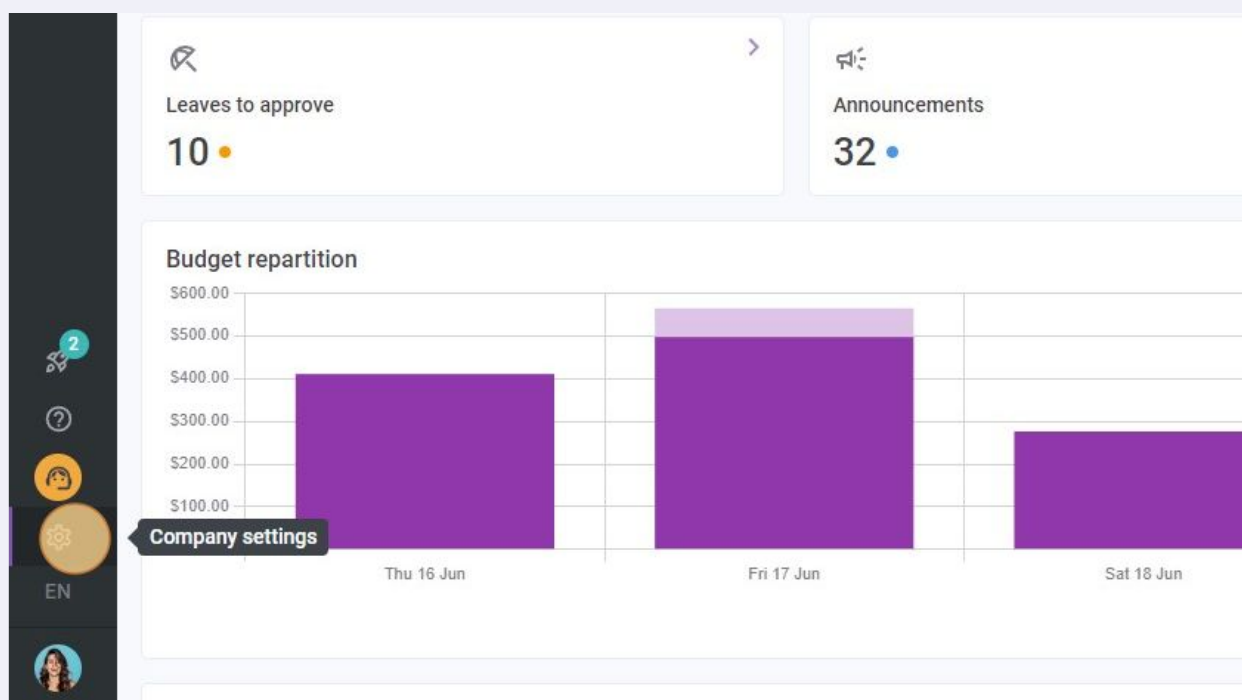


How to turn on/off the shift swap requests for your employees

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

2 Click on the Company settings icon.



3

Select General 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 schedules.

Scheduling Settings

Schedules and Availability

Invitation & Assignment

4

Go into the Permissions section.

voilà! < Back to settings

General Settings ^

- Company
- Privacy
- Permissions**
- Notifications
- Modules

Organizational Structure

Schedules and Availability

Invitation & Assignment

Employee Mobility

Payroll and Time Off

Time and Attendance

General Settings

Company

Company Name

Name
Abridge

Logo

We recommend using a logo of 500px X 500px minimum.

Time Zone

Your company's timezone will be set as default for all new locations. However, you can

5

Click the Shift Swaps Requests switch to activate or deactivate this option.

The screenshot shows a software interface with a dark sidebar on the left and a main content area on the right. The sidebar contains a list of menu items: 'Time and Attendance', 'Billing', 'Integrations', a notification icon with a '2' badge, a help icon, a user profile icon, a settings icon (highlighted in purple), and a language selector 'EN'. The main content area displays settings for 'Shift Swaps'. It includes a section for 'Approval Required for Replacement Requests' with a toggle switch that is turned on. Below this is the 'Shift Swaps' section, which includes 'Shift Swaps Requests' with a toggle switch that is turned on. The 'Time Entry Creation' section is partially visible at the bottom.

Time and Attendance

Billing

Integrations

Shift Swaps

Approval Required for Replacement Requests
A manager must approve each replacement request created by employee. Managers can accept or decline replacement requests. Employees can request replacements. Managers can accept or decline replacement requests.

Shift Swaps Requests
Employees can request swaps. Managers can accept or decline trades.

Approval Required for Shift Swaps
A manager must approve each shift swap request created by employee.

Time Entry Creation

Employees can create time entry
All employees can create their own time entry. Managers can always create time entry. An employee can't create a time entry for a colleague.