## How to change approval Voilà! requirements for assigned shifts



## Select General Settings.

/oila!	Settings			٩
日全		My Company		
		E General Settings	یڈے Organizational Structure	
* ©		Manage your company name, time zone, supported languages, managers and admine permissions as well as your condential information entered.	Define your company's management levels and the structure of its divisions, teams, positions, locations and sub- locations.	
8				
e1:		Scheduling Settings		
		Chedules 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.	Contraction & 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.	Comployee Mobility Employee Mobility Define failback teams, positions and locations for a shift invitation when no regular employee is available.
<i>\$</i> 2		Payroll Settings		
(a) (a) (a) (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c		Deprove the second seco	C Time and Attendance Configure timesheets, approve reminders and etit permissions. Activate web and mobile time clocks for specific teams, locations and define validation rules for clocking entries.	

## Go into the Permissions section.

Abridge	Company Privacy Permissions Notifications Modules	Company Company Name Name Abridge	EN	
Abridge	Company Privacy Permissions Notifications Modules Organizational Structure	Company Name Name Abridge	EN	
	Permissions Notifications Modules Organizational Structure	Name Abridge Logo	EN	
۵ ۵	Modules Organizational Structure	Logo		
<u></u>	Organizational Structure	Logo		
U		We recommend using a logo of 500px X 500px minimum.		
S	Schedules and Availability			
<u>д</u> "	Employee Mobility			
P P	Payroll and Time Off			
र्मः T	Time and Attendance Billing	Imme Zone Your company's timezone will be set as default for all new locations. However, you can select a different zone for each individual location if necessary.	t time	
h	Integrations	Time Zone (UTC-05:00) Toronto	~	
		Languages ✓ English □ French □ Spanish		
,2		Account Owner		
0		Name Email		Phone

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

