

O que são os formulários personalizados? – Central de Ajuda

 help.fractal.com/hc/pt-br/articles/25230165717133-O-que-são-os-formulários-personalizados

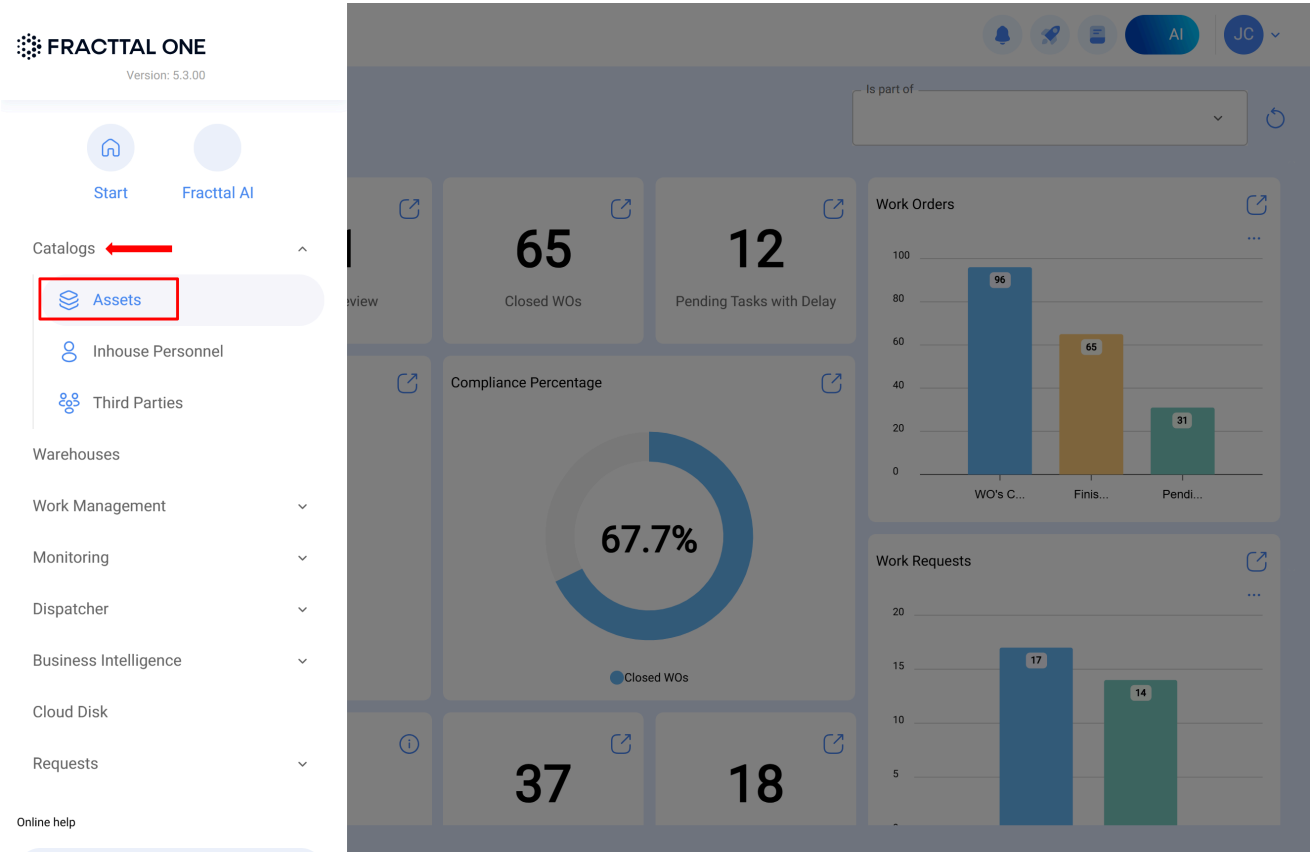
Os formulários personalizados permitem organizar os ativos em grupos, atribuindo campos ou etiquetas específicos a cada um. Esses campos podem ser criados e ajustados conforme as necessidades do usuário ou do projeto, proporcionando uma estrutura mais eficiente para a coleta de dados.

Principais Características:

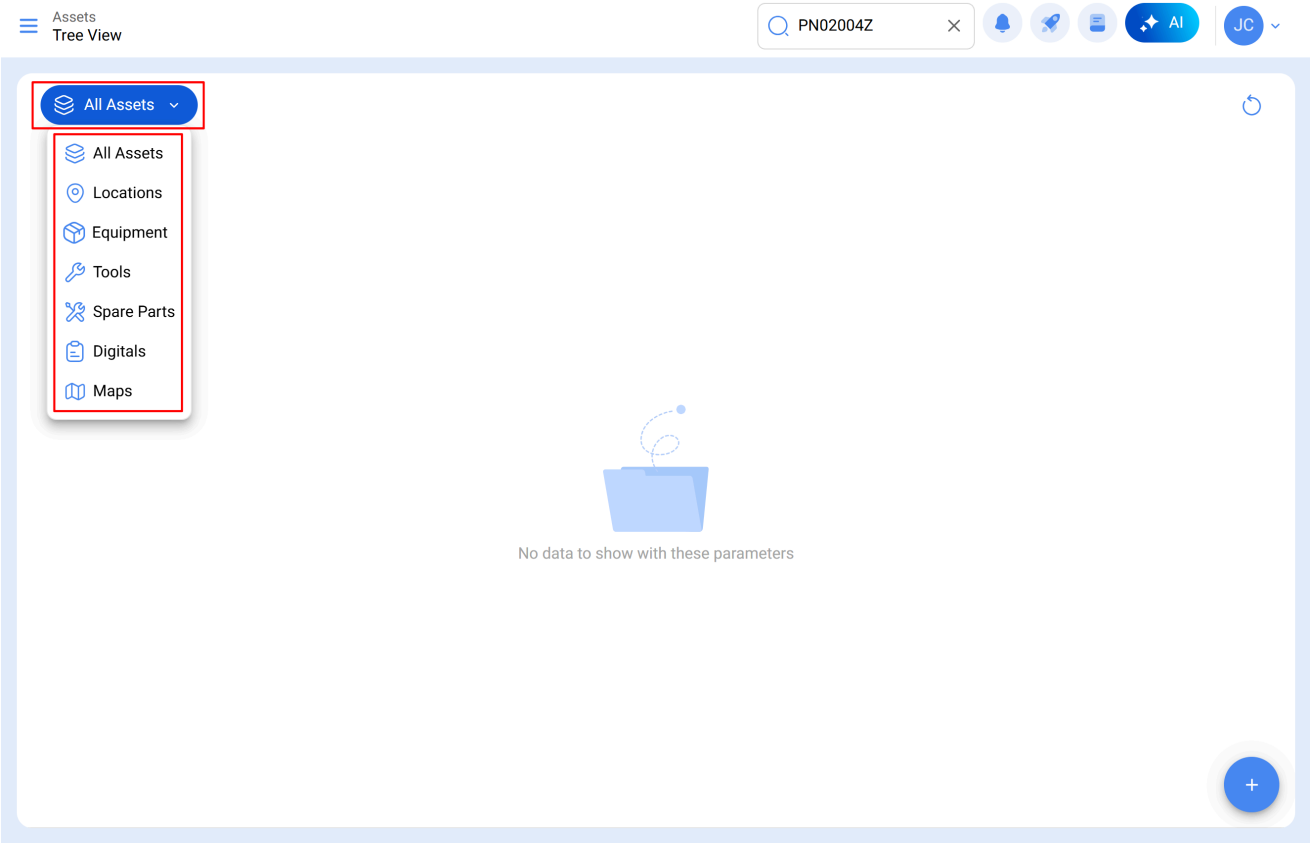
- **Campos personalizáveis:** a personalização dos campos é essencial para garantir que as informações coletadas sejam precisas e relevantes para o negócio. Os usuários podem definir campos adaptados às suas necessidades específicas, permitindo a coleta de dados que são específicos e úteis para cada processo.
- **Flexibilidade nas etiquetas:** as etiquetas personalizadas são essenciais para organizar e filtrar dados de forma eficaz. Os formulários personalizados permitem a criação e atribuição flexível de etiquetas, o que melhora a busca e análise das informações dentro dos formulários.
- **Adaptabilidade aos processos de negócios:** ao personalizar os formulários, as empresas podem alinhar a estrutura dos dados aos seus processos específicos, garantindo uma coleta e análise de dados consistentes, que apoiam uma tomada de decisão mais eficiente.

Como criar um formulário personalizado para um ativo

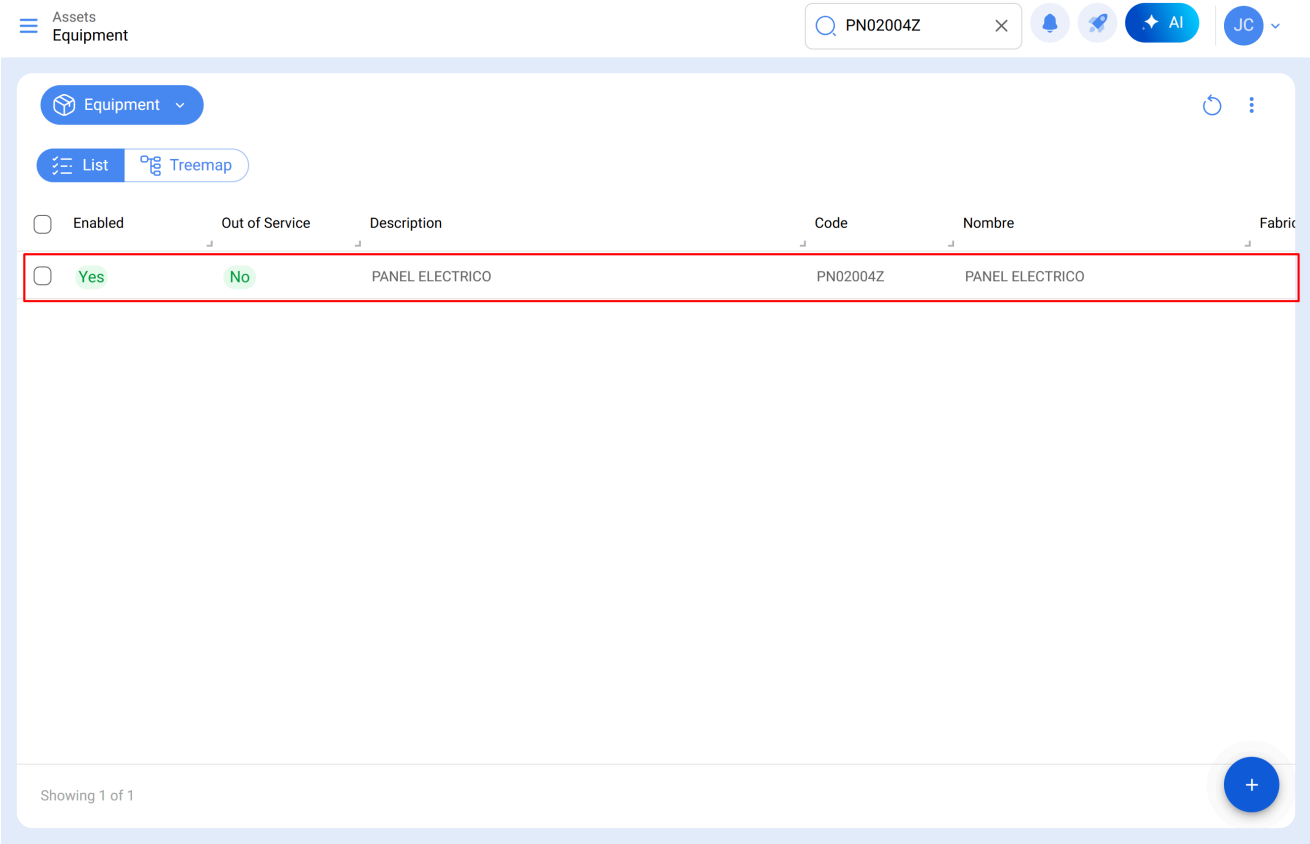
1. No menu principal, selecione o módulo "Catálogos", depois clique em "Ativos".



2. Escolha o tipo de ativo onde deseja criar o formulário personalizado.



3. Acesse o ativo específico onde deseja configurar o formulário personalizado.



4. Dentro do ativo selecionado, no menu lateral esquerdo, clique em **"Formulário Personalizado"**.

Assets
Equipment

Panel ELECTRICO

Save

Out of Service: No
Enabled

Information
You have pending changes to save!

General

Custom Form

Health Status

Financial

Third Parties

PANEL ELECTRICO

PN02004Z

Fabricante

Modelo

NUMERO DE SERIE

Otro 1

Otro 2

Barcode

Priority

Type

Group 1

Group 2

Supplier

Purchase date

Hours of average daily use
24:00

Visible to all

Planned Maintenance

Public QR

5. Clique no retângulo abaixo do título **"Formulário Personalizado"** para começar a configurar o formulário.

The screenshot shows a web application interface for configuring a custom form. At the top, there's a navigation bar with 'Assets Equipment' on the left and user profile 'JC' on the right. Below the navigation bar, the main area is titled 'PANEL ELECTRICO'. On the left side of this area, there's a sidebar with a list of tabs: 'General', 'Custom Form' (which is highlighted), 'Health Status', 'Financial', and 'Third Parties'. Above the 'Custom Form' tab, there's a card showing a photo of an electrical panel and a toggle switch labeled 'Out of Service: No' and 'Enabled'. In the center of the main area, there's a large white box with a blue folder icon and the text 'No data to show with these parameters'. At the top right of the main area, there's a 'Save' button. The 'Custom Form' tab is currently selected, and its content area is empty, showing only the 'No data to show with these parameters' message.

6. Clique no botão "+" no canto inferior direito da caixa.

The screenshot shows the 'Assets Equipment' interface. On the left, there's a sidebar with 'PANEL ELECTRICO' and a list of categories: General, Custom Form, Health Status, Financial, and Third Parties. The main area displays a 'Custom Form' modal. The modal has a header 'Custom Form' and a search icon. Below the header, there's a list of equipment types: JUMBO DE AVANCE, niveladoras, MOLINO VERTICAL, MAQUINAS DE SOLDAR, radares, N° de Motor, EDIFICIOS, aire acondicionado, and PROYECTOS. At the bottom of the modal, there's a 'Showing 16 of 16' indicator and a red box highlighting a '+' button.

Assets
Equipment

← PANEL ELECTRICO

Custom Form *

Out of Service: No
Enabled

Information
You have pending changes to save!

General
Custom Form
Health Status
Financial
Third Parties

← Custom Form

JUMBO DE AVANCE

niveladoras

MOLINO VERTICAL

MAQUINAS DE SOLDAR

radares

N° de Motor

EDIFICIOS

aire acondicionado

PROYECTOS

Showing 16 of 16

7. No campo de descrição, insira um título que reflita o propósito do formulário e depois clique em **"Salvar"**.

The screenshot displays the 'Assets Equipment' management interface. On the left, a sidebar shows navigation options: General, Custom Form, Health Status, Financial, and Third Parties. The main area is titled 'PANEL ELECTRICO' and contains a 'Custom Form *' section. This section includes a photo of an electrical panel, a toggle for 'Out of Service: No' (currently 'Enabled'), and an 'Information' message: 'You have pending changes to save!'. On the right, a configuration panel for the 'Entrada de Texto' (Text Input) field is shown. It features a red-bordered box containing the label 'TITLE' and a 'Required' toggle switch.

8. Para editar, clique no ícone de **lápiz** sobre o formulário criado.

The screenshot shows the 'FORM - OPERATORS' custom form editor. On the left, there is a sidebar with a menu containing 'General', 'Custom Form' (highlighted), 'Health Status', 'Financial', and 'Third Parties'. Below the menu, there is an 'Information' section stating 'You have pending changes to save!'. The main area on the right is titled 'Custom Form *' and contains the form title 'FORM - OPERATORS'. A red box highlights a pencil icon in the top right corner of the form area, indicating the edit function. At the top left of the main area, there is a back arrow and the text 'PANEL ELECTRICO'. At the top right, there is a 'Save' button. The top navigation bar includes 'Assets Equipment', a notification bell, a rocket icon, an 'AI' button, and a user profile 'JC'.

9. Clique no símbolo "+" no canto inferior direito da caixa para adicionar etiquetas.

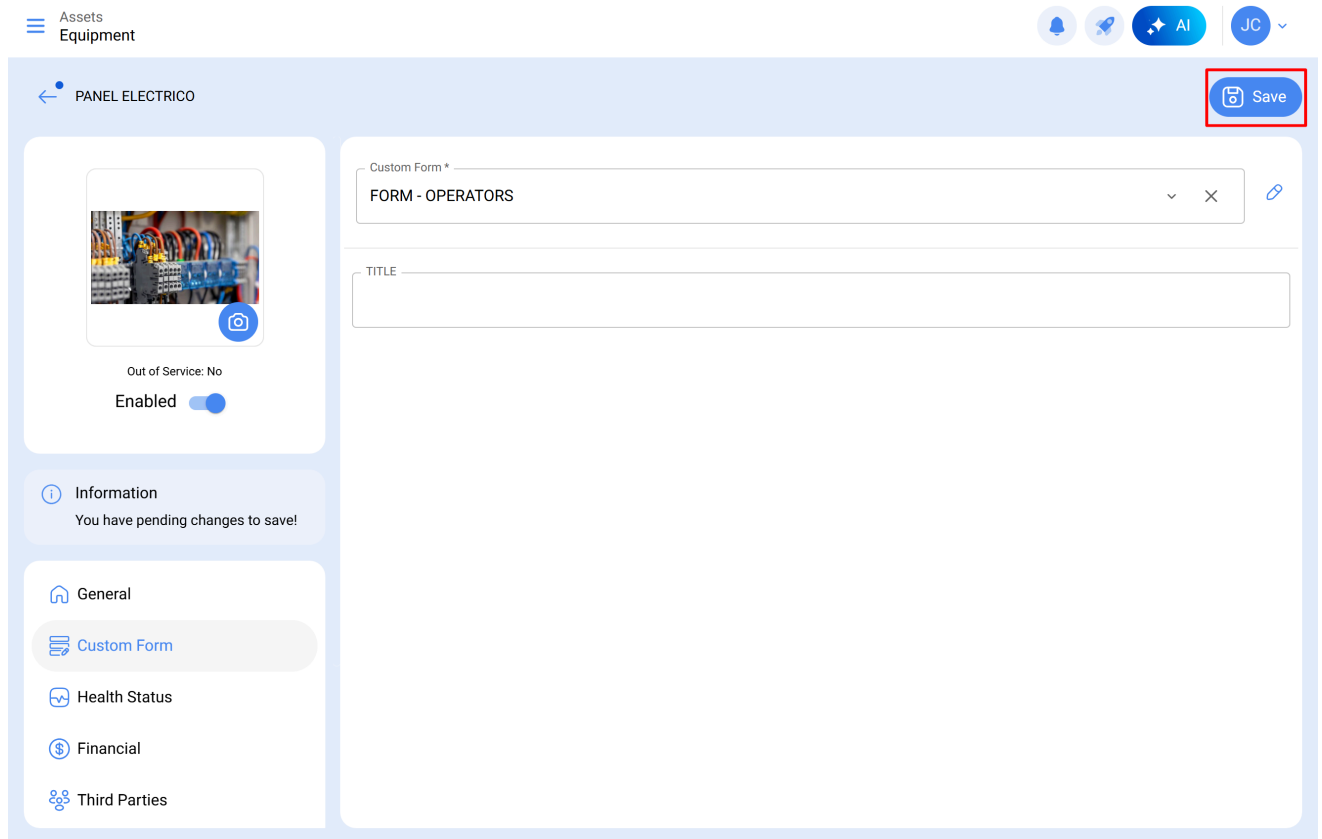
This screenshot shows the same 'FORM - OPERATORS' custom form editor interface as the previous one, but with a light blue overlay on the right side. The overlay contains a folder icon and the text 'No data to show with these parameters'. A red box highlights a blue circular button with a white '+' symbol in the bottom right corner of the overlay, indicating where to click to add labels. The rest of the interface, including the sidebar and the main form area, is dimmed.

10. Insira um título que represente os dados que você deseja capturar no formulário e clique em **"Salvar"**.

The screenshot displays the 'Assets Equipment' management interface. On the left, a sidebar shows navigation options: General, Custom Form, Health Status, Financial, and Third Parties. The main area is titled 'PANEL ELECTRICO' and contains a 'Custom Form *' section. This section includes a 'FORM - OPERATORS' title and a 'Required' toggle. A red box highlights the 'Entrada de Texto' (Text Input) field, which has a label 'TITLE' and a 'Required' toggle. The 'Entrada de Texto' field is also highlighted with a red box.

11. Se desejar adicionar mais campos ao formulário, repita o passo anterior conforme necessário.

12. Por fim, clique em **"Salvar"** para registrar as alterações feitas no formulário.



Assets
Equipment

Panel ELECTRICO

Save

Custom Form *

FORM - OPERATORS

TITLE

Out of Service: No
Enabled

Information
You have pending changes to save!

General

Custom Form

Health Status

Financial

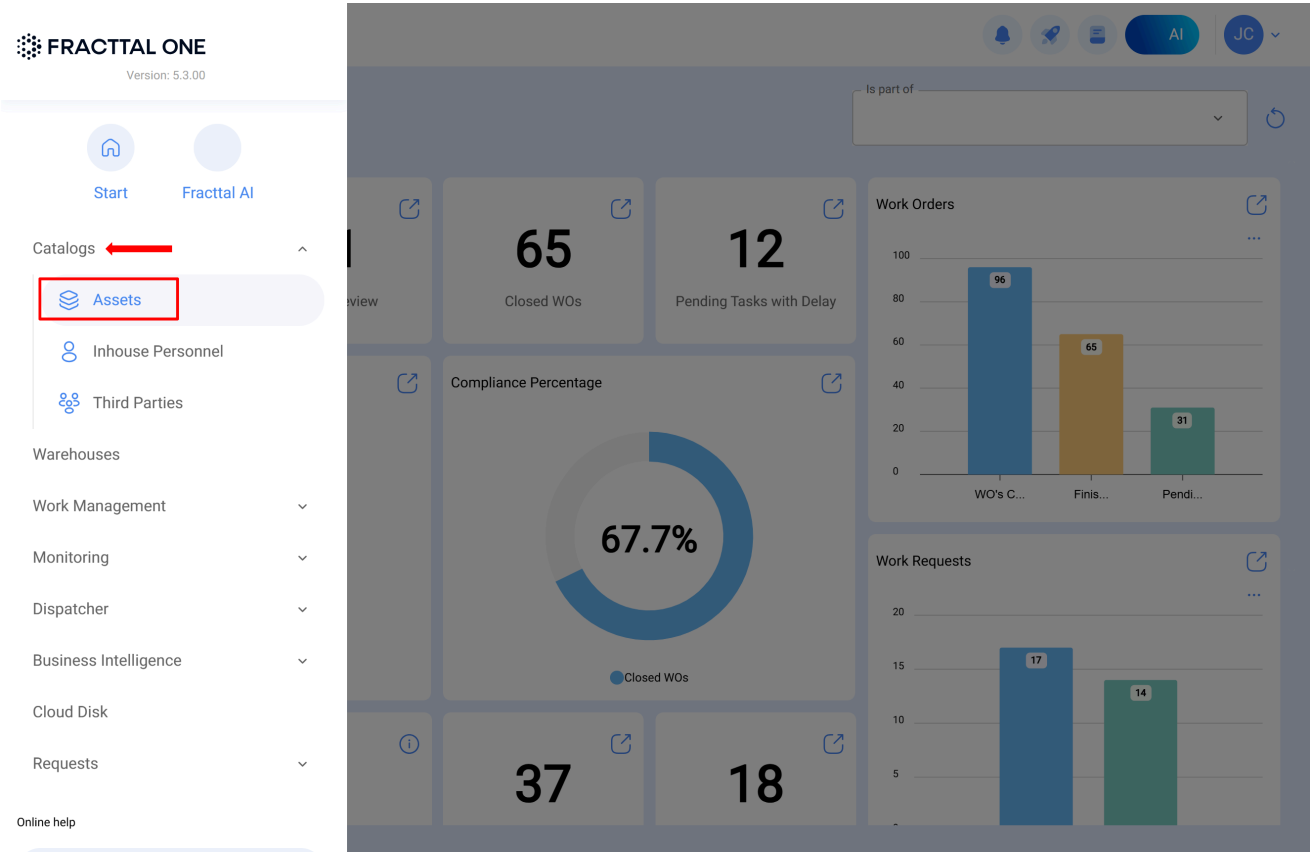
Third Parties

Após seguir essas etapas, você terá criado com sucesso seu formulário personalizado e registrado as informações correspondentes.

Nota: As informações registradas no formulário personalizado podem ser usadas para filtrar e extrair dados conforme necessário.

Como filtrar um formulário personalizado existente

1. No menu principal, selecione o módulo "Catálogos", depois clique em "Ativos".



2. Selecione a opção **filtro**.

The screenshot shows the 'Assets Equipment' page. At the top right, there is a search bar and several icons. A red box highlights the filter icon (three horizontal lines). Below the header, there is a 'Equipment' dropdown and two tabs: 'List' and 'Treemap'. The main area displays a table with columns: 'Enabled', 'Out of Service', 'Description', 'Code', 'Nombre', and 'Fabric'. The table contains 12 rows of equipment data. At the bottom left, it says 'Showing 200 of 516'. At the bottom right, there is a blue circular button with a white plus sign.

Enabled	Out of Service	Description	Code	Nombre	Fabric
<input type="checkbox"/>	Yes	No	A/A ALMACEN GENERAL	A/A ALMACEN GENERAL	
<input type="checkbox"/>	Yes	No	A/A AUDITORIA INTERNA	A/A AUDITORIA INTERNA	
<input type="checkbox"/>	Yes	No	A/A BAÑOS COLABORADORES	A/A BAÑOS COLABORADORES	
<input type="checkbox"/>	Yes	No	A/A BAÑOS LOBBY	A/A BAÑOS LOBBY	
<input type="checkbox"/>	Yes	No	A/A BODEGA DE SECOS DE AZUL	A/A BODEGA DE SECOS DE AZUL	
<input type="checkbox"/>	Yes	No	A/A BODEGA DE VERDURAS (COMEDOR)	A/A BODEGA DE VERDURAS (COMEDOR)	
<input type="checkbox"/>	Yes	No	A/A BODEGA DE VINOS FRIDA Y LUCCA	A/A BODEGA DE VINOS FRIDA Y LUCCA	
<input type="checkbox"/>	Yes	No	A/A BODEGA DE VINOS SENLIN	A/A BODEGA DE VINOS SENLIN	
<input type="checkbox"/>	Yes	No	A/A BODEGA ELEVADORES CUERPO 3	A/A BODEGA ELEVADORES CUERPO 3	
<input type="checkbox"/>	Yes	No	A/A BODEGA ELEVADORES CUERPO 5	A/A BODEGA ELEVADORES CUERPO 5	
<input type="checkbox"/>	Yes	No	A/A BOUTIQUE	A/A BOUTIQUE	

3. Nas opções de filtro, role para baixo e marque a caixa **"Formulário Personalizado"**.

The screenshot shows the 'Filter' panel on the right side of the Equipment list view. The panel has a 'Search...' field at the top. Below it, there is a 'Hours of average daily use' field with the value '00:00'. Then, there is a 'Visible to all' section with three buttons: 'ALL', 'YES', and 'NO'. Below that, there are several search fields for 'Planned Maintenance', 'Notes', 'Cost center', 'Budgets', and 'Url QR Code'. At the bottom, there is a 'Custom Form' section with a dropdown arrow. A red arrow points to this section. At the bottom of the panel, there are two buttons: 'Clear Filters' and 'Apply Filters'.

Filter

Search...

Hours of average daily use
00:00

Visible to all

ALL YES NO

Planned Maintenance
Search...

Notes
Search...

Cost center
Search...

Budgets
Search...

Url QR Code
Search...

Custom Form

Clear Filters Apply Filters

4. Pesquise o nome do formulário personalizado que você criou.

Assets
Equipment

Equipment

ListTreemap

Enabled	Out of Service	Description
Yes	No	A/A ALMACEN GENERAL
Yes	No	A/A AUDITORIA INTERNA
Yes	No	A/A BAÑOS COLABORADORES
Yes	No	A/A BAÑOS LOBBY
Yes	No	A/A BODEGA DE SECOS DE AZUL
Yes	No	A/A BODEGA DE VERDURAS (COMEDOR)
Yes	No	A/A BODEGA DE VINOS FRIDA Y LUCCA
Yes	No	A/A BODEGA DE VINOS SENLIN
Yes	No	A/A BODEGA ELEVADORES CUERPO 3
Yes	No	A/A BODEGA ELEVADORES CUERPO 5
Yes	No	A/A BOUTIQUE

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Custom Form

EDIFICIOS

EXCAVADORAS

FORM - OPERATORS

Generadores

JUMBO DE AVANCE

MAQUINAS DE SOLDAR

MODULOS FV

MOLINO VERTICAL

Showing 17 of 17

5. Clique em **"Aplicar Filtros"** para realizar a busca.

Assets
Equipment

Equipment

ListTreemap

Enabled	Out of Service	Description
Yes	No	A/A ALMACEN GENERAL
Yes	No	A/A AUDITORIA INTERNA
Yes	No	A/A BAÑOS COLABORADORES
Yes	No	A/A BAÑOS LOBBY
Yes	No	A/A BODEGA DE SECOS DE AZUL
Yes	No	A/A BODEGA DE VERDURAS (COMEDOR)
Yes	No	A/A BODEGA DE VINOS FRIDA Y LUCCA
Yes	No	A/A BODEGA DE VINOS SENLIN
Yes	No	A/A BODEGA ELEVADORES CUERPO 3
Yes	No	A/A BODEGA ELEVADORES CUERPO 5
Yes	No	A/A BOUTIQUE

Showing 200 of 516

Filter

Search...

Hours of average daily use
00:00

Visible to all
ALLYESNO

Planned Maintenance
Search...

Notes
Search...

Cost center
Search...

Budgets
Search...

Url QR Code
Search...

Custom Form
FORM - OPERATORS

Clear Filters

Apply Filters

6. Role até o final da interface para visualizar os dados filtrados com base nos critérios estabelecidos.

Assets
Equipment

Search...

AI

JC

Equipment

Custom Form: FORM - OPERATORS

1

List

Treemap

<input type="checkbox"/>	Enabled	Out of Service	Description	Code	Nombre	Fabric
<input type="checkbox"/>	Yes	No	PANEL ELECTRICO	PN02004Z	PANEL ELECTRICO	

Showing 1 of 1

+

Assets
Equipment

Search...

AI

JC

Equipment

Custom Form: FORM - OPERATORS

1

List

Treemap

Cost center	Budgets	Url QR Code	Custom Form	TITLE
		https://app.fracttal.com/#inventories.equipments/45142530	FORM - OPERATORS	

Showing 1 of 1

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