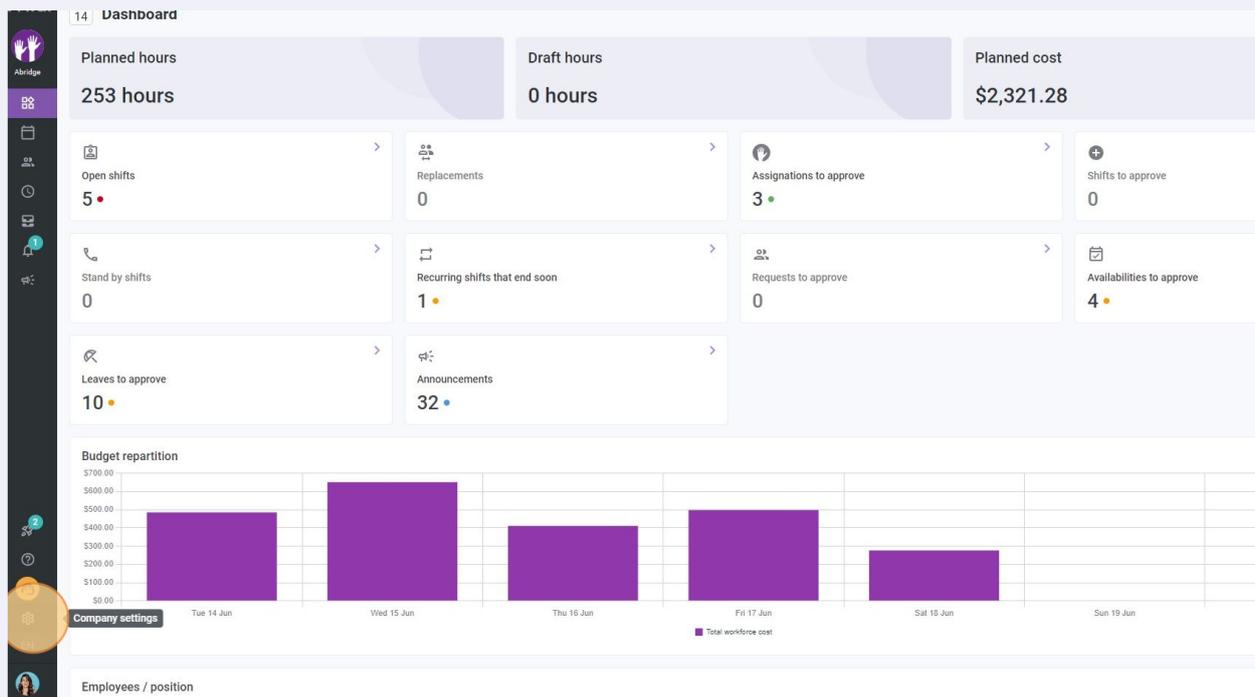


# How to change your account's administrator/manager/supervisor

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

2 Click on the Company settings icon.



### 3 Select General Settings.

**Settings**

**My Company**

- General Settings**: Manage your company name, time zone, supported languages, managers and admins permissions and access your confidential information controls.
- 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 premiums.
- 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 To add an admin, select Add a new admin.

**Time Zone**

Your company's timezone will be set as default for all new locations. However, you can select a different time zone for each individual location if necessary.

Time Zone: (UTC-05:00) Toronto

**Languages**

English  French  Spanish

**Account Owner**

Name	Email	Phone	Status
Diane Smith Full-Time	demovolla@gmail.com	(438) 883-4544	Active

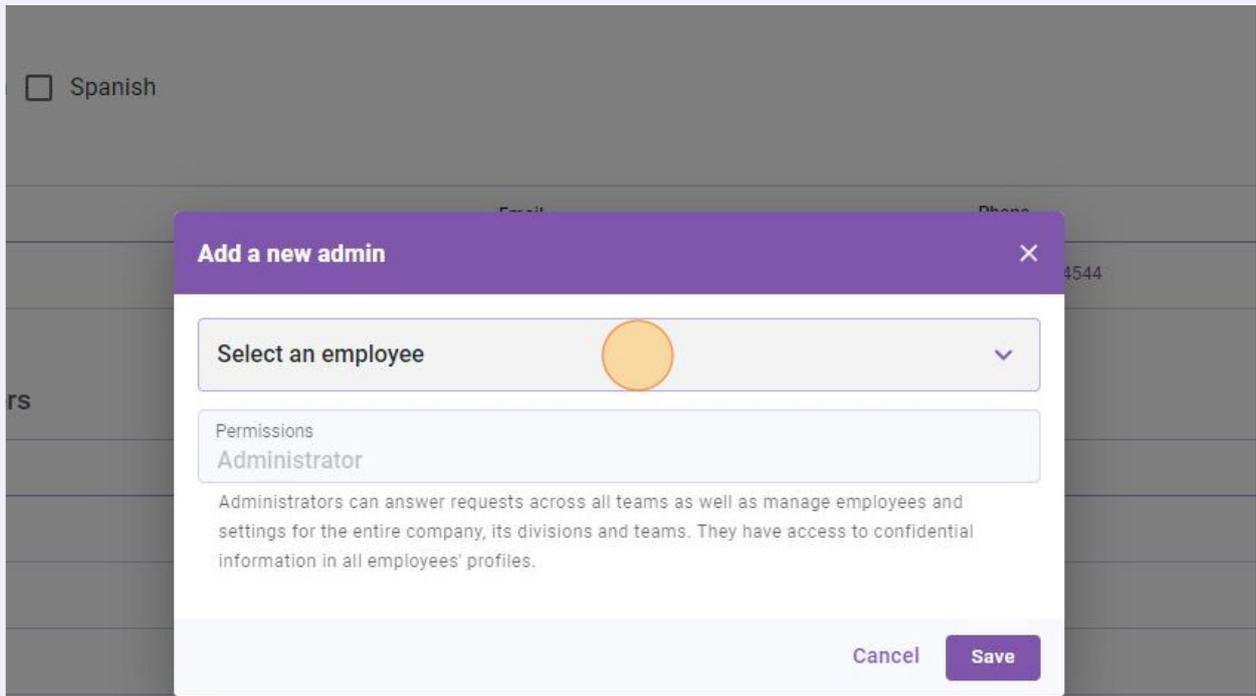
**Account Administrators** Add a new admin

Name ↑	Email	Phone	Status
Anne Bonesso ID: 2205 - Full-Time	demovolla+bonesso@gmail.com		Active
Bruno Aldik Full-Time	demovolla+aldik1@gmail.com		Active
Christian Michaud ID: 10905 - Full-Time	christianmichaud93@gmail.com		Active
Diane Smith Full-Time	demovolla@gmail.com	(438) 883-4544	Active

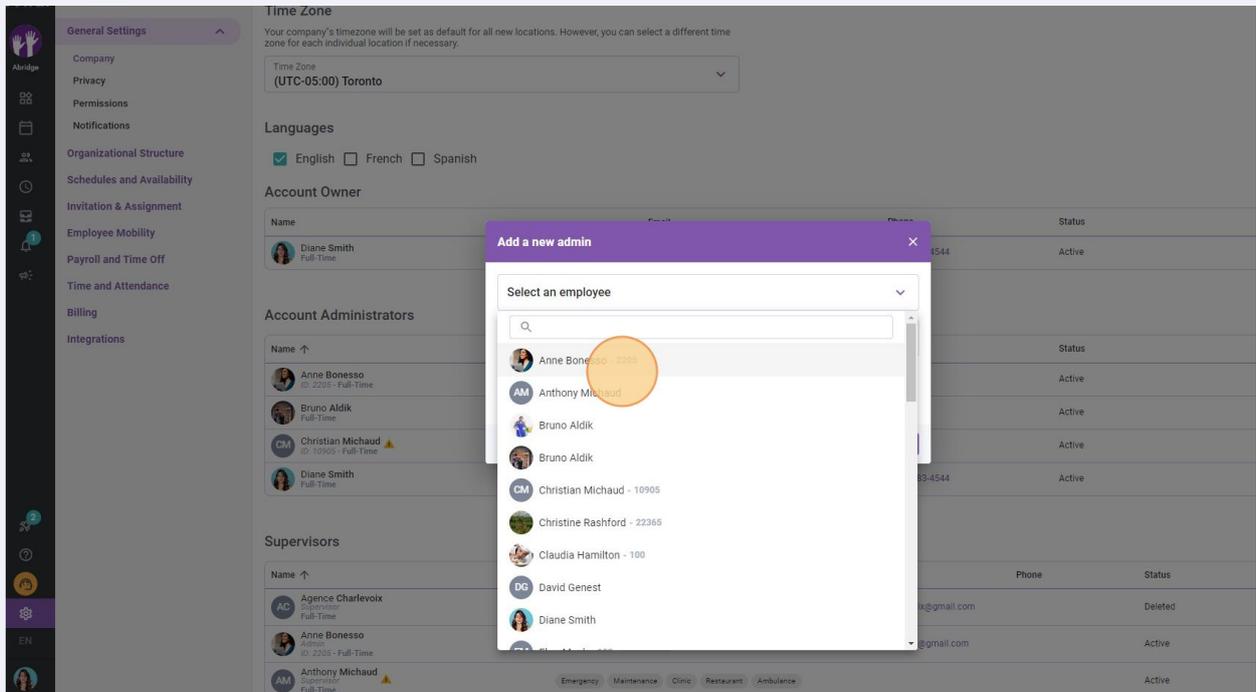
**Supervisors** Add a new supervisor

Name ↑	Teams	Email	Phone	Status
Agence Charlevoix Supervisor Full-Time	Projet	demovolla+charlevoix@gmail.com		Deleted
Anne Bonesso Admin ID: 2205 - Full-Time	MOD Suzanne, MOI Suzanne	demovolla+bonesso@gmail.com		Active
Anthony Michaud				

5 Then, click on Select an employee.



6 Select the employee you desire to put as an admin.



7 Once you have selected the employee, click save.

The screenshot shows the 'Time Zone' settings page. A modal titled 'Add a new admin' is open, showing a dropdown menu with 'Anne Bonesso - 2205' selected. Below the dropdown, the permissions are set to 'Administrator'. The modal has 'Cancel' and 'Save' buttons. In the background, the 'Account Administrators' table is visible, listing several users including Anne Bonesso, Bruno Aldik, Christian Michaud, and Diane Smith.

8 To remove an admin, click the trash icon next to the employee's name.

The screenshot shows the 'Time Zone' settings page. The 'Account Administrators' table is visible, listing several users. A trash icon is highlighted next to the name of Anne Bonesso. The table has columns for Name, Email, Phone, and Status. There is also an 'Add a new admin' button in the top right corner of the table.

9

Once you have clicked on the icon, select the confirm button to remove the employee as an admin.

The screenshot shows a user management interface with three sections: Account Owner, Account Administrators, and Supervisors. A confirmation dialog box is overlaid on the Account Administrators section, asking "Are you sure that you wish to remove Anne Bonesso from the administrators?". The dialog has "Cancel" and "Confirm" buttons. The "Confirm" button is highlighted with a yellow circle. The Account Administrators table lists Anne Bonesso, Bruno Aldik, Christian Michaud, and Diane Smith. The Supervisors table lists Agence Charlevoix and Anne Bonesso.

Name	Email	Phone	Status
Diane Smith Full-Time	demovolla@gmail.com	(438) 883-4544	Active

Name ↑	Email	Phone	Status
Anne Bonesso ID: 2205 - Full-Time	demovolla+aldik1@gmail.com		Active
Bruno Aldik Full-Time	demovolla+aldik1@gmail.com		Active
Christian Michaud ID: 10905 - Full-Time	christianmichaud93@gmail.com		Active
Diane Smith Full-Time	demovolla@gmail.com	(438) 883-4544	Active

Name ↑	Teams	Email	Phone	Status
Agence Charlevoix Supervisor Full-Time	Projet	demovolla+charlevoix@gmail.com		Deleted
Anne Bonesso Admin ID: 2205 - Full-Time	MOD Suzanne MOI Suzanne	demovolla+bonesso@gmail.com		Active

10

To add a supervisor, select Add a new supervisor.

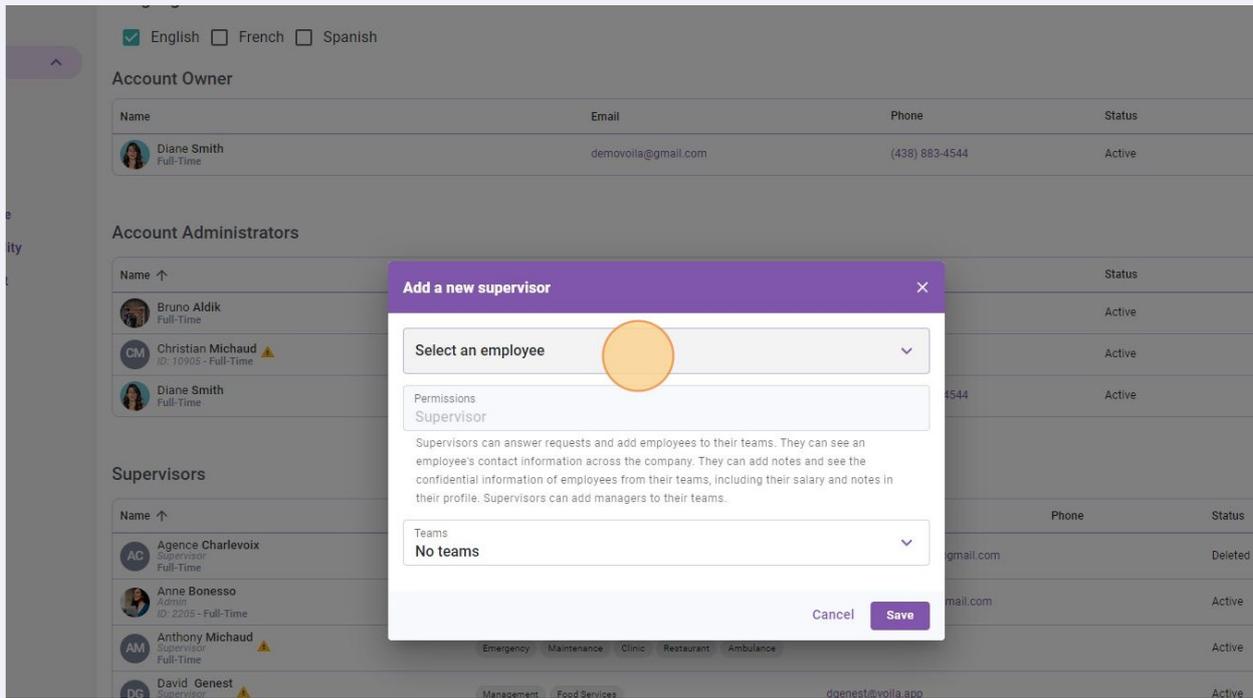
The screenshot shows the user management interface with three sections: Account Owner, Account Administrators, and Supervisors. The 'Add a new supervisor' button is highlighted with a yellow circle. The Account Administrators table lists Bruno Aldik, Christian Michaud, and Diane Smith. The Supervisors table lists Agence Charlevoix, Anne Bonesso, Anthony Michaud, David Genest, and Diane Smith.

Name ↑	Email	Phone	Status
Bruno Aldik Full-Time	demovolla+aldik1@gmail.com		Active
Christian Michaud ID: 10905 - Full-Time	christianmichaud93@gmail.com		Active
Diane Smith Full-Time	demovolla@gmail.com	(438) 883-4544	Active

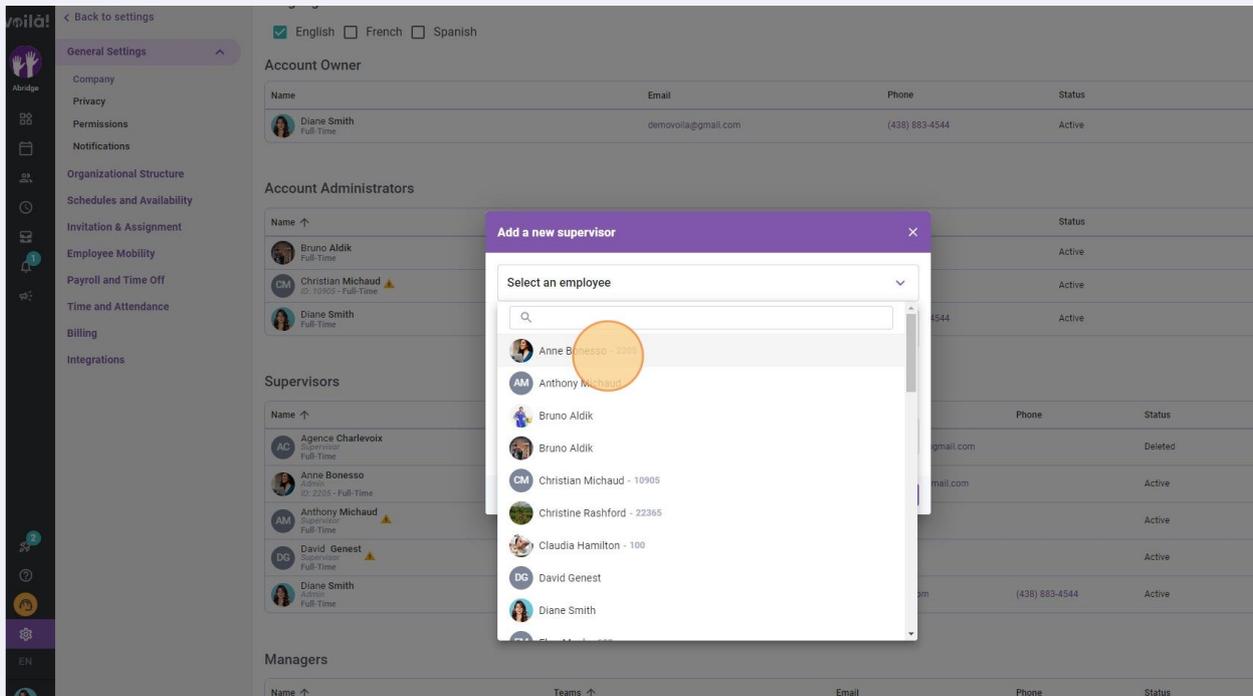
  

Name ↑	Teams	Email	Phone	Status
Agence Charlevoix Supervisor Full-Time	Projet	demovolla+charlevoix@gmail.com		Deleted
Anne Bonesso Admin ID: 2205 - Full-Time	MOD Suzanne MOI Suzanne	demovolla+bonesso@gmail.com		Active
Anthony Michaud Supervisor Full-Time	Emergency Maintenance Clinic Restaurant Ambulance			Active
David Genest Supervisor Full-Time	Management Food Services	dgenest@volla.app		Active
Diane Smith Admin Full-Time	Management accueil Housekeeping	demovolla@gmail.com	(438) 883-4544	Active

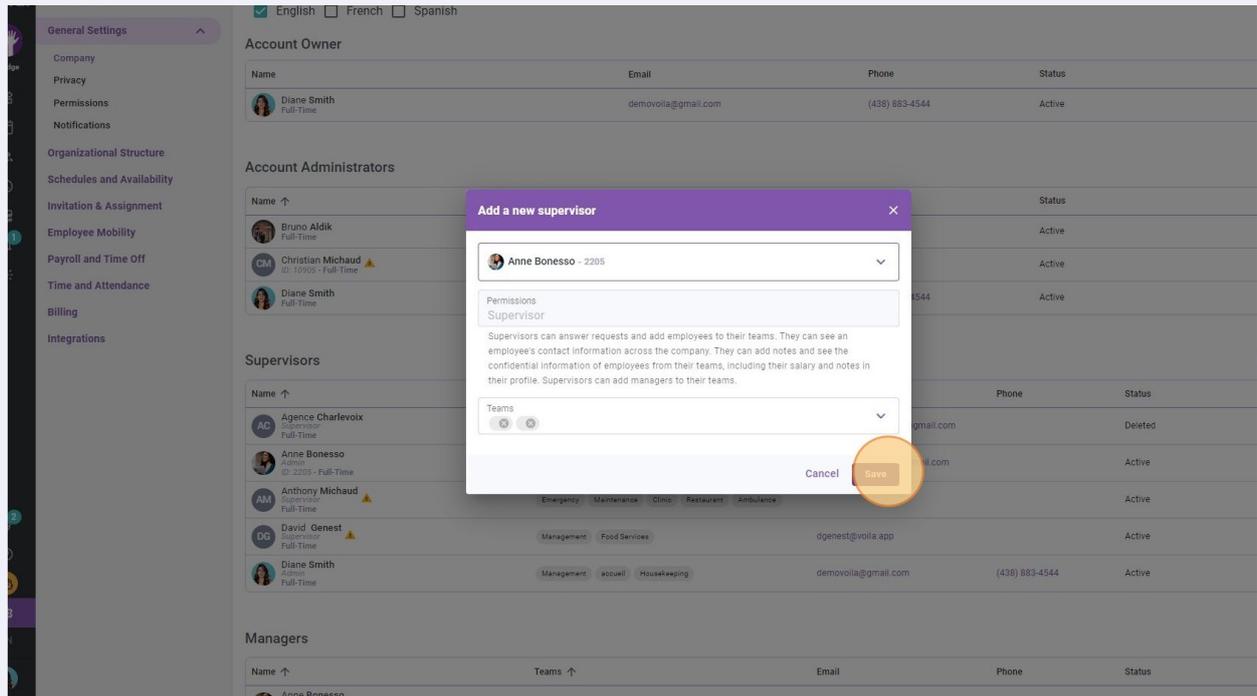
# 11 Then, click on Select an employee.



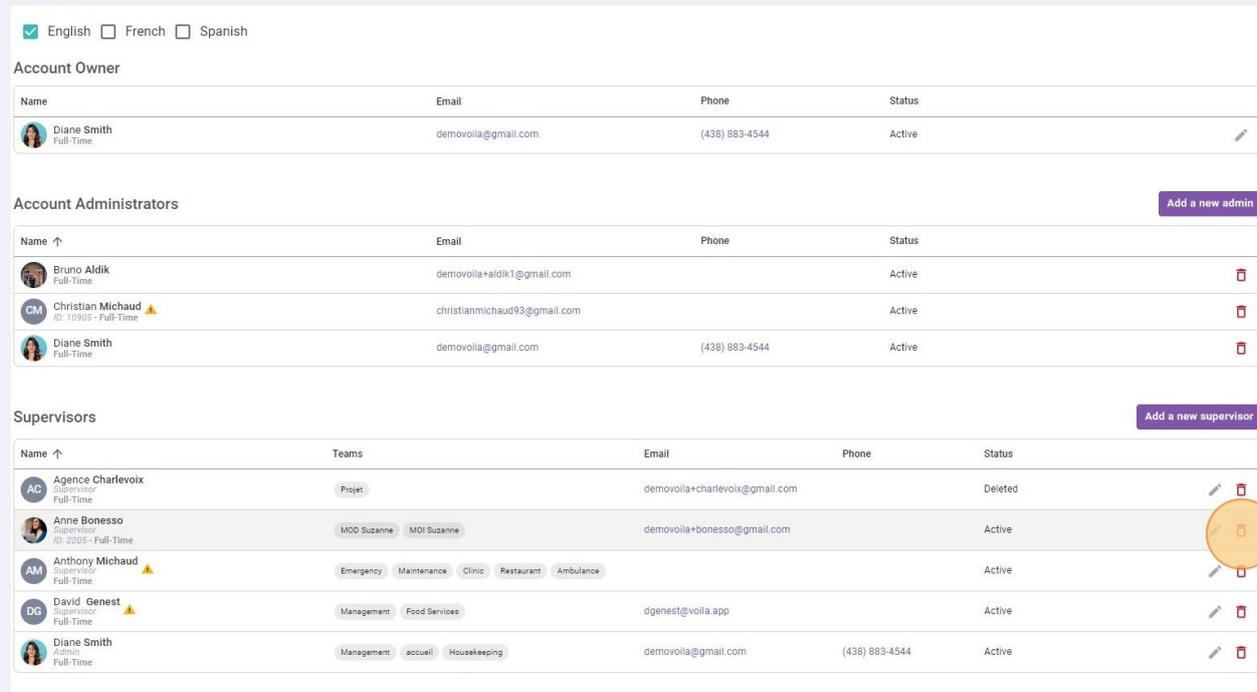
# 12 Select the employee you desire to put as a supervisor.



### 13 Once you have selected the employee, click save.



### 14 To remove a supervisor, click the trash icon next to the employee's name.



15

Once you have clicked on the icon, select the confirm button to remove the employee as a supervisor.

The screenshot shows a list of users in a management interface. A modal dialog box titled "Confirm action" is overlaid on the list. The dialog asks: "Are you sure that you wish to remove Anne Bonesso from the supervisors?". Below the question are two buttons: "Cancel" and "Confirm". The background list shows columns for Teams, Email, and Phone. The user "Anne Bonesso" is highlighted in the list.

Teams	Email	Phone
	demovoila+aldik1@gmail.com	Active
	christianmichaud93@gmail.com	Active
	(438) 883-4544	Active
Projet	demovoila+charlevoix@gmail.com	
MOD Suzanne MOI Suzanne	demovoila+bonesso@gmail.com	
Emergency Maintenance Clinic Restaurant Ambulance		
Management Food Services	dgenest@voila.app	

16

To add a manager, select Add a new manager.

The screenshot displays two tables of user information. The top table has a purple "Add a new supervisor" button in the top right corner. The bottom table has an orange "Add a new manager" button in the top right corner. Both tables have columns for Name, Email, Phone, and Status, and include edit and delete icons for each row.

Name	Email	Phone	Status
Projet	demovoila+charlevoix@gmail.com		Deleted
Emergency Maintenance Clinic Restaurant Ambulance			Active
Management Food Services	dgenest@voila.app		Active
Management accueil Housekeeping	demovoila@gmail.com	(438) 883-4544	Active

Name	Email	Phone	Status
Emergency	demovoila+bonesso@gmail.com		Active
Emergency Maintenance Clinic Restaurant Ambulance			Active
	demovoila+rashford@gmail.com		Active
	demovoila+hamilton@gmail.com		Active
	dgenest@voila.app		Active

## 17 Then, click on Select an employee.

The screenshot shows a web application interface with a sidebar on the left and a main content area. The sidebar contains navigation items: 'Structure', 'Availability', 'Assignment', 'Ability', 'Time Off', and 'Attendance'. The main content area is divided into three sections: 'Supervisors', 'Managers', and a list of employees. A modal dialog box titled 'Add a new manager' is open in the center. It has a purple header with a close button. Below the header is a search bar labeled 'Select an employee' with a dropdown arrow. Underneath is a 'Permissions' section with a 'Manager' role selected. Below that is a 'Teams' section with a dropdown arrow. At the bottom of the dialog are 'Cancel' and 'Save' buttons. The background shows a table of employees with columns for Name, Email, Phone, and Status. The 'Supervisors' section lists Agence Charlevoix, Anthony Michaud, David Genest, and Diane Smith. The 'Managers' section lists Anne Bonesso and Anthony Michaud. The employee list includes Bruno Aldik, Christian Michaud, and Diane Smith.

## 18 Select the employee you desire to put as a manager.

This screenshot shows the same 'Add a new manager' dialog box as in the previous image, but now the 'Select an employee' dropdown is open, displaying a list of employees. The list includes: Anne Bonesso - 1005, Anthony Michaud, Bruno Aldik, Christian Michaud - 10905, Christine Rashford - 22365, Claudia Hamilton - 100, David Genest, and Diane Smith. The 'Anthony Michaud' entry is highlighted with a yellow circle. The background interface is dimmed, showing the same sidebar and main content area as in the previous image.

19 Once you have selected the employee, click save.

The screenshot shows a user management interface with three main sections: a list of employees, a 'Supervisors' section, and a 'Managers' section. A modal dialog titled 'Add a new manager' is open, showing a dropdown menu with 'Anne Bonesso - 2205' selected. Below the dropdown, there are 'Permissions' (set to 'Manager') and 'Teams' (set to 'Emergency'). At the bottom of the dialog are 'Cancel' and 'Save' buttons. A red circle highlights the 'Save' button. The background shows the 'Supervisors' table with columns for Name, Email, Phone, and Status.

Name ↑	Email	Phone	Status
Bruno Aldik Full-Time	demovolla+aldik1@gmail.com		Active
Christian Michaud ID: 10905 - Full-Time	christianmichaud93@gmail.com		Active
Diane Smith Full-Time	demovolla@gmail.com	(438) 883-4544	Active

**Supervisors** Add a new supervisor

Name ↑	Phone	Status
Agence Charlevoix Supervisor Full-Time	demovolla+charlevoix@gmail.com	Deleted
Anthony Michaud Supervisor Full-Time		Active
David Genest Supervisor Full-Time	(438) 883-4544	Active
Diane Smith Admin Full-Time		Active

**Managers** Add a new manager

Name ↑	Phone	Status
Anne Bonesso Admin ID: 2205 - Full-Time	demovolla+bonesso@gmail.com	Active
Anthony Michaud Supervisor Full-Time		Active
Christine Rashford Manager ID: 22365 - Full-Time	demovolla+rashford@gmail.com	Active
Claudia Hamilton Manager ID: 100 - Full-Time	demovolla+hamilton@gmail.com	Active
David Genest Supervisor Full-Time		Active

20 To remove a manager, click the trash icon next to the employee's name.

The screenshot shows the 'Managers' section of the user management interface. It features a table with columns for Name, Teams, Email, Phone, and Status. The manager 'Anne Bonesso' is highlighted in grey, and a red circle highlights the trash icon next to her name. The 'Teams' column for Anne Bonesso shows 'Emergency'. Other managers listed include Anthony Michaud, Christine Rashford, Claudia Hamilton, and David Genest. The background shows the 'Supervisors' section with columns for Name, Teams, Email, Phone, and Status.

Name ↑	Teams	Email	Phone	Status
Agence Charlevoix Supervisor Full-Time	Projet	demovolla+charlevoix@gmail.com		Deleted
Anthony Michaud Supervisor Full-Time	Emergency Maintenance Clinic Restaurant Ambulance			Active
David Genest Supervisor Full-Time	Management Food Services	dgenest@voila.app		Active
Diane Smith Admin Full-Time	Management accueil Housekeeping	demovolla@gmail.com	(438) 883-4544	Active

**Managers** Add a new manager

Name ↑	Teams ↑	Email	Phone	Status
Anne Bonesso Manager ID: 2205 - Full-Time	Emergency	demovolla+bonesso@gmail.com		Active
Anthony Michaud Supervisor Full-Time	Emergency Maintenance Clinic Restaurant Ambulance			Active
Christine Rashford Manager ID: 22365 - Full-Time		demovolla+rashford@gmail.com		Active
Claudia Hamilton Manager ID: 100 - Full-Time		demovolla+hamilton@gmail.com		Active
David Genest Supervisor Full-Time		dgenest@voila.app		Active

21

Once you have clicked on the icon, select the confirm button to remove the employee as a supervisor.

The screenshot displays a user management interface with a table of users. A modal dialog titled "Confirm action" is overlaid on the table, asking for confirmation to remove Anne Bonesso from the managers. The dialog has a purple header with a close button (X) and two buttons at the bottom: "Cancel" and "Confirm". The "Confirm" button is highlighted with a yellow circle. The background table has columns for Teams, Email, Phone, and Status. The user Anne Bonesso is highlighted in the table, with her email (demovoila@gmail.com) and phone number ((438) 883-4544) visible. Other users listed include "Projet" (Deleted), "dgenest@voila.app" (Active), "demovoila+bonesso@gmail.com" (Active), "demovoila+rashford@gmail.com" (Active), and "demovoila+hamilton@gmail.com" (Active). The "Teams" column shows various categories like "Emergency", "Maintenance", "Clinic", "Restaurant", and "Ambulance".

Teams	Email	Phone	Status
Projet	demovoila+charlevoix@gmail.com		Deleted
Emergency Maintenance Clinic Restaurant Ambulance			Active
Manager	dgenest@voila.app		Active
Manager	demovoila@gmail.com	(438) 883-4544	Active
Teams ↑	Email	Phone	Status
Emergency	demovoila+bonesso@gmail.com		Active
Emergency Maintenance Clinic Restaurant Ambulance			Active
	demovoila+rashford@gmail.com		Active
	demovoila+hamilton@gmail.com		Active