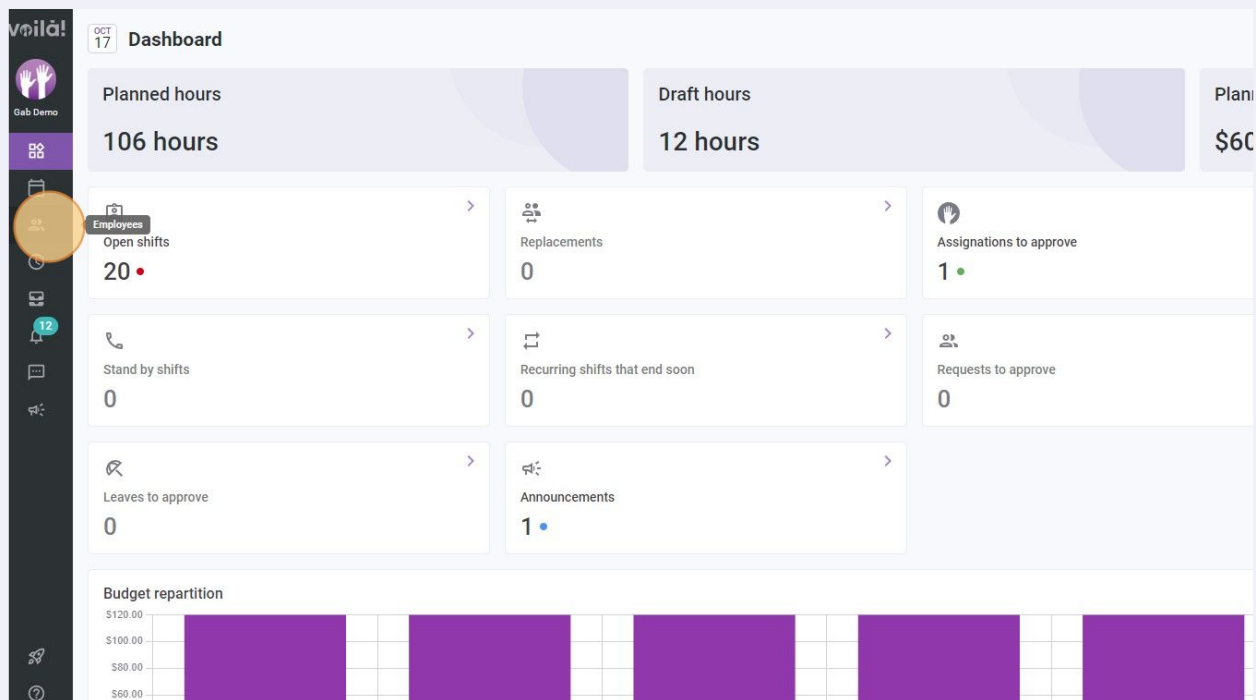


# How to add notes on an employee's profile
















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

2 Go into the Employees section.



### 3 Select the desired employee.

**voilà!** Employees

Name ↑	Status	Phone	Clocking ...	Email	Teams	Position	Location
AB Anne Bonesso 	Full-Time		41624	demovoila+bonesso@...	Floor Kitchen	Server Cook Host +1	Resto 1
AM Anthony Michaud 	Full-Time		27925	christianmichaud93@9...	Floor Kitchen	Server Host	Resto 1
BA Bruno Aldik 	Full-Time		96865	demovoila+aldik1@gm...	Floor Kitchen	Server Host	Resto 1 Resto 2
BA Bruno Aldik 	Full-Time		01730	demovoila+aldik@gma...	Kitchen	Cook	Resto 1
CM Christian Michaud 	Full-Time		68942	christianmichaud93@...	Floor	Server Host	Resto 1
CR Christine Rasmussen 	Full-Time		20776	demovoila+rashford@...	Floor	Server Host	Resto 1
CH Claudia Hamilton 	Full-Time		60483	demovoila+hamilton@...	Kitchen	Cook	Resto 1
DG David Genest 	Full-Time		99924	dgenest@voila.app	Floor	Server Host	Resto 1
DS Diane Smith 	Full-Time		63626	demogvoila@gmail.com	Kitchen	Cook	Resto 1
DM DJ Mullet 	Full-Time		41908		Kitchen	Cook	Resto 1
EM Elon Musk 	Full-Time		98029	elonmusk@tesla.com	Floor	Server Host	Resto 1
EL Émilie Lockhead 	Full-Time		42494	demovoila+lockhead@...	Kitchen	Cook	Resto 1
GF Gabriel Forget	Full-Time		69420		Kitchen	Cook	Resto 1
IL Isabelle Lemieux 	Full-Time		90572	demovoila+lemieux@q...	Floor	Server	Resto 1

### 4 Click on the + icon in the Notes section.

Associations

Teams: Floor

Locations: Resto 1

Positions

	Score	Hourly Wage	Hiring Exp.	Total Exp.
Host	0 ★	15\$/h	0h	24.17h
Server	0 ★	15\$/h	0h	0h
Total			0h	24.17h

Rows per page: 10 1-2 of 2

Notes

Note by	Date	Note
No notes have been added.		

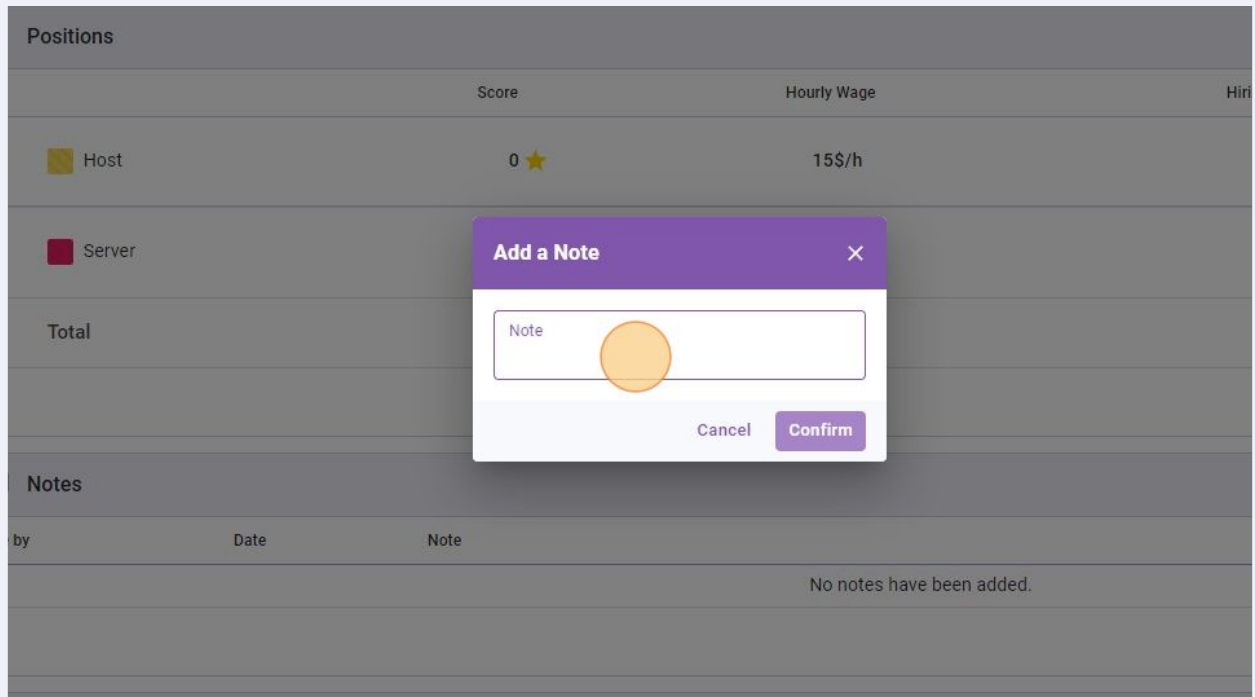
Rows per page: 10 0-0 of 0

Shift Punch Related Notes

Note by	Shift date	Note
No notes have been added.		

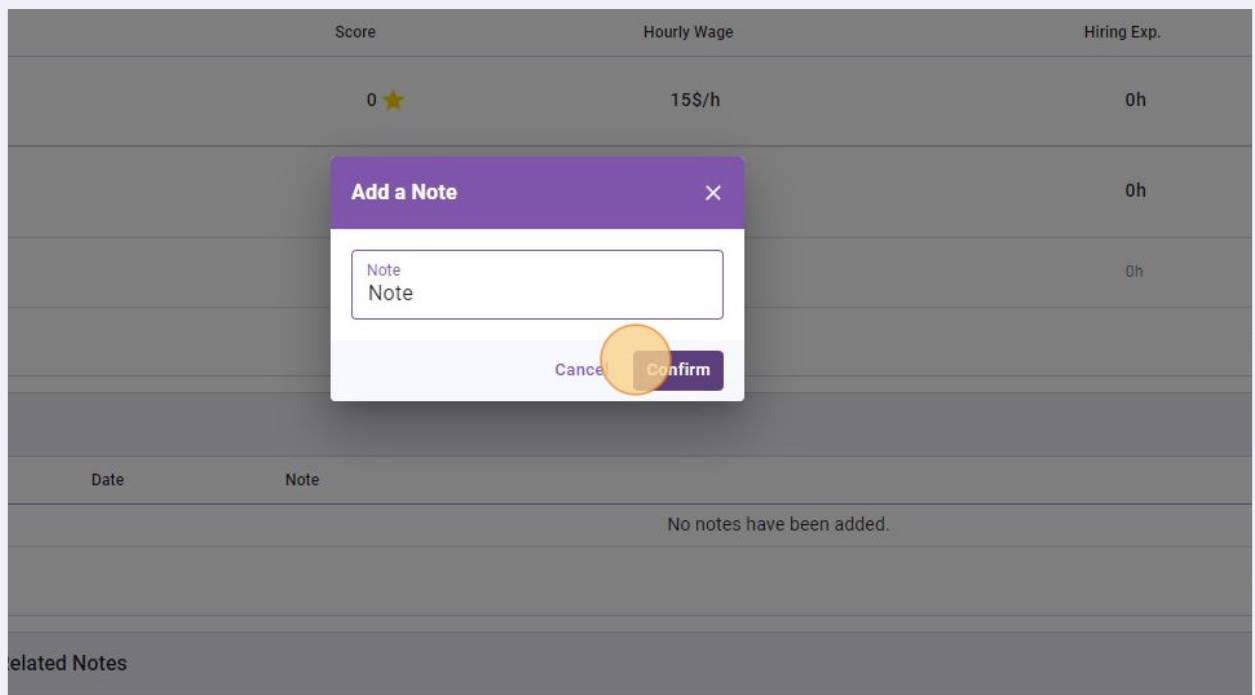
Rows per page: 10 0-0 of 0

5 Click on the Note field and enter the note of your choice.



The screenshot shows a job listing interface. At the top, there's a section titled "Positions" with a table containing columns for "Score", "Hourly Wage", and "Hiring Exp.". The first row shows a "Host" position with a score of 0 stars and an hourly wage of 15\$/h. Below this is a "Server" position. A modal dialog box titled "Add a Note" is open in the center, featuring a text input field with the placeholder "Note" and a yellow circular cursor. At the bottom of the dialog are "Cancel" and "Confirm" buttons. Below the dialog, there's a "Notes" section with a table header including "by", "Date", and "Note". The table is currently empty, with the text "No notes have been added." displayed below it.

6 Once the Note is entered, click on Confirm to apply to the profile.



This screenshot is similar to the previous one, but the "Add a Note" dialog box now shows the word "Note" entered into the text field. The yellow circular cursor is still present. The "Confirm" button is highlighted with a yellow circle, indicating it should be clicked. The background job listing table and the "Notes" section remain the same as in the previous screenshot.