

# View and edit time records of a task

[help2.fractal.com/hc/en-us/articles/25224778904461-View-and-edit-time-records-of-a-task](https://help2.fractal.com/hc/en-us/articles/25224778904461-View-and-edit-time-records-of-a-task)

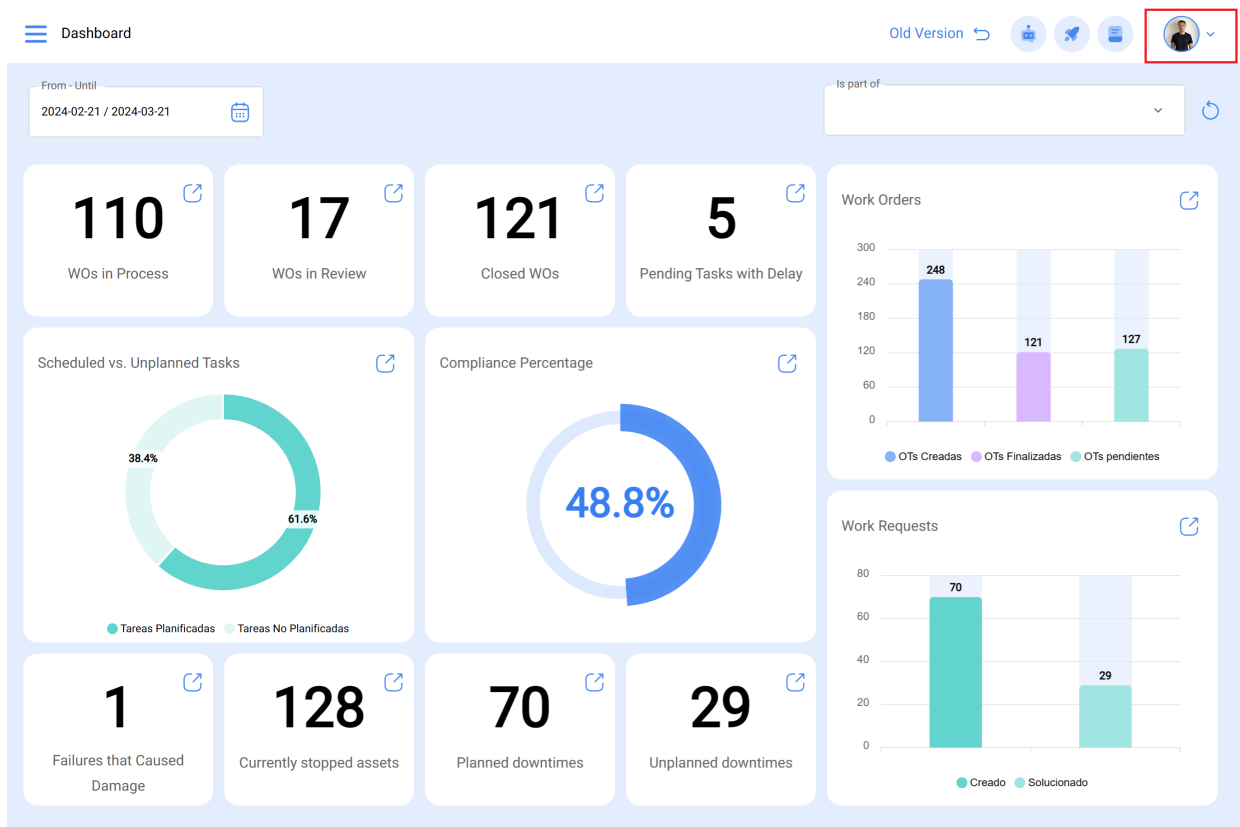
Fractal One has an option that allows administrators to add permissions to view and edit time records on tasks executed by other users. This facilitates collaboration, increases transparency and streamlines project management, benefiting the entire organization.

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 Fractal One, like this:

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



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

The screenshot shows a dashboard with a user profile menu open. The menu is for 'Elias Alves' and includes options: Settings (highlighted with a red box), What's new?, Language, Dark Mode, Help and Technical Support, Change company, and Log out. The dashboard itself features several KPI cards and charts. The KPI cards show: 110 Work Orders in Process, 17 Work Orders in Review, 121 Closed Work Orders, 5 Pending Tasks with Delay, 1 Failure that Caused Damage, 128 Currently stopped assets, 70 Planned downtimes, and 29 Unplanned downtimes. There are also two donut charts: 'Scheduled vs. Unplanned Tasks' (38.4% Tareas Planificadas, 61.6% Tareas No Planificadas) and 'Compliance Percentage' (48.8%). Two bar charts are also present: 'Work Orders' (248 OTs Creadas) and 'Work Requests' (70 Creado, 29 Solucionado).

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

The screenshot shows the 'User Accounts' settings page. The left sidebar has 'User Accounts' highlighted with a red box. The main content area is titled 'FRACCTAL - Activación' and 'USER ACCOUNTS'. It displays summary statistics: User Accounts (25 / 30), Limited technician accounts (6 / 10), Request accounts (13 / Unlimited), and Number of read only accounts (1 / Unlimited). Below this is a table of user accounts with columns for 'Enabled' and 'Name'. The table lists 10 users, all with 'Yes' in the 'Enabled' column. The users are: Abelardo 123, AFJ Pruebas, Alexander FJ (Pruebas), Alexander Sanchez, Alex Sanchez, ANAY PENICHE, Andres FC, Carlos Magno, and CF Pepita Pepita. At the bottom, it says 'Showing 45 of 45' and there is a '+' button.

Enabled	Name
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Abelardo 123
<input checked="" type="checkbox"/>	AFJ Pruebas
<input checked="" type="checkbox"/>	Alexander FJ (Pruebas)
<input checked="" type="checkbox"/>	Alexander Sanchez
<input checked="" type="checkbox"/>	Alex Sanchez
<input checked="" type="checkbox"/>	ANAY PENICHE
<input checked="" type="checkbox"/>	Andres FC
<input checked="" type="checkbox"/>	Carlos Magno
<input checked="" type="checkbox"/>	CF Pepita Pepita

#### 4. Then select "Permissions".

The screenshot shows the 'Permissions' tab selected in the 'User Accounts' settings. The interface includes a sidebar with navigation options like 'General', 'User Accounts', 'Business Calendar', 'Modules', 'Financial', 'Auxiliary Catalogs', 'Document Management', 'Transactions Log', 'Security', 'API Connections', 'Guest Portal', and 'Account'. The main content area displays summary statistics and a table of user accounts.

Summary Statistics:

- User Accounts: 25 / 30
- Limited technician accounts: 6 / 10
- Request accounts: 13 / Unlimited
- Number of read only accounts: 1 / Unlimited

Enabled	Name
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Abelardo 123
<input checked="" type="checkbox"/>	AFJ Pruebas
<input checked="" type="checkbox"/>	Alexander FJ (Pruebas)
<input checked="" type="checkbox"/>	Alexander Sanchez
<input checked="" type="checkbox"/>	Alex Sanchez
<input checked="" type="checkbox"/>	ANAY PENICHE
<input checked="" type="checkbox"/>	Andres FC
<input checked="" type="checkbox"/>	Carlos Magno
<input checked="" type="checkbox"/>	CF Pepita Pepita

Showing 45 of 45

#### 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' settings. The interface is similar to the previous screenshot, but the main content area displays a table of permissions.

Description	Note	Read Only
<input type="checkbox"/>		No
<input type="checkbox"/>	Administrador limitado	Directores 0y0 equipos - sin ...
<input type="checkbox"/>	administrador limitado prueba 1	No
<input type="checkbox"/>	Administrativo - Soporte	No
<input type="checkbox"/>	Administrator	Default group permissions
<input type="checkbox"/>	Almacén	No
<input type="checkbox"/>	Almacén	No
<input type="checkbox"/>	ALMACEN DE ANTONIO	No
<input type="checkbox"/>	ALMACEN DE EJEMPLO MEXI	ESTE GRUPO DE PERMISO P...
<input type="checkbox"/>	ALMACEN DE SERVICIOS CONDE	PERMISO PARA USUARIOS ...
<input type="checkbox"/>	ALMACENISTA ARYZTA	No

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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 Save

Description: Maintenance team Note

Read Only.  Select / Unselect All. ↻

<input type="checkbox"/> Module	Submodule	See	Add	Edit	Remove	Report
<input type="checkbox"/> Work Management	Task logs in WO from other users	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Work Management	Meter Readings		<input type="checkbox"/>			
<input type="checkbox"/> Teams	Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Teams	General	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Teams	Programming agenda	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Monitoring	Meters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Monitoring	Fractal Sense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dispatcher	Events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Business Intelligence	Economical Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Business Intelligence	Technical Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Business Intelligence	Work request Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Business Intelligence	Fractal BI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## 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

Alexander Sanchez  
01:00:00 2023-11-17

00:00:00  
Rating ★★ ★  
Note

Work Management


BANDA 3  
// GALCACCI ALMACEN CALIBRADORA

MANTENIMIENTO MENSUAL (COPY)

Task type: PREVENTIVO  
Group 1:  
Group 2:  
Work Request Num:  
Actual Schedule Date: 2023-11-17  
Estimated Duration: 01:00:00

Completed

RESOURCES 1 | ATTACHMENTS 2

← Edit Task: 

Task  
MANTENIMIENTO MENSUAL (COPY)

User  
Alexander Sanchez

Start Date  
2023-10-17 11:35

End Date  
2023-10-17 11:37

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

← Work Order

Alexander Sanchez ▾  
01:00:00 2023-11-17

00:00:00

Rating ★★★★★

Note

Work Management

BANDA 3  
// GALCACO/ ALMACEN/ CALIBRADORA/

MANTENIMIENTO MENSUAL (COPY)

Task type: PREVENTIVO

Group 1:

Group 2:

Work Request Numb...

Actual Schedule Date: 2023-11-17

Estimated Duration: 01:00:00

Completed


RESOURCES 1 | ATTACHMENTS 2

← Task: MANTENIMIENTO MENSUAL (COPY)

Alexander Sanchez

Invalid date - Work in progress...

Showing 1 of 1



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

← Work Order

Alexander Sanchez ▾  
01:00:00 2023-11-17

00:00:00

Rating ★★★★★

Note

Work Management

BANDA 3  
// GALCACO/ ALMACEN/ CALIBRADORA/

MANTENIMIENTO MENSUAL (COPY)

Task type: PREVENTIVO

Group 1:

Group 2:

Work Request Numb...

Actual Schedule Date: 2023-11-17

Estimated Duration: 01:00:00

Completed

RESOURCES 1 | ATTACHMENTS 2

← Task: MANTENIMIENTO MENSUAL (COPY)

Alexander Sanchez

Invalid date - Work in progress...

Elias Alves

2024-03-21 13:38:25 - 2024-03-21 13:48:25

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