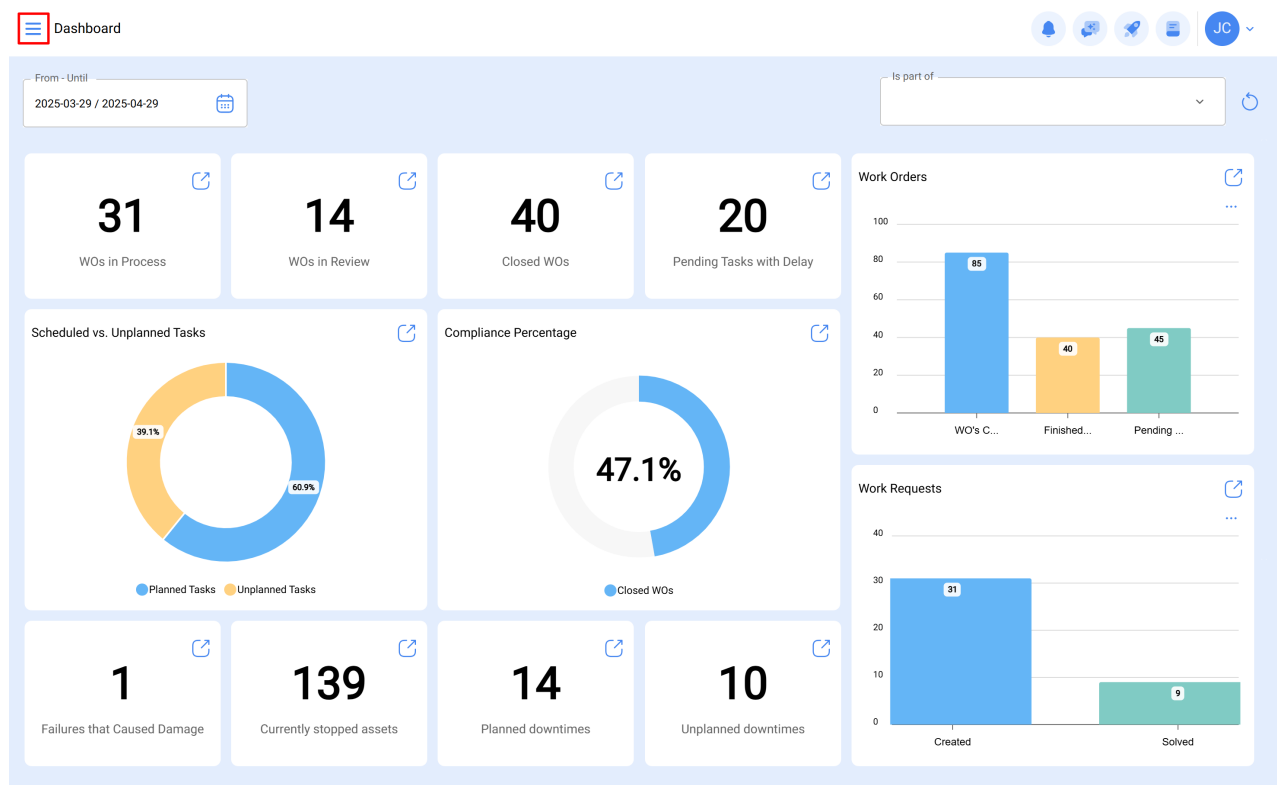


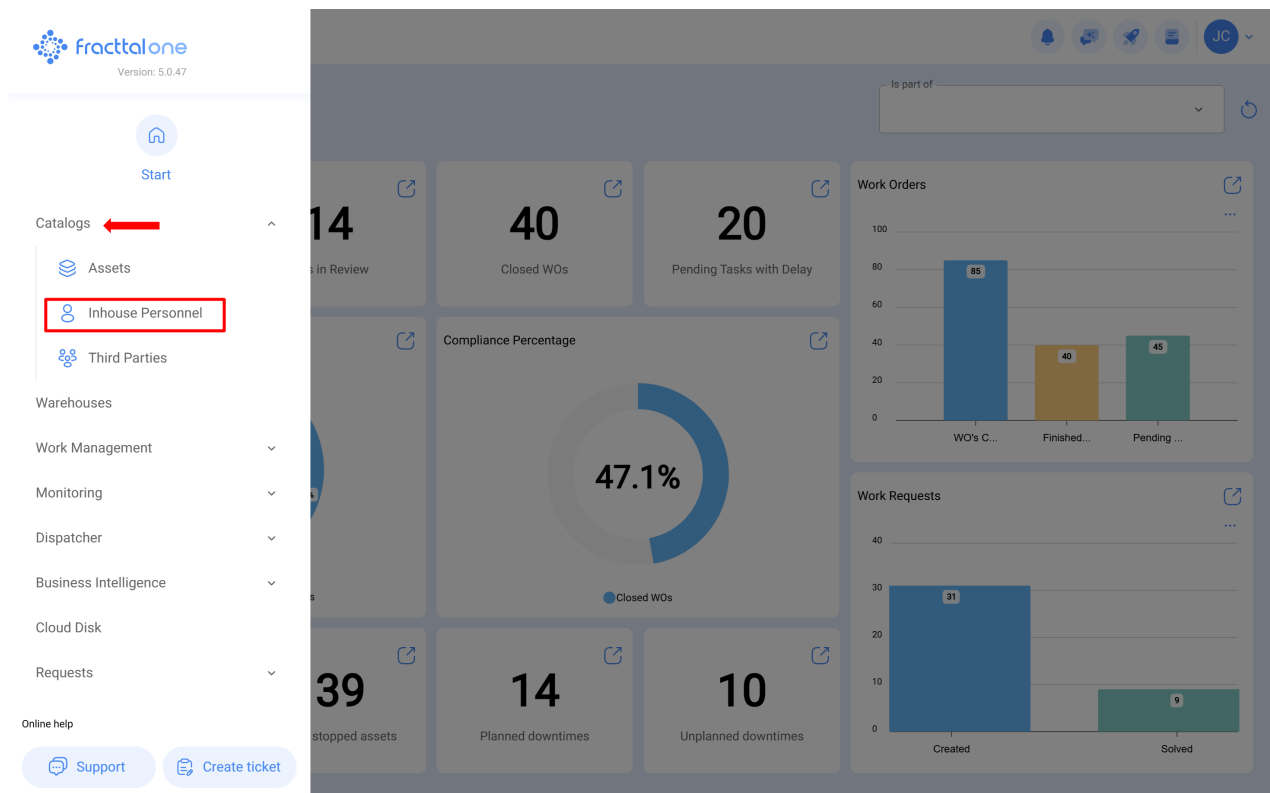
How to edit inhouse personnel profile?

help.fractal.com/hc/en-us/articles/25073419020813-How-to-edit-inhouse-personnel-profile

To edit an existing human resources profile, first access the **Catalogs** module. Within this module, select the **Human Resources** option. Once inside, select the profile you want to modify.

The system will display a bar with the options to **edit**, **delete**, and **options** to manage the selected profile.





In case you want to edit the human resource, just click on edit and the system will redirect you to the screen corresponding to the selected human resource.

Inhouse Personnel

Search...

Old Version

FE

(1) Selected

Ativado	Agenda dos Técnico...	Conta	Código	Nomes	Apelidos	Classificação 1
<input checked="" type="checkbox"/>	Yes	No		1128273522		ALEXANDER SANCH...
<input type="checkbox"/>	Yes	Yes		Abelardo 123		
<input type="checkbox"/>	Yes	No		Adrian	Vargas	
<input type="checkbox"/>	Yes	No		AFJ Pruebas		
<input type="checkbox"/>	Yes	No		Aguardando reprogramação		
<input type="checkbox"/>	Yes	No	763283-0	AGUSTINA	IRISARRI	Analista
<input type="checkbox"/>	Yes	No		Alberto		
<input type="checkbox"/>	Yes	No	463563	ALBERTO	FERNANDEZ	
<input type="checkbox"/>	Yes	No	dsf4ds56f456	alberto ferreira		
<input type="checkbox"/>	Yes	No	id_1546	Aldo	Betancourt	Ingeniero
<input type="checkbox"/>	Yes	No		ALDO	GUERRA	
<input type="checkbox"/>	Yes	No		Alejandro CMG		
<input type="checkbox"/>	Yes	No		ALEJANDRO JOSE		Supervisor

Showing 50 of 261

In this screen you will find the following option tabs:

General: General information corresponding to the human resource.

Custom form: Group of personalized labels with additional information about the human resource.

Assignments: Listing with the number of tools assigned to the human resource.

Attachments: List where you can add, view, edit or download files, links and notes attached to the human resource's profile.

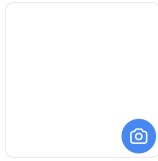
Document Management: Documents or certificates subject to expiration that are associated to the human resource.

Teams: Option that allows you to add the staff schedule according to their position, out of office hours (out of shift or during lunch time) and the documentation required to perform their duties.

The screenshot displays the 'Jonas Campos' profile page in the 'Inhouse Personnel' system. The interface includes a sidebar with navigation options: General, Custom Form, Assignment, Attachments, Document Management, and Teams. The main content area features a profile card with a photo placeholder and an 'Enabled' toggle. Below the card is a form with fields for Names (Jonas Campos), Last Name, Code (PV-AN-001), Email, Group 1, Group 2, Address, City, State, Country, Zip code, Latitude, and Longitude. A map of South America is displayed on the right side of the form. The top right corner shows a 'Save' button and a user profile icon labeled 'JC'.

To make any changes to the human resources profile, just click on the field you want to edit and finally click on the save button located at the top right of the platform.

Jonas Campos

Enabled ☒

Information
You have pending changes to save!

[General](#)[Custom Form](#)[Assignment](#)[Attachments](#)[Document Management](#)[Teams](#)

Names

Jonas Campos

Last Name

Code

PV-AN-001

Email

Group 1

Analista

Group 2

Address

City

State

Country

Zip code

Latitude

Longitude

