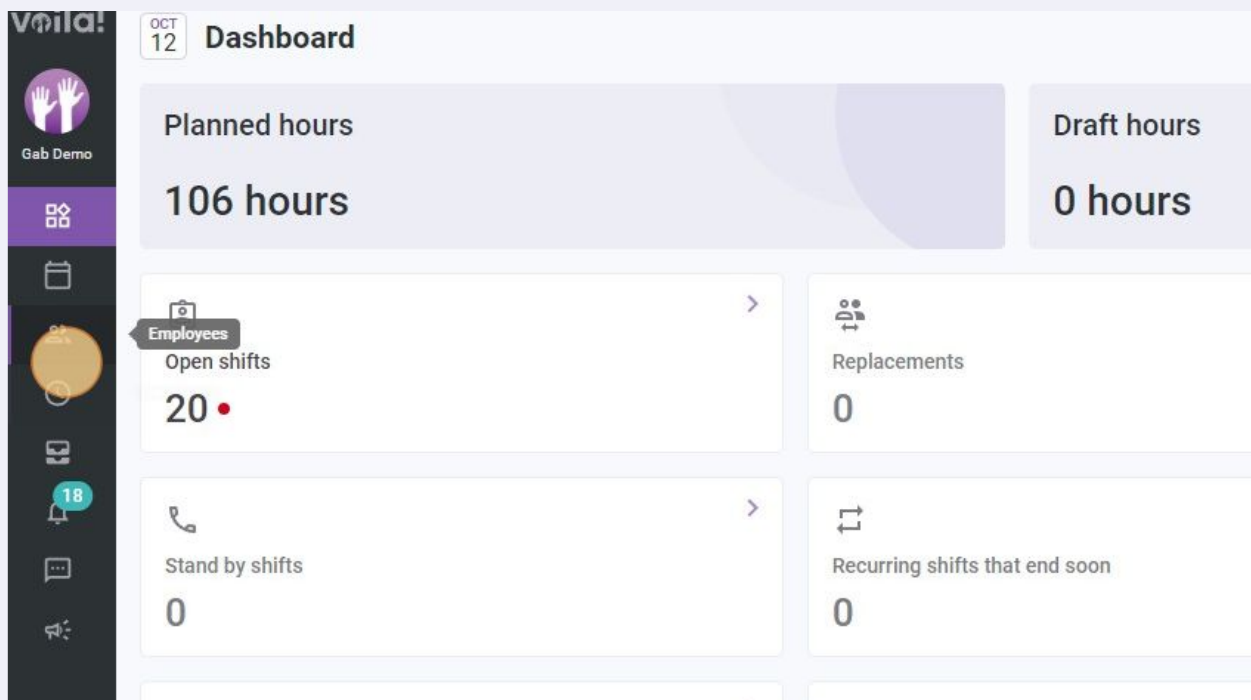


# How to add/remove and employee's team












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

2 Go into the Employees section.



3 Select the desired employee.

Name ↑	Status	Phone	Clocking ...	Email	Teams
AB Anne Bonesso  ID: 1	Full-Time		41624	demovoila+bonesso@...	Floor
AM Anthony Michaud 	Full-Time		27925	christianmichaud93+9...	Floor
<input type="checkbox"/> BA Bruno Aldik  	Full-Time		96865	demovoila+aldik1@gm...	Floor
BA Bruno Aldik 	Full-Time		01730	demovoila+aldik@gma...	Kitchi
CM Christian Michaud 	Full-Time		68942	christianmichaud93@...	Floor
CR Christine Rashford 	Full-Time		20776	demovoila+rashford@...	Floor
CH Claudia Hamilton 	Full-Time		60483	demovoila+hamilton@...	Kitchi
DG David Genest 	Full-Time		99924	dgenest@voila.app	Floor

4 Click on the pen icon in the Teams section

DAY All day

TURDAY All day

Nothing soon

No upcoming changes

Attachments


No attachments.



Personal Preferences

Communication language: English

Locations: Floor

Associations

Teams:  Locations: Resto 1

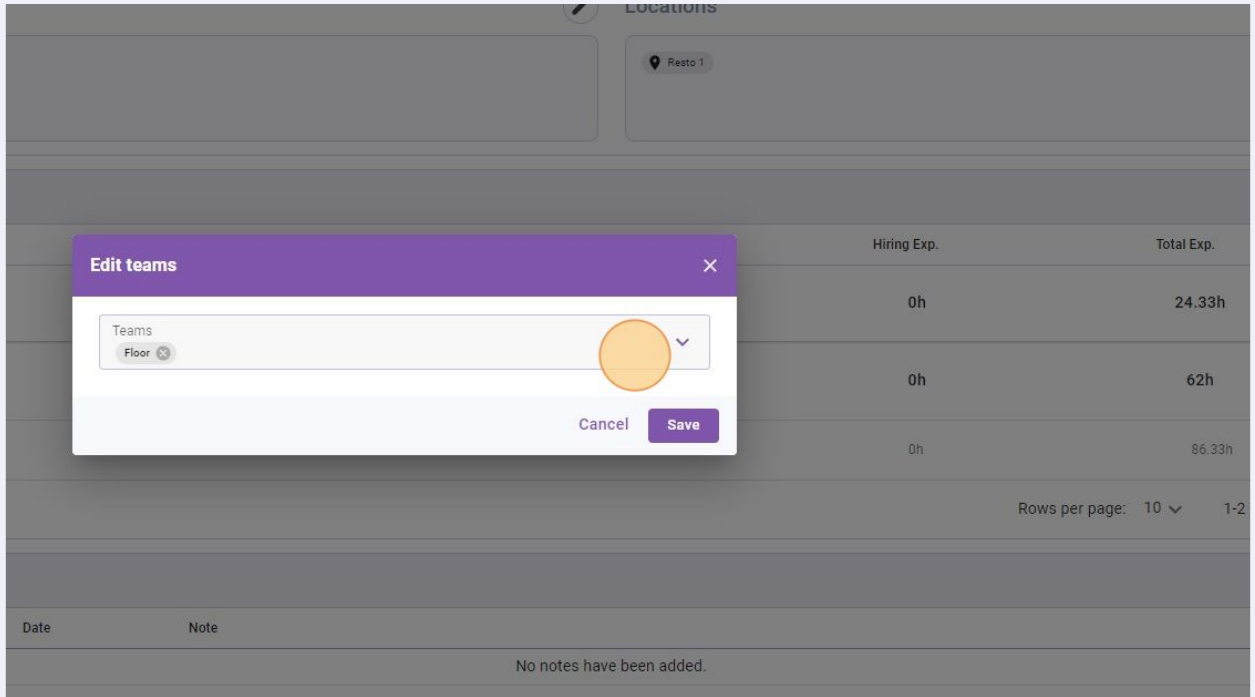
	Score	Hourly Wage	Hiring Exp.	Total Exp.
Host	0 	15\$/h	0h	24.33h
Server	0 	15\$/h	0h	62h
<b>Total</b>			0h	86.33h

Notes

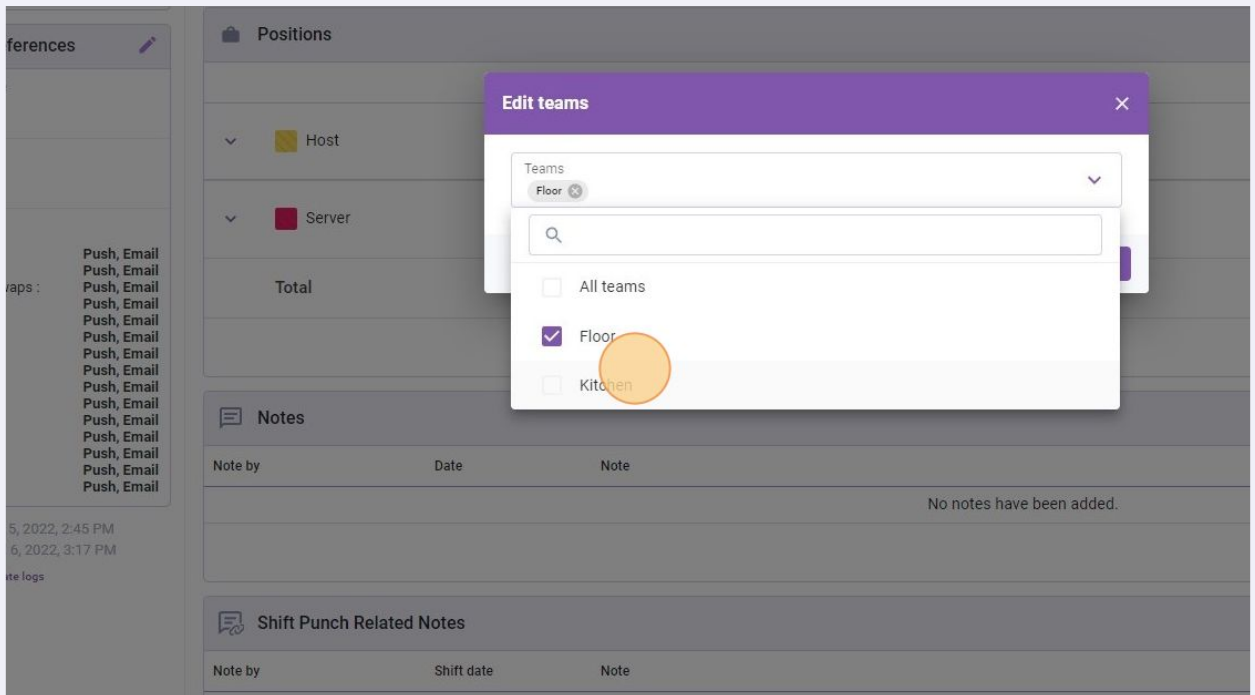
No notes have been added.

Shift Punch Related Notes

5 Click on the Teams field.



6 Select the desired team(s).



7

Click on Save to apply the changes to the employee's profile.

The screenshot shows a user interface with a modal dialog box titled "Edit teams". The dialog has a purple header and a white body. Inside the dialog, there is a "Teams" section with a dropdown menu showing "Floor" and "Kitchen" as selected items. Below the dropdown are "Cancel" and "Save" buttons. The "Save" button is highlighted with a red circle. In the background, a table is visible with columns "Hiring Exp." and "Total Exp.". The table has three rows of data. Below the table, there is a "Note" section with the text "No notes have been added." and pagination information "Rows per page: 10" and "0-0 of 0".

Hiring Exp.	Total Exp.
0h	24.33h
0h	62h
0h	86.33h

Rows per page: 10 1-2 of 2

Note

No notes have been added.

Rows per page: 10 0-0 of 0