How to add a location

vøila!

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

| Dashboard | | | | | | | |
|--|--------|---------------------------------|-------------|---------|--|------------|--|
| Planned hours | | | Draft hours | | | Planned o | cost |
| 77 hours | | | 244 hours | | | \$886.7 | 70 |
| | > | Replacements 0 | | > | Assignations to approve 1 • | | > shifts to approve 0 |
| ور Stand by shifts O | > | C Recurring shifts th 1 ● | at end soon | > | 왔 Requests to approve O | | > 🔄 Availabilities to approv 4 • |
| 𝔅 Leaves to approve 10 ● | > | না: Announcements 32 • | | > | | | |
| Budget repartition | | | | | | | |
| \$500.00 | | | | | | | |
| \$400.00 \$300.00 | | | | | | | _ |
| \$200.00 | | | | | | | |
| \$100.00 | | | | | | | |
| Tue 21 Jun | Wed 23 | 2 Jun | Thu 23 Jun | Tetalum | Fri 24 Jun | Sat 25 Jun | Sun 26 Jun |

Select Organizational Structure.

| Settings | | | | |
|----------|---|--|--|--|
| | | | ٩ | |
| | My Company | | | |
| | Ceneral Settings Manage your company name, time zone, supported language, managers and admins permissions as well as your confidential information entered. | Crganizational Structure Define one companys management levels and instance of its divisions, teams, positions, locations and sub- locations. | | |
| | Scheduling Settings | | | |
| | Checkles and Availability Define the types of events supported, the week's starting day, work constraints and automated acheckle publishing their availability and if these changes must be approved by a manager. | Contraction & Assignment Indication & Assignment Company and will be used by default when creating new open shifts or by them, position and / or location using custom permissions. | C 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 of types, overtime rules and shift premiums. | C Time and Attendance Configure timesheets, approve reminders and edit permissions. Activate web and mobile time clocks for specific team, locations and offerie validation rules for clocking entities. | | |

Go into Locations Management.

| voilă! | < Back to settings | Organizational Structure |
|-------------------|----------------------------|---------------------------------------|
| | General Settings | |
| Abridge | Organizational Structure | > Divisions & reams |
| 諮 | Divisions & Teams | > <u>#</u> Ambulance 4 members |
| e | Positions Management | |
| జి | Schedules and Availability | Clinic 41 members |
| 0 | Invitation & Assignment | > Emergency 36 members |
| 8 | Employee Mobility | |
| ¢ | Payroll and Time Off | > <u>II</u> Maintenance 33 members |
| ē | Time and Attendance | > |
| द्रा : | Billing | |
| | integrations | |
| | | |
| | | |

Click on Add a new location.

5

| al Structu ment | ire | | | | | Add new location |
|--------------------|--------------|------|---|--|---------------------|-------------------|
| | Abbreviation | Code | Address | Teams | Sub-locations | ~ ~ 1 |
| | | | 322 Mnt de la Baie, Pointe-Calumet, QC J0N 1G0, Canada | Emergency Clinic Restaurant | | 1 |
| | | | 5585 Rue de la Roche, Montréal, QC H2J 3K3, Canada | Emergency Maintenance Clinic Restaurant | Old factory | 1 |
| | | | Hollywood, FL, USA | Emergency | Ambulance 1 | 1 |
| | | | | Ambulance | | × 1 |
| | | | | | Rows per page: 25 🗸 | 1-4 of 4 (< > >) |
| | | | | | | |
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6 Click the Name field and give a name to your location.

| /oilă! | Back to settings General Settings | Organiza | Add a new location | |
|---|--|-------------|--|---------------------|
| WY | Organizational Structure | Locations N | | |
| Abridge | | | 1 Informations 2 Associations | |
| 日名 | Positions Management | Name 🛧 | | * SubJocations |
| Ħ | Locations Management | | Name | |
| 0 | Schedules and Availability | Location : | Abbreviation | |
| G | Invitation & Assignment | | Maximum landth of 4 characters | |
| | Employee Mobility | Location | | Old factory |
| 0 | Payroll and Time Off | | Indiquez un lieu | |
| | Time and Attendance | Location : | | Ambulance 1 |
| | Billing | | Plan Satellite Archambault | |
| फ र | Integrations | Location | Supercentre Walmart Construction of the Constr | Rows per page: 25 ∽ |
| 532 | | | Timeclock radius (in meters) ⑦ | |
| (?) | | | 10 500 | |
| | | | Integration | |
| * | | | Code | |
| est in the second se | | | cone | • |
| | | | Cancel Next | |
| 4 | | | | |
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Click the Abbreviation field and give an abbreviation to your location.

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| k to settings | | |
|-----------------------|--|--|
| al Settings | Add a new location | |
| izational Structure | | |
| ons & Teams | | |
| ons Management | Name 🔨 | |
| ons Management | Bell Centre | |
| ules and Availability | Location Abbreviation | |
| on & Assignment | Maximum Kenth of Acharacters | |
| vee Mobility | Location | |
| l and Time Off | Indiquez un lieu | |
| and Attendance | Location Plan Satellite | |
| itions | Location Loc | assa - Plomt live cartographique |
| | Timeclock radius (in meters) ③ | |
| | 10 | 500 |

8 Click the Address field and enter the adress of your location.

| ck to settings | Organiza | | 1. Contract (1. Contract) |
|-------------------------|-------------|--|---------------------------------|
| eral Settings | Locations N | Add a new location X | Ade |
| anizational Structure | | 1 Informations 2 Associations | - |
| isions & Teams | | | |
| sitions Management | Name 🛧 | Name | Sub-locations |
| cations Management | | Bell Centre | |
| edules and Availability | Location : | Abbreviation | |
| tation & Assignment | | DY Maximum length of 4 characters | |
| loyee Mobility | Location ' | | Old factory |
| roll and Time Off | | Address Indiquez un lieu | |
| e and Attendance | Location : | Plan Satellite Archambaul Brick Cochon Dingue | Ambulance 1 |
| grations | Location - | Krispy Kreme P Couplexe Supercentre Walmart Deserves Brasseurs - La Capitale Automatisation J R T Trailassa - Plont decorative 1 Congle Brasseurs - La Capitale Tranciock radius (in meters) (*) 0 Integration 500 | Rows per page: 25 ∨ 1-4 of 4 ⊤c |
| | | Cancel | |
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Click the Code field and enter the code of your location.

| /oilā! | < Back to settings | Organize | |
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| w We | General Settings | Add a new location | |
| Abridge | Organizational Structure | | |
| 00 | Divisions & Teams | | |
| 52 | Positions Management | Name 🔿 Name | Sub-locations |
| | Locations Management | Bell Centre | |
| 2 | Schedules and Availability | Location Abbreviation | |
| S | Invitation & Assignment | Maximum length of 4 characters. | |
| 8 | Employee Mobility | Location | Old factory |
| 0 | Payroll and Time Off | 1909 Av. des Canadiens-de-Montréal, Montréal, QC H3B 5E8, Canada | |
| | Time and Attendance | Location | Ambulance 1 |
| | Billing | Plan Satellite Doré | |
| | Integrations | Concertaine Conce | Rows per page: 25 ∨ |
| 2 59 ² | | Timeclock radius (in meters) 💿 | |
| \bigcirc | | 10 500 | |
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Click Next.

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| eral Settings | Organiza | Add a new location × | |
| anizational Structure | Locations N | | Ad |
| isions & Teams | | Hindina Z Associations | |
| sitions Management | Name 个 | Name | Sub-locations |
| cations Management | Location : | Bell Centre | |
| edules and Availability | Location | Abbreviation BC | |
| tation & Assignment | Location | Maximum length of 4 characters. | |
| oloyee Mobility | Location | Address | Ula factory |
| roll and Time Off | Location | 1909 Av. des Canadiens-de-Montreal, Montreal, QC H3B 5E8, Canada | (manufic) |
| e and Attendance | Location. | Plan Satellite LE Sare Centrale Place Bonaventure Spa Bota Bota C | All Control of the second seco |
| grations | Location - | Apple Sainte-Catherine Ger Concorda Co | Rows per page: 25 ∽ 1-4 of 4 i c |
| | | Googlei AUGHNESSY Recocurcis clevier Données dantographiques 82022 Google Conditions d'utilisation Signaler une erreur cantographique | |
| | | Timeclock radius (in meters) ⑦ | |
| | | 10 500 | |
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| | | Cancel Next | |
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Click Select one or more teams.

| anagement | Name 个 | Abbreviation | Code | Address | Teams |
|-----------------|------------|-----------------------------------|------|---|--|
| anagement | | | | | |
| nd Availability | Location 3 | | | JON 1G0, Canada | Emergency Clinic Restaurant |
| Assignment | | | | | |
| obility | Location 1 | | | 5585 Rue de la Roche, Montréal, QC H2J 3K3. Canada | Emergency Maintenance Clin Restaurant |
| ime Off | Add | a new location | | | > |
| endance | Location : | | | | |
| | | Informations 2 Associations | _ | | |
| | Location | Teams Select one or more teams | | | ~ |
| | 2 | Members No employees | | | ~ |
| | | | | | Back Save |
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| | | | | | |
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Select the team(s) of your choice.

| ick to settings eral Settings | Organization | al Structure | | | | |
|---|--------------|--|------|---|--|---------------------------------|
| anizational Structure | | ement | | | | |
| istons & reams sitions Management | Name 1 | Abbreviation | Code | Address | Teams | Sub-locations |
| cations Management edules and Availability | Location 3 | | | 322 Mnt de la Baie, Pointe-Calumet, QC JON 160, Canada | Emergency Clinic Restaurant | |
| tation & Assignment Noyee Mobility | Location 1 | | | 5585 Rue de la Roche, Montréal, QC H2J 3K3. Canada | Emergency Maintenance Clinic Restaurant | Old factory |
| roll and Time Off e and Attendance | Add a | new location | | | × – | Ambulance 1 |
| ng grations | Location . | Informations 2 Associations Teams Select one or more teams All teams All teams Clinic Emergener Maintenance Restabutit | | | | Rows per page: 25 ♀ 1-4 of 4 14 |
| | | | | | | |

Click on the Members section.

| tions Management | Name 🛧 | Abbreviation | Code | Address | Teams |
|------------------------|------------|--------------------|------|--|------------------------------|
| tions Management | | | | 322 Mnt de la Baie, Pointe-Calumet, QC | |
| lules and Availability | Location 3 | | | JON 1GO, Canada | Emergency Clinic Restaurant |
| tion & Assignment | | | | 5585 Rue de la Roche Montréal. OC | Emergency Maintenance Clinic |
| oyee Mobility | Location 1 | | | H2J 3K3. Canada | Restaurant |
| ll and Time Off | Add a new | location | | | |
| and Attendance | Location : | | | | |
| 1 | | | | | |
| rations | Location - | ms | | | ~ |
| | | aintenance 🔇 | | | |
| | A Mer | nbers employees | | | ~ |
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14 Select the employee(s) that are going to work at this location.

| /nilā! | < Back to settings | Organizatio | onal Structure | | | | | |
|---------|----------------------------|----------------------|--|------|---|-----------------------------|---------------------|--|
| ** | General Settings | Locations Management | | | | | | |
| Abridge | Organizational Structure | | | | | | | |
| 日名 | Divisions & Teams | | | | | | | |
| Ħ | Locations Management | Name T | Abbreviation | Code | Address | Teams | Sub-locations | |
| 2 | Schedules and Availability | Location 3 | | | 322 Mnt de la Baie, Pointe-Calumet, QC JON 1GO, Canada | Emergency Clinic Restaurant | | |
| S | Invitation & Assignment | | | | EERE Duo do la Doobo Montráal, OC | Emerance Maintenance (finis | | |
| | Employee Mobility | Location 1 | | | H2J 3K3. Canada | Restaurant | Old factory | |
| A | Payroll and Time Off | Ade | d a new location | | | | | |
| | Time and Attendance | Location : | | | | | Ambulance 1 | |
| - | Billing | | | | | | | |
| 442 | Integrations | Location | Teams | | | | | |
| | | 2 | All employees All employees Anne================================== | | | | Rows per page: 25 🗸 | |
| | | | Christine Rashford - 22365 | | | | | |
| 532 | | | Claudia Hamilton - 100 | | | | | |
| 0 | | | David Genest | | | | | |
| | | | | | | | | |
| ŵ | | | Diane Smith | | | | | |
| EN | | | Émilie Lockhead - 2236 | | | | | |
| ~ | | | 🔲 👫 Isabelle Lemieux - 111 | | | | | |
| | | | | _ | | - | | |
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15 Click on Save and the changes will be applied to your account.

| cation 3 | 3 | 322 Mnt de la Baie, Pointe-Calumet, QC Emergency Clinic Restaurant JON 160, Canada | |
|----------|--|---|------------------------------|
| cation 1 | Add a new location | 5585 Rue de la Roche, Montréal, QC Emergency Maintenance Clinic | Old factory |
| cation : | Informations Associations | | Ambulance 1 |
| cation 4 | CE Teams Maintenance © | ×] | |
| ļ | Constraints of the second seco | sahford 🗞 🍖 Clauda Hamilton 🕲 😋 David Genest 🕲 🍙 Diane Smith 🕲 🛶 emandes 🕲 a Jennifer Tremblay 🕲 +23 Back | Rows per page: 25 ♀ 1-4 of 4 |
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