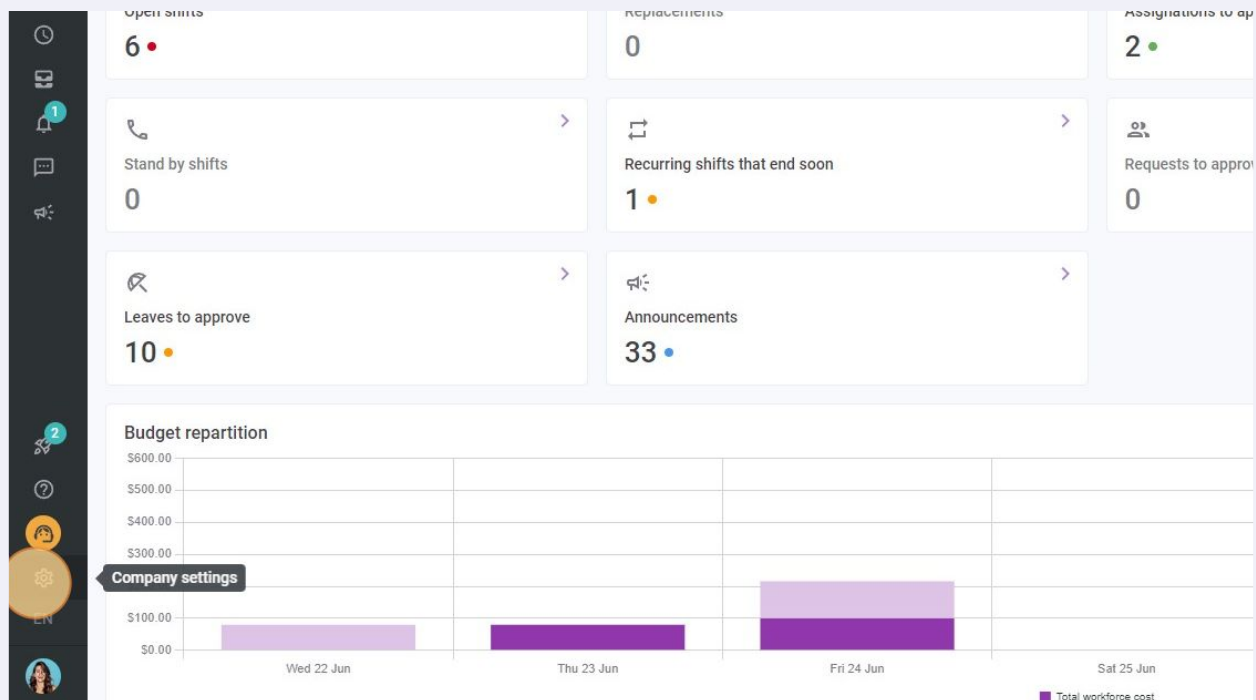


# How to assign a default invitation mode.



- 1 Navigate to the Voilà! web console <https://console.voila.app/en>

- 2 Click on the Company settings icon.



## 3

## Select Invitation & Assignment

```
graph TD; subgraph My_Company [My Company]; G[General Settings]; O[Organizational Structure]; end; subgraph Scheduling_Settings [Scheduling Settings]; S[Schedules and Availability  
Define the types of events supported, the week's starting day, work constraints and automated schedule publishing settings. Define if employees can modify their availability and if those changes must be approved by a manager.]; I[Invitation & Assignment  
The following settings apply to the entire company and will be used by default when creating new open shifts or replacements. You can specify settings by team, position and / or location using custom permissions.]; E[Employee Mobility  
Define fallback teams, positions and locations for a shift invitation when no regular employee is available.]; end; subgraph Payroll_Settings [Payroll Settings]; P[Payroll and Time Off  
Set up the payroll periods, manage your time off types, overtime rules and shift premiums.]; T[Time and Attendance  
Configure timesheets, approve reminders and edit permissions. Activate web and mobile time clocks for specific teams, locations and positions.]; end;
```

The diagram illustrates the hierarchy of settings in the system, organized into three main categories: **My Company**, **Scheduling Settings**, and **Payroll Settings**.

- My Company**
  - General Settings**: Manage your company name, time zone, supported languages, managers and admins permissions as well as your confidential information entered.
  - Organizational Structure**: Define your company's management levels and the structure of its divisions, teams, positions, locations and sub-locations.
- Scheduling Settings**
  - Schedules and Availability**: Define the types of events supported, the week's starting day, work constraints and automated schedule publishing settings. Define if employees can modify their availability and if those changes must be approved by a manager.
  - Invitation & Assignment**: The following settings apply to the entire company and will be used by default when creating new open shifts or replacements. You can specify settings by team, position and / or location using custom permissions.
  - Employee Mobility**: Define fallback teams, positions and locations for a shift invitation when no regular employee is available.
- Payroll Settings**
  - Payroll and Time Off**: Set up the payroll periods, manage your time off types, overtime rules and shift premiums.
  - Time and Attendance**: Configure timesheets, approve reminders and edit permissions. Activate web and mobile time clocks for specific teams, locations and positions.

## 4

Click on Assign an invitation mode.

Assignment

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Applied to the whole company and will be used by default when creating new

a

▼

Invitation mode

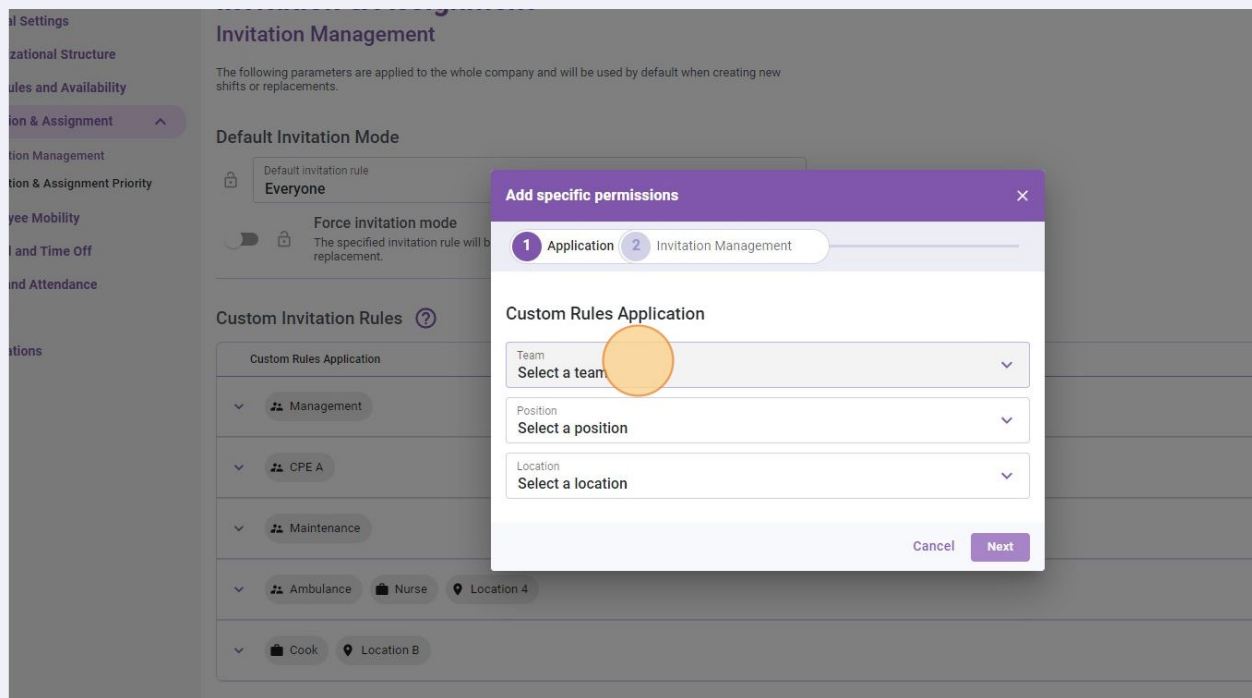
Invitation rule will be applied and can't be changed when creating a shift or

s ?

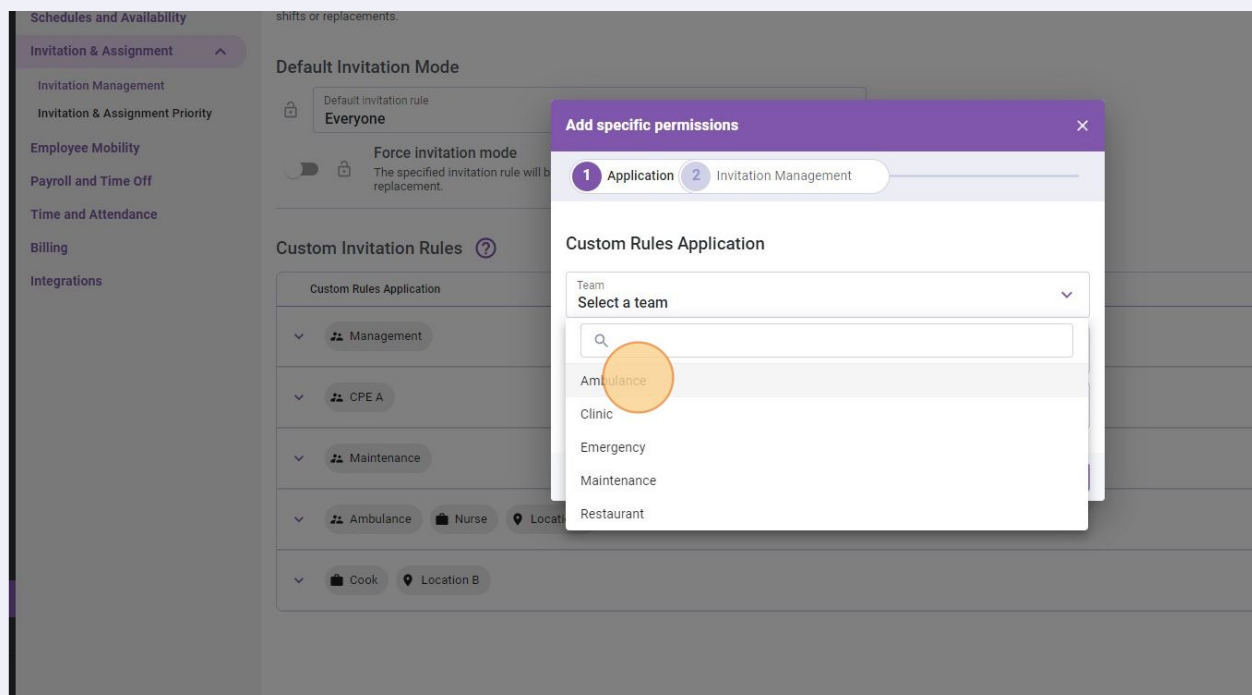
Assign an invitation mode

	<div><div></div><div></div></div>
	<div><div></div><div></div></div>
	<div><div></div><div></div></div>
Nurse Location 4	<div><div></div><div></div></div>
Location B	<div><div></div><div></div></div>

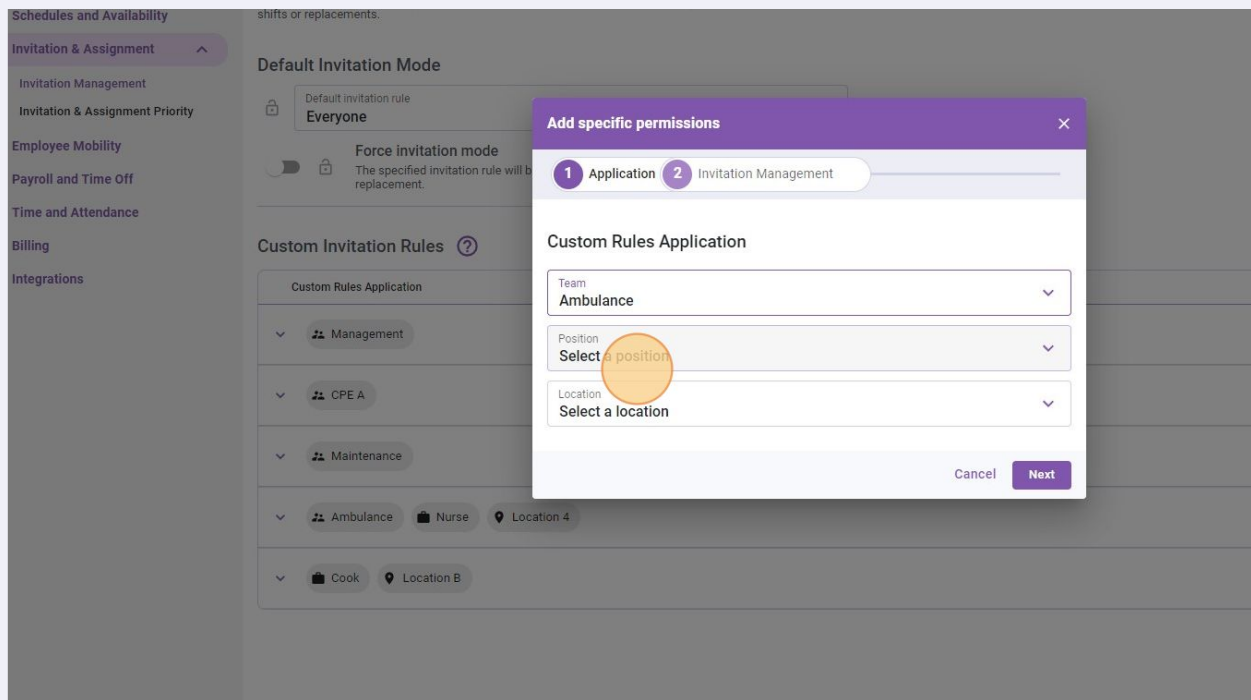
5 Click on Select a team.



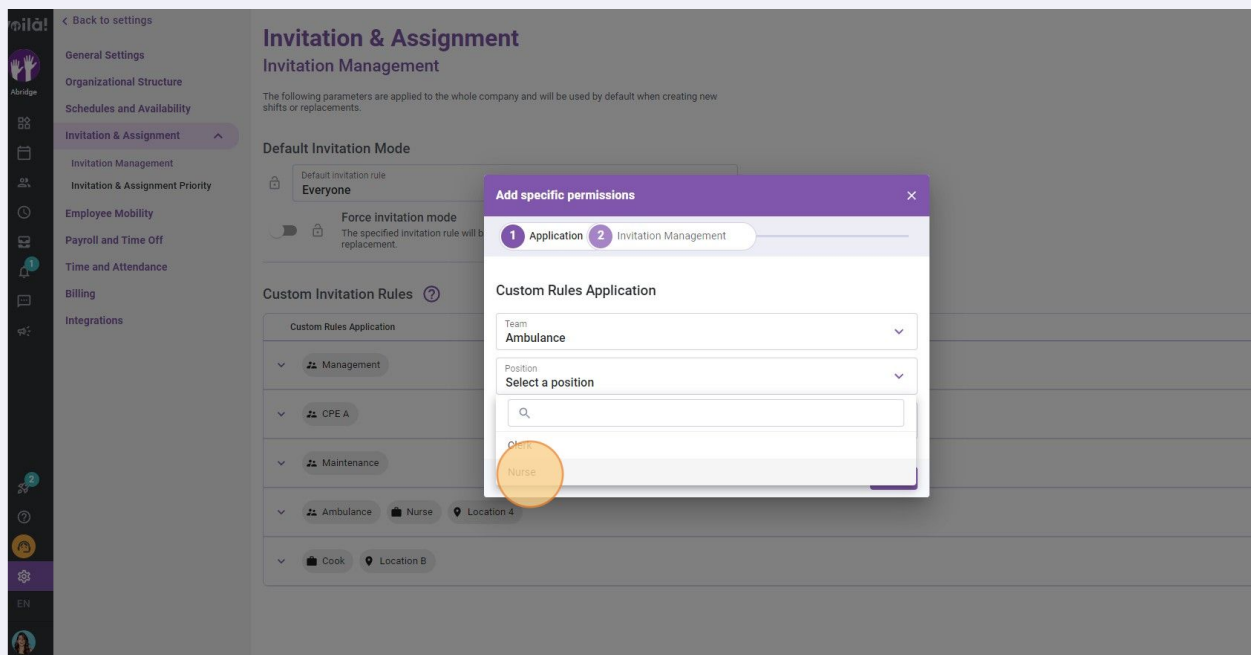
6 Select the team of your choice.



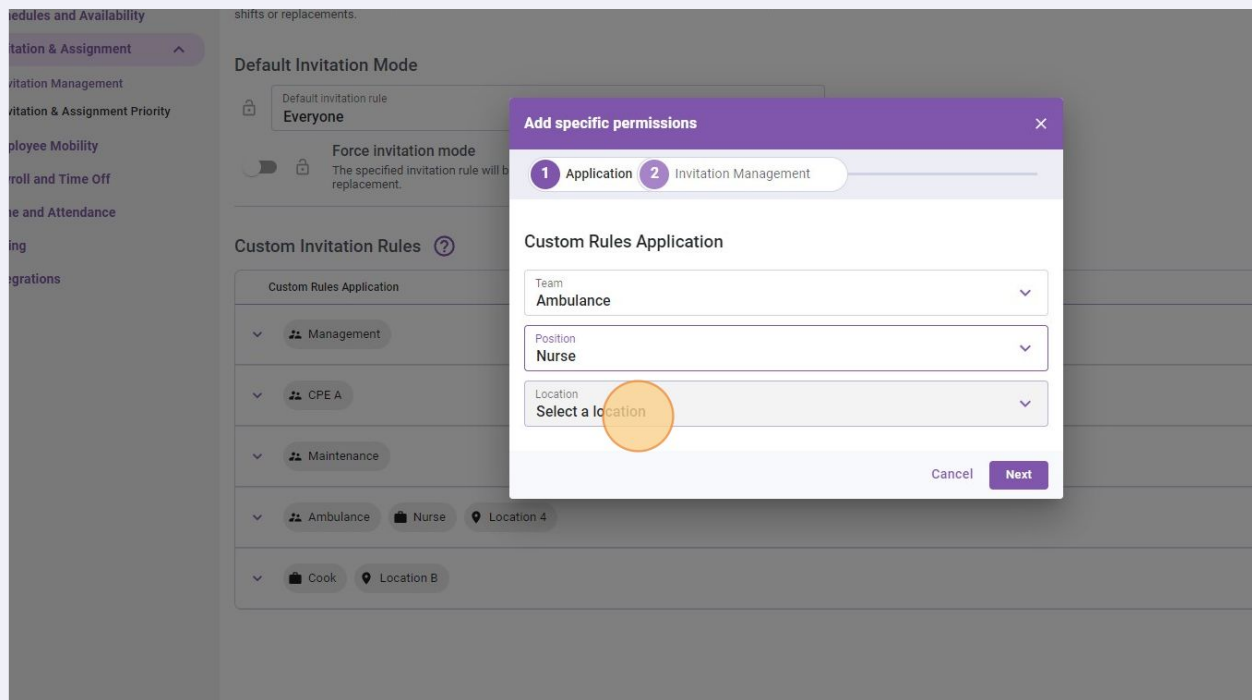
7 Click on Select a position.



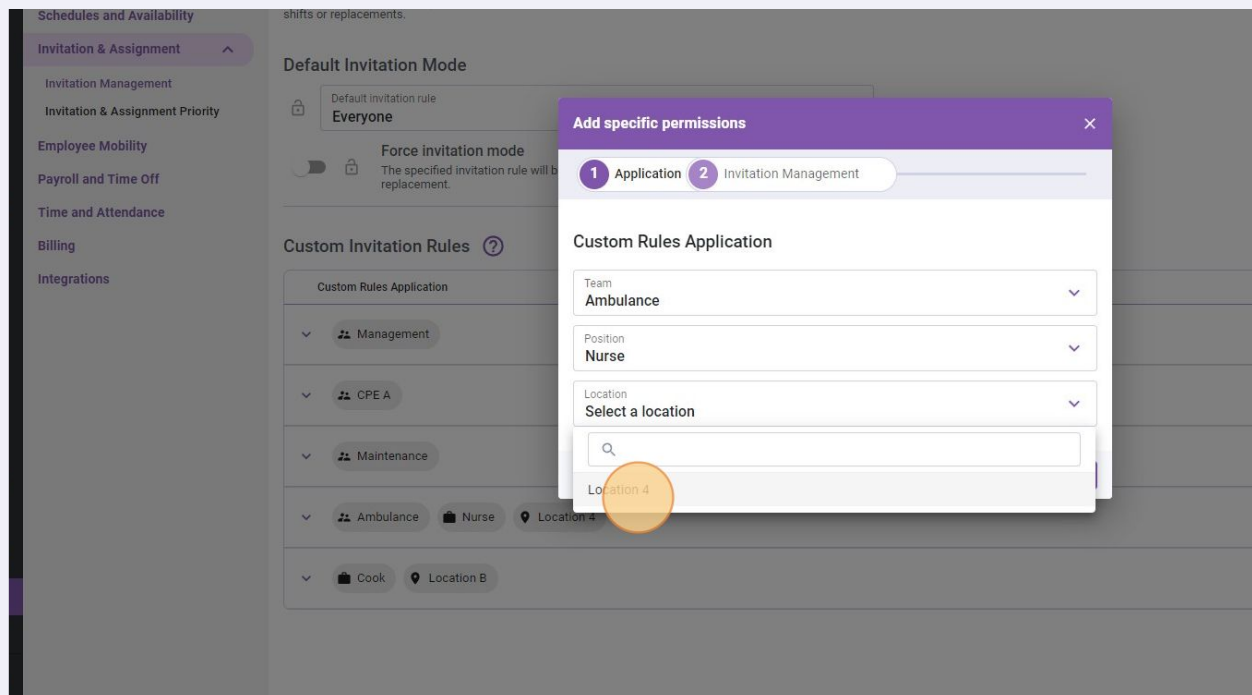
8 Select the position of your choice.



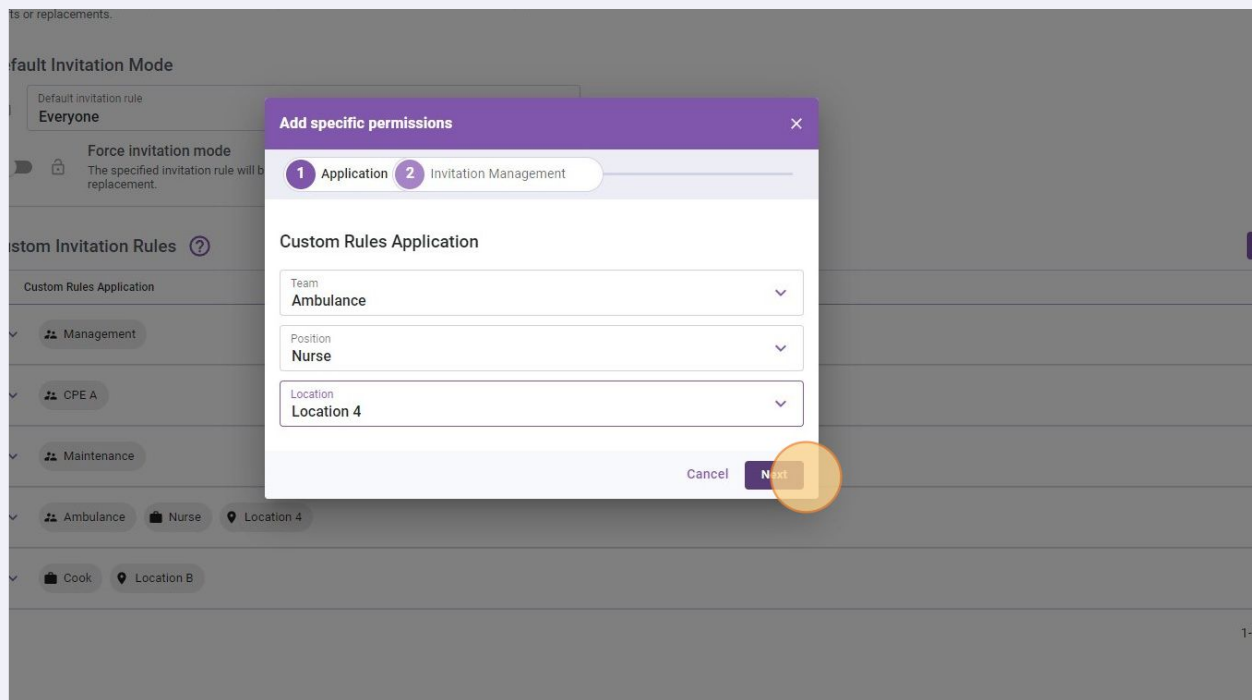
9 Click on Select a location.



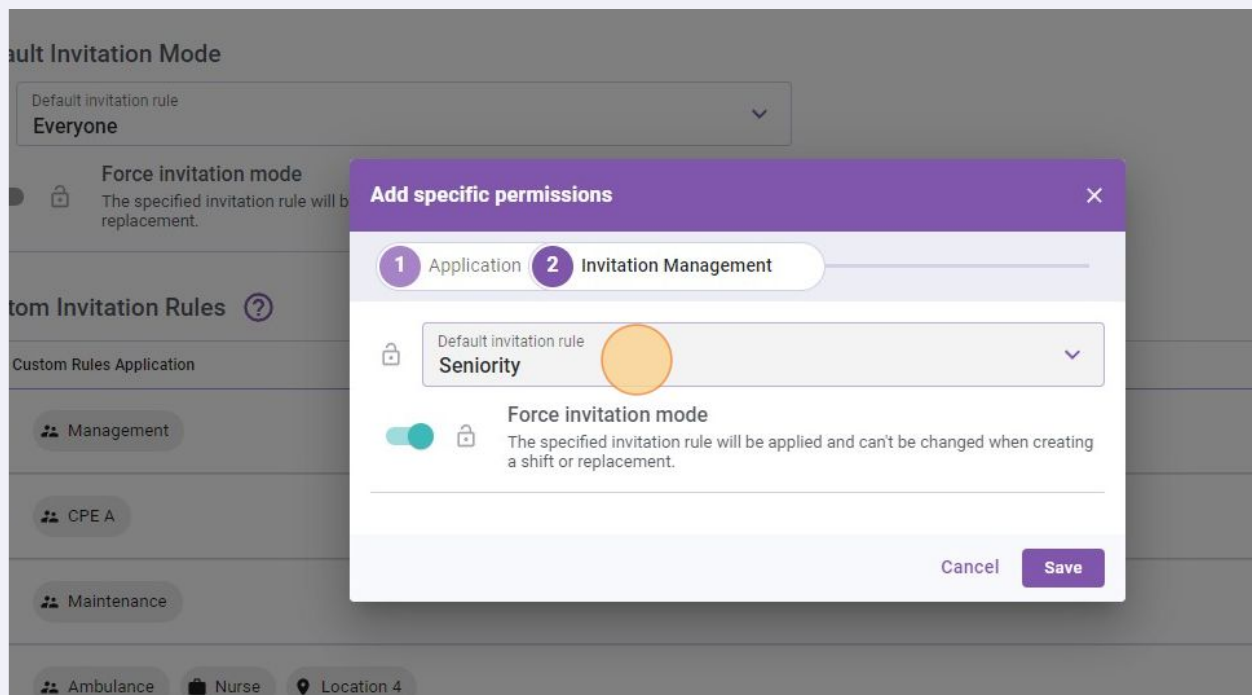
10 Select the location of your choice.



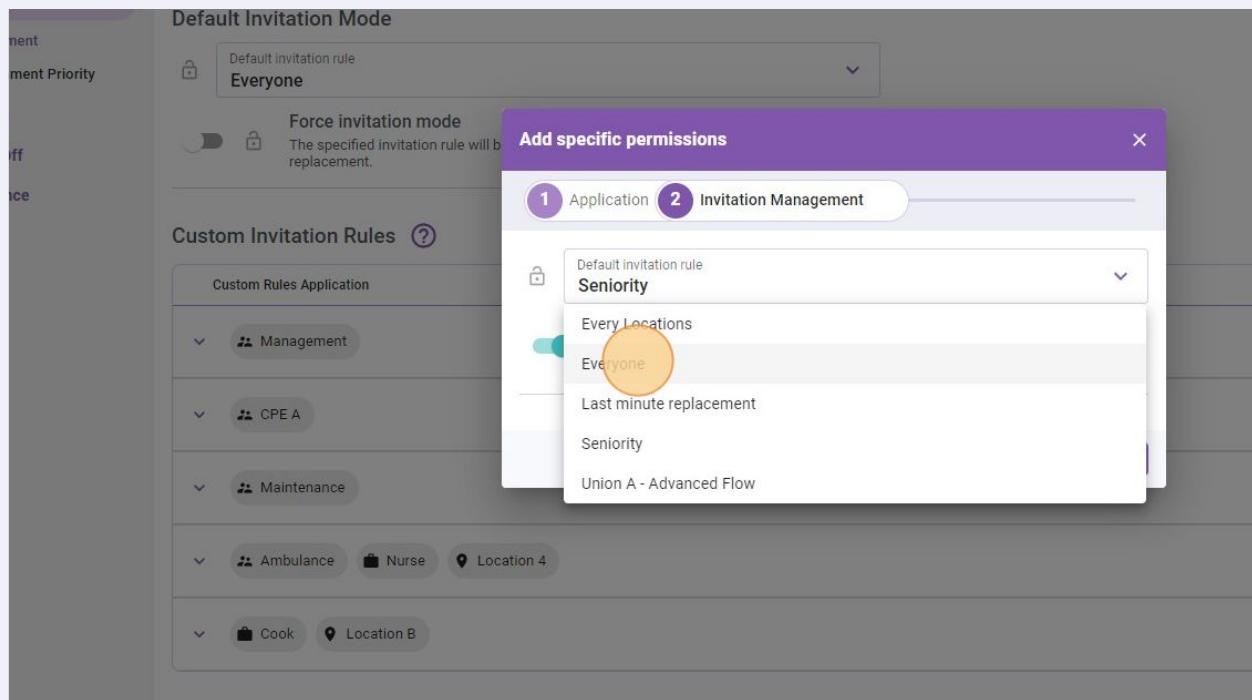
## 11 Click on Next.



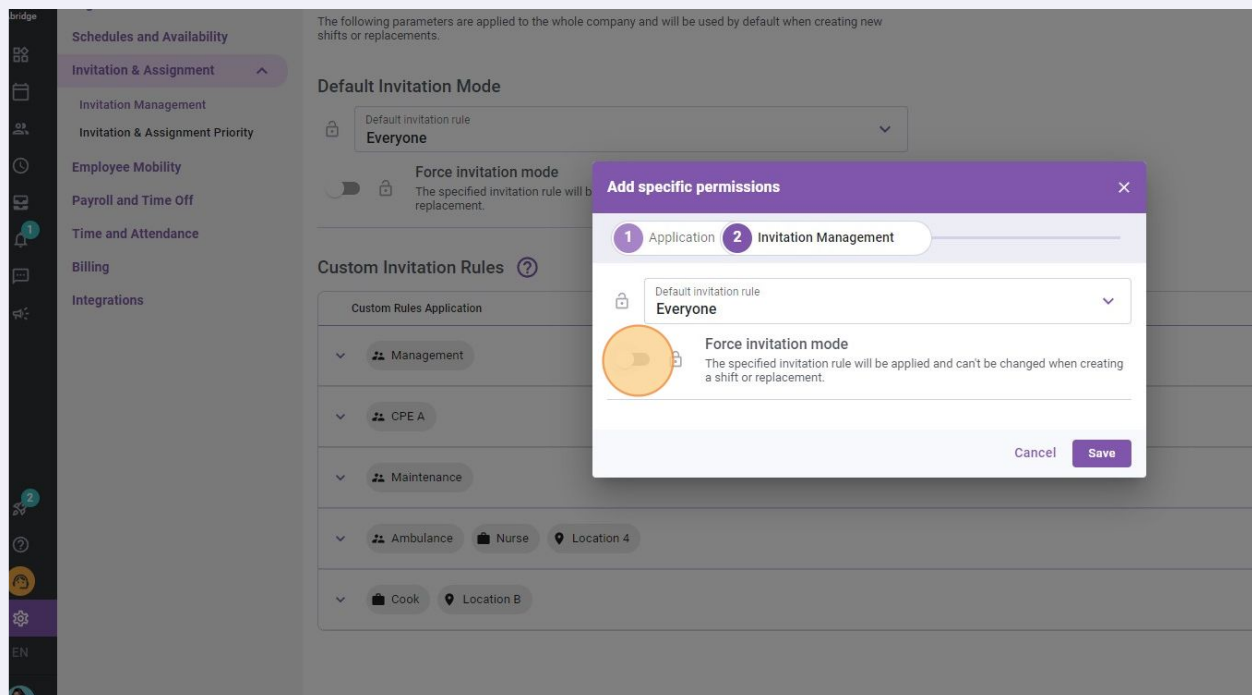
## 12 Click on the Default invitation rule bar.



13 Select the default invitation rule of your choice.



14 Click on the Force invitation mode switch to apply the rule.



15 Click Save to apply the changes to your account.

