

How to change the fallback invitation priority

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

2 Click on the Company settings icon.

The screenshot shows the Voilà! web console dashboard. On the left is a dark sidebar with various icons. The 'Company settings' icon, which is a gear, is highlighted with a yellow circle and a black tooltip that says 'Company settings'. Below the sidebar, the main dashboard area displays several metrics and cards:

- Planned hours: 762 hours
- Start hours: 0 hours
- End hours: \$1
- Open shifts: 0
- Replacements: 0
- Assignations to approve: 0
- Stand by shifts: 0
- Recurring shifts that end soon: 0
- Requests to approve: 0
- Leaves to approve: 0
- Announcements: 0

At the bottom, there is a 'Budget repartition' section with a bar chart showing three bars of equal height, each representing a budget allocation of \$1,600.00 out of a total of \$2,000.00.

3 Select Employee Mobility.

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.

4 Click on this icon and drag the group to change the fallback invitation order.

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Fallback Invitation Priority

The fallback invitation order allows you to define the order in which employees in fallback groups will be invited. You can configure the fallback invitations of your teams, locations and positions in the fallback invitation section.



Teams



Positions



Locations