Permissions to edit advanced information on job applications

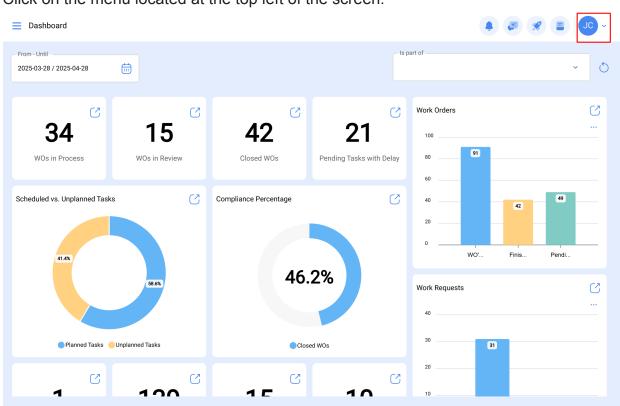
help.fracttal.com/hc/en-us/articles/25052966839437-Permissions-to-edit-advanced-information-on-job-applications

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

Key Benefits

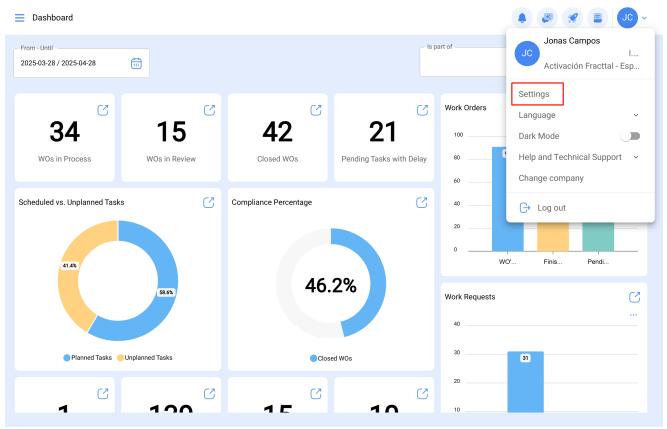
Organizations can ensure the integrity of information advanced in work requests by preventing unauthorized changes and reducing the risk of errors. This translates into more efficient and accurate management of requests, which is critical to the success of any project or process.

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".

E Settings				• • • •
Activación Fracttal - Español - 477				Save
🕥 General	Type Assets			~
Super Accounts	Locations	Equipment	Tools	Spare Parts
🛗 Business Calendar				
š <u>≕</u> Modules	Set which of the followi	ng fields must be mandatory		
	Options	Required	Options	Required
S Financial	Name	O	Group 1	0
Auxiliary Catalogs	Code	0	Group 2	0
Document Management		_		
8 Transactions Log	Address	•	Barcode	0
I Tansactions Log	City	•	Notes	0
G Security	Zip code	•	Priority	0
Connections	State	0	Cost center	0
🕡 Guest Portal	Country	0		
Account	Is part of	•		
	Type	•		

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.

E Settings				🔹 🕫 🗶 Jo -	
Activación Fracttal - Español - 477				Save	
🞧 General	Type Work Requests				
Subser Accounts					
🛗 Business Calendar	Set which of the following	Set which of the following fields must be mandatory			
ž⊞ Modules	Options	Required	Options	Required	
	Attachment	•	Location	0	
(§) Financial	Asset	O	Group	0	
Auxiliary Catalogs	Comments	0	Group 1	0	
🕒 Document Management	Requested By	0	Group 2	0	
8 Transactions Log		_			
G Security	Requested email	Ο	Keywords	0	
C API Connections	Reference	0			
Guest Portal		Allow work request administrators to edit the advanced			
Account		Allow the greater of the work request to edit edwaged			
	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.

				• 🖉 🛠 JC -
Activación Fracttal - Español - 477				Save
Information You have pending changes to save!	Work Requests			·
G General	Set which of the following fields must be mandatory Options Required Options Required			
Q User Accounts	·	•	options	Required
🛗 Business Calendar	Attachment	•	Location	0
ž <u>≕</u> Modules	Asset	O	Group	0
	Comments	•	Group 1	0
Sinancial	Requested By	•	Group 2	0
Auxiliary Catalogs	Requested email	O	Keywords	0
🕒 Document Management	Reference	•		
8 Transactions Log				
G Security	Allow work request administrators to edit the advanced information of requests in "Open" status		0	
API Connections	Allow the creator of the work request to edit advanced information for requests in "Open" status		•	I

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	Requested By Diego	Requested email	Reference	
General				•
((•)) Work Request Status	do Sul	orte	Atlântico	
Attachments	Search on the map Q	Medico	Venezuela	Argélia Libia Egito L a ta tali Niger Sudão Nigéria Etiópia
	Pagus-Nova Cuine + Austrália	Oceano Pacífico Sul	Celomba Peru Brasi Bolva Chie Oceano Atlântico S	do Sul
	Nora Zelánia Google	Mapa Sate	élite Atalhos do teclado Dados cartográficos ©202	5 1000 km
	- Group	Group 1	Group 2	
	Keywords			~

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