

# How to add inhouse personnel?

[help.fracttal.com/hc/en-us/articles/25042505811341-How-to-add-inhouse-personnel](https://help.fracttal.com/hc/en-us/articles/25042505811341-How-to-add-inhouse-personnel)

There are 2 methods for adding inhouse personnel to the Fracttal platform:

- Method 1 – Manually (one by one directly in the platform)
- Method 2 – Bulk Imports (through importing excel based import sheets)

Note, for bulk uploading of inhouse personnel, see the Imports section.

## Method 1 - Manual add option

1. Click on the add icon at the bottom right corner of the Inhouse Personnel window.

The screenshot shows the 'Inhouse Personnel' window. At the top, there is a search bar and a user profile 'JC'. Below the header, there is a table with columns: Enabled, Teams, Account, Code, Names, Last Name, and Group 1. The table contains 13 rows of personnel data. At the bottom right corner of the table, there is a blue circular button with a white plus sign, which is highlighted with a red square. Below the table, it says 'Showing 50 of 604'.

Enabled	Teams	Account	Code	Names	Last Name	Group 1
<input type="checkbox"/>	Yes	No		Abelardo	Perez	
<input type="checkbox"/>	Yes	No		Abraham - Triarc		
<input type="checkbox"/>	Yes	No		Adrian		
<input type="checkbox"/>	Yes	No		ADRIANA GRANADOS GER		
<input type="checkbox"/>	Yes	No	234-flo	ADRIÁN ÁVALOS HAL		
<input type="checkbox"/>	Yes	No		Adrian	Vargas	
<input type="checkbox"/>	Yes	No		Aguardando reprogramação		
<input type="checkbox"/>	Yes	No	763283-0	AGUSTINA	IRISARRI	Analista
<input type="checkbox"/>	Yes	No	SOL-057	Alan	Barros de Medeiros	Assistente de manut...
<input type="checkbox"/>	Yes	No	TEC-022	Alan	Everton Ferreira da Silva	Técnico mecatrônica
<input type="checkbox"/>	Yes	No	ND	Albert		
<input type="checkbox"/>	Yes	No		Alberto		
<input type="checkbox"/>	Yes	No	463563	ALBERTO	FERNANDEZ	ASESOR

2. The Add inhouse Personnel window will open. In the General tab, complete the information corresponding to the inhouse personnel that you wish to add to the system.

Inhouse Personnel
Old Version
FE

Enabled

Required Information

- Prénoms ne peut être vide

Details

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

Names

Prénoms ne peut être vide

Last Name

Code

Email

Group 1

Group 2

Address

City

State

Country

Zip code

Search on the map

Fractal | Software de mantenimiento | IoT | AI

Mapa

Satélite

Latitude

Longitude

The required data to complete the inhouse personnel is the following:

- **Names, Last names:** Personal information of the inhouse personnel.
- **Code:** Refers to the internal identification code belonging to the inhouse personnel (in many cases the identity card is used).
- **Group 1 and Group 2:** Refers to open fields left in the platform for users to complete as required. For example, they can be used to describe the position, specialization, or department to which the inhouse personnel belongs.
- **City, Address, Department / State / Region, Country, Area Code:** Information referring to the location of the inhouse personnel.
- **Latitude, longitude:** Fields that are automatically added when utilizing the map search function.
- **Hourly Rate:** Where the man-hour value of the inhouse personnel is defined.
- **Working Hours:** The working hours of the inhouse personnel.
- **Email:** The email address of the inhouse personnel.

- **Primary, Secondary Phone, Text (SMS) Phone:** The phone numbers of the inhouse personnel.
- **Location:** This refers to the location where the inhouse personnel is located within the system, taking into account the hierarchy that this represents for viewing said profile with respect to other users.
- **Signature (FIRM):** Digital signature belonging to the inhouse personnel, (it is uploaded as an image of approximately 200 x 80 dimensions, the system auto-adjusts it) or there is also the possibility of adding the signature from this same field
- **Photo:** Photography of the person.

3. After completing the information corresponding to the general tab, click on the “**Save**” button located in the upper right corner of the window. The inhouse personnel is now registered in the system.

## Notes:

- After making any type of edit, make sure to save the changes for them to take effect.
- Auxiliary fields have a limit of **50 characters**. Exceeding this limit may affect data import, causing errors or data truncation.