

# Comment annuler un Ordre de Travail dans Fractal One ?

[help.fractal.com/hc/fr/articles/37438325429005-Comment-annuler-un-Ordre-de-Travail-dans-Fractal-One](https://help.fractal.com/hc/fr/articles/37438325429005-Comment-annuler-un-Ordre-de-Travail-dans-Fractal-One)

Dans Fractal One, l'annulation des Ordres de Travail peut être effectuée facilement tant que l'OT est en cours. Dans cet article, nous vous expliquons comment réaliser cette action étape par étape au sein de la plateforme.

1. Accédez au **module des Tâches** depuis le menu principal et sélectionnez le **sous-module des Ordres de Travail**.

2. Sélectionner l'OT à annuler

The screenshot displays the Fractal One Work Management interface in Kanban view. The top navigation bar shows 'Work Management' and 'View Kanban'. The main area is divided into three columns: 'Pending Tasks' (188 items), 'WOs in Process' (2838 items), and 'WOs in Review' (247 items). The 'WOs in Process' column contains three work orders. The first work order, OT1074MTO, is highlighted with a red box. It was created by Jonas Campos and is for Asset { MON-FA-0001 } MONTADORA - FA. The task is 'Orden de Trabajo' with a progress bar at 0%. The second work order, OT1073MTO, was created by Ricardo Rangel and is for Asset { EQ-HO-001 } HORNO DE GALLETAS. The task is 'FUGA DE GAS EN HORNO' with a progress bar at 0%. The third work order, OT1072MTO, was created by Ricardo Rangel and is for Asset { BT-002 } Banda transportadora. The 'WOs in Review' column contains two work orders. The first, OT1034MTO, was created by Ramon Toro and is for Asset { GP-AA-001 } Aire Acondicionado - GE. The task is 'Correctivo por alta temperatura en área' with a progress bar at 100%. The second, OT1027MTO, was created by DIEGO VERGARA and is for Asset { MC03.EJ.TAM } MINICARGADOR CAT. The task is 'LAVAR EQUIPO' with a progress bar at 100%. The interface also includes a right sidebar with user avatars and a search bar.

Trouvez l'Ordre de Travail que vous souhaitez annuler. Cliquez sur les **trois points** à côté de l'OT sélectionnée.

3. Annuler l'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, is highlighted with a red box around the three-dot menu icon in the bottom right corner. The card details include: Created by Jonas Campos, Asset: { MON-FA-0001 } MONTADORA - FA, Task: Orden de Trabajo (0% progress), and assigned to Jonas Campos.

This screenshot is identical to the one above, but with a dropdown menu open over the 'WOs in Process' card for OT1073MTO. The menu options are: History, Cancel (highlighted with a red box), Bookmark, and AI Report. The card details for OT1073MTO are: Created by Ricardo Rangel, Asset: { EQ-HO-001 } HORNO DE GALLETAS, Task: FUGA DE GAS EN HORNO (0% progress), and assigned to JOSE PEREZ.

Dans le menu déroulant, sélectionnez l'option "Annuler".

## 4. Confirmer l'annulation

The screenshot shows a 'Cancel Work Order' dialog box. The dialog is titled 'Cancel Work Order' and has a back arrow on the left and a save icon on the right. It contains two input fields: 'Reason for cancellation (OT1074MTO)' and 'Note'. The background shows a Kanban board with 'Pending Tasks' and 'WOs in Process' columns. The 'Pending Tasks' column has three tasks, and the 'WOs in Process' column has three work orders.

Après cela, un menu latéral s'affichera où vous devrez entrer le motif de l'annulation et une observation explicative. Ensuite, il vous suffira de sauvegarder l'action pour finaliser le processus.

Une fois l'action complétée, l'OT sera annulée et la Tâche associée reviendra dans la colonne des **Tâches En Attente**.

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. The first card in "Pending Tasks" is highlighted with a red box. It shows an asset { MON-FA-0001 } MONTADORA - FA, a task "Orden de Trabajo", a duration of 00:10, a date of 2025-06-16, and a status of "UNPLANNED". The first card in "WOs in Process" is highlighted with a green box. It shows an asset { EQ-HO-001 } HORNO DE GALLETAS, a task "FUGA DE GAS EN HORNO", a duration of 00:10, a date of 2025-06-14, and a status of "0%". The first card in "WOs in Review" is highlighted with a green box. It shows an asset { GP-AA-001 } Aire Acondicionado - GE, a task "Correctivo por alta temperatura en área", a duration of 00:10, a date of 2025-05-26, and a status of "100%".

**Remarque :** L'annulation d'OT n'est possible que lorsque celles-ci sont dans les états "En Cours" ou "En Révision".