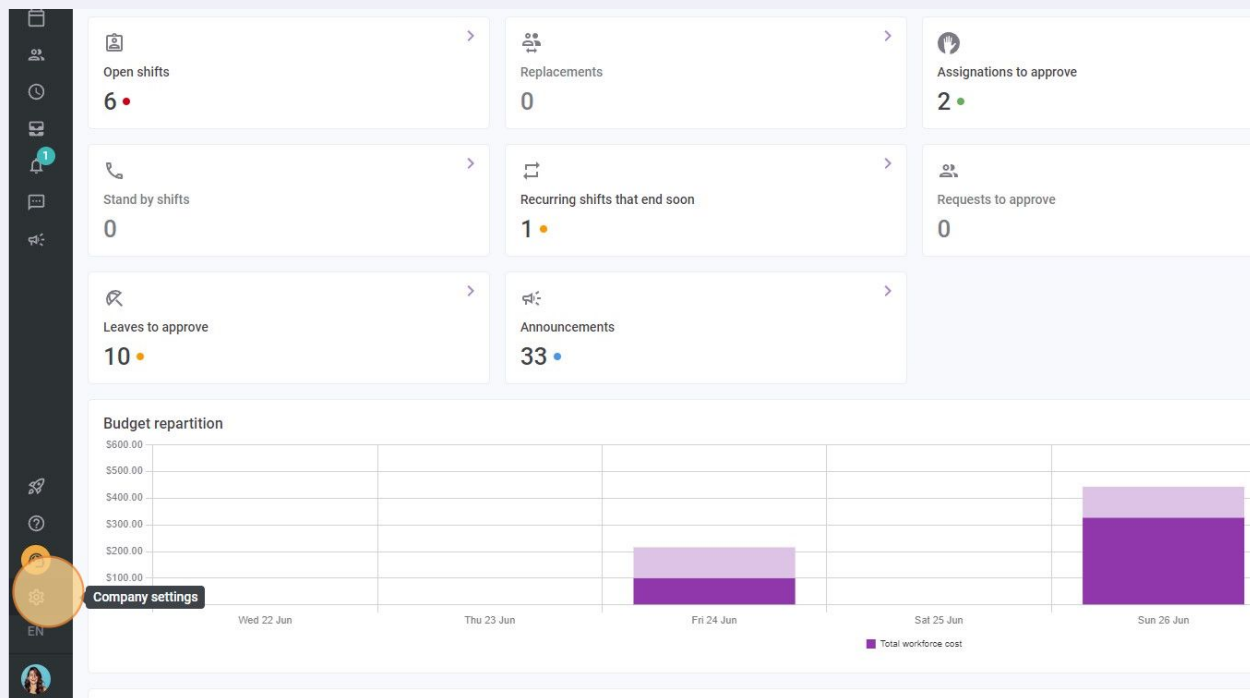


How to change the default invitation mode

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

2 Click on the Company settings icon.



3

Select Invitation & Assignment.

My Company



General Settings

Manage your company name, time zone, supported languages, managers and admins permissions 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.

Scheduling Settings



Schedules 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.



Invitation & 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.



Employee Mobility

Define fallback teams, positions and locations for a shift invitation when no regular employee is available.

Payroll Settings



Payroll and Time Off

Set up the payroll periods, manage your time off types, overtime rules and shift



Time and Attendance

Configure timesheets, approve reminders and edit permissions.

4

Click on the Default invitation rule bar.

[Back to settings](#)[General Settings](#)[Organizational Structure](#)[Schedules and Availability](#)[Invitation & Assignment](#)[Invitation Management](#)[Invitation & Assignment Priority](#)[Employee Mobility](#)[Payroll and Time Off](#)[Time and Attendance](#)[Reporting](#)[Integrations](#)

Invitation & Assignment

Invitation Management

The following parameters are applied to the whole company and will be used by default when creating new shifts or replacements.

Default Invitation Mode



Default invitation rule

Last minute replacement



Force invitation mode

The specified invitation rule will be applied and can't be changed when creating a shift or replacement.

Custom Invitation Rules ?

Custom Rules Application



Management



CPE A



Maintenance

5

Select the default invitation rule of your choice.

The screenshot displays the 'voilà! Abridge' settings interface. On the left is a dark sidebar with the 'voilà! Abridge' logo and a list of settings categories: General Settings, Organizational Structure, Schedules and Availability, Invitation & Assignment (highlighted with a purple bar and an upward arrow), Invitation Management, Invitation & Assignment Priority, Employee Mobility, Payroll and Time Off, Time and Attendance, Billing, and Integrations. The main content area is titled 'Invitation & Assignment' and 'Invitation Management'. Below the title, a note states: 'The following parameters are applied to the whole company and will be used by default when creating new shifts or replacements.' The 'Default Invitation Mode' section features a dropdown menu labeled 'Default invitation rule' with a lock icon on the left and a downward arrow on the right. The dropdown is open, showing five options: 'Last minute replacement' (selected), 'Every Locations', 'Everyone' (highlighted with an orange circle), 'Last minute replacement', and 'Seniority'. Below the dropdown, there is a 'Custom' section with three rows, each featuring a dropdown arrow and a button with a group icon and text: 'Management', 'CPE A', and 'Maintenance'.

voilà! Abridge

< Back to settings

- General Settings
- Organizational Structure
- Schedules and Availability
- Invitation & Assignment** ^
- Invitation Management
- Invitation & Assignment Priority
- Employee Mobility
- Payroll and Time Off
- Time and Attendance
- Billing
- Integrations

Invitation & Assignment

Invitation Management

The following parameters are applied to the whole company and will be used by default when creating new shifts or replacements.

Default Invitation Mode

Default invitation rule: **Last minute replacement**

- Every Locations
- Everyone**
- Last minute replacement
- Seniority
- Union A - Advanced Flow

Custom

- Management
- CPE A
- Maintenance