

Permissions to edit advanced information on job applications

help.fractal.com/hc/en-us/articles/25052966839437-Permissions-to-edit-advanced-information-on-job-applications

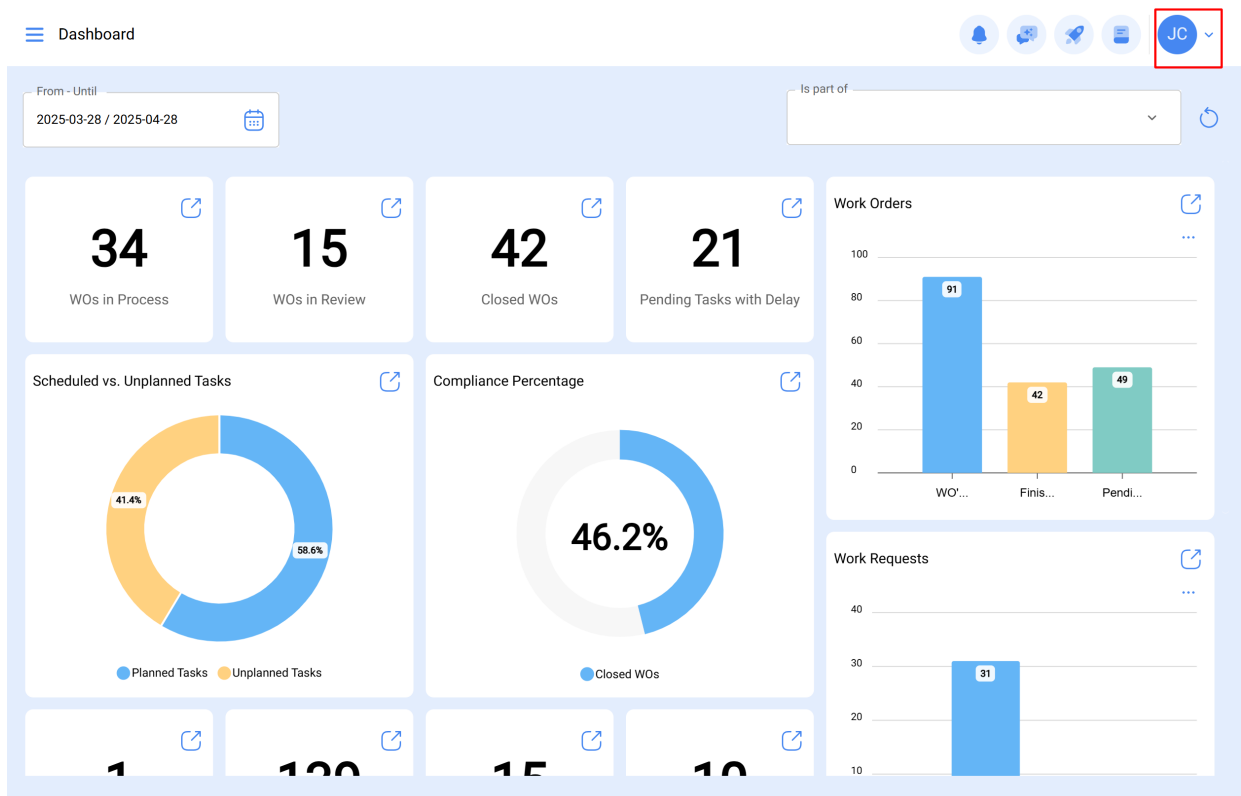
Administrators have the ability to customize access and editing levels based on advanced information in work requests.

Key Benefits

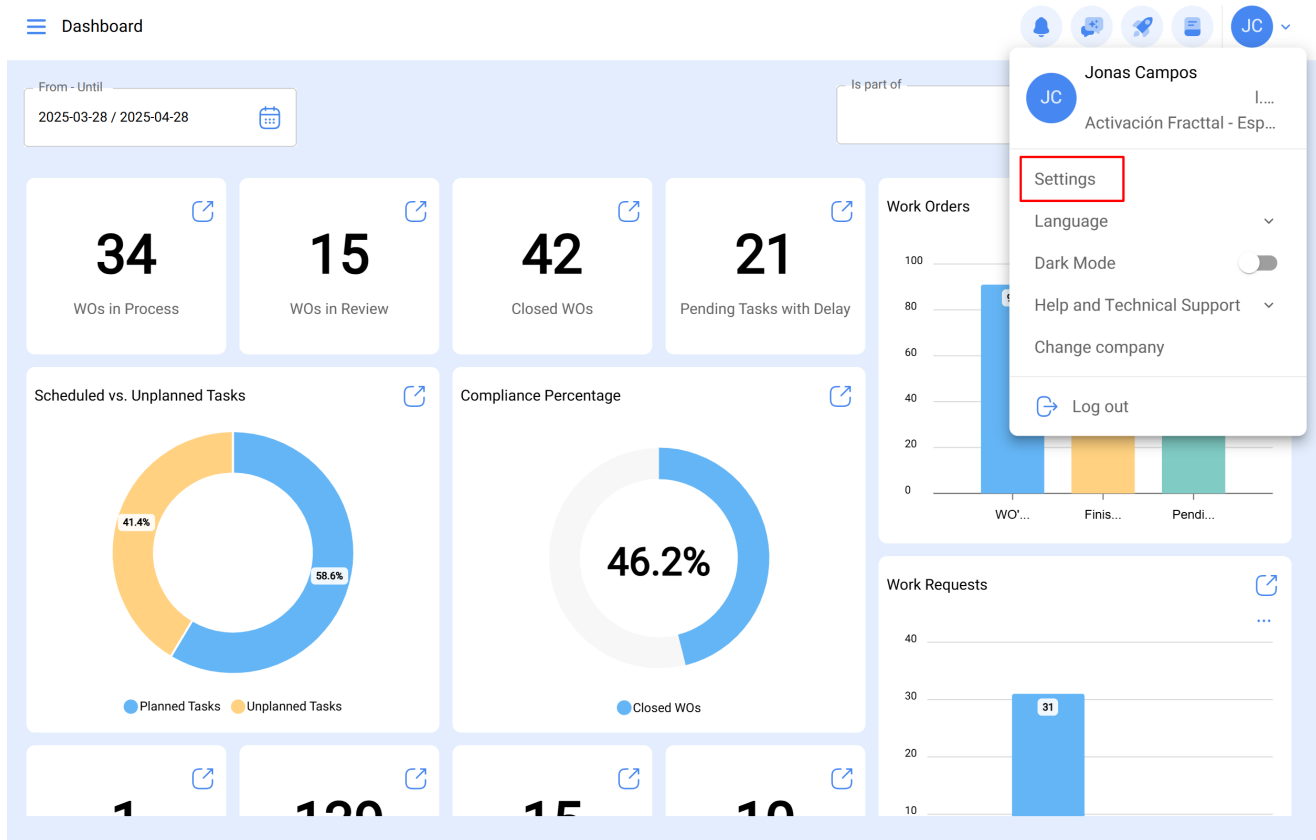
Organizations can ensure the integrity of information advanced in work requests by preventing unauthorized changes and reducing the risk of errors. This translates into more efficient and accurate management of requests, which is critical to the success of any project or process.

How to enable permissions to edit advanced information in job applications?

1. Click on the menu located at the top left of the screen.



2. Then select "Configuration".



3. In the left side panel, click on "Modules".

Settings

Activación Fractal - Español - 477

Save

General

User Accounts

Business Calendar

Modules

Financial

Auxiliary Catalogs

Document Management

Transactions Log

Security

API Connections

Guest Portal

Account

Type: Assets

Locations

Equipment

Tools

Spare Parts

Set which of the following fields must be mandatory

Options	Required	Options	Required
Name	<input type="radio"/>	Group 1	<input type="radio"/>
Code	<input type="radio"/>	Group 2	<input type="radio"/>
Address	<input type="radio"/>	Barcode	<input type="radio"/>
City	<input type="radio"/>	Notes	<input type="radio"/>
Zip code	<input type="radio"/>	Priority	<input type="radio"/>
State	<input type="radio"/>	Cost center	<input type="radio"/>
Country	<input checked="" type="radio"/>		
Is part of	<input type="radio"/>		
Type	<input type="radio"/>		

4. Within the modules section, you will find at the bottom the two corresponding permissions to edit advanced information in the work requests. The blue color indicates that the permission is enabled.

Settings

Activación Fractal - Español - 477

Save

General

User Accounts

Business Calendar

Modules

Financial

Auxiliary Catalogs

Document Management

Transactions Log

Security

API Connections

Guest Portal

Account

Type

Work Requests

Set which of the following fields must be mandatory

Options	Required	Options	Required
Attachment	<input type="checkbox"/>	Location	<input checked="" type="checkbox"/>
Asset	<input checked="" type="checkbox"/>	Group	<input type="checkbox"/>
Comments	<input type="checkbox"/>	Group 1	<input type="checkbox"/>
Requested By	<input type="checkbox"/>	Group 2	<input type="checkbox"/>
Requested email	<input checked="" type="checkbox"/>	Keywords	<input type="checkbox"/>
Reference	<input type="checkbox"/>		

Allow work request administrators to edit the advanced information of requests in "Open" status ☒

Allow the creator of the work request to edit advanced information for requests in "Open" status ☐

5. Once you have configured the above permissions, click on the "Save" button located at the top right of the screen.

Settings

Activación Fractal - Español - 477

Save

Information

You have pending changes to save!

General

User Accounts

Business Calendar

Modules

Financial

Auxiliary Catalogs

Document Management

Transactions Log

Security

API Connections

Quick Start

Type

Work Requests

Set which of the following fields must be mandatory

Options	Required	Options	Required
Attachment	<input type="checkbox"/>	Location	<input checked="" type="checkbox"/>
Asset	<input checked="" type="checkbox"/>	Group	<input type="checkbox"/>
Comments	<input type="checkbox"/>	Group 1	<input type="checkbox"/>
Requested By	<input type="checkbox"/>	Group 2	<input type="checkbox"/>
Requested email	<input checked="" type="checkbox"/>	Keywords	<input type="checkbox"/>
Reference	<input type="checkbox"/>		

Allow work request administrators to edit the advanced information of requests in "Open" status

☐

Allow the creator of the work request to edit advanced information for requests in "Open" status

☐

What advanced information can be edited by people who have the permissions enabled?

you can add or modify the following advanced information fields:

- Reference
- Group
- Clasification 1
- Clasification 2
- Key words

←

Prueba portal

Save

Change Status

Work Request Number 1289

Work Request Status

Created from Guest Portal

General

Work Request Status

Attachments


Requested By

Requested email

Reference

Location

Search on the map



Group

Group 1

Group 2

Keywords

NOTE: You will only be able to edit the information while the application is in "Open" status.

5/5