

# Como cancelar uma Ordem de Trabalho no Fractal One?

[help.fractal.com/hc/pt-pt/articles/37438325429005-Como-cancelar-uma-Ordem-de-Trabalho-no-Fractal-One](https://help.fractal.com/hc/pt-pt/articles/37438325429005-Como-cancelar-uma-Ordem-de-Trabalho-no-Fractal-One)

No Fractal One, a cancelamento de Ordens de Trabalho pode ser realizado de forma prática enquanto a OT estiver em curso. Neste artigo, explicamos como realizar esta ação passo a passo dentro da plataforma.

1. Entre no **módulo de Tarefas** a partir do menu principal e selecione o **submódulo de Ordens de Trabalho**.

2. Selecionar a OT a cancelar

The screenshot displays the 'Work Management' interface in Kanban view. It features three columns: 'Pending Tasks' (188 items), 'WOs in Process' (2838 items), and 'WOs in Review' (247 items). The 'WOs in Process' column is highlighted with a red box around the first work order, 'OT1074MTO', created by Jonas Campos. This work order is for the asset '{ MON-FA-0001 } MONTADORA - FA' and has the task 'Orden de Trabajo' with a 0% completion rate. The other work orders in the 'WOs in Process' column are 'OT1073MTO' (created by Ricardo Rangel, task 'FUGA DE GAS EN HORNO', 0% complete) and 'OT1072MTO' (created by Ricardo Rangel, task 'Banda transportadora', 0% complete). The 'WOs in Review' column shows 'OT1034MTO' (created by Ramon Toro, task 'Correctivo por alta temperatura en área', 100% complete) and 'OT1027MTO' (created by DIEGO VERGARA, task 'LAVAR EQUIPO', 100% complete). A third work order, 'OT1026MTO' (created by DIEGO VERGARA), is partially visible at the bottom right.

Encontre a Ordem de Trabalho que deseja cancelar. Clique nos **três pontos** ao lado da OT selecionada.

3. Cancelar a OT

The screenshot shows a Kanban board with three columns: 'Pending Tasks' (188 items), 'WOs in Process' (2838 items), and 'WOs in Review' (247 items). The 'WOs in Process' column contains three cards. The top card, 'OT1074MTO' created by Jonas Campos, has a red box around the three-dot menu icon in the bottom right corner. The middle card, 'OT1073MTO' created by Ricardo Rangel, and the bottom card, 'OT1072MTO' created by Ricardo Rangel, are also visible. The 'WOs in Review' column contains three cards, including 'OT1034MTO' and 'OT1027MTO'.

This screenshot is identical to the first one, but with a context menu open over the three-dot menu icon on the 'Jonas Campos' card in the 'WOs in Process' column. The menu options are 'History', 'Cancel', 'Bookmark', and 'AI Report'. The 'Cancel' option is highlighted with a red box.

No menu suspenso, seleccione a opção "Cancelar".

## 4. Confirmar a cancelamento

The screenshot displays the 'Cancel Work Order' modal in a Work Management application. The modal is overlaid on a Kanban board. The modal contains a dropdown menu for 'Reason for cancellation (OT1074MTO)' and a text area for 'Note'. The background shows a Kanban board with 'Pending Tasks' and 'WOs in Process' columns. The 'Pending Tasks' column has three items, and the 'WOs in Process' column has three items. The modal is titled 'Cancel Work Order' and has a back arrow and a save icon in the top right corner.

Depois disso, será exibido um menu lateral onde você deve inserir o motivo do cancelamento e uma observação explicativa. Em seguida, você só precisará salvar a ação para finalizar o processo.

Uma vez completada a ação, a OT será cancelada e a Tarefa associada voltará à coluna de **Tarefas Pendentes**.

The screenshot shows a Kanban board with three columns: "Pending Tasks" (189 items), "WOs in Process" (2837 items), and "WOs in Review" (247 items). Each column contains task cards with the following details:

- Pending Tasks:**
  - Asset: { MON-FA-0001 } MONTADORA - FA  
Task: Orden de Trabajo  
00:10 | 2025-06-16  
UNPLANNED
  - Asset: { EQ-CR-001 } CAMIONETA REFRIGERADORA  
Task: MTTO M. CAJA REFRIGERADORA  
01:00 | 2025-06-16  
EVERY 1 MONTHS
  - Asset: { ROB-0004 } ROBO - 0004
- WOs in Process:**
  - OT1073MTO  
Created by Ricardo Rangel  
Asset: { EQ-HO-001 } HORNO DE GALLETAS  
Task: FUGA DE GAS EN HORNO  
00:10 | 2025-06-14  
0%  
JOSE PEREZ
  - OT1072MTO  
Created by Ricardo Rangel  
Asset: { BT-002 } Banda transportadora  
Task: DETALLES DEL TRASLADO  
00:10 | 2025-06-10  
0%  
Abelardo Perez
  - OT1071MTO  
Created by Ricardo Rangel  
Asset: { BT-002 } Banda transportadora  
Action Done
- WOs in Review:**
  - OT1034MTO  
Created by Ramon Toro  
Asset: { GP-AA-001 } Aire Acondicionado - GE  
Task: Correctivo por alta temperatura en área  
00:10 | 2025-05-26  
100%  
DJ Dionesio Jr
  - OT1027MTO  
Created by DIEGO VERGARA  
Asset: { MC03.EJ.TAM } MINICARGADOR CAT  
Task: LAVAR EQUIPO  
00:10 | 2025-05-22  
100%  
AR ANDRES RIVEROS
  - OT1026MTO  
Created by DIEGO VERGARA  
Asset: { BT-002 } Banda transportadora  
Work Management: +

**Nota:** O cancelamento da OT só é possível quando as mesmas estão nos estados "Em Processo" ou "Em Revisão".