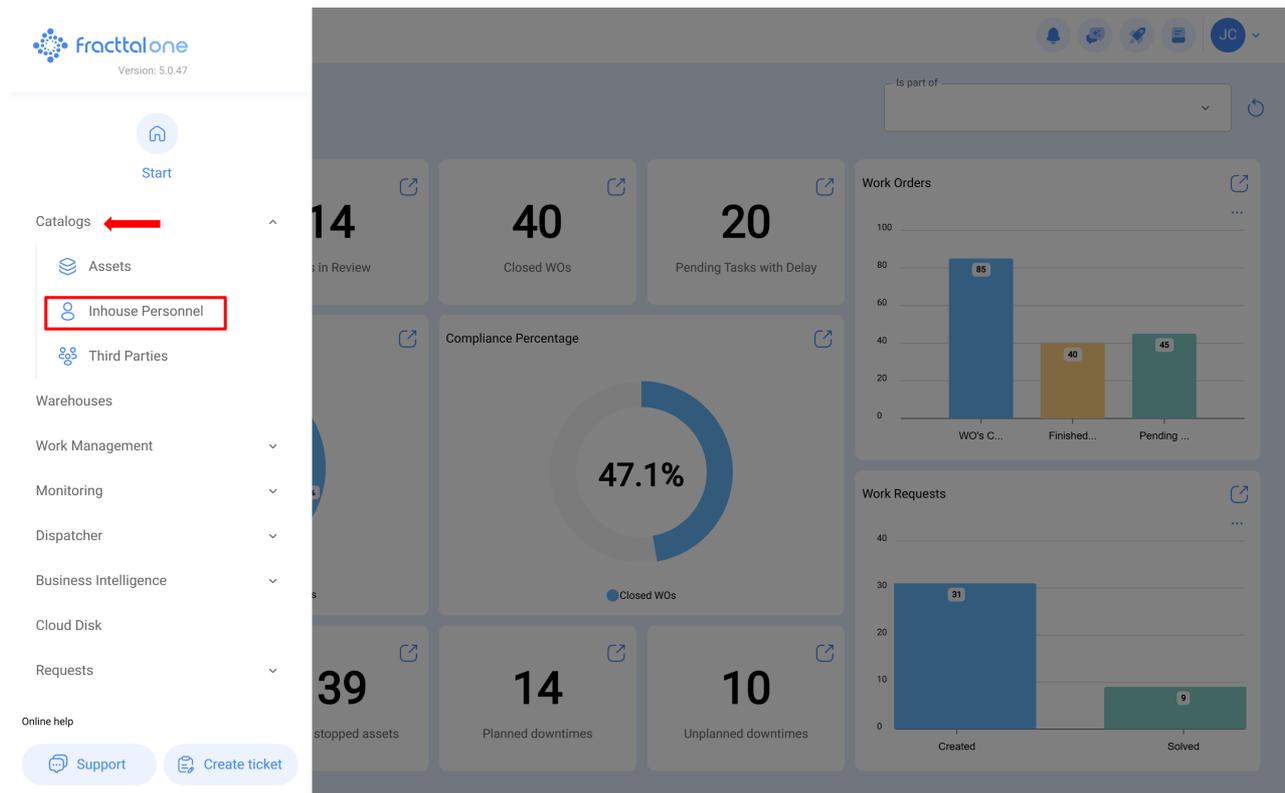


How to associate an inhouse personnel to a teams schedule?

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.



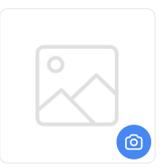
<input type="checkbox"/>	Enabled	Teams	Account	Code	Names	Last Name	Group 1	Group 2
<input type="checkbox"/>	Yes	No	No		John			
<input type="checkbox"/>	Yes	No	No		Jonas		Analista	Ativação
<input type="checkbox"/>	Yes	Yes	Yes	PV-AN-001	Jonas Campos			
<input type="checkbox"/>	Yes	No	No	SOL-029	Jonathan		Líder de logística	
<input type="checkbox"/>	Yes	No	No		Jonathan			
<input type="checkbox"/>	Yes	No	No		JORDAN			
<input type="checkbox"/>	Yes	No	No	0001	JORGE ALEJANDRO		Ingeniero	MANTENIMIEN
<input type="checkbox"/>	Yes	No	No		JORGE			
<input type="checkbox"/>	Yes	No	No	ADM-009	Jorge		Supervisor de Manut...	
<input type="checkbox"/>	Yes	No	No	TEC-036	Jorge Fernando		Técnico mecatrónica	
<input type="checkbox"/>	Yes	No	No		JORGE			
<input type="checkbox"/>	Yes	No	No		JORGE			
<input type="checkbox"/>	Yes	No	No		jorge			

Showing 400 of 730

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

Jonas Campos

Save



Enabled

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

Names: Last Name:

Code: Email:

Group 1: Group 2:

Address:

City:

State:

Country:

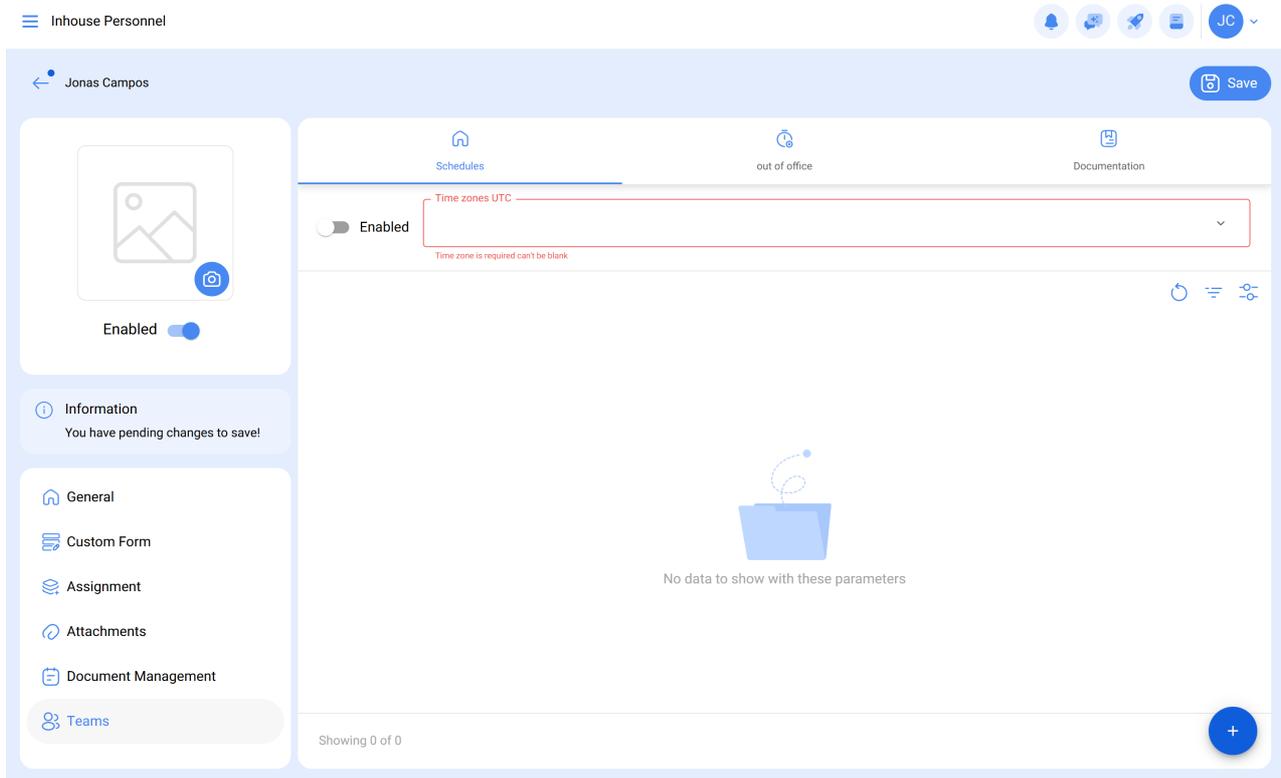
Zip code:

Latitude: Longitude:



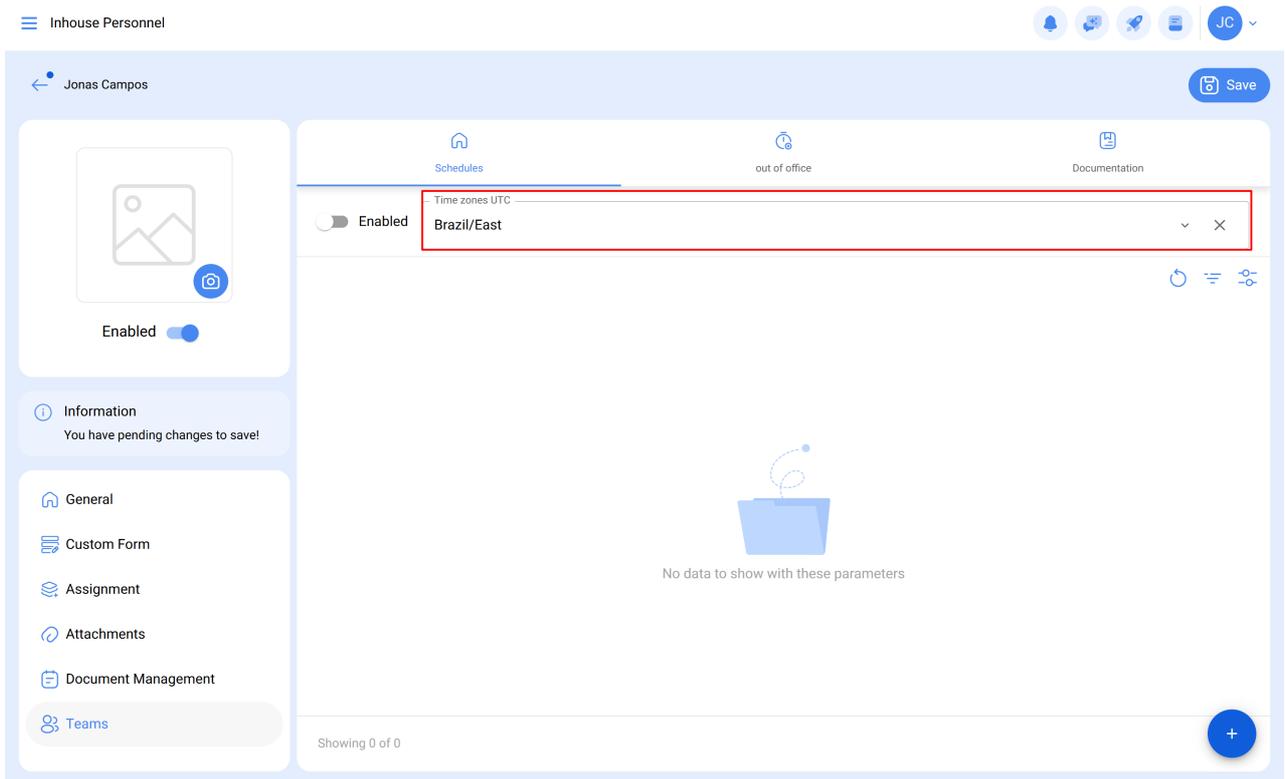
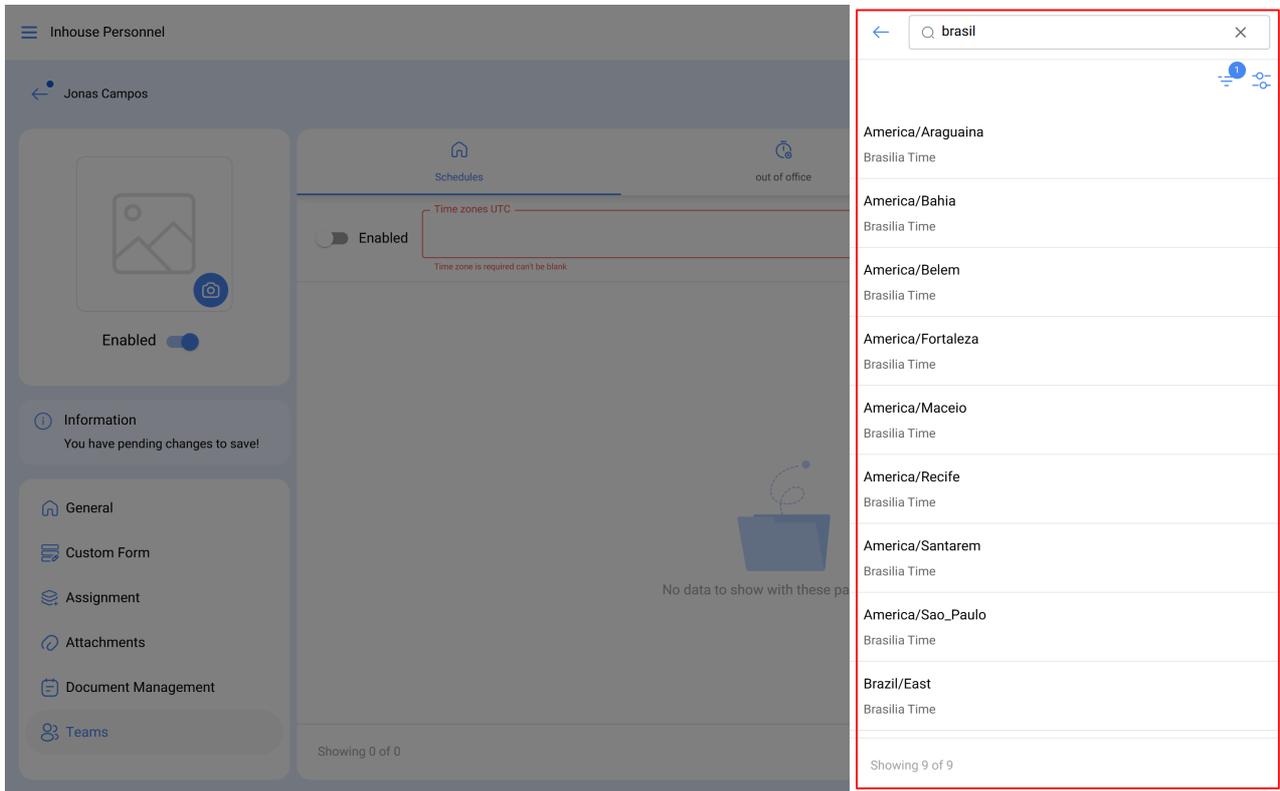
Search on the map

Mapa Satélite



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.

Jonas Campos Save

Enabled

Time zones UTC
Brazil/East

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

Showing 1 of 1 +

Jonas Campos

Enabled

Time zones UTC
Brazil/East

No data to show with these pa

Showing 0 of 0

Schedules

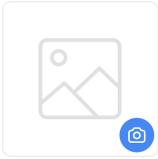
Schedule ty... Normal	Schedule: Monday,Tuesday,Thursday,Friday,Wednesday,	Working da... Active non...	
Diurno	Schedule ty... Normal	Schedule: Monday,Tuesday,Wednesday,Thursday,Friday,	Working da... Active non...
Diurno	Schedule ty... Normal	Schedule: Monday,Tuesday,Wednesday,Thursday,Friday,	Working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



Enabled

Information
You have pending changes to save!

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

Schedules out of office Documentation

Enabled Time zones UTC Brazil/East

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

Showing 1 of 1

