View and edit time records of a task

help.fracttal.com/hc/en-us/articles/25224778904461-View-and-edit-time-records-of-a-task
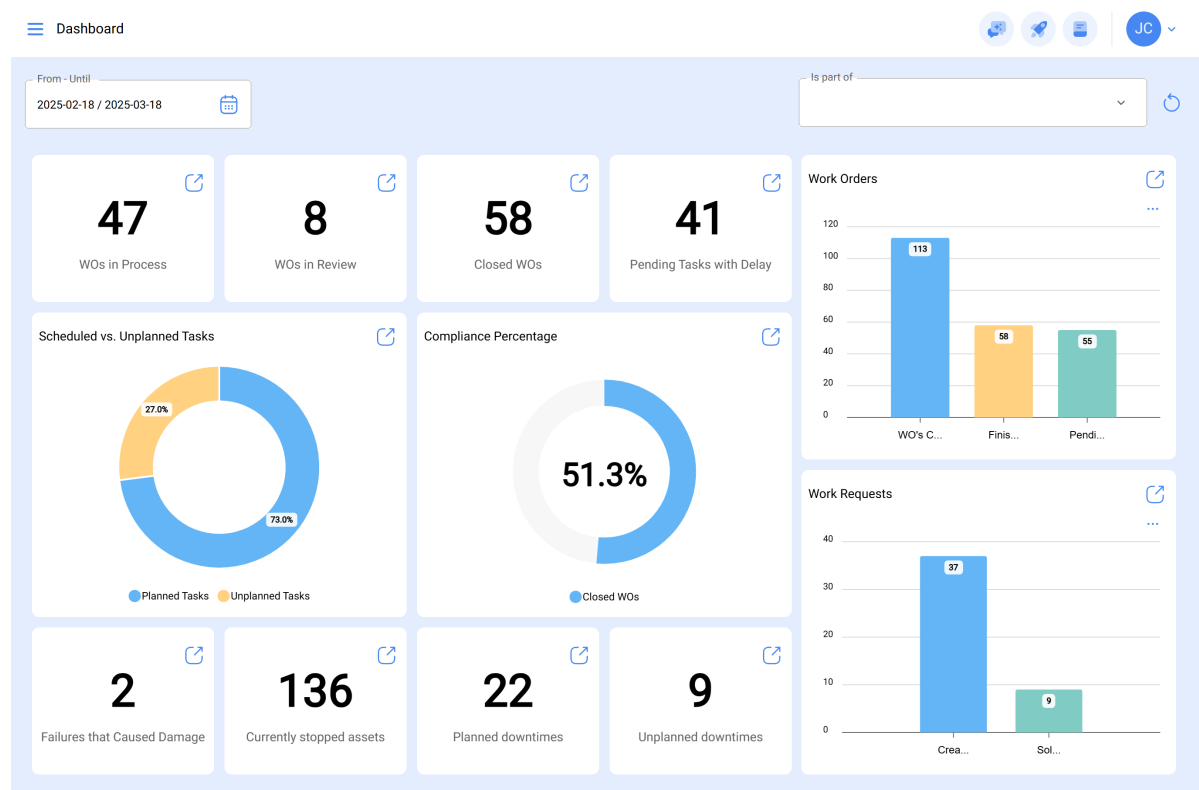
Fracttal One has an option that allows administrators to add permissions to view and edit time records on tasks executed by other users. This facilitates collaboration, increases transparency and streamlines project management, benefiting the entire organization.

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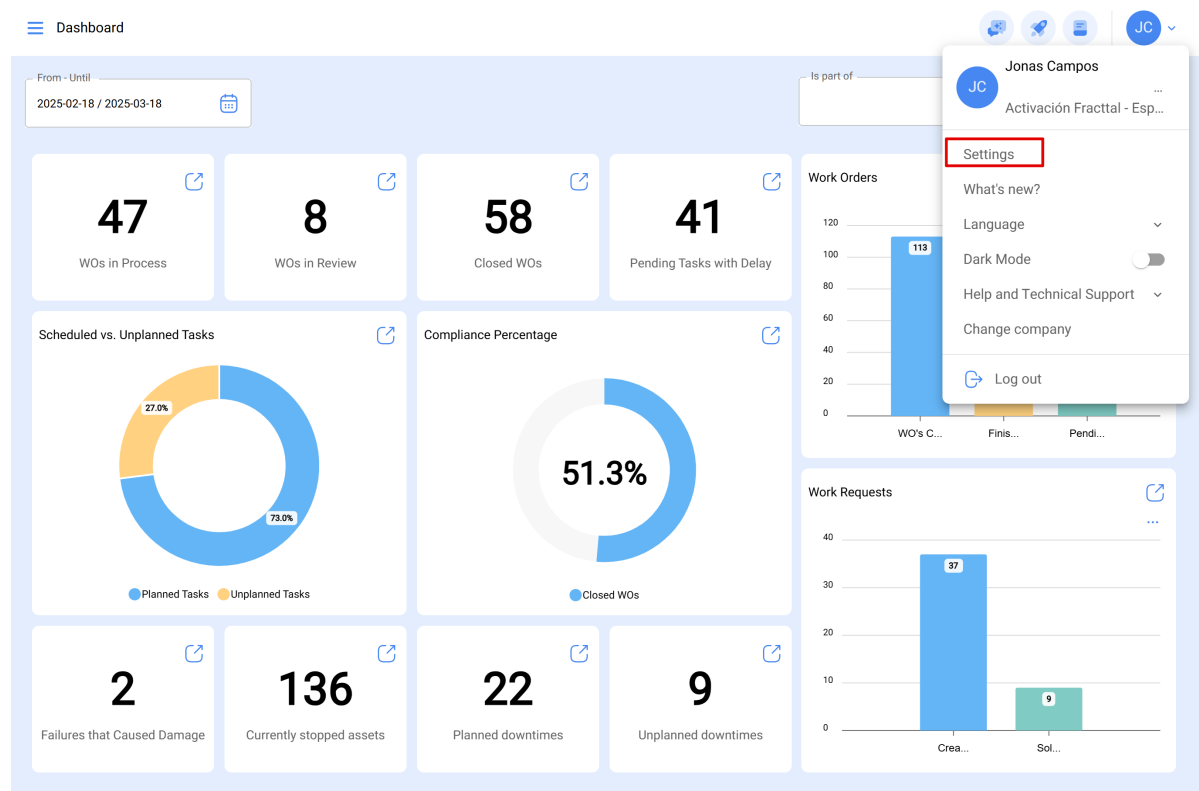
How to enable another user's OT task log permissions?

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".

4. Then select "Permissions".

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

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".

← Edit Group Permissions

Description	Note
equipo de mantenimiento	

◯ Read Only.   ◯ Select / Unselect All.

	Module	Submodule	See	Add	Edit	Remove	Report
◯	Assets	Locations	◯	◯	◯	◯	◯
◯	Assets	Equipment	◯	◯	◯	◯	◯
◯	Assets	Tools	◯	◯	◯	◯	◯
◯	Assets	Spare Parts and Supplies	◯	◯	◯	◯	◯
◯	Assets	Digital	◯	◯	◯	◯	◯
◯	Assets	Import/Export	◯				
◯	Assets	Maps	◯	◯	◯	◯	◯
◯	Inhouse Personnel	General	◯	◯	◯	◯	◯
◯	Inhouse Personnel	Import/Export	◯				
◯	Third Parties	General	◯	◯	◯	◯	◯
◯	Third Parties	Services	◯	◯	◯	◯	◯

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.

2.Eliminate records of the execution times associated with such work orders.

3. Add new execution dates to the corresponding work order.

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
// Fracttal/

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