


Bulk rescheduling of pending tasks for the next iteration

 help.fractal.com/hc/en-us/articles/44592430260877-Bulk-rescheduling-of-pending-tasks-for-the-next-iteration

In the Pending Tasks module, it is possible to reschedule one or multiple tasks for the next iteration. When performing this action, the system requires you to provide a reason for the rescheduling and an explanatory note before confirming the change.

To carry out bulk rescheduling of pending tasks, follow these steps:

1. Start the process by accessing the list view within the **Pending Tasks** module.

The screenshot displays the Fractal One dashboard interface. On the left is a navigation sidebar with the following sections:

- Start
- Fractal AI
- Catalogs
- Warehouses
- Work Management** (highlighted with a red box)
 - Planned Maintenance
 - Work Orders** (highlighted with a red arrow)
 - Budgets
 - Compliance and Security
- Monitoring
- Dispatcher
- Business Intelligence
 - Economical Analysis
 - Technical Analysis

The main dashboard area contains several widgets:

- Top left: A large KPI card showing **85** Closed WOs.
- Top right: A large KPI card showing **12** Pending Tasks with Delay.
- Center: A donut chart titled "Compliance Percentage" showing **64.4%** for Closed WOs.
- Bottom left: A KPI card showing **13** Planned downtimes.
- Bottom right: A KPI card showing **15** Unplanned downtimes.
- Top right chart: "Work Orders" bar chart with values: WO'... (132), Finis... (85), Pendi... (47).
- Bottom right chart: "Work Requests" bar chart with values: 32 and 15.

The top of the dashboard includes the Fractal One logo (Version: 5.4.03), a search bar, and user profile information (AI, JC).

	Code	Asset	Task	Trigger	Delay	Planned Maintenance	At
<input type="checkbox"/>	10009905	{ 10009905 } COMPRESOR ...	RECARGA COMBUSTIBLE	Event COMBUSTIBLE	1	PAUTA DE MANTENIMIEN...	2
<input type="checkbox"/>	API-NI	{ API-NI } APILADORA NISSA...	PREVENTIVO QUINCENAL I...	Date Every 15 Day(s)	0	PREVENTIVO MAQUINA API...	2
<input type="checkbox"/>	COMP1	{ COMP1 } COMPRESORA 1	MANTENIMIENTO MENSUAL	Date Every 1 Months	62	PLAN DE MANTENIMIENTO ...	2
<input type="checkbox"/>	PTQ-UHT-TB...	{ PTQ-UHT-TBAB } Envasado...	LECTURA DE HOROMETRO ...	Date Every 1 Week(s)	0	PLAN DE MANTENIMIENTO ...	2
<input type="checkbox"/>	10009580	{ 10009580 } SCOOP P-12	Mantenimiento Semanal	Date Every 1 Week(s)	2	MTTO PREVENTIVO IMA 1	2
<input type="checkbox"/>	EQ.SNS-ST01	{ EQ.SNS-ST01 } SELLO DE T...	REVISAR DESGASTE DE SEL...	Non Scheduled Tasks	9		2
<input type="checkbox"/>	PTQ-AC-AC13	{ PTQ-AC-AC13 } Aire acondi...	Búsqueda de fallos AC	Event Búsqueda de fallos de...	14	Mantenimiento Preventivo C...	2
<input type="checkbox"/>	MCA-PCEM-...	{ MCA-PCEM-MC-MV } MOLI...	Reemplazo de piezas dañad...	Non Scheduled Tasks	17		2
<input type="checkbox"/>	EA0202	{ EA0202 } (1) CLIMATIZACI...	MATENIMIENTO EJRMPLD	Event SOLICITUD DE CLIENTE	19	Test Recursos	2
<input type="checkbox"/>	MCA-PCEM-...	{ MCA-PCEM-MC-MV } MOLI...	1M Limpieza de Tolvas	Date Every 1 Months	237	Mtto Preventivo Molino Verti...	2
<input type="checkbox"/>	10008981	{ 10008981 } PALA MINICAR...	MOTOR	Reading Each 250 Horas [H...	34	PAUTA MANTENIMIENTO P...	2

Showing 60 of 60

2. Identify the tasks you want to reschedule and select those that require rescheduling using the **checkboxes**.

Work Management
Pending Tasks

Search...

Reschedule + New WO

(3) Selected

<input type="checkbox"/>		Code	Asset	Task	Trigger	Delay	Planned Maintenance	At
<input type="checkbox"/>		10009905	{ 10009905 } COMPRESOR ...	RECARGA COMBUSTIBLE	Event COMBUSTIBLE	1	PAUTA DE MANTENIMENT...	2
<input type="checkbox"/>		API-NI	{ API-NI } APILADORA NISSA...	PREVENTIVO QUINCENAL I...	Date Every 15 Day(s)	0	PREVENTIVO MAQUINA API...	2
<input checked="" type="checkbox"/>		COMP1	{ COMP1 } COMPRESORA 1	MANTENIMIENTO MENSUAL	Date Every 1 Months	62	PLAN DE MANTENIMIENTO ...	2
<input checked="" type="checkbox"/>		PTQ-UHT-TB...	{ PTQ-UHT-TBAB } Envasado...	LECTURA DE HOROMETRO ...	Date Every 1 Week(s)	0	PLAN DE MANTENIMIENTO ...	2
<input checked="" type="checkbox"/>		10009580	{ 10009580 } SCOOP P-12	Mantenimiento Semanal	Date Every 1 Week(s)	2	MTTO PREVENTIVO IMA 1	2

Showing 60 of 60

3. Click on reschedule.

Work Management
Pending Tasks

Search...

Reschedule + New WO

(3) Selected

	Code	Asset	Task	Trigger	Delay	Planned Maintenance	At
<input type="checkbox"/>	10009905	{ 10009905 } COMPRESOR ...	RECARGA COMBUSTIBLE	Event COMBUSTIBLE	1	PAUTA DE MANTENIMIEN...	2
<input type="checkbox"/>	API-NI	{ API-NI } APILADORA NISSA...	PREVENTIVO QUINCENAL I...	Date Every 15 Day(s)	0	PREVENTIVO MAQUINA API...	2
<input checked="" type="checkbox"/>	COMP1	{ COMP1 } COMPRESORA 1	MANTENIMIENTO MENSUAL	Date Every 1 Months	62	PLAN DE MANTENIMIENTO ...	2
<input checked="" type="checkbox"/>	PTQ-UHT-TB...	{ PTQ-UHT-TBAB } Envasado...	LECTURA DE HOROMETRO ...	Date Every 1 Week(s)	0	PLAN DE MANTENIMIENTO ...	2
<input checked="" type="checkbox"/>	10009580	{ 10009580 } SCOOP P-12	Mantenimiento Semanal	Date Every 1 Week(s)	2	MTTO PREVENTIVO IMA 1	2

Showing 60 of 60

4. Once the tasks are selected, click on the "Reschedule for next iteration" icon, which will be enabled when at least one task is selected.

The screenshot displays a mobile application interface for 'Work Management'. On the left, a 'Pending Tasks' list is visible with three tasks selected. On the right, a 'Reschedule Task' dialog box is open, allowing users to configure rescheduling options for the selected tasks.

Work Management Pending Tasks

	Code	Asset	Task	Trigger
<input type="checkbox"/>	10009905	{ 10009905 } COMPRESOR ...	RECARGA COMBUSTIBLE	Event COM
<input type="checkbox"/>	API-NI	{ API-NI } APILADORA NISSA...	PREVENTIVO QUINCENAL I...	Date Every
<input checked="" type="checkbox"/>	COMP1	{ COMP1 } COMPRESORA 1	MANTENIMIENTO MENSUAL	Date Every
<input checked="" type="checkbox"/>	PTQ-UHT-TB...	{ PTQ-UHT-TBAB } Envasado...	LECTURA DE HOROMETRO ...	Date Every
<input checked="" type="checkbox"/>	10009580	{ 10009580 } SCOOP P-12	Mantenimiento Semanal	Date Every

Reschedule Task

Selected Tasks: 3

New Date: 2026-03-26 11:19

Reschedule tasks to their next iteration

Responsible: Jonas Campos

Cause of task rescheduling:
Cause of task rescheduling can't be blank

Note

Work Management Total: 3

- { COMP1 } COMPRESORA 1
 - MANTENIMIENTO MENSUAL

Planning: Planned
Actual Schedule: 2026-04-27 Updated
Date:

Reschedule

Showing 60 of 60

5. Indicate the reason for rescheduling the tasks and include a note with observations if you consider it necessary.

Work Management
Pending Tasks

Reschedule Task

Selected Tasks
3

New Date
2026-03-26 11:19

Reschedule tasks to their next iteration

Responsible
Jonas Campos

Cause of task rescheduling

Cause of task rescheduling can't be blank

Note

Work Management Total: 3

{ COMP1 } COMPRESORA 1

MANTENIMIENTO MENSUAL

Planning: Planned
Actual Schedule: 2026-04-27 Updated
Date:

Reschedule

	Code	Asset	Task	Trigger
<input type="checkbox"/>	10009905	{ 10009905 } COMPRESOR ...	RECARGA COMBUSTIBLE	Event COM
<input type="checkbox"/>	API-NI	{ API-NI } APILADORA NISSA...	PREVENTIVO QUINCENAL I...	Date Every
<input checked="" type="checkbox"/>	COMP1	{ COMP1 } COMPRESORA 1	MANTENIMIENTO MENSUAL	Date Every
<input checked="" type="checkbox"/>	PTQ-UHT-TB...	{ PTQ-UHT-TBAB } Envasado...	LECTURA DE HOROMETRO ...	Date Every
<input checked="" type="checkbox"/>	10009580	{ 10009580 } SCOOP P-12	Mantenimiento Semanal	Date Every

Showing 60 of 60

6. Complete the process by clicking on the reschedule icon.

The screenshot displays the 'Work Management Pending Tasks' interface. On the left, a table lists tasks with columns for Code, Asset, Task, and Trigger. Three tasks are selected, indicated by blue checkmarks. On the right, a 'Reschedule Task' side menu is open, showing a dropdown for 'Cause of task rescheduling' set to 'DISPONIBILIDAD DE INSTALACIONES', a text area for 'Note' containing 'prueba', and a 'Reschedule' button highlighted with a red box. The side menu also shows details for selected tasks, including 'Work Management' with a total of 3 tasks, and specific task details for 'LECTURA DE HOROMETRO SEMANAL' and 'Mantenimiento Semanal'.

Rescheduling Side Menu

When you click on the **reschedule** action, a **side menu** will open displaying the following details:

- **Number of selected tasks:** The system will show how many tasks have been selected for rescheduling.
- **New rescheduling date:** You will be able to choose the new date for the next iteration.
- **Responsible party:** The task owner will be displayed, ensuring the rescheduling is assigned correctly.
- **Reason for rescheduling:** Providing a reason for the rescheduling is mandatory, which helps maintain a proper record of why the dates are being changed.
- **Explanatory note:** You can add a note explaining the reason for rescheduling the tasks, providing additional context.

The image shows a mobile application interface for task management. On the left, a list of 'Pending Tasks' is visible, with three tasks selected. On the right, a 'Reschedule Task' dialog box is open, containing the following information:

- Selected Tasks:** 3
- New Date:** 2026-03-26 11:36
- Reschedule tasks to their next iteration
- Responsible:** Jonas Campos
- Cause of task rescheduling:** DISPONIBILIDAD DE INSTALACIONES
- Note:** reschedule ok

A blue button labeled 'Reschedule' is located at the bottom of the dialog box.

Task details: The menu will also show relevant information for each selected task, such as:

1. **Planning:** Whether the task is planned or not.
2. **Scheduled date:** The original date assigned to the task.
3. **Estimated duration:** The estimated time to complete the task.

Work Management
Pending Tasks

← (3) Selected

	Code	Asset
<input type="checkbox"/>	10009905	{ 10009905 } COMPRESORA
<input type="checkbox"/>	API-NI	{ API-NI } APILADORA NIS
<input checked="" type="checkbox"/>	COMP1	{ COMP1 } COMPRESORA
<input checked="" type="checkbox"/>	PTQ-UHT-TB...	{ PTQ-UHT-TBAB } Envasa
<input checked="" type="checkbox"/>	10009580	{ 10009580 } SCOOP P-12
<input type="checkbox"/>	EQ.SNS-ST01	{ EQ.SNS-ST01 } SELLO D
<input type="checkbox"/>	PTQ-AC-AC13	{ PTQ-AC-AC13 } Aire acc

Showing 60 of 60

← Reschedule Task

⚠ One or more tasks have overdue dates.

Work Management Total: 3

{ COMP1 } COMPRESORA 1

MANTENIMIENTO MENSUAL 🕒

Planning: Planned

Actual Schedule 2026-03-24

Date:

Estimated Duration: 01:10:00

{ PTQ-UHT-TBAB } Envasadora TBA 8 B

LECTURA DE HOROMETRO SEMANAL 🕒

Planning: Planned

Actual Schedule 2026-03-30

Date:

Estimated Duration: 00:10:00

{ 10009580 } SCOOP P-12

🕒 Reschedule