

# Fractal Teams: How to create and configure a schedule?

[help.fractal.com/hc/en-us/articles/25190520127373-Fractal-Teams-How-to-create-and-configure-a-schedule](https://help.fractal.com/hc/en-us/articles/25190520127373-Fractal-Teams-How-to-create-and-configure-a-schedule)

## Fractal Teams

This add-on allows planners to have greater control over the assignment and distribution of work hours that are set as human resources allocated within a work order (technical staff).

The screenshot shows the configuration page for 'Carlos Ballesteros Soporte Fractal'. On the left, there is a sidebar with a 'Details' section containing links for 'General', 'Custom Form', 'Assignment', 'Attachments', 'Document Management', and 'Teams'. The 'Teams' link is highlighted. Below the sidebar, there is a 'Details' section with a 'General' tab selected. It features a gear icon with a person and a clock, and a toggle switch labeled 'Enabled' which is currently turned on. The main content area is titled 'SCHEDULES' and has a sub-tab 'OUT OF OFFICE'. It contains a 'Time zones UTC' dropdown menu with a red border and a warning message: 'Time zone is required no puede estar en blanco'. Below this, there is a large empty area with a blue folder icon and the text 'No data to show with these parameters'. At the bottom left, it says 'Showing 0 of 0'. At the top right, there are navigation icons for 'Old Version', a home icon, a calendar icon, a mail icon, and a user profile icon. A 'Save' button is located at the top right of the main content area.

## How to create and configure a team schedule

To start using Fractal Teams, the first thing to do is create the schedules associated with the function. To do this, go to the Configuration-Auxiliary Catalogs module.

Fractal Demo Save

Details

- General
- User Accounts
- Business Calendar
- Modules
- Financial
- Auxiliary Catalogs**
- Document Management
- Transactions Log
- Security
- API Connections
- Guest Portal
- Account

Type  
Catalogue of Failures

	FAILURE TYPES	FAILURE CAUSES	FAULT DETECTION
<input type="checkbox"/>	<b>Description</b>		
<input type="checkbox"/>	12232		
<input type="checkbox"/>	1. FALHA ELÉTRICA		
<input type="checkbox"/>	1 Falla Mecanica		
<input type="checkbox"/>	1.PINTURA		
<input type="checkbox"/>	2 Falla Eléctricab		
<input type="checkbox"/>	3 Falla de Operación		
<input type="checkbox"/>	ARTICULADA CAT		
<input type="checkbox"/>	BODEGA		
<input type="checkbox"/>	catalogo de pruebas condicionales		

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Then select the “inhouse personnel” option as a type of auxiliary catalog and click on the “Schedule” tab.

Fractal Demo Save

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Type: **Inhouse Personnel**

GROUP 1	GROUP 2	HOURLY RATE	SCHEDULES
<input type="checkbox"/>			
<input type="checkbox"/>	<b>Alfre horario</b>	<b>Schedule type:</b> Normal <b>Schedule:</b> Monday,Tuesday,Wednesday,Thursday,Friday, <b>Working days ...</b> <b>Active non-wo...</b>	
<input type="checkbox"/>	<b>Alfre: Lunes-sábado (Noche)</b>	<b>Schedule type:</b> Normal <b>Schedule:</b> Friday,Saturday,Thursday, <b>Working days ...</b> <b>Active non-wo...</b>	
<input type="checkbox"/>	<b>Alfre: Martes-Domingo (matutino)</b>	<b>Schedule type:</b> Normal <b>Schedule:</b> Tuesday,Wednesday,Thursday,Friday,Saturday,Sunday, <b>Working days ...</b> <b>Active non-wo...</b>	
<input type="checkbox"/>	<b>APLICACION DE TEAMS</b>	<b>Schedule type:</b> Normal	

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Then click on the add symbol to open a new window where you can establish the parameters of the schedule.

Fractal Demo Save

Details

-  General
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-  Account

Type: Inhouse Personnel

GROUP 1	GROUP 2	HOURLY RATE	SCHEDULES
<input type="checkbox"/>			
<input type="checkbox"/>	Alfre horario	Schedule type: Normal Schedule: Monday,Tuesday,Wednesday,Thursday,Friday, Working days ... Active non-wo...	
<input type="checkbox"/>	Alfre: Lunes-sábado (Noche)	Schedule type: Normal Schedule: Friday,Saturday,Thursday, Working days ... Active non-wo...	
<input type="checkbox"/>	Alfre: Martes-Domingo (matutino)	Schedule type: Normal Schedule: Tuesday,Wednesday,Thursday,Friday,Saturday,Sunday, Working days ... Active non-wo...	
<input type="checkbox"/>	APLICACION DE TEAMS	Schedule type: Normal	

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Described below are the configurable parameters to establish a new schedule:

- **Enable:** Option that allows you to activate or deactivate the schedule in question.
- **Description:** Name that identifies the schedule to be created.
- **Type of schedule:** Option that allows you to establish the type of schedule (currently there is only one option).
- **Work days:** Option that allows you to choose the work days associated with the calendar.
- **Calendar:** Option that allows you to visualize in calendar format the time range established for the schedule.
- **Add:** Option that allows you to add the different blocks of hours associated with the schedule in question.

Once the parameters are completed for configuring the schedule, then add the associated blocks of hours. To do this, click on the add option.

← Schedules Save

Enabled

Description Name no puede estar en blanco

Schedule type: Normal Working days

! Workday Calendar **+ Add**

Enabled	Name	Start Date	Start Time	End Date	End Time	Total
Please enter at least one item						

A new window will open where you can fill in the name, start time and end time for the block.

← Schedules

Enabled

Description Name no puede estar en blanco

Schedule type: Normal Working days

! Workday

Enabled	Name	Start Date	Start Time	End Date
	Yes	Invalid date	Invalid date	Invalid date

← Hours Available ✓

Enabled

Name Name no puede estar en blanco

Start Time Date no puede estar en blanco

End Time End Time no puede estar en blanco

Once the parameters and blocks have been added, just click on the save option.

← Schedules Save

Enabled

Description:

Schedule type:  Working days:

Workday Calendar Add

	Enabled	Name	Start Date	Start Time	End Date	End Time	Total
	Yes	Tarde	2024-03-19	13:01	2024-03-19	17:00	00D 03H 59mins
	Yes	Almuerzo	2024-03-19	12:01	2024-03-19	13:00	00D 00H 59mins
	Yes	Mañana	2024-03-19	08:00	2024-03-19	12:00	00D 04H 00mins

**Note:** This procedure for adding new teams schedules can be done in the same way from the “inhouse personnel-Teams” module.