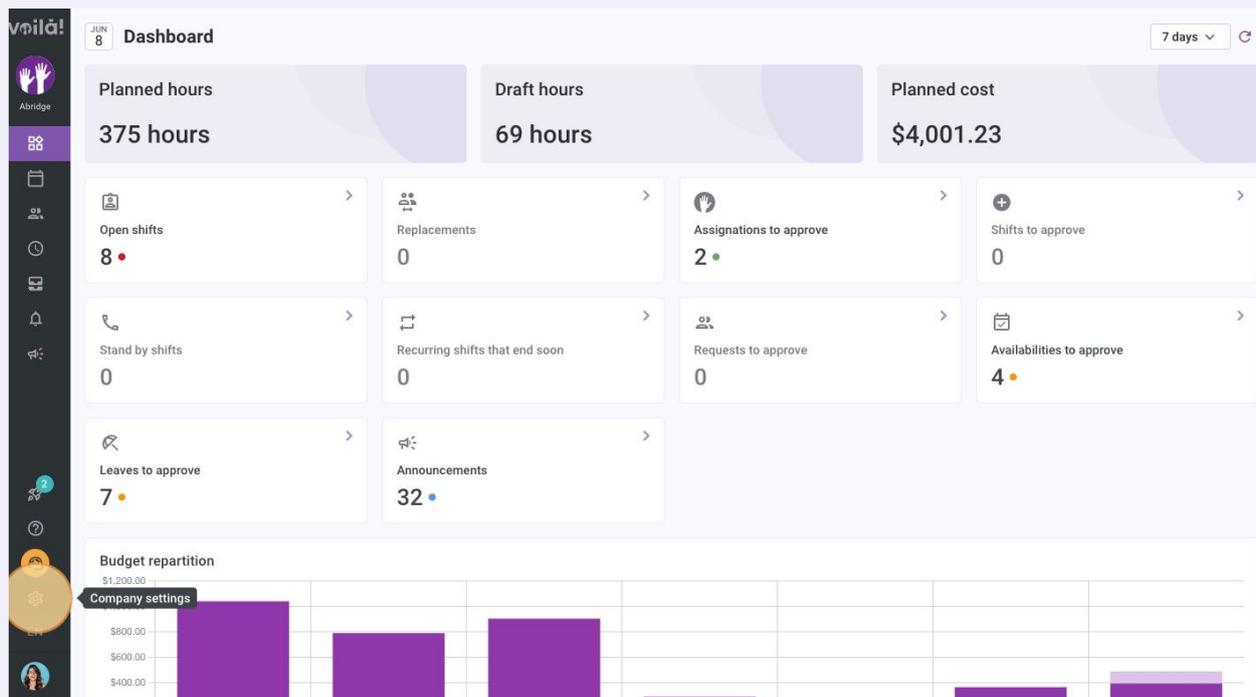


How to add teams



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

2 Click on Company Settings



3 Choose the Organizational Structure tab

Voilà! 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 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 Click on Add a new team

Voilà! < 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

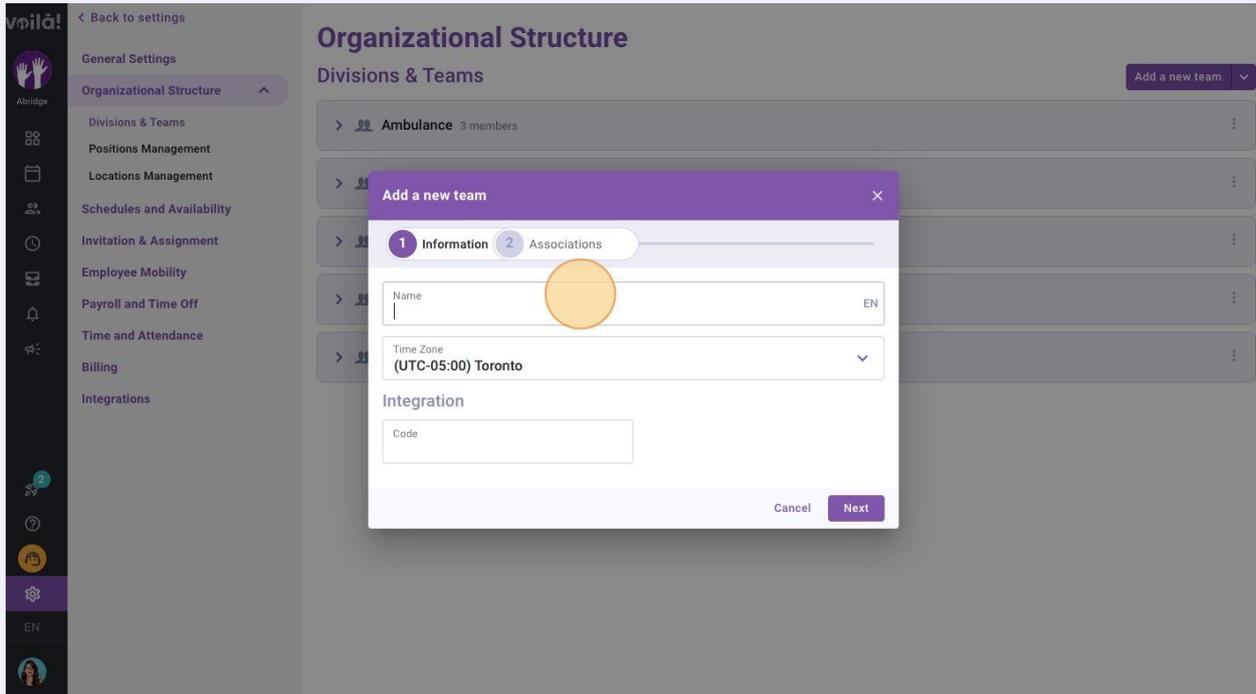
Organizational Structure

Divisions & Teams

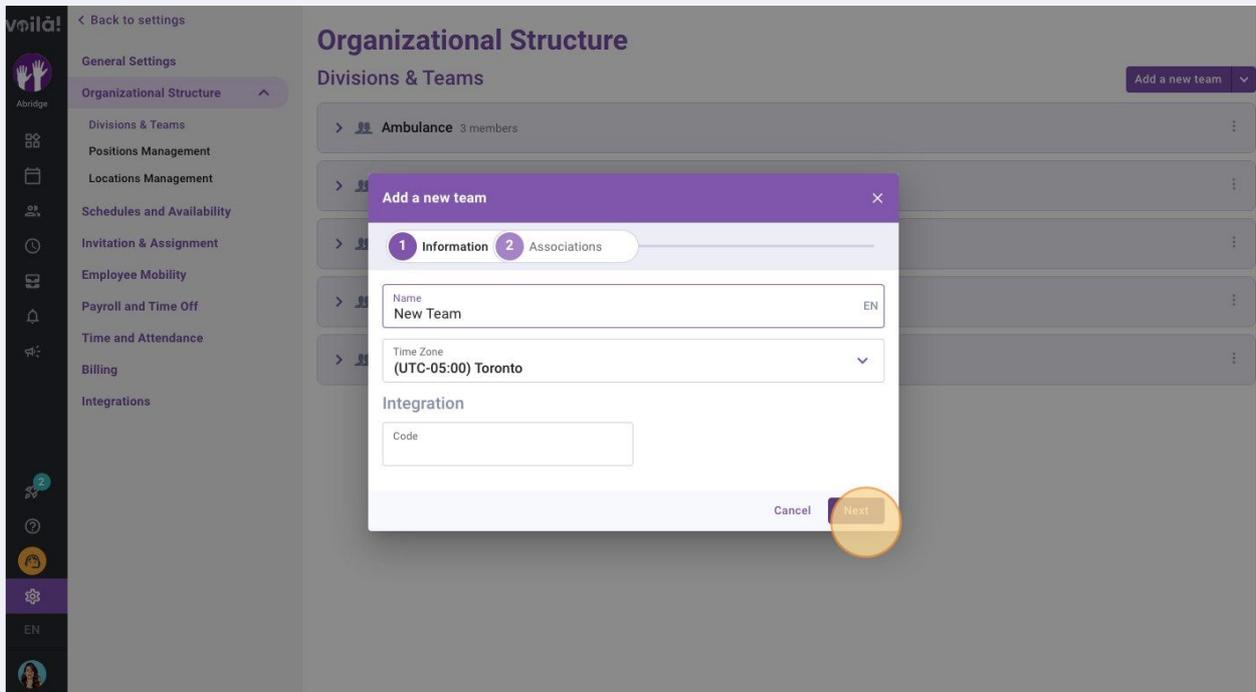
[Add a new team](#)

- > **Ambulance** 3 members
- > **Clinic** 34 members
- > **Emergency** 37 members
- > **Maintenance** 32 members
- > **Restaurant** 5 members

5 Type the Name of your new team and select the time zone

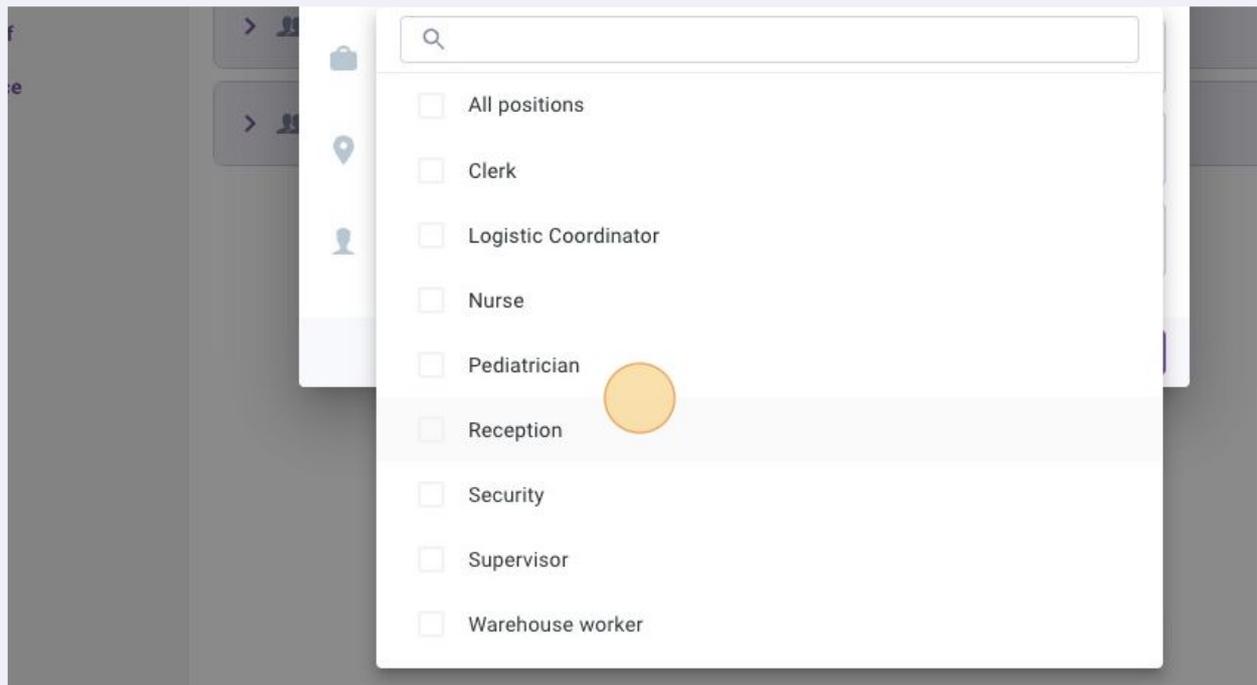
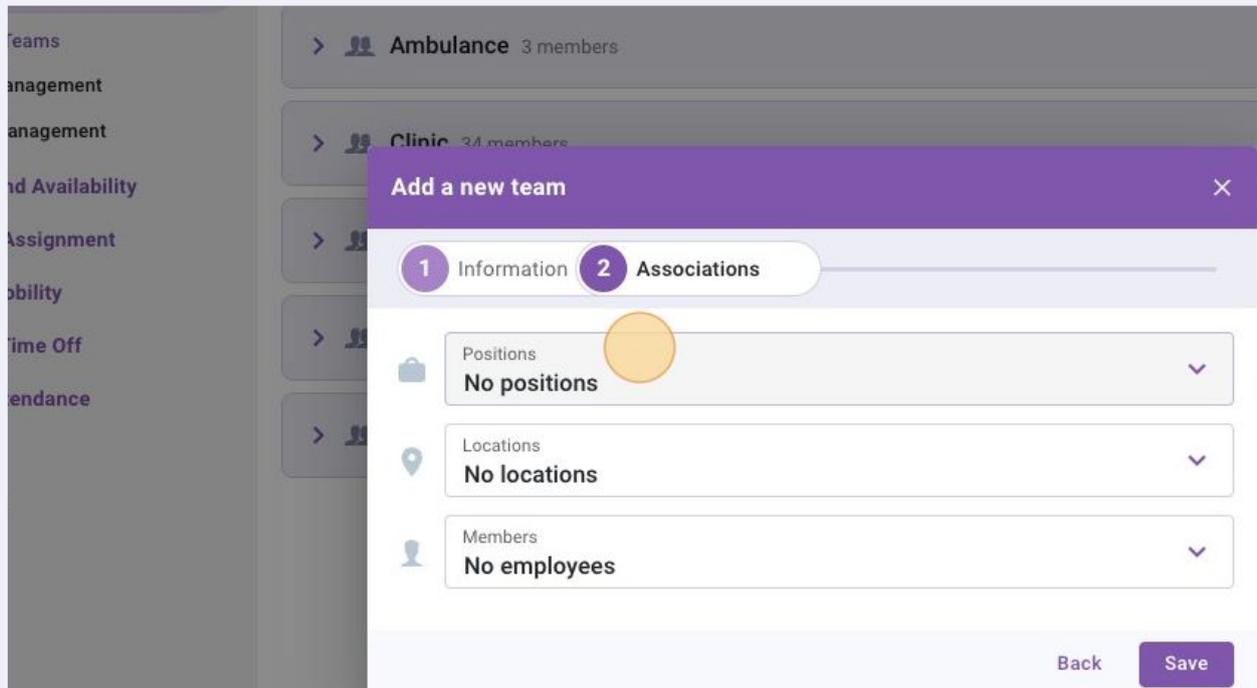


6 Click on Next



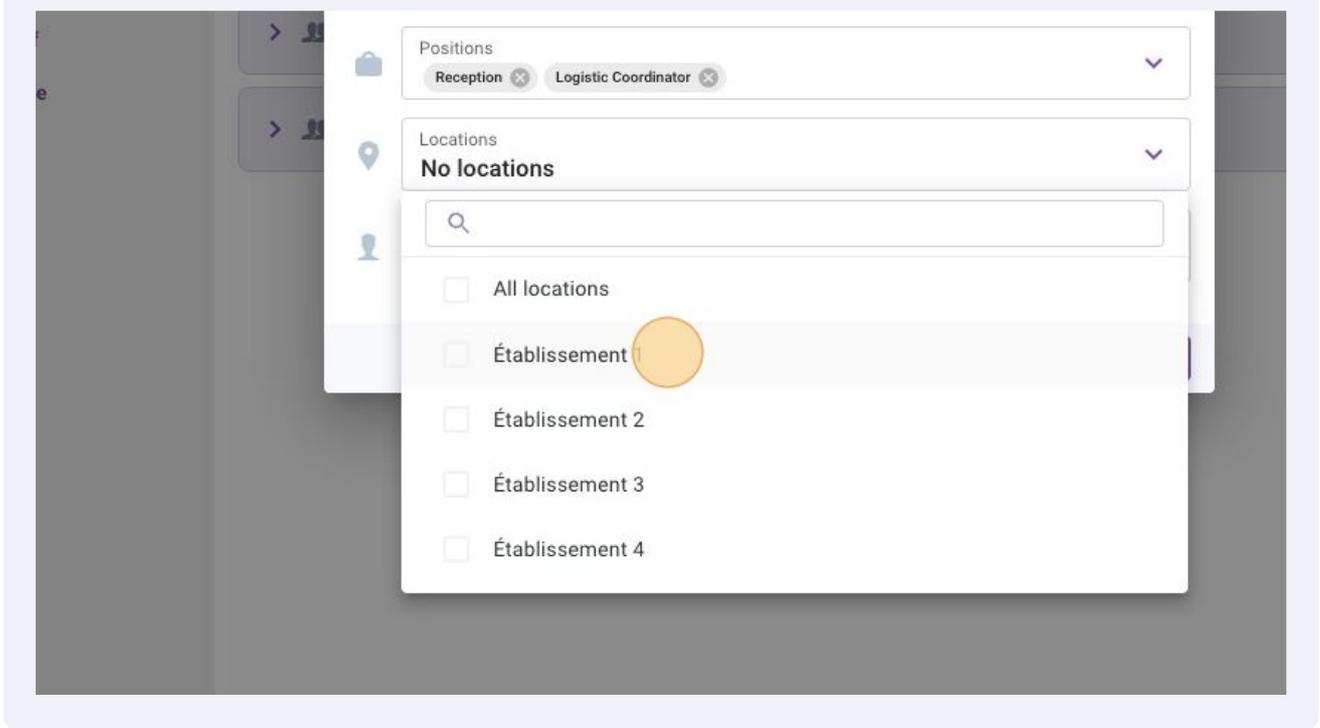
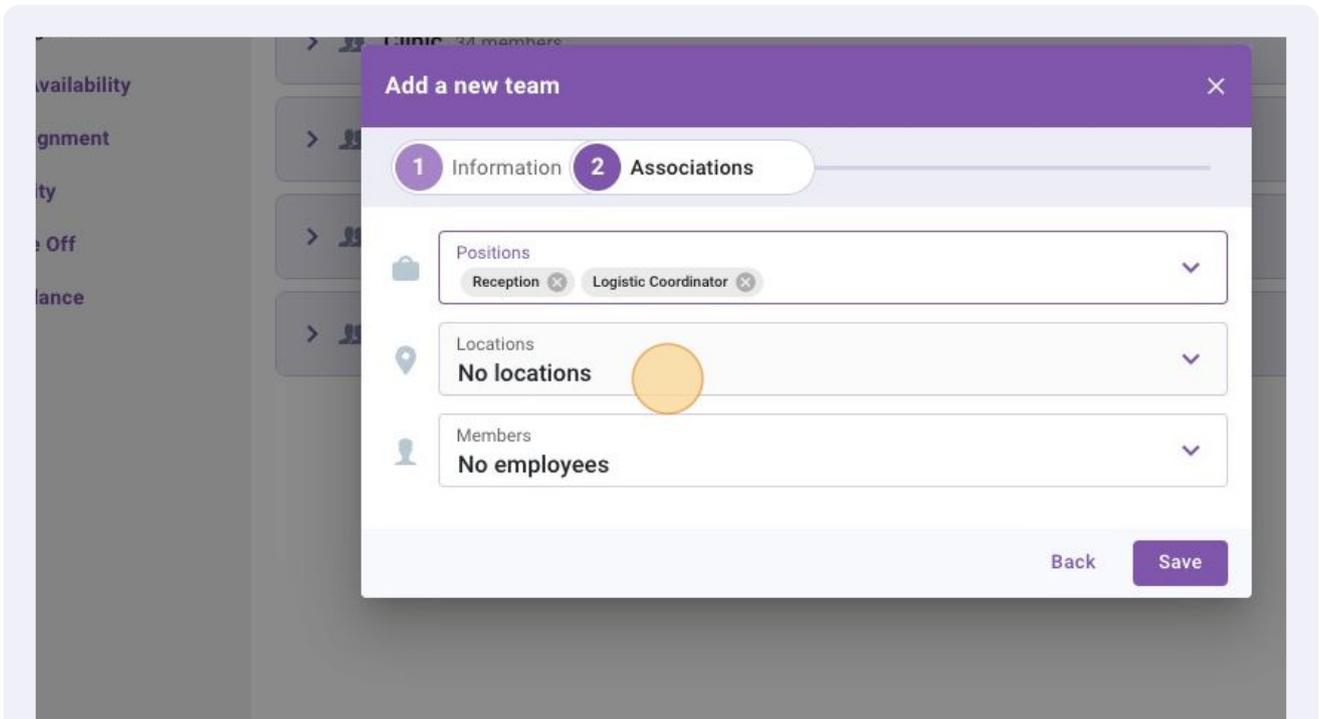
7

Click on the Positions dropdown menu
Select the positions to be associated to your new team



8

Click on the Locations dropdown menu
Select the locations to be associated to your new team



- 9 Click on the Members dropdown menu
Select the employee to be associated to your new team

1 Information 2 Associations

Positions
Reception × Logistic Coordinator ×

Locations
Etablissement 1 × Etablissement 2 ×

Members
No employees

Back Save

- Search
- All employees
 -  Anne Bonesso - 2205
 -  Anthony Michaud
 -  Bruno Aldik
 -  Bruno Aldik
 -  Christian Michaud - 10905
 -  Christine Rashford - 22365
 -  Claudia Hamilton - 100
 -  David Genest

10 Click on Save to create your new team

