How to add teams



1

Navigate to https://console.voila.app/en/

2 Click on Company Settings

voilă!	B Dashboard							7 days ∨ C
Abridge	Planned hours		Draft hour	s		Planned c	ost	
諮	375 hours		69 hour	ſS		\$4,001	.23	
	ê Open shifts 8●	>	Replacements	>	Assignations to approve 2 •	>	Shifts to approve	>
ф #:	Stand by shifts 0	>	≓ Recurring shifts that end soon 0	>	오 Requests to approve O	>	☑ Availabilities to approve 4 ●	>
4		>	ಣೆ: Announcements 32 •	>				
	Budget repartition \$1.200.00 Company settings \$800.00 \$600.00 \$400.00							

Choose the Organizational Structure tab

Settings			م	
noge	My Company			
	Deneral Settings	<u>ن</u> غً <u>ن</u> Organizational Structure		
0	Manage your company name, time zone, supported languages, managers and admins permissions as well as your confidential information entered.	Define your company's management levels and the structure of its divisions, teams, positions, locations and sub- locations.		
3				
÷				
Þ.	Schoduling Sottings			
	Scheduling Settings			
	Schedules and Availability	⊡ Invitation & Assignment	्रे Employee Mobility	
	Scheduling settings Schedules and Availability Define the types of events supported, the week's starting day, work constraints and automated's chedule publishing settings. Define if employees can modify their availability and if those changes must be approved by a manager.	Divitation & Assignment Invitation & Assignment 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 Enclose failback teams, positions and locations for a shift invitation when no regular employee is available.	
<i>₽</i> 2) 3 3	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. Payroll Settings	Invitation & Assignment Invitation & Assignment company and will be used by default company and will be used by default replacements. You can specify settings by team, position and / or location using custom permissions.	Employee Mobility Define failback teams, positions and locations for a bift invitation when no regular employee is available.	

4 Click on Add a new team

voilā!	 K Back to settings General Settings Organizational Structure 	Organizational Structure Divisions & Teams	Add e new team 🗸
諮	Divisions & Teams Positions Management	>	
E 	Locations Management	> 11 Clinic 34 members	1
0	Invitation & Assignment	> JE Emergency 37 members	:
C C C	Employee Mobility Payroll and Time Off	> <u>11</u> Maintenance 32 members	÷
¢.	Time and Attendance Billing	> 11 Restaurant 5 members	:
	Integrations		
*			
© (20)			
tos EN			

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

voilă!	 K Back to settings General Settings Organizational Structure 	Orga Divisio	nizational Structure			Add a new team 🗸 🗸
BÊ	Divisions & Teams	> 11	Ambulance 3 members			ł
() 2	Locations Management Schedules and Availability) <u>1</u>	Add a new team			1
0	Invitation & Assignment	> 20	1 Information 2 Associations			E.
8 4	Employee Mobility Payroll and Time Off	> 1	Name		EN	:
đý:	Time and Attendance Billing	> 11	Time Zone (UTC-05:00) Toronto		~	1
	Integrations		Integration Code			
50 ²				Querral		
0				Cancer	Next	
鐐						
EN						

6 Click on Next

voilà!	< Back to settings	Organizational Structure	
***	General Settings	Divisions & Teams	Add a new team 🗸
Abridge	Organizational Structure		
諮	Divisions & Teams Positions Management	> 39 Ambulance 3 members	:
Ħ	Locations Management	> #	1
<u>01</u>	Schedules and Availability	Add a new team X	
0	Invitation & Assignment	> 1 Information 2 Associations	ł
8	Employee Mobility	Name	
¢	Payroll and Time Off	New Team EN	
\$÷	Time and Attendance	Time Zone	;
	Billing	(UTC-05:00) Toronto	
	Integrations	Integration	
		Code	
2			
ି		Cancel Next	
愈			
EN			
~			

Click on the Positions dropdown menu

7

8

Select the positions to be associated to your new team



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

vailability	Add a new team	×
gnment > 1	1 Information 2 Associations	
off > 1	Positions Reception & Logistic Coordinator &	~
> 1	Locations No locations	~
	Members No employees	~
	Back	Save
e > 11	Positions Reception (2) Logistic Coordinator (2)	~
<u>ال</u> ‹	Locations No locations	~
	٩	
	All locations	1
	Établissement	
	Établissement 2	
	Établissement 3	
	Etablissement 4	_

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

	Positions Reception 🛞 Logistic Coordinator 🛞	~
> # 0	Locations Etablissement 1 🛞 Etablissement 2 🛞	~
1	Members No employees	~
		Back Save

> 3	Q
	All employees
> T	Anne Bonesso - 2205
	AM Anthony Michaud
*	👘 Bruno Aldik
	Bruno Aldik
	CM Christian Michaud 10905
	Christine Rashford - 22365
	Claudia Hamilton - 100
	DG David Genest

Click on Save to create your new team

