## How to change chat privacy settings

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

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Select General Settings.

Voild! Settings			Q
Abridge	My Company		
₩ = 	Ceneral Settings	Crganizational Structure Defense yoar company's management levels and bestructure of its devisions, teams, positions, locations and sub- locations.	
े. संद	Scheduling Settings		
	Checkles 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 evailability and it those changes must be approved by a manager.	Envitation & Assignment Invitation & Assignment Company and will be used by default when creating new open abifts or replacements. You can specify settings by team, position and / or location using custom permissions.	C Employee Mobility Define fallback teams, positions and locations for sulfit invitation when no regular employee is available.
# 0	Payroll Settings		
<ul> <li>⊘</li> <li>⊗</li> <li>≥</li> <li>≥</li> <li>N</li> <li>(n)</li> <li>(n</li></ul>	Payroll and Time Off     Set up the payroll pariods, manage your     time off types, overtime rules and shift     premauns.	© Time and Attendance Configure timesheets, approve reminders and edit permissions. Activate we and mobile time clocks for and mobile time clocks for and define validation rules for clocking entries.	

## 4 Click on the Privacy section.

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🛛 📬 🚫 🖪 🤮	Noncations Modules Organizational Structure Schedules and Availability Invitation & Assignment Employee Mobility Payroll and Time Off Time and Attendance Billing Integrations	Logo We recommend using a logo of 500px X. 500px minimum.	select a different time		
€N €		☑ English □ French □ Spanish         Account Owner         Name         ☑ Diane Smith rule-Time         Account Administrators         Name ↑         ☑ Bruno Aldik	Email demovolla@gmail.com Email demovolla+aldik1.fl.omail.com	Phone (438) 889-4544 Phone	Status Active Status memberStatuses undefined

Scroll down to Chat Privacy Settings and click on the Hide conversations switch to activate/deactivate that setting.

ăl < Back to settings	The following settings apply to the entire company. You can specify settings by team, position and / or location using custom permissions.	
General Settings	Hide Coworkers	
Company	When colleagues are hidden, an employee can't see the list of their colleagues. It's also impossible to start a conversation with them.	
Privacy		
Permissions	Drivoov Settings	
Notifications	Filvacy settings	
Modules	Employees cannot see the list of their colleagues invited to an open shift, a replacement or a	
Organizational Structure	swap request.	
Schedules and Availability	Hide Contact Information	
Invitation & Assignment	Employees cannot see their colleagues" contact information.	
Employee Mobility	Hide Coworkers Schedules	
Payroll and Time Off	With hidden schedules, an employee can't see the schedules of their coworkers.	
Time and Attendance	Hide Coworkers Availabilities	
Billing	With hidden availabilities, an employee can't see availabilities of their coworkers.	
Integrations	- Hide Coworkers Leaves	
	With hidden leaves, an employee can't see the leaves of their coworkers.	
	Cher Privacy Settings	
	Hide conversations When active the conversations feature is disabled for all Volia users.	
	Custom Privacy Rules ③	
	Custom Rules Application	
	No data to chow	
	NO data to show	
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If the Hide conversations setting is turned off, two other settings will appear, select the switches for the ones you want to activate/deactivate.

