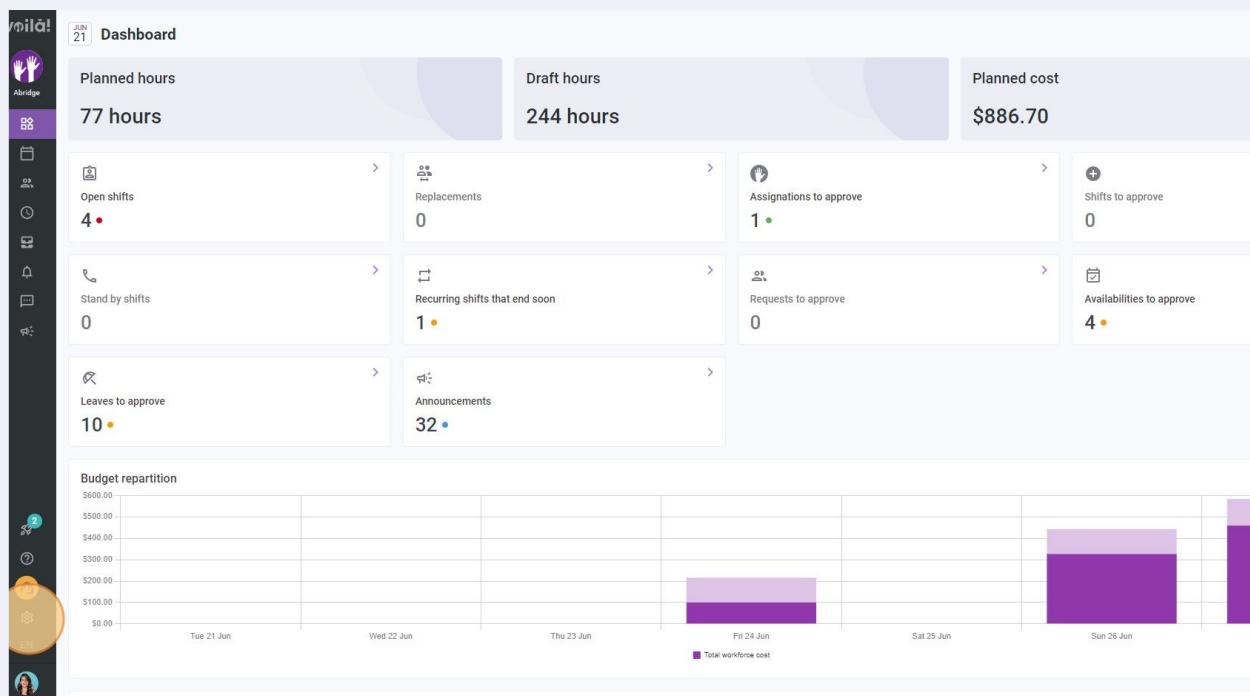


How to add a location



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

2 Click on the Company settings icon.



3 Select Organizational Structure.

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 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.

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 Locations Management.

voilà! Abridge

- < Back to settings
- General Settings
- Organizational Structure
- Divisions & Teams
- Positions Management
- Locations Management
- Schedules and Availability
- Invitation & Assignment
- Employee Mobility
- Payroll and Time Off
- Time and Attendance
- Billing
- Integrations

Organizational Structure

Divisions & Teams

> Ambulance 4 members

> Clinic 41 members

> Emergency 36 members

> Maintenance 33 members

> Restaurant 5 members

5 Click on Add a new location.

Organizational Structure

Locations Management

Add a new location

Abbreviation	Code	Address	Teams	Sub-locations
		322 Mnt de la Baie, Pointe-Calumet, QC J0N 1G0, Canada	Emergency Clinic Restaurant	
		5585 Rue de la Roche, Montréal, QC H2J 3K3, Canada	Emergency Maintenance Clinic Restaurant	Old factory
		Hollywood, FL, USA	Emergency	Ambulance 1
			Ambulance	

Rows per page: 25 1-4 of 4

6 Click the Name field and give a name to your location.

Organizational Structure

Locations Management

Add a new location

1 Informations 2 Associations

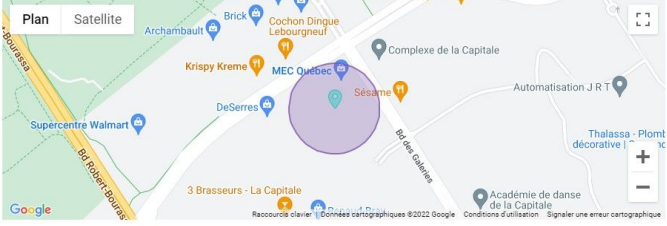
Name

Abbreviation

Maximum length of 4 characters.

Address

Indiquez un lieu



Timeclock radius (in meters)

10 500

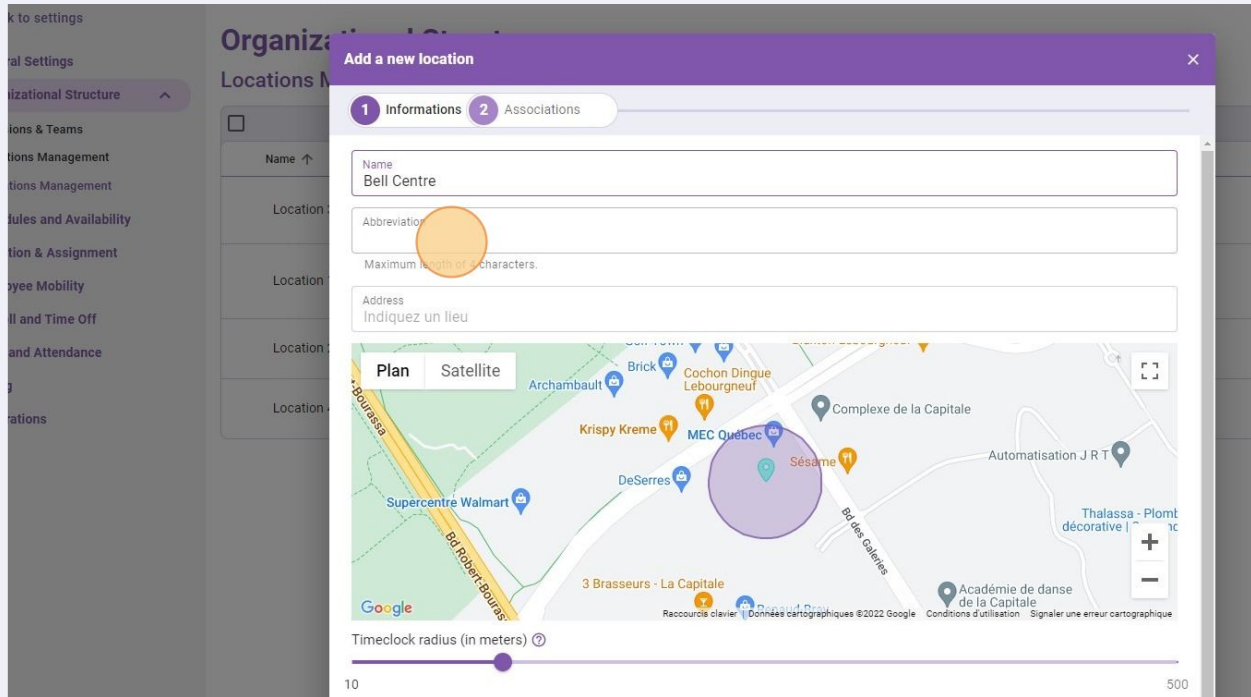
Integration

Code

Cancel Next

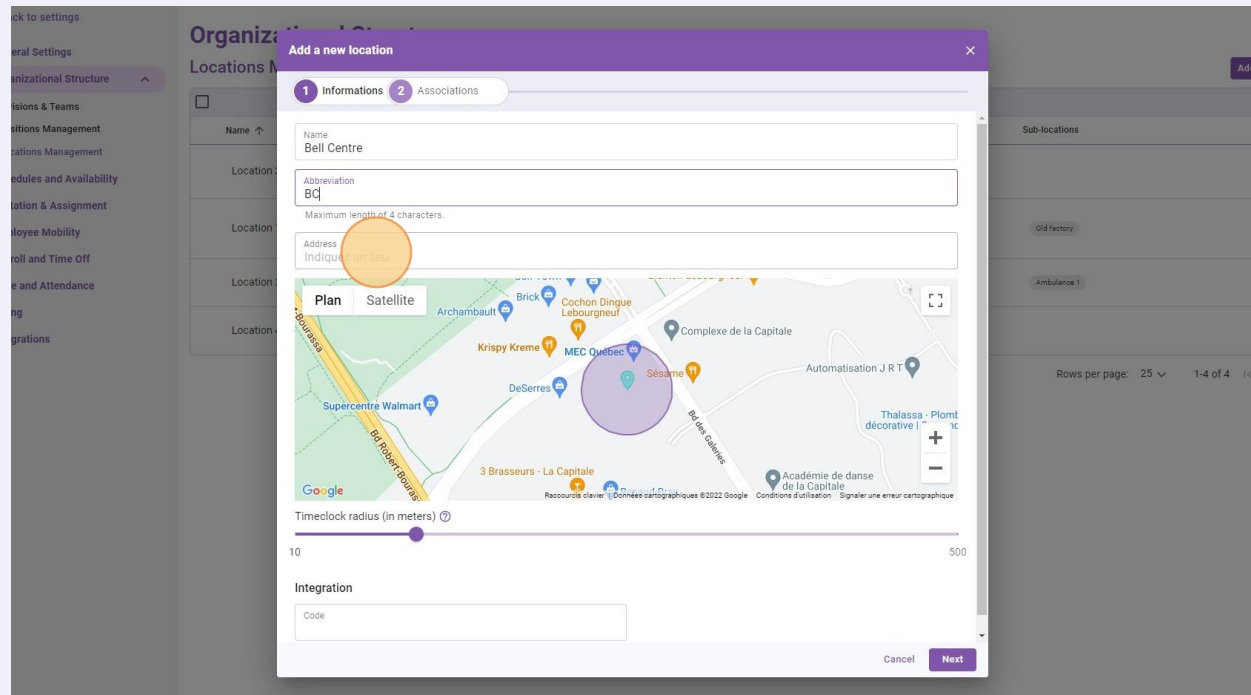
7

Click the Abbreviation field and give an abbreviation to your location.

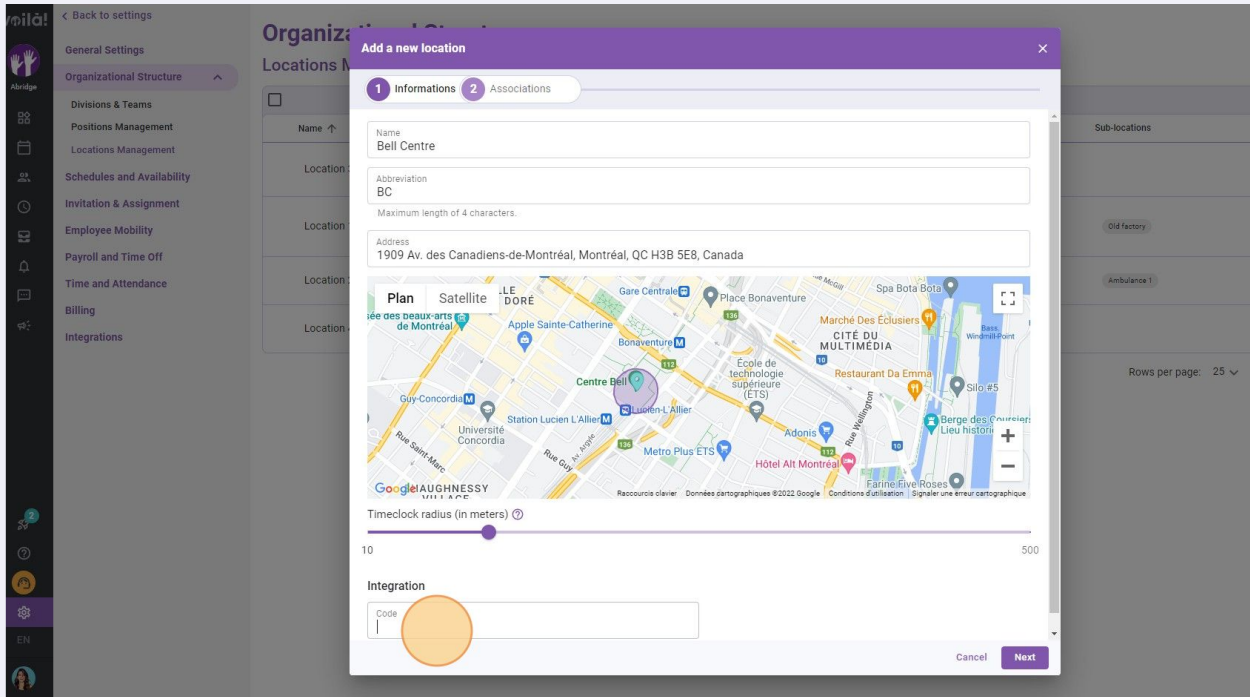


8

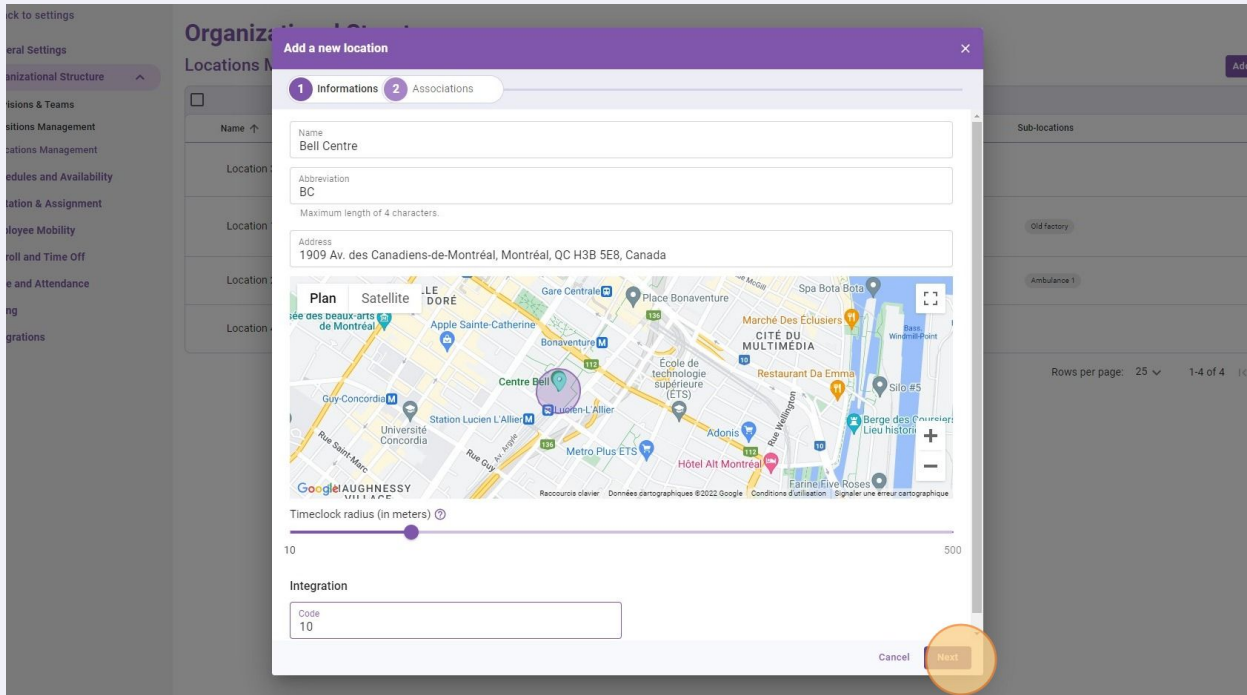
Click the Address field and enter the address of your location.



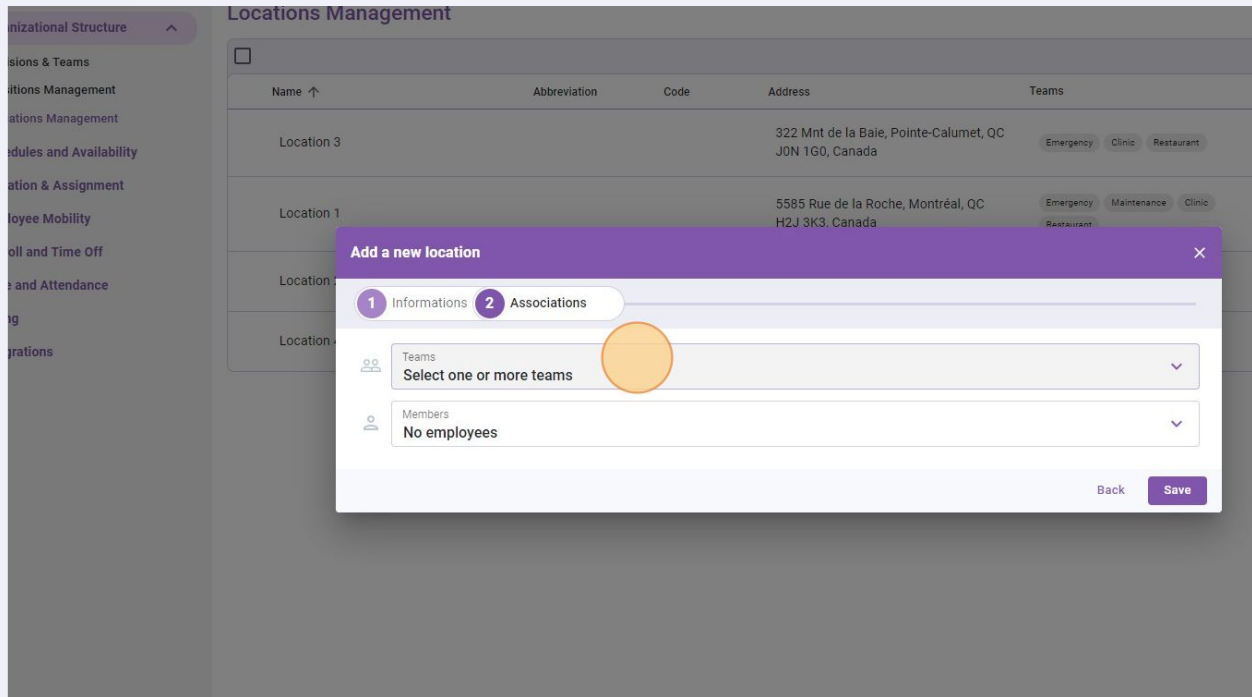
9 Click the Code field and enter the code of your location.



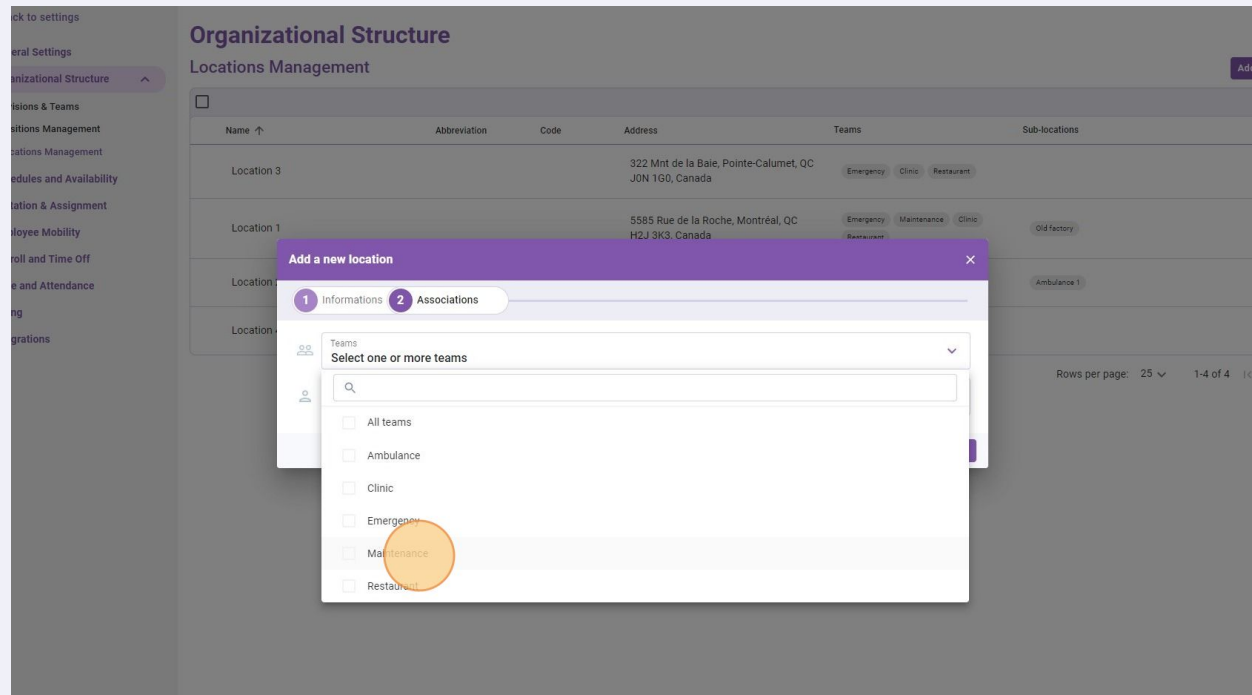
10 Click Next.



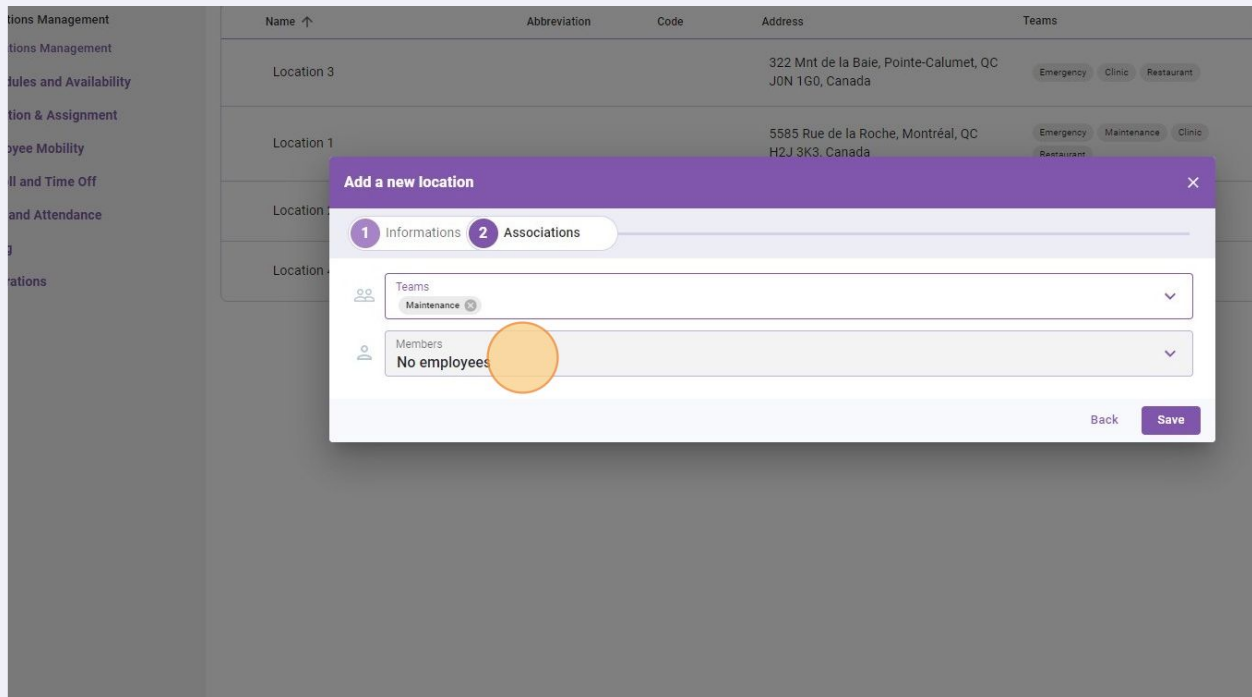
11 Click Select one or more teams.



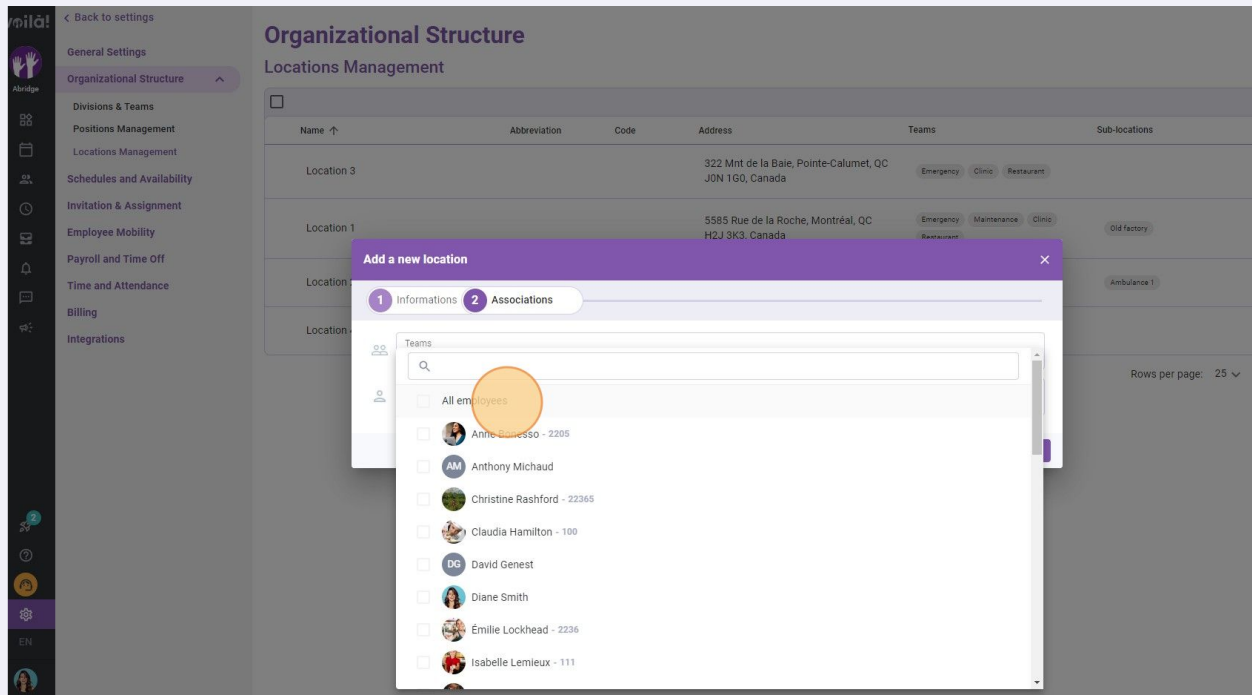
12 Select the team(s) of your choice.



13 Click on the Members section.



14 Select the employee(s) that are going to work at this location.



15

Click on Save and the changes will be applied to your account.

