

How to add inhouse personnel?

help2.fractal.com/hc/en-us/articles/25042505811341-How-to-add-inhouse-personnel

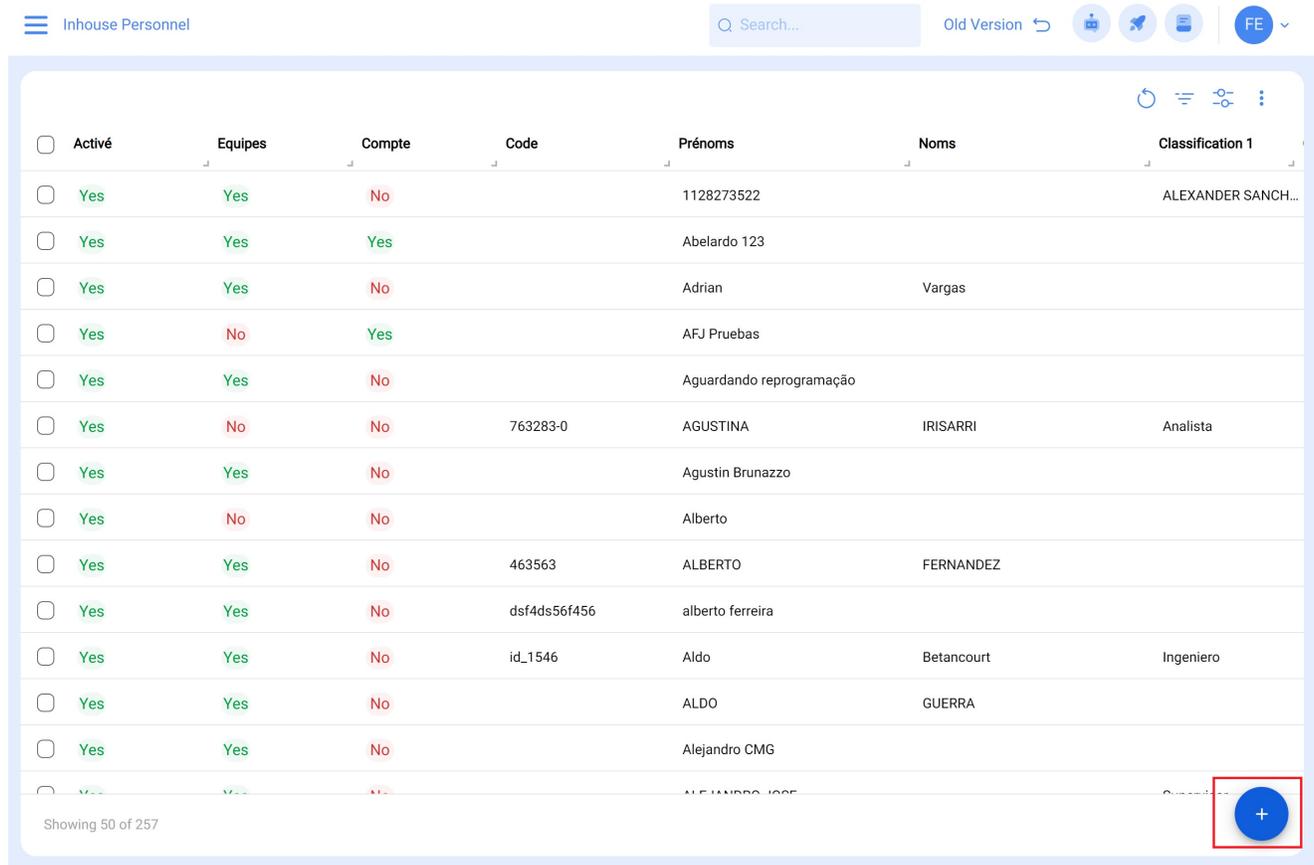
There are 2 methods for adding inhouse personnel to the Fractal platform:

- Method 1 – Manually (one by one directly in the platform)
- Method 2 – Bulk Imports (through importing excel based import sheets)

Note, for bulk uploading of inhouse personnel, see the Imports section.

Method 1 - Manual add option

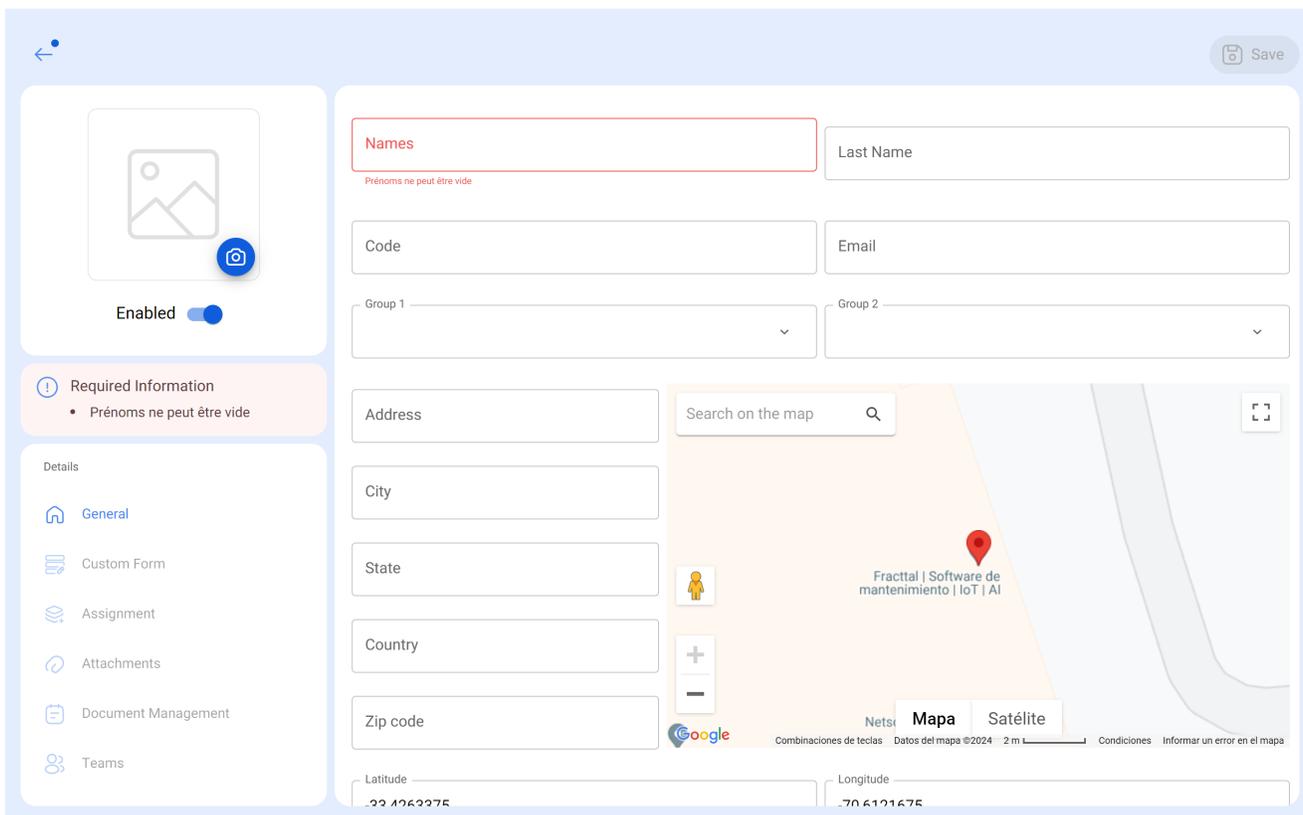
1. Click on the add icon at the bottom right corner of the Inhouse Personnel window.



The screenshot shows the 'Inhouse Personnel' window. At the top, there is a search bar and a navigation menu. Below the search bar is a table with the following columns: 'Activé', 'Equipes', 'Compte', 'Code', 'Prénoms', 'Noms', and 'Classification 1'. The table contains 15 rows of personnel data. At the bottom right corner of the table, there is a blue circular button with a white plus sign, which is highlighted with a red square. The text 'Showing 50 of 257' is visible at the bottom left of the table.

Activé	Equipes	Compte	Code	Prénoms	Noms	Classification 1
Yes	Yes	No		1128273522		ALEXANDER SANCH...
Yes	Yes	Yes		Abelardo 123		
Yes	Yes	No		Adrian	Vargas	
Yes	No	Yes		AFJ Pruebas		
Yes	Yes	No		Aguardando reprogramação		
Yes	No	No	763283-0	AGUSTINA	IRISARRI	Analista
Yes	Yes	No		Agustin Brunazzo		
Yes	No	No		Alberto		
Yes	Yes	No	463563	ALBERTO	FERNANDEZ	
Yes	Yes	No	dsf4ds56f456	alberto ferreira		
Yes	Yes	No	id_1546	Aldo	Betancourt	Ingeniero
Yes	Yes	No		ALDO	GUERRA	
Yes	Yes	No		Alejandro CMG		
Yes	Yes	No		ALEJANDRO CMG		

2. The Add inhouse Personnel window will open. In the General tab, complete the information corresponding to the inhouse personnel that you wish to add to the system.



Names Prénoms ne peut être vide

Last Name

Code

Email

Group 1

Group 2

Address

Search on the map

City

State

Country

Zip code

Latitude

Longitude

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Mapa Satélite

Combinaciones de teclas Datos del mapa ©2024 2 m Condiciones Informar un error en el mapa

Required Information

- Prénoms ne peut être vide

Details

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

The required data to complete the inhouse personnel is the following:

- **Names, Last names:** Personal information of the inhouse personnel.
- **Code:** Refers to the internal identification code belonging to the inhouse personnel (in many cases the identity card is used).
- **Group 1 and Group 2:** Refers to open fields left in the platform for users to complete as required. For example, they can be used to describe the position, specialization, or department to which the inhouse personnel belongs.
- **City, Address, Department / State / Region, Country, Area Code:** Information referring to the location of the inhouse personnel.
- **Latitude, longitude:** Fields that are automatically added when utilizing the map search function.
- **Hourly Rate:** Where the man-hour value of the inhouse personnel is defined.
- **Working Hours:** The working hours of the inhouse personnel.
- **Email:** The email address of the inhouse personnel.

- **Primary, Secondary Phone, Text (SMS) Phone:** The phone numbers of the inhouse personnel.
- **Location:** This refers to the location where the inhouse personnel is located within the system, taking into account the hierarchy that this represents for viewing said profile with respect to other users.
- **Signature (FIRM):** Digital signature belonging to the inhouse personnel, (it is uploaded 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:** Photography of the person.

3. After completing the information corresponding to the general tab, click on the “**Save**” button located in the upper right corner of the window. The inhouse personnel is now registered in the system.

The screenshot shows the 'Inhouse Personnel' registration interface. At the top, there's a navigation bar with 'Inhouse Personnel' and 'Old Version' options. The main form is divided into several sections:

- Profile Section:** Includes a photo placeholder for a worker, an 'Enabled' toggle switch, and an 'Information' tab (highlighted with a red box) showing a message: 'You have pending changes to save!'.
- Personal Information:** Fields for 'Names' (George Tony), 'Last Name' (Montoya Pérez), 'Code' (1285741), and 'Email' (GeorgeTony@gmail.com).
- Group Selection:** 'Group 1' is set to 'Technical' and 'Group 2' is empty.
- Location Information:** Fields for 'Address' (Cl 13 sur #45-65), 'City' (Medellin), 'State' (Antioquia), 'Country' (Colombia), and 'Zip code' (5100001).
- Map:** A Google Map showing the location in Medellín, Colombia, with a red pin and labels for 'Fractal | Software de mantenimiento | IoT | AI', 'Netsolutions Learning (Netsolutions...)', 'par Response Latam', and 'OCA Global'.
- Coordinates:** 'Latitude' (-33,4263375) and 'Longitude' (-70,6121675).
- Navigation:** A 'Save' button is located in the top right corner of the form area.