

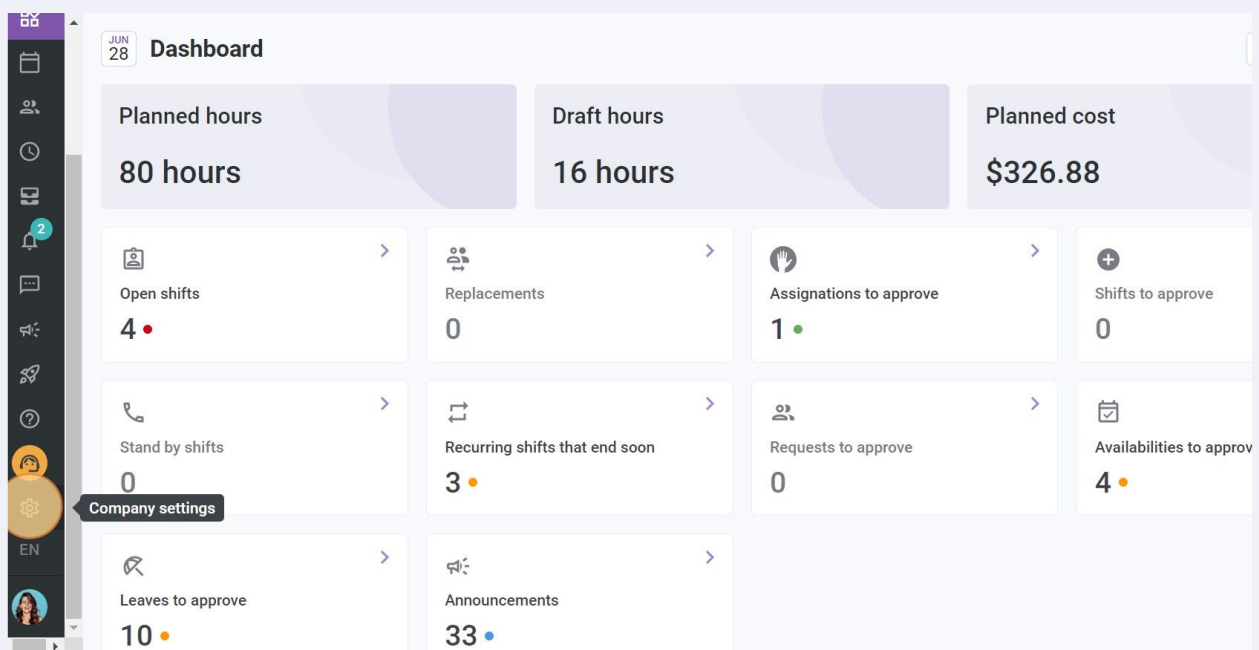
# How to add new permission for team manager



Learn how to add new permission for team manager with Voilà!

1 Navigate to <https://console.voila.app/en/dashboard>

2 Click Company settings



### 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



##### Invitation & Assignment

The following settings apply to the entire company and will be used by default when creating new open shifts or



##### Employee Mobility

Define fallback teams, positions and locations for a shift invitation when no regular employee is available.

### 4 Click the arrow to the left of the team

< 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

Add a new team

Clinic 41 members

## 5 Press Add new permissions

The screenshot shows the 'Organizational Structure' page with a sidebar on the left containing various settings categories. The main content area is titled 'Divisions & Teams' and shows a 'Clinic' with 41 members. Under 'Team Management', there is a table with columns: Name, Role, Email, Phone, and Status. A single row is visible for 'Anne Bonesso' with the role 'Manager' and email 'demovola+bonesso@gmail.com'. A purple button labeled 'Add new permissions' is highlighted with an orange circle. Below the table, there is a 'Team Members' section with an 'Add members' button.

Organizational Structure

Divisions & Teams

Team Management

Add new permissions

Name	Role	Email	Phone	Status
Anne Bonesso ID: 2205 - Full-Time	Manager	demovola+bonesso@gmail.com		memberStatuses.undefin

Rows per page: 25 1-1 of 1

Team Members

Add members

Name	Email	Phone	Status
Anne Bonesso	demovola+bonesso@gmail.com		Active

## 6 Use the Select an employee drop-down menu

The screenshot shows the 'Add team manager - Clinic' dialog box. It has a title bar with a close button. Inside, there is a 'Select an employee' drop-down menu with a downward arrow. Below it, there is a 'Permissions' section with a dropdown menu currently set to 'Supervisor'. A text block explains the role of a supervisor: 'Supervisors can answer requests and add employees to their teams. They can see an employee's contact information across the company. They can add notes and see the confidential information of employees from their teams, including their salary and notes in their profile. Supervisors can add managers to their teams.' At the bottom, there are 'Cancel' and 'Save' buttons.

Organizational Structure

Divisions & Teams

Add team manager - Clinic

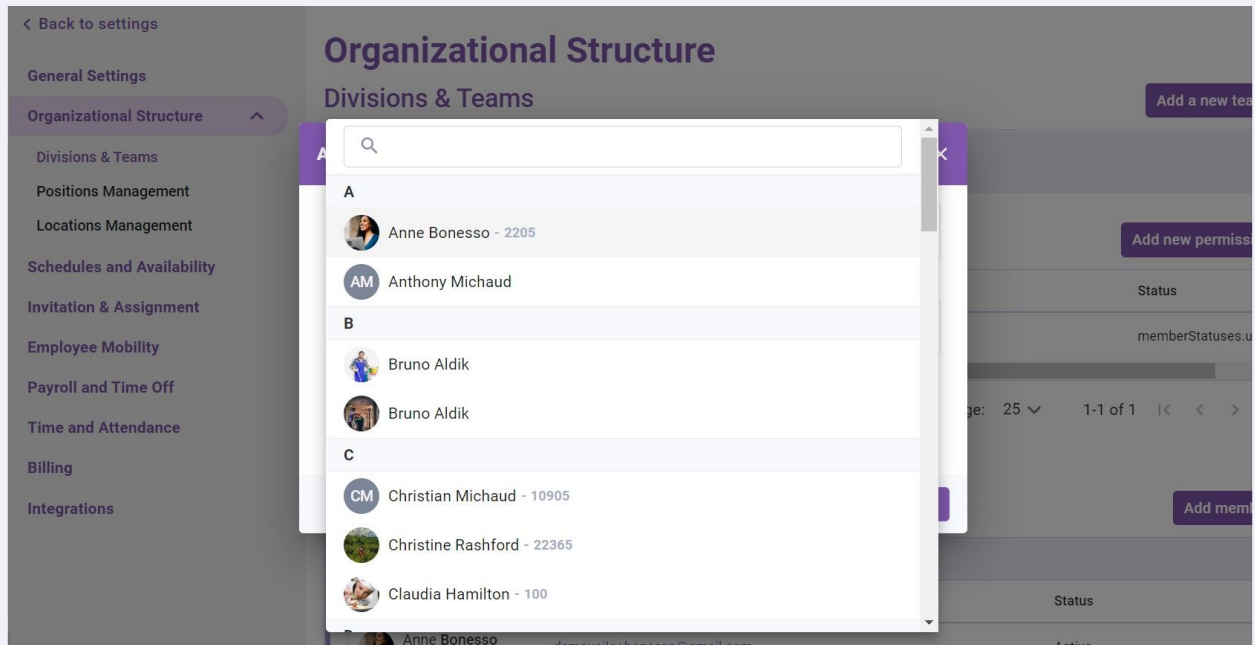
Select an employee

Permissions  
Supervisor

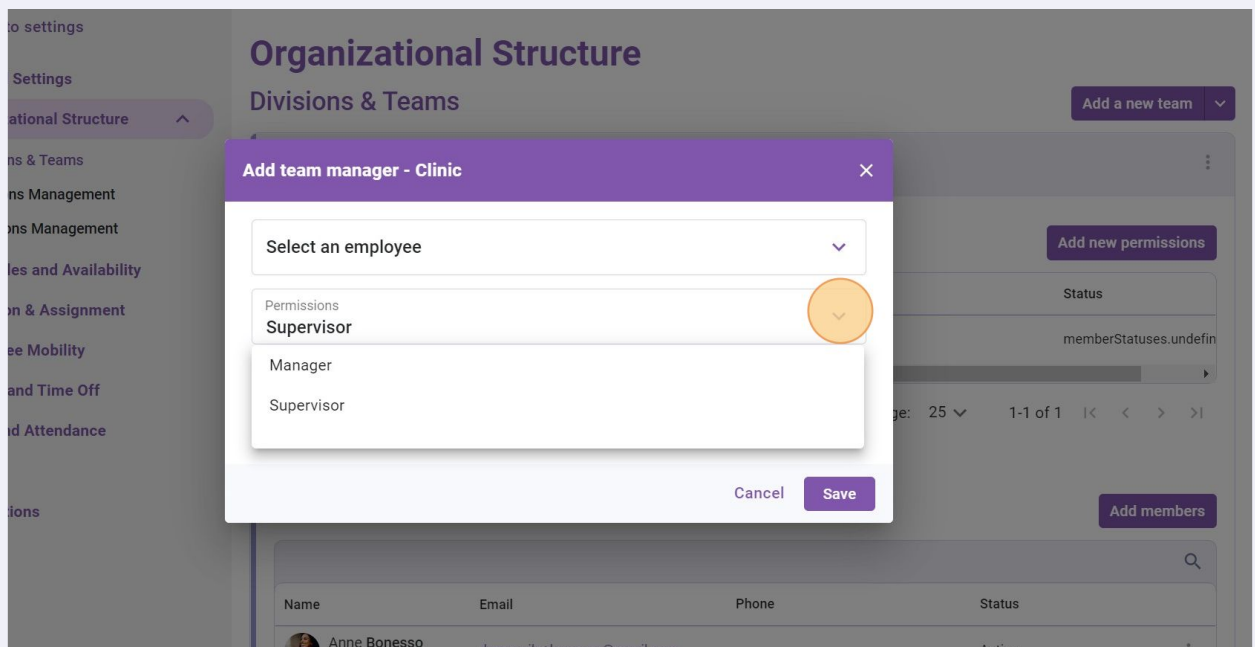
Supervisors can answer requests and add employees to their teams. They can see an employee's contact information across the company. They can add notes and see the confidential information of employees from their teams, including their salary and notes in their profile. Supervisors can add managers to their teams.

Cancel Save

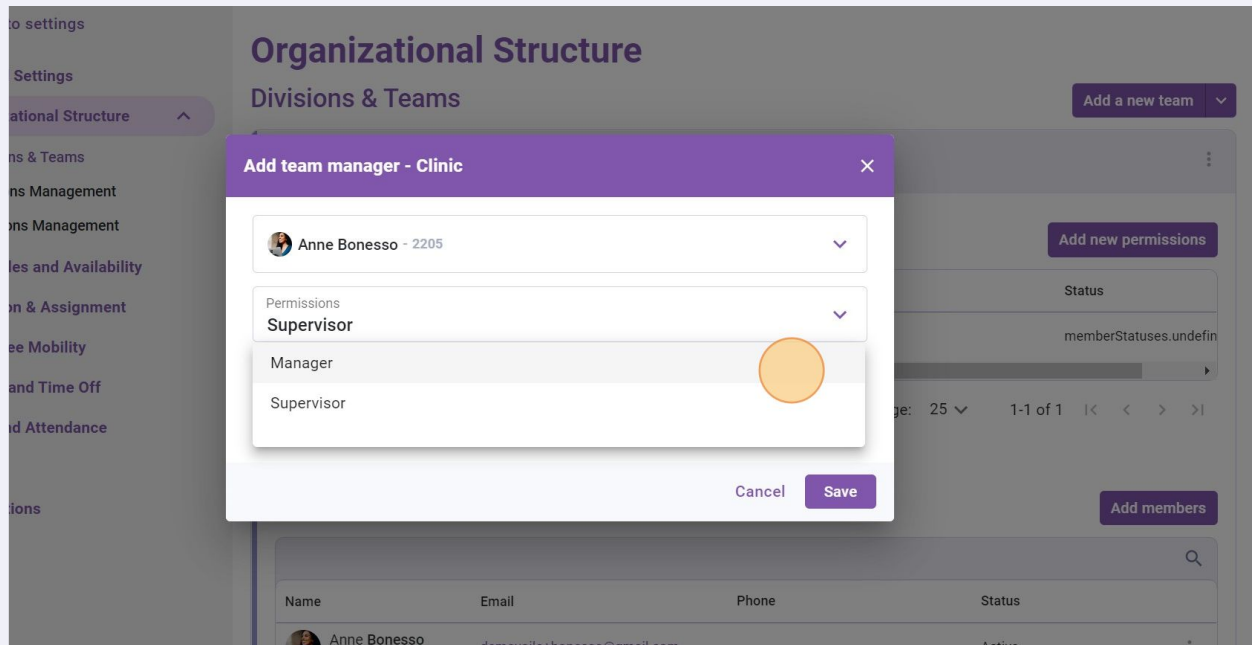
## 7 Select the employee of your choice



## 8 Use the Permissions drop-down menu



## 9 Select Manager or Supervisor



## 10 Click Save

