

How to add a sub-location



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 are two large cards: 'Planned hours' with a value of 618 hours and 'Draft hours' with a value of 0 hours. Below these are several smaller cards with icons and values: 'Open shifts' (16), 'Replacements' (0), 'Assignations to approve' (0), 'Stand by shifts' (0), 'Recurring shifts that end soon' (0), 'Requests to approve' (0), 'Leaves to approve' (0), and 'Announcements' (0). A sidebar on the left contains various navigation icons, with the 'Company settings' icon (a gear) highlighted in orange. At the bottom, there is a 'Budget repartition' section with a table showing values like \$2,000.00 and \$1,800.00.

Budget repartition	
\$2,000.00	
\$1,800.00	
\$2,000.00	

3 Select Organizational Structure.

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The screenshot shows the Voilà! settings interface. At the top right is a search bar. Below it, the 'My Company' section contains two cards: 'General Settings' (with a grid icon) and 'Organizational Structure' (with a hierarchy icon). The 'Organizational Structure' card is highlighted with an orange circle. Below this, the 'Scheduling Settings' section contains three cards: 'Schedules and Availability' (with a calendar icon), 'Invitation & Assignment' (with a mail icon), and 'Employee Mobility' (with a person icon).

4 Go into the Locations Management section.

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The screenshot shows the Voilà! 'Divisions & Teams' section. On the left is a sidebar with a list of settings: General Settings, Organizational Structure (highlighted with a purple bar and an upward arrow), Divisions & Teams, Positions Management, Locations Management (highlighted with an orange circle), Schedules and Availability, Invitation & Assignment, Employee Mobility, Payroll and Time Off, Time and Attendance, Billing, and Integrations. The main content area is titled 'Divisions & Teams' and lists two teams: 'Avant' with 29 members and 'Cuisine' with 14 members, each with a right-pointing arrow.

5 Click on the three dots next to a location.

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nt Add a new location

Abbreviat...	Code	Address	Teams	Sub-locations
			Cuisine Avant	 
			Cuisine Avant	 

Rows per page: 25 ▾ 1-2 of 2 |< < > >

6 Select Manage sublocations.

Add a new location

Code	Address	Teams	Sub-locations
		Cuisine Avant	 
		Cuisine Avant	

Rows per page:

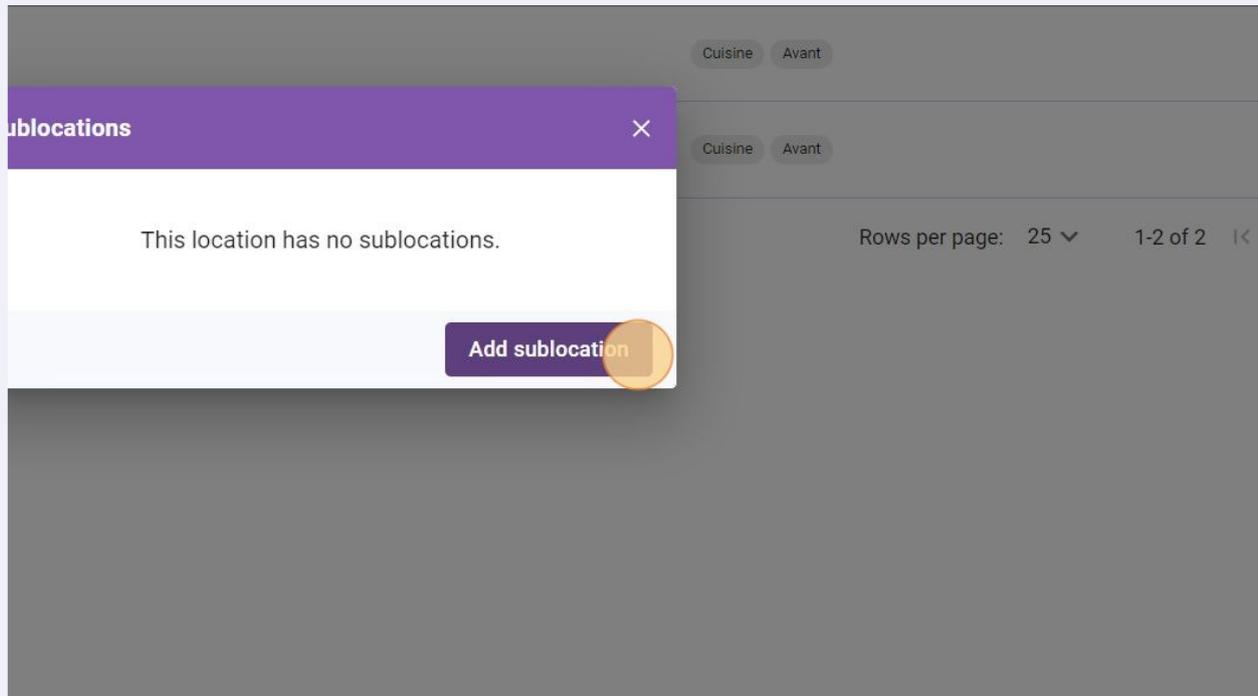
Manage sublocations

Associate to teams or employees

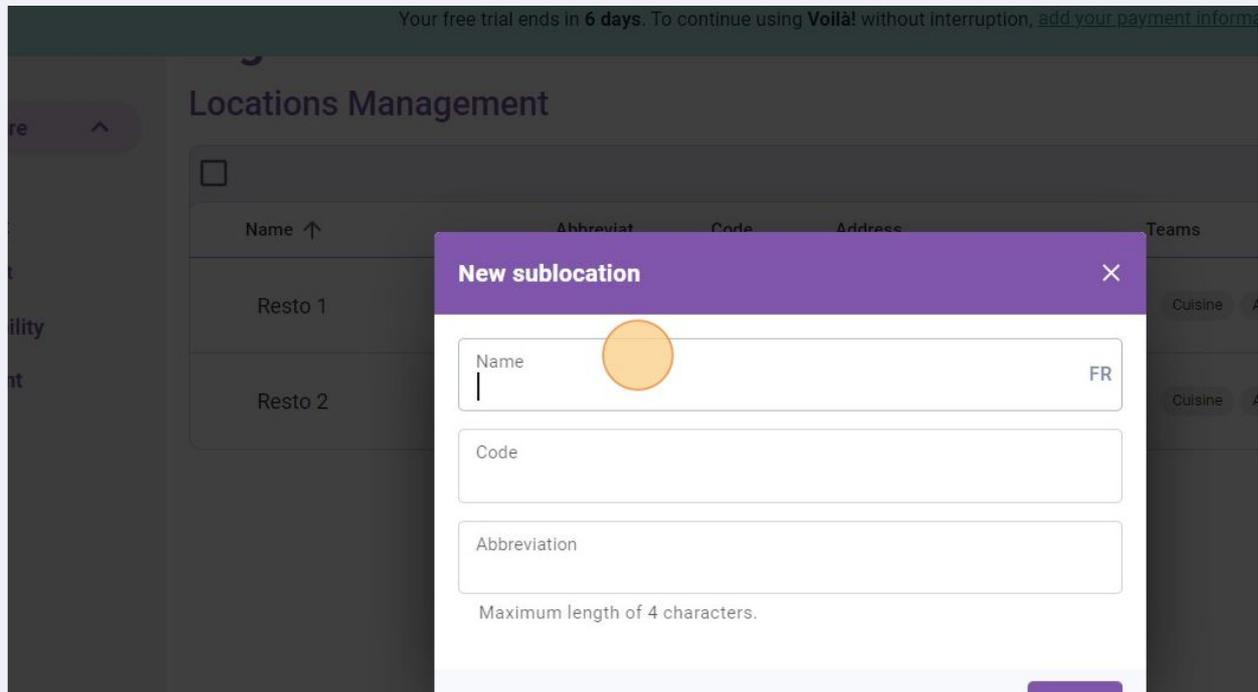
Remove from teams or employees

Remove location

7 Click on Add sublocation.



8 Click on the Name text bar.



9

Give a name to the sub-location and click on Save to add the sub-location to your account.

The image shows a user interface for creating a sub-location. A white modal form is overlaid on a dark background. The form has three input fields: 'Name' (containing 'Outside'), 'Code', and 'Abbreviation'. The 'Name' field has a small 'FR' label on the right. Below the 'Abbreviation' field, it says 'Maximum length of 4 characters.' At the bottom of the form are two buttons: 'Cancel' and 'Save' (which is highlighted with a gold circle). In the background, a table is visible with columns 'Cuisine' and 'Avant', and a footer showing 'Rows per page: 25' and '1-2 of 2'.