

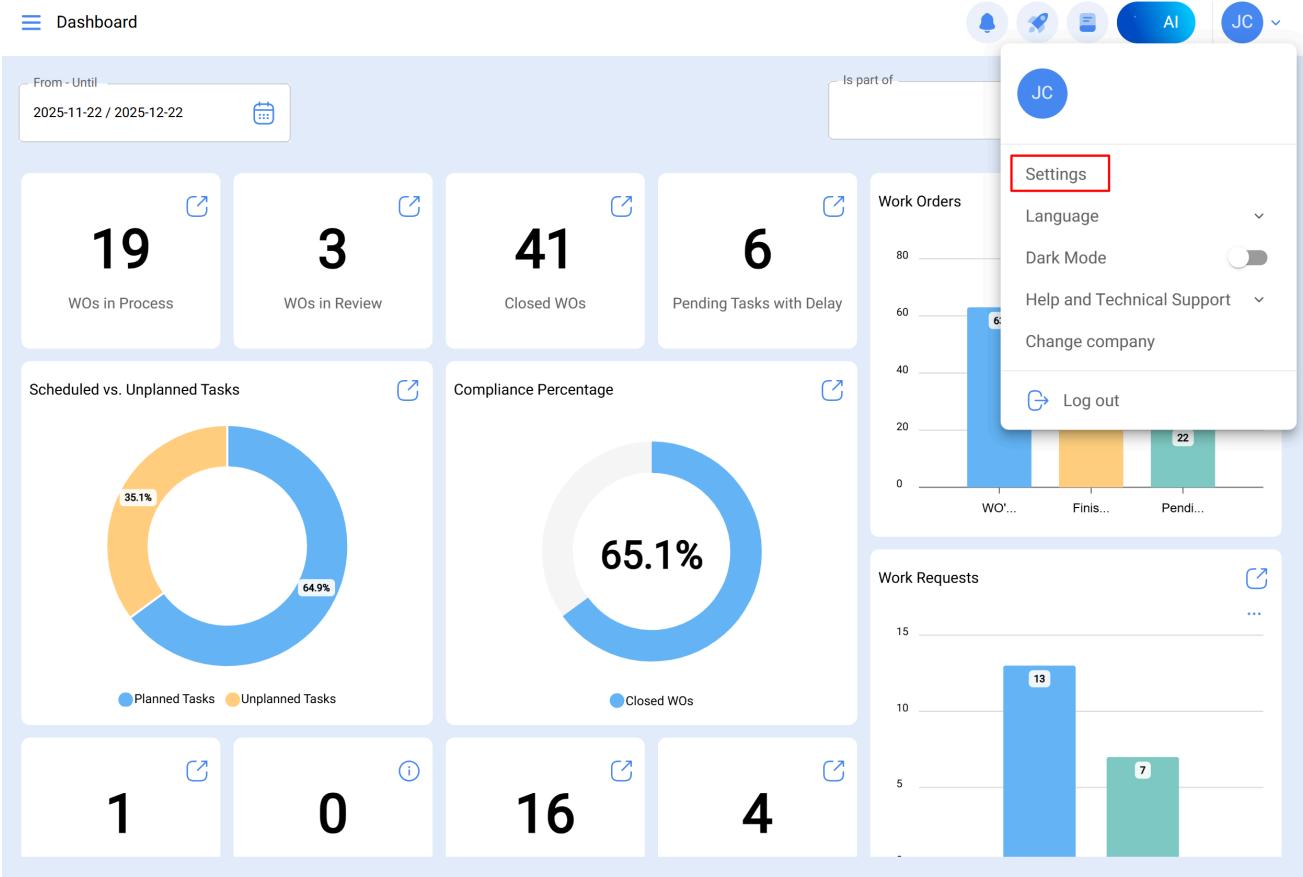
# Configuração de assinatura obrigatória nos formulários de Compliance e Segurança – Centro de ayuda

 [help.fracttal.com/hc/pt-pt/articles/42135828137869-Configuração-de-assinatura-obrigatória-nos-formulários-de-Compliance-e-Segurança](https://help.fracttal.com/hc/pt-pt/articles/42135828137869-Configuração-de-assinatura-obrigatória-nos-formulários-de-Compliance-e-Segurança)

Esta configuração permite definir se a assinatura do utilizador será obrigatória ou opcional nos formulários de Compliance e Segurança dentro do Fracttal One. A opção é aplicada a nível da empresa e afeta todos os formulários pré-operacionais e pós-operacionais, permitindo ajustar o nível de formalidade do processo de acordo com as políticas internas de cada organização.

Para gerir a obrigatoriedade da assinatura, siga o fluxo abaixo na plataforma:

1. Aceda a Configuração.



The screenshot shows the Fracttal One dashboard with various performance metrics and charts. On the right side, a user profile menu is open for the user 'JC'. The 'Settings' option is highlighted with a red box. Other menu items include Language, Dark Mode (disabled), Help and Technical Support, Change company, and Log out. Below the menu, there are three bar charts under the 'Work Orders' section: 'WOs in Process' (blue bar, value 6), 'Finis...' (orange bar, value 22), and 'Pendi...' (teal bar, value 22).

## 2. Aceda à secção Módulos.

The screenshot shows the 'Settings' interface for managing modules. On the left, a 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 panel is titled 'Type' and shows 'Assets' selected. It has tabs for Locations, Equipment, Tools, and Spare Parts, with 'Locations' being the active tab. Below this, there's a section titled 'Set which of the following fields must be mandatory'. A table lists fields with their current status (Required or Not Required) and provides options to change them. The table has four columns: Options, Required, Options, and Required. Fields listed include Name, Code, Address, City, Zip code, State, Country, Is part of, and Type. Most fields have 'Required' set to 'Not Required' (indicated by an empty circle). Some fields like 'Name' and 'Type' have 'Required' set to 'Yes' (indicated by a blue circle).

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"/>		

### 3. Selecione o tipo Ordens de Trabalho.

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 fields like Code, Address, City, Zip code, State, Country, Is part of, and Type, each with a corresponding input field and a radio button. At the top right of the main area are buttons for Save, AI, and JC.

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. Ative a opção Permitir assinatura obrigatória nos formulários de Compliance e Segurança.**

The screenshot shows a software interface for managing work orders. On the left, a sidebar lists various modules: General, User Accounts, Business Calendar, Modules (selected), Financial, Auxiliary Catalogs, Document Management, Transactions Log, Security, API Connections, Guest Portal, and Account. The main panel is titled 'Work Orders' and contains sections for 'Type' (set to 'Work Orders'), 'Options and permissions', 'Work order ID', and 'Prints'. Under 'Options and permissions', there is a list of checkboxes with descriptions. One specific checkbox, 'Allow mandatory signature in Compliance and Security forms', is highlighted with a red rectangular border around its row.

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

## 5. Guarde as alterações para aplicar a configuração a nível da empresa.

The screenshot shows a configuration interface for 'Work Orders'. 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, and Guest Portal. A message at the top of the sidebar indicates there are pending changes to save. The main area is titled 'Type' and shows 'Work Orders' selected. Below this, a table lists several configuration options under the heading 'Options and permissions'. The columns are 'Description' and 'Prints'. The 'Description' column contains 12 items, each with a radio button and a brief description. The 'Save' button in the top right corner is highlighted with a red box.

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

A configuração é global, pelo que, uma vez definida, será aplicada automaticamente a todos os formulários associados.

← 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 }

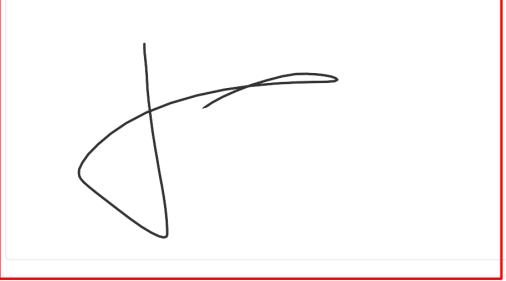
Pre-execution

Post-execution

Field \*

Mandatory signature ←

Performed By: \*



Quando esta opção está ativada, o sistema exige a assinatura do utilizador como condição indispensável para guardar ou completar os formulários pré-operacionais e pós-operacionais. Se o formulário não tiver assinatura, não será possível finalizá-lo.