

# How to Add Human Resources?

[help.fracttal.com/hc/en-us/articles/25042505811341-How-to-Add-Human-Resources](https://help.fracttal.com/hc/en-us/articles/25042505811341-How-to-Add-Human-Resources)

There are two methods to add human resources in Fracttal One:

1. **Manual Addition:** This method allows adding human resources individually using the **Add** option.
2. **Mass Import:** This method allows uploading multiple human resources using **Excel** files. For detailed instructions on how to perform the mass import, please refer to the corresponding section on **Imports**.


## Manual addition

To add a human resource, simply click on the add symbol located at the bottom right of the platform.


The screenshot displays the Fracttal One dashboard interface. On the left, a navigation sidebar is visible with the following categories: Start, Fracttal AI, Catalogs, Assets, Inhouse Personnel (highlighted with a red arrow), Third Parties, Warehouses, Work Management, Monitoring, Dispatcher, and Business Intelligence. The main dashboard area features several widgets: 'Closed WOs' with a value of 0, 'Pending Tasks with Delay' with a value of 1, 'Compliance Percentage' with a value of 0.0%, and a 'Work Orders' bar chart showing 4 units for 'WO' and 4 units for 'Pendi'. A 'Work Requests' widget is also visible at the bottom right.

Enabled	Teams	Account	Code	Names	Last Name
<input type="checkbox"/>	Yes	No	Yes		Alexander
<input type="checkbox"/>	Yes	No	No		Alexander
<input type="checkbox"/>	Yes	No	Yes		Anna
<input type="checkbox"/>	Yes	No	Yes		Bridey
<input type="checkbox"/>	Yes	No	No	DSN-1251	CARLOS
<input type="checkbox"/>	Yes	No	No	DSN-1288	CARLOS
<input type="checkbox"/>	Yes	No	No		DEFTA
<input type="checkbox"/>	Yes	No	Yes		Diego 1
<input type="checkbox"/>	Yes	Yes	Yes		Dionésio


Showing 47 of 47



Then a new window will open belonging to the general tab, where you must complete the information corresponding to the human resource you want to add to the system.

Inhouse Personnel 

←
Save




Enabled


**Required Information**


Names can't be blank  
Names is too short (the minimum is 2 characters)


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

Names can't be blank









The required data are as follows:

- **First and Last Names:** Personal information of the human resource.
- **Code:** Internal identification code belonging to the human resource (often the identity card number is used).
- **Classification 1 and 2:** These are free fields provided by the platform for users to fill in as needed. For example, they can be used to describe the position, specialization, or department to which the human resource belongs.
- **City, Address, State / Province / Region, Country, Area Code:** Information related to the location of the human resource.
- **Latitude, Longitude:** Fields that are automatically added when "Search on the map" is used for the address of the human resource.
- **Regular Hourly Rate:** Catalog where the profile and hourly labor rate of the human resource are defined.
- **Work Schedule:** Catalog corresponding to the work schedule of the human resource.
- **Email:** Email address of the human resource.
- **Main, Secondary Phone, SMS Phone:** Phone numbers of the human resource.
- **Location:** This corresponds to the location where the human resource is situated within the system, considering the hierarchy this represents for the visualization of that profile relative to other users.
- **Signature:** Digital signature belonging to the human resource (uploaded as an image approximately 200 x 80 in size, the system auto-adjusts it), or there is also the possibility to add the signature from this same field.
- **Photo:** Photograph of the human resource.

After completing the information in the general tab, simply click the save button located at the top right of the window for the human resource to be registered in the system.

Inhouse Personnel

Jonas Campos

Save

Group 1: ADM

Group 2: CUSTOMER ENABLEMENT

Address: Wichita Street

City: Flint Hills National

State: Kansas

Country: United States

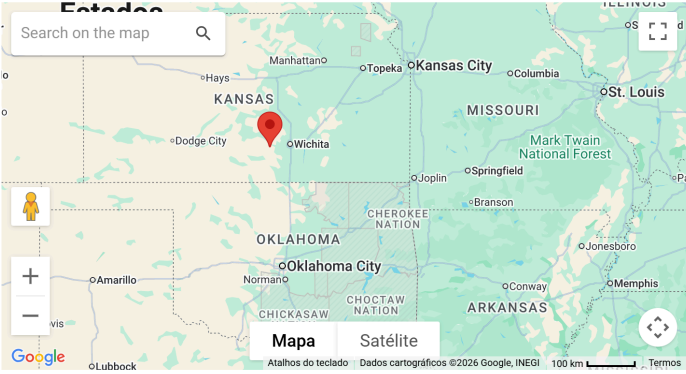
Zip code: 11145410

Latitude: 37,6329027271

Longitude: -97,7989999485

Hourly Rate: Electricien CFO

Working Hours: DSN Morning Shift



Information: You have pending changes to save!

General

Custom Form

Assignment

Attachments

Document Management

Teams

**Note:** Auxiliary fields have a limit of 50 characters. Exceeding this limit may affect data import, causing errors or data truncation.

## Mass Import

Fracttal One allows mass importing human resource data using a [predefined Excel file](#). This method is useful when you need to register multiple human resources quickly and efficiently. The following steps describe how to perform this import.

Download the **import template** corresponding to the **Human Resources** module.

Code	Name	Last name	Group 1	Group 2	Email	Hourly rate	Working hours	Address	Country	State	City	Zip code

This template contains columns (fields) that must match the attributes in the human resource records on the platform.

See the article: [How to perform an import in catalog modules?](#)