

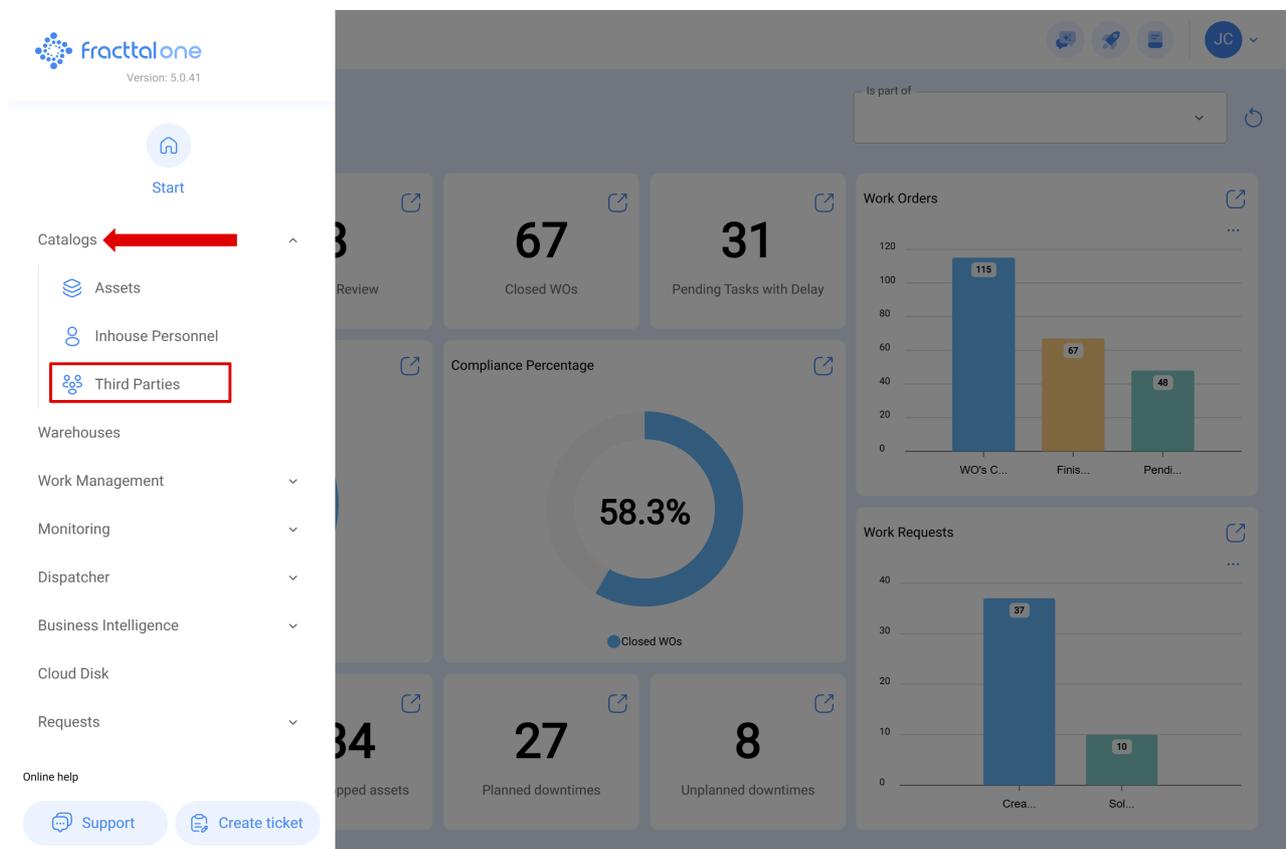
How to Add Contacts in the Third Parties Module in Fractal One

help.fracttal.com/hc/change_language/en-us

In Fractal One, the Third Parties module allows users to manage information about external companies, such as suppliers and service providers. Adding contacts to these companies is essential to maintaining efficient communication and assigning responsibilities in Work Orders (WOs).

Steps to Add a Contact to a Third Party

1. Access "Third Parties" in the Catalogs menu and select the corresponding company.



2. Identify the third-party company to which you want to add the service provider's contact.

CONSUL JC

<input type="checkbox"/> Enabled	Name	Code	Email	Web Site	Address
<input type="checkbox"/> Yes	Consult JJ	COJ-0001	consultjj@email.com		Avenida Paulista
<input type="checkbox"/> Yes	Elias Alves Consult	Elias-Consul	elias.alves@fracttal.com	www.eliasconsult.com.br	Av. Paulista, 2000
<input type="checkbox"/> Yes	Jonas Consult	011111111			Avenida Paulista
<input type="checkbox"/> Yes	SOTRASER S. A.	78057000-8	consulta.provedores@sotr...		STA.CATALINADE C

Showing 4 of 4 +

3. Go to the "Contacts" tab and click "Add."

Third Parties JC

Enabled

- General
- Custom Form
- Branches
- Contacts
- Services
- Historical
- Attachments
- Document Management

Type:

Service Provider
 OEM
 Supplier
 Client

Group 1

Group 2

Address

City

State

Country

Zip code

Latitude Longitude

Search on the map

Itasca Chile SpA

Mapa Satélite

Atalhos do teclado Dados cartográficos ©2025 Google 2 m Temos

Enabled

Information
You have pending changes to save!

- General
- Custom Form
- Branches
- Contacts**
- Services
- Historical
- Attachments
- Document Management

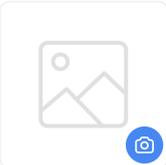
No data to show with these parameters

Showing 0 of 0



4. A tab will open with fields to complete, where you can enter the information and include the necessary details of the contact.

← New Contact ✓ Accept

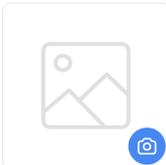
 Name:

Branch:

Job Title:

Primary Telephone: Mobile:

Email: Skype: LinkedIn:



Contact Information to Be Completed

- **Add Contact Photo:** To insert a photo, click the box located in the upper left corner and upload the image file.

← New Contact ✓ Accept



Name
Jonas Campos

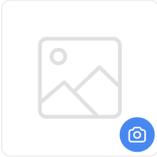
Branch
▼

Job Title
Specialist

Primary Telephone
11000112

Mobile
11000001

Email
Skype
LinkedIn



- **Name and Branch:** Enter the contact's full name and, if applicable, the branch to which they belong.
- **Job Title:** Specify the role or function within the third-party company.
- **Phone and Mobile:** Enter the main contact numbers.
- **Email:** Provide the email address for communication.
- **Skype and LinkedIn:** If applicable, enter the contact's Skype ID and LinkedIn profile.

- **Add Contact Signature:** Click the camera icon inside the gray circle at the bottom to insert an image of the signature or sign digitally.

← New Contact ✓ Accept

 Name: Jonas Campos

Branch:

Job Title: Specialist

Primary Telephone: 11000112 Mobile: 11000001

Email: Skype: LinkedIn:



Upload Image
Signature

← New Contact ← Signature 

 Name: Jonas Campos

Branch:

Job Title: Specialist

Primary Telephone: 11000112 Mobile: 11000001

Email: Skype:



View image
Upload Image
Remove image
Signature



Complete the required fields and click **"Accept."**



Name
Jonas Campos

Branch

Job Title
Specialist

Primary Telephone
11000112

Mobile
11000001

Email

Skype

LinkedIn



Once the contact information has been added, make sure to click "**Save**" to register the updates.

After completing this step, the confirmation message "**Action Done**" will appear, indicating that the information has been successfully saved.



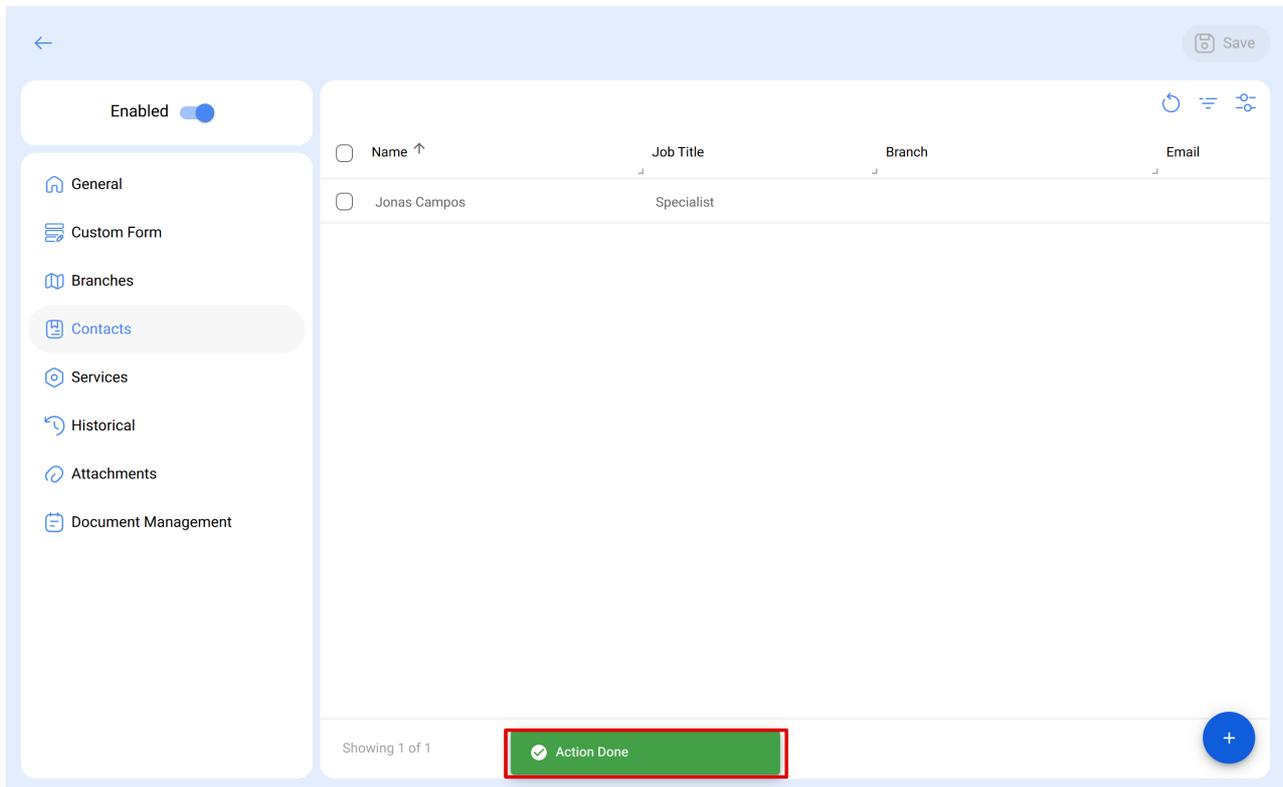
Enabled

Information
You have pending changes to save!

- General
- Custom Form
- Branches
- Contacts**
- Services
- Historical
- Attachments
- Document Management

<input type="checkbox"/>	Name ↑	Job Title	Branch	Email
<input type="checkbox"/>	Jonas Campos	Specialist		





The screenshot displays a user interface for managing third-party contacts. On the left, a sidebar menu includes options like General, Custom Form, Branches, Contacts (highlighted), Services, Historical, Attachments, and Document Management. The main area features a table with columns for Name, Job Title, Branch, and Email. A single contact, Jonas Campos (Specialist), is listed. At the bottom, a green 'Action Done' button is highlighted with a red box, indicating a successful operation. The interface also includes a 'Save' button, a 'Showing 1 of 1' indicator, and a plus sign for adding new contacts.

<input type="checkbox"/>	Name ↑	Job Title	Branch	Email
<input type="checkbox"/>	Jonas Campos	Specialist		

Contacts added can be assigned as responsible parties in **Work Orders** associated with the third-party company, facilitating management and communication.

Note: Before adding a contact, ensure that the company is already registered in the system.