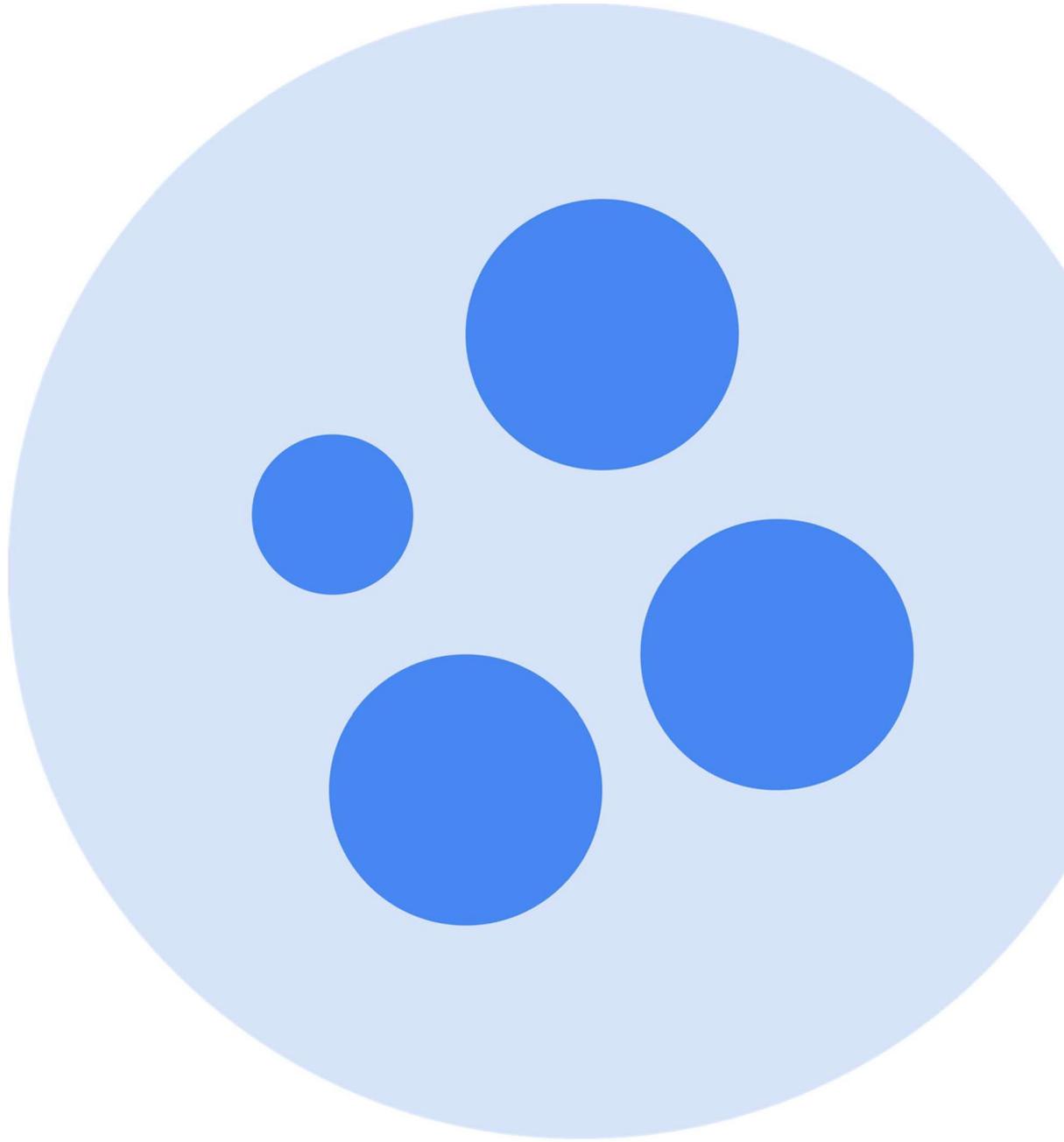
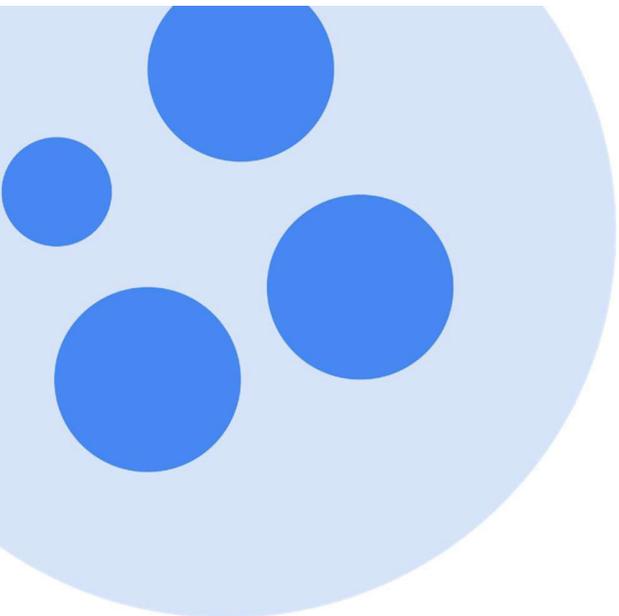


# Fracttal One Manual





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# Quick start in Fractal One

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 [help.fractal.com/en/articles/6047635-quick-start-on-fractal-one](https://help.fractal.com/en/articles/6047635-quick-start-on-fractal-one)

Fractal is the easiest and most powerful way to administer assets and manage Maintenance. That is why we have designed this quick guide to help users understand and take their first steps on the platform.

## First step: Access the platform and get to know its modules

---

Once you are registered in Fractal, the system will send you an email to set your password.



Watch Video At: <https://youtu.be/2ylmtGlzaG8>

**Note:** After setting your login password, you will be able to access your Fractal database as usual through a web browser or mobile application.

- Link to our website: [Fractal One](#)
- Link to PlayStore: [Android version](#)
- Link to AppStore: [ISO version](#)

## Step 2: Upload your assets to the platform

---

Once you enter the platform, the first thing to do is to load the assets to be managed. To do this, you must go to the catalog menu and go to the assets section, where you will have different categories, such as: locations, equipment, tools, spare parts, among others.



Watch Video At: <https://youtu.be/l13u9Lp1SLQ>

### **Third step: Add your inhouse personnel**

---

The next step is to add to the system the people who are part of the maintenance team and who will participate in the execution of the maintenance work management tasks that will be managed through the platform.



Watch Video At: [https://youtu.be/3J-2uge\\_F14](https://youtu.be/3J-2uge_F14)

### **Fourth step: Add your third parties/suppliers**

---

The next step is to add to the system the outsourced companies that are part of the maintenance management, whether as end customers, service providers, equipment or spare parts suppliers and manufacturers.



Watch Video At: <https://youtu.be/uPrbtG9VUNw>

## Step 5: Generate maintenance plans

---

The fifth step is to add maintenance plans for your assets, for them you must go to the work management module and enter plans. Then, you must add each and every one of the work management associated with your assets, where each of these can be independent in terms of frequency and trigger.

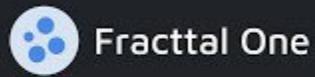


Watch Video At: <https://youtu.be/oRy5R716FeM>

## Step 6: Manage your work orders

---

Finally, once you have completed the above steps, the system will show you the activities that are pending execution and that you can plan by means of work orders and assign to your maintenance team for their execution.



Gestiona tus  
Órdenes de  
Trabajo



Watch Video At: <https://youtu.be/cMXuAk2rPxs>

# Onboarding Plan - First Steps

---

 [help.fractal.com/en/articles/6015088-plan-of-onboarding-first-steps](https://help.fractal.com/en/articles/6015088-plan-of-onboarding-first-steps)

Welcome to Fractal's Onboarding Plan. Use this step-by-step guide to navigate Fractal's resources and learn the basics of Fractal One. Empower maintenance managers, planners, supervisors and technicians to optimize your company's maintenance management with our intelligent maintenance platform.

## Phase 0: Before Starting

---

- Don't have a Fractal account yet? Sign up for [Fractal Community](#) - it's free!
- Find the [right plan](#) for you based on your company's needs. Do you have questions? [Contact a Specialist](#)
- Take full advantage of Fractal's [live instances](#) to get the most out of our solution from configuration to complete management.

## Phase 1: Implementation start-up:

---

- ♦ [Introduction to Fractal One \(course\)](#)
- ♦ [Configure the main settings of your account](#)

## Phase 2: Prepare the loading of your assets in Fractal

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- ♦ [What is an Active in Fractal?](#)
- ♦ [How to add an asset in Fractal One?](#)

## Phase 3: Plan your maintenance work management:

---

[How to add a planned maintenance in Fractal One?](#)

## Phase 4: Manage your work requests and TOs in Fractal One

---

- ♦ [How to add a work request?](#)
- ♦ [How to generate Planned TOs?](#)

- ♦ How to generate Unplanned TOs?
- ♦ How to complete OTs in Fractal One?

## **Phase 5: Analyze your management**

---

Business Intelligence

# What do you need to prepare before implementing Fracttal?

---

 [help.fracttal.com/en/articles/7178621-what-you-need-to-prepare-before-implementing-fracttal](https://help.fracttal.com/en/articles/7178621-what-you-need-to-prepare-before-implementing-fracttal)

Fracttal One is a simple and intuitive tool that allows companies to efficiently manage their assets and maintenance.

For this reason, here are some tips to take into consideration before starting the start-up process so that you can achieve a successful implementation of Fracttal One.

1. **Define an implementation team:** Select a team of people responsible for managing, implementing and configuring Fracttal One. Ideally, this team should know the company's processes and have experience in maintenance management.
2. **Plan the implementation:** It is important to plan the implementation of Fracttal One in advance, setting dates and deadlines, identifying clear objectives and defining those responsible for managing the tool.
3. **Determine your user profiles:** This will allow you to establish the different roles, permissions and functions that each of the people who will use the platform will have. In addition, this will help you identify which of Fracttal's commercial plans best suits your needs. If you want to know more about this point, here are some articles of interest:

## Types of user profiles

4. **Identify your processes:** It is important that before starting to dump and register information on the platform, you take some time to think about how to structure your processes and how you would like to organize your assets and locate your users within the platform.

5. **Prepare the data:** Prepare and organize your equipment, facility and maintenance plan data in a format that can be entered into Fracttal One. This includes information about locations, dates of last maintenance, technical information about your assets and other relevant data that you can take advantage of in your management (remembering that quality is more important than quantity).

If you want to know more about this point, here are some articles of interest:

- **Massive import of information in Fracttal**
- **How to prepare the import form?**
- **How to import assets hierarchically from an import template?**
- **How to locate a user account?**

6. **Configure Fracttal One:** Make sure you configure the platform according to the needs of your company and your maintenance processes. If you want to know more about this point, here are some articles of interest:

### **Settings**

7. **Train your staff:** Train your staff in the use of Fracttal One and in the maintenance processes that will be implemented. It is important to make sure that all users of the software understand how to use it correctly, for this, you can rely on our webinars and courses:

### **Webinars and Videos**

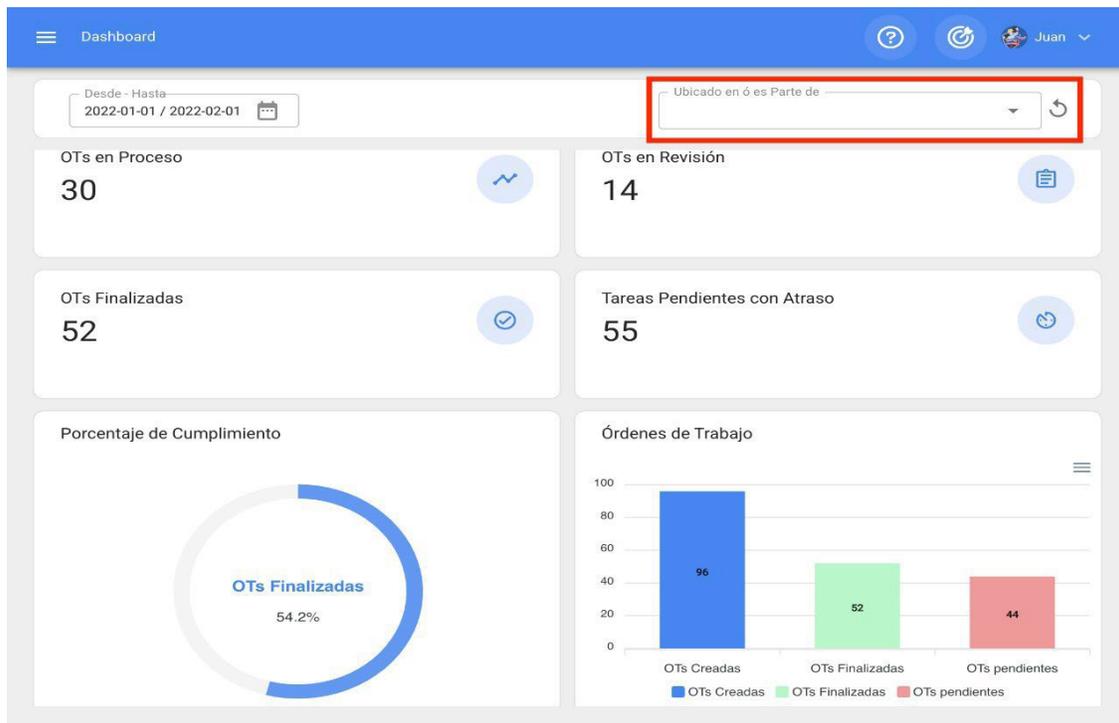
8. **Test the system:** Test the system to make sure it works properly before final implementation. Test all functionalities and maintenance processes to detect possible errors or problems.

9. **Communicate the implementation:** Communicate to all company personnel about the Fracttal One implementation and the start date. This will help create awareness about the importance of maintenance management and the use of the software.

In summary, for a successful Fracttal One implementation, it is important to follow these steps to ensure that the software is properly configured, data is prepared and organized, staff is trained, and testing is performed prior to final implementation.

# Filter "located in or is part of" and how to apply it?

[help.fractal.com/en/articles/6014477-filter-placed-in-or-is-part-of-and-how-to-apply-it](https://help.fractal.com/en/articles/6014477-filter-placed-in-or-is-part-of-and-how-to-apply-it)



Considering that in Fractal assets can be aggregated and structured in an organized tree view, the "Located in or is part of" filter allows searching for the assets contained below the asset to which the filter is applied.

**Example:** If in our database we have a main location called Parent Company, which contains as sub-locations the Plant 1 and Production Area, which also contains a conveyor belt as equipment (see image). If we apply the filter on the Parent Company, the system will show us the information associated with the assets contained in that location (Plant 1 - Production area and conveyor belt).

Activos  
Vista Árbol

Buscar...

Ramon

TODOS LOS ACTIVOS

Total: 1

- Empresa Matriz
  - Planta 1
    - Area de producción
      - Banda transportadora N°1
        - Area de producto terminado
        - Area de administración
        - Area de materia prima
- Planta 2
- Planta 3

## How to apply the filter?

To apply the filter just click on the bar.

Dashboard

Juan

Desde - Hasta  
2022-01-01 / 2022-02-01

Ubicado en ó es Parte de

OTs en Proceso  
30

OTs en Revisión  
14

OTs Finalizadas  
52

Tareas Pendientes con Atraso  
55

Porcentaje de Cumplimiento  
OTs Finalizadas  
54.2%

Órdenes de Trabajo

Categoría	Cantidad
OTs Creadas	96
OTs Finalizadas	52
OTs pendientes	44

Then the system will display a new window with all the assets to select the option to search for.

The image shows a dashboard interface with a search overlay window. The dashboard includes a date range selector (2022-01-01 to 2022-02-01), several KPI cards (OTs en Proceso: 30, OTs Finalizadas: 52), and a donut chart for 'Porcentaje de Cumplimiento' showing 54.2% OTs Finalizadas. The search overlay window, titled 'Buscar Activos', shows a list of assets with details like Tipo, Código, Prioridad, and Localización. A red box highlights the search overlay window.

Asset Name	Tipo	Código	Prioridad	Localización
BANCO DE CAPACITORES 440 V S/M S/M { AC0...	Equipos	AC00262	Alta	// Empresa Principal S.A. de C.V./ Planta...
TABLEROS DE DISTRIBUCIÓN Y ALUMBRADO E...	Equipos	VARIOS	Alta	// Empresa Principal S.A. de C.V./ Planta...
Planta 1	Ubicaciones			// Empresa Principal S.A. de C.V./
Planta 2 { }	Ubicaciones			// Empresa Principal S.A. de C.V./
Planta 3 { }	Ubicaciones			

Finally, by selecting the asset in question, the system will update and adjust all the information contained in the Dashboard.

The image shows the dashboard after selecting an asset. The date range remains the same. A filter 'Ubicado en ó es Parte de EDIFICIO POLANCO { 001-2' is applied. The KPI cards are updated: OTs en Proceso (2), OTs en Revisión (0), OTs Finalizadas (0), and Tareas Pendientes con Atraso (1). The donut chart for 'Porcentaje de Cumplimiento' now shows 0.0% OTs Finalizadas. The bar chart for 'Órdenes de Trabajo' shows 2 OTs Creadas, 0 OTs Finalizadas, and 2 OTs pendientes. A red box highlights the filter and the KPI cards.

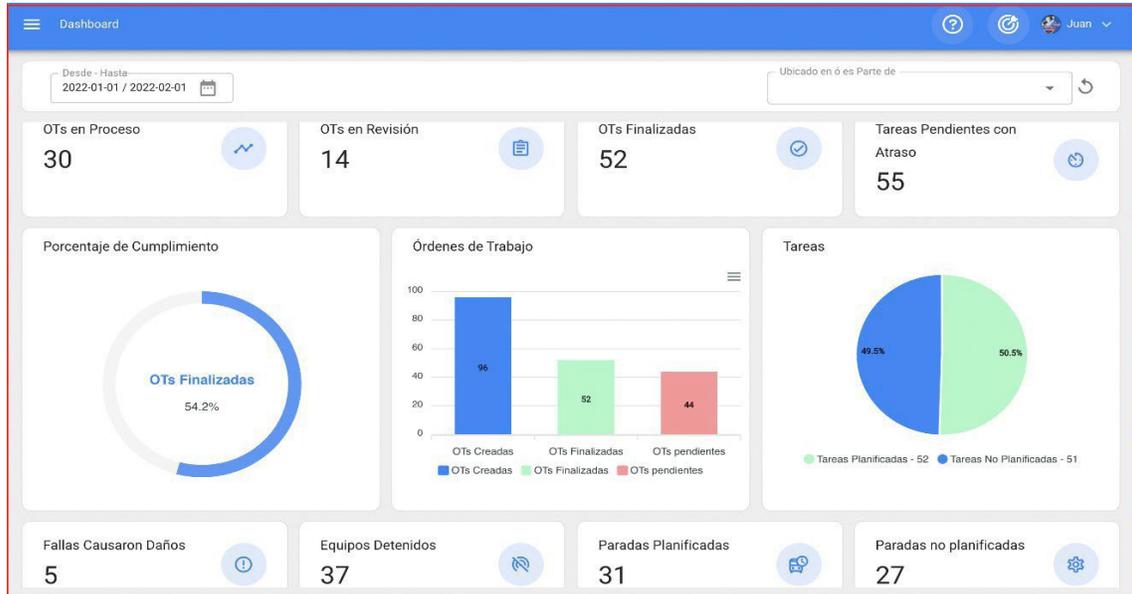
Metric	Value
OTs en Proceso	2
OTs en Revisión	0
OTs Finalizadas	0
Tareas Pendientes con Atraso	1

Order Type	Count
OTs Creadas	2
OTs Finalizadas	0
OTs pendientes	2

# Dashboard indicators : Fractal One

[help.fractal.com/en/articles/6014464-dashboard-indicators](https://help.fractal.com/en/articles/6014464-dashboard-indicators)

When entering the platform, the first thing you see is the Dashboard.



The dashboard is the board where you will be able to visualize in an updated and summarized way the information of your management in the platform; thus, obtaining indicators and dynamic graphics with the following:

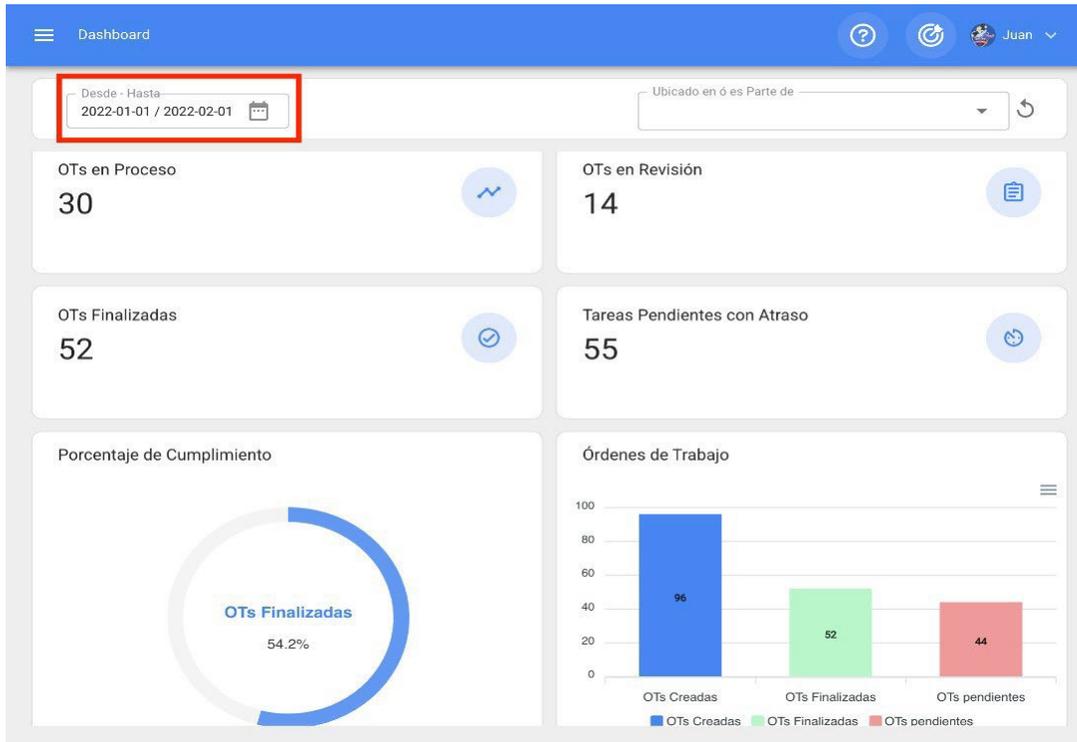
- ♦ **TOs in Process:** Corresponds to the total number of work orders that are still in the execution stage.
- ♦ **TOs under Review:** Corresponds to the total number of work orders that have already been executed and are in the verification stage.
- ♦ **Completed TOs:** Corresponds to the total number of work orders that have been verified and completed.
- ♦ **Overdue Pending Tasks:** Corresponds to the number of work management that are waiting to be planned as WO according to their frequency or trigger.
- ♦ **Percentage of Completion:** Graph representing the proportionality between TOs created vs. TOs completed.
- ♦ **Work Orders:** Comparative bar chart between TOs created, completed and pending.

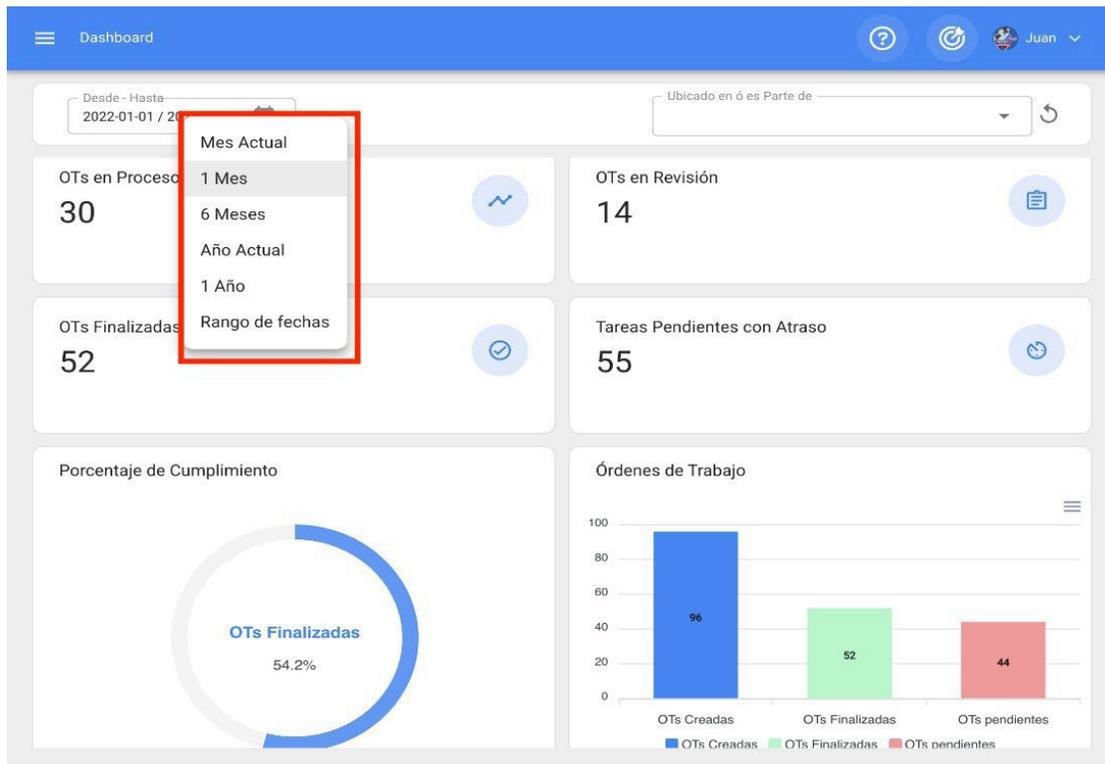
- ♦ **Tasks:** Comparative pie chart between planned vs. unplanned work management.
- ♦ **Failures Caused Damage:** Corresponds to the number of failures associated with assets that have caused some type of damage (to the environment, facilities, injuries to internal personnel, third parties and others).
- ♦ **Stopped Equipment:** Corresponds to the number of equipment that are stopped (equipment out of service and down for maintenance).
- ♦ **Planned Stops:** Correspond to all the stops that have occurred due to planned activities.
- ♦ **Unplanned Stoppages:** Correspond to all stoppages that have occurred due to unplanned activities.
- ♦ **Work Requests:** Comparative bar chart between created vs. solved requests.
- ♦ **Priority in Tasks:** Ring chart showing the ratio between the priorities of the work management.
- ♦ **Severity of Failure:** Ring chart showing the ratio between the severity of the reported failures.

# How to apply filters by range of dates?

[help.fractal.com/en/articles/6014515-how-to-apply-filters-by-date-range](https://help.fractal.com/en/articles/6014515-how-to-apply-filters-by-date-range)

The dashboard, being completely dynamic, allows you to select different date ranges to be displayed on the dashboard. To do so, click on the date and then the system will display all the available options:



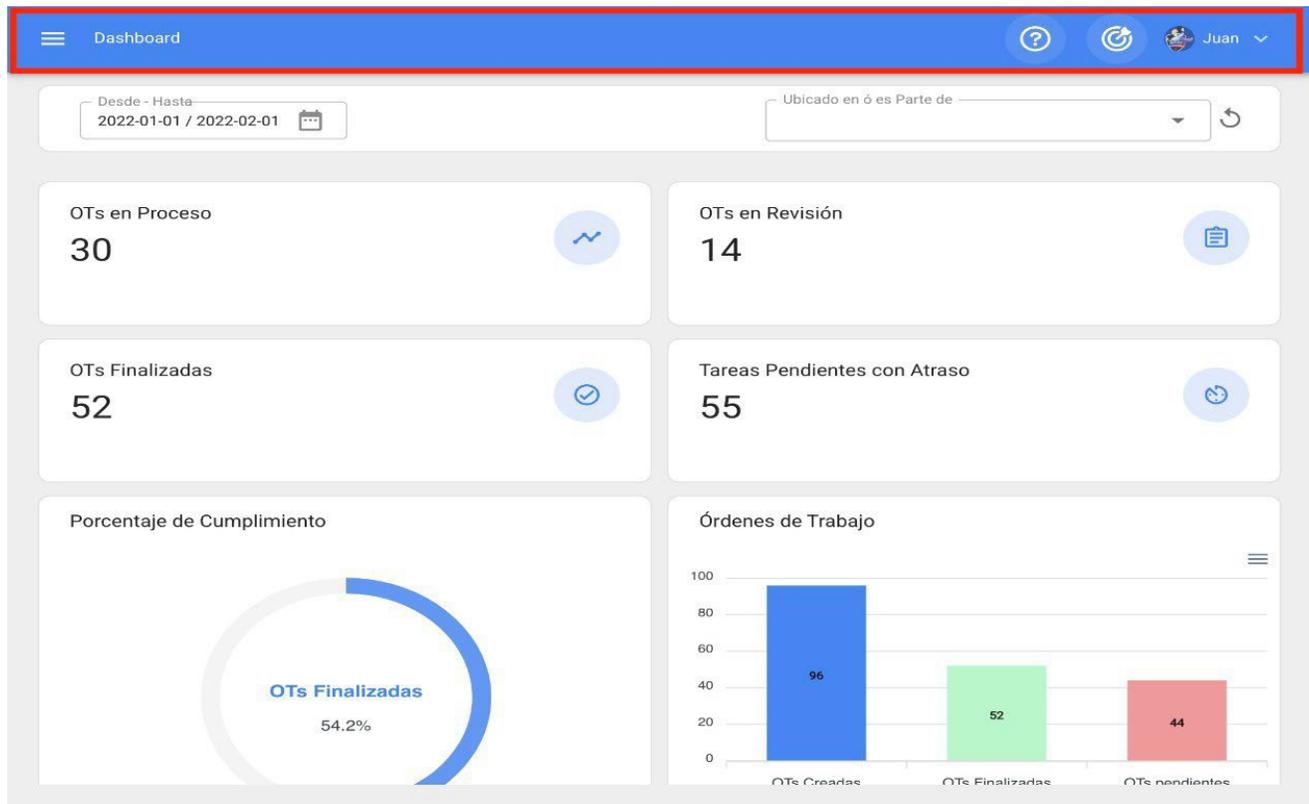


Here, the following filter options will be available:

- **Current Month:** Allows you to view the information of the current month.
- **1 Month:** Allows the display of information for one month only (it is counted backwards from the current day to the month).
- **6 Months:** Allows you to view the information for the last 6 months (counted backwards from the current day to 6 months).
- **Current Year:** Allows you to view the information for the current year.
- **1 Year:** Allows you to view the information for a whole year (counting backwards from the current day to the year).
- **Date range:** Allows you to select the specific date range to be evaluated.

# Main header bar : Fractal One

[help.fractal.com/articles/6014522-main header bar](https://help.fractal.com/articles/6014522-main-header-bar)

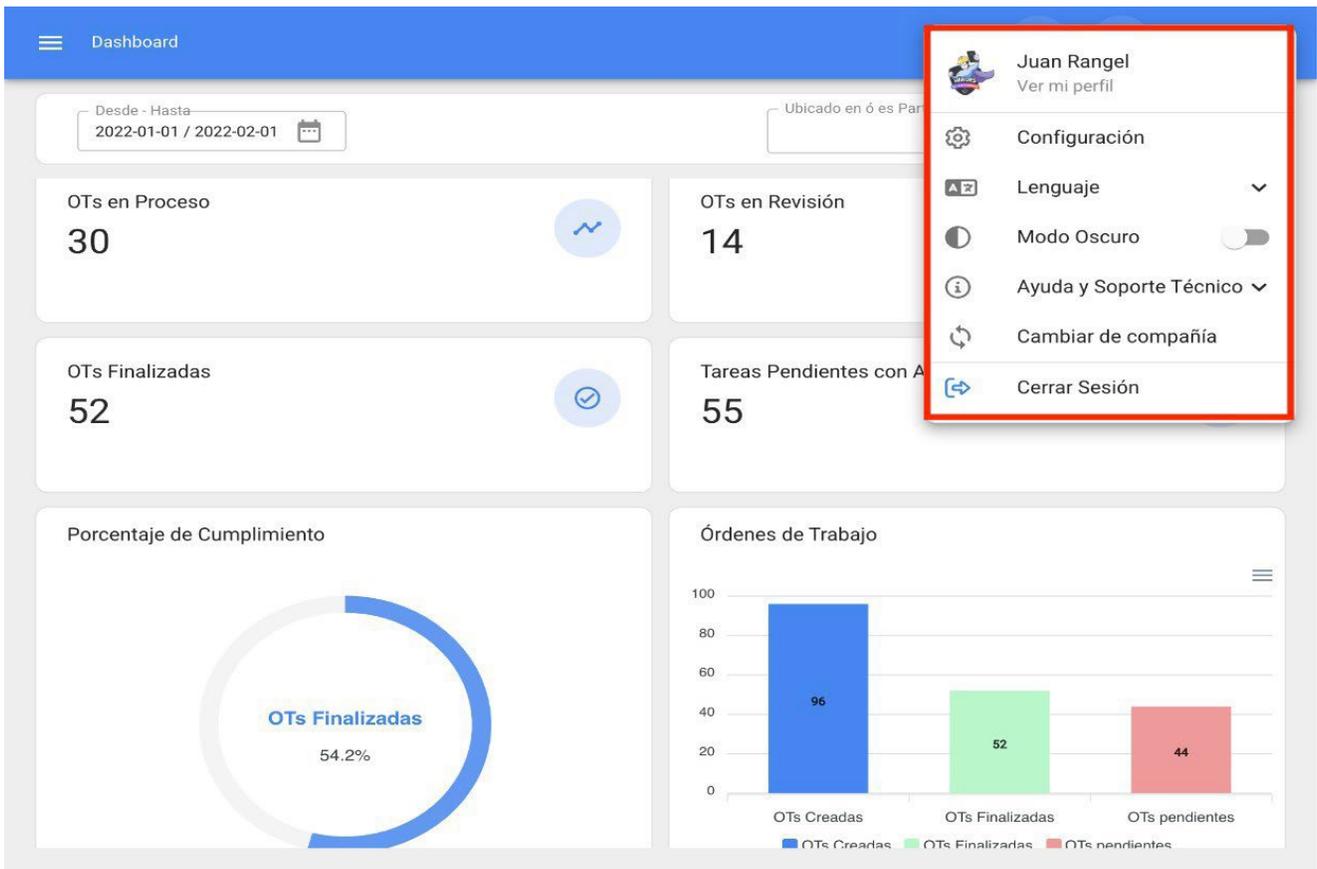
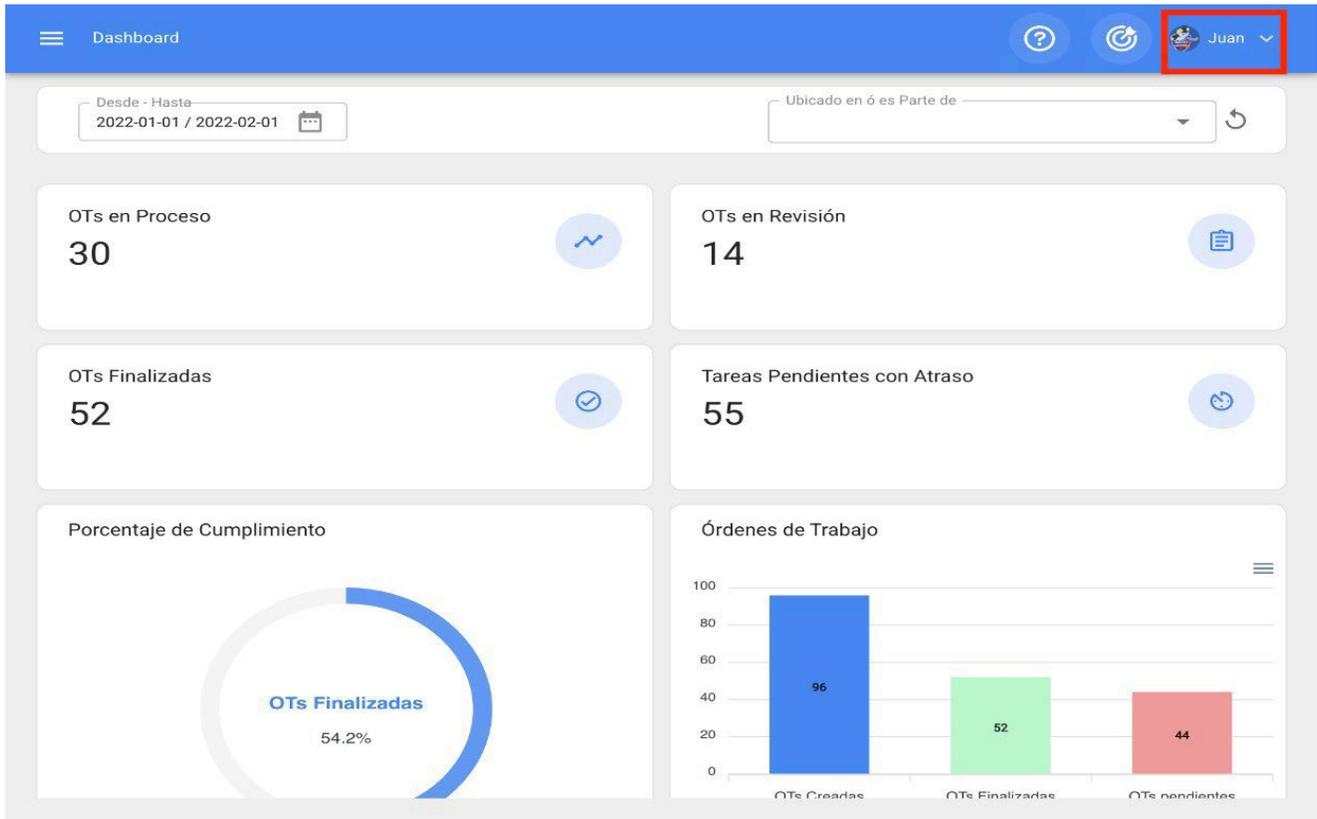


The main header bar is located all the time at the top of the platform and there you will have the following options:

- ◆ **Main Menu**
- ◆ **Guided Tour**
- ◆ **Super Finder**
- ◆ **Quick Action**
- ◆ **Option Menu**

## Options Menu

To enter the options menu you only have to click on the button with your name, which you will find on the upper right side of the platform.

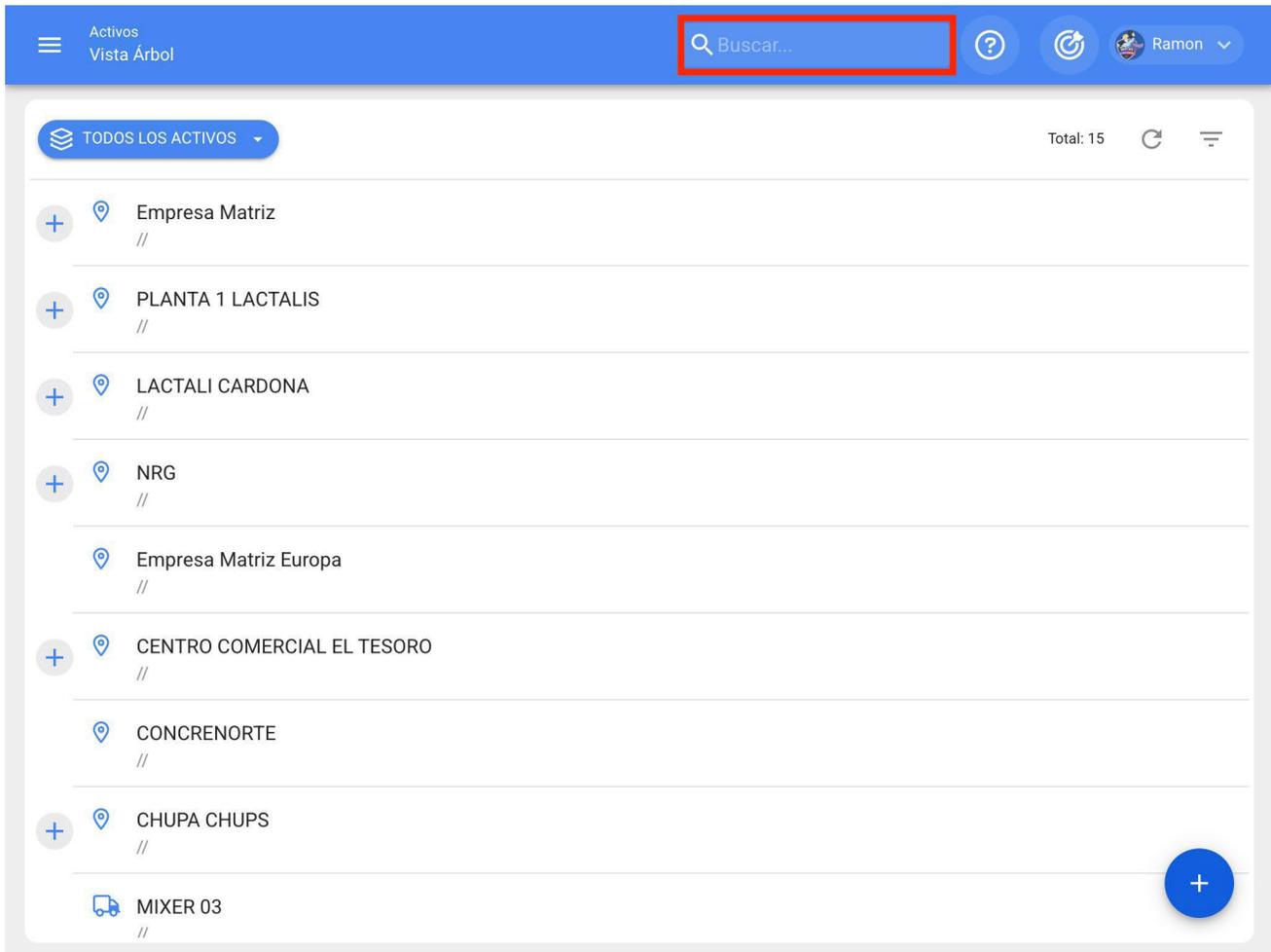


After clicking, a list with the following options will be displayed:

- ♦ **View my profile:** This option allows you to view in read mode the user profile of the person who performed the action.
- ♦ **Configuration:** Platform configuration module.
- ♦ **Language:** Option to select the language in which the platform will be displayed (English, Spanish, Portuguese Brazil, Portuguese, Galician, Catalan, Basque).
- ♦ **Dark Mode:** Option to select the dark display mode of the screen on the platform.
- ♦ **Help & Support:** Menu with links to online chat, technical support, help portal, tips, Fractal Academy and give access to support.
- ♦ **Change company:** Option that is activated by means of an add-on, which allows access to different Fractal contracted bases (independent bases) with the same access email for these accounts.
- ♦ **Logout:** Option for securely outgoing from the platform, closing your user session.

## Super Search Engine

---

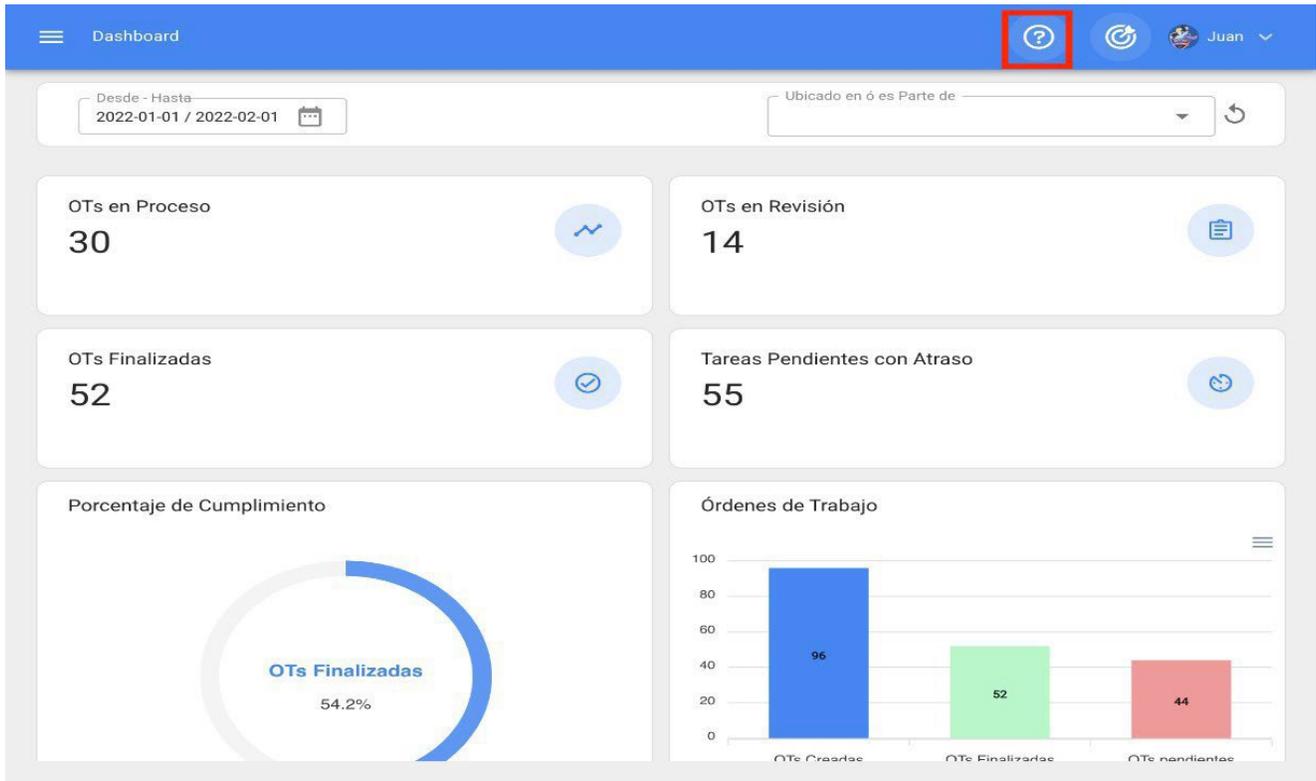


The super search engine is an advanced filter that you will find at the top right of the main header bar and that allows you to search in a general way on all the available fields of the module in which you find the information described in the filter.

**Note:** This filter is not applicable in the dashboard, nor in the assets tree view.

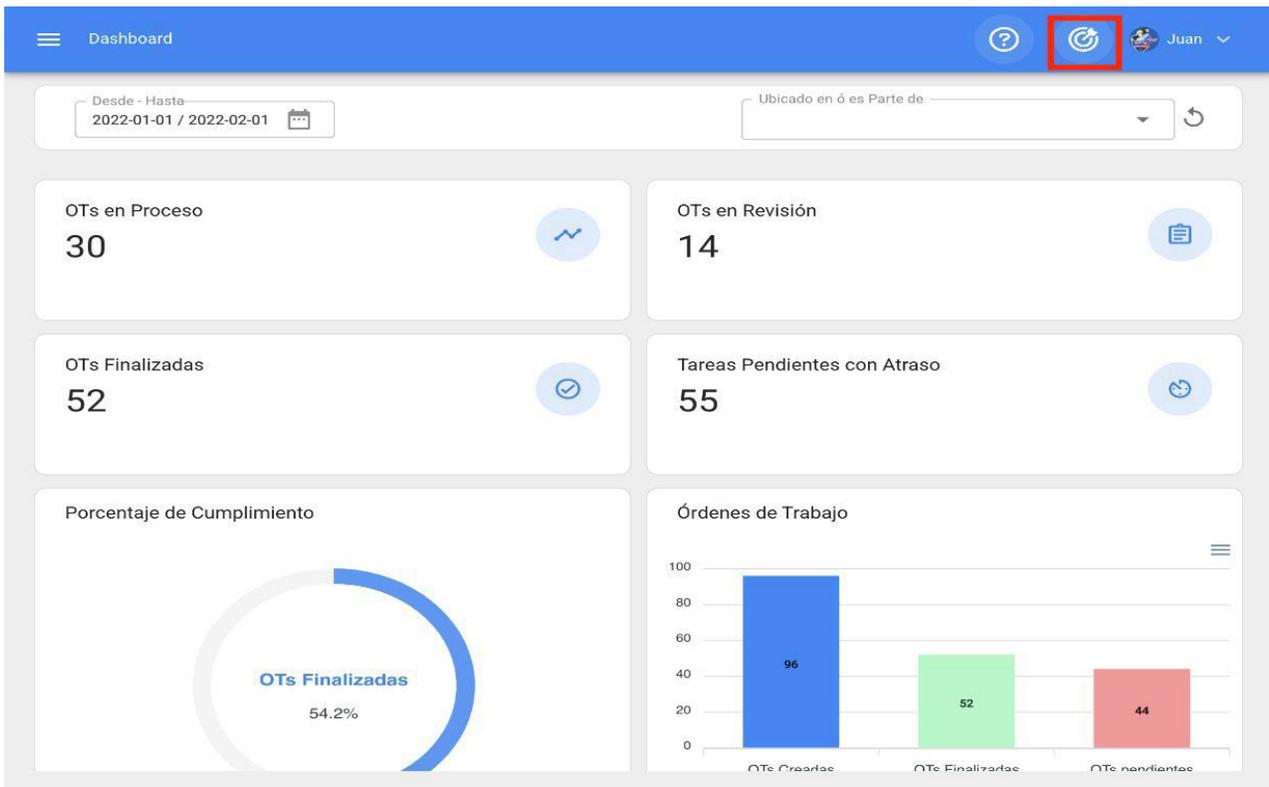
## Guided Tour

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The guided tour is a brief tour of the main aspects of the module in question with a short explanation of the module.

## Fast Action



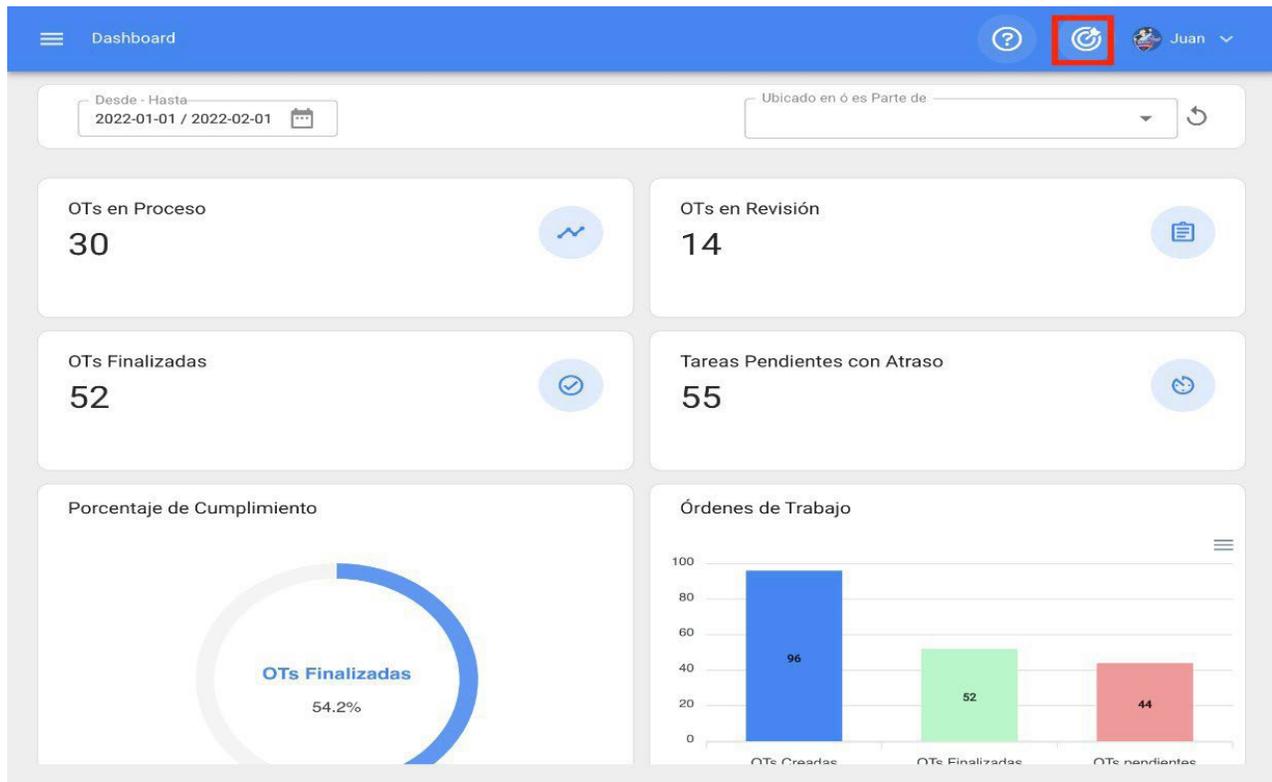
The quick action button is always available at the top right of the main header bar, this option allows you to quickly and easily add the following:

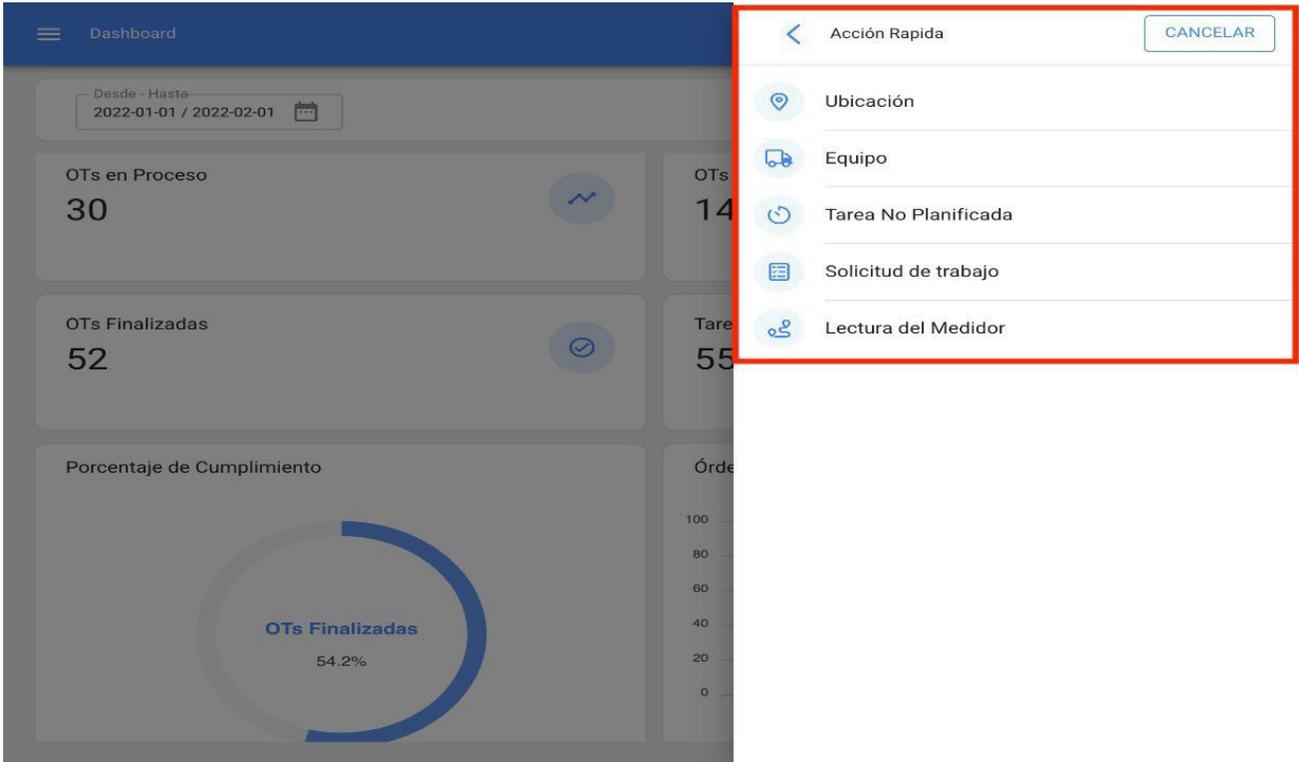
- ◆ **Location Type Assets**
- ◆ **Location Type Assets**
- ◆ **Equipment Type Assets**
- ◆ **Unplanned Tasks Work**
- ◆ **Request Meter Reading**

## How to make use of the Quick Action?

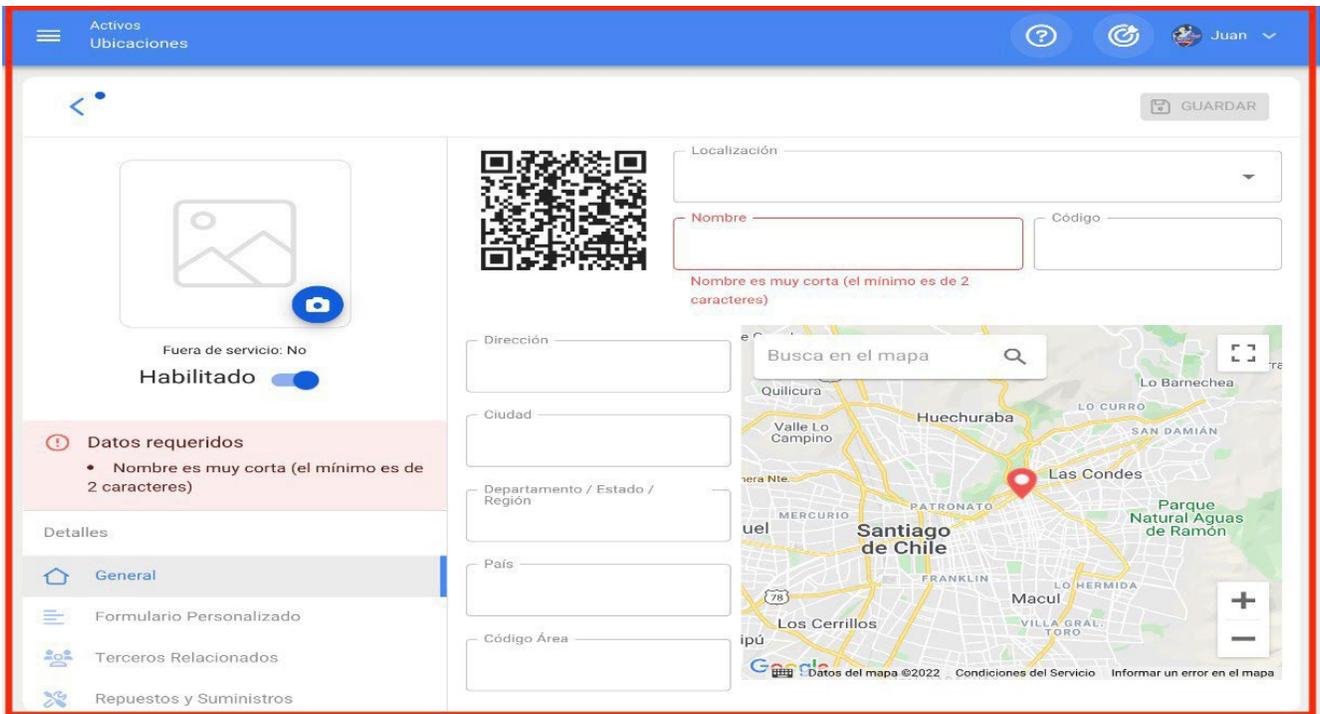
---

To add any of the available options, just click on the quick action button and the system will display a window of options.



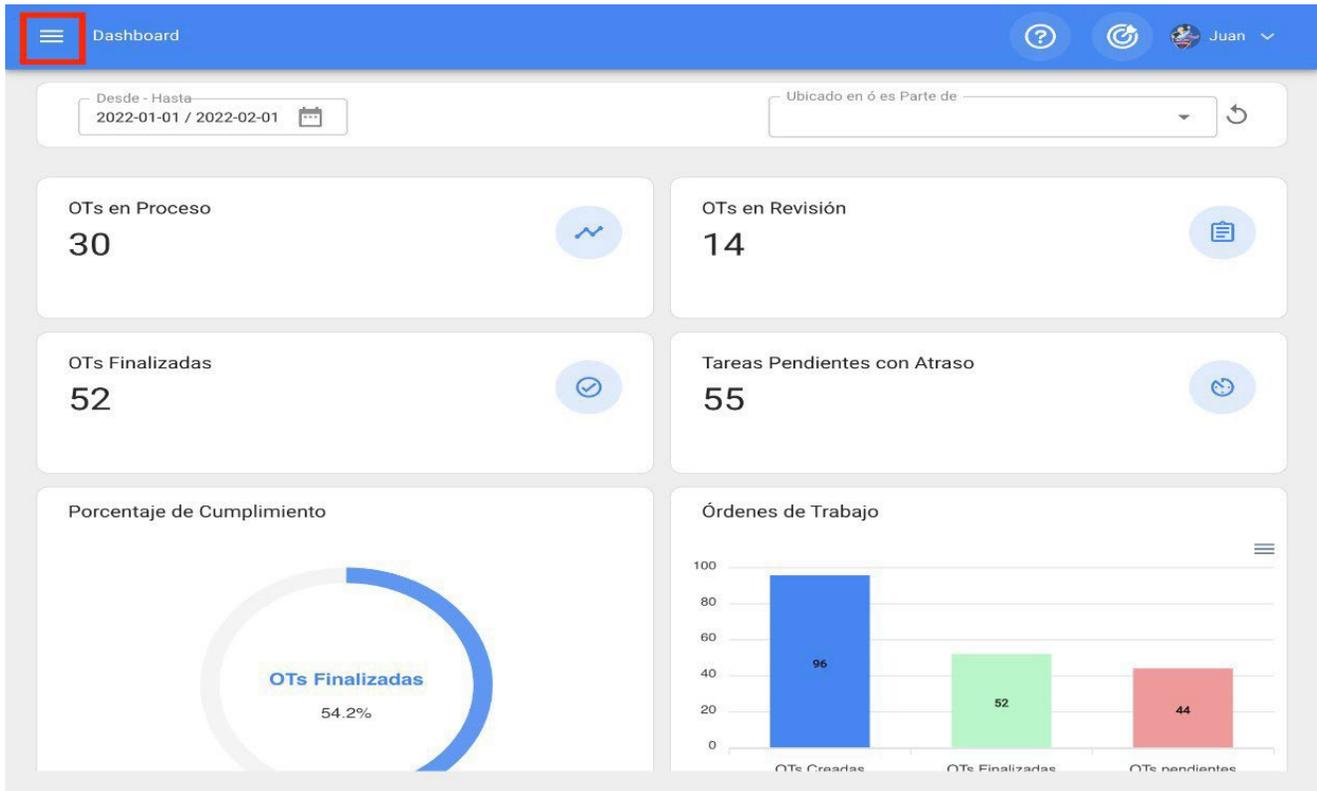


Finally, when you select the option you wish to add, the system will redirect you to the corresponding module to continue with the process; such as, for example, a location type asset.



## Main Menu:

To access the main menu, just click on the button on the top left of the main header bar of the platform.



When clicked, the system will display a new window with the list of modules that make up the main menu, along with user profile information, company name, latest version of the platform and direct link to the dashboard.

The side menu overlay displays the following information:

- Fractal one**
- Juan Rangel**  
 ricardo.rangel@fractal.com  
 Fractal APP (Demos)  
 4.5.28
- Catálogos**
  - Activos
  - Recursos Humanos
  - Terceros
- Almacenes**
- Tareas**
- Monitoreo**
- Automatizador**
- Inteligencia de Negocio**
- Disco Virtual**

This list is made up of the following modules:

- ♦ **Catalogs**
- ♦ **Warehouse**
- ♦ **Work**
- ♦ **management**
- ♦ **Monitoring**
- Dispatcher**
- ♦ **Business Intelligence**
- ♦ **Virtual Cloud Disk**
- ♦ **Requests**

# Massive import of information in Fractal

[help.fractal.com/en/articles/6014634-mass-importation-of-information-in-fractal](https://help.fractal.com/en/articles/6014634-mass-importation-of-information-in-fractal)

In Fractal One you can import your initial information massively through default Excel spreadsheets in the following modules:

- ♦ **Assets** (applies to all types of assets)
- ♦ **Inhouse personnel**
- ♦ **third parties**
- ♦ **Warehouses** (valid only for the initial import of stock) [Download Import forms](#)

[forms](#)

The screenshot shows the 'Equipos' (Assets) module in Fractal One. The interface includes a search bar, a user profile 'Juan', and a table of assets. A context menu is open over the table, with the 'Importar' option highlighted in red. The table has columns for 'Habilitado', 'Fuera de servicio...', and 'Descripción'. The 'Importar' option is the first one in the menu, followed by 'Eliminar Datos importados', 'Configuración de Campos', 'Clonar Activo', and 'Editar en Lote'.

	Habilitado	Fuera de servicio...	Descripción
<input type="checkbox"/>	Si	No	A245 CHEVROLET SPARK { PFV900F }
<input type="checkbox"/>	Si	No	A247 CHEVROLET SPARK CLASSIC 2017 { PFV78...
<input type="checkbox"/>	Si	No	A249 CHEVROLET SPARK CLASSIC 2019 { PFV78...
<input type="checkbox"/>	Si	No	A250 KIA SOUL KIA SOUL LX 2018 { PFV786E }
<input type="checkbox"/>	Si	No	A5_HEATER HAYWARD CSPAXI11 { V 240 }
<input type="checkbox"/>	Si	No	A5_PUMP HAYWARD REFURBISHED { MOTOR CE...
<input type="checkbox"/>	Si	No	A5_SAND FILTER MERUS 110510 { 16" }
<input type="checkbox"/>	Si	No	AA CIVILTA LENNOX LI012CO-180 { A006 }
<input type="checkbox"/>	Si	No	AA CIVILTA LENNOX LI018-180ERD { AA-001 }

# How to prepare the import form?

---

 [help.fractal.com/en/articles/6014636-as-preparing-import-template](https://help.fractal.com/en/articles/6014636-as-preparing-import-template)

The fields or descriptive headings of the columns in the import spreadsheets may vary depending on the module in which the import is to be performed. However, the basic principle is the same in all modules of the platform.

## **Example: Location sheets**

---

The location spreadsheets must be composed of columns containing the information shown in the table view, which are described below:

- ♦ **Name:** Corresponds to the name of the location to be added.
- ♦ **Address:** Corresponds to the physical address where the location is located.
- ♦ **City:** Corresponds to the City where the location is located.
- ♦ **Area Code:** Corresponds to the area code associated with the location to be added.
- ♦ **Department/ State/ Region:** Corresponds to the department, state or region of the location.
- ♦ **Country:** Corresponds to the country where the location to be registered is located.
- ♦ **Code:** Corresponds to the unique code to be assigned to the location. This field is of great relevance when locating other assets within the location and to perform analysis filters in the system. If there are no codes, an alternative is to enter the acronym "Act", followed by "Loc-"plus a correlative number, for example: **ACT.LOC-0001**.
- ♦ **Barcode:** Corresponds to the barcode assigned to the location.
- ♦ **Priority:** Corresponds to the priority of the location in the system. This priority must be placed numerically according to the following equivalence:

1 = Very High

2 = High

3 = Average

4 = Low

5 = Very Low

- ♦ **Type:** Corresponds to the categorization that will be given to the location in the system according to its type. This field is important to perform analysis filters in the system.
- ♦ **Classification 1:** Corresponds to a free field left by the platform for users to complete it with any type of information as required and taking into consideration that search filters can be performed by this field.
- ♦ **Classification 2:** As in classification 1, it corresponds to a free field left by the platform for users to complete it with any type of information as required and taking into consideration that search filters can be performed by this field.
- ♦ **Cost Center:** This is a referential value to the cost center associated with the location.
- ♦ **Notes:** Text type fields where you can add a note associated to the location.
- ♦ **Parent code (Located in or is part of):** Corresponds to the location where the asset is located within the system, taking into consideration the hierarchy that this represents for the visualization of the asset with respect to other users.

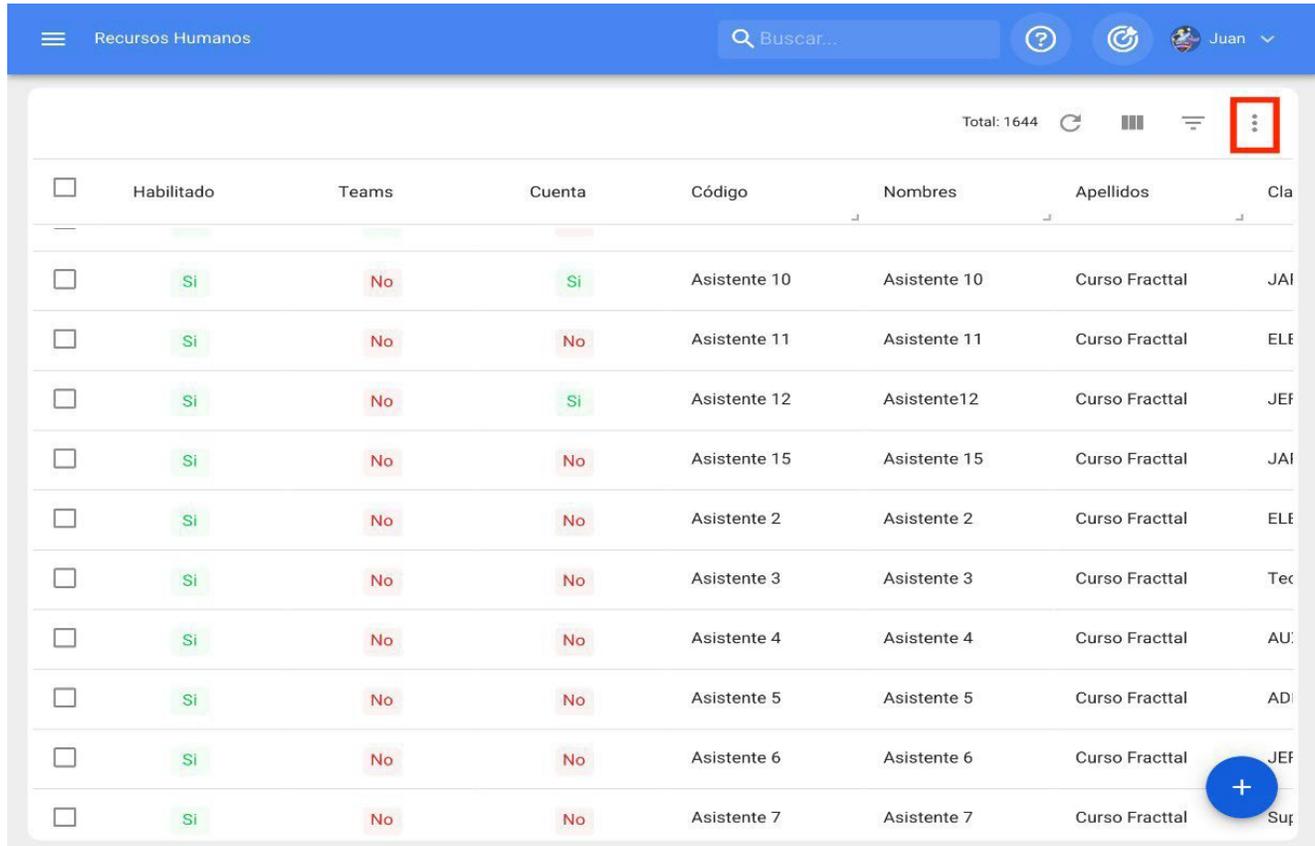
	A	B	C	D	E	F	G	H	I	J	K	L
	Nombre	Dirección	Ciudad	Departamento / Estado/ Region	Pais	Código del Activo	Tipo de Localizacion	Clasificación 1	Clasificación 2	Centro de Costo	Prioridad	Codigo del padre
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												

**Note:** In the case of having certain fields that do not apply to certain locations, for example, the area or city code for restrooms or offices, you can leave this field empty in the platform.

# How to perform an import in the modules of catalogs?

[help.fracttal.com/en/articles/6014656-how-to-do-an-import-into-catalog-modules](http://help.fracttal.com/en/articles/6014656-how-to-do-an-import-into-catalog-modules)

To import a catalog (whether it is an asset, human resource or third party), just enter the corresponding module and display the additional options menu.



The screenshot shows the 'Recursos Humanos' (Human Resources) module interface. At the top, there is a search bar labeled 'Buscar...' and a user profile for 'Juan'. Below the search bar, there is a table with columns: 'Habilitado', 'Teams', 'Cuenta', 'Código', 'Nombres', 'Apellidos', and 'Clasificación'. The table contains 10 rows of employee data. In the top right corner of the table area, there is a red box highlighting a vertical menu icon (three dots). In the bottom right corner of the table area, there is a blue circular button with a white plus sign, which is the 'Import' button.

	Habilitado	Teams	Cuenta	Código	Nombres	Apellidos	Clasificación
<input type="checkbox"/>	Si	No	Si	Asistente 10	Asistente 10	Curso Fracttal	JAI
<input type="checkbox"/>	Si	No	No	Asistente 11	Asistente 11	Curso Fracttal	ELE
<input type="checkbox"/>	Si	No	Si	Asistente 12	Asistente12	Curso Fracttal	JEF
<input type="checkbox"/>	Si	No	No	Asistente 15	Asistente 15	Curso Fracttal	JAI
<input type="checkbox"/>	Si	No	No	Asistente 2	Asistente 2	Curso Fracttal	ELE
<input type="checkbox"/>	Si	No	No	Asistente 3	Asistente 3	Curso Fracttal	Tec
<input type="checkbox"/>	Si	No	No	Asistente 4	Asistente 4	Curso Fracttal	AU
<input type="checkbox"/>	Si	No	No	Asistente 5	Asistente 5	Curso Fracttal	AD
<input type="checkbox"/>	Si	No	No	Asistente 6	Asistente 6	Curso Fracttal	JEF
<input type="checkbox"/>	Si	No	No	Asistente 7	Asistente 7	Curso Fracttal	Sup

Then click on the "Import" option and the system will open a window where you can drag or select the Excel file with the import spreadsheet already completed.

Recursos Humanos

Buscar...

Juan

<input type="checkbox"/>	Habilitado	Teams	Cuenta	Código	Nombre			
<input type="checkbox"/>	Si	No	No	7	Aaron			
<input type="checkbox"/>	Si	No	No	17/6/19-2	Aaron			
<input type="checkbox"/>	Si	No	No	11223344	ABEL	ACOSTA	INC	
<input type="checkbox"/>	Si	No	No	DEMO 12 11 18	Abraham	Sierra		
<input type="checkbox"/>	Si	No	No	15/6/20	Abraham	Dias		
<input type="checkbox"/>	Si	No	No		Abram	Garcia		
<input type="checkbox"/>	Si	No	No	89	Adan	Mayen	Téc	
<input type="checkbox"/>	Si	No	No	DEMO	Adrian	Barrones	GEI	
<input type="checkbox"/>	Si	No	No	DEMO	Adriana	Hernandez	GEI	
<input type="checkbox"/>	Si	Si	No	7702-AGES	AGUSTIN	ESQUERRA	ME	

Imprimir

Exportar

Exportar masivamente

Importar

Eliminar Datos importados

Recursos Humanos

Importar Recursos Humanos

AYUDA

<input type="checkbox"/>	Habilitado	Teams	Cuenta	Código
<input type="checkbox"/>	Si	No	No	7
<input type="checkbox"/>	Si	No	No	17/6/1
<input type="checkbox"/>	Si	No	No	11223
<input type="checkbox"/>	Si	No	No	DEMO
<input type="checkbox"/>	Si	No	No	15/6/2
<input type="checkbox"/>	Si	No	No	89
<input type="checkbox"/>	Si	No	No	DEMO
<input type="checkbox"/>	Si	No	No	DEMO
<input type="checkbox"/>	Si	Si	No	7702-4

Arrastre o clic para examinar

LIMPIAR

IMPORTAR

Once the file has been uploaded, the header title of the columns of the spreadsheet must match the text quoted in each box corresponding to the descriptive fields within the platform.

The screenshot shows the 'Importar Recursos Humanos' form with a dropdown menu open. The dropdown menu lists the following options: ...Limpiar, Nombres, Apellidos, Codigo, Puesto, Escolaridad, Especialidad, Fecha de ingreso, Email, Direccion, Pais, Ciudad, Departamento / Estado / Región, Telefono Fijo, Telefono Movil, and Origen.

The screenshot shows the 'Importar Recursos Humanos' form with all fields linked. The fields are: Ubicado en ó es Parte de, Código (linked to Codigo), Nombres (linked to Nombres), Apellidos (linked to Apellidos), Clasificación 1 (linked to Escolaridad), Clasificación 2 (linked to Especialidad), Email (linked to Email), and Valor Hora Ordinaria (linked to Puesto). At the bottom, there are buttons for LIMPIAR and IMPORTAR.

When all the columns are linked, just click on the "import" option and the system will load the import spreadsheet. At the end of the import, the system will automatically generate an import code that can be used in case you want to delete the imported information for any reason (this code is displayed on the screen and sent to the email of the user who made the import).

Recursos Humanos

Importar Recursos Humanos AYUDA

Ubicado en ó es Parte de

Código

Nombres

Apellidos

Clasificación 1

Clasificación 2

Email

Valor Hora Ordinaria

LIMPIAR IMPORTAR

Habilitado	Teams	Cuenta	Código	
<input type="checkbox"/>	Si	No	No	7
<input type="checkbox"/>	Si	No	No	17/6/1
<input type="checkbox"/>	Si	No	No	11223
<input type="checkbox"/>	Si	No	No	DEMO
<input type="checkbox"/>	Si	No	No	15/6/2
<input type="checkbox"/>	Si	No	No	89
<input type="checkbox"/>	Si	No	No	DEMO
<input type="checkbox"/>	Si	No	No	DEMO
<input type="checkbox"/>	Si	Si	No	7702-4

Recursos Humanos Buscar... Juan

Total: 1644

Información

Guarde este código: 8SUH76R7TO Lo podrías necesitar para revertir los datos importados.

Código  
8SUH76R7TO

CERRAR

Habilitado	Teams	Cuenta	Código	Nombres	Apellidos	Clasificación	
<input type="checkbox"/>	Si	No	No	Aaron	Delatorre Perez		
<input type="checkbox"/>	Si				Cortes		
<input type="checkbox"/>	Si				ACOSTA	INC	
<input type="checkbox"/>	Si				Sierra		
<input type="checkbox"/>	Si				Días		
<input type="checkbox"/>	Si				Garcia		
<input type="checkbox"/>	Si	No	No	89	Adan	Mayen	Téc
<input type="checkbox"/>	Si	No	No	DEMO	Adrian	Barrones	GEI
<input type="checkbox"/>	Si	No	No	DEMO	Adriana	Hernandez	GEI
<input type="checkbox"/>	Si	Si	No	7702-AGES	AGUSTIN	ESQUERRA	ME

**Note:** This process is performed analogously for all asset, inhouse personnel and third parties modules.

## Considerations

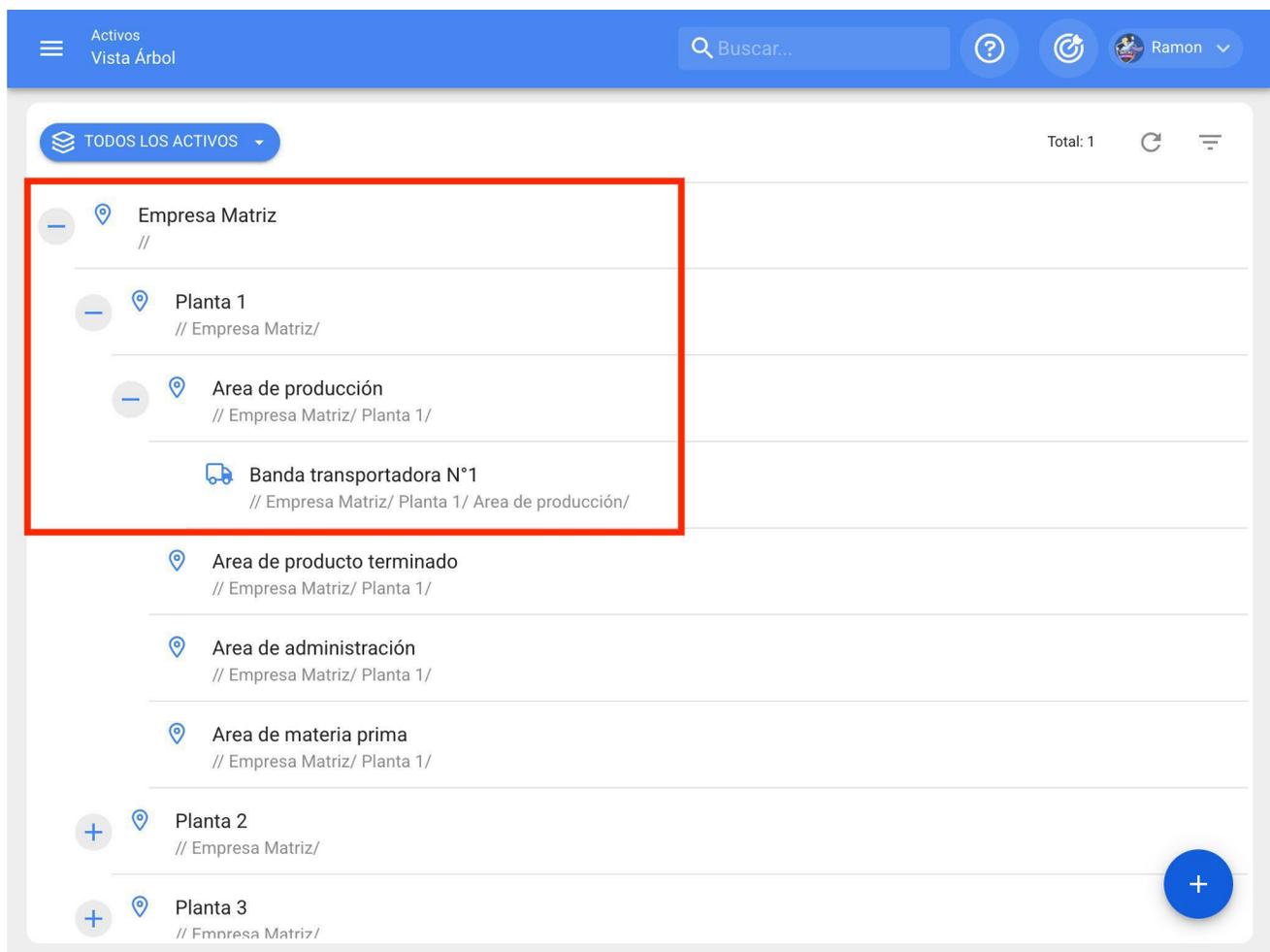
- ◆ Imports are made through Excel spreadsheets, which should not have formulas, hidden columns or special characters (as this may cause problems when loading the information into the system).
- ◆ Users must be clear about the fields they will use in the system to record the information associated with their assets, since these descriptive fields will be used as column headers in the spreadsheets, which must subsequently match the Fractal columns (in the list views).
- ◆ If you do not need to use or complete certain fields (which are used in the platform to import information) it will not be necessary to add them as columns in the spreadsheet, since when importing, these fields will simply appear empty.
- ◆ There can be no duplicate codes for assets.
- ◆ Imports in the warehouse module only apply to the "stock" tab.
- ◆ Imports in the asset, inhouse personnel and third parties modules only apply to the information contained in the "general" tab.

# How to import assets hierarchically from an import template?

[help.fractal.com/en/articles/6014660-how-to-hierarchically-import-assets-from-an-import-template](https://help.fractal.com/en/articles/6014660-how-to-hierarchically-import-assets-from-an-import-template)

When importing assets, inhouse personnel and third parties, they can be loaded in a structured and hierarchical way through the unique codes of each one, for this purpose the spreadsheets must be organized making use of the Parent Code field (Located in or is Part of).

**Example:** If we want to build a hierarchical structure in the system that is composed as follows.



Two imports must be performed (one for locations and one for equipment), as imports are currently performed from the module of each type of asset.

In which case, we only need to complete the spreadsheets with the asset information and then import them into the system (for both equipment and locations).

	A	B	C	D	E	F	G	L
	Nombre	Dirección	Ciudad	Departamento / Estado / Region	Pais	Código del Activo	Tipo de Localizacion	Es Parte de
1	Empresa Matriz	Pedro de valdivia 291	Santiago	RM	Chile	A1	Empresa	
2	Planta 1	Pedro de valdivia 292	Maule	Región del Maule	Talca	A1-Planta1	Planta	A1
3	Area de producción	Pedro de valdivia 293	Maule	Región del Maule	Talca	A1-Planta1-AP	Produccion	A1-Planta1
4	Area de producto terminado	Pedro de valdivia 294	Maule	Región del Maule	Talca	A1-Planta1-PT	P Terminado	A1-Planta1
5	Area de administración	Pedro de valdivia 295	Maule	Región del Maule	Talca	A1-Planta1-AD	Administrativo	A1-Planta1
6	Area de materia prima	Pedro de valdivia 296	Maule	Región del Maule	Talca	A1-Planta1-MP	Materia prima	A1-Planta1
7	Planta 2	Pedro de valdivia 297	Concepción	Región del Biobío	Concepción	A1-Planta2	Planta	A1
8	Area de producción	Pedro de valdivia 298	Concepción	Región del Biobío	Concepción	A1-Planta2-AP	Produccion	A1-Planta2
9	Area de producto terminado	Pedro de valdivia 299	Concepción	Región del Biobío	Concepción	A1-Planta2-PT	P Terminado	A1-Planta2
10	Area de administración	Pedro de valdivia 300	Concepción	Región del Biobío	Concepción	A1-Planta2-AD	Administrativo	A1-Planta2
11	Area de materia prima	Pedro de valdivia 301	Concepción	Región del Biobío	Concepción	A1-Planta2-MP	Materia prima	A1-Planta2
12	Planta 3	Pedro de valdivia 302	Arica	Región de Tarapacá	Arica	A1-Planta3	Planta	A1
13	Area de producción	Pedro de valdivia 303	Arica	Región de Tarapacá	Arica	A1-Planta3-AP	Produccion	A1-Planta3
14	Area de producto terminado	Pedro de valdivia 304	Arica	Región de Tarapacá	Arica	A1-Planta3-PT	P Terminado	A1-Planta3
15	Area de administración	Pedro de valdivia 305	Arica	Región de Tarapacá	Arica	A1-Planta3-AD	Administrativo	A1-Planta3
16	Area de materia prima	Pedro de valdivia 306	Arica	Región de Tarapacá	Arica	A1-Planta3-MP	Materia prima	A1-Planta3
17								

However, when filling out the forms, the following points should be taken into consideration when entering the codes (the asset's own codes, together with their parent codes):

The rows of the spreadsheet must be sorted in descending order. In other words, the parent location or asset must be loaded first and then the children (the spreadsheets are loaded in the system from top to bottom, taking into consideration the order of the codes).

	Nombre	Código	Ubicado en ó es Parte de
<b>Padre</b> →	EMPRESA MATRIZ	A1	
<b>Hijo</b> →	PLANTA 1	A1-Planta	A1
<b>Nieto</b> →	ÁREA DE PRODUCCIÓN	A1-Planta-AP	A1-Planta

The parent code column (Located in or is Part of), must contain the immediate parent of the asset in question, so that the system recognizes where the asset should be located on the platform.

Nombre	Código	Ubicado en ó es Parte de
EMPRESA MATRIZ	A1	
PLANTA 1	A1-Planta	A1
ÁREA DE PRODUCCIÓN	A1-Planta-AP	A1-Planta

For equipment that is located in a particular location in the system, first the locations must be loaded and then the equipment. Keep in mind that the parent codes of the equipment correspond to the codes of the locations where they are located.

## Ubicaciones

Nombre	Código	Ubicado en ó es Parte de
EMPRESA MATRIZ	A1	
PLANTA 1	A1-Planta	A1
ÁREA DE PRODUCCIÓN	A1-Planta-AP	A1-Planta

## Equipos

Nombre	Código	Ubicado en ó es Parte de
BANDA TRANSPORTADORA N°1	A1-Planta-AP-BT1	A1-Planta-AP
BANDA TRANSPORTADORA N°2	A1-Planta-AP-BT2	A1-Planta-AP

Finally, after performing the imports shown, this hierarchical structure can be visualized from the assets tree view.

The screenshot shows the 'Activos Vista Árbol' interface. The top navigation bar includes 'Activos Vista Árbol', a search bar, and user information 'Ramon'. Below the navigation, there is a filter 'TODOS LOS ACTIVOS' and a 'Total: 1' indicator. The main content area displays a hierarchical tree of assets:

- Empresa Matriz
  - Planta 1
    - Area de producción
      - Banda transportadora N°1
- Area de producto terminado
- Area de administración
- Area de materia prima
- Planta 2
- Planta 3

A red box highlights the path: Empresa Matriz > Planta 1 > Area de producción > Banda transportadora N°1.

# How to remove imported data : Fractal One

[help.fractal.com/en/articles/6014685-as-delete-imported-data](http://help.fractal.com/en/articles/6014685-as-delete-imported-data)

To delete the data that has been imported, just enter the module where the import was performed and display the menu of options additions.

The screenshot shows the 'EQUIPOS' module in the Fractal One system. The interface includes a search bar, a user profile 'Juan', and a table of equipment data. A red box highlights the 'More options' menu icon in the top right corner of the table area.

<input type="checkbox"/>	Habilitado	Fuera de servicio...	Descripción	Código	NOMBRE
<input type="checkbox"/>	Si	Si	005-RPC-CGN { 1002602 }	1002602	005-RPC-CGN
<input type="checkbox"/>	Si	No	007-RPC-CGN { 1002603 }	1002603	007-RPC-CGN
<input type="checkbox"/>	Si	No	009-RPC-CGN { 1002604 }	1002604	009-RPC-CGN
<input type="checkbox"/>	Si	No	011-RPC-CGN { 1002605 }	1002605	011-RPC-CGN
<input type="checkbox"/>	Si	No	014-RPC-CGN { 1002606 }	1002606	014-RPC-CGN
<input type="checkbox"/>	Si	No	016-RPC-CGN { 1002607 }	1002607	016-RPC-CGN
<input type="checkbox"/>	Si	No	018-RPC-CGN { 1002608 }	1002608	018-RPC-CGN
<input type="checkbox"/>	Si	No	021-RPC-CGN { 1002609 }	1002609	021-RPC-CGN
<input type="checkbox"/>	Si	No	023-RPC-CGN { 1002610 }	1002610	023-RPC-CGN

Then click on "delete imported data" and the system will request the import code that was generated at the time of the import (this code was sent by e-mail to the user who performed the import), to finally validate the deletion process and perform the deletion of the data.

Recursos Humanos

Buscar...

Juan

<input type="checkbox"/>	Habilitado	Teams	Cuenta	Código	Nombre
<input type="checkbox"/>	Si	Si	No	Asistente 1	Asisten
<input type="checkbox"/>	Si	No	Si	Asistente 10	Asisten
<input type="checkbox"/>	Si	No	No	Asistente 11	Asistente 11
<input type="checkbox"/>	Si	No	Si	Asistente 12	Asistente12
<input type="checkbox"/>	Si	No	No	Asistente 15	Asistente 15
<input type="checkbox"/>	Si	No	No	Asistente 2	Asistente 2
<input type="checkbox"/>	Si	No	No	Asistente 3	Asistente 3
<input type="checkbox"/>	Si	No	No	Asistente 4	Asistente 4
<input type="checkbox"/>	Si	No	No	Asistente 5	Asistente 5
<input type="checkbox"/>	Si	No	No	Asistente 6	Asistente 6

Imprimir

Exportar

Exportar masivamente

Importar

**Eliminar Datos importados**

Recursos Humanos

Buscar...

Juan

Total: 1663

<input type="checkbox"/>	Habilitado	Teams	Cuenta	Código	Nombres	Apellidos	Cla
<input type="checkbox"/>	Si	No	No	7	Aaron	Delatorre Perez	
<input type="checkbox"/>	Si	No	No	17/0/12-2	Aaron	Cortes	
<input type="checkbox"/>	Si	No	No		ABEL	ACOSTA	INC
<input type="checkbox"/>	Si	No	No		Abraham	Sierra	
<input type="checkbox"/>	Si	No	No		Abraham	Dias	
<input type="checkbox"/>	Si	No	No		Abram	Garcia	
<input type="checkbox"/>	Si	No	No	89	Adan	Mayen	Téc
<input type="checkbox"/>	Si	No	No	DEMO	Adrian	Barrones	GEI
<input type="checkbox"/>	Si	No	No	DEMO	Adriana	Hernandez	GEI
<input type="checkbox"/>	Si	Si	No	7702-AGES	AGUSTIN	ESQUERRA	ME

Eliminar Datos importados

Ingrese el código:  
RRTG465Y

CANCELAR ELIMINAR

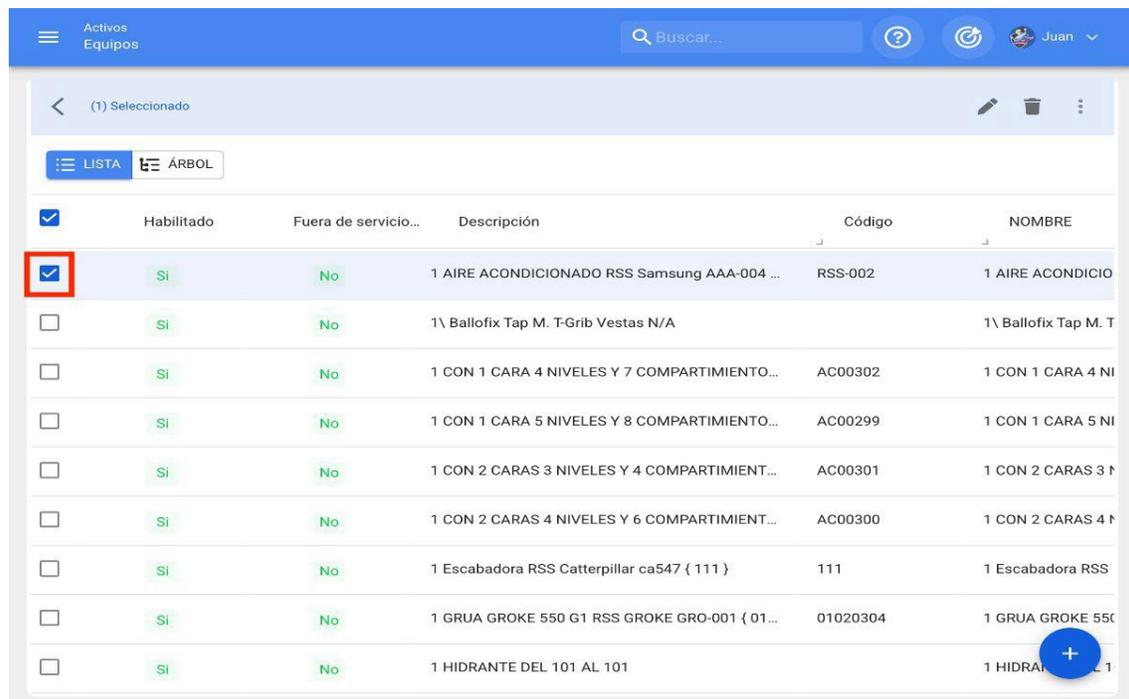
# How to export information in Fractal?

[help.fractal.com/en/articles/6014700-as-export-information-in-fractal](http://help.fractal.com/en/articles/6014700-as-export-information-in-fractal)

The platform offers the option to export information on an ad hoc or mass basis, as explained below:

## Export selected information

To use this export option, you must enter the module from which you want to export the information (this option is available in almost all modules of the platform) and then make the selection.



The screenshot shows the 'Activos Equipos' module in the Fractal platform. The interface includes a search bar, user profile, and navigation options. A table lists various equipment items with columns for 'Habilitado', 'Fuera de servicio...', 'Descripción', 'Código', and 'NOMBRE'. The first item, '1 AIRE ACONDICIONADO RSS Samsung AAA-004 ...', is selected, indicated by a red box around its checkbox. A blue '+' button is visible at the bottom right of the table.

<input checked="" type="checkbox"/>	Habilitado	Fuera de servicio...	Descripción	Código	NOMBRE
<input checked="" type="checkbox"/>	Si	No	1 AIRE ACONDICIONADO RSS Samsung AAA-004 ...	RSS-002	1 AIRE ACONDICIO
<input type="checkbox"/>	Si	No	1\ Ballofix Tap M. T-Grib Vestas N/A		1\ Ballofix Tap M. T
<input type="checkbox"/>	Si	No	1 CON 1 CARA 4 NIVELES Y 7 COMPARTIMIENTO...	AC00302	1 CON 1 CARA 4 NI
<input type="checkbox"/>	Si	No	1 CON 1 CARA 5 NIVELES Y 8 COMPARTIMIENTO...	AC00299	1 CON 1 CARA 5 NI
<input type="checkbox"/>	Si	No	1 CON 2 CARAS 3 NIVELES Y 4 COMPARTIMENT...	AC00301	1 CON 2 CARAS 3 P
<input type="checkbox"/>	Si	No	1 CON 2 CARAS 4 NIVELES Y 6 COMPARTIMENT...	AC00300	1 CON 2 CARAS 4 N
<input type="checkbox"/>	Si	No	1 Escabadora RSS Catterpillar ca547 { 111 }	111	1 Escabadora RSS
<input type="checkbox"/>	Si	No	1 GRUA GROKE 550 G1 RSS GROKE GRO-001 { 01...	01020304	1 GRUA GROKE 550
<input type="checkbox"/>	Si	No	1 HIDRANTE DEL 101 AL 101		1 HIDRANTE DEL 101

Then, the additional options menu must be displayed and click on "Export" to download the information in an Excel file (.xlsx format).

Activos Equipos

Buscar...

(1) Seleccionado

LISTA ÁRBOL

<input checked="" type="checkbox"/>	Habilitado	Fuera de servicio...	Descripción	Código	NOMBRE
<input checked="" type="checkbox"/>	Si	No	1 AIRE ACONDICIONADO RSS Samsung AAA-004 ...	RSS-002	1 AIRE ACONDICIO
<input type="checkbox"/>	Si	No	1\ Ballofix Tap M. T-Grib Vestas N/A		1\ Ballofix Tap M. T
<input type="checkbox"/>	Si	No	1 CON 1 CARA 4 NIVELES Y 7 COMPARTIMIENTO...	AC00302	1 CON 1 CARA 4 NI
<input type="checkbox"/>	Si	No	1 CON 1 CARA 5 NIVELES Y 8 COMPARTIMIENTO...	AC00299	1 CON 1 CARA 5 NI
<input type="checkbox"/>	Si	No	1 CON 2 CARAS 3 NIVELES Y 4 COMPARTIEMT...	AC00301	1 CON 2 CARAS 3 N
<input type="checkbox"/>	Si	No	1 CON 2 CARAS 4 NIVELES Y 6 COMPARTIEMT...	AC00300	1 CON 2 CARAS 4 N
<input type="checkbox"/>	Si	No	1 Escabadora RSS Catterpillar ca547 { 111 }	111	1 Escabadora RSS
<input type="checkbox"/>	Si	No	1 GRUA GROKE 550 G1 RSS GROKE GRO-001 { 01...	01020304	1 GRUA GROKE 550
<input type="checkbox"/>	Si	No	1 HIDRANTE DEL 101 AL 101		1 HIDRANTE DEL 101

Activos Equipos

Buscar...

(1) Seleccionado

LISTA ÁRBOL

<input checked="" type="checkbox"/>	Habilitado	Fuera de servicio...	Descripción	Código	NOMBRE
<input type="checkbox"/>	Si	Si	005-RPC-CGN { 1002602 }		
<input type="checkbox"/>	Si	No	007-RPC-CGN { 1002603 }		
<input type="checkbox"/>	Si	No	009-RPC-CGN { 1002604 }		
<input type="checkbox"/>	Si	No	011-RPC-CGN { 1002605 }		
<input type="checkbox"/>	Si	No	014-RPC-CGN { 1002606 }	1002606	014-RPC-CGN
<input type="checkbox"/>	Si	No	016-RPC-CGN { 1002607 }	1002607	016-RPC-CGN
<input type="checkbox"/>	Si	No	018-RPC-CGN { 1002608 }	1002608	018-RPC-CGN
<input type="checkbox"/>	Si	No	021-RPC-CGN { 1002609 }	1002609	021-RPC-CGN
<input type="checkbox"/>	Si	No	023-RPC-CGN { 1002610 }	1002610	023-RPC-CGN

- Imprimir
- Exportar**
- Exportar masivamente
- Imprimir QR
- Importar
- Eliminar Datos importados
- Configuración de Campos
- Clonar Activo
- Editar en Lote

## Massive export

To perform a massive export, you only have to enter the module in question and display the menu of additional options to finally click on "Mass export".

Activos Equipos

Buscar...

EQUIPOS

Total: 11198

LISTA ÁRBOL

	Habilitado	Fuera de servicio...	Descripción	Código	NOMBRE
<input type="checkbox"/>	Si	Si	005-RPC-CGN { 1002602 }	1002602	005-RPC-CGN
<input type="checkbox"/>	Si	No	007-RPC-CGN { 1002603 }	1002603	007-RPC-CGN
<input type="checkbox"/>	Si	No	009-RPC-CGN { 1002604 }	1002604	009-RPC-CGN
<input type="checkbox"/>	Si	No	011-RPC-CGN { 1002605 }	1002605	011-RPC-CGN
<input type="checkbox"/>	Si	No	014-RPC-CGN { 1002606 }	1002606	014-RPC-CGN
<input type="checkbox"/>	Si	No	016-RPC-CGN { 1002607 }	1002607	016-RPC-CGN
<input type="checkbox"/>	Si	No	018-RPC-CGN { 1002608 }	1002608	018-RPC-CGN
<input type="checkbox"/>	Si	No	021-RPC-CGN { 1002609 }	1002609	021-RPC-CGN
<input type="checkbox"/>	Si	No	023-RPC-CGN { 1002610 }	1002610	023-RPC-CGN

Activos Equipos

Buscar...

EQUIPOS

LISTA ÁRBOL

	Habilitado	Fuera de servicio...	Descripción	Código	NOMBRE
<input type="checkbox"/>	Si	Si	005-RPC-CGN { 1002602 }	1002602	005-RPC-CGN
<input type="checkbox"/>	Si	No	007-RPC-CGN { 1002603 }	1002603	007-RPC-CGN
<input type="checkbox"/>	Si	No	009-RPC-CGN { 1002604 }	1002604	009-RPC-CGN
<input type="checkbox"/>	Si	No	011-RPC-CGN { 1002605 }	1002605	011-RPC-CGN
<input type="checkbox"/>	Si	No	014-RPC-CGN { 1002606 }	1002606	014-RPC-CGN
<input type="checkbox"/>	Si	No	016-RPC-CGN { 1002607 }	1002607	016-RPC-CGN
<input type="checkbox"/>	Si	No	018-RPC-CGN { 1002608 }	1002608	018-RPC-CGN
<input type="checkbox"/>	Si	No	021-RPC-CGN { 1002609 }	1002609	021-RPC-CGN
<input type="checkbox"/>	Si	No	023-RPC-CGN { 1002610 }	1002610	023-RPC-CGN

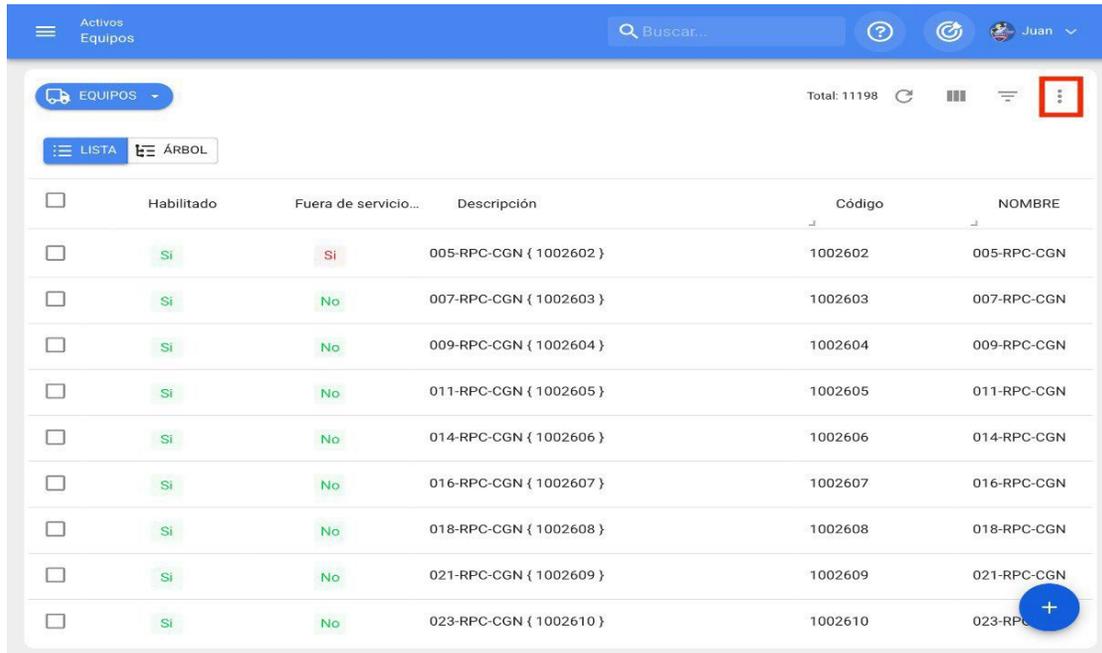
- Imprimir
- Exportar
- Exportar masivamente**
- Imprimir QR
- Importar
- Eliminar Datos importados
- Configuración de Campos
- Clonar Activo
- Editar en Lote

When clicked, the system will generate an Excel file (.xlsx format) with all the information displayed on the platform.

# Additional options menu : Fractal One

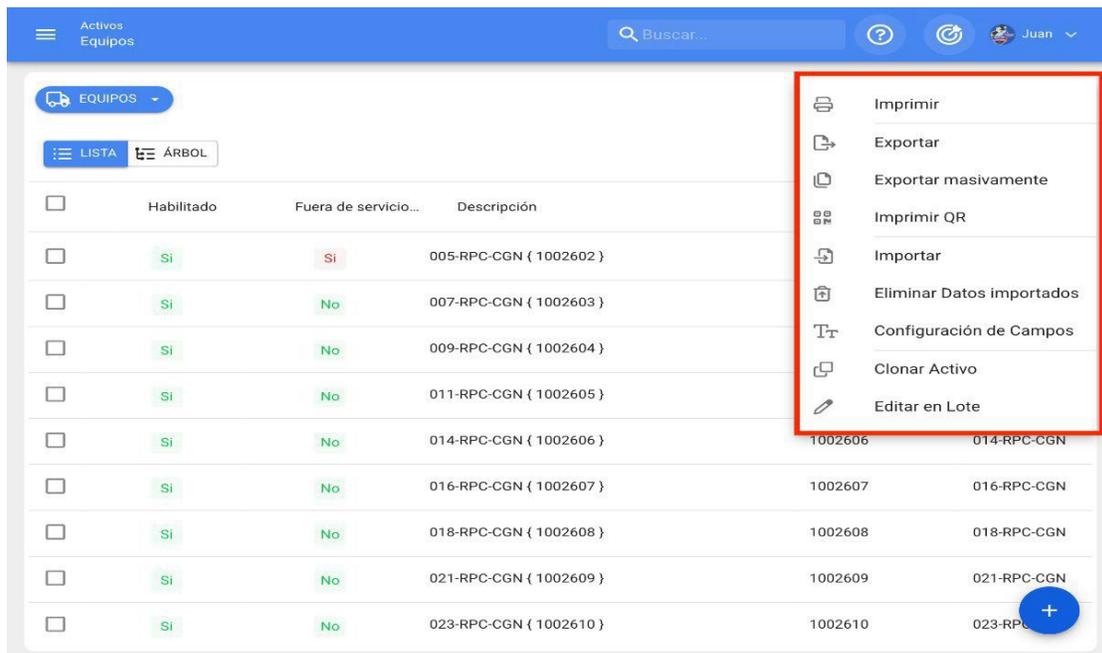
[help.fractal.com/en/articles/6014716-additional-options-menu](http://help.fractal.com/en/articles/6014716-additional-options-menu)

To enter the menu, click on the options button at the top right of the assets window, then all the functionalities available in the menu will be displayed.



The screenshot shows the 'EQUIPOS' (Assets) module in Fractal One. The interface includes a search bar, a user profile 'Juan', and a table of assets. A red box highlights the options menu icon (three vertical dots) in the top right corner of the table area.

	Habilitado	Fuera de servicio...	Descripción	Código	NOMBRE
<input type="checkbox"/>	Si	Si	005-RPC-CGN { 1002602 }	1002602	005-RPC-CGN
<input type="checkbox"/>	Si	No	007-RPC-CGN { 1002603 }	1002603	007-RPC-CGN
<input type="checkbox"/>	Si	No	009-RPC-CGN { 1002604 }	1002604	009-RPC-CGN
<input type="checkbox"/>	Si	No	011-RPC-CGN { 1002605 }	1002605	011-RPC-CGN
<input type="checkbox"/>	Si	No	014-RPC-CGN { 1002606 }	1002606	014-RPC-CGN
<input type="checkbox"/>	Si	No	016-RPC-CGN { 1002607 }	1002607	016-RPC-CGN
<input type="checkbox"/>	Si	No	018-RPC-CGN { 1002608 }	1002608	018-RPC-CGN
<input type="checkbox"/>	Si	No	021-RPC-CGN { 1002609 }	1002609	021-RPC-CGN
<input type="checkbox"/>	Si	No	023-RPC-CGN { 1002610 }	1002610	023-RPC-CGN



The screenshot shows the 'EQUIPOS' (Assets) module in Fractal One. The interface includes a search bar, a user profile 'Juan', and a table of assets. A red box highlights the options menu icon (three vertical dots) and its dropdown list, which contains the following functionalities:

- Imprimir
- Exportar
- Exportar masivamente
- Imprimir QR
- Importar
- Eliminar Datos importados
- Configuración de Campos
- Clonar Activo
- Editar en Lote

	Habilitado	Fuera de servicio...	Descripción	Código	NOMBRE
<input type="checkbox"/>	Si	Si	005-RPC-CGN { 1002602 }	1002602	005-RPC-CGN
<input type="checkbox"/>	Si	No	007-RPC-CGN { 1002603 }	1002603	007-RPC-CGN
<input type="checkbox"/>	Si	No	009-RPC-CGN { 1002604 }	1002604	009-RPC-CGN
<input type="checkbox"/>	Si	No	011-RPC-CGN { 1002605 }	1002605	011-RPC-CGN
<input type="checkbox"/>	Si	No	014-RPC-CGN { 1002606 }	1002606	014-RPC-CGN
<input type="checkbox"/>	Si	No	016-RPC-CGN { 1002607 }	1002607	016-RPC-CGN
<input type="checkbox"/>	Si	No	018-RPC-CGN { 1002608 }	1002608	018-RPC-CGN
<input type="checkbox"/>	Si	No	021-RPC-CGN { 1002609 }	1002609	021-RPC-CGN
<input type="checkbox"/>	Si	No	023-RPC-CGN { 1002610 }	1002610	023-RPC-CGN

The options menu is available in all asset modules and has the following functionalities:

- ♦ **Print:** Option to print or download in PDF format the information of the selected assets.
- ♦ **Export:** Option that allows exporting in Excel format (.xlsx) the information of the selected assets.
- ♦ **Mass export:** Option that allows to massively export in Excel format (.xlsx) the information of all assets.
- ♦ **Print QR:** Option that allows you to print or download in PDF format the QR codes of the selected assets.
- ♦ **Import:** Option that allows to massively create assets to the system through Excel spreadsheets.
- ♦ **Delete imported data:** This option allows you to massively delete all the information that has been imported for the last time (when importing data into the system, a validation code is automatically generated and sent to the e-mail address of the user account that performed the import).
- ♦ **Field configuration:** Option that allows configuring certain parameters displayed in the asset module (Name, Manufacturer, Model, Serial number, Others 1 and 2, as well as the concatenation of the description field).
- ♦ **Clone asset:** Option that allows cloning an asset (with all its attributes, except for the code that must be unique for each asset in the system).
- ♦ **Batch edit:** Option that allows mass editing of all the assets that have been selected. To use this option, at least two assets must be selected.

**Note:** To apply any of the above mentioned functions, the assets must be previously selected.

# Public QR Settings | Fractal One

[help.fractal.com/articles/6311182-configuration-of-qr-public](https://help.fractal.com/articles/6311182-configuration-of-qr-public)

Now in Fractal you will be able to create public QR codes, which will allow any user not registered in Fractal to read the codes that are available in the different equipments, being able to observe the maintenance histories of the asset (the last 50 preventive work management will be shown).

Since the code is public, it can be read from any application or device and does not require any kind of registration or dependence on a Fractal account.

**Note:** To this functionality we have added the guest portal addon with which a user not registered in Fractal will be able to create work requests.

## Process for setting up public QR codes

To generate a public QR code, just go to the general tab of the asset you want to configure and then go specifically to the field called "Public QR".

The screenshot displays the configuration interface for a 'Motor Norton' asset. The top navigation bar shows 'Activos Equipos' and a user profile for 'Ramon'. The left sidebar lists various management options. The main form contains fields for 'Fabricante' (Norton), 'Modelo' (2 Hp), 'Numero de Serial' (3421423), and 'Tipo' (MOTOR). A red box highlights the 'QR Público' field at the bottom, which includes a QR icon and a note: 'Solo permite agregar el formato válido de Qr Público ( https://one.fractal.com/qr/xxx )'.

Once there, you must click on the options button that you will find in that field, where two options will be displayed:

- ◆ **Generate:** Option to generate a unique ULR consisting of "https://one.fractal.com/qr/" followed by a standard identifying UUID code.
- ◆ **Open:** Option to open the public URL associated with the asset's guest portal.

The screenshot shows the 'Motor Norton' asset management page. On the left, there is a sidebar with navigation options: General, Formulario Personalizado, Estado de Salud, Financiero, Terceros, Repuestos y Suministros, Historiales, Adjuntos, and Gestión Documental. The main content area displays the asset details for 'Motor Norton'. A blue image of the motor is shown with a 'Habilitado' toggle switch. The form includes fields for '3421423', 'Peso de equipo', 'Código de Barras / QR', 'Prioridad', 'Tipo' (set to MOTOR), 'Clasificación 1' (set to ELECTRICO), 'Clasificación 2', 'Proveedor', 'Fecha de Compra', 'Horas de uso promedio diario' (set to 24:00), and 'Visible para todos'. A 'Plan de Tareas' section shows 'Plan de mantenimiento motor eléctrico'. The 'QR Público' field is highlighted with a red box, and a 'Generate' button (QR code icon) is visible next to it. Below this field, a note states: 'Solo permite agregar el formato válido de Qr Público ( https://one.fractal.com/qr/xxx )'. A 'GUARDAR' button is located in the top right corner.

Once the options are displayed, just click on "Generate" and the system will automatically create the URL of the public QR code.

Activos Equipos Ramon

Motor Norton GUARDAR



Fuera de servicio: Si  
Habilitado

Detalles

- General
- Formulario Personalizado
- Estado de Salud
- Financiero
- Terceros
- Repuestos y Suministros
- Historiales
- Adjuntos
- Gestión Documental

3421423

Peso de equipo  Código de Barras / QR  Prioridad

Tipo **MOTOR** Clasificación 1 **ELECTRICO** Clasificación 2

Proveedor  Fecha de Compra

Horas de uso promedio diario   Visible para todos

Plan de Tareas  
Plan de mantenimiento motor electrico

QR Público

Solo permite agregar el formato válido de Qr Público ( https://one.fracttal.com/qr/xxx )

Notas

Generar

Abrir

Activos Equipos Ramon

Motor Norton GUARDAR



Fuera de servicio: Si  
Habilitado

Información  
Tiene cambios pendientes por guardar!

Detalles

- General
- Formulario Personalizado
- Estado de Salud
- Financiero
- Terceros
- Repuestos y Suministros
- Historiales
- Adjuntos

3421423

Peso de equipo  Código de Barras / QR  Prioridad

Tipo **MOTOR** Clasificación 1 **ELECTRICO** Clasificación 2

Proveedor  Fecha de Compra

Horas de uso promedio diario   Visible para todos

Plan de Tareas  
Plan de mantenimiento motor electrico

QR Público

<https://one.fracttal.com/qr/5f70953c-ca09-4895-bd7f-56ba0d8a1dcc>

Solo permite agregar el formato válido de Qr Público ( https://one.fracttal.com/qr/xxx )

Notas

Then, click on the "Save" button to keep all the changes made to the QR settings.

Motor Norton

3421423

Peso de equipo

Código de Barras / QR

Prioridad

Tipo: MOTOR

Clasificación 1: ELECTRICO

Clasificación 2

Proveedor

Fecha de Compra

Horas de uso promedio diario: 24:00

Visible para todos

Plan de Tareas: Plan de mantenimiento motor electrico

QR Público: <https://one.fractal.com/qr/5f70953c-ca09-4895-bd7f-56ba0d8a1dcc>

Solo permite agregar el formato válido de Qr Público ( https://one.fractal.com/qr/xxx )

Notas

GUARDAR

Finally, if you wish to view the guest portal associated with the asset in question, just click on "Open" to open a new window with the public request portal.

Activos Equipos Ramon

**Motor Norton** GUARDAR



Fuera de servicio: Si  
Habilitado

Detalles

- General
- Formulario Personalizado
- Estado de Salud
- Financiero
- Terceros
- Repuestos y Suministros
- Historiales
- Adjuntos
- Gestión Documental

3421423

Peso de equipo  Código de Barras / QR  Prioridad

Tipo **MOTOR** Clasificación 1 **ELECTRICO** Clasificación 2

Proveedor  Fecha de Compra

Horas de uso promedio diario   Visible para todos

Plan de Tareas

QR Público

<https://one.fractal.com/qr/5f70953c-ca09-4895-bd7f-56ba0d8a1dcc>

Solo permite agregar el formato válido de Qr Público ( https://one.fractal.com/qr/xxx )

Notas



Lenguaje ☾

**Información general del activo**



Motor Norton

Código

Motor-0002

Ubicado en ó es Parte de

// EMPRESA DE MANUFACTURA/ Galpón/ Producción/

Fabricante

Norton

Modelo

2 Hp

Serial

3421423

Clasificación 1

Clasificación 2

Código de Barras

**Note:**

- To generate the QR code image, a QR code generator should be used, preferably through the URL created, which should then be printed to be installed on the desired asset.
- Every request sent through this portal will have a status that allows to differentiate which requests come from this functionality, so that they can be eliminated in case they generate requests that do not make sense for the service provided.
- If you want to link the guest portal URL to the asset's internal QR code, you must enter this URL in the "Barcode" field.

The screenshot shows the 'Motor Norton' asset management page. On the left, there is a sidebar with navigation options: General, Formulario Personalizado, Estado de Salud, Financiero, Terceros, Repuestos y Suministros, Historiales, Adjuntos, and Gestión Documental. The main content area includes a QR code, a 'Barcode' field (highlighted with a red box) containing the URL <https://one.fractal.com/qr/5f70953c-ca/>, and other fields for 'Nombre' (Motor), 'Código' (Motor-0002), 'Fabricante' (Norton), 'Modelo' (2 Hp), 'Numero de Serial' (3421423), 'Tipo' (MOTOR), 'Clasificación 1' (ELECTRICO), 'Horas de uso promedio diario' (24:00), and 'Plan de Tareas' (Plan de mantenimiento motor electrico). A 'Guardar' button is visible in the top right corner.

We can also associate the guest URL with the internal QR code of the asset from the mobile application by entering, for this we must go to the field "Barcode" and click on the option to read QR code, once clicked the reader will open, read the QR and automatically register the URL and finish by clicking on SAVE.



Geral



Motor-0002

Fabricante

Norton

Modelo

2 Hp

Numero de Serial

3421423

Otro 1

Peso de equipo

Código de Barras / QR

<https://one.fracttal.com/qr/5f70953c-ca> 

Criticidade

Tipo

MOTOR

When the QR code reading is detected, the portal will open, where each of the planned work management tasks that have been executed for this asset will be displayed at the bottom. Also, it will be possible to make work requests for the asset in question.



## Informações gerais sobre ativos



### Motor Norton

Código

Motor-0002

Localização ou parte de

// EMPRESA DE MANUFACTURA/ Galpç

Fabricante

Norton

Modelo

2 Hp

Serial

3421423

Classificação 1



Localização ou parte de

// EMPRESA DE MANUFACTURA/ Galpç

Fabricante

Norton

Modelo

2 Hp

Serial

3421423

Classificação 1

Classificação 2

Código de Barras

<https://one.fractal.com/qr/5f70953c-c>

## Histórico de tarefas

---

**Motor Norton**



## MOTOR NOTIUM

Ordem de Serviço:

OT-42-22

Descrição:

Mantenimiento rutinario

Tipo de tarefa:

GESTIÓN ELECTROME...



# Fractal Proyectos, Servicios y Educación

## Dados do solicitante

Nombre \*

E-mail \*

## Dados de incidente

Descripción solicitud \*

Comentarios \*

Descrição do Ativo \*

Motor Norton



Data do Incidente \*

18/07/2022 19:35



# Field Configuration | Fractal One

[help.fractal.com/en/articles/6014721-fields-configuration](https://help.fractal.com/en/articles/6014721-fields-configuration)

The screenshot shows the 'EQUIPOS' (Equipment) module in the Fractal One system. The interface includes a search bar, user profile, and navigation options. A table lists equipment items with columns for 'Habilitado', 'Fuera de servicio...', and 'Descripción'. A context menu is open over the table, with the 'Configuración de Campos' option highlighted in red. The table data is as follows:

	Habilitado	Fuera de servicio...	Descripción		
<input type="checkbox"/>	Si	Si	005-RPC-CGN { 1002602 }		
<input type="checkbox"/>	Si	No	007-RPC-CGN { 1002603 }		
<input type="checkbox"/>	Si	No	009-RPC-CGN { 1002604 }		
<input type="checkbox"/>	Si	No	011-RPC-CGN { 1002605 }		
<input type="checkbox"/>	Si	No	014-RPC-CGN { 1002606 }	1002606	014-RPC-CGN
<input type="checkbox"/>	Si	No	016-RPC-CGN { 1002607 }	1002607	016-RPC-CGN
<input type="checkbox"/>	Si	No	018-RPC-CGN { 1002608 }	1002608	018-RPC-CGN
<input type="checkbox"/>	Si	No	021-RPC-CGN { 1002609 }	1002609	021-RPC-CGN
<input type="checkbox"/>	Si	No	023-RPC-CGN { 1002610 }	1002610	023-RPC

The field configuration is an option that allows you to customize certain parameters in the asset module, also allowing you to create the "description" field of the assets according to the selected concatenation.

## How to configure fields?

To configure the fields, you must enter the list of the type of asset you wish to modify the fields (it can be Locations, Equipment, Tools, Digital or Spare Parts and Supplies).

Activos Equipos

Buscar...

Juan

**EQUIPOS**

Total: 11341

LISTA ÁRBOL

<input type="checkbox"/>	Habilitado	Fuera de servicio...	Descripción	Código	NOMBRE
<input type="checkbox"/>	Si	No	007-RPC-CGN { 1002603 }	1002603	007-RPC-CGN
<input type="checkbox"/>	Si	No	009-RPC-CGN { 1002604 }	1002604	009-RPC-CGN
<input type="checkbox"/>	Si	No	011-RPC-CGN { 1002605 }	1002605	011-RPC-CGN
<input type="checkbox"/>	Si	No	014-RPC-CGN { 1002606 }	1002606	014-RPC-CGN
<input type="checkbox"/>	Si	No	016-RPC-CGN { 1002607 }	1002607	016-RPC-CGN
<input type="checkbox"/>	Si	No	018-RPC-CGN { 1002608 }	1002608	018-RPC-CGN
<input type="checkbox"/>	Si	No	021-RPC-CGN { 1002609 }	1002609	021-RPC-CGN
<input type="checkbox"/>	Si	No	023-RPC-CGN { 1002610 }	1002610	023-RPC-CGN
<input type="checkbox"/>	Si	No	10 HIDRANTES DEL 105 AL 114		10 HIDRANTES DEL 105 AL 114

+

Then you have to drop down the additional options menu and select "Field Configuration".

Activos Equipos

Buscar...

Juan

EQUIPOS

LISTA ÁRBOL

<input type="checkbox"/>	Habilitado	Fuera de servicio...	Descripción
<input type="checkbox"/>	Si	Si	005-RPC-CGN { 1002602 }
<input type="checkbox"/>	Si	No	007-RPC-CGN { 1002603 }
<input type="checkbox"/>	Si	No	009-RPC-CGN { 1002604 }
<input type="checkbox"/>	Si	No	011-RPC-CGN { 1002605 }
<input type="checkbox"/>	Si	No	014-RPC-CGN { 1002606 }
<input type="checkbox"/>	Si	No	016-RPC-CGN { 1002607 }
<input type="checkbox"/>	Si	No	018-RPC-CGN { 1002608 }
<input type="checkbox"/>	Si	No	021-RPC-CGN { 1002609 }
<input type="checkbox"/>	Si	No	023-RPC-CGN { 1002610 }

- Imprimir
- Exportar
- Exportar masivamente
- Imprimir QR
- Importar
- Eliminar Datos importados
- Configuración de Campos**
- Clonar Activo
- Editar en Lote

1002606 014-RPC-CGN

1002607 016-RPC-CGN

1002608 018-RPC-CGN

1002609 021-RPC-CGN

1002610 023-RPC-CGN

+

By clicking on field settings, the system will display a new sale where you can modify the displayed fields and build the description field from the selection of available fields.

Activos Equipos

EQUIPOS

LISTA ÁRBOL

<input type="checkbox"/>	Habilitado	Fuera de servicio...	Descripción
<input type="checkbox"/>	Si	No	007-RPC-CGN { 1002603
<input type="checkbox"/>	Si	No	009-RPC-CGN { 1002604
<input type="checkbox"/>	Si	No	011-RPC-CGN { 1002605
<input type="checkbox"/>	Si	No	014-RPC-CGN { 1002606
<input type="checkbox"/>	Si	No	016-RPC-CGN { 1002607
<input type="checkbox"/>	Si	No	018-RPC-CGN { 1002608
<input type="checkbox"/>	Si	No	021-RPC-CGN { 1002609
<input type="checkbox"/>	Si	No	023-RPC-CGN { 1002610
<input type="checkbox"/>	Si	No	10 HIDRANTES DEL 105

Configuración de Campos

Nombre  
NOMBRE

Fabricante  
Marca

Modelo  
Modelo

Número de Serial  
Numero de Serie

Otro 1  
Otro 1

Otro 2  
Otro 2

Descripción  
NOMBRE Marca Modelo Código

CANCELAR GUARDAR

The fields that can be edited are as follows:

- ◆ **Manufacturer**
- ◆ **Name Model**
- ◆ **Serial Number Other**
- ◆ **1**
- ◆ **Other 2**

Finally, once the settings have been made, click on the save button to save the changes made.

**Note:** Except for locations, the description field can be constructed for the rest of the different types of assets registered in the platform.

# Printing options : Fractal One

[help.fractal.com/en/articles/6014723-options-for-printing](https://help.fractal.com/en/articles/6014723-options-for-printing)

In the platform there are several printing options in terms of the asset module, as there is the possibility of printing the information recorded in the asset (i.e. the asset card), as well as the option of printing the QR codes in label format.

< Vista preliminar

Tamaño del Papel  
Carta (215.9 x 279.4)mm

↓ GUARDAR

🖨️ IMPRIMIR

**Fractal Proyectos, Servicios y Educación**

F-001-001  
Catálogo de Activos  
Equipos



Fecha: 2022-02-28  
14224  
1

Banda transportadora ( BT-001 ) 1254324

**Datos Generales**

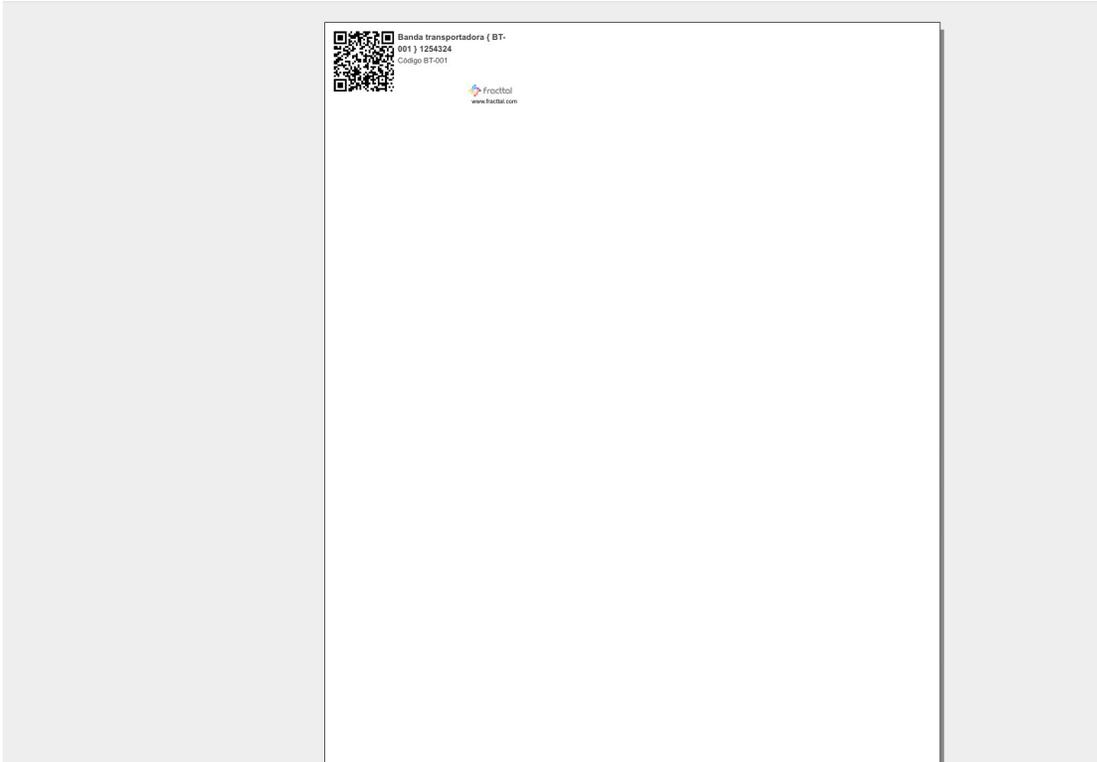
NAME: Banda transportadora	MAKE: Northon
MODEL: BT-Max	SERIAL_NUMBER: 1254324
PESO: 250 kg	OTRO 2:
CÓDIGO: BT-001	CÓDIGO DE BARRAS / NFC:
PRIORIDAD: Muy Alta	TIPO: BANDA TRANSPORTADORA
CLASIFICACIÓN 1:	CLASIFICACIÓN 2:
PLAN DE TAREAS: Plan de mlti banda transportadora Modelo X1	
NOTAS:	

**CAMPOS PERSONALIZADOS**

Nombre Del Campo	Valor
RANGO DE PESADO	1 a 1000 kg
INCERTIDUMBRE	1 kg
VOLTAJE	12 Vol

**Financiero**

CENTRO DE COSTO:	PRESUPUESTO:
FECHA DE INICIO: 2020-02-01	DEPRECIACIÓN ANUAL: 10 %
COSTO TOTAL: 55000000	VALOR DE SUSTITUCIÓN: 55000000
DEPRECIACIÓN TOTAL:	VALOR DE SALVAMENTO: 0
FECHA DE EXPIRACIÓN: 2022-02-28	VALOR EN LIBRO HOY:

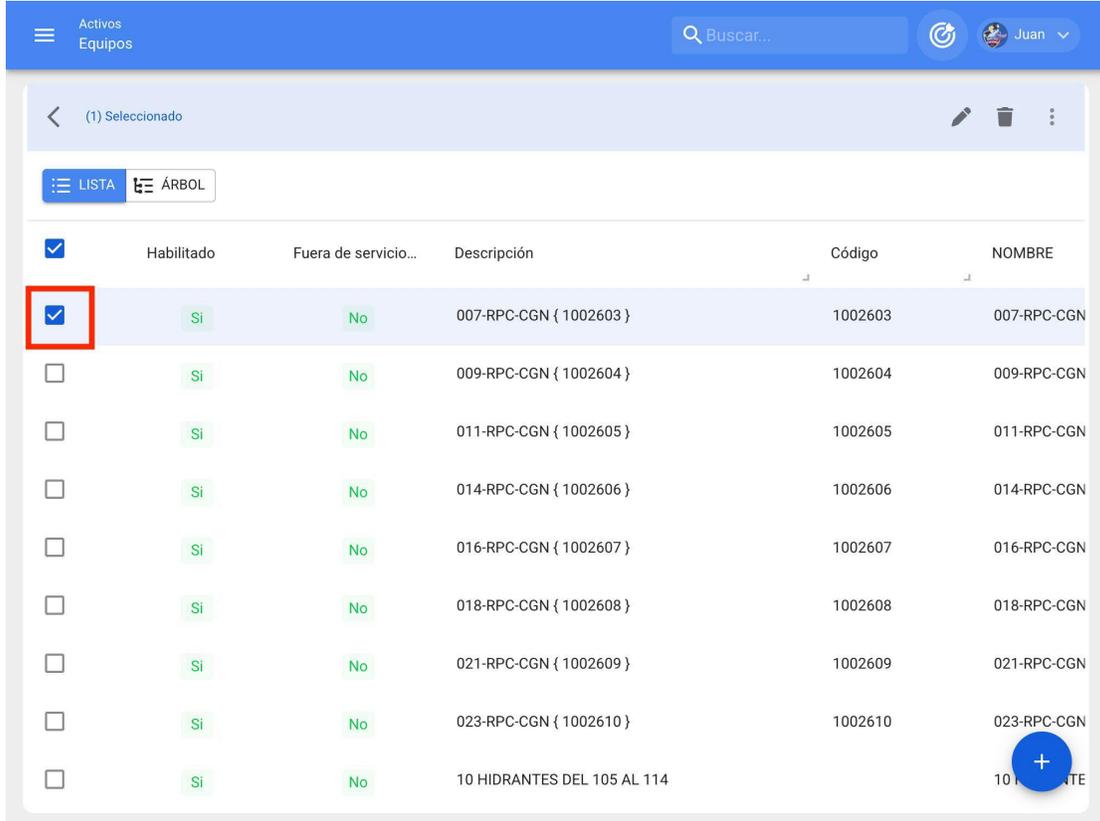


**Note:** Both options are in PDF format and can be downloaded.

# How to print the QR code and the card of an active ?

 [help.fractal.com/en/articles/6014734-as-print-qr-code-and-asset-file](http://help.fractal.com/en/articles/6014734-as-print-qr-code-and-asset-file)

To print any of these options, you must first select the asset(s).



The screenshot shows the 'Activos Equipos' interface. At the top, there is a search bar labeled 'Buscar...' and a user profile 'Juan'. Below the search bar, there is a header with '(1) Seleccionado' and a menu icon. The main content area has two tabs: 'LISTA' (selected) and 'ÁRBOL'. Below the tabs is a table with the following columns: 'Habilitado', 'Fuera de servicio...', 'Descripción', 'Código', and 'NOMBRE'. The first row is selected, and its checkbox is highlighted with a red box. A blue circular button with a white plus sign is visible in the bottom right corner of the table area.

<input checked="" type="checkbox"/>	Habilitado	Fuera de servicio...	Descripción	Código	NOMBRE
<input checked="" type="checkbox"/>	Si	No	007-RPC-CGN { 1002603 }	1002603	007-RPC-CGN
<input type="checkbox"/>	Si	No	009-RPC-CGN { 1002604 }	1002604	009-RPC-CGN
<input type="checkbox"/>	Si	No	011-RPC-CGN { 1002605 }	1002605	011-RPC-CGN
<input type="checkbox"/>	Si	No	014-RPC-CGN { 1002606 }	1002606	014-RPC-CGN
<input type="checkbox"/>	Si	No	016-RPC-CGN { 1002607 }	1002607	016-RPC-CGN
<input type="checkbox"/>	Si	No	018-RPC-CGN { 1002608 }	1002608	018-RPC-CGN
<input type="checkbox"/>	Si	No	021-RPC-CGN { 1002609 }	1002609	021-RPC-CGN
<input type="checkbox"/>	Si	No	023-RPC-CGN { 1002610 }	1002610	023-RPC-CGN
<input type="checkbox"/>	Si	No	10 HIDRANTES DEL 105 AL 114		10 HIDRANTES DEL 105 AL 114

Once the selection has been made, the menu of additional options must be displayed and click on "Print" or "Print QR" as appropriate.

Activos Equipos

Buscar...

Juan

(1) Seleccionado

LISTA ÁRBOL

<input checked="" type="checkbox"/>	Habilitado	Fuera de servicio...	Descripción	Código	NOMBRE
<input type="checkbox"/>	Si	Si	005-RPC-CGN { 1002602 }	1002602	005-RPC-CGN
<input type="checkbox"/>	Si	No	007-RPC-CGN { 1002603 }	1002603	007-RPC-CGN
<input type="checkbox"/>	Si	No	009-RPC-CGN { 1002604 }	1002604	009-RPC-CGN
<input type="checkbox"/>	Si	No	011-RPC-CGN { 1002605 }	1002605	011-RPC-CGN
<input type="checkbox"/>	Si	No	014-RPC-CGN { 1002606 }	1002606	014-RPC-CGN
<input type="checkbox"/>	Si	No	016-RPC-CGN { 1002607 }	1002607	016-RPC-CGN
<input type="checkbox"/>	Si	No	018-RPC-CGN { 1002608 }	1002608	018-RPC-CGN
<input type="checkbox"/>	Si	No	021-RPC-CGN { 1002609 }	1002609	021-RPC-CGN
<input type="checkbox"/>	Si	No	023-RPC-CGN { 1002610 }	1002610	023-RPC-CGN

Activos Equipos

Buscar...

Juan

EQUIPOS

LISTA ÁRBOL

<input type="checkbox"/>	Habilitado	Fuera de servicio...	Descripción	Código	NOMBRE
<input type="checkbox"/>	Si	Si	005-RPC-CGN { 1002602 }		
<input type="checkbox"/>	Si	No	007-RPC-CGN { 1002603 }		
<input type="checkbox"/>	Si	No	009-RPC-CGN { 1002604 }		
<input type="checkbox"/>	Si	No	011-RPC-CGN { 1002605 }		
<input type="checkbox"/>	Si	No	014-RPC-CGN { 1002606 }	1002606	014-RPC-CGN
<input type="checkbox"/>	Si	No	016-RPC-CGN { 1002607 }	1002607	016-RPC-CGN
<input type="checkbox"/>	Si	No	018-RPC-CGN { 1002608 }	1002608	018-RPC-CGN
<input type="checkbox"/>	Si	No	021-RPC-CGN { 1002609 }	1002609	021-RPC-CGN
<input type="checkbox"/>	Si	No	023-RPC-CGN { 1002610 }	1002610	023-RPC-CGN

- Imprimir
- Exportar
- Exportar masivamente
- Imprimir QR
- Importar
- Eliminar Datos importados
- Configuración de Campos
- Clonar Activo
- Editar en Lote

When clicked, the system will display a new window in PDF format with the information to be printed or downloaded.

**Fractal Proyectos, Servicios y Educación**

F-001-001  
Catálogo de Activos  
Equipos




Fecha: **2022-02-28**

14224  
1

Banda transportadora { BT-001 } 1254324

Datos Generales	
<b>NAME:</b> Banda transportadora	<b>MAKE:</b> Northon
<b>MODEL:</b> BT-Max	<b>SERIAL_NUMBER:</b> 1254324
<b>PESO:</b> 250 kg	<b>OTRO 2:</b>
<b>CÓDIGO:</b> BT-001	<b>CÓDIGO DE BARRAS / NFC:</b>
<b>PRIORIDAD:</b> Muy Alta	<b>TIPO:</b> BANDA TRANSPORTADORA
<b>CLASIFICACIÓN 1:</b>	<b>CLASIFICACIÓN 2:</b>
<b>PLAN DE TAREAS:</b> Plan de mito banda transportadora Modelo X1	
<b>NOTAS:</b>	

CAMPOS PERSONALIZADOS	
Nombre Del Campo	Valor
RANGO DE PESADO	1 a 1000 kg
INCERTIDUMBRE	1 kg
VOLTAJE	12 Vol

Financiero	
<b>CENTRO DE COSTO:</b>	<b>PRESUPUESTO:</b>
<b>FECHA DE INICIO:</b> 2020-02-01	<b>DEPRECIACIÓN ANUAL:</b> 10 %
<b>COSTO TOTAL:</b> 55000000	<b>VALOR DE SUSTITUCIÓN:</b> 55000000
<b>DEPRECIACIÓN TOTAL:</b>	<b>VALOR DE SALVAMENTO:</b> 0
<b>FECHA DE EXPIRACIÓN:</b> 2022-02-28	<b>VALOR EN LIBRO HOY:</b>



Banda transportadora { BT-001 } 1254324  
Codigo BT-001



www.fractal.com

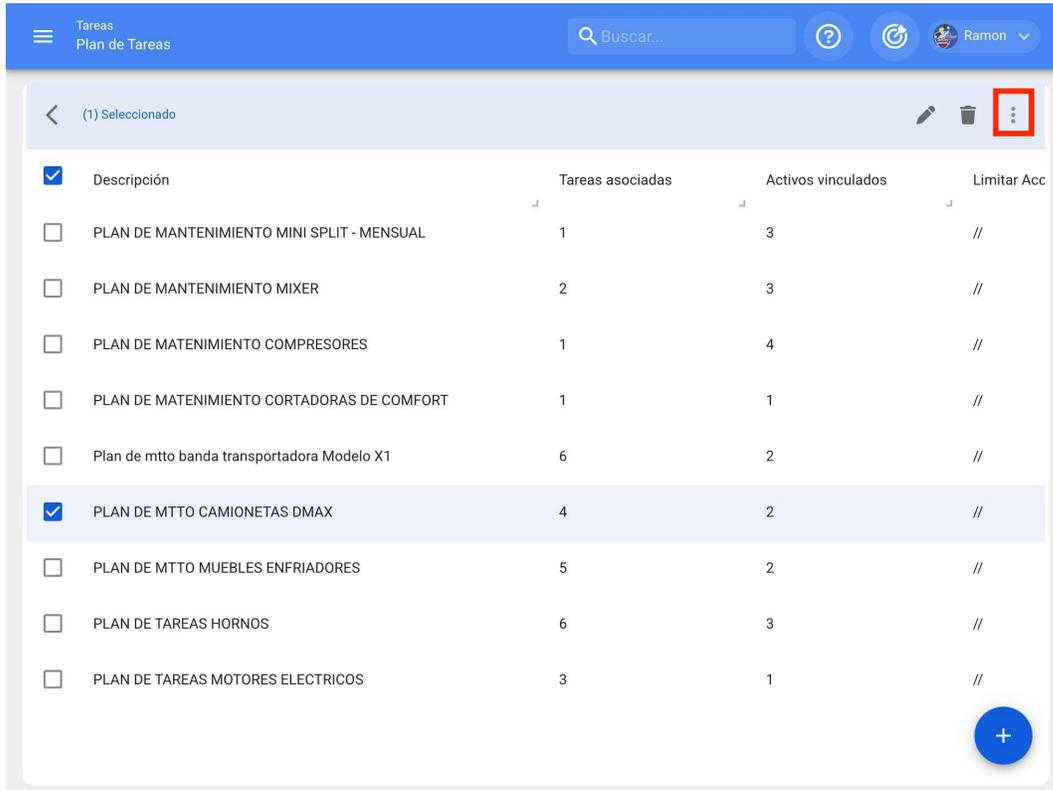
**Note:** It is important to mention that printing QR codes is a simple option offered by the platform and is not editable. In case you need to make any specialized edition or printing, you should select the

The QR code can then be exported to the URL associated with the QR code so that it can be used in external label editing and printing software.

# How to share and import a plan from work management?

[help.fractal.com/en/articles/6014752-how-to-share-and-import-a-work-management-plan](https://help.fractal.com/en/articles/6014752-how-to-share-and-import-a-work-management-plan)

To share a work management plan, simply select the plan and then click on the "Share work management plan" option and the system will generate an import code that can be shared on a different basis in Fractal.



The screenshot shows the 'Plan de Tareas' interface. At the top, there is a search bar and a user profile for 'Ramon'. Below the search bar, a header indicates '(1) Seleccionado'. The main content is a table with the following columns: 'Descripción', 'Tareas asociadas', 'Activos vinculados', and 'Limitar Acc'. The table lists several maintenance and transport plans. The 'PLAN DE MTTO CAMIONETAS DMAX' is selected, indicated by a blue checkmark in the first column. A red box highlights the three-dot menu icon in the top right corner of the table area.

<input checked="" type="checkbox"/>	Descripción	Tareas asociadas	Activos vinculados	Limitar Acc
<input type="checkbox"/>	PLAN DE MANTENIMIENTO MINI SPLIT - MENSUAL	1	3	//
<input type="checkbox"/>	PLAN DE MANTENIMIENTO MIXER	2	3	//
<input type="checkbox"/>	PLAN DE MATENIMIENTO COMPRESORES	1	4	//
<input type="checkbox"/>	PLAN DE MATENIMIENTO CORTADORAS DE COMFORT	1	1	//
<input type="checkbox"/>	Plan de mtto banda transportadora Modelo X1	6	2	//
<input checked="" type="checkbox"/>	PLAN DE MTTO CAMIONETAS DMAX	4	2	//
<input type="checkbox"/>	PLAN DE MTTO MUEBLES ENFRIADORES	5	2	//
<input type="checkbox"/>	PLAN DE TAREAS HORNOS	6	3	//
<input type="checkbox"/>	PLAN DE TAREAS MOTORES ELECTRICOS	3	1	//

The screenshot shows the 'Plan de Tareas' interface. At the top, there is a search bar and a user profile 'Ramon'. Below the header, a table lists tasks with columns for 'Descripción' and 'Tareas asociadas'. The task 'PLAN DE MTTO CAMIONETAS DMAX' is selected. A context menu is open over the table, with the option 'Compartir plan de tareas' highlighted in red.

Descripción	Tareas asociadas
<input type="checkbox"/> PLAN DE MANTENIMIENTO MINI SPLIT - MENSUAL	1
<input type="checkbox"/> PLAN DE MANTENIMIENTO MIXER	2
<input type="checkbox"/> PLAN DE MATENIMIENTO COMPRESORES	1
<input type="checkbox"/> PLAN DE MATENIMIENTO CORTADORAS DE COMFORT	1
<input type="checkbox"/> Plan de mtto banda transportadora Modelo X1	6 2 //
<input checked="" type="checkbox"/> PLAN DE MTTO CAMIONETAS DMAX	4 2 //
<input type="checkbox"/> PLAN DE MTTO MUEBLES ENFRIADORES	5 2 //
<input type="checkbox"/> PLAN DE TAREAS HORNOS	6 3 //
<input type="checkbox"/> PLAN DE TAREAS MOTORES ELECTRICOS	3 1 //

The screenshot shows the same 'Plan de Tareas' interface, but with a dialog box open. The dialog box contains the text 'Copia este código para importar en la compañía destino' and a text input field containing the code 'a161717a-7c35-478a-b033-ad535e2db908'. A red box highlights the code. Below the input field is a blue button labeled 'COPIAR CÓDIGO'.

Once the import code has been copied, it is only necessary to enter it in the other Fractal database where the work management plan is to be imported, so that it is finally added to the system.

Tareas  
Plan de Tareas

Buscar...

Ramon

(1) Seleccionado

Descripción	Tareas asociadas
<input type="checkbox"/> PLAN DE MANTENIMIENTO MINI SPLIT - MENSUAL	1
<input type="checkbox"/> PLAN DE MANTENIMIENTO MIXER	2
<input type="checkbox"/> PLAN DE MATENIMIENTO COMPRESORES	1
<input type="checkbox"/> PLAN DE MATENIMIENTO CORTADORAS DE COMFORT	1
<input type="checkbox"/> Plan de mtto banda transportadora Modelo X1	6
<input checked="" type="checkbox"/> PLAN DE MTTO CAMIONETAS DMAX	4
<input type="checkbox"/> PLAN DE MTTO MUEBLES ENFRIADORES	5
<input type="checkbox"/> PLAN DE TAREAS HORNOS	6
<input type="checkbox"/> PLAN DE TAREAS MOTORES ELECTRICOS	3

- Imprimir
- Exportar
- Exportar masivamente
- Clonar Plan de Tareas
- Compartir plan de tareas
- Importar plan compartido**
- Actualizar costos

+

Tareas  
Plan de Tareas

Importar plan compartido

Por favor ingrese el código del plan compartido

**a161717a-7c35-478a-b033-ad535e2db908**

PEGAR CÓDIGO

**IMPORTAR PLAN COMPARTIDO**

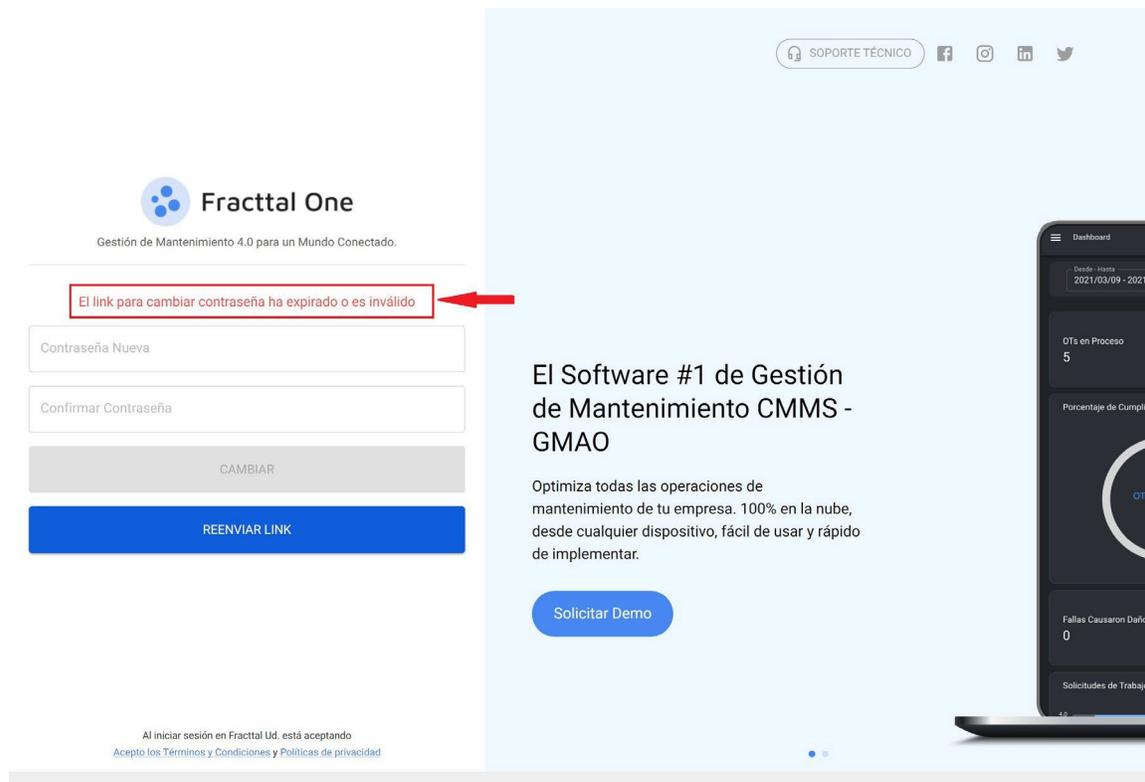
(1) Seleccionado

Descripción	Tareas
<input type="checkbox"/> PLAN DE MANTENIMIENTO MINI SPLIT - MENSUAL	1
<input type="checkbox"/> PLAN DE MANTENIMIENTO MIXER	2
<input type="checkbox"/> PLAN DE MATENIMIENTO COMPRESORES	1
<input type="checkbox"/> PLAN DE MATENIMIENTO CORTADORAS DE COMFORT	1
<input type="checkbox"/> Plan de mtto banda transportadora Modelo X1	6
<input checked="" type="checkbox"/> PLAN DE MTTO CAMIONETAS DMAX	4
<input type="checkbox"/> PLAN DE MTTO MUEBLES ENFRIADORES	5
<input type="checkbox"/> PLAN DE TAREAS HORNOS	6
<input type="checkbox"/> PLAN DE TAREAS MOTORES ELECTRICOS	3

# Has your login token expired? Please request it again.

[help.fractal.com/articles/6217416-your-link-token-for-login-log-in-has-expired-reapply-again](https://help.fractal.com/articles/6217416-your-link-token-for-login-log-in-has-expired-reapply-again)

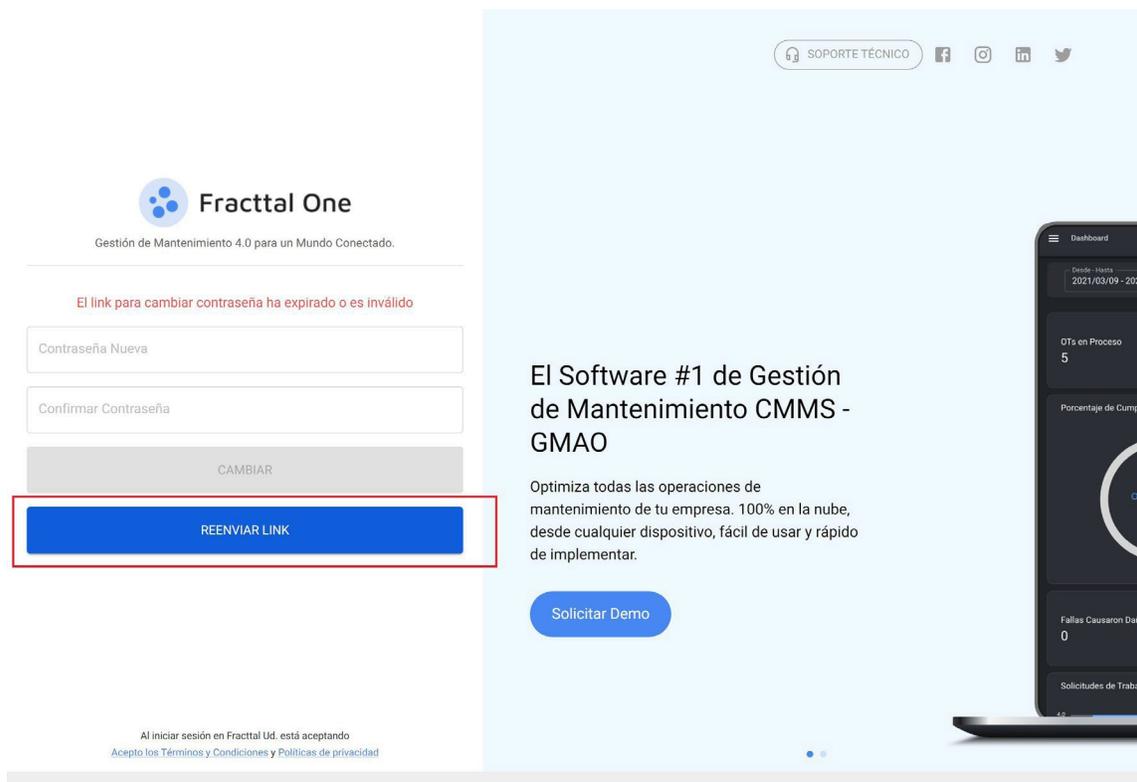
If you spend more than 72 hours after receiving the email to set your password for the first time, you will see this type of message when you enter the link:



Your token or link has expired!

To reset your password, follow the steps below:

**STEP 1: Click on the 'forward link' button:**



**STEP 2: Check your inbox or SPAM folder and you will have received an email from <[email protected]> with instructions. Click on "Change Password".**

---



*Note: If your link expires again, you will have to go back to step 1 of this article.*

**STEP 3: Finally, set your new password.**

---

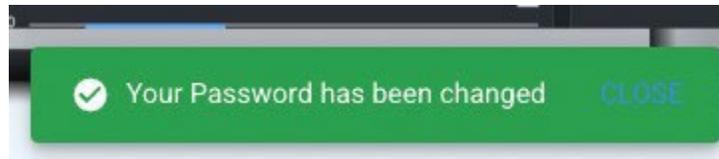


Maintenance Management 4.0 for a Connected World.

### Change password

New Password

Confirm New Password



**Your password has been successfully changed!**

---

# Forgot or want to reset your password?

---

 [help.fractal.com/en/articles/6217280-forgot-you-or-want-to-reset-your-contrast-countermark](http://help.fractal.com/en/articles/6217280-forgot-you-or-want-to-reset-your-contrast-countermark)

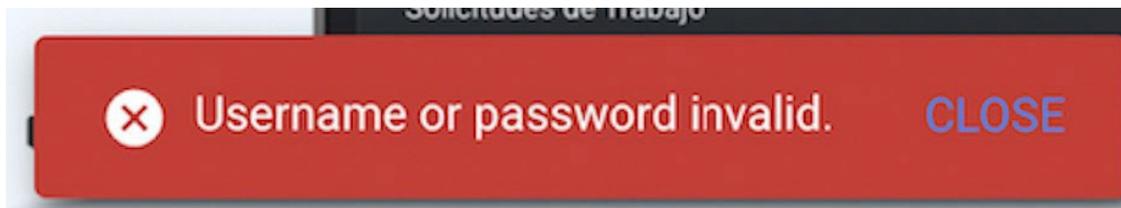
If you have problems logging in to Fractal, because you forgot your password or because the access link has expired. Follow these steps:

Has your login link expired?

## Forgot your password?

---

If the password you entered is incorrect, you will see a message at the bottom of the screen that says:



Your username or password is invalid.

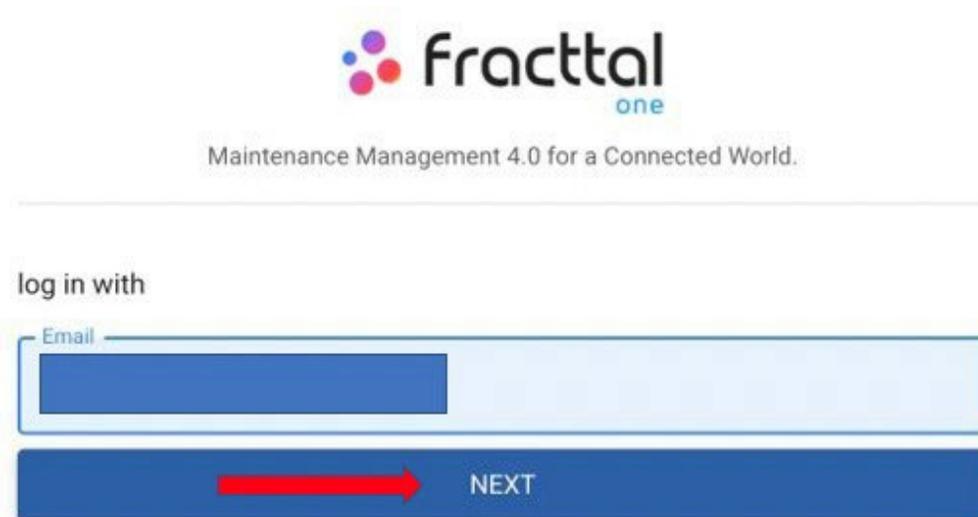
## STEP 1: If you do not remember your password, reset it in the login window:

---

Login

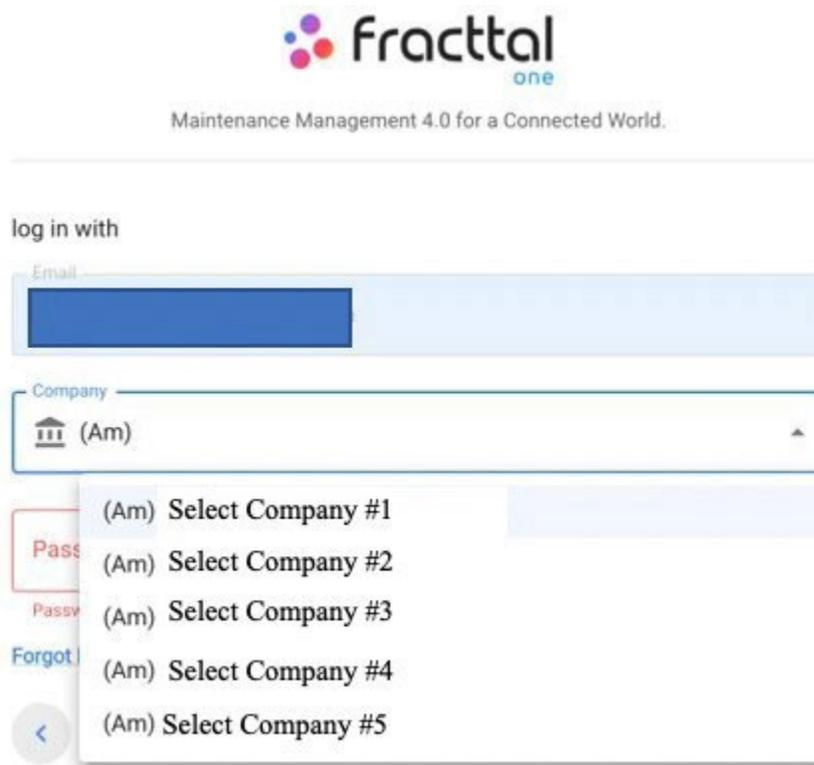
## STEP 2: Enter your email address and click on the "Next" button.

---



**STEP 3: Select the Company Account you want to access  
(if you are only registered to one account, skip this step).**

---



The screenshot shows the Fractal One login interface. At the top is the Fractal One logo and the tagline "Maintenance Management 4.0 for a Connected World." Below this is a "log in with" section. It contains an "Email" input field with a blue bar obscuring the text. Below the email field is a "Company" dropdown menu. The dropdown is open, showing a list of five options: "(Am) Select Company #1", "(Am) Select Company #2", "(Am) Select Company #3", "(Am) Select Company #4", and "(Am) Select Company #5". To the left of the dropdown, there are labels for "Pass" (with a red box around it), "Passw", "Forgot", and a back arrow icon.

**STEP 4: Click on "I forgot my password".**

---

log in with

Email

Company

(Am)

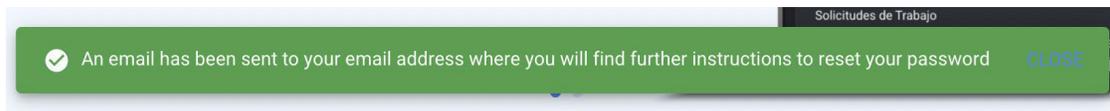
Password

Password is too short (the minimum is 6 characters)

[Forgot Password](#)



You will see a message on the back of the page: An email has been sent to your email address where you will find further instructions on how to reset your password."



**STEP 5: Check your inbox or SPAM folder and you will have received an email from <[email protected]> with instructions. Click on "Change Password".**



## Restablecer Contraseña

Hola [REDACTED]

Nos solicitaste el restablecimiento de tu contraseña, si realmente quieres hacerlo haz clic en el botón de abajo, de lo contrario ignora este mensaje.

Esta solicitud estará vigente durante las **próximas 72 horas**. En caso de que expire, deberás volver a solicitar el restablecimiento de tu contraseña.

Cambiar contraseña

**Note:** *If your link expires, follow these steps:* Token expired

## STEP 6: Finally, set your new password.

---



Maintenance Management 4.0 for a Connected World.

### Change password

New Password

\*\*\*\*\*



Confirm New Password

\*\*\*\*\*



CHANGE



Your Password has been changed

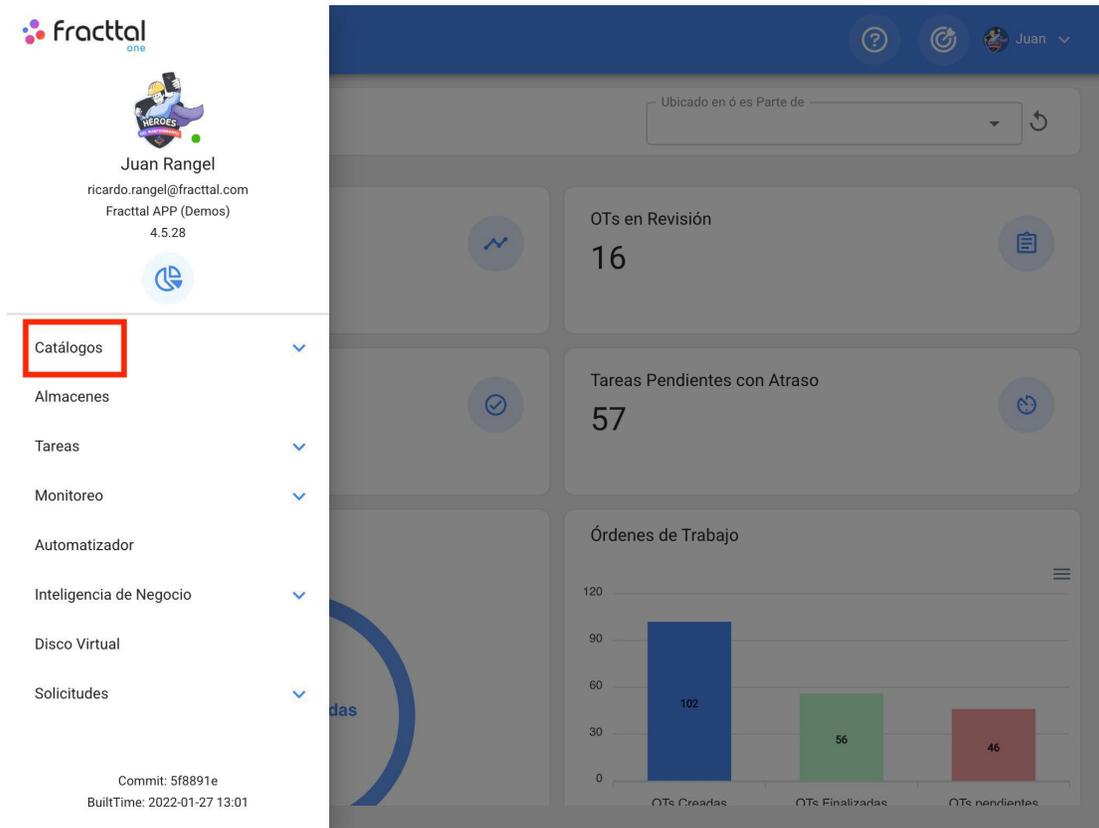
CLOSE

**Your password has been successfully changed!**

---

# Catalogs menu and how to enter?

[help.fractal.com/en/articles/6014975-catalog-menu-and-how-to-enter](https://help.fractal.com/en/articles/6014975-catalog-menu-and-how-to-enter)

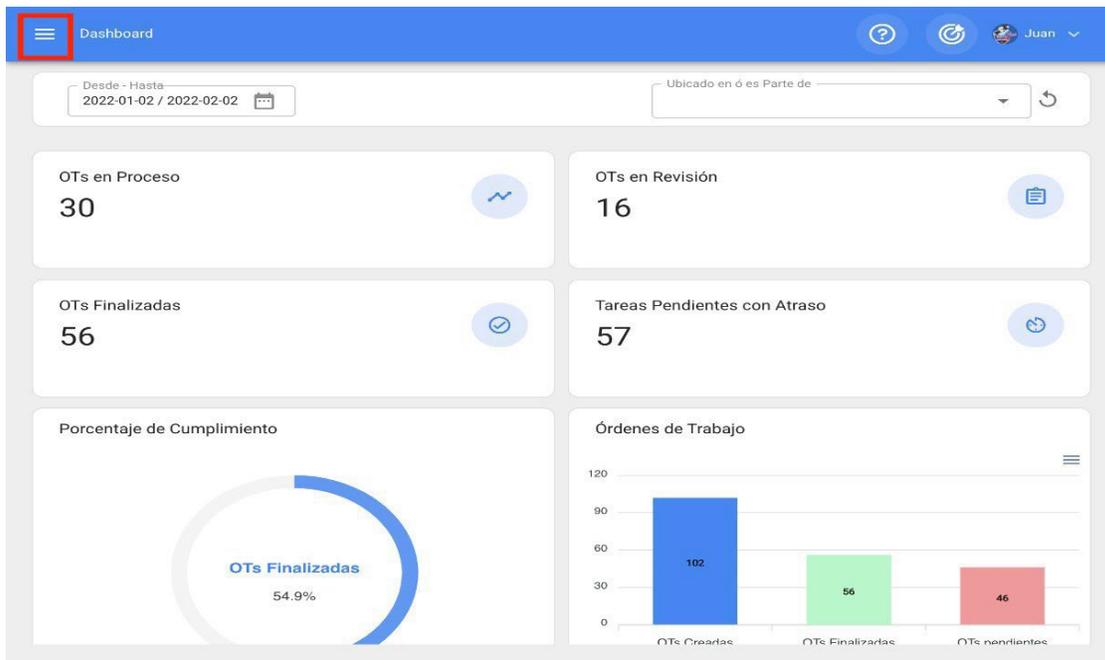


The catalog module is a drop-down menu, where you will find the sub-modules:

- ♦ **Assets:** Module that contains all the assets of the platform (Locations, Equipment, Tools, Spare Parts and Supplies, Digital).
- ♦ **Inhouse personnel:** Module that contains all the inhouse personnel related to maintenance management.
- ♦ **Third parties:** Module that contains all the third parties related to maintenance management (Service providers, Manufacturers, Suppliers and Customers).

## How to enter the catalog menu?

To enter the catalogs menu, first click on the menu button that you will find on the top left side of the main header bar of the platform.



When clicked, the system will display a window with all the modules, there you must click again on "Catalogs" to finally display the sub-modules contained (Assets, Inhouse personnel and Third parties).

  
**Juan Rangel**
  
 ricardo.rangel@fractal.com
   
 Fractal APP (Demos)
   
 4.5.28

- Catálogos** ▼
- Almacenes
- Tareas ▼
- Monitoreo ▼
- Automatizador
- Inteligencia de Negocio ▼
- Disco Virtual
- Solicitudes ▼

Commit: 5f8891e
   
 BuiltTime: 2022-01-27 13:01




▼

Ubicado en ó es Parte de ▼ ↻

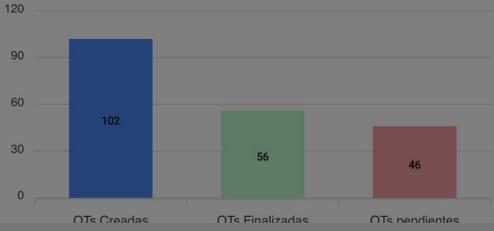
OTs en Revisión

# 16

Tareas Pendientes con Atraso

# 57

Órdenes de Trabajo



Categoría	Valor
OTs Creadas	102
OTs Finalizadas	56
OTs pendientes	46

  
**Juan Rangel**
  
 ricardo.rangel@fractal.com
   
 Fractal APP (Demos)
   
 4.5.28

- Catálogos ▲
  - Activos**
  - Recursos Humanos
  - Terceros
- Almacenes
- Tareas ▼
- Monitoreo ▼
- Automatizador
- Inteligencia de Negocio ▼
- Disco Virtual




▼

Ubicado en ó es Parte de ▼ ↻

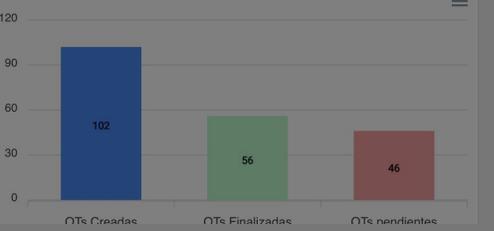
OTs en Revisión

# 16

Tareas Pendientes con Atraso

# 57

Órdenes de Trabajo

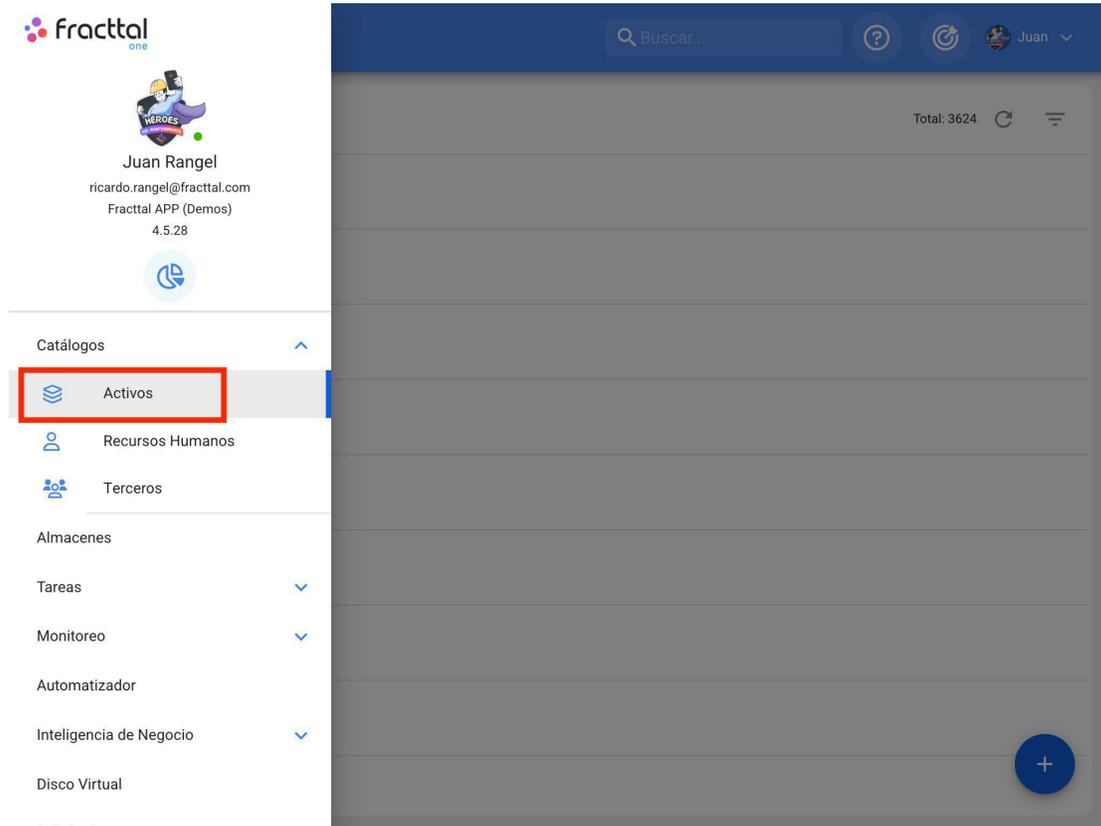


Categoría	Valor
OTs Creadas	102
OTs Finalizadas	56
OTs pendientes	46

# Actives : Fractal One

[help.fractal.com/en/articles/6014983-assets](https://help.fractal.com/en/articles/6014983-assets)

In this module you will be able to register and keep track of all assets in the platform. Assets are defined as any set of tangible and intangible resources that have value, actual or potential to help meet organizational objectives.



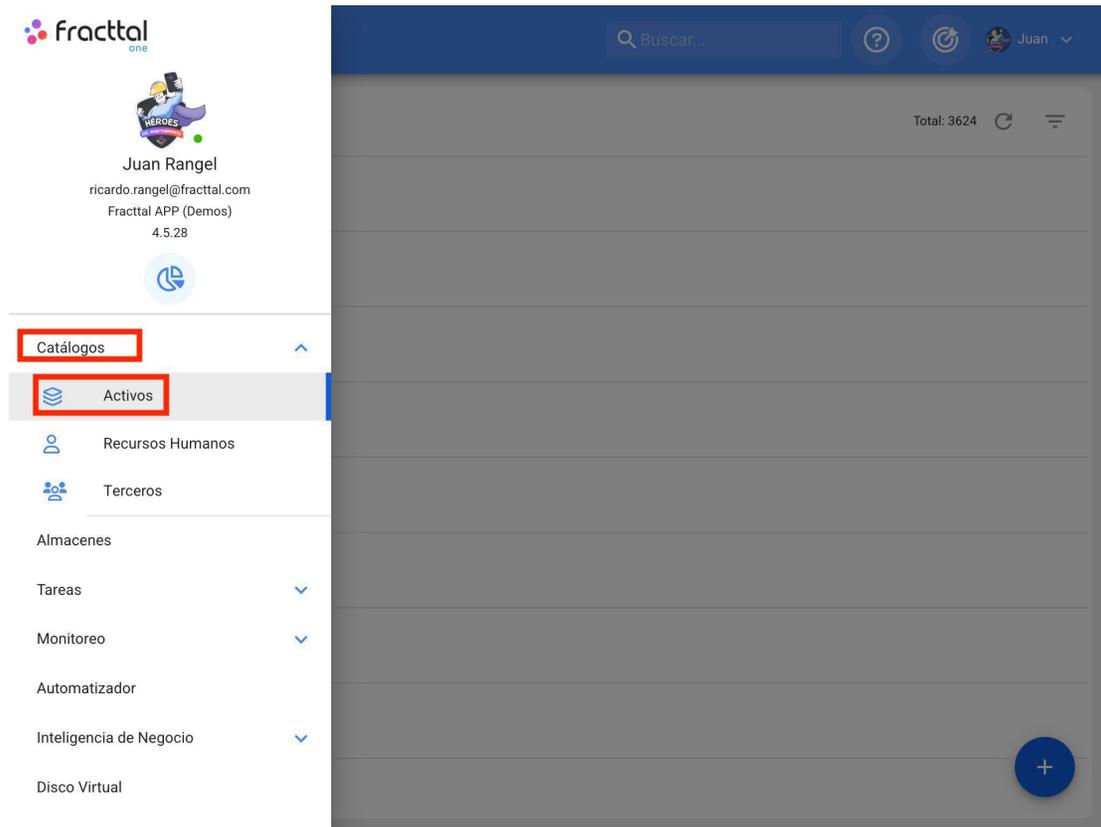
## Types of assets

In Fractal there are 5 types of assets, which are classified as follows:

- ◆ **Locations**
- ◆ **Equipment**
- ◆ **Equipment Tools**
- ◆ **Digital Spare Parts and Supplies**
- ◆

## How to access the different types of assets?

To access any of the asset views, access the catalog module, then click on assets.



When clicked, a new window will open containing a drop-down menu where you can select the type of asset to be displayed.

Activos  
Vista Árbol

Buscar...

Juan

TODOS LOS ACTIVOS

Total: 3

- Empresa Principal S.A. de C.V.  
//
- + Planta 1  
// Empresa Principal S.A. de C.V./
- Planta 2  
// Empresa Principal S.A. de C.V./
- Planta 3  
// Empresa Principal S.A. de C.V./

+

Activos  
Vista Árbol

Buscar...

Juan

TODOS LOS ACTIVOS

Total: 3

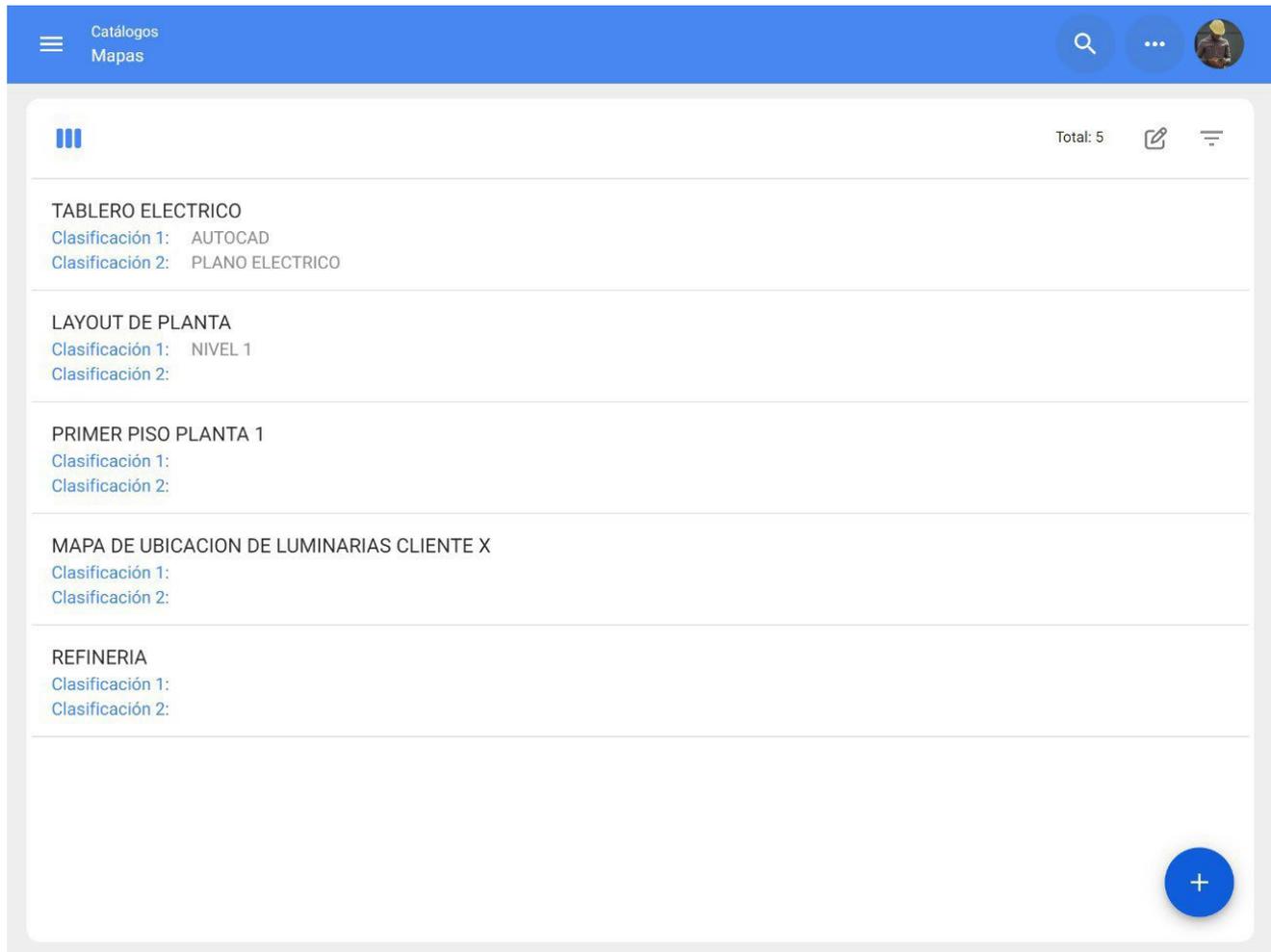
- Todos los Activos
- Ubicaciones
- Equipos
- Herramientas
- Repuestos y Suministros
- Digitales
- Mapas

+

# Map type assets and how to add maps and markers?

[help.fracttal.com/en/articles/6105108-assets-type-map-and-as-add-maps-and-markers](https://help.fracttal.com/en/articles/6105108-assets-type-map-and-as-add-maps-and-markers)

Within the asset catalog, Fracttal offers you the possibility to create maps that will help you locate your assets within a plan or layout.



## How to enter the maps module?

To use the maps in Fracttal, you must enter the main menu > catalog module.  
> assets > maps:



Desde - Hasta  
2022-02-28 / 2022-03-31

Ubicado en ó es Parte de

OTs en Proceso

30



OTs en Revisión

6



OTs Finalizadas

19



Tareas Pendientes con Atraso

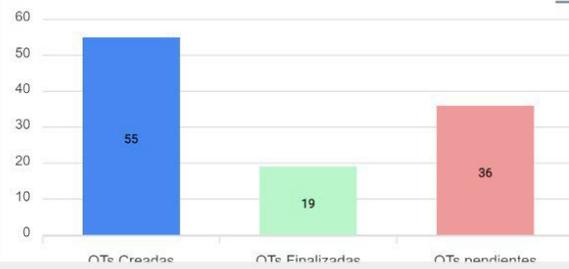
16



Porcentaje de Cumplimiento



Órdenes de Trabajo





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4.5.62



- Catálogos
- Activos**
- Recursos Humanos
- Terceros
- Almacenes
- Tareas
- Monitoreo
- Automatizador
- Inteligencia de Negocio
- Disco Virtual

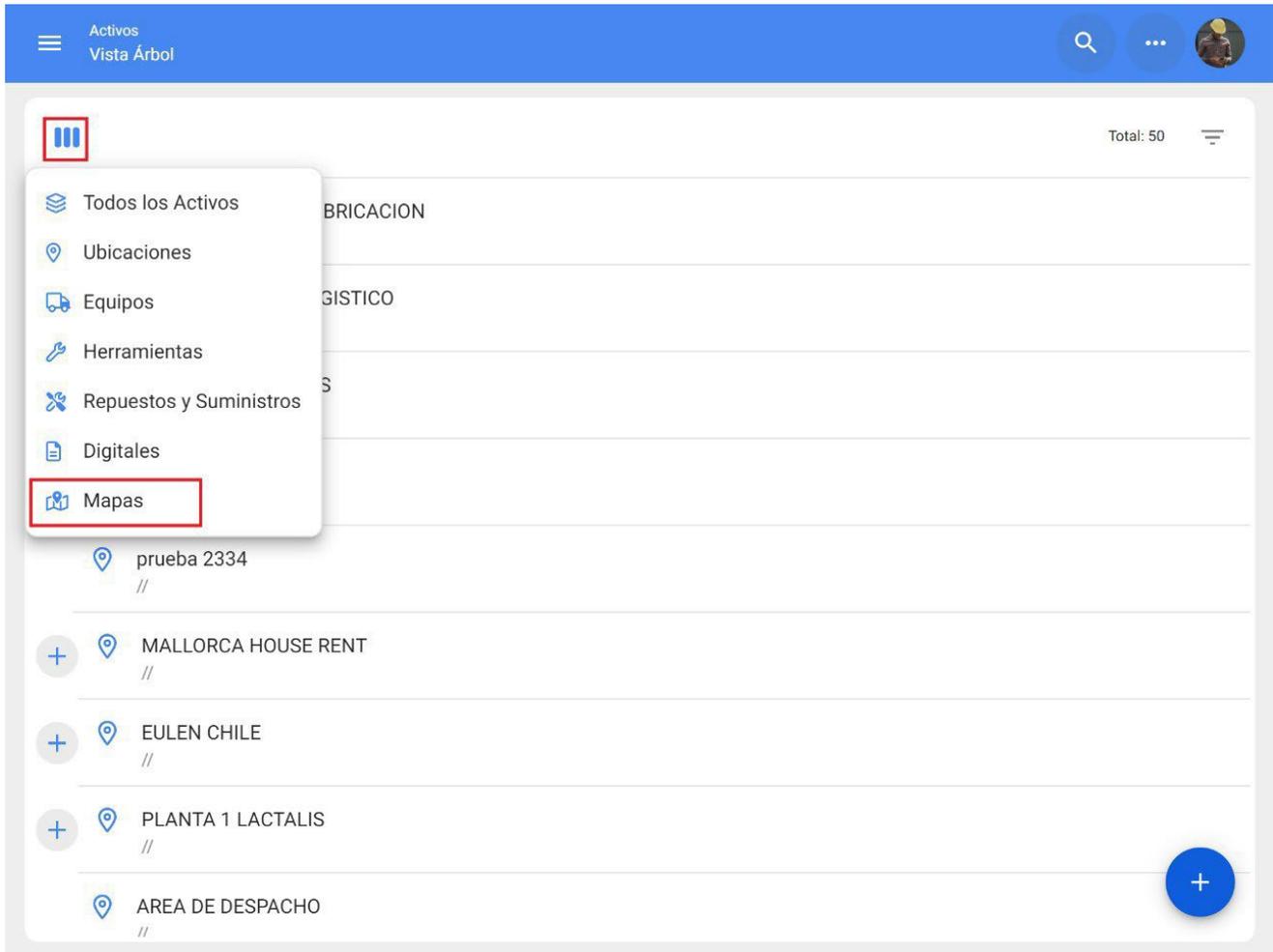
Ubicado en ó es Parte de

OTs en Revisión  
6

Tareas Pendientes con Atraso  
16

Órdenes de Trabajo

Categoría	Cantidad
OTs Creadas	55
OTs Finalizadas	19
OTs pendientes	36



## How to add a map?

To add a map, just click on the add symbol at the bottom right of the platform.

Catálogos  
Mapas

Total: 5

TABLERO ELECTRICO  
Clasificación 1: AUTOCAD  
Clasificación 2: PLANO ELECTRICO

LAYOUT DE PLANTA  
Clasificación 1: NIVEL 1  
Clasificación 2:

PRIMER PISO PLANTA 1  
Clasificación 1:  
Clasificación 2:

MAPA DE UBICACION DE LUMINARIAS CLIENTE X  
Clasificación 1:  
Clasificación 2:

REFINERIA  
Clasificación 1:  
Clasificación 2:



Then a new window will open, where the information corresponding to the map to be added to the system must be filled in.

Catálogos  
Mapas

< Agregar Mapa

1 Descripción

Descripción no puede estar en blanco

2 Clasificación 1

Clasificación 2

Imagen

3 Arrastre o clic para examinar

Path Arrastre o seleccione una imagen

Where, the required data are as follows:

1. **Description:** Name or description of the map.
2. **Classification 1 and 2:** Correspond to free fields left by the platform to be completed as required.
3. **Image:** In this field, the image of the map should be attached. To add image files, click on the "Drag or click to browse" option, after clicking, the system will display a window where you can drag or select the file in question.

Finally, after completing all the required fields to register the map, click on the save option to finish the asset creation process.



Descripción

Empresa de Manufactura

Clasificación 1

Esquema General



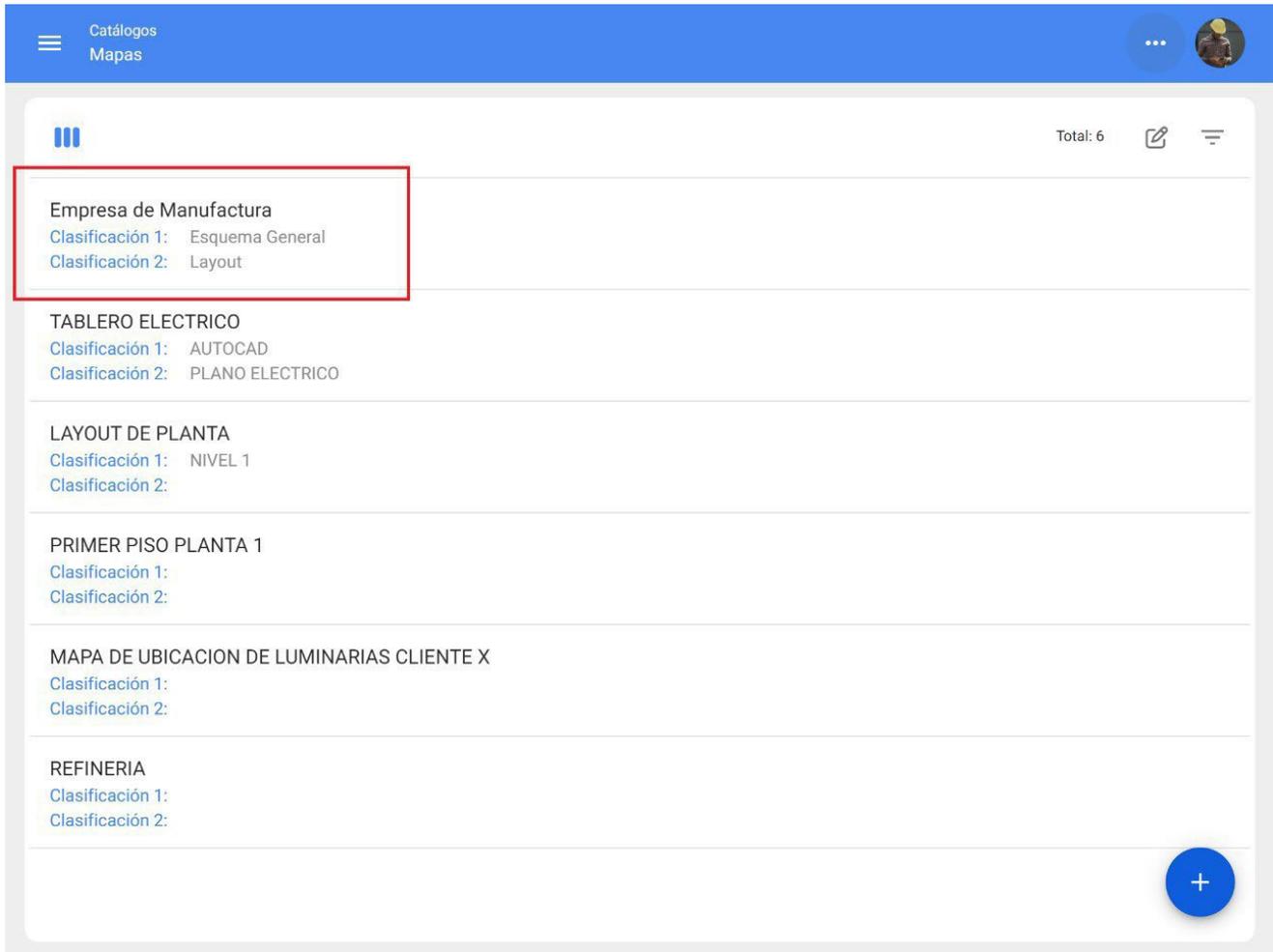
Clasificación 2

Layout



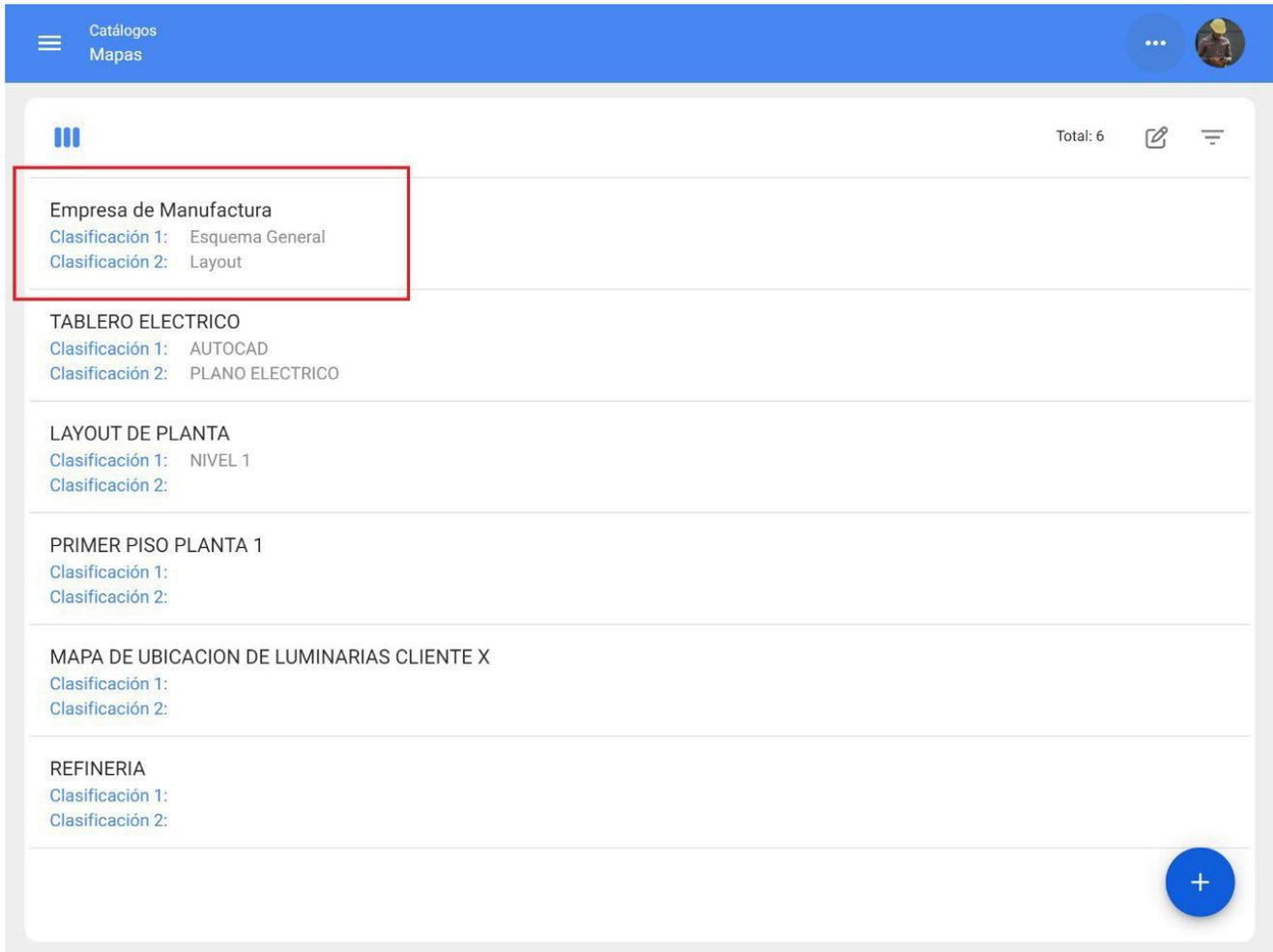
Imagen





## What are bookmarks and how to add them?

Markers are used to position and identify assets (already existing in Fractal's catalogs) within a map. To add a marker within a map, click on the map in question:



Then a new window will open showing the map, where the user can zoom in or zoom out.

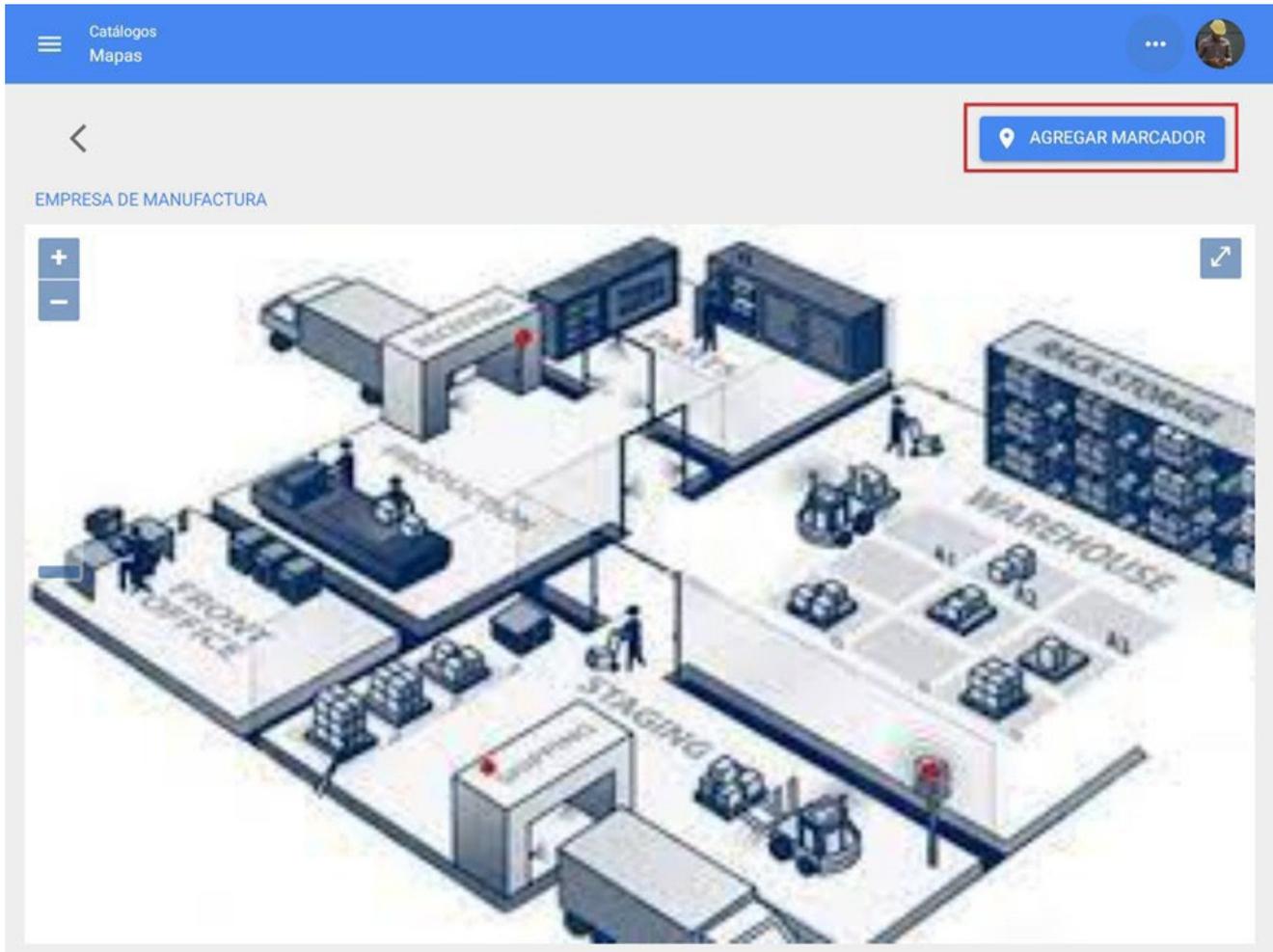


AGREGAR MARCADOR

EMPRESA DE MANUFACTURA



To finally add the marker, click on the 'add marker' indicator:



By clicking on it, a new window will open where the information corresponding to the marker to be added to the map must be filled in, placing the marker in the corresponding place in the layout.

Catálogos  
Mapas

< Agregar Mapa

<

EMPRESA DE MANUFACTURA

+  
-

Activo

Activo no puede estar en blanco

Tipo

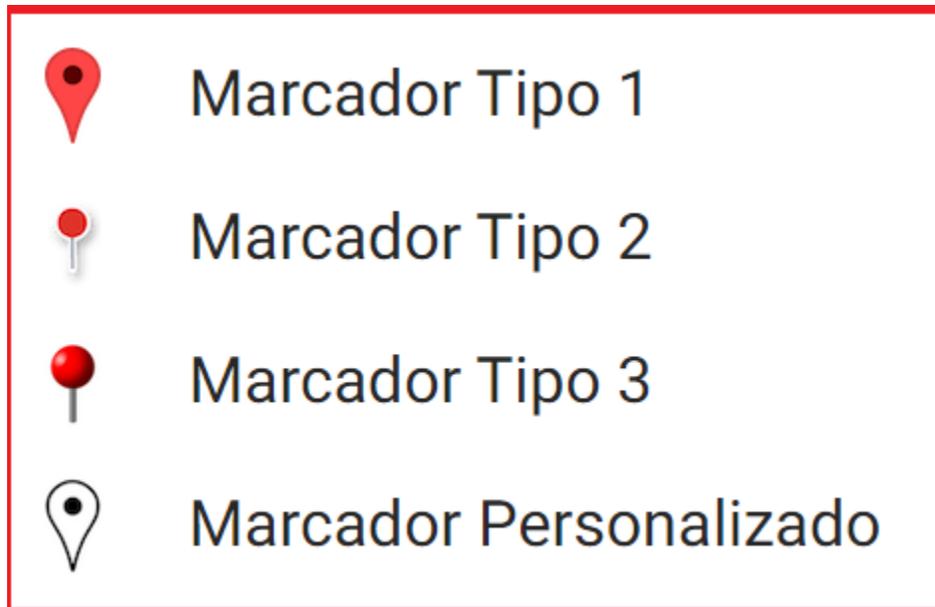
Tipo no puede estar en blanco

Nota

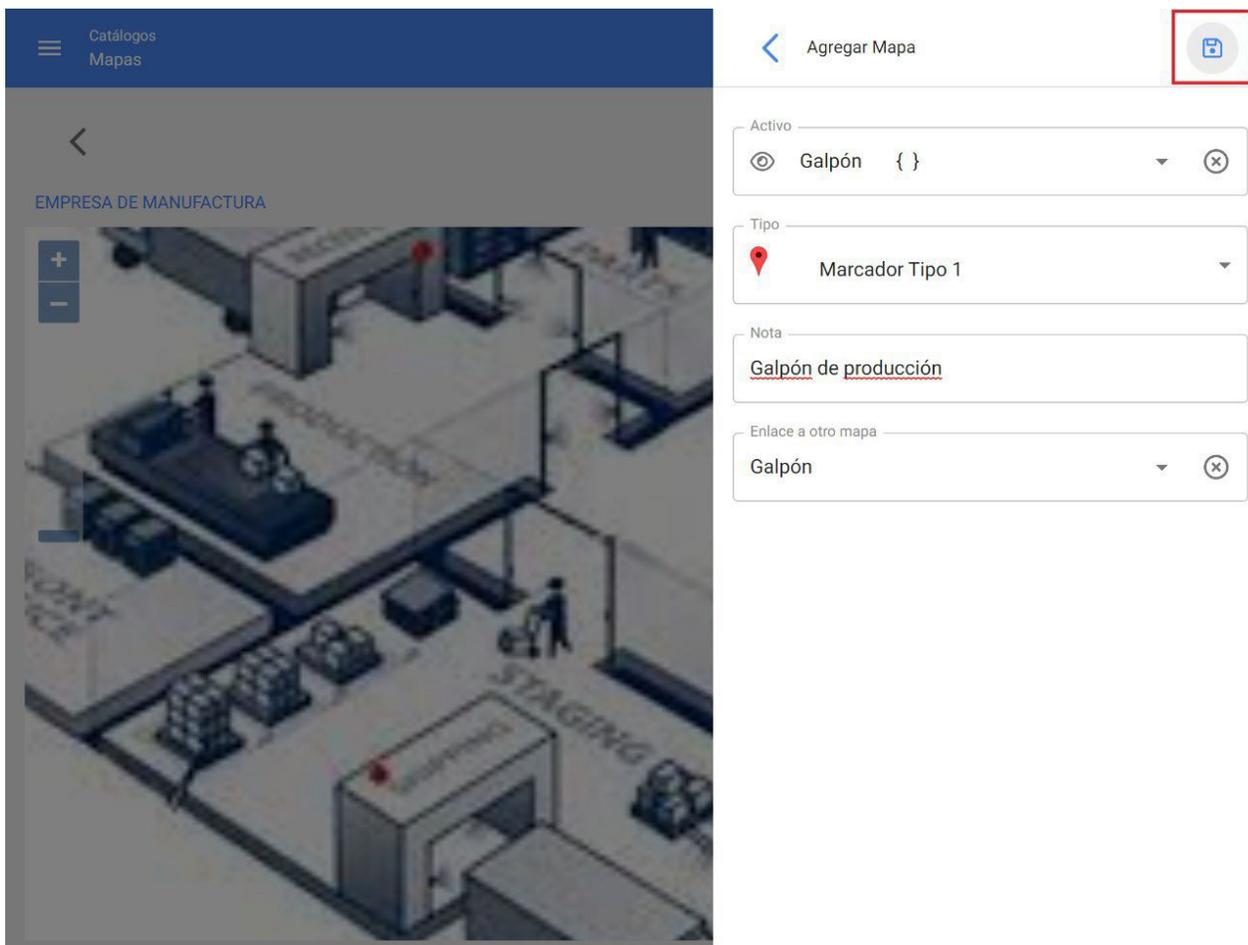
Enlace a otro mapa

- ◆ **Asset:** Allows to choose the asset to be located with this marker on the map.
- ◆ **Type:** Allows to choose a marker type among 4 different types to categorize it.
- ◆ **Note:** Allows you to add a note to the corresponding marker.

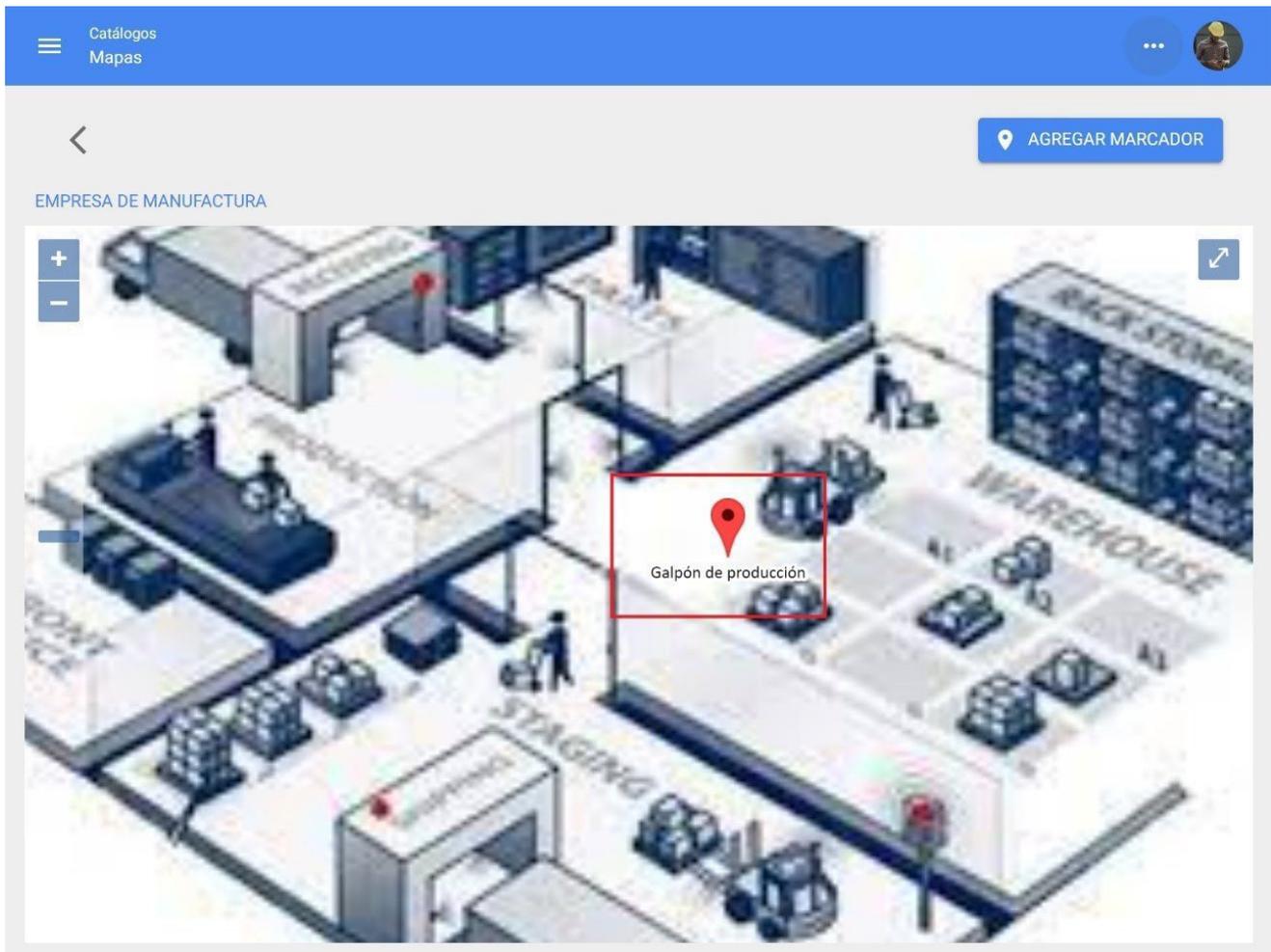
- ♦ **Link to another map:** Allows linking the marker to another previously created map.



After completing all the required fields to register the bookmark, click on the save option to finish the bookmark creation process.



Finally, when you click on save, a new screen will open in which the cursor will have a (+) indicator to allow you to place the marker in the corresponding place on the map, click on it to fix the marker.



**Note:** Within a map with markers, the team's file can be accessed quickly.



📍 AGREGAR MARCADOR

EMPRESA DE MANUFACTURA



# Tree view of all active triggers

[help.fractal.com/en/articles/6014994-tree-of-all-assets-view](https://help.fractal.com/en/articles/6014994-tree-of-all-assets-view)

This view allows you to visualize in a structured way all the assets according to their hierarchical level, starting from the highest to the lowest level, depending on how they are constituted within the platform.

The screenshot displays a web application interface for managing assets. At the top, there is a blue navigation bar with a menu icon, the text 'Activos Vista Árbol', a search bar labeled 'Buscar...', and a user profile 'Juan'. Below the navigation bar, there is a white header area with a dropdown menu 'TODOS LOS ACTIVOS' and a 'Total: 49' indicator. The main content area shows a hierarchical tree of assets. The tree starts with 'Empresa Principal S.A. de C.V.', which is expanded to show 'Planta 1'. 'Planta 1' is further expanded to show 'Area de Produccion'. Under 'Area de Produccion', there are several assets listed: 'ALIMENTADOR DE HOJA CON CONVEYOR DE ENTRADA', 'BANCO DE CAPACITORES 440 V', 'Banda Transportadora', 'BARNIZADORA 12 X 44 CON MESA DE REGISTRO', 'BARNIZADORA 12 X 44 CON MESA DE REGISTRO', and 'CABEZA DE IMPRESIÓN (CUATRO) CON MESA DE REGISTRO'. A red box highlights the 'Area de Produccion' and its sub-assets. The interface also includes a search bar, a user profile 'Juan', and a 'Total: 49' indicator.

## Assets type Locations

In this module you will be able to find in a list view all your location type assets, taking into account that a location is a place, site or location where people or other assets are located.

A location can be a physical site, such as a building or a shed, but can also be used for the delimitation of work spaces, such as production areas, offices, among others.

**Note:** It is important to take into consideration that locations can be used to locate both assets and user accounts, thus applying certain viewing restrictions (user accounts located in a location can only view information contained in hierarchical levels below where they are located).

<input type="checkbox"/>	Habilitado	Fuera de servicio...	Descripción	Nombre
<input type="checkbox"/>	Si	No	001 CREE DIF SINALOA { CREE SIN 01 }	001 CREE DIF SINALOA
<input type="checkbox"/>	Si	No	001 EMPRESA PRINCIPAL { CUR-MAR-001 } GAM	001 EMPRESA PRINCIPAL
<input type="checkbox"/>	Si	No	002 Operadora Pizza Hut SA de CV { DEMO PIZZA...	002 Operadora Pizza Hut SA de CV
<input type="checkbox"/>	Si	No	110 { }	110
<input type="checkbox"/>	Si	No	112 TACUBAYA { WAL112 }	112 TACUBAYA
<input type="checkbox"/>	Si	No	113 TACUBA { WAL 113 }	113 TACUBA
<input type="checkbox"/>	Si	No	115 Campo de Golf	115 Campo de Golf
<input type="checkbox"/>	Si	No	120 CUITLAHUAC Ciudad de México DF	120 CUITLAHUAC
<input type="checkbox"/>	Si	No	1231 12313	1231

## Assets type Teams

By definition, a piece of equipment can be considered as a set of interconnected elements whose function is to provide a specific service, for example: industrial machines, vehicles, among others.

**Note:** In the platform, a unit can be considered as an individual unit or as a parent unit which is composed of child units (systems, elements or components).

Activos Equipos  ? ↻ Juan ▾

EQUIPOS Total: 11198

LISTA ÁRBOL

<input type="checkbox"/>	Habilitado	Fuera de servicio...	Descripción	Código	NOMBRE
<input type="checkbox"/>	Si	No	Aire Acondicionado de Precision Marvair AVPA36...		Aire Acondicionac
<input type="checkbox"/>	Si	No	AIRE ACONDICIONADO DESFILIA CAMERINOS {D...		AIRE ACONDICION
<input type="checkbox"/>	Si	No	AIRE ACONDICIONADO FISCALIA {FIS-001} YORK ...		AIRE ACONDICION
<input type="checkbox"/>	Si	No	AIRE ACONDICIONADO FORO CAMERINOS {CF01...		AIRE ACONDICION
<input type="checkbox"/>	Si	No	AIRE ACONDICIONADO FORO CAMERINOS {CF01...		AIRE ACONDICION
<input type="checkbox"/>	Si	No	AIRE ACONDICIONADO GERENCIA DE OPERACIO...		AIRE ACONDICION
<input type="checkbox"/>	Si	No	AIRE ACONDICIONADO INFESTACION AIRE		AIRE ACONDICION
<input type="checkbox"/>	Si	No	AIRE ACONDICIONADO LENNOX LI018CO-180P4...	A001	AIRE ACONDICION
<input type="checkbox"/>	Si	No	AIRE ACONDICIONADO LG INVERTER { 1234AIRE }	1234AIRE	AIRE ACONDICION

+ (Add button)

## Assets type Tools

Tools can be defined as assets required to complete or facilitate the execution of certain work management tasks. It is important to mention that tools, like spare parts, can be aggregated within a warehouse.

**Note:** The tools are added in the asset module in a general way, since the quantity and cost management of this type of asset is managed directly in the warehouse module.

Activos Herramientas		Buscar...		Juan	
HERRAMIENTAS		Total: 8987			
<input type="checkbox"/>	Habilitado	Fuera de servicio...	Descripción	Nombre	
<input type="checkbox"/>	Si	No			
<input type="checkbox"/>	Si	Si	0 02162-4 ACM-1239	0	
<input type="checkbox"/>	Si	No	0 02162-4 ACM-1239	0	
<input type="checkbox"/>	Si	No	0-100 ANALOG PANEL METER 2153MD ACM-0282	0-100 ANALOG PANEL METER	
<input type="checkbox"/>	Si	No	0-100 ANALOG PANEL METER 2153MD ACM-0282	0-100 ANALOG PANEL METER	
<input type="checkbox"/>	Si	No	0-25 ANALOG PANEL METER 01B6993 2154MD ...	0-25 ANALOG PANEL METER 01B6993	
<input type="checkbox"/>	Si	No	0-25 ANALOG PANEL METER 01B6993 2154MD ...	0-25 ANALOG PANEL METER 01B6993	
<input type="checkbox"/>	Si	No	0 732 ACM-0167	0	
<input type="checkbox"/>	Si	No	0 732 ACM-0167	0	
<input type="checkbox"/>	Si	No	0 86760-1 ACM-1240	0	

## Assets type Spare Parts and Supplies

Corresponds to the elements that are intended to be replaced by other similar elements (after reaching their useful life), with the purpose of guaranteeing the functional continuity of the machinery to which such elements belong.

**Note:** Spare Parts and Supplies are added in the Assets module in a general way, since the quantity and cost management of this type of asset is managed directly in the Warehouse module.

Activos  
Repuestos y Suministros

Buscar...

Juan

REPUESTOS Y SUMINISTROS

Total: 16945

<input type="checkbox"/>	Habilitado	Descripción	Nombre	Numero de parte
<input type="checkbox"/>	Si	ACEITE	ACEITE	
<input type="checkbox"/>	Si	Aceite 10w40 Chevron	Aceite 10w40	
<input type="checkbox"/>	Si	ACEITE 20 W 50 (SM) COPEC { 00010100001000...	ACEITE 20 W 50 (SM)	
<input type="checkbox"/>	Si	Aceite 220 Carter EP 220 { IN-4105 }	Aceite 220	
<input type="checkbox"/>	Si	ACEITE { ACE }	ACEITE	
<input type="checkbox"/>	Si	aceite acemire acemire { fs001 }	aceite acemire	
<input type="checkbox"/>	Si	aceite az sku1002	aceite az	sku1002
<input type="checkbox"/>	Si	Aceite CV Rando WM ISO 32 Chevron Litro 27328...	Aceite CV Rando WM ISO 32	273284
<input type="checkbox"/>	Si	ACEITE DE MOTOR 15W40	ACEITE DE MOTOR 15W40	
<input type="checkbox"/>	Si	Aceite de motor 3813	Aceite de motor	3813
<input type="checkbox"/>	Si	ACEITE DE MOTOR DIESEL TOP	ACEITE DE MOTOR DIESEL TOP	

## Active Digital types

Corresponds to non-tangible assets (such as licenses, patents, among others) that have value for the company and may also be subject to maintenance processes.

DIGITALES

Total: 22

<input type="checkbox"/>	Habilitado	Fuera de servicio...	Descripción	Nombre
<input type="checkbox"/>	Si	No	EPSON 2018	SOFTWARE DE IMPRESION FOTOGRAFICO
<input type="checkbox"/>	Si	No	ERP CORP 1.2.41	ERP
<input type="checkbox"/>	Si	No	FRACTTAL APP 1.2.41	FRACTTAL
<input type="checkbox"/>	Si	No	MICROSOFT 2010	OFFICE 365
<input type="checkbox"/>	Si	No	MICROSOFT 2010	SOFTWARE DE ENSAMBLAJE
<input type="checkbox"/>	Si	No	MICROSOFT 2011	YASKAGUA
<input type="checkbox"/>	Si	No	MICROSOFT 2019	SISTEMA DE FACTURACION
<input type="checkbox"/>	Si	No	MICROSOFT PRO	WINDOWS 10 PRO
<input type="checkbox"/>	Si	No	MICROSOFT PROFESIONAL	OFFICE 2019
<input type="checkbox"/>	Si	No	SAP 2011	ERP 0001



# View Linear tree (crumb of bread)

[help.fractal.com/en/articles/6015001-tree-view-linear-tree-view-of-breadcrumbs](http://help.fractal.com/en/articles/6015001-tree-view-linear-tree-view-of-breadcrumbs)

This view allows you to visualize the assets in a hierarchical level, starting from the highest to the lowest level in a linear way and according to how they are established within the platform.

The screenshot shows a web application interface with a blue header. The header contains the text 'Activos Ubicaciones', a search bar with 'Buscar...', and user information 'Juan'. Below the header, there is a navigation bar with 'UBICACIONES' and 'Total: 4'. The main content area shows a breadcrumb path: 'Inicio / Empresa Principal S.A. de C.V. / Planta 1'. Below the breadcrumb, there is a table with the following columns: 'Habilitado', 'Fuera de servicio...', 'Descripción', and 'Nombre'. The table contains four rows of data:

	Habilitado	Fuera de servicio...	Descripción	Nombre
<input type="checkbox"/>	Si	No	Area de Produccion { }	Area de Produccion
<input type="checkbox"/>	Si	No	Sucursal 1	Sucursal 1
<input type="checkbox"/>	Si	No	Sucursal 2	Sucursal 2
<input type="checkbox"/>	Si	No	Sucursal 3	Sucursal 3

**Note:** This view only allows us to visualize the type of asset according to the module we are in. That is to say, if we are in locations, we will only be able to visualize the assets of this type.

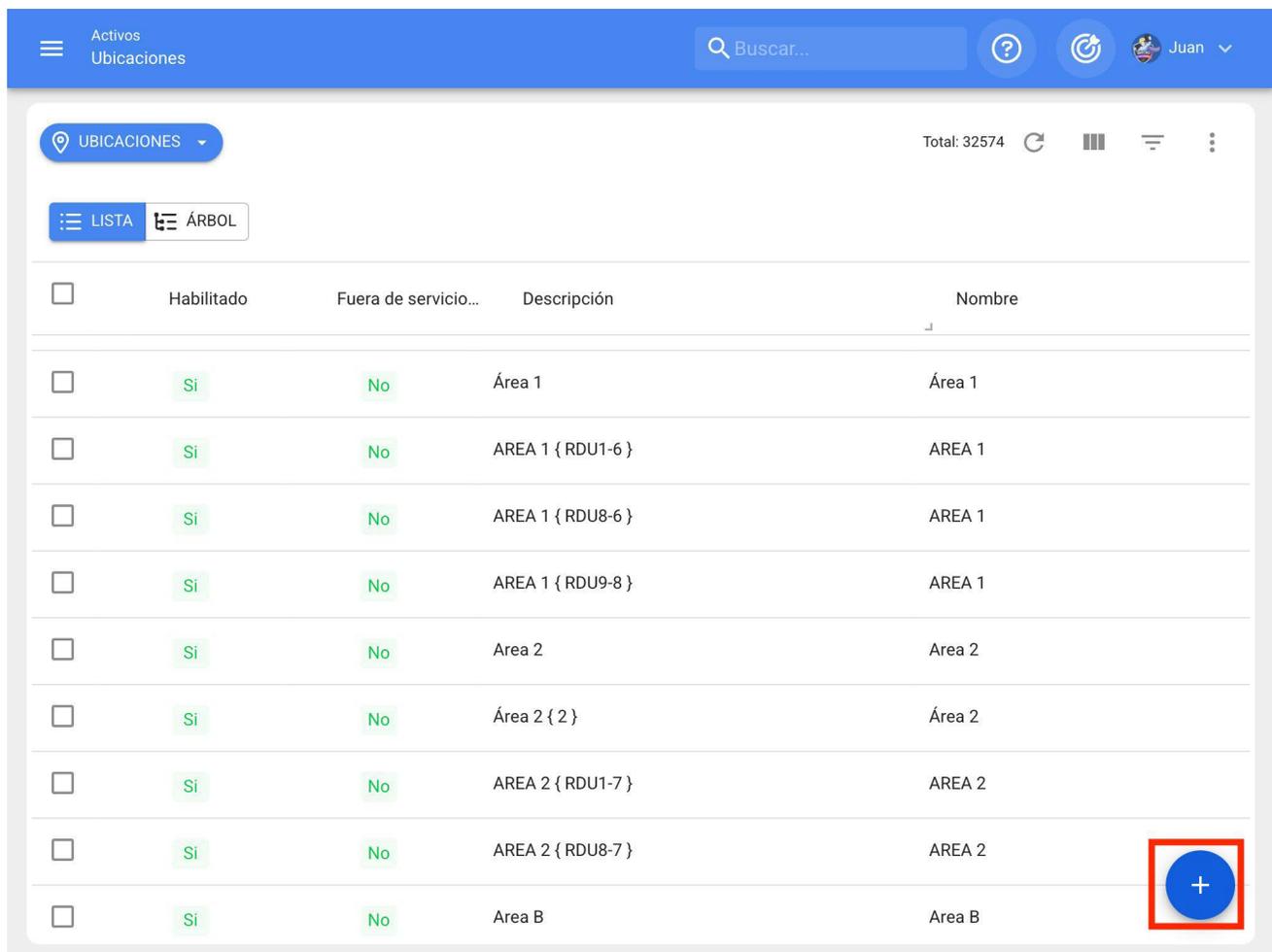
# How to create an asset in Fractal One?

[help.fractal.com/en/articles/6015003-how-to-create-a-trigger-in-fractal-one](https://help.fractal.com/en/articles/6015003-how-to-create-a-trigger-in-fractal-one)

In Fractal One there are two options for creating assets, the first is manually and the second is massively through import spreadsheets.

## Option 1: Manually add assets

To add an asset just enter the module corresponding to the asset you want to add (Locations, Equipment, Tools, Spare Parts and Supplies, Digital), then click on the add option located at the bottom right of the window.



The screenshot shows the Fractal One interface for managing assets. The top navigation bar includes a menu icon, the text "Activos Ubicaciones", a search bar labeled "Buscar...", and user information "Juan". Below the navigation bar, there is a section for "UBICACIONES" with a total count of "Total: 32574". The main content area displays a table of assets with columns for "Habilitado", "Fuera de servicio...", "Descripción", and "Nombre". The table contains several rows of asset data. A red square highlights a blue circular button with a white plus sign (+) located at the bottom right of the table, indicating the "Add" function.

<input type="checkbox"/>	Habilitado	Fuera de servicio...	Descripción	Nombre
<input type="checkbox"/>	Si	No	Área 1	Área 1
<input type="checkbox"/>	Si	No	AREA 1 { RDU1-6 }	AREA 1
<input type="checkbox"/>	Si	No	AREA 1 { RDU8-6 }	AREA 1
<input type="checkbox"/>	Si	No	AREA 1 { RDU9-8 }	AREA 1
<input type="checkbox"/>	Si	No	Area 2	Area 2
<input type="checkbox"/>	Si	No	Área 2 { 2 }	Área 2
<input type="checkbox"/>	Si	No	AREA 2 { RDU1-7 }	AREA 2
<input type="checkbox"/>	Si	No	AREA 2 { RDU8-7 }	AREA 2
<input type="checkbox"/>	Si	No	Area B	Area B

When clicked, a new window will be enabled to fill in all the fields attributed to the assets. These attributes may vary depending on the type of asset being referred to.

The following is a brief explanation of each of the attributes found in the asset window.

**General:** Tab where all the general information associated with the asset can be found.

1. **Equipment name:** Name by which the asset is identified.
2. **Model:** Model of the asset to which reference is made.
3. **Serial number:** Serial number associated with the asset (usually the one established by the equipment manufacturer is used).
4. **Code:** Unique identification code assigned to the asset within the system.
5. **Barcode:** Barcode belonging to the asset.
6. **Priority:** List where the assets are listed according to their priority.
7. **Type:** Catalog with the different types of assets.

8. **Classification 1 and 2:** Correspond to free fields left by the platform for users to complete as required.
9. **Supplier:** Supplier associated to the asset. }
10. **Date of purchase:** Date on which the asset was purchased.
11. **Located in or is part of:** Corresponds to the location where said asset is located within the system, taking into consideration the hierarchy that this represents for the visualization of said asset with respect to other users.
12. **Hours of average daily use:** Corresponds to the total average number of hours worked by the asset (by default the system sets 24 hours of daily use). This value is of utmost importance for the calculation of the indicators in the system.
13. **Visible to all:** Option that allows setting the asset visibility for all users, regardless of their hierarchical level of account location in the system.
14. **Work Management Plan:** Reference to the planned maintenance to which the asset is linked.
15. **Notes:** Text fields where a note associated to the asset can be added.
16. **Photo:** Photograph of the asset in question.
17. **QR Code:** Code automatically generated by the system once the asset is created.

**Custom Fields:** Groups corresponding to a series of fields or labels that can be customized as required by the management of each company. Ideally, you can place asset information that cannot be added in the general tab, such as technical specifications of the equipment.

- ◆ **Related Third Parties:** List where the third parties associated to the asset can be added in a referential way.
- ◆ **Financial:** Corresponds to the straight-line depreciation of the asset, which is calculated based on the start date, annual depreciation percentage, purchase, replacement and salvage costs.
- ◆ **Spare Parts and Supplies:** List where the Spare Parts and Supplies used in the asset can be added in a referential way.
- ◆ **History:** Tab where you can view the history of work management, resources and availability associated with the asset.

- ◆ **Attachments:** Tab where the different attachments associated with the asset can be added.
- ◆ **Documentary Management:** Tab where you can add the different documents or guarantees subject to expiration that are associated to the asset.
- ◆ **Enabled:** Option to enable or disable an asset at will so that it no longer appears in maintenance activities.
- ◆ **Out of Service:** State in which an asset is stopped due to a functional failure (this option comes directly from the failure of the asset).

**Note:** The information shown above is referential for equipment type assets. Certain attributes may vary depending on the type of asset to which information is being added.

Finally, after completing all the required fields to register the asset, click on the save option to finish the asset creation process.

The screenshot displays the asset management interface for a Samsung air conditioning unit. The top navigation bar shows 'Activos Equipos' and the user 'Juan'. The main header indicates the asset name: '1 AIRE ACONDICIONADO RSS Samsung AAA-004 { RSS-002 }'. A red box highlights the 'GUARDAR' (Save) button in the top right corner.

The form contains the following fields and values:

- Ubicado en ó es Parte de:** // Garvi/ México/ Guadalajara/ ZOI BOREALE
- NOMBRE:** 1 AIRE ACONDICIONADO RSS
- Código:** RSS-002
- Marca:** Samsung
- Modelo:** AAA-004
- Numero de Serie:** SGYU-2983-SW
- Otro 1:** S/C
- Otro 2:** CIVILTA 2021
- Código de Barras / NFC:** (Empty)
- Prioridad:** Alta
- Tipo:** HVAC
- Clasificación 1:** INMOBILIAR
- Clasificación 2:** FIBRAMTY
- Proveedor:** ACEITES Y LUBRICANTES DEL CENTRO, S.
- Fecha de Compra:** 2019-05-03

Additional details include a QR code, a photo of the unit, and a toggle for 'Habilitado' (Enabled) which is currently turned on. A notification states 'Tiene cambios pendientes por guardar!' (Has pending changes to save!).

## Option 2: Massive addition of assets

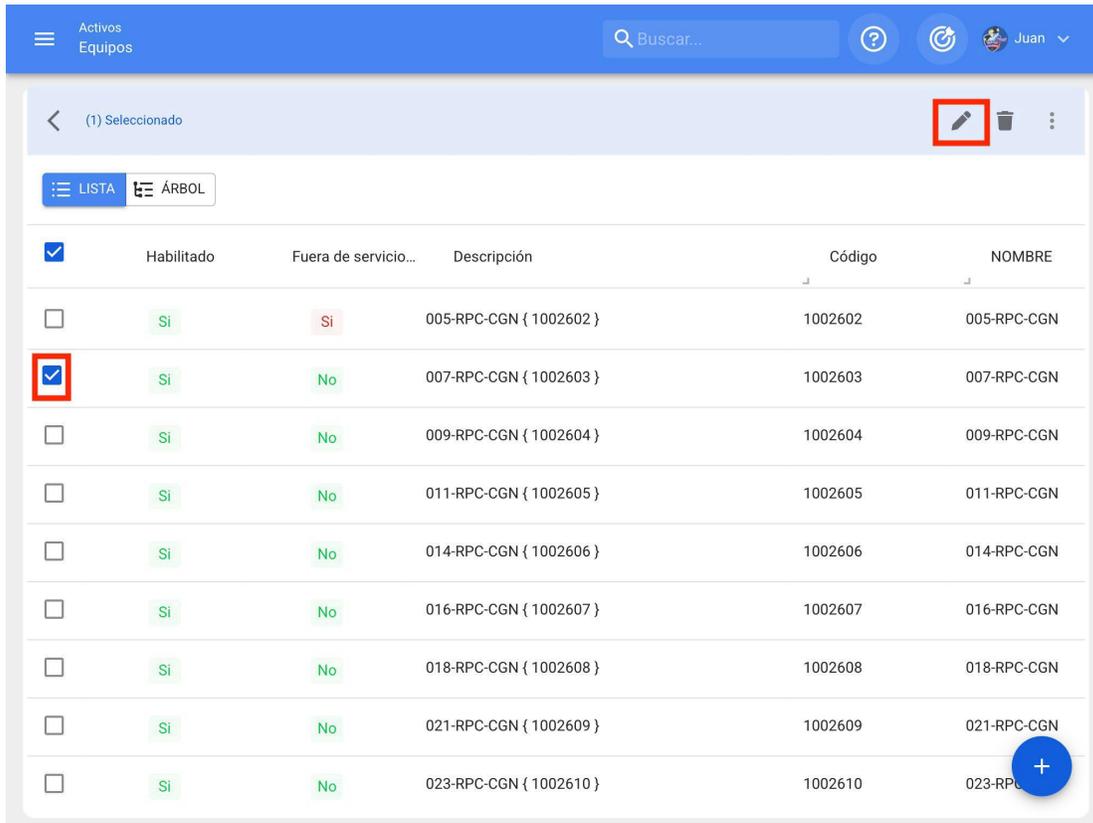
Go to:

Bulk loading of Assets

# How to edit an asset : Fractal One

[help.fractal.com/articles/6015014-as-edit-a-trigger](http://help.fractal.com/articles/6015014-as-edit-a-trigger)

To edit an asset that has already been created, simply select the asset in question to enable the editing bar.



The screenshot shows the Fractal One interface with a list of assets. The asset '007-RPC-CGN { 1002603 }' is selected, and the edit icon in the top right is highlighted with a red box.

<input checked="" type="checkbox"/>	Habilitado	Fuera de servicio...	Descripción	Código	NOMBRE
<input type="checkbox"/>	Si	Si	005-RPC-CGN { 1002602 }	1002602	005-RPC-CGN
<input checked="" type="checkbox"/>	Si	No	007-RPC-CGN { 1002603 }	1002603	007-RPC-CGN
<input type="checkbox"/>	Si	No	009-RPC-CGN { 1002604 }	1002604	009-RPC-CGN
<input type="checkbox"/>	Si	No	011-RPC-CGN { 1002605 }	1002605	011-RPC-CGN
<input type="checkbox"/>	Si	No	014-RPC-CGN { 1002606 }	1002606	014-RPC-CGN
<input type="checkbox"/>	Si	No	016-RPC-CGN { 1002607 }	1002607	016-RPC-CGN
<input type="checkbox"/>	Si	No	018-RPC-CGN { 1002608 }	1002608	018-RPC-CGN
<input type="checkbox"/>	Si	No	021-RPC-CGN { 1002609 }	1002609	021-RPC-CGN
<input type="checkbox"/>	Si	No	023-RPC-CGN { 1002610 }	1002610	023-RPC-CGN

Clicking on the edit option will open the asset information to be edited accordingly.

Activos Equipos

1 AIRE ACONDICIONADO RSS Samsung AAA-004 { RSS-002 }

Ubicado en ó es Parte de

NOMBRE: 1 AIRE ACONDICIONADO RSS Código: RSS-002

Marca: Samsung Modelo: AAA-004

Numero de Serie: SGYU-2983-SW Otro 1: S/C

Otro 2: CIVILTA 2021 Código de Barras / NFC: Prioridad: Alta

Tipo: HVAC Clasificación 1: INMOBILIAR Clasificación 2: FIBRAMTY

Proveedor: ACEITES Y LUBRICANTES DEL CENTRO, S. Fecha de Compra: 2019-05-03

Fuera de servicio: No  
Habilitado

Información  
Tiene cambios pendientes por guardar!

Detalles

- General
- Formulario Personalizado
- Financiero
- Terceros Relacionados

GUARDAR

Finally, after editing the desired fields, click on the save option to finish editing.

Activos Equipos

1 AIRE ACONDICIONADO RSS Samsung AAA-004 { RSS-002 }

Ubicado en ó es Parte de

NOMBRE: 1 AIRE ACONDICIONADO RSS Código: RSS-002

Marca: Samsung Modelo: AAA-004

Numero de Serie: SGYU-2983-SW Otro 1: S/C

Otro 2: CIVILTA 2021 Código de Barras / NFC: Prioridad: Alta

Tipo: HVAC Clasificación 1: INMOBILIAR Clasificación 2: FIBRAMTY

Proveedor: ACEITES Y LUBRICANTES DEL CENTRO, S. Fecha de Compra: 2019-05-03

Fuera de servicio: No  
Habilitado

Información  
Tiene cambios pendientes por guardar!

Detalles

- General
- Formulario Personalizado
- Financiero
- Terceros Relacionados

GUARDAR

# What are customized forms?

[help.fractal.com/en/articles/6015018-what-are-customized-forms](https://help.fractal.com/en/articles/6015018-what-are-customized-forms)

Forms or custom fields are groups in which assets can be categorized, but having in common a set of fields or labels that can be created and customized as required.

The screenshot displays a web interface for managing assets. At the top, a blue header contains the text 'Activos Equipos' on the left and user information 'Juan' on the right. Below the header, a breadcrumb trail shows '1 AIRE ACONDICIONADO RSS Samsung AAA-004 { RSS-002 }' and a 'GUARDAR' button. The main content area is divided into two sections. On the left, there is a card for the asset with a photo of an air conditioning unit, the text 'Fuera de servicio: No', and a 'Habilitado' toggle switch. Below this is a 'Detalles' sidebar with a list of categories: 'General', 'Formulario Personalizado' (highlighted with a red box), 'Financiero', 'Terceros Relacionados', 'Repuestos y Suministros', and 'Historiales'. On the right, a 'Formulario Personalizado' is displayed with the title 'AIRES ACONDICIONADOS' (also highlighted with a red box). The form contains four input fields: 'Voltaje' with the value '224', 'Tipo de Refrigerante' with the value 'Rojo', 'Área de Cobertura' with the value 'Producción', and 'Tipo:' with the value 'Split'.

# Health status of active

[help.fracttal.com/en/articles/6390033-health-status-of-active-assets](https://help.fracttal.com/en/articles/6390033-health-status-of-active-assets)

With the new asset health status functionality you will be able to obtain a more direct visualization of the compliance with the work management plan of your assets (locations and equipment), allowing you to observe through a time series graph how the compliance with the plan that was developed for them has been.

With this, you will have a better understanding of the availability of the assets, if the execution of the work management has been fulfilled according to the dates stipulated in the plan and where the turning points have occurred, so you can make decisions that go in favor of the continuous improvement of preventive maintenance activities.

## Process for monitoring health status

1. Open the Catalogs > Assets module.

The screenshot shows the Fractal One user interface. On the left is a navigation sidebar with the following items: Catálogos (highlighted with a red box), Activos (highlighted with a red box), Recursos Humanos, Terceros, Almacenes, Tareas (with a sub-menu: Plan de Tareas, Órdenes de Trabajo, Presupuestos), Monitoreo, Automatizador, Inteligencia de Negocio, Disco Virtual, and Solicitudes. The main dashboard area displays several widgets: 'OTs en Revisión' (2), 'OTs Finalizadas' (18), 'Tareas Pendientes con Atraso' (18), 'Órdenes de Trabajo' (a bar chart showing 64 OTs Creadas, 18 OTs Finalizadas, and 46 OTs pendientes), 'Tareas' (a pie chart showing 42.5% Tareas Planificadas and 57.5% Tareas No Planificadas - 31), 'Equipos Detenidos' (49), 'Paradas Planificadas' (32), and 'Paradas no planificadas' (9). At the bottom, there are sections for 'Prioridades en Tareas' and 'Severidad de las Fallas'.

2. Search for asset (Location or Equipment)

motor norton

EQUIPOS

Total: 1

LISTA ÁRBOL

<input type="checkbox"/>	Habilitado	Fuera de servicio...	Descripción	Código	Nombre	Fabr
<input type="checkbox"/>	Si	Si	Motor Norton	Motor-0002	Motor	Nort

+

3. Enter the asset's resume and select the Health Status sub-module from the details menu.

Activos Equipos Luis

Motor Norton GUARDAR



Fuera de servicio: SI  
Habilitado

Detalles

- General
- Formulario Personalizado
- Estado de Salud**
- Financiero
- Terceros
- Repuestos y Suministros
- Historiales
- Adjuntos
- Gestión Documental



Ubicado en ó es Parte de

Nombre  Código

Fabricante  Modelo

Numero de Serial  Otro 1

Peso de equipo  Código de Barras / QR  Prioridad

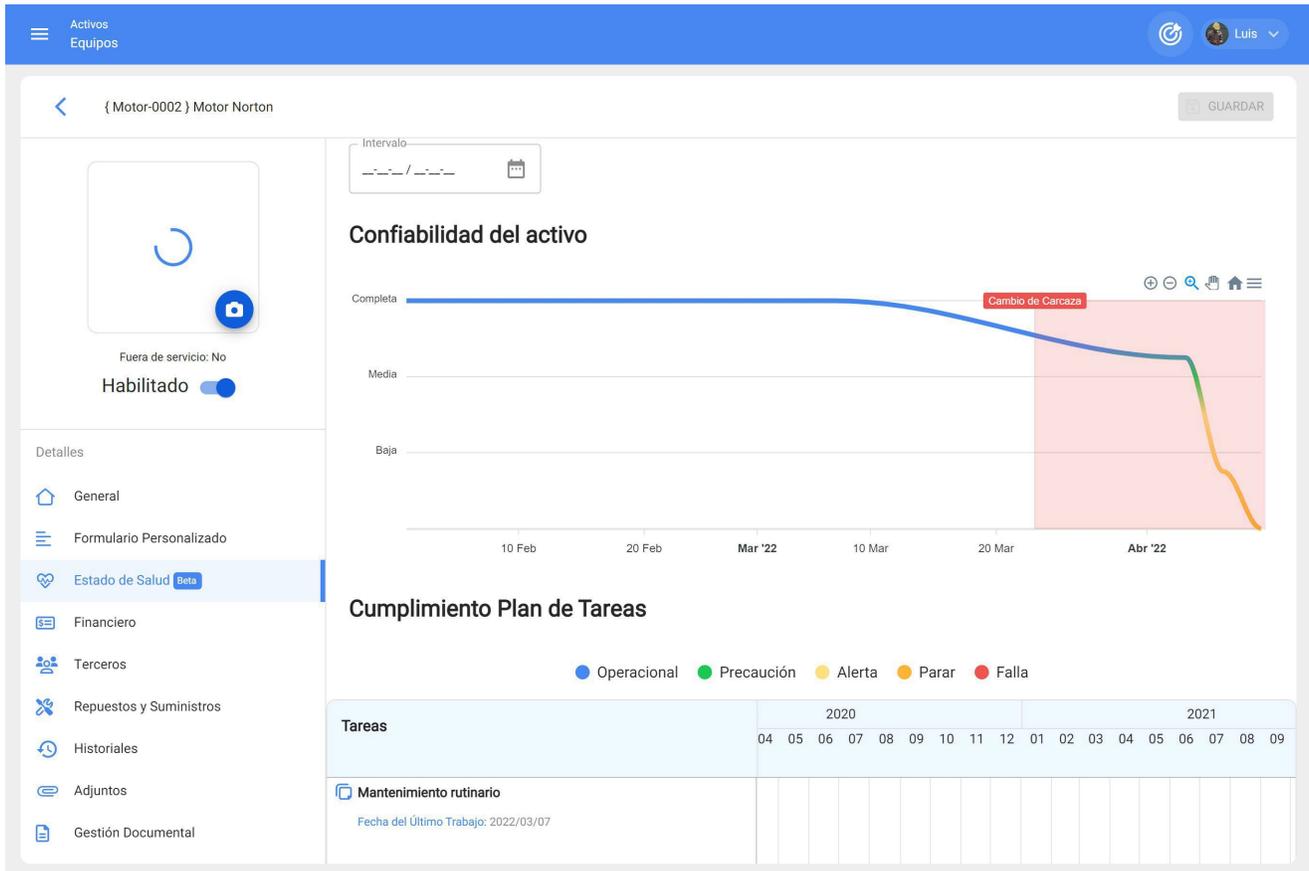
Tipo  Clasificación 1  Clasificación 2

Proveedor  Fecha de Compra

Horas de uso promedio diario   Visible para todos

Plan de Tareas

There you will see 2 time series graphs known as: 'Asset Reliability' and 'Work Management Compliance':



**Reliability of the asset:** graph of the performance of the tasks, in general of the work management, to which the asset is linked.

**Compliance with the Work Management Plan:** it shows the details of each of the work management tasks that could have affected this reliability, as shown in the previous image, there are 4 types of statuses differentiated by color, which are explained below:

- **Operational (Blue):** It is when the work management is executed respecting the calculated dates with a tolerance of 10% according to the periodicity of each task.
- **Caution (Green):** This is when the 10% tolerance of the Operational status is exceeded and also has a tolerance of 10% according to the periodicity of each task.
- **Alert (Yellow):** This is when 10% of the Caution state tolerance is exceeded and also has a tolerance of 10% depending on the periodicity of each task.
- **Stop (Orange):** This is when 10% of the Alert state tolerance is exceeded and will be maintained until the task is completed.
- **Fault (red):** This is when the equipment goes into fault, and will remain until the task associated with the fault is completed.

**Example:** If there is a task with a trigger every month and its calculated date is 01/01/2000, for this task it will have the operational status while its fulfillment is before 03/01/2000, if this date is exceeded the status will be Caution, if it is not finished until 06/01/2000, then it will pass to the Alert status where if it is not finished in this case until 09/01/2000 then it will pass to the last status which is Stop and it will maintain this status until the date it is finished.

**Note:** The following should be considered when viewing the health status for location type assets:

1) Two analyses will be available; one that corresponds to the general report of all the assets that have this location as children and the graphs of the location itself.



2) In order to view the work management compliance graph, select a point on the graph with the cursor, so that you can see the detail at the selected time.



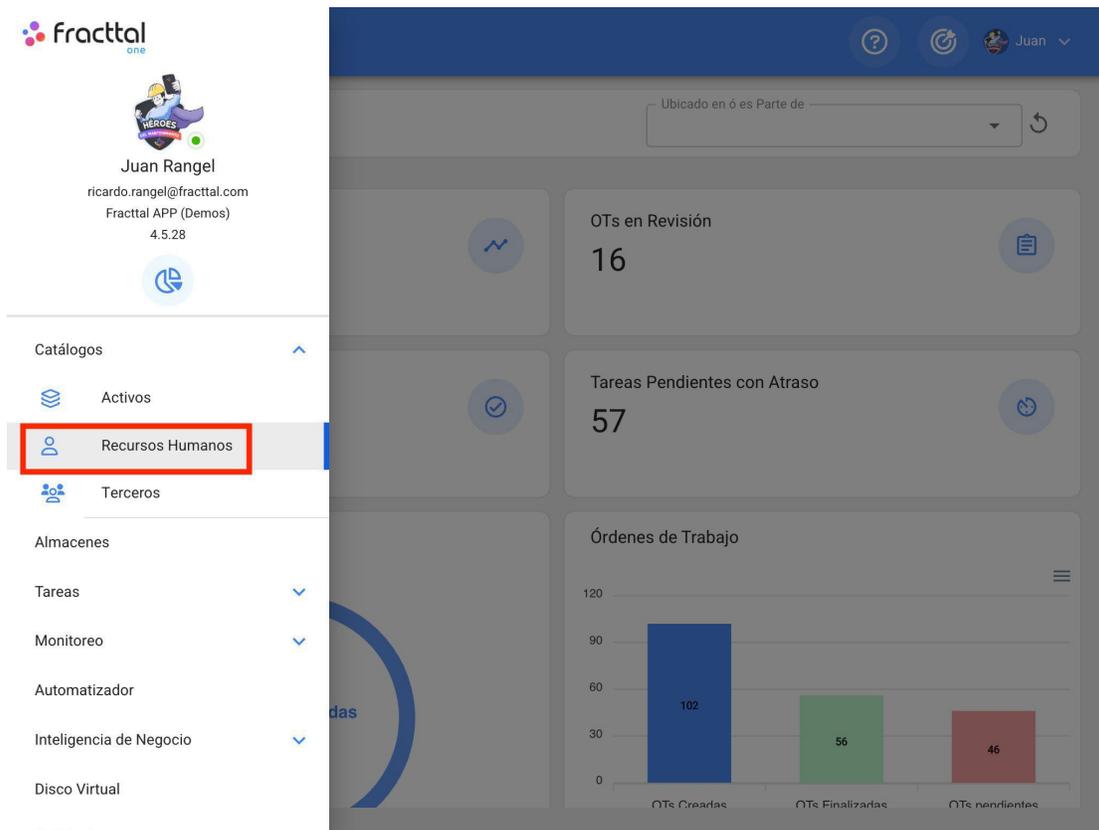
**To keep in mind:**

For this first iteration, a balanced percentage of 10% tolerance has been defined for the periodicity of the work management.

It is expected for the second iteration of the functionality that the user will be able to set the percentage according to the criticality of compliance with its work management plan.

# Inhouse personnel and how to enter module?

[help.fractal.com/en/articles/6015025-inhouse-personnel-and-how-to-enter-module](https://help.fractal.com/en/articles/6015025-inhouse-personnel-and-how-to-enter-module)

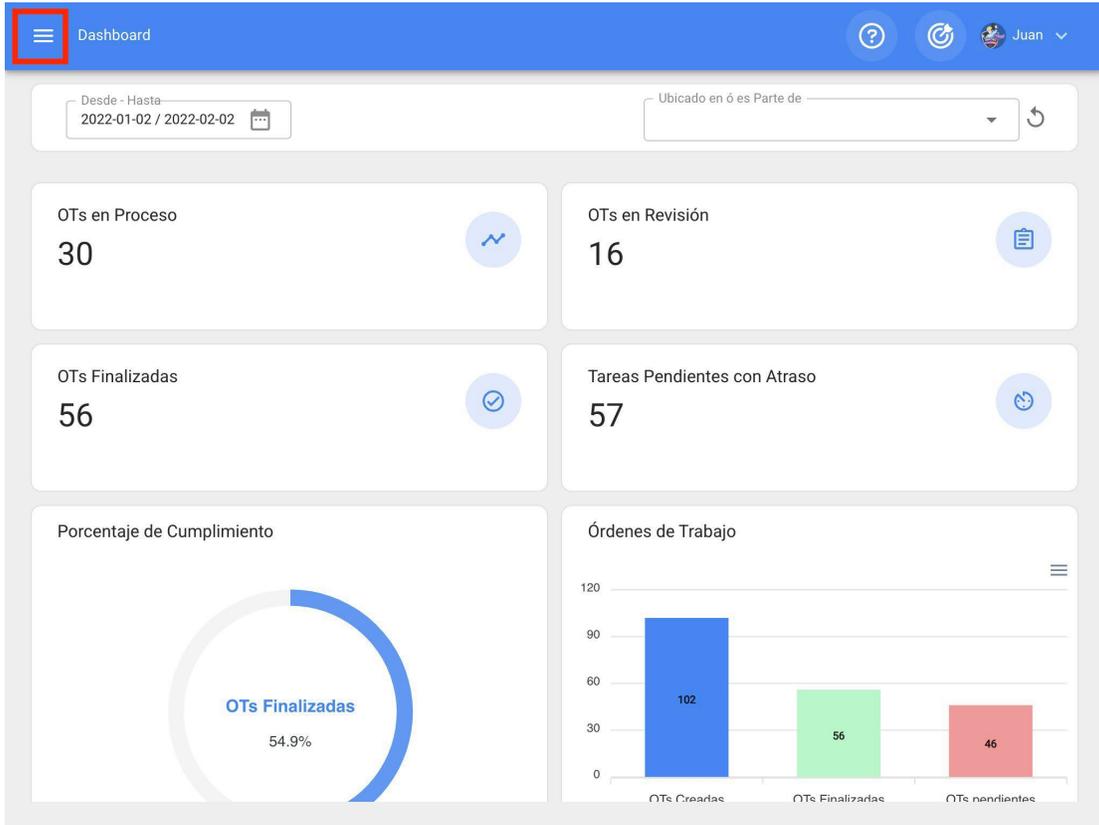


In this module you will be able to have a control and record of the company's personnel in terms of information and delivery of assignments (tools), regardless of the number of inhouse personnel you wish to add to the system, since there is no limit to the number of records.

**Note:** It is important to mention that all access accounts to the platform (user, request or reading accounts) must first be registered in the inhouse personnel or third party modules, as appropriate.

## How to enter the inhouse personnel module?

To enter the inhouse personnel module, click on the menu button located at the top left of the main header bar of the platform and drop down the catalog menu, and finally click on "Inhouse personnel".



**Fractal** one

**Juan Rangel**  
 ricardo.rangel@fractal.com  
 Fractal APP (Demos)  
 4.5.28

- Catálogos**
- Activos
- Recursos Humanos**
- Terceros
- Almacenes
- Tareas
- Monitoreo
- Automatizador
- Inteligencia de Negocio
- Disco Virtual

Buscar...

Total: 1663

Cuenta	Código	Nombres	Apellidos	Cla
Si		Asistente	Solo lectura	
No	Asistente 1	Asistente 1	Curso Fractal	Sup
Si	Asistente 10	Asistente 10	Curso Fractal	JAI
No	Asistente 11	Asistente 11	Curso Fractal	ELE
Si	Asistente 12	Asistente12	Curso Fractal	JEF
No	Asistente 15	Asistente 15	Curso Fractal	JAI
No	Asistente 2	Asistente 2	Curso Fractal	ELE
No	Asistente 3	Asistente 3	Curso Fractal	Tec
No	Asistente 4	Asistente 4	Curso Fractal	AU:
No	Asistente 5	Asistente 5	Curso Fractal	DI

Recursos Humanos  ? ↺ Juan

Total: 1663 ↺ ☰ ☰ ⋮

<input type="checkbox"/>	Habilitado	Teams	Cuenta	Código	Nombres	Apellidos	Clas
<input type="checkbox"/>	Si	Si	No	Asistente 1	Asistente 1	Curso Fracttal	Su
<input type="checkbox"/>	Si	No	Si	Asistente 10	Asistente 10	Curso Fracttal	JA
<input type="checkbox"/>	Si	No	No	Asistente 11	Asistente 11	Curso Fracttal	EL
<input type="checkbox"/>	Si	No	Si	Asistente 12	Asistente12	Curso Fracttal	JE
<input type="checkbox"/>	Si	No	No	Asistente 15	Asistente 15	Curso Fracttal	JA
<input type="checkbox"/>	Si	No	No	Asistente 2	Asistente 2	Curso Fracttal	EL
<input type="checkbox"/>	Si	No	No	Asistente 3	Asistente 3	Curso Fracttal	Te
<input type="checkbox"/>	Si	No	No	Asistente 4	Asistente 4	Curso Fracttal	AU
<input type="checkbox"/>	Si	No	No	Asistente 5	Asistente 5	Curso Fracttal	AD
<input type="checkbox"/>	Si	No	No	Asistente 6	Asistente 6	Curso Fracttal	+

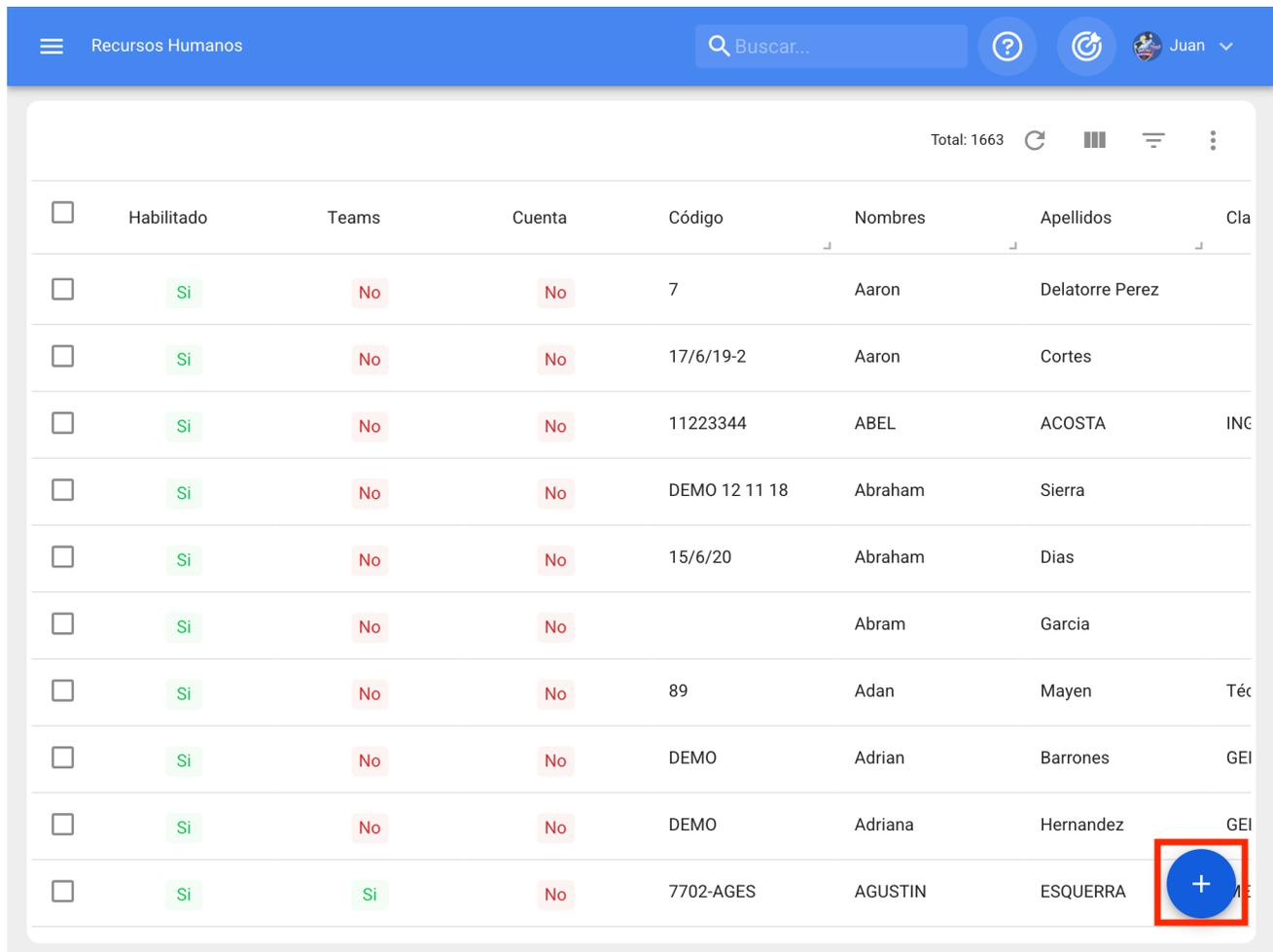
# How to add inhouse personnel : Fractal One

[help.fractal.com/en/articles/6015037-as-add-inhouse-personnel-resources](http://help.fractal.com/en/articles/6015037-as-add-inhouse-personnel-resources)

There are two ways to add inhouse personnel to the platform, the first option is to do it manually (one by one) from the add option and the second option is to do it massively by means of imports using Excel files. (To add inhouse personnel massively see the imports section).

## From the option to add

To add an inhouse personnel to the platform, simply click on the add symbol at the bottom right of the platform.



The screenshot shows the 'Recursos Humanos' (Human Resources) section of the Fractal One platform. At the top, there is a search bar labeled 'Buscar...' and a user profile for 'Juan'. Below the search bar, a table lists personnel with columns for 'Habilitado', 'Teams', 'Cuenta', 'Código', 'Nombres', 'Apellidos', and 'Clasificación'. The table contains 11 rows of data. At the bottom right of the table, a blue circular button with a white plus sign is highlighted with a red square, indicating the 'Add' function.

<input type="checkbox"/>	Habilitado	Teams	Cuenta	Código	Nombres	Apellidos	Clasificación
<input type="checkbox"/>	Si	No	No	7	Aaron	Delatorre Perez	
<input type="checkbox"/>	Si	No	No	17/6/19-2	Aaron	Cortes	
<input type="checkbox"/>	Si	No	No	11223344	ABEL	ACOSTA	ING
<input type="checkbox"/>	Si	No	No	DEMO 12 11 18	Abraham	Sierra	
<input type="checkbox"/>	Si	No	No	15/6/20	Abraham	Dias	
<input type="checkbox"/>	Si	No	No		Abram	Garcia	
<input type="checkbox"/>	Si	No	No	89	Adan	Mayen	Téc
<input type="checkbox"/>	Si	No	No	DEMO	Adrian	Barrones	GEI
<input type="checkbox"/>	Si	No	No	DEMO	Adriana	Hernandez	GEI
<input type="checkbox"/>	Si	Si	No	7702-AGES	AGUSTIN	ESQUERRA	ME

Then a new window belonging to the general tab will open, where the information corresponding to the inhouse personnel to be added to the system must be filled in.

Where, the required data are as follows:

- **Names, Last Names:** Personal information of the inhouse personnel.
- **Code:** Internal identification code belonging to the inhouse personnel (in many cases the identity card is used).
- **Classification 1 and 2:** Corresponds to free fields that the platform leaves for users to complete as required. For example, they can be used to describe the position, specialization or department to which the human resource belongs.
- **City, Address, Department / State / Region, Country, Area Code:** Information corresponding to the location of the inhouse personnel.
- **Latitude, longitude:** Fields that are automatically added when "Search in the map" the address to which the human resource belongs.
- **Ordinary Hourly Value:** Catalog where the profile and man-hour value of the human resource is defined.

- ◆ **Working Hours:** Catalog corresponding to the working hours of the human resources.
- ◆ **Email:** Email of the inhouse personnel.
- ◆ **Primary, Secondary Phone, SMS Phone:** Phone numbers of the human resources.
- ◆ **Location:** Corresponds to the location where the inhouse personnel is located within the system, taking into consideration the hierarchy that this represents for the visualization of the profile with respect to other users.
- ◆ **Signature:** Digital signature belonging to the inhouse personnel (it is loaded as an image of approximately 200 x 80 dimensions, the system auto-adjusts it) or there is also the possibility of adding the signature from this same field.
- ◆ **Photo:** Photograph of human resource

After completing the information corresponding to the general tab, simply click on the save button at the top right of the window to register the human resources in the system.

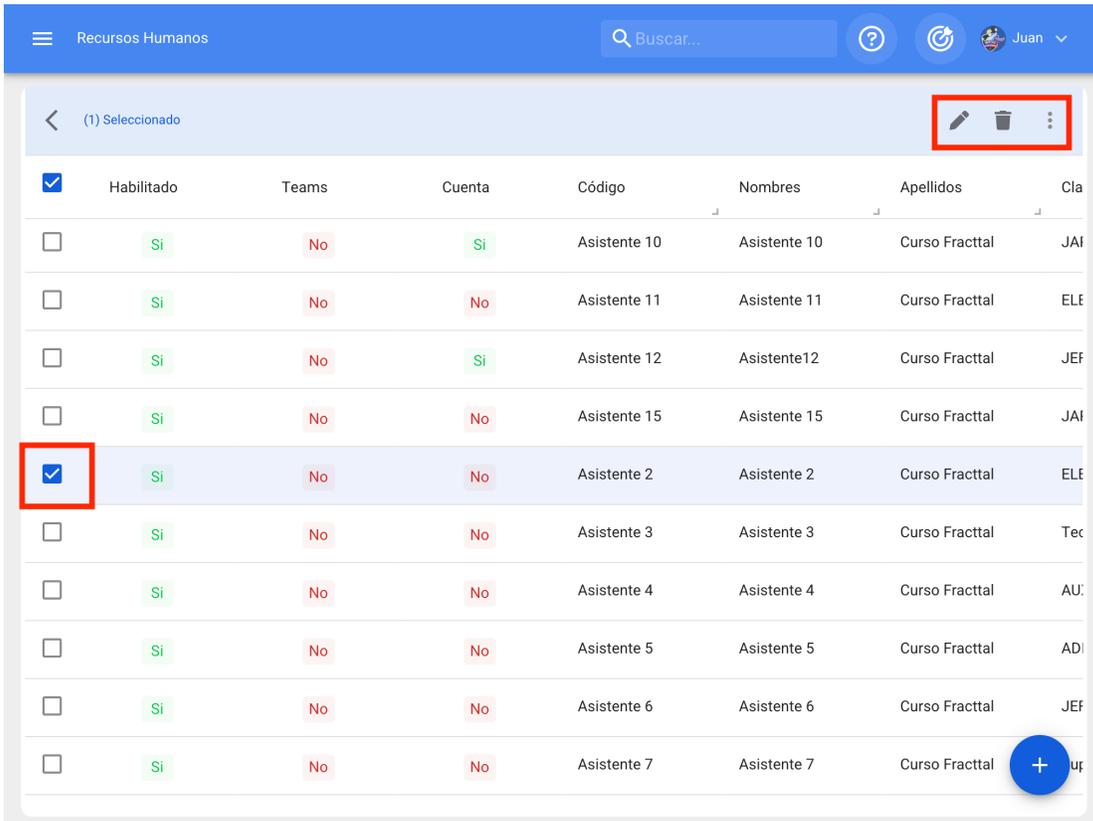
The screenshot displays a user interface for managing human resources. At the top, there is a blue header with the text "Recursos Humanos" and a user profile "Juan". Below the header, the main content area shows the profile of "Jose Martinez". On the left, there is a profile picture of a man in a hard hat and a "Habilitado" toggle switch. Below the photo is a sidebar with navigation options: "Información" (highlighted with a red box and containing the message "Tiene cambios pendientes por guardar!"), "General", "Formulario Personalizado", "Asignaciones", "Adjuntos", and "Gestión Documental". The main form contains several input fields: "Nombres" (Jose), "Apellidos" (Martinez), "Código" (Solicitante 2), "Email" (curso23.fractal@gmail.c), "Clasificación 1", "Clasificación 2", "Dirección", "Ciudad", "Departamento / Estado / Región", "País", and "Código Área". A map is visible on the right side, showing the location of the "Museo Hermitage" in St. Petersburg, Russia. A red box highlights the "GUARDAR" button in the top right corner of the form area.

**Note:** After making any edits, be sure to save the changes for them to take effect.

# How to edit an inhouse personnel profile ?

 [help.fractal.com/en/articles/6015046-as-edit-a-human-resources-profile](https://help.fractal.com/en/articles/6015046-as-edit-a-human-resources-profile)

To edit an existing inhouse personnel profile, just select the profile to be modified and the system will display a bar with the option to edit, delete and options.



The screenshot shows the 'Recursos Humanos' (Human Resources) section of the Fractal system. A search bar is at the top right. Below it, a table lists personnel profiles. The 'Asistente 2' profile is selected, indicated by a blue checkmark in the first column and a red box around it. In the top right corner of the table area, there is a red box around three icons: a pencil (edit), a trash can (delete), and a vertical ellipsis (options).

<input checked="" type="checkbox"/>	Habilitado	Teams	Cuenta	Código	Nombres	Apellidos	Cla
<input type="checkbox"/>	Si	No	Si	Asistente 10	Asistente 10	Curso Fractal	JAF
<input type="checkbox"/>	Si	No	No	Asistente 11	Asistente 11	Curso Fractal	ELF
<input type="checkbox"/>	Si	No	Si	Asistente 12	Asistente12	Curso Fractal	JEF
<input type="checkbox"/>	Si	No	No	Asistente 15	Asistente 15	Curso Fractal	JAF
<input checked="" type="checkbox"/>	Si	No	No	Asistente 2	Asistente 2	Curso Fractal	ELF
<input type="checkbox"/>	Si	No	No	Asistente 3	Asistente 3	Curso Fractal	Tec
<input type="checkbox"/>	Si	No	No	Asistente 4	Asistente 4	Curso Fractal	AU
<input type="checkbox"/>	Si	No	No	Asistente 5	Asistente 5	Curso Fractal	AD
<input type="checkbox"/>	Si	No	No	Asistente 6	Asistente 6	Curso Fractal	JEF
<input type="checkbox"/>	Si	No	No	Asistente 7	Asistente 7	Curso Fractal	up

In case you want to edit the inhouse personnel, just click on edit and the system will redirect you to the screen corresponding to the selected inhouse personnel.

Recursos Humanos

Buscar...

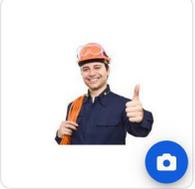
(1) Seleccionado

<input checked="" type="checkbox"/>	Habilitado	Teams	Cuenta	Código	Nombres	Apellidos	Clasificación
<input type="checkbox"/>	Si	Si	No	Asistente 1	Asistente 1	Curso Fractal	Sup
<input type="checkbox"/>	Si	No	Si	Asistente 10	Asistente 10	Curso Fractal	JAI
<input type="checkbox"/>	Si	No	No	Asistente 11	Asistente 11	Curso Fractal	ELE
<input checked="" type="checkbox"/>	Si	No	Si	Asistente 12	Asistente12	Curso Fractal	JEF
<input type="checkbox"/>	Si	No	No	Asistente 15	Asistente 15	Curso Fractal	JAI
<input type="checkbox"/>	Si	No	No	Asistente 2	Asistente 2	Curso Fractal	ELE
<input type="checkbox"/>	Si	No	No	Asistente 3	Asistente 3	Curso Fractal	Tec
<input type="checkbox"/>	Si	No	No	Asistente 4	Asistente 4	Curso Fractal	AU
<input type="checkbox"/>	Si	No	No	Asistente 5	Asistente 5	Curso Fractal	ADI
<input type="checkbox"/>	Si	No	No	Asistente 6	Asistente 6	Curso Fractal	JEF

Recursos Humanos

Jose Martinez

GUARDAR



Habilitado

Información  
Tiene cambios pendientes por guardar!

Detalles

- General
- Formulario Personalizado
- Asignaciones
- Adjuntos
- Gestión Documental

Nombres: Jose

Apellidos: Martinez

Código: Solicitante 2

Email: curso23.fractal@gmail.c

Clasificación 1: [Dropdown]

Clasificación 2: [Dropdown]

Dirección: [Input]

Ciudad: [Input]

Departamento / Estado / Región: [Input]

País: [Input]

Código Área: [Input]

Mapa: Busca en el mapa [Input] [Map showing Petrogradsky District and Hermitage Museum]

In this screen you will find the following option tabs:

- ♦ **General:** General information corresponding to inhouse personnel.
- ♦ **Custom fields:** Group of custom tags with additional information about the inhouse personnel.

- ♦ **Assignments:** Listing with the number of tools assigned to the inhouse personnel resource.
- ♦ **Attachments:** List where you can add, view, edit or download files, links and notes attached to the human resource profile.
- ♦ **Documentary Management:** Documents or certificates subject to expiration that are associated with inhouse personnel.
- ♦ **Enabled:** Option that allows enabling or disabling the inhouse personnel resource so that it is no longer visible in the rest of the platform modules (it will only be displayed in the activities prior to being disabled).

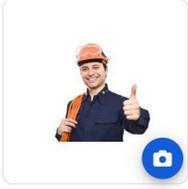
The screenshot displays the 'Recursos Humanos' (Human Resources) interface. At the top, there is a blue header with the text 'Recursos Humanos' and a user profile 'Juan'. Below the header, the profile for 'Jose Martinez' is shown. On the left, there is a profile card with a photo of a worker in a hard hat and a blue 'Habilitado' (Enabled) toggle switch. Below the card is a sidebar menu with the following items: 'Información' (with a sub-note 'Tiene cambios pendientes por guardar!'), 'Detalles', 'General' (highlighted with a red box), 'Formulario Personalizado', 'Asignaciones', 'Adjuntos', and 'Gestión Documental'. The main content area contains a form with the following fields: 'Nombres' (Jose), 'Apellidos' (Martinez), 'Código' (Solicitante 2), 'Email' (curso23.fractal@gmail.c), 'Clasificación 1' and 'Clasificación 2' (dropdown menus), 'Dirección', 'Ciudad', 'Departamento / Estado / Región', 'País', and 'Código Área'. To the right of the form is a map of St. Petersburg, Russia, with a search bar and various map controls. A 'GUARDAR' (Save) button is located at the top right of the profile card.

To make any changes to the human resources profile, just click on the field you wish to edit and finally click on the save button located at the top right of the platform.

Recursos Humanos

Jose Martinez

**GUARDAR**



Habilitado

**Información**  
Tiene cambios pendientes por guardar!

Detalles

- General
- Formulario Personalizado
- Asignaciones
- Adjuntos
- Gestión Documental

Nombres: Jose

Apellidos: Martinez

Código: Solicitante 2

Email: curso23.fractal@gmail.c

Clasificación 1: [dropdown]

Clasificación 2: [dropdown]

Dirección: [input]

Ciudad: [input]

Departamento / Estado / Región: [input]

País: [input]

Código Área: [input]

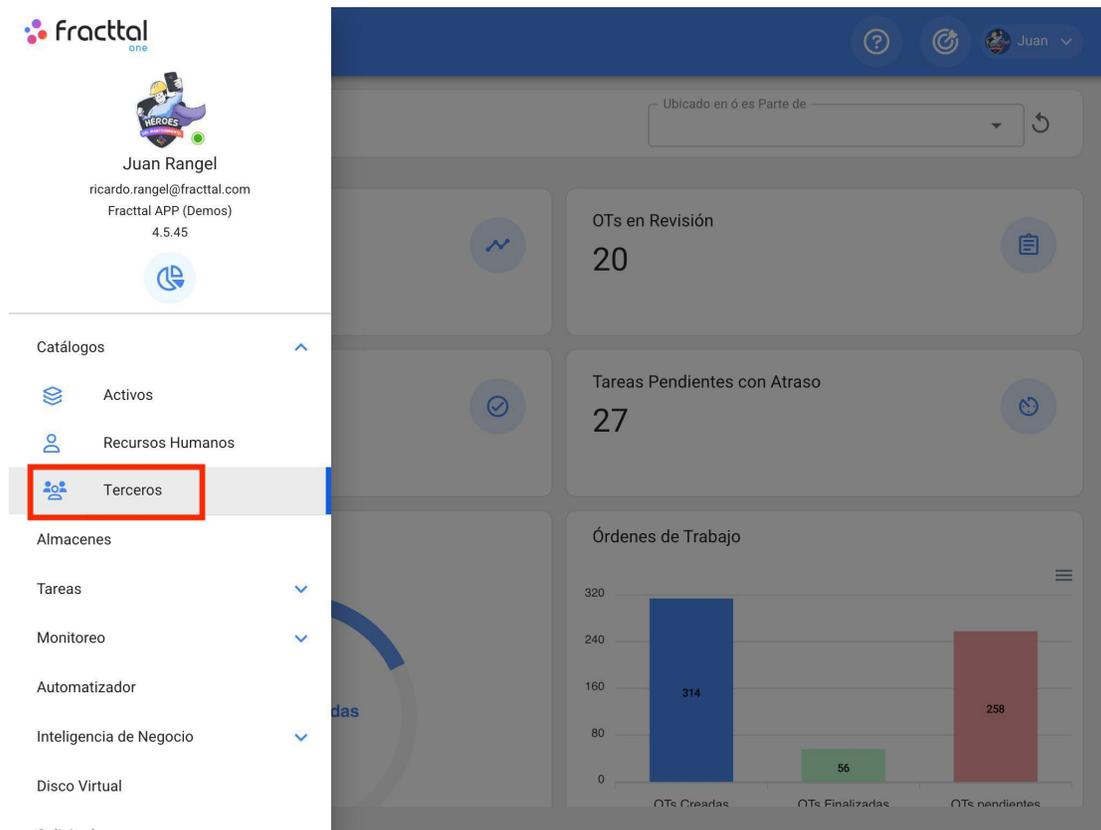
Mapa: Busca en el mapa [input] [search icon]

Mapa de Google Maps showing St. Petersburg, Russia, with the Museo Hermitage marked.

Latitud: [input] Longitud: [input]

# Third parties and how to enter the module?

[help.fractal.com/en/articles/6015063-third-parties-and-how-to-enter-the-module](https://help.fractal.com/en/articles/6015063-third-parties-and-how-to-enter-the-module)

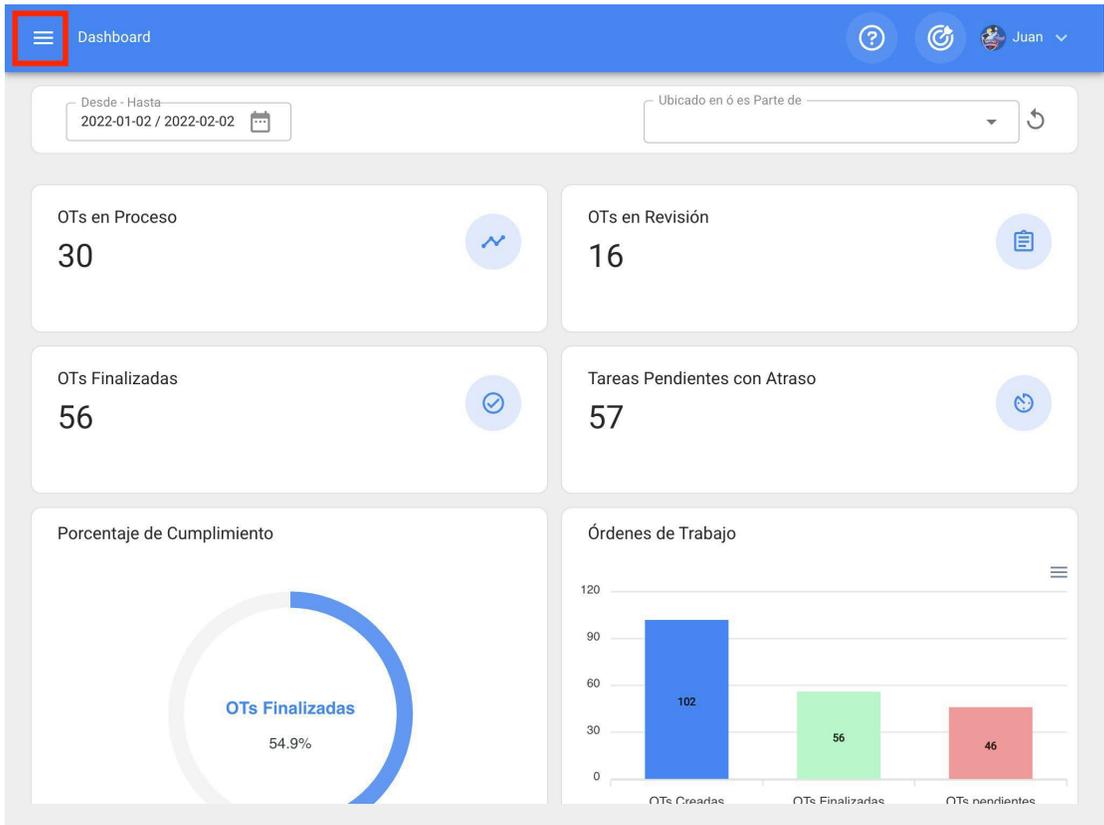


In this module you will be able to control and register the different types of third parties that can be managed in the platform, no matter how many you want to add to the system, since there is no limit to the number of registrations.

**Note:** It is important to mention that all platform access accounts (user, request or reading accounts) must first be registered in the inhouse personnel or third party modules as appropriate.

## How to enter the Third Parties module?

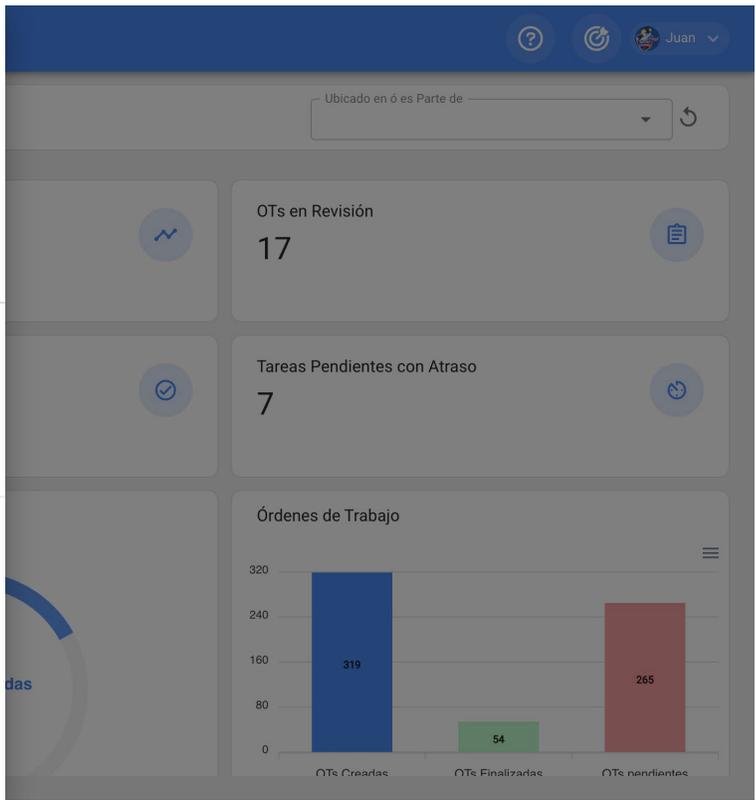
To enter the third parties module, first click on the menu button on the upper left side of the main header bar of the platform, then click on the catalogs menu and finally click on "Third parties".



Fractal one

**Juan Rangel**  
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 Fractal APP (Demos)  
 4.5.35

- Catálogos
- Activos
- Recursos Humanos
- Terceros
- Almacenes
- Tareas
- Monitoreo
- Automatizador
- Inteligencia de Negocio
- Disco Virtual



Terceros					
<input type="text" value="Buscar..."/> <span style="float: right;"> </span>					
Total: 852					
<input type="checkbox"/>	Habilitado	Nombre	Código	Email	Página Web
<input type="checkbox"/>	Si	ACEITES DEL CENTRO	EXPO-ACEITES-0...	ventas.aceite...	www.aceitesde
<input type="checkbox"/>	Si	ACEITES DE PUEBLA	AC-TER-001	ventasaceites...	www.aceitesde
<input type="checkbox"/>	Si	ACEITES Y LUBRICANTES DEL CENTRO	P-C-TERCERO-001		
<input type="checkbox"/>	Si	ACEITES Y LUBRICANTES	ACEITES-SON-001		
<input type="checkbox"/>	Si	ACEITES Y LUBRICANTES DEL CENTRO, S.A. DE C.V.	1546	acelubricante...	
<input type="checkbox"/>	Si	ACEITES Y LUBRICANTES DEL CENTRO, S.A. DE C.V.	PROV-001	acelubricante...	www.aceites.c
<input type="checkbox"/>	Si	Aceros Israel S.A. De C.V.	ALS960516SG1	acerosisrael...	
<input type="checkbox"/>	Si	ACEROS SIDERURGICOS BRAVO, S.A. DE C.V.	PR00892	acerosbravo...	
<input type="checkbox"/>	Si	ACEROS Y MATERIALES MARELI SA	ter-0123	marianery@a...	
<input type="checkbox"/>	Si	AC Gruas S.A. De C.V.	AGR1003085M2	acgruas@hot...	

# How to add a third party | Fractal One

[help.fractal.com/en/articles/6015068-as-add-a-third-party](http://help.fractal.com/en/articles/6015068-as-add-a-third-party)

There are two ways to add third parties to the platform, the first option is to do it manually (one by one) from the add option and the second option is to do it massively by means of imports using Excel files. (To add a third party massively see imports section).

## From the platform:

To add a third party to the platform, simply click on the add symbol at the bottom right of the platform.

The screenshot displays the 'Terceros' (Third Parties) management interface. At the top, there is a search bar labeled 'Buscar...' and a user profile for 'Juan'. Below the search bar, a table lists existing third parties. The table has columns for 'Habilitado', 'Nombre', 'Código', 'Email', and 'Página Web'. A blue '+ Add' button is highlighted with a red square in the bottom right corner of the table area.

Habilitado	Nombre	Código	Email	Página Web
<input type="checkbox"/>	ACEITES DEL CENTRO	EXPO-ACEITES-0...	ventas.aceite...	www.aceitesde
<input type="checkbox"/>	ACEITES DE PUEBLA	AC-TER-001	ventasaceites...	www.aceitesde
<input type="checkbox"/>	ACEITES Y LUBRICANTES DEL CENTRO	P-C-TERCERO-001		
<input type="checkbox"/>	ACEITES Y LUBRICANTES	ACEITES-SON-001		
<input type="checkbox"/>	ACEITES Y LUBRICANTES DEL CENTRO, S.A. DE C.V.	1546	acelubricante...	
<input type="checkbox"/>	ACEITES Y LUBRICANTES DEL CENTRO, S.A. DE C.V.	PROV-001	acelubricante...	www.aceites.c
<input type="checkbox"/>	Aceros Israel S.A. De C.V.	AIS960516SG1	acerosisrael...	
<input type="checkbox"/>	ACEROS SIDERURGICOS BRAVO, S.A. DE C.V.	PR00892	acerosbravo...	
<input type="checkbox"/>	ACEROS Y MATERIALES MARELI SA	ter-0123	marianery@a...	
<input type="checkbox"/>	AC Gruas S.A. De C.V.	AGR1003085M2	acgruas@hot...	

Then, a new window belonging to the general tab will open, where the information corresponding to the third parties to be added to the system must be filled in.

The screenshot shows a web application interface for managing third parties. The top navigation bar is blue and contains a hamburger menu, the text 'Terceros', and user profile information for 'Juan'. Below the navigation bar, there is a header area with a back arrow and a 'GUARDAR' button. The main content area is divided into a left sidebar and a main form. The sidebar has a 'General' tab highlighted with a red box. The main form is also outlined with a red box and contains the following fields:

- Habilitado:** A toggle switch that is currently turned on.
- Datos requeridos:** A red warning box with the text 'Datos requeridos' and two bullet points: 'Código no puede estar en blanco' and 'Nombre no puede estar en blanco'.
- Nombre:** A text input field.
- Código:** A text input field.
- Tipo:** A section with four radio button options: 'Proveedor de servicios' (checked), 'Fabricante', 'Proveedor', and 'Cliente'.
- Página Web:** A text input field.
- Clasificación 1 and 2:** Two dropdown menu fields.
- Dirección:** A text input field.
- Ciudad:** A text input field.
- Departamento / Estado / Región:** A text input field.
- País:** A text input field.
- Mapa:** A map interface with a search bar 'Busca en el mapa' and a red location pin on a map of Santiago de Chile.

Where, the required data are as follows:

- ◆ **Names:** Name of the third party.
- ◆ **Codes:** Fiscal identifier or identification number of the third party.
- ◆ **Type:** In Fractal there are four types of third parties (Service Provider, Manufacturer, Supplier, Customer), where a third party is allowed to cover more than one option.
- ◆ **Website:** Website of the third party.
- ◆ **Classification 1 and 2:** Correspond to free fields left by the platform to be completed as required.
- ◆ **City, Address, Department / State / Region, Country, Area Code:** Information corresponding to the location of the third party.
- ◆ **Latitude, longitude:** These fields are automatically added when you "Search on the map" the address to which the third party belongs.

- ◆ **Email:** Email of the human resource
- ◆ **Fax, SMS Telephone:** Telephone numbers of the third party.
- ◆ **Conditions:** Condition catalog.
- ◆ **Visible to all:** Allows the display of such third party to users, regardless of the location of the account accessing the platform.
- ◆ **Limit Access to This Location:** Corresponds to the location where the third party is located within the system, taking into consideration the hierarchy that this represents for the visualization of said profile with respect to other users.

After completing the information corresponding to the General tab, simply click on the save button located in the upper right part of the window, so that the third parties are registered in the system.

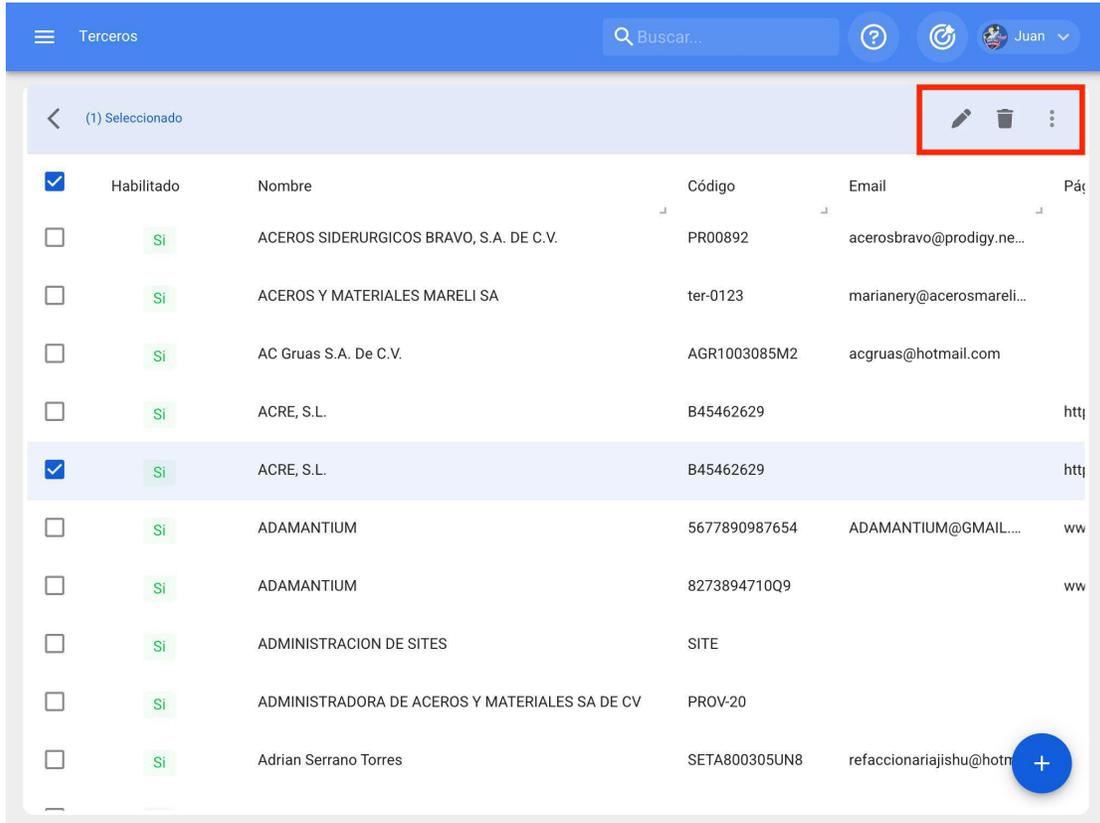
The screenshot displays the 'Terceros' (Third Parties) management interface. The top navigation bar shows 'Terceros' and a user profile 'Juan'. The main content area is divided into a left sidebar and a main form. The sidebar includes a 'Habilitado' toggle, an 'Información' tab (highlighted with a red box and a notification 'Tiene cambios pendientes por guardar!'), and a list of menu items: 'General', 'Formulario Personalizado', 'Sucursales', 'Contactos', 'Servicios', 'Historiales', 'Adjuntos', and 'Gestión Documental'. The main form contains the following fields: 'Nombre' (COMEX), 'Código' (TER.CUR-000123), 'Tipo' (with checkboxes for 'Proveedor de servicios', 'Fabricante', 'Proveedor', and 'Cliente'), 'Página Web' (www.comex.com), 'Clasificación 1' (APOYO A PR), 'Clasificación 2' (empty), 'Dirección' (caracas #17 sur), 'Ciudad' (cdmx), 'Departamento / Estado / Región' (gam), 'País' (mexico), and a map showing the location in Petrogradsky District, St. Petersburg. The 'GUARDAR' button is highlighted with a red box in the top right corner.

**Note:** After making any edits, be sure to save the changes for them to take effect.

# How to edit a third party | Fractal One

 [help.fractal.com/articles/6015073-as-editing-a-third-party](https://help.fractal.com/articles/6015073-as-editing-a-third-party)

To edit an existing third party, just select the third party to be modified and the system will display a bar with the options to edit, delete and more.



The screenshot shows the 'Terceros' (Third Parties) management interface. At the top, there is a search bar labeled 'Buscar...' and a user profile for 'Juan'. Below the search bar, a header bar indicates '(1) Seleccionado' (1 Selected) and contains three icons: a pencil (edit), a trash can (delete), and a vertical ellipsis (more options). The main area displays a table of third parties with columns for 'Habilitado' (Enabled), 'Nombre' (Name), 'Código' (Code), 'Email', and 'Página' (Page). The 'ACRE, S.L.' entry is selected, and its row is highlighted in blue. A blue circular button with a white plus sign is located at the bottom right of the table.

<input checked="" type="checkbox"/>	Habilitado	Nombre	Código	Email	Página
<input type="checkbox"/>	Si	ACEROS SIDERURGICOS BRAVO, S.A. DE C.V.	PR00892	acerosbravo@prodigy.ne...	
<input type="checkbox"/>	Si	ACEROS Y MATERIALES MARELI SA	ter-0123	marianery@acerosmareli...	
<input type="checkbox"/>	Si	AC Gruas S.A. De C.V.	AGR1003085M2	acgruas@hotmail.com	
<input type="checkbox"/>	Si	ACRE, S.L.	B45462629		httj
<input checked="" type="checkbox"/>	Si	ACRE, S.L.	B45462629		httj
<input type="checkbox"/>	Si	ADAMANTIUM	5677890987654	ADAMANTIUM@GMAIL....	ww
<input type="checkbox"/>	Si	ADAMANTIUM	8273894710Q9		ww
<input type="checkbox"/>	Si	ADMINISTRACION DE SITES	SITE		
<input type="checkbox"/>	Si	ADMINISTRADORA DE ACEROS Y MATERIALES SA DE CV	PROV-20		
<input type="checkbox"/>	Si	Adrian Serrano Torres	SETA800305UN8	refaccionariajishu@hotm	

If you wish to edit the third parties, just click on edit and the system will redirect you to the screen corresponding to the selected third parties.

Terceros

Buscar...

(1) Seleccionado

<input checked="" type="checkbox"/>	Habilitado	Nombre	Código	Email	Página Web
<input type="checkbox"/>	Si	Abraham Ulises Padilla Hernandez	PAHA910330S11		www.fractal.co
<input type="checkbox"/>	Si	ABSA	014	www.absa.co...	www.absa.com
<input type="checkbox"/>	Si	ACABADOS BORBOLLA	001AC		
<input type="checkbox"/>	Si	A CALDERONI, S.A.	PR04576	pedidos@cal...	www.calderoni
<input type="checkbox"/>	Si	ACEITES DEL CENTRO	EXPO-ACEITES-0...	ventas.aceite...	www.aceitesde
<input type="checkbox"/>	Si	ACEITES DE PUEBLA	AC-TER-001	ventasaceites...	www.aceitesde
<input type="checkbox"/>	Si	ACEITES Y LUBRICANTES DEL CENTRO	P-C-TERCERO-001		
<input checked="" type="checkbox"/>	Si	ACEITES Y LUBRICANTES	ACEITES-SON-001		
<input type="checkbox"/>	Si	ACEITES Y LUBRICANTES DEL CENTRO, S.A. DE C.V.	1546	acelubricante...	
<input type="checkbox"/>	Si	ACEITES Y LUBRICANTES DEL CENTRO, S.A. DE C.V.	PROV-001	acelubricante...	www...

Terceros

GUARDAR

Habilitado

Información  
Tiene cambios pendientes por guardar!

Detalles

General

Formulario Personalizado

Sucursales

Contactos

Servicios

Historiales

Adjuntos

Gestión Documental

Nombre: COMEX

Código: TER.CUR-000123

Tipo:
  Proveedor de servicios
  Fabricante
  Proveedor
  Cliente

Página Web: www.comex.com

Clasificación 1: APOYO A PR

Clasificación 2:

Dirección: caracas #17 sur

Ciudad: cdmx

Departamento / Estado / Región: gam

País: mexico

Busca en el mapa

In this screen you will find the following options:

- ◆ **General:** General information corresponding to the third party.

- ♦ **Custom fields:** Group of custom tags with additional information about the third party.
- ♦ **Branches:** List of branches owned by the third parties in question.
- ♦ **Contacts:** Contact personnel within the third party. It must be taken into consideration that these contacts are the persons who may appear as responsible for a WO that is assigned to a third party.
- ♦ **Services:** Listing with the different services and costs offered by the third party. These services can be aggregated and their costs accounted for within a WO.
- ♦ **Histories:** List with the history of movements associated with the warehouses.
- ♦ **Attachments:** Listing where you can add, view, edit or download files, links and attached notes from the third party.
- ♦ **Documentary Management:** Documents or guarantees subject to expiration that are associated with the third parties.
- ♦ **Enabled:** Enables or disables the third party so that it is no longer visible in the rest of the platform (it will only be displayed in the activities prior to being disabled).

Terceros

Habilitado

Información  
Tiene cambios pendientes por guardar!

Detalles

- General
- Formulario Personalizado
- Sucursales
- Contactos
- Servicios
- Historiales
- Adjuntos
- Gestión Documental

Nombre: COMEX Código: TER.CUR-000123

Tipo:
   
 Proveedor de servicios
   
 Fabricante
   
 Proveedor
   
 Cliente

Página Web: www.comex.com Clasificación 1: APOYO A PR Clasificación 2:

Dirección: caracas #17 sur

Ciudad: cdmx

Departamento / Estado / Región: gam

País: mexico

Busca en el mapa

Map labels: KALININSKY DISTRICT, KРАЛИНИНСКИЙ Р-Н, KРАСНОГВ. ДИСТР. КРАСНОГВАРЬ, RZHEVI PЖЕВК, ДИСТРИТО ДЕ ПЕТРОГРАДСКИЙ Р-Н, ДИСТРИТО ДЕ ВАСИЛЕОСТРОВСКИЙ Р-Н, ДИСТРИТО ДЕ АСИЛЕОСТРОВСКИЙ Р-Н, Museo Hermitage, Государственный Эрмитаж, SENNOY MUNICIPAL OKRUG, СЕННОЙ ОКРУГ, ДИСТРИТО ДЕ

GUARDAR

To make any changes in the third parties, just click on the field to be edited and finally click on the save button located at the top right of the platform.

Terceros

Habilitado

Información  
Tiene cambios pendientes por guardar!

Detalles

- General
- Formulario Personalizado
- Sucursales
- Contactos
- Servicios
- Historiales
- Adjuntos
- Gestión Documental

Nombre: COMEX Código: TER.CUR-000123

Tipo:
   
 Proveedor de servicios
   
 Fabricante
   
 Proveedor
   
 Cliente

Página Web: www.comex.com Clasificación 1: APOYO A PR Clasificación 2:

Dirección: caracas #17 sur

Ciudad: cdmx

Departamento / Estado / Región: gam

País: mexico

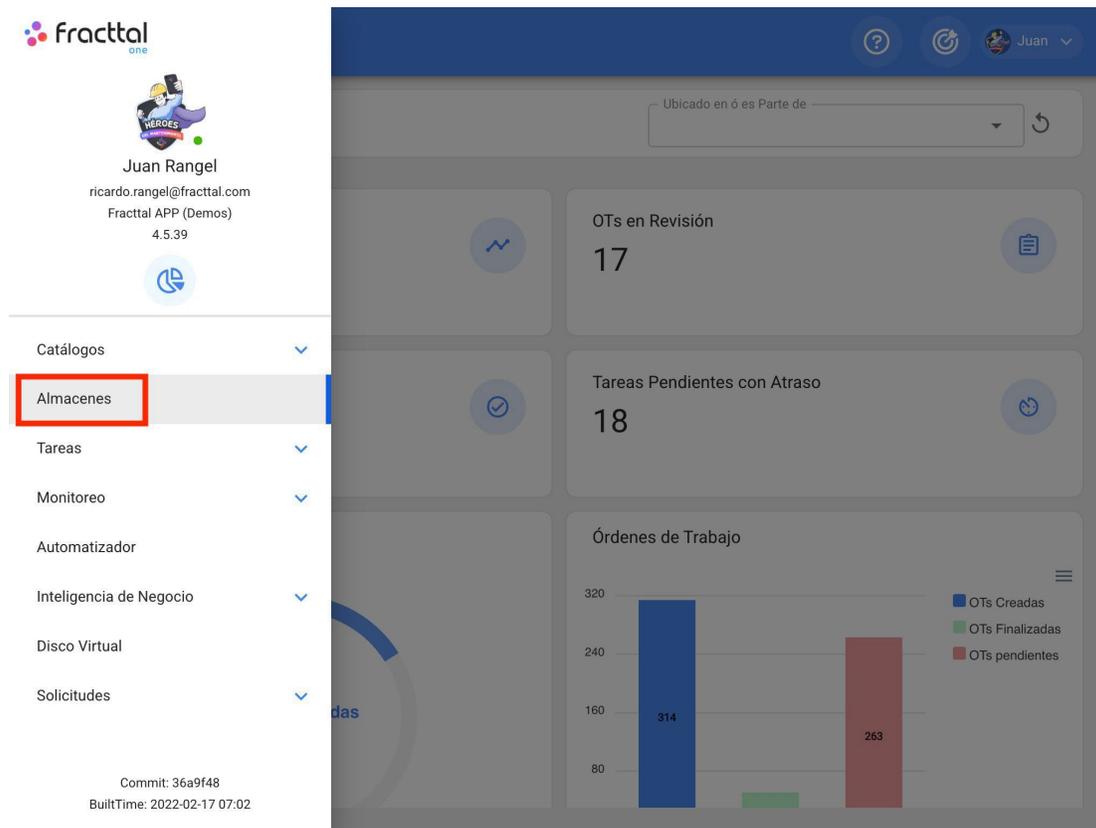
Busca en el mapa

Map labels: KALININSKY DISTRICT, KРАЛИНИНСКИЙ Р-Н, KРАСНОГВ. ДИСТР. КРАСНОГВАРЬ, RZHEVI PЖЕВК, ДИСТРИТО ДЕ ПЕТРОГРАДСКИЙ Р-Н, ДИСТРИТО ДЕ ВАСИЛЕОСТРОВСКИЙ Р-Н, ДИСТРИТО ДЕ АСИЛЕОСТРОВСКИЙ Р-Н, Museo Hermitage, Государственный Эрмитаж, SENNOY MUNICIPAL OKRUG, СЕННОЙ ОКРУГ, ДИСТРИТО ДЕ

GUARDAR

# Warehouses and how to enter the module?

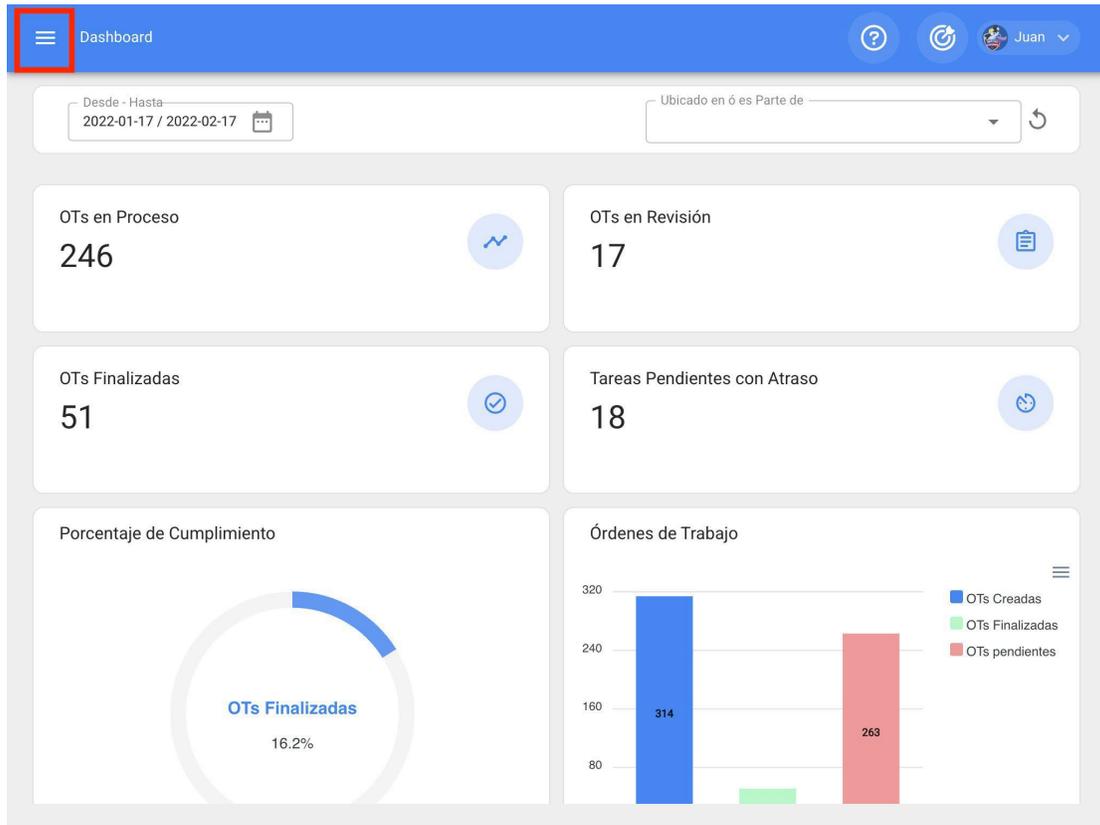
[help.fractal.com/en/articles/6014789-stores-and-how-to-enter-the-module](https://help.fractal.com/en/articles/6014789-stores-and-how-to-enter-the-module)



In the management of warehouses Fractal allows you to create as many warehouses as you wish, since each one of them can be controlled and managed independently in terms of costs and stock.

## How to enter the warehouse module?

To access the Warehouse module, simply pull down the menu located on the upper left side of the main header bar and click on "Warehouses".



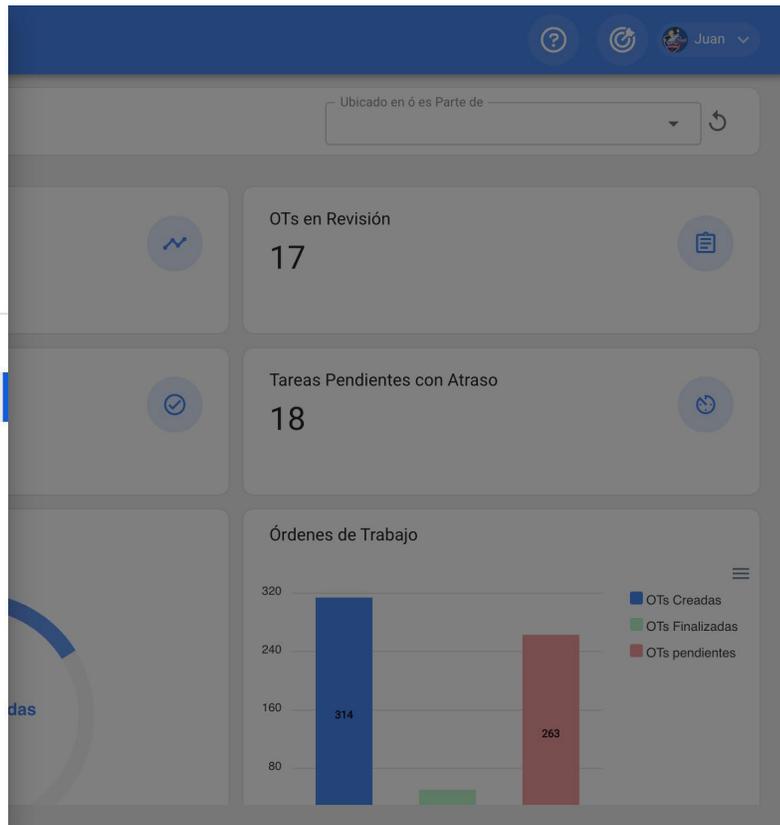
fractal one

**HEROES**

**Juan Rangel**  
 ricardo.rangel@fractal.com  
 Fractal APP (Demos)  
 4.5.39

- Catálogos
- Almacenes**
- Tareas
- Monitoreo
- Automatizador
- Inteligencia de Negocio
- Disco Virtual
- Solicitudes

Commit: 36a9f48  
 BuiltTime: 2022-02-17 07:02



Then, when you click on it, a new window will open where you will find all the warehouses created in the system.

Almacenes

Buscar...

Total: 1

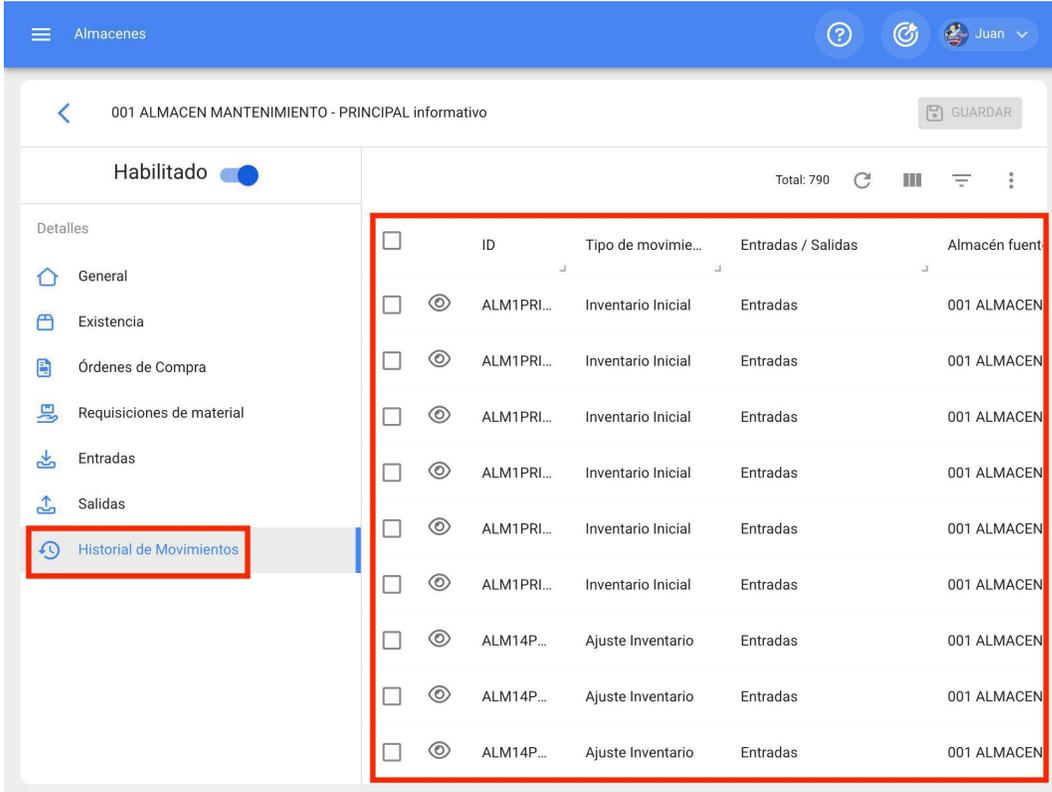
<input type="checkbox"/>	Habilitado	Código	Descripción	ID de Movimientos
<input type="checkbox"/>	Si	001	001 ALMACEN MANTENIMIENTO - PRINCIPAL inf...	ALM1175PRIN

+

# Fractal One - Fractal One

 [help.fractal.com/en/articles/6014960-movement-historicals](https://help.fractal.com/en/articles/6014960-movement-historicals)

The movement history is created to have a module where you can view in detail all the different types of movements made in the warehouse in a consolidated manner and have all the traceability in one place.



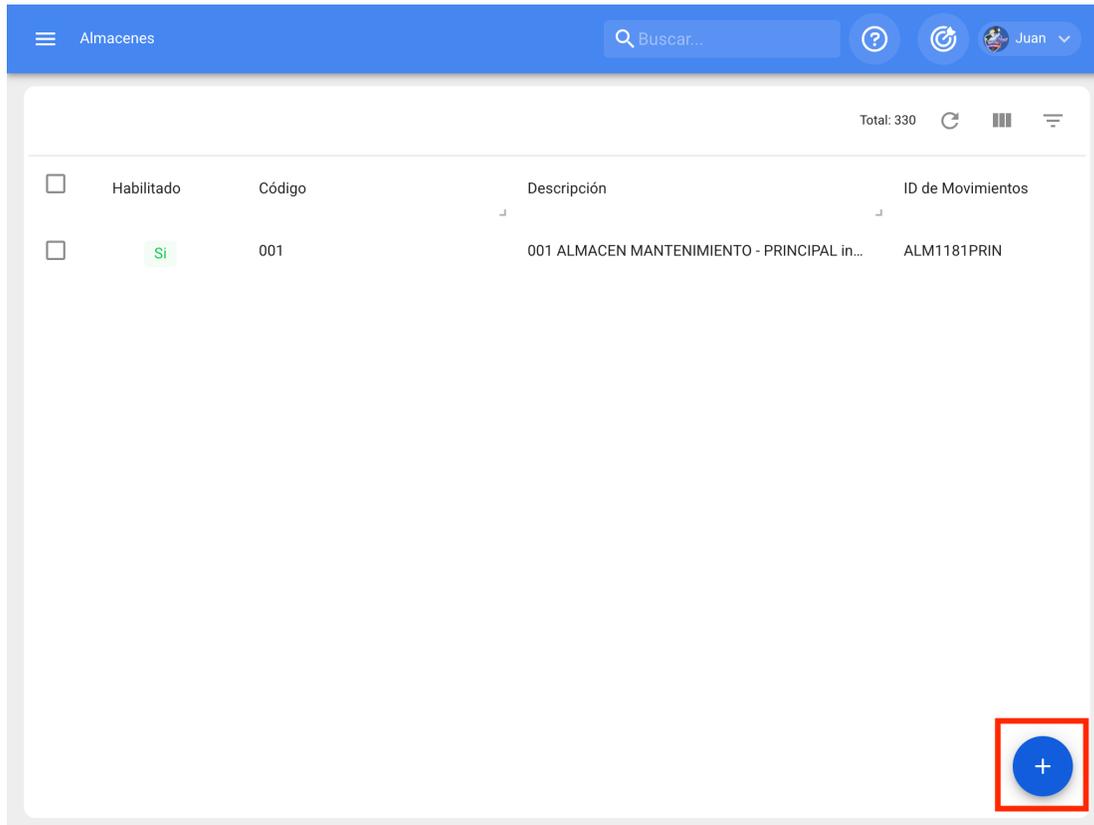
The screenshot displays the 'Historial de Movimientos' (Movement History) module in the Fractal One system. The interface includes a sidebar with navigation options, a main table of movement records, and a 'Habilitado' (Enabled) toggle. The table columns are ID, Tipo de movimie..., Entradas / Salidas, and Almacén fuente. The 'Historial de Movimientos' option in the sidebar is highlighted with a red box.

ID	Tipo de movimie...	Entradas / Salidas	Almacén fuente
ALM1PRI...	Inventario Inicial	Entradas	001 ALMACEN
ALM1PRI...	Inventario Inicial	Entradas	001 ALMACEN
ALM1PRI...	Inventario Inicial	Entradas	001 ALMACEN
ALM1PRI...	Inventario Inicial	Entradas	001 ALMACEN
ALM1PRI...	Inventario Inicial	Entradas	001 ALMACEN
ALM1PRI...	Inventario Inicial	Entradas	001 ALMACEN
ALM1PRI...	Inventario Inicial	Entradas	001 ALMACEN
ALM14P...	Ajuste Inventario	Entradas	001 ALMACEN
ALM14P...	Ajuste Inventario	Entradas	001 ALMACEN
ALM14P...	Ajuste Inventario	Entradas	001 ALMACEN

# How to add a new store?

[help.fractal.com/en/articles/6014808-how-to-add-a-new-storage-room](https://help.fractal.com/en/articles/6014808-how-to-add-a-new-storage-room)

To add a new warehouse, simply click on the add symbol at the bottom right of the window.



When clicked, a new window belonging to the general tab will open, where the information corresponding to the warehouse to be added to the system must be filled in.

The required data are as follows:

- **Code:** Warehouse identification code.
- **Description:** Name assigned to the warehouse.
- **City, Address, Department / State / Region, Country, Area Code:** Information corresponding to the warehouse location.
- **Latitude, longitude:** These fields are automatically added when you "Search the map" for the address to which the warehouse belongs.
- **Stock controlled by external integration:** Advanced option to integrate Fractal with other warehouse systems.
- **Visible to all:** Allows users to view the warehouse regardless of the location of their account access to the platform.
- **Limit Access to This Location:** Corresponds to the location where the warehouse is located within the system, taking into consideration the hierarchy that this represents for the visualization of a profile with respect to other users.

- ♦ **Movement ID:** Corresponds to the correlative that is generated for each movement made within the warehouse. The ID is composed of the prefix, sequence and suffix (where in each movement only the sequence varies).
- ♦ **Purchase Order ID:** Corresponds to the correlative that is generated for each purchase order generated in the warehouse. The ID is composed of the prefix, sequence and suffix (where in each movement only the sequence varies).

After completing the information corresponding to the general tab, simply click on the save button at the top right of the window to register the warehouse in the system.

The screenshot displays a web application interface for managing warehouses. The main header is blue and contains the text 'Almacenes' on the left and user information 'Juan' on the right. Below the header, the page title is '001 ALMACEN MANTENIMIENTO - PRINCIPAL'. A red box highlights a 'GUARDAR' button in the top right corner. The left sidebar shows a navigation menu with 'General' highlighted by a red box. The main content area contains a form with the following fields:

- Habilitado:** A toggle switch is turned on.
- Información:** A section with the text 'Tiene cambios pendientes por guardar!'.
- Detalles:** A list of tabs including 'General', 'Existencia', 'Órdenes de Compra', 'Requisiciones de material', 'Entradas', 'Salidas', and 'Historial de Movimientos'.
- Código:** Input field containing '001'.
- Descripción:** Input field containing '001 ALMACEN MANTENIMIENTO - PRINCIPAL'.
- Dirección:** Input field containing 'Sullana No. 684'.
- Ciudad:** Input field containing 'Ciudad de Mexico'.
- Departamento / Estado / Región:** Input field containing 'Gustavo A. Madero'.
- País:** Input field containing 'test'.
- Código Área:** Input field containing '2021'.
- Mapa:** A Google Maps interface showing the location of 'Ciudad de México' with a red pin. The map includes a search bar and navigation controls.
- Latitud:** Input field containing '19.4885098'.
- Longitud:** Input field containing '-99.1399824'.

# How to add items to a warehouse?

[help.fractal.com/en/articles/6014812-how-to-add-items-to-a-storage-room](https://help.fractal.com/en/articles/6014812-how-to-add-items-to-a-storage-room)

In Fractal there are three ways to link an item to a warehouse, which are explained below:

**Note: It should be taken into** consideration that to add an item to a warehouse you must have previously created the target warehouse, as well as the item you wish to link to that warehouse.

## From the Assets Module

First you must enter the assets module, to locate the item you want to add to the warehouse.

<input type="checkbox"/>	Habilitado	Fuera de servicio...	Descripción	Nombre
<input type="checkbox"/>	Si	No	ABRAZADERA PARA UNICANAL 1 1/2\ ACM-0305	ABRAZADERA PARA UNICANAL 1 1/2\
<input type="checkbox"/>	Si	No	ABRAZADERA TIPO OMEGA 1/2\ 0127215 ACM...	ABRAZADERA TIPO OMEGA 1/2\
<input type="checkbox"/>	Si	No	ABRAZADERA TIPO OMEGA 1/2\ 0127215 ACM...	ABRAZADERA TIPO OMEGA 1/2\
<input type="checkbox"/>	Si	No	ABRAZADERA TIPO OMEGA 3/4\ 1072218 5 AC...	ABRAZADERA TIPO OMEGA 3/4\
<input type="checkbox"/>	Si	No	ABRAZADERA TIPO OMEGA 3/4\ 1072218 ACM...	ABRAZADERA TIPO OMEGA 3/4\
<input type="checkbox"/>	Si	No	ABRAZADERA TIPO OMEGA 3/4\ 1072218 ACM...	ABRAZADERA TIPO OMEGA 3/4\
<input type="checkbox"/>	Si	No	ABRAZADERA TIPO OMEGA 3/4\ 1072218 ACM...	ABRAZADERA TIPO OMEGA 3/4\
<input type="checkbox"/>	Si	No	ABRAZADERA TIPO OMEGA 3/4\ 1072218 ACM...	ABRAZADERA TIPO OMEGA 3/4\
<input type="checkbox"/>	Si	No	ABR BRUSH W/CURVED BRONZ 1/8 X 1 3/8 X 7 3...	ABR BRUSH W/CURVED BRONZ 1/8 X 1 3...
<input type="checkbox"/>	Si	No	ABR BRUSH W/CURVED BRONZ 1/8 X 1 3/8 X 7 3...	ABR BRUSH W/CURVED BRONZ 1/8 X 1 3...
<input type="checkbox"/>	Si	No	ABR BRUSH W/CURVED BRONZ 1/8 X 1 3/8 X 7 3...	ABR BRUSH W/CURVED BRONZ 1/8 X 1 3...

Then click on the asset and go to the "Warehouses" tab, where a list will appear with all the warehouses that contain that item among their stocks as a resource.

Activos  
Herramientas

ACEITERA DE 1 LT ATP AC-2454 2015 { AC-2454 }

Resumen

Total: 85

<input type="checkbox"/>	Almacén	Localización	Existe
<input type="checkbox"/>	ALAMCEN VALLEJO	--	0

Fuera de servicio: No  
Habilitado

Detalles

- General
- Formulario Personalizado
- Almacenes**
- Terceros Relacionados
- Historiales
- Adjuntos

+

Finally, to add the item to the stock of a warehouse, simply click on the add symbol at the bottom right of the platform, and then complete and select the warehouse to which you wish to add the item.

ACEITERA DE 1 LT ATP AC-2454 2015 { AC-2454 }

GUARDAR



Fuera de servicio: No

Habilitado

Detalles

- General
- Formulario Personalizado
- Almacenes**
- Terceros Relacionados
- Historiales
- Adjuntos

Resumen ▾

Total: 85 ↺

<input type="checkbox"/>	Almacén	Localización	Existe
<input type="checkbox"/>	ALAMCEN VALLEJO	--	0



The image shows a mobile application interface for managing inventory. On the left, a card displays an orange sprayer with the brand 'TRUPER' and the text 'ACEITERA DE 1 LT ATP AC-2454 2015 { AC-2454 }'. Below the image, it indicates 'Fuera de servicio: No' and 'Habilitado' with a toggle switch. A sidebar menu on the left lists options like 'General', 'Formulario Personalizado', 'Almacenes', 'Terceros Relacionados', 'Historiales', and 'Adjuntos'. The 'Almacenes' section is active, showing a list of warehouse locations with checkboxes: 'Almacén', 'ALAMCEN VALLEJO', 'ALMACEN CUAUTITLAN', 'ALMACEN PRINCIPAL', 'ALMACEN INSUMOS HAR', '001 ALMACEN MANTENI', 'ALMACEN ASFALTOS Y C', 'ALMACEN PRINCIPAL CO', and 'ALMACEN MAXCOM CEY'. On the right, a manual form is overlaid, highlighted with a red border. The form contains the following fields: 'Almacén' (a dropdown menu with a red error message 'Almacén no puede estar en blanco'), 'Localización', 'Existencia' (input field with '0'), 'Existencia máxima' (input field with '0'), 'Existencia mínima' (input field with '0'), 'Cantidad a pedir' (input field with '0'), 'Costo promedio' (input field with '\$ MXN 0'), and 'Último Costo'. A blue 'ACEPTAR' button is located at the bottom right of the form.

## From the warehouse module (manual form)

To add an item directly from the warehouse module, go to the stock tab and then click on the add symbol at the bottom of the platform.

Almacenes

001 ALMACEN MANTENIMIENTO - PRINCIPAL informativo

Habilitado

Costo Total: \$ MXN 266,315.20 Total: 275

Guardar

Detalles

- General
- Existencia**
- Órdenes de Compra
- Requisiciones de material
- Entradas
- Salidas
- Historial de Movimientos

<input type="checkbox"/>	Nivel	Descripción	Código...	Existenci...	Controlado por
<input type="checkbox"/>	✓	0 02162-4 ACM-1239		20	No
<input type="checkbox"/>	✓	0 732 ACM-0167		1	No
<input type="checkbox"/>	✓	11\ Broca Triconica - BIT ...		0	No
<input type="checkbox"/>	⚠	3 TO 4 WAY (KIT DE CUA...	KO/HIDR...	0	No
<input type="checkbox"/>	✓	ABLUE { ABLUE-3B }	ABLUE-3B	0	No
<input type="checkbox"/>	✓	ACEITE 20 W 50 (SM) CO...	0001010...	0	No
<input type="checkbox"/>	⚠	ACEITE DE TRANSMISIO...	acete-001	162	No
<input type="checkbox"/>	✓	ACEITE HIDRAULICO CH...	1540	0	No
<input type="checkbox"/>	✓	ACEITE HIDRAULICO { X2...	X23DER	0	No

Then, when you click on it, a window will open where all the items that can be added to the warehouse will be displayed. To do this, just select the item and it will be linked to the warehouse in question.

Almacenes

001 ALMACEN MANTENIMIENTO - PRINCIPAL informativo

Habilitado

Costo Total: \$ MXN 266,315.20

Detalles

- General
- Existencia
- Órdenes de Compra
- Requisiciones de material
- Entradas
- Salidas
- Historial de Movimientos

<input type="checkbox"/>	Nivel	Descripción
<input type="checkbox"/>	<input type="checkbox"/>	0 02162-4
<input type="checkbox"/>	<input type="checkbox"/>	0 732 AC
<input type="checkbox"/>	<input type="checkbox"/>	11\ Broca
<input type="checkbox"/>	<input type="checkbox"/>	3 TO 4 W
<input type="checkbox"/>	<input type="checkbox"/>	ABLUE { A
<input type="checkbox"/>	<input type="checkbox"/>	ACEITE 2
<input type="checkbox"/>	<input type="checkbox"/>	ACEITE D
<input type="checkbox"/>	<input type="checkbox"/>	ACEITE H
<input type="checkbox"/>	<input type="checkbox"/>	ACEITE H

Buscar Activos

Total: 25938

- PINTURA PARA EXTERIOR BLANCA CO...**  
 Tipo : Repuestos y Suministros  
 Código : pin-001  
 Prioridad :  
 Localizació... // Ubicaciones Demo/ Capacita...
- ACEITERA DE 1 LT ATP AC-2454 2015 { ...**  
 Tipo : Herramientas  
 Código : AC-2454  
 Prioridad :  
 Localizació... // Ubicaciones Demo/ Capacita...
- DESATORNILLADOR DE CRUZ DE-7657 {...**  
 Tipo : Herramientas  
 Código : DE-7657  
 Prioridad :  
 Localizació... // Ubicaciones Demo/ Capacita...
- ESCUADRA DE ACERO DE 30 CM ES-535...**  
 Tipo : Herramientas  
 Código : ES-5356  
 Prioridad :  
 Localizació... // Ubicaciones Demo/ Capacita...
- ESPATULA DE ACERO INOXIDABLE ES-7...**  
 Tipo : Herramientas  
 Código : ES-7657  
 Prioridad :

Almacenes

001 ALMACEN MANTENIMIENTO - PRINCIPAL informativo

Habilitado

Costo Total: \$ MXN 266,315.20

Descripción: aceitera Total: 1

Existencia

Nivel	Descripción	Código...	Existenci...	Controlado por
<input type="checkbox"/>	ACEITERA DE 1 LT ATP A...	AC-2454	251	No

+

**Note:** Items that are manually added from the warehouse must be configured with an inventory adjustment to modify their costs and stock within the warehouse in question.

## From the warehouse module (mass import)

This is the most recommended way to add items to a warehouse that has not yet made any movements, since in this way the items can be linked massively through an Excel spreadsheet, as well as the stock and unit costs of each item can be uploaded.

To do this, just go to the stock tab and click on the plus menu to click on the "Import" option.

001 ALMACEN MANTENIMIENTO - PRINCIPAL informativo

GUARDAR

Habilitado

Costo Total: \$ MXN 266,315.20

Total: 275



Detalles

General

Existencia

Órdenes de Compra

Requisiciones de material

Entradas

Salidas

Historial de Movimientos

<input type="checkbox"/>	Nivel	Descripción	Código...	Existenci...	Controlado por
<input type="checkbox"/>		✓ 0 02162-4 ACM-1239		20	No
<input type="checkbox"/>		✓ 0 732 ACM-0167		1	No
<input type="checkbox"/>		✓ 11\ Broca Triconica - BIT ...		0	No
<input type="checkbox"/>		⚠ 3 TO 4 WAY (KIT DE CUA...	KO/HIDR...	0	No
<input type="checkbox"/>		✓ ABLUE { ABLUE-3B }	ABLUE-3B	0	No
<input type="checkbox"/>		✓ ACEITE 20 W 50 (SM) CO...	0001010...	0	No
<input type="checkbox"/>		⚠ ACEITE DE TRANSMISIO...	acete-001	162	No
<input type="checkbox"/>		✓ ACEITE HIDRAULICO CH...	1540	0	No
<input type="checkbox"/>		✓ ACEITE HIDRAULICO { X2...	X23DER	0	No



Almacenes

001 ALMACEN MANTENIMIENTO - PRINCIPAL informativo

Habilitado

Costo Total: \$ MXN 266,315.20

GUARDAR

Detalles

- General
- Existencia**
- Órdenes de Compra
- Requisiciones de material
- Entradas
- Salidas
- Historial de Movimientos

Nivel	Descripción	Có			
<input type="checkbox"/>	0 02162-4 ACM-1239				
<input type="checkbox"/>	0 732 ACM-0167				
<input type="checkbox"/>	11\ Broca Triconica - BIT ...				
<input type="checkbox"/>	3 TO 4 WAY (KIT DE CUA...	KO			
<input type="checkbox"/>	ABLUE { ABLUE-3B }	ABLUE-3B	0		No
<input type="checkbox"/>	ACEITE 20 W 50 (SM) CO...	0001010...	0		No
<input type="checkbox"/>	ACEITE DE TRANSMISIO...	acete-001	162		No
<input type="checkbox"/>	ACEITE HIDRAULICO CH...	1540	0		No
<input type="checkbox"/>	ACEITE HIDRAULICO { X2...	X23DER	0		No

- Inventario Inicial
- Ajuste Inventario
- Toma Física Inventario
- Exportar
- Exportar masivamente
- Importar**
- Eliminar Datos importados

+

**Note:** For more information on how this process should be carried out, see the section on imports.

# How to make stock adjustments in a warehouse?

---

 [help.fractal.com/en/articles/6014842-how-to-stock-stock-settings-in-a-storage-room](https://help.fractal.com/en/articles/6014842-how-to-stock-stock-settings-in-a-storage-room)

In Fractal's warehouse module it is possible to make different types of adjustments to the stock of items, these types are mentioned below:

- ♦ **Initial Inventory:** Corresponds to the initial movement of the warehouse, where the first history of movements in the warehouse is established and recorded. Ideally, it is at this stage that the massive import of resources through Excel spreadsheets should be carried out, since this import can only be done once, as well as the initial inventory (these processes can only be executed once in the system, before registering any movement in the warehouse).
- ♦ **Inventory Adjustment:** Type of movement that allows adjustments to be made to both the cost and quantities in the warehouse.
- ♦ **Physical Inventory:** Type of movement that allows only quantity adjustments to be made, without being able to modify the average unit cost of existing items.

**Note:** It is important to mention that the unit costs of the existing items within the warehouses are valued by means of the average entry costs.

To make any type of adjustment to a warehouse, you must enter the stock and then drop down the menu of options that you will find in the upper right part of the screen.

001 ALMACEN MANTENIMIENTO - PRINCIPAL informativo

GUARDAR

Habilitado

Costo Total: \$ MXN 266,315.20

Total: 275



Detalles

General

Existencia

Órdenes de Compra

Requisiciones de material

Entradas

Salidas

Historial de Movimientos

<input type="checkbox"/>	Nivel	Descripción	Código...	Existenci...	Controlado por
<input type="checkbox"/>	👁️	✓ 0 02162-4 ACM-1239		20	No
<input type="checkbox"/>	👁️	✓ 0 732 ACM-0167		1	No
<input type="checkbox"/>	👁️	✓ 11\ Broca Triconica - BIT ...		0	No
<input type="checkbox"/>	👁️	⚠️ 3 TO 4 WAY (KIT DE CUA...	KO/HIDR...	0	No
<input type="checkbox"/>	👁️	✓ ABLUE { ABLUE-3B }	ABLUE-3B	0	No
<input type="checkbox"/>	👁️	✓ ACEITE 20 W 50 (SM) CO...	0001010...	0	No
<input type="checkbox"/>	👁️	⚠️ ACEITE DE TRANSMISIO...	acete-001	162	No
<input type="checkbox"/>	👁️	✓ ACEITE HIDRAULICO CH...	1540	0	No
<input type="checkbox"/>	👁️	✓ ACEITE HIDRAULICO { X2...	X23DER	0	No



Almacenes

001 ALMACEN MANTENIMIENTO - PRINCIPAL informativo

Habilitado

Costo Total: \$ MXN 266,315.20

GUARDAR

Detalles

- General
- Existencia**
- Órdenes de Compra
- Requisiciones de material
- Entradas
- Salidas
- Historial de Movimientos

<input type="checkbox"/>	Nivel	Descripción	Có			
<input type="checkbox"/>	✓	0 02162-4 ACM-1239				
<input type="checkbox"/>	✓	0 732 ACM-0167				
<input type="checkbox"/>	✓	11\ Broca Triconica - BIT ...				
<input type="checkbox"/>	⚠	3 TO 4 WAY (KIT DE CUA...	KC			
<input type="checkbox"/>	✓	ABLUE { ABLUE-3B }	ABLUE-3B	0		No
<input type="checkbox"/>	✓	ACEITE 20 W 50 (SM) CO...	0001010...	0		No
<input type="checkbox"/>	⚠	ACEITE DE TRANSMISIO...	acete-001	162		No
<input type="checkbox"/>	✓	ACEITE HIDRAULICO CH...	1540	0		No
<input type="checkbox"/>	✓	ACEITE HIDRAULICO { X2...	X23DER	0		No

- Inventario Inicial
- Ajuste Inventario
- Toma Física Inventario
- Exportar
- Exportar masivamente
- Importar
- Eliminar Datos importados

+

Then select the type of adjustment to be made by clicking on the option in question, so that the system enters the editing mode (when an adjustment is made, the main menu of the warehouse is momentarily blocked until the process is completed).

001 ALMACEN MANTENIMIENTO - PRINCIPAL informativo

GUARDAR

Habilitado

Costo Total: \$ MXN 266,315.20

Detalles

General

Existencia

Órdenes de Compra

Requisiciones de material

Entradas

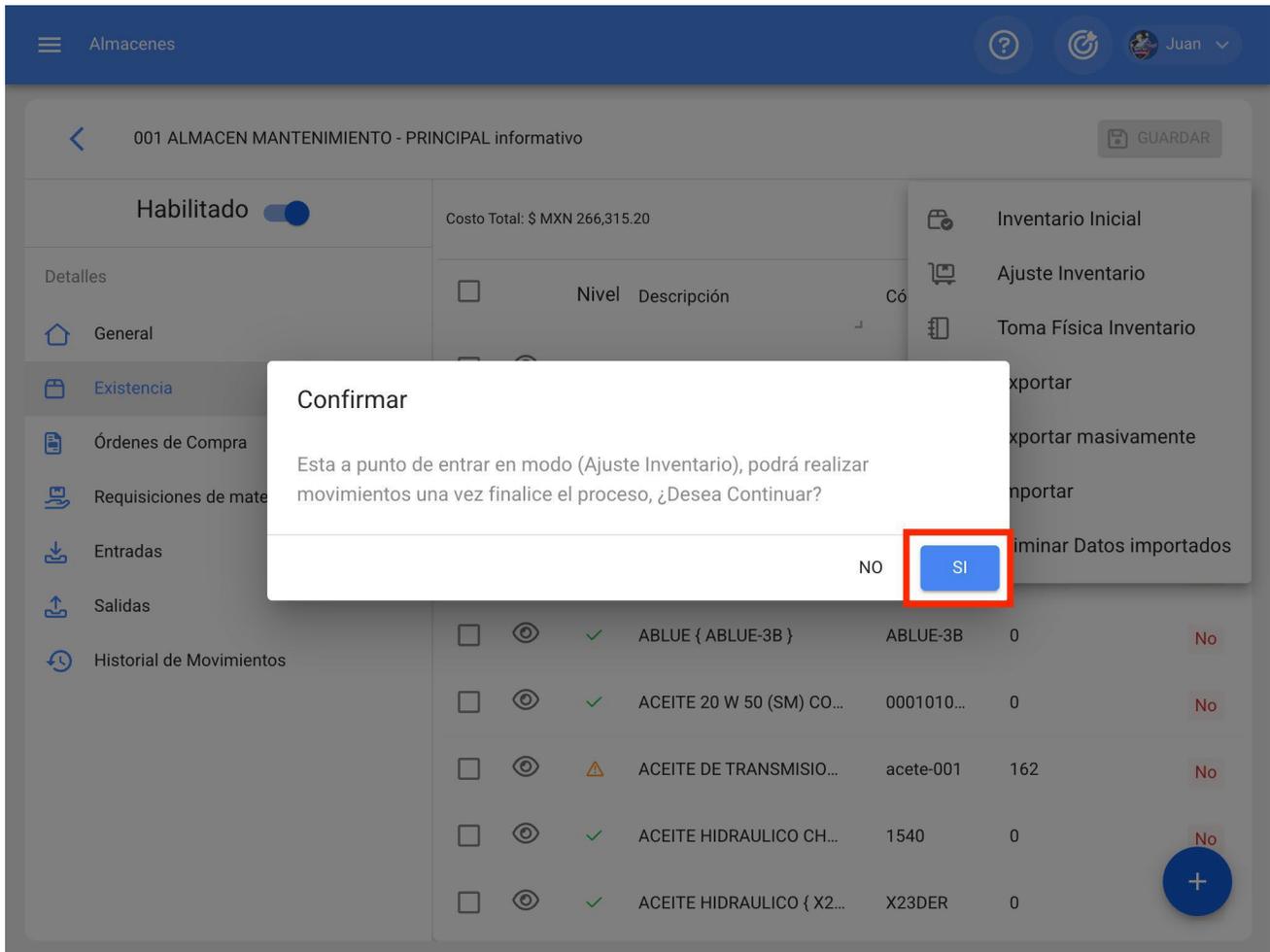
Salidas

Historial de Movimientos

<input type="checkbox"/>	Nivel	Descripción	Có				
<input type="checkbox"/>		✓ 0 02162-4 ACM-1239					
<input type="checkbox"/>		✓ 0 732 ACM-0167					
<input type="checkbox"/>		✓ 11\ Broca Triconica - BIT ...					
<input type="checkbox"/>		⚠ 3 TO 4 WAY (KIT DE CUA...	KO				
<input type="checkbox"/>		✓ ABLUE { ABLUE-3B }	ABLUE-3B	0			No
<input type="checkbox"/>		✓ ACEITE 20 W 50 (SM) CO...	0001010...	0			No
<input type="checkbox"/>		⚠ ACEITE DE TRANSMISIO...	acete-001	162			No
<input type="checkbox"/>		✓ ACEITE HIDRAULICO CH...	1540	0			No
<input type="checkbox"/>		✓ ACEITE HIDRAULICO { X2...	X23DER	0			No

- Inventario Inicial
- Ajuste Inventario**
- Toma Física Inventario
- Exportar
- Exportar masivamente
- Importar
- Eliminar Datos importados





Once the system enters edit mode, you can select the item to be modified and make the corresponding changes.

Almacenes ? ↻ Juan ▾

001 ALMACEN MANTENIMIENTO - PRINCIPAL informativo GUARDAR

Habilitado

Información  
Tiene cambios pendientes por guardar!

Detalles

General

**Existencia (Ajuste Inventario)**

Órdenes de Compra

Requisiciones de material

Entradas

Salidas

Historial de Movimientos

(1) Seleccionado ⋮

<input checked="" type="checkbox"/>	Nivel	Descripción	Código...	Existenci...	Controlado por
<input checked="" type="checkbox"/>	✓	0 02162-4 ACM-1239		20	No
<input type="checkbox"/>	✓	0 732 ACM-0167		1	No
<input type="checkbox"/>	✓	11\ Broca Triconica - BIT ...		0	No
<input type="checkbox"/>	⚠	3 TO 4 WAY (KIT DE CUA...	KO/HIDR...	0	No
<input type="checkbox"/>	✓	ABLUE { ABLUE-3B }	ABLUE-3B	0	No
<input type="checkbox"/>	✓	ACEITE 20 W 50 (SM) CO...	0001010...	0	No
<input type="checkbox"/>	⚠	ACEITE DE TRANSMISIO...	acete-001	162	No
<input type="checkbox"/>	✓	ACEITE HIDRAULICO CH...	1540	0	No
<input type="checkbox"/>	✓	ACEITE HIDRAULICO { X2...	X23DER	0	No

The image shows a mobile application interface for inventory management. On the left, a sidebar menu is visible with options like 'Información', 'General', 'Existencia (Ajuste Inventario)', 'Órdenes de Compra', 'Requisiciones de material', 'Entradas', 'Salidas', and 'Historial de Movimientos'. The main screen displays a list of items with columns for selection, visibility, status, and description. One item is selected, and a modal window titled 'Ajuste Inventario' is open on the right, showing the following fields:

- Almacén: 001 ALMACEN MANTENIMIENTO - PRINCIPAL informa
- Item: 0 02162-4 ACM-1239
- Existencia: 20
- Costo unitario: \$ MXN 103.24
- Localización: --
- Existencia máxima: 20
- Existencia mínima: 10
- Cantidad a pedir: 10

Finally, once the settings for the items in question have been made, the menu must be displayed and the end process clicked, so that the warehouse exits the editing mode.

Almacenes ? ↻ Juan

001 ALMACEN MANTENIMIENTO - PRINCIPAL informativo GUARDAR

Habilitado

Información  
Tiene cambios pendientes por guardar!

Detalles

- General
- Existencia (Ajuste Inventario)
- Órdenes de Compra
- Requisiciones de material
- Entradas
- Salidas
- Historial de Movimientos

(1) Seleccionado

<input checked="" type="checkbox"/>	Nivel	Descripción	Có		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0 02162-4 ACM-1239			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0 732 ACM-0167			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11\ Broca Triconica - BIT ...		0	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3 TO 4 WAY (KIT DE CUA...	KO/HIDR...	0	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABLUE { ABLUE-3B }	ABLUE-3B	0	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ACEITE 20 W 50 (SM) CO...	0001010...	0	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ACEITE DE TRANSMISIO...	acete-001	162	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ACEITE HIDRAULICO CH...	1540	0	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ACEITE HIDRAULICO { X2...	X23DER	0	No

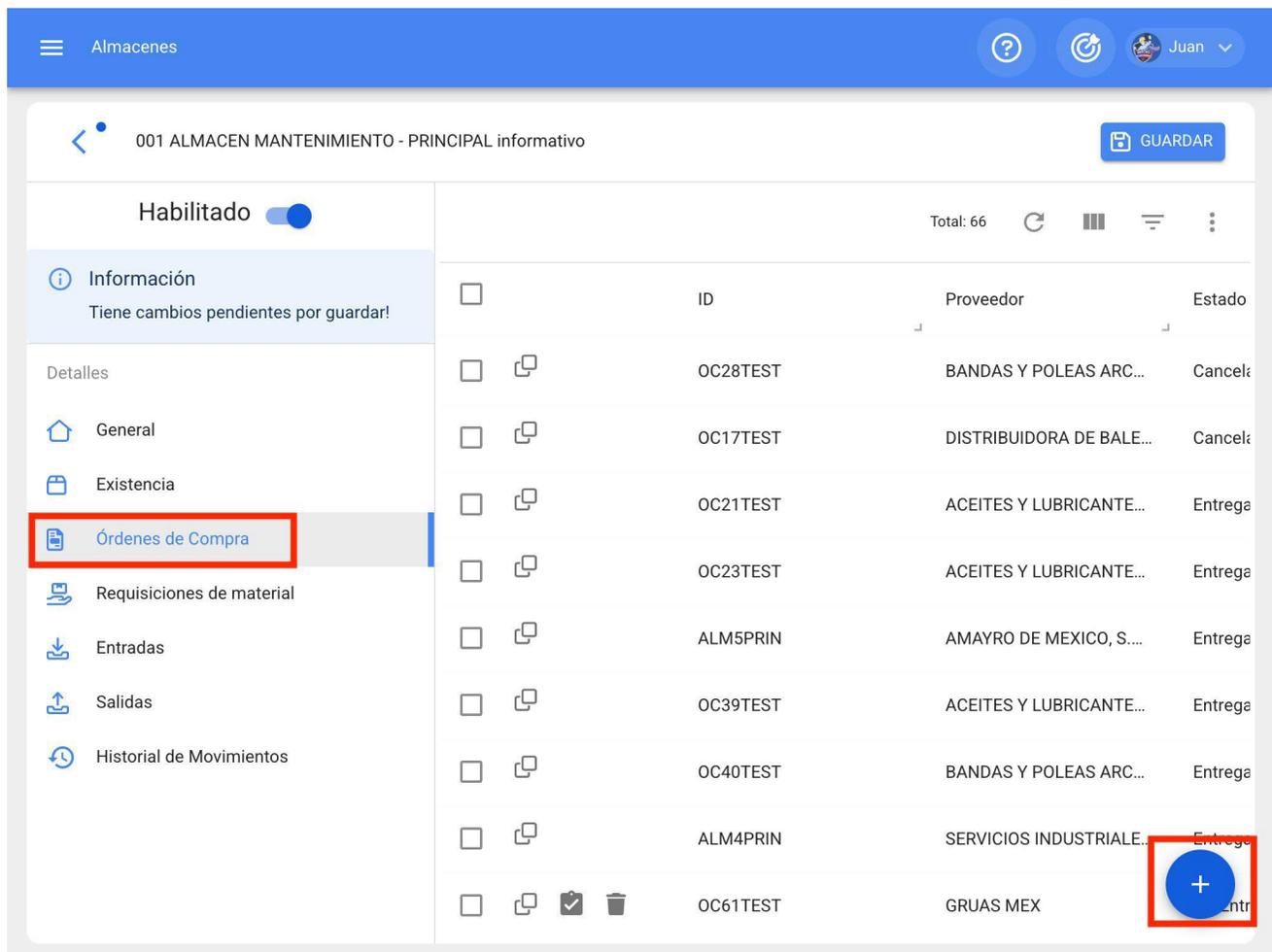
- Finalizar Ajuste Inventario
- Exportar
- Exportar masivamente
- Importar
- Eliminar Datos importados

# How to create a purchase order?

[help.fractal.com/en/articles/6014918-how-to-create-a-purchase-order](http://help.fractal.com/en/articles/6014918-how-to-create-a-purchase-order)

A purchase order is a document issued by the buyer to request an item from a supplier. It is important to mention that, in order to generate a purchase order in the system, the supplier must be previously registered in the third parties module, and the item to be added to the purchase order must be linked to the stock of the warehouse in question.

To generate a purchase order you must first go to the purchase order tab and then click on the add symbol at the bottom right of the platform.



The screenshot shows the 'Almacenes' (Warehouses) section of the Fractal system. The main area displays a list of purchase orders for '001 ALMACEN MANTENIMIENTO - PRINCIPAL informativo'. The table has columns for 'ID', 'Proveedor', and 'Estado'. The 'Órdenes de Compra' tab in the sidebar is highlighted in red. A blue '+' button at the bottom right of the table is also highlighted in red.

ID	Proveedor	Estado
OC28TEST	BANDAS Y POLEAS ARC...	Cancela
OC17TEST	DISTRIBUIDORA DE BALE...	Cancela
OC21TEST	ACEITES Y LUBRICANTE...	Entrega
OC23TEST	ACEITES Y LUBRICANTE...	Entrega
ALM5PRIN	AMAYRO DE MEXICO, S...	Entrega
OC39TEST	ACEITES Y LUBRICANTE...	Entrega
OC40TEST	BANDAS Y POLEAS ARC...	Entrega
ALM4PRIN	SERVICIOS INDUSTRIALE...	Entrega
OC61TEST	GRUAS MEX	Entr

After clicking, a new window will open where all the parameters related to the purchase order to be generated must be set:

- **Supplier:** Catalog with the list of all the third parties that are suppliers of inputs and that can be selected at the time of generating the purchase order.

- ♦ **Cost Center:** Catalog where you can choose to which cost center the purchase of these materials will be associated.
- ♦ **Delivery Date:** Date on which delivery of the items to be purchased is stipulated.
- ♦ **Reference / Material Request:** Document number that refers to the purchase order (it can be the reference of a purchase request, if this functionality is contracted). In addition, the reference can be useful when generating the material entry to the warehouse.
- ♦ **Priority:** Priority of the purchase order.
- ♦ **Terms and Conditions:** Catalog of purchase conditions.
- ♦ **Currency:** Type of currency in which the material purchase is made. This list will depend on the catalog previously created in the Configuration-Financial module.
- ♦ **Exchange Value:** Conversion between the main currency handled in the system and the other currencies in which transactions can be made (the conversion can be set in the Configuration-Financial module).
- ♦ **Note:** Notes associated with the generated purchase order.

**Nuevo(a) Orden de Compra** GUARDAR

---

Fecha de Entrega: 2022-02-18 
 Proveedor: 
 Referencia / Solicitud de Material:  Documento no puede estar en blanco
 Centro de costo:

Prioridad: 
 Condiciones: 
 Moneda: Mexican Peso  
 Valor de Cambio: \$ MXN 1

Nota:

---

**Items** + AGREGAR

Descripción	Estado	Cant. Pedida	Cant. pendiente	Costo unitario	Impuesto	Costo Total
Debe agregar al menos un item.						
Sub total						\$ MXN 0.00

After completing the information, you must add the items you wish to place in the purchase order by clicking on the add symbol at the bottom right of the platform.

Fecha de Entrega 2022-02-18	Proveedor ACEITES Y LUBR	Referencia / Solicitud de Material Materia 003	Centro de costo 0021 SUCURSAL
Prioridad Media	Condiciones 30 DIAS	Moneda Mexican Peso	Valor de Cambio \$ MXN 1
Nota			

Items

+ AGREGAR

Descripción	Estado	Cant. Pedida	Cant. pendiente	Costo unitario	Impuesto	Costo Total
Debe agregar al menos un ítem.						
			Sub total			\$ MXN 0.00

**Nuevo(a) Orden de Compra**

Fecha de Entrega: 2022-02-18

Proveedor: ACEITES Y LUBR

Prioridad: Media

Condiciones: 30 DIAS

Nota:

Items

Descripción	Estado	Cant. Pedida	Cant. pendiente
Debe agregar al menos un item.			
			Sub total

**Nuevo(a) Item** ACEPTAR

Item: PINTURA PARA EXTERIOR BLANCA COMEX ACU

Unidad: PZA

Cant. Pedida: 1

Costo unitario: \$ MXN 5.92

Impuesto: IVA

Costo Total: \$ MXN 6.87

Finally, after adding the items, click on save to complete the process and create the purchase order.

 GUARDAR

Fecha de Entrega 2022-02-18 	Proveedor ACEITES Y LUBR 	Referencia / Solicitud de Material Materia 003 	Centro de costo 0021 SUCURSAL 
Prioridad Media 	Condiciones 30 DIAS 	Moneda Mexican Peso 	Valor de Cambio \$ MXN 1
Nota			

Items

Total: 1  AGREGAR

	Descripción	Estado	Cant. Pedida	Cant. pendiente	Costo unitario	Impuesto	Costo Total
 	PINTURA PARA EXTERIOR BLANCA COMEX ACUACOMEX PT-CMX-001 { pin-001 }		10	10	\$ MXN 5.92	IVA 16 %	\$ MXN 68.67
Sub total							\$ MXN 59.20
IVA						16 %	\$ MXN 9.47

001 ALMACEN MANTENIMIENTO - PRINCIPAL informativo

GUARDAR

Habilitado

Total: 67    

 Información  
 Tiene cambios pendientes por guardar!

Detalles

-  General
-  Existencia
-  Órdenes de Compra
-  Requisiciones de material
-  Entradas
-  Salidas
-  Historial de Movimientos

<input type="checkbox"/>	ID ↓	Proveedor	Estado	Documento
<input type="checkbox"/>   	OC85TEST	ACEITES Y LUBR...	No Entreg...	Materia 003
<input type="checkbox"/>   	OC84TEST	ACEITES Y LUBR...	No Entreg...	OC29TEST
<input type="checkbox"/> 	OC82TEST	ACEITES Y LUBR...	Entrega T...	compra
<input type="checkbox"/>   	OC81TEST		No Entreg...	OC31TEST
<input type="checkbox"/> 	OC80TEST	ACEITES Y LUBR...	Entrega T...	REF NUEVAS
<input type="checkbox"/>   	OC79TEST	ACEITES Y LUBR...	No Entreg...	RESURTIR MA
<input type="checkbox"/> 	OC78TEST	ACEITES Y LUBR...	Entrega T...	RESURTIR MA
<input type="checkbox"/> 	OC77TEST		Entrega T...	OC24TEST
<input type="checkbox"/>   	OC76TEST		No Entreg...	OC...



# How to make entry movements?

[help.fractal.com/en/articles/6014935-how-to-make-entry-movements](https://help.fractal.com/en/articles/6014935-how-to-make-entry-movements)

To make an entry movement, you must enter from the corresponding module in the warehouse by clicking on "Entries" and then on the add symbol at the bottom right of the screen, in order to make a new entry in the system.

ID	Tipo de movimie...	Fecha de Entrega	Fecha
ALM1153PRIN	Compra	2022-02-02	2022-0
ALM1132PRIN	Compra	2021-11-29	2021-1
ALM1123PRIN	Compra	2021-11-22	2021-1
ALM1122PRIN	Compra	2021-11-22	2021-1
ALM1120PRIN	Compra	2021-11-19	2021-1
ALM1114PRIN	Devolución de as...	2021-11-05	2021-1
ALM1112PRIN	Compra	2021-11-05	2021-1
ALM1107PRIN	Ajuste Inventario	2021-10-29	2021-1
ALM897PRIN	Ajuste Inventario	2021-10-15	2021-1

Clicking on this button will open a new window where you must fill in the information corresponding to the entry movement and add the items you wish to add to the system.

Nuevo(a) Entrada GUARDAR

Fecha de Entrega: 2022-02-18 Tipo De Entrada: **Compra**

Referencia / Orden de Compra ▼  
Documento no puede estar en blanco

Proveedor: Centro de costo: Moneda: Mexican Peso Valor de Cambio: \$ MXN 1

Nota

Items + AGREGAR

Descripción	Controlado por serial	Cant. Pedida	Cant. pendiente	Costo unitario	Impuesto	Costo Total
Debe agregar al menos un item.						
<b>Sub total</b>						<b>\$ MXN 0.00</b>

Nuevo(a) Entrada

Fecha de Entrega: 2022-02-18 Tipo De Entrada: **Compra**

Referencia / Orden de Compra ▼  
Total: 35

Proveedor: Centro de costo: Moneda: Mexic

Nota

Items

Descripción	Controlado por serial	Cant. Pedida	Cant.
Debe agregar al menos un item.			
<b>Sub tota</b>			

Referencia / Orden de Compra Total: 35

**OC ejemplo**  
ID: OC76TEST  
Proveedor: -  
Fecha: 2021-11-12

**RESURTIR MATERIAL**  
ID: OC79TEST  
Proveedor: ACEITES Y LUBRICANTES DEL CENTRO, S...  
Fecha: 2021-11-22

**OC31TEST**  
ID: OC81TEST  
Proveedor: -  
Fecha: 2021-12-10

**Refprueba**  
ID: OC83TEST  
Proveedor: -  
Fecha: 2022-01-10

**OC29TEST**  
ID: OC84TEST  
Proveedor: ACEITES Y LUBRICANTES DEL CENTRO, S...  
Fecha: 2022-01-11

**Materia 003**  
ID: OC85TEST  
Proveedor: ACEITES Y LUBRICANTES DEL CENTRO, S...  
Fecha: 2022-02-18

**Note:** It is important to mention that there are different concepts for which an entry can be made to the system and these types of entries are the following:

- **Purchase:** Type of movement corresponding to the acquisition of a product by purchase. Purchases can be referenced to a previously created purchase order.
- **Return:** Type of movement corresponding to the return of a material.
- **Fabrication:** Type of movement corresponding to the manufacture of a material.
- **Assignment return:** Type of movement corresponding to the return of a tool previously assigned to an inhouse personnel.

After loading the items and clicking on save, the entry movement will be made and will finally be reflected in the warehouse stock.

Nuevo(a) Entrada GUARDAR

Fecha de Entrega  
 2022-02-18

Tipo De Entrada  
 Compra

Referencia / Orden de Compra  
 Materia 003

Proveedor  
 ACEITES Y LUBR

Centro de costo  
 0021 SUCURSAL

Moneda  
 Mexican Peso

Valor de Cambio  
 \$ MXN 1

Nota

Items							Total: 1
	Descripción	Controlado por serial	Cant. Pedida	Cant. pendiente	Costo unitario	Impuesto	Costo Total
	PINTURA PARA EXTERIOR BLANCA COMEX ACUACOMEX PT-CMX-001 { pin-001 }	No	10	10	\$ MXN 5.92	IVA 16 %	\$ MXN 68.67
Sub total							\$ MXN 59.20
IVA							16 % \$ MXN 9.47

Almacenes ? ↻ Juan

001 ALMACEN MANTENIMIENTO - PRINCIPAL informativo GUARDAR

Habilitado  Total: 129

Detalles

- General
- Existencia
- Órdenes de Compra
- Requisiciones de material
- Entradas
- Salidas
- Historial de Movimientos

<input type="checkbox"/>	ID	Tipo de movimie...	Fecha de Entrega	Fecha
<input type="checkbox"/>	ALM1175PRIN	Compra	2022-02-18	2022-02-18
<input type="checkbox"/>	ALM1153PRIN	Compra	2022-02-02	2022-02-02
<input type="checkbox"/>	ALM1132PRIN	Compra	2021-11-29	2021-11-29
<input type="checkbox"/>	ALM1123PRIN	Compra	2021-11-22	2021-11-22
<input type="checkbox"/>	ALM1122PRIN	Compra	2021-11-22	2021-11-22
<input type="checkbox"/>	ALM1120PRIN	Compra	2021-11-19	2021-11-19
<input type="checkbox"/>	ALM1114PRIN	Devolución de as...	2021-11-05	2021-11-05
<input type="checkbox"/>	ALM1112PRIN	Compra	2021-11-05	2021-11-05
<input type="checkbox"/>	ALM1107PRIN	Ajuste Inventario	2021-10-29	2021-10-29

# What is a material requisition and how to generate it?

[help.fractal.com/en/articles/6014944-what-is-a-material-requisition-and-how-to-generate-it](https://help.fractal.com/en/articles/6014944-what-is-a-material-requisition-and-how-to-generate-it)

A material requisition is a request made by the warehouseman or warehouse manager to deliver a material requested through a work order for the execution of a task.

Material requisitions are generated automatically when an inventory type resource is added to a work order (see section "How to make outgoing movements"). So, once the material request is made in a work order, the material requisition is generated and must be validated by the warehouseman from the "Material Requisitions" tab.

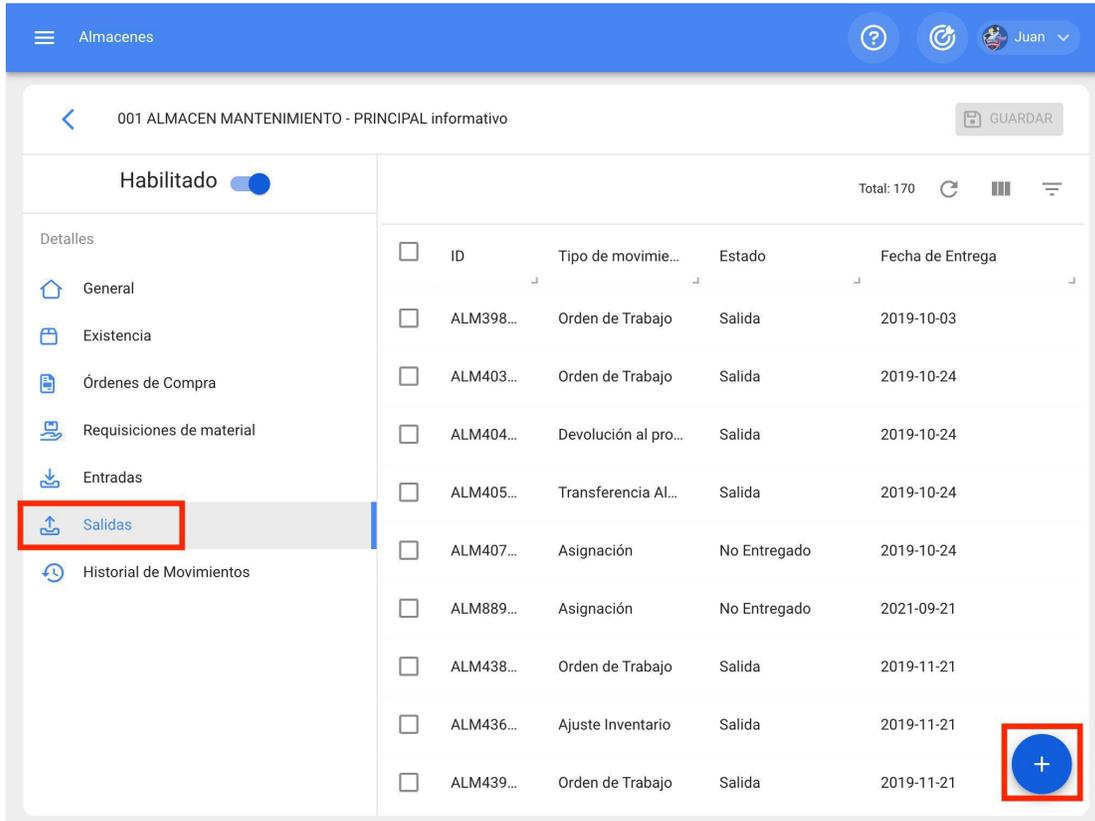
	ID	Estado	Fecha de creación
<input type="checkbox"/> <input checked="" type="checkbox"/>	ALM388PRIN	No Entregado	2019-09-26
<input type="checkbox"/> <input checked="" type="checkbox"/>	ALM386PRIN	No Entregado	2019-09-18
<input type="checkbox"/> <input checked="" type="checkbox"/>	ALM394PRIN	No Entregado	2019-10-02
<input type="checkbox"/> <input checked="" type="checkbox"/>	ALM395PRIN	No Entregado	2019-10-02
<input type="checkbox"/> <input checked="" type="checkbox"/>	ALM396PRIN	No Entregado	2019-10-02
<input type="checkbox"/> <input checked="" type="checkbox"/>	ALM396PRIN	No Entregado	2019-10-02
<input type="checkbox"/> <input checked="" type="checkbox"/>	ALM383PRIN	No Entregado	2019-09-04
<input type="checkbox"/> <input checked="" type="checkbox"/>	ALM379PRIN	No Entregado	2019-09-03
<input type="checkbox"/> <input checked="" type="checkbox"/>	ALM380PRIN	No Entregado	2019-09-03
<input type="checkbox"/> <input checked="" type="checkbox"/>	ALM384PRIN	No Entregado	2019-09-04

Finally, after validation, the warehouseman must perform the outgoing of the material in the "Outgoing" tab so that the value is deducted from the warehouse stock (making reference to the type of outgoing by WO, so that the system shows all the items requested through that material requisition).

# How to perform outgoing movements?

 [help.fractal.com/articles/6014954-how-to-do-outgoing-movements](https://help.fractal.com/articles/6014954-how-to-do-outgoing-movements)

To perform outgoing movements, you must enter the corresponding module in the warehouse, click on "Outgoing" and then click on the add symbol at the bottom right of the screen to perform the outgoing movement.



The screenshot displays the 'Almacenes' (Warehouses) module in a web application. The main area shows a list of outgoing movements for '001 ALMACEN MANTENIMIENTO - PRINCIPAL informativo'. The table has columns for ID, Tipo de movimiento, Estado, and Fecha de Entrega. A sidebar on the left contains navigation options, with 'Salidas' highlighted. A blue '+' button is located at the bottom right of the table.

ID	Tipo de movimie...	Estado	Fecha de Entrega
ALM398...	Orden de Trabajo	Salida	2019-10-03
ALM403...	Orden de Trabajo	Salida	2019-10-24
ALM404...	Devolución al pro...	Salida	2019-10-24
ALM405...	Transferencia AL...	Salida	2019-10-24
ALM407...	Asignación	No Entregado	2019-10-24
ALM889...	Asignación	No Entregado	2021-09-21
ALM438...	Orden de Trabajo	Salida	2019-11-21
ALM436...	Ajuste Inventario	Salida	2019-11-21
ALM439...	Orden de Trabajo	Salida	2019-11-21

Clicking on this button will open a new window where you must complete the information corresponding to the outgoing movement and add the items to be outgoing in the system.

Nuevo(a) Salida GUARDAR

Fecha de Entrega: 2022-02-18

Tipo De Salida: Orden de Trabajo

Responsable:

Seleccionar Orden de Trabajo:

Documento no puede estar en blanco

Proveedor:

Almacén destino:

Centro de costo:

Nota:

Descripción	Controlado por serial	Cant. Pedida	Cant. pendiente	Costo unitario	Impuesto	Costo Total
Debe agregar al menos un item.						
<b>Sub total</b>						<b>\$ MXN 0.00</b>

Nuevo(a) Salida Selección Orden de Trabajo Total: 669

Fecha de Entrega: 2022-02-18

Tipo De Salida: Orden de Trabajo

Responsable:

Seleccionar Orden de Trabajo:

Documento no puede estar en blanco

Proveedor:

Almacén destino:

Nota:

Descripción	Controlado por serial	Cant. Pedida	Cant. pendiente	Costo unitario	Impuesto	Costo Total
Debe agregar al menos un item.						
<b>Sub total</b>						<b>\$ MXN 0.00</b>

Selección Orden de Trabajo Total: 669

OT-4580-MX	Creado Por : Juan Rangel
	Responsable : Ross Juarez
OT-4581-MX	Creado Por : Juan Rangel
	Responsable : Ross Juarez
OT-4600-MX	Creado Por : Juan Rangel
	Responsable : Ross Juarez
OT-4602-MX	Creado Por : Juan Rangel
	Responsable : Ross Juarez
OT-4626-MX	Creado Por : Juan Rangel
	Responsable : Ross Juarez
OT-4627-MX	Creado Por : Juan Rangel
	Responsable : Ross Juarez
OT-4676-MX	Creado Por : Victor Manuel López Ramírez
	Responsable : Víctor López

**Note:** It is important to mention that there are different concepts by which outgoing can be performed in the system and these outgoing types are the following:

- ♦ **Work Order:** Corresponds to the outgoing referenced to the material requisitions associated to the work orders.
- ♦ **General:** Corresponds to outgoing goods made in a general way in the warehouse.
- ♦ **Return to supplier:** Corresponds to the outgoing goods that are returned to the supplier from whom the purchase was made.
- ♦ **Warehouse Transfer:** Type of movement that allows the transfer between existing warehouses in the system.
- ♦ **Assignment:** Type of movement in which tools can be assigned to a human resource.

After loading the items and clicking on save, the outgoing movement will be reflected in the warehouse stock.

Nuevo(a) Salida GUARDAR

---

Fecha de Entrega: 2022-02-18

Tipo De Salida: Orden de Trabajo

Responsable: Aaron Delatorre

Seleccionar Orden de Trabajo: OT-4676-MX

Proveedor:

Almacén destino:

Centro de costo:

Nota:

---

Items Total: 2

Descripción	Controlado por serial	Cant. Pedida	Cant. pendiente	Costo unitario	Impuesto	Costo Total
ACEITE SOLVAC 1535 G (SM) COPEC { 0001010000100405 }	No	1	1	\$ MXN 0.00	Exento 0 %	\$ MXN 0.00
SOLVENTE INDUSTRIAL (SM) COMERCIALIZADORA SERCOM { 0001010000502323 }	No	1	1	\$ MXN 0.00	Exento 0 %	\$ MXN 0.00
Sub total						\$ MXN 0.00

Almacenes

001 ALMACEN MANTENIMIENTO - PRINCIPAL informativo

Habilitado

Total: 170

GUARDAR

Detalles

- General
- Existencia
- Órdenes de Compra
- Requisiciones de material
- Entradas
- Salidas
- Historial de Movimientos

<input type="checkbox"/>	ID	Tipo de movimie...	Estado	Fecha de Entrega
<input type="checkbox"/>	ALM1151PRIN	Orden de Trabajo	Salida	2022-01-27
<input type="checkbox"/>	ALM1140PRIN	General	Salida	2022-01-17
<input type="checkbox"/>	ALM1142PRIN	Orden de Trabajo	Salida	2022-01-17
<input type="checkbox"/>	ALM1139PRIN	Orden de Trabajo	Salida	2022-01-17
<input type="checkbox"/>	ALM1143PRIN	General	Salida	2022-01-17
<input type="checkbox"/>	ALM1134PRIN	Orden de Trabajo	Salida	2021-12-06
<input type="checkbox"/>	ALM1131PRIN	Orden de Trabajo	Salida	2021-11-29
<input type="checkbox"/>	ALM1126PRIN	Orden de Trabajo	Salida	2021-11-22
<input type="checkbox"/>	ALM1127PRIN	Orden de Trabajo	Salida	2021-11-22

# How to make and approve a transfer between warehouses in Fracttal One?

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 [help.fracttal.com/en/articles/7338530-how-to-make-and-approve-a-transfer-between-warehouses-at-fracttal-one](https://help.fracttal.com/en/articles/7338530-how-to-make-and-approve-a-transfer-between-warehouses-at-fracttal-one)

In Fracttal One, it is possible to transfer items between warehouses. As a main requirement, the item(s) to be transferred must be previously declared in the destination warehouse.

1. Warehouses, is the module in which the warehouses or warehouses exist within Fracttal One. It is accessed from the Main Menu.



John Smith

alexander.fuentes@fractal.com

Fractal Proyectos, servicios y educación

4.7.35



Catálogos



Almacenes

Tareas



Monitoreo



Automatizador

Inteligencia de Negocio



Disco Virtual

# Solicitudes



Commit: 9f1d60d  
BuiltTime: 2023-04-13 00:04

2. The approval of an Entry movement to a warehouse in Fractal One, due to a Transfer from a source warehouse, must be previously configured, from the detail menu of the warehouse that will receive the transfer, in the General section.

ALMACEN ARAMARK SPENCE

Habilitado

Detalles

- General
- Existencia
- Órdenes de Compra
- Requisiciones de material
- Entradas
- Salidas
- Historial de Movimientos

Código Área

Mapa Satélite

Latitud: -18.4782534 Longitud: -70.3125988

Existencia controlada por integración externa  Visible para todos

Permitir existencia negativa  Solicitud de aprobación para las requisiciones de material creadas

Solicitud de aprobación para entradas por transferencia

Limitar Acceso a Esta Localización: //

ID de Movimientos

Prefijo: MOV- Secuencia: 18 Sufijo: SPC

ID de Orden de Compra

Prefijo: OC- Secuencia: 3 Sufijo: SPC

GUARDAR

**NOTE:** The functionality "Request approval for entries by transfers"; is an additional contracting functionality, Addon 'advanced warehouses'.

3. In Stock, also of the destination warehouse or the warehouse that will receive the transfer, prior to the transfer, the item to be transferred from the source warehouse must be declared.

Almacenes

ALMACEN ARAMARK SPENCE

Habilitado

Costo Total: \$ MXN 163,000,029.18

Mostrando 21 de 21

Guardar

Detalles

- General
- Existencia**
- Órdenes de Compra
- Requisiciones de material
- Entradas
- Salidas
- Historial de Movimientos

Nivel de existencias	Descripción	Código	Existencia
<input type="checkbox"/> <input checked="" type="checkbox"/>	ACEITE 20 W 50 { ACE-001 } 4T43G34F4	ACE-001	1,001
<input type="checkbox"/> <input checked="" type="checkbox"/>	AMPOLLETA 20 W { AMP-99 }	AMP-99	1,000
<input type="checkbox"/> <input checked="" type="checkbox"/>	CORREA DENTADA { COR-01 }	COR-01	999
<input type="checkbox"/> <input checked="" type="checkbox"/>	FILTRO DE AIRE { FIL-77 } teste	FIL-77	1,000
<input type="checkbox"/> <input checked="" type="checkbox"/>	PINTURA BEIGE { PINT-0099 }	PINT-0099	27
<input type="checkbox"/> <input checked="" type="checkbox"/>	CHUMACERA DE PISO { CHU-001 }	CHU-001	50
<input type="checkbox"/> <input checked="" type="checkbox"/>	SIERRA ELECTRICA { SIE-ELE-01 }	SIE-ELE-01	10
<input type="checkbox"/> <input checked="" type="checkbox"/>	DISCO DE CORTE { DISC-01 }	DISC-01	100
<input type="checkbox"/> <input checked="" type="checkbox"/>	BATERIA PARA VENTILADOR MECANICO { BAT-009 }	BAT-009	30
<input type="checkbox"/> <input checked="" type="checkbox"/>	DIELECTRICO PARA LIMPIEZA { DIE-001 }	DIE-001	50
<input type="checkbox"/> <input checked="" type="checkbox"/>	TORQUIMETRO NORCAST { TRQ-NOR }	TRQ-NOR	3
<input type="checkbox"/> <input checked="" type="checkbox"/>	VAI VIII A ESFERA 3" { VAI -FSF-01 }	VAI -FSF-01	3

+

4. To generate the transfer, from the source warehouse, in the Detail menu, select **Outgoing (1)**, **Add outgoing (2)**.

Almacenes

ALMACEN ARAMARK SPENCE

Habilitado

Mostrando 5 de 5

Guardar

Detalles

- General
- Existencia
- Órdenes de Compra
- Requisiciones de material
- Entradas **1**
- Salidas**
- Historial de Movimientos

ID	Tipo de movimie...	Estado	Fecha de Entrega	Fecha de Movimiento	Documento
MOV-16S...	Transferencia Al...	Salida	2023-04-18	2023-04-18	MOV-16SPC
MOV-13S...	Transferencia Al...	Salida	2023-03-31	2023-03-31	MOV-18-22
MOV-10S...	Asignación	Entrega total	2023-03-29	2023-03-29	hghxb
MOV-5S...	Asignación	No Entregado	2023-01-17	2023-01-17	teste
MOV-4S...	Orden de Trabajo	Salida	2022-12-19	2022-12-19	OT-1045-22

2

+

5. The respective form is filled in to execute the transfer: Select the

- ♦ transfer date,

- ◆ In outgoing type: Transfer Warehouse,
- ◆ Responsible, which displays the list of our inhouse personnel, we
- ◆ created a reference for this movement,
- ◆ Destination Warehouse, to select the warehouse that will receive the transfer, Add,
- ◆ to select the item(s) to be transferred.

[Nuevo\(a\) Salida](#) GUARDAR

Fecha de Entrega  
2023-04-18

Tipo De Salida  
Transferencia Almacén

Responsable

Referencia

Proveedor

Almacén destino

Centro de costo

Nota

Items
+ AGREGAR

Descripción	Controlado por serial	Cant. Pedida	Cant. pendiente	Costo unitario	Impuesto	Costo Total	
Debe agregar al menos un ítem.							
					Sub total		\$ MXN 0.00
					Total		\$ MXN 0.00

In an example, we will transfer between Aramark Spencer Warehouse and ALM.

Fecha de Entrega: 2023-04-18 | Tipo De Salida: Transferencia Almacén | Responsable: Adrian Vargas | Referencia: TRANSF-04-23-0001

Proveedor: | Almacén destino: ALM | Centro de costo:

Nota:

Items + AGREGAR

Descripción	Controlado por serial	Cant. Pedida	Cant. pendiente	Costo unitario	Impuesto	Costo Total
Debe agregar al menos un ítem.						
Sub total						\$ MXN 0.00
Total						\$ MXN 0.00

It remains to identify the item to be transferred, this from the Add button, which will display the existence of the source warehouse.

Fecha de Entrega: 2023-04-18 | Tipo De Salida: Transferencia Almacén | Responsable: Adrian Vargas | Referencia: TRANSF-04-23-0001

Proveedor: | Almacén destino: ALM | Centro de costo:

Nota:

Items + AGREGAR

Descripción	Controlado por serial	Cant. Pedida	Cant. pendiente	Costo unitario	Impuesto	Costo Total
Debe agregar al menos un ítem.						
Sub total						\$ MXN 0.00
Total						\$ MXN 0.00

We expand the Item list,

**Nuevo(a) Salida**

Fecha de Entrega: 2023-04-18 | Tipo De Salida: Transferencia Almacén | Responsable: Adrian Vargas

Proveedor: | Almacén destino: ALM

Nota:

Descripción	Controlado por serial	Cant. Pedida	Cant. pendiente
Debe agregar al menos un ítem.			
			Sub total
			Total

**Nuevo(a) Item**

Item: Activo no puede estar en blanco

Unidad:

Existencia:

Cant. Pedida: 0  
Cantidad debe ser mayor que 0

Costo unitario: \$ MXN 0

Costo Total: \$ MXN 0

And select the corresponding one to be transferred

**Nuevo(a) Salida**

Fecha de Entrega: 2023-04-18 | Tipo De Salida: Transferencia Almacén | Responsable: Adrian Vargas

Proveedor: | Almacén destino: ALM

Nota:

Descripción	Controlado por serial	Cant. Pedida	Cant. pendiente
Debe agregar al menos un ítem.			
			Sub total
			Total

**Buscar Activos**

Mostrando 21 de 21

- ACEITE 20 W 50 { ACE-001 } 4T43G34F4

Tipo: Repuestos y Suministros  
Código: ACE-001  
Prioridad:  
Localización: //  
Existencia: 1001
- PISTON DE COMPRESOR RECIPROCANTE { PIS-001 } 124678432111

Tipo: Repuestos y Suministros  
Código: PIS-001  
Prioridad:  
Localización: //  
Existencia: 0
- CORREA DENTADA { COR-01 }

Tipo: Repuestos y Suministros  
Código: COR-01  
Prioridad:  
Localización: //  
Existencia: 999
- ARANDELA { ARA-001 } 98130902

Tipo: Repuestos y Suministros  
Código: ARA-001  
Prioridad:  
Localización: //  
Existencia: 0
- PINTURA BEIGE { PINT-0099 }

Tipo: Repuestos y Suministros  
Código: PINT-0099  
Prioridad:

Subsequently, we inform the amount to be transferred and at the top right, we save the request.

**Nuevo(a) Salida**

Fecha de Entrega: 2023-04-18 | Tipo De Salida: Transferencia Almacén | Responsable: Adrian Vargas

Proveedor: | Almacén destino: ALM

Nota:

**Items**

Descripción	Controlado por serial	Cant. Pedida	Cant. pendiente
Debe agregar al menos un ítem.			
			Sub total
			Total

**Nuevo(a) Item**

Item: ACEITE 20 W 50 { ACE-001 } 4T43G34F4

Unidad: LITROS

Existencia: 1,001

Cant. Pedida: 3

Costo unitario: \$ MXN 18,791.47

Costo Total: \$ MXN 56,374.41

The form is completed, and again at the top right, we save the movement.

**Nuevo(a) Salida**

Fecha de Entrega: 2023-04-18 | Tipo De Salida: Transferencia Almacén | Responsable: Adrian Vargas | Referencia: TRANSF-04-23-0001

Proveedor: | Almacén destino: ALM | Centro de costo:

Nota:

**Items** Total: 1 **+ AGREGAR**

Descripción	Controlado por serial	Cant. Pedida	Cant. pendiente	Costo unitario	Impuesto	Costo Total
ACEITE 20 W 50 { ACE-001 } 4T43G34F4	No	3	3	\$ MXN 18,791.47	Exempt 0 %	\$ MXN 56,374.41
						Sub total
						Exempt
						<b>Total</b>

\$ MXN 56,374.41

0 % \$ MXN 0.00

\$ MXN 56,374.41

This form will be registered in the Outgoing section after clicking on the refresh icon.

Almacenes

ALMACEN ARAMARK SPENCE

Habilitado

Mostrando 6 de 6

General

Existencia

Órdenes de Compra

Requisiciones de material

Entradas

Salidas

Historial de Movimientos

ID	Tipo de movimiento	Estado	Fecha de Entrega	Fecha de Movimiento	Doc
MOV-18SPC	Transferencia Almacén	Salida	2023-04-18	2023-04-18	M
MOV-16SPC	Transferencia Almacén	Salida	2023-04-18	2023-04-18	M
MOV-13SPC	Transferencia Almacén	Salida	2023-03-31	2023-03-31	M
MOV-10SPC	Asignación	Entrega total	2023-03-29	2023-03-29	hg
MOV-5SPC	Asignación	No Entregado	2023-01-17	2023-01-17	tes
MOV-4SPC	Orden de Trabajo	Salida	2022-12-19	2022-12-19	OT

6. Once the outgoing goods have been created in the source warehouse, they are available for entry into the target warehouse after approval.

To do this, go to the destination warehouse, to the Entry section, where the entries pending approval will be shown.

Almacenes

ALM

Habilitado

Mostrando 8 de 8

General

Existencia

Órdenes de Compra

Requisiciones de material

Entradas

Salidas

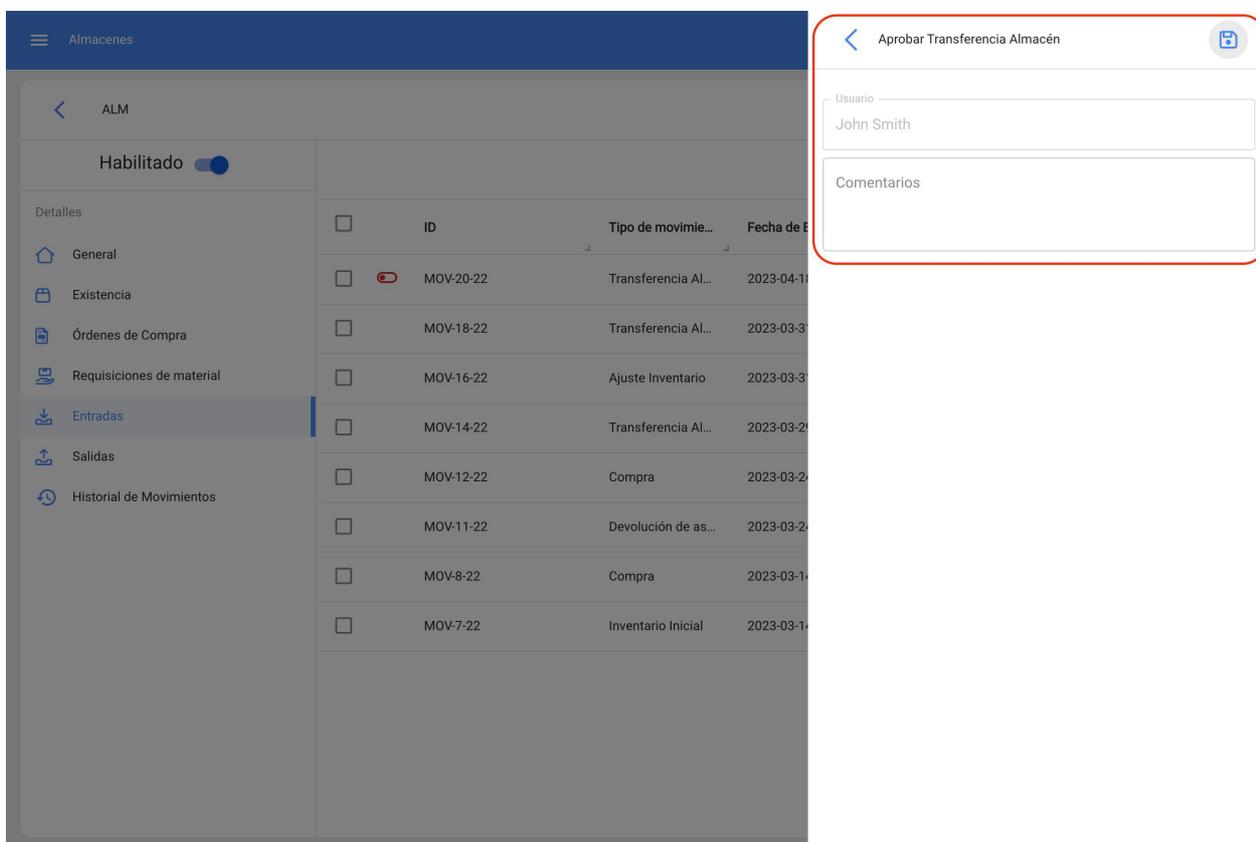
Historial de Movimientos

ID	Tipo de movimiento	Fecha de Entrega	Fecha de Movimiento	Documento
MOV-20-22	Transferencia Almacén	2023-04-18	2023-04-18	MOV-18SPC
MOV-18-22	Transferencia Almacén	2023-03-31	2023-03-31	MOV-13SPC
MOV-16-22	Ajuste Inventario	2023-03-31	2023-03-31	---
MOV-14-22	Transferencia Almacén	2023-03-29	2023-03-29	MOV-15-001
MOV-12-22	Compra	2023-03-24	2023-03-24	OC-3-22
MOV-11-22	Devolución de asignación	2023-03-24	2023-03-24	MOV-10-22
MOV-8-22	Compra	2023-03-14	2023-03-14	ref manual OC e
MOV-7-22	Inventario Inicial	2023-03-14	2023-03-14	---

Click on the switch to change the status.



And we can then place a comment alluding to the approval that will appear together with the name of the person who has approved it.



Save by clicking on the icon at the top right and the entry approval will be generated, with the respective changes in the existence of the transferred item in the destination warehouse.

Almacenes

ALM

Habilitado

Mostrando 8 de 8

Detalles

- General
- Existencia
- Órdenes de Compra
- Requisiciones de material
- Entradas**
- Salidas
- Historial de Movimientos

ID	Tipo de movimie...	Fecha de Entrega	Fecha de Movimiento	Documento
<input type="checkbox"/> MOV-20-22	Transferencia Al...	2023-04-18	2023-04-18	MOV-18SPC
<input type="checkbox"/> MOV-18-22	Transferencia Al...	2023-03-31	2023-03-31	MOV-13SPC
<input type="checkbox"/> MOV-16-22	Ajuste Inventario	2023-03-31	2023-03-31	--
<input type="checkbox"/> MOV-14-22	Transferencia Al...	2023-03-29	2023-03-29	MOV-15-001
<input type="checkbox"/> MOV-12-22	Compra	2023-03-24	2023-03-24	OC-3-22
<input type="checkbox"/> MOV-11-22	Devolución de as...	2023-03-24	2023-03-24	MOV-10-22
<input type="checkbox"/> MOV-8-22	Compra	2023-03-14	2023-03-14	ref manual OC externaX
<input type="checkbox"/> MOV-7-22	Inventario Inicial	2023-03-14	2023-03-14	--

It is also reflected as a movement in the Movement History.

Almacenes

ALM

Habilitado

Mostrando 18 de 18

Detalles

- General
- Existencia
- Órdenes de Compra
- Requisiciones de material
- Entradas
- Salidas
- Historial de Movimientos**

ID	Tipo de movimiento	Entradas / Salidas	Almacén fuente
<input type="checkbox"/> <input type="radio"/> MOV-7-22	Inventario Inicial	Entradas	ALM
<input type="checkbox"/> <input type="radio"/> MOV-7-22	Inventario Inicial	Entradas	ALM
<input type="checkbox"/> <input type="radio"/> MOV-7-22	Inventario Inicial	Entradas	ALM
<input checked="" type="checkbox"/> <input type="radio"/> MOV-20-22	Transferencia Almacén	Otro	ALMACEN AR...
<input type="checkbox"/> <input type="radio"/> MOV-16	Transferencia Almacén	Otro	ALM
<input type="checkbox"/> <input type="radio"/> MOV-18-22	Transferencia Almacén	Otro	ALMACEN AR...
<input type="checkbox"/> <input type="radio"/> MOV-12SPC	Transferencia Almacén	Otro	ALM
<input type="checkbox"/> <input type="radio"/> MOV-16-22	Ajuste Inventario	Entradas	ALM
<input type="checkbox"/> <input type="radio"/> MOV-15-22	Ajuste Inventario	Salidas	ALM
<input type="checkbox"/> <input type="radio"/> MOV-7-22	Inventario Inicial	Entradas	ALM

# Work management and how to enter the module?

[help.fractal.com/articles/6004274-work-management-and-how-to-enter-module](https://help.fractal.com/articles/6004274-work-management-and-how-to-enter-module)

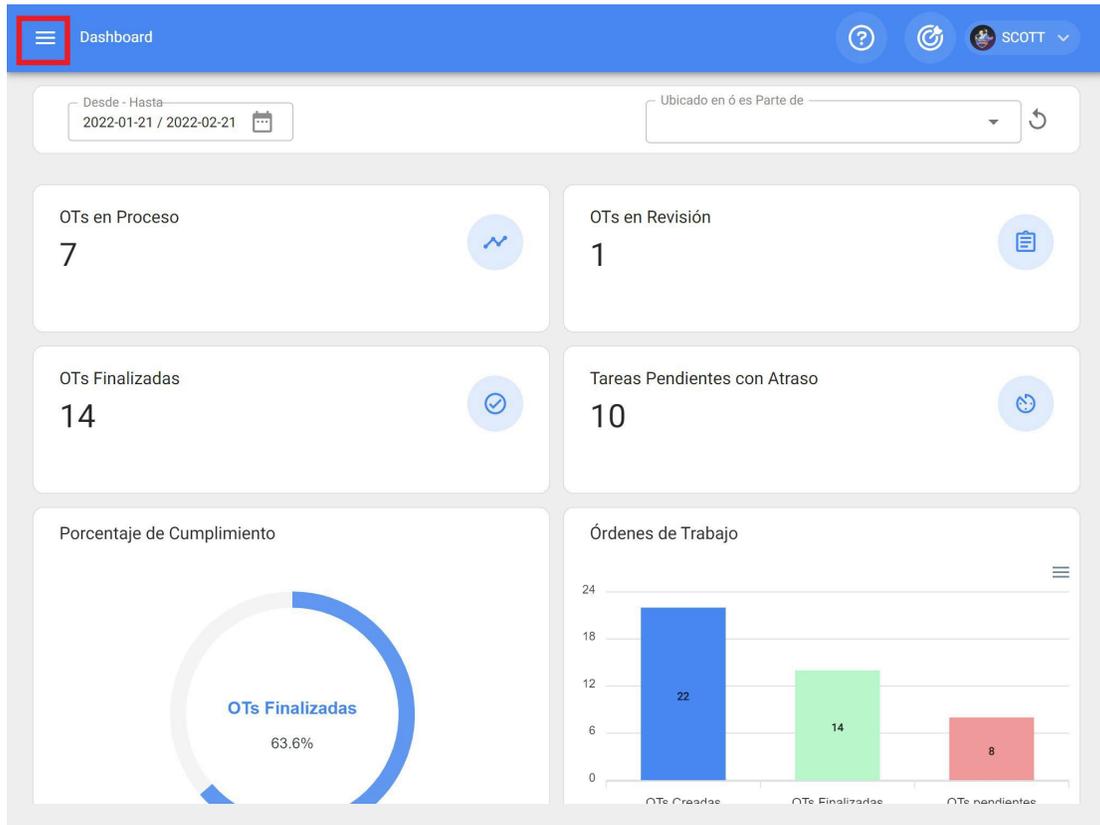
In the tasks module you can have control of all maintenance activities in one place, since in this module you can define task plans, reschedule pending tasks, manage work orders, as well as have access to the calendar of activities and budgets.

The screenshot displays the Fractal One user interface. On the left, a user profile for SCOTT WILLINGTON is visible, along with a navigation menu. The 'Tareas' menu item is highlighted with a red box, and its sub-items are expanded: 'Plan de Tareas', 'Órdenes de Trabajo', and 'Presupuestos'. The main content area shows a table with columns for 'Tareas asociadas', 'Activos vinculados', and 'Limitar Acc'. The table contains several rows of data, including 'ESORES', 'MELIZADORAS', 'PLIT - MENSUAL', 'ESORES', 'ORAS DE COMFORT', 'Modelo X1', 'AX', 'DORES', and 'TRICOS'. A search bar and user profile are visible at the top of the main content area.

	Tareas asociadas	Activos vinculados	Limitar Acc
ESORES	6	0	//
MELIZADORAS	1	3	//
PLIT - MENSUAL	1	3	//
ESORES	1	4	//
ORAS DE COMFORT	1	1	//
Modelo X1	6	2	//
AX	1	1	//
DORES	5	2	//
	4	3	//
TRICOS	3	1	//

## How to enter the work management module?

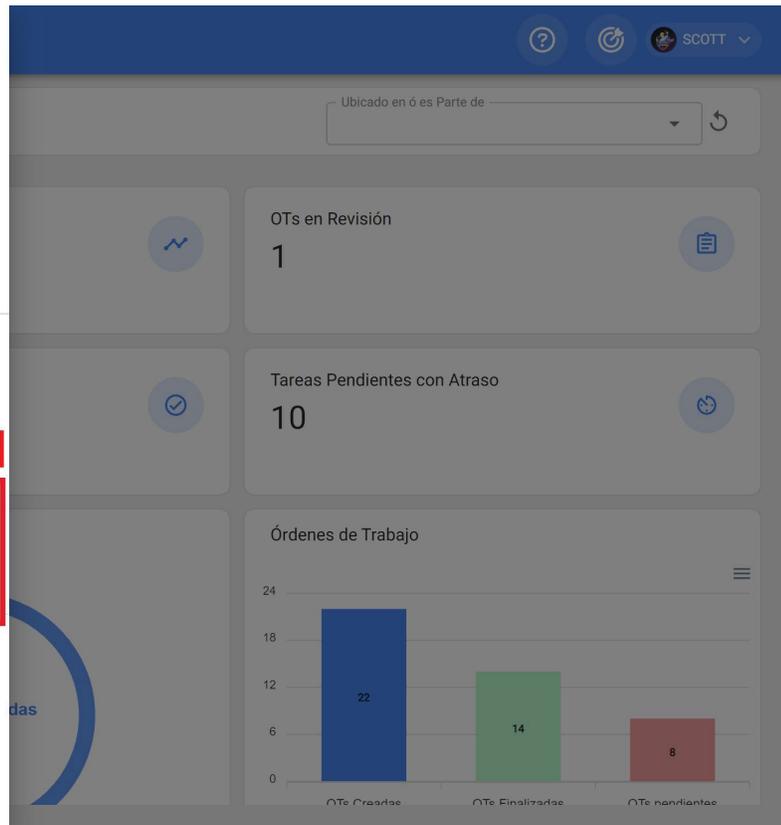
To enter the module, you must first click on the menu button that you will find on the top left side of the main header bar of the platform and display the Work management menu, so that the system will show you the different sub-modules.



**fractal one**

**SCOTT WILLINGTON**  
 alexander.sanchez@fractal.com  
 Fractal Proyectos, Servicios y Educación  
 4.5.41

- Catálogos
- Almacenes
- Tareas**
  - Plan de Tareas
  - Órdenes de Trabajo
  - Presupuestos
- Monitoreo
- Automatizador
- Inteligencia de Negocio
- Disco Virtual



When you pull down the Work management menu, you will find the following sub-modules:

- ◆ **Work management plan**

- ◆ **Work Orders Budget**

- ◆

# Work management plans : Fracttal One

[help.fracttal.com/en/articles/6004291-work-management-plans](https://help.fracttal.com/en/articles/6004291-work-management-plans)

In this module you will be able to create maintenance plans linked to assets, where work management can have different types of triggers (by date, meter reading and event triggers).

<input type="checkbox"/>	Descripción	Tareas asociadas	Activos vinculados	Limitar Acc
<input type="checkbox"/>	PLAN DE MANTENIMIENTO ASCENSORES	6	0	//
<input type="checkbox"/>	PLAN DE MANTENIMIENTO CAMELIZADORAS	1	3	//
<input type="checkbox"/>	PLAN DE MANTENIMIENTO MINI SPLIT - MENSUAL	1	3	//
<input type="checkbox"/>	PLAN DE MANTENIMIENTO COMPRESORES	1	4	//
<input type="checkbox"/>	PLAN DE MANTENIMIENTO CORTADORAS DE COMFORT	1	1	//
<input type="checkbox"/>	Plan de mtto banda transportadora Modelo X1	6	2	//
<input type="checkbox"/>	PLAN DE MTTO CAMIONETAS DMAX	1	1	//
<input type="checkbox"/>	PLAN DE MTTO MUEBLES ENFRIADORES	5	2	//
<input type="checkbox"/>	PLAN DE TAREAS HORNOS	4	3	//
<input type="checkbox"/>	PLAN DE TAREAS MOTORES ELECTRICOS	3	1	//

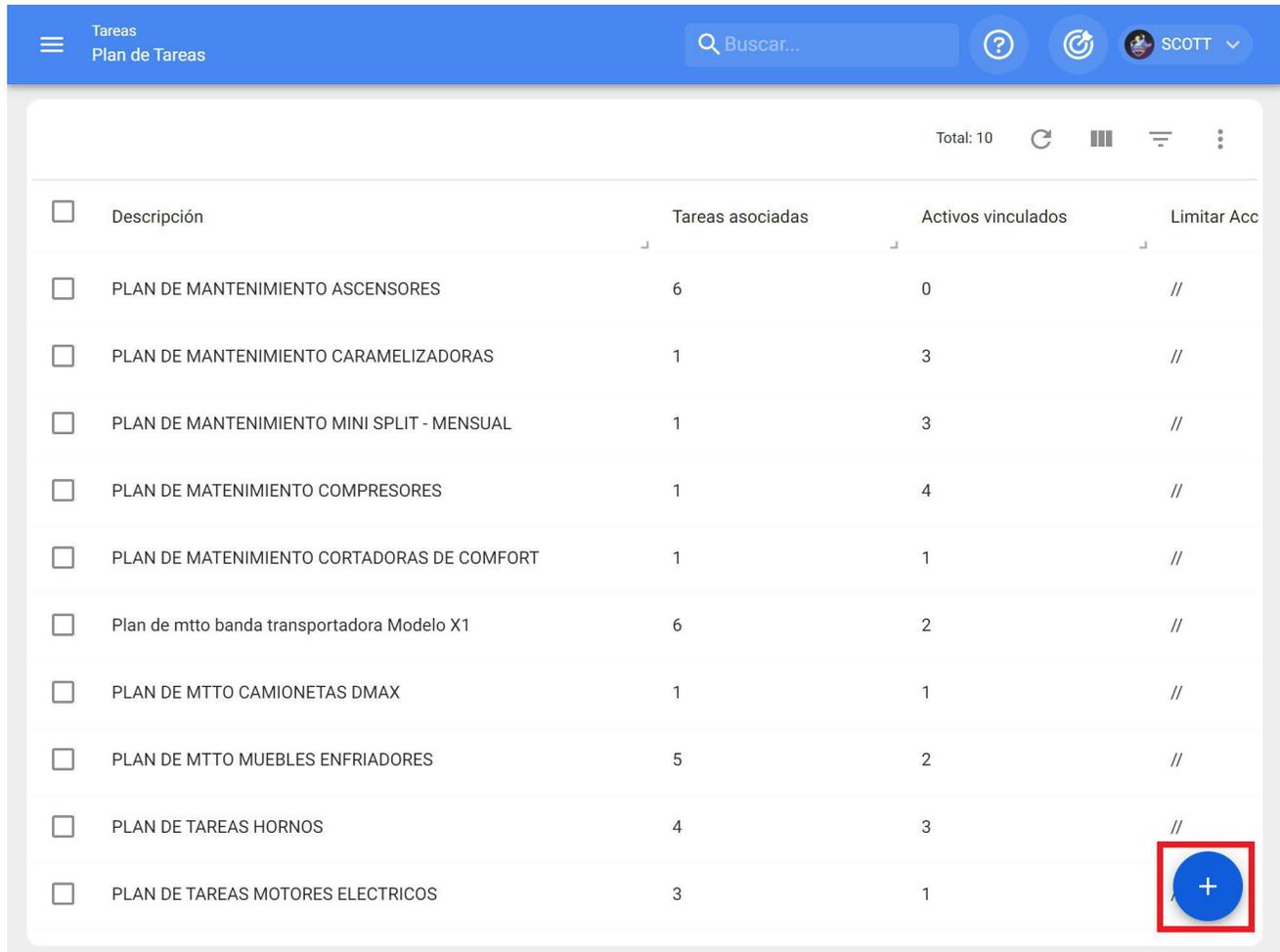
**Note:** It is important to mention that in Fracttal a planned maintenance can be linked to many assets, while an asset can only have a single planned maintenance linked to it. Therefore, if an asset is linked to a work management plan, this plan must contain each and every one of the tasks associated with the asset in question, since it cannot be linked simultaneously to another different work management plan.

**For example:** If you have a fleet of 100 vehicles all of the same model, you only need to make a single work management plan containing all the maintenance activities and frequencies applied to that vehicle model. Subsequently, the 100 vehicles must be linked, taking into consideration that the trigger dates or sequences can be configured independently for each of the 100 vehicles.

# How to add a work management planned maintenance?

[help.fractal.com/en/articles/6004296-how-to-add-a-work-management-plan](https://help.fractal.com/en/articles/6004296-how-to-add-a-work-management-plan)

To add a new planned maintenance, click on the add symbol at the bottom right of the screen.



The screenshot shows a web application interface for managing maintenance plans. At the top, there is a blue header with a menu icon, the text 'Tareas Plan de Tareas', a search bar with 'Buscar...', and user information 'SCOTT'. Below the header is a table with the following columns: 'Descripción', 'Tareas asociadas', 'Activos vinculados', and 'Limitar Acc'. The table contains 11 rows of maintenance plans. A blue circular button with a white '+' sign is located at the bottom right of the table, highlighted with a red square border.

Descripción	Tareas asociadas	Activos vinculados	Limitar Acc
<input type="checkbox"/> PLAN DE MANTENIMIENTO ASCENSORES	6	0	//
<input type="checkbox"/> PLAN DE MANTENIMIENTO CAMELIZADORAS	1	3	//
<input type="checkbox"/> PLAN DE MANTENIMIENTO MINI SPLIT - MENSUAL	1	3	//
<input type="checkbox"/> PLAN DE MANTENIMIENTO COMPRESORES	1	4	//
<input type="checkbox"/> PLAN DE MANTENIMIENTO CORTADORAS DE COMFORT	1	1	//
<input type="checkbox"/> Plan de mtto banda transportadora Modelo X1	6	2	//
<input type="checkbox"/> PLAN DE MTTO CAMIONETAS DMAX	1	1	//
<input type="checkbox"/> PLAN DE MTTO MUEBLES ENFRIADORES	5	2	//
<input type="checkbox"/> PLAN DE TAREAS HORNOS	4	3	//
<input type="checkbox"/> PLAN DE TAREAS MOTORES ELECTRICOS	3	1	//

When you click on it, a new window will open where you must load the information corresponding to the work management plan you wish to add, according to the following steps:

## Step 1:

Add the corresponding general information to the work management plan, then click on save.

The screenshot shows a web application interface for task management. The top navigation bar is blue and contains the text 'Tareas' and 'Plan de Tareas'. On the right side of the navigation bar, there are three icons: a question mark, a refresh icon, and a user profile icon labeled 'SCOTT'. Below the navigation bar, there is a sidebar on the left with a home icon and the text 'General', and two other items: 'Tareas' and 'Activos Vinculados'. The main content area has a header with a back arrow and a 'GUARDAR' button. Below the header, there is a section titled 'Datos requeridos' with a warning icon and the text 'Descripción no puede estar en blanco'. Below this section, there are four input fields: 'Descripción', 'Limitar Acceso a Esta Localización', 'Tareas asociadas', and 'Activos Vinculados'. The 'Descripción' field is highlighted with a red border.

Where, the information requested is as follows:

- ◆ **Description:** Name that will describe the work management planned maintenance.
- ◆ **Limit Access to This Location:** Location where the work management planned maintenance is located, taking into consideration the hierarchy that this represents for the visualization of the planned maintenance with respect to other users.
- ◆ **Associated tasks:** Number of work management tasks contained in the plan (this information will be displayed automatically when completing step 2).
- ◆ **Linked Assets:** Number of assets that are associated to the work management plan (this information will be displayed automatically when completing step 3).

## Step 2

In this step, all the information corresponding to each of the maintenance work management tasks associated to the plan should be added, identifying the general information of each task, as well as their respective subtasks, iterations, resources and attachments.

Tareas  
Plan de Tareas

PLAN DE GENERADORES

GUARDAR

Detalles

General

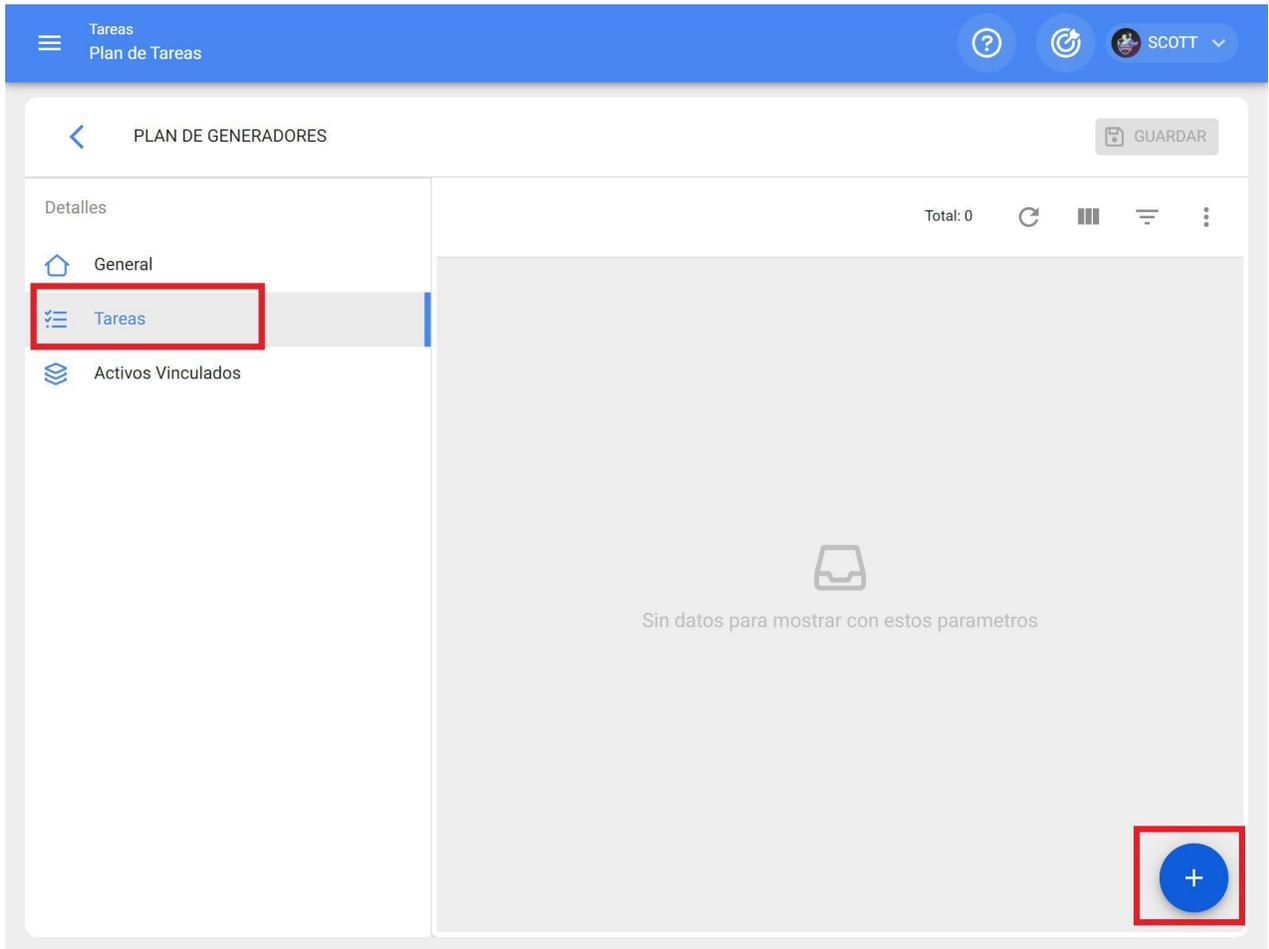
Tareas

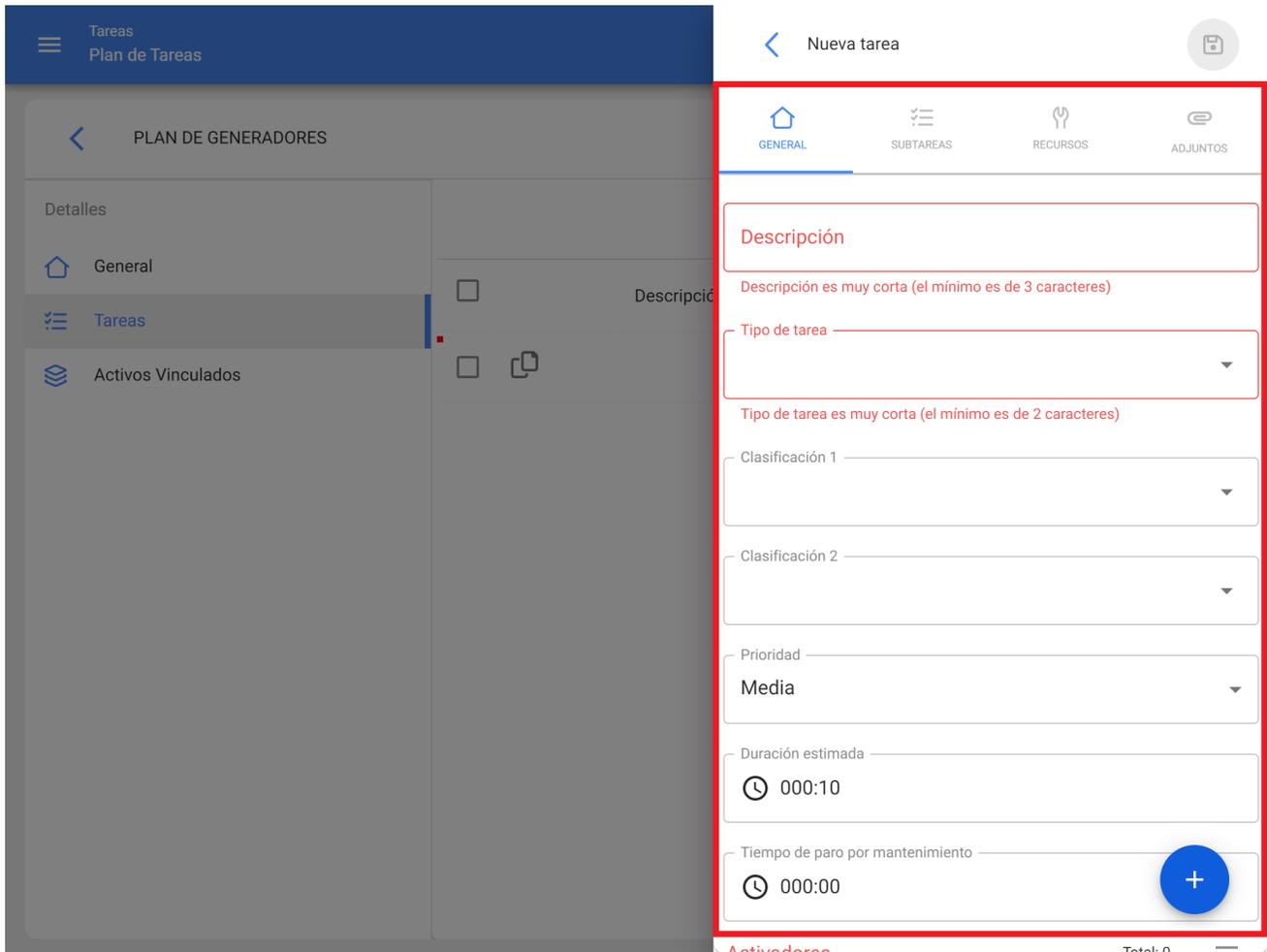
Activos Vinculados

Total: 0

Sin datos para mostrar con estos parametros

+





The following is a description of each of the fields that make up the tabs of information about the work management when they are added to the plan:

## General:

- **Description:** Short detail specifying the task in question.
- **Task Type:** Catalog with all the work management types registered in the system.
- **Classification 1 and 2:** Corresponds to free fields left by the platform to complete and give a classification to the task.
- **Priority:** List where the task is classified according to its priority.
- **Estimated duration:** Time it would take to perform the task (actual time is recorded directly in the WO).
- **Maintenance Downtime:** Theoretical time that the stopped asset would last while the activity is executed (the actual time is recorded directly in the WO).

- ♦ **Triggers:** Corresponds to the trigger mode of the task, which can be of 4 types (by date, when, each and by event).

## Subtasks:

---

Subtasks are the step-by-step or check-list of activities to be recorded or validated when completing a task. To add subtasks the following fields must be completed

- ♦ **Order:** Sequence of subtask ordering
- ♦ **Type:** Predefined list with the subtask types that the system has (Text, Yes/No, Number, Verification, One meter reading, GPS Location, List, Date and Time). Depending on the type of subtask, you can have open or closed answers depending on the case.
- ♦ **Group/Part:** Catalog where you can stipulate the groups or parts to which the subtask in question belongs.
- ♦ **Description:** Complete detail describing the activity.
- ♦ **Mandatory:** Option to make the subtask mandatory (filling cannot be completed if the subtasks that have this option activated have not been completed).
- ♦ **Mandatory Attachment:** Option that makes it mandatory to add an attachment associated to the subtask (the filling cannot be completed if the attachment has not been added).

## Iterations:

---

It is a function that allows to establish independently which sub-tasks will be performed with each trigger, as well as the number of iterations that each execution cycle represents, thus obtaining a better control over the sub-tasks and avoiding overlapping activities. It is usually used in nested maintenance such as those performed on assets based on mileage or hours of use.

## Resources:

---

Resources can be added to the work management in such a way that they are added each time the task is triggered and are reflected both in the quantities to be used and in the cost of the TOs. To do so, you only have to add the resources, which can be of the following types:

- ♦ **Inhouse personnel:** Personnel that will participate in the execution of the activities and therefore their hourly costs are accounted for within the WO.
- ♦ **Services:** External services performed by third parties (must be previously added in the third parties module).
- ♦ **Inventories:** Resources such as tools or spare parts and supplies that come from a warehouse.

## Attachments:

---

As in resources, attachments can be added to the work management so that they are added each time that task is triggered in a WO. For this purpose, there are different types of attachments that can be added and they are of the following types:

- ♦ **Note:** Corresponds to a field to add a text note.
- ♦ **Link:** Direct links to internet pages.
- ♦ **Files:** Corresponds to documents and images.

Finally, once all the necessary fields are loaded to complete the previous steps and save them, the plan will be created with the detail of all the maintenance work management tasks involved, missing only the linking of the assets associated to the plan.

## Step 3

---

After having created the plan together with its respective tasks (steps 1 and 2), the assets that will be governed by this work management plan for the execution of maintenance activities must be linked. To do this, click on the add symbol to open a new window where all the assets that can be linked to the work management plan will be displayed.

Tareas  
Plan de Tareas

PLAN DE GENERADORES

GUARDAR

Detalles

General

Tareas

Activos Vinculados

Total: 0

Sin datos para mostrar con estos parametros

+

The image shows a software interface with a blue header bar. On the left, a sidebar contains menu items: 'General', 'Tareas', and 'Activos Vinculados'. The 'Activos Vinculados' item is highlighted with a red box. The main content area on the right is mostly grey and contains a message 'Sin datos para mostrar con estos parametros' and a blue circular button with a white plus sign, also highlighted with a red box. The top right of the interface shows a user profile 'SCOTT' and a 'GUARDAR' button.

Tareas  
Plan de Tareas

PLAN DE GENERADORES

Detalles

General

Tareas

Activos Vinculados

Buscar Activos

Total: 70

Código : ASC-01  
Prioridad :  
Localizació... // NRG/

ASCENSOR 02 { ASC-02 }  
Tipo : Equipos  
Código : ASC-02  
Prioridad :  
Localizació... // NRG/

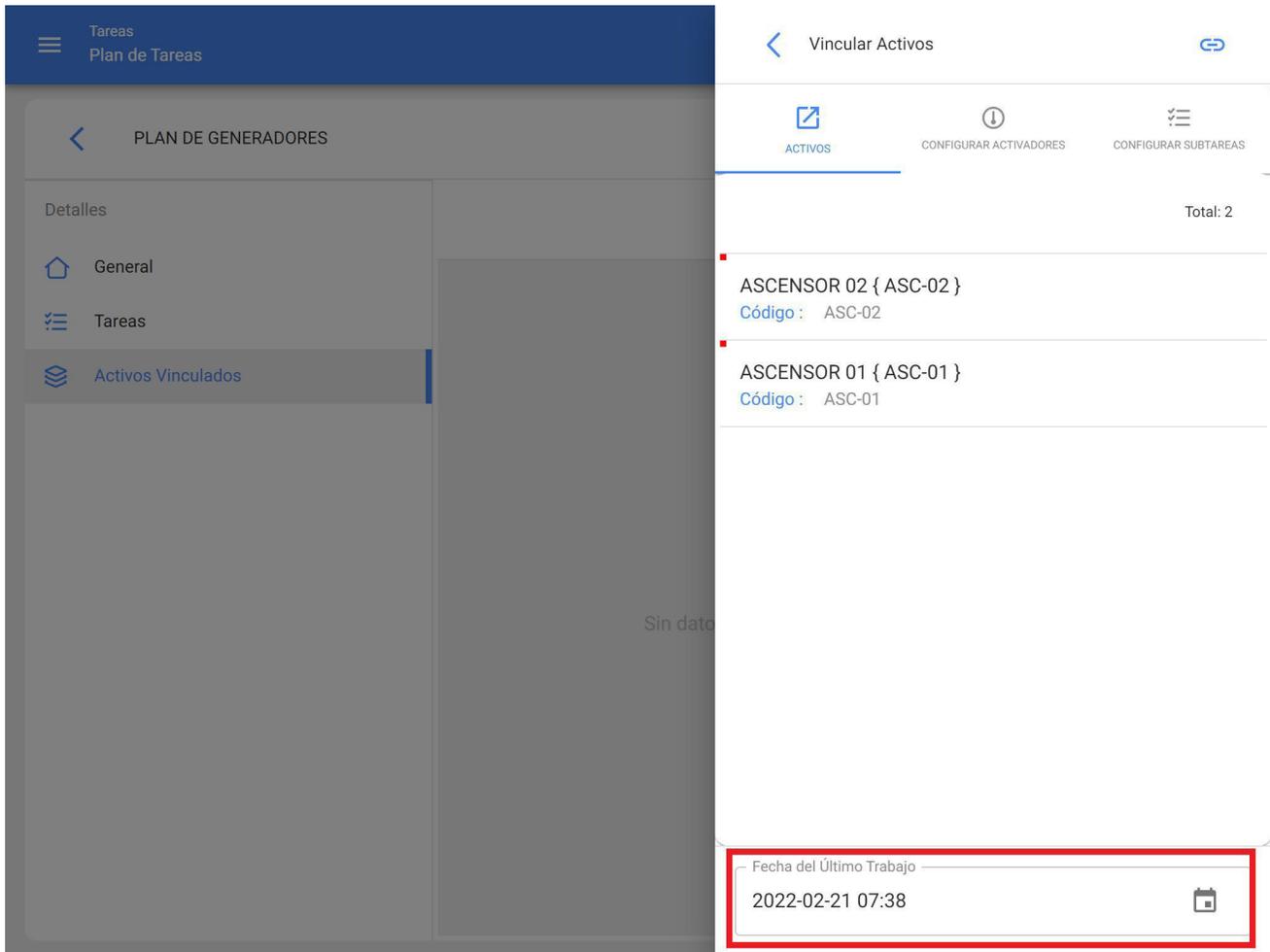
ANTORCHA { ANT-01 }  
Tipo : Equipos  
Código : ANT-01  
Prioridad :  
Localizació... // NRG/

TANQUE 01 { TANQUE-01 }  
Tipo : Equipos  
Código : TANQUE-01  
Prioridad :  
Localizació... // NRG/

UNIDAD GENERADORA DE HIDROGENO ...  
Tipo : Equipos  
Código : UGH-01  
Prioridad :  
Localizació... // NRG/

Sin dato

After selecting the asset, the date of the last job must be established so that the system can calculate and schedule the next maintenance with triggers by date.



It is important to note that the date set is a global trigger date for all the work management tasks in the plan. However, it may happen that the dates of the last maintenance tasks have not been executed on the same occasion or do not necessarily coincide, in which case you must configure the dates of the last work management for each of the tasks individually (For more information see section "How to configure the date of the last maintenance tasks for triggers by date").

Then, in a similar way, the meters associated to the triggers or subtasks of the plan must be configured (For more information, see section How to configure meters to a work management plan).

Finally, after completing the 3 previous steps, the planned maintenance plan will be established and all the assets will be linked to this plan, for the execution and management of work management.



Total: 11



<input type="checkbox"/>	Descripción	Tareas asociadas	Activos vinculados	Limitar Acc
<input type="checkbox"/>	PLAN DE GENERADORES	1	2	//
<input type="checkbox"/>	PLAN DE MANTENIMIENTO ASCENSORES	6	0	//
<input type="checkbox"/>	PLAN DE MANTENIMIENTO CAMELIZADORAS	1	3	//
<input type="checkbox"/>	PLAN DE MANTENIMIENTO MINI SPLIT - MENSUAL	1	3	//
<input type="checkbox"/>	PLAN DE MANTENIMIENTO COMPRESORES	1	4	//
<input type="checkbox"/>	PLAN DE MANTENIMIENTO CORTADORAS DE COMFORT	1	1	//
<input type="checkbox"/>	Plan de mtto banda transportadora Modelo X1	6	2	//
<input type="checkbox"/>	PLAN DE MTTO CAMIONETAS DMAX	1	1	//
<input type="checkbox"/>	PLAN DE MTTO MUEBLES ENFRIADORES	5	2	//
<input type="checkbox"/>	PLAN DE TAREAS HORNOS	4	3	



# What types of triggers can be added to a task?

[help.fractal.com/articles/6007459-which-types-of-triggers-can-be-added-to-a-task](http://help.fractal.com/articles/6007459-which-types-of-triggers-can-be-added-to-a-task)

Currently in the platform there are 4 types of triggers to which a task can be associated. The operation of each of these will be explained below:

## Trigger by date

The screenshot displays the 'Editar' (Edit) task configuration interface. The form is titled 'PLAN DE MATENIMIENTO COMPRESORES' and includes the following fields:

- Descripción: MANTENIMIENTO MENSUAL
- Tipo de tarea: PREVENTIVO
- Clasificación 1: GESTIÓN ELECTROMECAÁNICA
- Clasificación 2: REQUIERE PERMISO ALTURA
- Prioridad: Alta
- Duración estimada: 000:30
- Tiempo de paro por mantenimiento: 000:15

A calendar icon is highlighted with a red box, indicating the trigger type.

Corresponds to the work management that has a scheduled execution frequency according to a calendar. That is, they are performed every certain period of time. When selecting this type of trigger, the following fields must be completed:

- ♦ **Doing every:** Frequency with which the task is repeated
- ♦ **Frequency:** Unit of frequency with which the task is repeated.

- ♦ **Repeat:** Option to set whether the task is repeated finitely or will remain active indefinitely.
- ♦ **Times:** Number of times in which the execution of the task is repeated (in case it has been established that it is repeated in a finite way).
- ♦ **Fixed Schedule:** Option that allows setting the date of the next schedule as fixed (as established) or to be rescheduled from the last execution. For example, if we have a task that has a trigger with a frequency of every 30 days and has a fixed schedule, it will not matter if the task is executed as scheduled or with a delay, since the following activations will be fixed every 30 days. On the other hand, if you do not have the fixed schedule option, the next trigger will be performed after 30 days, but starting from the date on which the task was executed.

## Event Trigger

The screenshot shows a mobile application interface for configuring a task. The main screen is titled 'PLAN DE MANTENIMIENTO COMPRESORES'. On the right, there is a 'Editar' (Edit) screen with a navigation bar containing 'GENERAL', 'SUBTAREAS', 'RECURSOS', and 'ADJUNTOS'. The 'GENERAL' tab is active, showing the following configuration fields:

- Descripción:** MANTENIMIENTO MENSUAL
- Tipo de tarea:** PREVENTIVO
- Clasificación 1:** GESTIÓN ELECTROMECAÁNICA
- Clasificación 2:** REQUIERE PERMISO ALTURA
- Prioridad:** Alta
- Duración estimada:** 000:30
- Tiempo de paro por mantenimiento:** 000:15

On the right side of the configuration form, there are several icons: a red box highlights an information icon (i), followed by a refresh icon, a calendar icon, and a close icon (X).

Corresponds to the work management that do not comply with a particular trigger frequency and that are only triggered through the execution of an unplanned task (the events are displayed through a list previously uploaded to the system). For example, the events

can be associated to situations such as, some types of failures, requests or activities that are not necessarily defined with a regular trigger frequency, but the procedure to follow in case they occur is known.

## Trigger Each

The screenshot shows a mobile application interface for task management. The main screen is titled 'PLAN DE MANTENIMIENTO COMPRESORES'. On the right, a modal window titled 'Editar' is open, showing the configuration for a task. The task details are as follows:

- Descripción: MANTENIMIENTO MENSUAL
- Tipo de tarea: PREVENTIVO
- Clasificación 1: GESTIÓN ELECTROMECAÁNICA
- Clasificación 2: REQUIERE PERMISO ALTURA
- Prioridad: Alta
- Duración estimada: 000:30
- Tiempo de paro por mantenimiento: 000:15

In the 'Editar' modal, the 'Trigger Each' option is highlighted with a red box. The modal also includes a blue 'X' button at the bottom right for closing the edit screen.

Corresponds to triggers by means of accumulating meters or counters (kilometers, hours, etc.). This type of triggers works every time a certain meter accumulates the units required for the execution of some task. When selecting this type of meter, the following fields must be completed:

- **Frequency:** Number of cycles to be completed for the execution of the task.
- **Unit:** Measurement system associated with the meter reading and task trigger.
- **Until:** Number of cycles in which the task will be executed (in case the activity is executed indefinitely, it is left without limit).

- ♦ **Fixed scheduling:** Analogous to the triggers by date, this option allows you to set the reading at which the next trigger will be executed, which can be fixed (as set) or taken from the last reading recorded at the time of executing the task.

## Trigger When

The screenshot shows a mobile application interface for task management. On the left, there is a sidebar with a menu containing 'Tareas' and 'Plan de Tareas'. The main area displays a task configuration form for 'PLAN DE MANTENIMIENTO COMPRESORES'. The form includes the following fields:

- Descripción:** MANTENIMIENTO MENSUAL
- Tipo de tarea:** PREVENTIVO
- Clasificación 1:** GESTIÓN ELECTROMECAÁNICA
- Clasificación 2:** REQUIERE PERMISO ALTURA
- Prioridad:** Alta
- Duración estimada:** 000:30
- Tiempo de paro por mantenimiento:** 000:15

On the right side of the form, there is a vertical sidebar with several icons. A red box highlights the 'Trigger When' icon, which is a clock with a bell. Other icons include a home icon, a list icon, a person icon, and a link icon.

Corresponds to triggers by means of non-accumulator meters or non-meters that can fluctuate over time (temperature, voltage, amperage, etc.). This type of triggers work when a reading is registered that meets the established conditions or outside a certain parameter. When selecting this type of meter the following fields must be completed:

- ♦ **Unit:** Measurement system associated with the meter reading and task trigger.
- ♦ **Sea:** List with the conditions that can be set to define the parameters that the recorded reading must meet to trigger the activation of the task.
- ♦ **Value:** Number that defines the numerical parameter to be considered for the trigger of the task.

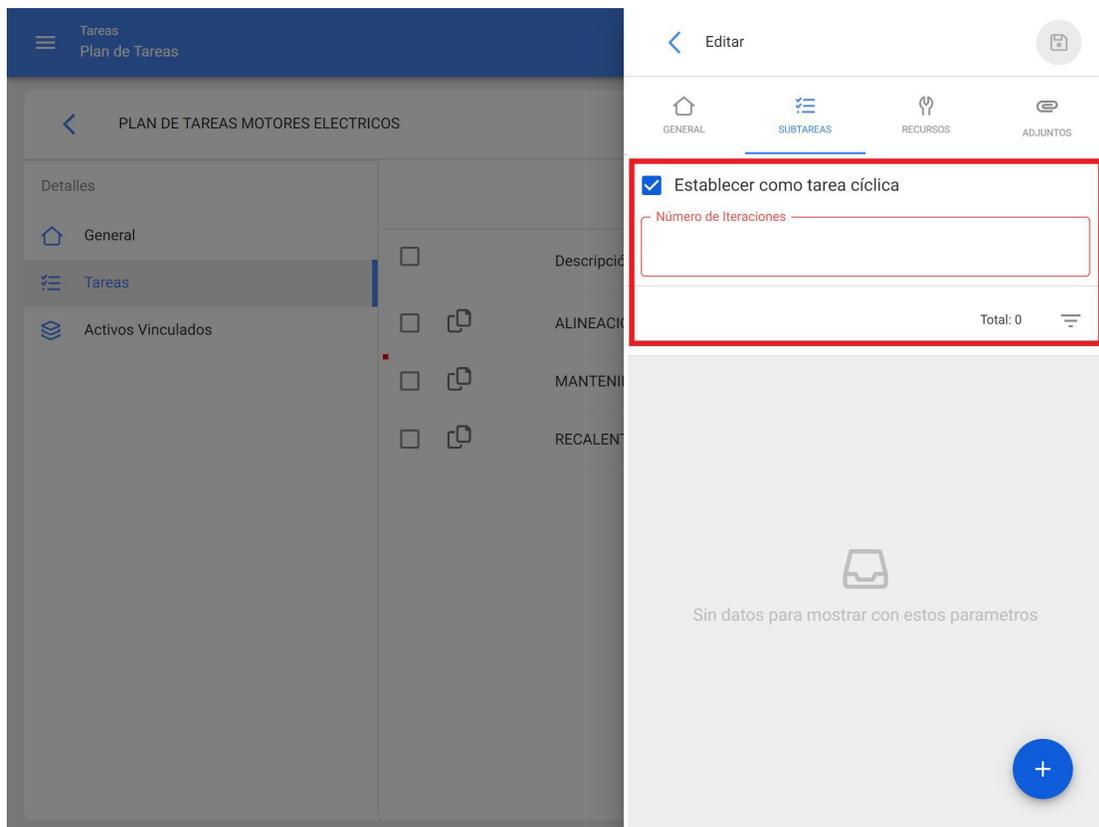
# How do subtask iterations work?

[help.fractal.com/en/articles/6007474-how-subtask-iterations-work](http://help.fractal.com/en/articles/6007474-how-subtask-iterations-work)

The iterations function is designed for those work management tasks that are cyclical or nested, such as vehicle maintenance where certain activities are performed repetitively according to the mileage traveled, thus being able to overlap some of these tasks.

This is why, with the iterations function, it is possible to determine in which part of the cycle of a task each subtask should be executed and thus have a better control of the complete maintenance cycle.

To activate the iterations function, we must go to and select the task of the plan in question and click on the iterations tab and activate the "Set as cyclic task" option.



Then you must indicate the number of iterations in which each cycle of subtasks will be divided, and then select which subtask will be performed in each specific iteration.

Tareas  
Plan de Tareas

Editar Subtarea GUARDAR

PLAN DE TAREAS MOTORES ELECTRICOS

Detalles

- General
- Tareas
- Activos Vinculados

Descripción

ALINEACIÓN

MANTENIMIENTO

RECALENTAMIENTO

Obligatorio  Adjunto Obligatorio

Orden: 1

Tipo: Texto

Grupo/Parte:

Descripción: Antes de comenzar esta actividad, gestionar protocolo de seguridad

Iteraciones  Seleccionar / Deseleccionar todo

- Iteración 1
- Iteración 2
- Iteración 3
- Iteración 4

Tareas  
Plan de Tareas

Editar Subtarea GUARDAR

PLAN DE TAREAS MOTORES ELECTRICOS

Detalles

- General
- Tareas
- Activos Vinculados

Descripción

ALINEACIÓN

MANTENIMIENTO

RECALENTAMIENTO

Obligatorio  Adjunto Obligatorio

Orden: 4

Tipo: Texto

Grupo/Parte:

Descripción: Inspección del estado de eje

Iteraciones  Seleccionar / Deseleccionar todo

- 5000 hrs
- 10000 hrs
- 15000 hrs
- 20000 hrs

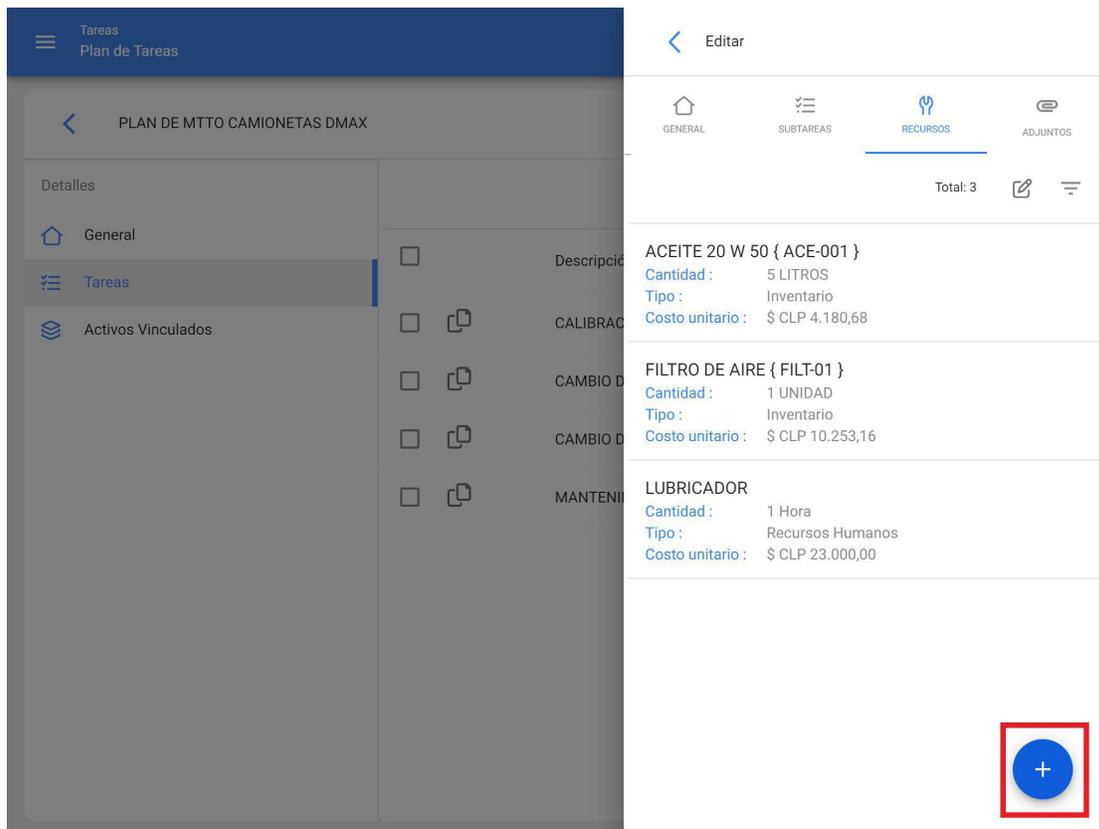
Finally, just click on the save option to register the editing done.

# How to configure resources by iterations?

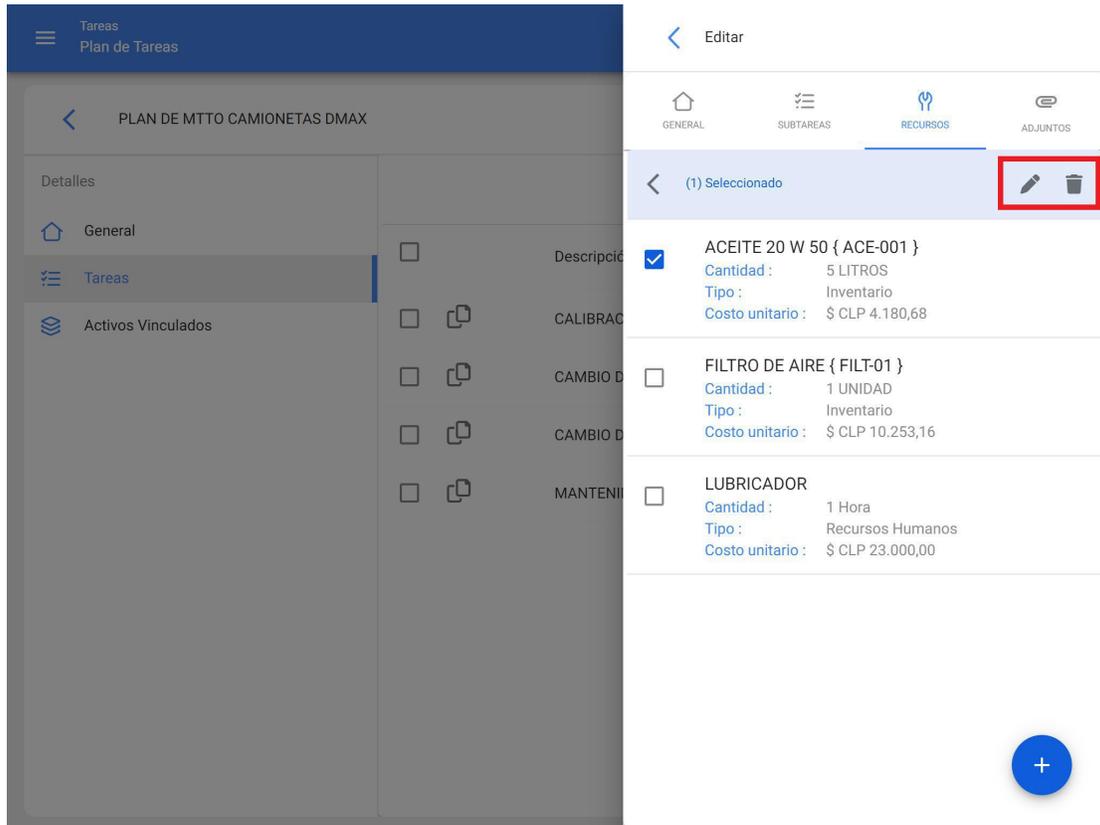
[help.fracttal.com/articles/6007512-how-to-configure-resources-by-iterations](http://help.fracttal.com/articles/6007512-how-to-configure-resources-by-iterations)

Just as it is possible to establish subtasks by iterations, it is also feasible to define directly in a work management plan which resources will be used according to each iteration.

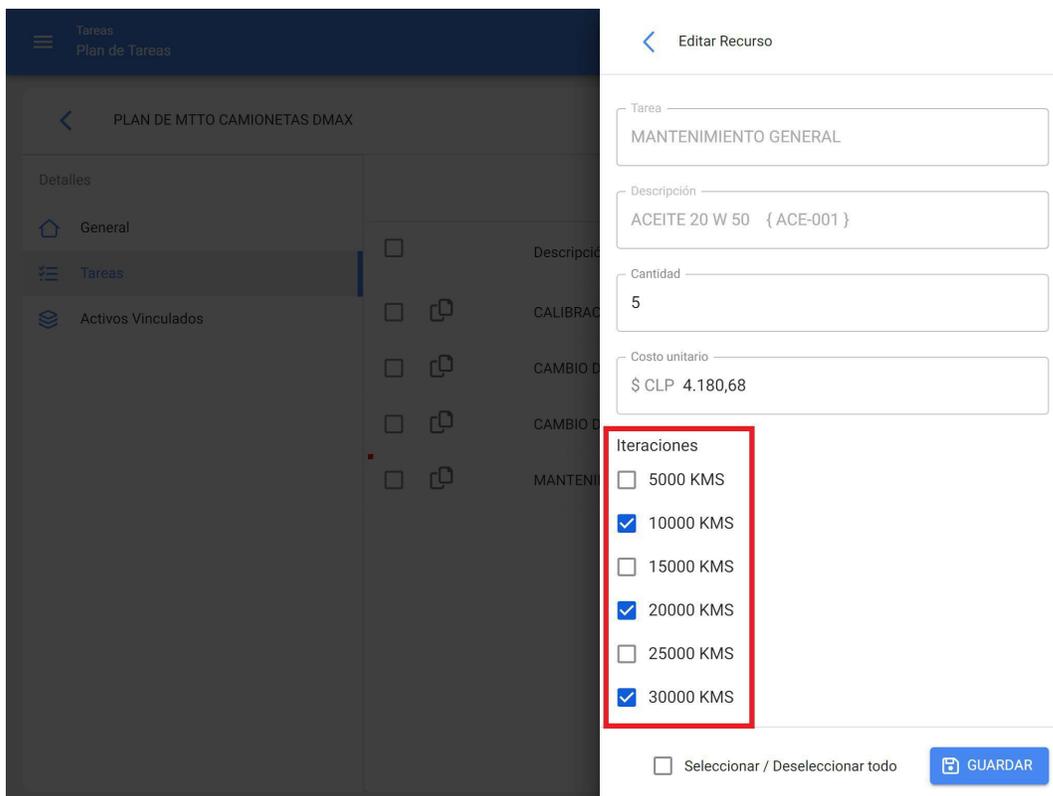
To add resources based on iterations, only one resource must be added to the work management plan in the normal way.



Then, when selecting the added resource (it can be an inventory, human resource or service type), an editing bar will be enabled.



By clicking on edit, a new window will appear where you can define in which iterations this resource should be used.



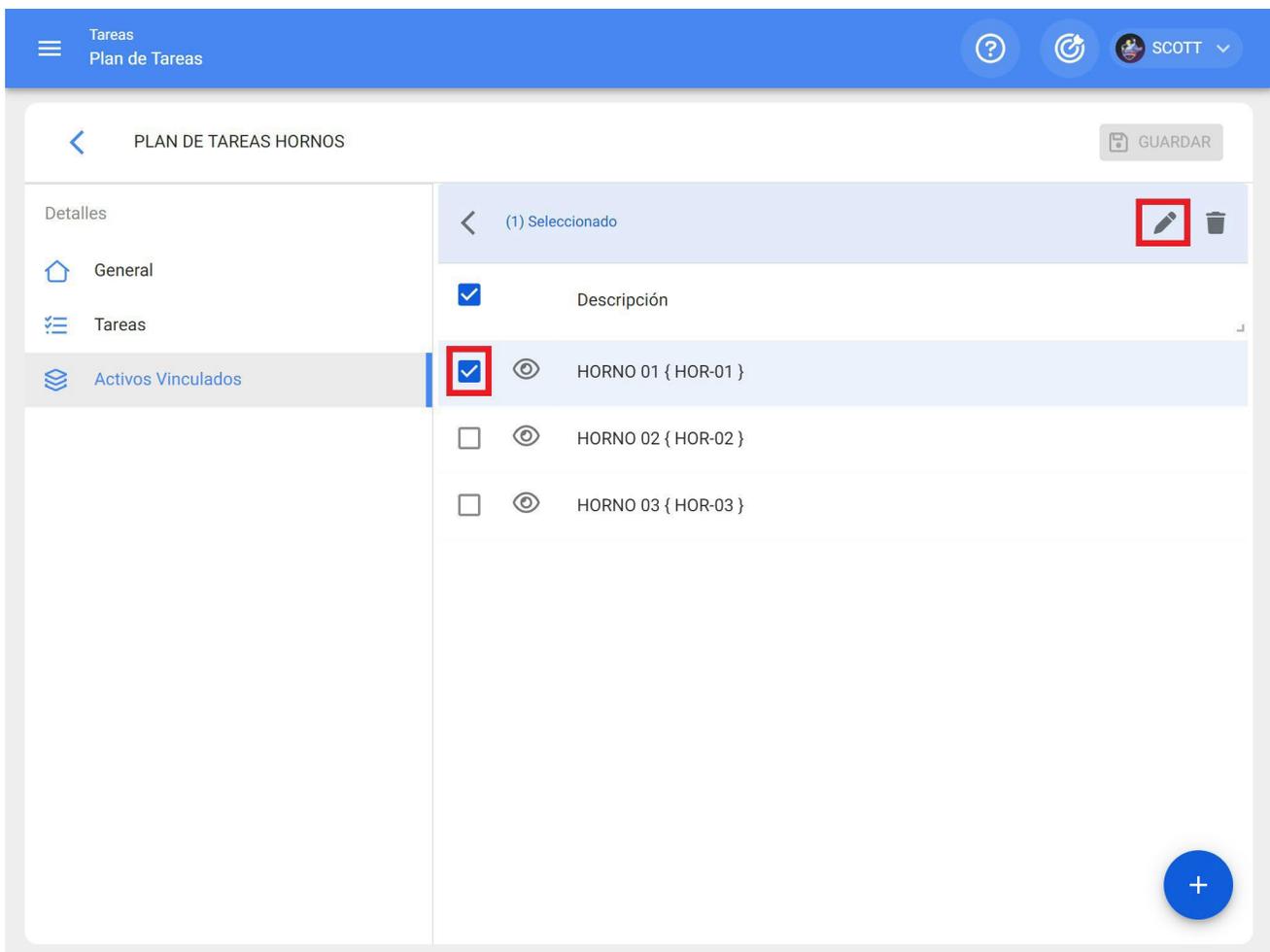
Finally, after making the settings, click on the save button to make the changes effective.

# How to set the date of the last maintenance for triggers by date?

[help.fractal.com/en/articles/6007492-how-to-set-the-date-of-the-latest-maintenance-for-by-date-triggers](https://help.fractal.com/en/articles/6007492-how-to-set-the-date-of-the-latest-maintenance-for-by-date-triggers)

This option is ideal, since it allows to independently establish the next trigger dates for each of the work management tasks associated with a plan, based on the dates on which the last maintenance was performed on the asset in question.

To do this, first go to the "Assets" tab to select the asset for which you want to configure the dates of its last maintenance for the triggering of the next work management (this procedure can be performed for each of the assets associated to the plan independently).



When you click on edit, a new window will open in which all the task settings tabs will appear (Calendars, Triggers, Subtasks, Iterations), in which case you should select the calendar tab where all tasks with a trigger by date will be displayed.

The screenshot shows a software interface for task management. On the left, a sidebar contains navigation options: 'Tareas', 'Plan de Tareas', 'PLAN DE TAREAS HORNOS', 'Detalles', 'General', 'Tareas', and 'Activos Vinculados'. The main area displays a list of tasks for 'HORNO 01 { HOR-01 }', 'HORNO 02 { HOR-02 }', and 'HORNO 03 { HOR-03 }'. A modal window titled 'Configuración: HORNO 01 { HOR-01 }' is open, showing maintenance schedules. The modal has tabs for 'CALENDARIO', 'ACTIVADORES', 'SUBTAREAS', and 'ITERACIONES'. It shows a list of maintenance tasks with their frequency and scheduled dates. The 'MANTENIMIENTO SEMANAL' entry is highlighted with a red box.

Activador	Fecha Cada
MANTENIMIENTO SEMANAL	Fecha Cada 1 Semana(s)
MANTENIMIENTO MENSUAL	Fecha Cada 1 Meses
MANTENIMIENTO CUATRIMESTRAL	Fecha Cada 4 Meses

Additional details from the modal window:

- MANTENIMIENTO SEMANAL**  
Activador: Fecha Cada 1 Semana(s)  
Fecha Programada: 2022-02-28 10:29
- MANTENIMIENTO MENSUAL**  
Activador: Fecha Cada 1 Meses  
Fecha Programada: 2022-03-21 10:30
- MANTENIMIENTO CUATRIMESTRAL**  
Activador: Fecha Cada 4 Meses  
Fecha Programada: 2022-06-13 13:00

Then, just select the task in question and the system will display a window where you can modify the date of the last maintenance and the date of the next trigger for the task. Finally, after making the modification, click on the "Save" button to make the changes.

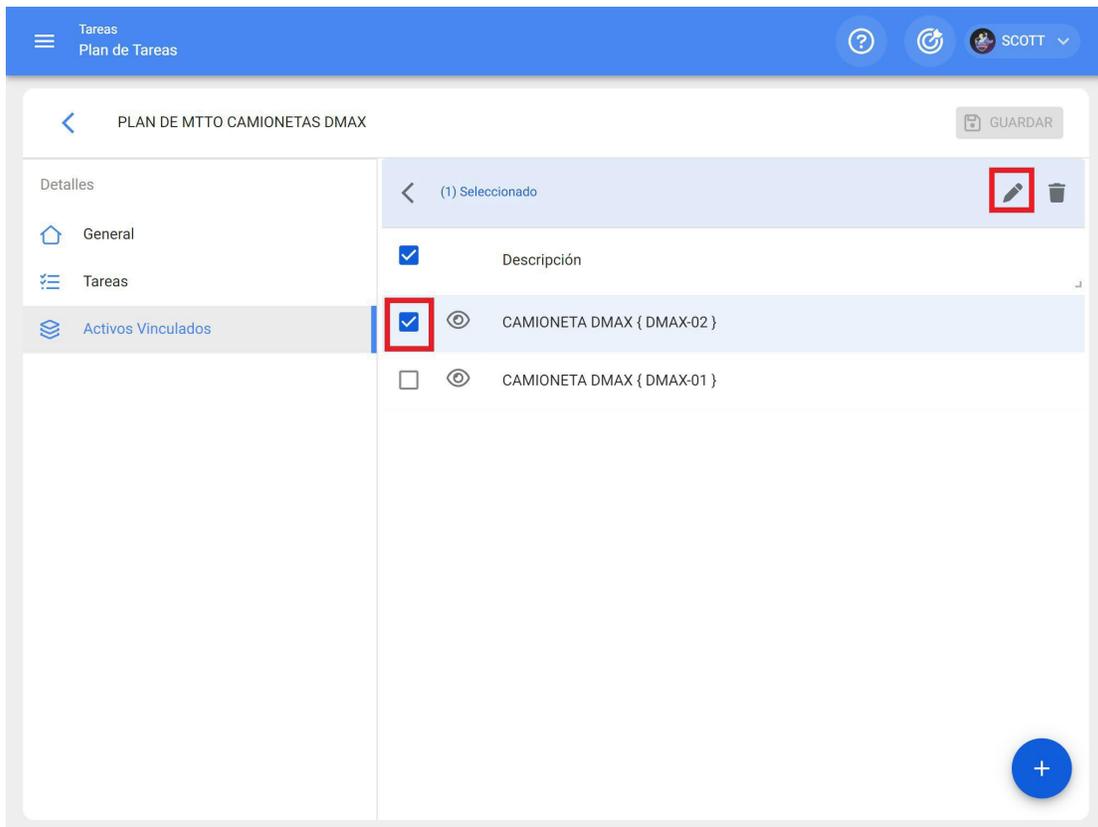
The screenshot displays a software interface for task planning. On the left, a sidebar shows a list of tasks under the heading 'PLAN DE TAREAS HORNOS'. The selected task is 'HORNO 01 { HOR-'. The right panel shows the configuration for 'MANTENIMIENTO MENSUAL'. The 'Fecha Programada' is set to '2022-03-01 10:30'. The 'Fecha del Último Trabajo' is set to '2022-02-01 10:30', which is highlighted with a red box. A 'GUARDAR' button is located at the bottom right of the interface.

**Note:** It is important to mention that the configuration and modification of the dates of the last maintenance can be performed as long as the asset recently linked to the plan does not have a work order associated to the task to be modified, otherwise the modification will not be possible, since the next execution will be governed by the maintenance performed in the work order already issued.

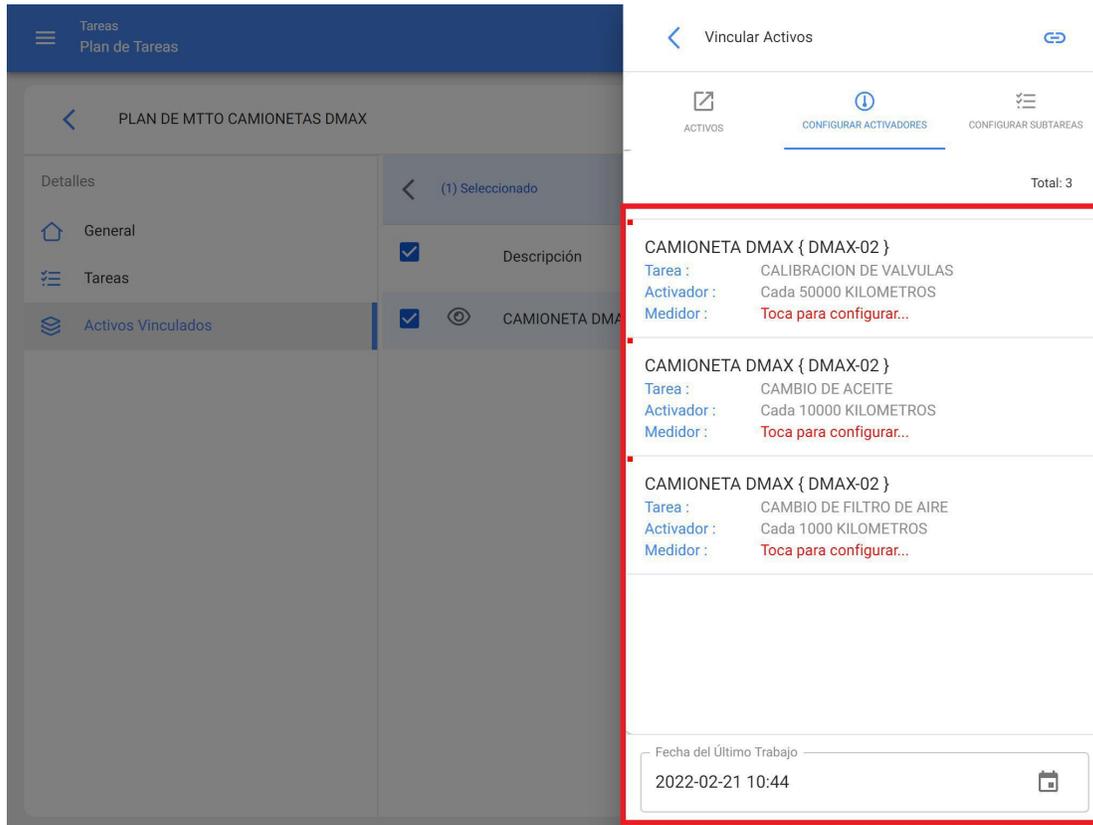
# How to link meters to a work management planned maintenance?

[help.fractal.com/articles/6007500-how-to-link-meters-to-a-work-management-plan](https://help.fractal.com/articles/6007500-how-to-link-meters-to-a-work-management-plan)

If a planned maintenance plan has triggers per reading, the meters must be linked to each associated asset. To do this, first go to the "Assets" tab and select the asset to which you want to configure the trigger (this procedure can be done for each of the assets associated to the plan independently).



When clicking on edit, a new window will open in which all the task settings tabs will appear (Calendars, Triggers, Subtasks, Iterations), in which case the Triggers or Subtasks tab must be selected (depending on where the meters are added), where all the tasks with triggers or subtasks associated with the meter reading will be displayed.



Then, just select the task in question and the system will display a window where you can create a meter or select an existing one (in case it has been previously created from the meter module). Finally, after linking the corresponding meter for each task, click on the "Save" button to make the changes.

Tareas  
Plan de Tareas

PLAN DE MTTO CAMIONETAS DMAX

Detalles

- General
- Tareas
- Activos Vinculados

(1) Seleccionado

- Descripción
- CAMIONETA DMA

Configurar Medidor GUARDAR

Tarea

Activador  
Cada 50000 KILOMETROS

Unidad  
KILOMETROS

Descripción Medidor  
ODOMETRO

Serial

Último Valor  
12.000

Fecha  
2022-02-21 

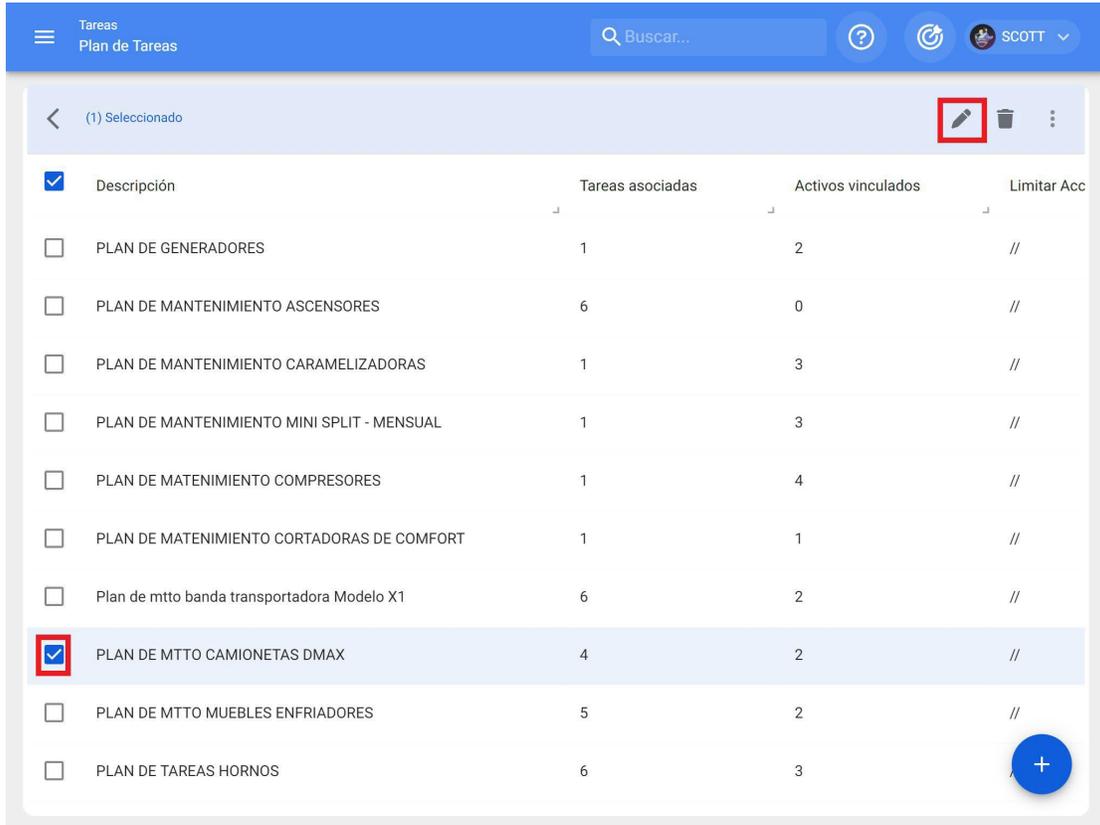
Promedio Mensual  
0

Calcular Promedio Automático

# How to edit the work management contained in a plan?

 [help.fractal.com/en/articles/6007519-how-to-edit-the-work-management-contained-in-a-plan](https://help.fractal.com/en/articles/6007519-how-to-edit-the-work-management-contained-in-a-plan)

To edit an existing work management plan, simply select the work management plan in question to activate the editing option.



The screenshot shows a web application interface for managing tasks. At the top, there is a blue header with the text "Tareas Plan de Tareas" and a search bar labeled "Buscar...". Below the header, there is a light blue bar with a back arrow, "(1) Seleccionado", and three icons: a pencil (edit), a trash can, and a vertical ellipsis. The main content is a table with the following columns: "Descripción", "Tareas asociadas", "Activos vinculados", and "Limitar Acc". The table contains several rows of work management plans. The row "PLAN DE MTTO CAMIONETAS DMAX" is selected, indicated by a blue background and a checked checkbox. A red box highlights the pencil icon in the top right corner of the table area. A blue circular button with a white plus sign is located at the bottom right of the table.

<input checked="" type="checkbox"/>	Descripción	Tareas asociadas	Activos vinculados	Limitar Acc
<input type="checkbox"/>	PLAN DE GENERADORES	1	2	//
<input type="checkbox"/>	PLAN DE MANTENIMIENTO ASCENSORES	6	0	//
<input type="checkbox"/>	PLAN DE MANTENIMIENTO CAMELIZADORAS	1	3	//
<input type="checkbox"/>	PLAN DE MANTENIMIENTO MINI SPLIT - MENSUAL	1	3	//
<input type="checkbox"/>	PLAN DE MATENIMIENTO COMPRESORES	1	4	//
<input type="checkbox"/>	PLAN DE MATENIMIENTO CORTADORAS DE COMFORT	1	1	//
<input type="checkbox"/>	Plan de mtto banda transportadora Modelo X1	6	2	//
<input checked="" type="checkbox"/>	PLAN DE MTTO CAMIONETAS DMAX	4	2	//
<input type="checkbox"/>	PLAN DE MTTO MUEBLES ENFRIADORES	5	2	//
<input type="checkbox"/>	PLAN DE TAREAS HORNO	6	3	//

By clicking on the edit option, the work management plan will open and once there you will only have to select the field you wish to modify (General, Tasks or Assets) and finally save the changes made.

Tareas  
Plan de Tareas

PLAN DE MTTO CAMIONETAS DMAX

GUARDAR

**Información**  
Tiene cambios pendientes por guardar!

Detalles

General  
Tareas  
Activos Vinculados

Descripción  
PLAN DE MTTO CAMIONETAS DMAX

Limitar Acceso a Esta Localización  
//

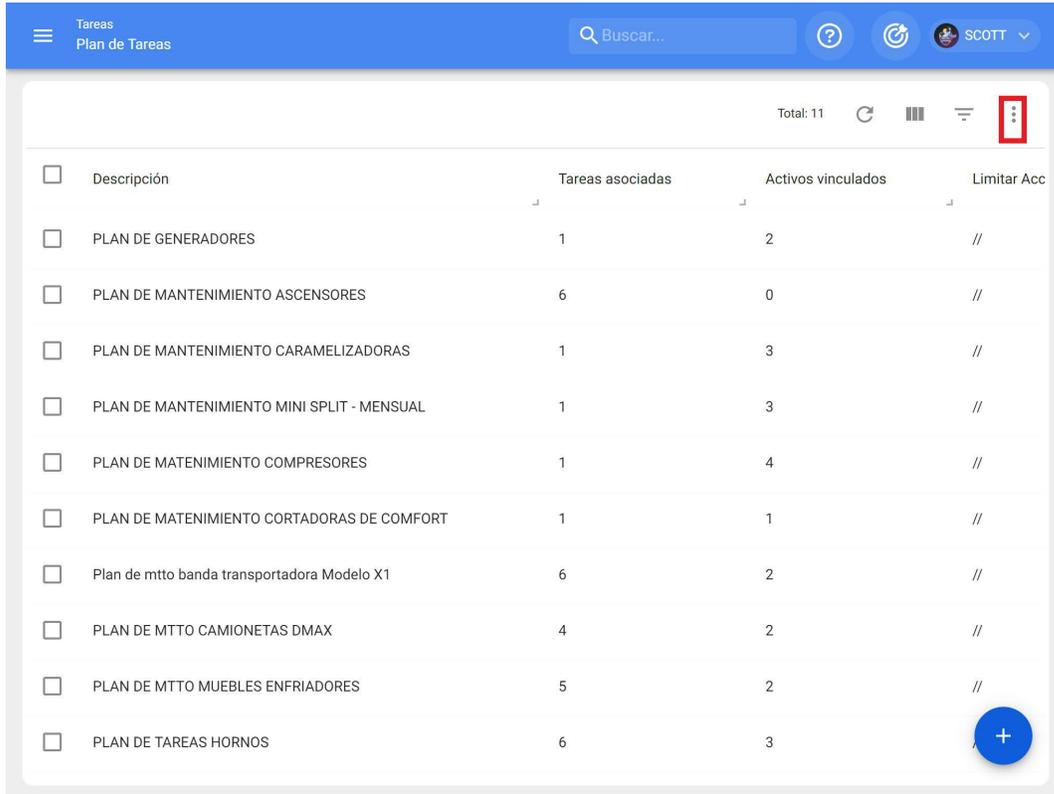
Tareas asociadas  
4

Activos Vinculados  
2

# Other options in Work Management Plan

 [help.fractal.com/en/articles/6007525-other-options-on-work-management-plans](https://help.fractal.com/en/articles/6007525-other-options-on-work-management-plans)

To find other available options, just click on the "More" menu to display a window.



The screenshot shows a web interface for 'Tareas Plan de Tareas'. At the top, there is a search bar labeled 'Buscar...' and a user profile for 'SCOTT'. Below the search bar, there is a table with 11 rows of task data. The table has four columns: 'Descripción', 'Tareas asociadas', 'Activos vinculados', and 'Limitar Acc'. A 'More' menu icon (three vertical lines) is highlighted with a red box in the top right corner of the table area. A blue circular button with a white plus sign is located at the bottom right of the table.

<input type="checkbox"/>	Descripción	Tareas asociadas	Activos vinculados	Limitar Acc
<input type="checkbox"/>	PLAN DE GENERADORES	1	2	//
<input type="checkbox"/>	PLAN DE MANTENIMIENTO ASCENSORES	6	0	//
<input type="checkbox"/>	PLAN DE MANTENIMIENTO CAMELIZADORAS	1	3	//
<input type="checkbox"/>	PLAN DE MANTENIMIENTO MINI SPLIT - MENSUAL	1	3	//
<input type="checkbox"/>	PLAN DE MATENIMIENTO COMPRESORES	1	4	//
<input type="checkbox"/>	PLAN DE MATENIMIENTO CORTADORAS DE COMFORT	1	1	//
<input type="checkbox"/>	Plan de mtto banda transportadora Modelo X1	6	2	//
<input type="checkbox"/>	PLAN DE MTTO CAMIONETAS DMAX	4	2	//
<input type="checkbox"/>	PLAN DE MTTO MUEBLES ENFRIADORES	5	2	//
<input type="checkbox"/>	PLAN DE TAREAS HORNOS	6	3	//

The screenshot shows a web application interface for managing work plans. At the top, there is a blue header with the text 'Tareas Plan de Tareas', a search bar labeled 'Buscar...', and user information 'SCOTT'. Below the header, a table lists various work management plans. The table has columns for 'Descripción', 'Tareas asociadas', and other metrics. One row, 'PLAN DE MTTO CAMIONETAS DMAX', is selected and highlighted in blue. A context menu is open over this row, listing several actions: 'Imprimir', 'Exportar', 'Exportar masivamente', 'Clonar Plan de Tareas', 'Compartir plan de tareas', 'Importar plan compartido', and 'Actualizar costos'. A blue circular button with a white plus sign is visible at the bottom right of the table area.

Descripción	Tareas asociadas			
<input checked="" type="checkbox"/>	PLAN DE GENERADORES	1		
<input type="checkbox"/>	PLAN DE MANTENIMIENTO ASCENSORES	6		
<input type="checkbox"/>	PLAN DE MANTENIMIENTO CAMELIZADORAS	1		
<input type="checkbox"/>	PLAN DE MANTENIMIENTO MINI SPLIT - MENSUAL	1		
<input type="checkbox"/>	PLAN DE MANTENIMIENTO COMPRESORES	1	4	//
<input type="checkbox"/>	PLAN DE MANTENIMIENTO CORTADORAS DE COMFORT	1	1	//
<input type="checkbox"/>	Plan de mtto banda transportadora Modelo X1	6	2	//
<input checked="" type="checkbox"/>	PLAN DE MTTO CAMIONETAS DMAX	4	2	//
<input type="checkbox"/>	PLAN DE MTTO MUEBLES ENFRIADORES	5	2	//
<input type="checkbox"/>	PLAN DE TAREAS HORNOS	6	3	

The following options are available in this window:

- **Print:** This option generates the selected work management plan in PDF format so that it can be printed or saved.
- **Export:** Option that allows exporting in an Excel template the work management planned maintenance table according to the selected plans.
- **Bulk export:** Option that allows you to mass export the entire work management planned maintenance table in an Excel template.
- **Clone work management plan:** Option to clone the selected work management plan (all the information contained in the task plan is cloned, without linking any asset to the plan).
- **Share work management plan:** Option that allows sharing the planned maintenance through the generation of a code that can be imported into another Fractal database or account.
- **Import shared plan:** Option that allows the import of work management planned maintenance through import codes.

- ♦ **Update Costs:** Option that allows updating the costs associated with the work management plans that are later used in the business intelligence module.

# How to share and import a work management plan?

[help.fractal.com/en/articles/6007530-how-to-share-and-import-a-work-management-plan](https://help.fractal.com/en/articles/6007530-how-to-share-and-import-a-work-management-plan)

To share a work management plan, simply select the plan and then click on the "Share work management plan" option and the system will generate an import code that can be shared with a different base in Fractal.

The screenshot shows the 'Plan de Tareas' interface in Fractal. The header includes a search bar and the user name 'SCOTT'. Below the header, there is a table of work management plans. The table has columns for 'Descripción', 'Tareas asociadas', 'Activos vinculados', and 'Limitar Acc'. The row for 'PLAN DE TAREAS HORNOS' is selected, indicated by a blue checkmark in the first column and a red box around the row. In the top right corner of the table area, there is a red box around a share icon.

<input checked="" type="checkbox"/>	Descripción	Tareas asociadas	Activos vinculados	Limitar Acc
<input type="checkbox"/>	PLAN DE MANTENIMIENTO CAMELIZADORAS	1	3	//
<input type="checkbox"/>	PLAN DE MANTENIMIENTO MINI SPLIT - MENSUAL	1	3	//
<input type="checkbox"/>	PLAN DE MANTENIMIENTO COMPRESORES	1	4	//
<input type="checkbox"/>	PLAN DE MANTENIMIENTO CORTADORAS DE COMFORT	1	1	//
<input type="checkbox"/>	Plan de mtto banda transportadora Modelo X1	6	2	//
<input type="checkbox"/>	PLAN DE MTTO CAMIONETAS DMAX	4	2	//
<input type="checkbox"/>	PLAN DE MTTO MUEBLES ENFRIADORES	5	2	//
<input checked="" type="checkbox"/>	PLAN DE TAREAS HORNOS	6	3	//
<input type="checkbox"/>	PLAN DE TAREAS MOTORES ELECTRICOS	3	1	//

Tareas Plan de Tareas

Buscar...

SCOTT

(1) Seleccionado

Descripción	Tareas asociadas			
<input type="checkbox"/> PLAN DE MANTENIMIENTO ASCENSORES	6			
<input type="checkbox"/> PLAN DE MANTENIMIENTO CAMELIZADORAS	1			
<input type="checkbox"/> PLAN DE MANTENIMIENTO MINI SPLIT - MENSUAL	1			
<input type="checkbox"/> PLAN DE MANTENIMIENTO COMPRESORES	1			
<input type="checkbox"/> PLAN DE MANTENIMIENTO CORTADORAS DE COMFORT	1	1		//
<input type="checkbox"/> Plan de mto banda transportadora Modelo X1	6	2		//
<input type="checkbox"/> PLAN DE MTTO CAMIONETAS DMAX	4	2		//
<input type="checkbox"/> PLAN DE MTTO MUEBLES ENFRIADORES	5	2		//
<input checked="" type="checkbox"/> PLAN DE TAREAS HORNOS	6	3		//
<input type="checkbox"/> PLAN DE TAREAS MOTORES ELECTRICOS	3	1		//

- Imprimir
- Exportar
- Exportar masivamente
- Clonar Plan de Tareas
- Compartir plan de tareas**
- Importar plan compartido
- Actualizar costos

Tareas Plan de Tareas

Buscar...

SCOTT

(1) Seleccionado

Descripción	Tareas asociadas			
<input type="checkbox"/> PLAN DE MANTENIMIENTO ASCENSORES	6			
<input type="checkbox"/> PLAN DE MANTENIMIENTO CAMELIZADORAS	1			
<input type="checkbox"/> PLAN DE MANTENIMIENTO MINI SPLIT - MENSUAL	1			
<input type="checkbox"/> PLAN DE MANTENIMIENTO COMPRESORES	1			
<input type="checkbox"/> PLAN DE MANTENIMIENTO CORTADORAS DE COMFORT	1	1		//
<input type="checkbox"/> Plan de mto banda transportadora Modelo X1	6	2		//
<input type="checkbox"/> PLAN DE MTTO CAMIONETAS DMAX	4	2		//
<input type="checkbox"/> PLAN DE MTTO MUEBLES ENFRIADORES	5	2		//
<input checked="" type="checkbox"/> PLAN DE TAREAS HORNOS	6	3		//
<input type="checkbox"/> PLAN DE TAREAS MOTORES ELECTRICOS	3	1		//

Copia este código para importar en la compañía destino

**3b6c0061-0c76-48ac-81fe-c2031427c41a**

COPIAR CÓDIGO

Once the code has been copied, you only have to enter the import code in the other Fractal database where you want to import the work management plan, so that it is finally added to the system.

Tareas  
Plan de Tareas

Buscar...

SCOTT

(1) Seleccionado

Descripción	Tareas asociadas			
<input type="checkbox"/> PLAN DE MANTENIMIENTO ASCENSORES	6			
<input type="checkbox"/> PLAN DE MANTENIMIENTO CAMELIZADORAS	1			
<input type="checkbox"/> PLAN DE MANTENIMIENTO MINI SPLIT - MENSUAL	1			
<input type="checkbox"/> PLAN DE MANTENIMIENTO COMPRESORES	1			
<input type="checkbox"/> PLAN DE MANTENIMIENTO CORTADORAS DE COMFORT	1	1		//
<input type="checkbox"/> Plan de mto banda transportadora Modelo X1	6	2		//
<input type="checkbox"/> PLAN DE MTTTO CAMIONETAS DMAX	4	2		//
<input type="checkbox"/> PLAN DE MTTTO MUEBLES ENFRIADORES	5	2		//
<input checked="" type="checkbox"/> PLAN DE TAREAS HORNOS	6	3		//
<input type="checkbox"/> PLAN DE TAREAS MOTORES ELECTRICOS	3	1		//

- Imprimir
- Exportar
- Exportar masivamente
- Clonar Plan de Tareas
- Compartir plan de tareas
- Importar plan compartido**
- Actualizar costos

Tareas  
Plan de Tareas

Importar plan compartido

Por favor ingrese el código del plan compartido

**3b6c0061-0c76-48ac-81fe-c2031427c41a**

PEGAR CÓDIGO

**IMPORTAR PLAN COMPARTIDO**

Descripción	Tareas
<input type="checkbox"/> PLAN DE MANTENIMIENTO ASCENSORES	6
<input type="checkbox"/> PLAN DE MANTENIMIENTO CAMELIZADORAS	1
<input type="checkbox"/> PLAN DE MANTENIMIENTO MINI SPLIT - MENSUAL	1
<input type="checkbox"/> PLAN DE MANTENIMIENTO COMPRESORES	1
<input type="checkbox"/> PLAN DE MANTENIMIENTO CORTADORAS DE COMFORT	1
<input type="checkbox"/> Plan de mto banda transportadora Modelo X1	6
<input type="checkbox"/> PLAN DE MTTTO CAMIONETAS DMAX	4
<input type="checkbox"/> PLAN DE MTTTO MUEBLES ENFRIADORES	5
<input checked="" type="checkbox"/> PLAN DE TAREAS HORNOS	6
<input type="checkbox"/> PLAN DE TAREAS MOTORES ELECTRICOS	3

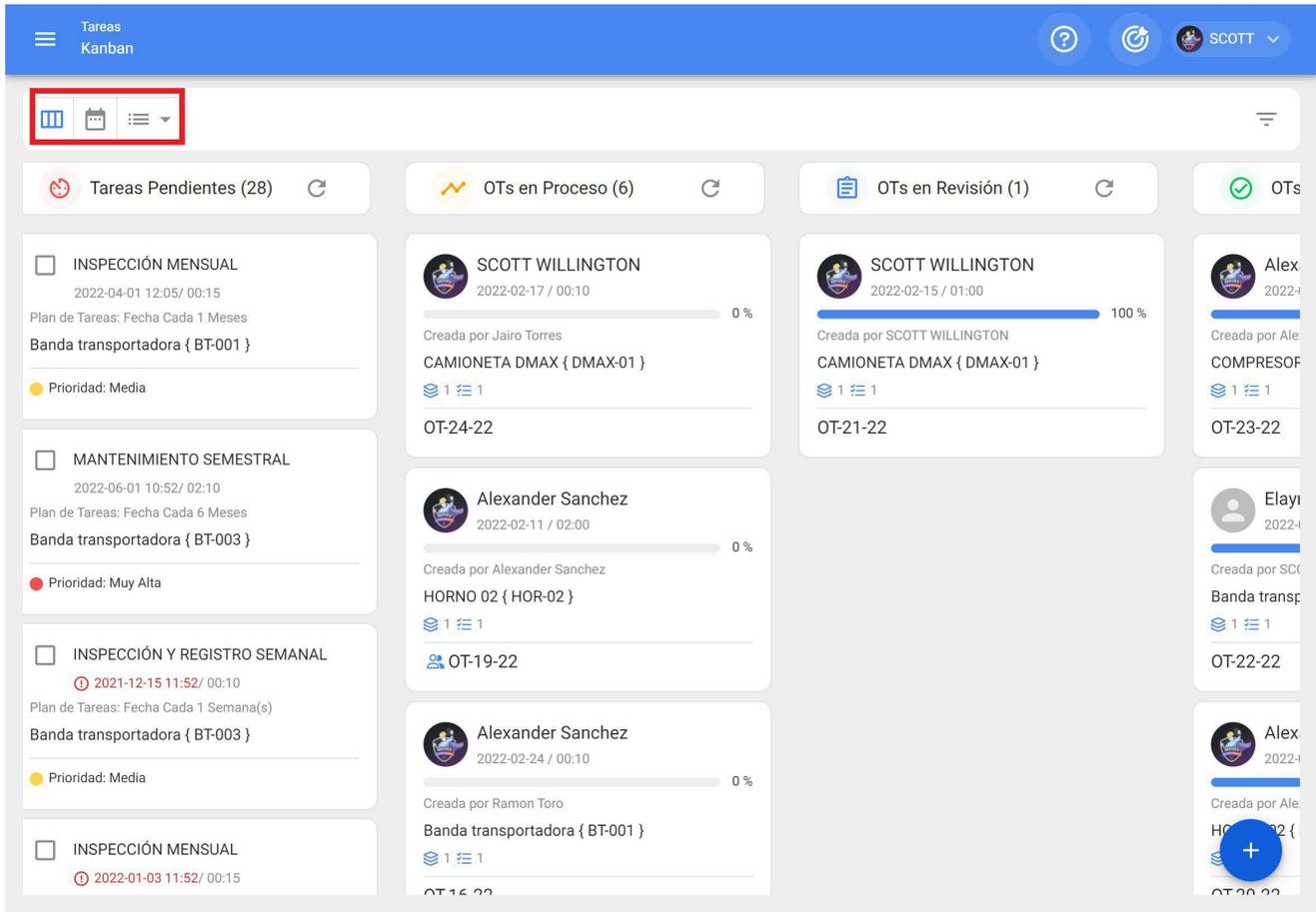
# What does the Fractal Work Order module contain?

[help.fractal.com/en/articles/6007988-containing-the-fractal-work-orders-module](https://help.fractal.com/en/articles/6007988-containing-the-fractal-work-orders-module)

In this module you will be able to manage all your planned and unplanned maintenance activities by issuing and tracking work orders. When you enter this module you will find 3 main tabs.

The screenshot displays the Fractal Work Order module interface. On the left, a user profile for SCOTT WILLINGTON is shown, including his email (alexander.sanchez@fractal.com) and company information (Fractal Proyectos, Servicios y Educación). The main area features a list of work orders, with the 'Órdenes de Trabajo' menu item highlighted in red. The work orders listed include:

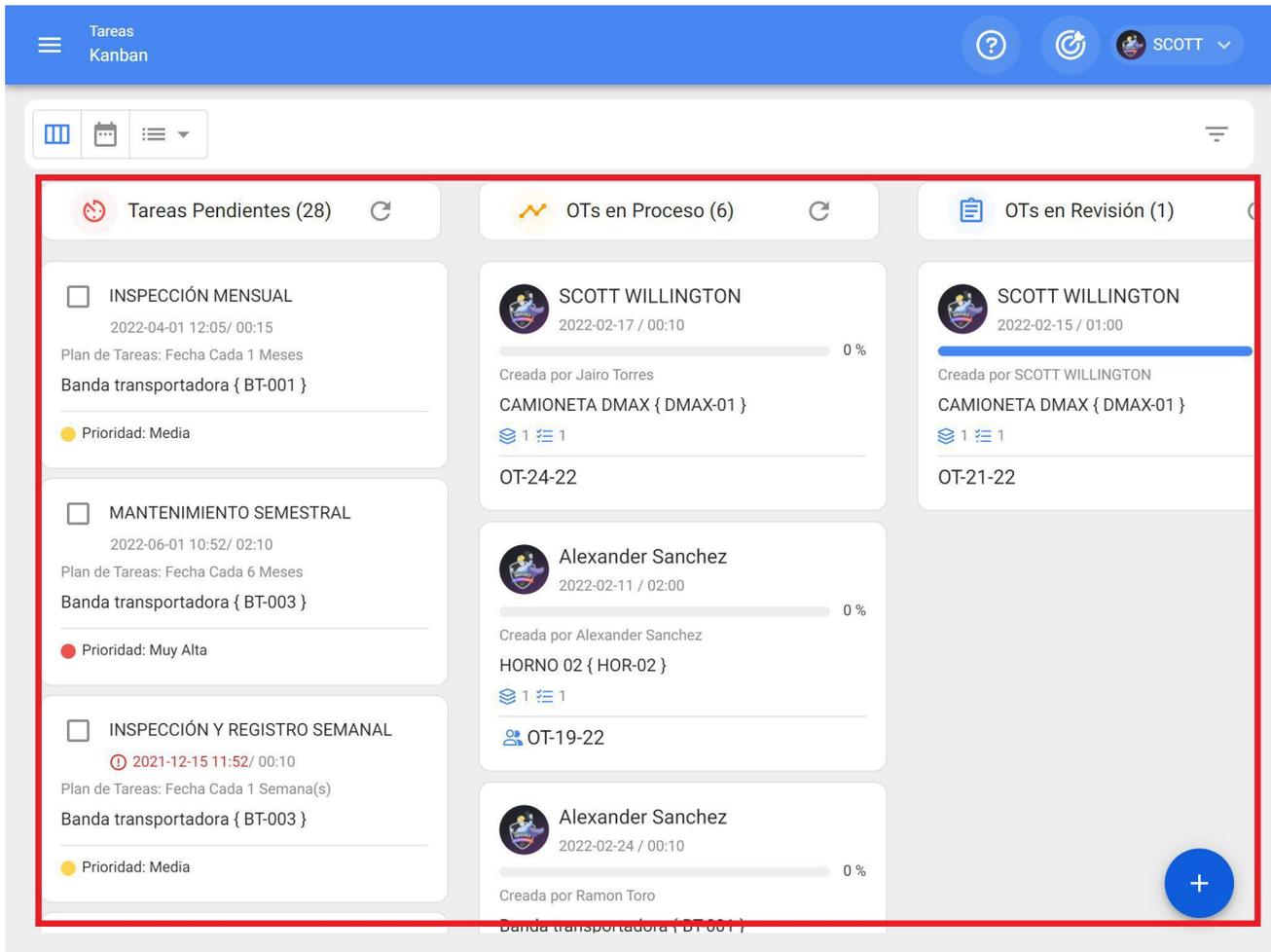
- OT-24-22**: Created by Jairo Torres on 2022-02-17 / 00:10. Status: 0%. Equipment: CAMIONETA DMAX { DMAX-01 }.
- OT-21-22**: Created by SCOTT WILLINGTON on 2022-02-15 / 01:00. Status: 0%. Equipment: CAMIONETA DMAX { DMAX-01 }.
- OT-19-22**: Created by Alexander Sanchez on 2022-02-11 / 02:00. Status: 0%. Equipment: HORNO 02 { HOR-02 }.
- OT-01-22**: Created by Ramon Toro on 2022-02-24 / 00:10. Status: 0%. Equipment: Banda transportadora { BT-001 }.



- ♦ **Kanban:** In this view you will be able to visualize in a simple way the flow and stages in which a task can be found, when it is managed in a work order.
- ♦ **Calendar:** Calendar view, where you will be able to visualize each of the work management with their respective status and duration times.
- ♦ **List:** Table where you will find detailed information about the work management, along with their respective times and status.

## Kanban View

Here you will find the different states in which a task can be found, which are mentioned below:



- ◆ **Pending work management:** Previous status of a task before it is executed as a work order.
- ◆ **In Process:** Initial stage of a work order that has already been assigned to a technician and its execution is in process.
- ◆ **In Review:** Stage in which the work order has already been executed and is in the process of being reviewed before being finalized.
- ◆ **Completed:** Last stage in which the WO is concluded. This process is irreversible, since once completed the system generates the next schedule for that task and the associated management indicators are calculated.

## TimeLine View

Calendar view, where you can view each of the work management with their respective status and duration times, according to the selected calendar option. In addition, both work management and OTs can be rescheduled and managed from this same view.

Tareas Vista Calendario

2022 Febrero Mes

Tareas Pendientes Órdenes de Trabajo

lun.	mar.	mié.	jue.	vie.	sáb.	dom.
31	01	02	03	04	05	06
	🕒 12:05 OT-2-22 100%	🕒 10:00 CAMBIO ...				
07	08	09	10	11	12	13
	🕒 08:48 OT-17-... 100%	🕒 12:18 OT-4-22 100%	🕒 08:54 OT-11-... 100%	🕒 13:59 OT-19-22 0%		
	🕒 09:46 OT-1-22 100%	🕒 12:29 OT-5-22 100%	🕒 09:21 ALINEAC...	🕒 14:06 ALARMA...		
		+ 4 Más	+ 5 Más			
14	15	16	17	18	19	20
🕒 10:00 INSPECC...	🕒 13:40 OT-21-... 100%	🕒 16:03 OT-23-... 100%	🕒 11:07 OT-24-22 0%	🕒 10:17 INSPECC...		
🕒 10:21 CAMBIO ...						
+ 3 Más						
21	22	23	24	25	26	27
🕒 12:24 INSPECC...			🕒 11:37 OT-16-22 0%			
28	01	02	03	04	05	06
	🕒 12:00 MANTEN...					
	🕒 12:00 MANTEN...					
	🕒 12:05 OT-22-... 100%					

## List View (Pending Tasks/Work Orders)

Table where you can view in detail all the information corresponding to the pending work management and work orders, with their respective status and times, as well as generate and edit TOs.

Tareas  
Tareas Pendientes

Buscar...

SCOTT

Fecha Programada < 2022-02-28

Total: 12

<input type="checkbox"/>	Código...	Activo	Tarea	Activador	Atraso
<input type="checkbox"/>	DMAX-01	CAMIONETA DMAX { DM...	INSPECCION SEMANAL	Fecha Cada 1 Semana(s)	0
<input type="checkbox"/>	COR-CO...	CORTADORA DE COMFO...	REVISION DE CUCHILLAS	Lectura Cada 1000 UNID...	3
<input type="checkbox"/>	HOR-03	HORNO 03 { HOR-03 }	ALARMA SESTV	Evento ALARMA SESTV	6
<input type="checkbox"/>	MUEB-02	MUEBLE DE FRIO 2 { MU...	inspeccion diaria	Fecha Cada 1 Dia(s)	3
<input type="checkbox"/>	MUB-01	MUEBLE DE FRIO 1 { MU...	inspeccion diaria	Fecha Cada 1 Dia(s)	3
<input type="checkbox"/>	MUEB-02	MUEBLE DE FRIO 2 { MU...	CAMBIO DE FILTRO	Fecha Cada 1 Dia(s)	3
<input type="checkbox"/>	MUB-01	MUEBLE DE FRIO 1 { MU...	CAMBIO DE FILTRO	Fecha Cada 1 Dia(s)	15
<input type="checkbox"/>	MUEB-02	MUEBLE DE FRIO 2 { MU...	INSPECCION SEMANAL	Fecha Cada 1 Semana(s)	0
<input type="checkbox"/>	MUB-01	MUEBLE DE FRIO 1 { MU...	INSPECCION SEMANAL	Fecha Cada 1 Semana(s)	3
<input type="checkbox"/>	BT-003	Banda transportadora { B...	INSPECCIÓN Y REGISTR...	Fecha Cada 1 Semana(s)	

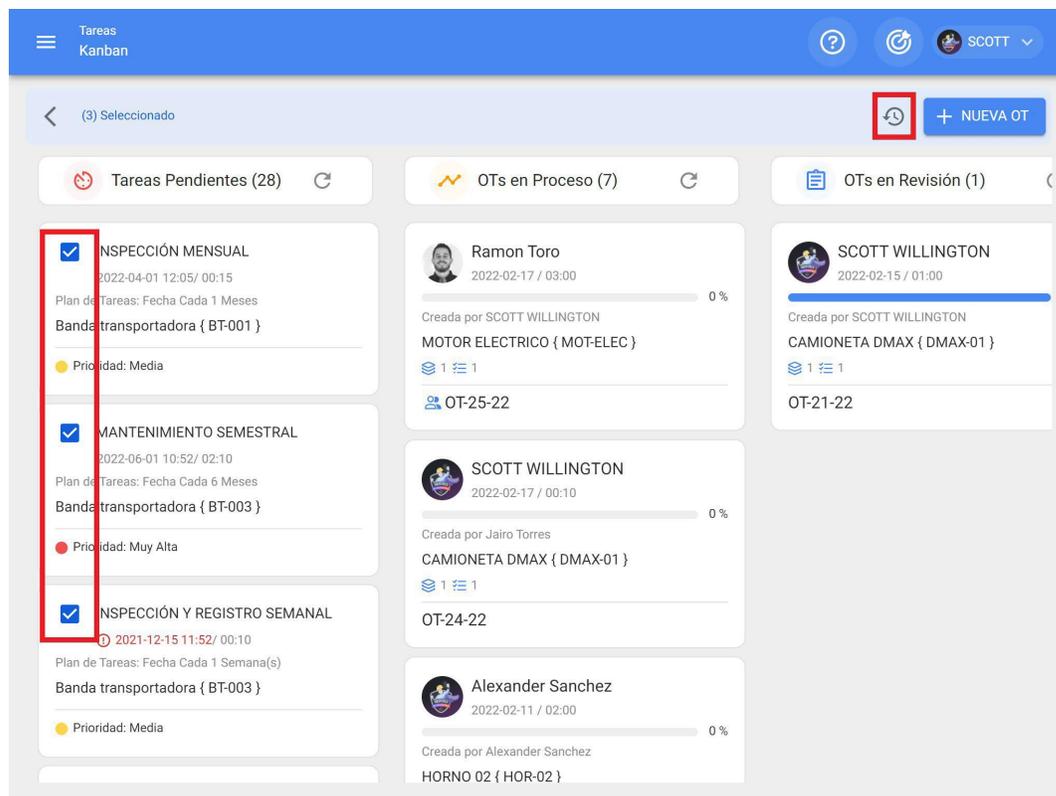
+

# How to reschedule a Task : Fractal One

[help.fractal.com/en/articles/6008129-how-to-reprogram-a-task](https://help.fractal.com/en/articles/6008129-how-to-reprogram-a-task)

In Fractal there are different options in which you can reschedule one or several work management tasks at the same time, either to attend to an overdue or an overdue task. To do this, simply enter the OTs submodule and select the pending work management tasks to be rescheduled from any of the available views (Kanban, TimeLine and List) to enable the editing bar, where the reschedule option will appear.

## From the Kanban view



The screenshot displays the Kanban view of the OTs submodule. The interface includes a top navigation bar with the user name 'SCOTT' and a search icon. Below the navigation bar, there is a selection bar indicating '(3) Seleccionado' and a '+ NUEVA OT' button. The main area is divided into three columns: 'Tareas Pendientes (28)', 'OTs en Proceso (7)', and 'OTs en Revisión (1)'. The 'Tareas Pendientes' column contains three task cards, each with a blue checkmark in the top-left corner, indicating they are selected. The first card is 'INSPECCIÓN MENSUAL' (dated 2022-04-01 12:05 / 00:15), the second is 'MANTENIMIENTO SEMESTRAL' (dated 2022-06-01 10:52 / 02:10), and the third is 'INSPECCIÓN Y REGISTRO SEMANAL' (dated 2021-12-15 11:52 / 00:10). The 'OTs en Proceso' column shows three task cards for 'Ramon Toro', 'SCOTT WILLINGTON', and 'Alexander Sanchez', all with 0% progress. The 'OTs en Revisión' column shows one task card for 'SCOTT WILLINGTON' with 0% progress. A red box highlights the reschedule icon (a circular arrow) in the top-right corner of the selection bar.

Tareas  
Kanban

(3) Seleccionado

Tareas Pendientes (28)

OTs en Proceso

INSPECCIÓN MENSUAL  
2022-04-01 12:05/ 00:15  
Plan de Tareas: Fecha Cada 1 Meses  
Banda transportadora { BT-001 }  
● Prioridad: Media

MANTENIMIENTO SEMESTRAL  
2022-06-01 10:52/ 02:10  
Plan de Tareas: Fecha Cada 6 Meses  
Banda transportadora { BT-003 }  
● Prioridad: Muy Alta

INSPECCIÓN Y REGISTRO SEMANAL  
🕒 2021-12-15 11:52/ 00:10  
Plan de Tareas: Fecha Cada 1 Semana(s)  
Banda transportadora { BT-003 }  
● Prioridad: Media

Ramon Toro  
2022-02-17 / 03:00  
Creada por SCOTT WILLINGTON  
MOTOR ELECTRICO { MOT-E  
👤 1 🗑 1  
OT-25-22

SCOTT WILLINGT  
2022-02-17 / 00:10  
Creada por Jairo Torres  
CAMIONETA DMAX { DMAX  
👤 1 🗑 1  
OT-24-22

Alexander Sanche  
2022-02-11 / 02:00  
Creada por Alexander Sanchez  
HORNO 02 { HOR-02 }

Reprogramar Tarea

Tareas Seleccionadas  
3

Nueva Fecha  
2022-02-17 17:59

Nota

Notas no puede estar en blanco

REPROGRAMAR

## From the TimeLine view

Tareas  
Vista Calendario

(2) Seleccionado

🕒 + NUEVA OT

Tareas Pendientes Órdenes de Trabajo

2022 Febrero Mes

lun.	mar.	mié.	jue.	vie.	sáb.	dom.
31	01	02	03	04	05	06
	🕒 12:05 OT-2-22 100%	🕒 10:00 CAMBIO ...				
07	08	09	10	11	12	13
	🕒 08:48 OT-17-... 100%	🕒 12:18 OT-4-22 100%	🕒 08:54 OT-11-... 100%	🕒 13:59 OT-19-22 0%		
	🕒 09:46 OT-1-22 100%	🕒 12:29 OT-5-22 100%	🕒 09:21 ALINEAC...	<input checked="" type="checkbox"/> 14:06 ALARMA...		
		<a href="#">+ 4 Más</a>	<a href="#">+ 5 Más</a>			
14	15	16	17	18	19	20
🕒 10:00 INSPECC...	🕒 13:40 OT-21-... 100%	🕒 16:03 OT-23-... 100%	🕒 11:07 OT-24-22 0%	<input checked="" type="checkbox"/> 10:17 INSPECC...		
🕒 10:21 CAMBIO ...			🕒 16:49 OT-25-22 0%			
21	22	23	24	25	26	27
🕒 12:24 INSPECC...			🕒 11:37 OT-16-22 0%			
28	01	02	03	04	05	06
	🕒 12:00 MANTEN...					
	🕒 12:00 MANTEN...					
	🕒 12:05 OT-22-... 100%					

Tareas  
Vista Calendario

(2) Seleccionado

Tareas Pendientes × Órdenes de Trabajo ×

lun. mar. mié. jue.

31 01 02 03

07 08 09 10

14 15 16 17

21 22 23 24

28 01 02 03

12:05 OT-2-22 100% 10:00 CAMBIO ...

08:48 OT-17-... 100% 12:18 OT-4-22 100% 08:54 OT-11-... 100%

09:46 OT-1-22 100% 12:29 OT-5-22 100% 09:21 ALINEAC...

+ 4 Más + 5 Más

10:00 INSPECC... 13:40 OT-21-... 100% 16:03 OT-23-... 100% 11:07 OT-24-22 0%

10:21 CAMBIO ... 16:49 OT-25-22 0%

+ 3 Más

12:24 INSPECC...

11:37 OT-16-22 0%

12:00 MANTEN... 12:00 MANTEN... 12:05 OT-22-... 100%

Tareas Seleccionadas  
2

Nueva Fecha  
2022-02-18 13:00

Nota  
Reprogramación por parada general de planta

REPROGRAMAR

## From List view

Tareas  
Tareas Pendientes

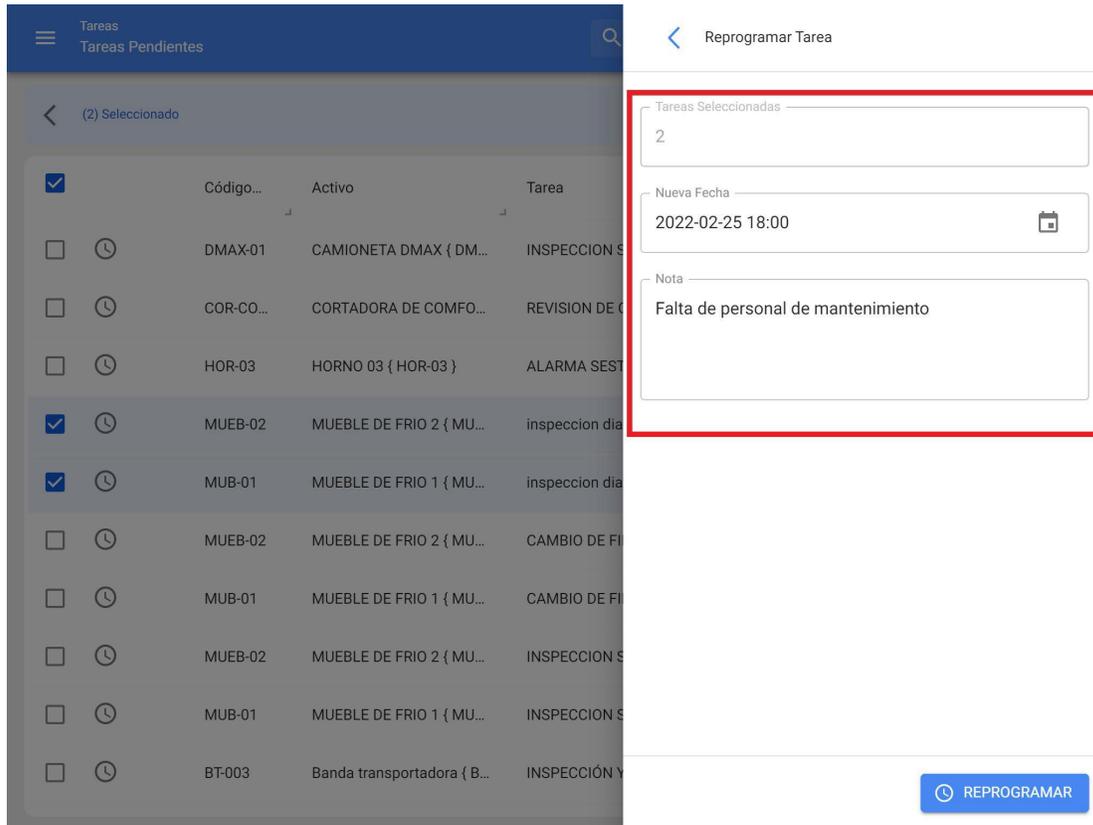
Buscar...

SCOTT

(2) Seleccionado

+ NUEVA OT

<input checked="" type="checkbox"/>	Código...	Activo	Tarea	Activador	Atraso
<input type="checkbox"/>	DMAX-01	CAMIONETA DMAX { DM...	INSPECCION SEMANAL	Fecha Cada 1 Semana(s)	0
<input type="checkbox"/>	COR-CO...	CORTADORA DE COMFO...	REVISION DE CUCHILLAS	Lectura Cada 1000 UNID...	3
<input type="checkbox"/>	HOR-03	HORNO 03 { HOR-03 }	ALARMA SESTV	Evento ALARMA SESTV	6
<input checked="" type="checkbox"/>	MUEB-02	MUEBLE DE FRIO 2 { MU...	inspeccion diaria	Fecha Cada 1 Dia(s)	3
<input checked="" type="checkbox"/>	MUB-01	MUEBLE DE FRIO 1 { MU...	inspeccion diaria	Fecha Cada 1 Dia(s)	3
<input type="checkbox"/>	MUEB-02	MUEBLE DE FRIO 2 { MU...	CAMBIO DE FILTRO	Fecha Cada 1 Dia(s)	3
<input type="checkbox"/>	MUB-01	MUEBLE DE FRIO 1 { MU...	CAMBIO DE FILTRO	Fecha Cada 1 Dia(s)	15
<input type="checkbox"/>	MUEB-02	MUEBLE DE FRIO 2 { MU...	INSPECCION SEMANAL	Fecha Cada 1 Semana(s)	0
<input type="checkbox"/>	MUB-01	MUEBLE DE FRIO 1 { MU...	INSPECCION SEMANAL	Fecha Cada 1 Semana(s)	3
<input type="checkbox"/>	BT-003	Banda transportadora { B...	INSPECCIÓN Y REGISTR...	Fecha Cada 1 Semana(s)	64



Subsequently, clicking on the rescheduling option will open a new window where you can enter the date and the reason why the task is being rescheduled.

Finally, when editing, just click on Reset to save the changes made.

# How to edit and complete a WO?

[help.fractal.com/en/articles/6008158-as-edit-and-complete-a-OT](https://help.fractal.com/en/articles/6008158-as-edit-and-complete-a-OT)

To edit or complete a WO you can enter any of the views associated to the Work Orders module (Kanban, TimeLine and List view). In this case, once the WO is generated, just click on the WO (or the task, in case it is in the list view), to start the editing process.

## For the Kanban view:

By selecting a WO and clicking on it, a new window will be enabled where the general information of the WO is displayed, together with the work management included in that WO.

The screenshot displays the Kanban view of the Fractal system. The interface is organized into three main columns representing different stages of work orders (WOs):

- Tareas Pendientes (26):** This column contains three pending tasks:
  - INSPECCIÓN MENSUAL:** Due on 2022-04-01 at 12:05. Plan: Fecha Cada 1 Meses. Banda transportadora { BT-001 }. Prioridad: Media.
  - MANTENIMIENTO SEMESTRAL:** Due on 2022-06-01 at 10:52. Plan: Fecha Cada 6 Meses. Banda transportadora { BT-003 }. Prioridad: Muy Alta.
  - INSPECCIÓN Y REGISTRO SEMANAL:** Due on 2021-12-15 at 11:52. Plan: Fecha Cada 1 Semana(s). Banda transportadora { BT-003 }. Prioridad: Media.
- OTs en Proceso (8):** This column contains three work orders in progress:
  - OT-26-22:** Assigned to SCOTT WILLINGTON. 50% completion. Created by SCOTT WILLINGTON. Task: CAMIONETA DMAX { DMAX-01 }.
  - OT-25-22:** Assigned to Ramon Toro. 0% completion. Created by SCOTT WILLINGTON. Task: MOTOR ELECTRICO { MOTELEC }.
  - CAMIONETA DMAX { DMAX-01 }:** Assigned to SCOTT WILLINGTON. 0% completion. Created by Jairo Torres.
- OTs en Revisión (1):** This column contains one work order for review:
  - OT-21-22:** Assigned to SCOTT WILLINGTON. 0% completion. Created by SCOTT WILLINGTON. Task: CAMIONETA DMAX { DMAX-01 }.

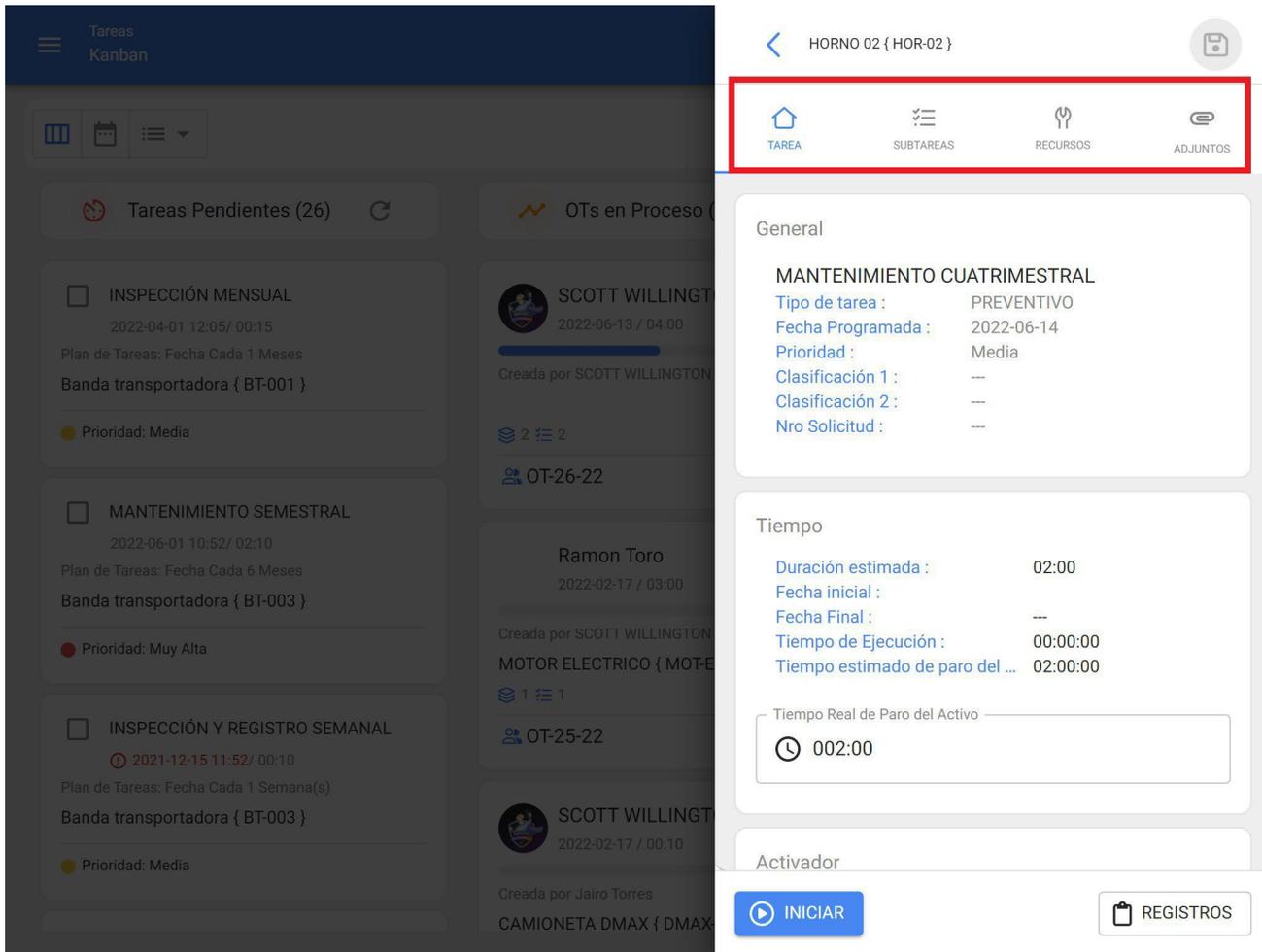
The image displays a Kanban board on the left and a detailed task view on the right. The Kanban board has a blue header with 'Tareas Kanban' and a menu icon. Below the header, there are three task cards. The first card is 'INSPECCIÓN MENSUAL' with a due date of 2022-04-01 12:05/ 00:15, a plan of 'Fecha Cada 1 Meses', and a priority of 'Media'. The second card is 'MANTENIMIENTO SEMESTRAL' with a due date of 2022-06-01 10:52/ 02:10, a plan of 'Fecha Cada 6 Meses', and a priority of 'Muy Alta'. The third card is 'INSPECCIÓN Y REGISTRO SEMANAL' with a due date of 2021-12-15 11:52/ 00:10, a plan of 'Fecha Cada 1 Semana(s)', and a priority of 'Media'. The detailed task view on the right shows a task for 'SCOTT WILLINGTON' with a progress bar at 50%, a duration of 01:01, and a total cost of \$ CLP 25.058,83. The task is 'OT-26-22' and includes two sub-tasks: 'HORNO 01 { HOR-01 }' and 'HORNO 02 { HOR-02 }', both with 'MANTENIMIENTO CUATRIMESTRAL' and 'PREVENTIVO' type.

To start the execution and completion of the WO, click on the task to be started.

**Note: It must be taken** into consideration that each work management is independent and has its own execution times, even though there may be several work managements within the same WO, since in this way it is possible to have an individual traceability for each one, in terms of time and resources used.

The image displays a Kanban board on the left and a task detail window on the right. The Kanban board has a header 'Tareas Kanban' and three columns: 'Tareas Pendientes (26)', 'OTs en Proceso', and 'Completadas'. Three task cards are visible: 'INSPECCIÓN MENSUAL' (priority: Media), 'MANTENIMIENTO SEMESTRAL' (priority: Muy Alta), and 'INSPECCIÓN Y REGISTRO SEMANAL' (priority: Media). The task detail window, titled 'Orden de Trabajo', shows a task assigned to SCOTT WILLINGTON. The task progress is at 50%, with a duration of 01:01 and a total cost of \$ CLP 25.058,83. The task details include 'HORNOS' and 'MANTENIMIENTO CUATRIMESTRAL' with a 'PREVENTIVO' type and classification fields. The task ID 'OT-26-22' is also visible.

After entering the task, the system will open a window where you can complete each of the requirements necessary to execute the task. The following is a brief description of each of the editable fields:



- ◆ **General:** Tab containing the general information of the task (Type, Priority and Classifications), Times (Task Start and End Record, Execution Time, etc.) and the associated Trigger type.
- ◆ **SubTasks:** Tab where all the steps or check-list required to complete the task must be completed.
- ◆ **Resources:** Tab where the different resources (Human Resources, Inventories, Services, etc.) necessary for the execution and fulfillment of the task can be added.
- ◆ **Attachments:** Tab where attachments coming from a planned maintenance can be displayed and in turn new attachments can be added, as evidence associated to the task execution.

Once we enter the general tab, the first thing to do is to start the activity by clicking on the "Start" button, so that the recording of the execution times begins.

Tareas Kanban

Tareas Pendientes (26)

OTs en Proceso

INSPECCIÓN MENSUAL  
2022-04-01 12:05 / 00:15  
Plan de Tareas: Fecha Cada 1 Meses  
Banda transportadora { BT-001 }  
Prioridad: Media

MANTENIMIENTO SEMESTRAL  
2022-06-01 10:52 / 02:10  
Plan de Tareas: Fecha Cada 6 Meses  
Banda transportadora { BT-003 }  
Prioridad: Muy Alta

INSPECCIÓN Y REGISTRO SEMANAL  
2021-12-15 11:52 / 00:10  
Plan de Tareas: Fecha Cada 1 Semana(s)  
Banda transportadora { BT-003 }  
Prioridad: Media

SCOTT WILLINGTON  
2022-06-13 / 04:00  
Creada por SCOTT WILLINGTON  
OT-26-22

Ramon Toro  
2022-02-17 / 03:00  
Creada por SCOTT WILLINGTON  
MOTOR ELECTRICO { MOT-E  
OT-25-22

SCOTT WILLINGTON  
2022-02-17 / 00:10  
Creada por Jairo Torres  
CAMIONETA DMAX { DMAX

HORNO 02 { HOR-02 }

TAREA SUBTAREAS RECURSOS ADJUNTOS

General

**MANTENIMIENTO CUATRIMESTRAL**

Tipo de tarea : PREVENTIVO  
Fecha Programada : 2022-06-14  
Prioridad : Media  
Clasificación 1 : ---  
Clasificación 2 : ---  
Nro Solicitud : ---

Tiempo

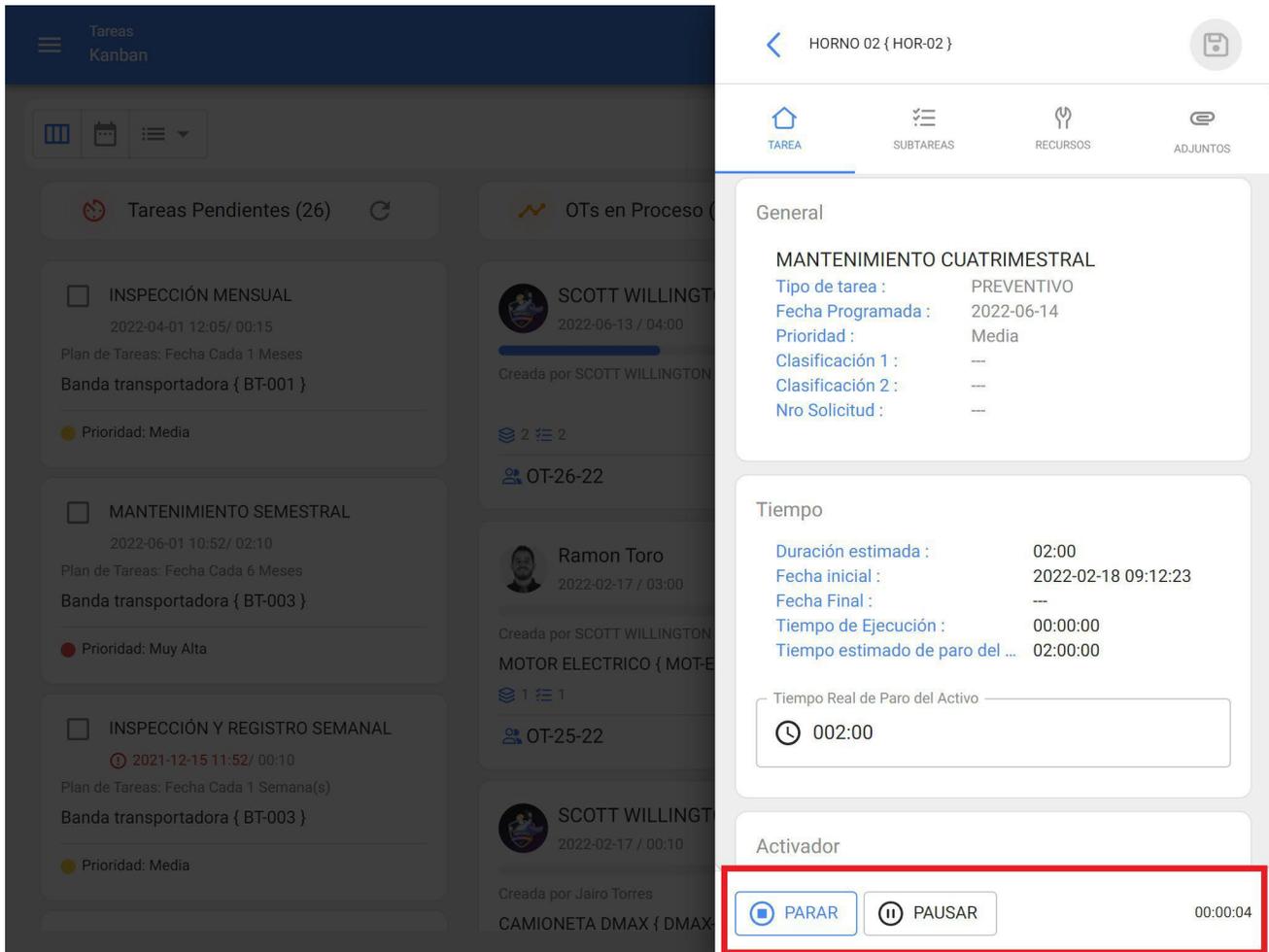
Duración estimada : 02:00  
Fecha inicial : ---  
Fecha Final : ---  
Tiempo de Ejecución : 00:00:00  
Tiempo estimado de paro del ... 02:00:00

Tiempo Real de Paro del Activo

🕒 002:00

Activador

**▶ INICIAR** **📄 REGISTROS**



When starting the task, the following options will be triggered:

- ♦ **Stop:** Option corresponds to the completion of the task once all the required fields have been completed to end the task.
- ♦ **Pause:** Option that allows you to record the actual time worked, excluding the intermediate pauses made in the execution of the task. When a pause is established, a registration window will open, where the reason for the pause must be identified, together with a brief descriptive note. Finally, the activity can be resumed by clicking on the "Resume" option and the records associated with the pauses can also be viewed in the "Records" option.

**Note:** In case you need to record the time manually (without the start and pause counter), you can enter the "Records" button and add the start and end date of the task from this option.

Tareas Kanban

Tareas Pendientes (26) OTs en Proceso

- INSPECCIÓN MENSUAL  
2022-04-01 12:05 / 00:15  
Plan de Tareas: Fecha Cada 1 Meses  
Banda transportadora ( BT-001 )  
Prioridad: Media
- MANTENIMIENTO SEMESTRAL  
2022-06-01 10:52 / 02:10  
Plan de Tareas: Fecha Cada 6 Meses  
Banda transportadora ( BT-003 )  
Prioridad: Muy Alta
- INSPECCIÓN Y REGISTRO SEMANAL  
2021-12-15 11:52 / 00:10  
Plan de Tareas: Fecha Cada 1 Semana(s)  
Banda transportadora ( BT-003 )  
Prioridad: Media

< Pausar

Tarea

MANTENIMIENTO CUATRIMESTRAL

Motivo de la pausa

Nota

GUARDAR

The image shows a software interface for task management. On the left, a Kanban board displays several tasks in a 'Tareas Pendientes' column. The tasks are:

- INSPECCIÓN MENSUAL**: 2022-04-01 12:05 / 00:15. Plan de Tareas: Fecha Cada 1 Meses. Banda transportadora { BT-001 }. Prioridad: Media.
- MANTENIMIENTO SEMESTRAL**: 2022-06-01 10:52 / 02:10. Plan de Tareas: Fecha Cada 6 Meses. Banda transportadora { BT-003 }. Prioridad: Muy Alta.
- INSPECCIÓN Y REGISTRO SEMANAL**: 2021-12-15 11:52 / 00:10. Plan de Tareas: Fecha Cada 1 Semana(s). Banda transportadora { BT-003 }. Prioridad: Media.

On the right, a detailed view of a task is shown. The task is titled **MANTENIMIENTO CUATRIMESTRAL**. The details are:

- General**
  - Tipo de tarea : PREVENTIVO
  - Fecha Programada : 2022-06-14
  - Prioridad : Media
  - Clasificación 1 : --
  - Clasificación 2 : --
  - Nro Solicitud : --
- Tiempo**
  - Duración estimada : 02:00
  - Fecha inicial : 2022-02-18 09:12:23
  - Fecha Final : --
  - Tiempo de Ejecución : 00:00:00
  - Tiempo estimado de paro del ... : 02:00:00
- Activador**
  - Timeo Real de Paro del Activo : 002:00

At the bottom of the task view, there are two buttons: **REANUDAR** (Restart) and **REGISTROS** (Records). These buttons are highlighted with a red rectangular box.

Then, go to the subtask tab to complete each of the steps or points required in the execution of the task.

The image shows a mobile application interface with two main panels. The left panel, titled 'Tareas Kanban', displays a list of tasks with details such as 'INSPECCIÓN MENSUAL', 'MANTENIMIENTO SEMESTRAL', and 'INSPECCIÓN Y REGISTRO SEMANAL'. The right panel, titled 'HORNO 02 (HOR-02)', shows a form for recording task details. The form includes a 'REGISTRE SU UBICACIÓN \*' section with a 'Localización' input field and a location pin icon. Below this is a 'DESCRIBA EL EQUIPO Y SU ESTADO GENERAL \*' section with a large text input area. At the bottom of the form, there is a 'REALICE LIMPIEZA GENERAL / ADJUNTE FOTO DE' section, a 'PARAR' button, a 'PAUSAR' button, and a timer showing '00:10:13'. The top navigation bar includes icons for 'TAREA', 'SUBTAREAS', 'RECURSOS', and 'ADJUNTOS'.

As for Resources, to add them, go to the Resources tab and click on the add symbol at the bottom right of the window.

The image shows a software interface with two main parts. On the left is a Kanban board titled 'Tareas Kanban' with three columns: 'Tareas Pendientes (26)', 'OTs en Proceso', and 'OTs Completadas'. The board contains several task cards with details like dates, priorities, and bandwidths. On the right is a detailed view of a Work Order (WO) for 'HORNO 02 (HOR-02)'. It features a navigation bar with icons for 'TAREA', 'SUBTAREAS', 'RECURSOS' (highlighted with a red box), and 'ADJUNTOS'. Below this is a section for 'REQUISICIONES DE MATERIAL' showing a list of items: 'DETERGENTE { DET-001 }', 'ELECTROMECHANICO', and 'CABLE AWG 6 { CAB-0001 }'. Each item has associated data like 'Tipo', 'Fuente', 'Costo unitario', 'Costo Total', 'Cantidad', 'Cant. Entregada', and 'Cantidad Real Usada'. At the bottom of the resource list, there are 'PARAR' and 'PAUSAR' buttons and a timer showing '00:15:55'. A red box highlights a blue plus sign icon in the bottom right corner of the resource list area.

Clicking on it will open another window where you can find different types of resources to add to the WO:

Tareas Kanban

Tareas Pendientes (26) OTs en Proceso

- INSPECCIÓN MENSUAL  
2022-04-01 12:05 / 00:15  
Plan de Tareas: Fecha Cada 1 Meses  
Banda transportadora ( BT-001 )  
Prioridad: Media  
OT-26-22
- MANTENIMIENTO SEMESTRAL  
2022-06-01 10:52 / 02:10  
Plan de Tareas: Fecha Cada 6 Meses  
Banda transportadora ( BT-003 )  
Prioridad: Muy Alta  
Ramon Toro  
2022-02-17 / 03:00  
Creada por SCOTT WILLINGTON  
MOTOR ELECTRICO ( MOTE...  
OT-25-22
- INSPECCIÓN Y REGISTRO SEMANAL  
2021-12-15 11:52 / 00:10  
Plan de Tareas: Fecha Cada 1 Semana(s)  
Banda transportadora ( BT-003 )  
Prioridad: Media  
SCOTT WILLINGTON  
2022-02-17 / 00:10  
Creada por Jairo Torres  
CAMIONETA DMAX ( DMAX...

Nuevo Recurso

Tipo de Recurso  
Inventario

Herramienta / Repuestos y Suministros

Descripción no puede estar en blanco

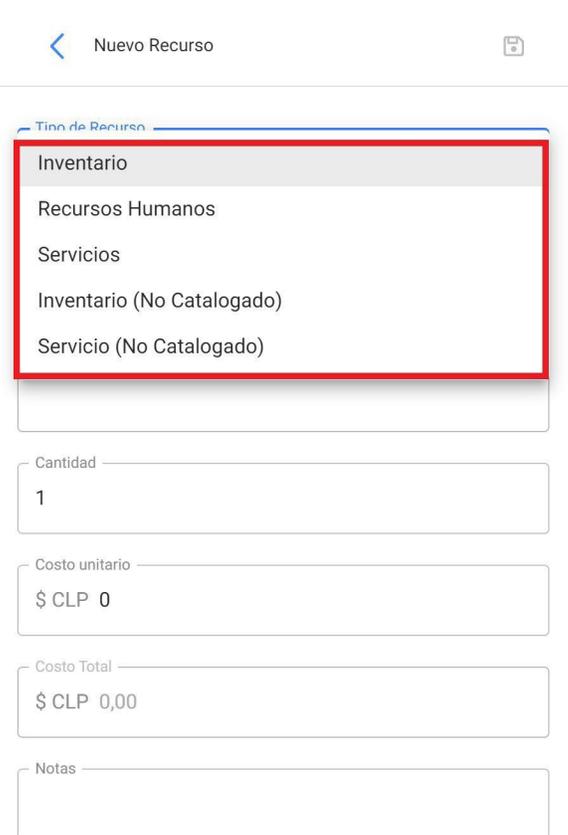
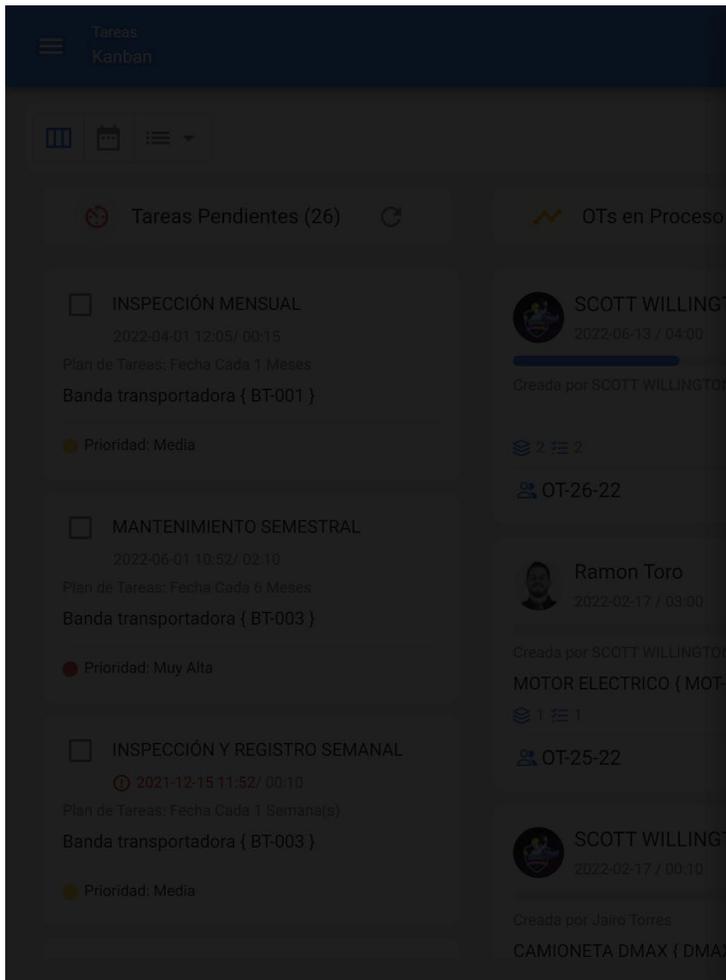
Unidad

Cantidad  
1

Costo unitario  
\$ CLP 0

Costo Total  
\$ CLP 0,00

Notas



- ♦ **Inventory:** Corresponds to the resources (Tools, Spare Parts and Supplies) coming from a warehouse and that are necessary in the execution of the task.
- ♦ **Inhouse personnel:** Corresponds to the man-hours to be accounted for in the WO.
- ♦ **Services:** Corresponds to the costs associated with external services performed by third parties registered in the platform (third parties module).
- ♦ **Inventory (Unclassified):** Corresponds to inventory type resources that do not come from a warehouse and therefore are not registered in the platform.
- ♦ **Service (Unlisted):** Corresponds to services associated with an external party that is not registered in the platform as a third party.

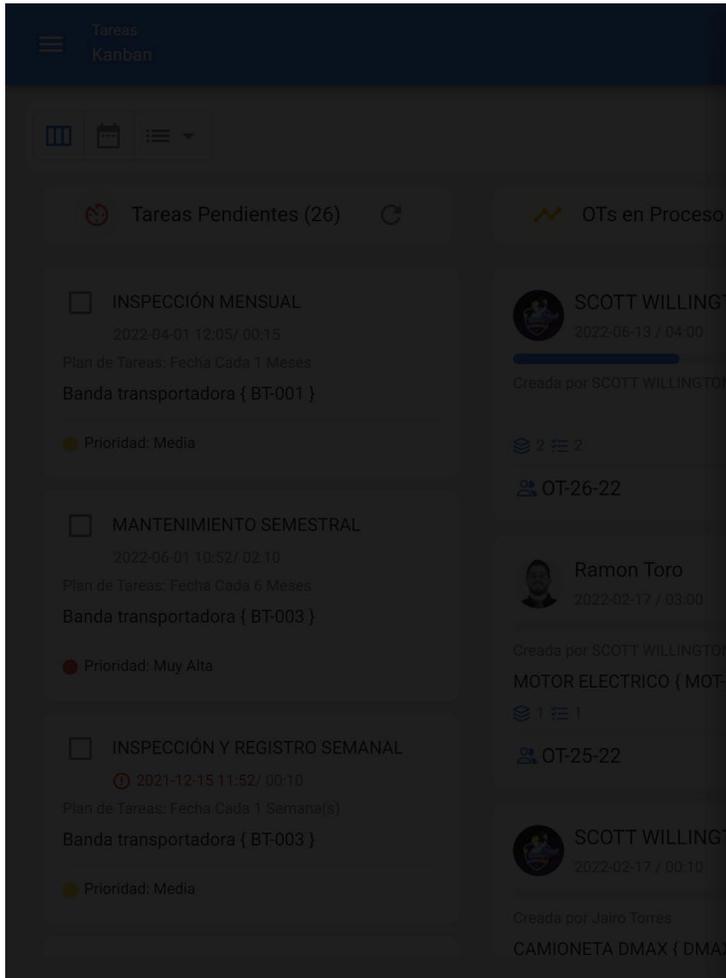
**Note:** All costs associated with inventories and cataloged services come directly from the Warehouse and Third Party modules.

It is important to mention that, when adding an inventory type resource, a material requisition is automatically generated (both in the WO and in the Warehouse Material Requisitions submodule), which functions as a validation document that guarantees that the material order comes from a work order.

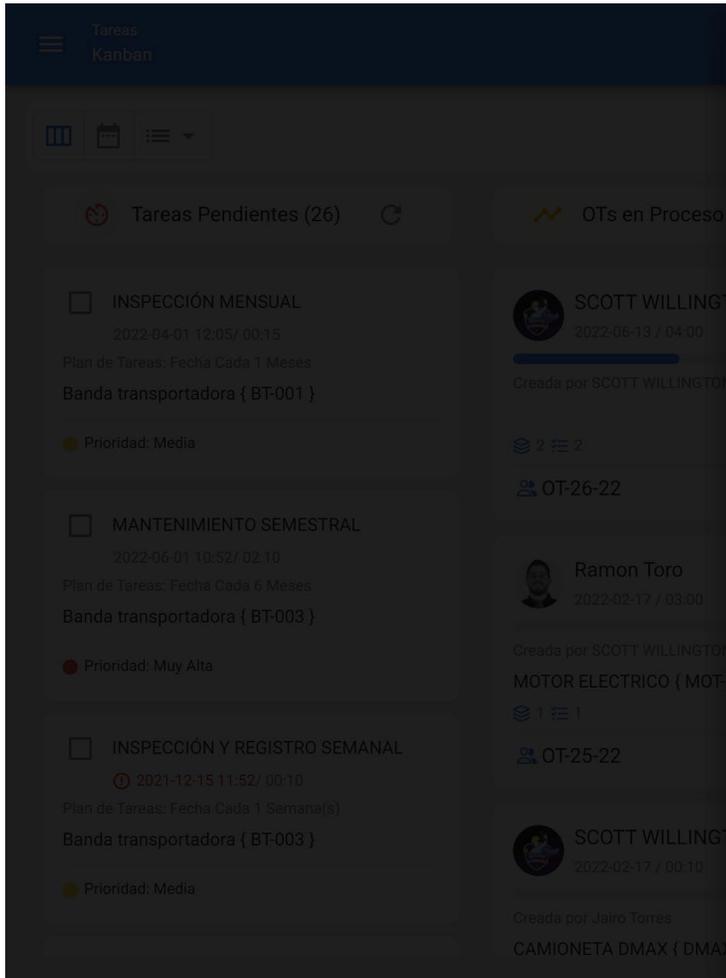
The screenshot displays a software interface with two main sections. The left section, titled 'Tareas Kanban', shows a list of tasks with details such as 'INSPECCIÓN MENSUAL', 'MANTENIMIENTO SEMESTRAL', and 'INSPECCIÓN Y REGISTRO SEMANAL'. The right section, titled 'HORNO 02 { HOR-02 }', shows a navigation menu with 'REQUISICIONES DE MATERIAL' highlighted. Below this, there is a list of material requisitions:

- DETERGENTE { DET-001 }**
  - Tipo: Inventario
  - Fuente: ALMACEN GENERAL DE REPUESTOS Y H...
  - Costo unitario: \$ CLP 2,50
  - Costo Total: \$ CLP 0,83
  - Cantidad: 3
  - Cant. Entregada: 0
  - Cantidad Real Usa...: 0
- ELECTROMECHANICO**
  - Tipo: Recursos Humanos
  - Fuente: SCOTT WILLINGTON
  - Costo unitario: \$ CLP 12.500,00
  - Costo Total: \$ CLP 12.500,00
  - Cantidad: 02:00
  - Cant. Entregada: 02:00
  - Cantidad Real Usa...: 02:00
- CABLE AWG 6 { CAB-0001 }**
  - Tipo: Inventario
  - Fuente: ALMACEN GENERAL DE REPUESTO
  - Costo unitario: \$ CLP 5,00
  - Costo Total: \$ CLP 0,50

At the bottom of the right section, there are buttons for 'PARAR' and 'PAUSAR', and a timer showing '00:26:36'.



Once the material requisition is generated, the corresponding outgoing must be made in the warehouse module. In which case, the material requisition will change status from "Undelivered" to Total or Partial delivery as the case may be.



Requisiciones de material: MANTENIMIEN...

Total: 2

Almacén:	ALMACEN GENERAL DE REPUESTOS Y HERR...
Responsable:	
Aprobado:	No
Estado:	Entrega Total

---

Almacén:	ALMACEN GENERAL DE REPUESTOS Y HERR...
Responsable:	
Aprobado:	No
Estado:	No Entregado

Once the material has been delivered, the technician who completes the WO must verify the actual quantity used and if there is material left over, the material must be returned to the warehouse as a return.

Tareas Kanban

Tareas Pendientes (26)

OTs en Proceso

INSPECCIÓN MENSUAL  
2022-04-01 12:05 / 00:15  
Plan de Tareas: Fecha Cada 1 Meses  
Banda transportadora { BT-001 }  
Prioridad: Media

MANTENIMIENTO SEMESTRAL  
2022-06-01 10:52 / 02:10  
Plan de Tareas: Fecha Cada 6 Meses  
Banda transportadora { BT-003 }  
Prioridad: Muy Alta

INSPECCIÓN Y REGISTRO SEMANAL  
2021-12-15 11:52 / 00:10  
Plan de Tareas: Fecha Cada 1 Semana(s)  
Banda transportadora { BT-003 }  
Prioridad: Media

SCOTT WILLINGTON  
2022-06-13 / 04:00  
Creada por SCOTT WILLINGTON  
OT-26-22

Ramon Toro  
2022-02-17 / 03:00  
Creada por SCOTT WILLINGTON  
MOTOR ELECTRICO { MOTE...  
OT-25-22

SCOTT WILLINGTON  
2022-02-17 / 00:10  
Creada por Jairo Torres  
CAMIONETA DMAX { DMAX...

HORNO 01 { HOR-01 }

TAREA SUBTAREAS RECURSOS ADJUNTOS

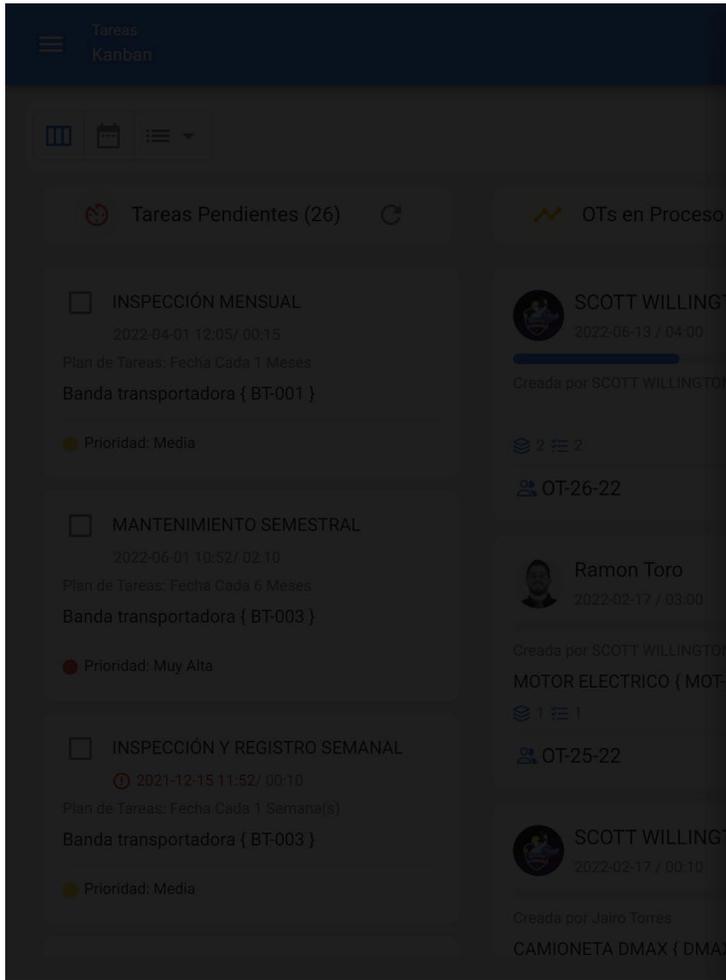
REQUISICIONES DE MATERIAL Total: 3

Cant. Entregada : 02:00  
Cantidad Real Usa... 01:00

**CABLE AWG 6 { CAB-0001 }**  
 Tipo : Inventario  
 Fuente : ALMACEN GENERAL DE REPUESTOS Y H...  
 Costo unitario : \$ CLP 5,00  
 Costo Total : \$ CLP 50,00  
 Cantidad : 10  
 Cant. Entregada : 10  
 Cantidad Real Usa... 10

**DETERGENTE { DET-001 }**  
 Tipo : Inventario  
 Fuente : ALMACEN GENERAL DE REPUESTOS Y H...  
 Costo unitario : \$ CLP 2,50  
 Costo Total : \$ CLP 7,50  
 Cantidad : 3  
 Cant. Entregada : 3  
 Cantidad Real Usa... 3

INICIAR REGISTROS



Editar Recurso

Tipo de Recurso  
Inventario

Descripción  
CABLE AWG 6 { CAB-0001 }

Fuente del Recurso  
ALMACEN GENERAL DE REPUESTOS Y HERRAMIENTA

Unidad  
CENTIMETROS

Cantidad  
10

Cantidad Real Usada  
10

Cant. Entregada  
10

Costo unitario  
\$ CLP 5

Costo Total  
\$ CLP 50

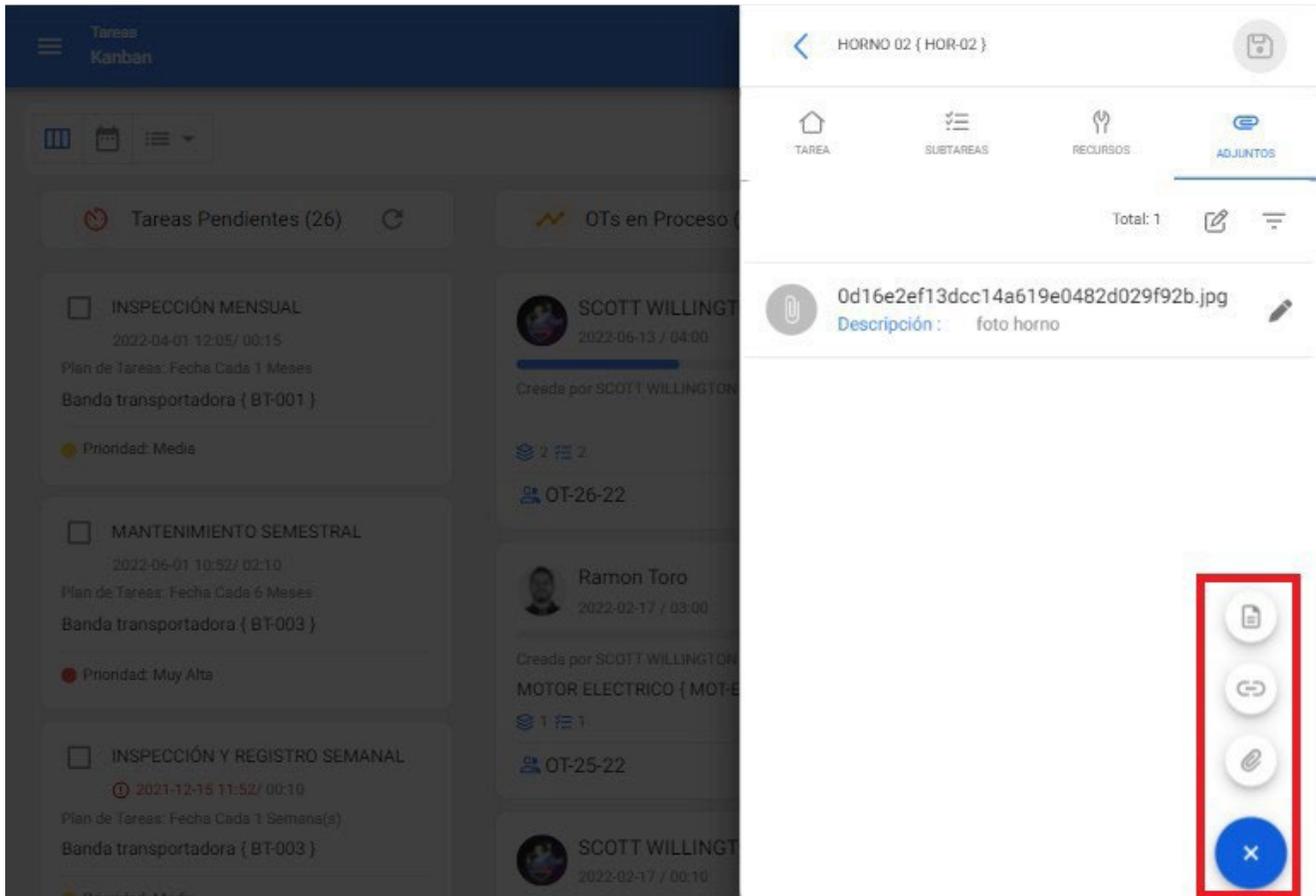
Now as for the attachments tab, it works in a similar way, since, in order to visualize the attachments associated to the work management plan, you only have to enter this tab.

The image shows a software interface for task management. On the left, a sidebar displays a list of tasks under the heading "Tareas Kanban". The tasks listed include "INSPECCIÓN MENSUAL", "MANTENIMIENTO SEMESTRAL", and "INSPECCIÓN Y REGISTRO SEMANAL". Each task entry shows a checkbox, a date, a frequency, and a priority level.

The main area on the right shows a detailed view of a task titled "HORNO 02 ( HOR-02)". At the top, there are navigation icons for "TAREA", "SUBTAREAS", "RECURSOS", and "ADJUNTOS". Below these, it indicates "Total: 1" and provides options to edit or delete. A red box highlights an attachment entry with the filename "Od16e2ef13dcc14a619e0482d029f92b.jpg" and the description "Descripción : foto horno".

At the bottom of the task view, there are two buttons: "PARAR" (Stop) and "PAUSAR" (Pause), along with a timer showing "00:20:42". A blue circular button with a plus sign is also visible at the bottom right of the task view.

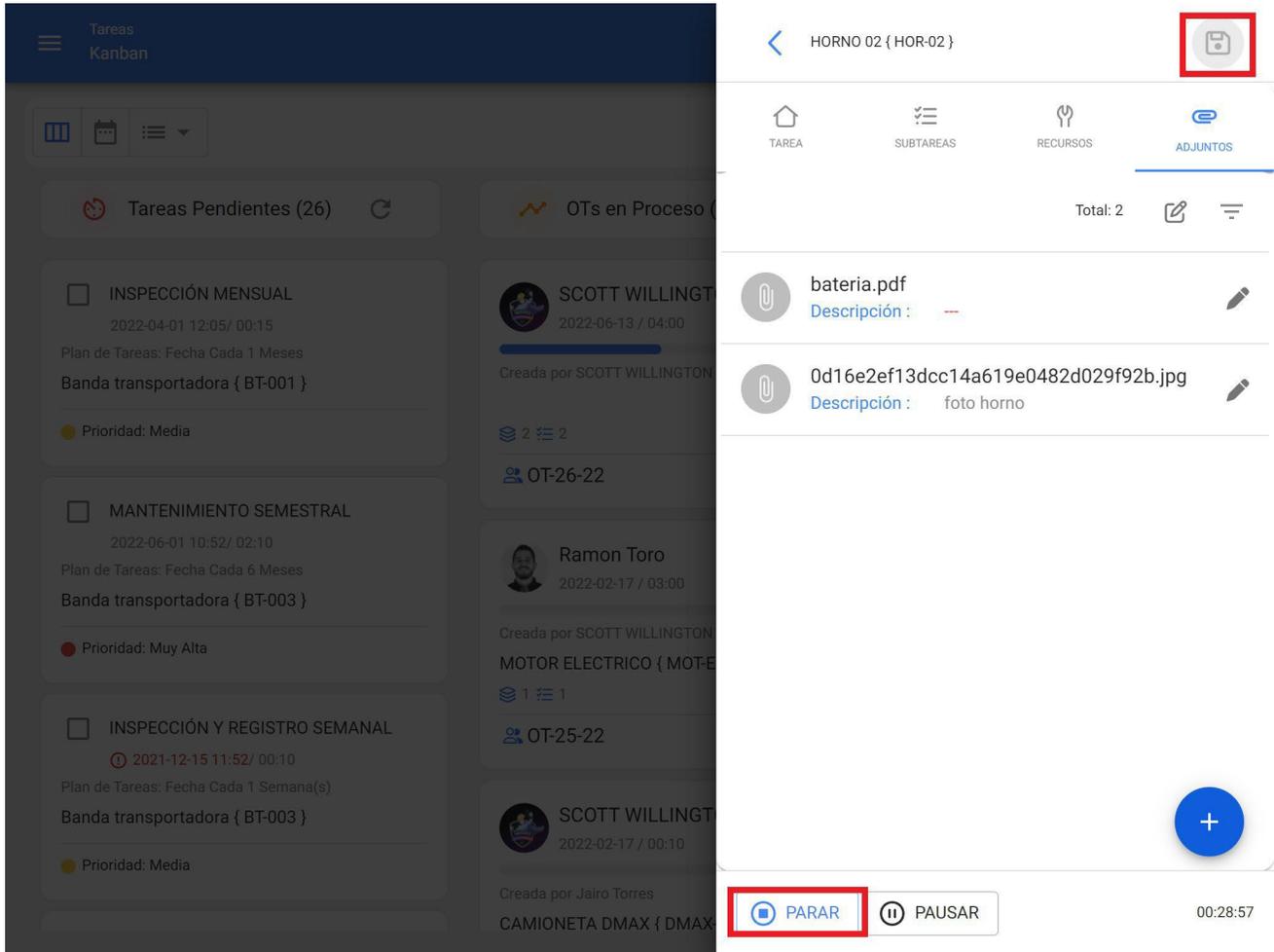
But to add a new attachment, click on the add link at the bottom of the window and then select what type of attachment you want to add.



### Types of attachments:

- ◆ **Note:** Text field in which you can add any note related to the task performed.
- ◆ **Link:** Text field in which a link can be added.
- ◆ **File:** Field in which files, such as documents, images, etc., can be attached.

Finally, once you have made the edits and completed filling in each of the 4 tabs of the WO (Task, Subtasks, Resources, Attachments) just click on the save option and on the Stop option to register the end of the task.



## For TimeLine and List views:

When entering the TimeLine and List tabs respectively, select the WO in question and click on view WO detail to start the editing process.

Tareas Vista Calendario

2022 Junio Mes

Tareas Pendientes Órdenes de Trabajo

lun.	mar.	mié.	jue.	vie.	sáb.	dom.
30	31	01 10:52 MANTEN...	02	03	04	05
06	07	08 07:48 MANTEN... 07:48 OT-20-... 100%	09	10	11	12
13 12:44 OT-18-... 100% 13:00 OT-26-22 50%	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	01	02	03

TimeLine View

Tareas  
Órdenes de Trabajo

Buscar...

SCOTT

(2) Seleccionado

<input checked="" type="checkbox"/>	ID de Orden de Trabajo	Estado	Código	Activo
<input checked="" type="checkbox"/>	OT-26-22	● En Proceso	HOR-02	HORNO 02 { HOR-02 }
<input checked="" type="checkbox"/>	OT-26-22	● En Proceso	HOR-01	HORNO 01 { HOR-01 }
<input type="checkbox"/>	OT-25-22	● En Proceso	MOT-ELEC	MOTOR ELECTRICO { MOT-ELEC }
<input type="checkbox"/>	OT-24-22	● En Proceso	DMAX-01	CAMIONETA DMAX { DMAX-01 }
<input type="checkbox"/>	OT-23-22	● Finalizadas	COMP-02	COMPRESOR RECIPROCANTE 02 { COM...
<input type="checkbox"/>	OT-22-22	● Finalizadas	BT-001	Banda transportadora { BT-001 }
<input type="checkbox"/>	OT-21-22	● En Revisión	DMAX-01	CAMIONETA DMAX { DMAX-01 }
<input type="checkbox"/>	OT-20-22	● Finalizadas	HOR-02	HORNO 02 { HOR-02 }
<input type="checkbox"/>	OT-19-22	● En Proceso	HOR-02	HORNO 02 { HOR-02 }
<input type="checkbox"/>	OT-18-22	● Finalizadas	HOR-01	HORNO 01 { HOR-01 }

### List View

After clicking (for both options), a window will open for editing and filling out each of the work management associated with the WO, which is done in a similar way as in the Kanban view (For more details see the section "*How to edit and complete a WO*").  
*For the Kanban view*)

Tareas  
Vista Calendario

Tareas Pendientes x Órdenes de Trabajo x

lun.	mar.	mié.	jue.
30	31	01	02
		10:52 MANTEN...	
06	07	08	09
		07:48 MANTEN...	
		07:48 OT-20-... 100%	
13	14	15	16
12:44 OT-18-... 100%			
13:00 OT-26-22 50%			
20	21	22	23
27	28	29	30

Orden de Trabajo

SCOTT WILLINGTON  
2022-06-13/ 04:00

50 %

Duración: 01:01 Costo Total: \$ CLP 25.058,83

Nota

OT-26-22

Tareas Total: 2

👁️ HORNO 01 { HOR-01 }  
// CENTRO COMERCIAL EL TESORO/ EL CORRAL/

MANTENIMIENTO CUATRIMESTRAL  
Tipo de tarea : PREVENTIVO

✓ Clasificación 1 : >

Clasificación 2 : >

Nro Solicitud : >

Completado

👁️ HORNO 02 { HOR-02 }  
// CENTRO COMERCIAL EL TESORO/ EL CORRAL/

MANTENIMIENTO CUATRIMESTRAL  
Tipo de tarea : PREVENTIVO

Clasificación 1 : >

TimeLine View

Tareas  
Órdenes de Trabajo

☰ ☑ 📅 🔄

ID de Orden de Trabajo	Estado
OT-28-22	Finalizadas
OT-28-22	Finalizadas
OT-27-22	En Proceso
OT-26-22	En Proceso
OT-26-22	En Proceso
OT-25-22	En Proceso
OT-24-22	En Proceso
OT-23-22	Finalizadas
OT-22-22	Finalizadas
OT-21-22	En Revisión

Orden de Trabajo

SCOTT WILLINGTON  
2022-06-13/ 04:00

50 %

Duración: 01:01 Costo Total: \$ CLP 25.058,83

Nota

OT-26-22

Tareas Total: 2

👁️ HORNO 01 { HOR-01 }  
// CENTRO COMERCIAL EL TESORO/ EL CORRAL/

MANTENIMIENTO CUATRIMESTRAL  
Tipo de tarea : PREVENTIVO

✓ Clasificación 1 : >

Clasificación 2 : >

Nro Solicitud : >

Completado

👁️ HORNO 02 { HOR-02 }  
// CENTRO COMERCIAL EL TESORO/ EL CORRAL/

MANTENIMIENTO CUATRIMESTRAL  
Tipo de tarea : PREVENTIVO

Clasificación 1 : >

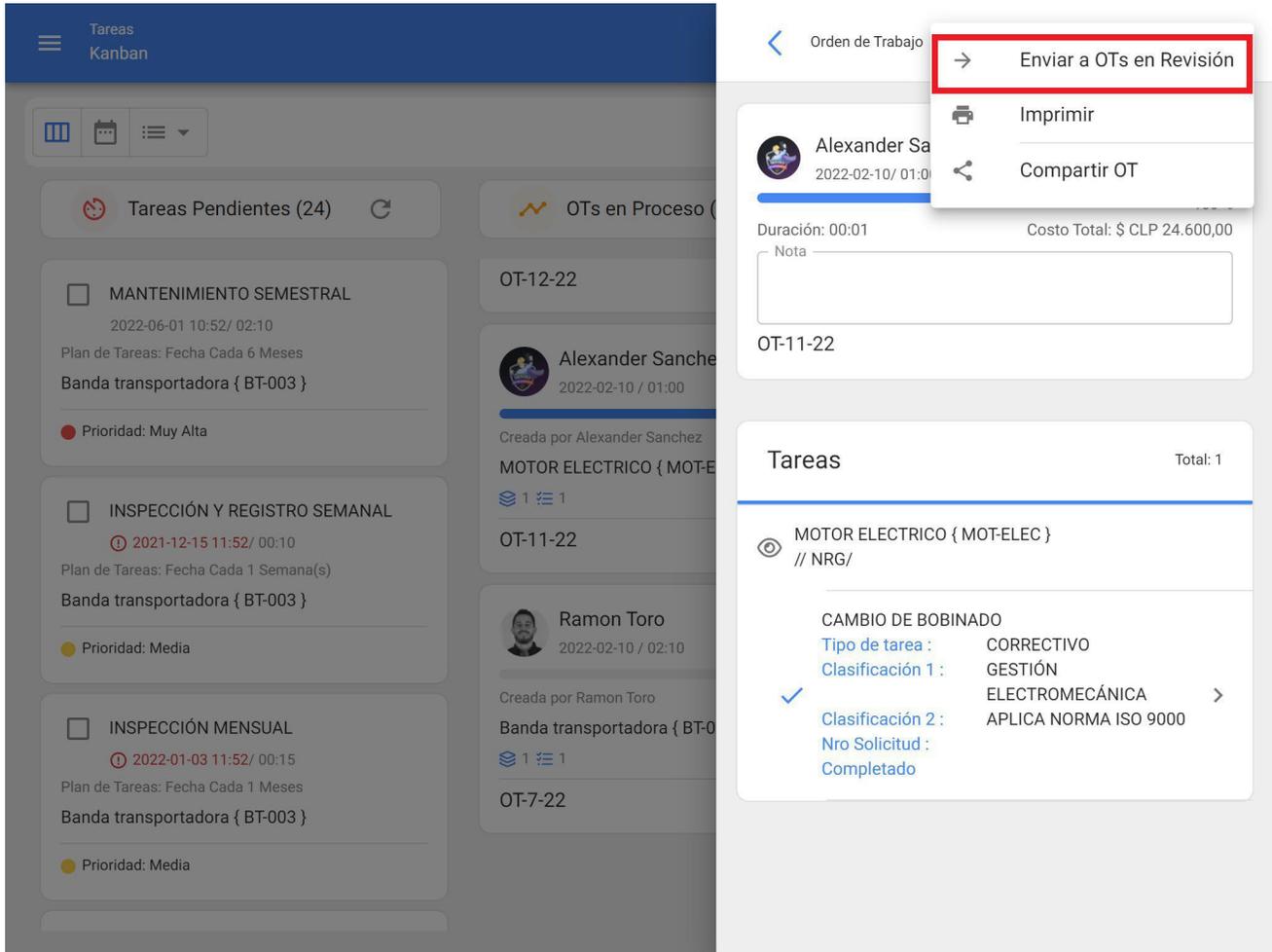
List View

# How do I change the status of a WO?

[help.fractal.com/en/articles/6008207-as-change-of-states-from-an-OT](https://help.fractal.com/en/articles/6008207-as-change-of-states-from-an-OT)

Once a WO is generated, it is automatically in process to be completed each of its work management. Subsequently, once the WO has a 100% progress percentage, the next step is to sign and qualify it (this signature and qualification can be done by a person who validates the WO execution on site), to do so, the options menu on the upper right side must be deployed and click on "Send to WO in Review".

The screenshot displays the Fractal software interface. On the left, a Kanban board shows three task cards under 'Tareas Pendientes (24)'. The top card is 'MANTENIMIENTO SEMESTRAL' (2022-06-01 10:52/ 02:10) with 'Prioridad: Muy Alta'. The middle card is 'INSPECCIÓN Y REGISTRO SEMANAL' (2021-12-15 11:52/ 00:10) with 'Prioridad: Media'. The bottom card is 'INSPECCIÓN MENSUAL' (2022-01-03 11:52/ 00:15) with 'Prioridad: Media'. On the right, a detailed view of a Work Order (WO) is shown. The WO is titled 'Orden de Trabajo' and is created by Alexander Sanchez on 2022-02-10 at 01:00. It has a duration of 00:01 and a total cost of \$ CLP 24.600,00. The task list includes 'MOTOR ELECTRICO { MOT-ELEC } // NRG/' with a sub-task 'CAMBIO DE BOBINADO' which is marked as completed. The interface also shows a menu icon in the top right corner of the WO view, highlighted with a red box.



When clicked, the system will open a window where you will be asked to qualify and sign the WO before it is sent to Review status.

The image shows a Kanban board interface with a detailed view of a signature. The background is a Kanban board with three columns: 'Tareas Pendientes (24)', 'OTs en Proceso', and 'OTs Completadas'. The board contains three task cards: 'MANTENIMIENTO SEMESTRAL' (priority: Muy Alta), 'INSPECCIÓN Y REGISTRO SEMANAL' (priority: Media), and 'INSPECCIÓN MENSUAL' (priority: Media). The detailed view on the right is titled 'Detalles de la Firma: OT-11-22'. It features a 'LIMPIAR' button, a signature image, a 'Calificación' of five stars, a 'Detalles de la Firma' field containing 'CARLOS TORRES', and buttons for 'OMITIR' and 'GUARDAR'.

**Note:** If the asset associated to the WO has any meters subject to work management triggers, the system will always show the option to update all the readings of those meters.

Actualizar Lecturas Acumulativas: OT-13-22		
		Total: 1
<input type="checkbox"/> Descripción Sensor / Medidor	Último Valor	Valor al momento de la tarea
<input type="checkbox"/> HOROMETRO	1300 HRA	1300

After completing the above steps, the WO will automatically change to Review so that it can be validated or verified by the corresponding person before being finalized. At this point, the printed format of the WO is displayed, where the signatures of both the person who qualified it and the person responsible for the WO will appear.

Tareas Kanban

OTs en Proceso (7) OTs en Revisión (4) OTs Finalizadas (12)

SCOTT WILLINGTON 2022-02-15 / 01:00  
Creada por SCOTT WILLINGTON  
CAMIONETA DMAX { DMAX-01 }  
OT-21-22

Alexander Sanchez 2022-02-11 / 02:00  
Creada por Alexander Sanchez  
HORNO 02 { HOR-02 }  
OT-19-22

Alexander Sanchez 2022-02-24 / 00:10  
Creada por Ramon Toro  
Banda transportadora { BT-001 }  
OT-16-22

Banda transportadora { BT-001 }  
OT-22-22

Alexander Sanchez 2022-02-10 / 00:10  
Creada por Alexander Sanchez  
MOTOR ELECTRICO { MOT-ELEC }  
OT-13-22

Alexander Sanchez 2022-02-09 / 00:10  
Creada por Ramon Toro  
Banda transportadora { BT-001 }  
OT-8-22

Alexander Sanchez 2022-06-08 / 02:00  
Creada por Alexander Sanchez  
HORNO 02 { HOR-02 }  
OT-20-22

Alexander Sanchez 2022-06-13 / 02:00  
Creada por Alexander Sanchez  
HORNO 01 { HOR-01 }  
OT-18-22

Alexander Sanchez 2022-02-08 / 02:00  
Creada por Alexander Sanchez  
HORNO 01 { HOR-01 }  
OT-17-22

Vista preliminar

Tamaño del Papel

Carta (215.9 x 279.4)mm

GUARDAR

IMPRIMIR

Fractal Proyectos, Servicios y Educación

F-001-001

Orden de Trabajo

Nº: OT-12-22  
Fecha: 2022-02-10  
Calificación: 5  
Costo Total: \$ CLP 0.00  
9001  
1

GENERO: Alexander Sanchez RESPONSABLE: Alexander Sanchez  
DURACION ESTIMADA: 00:30:00 NOTAS:

**ACTIVOS**  
DESCRIPCIÓN: MOTOR ELECTRICO ( MOT-ELEC )  
UBICADO EN O ES PARTE DE: // NRG/  
TIPO:  
PRIORIDAD:  
CÓDIGO DE BARRAS / NFC:

CLASIFICACIÓN 1:  
CLASIFICACIÓN 2:  
CENTRO DE COSTO:

**TAREAS PLANIFICADAS**  
DESCRIPCIÓN: RECALENTAMIENTO  
FECHA PROGRAMADA: 2022-02-10  
TIPO DE TAREA: CORRECTIVO  
PRIORIDAD: Media  
ACTIVADOR: Lectura Cuando GRADOS CENTIGRADOS [GCT] ( MEDIDOR DE TEMPERATURA (0) ) Mayor o igual a 90  
CLASIFICACIÓN 1:  
CLASIFICACIÓN 2:

FECHA Y HORA DE INICIO: 2022-02-17 09:51  
FECHA Y HORA DE FINALIZACIÓN: 2022-02-17 09:52  
DURACIÓN ESTIMADA: 00:30:00  
TIEMPO DE EJECUCIÓN: 00:00:57  
TIEMPO REAL DE PARO DEL ACTIVO: 00:30:00

**MEDIDORES**

Descripción	Unidad	Serial	Valor Acumulado
HOROMETRO	HORA		1300

CARLOS TORRES  
ACEPTADO POR

Alexander Sanchez  
VALIDADO POR

Alexander Sanchez  
REALIZADO POR

After validation of the WO the system allows two options, return the WO to Process again (in case it does not comply with any requirement) or pass the WO directly as Completed (caution must be taken as this process is irreversible).

The image shows a software interface for managing Work Orders (WO). On the left, a Kanban board displays three columns: 'Tareas Pendientes (24)', 'OTs en Proceso', and 'Tareas Completadas'. The 'Tareas Pendientes' column contains three items: 'MANTENIMIENTO SEMESTRAL' (priority: Muy Alta), 'INSPECCIÓN Y REGISTRO SEMANAL' (priority: Media), and 'INSPECCIÓN MENSUAL' (priority: Media). The 'OTs en Proceso' column shows three items: 'SCOTT WILLINGTON' (OT-21-22), 'Alexander Sanchez' (OT-19-22), and 'Alexander Sanchez' (OT-12-22). The 'Tareas Completadas' column is empty.

The right side of the image shows a detailed view of the 'Alexander Sanchez' WO (OT-12-22). A red box highlights two options in a dropdown menu: 'Enviar a OTs en Proceso' and 'Enviar a OTs Finalizadas'. Below the menu, the WO details are shown: 'Duración: 00:01', 'Calificación: ★★★★★', and a 'Nota' field. The 'Tareas' section shows a list of tasks: 'MOTOR ELECTRICO { MOT-ELEC } // NRG/' with a sub-task 'RECALENTAMIENTO' (Type: CORRECTIVO). The task is marked as 'Completado' with a blue checkmark.

The screenshot displays a Kanban board with three columns representing different stages of work orders (OTs):

- OTs en Proceso (5):** Contains three work orders created by Alexander Sanchez. The first is for 'HORNO 02 { HOR-02 }' (0% progress), the second for 'Banda transportadora { BT-001 }' (0% progress), and the third for 'Banda transportadora { BT-003 }' (0% progress).
- OTs en Revisión (1):** Contains one work order created by SCOTT WILLINGTON for 'CAMIONETA DMAX { DMAX-01 }' (100% progress).
- OTs Finalizadas (17):** Contains three work orders created by Alexander Sanchez. The first is for 'MOTOR ELECTRICO { MOT-ELEC }' (100% progress), the second is for 'MOTOR ELECTRICO { MOT-ELEC }' (100% progress), and the third is for 'HORNO 02 { HOR-02 }' (0% progress).

The work order for 'MOTOR ELECTRICO { MOT-ELEC }' in the 'Finalizadas' column is highlighted with a red border.

Finally, once the WO has been completed, the process is finished and it can be validated that the 3 associated signatures will appear in the print format.



**Fractal Proyectos, Servicios y Educación**

F-001-001

Orden de Trabajo

N° OT-12-22

Fecha: **2022-02-10**

Cualificación: 5

Costo Total: \$ CLP 0,00

9001

1

---

**GENERO:** Alexander Sanchez

**RESPONSABLE:** Alexander Sanchez

**DURACIÓN ESTIMADA:** 00:30:00

**NOTAS:**

---

**ACTIVOS**

**DESCRIPCIÓN:** MOTOR ELECTRICO ( MOT-ELEC )

**UBICADO EN O ES PARTE DE:** // NRG/

**TIPO:**

**PRIORIDAD:**

**CODIGO DE BARRAS / NFC:**

**CLASIFICACIÓN 1:**

**CLASIFICACIÓN 2:**

**CENTRO DE COSTO:**

---

**TAREAS PLANIFICADAS**

**DESCRIPCIÓN:** RECALENTAMIENTO

**FECHA PROGRAMADA:** 2022-02-10

**FECHA Y HORA DE INICIO:** 2022-02-17 09:51

**TIPO DE TAREA:** CORRECTIVO

**FECHA Y HORA DE FINALIZACIÓN:** 2022-02-17 09:52

**PRIORIDAD:** Media

**DURACIÓN ESTIMADA:** 00:30:00

**ACTIVADOR:** Lectura Cuando GRADOS CENTIGRADOS (GCT) ( MEDIDOR DE TEMPERATURA (0) ) Mayor o igual a 90

**TIEMPO DE EJECUCIÓN:** 00:00:57

**CLASIFICACIÓN 1:**

**TIEMPO REAL DE PARO DEL ACTIVO:** 00:30:00

**CLASIFICACIÓN 2:**

---

**MEDIDORES**

Descripción	Unidad	Serial	Valor Acumulado
HOROMETRO	HORA		1300

---



CARLOS TORRES

**ACEPTADO POR**



JAIRO TORRES

Validado Por



Alexander Sanchez

**REALIZADO POR**

---

Realizado con [www.fractal.com](http://www.fractal.com)
Pág 1 - 1
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# How to create a WO triggered by Event?

 [help.fractal.com/en/articles/6008101-how-to-create-a-WO-trigger-by-event](https://help.fractal.com/en/articles/6008101-how-to-create-a-WO-trigger-by-event)

Tasks with event type triggers are only executed as unplanned tasks and there are different ways to manage such an event. To do this, you must first generate an unplanned task (from any of the available options) and select an asset associated to a planned maintenance that has event-triggered tasks.

[←](#) Tarea no Programada

1 Activo      2 Tarea      3 SubTareas      4 Recursos

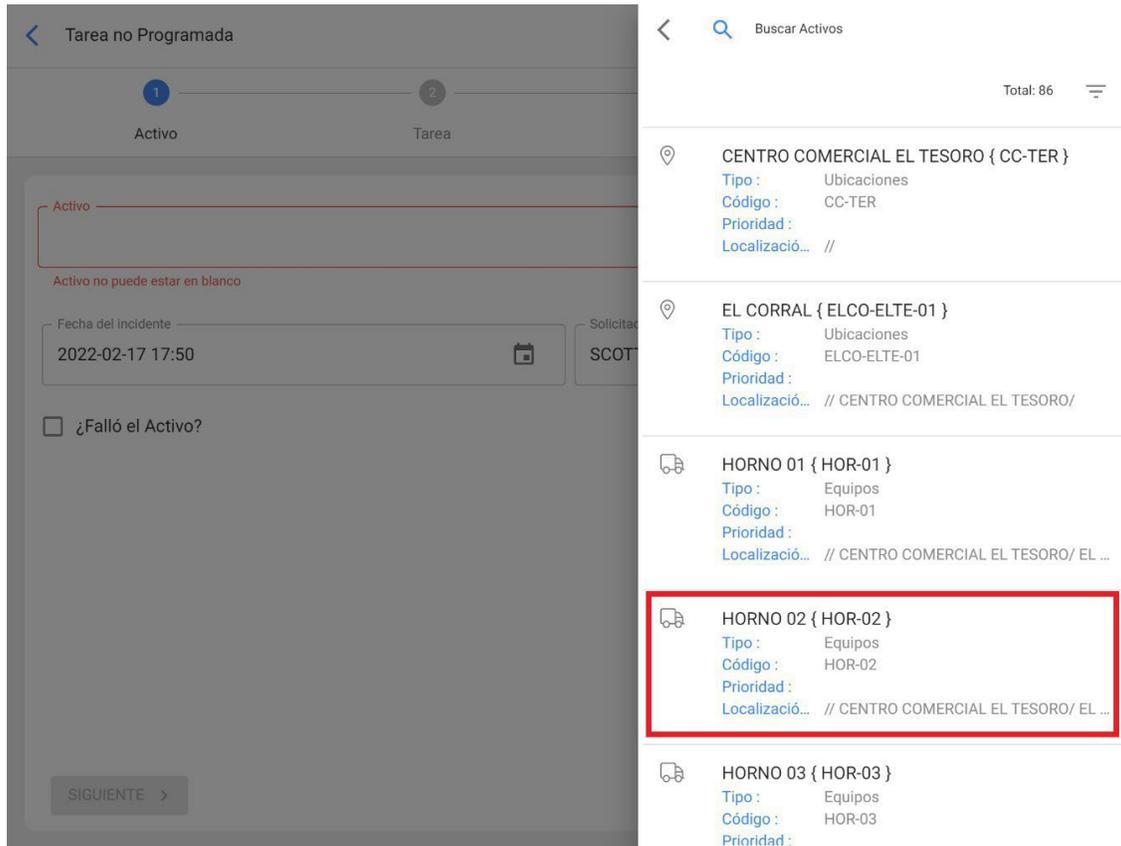
Activo

Esto no puede estar en blanco.

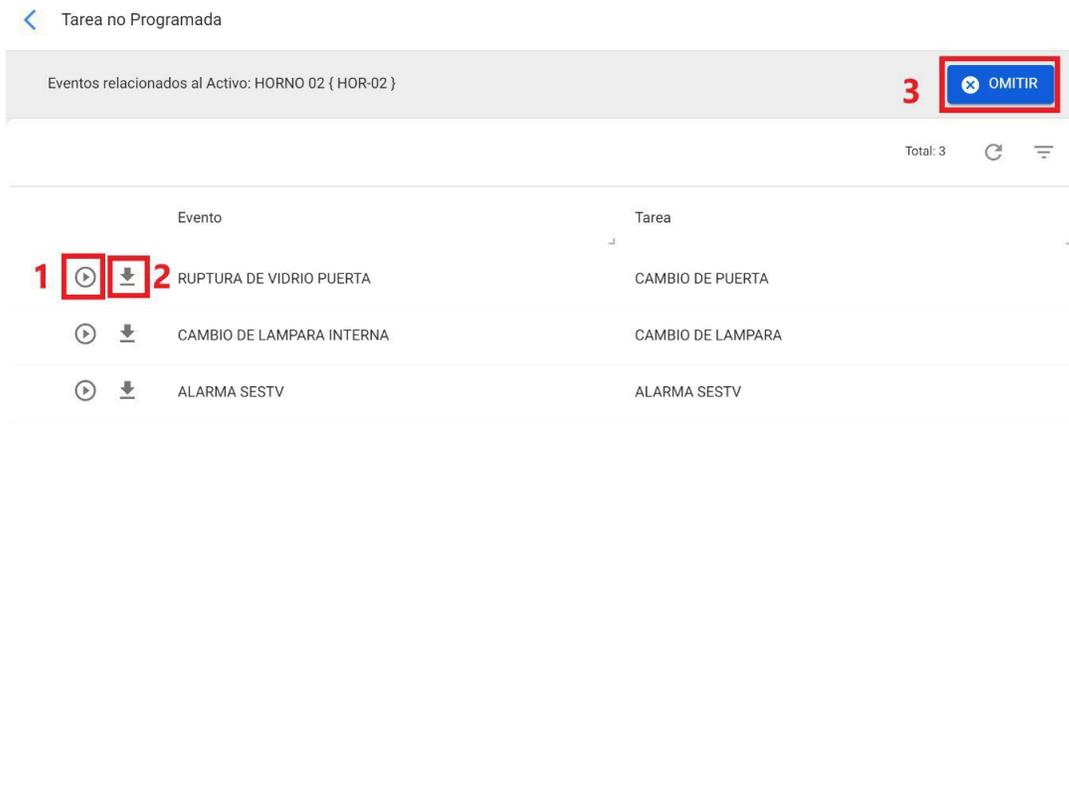
Fecha del incidente  

Solicitado Por

¿Falló el Activo?



When doing so, the system will display a new window with all the event-triggered work management for that asset, in which case there are 3 ways of how to manage that event:



1. **Launch Event:** This option allows executing the task as if it were a planned maintenance task coming from a work management. When the event is triggered, the task will appear in the pending work management module (the scheduling date will be the same date as when the event was triggered).
2. **Bring selected task data:** This option allows to execute the task with all the details added to the plan (as if the event was triggered), but being an unplanned task. In addition, this option also allows you to edit the task details without affecting the associated maintenance plan.
3. **Skip:** This action allows you to generate an unplanned WO from scratch. That is, a WO can be recorded that has no relation to any of the events associated with that asset.

After defining how the event will be managed, just follow the usual procedure to generate the WO associated to the task in question and thus finalize the process.

# Types of TOs : Fractal One

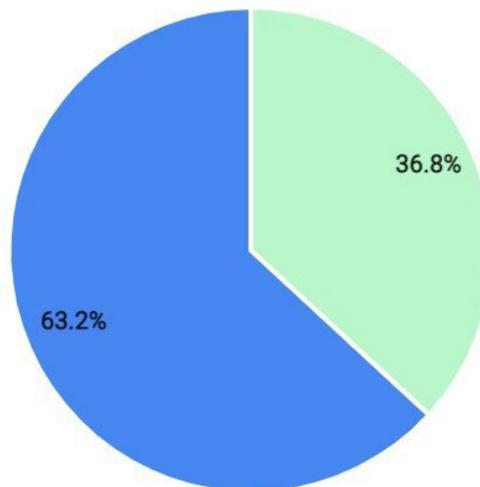
[help.fractal.com/en/articles/6007995-types-of-ots](http://help.fractal.com/en/articles/6007995-types-of-ots)

A work order can be of a Planned nature (coming from an already established work management plan) or Unplanned (coming from a work request or some activity not contemplated in a work management plan). Therefore, there are different ways to manage a work order.

- ◆ **Planned TOs**

- ◆ **Planned TOs**

Tareas



● Tareas Planificadas - 7 ● Tareas No Planificadas - 12

# How to create a Planned WO (work order)?

[help.fractal.com/en/articles/6007997-as-create-a-scheduled-WO-work-order](https://help.fractal.com/en/articles/6007997-as-create-a-scheduled-WO-work-order)

## From the Kanban view

Once a planned maintenance plan has been established and linked to an asset, the tasks included in this plan will appear as "Pending Tasks" (depending on the type of trigger the tasks have), then enter the Kanban view and select the tasks to be included and executed as WO.

The screenshot displays the Kanban view of a maintenance management system. The interface is organized into three columns representing different stages of work orders (WO):

- Tareas Pendientes (28):** This column contains three task cards. The first card, 'INSPECCIÓN MENSUAL', is unchecked. The second card, 'MANTENIMIENTO SEMESTRAL', and the third card, 'INSPECCIÓN Y REGISTRO SEMANAL', are both checked. Each card includes details such as the task name, date, time, plan frequency, asset name, and priority.
- OTs en Proceso (6):** This column contains three task cards, each representing a work order in progress. The cards are for 'CAMIONETA DMAX { DMAX-01 }' (OT-24-22), 'HORNO 02 { HOR-02 }' (OT-19-22), and another 'CAMIONETA DMAX { DMAX-01 }' (OT-21-22). Each card shows the creator's name, the creation date, and the asset name.
- OTs en Revisión (1):** This column contains one task card for 'CAMIONETA DMAX { DMAX-01 }' (OT-21-22), representing a work order under review.

A red box highlights the '+ NUEVA OT' button in the top right corner of the task selection area, indicating the action to create a new work order.

Then, by clicking on "New WO" the system will open a window where all the necessary fields for the generation of the WO must be configured.

Responsable *		Tiempo de Ejecución						
SCOTT WILLINGTON		02:20						
Modo de creación		¿Depende de otra OT?						
Todo en una OT		Seleccione la OT padre						
<input type="checkbox"/> Aprobar por Presupuesto								
	Activo	Tarea	Tipo de tarea	Fecha Programada	Plan de Tareas	Duración estimada	Prioridad	
		Banda transportadora { BT-003 }	MANTENIMIENTO SEMESTRAL	PREDICTIVO	2022-06-01	Plan de mtto banda transportadora Modelo X1	02H 10mins	Muy Alta
		Banda transportadora { BT-003 }	INSPECCIÓN Y REGISTRO SEMANAL	INSPECCION	2021-12-15	Plan de mtto banda transportadora Modelo X1	10mins	Media

These fields are described below:

- **Type of person responsible:** Option that allows establishing the type of person responsible for the WO, which may be a Human Resource or a Third Party.
- **Responsible:** Person who will appear as responsible for the WO and his/her signature will appear on the printed WO.
- **Execution time:** Estimated duration it will take to perform the work management tasks contained in the WO (it is the sum of the times of each task).
- **Creation mode:** Option to set whether the selected work managements will all be included in a single WO, or whether a WO will be generated per asset or per work management.
- **If derived from another WO, select parent WO:** Option to identify whether the generation of this WO is a consequence of a previous WO.
- **Approved by budget:** Option that allows establishing as mandatory the creation and approval of a budget so that the WO can be edited.

**Note:** In case the work management requires resources, they can be added directly at the time of generating the WO:

The screenshot shows a mobile application interface for generating a new work order. The main screen is titled "Generar Nueva Orden de Trabajo" and includes fields for "Responsable\*" (SCOTT WILLINGTON), "Modo de creación" (Todo en una OT), and a checkbox for "Aprobar por Presupuesto". A table lists tasks with columns for "Activo", "Tarea", and "Tipo de tarea". Two tasks are visible: "Banda transportadora { BT-003 }" for "MANTENIMIENTO SEMESTRAL" (Predictive) and "Banda transportadora { BT-003 }" for "INSPECCIÓN Y REGISTRO SEMANAL" (Inspection). A red box highlights a resource selection popup for "MANTENIMIENTO SEMESTRAL" showing "(1 Hora(s)) TÉCNICO ESPECIALISTA MECÁNICO" by SCOTT WILLINGTON for \$ CLP 1.500,00. A "GUARDAR" button is highlighted in the bottom right corner.

Activo	Tarea	Tipo de tarea
 	Banda transportadora { BT-003 }	MANTENIMIENTO SEMESTRAL PREDICTIVO
 	Banda transportadora { BT-003 }	INSPECCIÓN Y REGISTRO SEMANAL INSPECCION

### From the TimeLine view:

To generate a WO from the TimeLine view, click on the asset that has the pending task in question and then enable the editing bar at the top of the window.

Tareas  
Vista Calendario

(2) Seleccionado

+ NUEVA OT

Tareas Pendientes × Órdenes de Trabajo ×

2022 Febrero Mes

lun.	mar.	mié.	jue.	vie.	sáb.	dom.
31	01	02	03	04	05	06
	🕒 12:05 OT-2-22 100%	📌 10:00 CAMBIO ...				
07	08	09	10	11	12	13
	🕒 08:48 OT-17-... 100%	🕒 12:18 OT-4-22 100%	🕒 08:54 OT-11-... 100%	🕒 13:59 OT-19-22 0%		
	🕒 09:46 OT-1-22 100%	🕒 12:29 OT-5-22 100%	📌 09:21 ALINEAC...	📌 14:06 ALARMA...		
		+ 4 Más	+ 5 Más			
14	15	16	17	18	19	20
☑️ 10:00 INSPECC...	🕒 13:40 OT-21-... 100%	🕒 16:03 OT-23-... 100%	🕒 11:07 OT-24-22 0%	📌 10:17 INSPECC...		
☑️ 10:21 CAMBIO ...						
21	22	23	24	25	26	27
📌 12:24 INSPECC...			🕒 11:37 OT-16-22 0%			
28	01	02	03	04	05	06
	📌 12:00 MANTEN...					
	📌 12:00 MANTEN...					
	🕒 12:05 OT-22-... 100%					

Once there, just click on the "New WO" option and the system will display the required options to execute the WO.

Responsable \* **SCOTT WILLINGTON**

Tiempo de Ejecución **00:20**

Modo de creación **Todo en una OT**

¿Depende de otra OT? **Seleccione la OT padre**

Aprobar por Presupuesto

Activo	Tarea	Tipo de tarea	Fecha Programada	Plan de Tareas	Duración estimada	Prioridad	Tarea Clasificación 1
	MUEBLE DE FRIO 1 { MUB-01 }	INSPECCION SEMANAL	INSPECCION	2022-02-14	PLAN DE MTTO MUEBLES ENFRIADORES	10mins	Media
	MUEBLE DE FRIO 2 { MUEB-02 }	CAMBIO DE FILTRO	PREVENTIVO	2022-02-14	PLAN DE MTTO MUEBLES ENFRIADORES	10mins	Media

### From List view:

Similarly, from the list view you can also execute the pending work management as WO's. To do so, go to the "List" tab and select the work management you wish to include and execute as WO's, and then click on "New WO".

Tareas  
Tareas Pendientes

Buscar...

SCOTT

(2) Seleccionado

+ NUEVA OT

<input checked="" type="checkbox"/>		Código...	Activo	Tarea	Activador	Atraso
<input type="checkbox"/>	🕒	MUEB-02	MUEBLE DE FRIO 2 { MU...	inspeccion diaria	Fecha Cada 1 Dia(s)	3
<input type="checkbox"/>	🕒	MUB-01	MUEBLE DE FRIO 1 { MU...	inspeccion diaria	Fecha Cada 1 Dia(s)	3
<input type="checkbox"/>	🕒	MUEB-02	MUEBLE DE FRIO 2 { MU...	CAMBIO DE FILTRO	Fecha Cada 1 Dia(s)	3
<input type="checkbox"/>	🕒	MUB-01	MUEBLE DE FRIO 1 { MU...	CAMBIO DE FILTRO	Fecha Cada 1 Dia(s)	15
<input type="checkbox"/>	🕒	MUEB-02	MUEBLE DE FRIO 2 { MU...	INSPECCION SEMANAL	Fecha Cada 1 Semana(s)	0
<input type="checkbox"/>	🕒	MUB-01	MUEBLE DE FRIO 1 { MU...	INSPECCION SEMANAL	Fecha Cada 1 Semana(s)	3
<input checked="" type="checkbox"/>	🕒	BT-003	Banda transportadora { B...	INSPECCIÓN Y REGISTR...	Fecha Cada 1 Semana(s)	64
<input checked="" type="checkbox"/>	🕒	BT-003	Banda transportadora { B...	INSPECCIÓN MENSUAL	Fecha Cada 1 Meses	47
<input type="checkbox"/>	🕒	MOT-ELEC	MOTOR ELECTRICO { MO...	ALINEACION LASER	Evento MONTAJE DE MO...	7

Then, by clicking on it, the system will open a window where all the necessary fields for the generation of the WO must be configured.

Responsable \* SCOTT WILLINGTON

Tiempo de Ejecución 00:20

Modo de creación Todo en una OT

¿Depende de otra OT? Seleccione la OT padre

Aprobar por Presupuesto

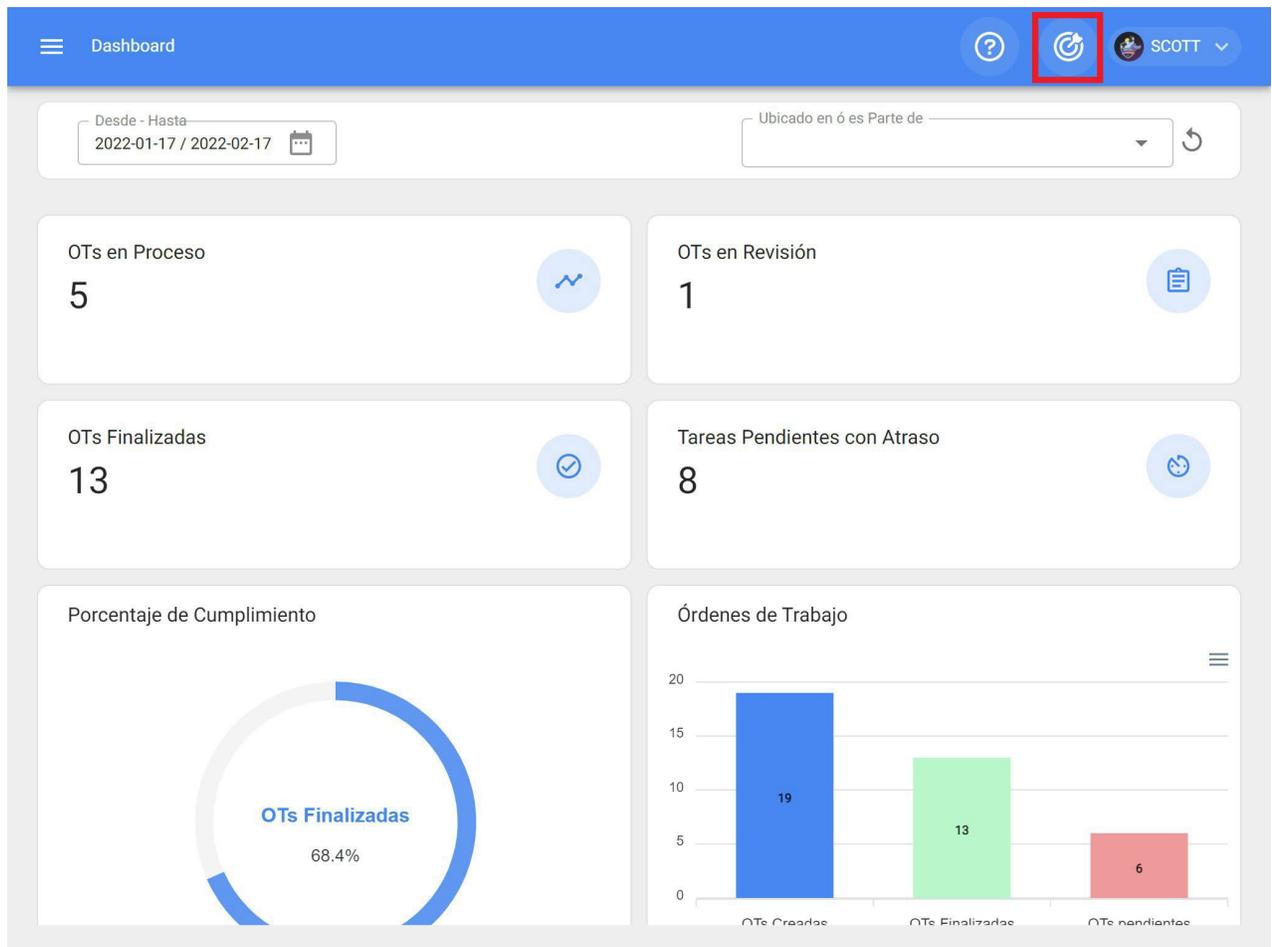
	Activo	Tarea	Tipo de tarea	Fecha Programada	Plan de Tareas	Duración estimada	Prioridad	Tarea Clasificación 1
	MUEBLE DE FRIO 1 { MUB-01 }	INSPECCION SEMANAL	INSPECCION	2022-02-14	PLAN DE MTTO MUEBLES ENFRIADORES	10mins	Media	
	MUEBLE DE FRIO 2 { MUEB-02 }	CAMBIO DE FILTRO	PREVENTIVO	2022-02-14	PLAN DE MTTO MUEBLES ENFRIADORES	10mins	Media	

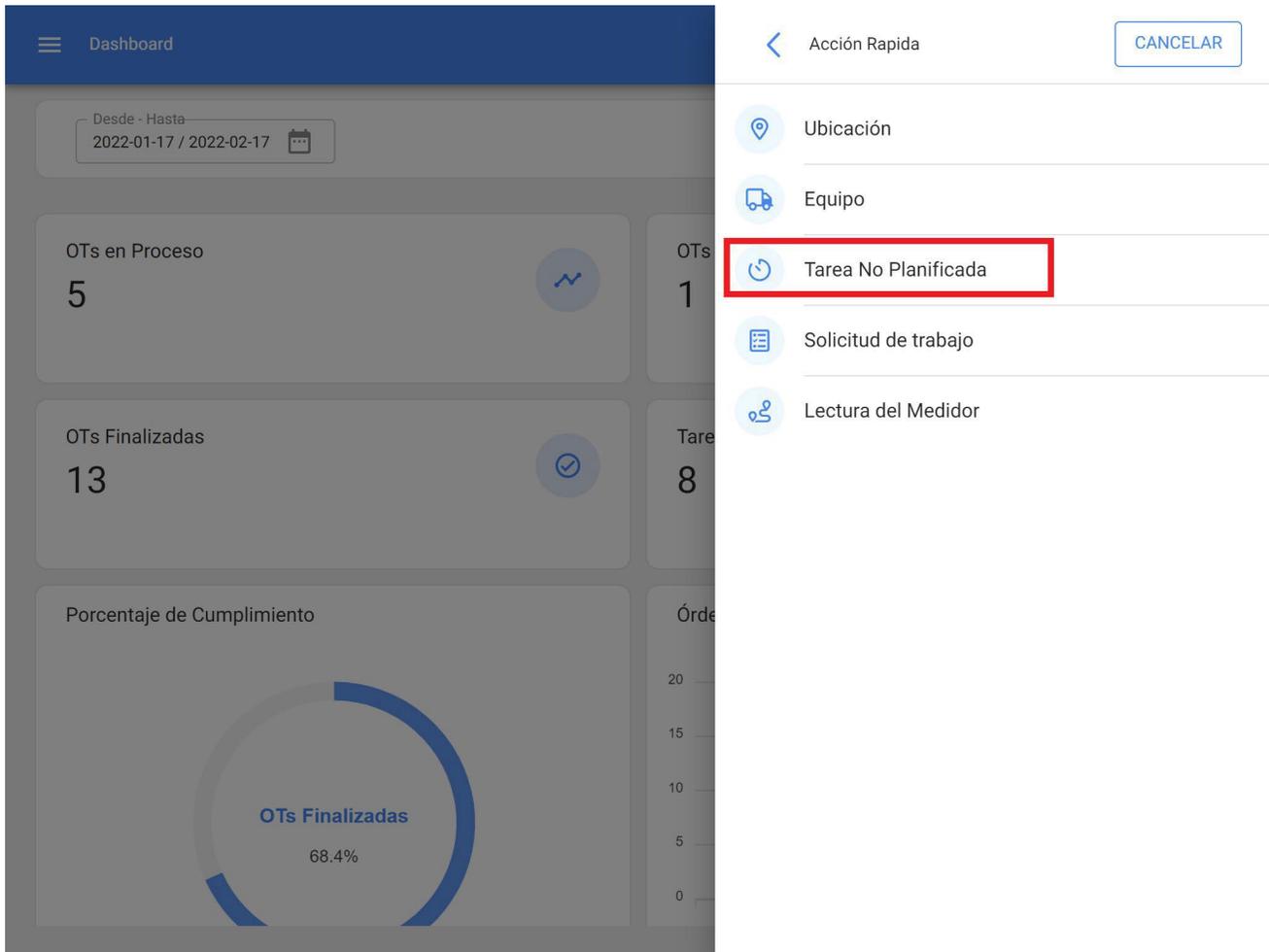
# How to create unplanned TOs?

[help.fractal.com/en/articles/6008011-as-create-ots-not-planned](https://help.fractal.com/en/articles/6008011-as-create-ots-not-planned)

## From Rapid Action:

The quick action is a button that you will always find available in the top bar of the platform. To do so, just click on this option and then on unplanned task.





Clicking on it will open a new window, where all the information corresponding to the unplanned task must be filled in, which can be sent to pending task (to be scheduled later) or generated as a new work order.

To do this, they must establish 4 steps before managing the task:

- **Step 1 (Assets):** Information associated with the asset and status of the asset.
- **Step 2 (Task):** Information associated with the unplanned task.
- **Step 3 (Sub-Tasks):** List with the sub-tasks or check-list (step-by-step) that must be accomplished to successfully complete the work management.
- **Step 4 (Resources):** Resources to be used in the execution and accomplishment of the task.

## Step 1:

---

1 — 2 — 3 — 4

Activo Tarea SubTareas Recursos

Activo  
MOTOR ELECTRICO { MOTE-ELEC }

Fecha del incidente  
2022-02-17 16:59

Solicitado Por  
SCOTT WILLINGTON

¿Falló el Activo?

Tipo de falla  
RODAMIENTOS DESGASTAI

Causa de falla  
MONTAJE INADECUADO

Método de detección de falla  
INSPECCION VISUAL

Severidad de las Fallas  
Media

Tipo de daño causado  
Ninguno

Tiempo de interrupción a otros activos  
000:00

Activo Fuera de servicio

Desde cuando  
2022-02-16 13:00:00

SIGUIENTE >

In this step, the following information must be completed:

- ♦ **Active:** Active associated with the unplanned task
- ♦ **Date of the incident:** Date on which the incident occurred.
- ♦ **Requested by:** Person reporting the unscheduled task (by default the owner of the account under which the task is being created).
- ♦ **Asset failure:** Option where you can indicate if the unplanned task involves the failure of the asset.
- ♦ **Type of failure:** Catalog with the types of faults associated with the assets.
- ♦ **Cause of failure:** Catalog with the causes that can lead to asset failures.
- ♦ **Fault detection method:** Catalog with the detection methods by which a fault can be identified.

- ◆ **Severity of the failure:** Listing of fault hierarchy options according to severity.
- ◆ **Type of damage caused:** List with default options to identify the type of damage caused by the asset failure.
- ◆ **Interruption time to other assets:** Time in which the failure directly affects other assets.
- ◆ **Active Out of Service:** State in which the equipment is stopped due to a functional failure. This field is of utmost importance, since when it is triggered, the date and time since the equipment was stopped must be entered (this time is the one used for one of the availability indicators in the Business Intelligence module).

## Step 2:

< Tarea no Programada

Descripción de la Tarea

Nota

Tipo de tarea

Clasificación 1

Clasificación 2

Prioridad

Duración estimada

Número de Solicitud

Este trabajo ya fue realizado?

Opciones:

Enviar a tareas pendientes  Enviar a OTs en Proceso

Responsable \*

¿Depende de otra OT?

Aprobar por Presupuesto

< ATRÁS

SIGUIENTE >

In this step, the following information must be completed:

- ◆ **Task Description:** Short detail specifying the task in question.

- ♦ **Note:** Free field where you can add some details of the task.
- ♦ **Task Type:** Catalog with all the work management types registered in the system.
- ♦ **Classification 1 and 2:** Corresponds to free fields left by the platform to complete and give an additional classification to the task.
- ♦ **Priority:** List where the task is classified according to its priority.
- ♦ **Estimated Duration:** Theoretical time duration it would take to perform the task (actual time is recorded directly in the WO).
- ♦ **Request Number:** Identification correlative of the request that generates the unplanned task.
- ♦ **This job has already been done:** Option that allows to identify in the system if the task has already been executed or not.
- ♦ **Options:** Options available to manage the unplanned task through a WO (add the person responsible for the WO) or Task pending (add the date on which the task will be scheduled).

### Step 3:

---

In this step, the associated subtasks must be added, to do so, click on the add symbol at the bottom right of the platform and then add the subtasks as appropriate.

✓  
Activo

✓  
Tarea

3  
SubTareas

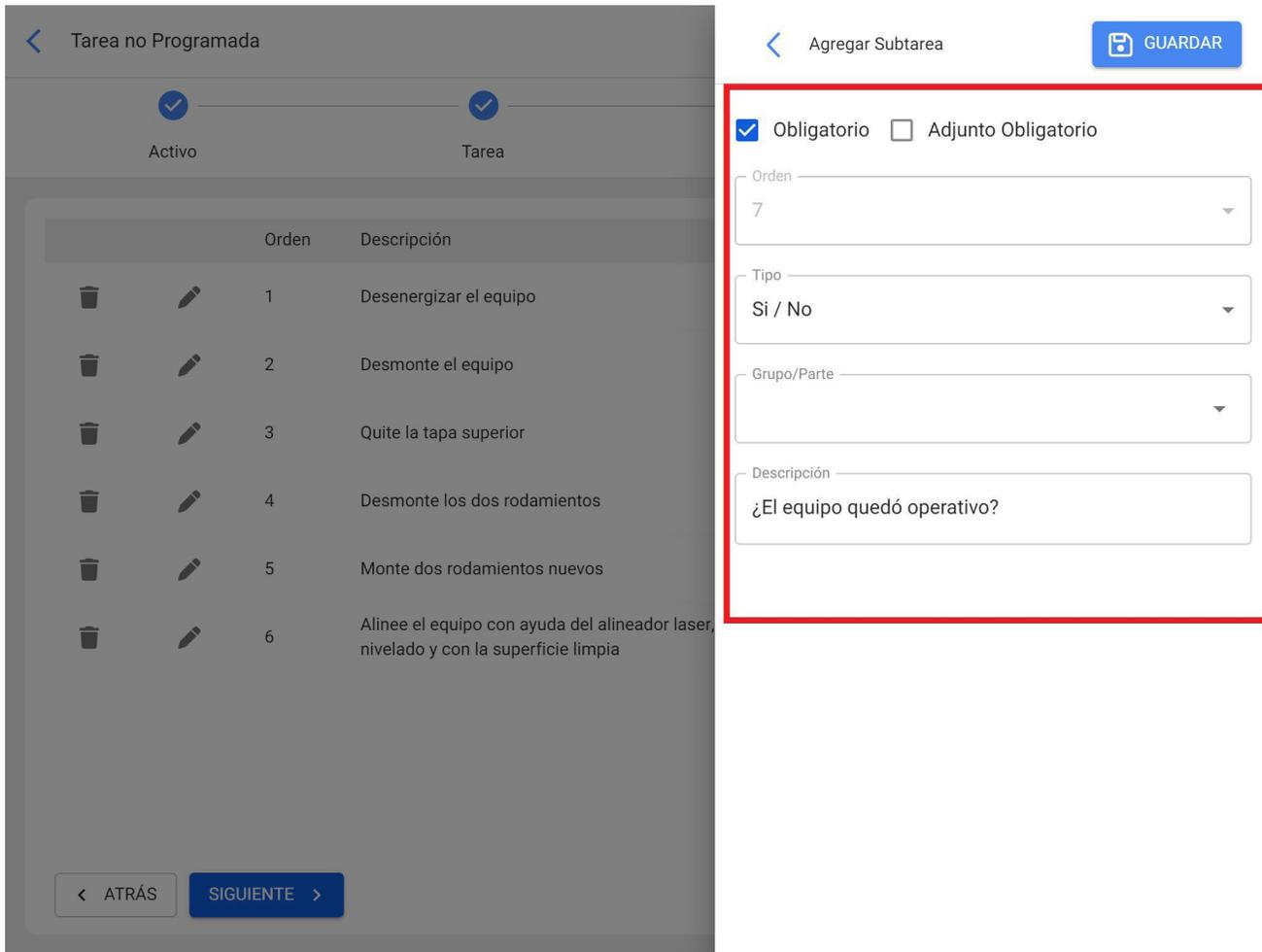
4  
Recursos

	Orden	Descripción	Tipo	Grupo/Parte
 	1	Procedimiento	Texto	

< ATRÁS

SIGUIENTE >





There are 6 types of subtasks:

- ♦ **Text:** Corresponds to subtasks that will be completed in a text type field.
- ♦ **Yes/No:** Corresponds to subtasks that will have a predefined answer with the options of Yes, No and N/A.
- ♦ **Number:** Corresponds to subtasks that will be completed with numeric characters.
- ♦ **Checks:** Corresponds to subtasks that will have a predefined response with the options of Passed, Alert, Failure.
- ♦ **GPS Location:** Corresponds to the subtasks in which the geolocation of the device used at the time of completing the subtask will be taken in order to establish the time, date and geolocation instantly.
- ♦ **List:** Corresponds to subtasks where several options are shown and only one of them can be selected.



		Orden	Descripción	Tipo	Grupo/Parte
		1	Desenergizar el equipo	Texto	
		2	Desmonte el equipo	Texto	
		3	Quite la tapa superior	Texto	
		4	Desmonte los dos rodamientos	Texto	
		5	Monte dos rodamientos nuevos	Texto	
		6	Alinee el equipo con ayuda del alineador laser, tenga en cuenta que debe estar nivelado y con la superficie limpia	Texto	
		7	¿El equipo quedó operativo?	Si / No	

< ATRÁS SIGUIENTE >

**Step 4:**

In this last step you can add the resources associated to the unplanned task, where you can add: Inventories, Human Resources, Services, Inventories (Unlisted), Services (Unlisted).



Activo



Tarea



SubTareas



Recursos

Cantidad	Unidad	Descripción	Tipo	Costo unitario	Costo Total	Fuente del Recurso
----------	--------	-------------	------	----------------	-------------	--------------------

< ATRÁS

FINALIZAR >



Tarea no Programada

Activo Tarea

Cantidad	Unidad	Descripción	Tipo	Cos
----------	--------	-------------	------	-----

Nuevo Recurso

Tipo de Recurso  
Inventario

Herramienta / Repuestos y Suministros  
RODAMIENTO 3200ZZ {ROD-01}

Almacén Fuente del Recurso  
ALMACEN GENERAL DE REPUESTOS Y HE

Unidad  
UNIDAD

Cantidad  
2

Costo unitario  
\$ CLP 23.000

Costo Total  
\$ CLP 46.000,00

Notas

< ATRÁS FINALIZAR >



		Cantidad	Unidad	Descripción	Tipo	Costo unitario	Costo Total	Fuente del Recurso
		2	UNIDAD	RODAMIENTO 3200ZZ { ROD-01 }	Inventario	\$ CLP 23.000,00	\$ CLP 46.000,00	ALMACEN GENERAL DE REPUESTOS Y HERRAMIENTAS
		00:45	Hora	ELECTROMECANICO	Recursos Humanos	\$ CLP 12.500,00	\$ CLP 9.375,00	SCOTT WILLINGTON

< ATRÁS FINALIZAR >

Then click on finish to generate the work order or the pending task associated with the unplanned task.

### From the TOs module:

To add an Unplanned Task from the TOs module, you can enter any of the views (Kanban, Timeline and List) that you will find in that module and click on the add option that you will find available all the time at the bottom right of the window.

Tareas Kanban

Tareas Pendientes (28) OTs en Proceso (7) OTs en Revisión (1)

INSPECCIÓN MENSUAL  
2022-04-01 12:05/ 00:15  
Plan de Tareas: Fecha Cada 1 Meses  
Banda transportadora { BT-001 }  
● Prioridad: Media

MANTENIMIENTO SEMESTRAL  
2022-06-01 10:52/ 02:10  
Plan de Tareas: Fecha Cada 6 Meses  
Banda transportadora { BT-003 }  
● Prioridad: Muy Alta

INSPECCIÓN Y REGISTRO SEMANAL  
🕒 2021-12-15 11:52/ 00:10  
Plan de Tareas: Fecha Cada 1 Semana(s)  
Banda transportadora { BT-003 }  
● Prioridad: Media

**Ramon Toro**  
2022-02-17 / 03:00  
0 %  
Creada por SCOTT WILLINGTON  
MOTOR ELECTRICO { MOT-ELEC }  
📄 1 📄 1  
👤 OT-25-22

**SCOTT WILLINGTON**  
2022-02-17 / 00:10  
0 %  
Creada por Jairo Torres  
CAMIONETA DMAX { DMAX-01 }  
📄 1 📄 1  
OT-24-22

**Alexander Sanchez**  
2022-02-11 / 02:00  
0 %  
Creada por Alexander Sanchez  
HORNO 02 { HOR-02 }

**SCOTT WILLINGTON**  
2022-02-15 / 01:00  
Creada por SCOTT WILLINGTON  
CAMIONETA DMAX { DMAX-01 }  
📄 1 📄 1  
OT-21-22

+

## Kanban View

Tareas Vista Calendario

Tareas Pendientes x Órdenes de Trabajo x 2022 Febrero Mes

lun.	mar.	mié.	jue.	vie.	sáb.	dom.
31	01	02	03	04	05	06
	🕒 12:05 OT-2-22 100%	📅 10:00 CAMBIO ...				
07	08	09	10	11	12	13
	🕒 08:48 OT-17-... 100%	🕒 12:18 OT-4-22 100%	🕒 08:54 OT-11-... 100%	🕒 13:59 OT-19-22 0%		
	🕒 09:46 OT-1-22 100%	🕒 12:29 OT-5-22 100%	📅 09:21 ALINEAC...	📅 14:06 ALARMA...		
		+ 4 Más	+ 5 Más			
14	15	16	17	18	19	20
📅 10:00 INSPECC...	🕒 13:40 OT-21-... 100%	🕒 16:03 OT-23-... 100%	🕒 11:07 OT-24-22 0%	📅 10:17 INSPECC...		
📅 10:21 CAMBIO ...			🕒 16:49 OT-25-22 0%			
+ 3 Más						
21	22	23	24	25	26	27
📅 12:24 INSPECC...			🕒 11:37 OT-16-22 0%			
28	01	02	03	04	05	06
	📅 12:00 MANTEN...					
	📅 12:00 MANTEN...					
	🕒 12:05 OT-22-... 100%					



## Timeline View

Tareas  
Tareas Pendientes

Buscar...

SCOTT

Fecha Programada < 2022-02-28

Total: 12

<input type="checkbox"/>	Código...	Activo	Tarea	Activador	Atraso
<input type="checkbox"/>	DMAX-01	CAMIONETA DMAX { DM...	INSPECCION SEMANAL	Fecha Cada 1 Semana(s)	0
<input type="checkbox"/>	COR-CO...	CORTADORA DE COMFO...	REVISION DE CUCHILLAS	Lectura Cada 1000 UNID...	3
<input type="checkbox"/>	HOR-03	HORNO 03 { HOR-03 }	ALARMA SESTV	Evento ALARMA SESTV	6
<input type="checkbox"/>	MUEB-02	MUEBLE DE FRIO 2 { MU...	inspeccion diaria	Fecha Cada 1 Dia(s)	3
<input type="checkbox"/>	MUB-01	MUEBLE DE FRIO 1 { MU...	inspeccion diaria	Fecha Cada 1 Dia(s)	3
<input type="checkbox"/>	MUEB-02	MUEBLE DE FRIO 2 { MU...	CAMBIO DE FILTRO	Fecha Cada 1 Dia(s)	3
<input type="checkbox"/>	MUB-01	MUEBLE DE FRIO 1 { MU...	CAMBIO DE FILTRO	Fecha Cada 1 Dia(s)	15
<input type="checkbox"/>	MUEB-02	MUEBLE DE FRIO 2 { MU...	INSPECCION SEMANAL	Fecha Cada 1 Semana(s)	0
<input type="checkbox"/>	MUB-01	MUEBLE DE FRIO 1 { MU...	INSPECCION SEMANAL	Fecha Cada 1 Semana(s)	3
<input type="checkbox"/>	BT-003	Banda transportadora { B...	INSPECCIÓN Y REGISTR...	Fecha Cada 1 Semana(s)	3



## List View

After clicking, all the necessary steps to create the unscheduled task must be completed.

1 Activo2 Tarea3 SubTareas4 Recursos

Activo ▼

Activo no puede estar en blanco

Fecha del incidente

2022-02-17 17:30

Solicitado Por

SCOTT WILLINGTON

¿Falló el Activo?

SIGUIENTE >

**Note:** In the session on how to generate an unplanned WO "From Quick Action" you will find a detailed step-by-step guide to complete each of the fields required to generate an Unplanned WO.

### From Work Requests:

---

Once a work request has been generated, the system allows you to manage this request through an unscheduled task by clicking the add symbol

Solicitud de trabajo

Buscar...

SCOTT

Total: 4

<input type="checkbox"/>		Nro Solicitud ↓	Orden...	Estado	Descripción
<input type="checkbox"/>	 	4		● Abierta	CAMBIAR SENSOR DE FLAMA
<input type="checkbox"/>		3		● Resuelta sin OT	REALIZAR ALINEACION LASER
<input type="checkbox"/>	 	2	OT-13...	● Resuelta con OT	CAMBIAR RODAMIENTOS
<input type="checkbox"/>	 	1	OT-6-22	● Resuelta con OT	FALLA EN LA CADENA



Then clicking on it will enable a new window, where all the information corresponding to the unplanned task must be completed before it is generated as a WO.

1  
Activo

2  
Tarea

3  
SubTareas

4  
Recursos

Activo ▼

Activo no puede estar en blanco

Fecha del incidente

2022-02-17 17:30

Solicitado Por

SCOTT WILLINGTON

¿Falló el Activo?

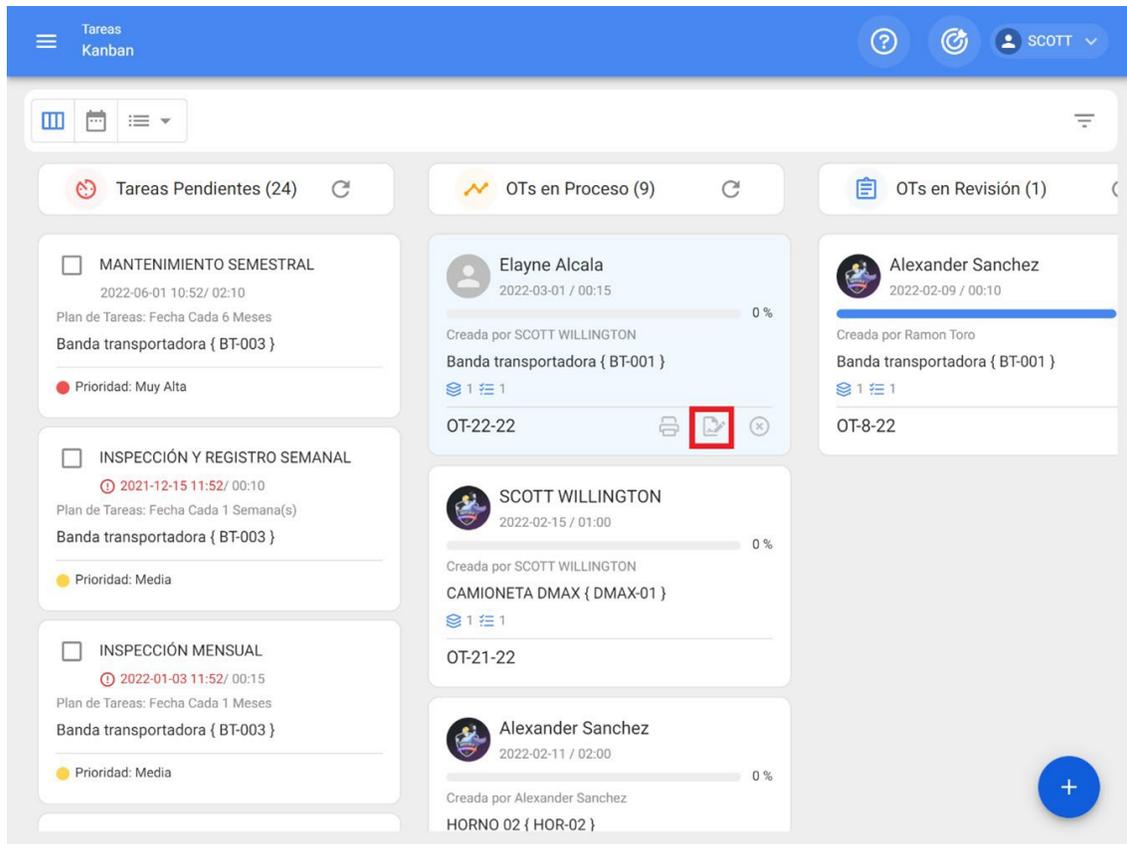
SIGUIENTE >

**Note:** In the session on how to generate an unplanned WO "From Quick Action" you will find a detailed step-by-step guide to complete each of the fields required to generate an Unplanned WO.

# How to complete a WO subject to a budget approval?

[help.fractal.com/en/articles/6008316-how-to-complete-a-WO-subject-to-budget-approval](https://help.fractal.com/en/articles/6008316-how-to-complete-a-WO-subject-to-budget-approval)

A WO subject to the approval of a budget cannot be edited until a budget has been added and approved. To add a budget to a WO, click on the budget symbol that appears on the WO (only appears on WO's that have been created with this option).



Then, by clicking on it, a new window will appear where the different budgets associated to the WO execution must be added.

Tareas  
Presupuestos

Tareas Pendientes (24)

OTs en Proceso

MANTENIMIENTO SEMESTRAL  
2022-06-01 10:52/ 02:10  
Plan de Tareas: Fecha Cada 6 Meses  
Banda transportadora { BT-003 }  
Prioridad: Muy Alta

INSPECCIÓN Y REGISTRO SEMANAL  
2021-12-15 11:52/ 00:10  
Plan de Tareas: Fecha Cada 1 Semana(s)  
Banda transportadora { BT-003 }  
Prioridad: Media

INSPECCIÓN MENSUAL  
2022-01-03 11:52/ 00:15  
Plan de Tareas: Fecha Cada 1 Meses  
Banda transportadora { BT-003 }  
Prioridad: Media

Elayne Alcalá  
2022-03-01 / 00:15  
Creada por SCOTT WILLINGTON  
Banda transportadora { BT-003 }  
OT-22-22

SCOTT WILLINGTON  
2022-02-15 / 01:00  
Creada por SCOTT WILLINGTON  
CAMIONETA DMAX { DMAX-001 }  
OT-21-22

Alexander Sanchez  
2022-02-11 / 02:00  
Creada por Alexander Sanchez  
HORNO 02 { HOR-02 }

Presupuestos: OT-22-22 Total: 0

Sin datos para mostrar con estos parametros

+

Tareas  
Presupuestos

Tareas Pendientes (24)

OTs en Proceso

MANTENIMIENTO SEMESTRAL  
2022-06-01 10:52/ 02:10  
Plan de Tareas: Fecha Cada 6 Meses  
Banda transportadora { BT-003 }  
Prioridad: Muy Alta

INSPECCIÓN Y REGISTRO SEMANAL  
2021-12-15 11:52/ 00:10  
Plan de Tareas: Fecha Cada 1 Semana(s)  
Banda transportadora { BT-003 }  
Prioridad: Media

INSPECCIÓN MENSUAL  
2022-01-03 11:52/ 00:15  
Plan de Tareas: Fecha Cada 1 Meses  
Banda transportadora { BT-003 }  
Prioridad: Media

Elayne Alcalá  
2022-03-01 / 00:15  
Creada por SCOTT WILLINGTON  
Banda transportadora { BT-003 }  
OT-22-22

SCOTT WILLINGTON  
2022-02-15 / 01:00  
Creada por SCOTT WILLINGTON  
CAMIONETA DMAX { DMAX-001 }  
OT-21-22

Alexander Sanchez  
2022-02-11 / 02:00  
Creada por Alexander Sanchez  
HORNO 02 { HOR-02 }

Presupuesto

Orden de Trabajo  
OT-22-22

Activo

Proveedor

Referencia

Centro de costo

Condiciones

Moneda  
Chilean Peso

Valor de Cambio  
\$ CLP 1

The image shows a software interface for managing budgets. On the left, there is a sidebar with a menu and a list of tasks. The main area displays a 'Presupuesto' (Budget) form with the following fields:

- Orden de Trabajo: OT-22-22
- Activo: Banda transportadora { BT-001 }
- Proveedor: RODANDO SERVICES
- Referencia: COTIZACION 4589000
- Centro de costo: MANTENIMIENTO
- Condiciones: PAGO A 30 DIAS
- Moneda: Chilean Peso
- Valor de Cambio: \$ CLP 1

A red button labeled 'GUARDAR' (Save) is located in the top right corner of the form. The background shows a list of tasks and OTs in process, including 'MANTENIMIENTO SEMESTRAL', 'INSPECCIÓN Y REGISTRO SEMANAL', and 'INSPECCIÓN MENSUAL'.

Finally, once the budgets have been added, the only thing to do is to approve them, which can be done directly from the TOs or Budgets module.

## From OTs

---

Tareas  
Presupuestos

Tareas Pendientes (24)

OTs en Proceso

MANTENIMIENTO SEMESTRAL  
2022-06-01 10:52/ 02:10  
Plan de Tareas: Fecha Cada 6 Meses  
Banda transportadora { BT-003 }  
● Prioridad: Muy Alta

INSPECCIÓN Y REGISTRO SEMANAL  
🕒 2021-12-15 11:52/ 00:10  
Plan de Tareas: Fecha Cada 1 Semana(s)  
Banda transportadora { BT-003 }  
● Prioridad: Media

INSPECCIÓN MENSUAL  
🕒 2022-01-03 11:52/ 00:15  
Plan de Tareas: Fecha Cada 1 Meses  
Banda transportadora { BT-003 }  
● Prioridad: Media

Elayne Alcalá  
2022-03-01 / 00:15  
Creada por SCOTT WILLINGTON  
Banda transportadora { BT-003 }  
📄 1 🗑️ 1  
OT-22-22

SCOTT WILLINGTON  
2022-02-15 / 01:00  
Creada por SCOTT WILLINGTON  
CAMIONETA DMAX { DMAX-001 }  
📄 1 🗑️ 1  
OT-21-22

Alexander Sanchez  
2022-02-11 / 02:00  
Creada por Alexander Sanchez  
HORNO 02 { HOR-02 }

Presupuestos: OT-22-22 Total: 1

OT-22-22  
Banda transportadora { BT-001 }

Tareas  
Presupuestos

Tareas Pendientes (24)

OTs en Proceso

MANTENIMIENTO SEMESTRAL  
2022-06-01 10:52/ 02:10  
Plan de Tareas: Fecha Cada 6 Meses  
Banda transportadora { BT-003 }  
● Prioridad: Muy Alta

INSPECCIÓN Y REGISTRO SEMANAL  
🕒 2021-12-15 11:52/ 00:10  
Plan de Tareas: Fecha Cada 1 Semana(s)  
Banda transportadora { BT-003 }  
● Prioridad: Media

INSPECCIÓN MENSUAL  
🕒 2022-01-03 11:52/ 00:15  
Plan de Tareas: Fecha Cada 1 Meses  
Banda transportadora { BT-003 }  
● Prioridad: Media

Elayne Alcalá  
2022-03-01 / 00:15  
Creada por SCOTT WILLINGTON  
Banda transportadora { BT-003 }  
📄 1 🗑️ 1  
OT-22-22

SCOTT WILLINGTON  
2022-02-15 / 01:00  
Creada por SCOTT WILLINGTON  
CAMIONETA DMAX { DMAX-001 }  
📄 1 🗑️ 1  
OT-21-22

Alexander Sanchez  
2022-02-11 / 02:00  
Creada por Alexander Sanchez  
HORNO 02 { HOR-02 }

Presupuestos: OT-22-22 Total: 1

OT-22-22  
Banda transportadora { BT-001 }

- Aprobar presupuesto
- Cancelar Presupuestos

## From Budget

Tareas  
Presupuestos

Presupuestos Total: 3

<input type="checkbox"/>	Orden de Trabajo...	Activo	Tercero	Secuenci...	Centro de costo...	Estado
<input type="checkbox"/> 	OT-22-22	Banda transport...	RODANDO SERVI...	51	MANTENIMIENTO	Por aprobar
<input type="checkbox"/> 	OT-15-22	Banda transport...	AIR JBM COMPR...	50	PROYECTOS	Por aprobar
<input type="checkbox"/> 	OT-15-22	Banda transport...	SAVIA	49	PROYECTOS	Aprobado

Then, when approving the budget (by any of the options), the user who made the approval will be indicated, together with a comment.

Tareas  
Presupuestos

Presupuestos

<input type="checkbox"/>	Orden de Trabajo...	Activo	Tercero
<input type="checkbox"/> 	OT-22-22	Banda transport...	RODAN
<input type="checkbox"/> 	OT-15-22	Banda transport...	AIR JBM
<input type="checkbox"/> 	OT-15-22	Banda transport...	SAVIA

Aprobar presupuesto

Usuario \*  
SCOTT WILLINGTON

Comentarios  
aprobado

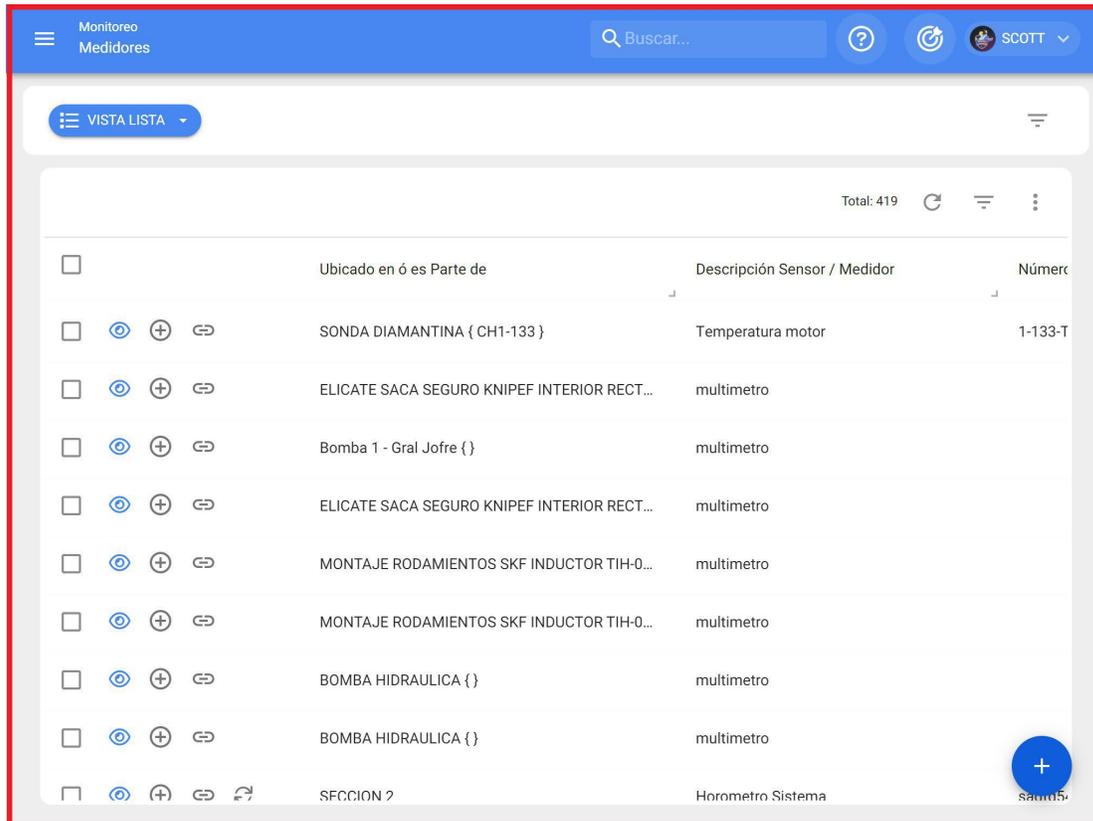
Finally, the WO will be enabled for editing and execution.

**Note:** When a budget is approved, it will not automatically be reflected in the resources added to the WO.

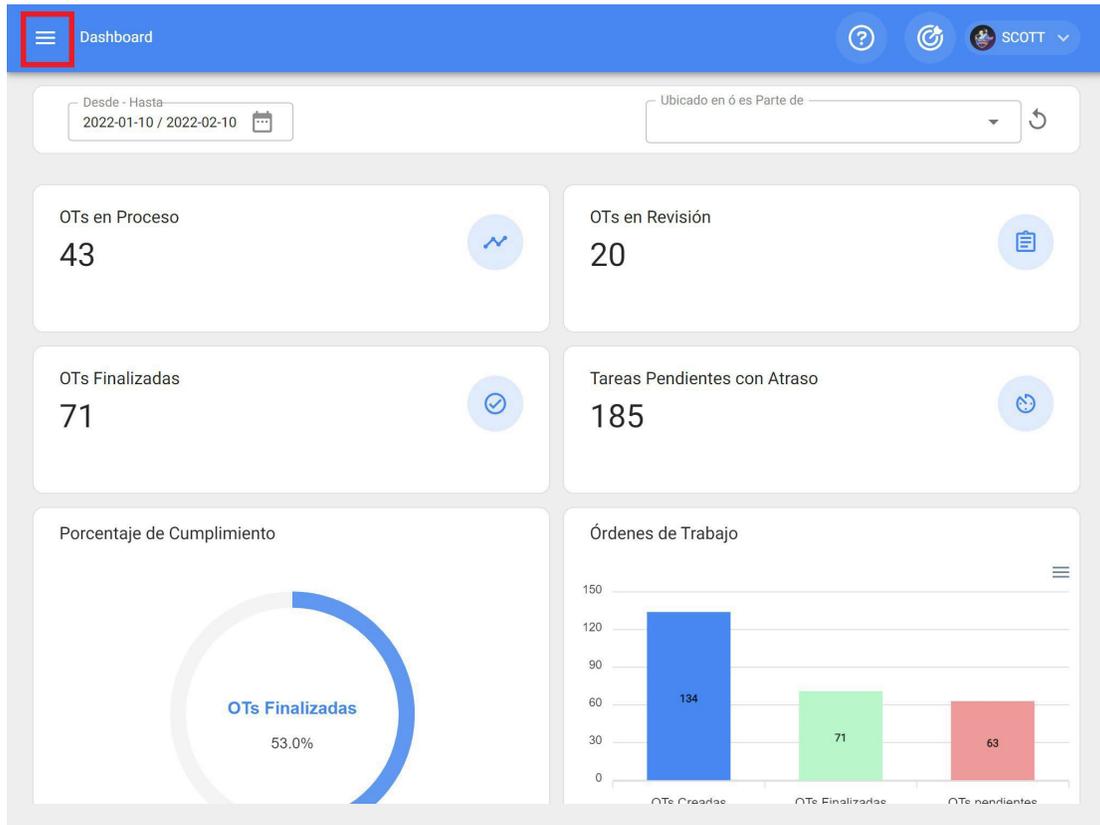
# How to enter the meter module?

[help.fractal.com/en/articles/6000490-what-is-a-meter-and-how-to-enter-the-meter-module](https://help.fractal.com/en/articles/6000490-what-is-a-meter-and-how-to-enter-the-meter-module)

In this module you can have a complete traceability of all meter readings associated with the assets, along with the registration and control of the triggering of related work management.



To enter the module, you must first click on the menu button that you will find on the top left of the main header bar of the platform and display the Monitoring menu, so that the system will show you the different sub-modules.

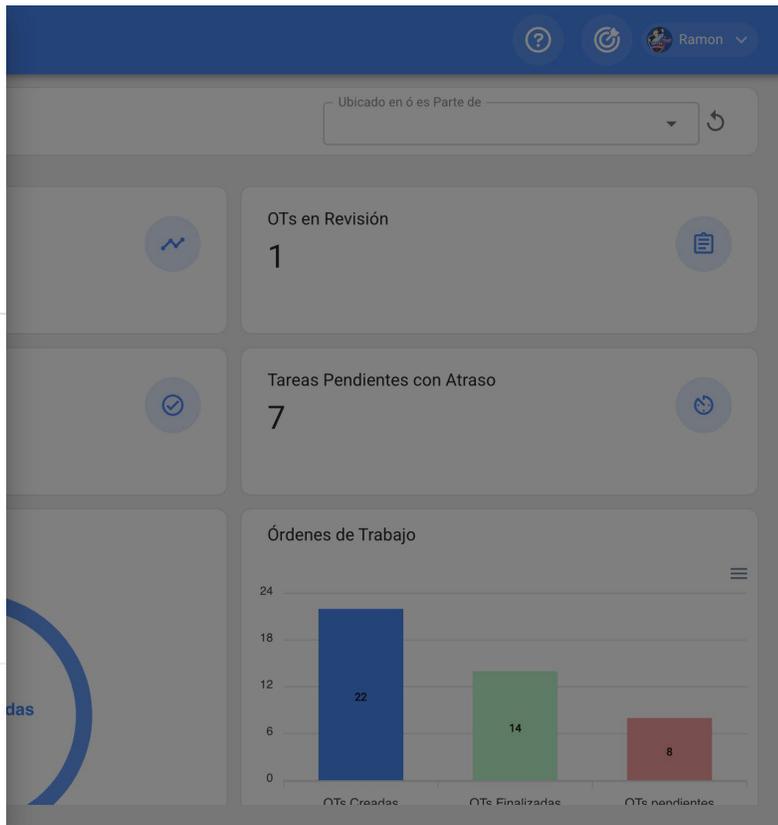


fractal one

**HEROES**

Ramon Toro  
 ramon.toro@fractal.com  
 Fractal Proyectos, Servicios y Educación  
 4.5.41

- Catálogos
- Almacenes
- Tareas
- Monitoreo**
- Medidores
- Fractal Box
- Fractal On Board
- Automatizador
- Inteligencia de Negocio
- Disco Virtual



When the menu is displayed, you will find the following sub-modules:

- ◆ **Meters**

- ◆ **Fracttal Box**
- ◆ **Fracttal On Board**

Then, just click on "Meters" and the system will finally display the meters created in the system.

The image shows a screenshot of the Fractal ONE dashboard. On the left is a navigation menu with the following items: Catálogos, Almacenes, Tareas, Monitoreo, **Medidores** (highlighted with a red box), Fractal Box, Fractal On Board, Automatizador, Inteligencia de Negocio, and Disco Virtual. The main dashboard area displays several metrics: 'OTs en Revisión' with a value of 1, 'Tareas Pendientes con Atraso' with a value of 7, and a bar chart titled 'Órdenes de Trabajo' showing 22 created, 14 finalized, and 8 pending orders.

Categoría	Valor
OTs en Revisión	1
Tareas Pendientes con Atraso	7
Órdenes de Trabajo Creadas	22
Órdenes de Trabajo Finalizadas	14
Órdenes de Trabajo Pendientes	8

Monitoreo Medidores

Buscar...

SCOTT

VISTA LISTA

Total: 419

<input type="checkbox"/>	Ubicado en ó es Parte de	Descripción Sensor / Medidor	Númer
<input type="checkbox"/>	SONDA DIAMANTINA { CH1-133 }	Temperatura motor	1-133-T
<input type="checkbox"/>	ELICATE SACA SEGURO KNIPEF INTERIOR RECT...	multimetro	
<input type="checkbox"/>	Bomba 1 - Gral Jofre { }	multimetro	
<input type="checkbox"/>	ELICATE SACA SEGURO KNIPEF INTERIOR RECT...	multimetro	
<input type="checkbox"/>	MONTAJE RODAMIENTOS SKF INDUCTOR TIH-0...	multimetro	
<input type="checkbox"/>	MONTAJE RODAMIENTOS SKF INDUCTOR TIH-0...	multimetro	
<input type="checkbox"/>	BOMBA HIDRAULICA { }	multimetro	
<input type="checkbox"/>	BOMBA HIDRAULICA { }	multimetro	
<input type="checkbox"/>	SECCION 2	Horometro Sistema	Sau15

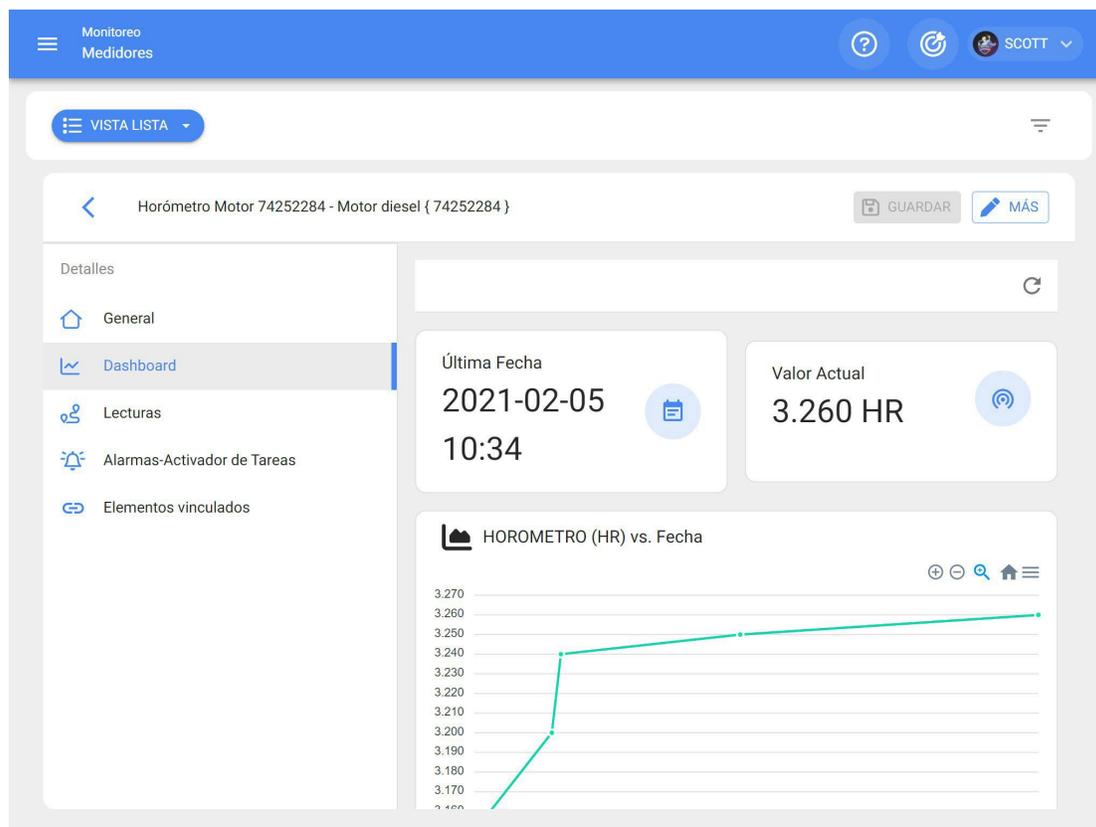
# Types of meters : Fractal One

[help.fractal.com/en/articles/6000513-types-of-meters](https://help.fractal.com/en/articles/6000513-types-of-meters)

In Fractal there is the possibility of adding two types of meters, depending on their nature of registration:

## Meters Meters or Accumulators

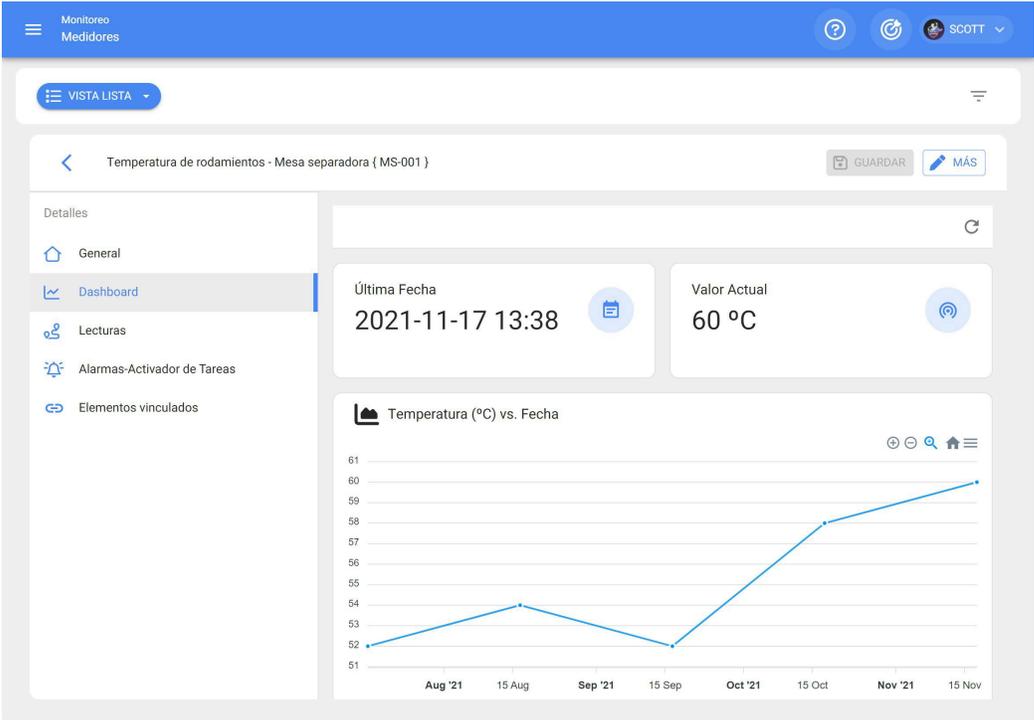
The meter counters or accumulators, as their name indicates, are meters that allow to register readings in an ascending way according to the accumulated of previous registers. Some examples of this type of meter are the accumulated mileage readings of a vehicle or the accumulated operating hours of a machine.



## Non Accumulator Meters

Non-accumulator meters are meters that only register the momentary value of the reading, where the reading may fluctuate or oscillate over time. Some examples of this type of meters may be

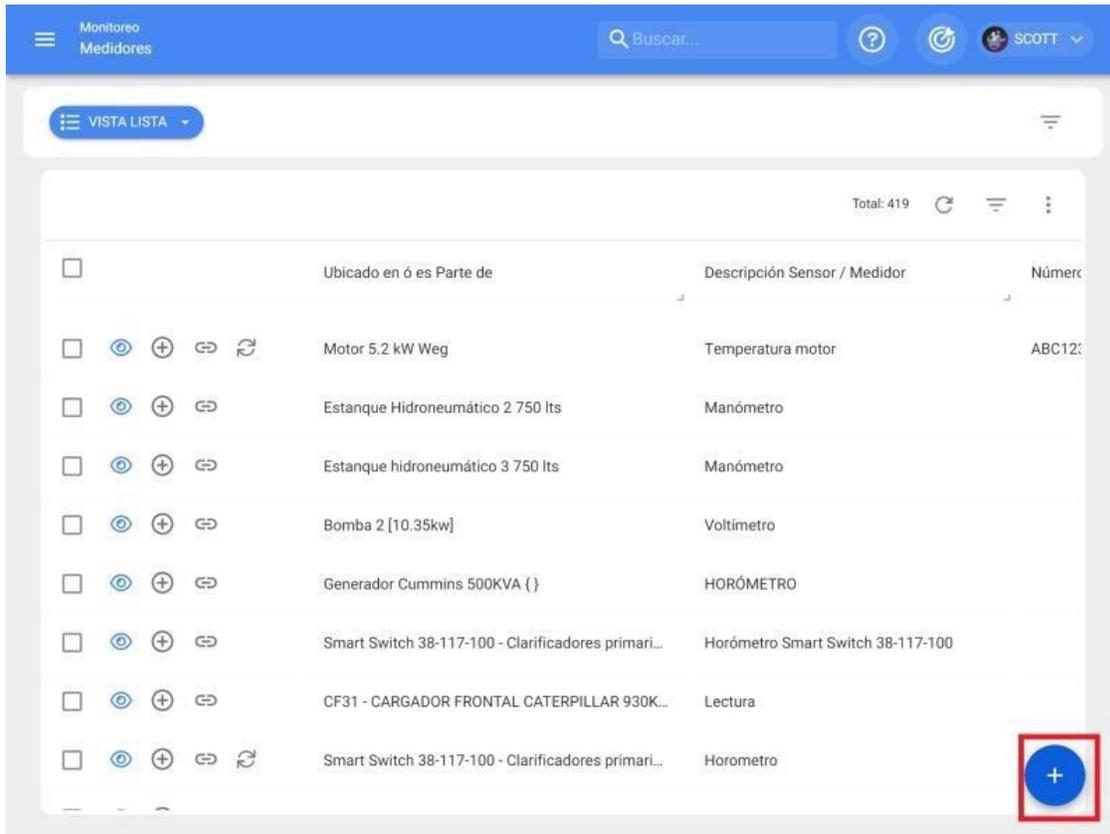
The temperature records of a refrigerated room which may vary over time or the recording of variables such as voltage and amperage of an equipment which may vary depending on the operating conditions.



# How to create a new meter?

[help.fractal.com/en/articles/6000522-how-to-create-a-new-meter](http://help.fractal.com/en/articles/6000522-how-to-create-a-new-meter)

To create a new meter, click on the add symbol at the bottom right of the window.



Then, the system will display a new window asking you to complete certain information from the general tab:

- **Depends on another meter:** Option to indicate if this meter depends on the reading of a parent meter.
- **Located in or is part of:** Option that allows you to link the meter to the asset to which you want to record readings.
- **Sensor/Meter Description:** Name that the meter or sensor will have in the system.
- **Serial:** Option to add a serial number associated to the meter (not mandatory).
- **Unit:** Catalog in which the unit of measurement of the readings must be selected.
- **Non-accumulator/non-accumulator:** Option to identify whether the meter is an accumulator or a non-accumulator. In case the option is enabled, the system will display other options for the previous historical record of the meter (Last value recorded, calculate average, date of last value recorded).

Finally, after completing the required information, click on the "Save" option to create the meter in the system.

Monitoreo Medidores

VISTA LISTA

ODOMETRO - CAMIONETA HPDY-98 { }

GUARDAR MÁS

Información  
Tiene cambios pendientes por guardar!

Detalles

General

Dashboard

Lecturas

Alarmas-Activador de Tareas

Elementos vinculados

Ubicado en ó es Parte de  
CAMIONETA HPDY-98 { }

Descripción Sensor / Medidor  
ODOMETRO

Serial

Unidad  
KILOMETROS

Es Contador / Acumulador

Último Valor  
12.300

Fecha  
2022-02-01

Calcular Promedio  
 Automático

Promedio Mensual  
0

**Note:** New meters can also be created from the work management plan module, when linking an asset to that plan, as long as the plan is subject to a trigger or subtask with meter registration.

# What information does a meter display?

[help.fractal.com/en/articles/6000533-what-information-shows-a-meter](https://help.fractal.com/en/articles/6000533-what-information-shows-a-meter)

To enter a meter that has already been created, just click on it and the system will display a new window with all the options that are offered and where the following are available:

The screenshot shows a web interface for configuring a meter. The top navigation bar includes a menu icon, the text 'Monitoreo Medidores', a help icon, a refresh icon, and a user profile 'SCOTT'. Below the navigation bar is a 'VISTA LISTA' button. The main content area is titled 'ODOMETRO - CAMIONETA HPDY-98' and includes 'GUARDAR' and 'MÁS' buttons. A sidebar on the left is highlighted with a red box, containing the following menu items: 'General' (selected), 'Dashboard', 'Lecturas', 'Alarmas-Activador de Tareas', and 'Elementos vinculados'. The main configuration area contains the following fields and controls:

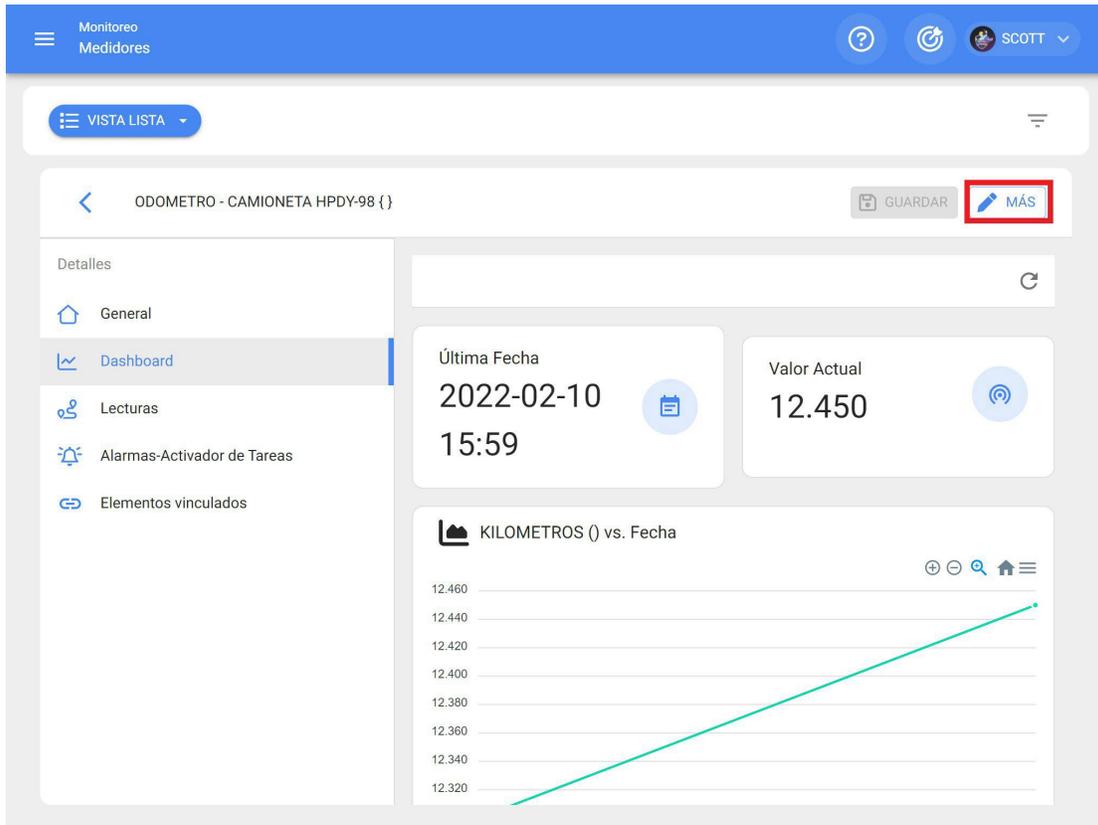
- 'Ubicado en ó es Parte de': CAMIONETA HPDY-98 { }
- 'Descripción Sensor / Medidor': ODOMETRO
- 'Serial':
- 'Unidad': KILOMETROS
- 'Es Contador / Acumulador':
- 'Último Valor': 12.300
- 'Fecha': 2022-02-01
- 'Calcular Promedio':  Automático
- 'Promedio Mensual': 0

- **General:** Tab where you will find the basic information associated with the meter.
- **Dashboard:** Graphical panel where you can quickly view the meter's records, together with their average and accumulated values.
- **Reading:** Table showing all recorded reading histories, source of the reading and whether the reading triggered any task.
- **Alarms-Task Trigger:** Tab where you can view the readings that have triggered work management, together with their next activation.
- **Linked elements:** Tab where you can see in detail to which plan the meter is associated, together with its respective triggers by reading and by subtasks.

# How to add a new reading?

[help.fractal.com/en/articles/6000536-as-add-a-new-reading](https://help.fractal.com/en/articles/6000536-as-add-a-new-reading)

To add a reading directly on the meter, just click on "MORE" to display a menu of options.



Then, click on "Add a Meter Reading" for the system to display a registration window for the new reading.

Monitoreo Medidores

VISTA LISTA

ODOMETRO - CAMIONETA HPDY-98 {}

Detalles

- General
- Dashboard
- Lecturas
- Alarmas-Activador de Tareas
- Elementos vinculados

Última Fecha  
2022-02-10 15:59

Valor Actual  
12.450

KILOMETROS () vs. Fecha

Fecha	Valor (Kilómetros)
2022-02-10 12:32:00	12.320
2022-02-10 12:34:00	12.340
2022-02-10 12:36:00	12.360
2022-02-10 12:38:00	12.380
2022-02-10 12:40:00	12.400
2022-02-10 12:42:00	12.420
2022-02-10 12:44:00	12.440
2022-02-10 12:46:00	12.460

Agregar una Lectura del Medidor  
 Eliminar Última Lectura  
 Reiniciar Contador / Acumulador

Monitoreo Medidores

VISTA LISTA

ODOMETRO - CAMIONETA HPDY-98 {}

Detalles

- General
- Dashboard
- Lecturas
- Alarmas-Activador de Tareas
- Elementos vinculados

Última Fecha  
2022-02-10 15:59

KILOMETROS () vs. Fecha

Agregar una Lectura del Medidor

Fecha  
2022-02-10 16:03

Valor  
12.980

Lectura como historial, no afecta los activadores de tareas

**Note:** The "Read as history, does not affect work management triggers" option is used to record old readings without affecting work management triggers since, if the option is not enabled, the system will not allow

register readings lower than the last reading registered in the system.

# What is a Fracttal X?

---

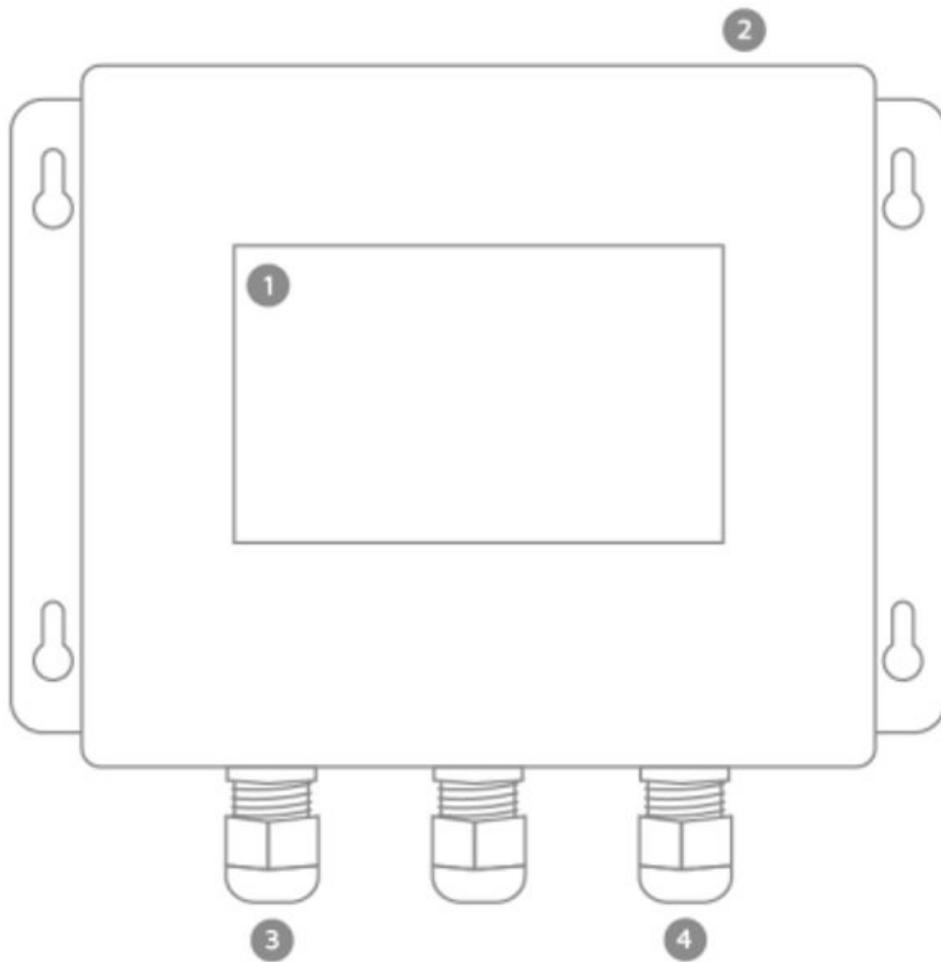
 [help.fracttal.com/en/articles/6717682-what-is-a-fracttal-x](https://help.fracttal.com/en/articles/6717682-what-is-a-fracttal-x)

Fracttal X Digital Input model, is an IoT device that allows to monitor ON/OFF inputs and machine status, in the Fracttal One meter dashboard, recording events of stop status, machine trigger status, related asset such as: a motor, an actuator or parts of interest subjected to a work, it is equipped with 6 digital inputs at 24VDC.

Its IoT technology allows monitoring, alerts, alarms and notifications, oriented to the generation of maintenance protocols in the Fracttal One platform.

It consists of the following parts:

1. Touch screen
2. Wifi Antenna
3. Digital entry port
4. AC cable



You can find more information at: <https://www.fractal.com/es/fractal-x>

# Fracttal X | Fracttal One Installation

---

 [help.fracttal.com/en/articles/6717730-installation-of-fracttal-x](https://help.fracttal.com/en/articles/6717730-installation-of-fracttal-x)

## Precautions:

---

1. Verify that the equipment is in perfect physical condition, with no scratches on the screen, or bumps or deformations on the casing.
2. Verify that no part of the equipment is loose.
3. Ensure that the installation site does not receive direct sunlight or water, this equipment is not waterproof.
4. Handle the equipment with care, a fall may result in damage to the display, housing or internal components of the equipment.
5. This equipment is powered through a power cable that can be connected to an electrical source from 100 VAC to 2.
6. The installation site must have an electrical outlet no more than 1.30 meters away from the equipment, and must be of the characteristics mentioned in the previous point.
7. The equipment requires access to wifi connection, ensure that the place where you are going to anchor the equipment has unrestricted wifi network coverage.

## Tools and preparation of the installation.

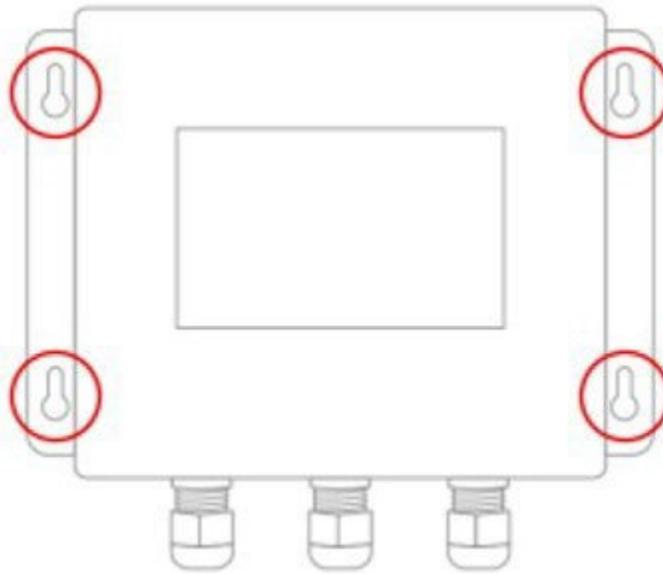
---

To perform the installation you will need the following tools:

1. A drill.
2. A ¼ in wall drill bit, use shortening chaso for the drill bit, use 6mm screw.
3. A screwdriver for assembly.

To anchor the Fracttal X to the wall you must drill 4 holes where you are going to anchor the unit, these holes must coincide with the holes that are in the anchoring fins of the central unit, as shown in the following image:

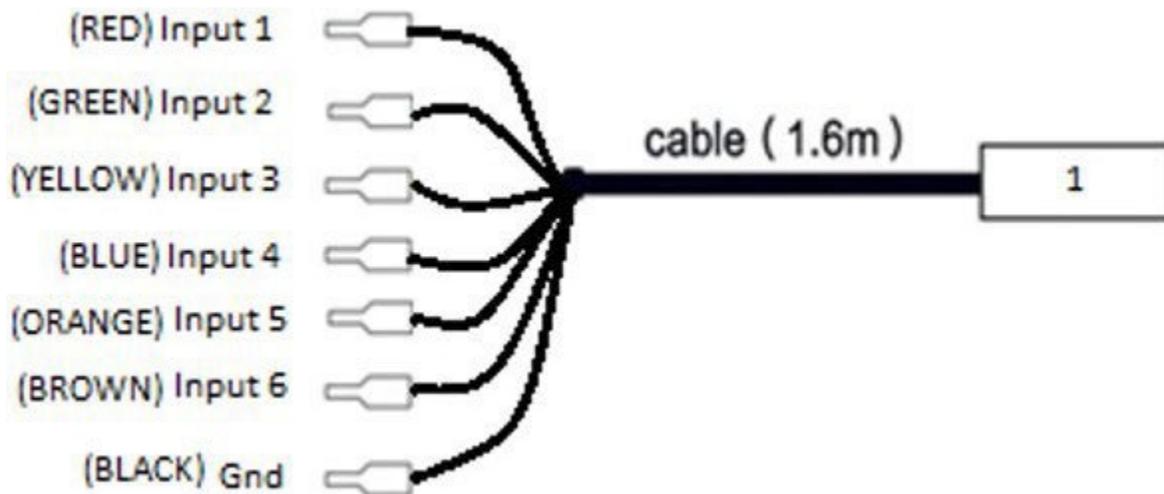




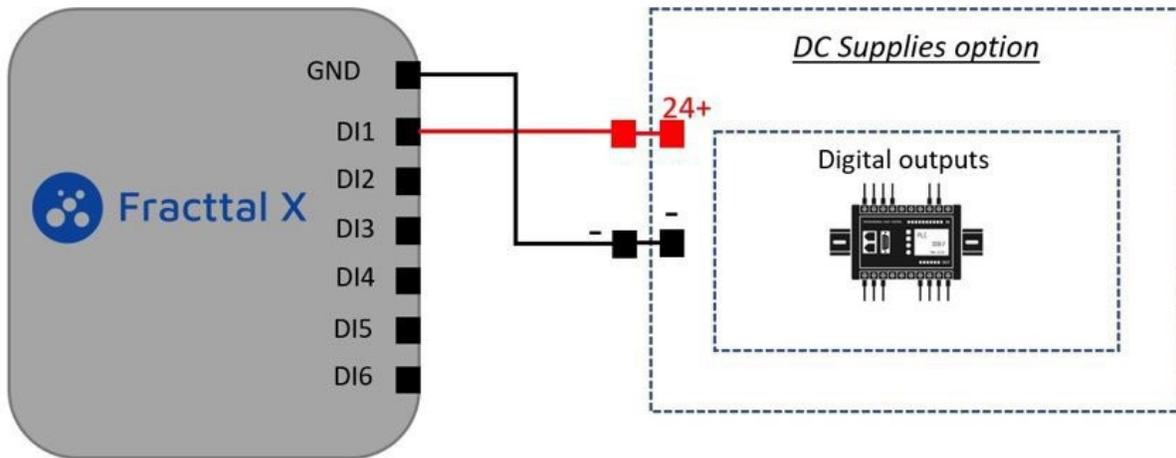
**Note:** After drilling the holes in the surface, insert the 4 holes and proceed with the installation of the central unit with the screws.

## Installation of entry peripherals

It has 6 digital inputs at 24 VDC, related by the color of their wires as shown in the following image:



- ◆ Cable 1: 6 24VDC digital inputs - BLACK: GND
- ◆ identified in black color.



**Note:** Polarize the entry with an industry standard 24 VDC supply.

## Fractal communication ports

The port settings are visible on the physical label with the port configuration path in Fractal.

# FRACTTAL X DIGITAL INPUT fracttal

## Sensor 0: Task activator

**Port 1: Red**

**Port 2: Green**

**Port 3: Yellow**

**COM Terminal: Black**

**Port 4: Blue**

**Port 5: Orange**

**Port 6: Brown**

# How to set up communication between Fracttal X and Fracttal One

---

 [help.fracttal.com/en/articles/6717821-how-to-configure-communication-between-fracttal-x-and-fracttal-one](https://help.fracttal.com/en/articles/6717821-how-to-configure-communication-between-fracttal-x-and-fracttal-one)

The following provides the procedure for communication and data transfer settings between our Fracttal X device and Fracttal One, the intelligent maintenance platform:

## **Monitoring module**

Login to Fracttal One account, select the Monitoring module, to continue click on the Fracttal X icon, as shown in the following image.

---

Catálogos	▼
Almacenes	
Tareas	▼
Monitoreo	▲
 Medidores	
 Fractal X	
 Fractal Onboard	

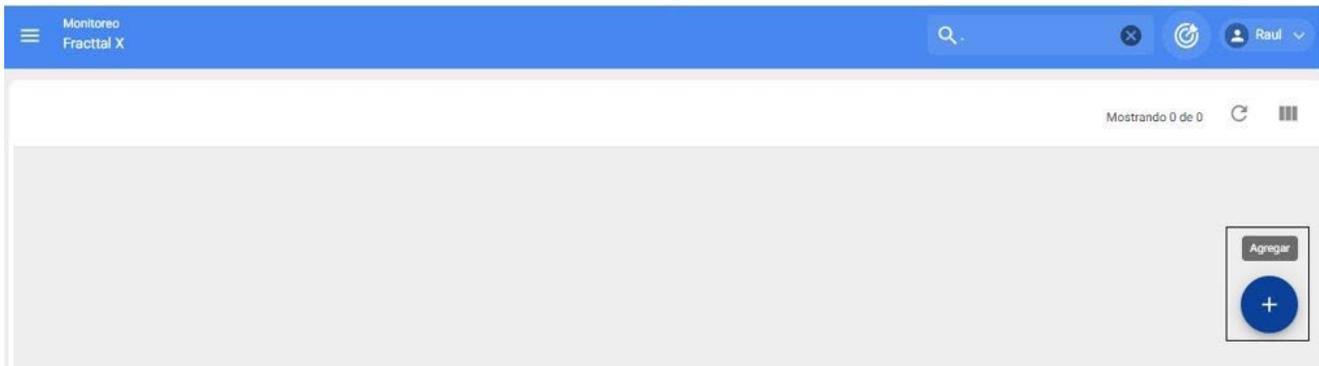
---

Automatizador	
Inteligencia de Negocio	▼
Disco Virtual	
Solicitudes	▼

**Note:** Your business account must have the meter module active to perform this operation.

**Enter new Fractal X**

In the following window you will find the list of active Fracttal X devices in the enterprise account. To enter a new Fracttal X click on the add icon, as shown in the following image.



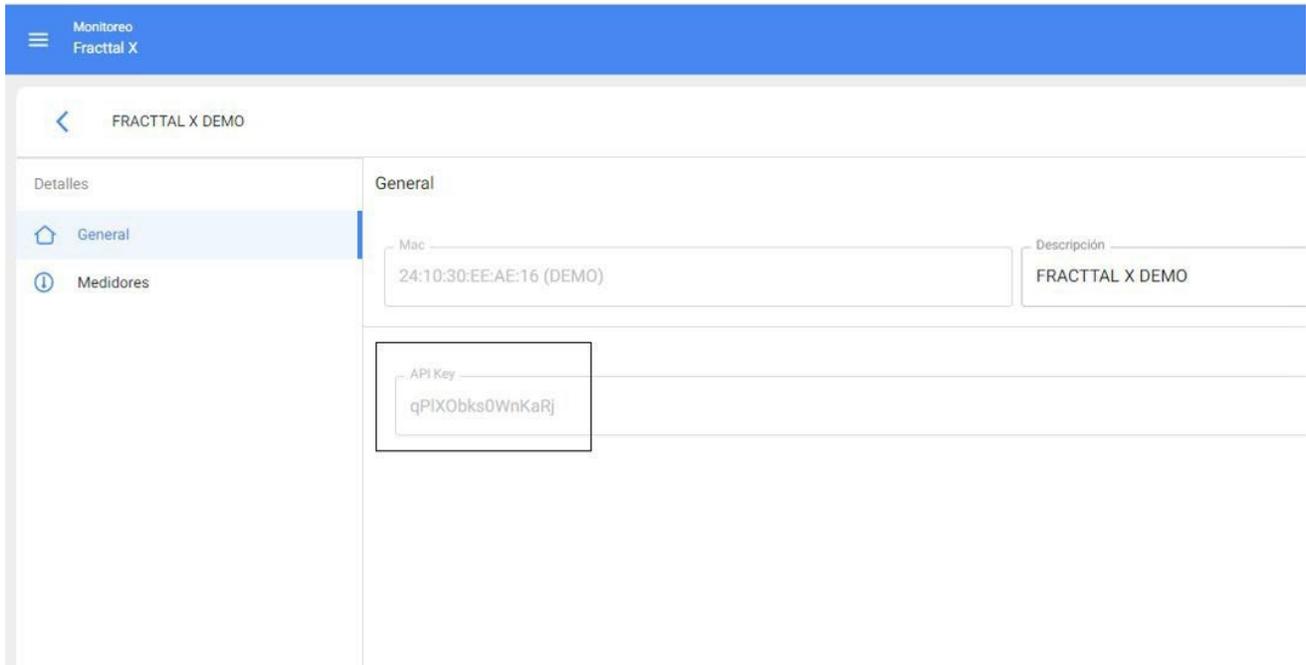
Click on the MAC tab to activate an auxiliary window on the right side to select the Fracttal X device available for registration, identified with its MAC, then add the description of the IoT device and click on save to finish.



**Note:** Your company must have active Fracttal X devices in order to select the device's MAC.

## Meter API code

In the general information of the selected Fracttal X device, the API code of the meter will be available to perform the integration. The use of the API will be necessary to enter it in the Fracttal X configuration page, which we will see in the following section.



**Note:** The API code is required to display data on Fractal meters and must be associated with its corresponding MAC.

## Add new meter

---

By clicking on Meters in the Monitoring module of the Fractal One main menu, using the add icon, you will see the window to create a meter, as shown in the following image. Create the meter with topology in easy to identify description including the type of sensor or variable of the meter.



Nuevo(a)

GUARDAR

Descripción Sensor / Medidor

FRACTTAL X - DEMO SENSOR 1

Depende de otro medidor



Ubicado en ó es Parte de



Motor de pruebas { 0123456789 }



Serial

MAC

Unidad



Unidad no puede estar en blanco

Es Contador / Acumulador

**Note:**

1. **Depends on another meter:** It is optional, it is not necessary to make this operation.
2. **Located in or is part of:** The asset or part to associated with the meter must be selected.
3. **Serial field:** It is optional to make reference to the MAC identification of the meter.
4. **Unit selected:** ESselects from the catalog of units according to sensor.

5. **Counter/ Accumulator:** Used to monitor cumulative variables such as mileage or hour meter.

## **Meter settings**

---

Selecting the meter tab, we will have available the meter created later in the add new meter section, the associated data will be loaded as shown in the following image, to continue with the configuration we select the type of sensor and port number. The port configuration information is physically available on the Fractal X device label, to finish we click on save.

Medidor

FRACTTAL X - DEMO - INPUT 1



Ubicado en ó es Parte de

Motor de pruebas {0123456789}

Número de Serial

MAC (DEMO)

Unidad

DIGITAL

Tipo

Digital



Análogo

Digital

Número

1

Es Contador / Acumulador

GUARDAR



**Note:**

- 1:** The use of easily identifiable meter topology is recommended,
- 2:** The type of sensor selected must be in accordance with the Fractal X model and its corresponding ports and available sensors,

# Operation of my Fractal X device

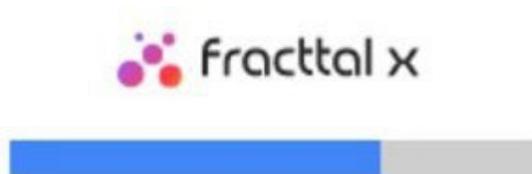
---

 [help.fractal.com/en/articles/6718391-start-up-and-operate-my-device-fractal-x](https://help.fractal.com/en/articles/6718391-start-up-and-operate-my-device-fractal-x)

## Turning on my Fractal X device

---

Connect the equipment to a power source that complies with the power supply characteristics. The equipment turns on automatically, the system self-test screen will appear with the Fractal X logo and a bar indicating the start-up process, as shown in the following image.



After finishing the power-on self-test, the initial screen will be displayed. Where we can observe the entry values recorded by the device and navigate the GUI of the device.



The unit will display the ON/OFF trigger on the screen.

OFF/ Red to indicate that the input signal is not active ON/ Green to indicate that the input signal is active

# Fracttal X | Fracttal One settings

[help.fracttal.com/en/articles/6719620-configuration-of-fracttal-x](http://help.fracttal.com/en/articles/6719620-configuration-of-fracttal-x)

To configure the equipment it is necessary to have a wifi network connection device and an internet browser. The configuration can be done using a tablet, a smartphone or a laptop, follow the steps described below in detail.

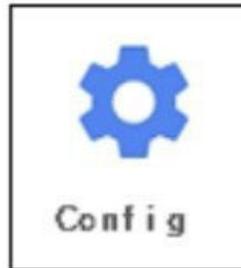
## Step 1

Press the Fracttal X icon located at the top left of the device screen. The settings and reports screen will be displayed.



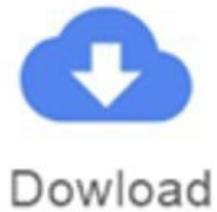
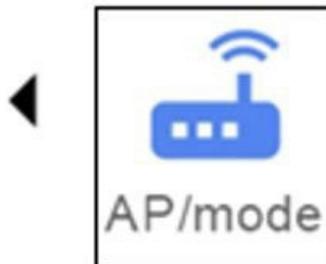
## Step 2

Press the settings icon as shown in the following image to continue.



**Step 3**

Press the AP/ mode icon as shown in the following image. To generate the Fractal X device network.



**Step 4**

Subsequently, you will see the host screen with the FRACTTAL X domain name criteria and the IP address from the configuration page.



Connect to this wifi network:

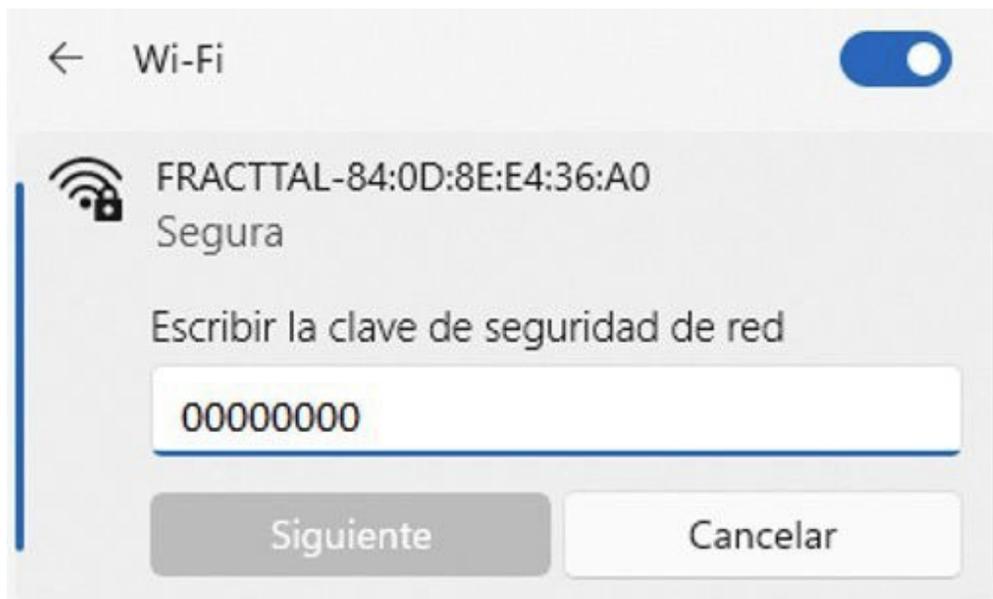
**FRACTTAL X + MAC**

Enter the following IP address:

**192. 168. 4. 1**



By entering the wifi network settings of a device such as a tablet, smartphone or laptop, the Fractal X network will be available. Below is an example of the available network of a FRACTTAL X + MAC device: 84:0D:8E:E4:36:A0, this ID number is unique for each device.



# Web page settings for Fractal X device

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 [help.fractal.com/en/articles/6719891-configuration-of-web-page-for-fractal-device-x](https://help.fractal.com/en/articles/6719891-configuration-of-web-page-for-fractal-device-x)

After establishing the connectivity of your device to the Fractal X generated network. Open the internet browser on your device and type in the navigation bar the IP address 192.168.4.1, exactly as shown in the image, click on the enter key and the Fractal X configuration page will be displayed.

*Wifi*

**SSID:**

**Password:**

*Auxiliary Modem*

None

*Configuracion*

**Zona:**

(GMT) Western Europe Time, London, Lisbon, Casablanc

**Muestreo:**

3600

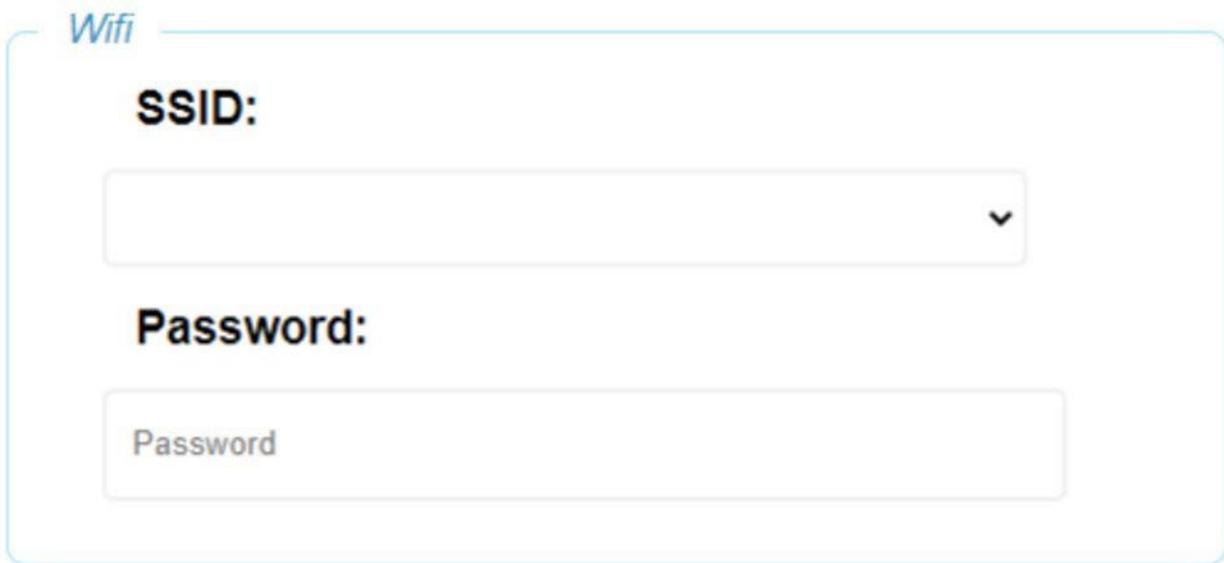
**Nombre:**

**Api:**

- **SSID:** Set the working wifi network for the Fractal X, i.e. the wifi network designated for the IoT device. Select the tab in the SSID field as shown in the following image, the wifi networks available for connection will appear,

then enter the network password, if you do not have a password leave the field blank.

To connect to the internet via ethernet or GSM, the equipment must have the hardware available, select the network option and skip entering your wifi credentials.



The image shows a 'Wifi' configuration form. It has a title 'Wifi' in blue. Below the title, there are two fields. The first field is labeled 'SSID:' and is a drop-down menu with a small downward arrow on the right side. The second field is labeled 'Password:' and is a text input field with the placeholder text 'Password' inside.

• **Geographic zone:** Next, the geographic zone where the device will be located must be configured, this will help Fractal X to configure its internal time according to its geographic location, with this configuration the data will be established in the Fractal One platform. Selecting the drop-down list of the field, you will see the time zones available for configuration.

## Configuración

### Zona:

(GMT) Western Europe Time, London, Lisbon, Casablanc ▼

### Muestreo:

3600

### Nombre:

### Api:

•**Sampling time:** This field allows configuring the number of seconds that the equipment will take to send data to the Fractal One platform.

## Configuración

### Zona:

(GMT) Western Europe Time, London, Lisbon, Casablanca ▼

### Muestreo:

3600

### Nombre:

### Api:

**NOTE:** Minimum sampling times of 1 hour are recommended.

•**Fractal X Name:** Set a name for the device, it is recommended that you choose a name with easily identifiable typology, related to sensor, installation site or monitored asset.

*Configuracion*

**Zona:**

(GMT) Western Europe Time, London, Lisbon, Casablanc ▼

**Muestreo:**

3600

**Nombre:**

**Api:**

**Api Code:** This allows communication with Fracttal X and transmits the data from the IoT devices to the Fracttal One CMMS software. To communicate between the devices and the platform it is necessary to enter the Api code, which is an alphanumeric text composed of 21 characters. The code will be active and visible in Fracttal One, in the monitoring module as seen in the previous section on entering a new Fracttal X.

When the user acquires Fracttal X, his local Fracttal provider will follow up and implement the activation.

## Configuracion

### Zona:

(GMT) Western Europe Time, London, Lisbon, Casablanc ▼

### Muestreo:

3600

### Nombre:

### Api:

# Alarm configuration in Fracttal device X

[help.fracttal.com/en/articles/6725395-configuration-of-alarms-on-device-fracttal-x](http://help.fracttal.com/en/articles/6725395-configuration-of-alarms-on-device-fracttal-x)

The alarm configuration allows Fracttal X to send data to the platform, skipping the sampling time when the threshold is reached. Fracttal X is also equipped with a buzzer to activate the audible alarm on site when the programmed condition is met.

HIGH alarm: High alarm value limit HIGH alarm:

High alarm value limit LOW alarm: Low alarm

IN\_1

## Alarm H

## Alarm L

## Scaling High

## Scaling Low

**NOTE:** Configure the available inputs or sensors according to Fracttal X model, for digital 1 logic alarm set the value to 0.9.

When you finish the settings press the SAVE button at the bottom of the web page to save the changes click OK and we are almost ready to transmit.

*Admin*

**clave:**

**Password:**

SAVE

192.168.4.1 dice

Save

Aceptar

**NOTE:** If at the moment of pressing the SAVE button, the Accept window is not active, validate that the equipment is in AP/MODE screen, otherwise go back to enter and perform the configuration again.

This last step allows us to restart the equipment, by applying this process all the settings made will be saved in the internal memory of the Fractal X, thus the equipment will start working on these settings. To do this, it is necessary to press the lightning bolt icon located at the bottom right of the screen.



Connect to this wifi network:

**FRACTTAL X + MAC**

Enter the following IP address

**192.168.4.1**

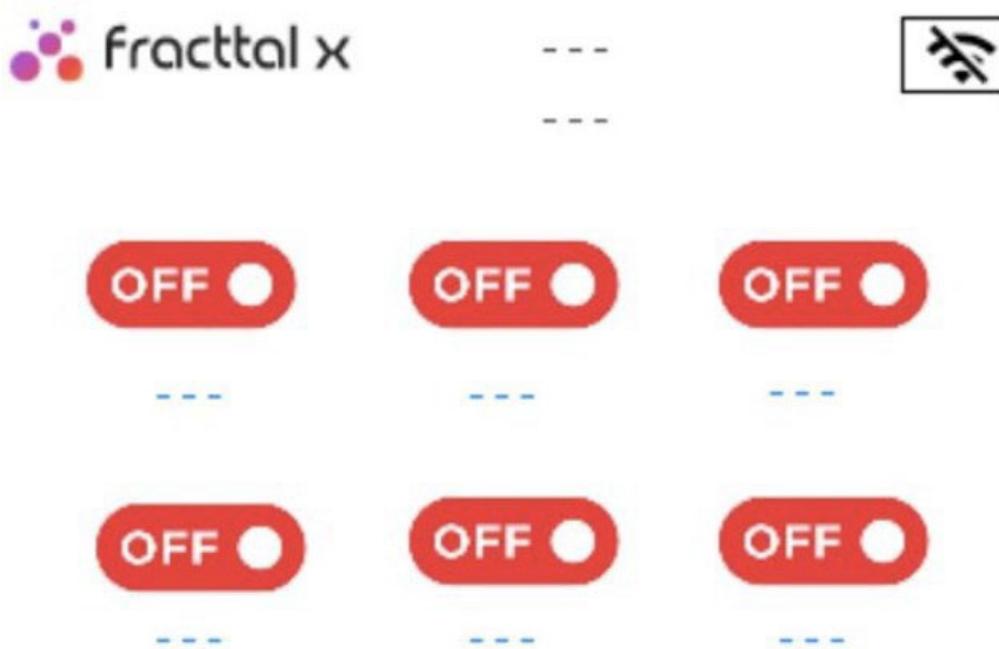


**NOTE:** The equipment will restart automatically.

# Verification of Fractal device configuration x

 [help.fractal.com/en/articles/6725625-fractal-x-device-configuration-checks](https://help.fractal.com/en/articles/6725625-fractal-x-device-configuration-checks)

To validate the correct network configuration of the equipment, click on the wifi network icon located at the top right of the screen.



Next, you will see the device information screen. Here we can consult the correct and current configuration of the Fractal X device, such as the MAC of the device, device model, IP address, Wifi network, current firmware version of the device and screen.



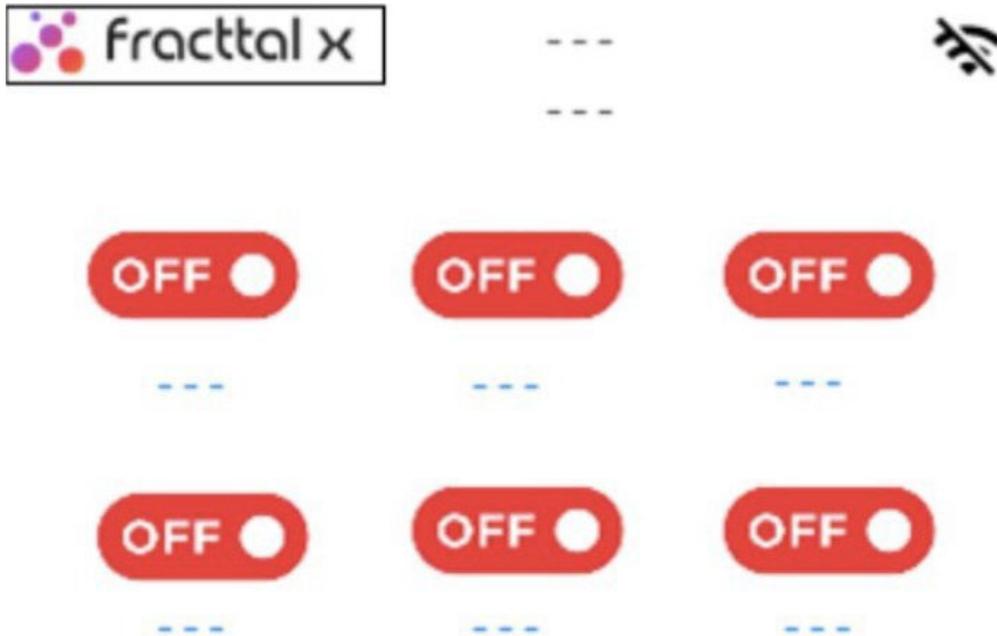
MAC:	C4: 11: EA: EE: C7: 68
IP:	192.168.4.125
NET:	FRACTTAL X
VERSION:	DIGITAL 2.0.0
DISPLAY:	1.0.0

**NOTE:** The device MAC is the unique identification number for each device.

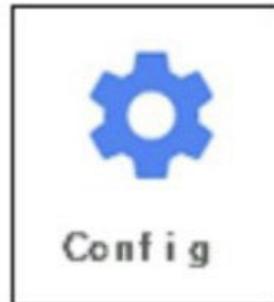
# How to reset a Fractal X device to factory settings.

[help.fractal.com/en/articles/6725627-how-to-reset-to-factory-meters-a-fractal-device-x](https://help.fractal.com/en/articles/6725627-how-to-reset-to-factory-meters-a-fractal-device-x)

1: Click on the Fractal logo located at the top left of the device screen. Next, the screen with the settings and reports icon will come into view.



2: To reset to factory default, press the configuration icon as shown in the following image, to generate report to Fractal, press the Manual data icon this allows to generate real time event of the IoT devices.



3. You will see the settings screen. Press the reset icon on the right side to enter the factory reset confirmation screen.



4. Pressing the Reset icon again will return the equipment to factory mode or default settings, the system will restart automatically.



Return to factory state

# How to configure the automatic updates of a Fracttal X device.

 [help.fracttal.com/en/articles/6725647-how-to-configure-automatic-updates-on-a-fracttal-x-device](https://help.fracttal.com/en/articles/6725647-how-to-configure-automatic-updates-on-a-fracttal-x-device)

Fracttal X, has the ability to perform updates automatically, at the time of performing this operation will be displayed on screen Updating firmware, it is recommended not to turn off or disconnect the equipment while the update is performed, the download time is approximately 5 minutes depending on the quality of the network.

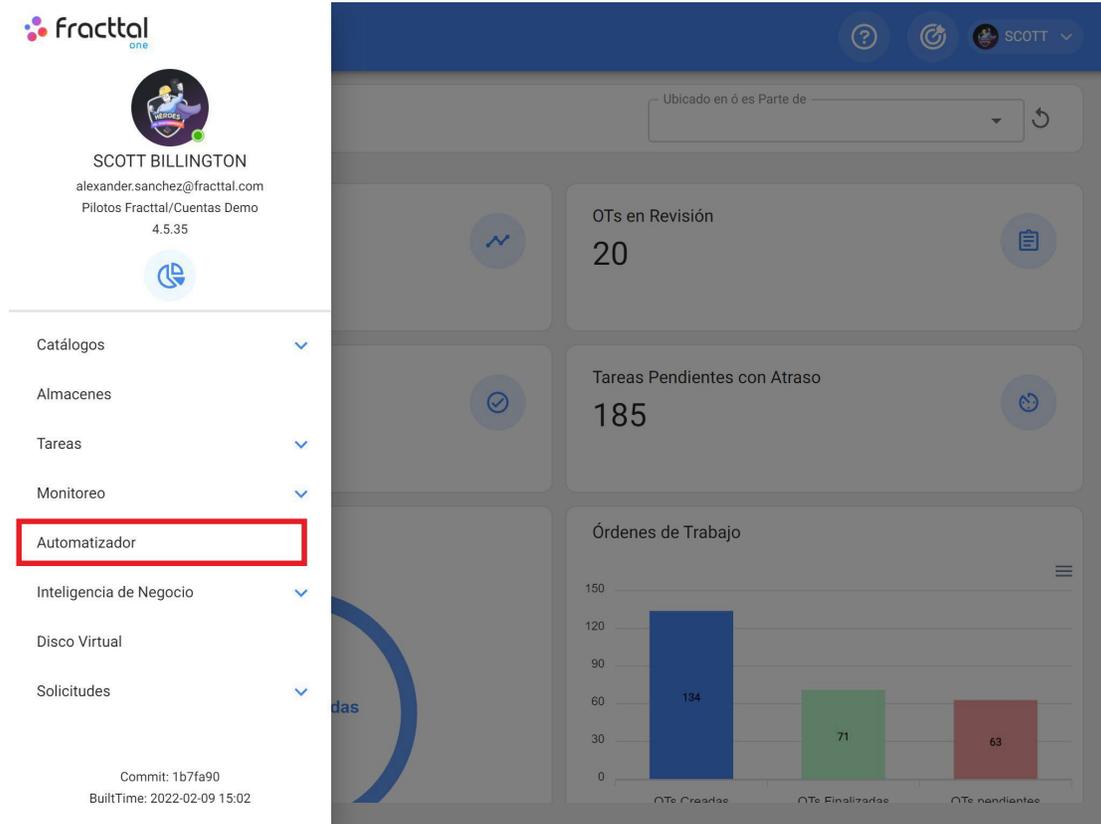


Updating firmware

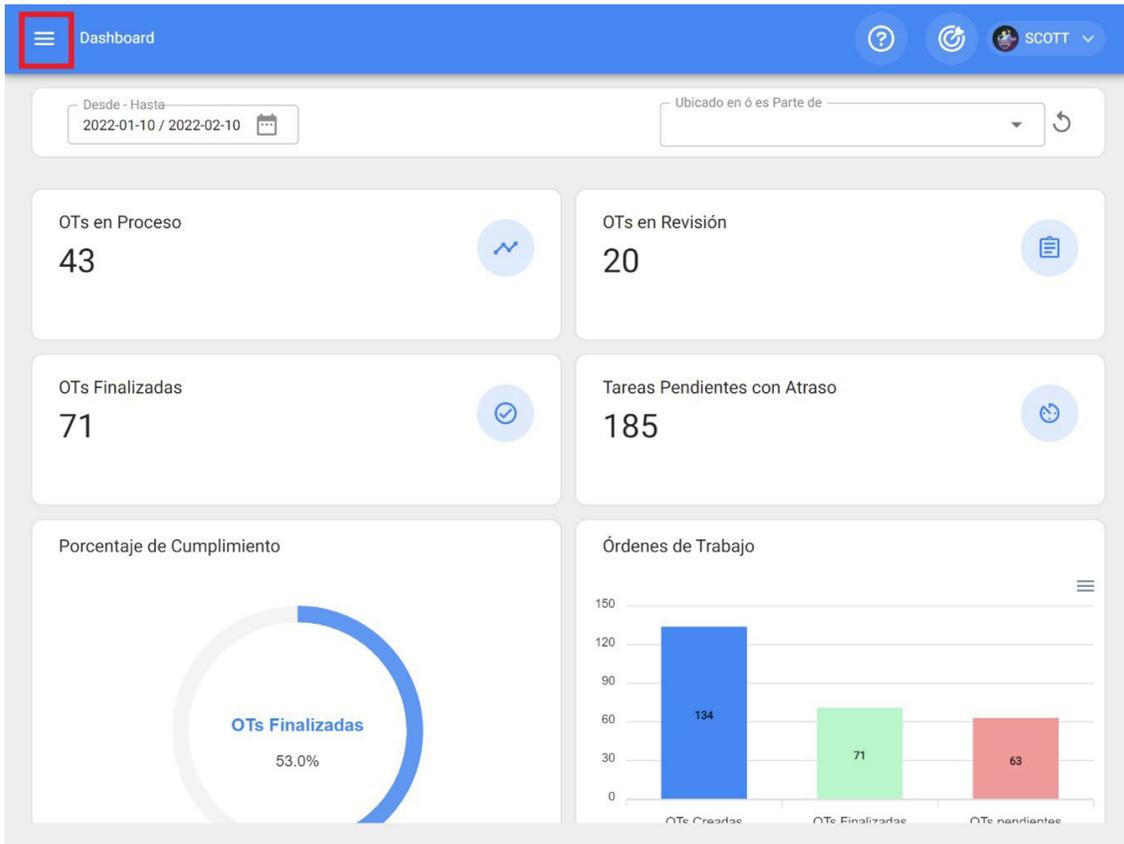
# How to enter the module?

[help.fractal.com/en/articles/6000401-what-is-the-dispatcher-and-how-to-enter-the-module](https://help.fractal.com/en/articles/6000401-what-is-the-dispatcher-and-how-to-enter-the-module)

In this module you will be able to create logical rules that will allow you to customize the sending of notifications through e-mails, depending on the conditions and actions that you establish for the execution of these rules.



To enter the Dispatcher module, you must go to the main menu, drop down the options and then click on "Dispatcher" so that the system redirects you to the module in question.



Fractal one



**SCOTT BILLINGTON**  
alexander.sanchez@fractal.com  
Pilotos Fractal/Cuentas Demo  
4.5.35

- Catálogos
- Almacenes
- Tareas
- Monitoreo
- Automatizador**
- Inteligencia de Negocio
- Disco Virtual
- Solicitudes

Commit: 1b7fa90  
BuiltTime: 2022-02-09 15:02

SCOTT

Total: 5

- Evento
- Orden de trabajo en revisión
- Orden de trabajo en revisión
- Nueva Solicitud
- Nueva Solicitud
- Nueva OT

ALBERT TURNO 1

t Turno 2

+

Automatizador

Total: 8

<input type="checkbox"/>	Descripción	Evento
<input type="checkbox"/>	GARANTIA A VENCER EQUIPO CRITICO	Caducidad de una garantía
<input type="checkbox"/>	tareas en revisiòn	Orden de trabajo en revisión
<input type="checkbox"/>	ots en revision	Orden de trabajo en revisión
<input type="checkbox"/>	ÓRDENES DE TRABAJO ADALBERT TURNO 1	Nueva Solicitud
<input type="checkbox"/>	Ordenes de trabajo Adalbert Turno 2	Nueva Solicitud
<input type="checkbox"/>	Nueva OT Grupo AyR	Nueva OT
<input type="checkbox"/>	ACTIVACION DE OT POR LECTURA DE MEDIDOR	Medidor lanzó una Tarea
<input type="checkbox"/>	NUEVO AGENDAMIENTO ALEXANDER	Nuevo agendamento

+

# What kind of rules can be created?

 [help.fractal.com/en/articles/6000418-what-kind-of-rules-can-be-created](https://help.fractal.com/en/articles/6000418-what-kind-of-rules-can-be-created)

The Dispatcher module is one of the most flexible in the platform in terms of customization, since there is the possibility of choosing between different modules and options to establish the most appropriate way to send notifications according to the requirements of the organization.

The following combinations may be applied:

<b>Modules</b>	<b>Sub-module</b>	<b>Event</b>
<b>Assets</b>	Locations	New installation
<b>Assets</b>	Locations	Edit installation
<b>Assets</b>	Locations	Remove installation
<b>Assets</b>	Equipment	New equipment
<b>Assets</b>	Equipment	Edit equipment
<b>Assets</b>	Equipment	Remove equipment
<b>Warehouses</b>	Entries	New entry
<b>Warehouses</b>	Purchase order	New purchase order
<b>Warehouses</b>	Purchase order	Cancel OC
<b>Warehouses</b>	Purchase order	Change status to full delivery
<b>Warehouses</b>	Outgoing	New outgoing
<b>Warehouses</b>	Stocks	Existence of an item is below the minimum level
<b>Warehouses</b>	Existence	Existence of an item is above the maximum level

<b>Warehouses</b>	Material requisitions	New material requisition
<b>Work management</b>	OTS	Process Revision Work Order
<b>Work management</b>	OTS	New WO
<b>Work management</b>	OTS	Work Order under review
<b>Work management</b>	OTS	Canceled Work Order
<b>Work management</b>	OTS	Work Order completed
<b>Work management</b>	OTS	Expired work management in TOs
<b>Work management</b>	OTS	Update of readings by TOs
<b>Work management</b>	Pending work management	New Unplanned Unfinished Business
<b>Work management</b>	Pending work management	Issue Unplanned pending task
<b>Work management</b>	Pending work management	Overdue or pending work management
<b>Work management</b>	Budget	Approved Budget
<b>Work management</b>	Budget	New Budget
<b>Monitoring</b>	Meters	Meter launched a Task
<b>Monitoring</b>	Meters	Reading out of range
<b>Monitoring</b>	Meters	Meter without update
<b>Settings</b>	Document Management	Expiration of a warranty
<b>Settings</b>	Document Management	Expiration of a document

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<b>Work requests</b>	My Applications	New Application
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<b>Work requests</b>	My Applications	Change of status
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<b>Work requests</b>	My Applications	Finalize a request
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<b>Teams</b>	Agenda Programming	New scheduling
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# How to create a rule in the Dispatcher?

[help.fracttal.com/en/articles/6000442-how-to-create-a-rule-on-the-Dispatcher](https://help.fracttal.com/en/articles/6000442-how-to-create-a-rule-on-the-Dispatcher)

To create a new rule you must enter the Dispatcher module, then click on the add option located at the bottom right of the window to open a window where you can set the parameters of the rule you want to create.

The screenshot displays the Fractal One user interface. On the left, a sidebar menu lists various modules: Catálogos, Almacenes, Tareas, Monitoreo, **Automatizador** (highlighted with a red border), Inteligencia de Negocio, Disco Virtual, and Solicitudes. The main window shows a list of tasks with the following items: 'Evento', two instances of 'Orden de trabajo en revisión', 'ALBERT TURNO 1' (with 'Nueva Solicitud' below it), 't Turno 2' (with 'Nueva Solicitud' below it), and 'Nueva OT'. A blue circular button with a white plus sign is located at the bottom right of the main window. The top navigation bar includes a user profile for 'SCOTT' and a 'Total: 5' indicator.



Total: 8    

<input type="checkbox"/>	Descripción	Evento
<input type="checkbox"/>	GARANTIA A VENCER EQUIPO CRITICO	Caducidad de una garantía
<input type="checkbox"/>	tareas en revisión	Orden de trabajo en revisión
<input type="checkbox"/>	ots en revision	Orden de trabajo en revisión
<input type="checkbox"/>	ÓRDENES DE TRABAJO ADALBERT TURNO 1	Nueva Solicitud
<input type="checkbox"/>	Ordenes de trabajo Adalbert Turno 2	Nueva Solicitud
<input type="checkbox"/>	Nueva OT Grupo AyR	Nueva OT
<input type="checkbox"/>	ACTIVACION DE OT POR LECTURA DE MEDIDOR	Medidor lanzó una Tarea
<input type="checkbox"/>	NUEVO AGENDAMIENTO ALEXANDER	Nuevo agendamento



The screenshot shows the 'Automatizador' application interface. At the top, there is a blue header with a menu icon, the text 'Automatizador', and user information including a profile picture, the name 'SCOTT', and a dropdown arrow. Below the header, there is a navigation bar with a back arrow and a 'GUARDAR' button. The main content area is divided into a left sidebar and a main panel. The sidebar has a 'Detalles' section with three tabs: 'General' (selected), 'Condiciones', and 'Acciones'. The main panel contains a 'Datos requeridos' section with a list of requirements: 'Descripción no puede estar en blanco', 'Id module no puede estar en blanco', 'Id sub module no puede estar en blanco', and 'Id event no puede estar en blanco'. Below this, there are three dropdown menus: 'Módulo', 'Submódulo', and 'Evento'. To the right of the 'Evento' dropdown is a text input field for 'Descripción', which is currently empty and has a red error message below it: 'Descripción no puede estar en blanco'. At the bottom of the main panel, there is a 'Habilitado' toggle switch, which is currently turned on.

In this last window you will find the following three tabs:

## General

Tab composed by a series of options that will allow you to choose on which module, sub-module and event the rule in question will be established, as well as to add the name you want in the description field.

Automatizador

SCOTT

GUARDAR

**Datos requeridos**

- Descripción no puede estar en blanco
- Id module no puede estar en blanco
- Id sub module no puede estar en blanco
- Id event no puede estar en blanco

Detalles

General

Condiciones

Acciones

Módulo

Submódulo

Evento

Descripción

Descripción no puede estar en blanco

Habilitado

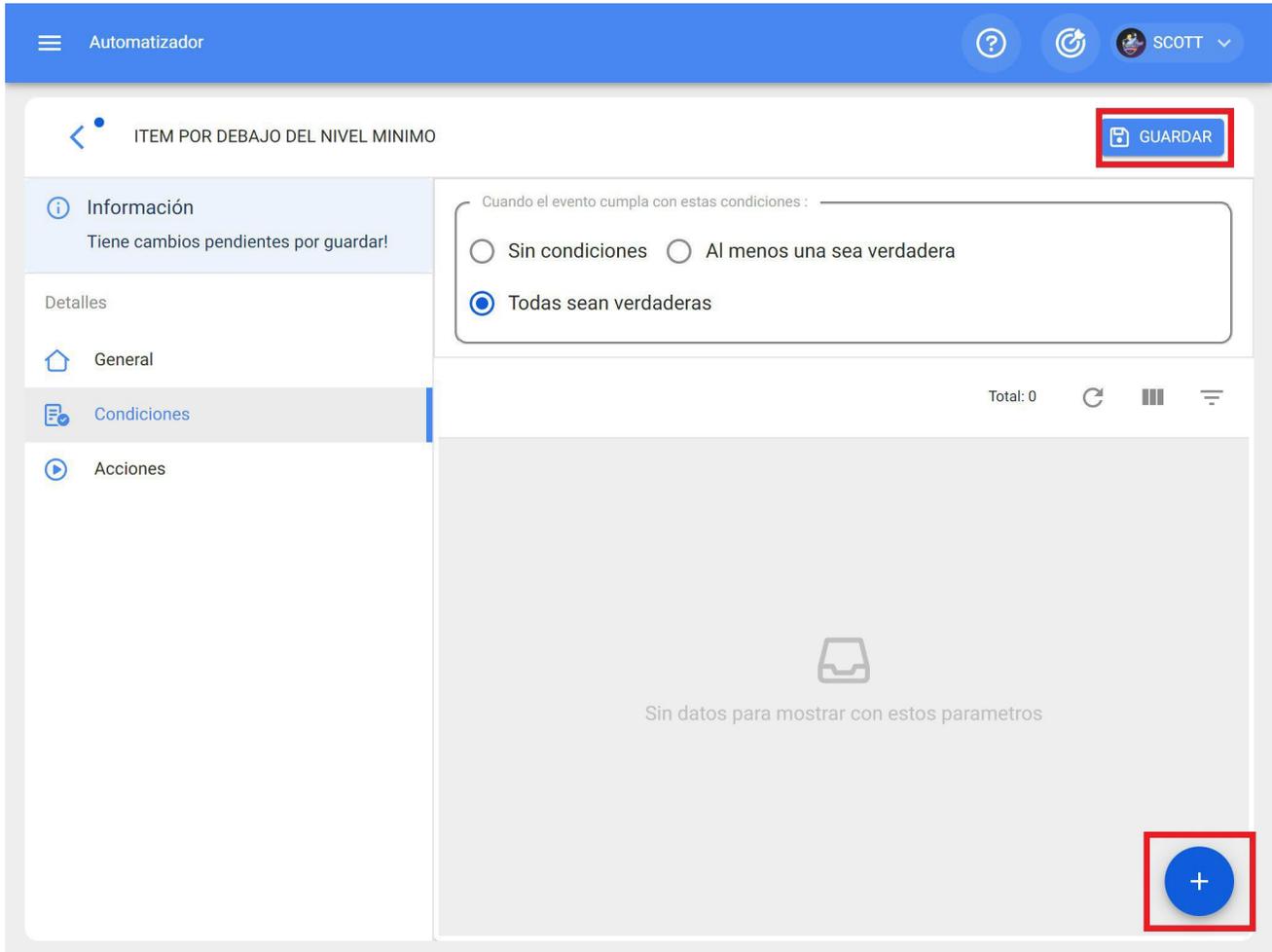
It should be taken into consideration that once the information in the general tab is completed, the save option must be clicked in order to enter the following tabs of Conditions and Actions.

The screenshot shows the 'Automatizador' (Automator) interface. At the top, there is a blue header with the title 'Automatizador' and user information 'SCOTT'. Below the header, the main content area is titled 'ITEM POR DEBAJO DEL NIVEL MINIMO'. A sidebar on the left contains a navigation menu with 'Información' (highlighted), 'General', 'Condiciones', and 'Acciones'. The 'Información' section shows a notification: 'Tiene cambios pendientes por guardar!'. The main configuration area includes several fields: 'Módulo' (Almacenes), 'Submódulo' (Existencia), 'Evento' (La existencia de un item está por en...), and 'Descripción' (ITEM POR DEBAJO DEL NIVEL MINIMO). A 'Habilitado' toggle switch is currently turned on. A 'GUARDAR' button is located in the top right corner of the configuration area, highlighted with a red border.

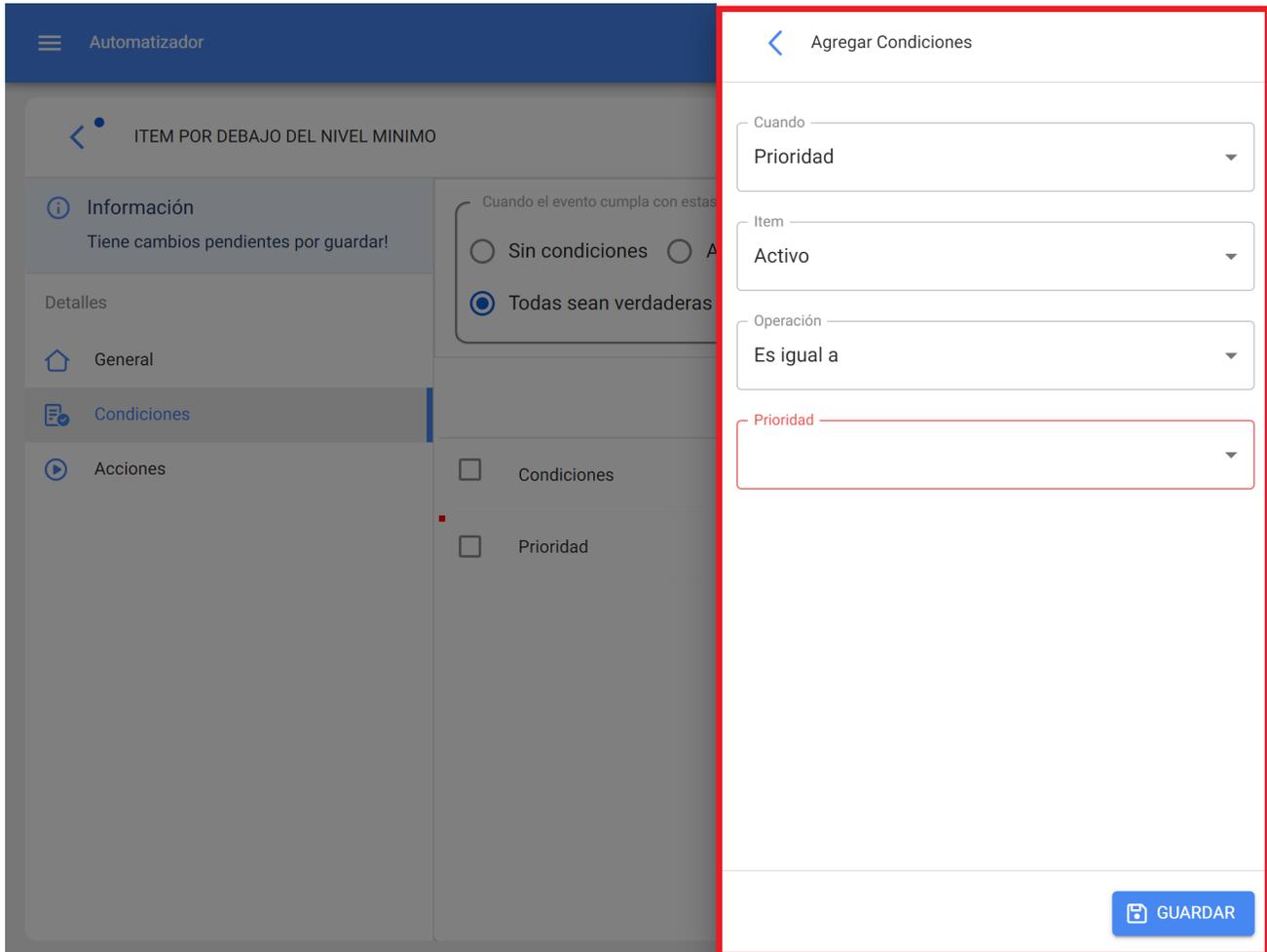
**Note:** To see the possible combinations that can be made to generate a rule, see section on *"What type of rules can be created?"*

## Conditions:

Tab where you have the option to indicate whether the rule will be subject to conditions or not. If it is indicated that the rule has a condition, the condition must be added by clicking on the add button at the bottom of the window.

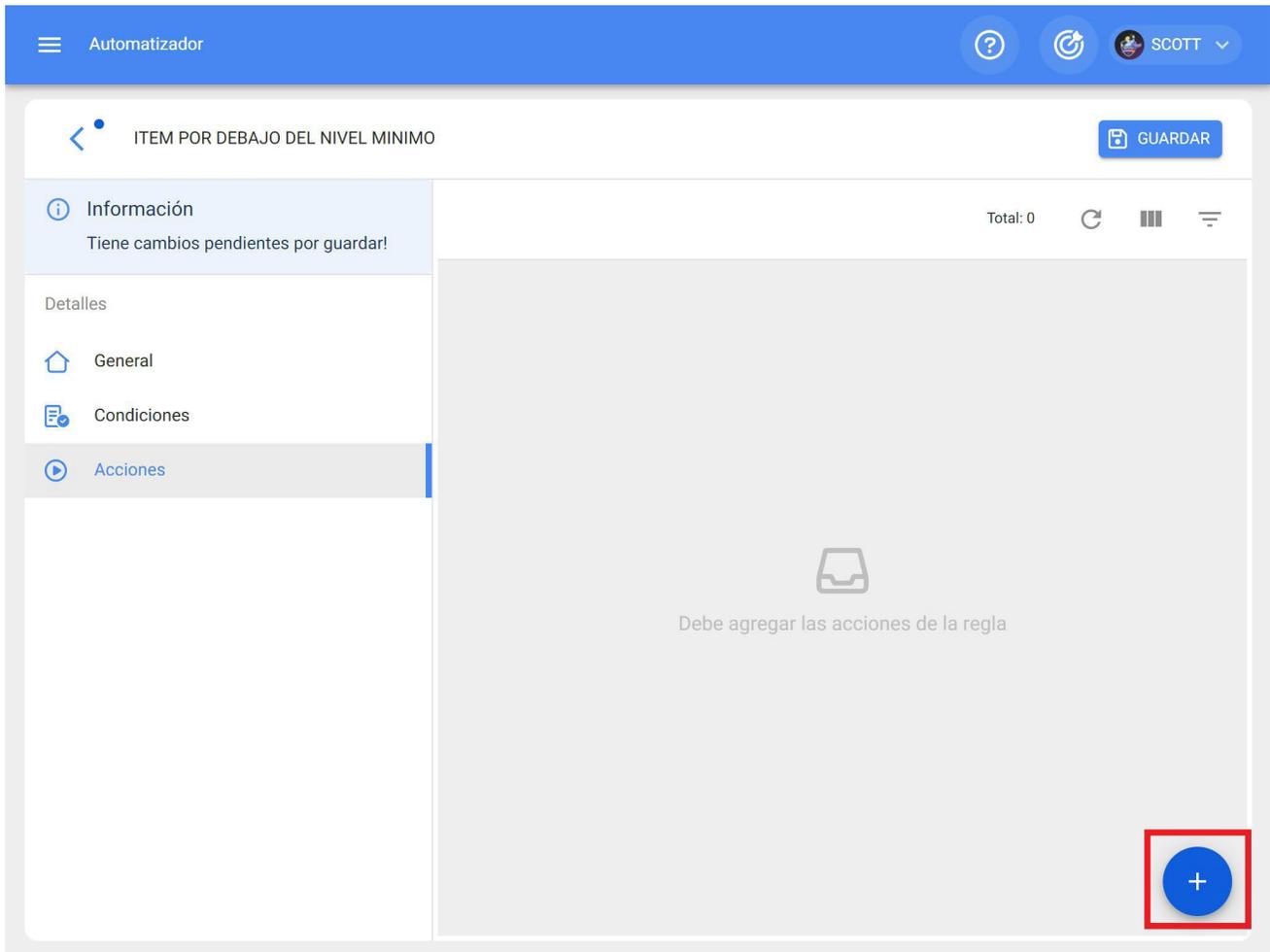


Once clicked, a new window will be displayed where the available conditions must be added according to the module and previous options that have been established.

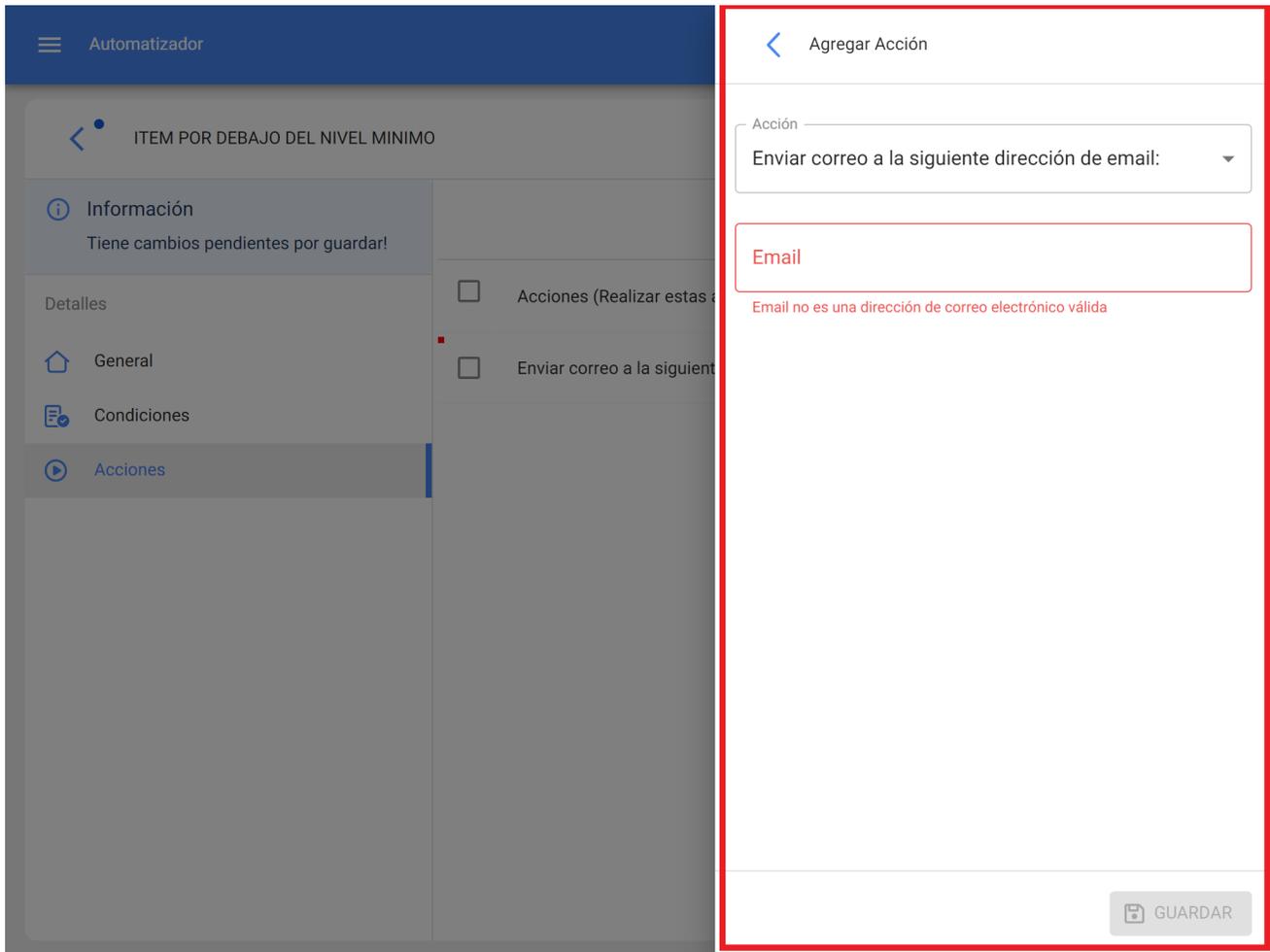


## Shares:

The actions to be performed on the platform after the rule is fulfilled can be added in this tab. For example, you can choose to which email or group of emails notifications should be sent. To add these actions, you should click the add button located in the lower right part of the screen:



Then, the system will display a new window where you must add the available actions according to the module you are working in.



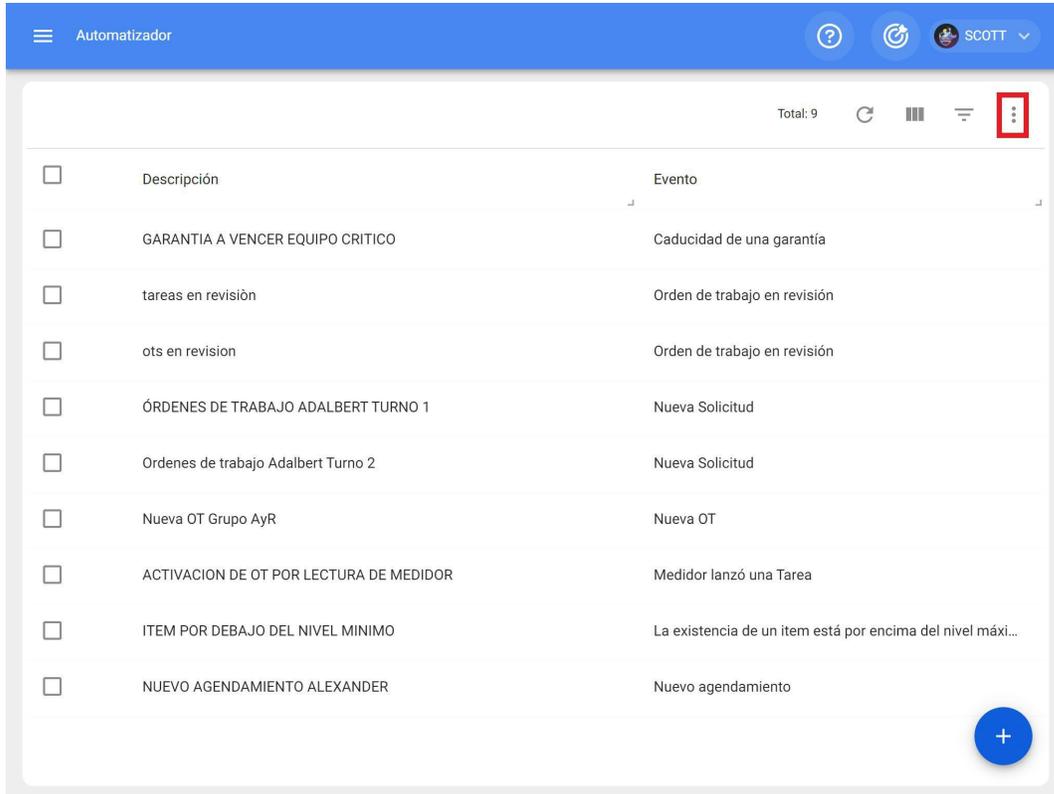
**Note:** After making any edits, be sure to save the changes for them to take effect.

# What are notification groups and how to add them?

 [help.fractal.com/en/articles/6000465-what-are-notification-groups-and-how-to-add-them](https://help.fractal.com/en/articles/6000465-what-are-notification-groups-and-how-to-add-them)

Notification groups are a list of predefined e-mails that can be used to send mass notifications according to the rules that have been defined.

To add a group of notifications, click on the "more" button at the top right of the Dispatcher module and select the "Group of notifications" option.



The screenshot shows the 'Automatizador' interface. At the top, there is a blue header with the text 'Automatizador' and a user profile 'SCOTT'. Below the header, there is a table with two columns: 'Descripción' and 'Evento'. The table contains ten rows of notification groups. A red box highlights the 'more' button (three vertical dots) in the top right corner of the table area. A blue '+' button is visible at the bottom right of the table area.

<input type="checkbox"/>	Descripción	Evento
<input type="checkbox"/>	GARANTIA A VENCER EQUIPO CRITICO	Caducidad de una garantía
<input type="checkbox"/>	tareas en revisión	Orden de trabajo en revisión
<input type="checkbox"/>	ots en revision	Orden de trabajo en revisión
<input type="checkbox"/>	ÓRDENES DE TRABAJO ADALBERT TURNO 1	Nueva Solicitud
<input type="checkbox"/>	Ordenes de trabajo Adalbert Turno 2	Nueva Solicitud
<input type="checkbox"/>	Nueva OT Grupo AyR	Nueva OT
<input type="checkbox"/>	ACTIVACION DE OT POR LECTURA DE MEDIDOR	Medidor lanzó una Tarea
<input type="checkbox"/>	ITEM POR DEBAJO DEL NIVEL MINIMO	La existencia de un item está por encima del nivel máxi...
<input type="checkbox"/>	NUEVO AGENDAMIENTO ALEXANDER	Nuevo agendamento

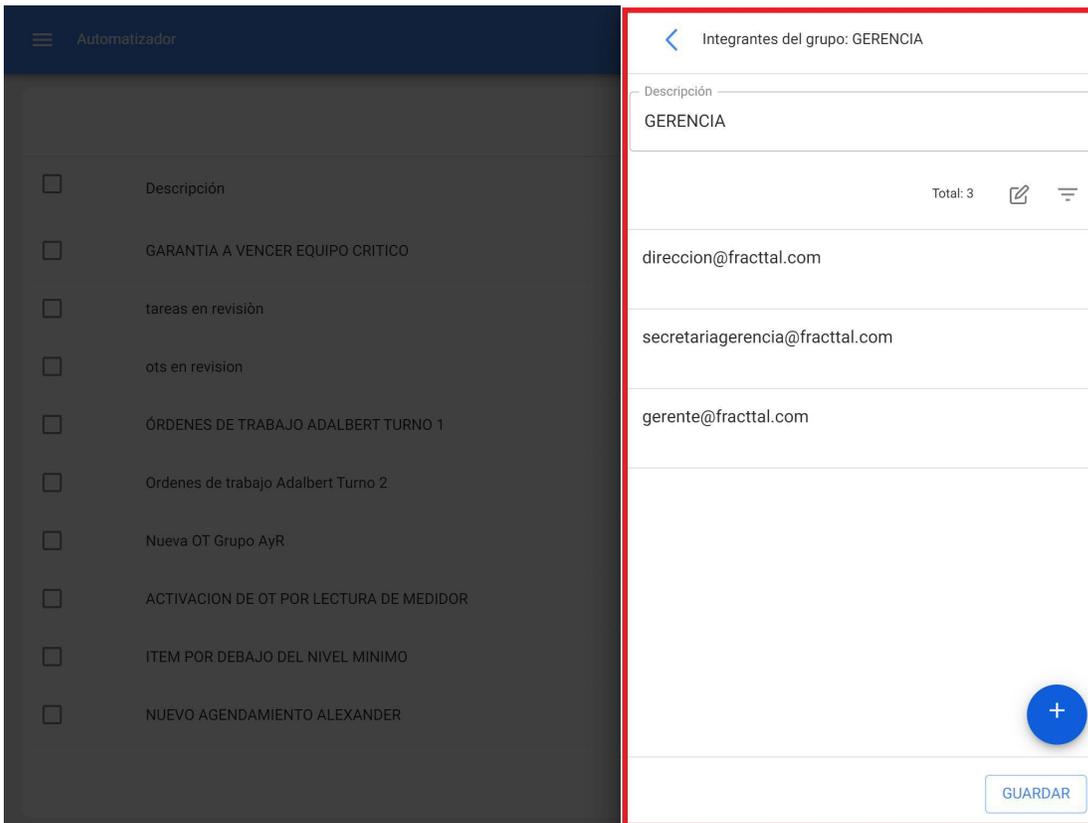
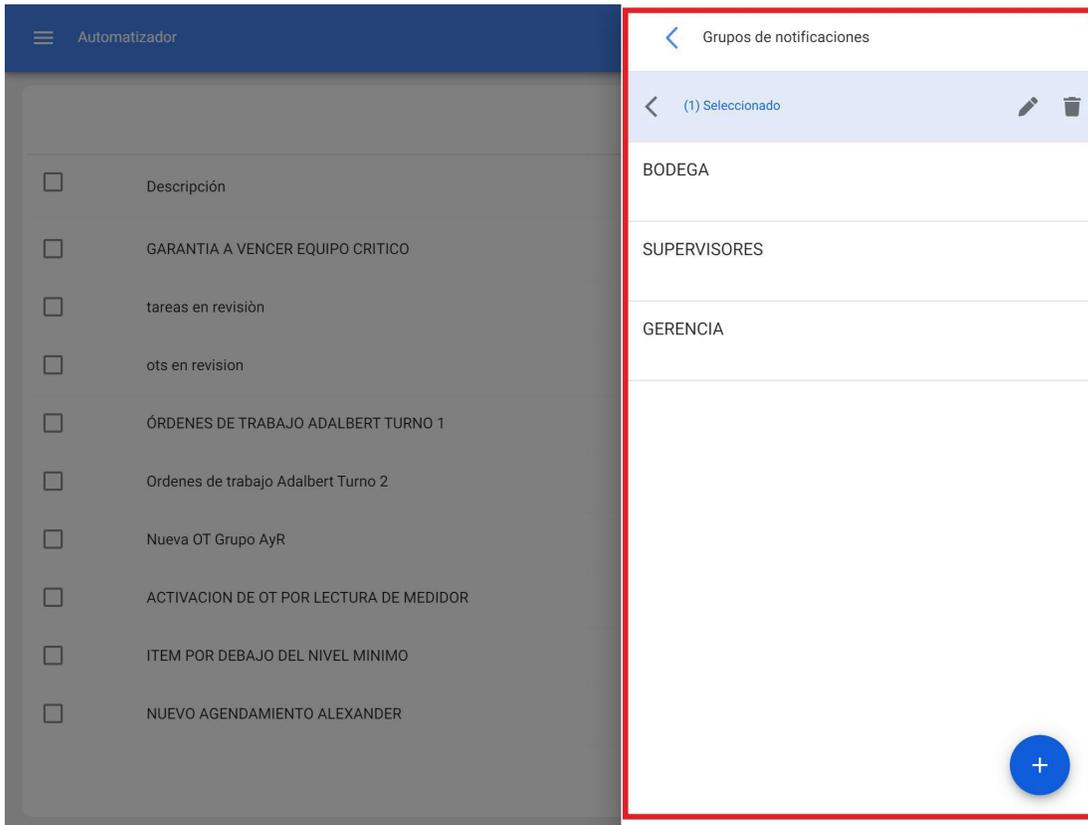
Automatizador

Grupos de notificaciones

<input type="checkbox"/>	Descripción	Evento
<input type="checkbox"/>	GARANTIA A VENCER EQUIPO CRITICO	Caducidad de una garantía
<input type="checkbox"/>	tareas en revisión	Orden de trabajo en revisión
<input type="checkbox"/>	ots en revision	Orden de trabajo en revisión
<input type="checkbox"/>	ÓRDENES DE TRABAJO ADALBERT TURNO 1	Nueva Solicitud
<input type="checkbox"/>	Ordenes de trabajo Adalbert Turno 2	Nueva Solicitud
<input type="checkbox"/>	Nueva OT Grupo AyR	Nueva OT
<input type="checkbox"/>	ACTIVACION DE OT POR LECTURA DE MEDIDOR	Medidor lanzó una Tarea
<input type="checkbox"/>	ITEM POR DEBAJO DEL NIVEL MINIMO	La existencia de un item está por encima del nivel máxi...
<input type="checkbox"/>	NUEVO AGENDAMIENTO ALEXANDER	Nuevo agendamento

+

Then a window will open to edit or modify the existing groups (in case they exist) or add a new one. In this case, just click on the add or edit option to display the description fields (group name) and e-mails of the people that make up the notification group.



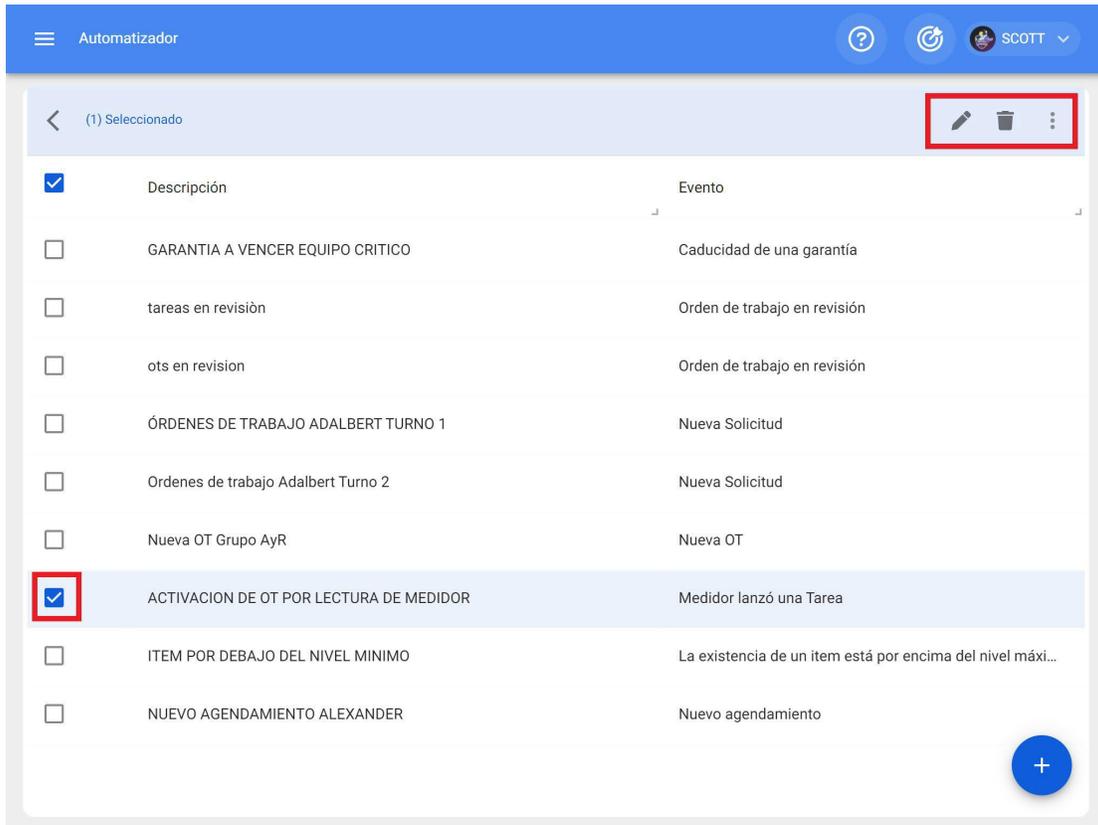
**Note:** After making any edits, be sure to save the changes for them to take effect.

Has your question been answered?

# How to edit an existing rule?

[help.fractal.com/articles/6000472-how-to-edit-an-already-existing-rule](http://help.fractal.com/articles/6000472-how-to-edit-an-already-existing-rule)

To edit the conditions and actions of an existing rule, simply click on the rule in question to activate the editing options menu.



When clicking on edit, the system will display the window with the general, conditions and actions tabs in order to perform the desired edition.

The screenshot shows the 'Automatizador' (Automator) interface. The main title is 'ACTIVACION DE OT POR LECTURA DE MEDIDOR'. On the left, there is a sidebar with 'Detalles' (Details) and three menu items: 'General', 'Condiciones' (Conditions), and 'Acciones' (Actions). The 'General' tab is selected. The main content area contains the following fields:

- Módulo:** Monitoreo
- Submódulo:** Medidores
- Evento:** Medidor lanzó una Tarea
- Descripción:** ACTIVACION DE OT POR LECTURA DE M
- Habilitado:**

A red box highlights the 'Módulo', 'Submódulo', 'Evento', 'Descripción', and 'Habilitado' fields.

Now, if you want to enable or disable an existing rule, just click on the enabled button of each rule.

It should be taken into consideration that once a rule is disabled, it will no longer have any effect in terms of sending notifications.

Automatizador

ACTIVACION DE OT POR LECTURA DE MEDIDOR

GUARDAR

Detalles

General

Condiciones

Acciones

Módulo: Monitoreo

Submódulo: Medidores

Evento: Medidor lanzó una Tarea

Descripción: ACTIVACION DE OT POR LECTURA DE M

Habilitado

**Note:** After making any edits, be sure to save the changes for them to take effect.

# Economic analysis : Fractal One

[help.fractal.com/en/articles/5997750-economics-analysis](http://help.fractal.com/en/articles/5997750-economics-analysis)

In this module you will be able to analyze the economic resources that have been executed or planned in maintenance management (such as: inventories, services and inhouse personnel) in a given period of time, by means of the following sub-modules:

- ◆ Resources to be Executed
- ◆ Resources Executed
- ◆ Dynamic table of costs.

The screenshot shows the 'RECURSOS A EJECUTAR' (Resources to be Executed) module. The interface includes a navigation menu, a search bar, and a date range selector set to 'Desde - Hasta 2022-02-21 / 2022-03-21'. A dropdown menu is open, highlighting the 'Recursos a Ejecutar' option. The main table displays data for 'Semana 8 - Lunes, febrero 21/2022' and 'Semana 9 - Lun'. The table columns represent days of the week (lun. 21, mar. 22, mié. 23, jue. 24, vie. 25, sáb. 26, dom. 27, lun. 28, mar. 01, mié. 02). The rows are categorized by resource type: Recursos Humanos, Inventario, and Servicios. Each row shows the unit and the value for each day.

Descripción	Unidad	lun. 21	mar. 22	mié. 23	jue. 24	vie. 25	sáb. 26	dom. 27	lun. 28	mar. 01	mié. 02
<b>Recursos Humanos</b>		4.00								3.00	
⊙ ELECTROMECHANICO	HOURS	4.00								3.00	
<b>Inventario</b>		4.00								14.00	
⊙ ACEITE 20 W 50 { ACE-001 }	LITROS									3.00	
⊙ CABLE AWG 6 { CAB-0001 }	CENTIMETROS									10.00	
⊙ DETERGENTE { DET-001 }	LITROS									1.00	
⊙ FILTRO DE AIRE { FILT-01 }	UNIDAD	4.00									
<b>Servicios</b>		4.00								2.00	
⊙ LIMPIEZA DE DUCTOS										2.00	
⊙ MANTENIMIENTO DE MAQUINARIA		4.00									

Mostrando 1 - 7 de 7

# How to enter the Economic Analysis module?

[help.fractal.com/en/articles/5997769-how-to-enter-economic-analysis-module](https://help.fractal.com/en/articles/5997769-how-to-enter-economic-analysis-module)

To enter just click on the main menu and look for the "Business Intelligence" module.

The screenshot shows the Fractal One user interface. On the left is a user profile for SCOTT BILLINGTON with contact information and a version number (4.5.33). Below the profile is a main menu with several items: 'Catálogos', 'Almacenes', 'Tareas', 'Monitoreo', 'Automatizador', 'Inteligencia de Negocio' (highlighted with a red box), 'Disco Virtual', and 'Solicitudes'. At the bottom of the menu, it shows 'Commit: 63f745a' and 'BuiltTime: 2022-02-03 16:02'. The main dashboard area on the right contains several widgets: a search bar, a card for 'ÓTs en Revisión' with the value 20, a card for 'Tareas Pendientes con Atraso' with the value 181, and a bar chart titled 'Órdenes de Trabajo' showing three categories: 'ÓTs Creadas' (108), 'ÓTs Finalizadas' (51), and 'ÓTs pendientes' (57).

Then, all the associated sub-modules will be displayed, where you must click again on "Economic Analysis", to finally display the window with the section to analyze the resources associated with maintenance management.



SCOTT BILLINGTON  
alexander.sanchez@fractal.com  
Pilotos Fractal/Cuentas Demo  
4.5.33



- Catálogos
- Almacenes
- Tareas
- Monitoreo
- Automatizador
- Inteligencia de Negocio
  - Análisis Económico**
  - Análisis Técnico
  - Análisis de Solicitudes
  - Fractal BI

Ubicado en ó es Parte de

OTs en Revisión  
20

Tareas Pendientes con Atraso  
181

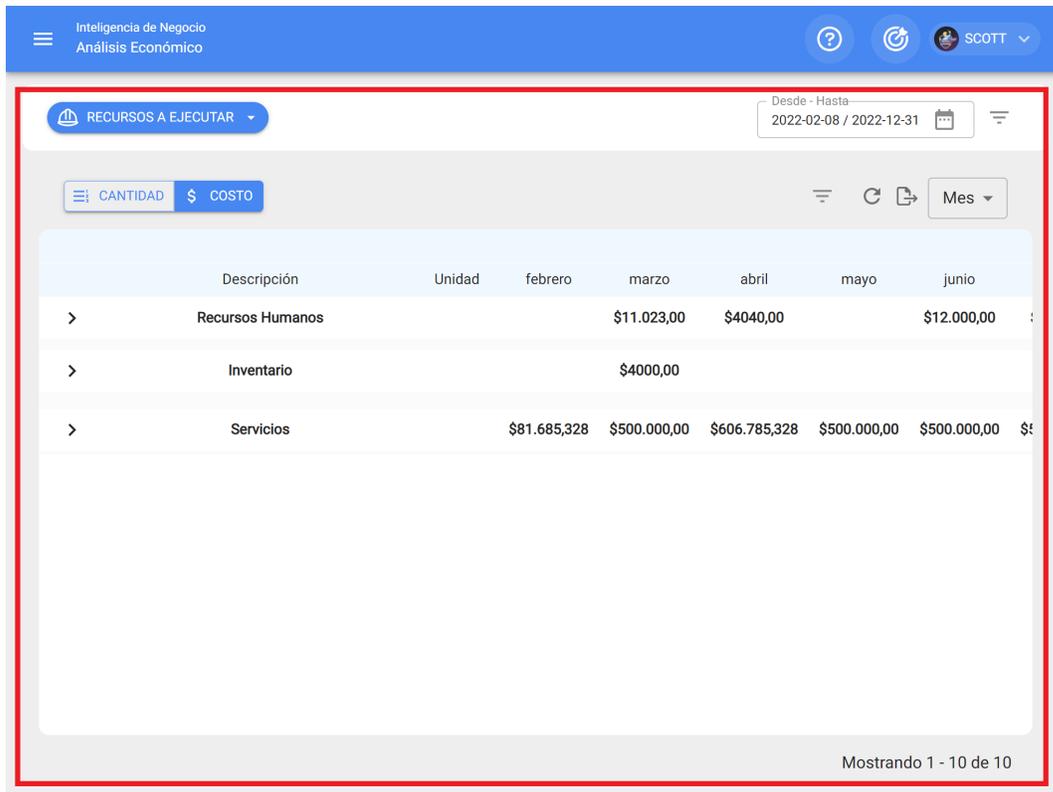
Órdenes de Trabajo

Categoría	Valor
OTs Creadas	108
OTs Finalizadas	51
OTs pendientes	57

# Resources to be executed : Fractal One

[help.fractal.com/en/articles/5997777-resources-to-execute](https://help.fractal.com/en/articles/5997777-resources-to-execute)

In this sub-module you will be able to analyze the different types of resources coming from the work management planning, in terms of quantities and costs that will be executed according to the times stipulated in the previous planning. The detail of these results will be shown in a parameterized way in time periods such as: days, weeks or months.



Inteligencia de Negocio  
Análisis Económico

RECURSOS A EJECUTAR

Desde - Hasta  
2022-02-08 / 2022-12-31

CANTIDAD \$ COSTO Mes

Descripción	Unidad	febrero	marzo	abril	mayo	junio
> Recursos Humanos			\$11.023,00	\$4040,00		\$12.000,00
> Inventario			\$4000,00			
> Servicios		\$81.685,328	\$500.000,00	\$606.785,328	\$500.000,00	\$500.000,00

Mostrando 1 - 10 de 10

# Resources executed : Fractal One

[help.fractal.com/en/articles/5997782-running-resources](https://help.fractal.com/en/articles/5997782-running-resources)

In this sub-module you can analyze the different types of resources that have been added and executed by means of work orders, according to the different stages in which they can be found (process, review and finalized).

Inteligencia de Negocio  
Análisis Económico

Buscar...

Desde - Hasta  
2021-08-08 / 2022-02-08

RECURSOS EJECUTADOS

Total: 269

	Id OT	Porcentaje de Av...	Tipo de tarea	Estado	Descripción del Rev
<input type="checkbox"/>	SM0223...	0	PREVENTIVO	En Proceso	CAMBIO DE ACEITE
<input type="checkbox"/>	SM0223...	100	ACCION CORREC...	Finalizadas	GRASA MOLY LUBE
<input type="checkbox"/>	SM0223...	100	ACCION CORREC...	Finalizadas	MECANICO
<input type="checkbox"/>	SM0223...	100	AJUSTAR	Finalizadas	CAMBIO DE COMP
<input type="checkbox"/>	SM0223...	100	CAMBIAR	En Revisión	COMPRESOR
<input type="checkbox"/>	SM0222...	100	PREVENTIVO	Finalizadas	TECNICO AYUDAN
<input type="checkbox"/>	SM0222...	100	PREVENTIVO	Finalizadas	ELECTRICO
<input type="checkbox"/>	SM0222...	100	PREVENTIVO	Finalizadas	LLAVE TORQUE M1
<input type="checkbox"/>	SM0222...	100	PREVENTIVO	Finalizadas	ELECTRICO

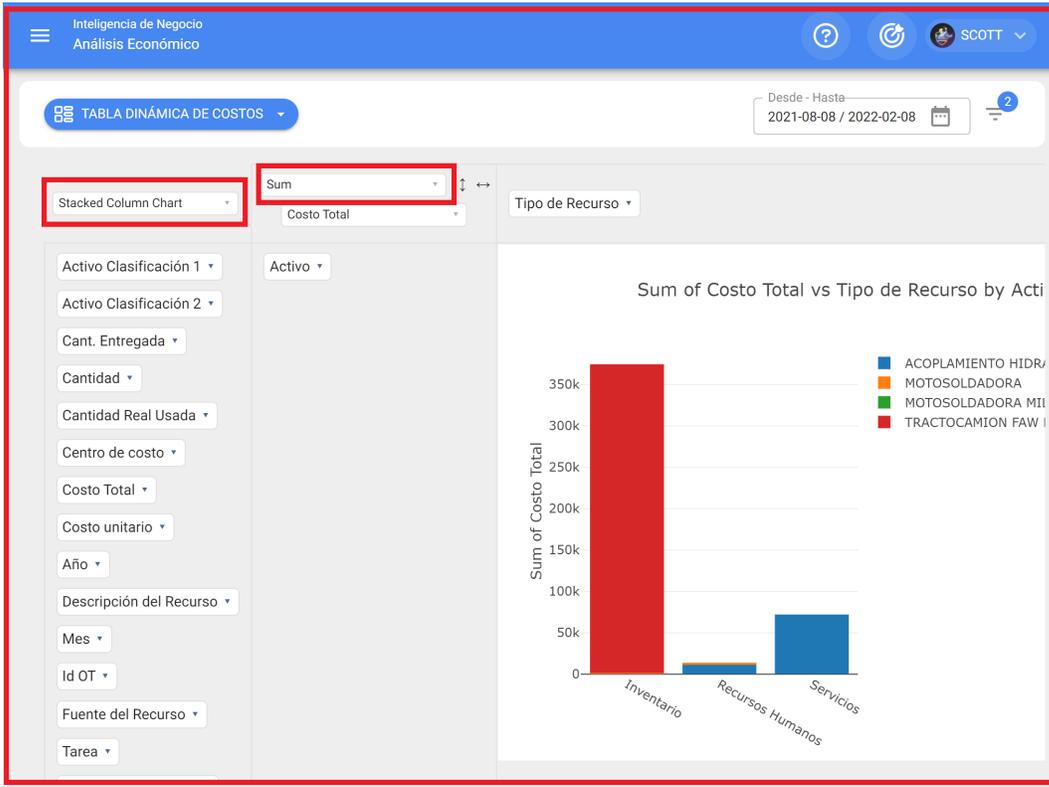
# Fractal One dynamic cost table

[help.fractal.com/en/articles/5997786-table-dynamic-cost-table](https://help.fractal.com/en/articles/5997786-table-dynamic-cost-table)

This sub-module consists of a dynamic table, which allows for customized economic analysis, offering different settings that include a large number of parameters related to maintenance activities.

Activo	Id OT	Año	2021				
		Mes	agosto	septiembre	octubre	noviembre	diciembre
ACOPLAMIENTO HIDRAULICO { SMO22020 }	SMO22010562T					85,700.00	
AEROGENERADOR 1 { }	SMO22056562T						300.00
	SMO22063562T						445.00
	SMO22070562T						300.00
ASCENSOR 1 - THE EL 1080	OT523					23.00	
ASCENSOR 2 - THE EL 1080 { ASC2 }	SMO22152562T						
Aire Acondicionados 1	SMO22315562T						
	SMO22317562T						
Baldosas falso techo	OT470			0.00			
Blistera #2	OT474			33.33			

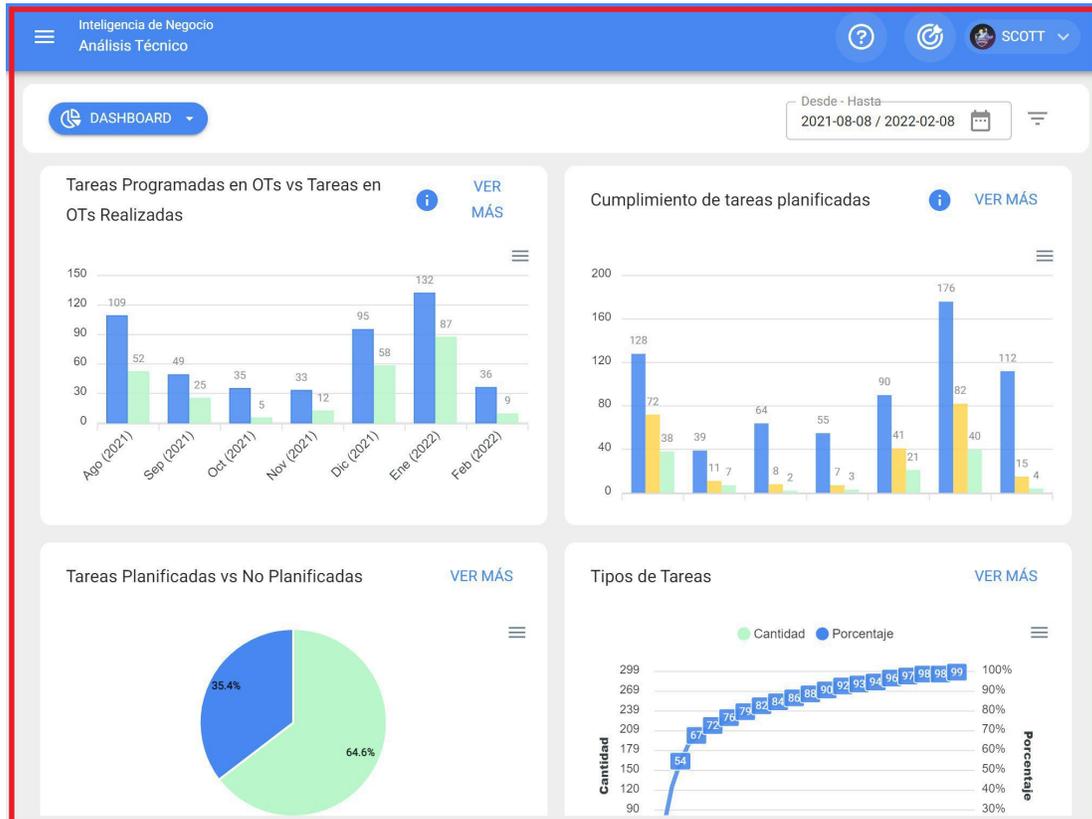
In addition, different types of graphics and operations can also be performed, depending on what is to be displayed.



# Technical analysis : Fractal One

[help.fractal.com/en/articles/5997794-technical-analysis](https://help.fractal.com/en/articles/5997794-technical-analysis)

In this module you will be able to inspect the results obtained in terms of the maintenance management performed, through the analysis of work management, compliance, failures and KPI's, among other options.



This module consists of the following sub-modules:

- **Work Management Analysis**
- **Key Performance Indicators Failure**
- **Analysis**
- **TO analysis**

# How to enter the Technical Analysis module?

[help.fractal.com/en/articles/5997799-how-to-enter-the-technical-analysis-module](https://help.fractal.com/en/articles/5997799-how-to-enter-the-technical-analysis-module)

To enter just go to the main menu and look for the "Business Intelligence" module.

The screenshot shows the Fractal One user interface. On the left is a user profile for SCOTT BILLINGTON (alexander.sanchez@fractal.com) and a vertical menu. The 'Inteligencia de Negocio' menu item is highlighted with a red box. The main dashboard area shows several cards: 'Órdenes de Trabajo' (Work Orders) with a bar chart, 'OTs en Revisión' (20), and 'Tareas Pendientes con Atraso' (181). The bar chart for 'Órdenes de Trabajo' has the following data:

Categoría	Valor
Órdenes Creadas	108
Órdenes Finalizadas	51
Órdenes Pendientes	57

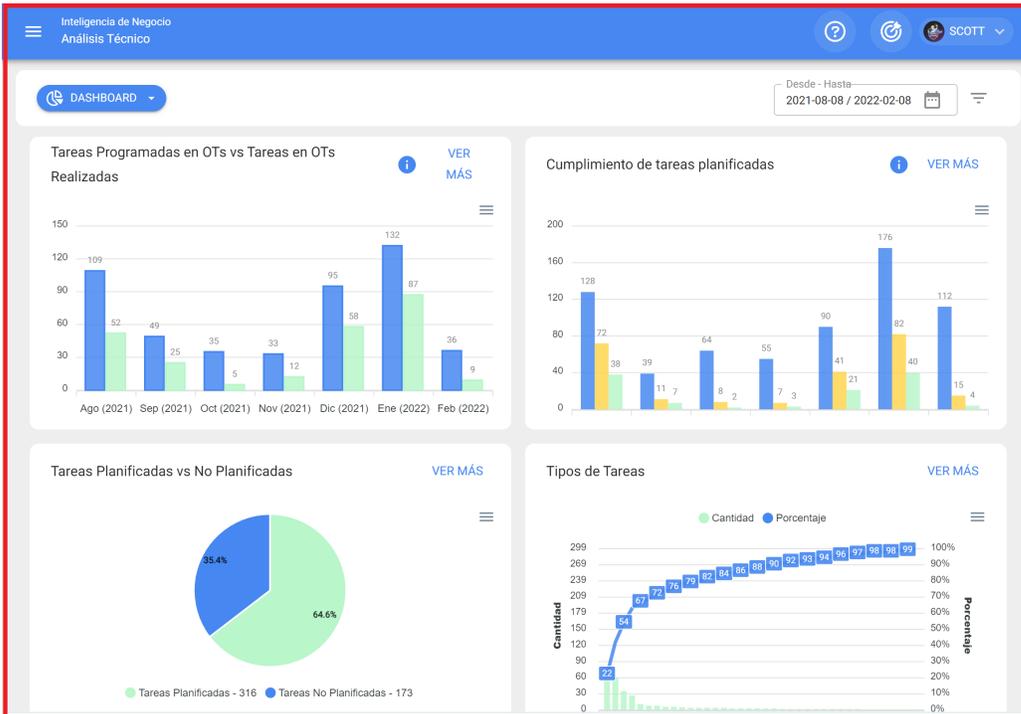
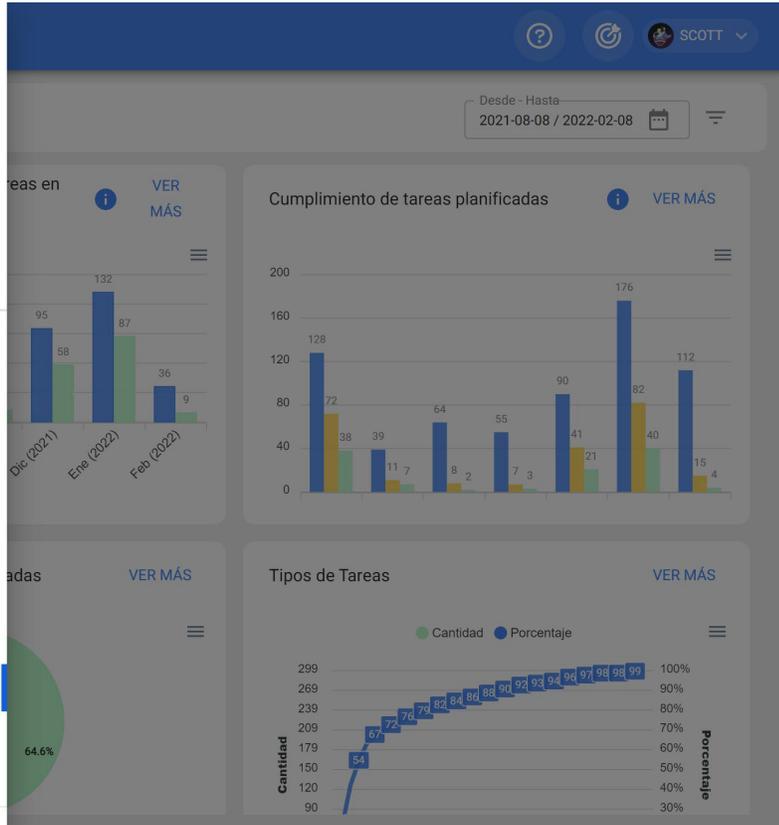
When clicked, all the associated sub-modules will be displayed and you must click again on "Technical Analysis" to finally display the window with the technical analysis section.



**SCOTT BILLINGTON**  
 alexander.sanchez@fractal.com  
 Pilotos Fractal/Cuentas Demo  
 4.5.33



- Catálogos
- Almacenes
- Tareas
- Monitoreo
- Automatizador
- Inteligencia de Negocio
  - Análisis Económico
  - Análisis Técnico**
  - Análisis de Solicitudes
  - Fractal BI

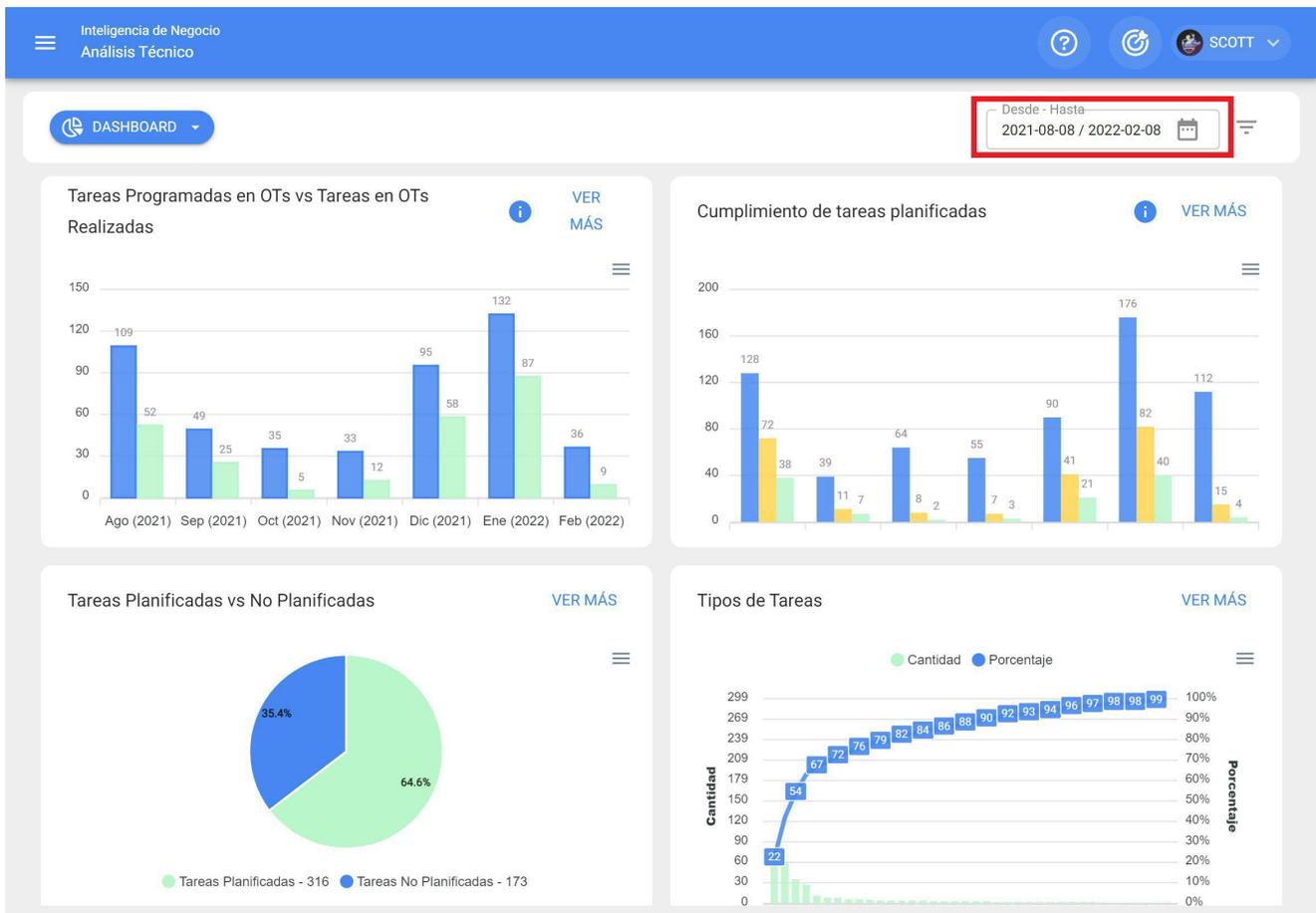


# Filtering options in Technical Analysis

[help.fractal.com/en/articles/5997803-filtering-options-in-technical-analysis](https://help.fractal.com/en/articles/5997803-filtering-options-in-technical-analysis)

In this module you will have two types of filters:

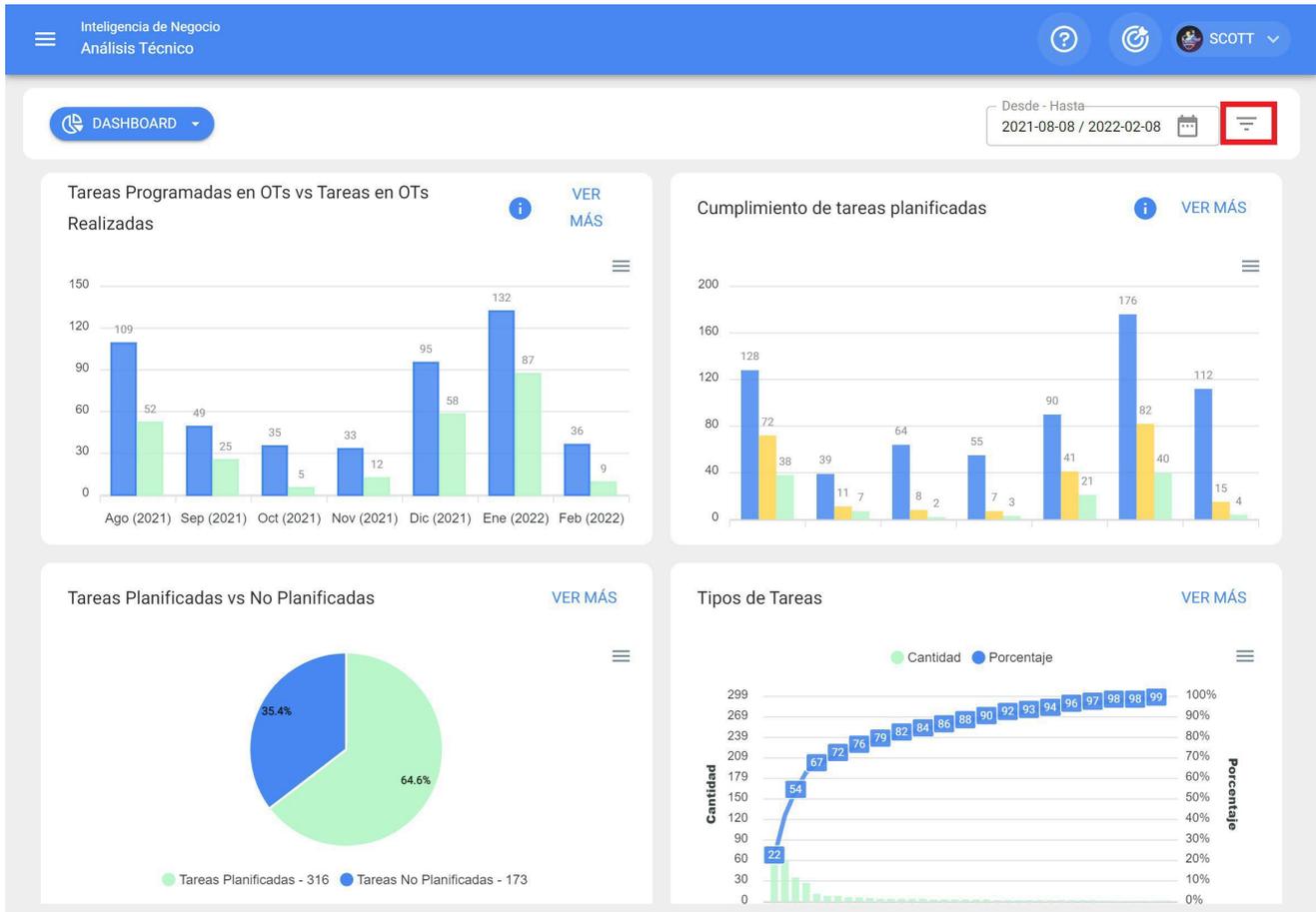
## Filter by date range:



Filter where the following filtering options will be available:

- **Current Month:** Allows you to view the information of the current month.
- **1 Month:** Allows the display of information for only one month (counting backwards from the current day to the month).
- **6 Months:** Allows you to view the information for the last 6 months (counted backwards from the current day to 6 months).
- **Current Year:** Allows you to view the information for the current year.

## Advanced Filters:



Filter where you can perform more specific searches of parameters associated with the following aspects in the platform:

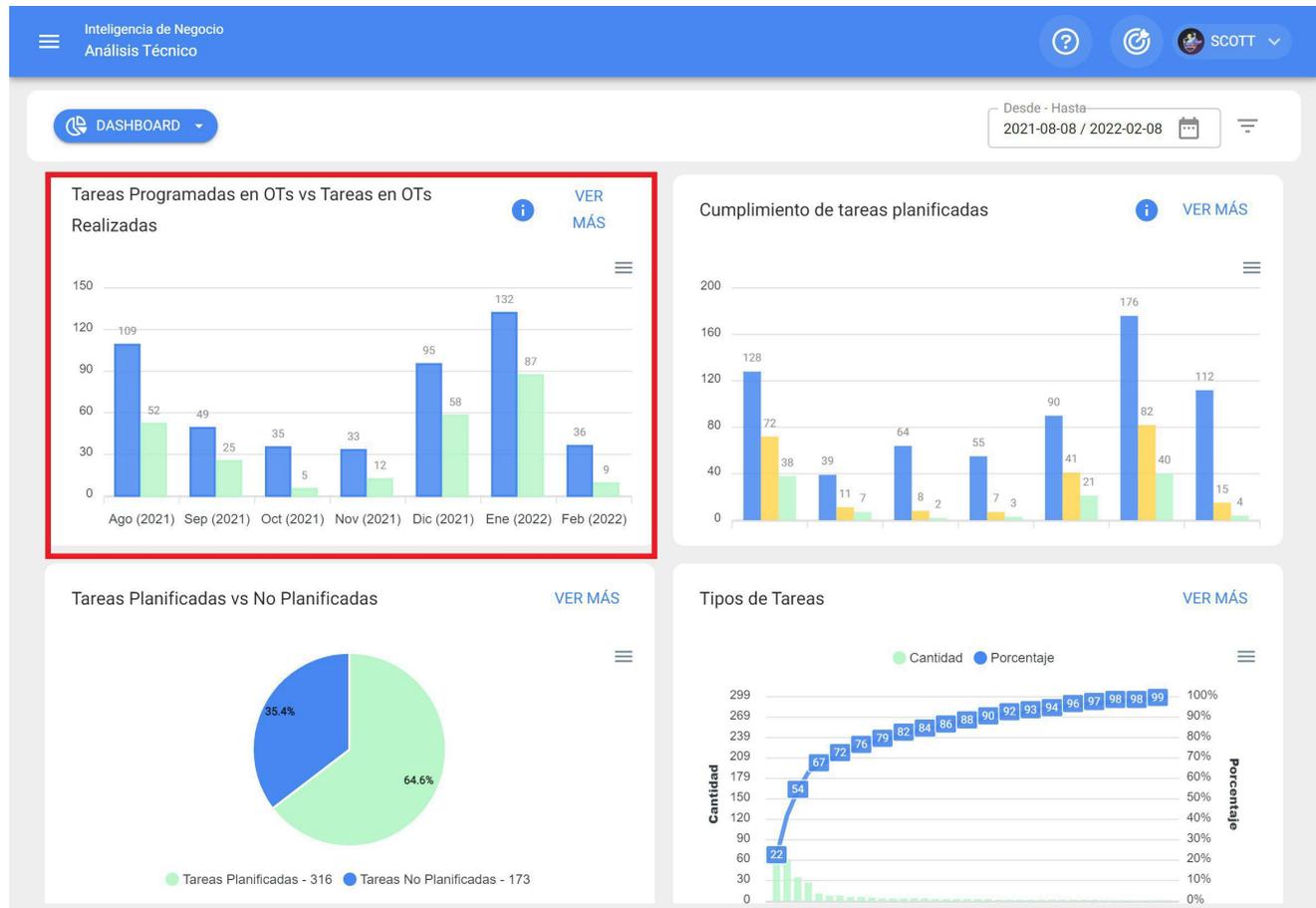
- ◆ **Assets:** Allows searches based on general asset information such as type of asset, location, description, code, etc.
- ◆ **Tasks:** Allows advanced searches based on the associated parameters of the work management, such as dates, types of tasks, classifications, etc.
- ◆ **Work Orders:** Allows advanced searches based on the associated parameters of the work orders, such as WO ID, status, progress percentage, etc.

# Work management analysis : Fractal One

[help.fractal.com/articles/5997814-work-management-analysis](https://help.fractal.com/articles/5997814-work-management-analysis)

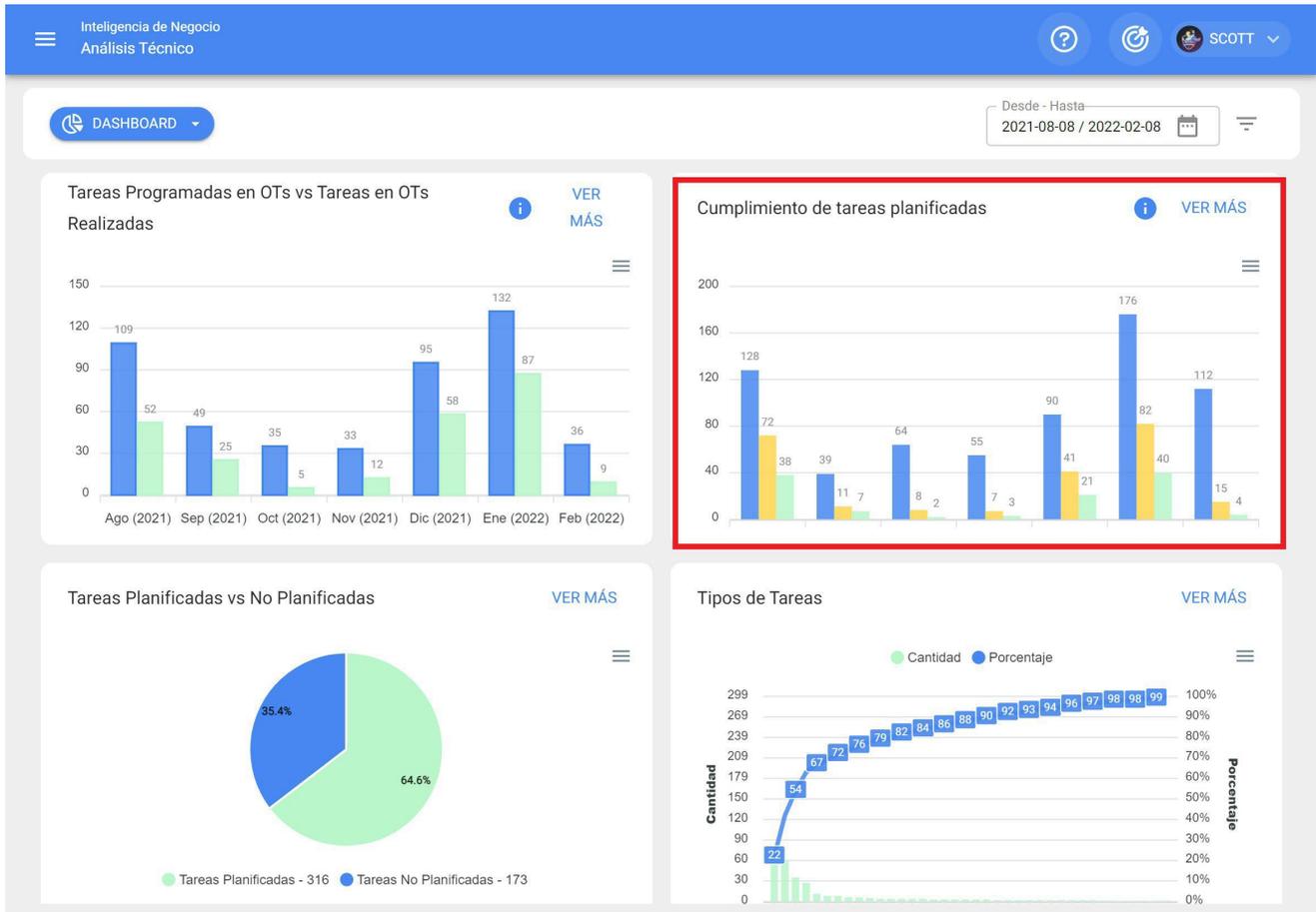
In this sub-module there are 4 types of graphs that will allow you to analyze the fulfillment of work management, TOs and other options that we will show below:

## Scheduled TOs vs. Performed TOs work management



Bar chart, which allows you to quickly contrast the work orders that have been scheduled versus those that have been completed according to their date.

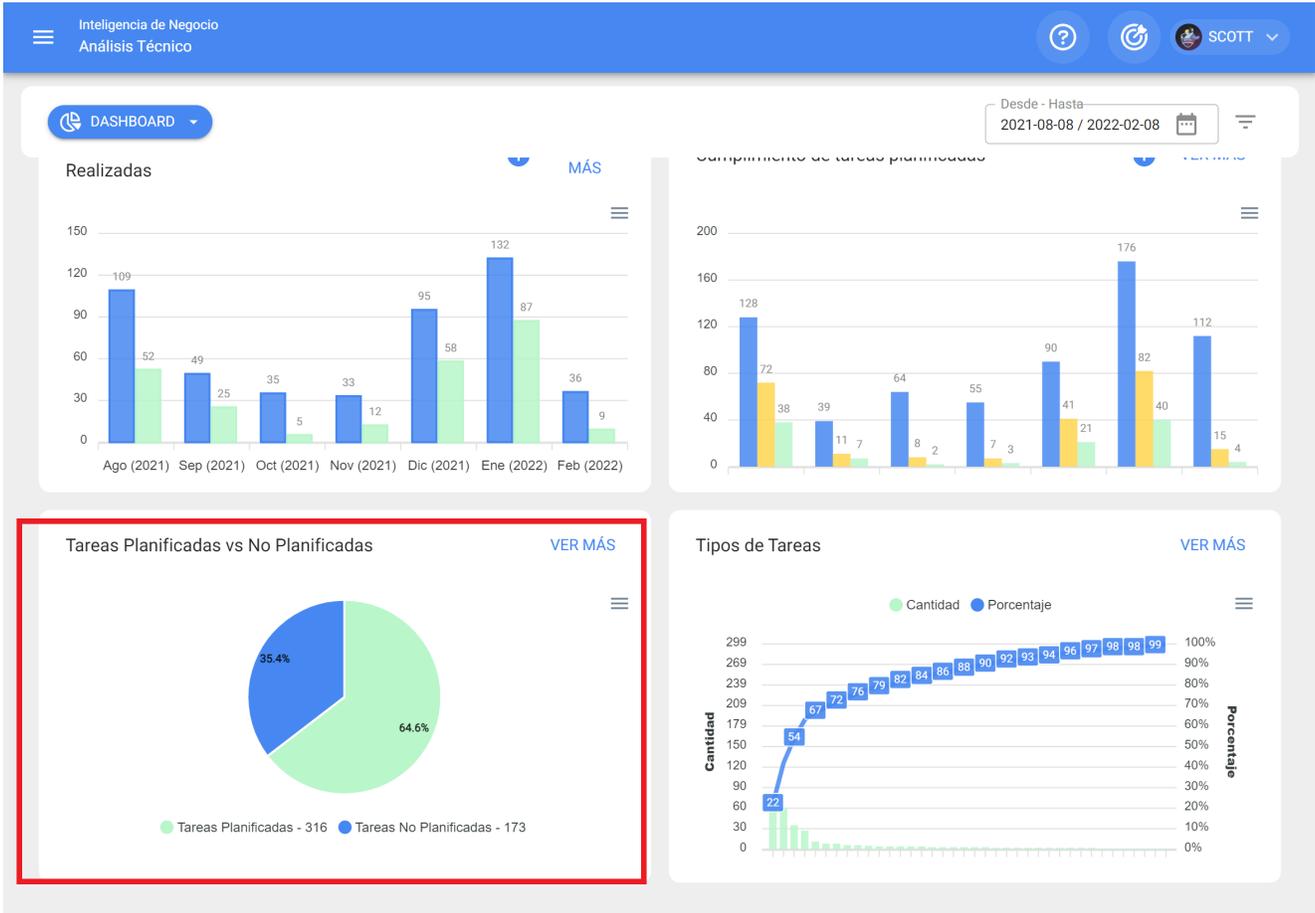
## Fulfillment of work management plans



Bar chart, which allows a quick comparison of month-to-month compliance based on the work management tasks that have been planned, scheduled and completed, bearing in mind that these tasks are not cumulative (tasks are not extrapolated to following months), since it is a monthly work management compliance chart.

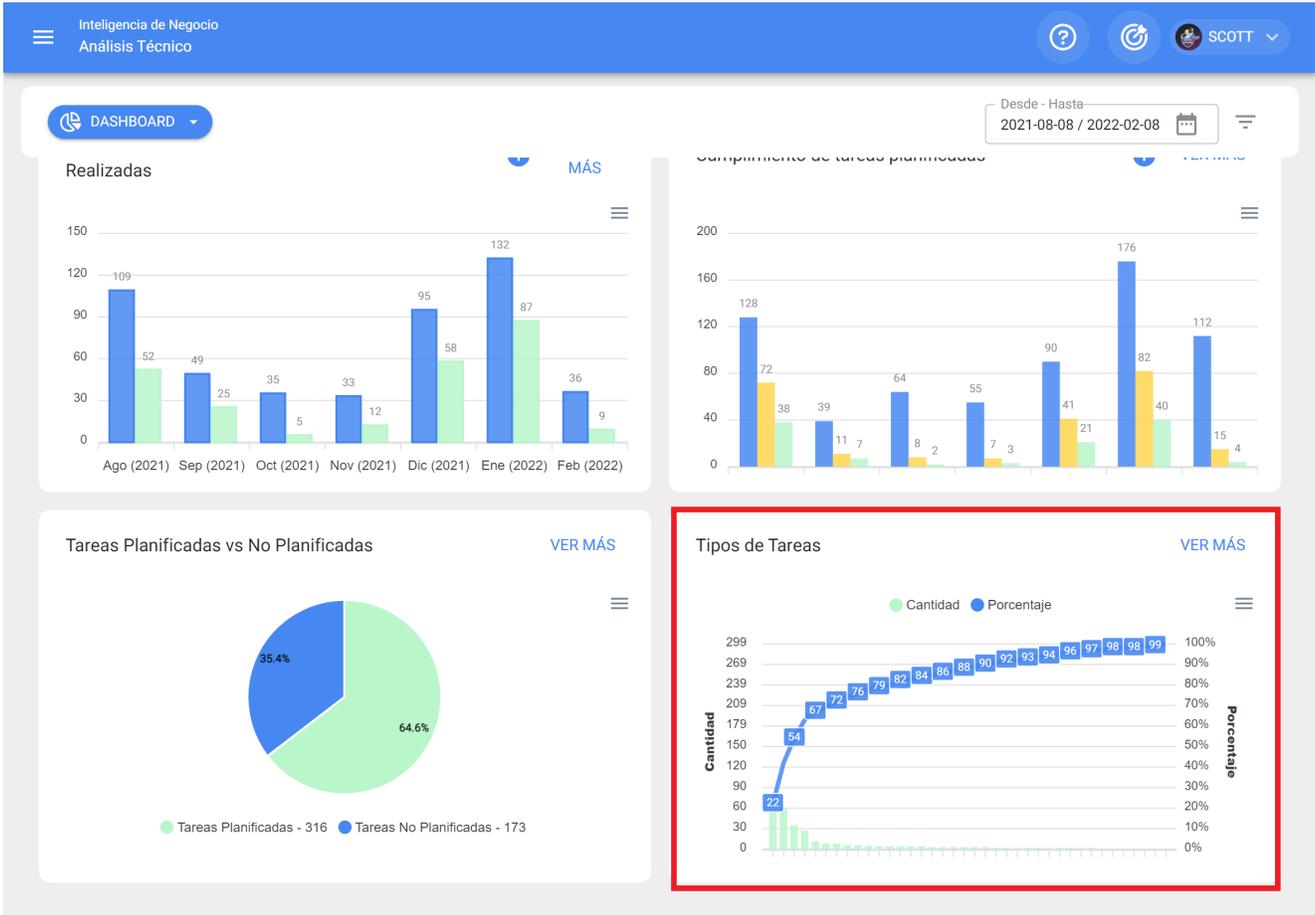
## Planned vs. Unplanned work management

Pie chart where the number of planned versus unplanned work management can be compared as a percentage.



## Types of work management

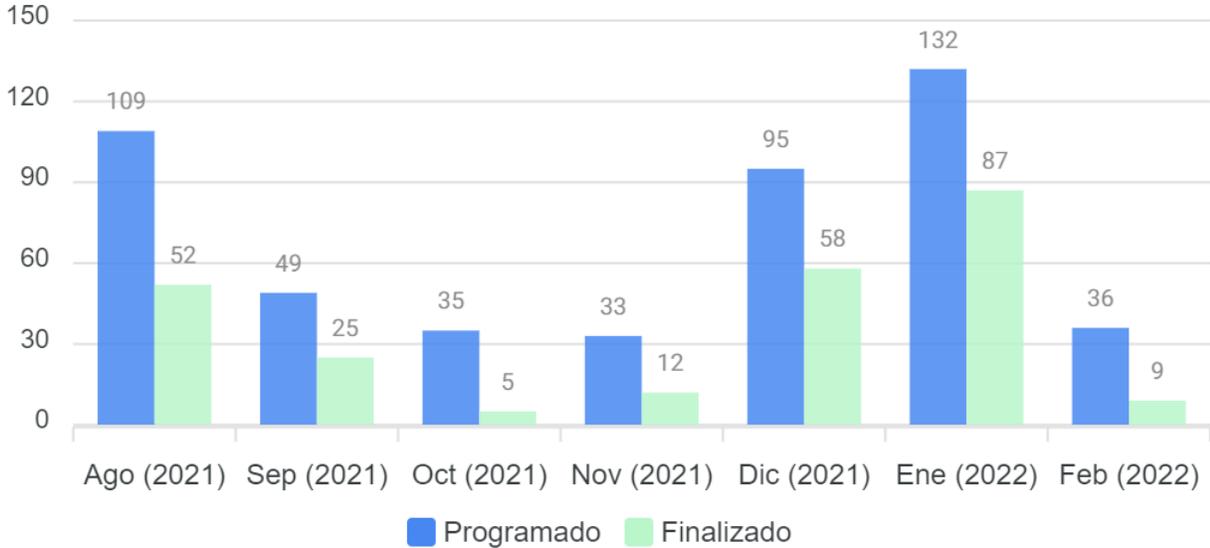
Pareto Diagram which allows to graphically classify the information in percentage and numerical form in order to highlight which are the types of tasks with the greatest impact on work management.



**Note:** All these graphs can be analyzed in detail by clicking on "See More", where the system will display a table with a detailed description of what is shown in the graphs.

### Tareas Programadas en OTs vs Tareas en OTs Realizadas

[VER MÁS](#)





DASHBOARD

Desde - Hasta

2021-08-08 / 2022-02-08



### Tareas Programadas en OTs vs Tareas en OTs Realizadas



Total: 423



<input type="checkbox"/>	Descripción	Localización	Tareas Programadas	Tareas Realizadas
<input type="checkbox"/>	EMPRESA SECTOR MANUFACTURA	//	1	0
<input type="checkbox"/>	EMPRESA SECTOR MANUFACTURA	//	1	0
<input type="checkbox"/>	PLANTA 1 - PRODUCCIÓN ALIMENTOS	// EMPRESA SECTOR MANUFACTURA/	1	0
<input type="checkbox"/>	PLANTA 1 - PRODUCCIÓN ALIMENTOS	// EMPRESA SECTOR MANUFACTURA/	1	0

In addition, all the information displayed in the module can be exported using the additional options menu that accompanies each graph and table.



DASHBOARD

Desde - Hasta

2021-08-08 / 2022-02-08



Tareas Programadas en OTs vs Tareas en OTs Realizadas



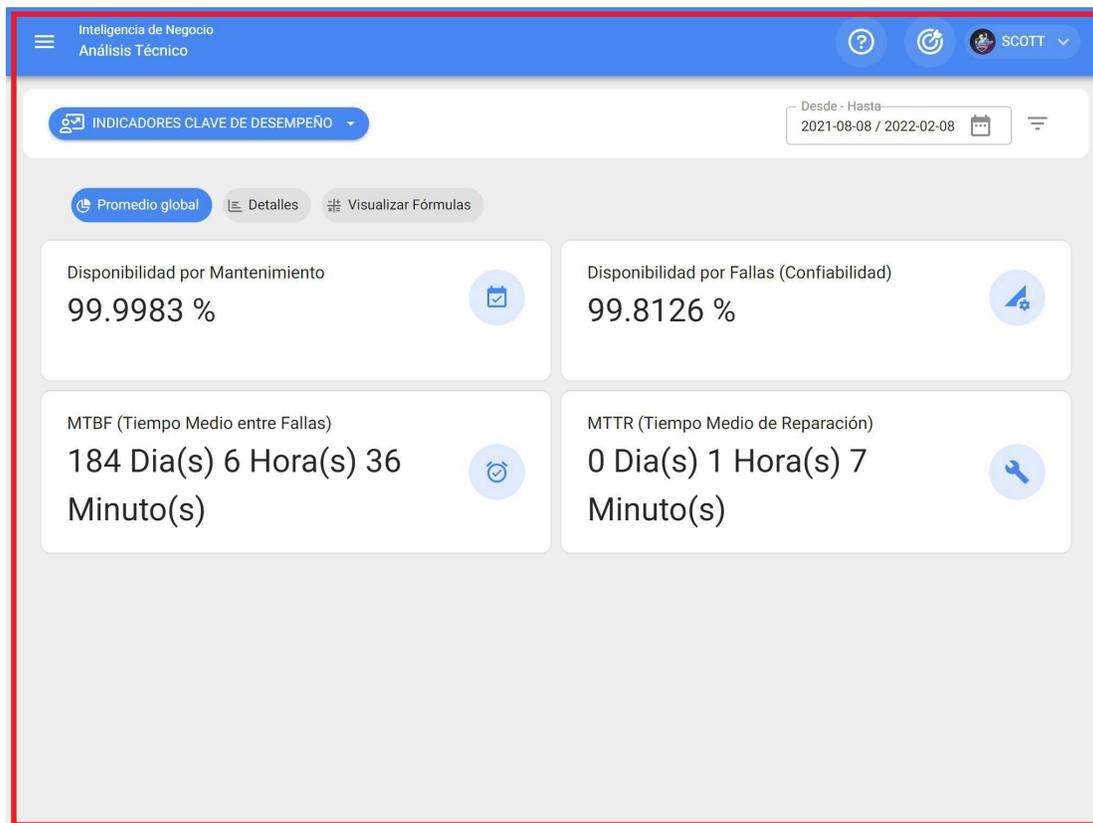
Total: 423



<input type="checkbox"/>	Descripción	Localización	Tareas Programad:	Tarea
<input type="checkbox"/>	EMPRESA SECTOR MANUFACTURA	//	1	
<input type="checkbox"/>	EMPRESA SECTOR MANUFACTURA	//	1	
<input type="checkbox"/>	PLANTA 1 - PRODUCCIÓN ALIMENTOS	// EMPRESA SECTOR MANUFACTURA/	1	
<input type="checkbox"/>	PLANTA 1 - PRODUCCIÓN ALIMENTOS	// EMPRESA SECTOR MANUFACTURA/	1	

# Key performance indicators : Fractal One

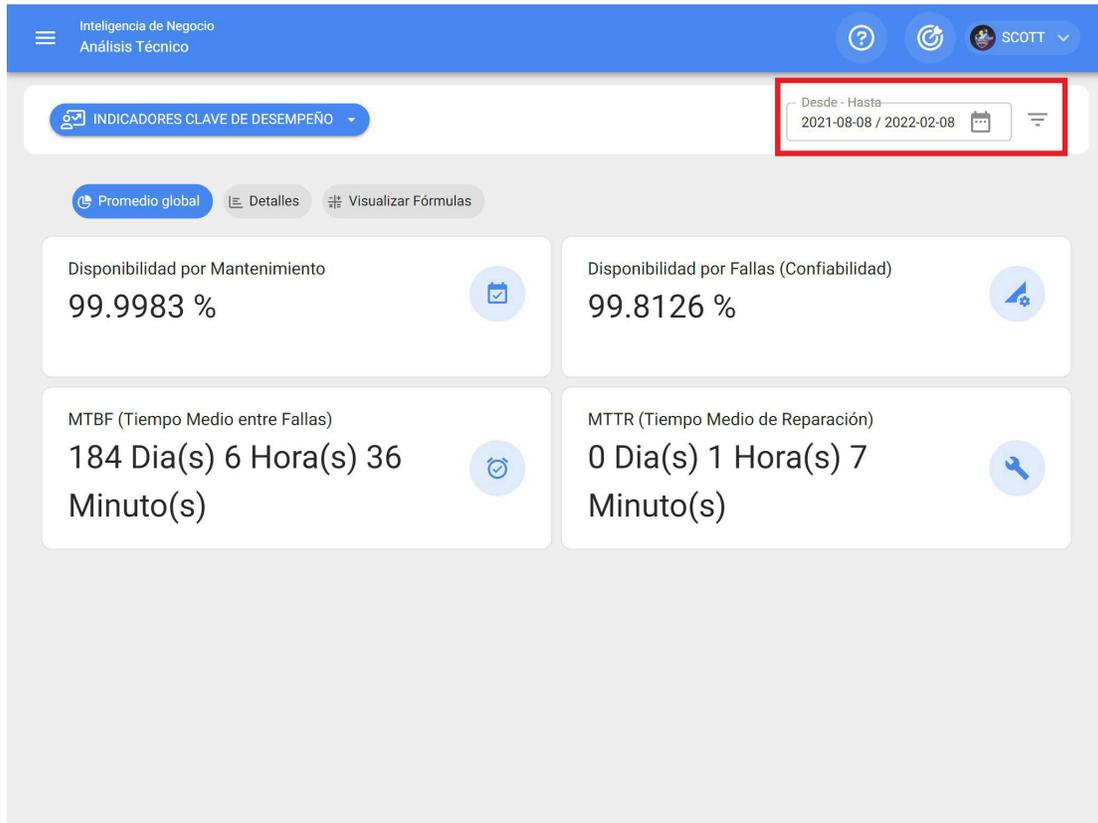
[help.fractal.com/en/articles/5997824-indicators-key-performance-indicators](https://help.fractal.com/en/articles/5997824-indicators-key-performance-indicators)



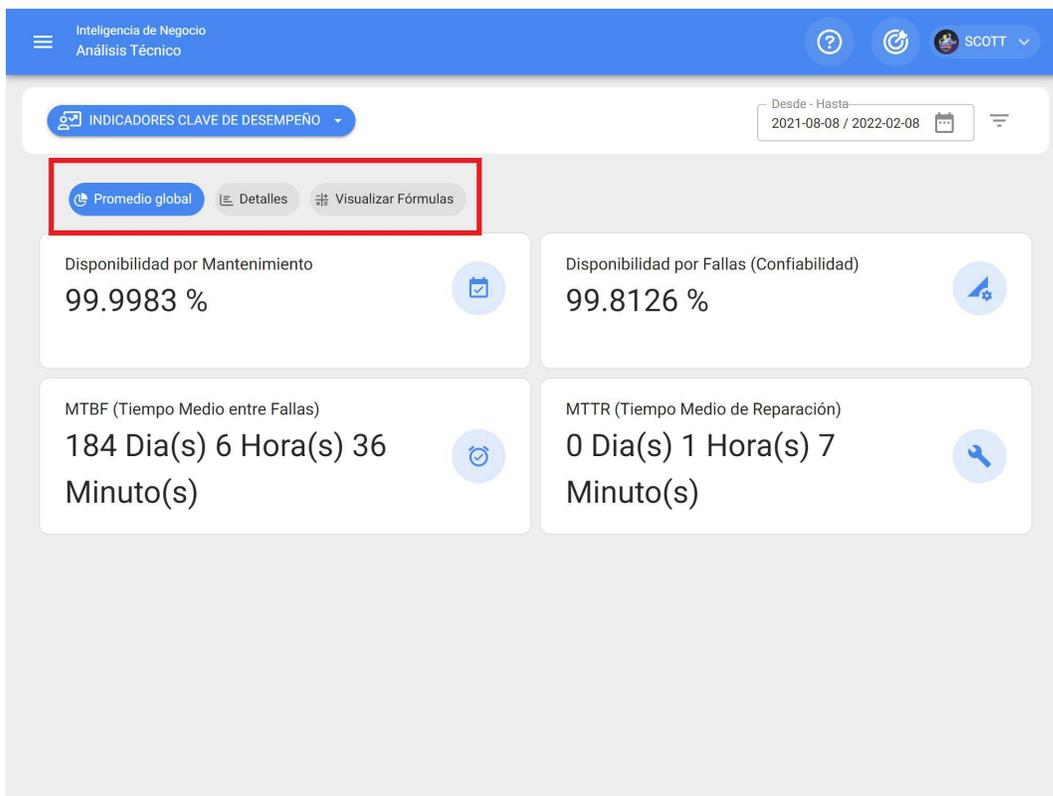
At Fractal there are 4 types of fundamental indicators in all maintenance management:

- ♦ **Availability due to maintenance**
- ♦ **Availability due to failures**
- ♦ **Mean time between failures**
- ♦ **Mean time to repair**

Where the system will allow you to apply advanced filters to perform better analysis.



In this way, the overall results can be visualized, together with the details and formulas on which the calculation of these indicators is based.



## Note:

The following aspects must be taken into consideration when calculating and formulating the indicators:

The image shows a screenshot of a business intelligence dashboard on the left and a formula reference window on the right. The dashboard displays two key performance indicators (KPIs):

- Disponibilidad por Mantenimiento:** 99.9983 %
- MTBF (Tiempo Medio entre Fallas):** 184 Dia(s) 6 Hora(s) 36 Minuto(s)

The formula reference window, titled "Fórmula", contains the following information:

- Disponibilidad:** 
$$Disponibilidad = \frac{HTP - \sum HPM}{HTP} \times 100$$

**Abreviaturas**  
HTP: Horas Totales en el Periodo  
ΣHPM: Sumatoria Horas de parada por mantenimiento
- Disponibilidad por Averías:** 
$$Disponibilidad\ por\ Fallas\ (Confabilidad) = \frac{HTP - \sum HPA}{HTP} \times 100$$

**Abreviaturas**  
HTP: Horas Totales en el Periodo  
ΣHPA: Sumatoria Horas de parada por averías
- Tiempo Medio entre Fallos:** 
$$MTBF = \frac{HTP}{AP}$$

**Abreviaturas**  
HTP: Horas Totales en el Periodo  
AP: N° de Averías en el Periodo
- Tiempo Medio de Reparación:** 
$$MTTR = \frac{HPA}{AP}$$

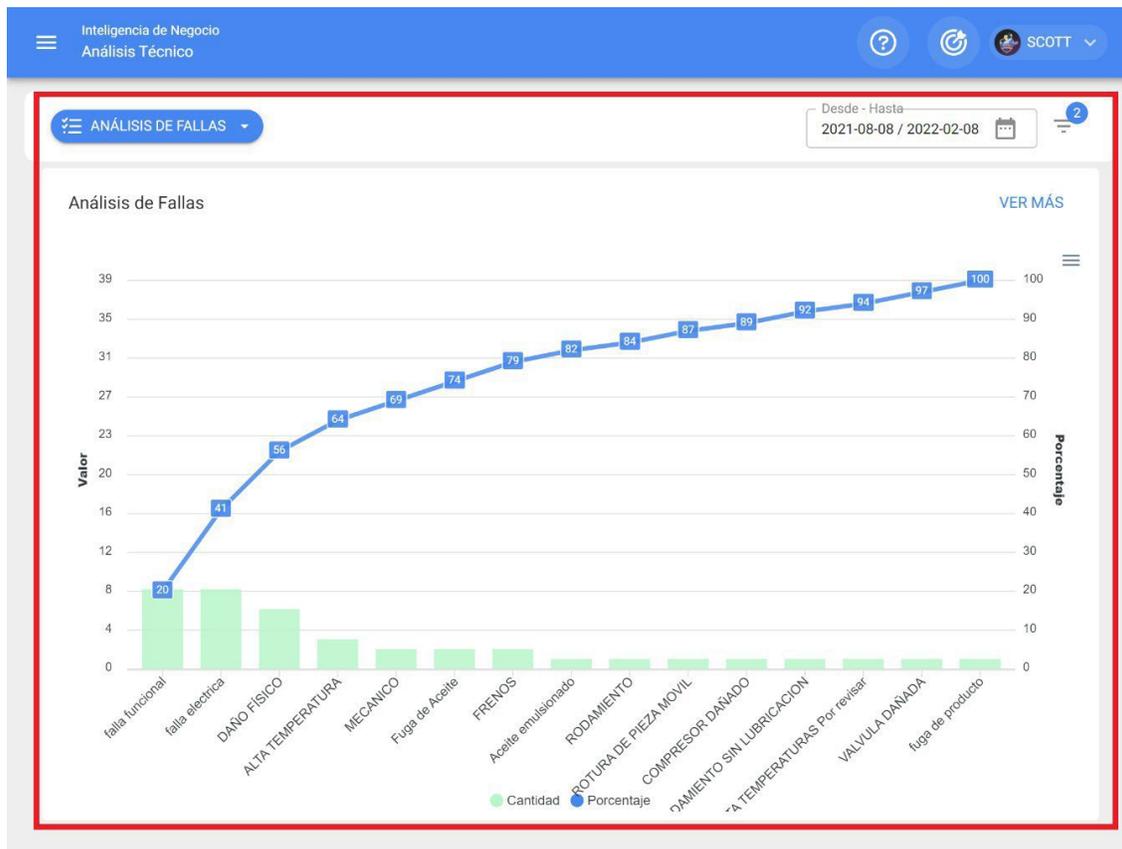
**Abreviaturas**  
HPA: Horas de parada por averías  
AP: N° de Averías en el Periodo

- **Total hours in the period (HTP):** Corresponds to the total hours evaluated in the period of time (this data outgoing from the filter by date range) in which the indicator is being evaluated by the number of hours of average daily use of the assets evaluated (this data outgoing from the general tab of each asset).
- **Sum of maintenance downtime hours:** Corresponds to the actual downtime of the asset that is recorded in the Planned TOs.

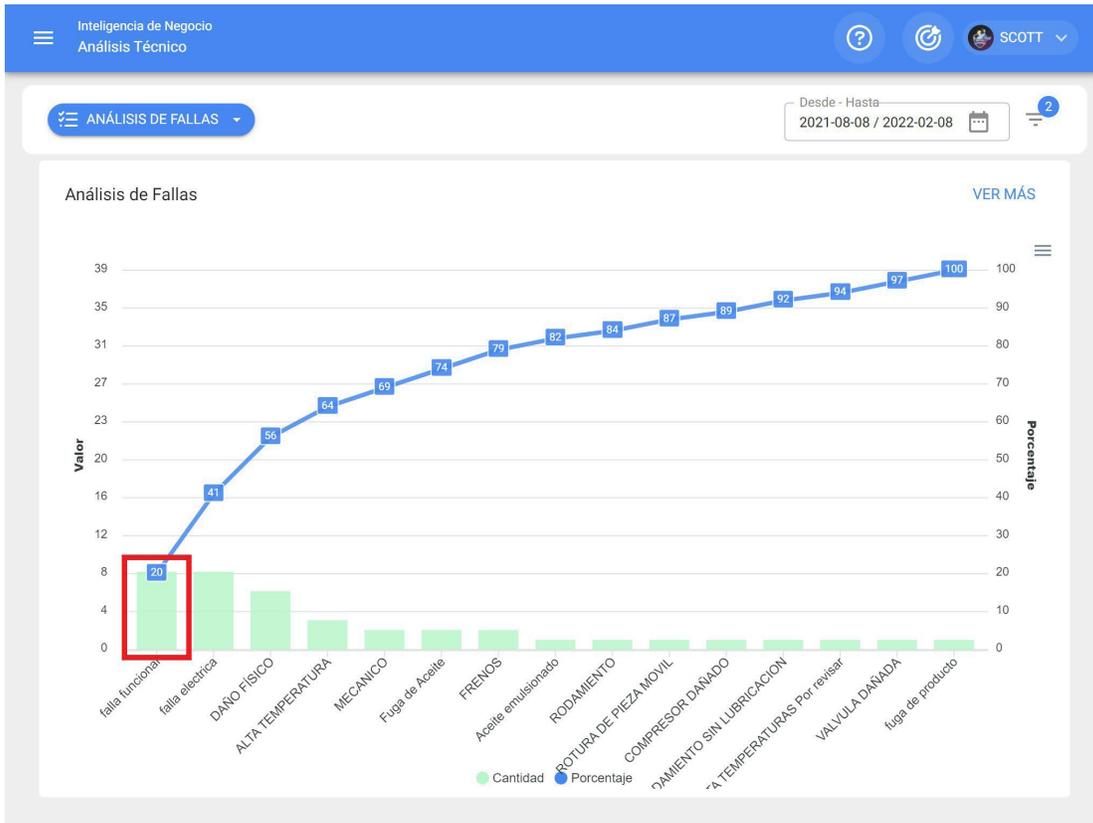
**Sum of downtime hours due to breakdowns:** Corresponds to the out-of-service time recorded in the Unplanned work management.

# Failure analysis : Fractal One

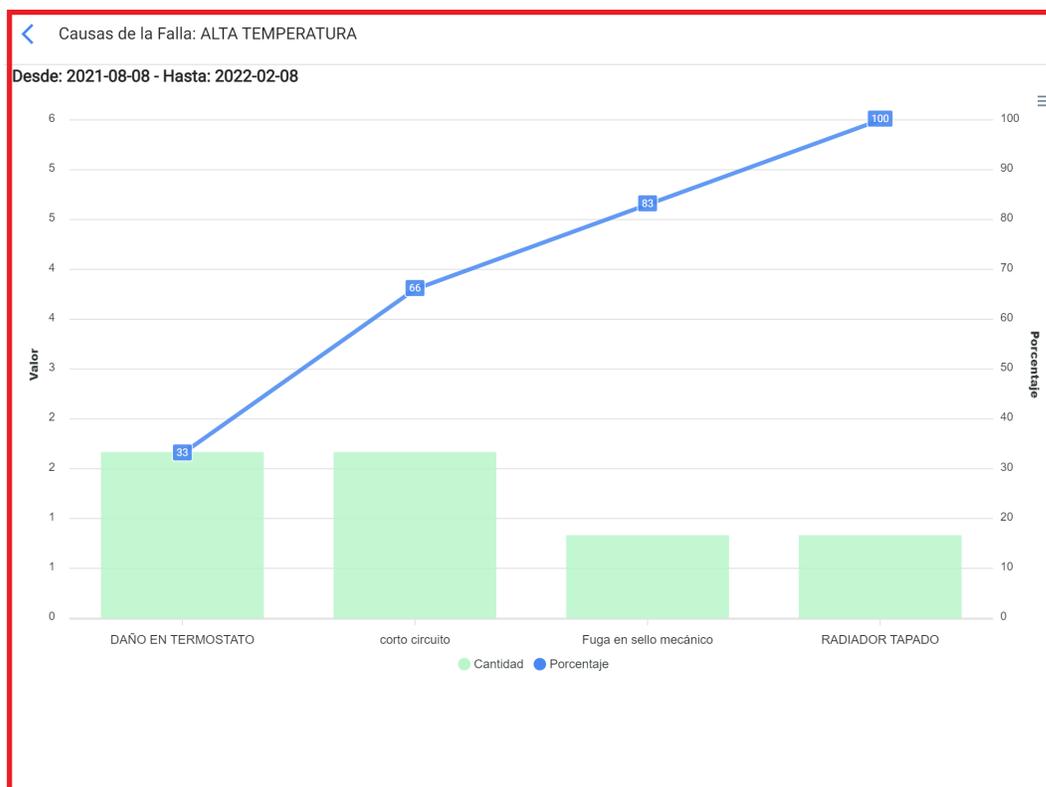
[help.fractal.com/en/articles/5997834-fault-analysis](https://help.fractal.com/en/articles/5997834-fault-analysis)



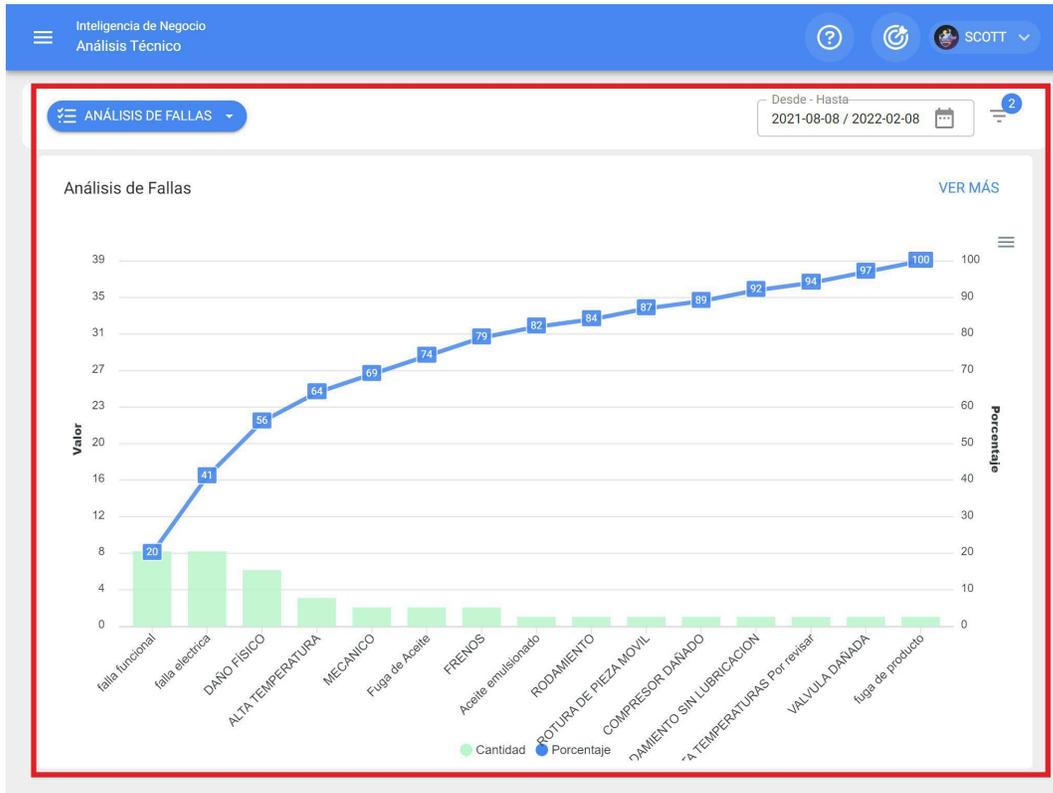
In this module you will be able to analyze all the failures recorded in the system through a Pareto diagram, which will allow you to graphically classify the types of failures in percentage and numerical form in order to highlight which ones have the greatest impact on asset management.



Additionally, clicking on the bars of the graph will open a new window with a second Pareto diagram associated to the causes that originated the failure.



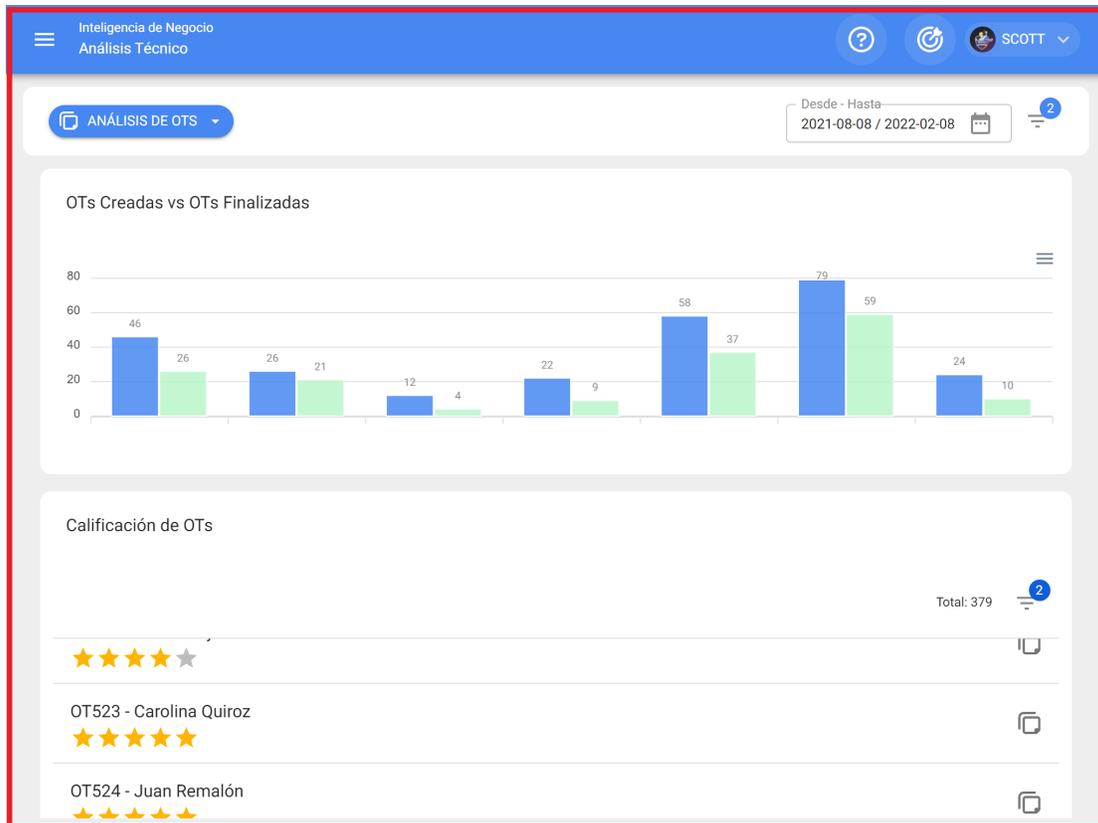
**Note:** All these graphs can be analyzed in detail by clicking on "See More", where the system will display a table with a detailed description of what is shown in the graphs. In addition, all the information in the module can be exported by making use of the additional options menu that accompanies each graph and table.



# OTs analysis : Fractal One

[help.fractal.com/en/articles/5997840-analysis-of-ots](https://help.fractal.com/en/articles/5997840-analysis-of-ots)

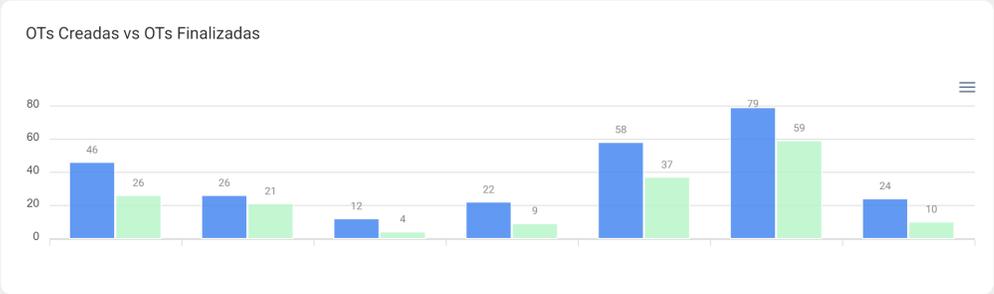
In this module you will be able to analyze in detail all the work order management in the platform, since you will have a graphical consolidation of scheduled vs. completed TOs, qualification tables and detailed information of each of the TOs that have been completed.



In addition, in each section of the module you will have advanced filters and additional options to perform minor analysis and exports.

ANÁLISIS DE OTS

Desde - Hasta  
2021-08-08 / 2022-02-08



### Calificación de OTs

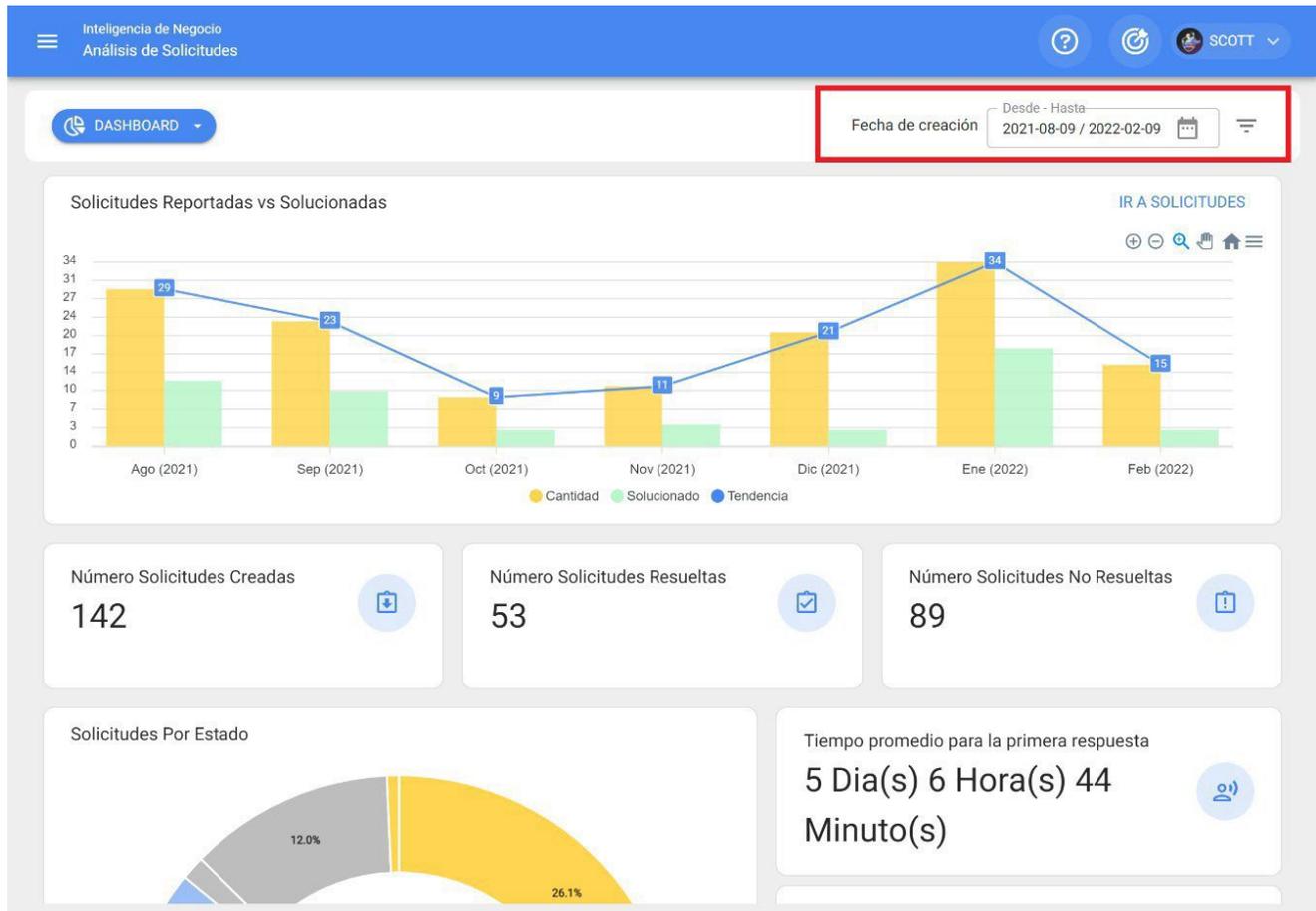
Total: 379

★★★★★	
OT523 - Carolina Quiroz	★★★★★
OT524 - Juan Remalón	★★★★★

# Filter bar in Request Analysis

[help.fracttal.com/en/articles/5998129-filter-bar-on-application-analysis](https://help.fracttal.com/en/articles/5998129-filter-bar-on-application-analysis)

At the top of the window you will find a bar at any time which will allow you to perform search filters for the following options:



## Filter Located in or is part of

Considering that in Fracttal assets can be aggregated and structured in an organized tree view, the "Located in or is part of" filter allows searching for assets contained below the asset to which the filter is applied.

**For example:** If in our database we have a main location called Parent Company, which contains as sub-locations Plant 1 and Raw Material Area, which in turn contains conveyor belts as equipment (see image). If we apply the filter on the Parent Company, the system will show us the information associated with the assets contained in that location (Plant 1 - Raw Material Area and Conveyor Belts).

EMPRESA MATRIZ

PLANTA 1  
// EMPRESA MATRIZ/

AREA DE MATERIA PRIMA  
// EMPRESA MATRIZ/ PLANTA 1/

BANDA TRANSPORTADORA 02  
// EMPRESA MATRIZ/ PLANTA 1/ AREA DE MATERIA PRIMA/

BANDA TRANSPORTADORA 03  
// EMPRESA MATRIZ/ PLANTA 1/ AREA DE MATERIA PRIMA/

Understanding its functionality, to apply it you only have to click on the filter

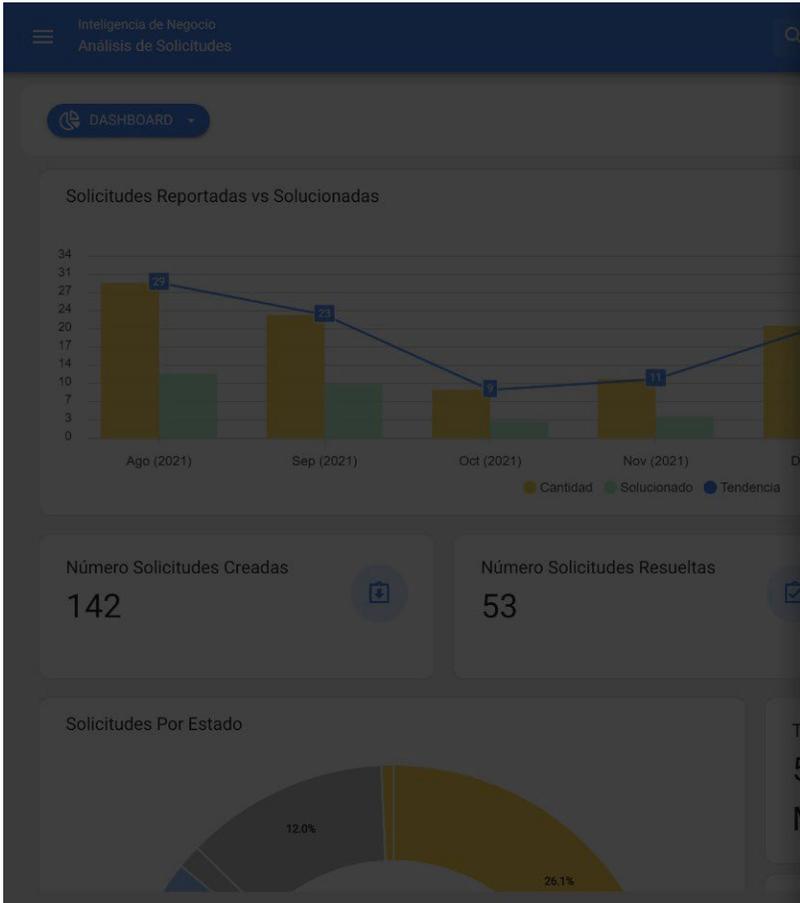
The screenshot shows a dashboard titled 'Inteligencia de Negocio - Análisis de Solicitudes'. The main chart is 'Solicitudes Reportadas vs Solucionadas' (Reported vs Solved Requests), a grouped bar chart with a trend line. The x-axis shows months from August to November 2021. The y-axis ranges from 0 to 34. The legend indicates 'Cantidad' (Quantity) in brown, 'Solucionado' (Solved) in green, and 'Tendencia' (Trend) in blue. Below the chart are two KPI cards: 'Número Solicitudes Creadas' (142) and 'Número Solicitudes Resueltas' (53). At the bottom, there is a 'Solicitudes Por Estado' (Requests by State) donut chart showing 12.0% and 26.1% segments.

Overlaid on the right is a 'Filtrar' (Filter) panel with the following fields:

- Localización (highlighted with a red box)
- Grupo
- Clasificación 1
- Clasificación 2
- Palabras claves (Selección Múltiple)

At the bottom of the filter panel are two buttons: 'BORRAR FILTROS' (Remove Filters) and 'APLICAR FILTROS' (Apply Filters).

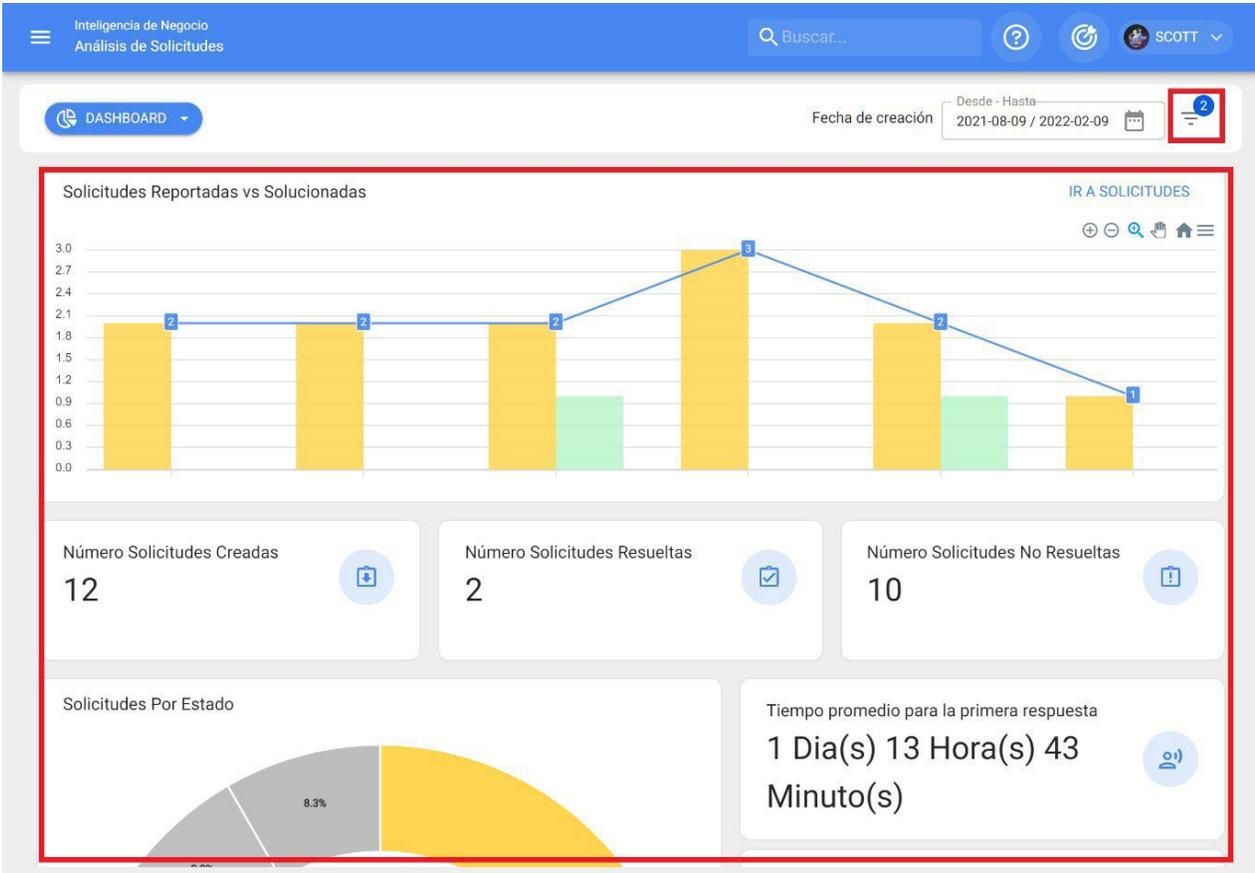
Then the system will display a list with all the assets (locations and equipment) so that it can be selected according to the location to be analyzed and displayed.



Buscar Activos

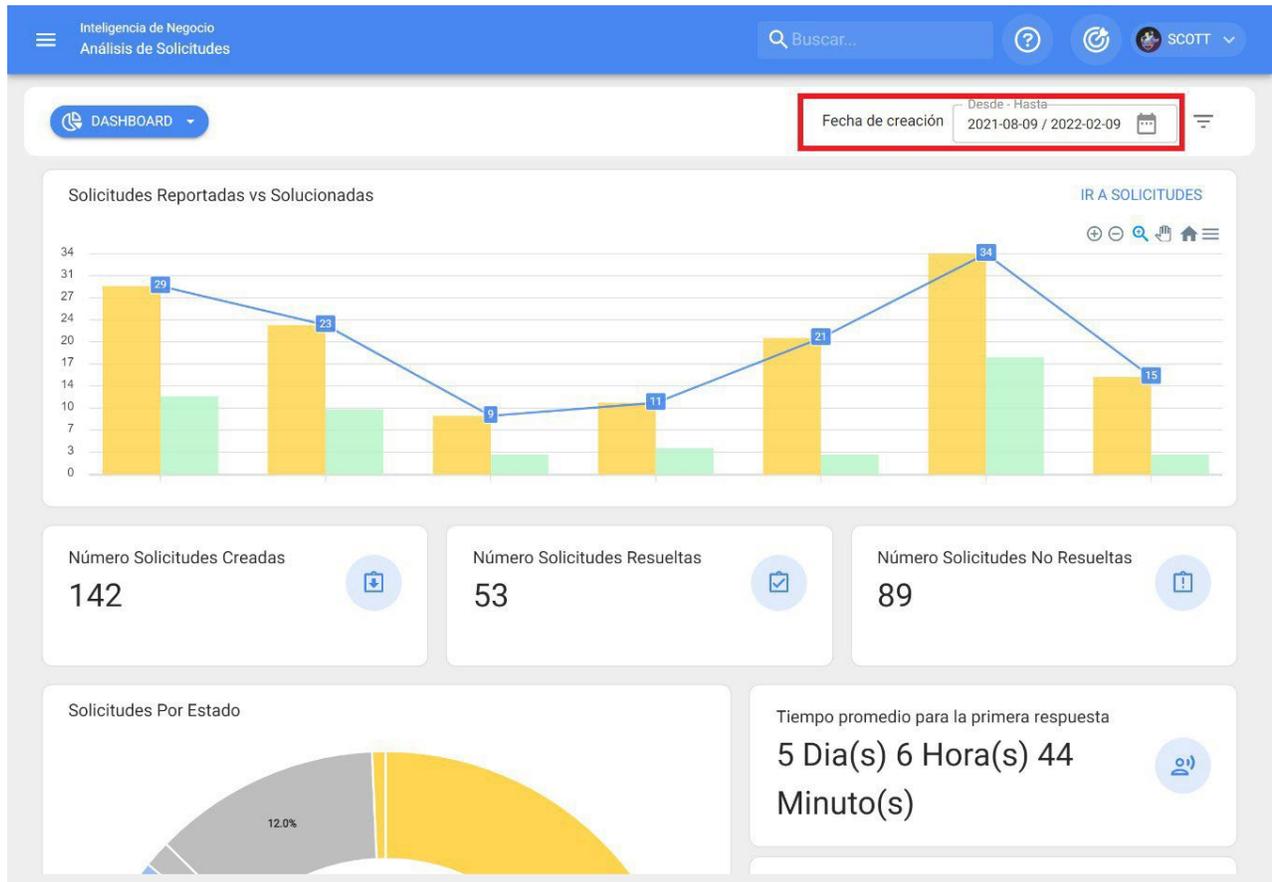
Total: 12747

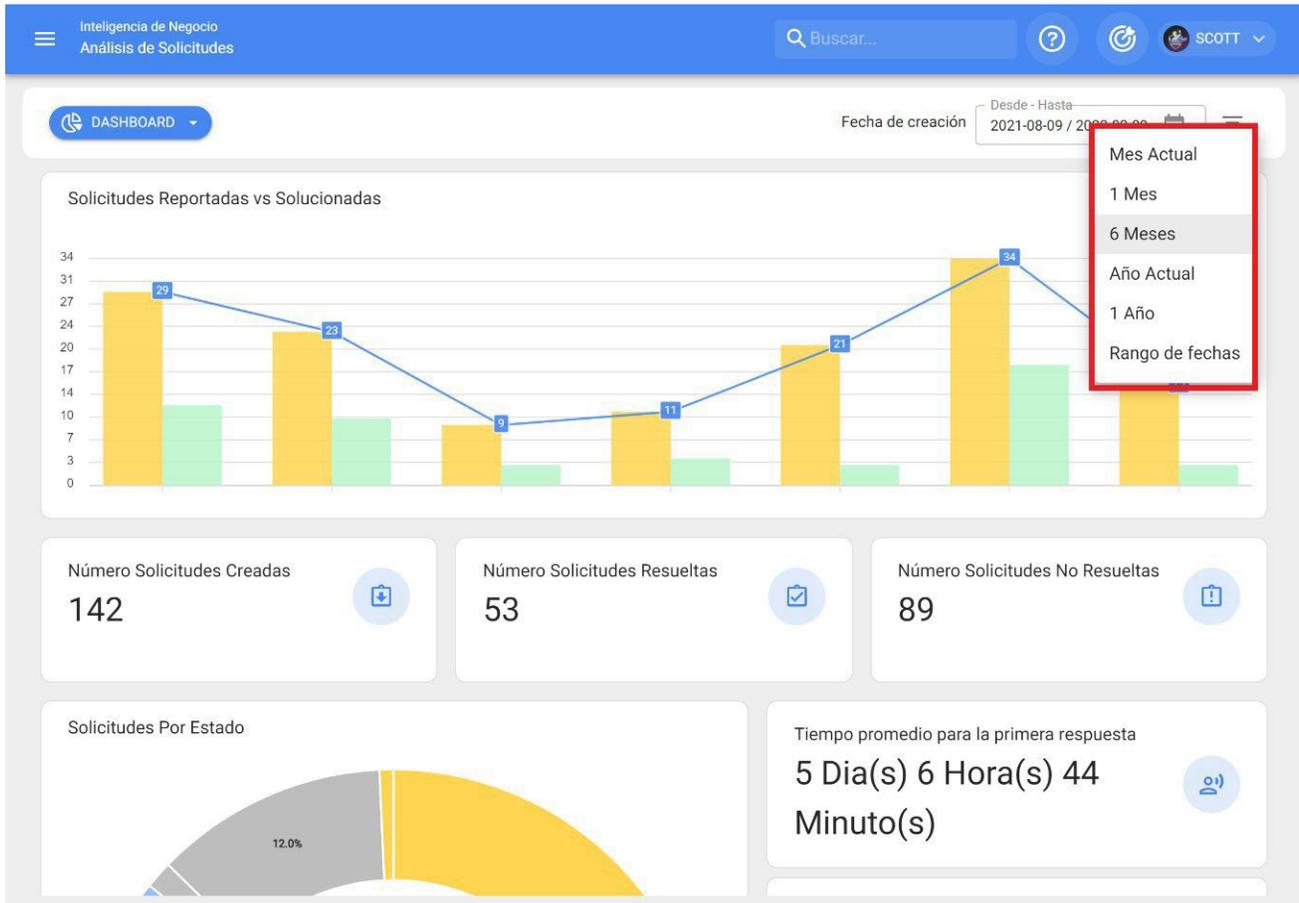
- EMPRESA SECTOR MANUFACTURA**  
 Tipo: Ubicaciones  
 Código: CORP-256  
 Prioridad: Alta  
 Localización: //
- PLANTA 1 - PRODUCCIÓN ALIMENTOS**  
 Tipo: Ubicaciones  
 Código:  
 Prioridad:  
 Localización: // EMPRESA SECTOR MANUFACTURA/
- ÁREA PRODUCCIÓN FRUTAS**  
 Tipo: Ubicaciones  
 Código:  
 Prioridad:  
 Localización: // EMPRESA SECTOR MANUFACTURA/ ...
- LINEA FRUTAS ROJAS**  
 Tipo: Ubicaciones  
 Código:  
 Prioridad:  
 Localización: // EMPRESA SECTOR MANUFACTURA/ ...
- ENVASADO**  
 Tipo: Ubicaciones  
 Código:  
 Prioridad:  
 Localización: // EMPRESA SECTOR MANUFACTURA/ ...



## Date filter

Filter that allows you to select different date ranges to be displayed. To do so, click on the date and then the system will show all the available options.





- ◆ **Current Month:** Allows you to view the information of the current month.
- ◆ **1 Month:** Allows the display of information for one month only (it is counted backwards from the current day to the month).
- ◆ **6 Months:** Allows you to view the information for the last 6 months (counted backwards from the current day to 6 months).
- ◆ **Current Year:** Allows you to view the information for the current year.
- ◆ **1 Year:** Allows you to view the information for a whole year (counting backwards from the current day to the year).
- ◆ **Date range:** Allows you to select the specific date range to be evaluated.

# How to enter the Request Analysis module?

[help.fracttal.com/en/articles/5998102-as-entry-application-analysis-module](https://help.fracttal.com/en/articles/5998102-as-entry-application-analysis-module)

To enter just go to the main menu and look for the "Business Intelligence" module.

The screenshot displays the Fractal One user interface. On the left, a user profile for SCOTT BILLINGTON is visible, along with a navigation menu. The 'Inteligencia de Negocio' option is highlighted with a red box. The main content area shows a dashboard with a bar and line chart for 'Solicitudes' (Requests) from Oct 2021 to Feb 2022. The chart shows 'Cantidad' (Quantity) in blue bars, 'Solucionado' (Solved) in green bars, and 'Tendencia' (Trend) in a blue line. Below the chart are two summary cards: 'Número Solicitudes Resueltas' (53) and 'Número Solicitudes No Resueltas' (89). At the bottom right, a card shows 'Tiempo promedio para la primera respuesta' (Average time for the first response) as 5 days, 6 hours, and 44 minutes.

Month	Cantidad	Solucionado	Tendencia
Oct (2021)	9	3	9
Nov (2021)	11	4	11
Dic (2021)	21	6	21
Ene (2022)	34	12	34
Feb (2022)	15	5	15

Clicking on it will display all the associated sub-modules, where you must click again on "Request Analysis" to finally display the window with the request analysis section.

**SCOTT BILLINGTON**  
alexander.sanchez@fracttal.com  
Pilotos Fractal/Cuentas Demo  
4.5.33

- Catálogos
- Almacenes
- Tareas
- Monitoreo
- Automatizador
- Inteligencia de Negocio
  - Análisis Económico
  - Análisis Técnico
  - Análisis de Solicitudes**
  - Fractal BI
- Disco Virtual

Fecha de creación Desde - Hasta: 2021-08-09 / 2022-02-09

IR A SOLICITUDES

Mes	Cantidad	Solucionado
Oct (2021)	9	11
Nov (2021)	11	11
Dic (2021)	21	21
Ene (2022)	34	34
Feb (2022)	15	15

Número Solicitudes Resueltas: 53

Número Solicitudes No Resueltas: 89

Tiempo promedio para la primera respuesta: 5 Dia(s) 6 Hora(s) 44

Inteligencia de Negocio  
Análisis de Solicitudes

DASHBOARD

Fecha de creación Desde - Hasta: 2021-08-09 / 2022-02-09

IR A SOLICITUDES

Solicitudes Reportadas vs Solucionadas

Mes	Cantidad	Solucionado
Ago (2021)	29	23
Sep (2021)	23	23
Oct (2021)	9	11
Nov (2021)	11	11
Dic (2021)	21	21
Ene (2022)	34	34
Feb (2022)	15	15

Número Solicitudes Creadas: 142

Número Solicitudes Resueltas: 53

Número Solicitudes No Resueltas: 89

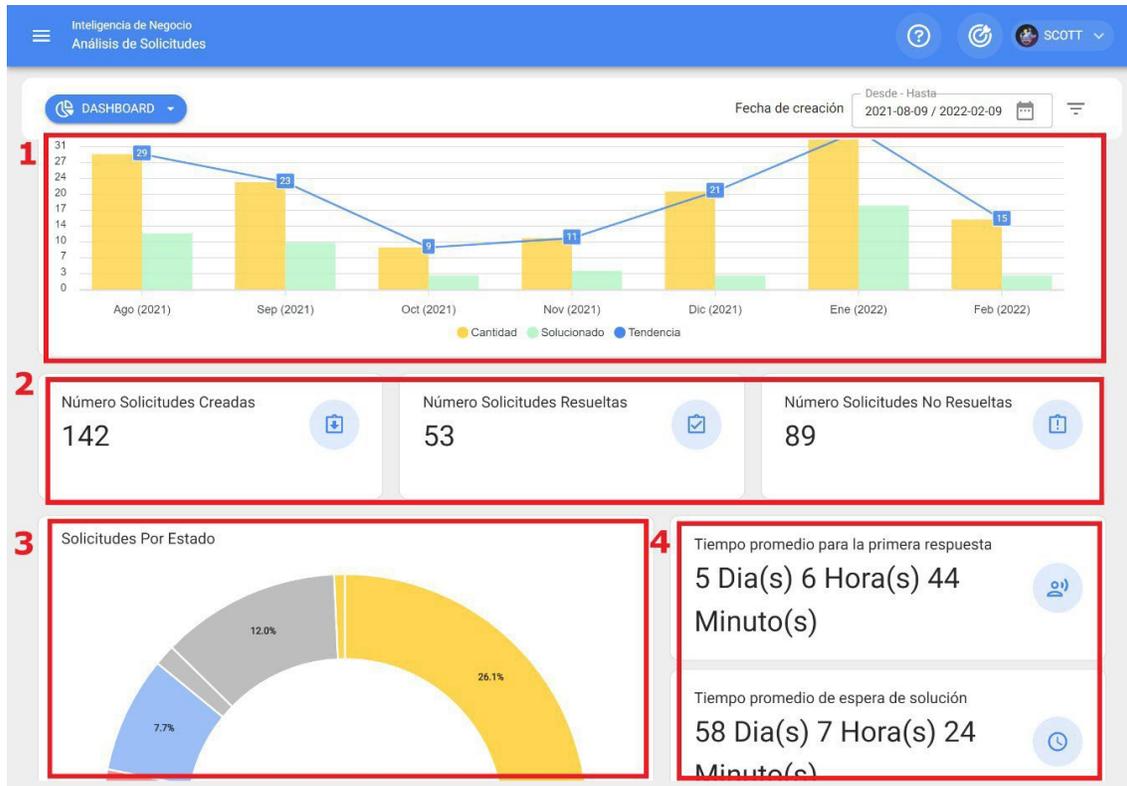
Solicitudes Por Estado: 12.0%

Tiempo promedio para la primera respuesta: 5 Dia(s) 6 Hora(s) 44

# Application Analysis Dashboard

[help.fractal.com/en/articles/5998112-dashboard-on-application-analysis](https://help.fractal.com/en/articles/5998112-dashboard-on-application-analysis)

The dashboard found in the request analysis module corresponds to one of the 3 tabs that make up the module. The dashboard contains a series of graphical and numerical indicators that allow you to quickly examine the following aspects of work request management:

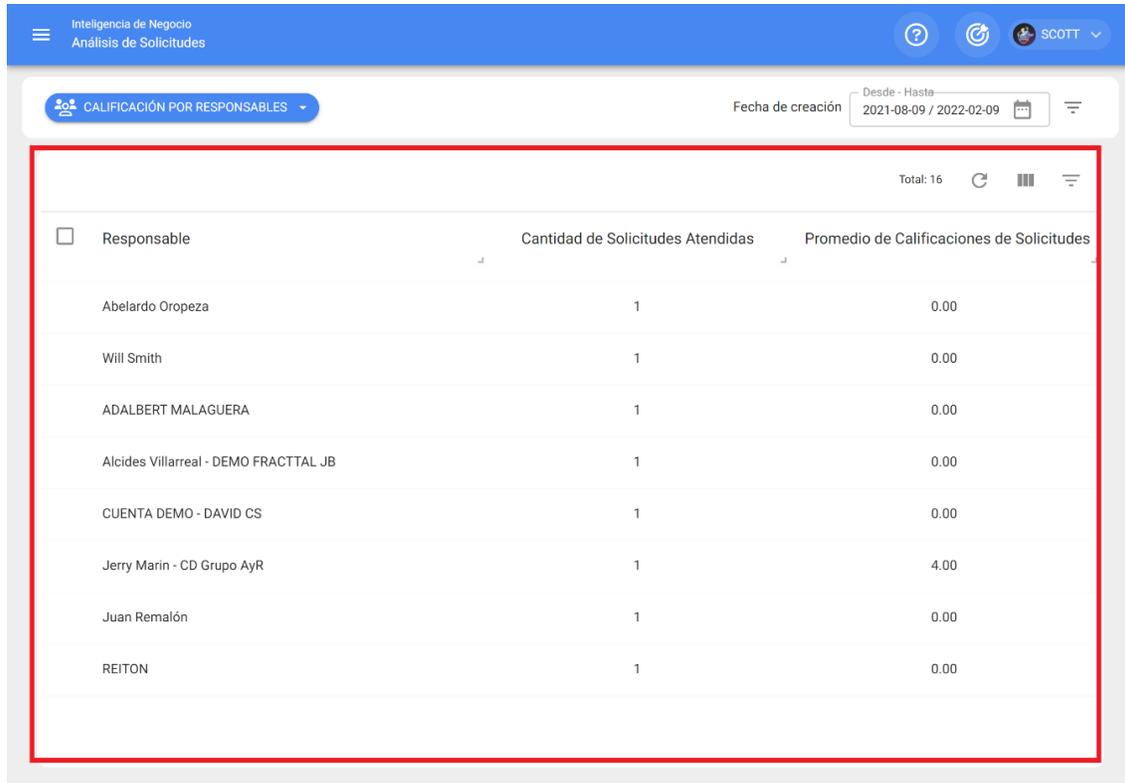


1. Comparative bar chart of the number of work requests reported vs. solved, along with the trend line.
2. Totalization of work requests that have been created, resolved and unresolved.
3. Ring chart of total work requests based on their current statuses
4. The average calculation of responses associated with the management of requests.

# Analysis of Applications: Qualification by responsible party

[help.fractal.com/en/articles/5998119-analysis-of-applications-qualification-by-responsible-responder](https://help.fractal.com/en/articles/5998119-analysis-of-applications-qualification-by-responsible-responder)

In this tab you can have full traceability of the amount and qualification obtained by each of the managers associated to the work requests reported in the platform.



<input type="checkbox"/>	Responsable	Cantidad de Solicitudes Atendidas	Promedio de Calificaciones de Solicitudes
	Abelardo Oropeza	1	0.00
	Will Smith	1	0.00
	ADALBERT MALAGUERA	1	0.00
	Alcides Villarreal - DEMO FRACTAL JB	1	0.00
	CUENTA DEMO - DAVID CS	1	0.00
	Jerry Marin - CD Grupo AyR	1	4.00
	Juan Remalón	1	0.00
	REITON	1	0.00

Other filtering options will also be available to facilitate the analysis as required.

Inteligencia de Negocio  
Análisis de Solicitudes

Inteligencia de Negocio  
Análisis de Solicitudes

Fecha de creación Desde - Hasta  
2021-08-09 / 2022-02-09

Responsible

Fecha de creación Desde - Hasta  
2021-08-09 / 2022-02-09

Total: 16

Responsible	Cantidad de Solicitudes Atendidas	Promedio de Calificaciones de Solicitudes
Abelardo Oropeza	1	0.00
Will Smith	1	0.00
ADALBERT MALAGUERA	1	0.00
Alcides Villarreal - DEMO FRACTTAL JB	1	0.00
CUENTA DEMO - DAVID CS	1	0.00
Jerry Marin - CD Grupo AyR	1	4.00
Juan Remalón	1	0.00
REITON	1	0.00

Inteligencia de Negocio  
Análisis de Solicitudes

Inteligencia de Negocio  
Análisis de Solicitudes

Responsible

Fecha de creación Desde - Hasta  
2021-08-09 / 2022-02-09

Responsible

Fecha de creación Desde - Hasta  
2021-08-09 / 2022-02-09

Total: 16

Responsible	Cantidad de Solicitudes Atendidas	Promedio de Calificaciones de Solicitudes
GIANFRANCO BARBARA	3	
FERNANDO RAUCH	3	
Mecánico Proceso	2	
JOSE	2	
CARLOS MULLO	2	
Oseas Maldonado	2	
CUENTA DEMO - GINO SAAVEDRA CS	2	
Sarah Cubas (Demo-Mitsui)	1	
Abelardo Oropeza	1	
Will Smith	1	

Filtrar

Responsible

Buscar...

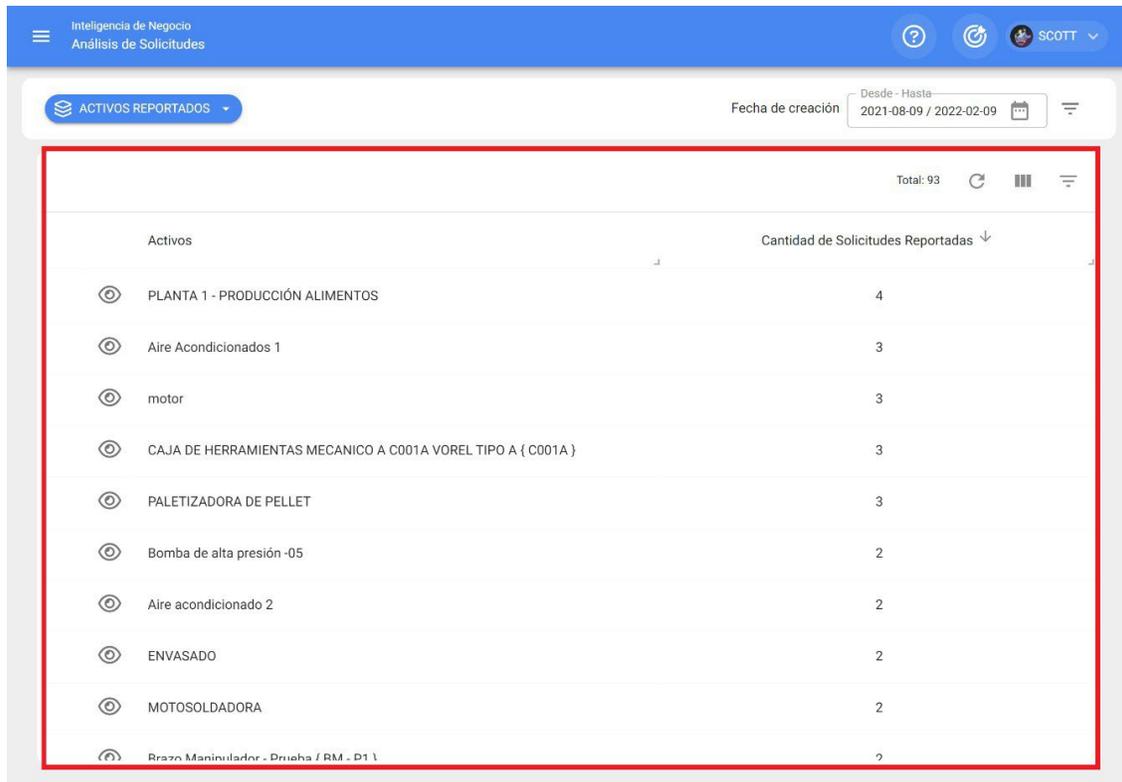
BORRAR FILTROS

APLICAR FILTROS

# Request Analysis: Reported Assets

[help.fractal.com/en/articles/5998127-analysis-of-applications-assets-reports](https://help.fractal.com/en/articles/5998127-analysis-of-applications-assets-reports)

In this tab you can quickly find out the list of assets that have submitted work requests, as well as a count of the number of requests for each of these assets. This type of analysis is of utmost importance, since it allows you to identify which assets have presented the highest number of events for which an unplanned work request has been raised.



Activos	Cantidad de Solicitudes Reportadas ↓
PLANTA 1 - PRODUCCIÓN ALIMENTOS	4
Aire Acondicionados 1	3
motor	3
CAJA DE HERRAMIENTAS MECANICO A C001A VOREL TIPO A { C001A }	3
PALETIZADORA DE PELLET	3
Bomba de alta presión -05	2
Aire acondicionado 2	2
ENVASADO	2
MOTOSOLDADORA	2
Brazo Manipulador - Prueba / RM - P1	2

Other filtering options will also be available to facilitate the analysis as required.

Inteligencia de Negocio  
Análisis de Solicitudes

ACTIVOS REPORTADOS

Fecha de creación Desde - Hasta  
2021-08-09 / 2022-02-09

Total: 93

Activos	Cantidad de Solicitudes Reportadas
PLANTA 1 - PRODUCCIÓN ALIMENTOS	4
Aire Acondicionados 1	3
motor	3
CAJA DE HERRAMIENTAS MECANICO A C001A VOREL TIPO A { C001A }	3
PALETIZADORA DE PELLET	3
Bomba de alta presión -05	2
Aire acondicionado 2	2
ENVASADO	2
MOTOSOLDADORA	2
Brazo Manipulador - Prueba / RM - P1	2

Inteligencia de Negocio  
Análisis de Solicitudes

ACTIVOS REPORTADOS

Activos

PLANTA 1 - PRODUCCIÓN ALIMENTOS

Aire Acondicionados 1

motor

CAJA DE HERRAMIENTAS MECANICO A C001A VOREL TIPO A { C001A }

PALETIZADORA DE PELLET

Bomba de alta presión -05

Aire acondicionado 2

ENVASADO

MOTOSOLDADORA

Brazo Manipulador - Prueba / RM - P1

Filtrar

Activos

Buscar...

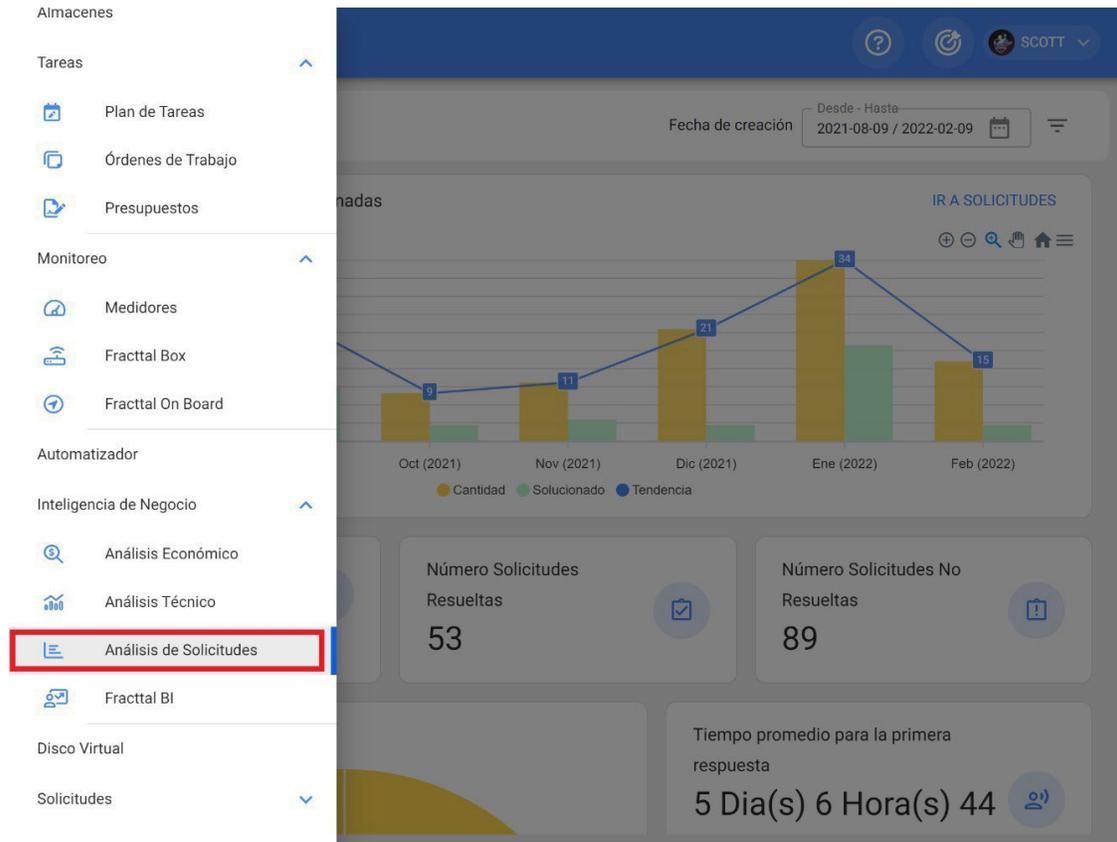
BORRAR FILTROS

APLICAR FILTROS

# Fractal One application analysis

[help.fractal.com/en/articles/5998086-analysis-of-applications](https://help.fractal.com/en/articles/5998086-analysis-of-applications)

In this module you can analyze and have full traceability of the work requests that have been reported and managed on the platform.



Here you will find sub-modules composed of the following tabs: Dashboard

- ◆ Qualification by Responsible Party
- ◆ Reported Assets

# Fracttal BI | Fracttal One

 [help.fracttal.com/en/articles/5998295-fracttal-bi](https://help.fracttal.com/en/articles/5998295-fracttal-bi)

In this module it is possible to create customized dashboards composed of graphical information generated from different types of widgets, in order to improve the way of interpreting and analyzing in detail the information managed in the other modules of the platform.



Watch Video At: <https://youtu.be/P8-GzTHGMBk>

**Note:** The Fracttal BI module is included in all Fracttal commercial plans and will have by default 2 dashboards, in which you can add up to 6 graphs or widgets in each one. In case you need to add more dashboards or widgets, you will have to contract it as an Add-On or additional functionality.

You may also be interested in:

[How do I use Fracttal BI?](#)

[What are widgets in Fracttal BI?](#)

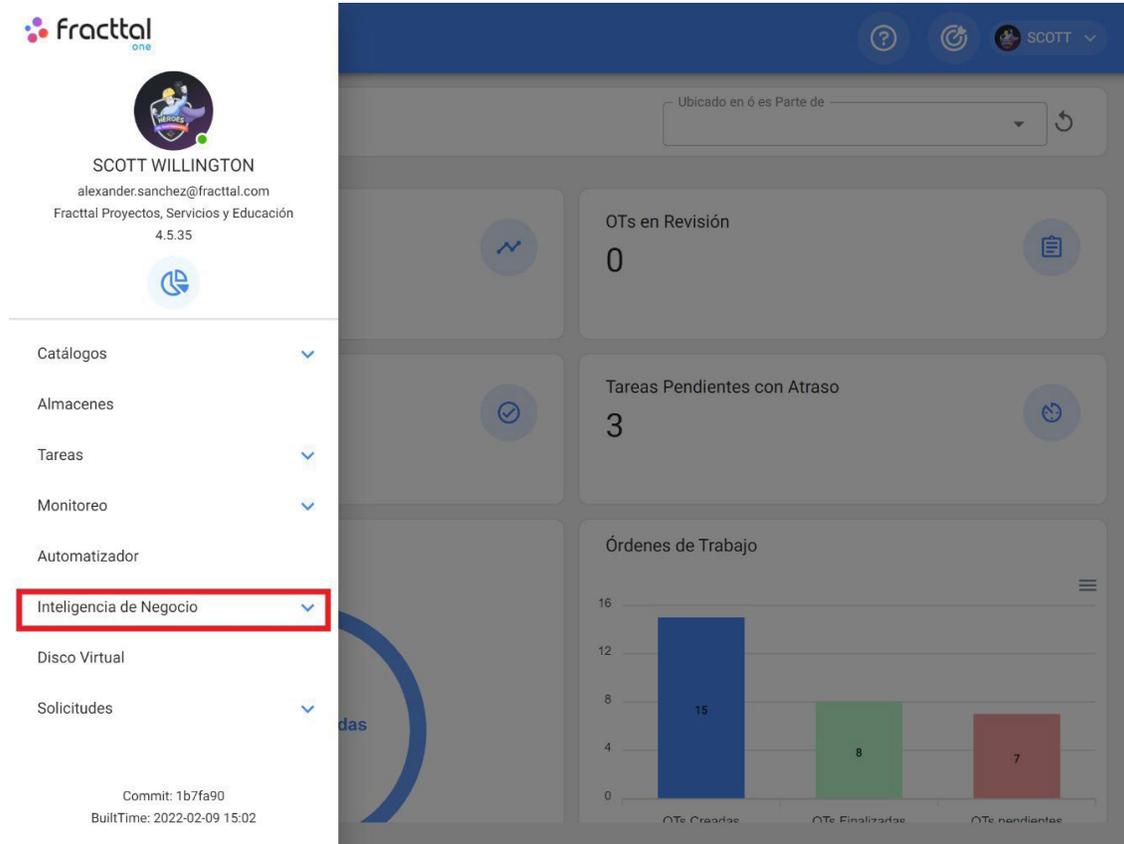
[How to add a dashboard in Fracttal BI?](#)

[How to add a widget to a panel or dashboard in Fracttal BI?](#)

# How to enter the Fracttal BI module?

[help.fracttal.com/en/articles/5998315-how-to-enter-the-fracttal-bi-module](https://help.fracttal.com/en/articles/5998315-how-to-enter-the-fracttal-bi-module)

To enter just go to the main menu and look for the "Business Intelligence" module.



When you click on it, all the associated sub-modules will be displayed and you will have to click again on "Fracttal BI" to finally display the dashboard window.



**SCOTT WILLINGTON**  
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Fractal Proyectos, Servicios y Educación  
4.5.35



- Catálogos
- Almacenes
- Tareas
- Monitoreo
- Automatizador
- Inteligencia de Negocio
  - Análisis Económico
  - Análisis Técnico
  - Análisis de Solicitudes

**Fractal BI**

Ubicado en ó es Parte de

OTs en Revisión: 0

Tareas Pendientes con Atraso: 3

Órdenes de Trabajo

Categoría	Valor
OTs Creadas	15
OTs Finalizadas	8
OTs pendientes	7

Fractal BI

Dashboard: Panel nuevo

Intervalo: 2021-02-15 / 2022-02-15

**CREADORES DE SOLICITUDES POR ACTIVO**

Activo	JAIRO TORRES	Ramon Toro
MOTOR ELECTRICO { MOT-ELEC }	2.0	0.0
Banda transportadora { BT-003 }	0.0	1.0

**Sub-tareas: Plan mtto cuatrimestral**

Responsable	Subtarea	Valor
Si	Alexander Sanchez	¿EL EQUIPO TIEN...
Alexander Sanchez	Alexander Sanchez	TIPO DE VENTILA...
Verificación	Alexander Sanchez	ESTADO GENERA...
Alexander Sanchez	SE ELIMINARON ...	Alexander Sanchez
Alexander Sanchez	¿CUANTOS PUES...	3

1-7 De 7

**KILOMETRAJES DE CAMIONETAS**

Fecha	Valor
2022-01-26 09:03	0
2022-02-01 09:06	~1000
2022-02-08 09:05	~1400
2022-02-14 12:18	~2100
2022-02-15 09:05	~2800

**EQUIPOS CON O SIN VENTILACION**

Categoría	Valor
YES	~30%
NO	~70%

# How to add a dashboard in Fractal BI?

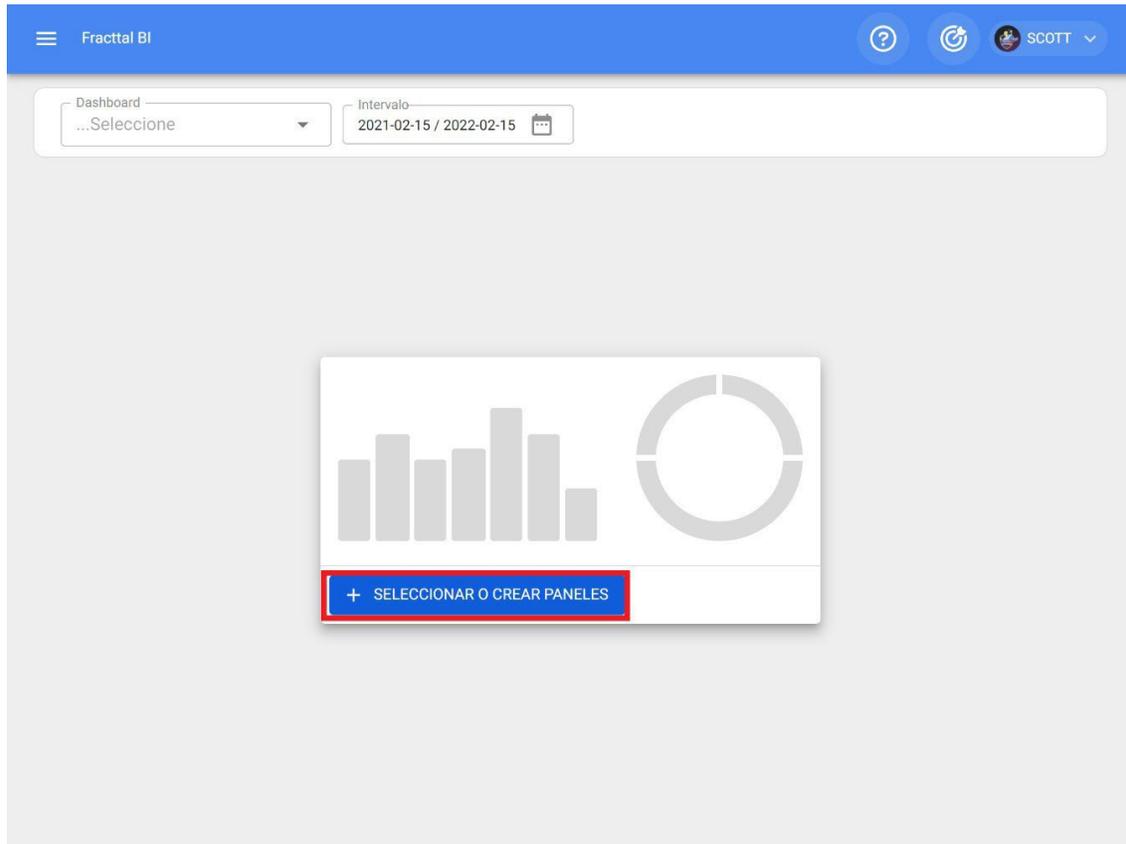
[help.fractal.com/en/articles/5998317-how-to-add-a-panel-o-dashboard-in-fractal-bi](https://help.fractal.com/en/articles/5998317-how-to-add-a-panel-o-dashboard-in-fractal-bi)

To add a panel you must first enter the "Fractal BI" module and then click on the "select or create panels" option.

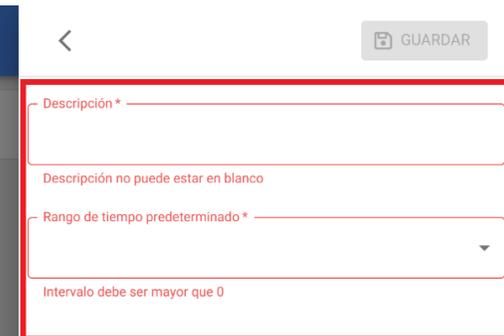
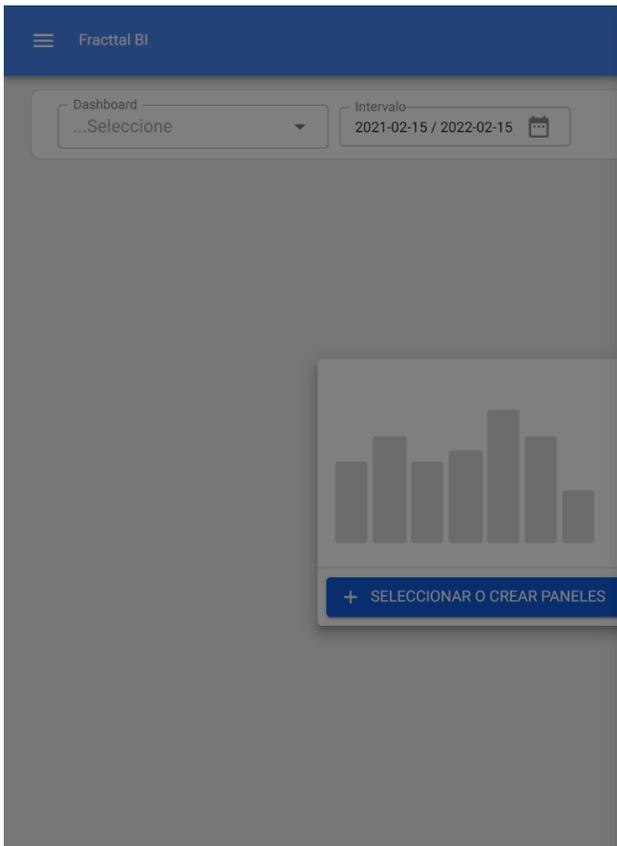
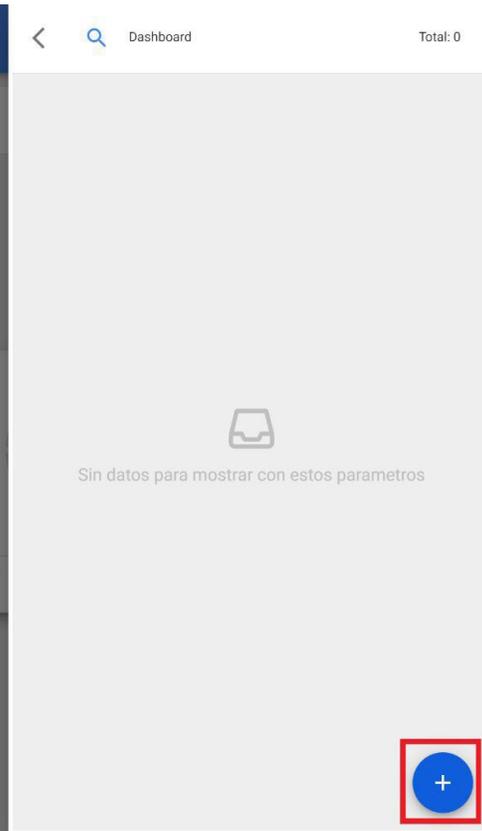
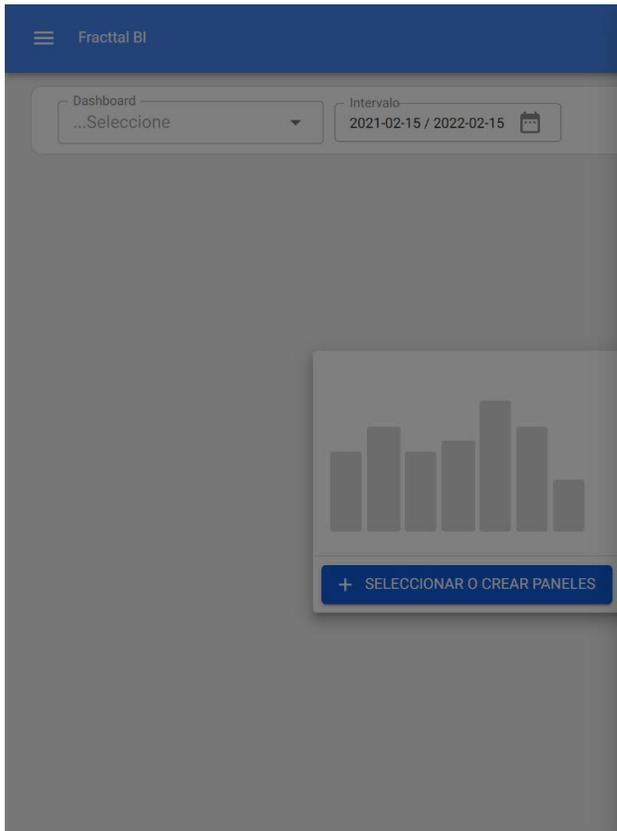
The screenshot displays the Fractal BI user interface. On the left, a sidebar menu lists various modules, with 'Fractal BI' highlighted by a red rectangular box. The main area shows a dashboard with three panels:

- OTs en Revisión:** A panel showing 0 items.
- Tareas Pendientes con Atraso:** A panel showing 3 items.
- Órdenes de Trabajo:** A bar chart showing the following data:

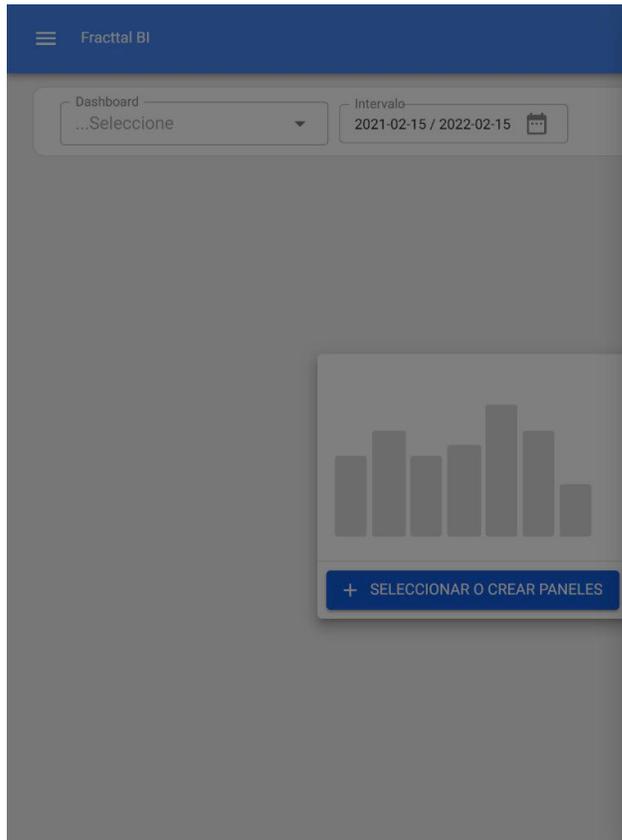
Categoría	Valor
OTs Creadas	15
OTs Finalizadas	8
OTs pendientes	7



Once clicked, the system will display a new window with the option to add, when clicked the system will open a new window in which you must add the description and date range (this range is the one that will be taken into account in the analysis) of the dashboard or panel that we want to add.



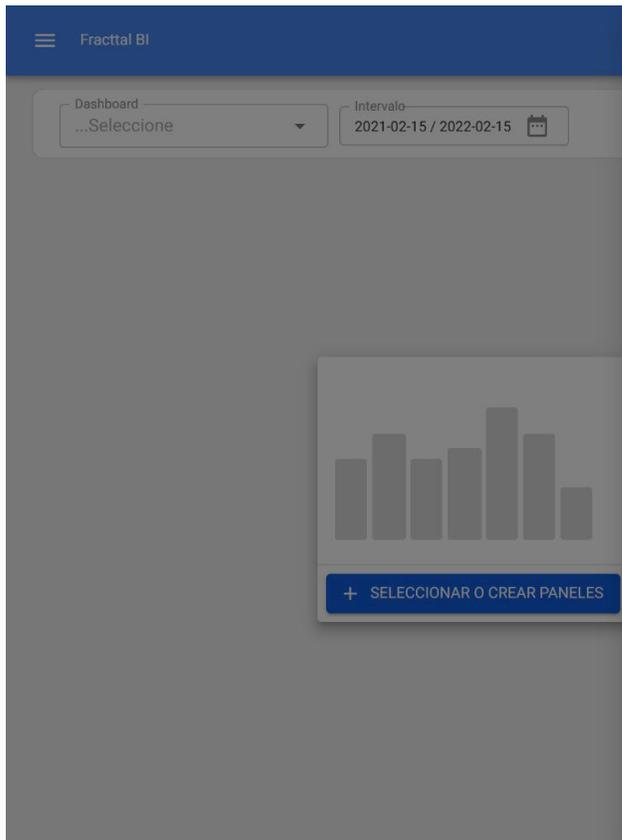
Finally, once the information has been completed, click on the save option for the system to make the changes.



< GUARDAR

Descripción\*

Rango de tiempo predeterminado\*



< Dashboard Total: 1

GESTION DE MANTENIMIENTO



**Note:** Depending on the contracted plan, you will have the option to add other dashboards, as well as to mark the favorite option.

Fractal BI

Dashboard  
...Selecione

Intervalo  
2021-02-15 / 2022-02-15



+ SELECCIONAR O CREAR PANELES

Dashboard Total: 2

GESTION DE COSTOS ☆

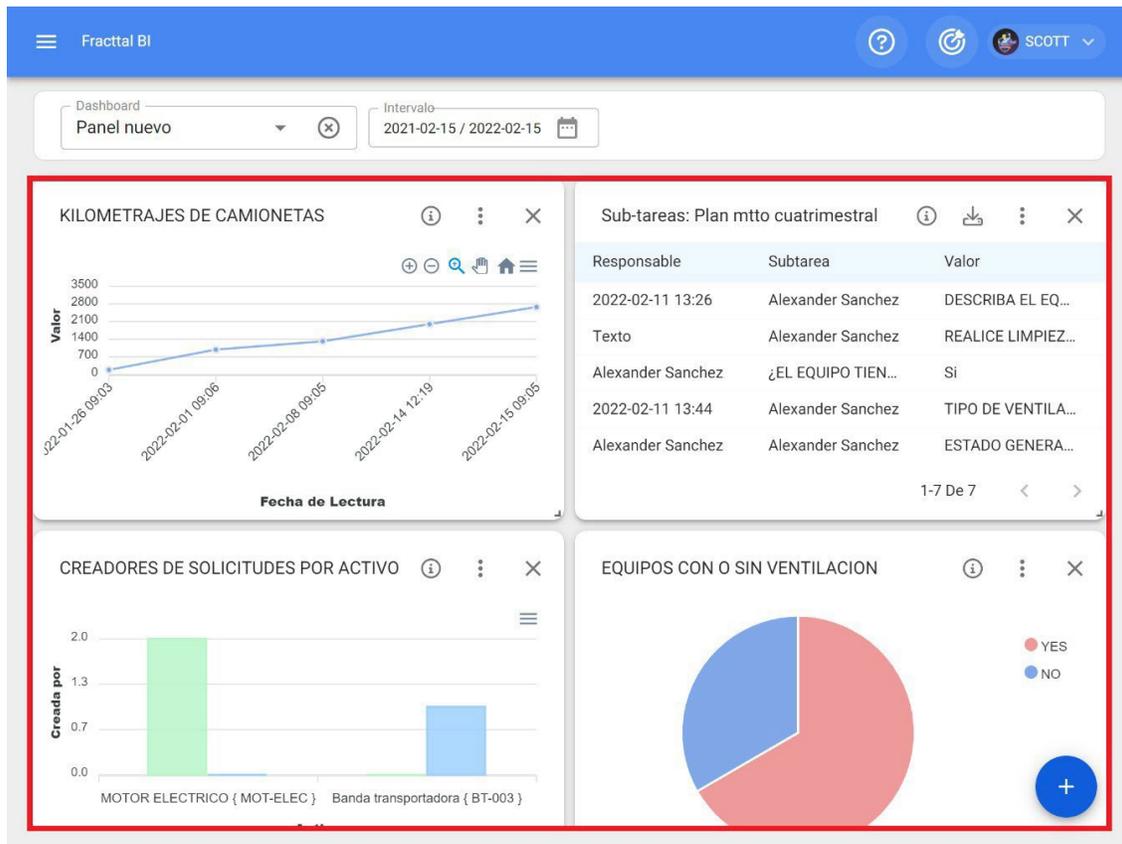
GESTION DE MANTENIMIENTO ★



# What are widgets in Fractal BI?

[help.fractal.com/en/articles/5998320-what-are-the-widgets-in-fractal-bi](https://help.fractal.com/en/articles/5998320-what-are-the-widgets-in-fractal-bi)

Widgets are the different graphs or tables that can be added to the Fractal BI module panels.



There are different types of widgets that allow to detail and analyze the information managed in the platform in different ways. The different types of widgets that can be added to a dashboard are listed below:

- Area Line
- Barra
- Torta
- Polar
- Zone
- Radar

- ◆ Radial bar
- ◆ Bubble Box
- ◆ Candle
- ◆ Heat map
- ◆ Dispersion
- ◆ Timeline Time
- ◆ line Tree
- ◆ Table

# How to add a widget to a panel or dashboard in Fractal BI?

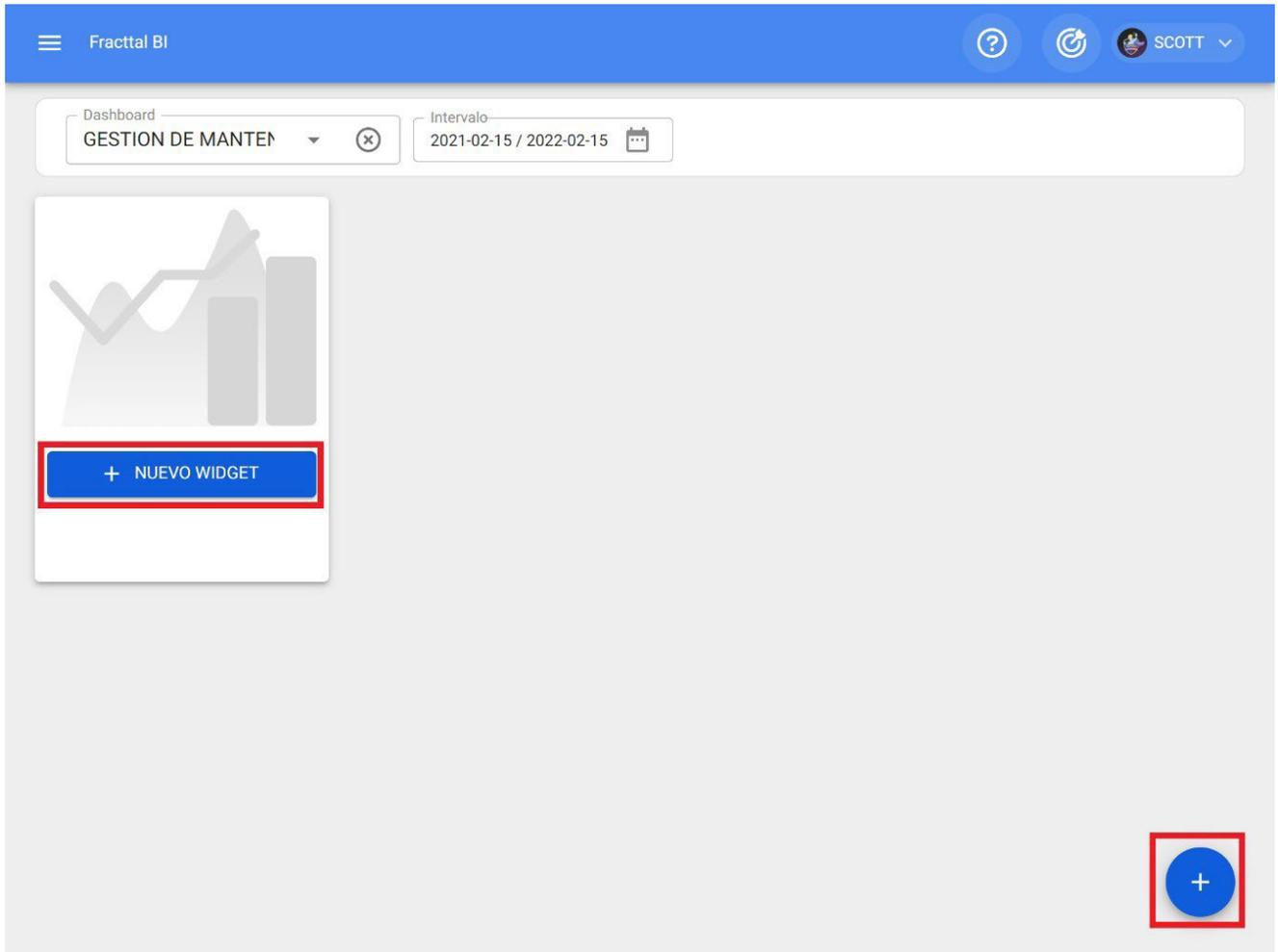
[help.fractal.com/en/articles/5998328-how-to-add-a-widget-to-a-panel-o-dashboard-in-fractal-bi](https://help.fractal.com/en/articles/5998328-how-to-add-a-widget-to-a-panel-o-dashboard-in-fractal-bi)

To add a widget just click on the add option that will appear on the screen.

The screenshot displays the Fractal BI dashboard interface. At the top, there is a blue header with the Fractal BI logo, a search icon, a refresh icon, and a user profile for SCOTT. Below the header, there is a navigation bar with a dropdown menu for 'Dashboard' (currently showing 'Panel nuevo') and an 'Intervalo' (Interval) selector set to '2021-02-15 / 2022-02-15'. The main dashboard area is divided into four widget panels:

- KILOMETRAJES DE CAMIONETAS:** A line chart showing the value of kilometers over time. The y-axis is labeled 'Valor' and ranges from 0 to 3500. The x-axis is labeled 'Fecha de Lectura' and shows dates from 2022-01-26 to 2022-02-15. The chart shows a steady increase in kilometers over time.
- Sub-tareas: Plan mtto cuatrimestral:** A table listing tasks. The columns are 'Responsable', 'Subtarea', and 'Valor'. The table contains several rows of task data.
- CREADORES DE SOLICITUDES POR ACTIVO:** A bar chart showing the number of requests created by active users. The y-axis is labeled 'Creada por' and ranges from 0.0 to 2.0. The x-axis shows categories like 'MOTOR ELECTRICO { MOT-ELEC }' and 'Banda transportadora { BT-003 }'. The chart shows two bars, one green and one blue, representing different categories.
- EQUIPOS CON O SIN VENTILACION:** A pie chart showing the distribution of equipment with and without ventilation. The legend indicates 'YES' (red) and 'NO' (blue). A red box highlights a blue circular button with a white plus sign, which is used to add a new widget.

**Note:** *in case* no widget has been created yet, the system will display an additional window with the option to add a widget (it has the same function as the add option).



Once the add option is clicked, the system will display a new window in which we must set the name and type of widget we want to add as step number 1 and then click next.

Fractal BI

Dashboard  
GESTION DE MANTEN

Intervalo  
2021-02-15 / 2022-02-15



+ NUEVO WIDGET

Gráfica

1 Gráfica 2 Fuente de Datos

Nombre de la gráfica\*

Estática



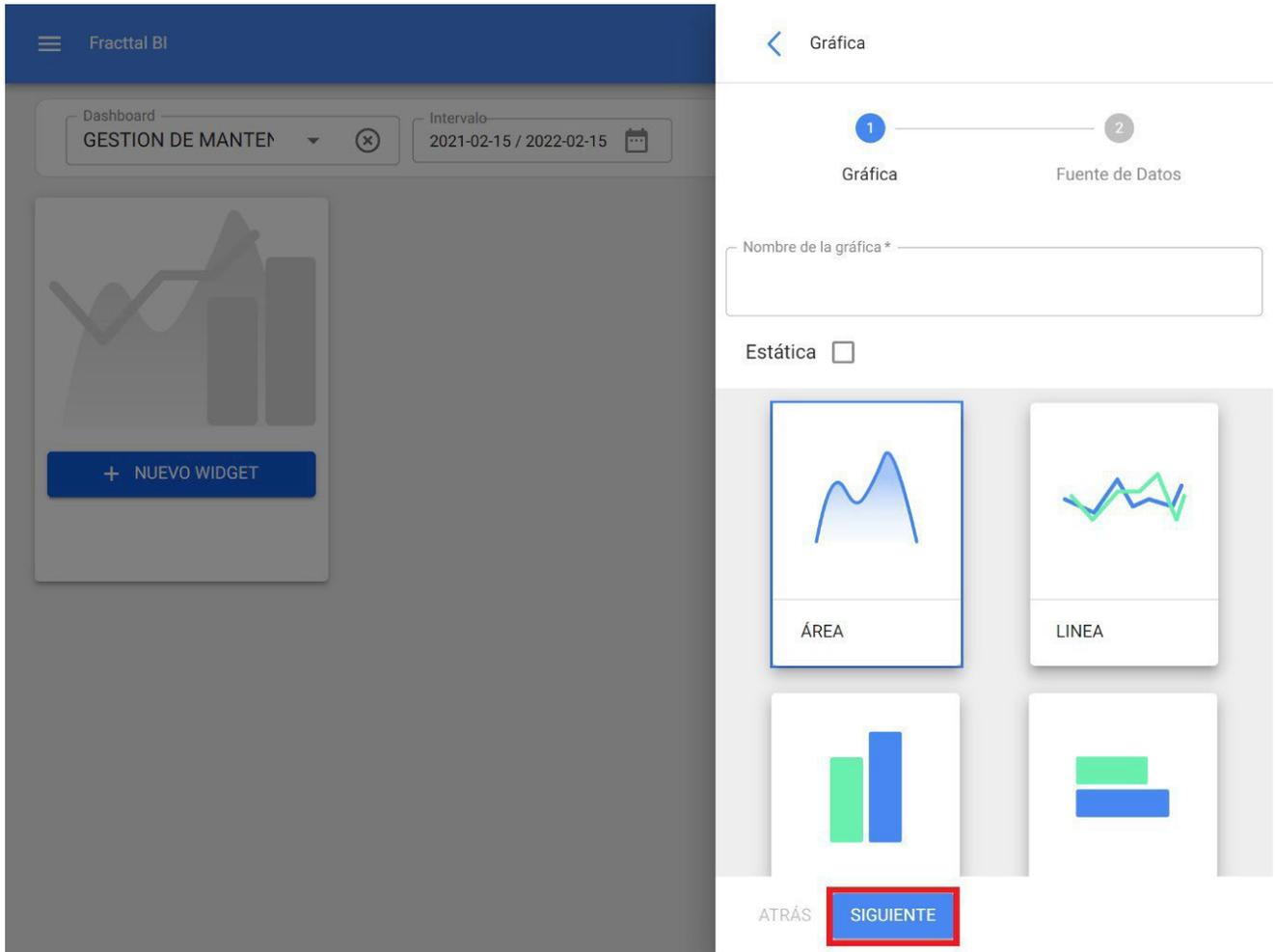
ÁREA



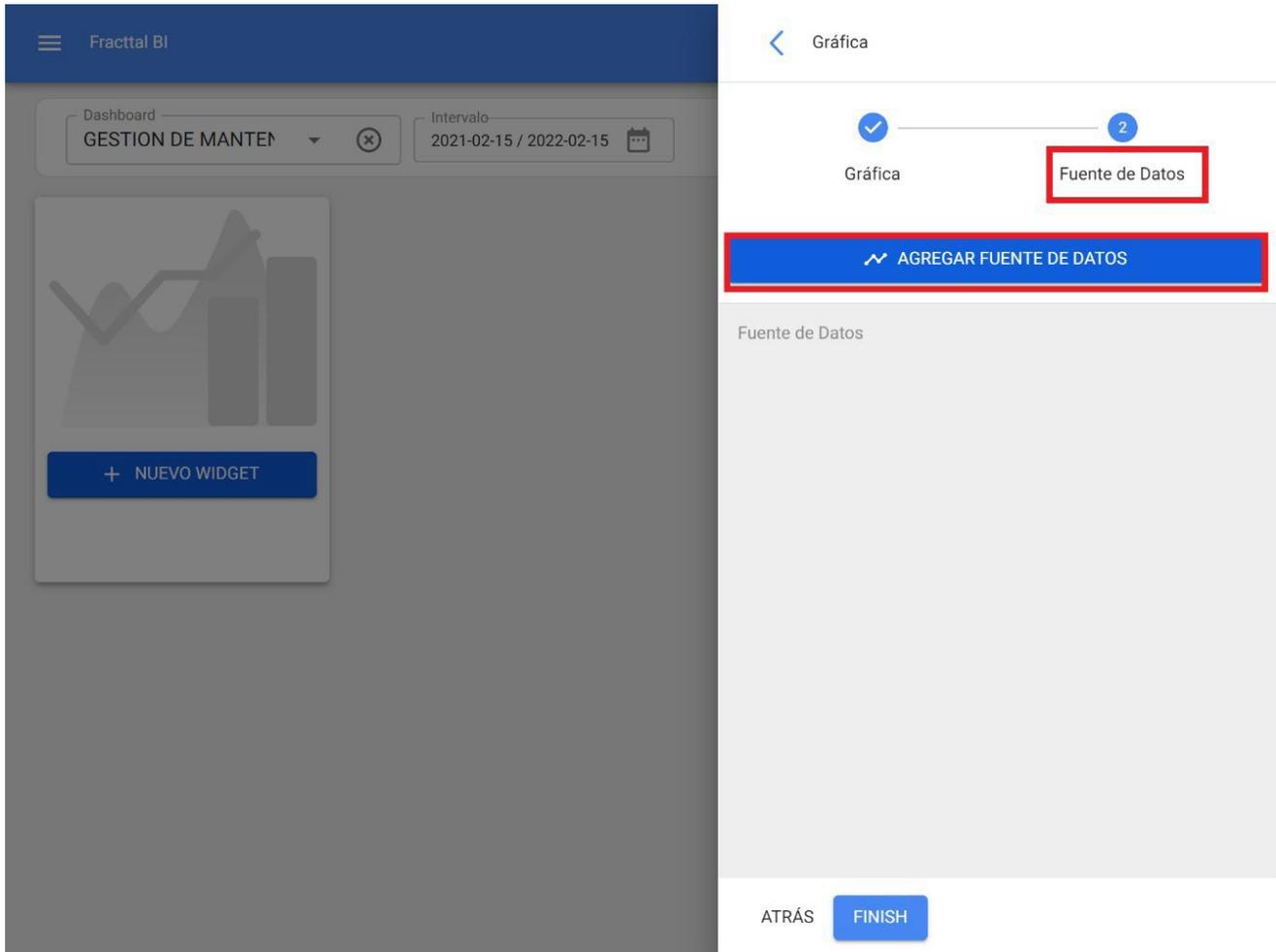
LINEA



ATRÁS SIGUIENTE

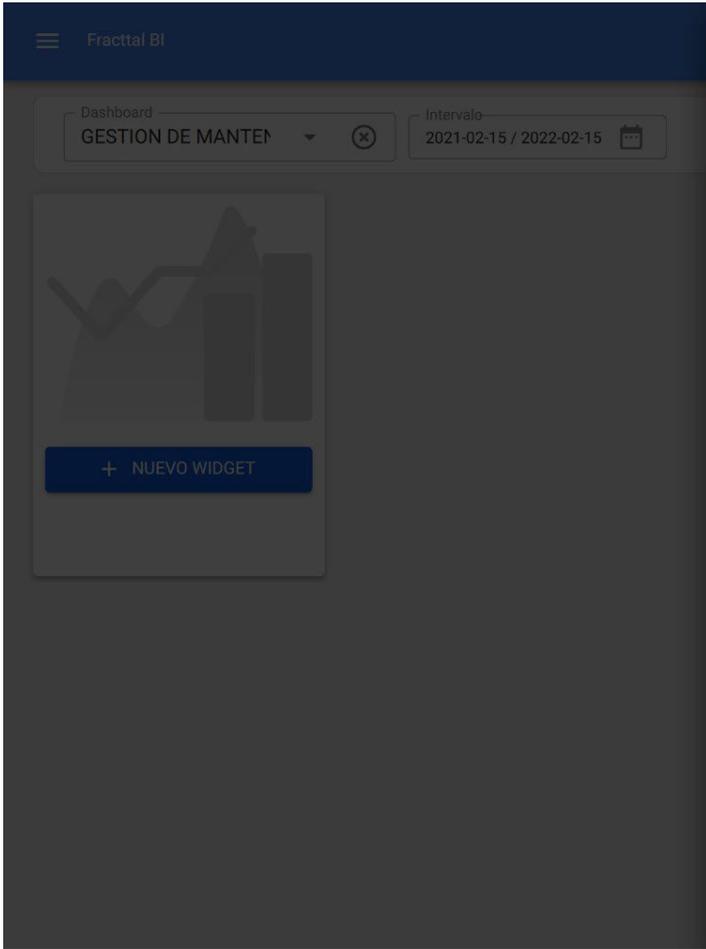


Then, step 2 will be enabled where we must choose the data source or origin of the values that will feed the graph.



Once you click on the add data source option, the system will display a new window where you must choose between the different types of existing sources to take the data from. These sources are the following:

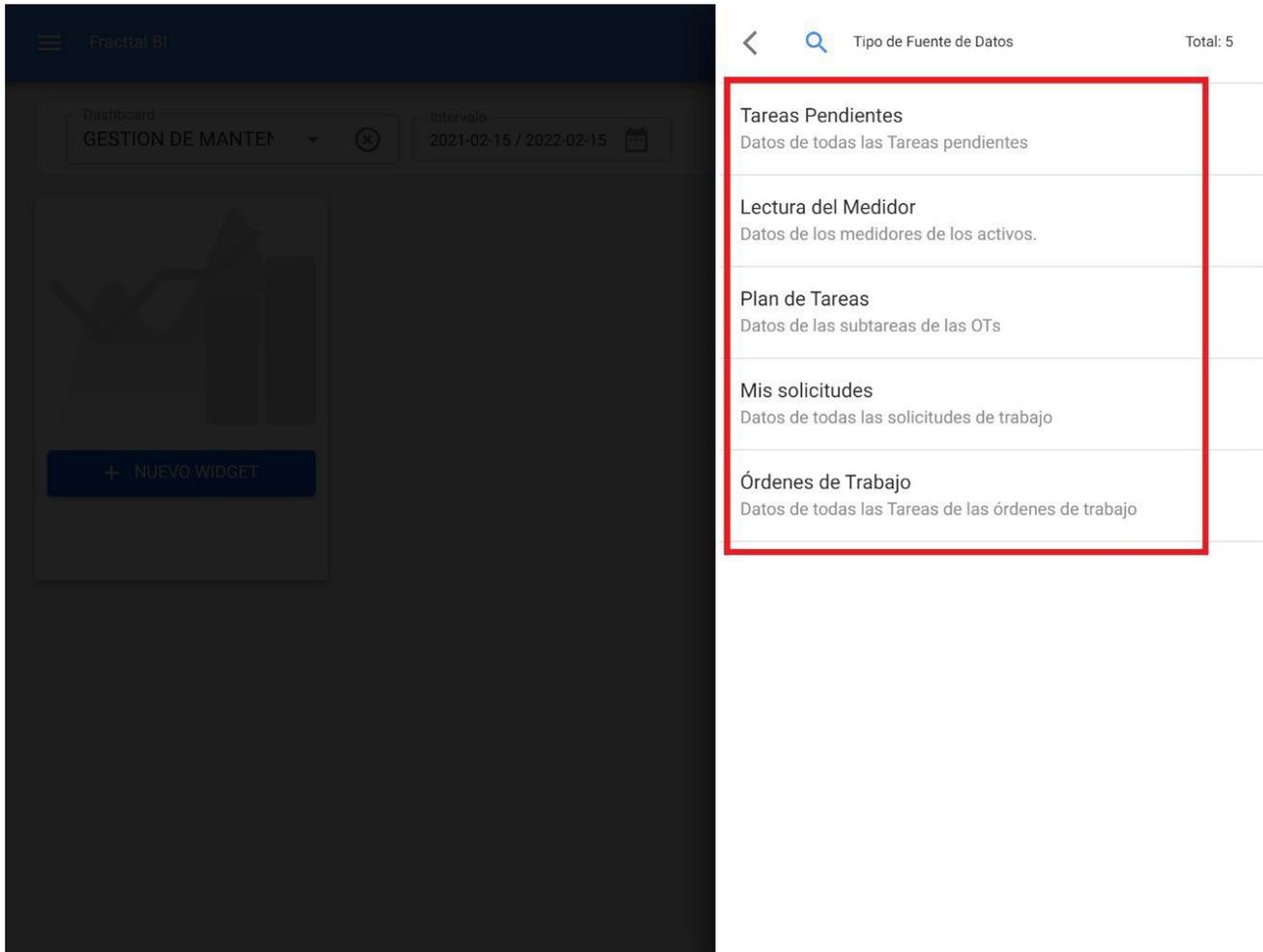
- ♦ **Work management:** Displays all the data coming from the pending work management.
- ♦ **Work orders:** Displays all the data coming from the work orders. **My requests:** Shows all the data coming from the work requests.
- ♦ **Meter reading:** Displays all the data coming from the meters associated to the assets.
- ♦ **Work management:** Displays all the data coming from the subtasks associated to the work orders.



← Fuente de Datos ✓ ACEPTAR

Tipo de Fuente de Datos

Nombre de la serie\*



After selecting the desired data source, the next step is to add the name of the series and complete the parameters associated with the type of widget chosen in step 1, and then click on accept.

Fractal BI

Dashboard  
GESTION DE MANTEN

Intervalo  
2021-02-15 / 2022-02-15

+ NUEVO WIDGET

Fuente de Datos ✓ ACEPTAR

Tipo de Fuente de Datos  
Órdenes de Trabajo

Nombre de la serie \*  
CANTIDAD DE ACTIVOS

Fecha para aplicar filtros \*  
Fecha Programada

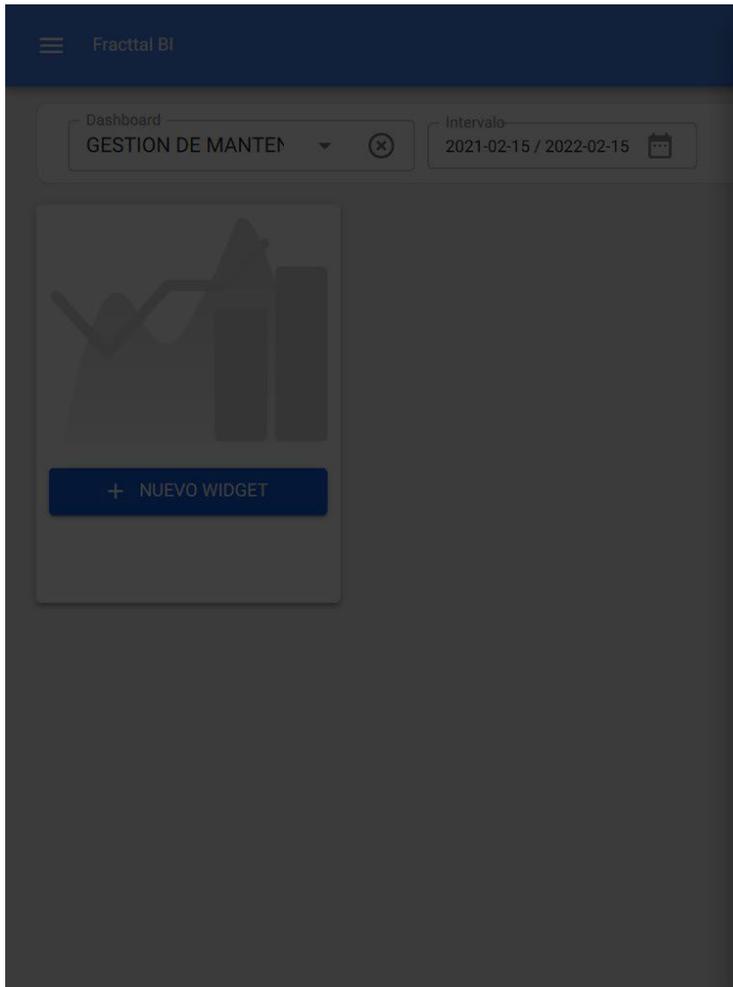
Categorías ó Nombres  
Activo

Valores  
Campo  
Número de Solicitud

Rango automático

Decimales \*  
2

Método de Unión (Categorías Iguales) \*  
Ninguno



← Fuente de Datos ✓ ACEPTAR

Tipo de Fuente de Datos  
Órdenes de Trabajo

Nombre de la serie \*  
CANTIDAD DE ACTIVOS

Fecha para aplicar filtros \*  
Fecha Programada

Categorías ó Nombres  
Activo

Valores  
Campo  
Número de Solicitud

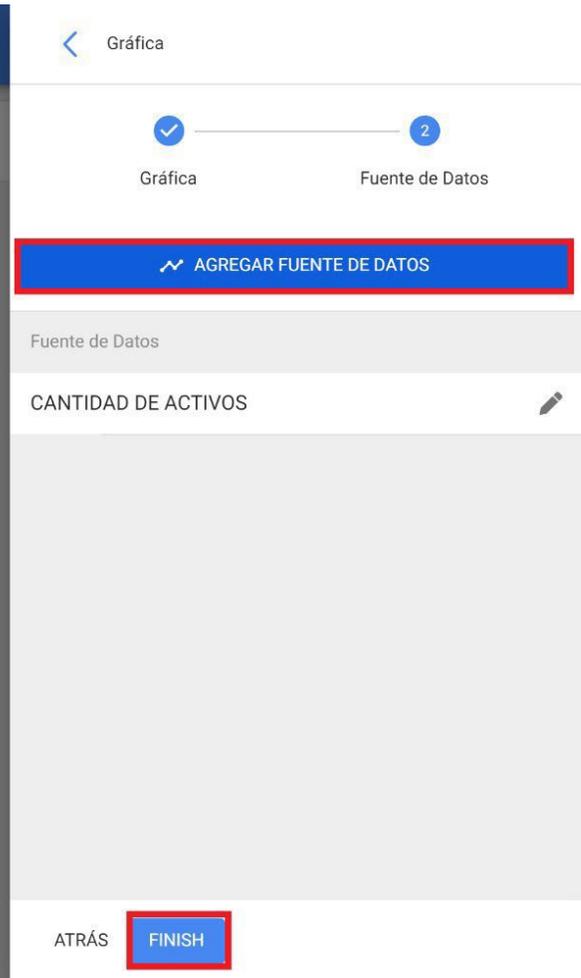
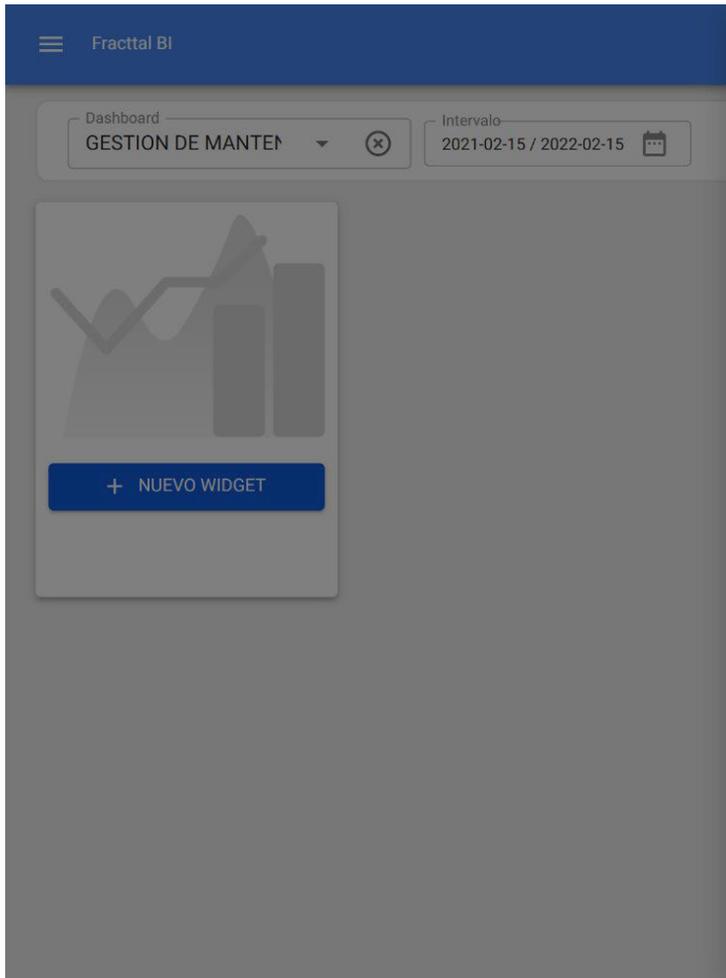
Rango automático

Decimales \*  
2

Método de Unión (Categorías Iguales) \*  
Ninguno

**Note:** The parameters will depend on the type of widget selected, as well as the origin of the data source.

Once all the steps have been completed, you have the option of adding another data source (which consists of overlapping different widgets on the same graph, for example, displaying the reading of different meters on the same graph) or completely finishing the process so that the system generates the graph in question.

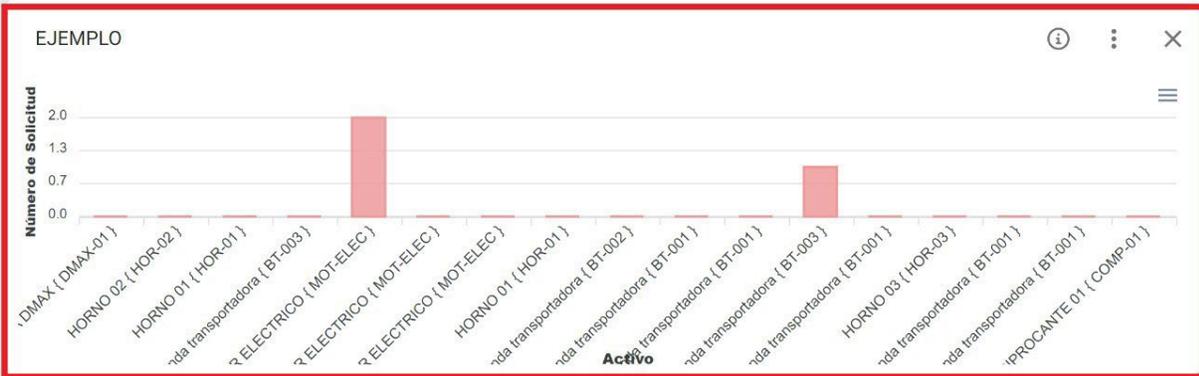


When you click on finish, the graph will have been generated and all that remains is to click on the save option to save the changes made in the dashboard.

Dashboard  
Nuevo(a)

Intervalo  
2022-02-01 / 2022-02-15

GUARDAR

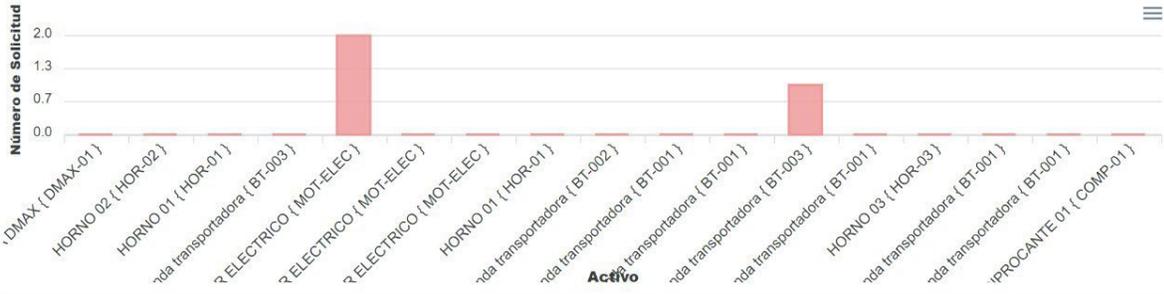


Dashboard  
Nuevo(a)

Intervalo  
2022-02-01 / 2022-02-15

GUARDAR

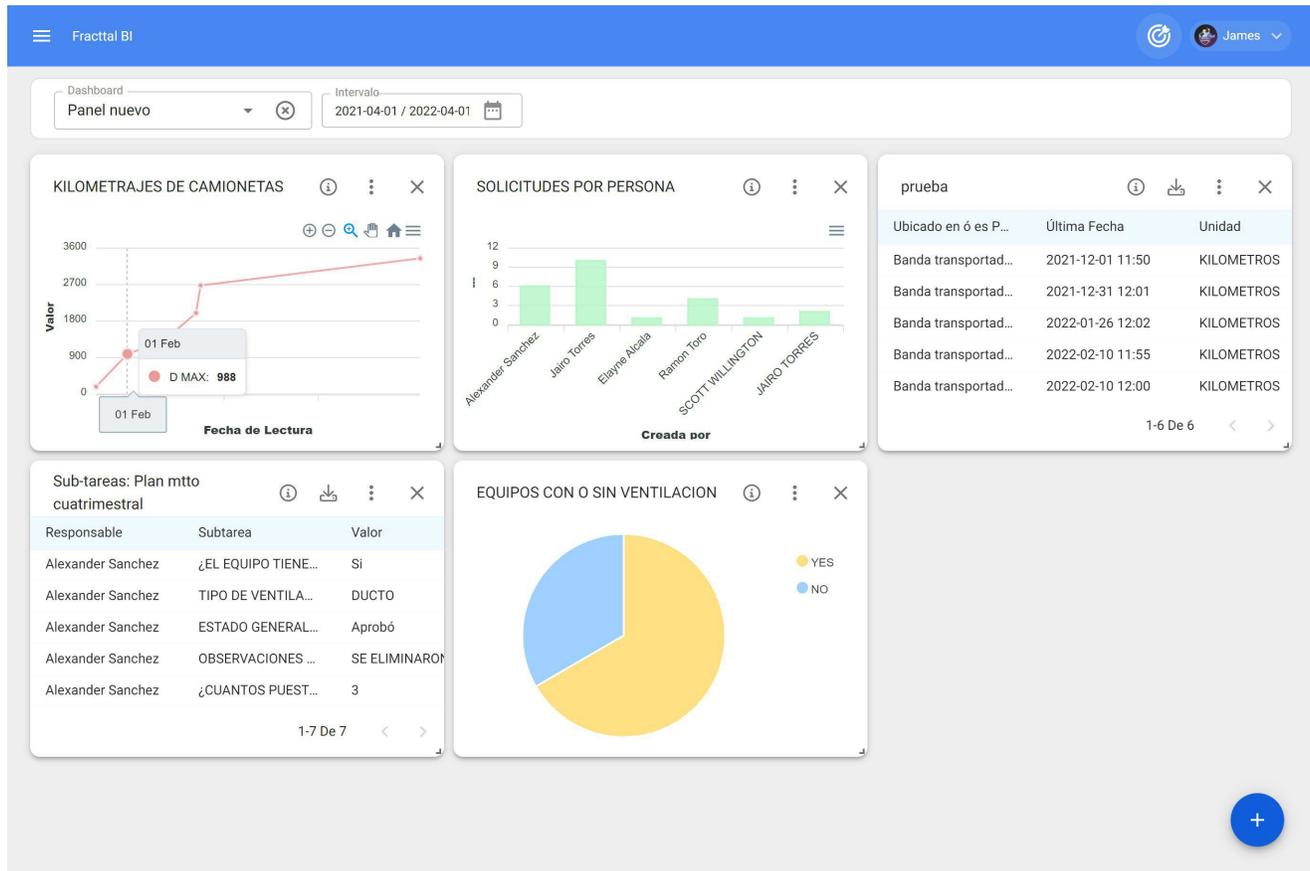
EJEMPLO



# How do I use Fractal BI?

[help.fractal.com/en/articles/6109754-how-to-use-fractal-bi](https://help.fractal.com/en/articles/6109754-how-to-use-fractal-bi)

Fractal BI is a tool that allows you to create custom dashboards containing widgets. In the widgets we can create in a customized way graphs with different data sources such as pending tasks, meter readings, planned maintenance, my requests and work orders.



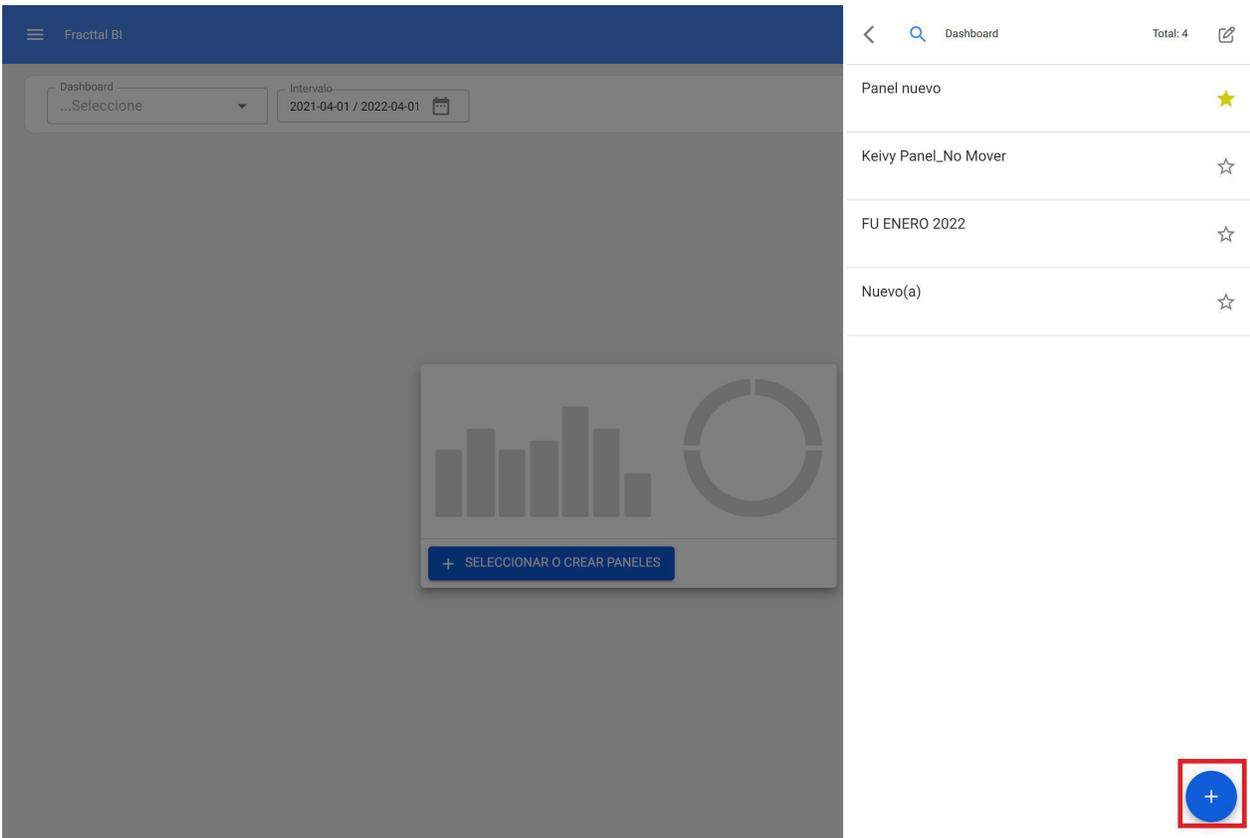
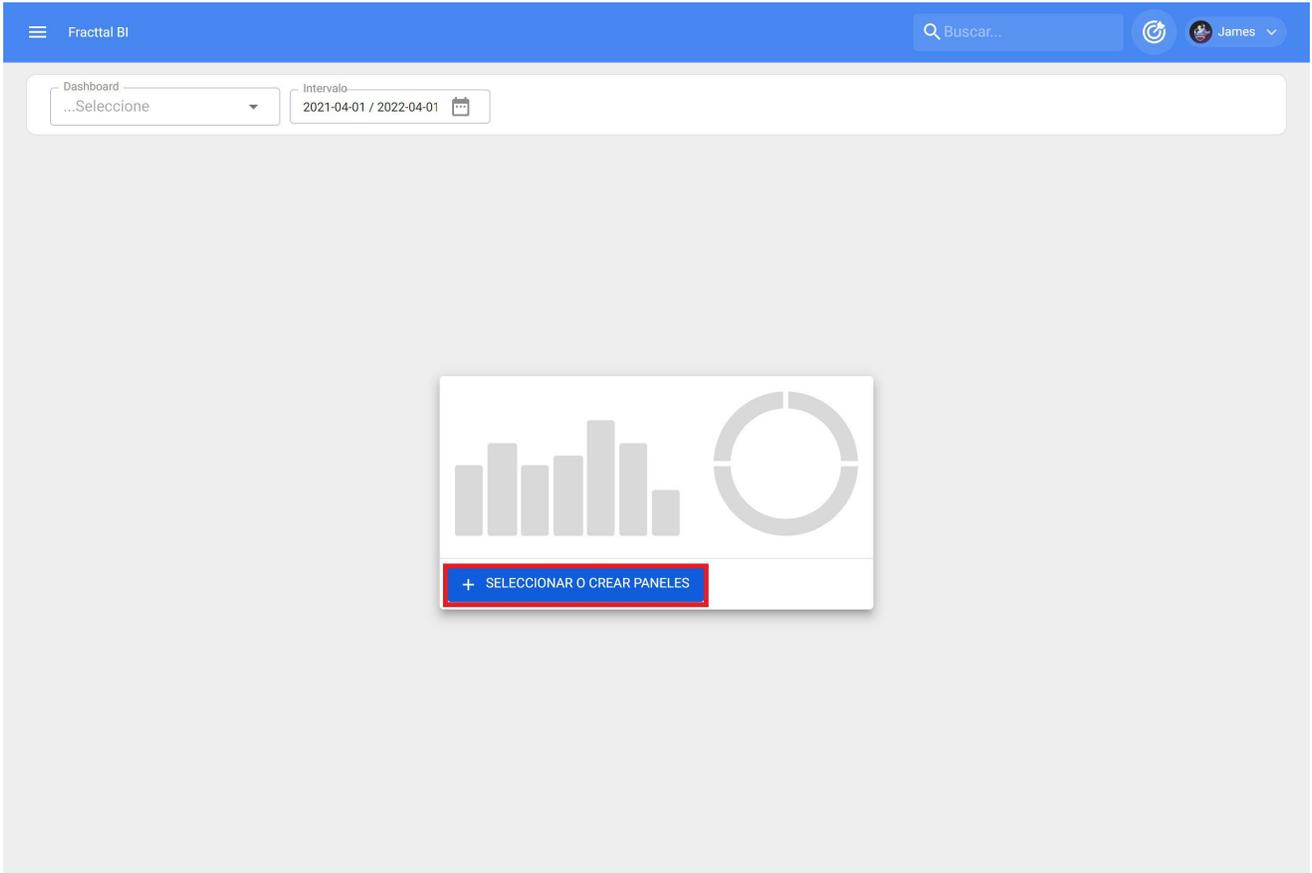
There are different types of graphs: area, line, column, bar, pie, polar zone, radar, radial bar, box, bubble, candle, heat map, scatter, timeline, tree and table. The choice of the type of graph will depend largely on the data source to be analyzed.

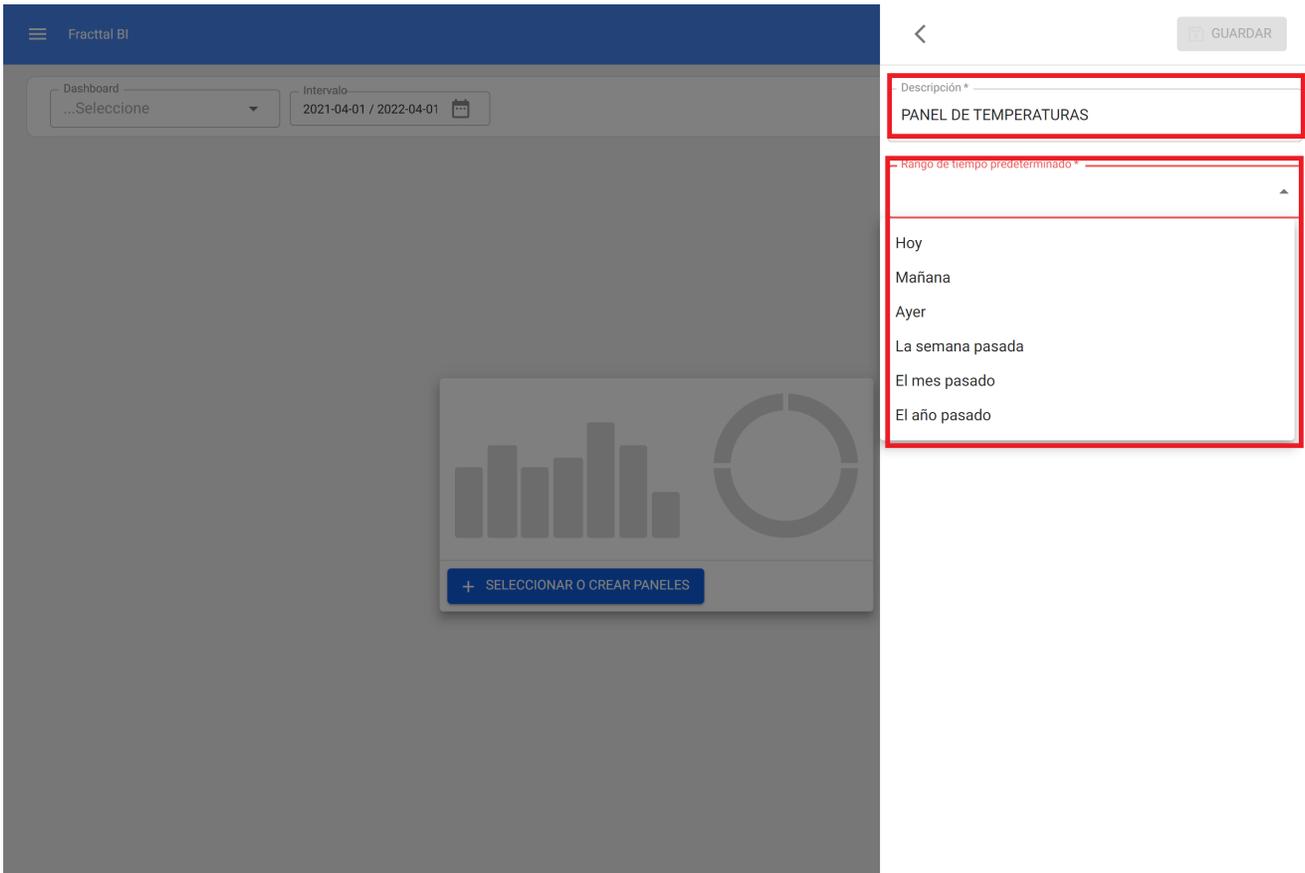
The image displays the Fractal BI dashboard configuration interface. The main area shows a preview of a dashboard with three panels:

- KILOMETRAJES DE CAMIONETAS:** A line chart showing the value of kilometers over time. The y-axis is labeled 'Valor' and ranges from 0 to 3600. The x-axis is labeled 'Fecha de Lectura'.
- SOLICITUDES POR PERSONA:** A bar chart showing the number of requests for different people. The y-axis is labeled 'i' and ranges from 0 to 12. The x-axis is labeled 'Creada por' and lists names: Alexander Sanchez, Jairo Torres, Elysine Alcalá, Ramon Toro, SCOTT WILLINGTON, and JAIRO TORRES.
- Sub-tareas: Plan mtto cuatrimestral:** A table with columns for 'Responsable', 'Subtarea', and 'Valor'.

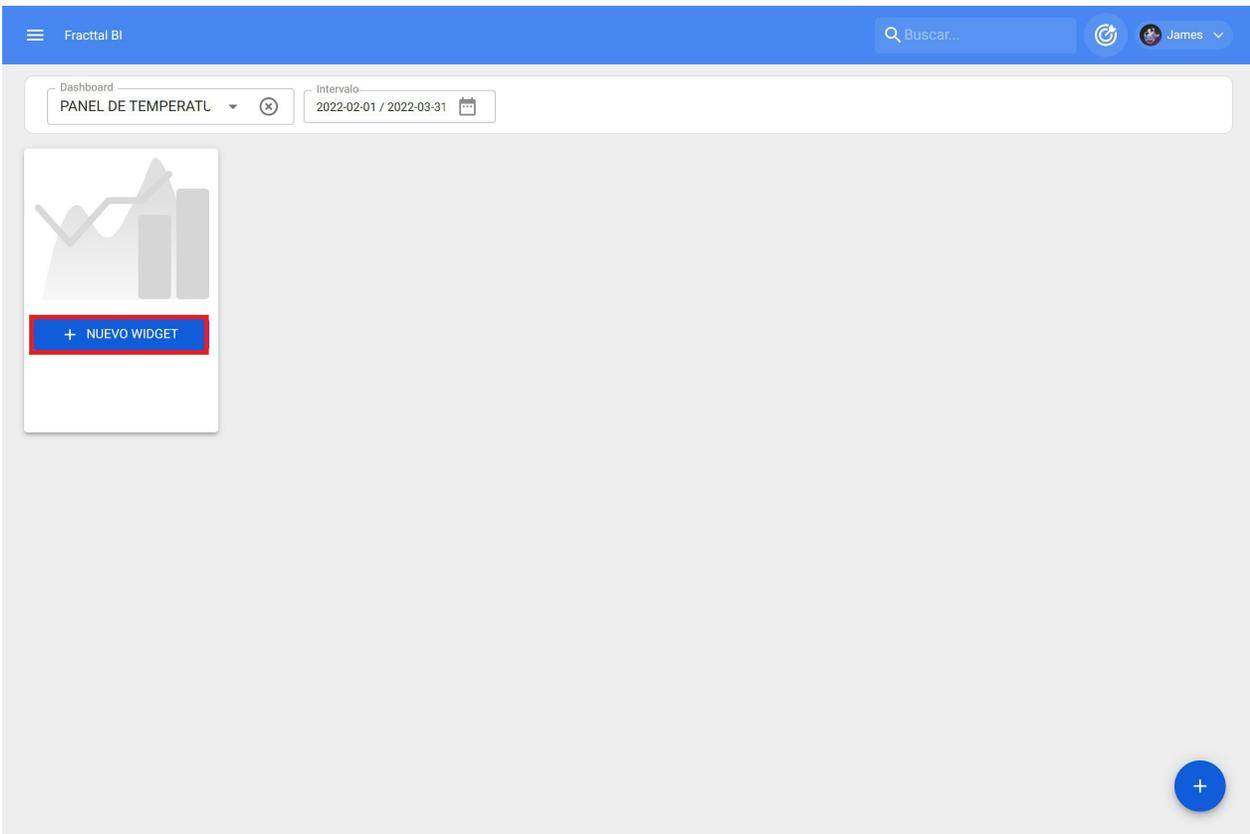
The right sidebar is the 'Gráfica' configuration panel, which includes a step indicator (1, 2), a title field, a data source field, a static checkbox, and a grid of chart type icons: 'ÁREA', 'LINEA', 'COLUMNA', 'BARRA', and two donut chart options. 'SIGUIENTE' and 'ATRÁS' buttons are at the bottom.

To perform an example, we will plot the entry and outgoing temperatures of a cooling tower over time. The first thing to do is to create the panel, define a description and a predetermined time range.

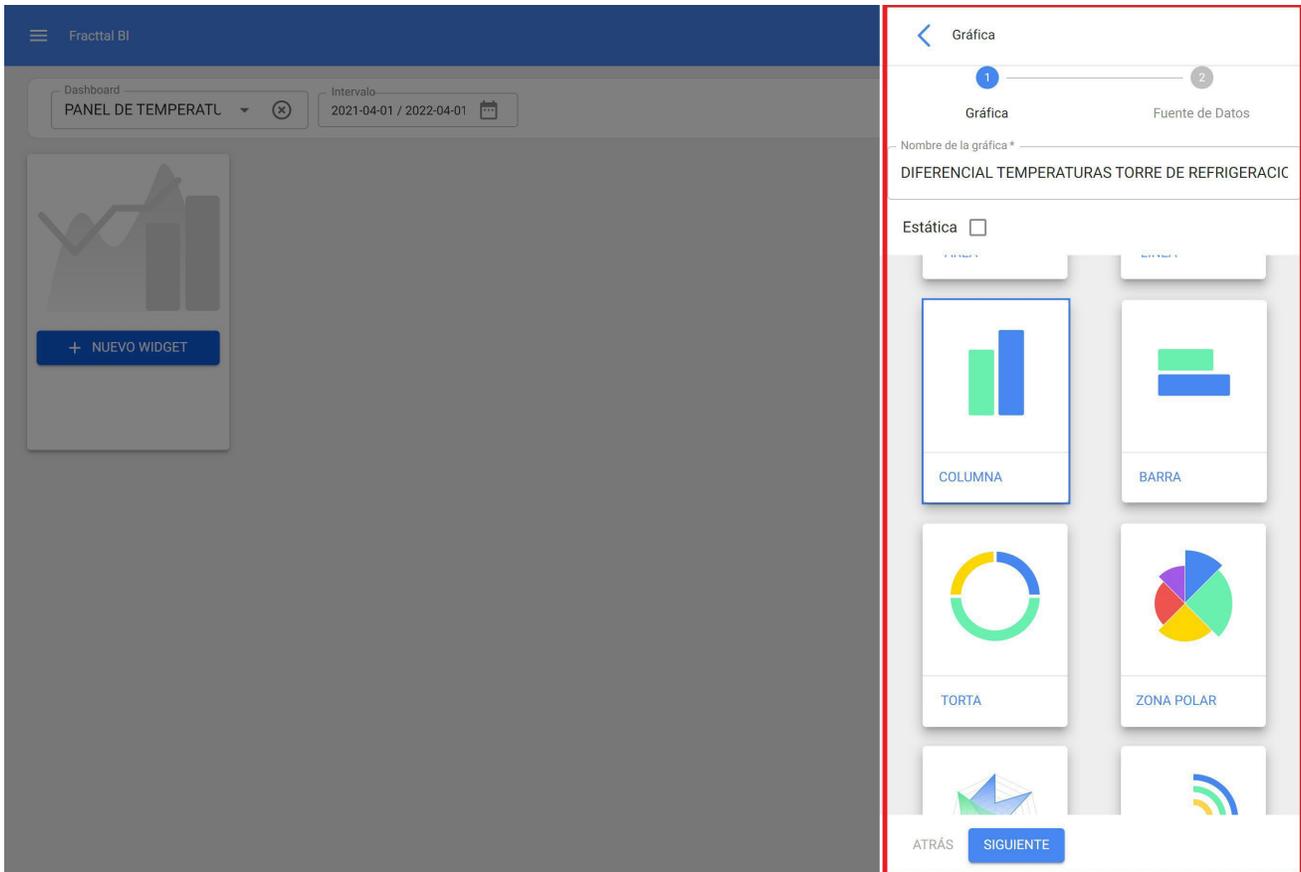




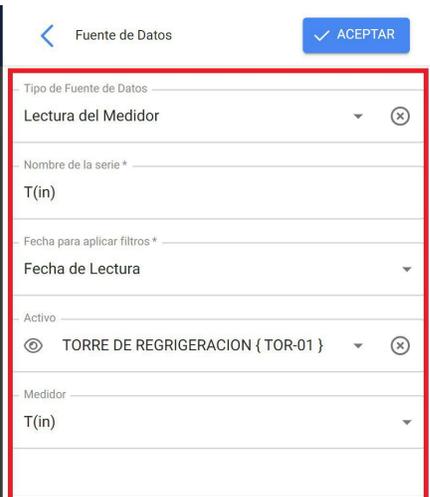
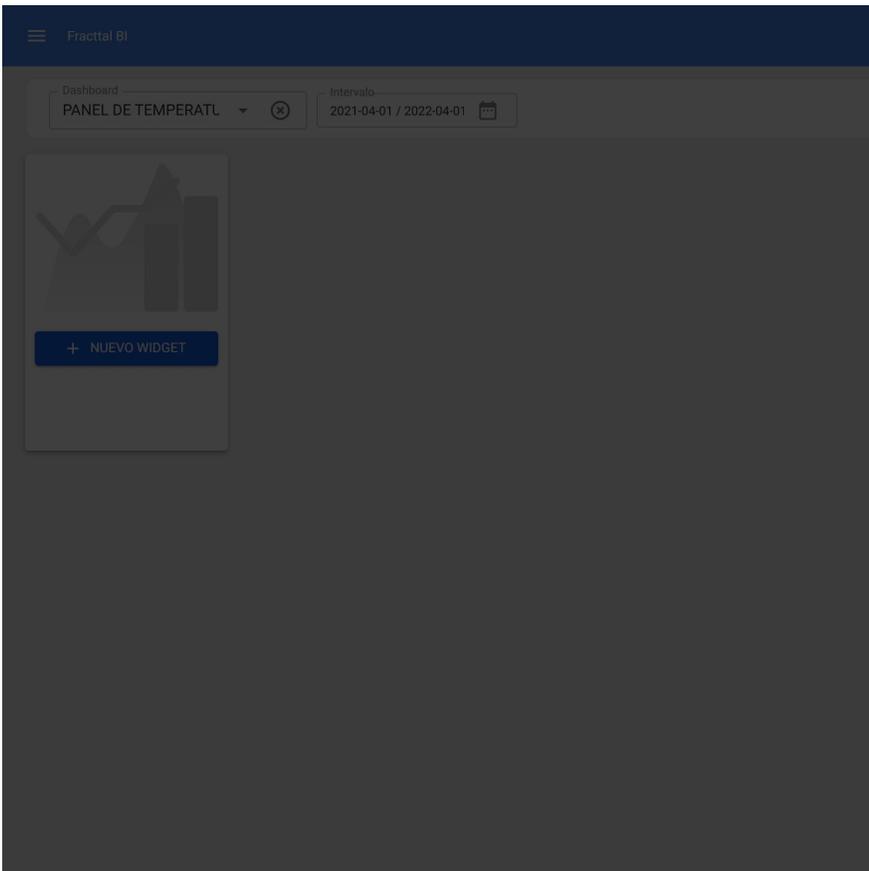
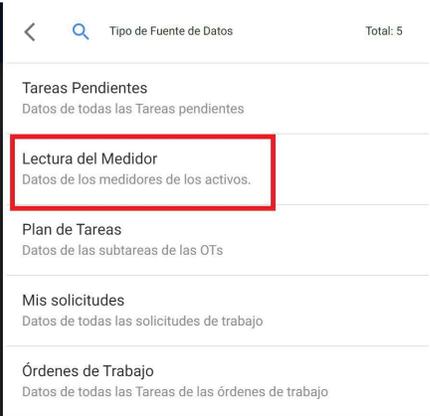
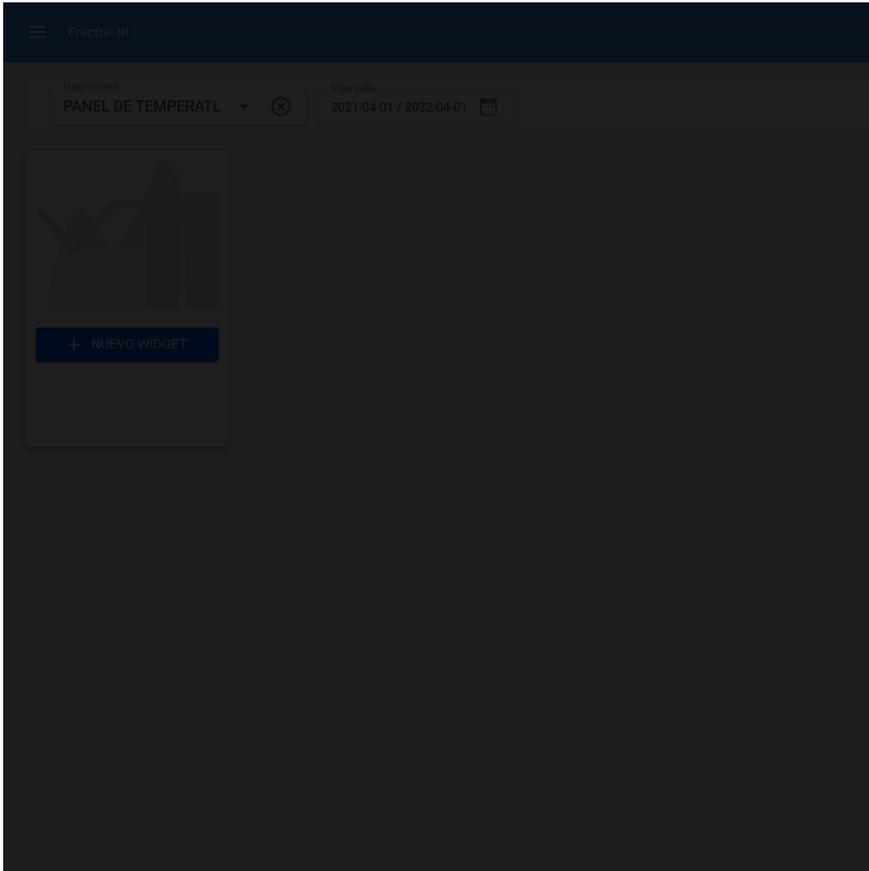
We added a new widget.



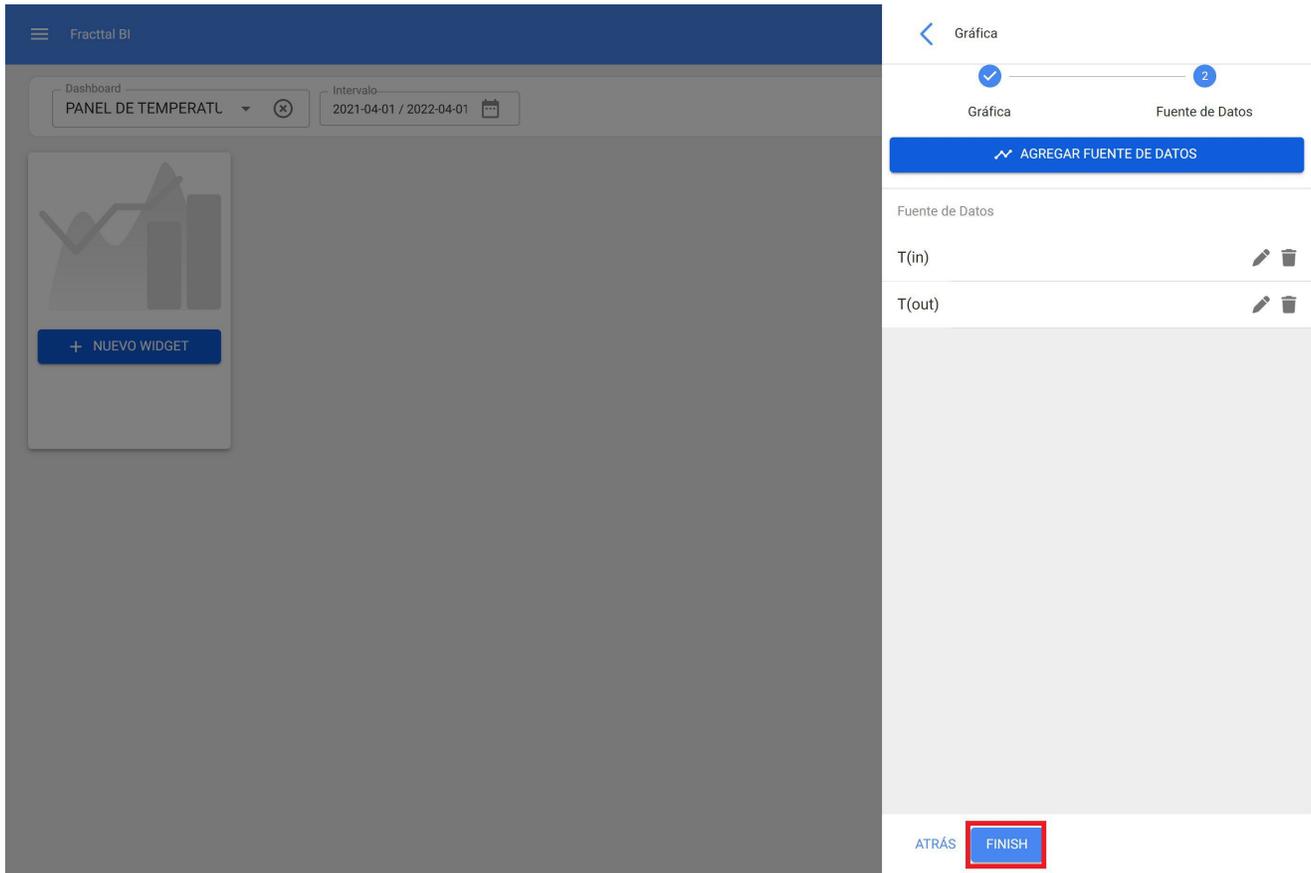
Select a chart name and chart type.



We add the data source.



Once we have defined the data sources, we are done.



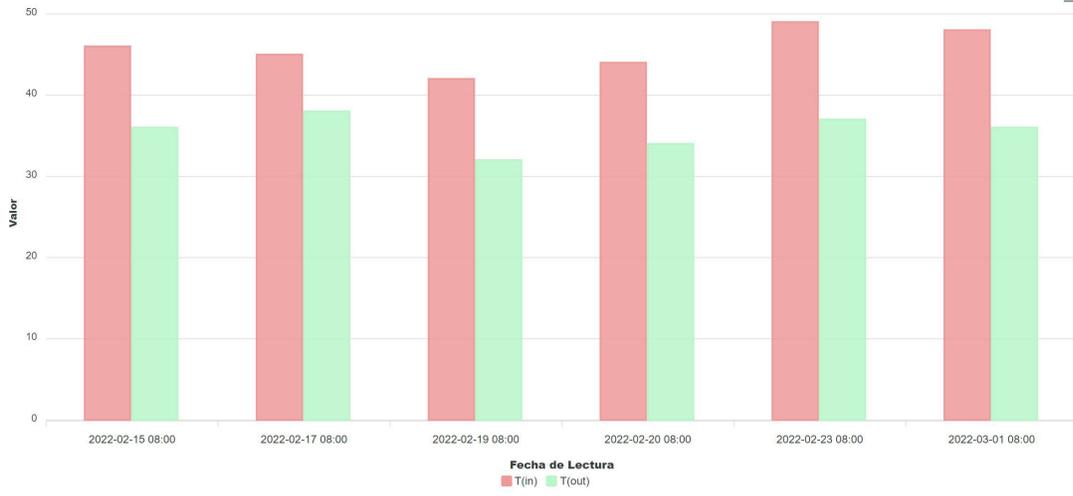
Then, we can define the size of our widget and save the changes, this way we have finished the creation of the widget in Fractal BI.

Dashboard  
PANEL DE TEMERATU

Intervalo  
2021-04-01 / 2022-04-01

GUARDAR

DIFERENCIAL TEMPERATURAS TORRE DE REFRIGERACION



# Fracttal BI - Default Charts

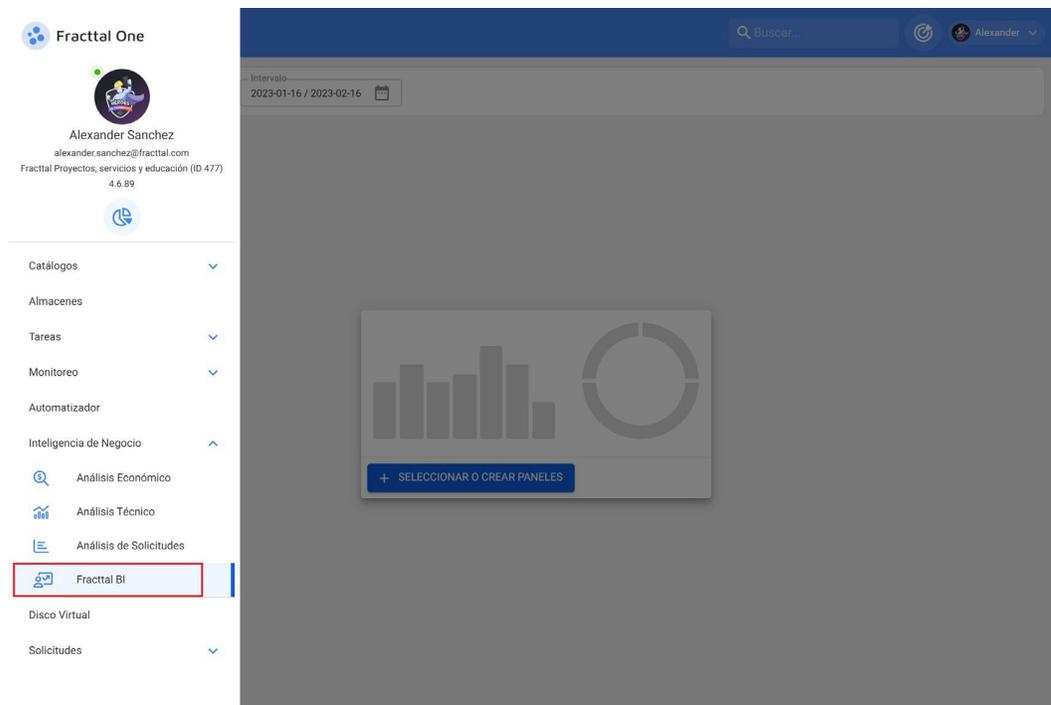
[help.fracttal.com/en/articles/6997660-fracttal-bi-charts-predetermined](https://help.fracttal.com/en/articles/6997660-fracttal-bi-charts-predetermined)

Fracttal BI is a module that allows you to create different types of reports according to the needs of each user. It is possible to obtain different graphs combining the multiple variables that are in Fracttal One, this information allows to obtain a compact analysis of the different traceability, allowing in a practical way to know the states of management and from this to take all the decisions that go in favor of the continuous improvement.

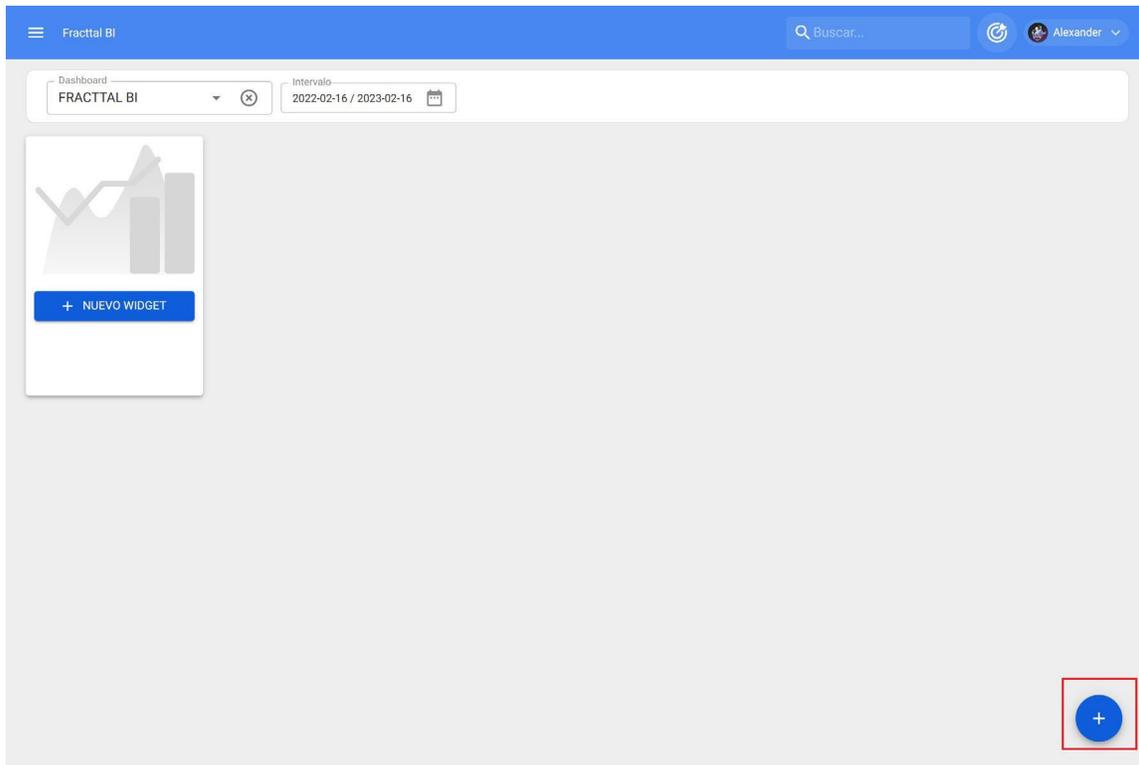
To make these reports, different fields must be completed to illustrate the data in a correct and simple way. Now there is a new feature known as default graphs where the most common and most relevant graphs for most users are offered, thus further streamlining the generation of reports, since depending on the type of graph and the data source, the information can be obtained by default.

## Procedure for generating default graphs

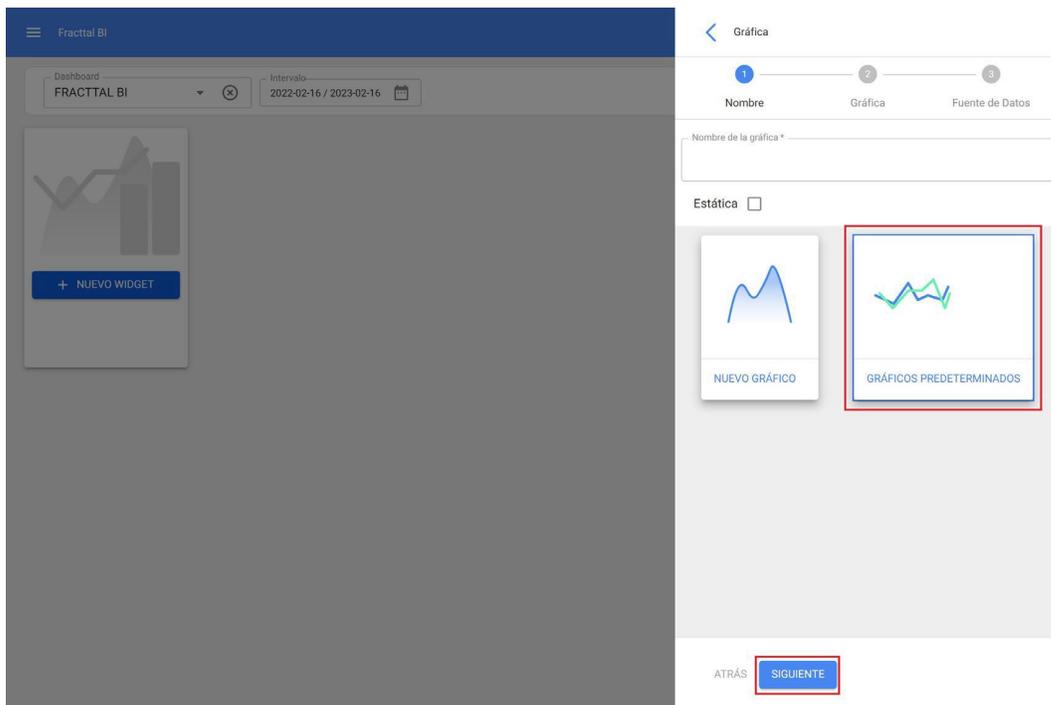
### 1. Enter Fracttal BI submodule



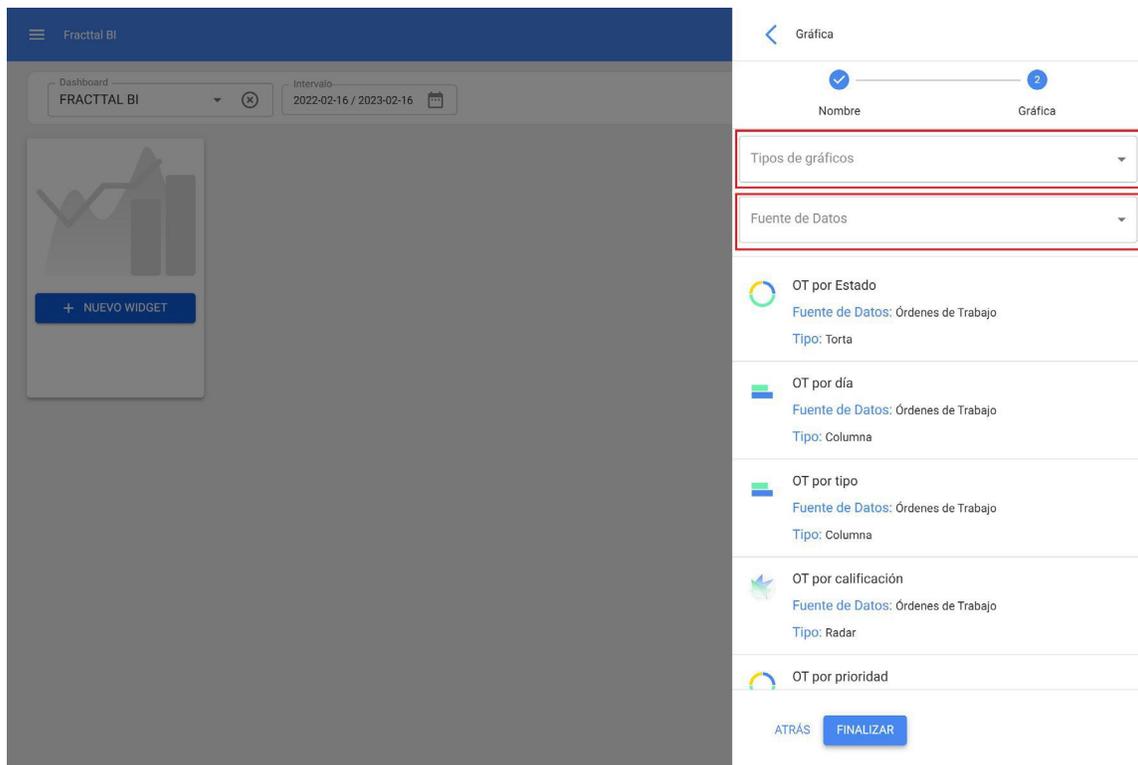
2. Enter the dashboard where you want to create the new graphic and select new widget or click on the icon (+).



3. Assign a name to the graph and select the Default Graphs option and click the Next button.



4. Select the Type of graphs and the Data Source, this will filter the supported options.



It is also possible to directly select the type of graph among the options, where the type of graph and the data source are detailed and illustrated.



Nombre



Gráfica

Tipos de gráficos



Fuente de Datos



OT por Estado

Fuente de Datos: Órdenes de Trabajo

Tipo: Torta



OT por día

Fuente de Datos: Órdenes de Trabajo

Tipo: Columna



OT por tipo

Fuente de Datos: Órdenes de Trabajo

Tipo: Columna



OT por calificación

Fuente de Datos: Órdenes de Trabajo

Tipo: Radar



OT por prioridad

ATRÁS

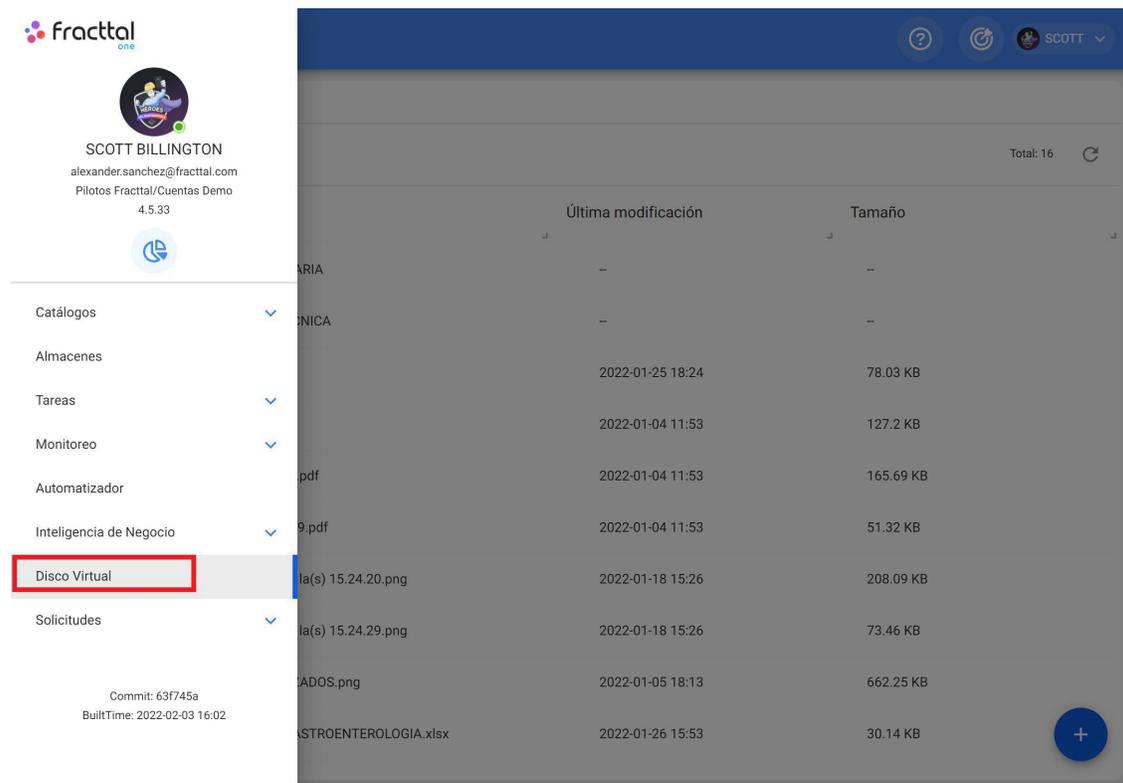
FINALIZAR

5. Click on the Finish button

# What is the cloud disk and how to access the module?

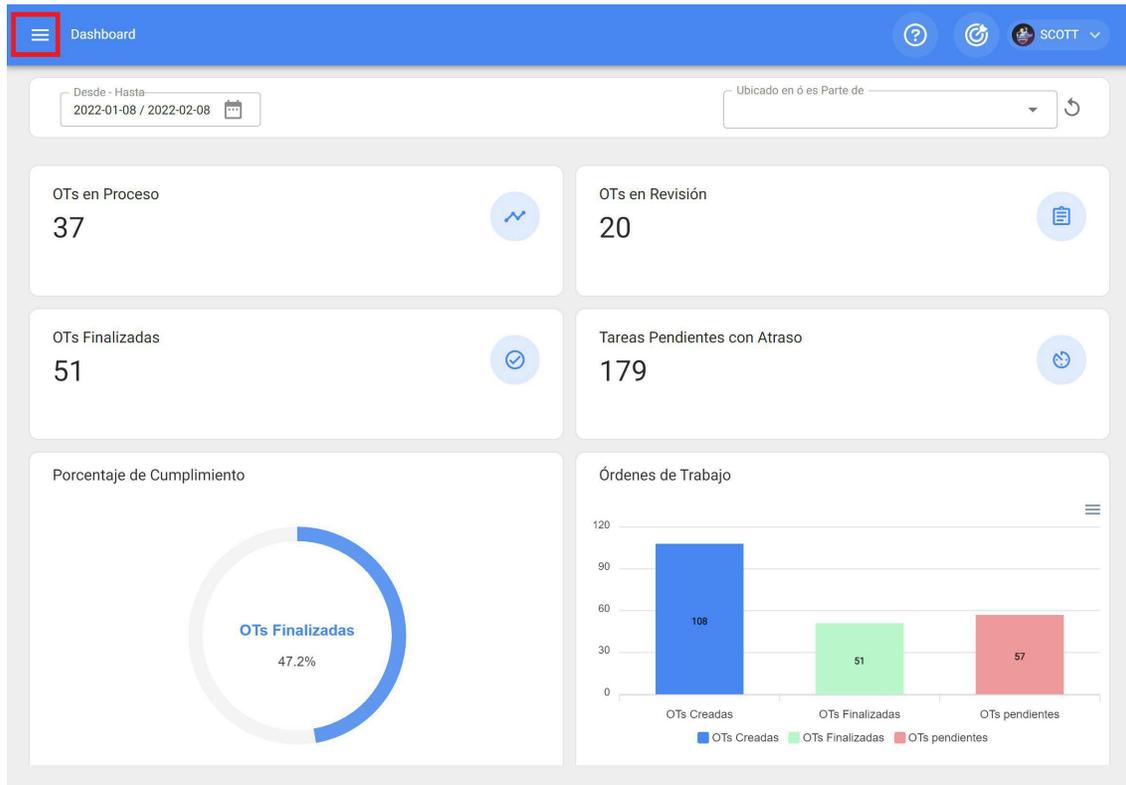
 [help.fractal.com/en/articles/6000367-what-is-the-cloud-disk-and-how-to-enter-module](https://help.fractal.com/en/articles/6000367-what-is-the-cloud-disk-and-how-to-enter-module)

The cloud disk is a module where you can create folders and upload digital files so that they are always available when you log in to your database and can be used as attachments in your work management plans.



## How to enter the Virtual Disk module?

To access the Cloud Disk, you only have to drop down the menu that you will find in the upper left side of the main header bar of the platform and click on "Virtual Disk".



**fractal one**

**SCOTT BILLINGTON**  
alexander.sanchez@fractal.com  
Pilotos Fractal/Cuentas Demo  
4.5.33

- Catálogos
- Almacenes
- Tareas
- Monitoreo
- Automatizador
- Inteligencia de Negocio
- Disco Virtual**
- Solicitudes

Commit: 63f745a  
BuiltTime: 2022-02-03 16:02

**Total: 16**

Nombre	Última modificación	Tamaño
ARIA	--	--
ONICA	--	--
	2022-01-25 18:24	78.03 KB
	2022-01-04 11:53	127.2 KB
.pdf	2022-01-04 11:53	165.69 KB
9.pdf	2022-01-04 11:53	51.32 KB
la(s) 15.24.20.png	2022-01-18 15:26	208.09 KB
la(s) 15.24.29.png	2022-01-18 15:26	73.46 KB
ADOS.png	2022-01-05 18:13	662.25 KB
STROENTEROLOGIA.xlsx	2022-01-26 15:53	30.14 KB

When you click on it, a new window will open where you will find all the folders and files hosted on the cloud disk.

Disco Virtual

Inicio

Total: 16

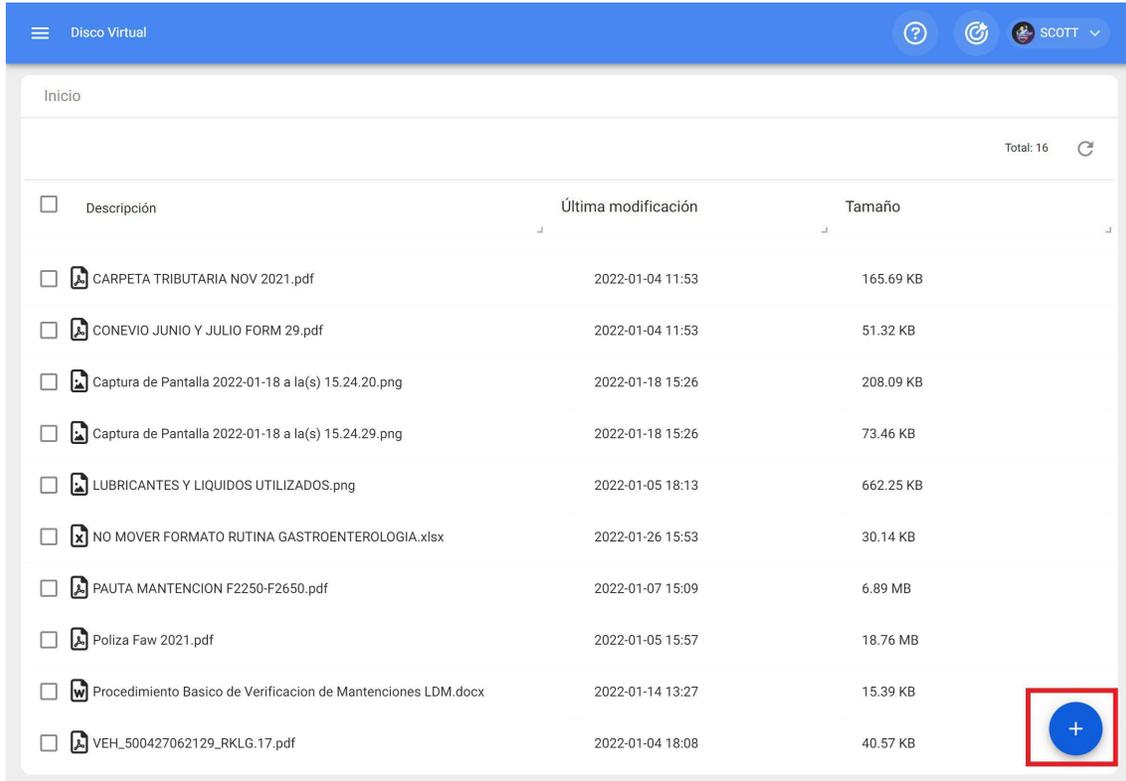
<input type="checkbox"/>	Descripción	Última modificación	Tamaño
<input type="checkbox"/>	PLANOS NEUMATICOS MAQUINARIA	--	--
<input type="checkbox"/>	CERTIFICADOS DE REVISION TECNICA	--	--
<input type="checkbox"/>	Accelo plano 839FU.jpeg	2022-01-25 18:24	78.03 KB
<input type="checkbox"/>	BALANCE 2020.pdf	2022-01-04 11:53	127.2 KB
<input type="checkbox"/>	CARPETA TRIBUTARIA NOV 2021.pdf	2022-01-04 11:53	165.69 KB
<input type="checkbox"/>	CONEVIO JUNIO Y JULIO FORM 29.pdf	2022-01-04 11:53	51.32 KB
<input type="checkbox"/>	Captura de Pantalla 2022-01-18 a la(s) 15.24.20.png	2022-01-18 15:26	208.09 KB
<input type="checkbox"/>	Captura de Pantalla 2022-01-18 a la(s) 15.24.29.png	2022-01-18 15:26	73.46 KB
<input type="checkbox"/>	LUBRICANTES Y LIQUIDOS UTILIZADOS.png	2022-01-05 18:13	662.25 KB
<input type="checkbox"/>	NO MOVER FORMATO RUTINA GASTROENTEROLOGIA.xlsx	2022-01-26 15:53	30.14 KB

+

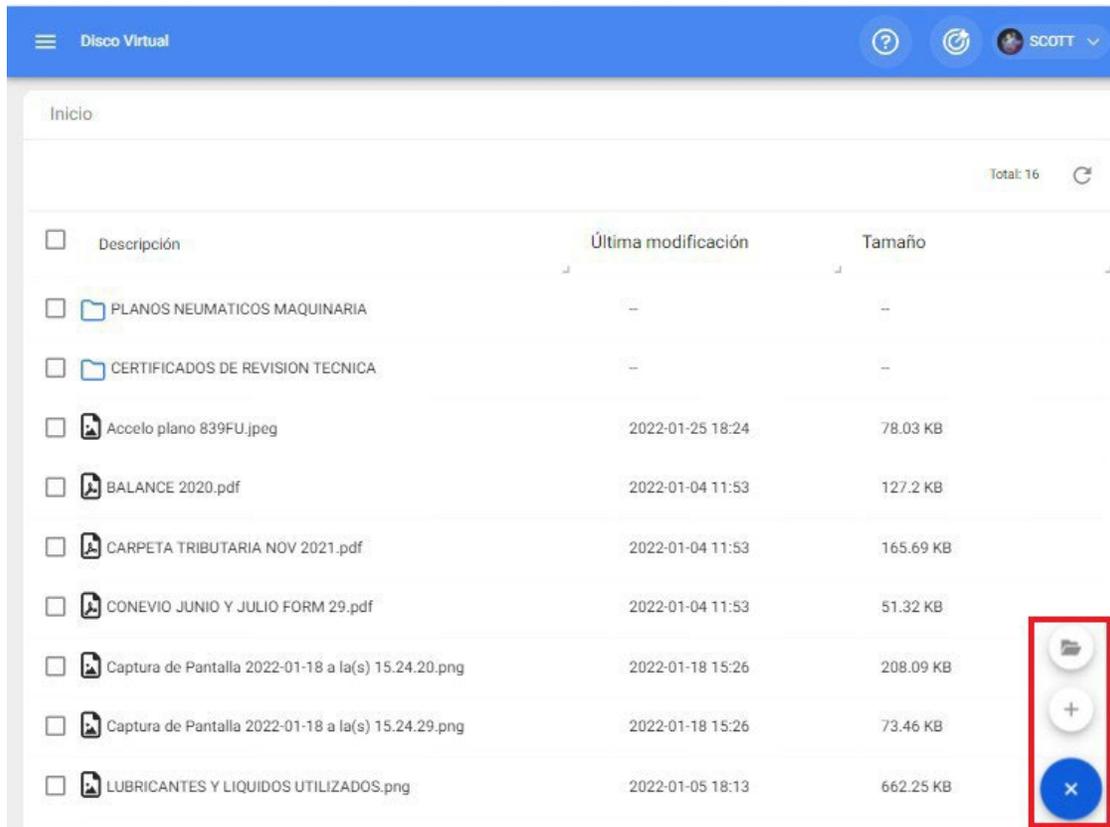
# How to add information to the cloud disk?

[help.fractal.com/en/articles/6000381-as-add-information-to-virtual-disk](https://help.fractal.com/en/articles/6000381-as-add-information-to-virtual-disk)

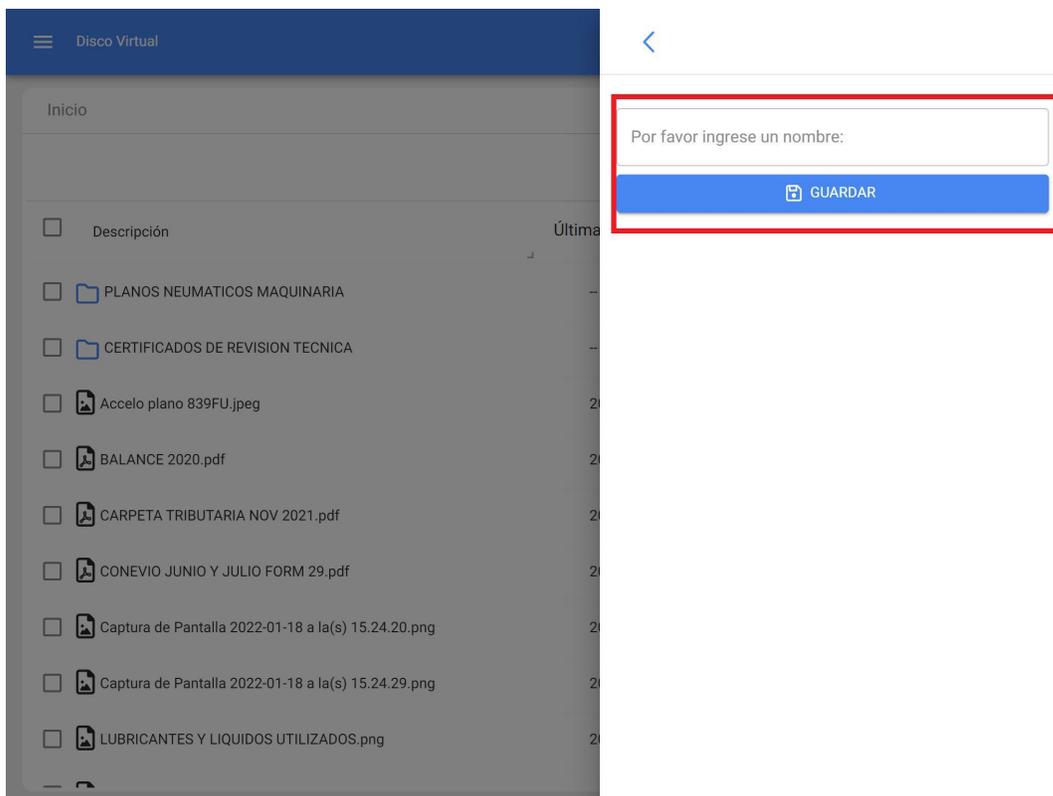
To add information just click on the add symbol at the bottom right of the window.

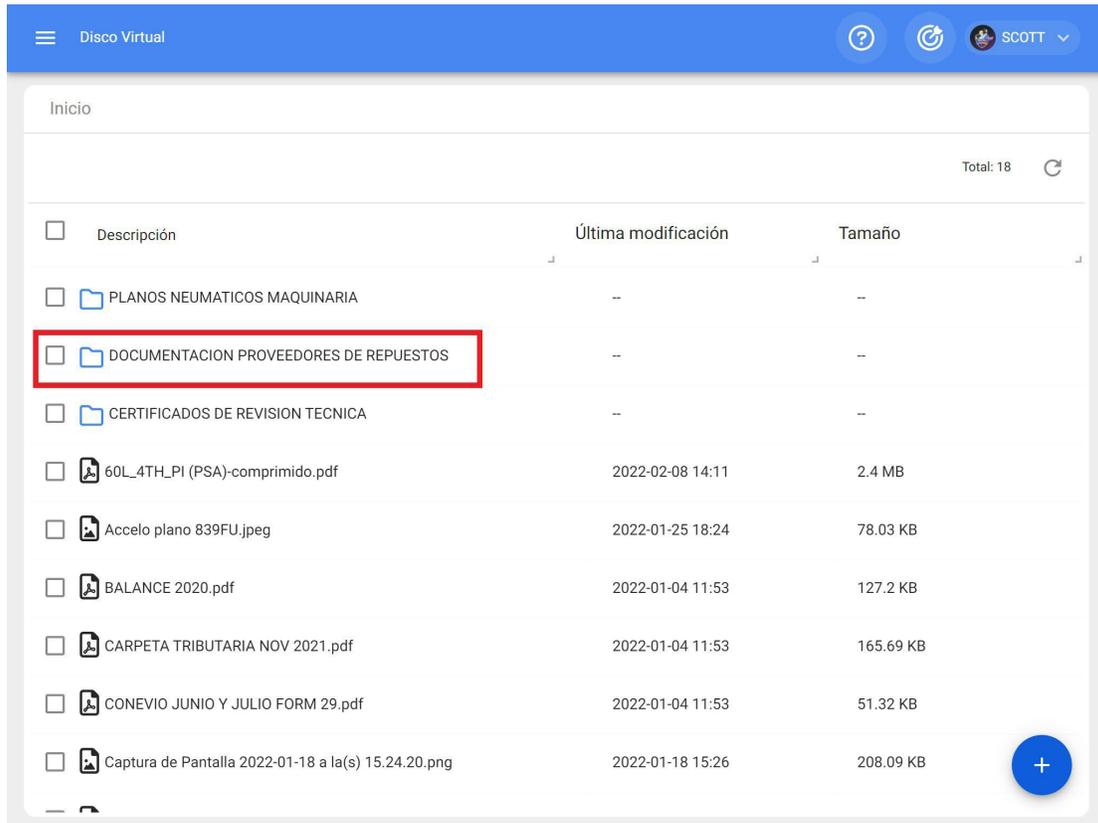


Clicking on it will open the options to add a new folder or a new file.



If the option to add a new folder is chosen, the system will display a window requesting the name of the folder to be added to the system.





To add files such as images, documents, etc., you must click on the new file option (being in the destination folder so that it is loaded in that location), after clicking, the system will display a window where you can drag or select the file in question.

Disco Virtual

Inicio

Total: 16

Descripción	Última modificación	Tamaño
PLANOS NEUMATICOS MAQUINARIA	--	--
CERTIFICADOS DE REVISION TECNICA	--	--
Accelo plano 839FU.jpeg	2022-01-25 18:24	78.03 KB
BALANCE 2020.pdf	2022-01-04 11:53	127.2 KB
CARPETA TRIBUTARIA NOV 2021.pdf	2022-01-04 11:53	165.69 KB
CONEVIO JUNIO Y JULIO FORM 29.pdf	2022-01-04 11:53	51.32 KB
Captura de Pantalla 2022-01-18 a la(s) 15.24.20.png	2022-01-18 15:26	208.09 KB
Captura de Pantalla 2022-01-18 a la(s) 15.24.29.png	2022-01-18 15:26	73.46 KB
LUBRICANTES Y LIQUIDOS UTILIZADOS.png	2022-01-05 18:13	662.25 KB

+

x

Disco Virtual

Inicio

Descripción	Última modificación
PLANOS NEUMATICOS MAQUINARIA	--
DOCUMENTACION PROVEEDORES DE REPUESTOS	--
CERTIFICADOS DE REVISION TECNICA	--
60L_4TH_PI (PSA)-comprimido.pdf	2022-01-04 11:53
Accelo plano 839FU.jpeg	2022-01-25 18:24
BALANCE 2020.pdf	2022-01-04 11:53
CARPETA TRIBUTARIA NOV 2021.pdf	2022-01-04 11:53
CONEVIO JUNIO Y JULIO FORM 29.pdf	2022-01-04 11:53
Captura de Pantalla 2022-01-18 a la(s) 15.24.20.png	2022-01-18 15:26

Q480-390 (Manual de Operacion).pdf, 483kB

Agregar Archivos

Tamaño máximo del archivo: 80MB

Archivos cargados CERRAR

Disco Virtual

Inicio

Total: 19

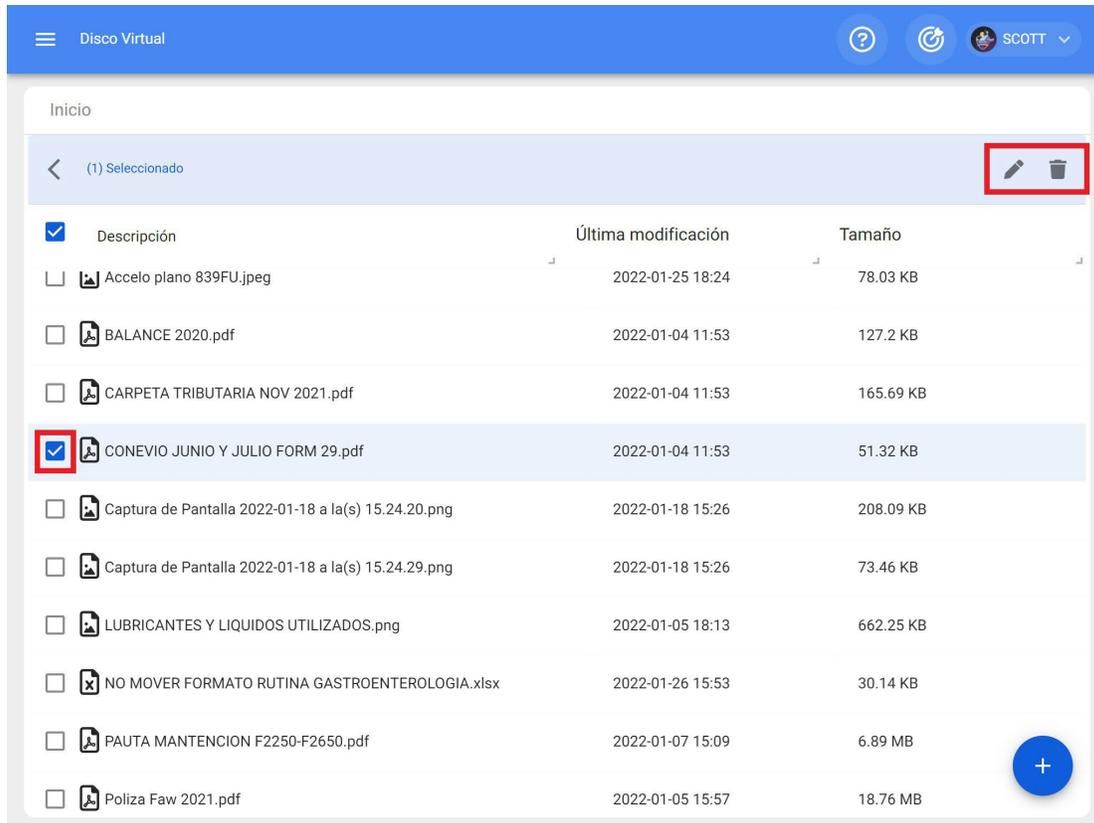
Descripción	Última modificación	Tamaño
<input type="checkbox"/>  NO MOVER FORMATO RUTINA GASTROENTEROLOGIA.xlsx	2022-01-26 15:53	30.14 KB
<input type="checkbox"/>  PAUTA MANTENCION F2250-F2650.pdf	2022-01-07 15:09	6.89 MB
<input type="checkbox"/>  Poliza Faw 2021.pdf	2022-01-05 15:57	18.76 MB
<input type="checkbox"/>  Procedimiento Basico de Verificacion de Mantenciones LDM.docx	2022-01-14 13:27	15.39 KB
<input type="checkbox"/>  Q480-390 (Manual de Operacion).pdf	2022-02-08 14:31	494.21 KB
<input type="checkbox"/>  VEH_500427062129_RKLG.17.pdf	2022-01-04 18:08	40.57 KB
<input type="checkbox"/>  cedula william.pdf	2022-01-04 11:53	607.34 KB
<input type="checkbox"/>  procedimiento mantencion.pdf	2022-01-14 13:26	232.24 KB

+

# How to rename or delete files and folders in the Virtual Disk?

[help.fractal.com/en/articles/6000391-how-to-rename-or-delete-files-and-folders-on-the-cloud-disk](https://help.fractal.com/en/articles/6000391-how-to-rename-or-delete-files-and-folders-on-the-cloud-disk)

To rename or delete a file or folder you must select the document in question so that the system enables a bar, where you can select the option to delete or rename as appropriate.



In case you select the edit option, the system will display a new window where you can modify the name of the file or folder and then save the changes made.

Disco Virtual

Inicio

(1) Seleccionado

<input checked="" type="checkbox"/>	Descripción	Última
<input type="checkbox"/>	Accele plano 839FU.jpeg	20
<input type="checkbox"/>	BALANCE 2020.pdf	20
<input type="checkbox"/>	CARPETA TRIBUTARIA NOV 2021.pdf	20
<input checked="" type="checkbox"/>	CONEVIO JUNIO Y JULIO FORM 29.pdf	20
<input type="checkbox"/>	Captura de Pantalla 2022-01-18 a la(s) 15.24.20.png	20
<input type="checkbox"/>	Captura de Pantalla 2022-01-18 a la(s) 15.24.29.png	20
<input type="checkbox"/>	LUBRICANTES Y LIQUIDOS UTILIZADOS.png	20
<input type="checkbox"/>	NO MOVER FORMATO RUTINA GASTROENTEROLOGIA.xlsx	20
<input type="checkbox"/>	PAUTA MANTENCION F2250-F2650.pdf	20
<input type="checkbox"/>	Poliza Faw 2021.pdf	20

<

Por favor ingrese un nombre:

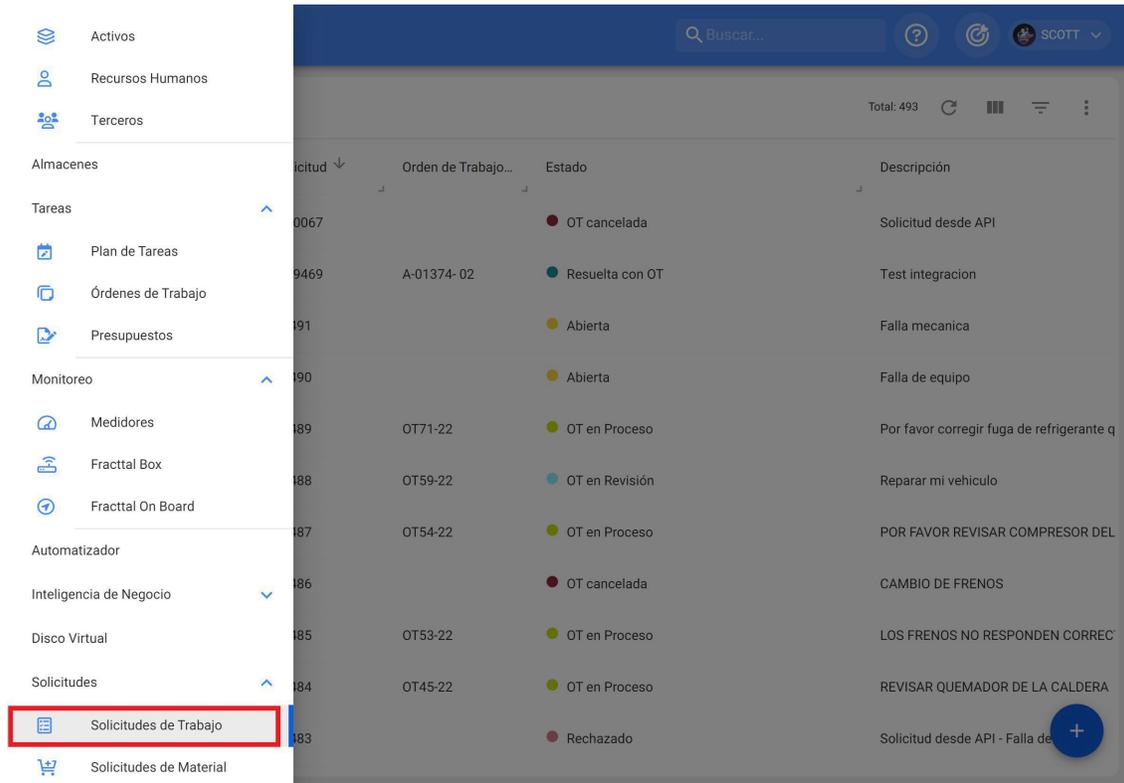
CONVENIO JUNIO Y JULIO FORM 29

GUARDAR

# Work requests and how to enter the module?

 [help.fractal.com/en/articles/6000885-work-requests-and-how-to-enter-module](https://help.fractal.com/en/articles/6000885-work-requests-and-how-to-enter-module)

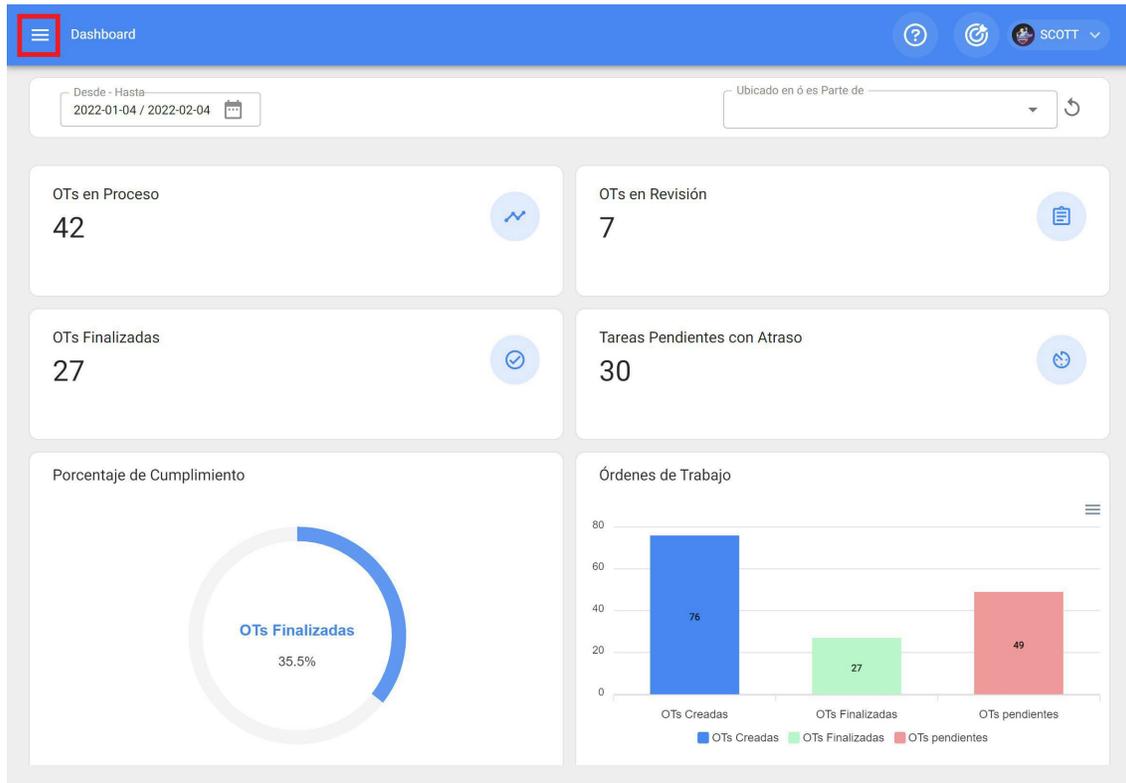
In this module, platform users may report incidents through work requests, which may be filled out and managed on the platform as appropriate.



The screenshot displays the Fractal platform's main interface. On the left, a navigation menu lists various modules. The 'Solicitudes de Trabajo' (Work Requests) module is highlighted with a red rectangular box. The main content area shows a table of work requests with columns for 'Solicitud', 'Orden de Trabajo...', 'Estado', and 'Descripción'. The table contains several rows of data, including request numbers, work order IDs, and their current status (e.g., 'OT cancelada', 'Resuelta con OT', 'Abierta', 'OT en Proceso', 'OT en Revisión', 'Rechazado'). A search bar and user profile are visible at the top right of the interface.

## How to enter the Work Request module?

To enter the work request module, look for the module in the top left menu of the main header bar of the platform and click on "Requests" and then on "Work Requests".



Navigation Menu:

- Recursos Humanos
- Terceros
- Almacenes
- Tareas
  - Plan de Tareas
  - Órdenes de Trabajo
  - Presupuestos
- Monitoreo
  - Medidores
  - Fractal Box
  - Fractal On Board
- Automatizador
- Inteligencia de Negocio
- Disco Virtual
  - Solicitudes**
    - Solicitudes de Trabajo**
    - Solicitudes de Material

Commit: 63f745a

When clicked, a new window will open with all the work requests that have been made in the system with their corresponding statuses.

	Nro Solicitud ↓	Orden de Trabajo...	Estado	Descripción
<input type="checkbox"/>	110067		OT cancelada	Solicitud desde API
<input type="checkbox"/>	109469	A-01374- 02	Resuelta con OT	Test integracion
<input type="checkbox"/>	491		Abierta	Falla mecanica
<input type="checkbox"/>	490		Abierta	Falla de equipo
<input type="checkbox"/>	489	OT71-22	OT en Proceso	Por favor corregir fuga de refrigerante q
<input type="checkbox"/>	488	OT59-22	OT en Revisión	Reparar mi vehiculo
<input type="checkbox"/>	487	OT54-22	OT en Proceso	POR FAVOR REVISAR COMPRESOR DEL
<input type="checkbox"/>	486		OT cancelada	CAMBIO DE FRENOS
<input type="checkbox"/>	485	OT53-22	OT en Proceso	LOS FRENOS NO RESPONDEN CORREC
<input type="checkbox"/>	484	OT45-22	OT en Proceso	REVISAR QUEMADOR DE LA CALDERA
<input type="checkbox"/>	483		Rechazado	Solicitud desde API - Falla de

The states in which an application can be found are as follows:

- ◆ **Open:** Status in which the application has not yet been processed.
- ◆ **In process:** State in which the request is in execution or planning, but has not yet been executed in a WO.
- ◆ **WO in Process:** State in which a request is once it has been planned and converted into a WO.
- ◆ **Resolved without WO:** Status in which the request has already been resolved without having generated a WO.
- ◆ **Cancelled:** Status of a request that has been cancelled.
- ◆ **Resolved with WO:** Status in which the request has already been resolved through a WO.
- ◆ **Waiting for a WO:** State where the request has been sent to the pending work management module and is waiting to be executed in a WO.
- ◆ **WO in Review:** Status in which the request has already been generated as a WO and is under review.

- ♦ **WO Cancelled:** State in which the request was generated in a WO, which was subsequently cancelled (in this case the work management associated with the WO returns to Pending Tasks).
- ♦ **Request removed from Pending Work management:** Status in which the request was removed from the Pending Tasks module and must be rescheduled from the Work Requests module.
- ♦ **Rejected:** Status of a rejected application.

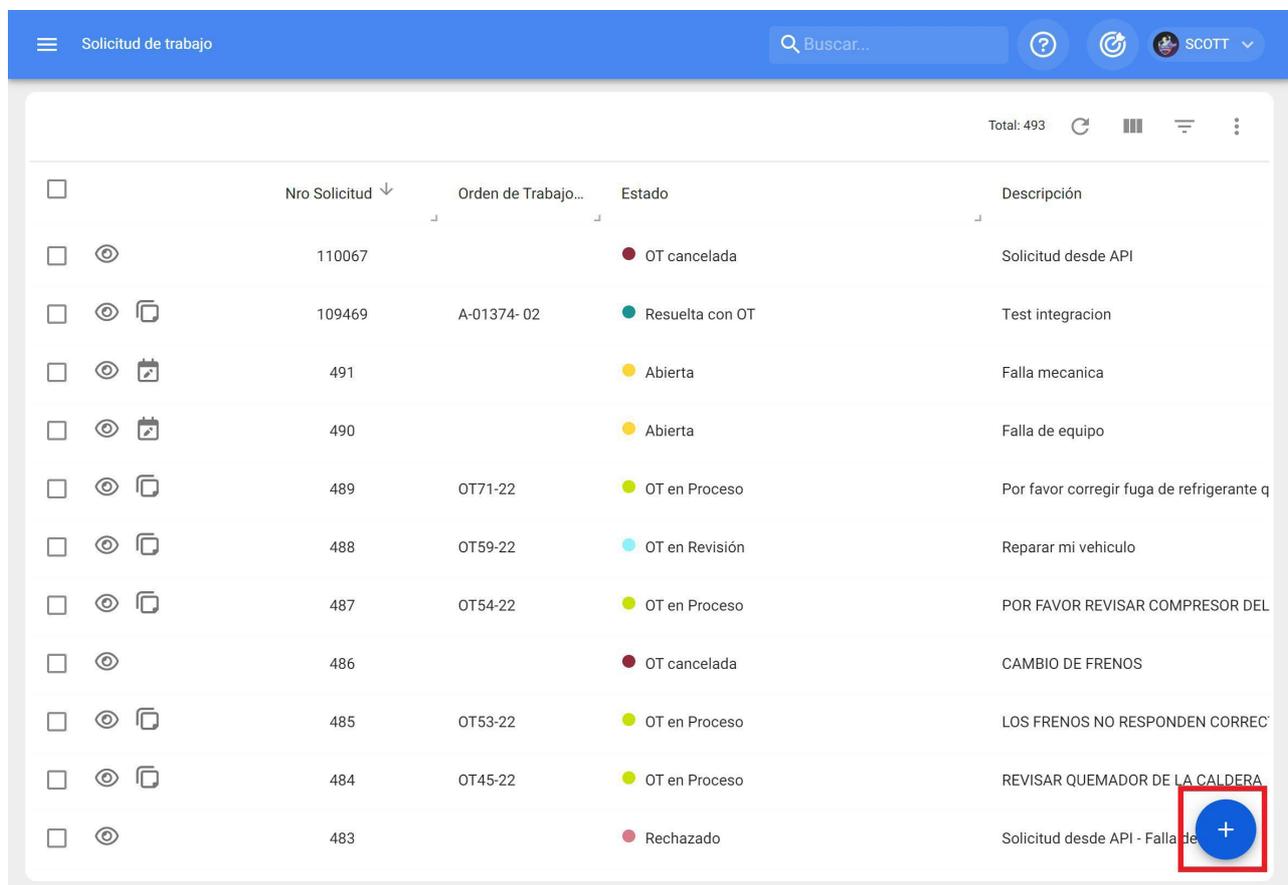
# How to create a work request?

[help.fractal.com/en/articles/6001171-how-to-create-a-job-application](https://help.fractal.com/en/articles/6001171-how-to-create-a-job-application)

In the platform there are two ways to make a work request, the first is to make it directly from the work request module and the second option is to add it from the quick action button located in the main header bar of the platform.

## From the work request module:

To add a new work request, click on the add symbol at the bottom right of the platform.



The screenshot shows the 'Solicitud de trabajo' (Work Request) module interface. At the top, there is a search bar labeled 'Buscar...' and a user profile for 'SCOTT'. Below the header, a table lists work requests with columns for 'Nro Solicitud', 'Orden de Trabajo...', 'Estado', and 'Descripción'. The table contains 11 rows of data. In the bottom right corner of the table area, there is a blue circular button with a white plus sign (+), which is highlighted with a red square. This button is used to add a new work request.

	Nro Solicitud ↓	Orden de Trabajo...	Estado	Descripción
<input type="checkbox"/>	110067		OT cancelada	Solicitud desde API
<input type="checkbox"/>	109469	A-01374- 02	Resuelta con OT	Test integracion
<input type="checkbox"/>	491		Abierta	Falla mecanica
<input type="checkbox"/>	490		Abierta	Falla de equipo
<input type="checkbox"/>	489	OT71-22	OT en Proceso	Por favor corregir fuga de refrigerante q
<input type="checkbox"/>	488	OT59-22	OT en Revisión	Reparar mi vehiculo
<input type="checkbox"/>	487	OT54-22	OT en Proceso	POR FAVOR REVISAR COMPRESOR DEL
<input type="checkbox"/>	486		OT cancelada	CAMBIO DE FRENOS
<input type="checkbox"/>	485	OT53-22	OT en Proceso	LOS FRENOS NO RESPONDEN CORREC
<input type="checkbox"/>	484	OT45-22	OT en Proceso	REVISAR QUEMADOR DE LA CALDERA
<input type="checkbox"/>	483		Rechazado	Solicitud desde API - Falla de

After clicking on add, a new window will open where the applicant must complete all the necessary information in the "General" tab in order to detail the application to be reported in the system.

Solicitud de trabajo

SCOTT

GUARDAR CAMBIAR ESTADO

Datos requeridos

- Descripción no puede estar en blanco
- Activo no puede estar en blanco

Detalles

General

Estado Solicitud

Adjuntos

Creada por SCOTT BILLINGTON

Fecha de creación 2022-02-04 14:10

Descripción solicitud

Descripción no puede estar en blanco

¿Conoce el activo?

Activo

Activo no puede estar en blanco

Observaciones

The information that can be added when reporting a work request is as follows:

- ♦ **Created by:** Name of the profile of the person raising the request, this name is taken directly from the login account registered in the system of that person.
- ♦ **Creation date:** Date on which the request is being reported in the system.
- ♦ **Application description:** Short description identifying the application.
- ♦ **Do you know the asset:** Option that allows the user reporting the request to indicate if he/she knows the name of the asset in question (this option can be set as mandatory in the module Configuration-OTs).
- ♦ **Asset:** Name or identification of the asset associated to the work request in the system.
- ♦ **Remarks:** Detailed description of the work request.
- ♦ **Incident Date:** Date on which the incident for which the work request is being raised occurred (this date does not necessarily need to coincide with the date on which the request is reported in the system).
- ♦ **Urgent:** Option where the degree of criticality of the request is established as urgent.
- ♦ **Image:** Image or photograph where the reported work request is illustrated.

Additionally, the system allows you to add advanced information to the work request where you can detail the following:

- ♦ **Reference:** Name or reference code that can be added to the request.
- ♦ **Location:** Option that allows to establish the geolocation of the site where the request was raised (this information is taken from the GPS system of the device used to raise the request).
- ♦ **Group:** Catalog where you can create groups of colors that can be used to be assigned to the requests (the configuration of the name and colors of these groups is done from the Configuration-Catalogs module).
- ♦ **Classification 1 and 2:** Corresponds to free fields left by the platform to be completed as required (the configuration is done from the Configuration-Catalogs module).
- ♦ **Keywords (Multiple Selection):** Catalog where identification keywords can be established at the moment of creating a work request (the configuration is done from the Configuration-Catalogs module).

**Note:** *It is possible to set which fields are mandatory when opening an application in Fractal One. To do this, go to the settings menu, in the submenu 'modules - work requests' and make the corresponding settings. For more information, please refer to the article [Settings - work requests](#).*

Finally, after completing the necessary information, the application will be generated, which must then be processed as appropriate.

Solicitud de trabajo

Buscar...

SCOTT

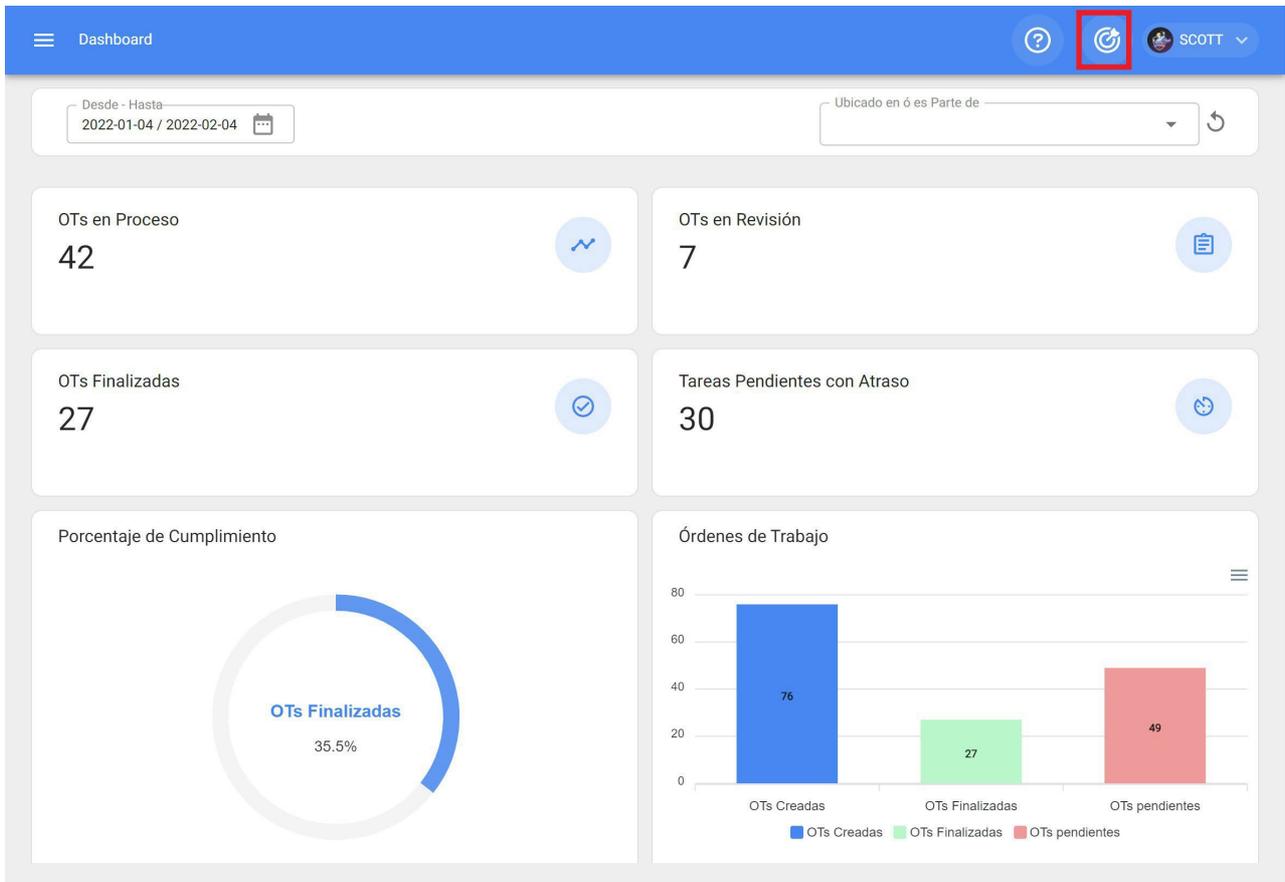
(1) Seleccionado

<input checked="" type="checkbox"/>		Nro Solicitud ↓	Orden de Trabajo...	Estado	Descripción
<input checked="" type="checkbox"/>	 	500		Abierta	PERDIDA DE FASE
<input type="checkbox"/>	 	499		Abierta	REINTALACION DE EQUIPO
<input type="checkbox"/>	 	498		Abierta	COMPRA DE NUEVO PERFIL DE USUARI
<input type="checkbox"/>	 	497		Abierta	OBSTRUCCION DE TOMA DE AIRE
<input type="checkbox"/>	 	496		Abierta	REEMPLAZO DE ASPAS
<input type="checkbox"/>	 	495		Abierta	CAMBIO DE O-RINGS MANGUERAS SIST
<input type="checkbox"/>	 	494		Abierta	FALLO DE PANTALLA
<input type="checkbox"/>	 	493		Abierta	CAMBIO DE RODAMIENTOS Y ROTULAS
<input type="checkbox"/>	 	492		Abierta	FUGA DE LIQUIDO REGRIGERANTE
<input type="checkbox"/>	 	491		Abierta	Falla mecanica
<input type="checkbox"/>	 	490		Abierta	Falla de equipo

+

## From the quick action button

The quick action is a button that is always available in the main header bar of the platform. To do so, just click on this option and then click on work request.



Dashboard

Desde - Hasta: 2022-01-04 / 2022-02-04

Acción Rápida

CANCELAR

- Ubicación
- Equipo
- Tarea No Planificada
- Solicitud de trabajo**
- Lectura del Medidor

After clicking, a new window will open where you must perform the same procedure as above to complete and generate the work request.

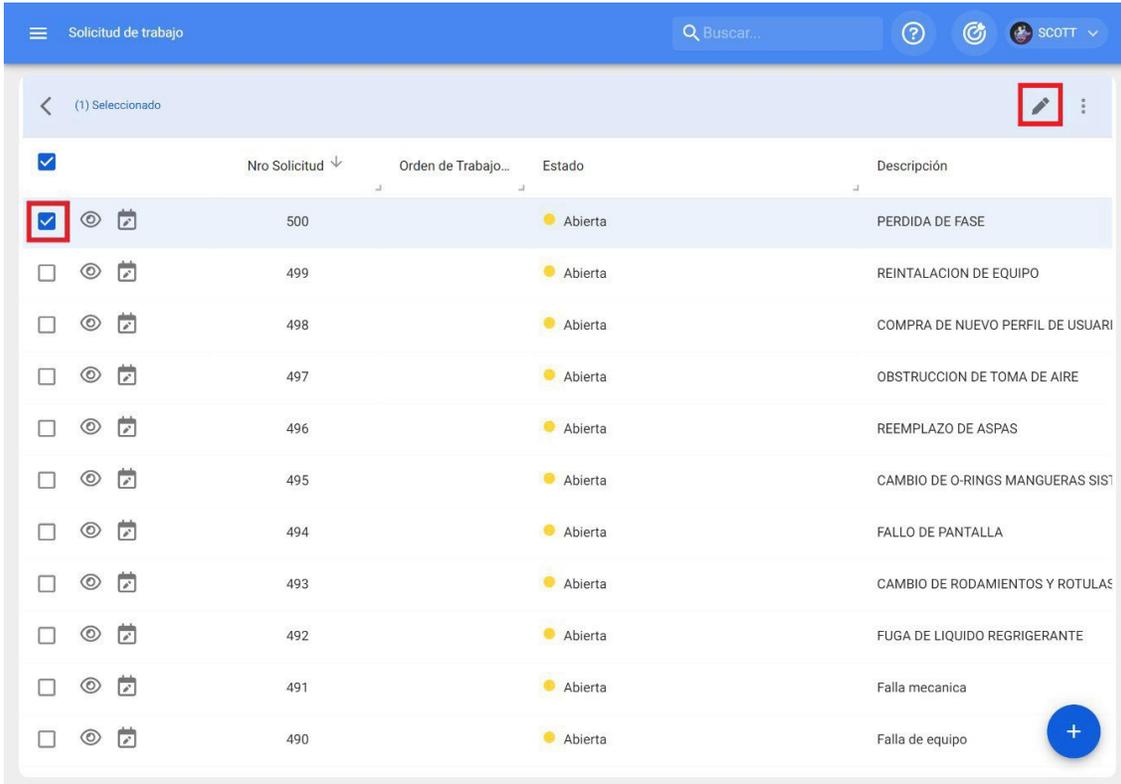
(1) Seleccionado

<input checked="" type="checkbox"/>		Nro Solicitud ↓	Orden de Trabajo...	Estado	Descripción
<input checked="" type="checkbox"/>	 	500		● Abierta	PERDIDA DE FASE
<input type="checkbox"/>	 	499		● Abierta	REINTALACION DE EQUIPO
<input type="checkbox"/>	 	498		● Abierta	COMPRA DE NUEVO PERFIL DE USUARI
<input type="checkbox"/>	 	497		● Abierta	OBSTRUCCION DE TOMA DE AIRE
<input type="checkbox"/>	 	496		● Abierta	REEMPLAZO DE ASPAS
<input type="checkbox"/>	 	495		● Abierta	CAMBIO DE O-RINGS MANGUERAS SIST
<input type="checkbox"/>	 	494		● Abierta	FALLO DE PANTALLA
<input type="checkbox"/>	 	493		● Abierta	CAMBIO DE RODAMIENTOS Y ROTULAS
<input type="checkbox"/>	 	492		● Abierta	FUGA DE LIQUIDO REGRIGERANTE
<input type="checkbox"/>	 	491		● Abierta	Falla mecanica
<input type="checkbox"/>	 	490		● Abierta	Falla de equipo

# How to edit a work request already created?

 [help.fractal.com/en/articles/6001192-as-edit-an-already-created-job-request](https://help.fractal.com/en/articles/6001192-as-edit-an-already-created-job-request)

To edit a work request already created, just select the request in question and the system will enable a bar with the edit option.



The screenshot shows a web application interface for managing work requests. At the top, there is a blue header with a menu icon, the text "Solicitud de trabajo", a search bar labeled "Buscar...", and a user profile for "SCOTT". Below the header, a light blue bar indicates "(1) Seleccionado" and contains an edit icon (a pencil inside a square) which is highlighted with a red box. The main area is a table with columns: "Nro Solicitud", "Orden de Trabajo...", "Estado", and "Descripción". The first row is selected, with a blue checkmark in a box on the left and a red box around the edit icon. The table lists several requests, all with the status "Abierta".

	Nro Solicitud ↓	Orden de Trabajo...	Estado	Descripción
<input checked="" type="checkbox"/>	500		Abierta	PERDIDA DE FASE
<input type="checkbox"/>	499		Abierta	REINTALACION DE EQUIPO
<input type="checkbox"/>	498		Abierta	COMPRA DE NUEVO PERFIL DE USUARI
<input type="checkbox"/>	497		Abierta	OBSTRUCCION DE TOMA DE AIRE
<input type="checkbox"/>	496		Abierta	REEMPLAZO DE ASPAS
<input type="checkbox"/>	495		Abierta	CAMBIO DE O-RINGS MANGUERAS SIS1
<input type="checkbox"/>	494		Abierta	FALLO DE PANTALLA
<input type="checkbox"/>	493		Abierta	CAMBIO DE RODAMIENTOS Y ROTULAS
<input type="checkbox"/>	492		Abierta	FUGA DE LIQUIDO REGRIGERANTE
<input type="checkbox"/>	491		Abierta	Falla mecanica
<input type="checkbox"/>	490		Abierta	Falla de equipo

Clicking on it will open the application where you will be able to edit the information contained in the General tab, as well as in the Application Status and Attachments tabs.

Solicitud de trabajo

PERDIDA DE FASE

GUARDAR CAMBIAR ESTADO

Nro Solicitud 500

Estado Solicitud Abierta

Detalles

- General
- Estado Solicitud
- Adjuntos



Creada por SCOTT BILLINGTON

Fecha de creación 2022-02-04 17:00

Descripción solicitud PERDIDA DE FASE

¿Conoce el activo?

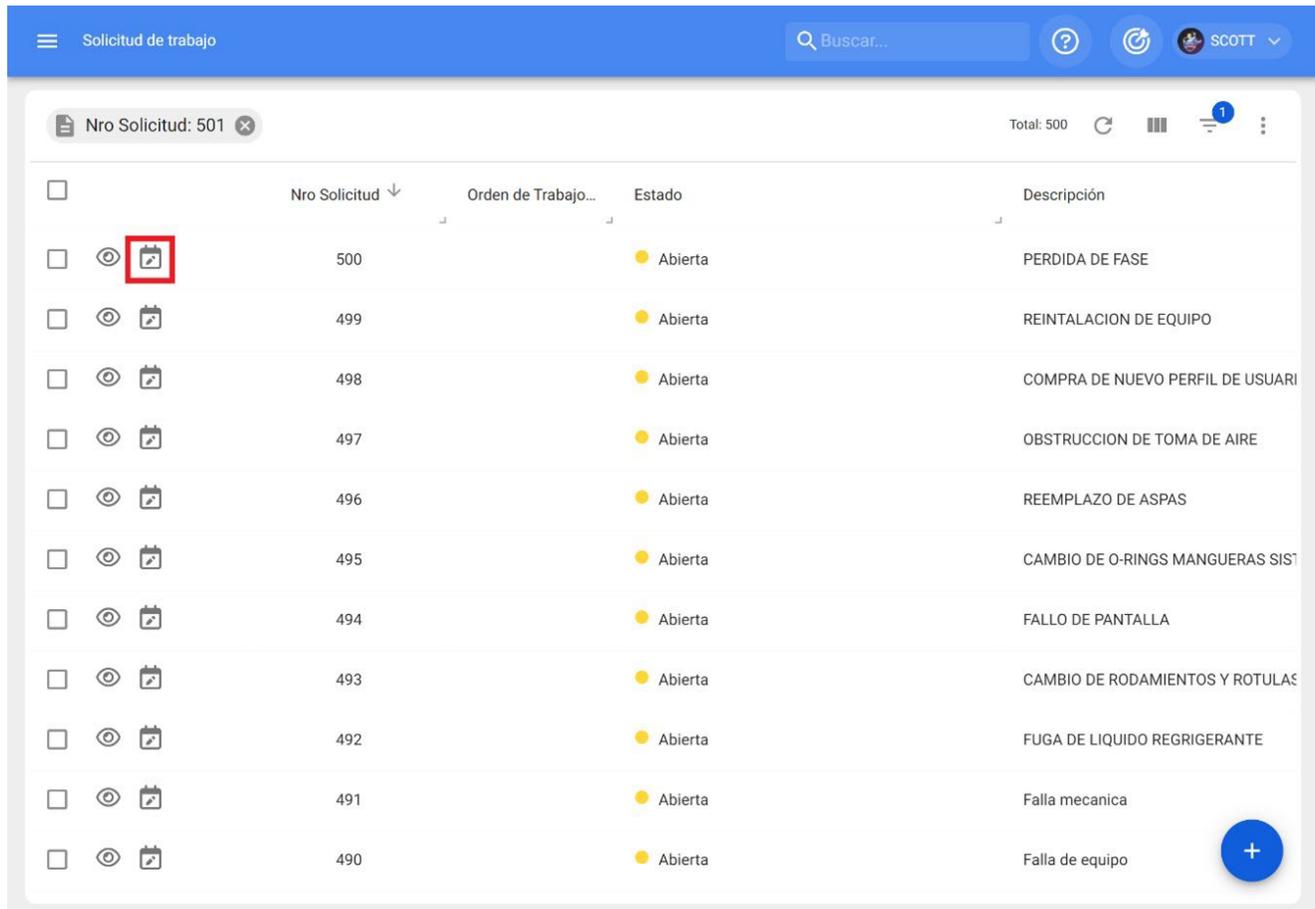
Activo VARIADOR DE FRECUENCIA Z1000 { Z-1000-

Observaciones

# How to manage and convert a work request into a WO?

[help.fractal.com/en/articles/6001355-how-to-manage-and-convert-a-work-request-into-OT](http://help.fractal.com/en/articles/6001355-how-to-manage-and-convert-a-work-request-into-OT)

Once a request has been generated, the system allows you to manage this request through an unscheduled task by clicking on the add symbol.



<input type="checkbox"/>	Nro Solicitud ↓	Orden de Trabajo...	Estado	Descripción
<input type="checkbox"/> 	500		Abierta	PERDIDA DE FASE
<input type="checkbox"/> 	499		Abierta	REINTALACION DE EQUIPO
<input type="checkbox"/> 	498		Abierta	COMPRA DE NUEVO PERFIL DE USUARI
<input type="checkbox"/> 	497		Abierta	OBSTRUCCION DE TOMA DE AIRE
<input type="checkbox"/> 	496		Abierta	REEMPLAZO DE ASPAS
<input type="checkbox"/> 	495		Abierta	CAMBIO DE O-RINGS MANGUERAS SIST
<input type="checkbox"/> 	494		Abierta	FALLO DE PANTALLA
<input type="checkbox"/> 	493		Abierta	CAMBIO DE RODAMIENTOS Y ROTULAS
<input type="checkbox"/> 	492		Abierta	FUGA DE LIQUIDO REGRIGERANTE
<input type="checkbox"/> 	491		Abierta	Falla mecanica
<input type="checkbox"/> 	490		Abierta	Falla de equipo

Then when you click on it, a new window will be enabled, where all the information corresponding to the unplanned task must be filled in, which can be sent to pending task (to be scheduled later) or generated as a new work order.

To do this, 4 steps must be established before managing the task:

- ♦ **Assets:** Information associated with the asset and its status.
- ♦ **Task:** Information associated to the unplanned task.
- ♦ **SubTasks:** List with the subtasks or check-list (step-by-step) that must be accomplished to successfully complete the task.

- ♦ **Resources:** Resources to be used in the execution and fulfillment of the task.

## Step 1:

[←](#) Tarea no Programada

1 Activo      2 Tarea      3 SubTareas      4 Recursos

Activo  
 VARIADOR DE FRECUENCIA Z1000 { Z-1000-1 }

Fecha del incidente  
 2022-02-04 16:59

Solicitado Por  
 SCOTT BILLINGTON

¿Falló el Activo?

Tipo de falla  
 PERDIDA DE FASE

Causa de falla  
 CIRCUITO CORTADO

Método de detección de falla  
 CODIGO DE ALARMA E45

Severidad de las Fallas  
 Media

Tipo de daño causado  
 Ninguno

Tiempo de interrupción a otros activos  
 000:00

Activo Fuera de servicio

Desde cuando  
 2022-02-03 17:00:00

[SIGUIENTE >](#)

- ♦ **Asset failure:** Option where you can indicate if the unplanned task involves the failure of the asset.
- ♦ **Type of failure:** Catalog with the types of faults associated with the assets.
- ♦ **Cause of failure:** Catalog with the causes that can lead to asset failures.
- ♦ **Fault detection method:** Catalog with the detection methods by which a fault can be identified.
- ♦ **Severity of the failure:** Listing of fault hierarchy options according to severity.
- ♦ **Type of damage caused:** List with default options to identify the type of damage caused by the asset failure.

- ◆ **Interruption time to other assets:** Time in which the failure directly affects other assets.
- ◆ **Active Out of Service:** State in which the equipment is stopped due to a functional failure. This field is of utmost importance, since when it is triggered, the date and time since the equipment was stopped must be entered (this time is the one used for one of the availability indicators in the Business Intelligence module).

## Step 2:

← Tarea no Programada

1 Activo      2 Tarea      3 SubTareas      4 Recursos

Descripción de la Tarea: PERDIDA DE FASE      Nota:

Tipo de tarea: CORRECTIVO      Clasificación 1: ELECTRICO      Clasificación 2:

Prioridad: Media      Duración estimada: 000:10      Número de Solicitud: 500

Este trabajo ya fue realizado?

Opciones:
   
 Enviar a tareas pendientes     Enviar a OTs en Proceso

Responsable\*: Alberto Toro

¿Depende de otra OT?    Seleccione la OT padre     Aprobar por Presupuesto

- ◆ **Task Description:** Short detail specifying the task in question.
- ◆ **Note:** Free field where you can add some details of the task.
- ◆ **Task Type:** Catalog with all the work management types registered in the system.
- ◆ **Classification 1 and 2:** Corresponds to free fields left by the platform to be completed and give an additional classification to the task.
- ◆ **Priority:** List where the task is classified according to its priority.

- ♦ **Estimated Duration:** Theoretical time duration it would take to perform the task (actual time is recorded directly in the WO).
- ♦ **Request Number:** Identification correlative of the request that generates the unplanned task.
- ♦ **This job has already been done:** Option that allows to identify in the system if the task has already been executed or not.
- ♦ **Options:** Options available to manage the unplanned task through a WO (add the person responsible for the WO) or Task pending (add the date on which the task will be scheduled).

### Step 3:

In this step the associated subtasks must be added by clicking on the add symbol at the bottom right of the platform and then add the subtasks as appropriate.

< Tarea no Programada

---

Activo Tarea SubTareas Recursos

Orden	Descripción	Tipo	Grupo/Parte
1	Procedimiento	Texto	

< ATRÁS SIGUIENTE >



Tarea no Programada

Activo Tarea

Orden	Descripción
1	Procedimiento

AGREGAR SUBTAREA

Obligatorio  Adjunto Obligatorio

Orden: 2

Tipo: Texto

Grupo/Parte:

Descripción

GUARDAR

< ATRÁS SIGUIENTE >

Tarea no Programada

Activo Tarea SubTareas Recursos

Orden	Descripción	Tipo	Grupo/Parte
1	DEENERGIZAR EL EQUIPO	Texto	
2	DESCONECTAR CABLES ALIMENTADORES	Texto	
3	CAMBIAR CABLES	Texto	
4	REALIZAR PRUEBAS	Texto	
5	OBSERBACIONES GENERALES	Texto	

< ATRÁS SIGUIENTE > +

## Step 4:

In this last step you can add the resources associated to the unplanned task, where you can add: Inventories, Human Resources, Services, Inventories (Unlisted), Services (Unlisted).

[← Tarea no Programada](#)

---

Activo ✓      Tarea ✓      SubTareas ✓      Recursos ✓

Cantidad	Unidad	Descripción	Tipo	Costo unitario	Costo Total	Fuente del Recurso
----------	--------	-------------	------	----------------	-------------	--------------------

[← ATRÁS](#)   [FINALIZAR >](#)   +

Tarea no Programada

Activo Tarea SubTarea

	Cantidad	Unidad	Descripción	Tipo
	1		CABLE ELECTRICO TSJ 3X14 600V { BT-00-0391 }	Inventario
	00:45	Hora	ELECTROMECANICO	Recursos Humanos

< ATRÁS FINALIZAR >

Nuevo Recurso

Tipo de Recurso  
Recursos Humanos

Perfil / Recursos  
ELECTROMECANICO

Recurso Humano  
Alberto Toro

fecha y hora de programación  
2022-02-24 07:00

Unidad  
Hora

Horas extra

Cantidad  
00:45

Costo unitario  
\$ CLP 3.000

Costo Total  
\$ CLP 2.250,00

Notas

Tarea no Programada

Activo Tarea SubTareas Recursos

	Cantidad	Unidad	Descripción	Tipo	Costo unitario	Costo Total	Fuente del Recurso
	1		CABLE ELECTRICO TSJ 3X14 600V { BT-00-0391 }	Inventario	\$ CLP 4.000,00	\$ CLP 4.000,00	Importación Masiva
	00:45	Hora	ELECTROMECANICO	Recursos Humanos	\$ CLP 3.000,00	\$ CLP 2.250,00	Alberto Toro

< ATRÁS FINALIZAR >

Then, at the end of the unplanned task management, you can see the change of status of the request and the correlative of the generated WO (in case this option was chosen to manage the task).

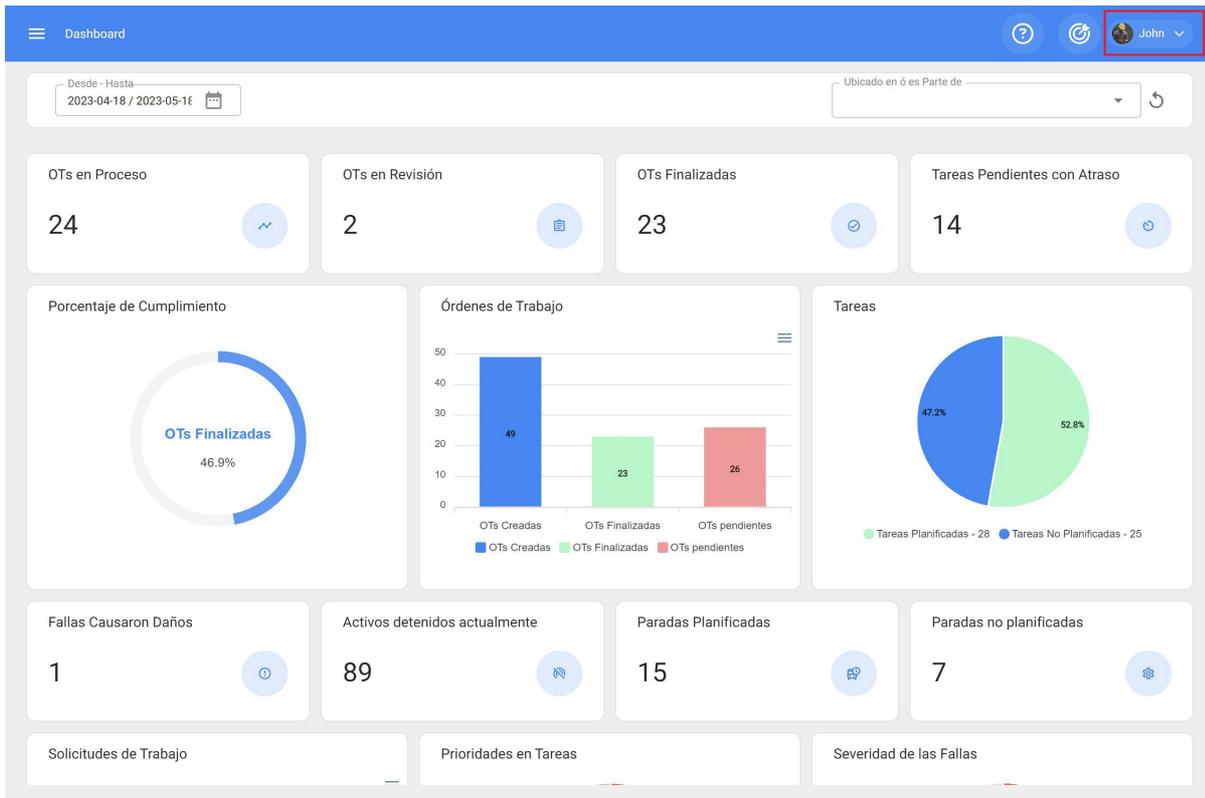
The screenshot shows a web application interface for managing work orders. At the top, there is a blue header with a menu icon, the text 'Solicitud de trabajo', a search bar labeled 'Buscar...', and a user profile for 'SCOTT'. Below the header, there is a filter bar showing 'Nro Solicitud: 501' and 'Total: 500'. The main content is a table with the following columns: 'Nro Solicitud', 'Orden de Trabajo...', 'Estado', and 'Descripción'. The table contains 11 rows of data. The row with 'Nro Solicitud' 500 and 'Orden de Trabajo' 'OT77-22' is highlighted with a red box, and its status is 'OT en Proceso'. The other rows have a status of 'Abierta'. A blue circular button with a white plus sign is located at the bottom right of the table area.

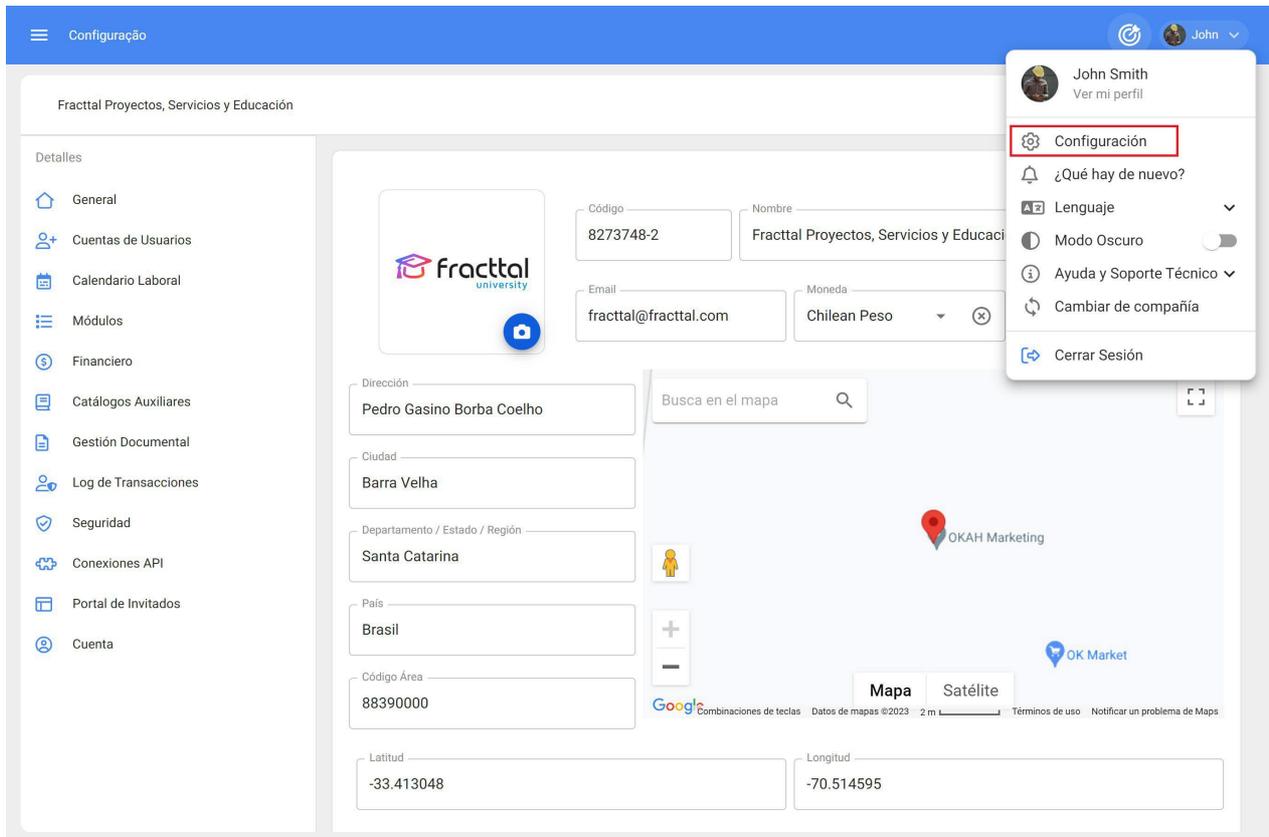
Nro Solicitud	Orden de Trabajo...	Estado	Descripción
500	OT77-22	OT en Proceso	PERDIDA DE FASE
499		Abierta	REINTALACION DE EQUIPO
498		Abierta	COMPRA DE NUEVO PERFIL DE USUARI
497		Abierta	OBSTRUCCION DE TOMA DE AIRE
496		Abierta	REEMPLAZO DE ASPAS
495		Abierta	CAMBIO DE O-RINGS MANGUERAS SIST
494		Abierta	FALLO DE PANTALLA
493		Abierta	CAMBIO DE RODAMIENTOS Y ROTULAS
492		Abierta	FUGA DE LIQUIDO REGRIGERANTE
491		Abierta	Falla mecanica
490		Abierta	Falla de equipo

# Module content

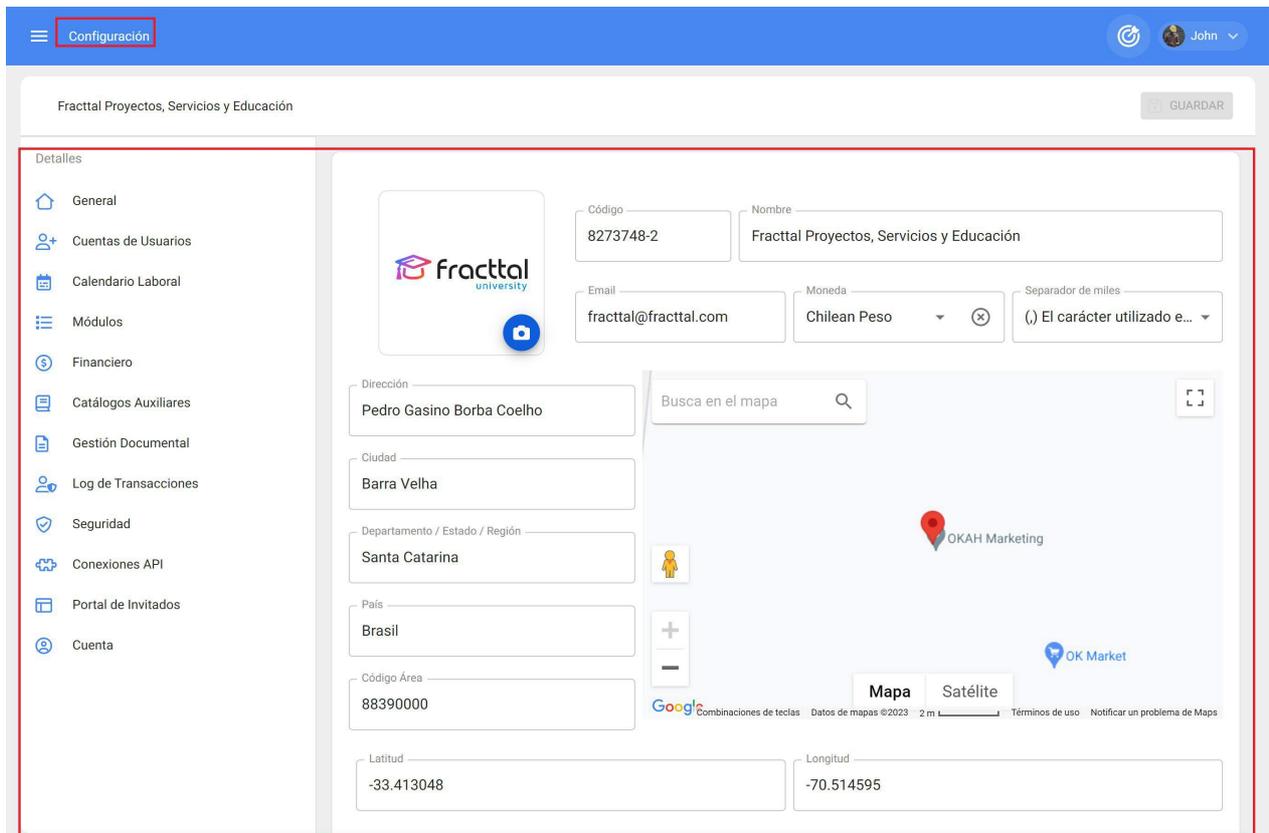
[help.fracttal.com/en/articles/6010704-how-to-access-the-module-configuration-and-module-content](https://help.fracttal.com/en/articles/6010704-how-to-access-the-module-configuration-and-module-content) **module**

To access the module, go to the options menu located on the top right bar of the platform and display the options available in this menu, then click on the "Configuration" option.





Finally, by clicking on it, you will have access to the platform settings window:



Once you have entered the configuration module, a series of sub-modules will be displayed that will allow you to establish all the necessary settings in the platform, in order to use the tool correctly according to the conditions of each management.

Configuración John

Fractal Proyectos, Servicios y Educación GUARDAR

Detalles

- General
- Cuentas de Usuarios
- Calendario Laboral
- Módulos
- Financiero
- Catálogos Auxiliares
- Gestión Documental
- Log de Transacciones
- Seguridad
- Conexiones API
- Portal de Invitados
- Cuenta



Código: 8273748-2      Nombre: Fractal Proyectos, Servicios y Educación

Email: fractal@fractal.com      Moneda: Chilean Peso      Separador de miles: (,) El carácter utilizado e...

Dirección: Pedro Gasino Borba Coelho      Busca en el mapa

Ciudad: Barra Velha

Departamento / Estado / Región: Santa Catarina

País: Brasil

Código Área: 88390000

Latitud: -33.413048      Longitud: -70.514595

Mapa      Satélite

Google Maps      Datos de mapas ©2023      2 m      Términos de uso      Notificar un problema de Maps

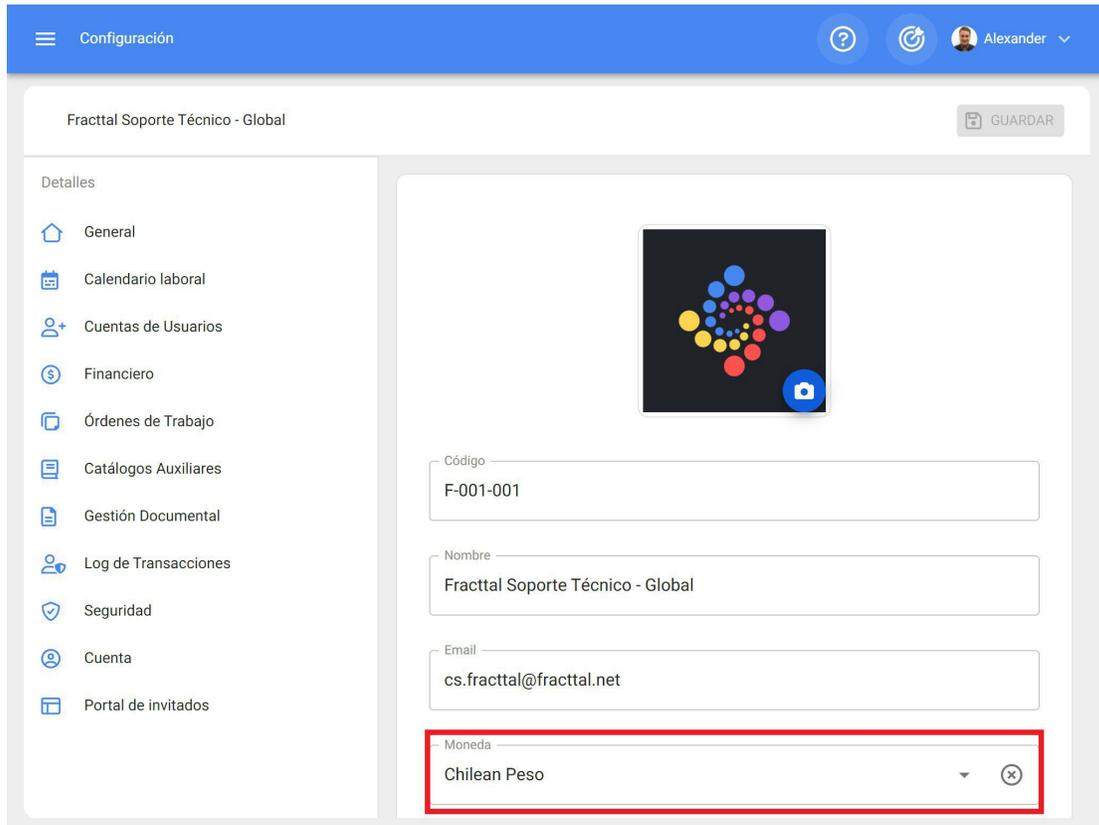
The submodules to be found in settings are as follows:

- ◆ **General**
- ◆ **User Accounts Work**
- ◆ **Calendar Modules**
- ◆ **Financial**
- ◆ **Auxiliary Catalogs**
- ◆ **Document**
- ◆ **Management**
- ◆ **Transaction Log**
- ◆ **Security API**
- ◆ **Connections**
- ◆ **Guest Portal (add-on)**
- ◆ **Account**

# How to select a currency | Fractal One

[help.fractal.com/en/articles/6014267-how-to-select-a-currency](https://help.fractal.com/en/articles/6014267-how-to-select-a-currency)

To select the main currency in which the transactions will be made in the base, just click on currency.



The screenshot shows the 'Configuración' (Configuration) page for 'Fractal Soporte Técnico - Global'. The page has a blue header with a menu icon, the title 'Configuración', and user information 'Alexander'. Below the header, there's a 'GUARDAR' (Save) button. The main content area is divided into a left sidebar with navigation options and a main form area. The sidebar includes: Detalles, General, Calendario laboral, Cuentas de Usuarios, Financiero, Órdenes de Trabajo, Catálogos Auxiliares, Gestión Documental, Log de Transacciones, Seguridad, Cuenta, and Portal de invitados. The main form area contains several input fields: 'Código' (F-001-001), 'Nombre' (Fractal Soporte Técnico - Global), and 'Email' (cs.fractal@fractal.net). The 'Moneda' (Currency) field is highlighted with a red border and contains 'Chilean Peso' with a dropdown arrow and a clear icon.

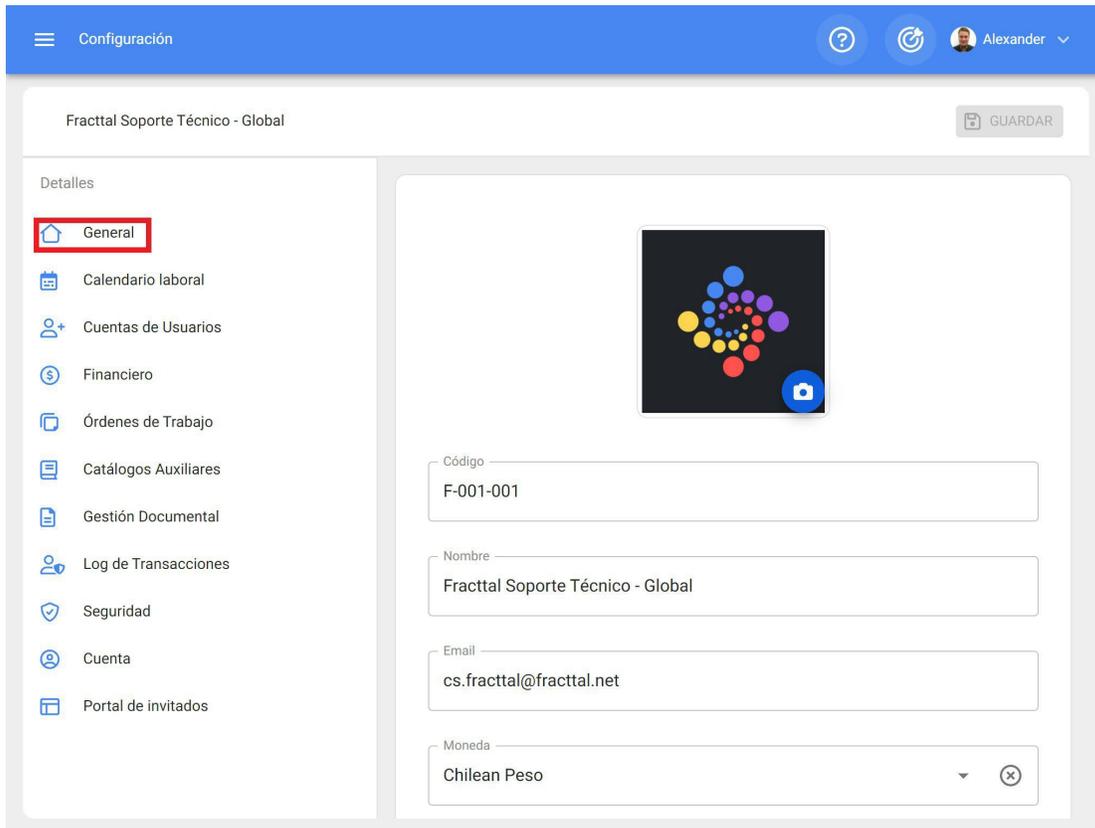
Then, the system will open a new window where the catalog of currencies registered in the platform will be displayed.

Finally, just select the currency you want to choose and then click on save.

**Note:** The currency catalog must be added directly from the Financial Sub-Module.

# General Module : Fractal One

 [help.fractal.com/en/articles/6014245-modulo-general](https://help.fractal.com/en/articles/6014245-modulo-general)



The screenshot shows the 'Configuración' (Configuration) page for 'Fractal Soporte Técnico - Global'. The 'General' sub-module is selected and highlighted with a red box in the left sidebar. The main content area displays a profile picture placeholder and several form fields:

- Código:** F-001-001
- Nombre:** Fractal Soporte Técnico - Global
- Email:** cs.fractal@fractal.net
- Moneda:** Chilean Peso

In this sub-module you will be able to register the main data of your own company, such as:

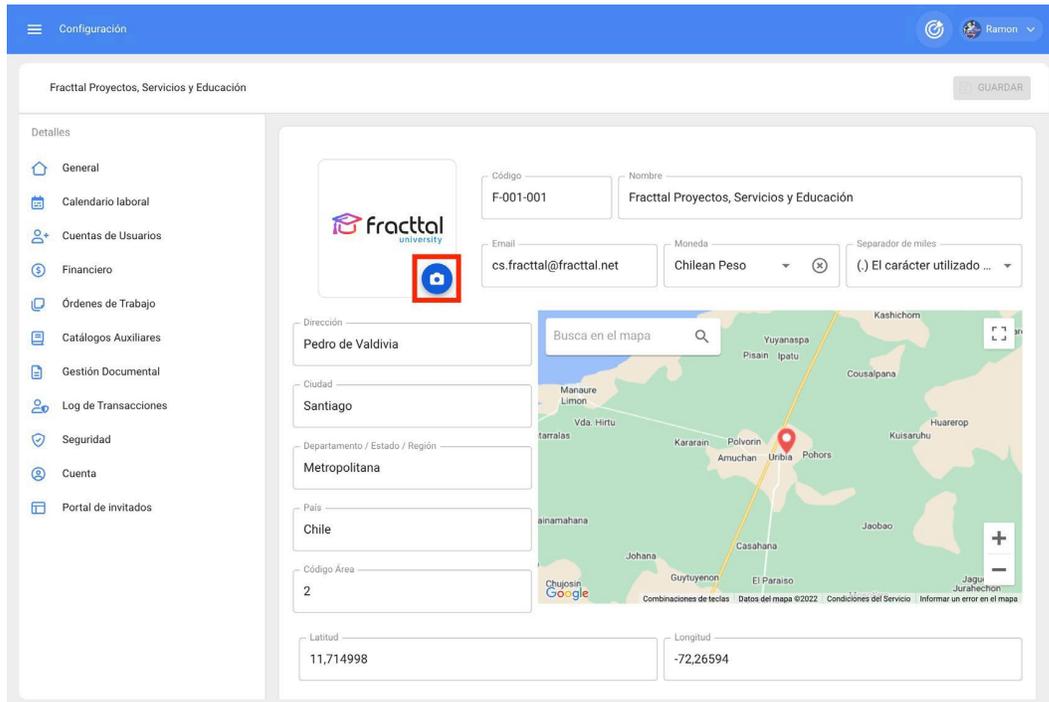
- ◆ **Code:** Fiscal identifier of your company.
- ◆ **Name:** The name of your company.
- ◆ **Email:** Your company's main email address.
- ◆ **Currency:** Main currency in which your company carries out its transactions.
- ◆ **Address, City, Department / State / Region, Country, Area Code:** Your company's main address data.
- ◆ **Latitude, Longitude:** Geolocation of your company (you can also use Google Maps to find the geolocation of your company).

- ♦ **Primary Phone, Secondary Phone, SMS Phone:** Phones associated to your company.
- ♦ **Language:** Main and default language of your base. You must choose among the three available options (English (USA), Spanish, Portuguese (Brazil), etc.) It is important to define the language, since the notifications sent by the platform and their language may vary depending on this.
- ♦ **Stock Values:** The way in which the total costs of the items in your warehouses are weighted and calculated.
- ♦ **Web page:** Your company's website.
- ♦ **Logo:** Logo or image that represents your company, this image will be reflected in all printed documents in the system (such as work orders, asset cards, purchase orders, etc).

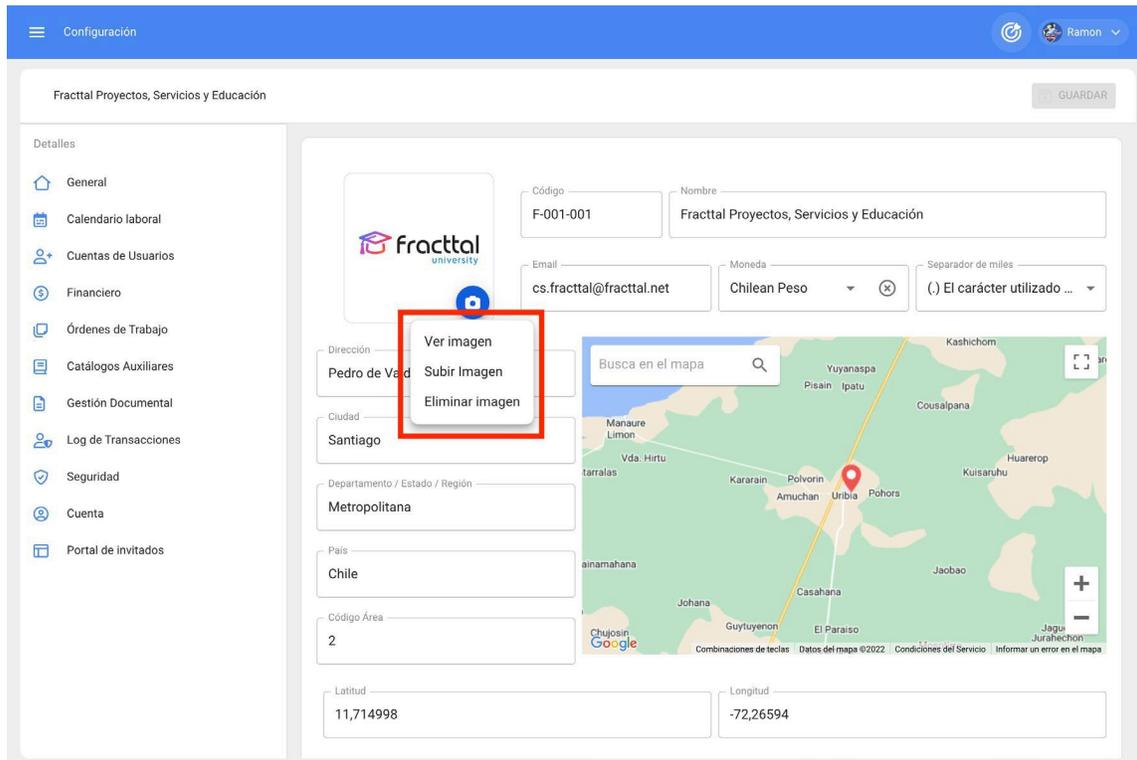
# How to add or edit a logo?

[help.fractal.com/en/articles/6014257-as-add-or-edit-a-logo](https://help.fractal.com/en/articles/6014257-as-add-or-edit-a-logo)

To view, add or remove the company logo, just click on the add symbol located in the space designated for the image (upper left side of the window).

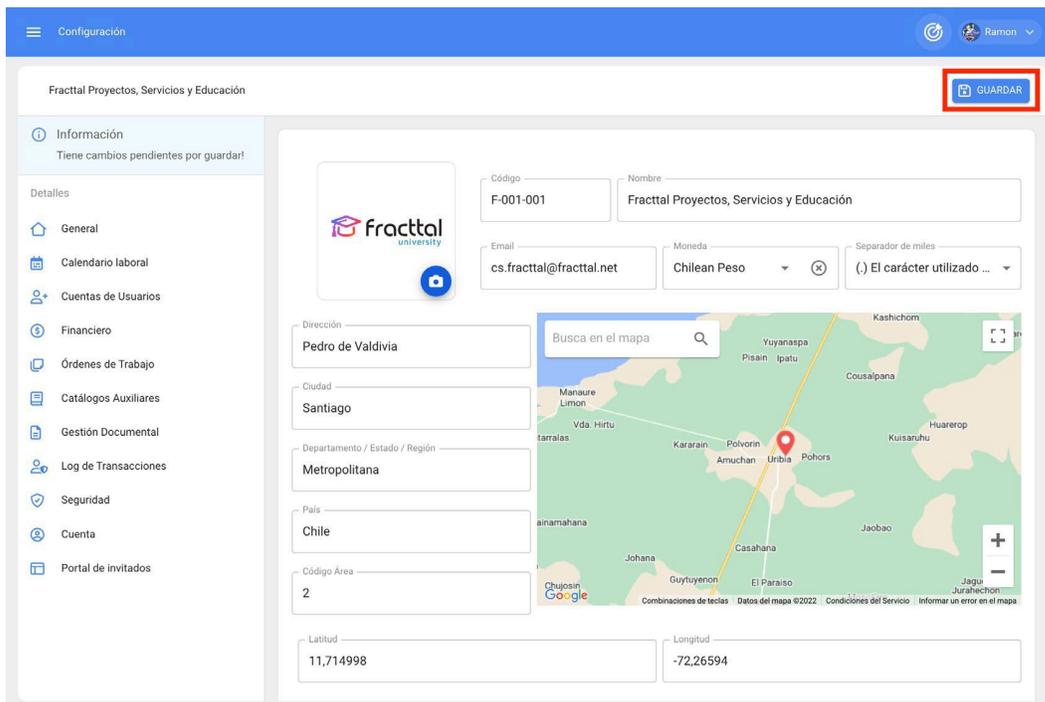


The screenshot shows the 'Configuración' (Configuration) page for 'Fractal Proyectos, Servicios y Educación'. On the left is a sidebar with navigation options: General, Calendario laboral, Cuentas de Usuarios, Financiero, Órdenes de Trabajo, Catálogos Auxiliares, Gestión Documental, Log de Transacciones, Seguridad, Cuenta, and Portal de invitados. The main content area is divided into two columns. The left column contains form fields for: Dirección (Pedro de Valdivia), Ciudad (Santiago), Departamento / Estado / Región (Metropolitana), País (Chile), and Código Área (2). The right column contains: a logo upload area with a red box around a blue camera icon; fields for Código (F-001-001) and Nombre (Fractal Proyectos, Servicios y Educación); Email (cs.fractal@fractal.net), Moneda (Chilean Peso), and Separador de miles (El carácter utilizado...); a Google Maps interface with a search bar and a red pin; and fields for Latitud (11,714998) and Longitud (-72,26594). A 'GUARDAR' button is in the top right.



After clicking on the desired option, a window will open where you can edit the image to be used (here you can simply drag the image or click to browse through the folders on your computer).

Once the image has been uploaded, the process must be completed by clicking on the save button.

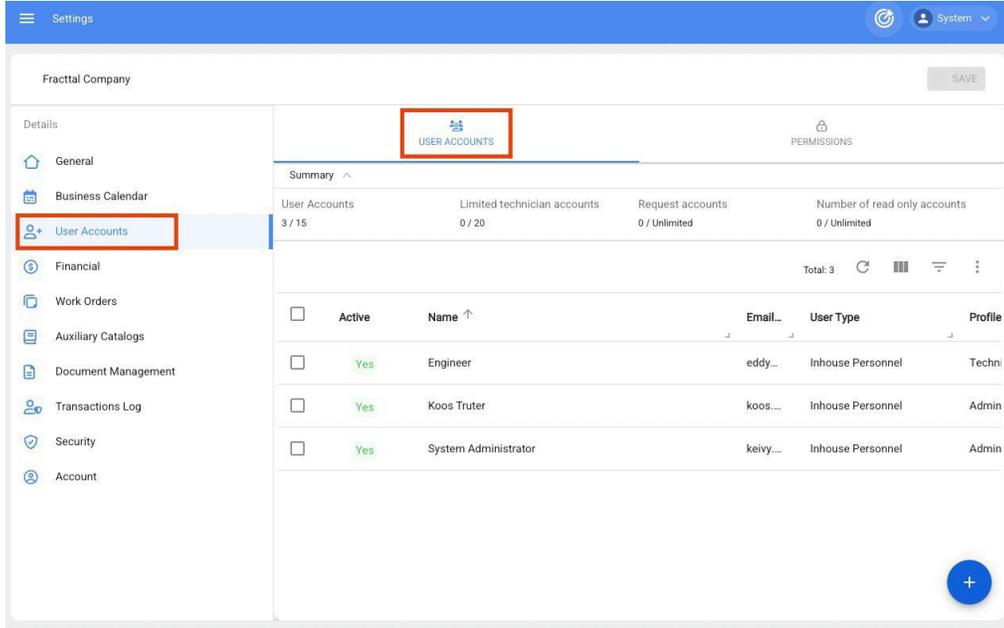


# How to unlock a Fractal user account?

 [help.fractal.com/en/articles/6467623-how-to-unlock-a-user-account-in-fractal](https://help.fractal.com/en/articles/6467623-how-to-unlock-a-user-account-in-fractal)

To unlock a user account in Fractal, you must make sure that you have an administrator account, so you will be able to unlock the access accounts that have been blocked by multiple failed password attempts.

1. Go to the Configuration module > User accounts:



The screenshot shows the 'User Accounts' configuration page in Fractal. The left sidebar contains a navigation menu with 'User Accounts' highlighted. The main content area displays a summary table and a list of active users.

Active	Name	Email	User Type	Profile
<input type="checkbox"/>	Engineer	eddy...	Inhouse Personnel	Technician
<input type="checkbox"/>	Koos Truter	koos...	Inhouse Personnel	Admin
<input type="checkbox"/>	System Administrator	keivy...	Inhouse Personnel	Admin

2. Then, apply a search filter to quickly find accounts that are blocked:

The screenshot shows a user account management interface. On the left is a sidebar with navigation options: General, Business Calendar, User Accounts (selected), Financial, Work Orders, Auxiliary Catalogs, Document Management, Transactions Log, Security, and Account. The main area displays a table of user accounts under the heading 'USER ACCOUNTS'. The table has columns for 'Active' (checkboxes), 'Name', and 'Status'. Three accounts are listed: 'Engineer', 'Koos Truter', and 'System Administrator', all with a 'Yes' status. On the right, a 'Filter' panel is open, showing search fields for Name, Email, and Group Permissions, and dropdown menus for User Type and Profile. Below these are filter sections for 'Verified' and 'Locked'. The 'Verified' filter has 'ALL' selected. The 'Locked' filter has 'YES' selected, which is highlighted with a red rectangle. At the bottom of the filter panel are 'CLEAR FILTERS' and 'APPLY FILTERS' buttons.

Active	Name	Status
<input type="checkbox"/>	Engineer	Yes
<input type="checkbox"/>	Koos Truter	Yes
<input type="checkbox"/>	System Administrator	Yes

Filter Panel:

- Verified: ALL (selected), YES, NO
- Locked: ALL, YES (highlighted), NO

3. Then, once the blocked account has been identified, the user must enter the account in order to view the "Actions" section where the "Unlock" option is displayed.

Settings Fractal Company

Details

- General
- Business Calendar
- User Accounts
- Financial
- Work Orders
- Auxiliary Catalogs
- Document Management
- Transactions Log
- Security
- Account

USER ACCOUNTS

PERMISSIONS

Summary

User Accounts	Limited technician accounts	Request accounts	Number of read only accounts
3 / 15	0 / 20	0 / Unlimited	0 / Unlimited

Locked: Yes

Total: 1

Group Permissions	Verified	Locked	Location
Maintenance Supervisor	Yes	Yes	//

Edit User account

Inhouse Personnel Active

Name: Engineer

Email: [Redacted]

Profile: Technician

Group Permissions: Maintenance Supervisor

Show only active Assets

Location: //

Other Options

- Authentication only by Single Sign-On
- Receive Fractal information about features, updates, suggestions, surveys and promotional offers by email
- Two-step authentication without setting up

Actions

UNLOCK

4. Finally, once you click on "Unblock" you must save the changes made so that the account can have access to the base again.

[←](#) Edit User account SAVE

User Type  
Inhouse Personnel Active

Name  
Engineer ⊗ Email

Profile  
Technician ⊗ Group Permissions  
Maintenance Supervisor ⊗

Show only active Assets  
Location  
//

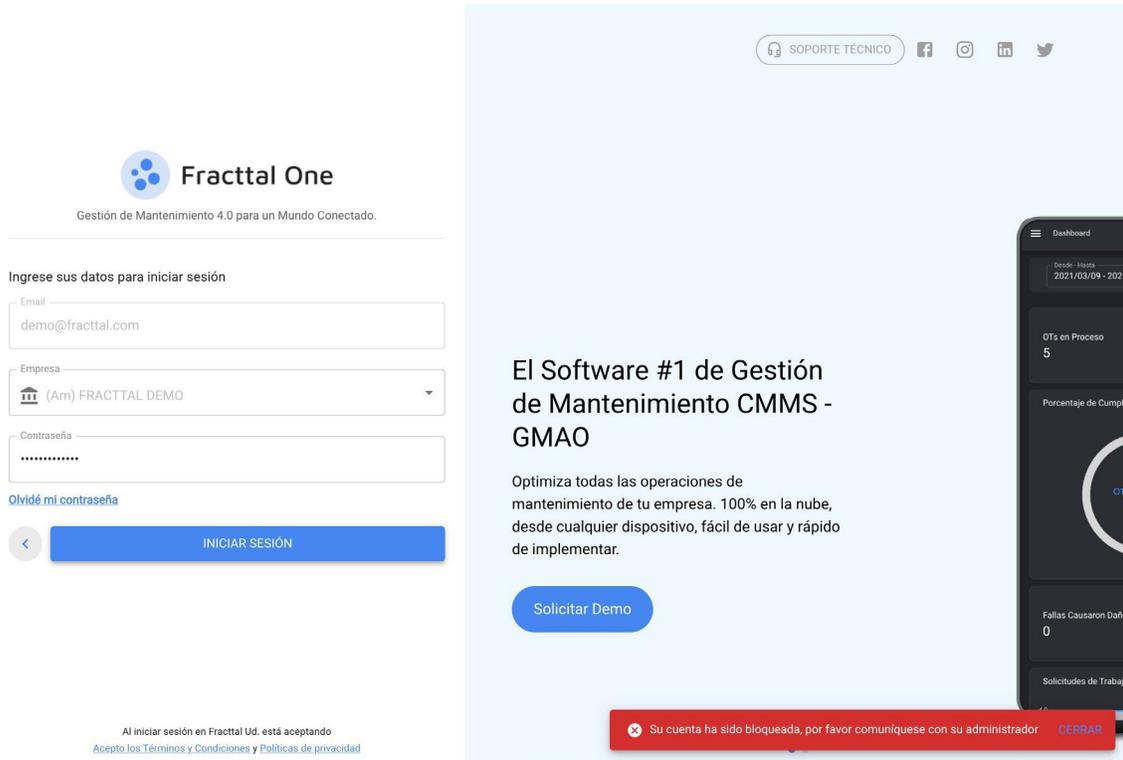
Other Options

- Authentication only by Single Sign-On
- Receive Fracttal information about features, updates, suggestions, surveys and promotional offers by email
- Two-step authentication without setting up

# What to do if my account has been blocked?

 [help.fractal.com/articles/6420818-what-to-do-if-my-account-has-been-blocked](https://help.fractal.com/articles/6420818-what-to-do-if-my-account-has-been-blocked)

If your company has the password security option configured, it is possible that your login account can be blocked after several unsuccessful attempts to enter your password by mistake.



In these cases, you must contact the account administrator directly.

Fractal of your company, since he is the only person who has the permits.

inside the base to unlock your account and give you access.

**Note:** Due to the security of our customers' information, Fractal's support team ([\[email protected\]](#)) does not have the permissions to enable, unlock or create user accounts in our customers' databases, so it will not be possible to help you directly from our support channels.

You may also be interested in:

[How to unlock a Fractal user if I am an Admin of the account?](#)

Has your question been answered?

# How to add a user account?

[help.fracttal.com/en/articles/6014311-user-account-and-how-to-add-a-user-account](https://help.fracttal.com/en/articles/6014311-user-account-and-how-to-add-a-user-account)

In this sub-module you can configure and establish the access accounts, as well as the permissions and restrictions that each user will have in the platform, according to their functions and location in the system.

The screenshot displays the 'Cuentas de Usuarios' (User Accounts) configuration page. The left sidebar contains a menu with 'Cuentas de Usuarios' highlighted in red. The main area shows a summary table and a list of users.

Resumen			
Cuentas de Usuarios	Cuentas Técnico limitado	Cuentas de solicitudes	Cuentas de solo lectura
14 / 15	3 / 6	10 / Ilimitado	2 / Ilimitado

<input type="checkbox"/>	Habilitado	Nombre ↑	Email
<input type="checkbox"/>	Si	Adalbert Malaguera	adalbertut
<input type="checkbox"/>	Si	Albert Einstein	alejandro.t
<input type="checkbox"/>	Si	Alexander Sánchez Agredo	alexander.:
<input type="checkbox"/>	Si	ANNY REYES	anny.reyes
<input type="checkbox"/>	Si	Antonio Vilchez Bracho	
<input type="checkbox"/>	Si	CAMILA AVELLANEDA	camila.ave

Total: 28

+ Add button

To add a new user account, simply click on the add symbol at the bottom right of the platform.

Configuración Alexander

Fractal Soporte Técnico - Global GUARDAR

Detalles

- General
- Calendario laboral
- Cuentas de Usuarios
- Financiero
- Órdenes de Trabajo
- Catálogos Auxiliares
- Gestión Documental
- Log de Transacciones
- Seguridad
- Cuenta
- Portal de invitados

Cuentas de Usuarios PERMISOS

Resumen ^

Cuentas de Usuarios	Cuentas Técnico limitado	Cuentas de solicitudes	Cuentas de solo lectura
14 / 15	3 / 6	10 / Ilimitado	2 / Ilimitado

Total: 28 ↻ ☰ ☰ ⋮

<input type="checkbox"/>	Habilitado	Nombre ↑	Email
<input type="checkbox"/>	Si	Adalbert Malaguera	adalbertut
<input type="checkbox"/>	Si	Albert Einstein	alejandro.t
<input type="checkbox"/>	Si	Alexander Sánchez Agredo	alexander.:
<input type="checkbox"/>	Si	ANNY REYES	anny.reyes
<input type="checkbox"/>	Si	Antonio Vilchez Bracho	
<input type="checkbox"/>	Si	CAMILLO AVELLANEDA	camilo.ave

+

Then a new window will open, where you must fill in the information corresponding to the user account you wish to add to the system.

Tipo de usuario  
Recursos Humanos

Habilitado

Nombre

Email

Email no puede estar en blanco

Perfil  
Sólo Lectura

Grupo de Permisos

Solo Mostrar Activos asociados a

Localización

Otras Opciones

Autenticación únicamente mediante Single Sign-On

Recibir por correo electrónico información de Fractal sobre funciones, actualizaciones, sugerencias, encuestas y ofertas promocionales

Where the requested parameters are as follows:

- ◆ **Type of user:** Option to identify whether the account to be added corresponds to a company's own inhouse personnel or to an external third party.
- ◆ **Name, Email:** Catalog where all inhouse personnel or third parties that have been registered in the platform and can be assigned a user account are displayed.
- ◆ **Profile:** Corresponds to the type of profile or role that the user account will have within the platform.
- ◆ **Permission group:** Catalog of the various permission groups that can be assigned to user profiles as appropriate.
- ◆ **Only show assets associated to:** Option that allows you to locate the user account, taking into consideration the hierarchy and restrictions that this represents for the display of assets within the platform.
- ◆ **Other options:** Additional functions for user account settings.

Finally, after completing the requested fields, click on the save button at the top right of the window to register the user account on the platform.

[←](#) Nuevo(a) Cuenta de usuario GUARDAR

Tipo de usuario  Habilitado

Recursos Humanos

Nombre Email

Aurora Esparza aurora.esparza@fractal.com

Perfil

Administrador

Solo Mostrar Activos asociados a

Localización

👁️ PLANTA 1 - PRODUCCIÓN ALIMENTOS { AD-01 }

Otras Opciones

Autenticación únicamente mediante Single Sign-On

Recibir por correo electrónico información de Fractal sobre funciones, actualizaciones, sugerencias, encuestas y ofertas promocionales

# Types of user profiles

[help.fracttal.com/en/articles/6014320-types-of-user-profiles](https://help.fracttal.com/en/articles/6014320-types-of-user-profiles)

Nuevo(a) Cuenta de usuario

Tipo de usuario  
Recursos Humanos

Nombre  
Aurora Esparza

Email  
aurora...

Perfil  
Administrador

Solo Mostrar Activos asociados a

Localización  
PLANTA 1 - PRODUCCIÓN ALIMENTOS { AD-01 }

Otras Opciones

Autenticación únicamente mediante Single Sign-On

Recibir por correo electrónico información de Fracttal sobre funciones promocionales

Administrador  
Acceso completo sin restricciones.

Personalizado  
Se les puede configurar grupo de permisos para realizar cualquier tipo de acción.

Técnico  
Solo pueden acceder a las órdenes de trabajo que les han sido asignadas, además se les puede configurar grupo de permisos para realizar otras acciones.

Técnico limitado  
Solo pueden acceder a las órdenes de trabajo que les han sido asignadas.

Sólo Lectura  
Solo pueden visualizar, no tienen acceso a editar o eliminar.

Solicitudes  
Solo pueden enviar solicitudes de trabajo o de material y ver su estado.

GUARDAR

In Fracttal there are 6 types of user profiles that are distinguished by the different actions they can perform within the platform. Below is a description of these 6 types of profiles:

- ♦ **Administrator Profile:** This type of profile, as its name indicates, does not require a group of permissions, since being an administrator will not have any type of restriction.
- ♦ **Technical Profile:** This type of profile requires a group of permissions and its main characteristic is that people with this type of profile can only view the work orders for which they are responsible, thus excluding the viewing of other work orders belonging to other users.

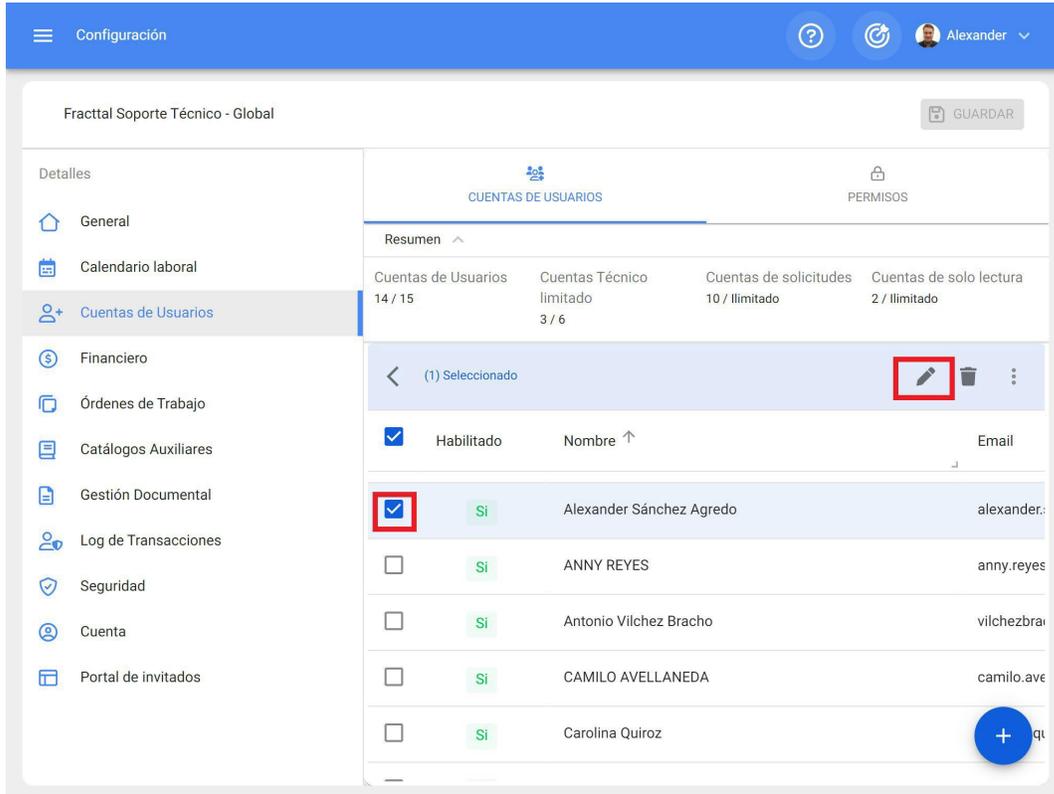
- ◆ **Limited Technical Profile:** This type of profile is designed for those companies that have a large number of technicians that only need to complete their own TOs. For this reason, this profile only has the option to complete WOs and raise work requests. In addition, it does not require permission groups because it has them by default.
- ◆ **Custom Profile:** This type of profile depends on the permission groups assigned to it, but has the advantage of being able to view both the work orders assigned to it as responsible, as well as those of the other users on the platform.
- ◆ **Read-only profile:** Corresponds to accounts that are only allowed to view the platform modules without being able to perform any type of editing, but may also have the ability to generate work requests. This type of account is designed for those people who will not interact with the platform in an editing way, but need to monitor the information contained in it. For example: managers, some types of supervisors, clients who need to monitor the contracted management, etc.
- ◆ **Requests profile:** Corresponds to accounts that will only be used to raise incidents or make work requests. This type of account is ideal for people who do not interact in maintenance, but are capable of requesting work to the maintenance department. For example: production supervisors, equipment operators, customers to whom a service is provided, etc.

**Note:** The request and read-only profiles are unlimited in number, while the manage, technical and custom profiles are subject to the plan contracted on the platform. On the other hand, the limited technical type profile is marketed as additional users.

# How to locate a user account?

 [help.fractal.com/en/articles/6014324-how-to-locate-a-user-account](https://help.fractal.com/en/articles/6014324-how-to-locate-a-user-account)

To locate a user account, simply select the profile to edit and then click on the location option.



The screenshot displays the 'Configuración' (Configuration) page for 'Fractal Soporte Técnico - Global'. The left sidebar contains a menu with the following items: General, Calendario laboral, Cuentas de Usuarios (highlighted), Financiero, Órdenes de Trabajo, Catálogos Auxiliares, Gestión Documental, Log de Transacciones, Seguridad, Cuenta, and Portal de invitados. The main content area is titled 'Cuentas de Usuarios' and includes a 'Resumen' (Summary) table and a list of users. The summary table shows: Cuentas de Usuarios (14 / 15), Cuentas Técnico limitado (3 / 6), Cuentas de solicitudes (10 / Ilimitado), and Cuentas de solo lectura (2 / Ilimitado). The user list has columns for 'Habilitado', 'Nombre', and 'Email'. The user 'Alexander Sánchez Agredo' is selected, and the edit icon (pencil) is highlighted with a red box. Other users listed include ANNY REYES, Antonio Vilchez Bracho, CAMILO AVELLANEDA, and Carolina Quiroz.

Habilitado	Nombre	Email
<input checked="" type="checkbox"/>	Alexander Sánchez Agredo	alexander.:
<input type="checkbox"/>	ANNY REYES	anny.reyes
<input type="checkbox"/>	Antonio Vilchez Bracho	vilchezbra
<input type="checkbox"/>	CAMILO AVELLANEDA	camilo.ave
<input type="checkbox"/>	Carolina Quiroz	carolina.que

Tipo de usuario: Recursos Humanos Habilitado

Nombre: Alexander Sánchez Agredo ✕ Email: alexander.sanchez@fracttal.com

Perfil: Administrador

Solo Mostrar Activos asociados a

Localización: //

Otras Opciones

- Autenticación únicamente mediante Single Sign-On
- Recibir por correo electrónico información de Fracttal sobre funciones, actualizaciones, sugerencias, encuestas y ofertas promocionales

When clicked, the options corresponding to the locations previously created in the assets module will be displayed, where the account in question can be located.

Editar Cuenta de usuario

Buscar Activos Total: 754

- Prioridad:** Localización: //
- AREA RECEPCION PRINCIPAL**  
Tipo: Ubicaciones  
Código:  
Prioridad:  
Localización: // EMPRESA SECTOR SALUD/
- AREA DE EMERGENCIA**  
Tipo: Ubicaciones  
Código:  
Prioridad: Muy Alta  
Localización: // EMPRESA SECTOR SALUD/
- AREA EQUIPOS DE SERVICIO**  
Tipo: Ubicaciones  
Código:  
Prioridad: Muy Alta  
Localización: // EMPRESA SECTOR SALUD/
- ZONA DE COMPRESORES**  
Tipo: Ubicaciones  
Código:  
Prioridad:  
Localización: // EMPRESA SECTOR SALUD/ AREA EQ...
- ZONA DE GAS**

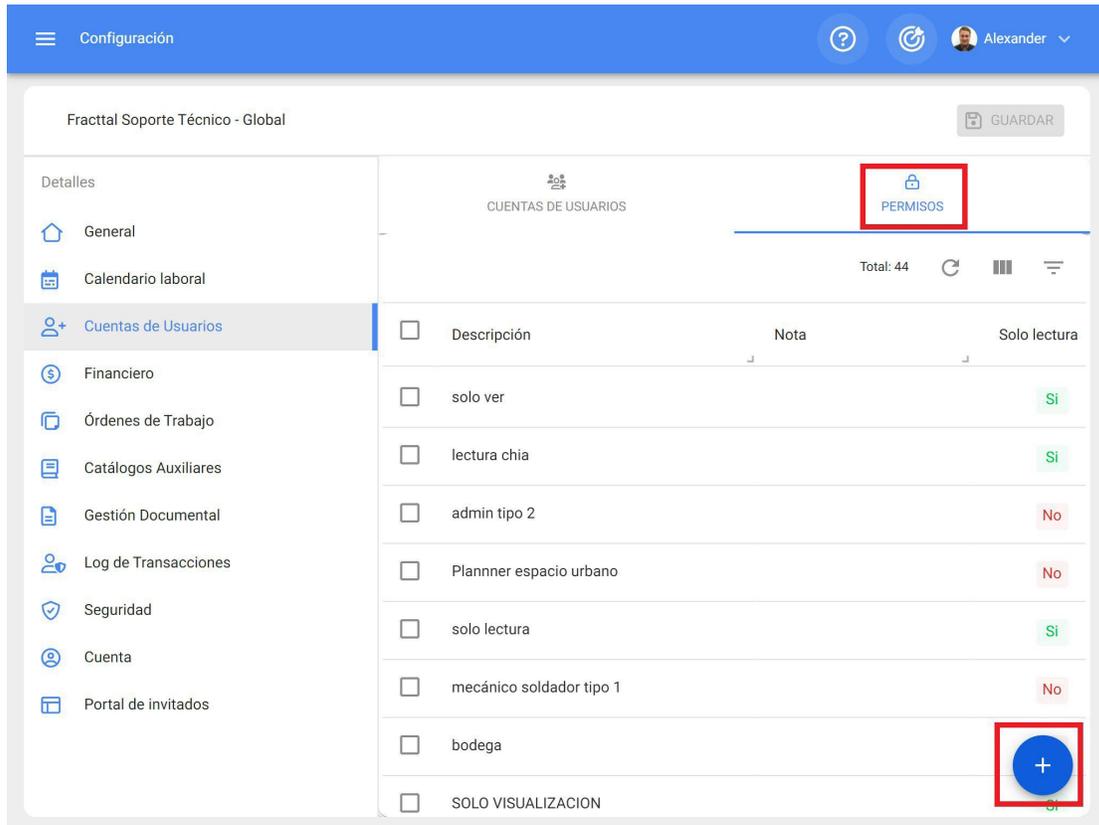
Finally, click on the save button at the top right of the window to save the changes you have made.

**Note: Once the** location type assets have been created in the assets module, the user accounts can be localized to these locations. It must be taken into consideration that the accounts that are localized have certain visualization restrictions since, when a user account is localized, it will only be able to visualize the information contained in hierarchical levels below where it is located.

# How to add/create permission groups?

[help.fractal.com/en/articles/6014331-how-to-add-create-permissions-groups](http://help.fractal.com/en/articles/6014331-how-to-add-create-permissions-groups)

To add permission groups, first go to the "Permissions" tab and then click on the add option at the bottom right of the window.



The screenshot shows the 'Configuración' (Configuration) page for 'Fractal Soporte Técnico - Global'. The 'Cuentas de Usuarios' (User Accounts) section is active, and the 'PERMISOS' (Permissions) tab is selected. A table lists various permissions with their descriptions, notes, and read-only status. A blue '+' button is visible at the bottom right of the table, indicating the option to add a new permission group.

Descripción	Nota	Solo lectura
solo ver		Si
lectura chia		Si
admin tipo 2		No
Plannner espacio urbano		No
solo lectura		Si
mecánico soldador tipo 1		No
bodega		
SOLO VISUALIZACION		

After clicking, the system will open a new window where you will have to set the name you will give to the permission group you want to create, as well as indicate whether this group will correspond to a read-only or request account, and finally click on save and register the permission group created.

Editar Grupo de Permisos GUARDAR

Descripción

Solo lectura.  Seleccionar / Deseleccionar todo.

Nota

Total: 0 ↻ ☰ ☰



Sin datos para mostrar con estos parametros

Once the permission group has been created (read-only or not), the permissions and restrictions that this group will have must be established. To do this, click on the group created.

Configuración ? ↻ Alexander

Fractal Soporte Técnico - Global GUARDAR

Detalles	CUENTAS DE USUARIOS	PERMISOS																											
<ul style="list-style-type: none"> <li>General</li> <li>Calendario laboral</li> <li style="background-color: #e0e0e0;">Cuentas de Usuarios</li> <li>Financiero</li> <li>Órdenes de Trabajo</li> <li>Catálogos Auxiliares</li> <li>Gestión Documental</li> <li>Log de Transacciones</li> <li>Seguridad</li> <li>Cuenta</li> <li>Portal de invitados</li> </ul>	<p>(1) Seleccionado <span style="float: right; border: 1px solid red; padding: 2px;">✎ 🗑</span></p> <table border="1"> <thead> <tr> <th>Descripción</th> <th>Nota</th> <th>Solo lectura</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> usuario solo lectura</td> <td></td> <td style="color: green;">Si</td> </tr> <tr> <td><input type="checkbox"/> jggjh</td> <td></td> <td style="color: red;">No</td> </tr> <tr> <td><input type="checkbox"/> almacenista lexos</td> <td></td> <td style="color: red;">No</td> </tr> <tr> <td><input type="checkbox"/> Perfil de supervisor de planta</td> <td></td> <td style="color: red;">No</td> </tr> <tr> <td><input type="checkbox"/> Fractal 4.0</td> <td>Para Usuarios 4,0</td> <td style="color: red;">No</td> </tr> <tr style="background-color: #e0e0e0;"> <td><input checked="" type="checkbox"/> Planificador de mantenimiento</td> <td></td> <td style="color: red;">No</td> </tr> <tr> <td><input type="checkbox"/> prueba</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> prueba</td> <td>sds</td> <td style="color: red;">No</td> </tr> </tbody> </table>	Descripción	Nota	Solo lectura	<input type="checkbox"/> usuario solo lectura		Si	<input type="checkbox"/> jggjh		No	<input type="checkbox"/> almacenista lexos		No	<input type="checkbox"/> Perfil de supervisor de planta		No	<input type="checkbox"/> Fractal 4.0	Para Usuarios 4,0	No	<input checked="" type="checkbox"/> Planificador de mantenimiento		No	<input type="checkbox"/> prueba			<input type="checkbox"/> prueba	sds	No	
Descripción	Nota	Solo lectura																											
<input type="checkbox"/> usuario solo lectura		Si																											
<input type="checkbox"/> jggjh		No																											
<input type="checkbox"/> almacenista lexos		No																											
<input type="checkbox"/> Perfil de supervisor de planta		No																											
<input type="checkbox"/> Fractal 4.0	Para Usuarios 4,0	No																											
<input checked="" type="checkbox"/> Planificador de mantenimiento		No																											
<input type="checkbox"/> prueba																													
<input type="checkbox"/> prueba	sds	No																											

When you click on it, the system will display a window with a series of boxes that will allow you to identify the modules and sub-modules in which you can set the options to view, add, edit, delete and generate reports according to the permission group you wish to establish.

[←](#) Editar Grupo de Permisos

---

Descripción:  Nota:

Solo lectura.  Seleccionar / Deseleccionar todo.

Total: 57   

<input type="checkbox"/>	Módulo	Submódulo	Ver	Agregar...	Editar	Eliminar...	Reportes...
<input type="checkbox"/>	Activos	Ubicaciones	<input type="checkbox"/>				
<input type="checkbox"/>	Activos	Equipos	<input type="checkbox"/>				
<input type="checkbox"/>	Activos	Herramientas	<input type="checkbox"/>				
<input type="checkbox"/>	Activos	Repuestos y Suministros	<input type="checkbox"/>				
<input type="checkbox"/>	Activos	Digital	<input type="checkbox"/>				
<input type="checkbox"/>	Activos	Importar / Exportar	<input type="checkbox"/>				
<input type="checkbox"/>	Activos	Mapas	<input type="checkbox"/>				
<input type="checkbox"/>	Recursos Humanos	General	<input type="checkbox"/>				

# Labor Calendar and How to set and edit working days or holidays?

[help.fracttal.com/en/articles/6014288-labor-calendar-and-how-to-establish-and-edit-labor-day-or-fessional-days](https://help.fracttal.com/en/articles/6014288-labor-calendar-and-how-to-establish-and-edit-labor-day-or-fessional-days)

The screenshot displays the 'Configuración' (Configuration) page for 'Fracttal Soporte Técnico - Global'. The left sidebar contains a menu with the following items: Información (with a notification 'Tiene cambios pendientes por guardar!'), Detalles, General, **Calendario laboral** (highlighted with a red box), Cuentas de Usuarios, Financiero, Órdenes de Trabajo, Catálogos Auxiliares, Gestión Documental, Log de Transacciones, Seguridad, Cuenta, and Portal de invitados. The main content area shows the 'Días laborales' dropdown set to 'Lunes, Martes, Miércoles, Jueves, Viernes'. Below this is a table of 'Días festivos' (Holidays) with a total of 5. The table has columns for 'Descripción' and 'Fecha'. A blue '+ GUARDAR' button is visible in the top right corner of the configuration area.

Descripción	Fecha
<input type="checkbox"/> Navidad	2021-12-25
<input type="checkbox"/> Asunción de la Virgen María.	2021-08-16
<input type="checkbox"/> Año nuevo	2022-01-01
<input type="checkbox"/> LABOR DAY	2021-09-06
<input type="checkbox"/> VIERNES SANTO	2022-04-08

In this sub-module the company's working days can be established so that, if a maintenance activity is calculated for a day that is not a working day, the system will automatically reschedule the activity for the next working day.

## How to establish working days?

To set the working days of your Fracttal base, just click on the "Working Days" category. Once you have established which days will be working days, click on "Save".

Fractal Soporte Técnico - Global

GUARDAR

Información  
Tiene cambios pendientes por guardar!

Días laborales  
Lunes, Martes, Miércoles, Jueves, Viernes

Detalles

General

Calendario laboral

Cuentas de Usuarios

Financiero

Órdenes de Trabajo

Catálogos Auxiliares

Gestión Documental

Log de Transacciones

Seguridad

Cuenta

Portal de invitados

Días festivos

Total: 5

<input type="checkbox"/>	Descripción	Fecha
<input type="checkbox"/>	Navidad	2021-12-25
<input type="checkbox"/>	Asunción de la Virgen María.	2021-08-16
<input type="checkbox"/>	Año nuevo	2022-01-01
<input type="checkbox"/>	LABOR DAY	2021-09-06
<input type="checkbox"/>	VIERNES SANTO	2022-04-08



Configuración

Fractal Soporte Técnico - Global

Información  
Tiene cambios pendientes por guardar!

Detalles

- General
- Calendario laboral**
- Cuentas de Usuarios
- Financiero
- Órdenes de Trabajo
- Catálogos Auxiliares
- Gestión Documental
- Log de Transacciones
- Seguridad
- Cuenta
- Portal de invitados

Lunes  
 Martes  
 Miércoles  
 Jueves  
 Viernes  
 Sábado  
 Domingo

<input type="checkbox"/>	ASUNCION DE LA VIRGEN MARIA.	2021-08-15
<input type="checkbox"/>	Año nuevo	2022-01-01
<input type="checkbox"/>	LABOR DAY	2021-09-06
<input type="checkbox"/>	VIERNES SANTO	2022-04-08

+ (button)

Configuración ? ↻ Alexander ▾

Fractal Soporte Técnico - Global GUARDAR

**Información**  
Tiene cambios pendientes por guardar!

Detalles

- General
- Calendario laboral**
- Cuentas de Usuarios
- Financiero
- Órdenes de Trabajo
- Catálogos Auxiliares
- Gestión Documental
- Log de Transacciones
- Seguridad
- Cuenta
- Portal de invitados

Días laborales  
Lunes, Martes, Miércoles, Jueves, Viernes

Días festivos Total: 5 ↻ ≡

<input type="checkbox"/>	Descripción	Fecha
<input type="checkbox"/>	Navidad	2021-12-25
<input type="checkbox"/>	Asunción de la Virgen María.	2021-08-16
<input type="checkbox"/>	Año nuevo	2022-01-01
<input type="checkbox"/>	LABOR DAY	2021-09-06
<input type="checkbox"/>	VIERNES SANTO	2022-04-08

+

## How to add holidays?

To add holidays, simply click on the add button at the bottom right of the screen.

Configuración ? ↻ Alexander ▾

Fractal Soporte Técnico - Global GUARDAR

**Información**  
Tiene cambios pendientes por guardar!

Detalles

- General
- Calendario laboral**
- Cuentas de Usuarios
- Financiero
- Órdenes de Trabajo
- Catálogos Auxiliares
- Gestión Documental
- Log de Transacciones
- Seguridad
- Cuenta
- Portal de invitados

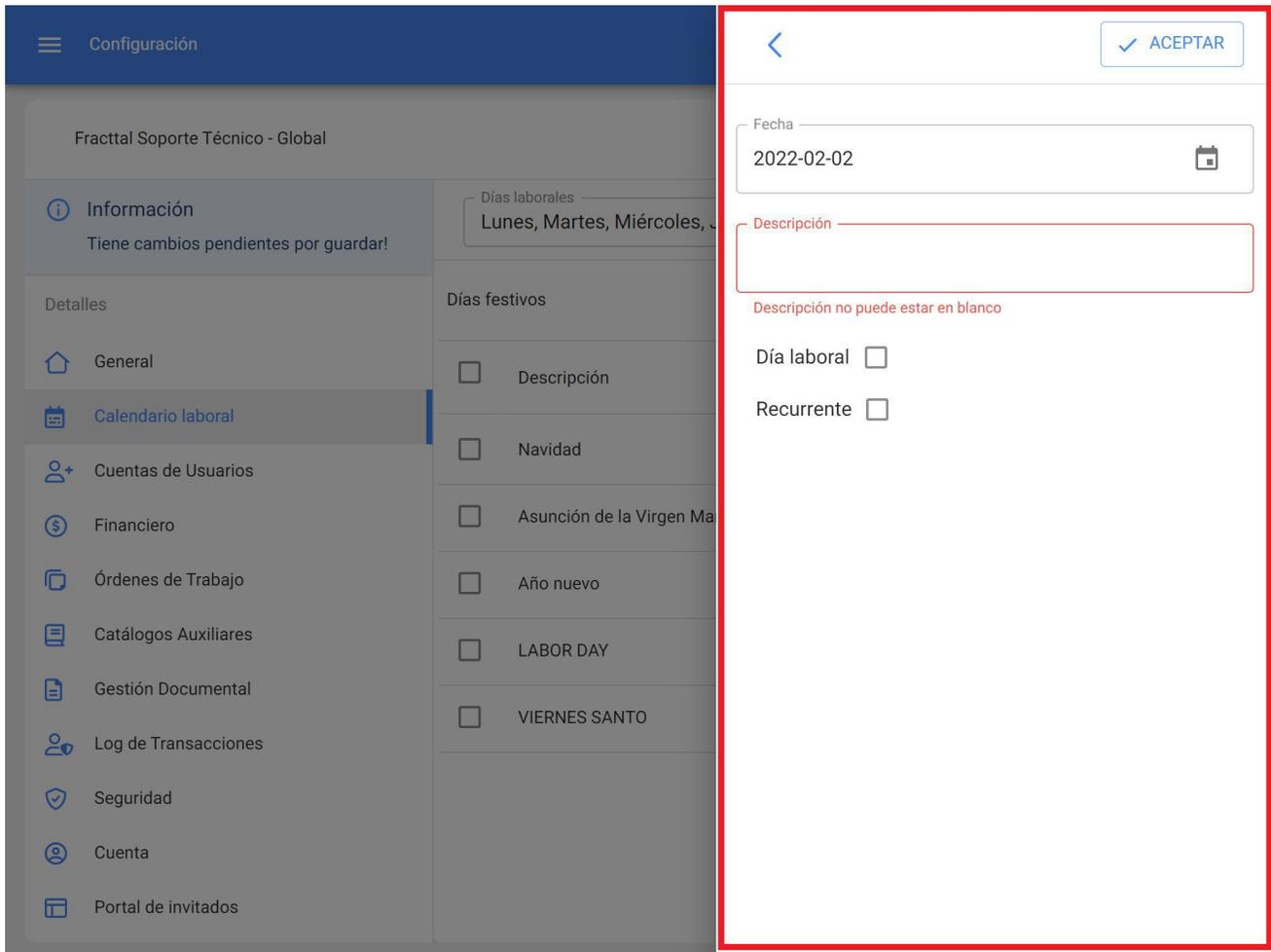
Días laborales  
Lunes, Martes, Miércoles, Jueves, Viernes

Días festivos Total: 5 ↻

<input type="checkbox"/>	Descripción	Fecha
<input type="checkbox"/>	Navidad	2021-12-25
<input type="checkbox"/>	Asunción de la Virgen María.	2021-08-16
<input type="checkbox"/>	Año nuevo	2022-01-01
<input type="checkbox"/>	LABOR DAY	2021-09-06
<input type="checkbox"/>	VIERNES SANTO	2022-04-08

+

Clicking on it will open a new window that will allow you to enter the description and date of the holiday you wish to add, as well as whether the holiday is a working and/or recurring holiday. Once the holiday information has been added, click on the "Save" button to complete the registration of the holiday in your database.



Where the fields to be completed are the

- ◆ following: **Description:** Name of the holiday
- ◆ **Date:** Date of the day
- ◆ **Working day:** Specify whether this day is a working day or not.
- ◆ **Recurring:** Determine if the holiday applies recurrently. That is, if the holiday is applicable in future years (Example: Christmas, which is celebrated on the same day, regardless of the current year).

## How to edit holidays?

To edit an existing holiday, just select the day to be modified and then the system will display both the option to modify and delete the holiday. Once the modification has been made, just click on the "Save" button for the modification to be made.

Fractal Soporte Técnico - Global

GUARDAR

Información  
Tiene cambios pendientes por guardar!

Detalles

General

Calendario laboral

Cuentas de Usuarios

Financiero

Órdenes de Trabajo

Catálogos Auxiliares

Gestión Documental

Log de Transacciones

Seguridad

Cuenta

Portal de invitados

Días laborales  
Lunes, Martes, Miércoles, Jueves, Viernes

(1) Seleccionado



<input checked="" type="checkbox"/>	Descripción	Fecha
<input type="checkbox"/>	Navidad	2021-12-25
<input type="checkbox"/>	Asunción de la Virgen María.	2021-08-16
<input type="checkbox"/>	Año nuevo	2022-01-01
<input checked="" type="checkbox"/>	LABOR DAY	2021-09-06
<input type="checkbox"/>	VIERNES SANTO	2022-04-08



# Work orders | Fractal One

[help.fractal.com/en/articles/6014364-work-orders](https://help.fractal.com/en/articles/6014364-work-orders)

In this section you can configure settings and permissions in the TOs:

The screenshot shows the configuration page for 'Órdenes de Trabajo' in the Fractal One system. The interface includes a sidebar with navigation options such as 'General', 'Cuentas de Usuarios', 'Calendario Laboral', 'Módulos', 'Financiero', 'Catálogos Auxiliares', 'Gestión Documental', 'Log de Transacciones', 'Seguridad', 'Conexiones API', 'Portal de Invitados', and 'Cuenta'. The main content area is titled 'Fractal Proyectos, servicios y educación' and features a 'GUARDAR' button. The 'OPCIONES Y PERMISOS' section is highlighted with a red box and contains the following permissions:

Descripción	Estado
Permitir agregar adjuntos en OTs finalizadas	Activado
Permitir finalizar/cancelar OTs con requisiciones de material pendientes	Activado
Establecer la fecha de finalización de fuera de servicio de los activos con la fecha de finalización de la tarea (por defecto es la fecha de finalizaci...	Activado
Permitir a los recursos humanos asignados ser responsables de la OT (Multiresponsables)	Activado
Permitir editar la cantidad real usada con requisiciones de material pendientes	Activado
Permitir a usuarios de perfil técnico visualizar costos en las OTs	Activado
Permitir calificar la OT aun estando en revisión	Activado
Filtrar los recursos humanos según el perfil seleccionado (Dentro de una tarea)	Desactivado
Generar automáticamente el enlace para compartir todas las OTs	Desactivado

## Options and permissions:

The screenshot shows the 'Settings' page for 'Fractal Proyectos, Servicios y Educación'. The user is logged in as 'John'. The page is for 'Órdenes de Trabajo' (Work Orders). The 'OPCIONES Y PERMISOS' (Options and Permissions) tab is selected. The 'DESCRIPCIÓN' section contains the following permissions:

- Permitir agregar adjuntos en OTs finalizadas
- Permitir finalizar/cancelar OTs con requisiciones de material pendientes
- Establecer la fecha de finalización de fuera de servicio de los activos con la fecha de finalización de la tarea (por defecto es la fecha de finalizaci...
- Permitir a los recursos humanos asignados ser responsables de la OT (Multiresponsables)
- Permitir editar la cantidad real usada con requisiciones de material pendientes
- Permitir a usuarios de perfil técnico visualizar costos en las OTs
- Permitir calificar la OT aun estando en revisión
- Filtrar los recursos humanos según el perfil seleccionado (Dentro de una tarea)
- Generar automáticamente el enlace para compartir todas las OTs

- ◆ **Allow to add attachments in finished TOs:** Fractal One is a fully auditable software, complying with the most important quality standards. For this reason, once the WO is finished it is not possible to cancel it or make any kind of editing to it. However, by enabling this permission it is possible to add attachments (notes, links or files) to the finished TOs.
- ◆ **Allow to finalize or cancel WOs with pending material requisitions:** Naturally, Fractal One does not allow a WO with pending material requisitions (i.e., the material has not been outgoing from the warehouse module) to be finalized or cancelled, forcing the respective process to be performed in the warehouse. However, by enabling this permission it is possible to finalize or cancel a WO in which the material requisition has not been issued from the warehouse.
- ◆ **Set the out-of-service end date of the assets with the task end date:** By default, the out-of-service end date is the date on which the WO linked to the task is terminated. By enabling this option, the out-of-service end date will be the task end date (i.e. the end date of its execution):

Inteligencia de Negocio  
Análisis Técnico

ANÁLISIS DE OTS

Información detallada de OTs

Tarea	Orden de Trabajo...	Estado	Códig...	Activo
MTTO SEMANAL	OT-1073-22	Finalizadas	PROY...	PROY...
CAMBIO DE TARJETA	OT-1072-22	Finalizadas	PROY...	PROY...
CAMBIO DE CABLE	OT-1071-22	Finalizadas	PROY...	PROY...
MTTO SEMANAL	OT-1070-22	Finalizadas	PROY...	PROY...
CAMBIO DE LENTE	OT-1069-22	Finalizadas	PROY...	LG PR
MTTO CADA 1000 HORAS	OT-1065-22	Finalizadas	PIP-0...	MACK
LIMPIEZA PROFUNDA	OT-1060-22	Finalizadas	MC9...	BODE
ENTREGA DE PROPIEDAD	OT-1058-22	Finalizadas	BDG...	BODE
MANTENIMIENTO MENSUAL	OT-1057-22	Finalizadas	PIP-0...	MACK
MANTENIMIENTO MENSUAL	OT-1055-22	Finalizadas	comp...	ATLAS

Fecha de finalización de la ejecución de la tarea → 2022-12-06 19:25

Fecha de finalización de la OT → 2023-01-04 09:55

2022-12-06 19:18

Fecha Programada 2022-12-06 19:00

Fecha Calculada 2022-12-06 19:00

Fecha de Inicio 2022-12-06 19:20

Fecha de OT en Revisión 2023-01-04 09:55

Fecha de cierre de la OT 2023-01-04 09:55

Día creación OT martes

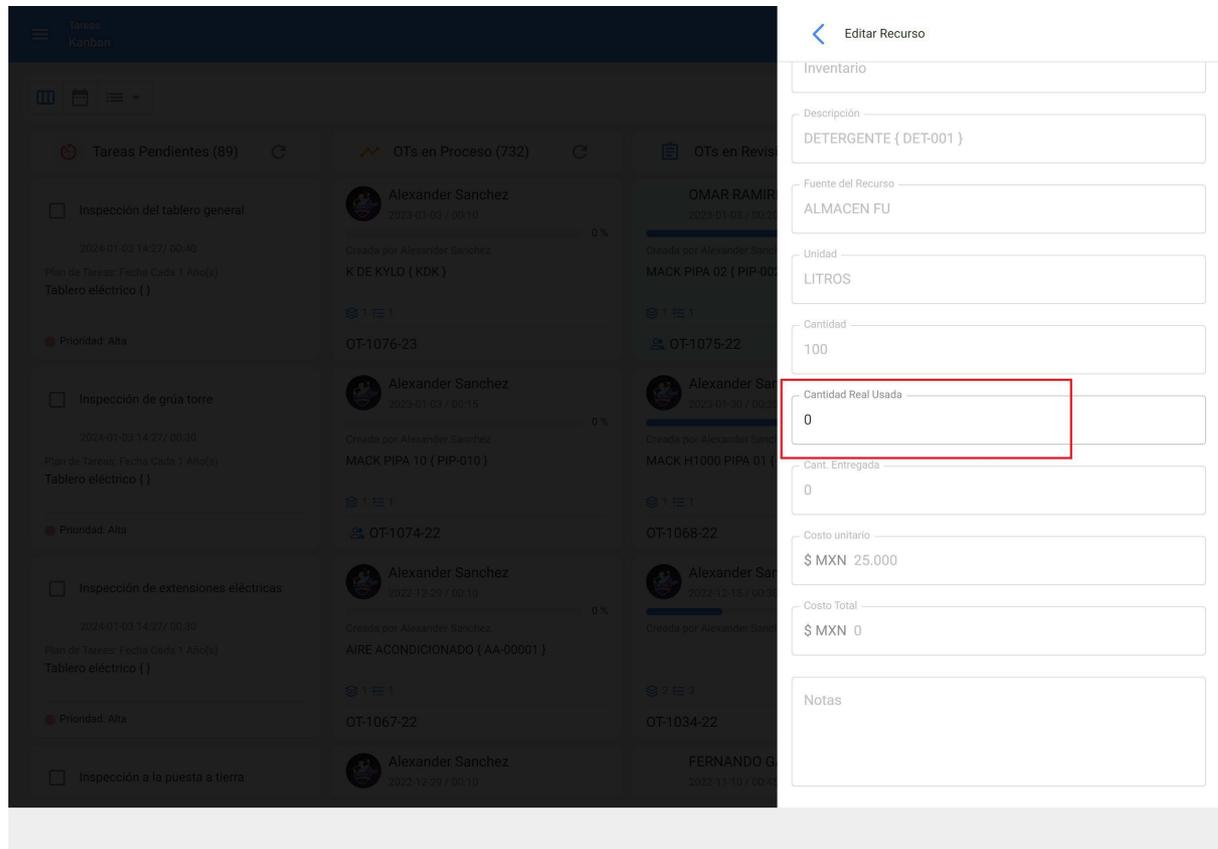
Mes creación OT diciembre

¿Paro de equipo? No

Tiempo de paro por mantenimiento 00D 00H 00mins

- ♦ **Allow assigned inhouse personnel to be responsible for the WO (multi-responsible):** By enabling this function, any user with a technical profile (or limited technical profile) who is added as a human resource within a WO will be able to see the WOs in which he/she is participating as a service performer. Remember that if this option is disabled, the user with a technical profile will only be able to see the TOs in which he/she is declared as 'responsible'.

- ♦ **Allow to edit the actual quantity used with pending material requisitions:**  
Naturally, the actual quantity used of inventory type resources is set according to the outgoing made in the warehouse, however, by enabling this option it is possible to edit this field (actual quantity used) within the WO:

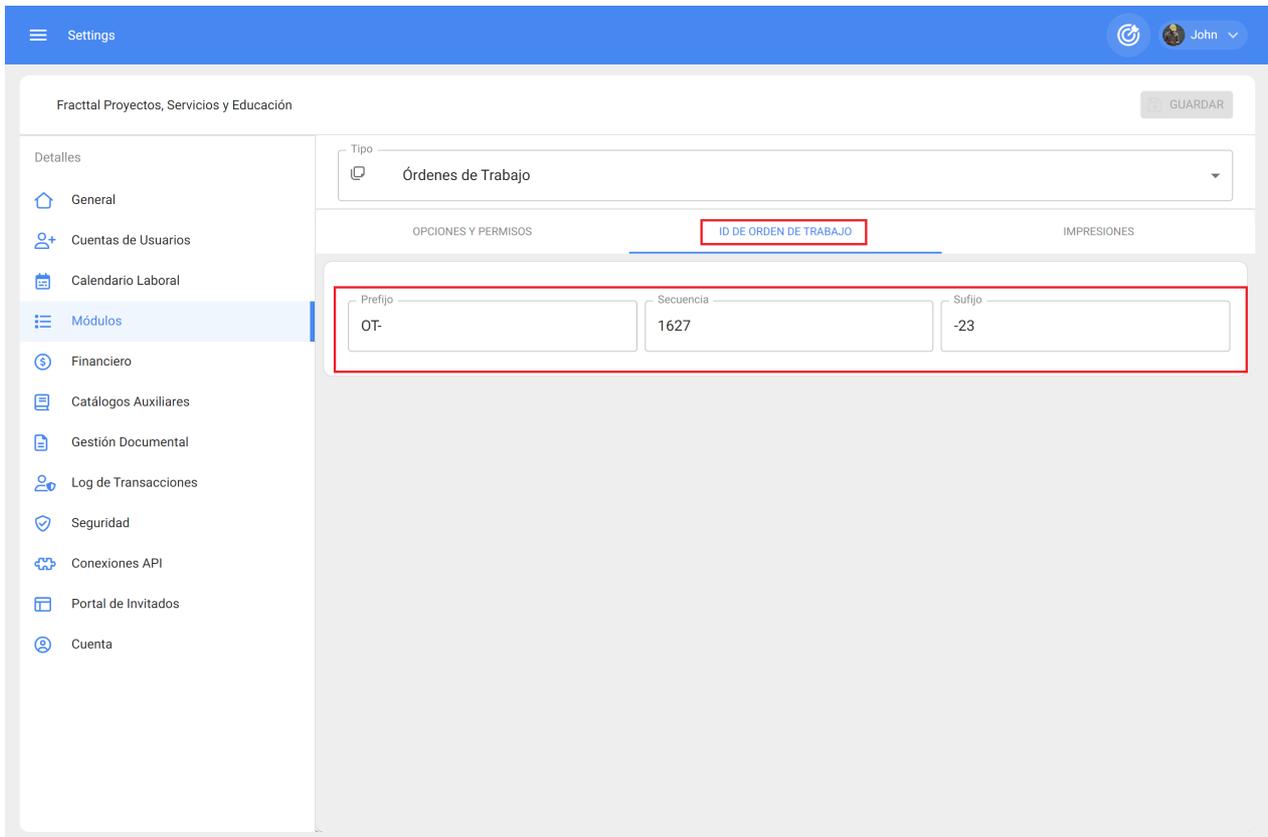


- ♦ **Allow users with a technical profile to view costs in WO's:** By enabling this function, any user with a technical profile (or limited technical profile) who is added as a human resource or manager within a WO will be able to view the costs associated with the resources assigned to the work management within the WO.
- ♦ **Allow to rate WO under review:** Enabling this function allows to rate the WO that is under review, since being disabled only allows to rate the WO when it goes from 'in process' to 'review' status.

**Filter inhouse personnel according to the selected profile (within a task):** By enabling this function, when choosing an inhouse personnel profile within a task, locating the source of the inhouse personnel will show only those inhouse personnel that have that profile in the 'regular hour value' field.

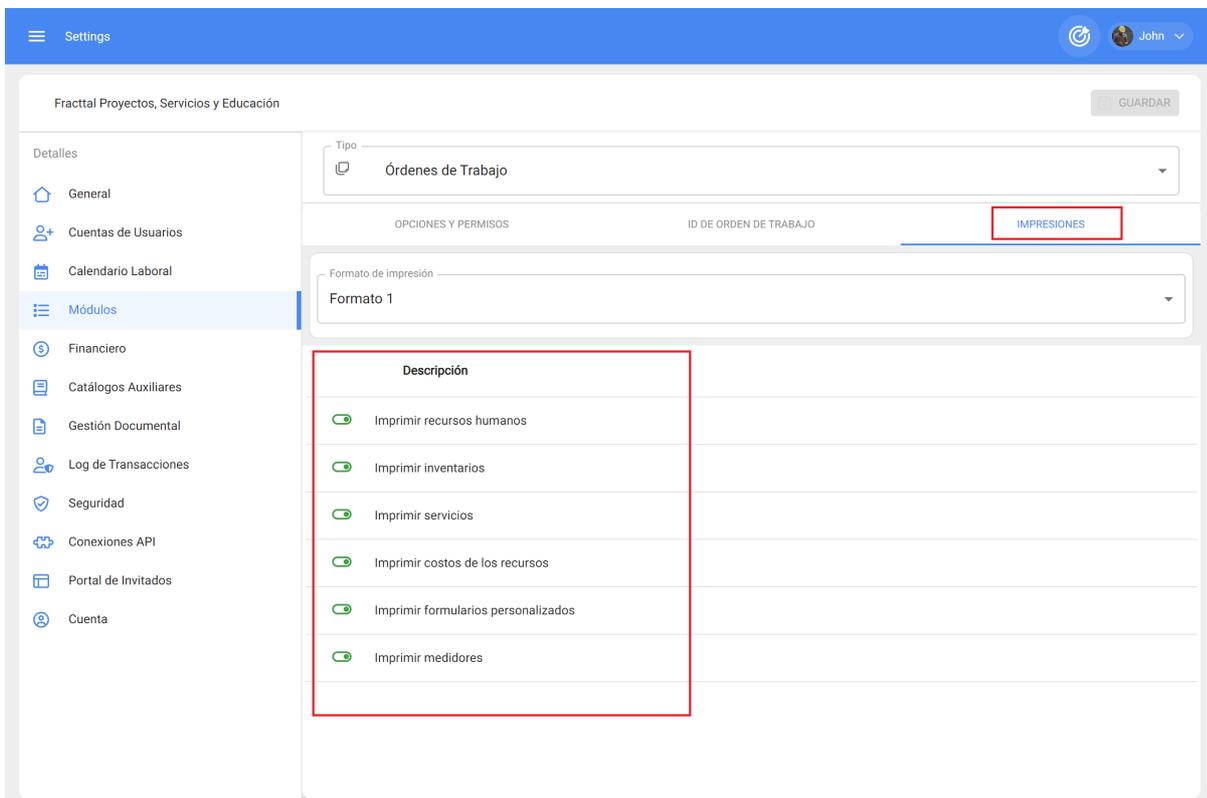
**Automatically generate link to share all TOs:** Enabling this function allows you to generate automatic links to share TOs.

## Work order ID:



Here you will be able to customize the correlatives that the work orders will have in terms of prefix and suffix, together with the sequence in which the generated work orders will be issued.

## Impressions:



- ♦ **Print format:** Here you will be able to choose between the three types of formats existing in the platform for your work orders. Note: The formats are not editable beyond the editing options you will find in this sub-module.
- ♦ **Printing options:** Allow to print (or not): Inhouse personnel, inventories, services, costs of resources used within a WO, customized asset forms and last reading recorded on the accumulator meters associated with the asset.

**Note:** Once you have made the edits as needed, click on the save button to save the changes you have made.

# Warehouses : Fracttal One

[help.fracttal.com/en/articles/6867788-storages](http://help.fracttal.com/en/articles/6867788-storages)

The screenshot shows the configuration page for 'Almacenes' in the Fracttal One system. The page has a blue header with 'Configuración' and a user profile 'John'. The main content area is titled 'Fractal Proyectos, Servicios y Educación' and includes a 'GUARDAR' button. On the left, a sidebar lists various modules, with 'Módulos' selected. The main area contains a form with the following elements:

- A dropdown menu for 'Tipo' with the value 'Almacenes' selected.
- A section titled 'Descripción' containing two toggle switches:
  - The first toggle is checked and labeled 'Establecer cantidad real usada en 0 (cero) para recursos provenientes de un almacén integrado'.
  - The second toggle is unchecked and labeled 'Permitir eliminar recursos con cantidad entregada > 0 provenientes de un almacén integrado'.

In this section, settings related to the Fracttal One 'warehouses' module are made:

- ◆ *Establish or not the actual amount used in zero for resources coming from an integrated warehouse.*
- ◆ *Allow or disallow the elimination of resources with quantity delivered greater than zero from an integrated warehouse*

# Work requests : Fractal One

[help.fractal.com/en/articles/7920892-job-requests](https://help.fractal.com/en/articles/7920892-job-requests)

The screenshot shows the configuration page for 'Solicitudes de Trabajo' in the Fractal One system. The interface includes a sidebar with navigation options like 'General', 'Cuentas de Usuarios', 'Calendario Laboral', 'Módulos', 'Financiero', 'Catálogos Auxiliares', 'Gestión Documental', 'Log de Transacciones', 'Seguridad', 'Conexiones API', 'Portal de Invitados', and 'Cuenta'. The 'Módulos' section is highlighted. The main content area shows a dropdown menu for 'Tipo' set to 'Solicitudes de Trabajo'. Below this, a list of settings is displayed, each with a toggle switch and a label: 'Establecer el campo "adjuntos" como obligatorio', 'Establecer el campo "activo" como obligatorio', 'Establecer el campo "observaciones" como obligatorio', 'Establecer el campo "solicitado por" como obligatorio', 'Establecer el campo "email del solicitante" como obligatorio', 'Establecer el campo "referencia" como obligatorio', 'Establecer el campo "localización" como obligatorio', 'Establecer el campo "grupo" como obligatorio', 'Establecer el campo "clasificación 1" como obligatorio', 'Establecer el campo "clasificación 2" como obligatorio', and 'Establecer el campo "palabras claves" como obligatorio'. A 'GUARDAR' button is visible in the top right corner.

In this section, settings related to the Fractal One 'requests' module are made:

- ◆ Set the 'attachments' field as mandatory. Set the 'active' field as mandatory.
- ◆ Set the 'remarks' field as mandatory.
- ◆ Set the 'requested by' field as mandatory. Set the 'applicant's e-mail' field as mandatory. Set the 'reference' field as mandatory.
- ◆ Set the 'location' field as mandatory. Set the 'group' field as mandatory.
- ◆ Set the field 'classification 1' as mandatory.
- ◆ Set the field 'classification 2' as mandatory. Set the 'keywords' field as mandatory.

# How to add a tax?

[help.fracttal.com/en/articles/6014335-financial-how-to-add-a-tax-and-currency-exchange-rate](https://help.fracttal.com/en/articles/6014335-financial-how-to-add-a-tax-and-currency-exchange-rate)

In this sub-module you will be able to set the different currencies in which you can make transactions (apart from your main currency), as well as define tax rates.

The screenshot shows the 'Configuración' (Configuration) interface for 'Fracttal Soporte Técnico - Global'. The 'Financiero' (Financial) section is selected in the left sidebar. The main content area is divided into two tabs: 'IMPUESTOS' (Taxes) and 'CAMBIOS DE MONEDA' (Currency Exchange). The 'IMPUESTOS' tab is active, showing a table of tax schemes. The table has two columns: 'Nombre del esquema de impuestos' (Tax scheme name) and 'Nombre del impuesto' (Tax name). The table contains six rows, each with a checkbox, a star icon, and the tax details. A blue plus button is visible at the bottom right of the table.

<input type="checkbox"/>	Nombre del esquema de impuestos ↑	Nombre del impuesto ↓
<input type="checkbox"/>	Exento	Exento
<input type="checkbox"/>	Impuesto al Valor Agregado	IVA
<input type="checkbox"/>	IMPUESTO AL VALOR AGREGADO	IVA
<input type="checkbox"/>	IMPUESTO AL VALOR AGREGADO	IVA
<input type="checkbox"/>	impuesto al valor agregado de ecuador	IVA
<input type="checkbox"/>	Impuesto al valor agregado España	IVA

Where you will find the following tabs:

- ◆ **Tax:** Corresponds to the different tax schemes and percentages with which the company works.
- ◆ **Currency exchange:** Corresponds to the conversion between the different currencies in which transactions are made, in order to unify them based on the main currency and thus have a better criterion in terms of economic analysis.

To add a new tax, just click on the add symbol at the bottom right of the window.

Configuración

Fractal Soporte Técnico - Global

GUARDAR

IMPUESTOS

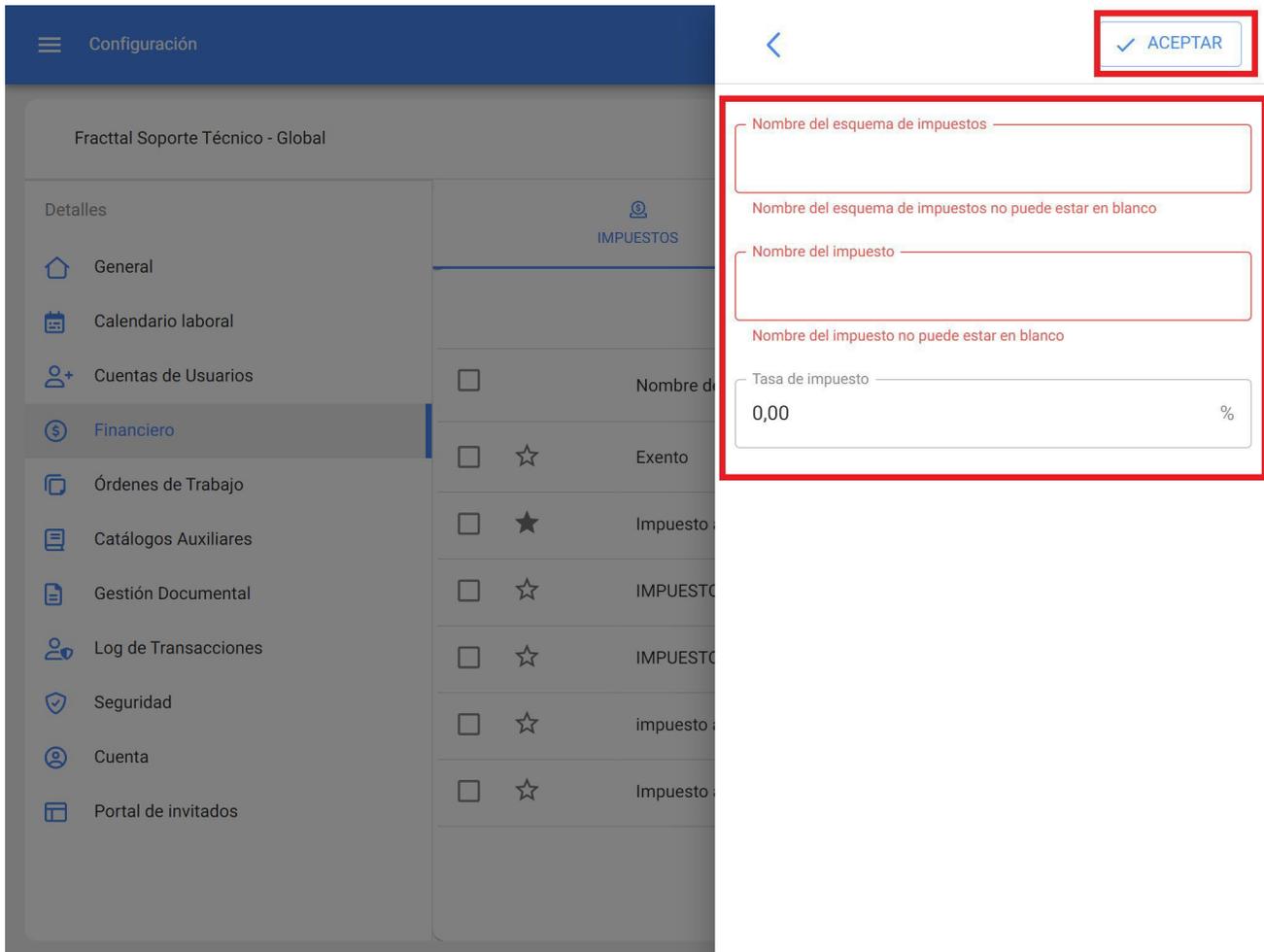
CAMBIOS DE MONEDA

Total: 6

<input type="checkbox"/>	Nombre del esquema de impuestos ↑	Nombre del impuesto
<input type="checkbox"/> ☆	Exento	Exento
<input type="checkbox"/> ★	Impuesto al Valor Agregado	IVA
<input type="checkbox"/> ☆	IMPUESTO AL VALOR AGREGADO	IVA
<input type="checkbox"/> ☆	IMPUESTO AL VALOR AGREGADO	IVA
<input type="checkbox"/> ☆	impuesto al valor agregado de ecuador	IVA
<input type="checkbox"/> ☆	Impuesto al valor agregado España	IVA



When you click, the system will display a new window where you will have to fill in the information corresponding to the tax you want to add (name of the tax scheme, name of the tax and tax rate in percentage) and finally click on the save button to generate the new tax in the system.



## How to add a currency exchange?

To add a currency exchange, just click on the add symbol at the bottom right of the window.

Configuración

Fractal Soporte Técnico - Global

IMPUESTOS

CAMBIOS DE MONEDA

GUARDAR

Detalles

- General
- Calendario laboral
- Cuentas de Usuarios
- Financiero**
- Órdenes de Trabajo
- Catálogos Auxiliares
- Gestión Documental
- Log de Transacciones
- Seguridad
- Cuenta
- Portal de invitados

Total: 2

<input type="checkbox"/>	Divisas (FOREX, FX)	Valor de Cambio
<input type="checkbox"/>	US Dollar	\$ CLP 848,00
<input type="checkbox"/>	Euro	\$ CLP 1,30



When you click, the system will display a new window where you will have to fill in the information corresponding to the currency exchange you wish to add (currency, exchange value) and finally click on the save button to generate the new currency exchange.

Configuración

Fractal Soporte Técnico - Global

Detalles

- General
- Calendario laboral
- Cuentas de Usuarios
- Financiero**
- Órdenes de Trabajo
- Catálogos Auxiliares
- Gestión Documental
- Log de Transacciones
- Seguridad
- Cuenta
- Portal de invitados

IMPUESTOS

- Divisas (FOREX, FX)
- US Dollar
- Euro

<

✓ ACEPTAR

Moneda

BRAZIL

Valor de Cambio

\$ CLP 0

Exchange value no puede estar en blanco

# Auxiliary catalogs and their types

[help.fractal.com/en/articles/6014369-catalogs-auxiliaries-and-their-types](https://help.fractal.com/en/articles/6014369-catalogs-auxiliaries-and-their-types)

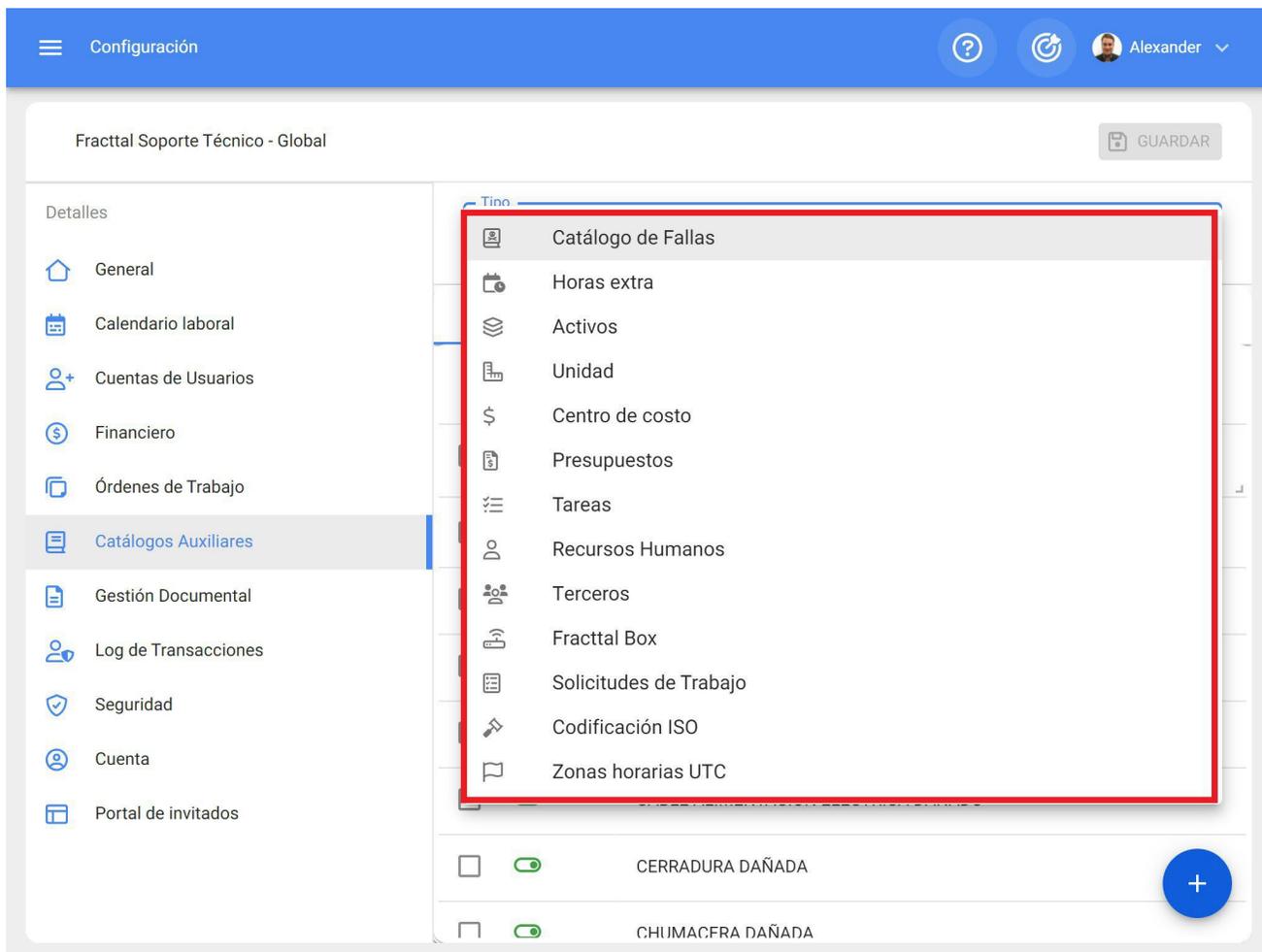
In this sub-module you will find a consolidated view of the different catalogs used in the platform, where you can also add, edit and directly disable each one of them according to the catalog they belong to.

The screenshot shows the 'Configuración' (Configuration) page for 'Fractal Soporte Técnico - Global'. The left sidebar contains a menu with 'Catálogos Auxiliares' highlighted in a red box. The main content area shows a dropdown menu for 'Tipo' set to 'Catálogo de Fallas'. Below this, there are three tabs: 'TIPOS DE FALLA' (selected), 'CAUSAS DE FALLA', and 'MÉTODOS DE DETECCIÓN'. A table lists various fault types with checkboxes and toggle switches. A blue '+' button is visible at the bottom right of the table.

TIPOS DE FALLA	CAUSAS DE FALLA	MÉTODOS DE DETECCIÓN
<input type="checkbox"/>		Descripción ↑
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ALTA TEMPERATURA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ALTERNADOR QUEMADO
<input type="checkbox"/>	<input checked="" type="checkbox"/>	BATERIA DESCARGADA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	BOMBA QUEMADA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CABLE ALIMENTACIÓN ELÉCTRICA DAÑADO
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CERRADURA DAÑADA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CHUMACFRA DAÑADA

**Note:** Catalogs are listed with predefined options for some processes within the platform, such as selection of fault types when completing a WO, types of assets by which they can be listed, units to define measurement methods, etc.

## Types of auxiliary catalogs



The following is a description of each of the catalogs found in this sub-module:

- ◆ **Failure Catalog:** This catalog shows the types, causes and fault detection methods defined by each of the assets that make up your company.
- ◆ **Overtime:** Here you will be able to define the different factors by which overtime (in percentage) could be charged to the man-hours used in the execution of work management.
- ◆ **Assets:** This catalog shows the types and classifications that can be given to the different assets registered in the database.
- ◆ **Unit:** Catalog where you can define the measurement units associated with your assets and different meters registered in the database.
- ◆ **Cost Center:** Catalog with the different cost centers managed in the company.
- ◆ **Budget:** Catalog with the different budgets managed in the company.

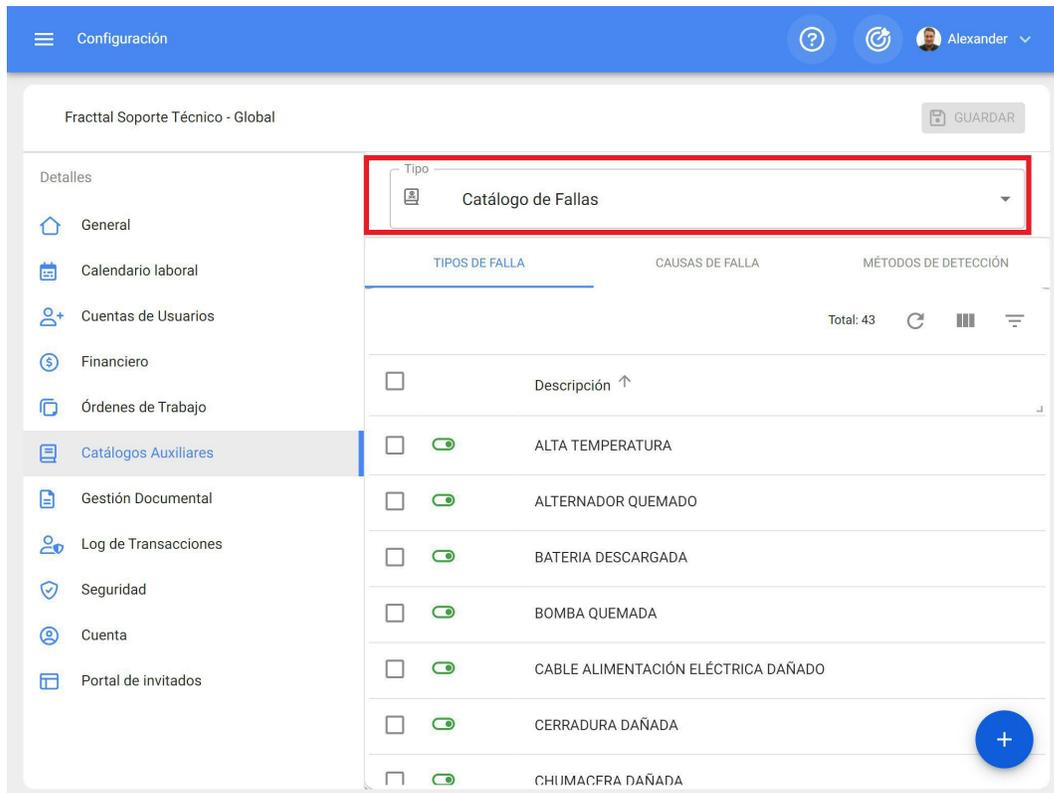
- ♦ **Work management:** This catalog shows the types and classifications that can be given to the work management associated with the assets registered in the base.
- ♦ **Third parties:** Catalog with the different classifications assigned to the third parties registered in the database.
- ♦ **Inhouse personnel:** This catalog shows the profiles and regular hourly values that can be assigned to the inhouse personnel registered in the database.
- ♦ **Fractal Box:** Catalog with the different classifications that can be assigned to Fractal Box (IoT) devices.
- ♦ **Work Requests:** This catalog shows the groups, classifications and keywords that can be used when registering a work request.
- ♦ **ISO Codification:** In this catalog ISO codes can be defined, together with their revision number, so that some printed documents of the platform can be visible, such as: Purchase Orders, TOs, Asset Catalogs, Work Management Plan.
- ♦ **UTC Time Zones:** Here you can define the UTC time zone in which your company works.

# How to add, edit or delete a catalog?

[help.fractal.com/en/articles/6014379-how-to-add-edit-or-delete-a-catalog](https://help.fractal.com/en/articles/6014379-how-to-add-edit-or-delete-a-catalog)

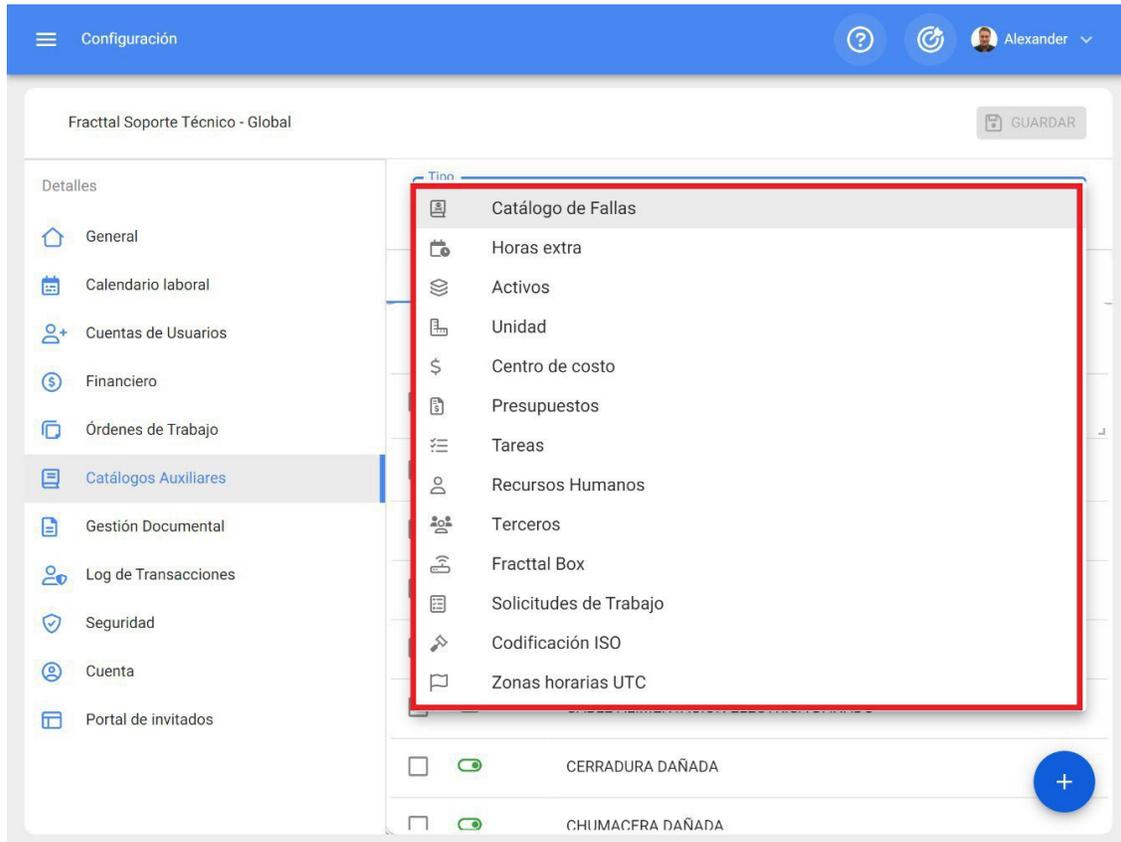
## How to add a catalog?

First you must select the catalog you want to work with by clicking on the catalog type menu.



The screenshot shows the 'Configuración' (Configuration) page for 'Fractal Soporte Técnico - Global'. The left sidebar contains a 'Detalles' (Details) section with various menu items. The 'Catálogos Auxiliares' (Auxiliary Catalogs) item is highlighted. The main content area shows a dropdown menu for 'Tipo' (Type) with 'Catálogo de Fallas' (Fault Catalog) selected. Below this, there are three tabs: 'TIPOS DE FALLA' (Fault Types), 'CAUSAS DE FALLA' (Fault Causes), and 'MÉTODOS DE DETECCIÓN' (Detection Methods). The 'TIPOS DE FALLA' tab is active, displaying a list of fault types with checkboxes and a toggle switch. A blue plus button is visible at the bottom right of the list.

TIPOS DE FALLA	CAUSAS DE FALLA	MÉTODOS DE DETECCIÓN
<input type="checkbox"/>		Descripción ↑
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ALTA TEMPERATURA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ALTERNADOR QUEMADO
<input type="checkbox"/>	<input checked="" type="checkbox"/>	BATERIA DESCARGADA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	BOMBA QUEMADA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CABLE ALIMENTACIÓN ELÉCTRICA DAÑADO
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CERRADURA DAÑADA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CHUMACFRA DAÑADA



Then, click on the add symbol at the bottom right of the window, so that the system displays a window where the parameter to be added to the catalog must be added.

Finally, click on save to register the changes made.

Configuración

Fractal Soporte Técnico - Global

GUARDAR

Detalles

- General
- Calendario laboral
- Cuentas de Usuarios
- Financiero
- Órdenes de Trabajo
- Catálogos Auxiliares**
- Gestión Documental
- Log de Transacciones
- Seguridad
- Cuenta
- Portal de invitados

Tipo: Catálogo de Fallas

TIPOS DE FALLA CAUSAS DE FALLA MÉTODOS DE DETECCIÓN

Total: 43

<input type="checkbox"/>	Descripción ↑
<input type="checkbox"/> <input checked="" type="checkbox"/>	ALTA TEMPERATURA
<input type="checkbox"/> <input checked="" type="checkbox"/>	ALTERNADOR QUEMADO
<input type="checkbox"/> <input checked="" type="checkbox"/>	BATERIA DESCARGADA
<input type="checkbox"/> <input checked="" type="checkbox"/>	BOMBA QUEMADA
<input type="checkbox"/> <input checked="" type="checkbox"/>	CABLE ALIMENTACIÓN ELÉCTRICA DAÑADO
<input type="checkbox"/> <input checked="" type="checkbox"/>	CERRADURA DAÑADA
<input type="checkbox"/> <input checked="" type="checkbox"/>	CHUIMACFRA DAÑADA



Configuración

Fractal Soporte Técnico - Global

Detalle de un ítem en el catálogo de fallas.

Descripción

Descripción no puede estar en blanco



## How to edit or delete a catalog?

Once you have selected the type of catalog you wish to work with, you must select the parameter to be modified so that the system displays the options to edit or delete as the case may be.

Configuración

Fractal Soporte Técnico - Global

GUARDAR

Detalles

- General
- Calendario laboral
- Cuentas de Usuarios
- Financiero
- Órdenes de Trabajo
- Catálogos Auxiliares**
- Gestión Documental
- Log de Transacciones
- Seguridad
- Cuenta
- Portal de invitados

Tipo: Catálogo de Fallas

TIPOS DE FALLA CAUSAS DE FALLA MÉTODOS DE DETECCIÓN

< (1) Seleccionado

✓ Descripción ↑

<input checked="" type="checkbox"/>	<input type="checkbox"/>	PERDIDA DE ELASTICIDAD
<input type="checkbox"/>	<input type="checkbox"/>	ALTA TEMPERATURA
<input type="checkbox"/>	<input type="checkbox"/>	ALTERNADOR QUEMADO
<input type="checkbox"/>	<input type="checkbox"/>	BATERIA DESCARGADA
<input type="checkbox"/>	<input type="checkbox"/>	BOMBA QUEMADA
<input type="checkbox"/>	<input type="checkbox"/>	CABLE ALIMENTACIÓN ELÉCTRICA DAÑADO
<input type="checkbox"/>	<input type="checkbox"/>	CFRRADIURA DAÑADA

+

If the edit option is chosen, the system will display a new window where the different editions to the catalog can be made. Finally, click on save to register the edits made.

Configuración

Fractal Soporte Técnico - Global

Detalles

- General
- Calendario laboral
- Cuentas de Usuarios
- Financiero
- Órdenes de Trabajo
- Catálogos Auxiliares**
- Gestión Documental
- Log de Transacciones
- Seguridad
- Cuenta
- Portal de invitados

Tipo

Catálogo de Fallas

TIPOS DE FALLA

(1) Seleccionado

<input checked="" type="checkbox"/>	Descripción
<input checked="" type="checkbox"/> <input type="checkbox"/>	PERDIDA DE ELASTICIDAD
<input type="checkbox"/> <input type="checkbox"/>	ALTA TEMPERATURA
<input type="checkbox"/> <input type="checkbox"/>	ALTERNANCIAS
<input type="checkbox"/> <input type="checkbox"/>	BATERIA DE ALIMENTACION
<input type="checkbox"/> <input type="checkbox"/>	BOMBA DE ALIMENTACION
<input type="checkbox"/> <input type="checkbox"/>	CABLE ALIMENTACION
<input type="checkbox"/> <input type="checkbox"/>	CERRADURA

Descripción

PERDIDA DE ELASTICIDAD

ACEPTAR

# Document management : Fractal One

[help.fractal.com/en/articles/6014400-document-management](http://help.fractal.com/en/articles/6014400-document-management)

Configuración Alexander

Fractal Soporte Técnico - Global GUARDAR

Detalles

Resumen

Garantías

Vencidas 3 Vigentes 14

Documentación :

Vencidas 18 Vigentes 22

Total: 58

<input type="checkbox"/>	Nombre	Descripción	Grupo	Garantía...
<input type="checkbox"/>	POLIZA CONTRA...		POLIZA	No
<input type="checkbox"/>	SOAP VH0909	seguro de accidentes d...	SOAP	No
<input type="checkbox"/>	CERTIFICADO DE...			No
<input type="checkbox"/>	Certificación anual	Certificado de seguridad	Certificado	No
<input type="checkbox"/>	LICENCIA INTER...	Licencia de conducción ...	Licencias de con...	No
<input type="checkbox"/>	GARANTIAS DE ...	GARANTIAS DE EQUIPO	SOLAMENTE BO...	No

In this sub-module you will find a consolidated view of all the documents or guarantees registered in other modules of the platform. Additionally, assets, inhouse personnel and third parties can be added, edited and linked to each of the documents and/or guarantees registered in the platform's document management modules.

## How to add a guarantee or document?

To add a new warranty or document from the document management sub-module, just click on the add symbol at the bottom right of the platform.

Configuración ? ↻ Alexander ▾

Fractal Soporte Técnico - Global GUARDAR

Detalles Resumen ^

Garantías

Vencidas: 3    Vigentes: 14

Documentación:

Vencidas: 18    Vigentes: 22

Total: 58 ↻ ☰

<input type="checkbox"/>	Nombre	Descripción	Grupo	Garantía...
<input type="checkbox"/>	POLIZA CONTRA...		POLIZA	No
<input type="checkbox"/>	SOAP VH0909	seguro de accidentes d...	SOAP	No
<input type="checkbox"/>	CERTIFICADO DE...			No
<input type="checkbox"/>	Certificación anual	Certificado de seguridad	Certificado	No
<input type="checkbox"/>	LICENCIA INTER...	Licencia de conducción ...	Licencias de con...	No
<input type="checkbox"/>	GARANTIAS DE ...	GARANTIAS DE EQUIPO	SOLAMENTE BO...	No

*Note: A red box highlights a blue '+' button in the 'Garantía...' column of the last row.*

Then, when you click on it, the system will open a new window where you can add the general information corresponding to the document management you wish to register.

Nombre	Descripción
Nombre no puede estar en blanco	
Avanzado :	
Grupo	Versión
Inicio de Vigencia 2022-02-03	Fin de Vigencia 2022-02-03
Código ISO	Autor
<input type="checkbox"/> Garantía ?	

Where the information requested is as follows:

- ◆ **Name:** Name to be given to the document or guarantee to be registered.
- ◆ **Description:** Description of the document or guarantee to which reference is made.
- ◆ **Group:** List of groups to which the document or warranty may belong. **Version:**
- ◆ Version number of the document or warranty in question.
- ◆ **Dates:** Start and end dates corresponding to the validity of the document or guarantee in question.
- ◆ **ISO Code:** ISO code to which the document or warranty belongs.
- ◆ **Author:** Author of the document or guarantee.
- ◆ **Warranty:** When this box is triggered, the system recognizes that the document management to be registered is a warranty. Otherwise, the system will take it as a document.

Once you have entered all the information, click on save.

[←](#) Nuevo(a) Gestión Documental 📄 GUARDAR

---

🏠 GENERAL    📎 ADJUNTOS    📁 ACTIVOS    👤 RECURSOS HUMANOS    👥 TERCEROS

---

Nombre GARANTIA	Descripción Garantía por defectos de fabrica
Avanzado :	
Grupo GARANTIA <span style="float: right;">▼ ⊗</span>	Versión 1
Inicio de Vigencia 2022-02-03 <span style="float: right;">📅</span>	Fin de Vigencia 2023-02-03 <span style="float: right;">📅</span>
Código ISO	Autor
<input checked="" type="checkbox"/> Garantía ?	

When saving the document or guarantee, it must be linked either to the asset, third party or human resource as appropriate (attachments can also be added). To do this, just click on the corresponding tab and then click on the add symbol at the bottom right of the window.

GENERAL

ADJUNTOS

ACTIVOS

RECURSOS HUMANOS

TERCEROS

Total: 0



Sin datos para mostrar con estos parametros



Then, the system will open a new window with the list of assets, inhouse personnel or third parties available to be linked to the document management. Then, you only have to select and link the document management, and finally click on save.

Editar Gestión Documental

GENERAL    ADJUNTOS    **ACTIVOS**

Sin datos para mostrar con este filtro

Activos Total: 5198

Banda transportado N3 { BT-003 }
BANDA TRANSPORTADORA 1 { PLANT-PROD-AREA DES...
Banda transportadora 4 { BT-004 }
BANDA TRANSPORTADORA { BAN-LIN-001 }
Banda Transportadora de cangilones { BTC-001 }
Banda Transportadora de cangilones { BTC-002 }
Banda Transportadora de cangilones { BTC-003 }
BANDA TRANSPORTADORA { TAG-85 }
BAÑO 1 { BAN-001 }
BAÑO 2 { BAN-002 }

GENERAL

ADJUNTOS

ACTIVOS

RECURSOS HUMANOS

TERCEROS

Total: 1

<input type="checkbox"/>	Descripción	Tipo de Activo
<input type="checkbox"/>	 BOMBA DE ASFALTO { BOM-001 }	Equipos



## How to edit a warranty or document?

To edit a document management system, just select the warranty or document in question and the system will show you the options to edit or delete it.

Configuración

Fractal Soporte Técnico - Global

Resumen

Garantías

Vencidas 3 Vigentes 15

Documentación:

Vencidas 18 Vigentes 23

(1) Seleccionado

<input checked="" type="checkbox"/>	Nombre	Descripción	Grupo	Garantí..
<input checked="" type="checkbox"/>	POLIZA CONTRA TODO RIEGO		POLIZA	No
<input type="checkbox"/>	SOAP VH0909	seguro de acci...	SOAP	No
<input type="checkbox"/>	CERTIFICADO DE TRABAJO EN ALT...			No
<input type="checkbox"/>	Certificación anual	Certificado de ...	Certificado	No
<input type="checkbox"/>	LICENCIA INTERNA CONDUCCION ...	Licencia de co...	Licencias de c...	No
<input type="checkbox"/>	GARANTIAS DE EQUIPO	GARANTIAS D...	SOLAMENTE B...	No

Log de Transacciones

Seguridad

Cuenta

Portal de invitados

If you click on the edit option, the system will show you a new window where you can make all the corresponding edits. Remember that after making the changes you must click on save.

  
GENERAL

  
ADJUNTOS

  
ACTIVOS

  
RECURSOS HUMANOS

  
TERCEROS

Total: 1  

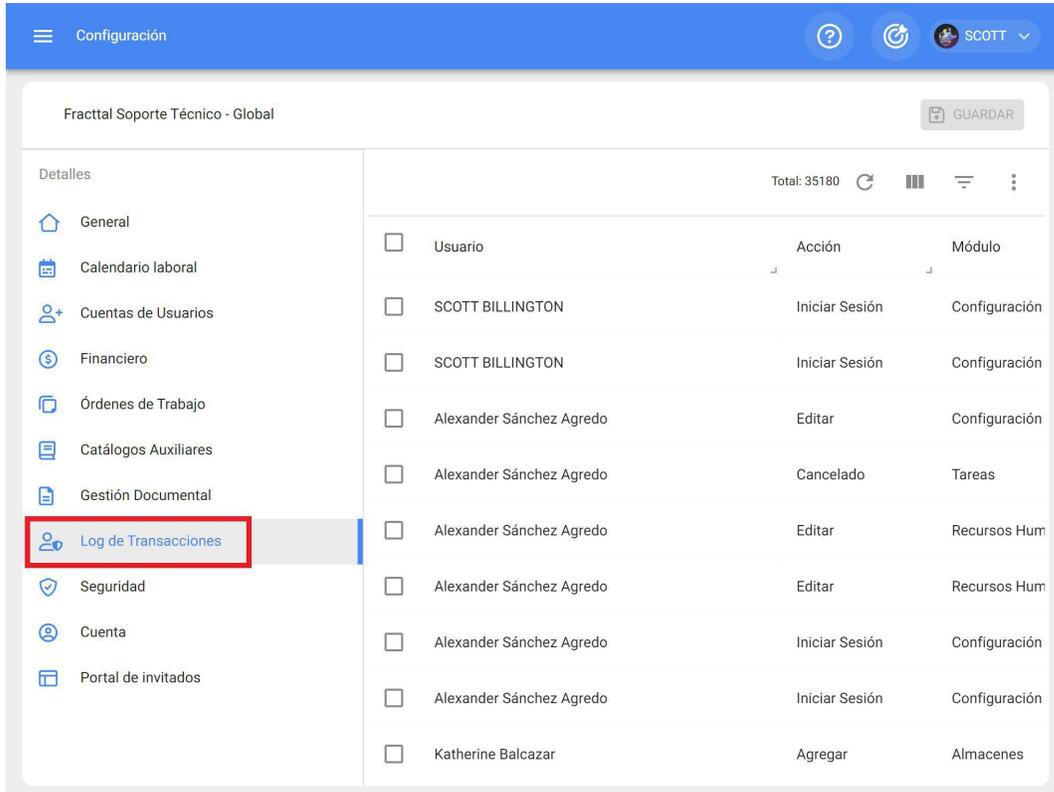
<input type="checkbox"/>	Descripción	Tipo	Link
<input type="checkbox"/>	ConfiguracionServidor.pdf	Archivo	



# Fracttal One transaction log

 [help.fracttal.com/en/articles/6014417-log-of-transactions](https://help.fracttal.com/en/articles/6014417-log-of-transactions)

This sub-module contains a consolidated view of all transactions performed in each of the platform's modules, according to the date and IP address used by the users that make use of the tool, in order to have an internal traceability of the actions performed by each of the users within the base.



The screenshot displays the Fracttal One transaction log interface. The top navigation bar is blue and contains a menu icon, the text "Configuración", a help icon, a refresh icon, and a user profile icon labeled "SCOTT". Below the navigation bar, the page title is "Fracttal Soporte Técnico - Global" and there is a "GUARDAR" button. The main content area is divided into two sections: a sidebar on the left and a table on the right. The sidebar, titled "Detalles", lists various modules: General, Calendario laboral, Cuentas de Usuarios, Financiero, Órdenes de Trabajo, Catálogos Auxiliares, Gestión Documental, Log de Transacciones (highlighted with a red box), Seguridad, Cuenta, and Portal de invitados. The table on the right shows a list of transactions with columns for "Usuario", "Acción", and "Módulo". The table has a "Total: 35180" indicator and icons for refresh, list view, and filter. The data rows are as follows:

<input type="checkbox"/>	Usuario	Acción	Módulo
<input type="checkbox"/>	SCOTT BILLINGTON	Iniciar Sesión	Configuración
<input type="checkbox"/>	SCOTT BILLINGTON	Iniciar Sesión	Configuración
<input type="checkbox"/>	Alexander Sánchez Agredo	Editar	Configuración
<input type="checkbox"/>	Alexander Sánchez Agredo	Cancelado	Tareas
<input type="checkbox"/>	Alexander Sánchez Agredo	Editar	Recursos Hum
<input type="checkbox"/>	Alexander Sánchez Agredo	Editar	Recursos Hum
<input type="checkbox"/>	Alexander Sánchez Agredo	Iniciar Sesión	Configuración
<input type="checkbox"/>	Alexander Sánchez Agredo	Iniciar Sesión	Configuración
<input type="checkbox"/>	Katherine Balcazar	Agregar	Almacenes

# Security | Fractal One

[help.fractal.com/en/articles/6014424-security](https://help.fractal.com/en/articles/6014424-security)

In this sub-module you can configure and establish certain settings for user access to the platform, as well as obtain the connection keys for the APIs.

These parameters and settings are made up of the following tabs: Password

- ◆ Two-step authentication API
- ◆ connection
- ◆ SSO

## Passwords

In this tab you can set the settings for access passwords and logins to the platform, by means of the following parameters:

- ◆ Minimum password length
- ◆ Frequency in months for password change

- ◆ Number of failed login attempts before locking account Must contain special
- ◆ characters

Configuración

Fractal Proyectos, Servicios y Educación

GUARDAR

Detalles

General

Cuentas de Usuarios

Calendario Laboral

Módulos

Financiero

Catálogos Auxiliares

Gestión Documental

Log de Transacciones

Seguridad

Conexiones API

Portal de Invitados

Cuenta

CONTRASEÑA

AUTENTICACIÓN DE DOS PASOS

SSO

Configuración de inicio de sesión y contraseña

Longitud mínima de la contraseña

6

Frecuencia en meses para cambio de contraseña

11

Número de intentos de inicio de sesión fallidos antes de bloquear cuenta

10

Debe contener caracteres especiales

Cambiar Contraseña

Para continuar favor ingrese su contraseña

Contraseña

CONTINUAR

**Note:** The above options will depend on the type of plan or addons that have been contracted.

Additionally, there is a section that allows users to update their passwords to access the platform.

Fractal Proyectos, Servicios y Educación

Configuración

John

GUARDAR

Detalles

- General
- Cuentas de Usuarios
- Calendario Laboral
- Módulos
- Financiero
- Catálogos Auxiliares
- Gestión Documental
- Log de Transacciones
- Seguridad
- Conexiones API
- Portal de Invitados
- Cuenta

CONTRASEÑA

AUTENTICACIÓN DE DOS PASOS

SSO

Configuración de inicio de sesión y contraseña

Longitud mínima de la contraseña: 6

Frecuencia en meses para cambio de contraseña: 11

Número de intentos de inicio de sesión fallidos antes de bloquear cuenta: 10

Debe contener caracteres especiales

Cambiar Contraseña

Para continuar favor ingrese su contraseña

Contraseña

CONTINUAR

## Two-step authentication

In this tab you can establish a double-pass settings, by reading a QR code that must be verified with applications such as Google, Authenticator, Microsoft Authenticator or Authy from a smartphone, thus achieving an extra level of security in accessing the platform.

Configuración John

Fractal Proyectos, Servicios y Educación GUARDAR

Detalles

- General
- Cuentas de Usuarios
- Calendario Laboral
- Módulos
- Financiero
- Catálogos Auxiliares
- Gestión Documental
- Log de Transacciones
- Seguridad**
- Conexiones API
- Portal de Invitados
- Cuenta

CONTRASEÑA **AUTENTICACIÓN DE DOS PASOS** SSO

Protege tu cuenta agregando un nivel extra de seguridad. Un segundo paso de autenticación puede mantener la cuenta a salvo, incluso cuando la contraseña se vea en peligro. Para activarlo, tan solo necesitas un smartphone.

La autenticación de dos pasos de Fractal no se aplica si inicias sesión con el inicio de sesión único de Google, Microsoft o SAML.

**HABILITAR AUTENTICACIÓN DE DOS PASOS**

Configuración John

Fractal Proyectos, Servicios y Educación GUARDAR

Detalles

- General
- Cuentas de Usuarios
- Calendario Laboral
- Módulos
- Financiero
- Catálogos Auxiliares
- Gestión Documental
- Log de Transacciones
- Seguridad**
- Conexiones API
- Portal de Invitados
- Cuenta

CONTRASEÑA **AUTENTICACIÓN DE DOS PASOS** SSO

- 1. Instala una aplicación de verificación en el teléfono**  
Tendrás que usar una aplicación de verificación como Google Authenticator, Microsoft Authenticator o Authy.
- 2. Escanea el código QR con tu aplicación**
- 3. Ingresa el código de 6 dígitos generado**

Una vez ingresado el código recordaremos tu teléfono para que puedas usarlo cada vez que inicies sesión.



Código de verificación

## SSO

In this tab you can set parameters to authenticate access to the platform by means other than the default ones (Google and Microsoft accounts).

The screenshot shows the 'Configuración' (Configuration) page for 'Fractal Proyectos, Servicios y Educación'. The left sidebar lists various settings categories, with 'Seguridad' (Security) selected. The main content area is titled 'CONTRASEÑA' and 'AUTENTICACIÓN DE DOS PASOS'. A red box highlights the 'SSO' (Single Sign-On) tab. Below this, a form is visible with the following fields: 'Código SAML', 'Entry Point', 'Issuer', 'Url de redirección en cierre de sesión', and 'Certificado'. A 'GUARDAR' (Save) button is located in the top right corner of the configuration area.

SAML (Security Assertion Markup Language) is a standard that enables the exchange of information for single sign-on (authentication and authorization) or SSO between different parties (applications). The participants in this authentication are the identity provider and the service provider. The service provider is the entity that grants a user permission or access to a resource.

Fractal acts as the service provider. The identity provider is the entity that has the infrastructure necessary for user authentication. In this case, the identity provider is the application that registers the users and controls their access. Some examples of applications that can be identity providers are Active Directory, Okta, among others.

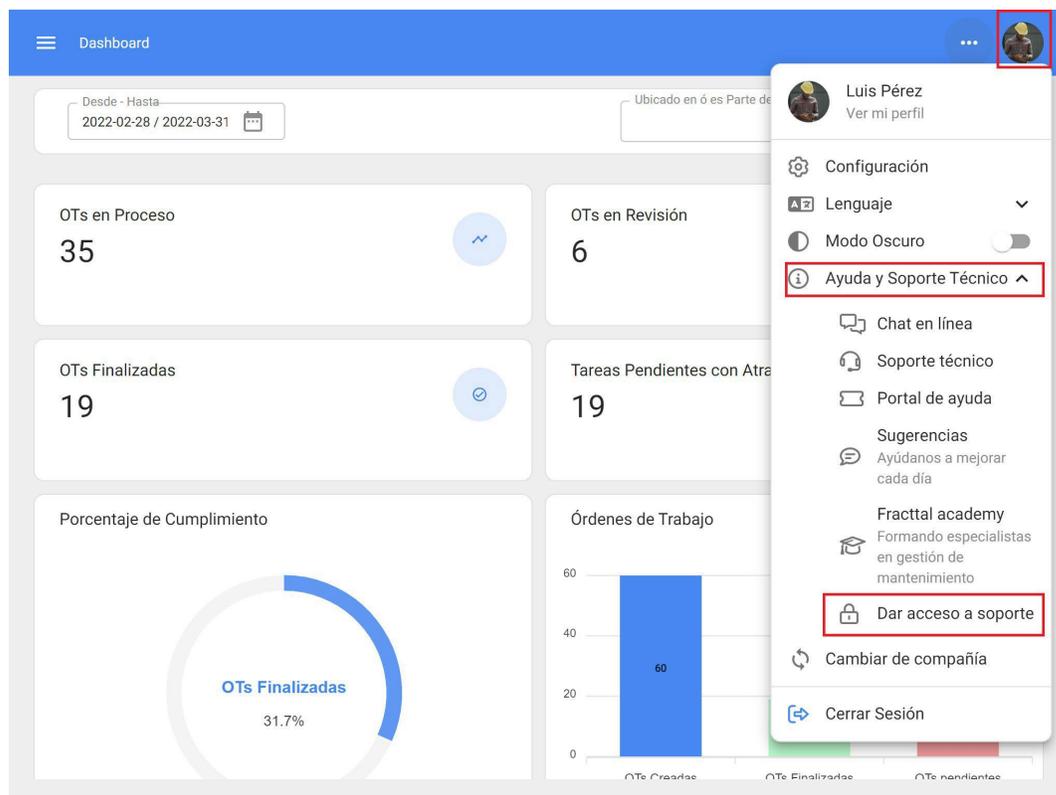
# Give access to Fractal One support

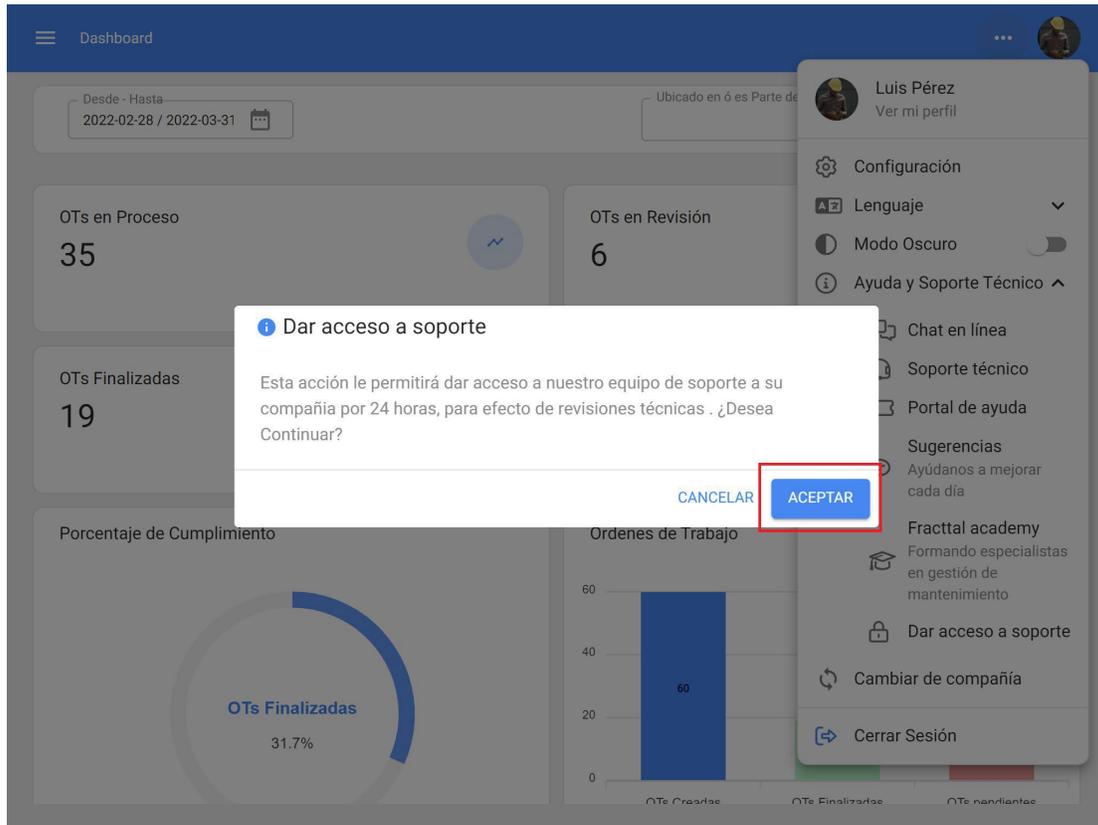
[help.fractal.com/en/articles/6105385-giving-access-to-support](https://help.fractal.com/en/articles/6105385-giving-access-to-support)

At Fractal we take care of our users' data, that is why we have developed the new functionality to provide access to support from the platform.

With this, every time our support team needs to perform a technical review within a user's base or company, they will request the release of support access to their base.

To grant access to our support team, simply enter the options menu, go to the *'Help & Support'* submenu and choose the *'Grant Access to Support'* option:



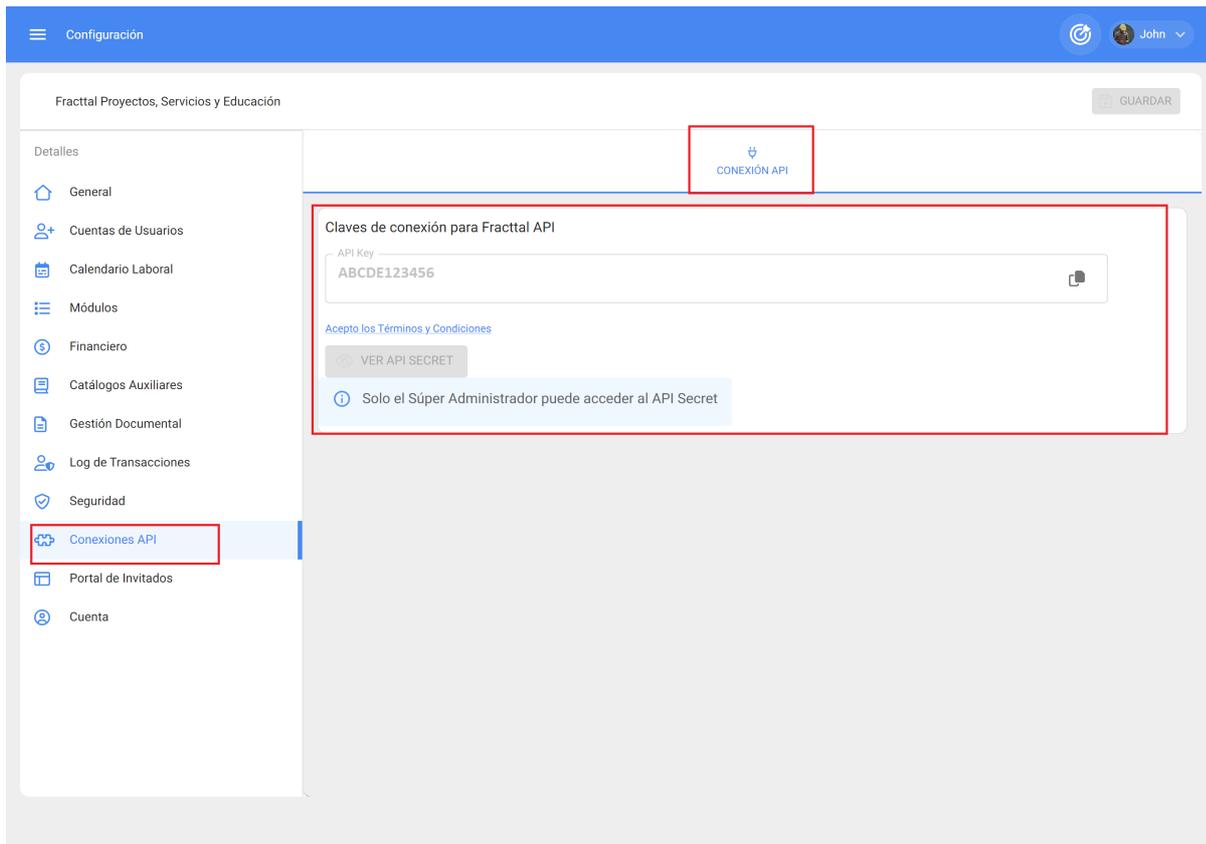


**Note:** This action can only be performed by a user with an administrator profile, as it authorizes our team to perform support or audit actions on the corresponding database for 24 hours. After this time, the access automatically ends, so if our support team requires more time to continue its review, it will request the release of access again.

# API Connections - Fractal One

 [help.fractal.com/en/articles/7909177-connections-api](https://help.fractal.com/en/articles/7909177-connections-api)

In this sub-module the person who has the Super Administrator account, will be able to create the keys for the access and use of information of the APIs. That is to say, from this option you will be able to obtain the API Key and API Secret of your contracted base in Fractal.



# How to generate the API key for integrations?

[help.fracttal.com/en/articles/6105719-how-to-generate-api-key-for-integrations](https://help.fracttal.com/en/articles/6105719-how-to-generate-api-key-for-integrations)

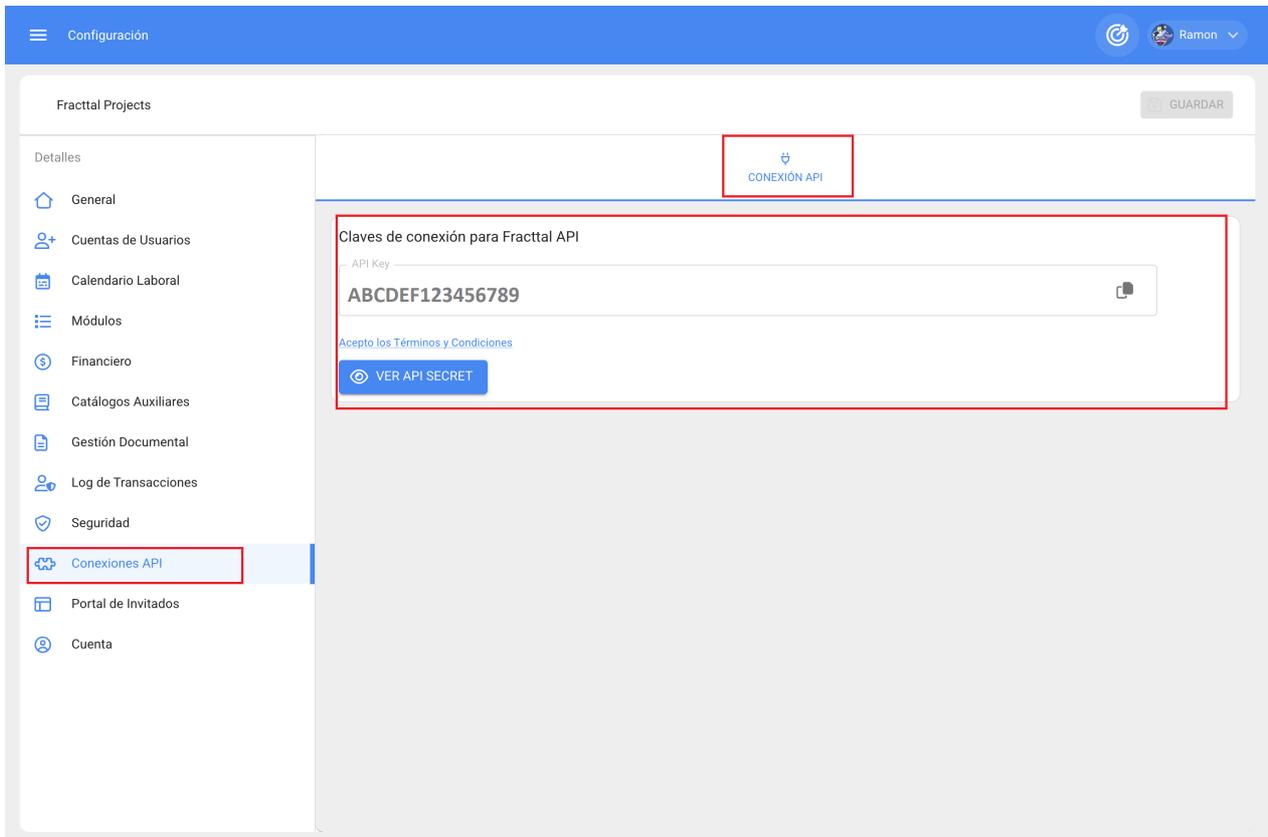
Fracttal offers its customers a service (FRACCTAL API) that allows them to access their company to keep information updated, connect external applications and have instant access to your data.

The data needed by the client to connect to FRACCTAL API are the unique ID and a SECRET KEY which can be generated from the platform.

To access the API key that will allow you to connect to the service, you must log into your account as 'super administrator', entering the options menu > settings:

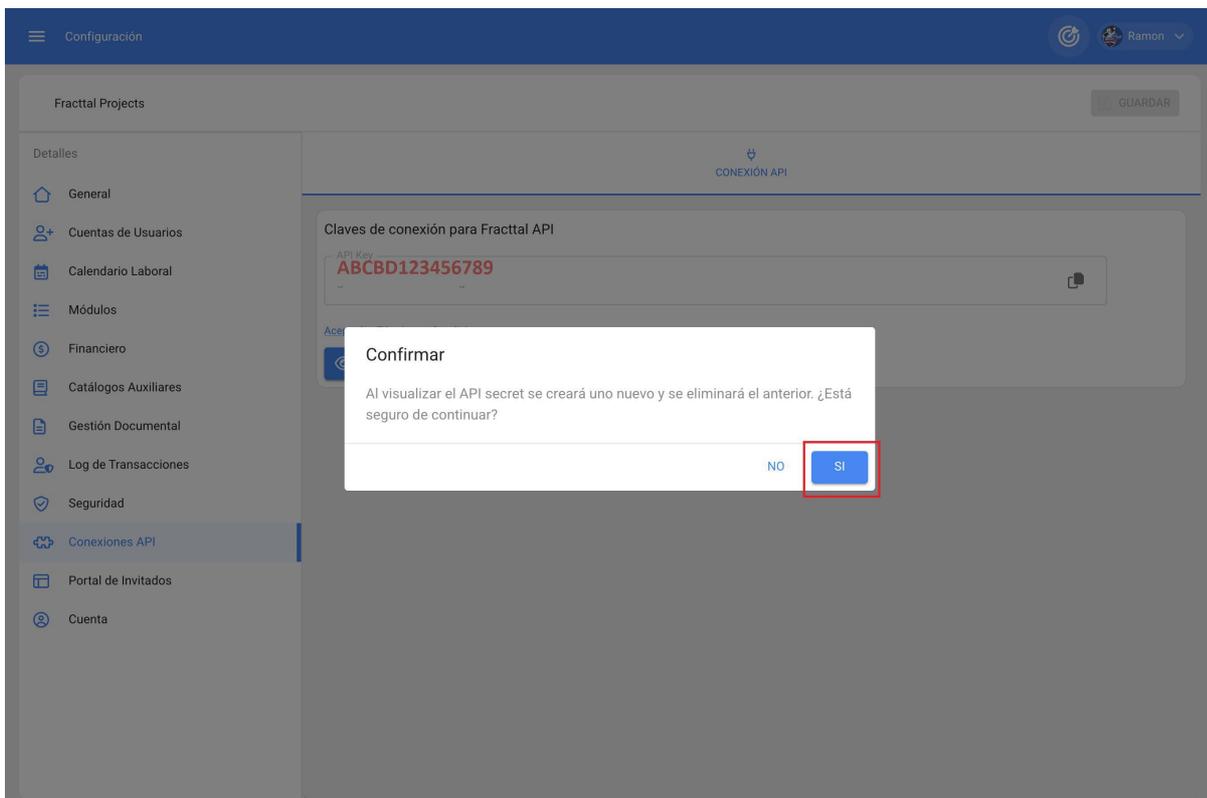
The screenshot displays the Fracttal dashboard interface. At the top right, the user profile 'Ramon Toro' is visible. A dropdown menu is open, showing options: 'Configuración' (highlighted with a red box), '¿Qué hay de nuevo?', 'Lenguaje', 'Modo Oscuro', 'Ayuda y Soporte Técnico', 'Cambiar de compañía', and 'Cerrar Sesión'. The dashboard itself features several widgets: 'OTs en Proceso' (21), 'OTs en Revisión' (3), 'OTs Finalizadas' (23), 'Tareas' (14), 'Porcentaje de Cumplimiento' (48.9%), 'Órdenes de Trabajo' (bar chart with 47, 23, 24), 'Tareas' (pie chart with 44.2% and 55.8%), 'Fallas Causaron Daños' (1), 'Activos detenidos actualmente' (89), 'Paradas Planificadas' (15), 'Paradas no planificadas' (7), 'Solicitudes de Trabajo', 'Prioridades en Tareas', and 'Severidad de las Fallas'.

In the configuration menu, enter the 'API Connection' submenu:



Upon login, the *API Key* required to establish the connection to the service is displayed.

Access to the secret API will be available only to the '*super administrator*' user, by clicking on the 'view secret API' button. Please note that when generating a new secret API, the previous one is deleted:



Finally, when the generation of the API secret is confirmed, it is displayed and made available for use in the user's code.

The screenshot shows a web application interface for 'Fractal Projects'. The top navigation bar is blue with a hamburger menu on the left and a user profile 'Ramon' on the right. Below the navigation bar, the page title is 'Fractal Projects' and there is a 'GUARDAR' button. A sidebar on the left lists various modules: General, Cuentas de Usuarios, Calendario Laboral, Módulos, Financiero, Catálogos Auxiliares, Gestión Documental, Log de Transacciones, Seguridad, Conexiones API (highlighted), Portal de Invitados, and Cuenta. The main content area is titled 'CONEXIÓN API' and contains a section 'Claves de conexión para Fractal API'. This section displays two fields: 'API Key' with the value 'ABCDE123456789' and 'API Secret' with the value '0987654321FDEBCA'. A blue information box below these fields contains the text: 'Recuerde copiar estos datos porque sólo los puede visualizar una sola vez, si requiere volver a consultarlos deberá generar un nuevo API secret.'

# Fractal One Account

[help.fractal.com/en/articles/6014436-account](http://help.fractal.com/en/articles/6014436-account)

In this sub-module you will have the information associated with the type of plan you have contracted with Fractal, as well as the Add-Ons or additional complements that have been added to the contracted plan.

The screenshot displays the 'Configuración' (Configuration) page for a Fractal account. The page is titled 'Fractal Proyectos, Servicios y Educación' and includes a 'GUARDAR' (Save) button. The left sidebar lists various configuration options, with 'Cuenta' (Account) highlighted in a red box. The main content area is divided into two tabs: 'GENERAL' and 'ADDONS'. The 'GENERAL' tab is active and shows the following information:

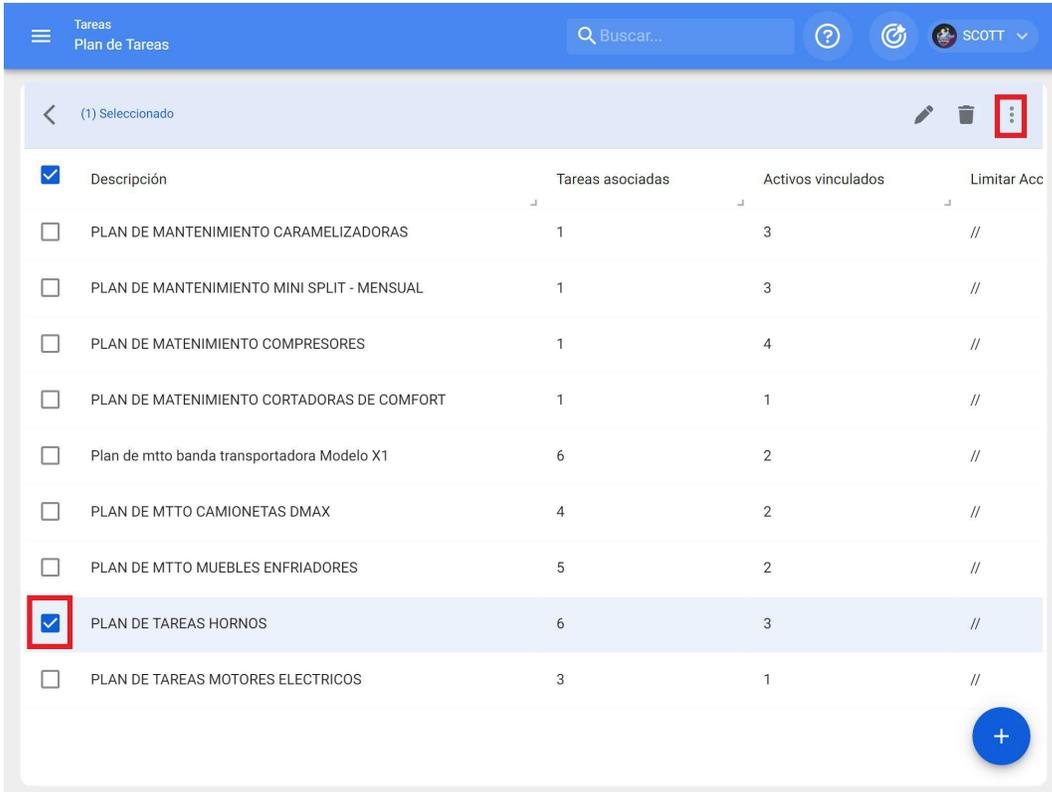
- General**
  - Plan: SANDBOX
  - Número de Activos: 116 De 10000000
  - Capacidad de Almacenamiento: 1.47 GB De 1 TB
- Usuarios**
  - Cuentas de Usuarios: 15
  - Total cuentas creadas: 5
  - Cuentas de solicitudes: 2
  - Cuentas de solo lectura: 0
  - Cuentas Técnico limitado: 0

# How to share and import a work management plan?

 [help.fractal.com/en/articles/6008390-as-share-and-import-a-work-management-plan](https://help.fractal.com/en/articles/6008390-as-share-and-import-a-work-management-plan)

## To share:

To share a work management plan, simply select the plan and then click on the "Share work management plan" option and the system will generate an import code that can be shared with a different base in Fractal.



<input checked="" type="checkbox"/>	Descripción	Tareas asociadas	Activos vinculados	Limitar Acc
<input type="checkbox"/>	PLAN DE MANTENIMIENTO CAMELIZADORAS	1	3	//
<input type="checkbox"/>	PLAN DE MANTENIMIENTO MINI SPLIT - MENSUAL	1	3	//
<input type="checkbox"/>	PLAN DE MANTENIMIENTO COMPRESORES	1	4	//
<input type="checkbox"/>	PLAN DE MANTENIMIENTO CORTADORAS DE COMFORT	1	1	//
<input type="checkbox"/>	Plan de mtto banda transportadora Modelo X1	6	2	//
<input type="checkbox"/>	PLAN DE MTTO CAMIONETAS DMAX	4	2	//
<input type="checkbox"/>	PLAN DE MTTO MUEBLES ENFRIADORES	5	2	//
<input checked="" type="checkbox"/>	PLAN DE TAREAS HORNOS	6	3	//
<input type="checkbox"/>	PLAN DE TAREAS MOTORES ELECTRICOS	3	1	//

Tareas Plan de Tareas

Buscar...

SCOTT

(1) Seleccionado

Descripción	Tareas asociadas			
<input type="checkbox"/> PLAN DE MANTENIMIENTO ASCENSORES	6			
<input type="checkbox"/> PLAN DE MANTENIMIENTO CAMELIZADORAS	1			
<input type="checkbox"/> PLAN DE MANTENIMIENTO MINI SPLIT - MENSUAL	1			
<input type="checkbox"/> PLAN DE MANTENIMIENTO COMPRESORES	1			
<input type="checkbox"/> PLAN DE MANTENIMIENTO CORTADORAS DE COMFORT	1	1		//
<input type="checkbox"/> Plan de mto banda transportadora Modelo X1	6	2		//
<input type="checkbox"/> PLAN DE MTTTO CAMIONETAS DMAX	4	2		//
<input type="checkbox"/> PLAN DE MTTTO MUEBLES ENFRIADORES	5	2		//
<input checked="" type="checkbox"/> PLAN DE TAREAS HORNOS	6	3		//
<input type="checkbox"/> PLAN DE TAREAS MOTORES ELECTRICOS	3	1		//

- Imprimir
- Exportar
- Exportar masivamente
- Clonar Plan de Tareas
- Compartir plan de tareas**
- Importar plan compartido
- Actualizar costos

Tareas Plan de Tareas

Buscar...

SCOTT

(1) Seleccionado

Descripción	Tareas asociadas			
<input type="checkbox"/> PLAN DE MANTENIMIENTO ASCENSORES	6			
<input type="checkbox"/> PLAN DE MANTENIMIENTO CAMELIZADORAS	1			
<input type="checkbox"/> PLAN DE MANTENIMIENTO MINI SPLIT - MENSUAL	1			
<input type="checkbox"/> PLAN DE MANTENIMIENTO COMPRESORES	1			
<input type="checkbox"/> PLAN DE MANTENIMIENTO CORTADORAS DE COMFORT	1	1		//
<input type="checkbox"/> Plan de mto banda transportadora Modelo X1	6	2		//
<input type="checkbox"/> PLAN DE MTTTO CAMIONETAS DMAX	4	2		//
<input type="checkbox"/> PLAN DE MTTTO MUEBLES ENFRIADORES	5	2		//
<input checked="" type="checkbox"/> PLAN DE TAREAS HORNOS	6	3		//
<input type="checkbox"/> PLAN DE TAREAS MOTORES ELECTRICOS	3	1		//

Copia este código para importar en la compañía destino

**3b6c0061-0c76-48ac-81fe-c2031427c41a**

COPIAR CÓDIGO

- Imprimir
- Exportar
- Exportar masivamente
- Clonar Plan de Tareas
- Compartir plan de tareas
- Importar plan compartido
- Actualizar costos

**To import:**

Once the code has been copied, you only have to enter the import code in the other Fractal database where you want to import the work management plan, so that it is finally added to the system.

The screenshot shows the 'Tareas Plan de Tareas' interface. A list of tasks is displayed with columns for 'Descripción', 'Tareas asociadas', and other details. The task 'PLAN DE TAREAS HORNOS' is selected. A context menu is open over the selected task, with the option 'Importar plan compartido' highlighted in red.

Descripción	Tareas asociadas			
<input type="checkbox"/> PLAN DE MANTENIMIENTO ASCENSORES	6			
<input type="checkbox"/> PLAN DE MANTENIMIENTO CARAMELIZADORAS	1			
<input type="checkbox"/> PLAN DE MANTENIMIENTO MINI SPLIT - MENSUAL	1			
<input type="checkbox"/> PLAN DE MATENIMIENTO COMPRESORES	1			
<input type="checkbox"/> PLAN DE MATENIMIENTO CORTADORAS DE COMFORT	1	1		//
<input type="checkbox"/> Plan de mtto banda transportadora Modelo X1	6	2		//
<input type="checkbox"/> PLAN DE MTTO CAMIONETAS DMAX	4	2		//
<input type="checkbox"/> PLAN DE MTTO MUEBLES ENFRIADORES	5	2		//
<input checked="" type="checkbox"/> PLAN DE TAREAS HORNOS	6	3		//
<input type="checkbox"/> PLAN DE TAREAS MOTORES ELECTRICOS	3	1		//

The screenshot shows the 'Importar plan compartido' dialog box. The user has entered the code '3b6c0061-0c76-48ac-81fe-c2031427c41a' in the input field. The 'IMPORTAR PLAN COMPARTIDO' button is highlighted in red.

Por favor ingrese el código del plan compartido

3b6c0061-0c76-48ac-81fe-c2031427c41a

PEGAR CÓDIGO    **IMPORTAR PLAN COMPARTIDO**

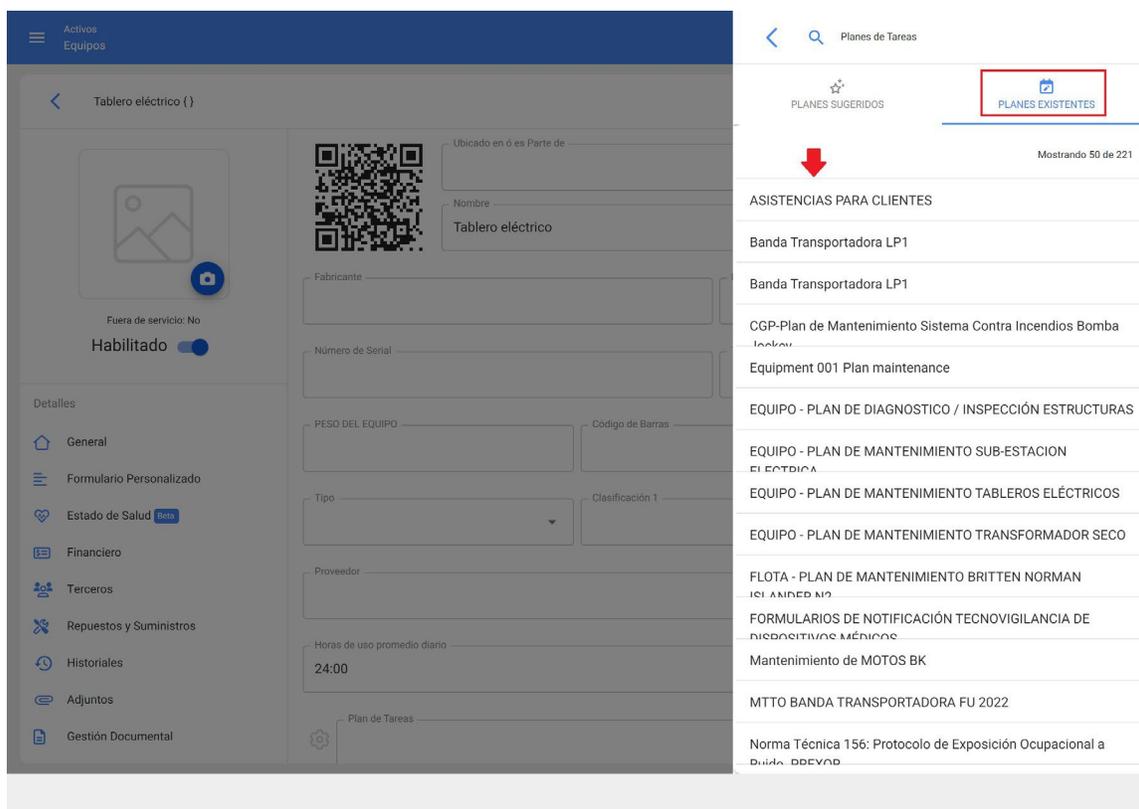
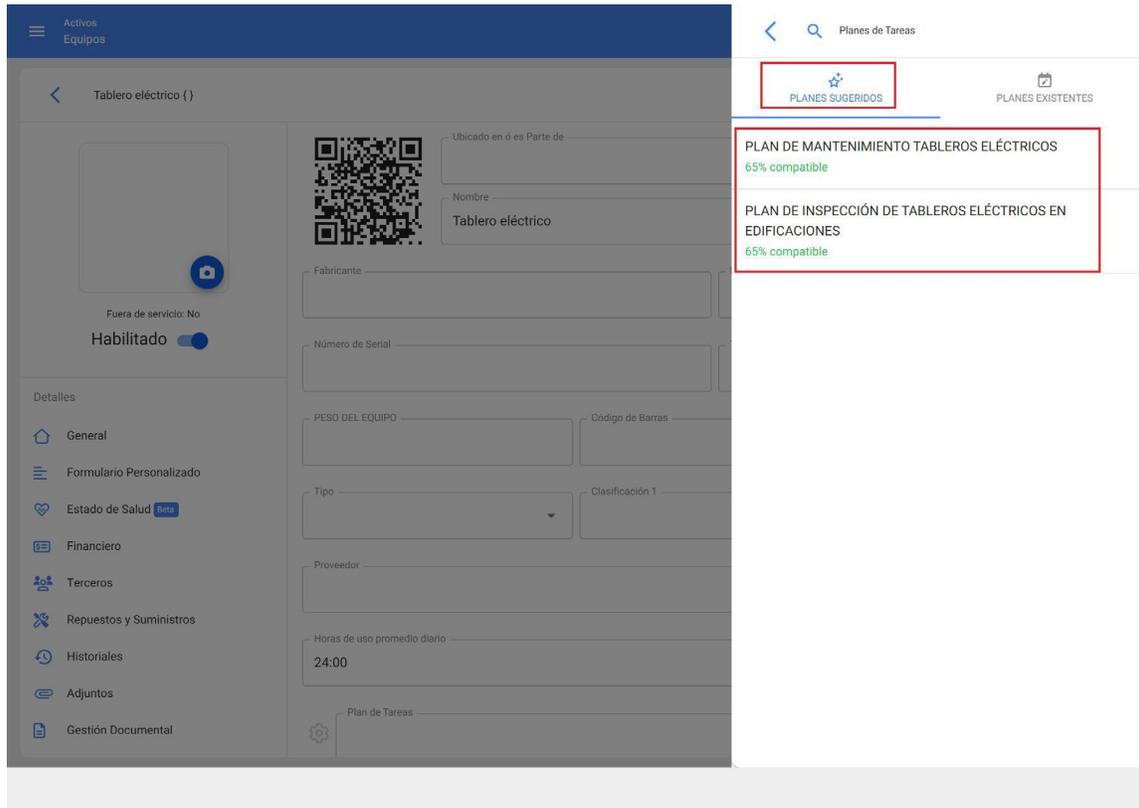
# Suggested work management plans (Beta)

[help.fractal.com/en/articles/6865949-suggested-work-management-plans-beta](https://help.fractal.com/en/articles/6865949-suggested-work-management-plans-beta)

When creating an asset in the catalog module, Fractal One makes the recommendation of maintenance plans created by our team of specialists within our Library of maintenance plans for import. When the name of the asset is typed when creating it, Fractal One checks the database of available plans, suggesting to the user the plans that could be useful to them.

The screenshot shows the Fractal One interface for creating an asset. At the top, there is a blue header with 'Activos Equipos' and a user profile 'John'. Below the header, there is a notification box with a star icon and the text: 'Tenemos planes de mantenimiento sugeridos para este activo, ¿quieres verlos? Beta'. Below the notification are two buttons: 'SI' (Yes) and 'NO' (No). The main form contains various fields for asset details, including a QR code, 'Ubicado en ó es Parte de', 'Nombre' (containing 'Tablero eléctrico'), 'Código', 'Fabricante', 'Modelo', 'Número de Serial', 'TIPO DE RIESGO', 'PESO DEL EQUIPO', 'Código de Barras', 'Prioridad', 'Tipo', 'Clasificación 1', 'Clasificación 2', 'Proveedor', 'Fecha de Compra', and 'Horas de uso promedio diario' (24:00). There is also a checkbox for 'Visible para todos'. On the left side, there is a sidebar with navigation options: 'General', 'Formulario Personalizado', 'Estado de Salud Beta', 'Financiero', 'Terceros', 'Repuestos y Suministros', and 'Historiales'. At the bottom left, there is a 'Guardar' (Save) button.

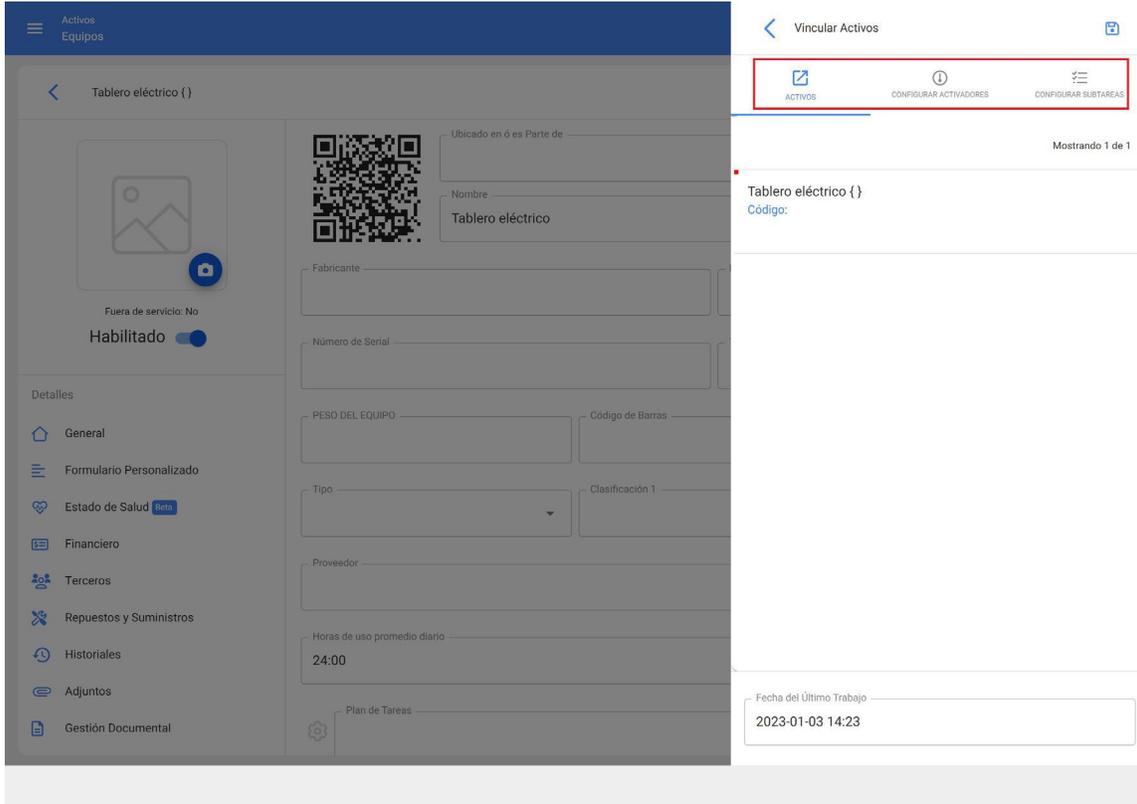
If you wish to see the suggested plans, just click on the "YES" option, and the platform will send you to a new window in which you will see both the list of suggested plans (with their compatibility percentage) and the general list with all the existing plans in your base.



When you choose one of the plans, you are immediately given the option to configure the plan linked to the active one:

- ◆ Date of last job

- ◆ Configure triggers Configure
- ◆ subtasks

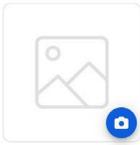


When the settings are finalized and click on 'Save', the chosen plan is linked to the asset created.

Activos Equipos Join

---

Tablero eléctrico {} GUARDAR



Fuera de servicio: No  
**Habilitado**

Detalles

- General
- Formulario Personalizado
- Estado de Salud Activo
- Financiero
- Terceros
- Repuestos y Suministros
- Historiales
- Adjuntos
- Gestión Documental



Ubicado en ó es Parte de

Nombre  Código

Fabricante  Modelo

Número de Serial  TIPO DE RIESGO

PESO DEL EQUIPO  Código de Barras  Prioridad

Tipo  Clasificación 1  Clasificación 2

Proveedor  Fecha de Compra

Horas de uso promedio diario   Visible para todos

⚙️

Plan de Tareas

**PLAN DE INSPECCIÓN DE TABLEROS ELÉCTRICOS EN EDIFICACIONES**

✓ Proceso Realizado
CERRAR

# Nested maintenance : Fractal One

 [help.fractal.com/articles/6133529-nested-maintenance](http://help.fractal.com/articles/6133529-nested-maintenance)

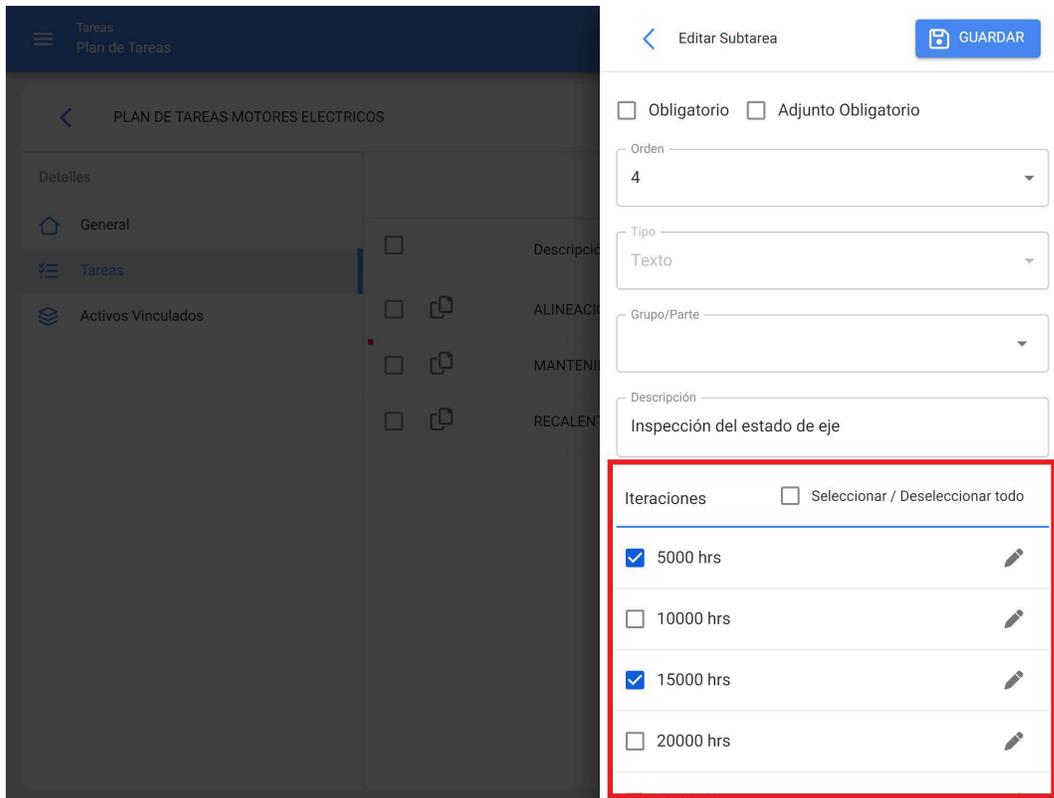
Nested maintenance is a function of iterations designed for work management that is cyclical. An example of this type of maintenance can be found in vehicles, since certain activities are performed repetitively according to the mileage traveled, and some of these work management tasks may overlap.

That is why, with the nested maintenance add-on, it is possible to determine in which part of a task cycle each subtask should be executed and thus have a better control of the complete maintenance cycle.

This functionality is not only limited to the execution of work management, but also allows configuring the resources to be used, depending on the iteration to be executed in the maintenance cycle,

For further information, please refer to the articles:

- ◆ [How do subtask iterations work?](#)
- ◆ [How to configure resources by iterations?](#)



The screenshot displays the 'Editar Subtarea' (Edit Subtask) interface. On the left, a sidebar shows the navigation menu with 'Tareas' and 'Plan de Tareas' selected. The main content area is titled 'PLAN DE TAREAS MOTORES ELECTRICOS'. The right-hand panel contains the configuration form for the subtask. The form includes fields for 'Orden' (set to 4), 'Tipo' (set to 'Texto'), and 'Grupo/Parte'. The 'Descripción' field contains 'Inspección del estado de eje'. Below these fields, the 'Iteraciones' section is highlighted with a red box. It features a 'Seleccionar / Deseleccionar todo' checkbox and a list of iteration intervals: 5000 hrs (checked), 10000 hrs (unchecked), 15000 hrs (checked), and 20000 hrs (unchecked). Each interval has an edit icon to its right.

# Budgets : Fracttal One

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 [help.fracttal.com/en/articles/6707688-budgets](https://help.fracttal.com/en/articles/6707688-budgets)

## Budgets



The budget functionality within Fracttal One is used to link a WO to budgets that require approval before being executed. With this, a WO subject to budget approval cannot be edited until a budget has been added and approved.

**To learn more about this addon we leave this article:**

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[How to complete a WO subject to a budget approval?](#)

Has your question been answered?

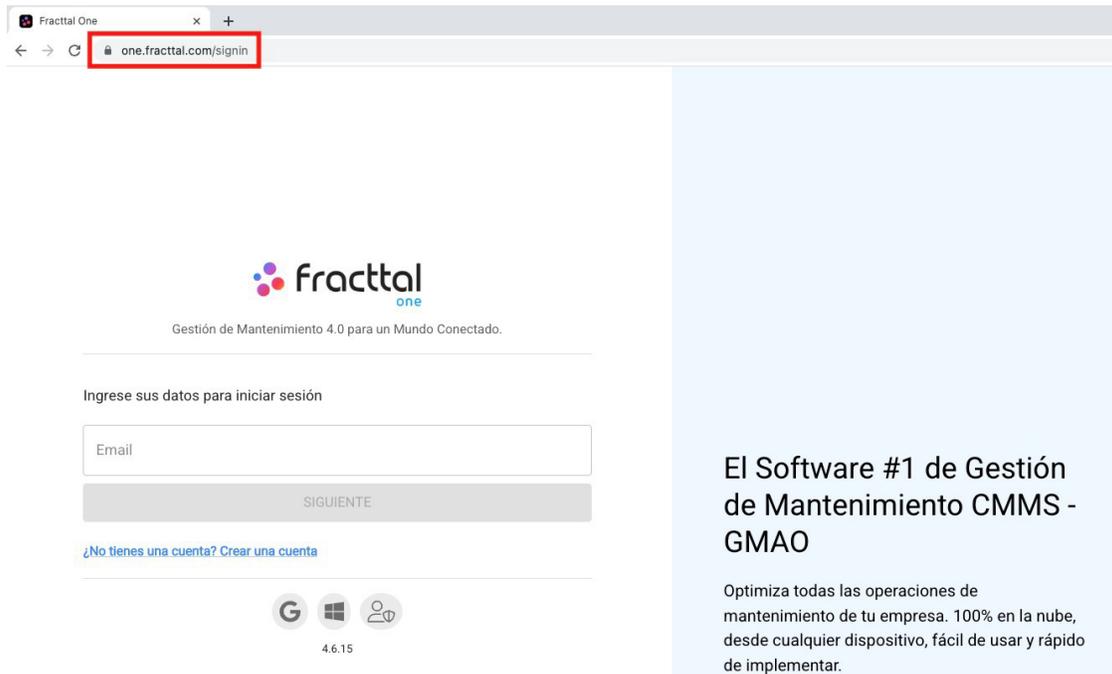
# Personalized Branding (Corporate Image) | Fractal One

 [help.fractal.com/en/articles/6143311-customized-branding-corporate-image](https://help.fractal.com/en/articles/6143311-customized-branding-corporate-image)

This function allows us to customize the system in its "Web" version by modifying the access URL, the logo that appears at login and in the main menu.

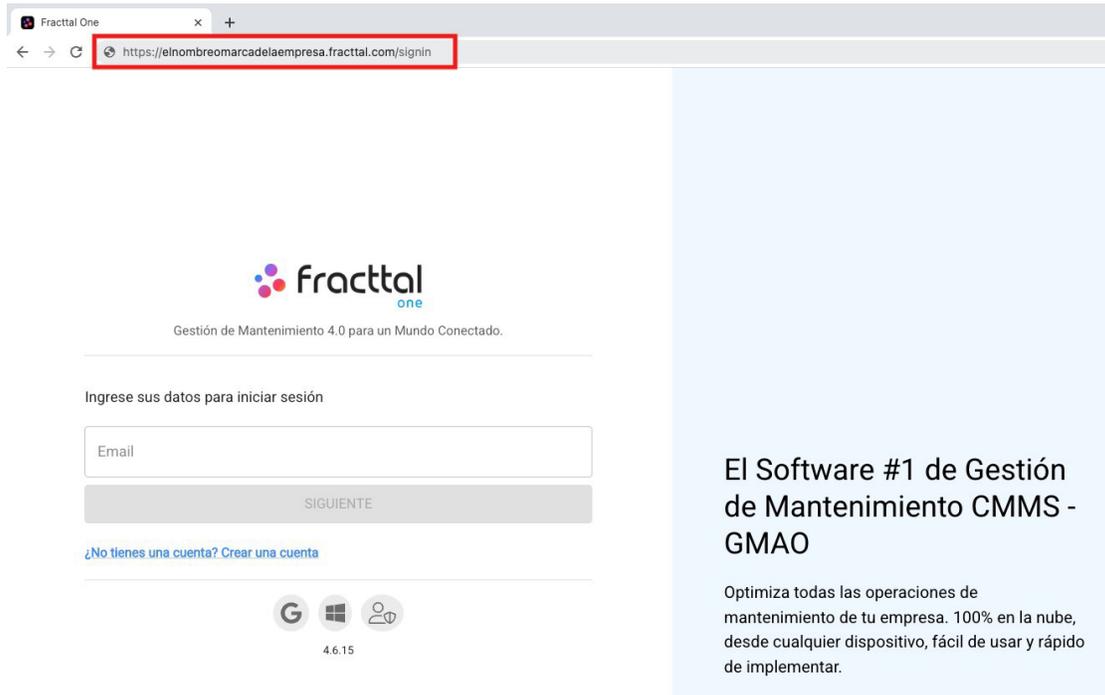
## Example of URL Modification.

### Conventional URL.



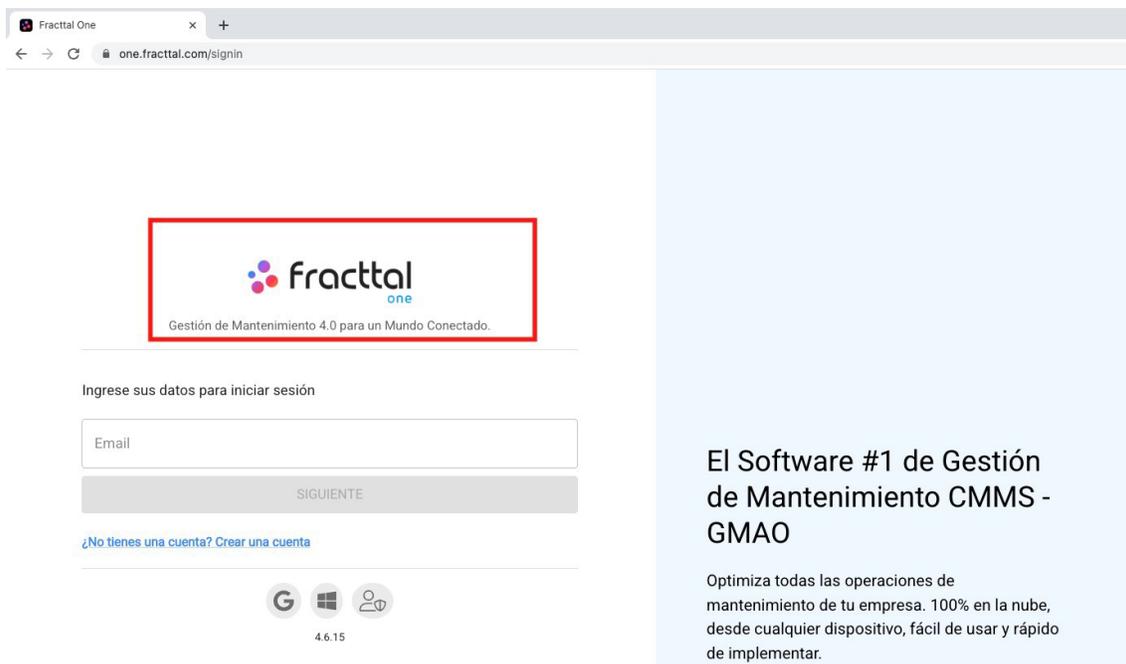
The screenshot shows a web browser window with the address bar containing the URL `one.fractal.com/signin`, which is highlighted with a red box. The page content includes the Fractal One logo, the tagline "Gestión de Mantenimiento 4.0 para un Mundo Conectado.", a login form with an "Email" input field and a "SIGUIENTE" button, and a link for "¿No tienes una cuenta? Crear una cuenta". At the bottom, there are icons for Google, Windows, and a user profile, along with the version number "4.6.15". To the right of the login form, there is a light blue sidebar with the text: "El Software #1 de Gestión de Mantenimiento CMMS - GMAO" and "Optimiza todas las operaciones de mantenimiento de tu empresa. 100% en la nube, desde cualquier dispositivo, fácil de usar y rápido de implementar."

### Custom URL.

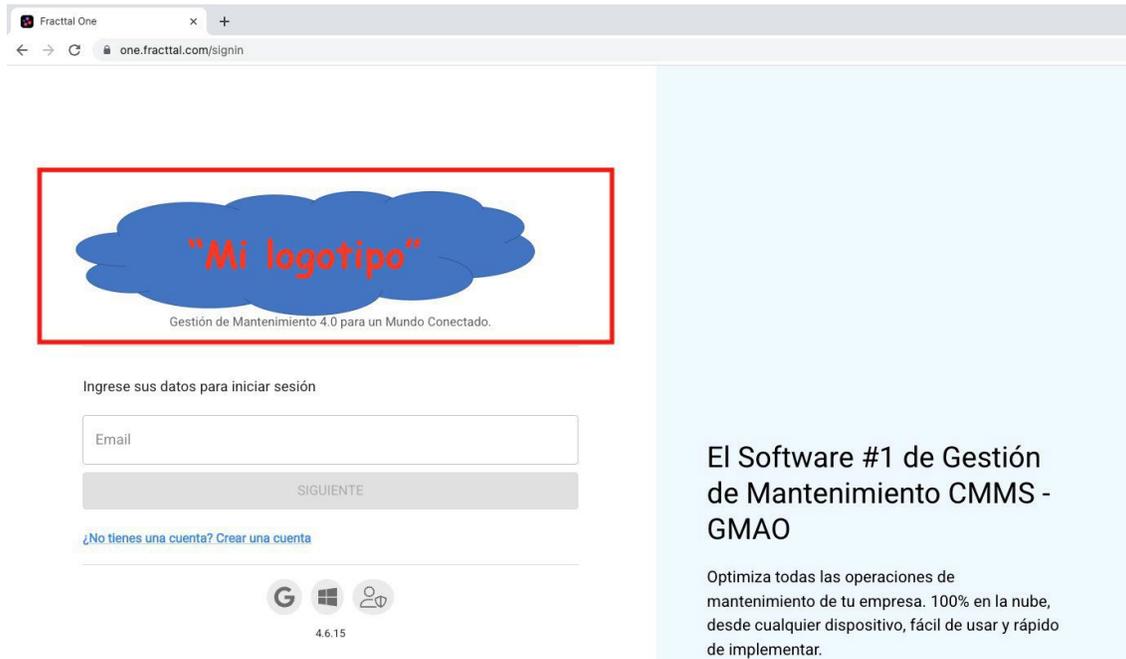


## Login Logo Example

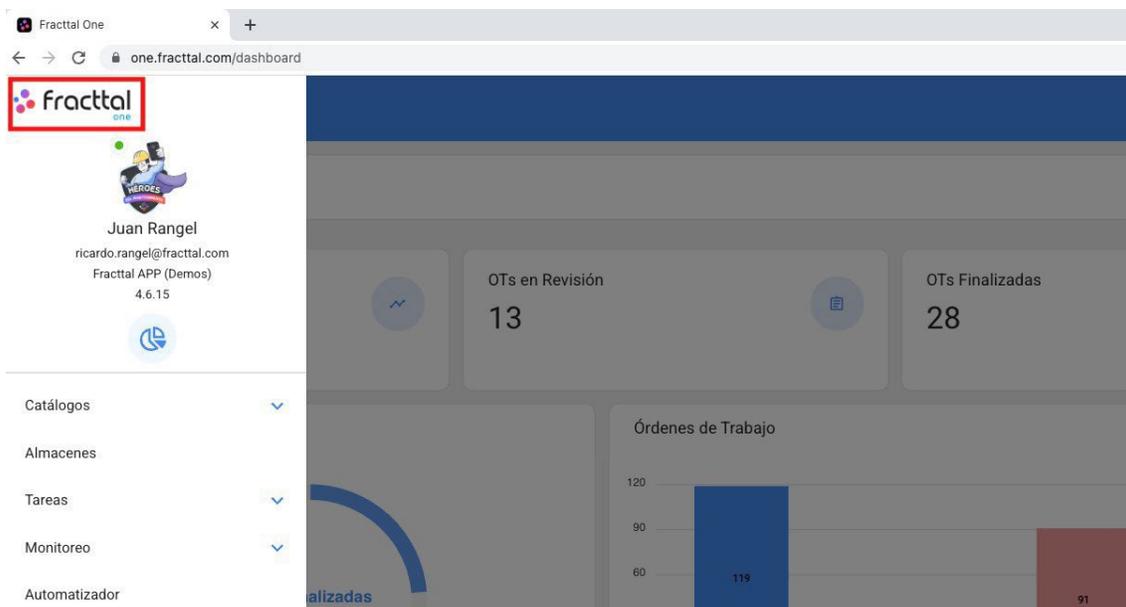
### Conventional logo.



### Custom Logo



### Conventional logo in main menu.



### Customized logo in main menu

Fractal One x +  
one.fractal.com/dashboard

"Mi logotipo"

  
Juan Rangel  
ricardo.rangel@fractal.com  
Fractal APP (Demos)  
4.6.15

Catálogos   
Almacenes  
Tareas   
Monitoreo   
Automatizador

OTs en Revisión  
13

OTs Finalizadas  
28

Órdenes de Trabajo

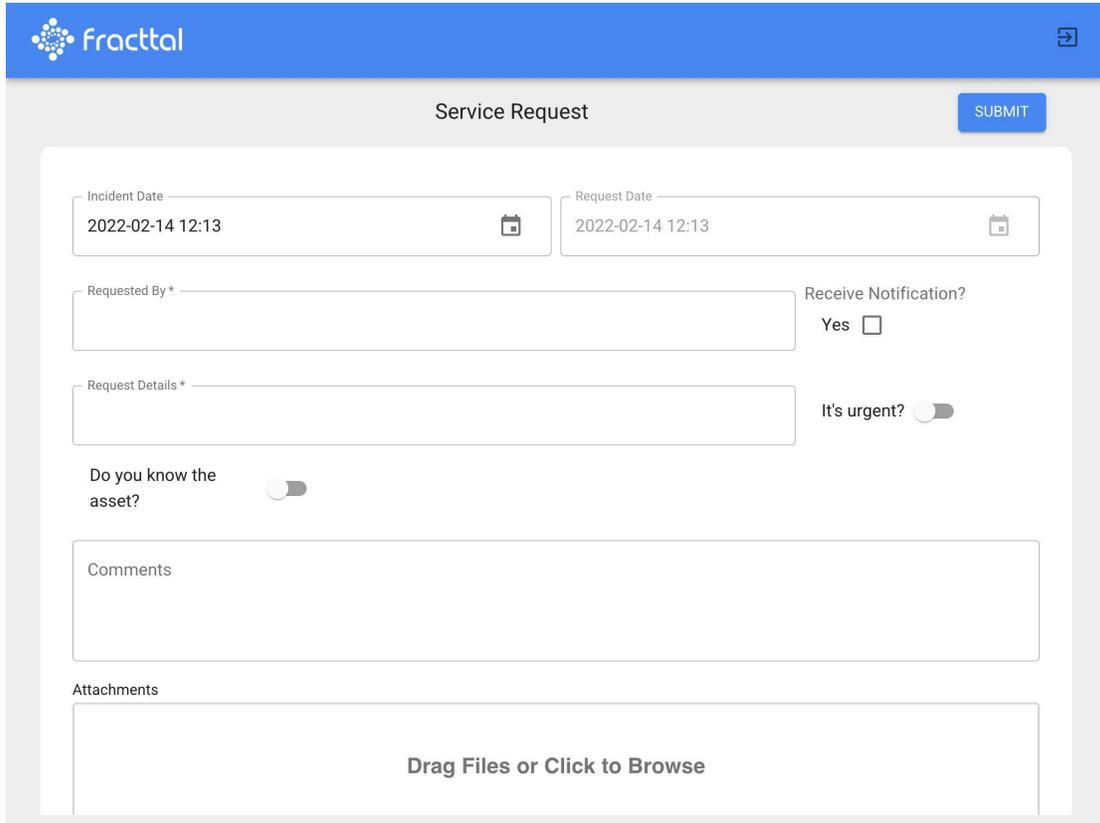


Categoría	Valor
Órdenes de Trabajo (Azul)	119
Órdenes de Trabajo (Rojo)	91

# Fractal One application portal

 [help.fractal.com/en/articles/5992108-applications-portal](https://help.fractal.com/en/articles/5992108-applications-portal)

This Add-On consists of the creation of a request portal, where you can customize the way in which work requests are visualized and reported in Fractal. The objective is to be able to adapt each of the fields of the request module to the way in which the company's users report their requirements on a regular basis.



The screenshot shows a web form titled "Service Request" with a blue header containing the Fractal logo and a "SUBMIT" button. The form fields include:

- Incident Date:** A date field with a calendar icon, showing "2022-02-14 12:13".
- Request Date:** A date field with a calendar icon, showing "2022-02-14 12:13".
- Requested By \*:** A text input field.
- Receive Notification? Yes:** A checkbox.
- Request Details \*:** A large text area.
- It's urgent?:** A toggle switch.
- Do you know the asset?:** A toggle switch.
- Comments:** A large text area.
- Attachments:** A section with a "Drag Files or Click to Browse" instruction.

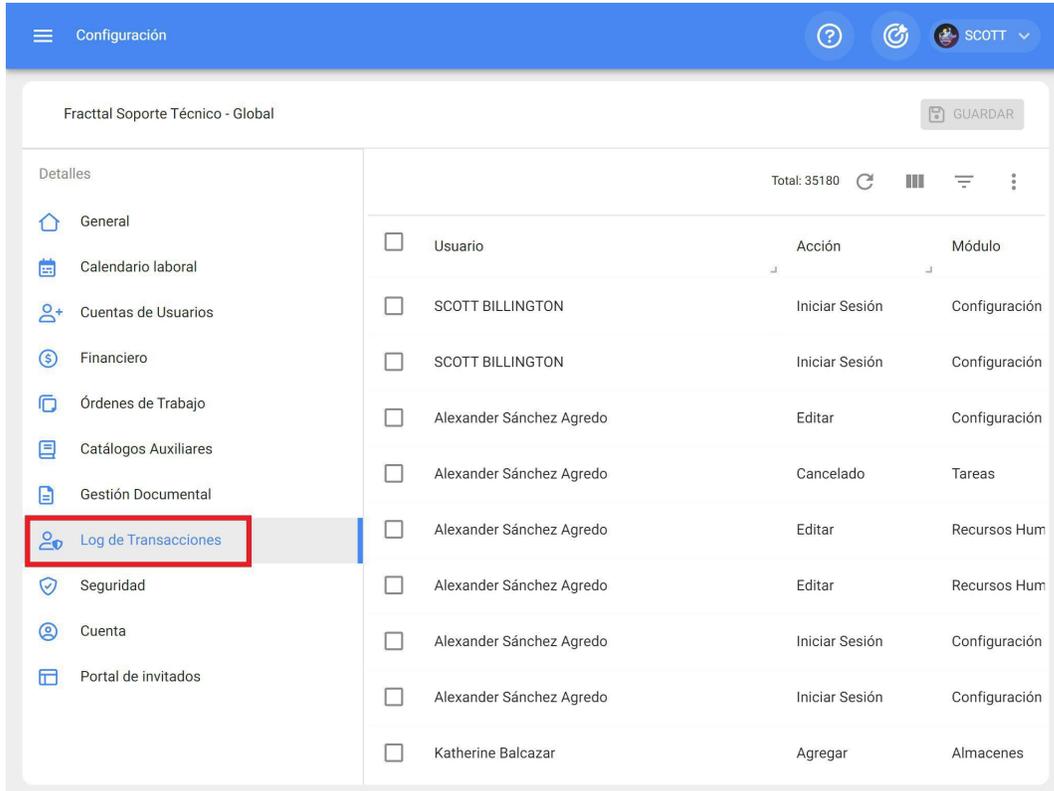
## With this add-on you will be able to:

- Have a personalized URL for users to report requests.
- Customize each of the fields in the work request module.
- Establish the fields that users will see when making incident reports.
- Establish default responses to facilitate the generation of requests by users reporting incidents.

# Transaction log (add-on) | Fractal One

 [help.fractal.com/en/articles/6133489-log-of-transactions-add-on](https://help.fractal.com/en/articles/6133489-log-of-transactions-add-on)

This Add-On consists of the activation of the transaction log sub-module in the configuration menu, where all the actions performed by each of the users within the platform will be recorded. Thus, allowing to have a complete traceability of all these transactions registered according to the date and IP address used by the users.



The screenshot displays the configuration interface for 'Fractal Soporte Técnico - Global'. The left sidebar contains a menu with the following items: General, Calendario laboral, Cuentas de Usuarios, Financiero, Órdenes de Trabajo, Catálogos Auxiliares, Gestión Documental, **Log de Transacciones** (highlighted with a red box), Seguridad, Cuenta, and Portal de invitados. The main content area shows a table with columns for 'Usuario', 'Acción', and 'Módulo'. The table lists several transactions, including actions like 'Iniciar Sesión', 'Editar', 'Cancelar', and 'Agregar' performed by users such as SCOTT BILLINGTON, Alexander Sánchez Agredo, and Katherine Balcazar. A 'GUARDAR' button is visible in the top right corner of the configuration area.

Usuario	Acción	Módulo
<input type="checkbox"/> SCOTT BILLINGTON	Iniciar Sesión	Configuración
<input type="checkbox"/> SCOTT BILLINGTON	Iniciar Sesión	Configuración
<input type="checkbox"/> Alexander Sánchez Agredo	Editar	Configuración
<input type="checkbox"/> Alexander Sánchez Agredo	Cancelado	Tareas
<input type="checkbox"/> Alexander Sánchez Agredo	Editar	Recursos Hum
<input type="checkbox"/> Alexander Sánchez Agredo	Editar	Recursos Hum
<input type="checkbox"/> Alexander Sánchez Agredo	Iniciar Sesión	Configuración
<input type="checkbox"/> Alexander Sánchez Agredo	Iniciar Sesión	Configuración
<input type="checkbox"/> Katherine Balcazar	Agregar	Almacenes

# Advanced API's : Fractal One

---

 [help.fractal.com/en/articles/6105380-api-s-avanzadas](https://help.fractal.com/en/articles/6105380-api-s-avanzadas)

Fractal API Advanced (or advanced APIs) are a set of APIs that offer advanced features and are marketed as an additional add-on.

These APIs allow the user to perform actions that are part of Fractal's scope or function as a CMMS.

These APIs are:

[\(PUT\) Updating a task within a WO](#)

[\(POST\) Create an unscheduled task](#)

[\(POST\) Create work order](#)

[\(PUT\) Update values to subtasks within TOs](#)

[\(GET\) View work order attachments](#)

[\(GET\) View work request attachments](#)

[\(GET\) View work management plan attachments](#)

**Note:** Advanced APIs are part of the *Advanced APIs* add-on.

# Dispatcher Basic vs Dispatcher Pro

---

 [help.fractal.com/en/articles/6142756-dispatcher-pro-vs-automatizer-basic](http://help.fractal.com/en/articles/6142756-dispatcher-pro-vs-automatizer-basic)

The Dispatcher module is the module with which we will be able to generate customized notifications of several events in different modules.

With the Dispatcher Basic, two rules are automatically triggered: Notify users

- ♦ with administrator profile about new requests. Notify managers when a
- ♦ WO is assigned to them.

## Dispatcher Pro

---

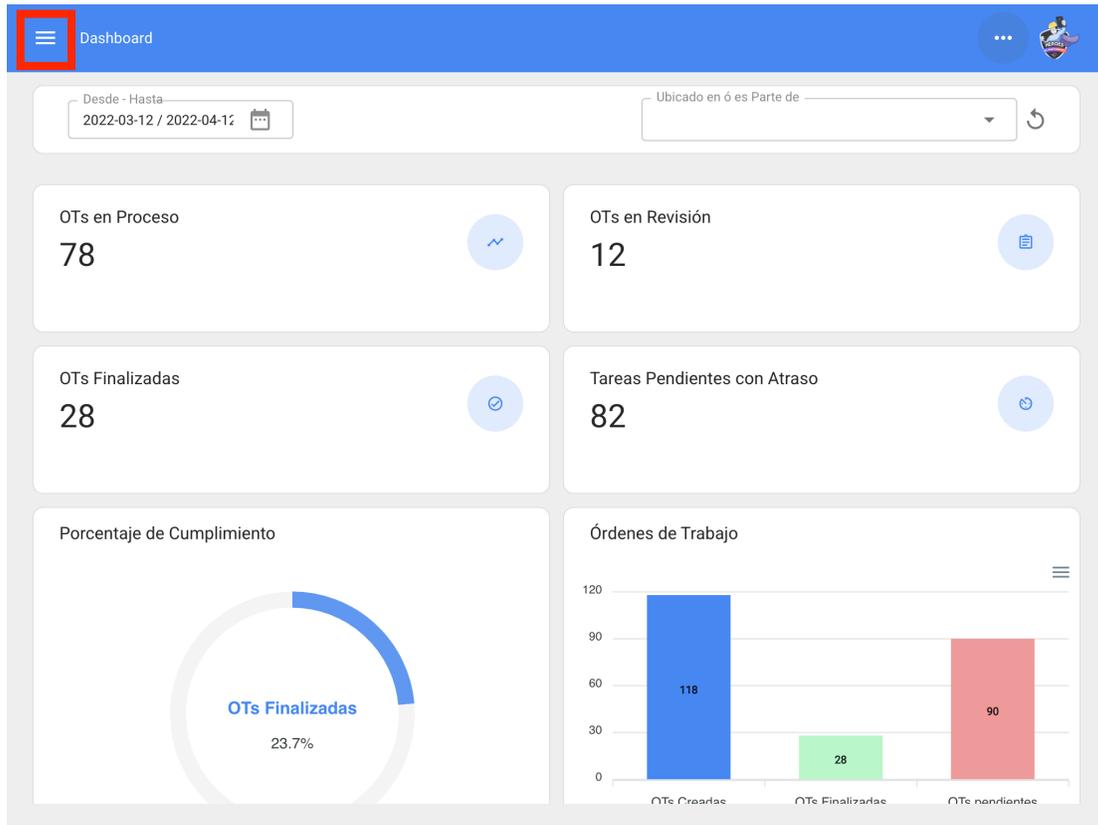
Enables a series of functionalities within the Dispatcher module, so that the user can customize one or several automatic notifications following some rules with conditions.

**Note:** To observe this functionality, you must enter directly into the Dispatcher module. When creating a new rule, the different modules, sub-modules and events will be displayed.

## How to create a rule?

---

To enter the module and create rules we do the following. We will enter the main menu that we have on the upper left side.



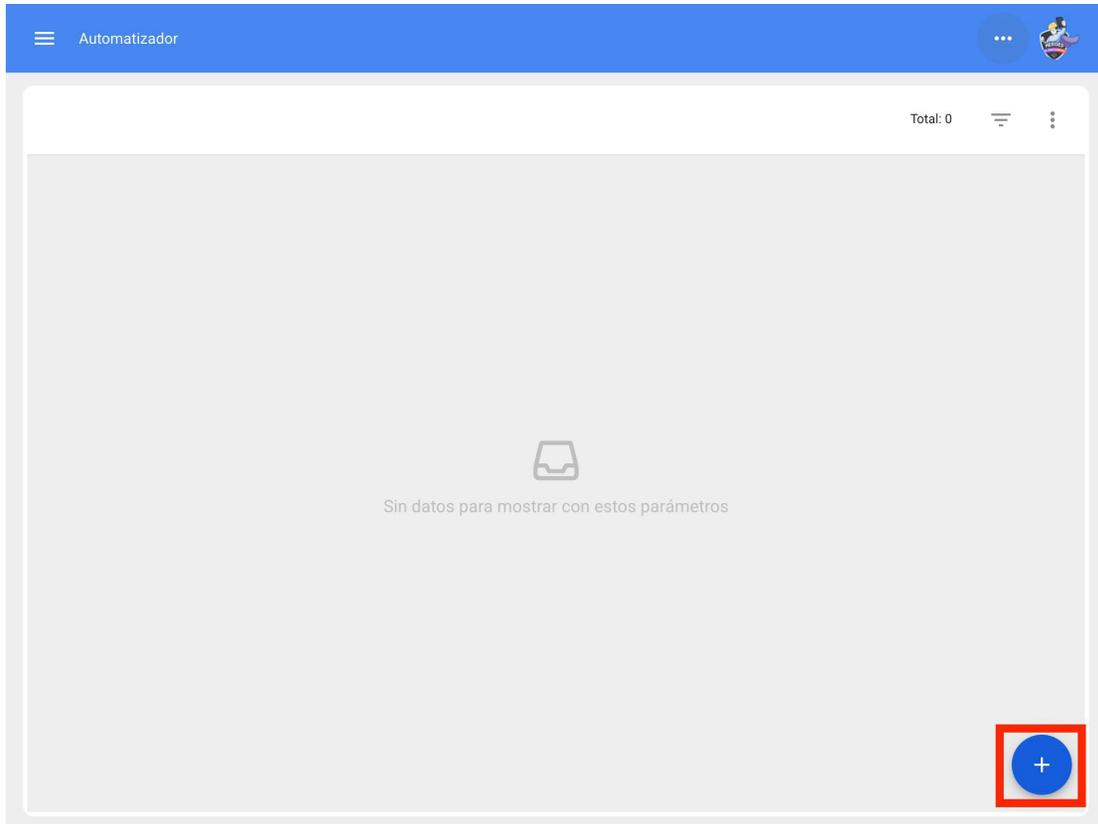
From the main menu go to the Dispatcher module.

Fractal one

**Juan Rangel**  
 ricardo.rangel@fractal.com  
 Fractal APP (Demos)  
 4.6.13

- Catálogos
- Almacenes
- Tareas
  - Plan de Tareas
  - Órdenes de Trabajo
  - Presupuestos
- Monitoreo
- Automatizador**
- Inteligencia de Negocio
- Disco Virtual

Click on the plus symbol at the bottom right to create a new rule.



It will direct us to the first of three tabs that we can configure for the rule and once there we will select the "Module", "Submodule" and "event" that we will use for our rule.

The screenshot shows the 'Automatizador' application interface. At the top, there is a blue header with a menu icon, the text 'Automatizador', and user information including a profile picture and the name 'Juan'. Below the header, there is a navigation bar with a back arrow and a 'GUARDAR' button. The main form area contains three dropdown menus: 'Módulo', 'Submódulo', and 'Evento'. To the right of the 'Evento' dropdown is a text input field for 'Descripción'. Below this field, a red error message reads 'Descripción no puede estar en blanco'. At the bottom left of the form, there is a toggle switch labeled 'Habilitado' which is currently turned on.

There are different Modules with Submodules and events which are shown below:

### **Assets -Locations**

Automatizador

General

Módulo: **Activos** Submódulo: **Ubicaciones**

Evento:   
 Nueva Instalación  
 Editar Instalación  
 Eliminar Instalación

Descripción:   
 Descripción no puede estar en blanco

## Assets -Equipment

Automatizador

General

Módulo: **Activos** Submódulo: **Equipos**

Evento:   
 Nuevo Equipo  
 Editar Equipo  
 Eliminar Equipo

Descripción:   
 Descripción no puede estar en blanco

## Warehouses -Purchase Orders

Automatizador

General

Módulo: Almacenes

Submódulo: Órdenes de Compra

Evento: Nueva Orden de Compra

Descripción: Descripción no puede estar en blanco

## Warehouses -Existence

Automatizador

General

Módulo: Almacenes

Submódulo: Existencia

Evento: La existencia de un item está por debajo del nivel mínimo  
La existencia de un item está por encima del nivel máximo

Descripción: Descripción no puede estar en blanco

## Warehousing -Requisitions

Automatizador

General

Módulo: Almacenes

Submódulo: Requisiciones de material

Evento: Nueva requisición de material

Descripción: Descripción no puede estar en blanco

## Settings -Documentary Management

Automatizador

General

Módulo: Configuración

Submódulo: Gestión Documental

Evento: Caducidad de una garantía  
Caducidad de un documento

Descripción: Descripción no puede estar en blanco

## Monitoring -Meters

Automatizador

General

Módulo: **Monitoreo** Submódulo: **Medidores**

Evento: **Medidor lanzó una Tarea**

Descripción: Descripción no puede estar en blanco

## Job applications -My applications

Automatizador

General

Módulo: **Solicitudes de Trabajo** Submódulo: **Mis solicitudes**

Evento: **Nueva Solicitud**  
Cambio de estado  
Finalizar una solicitud de trabajo

Descripción: Descripción no puede estar en blanco

## Work management - Work Orders

Automatizador

General

Módulo: **Tareas** Submódulo: **Órdenes de Trabajo**

Evento: **Nueva OT**  
 Orden de trabajo en revisión  
 Orden de trabajo cancelada  
 Orden de trabajo finalizada  
 Tareas expiradas en Ots  
 Orden de trabajo de revisión a proceso

Descripción: Descripción no puede estar en blanco

## Work management -Pending Tasks

Automatizador

General

Módulo: **Tareas** Submódulo: **Tareas Pendientes**

Evento: **Tareas pendientes o con atraso**  
 Edición Tarea pendiente no planificada  
 Nueva tarea pendiente no planificada

Descripción: Descripción no puede estar en blanco

## Work management -Budget

Automatizador

General

Módulo: **Tareas** Submódulo: **Presupuestos**

Evento: **Nuevo Presupuesto**  
Presupuesto Aprobado

Descripción: Descripción no puede estar en blanco

## Teams - Agenda Scheduling

Automatizador

General

Módulo: **Teams** Submódulo: **Programación de Agenda**

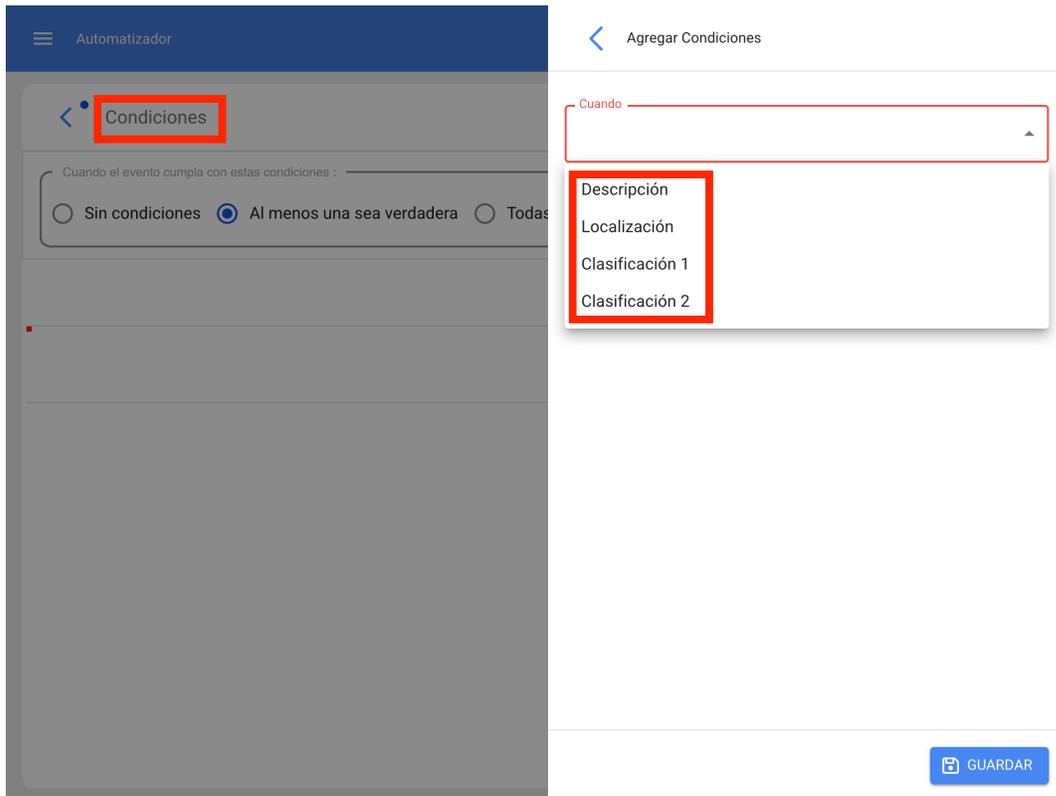
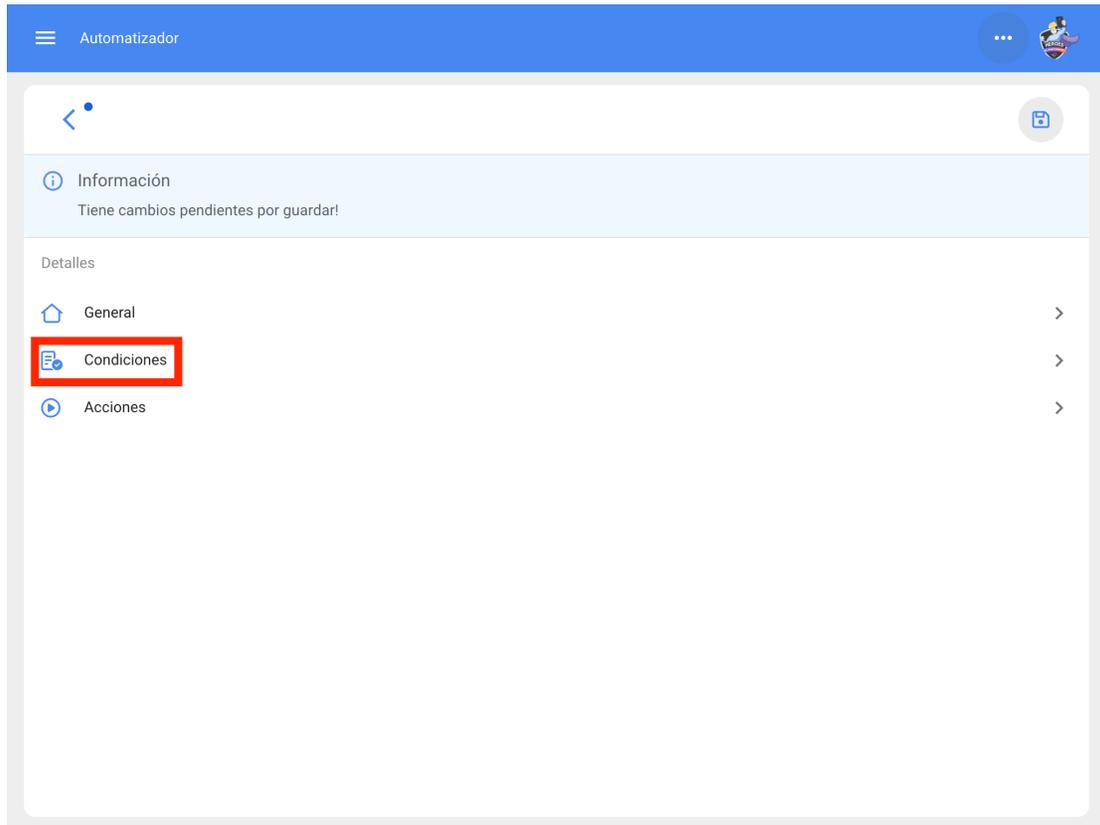
Evento: **Nuevo agendamiento**

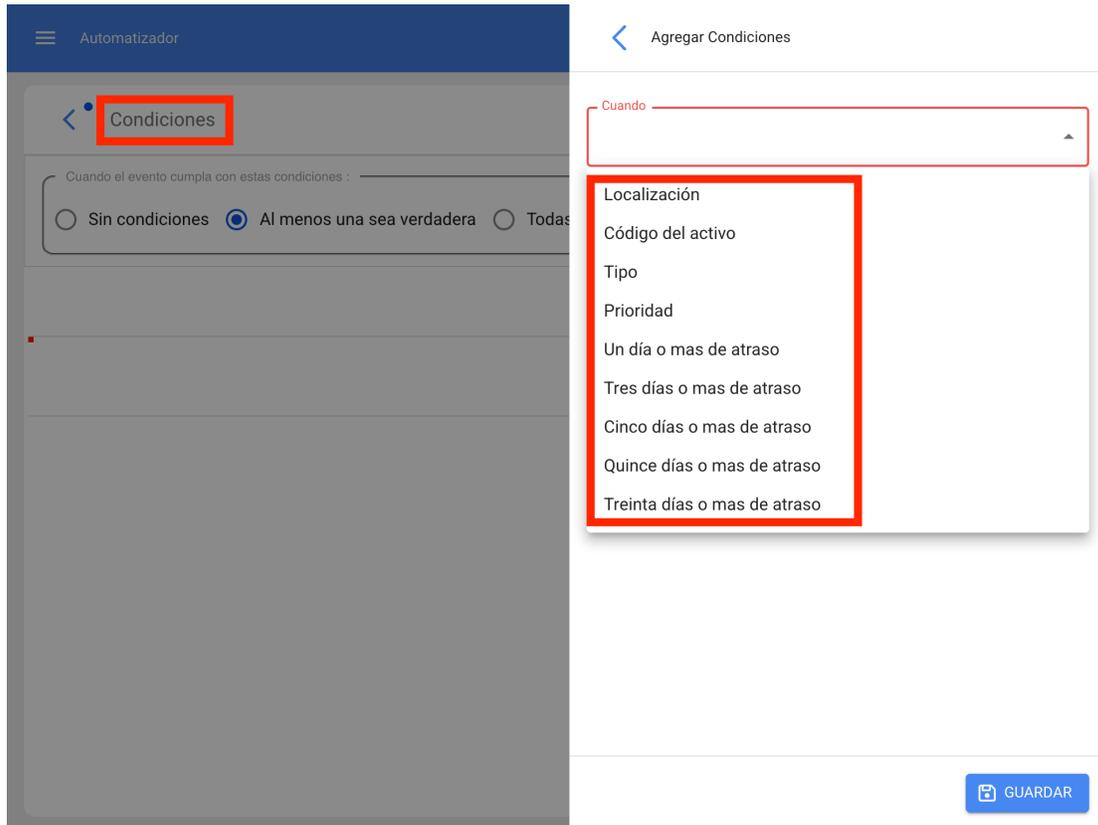
Descripción: Descripción no puede estar en blanco

Once we have the event to generate we will put in "Description" the name of the rule to identify it in the main list of created rules, we will click on save with the icon that appears in the upper right part and back with the icon on the left.

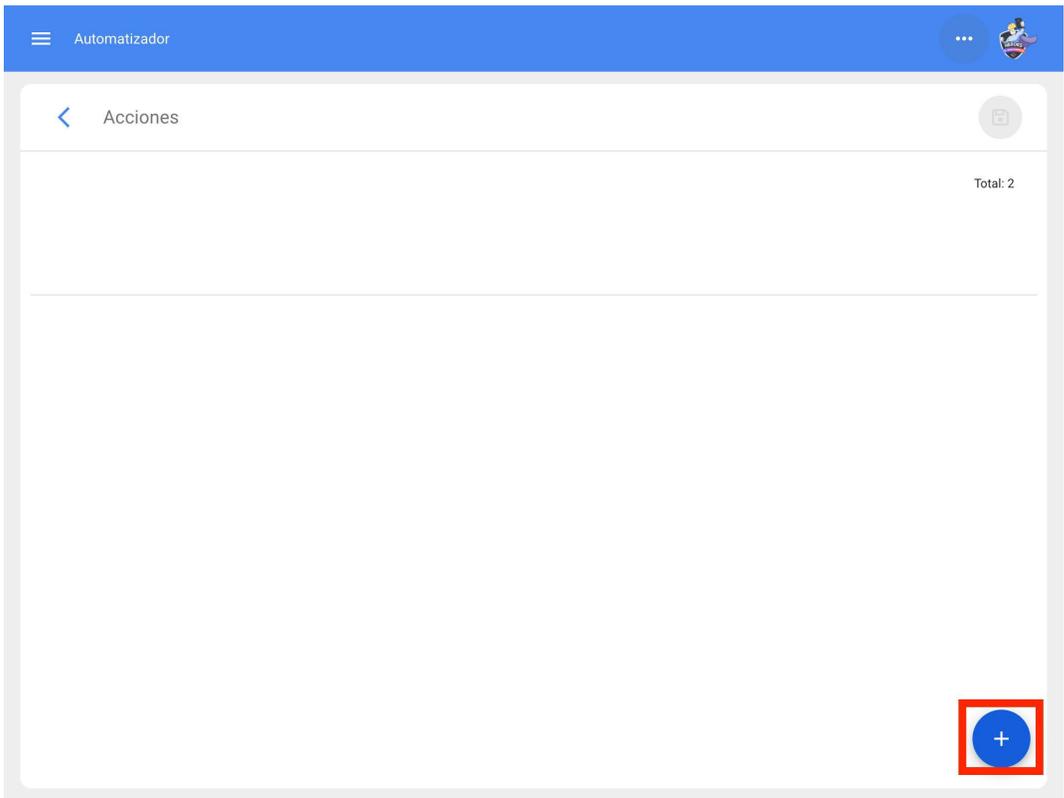
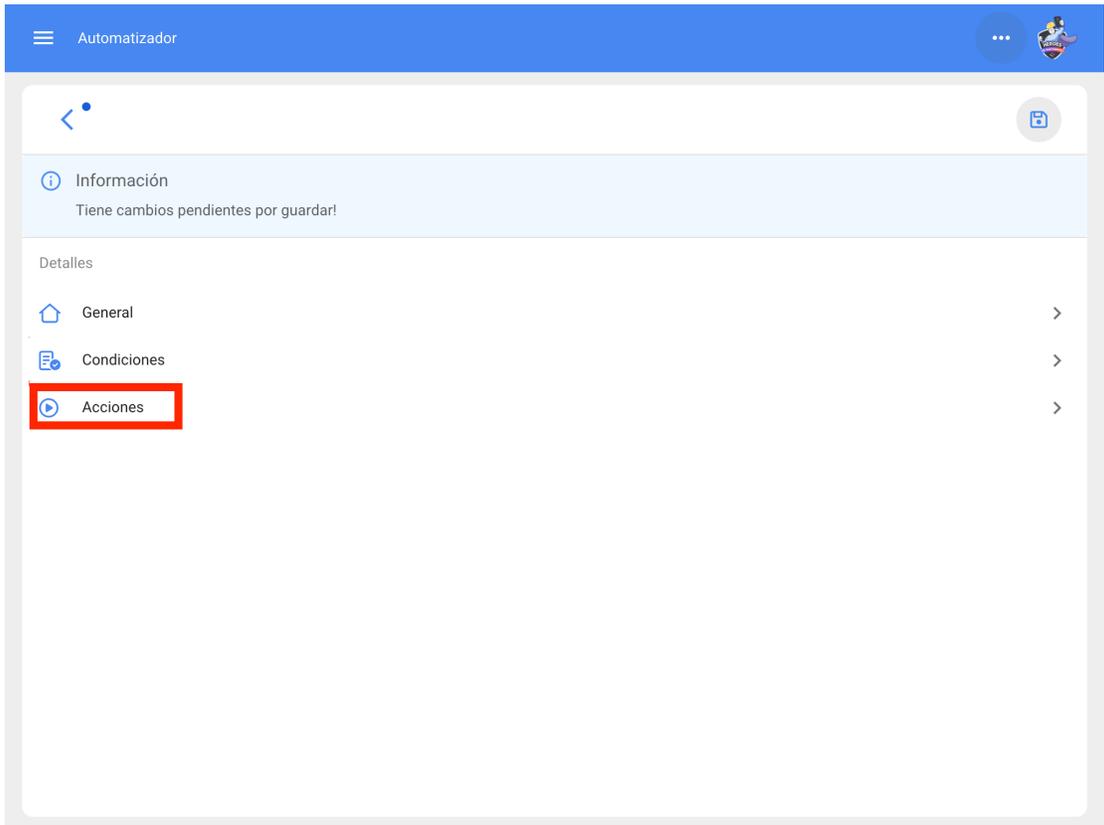
The screenshot shows the 'Automatizador' interface. At the top, there is a blue header with the text 'Automatizador' and a user profile 'Juan'. Below the header, the main content area is titled 'Edición de Equipo'. In the top left of this area, there is a back arrow icon. In the top right, there is a blue button labeled 'GUARDAR'. The form contains four dropdown menus: 'Módulo' with 'Activos' selected, 'Submódulo' with 'Equipos' selected, 'Evento' with 'Editar Equipo' selected, and 'Descripción' with 'Edición de Equipo' selected. Below these fields is a 'Habilitado' toggle switch, which is currently turned on.

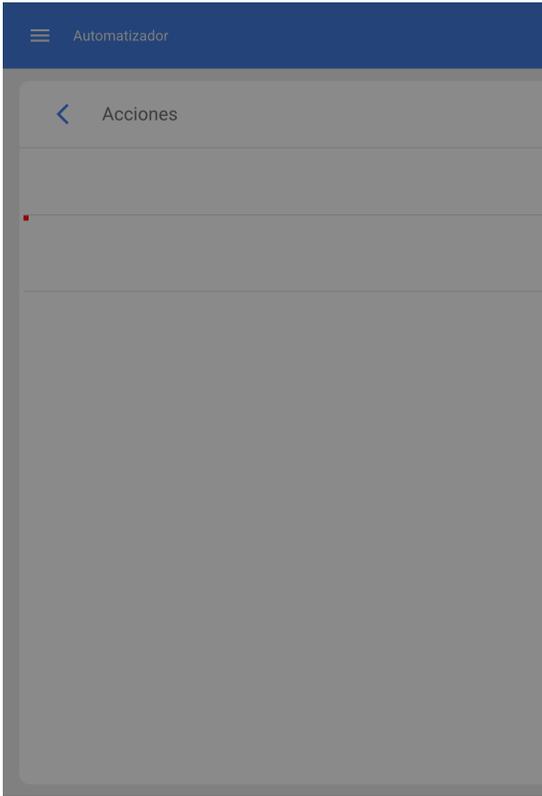
Now we will go to the "Conditions" tab and there we can create specific conditions that the event should meet to be triggered, conditions such as asset locations equal or different to any specified, asset codes that contain some data or are equal to the condition, asset types, priorities, etc., different conditions can be created and depending on the window will open some that have more or less conditions.





Finally in the third tab we have the action, in this option we configure what the rule will do in this event when it is activated, mainly we will have the option to send the notification via email to a specific address or to a group of people among others depending on the event.





< Agregar Acción

Acción

Enviar correo a la siguiente dirección de email:  
Enviar correo al grupo de notificaciones

GUARDAR

# Fractal One Advanced Warehouse Functionalities

[help.fractal.com/en/articles/6143019-advanced-warehouse-functionalities](https://help.fractal.com/en/articles/6143019-advanced-warehouse-functionalities)

With the addon "Advanced Warehouse Functionalities" additional functions are triggered in the system, mainly in the "Warehouses" module:

1. Extra options in the general configuration of each warehouse.
2. Automatically outgoing a material requisition within a warehouse.
3. Enable the 'purchase request' sub-module within the request module.

## 1) Extra options in the general settings:

When creating or opening any of our warehouses, we will see three additional check boxes with the following options:

- ◆ Allow negative existence.
- ◆ Approval request for created material requisitions. Request for approval for
- ◆ entries by transfer.

The screenshot shows the configuration page for a warehouse (ALM-L) in the Fractal One system. The interface includes a sidebar with navigation options: General, Existencia, Órdenes de Compra, Requisiciones de material, Entradas, Salidas, and Historial de Movimientos. The main form contains the following fields and options:

- Habilitado:** Toggle switch (checked).
- Código:** ALM-L
- Descripción:** ALM
- Dirección:** (Empty field)
- Ciudad:** (Empty field)
- Departamento / Estado / Región:** (Empty field)
- País:** (Empty field)
- Código Área:** (Empty field)
- Latitud:** (Empty field)
- Longitud:** (Empty field)
- Existencia controlada por integración externa:**
- Visible para todos:**
- Permitir existencia negativa:**
- Solicitud de aprobación para las requisiciones de material creadas:**
- Solicitud de aprobación para entradas por transferencia:**

### **Allow negative existence:**

When we have "Allow negative stock" activated, it will allow us to perform material outgoing even without having the requested quantity, situation that in a normal way would send us a message telling us that "There is not enough stock in the Warehouse", however, with the advanced warehouses add-on this message will not appear, and the stock will be reflected in the following way:

The screenshot shows a mobile application interface for inventory management. At the top, there is a blue header with a menu icon and the text 'Almacenes'. Below the header, the screen displays a list of inventory items under the heading 'Existencia'. The total cost is shown as '\$ MXN 266,862.33' and the total quantity as 'Total: 275'. The list includes the following items:

- ACEITE MOBIL 600 W { ALA020 }**  
Código: ALA020  
Existencia: ✓ 40  
Controlado por serial: ● No
- Aceite Mobil Súper 20W-50 MOBIL SUPER 20W-50 { REP001 }**  
Código: REP001  
Existencia: ⚠ -10  
Controlado por serial: ● No
- ACEITE MULTIGRADO ESSO { AC0040 }**  
Código: AC0040  
Existencia: ⚠ 48  
Controlado por serial: ● No
- aceite para motor doal 99000 743456 { garylop-0001 }**  
Código: garylop-0001  
Existencia: ✓ 0  
Controlado por serial: ● No
- Aceite r14 YORK R14 LUBRICACION YO025149753XALEW00**  
Código: YO025149753XALEW00  
Existencia: ⚠ 20  
Controlado por serial: ● No

The 'Existencia' field for the second item, 'Aceite Mobil Súper 20W-50 MOBIL SUPER 20W-50', is highlighted with a red box, indicating a negative stock value of -10.

### **Request for approval for material requisitions created:**

On the other hand, with the 'Request approval for created material requisitions' option activated, a block will be generated regarding material outgoing by means of work orders. With this, you must manually approve each material requisition before outgoing the requested resource: a switch will appear to approve it:

Almacenes

Requisiciones de material

Total: 886

Referencia: OT1396MX (No Entregado)  
Responsable: Asistente 1 Curso Fractal  
Aprobado: Si  
Fecha de Entrega: 2019-09-26

Referencia: OT1371MX (No Entregado)  
Responsable: Asistente 1 Curso Fractal  
Aprobado: Si  
Fecha de Entrega: 2019-09-18

Referencia: OT1436MX (No Entregado)  
Responsable: Alexis Cruz  
Aprobado: Si  
Fecha de Entrega: 2019-10-02

Referencia: OT1437MX (No Entregado)  
Responsable: Alexis Cruz  
Aprobado: Si  
Fecha de Entrega: 2019-10-02

Referencia: OT1438MX (No Entregado)  
Responsable: Alexis Cruz  
Aprobado: Si  
Fecha de Entrega: 2019-10-02

Aprobar Requisición de material  
Cambiar estado por entrega total  
Cancelar Requisición de material

Clicking on that switch will open an option, where the user who is approving the requisition is detected and gives us the possibility to enter a comment of the approval. By clicking on the save button, the requisition will finally be approved and the outgoing process can continue:

Almacenes

Aprobar Requisición de material

Requisiciones de material

Referencia: OT1396MX (No Entregado)  
Responsable: Asistente 1 Curso Fractal  
Aprobado:  Si  
Fecha de Entrega: 2019-09-26

Referencia: OT1371MX (No Entregado)  
Responsable: Asistente 1 Curso Fractal  
Aprobado:  Si  
Fecha de Entrega: 2019-09-18

Referencia: OT1436MX (No Entregado)  
Responsable: Alexis Cruz  
Aprobado:  Si  
Fecha de Entrega: 2019-10-02

Referencia: OT1437MX (No Entregado)  
Responsable: Alexis Cruz  
Aprobado:  Si  
Fecha de Entrega: 2019-10-02

Referencia: OT1438MX (No Entregado)  
Responsable: Alexis Cruz  
Aprobado:  Si  
Fecha de Entrega: 2019-10-02

Usuario: Juan Rangel

Comentarios

***Request for approval of entries by transfer:***

With the option 'Request approval for entries by transfers' activated, it is possible to request approval of entries coming by transfer between warehouses, this is enabled in the destination warehouse:

Almacenes

ALM

Habilitado

Mostrando 8 de 8

GUARDAR

Detalles

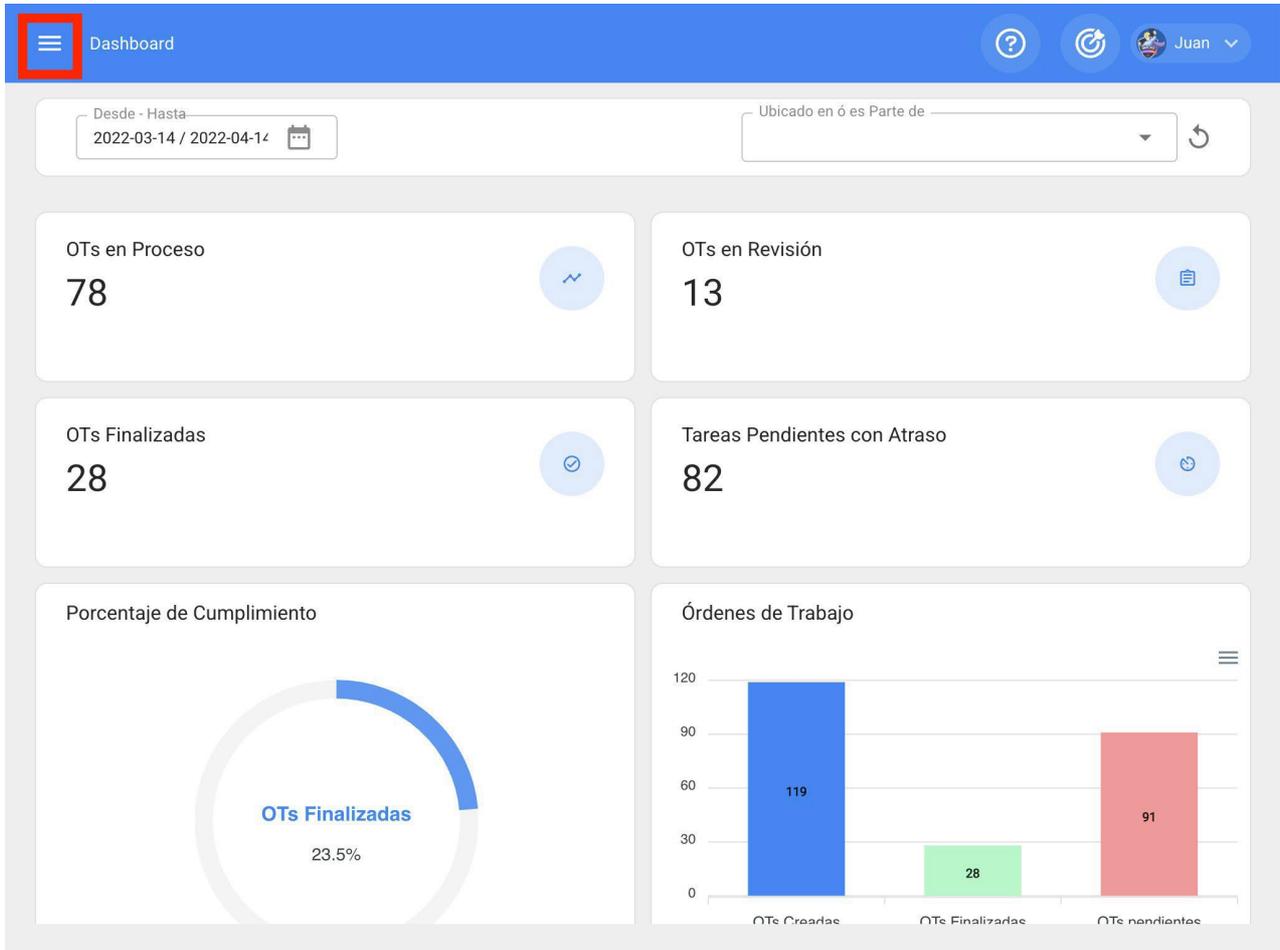
- General
- Existencia
- Órdenes de Compra
- Requisiciones de material
- Entradas**
- Salidas
- Historial de Movimientos

ID	Tipo de movimiento	Fecha de Entrega	Fecha de Movimiento	Documento
MOV-20-22	Transferencia Almacén	2023-04-18	2023-04-18	MOV-18SPC
MOV-18-22	Transferencia Almacén	2023-03-31	2023-03-31	MOV-13SPC
MOV-16-22	Ajuste Inventario	2023-03-31	2023-03-31	---
MOV-14-22	Transferencia Almacén	2023-03-29	2023-03-29	MOV-15-001
MOV-12-22	Compra	2023-03-24	2023-03-24	OC-3-22
MOV-11-22	Devolución de asignación	2023-03-24	2023-03-24	MOV-10-22
MOV-8-22	Compra	2023-03-14	2023-03-14	ref manual OC e
MOV-7-22	Inventario Inicial	2023-03-14	2023-03-14	---

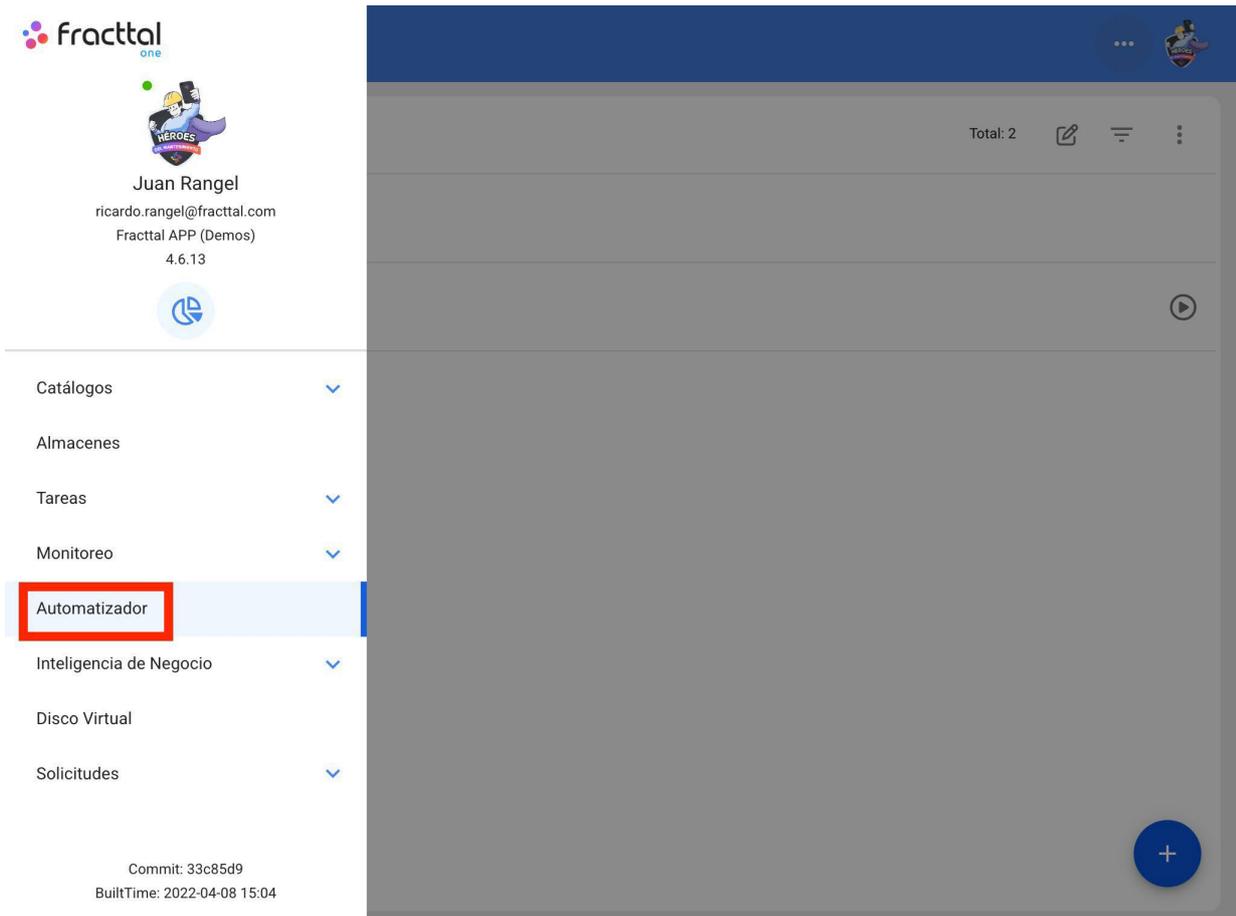
+

## 2) Automatic outgoing of a material requisition

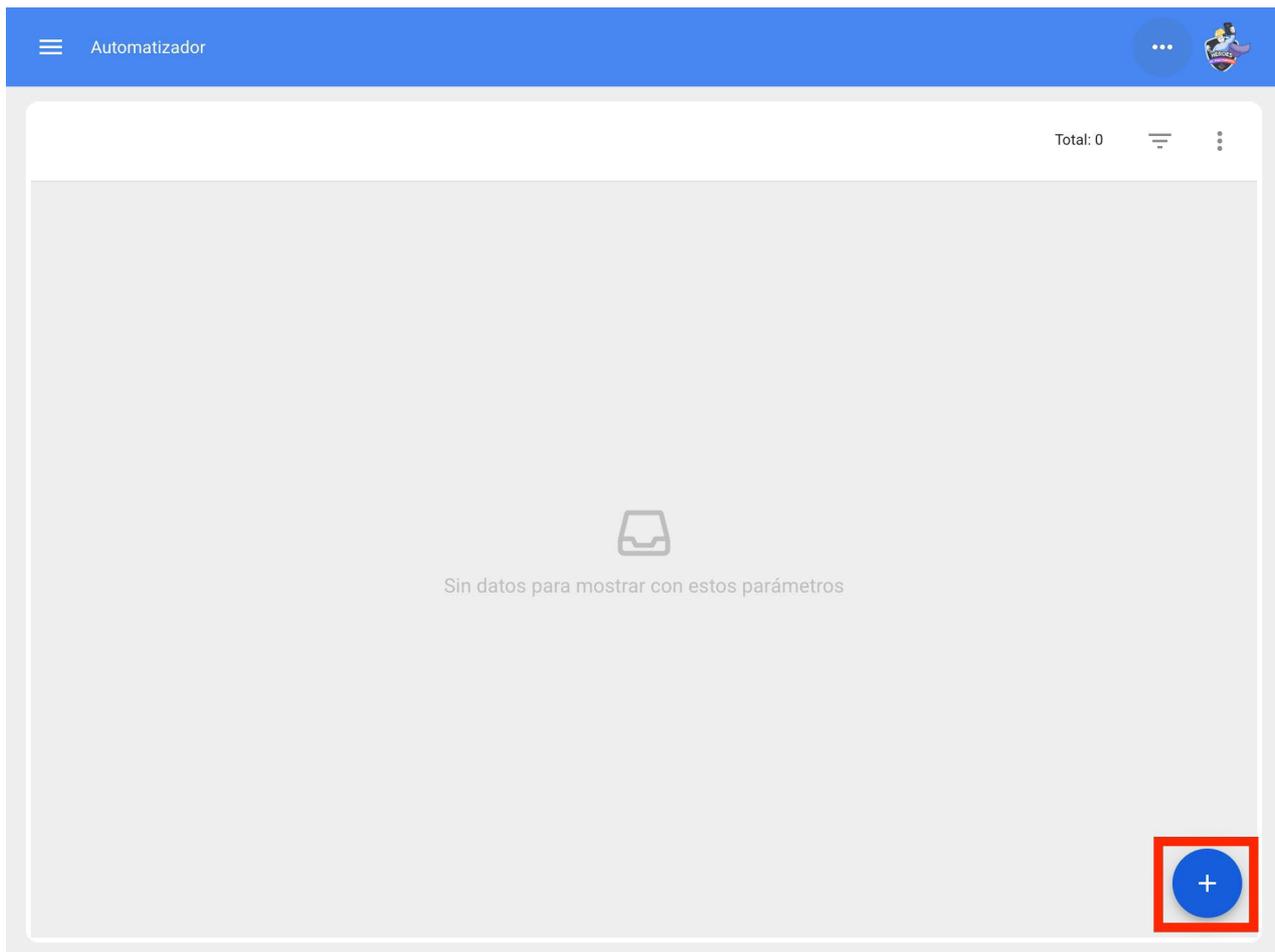
With this addon is also available a function in the "Dispatcher" module, with which we can make outgoing from the warehouse automatically when we receive a requisition. To do this, enter the main menu on the upper left side.



In the main menu go to the "Dispatcher" module.



Click on the plus symbol at the bottom right to create a new rule.



Thus, we can configure our Dispatcher rules in the three corresponding tabs:

Automatizador

?

GUARDAR

Módulo

Submódulo

Evento

Descripción

Descripción no puede estar en blanco

Habilitado

There we will select the "Module", "Sub-module" and "Event" that we will use for our rule, for the case of automatic outgoing we will do the following:

Module >Storage > Sub-module: Material Requisitions >Event: New Material Requisition

Automatizador

General

Módulo: Almacenes

Submódulo: Requisiciones de material

Evento: Nueva requisición de material

Descripción: Salida de almacén automática

Habilitado

Subsequently, the conditions of the rule should be added, if necessary:

Automatizador

Agregar Condiciones

Condiciones

Cuando el evento cumpla con estas condiciones :

Sin condiciones  Al menos una sea verdadera  Todas

Descripción

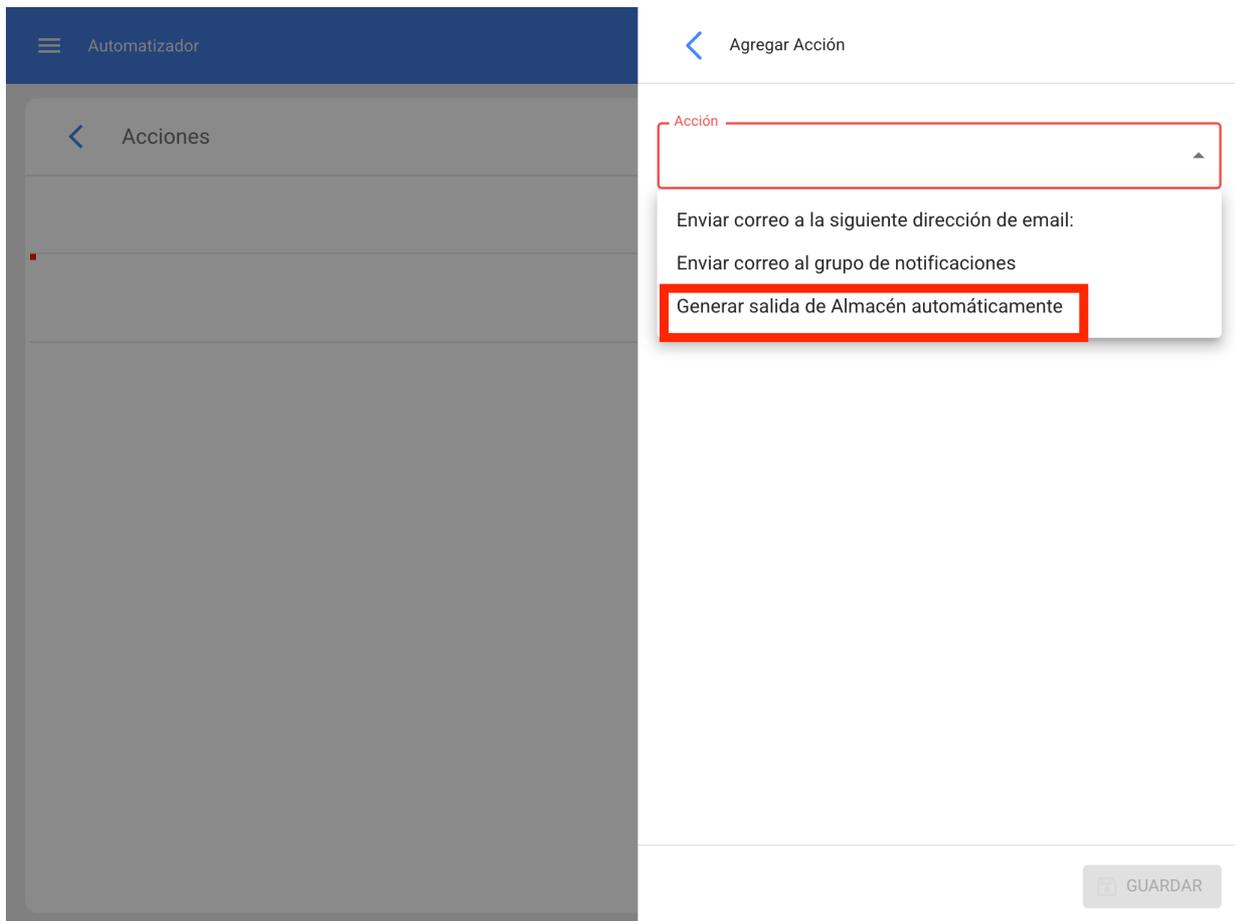
Localización

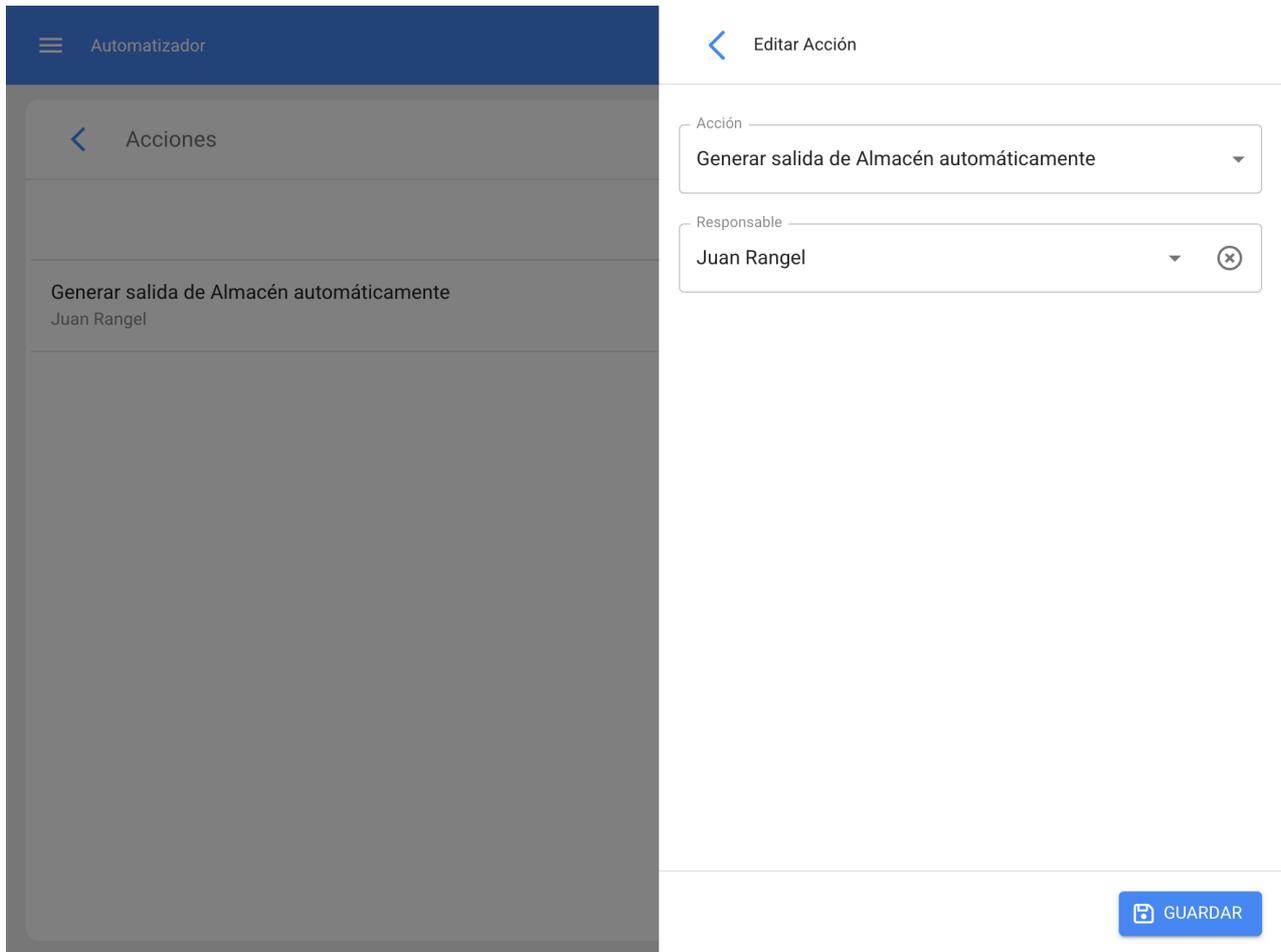
Clasificación 1

Clasificación 2

GUARDAR

In the actions of the rule, we add one more option "Generate Warehouse Outgoing automatically", we select it and select the person responsible for the outgoing, to finalize the creation of our automatic outgoing of requisitions:

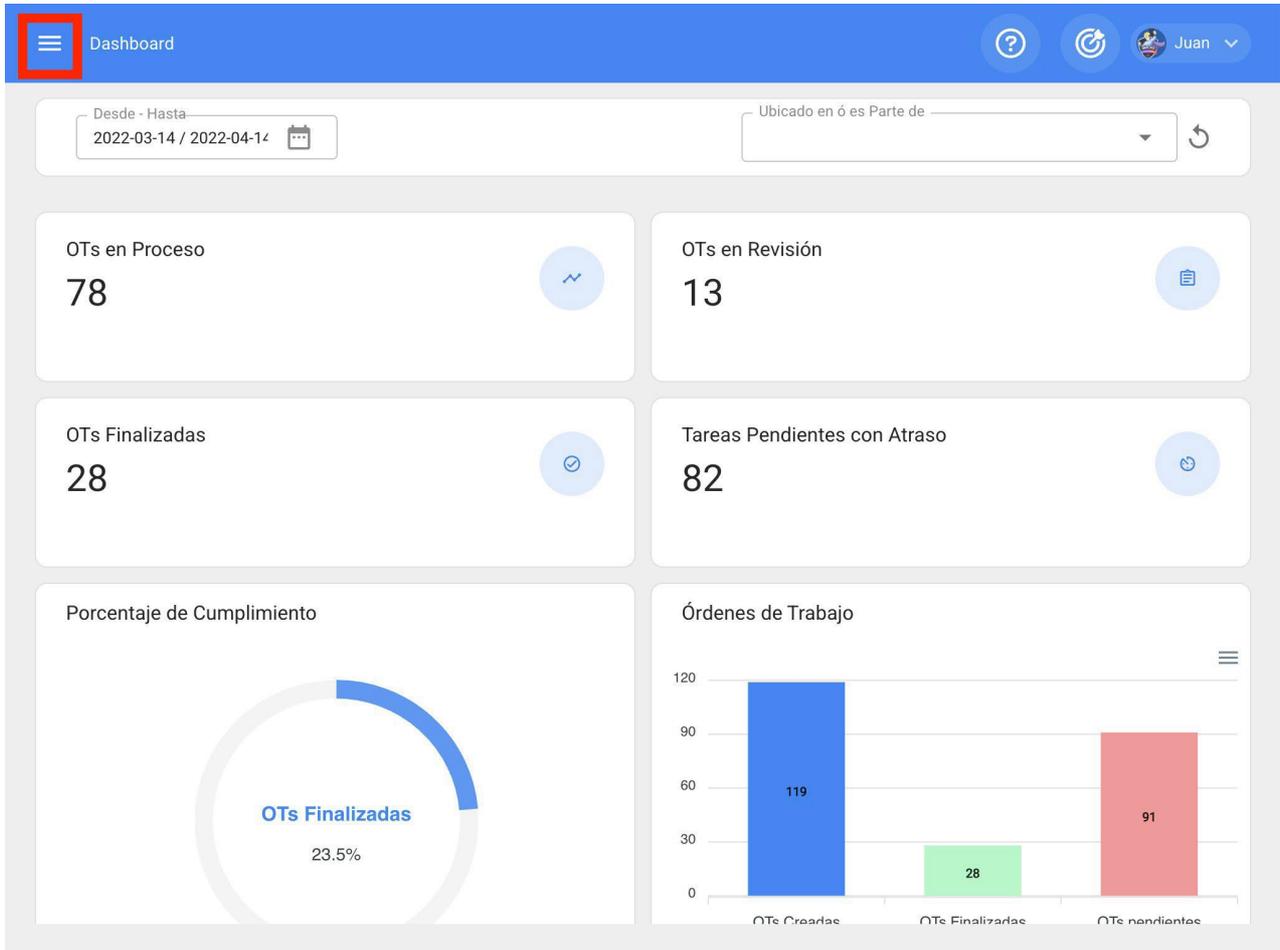




### 3) Material purchase requests

This addon allows us to enable the "Material Requests" function, with which we will be able to generate such requests that we can then use for purchase orders.

To make a purchase request, go to the main menu on the left side:



Go to the "Requests" module and enter "Material Requests".

Juan Rangel  
ricardo.rangel@fractal.com  
Fractal APP (Demos)  
4.6.13

- Catálogos
- Almacenes
- Tareas
- Monitoreo
- Automatizador
- Inteligencia de Negocio
- Disco Virtual
- Solicitudes
  - Solicitudes de Trabajo
  - Solicitudes de Material**

Commit: 33c85d9  
BuiltTime: 2022-04-08 15:04

Ubicado en ó es Parte de

Metric	Value
OTs en Revisión	12
Tareas Pendientes con Atraso	82

Órdenes de Trabajo

Category	Count
OTs Creadas	118
OTs Finalizadas	28
OTs pendientes	90

Within this module we will be able to create new purchase requests, in which we will be able to put everything we need in stock for its purchase.

Solicitudes de Material Mis Solicitudes

Solicitudes de Material Total: 45

ID: OC301	Estado: Cancelada	
Referencia:	Celaya oc producción	
Almacén destino:	OFICINA MATRIZ LEON GTO	
ID: OC201	Estado: Cancelada	
Referencia:	CEDIS CELAYA CA	
Almacén destino:	OFICINA MATRIZ LEON GTO	
ID: OC-3-MX	Estado: No Entregado	⊗
Referencia:	FALTANTES	
Almacén destino:	ALMACEN GENERAL FRACTTAL 2022	
ID: 1	Estado: No Entregado	⊗
Referencia:	Sisu yes	
Almacén destino:	Repuestos Prueba 627	
ID: OC83TEST	Estado: No Entregado	⊗
Referencia:	Refprueba	
Almacén destino:	01 ALMACEN MANTENIMIENTO - PRINCIPAL informativo	
ID: OC74TEST	Estado: Cancelada	+

< Nuevo(a) Solicitud de Material

Almacén destino  Responsable  Prioridad  Fecha de Entrega 2022-04-12

Referencia  Nota

Items

Debe agregar al menos un item.

< Nuevo(a) Solicitud de Material



Almacén destino 01 ALMACEN MA  Responsable Juan Rangel {02}  Prioridad Muy Alta  Fecha de Entrega 2022-04-20

Referencia Faltantes en Bodega  Nota

Items



Aceite Mobil Súper 20W-50 MOBIL SUPER 20W-50 { REP001 }

Cantidad: 30

Unidad: LITRO

Cant. pendiente: 30



Empaques { C-PELA-00319 }

Cantidad: 20

Unidad: Pieza

Cant. pendiente: 20



After saving this request, it will appear in the list of all purchase requests and can be linked to a purchase order within that warehouse:

Solicitudes de Material

Mis Solicitudes

Total: 46

<b>ID: OC90TEST</b> Estado: No Entregado Referencia: Faltantes en Bodega Almacén destino: 01 ALMACEN MANTENIMIENTO - PRINCIPAL informativo	(x)
<b>ID: OC301</b> Estado: Cancelada Referencia: Celaya oc producción Almacén destino: OFICINA MATRIZ LEON GTO	
<b>ID: OC201</b> Estado: Cancelada Referencia: CEDIS CELAYA CA Almacén destino: OFICINA MATRIZ LEON GTO	
<b>ID: OC-3-MX</b> Estado: No Entregado Referencia: FALTANTES Almacén destino: ALMACEN GENERAL FRACTTAL 2022	(x)
<b>ID: 1</b> Estado: No Entregado Referencia: Sisu yes Almacén destino: Repuestos Prueba 627	(x)
<b>ID: OC83TEST</b> Estado: No Entregado	(x)

(+)

Here we will enter purchase orders and generate a new one by clicking on (+):

Almacenes

Habilitado

Detalles

- General
- Existencia
- Órdenes de Compra**
- Requisiciones de material
- Entradas
- Salidas
- Historial de Movimientos

Almacenes

Órdenes de Compra

Total: 71

<b>BANDAS Y POLEAS ARCHUNDIA, S.A.</b> Documento: 2220 Estado: Cancelada Fecha de Entrega: 2019-08-27	
<b>DISTRIBUIDORA DE BALEROS INDUSTRIALES, S.A. DE C.V.</b> Documento: REFRESCOS Estado: Cancelada Fecha de Entrega: 2019-05-15	
<b>ACEITES Y LUBRICANTES DEL CENTRO, S.A. DE C.V.</b> Documento: OC20TEST Estado: Entrega Total Fecha de Entrega: 2019-08-15	
<b>ACEITES Y LUBRICANTES DEL CENTRO, S.A. DE C.V.</b> Documento: OC22TEST Estado: Entrega Total Fecha de Entrega: 2019-08-15	
<b>AMAYRO DE MEXICO, S.A. DE C.V.</b> Documento: EEEISA Estado: Entrega Total	

In the material reference/request field we can search for the request generated in the previous step:

< Nuevo(a) Orden de Compra



Fecha de Entrega 2022-04-12	Proveedor	Referencia / Solicitud de Material	Centro de costo
--------------------------------	-----------	------------------------------------	-----------------

Documento no puede estar en blanco

Prioridad	Condiciones	Moneda Mexican Peso	Valor de Cambio \$ MXN 1
-----------	-------------	------------------------	-----------------------------

Nota

Items



Debe agregar al menos un item.

Sub total: \$ MXN 0.00  
Total: \$ MXN 0.00

**Nuevo(a) Orden de Compra**

Referencia / Solicitud de Material Total: 6

Fecha de Entrega: 2022-04-12  
Proveedor:   
Referencia:   
Documento:   
Prioridad:   
Condiciones:   
Moneda: Mexic

Nota

Items

OC37TEST  
OC70TEST  
OC69TEST  
OC73TEST  
OC83TEST  
**OC90TEST**

Debe agregar al menos un item.

Sub total: \$ MXN 0.00  
Total: \$ MXN 0.00

All the items added in the Request will appear, and we would only have to add the additional data such as supplier, conditions etc, and even add or modify the selected products.



Fecha de Entrega 2022-04-12	Proveedor	Referencia / Solicitud de Material <b>OC90TEST</b>	Centro de costo
Prioridad	Condiciones	Moneda Mexican Peso	Valor de Cambio \$ MXN 1
Nota			

Items

Total: 2

<b>Aceite Mobil Súper 20W-50 MOBIL SUPER 20W-50 { REP001 }</b>	
Cantidad:	30
Costo unitario:	\$ MXN 165.00
Costo Total:	\$ MXN 5,742.00
<b>Empaques { C-PELA-00319 }</b>	
Cantidad:	20
Costo unitario:	\$ MXN 35.00
Costo Total:	\$ MXN 812.00
<hr/>	
Sub total:	\$ MXN 5,650.00
IVA 16 %:	\$ MXN 904.00
Total:	\$ MXN 6,554.00

# Guest Portal : Fractal One

[help.fractal.com/en/articles/5992103-portal-of-guests](https://help.fractal.com/en/articles/5992103-portal-of-guests)

This Add-On consists of the creation of an external portal for requests, where it is not necessary to have a Fractal access account to be able to enter a work request. When obtaining this functionality, a new section will be enabled in the configuration module, where you can customize the fields that will be displayed in the external portal.

## With this add-on you will be able to:

Have a custom URL that you can share so that users can report requests, without the need to use a login account.

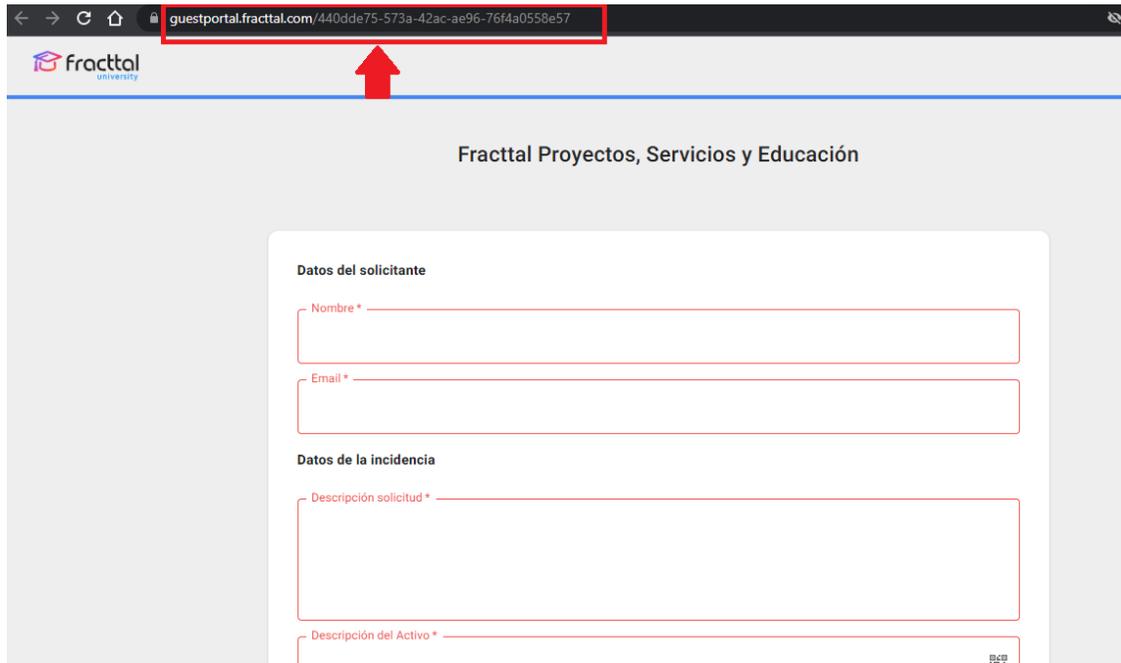
The screenshot displays the configuration interface for the 'Portal de invitados' (Guest Portal) in Fractal. The interface is divided into a sidebar and a main content area.

**Sidebar (Left):** Labeled 'Detalles', it contains a list of configuration categories: General, Calendario laboral, Cuentas de Usuarios, Financiero, Órdenes de Trabajo, Catálogos Auxiliares, Gestión Documental, Log de Transacciones, Seguridad, Cuenta, and Portal de invitados (highlighted).

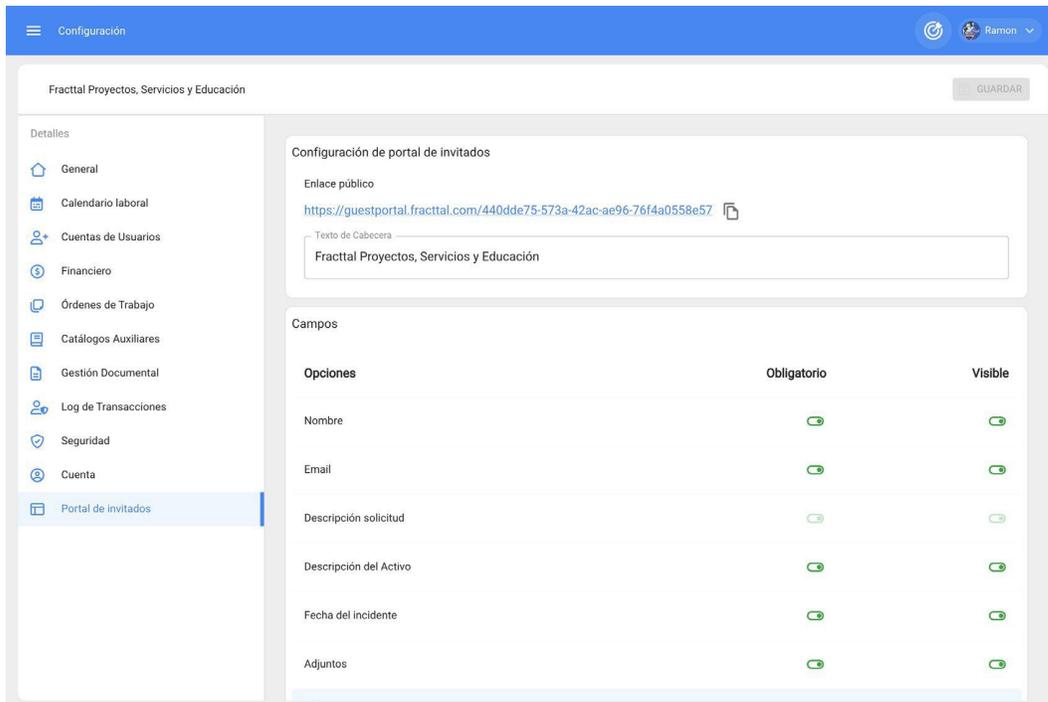
**Main Content Area:** Titled 'Configuración de portal de invitados', it includes the following sections:

- Enlace público:** A text field containing the URL `https://guestportal.fractal.com/440dde75-573a-42ac-ae96-76f4a0558e57`, which is highlighted with a red box.
- Texto de Cabecera:** A text field containing 'Fractal Proyectos, Servicios y Educación'.
- Campos:** A table defining the fields for the guest portal.

Opciones	Obligatorio	Visible
Nombre	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Descripción solicitud	<input type="checkbox"/>	<input type="checkbox"/>
Descripción del Activo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fecha del incidente	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Adjuntos	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



Establish and customize the fields that will be displayed to users in the request portal when reporting an incident.



Configuración 🔄 Ramon

Fractal Proyectos, Servicios y Educación GUARDAR

Detalles

- 🏠 General
- 📅 Calendario laboral
- 👤 Cuentas de Usuarios
- 💰 Financiero
- 📄 Órdenes de Trabajo
- 📖 Catálogos Auxiliares
- 📁 Gestión Documental
- 👤 Log de Transacciones
- 🛡️ Seguridad
- 🔑 Cuenta
- 📄 Portal de Invitados

Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Descripción solicitud	<input type="checkbox"/>	<input type="checkbox"/>
Descripción del Activo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fecha del incidente	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Adjuntos	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

📌 Personaliza el campo comentario de tus solicitudes de trabajo de Fractal

Comentarios + AGREGAR

		Campos	Tipo	Obligatorio
✎	🗑	Observaciones y detalles	Texto	Si
✎	🗑	¿El equipo se encuentra operativo?	Si / No	Si
✎	🗑	Identifique su N° de código	Número	Si

### Fractal Proyectos, Servicios y Educación

**Datos del solicitante**

Nombre \*

Email \*

**Datos de la incidencia**

Descripción solicitud \*

Descripción del Activo \*

Fecha del Incidente \*

Observaciones y detalles

¿El equipo se encuentra operativo? \*

<input checked="" type="radio"/> SI	<input type="radio"/> NO	<input type="radio"/> N/A
-------------------------------------	--------------------------	---------------------------

Identifique su N° de código

Cargar imagen de la incidencia

Máximo de adjuntos permitido (3)

\* Obligatorio

ENVIAR SOLICITUD



All requests made from the guest portal can be managed and deleted from Fractal.

The screenshot displays a web application interface for managing requests. At the top, a blue header contains the text 'Tareas' and 'Solicitud de trabajo', along with user information 'John'. Below the header, the main content area is titled 'El aire acondicionado no está enfriando'. On the left side, there is a sidebar with the following elements: 'Nro Solicitud 154', 'Estado Solicitud' with a sub-item 'Creada desde Portal de Invitados', 'Información' with a note 'Tiene cambios pendientes por guardar!', and 'Detalles' with sub-items 'General', 'Estado Solicitud', and 'Adjuntos'. The main content area contains several form fields: 'Creada por' (Portal de invitados), 'Fecha de creación' (2023-01-11 15:02), 'Descripción solicitud' (El aire acondicionado no está enfriando), '¿Conoce el activo?' (toggle switch), 'Activo' (dropdown menu with value '// NRG/ Banda transportadora/'), 'Observaciones' (Observaciones y detalles: El aire dejó de enfriar luego de que faltó la energía ayer en la tarde. ¿El equipo se encuentra operativo?: Si. Identifique su N° de código: 31. Asset Description: Banda Transportadora), and 'Fecha del incidente'. At the top right of the main content area, there are two buttons: 'GUARDAR' and 'CAMBIAR ESTADO'.

# Virtual planner : Fractal One

[help.fractal.com/articles/6142820-virtual-planner](https://help.fractal.com/articles/6142820-virtual-planner)

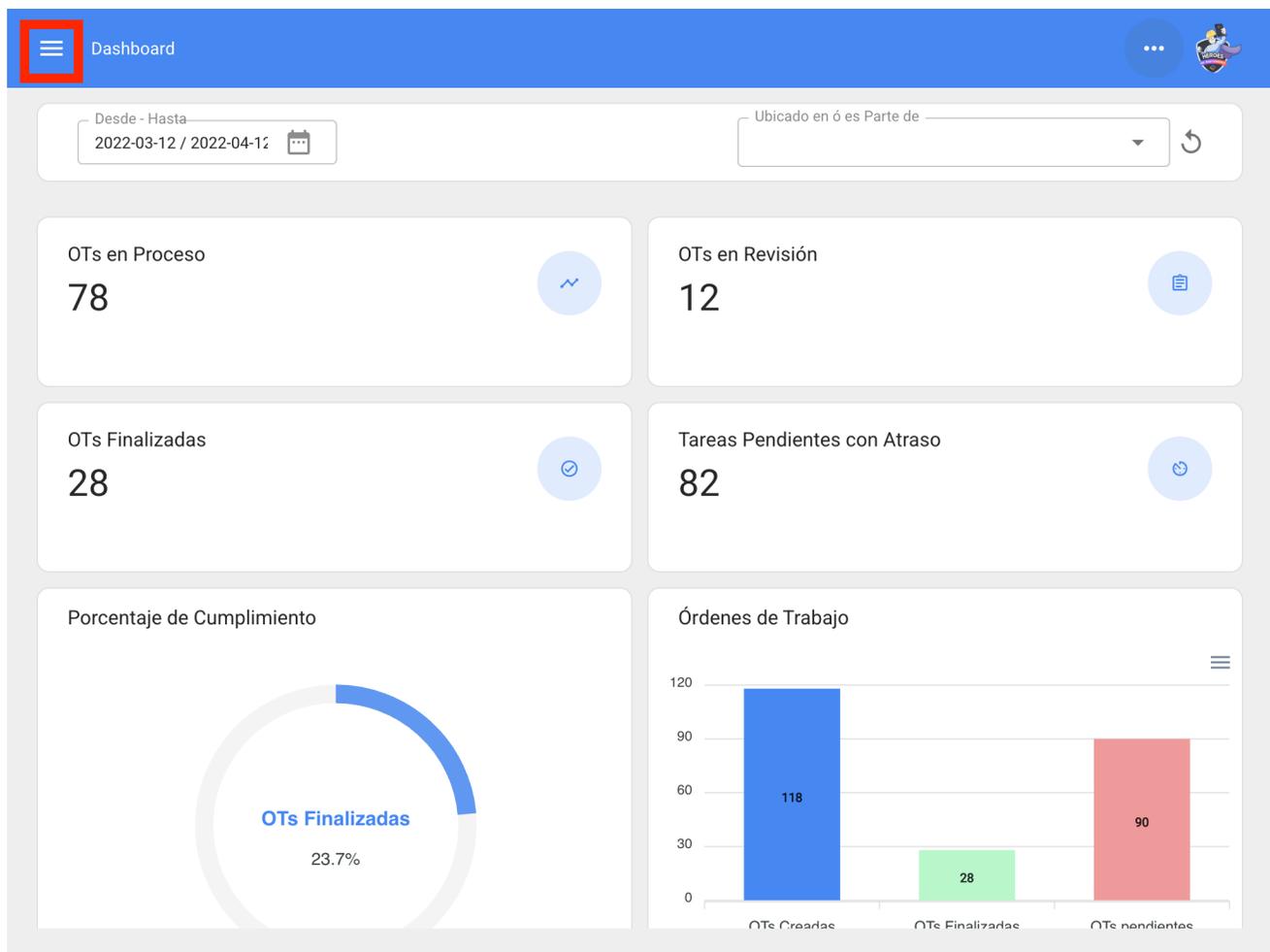
The virtual planning add-on allows the generation of two additional rules in the Dispatcher module, namely:

- Generate a WO automatically from a new work request. Generate WO
- automatically from pending work management.

## Generate WO from a new work request

In order to be able to generalize the unplanned work orders coming from a request, you have to do the following.

Enter the main menu on the upper left side.



From the main menu go to the "Dispatcher" module.



Juan Rangel  
ricardo.rangel@fractal.com  
Fractal APP (Demos)  
4.6.13



Catálogos

Almacenes

Tareas

Monitoreo

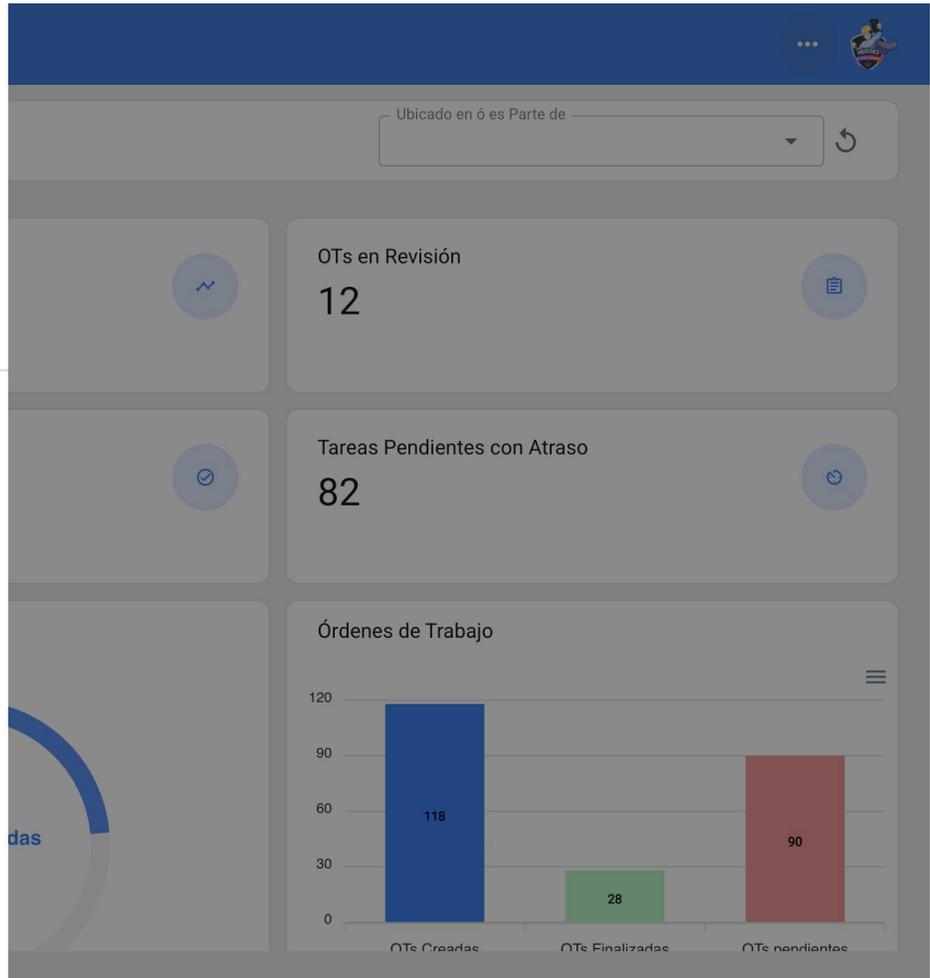
**Automatizador**

Inteligencia de Negocio

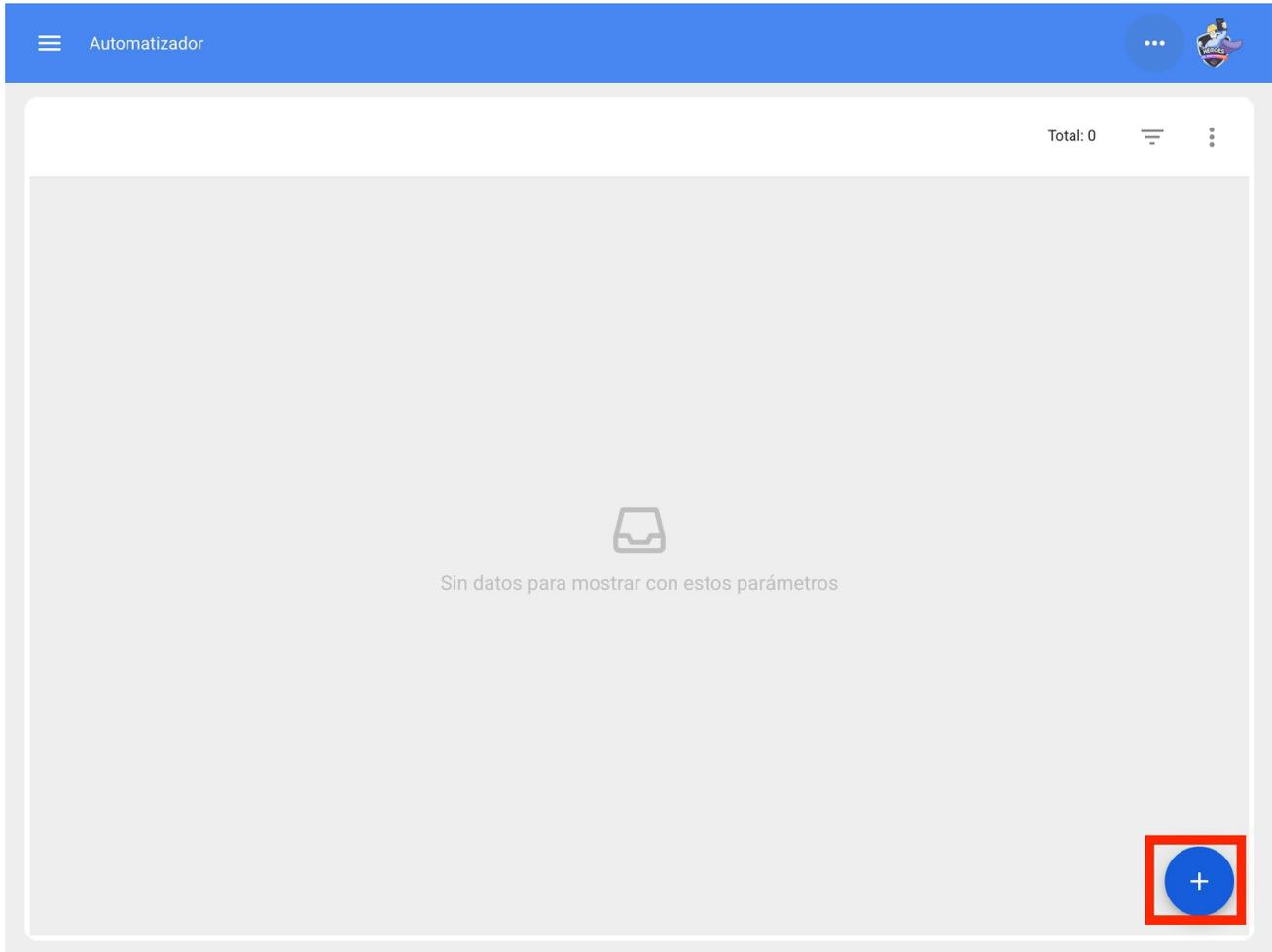
Disco Virtual

Solicitudes

Commit: 33c85d9  
BuiltTime: 2022-04-08 15:04



Click on the plus symbol at the bottom right to create a new rule.



It will direct us to the first of three tabs that we can configure for the rule once there we will select the "Module", "Submodule" and "event" that we will use for our rule.

Module: Applications Sub-module: My Applications Event: New Application



General

Módulo

Submódulo

Evento

Descripción

Descripción no puede estar en blanco

Habilitado

Automatizador

General

Módulo: Solicitudes de Trabajo

Submódulo: Mis solicitudes

Evento: Nueva Solicitud

Descripción

Descripción no puede estar en blanco

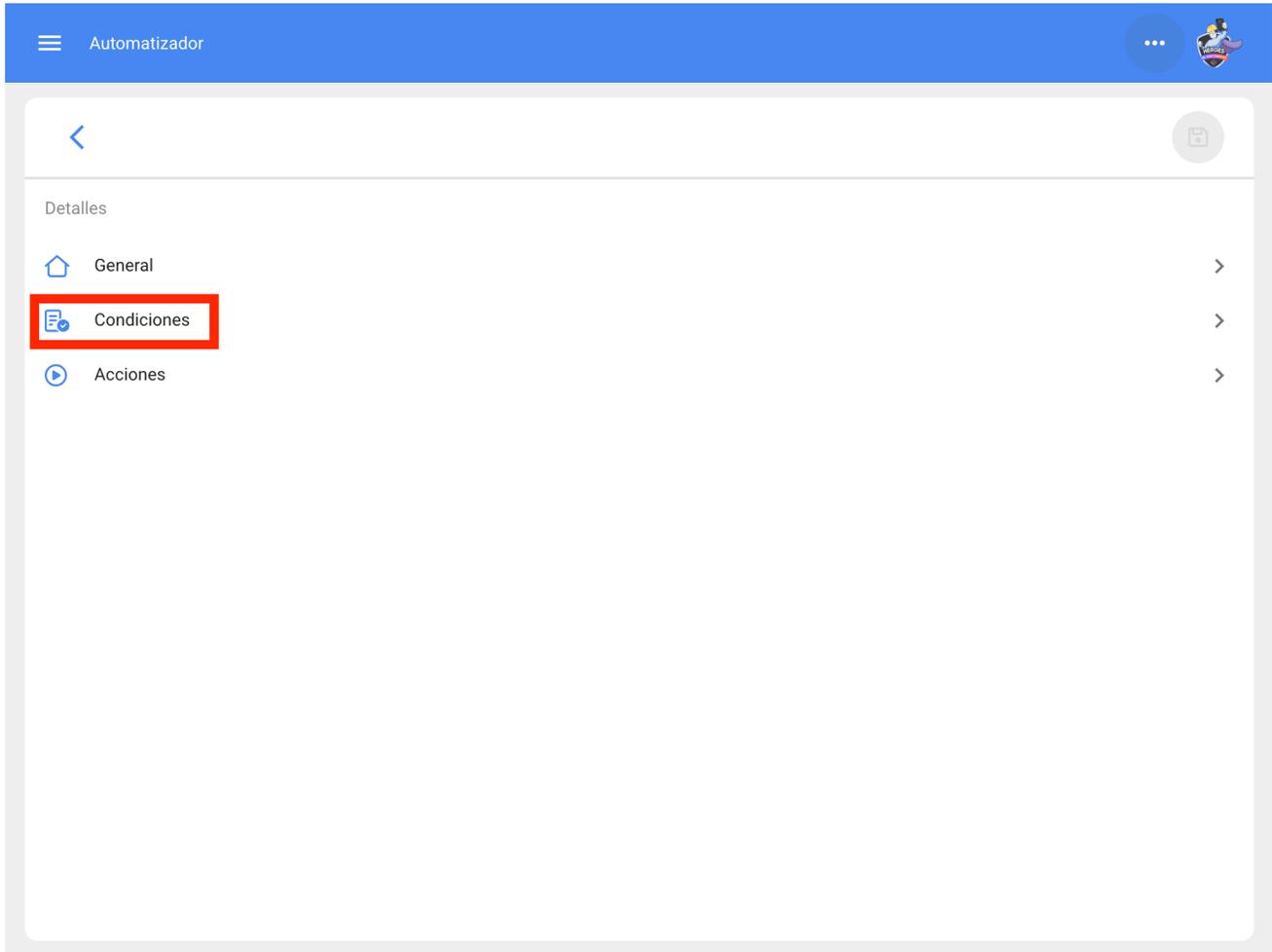
Habilitado

We will put in "Description" the name of the rule to identify it in the main list of created rules, we will click on save with the icon that appears at the top right and back with the icon on the left.

The screenshot shows the 'Automatizador' interface. At the top, there is a blue header with a menu icon and the text 'Automatizador'. Below the header, there is a white area with a blue bar containing a back arrow and the word 'General'. To the right of this bar is a plus sign icon. Below the blue bar, there are four dropdown menus: 'Módulo' (Solicitudes de Trabajo), 'Submódulo' (Mis solicitudes), 'Evento' (Nueva Solicitud), and 'Descripción' (OT para tecnico en Aires Acondicionados). Below the dropdowns, there is a 'Habilitado' toggle switch which is turned on. The 'Descripción' field is highlighted with a red box.

Here we will go to the second tab that we can configure for the rule and click on the "Conditions" tab.

In this option we can create specific conditions with the plus symbol that appears at the bottom right, these conditions must be met to activate the rule, in the case of not setting any condition the rule will be activated when any new request arrives regardless of the asset or location or any special feature.



Click on the plus symbol and you will be able to see the different conditions that can be configured for the triggering of the rule.



< Condiciones



Cuando el evento cumpla con estas condiciones :

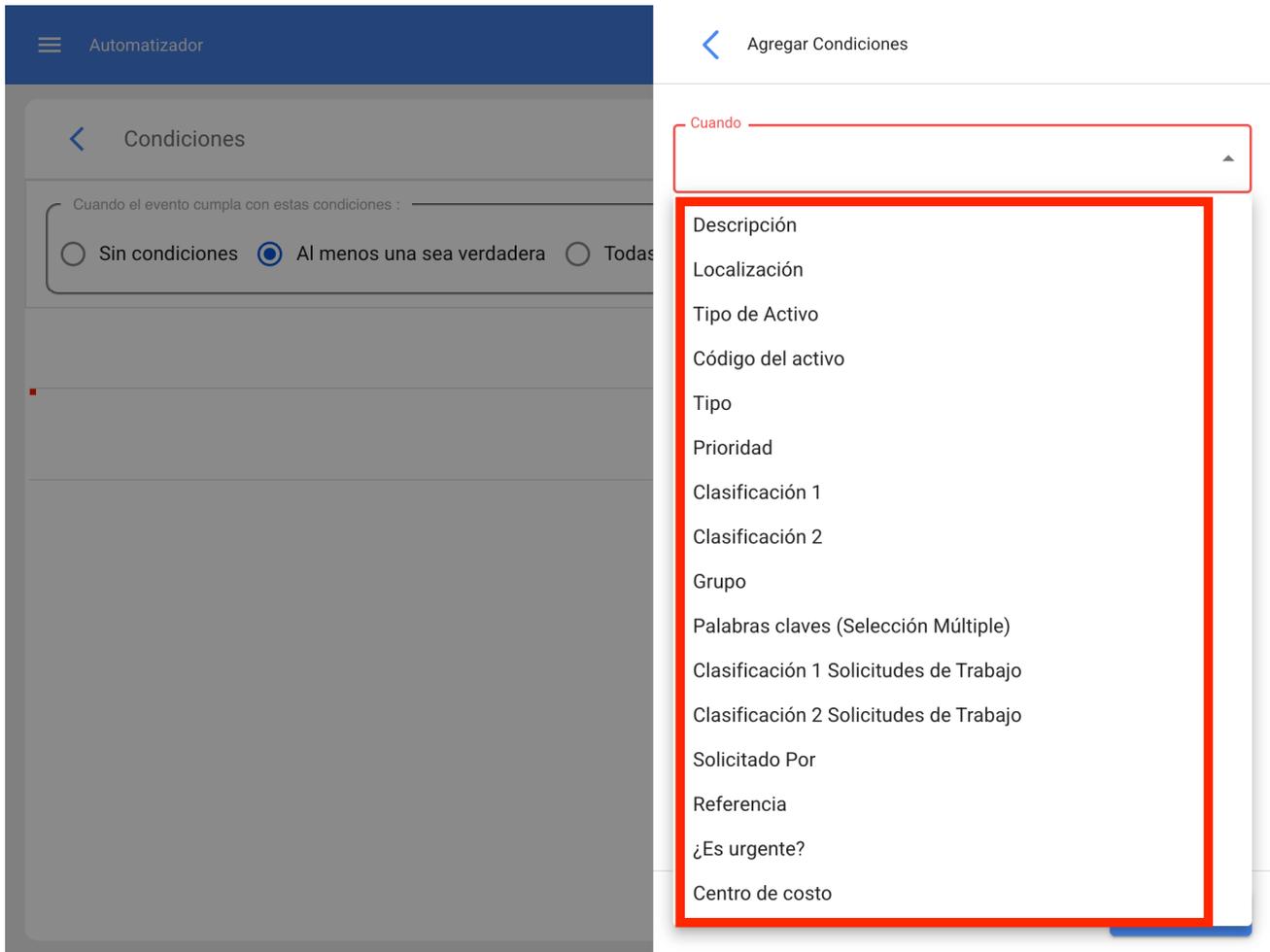
- Sin condiciones
- Al menos una sea verdadera
- Todas sean verdaderas

Total: 0

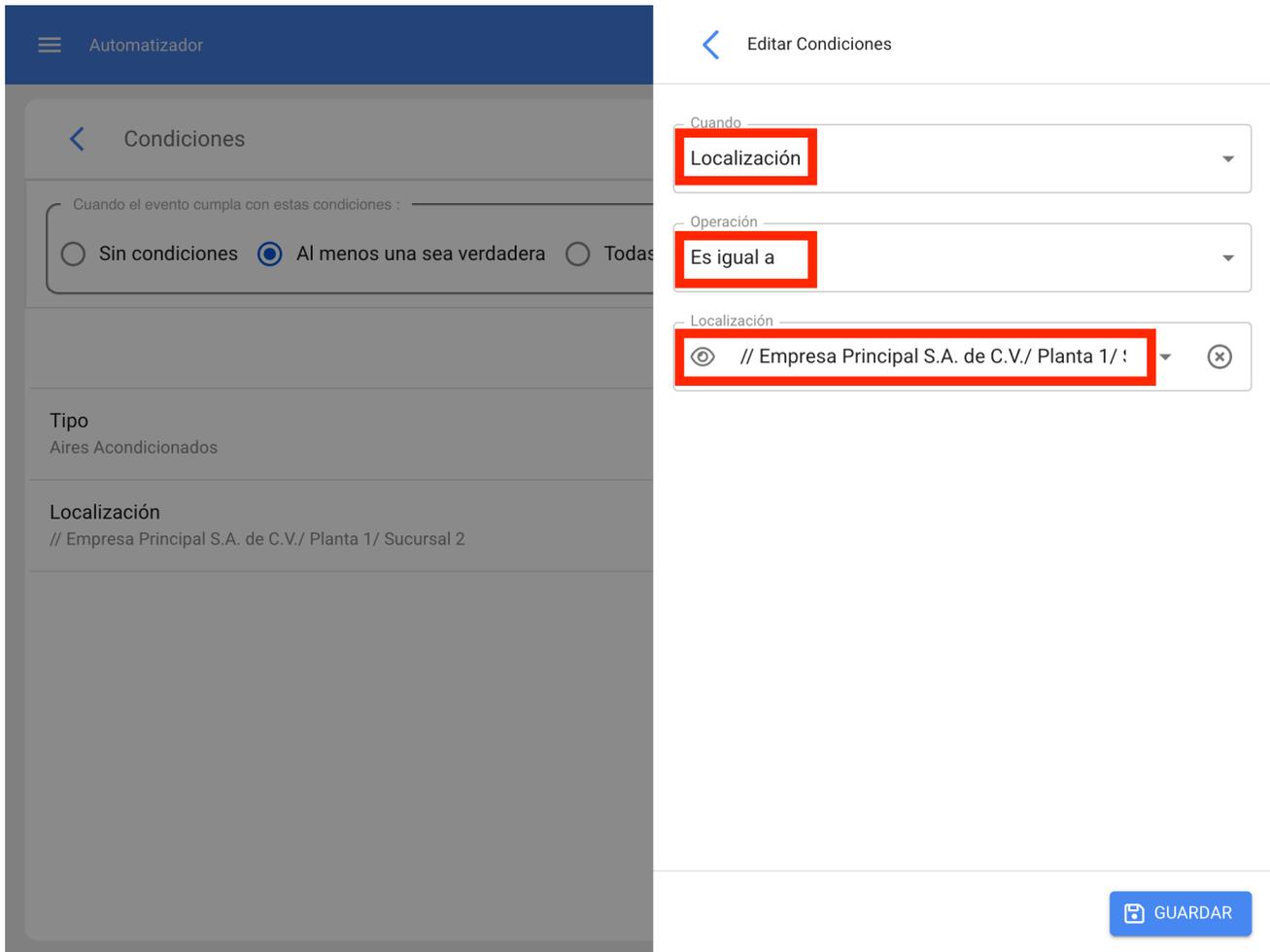


Sin datos para mostrar con estos parámetros

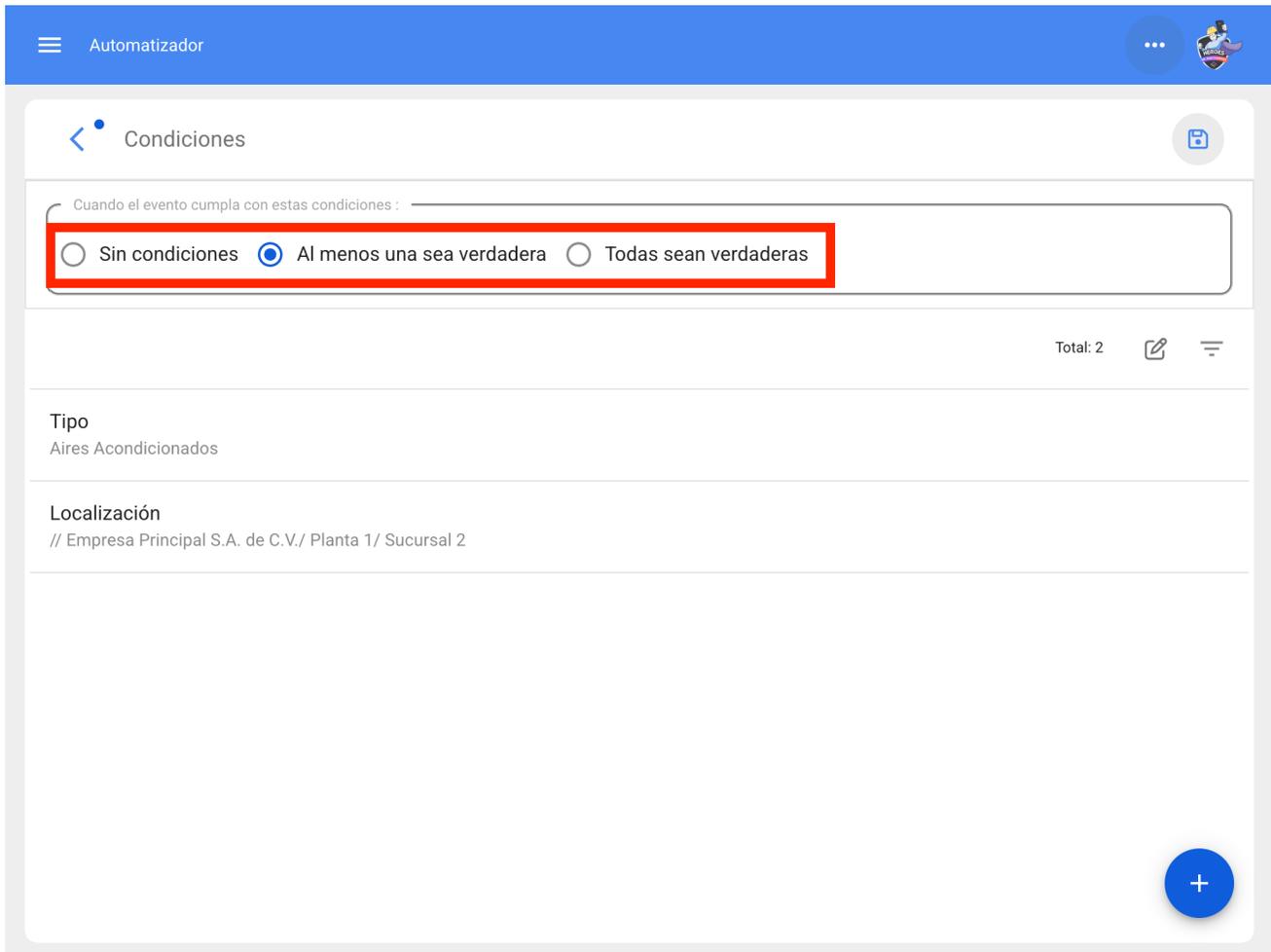




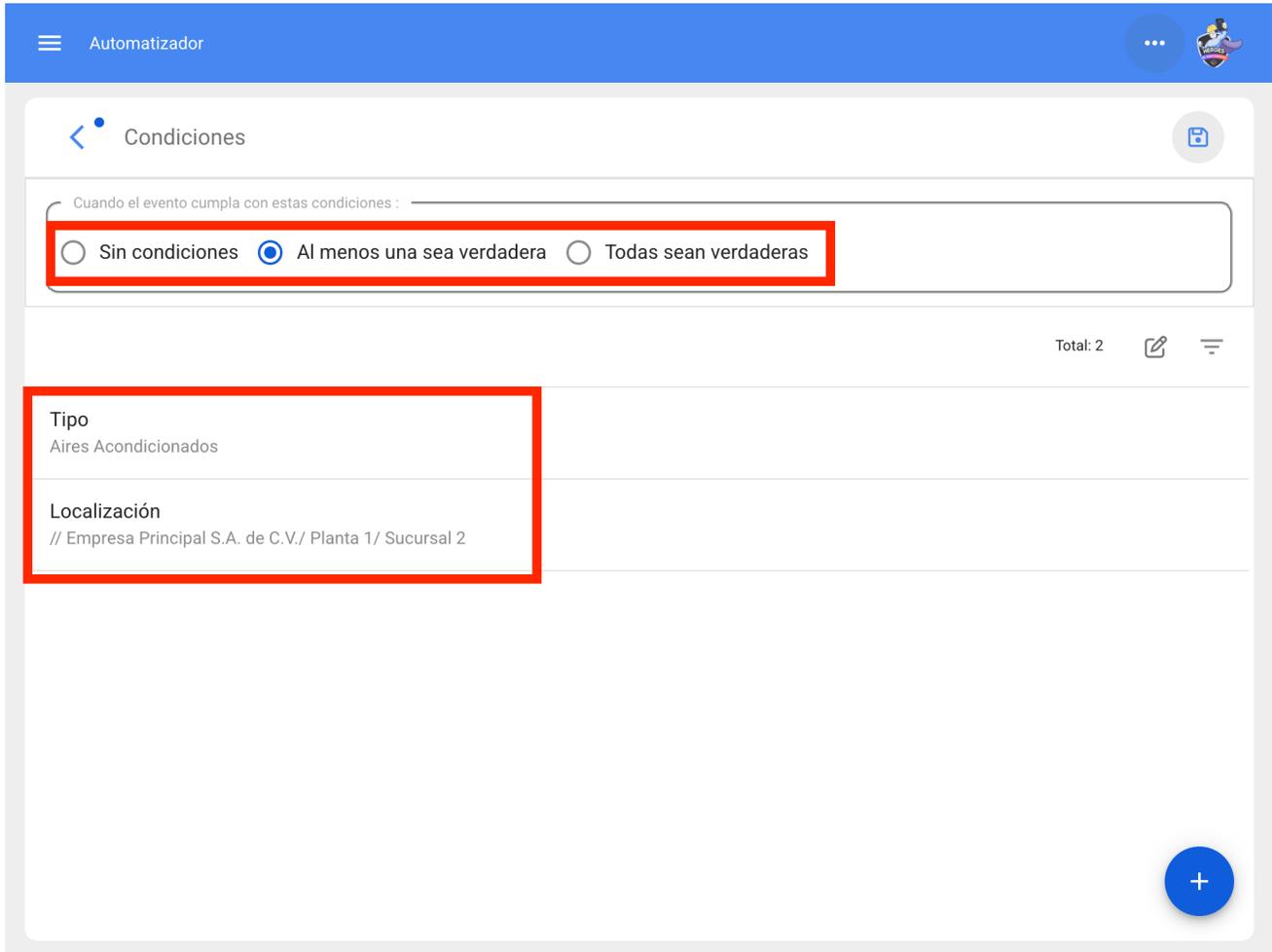
For example, we could select that the Location of the new request comes from a specific Branch, area or sub-area or that the type of equipment is only one specific one.



We will have in the upper part of the conditions 3 options which will work for the following:



- ◆ **No conditions:** No conditions apply for the triggering of the rule.
- ◆ **At least one is true:** The new request must have any of the 2 conditions in its properties for the rule to be triggered.
- ◆ **All are true:** The new request in its properties must meet all the specified conditions, for example based on our exercise shown in the image the asset will have to be of type "Air conditioners" and belong to the specified location "Branch 2" or else the rule will not be triggered in that event.

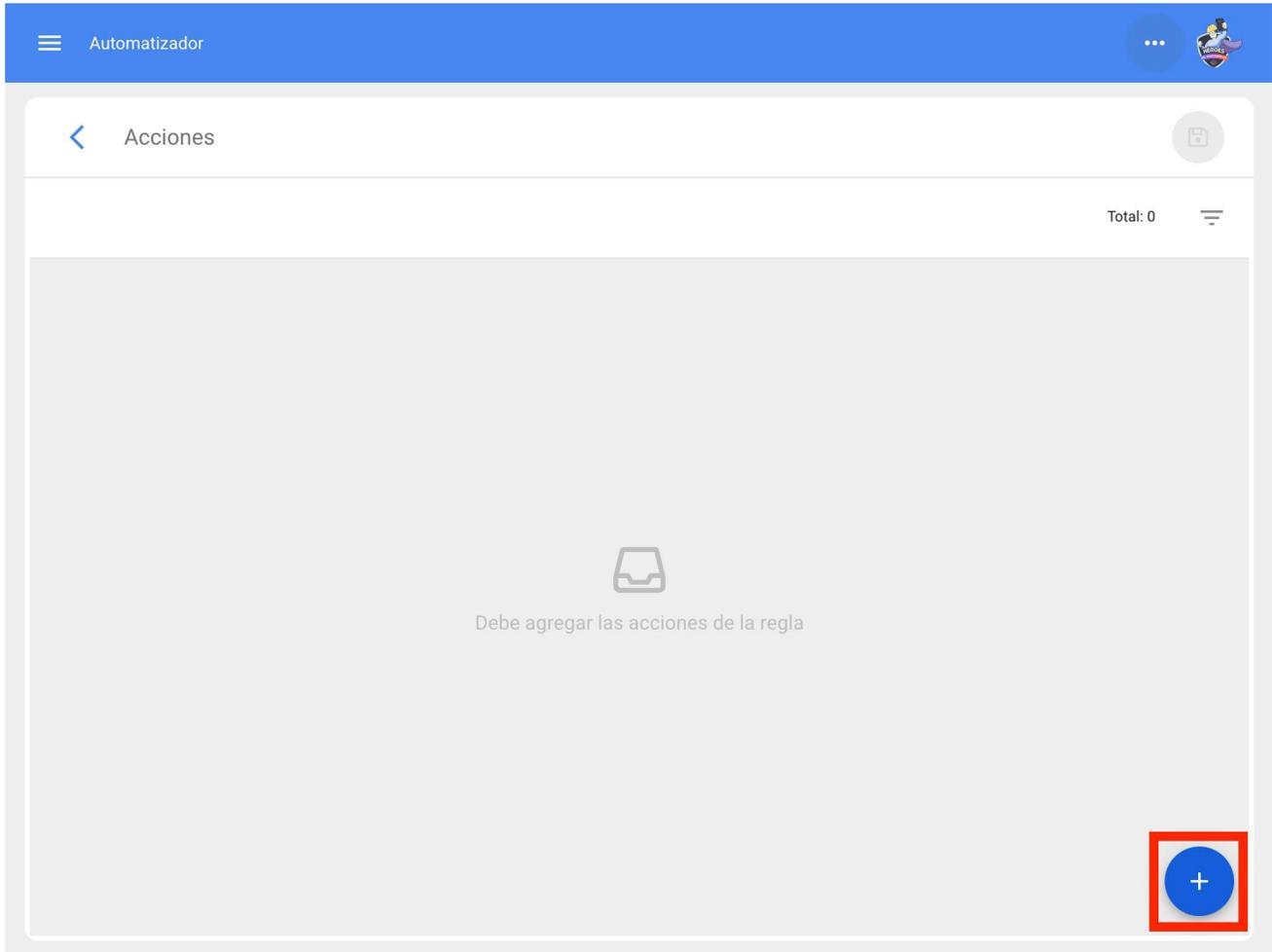


Once the condition has been configured, click on the save and back icon. Go to the last tab "Actions" and then click on the plus symbol.

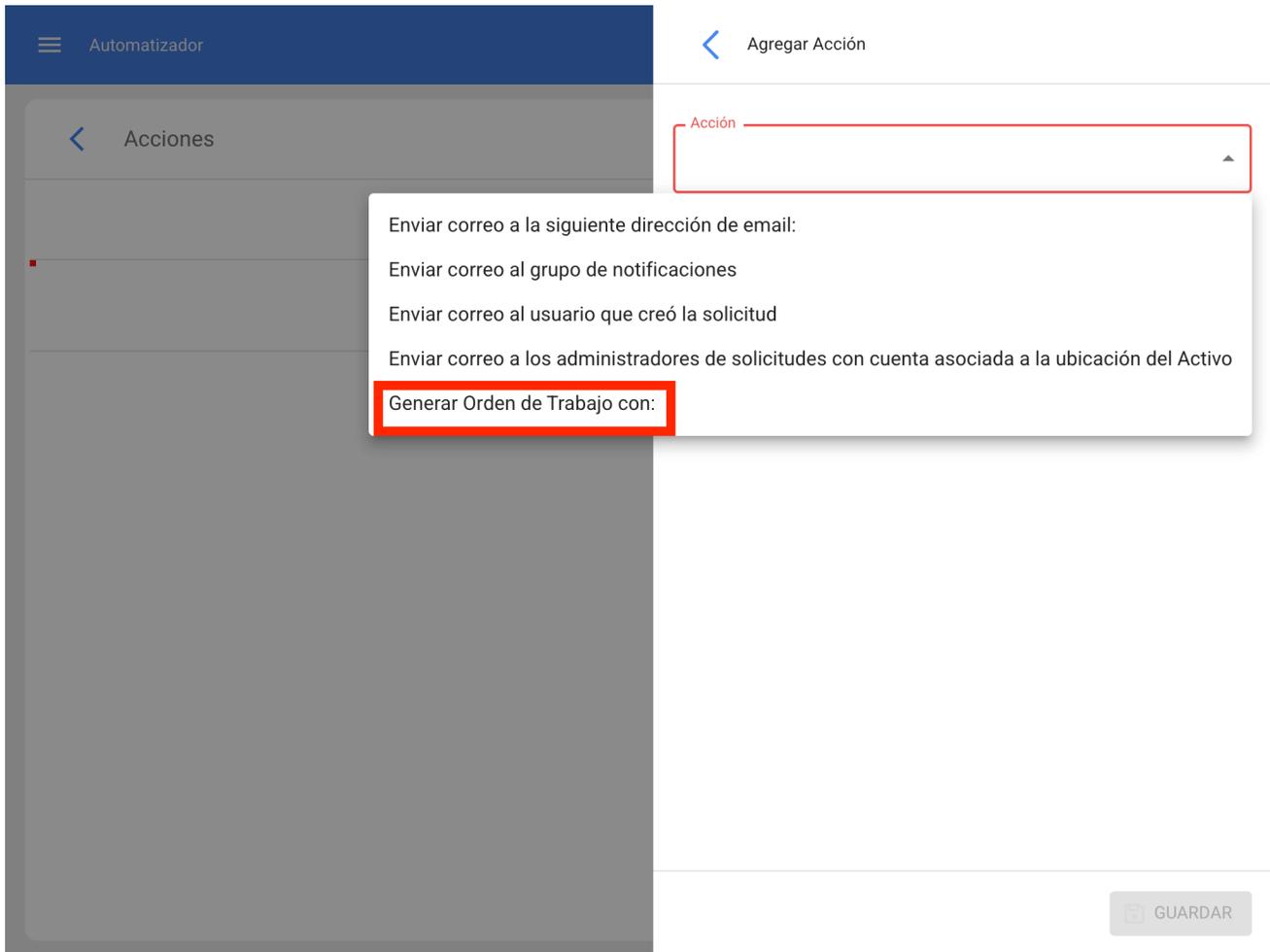


Detalles

-  General >
-  Condiciones >
-  Acciones >



Here we will have five actions to choose from and we will select the one that says "Generate Work Order with:"



We will indicate who will be the Responsible and the type of Task that the WO generated by the rule will have.

Automatizador

Acciones

Generar Orden de Trabajo con:

Agregar Acción

Acción  
Generar Orden de Trabajo con: ▼

Tipo de responsable  
Recursos Humanos ▼

Responsable ▼

Tipo de tarea ▼

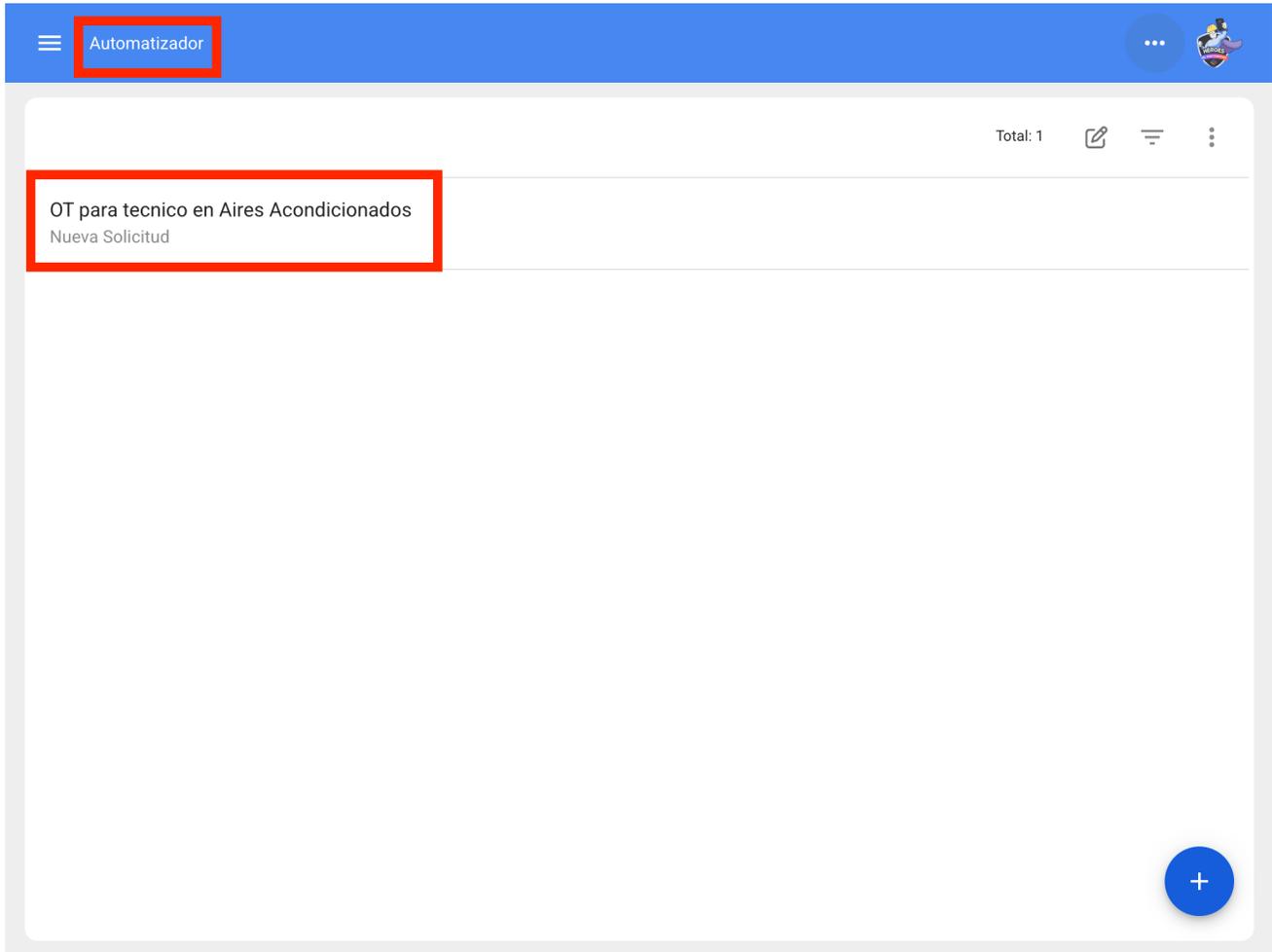
GUARDAR

The image shows a software interface for editing an action. On the left, a sidebar titled 'Automatizador' contains a list of actions under the heading 'Acciones'. One action is selected: 'Generar Orden de Trabajo con: Juan Rangel'. The main area on the right is titled 'Editar Acción' and contains several configuration fields:

- Acción:** Generar Orden de Trabajo con: (dropdown)
- Tipo de responsable:** Recursos Humanos (dropdown)
- Responsable:** Juan Rangel (dropdown with a clear button 'x')
- Tipo de tarea:** CORRECTIVO (dropdown with a clear button 'x')

A red rectangular box highlights the 'Responsable' and 'Tipo de tarea' fields. At the bottom right of the 'Editar Acción' panel, there is a blue button labeled 'GUARDAR'.

Now we have the action ready, we just have to save it and go back to the main list and we will have the rule to automatically generate Work Orders coming from a new request.



## Generate WO from pending work management

In order to be able to generalize the work orders coming from a planned Task, you have to do the following. Enter the main menu on the upper left side.



Desde - Hasta

2022-03-12 / 2022-04-12



Ubicado en ó es Parte de



OTs en Proceso

78



OTs en Revisión

12



OTs Finalizadas

28



Tareas Pendientes con Atraso

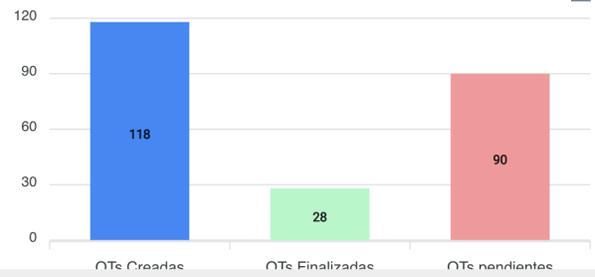
82



Porcentaje de Cumplimiento



Órdenes de Trabajo



From the main menu go to the Dispatcher module.

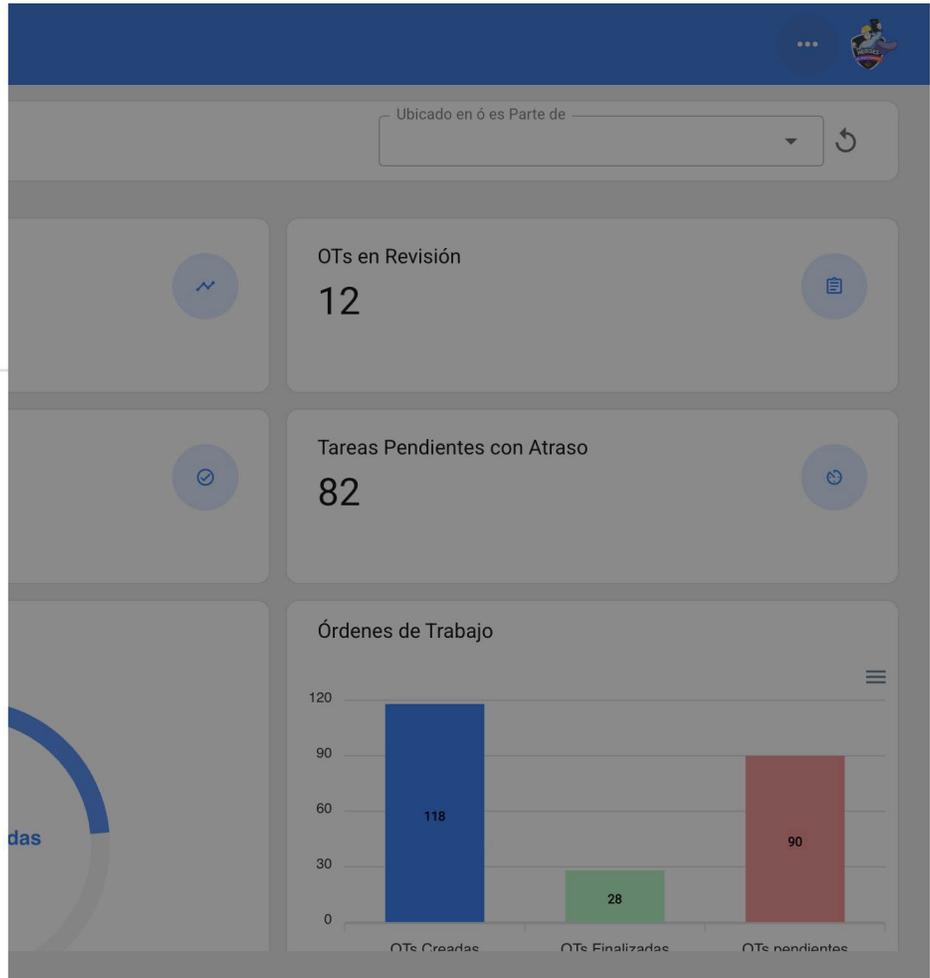


Juan Rangel  
ricardo.rangel@fractal.com  
Fractal APP (Demos)  
4.6.13

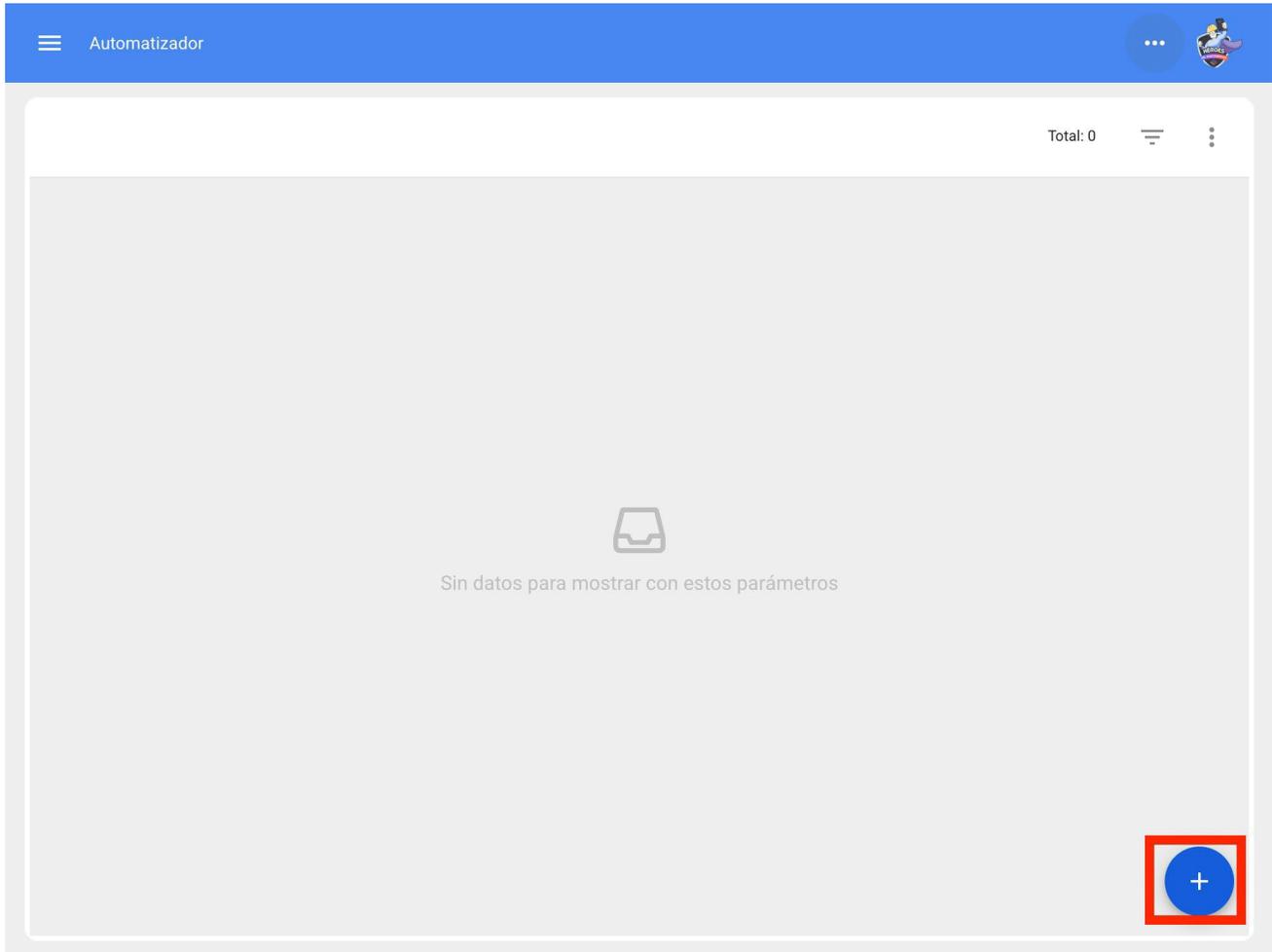


- Catálogos
- Almacenes
- Tareas
- Monitoreo
- Automatizador**
- Inteligencia de Negocio
- Disco Virtual
- Solicitudes

Commit: 33c85d9  
BuiltTime: 2022-04-08 15:04



Click on the plus symbol at the bottom right to create a new rule.



This will take us to the first of three tabs that we can configure for the relay.

Automatizador

General

Módulo

Submódulo

Evento

Descripción

Descripción no puede estar en blanco

Habilitado

There we will select the "Module", "Submodule" and "event" that we will use for our rule.

Module: Tasks Sub-module: Pending Tasks Event: Pending or overdue work management

Automatizador

General

Módulo: Tareas

Submódulo: Tareas Pendientes

Evento: Tareas pendientes o con atraso

Descripción:

Descripción no puede estar en blanco

Habilitado

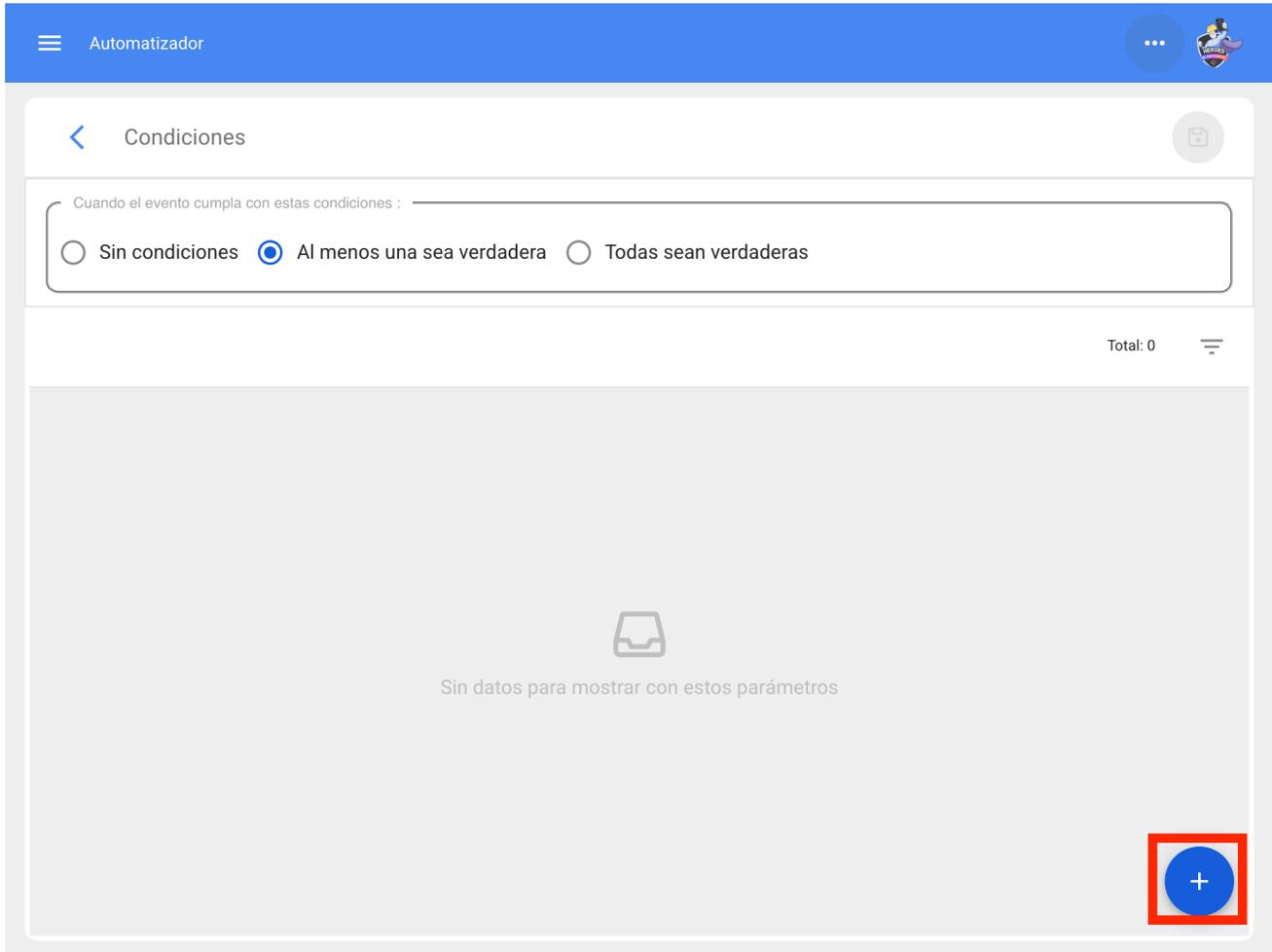
We will put in "Description" the name of the rule to identify it in the main list of created rules, we will click on save with the icon that appears at the top right and back with the icon on the left.

The screenshot shows the 'Automatizador' interface with the following configuration:

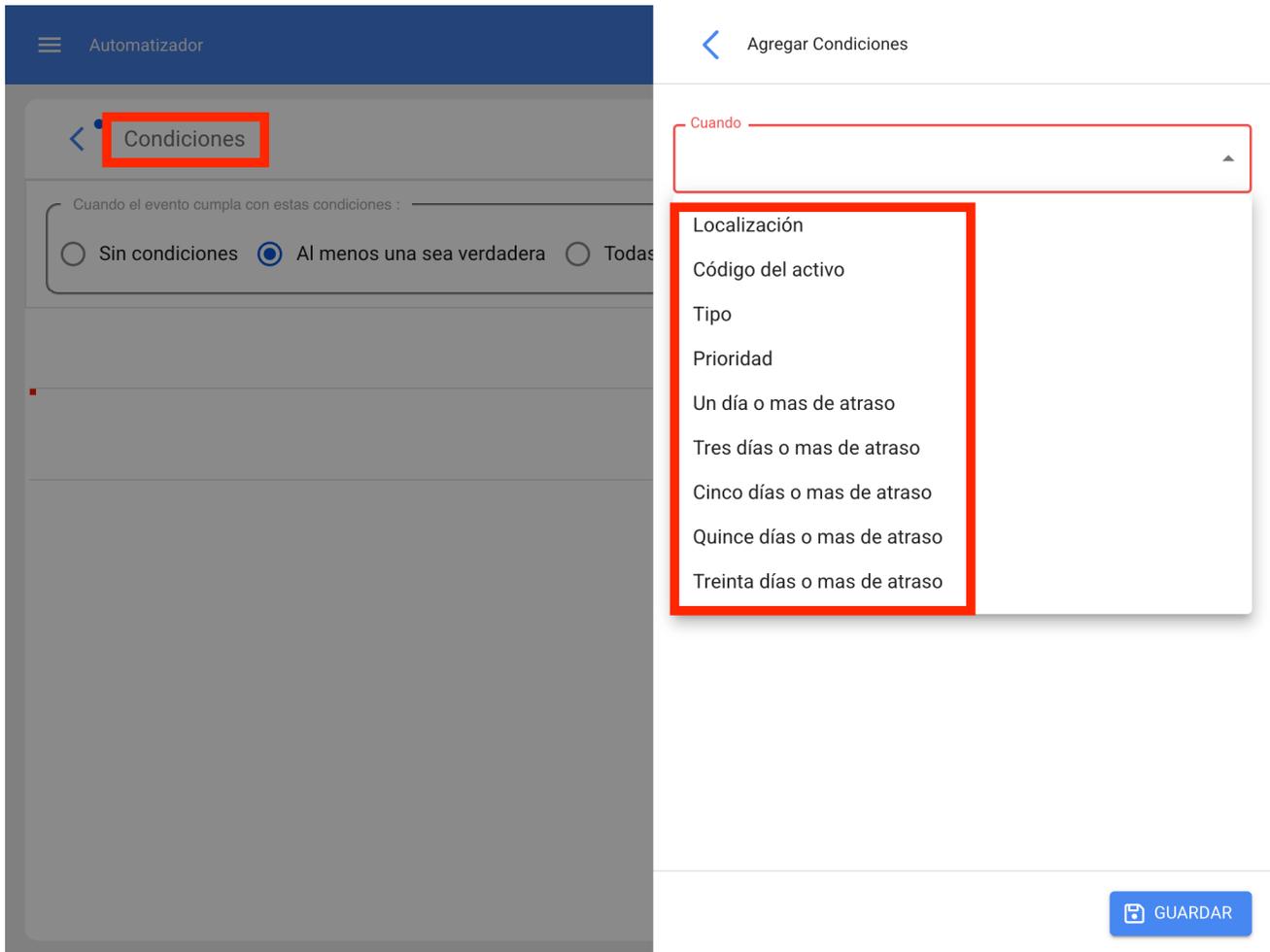
- Módulo:** Tareas
- Submódulo:** Tareas Pendientes
- Evento:** Tareas pendientes o con atraso
- Descripción:** OT Programada Aires Acondicionados (highlighted with a red box)
- Habilitado:**

Here we will see the 3 tabs that we can configure for the rule and click on the "Conditions" tab.

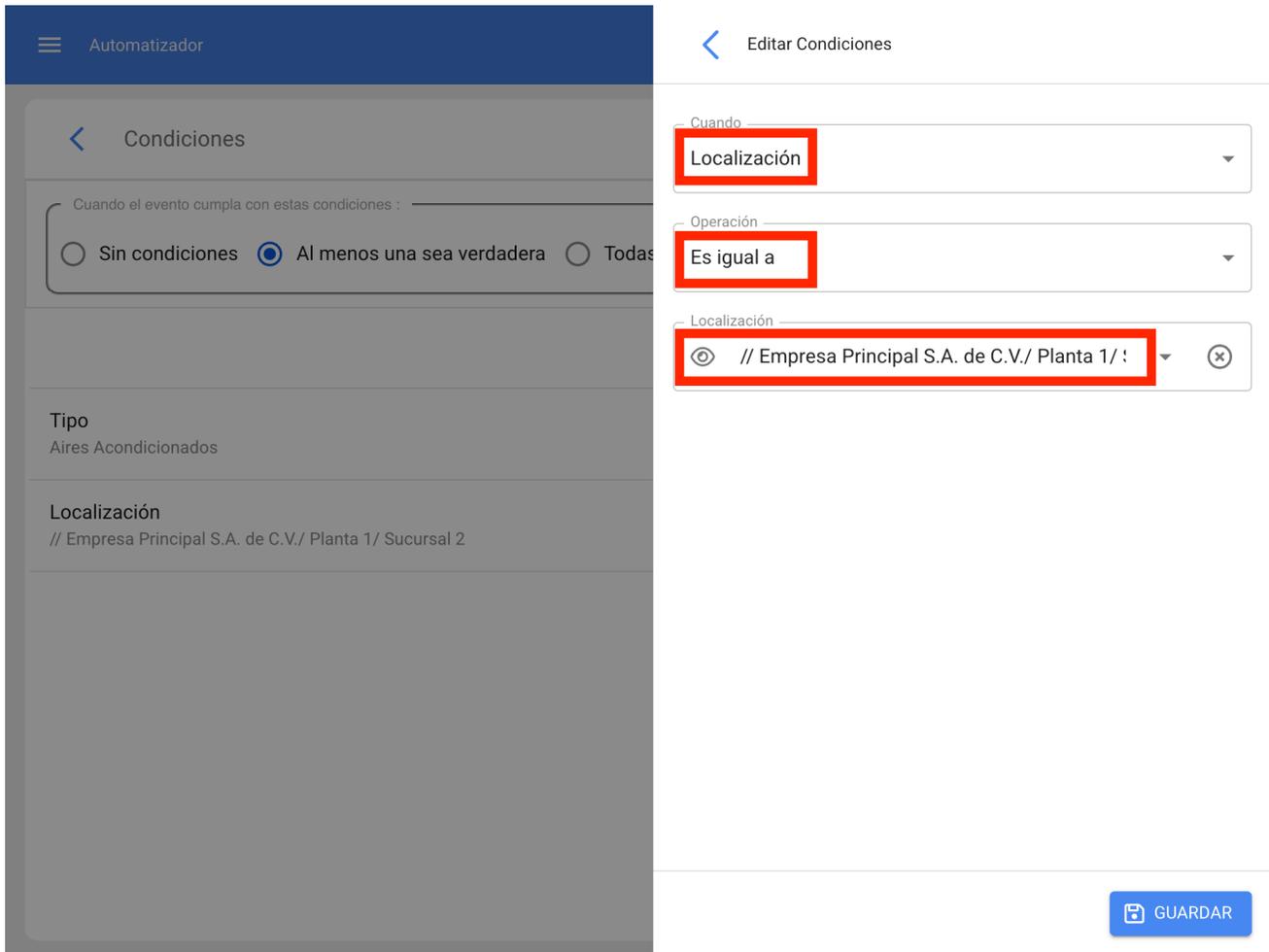
In this option we can create specific conditions with the plus symbol that appears at the bottom right, these conditions would have to be met to activate the rule, in the case of not putting any condition the rule will be activated when any new "Pending Task" touches regardless of the asset, location or any other specific condition.



In the following image we can see the different conditions that can be configured for the activation of the rule.



For example we could select that the Location of the equipment is a specific Branch, area or sub area or that the type of equipment is only one or even that the pending task is x number of days overdue.



We will have in the upper part of the conditions 3 options which will work for the following:

- ◆ **No conditions:** No conditions apply for the triggering of the rule.
- ◆ **At least one is true:** The pending Task must have any of the 2 conditions in its properties to trigger the rule.
- ◆ **All are true:** The Pending Task in its properties must meet all the specified conditions, for example, based on our exercise shown in the image, the asset would have to be of type "Air Conditioners", belong to the specified location "Branch 2" and be "Three days or more overdue", otherwise the rule will not be triggered in that event.

Automatizador

Condiciones

Cuando el evento cumpla con estas condiciones :

Sin condiciones  Al menos una sea verdadera  Todas sean verdaderas

Total: 3

Tipo	Bomba Agua
Tipo	Aires Acondicionados
Tres días o mas de atraso	

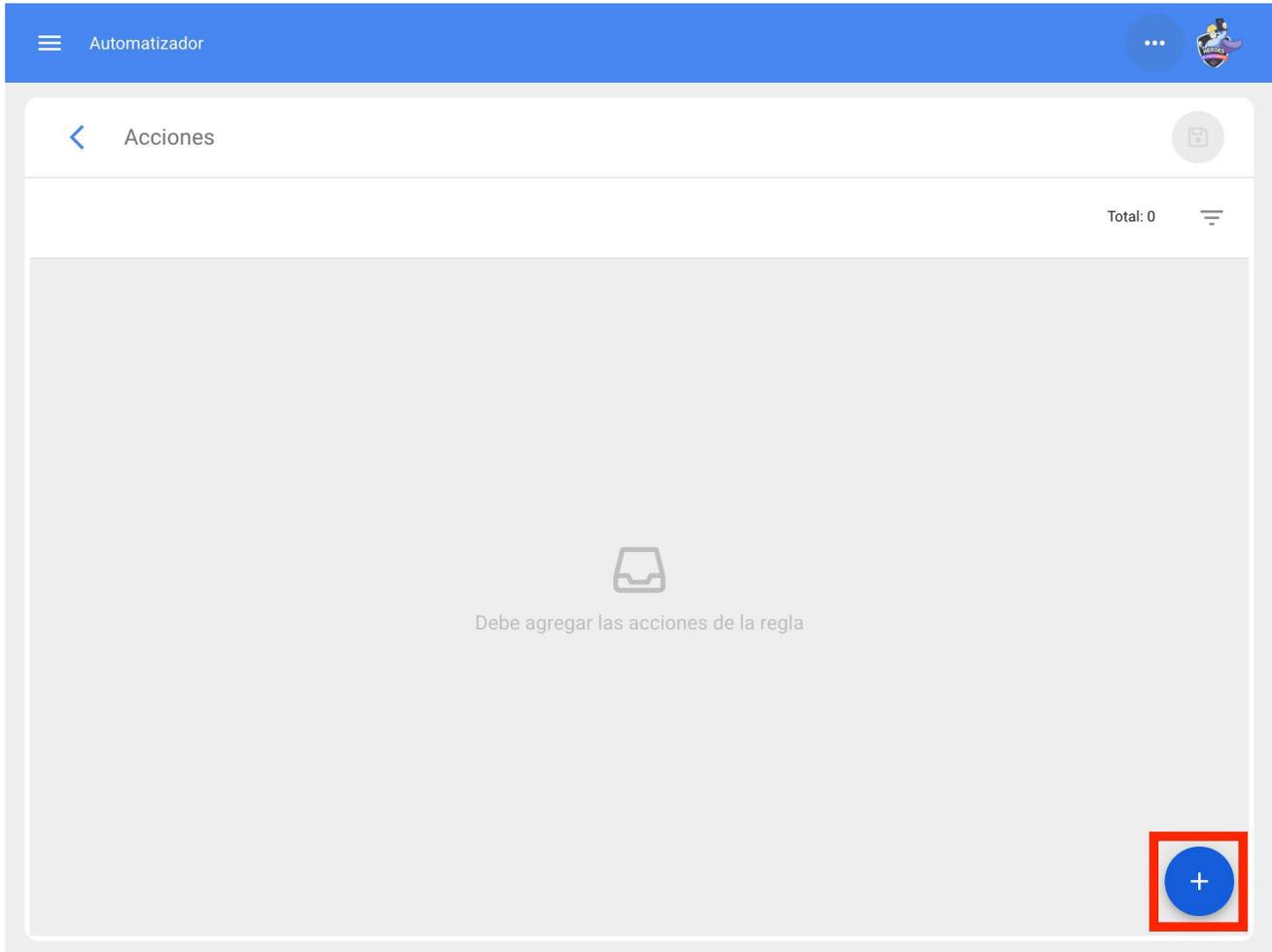
+

Once the condition has been configured, click on the save and back icon. Go to the last tab "Actions" and then click on the plus symbol.

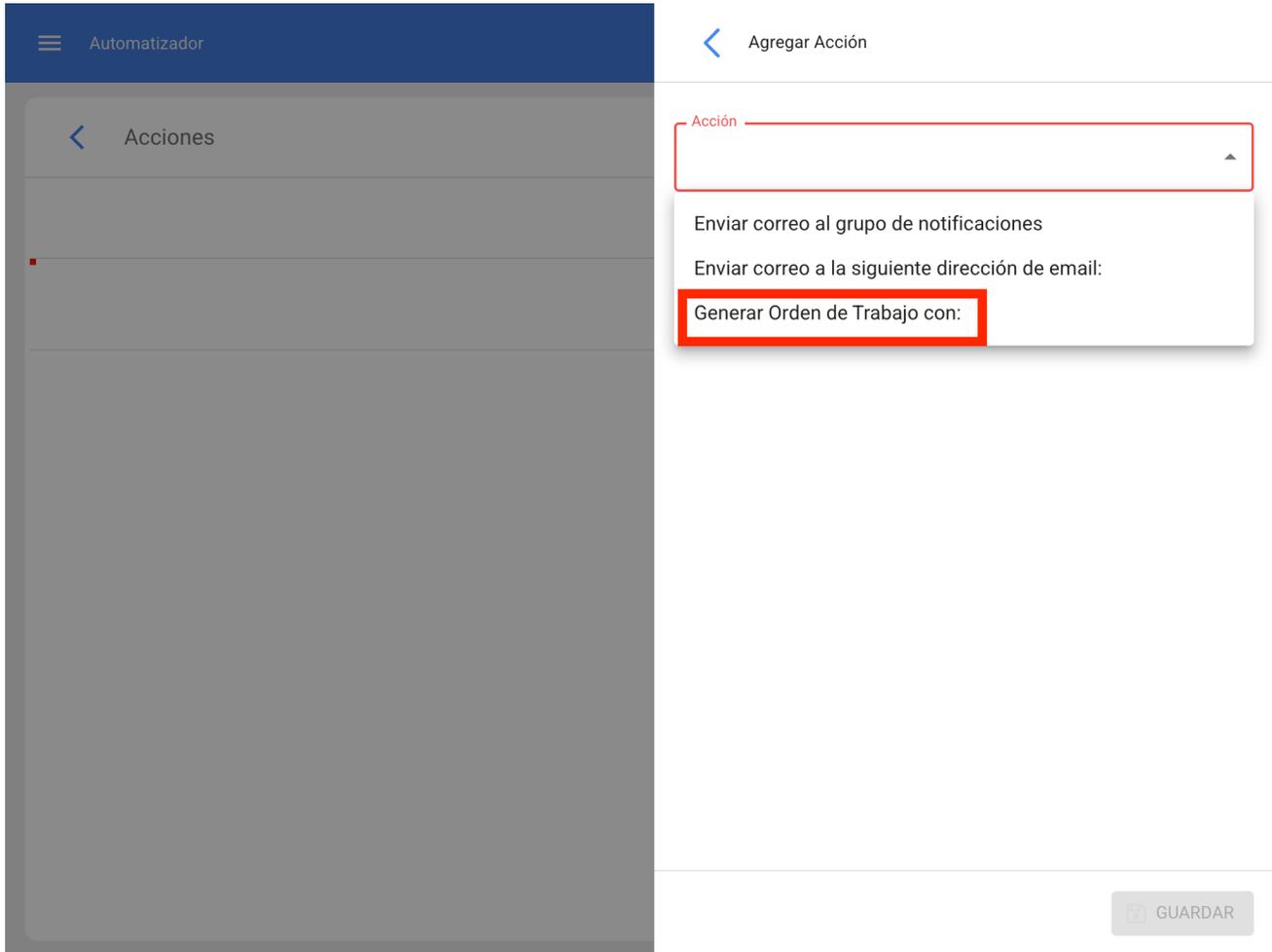


Detalles

-  General >
-  Condiciones >
-  Acciones >



Here we will have 3 actions to choose from and we will select the one that says "Generate Work Order with:".



We will indicate who will be the Responsible, Inventory Resource Source, Inhouse personnel Resource Source and Service Resource Source that will have the WO generated by the rule, these data are mandatory and can be edited in the WO if necessary or in the case of not applying the step will be omitted at the time of assigning the WO.

Automatizador

Acciones

Generar Orden de Trabajo con:

Agregar Acción

Acción  
Generar Orden de Trabajo con: ▼

Tipo de responsable  
Recursos Humanos ▼

Responsable ▼

Fuente del Recurso Inventario ▼

Fuente del Recurso Recursos Humanos ▼

Fuente del Recurso Servicios ▼

GUARDAR

The image shows a software interface for creating an automation action. On the left, a sidebar titled 'Automatizador' contains a list of actions under the heading 'Acciones'. One action is selected: 'Generar Orden de Trabajo con: Juan Rangel'. On the right, a form titled 'Agregar Acción' allows configuration of this action. The fields are: 'Acción' (Generar Orden de Trabajo con:), 'Tipo de responsable' (Recursos Humanos), 'Responsable' (Juan Rangel), 'Fuente del Recurso Inventario' (001 ALMACEN MANTENIMIENTO - PRINCIPAL inf), 'Fuente del Recurso Recursos Humanos' (Pedro Perez), and 'Fuente del Recurso Servicios' (ACEITES Y LUBRICANTES DEL CENTRO, S.A. DE C). A blue 'GUARDAR' button is located at the bottom right of the form.

We will have the action ready, we will only have to save it and go back to the main list and we will have the rule to automatically generate Work Orders coming from Pending Tasks.



Total: 2   

OT para tecnico en Aires Acondicionados  
Nueva Solicitud

**OT Programada Aires Acondicionados**  
Tareas pendientes o con atraso



# Additional user accounts and What types of users can be contracted in Fractal One?

[help.fractal.com/en/articles/6139762-additional-user-accounts-and-which-types-of-users-can-be-hired-at-fractal-one](https://help.fractal.com/en/articles/6139762-additional-user-accounts-and-which-types-of-users-can-be-hired-at-fractal-one)

Fractal differentiates the types of users as follows:

- **Users with transactional profiles:** are those users who have an administrator, personalized or technical profile. Each time a new user with a transactional profile is created, it is discounted from the number of contracted users.
- **Users with non-transactional profiles:** are those users who have a read-only or request-only profile. The number of users created that are associated with these profiles is unlimited.

**Users with limited technical profile:** these are users that have a profile created especially for those companies that have a large number of technicians that will be in charge of executing work orders that have been assigned to them and that wish to hire these profiles, generally by quantity. It is a type of user that is hired additionally.

**Editar Cuenta de usuario**

Tipo de usuario  
Recursos Humanos

Nombre  
Alexander Sanchez

Email  
alexander.sanchez@fractal.com

Perfil  
Administrador

Solo Mostrar Activos asociados a

Localización  
//

Otras Opciones

- Autenticación únicamente mediante Single Sign-On
- Recibir por correo electrónico información de Fractal sobre funciones, actualizaciones, sugerencias, encuestas
- Autenticación de dos pasos sin configurar

Administrador  
Acceso completo sin restricciones.

Personalizado  
Se les puede configurar grupo de permisos para realizar cualquier tipo de acción.

Técnico  
Solo pueden acceder a las órdenes de trabajo que les han sido asignadas, además se les puede configurar grupo de permisos para realizar otras acciones.

Técnico limitado  
Solo pueden acceder a las órdenes de trabajo que les han sido asignadas.

Sólo Lectura  
Solo pueden visualizar, no tienen acceso a editar o eliminar.

Solicitudes  
Solo pueden enviar solicitudes de trabajo y ver su estado.

GUARDAR

# SandBox Accounts | Fracttal One

---

 [help.fracttal.com/en/articles/6139699-accounts-sandbox](https://help.fracttal.com/en/articles/6139699-accounts-sandbox)

Everyone at some point would like to log into Fracttal and test each of its functionalities, make changes, create new records, upload assets, modify meters and verify each of the changes we make to further understand the use of the platform.

Thanks to SandBox accounts, we will be able to create a test environment that will not modify our real database. If you want to test the functionality of the software without affecting your real database in order to learn more about all the features of Fracttal, then a SandBox account is the right choice.

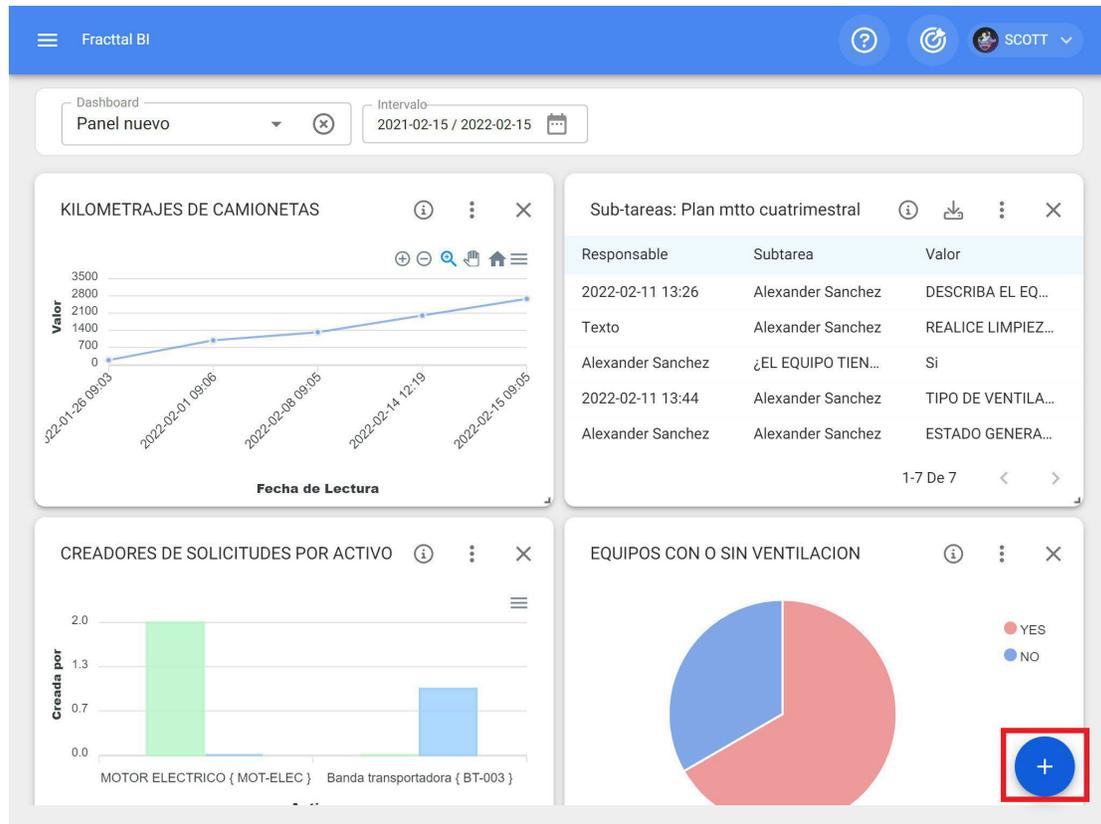
Fracttal offers Sandbox accounts without any preloaded information so you can have a clean database and start learning Fracttal from scratch. If you want to learn and practice on a real database but do not want to affect it, we can load information from a "mirror" database where your test actions will not alter the real database.

# Fractal BI and differences between Pro and Corp version

[help.fractal.com/en/articles/6139249-fractal-bi-and-differences-between-version-pro-and-corp](https://help.fractal.com/en/articles/6139249-fractal-bi-and-differences-between-version-pro-and-corp)

Fractal BI is a tool that allows to visualize in a more graphic way the maintenance activity in order to have a better interpretation and analysis of the information registered in the platform.

Depending on the version contracted, different dashboards and widgets can be created.



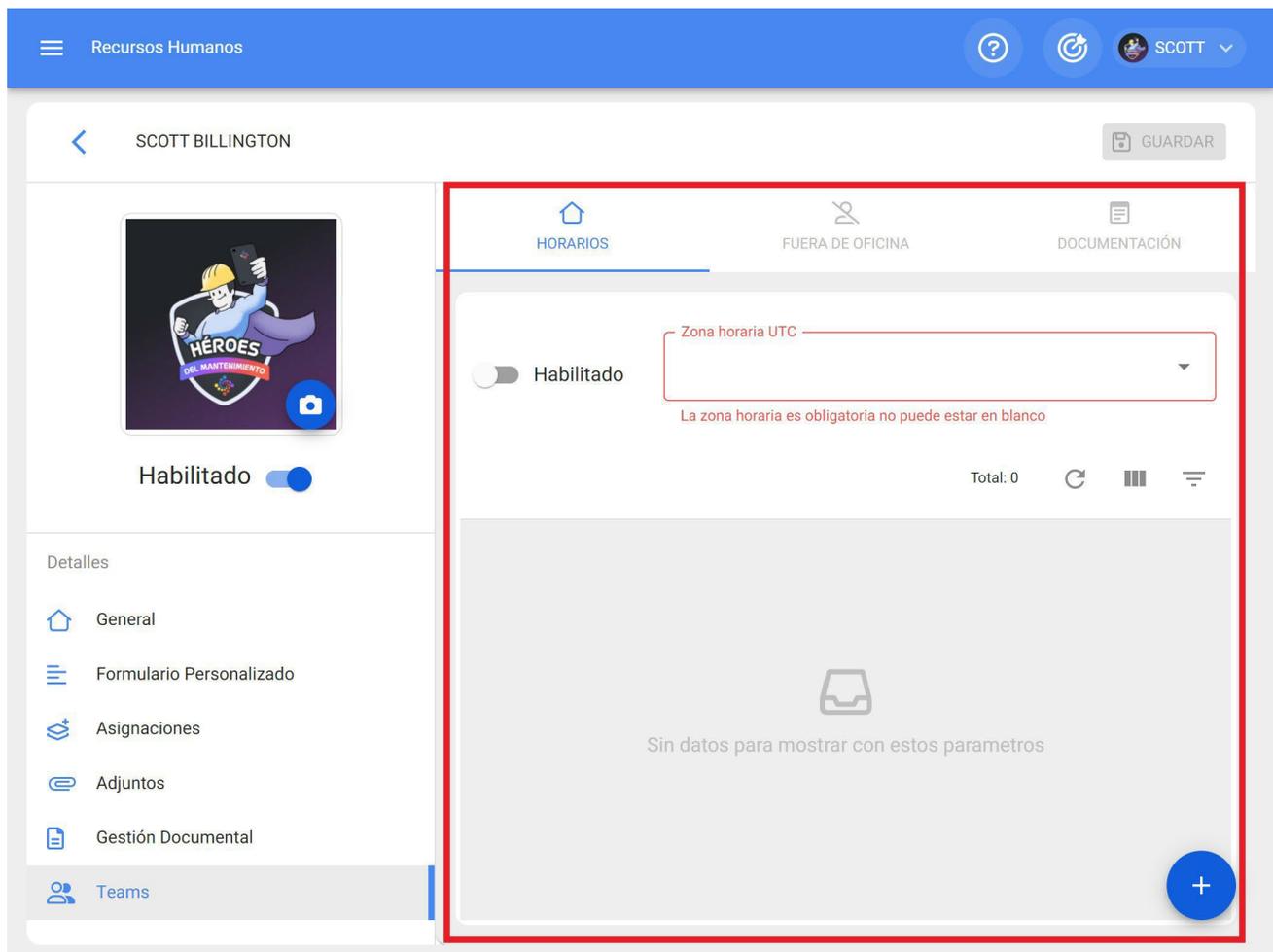
The Pro version allows the creation of 6 widgets and 4 dashboards, where you can customize the different graphs obtained from data sources associated with tasks, meters, planned maintenance, work requests and work orders. On the other hand, the Corp version allows our customers to create 15 unlimited widgets and dashboards with examples included.

# Fractal Teams and How to create and configure a schedule?

[help.fractal.com/en/articles/6008341-fractal-teams-and-how-to-create-and-configure-a-timetable](http://help.fractal.com/en/articles/6008341-fractal-teams-and-how-to-create-and-configure-a-timetable)

## Fractal teams

This functionality allows planners to have greater control over the allocation and distribution of work hours that are established as inhouse personnel resources aggregated within a work order (technical personnel).



## How to create and configure a team schedule?

To start using Teams, the first thing to do is to create the schedules associated with this functionality. To do this, go to the Configuration-Auxiliary Catalogs module:

Configuración

Fractal Soporte Técnico - Global

GUARDAR

Detalles

- General
- Calendario laboral
- Cuentas de Usuarios
- Financiero
- Órdenes de Trabajo
- Catálogos Auxiliares**
- Gestión Documental
- Log de Transacciones
- Seguridad
- Cuenta
- Portal de invitados

Tipo

Catálogo de Fallas

TIPOS DE FALLA CAUSAS DE FALLA MÉTODOS DE DETECCIÓN

Total: 44

<input type="checkbox"/>	Descripción ↑
<input type="checkbox"/> <input checked="" type="checkbox"/>	ALTA TEMPERATURA
<input type="checkbox"/> <input checked="" type="checkbox"/>	ALTERNADOR QUEMADO
<input type="checkbox"/> <input checked="" type="checkbox"/>	BATERIA DESCARGADA
<input type="checkbox"/> <input checked="" type="checkbox"/>	BOMBA QUEMADA
<input type="checkbox"/> <input checked="" type="checkbox"/>	CABLE ALIMENTACIÓN ELÉCTRICA DAÑADO
<input type="checkbox"/> <input checked="" type="checkbox"/>	CERRADURA DAÑADA
<input type="checkbox"/> <input checked="" type="checkbox"/>	CHUMACFRA DAÑADA

+

Then, select the "Inhouse personnel" option as the auxiliary catalog type and click on the "Schedule" tab.

Configuración

Fractal Soporte Técnico - Global

GUARDAR

Recursos Humanos

ASIFICACIÓN 1 CLASIFICACIÓN 2 VALOR HORA ORDINARIA HORARIOS

Total: 21

Habili...	Nomb...	Tipo de h	Programación ↑	Días...
Si	HORA...	Normal	Lunes,Martes,Jueves,Viernes,Sábado,	0
Si	HORA...	Normal	Lunes,Miércoles,Martes,Jueves,Viernes,	0
Si	Team...	Normal	Lunes,Martes,Miércoles,Jueves,Viernes,	0
Si	Horar...	Normal	Lunes,Martes,Miércoles,Jueves,Viernes,	0
Si	HORA...	Normal	Lunes,Martes,Miércoles,Jueves,Viernes,	0

+

Afterwards, click on the add symbol to open a new window where the parameters of the timetable must be set.

Configuración

Fractal Soporte Técnico - Global

Recursos Humanos

ASIFICACIÓN 1      CLASIFICACIÓN 2      VALOR HORA ORDINARIA      HORARIOS

Total: 21

Habili...	Nomb...	Tipo de h	Programación ↑	Días...
Si	HORA...	Normal	Lunes,Martes,Jueves,Viernes,Sábado,	0
Si	HORA...	Normal	Lunes,Miércoles,Martes,Jueves,Viernes,	0
Si	Team...	Normal	Lunes,Martes,Miércoles,Jueves,Viernes,	0
Si	Horar...	Normal	Lunes,Martes,Miércoles,Jueves,Viernes,	0
Si	HORA...	Normal	Lunes,Martes,Miércoles,Jueves,Viernes,	0

+

The configurable parameters for establishing a new schedule are described below:

- **Enabled:** Option to enable or disable the schedule in question.
- **Description:** Name to identify the schedule to be created.
- **Type of schedule:** Option to set the type of schedule (currently there is only one option).
- **Working days:** Option to choose the working days associated with the calendar.
- **Calendar:** Option to display in calendar format the time range set for the timetable.
- **Add:** Option to add the different blocks of hours associated with the timetable in question.

After completing the parameters for the schedule configuration, the associated blocks of hours must be added. To do so, just click on the add option:

Habilitado

Descripción  
HORARIO DE PERSONAL PLANTA DE ENSAMBLE

Tipo de horario  
Normal

Días laborales  
Lunes, Martes, Jueves, Miércoles, Viernes

*i* Jornada laboral



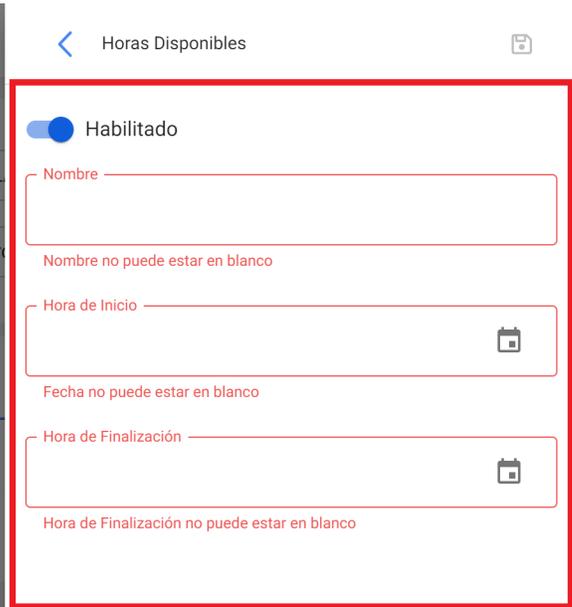
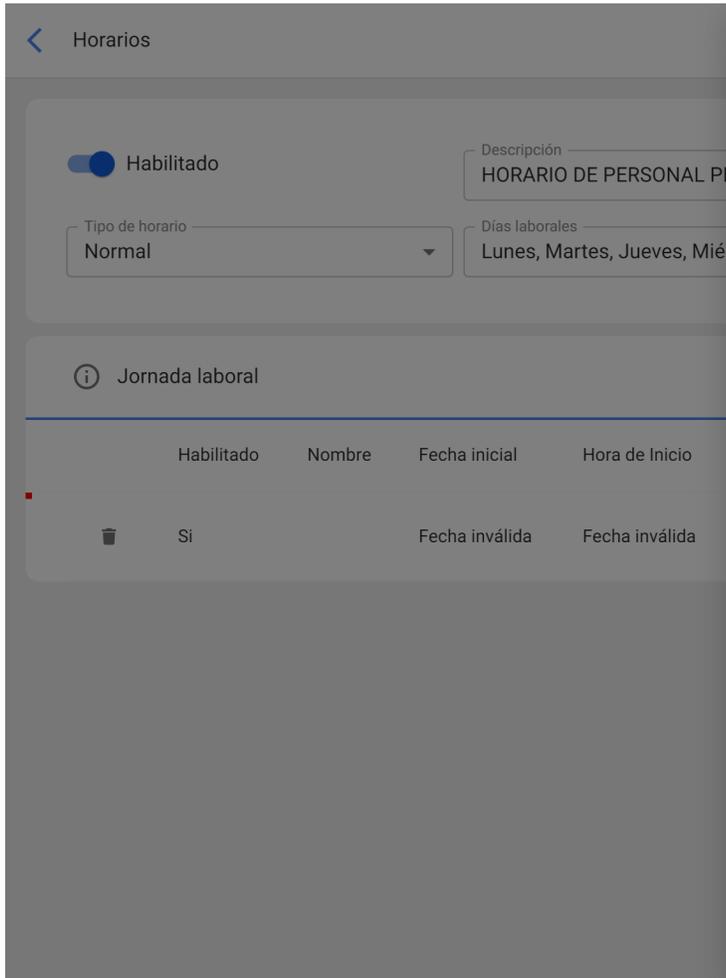
CALENDARIO

**+ AGREGAR**

Habilitado	Nombre	Fecha inicial	Hora de Inicio	Fecha Final	Hora de Finalización	Total
------------	--------	---------------	----------------	-------------	----------------------	-------

Debe agregar al menos un item.

Once clicked, a window will open where the name must be set, together with the start and end times of the block:



Finally, once the parameters and blocks of hours associated to the calendar have been added, just click on the save option.

Habilitado

Descripción  
HORARIO DE PERSONAL PLANTA DE ENSAMBLE

Tipo de horario  
Normal

Días laborales  
Lunes, Martes, Jueves, Miércoles, Viernes

*i* Jornada laboral



CALENDARIO

+ AGREGAR

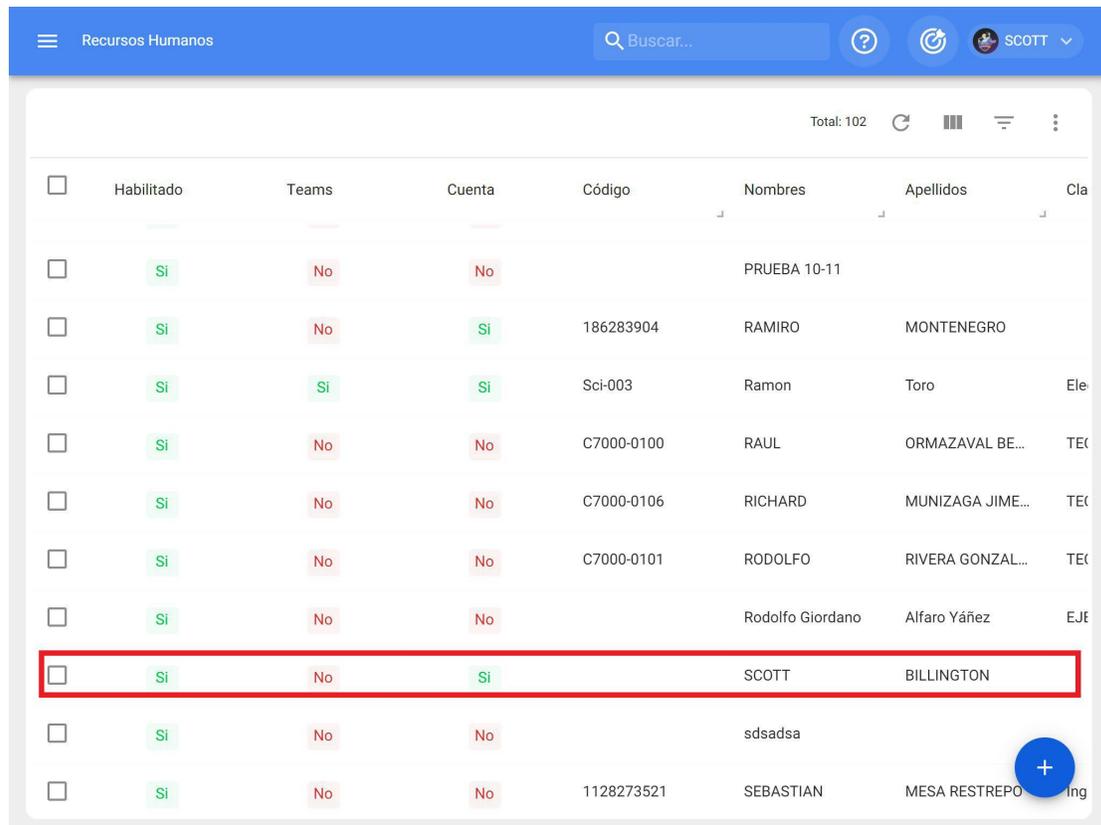
	Habilitado	Nombre	Fecha inicial	Hora de Inicio	Fecha Final	Hora de Finalización	Total
	Si	tarde	2022-02-04	13:01	2022-02-04	17:00	00D 03H 59mins
	No	almuerzo	2022-02-04	12:01	2022-02-04	13:00	00D 00H 59mins
	Si	mañana	2022-02-04	08:00	2022-02-04	12:00	00D 04H 00mins

**Note:** This procedure for adding new team schedules can also be performed from the "Inhouse personnel-Teams" module in a similar way.

# How to associate an inhouse personnel with a team schedule?

[help.fractal.com/en/articles/6008355-as-associating-a-human-resource-to-a-teams-schedule](https://help.fractal.com/en/articles/6008355-as-associating-a-human-resource-to-a-teams-schedule)

Once the schedules associated with the teams function have been established, we only need to enter the "Catalogs-Inhouse personnel" module and select the profile of the person to whom we are going to link the teams function.



The screenshot shows a web interface for 'Recursos Humanos' (Human Resources). At the top, there is a search bar labeled 'Buscar...' and a user profile for 'SCOTT'. Below the search bar, there is a table with 102 records. The table has columns for 'Habilitado', 'Teams', 'Cuenta', 'Código', 'Nombres', 'Apellidos', and 'Cla'. The row for 'SCOTT' is highlighted with a red box, indicating the user selected for association with a team schedule.

<input type="checkbox"/>	Habilitado	Teams	Cuenta	Código	Nombres	Apellidos	Cla
<input type="checkbox"/>	Si	No	No		PRUEBA 10-11		
<input type="checkbox"/>	Si	No	Si	186283904	RAMIRO	MONTENEGRO	
<input type="checkbox"/>	Si	Si	Si	Sci-003	Ramon	Toro	Ele
<input type="checkbox"/>	Si	No	No	C7000-0100	RAUL	ORMAZAVAL BE...	TEC
<input type="checkbox"/>	Si	No	No	C7000-0106	RICHARD	MUNIZAGA JIME...	TEC
<input type="checkbox"/>	Si	No	No	C7000-0101	RODOLFO	RIVERA GONZAL...	TEC
<input type="checkbox"/>	Si	No	No		Rodolfo Giordano	Alfaro Yáñez	EJE
<input type="checkbox"/>	Si	No	Si		SCOTT	BILLINGTON	
<input type="checkbox"/>	Si	No	No		sdsadsa		
<input type="checkbox"/>	Si	No	No	1128273521	SEBASTIAN	MESA RESTREPO	Ing

After entering the profile of the user in question, click on the "Teams" sub-module:

Recursos Humanos

SCOTT

SCOTT BILLINGTON

GUARDAR

 **Héroes del Mantenimiento**

Habilitado

Detalles

- General
- Formulario Personalizado
- Asignaciones
- Adjuntos
- Gestión Documental
- Teams**

Nombres: SCOTT

Apellidos: BILLINGTON

Código:

Email: mariyakatirkina789@gme

Clasificación 1:

Clasificación 2:

Dirección: CARLOS SILVA VILDOSOL

Ciudad: SANTIAGO

Departamento / Estado / Región: REGIÓN METROPOLITAN

Pais: CHILE

Código Área: 2



Recursos Humanos

SCOTT

SCOTT BILLINGTON

GUARDAR

 **Héroes del Mantenimiento**

Habilitado

Detalles

- General
- Formulario Personalizado
- Asignaciones
- Adjuntos
- Gestión Documental
- Teams**

**HORARIOS** | FUERA DE OFICINA | DOCUMENTACIÓN

Habilitado

Zona horaria UTC:

La zona horaria es obligatoria no puede estar en blanco

Total: 0

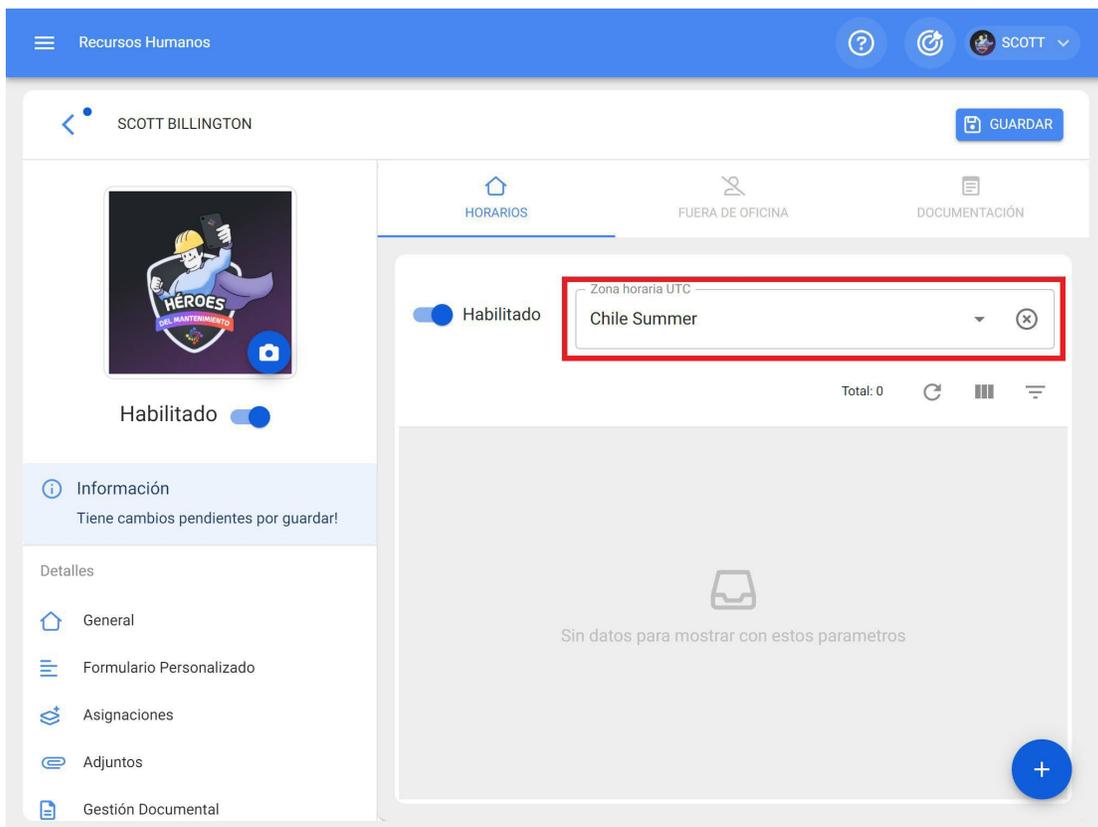


Sin datos para mostrar con estos parametros



In this sub-module you will find the following options:

- ◆ **Schedules:** Option to set the time zone (according to the place where the person in question is located), together with the different team schedules that can be linked to the user's profile.
- ◆ **Out of Office:** Option where out of office hours can be established for the unavailability and blocking of schedules associated with human resources.
- ◆ **Documents:** Option where restrictions or unavailability may be added according to the validity of the documentation associated with the human resource.



After the time zone of the inhouse personnel profile has been set and saved, the associated team schedule must be selected. To do this, click on the add option and then select the corresponding schedule.

Recursos Humanos

SCOTT BILLINGTON

GUARDAR

HORARIOS FUERA DE OFICINA DOCUMENTACIÓN

Habilitado

Zona horaria UTC Chile Summer

Total: 0

Sin datos para mostrar con estos parametros

+

Recursos Humanos

SCOTT BILLINGTON

HORARIOS

Habilitado

Zona horaria UTC Chile Summer

Sin datos para mostrar con estos parametros

+

Horarios

(1) Seleccionado FINALIZAR

Días activos:  
Días no acti...

Teams Fracttal  
Tipo de hor... Normal  
Programaci... Lunes,Martes,Miércoles,Jueves,Vie...  
Días activos:  
Días no acti...

Horario técnicos tipo A  
Tipo de hor... Normal  
Programaci... Lunes,Martes,Miércoles,Jueves,Vie...  
Días activos:  
Días no acti...

HORARIO ADALBERT MALAGUERA  
Tipo de hor... Normal  
Programaci... Lunes,Martes,Miércoles,Jueves,Vie...  
Días activos:  
Días no acti...

HORARIO DE PERSONAL PLANTA DE ENSA...  
Tipo de hor... Normal  
Programaci... Lunes,Martes,Jueves,Miércoles,Vie...  
Días activos:  
Días no acti...

+

Finally, just click on save and verify that the teams schedule is enabled.

Recursos Humanos

SCOTT BILLINGTON

GUARDAR

HORARIOS FUERA DE OFICINA DOCUMENTACIÓN

Habilitado

Zona horaria UTC Chile Summer

Total: 1

	Descripción	Tipo de h...	Program...
<input type="checkbox"/>			
<input type="checkbox"/>	HORARIO DE PERSONAL...	Normal	Lunes,M...

Información  
Tiene cambios pendientes por guardar!

Detalles

- General
- Formulario Personalizado
- Asignaciones
- Adjuntos
- Gestión Documental

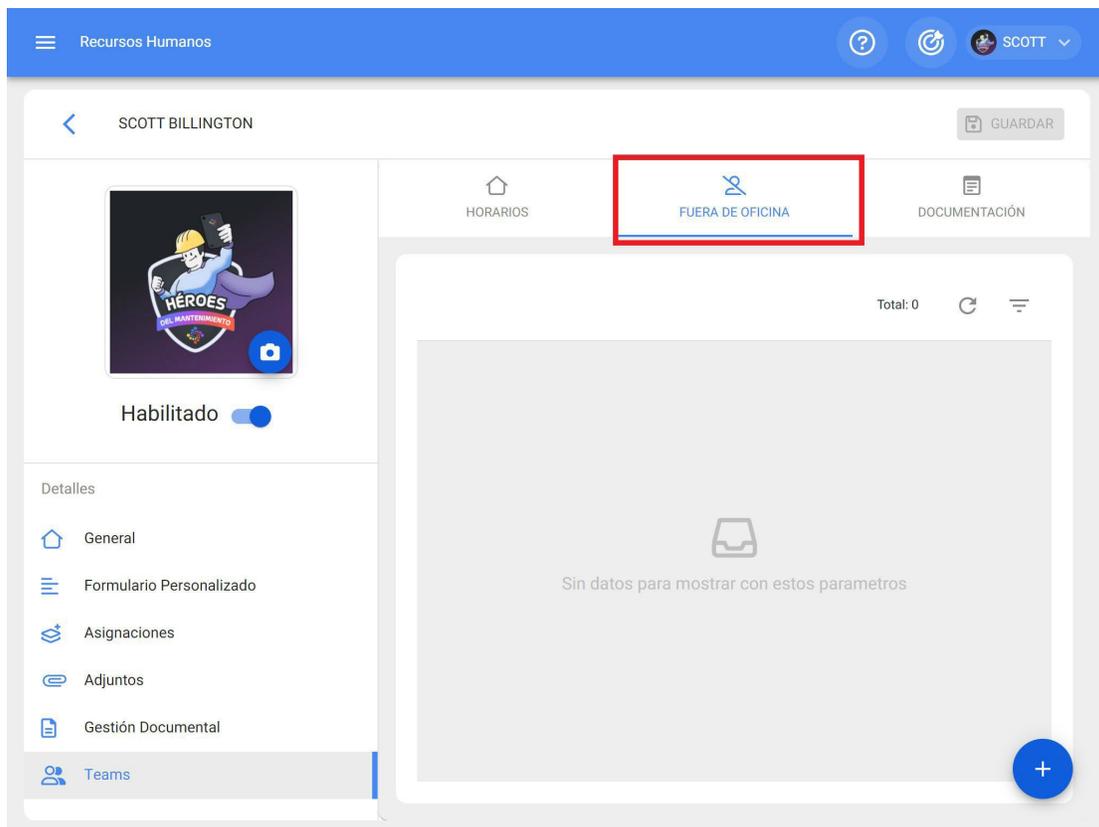
+

# What is out-of-office and how to add it?

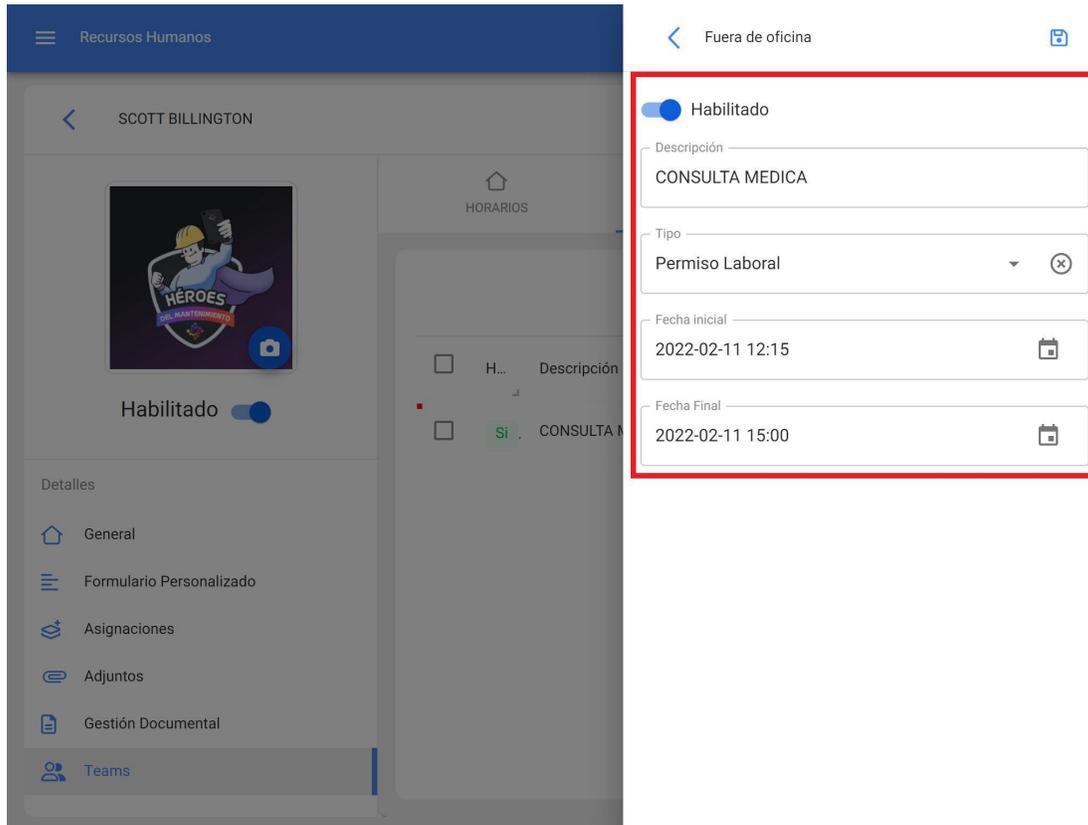
[help.fractal.com/en/articles/6008365-what-is-outside-office-and-how-to-add-it](https://help.fractal.com/en/articles/6008365-what-is-outside-office-and-how-to-add-it)

The out-of-office is a space or block of time, where the inhouse personnel will not be available to be assigned as a human resource within a task. For example, the out of office can be implemented to assign work leaves, vacations, medical appointments, among others.

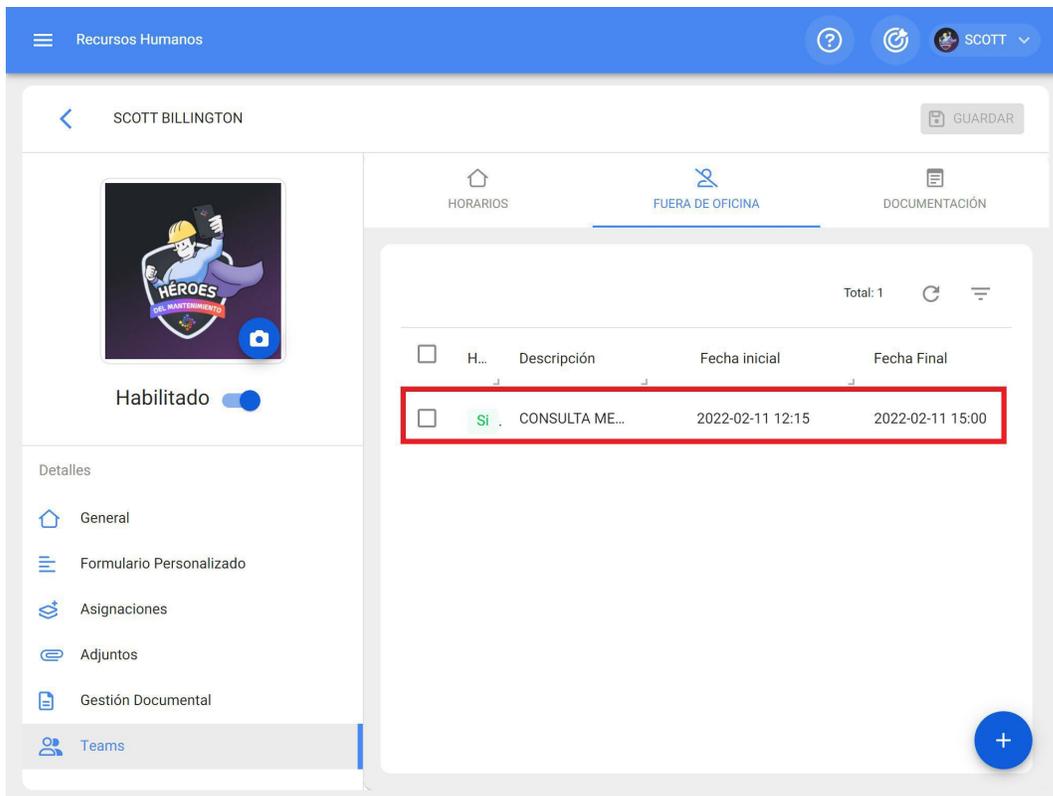
In order to add an out-of-office employee, you must enter the teams submodule found in the inhouse personnel profile of the user in question (this user profile must be previously associated with a teams schedule).



Then, click on the add option to open a new window where you can add the description, type and dates associated with the out-of-office you wish to add.



Finally, clicking on save will set the off-duty hours for the person in question.

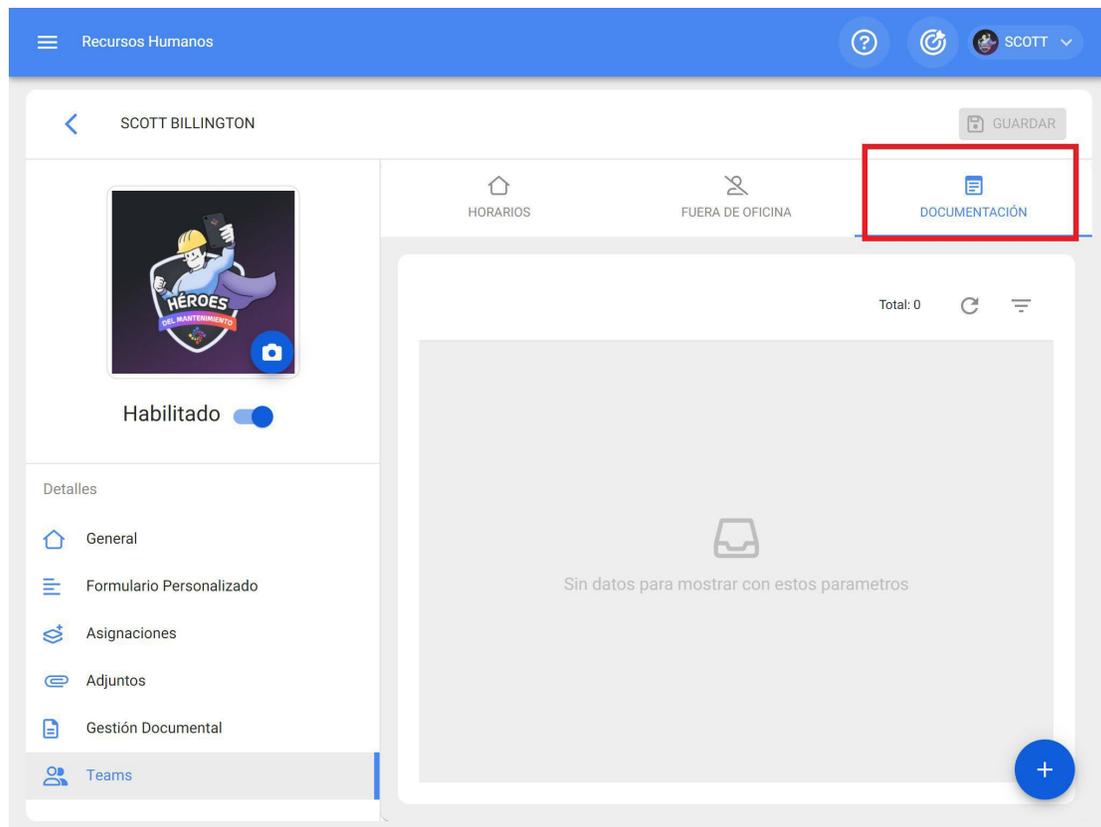


# What is teams documentation and how to add it?

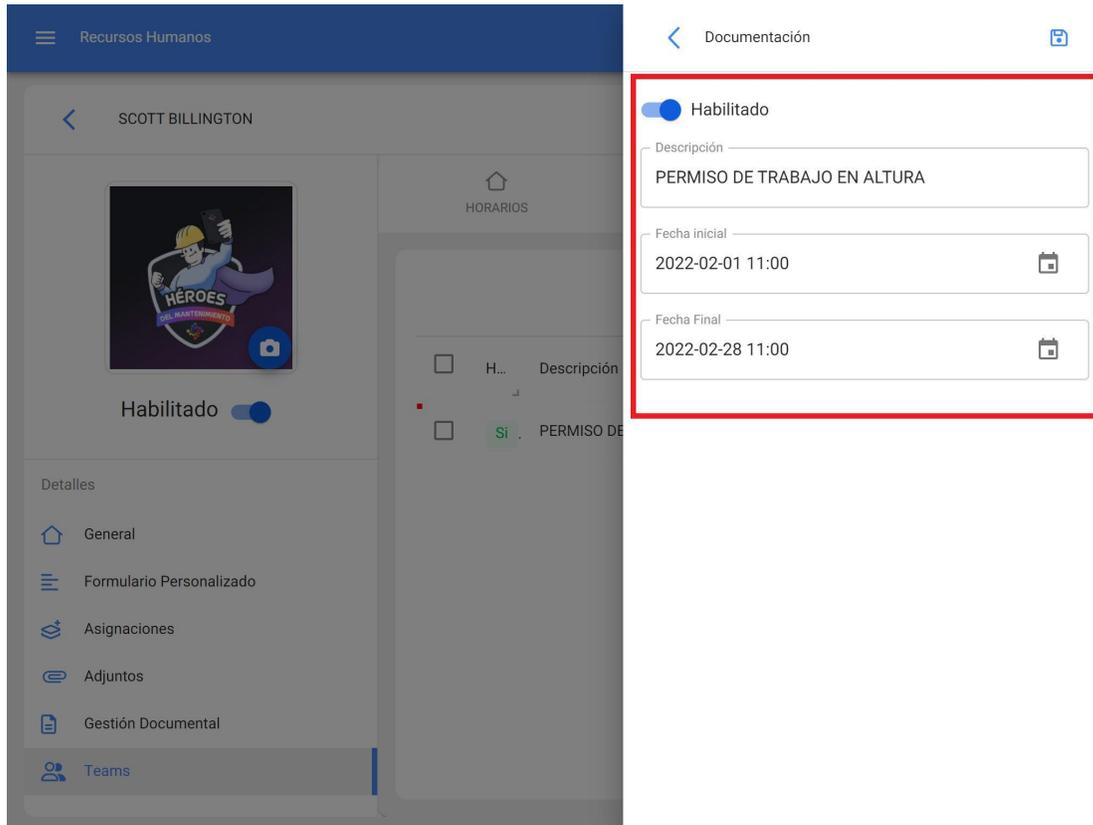
[help.fractal.com/en/articles/6008367-what-is-the-teams-documentation-and-how-to-add-it](http://help.fractal.com/en/articles/6008367-what-is-the-teams-documentation-and-how-to-add-it)

Unlike the document management of other modules, teams' documentation generates restrictions at the time of performing activities, so that if a human resource has an expired document, he/she will not be able to perform the task until this document is renewed. For example, it can be used for documentations that are restrictive for the execution of certain activities.

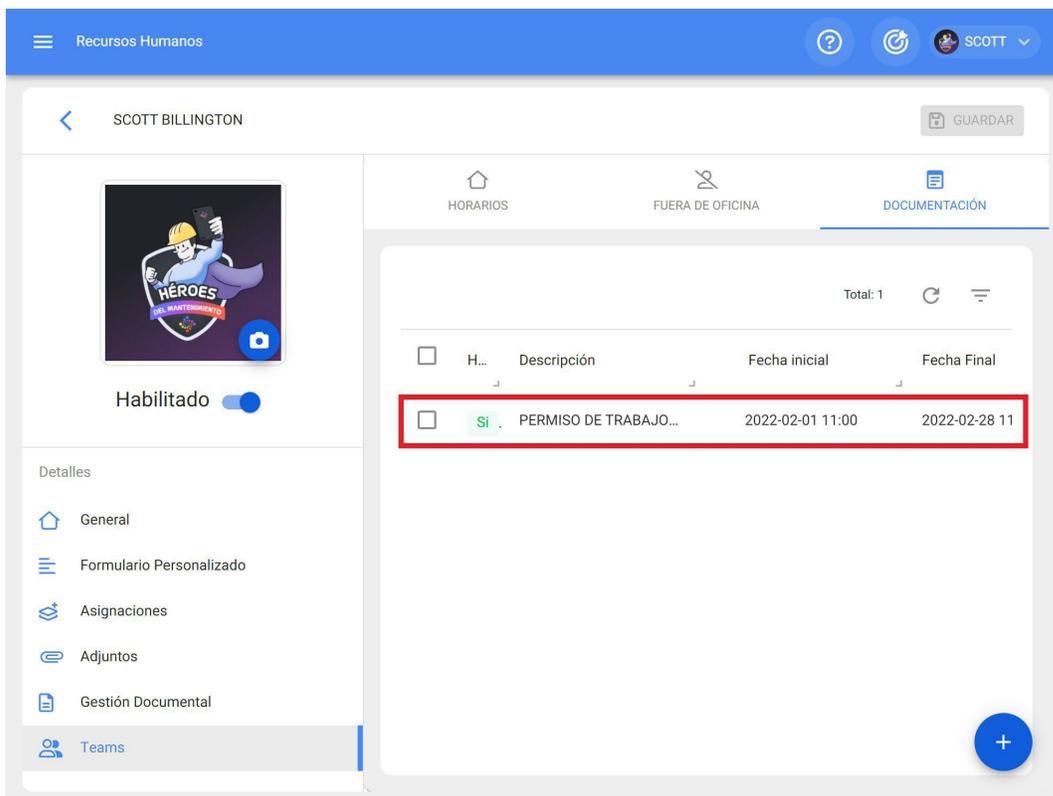
In order to add documentation in teams, you must enter the "Documentation" sub-module found in the inhouse personnel profile of the user in question (this user profile must be previously associated with a teams schedule).



Then, click on the add option to open a new window where you can add the description and date range associated to the documentation you wish to add.



Finally, when you click on save, the documentation associated with the person in question will be established.

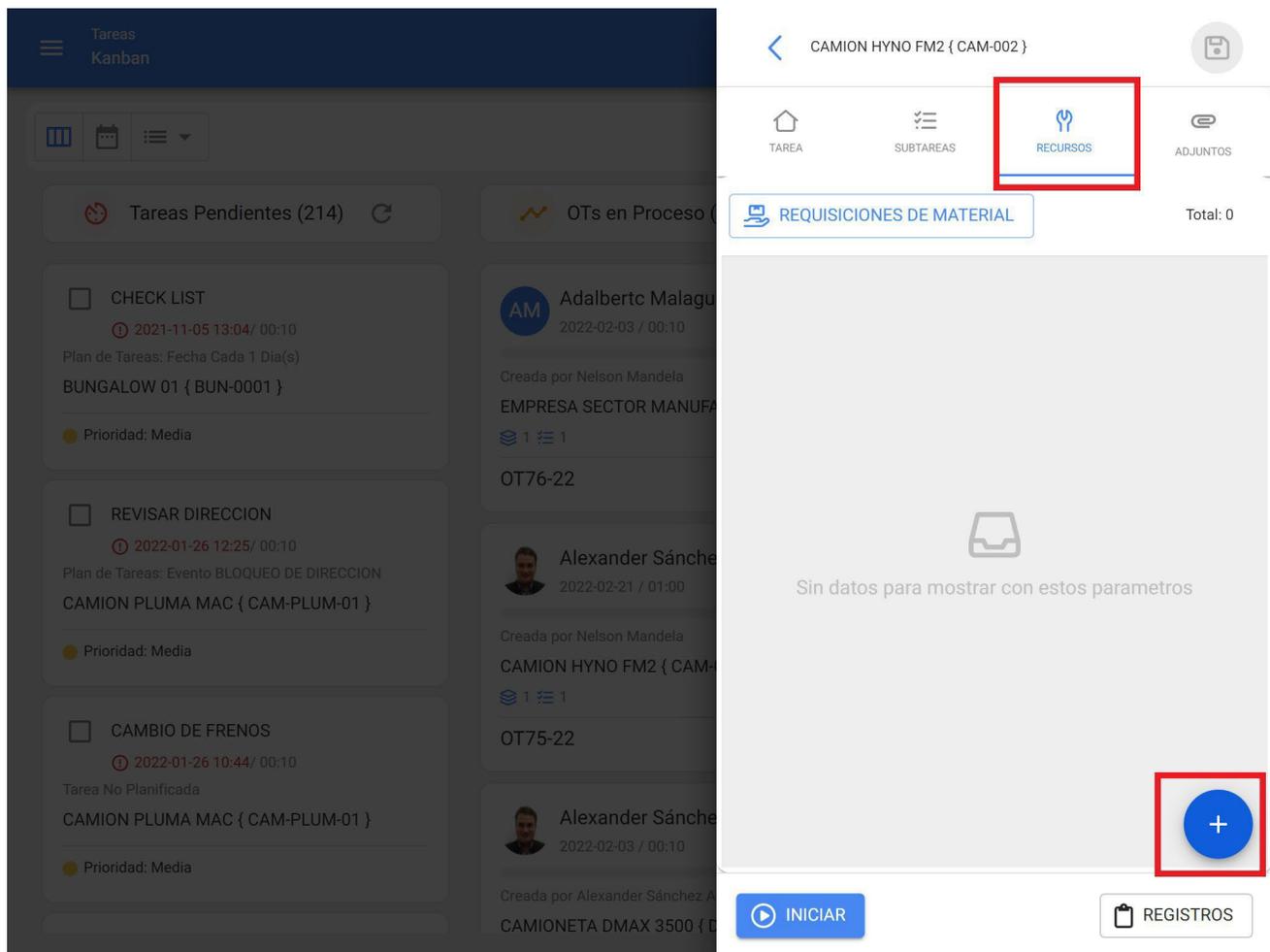


# How to assign or link inhouse personnel to a task by means of teams?

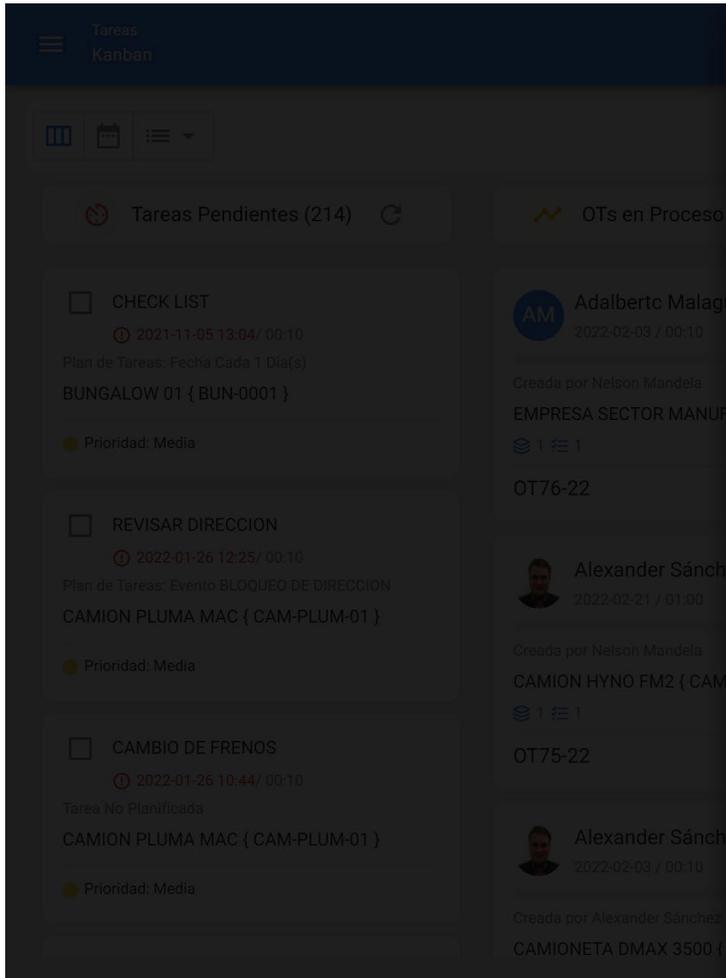
[help.fractal.com/en/articles/6008368-how-to-assign-or-link-an-inhouse-person-to-a-task-through-teams](https://help.fractal.com/en/articles/6008368-how-to-assign-or-link-an-inhouse-person-to-a-task-through-teams)

Once the Teams schedules have been triggered and linked to the inhouse personnel user profiles, the only thing left to do is to assign them as resources to a task.

To do so, once a WO (both planned and unplanned) has been generated, we only need to go to the resources sub-module and click on the add option.



Then, a window will open to configure the resource we want to add. In this case, we must select "Inhouse personnel" as the resource type.



Nuevo Recurso

Tipo de Recurso  
Recursos Humanos

Perfil / Recursos

Descripción no puede estar en blanco

Unidad

Cantidad  
001:00

Costo unitario  
\$ CLP 0

Costo Total  
\$ CLP 0,00

Notas

Subsequently, we must select the profile and specific name of the user we want to add as a resource. Here we will notice that inhouse personnel with a linked teams schedule will have an option to preview their schedules in calendar format.

Tareas Pendientes (214)

CHECK LIST  
 2022-11-05 13:04:00:00  
 Plan de Tareas: Tarea Cables ( BUN-01 )  
 BUNGALOW 01 ( BUN-0001 )  
 Prioridad: Media

REVISAR DIRECCION  
 2022-01-26 12:25:00:00  
 Plan de Tareas: Tarea SUBJULIO DE DIRECCION  
 CAMION PLUMA MAC ( CAM-PLUM-01 )  
 Prioridad: Media

CAMBIO DE FRENSOS  
 2022-01-26 10:44:00:00  
 Tarea No Planificada  
 CAMION PLUMA MAC ( CAM-PLUM-01 )  
 Prioridad: Media

Adalberto Malaga  
 2022-07-04 / 08:10  
 Creado por Nelson Mancilla  
 EMPRESA SECTOR MANUFACTURERA  
 OT76-22

Alexander Sánchez  
 2022-02-21 / 07:00  
 Creado por Nelson Mancilla  
 CAMION HYUN FM2 ( CAM-PLUM-01 )  
 OT75-22

Alexander Sánchez  
 2022-02-04 / 08:10  
 Creado por Alexander Sánchez  
 CAMIONETA DMAX 3500 ( CAM-PLUM-01 )

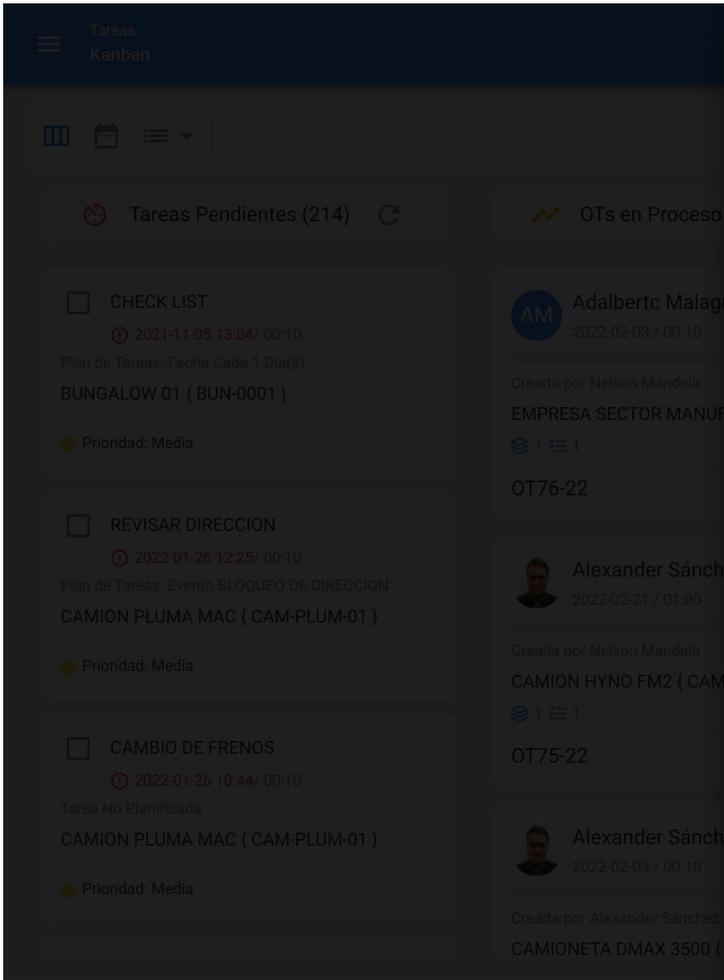
Buscar personas

Total: 1

**SCOTT BILLINGTON**

Perfil: SUPERVISOR MECANICO  
 Valor Hora Ordinaria: \$ CLP 3.000,00

SCOTT BILLINGTON							
	31 lun.	01 mar.	02 mié.	03 jue.	04 vie.	05 sáb.	06 dom.
0:00	0:00 - 8:00 No disponible	0:00 - 23:59 No disponible	0:00 - 23:59 No disponible				
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00	12:00 - 13:01 No disponible						
13:00							



Nuevo Recurso

Tipo de Recurso  
Recursos Humanos

Perfil / Recursos  
SUPERVISOR MECANICO

Recurso Humano  
SCOTT BILLINGTON

fecha y hora de programación

Unidad  
Hora

Horas extra

Cantidad  
001:00

Costo unitario  
\$ CLP 3.000

Costo Total  
\$ CLP 3.000,00

After having selected the human resource, the actual date and time at which he/she will execute the activity must be established.

The image shows a software interface for creating a new resource. The background is a dark-themed Kanban board with task cards. The foreground is a light-themed form titled "Nuevo Recurso".

The form fields are as follows:

- Tipo de Recurso: Recursos Humanos
- Perfil / Recursos: SUPERVISOR MECANICO
- Recurso Humano: SCOTT BILLINGTON
- fecha y hora de programación: 2022-02-04 14:00 (highlighted with a red box)
- Unidad: Hora
- Horas extra:
- Cantidad: 001:00
- Costo unitario: \$ CLP 3.000
- Costo Total: \$ CLP 3.000,00

Finally, after adding the rest of the parameters and clicking on the save option, an option will be enabled to view in calendar format the activity programmed for the inhouse personnel according to the date and time established.

Programación de Agenda

HOY

viernes, 4 de febrero de 2022

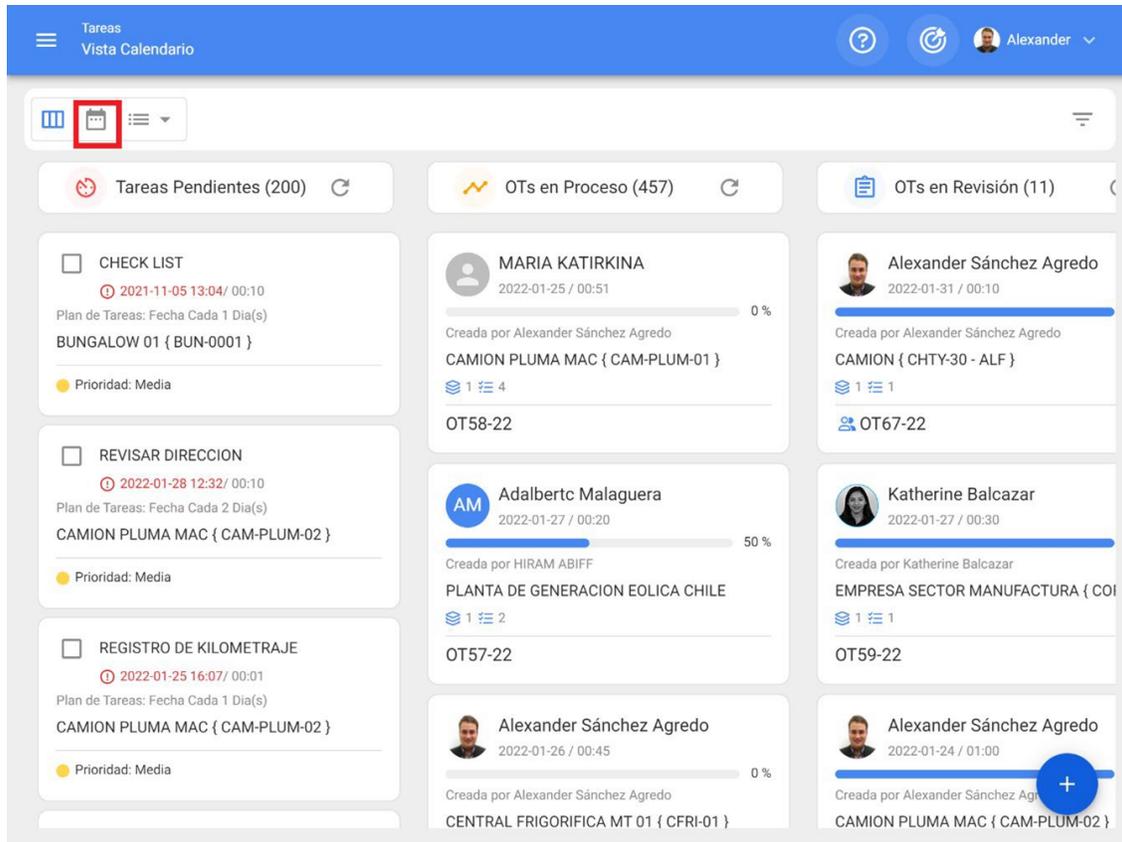
Recursos	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
SCOTT BILLINGTON SUPERVISOR MECANICO TAREA: MANTENIMIENTO MENSUAL ASIGNADO 2022-02-04 14:00	No disponible												No		MANT			No disponible						

**Note:** Please note that the assignment and visualization of schedules in teams only applies to users who are added as resources to the work management. Excluding in this way those responsible for the WO (in case the person responsible for the WO is the executor of the task, he/she must be added as inhouse personnel to the task in question).

# How to visualize in a calendar all the work management tasks scheduled in teams?

[help.fracttal.com/en/articles/6008369-how-to-display-on-a-calendar-all-scheduled-work-management-in-teams](https://help.fracttal.com/en/articles/6008369-how-to-display-on-a-calendar-all-scheduled-work-management-in-teams)

A very useful option in the platform is to globally view a calendar with all the activities that have been associated with the teams function. To do this, we only need to enter the TOs calendar view.



Then, select the calendar options and enable the display of teams' schedules.

Tareas  
Vista Calendario

2022 Febrero

Tareas Pendientes × Órdenes de Trabajo ×

lun.	mar.	mié.	jue.	vie.	sáb.	dom.
31	01	02	03	04	05	06
11:54 LIMPIEZ... 13:00 OT66... 100%	10:00 OT657-21 0% 10:00 MANTE...			09:56 OT61... 100%		
07	08	09	10	11	12	13
20:25 MANTENIMIENTO SEMESTRAL				09:58 Inspecci...		
14	15	16	17	18	19	20
08:35 MANTE...		13:27 prueba j...	18:28 WO-153-FTT			
21	22	23	24	25	26	27
10:27 LIMPIEZ... 11:37 LIMPIEZ... 18:46 OT449...100%				01:00 OT254...100% 01:00 OT187...100%		
28	01	02	03	04	05	06
01:00 OT459...100% 11:50 Manteni... 13:27 OT711-21 0%			17:32 CAMBIO ...			

Tareas  
Vista Calendario

Opciones calendario

Selecciona los tipos de tareas y programaciones a ver en el calendario

- Tareas Pendientes
- Órdenes de Trabajo
- Órdenes de trabajo por activo
- Órdenes de trabajo por responsables
- Teams

Programación estimada de Tareas

- Planificación Q1-2022

Once you have selected this option, you will finally be able to view all the activities that have been programmed by teams.

Tareas Vista Calendario Alexander

Teams x 2022 Enero Mes

lun.	mar.	mié.	jue.	vie.	sáb.	dom.
27	28	29	30	31	01	02
		13:00 Erwin Schr... 1% + 4 Más	09:30 Eddy... 1% 13:00 Erwin Schr... 1%			
03	04	05	06	07	08	09
13:00 Erwin Schr... 0% + 13 Más				13:00 Erwin Schr... 0%		
10	11	12	13	14	15	16
10:00 Adalbert Cr... 0%	15:00 Teams Fra... 0%	13:00 Erwin Schr... 0%	14:00 Kath Bache... 0%			
		14:00 Nikola Tesla 0%	15:31 Teams Fra... 0%			
17	18	19	20	21	22	23
	15:00 Kath Bache... 0%	14:00 Kath Bache... 0%	16:00 Erwin Schr... 0%			
24	25	26	27	28	29	30
31	01	02	03	04	05	06

**Note:** If necessary, you can further customize the calendar display by using the platform's filters.

# How does Predictto work? | Fractal One

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 [help.fractal.com/en/articles/6065426-as-it-works-predictto](https://help.fractal.com/en/articles/6065426-as-it-works-predictto)

This guide was developed to help you use and understand **Predictto**, **Fractal's** predictive maintenance tool. It is divided into two main parts: first, we explain the basics of predictive analytics, and the different models you can calculate with **Predictto**; and then, we show you how to navigate through the **Predictto** website and use the tools it has available for you.

## Predictive Analytics and Forecasting

---

At Predictto we want to help you make the best decisions for your maintenance management system. For this, we use advanced analytics to create predictive models and deliver forecasts regarding the future state of your assets. Our algorithms use Machine Learning in combination with statistical models to provide you with a complete, mathematically based, yet simple to understand forecast, so you can make informed decisions regarding your asset maintenance plans.

## Reliability models

---

First, it is necessary to clarify what reliability is: also called survival probability, reliability estimates the probability of an asset to work without failure from the beginning of its operation until a certain point in time. Reliability is decreasing in time, as the asset reaches the end of its useful life.

Reliability models describe the behavior of systems, and are built using mathematical and statistical tools to show, explain and predict the ability of such systems to operate without failure over time.

Predictto recommends using reliability models for those assets that are more susceptible to failures, and that do not have continuous monitoring. This is because reliability models use failure records (obtained from the asset's work order history) as training data.

## Degradation models

---

In simple terms, degradation models allow estimating how the state of an asset evolves over time by analyzing relevant physical and/or chemical variables measured over time. Using Machine Learning and analytics

In this advanced stage we can predict the values of these variables in the future, and make a prognosis of the equipment's condition.

In Predictto, we use an algorithm that allows us to establish a probabilistic model of the behavior of one or more variables over time, using measurements of these variables as training data. With this algorithm it is possible to estimate the behavior of the variables in the future, and thus make forecasts of the state of the asset over time. These forecasts have a degree of reliability associated with them, since they are based on a mathematically based analysis. Therefore, we do not make a blind prediction, but we deliver a reliable forecast.

It is important to mention that if you want to perform this type of analysis you need to have monitoring data, either from meters connected to Fractal, or from other external meters integrated to your Predictto account.

# What can I find in Predictto?

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 [help.fractal.com/en/articles/6065436-what-can-i-find-at-predictto](https://help.fractal.com/en/articles/6065436-what-can-i-find-at-predictto)

## Predictive models

---

In this section you can find all the predictive models calculated for different devices. The name of the data grouping (assigned by the user), the type of analysis used in the model, the date of creation or calculation of the model, and the start and end dates of the data considered, as well as the amount of data used are indicated.

By clicking on the VIEW DIAGNOSTICS button, you will enter the *Diagnostics* page of your model, where detailed information of the predictive model will be displayed. For more information regarding this section, please review the **predictive models** section.

## DataLab

---

In this section you can perform tests, uploading files with measurements of some monitored variable over a period of time, or failure records. This data can be associated to a new asset or to an existing one, allowing you to calculate predictive models with data uploaded by you through **ModelLab**.

## ModelLab

---

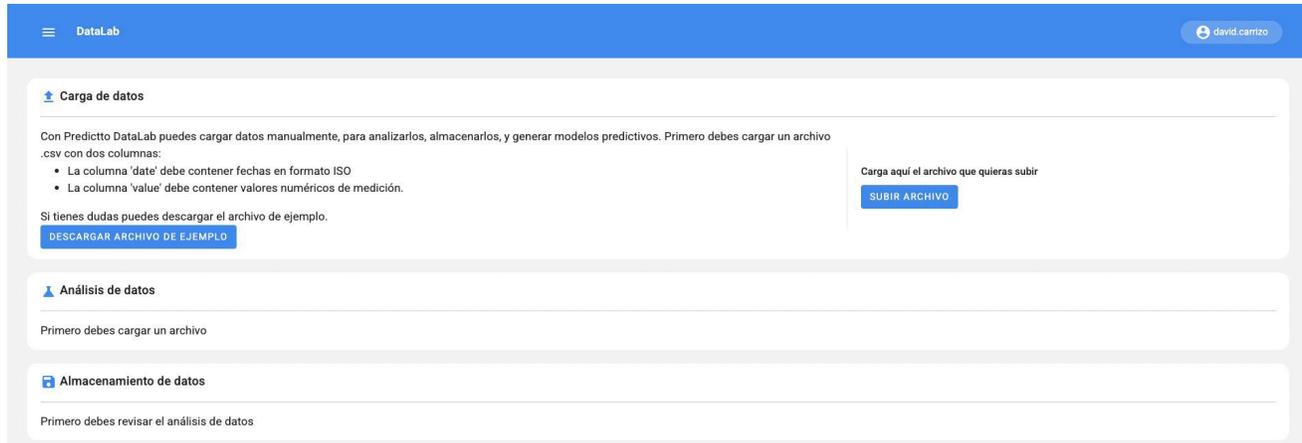
In this section you can select the parameters that will allow you to calculate a new predictive model. It is important that you are clear about the type of analysis you want to use, for which we invite you to review the first part of this guide, in case you have not already done so. For more details on how to build the model to be calculated, see the section **Creating a predictive model** in this guide. The models already calculated can be found in the **Predictive models** section. In addition, in this section you can synchronize the information of your assets with Fractal, and also with external sources (such as meters) that you have associated to your Predictto account.

# Predictto's laboratory: DataLab

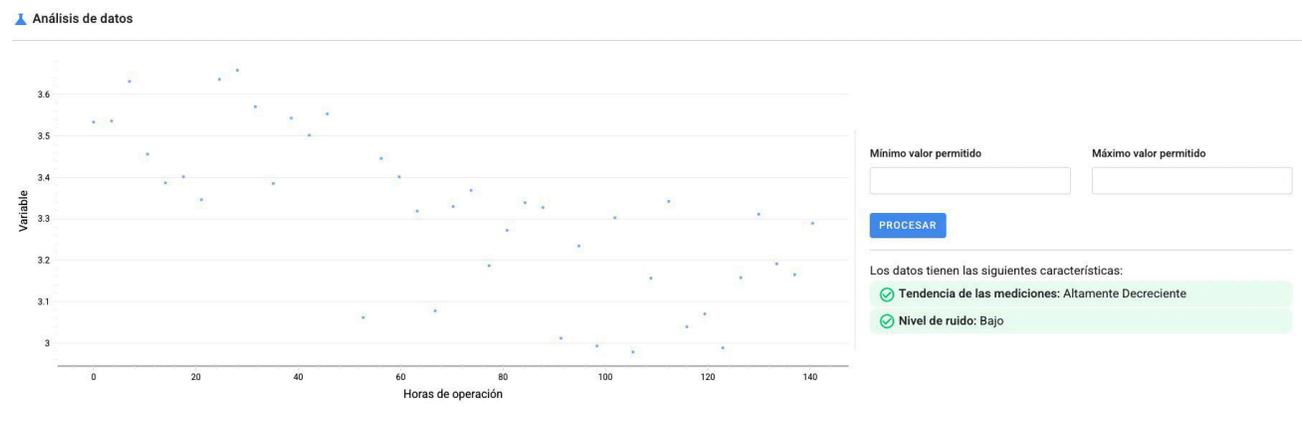
[help.fractal.com/en/articles/6065443-el-laboratorio-de-predictto-datalab](https://help.fractal.com/en/articles/6065443-el-laboratorio-de-predictto-datalab)

## Uploading my measurement history

In this part of the guide we will show you how to experiment Predictto with your historical measurements, without the need to establish a connection to external sources. To do so, just follow these simple steps in DataLab.



The file must have 2 columns: 'date' and 'value' (you can download the example file to get an idea). Once you have uploaded the file a table with the data will be displayed, you can choose the maximum and minimum values you want to have a quick analysis.



Finally, if you wish to store the data in the Predictto cloud, you can associate it with an asset through a meter, or create a new one, depending on your intention when uploading the file.

**Almacenamiento de datos** GUARDAR DATOS

---

Seleccionar medidor

TMed-2 – Medición RMS - Radial GUARDAR NUEVO MEDIDOR

## Uploading my failure history

In this part of the guide we will show you how to experiment Predictto with your historical fault records, without the need to establish a connection to external sources. To do so, just follow these simple steps in DataLab.

**Carga de datos**

Con Predictto DataLab puedes cargar datos manualmente, para analizarlos, almacenarlos, y generar modelos predictivos. Primero debes cargar un archivo .csv con una columna, 'date', que contenga fechas de eventos de fallas en formato ISO. Si tienes dudas puedes descargar el archivo de ejemplo.

[DESCARGAR ARCHIVO DE EJEMPLO](#)

Carga aquí el archivo que quieras subir

[SUBIR ARCHIVO](#)

**Análisis de datos**

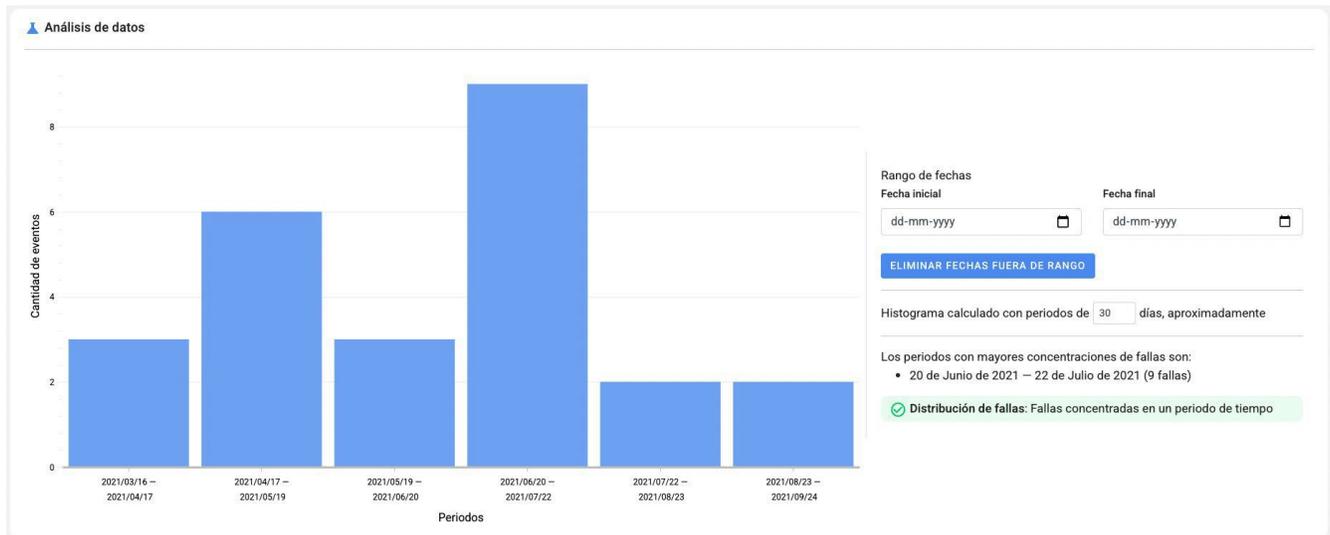
Debes cargar un archivo para poder ver el análisis de tus datos.

**Almacenamiento de datos**

Debes cargar un archivo para poder analizar y almacenar datos.

The file must have 1 column: 'date' (You can download the example file to get an idea).

Once you have uploaded the file a bar chart will be displayed with the data, you can choose the start and end dates, and you can sort the histogram in the periods you want (Periods of 1,2,5,15,30 or more days).



Finally, if you want to store the data in the Predictto cloud, you can associate it to an asset through a failure mode, or create a new one, depending on your intention when uploading the file. Before storing the data, you must indicate the date of origin of the asset.

Almacenamiento de datos

GUARDAR DATOS

Modo de falla de activo

Equipo1 / Amortiguador-1 / Falla Amortiguador

Fecha de origen

dd-mm-yyyy

REGISTRAR NUEVO MODO DE FALLA

# How are predictive models created in Predictto?

[help.fractal.com/en/articles/6065564-how-predictive-models-are-created-in-predictto](https://help.fractal.com/en/articles/6065564-how-predictive-models-are-created-in-predictto)

## Creation of a predictive model

In this part of the guide we will show you how to create a predictive model, step by step:

The screenshot shows the Predictto ModelLab interface. The top navigation bar includes a menu icon, the text 'ModelLab', a search bar, and a user profile 'david.carrizo'. The main content area is divided into two panels: 'Analysis parameters' on the left and 'Models calculation' on the right. The 'Analysis parameters' panel has a dropdown for 'Analysis type' (set to 'Degradation model'), two date range input fields, a tree view for 'Assets and parts' (with 'Rodamiento-1 (T001)' selected), and a 'FILTER DATA' button. The 'Models calculation' panel shows a message '1 predictive model will be created for each measurer selected' above a table of measurers. The table has columns for Measurer (ID), Description, Unit, Asset (Code), and Measurements. Below the table is a 'Name of the data group to analyze:' field and a 'SAVE AND ANALYZE' button. Numbered callouts (1-7) indicate the sequence of actions: 1. Click the ModelLab menu; 2. Select the analysis type; 3. Select a date range; 4. Select assets and parts; 5. Click the filter data button; 6. Review the measurer list; 7. Click the save and analyze button.

Measurer (ID)	Description	Unit	Asset (Code)	Measurements
<input type="checkbox"/> TMed-1	Medición RMS - Radial	Vel. vibración (mm/s)	Rodamiento-1	500
<input type="checkbox"/> TMed-1-x	Medición RMS - Axial	Vel. vibración (mm/s)	Rodamiento-1	500
<input type="checkbox"/> TMed-2	Medición RMS - Radial	Vel. vibración (mm/s)	Rodamiento-2	531
<input type="checkbox"/> TMed-2-x	Medición RMS - Axial	Vel. vibración (mm/s)	Rodamiento-2	500
<input type="checkbox"/> TMed-3	Medición RMS - Radial	Vel. vibración (mm/s)	Rodamiento-3	500
<input type="checkbox"/> TMed-3-x	Medición RMS - Axial	Vel. vibración (mm/s)	Rodamiento-3	500
<input type="checkbox"/> TMed-4	Medición RMS - Radial	Vel. vibración (mm/s)	Rodamiento-4	500
<input type="checkbox"/> TMed-4-x	Medición RMS - Axial	Vel. vibración (mm/s)	Rodamiento-4	500
<input type="checkbox"/> TMed-5	Medición RMS - Radial	Vel. vibración (mm/s)	Rodamiento-5	500
<input type="checkbox"/> TMed-5-x	Medición RMS - Axial	Vel. vibración (mm/s)	Rodamiento-5	500

1. The first step is to go to the *ModelLab* section in Predictto.
2. There, you will have to select the type of analysis you want to perform, from the drop-down menu on the top left. Remember to refer to the information in the article '[what can I find in Predictto](#)', so that you know which analysis best suits your needs.
3. Subsequently, and if you wish, you can select a date range, so that your model considers only the data obtained within that range.
4. In the selection tree you will find all the device types, devices and device parts that you have registered in our platform. It is important to note that if you chose a type of analysis that uses meter information (such as the calculation of degradation models), the selection tree will only show you the devices that have one or more meters connected.
5. Once the filtering parameters indicated in steps 3 and 4 have been selected, press the "Filter" button.

6. Now, you must select the source of the data that will feed your model. If you selected a degradation model analysis in step 2, the table on the right side of the screen will show all the meters connected to the devices and parts selected in step 4. You must check the "select" box of the meter that you want to feed your model. Remember that, if in step 3 you selected a date range, the model will consider only measurements made within that range.
7. Finally, give a name to the dataset you have chosen to feed your model. It is important that it is a descriptive name, since you will need it later to identify the model and consult the diagnostics derived from it. Once you have written the name, click on "Save and Analyze".

By following the above steps, you will have created a predictive model. Depending on the amount of data used to feed the model, the calculation time may vary. Our algorithms are optimized to reduce this waiting time to a minimum possible, and we are constantly working to improve in this area.

Once the model has been calculated, you can find it in the *Devices* section, where we will show you a list of all the existing models associated to your account, including the one you have just created. By clicking on the name you gave to the data grouping used to feed your model, you can consult the **results** and **diagnostics** derived from it.

## Multiple selection

---

It is possible to select several meters at the same time, which will generate a predictive model for each of them. This way you can create many models with fewer steps and in less time. To make the multiple selection you will have to use the 'ctrl' button ('command' in macOS) and select more than one asset.

## Cálculo de modelos

2 medidores seleccionados, se crearán 2 modelos predictivos distintos.

	Medidor (ID)	Descripción	Unidad	Activo (Código)	Mediciones	
<input checked="" type="checkbox"/> 	DEMO-HID-1		Vel. vibración (mm/s)	Rodamiento-M1	1000	
<input checked="" type="checkbox"/> 	DEMO-HID-2		Vel. vibración (mm/s)	Rodamiento-M2	1000	
<input type="checkbox"/> 	DEMO-HID-3		Vel. vibración (mm/s)	Rodamiento-M3	1000	
<input type="checkbox"/> 	DEMO-HID-4		Vel. vibración (mm/s)	Rodamiento-M4	1000	
<input type="checkbox"/> 	DEMO-HID-5		Vel. vibración (mm/s)	Rodamiento-M5	1000	

Nombre del grupo de datos a analizar:

 GUARDAR Y ANALIZAR

# Predictive models : Fracttal One

 [help.fracttal.com/en/articles/7068199-predictive-models](https://help.fracttal.com/en/articles/7068199-predictive-models)

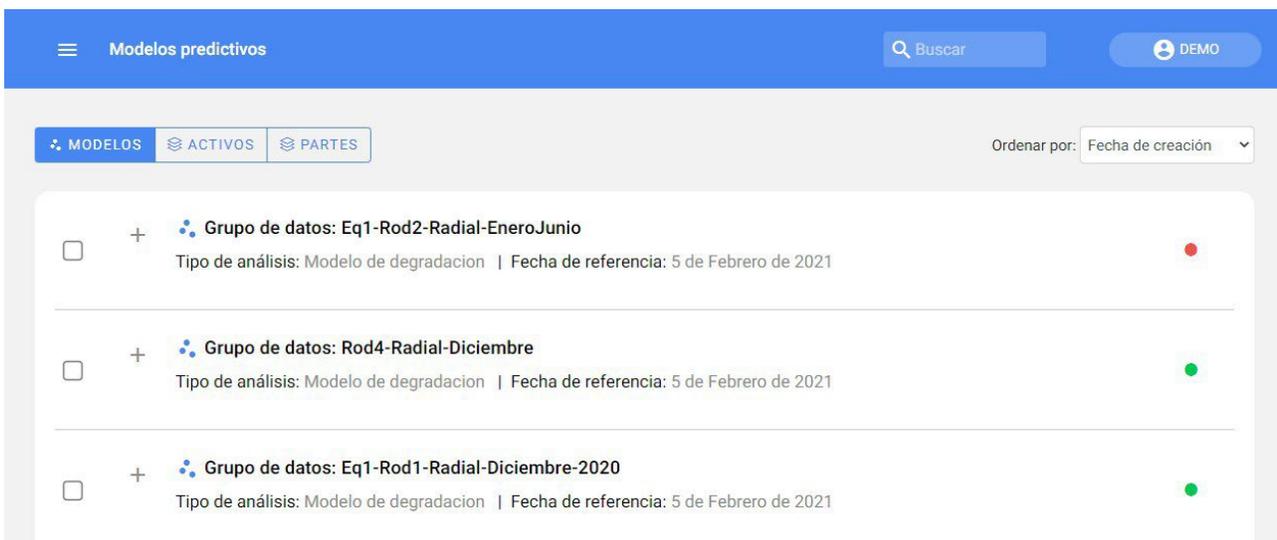
## Predictive model views

1. **Models view** (Default view): A list of all predictive models calculated and stored in your account is presented, including information such as the name assigned to the training data set, the model creation date, the type of analysis used, among others.
2. **View sorted by assets:** Group the models according to the assets you have registered in your Predictto account. Particularly reveals the model with the highest criticality predicted for each of them.
3. **View sorted by parts:** Similar to the view sorted by assets, with the quality of grouping the models according to the parts of assets registered in Predictto.



## Quick access indicators

On the right side of the list you can see an indicator in the form of a sphere that shows the critical status of the asset; green indicates that there is still time to perform maintenance, and red indicates that there is no time or that the optimum time to perform maintenance has passed.



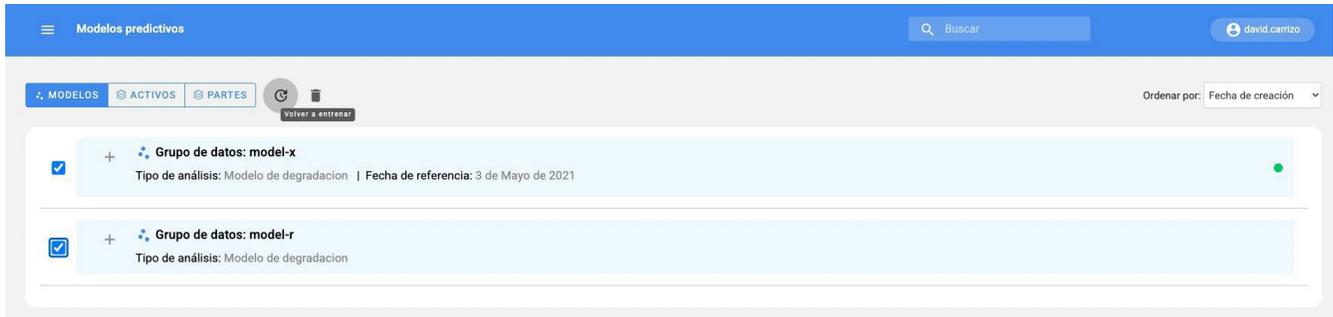
The screenshot shows the 'Modelos predictivos' interface. At the top, there is a search bar labeled 'Buscar' and a 'DEMO' button. Below the search bar, there are three tabs: 'MODELOS' (selected), 'ACTIVOS', and 'PARTES'. To the right of the tabs, there is a dropdown menu for 'Ordenar por:' with 'Fecha de creación' selected. The main content area displays a list of three data groups, each with a checkbox, a plus sign, and a red dot indicator:

Group Name	Analysis Type	Reference Date	Status
Grupo de datos: Eq1-Rod2-Radial-EneroJunio	Modelo de degradacion	5 de Febrero de 2021	Red
Grupo de datos: Rod4-Radial-Diciembre	Modelo de degradacion	5 de Febrero de 2021	Green
Grupo de datos: Eq1-Rod1-Radial-Diciembre-2020	Modelo de degradacion	5 de Febrero de 2021	Green

In addition, it is important to mention that the rapid indicators are based on information contained in **diagnostics**.

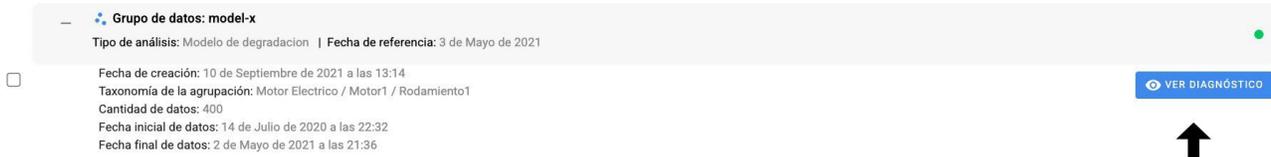
## Elimination and recalculation of several models

You can select several models to delete or recalculate with a single click. If the **Retrain** option is clicked, the analysis parameters set the first time will be maintained, but the most recent data collected from the meter that was selected when the model was created will be included.



## See diagnostics

To obtain more information about the results of the analysis, just click on the "View diagnosis" button.



If you want to learn more about the tools located there go to the **diagnostic tools** section below.

# Diagnostic Tools : Fractal One

[help.fractal.com/articles/6065681-diagnostics-tools](https://help.fractal.com/articles/6065681-diagnostics-tools)

## How are the models interpreted?

In this section you will be able to view detailed information about the desired forecast along with its indicators, graphs, among others.

Diagnósticos: Modelo de degradación  
Motor Electrico / Motor1 / Rodamiento1

David Carrizo

### Características del modelo

Grupo de datos: model-x    Fecha inicial: 14/Jul/2020 - 22:32    Fecha final: 02/May/2021 - 21:36    EDITAR    ELIMINAR

Fecha de creación: 10/Sep/2021 - 13:14

Error de ajuste: 2,453%

Cantidad de datos (n): 400

### Configuración de valores límite

Mínimo:

Máximo: 7,1

Límite eje x: 5300

ACTUALIZAR

### Historial de versiones

Fecha de creación	Datos (n)
10/Sep/2021 - 13:14	400
21/Jul/2021 - 16:56	277

### Pronósticos

RESUMEN DE PRONÓSTICO

Horas de operación registradas: 3990 (02/May/2021)	Horas hasta límite mínimo: -	Horas hasta límite máximo: 1097	Confiabilidad al último registro: 100%
--	------------------------------	---------------------------------	--

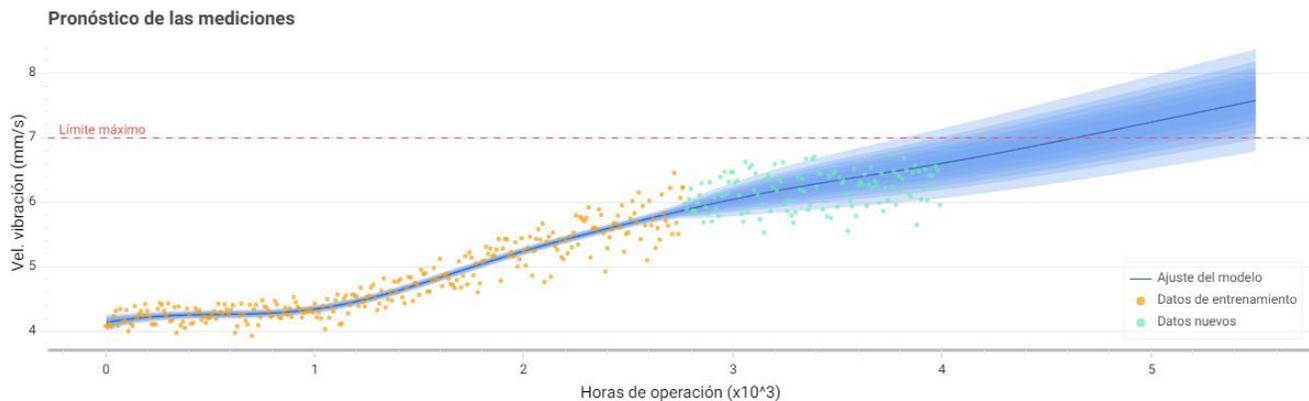
Pronóstico de las mediciones

Confiabilidad del dispositivo

## Interpretation of a degradation model

Degradation models allow you to study the state of an asset over time. In Predictto we present it in a simplified form through two graphs: the first one presents the evolution of a critical variable over time, and the second one the reliability of the equipment over the same period of time.

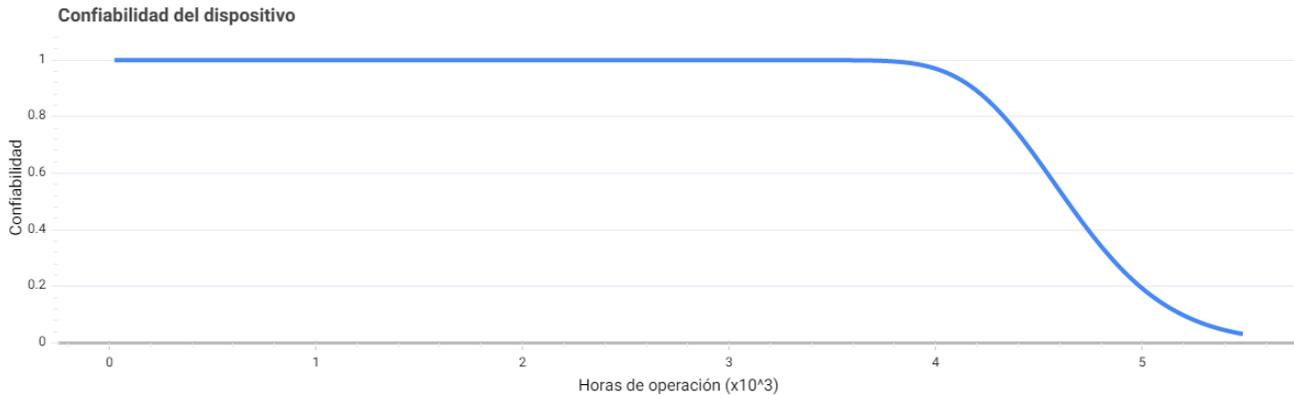
In the first graph, titled "Measurement forecast", you can observe the evolution of the measured variable during the asset's operating hours. The orange dots represent actual measurement data of the variable; the dark blue line is the fit found by our algorithm; and the light blue shading represents the confidence range of future values. That is, put simply, in the future the variable is most likely to take the value of the blue center line, but in reality it can be found at any point within the gray shadow.



Now, what good is this information to you? Well, the monitored variables may have limits within which the asset is considered to be operating satisfactorily. These limits may be given by a standard or be set by the user according to his knowledge and previous experience.

With this graph you can know when the variable under study will reach this limit, marked with a red horizontal line. By default, for vibration analysis this limit value corresponds to the one established by the ISO 10816-3 standard for vibration velocity; however, you can change this value at any time for another limit (maximum or minimum) that you consider more appropriate, in the settings panel that appears to the left of the graphs. In the same form mentioned above you can also edit the limit value of the x-axis, i.e. up to what point in time you want the prediction of the variable to be performed.

From the above we can obtain information regarding the reliability of the equipment, as shown in the second graph.



As the variable reaches the established limit, a decrease in the reliability of the asset is observed, reaching 0% reliability when our model determines as absolutely certain that the variable will exceed this limit (i.e., when the entire gray shadow exceeds it).

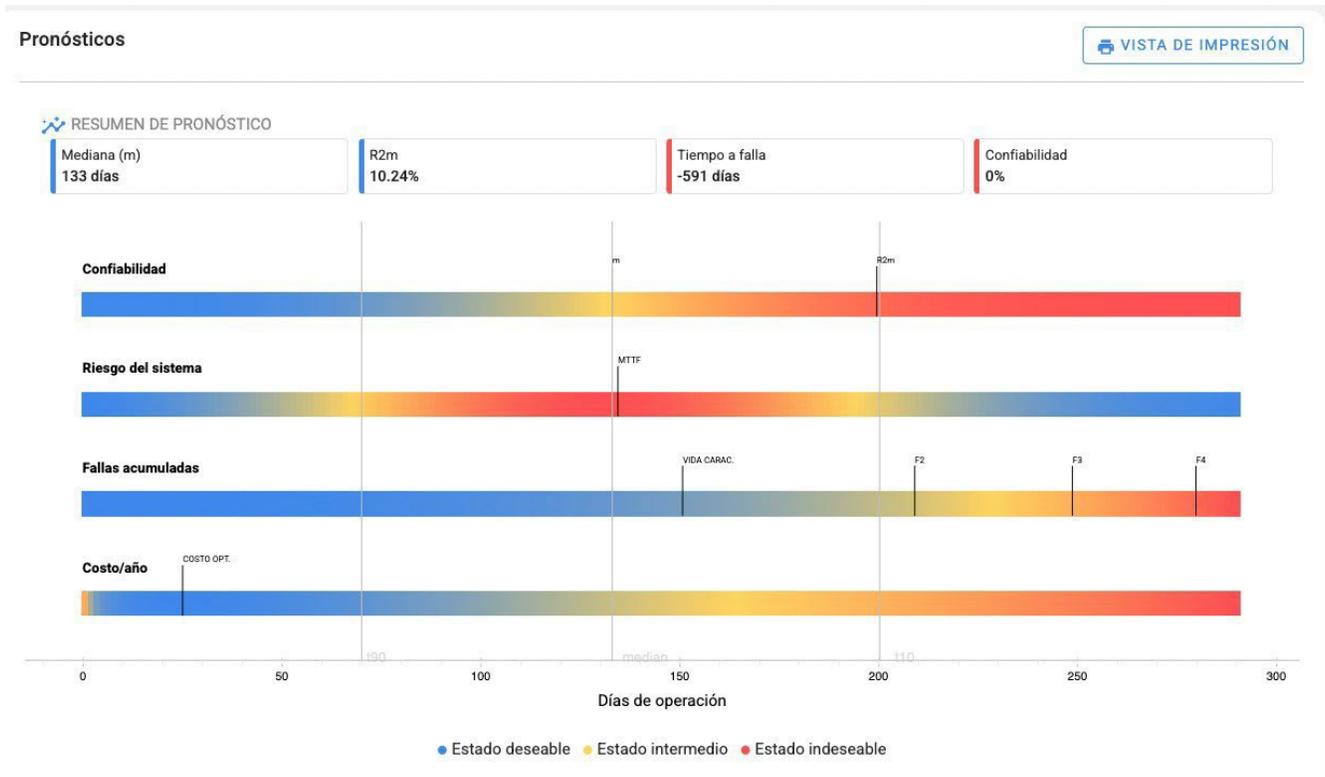
As you can see, our model not only tells you when your asset will fail, but delivers the probability of failure over time.

## Interpretation of a reliability model

Reliability models allow you to study the status of one or more assets over time. In Predictto we present it to you in a simplified form through the following bars: reliability, system risk, accumulated failures and costs. Next, we will see some important concepts related to Weibull:

1. **Median (m):** Corresponds to the point in time where the probability is at 50%, so it is a measure of central tendency that is easy to locate from the available data or office tools.
2. **R2m:** It is the probability value located on the reliability curve of m plus 50% of it.
3. **Probability of failure:** It refers to the percentage of failure occurrence, allowing to know moments of higher and lower risk, together with the periods in which the system requires special attention by operation and maintenance.
4. **Reliability:** Refers to the probability that the asset(s) will work under pre-established conditions.

- 5. Failure rate:** Refers to the probability of failure occurrence, taking into consideration that the asset may or may not have failed previously. This parameter is vital to typify failure processes. In addition, it corresponds to the inverse of the time between failures (MTBF), being one of the most renowned benchmark parameters in the maintenance and reliability industry.
- 6. Cumulative failure rate:** Refers to the estimated number of failures that the system delivers once subjected to minimum repair policies. This variable allows estimating the number of failures for a defined time interval of the system's life cycle.



The above tools add predictive value to the collected fault data, allowing to characterize the behavior of the collected system fault data. Once the parameters are obtained, it is possible to determine the behavior of the critical variables.

- 1. Accidental processes:** Those processes with an R2m equal to 0.3535 or 35.35%; they have a constant failure rate. Failures are accidental in nature and statistically unpredictable.
- 2. Bell processes:** Those processes with an R2m less than 0.3535 or 35.35%; they have an increasing failure rate with a central tendency behavior. Failures are predictable and suitable for preventive maintenance schemes.

3. **Cascade processes:** Also called infant mortality processes, they are those with an  $R2m$  greater than 0.3535 or 35.35%; they have a decreasing failure rate and in their behavior have a high probability of failure in their initial time period. Failures are highly predictable and suitable for warranty protection schemes.

## Recalculation of models

---

To recalculate a diagnosis, go to the Edit button; you will find the options to change the name, modify the training parameters, and to recalculate it (Training) with a single click, including the most recent data.



Remember that you can also perform several retrains from the predictive models section.

## Indicators and forecast summary

---

You will be able to visualize the indicators of your model; hours remaining until failure along with the reliability of the asset. These indicators are accompanied by representative colors, similar to the colors of a traffic light, in order to quickly assess the status of your asset under study. In addition, if you consult in the box of each diagnosis, a summary explanation in natural language will be shown, simply by placing your mouse over each one of them, as in the reference image.

## RESUMEN DE PRONÓSTICO

Horas de operación registradas  
4641 (04/Ago/2021)

Horas hasta límite mínimo  
—

Horas hasta límite máximo  
1593

Confiabilidad al último registro  
100%

El pronóstico indica que el límite máximo se alcanzará a las 1593 horas de operación aproximadamente (entre 755 y 2798) a partir del 04/ago./2021.

**Note:** If the "Hours to maximum limit" indicator is negative, it is giving the number of hours that have passed since a maintenance should have been performed. In addition, it is important to mention that the quick indicators in the table of the models made are based on this information.

## Model versions

---

Groups of data that have the same name and correspond to the same asset will be considered different versions of the same model. You can consult the different versions of a model in the model diagnosis.

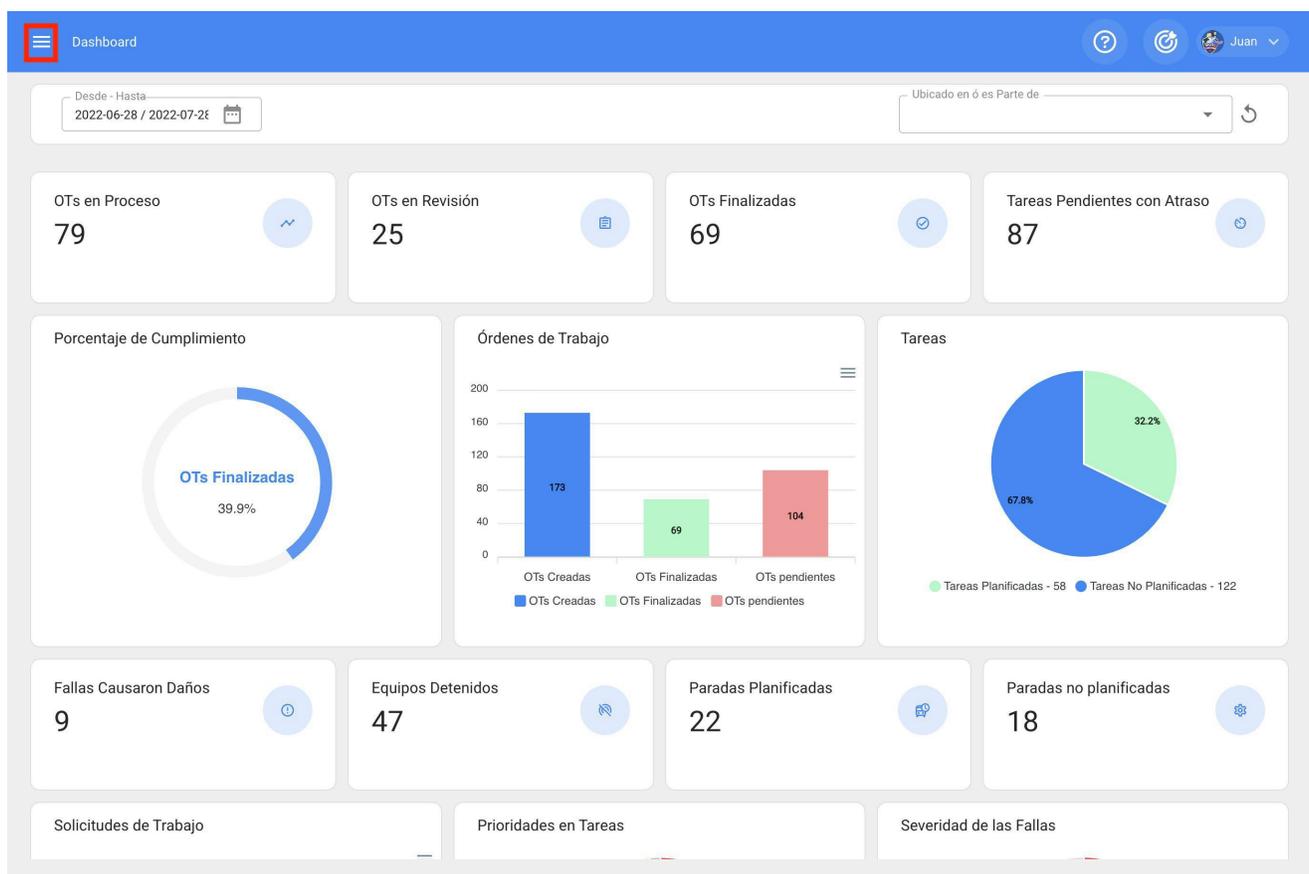
# Static Calendar in Work orders

[help.fracttal.com/en/articles/6426135-static-calendar-calendar-on-work-orders](https://help.fracttal.com/en/articles/6426135-static-calendar-calendar-on-work-orders)

The calendar view gives us a comfortable appreciation of our activities "Pending tasks and work orders" in a calendar format, in which we can see the different activities assigned and those to be assigned, as well as their different statuses which will be identified with colors.

In order to view our Work Orders and Pending Tasks in calendar mode we have to enter the following sections

## 1.-Main Menu



## 2.-Within our modules we will go to Tasks => Work orders

Fractal One

Juan Rangel  
ricardo.rangel@fractal.com  
FRACTAL MX  
4.6.42

- Catálogos
- Almacenes
- Tareas
  - Plan de Tareas
  - Órdenes de Trabajo**
  - Presupuestos
- Monitoreo
- Automatizador
- Inteligencia de Negocio
- Disco Virtual
- Solicitudes

Commit: baabb3f  
BuiltTime: 2022-07-27 17:07

The dashboard displays several key performance indicators (KPIs) and charts:

- OTs en Revisión:** 25
- OTs Finalizadas:** 69
- Tareas Pendientes con Atraso:** 87
- Órdenes de Trabajo (Bar Chart):**
  - OTs Creadas: 173
  - OTs Finalizadas: 69
  - OTs pendientes: 104
- Tareas (Pie Chart):**
  - Tareas Planificadas: 58 (32.2%)
  - Tareas No Planificadas: 122 (67.8%)
- Equipos Detenidos:** 47
- Paradas Planificadas:** 22
- Paradas no planificadas:** 18

Additional sections at the bottom include "Prioridades en Tareas" and "Severidad de las Fallas".

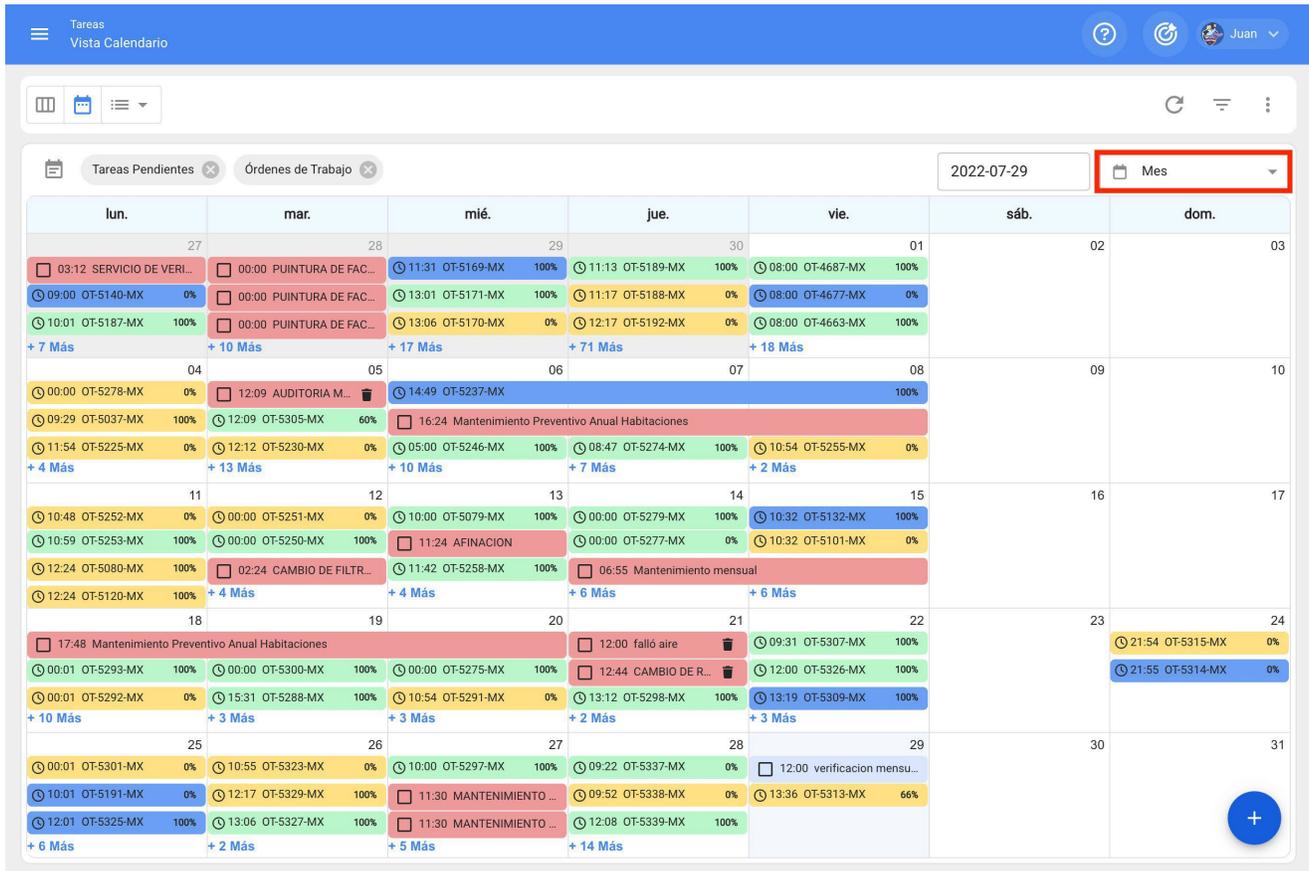
3.-Once inside the work order submodule click on the calendar icon next to the Kanban view icon.

The screenshot displays a project management interface with a Kanban view. At the top, there are navigation options for 'Tareas' and 'Kanban', along with a user profile 'Juan'. Below the navigation, there are four main columns representing different stages of work:

- Tareas Pendientes (497):** Contains three task cards, all titled 'LIMPIEZA MENSUAL'. Each card includes a due date (e.g., 2022-08-29), a task description (e.g., 'LAPTOP DELL VOSTRO { TIC-NAU-HDR-LAP-010 }'), and a priority level of 'Media'.
- OTs en Proceso (2586):** Contains three task cards assigned to 'Yim Cardozo', 'vucan', and 'Aaron Cortes'. Each card shows a progress bar (0%), a creation date, and a task description (e.g., 'PLANCHA QX-YUN ES-300 300 { ES-300 }').
- OTs en Revisión (175):** Contains three task cards assigned to 'Abraham Dias', 'Aaron Cortes', and 'entrenamiento 5 FRACTTAL'. Each card shows a progress bar (100%), a creation date, and a task description (e.g., 'mini split { oo8 }').
- OTs Finalizadas (2595):** Contains three task cards assigned to 'JAIME ROBLEDO', 'vucan', and 'cmidence'. Each card shows a progress bar (100%), a creation date, and a task description (e.g., 'SWIFTY 7 { EQ-PAC-001 }').

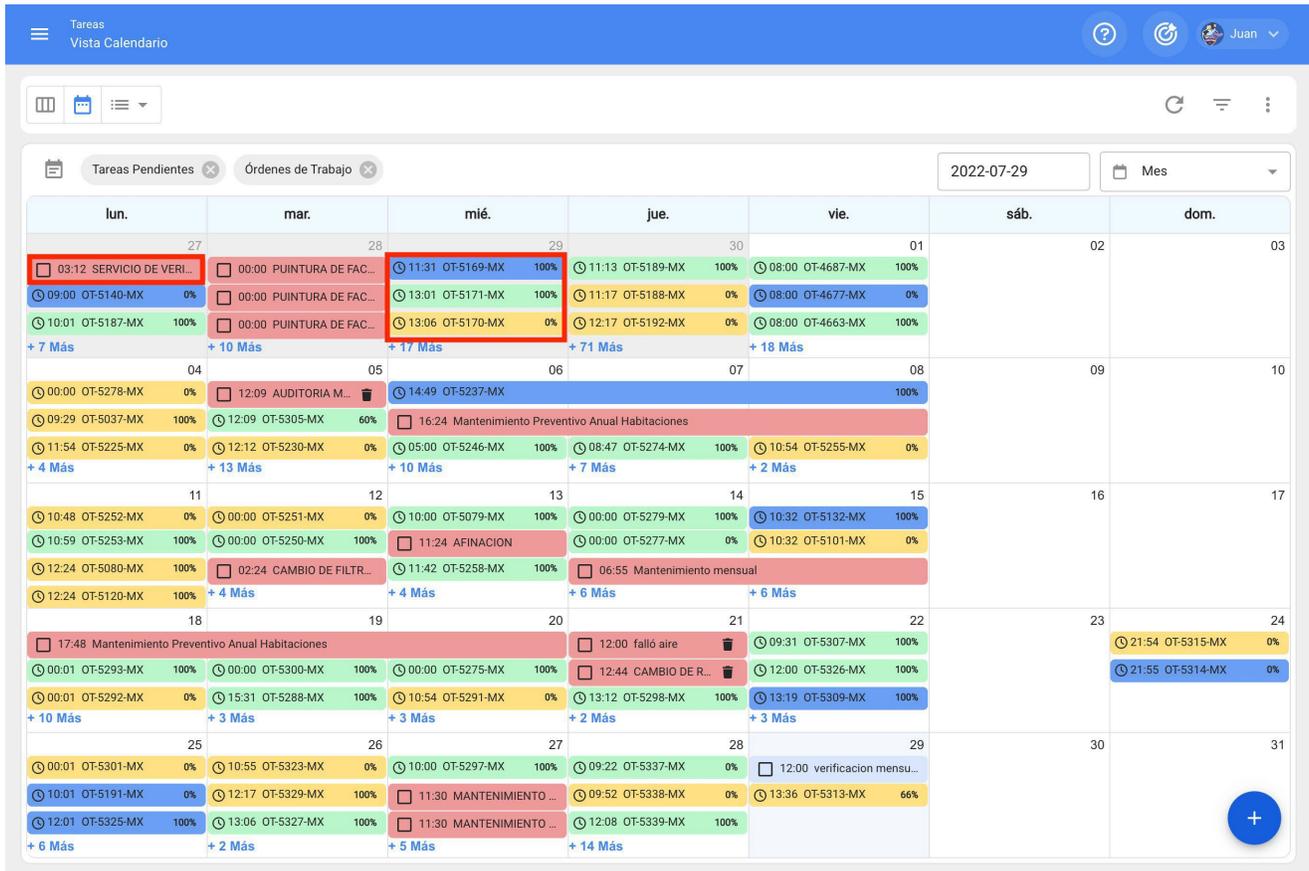
At the bottom right, there is a '+ Adan Mayen' button with a date of 2022-12-14 / 01:30.

Here we will see our assigned and unassigned work management in a calendar view with a start filter by month, which we can see on the top right.

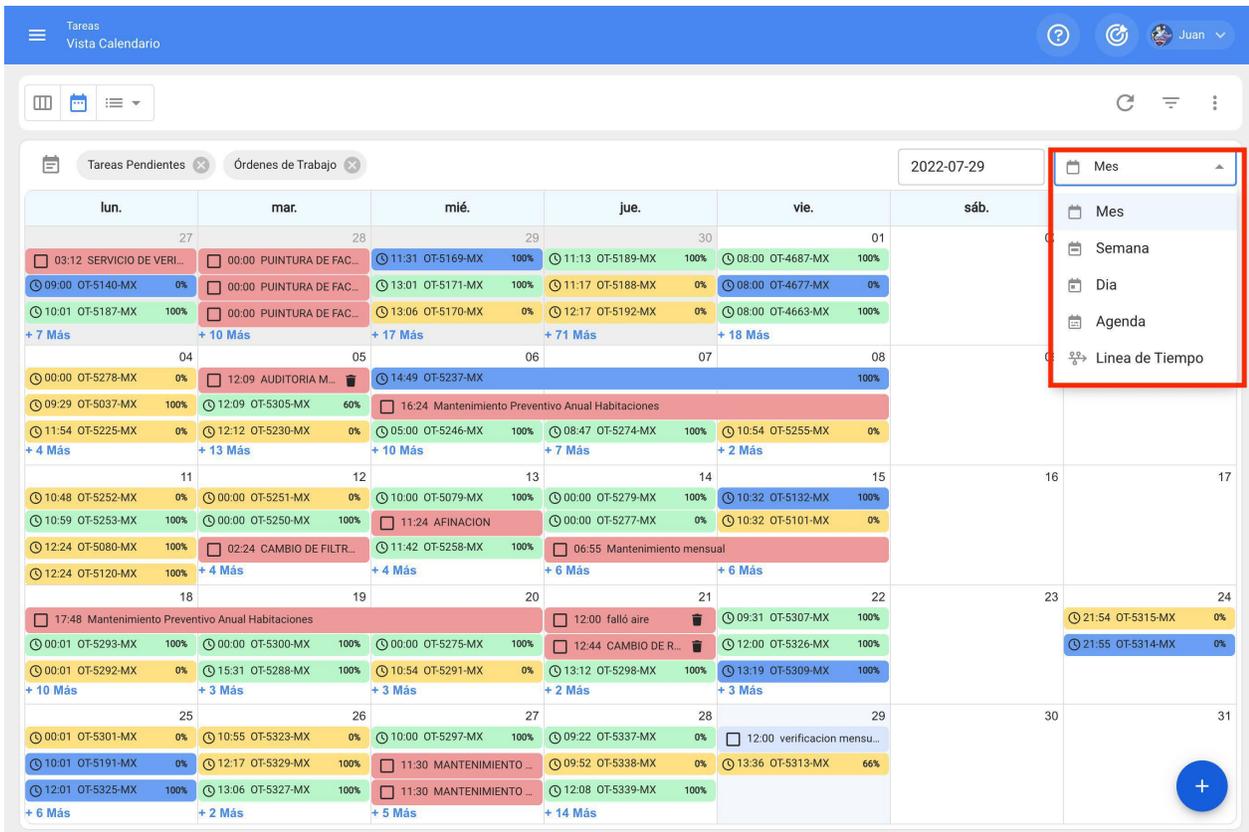


You can see the work management with different

- colors: Red: Pending work management.
- Yellow: Work orders in process. Blue: Orders under review.
- Green: Orders completed

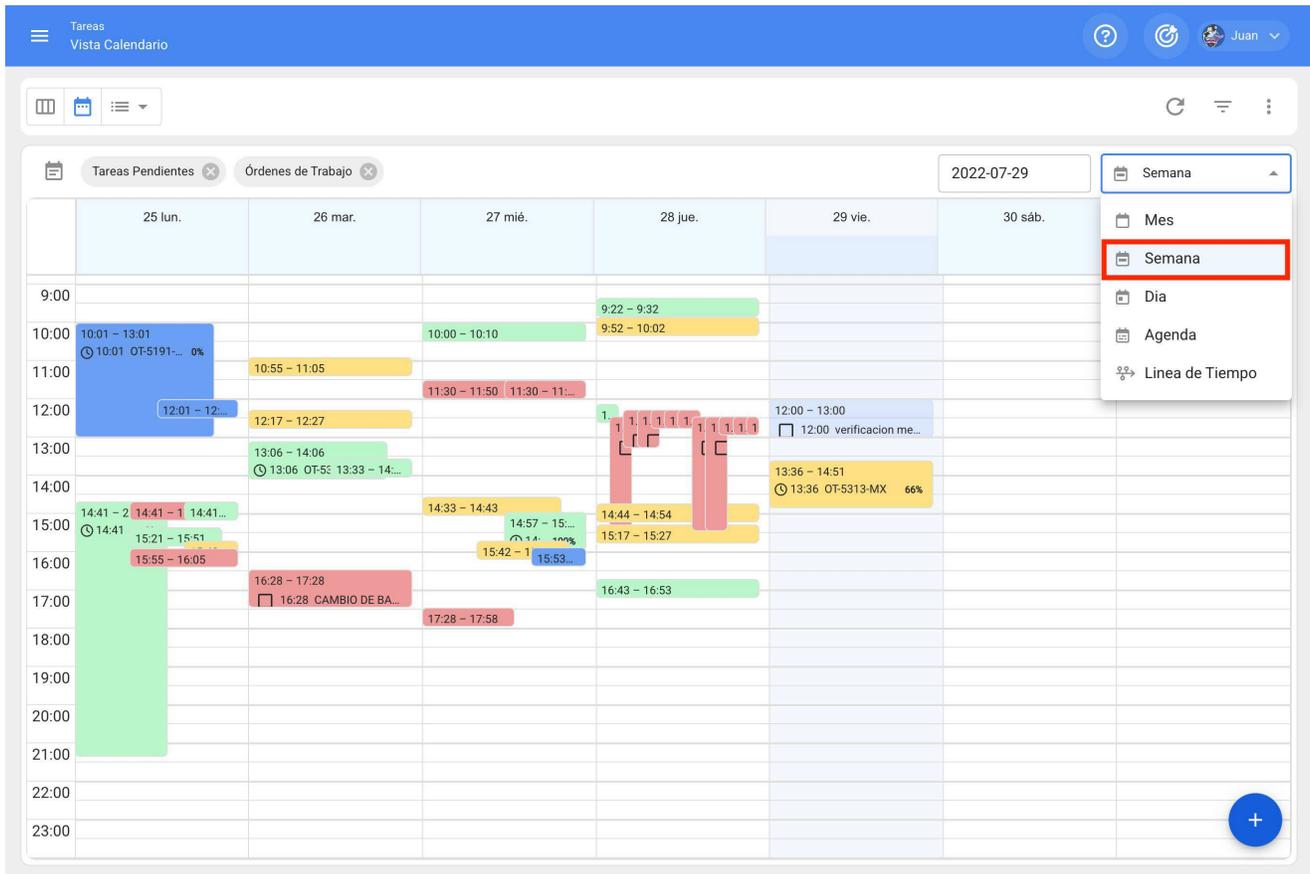


The view can also be viewed in day, week, agenda and timeline format.



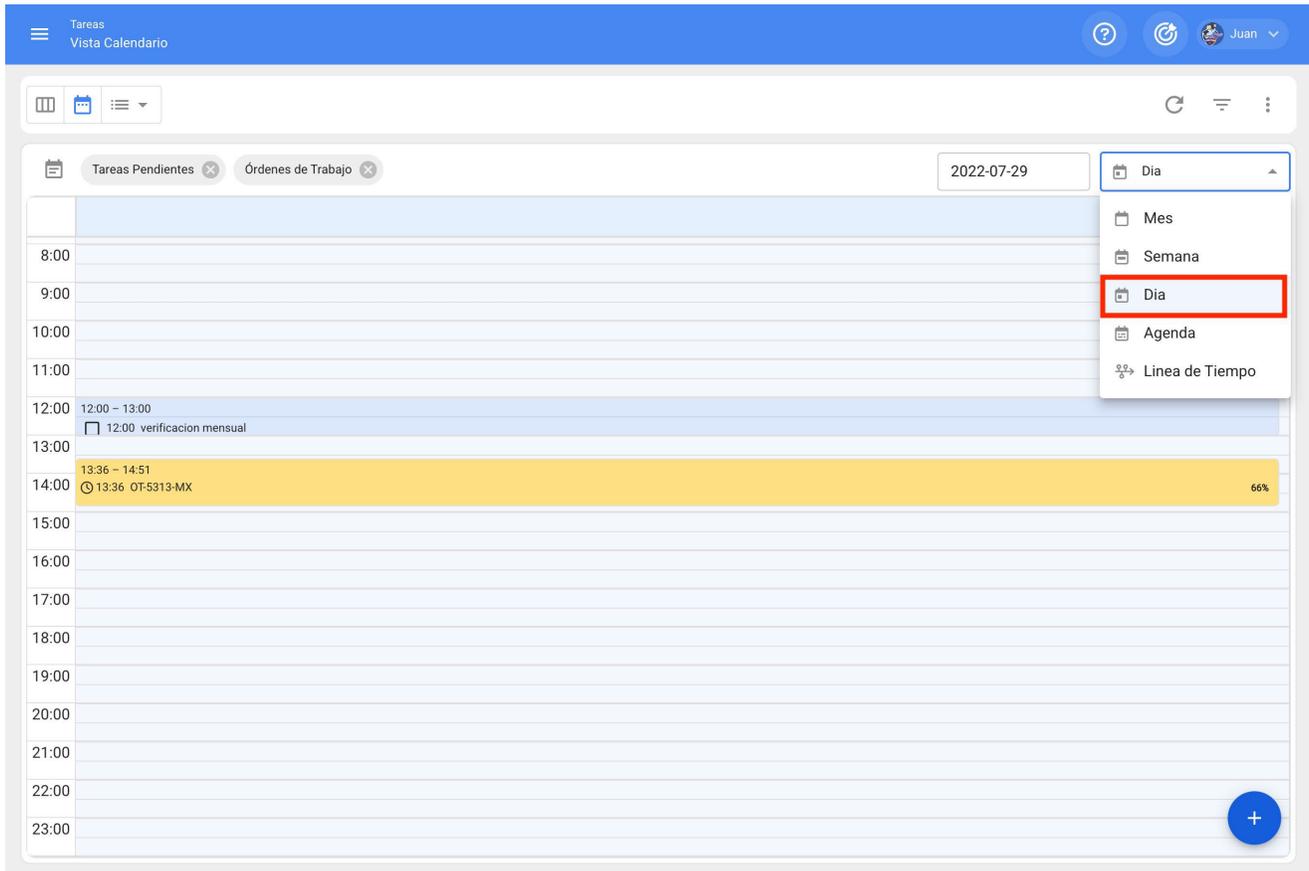
## Week View.

You can view the pending work management and work orders for the current week with the possibility to edit the date filter.



## Day View.

You can see the pending work management and work orders of the current day with the possibility to edit the date filter.



### *Agenda View.*

You can view the pending work management and work orders for a week to the day of the review in list format, with the possibility to edit the date filter.



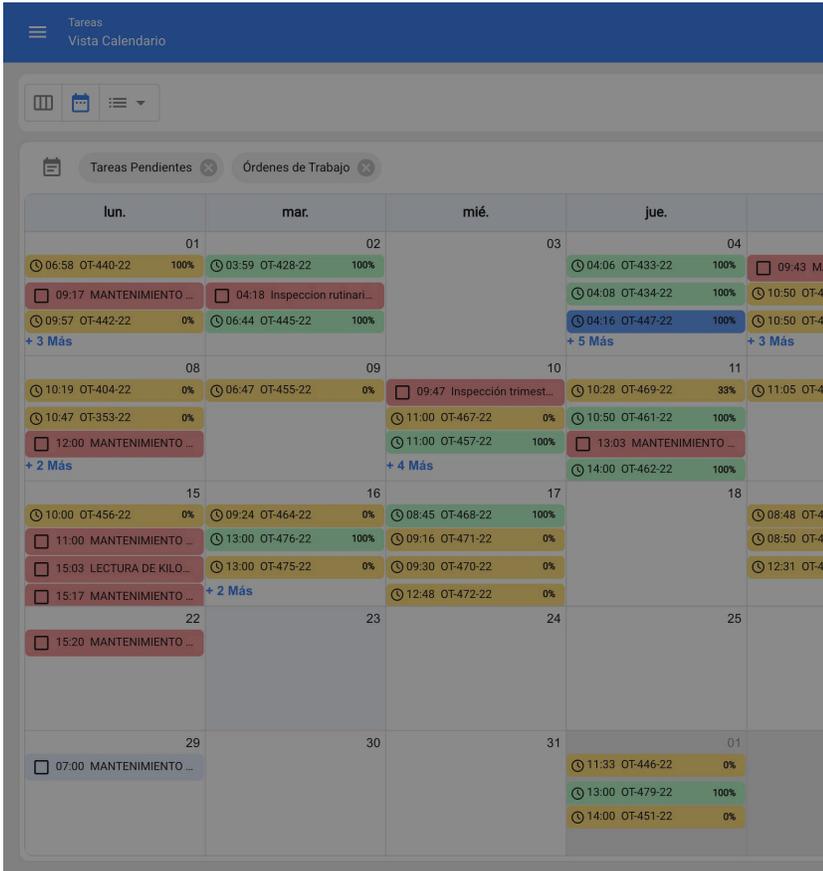
## Static calendar function.

You can project the activities of the required period and save them in one or more static calendars which can be reproduced when needed.

In order to generate the static calendar, click on the calendar icon at the top right, then click on 'new' to start creating the static calendar.

The screenshot displays a project management interface with a calendar view on the left and a settings panel on the right. The calendar view shows a grid of dates from Monday to Friday, with various tasks and their completion percentages listed for each day. A red box highlights the calendar icon in the top left corner of the interface. The settings panel, titled 'Opciones calendario', contains several options with checkboxes: 'Tareas Pendientes' (checked), 'Órdenes de Trabajo' (checked), 'Órdenes de trabajo por activo' (unchecked), 'Órdenes de trabajo por responsables' (unchecked), and 'Teams' (unchecked). Below these options, there is a section for 'Programación estimada de Tareas' with a red box highlighting a '+ NUEVO(A)' button.

We will add the name of our static calendar and the range of dates to project.



Programación estimada

En esta opción, se crea un nuevo calendario que contiene las programaciones estimadas de tus tareas en los planes de mantenimiento y aplica para el rango de tiempo seleccionado

Descripción

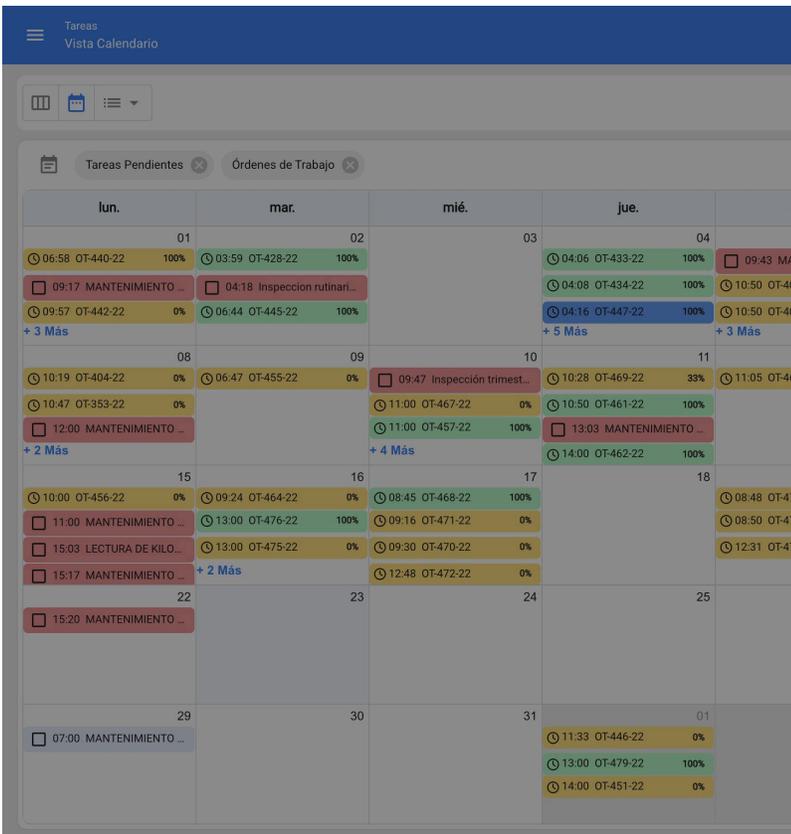
Fecha de Inicio

2022-01-01

Fecha de finalización

2022-12-31

As follows.



Programación estimada

En esta opción, se crea un nuevo calendario que contiene las programaciones estimadas de tus tareas en los planes de mantenimiento y aplica para el rango de tiempo seleccionado

Descripción

Actividades de Septiembre

Fecha de Inicio

2022-09-01

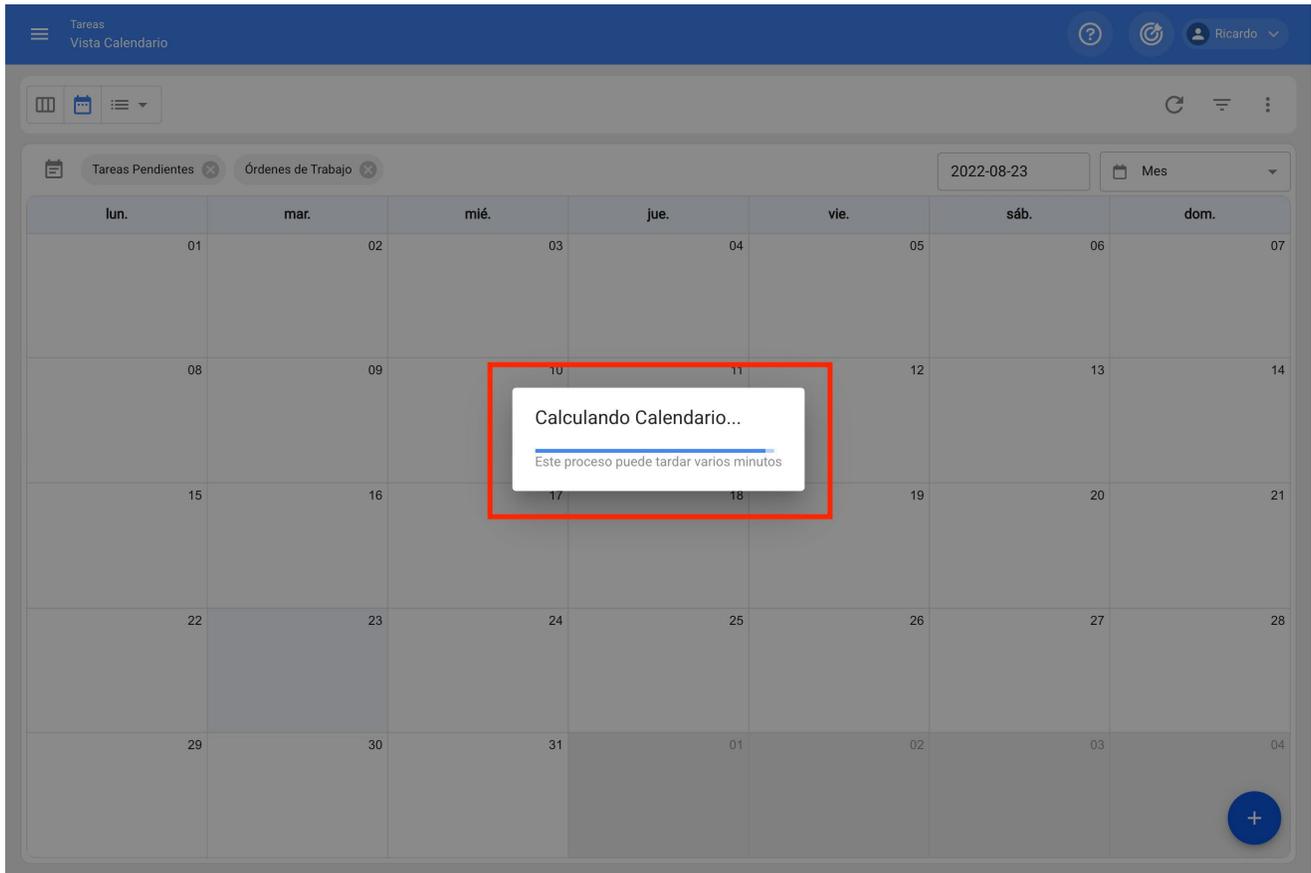
Fecha de finalización

2022-09-30

Save the settings and we will be able to reproduce our static calendar to see our activities of the saved period.

The screenshot displays a software interface for task scheduling. On the left, a calendar grid shows tasks for various dates from 01 to 31. Tasks are represented by colored bars with labels like 'MANTENIMIENTO' and 'Inspeccion rutinari...'. On the right, a sidebar titled 'Opciones calendario' (Calendar Options) is visible. It includes a search icon (highlighted with a red box), an information icon, and a list of task types with checkboxes: 'Tareas Pendientes' (checked), 'Órdenes de Trabajo' (checked), 'Órdenes de trabajo por activo' (unchecked), 'Órdenes de trabajo por responsables' (unchecked), and 'Teams' (unchecked). Below this is a section for 'Programación estimada de Tareas' (Estimated Task Scheduling) with a radio button for 'Actividades de Septiembre' (September Activities) and a date range '2022-09-01 - 2022-09-30'. A play button icon (highlighted with a red box) is located next to this option.

It will calculate our activities to be displayed.



Finally, we will be able to see the projection of our activities in the static calendar of our selected period.



Tareas Pendientes × Órdenes de Trabajo ×

2022-09-23

Mes

lun.	mar.	mié.	jue.	vie.	sáb.	dom.
29	30	31	01	02	03	04
			02:20 Registro de presión ... 02:20 MANTENIMIENTO M... 02:20 REVISION DIARIA + 30 Más	02:20 REVISION DIARIA 02:20 REVISION DIARIA 02:20 REVISION DIARIA + 14 Más		
05	06	07	08	09	10	11
02:20 REVISION DIARIA 02:20 MANTENIMIENTO M... 02:20 REVISION DIARIA + 37 Más	02:20 Inspeccion rutinaria ... 02:20 REVISION DIARIA 02:20 TAREA 12 + 27 Más	02:20 REVISION DIARIA 02:20 REVISION DIARIA 02:20 REVISION DIARIA + 13 Más	02:20 Registro de presión ... 02:20 REVISION DIARIA 02:20 REVISION DIARIA + 29 Más	02:20 REVISION DIARIA 02:20 REVISION DIARIA 02:20 REVISION DIARIA + 15 Más		
12	13	14	15	16	17	18
02:20 REVISION DIARIA 02:20 REVISION DIARIA 02:20 REVISION DIARIA + 23 Más	02:20 Inspeccion rutinaria ... 02:20 REVISION DIARIA 02:20 TAREA 12 + 27 Más	02:20 REVISION DIARIA 02:20 REVISION DIARIA 02:20 REVISION DIARIA + 13 Más	02:20 Registro de presión ... 02:20 REVISION DIARIA 02:20 REVISION DIARIA + 25 Más	02:20 REVISION DIARIA 02:20 REVISION DIARIA 02:20 REVISION DIARIA + 15 Más		
19	20	21	22	23	24	25
02:20 REVISION DIARIA 02:20 REVISION DIARIA 02:20 REVISION DIARIA + 22 Más	02:20 Inspeccion rutinaria ... 02:20 REVISION DIARIA 02:20 TAREA 12 + 27 Más	02:20 REVISION DIARIA 02:20 REVISION DIARIA 02:20 REVISION DIARIA + 13 Más	02:20 Registro de presión ... 02:20 REVISION DIARIA 02:20 REVISION DIARIA + 28 Más	02:20 REVISION DIARIA 02:20 REVISION DIARIA 02:20 REVISION DIARIA + 14 Más		
26	27	28	29	30	01	02
02:20 REVISION DIARIA 02:20 REVISION DIARIA 02:20 REVISION DIARIA + 22 Más	02:20 Inspeccion rutinaria ... 02:20 REVISION DIARIA 02:20 TAREA 12 + 27 Más	02:20 REVISION DIARIA 02:20 REVISION DIARIA 02:20 REVISION DIARIA + 13 Más	02:20 CAMBIO DE FILTRO ... 02:20 Registro de presión ... 02:20 REVISION DIARIA + 24 Más	02:20 REVISION DIARIA 02:20 REVISION DIARIA 02:20 REVISION DIARIA + 15 Más		



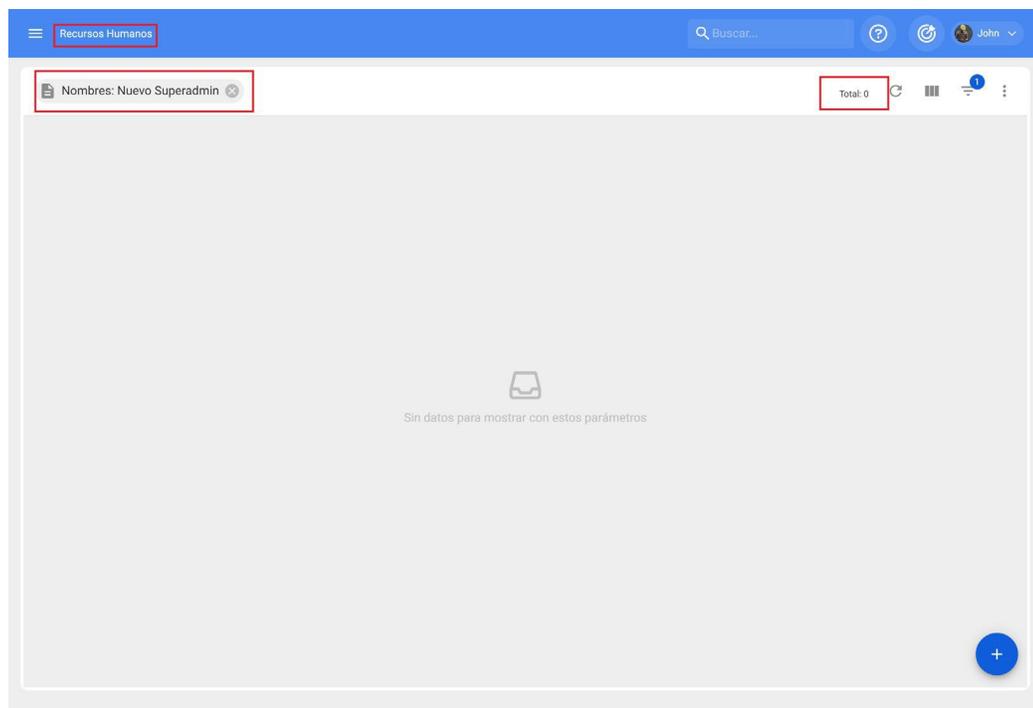
# How to change the super administrator of my Fractal account?

[help.fractal.com/en/articles/6493550-how-to-change-my-fractal-account-superadministrator](https://help.fractal.com/en/articles/6493550-how-to-change-my-fractal-account-superadministrator)

**IMPORTANT:** This procedure can only be performed directly by the person who currently holds the SUPER\_ADMIN or SUPER\_ADMIN user of the account.

If you need to change the super administrator of the account, it is necessary to perform the following procedure:

1. Verify that the person (inhouse personnel or contact within an outsourced company) that is going to be the new SUPER\_ADMIN is not added in the corresponding catalog. That is, it should not be added in the Inhouse personnel or Third parties module.



2. Once this has been verified, validate that the new email to be assigned as SUPER\_ADMIN is spelled correctly.

- Then, with the SUPER\_ADMIN account, you must enter the Human Resources module to edit the profile, where you must replace the data (First Name, Last Name and Email) of the current SUPER\_ADMIN with the data of the person you wish to assign as the new SUPER\_ADMIN of the platform. After this, the changes made must be saved.

Recursos Humanos

John Smith

Habilitado

Detalles

- General
- Formulario Personalizado
- Asignaciones
- Adjuntos
- Gestión Documental
- Teams

Nombres: John

Apellidos: Smith

Código: BD-ELA-RH-001

Email: antiguo.super\_admin@email.com

Clasificación 1: Proyectos

Clasificación 2: Supervisor

Dirección: Parelheiros

Ciudad: São Paulo

Departamento / Estado / Región: SP

País: Brasil

Código Área: 04880-620

Latitud: -23,8029124

Longitud: -46,7344591

Valor Hora Ordinaria: Auxiliar mantt

Horario laboral: Comercial

GUARDAR

Recursos Humanos

John Smith

Habilitado

Detalles

- General
- Formulario Personalizado
- Asignaciones
- Adjuntos
- Gestión Documental
- Teams

Nombres: NUEVO

Apellidos: SUPER\_ADMIN

Código: BD-ELA-RH-001

Email: nuevo.super\_admin@email.com

Clasificación 1: Proyectos

Clasificación 2: Supervisor

Dirección: Parelheiros

Ciudad: São Paulo

Departamento / Estado / Región: SP

País: Brasil

Código Área: 04880-620

Latitud: -23,8029124

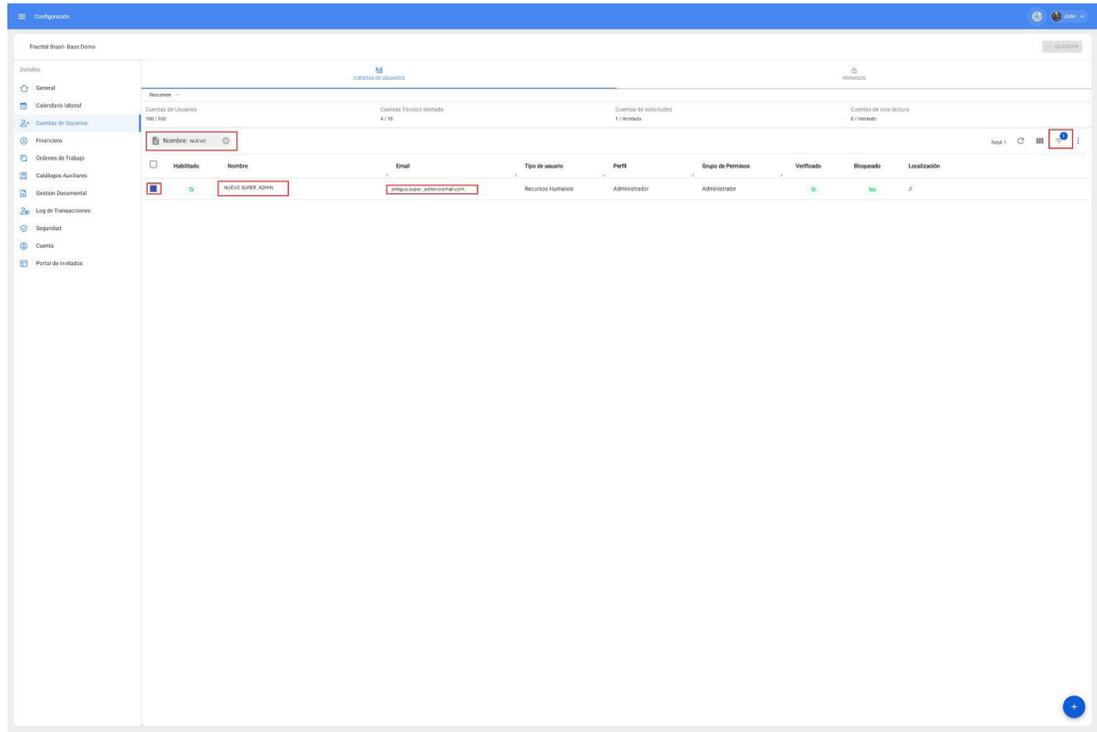
Longitud: -46,7344591

Valor Hora Ordinaria: Auxiliar mantt

Horario laboral: Comercial

GUARDAR

4. Immediately afterwards (with the same SUPER\_ADMIN account) you must enter the Settings>User Accounts module in order to identify the user profile that you have edited (i.e. the SUPER\_ADMIN profile).



**Note:** This will appear with the first and last name created in the Human Resources tab that was edited in the previous steps, but with the e-mail of the former SUPER\_ADMIN.

5. Then, you must enter the profile identified in step 4 (that of the SUPER-ADMIN) to edit the e-mail, to do this, we only have to replace the e-mail with the new e-mail of who will be the new SUPER\_ADMIN.

Editar Cuenta de usuario GUARDAR

Tipo de usuario  
Recursos Humanos Habilitado

Nombre  
NUEVO SUPER\_ADMIN

Email  
nuevo.super\_admin@email.com

Perfil  
Administrador

Solo Mostrar Activos asociados a

Localización  
//

Otras Opciones

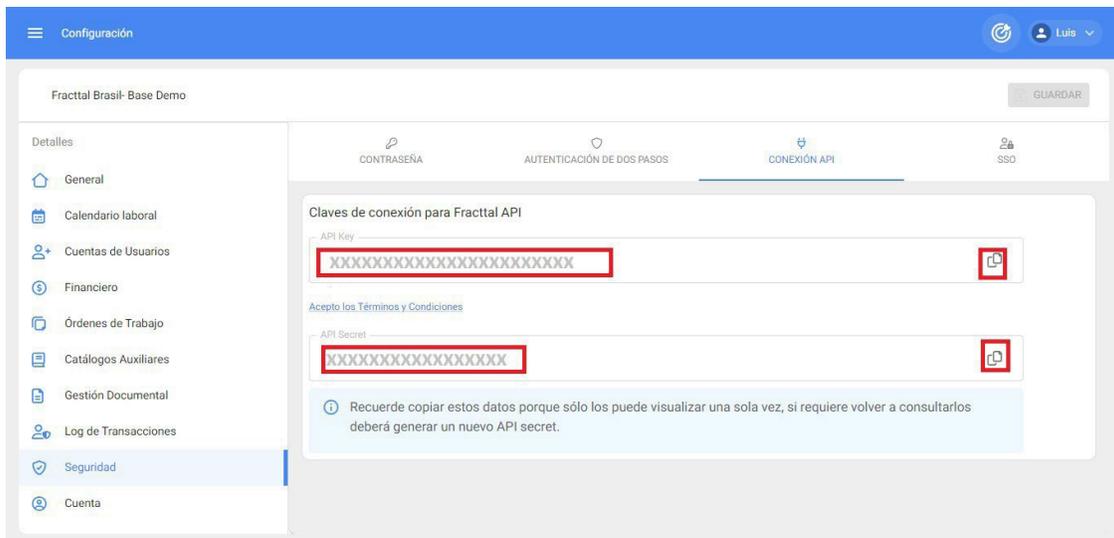
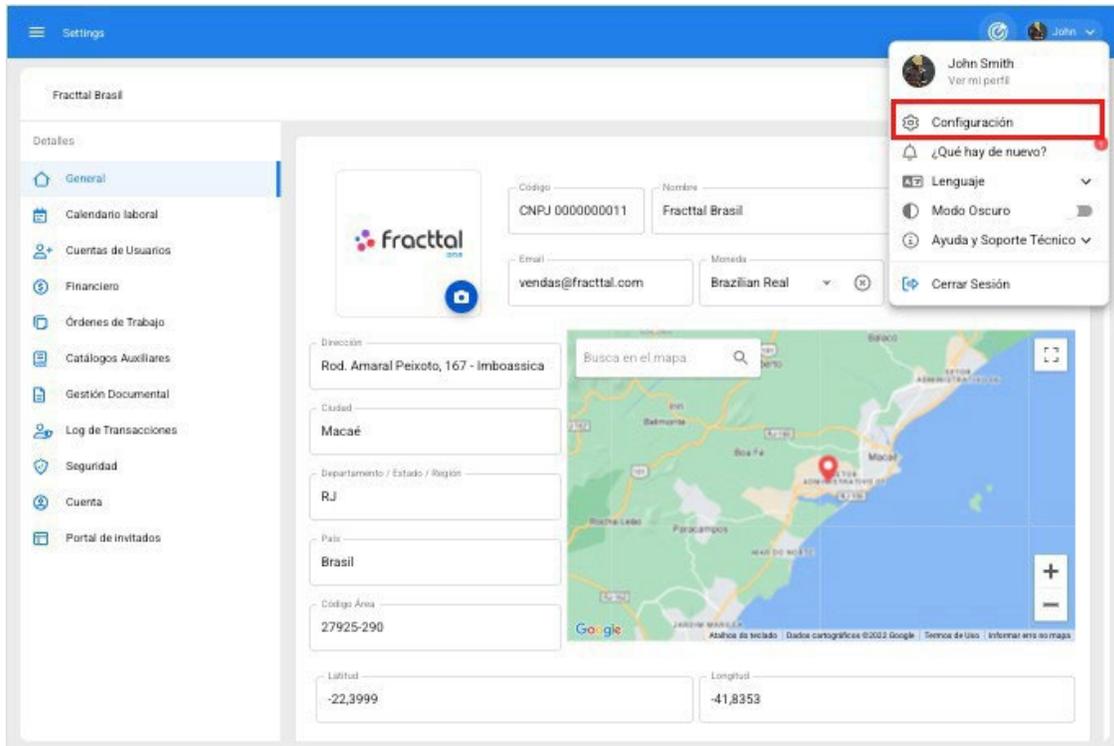
- Autenticación únicamente mediante Single Sign-On
- Recibir por correo electrónico información de Fractal sobre funciones, actualizaciones, sugerencias, encuestas y ofertas promocionales
- Autenticación de dos pasos sin configurar

6. Finally, just click on save and the system will send an email to set the password for the new SUPER\_ADMIN access to the platform.

# How to connect Fractal One with Power BI?

[help.fractal.com/en/articles/6551836-how-to-connect-fractal-one-with-power-bi](https://help.fractal.com/en/articles/6551836-how-to-connect-fractal-one-with-power-bi)

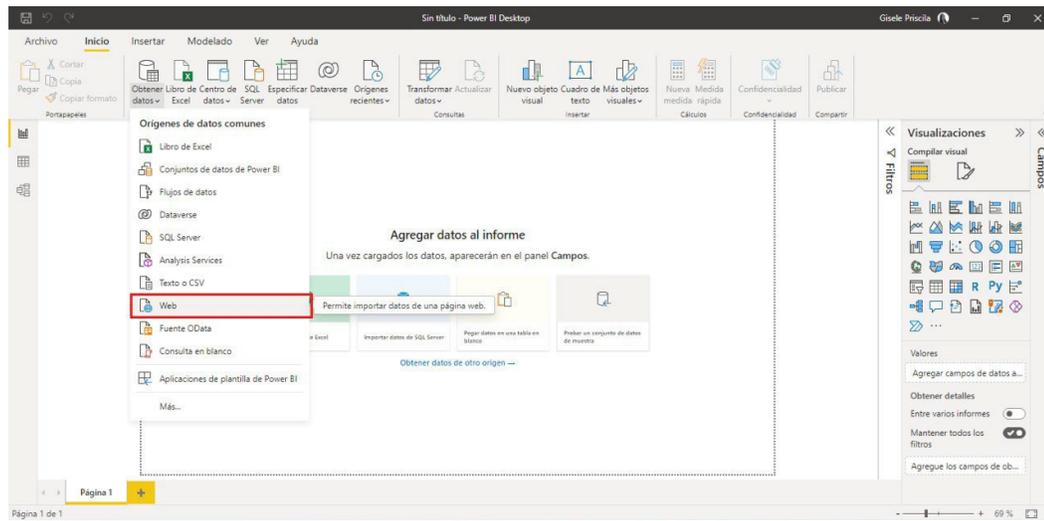
To connect to Power BI it is necessary to access Fractal, go to the **configuration** module >> **security** >> **API connection** and generate the API Key data.



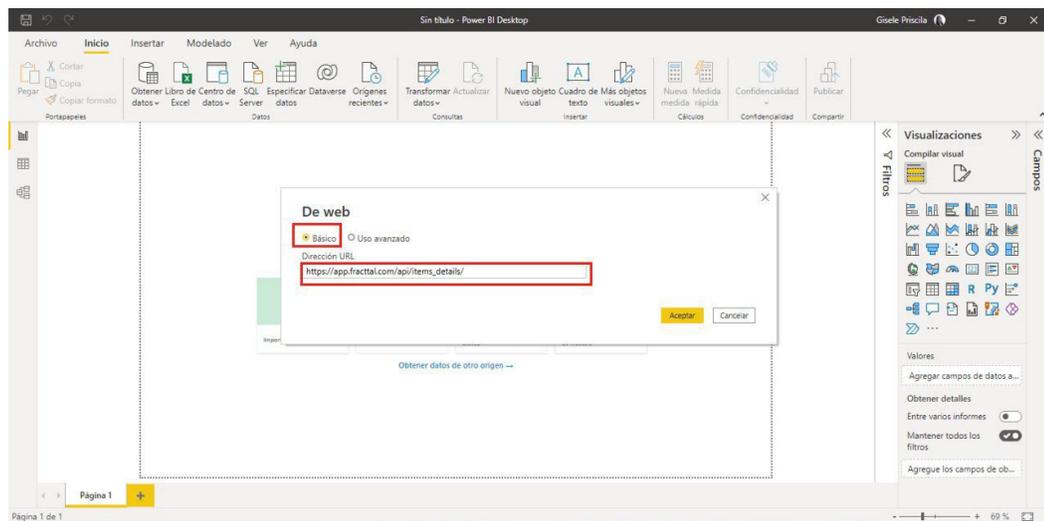
**NOTE:** Once the information has been generated, it must be saved in a notebook, since if it is generated again, for security reasons, the secret API will be changed.

# Direct connection

## 1. Accessing Power BI Desktop > by clicking on Get data > Web

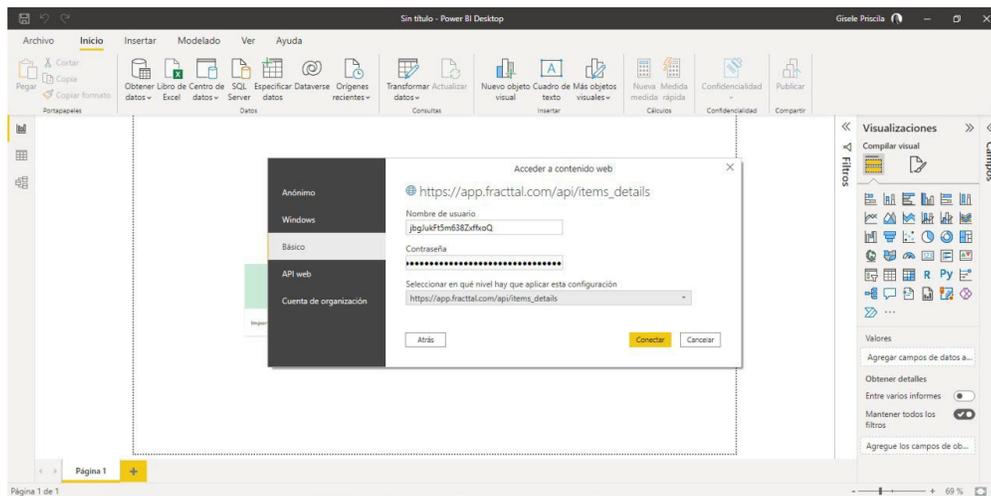
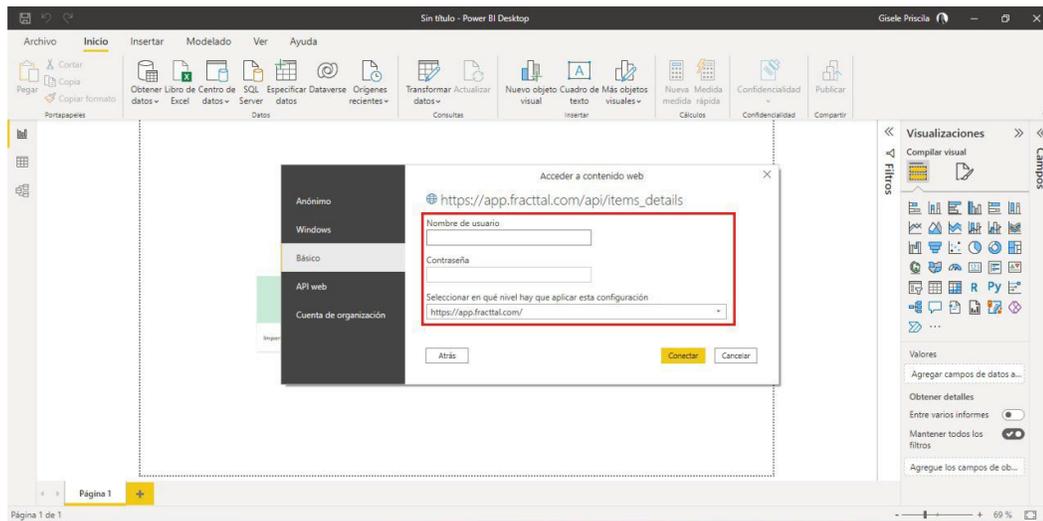


2. A window will open requesting the information "FROM WEB", we must enter the URL of the API query we are going to perform and click on 'accept'.

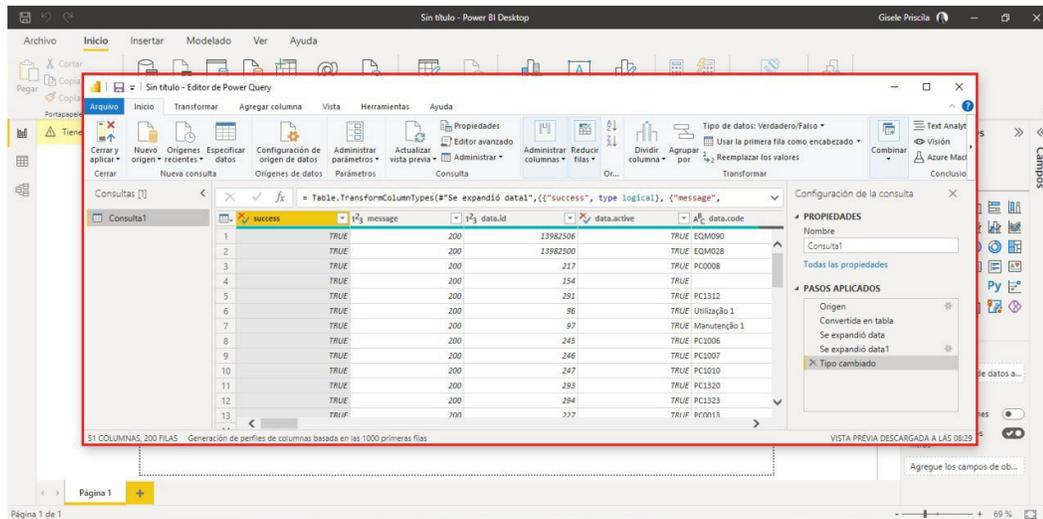


**NOTE:** To access the URL's of the APIs you can enter the site:  
<https://help.fractal.com/pt-BR/collections/3287833-fractal-api>

- Then, go to "**BÁSICO**", in the 'username' field we enter Fractal's data "**API Key**", in the password field we enter Fractal's data "**API Secret**", select the API we are going to query and finally select "**Connect**".



4. Once the previous window is loaded, it shows the details of the query performed.



**Note:** You may also be interested in the following article

[How to automatically update a PowerBi report?](#)

# How to create a free Fractal One account (Fractal One Free)?

[help.fractal.com/en/articles/6110489-create-a-free-account-in-fractal-one-fractal-one-free](https://help.fractal.com/en/articles/6110489-create-a-free-account-in-fractal-one-fractal-one-free)

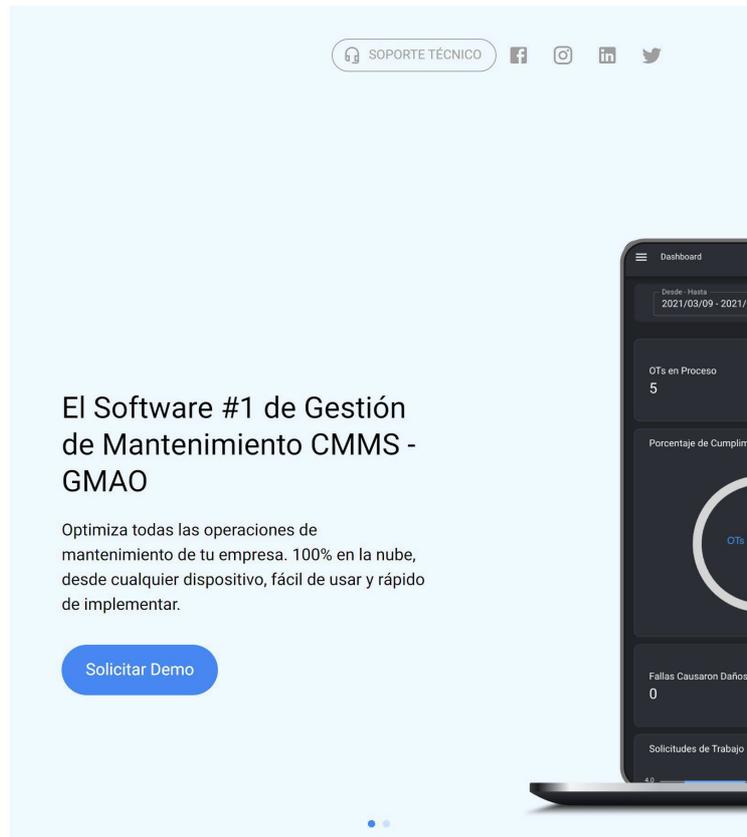
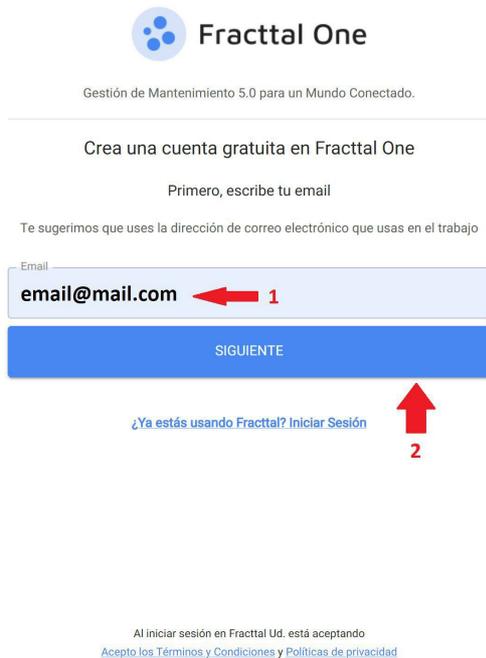
Our free version of Fractal One, Free, offers a light form of our CMMS/GMAO Fractal One, in a 100% cloud solution, accessible from any location and device with the same quality, security and infrastructure of our Fractal solutions.

Fractal One Free includes the ability to record unlimited assets such as equipment and locations, technicians and inhouse personnel, access to create planned and unplanned work management, work order management, business intelligence and much more. It is an ideal solution to take the first step and switch from spreadsheets and even pen and paper, to being able to truly manage.

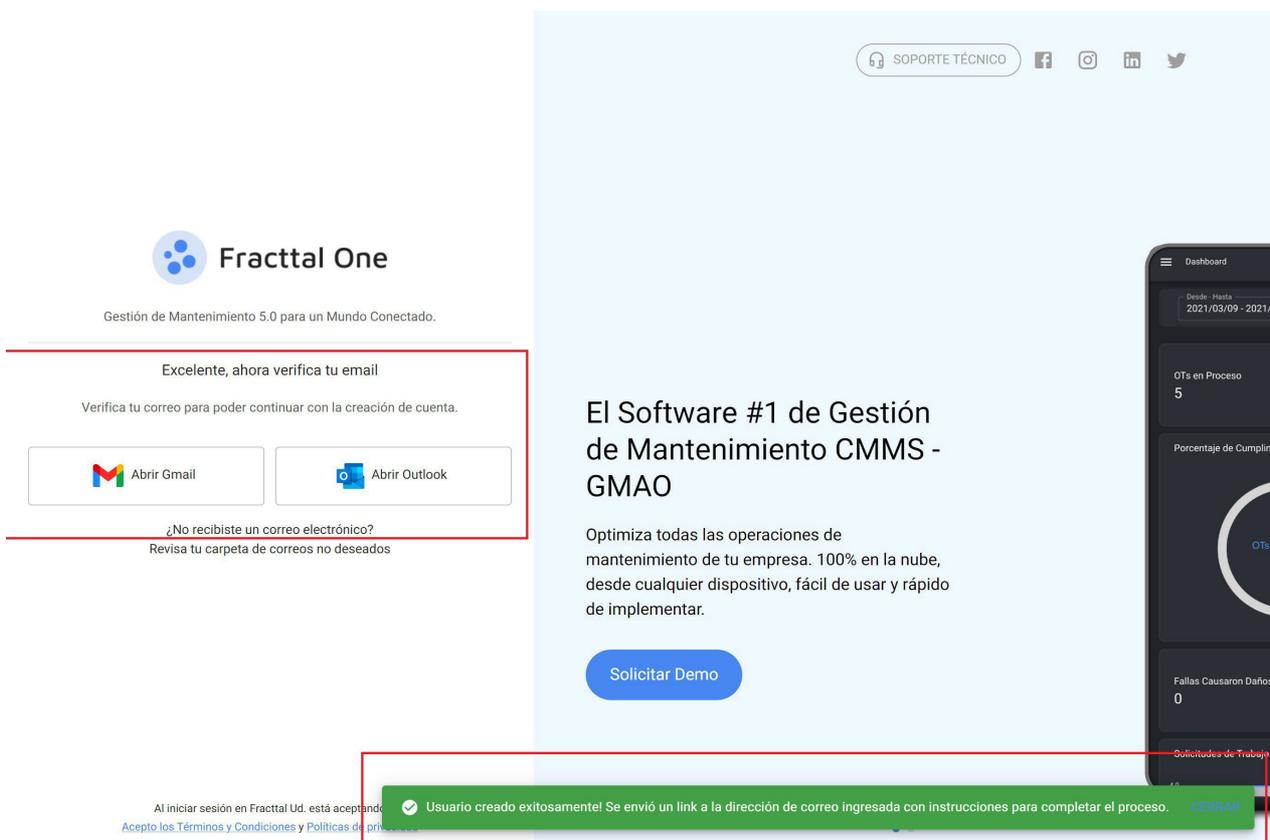
To create an account in Fractal One Free you must click on the following button. [Login to Fractal One](#)

When you log in, the system will display the Fractal One login site, then just click on the option '*Don't have an account? Create an account*' and follow the steps:

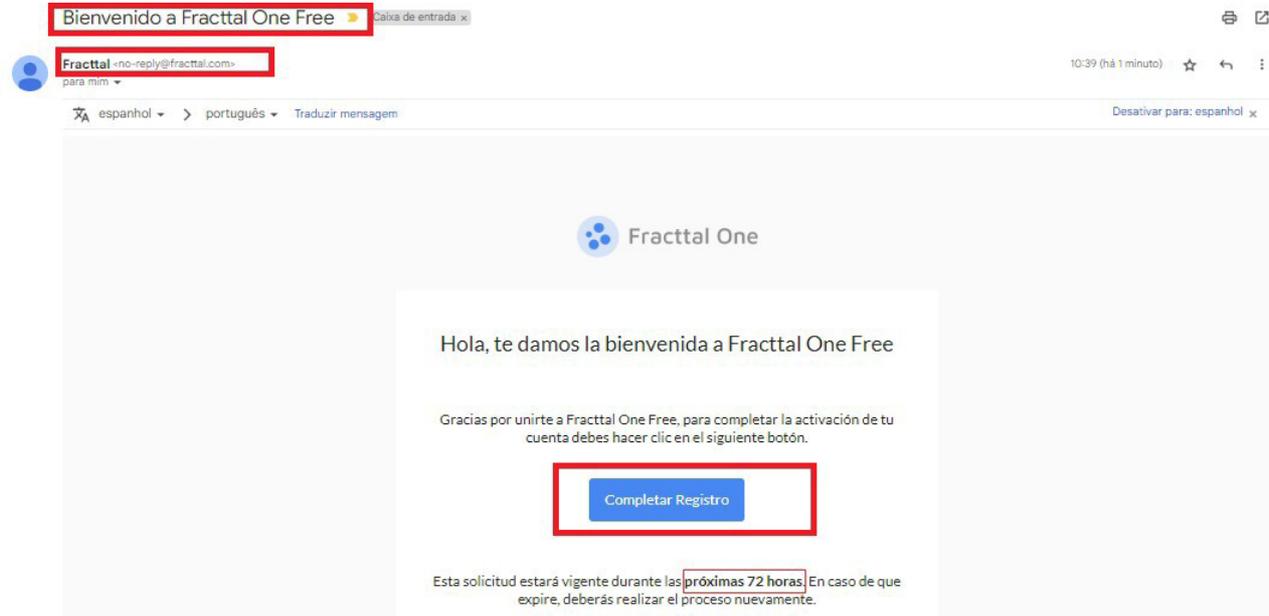
The image shows two parts of the Fractal One interface. On the left is the login page, which includes the Fractal One logo, the tagline 'Gestión de Mantenimiento 5.0 para un Mundo Conectado.', and a form with an 'Email' input field and a blue 'SIGUIENTE' button. Below the form, there are social login options for Google, Windows, and a user icon, with a 4.7.41 rating. A red arrow points to a link that says '¿No tienes una cuenta? Crear una cuenta'. At the bottom, there is a disclaimer: 'Al iniciar sesión en Fractal Ud. está aceptando Acepto los Términos y Condiciones y Políticas de privacidad'. On the right is a mobile dashboard screenshot with a 'Dashboard' header, a date range 'Desde: Hasta 2021/03/09 - 2021/...', and several data cards: 'OTs en Proceso 5', 'Porcentaje de Cumplim...', 'Fallas Causaron Daños 0', and 'Solicitudes de Trabajo'. A 'Solicitar Demo' button is visible at the bottom of the dashboard area.



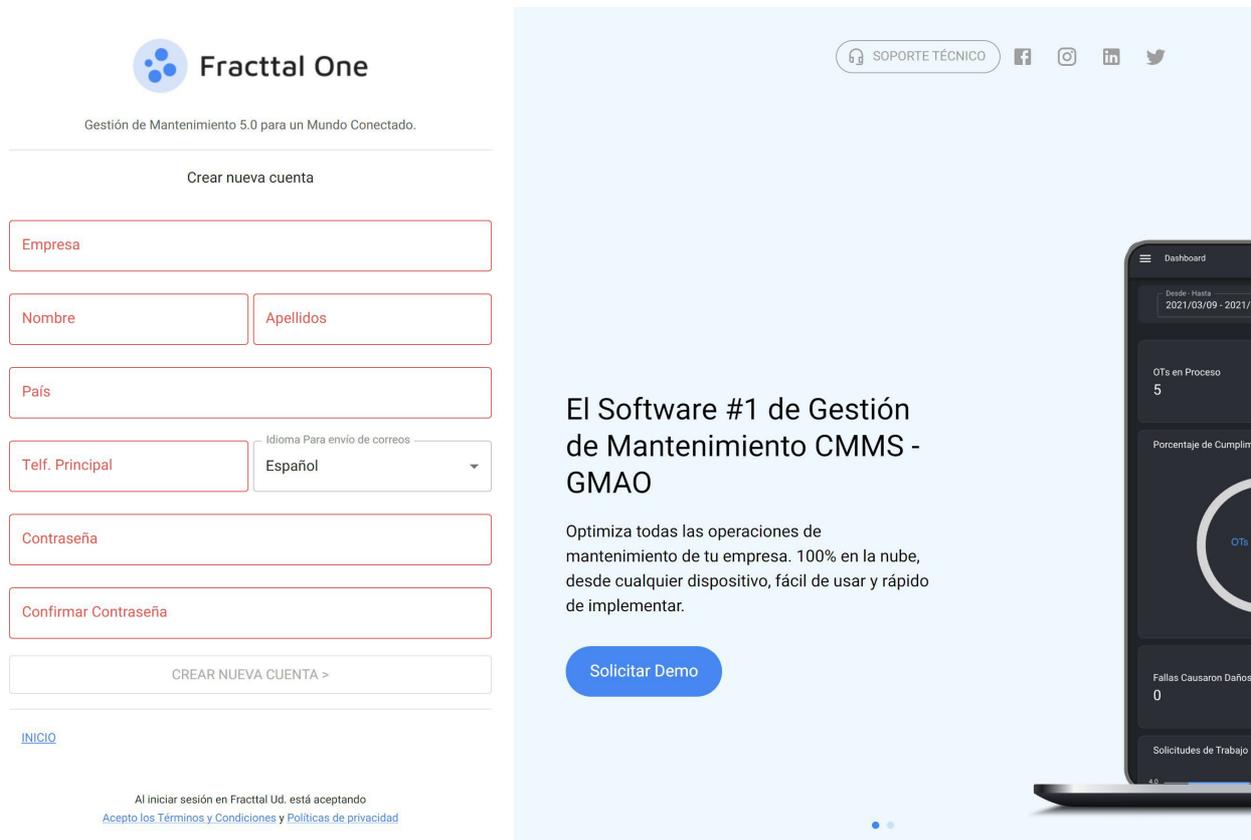
Then, the system will send an e-mail with instructions to continue the process of creating your Fractal Free user:



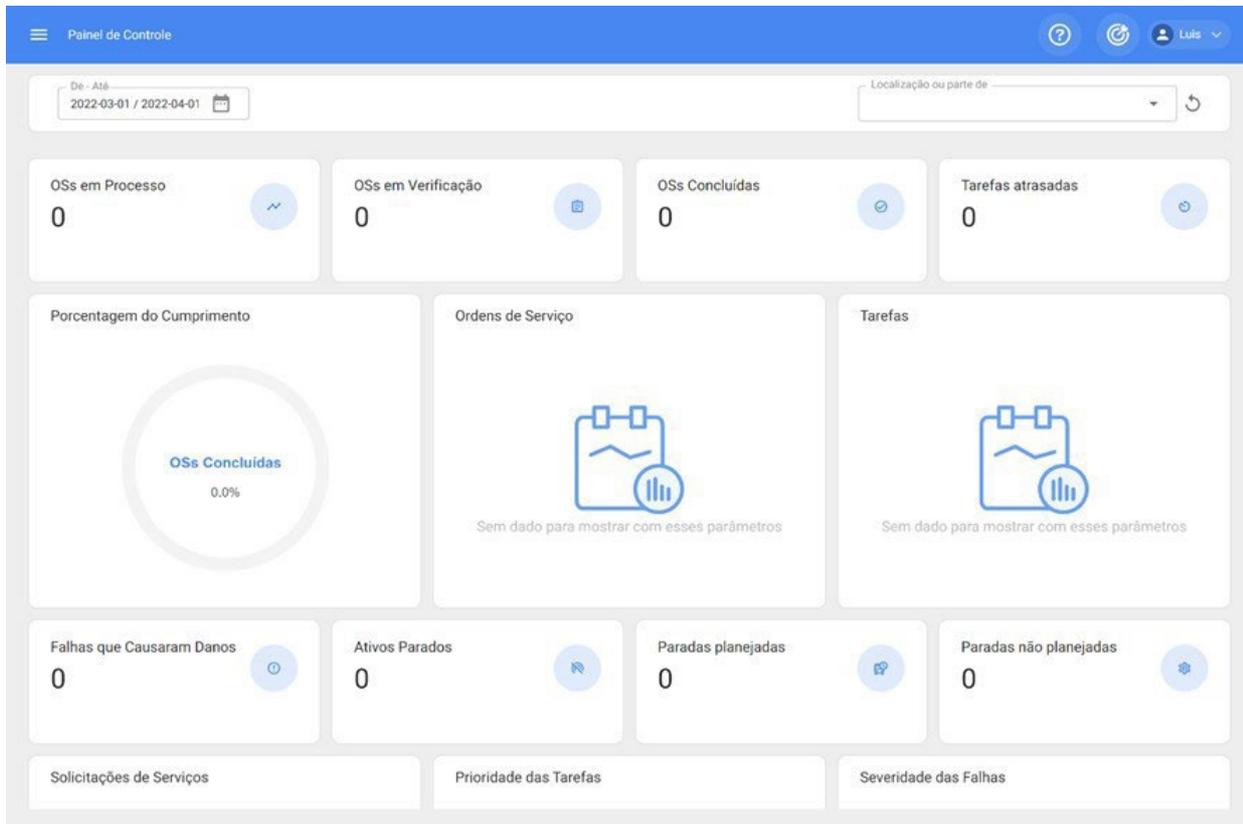
In your inbox (or spam folder) you will receive the following e-mail with the link to complete the process of creating your Fractal Free account, you must click on the blue button 'complete registration':



To complete the registration, you must enter the requested data and click on the following button 'create new account':



With this, you will finally be able to log in to Fractal One Free, your free account, by logging into the site with your e-mail and the password you created.



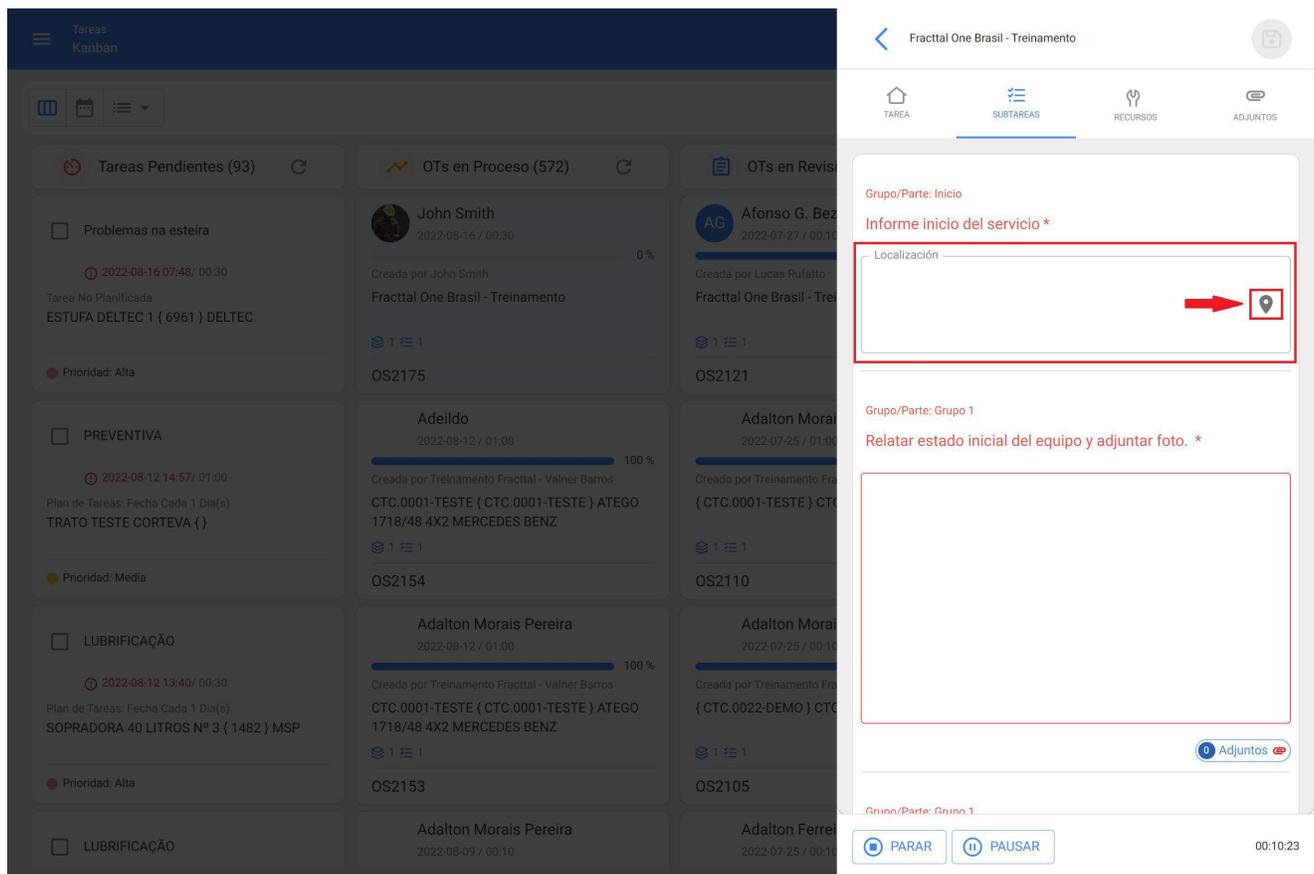
# How to cancel subtasks within a WO?

[help.fractal.com/en/articles/6475169-how-to-downgrade-to-subtasks-within-a-OT](https://help.fractal.com/en/articles/6475169-how-to-downgrade-to-subtasks-within-a-OT)

Subtasks model the step-by-step or maintenance procedure to be executed by technicians when performing a WO. These subtasks are created at the time of creating a work management, as explained in step 2 of the following article: [how-to-add-a-task-schedule](#).

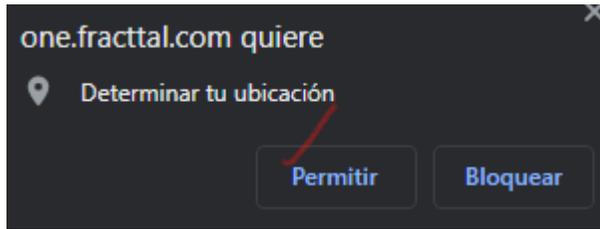
Now, once that task is inside a WO, each subtask should be completed so that the task itself can be declared 'executed'. We will see in this article how to terminate the different types of subtasks.

## GPS type subtask:



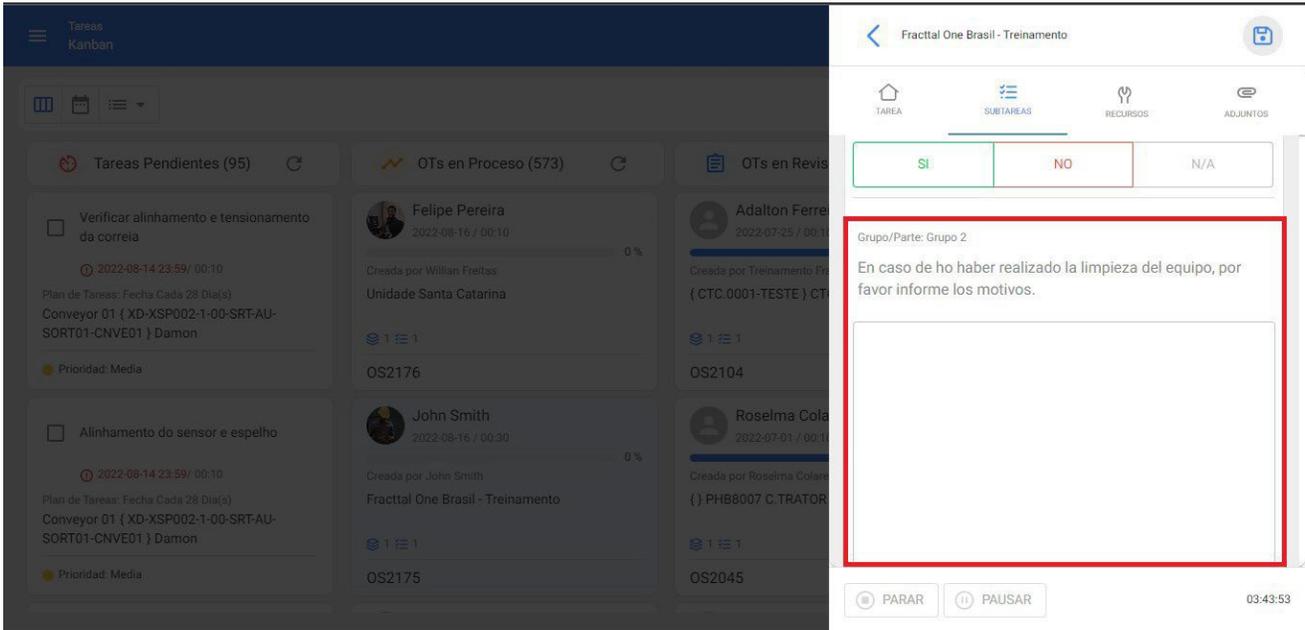
The GPS type subtask is displayed within the WO as a box with a geolocation indicator on the right. To cancel this type of task, just click on this indicator.

**Note:** requires GPS (location) permission to be granted to Fractal One in order for the log to be taken:



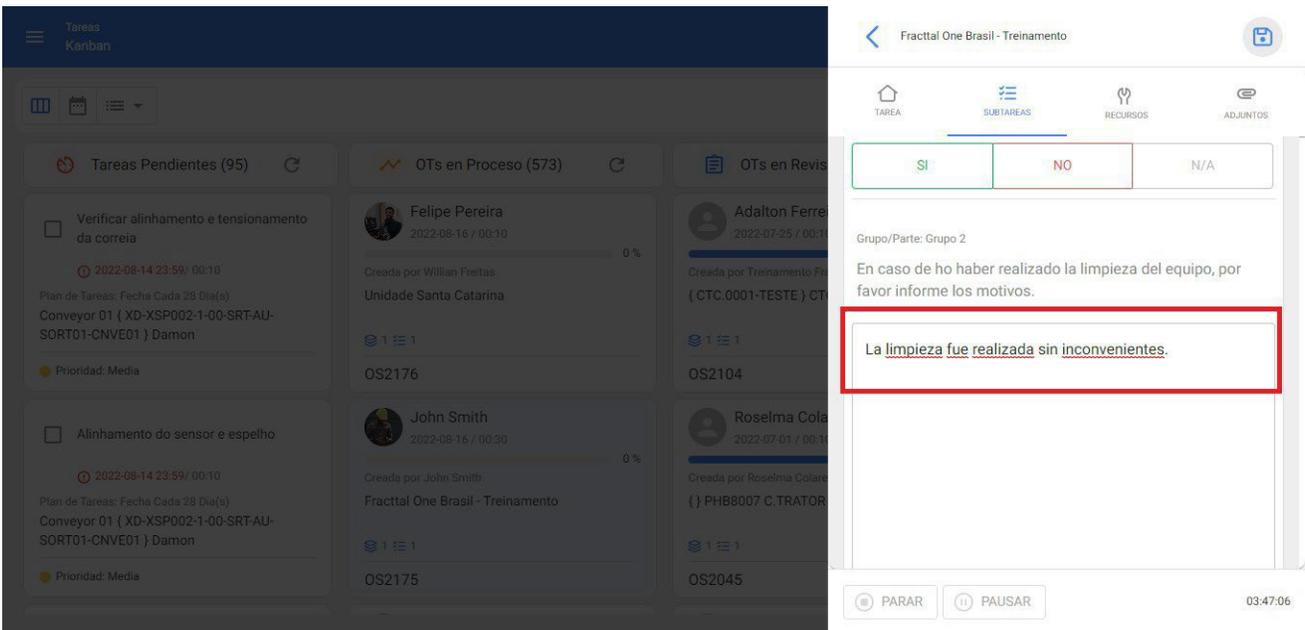
When clicked, the system automatically records the place and date when the subtask was deleted:

## Subtask type Text:

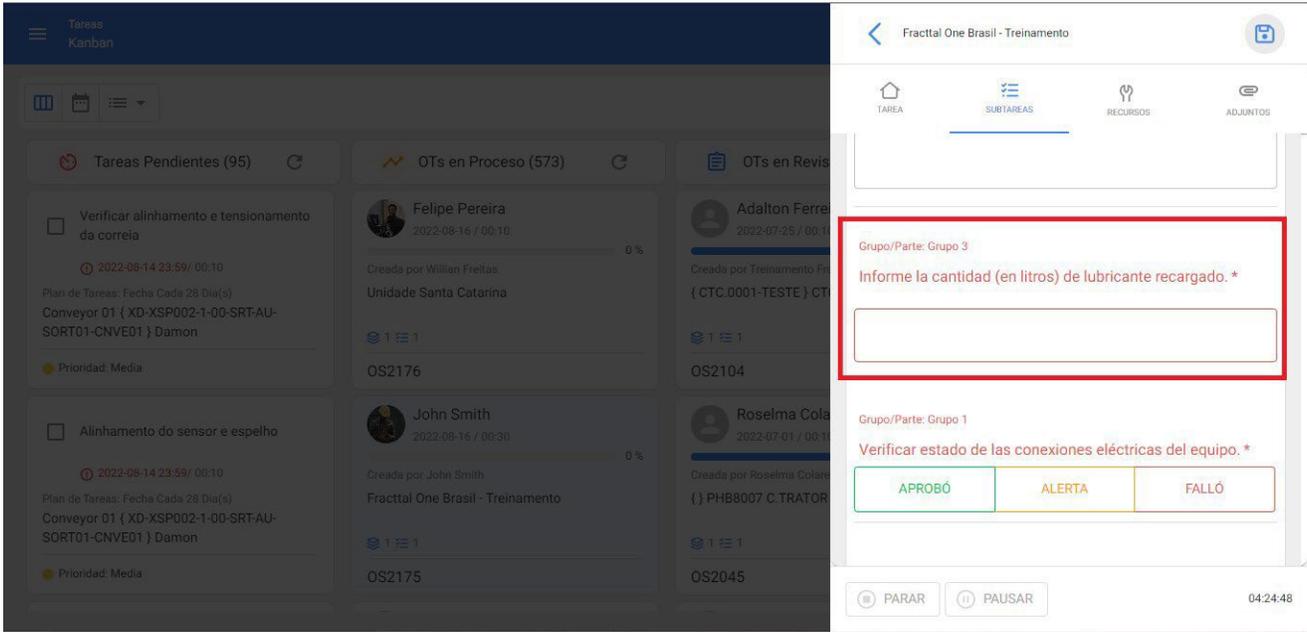


The text type subtask is shown inside the WO as a box to be filled in by the technician with the information requested in the description, accepting alphanumeric characters.

To terminate or cancel this type of subtasks it is necessary to add a text in the corresponding box:

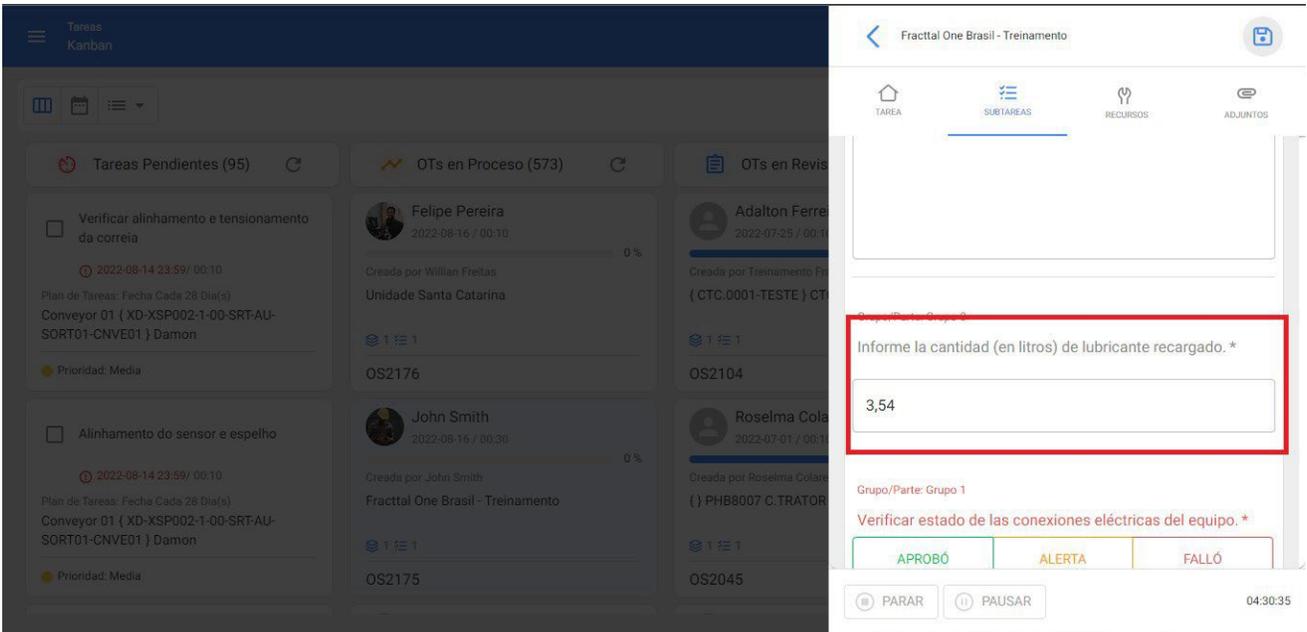


**Subtask type Number:**

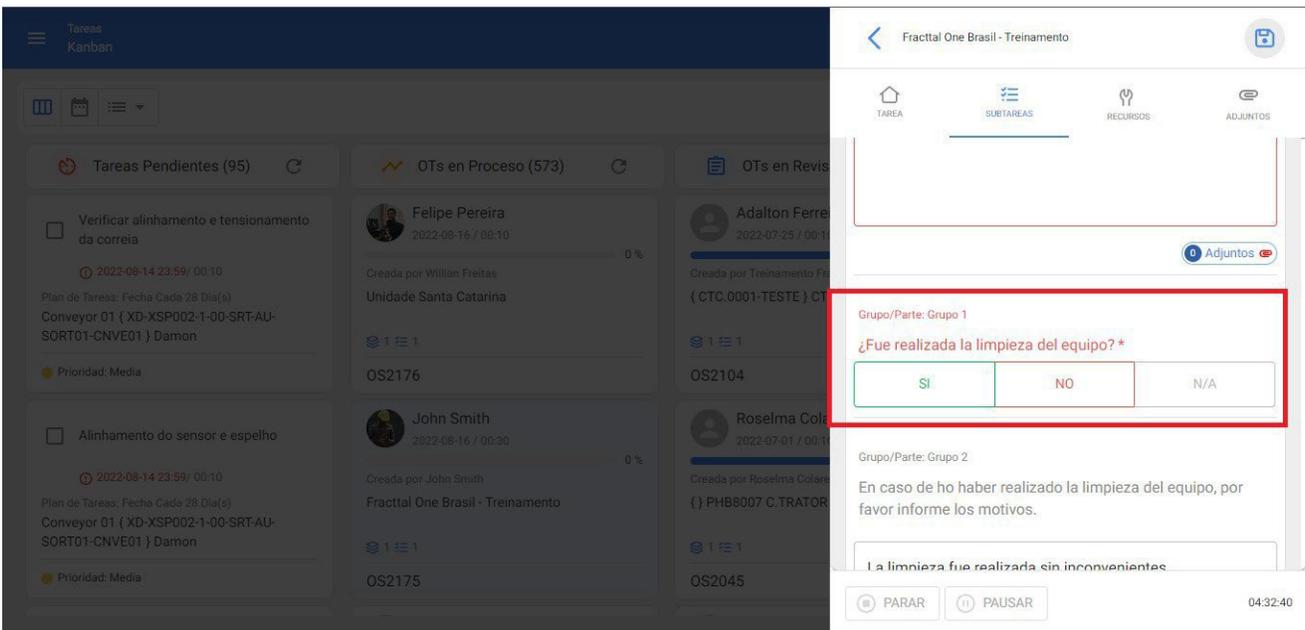
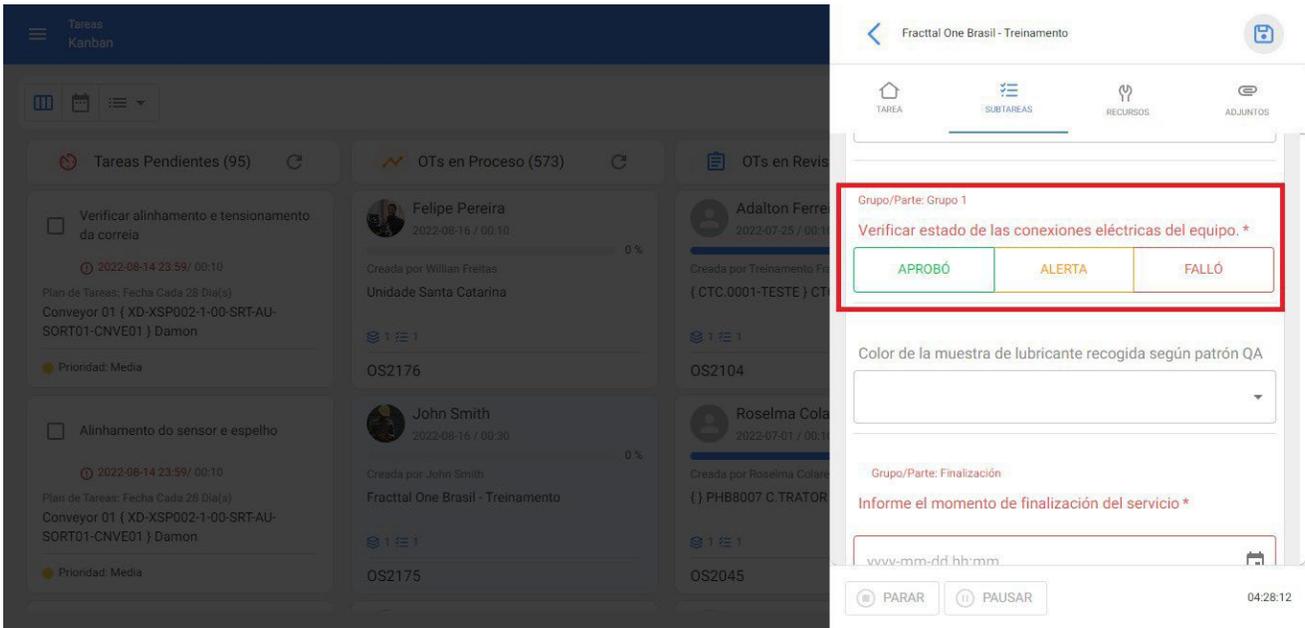


The subtask of type number is shown inside the WO as a box to be filled by the technician with the numerical information requested in the description, accepting only decimal numbers.

To finalize or cancel this type of subtask, it is necessary to add the requested quantity in the corresponding box:

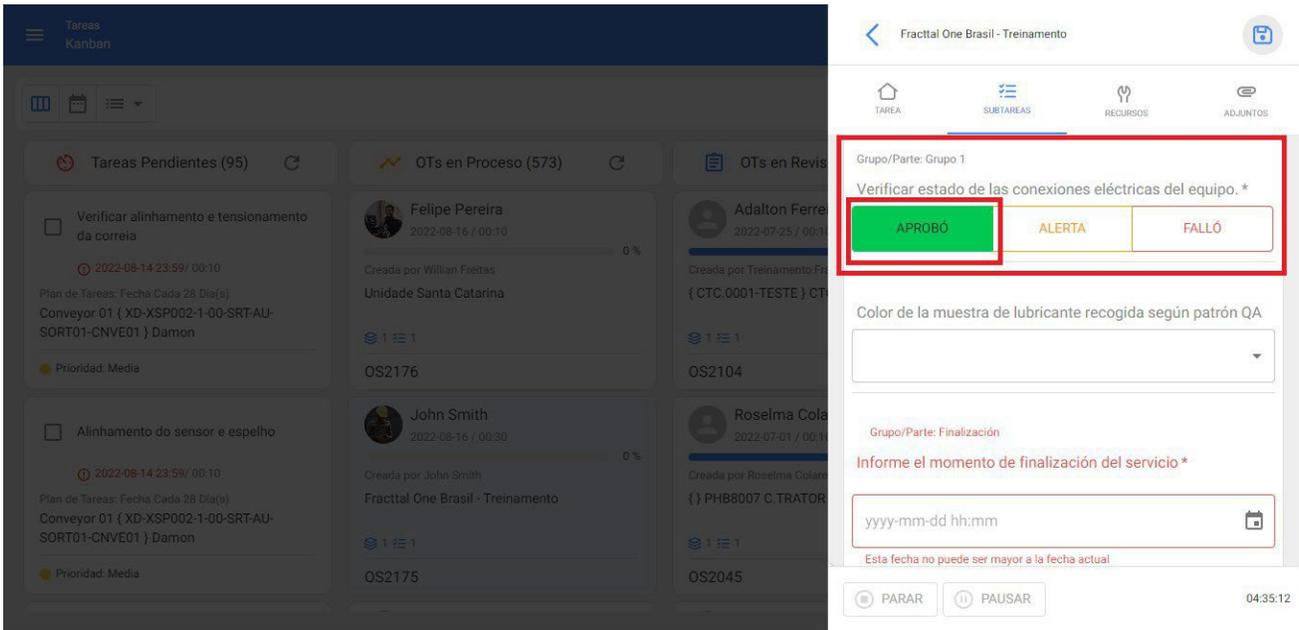


## Subtask type Verification and type Yes/No:

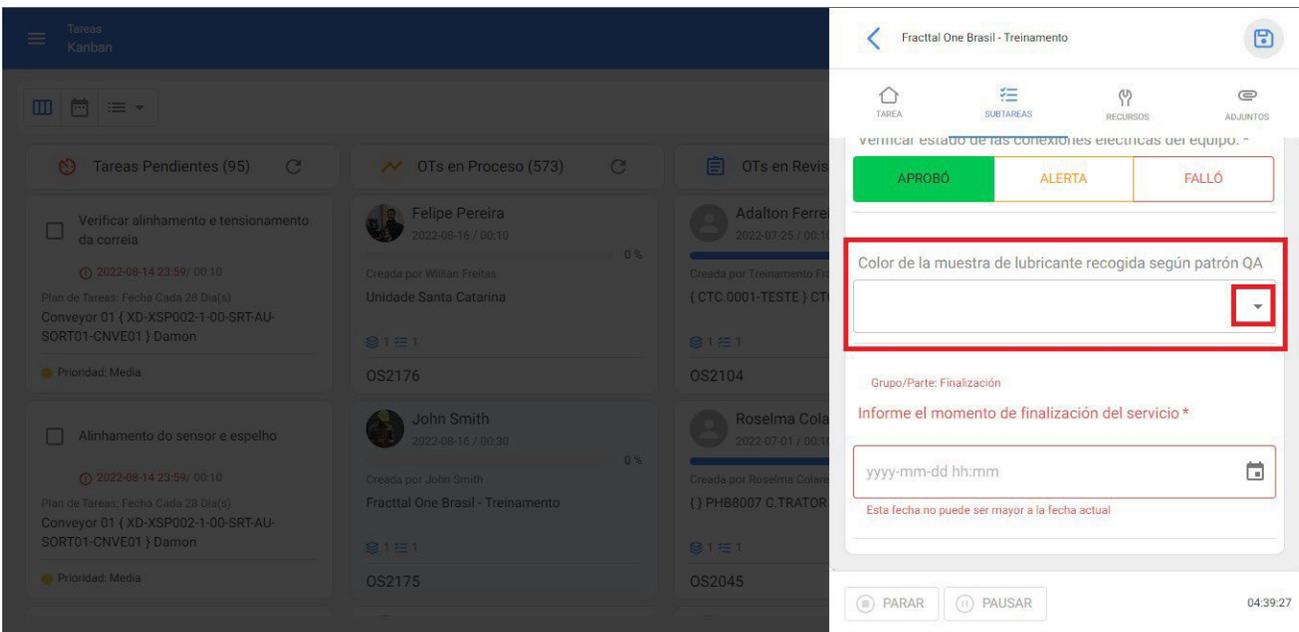


This type of subtasks are shown within the WO as three possible options that the technician must answer according to the information requested in the description, accepting only one option.

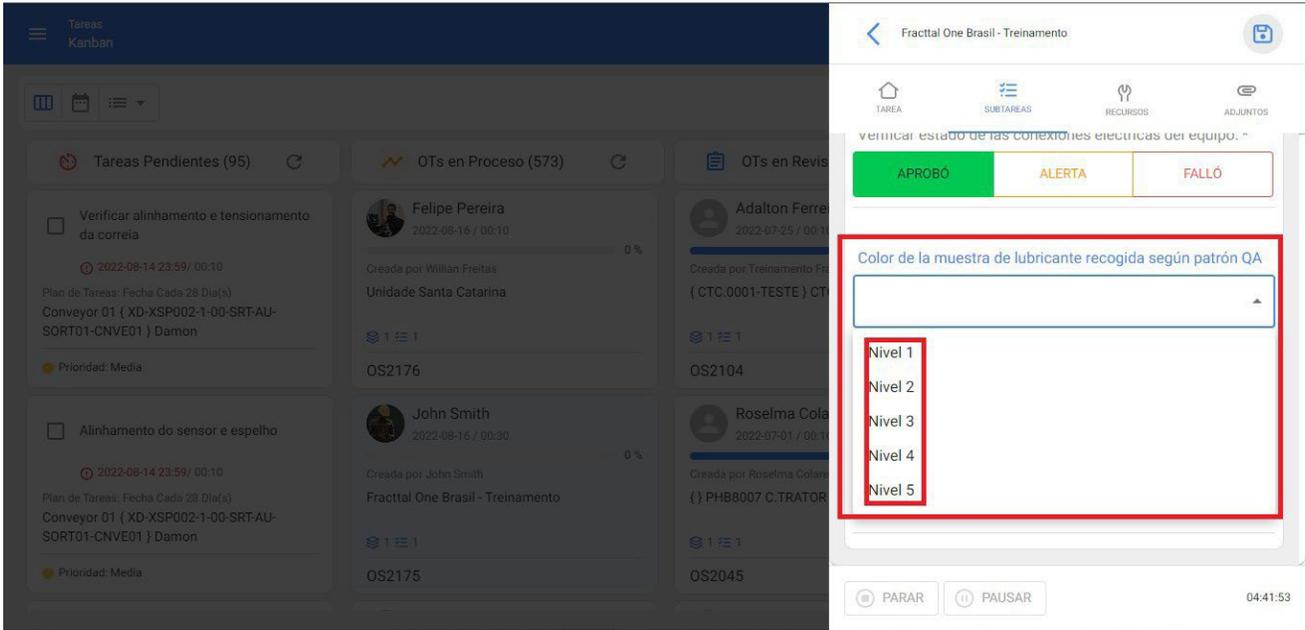
To terminate or cancel this type of subtasks it is necessary to click on the corresponding option:



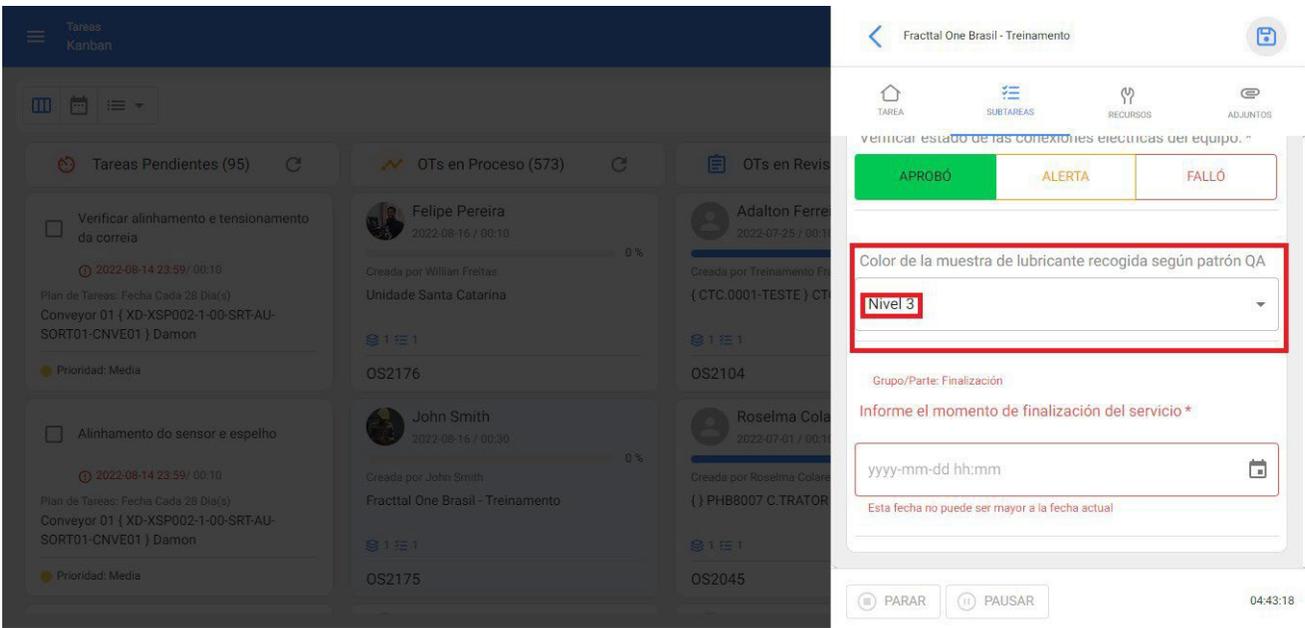
## Subtask type List:



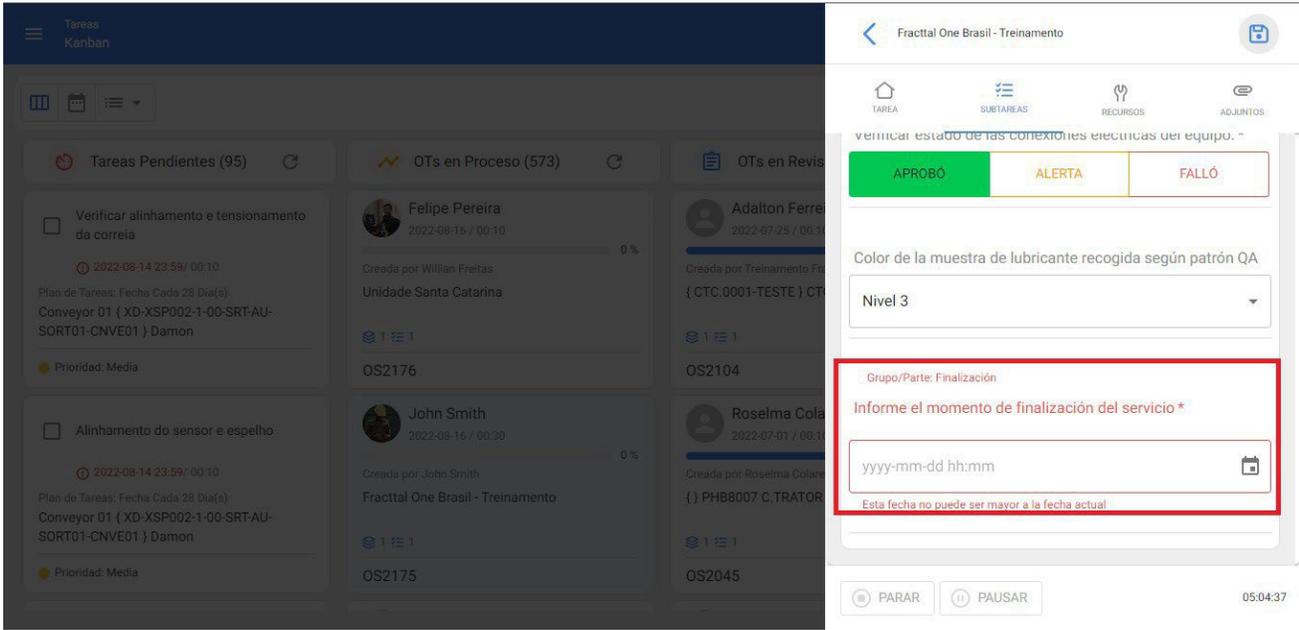
The list-type subtask is displayed within the WO as a box with a list indicated by the arrow to the right of the box, which displays a list of possible response options to the information requested in the description:



To terminate or cancel this type of subtasks it is necessary to choose the corresponding option from the list shown:

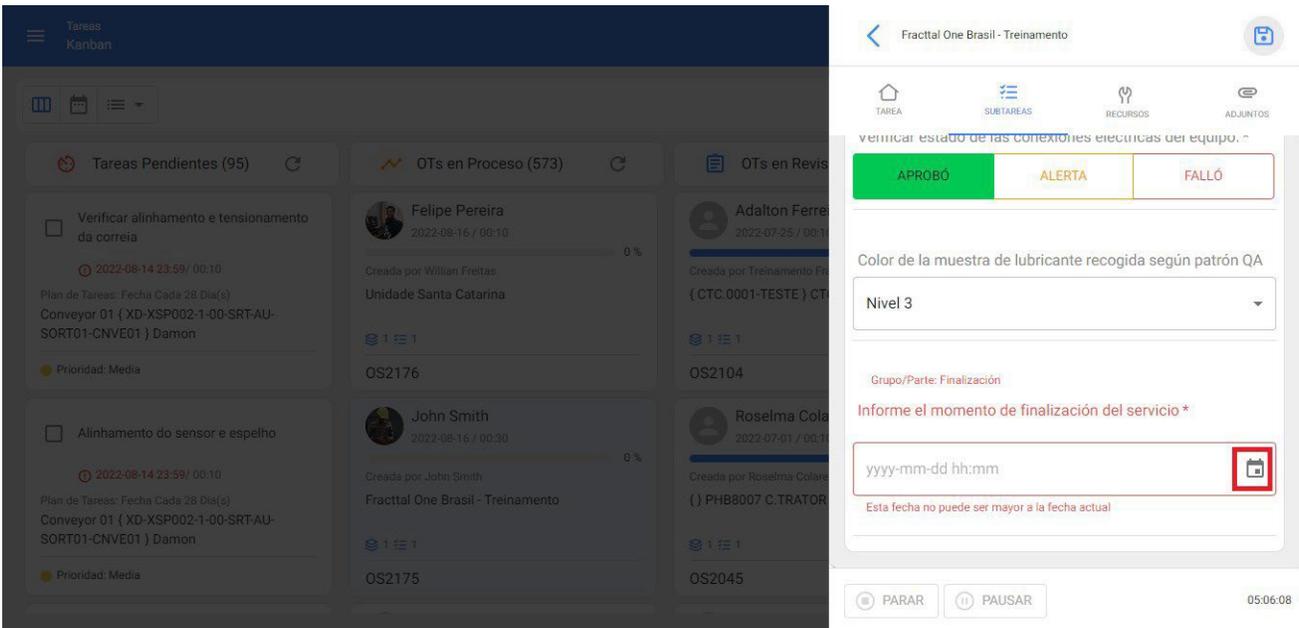


## Subtask type Date and Time:

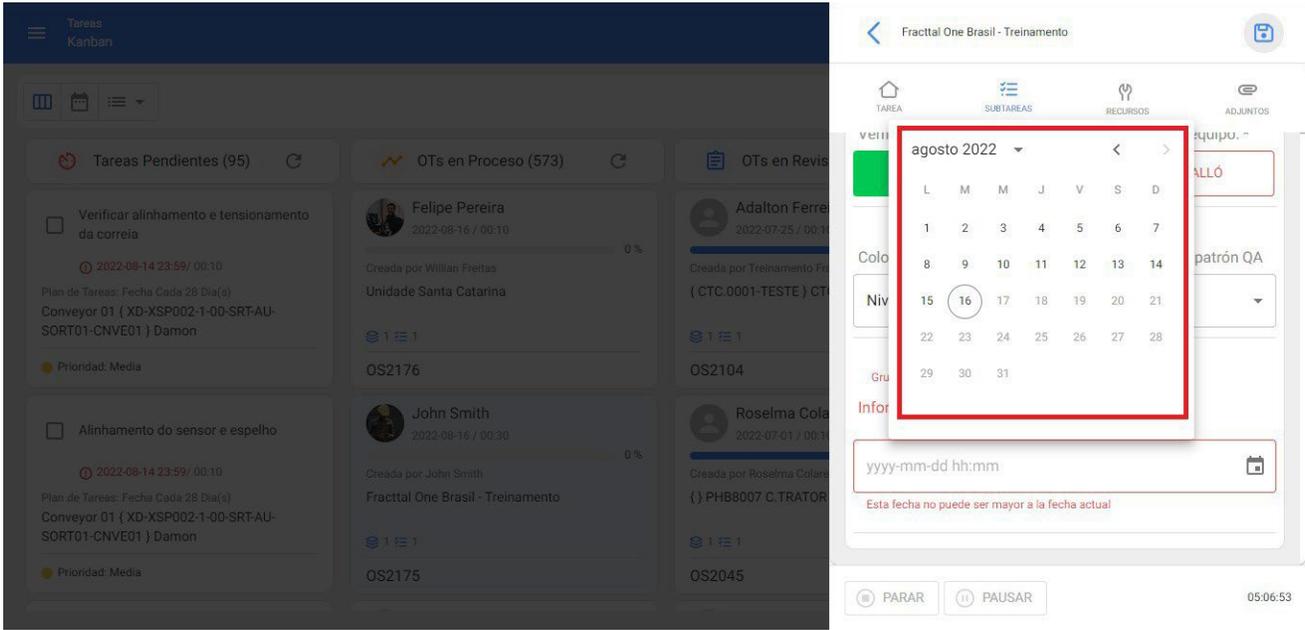


The Date and Time type subtask is displayed within the WO as a box to be filled in by the technician with a date and time as requested in the description.

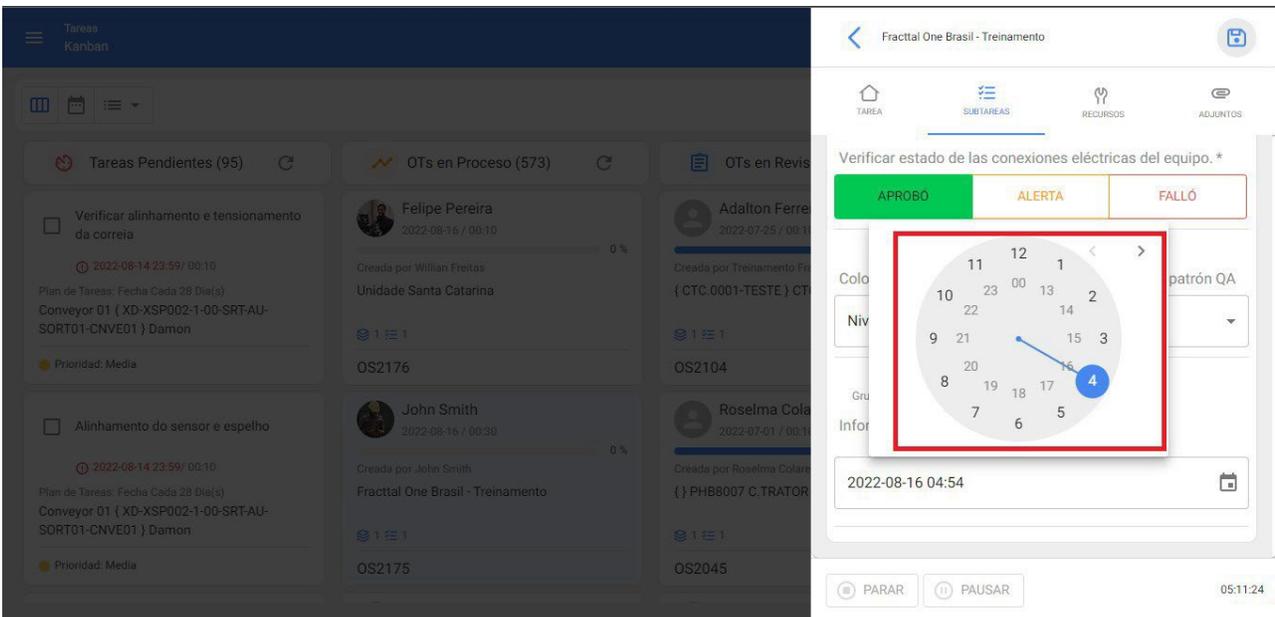
To end or cancel this type of subtask, click on the calendar indicator button to the right of the box:

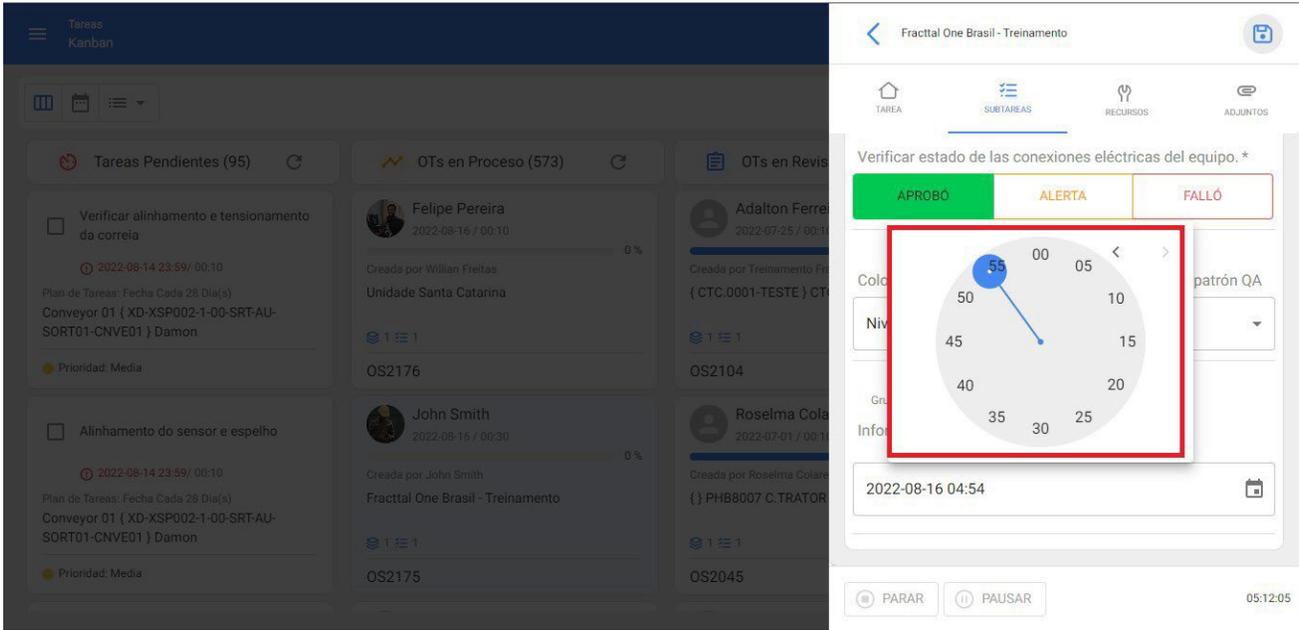


When clicked, a calendar is displayed to indicate the day, month and year of the requested date:

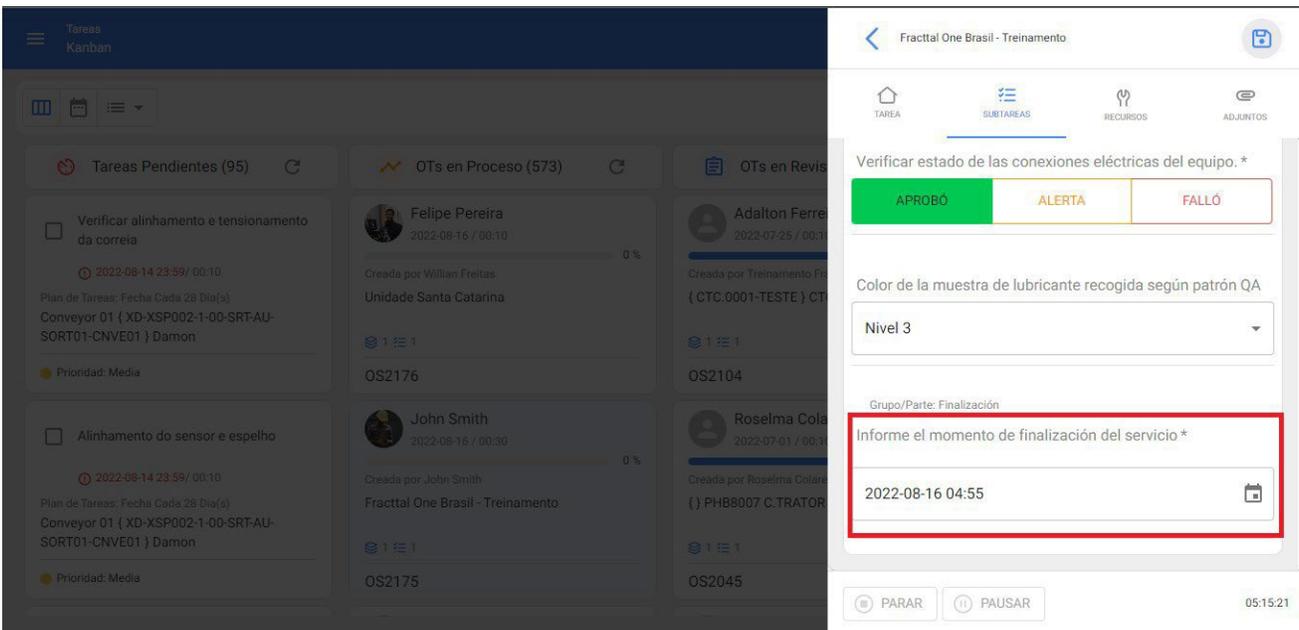


When the date is chosen, a clock is immediately displayed to enter the hour and minutes of the requested date:



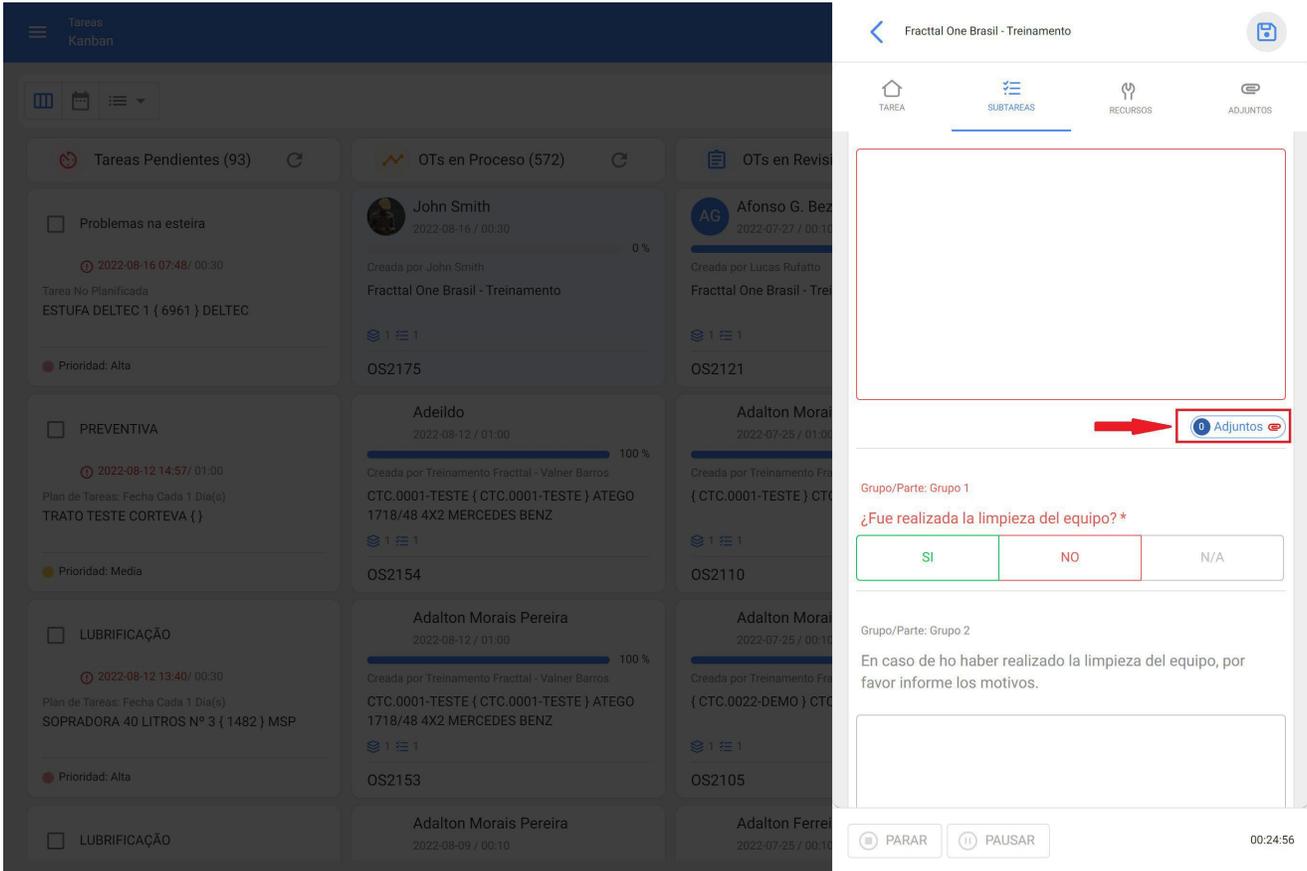


This records the date and time reported by the technician:

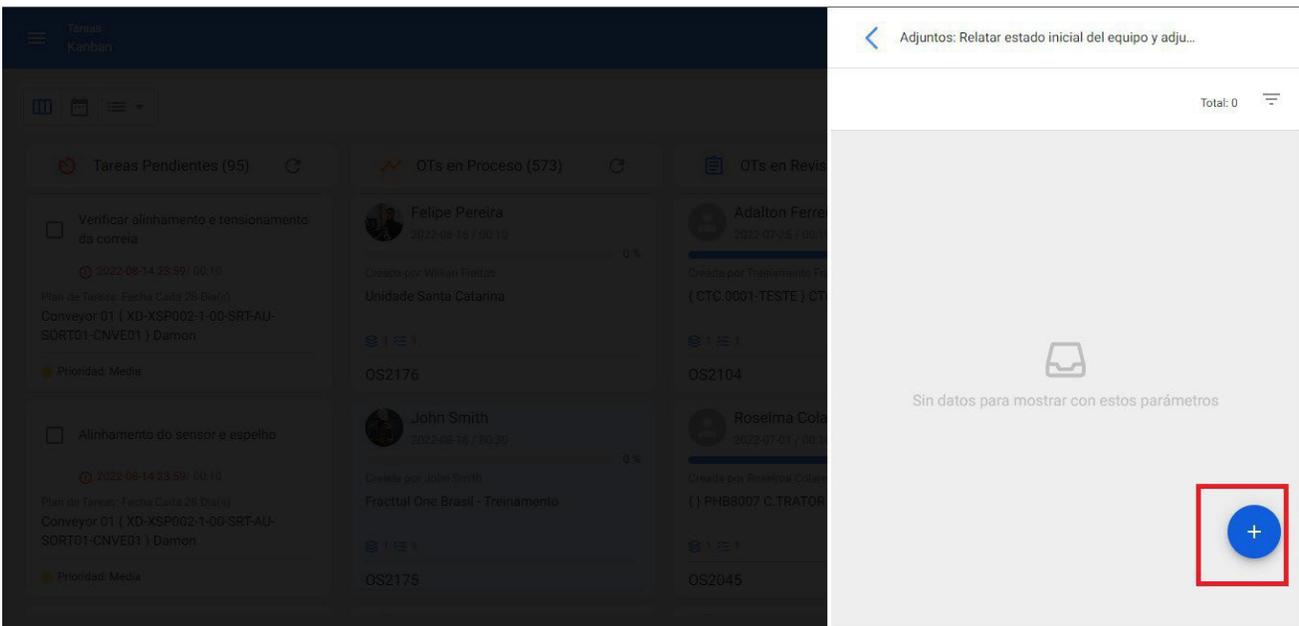


## Subtask with mandatory attachment:

This type of subtask requires an attachment to be attached in order to be removed. It is distinguished from the other subtasks by the attachment indicator in the lower right corner of the subtask:

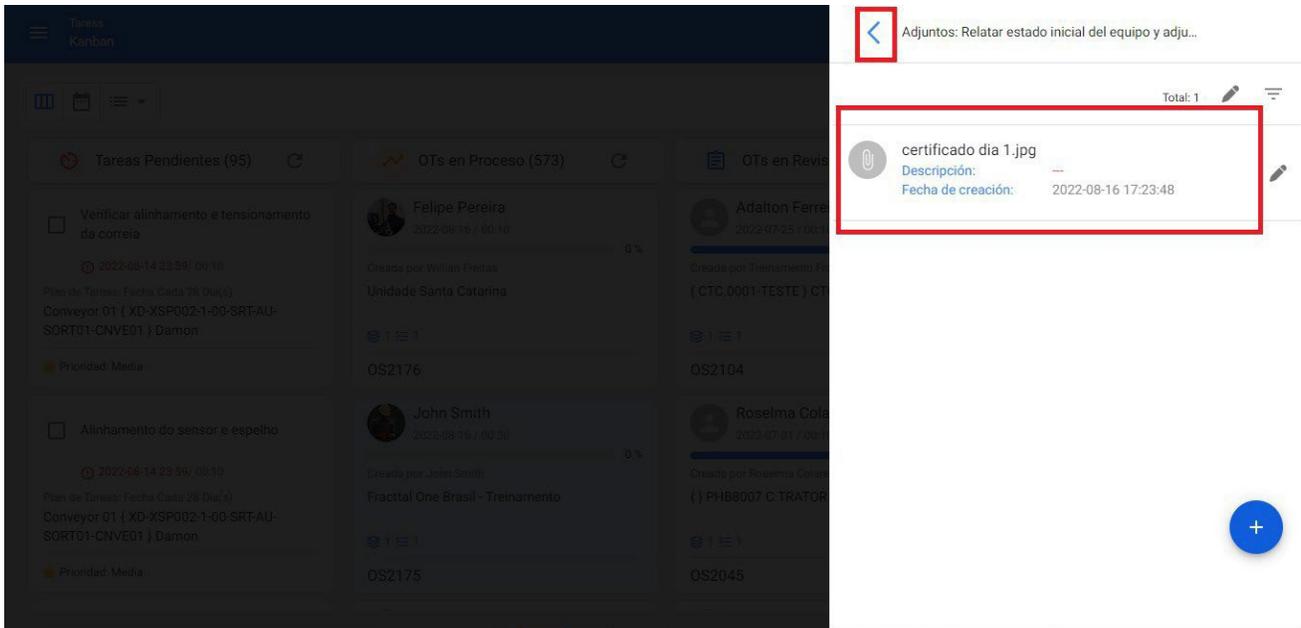


To attach a file, click on the 'attachment' option to display the following menu, and click on (+) to attach the corresponding information:

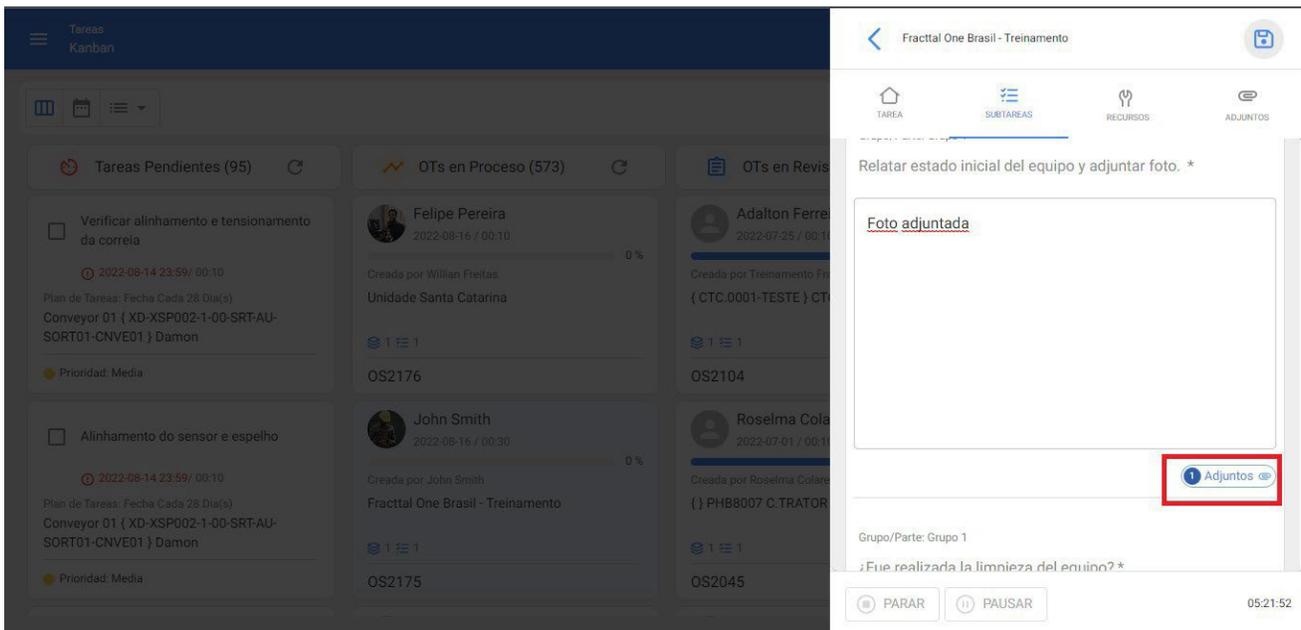


Clicking on (=) displays the menu of possible attachment types: link, note or file, choose the appropriate type and create the attachment. The attachment is then created and linked to the subtask, then return to the subtask by clicking on the arrow above the subtask.

left:

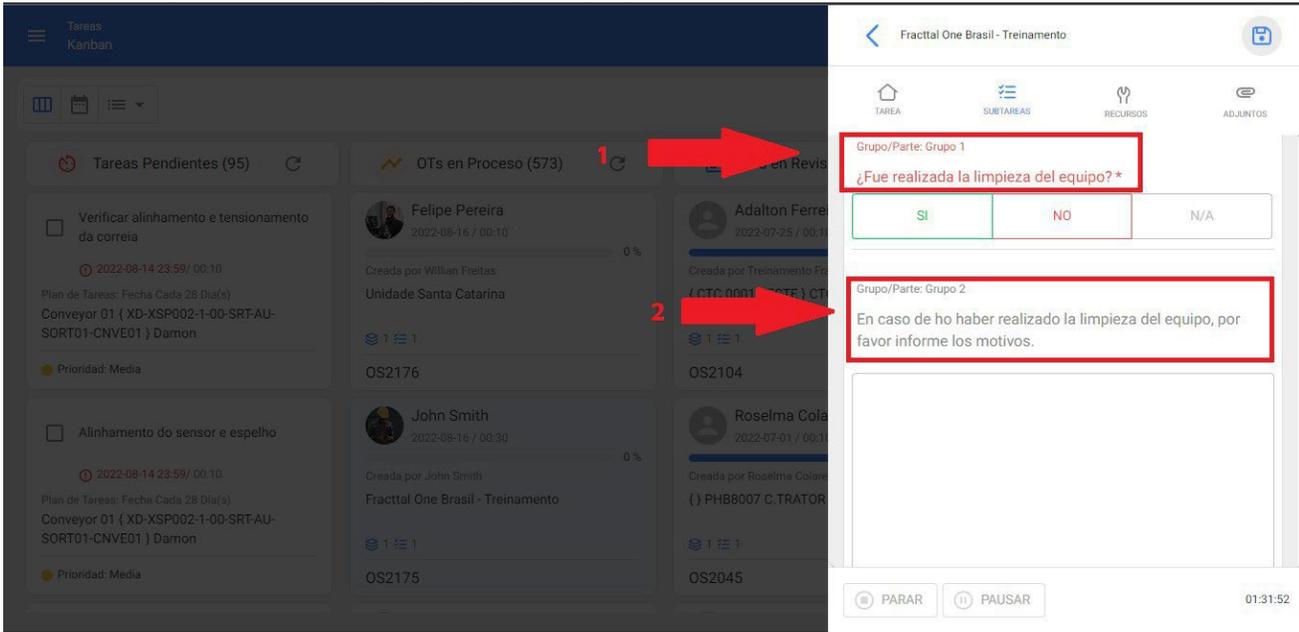


Finally, when returning to the subtask, the subtask indicates whether a piece of information was attached and the number of attachments uploaded to the subtask:



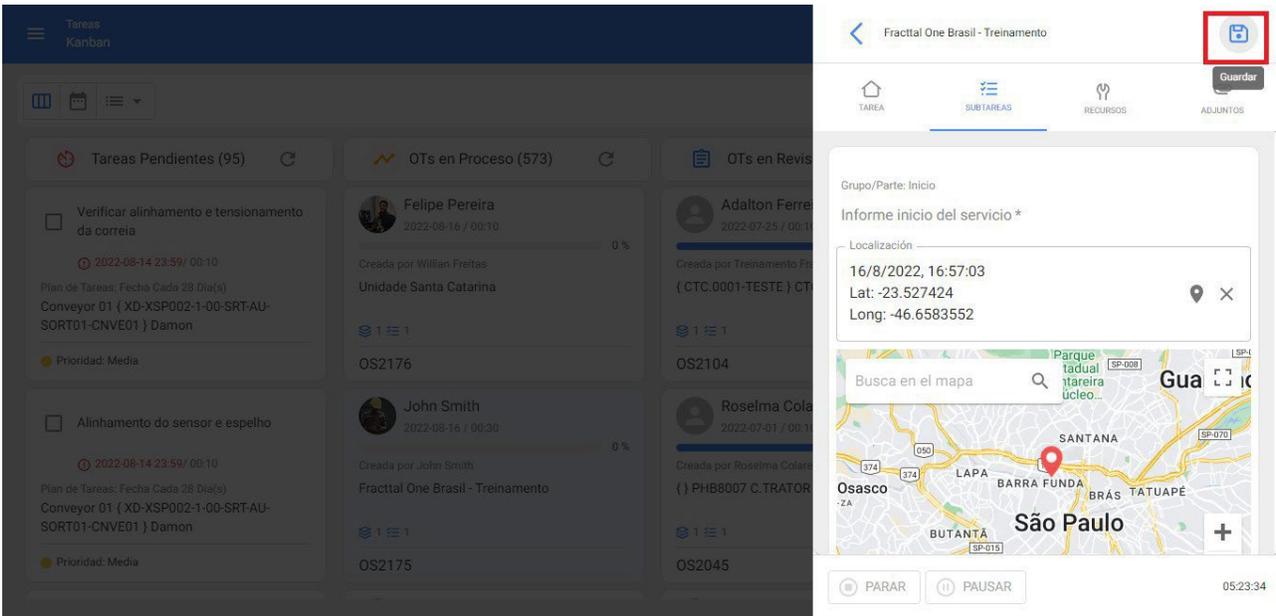
## Mandatory vs. non-mandatory subtasks:

Mandatory subtasks are required to block the progress to 100% of the WO execution if they have not been dropped. These mandatory subtasks (1) are distinguished from non-mandatory subtasks (2) because they are written in red color, in addition to having an asterisk at the end of the subtask description:



## Endnote

At the end of all subtasks, click on the 'save' icon located in the upper right corner:

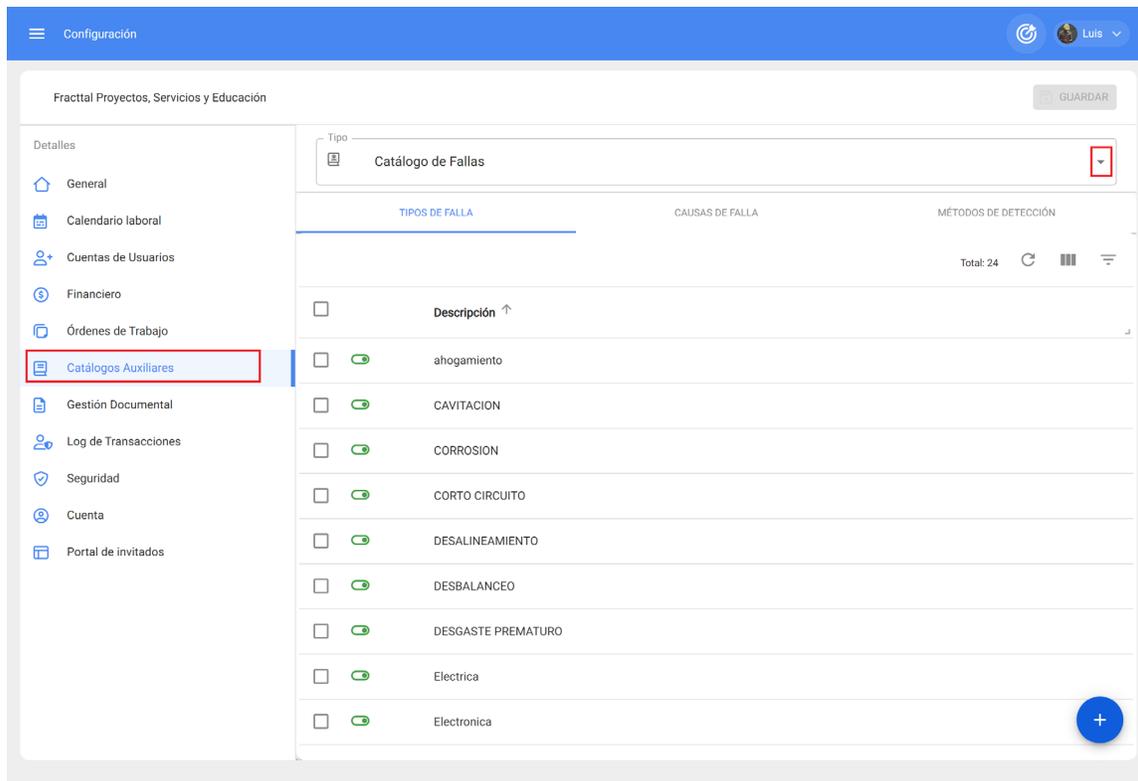


# How to edit the cost of inhouse personnel associated with a task?

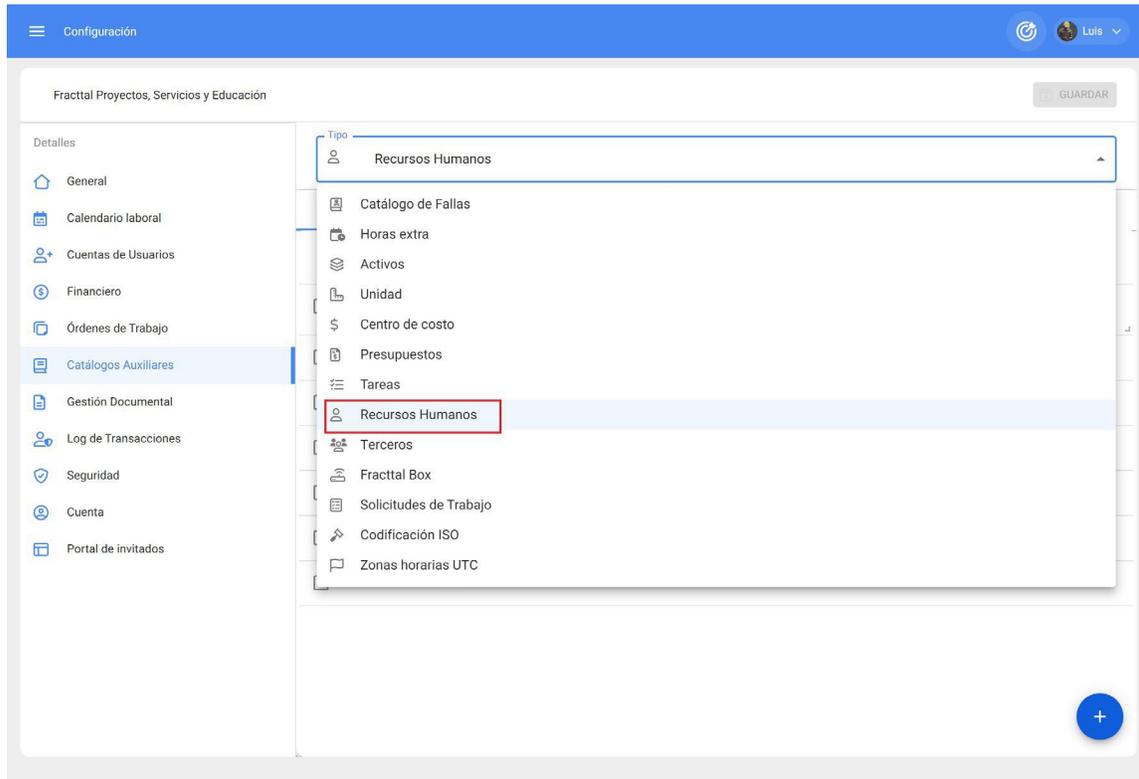
[help.fractal.com/en/articles/6457295-as-edit-the-cost-of-inhouse-personnel-cost-associated-with-a-task](https://help.fractal.com/en/articles/6457295-as-edit-the-cost-of-inhouse-personnel-cost-associated-with-a-task)

The cost of the resources associated with a task are linked to the source from which that resource will be extracted. In the case of inhouse personnel, this value can be found in that human resource's profile or in the inhouse personnel auxiliary catalog, called 'regular hour value'. If we want to update the profile value, it must be done in the following way.

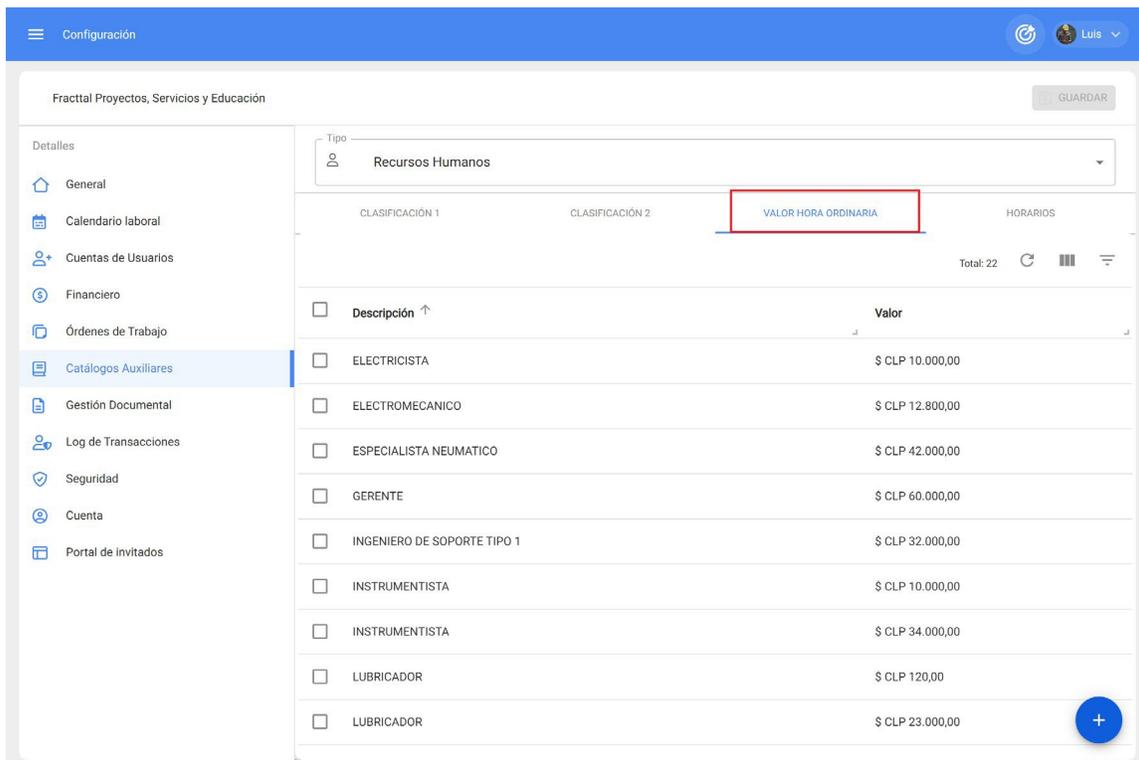
1. Enter the Configuration module and select the Auxiliary Catalogs sub-module.



2. Select the catalog inhouse personnel



3. Enter the ORDINARY HOUR VALUE tab



4. Search for the type of inhouse personnel profile to be modified and select it to open a drawer where you can edit the regular hour value.

The screenshot displays a configuration screen for 'Recursos Humanos' (Human Resources) within a system titled 'Fractal Proyectos, Servicios y Educación'. The left sidebar contains a menu with options like 'General', 'Calendario laboral', 'Cuentas de Usuarios', 'Financiero', 'Órdenes de Trabajo', 'Catalogos Auxiliares', 'Gestión Documental', 'Log de Transacciones', 'Seguridad', 'Cuenta', and 'Portal de Invitados'. The main area shows a list of job profiles under the heading 'Recursos Humanos'. The list includes 'Descripción' (Description) and 'Valor' (Value) columns. The 'Descripción' column is sorted in ascending order. The list contains the following entries:

Descripción	Valor
<input type="checkbox"/> ELECTRICISTA	\$ CLP 10.000
<input type="checkbox"/> ELECTROMECHANICO	
<input type="checkbox"/> ESPECIALISTA NEUMATICO	
<input type="checkbox"/> GERENTE	
<input type="checkbox"/> INGENIERO DE SOPORTE TIPO 1	
<input type="checkbox"/> INSTRUMENTISTA	
<input type="checkbox"/> INSTRUMENTISTA	
<input type="checkbox"/> LUBRICADOR	
<input type="checkbox"/> LUBRICADOR	

A modal window is open over the 'ELECTRICISTA' entry, showing the 'Descripción' field with the value 'ELECTRICISTA' and the 'Valor' field with the value '\$ CLP 10.000'. An 'ACEPTAR' button is located in the top right corner of the modal.

When saving the changes, this value will be updated in all maintenance plans where this human resource profile is associated.

# How is the user authentication in Fractal One?

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 [help.fractal.com/en/articles/6079814-as-is-user-authentication-at-fractal-one](https://help.fractal.com/en/articles/6079814-as-is-user-authentication-at-fractal-one)

Authentication in Fractal One is done by username (email) and password. Additionally, if the email is from Google or Microsoft, it can be authenticated using Single Sign On technology (SSO authentication procedure that enables the user to access multiple systems with a single instance of identification).

For more information, please visit the following link:

[SSO Authentication](#)

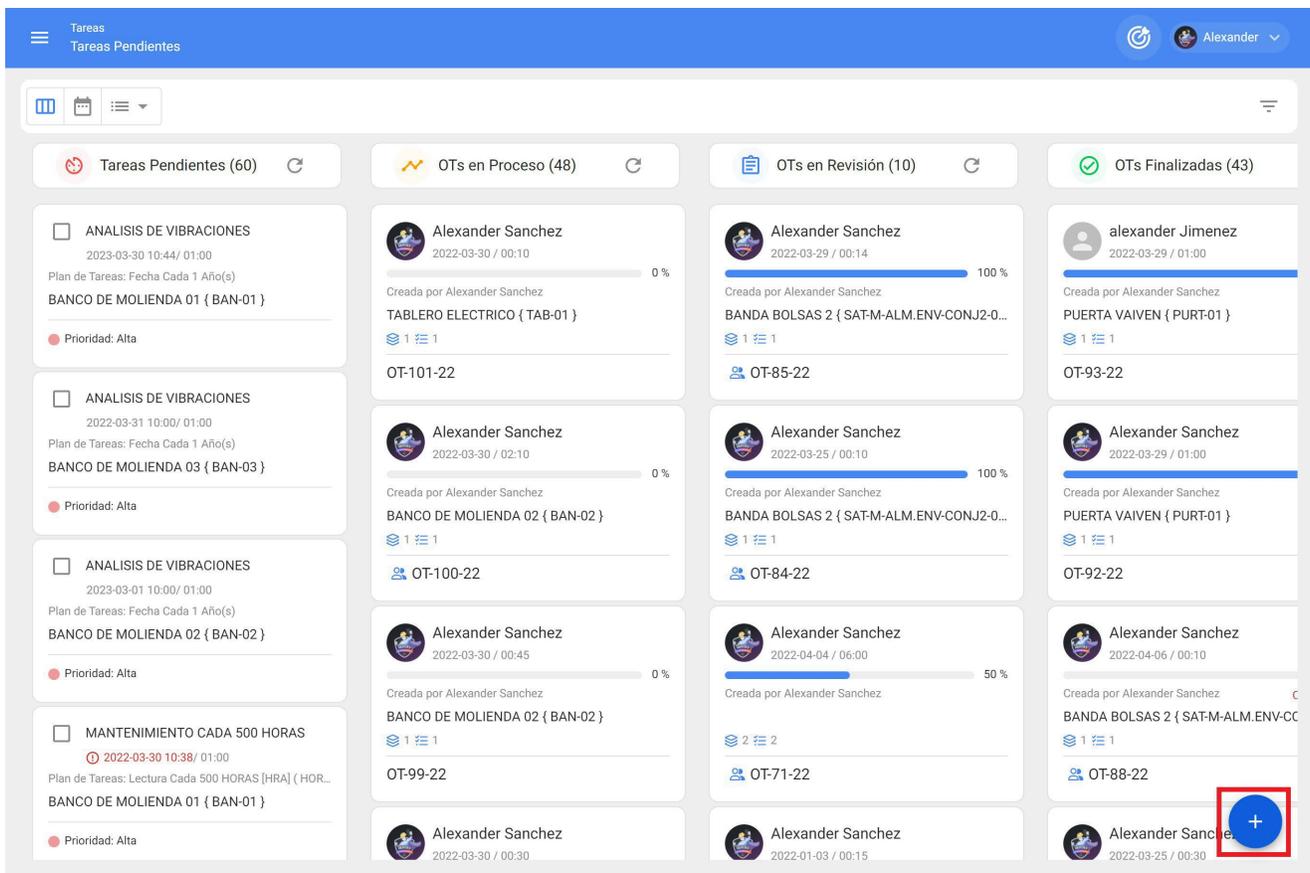
# How to generate a corrective WO?

[help.fractal.com/en/articles/6106382-how-to-generate-a-corrective WO](https://help.fractal.com/en/articles/6106382-how-to-generate-a-corrective-wo)

Written by Customer Success Team. Updated more than a week ago

At any time during the operation of our assets, failures may occur that require the creation of a corrective WO. For these cases, we will enter the work management module where we will find the work orders.

Just click on the add unplanned task button, located at the bottom right, to start creating the corrective work order. This button can be found in any of the work order views (Kanban, Calendar or List).



Once we start creating the work order, we will fill in the corresponding fields associated to the asset

1

Activo

2

Tarea

3

SubTareas

4

Recursos

Activo

Activo no puede estar en blanco

Fecha del incidente

2022-03-30 15:29

Solicitado Por

Alexander Sanchez

¿Falló el Activo?

SIGUIENTE >

1 Activo — 2 Tarea — 3 SubTareas — 4 Recursos

Activo  
👁️ MOTOR ELECTRICO { MOT-ELEC } ▼ (x)

Fecha del incidente  
2022-03-30 15:29

Solicitado Por  
Alexander Sanchez

¿Falló el Activo?

Tipo de falla  
CORTO CIRCUITO ▼ (x)

Causa de falla  
CONEXION INCORRECTA ▼ (x)

Método de detección de falla  
INSPECCION VISUAL ▼ (x)

Severidad de las Fallas  
Alta ▼

Tipo de daño causado  
Ninguno ▼

Tiempo de interrupción a otros activos  
🕒 000:00

¿También se debe terminar esta tarea para que el Activo vuelva a entrar en servicio?

Fecha de inicio del fuera de servicio  
2022-02-16 13:00

**SIGUIENTE >**

After recording the information associated with the asset, we will continue by including the fields associated with the task

Progress bar: 1. Activo (checked), 2. Tarea (active), 3. SubTareas, 4. Recursos

Descripción de la Tarea: CAMBIO DE BOBINADO

Nota: [Empty]

Tipo de tarea: CORRECTIVO

Clasificación 1: [Empty]

Clasificación 2: [Empty]

Prioridad: Alta

Duración estimada: 002:00

Número de Solicitud: [Empty]

Este trabajo ya fue realizado?

Opciones:

Enviar a tareas pendientes  Enviar a OTs en Proceso

Fecha Programada: 2022-03-31 15:00

< ATRÁS   SIGUIENTE >

In the next step we will define the information associated with the subtasks included in the work order.

Activo Tarea SubTareas Recursos

- ✎ 🗑️ Desenergizar el equipo  
Texto
- ✎ 🗑️ Cambio de bobinado  
Texto
- ✎ 🗑️ Pruebas con carga  
Texto

< ATRÁS SIGUIENTE > +

Then, we associate the resources that will be needed to complete the WO and finalize the creation of the WO.

Activo Tarea SubTareas Recursos

CABLE AWG 6 { CAB-0001 }  
\$ CLP 120,00

ELECTROMECHANICO  
\$ CLP 12.500,00

< ATRÁS FINALIZAR >

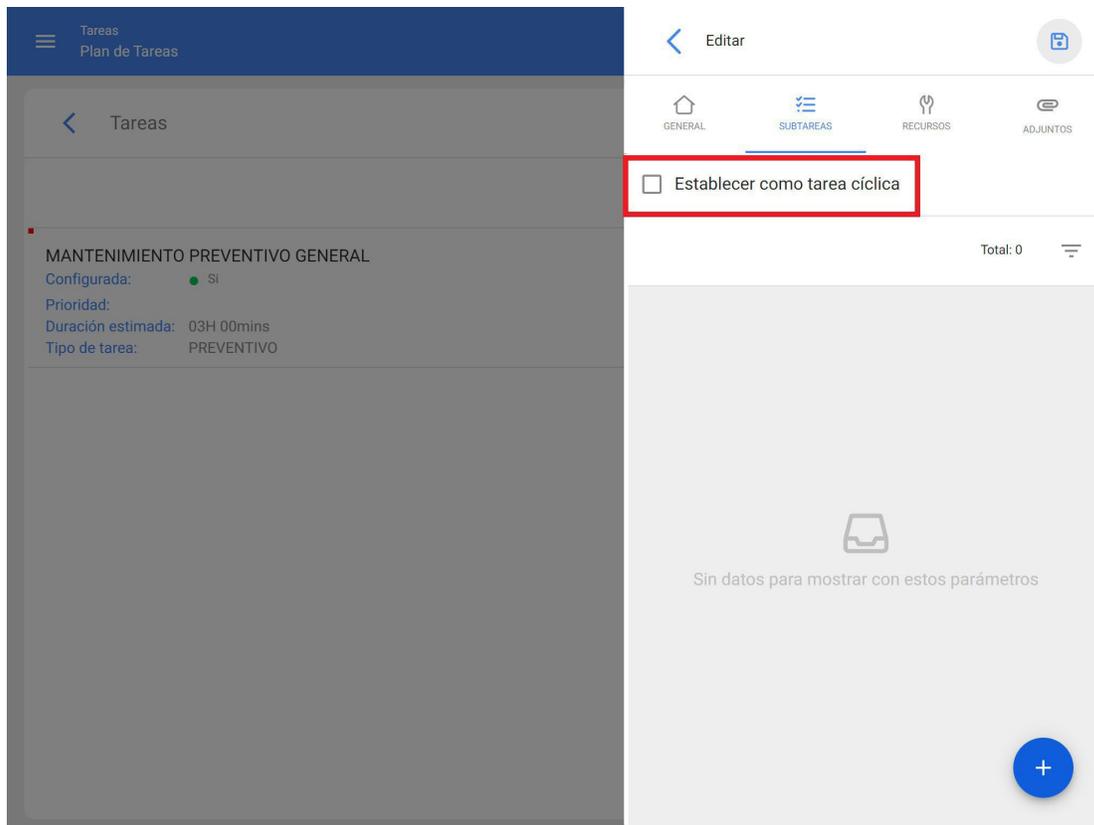
+

If you require more information related to the creation of unplanned work orders, you can visit our article: [How to create unplanned WOs?](#)

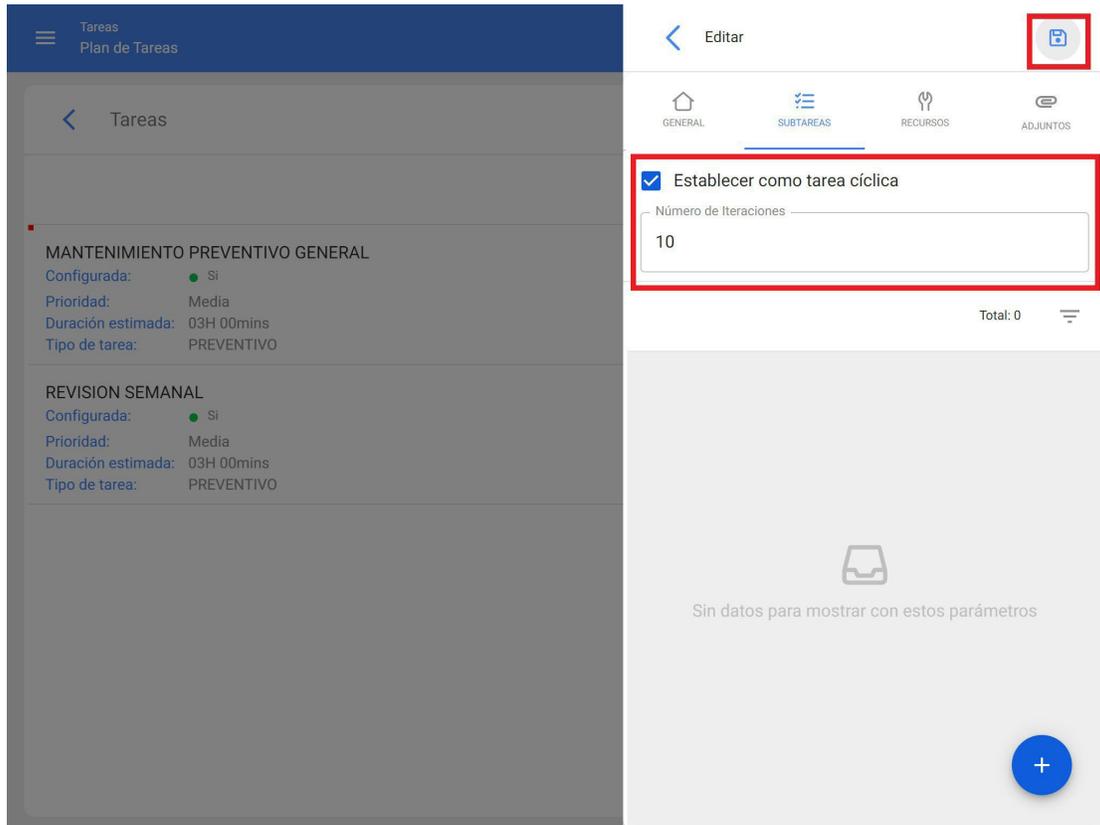
# How to generate a preventive task by iterations in Fractal One?

[help.fractal.com/en/articles/6106109-how-to-generate-a-preventive-task-for-iterations-in-fractal-one](https://help.fractal.com/en/articles/6106109-how-to-generate-a-preventive-task-for-iterations-in-fractal-one)

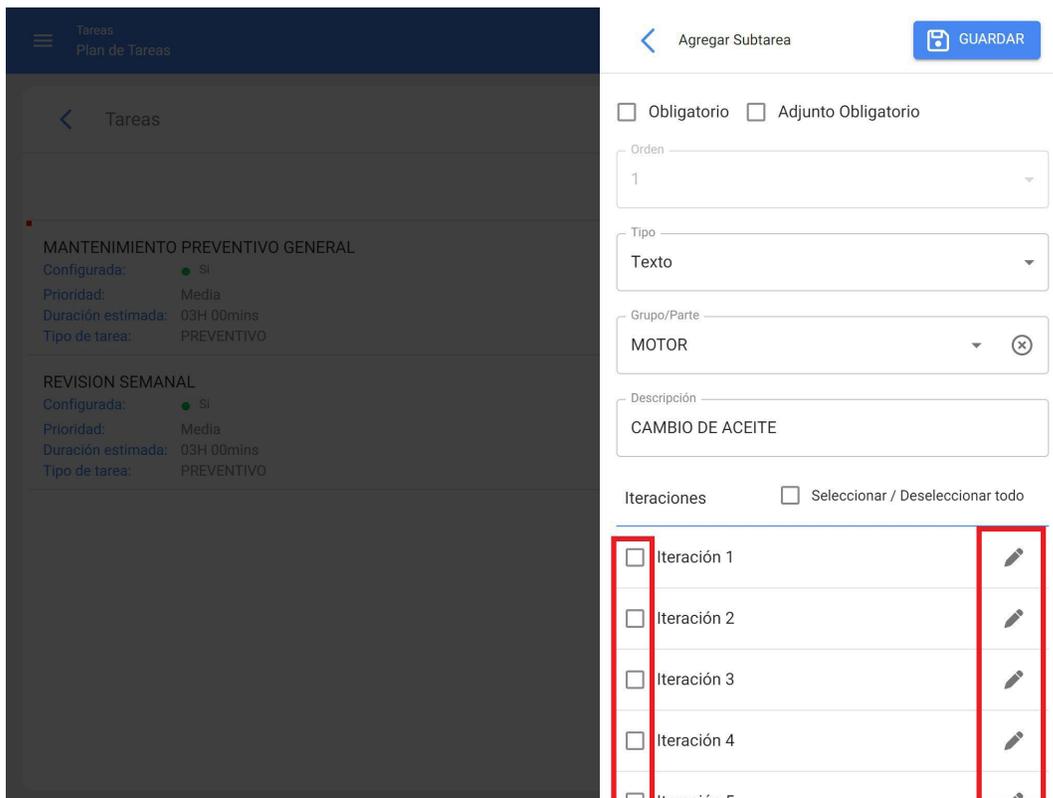
To generate a preventive task by iterations, we must enter the task in question, then go to subtasks and activate the "Set as cyclic task" option as shown below:

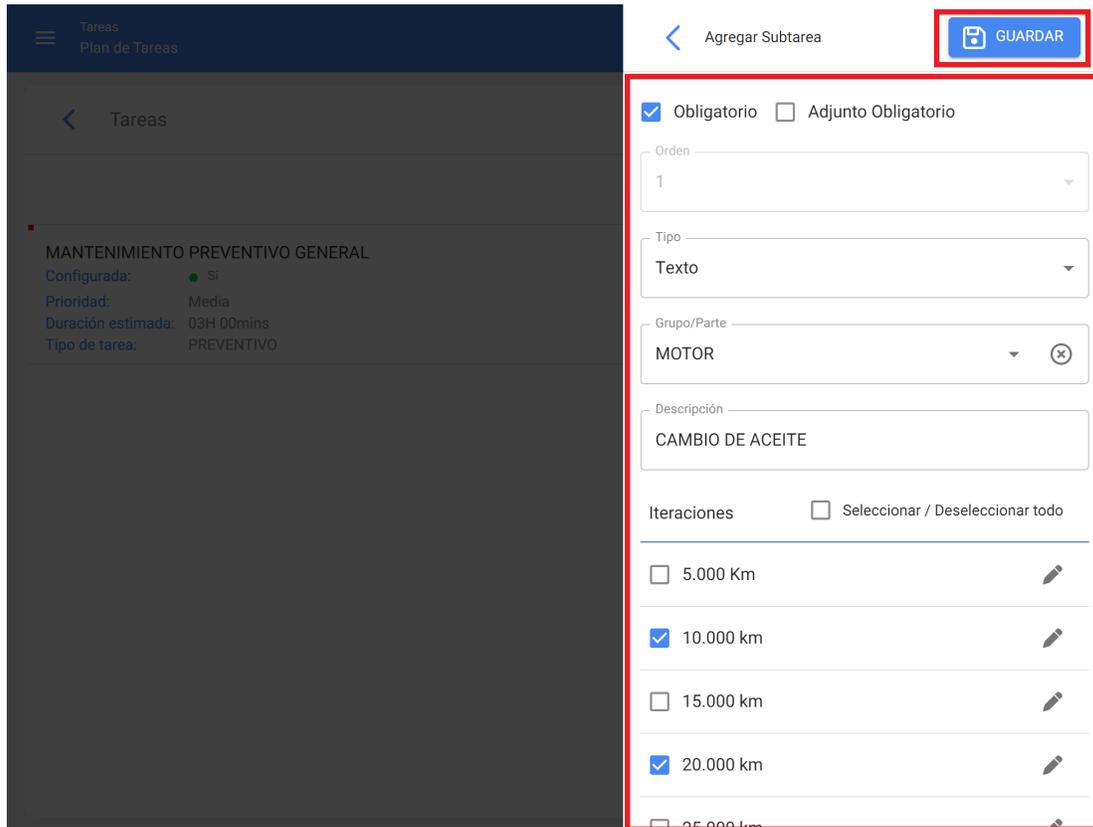


Once the option to set as a cyclic task is selected, we must define the number of iterations in which the cycle is completed.

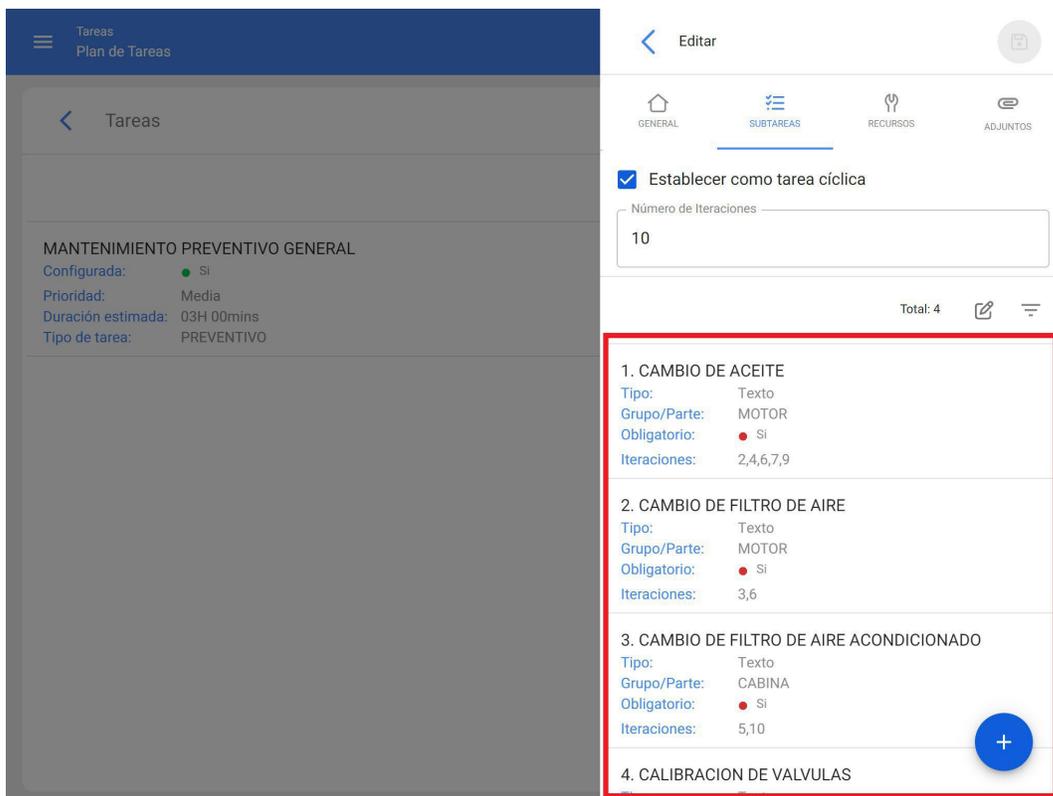


Then we define the subtasks and in which iterations they should be triggered respectively. Remember that the name of the iterations can also be changed (in this case we use mileage as an example).





Once all the subtasks have been created, we will be able to visualize in which of the iterations each of these subtasks will be triggered.



Analogous to the subtasks, we can also define the resources to be occupied in the different iterations.

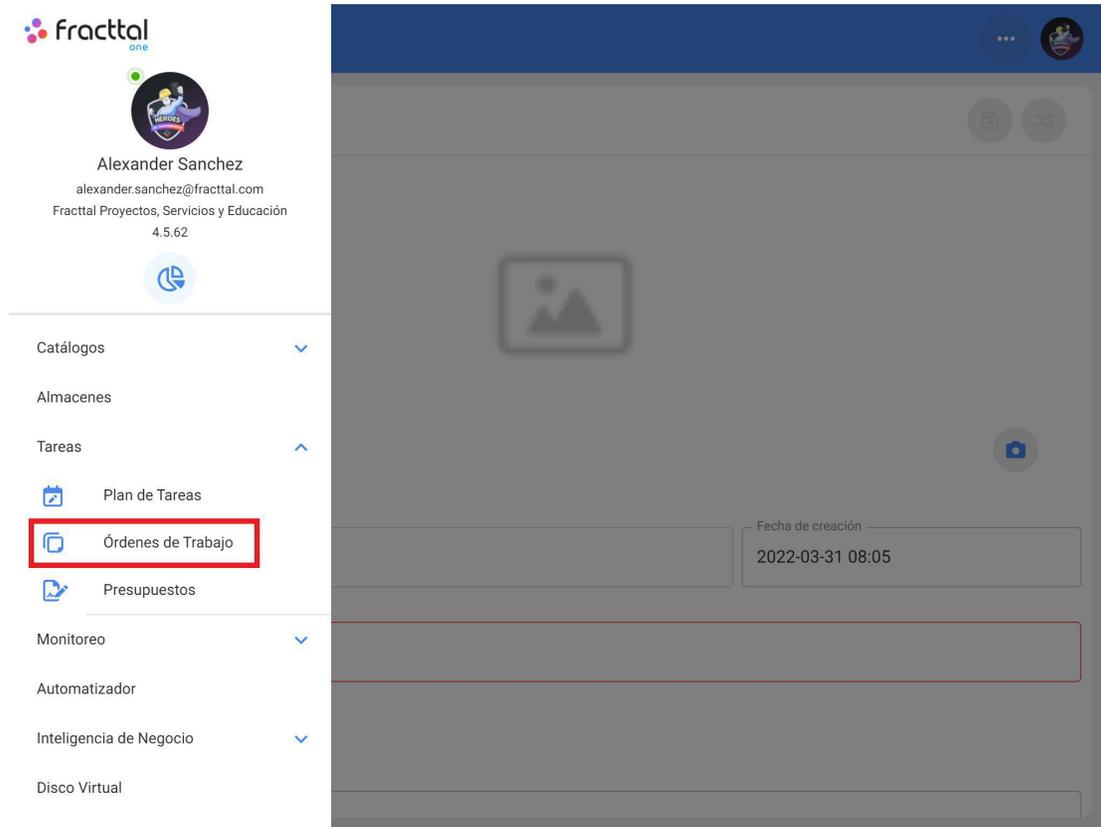
The image shows a mobile application interface for editing a resource. It is divided into two main panels. The left panel, titled 'Tareas', displays details for a task named 'MANTENIMIENTO PREVENTIVO GENERAL'. The details include: 'Configurada: Si' (with a green dot), 'Prioridad: Media', 'Duración estimada: 03H 00mins', and 'Tipo de tarea: PREVENTIVO'. The right panel, titled 'Editar Recurso', contains several input fields: 'Tarea' (MANTENIMIENTO PREVENTIVO GENERAL), 'Descripción' (ACEITE 20 W 50 {ACE-001}), 'Cantidad' (5), and 'Costo unitario' (\$ CLP 5.502,25). Below these fields is a section for 'Iteraciones' with a list of checkboxes: 5.000 Km (unchecked), 10.000 km (checked), 15.000 km (unchecked), 20.000 km (checked), 25.000 km (unchecked), and 30.000 km (checked). At the bottom right of the right panel, there is a blue button labeled 'GUARDAR' with a save icon, which is highlighted with a red box. To its left is a checkbox labeled 'Seleccionar / Deseleccionar todo'.

Finally, all that remains is to click on save to record the iterations created in the task.

# How can I see the pending work management in Fractal One?

[help.fractal.com/en/articles/6106045-as-i-can-see-work-management-pending-on-fractal-one](https://help.fractal.com/en/articles/6106045-as-i-can-see-work-management-pending-on-fractal-one)

To see the pending work management you must enter the work management module and there you will find work orders:



When you enter, the different views (Kanban, Calendar and List) will appear where you will find the pending work management. For the Kanban view, we will find the pending work management like this:

The screenshot displays the Kanban view of a task management system. The interface is organized into four columns representing different stages of work:

- Tareas Pendientes (61):** This column, highlighted with a red box, contains four task cards. Each card includes a task name, a due date, a priority level (Alta), and a brief description. The tasks are:
  - CAMBIO DE BOBINADO (Due: 2022-03-31 15:00)
  - ANALISIS DE VIBRACIONES (Due: 2023-03-30 10:44)
  - ANALISIS DE VIBRACIONES (Due: 2022-03-31 10:00)
  - ANALISIS DE VIBRACIONES (Due: 2023-03-01 10:00)
- OTs en Proceso (48):** This column shows task cards for work in progress, such as 'TABLERO ELECTRICO (TAB-01)' and 'BANCO DE MOLIENDA 02 (BAN-02)', all assigned to Alexander Sanchez.
- OTs en Revisión (10):** This column shows task cards for work under review, such as 'BANDA BOLSAS 2 (SAT-M-ALM.ENV-CONJ2-0...)' and 'OT-84-22', assigned to Alexander Sanchez.
- OTs Finalizadas (43):** This column shows completed task cards, such as 'PUERTA VAIVEN (PURT-01)' and 'OT-92-22', assigned to Alexander Sanchez or alexander Jimenez.

For the Calendar view, the pending work management will look as follows:

The screenshot displays the Calendar view of the task management system. The interface shows a calendar grid for the month of March 2022. The 'Tareas Pendientes' column is highlighted with a red box. The calendar displays various tasks as colored blocks with dates and times, such as:

- 13:20 FUGA DE ACEITE...
- 13:29 VERIFICACION DE...
- 11:08 LIMPIEZA DE AGIT...
- 11:28 VERIFICACION DE...
- 12:02 MANTENIMIENTO...
- 17:02 CAMBIO DE A...
- 11:25 MANTENIMIENTO...
- 09:18 MANTENIMIENTO...
- 11:28 LIMPIEZA DE AGIT...
- 10:44 CAMBIO DE FILTR...
- 13:00 MANTENIMIENTO...
- 08:00 MANTENIMIENTO...
- 16:59 MANTENIMIENTO...
- 16:59 MANTENIMIENTO...
- 09:00 INSPECCION SEM...
- 09:26 CAMBIO DE FILTR...
- 10:32 CAMBIO DE MASA...
- 08:00 ALINEACION LASER...
- 08:00 MANTENIMIENTO...
- 09:00 INSPECCION SEM...
- 10:38 MANTENIMIENTO...
- 10:00 ANALISIS DE VIBR...
- 12:03 MANTENIMIENTO...
- 16:00 MANTENIMIENTO...
- 15:00 CAMBIO DE B...
- 14:00 MANTENIMIENTO...
- 14:00 MANTENIMIENTO...

For the List view, we will find the pending work management as follows:

Tareas  
Tareas Pendientes

Buscar...

Alexander

Fecha Programada: Mar 31/2022

Total: 38

<input type="checkbox"/>	Código...	Activo	Tarea	Activador	Atraso	Plan de Tareas	Fecha Calculada...
<input type="checkbox"/>	MOT-ELEC	MOTOR ELECTRICO ( MO...	CAMBIO DE BOBINADO	Tarea no Programada	0		2022-03-31 15:00
<input type="checkbox"/>	BAN-03	BANCO DE MOLIENDA 0...	ANALISIS DE VIBRACION...	Fecha Cada 1 Año(s)	0	PLAN DE MANTENIMIEN...	2022-03-31 10:00
<input type="checkbox"/>	BAN-01	BANCO DE MOLIENDA 0...	MANTENIMIENTO CADA...	Lectura Cada 500 HORA...	0	PLAN DE MANTENIMIEN...	2022-03-30 10:38
<input type="checkbox"/>	SATM-A...	BANDA BUTI 1 { SAT-M-A...	INSPECCION SEMANAL	Fecha Cada 1 Semana(s)	3	PLAN DE MANTENIMIEN...	2022-03-28 09:00
<input type="checkbox"/>	SAT-M-A...	BANDA BOLSAS 1 { SAT...	INSPECCION SEMANAL	Fecha Cada 1 Semana(s)	3	PLAN DE MANTENIMIEN...	2022-03-28 09:00
<input type="checkbox"/>	RAD-25	RADAR 25 { RAD-25 }	MANTENIMIENTO MENS...	Fecha Cada 1 Meses	0	PLAN DE MANTENIMIEN...	2022-04-22 08:28
<input type="checkbox"/>	BAN-02	BANCO DE MOLIENDA 0...	CAMBIO DE MASA	Lectura Cuando GRANUL...	0	PLAN DE MANTENIMIEN...	2022-03-30 10:32
<input type="checkbox"/>	VAC-01	BOMBA DE VACIO 01 { V...	MANTENIMIENTO CADA...	Lectura Cada 250 HORA...	20	PLAN DE MANTENIMIEN...	2022-03-10 11:25
<input type="checkbox"/>	DMAX-01	CAMIONETA DMAX { DM...	CAMBIO DE ACEITE MOT...	Tarea no Programada	22		2022-03-08 17:02
<input type="checkbox"/>	MIN-01	MINI SPLIT 01 { MIN-01 }	REVISION DE TEMPERAT...	Lectura Cuando GRADOS...	0	PLAN DE MANTENIMIEN...	2022-03-31 09:24
<input type="checkbox"/>	MIX-01	MIXER 01 { MIX-01 }	VERIFICACION DE TEMP...	Lectura Cuando GRADOS...	0	PLAN DE MANTENIMIEN...	2022-03-30 09:24
<input type="checkbox"/>	MIX-01	MIXER 01 { MIX-01 }	FUGA DE ACEITE HIDRA...	Evento FUGA DE ACEITE ...	0	PLAN DE MANTENIMIEN...	2022-03-31 09:24
<input type="checkbox"/>	CARM-02	CARAMELIZADOR 02 { C...	LIMPIEZA DE AGITADOR	Evento CAMBIO DE PRO...	0	PLAN DE MANTENIMIEN...	2022-03-31 09:24

# How do I know which type of analysis best suits my needs in Predictto?

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 [help.fractal.com/en/articles/6079739-how-to-know-which-type-of-analysis-best-fits-my-needs-in-predictto](https://help.fractal.com/en/articles/6079739-how-to-know-which-type-of-analysis-best-fits-my-needs-in-predictto)

When you have very important assets within your processes that cannot fail, it is recommended to use degradation models. Also, if you are already monitoring critical variables in some of your assets, it is highly recommended that you use that data to generate your degradation models.

On the other hand, when you have assets or groups of assets with failure records, it is advisable to use reliability models. These models are also very useful when you cannot count on the monitoring of critical variables, due to practical or cost issues.

# How is Fracttal One marketed?

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 [help.fracttal.com/en/articles/6079778-as-you-trade-fracttal-one](https://help.fracttal.com/en/articles/6079778-as-you-trade-fracttal-one)

Fracttal One is a SaaS software-as-a-service, i.e. with a monthly subscription model based on the chosen subscription plan.

At Fracttal, we have designed a solution that brings together the functional features of a multi-thousand dollar software, but at a very low price per monthly/yearly subscription.

By subscribing to Fracttal One you save thousands of dollars in asset management and many thousands, if not millions, more in preventing potential productivity losses from unplanned downtime due to failures.

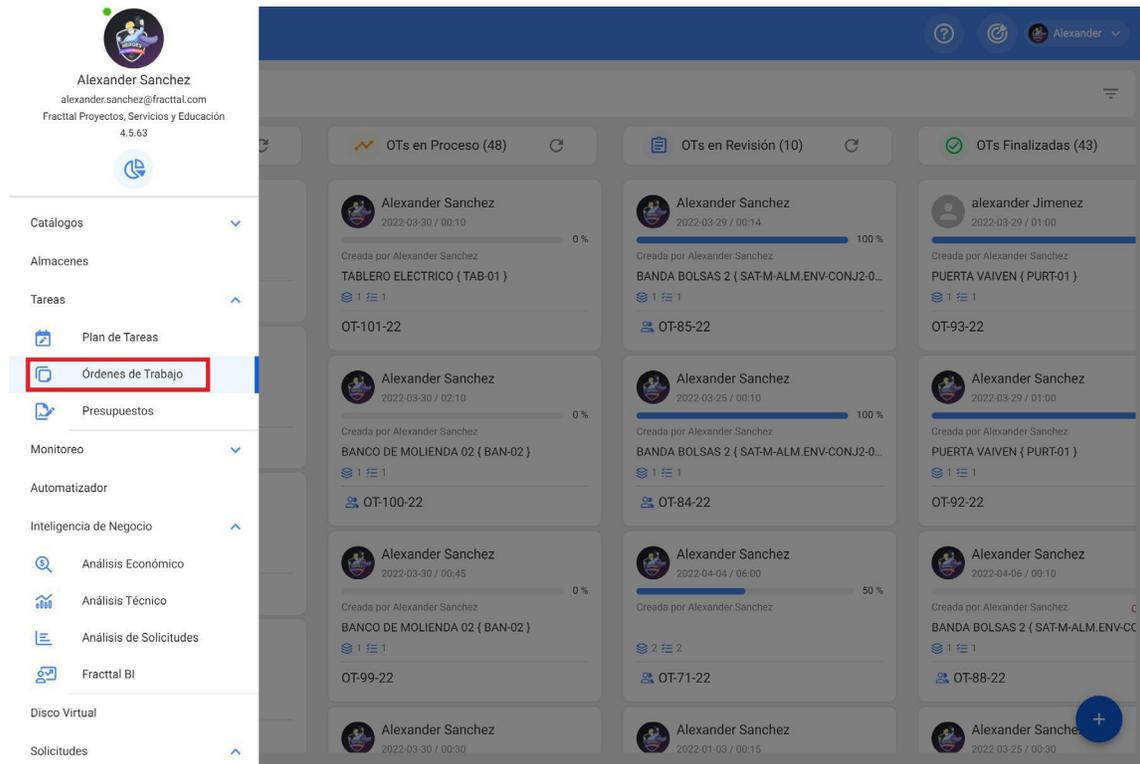
In addition, Fracttal One is especially designed for mobile devices and for staff working off-site, making the user experience extremely simple, easy to use and deploy.

For more information about our prices, see our [Plans](#) section.

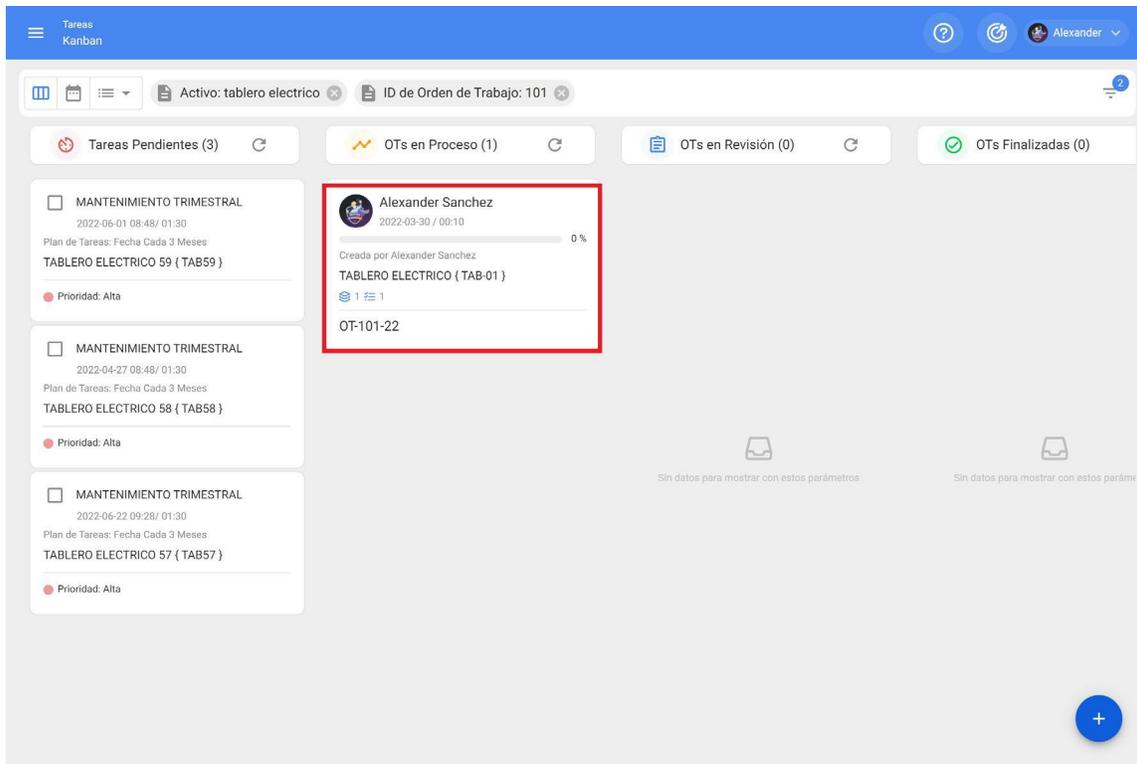
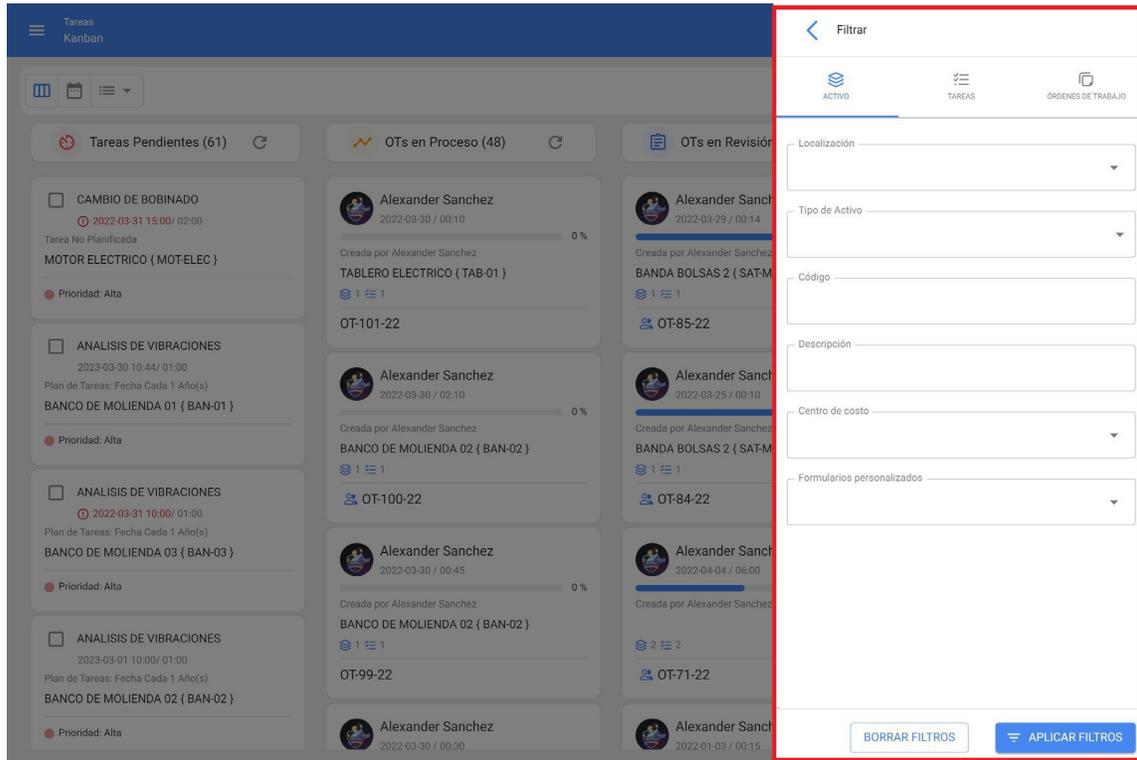
# How is a WO executed in Fractal One?

[help.fractal.com/en/articles/6106254-how-to-run-a-WO-on-fractal-one](https://help.fractal.com/en/articles/6106254-how-to-run-a-WO-on-fractal-one)

A work order is executed by entering the work management module and then work orders, as shown below:



Once there, we will be able to search for the order with the help of the different available filters



Finally, you only have to fill in the required data within the work management component of the work order.

For more information on the execution process, you can visit the following article which details the step-by-step process for completing a work order:

## How to edit and complete a WO?

# What are the most important benefits of Predictto?

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 [help.fractal.com/en/articles/6079726-which-are-the-most-important-benefits-of-predictto](https://help.fractal.com/en/articles/6079726-which-are-the-most-important-benefits-of-predictto)

Predictto allows you to decide the ideal time to schedule the work management of your assets, optimizing time, costs and inventories.

The models generated in Predictto are tailored to your needs, and are highly configurable so that you can obtain forecasts about the state of your assets that are easy to understand and interpret.

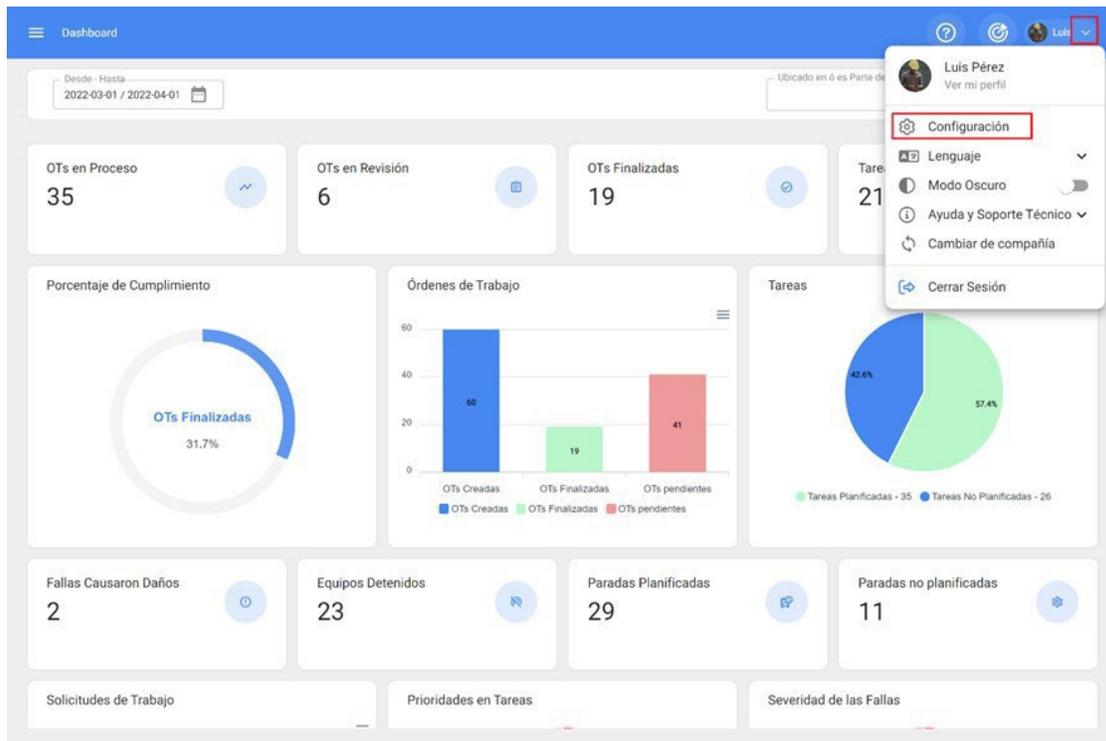
In addition, it is able to connect natively with all Fractal ecosystem products (Fractal One and Fractal X), using the information they already have in their accounts.

# Where can I find cloud disk capacity and used space?

[help.fractal.com/en/articles/6110715-where-can-i-find-cloud-disk-capacity-and-space-used](https://help.fractal.com/en/articles/6110715-where-can-i-find-cloud-disk-capacity-and-space-used)

At Fractal we are aware of the large amount of data that our users need to model and implement their maintenance management within the platform, which is why we offer a large storage capacity.

To find out what the storage capacity is, you must enter the options menu and enter the configuration module:



In the settings, go to the 'account' sub-module, where you will find your account information. Note that this option is only visible to account administrators.

When entering the account information, the storage capacity of the account will be displayed next to the space used:

Configuración

Fractal Proyectos, Servicios y Educación

GUARDAR

Detalles

- General
- Calendario laboral
- Cuentas de Usuarios
- Financiero
- Órdenes de Trabajo
- Catálogos Auxiliares
- Gestión Documental
- Log de Transacciones
- Seguridad
- Cuenta**
- Portal de invitados

GENERAL

ADDONS

General

Plan: SANDBOX

Número de Activos: 445 De 10000000

Capacidad de Almacenamiento: 1.48 GB De 1 TB

Usuarios

Cuentas de Usuarios: 15

Total cuentas creadas: 11

Cuentas de solicitudes: 4

Cuentas de solo lectura: 0

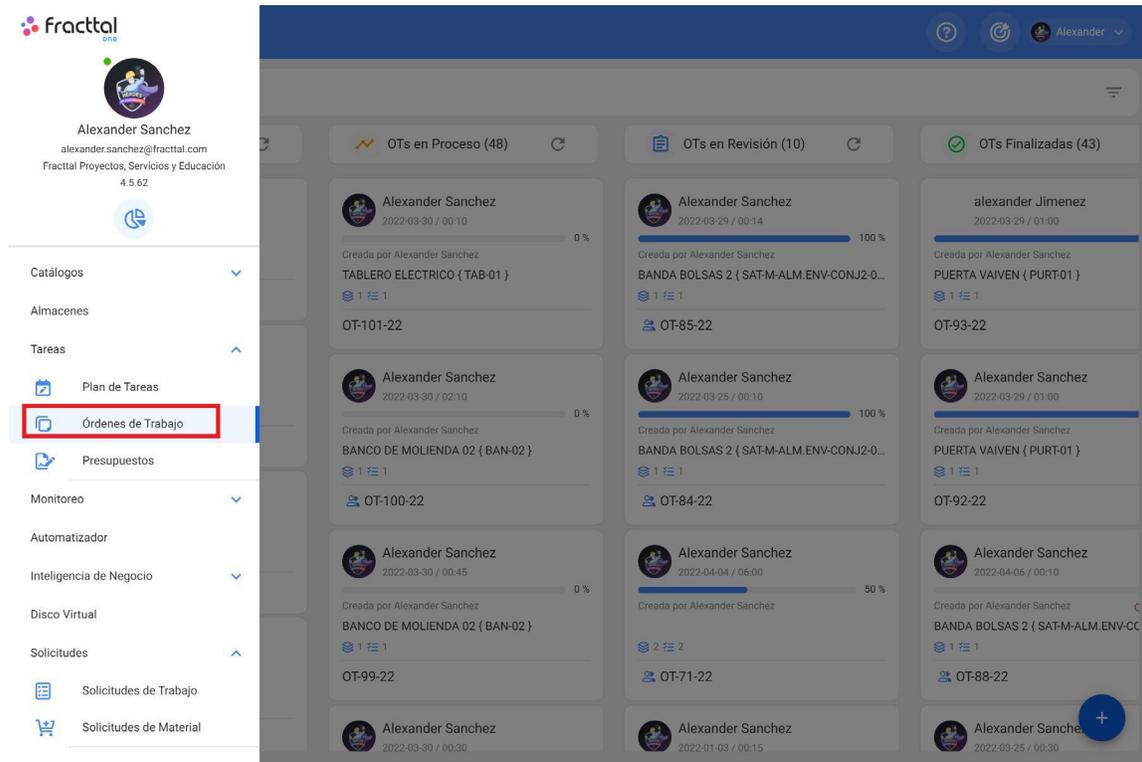
Cuentas Técnico limitado: 0

**Note:** Storage capacity will depend on the subscription plan contracted.

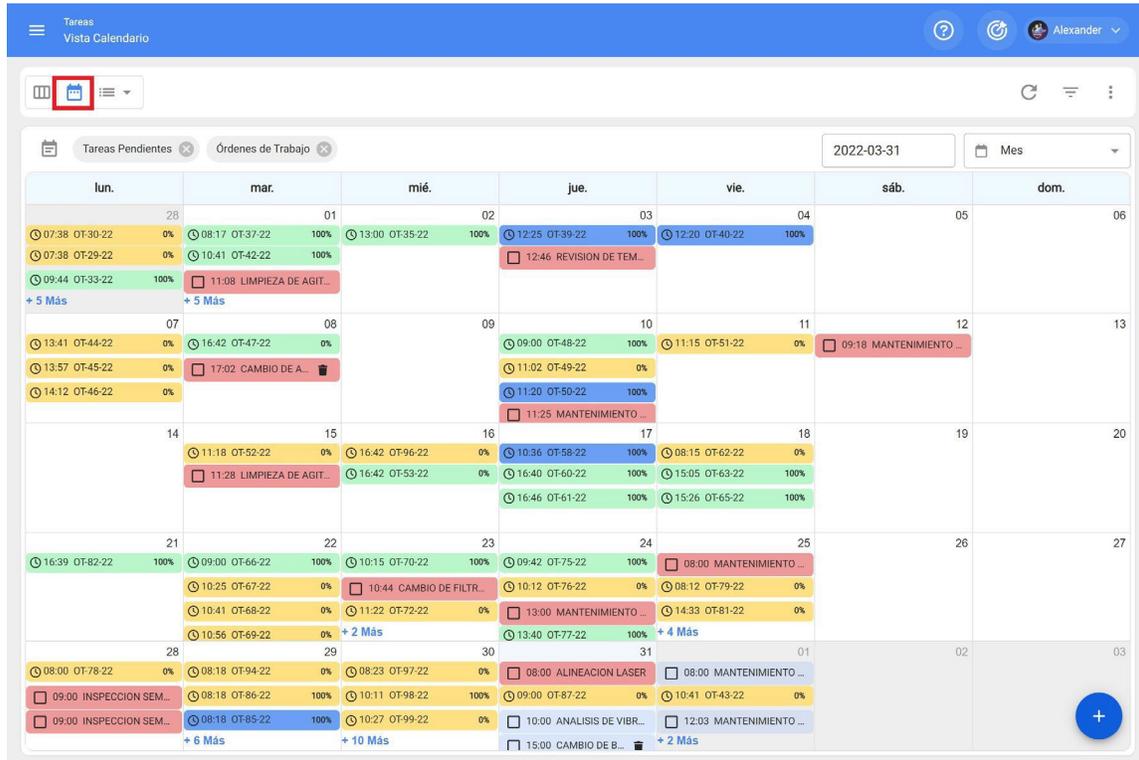
# Where do I find the estimated work management calendar, which I had in Asset Cloud?

[help.fractal.com/en/articles/6106270-where-do-i-find-the-estimated-calendar-of-work-management-i-had-in-asset-cloud](https://help.fractal.com/en/articles/6106270-where-do-i-find-the-estimated-calendar-of-work-management-i-had-in-asset-cloud)

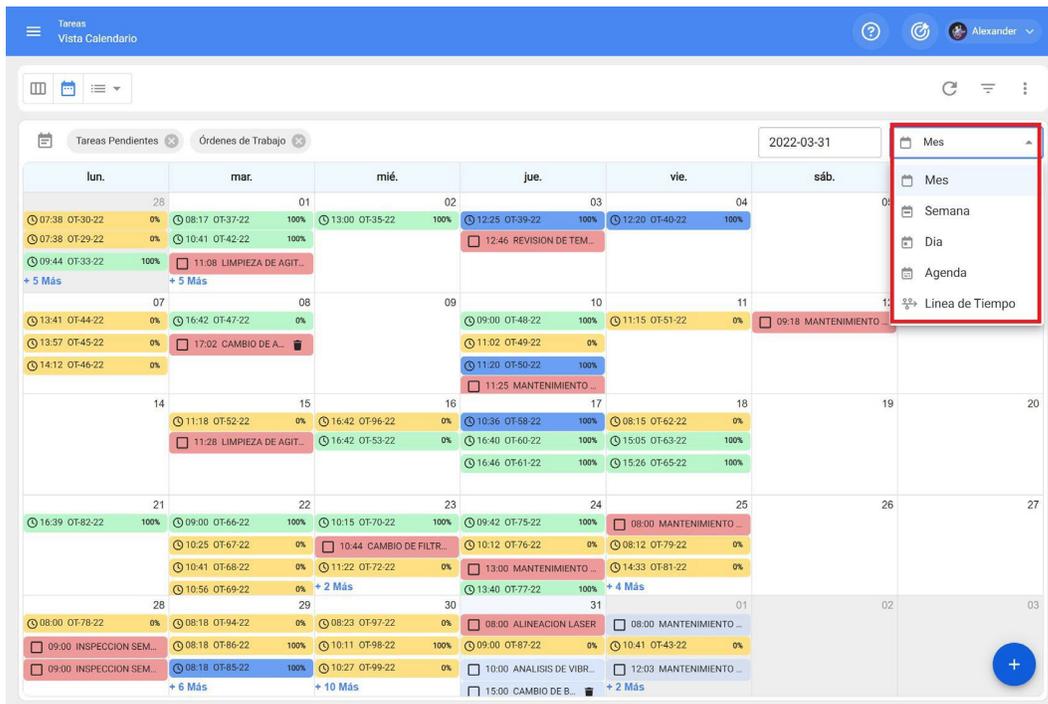
The estimated work management calendar can be found by accessing the work management module, then work orders.



Then we must enter the calendar view as shown below:



Once in the calendar view, we will choose time line





## **In my company I have several user profiles Does Fractal have role-based access controls to allow separation of access (admins, power users, users, etc)?**

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 [help.fractal.com/en/articles/6079821-in-my-company-i-have-various-user-profiles-fractal-has-role-based-access-controls-to-allow-separation-of-access-admins-power-users-users-etc](https://help.fractal.com/en/articles/6079821-in-my-company-i-have-various-user-profiles-fractal-has-role-based-access-controls-to-allow-separation-of-access-admins-power-users-users-etc).

Yes, and it is 100% configurable from the configuration module. Fractal has predefined user groups. In addition, it offers the possibility of creating and customizing the necessary user groups with their respective permissions and accesses.

# Is it possible to make the option of a WO attachment mandatory?

[help.fracttal.com/en/articles/6457406-is-it-possible-to-make-the-option-of-an-adjunct-to-the-OT mandatory?](https://help.fracttal.com/en/articles/6457406-is-it-possible-to-make-the-option-of-an-adjunct-to-the-OT-mandatory?)

Yes, this option is possible in Fracttal One and in order to take advantage of it we share with you the process you must follow. Remember that this step must be performed directly in the task.

## Planned work management

For planned maintenance work management, it is necessary to create this step-by-step directly in the task within the respective work management plan.

1. Enter the Work Management module and open the corresponding maintenance plan.

The screenshot displays the Fracttal One interface for a maintenance plan titled "Banda Transportadora LP1". The top navigation bar includes "Tareas" and "Plan de Tareas" tabs, with "Tareas" highlighted. The main content area shows a table of tasks with the following columns: Descripción, Configuración, Prioridad, Duración estimada, Tipo de tarea, and Clasificación. The "Correctivo" task is highlighted with a red box. A blue plus button is visible in the bottom right corner.

	Descripción	Configur...	Prioridad...	Duración estimada	Tipo de tare...	Clasif
<input type="checkbox"/>	Alineación de banda	Si	Media	10mins	PREVENTIVO	Diagn
<input type="checkbox"/>	Cambio de banda	Si	Media	10mins	PREVENTIVO	Reem
<input type="checkbox"/>	Correctivo	Si	Media	10mins	CORRECTIVO	
<input type="checkbox"/>	Falla de motor electrico	Si	Media	10mins	CORRECTIVO	Interv
<input type="checkbox"/>	Inspección de rodamientos	Si	Media	01H 00mins	INSPECCION	Condi

2. Open the task where you need to have this requirement and then go to the subtasks tab.

The screenshot displays a task management interface. On the left, a sidebar shows 'Detalles' with options for 'General', 'Tareas', and 'Activos Vinculados'. The main area shows a task plan for 'Banda Transportadora LP1' with a table of subtasks:

	Descripción	Configuración
<input type="checkbox"/>	Alineación de banda	SI
<input type="checkbox"/>	Cambio de banda	SI
<input type="checkbox"/>	Correctivo	SI
<input type="checkbox"/>	Falla de motor eléctrico	SI
<input type="checkbox"/>	Inspección de rodamientos	SI

On the right, a configuration panel titled 'Editar' is visible. The 'SUBTAREAS' tab is selected and highlighted with a red box. Below the tabs, there is a checkbox for 'Establecer como tarea cíclica' and a 'Total: 3' indicator. Three subtasks are listed with their configurations:

1. El equipo se encuentra operativo al momento de su revisión  
 Tipo: Si / No  
 Grupo/Parte:  
 Obligatorio:  SI  
 Iteraciones: ---
2. Indicar detalles del trabajo realizado  
 Tipo: Texto  
 Grupo/Parte:  
 Obligatorio:  SI  
 Iteraciones: ---
3. El equipo quedo operativo luego de reparación  
 Tipo: Si / No  
 Grupo/Parte:  
 Obligatorio:  SI  
 Iteraciones: ---

A blue circular button with a white plus sign is located at the bottom right of the configuration panel.

3. Select the subtask(s) requiring a mandatory attachment and check the Mandatory Attachment option.

The screenshot displays a software interface for task management. On the left, a sidebar shows navigation options: 'Tareas', 'Plan de Tareas', 'Banda Transportadora LP1', 'Detalles', 'General', 'Tareas', and 'Activos Vinculados'. The main area shows a table of tasks with columns for 'Descripción' and 'Configuración'. On the right, a 'Editar Subtarea' form is visible, containing several fields: 'Obligatorio' (checked), 'Adjunto Obligatorio' (checked and highlighted with a red box), 'Orden' (3), 'Tipo' (Si / No), 'Grupo/Parte', and 'Descripción' (El equipo quedo operativo luego de reparación).

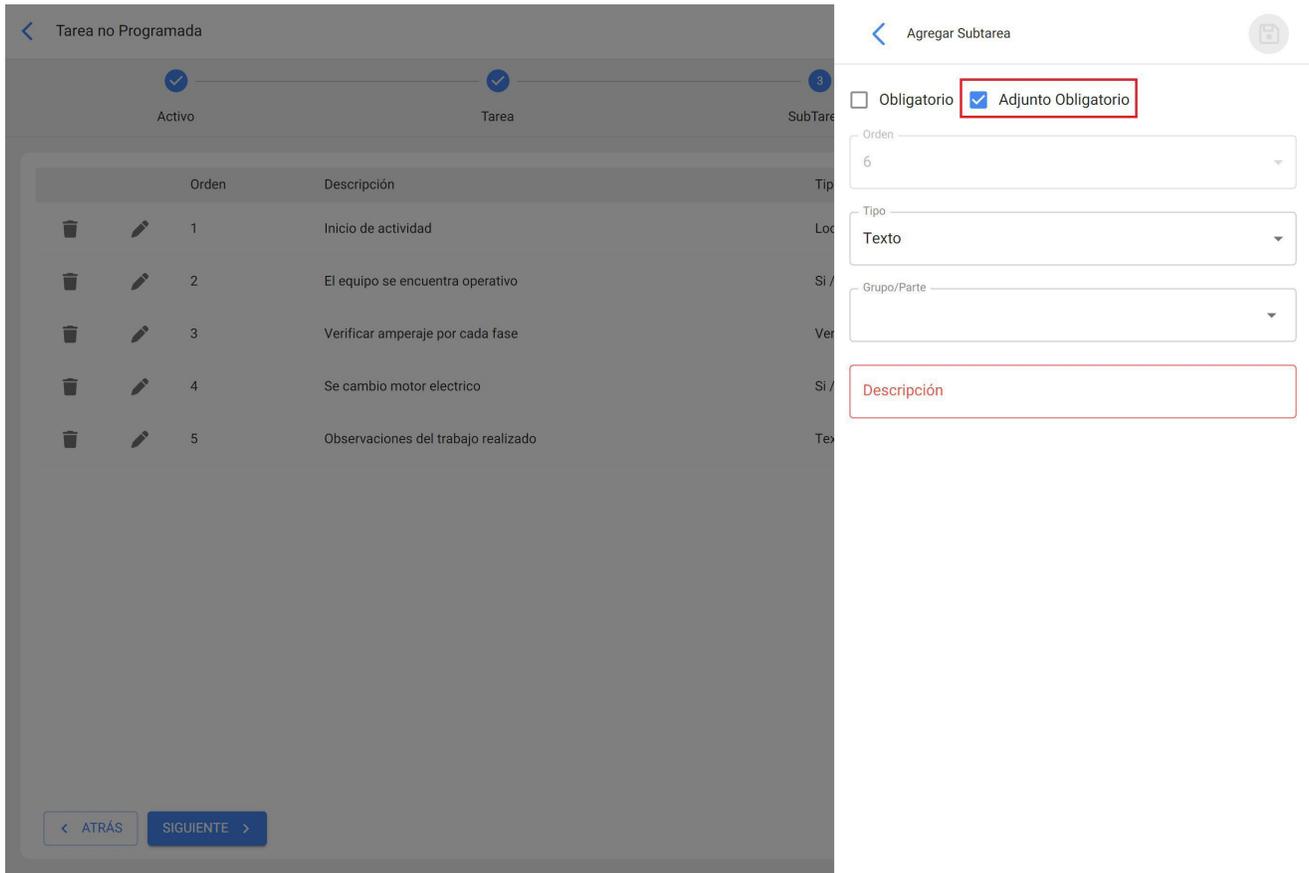
Descripción	Configuración
Alineacion de banda	SI
Cambio de banda	SI
Correctivo	SI
Falla de motor electrico	SI
Inspección de rodamientos	SI

4. Save changes. When executing the planned task in a WO, for the subtasks configured as mandatory attachment, you must answer according to the type of subtask and additionally attach an image, note or link.

## Unplanned work management

For unplanned work management, it is necessary to create this step-by-step when creating the pending task:

1. Perform the step-by-step of creating an unplanned task as shown in this article: [How to create unplanned ots.](#)
2. At step 3 the subtask must be created as usual:
3. For subtasks that require a mandatory attachment, check the Mandatory Attachment option, and continue as normal with the creation of the subtask:



4. Save changes. When executing the planned task in a WO, for the subtasks configured as mandatory attachment, you must answer according to the type of subtask and additionally attach an image, note or link.

# Is it possible to test Predictto with my own data?

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 [help.fractal.com/en/articles/6079762-is-possible-to-test-predict-with-my-own-data](https://help.fractal.com/en/articles/6079762-is-possible-to-test-predict-with-my-own-data)

We have a tool called DataLab, which allows us to load both historical records of failures (Events) and variable monitoring data (Measurements), from flat files.

This allows our users to upload their data to experiment with Predictto, and decide whether they want to connect to Fractal in the future or to carry out an integration project.

# Is it a reality that the time of failure of an asset can be predicted?

---

 [help.fractal.com/articles/6079757-is-a-reality-that-you-can-predict-the-time-of-failure-of-an-asset](https://help.fractal.com/articles/6079757-is-a-reality-that-you-can-predict-the-time-of-failure-of-an-asset)

It is possible to make forecasts, but it is not possible to know with certainty the exact moment of failure. This is why at Predictto all our forecasts have confidence intervals, which allows you to decide the level of risk you want to assume.

It is also important to keep in mind that by knowing the failure forecasts and taking preventive maintenance actions, it is likely that the failures that were initially predicted will never occur. All models generated in Predictto can be retrained, so that the forecasts can be updated with the new information that is collected.

# Is there a minimum contract period for Fractal One?

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 [help.fractal.com/en/articles/6079795-there-is-a-minimum-contract-period-for-fractal-one](https://help.fractal.com/en/articles/6079795-there-is-a-minimum-contract-period-for-fractal-one)

We have a standard contract period of 12 months. This period was determined based on the experience of our clients when contracting our service for one year, all of them obtain better results in the long term.

Based on our commitment to your success, this minimum period is necessary, however if something unforeseen happens in your organization that prevents you for economic reasons to continue paying for the service or we do not meet your expectations then you can cancel the contract at any time without penalty.

# Does Fractal One have an option to audit changes made to the solution (traceability of changes)?

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 [help.fractal.com/en/articles/6079861-fractal-one-account-with-option-to-audit-changes-made-in-the-solution-traceability-of-changes](https://help.fractal.com/en/articles/6079861-fractal-one-account-with-option-to-audit-changes-made-in-the-solution-traceability-of-changes)

Yes, we have an Add-on called TRANSACTION LOG where you can view the history of actions performed by each user within all modules. For example, you can visualize the user who deleted asset X, or verify the day of deletion of human resource Y.

# Is there any limit to the information I can register in Fracttal One?

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 [help.fracttal.com/en/articles/6079777-is-there-any-limit-on-the-information-i-can-record-on-fracttal-one](https://help.fracttal.com/en/articles/6079777-is-there-any-limit-on-the-information-i-can-record-on-fracttal-one)

No, in Fracttal One the information is unlimited, you can register all the data you need because it has a scalable architecture and a modern and flexible configuration platform.

# Are there any hidden costs other than paying for the Fracttal One subscription plan?

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 [help.fracttal.com/en/articles/6079793-there-are-hidden-costs-different-from-payment-of-the-fracttal-one-subscription-plan](https://help.fracttal.com/en/articles/6079793-there-are-hidden-costs-different-from-payment-of-the-fracttal-one-subscription-plan)

No, once you sign up for Fracttal One there are no other hidden charges that apply in addition to the monthly fee for the use of the Cloud Software which includes system access, security, backups and support.

(Professional services such as consulting and integrations are not included in this monthly subscription and must be contracted depending on the organization's needs).

# Do I need to buy Servers or other software licenses to implement Fractal One?

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 [help.fractal.com/en/articles/6079802-need-to-buy-servers-o-licenses-from-other-software-to-deploy-fractal-one](https://help.fractal.com/en/articles/6079802-need-to-buy-servers-o-licenses-from-other-software-to-deploy-fractal-one)

No, with Fractal One, you no longer have to worry about acquiring servers or operating system and database licenses, installing disks or performing permanent backups, because it is a truly 100% cloud-based solution that stores and organizes all of your company's information, guaranteeing fast, secure and easy access from any device, place or time.

# Do I need to hire an implementation service to get started with Fractal One?

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 [help.fractal.com/en/articles/6079796-i-need-mandatory-hire-an-implementation-service-to-start-with-fractal-one](https://help.fractal.com/en/articles/6079796-i-need-mandatory-hire-an-implementation-service-to-start-with-fractal-one)

No, when you hire Fractal we want you to take full advantage of the potential of the tool, so you will have all the support of the Customer Success team, we have instances such as Ask the Expert every week and every 2 months we conduct our Fractal University where you will learn how Fractal One works, how to configure and use the tool, among other things obtaining satisfactory results in the shortest time.

In any case, if you require the on-site implementation service, you can of course hire our implementation consulting service where you will have your own consultant responsible for developing and applying your implementation project. This service is highly recommended for large companies and corporations.

# What assets are the reliability models with Weibull analysis useful for?

---

 [help.fractal.com/articles/6079755-what-triggers-serve-me-reliability-models-with-weibull-analysis](http://help.fractal.com/articles/6079755-what-triggers-serve-me-reliability-models-with-weibull-analysis)

Weibull is not intended for a particular type of asset. Any asset for which there are records of failures is susceptible to be analyzed using this methodology.

# Why should I implement a software like Fractal One in my company? I currently use Excel, what benefits would I get?

 [help.fractal.com/en/articles/6079774-why-should-i-implement-software-like-fractal-one-in-my-company-currently-using-excel-what-benefits-would-i-get?](https://help.fractal.com/en/articles/6079774-why-should-i-implement-software-like-fractal-one-in-my-company-currently-using-excel-what-benefits-would-i-get?)

An asset management solution with Fractal One's features is indispensable for any company, since it is designed to update and make correct use of the enormous amount of information that a company must document and keep available at all times.

Fractal One replaces human manual control and the margin of error that comes with it, with accurate scientific and statistical indexes that allow for good asset management and decision making based on real and objective evidence. It also eliminates the need to print paper work orders, helps to control inputs and inventories, manage personnel, manage planned and unplanned work activities, keep detailed consumption records, and determine exactly how much parts and spares inventory is needed to meet maintenance demands.

Fractal One ensures the operational continuity of business assets, anticipating failures and shutdowns before they occur, as it helps you manage everything from simple inspection routines, periodic maintenance, adjustments, lubrication and parts replacement, to real-time condition monitoring enabled by the Internet of Things (IoT) with our Fractal X devices.

The failure of a part due to lack of maintenance can cause failures that paralyze production for hours or even days, generating heavy losses; hence, the importance of having a solution to efficiently manage preventive maintenance work management, avoiding production stoppages.

But that's not all. By extending the useful life of business assets and ensuring their proper functioning, Fractal One also helps to reduce the risk of accidents in the workplace, maintaining or even raising the production quality and quality standards of your products and services.

Fractal One is a tool with such an intuitive user experience that it reduces or virtually eliminates the need to train users. It also helps organize the efficiency of the workforce, and enables the management of essential statistics to increase productivity levels. From the knowledge and observation of

In addition, direct relationships can be established between recorded losses and the effectiveness in the operation of certain equipment, work methods or production strategies.

The correct management of this information will determine the possibility of taking corrective measures to modify processes and increase the quality of products and services.

Consequently, it is very important for organizations of any type and size to rely on a solution such as Fractal One, which makes it possible to control the entire life cycle of an asset and to plan in advance each of the activities of each component.

# Why are models using Weibull analysis (reliability models) important?

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 [help.fractal.com/en/articles/6079748-why-are-models-using-weibull-analysis-reliability-models-important?](https://help.fractal.com/en/articles/6079748-why-are-models-using-weibull-analysis-reliability-models-important?)

Models that use Weibull analysis do not require monitoring data, so it is an excellent way to make use of the large volumes of information contained, for example, in work orders. These models allow us to make forecasts of the state of our assets when we do not have or cannot count on historical information of critical variables.

It is important to note that Weibull analysis is a type of analysis that has been validated in the maintenance industry for decades. Moreover, it is also used in various fields such as quality management, in the assurance industry, and in different branches of science such as biology, hydrology, among others, where it is necessary to forecast rare events.

# Does Predictto only work with Fracttal One and can it be linked to other platforms?

---

 [help.fracttal.com/en/articles/6079758-predictto-only-works-with-fracttal-one-can-be-linked-to-other-platforms](https://help.fracttal.com/en/articles/6079758-predictto-only-works-with-fracttal-one-can-be-linked-to-other-platforms)

Predictto is an open platform, which natively has the ability to establish connections with Fracttal One and Fracttal X, without requiring any complex configuration by the user.

However, there is the possibility of integrating to other data sources (CMMS/GMAO, SCADA, or others), and for this an integration project is needed.

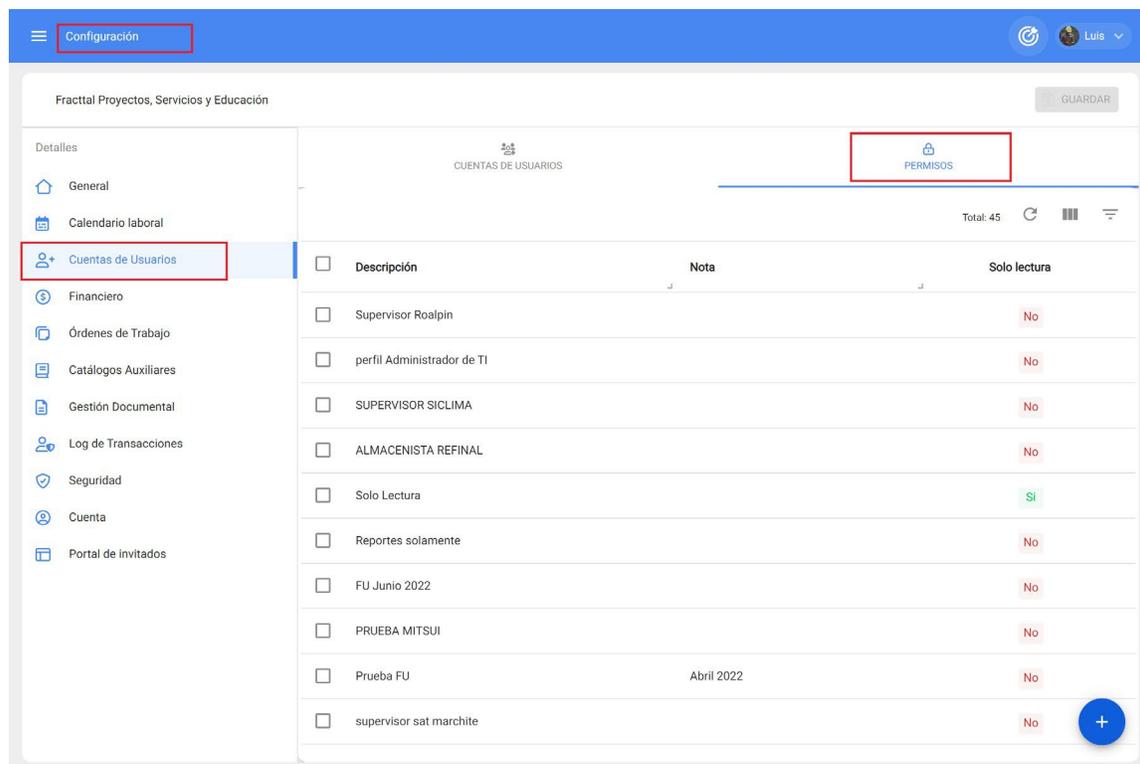
# Can I edit or reopen a completed WO?

[help.fractal.com/articles/6457399-can-edit-or-reopen-an-ot-finalized WO](https://help.fractal.com/articles/6457399-can-edit-or-reopen-an-ot-finalized-WO)

Due to our commitment that the work orders can be 100% auditable is that at the moment of sending a WO to finalized status we are confirming that all the data provided there are verified and correct. This is why we have the *WO in Review* status to confirm this information, so that the data already confirmed cannot be modified as suggested by the outgoing alert when the WO is sent to Finalized status: [How to change the status of a WO](#)

In the case where the resources have not been added or some are missing, we do have the option and you can do it by following these steps:

1. Enter the Configuration module and then enter the User Accounts sub-module, clicking on the PERMISSIONS tab:



2. Select the permission group that will be granted the option to add resources when the WO is finished as shown in the following picture

Descripción	Nota
Responsable de OT	Podrá elaborar OTs y ser el responsable de esta.

Solo lectura.

Seleccionar / Deseleccionar todo.

Total: 57   

<input type="checkbox"/>	Módulo	Submódulo	Ver	Agregar	Editar	Eliminar	Reportes
<input type="checkbox"/>	Tareas	Calendarios	<input type="checkbox"/>				
<input type="checkbox"/>	Tareas	Presupuestos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Tareas	Recursos en OTs en proceso	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Tareas	Recursos en OTs en revisión	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Tareas	Recursos en OTs finalizadas	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	Teams	Horario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Teams	General	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Teams	Programación de Agenda	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Monitoreo	Medidores	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Monitoreo	Fracttal Box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Monitoreo	Fracttal On Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Finally, the changes are saved and you will be able to enter new or more resources.

# Can I integrate Fractal One with other software?

---

 [help.fractal.com/en/articles/6079805-i-can-integrate-fractal-one-with-other-software](https://help.fractal.com/en/articles/6079805-i-can-integrate-fractal-one-with-other-software)

Yes! At Fractal we handle several Integration APIs.

You can find all the information in the [Fractal Api](#) section of our Help Center.

You can also contact us at [\[email protected\]](#) for more information.

# What is a CMMS like Fracttal One?

---

 [help.fracttal.com/en/articles/6079457-what-is-a-cmms-as-fracttal-one](https://help.fracttal.com/en/articles/6079457-what-is-a-cmms-as-fracttal-one)

Fracttal One is an innovative asset management solution that integrates the benefits of a CMMS or CMMS maintenance management software and EAM enterprise asset management, with the mobility of an APP and the immediacy of the Internet of Things, giving you control of all your company's assets in one place.

Fracttal One is an intelligent, modern, secure, intuitive, easy-to-use and 100% cloud-based maintenance platform, designed to give you control over all your company's assets, facilitating your work and providing you with a pleasant user experience, anytime, anywhere.

With Fracttal One, companies can plan, organize and execute the maintenance of all types of equipment, control suppliers, manage human resources, manage parts and spare parts inventories, maintenance expenses, manage budgets, emergencies and warranties. All this with powerful statistical indicators and KPIs, in a friendly and fast web interface.

Fracttal One is 100% mobile, designed to provide personnel who are constantly working off-site with a tool to instantly access maintenance or inspection routes, receive alerts and perform work management through their mobile devices.

# What is a transactional user in Fracttal One?

---

 [help.fracttal.com/en/articles/6079787-what-is-a-transactional-user-at-fracttal-one](https://help.fracttal.com/en/articles/6079787-what-is-a-transactional-user-at-fracttal-one)

A transactional user is a person who is registered in Fracttal One to perform maintenance operations, it can be an own human resource or a third party.

Accounts for work requests or read requests are not counted as transactional users and are unlimited depending on the plan.

Each of our subscription plans include a number of transactional users, however you can add as many additional users as you need to your plan.

# What does Predictto do? How does it work?

---

 [help.fractal.com/en/articles/6079723-what-does-predict-what-does-it-work?](https://help.fractal.com/en/articles/6079723-what-does-predict-what-does-it-work?)

Predictto is a tool that aids decision making in maintenance planning, making forecasts of the future state of your assets.

Predictto is capable of calculating degradation models, using measurements of critical variables as training data. It is also capable of creating reliability models, using historical failure records for forecasting purposes.

In the case of degradation models, Predictto learns the behavior of the critical variables of your assets in order to make a prediction of their future behavior. This prediction is then transformed into a forecast of the asset's reliability over time.

On the other hand, reliability models allow forecasting the useful life of an asset or a group of assets through statistical analysis of historical failure records, using Weibull analysis.

# What instruments, tools and resources does Predictto replace as a maintenance tool?

---

 [help.fractal.com/en/articles/6079737-what-tools-tools-and-resources-replaces-predict-tool-as-maintenance-tool](https://help.fractal.com/en/articles/6079737-what-tools-tools-and-resources-replaces-predict-tool-as-maintenance-tool)

Predictto replaces costly external consultancies that perform predictive analytics to indicate the best time to perform maintenance on your assets.

With Predictto, you only need data (which you can extract directly from Fractal One) to perform predictive analysis and determine the optimal time to perform work management tasks.

# What do the $m$ and $R2m$ indicators mean in the reliability models in Predictto?

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 [help.fractal.com/en/articles/6079754-what-indicators-mean-and-r2m-mean-in-predictor-reliability-models](https://help.fractal.com/en/articles/6079754-what-indicators-mean-and-r2m-mean-in-predictor-reliability-models)

These indicators describe the behavior of a Weibull distribution, and are analogous to the shape and scale factors.

The indicator  $m$  (the median) corresponds to the point in time where the reliability is at 50%, so it is a measure of central tendency that is easy to locate from the available data or office tools.

The  $R2m$  indicator corresponds to the reliability after 0.5 of the median, i.e., it is the probability value located on the reliability curve of  $m$  plus 50% of the median.

# What type of Assets can be managed in Fractal?

---

 [help.fractal.com/en/articles/6079768-what-type-of-assets-can-be-managed-in-fractal](https://help.fractal.com/en/articles/6079768-what-type-of-assets-can-be-managed-in-fractal)

Fractal is a multifunctional platform, suitable for any type and size of physical assets, allowing you to maintain and extend the life cycle whether it is an installation or physical location (facilities), electrical, mechanical and/or electronic assets (or their component parts). Fractal is the solution that helps you to reduce corrective maintenance and implement preventive and even predictive maintenance plans by tracking, collecting, transmitting and permanently organizing critical data on their condition and operation.

In general, a company's physical assets can be organized into four main groups, and Fractal helps you to control them all:

- ♦ **Plant and Production:** which correspond to companies engaged in the manufacture of consumer goods of any kind, the processing and production of gas, oil, chemicals in general, mining, electronics, pharmaceuticals and food, among others.
- ♦ **Infrastructure:** including highways, railroads, telecommunications, sewage and water, electricity and gas distribution networks, among others.
- ♦ **Transportation:** relating to any fleet of motor vehicles for the distribution of goods, military transportation, public transportation, truck fleets, air fleets, among others.
- ♦ **Real Estate (facilities):** such as schools, hospitals, offices, clinics, buildings, plants, and any other type of facilities.

Fractal offers a comprehensive approach to the management of business assets, so it is not limited to the control of the assets contained within such groups (such as industrial equipment, engines, air conditioners, compressors, presses, looms, automotive, agricultural machinery, tractors, dump trucks, buses, boilers, chillers, boats, airplanes, wine cellars, power plants, turbines, buildings, elevators, escalators, hotel facilities, hospitals, services), but also integrates the possibility of gathering and organizing all the data necessary for an efficient management of human resources, as well as for the planning of the business, turbines, buildings, elevators, escalators, hotels, hospitals, services), but also integrates the possibility of gathering and organizing all the necessary data for an efficient management of inhouse personnel, as well as for the planning and execution of work plans, which will increase the efficiency in the processes and the productivity levels of the company.

# What kind of data do I need to work with Predictto?

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 [help.fractal.com/en/articles/6079738-what-data-type-do-i-need-to-work-with-predictto](https://help.fractal.com/en/articles/6079738-what-data-type-do-i-need-to-work-with-predictto)

Predictto has two types of analysis, according to the data you have available or can collect: in order to calculate degradation models, you need monitoring data corresponding to measurements of critical variables of your assets over time; on the other hand, in order to calculate reliability models, you need historical records of failures, which can be extracted from work orders linked to corrective maintenance.

# What variables can be used to generate degradation models in Predictto?

---

 [help.fractal.com/en/articles/6079744-which-variables-can-be-used-to-generate-predict-degradation-models](https://help.fractal.com/en/articles/6079744-which-variables-can-be-used-to-generate-predict-degradation-models)

Degradation models learn the historical behavior of critical variables of your assets to generate forecasts of their future behavior, identifying complex trends over time.

It is important that the variables used are capable of reflecting a degradation of the asset (such as vibration velocity in constant speed motors), and do not correspond to random variable measurements that have nothing to do with the state of the asset.

# Who in my company can use Predictto?

---

 [help.fractal.com/en/articles/6079735-who-can-use-predictto-from-my-company](https://help.fractal.com/en/articles/6079735-who-can-use-predictto-from-my-company)

Predictto is aimed at controllers, maintenance and operations managers, maintenance planners, and in general to all people whose responsibilities include making decisions related to maintenance.

Since the forecasts are presented in a simple way and are accompanied by easy-to-interpret indicators, it is not necessary to be an expert in reliability or a data scientist to use the tool.

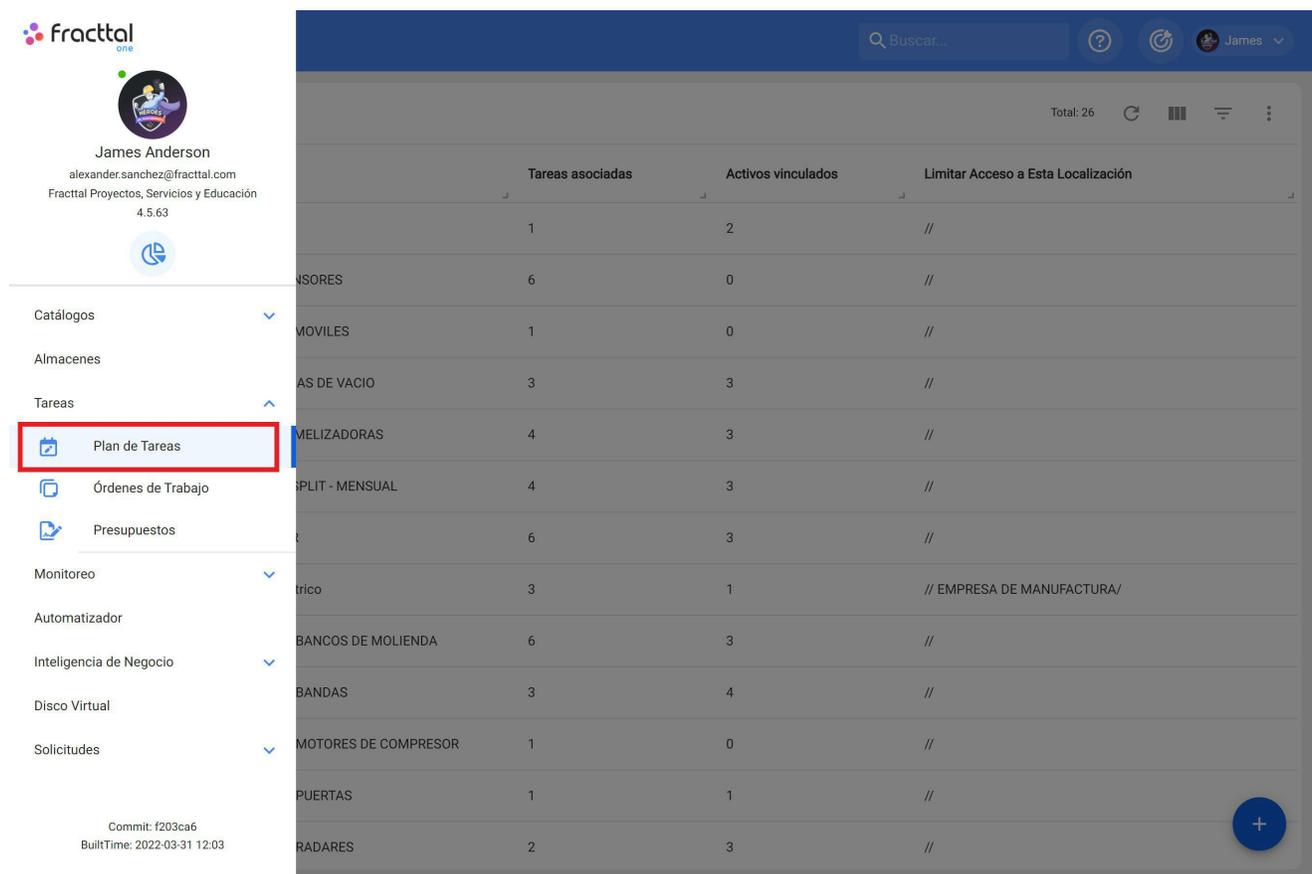
# Work management with meters, how do I define it?

## How do I link, plan, meter and asset?

[help.fracttal.com/en/articles/6110274-work-management-with-meters-as-defined-as-linkage-plan-meter-and-activate](https://help.fracttal.com/en/articles/6110274-work-management-with-meters-as-defined-as-linkage-plan-meter-and-activate)

Meter-based maintenance allows us to create work management triggers depending on the number of hours operated on a piece of equipment, the number of kilometers traveled, the number of units produced, critical variables such as temperature, pressure or humidity.

To define a task associated to a meter we must enter the work management module where we will find work management plans.



	Tareas asociadas	Activos vinculados	Limitar Acceso a Esta Localización
	1	2	//
NSORES	6	0	//
MOVILES	1	0	//
AS DE VACIO	3	3	//
MELIZADORAS	4	3	//
SPLIT - MENSUAL	4	3	//
	6	3	//
trico	3	1	// EMPRESA DE MANUFACTURA/
BANCOS DE MOLIENDA	6	3	//
BANDAS	3	4	//
MOTORES DE COMPRESOR	1	0	//
PUERTAS	1	1	//
RADARES	2	3	//

The meter associated with this task can be created previously from the monitoring module in meters, for this you can enter the following link and learn in detail [how to create a new meter?](#)

This meter can also be created at the time of defining the planned maintenance with its respective work management as shown below:

Tareas Plan de Tareas Buscar... James

Total: 26

Descripción	Tareas asociadas	Activos vinculados	Limitar Acceso a Esta Localización
<input type="checkbox"/> PLAN DE GENERADORES	1	2	//
<input type="checkbox"/> PLAN DE MANTENIMIENTO ASCENSORES	6	0	//
<input type="checkbox"/> PLAN DE MANTENIMIENTO AUTOMOVILES	1	0	//
<input type="checkbox"/> PLAN DE MANTENIMIENTO BOMBAS DE VACIO	3	3	//
<input type="checkbox"/> PLAN DE MANTENIMIENTO CAMIONETAS DMAX	4	2	//
<input type="checkbox"/> PLAN DE MANTENIMIENTO CAMELIZADORAS	4	3	//
<input type="checkbox"/> PLAN DE MANTENIMIENTO MINI SPLIT - MENSUAL	4	3	//
<input type="checkbox"/> PLAN DE MANTENIMIENTO MIXER	6	3	//
<input type="checkbox"/> Plan de mantenimiento motor electrico	3	1	// EMPRESA DE MANUFACTURA/
<input type="checkbox"/> PLAN DE MANTENIMIENTO PARA BANCOS DE MOLIENDA	6	3	//
<input type="checkbox"/> PLAN DE MANTENIMIENTO PARA BANDAS	3	4	//
<input type="checkbox"/> PLAN DE MANTENIMIENTO PARA MOTORES DE COMPRESOR	1	0	//
<input type="checkbox"/> PLAN DE MANTENIMIENTO PARA PUERTAS	1	1	//

+

Tareas Plan de Tareas James

PLAN DE MANTENIMIENTO VEHICULAR GUARDAR

Detalles

- General
- Tareas
- Activos Vinculados

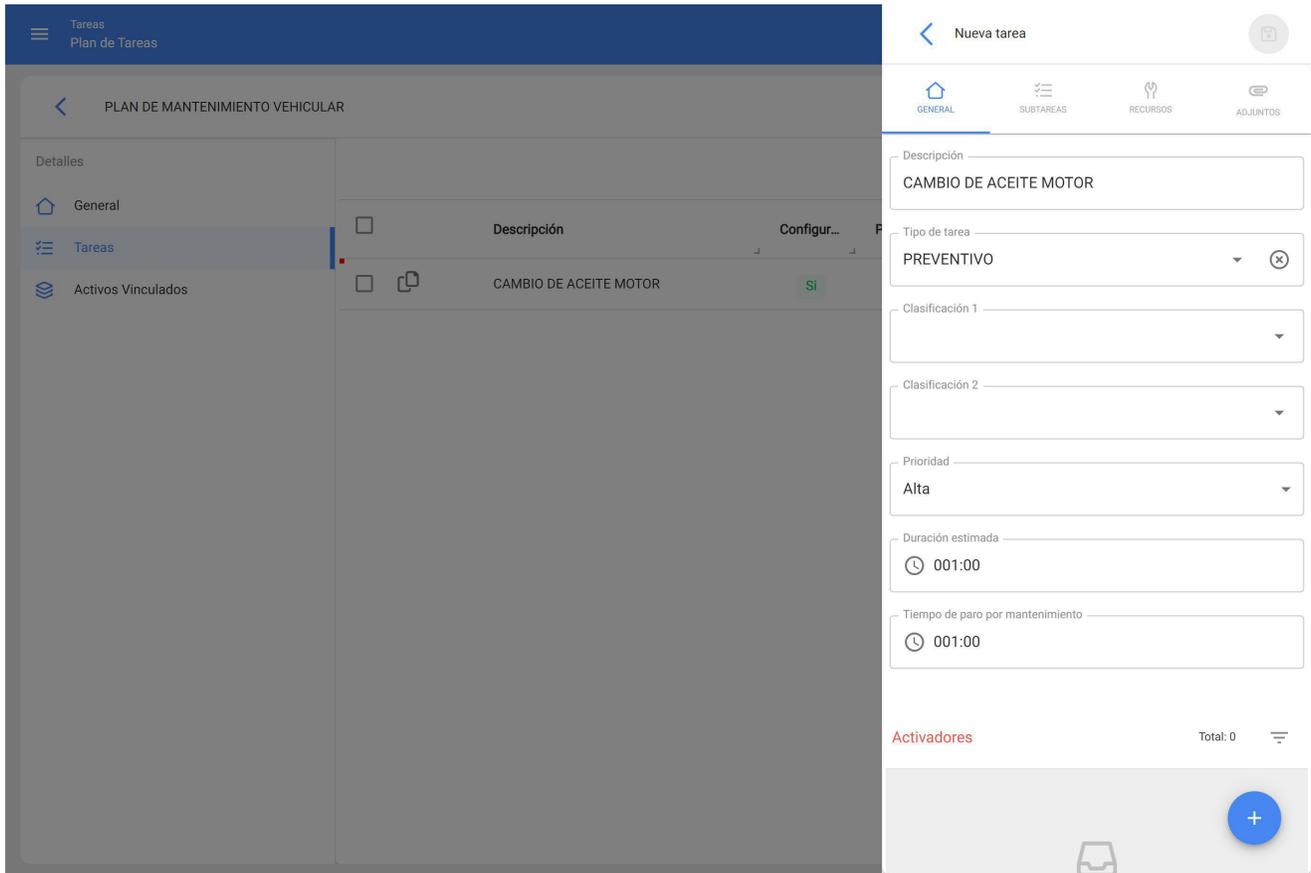
Descripción: PLAN DE MANTENIMIENTO VEHICULAR

Limitar Acceso a Esta Localización: ▼

Tareas asociadas:

Activos Vinculados:

Once the work management plan has been created, the task in question must be defined



To associate a meter to a task, we must select the trigger every (e.g., every 10,000 km) or the trigger when (e.g., when the temperature is above 90°C). Both base their trigger on accumulator and non accumulator gauges respectively).

The screenshot displays a software interface for configuring a vehicle maintenance plan. The main window is titled 'PLAN DE MANTENIMIENTO VEHICULAR' and contains a table with the following data:

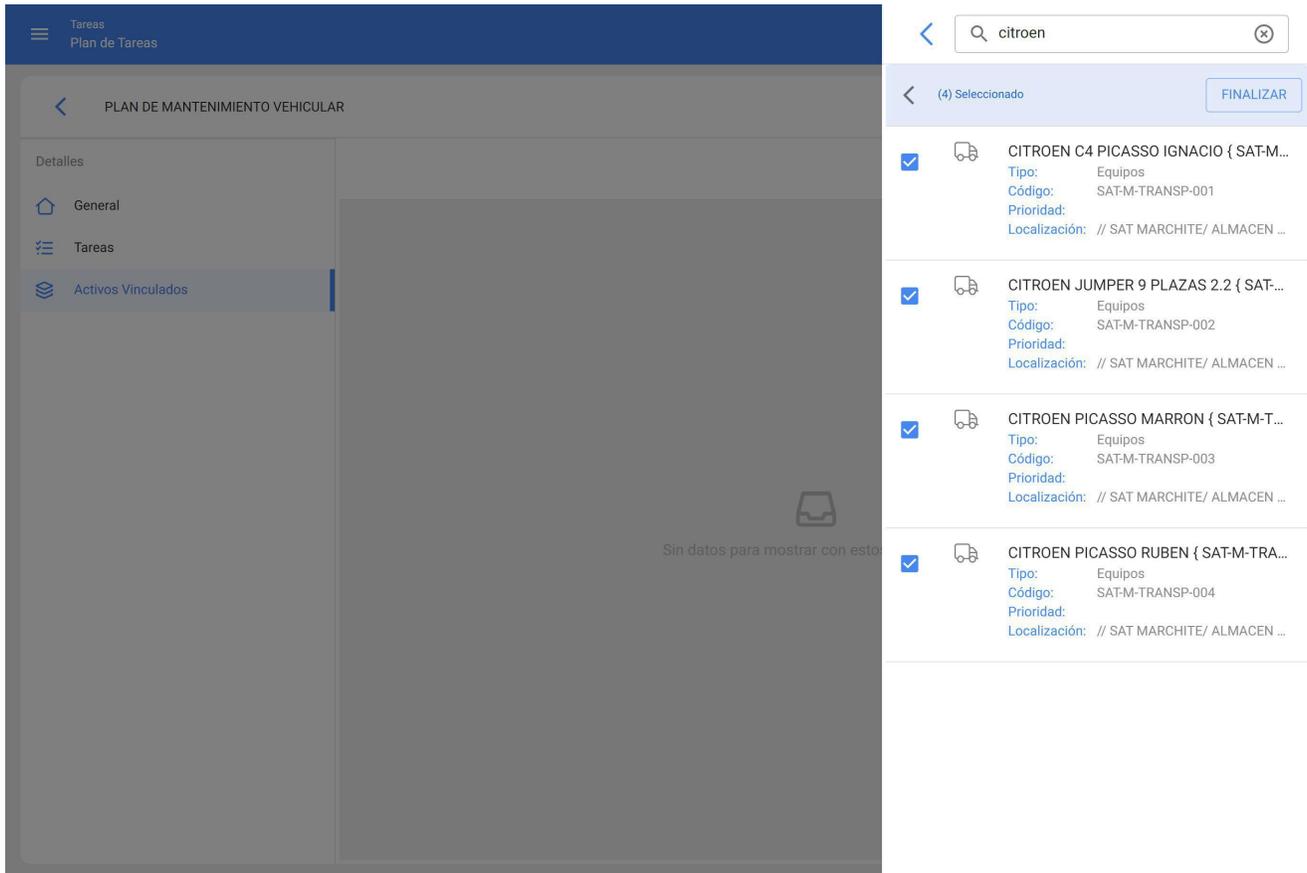
Descripción	Configur...
CAMBIO DE ACEITE MOTOR	SI

The right-hand panel, titled 'Lectura Cada', contains the following configuration fields:

- Frecuencia: 10.000
- Unidad: KILOMETROS
- Hasta: Sin límite
- ¿Programación fija?

A blue button labeled 'GUARDAR' is located at the bottom right of the interface.

Once the general, subtasks, resources and attachments tabs have been defined, we will link the assets to the plan and associate the meter that will trigger the task.



After selecting the assets, we must configure triggers (we will define the counter associated with these assets that will activate the work management).

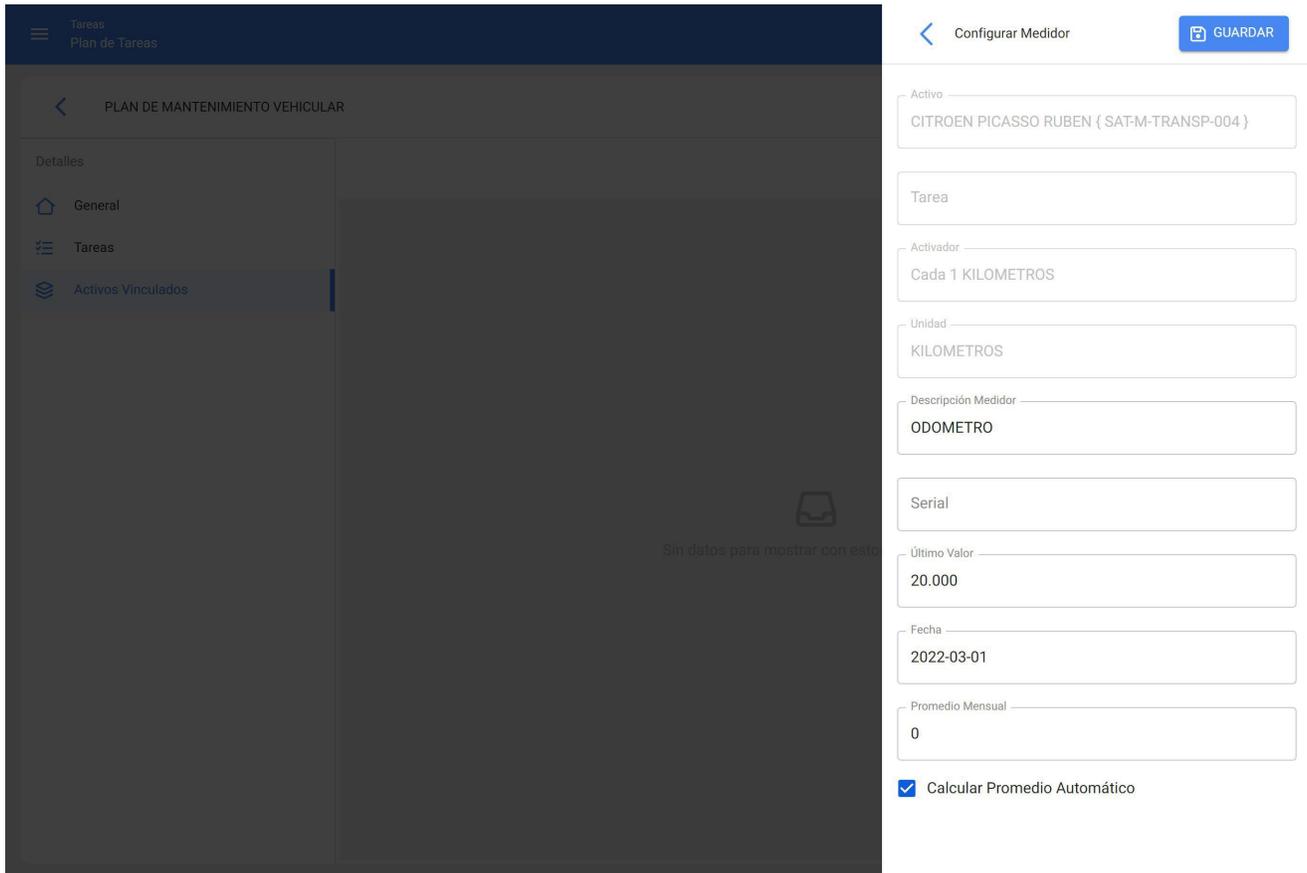
The screenshot shows a web application interface for vehicle maintenance planning. The left sidebar has a menu with 'Activos Vinculados' selected. The main area is titled 'PLAN DE MANTENIMIENTO VEHICULAR' and displays a list of four vehicles with their associated tasks and meters. The right panel shows the configuration options for these meters, including task, trigger, and measurement details.

Asset Name	Task	Trigger	Measurement
CITROEN PICASSO RUBEN { SAT-M-TRANSP-004 }	CAMBIO DE ACEITE MOTOR	Cada 1 KILOMETROS	Toca para configurar...
CITROEN PICASSO MARRON { SAT-M-TRANSP-003 }	CAMBIO DE ACEITE MOTOR	Cada 1 KILOMETROS	Toca para configurar...
CITROEN JUMPER 9 PLAZAS 2.2 { SAT-M-TRANSP-002 }	CAMBIO DE ACEITE MOTOR	Cada 1 KILOMETROS	Toca para configurar...
CITROEN C4 PICASSO IGNACIO { SAT-M-TRANSP-001 }	CAMBIO DE ACEITE MOTOR	Cada 1 KILOMETROS	Toca para configurar...

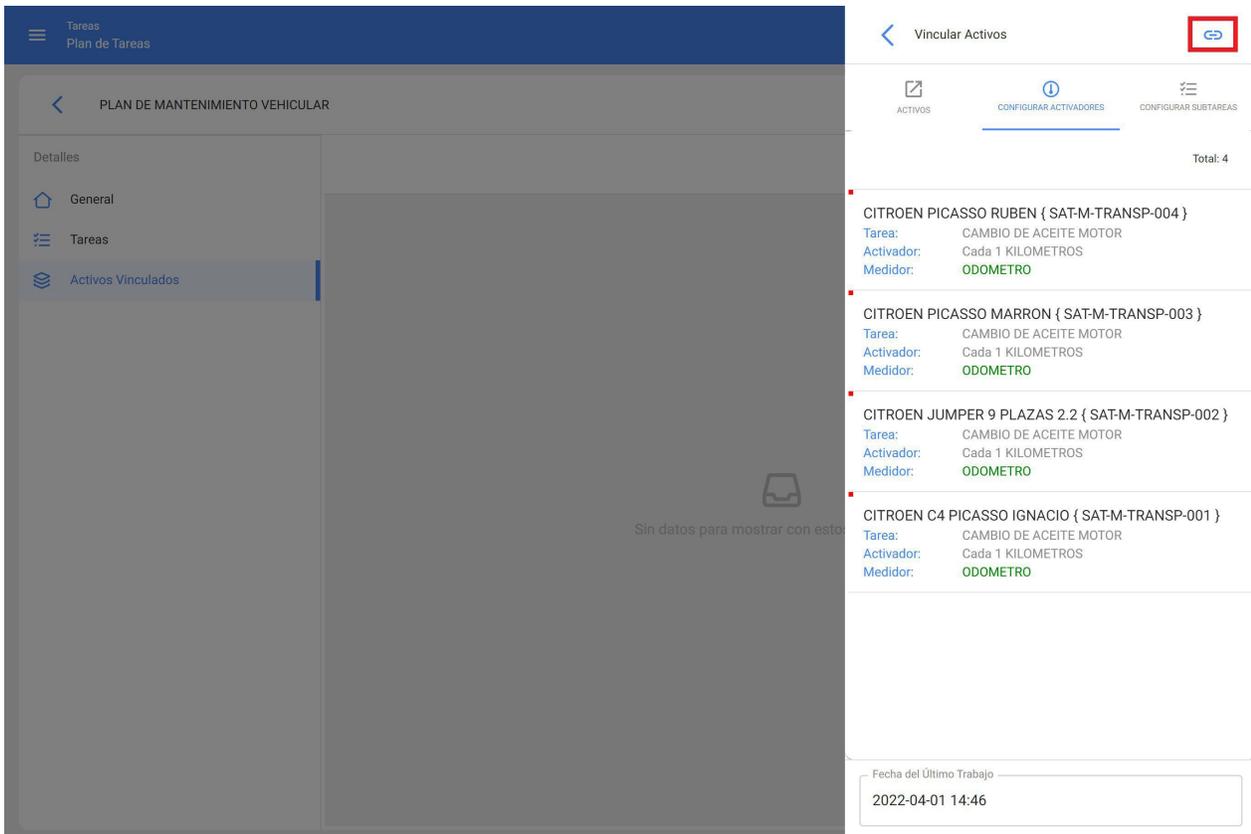
Additional details from the interface:

- Navigation: Tareas, Plan de Tareas
- Sub-tasks: CONFIGURAR ACTIVADORES, CONFIGURAR SUBTAREAS
- Total: 4
- Fecha del Último Trabajo: 2022-04-01 14:46

When configuring meters, we will enter the meter description, serial (optional), last value (the system will count from this value for the next trigger), date (of the last value), monthly average (if known) and the option to calculate automatic average. This process must be repeated for the different assets.



To finish we must click on the link button on the upper right hand side.



In this way we will have created a maintenance plan with work management linked to a meter.

Tareas  
Plan de Tareas

PLAN DE MANTENIMIENTO VEHICULAR

GUARDAR

Total: 4

Detalles

- General
- Tareas
- Activos Vinculados

<input type="checkbox"/>	Descripción
<input type="checkbox"/>	CITROEN JUMPER 9 PLAZAS 2.2 { SAT-M-TRANSP-002 }
<input type="checkbox"/>	CITROEN PICASSO MARRON { SAT-M-TRANSP-003 }
<input type="checkbox"/>	CITROEN PICASSO RUBEN { SAT-M-TRANSP-004 }
<input type="checkbox"/>	CITROEN C4 PICASSO IGNACIO { SAT-M-TRANSP-001 }

# I have an existing software and I want to switch to Fracttal One, is it possible to migrate my data?

---

 [help.fracttal.com/en/articles/6079864-i-have-software-currently-and-want-to-change-to-fracttal-one-is-possible-migrate-my-data](https://help.fracttal.com/en/articles/6079864-i-have-software-currently-and-want-to-change-to-fracttal-one-is-possible-migrate-my-data)

Yes, during the implementation of Fracttal we support you in the collection of data to be uploaded and in the migration, uploading and validation of the data.

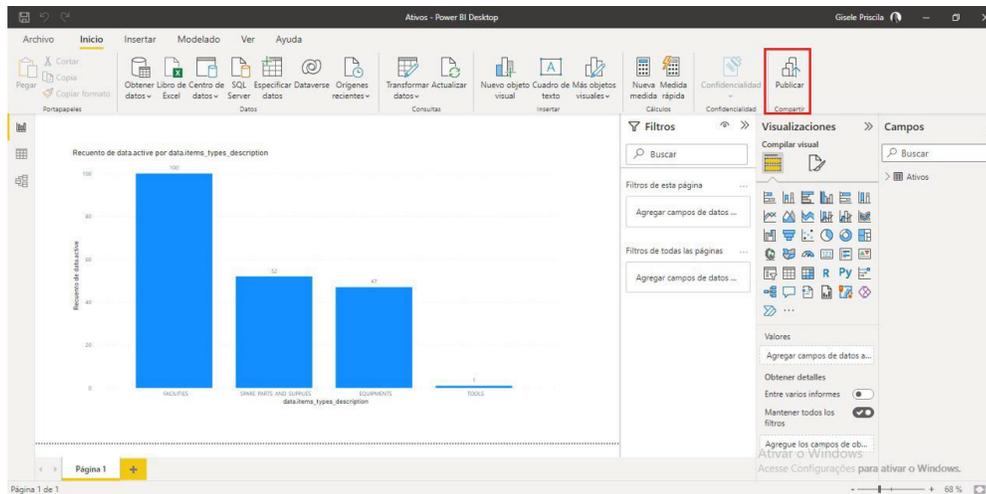
In case you do not have complete asset information, during the pre-project phase we will recommend the best way forward.

# You have a Fractal report in PowerBI, how to update it automatically?

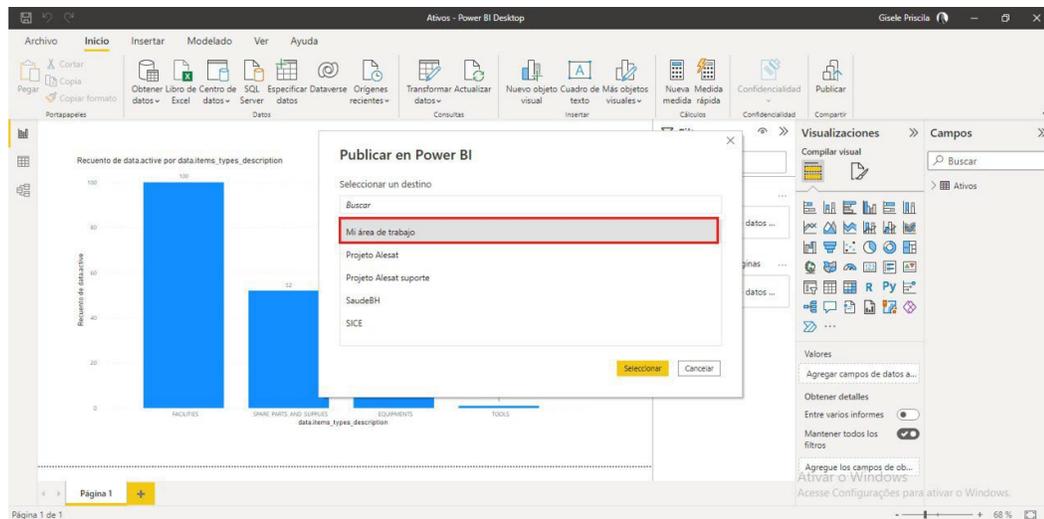
[help.fractal.com/en/articles/6560548-you-have-a-fractal-report-on-powerbi-how-to-update-it-automatically](https://help.fractal.com/en/articles/6560548-you-have-a-fractal-report-on-powerbi-how-to-update-it-automatically)

To configure the automatic update, the following steps are required

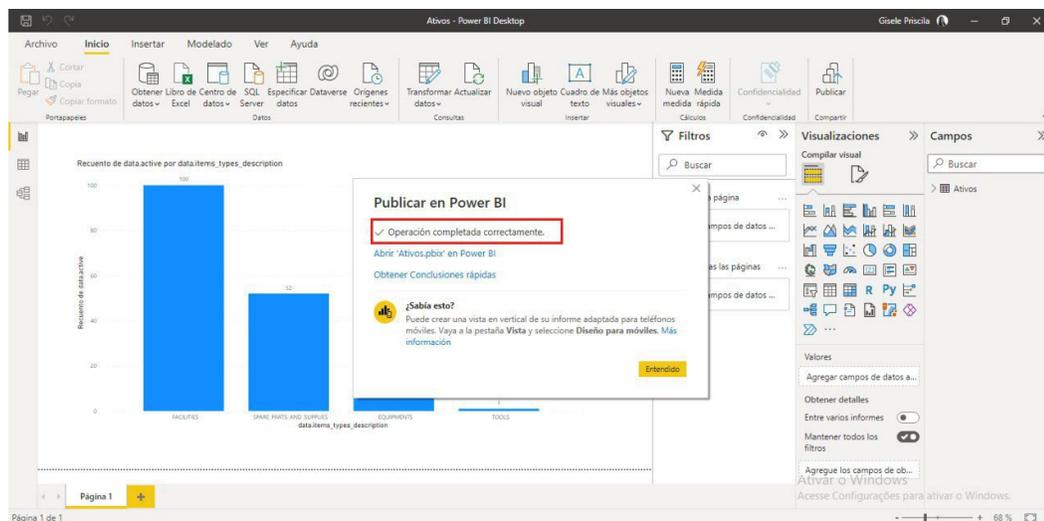
1. Open the project in **Power BI** and click **Publish**.



2. Choose the work area to be published in and click on **"Select"**.

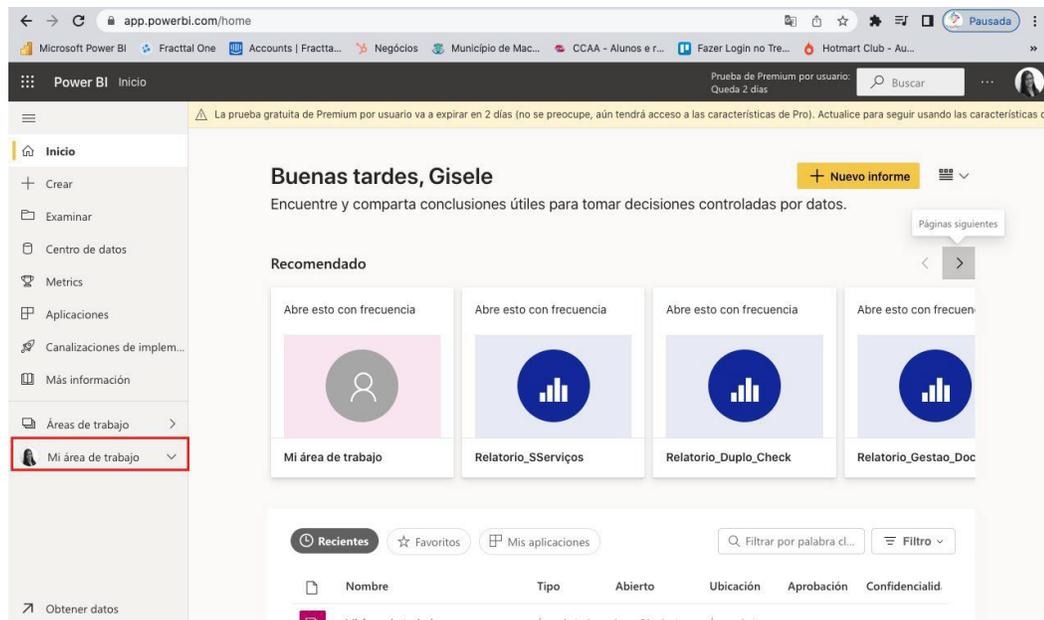


**Note:** Then you must wait for the publishing process, when it finishes it will show the **Operation completed successfully** message as shown in the following figure.

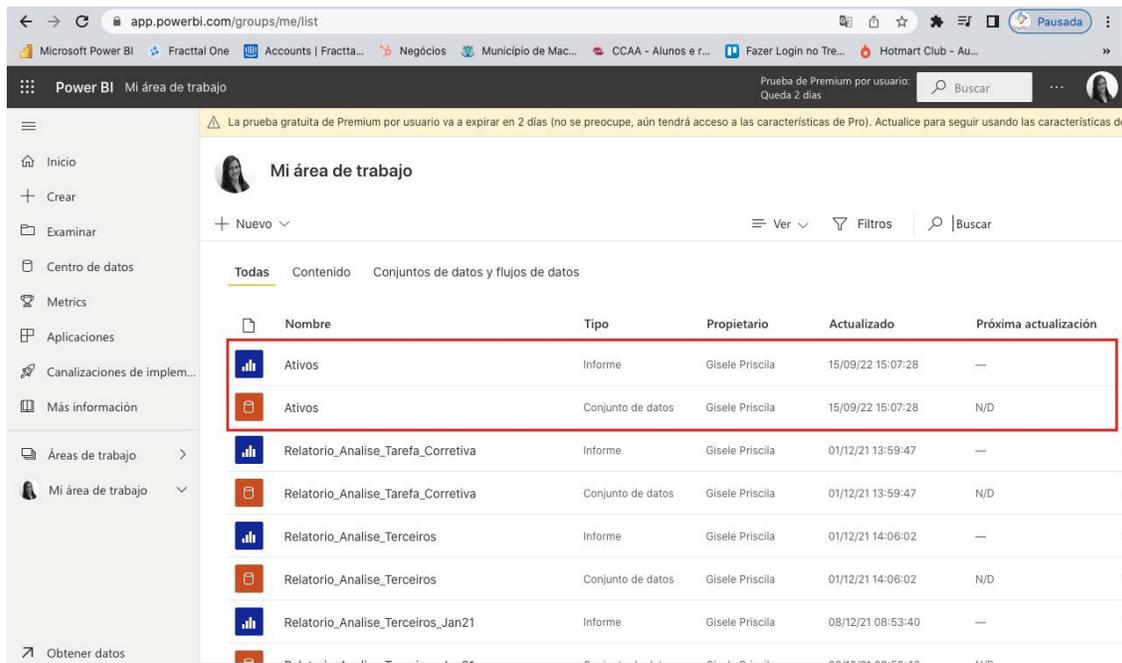


At the end of the publication you must enter **Power BI on the web**.

3. Click on **My workspace** where the project has been published.



When you open it, you will soon see your project published, within it you will see the database and the report.



Next, you need to configure the automatic update in Power BI Web.

## 1. Click the button to **schedule the update**.

The screenshot shows the Power BI interface with the 'Mi área de trabajo' (My workspace) view. The left sidebar contains navigation options like 'Inicio', 'Crear', 'Examinar', 'Centro de datos', 'Metrics', 'Aplicaciones', 'Canalizaciones de implem...', 'Más información', 'Áreas de trabajo', and 'Mi área de trabajo'. The main area displays a table of data sets and reports. The table has columns for 'Nombre', 'Tipo', 'Propietario', 'Actualizado', and 'Próxima actualización'. A red box highlights the 'Actualizar' (Refresh) button for the 'Ativos' data set.

Nombre	Tipo	Propietario	Actualizado	Próxima actualización
Ativos	Informe	Gisele Priscila	15/09/22 15:07:28	—
Ativos	Conjunto de datos	Gisele Priscila	15/09/22 15:07:28	N/D
Relatorio_Analise_Tarefa_Corretiva	Informe	Gisele Priscila	01/12/21 13:59:47	—
Relatorio_Analise_Tarefa_Corretiva	Conjunto de datos	Gisele Priscila	01/12/21 13:59:47	N/D
Relatorio_Analise_Terceiros	Informe	Gisele Priscila	01/12/21 14:06:02	—
Relatorio_Analise_Terceiros	Conjunto de datos	Gisele Priscila	01/12/21 14:06:02	N/D
Relatorio_Analise_Terceiros_Jan21	Informe	Gisele Priscila	08/12/21 08:53:40	—

## 2. It will open in **data sets**, then you must open **data source credentials**.

The screenshot shows the Power BI 'Configuración de Ativos' (Ativos configuration) page. The 'Conjuntos de datos' (Data sets) tab is selected. The page displays a list of data sets and reports. A red box highlights the 'Credenciales de origen de datos' (Data source credentials) link. A yellow warning message is displayed: 'Algunas credenciales no se han validado porque se han establecido para omitir la conexión de prueba.' (Some credentials have not been validated because they have been established to skip the test connection.)

General Alertas Suscripciones Paneles **Conjuntos de datos** Libros

Configuración de Ativos

[Ver conjunto de datos](#)

[Actualizar historial](#)

► Descripción del conjunto de datos

► Conexión de puerta de enlace

◀ **Credenciales de origen de datos**

Algunas credenciales no se han validado porque se han establecido para omitir la conexión de prueba.

Web [Editar credenciales](#) [Mostrar en la vista de línea](#)

► Parámetros

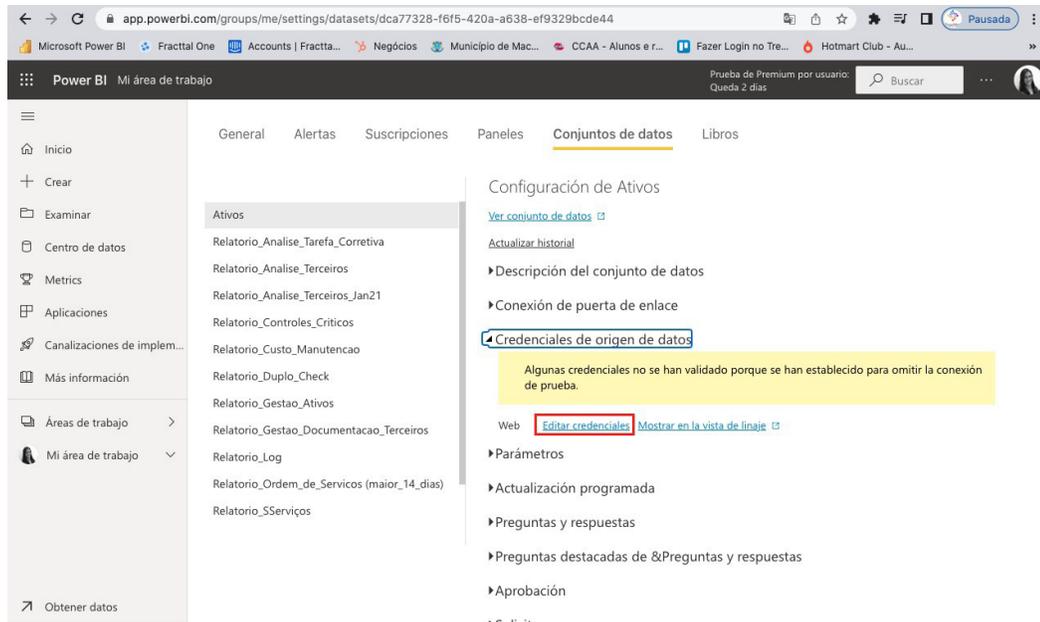
► Actualización programada

► Preguntas y respuestas

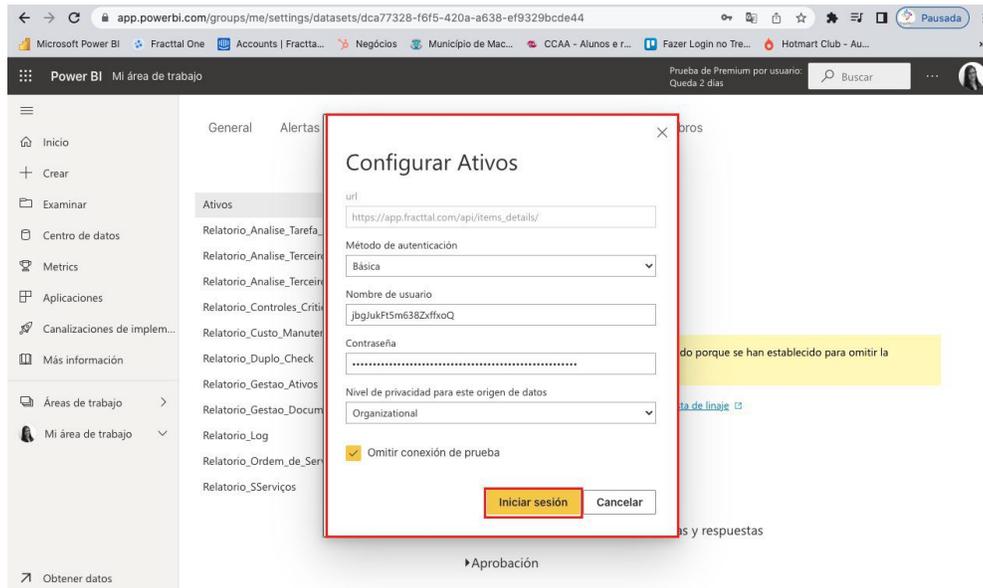
► Preguntas destacadas de & Preguntas y respuestas

► Aprobación

### 3. You must click on **edit credentials**.



### 4. Set the form with the **API key and password** information and change the privacy level settings to **Organizational**.



## 5. Click on **Scheduled Update**.

app.powerbi.com/groups/me/settings/datasets/dca77328-f6f5-420a-a638-ef9329bcde44

Microsoft Power BI | Fractal One | Accounts | Fracta... | Negócios | Municipio de Mac... | CCAA - Alunos e r... | Fazer Login no Tre... | Hotmart Club - Au...

Power BI | Mi área de trabajo

Prueba de Premium por usuario: Queda 2 días

Relatorio\_Custo\_Manutencao

Relatorio\_Duplo\_Check

Relatorio\_Gestao\_Ativos

Relatorio\_Gestao\_Documentacao\_Terceiros

Relatorio\_Log

Relatorio\_Ordem\_de\_Servicos (maior\_14\_dias)

Relatorio\_SServicos

Inicio

Crear

Examinar

Centro de datos

Metrics

Aplicaciones

Canalizaciones de implem...

Más información

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Obtener datos

Parámetros

Actualización programada

Mantener los datos actualizados

Configure una programación de actualización de datos para importar datos del origen de datos al conjunto de datos. [Más información](#)

Activar

Frecuencia de actualización

Diaria

Zona horaria

(UTC-05:00) Bogotá, Lima, Quito

Hora

[Agregar otra hora](#)

Destinatario del envío de notificaciones de los errores de actualización

Propietario del conjunto de datos

Estos contactos:

Escriba las direcciones de correo electrónico

Aplicar Descartar

## 6. Fill in the form with the required information.

app.powerbi.com/groups/me/settings/datasets/dca77328-f6f5-420a-a638-ef9329bcde44

Microsoft Power BI | Fractal One | Accounts | Fracta... | Negócios | Municipio de Mac... | CCAA - Alunos e r... | Fazer Login no Tre... | Hotmart Club - Au...

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Prueba de Premium por usuario: Queda 2 días

Relatorio\_Custo\_Manutencao

Relatorio\_Duplo\_Check

Relatorio\_Gestao\_Ativos

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Inicio

Crear

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Activar

Frecuencia de actualización

Diaria

Zona horaria

(UTC-05:00) Bogotá, Lima, Quito

Hora

[Agregar otra hora](#)

Destinatario del envío de notificaciones de los errores de actualización

Propietario del conjunto de datos

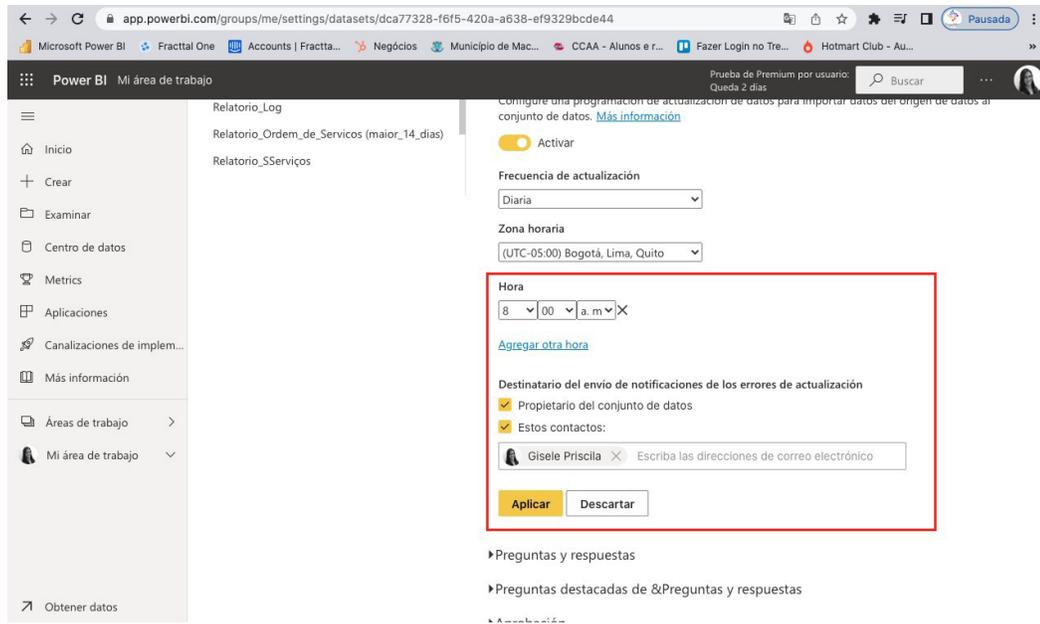
Estos contactos:

Escriba las direcciones de correo electrónico

Aplicar Descartar

**Note:** You can choose the weekly update option and choose on which days the update will be performed.

## 7. Set the time at which the update will occur.



The screenshot shows the Power BI web interface. The left sidebar contains navigation options like 'Inicio', 'Crear', 'Examinar', 'Centro de datos', 'Metrics', 'Aplicaciones', 'Canalizaciones de implem...', 'Más información', 'Áreas de trabajo', and 'Mi área de trabajo'. The main content area is titled 'Configurar una programación de actualización de datos para importar datos del origen de datos al conjunto de datos. Más información'. It includes a toggle for 'Activar', a dropdown for 'Frecuencia de actualización' (set to 'Diaria'), and a dropdown for 'Zona horaria' (set to '(UTC-05:00) Bogotá, Lima, Quito'). A red box highlights the 'Hora' section, which has a time picker set to '8:00 a.m.' and a link 'Agregar otra hora'. Below this, there is a section for 'Destinatario del envío de notificaciones de los errores de actualización' with checkboxes for 'Propietario del conjunto de datos' and 'Estos contactos:'. The 'Estos contactos:' checkbox is checked, and a text input field contains 'Gisele Priscila' and a placeholder 'Escriba las direcciones de correo electrónico'. At the bottom of this section are 'Aplicar' and 'Descartar' buttons.

**Note:** You can enter an e-mail address to be notified in case of update errors.

**Note:** You may also be interested in the following article

[How to connect Fractal One with Power BI?](#)

# Minimum requirements:

[help.fractal.com/en/articles/6279427-minimum-requirements-for-fractal-mobile-use](https://help.fractal.com/en/articles/6279427-minimum-requirements-for-fractal-mobile-use)



Take your processes to the next level with the mobility and benefits offered by the Fractal one application.

- Quickly identify your assets through QR codes or NFC tags.
- Receive and attend your incidents in real time.
- Generate and carry out your work orders from your mobile device. Plan your maintenance from anywhere.
- Manage your team, suppliers and customers from one place. Always have your reports and KPI's at hand in real time.

All this and more, Fractal one is the mobility you were waiting for, "download it now".

## For iOS devices:

iOS 12x or higher version.

## For Android devices

- Android 10.0 system or higher. 4gb of RAM at least.

- ♦ 32gb of internal storage minimum. NFC
- ♦ reader.
- ♦ Support with api 21+. Compatibility
- ♦ with Google Chrome.
- ♦ Android WebView with versioned Chrome version 60 or higher

# How to use the Offline mode in the mobile application?

---

 [help.fractal.com/en/articles/6108871-how-to-use-offline-mode-on-mobile-application](https://help.fractal.com/en/articles/6108871-how-to-use-offline-mode-on-mobile-application)

In order to perform a WO in Offline mode, the first thing to do is to enter the main menu of the mobile app.

16:36



Dashboard



Desde - Hasta

2022-02-28 / 2022-03-30



OTs en Proceso

65



OTs en Revisión

7



OTs Finalizadas

50



Tareas Pendientes con Atraso

73



## Porcentaje de Cumplimiento



Then, we enter the Tasks > Work Management > Work Orders module.



Juan Martinez

tecnico.fractalmexico@gmail.com

Fractal APP (Demos)

4.5.62



Catálogos



Almacenes

Tareas

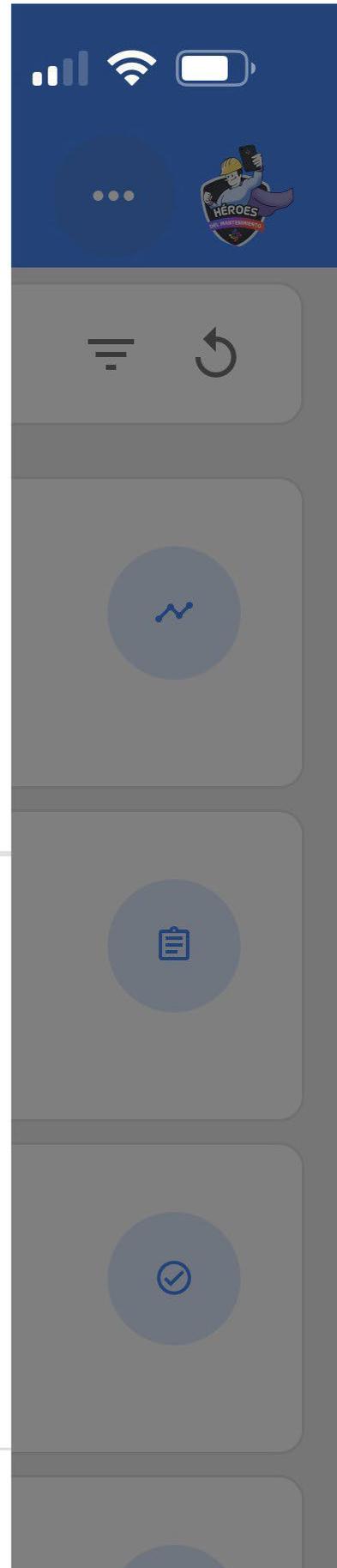


Plan de Tareas



Órdenes de Trabajo

Monitoreo



Automatizador

Inteligencia de Negocio



Disco Virtual

Solicitudes



Commit: f101155  
BuiltTime: 2022-03-25 16:03



Select the WO you want to work with in Offline mode.

16:39



Tareas  
Kanban

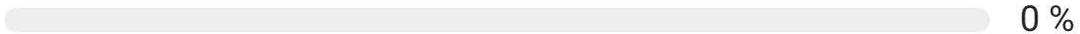


OTs en Proceso (4)



Juan Martinez

2022-04-18 / 02:00



Creada por Juan Martinez

TERMO NEVULIZADORA { EQ-SAN-002 }

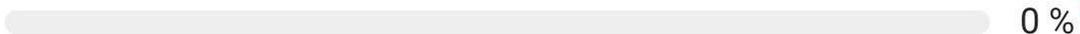
1 1

OT-4853-MX



Juan Martinez

2022-05-18 / 02:00



Creada por Juan Martinez

TERMO NEVULIZADORA { EQ-SAN-003 }

1 1

OT-4852-MX



Juan Martinez

2022-09-29 / 04:10

0 %

Creada por Juan Martinez

HABITACION 101 { HAB101-CDMX }

1 1

OT-4851-MX



Juan Martinez

There we will see a button with the phrase "Download Offline".



Juan Martinez

2022-05-18/ 02:00



0 %

Duración: 00:00

Costo Total: \$ MXN 0.00

Nota

OT-4852-MX



Descargar Offline

## Tareas

Total: 1

TERMO NEVULIZADORA { EQ-SAN-003 }



// SANIFOG/ SANIFOG S.A DE C.V./ SUCURSAL  
MOTERREY/ PRODUCCION/

CAMBIO DE FILTROS

Tipo de tarea: PREVENTIVO

Clasificación 1: TECNICO



Clasificación 2:

Nro Solicitud:



When selected, it will give us a message indicating that the Offline mode will be enabled when our mobile device is disconnected from the internet networks or enters airplane mode.

16:40



Orden de Trabajo



Juan Martinez ▾

2022-05-18/ 02:00



0 %

Duración: 00:00

Costo Total: \$ MXN 0.00

Nota

OT-4852-MX

Copiado al portapapeles



Descargar Offline

## Ayuda

El modo Offline se habilita cuando se desconecta de las redes de Internet o en modo avión.

ACEPTAR

Tipo de tarea:

PREVENTIVO

Clasificación 1:

TECNICO

Clasificación 1: TÉCNICO

Clasificación 2:

Nro Solicitud:



Then, it will start downloading all the information from the selected WO to our mobile device momentarily (while working offline).

16:40



Orden de Trabajo



Juan Martinez ▾

2022-05-18/ 02:00



0 %

Duración: 00:00

Costo Total: \$ MXN 0.00

Nota

OT-4852-MX



Descargar Offline

Tarea

Total: 1

## Descargar Catálogos

Descargando Catálogo : Recurso Humano

14 De 23

 61%

CAMBIO DE FILTROS

Tipo de tarea: PREVENTIVO

Clasificación 1: TECNICO



Clasificación 2:

Nro Solicitud:



Additionally, it will ask us if we want to download the attached files.

16:44



Orden de Trabajo



Juan Martinez 

2022-05-18/ 02:00



0 %

Duración: 00:00

Costo Total: \$ MXN 0.00



Disponibile Offline

Nota

OT-4852-MX



Sincronizar

Ta

Alerta

al: 1

¿Desea descargar los archivos adjuntos?



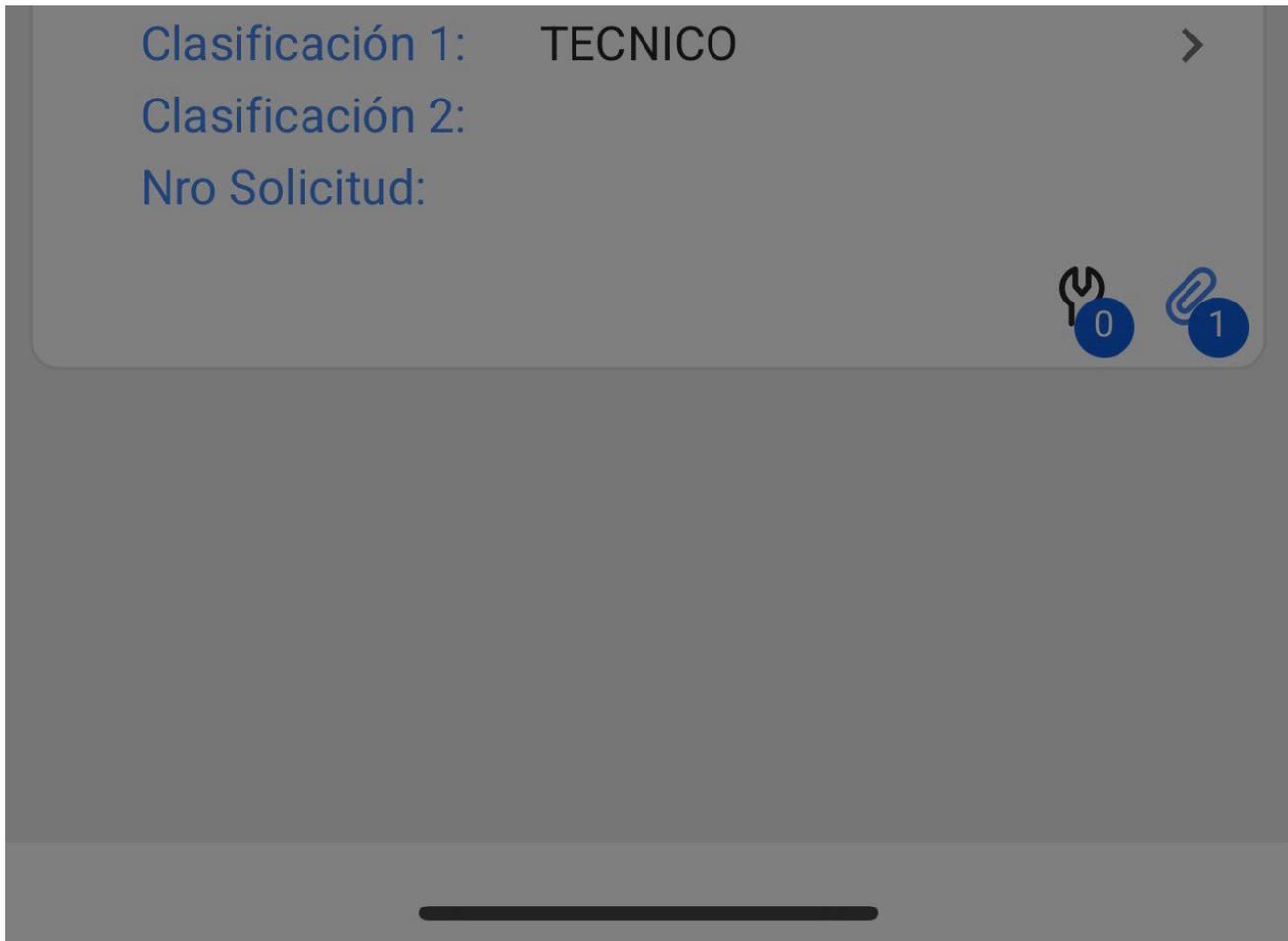
NO

OK

CAMBIO DE FILTROS

Tipo de tarea:

PREVENTIVO



Then, you will notice that a sentence indicating "Available Offline" will appear on the screen, next to the "Synchronize" button. At this stage, you will be able to work the WO without an Internet connection.



Juan Martinez

2022-05-18/ 02:00



0 %

Duración: 00:00

Costo Total: \$ MXN 0.00



Disponibile Offline

Nota

OT-4852-MX



Sincronizar

## Tareas

Total: 1

TERMO NEVULIZADORA { EQ-SAN-003 }



// SANIFOG/ SANIFOG S.A DE C.V./ SUCURSAL  
MOTERREY/ PRODUCCION/

CAMBIO DE FILTROS

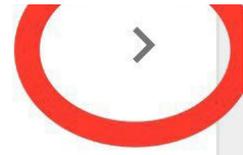
Tipo de tarea:

PREVENTIVO

Clasificación 1: TECNICO

Clasificación 2:

Nro Solicitud:



---

Once the WO is done, we will return to the start of the task and we will be asked for confirmation to send the WO for review, where it can be signed and accepted as normal.

17:28

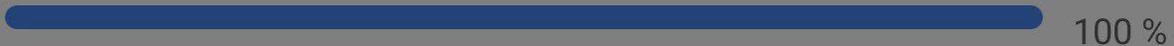


Orden de Trabajo



Juan Martinez ▾

2022-05-18/ 02:00



Duración: 00:29

Costo Total: \$ MXN 7.00



Disponibile Offline

Nota

Empty text input field for notes.

OT-4852-MY

Sincronizar

### Confirmar

La OT tiene un porcentaje de avance del 100% ¿Desea moverla a OTs en Revisión?

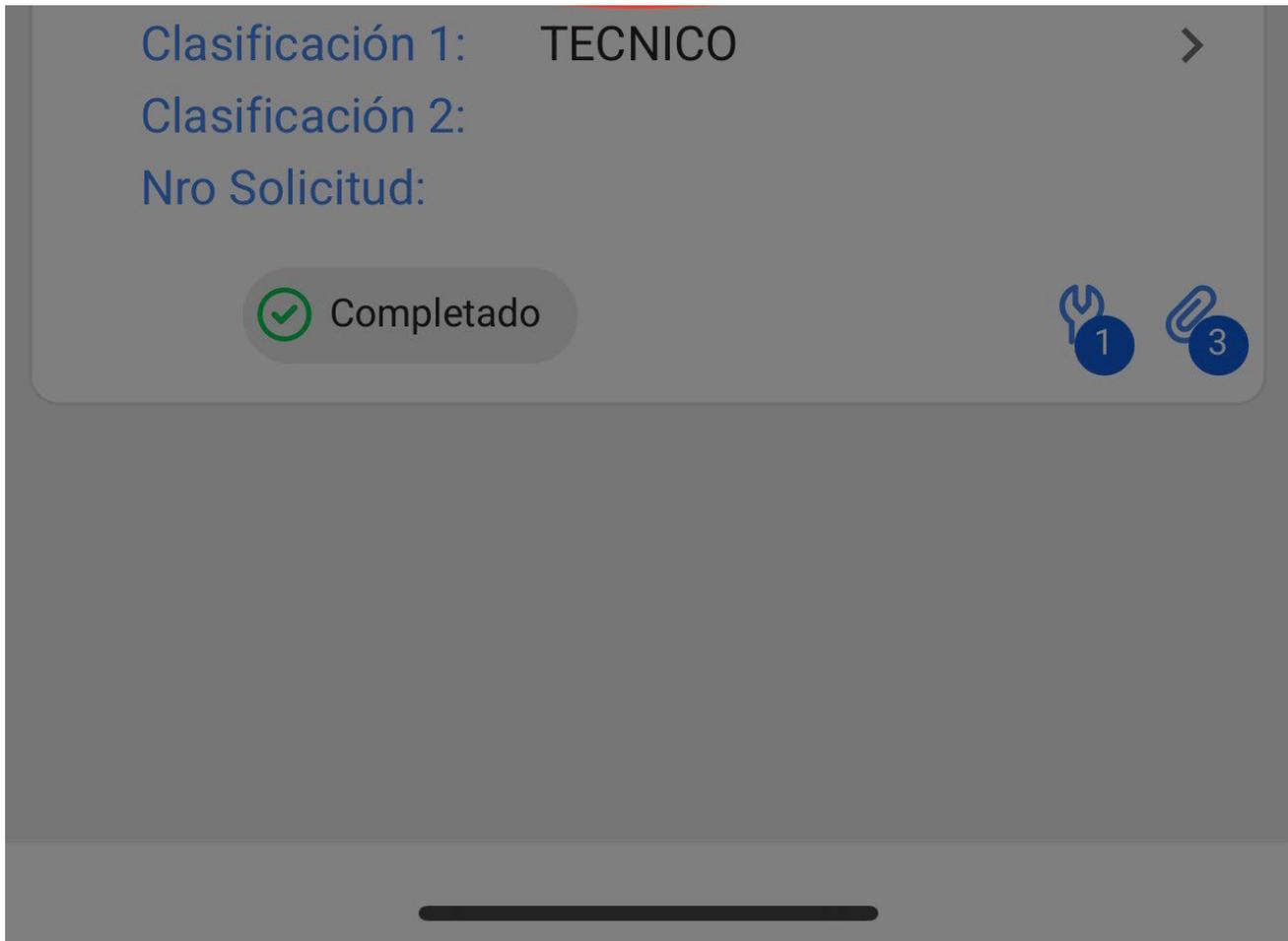
NO

SI

CAMBIO DE FILTROS

Tipo de tarea:

PREVENTIVO



Once the WO is finished, we will be able to activate again the connection to the internet networks, where we will be shown a confirmation, indicating that an internet connection has been detected and asking if we want to synchronize all the data saved in the WO in Offline mode.

17:29



Orden de Trabajo



Juan Martinez ▾

2022-05-18/ 02:00



0 %

Duración: 00:00

Costo Total: \$ MXN 7.00



Disponibile Offline

Nota

OT-4852-MY



Sincronizar

Confirmar

Se ha detectado una conexión a internet,  
¿Desea sincronizar todos los datos de las  
OT guardados offline?

NO

SI

CAMBIO DE FILTROS

Tipo de tarea:

PREVENTIVO

Clasificación 1: TECNICO



Clasificación 2:

Nro Solicitud:



Finally, after confirming we will see an image with the Folio of our WO, next to the sentence "Synchronized successfully".

17:29



Dashboard



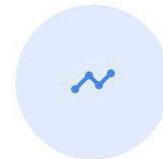
Desde - Hasta

2022-02-28 / 2022-03-30



OTs en Proceso

65



OTs en Revisión

7



OTs Finalizadas

50



Tareas Pendientes con Atraso

73



## Porcentaje de Cumplimiento



OT-4852-MX Sincronizado exitosamente

CERRAR

# How to scan a QR code?

---

 [help.fractal.com/articles/6110741-as-scanning-a-qr-code](https://help.fractal.com/articles/6110741-as-scanning-a-qr-code)

To scan a QR code we must deploy the main menu found on the left side of the screen, then we will see an icon formed by squares to which we must click to show us the "QR Code" option that we must click.

16:36



Dashboard



Desde - Hasta

2022-02-28 / 2022-03-31



OTs en Proceso

65



OTs en Revisión

7



OTs Finalizadas

50



Tareas Pendientes con Atraso

73



## Porcentaje de Cumplimiento





Juan Martinez

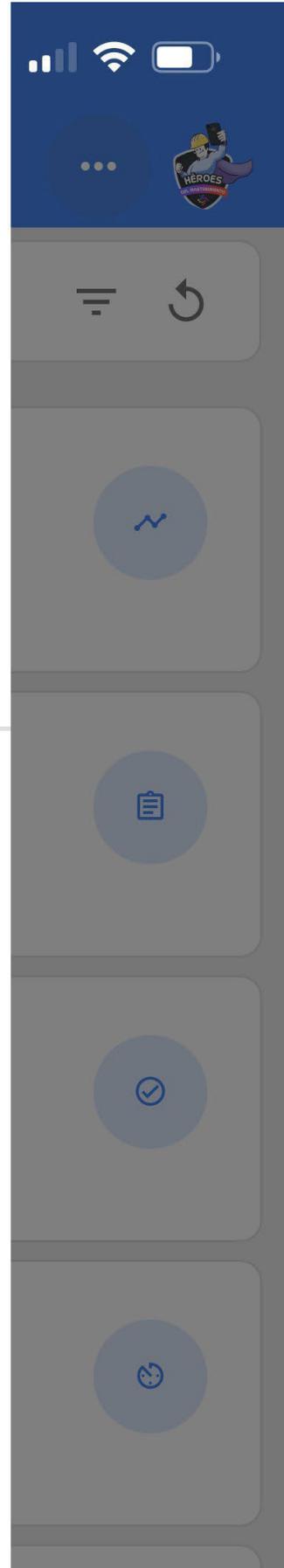
tecnico.fractalmexico@gmail.com

Fractal APP (Demos)

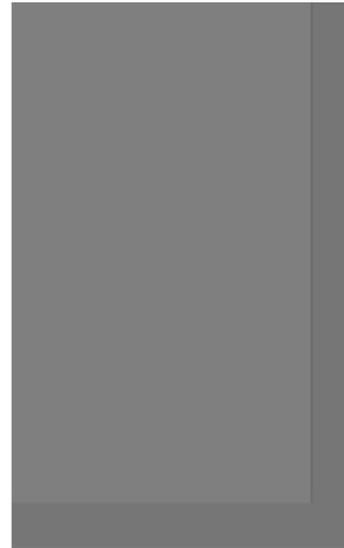
4.5.62



- Catálogos  **Codigo QR** 
- Almacenes  Lector NFC
- Tareas 
- Monitoreo 
- Automatizador
- Inteligencia de Negocio 
- Disco Virtual
- Solicitudes 



Commit: f101155  
BuiltTime: 2022-03-25 16:03



Then, it will enable the device's camera with which we will be able to scan the QR code label of our equipment.



It will immediately open a menu with the different options that can be performed after scanning the QR code.



Juan Martinez

tecnico.fractalmexico@gmail.com

Fractal APP (Demos)

4.5.62

¿Qué acción quieres hacer?



Detalle del Activo >



Tarea No Planificada >



Nueva Solicitud de OT >

CANCELAR



The different functions that QR scanning facilitates are:

- ♦ **Asset Detail:** It will show us the asset file for consultation or editing.
- ♦ **Unscheduled Task:** It will open the options to be able to generate an unscheduled task.
- ♦ **New WO Request:** It will allow us to generate a work request for the identified asset.

# NFC tag writing in Fractal One Mobile

---

 [help.fractal.com/en/articles/6100812-writing-tags-nfc-on-fractal-one-mobile](https://help.fractal.com/en/articles/6100812-writing-tags-nfc-on-fractal-one-mobile)

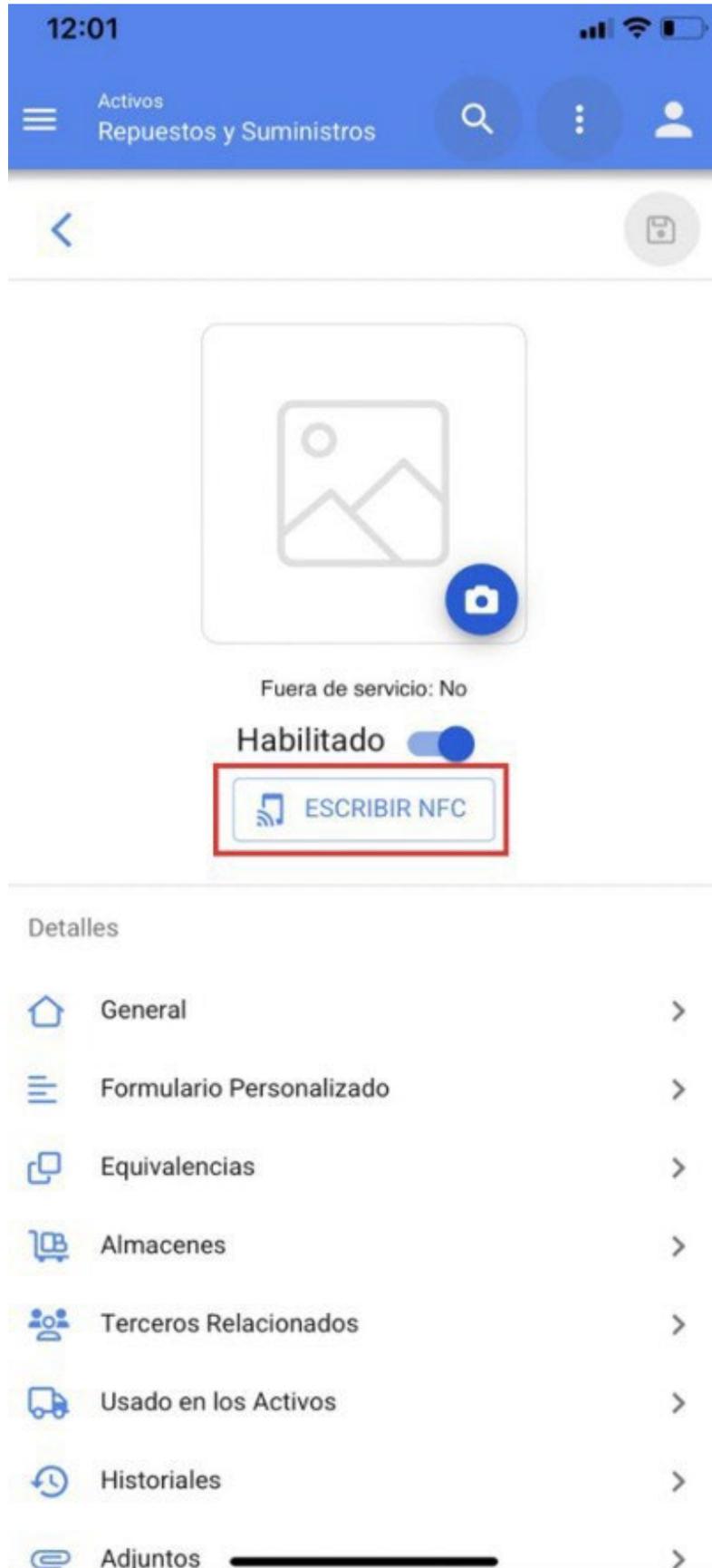
NFC (Near-field communication) is a wireless communication technology that is mainly used for identification and validation of people or assets, in this case it is used to identify the different assets that are created in the Fractal One platform, therefore, it is important to understand the procedure to configure both the reading devices that have this technology and the Tags to be read.

Now from the Fractal One mobile app you can not only read your NFC tags but also edit them so that when you install them in the corresponding device you can see the asset details, generate an unplanned task or create a new work request.

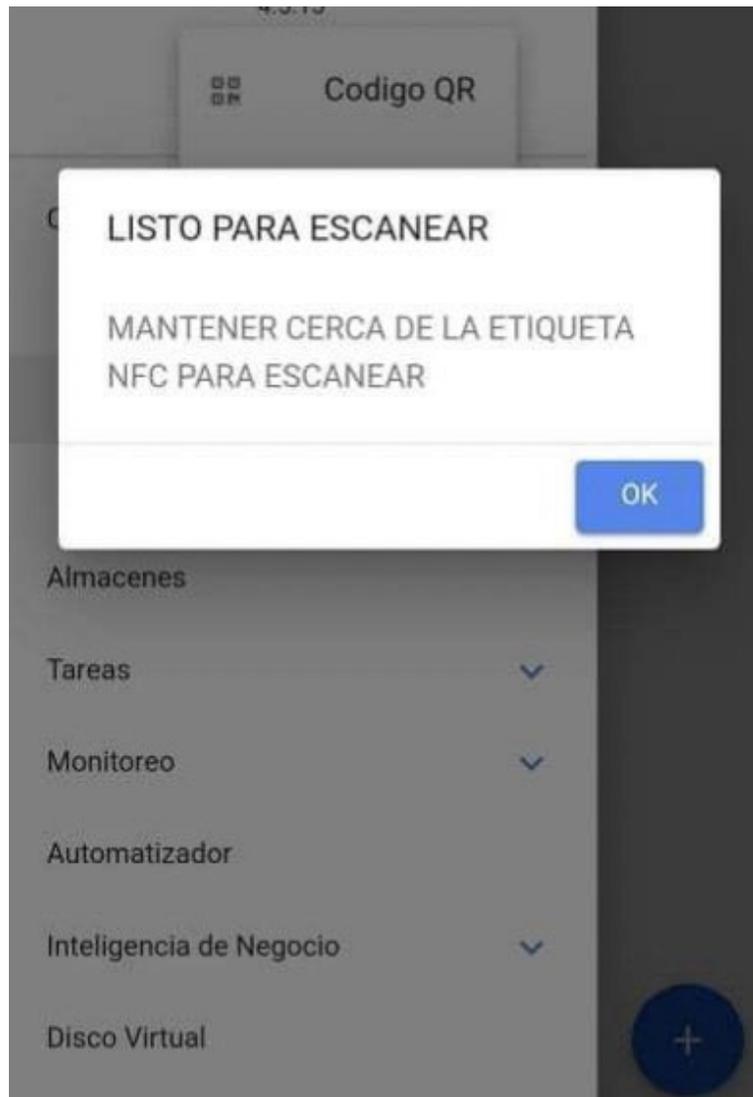
## Process for writing an NFC to the Android operating system

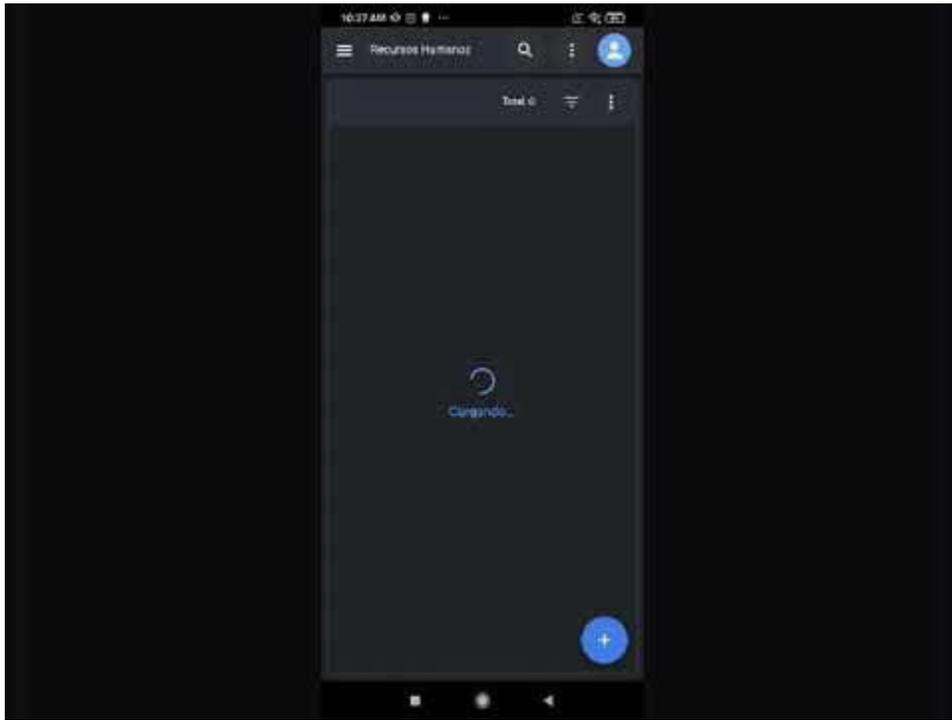
---

1. Open the asset you want to enter in the available tag and click on the "WRITE NFC" button.



2. Bring the device close to the tag when the message "**READY TO SCAN**" is displayed, where an approval message will be displayed confirming that the writing was done correctly.



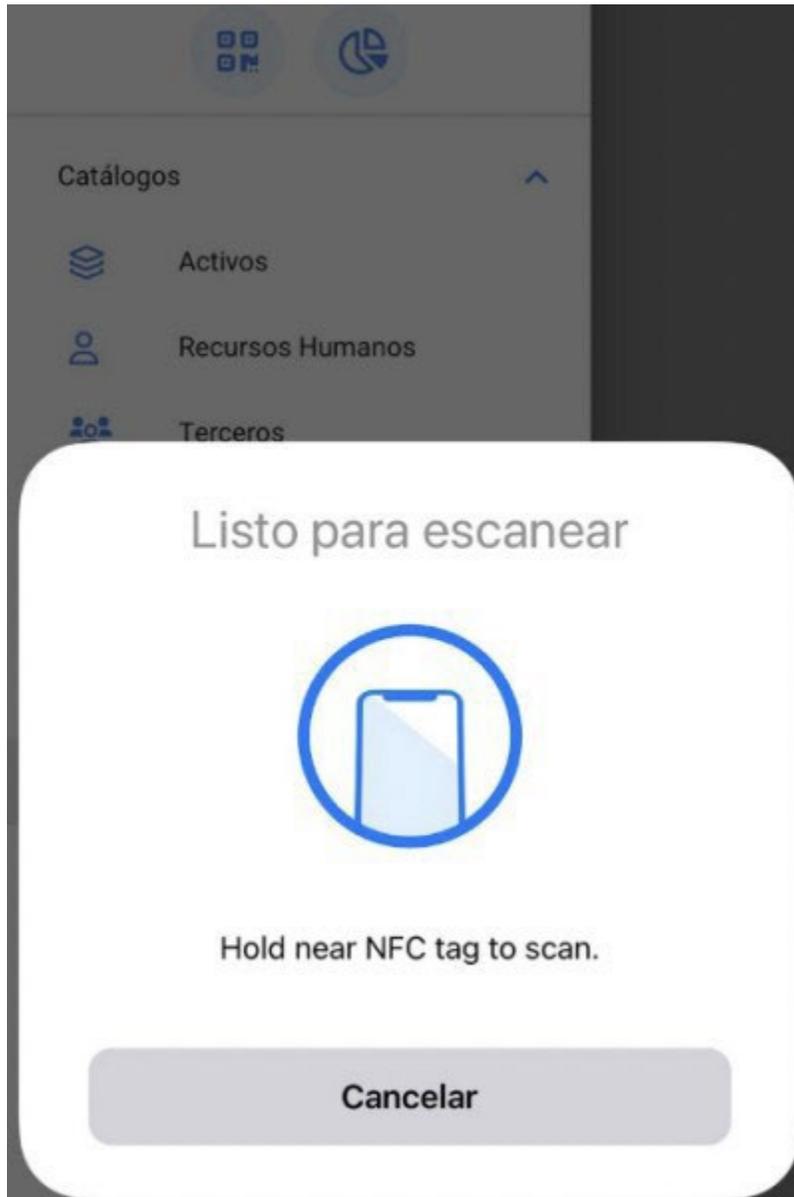


Watch Video At: [https://youtu.be/D7vq\\_XKLKy0](https://youtu.be/D7vq_XKLKy0)

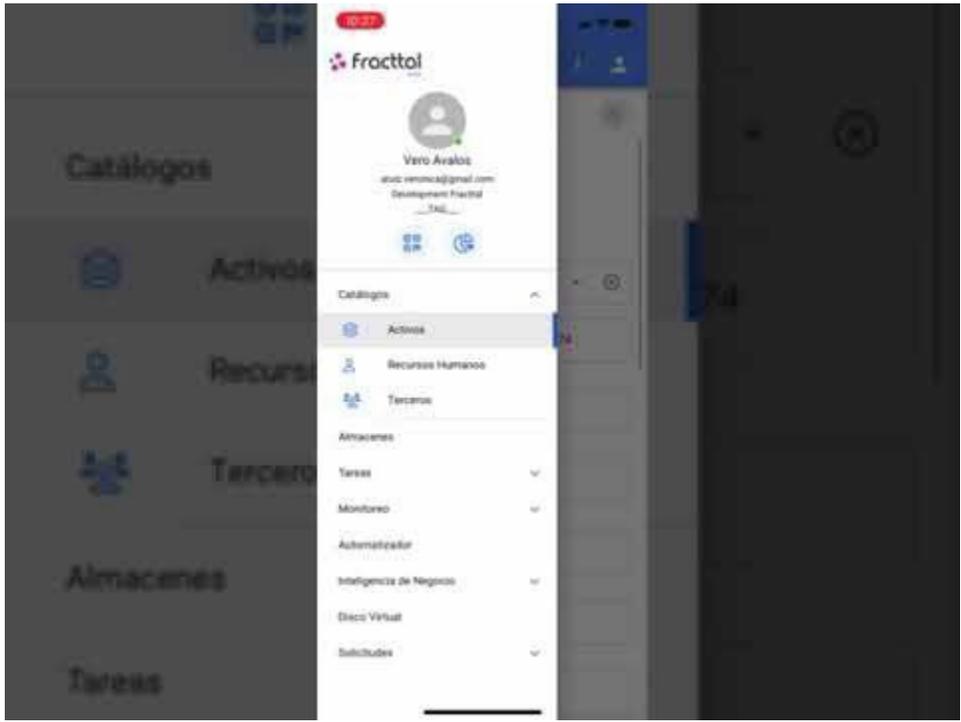
## **Process for writing an NFC in the IOS operating system**

---

To perform the process in the IOS operating system, it is performed exactly the same as in the Android operating system only that when clicking on the **"WRITE NFC"** button the message and the interface varies as shown in the following figure:



All that remains is to bring the device close to the tag and the writing will be done correctly.



Watch Video At: <https://youtu.be/rtnbmczw2uo>

# NFC tag reading in Fracttal One Mobile

---

 [help.fracttal.com/en/articles/6100839-reading-tags-nfc-on-fracttal-one-mobile](https://help.fracttal.com/en/articles/6100839-reading-tags-nfc-on-fracttal-one-mobile)

NFC (Near-field communication) is a wireless communication technology that is mainly used for identification and validation of people or assets, in this case it is used to identify the different assets that are created in the Fracttal One platform, therefore, it is important to understand the procedure to configure both the reading devices that have this technology and the Tags to be read.

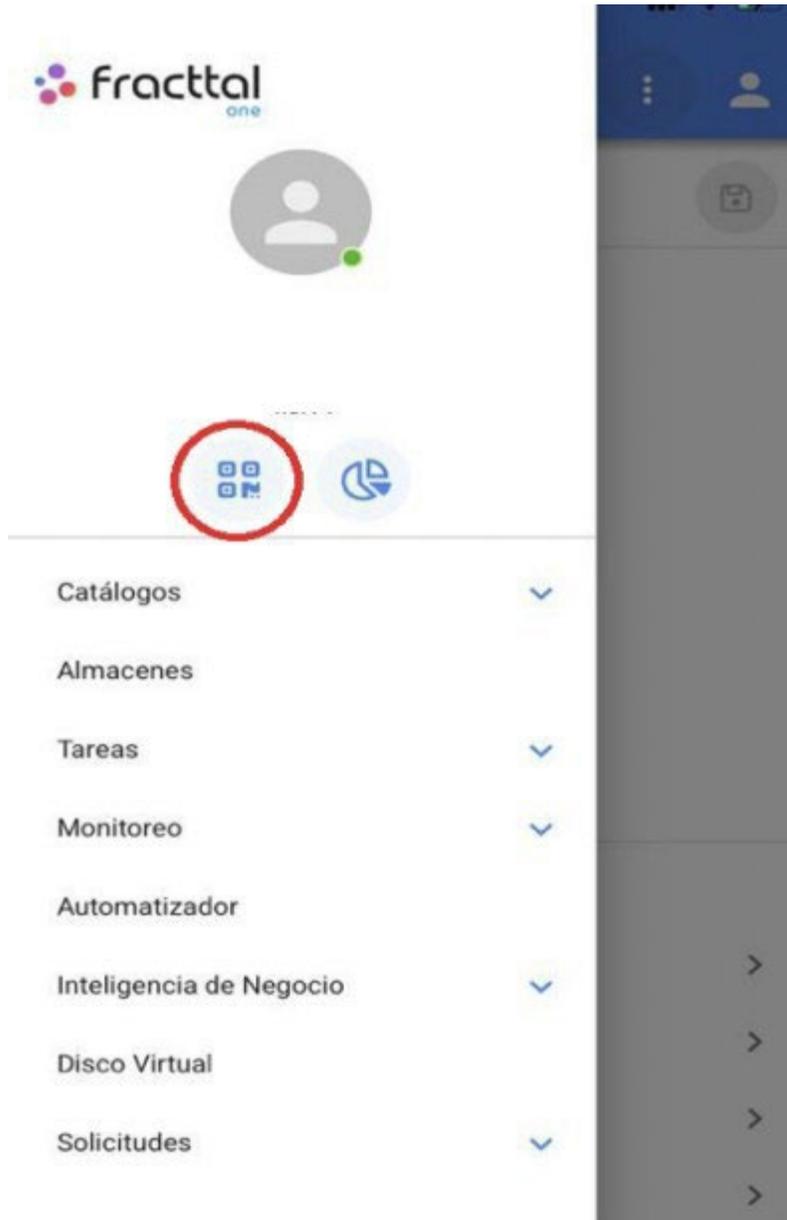
Now from the Fracttal One application you will be able to read your NFC tags so that when you install them on the corresponding equipment you will be able to see the asset details, generate an unplanned task or create a new work request.

## NFC reading Android operating system

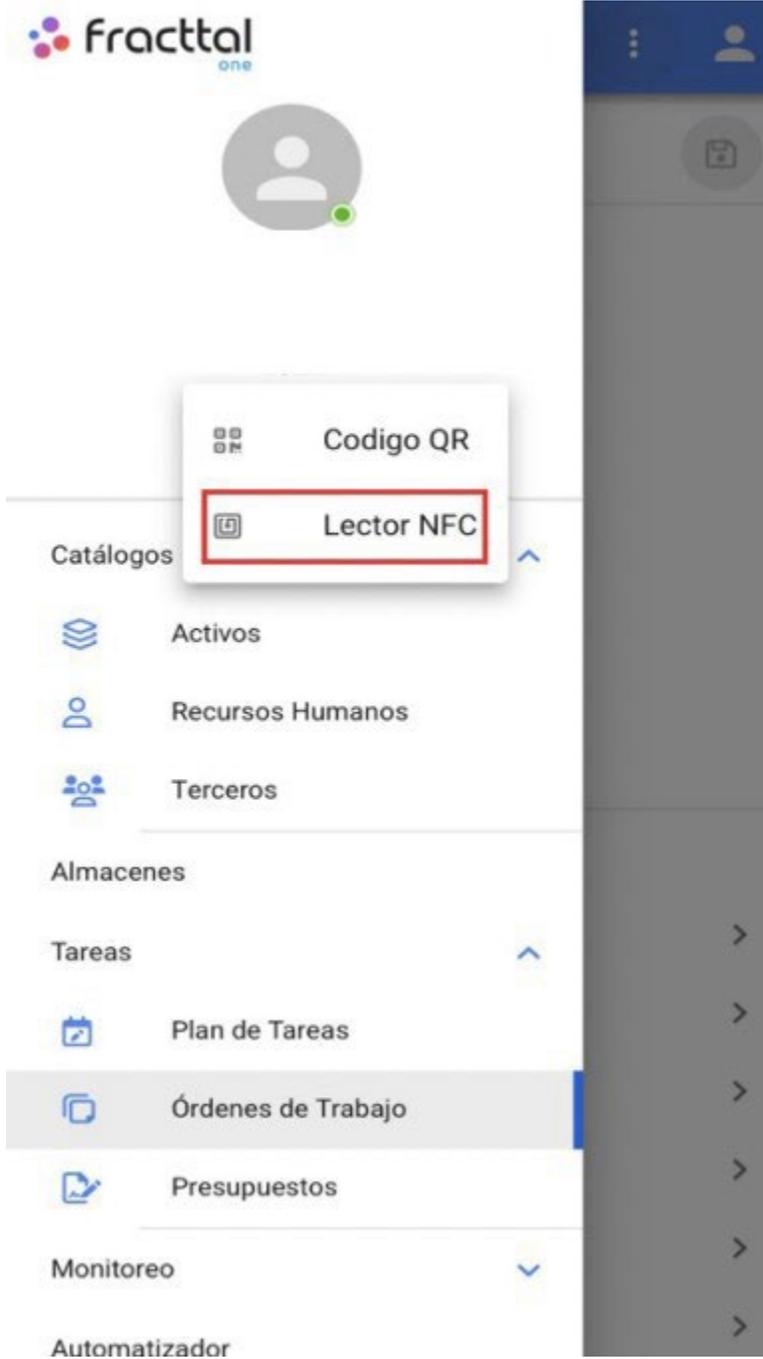
---

To read an NFC from the Android operating system, it is only necessary to have the NFC reader active and to have the Fracttal One mobile application open, since by simply bringing the device close to any module in Fracttal One, the reading will be done instantly.

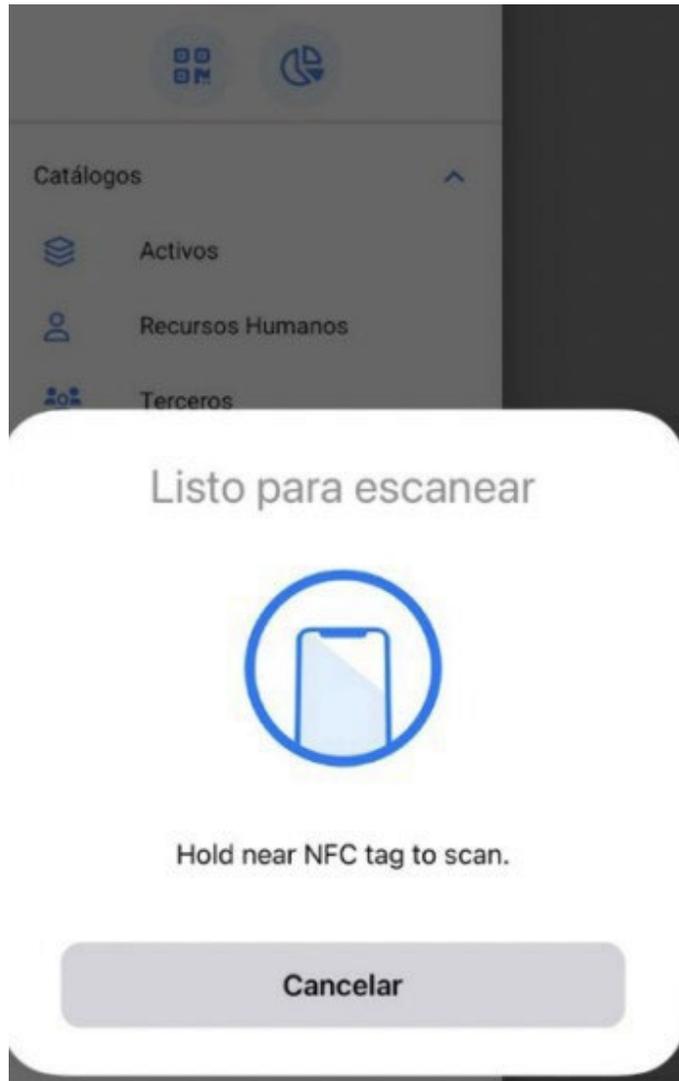
1. Open the menu and click on the QR code icon.



2. Select the NFC Reader option



3. Bringing the device close to the tag



# How to record start and end time in a WO manually from a cell phone?

---

 [help.fracttal.com/en/articles/6110732-how-to-register-start-and-end-time-on-a WO-manually-from-a-mobile phone](https://help.fracttal.com/en/articles/6110732-how-to-register-start-and-end-time-on-a-WO-manually-from-a-mobile-phone)

Once inside the WO we will have a button at the bottom right hand side which will say "Records" and we will click on it.



TAREA



SUBTAREAS



RECURSOS



ADJUNTOS

### General

#### CAMBIO DE FILTROS

Tipo de tarea:	PREVENTIVO
Fecha Programada:	2022-04-18
Prioridad:	Muy Alta
Clasificación 1:	TECNICO
Clasificación 2:	---
Nro Solicitud:	---

### Tiempo

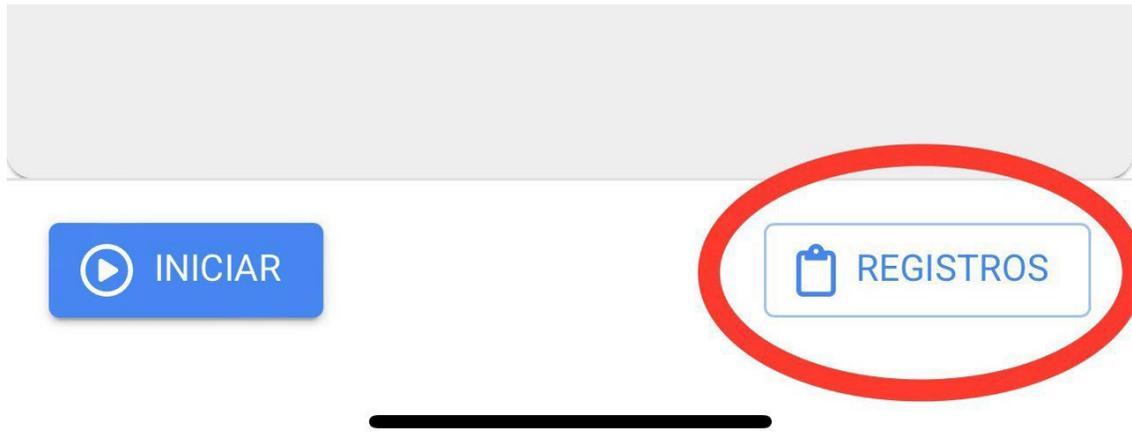
Duración estimada:	02:00
Fecha inicial:	
Fecha Final:	---
Tiempo de Ejecución:	00:00:00
Tiempo estimado de pa...	03:00:00

Tiempo Real de Paro del Activo

003:00

### Activador

Fecha Cada 1 Meses



In this option, we will find a plus symbol in the lower right corner that, when clicked, will allow us to manually record the date and time of the start and end of our work order.

1:11

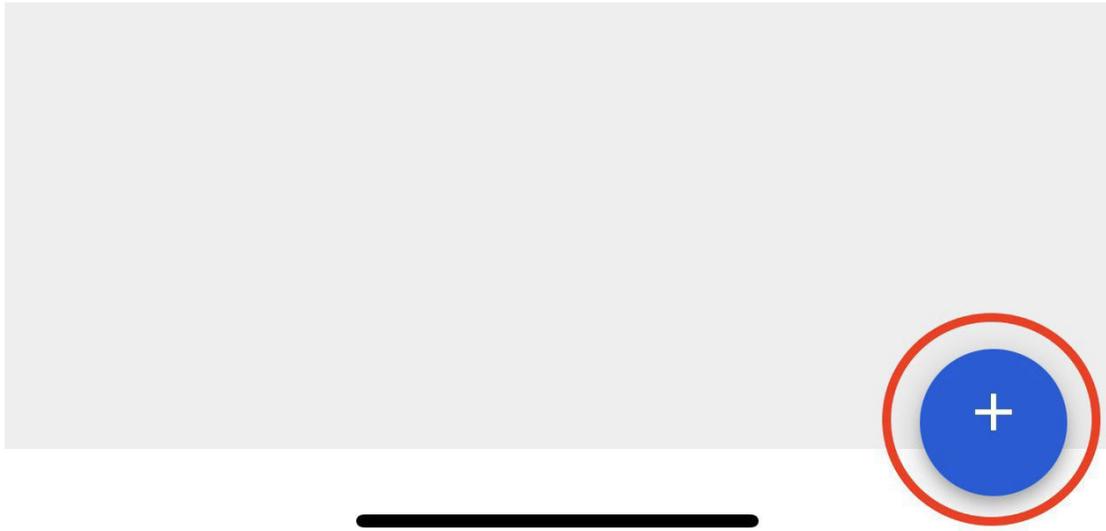


Tarea: CAMBIO DE FILTROS

Total: 0



Sin datos para mostrar con estos parámetros



Once we have registered our dates and times we must click on the "Save and Finish" button that appears at the bottom right. Then, when we go back to the initial sale of the WO we will notice that the start and end dates have been successfully registered.



Agregar Tarea:

Tarea

CAMBIO DE FILTROS

Usuario

Juan Martinez

Fecha inicial

2022-03-31 10:00

Fecha Final

2022-03-31 15:00





TAREA



SUBTAREAS



RECURSOS



2

ADJUNTOS

### General

#### CAMBIO DE FILTROS

Tipo de tarea:	PREVENTIVO
Fecha Programada:	2022-04-18
Prioridad:	Muy Alta
Clasificación 1:	TECNICO
Clasificación 2:	---
Nro Solicitud:	---

### Tiempo

Duración estimada:	02:00
Fecha inicial:	2022-03-31 10:00:35
Fecha Final:	2022-03-31 15:00:35
Tiempo de Ejecución:	05:00:00
Tiempo estimado de pa...	03:00:00

Tiempo Real de Paro del Activo

003:00

### Activador

Fecha Cada 1 Meses



 INICIAR

 REGISTROS



## Quick actions from a cell phone.

---

 [help.fractal.com/en/articles/6110727-fast-actions-from-mobile-phones](http://help.fractal.com/en/articles/6110727-fast-actions-from-mobile-phones)

To be able to use our quick actions from a cell phone, what we will do is to click on our points that appear on the upper right side of our main screen and it will open a menu with the option of actions.

17:55



Dashboard



Desde - Hasta

2022-02-28 / 2022-03-31



OTs en Proceso

65



OTs en Revisión

7



OTs Finalizadas

50



Tareas Pendientes con Atraso

73





Then, it will open the window with the different quick actions that we will be able to perform from this option.

17:55



Dashboard



Desde - Hasta  
2022-02-28 / 2022-03-30

- Tour
- Acciones**

OTs en Proceso

65



OTs en Revisión

7



OTs Finalizadas

50



Tareas Pendientes con Atraso

73



## Porcentaje de Cumplimiento





Acción Rapida

CANCELAR



Ubicación



Equipo



Tarea No Planificada



Solicitud de trabajo



Lectura del Medidor



Codigo QR



Lector NFC





Each of these options is detailed below:

## **Location**

---

Location would open a blank location tab for us to load a new one.



Acción Rapida

CANCELAR



Ubicación



Equipo



Tarea No Planificada



Solicitud de trabajo



Lectura del Medidor



Codigo QR



Lector NFC





17:57



Activos  
Ubicaciones



General



Localización



Nombre

Nombre es muy corta (el mínimo es de 2 caracteres)

Código

Dirección

Ciudad

Formulario de datos:

Departamento / Estado / Región

País

Código Área

## Team

---

Equipment would open a blank equipment file for us to load a new one.



Acción Rápida

CANCELAR



Ubicación



Equipo



Tarea No Planificada



Solicitud de trabajo



Lectura del Medidor



Codigo QR



Lector NFC





17:58



Activos

Equipos



General



Ubicado en ó es Parte de



Nombre

Field 1 es muy corta (el mínimo es de 2 caracteres)

Código

Marca

Modelo

Numero de Serie

Otro 1

## Unplanned Task

---

This will open our option to generate unscheduled work management directly from this section.



Acción Rápida

CANCELAR



Ubicación



Equipo



Tarea No Planificada



Solicitud de trabajo



Lectura del Medidor



Codigo QR



Lector NFC





< Tarea no Programada

1

Activo

2

Tarea

3

SubTareas

4

Recursos

Activo



Activo no puede estar en blanco

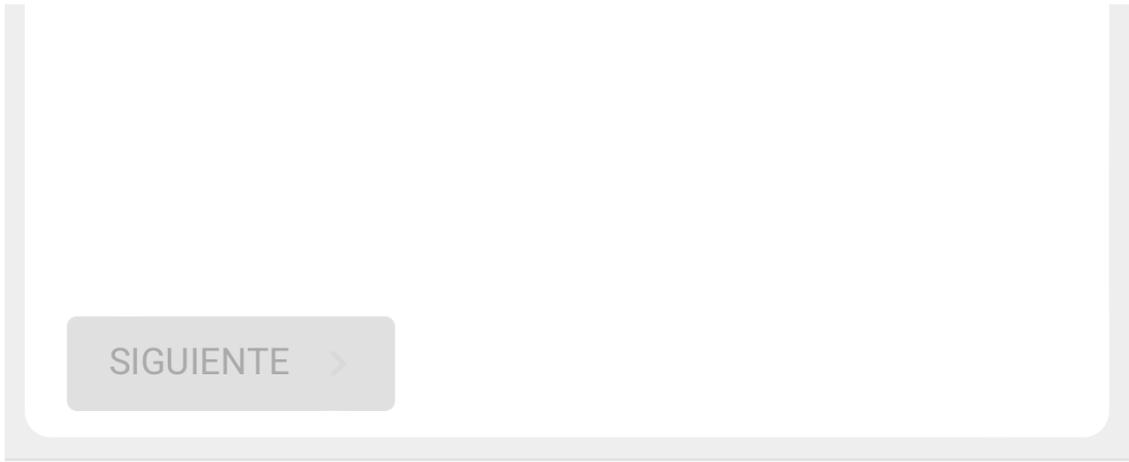
Fecha del incidente

2022-03-30 17:59

Solicitado Por

Juan Martinez

¿Falló el Activo?



## **Work request**

---

It will open a blank application to generate it from this section.



Acción Rapida

CANCELAR



Ubicación



Equipo



Tarea No Planificada



Solicitud de trabajo



Lectura del Medidor



Codigo QR



Lector NFC





17:59

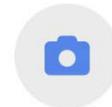


Tareas

Solicitud de trabajo



General



Creada por

Juan Martinez

Fecha de creación

2022-03-30 17:59

Descripción solicitud

Descripción no puede estar en blanco

¿Conoce el activo?

Activo

Activo no puede estar en blanco

## Meter reading

---

It will send us to a window where we can select the equipment and the meter we want to update the reading from this section.



Acción Rápida

CANCELAR



Ubicación



Equipo



Tarea No Planificada



Solicitud de trabajo



Lectura del Medidor



Codigo QR



Lector NFC





 Lectura del Medidor

---

Activo

Medidor

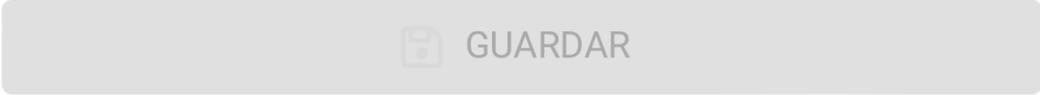


Fecha

2022-03-30 17:59

Valor

---

A grey rectangular button with rounded corners. On the left side, there is a small icon of a floppy disk. To the right of the icon, the word "GUARDAR" is written in a light grey, uppercase, sans-serif font.

GUARDAR

---

## QR Scanning and NFC Reader

---

Finally, this action will trigger the function to scan or read an NFC card from this section.



Catálogos



Almacenes

Tareas



Monitoreo



Automatizador

Inteligencia de Negocio



Disco Virtual

Solicitudes





-  Código QR
-  **Lector NFC**

Catálogos

-  Activos
-  Recursos Humanos
-  Terceros

Almacenes

Tareas

-  Plan de Tareas
-  **Órdenes de Trabajo**
-  Presupuestos

Monitoreo

Automatizador

# How to complete a WO from a cell phone?

---

 [help.fractal.com/en/articles/6108822-how-to-complete-a-WO-from-a-mobile phone](http://help.fractal.com/en/articles/6108822-how-to-complete-a-WO-from-a-mobile-phone)

The first thing to do is to enter the main menu.

16:36



Dashboard



Desde - Hasta

2022-02-28 / 2022-03-30



OTs en Proceso

65



OTs en Revisión

7



OTs Finalizadas

50



Tareas Pendientes con Atraso

73



## Porcentaje de Cumplimiento



Then, enter the Tasks > Work Management > Work Orders module.



Juan Martinez

tecnico.fractalmexico@gmail.com

Fractal APP (Demos)

4.5.62



Catálogos



Almacenes

Tareas

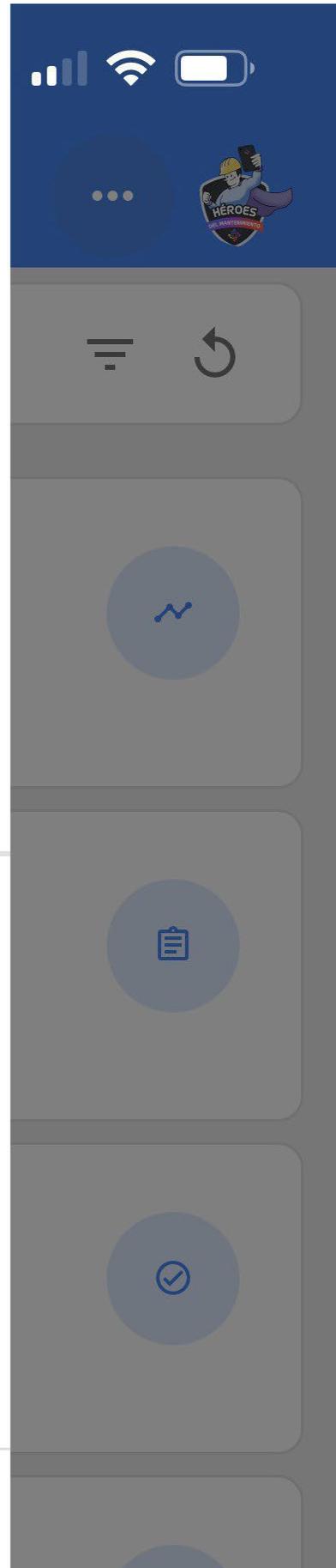


Plan de Tareas



Órdenes de Trabajo

Monitoreo



Automatizador

Inteligencia de Negocio



Disco Virtual

Solicitudes



Commit: f101155  
BuiltTime: 2022-03-25 16:03



Now, we will select the WO we want to work with.

16:39



Tareas  
Kanban

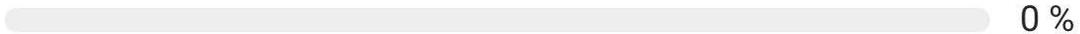


OTs en Proceso (4)



Juan Martinez

2022-04-18 / 02:00



Creada por Juan Martinez

TERMO NEVULIZADORA { EQ-SAN-002 }

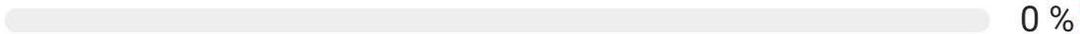


OT-4853-MX



Juan Martinez

2022-05-18 / 02:00



Creada por Juan Martinez

TERMO NEVULIZADORA { EQ-SAN-003 }



OT-4852-MX

 **Juan Martinez**  
2022-09-29 / 04:10

0 %

Creada por Juan Martinez

HABITACION 101 { HAB101-CDMX }

 1  1

OT-4851-MX

 **Juan Martinez** ● ● ● ●



Then, we must click on the arrow button to enter the different options and start our WO task.



Juan Martinez

2022-05-18/ 02:00



0 %

Duración: 00:00

Costo Total: \$ MXN 0.00

Nota

OT-4852-MX



Descargar Offline

## Tareas

Total: 1

TERMO NEVULIZADORA { EQ-SAN-003 }



// SANIFOG/ SANIFOG S.A DE C.V./ SUCURSAL  
MOTERREY/ PRODUCCION/

CAMBIO DE FILTROS

Tipo de tarea: PREVENTIVO

Clasificación 1: TECNICO



Clasificación 2:  
Nro Solicitud:



When we enter, we will see the tabs that we will have to complete in our work order. We must click on the start button at the bottom left to start recording the execution time automatically.



TAREA



SUBTAREAS



RECURSOS



ADJUNTOS

1

## General

### CAMBIO DE FILTROS

Tipo de tarea:	PREVENTIVO
Fecha Programada:	2022-05-18
Prioridad:	Muy Alta
Clasificación 1:	TECNICO
Clasificación 2:	---
Nro Solicitud:	---

## Tiempo

Duración estimada:	02:00
Fecha inicial:	
Fecha Final:	---
Tiempo de Ejecución:	00:00:00
Tiempo estimado de pa...	03:00:00

Tiempo Real de Paro del Activo

00:00

🕒 003:00

Activador

Fecha Cada 1 Meses



INICIAR



REGISTROS

In the sub-tasks tab we will find the activity checklist with the different steps we must follow to complete the work order.



TAREA



SUBTAREAS



RECURSOS



1

ADJUNTOS

DAME TU UBICACION GPS AL INICIAR

Localización



Grupo/Parte: EQUIPO EN GENERAL

REVISION GENERAL DEL EQUIPO \*

APROBÓ

ALERTA

FALLÓ

0

Adjuntos



Grupo/Parte: MOTOR

CAMBIAR FILTRO

SI	NO	N/A
----	----	-----

Grupo/Parte: EQUIPO EN GENERAL

LIMPIEZA GNL AL EQUIPO

SI	NO	N/A
----	----	-----

 PARAR

 PAUSAR

00:00:53



TERMO NEVULIZADORA { EQ-SAN-003 }



TAREA



SUBTAREAS



RECURSOS

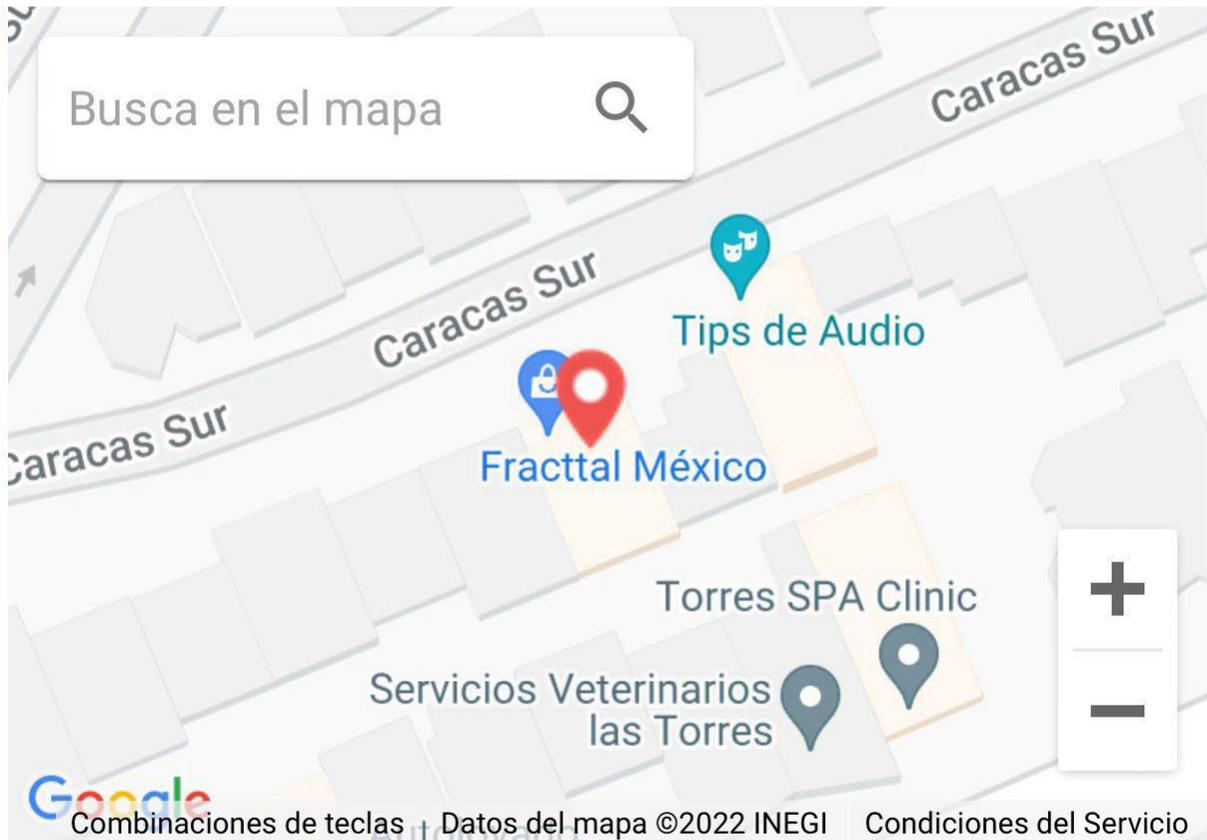


ADJUNTOS

1

Custavo A. Mac... 700 Ciudad de México, CDMX, Mexico

Busca en el mapa



Grupo/Parte: EQUIPO EN GENERAL

REVISION GENERAL DEL EQUIPO \*

APROBÓ	ALERTA	FALLÓ
--------	--------	-------

1 Adjuntos 

Grupo/Parte: MOTOR

CAMBIAR FILTRO

SI	NO	N/A
----	----	-----

 PARAR     PAUSAR    00:06:34

In the resources tab we will be able to add the different types of resources that were used to complete the execution of the work management, to do this, we must click on the plus symbol that is in the lower right part of our device.



TERMO NEVULIZADORA { EQ-SAN-003 }



TAREA



SUBTAREAS



RECURSOS



1

ADJUNTOS

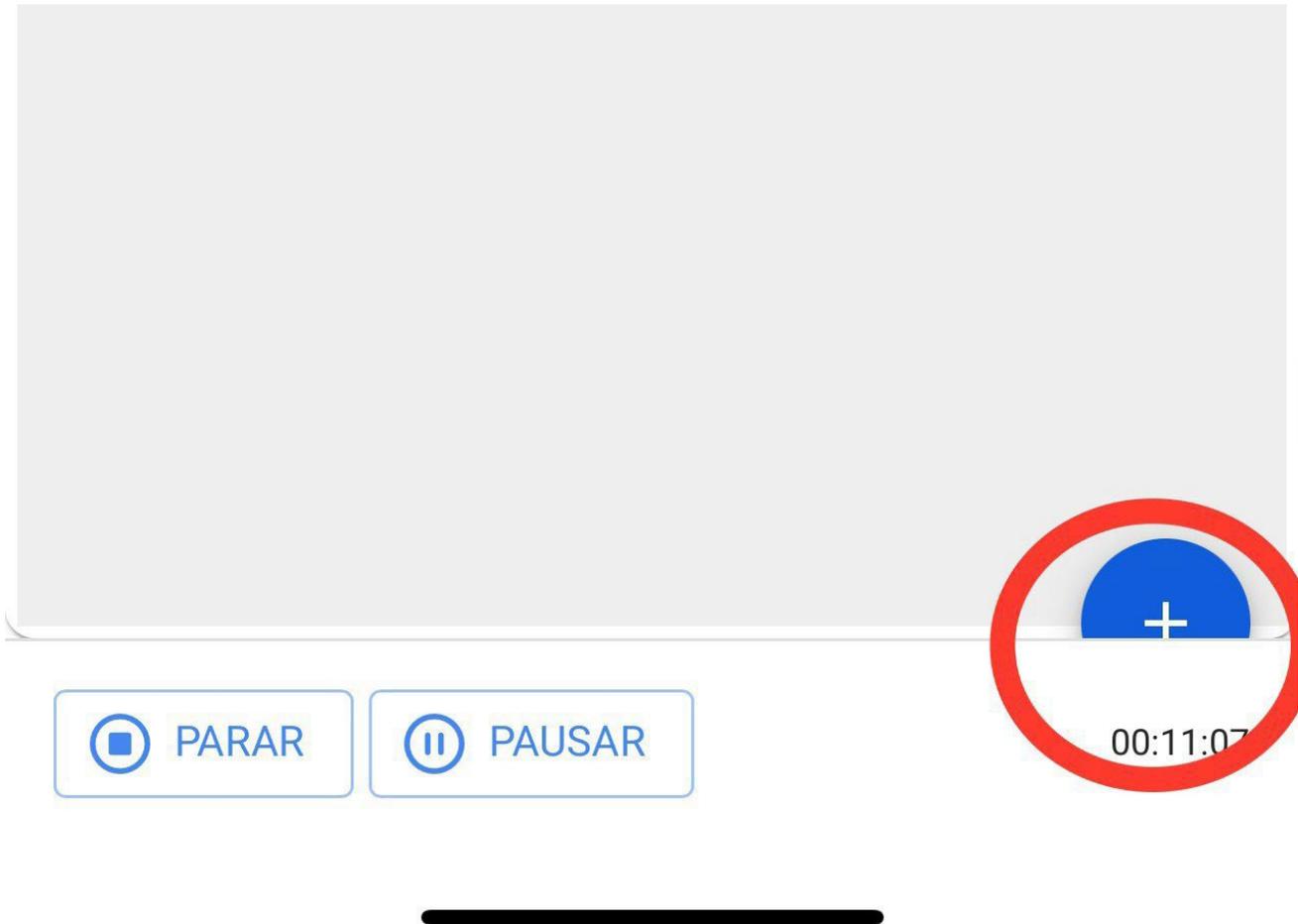


REQUISICIONES DE MATERIAL

Total: 0



Sin datos para mostrar con estos parámetros



Remember that the different types of resources we can add to a work order are as follows:

- ♦ **Inventory:** Resources within our warehouses
- ♦ **Inhouse personnel:** Inhouse personnel with details of the value of ordinary hours.
- ♦ **Services:** Service provided by a third party.
- ♦ **Inventory (Unclassified):** Resources that are not recorded in our warehouses.
- ♦ **Service (Unlisted):** Services that are not registered with our third parties.



Tipo de Recurso

Inventario

Inventario

Recursos Humanos

Servicios

Inventario (No Catalogado)

Servicio (No Catalogado)



Also, we will have the attachments tab where we will be able to upload files, photos, notes and evidence links, to do this, we must click on the plus symbol that is at the bottom right.



TERMO NEVULIZADORA { EQ-SAN-003 }



TAREA



SUBTAREAS



RECURSOS



ADJUNTOS

Total: 2



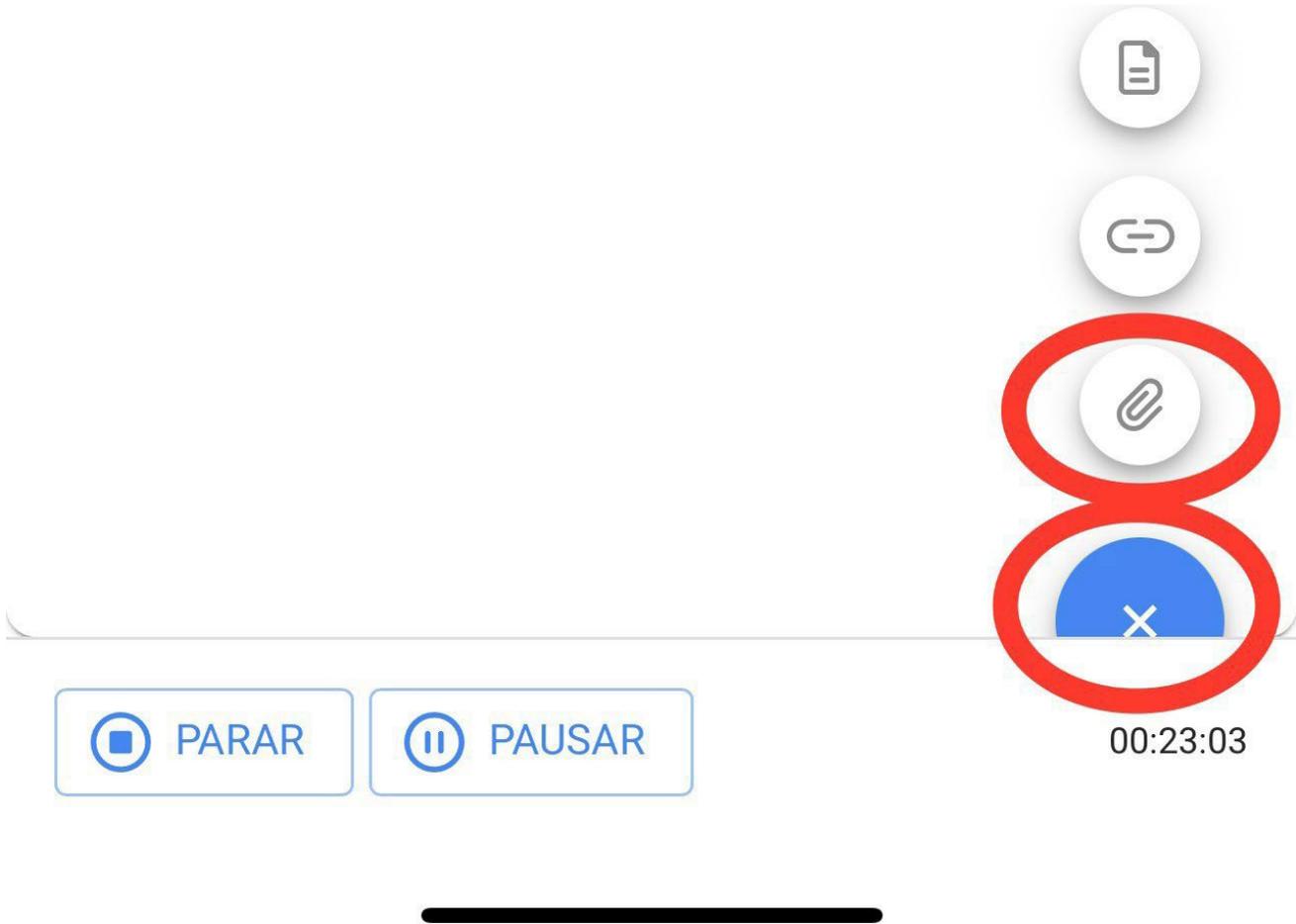
1633954303.jpg

Descripción: Plan de Tareas



Todo ok

Descripción: SubTareas



When we use the file attachment option, it will show us a button with the phrase "Drag or click to browse", once we click on that option it will show us a menu to select if we want to upload a photo from our gallery, take a photo directly from our Camera or search for a file inside the device.



---

**Arrastre o clic para examinar**



Tamaño máximo del archivo: 80MB





**Arrastre o clic para examinar**

Photo Library



Take Photo or Video



Choose Files





Once our image has been attached, the phrase "You must add a description" will appear together with a pencil icon on the right side, click on it and enter a description to the image just uploaded.



TERMO NEVULIZADORA { EQ-SAN-003 }



TAREA



SUBTAREAS



RECURSOS



ADJUNTOS

Total: 3



9FC4FA8B-30E3-471E-BCA7-5A3BD86A..

Descripción: Debe agregar una descripción



1633954303.jpg

Descripción: Plan de Tareas



Todo ok

Descripción: SubTareas



 PARAR

 PAUSAR

00:25:57



17:26



TERMO NEVULIZADORA { EQ-SAN-003 }



TAREA



SUBTAREAS



RECURSOS



ADJUNTOS

Total: 3



9FC4FA8B-30E3-471E-BCA7-5A3BD86A...

Descripción: Debe agregar una descripción



1633954302.jpg

Descripción: Plan de Tareas



To

Des

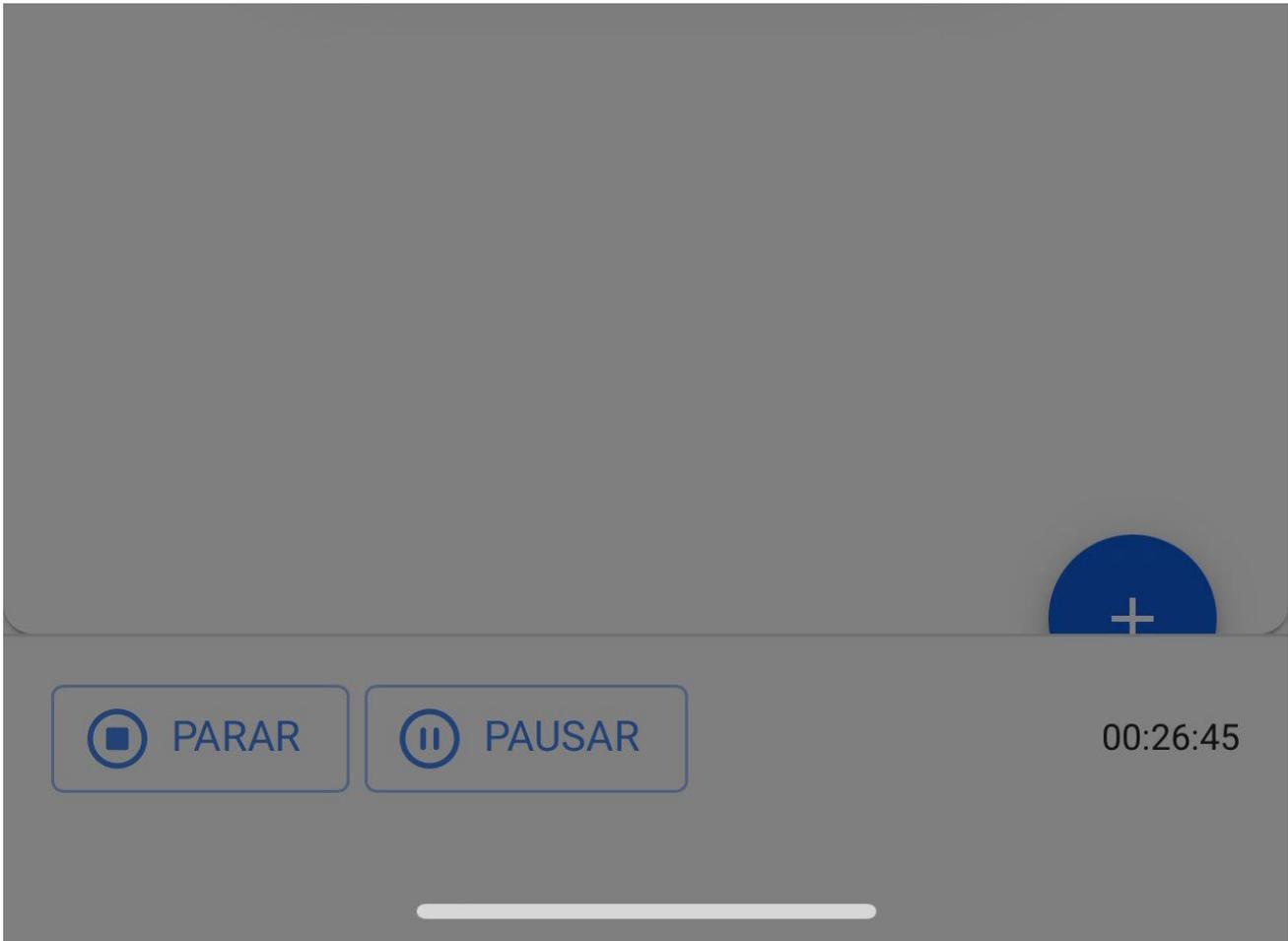
### Editar Descripción

Descripción

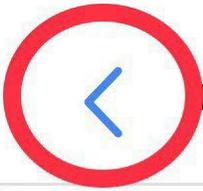
Término del Mtto.

CANCELAR

GUARDAR



Once we have completed our work order, we must go to the bottom left to stop our time and we can even notice on the right side that shows the execution time it has taken us to complete this work order, we will click on the arrow at the top left to return us to the beginning of the WO.



TERMO NEVULIZADORA { EQ-SAN-003 }



TAREA



SUBTAREAS



RECURSOS



ADJUNTOS

Total: 3



9FC4FA8B-30E3-471E-BCA7-5A3BD86A...

**Descripción:** Término del Mto.



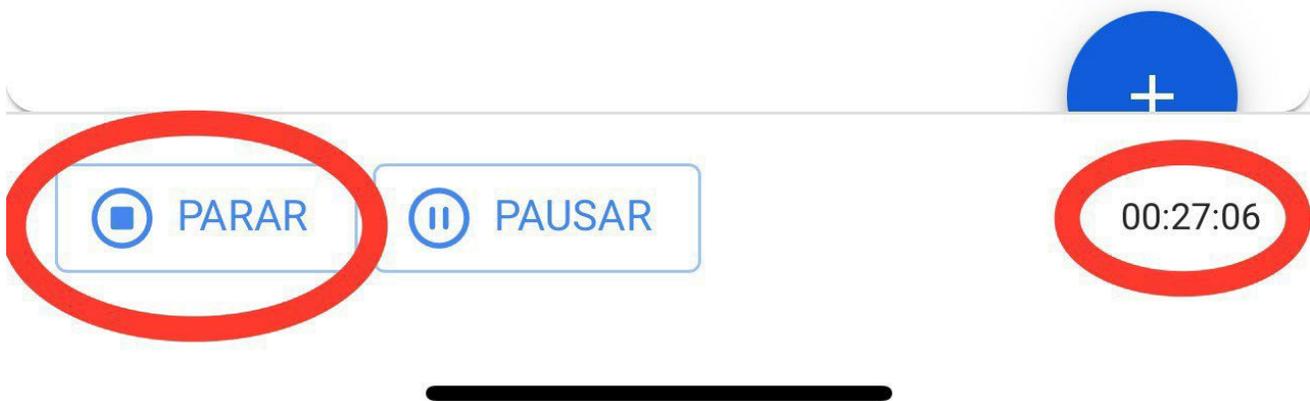
1633954303.jpg

**Descripción:** Plan de Tareas



Todo ok

**Descripción:** SubTareas



Subsequently, the application will display a confirmation message telling us that the WO is 100% complete and will ask us if we wish to send it for review. If we have already completed our WO, we will click on the "YES" option.

17:33



Orden de Trabajo



Juan Martinez ▾

2022-05-18/ 02:00



100 %

Duración: 00:29

Costo Total: \$ MXN 7.00

Nota

Empty text input field for notes.

OT-4852-MX



Descargar Offline

### Confirmar

La OT tiene un porcentaje de avance del 100% ¿Desea moverla a OTs en Revisión?

NO

SI

Tipo de Área: PREVENTIVO

Clasificación 1: TECNICO



Clasificación 2:

Nro Solicitud:

 Completado



Then, it will open a window where it will ask for signature, qualification and the signature details of the person who is accepting the work done in the work order.



Detalles de la Firma: OT-4852-MX

LIMPIAR



Calificación



Detalles de la Firma

Recibe: Jorge López

---

→ OMITIR

 GUARDAR

The work order will go to WO under review and it will be the turn of a supervisor or an administrator to review that the work order has been properly completed.

17:35



Tareas  
Kanban



OTs en Revisión (1)



Juan Martinez

2022-05-18 / 02:00

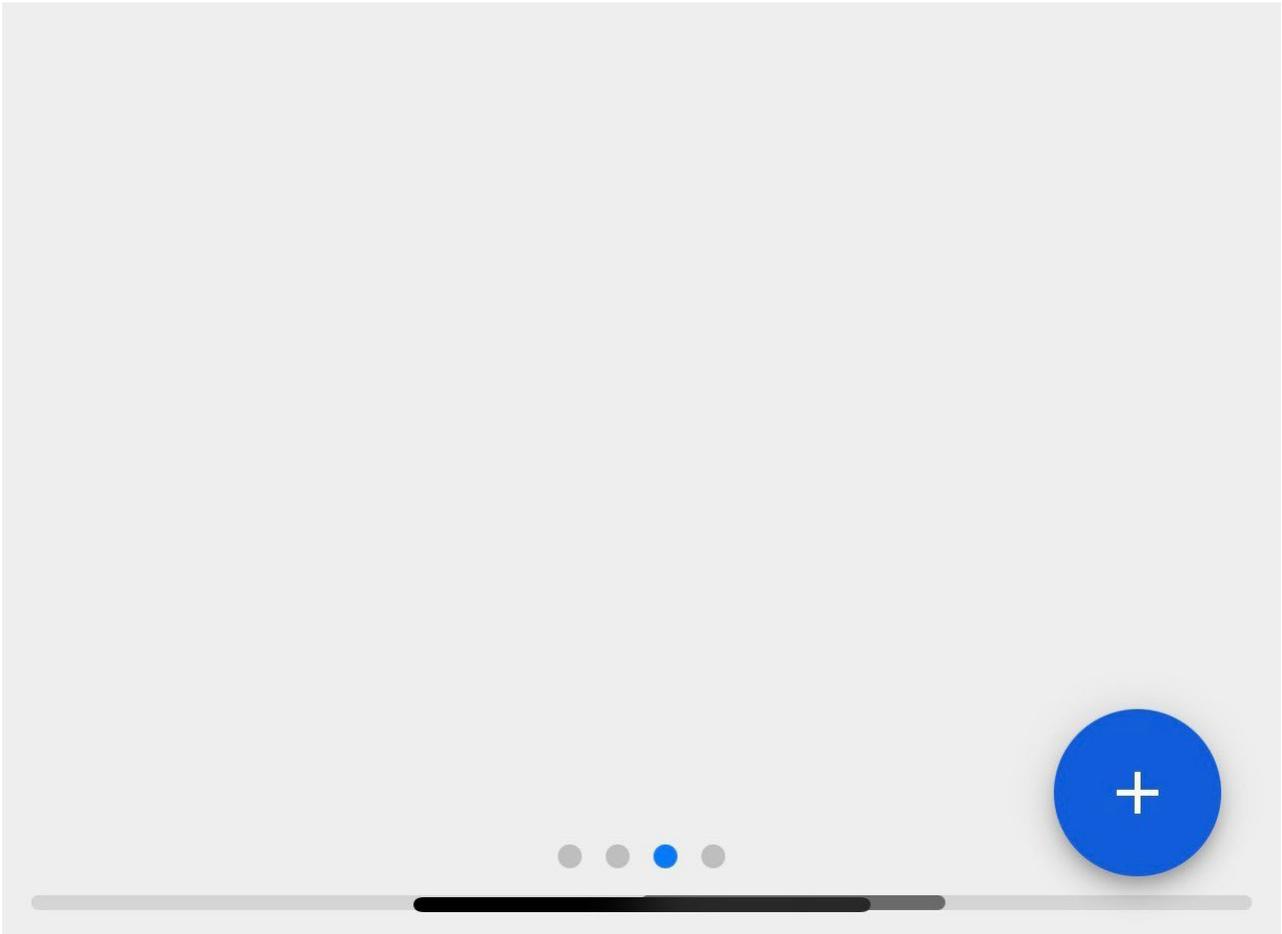


Creada por Juan Martinez

TERMO NEVULIZADORA { EQ-SAN-003 }

1 1

OT-4852-MX





Juan Martinez



Duración: 00.29

Costo Total: \$ MXN 7.00

Calificación: ★★★★★

Nota

OT-4852-MX

### Tareas

Total: 1

TERMO NEVULIZADORA { EQ-SAN-003 }



// SANIFOG/ SANIFOG S.A DE C.V./ SUCURSAL  
MOTERREY/ PRODUCCION/

CAMBIO DE FILTROS

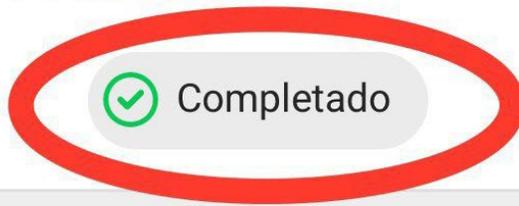
Tipo de tarea: PREVENTIVO

Clasificación 1: TECNICO



Clasificación 2:

Nro Solicitud:



---

Once the work order has been validated, click on the 3 dots that appear on the top right and in the menu that will appear, click on the option Send to finished WO's.



Juan Martinez

2022-05-18/ 02:00

Duración: 00:29

Calificación: ★★★★★

Nota

OT-4852-MX



Enviar a OTs en Proceso



Enviar a OTs Finalizadas



Firma



Imprimir



Compartir OT

## Tareas

Total: 1

TERMO NEVULIZADORA { EQ-SAN-003 }



// SANIFOG/ SANIFOG S.A DE C.V./ SUCURSAL  
MOTERREY/ PRODUCCION/

CAMBIO DE FILTROS

Tipo de tarea:

PREVENTIVO

Clasificación 1: TECNICO



Clasificación 2:

Nro Solicitud:

 Completado



---

Finally, it will show a message indicating that the work order has a percentage of 100% and that when closing this work order, the dates of the new work management will be recalculated and the remaining tasks will be put as pending. We will have to confirm with a YES to continue and that the work order becomes finalized.

17:37



Tareas  
Kanban



OTs en Revisión (1)



Juan Martinez

2022-01-18 / 02:00

100 %

## Confirmar

La OT OT-4852-MX tiene un 100% de realización. Al cerrar esta Orden de Trabajo se recalcularán las fechas de las tareas realizadas y se pondrán como pendientes las tareas que falten por realizar.

Una vez realizada la confirmación, el estado de la OT es irreversible. ¿Desea Continuar?

NO

SI

