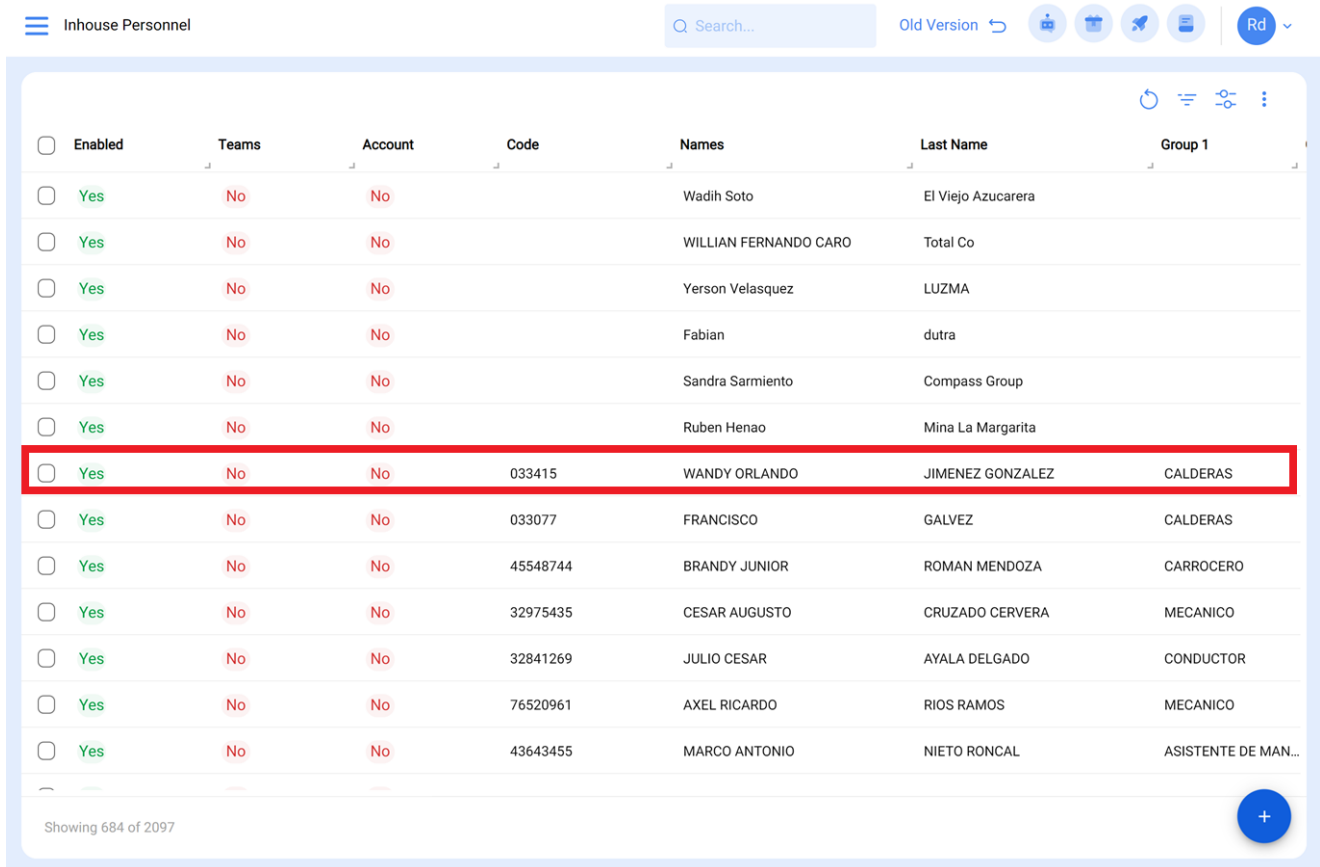


How to associate an inhouse personnel to a teams schedule?

help2.fractal.com/hc/en-us/articles/25289473055757-How-to-associate-an-inhouse-personnel-to-a-teams-schedule

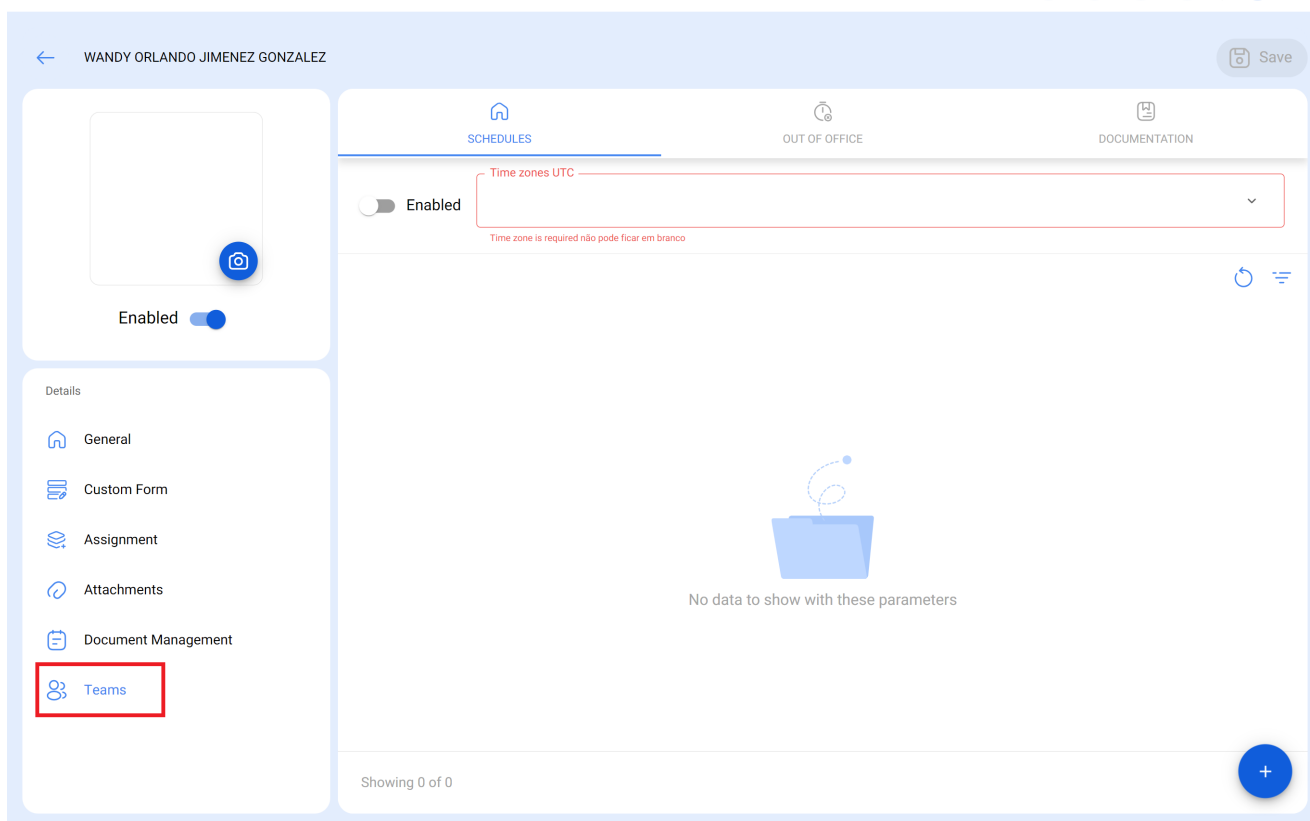
Once you have established the hours associated with the teams function, just go to the inhouse personnel catalog module and select the profile of the person you want to link the teams function to.



The screenshot shows the 'Inhouse Personnel' interface. At the top, there is a search bar and a 'Old Version' link. Below the search bar is a table with the following columns: Enabled, Teams, Account, Code, Names, Last Name, and Group 1. The table contains several rows of personnel data. The row for 'WANDY ORLANDO' is highlighted with a red border. Below the table, it says 'Showing 684 of 2097' and there is a blue plus button in the bottom right corner.

Enabled	Teams	Account	Code	Names	Last Name	Group 1
<input type="checkbox"/>	Yes	No	No	Wadih Soto	El Viejo Azucarera	
<input type="checkbox"/>	Yes	No	No	WILLIAN FERNANDO CARO	Total Co	
<input type="checkbox"/>	Yes	No	No	Yerson Velasquez	LUZMA	
<input type="checkbox"/>	Yes	No	No	Fabian	dutra	
<input type="checkbox"/>	Yes	No	No	Sandra Sarmiento	Compass Group	
<input type="checkbox"/>	Yes	No	No	Ruben Henao	Mina La Margarita	
<input type="checkbox"/>	Yes	No	No	033415	WANDY ORLANDO	JIMENEZ GONZALEZ CALDERAS
<input type="checkbox"/>	Yes	No	No	033077	FRANCISCO	GALVEZ CALDERAS
<input type="checkbox"/>	Yes	No	No	45548744	BRANDY JUNIOR	ROMAN MENDOZA CARROCERO
<input type="checkbox"/>	Yes	No	No	32975435	CESAR AUGUSTO	CRUZADO CERVERA MECANICO
<input type="checkbox"/>	Yes	No	No	32841269	JULIO CESAR	AYALA DELGADO CONDUCTOR
<input type="checkbox"/>	Yes	No	No	76520961	AXEL RICARDO	RIOS RAMOS MECANICO
<input type="checkbox"/>	Yes	No	No	43643455	MARCO ANTONIO	NIETO RONCAL ASISTENTE DE MAN...

Once you've entered the profile of the user in question, click on the "Teams" submodule.



WANDY ORLANDO JIMENEZ GONZALEZ

Save

SCHEDULES OUT OF OFFICE DOCUMENTATION

Enabled

Time zones UTC

Time zone is required não pode ficar em branco

Details

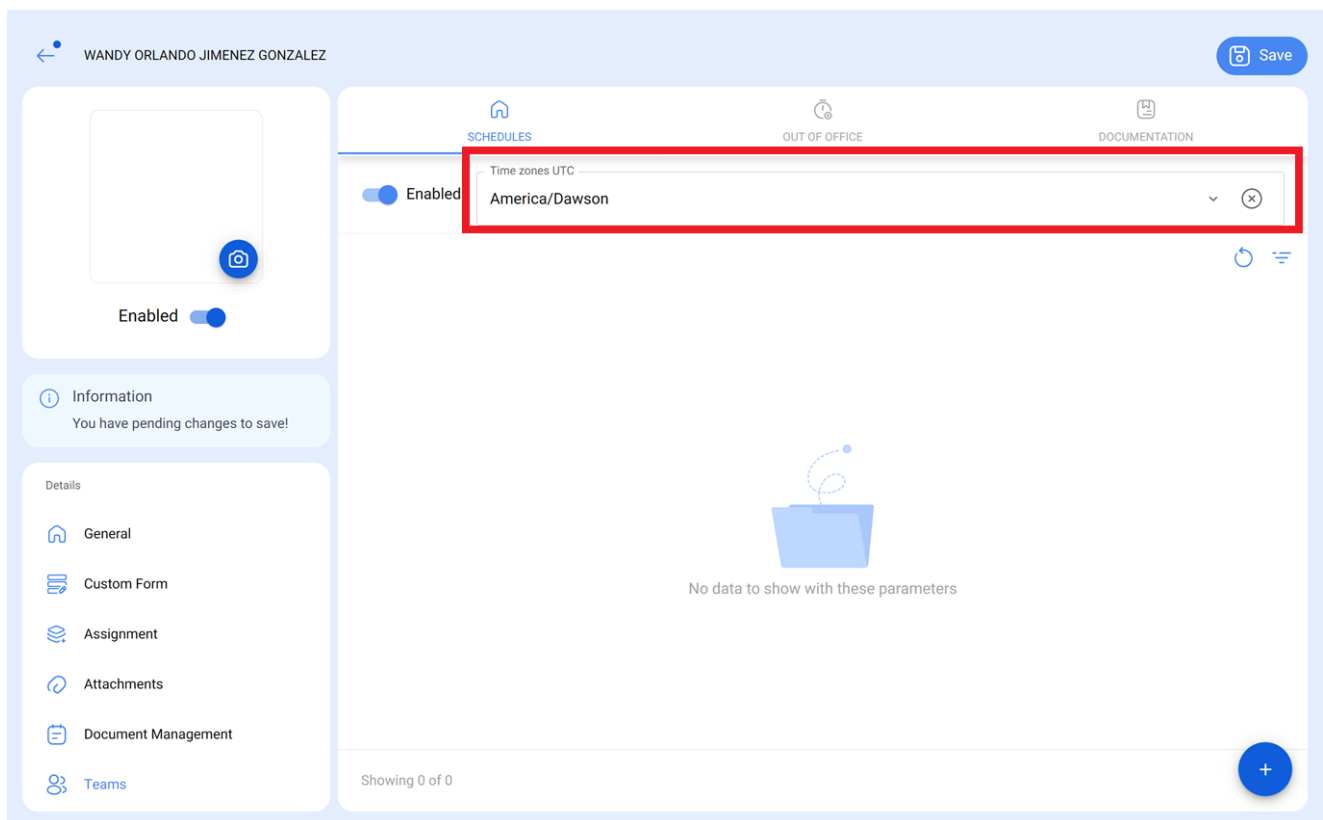
- General
- Custom Form
- Assignment
- Attachments
- Document Management
- Teams**

No data to show with these parameters

Showing 0 of 0

In this submodule, you will find the following options:

- **Schedules:** Option where you can establish the time zone (according to where the person is), together with different teams schedules that can be linked to the user profile.
- **Out of Office:** Option where you can establish out of office times so that those times are unavailable and blocked.
- **Documents:** Option where you can add restrictions or unavailability according to the validity of the documentation associated with the inhouse personnel.



Once the time zone for the inhouse personnel profile has been established and saved, select the associated teams schedule. To do this, click on the add option and then select the corresponding schedule.

WANDY ORLANDO JIMENEZ GONZALEZ Save

SCHEDULES OUT OF OFFICE DOCUMENTATION

Time zones UTC
Enabled America/Dawson


Information
You have pending changes to save!

Details

- General
- Custom Form
- Assignment
- Attachments
- Document Management
- Teams

No data to show with these parameters

Showing 0 of 0



WANDY ORLANDO JIMENEZ GONZALEZ

SCHEDULES OUT OF OFFICE

Time zones UTC
Enabled America/Dawson

Information
You have pending changes to save!

Details

- General
- Custom Form
- Assignment
- Attachments
- Document Management
- Teams

No data to show with t

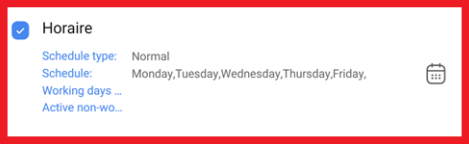
Showing 0 of 0

Schedules

(1) Selected

- Equipos de electricistas
Schedule type: Extend
Schedule: Monday,Tuesday,Thursday,Wednesday,Friday,
Working days ... 5
Active non-wo... 2
- Horaire**
Schedule type: Normal
Schedule: Monday,Tuesday,Wednesday,Thursday,Friday,
Working days ...
Active non-wo...
- Horaire
Schedule type: Normal
Schedule: Monday,Tuesday,Wednesday,Thursday,Friday,
Working days ...
Active non-wo...
- Horario
Schedule type: Normal
Schedule: Monday,Tuesday,Wednesday,Thursday,Friday,
Working days ...
Active non-wo...
- Horario Centro de Distribución

Showing 50 of 51



Lastly, click on save and verify that the teams schedule is enabled.

WANDY ORLANDO JIMENEZ GONZALEZ

Save

Enabled

Information
You have pending changes to save!

- Details
- General
 - Custom Form
 - Assignment
 - Attachments
 - Document Management
 - Teams

SCHEDULES **OUT OF OFFICE** **DOCUMENTATION**

Enabled Time zones UTC
America/Dawson

<input type="checkbox"/>	Description	Schedule typ...	Schedule
<input type="checkbox"/>	Horaire	Normal	<input type="radio"/> M <input type="radio"/> T <input type="radio"/> W <input type="radio"/> T <input type="radio"/> F <input type="radio"/> S <input type="radio"/> S

Showing 1 of 1