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How to change company's privacy settings





Select General Settings

Yoild! Settings	y Company		Q
88 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Cereral Settings Was any set con Jary name, time zone, sub-ent lamoutes, managers and admin ceremptons as well as your confidential information entered.	** Organizational Structure Define your company's management levels and the structure of its divisions, teams, positions, locations and sub- locations.	
¢: Sα	Cheduling Settings Construction Construct	Invitation & Assignment The following settings apply to the entitie when creating new open shifts or replacements. You can appetly settings by team, position and / or location using custom permissions.	ر المعالم معالم معالم معالم معالم معالم معالم معالم معالمم معالم معالم معالم معالم معالم معالم معالم معالم
 ₽a ₽a ™ ♥ 	ayroll Settings	© Time and Attendance Configure timesheets, approve reminders and edit permissions. Activate web and mobile time clocks for specific teams, locations and positions and define validation rules for clocking entries.	

4 Click on the Privacy section

Back to settings General Settings General Settings Company Permission Notifications Modules Organizational Structure Schedules and Availability Invitation & Assignment Employee Mobility Payroll and Time Off Time and Attendance Billing Integrations	General Settings Company Company Name Name Abridge Logo Warecommend using a logo of 500px X 500px minimum. Our company's timezone will be set as default for all new locations. However, you can company's timezone will be set as default for all new locations. However, you can company's timezone will be set as default for all new locations. However, you can company's timezone will be set as default for all new locations. However, you can company's timezone will be set as default for all new locations. However, you can company's timezone will be set as default for all new locations. However, you can company's timezone will be set as default for all new locations. However, you can company's timezone will be set as default for all new locations. However, you can company's timezone will be set as default for all new locations. However, you can company's timezone will be set as default for all new locations. However, you can company's timezone will be set as default for all new locations. However, you can company's timezone will be set as default for all new locations. However, you can company's timezone will be set as default for all new locations. However, you can company's timezone will be set as default for all new locations. However, you can company's timezone will be set as default for all new locations. However, you can company's timezone will be set as default for all new locations. However, you can company's timezone will be set as default for all new locations. However, you can company's timezone will be set as default for all new locations. However, you can company's timezone will be set as default for all new locations. However, you can company's timezone will be set as default for all new locations. However, you can company's timezone will be	EN select a different time		
0	Name	Email	Phone	Status
	Piane Smith Full-Time	demovolla@gmail.com	(438) 883-4544	Active
	Account Administrators	Email	Phone	Status

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

A Back to settings	General Settings	
General Settings	Privacy	
Company	The following settings apply to the entire company. You can specify settings by team, position and / or location	
Permissions	using custom permissions.	
Notifications	Hide Coworkers	
Modules	When colleagues are hidden, an employee can't see the list of their colleagues. It's also impossible to start a conversation with them.	
Organizational Structure		
Schedules and Availability	Privacy Settings	
Invitation & Assignment	Hide Invitations Employees cannot see the list of their colleagues invited to an open shift, a replacement or a	
Employee Mobility	swap request.	
Payroll and Time Off	Hide Contact Information	
Time and Attendance	Employees cannot see their coneagues contact mormation.	
Billing	Hide Coworkers Schedules With hidden schedules, an employee can't see the schedules of their coworkers.	
Integrations		
	Hide Coworkers Availabilities With hidden availabilities, an employee can't see availabilities of their coworkers.	
	Hide Coworkers Leaves	
3	With hidden leaves, an employee can't see the leaves of their coworkers.	
	Chat Privacy Settings	
	Hide conversations	
	when active, the conversations reature is usabled Tof all Volla Users.	
	Custom Privacy Rules	
	Custom Rules Application	
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