

How to customize access in Fracttal One according to your team's roles?

help.fracttal.com/hc/en-us/articles/38097602058765-How-to-customize-access-in-Fracttal-One-according-to-your-team-s-roles

In your daily operations, each member of your team has specific responsibilities and tasks. Therefore, it is essential that access to the modules of **Fracttal One** is configured in a personalized way, so that each person can access only the information and tools necessary to perform their job. This way, you optimize security, workflow, and efficiency within your platform.

The screenshot shows the Fracttal One settings interface. On the left is a sidebar menu with options: General, User Accounts (highlighted with a red box), Business Calendar, Modules, Financial, Auxiliary Catalogs, Document Management, Transactions Log, Security, API Connections, Guest Portal, and Account. The main content area is titled 'Activación Fracttal - Español - 477' and has a 'Save' button. It is divided into two tabs: 'User Accounts' (active) and 'Permissions'. Under 'User Accounts', there are four summary cards: 'User Accounts 74 / 110', 'Limited technician accounts 5 / 50', 'Request accounts 6 / Unlimited', and 'Number of read only accounts 0 / Unlimited'. Below these is a table of users with columns for 'Habilitado' (checkbox), 'Nombre' (name), 'Email', and 'Tipo' (role). The table lists 85 users, with the first few visible being Adalbert, ALBERTO, Alexander, and Ana-. A blue '+' button is at the bottom right of the table.

Habilitado	Nombre	Email	Tipo
<input type="checkbox"/>	Adalbert	@fracttal.com	In
<input type="checkbox"/>	ALBERTO	@fracttal.com	In
<input type="checkbox"/>	Alexander	@fracttal.com	In
<input type="checkbox"/>	Alexander	@gmail.com	In
<input type="checkbox"/>	Alexander	@fracttal.com	In
<input type="checkbox"/>	ALEXANDER	@fracttal.com	TH
<input type="checkbox"/>	Ana-	@fracttal.com	In

Assignment and customization of permissions

In Fracttal One, access is managed through permission groups that facilitate quick configuration aligned with the team's functions. These groups can be used as they are or adapted according to each user's specific responsibilities.

Steps to configure personalized access

1. **Access the permission settings:** Go to the menu and select *Settings > User Accounts* to view and modify permission groups.

Settings

Activación Fractal - Español - 477

Save

General

User Accounts

Business Calendar

Modules

Financial

Auxiliary Catalogs

Document Management

Transactions Log

Security

API Connections

Guest Portal

Account

User Accounts

Limited technician accounts

Request accounts

Number of read only accounts

<input type="checkbox"/>	Habilitado	Nombre ↑	Email	Tip
<input type="checkbox"/>	Yes	Adalbert	@fracttal.com	In
<input type="checkbox"/>	Yes	ALBERTO	fracttal.com	In
<input type="checkbox"/>	Yes	Alexander I	:@fracttal.com	In
<input type="checkbox"/>	Yes	Alexander I	j@gmail.com	In
<input type="checkbox"/>	Yes	Alexa	fracttal.com	In
<input type="checkbox"/>	Yes	ALEXANDER	@fracttal.com	Th
<input type="checkbox"/>	Yes	Ana-Catalin	@fracttal.com	In

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2. **Define the permission group:** Assign a permission group based on the user's role or customize the permissions according to the work area and specific responsibilities.

Settings

Search...

Activación Fractal - Español - 477

Save

General

User Accounts

Business Calendar

Modules

Financial

Auxiliary Catalogs

Document Management

Transactions Log

Security

API Connections

Guest Portal

Account

User Accounts

Permissions

<input type="checkbox"/>	Description ↑	Note	Read Only
<input type="checkbox"/>	ADMINISTRADOR LIMITADO - CHARLY		No
<input type="checkbox"/>	Administrador limitado ejemplo Fernando		No
<input type="checkbox"/>	Administrador limitado PI		No
<input type="checkbox"/>	administrador limitado prueba 1		No
<input type="checkbox"/>	"administrador" para cliente		No
<input type="checkbox"/>	Administrativo - Soporte		No
<input type="checkbox"/>	Administrator	Default group permissions	No
<input type="checkbox"/>	ADMIN LIMITADO DAY		No
<input type="checkbox"/>	AFJ Permisos Fractal Hub	AFJ	No

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3. Customize the accessible modules and submodules: When modifying a group, enable or disable access to modules such as Asset Management, Work Orders, Reports, or User Administration, ensuring that each member sees only what is necessary.

The **"Read-only"** setting ensures that the user has access to relevant information without the risk of making changes, ideal for users who need to monitor processes without intervening in them.

← Edit Group Permissions

Description
Administrador limitado

Note

☐ Read Only ☐ Select / Unselect All.

↺

≡

⚙

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

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How to individually edit a user account?

By accessing the user's profile from the **User Accounts** module, you can view and modify specific information such as:

- **Name, email, and user type.**
- **Assigned profile and corresponding permission group**, with the ability to change it without affecting other users.
- **Main module upon login**, such as the Dashboard, and allow or restrict the option for the user to edit this preference.
- **Visible location**, which allows limiting the visibility of assets to only a specific location if required.
- **Additional options**, such as enabling access only via SSO, receiving email notifications, or setting up two-step authentication.

User Type
Inhouse Personnel

Enabled

Name
Asistente 18 Capacitacion

Email

Profile
Custom

Group Permissions
CAPACITACION EN SITIO

Configuring the main module for login

☐ Allow user editing

☒ Viewing main dashboard

Module
Dashboard

Show only active Assets

Location
// CAPACITACION2025/

Other Options

☐ Authentication only by Single Sign-On

☒ Receive email notifications

Note: For more details on how to manage and customize these permissions, refer to the article: [How to add/create permission groups?](#)