

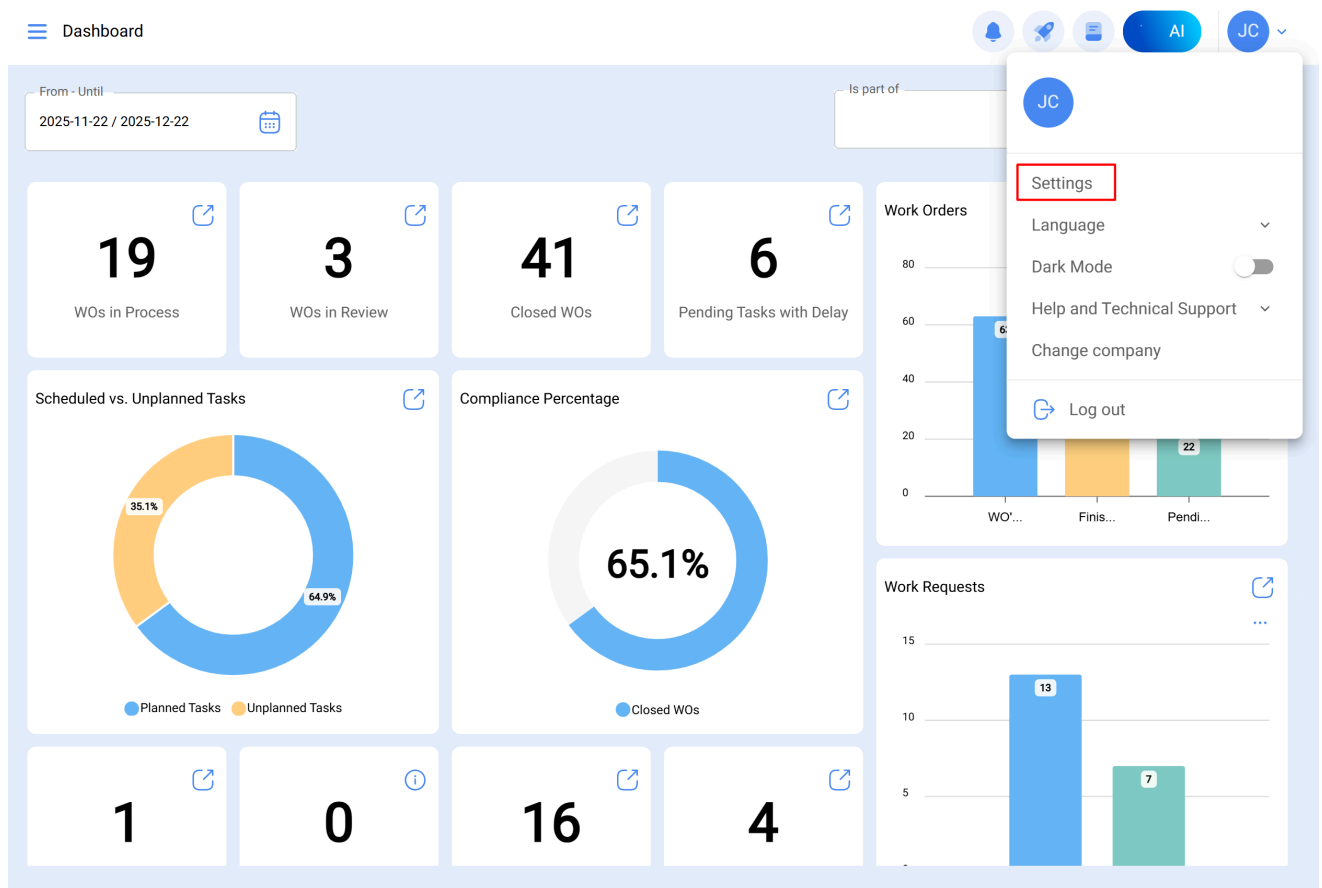
# Configuración de firma obligatoria en formularios de Compliance y Seguridad – Centro de Ayuda

[help.fractal.com/hc/es-es/articles/42135828137869-Configuración-de-firma-obligatoria-en-formularios-de-Compliance-y-Seguridad](https://help.fractal.com/hc/es-es/articles/42135828137869-Configuración-de-firma-obligatoria-en-formularios-de-Compliance-y-Seguridad)

Esta configuración permite definir si la firma del usuario será obligatoria u opcional en los formularios de Compliance y Seguridad dentro de **Fractal One**. La opción se aplica a nivel de compañía y afecta a todos los formularios pre-operacionales y post-operacionales, permitiendo adaptar el nivel de formalidad del proceso según las políticas internas de cada organización.

Para gestionar la obligatoriedad de la firma, sigue el flujo a continuación dentro de la plataforma:

## 1. Ingresa a **Configuración**.



2. Accede a la sección **Módulos**.

Settings

Assets

LocationsEquipmentToolsSpare Parts

Set which of the following fields must be mandatory

Options	Required	Options	Required
Name	<input checked="" type="checkbox"/>	Group 1	<input type="checkbox"/>
Code	<input type="checkbox"/>	Group 2	<input type="checkbox"/>
Address	<input type="checkbox"/>	Barcode	<input type="checkbox"/>
City	<input type="checkbox"/>	Notes	<input type="checkbox"/>
Zip code	<input type="checkbox"/>	Priority	<input type="checkbox"/>
State	<input type="checkbox"/>	Cost center	<input type="checkbox"/>
Country	<input type="checkbox"/>		
Is part of	<input type="checkbox"/>		
Type	<input type="checkbox"/>		

General

User Accounts

Business Calendar

Modules

Financial

Auxiliary Catalogs

Document Management

Transactions Log

Security

API Connections

Guest Portal

Account

Save

3. Selecciona el tipo **Órdenes de Trabajo**.

Settings

Save

General

User Accounts

Business Calendar

Modules

Financial

Auxiliary Catalogs

Document Management

Transactions Log

Security

API Connections

Guest Portal

Account

Type

Assets

Assets

Work Orders

Warehouses

Work Requests

IOT

Code	<input type="checkbox"/>	Group 2	<input type="checkbox"/>
Address	<input type="checkbox"/>	Barcode	<input type="checkbox"/>
City	<input type="checkbox"/>	Notes	<input type="checkbox"/>
Zip code	<input type="checkbox"/>	Priority	<input type="checkbox"/>
State	<input type="checkbox"/>	Cost center	<input type="checkbox"/>
Country	<input type="checkbox"/>		
Is part of	<input type="checkbox"/>		
Type	<input type="checkbox"/>		

Settings

Save

Information  
You have pending changes to save!

General

User Accounts

Business Calendar

Modules

Financial

Auxiliary Catalogs

Document Management

Transactions Log

Security

API Connections

Guest Portal

Type  
Work Orders

Options and permissions

Work order ID

Prints

Description

- ☒ Allow assigned human resources to be responsible for the work order (Multi-responsible)
- ☒ Allow editing of the real used qty with pending material requisitions
- ☒ Allow to qualify the WO even though it is under review
- ☒ Filter human resources according to the selected profile (Within a task)
- ☒ Allow updating triggers with active WOs
- ☐ Establish mandatory completion of the failure catalog
- ☒ Allow automatic WO generation to be triggered by the scheduled date
- ☒ Allow mandatory signature in Compliance and Security forms
- ☒ Allow advanced cancellation options for work orders
- ☐ Enable task end or stop reason
- ☐ Automatically generate link to share all WO

4. Activa la opción **Permitir firma obligatoria en formularios de Compliance y Seguridad**.

Settings

Save

General

User Accounts

Business Calendar

Modules

Financial

Auxiliary Catalogs

Document Management

Transactions Log

Security

API Connections

Guest Portal

Account

Type  
Work Orders

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- ☐ Automatically generate link to share all WO

5. **Guarda** los cambios para aplicar la configuración a nivel de compañía.

The screenshot shows the 'Settings' interface for 'Work Orders'. On the left is a sidebar menu with categories: Information (with a note 'You have pending changes to save!'), General, User Accounts, Business Calendar, Modules (highlighted), Financial, Auxiliary Catalogs, Document Management, Transactions Log, Security, API Connections, and Guest Portal. The main area is titled 'Work Orders' and contains a table of 'Options and permissions'. The table has columns for 'Description' and 'Work order ID'. A red box highlights a 'Save' button in the top right corner of the settings area.

Description	Work order ID
<input checked="" type="checkbox"/> Allow assigned human resources to be responsible for the work order (Multi-responsible)	
<input checked="" type="checkbox"/> Allow editing of the real used qty with pending material requisitions	
<input checked="" type="checkbox"/> Allow to qualify the WO even though it is under review	
<input checked="" type="checkbox"/> Filter human resources according to the selected profile (Within a task)	
<input checked="" type="checkbox"/> Allow updating triggers with active WOs	
<input type="checkbox"/> Establish mandatory completion of the failure catalog	
<input checked="" type="checkbox"/> Allow automatic WO generation to be triggered by the scheduled date	
<input checked="" type="checkbox"/> Allow mandatory signature in Compliance and Security forms	
<input checked="" type="checkbox"/> Allow advanced cancellation options for work orders	
<input type="checkbox"/> Enable task end or stop reason	
<input type="checkbox"/> Automatically generate link to share all WO	

La configuración es global, por lo que una vez definida se aplicará automáticamente a todos los formularios asociados.

← Work Order

Jonas Campos ▾

2025-12-19 00:10

00:00

Note

Work Management

Control panel System { CCF001-JET }

//

Alignment checks

Priority: Medium

Task type: Review

Group 1: Safety

Group 2:

Work Request Num...

Actual Schedule Dat... 2025-12-19

Estimated Duration: 00:10:00

RESOURCES 0 | ATTACHMENTS 0


← Control panel System { CCF001-JET }

Pre-execution Post-execution

Field \*

Mandatory signature ←

Performed By: \*



Cuando esta opción está habilitada, el sistema exige la firma del usuario como condición indispensable para guardar o completar los formularios pre-operacionales y post-operacionales. Si el formulario no cuenta con firma, no será posible finalizarlo.