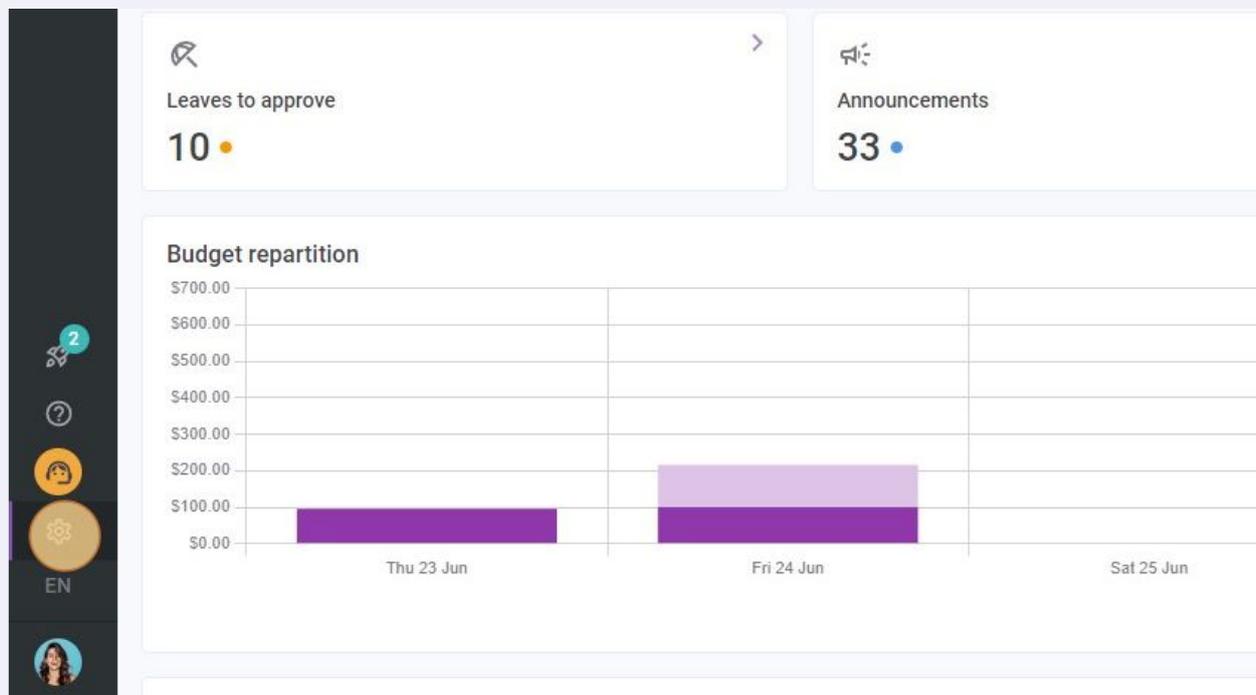


# How to add a standard invitation rule

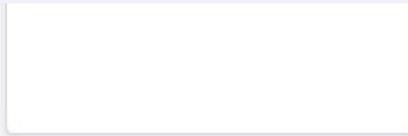
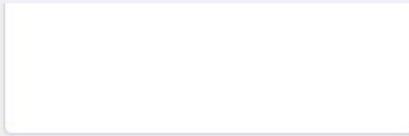


1 Navigate to the Voilà! web console <https://console.voila.app/en>

2 Click on the Company settings icon.



### 3 Select Invitation & Assignment.



#### 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



### 4 Go into Invitation & Assignment Priority.

**voilà!**  
Abridge  
Icons for various settings

[← Back to settings](#)

- General Settings
- Organizational Structure
- Schedules and Availability
- Invitation & Assignment** ^
- Invitation Management
- Invitation & Assignment Priority**
- Employee Mobility
- Payroll and Time Off
- Time and Attendance
- Billing
- Integrations

## Invitation & Assignment

### Invitation Management

The following parameters are applied to the whole company and will be used by default for shifts or replacements.

#### Default Invitation Mode

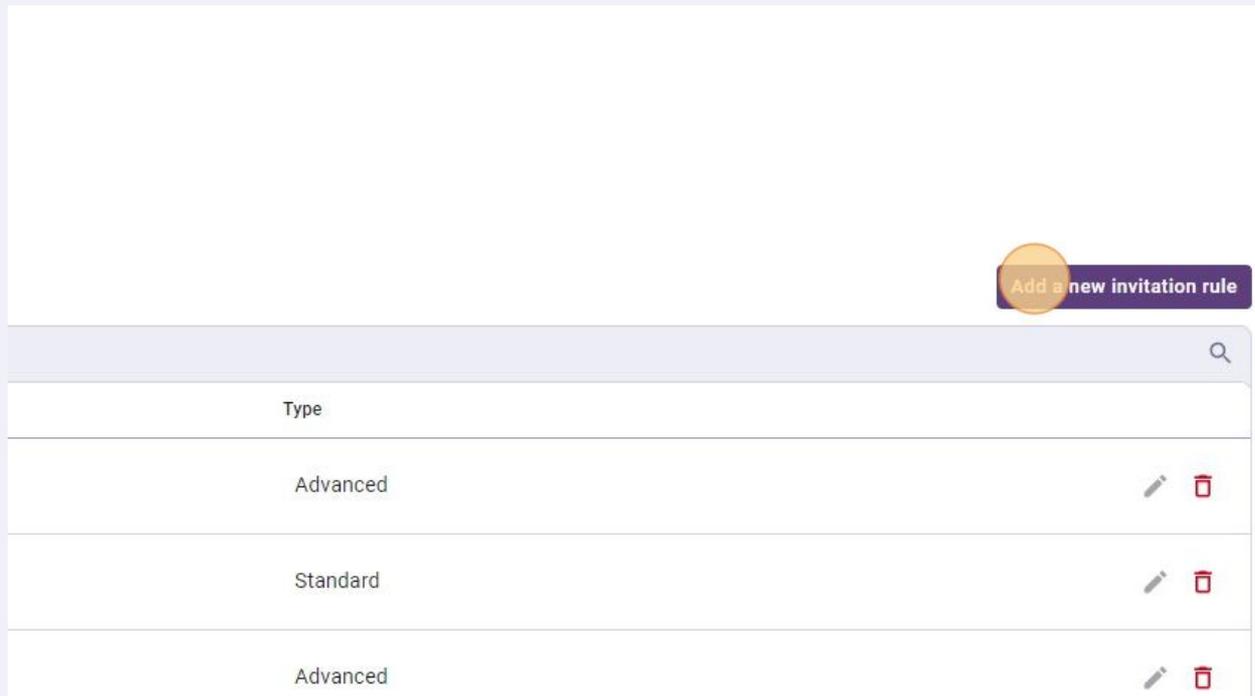
Default invitation rule  
**Everyone**

**Force invitation mode**  
The specified invitation rule will be applied and can't be changed with replacement.

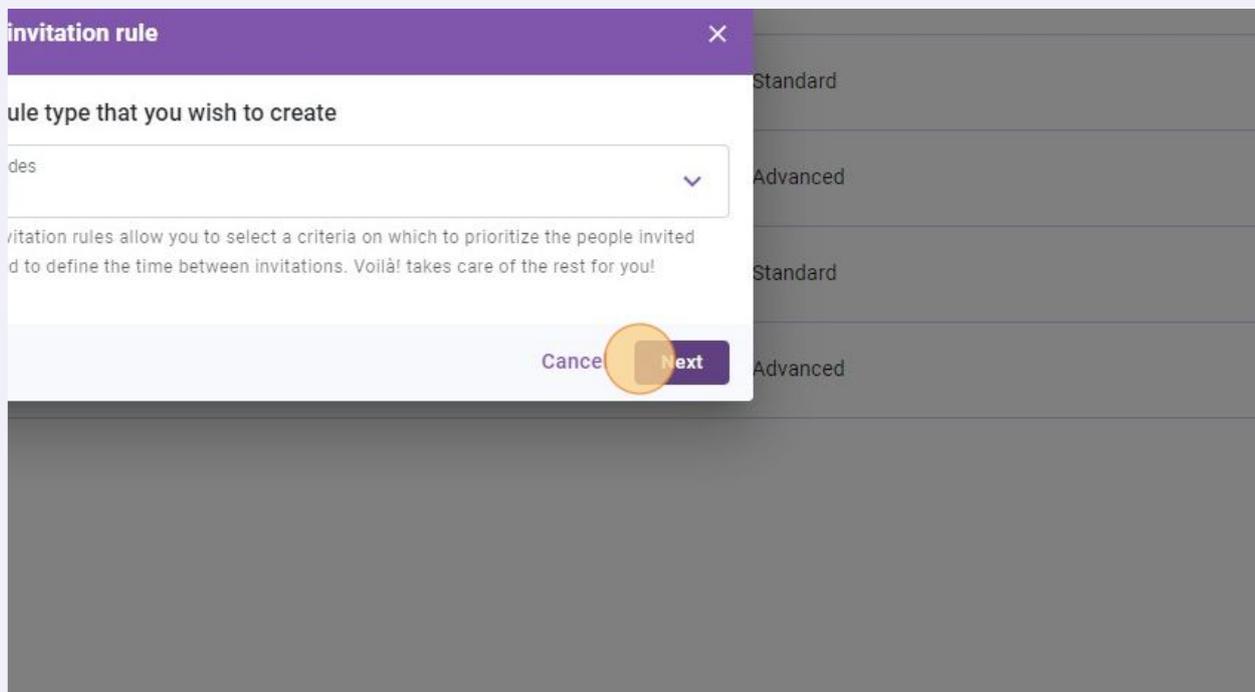
#### Custom Invitation Rules

Custom Rules Application

5 Click on add a new invitation rule.



6 Click on Next.



- 7 Click on the Name field and give a name to the rule.

## Invitation & Assignment Priority

Invitation rules are used to determine the priority for employees to be invited to a shift or a replacement. They also define the priority according to which employee standard, or follow a custom workflow.

### Invitation Rules & Assignment

Name ↑
Every Locations
Everyone
Last minute replacement
Seniority

#### Add a new invitation rule

##### Rule name

The name of the rule will be used to help you choose the correct invite rule when creating a

Name



##### Invitation Priority

Prioritize invitations according to the following criteria

All

##### Minimum Required Score



Minimum Required Score

0

Ignore schedule conflicts

- 8 Click on the Prioritize Invitations according to the following criteria field.

### Invitation Rules & Assignment

Name ↑
Every Locations
Everyone
Last minute replacement
Seniority
Union A - Advanced Flow

##### Rule name

The name of the rule will be used to help you choose the correct invite rule when cre

Name

Score

##### Invitation Priority

Prioritize invitations according to the following criteria

All

##### Minimum Required Score



Minimum Required Score

0

##### Ignore schedule conflicts



Do not consider scheduling conflicts when sending invitations. A person has a shift or isn't available will still be invited.

##### Duration of invitation phases

9 Select the desired criteria.

The name of the rule will be used to help you choose the correct invite rule when creating a shift.

Name  
Score

### Invitation Priority

Prioritize invitations according to the following criteria

All

**Highest Score First**

Lowest Score First

Most Senior Employee First

Least Senior Employee First

Most Hours First (1 week)

Least Hours First (1 week)

Most Hours Assigned First (2 weeks)

10 (Optional) Click on the Minimum Required Score to apply a minimum score to receive the invitation.

The name of the rule will be used to help you choose the correct invite rule when creating a shift.

Name  
Score

### Invitation Priority

Prioritize invitations according to the following criteria

**Highest Score First**

### Minimum Required Score

★ Minimum Required Score  
**0**

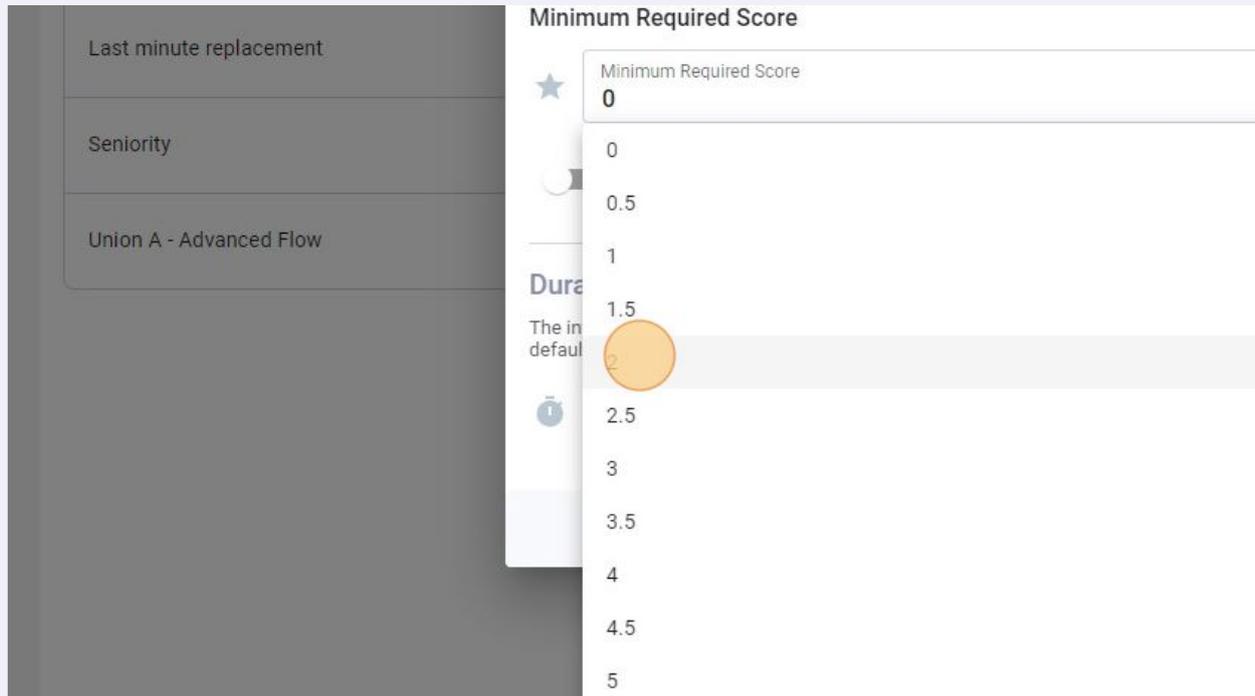
Ignore schedule conflicts  
Do not consider scheduling conflicts when sending invitations. A person who already has a shift or isn't available will still be invited.

### Duration of invitation phases

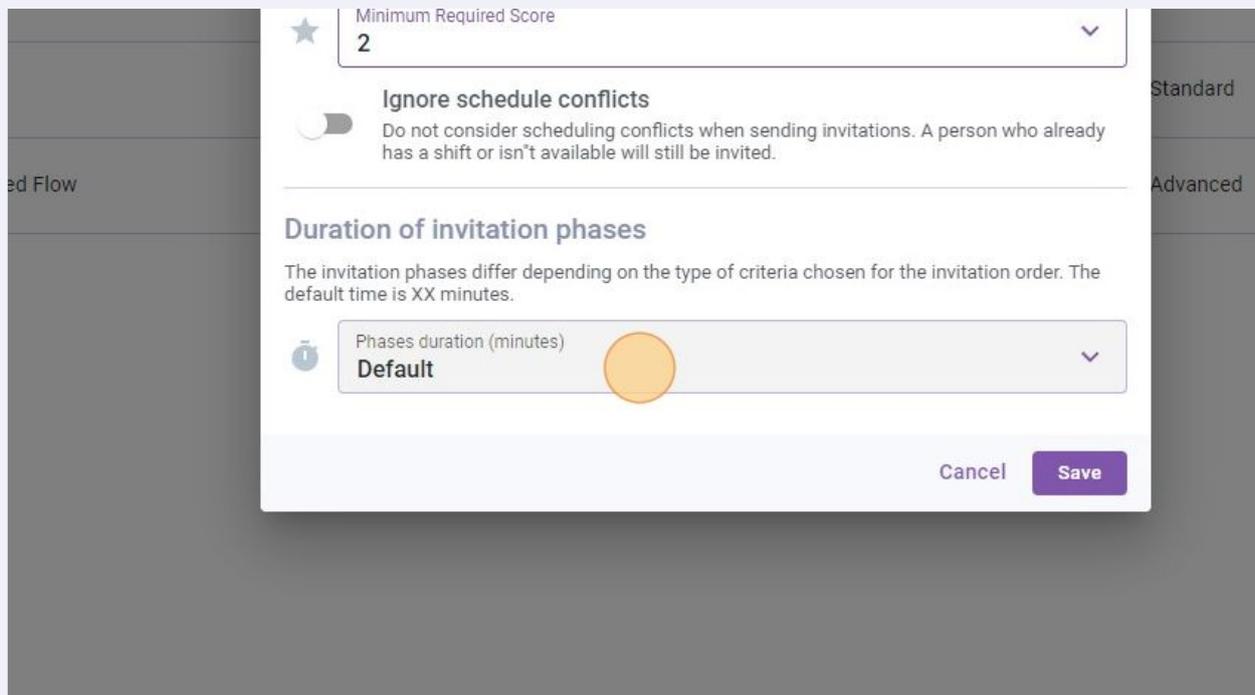
The invitation phases differ depending on the type of criteria chosen for the invitation order. The default time is XX minutes.

Phases duration (minutes)  
**Default**

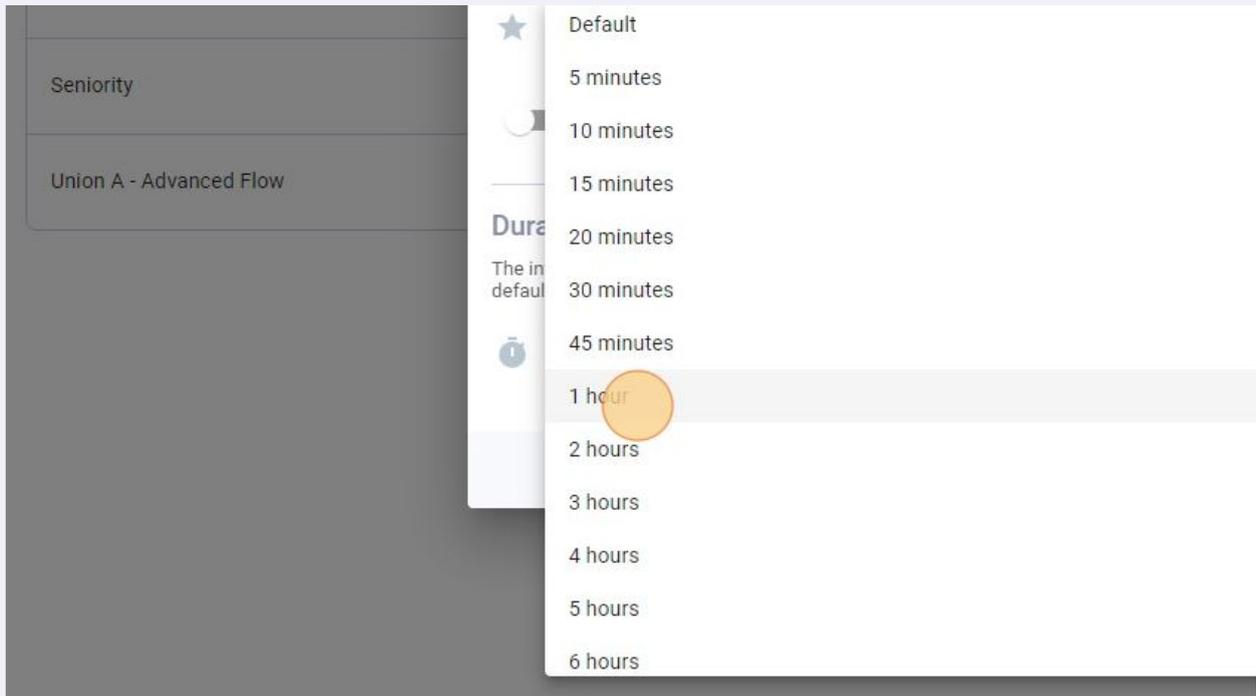
11 (Optional) Select the minimum score desired.



12 Click on the Phases duration field.



**13** Select the desired phase duration for the invitation.



**14** Click Save to apply the changes to the account.

