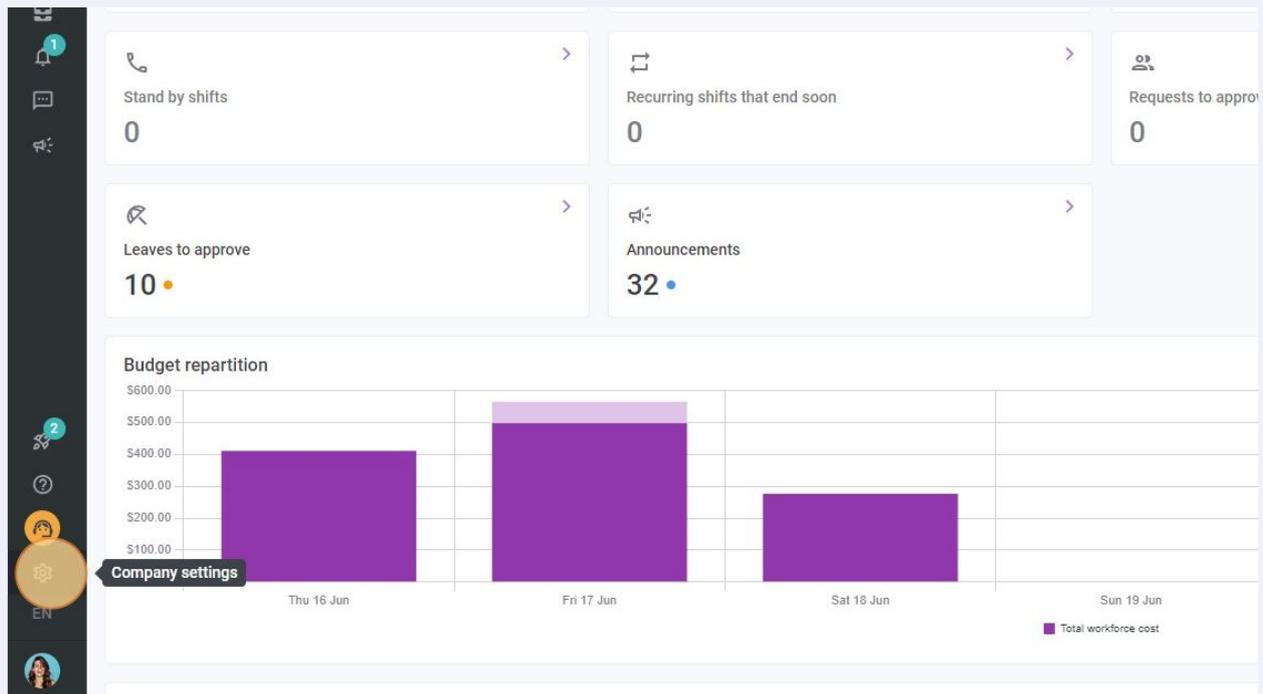


# How to change approval requirements for assigned shifts

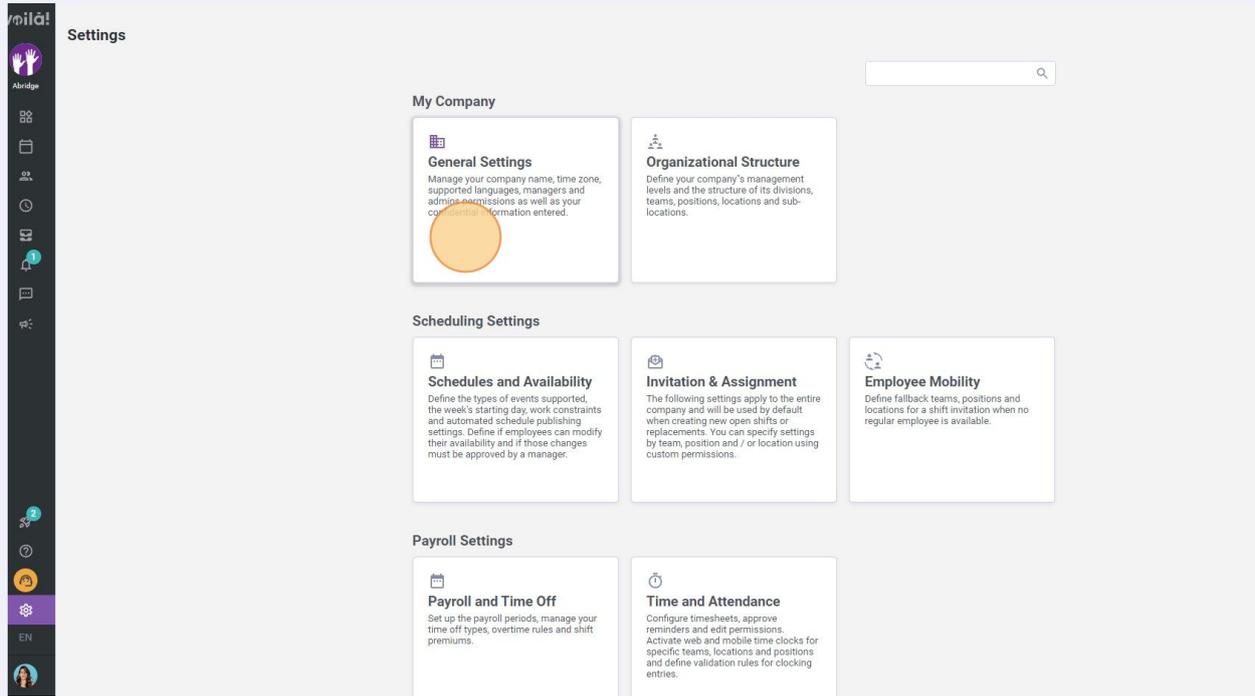


1 Navigate to the Voilà web console <https://console.voila.app/en>

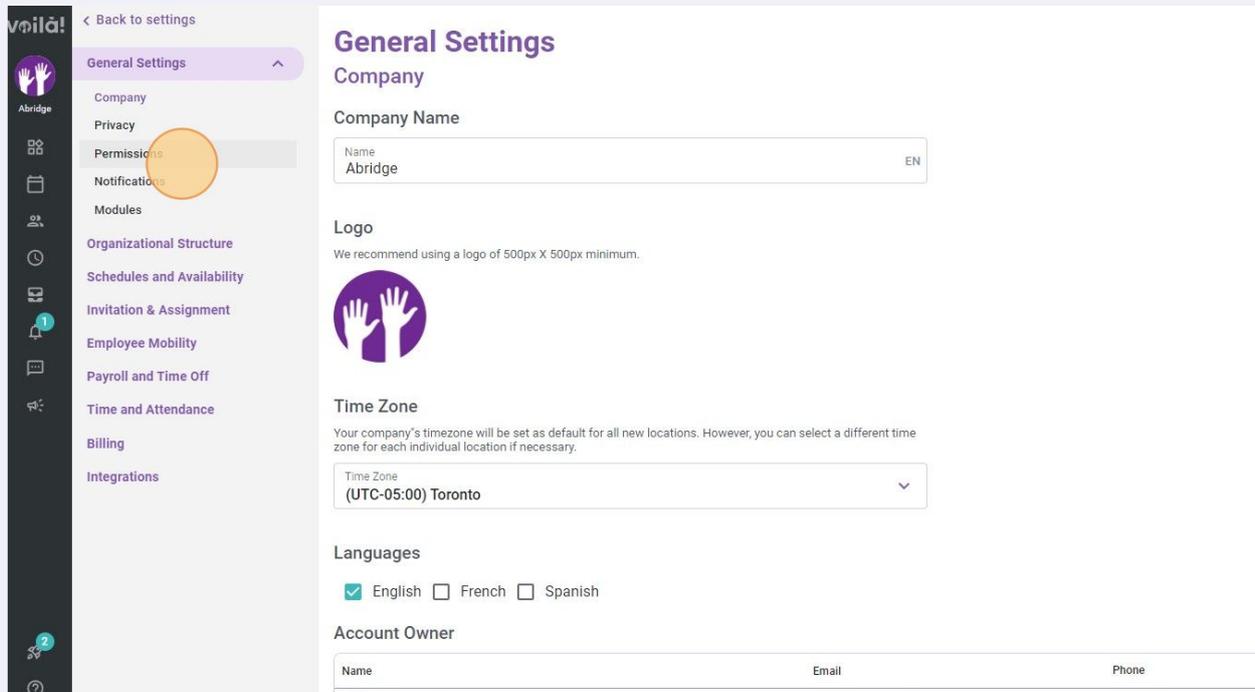
2 Click the Company settings icon.



### 3 Select General Settings.



### 4 Go into the Permissions section.



5

Click on the Approval Required for Assigned Shifts switch to activate/deactivate this setting.

Voilà! < Back to settings

General Settings

Company

Privacy

Permissions

Notifications

Modules

Organizational Structure

Schedules and Availability

Invitation & Assignment

Employee Mobility

Payroll and Time Off

Time and Attendance

Billing

Integrations

## General Settings

### Permissions

The following permissions apply to the entire company. You can specify permissions by team, position and / or location using custom permissions.

#### Assignments

**Approval Required for Assigned Shifts**  
A manager must approve the allocation of an open shift, replacement or exchange, to the interested employee.

#### Replacements

**Replacement Requests**  
Employees can request replacements for their shifts. Managers can always modify or remove replacements.

**Approval Required for Replacement Requests**  
A manager must approve each replacement request created by employees before Voilà! starts looking for a replacement.

#### Shift Swaps

**Shift Swaps Requests**  
Employees can request swaps. Managers can accept or decline trades.

**Approval Required for Shift Swaps**  
A manager must approve each shift swap request created by employees.