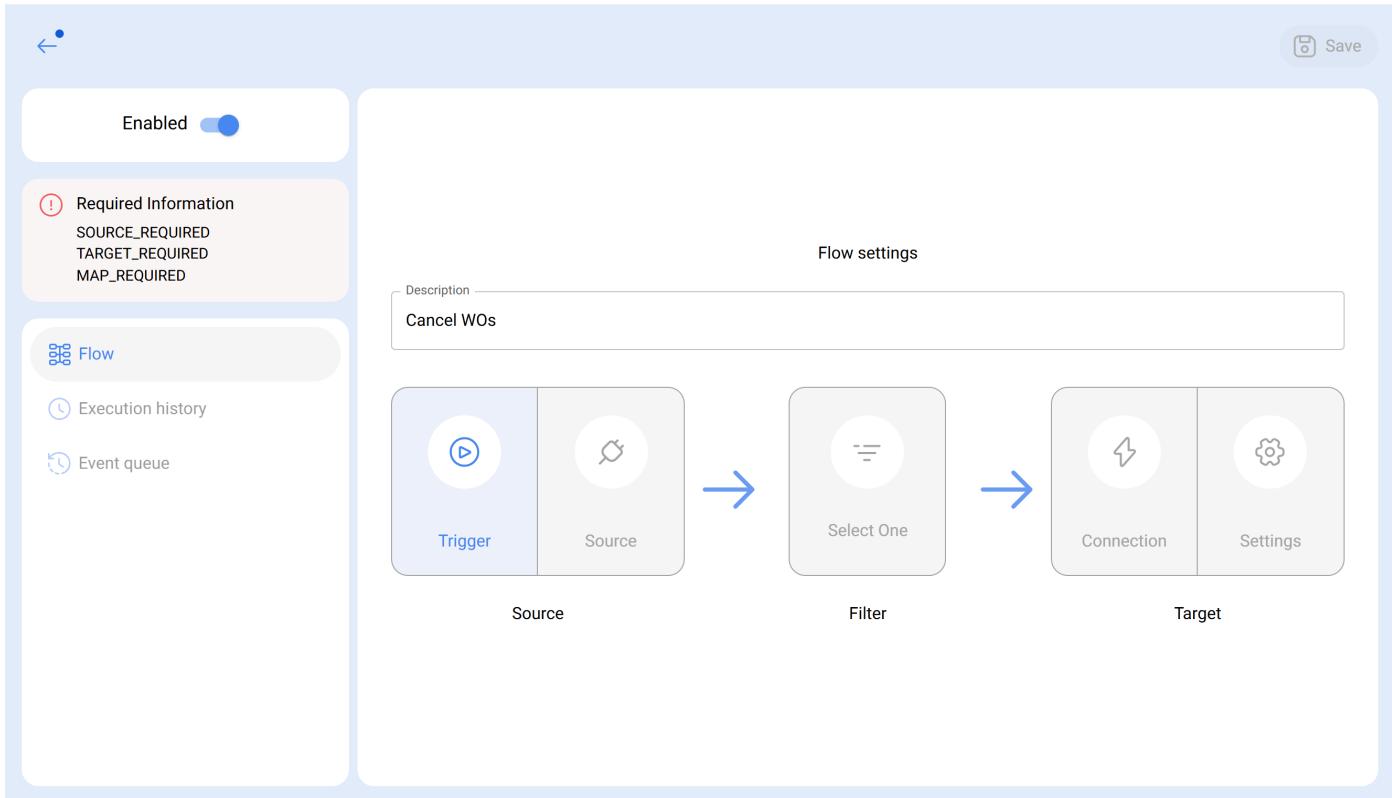
Fase 4: Configurar e executar o fluxo no Fracttal Hub

Com a folha de cálculo pronta e os dados preparados, o passo final é construir a automatização no Fracttal Hub.

Aceda ao Fracttal Hub e crie um novo fluxo. Atribua-lhe uma descrição clara.

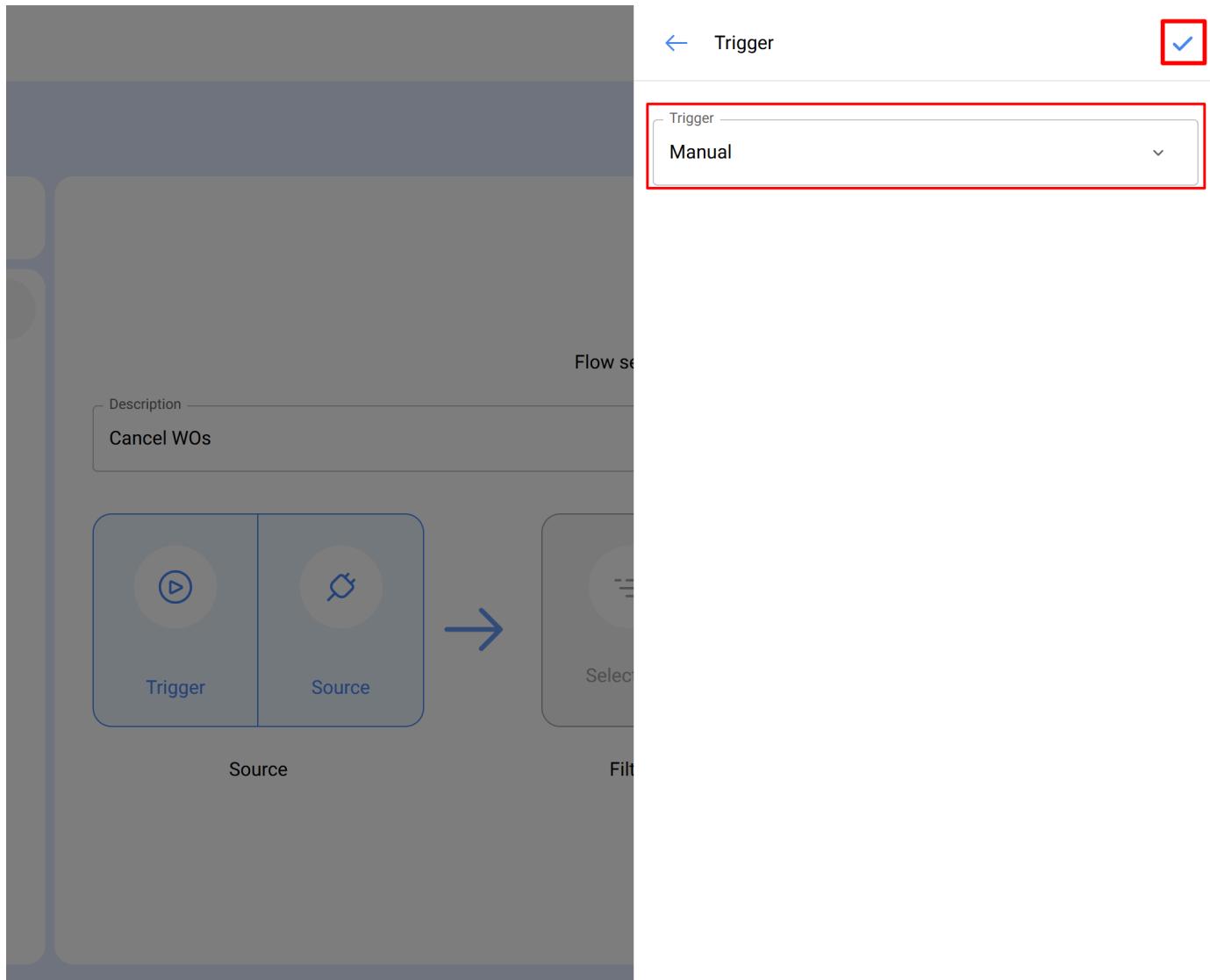
	Last Date	Trigger
de horometro	2024-11-22 18:15	Schedule
n Fractal One	2024-09-05 21:53	Event
le nuevas órdenes de servicio de Whatsapp (P...	2025-07-02 12:54	Event
RUEBA WHATSAPP_SEBASTIAN O	2025-10-09 13:41	Event
WhatsApp - Jonas 12082025	2025-08-12 14:01	Event
ACTIVO_GOOGLE SHEET_PUEBA_001	2025-10-01 21:33	Manual
25. Conex. Wpp	2025-06-09 09:57	Event
:5 ACTUALIZAR Y CREAR ACTIVOS.	2025-09-01 10:51	Manual
	2024-12-17 23:06	Manual
'O_PRUEBA	2023-03-22 17:51	Manual
DORES_PRUEBA	2025-09-24 03:36	Manual





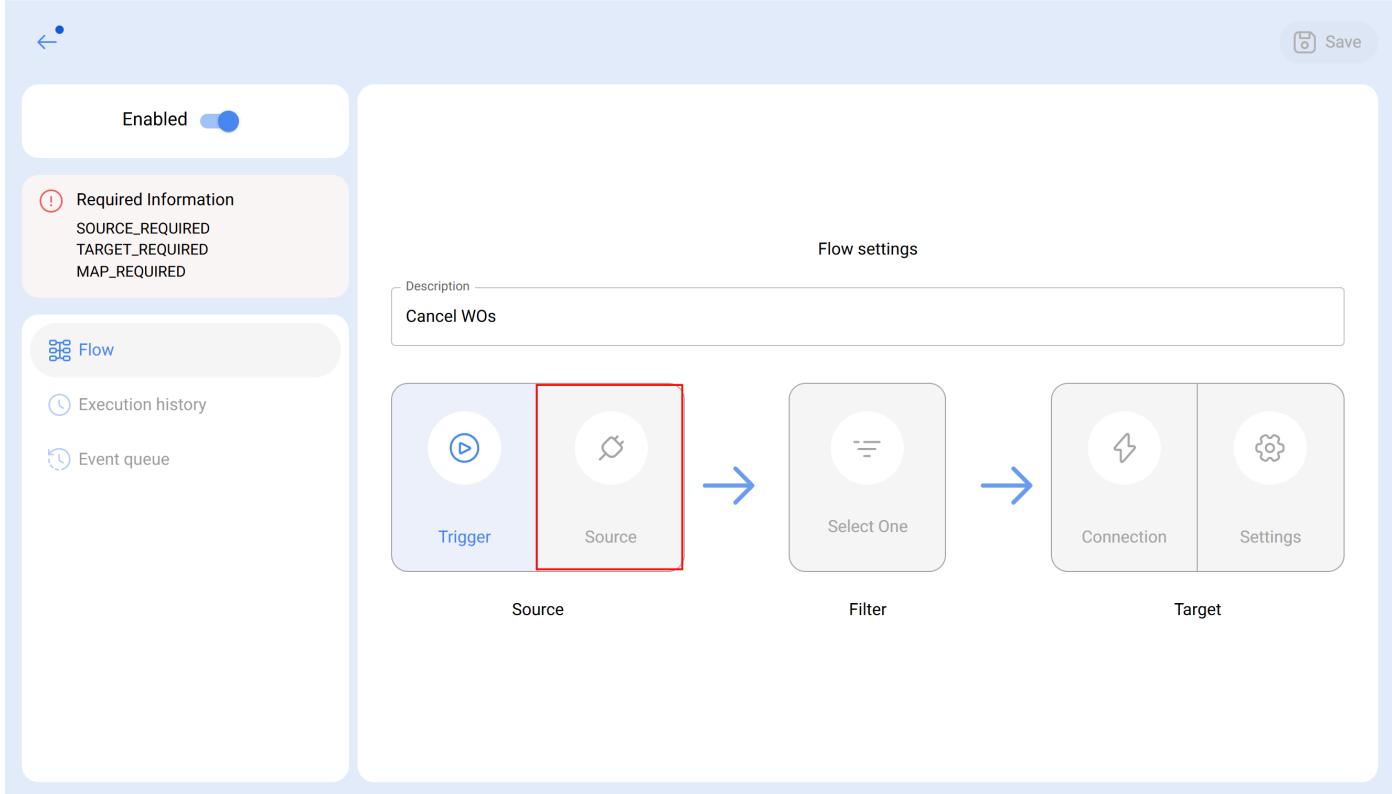
Configurar o ativador

Clique no Ativador e, de seguida, no menu do lado direito, selecione Manual como Evento e guarde as alterações.



Configurar a Fonte (Source)

Clique em Fonte.



- No campo Módulo, selecione GoogleSheet.
- Em Ligação, escolha a ligação criada anteriormente (Cancelar OTs).
- A Ação será Ler.
- No campo spreadsheet_id, cole o ID da sua folha de cálculo.

Onde encontrar o `spreadsheet_id`:

Abra a sua folha do Google Sheets e observe o URL no navegador. O ID é a longa sequência de caracteres localizada entre /d/ e /edit.

- No campo sheet, introduza 0 (para indicar que será lida a primeira aba da folha).
- Na secção Campos, deve replicar exatamente os nomes das colunas da sua folha. Adicione os seguintes campos, assegurando que o tipo é Texto:
 - folio
 - user_code
 - work_orders_status_cancel
 - note

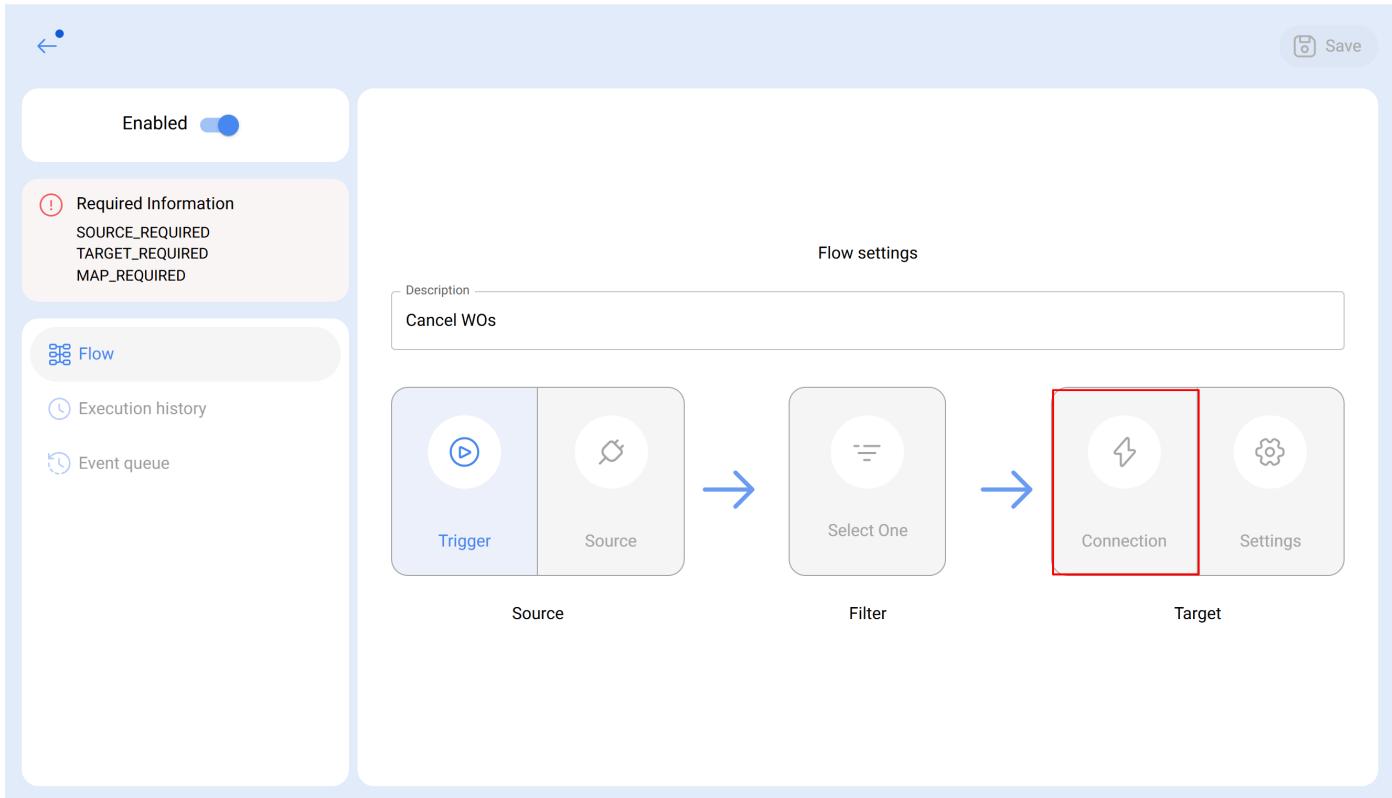
The screenshot shows the Fractal Hub interface with a flow configuration. The flow is titled "Cancel WOs" and is described as "Cancel WOs". The flow consists of a "Trigger" and a "Source" block. The "Source" block is highlighted with a red box and contains the following configuration:

- Module: GoogleSheet
- Connection: cancel wo
- Action: Read
- spreadsheet_id: 96724158-78AA-4781-A6F7-D6EA62EEADD5
- sheet: 0
- Fields:
 - Name: folio, Type: Text
 - Name: user-code, Type: Text
 - Name: work_orders_status_car, Type: Text
 - Name: note, Type: Text

Guarde a configuração da fonte.

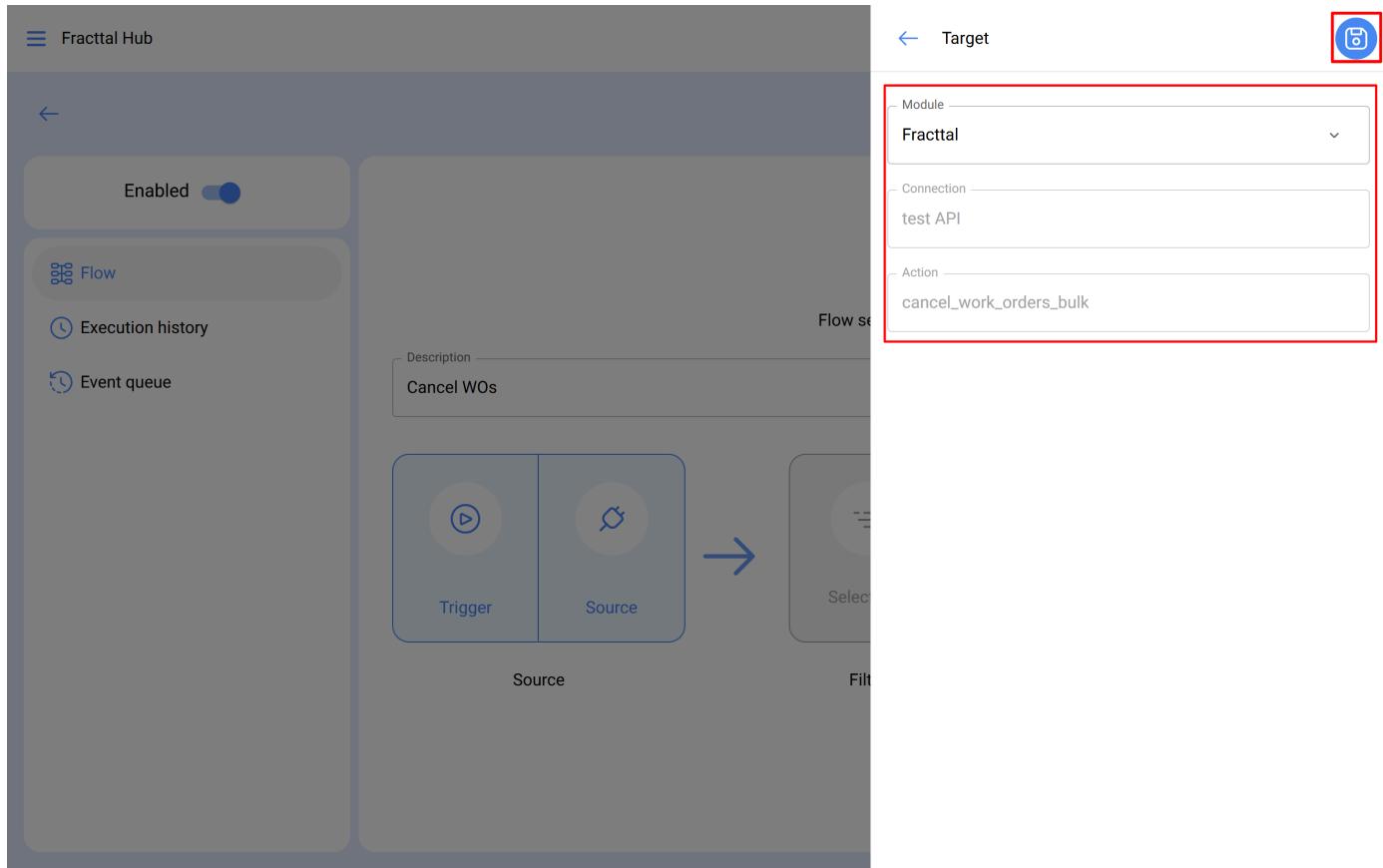
Configurar o Destino (Target)

Clique em Destino.



- No campo **Módulo**, selecione Fracttal.
- Em **Ligaçāo**, escolha o **consumidor OAuth** que possui as permissões necessárias.
- Em **Ação**, procure e selecione **cancel_work_orders_bulk**.

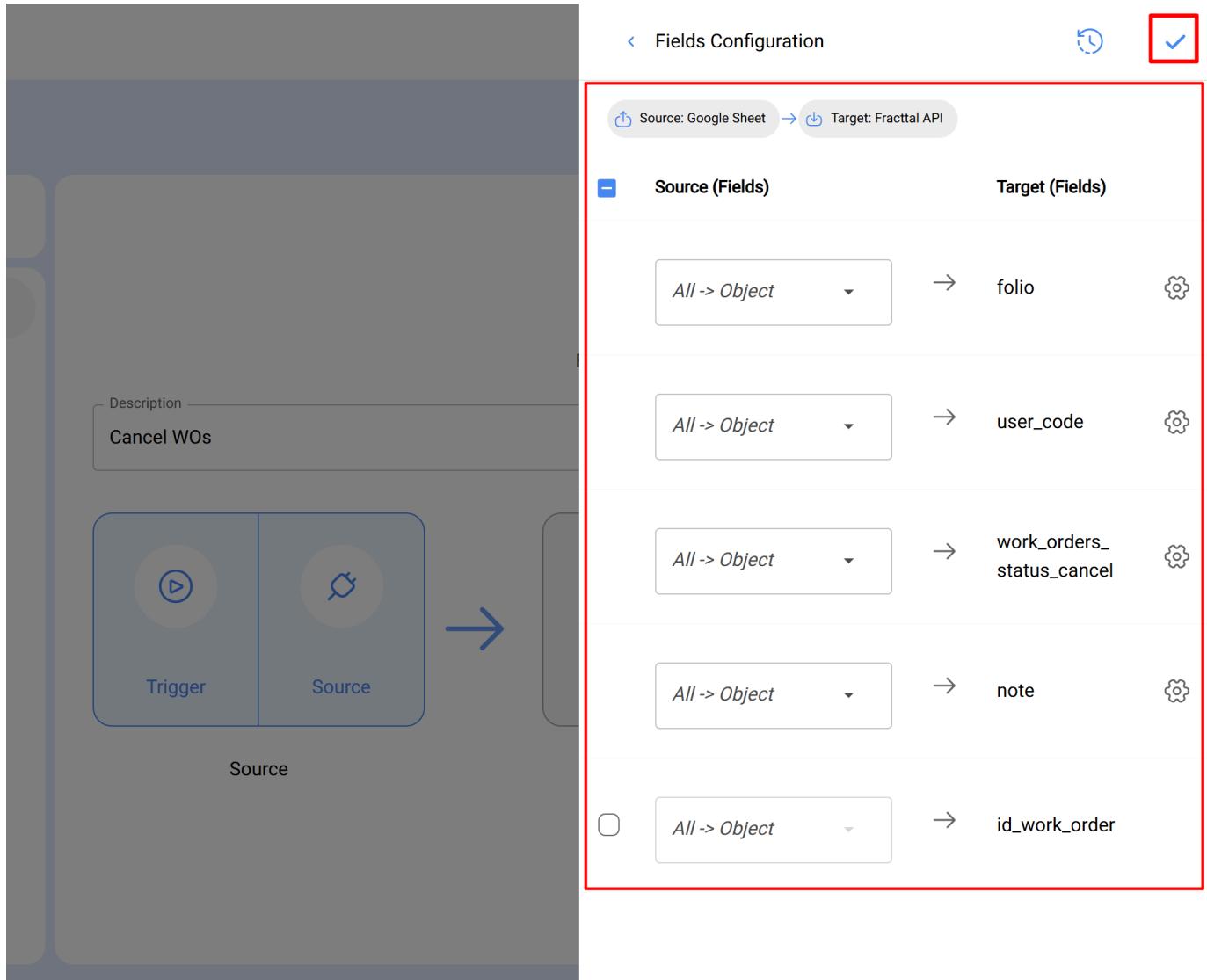
Guarde a configuração do destino.



Configurar o mapeamento de campos

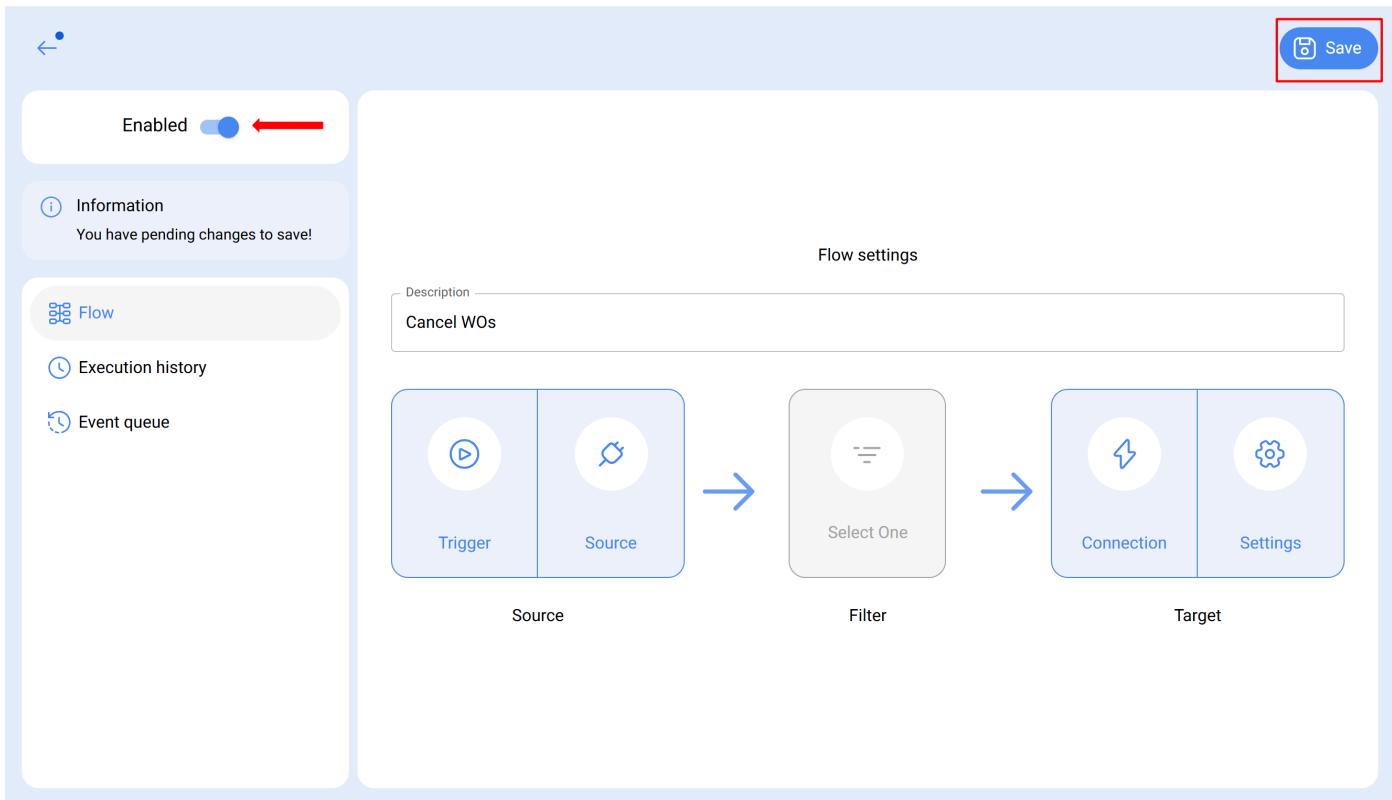
- Após selecionar a ação, clique no nó Configuração.
- Será aberta a página de Configuração de Campos. Aqui deve ligar os dados da Fonte (Google Sheets) aos campos esperados pelo Destino (Fracttal). Faça o mapeamento da seguinte forma:
 - **folio (Destino) → folio (Fonte)**
 - **user_code (Destino) → user_code (Fonte)**
 - **work_orders_status_cancel (Destino) → work_orders_status_cancel (Fonte)**
 - **note (Destino) → note (Fonte)**

Guarde o mapeamento.



Guardar e ativar o fluxo

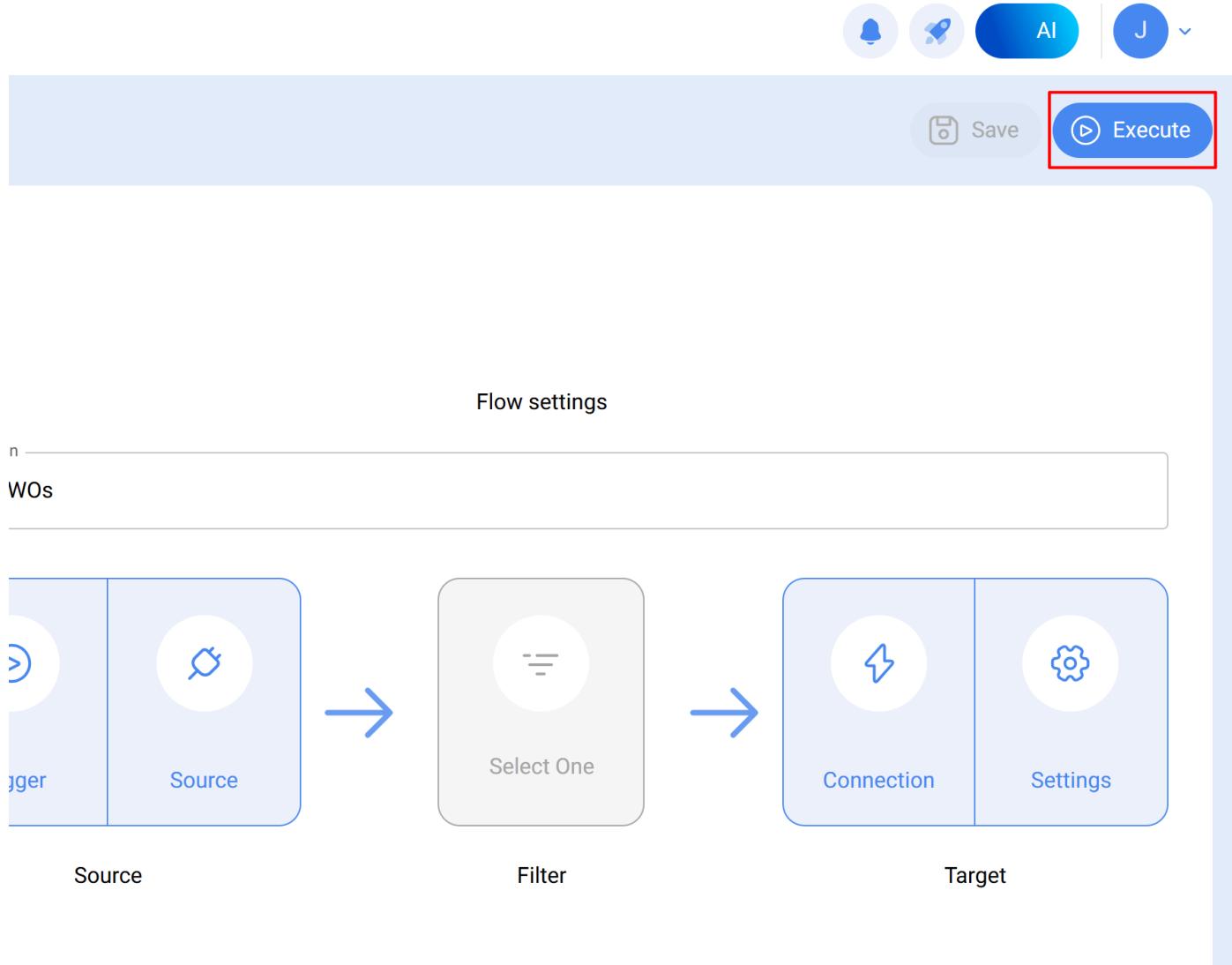
- No canto superior direito, clique em **Guardar**.
- Ative o interruptor **Ativado** no canto superior esquerdo.



Passo 9: Executar e verificar o resultado

Com o fluxo totalmente configurado e ativado, já pode proceder ao cancelamento massivo.

1. Na tela principal do fluxo, clique no botão Executar.



2. Para monitorizar o progresso, aceda às seguintes secções no menu lateral do Fracttal Hub:

- **Fila de eventos:** aqui verá o estado do fluxo passar de Em fila para A processar e, finalmente, Concluído.
- **Histórico de Execução:** após a conclusão, poderá ver um registo detalhado. Um processo bem-sucedido mostrará Sim nas colunas Extração, Transformação e Carga, com a mensagem 200 (código de sucesso).



Enabled

 Flow

 Execution history

 Event queue

The screenshot shows the Fractal Hub interface. On the left, there is a sidebar with buttons for 'Flow', 'Execution history' (which is selected and highlighted in grey), and 'Event queue'. The main area is a table with the following data:

Creation Date	Type	Extraction	Transformation	Load
2025-09-18 16:36	Action Done	Yes	Yes	Yes

At the bottom of the main area, it says 'Showing 1 of 1'.

Verificação final no Fractal One

- Regresse à sua instância do Fractal One, na vista de lista de Ordens de Trabalho.
- As OTs que constavam na sua folha de cálculo já não deverão aparecer na lista, uma vez que o seu estado foi alterado para “Cancelada”.