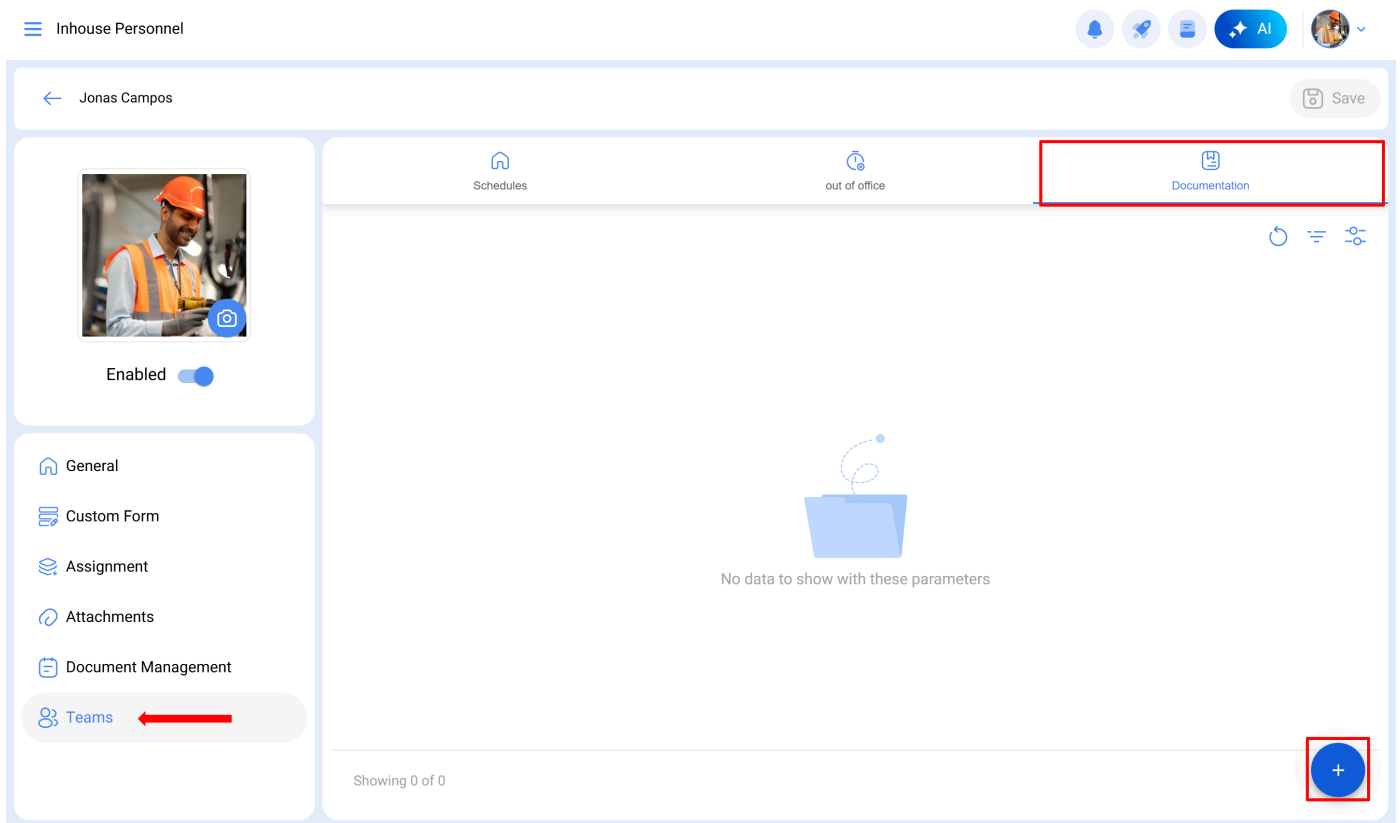


What is Teams documentation and how to add it?

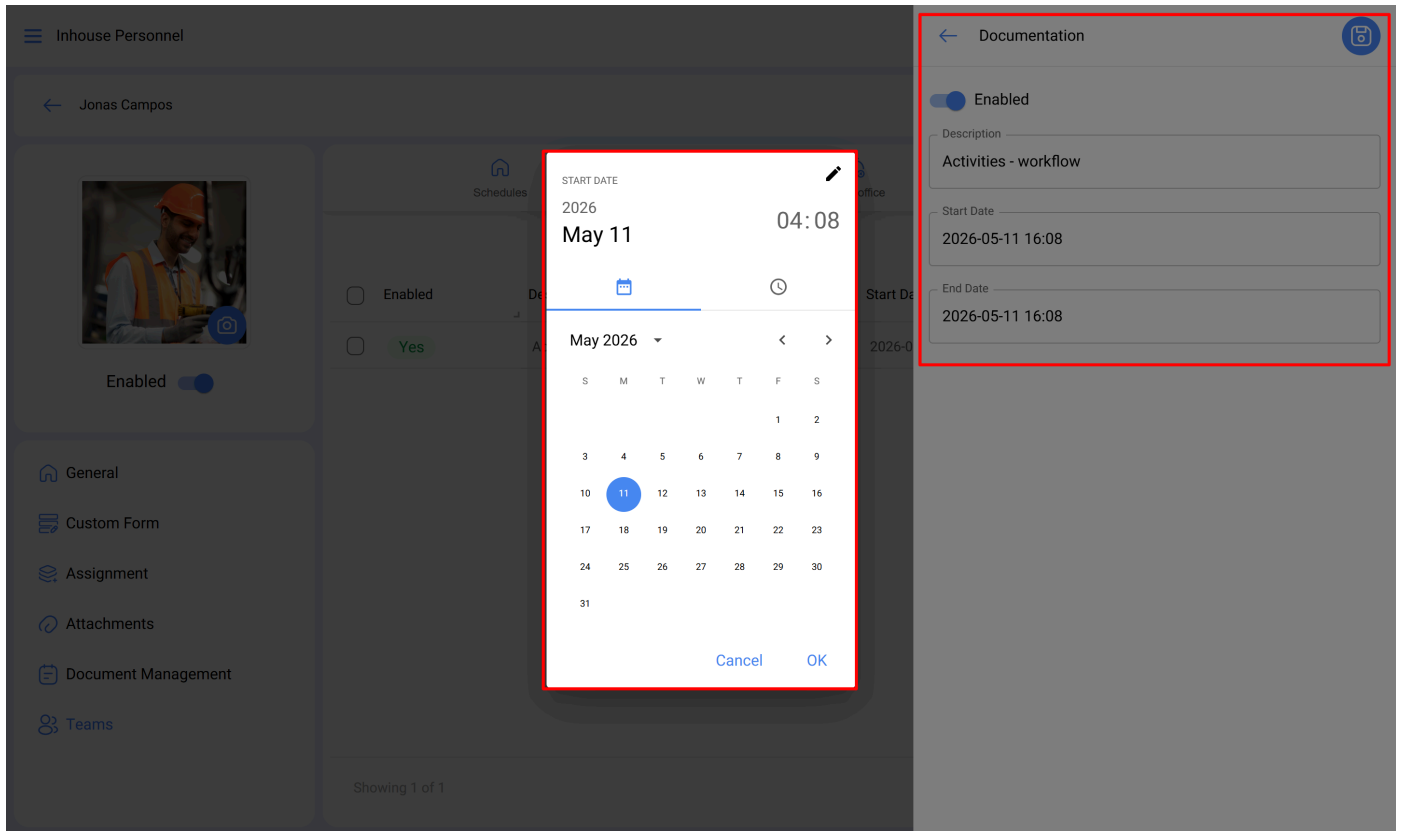
help.fracttal.com/hc/en-us/articles/25044167316109-What-is-Teams-documentation-and-how-to-add-it

Unlike document management in other modules, documentation in Teams sets certain restrictions when performing activities. For example, if the staff member has an expired document, they will not be able to carry out the corresponding task until the document is renewed. This is useful for documents that limit the execution of certain activities.

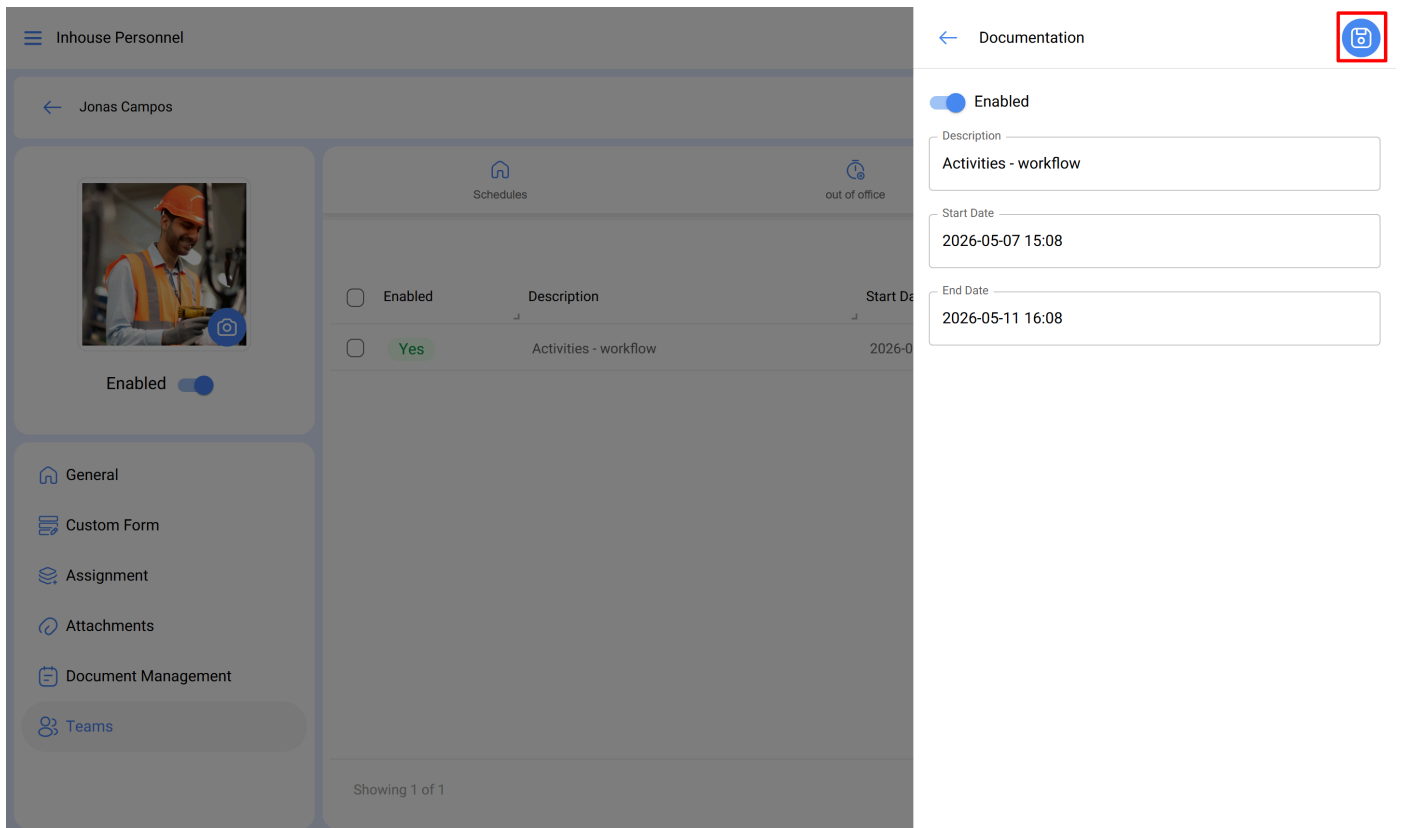
To add documentation in Teams, it is necessary to access the “Documentation” submodule within the **Human Resources** profile of the user in question (it is important that this profile is previously associated with a Teams schedule).



Next, you need to select the add option to enable a new window where you can enter the description and the date range corresponding to the documentation you want to add.

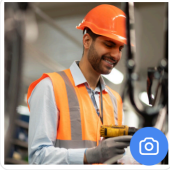


Finally, by clicking save, the documentation associated with the person in question will be established.



← Jonas Campos

📄 Save



Enabled

Schedules

out of office

Documentation

<input type="checkbox"/> Enabled	Description	Start Date	End Date
<input checked="" type="checkbox"/> Yes	Activities - workflow	2026-05-07 15:08	2026-05-11 16:08

- 🏠 General
- 📄 Custom Form
- 📁 Assignment
- 🔄 Attachments
- 📄 Document Management
- 👤 Teams**

✔️ Action Done

✔️ Data Saved

Showing 1 of 1

