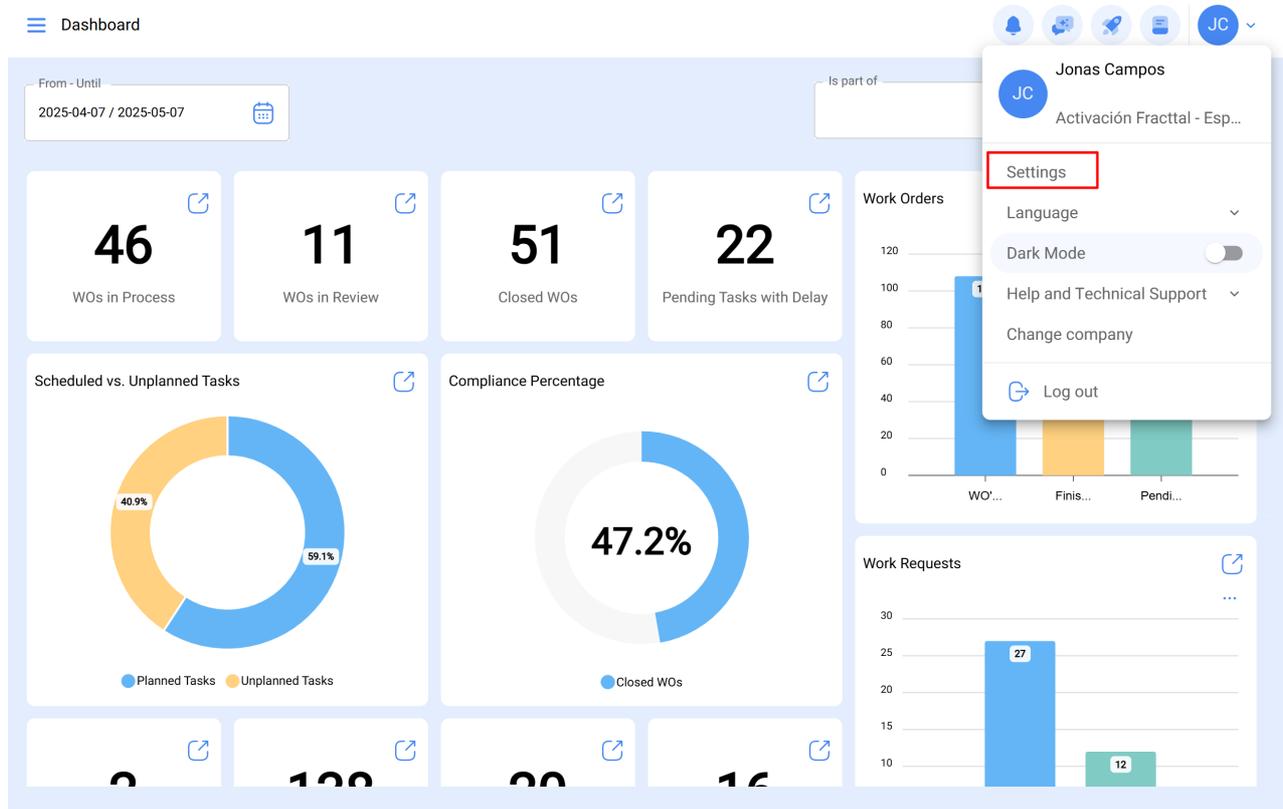


User accounts: How to add a new user account?

help.fracttal.com/hc/en-us/articles/25155431166349-User-accounts-How-to-add-a-new-user-account

In this submodule you can establish and configure the access accounts as well as the permissions that each user will have on the platform, according to their functions and location in the system.



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

User Accounts

Permissions

User Accounts	Limited technician accounts	Request accounts	Number of read only accounts
86 / 100	15 / 50	9 / Unlimited	1 / Unlimited

Enabled	Name ↑	Email
<input type="checkbox"/> Yes	ALEXANDER BLANCO	alexander@
<input type="checkbox"/> Yes	Alexander Fuentes	alexander.
<input type="checkbox"/> Yes	Alexander (NRSUR-G3 SEVILLA/CADIZ)	alexanderf
<input type="checkbox"/> Yes	Alexander Sanchez	alexander.
<input type="checkbox"/> Yes	ALEXANDER SANCHEZ	sanchez.a
<input type="checkbox"/> Yes	almacenista-pimosa	almacenis
<input type="checkbox"/> Yes	ALONSO	alonso.rio:

Showing 50 of 111

+

How to add a user account

To add a new user account, click on the add symbol at the lower right of the platform.

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

User Accounts

Permissions

User Accounts	Limited technician accounts	Request accounts	Number of read only accounts
86 / 100	15 / 50	9 / Unlimited	1 / Unlimited

Enabled	Name ↑	Email
<input type="checkbox"/> Yes	ALEXANDER BLANCO	alexander@
<input type="checkbox"/> Yes	Alexander Fuentes	alexander.
<input type="checkbox"/> Yes	Alexander (NRSUR-G3 SEVILLA/CADIZ)	alexanderf
<input type="checkbox"/> Yes	Alexander Sanchez	alexander.
<input type="checkbox"/> Yes	ALEXANDER SANCHEZ	sanchez.a
<input type="checkbox"/> Yes	almacenista-pimosa	almacenis
<input type="checkbox"/> Yes	ALONSO	alonso.rio:

Showing 50 of 111

+

A new window will open where you can fill in the information corresponding to the user account you want to add to the system.

User Type
Inhouse Personnel ▼ Enabled

Name ▼ Email
Email can't be blank

Profile ▼
Profile can't be blank Group Permissions

Configuring the main module for login

Allow user editing Viewing main dashboard

Module
Dashboard ▼

Show only active Assets

Location
▼

Other Options

Authentication only by Single Sign-On

The parameters are as follows:

- **User Type:** Option that allows you to identify if the account you are adding is a human resource or a third party.
- **Name, Email:** Catalog that shows all the human resources or third parties that have been registered on the platform and that can be assigned a user account.
- **Profile:** Corresponds to the type of profile or role that the user account will have on the platform.
- **Group Permissions:** Catalog of the different permission groups that can be assigned to the user profiles.
- **Show only active Assets in Location:** Option that allows you to localize the user account, taking into consideration the hierarchy and restrictions that this represents for viewing assets on the platform.
- **Allow Edit by User:** This option allows the user to select their own default login module, giving them full control over these settings.
- **Display Main Dashboard:** With this option enabled, the display of the main Fractal Dashboard is restricted, which can be useful for users who only need access to certain parts of the platform.
- **Module:** This feature allows the user to select the module they wish to open as the default login. However, the options available will be restricted according to the active modules assigned to the user's permission group.

- **Other options:** Additional functions for configuring the user account.

Once you've filled in the requested fields, click on the save button at the upper right of the window to register the user account on the platform.

← New User account Save

User Type
Inhouse Personnel Enabled

Name: Jonas Email: email@email.com

Profile: Requests Group Permissions: REQUEST

Configuring the main module for login

Allow user editing Viewing main dashboard Module: Work Requests

Show only active Assets

Location

Other Options

Authentication only by Single Sign-On

Receive email notifications