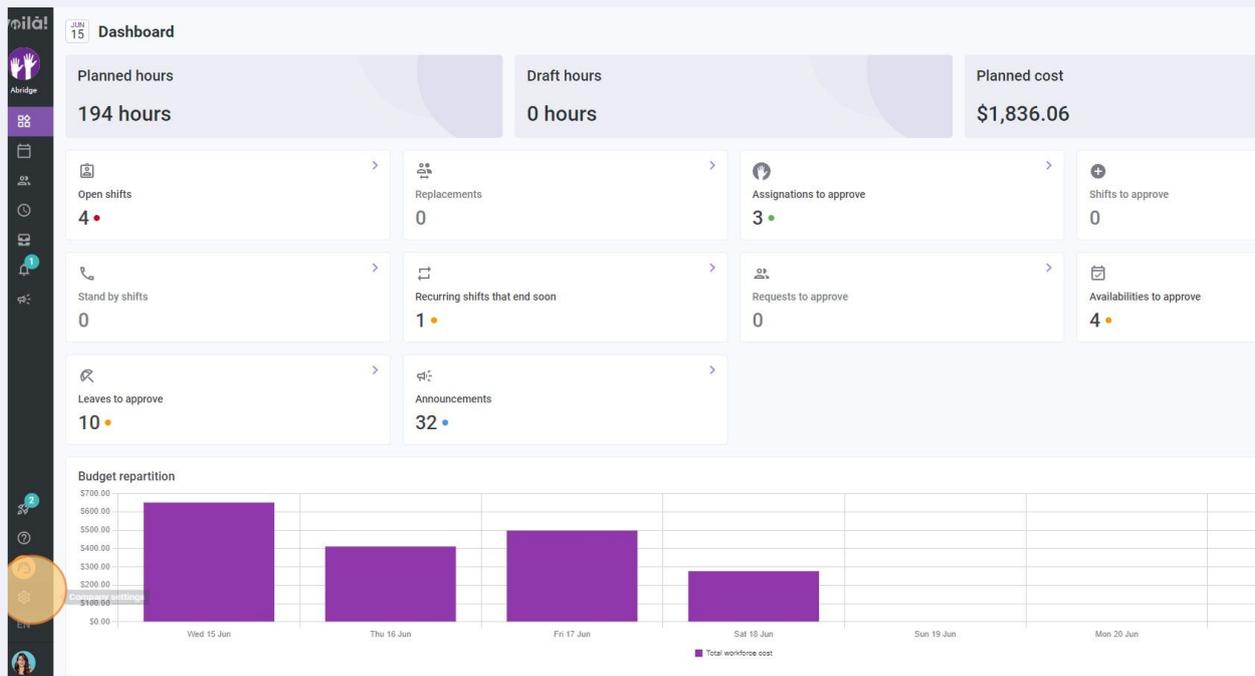


How to change company's privacy settings

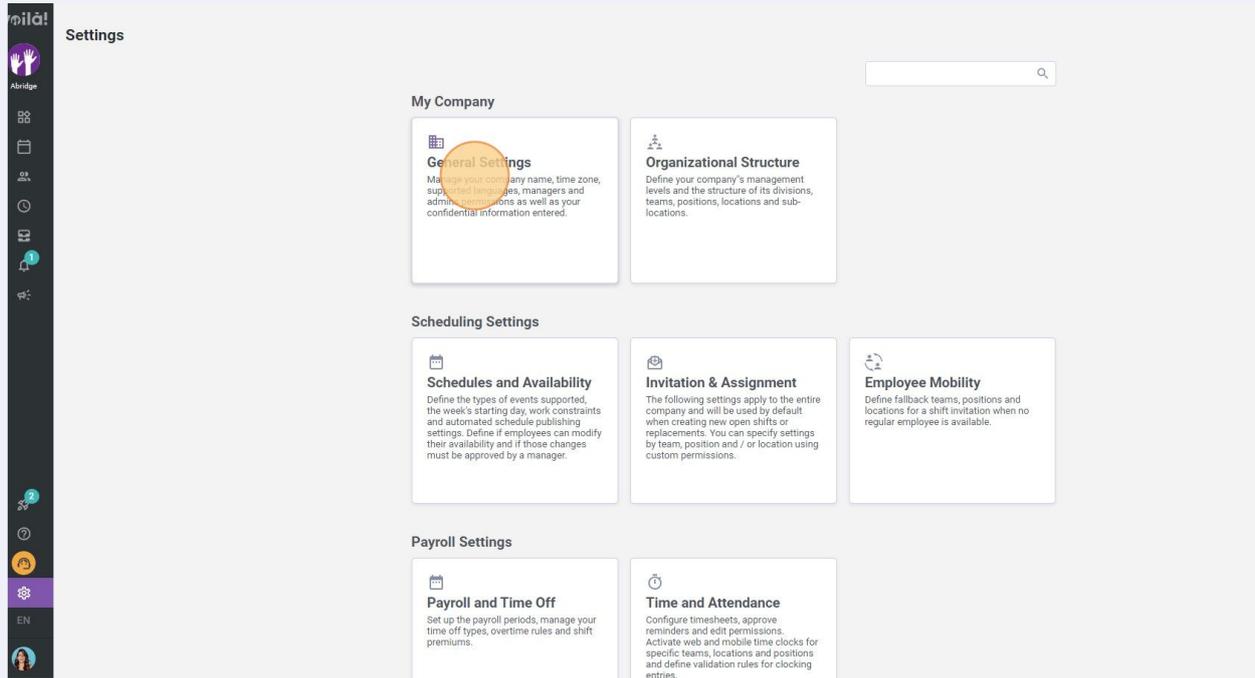


1 Navigate to <https://console.voila.app/en>

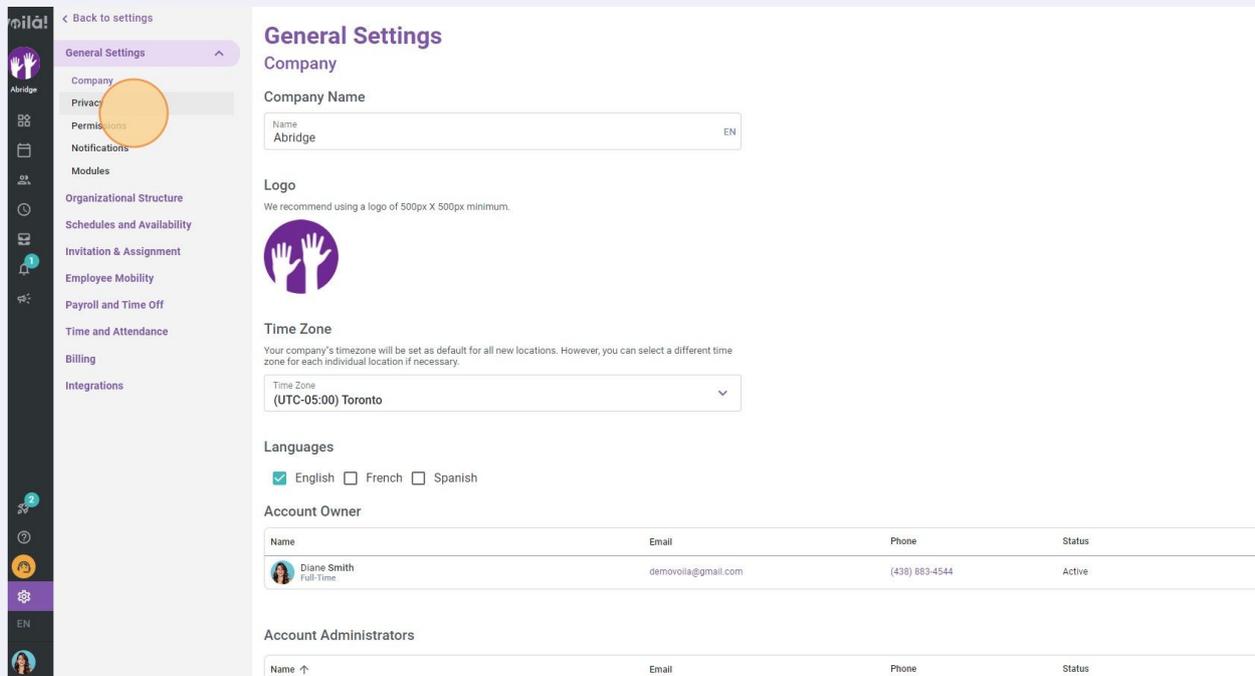
2 Click on the Company settings icon.



3 Select General Settings



4 Click on the Privacy section



5

Click on the switch of the desired setting to activate/deactivate it.

The screenshot displays the Voilà! settings application. On the left is a vertical navigation sidebar with the Voilà! logo at the top, followed by a search bar and a list of menu items: Company, Privacy, Permissions, Notifications, Modules, Organizational Structure, Schedules and Availability, Invitation & Assignment, Employee Mobility, Payroll and Time Off, Time and Attendance, Billing, and Integrations. The 'Privacy' menu item is highlighted. The main content area is titled 'General Settings' and 'Privacy'. Below the title, a note states: 'The following settings apply to the entire company. You can specify settings by team, position and / or location using custom permissions.' The settings are organized into sections: 'Hide Coworkers' (switch off), 'Privacy Settings' (including 'Hide Invitations' (switch on), 'Hide Contact Information' (switch on with lock icon), 'Hide Coworkers Schedules' (switch off with lock icon), 'Hide Coworkers Availabilities' (switch off with lock icon), and 'Hide Coworkers Leaves' (switch off with lock icon)), 'Chat Privacy Settings' (including 'Hide conversations' (switch on)), and 'Custom Privacy Rules' (with a help icon and a 'Custom Rules Application' field).