

# ¿Cómo visualizar en un calendario todas las tareas programadas en teams?

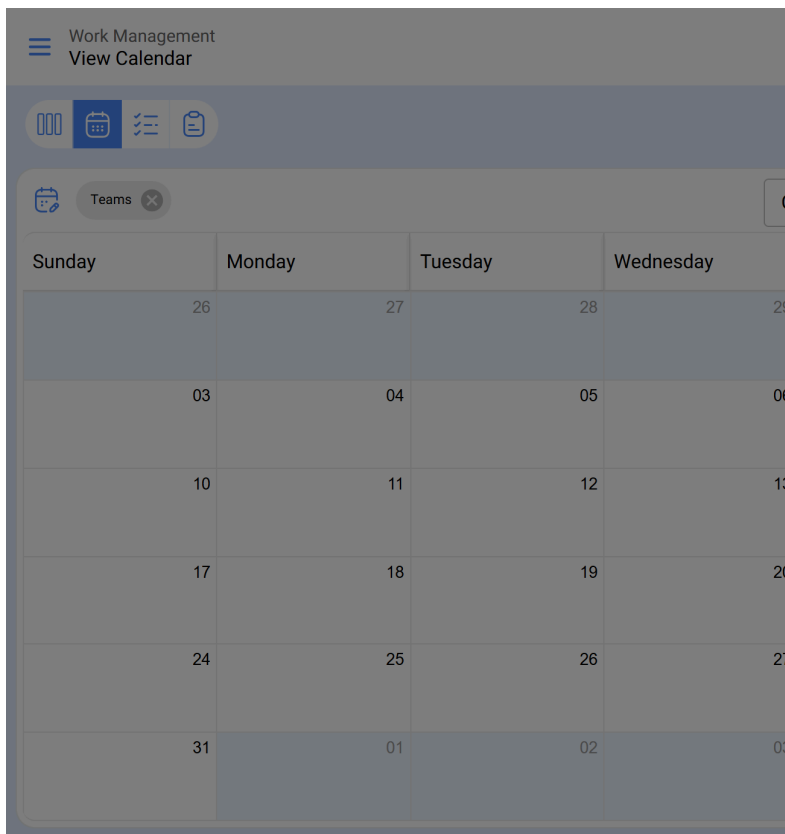
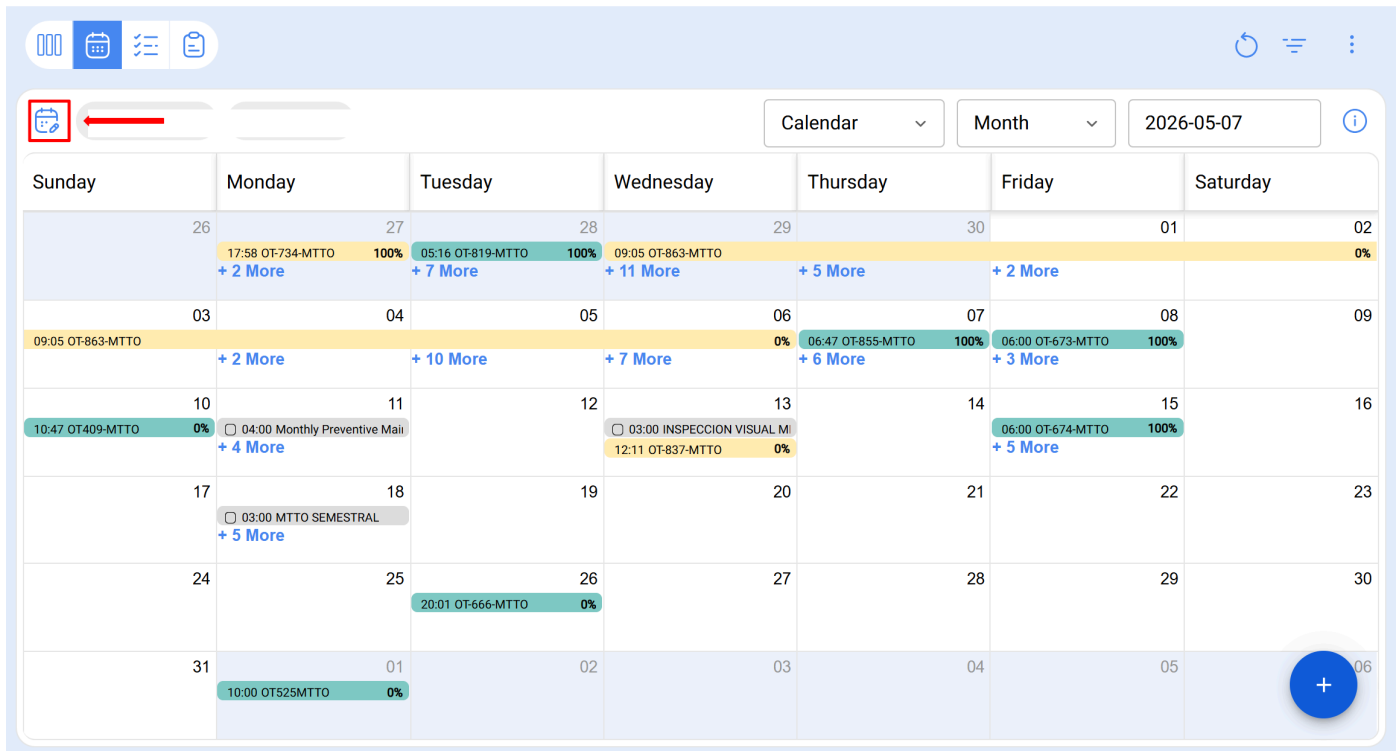
[help.fracttal.com/hc/es-es/articles/25190703974925--Cómo-visualizar-en-un-calendario-todas-las-tareas-programadas-en-teams](https://help.fracttal.com/hc/es-es/articles/25190703974925--Cómo-visualizar-en-un-calendario-todas-las-tareas-programadas-en-teams)

Es posible visualizar de forma global un calendario que incluya todas las actividades relacionadas con la gestión de equipos. Para ello, únicamente es necesario acceder a la vista de calendarios de las Órdenes de Trabajo (OT).

The screenshot displays the 'Work Management' interface in 'View Kanban' mode. The top navigation bar includes a hamburger menu, the text 'Work Management View Kanban', and several utility icons (notifications, search, calendar, AI, and user profile). Below the navigation bar, there are three main columns representing different stages of work orders (WOs):

- Pending Tasks (128):** Contains two task cards. The first card is for 'Asset: { MON1 } MONTACARGAS' with the task 'MANTENIMIENTO SEMESTRAL' scheduled for '02:00' on '2026-11-09' and a recurrence of 'EVERY 6 MONTHS'. The second card is for 'Asset: { MON1 } MONTACARGAS' with the task 'INSPECCIÓN DIARIA' scheduled for '00:10' on '2026-05-08'.
- WOs in Process (130):** Contains two task cards. The first card is for 'OT-864-MTTO' (Created by Diego Perez) with 'Asset: { PTQ-REF-ERC1 } ERCA 1' and task 'Falla ventilador de motor' scheduled for '00:10' on '2026-05-07'. The second card is for 'OT-863-MTTO' (Created by Diego Perez) with 'Asset: ACTIVO UBICACION PRUEBA IA { 01-AC-UBIA }' and task 'Plan de mantenimiento preventivo - prueba IA' scheduled for '168:00' on '2026-04-29'.
- WOs in Review:** Contains two task cards. The first card is for 'OT-859-MTTO' (Created by Diego Vergara) with 'Asset: FRACTAL CHILE { FTTL.CHI }' and task 'REPARACION EJEMPLO ECORA' scheduled for '00:10' on '2026-05-07'. The second card is for 'OT-858-MTTO' (Created by Diego Vergara) with 'Asset: { EQ-D-H-010 } DETECTOR DE HUMO 10' and task 'MTTO SEMESTRAL' scheduled for '02:00' on '2026-05-18'.

Luego, se deber seleccionar las opciones de calendario y habilitar la visualización de los horarios de teams.



Calendar options

Select the types of tasks and schedules to see on the calendar

- Pending Tasks
- Work Orders
- Work orders by assets
- Work orders by responsible
- Teams**

Estimated Task Schedule

- Preventivos Programados  
2025-12-31 - 2026-12-31  
By date trigger
- PROGRAMACION 1ER SEMESTRE 2026  
2026-01-01 - 2026-07-01  
By date trigger

Una vez seleccionada esta opción, podrá visualizar todas las actividades que han sido programadas a través de Teams.

Teams × | Calendar | Month | 2026-05-07

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30 OT486-MTTO Guillermo Trejos OT834-MTTO ALEJANDRO RAUL	01	02
03	04	05	06	07 OT859-MTTO ALEJANDRO CARF + 3 More	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	01	02	03	04	05	06

+ (Add event button)

**Nota:** En caso de ser necesario, es posible personalizar aún más la apariencia del calendario mediante los filtros disponibles en la plataforma.