

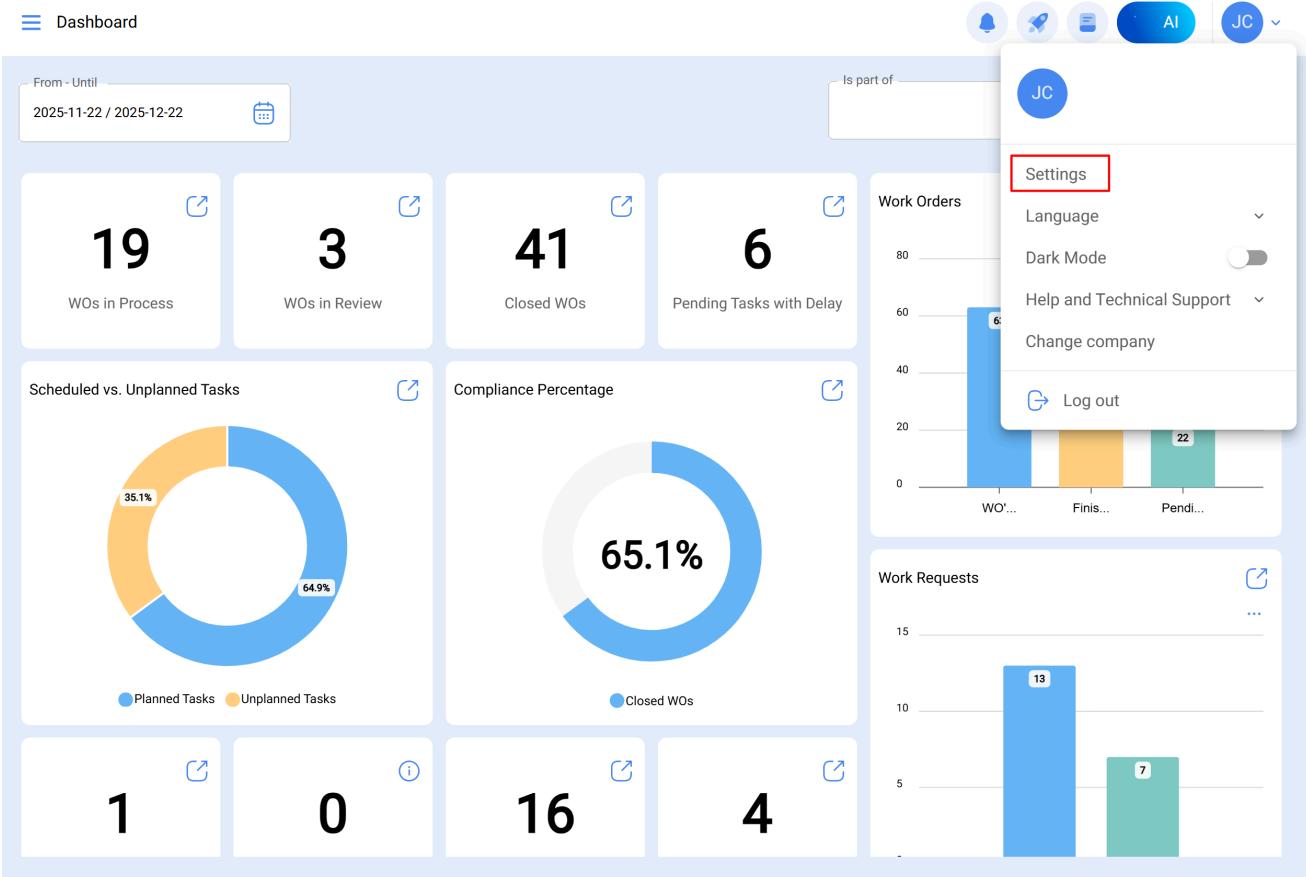
Configuración de firma obligatoria en formularios de Compliance y Seguridad – Centro de Ayuda

 help.fracttal.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 **Fracttal 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.



The screenshot shows the Fracttal One dashboard with various performance metrics and charts. A context menu is open over the user profile icon in the top right corner, with 'Settings' highlighted in red. The 'Settings' menu includes options for Language, Dark Mode, Help and Technical Support, Change company, and Log out. The main dashboard features include:

- From - Until: 2025-11-22 / 2025-12-22
- WOs in Process: 19
- WOs in Review: 3
- Closed WOs: 41
- Pending Tasks with Delay: 6
- Scheduled vs. Unplanned Tasks: 64.9% Planned Tasks, 35.1% Unplanned Tasks
- Compliance Percentage: 65.1%
- Work Orders: 6
- Work Requests: 13
- Other metrics: 0, 16, 4

2. Accede a la sección Módulos.

The screenshot shows the 'Settings' page with the 'Modules' section selected. The left sidebar lists various modules: General, User Accounts, Business Calendar, Modules (highlighted with a red arrow), Financial, Auxiliary Catalogs, Document Management, Transactions Log, Security, API Connections, Guest Portal, and Account. The main area is titled 'Assets' under 'Type'. It includes tabs for Locations, Equipment, Tools, and Spare Parts, with 'Locations' selected. A table allows setting mandatory fields for each location type. The table has four columns: Options, Required, Options, and Required. The rows are:

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

At the top right are icons for notifications, AI, and user JC. A 'Save' button is at the bottom right.

3. Selecciona el tipo Órdenes de Trabajo.

The screenshot shows a software application's settings page. On the left, a sidebar lists various modules: General, User Accounts, Business Calendar, Modules (which is selected and highlighted in grey), Financial, Auxiliary Catalogs, Document Management, Transactions Log, Security, API Connections, Guest Portal, and Account. The main area is titled "Type" and contains a search bar with "Assets" typed in. Below the search bar is a list of categories: Assets, Work Orders, Warehouses, Work Requests, and IOT. The "Work Orders" category is highlighted with a red arrow pointing to it. To the right of the categories is a table with columns for properties like Code, Address, City, Zip code, State, Country, Is part of, and Type, each with a corresponding toggle switch. The "Work Orders" row has its toggle switch checked. The top right corner of the main area has a "Save" button.

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**.

General

User Accounts

Business Calendar

Modules

Financial

Auxiliary Catalogs

Document Management

Transactions Log

Security

API Connections

Guest Portal

Account

Type

Work Orders

Options and permissions

Work order ID

Prints

Description

Allow assigned human resources to be responsible for the work order (Multi-responsible)

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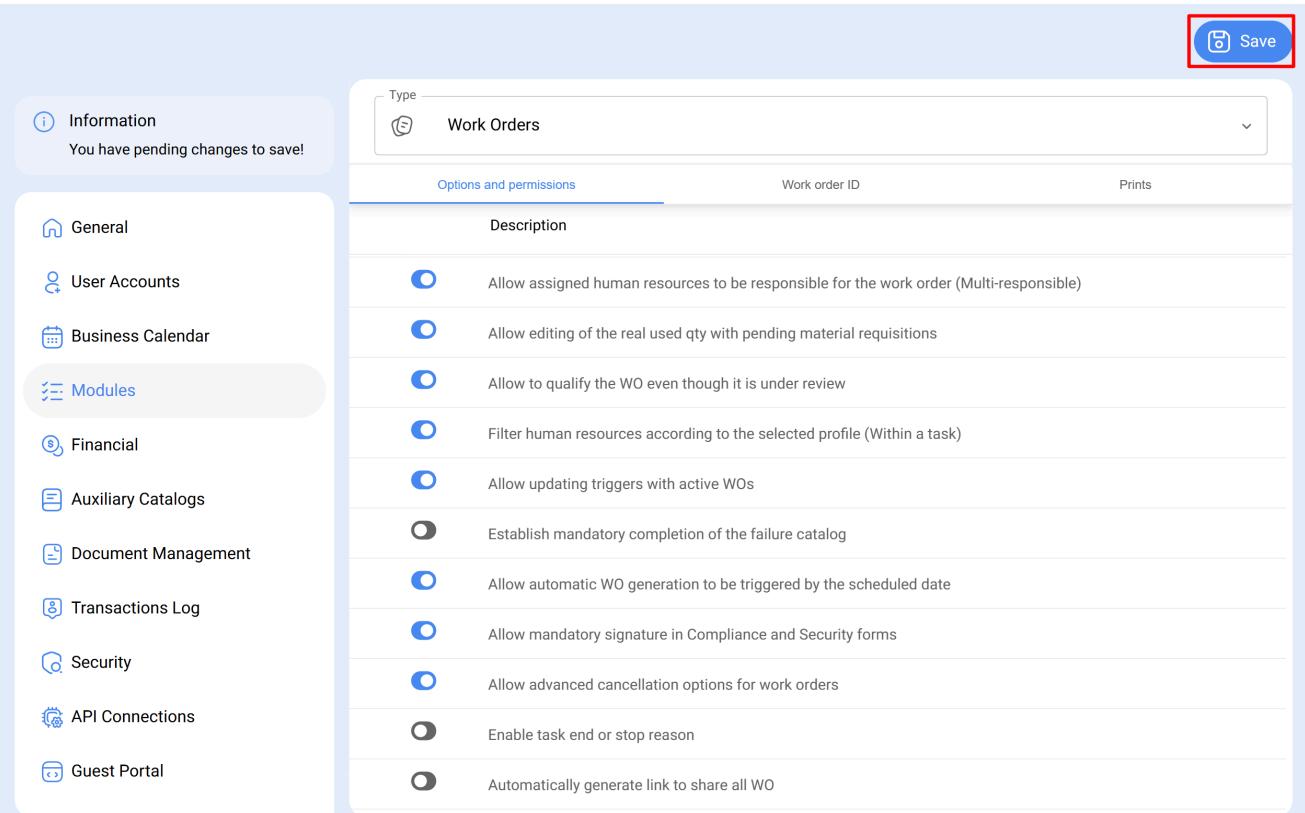
Allow mandatory signature in Compliance and Security forms

Allow advanced cancellation options for work orders

Enable task end or stop reason

Automatically generate link to share all WO

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



The screenshot shows the 'Settings' interface for 'Work Orders'. On the left, a sidebar lists various modules: General, User Accounts, Business Calendar, Modules (which is selected and highlighted), Financial, Auxiliary Catalogs, Document Management, Transactions Log, Security, API Connections, and Guest Portal. A message at the top of the sidebar says 'Information' and 'You have pending changes to save!'. The main panel has a title 'Type: Work Orders' and a 'Save' button in the top right corner, which is circled in red. Below the title, there are tabs for 'Options and permissions', 'Work order ID', and 'Prints'. The 'Options and permissions' tab is active, showing a list of 12 configuration items, each with a description and a radio button. Most items have the radio button selected (indicated by a blue circle). The descriptions are: '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', and '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.

The screenshot displays a mobile application interface for a work order. On the left, a dark-themed screen shows basic information: User (Jonas Campos), Date (2025-12-19), Time (00:10), and Duration (00:00). Below this is a note field and a "Work Management" section containing a "Control panel System {CCF001-JET}" entry. A "Alignment checks" section lists various parameters: Priority (Medium), Task type (Review), Group 1 (Safety), Group 2 (None), Work Request Num... (partial), Actual Schedule Dat... (2025-12-19), and Estimated Duration (00:10:00). Resource and attachment counts are shown as 0.

On the right, a light-themed screen titled "Control panel System {CCF001-JET}" shows two tabs: "Pre-execution" (selected) and "Post-execution". The "Pre-execution" tab contains a "Field *" input area and a "Mandatory signature" field, which contains a handwritten signature enclosed in a red rectangular border. The "Performed By: *" label is positioned above the signature field.

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.