

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

(1) Selected

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

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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.

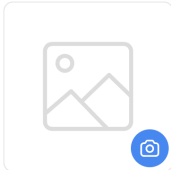
Attachments: List where you can add, view, edit or download files, links and notes attached to the human resource's profile.

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.

Inhouse Personnel 🔔 🗨️ 🚀 📄 JC ▾


← Jonas Campos 💾 Save



Enabled

- 🏠 General
- 📄 Custom Form
- 📅 Assignment
- 📎 Attachments
- 📁 Document Management
- 👥 Teams

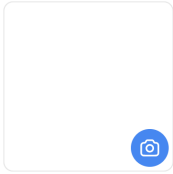
Names	
Jonas Campos	Last Name
Code	
PV-AN-001	Email
Group 1	
	Group 2
Address	
City	
State	
Country	
Zip code	
Latitude	Longitude



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

Save



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