

# How to associate an inhouse personnel to a teams schedule?

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 [help.fractal.com/hc/en-us/articles/25289473055757-How-to-associate-an-inhouse-personnel-to-a-teams-schedule](https://help.fractal.com/hc/en-us/articles/25289473055757-How-to-associate-an-inhouse-personnel-to-a-teams-schedule)

Once you have established the hours associated with the teams function, just go to the inhouse personnel catalog module and select the profile of the person you want to link the teams function to.

Once you've entered the profile of the user in question, click on the "Teams" submodule.

In this submodule, you will find the following options:

- **Schedules:** Option where you can establish the time zone (according to where the person is), together with different teams schedules that can be linked to the user profile.
- **Out of Office:** Option where you can establish out of office times so that those times are unavailable and blocked.
- **Documentation:** Option where you can add restrictions or unavailability according to the validity of the documentation associated with the inhouse personnel.

Once the time zone for the inhouse personnel profile has been established and saved, select the associated teams schedule. To do this, click on the add option and then select the corresponding schedule.

Inhouse Personnel

Jonas Campos

Save

Enabled

Time zones UTC  
Brazil/East

Enabled

Information  
You have pending changes to save!

General  
Custom Form  
Assignment  
Attachments  
Document Management  
Teams

Schedules

out of office

Documentation

Enabled

Description ↑

Schedule typ... Schedule

Diurno Normal M T W T F S S

Showing 1 of 1

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Inhouse Personnel

Jonas Campos

Schedules

Enabled

Time zones UTC  
Brazil/East

Information  
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General  
Custom Form  
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Teams

Schedules

out of office

Documentation

Enabled

Description ↑

Schedule typ... Schedule

Diurno Normal M T W T F S S

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Schedules

Schedule ty... Normal  
Schedule: Monday,Tuesday,Thursday,Friday,Wednesday,  
Working da...  
Active non-...

Diurno  
Schedule ty... Normal  
Schedule: Monday,Tuesday,Wednesday,Thursday,Friday,  
Working da...  
Active non-...

Diurno  
Schedule ty... Normal  
Schedule: Monday,Tuesday,Wednesday,Thursday,Friday,  
Working da...  
Active non-...

Diurno  
Schedule ty... Normal  
Schedule: Monday,Tuesday,Wednesday,Thursday,Friday,  
Working da...  
Active non-...

FRESA TECNICO  
Schedule ty... Normal  
Schedule: Monday,Tuesday,Wednesday,Thursday,Friday,  
Working da...  
Active non-...

H. NOCTURTNO

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Lastly, click on save and verify that the teams schedule is enabled.

Jonas Campos

Save

Profile picture placeholder with camera icon and 'Enabled' toggle switch.

Information  
You have pending changes to save!

- General
- Custom Form
- Assignment
- Attachments
- Document Management
- Teams

Schedules management interface with tabs: Schedules, out of office, Documentation.

Time zones UTC:  Enabled Brazil/East

Description ↑	Schedule typ...	Schedule
<input type="checkbox"/> Diurno	Normal	M T W T F S S

Showing 1 of 1