

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

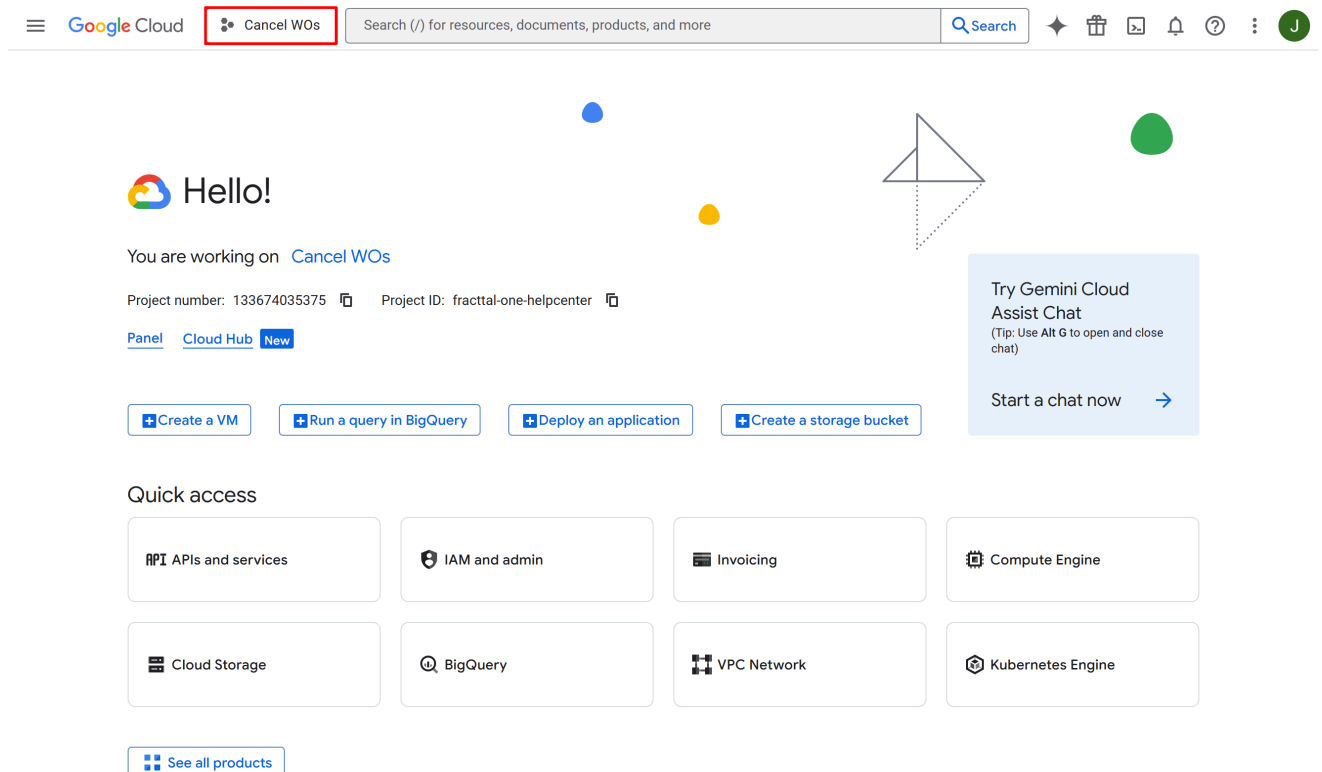
Com o **Fractal Hub**, é possível automatizar o **cancelamento massivo de Ordens de Trabalho (OTs)** através da integração da sua instância do Fractal com o **Google Sheets**. Esta funcionalidade é ideal para otimizar a gestão e poupar tempo ao desativar OTs que já não serão executadas.

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

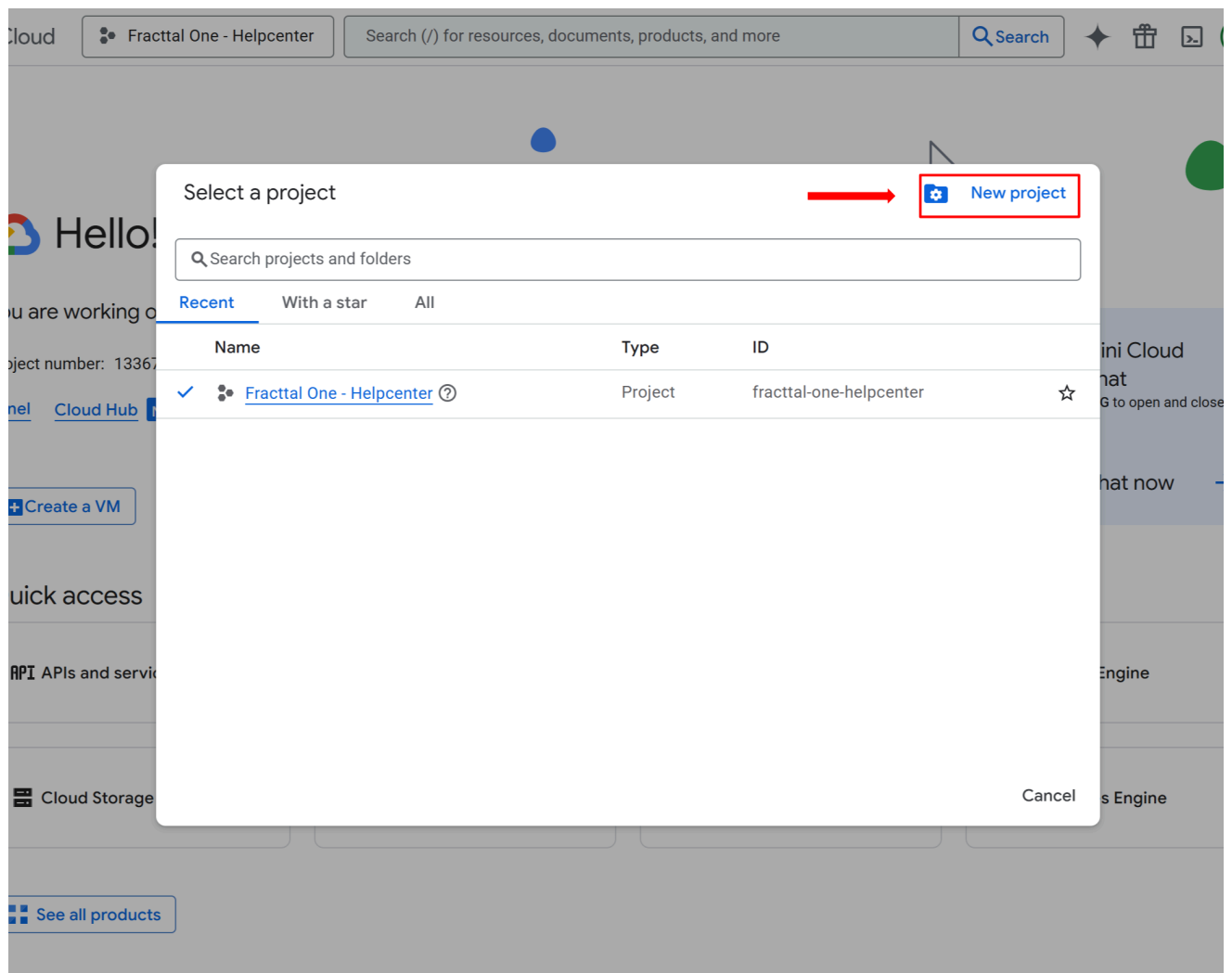
Fase 1: Configuração no Google Cloud Platform (GCP)

Antes de interagir com o Fractal, 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..



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 Fractal ler e escrever nos serviços do Google Drive e Google Sheets.

1. No campo de pesquisa principal, aceda 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: fracttal-one-helpcenter 

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

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

Quick access

[API APIs and services](#)

[IAM and admin](#)

[Invoicing](#)

[Compute Engine](#)

[Cloud Storage](#)

[BigQuery](#)

[VPC Network](#)

[Kubernetes Engine](#)

[See all products](#)

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

Start a chat r

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

Google Cloud

Cancel WOs

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

Search

API

APIs and services

APIs and services

+ Enable APIs and Services

Enabled APIs and Services

Library

Credentials

OAuth Permission Screen

Page usage agreements

1 hour 6 hours 12 hours ✓ 1 day 2 days

Traffic

No data available for the selected period.

UTC-3 18:00 29 de out. 06:00

Errors

No data available for

UTC-3 18:00 29 de out. 06:00

Median latency

No data available for the selected period.

UTC-3 18:00 29 de out. 06:00

Filter Filtro

Name

Requests

Errors (%)

Latency, median (ms)

95th

5/38

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

Google Cloud Cancel WOs Q





APIs and services / API Library / Procurar

API API Library → Q DRIVE X

API Library > "DRIVE"


Filter Type to filter

10 results


Visibility ^		Drive Labels API Google Use the Drive Labels API to define custom metadata taxonomies to organize, find, enforce policy, and more.
Public (10)		
Category ^		
Analysis (2)		Google Drive API Google Enterprise API ? With the Google Drive API, you can access resources from Google Drive to create files, manage files, and more.
Big Data (3)		
Databases (1)		
Maps (1)		
DevOps (1)		Google Drive Activity API Google Enterprise API ? 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.
Health and biological sciences (1)		
Google Enterprise APIs (6)		
Developer stacks (1)		
Storage (2)		Eventarc API Google Enterprise API ? Eventarc lets you asynchronously deliver events from Google services, SaaS, and your own apps using a reactive approach. Eventarc requires no infrastructure management – you can optimize product development and deployment.
Google Workspace (4)		


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


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



Cancel WOs



Product details



Drive Labels API

Google

Define label taxonomies for your organization.

Activate

Test this API

Overview

Support

Produtos relacionados

Overview

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.

[Learn more](#)

Support

Drive Labels API Developer Documentation

[Learn more](#)

Additional details

Type: [SaaS & APIs](#)

Last product update: October 27, 2022

Category: [Google Workspace](#)

Service name: drivelabels.googleapis.com

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

APIs and services

Enabled APIs and Services

Library

Credentials

OAuth Permission Screen

Page usage agreements

Credentials

+ Create credentials

Delete

Restore deleted credentials

Create credentials to a

Remember

API Keys

Name

No API key to display.

OAuth 2.0 Client IDs

Name

Date of creation

Type

No OAuth clients to be displayed.

Service accounts

E-mail

Name

No service account to display.

API Key

Identify your project using a simple API key to check quota and access

OAuth client ID

Requests user permission so the application can access that user's data tion.

Service account

Uses bot accounts to enable app-level authentication between servers.

Help me choose

Asks a few questions to help you decide what type of credential to use

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

The screenshot shows the Google Cloud console interface. At the top, there's a navigation bar with the Google Cloud logo, a 'Cancel WOs' button, a search bar, and a 'Search' button. Below this, the left sidebar shows the 'APIs and services' section with a sub-menu containing 'Enabled APIs and Services', 'Library', 'Credentials' (highlighted), 'OAuth Permission Screen', and 'Page usage agreements'. The main content area is titled 'Credentials' and includes a '+ Create credentials' dropdown menu, a 'Delete' button, and a 'Restore deleted credentials' link. The dropdown menu is open, showing four options: 'API Key' (Identify your project using a simple API key to check quota and access), 'OAuth client ID' (Requests user permission so the application can access that user's data), 'Service account' (Uses bot accounts to enable app-level authentication between servers. This option is highlighted with a red box), and 'Help me choose' (Asks a few questions to help you decide what type of credential to use). Below the dropdown, there are three sections: 'API Keys' (with a 'Name' column header and 'No API key to display.'), 'OAuth 2.0 Client IDs' (with 'Name', 'Date of creation', 'Type', and 'C' column headers and 'No OAuth clients to be displayed.'), and 'Service accounts' (with an 'E-mail' column header and 'Name' column header, and 'No service account to display.').

Google Cloud

Cancel WOs

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

Search

APIs and services

Enabled APIs and Services

Library

Credentials

OAuth Permission Screen

Page usage agreements

Credentials

+ Create credentials

Delete

Restore deleted credentials

Create credentials to a

Remember

API Keys

Name

No API key to display.

OAuth 2.0 Client IDs

Name

Date of creation ↓

Type

C

No OAuth clients to be displayed.

Service accounts

E-mail

Name ↑

No service account to display.

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

The screenshot shows the Google Cloud IAM and admin console. The left sidebar contains a navigation menu with the following items: IAM, PAM, Main access limit, Organizations, Identity and organization, Policy Troubleshooter, Policy Analyzer, Organizational policies, Service accounts (highlighted), Workload Identity Fede..., Employee Identity Fede..., Labels, Tags, Settings, Privacy and security, Identity-Aware Proxy, Papers, Manage resources, and Release Notes. The main content area is titled 'Create a service account' and is divided into three steps: 1. Create a service account, 2. Permissions(optional), and 3. Main points with access(optional). In step 1, the 'Service account name' is 'CANCEL WO' and the 'Service account ID' is 'cancel-wo'. The 'Email address' is '<id>@cancel-wos.iam.gserviceaccount.com'. The 'Service account description' field is empty. A 'Create and continue' button is visible. At the bottom, there are 'Completed' and 'Cancel' buttons.

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 Cancel

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

The screenshot shows the Google Cloud IAM and admin console. The left sidebar contains a navigation menu with the following items: IAM, PAM, Main access limit, Organizations, Identity and organization, Policy Troubleshooter, Policy Analyzer, Organizational policies, Service accounts (highlighted), Workload Identity Fede..., Employee Identity Fede..., Labels, Tags, Settings, Privacy and security, Identity-Aware Proxy, Papers, Manage resources, and Release Notes. The main content area is titled 'Create a service account' and displays a three-step wizard. Step 1, 'Create a service account', includes input fields for 'Service account name' (CANCEL WO), 'Display name for this service account', 'Service account ID *' (cancel-wo), 'Email address: <id>@cancel-wos.iam.gserviceaccount.com', and 'Service account description'. A red arrow points to the 'Create and continue' button. Step 2 is 'Permissions(optional)' and Step 3 is 'Main points with access(optional)'. At the bottom, a blue 'Completed' button is highlighted with a red box, next to a 'Cancel' link.

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 ↺

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 Cancel

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

The screenshot displays the Google Cloud IAM and admin console interface. The top navigation bar includes the Google Cloud logo, a 'Cancel WOs' button, a search bar, and user profile icons. The left sidebar lists various IAM and admin tools, with 'Service accounts' highlighted and a red arrow pointing to it. The main content area is titled 'CANCEL WO' and features a tabbed interface with 'Keys' selected. The 'Service Account Details' section shows the account name 'CANCEL WO' and a description field, both with 'Save' buttons. Below this, the email 'cancel-wo@cancel-wos.iam.gserviceaccount.com' and unique ID '110176955530315689159' are listed. The 'Service account status' section indicates the account is 'Activated' with a green checkmark and a 'Deactivate service account' button. An 'Advanced settings' section is partially visible at the bottom.

IAM and admin / Service accounts / Service account: 110176955530315689159

CANCEL WO

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

Service Account Details

Name
CANCEL WO Save

Description Save

E-mail
cancel-wo@cancel-wos.iam.gserviceaccount.com

Unique ID
110176955530315689159

Service account status

Deactivating the account allows you to preserve the policies without having to delete it.

✓ Activated

[Deactivate service account](#)

Advanced settings

▼

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

The screenshot shows the Google Cloud IAM and admin console. The left sidebar contains a navigation menu with options like IAM, PAM, Main access limit, Organizations, and Service accounts. The 'Service accounts' option is selected. The main content area is titled 'CANCEL WO' and has tabs for Details, Permissions, Keys, Metric, Records, and Main points with access. The 'Keys' tab is active. It displays a warning about service account keys posing a security risk and a note about Google automatically disabling keys detected in public repositories. Below this, there is a section titled 'Add a new key pair or upload a public key certificate for the existing pair.' followed by a link to block service account key creation using organization policies. A red arrow points to the 'Add key' button, which has a dropdown menu open. The dropdown menu contains two options: 'Create new key' (highlighted with a red box) and 'Upload a current key'.

Google Cloud

Cancel WOs

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

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. [Learn more about the best way to authenticate service accounts in Google Cloud.](#)

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

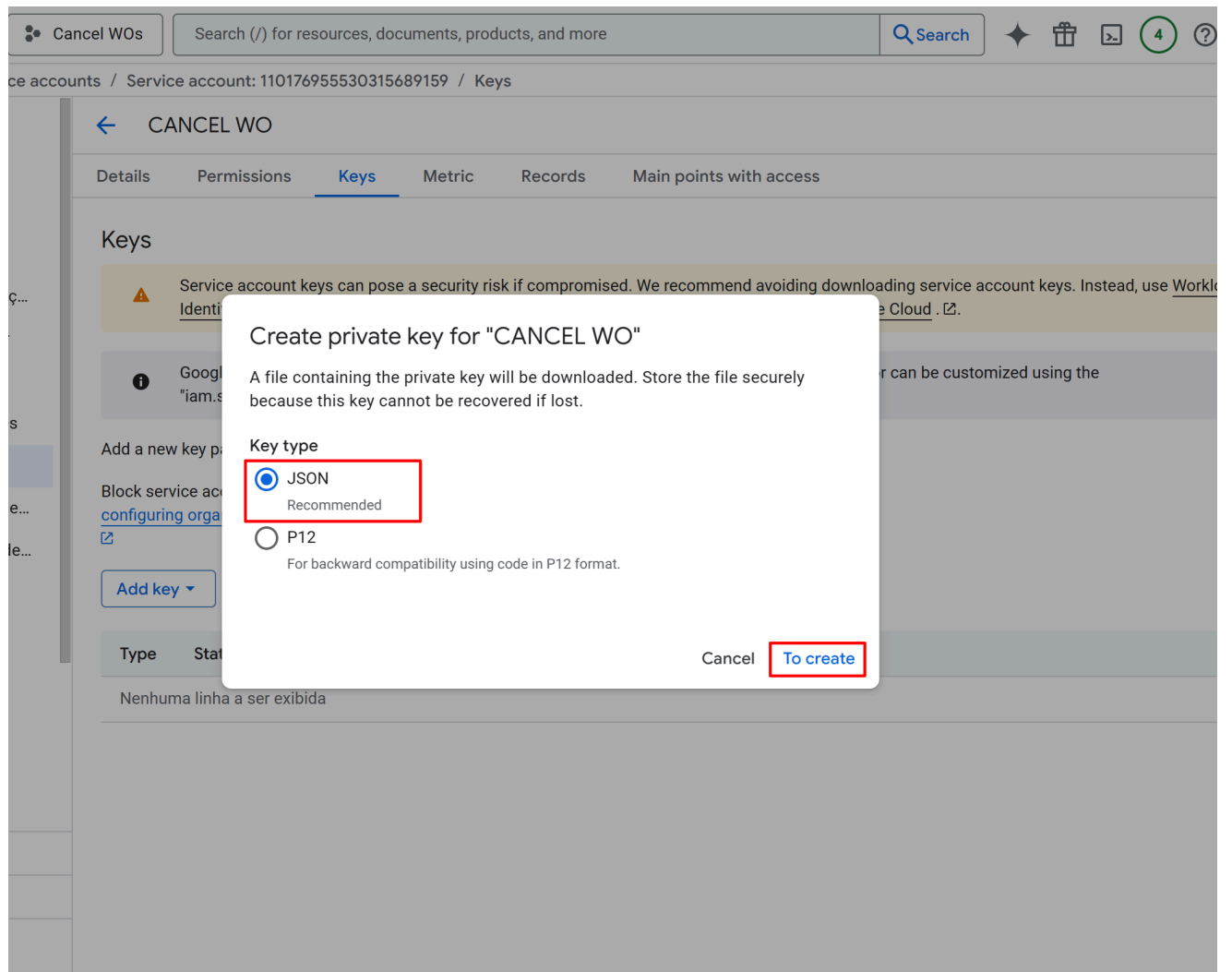
Add key ▾

Create new key

Upload a current key

Key	Date of creation	Expiration date
-----	------------------	-----------------

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



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

Settings

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

ASOCIAR 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)

Conexión Google Sheet

Google Sheet (Service Account)

Showing 26 of 26

+

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

Type

Connections

Description ↑

Type

<input type="checkbox"/>	AFJ - Notificaciones 09.06.2025	WhatsApp
<input type="checkbox"/>	ASOCIAR ACTIVOS A MTTO_PRUEBA	Google Sheet
<input type="checkbox"/>	cancel wo	Google Sheet
<input type="checkbox"/>	Conexion con GoogleSheet Fabian	Google Sheet
<input type="checkbox"/>	Conexion google sheet	Google Sheet
<input type="checkbox"/>	Conexión Google Sheet	Google Sheet
<input type="checkbox"/>	CONEXIÓN GOOGLE SHEET FERNANDO	Google Sheet
<input type="checkbox"/>	CONEXION GS - AFJ SEPT2025	Google Sheet

Showing 26 of 26

←

🔗 ✓

Type

Google Sheet (Service Account) ▾

Description

Description no puede estar en blanco

Type

service_account

project_id *

private_key_id *

.....

private_key *

must have required property 'private_key'

client_email *

must have required property 'client_email'

client_id *

must have required property 'client_id'

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

Settings

Activación Fractal - Español - 477

General

User Accounts

Business Calendar

Modules

Financial

Auxiliary Catalogs

Document Management

Transactions Log

Security

API Connections

Guest Portal

Account

Connections

Description ↑

Type

AFJ - Notificaciones 09.06.2025

WhatsApp

ASOCIAR ACTIVOS A MTTO_PRUEBA

Google Sheet

cancel wo

Google Sheet

Conexion con GoogleSheet Fabian

Google Sheet

Conexion google sheet

Google Sheet

Conexión Google Sheet

Google Sheet

CONEXIÓN GOOGLE SHEET FERNANDO

Google Sheet

CONEXION GS - AFJ SEPT2025

Google Sheet

Showing 26 of 26

Type

Google Sheet (Service Account)

Description

cancel wo

Type

service_account

project_id *

fractal-one-helpcenter

private_key_id *

private_key *

client_email *

cancel-wo@fractal-one-helpcenter.iam.gserviceaccount.com

client_id *

108638941031353961356

client_x509_cert_url *

https://www.googleapis.com/robot/v1/metadata/x509/cancel-wo@fractal-one-helpcenter.iam.gserviceaccount.com

- Clique em “**Guardar**”.

The screenshot shows the 'Settings' page of the Fractal One system. On the left is a sidebar menu with options: General, User Accounts, Business Calendar, Modules, Financial, Auxiliary Catalogs (highlighted), Document Management, Transactions Log, Security, API Connections, Guest Portal, and Account. The main area is titled 'Activación Fractal - Español - 477' and shows a 'Connections' tab. A table lists various connections, including 'cancel wo' which is highlighted. To the right, a configuration form for a Google Sheet connection is shown, with fields for Type (Google Sheet (Service Account)), Description (cancel wo), project_id (* fracttal-one-helpcenter), private_key_id (*), private_key (*), client_email (* cancel-wo@fractal-one-helpcenter.iam.gserviceaccount.com), client_id (* 108638941031353961356), and client_x509_cert_url (* https://www.googleapis.com/robot/v1/metadata/x509/cancel-wo@fractal-one-helpcenter.iam.gserviceaccount.com).

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.

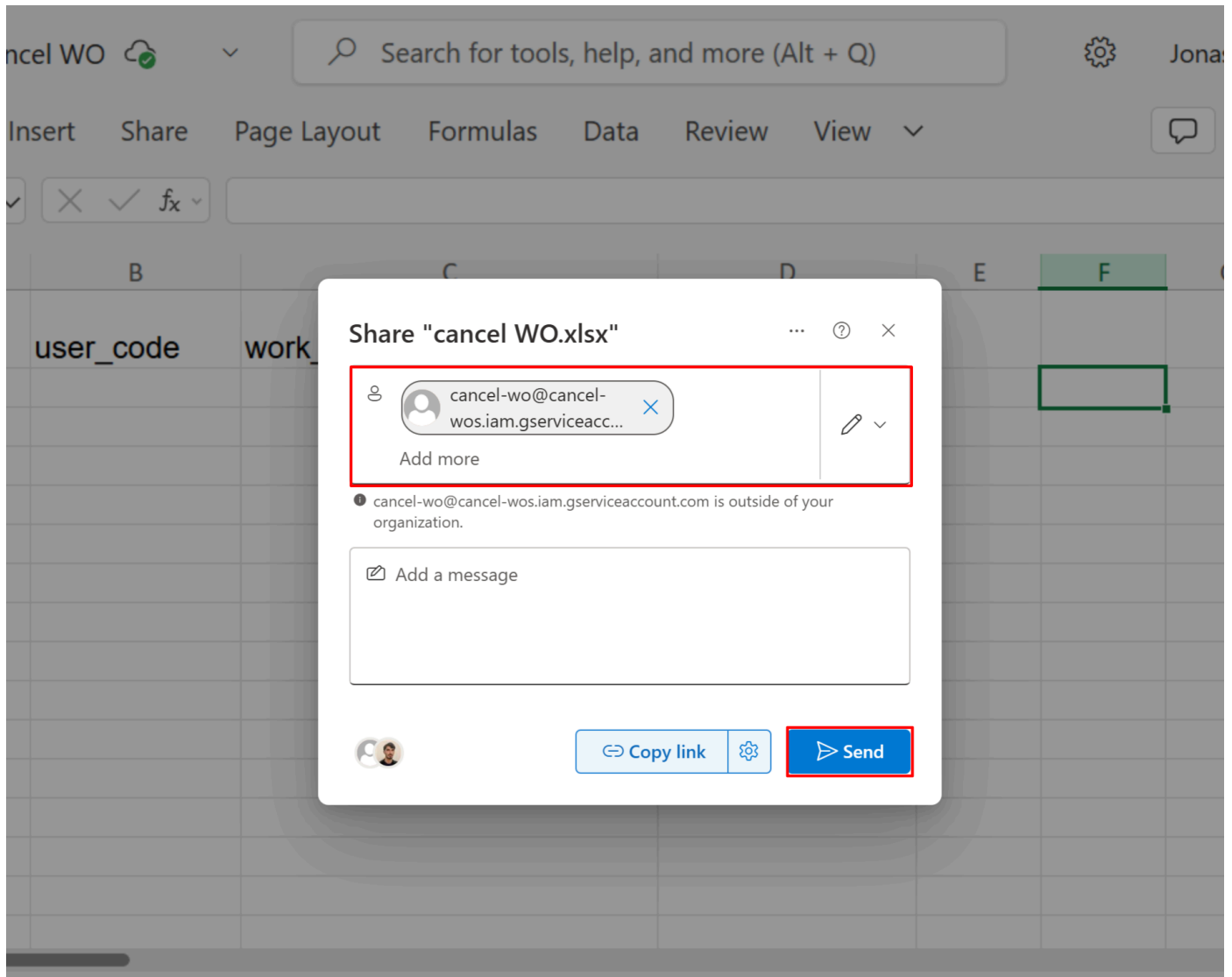
1. Crie uma nova folha de cálculo no Google Sheets.
2. Atribua-lhe um nome descritivo (ex.: Cancelar OTs).

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

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

F2	✕	✓	f_x	
	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

☰ ID del Estado: En Proceso ☒ Estado de la Tarea: No Iniciada ☒

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

Showing 200 of 3005

← Filter

Asset Work Management WOs

Status

Open WO's

☒ Open WO's

☐ Complete WO's

☐ Closed

☐ Cancelled

WO Closure date

Date WO in Review

Labels

Percentage of Completion Value %

Percentagem de Avanço: = 0

Work Management
Work Orders

☰ ID del Estado: En Proceso ☒ Estado de la Tarea: No Iniciada ☒

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

Showing 200 of 3005

← Filter

Creation Date

WO Closure date

Date WO in Review

Labels

Percentage of Completion Value %

Note

Work Order Parent

Created by

Rating

Estado da Tarefa: Não Iniciada

Work Management
Work Orders

Filter

☰

📅

🔍

📄

ID del Estado: En Proceso

Estado de la Tarea: No Iniciada

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

Showing 200 of 3005

Asset

Work Management

WOS

☐ Only view pending tasks

Description

Planned Tasks ?

ALLYESNO

Task with out of service

ALLYESNO

Equipment downtime?

ALLYESNO

Work Request Number

Task Status

Not Started

Resource Type

Clear Filters

Apply Filters

Clique em “Aplicar filtros”.

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

Search...

AI

J

ado: En Proceso

Estado de la Tarea: No Iniciada

3

Export

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	MANTENIMIEN1
Open WO's	ACT.LOC-0020	BCI { ACT.LOC-0020 }	No	MANTENIMIEN1
Open WO's	ACT.LOC-0019	BCI { ACT.LOC-0019 }	No	MANTENIMIEN1
Open WO's	ACT.LOC-0018	BCI { ACT.LOC-0018 }	No	MANTENIMIEN1
Open WO's	ACT.LOC-0017	BCI { ACT.LOC-0017 }	No	MANTENIMIEN1
Open WO's	ACT.LOC-0016	BCI { ACT.LOC-0016 }	No	MANTENIMIEN1
Open WO's	ACT.LOC-0015	BCI { ACT.LOC-0015 }	No	MANTENIMIEN1
Open WO's	ACT.LOC-0013	BCI { ACT.LOC-0013 }	No	MANTENIMIEN1
Open WO's	ACT.LOC-0012	BCI { ACT.LOC-0012 }	No	MANTENIMIEN1

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

	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?

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 Fracttal 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
E 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
<div><div></div><div></div><div></div></div>		



Save


Enabled 


 Required Information
SOURCE_REQUIRED
TARGET_REQUIRED
MAP_REQUIRED

 Flow
 Execution history
 Event queue


Flow settings

Description
Cancel WOs


 Trigger


 Source

→

 Select One

→

 Connection

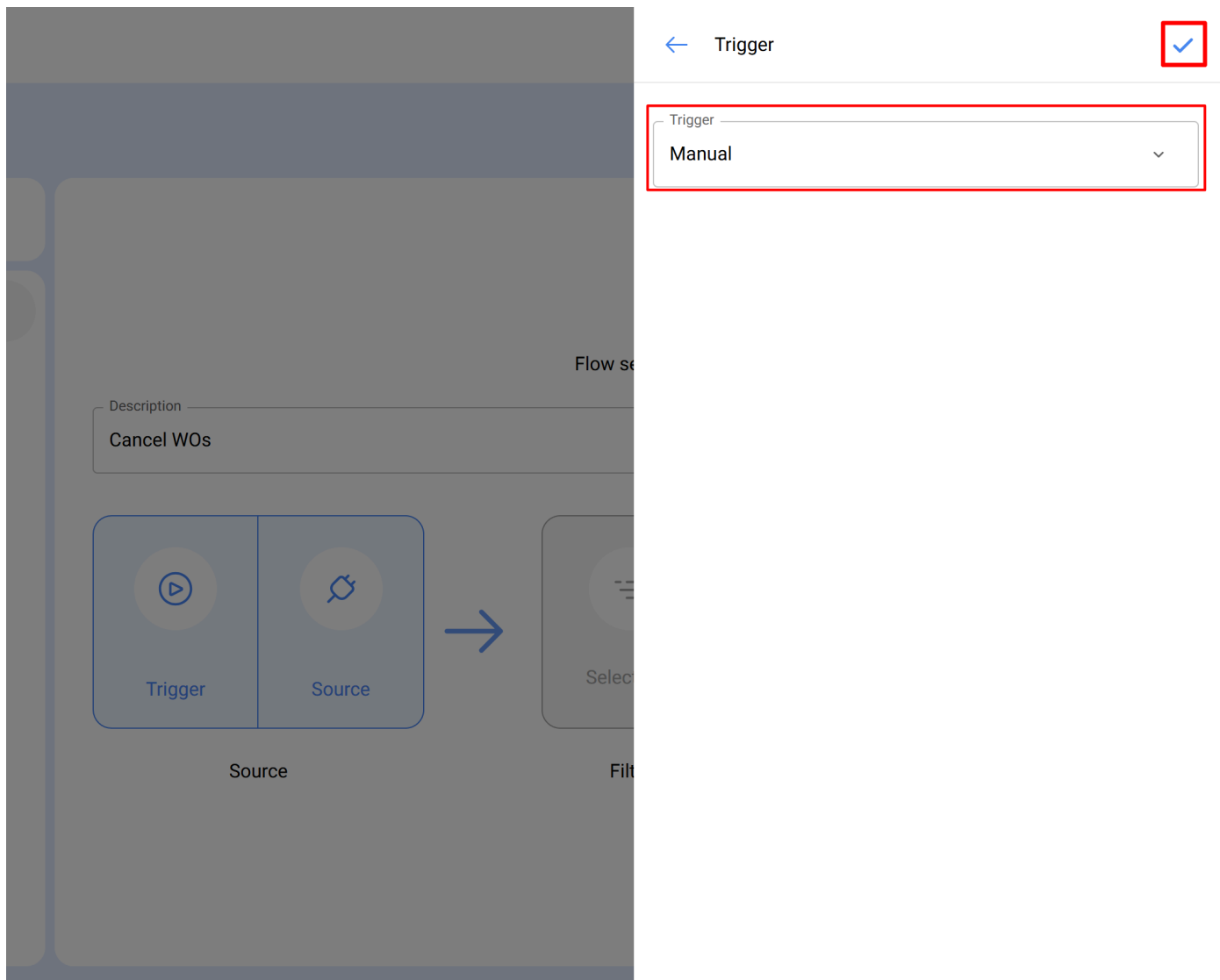
 Settings

Source Filter Target

Configurar o ativador

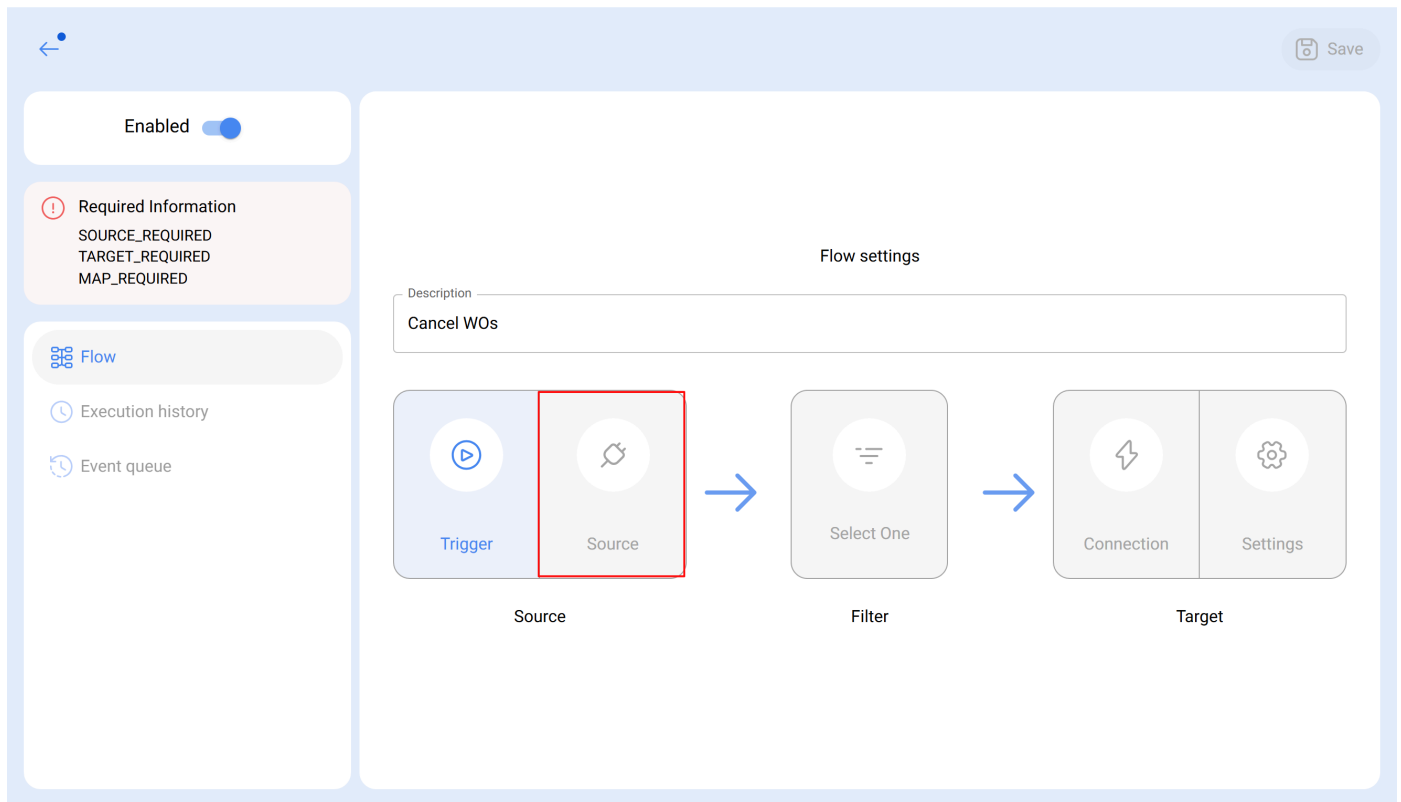
Clique no Ativador e, de seguida, no menu do lado direito, selecione Manual como Evento e guarde as alterações.

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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

Fractal Hub

←

Enabled ☒

Flow

Execution history

Event queue

Description

Cancel WOs

Trigger

Source

Source

Flow s

Select

Filt

← Source

Module

GoogleSheet

Connection

cancel wo

Action

Read

spreadsheet_id

96724158-78AA-4781-A6F7-D6EA62EEADD5

sheet

0

Fields

Name

folio

Text

✕

Name

user-code

Text

✕

Name

work_orders_status_car

Text

✕

Name

note

Text

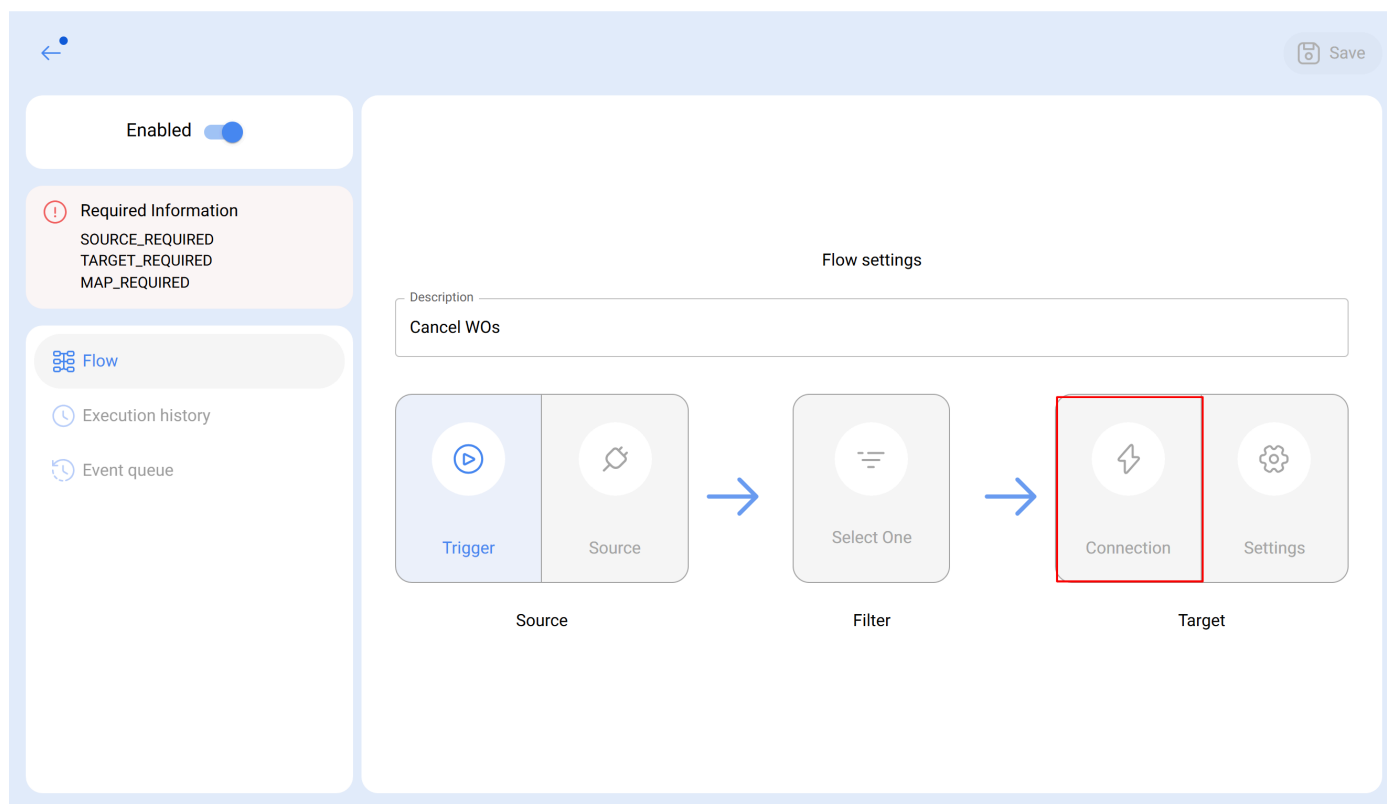
✕

+

Guarde a configuração da fonte.

Configurar o Destino (Target)

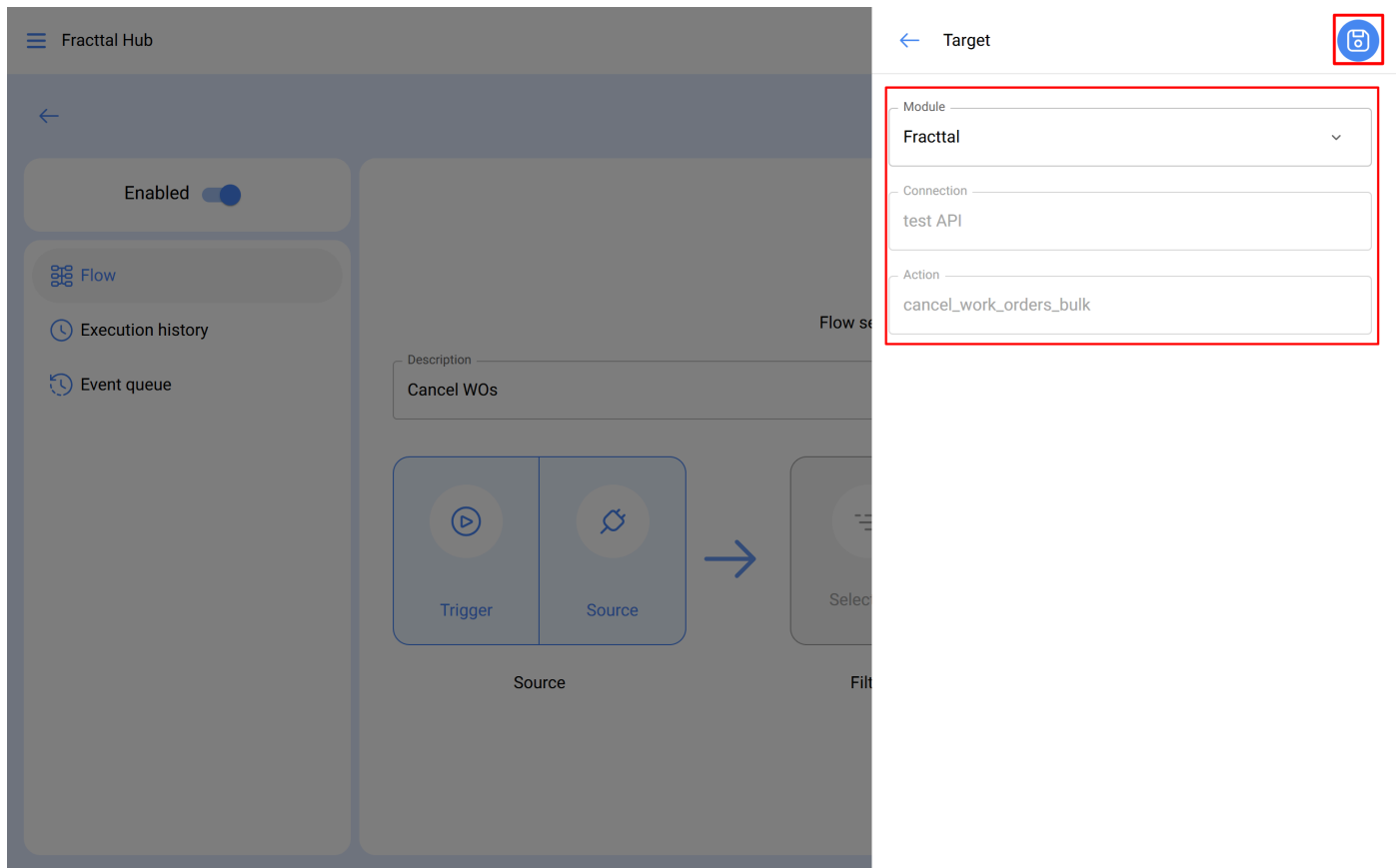
Clique em Destino.



The screenshot displays the Fracttal Hub interface for configuring a flow. On the left sidebar, there is a toggle for 'Enabled' (checked), a 'Required Information' section listing 'SOURCE_REQUIRED', 'TARGET_REQUIRED', and 'MAP_REQUIRED', and a 'Flow' section with links to 'Execution history' and 'Event queue'. The main area is titled 'Flow settings' and contains a 'Description' field with the text 'Cancel WOs'. Below this, a flow diagram is shown with three stages: 'Source', 'Filter', and 'Target'. The 'Source' stage has 'Trigger' and 'Source' options. The 'Filter' stage has a 'Select One' option. The 'Target' stage has 'Connection' and 'Settings' options, with the 'Connection' option highlighted by a red box. A 'Save' button is located in the top right corner.

- No campo **Módulo**, selecione Fracttal.
- Em **Ligação**, 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 (Fractal). 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.

< Fields Configuration

Source: Google Sheet → Target: Fractal API

Source (Fields)		Target (Fields)
All -> Object	→	folio
All -> Object	→	user_code
All -> Object	→	work_orders_status_cancel
All -> Object	→	note
<input type="checkbox"/> All -> Object	→	id_work_order

Guardar e ativar o fluxo

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

Fractal Hub

Save

Enabled

Information
You have pending changes to save!

Flow

Execution history

Event queue

Flow settings

Description
Cancel WOs

Trigger Source

Select One

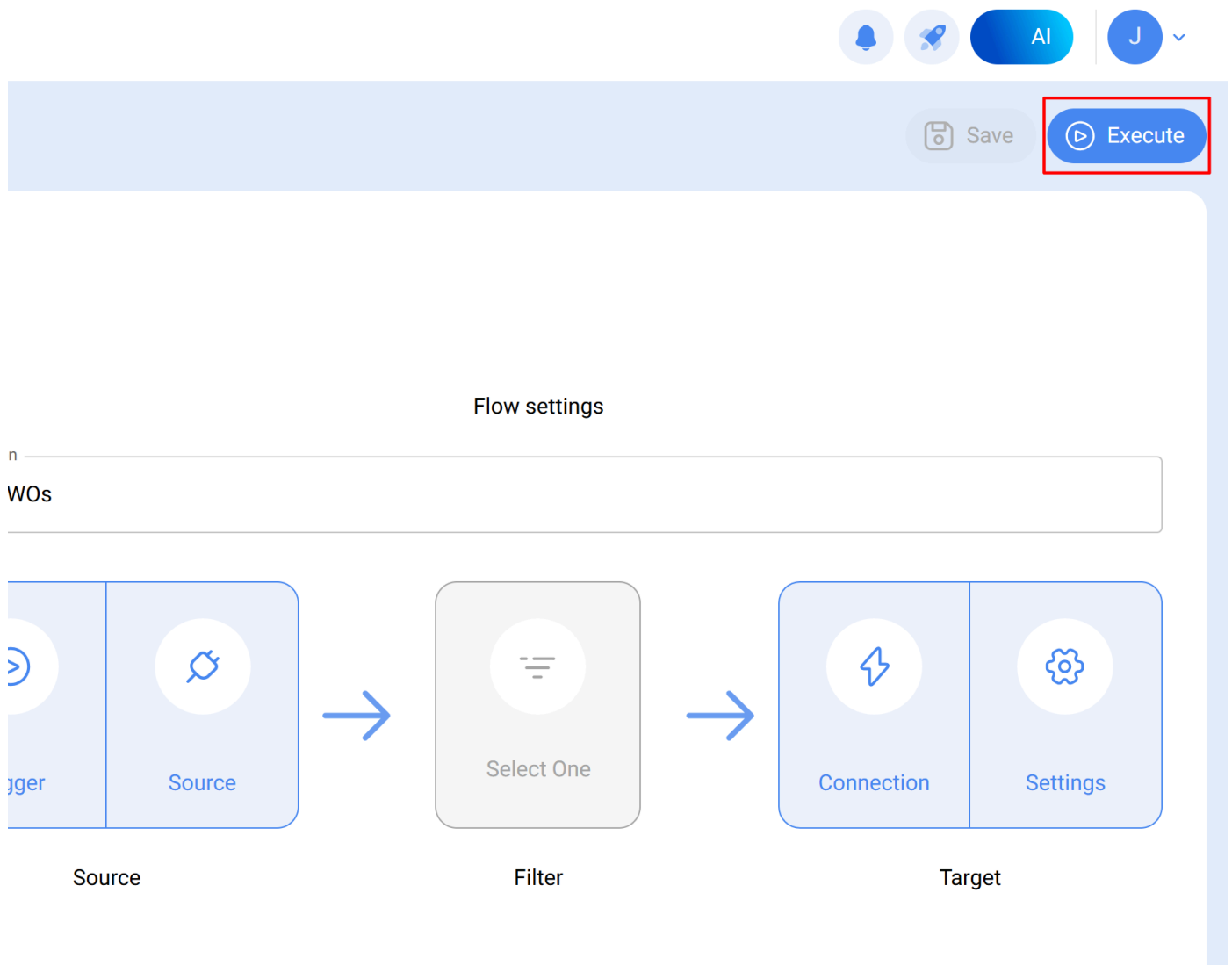
Connection Settings

Source Filter Target

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 Fractal 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

Fracttal Hub

Save

Execute

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Enabled ☒

Flow

Execution history

Event queue

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

Showing 1 of 1

Verificação final no Fracttal One

- Regresse à sua instância do Fracttal 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”.