

How to assign or link a human resource to a task through Teams?

help.fracttal.com/hc/en-us/articles/25289537950349-How-to-assign-or-link-a-human-resource-to-a-task-through-Teams

Once the Teams schedules are activated and linked in the profiles of the human resource users, all that remains is to assign these users as resources to a task.

To do this, once a Work Order is created (whether planned or unplanned), we must access the resources submodule and select the add option.

The screenshot displays the Fracttal interface. On the left, a 'Work Order' panel is visible, showing details for 'Jonas Campos' on '2026-05-15' at '00:10'. The main area shows the 'POLINES' task with a 'Resources' tab highlighted in red. Below the tabs, there is a 'Requisitions' button and a 'Total cost: \$ CLP 0.00' indicator. A large blue folder icon with a plus sign is centered, with the text 'No data to show with these parameters' below it. At the bottom right, a blue circular button with a white plus sign is highlighted in red. Below this button are 'Start' and 'Log' buttons.

Next, a window will open to configure the resource you want to add. In this case, “Human Resources” must be selected as the type of resource.

← Work Order

Jonas Campos ▾
2026-05-15 00:10

00:00

Note

Work Management

POLINES
//

MANTENIMIENTO PREVENTIVO

Priority: = Medium
Task type: PREVENTIVO
Group 1:
Group 2:
Work Request Num...
Actual Schedule Dat... 2026-05-15
Estimated Duration: 00:10:00

← New Resource ✓

Resource Type
Inhouse Personnel ▾

Profile / Resources
▾
Description can't be blank

Human Resource
▾
Resource Source can't be blank

Unit

Resource Utilization Date
2026-05-07 16:04

Qty
001:00

Unit Cost
\$ CLP 0

Then, it is necessary to select the specific profile and name of the user you want to add as a resource. In this section, you will see that human resources with a schedule linked to Teams will have an option to preview their schedules in calendar format.

← Work Order

Jonas Campos ▾
2026-05-15 00:10

00:00

Note

Work Management

POLINES
//


MANTENIMIENTO PREVENTIVO

Priority: = Medium
Task type: PREVENTIVO
Group 1:
Group 2:
Work Request Num...
Actual Schedule Dat... 2026-05-15
Estimated Duration: 00:10:00

← New Resource ✓

Resource Type
Inhouse Personnel ▾

Profile / Resources
TECNICO MEC, 1 ▾ ×

Human Resource

Jonas Campos Available ▾ ×

Scheduled date and time
2026-05-07 16:05

Unit
Hour

Extra hours

Resource Utilization Date
2026-05-07 16:04

Qty
001:00

2026 May
2026-05-03

Week Agenda

	03 Sun	04 Mon	05 Tue	06 Wed	07 Thu	08 Fri	09 Sat
12:00 AM		12:00 AM – 9:00 AM Not Available	12:00 AM – 9:00 AM Not Available	12:00 AM – 9:00 AM Not Available	12:00 AM – 9:00 AM Not Available	12:00 AM – 9:00 AM Not Available	
12:30 AM							
1:00 AM							
1:30 AM							
2:00 AM							
2:30 AM							
3:00 AM							
3:30 AM							
4:00 AM							
4:30 AM							
5:00 AM							
5:30 AM							

← Work Order

Jonas Campos

2026-05-15 00:10

00:00

Note

Work Management

POLINES

//

MANTENIMIENTO PREVENTIVO

Priority: Medium

Task type: PREVENTIVO

Group 1:

Group 2:

Work Request Num...

Actual Schedule Dat... 2026-05-15

Estimated Duration: 00:10:00

← New Resource ✓

Resource Type: Inhouse Personnel

Profile / Resources: TECNICO MEC, 1

Human Resource: Jonas Campos (Available)

Scheduled date and time: 2026-05-07 16:05

Unit: Hour

Extra hours

Resource Utilization Date: 2026-05-07 16:04

Qty: 001:00

After selecting the human resource, it is necessary to set the exact date and time when the activity will take place.

← Work Order

Jonas Campos

2026-05-15 00:10

00:00

Note

Work Management

POLINES

//

MANTENIMIENTO PREVENTIVO

Priority: Medium

Task type: PREVENTIVO

Group 1:

Group 2:

Work Request Num...

Actual Schedule Dat... 2026-05-15

Estimated Duration: 00:10:00

← New Resource ✓

Resource Type: Inhouse Personnel

Profile / Resources: TECNICO MEC, 1

Human Resource: Jonas Campos (Available)

Scheduled date and time: 2026-05-07 16:05

Unit: Hour

Extra hours

Resource Utilization Date: 2026-05-07 16:04

Qty: 001:00

Finally, after incorporating the rest of the parameters and selecting the save option, a function will be enabled that allows viewing the scheduled activity for the human resource in calendar format, according to the established date and time.

Work Management View Calendar

WO's ID: OT-760-MTTO

Agenda 2026-05-07

	3:36 pm – 3:46 pm	<input type="checkbox"/>	15:36 INSPECCIÓN DIARIA	
Mon May 11	4:00 am – 4:10 am	<input type="checkbox"/>	04:00 Monthly Preventive Maintenance	
	12:00 pm – 1:00 pm	<input type="checkbox"/>	12:00 MANTENIMIENTO TOTAL	
	12:42 pm – 1:42 pm	<input type="checkbox"/>	12:42 MANTENIMIENTO MENSUAL	
	1:26 pm – 2:26 pm	<input type="checkbox"/>	13:26 MANTENIMIENTO MENSUAL	
Wed May 13	3:00 am – 3:10 am	<input type="checkbox"/>	03:00 INSPECCION VISUAL MENSUAL	
Fri May 15	4:14 pm – 4:24 pm	<input type="checkbox"/>	16:14 MANTENIMIENTO SISTEMA DE SEGURIDAD	
	4:18 pm – 4:28 pm	<input type="checkbox"/>	16:18 MANTENIMIENTO PREVENTIVO	
	4:19 pm – 4:29 pm	<input checked="" type="checkbox"/>	16:19 OT-760-MTTO	0%
	4:55 pm – 5:05 pm	<input type="checkbox"/>	16:55 MANTENIMIENTO GOMA DE CINTA	
Mon May 18	3:00 am – 5:00 am	<input type="checkbox"/>	03:00 MTTO SEMESTRAL	
	3:00 am – 5:00 am	<input type="checkbox"/>	03:00 MTTO SEMESTRAL	
	3:00 am – 5:00 am	<input type="checkbox"/>	03:00 MTTO SEMESTRAL	
	3:00 am – 5:00 am	<input type="checkbox"/>	03:00 MTTO SEMESTRAL	

Note: The assignment and viewing of schedules in Teams applies only to users who have been added as resources to tasks, thus excluding those responsible for the Work Orders (WO). If the person responsible for the WO is also the executor of the task, they must be incorporated as a human resource in the corresponding task.