

View and edit time records of a task

help.fracttal.com/hc/en-us/articles/25224778904461-View-and-edit-time-records-of-a-task

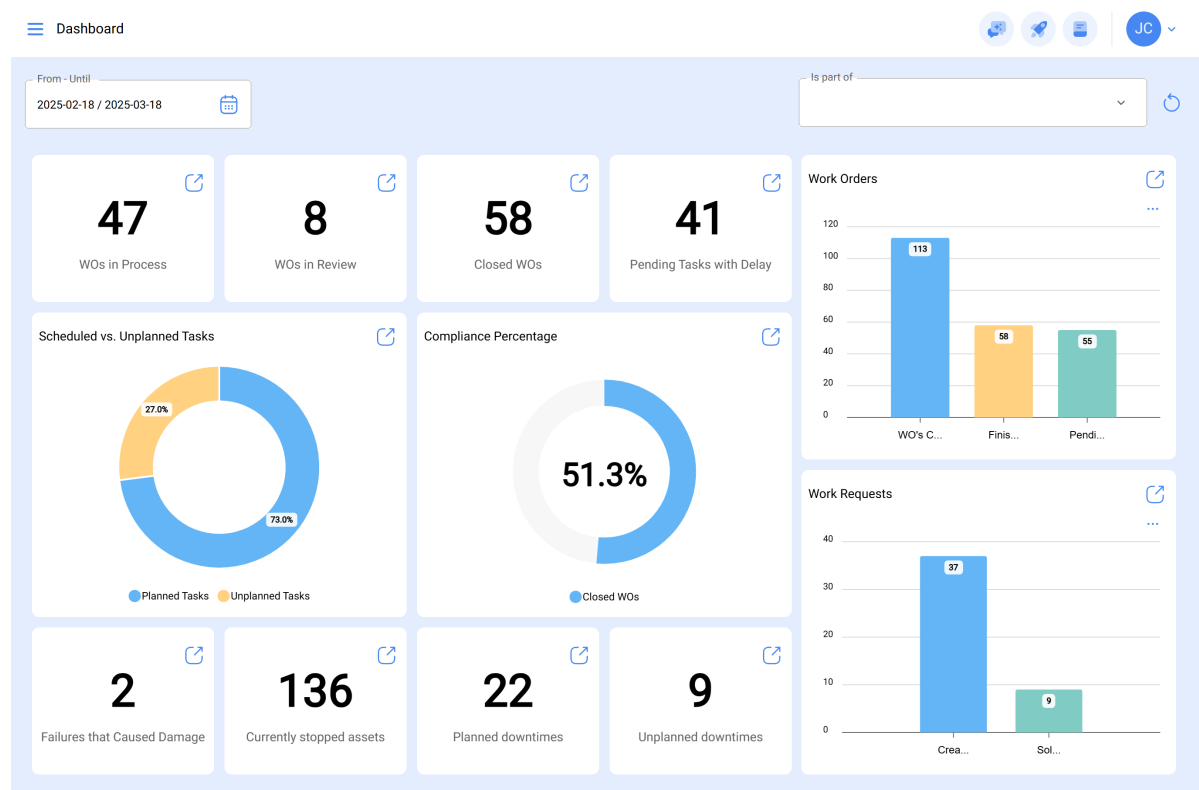
Fracttal One has an option that allows administrators to add permissions to view and edit time records on tasks executed by other users. This facilitates collaboration, increases transparency and streamlines project management, benefiting the entire organization.

This functionality provides a more complete view of resource utilization and project progress, resulting in greater operational efficiency and more effective collaboration across the organization.

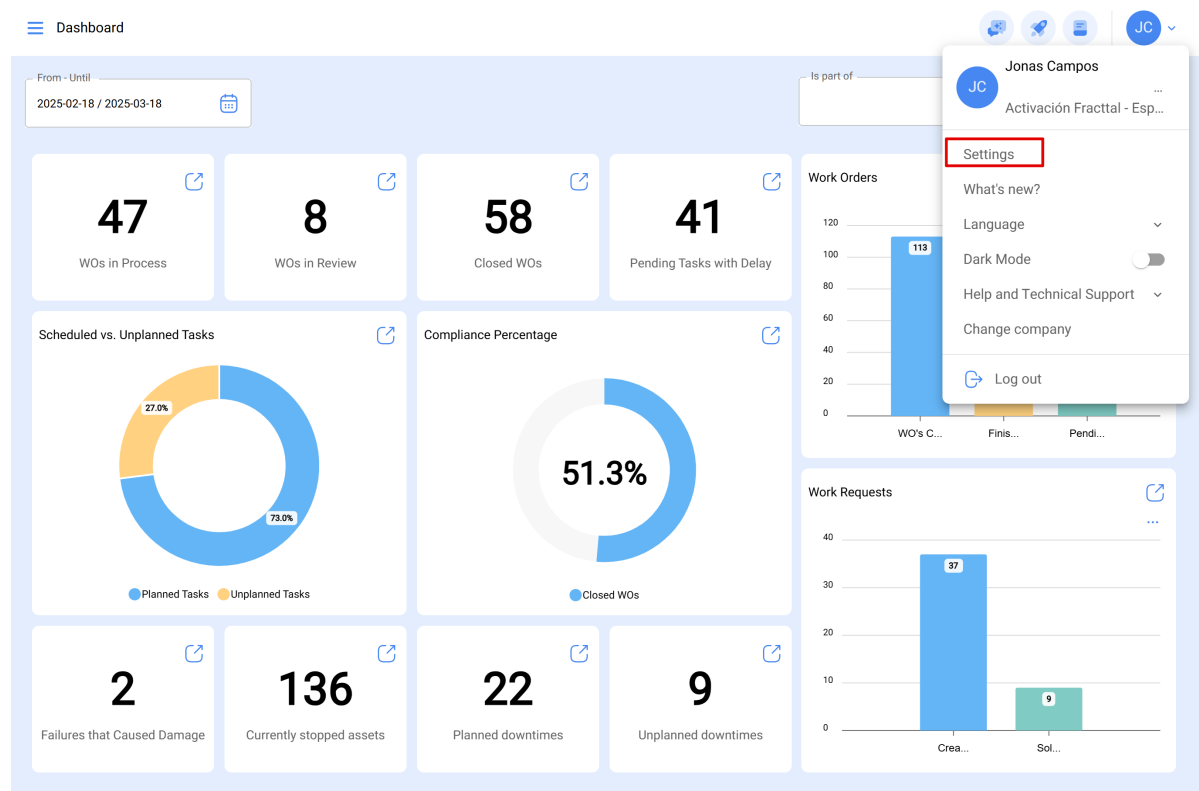
How to enable another user's OT task log permissions?

To begin configuring shared resource access, administrators will need to assign permissions to users so that they can view and edit the logs of tasks executed by other computers. This should be done in the permissions/edit permissions group section from Fracttal One, like this:

1. Click on the menu located at the top right of the screen.



2. Select "Configuration" from the drop-down menu.



3. In the left side panel, click on "User Account".

The 'User Accounts' section shows a list of user accounts. The left sidebar has a red box around the 'User Accounts' option. The main content area displays a table of user accounts with columns for 'Enabled', 'Name', 'Email', and 'User Type'. The table shows 10 accounts, with the first 9 accounts listed. A 'Save' button is visible in the top right corner.

Enabled	Name	Email	User Type
<input type="checkbox"/>	Abraham - Triarc	abraham.mendoza1@triarccorp.com	Inhouse Personnel
<input checked="" type="checkbox"/>	ALEXANDER BLANCO	alexander@gmail.com	Third Parties
<input checked="" type="checkbox"/>	Alexander Fuentes	alexander.fuentes@fracttal.com	Inhouse Personnel
<input checked="" type="checkbox"/>	Alexander (NRSUR-G3 SEVILLA/CADIZ)	alexanderfuentesj@gmail.com	Inhouse Personnel
<input checked="" type="checkbox"/>	Alexander Sanchez	alexander.sanchez@fracttal.com	Inhouse Personnel
<input checked="" type="checkbox"/>	ALEXANDER SANCHEZ	sanchez.alexander.esp@fracttal.com	Third Parties
<input checked="" type="checkbox"/>	almacenista-pimosa	almacenistapimosa@gmail.com	Inhouse Personnel
<input checked="" type="checkbox"/>	Ana-Catalina Villalobos	catalina.villalobos@fracttal.com	Inhouse Personnel
<input checked="" type="checkbox"/>	Andres Mendoza	andres.mendoza@oxzo.cl	Inhouse Personnel

4. Then select "Permissions".

The screenshot shows the 'Permissions' tab selected in the 'User Accounts' section. The left sidebar contains a menu with options: General, User Accounts (selected), Business Calendar, Modules, Financial, Auxiliary Catalogs, Document Management, Transactions Log, Security, API Connections, Guest Portal, and Account. The main content area has a header with 'USER ACCOUNTS' and 'PERMISSIONS' (highlighted with a red box). Below the header, there are statistics: User Accounts (75 / 100), Limited technician accounts (16 / 50), Request accounts (9 / Unlimited), and Number of read only accounts (2 / Unlimited). A table lists users with columns: Enabled, Name, Email, and User Type. The table shows 10 users, with the first one highlighted by a red box. The bottom of the table indicates 'Showing 50 of 102'.

Enabled	Name	Email	User Type
<input type="checkbox"/>	Abraham - Triarc	abraham.mendoza1@triarccorp.com	Inhouse Personnel
<input type="checkbox"/>	ALEXANDER BLANCO	alexander@gmail.com	Third Parties
<input type="checkbox"/>	Alexander Fuentes	alexander.fuentes@fractal.com	Inhouse Personnel
<input type="checkbox"/>	Alexander (NRSUR-G3 SEVILLA/CADIZ)	alexanderfuentesj@gmail.com	Inhouse Personnel
<input type="checkbox"/>	Alexander Sanchez	alexander.sanchez@fractal.com	Inhouse Personnel
<input type="checkbox"/>	ALEXANDER SANCHEZ	sanchez.alexander.esp@fractal.com	Third Parties
<input type="checkbox"/>	almacenista-pimosa	almacenistapimosa@gmail.com	Inhouse Personnel
<input type="checkbox"/>	Ana-Catalina Villalobos	catalina.villalobos@fractal.com	Inhouse Personnel
<input type="checkbox"/>	Andres Mendoza	andres.mendoza@oxzo.cl	Inhouse Personnel

5. Find the permissions you want to modify and click on the one of interest.

The screenshot shows the 'Permissions' tab selected in the 'User Accounts' section. The left sidebar contains a menu with options: General, User Accounts (selected), Business Calendar, Modules, Financial, Auxiliary Catalogs, Document Management, Transactions Log, Security, API Connections, Guest Portal, and Account. The main content area has a header with 'USER ACCOUNTS' and 'PERMISSIONS' (highlighted with a red box). Below the header, there are statistics: User Accounts (75 / 100), Limited technician accounts (16 / 50), Request accounts (9 / Unlimited), and Number of read only accounts (2 / Unlimited). A table lists permissions with columns: Description, Note, and Read Only. The table shows 10 permissions, with the first one highlighted by a red box. The bottom of the table indicates 'Showing 50 of 183'.

Description	Note	Read Only
7teste		Yes
Admin combustibles		No
administrador de edificios		No
ADMINISTRADORES CUENTAS DEMOS ONBOARDI...	PERMISO ESPECIAL PARA U...	No
Administrador limitado		No
ADMINISTRADOR LIMITADO - CHARLY		No
Administrador limitado ejemplo Fernando		No
Administrador limitado PI		No
administrador limitado prueba 1		No
"administrador" para cliente		No
Administrativo - Soporte		No

6. Locate the "Tasks" module and then the sub-module "Task Logging in another user's TO", select the specific permission you want to enable, either "See", "Edit".

Description

equipo de mantenimiento

Note

☐ Read Only.

☐ Select / Unselect All.



<input type="checkbox"/> Module	Submodule	See	Add	Edit	Remove	Report
<input type="checkbox"/> Assets	Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Assets	Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Assets	Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Assets	Spare Parts and Supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Assets	Digital	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Assets	Import/Export	<input type="checkbox"/>				
<input type="checkbox"/> Assets	Maps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Inhouse Personnel	General	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Inhouse Personnel	Import/Export	<input type="checkbox"/>				
<input type="checkbox"/> Third Parties	General	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Third Parties	Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
—		—				

Showing 77 of 77

What can staff do with the assigned permits?

People who have permission to view and edit within the work order module will be able to perform the following actions:

1. Change the start date and end date of work orders under review.

← Work Order

Jonas Campos

2025-03-18 00:10

00:00

Note

Work Management

(00001-2) FA mantenimiento J 22-03-24
// Fractal/

Revisión

Priority: Medium

Task type: 00 Correctivo

Group 1:

Group 2:

Work Request Num...

Actual Schedule Dat... 2025-03-18

Estimated Duration: 00:10:00

RESOURCES 1 | ATTACHMENTS 0

← Edit Task:

Task

Revisión

User

Jonas Campos

Start Date

2025-03-18 14:25

End Date

2025-03-18 14:25

2. Eliminate records of the execution times associated with such work orders.
3. Add new execution dates to the corresponding work order.

← Work Order

Jonas Campos

2025-03-18 00:10

00:00

Note

Work Management

(00001-2) FA mantenimiento J 22-03-24
// Fractal/

Revisión

Priority: Medium

Task type: 00 Correctivo

Group 1:

Group 2:

Work Request Num...

Actual Schedule Dat... 2025-03-18

Estimated Duration: 00:10:00

RESOURCES 1 | ATTACHMENTS 0

← Task: Revisión

Jonas Campos

2025-03-18 14:25:44 - 2025-03-18 14:25:54

Showing 1 of 1

+

4. Display date records stored in work orders that are marked as closed.

← Work Order

Jonas Campos

2025-03-18 00:10

00:00

Note

Work Management

{ 00001-2 } FA mantenimiento J 22-03-24

// Fractal/

Revisión

Priority: Medium

Task type: 00 Correctivo

Group 1:

Group 2:

Work Request Num...

Actual Schedule Dat... 2025-03-18

Estimated Duration: 00:10:00

RESOURCES 1 | ATTACHMENTS 0

← Task: Revisión

Jonas Campos

2025-03-18 14:27:51 - 2025-03-18 14:28:00

Jonas Campos

2025-03-18 14:25:44 - 2025-03-18 14:25:54

Showing 2 of 2