

# How to add a custom availability rule



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

2 Click on the Company settings icon.

The screenshot shows the Voilà! web console dashboard. On the left is a dark sidebar with navigation icons, including a gear icon for 'Company settings' which is highlighted. The main content area features several summary cards: 'Stand by shifts' (0), 'Recurring shifts that end soon' (0), 'Requests to approve' (0), 'Leaves to approve' (0), and 'Announcements' (0). Below these is a 'Budget repartition' table with a y-axis from \$0.00 to \$1.00 and x-axis dates from Tue 13 Sep to Fri 16 Sep. A legend indicates a purple square for 'Total workforce cost'.

	Tue 13 Sep	Wed 14 Sep	Thu 15 Sep	Fri 16 Sep
\$1.00				
\$0.90				
\$0.80				
\$0.70				
\$0.60				
\$0.50				
\$0.40				
\$0.30				
\$0.20				
\$0.10				
\$0.00				

### 3 Select Schedules and Availability.

The screenshot shows the Voila! settings interface. A vertical sidebar on the left contains various settings categories. The 'Schedules and Availability' category is highlighted with a purple bar and a magnifying glass. The main content area displays several settings cards:

- 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 a 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 and define validation rules for clocking entries.

### 4 Go into Availability Settings.

The screenshot shows the 'Schedules and Availability' settings page. The left sidebar is expanded to show the 'Availability Settings' sub-menu, which is highlighted with a purple bar and a magnifying glass. The main content area is titled 'Schedules and Availability' and contains the following sections:

- Schedule**:
  - Display Options**: Week starts on **Monday** (dropdown menu).
- Replacement settings**:
  - Delay before replacement request**:   An employee will not be able to request replacement on a shift if the delay between the date of the request and the start of the shift is greater than the minimum delay.
- Specific parameter** ?:
  - Settings application: [Empty field]
  - No data

**5** Click on Add a Rule.

### Availability

Rules

#### Availability changes

Must approve any new availability submitted by an employee before it is applied.

Limit availability changes

Rules 



No data to show

0-0 of 0 

**6** Click on the Select a team bar.




#### Add a Rule

**1** Application **2** Custom Availability Rules

#### Custom Rules Application

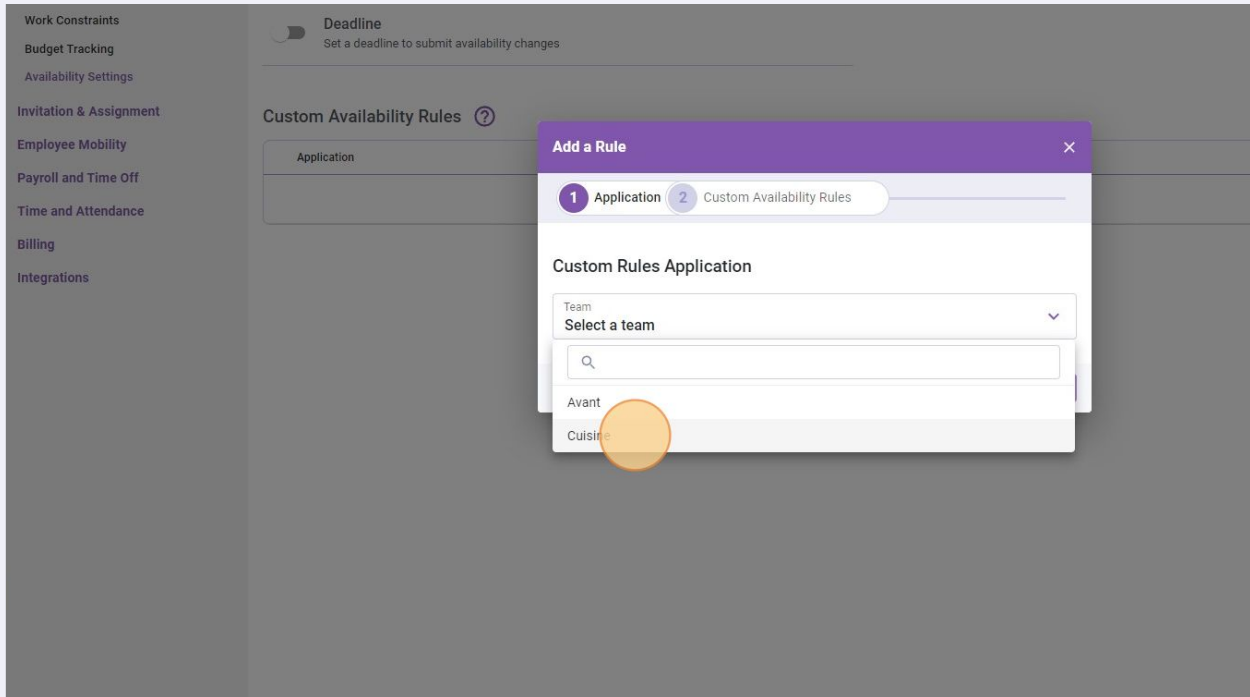
Team

Select a team 

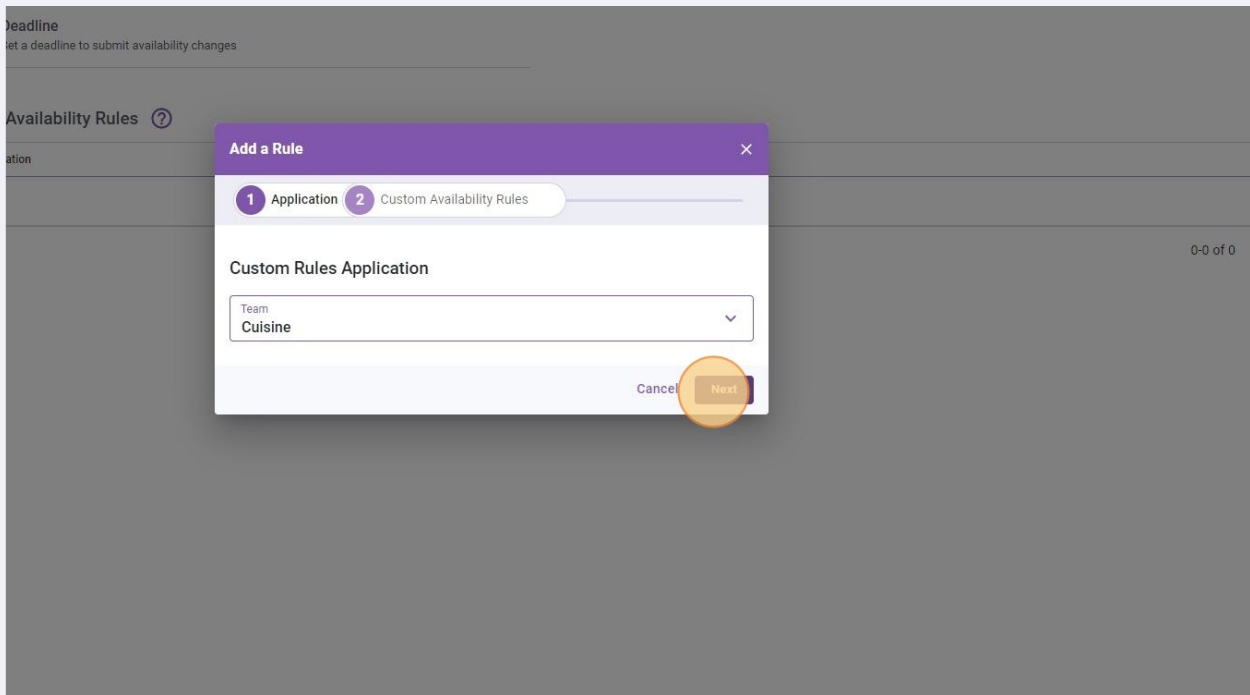
Cancel

Next 

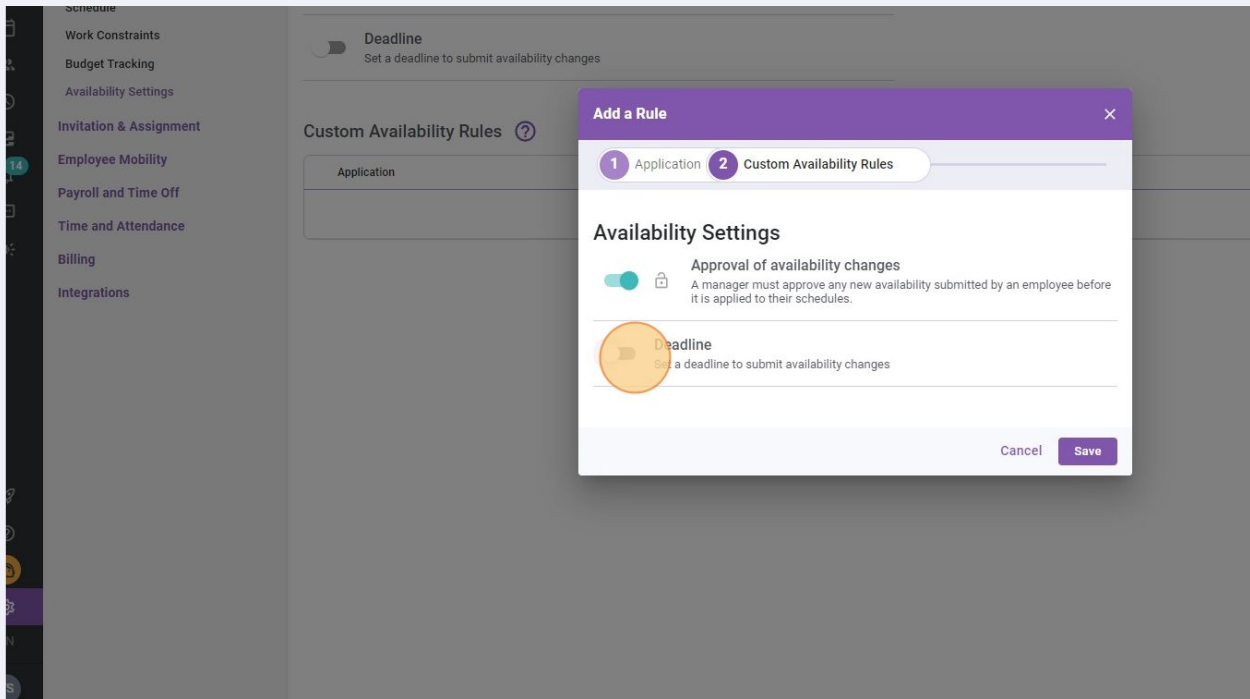
## 7 Select the team of your choice.



## 8 Click Next.



9 Select the desired settings.



10 Click on Save.

