

How to change your account's time zone

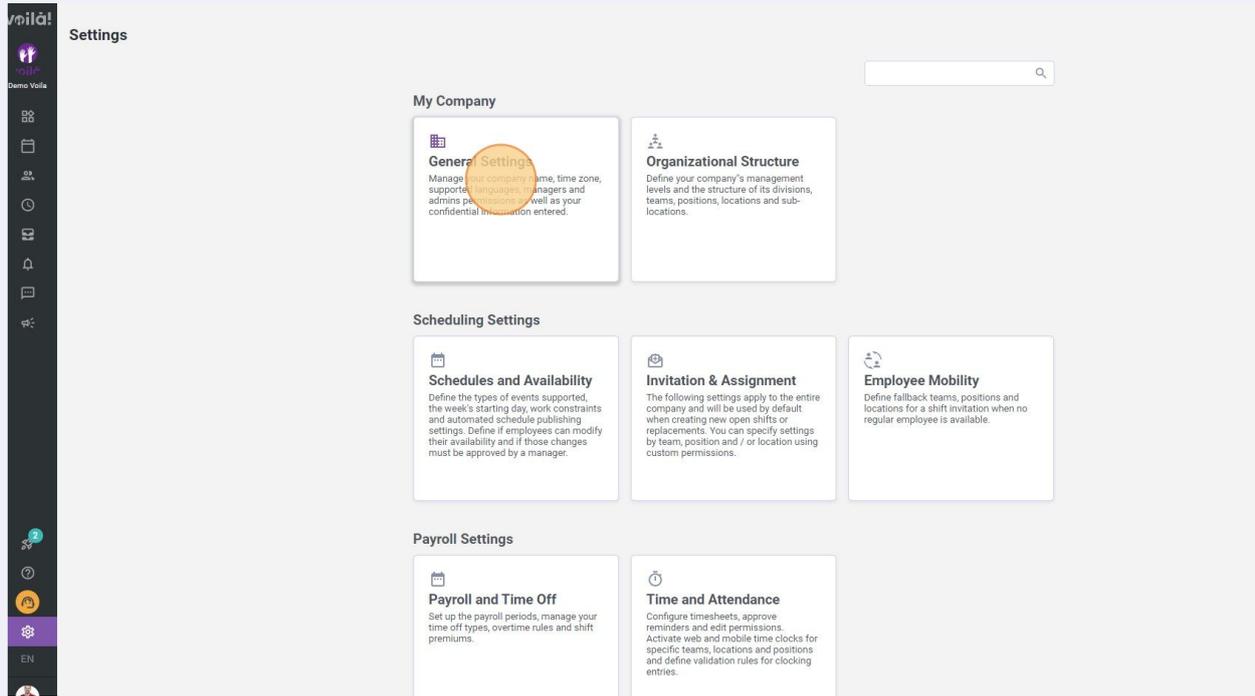


1 Navigate to <https://console.voila.app/en>

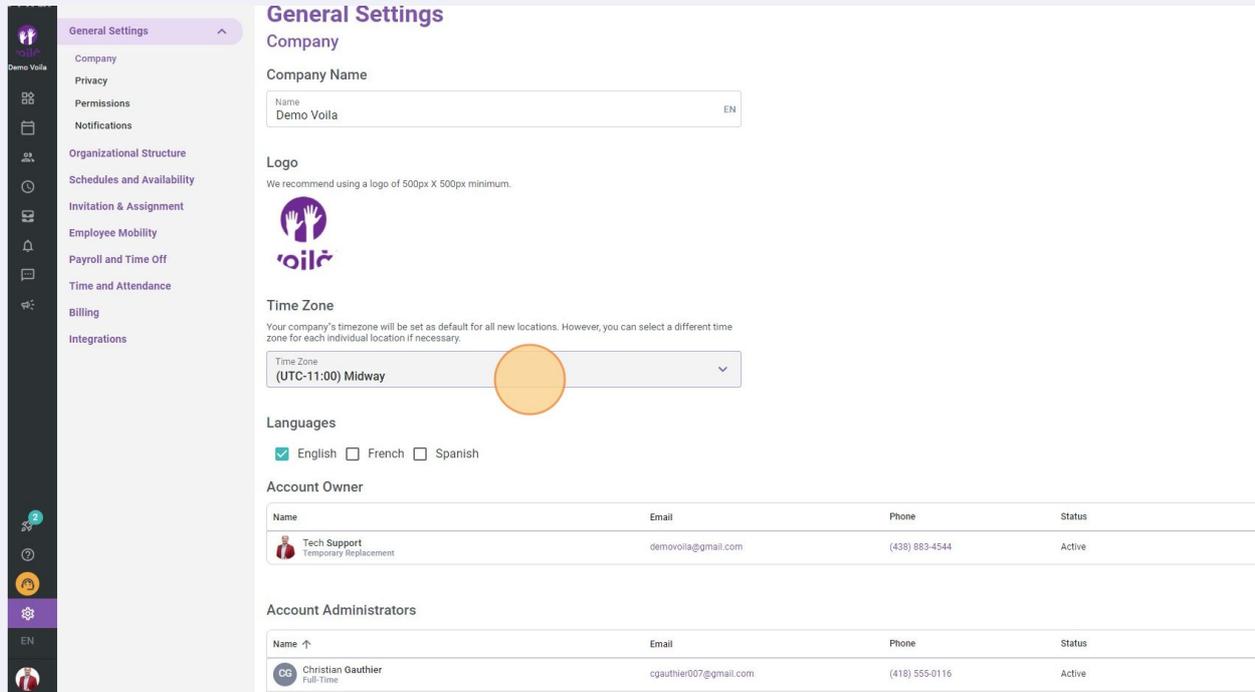
2 Click on the Company settings icon.

The screenshot displays the Voilà! console dashboard. On the left is a vertical navigation menu with icons for Home, Open shifts, Stand by shifts, Leaves to approve, Company settings (highlighted), and Employees / position. The main content area features several summary cards: Open shifts (0), Replacements (0), Assignations to approve (0), Stand by shifts (0), Recurring shifts that end soon (0), Requests to approve (0), Leaves to approve (6), and Announcements (6). Below these is a 'Budget repartition' chart with a y-axis from \$0.00 to \$20.00 and an x-axis for days from Tue 14 Jun to Sat 18 Jun. A legend indicates 'Total workforce cost' with a purple square. At the bottom, there is a section for 'Employees / position'.

3 Select General Settings.



4 Select the Time Zone text field.



5 Select the desired Time Zone.

The screenshot shows the 'General Settings' page for a company named 'Demo Voila'. The 'Time Zone' section is highlighted, and a dropdown menu is open, displaying a list of time zones. An orange circle highlights the search bar in the dropdown menu. The list of time zones includes:

- (UTC-11:00) Midway
- (UTC-11:00) Niue
- (UTC-11:00) Pago Pago
- (UTC-10:00) Honolulu
- (UTC-10:00) Johnston
- (UTC-10:00) Rarotonga
- (UTC-10:00) Tahiti
- (UTC-09:00) Anchorage
- (UTC-09:00) Juneau
- (UTC-09:00) Nome
- (UTC-09:00) Sitka
- (UTC-08:00) Yakutat

The background shows the 'Company Name' field with 'Demo Voila' and the 'Logo' section with the Voilà logo. Below the Time Zone dropdown, there are tables for 'Account Owner' and 'Account Administrators'.

Name	Email	Phone	Status
Tech Support Temporary Replacement	demovoila@gmail.com	(438) 883-4544	Active

Name	Email	Phone	Status
Christian Gauthier Full-Time	cgauthier007@gmail.com	(418) 555-0116	Active

6 You can also type your Time Zone to find it faster. Once the desired Time Zone is selected, it will automatically be saved on your Voilà account.

The screenshot shows the 'General Settings' page for a company named 'Demo Voila'. The 'Time Zone' section is highlighted, and a dropdown menu is open. The selected time zone is '(UTC-11:00) Midway'. A search bar in the dropdown menu contains the text 'toron', and a search result for '(UTC-05:00) Toronto' is visible. An orange circle highlights the search bar. The background shows the 'Logo' section with the Voilà logo. Below the Time Zone dropdown, there are tables for 'Account Owner' and 'Account Administrators'.

Name	Email	Phone	Status
Tech Support Temporary Replacement	demovoila@gmail.com	(438) 883-4544	Active

Name	Email	Phone	Status
Christian Gauthier Full-Time	cgauthier007@gmail.com	(418) 555-0116	Active