

# How to add a custom time entry setting



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. At the top, there is a teal banner with the text: "Your free trial ends in 7 days. To continue using Voilà! without interruption, add your payment information". Below this, the dashboard is titled "Dashboard" and shows the date "JUL 12".

The dashboard features several key metrics:

- Planned hours:** 714 hours
- Draft hours:** 0 hours
- Planned cost:** \$9,630.00

Below these metrics are several cards representing different categories of items:

- Open shifts:** 16
- Stand by shifts:** 0
- Leaves to approve:** 0
- Replacements:** 0
- Recurring shifts that end soon:** 0
- Announcements:** 0
- Assignations to approve:** 0
- Requests to approve:** 0
- Shifts to approve:** 0
- Availabilities to approve:** 0

On the left sidebar, the "Company settings" icon (a gear) is highlighted with a dark background. At the bottom of the dashboard, there is a "Budget repartition" section with a table showing values for \$2,000.00, \$1,800.00, and \$1,600.00.

### 3 Select Time and Attendance.

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#### 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 and define validation rules for clocking entries.

#### Account Management

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### 4 Go into the Time Entries Settings section.

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#### Time Clock Management

The time clock validates your employees presence for their shifts. It also automatically fills their timesheets.

##### Web Time Clock

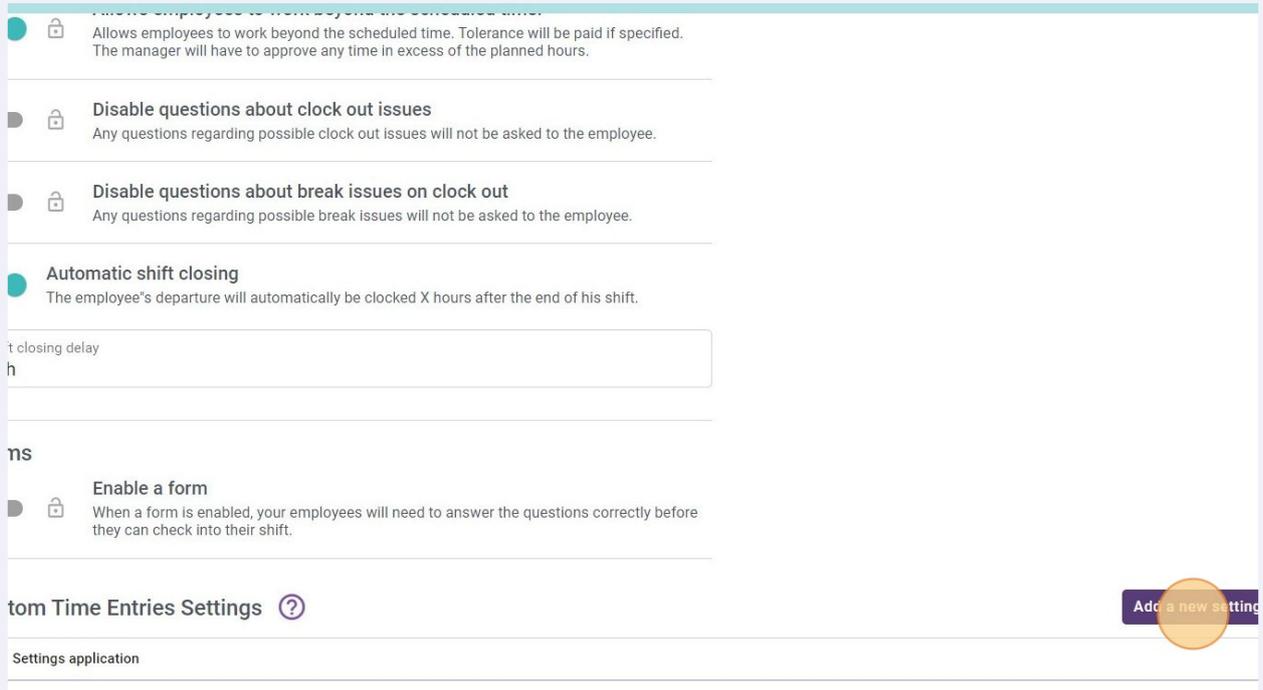
- Enable web time clock**  
Allows employees to clock in on a computer or tablet by entering their phone number or PIN Voilà!

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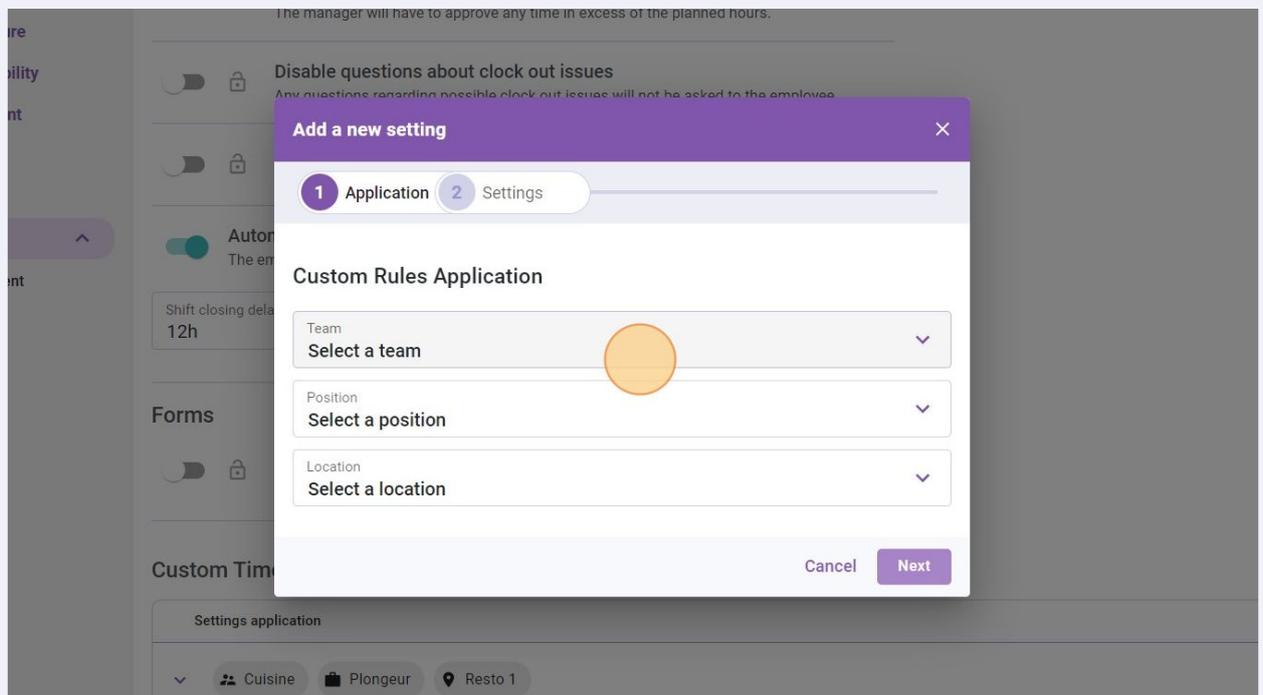
##### Mobile Time Clock

- Enable mobile time clock**  
Allows employees to clock in from their phones using the Voilà! app.

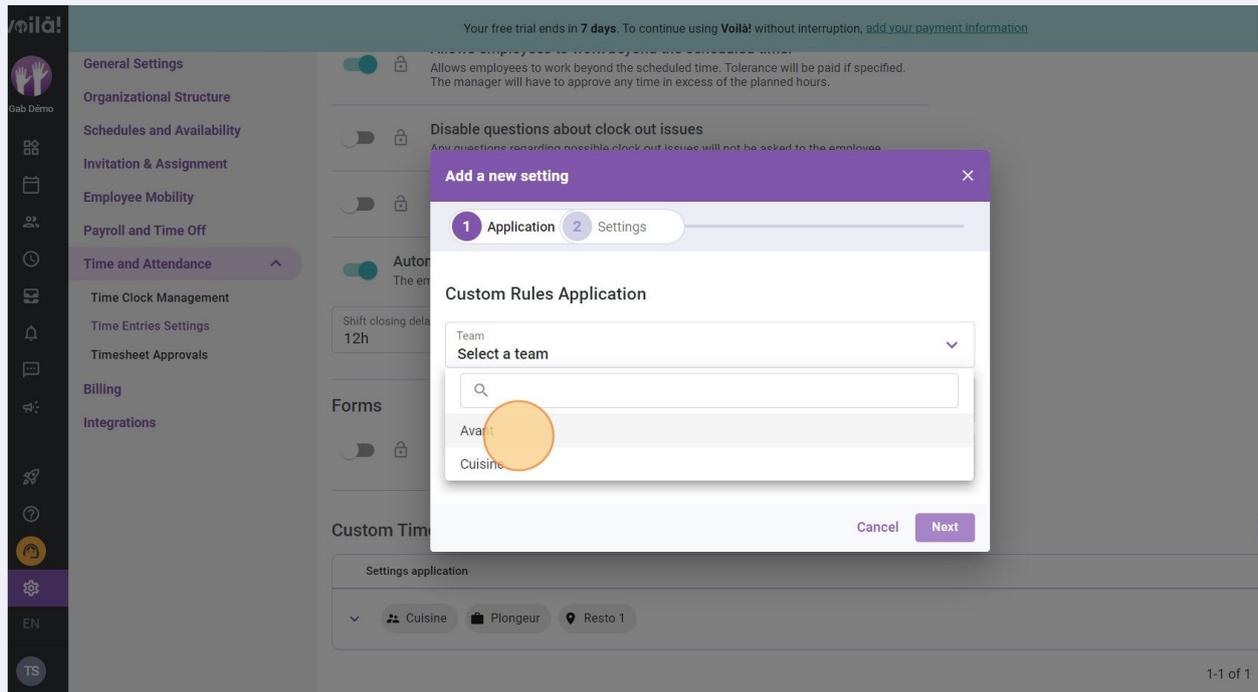
**5** Scroll all the way down the page and click on Add a new setting.



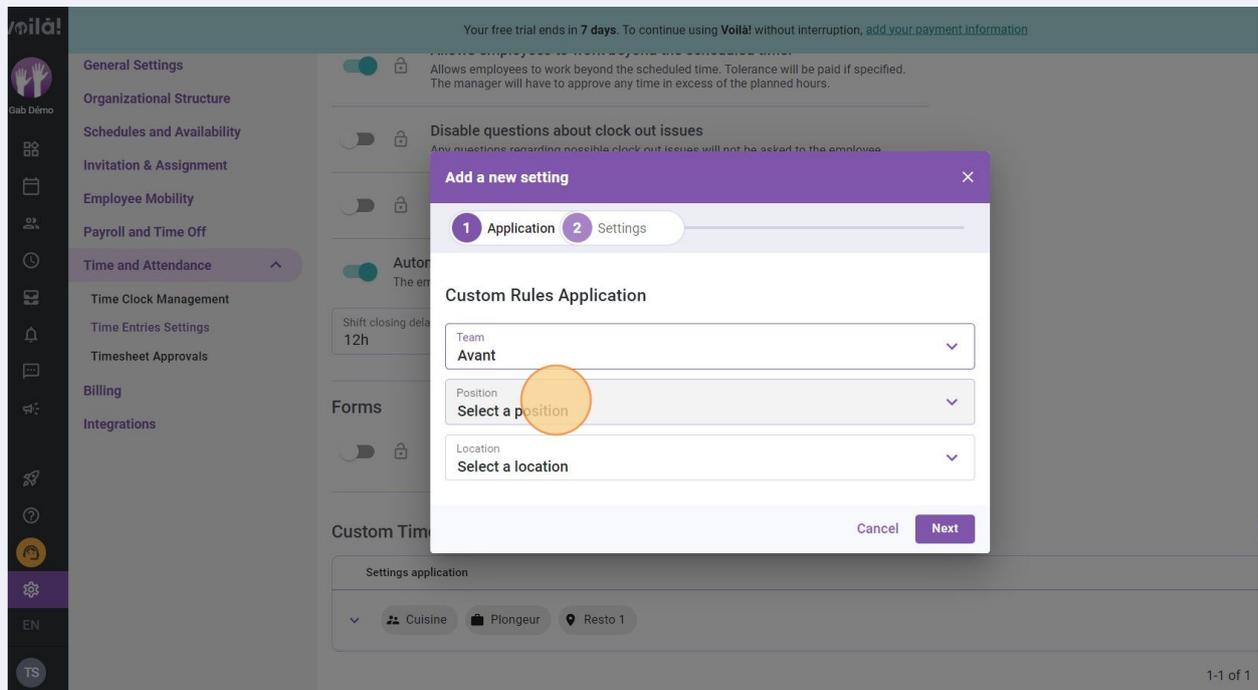
**6** Click on the Team bar.



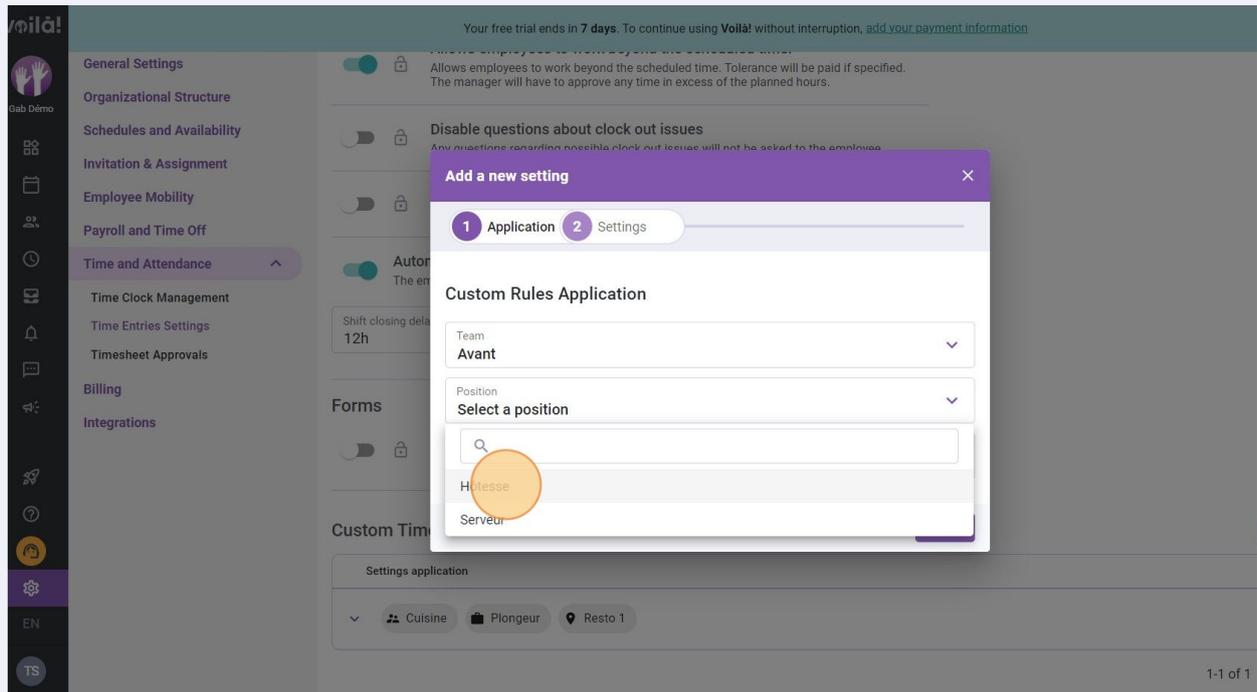
## 7 Select a team.



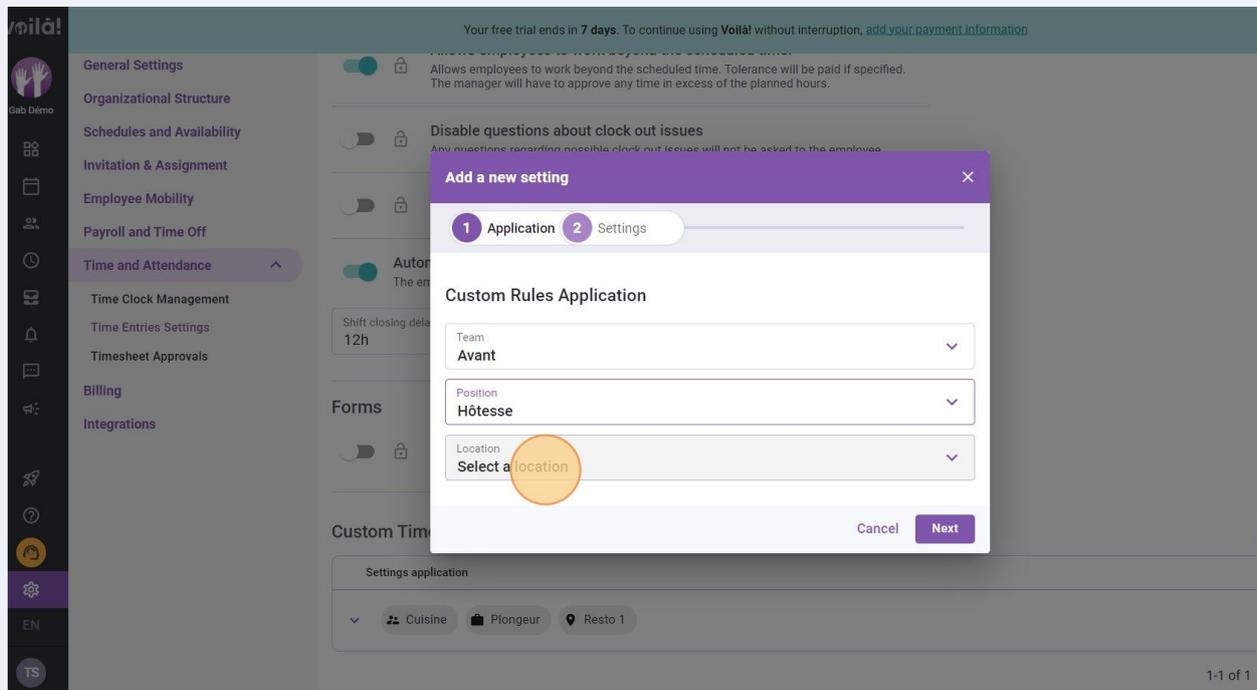
## 8 Click on the Position bar.



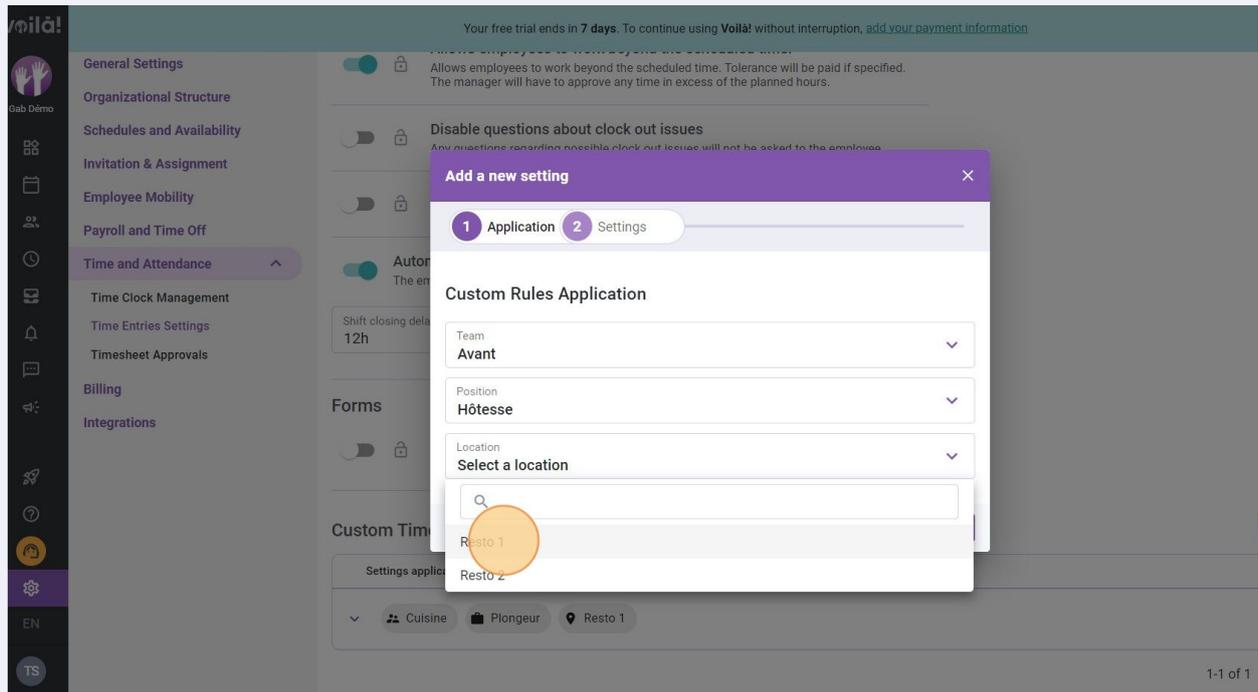
## 9 Select a position.



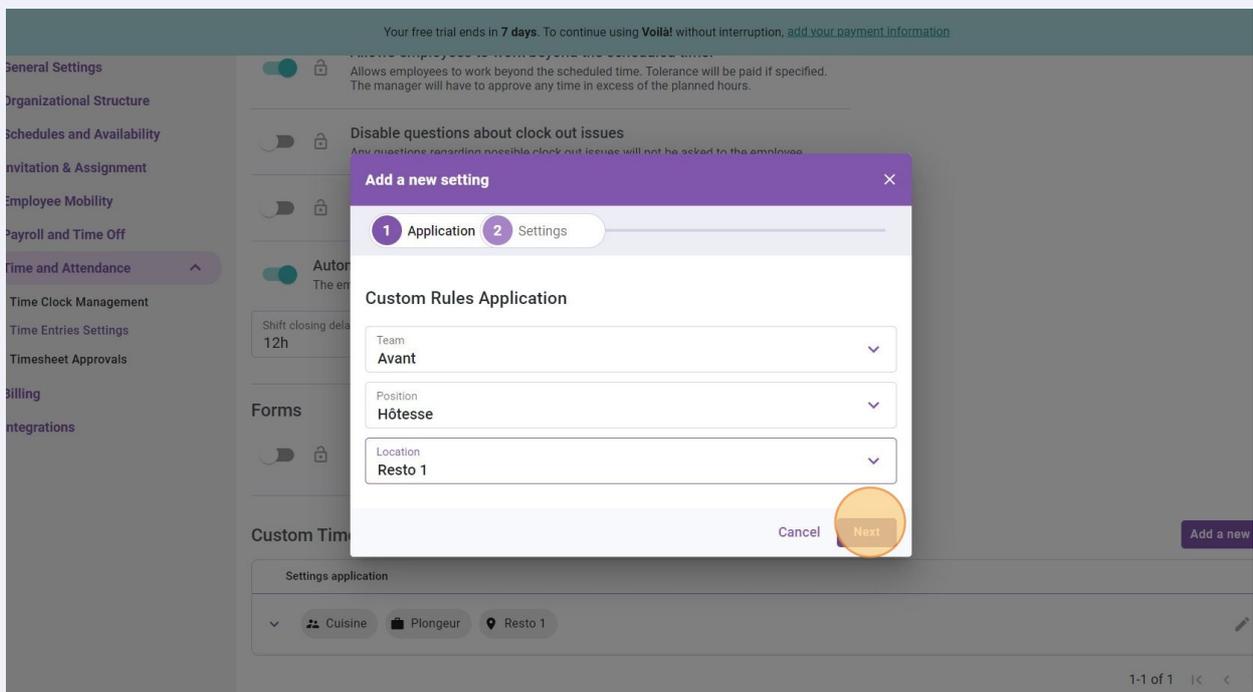
## 10 Click on the Location bar.



## 11 Select a location.



## 12 Click next.



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Select the desired settings and click on Save to apply the changes.

