How to change the fallback invitation priority

voilà!

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

2 Click on the Company settings icon.

3 Select Employee Mobility.

My Company

General Settings	**Organizational Structure**
Manage your company name, time zone, supported languages, managers and admins permissions as well as your confidential information entered.	Define your company"s management levels and the structure of its divisions, teams, positions, locations and sub-locations.

Scheduling Settings

Schedules and Availability	**Invitation & Assignment**	**Employee Mobility**
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.	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.	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.

Employee Mobility
Employee Mobility

Define fallback teams, positions and locations for a shift invitation when no regular employee is available.

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	⠿