

# How to add inhouse personnel?

[help.fractal.com/hc/en-us/articles/25042505811341-How-to-add-inhouse-personnel](https://help.fractal.com/hc/en-us/articles/25042505811341-How-to-add-inhouse-personnel)

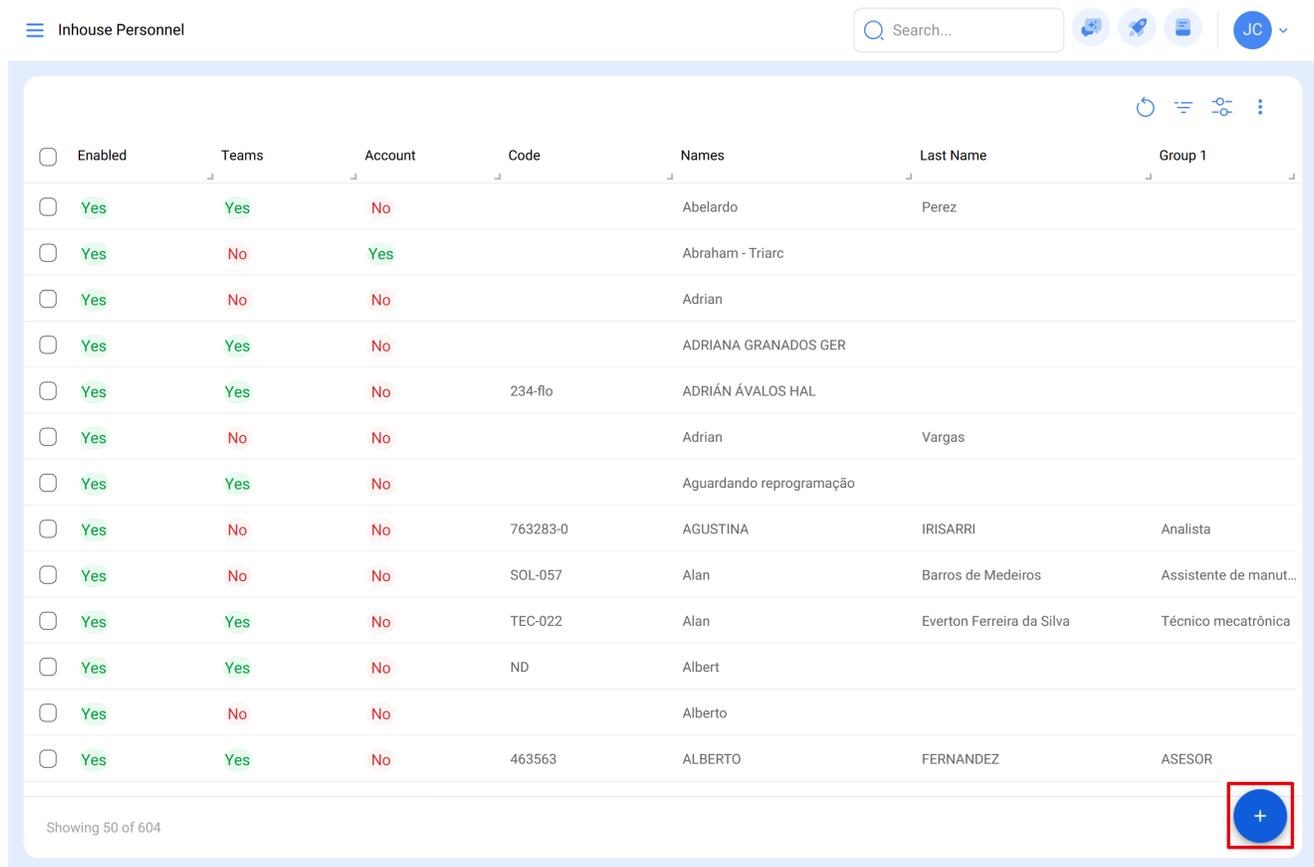
There are 2 methods for adding inhouse personnel to the Fractal platform:

- Method 1 – Manually (one by one directly in the platform)
- Method 2 – Bulk Imports (through importing excel based import sheets)

Note, for bulk uploading of inhouse personnel, see the Imports section.

## Method 1 - Manual add option

1. Click on the add icon at the bottom right corner of the Inhouse Personnel window.



The screenshot shows the 'Inhouse Personnel' window. At the top, there is a search bar and a user profile 'JC'. Below is a table with columns: Enabled, Teams, Account, Code, Names, Last Name, and Group 1. The table contains 13 rows of personnel data. At the bottom right corner, there is a blue circular button with a white plus sign, which is highlighted with a red square. The text 'Showing 50 of 604' is visible at the bottom left of the table area.

Enabled	Teams	Account	Code	Names	Last Name	Group 1	
<input type="checkbox"/>	Yes	Yes	No	Abelardo	Perez		
<input type="checkbox"/>	Yes	No	Yes	Abraham - Triarc			
<input type="checkbox"/>	Yes	No	No	Adrian			
<input type="checkbox"/>	Yes	Yes	No	ADRIANA GRANADOS GER			
<input type="checkbox"/>	Yes	Yes	No	234-flo	ADRIÁN ÁVALOS HAL		
<input type="checkbox"/>	Yes	No	No	Adrian	Vargas		
<input type="checkbox"/>	Yes	Yes	No	Aguardando reprogramação			
<input type="checkbox"/>	Yes	No	No	763283-0	AGUSTINA	IRISARRI	Analista
<input type="checkbox"/>	Yes	No	No	SOL-057	Alan	Barros de Medeiros	Assistente de manut...
<input type="checkbox"/>	Yes	Yes	No	TEC-022	Alan	Everton Ferreira da Silva	Técnico mecatrónica
<input type="checkbox"/>	Yes	Yes	No	ND	Albert		
<input type="checkbox"/>	Yes	No	No	Alberto			
<input type="checkbox"/>	Yes	Yes	No	463563	ALBERTO	FERNANDEZ	ASESOR

2. The Add inhouse Personnel window will open. In the General tab, complete the information corresponding to the inhouse personnel that you wish to add to the system.

The screenshot shows a web form for 'Inhouse Personnel'. On the left, there is a sidebar with navigation options: 'General', 'Custom Form', 'Assignment', 'Attachments', 'Document Management', and 'Teams'. Below the sidebar, there is a 'Required Information' section with a warning icon and the text 'Prénoms ne peut être vide'. The main form area contains several input fields: 'Names' (with a sub-field for 'Last Name'), 'Code', 'Email', 'Group 1', 'Group 2', 'Address', 'City', 'State', 'Country', 'Zip code', 'Latitude', and 'Longitude'. A map is integrated into the form, showing a location in Fractal. The map includes a search bar, a red pin, and a label 'Fractal | Software de mantenimiento | IoT | AI'. The map also shows 'Netsi', 'Mapa', and 'Satélite' options. At the bottom of the map, there is a scale bar and the text 'Combinaciones de teclas', 'Datos del mapa ©2024', '2 m', 'Condiciones', and 'Informar un error en el mapa'.

The required data to complete the inhouse personnel is the following:

- **Names, Last names:** Personal information of the inhouse personnel.
- **Code:** Refers to the internal identification code belonging to the inhouse personnel (in many cases the identity card is used).
- **Group 1 and Group 2:** Refers to open fields left in the platform for users to complete as required. For example, they can be used to describe the position, specialization, or department to which the inhouse personnel belongs.
- **City, Address, Department / State / Region, Country, Area Code:** Information referring to the location of the inhouse personnel.
- **Latitude, longitude:** Fields that are automatically added when utilizing the map search function.
- **Hourly Rate:** Where the man-hour value of the inhouse personnel is defined.
- **Working Hours:** The working hours of the inhouse personnel.
- **Email:** The email address of the inhouse personnel.

- **Primary, Secondary Phone, Text (SMS) Phone:** The phone numbers of the inhouse personnel.
- **Location:** This refers to the location where the inhouse personnel is located within the system, taking into account the hierarchy that this represents for viewing said profile with respect to other users.
- **Signature (FIRM):** Digital signature belonging to the inhouse personnel, (it is uploaded as an image of approximately 200 x 80 dimensions, the system auto-adjusts it) or there is also the possibility of adding the signature from this same field
- **Photo:** Photography of the person.

3. After completing the information corresponding to the general tab, click on the “**Save**” button located in the upper right corner of the window. The inhouse personnel is now registered in the system.

The screenshot shows a web application interface for managing inhouse personnel. The main form contains the following data:

- Names:** George Tony
- Last Name:** Montoya Pérez
- Code:** 1285741
- Email:** GeorgeTony@gmail.com
- Group 1:** Technical
- Group 2:** (empty)
- Address:** Cl 13 sur #45-65
- City:** Medellín
- State:** Antioquia
- Country:** Colombia
- Zip code:** 5100001
- Latitude:** -33,4263375
- Longitude:** -70,6121675

A sidebar on the left contains navigation options: General, Custom Form, Assignment, Attachments, Document Management, and Teams. A red box highlights an information message: "Information: You have pending changes to save!". A "Save" button is located in the top right corner of the form area.

### Notes:

- After making any type of edit, make sure to save the changes for them to take effect.
- Auxiliary fields have a limit of **50 characters**. Exceeding this limit may affect data import, causing errors or data truncation.